



TEACHERVUE Grade Book

Grade Book Main Options and Filters

Quick Reference Guide (QRG) T GB 10-S





This document will guide you through the process of setting grade book options in Grade Book.

Business Rules that apply are as follows:

Please call the (School District Support) if you have questions.

PATH SYNERGY SIS → TEACHERVUE → Grade Book

How to:	Steps:
Access Grade Book Main	<ul style="list-style-type: none"> ▪ Click Grade Book select Grade Book Main, on silver bar at top of screen. Grade Book Main view opens.
Select Grade Book Main Filters/Sorts	<ul style="list-style-type: none"> ▪ Select Class ▾. ▪ Select Period ▾. ▪ Sort Students by ▾ <ul style="list-style-type: none"> ○ Last Name <li style="text-align: center;">OR ○ First Name <li style="text-align: center;">OR ○ Student ID <li style="text-align: center;">OR ○ Custom Sorting First Name (as set below) <li style="text-align: center;">OR ○ Custom Sorting Last Name (as set below). <p>Filters</p> <ul style="list-style-type: none"> ▪ Select Date ▾ <ul style="list-style-type: none"> ○ Show All <li style="text-align: center;">OR ○ Last Week <li style="text-align: center;">OR ○ Last 30 Days ▪ Select Order ▾ <ul style="list-style-type: none"> ○ Olderst to Newest <li style="text-align: center;">OR ○ Newest to Oldest <li style="text-align: center;">OR ○ Custom Sort Order See QRG T GB 3-S View/Edit Assignments ▪ Select Types ▾
Locate Assignment in Grade Book Main	<ul style="list-style-type: none"> ▪ Enter assignment name in Search. Assignment will be highlighted in Grade Book Main.
Create Custom Student Sorts	<ul style="list-style-type: none"> ▪ Select Sort Student by ▾.

	<ul style="list-style-type: none"> ▪ Click students name, then drag and drop up/down in Student column on Grade Book Main. ▪ Click  .. Custom sort will be saved for selected custom Sort Student by option.
Access Grade Book Options	<ul style="list-style-type: none"> ▪ Click  to left of Grade Book chart to expand Grade Book Options.
Select Grade Book Options	<ul style="list-style-type: none"> ▪ Check Show dropped assignments to identify assignments not counted for grading in Grade Book. Dropped assignments are designated with d. See QRG T GB 2-S Adding An Assignment to set number of dropped assignments by assignment type. ▪ Check Show dropped students to show students withdrawn from class. Students designated as “dropped” appear with a line through their name. ▪ Check Hide class grade to hide overall Grade column on Grade Book grid. ▪ Check Enable group editing to edit student groups within Grade Book. See Student Groups to create/manage student groups ▪ Check Show grades by type to display overall grade columns for each assignment type in Grade Book grid. ▪ Check Show comment codes to display comment codes assigned to an assignment for a student on Grade Book grid.
Show: 	<ul style="list-style-type: none"> ▪ Select Normal to display assignment scores in Grade Book grid. ▪ Select Percentage to display percent of points earned for each assignment in Grade Book grid. ▪ Select Points to display points earned for each assignment in Grade Book grid. ▪ Select a comment code to highlight cell of assignments with assigned comment code.
Summary Mode:	<ul style="list-style-type: none"> ▪ Check Show Median to display median score for assignment at bottom of each assignment column. ▪ Check Show Mode to display mode for assignment at bottom of each assignment column.
At-risk Highlight Scores Percentage	<ul style="list-style-type: none"> ▪ Enter percentage number. Scores falling below percentage number for assignment(s) and/or class grade will be designated with .