

# TeacherVUE Grade Book – Class Manager









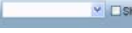

## Quick Reference Guide (QRG) T GB 24






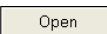





This document will guide you through the process of utilizing Class Manager in Grade Book.

**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:
<b>Access Class Manager View</b>	<ul style="list-style-type: none"> <li>▪ Click <b>Grade Book</b> on silver bar at top of screen.</li> <li>▪ Select <b>Class Manager</b>. Class Manager view opens.</li> </ul>
<b>Add New Class</b>	<ul style="list-style-type: none"> <li>▪ Click .</li> <li>▪ Enter <b>Class Name</b>.</li> <li>▪ Enter <b>Class Description</b>.</li> <li>▪ Select <b>Class Type</b> .</li> <li>▪ Select <b>Parent Class</b> .</li> <li>▪ Click .</li> </ul>
<b>Add Students to Class</b>	<ul style="list-style-type: none"> <li>▪ Select class from Class Manager grid .</li> <li>▪ Click <b>Students</b> tab. Students tab is visible for Grade Book Breakout or Intervention class types, only.</li> <li>▪ Select <b>Available Students</b> .</li> <li>▪ Click  left of student name to add to class.</li> <li>▪ Click  left of student name to remove from class.</li> </ul>
<b>Set Assignment Weighting</b>	<ul style="list-style-type: none"> <li>▪ Select class from Class Manager grid .</li> <li>▪ Click <b>Assignment Weighting</b> tab.</li> </ul> <p>For each Assignment Type</p> <ul style="list-style-type: none"> <li>▪ Enter <b>Weight (%)</b>. Sum of weights for all assignment types must equal 100%.</li> <li>▪ Enter <b>Drop Scores</b>. Number of scores to drop or exclude from grade calculation.</li> <li>▪ Enter <b>Default Points Possible</b>. Value can be overridden when creating new assignment.</li> <li>▪ Click <b>Display Color</b> to select header color that appears in Grade Book Main. <b>Assignment Type Color Picker</b> opens. <ul style="list-style-type: none"> <li>○ Select <b>Preset</b> color</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>○ Use slider color bars to create custom display color.</li> <li>○ Select <b>Text Color</b>.</li> <li>○ Click <b>Ok</b>.</li> </ul> </li> <li>▪ Click .</li> </ul>
<b>Apply Weight Settings to Additional Classes</b>	<ul style="list-style-type: none"> <li>▪ Check additional classes in <b>Also apply the above weighting settings to the following classes</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Click </li> </ul>
<p><b>Add Class Resources</b></p>	<ul style="list-style-type: none"> <li>▪ Select class from Class Manager grid </li> <li>▪ Click <b>Class Resources</b> tab.</li> <li>▪ Enter <b>Resource Name</b>.</li> <li>▪ Enter <b>Resource Description</b>.</li> <li>▪ Select <b>Check to show in parent portal</b> to allow parents access to assignment resources in PARENTVUE.</li> <li>▪ Select <b>Resource Type</b> . <ul style="list-style-type: none"> <li>If <b>Web Resource</b> is selected <ul style="list-style-type: none"> <li>○ Enter URL to website that contains resource in <b>New Web Resource</b> text box.</li> <li>○ Click  to verify website URL is correct.</li> <li>○ Click </li> </ul> </li> <li>If <b>Document Resource</b> is selected <ul style="list-style-type: none"> <li>○ Click <b>Browse...</b></li> <li>○ Locate document to upload and highlight</li> <li>○ Click  File name is displayed in <b>Please select a file to upload</b></li> <li>○ Click </li> </ul> </li> </ul> </li> </ul>
<p><b>Manage Class Resources</b></p>	<ul style="list-style-type: none"> <li>▪ Select class from Class Manager grid </li> <li>▪ Click <b>Class Resources</b> tab.</li> <li>▪ Click <a href="#">View Resource</a></li> </ul> <p style="text-align: center;"><b>AND/OR</b></p> <p>Click <a href="#">Delete</a></p>
<p><b>Create Linked Classes</b></p>	<ul style="list-style-type: none"> <li>▪ Select class designated as Home Room (Class Type) from Class Manager grid </li> <li>▪ Click <b>Related Classes</b> tab (Only visible for Class Type - Home Room)</li> <li>▪ Click  on appropriate line of Unlinked Subjects to link to Related Classes A new class is created from the selected subject. Assignments and corresponding student scores from selected subject will be present in the new class.</li> <li>▪ Click  on appropriate line of Related Classes to remove.</li> </ul>