

# TeacherVUE Grade Book - Create Assignment Resources

## Quick Reference Guide (QRG) T GB 7

This document will guide you through the process of adding assignment resources in Grade Book. Assignment resources can include homework handouts, study sheets, website URLs, and other resources that students can download at anytime.

**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 New Assignment view</b> | <ul style="list-style-type: none"> <li>▪ Click <b>Grade Book</b>, select <b>Grade Book Main</b> on silver bar at top of screen. Grade Book Main view opens.</li> <li>▪ Click assignment header for which to add assignment resource . Assignment menu appears.</li> <li>▪ Select <b>Create Assignment Resources</b>. Assignment Resources view opens.</li> </ul>   |
| <b>Add assignment resource</b>    | <ul style="list-style-type: none"> <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 <b>Test URL</b> to verify website URL is correct.</li> <li>○ Click <b>Insert Link</b>.</li> </ul> </li> <li>If <b>Document Resource</b> is selected                   <ul style="list-style-type: none"> <li>○ Click <b>Browse...</b> locate document to upload and click <b>Open</b>.</li> <li>○ Click <b>Upload Document</b> once selected document appears in <b>Please select a file to upload:</b> text box.</li> </ul> </li> </ul> </li> </ul> |