

TeacherVUE Grade Book

Create and View Grade Book Resources


Quick Reference Guide (QRG) T GB 8

This document will guide you through the process of viewing assignment resources created 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 Resources view	<ul style="list-style-type: none"> ▪ Click Grade Book, select Resources on silver bar at top of screen. Grade Book Resources view opens.
Add Class Resource	<ul style="list-style-type: none"> ▪ Select Class/Section from dropdown. ▪ Enter Resource Name. ▪ Enter Resource Description. ▪ Select Check to show in parent portal to allow parents access to assignment resources in ParentVUE. ▪ Select Resource Type. <ul style="list-style-type: none"> If Web Resource is selected <ul style="list-style-type: none"> ○ Enter URL to website that contains resource in New Web Resource text box. ○ Click Test URL to verify website URL is correct. ○ Click Insert Link. If Document Resource is selected <ul style="list-style-type: none"> ○ Click Browse... locate document to upload and click Open. ○ Click Upload Document once selected document appears in Please select a file to upload: text box.
Manage Class Resources	<ul style="list-style-type: none"> ▪ Click View Resource to view class resource. ▪ Click Delete to delete class resource.
View Assignment Resources	<ul style="list-style-type: none"> ▪ Click Assignment Resources tab. Assignment resources are displayed in resources grid.
Group assignment resources	<ul style="list-style-type: none"> ▪ Select and drag column header from resources grid to Drag a column header here to group by that column and drop.
Find an assignment resource	<ul style="list-style-type: none"> ▪ Type a match or partial match in Class Name, Subject, Resource Description, Measure, Show in Portal, Resource Name, and/or Added and ENTER.
Add sub-group(s)	<ul style="list-style-type: none"> ▪ Drag column header to light blue area and drop to right of Group header.
Sort resources within a group and/or subgroup	<ul style="list-style-type: none"> ▪ Click  in column header.

<p>View assignment resources</p> <p>To add an assignment resource see QRG GB 7 Creating Assignment Resources</p>	<ul style="list-style-type: none">▪ Select View Resource to right of assignment resource. Selected assignment resource opens in a new window.▪ Click (+) to left of group to expand and view grouped resources Click (+) to left of sub-groups to expand if group contains sub-groups,. Assignment resources will appear in grid when all sub-groups are expanded.
<p>Delete assignment resources</p>	<ul style="list-style-type: none">▪ Click Delete.