

TeacherVUE Grade Book - Adding an Assignment


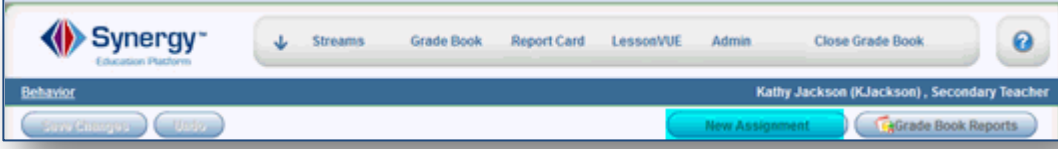
Quick Reference Guide (QRG) T GB 02 - E

This document will guide you through the process of adding assignments 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 New Assignment view	<ul style="list-style-type: none"> ▪ Log-in to TEACHERVUE ▪ Click  to open Grade Book. Grade Book view opens. ▪ Click Grade Book, select New Assignment. New Assignment view opens.
	
Add name/description to a new assignment	<ul style="list-style-type: none"> ▪ Enter Assignment Name. ▪ Enter Description.
Add assignment score details	<ul style="list-style-type: none"> ▪ Select Type ▪ Select Subject ▪ Check Grading option. <ul style="list-style-type: none"> Overall Grade Only to assign overall score to assignment. OR Overall Grade and Standards to assign overall score to assignment <i>and</i> scores to specific standard(s) assessed in assignment. ▪ Select Score Type for scoring assignment from table. ▪ Enter Max Score if "Raw Score" was selected from Score Type table. Max Score is number of points possible on assignment. ▪ Enter Points assignment is worth in Grade Book.
Add assignment settings	<ul style="list-style-type: none"> ▪ Enter Date of Assignment or click dropdown and choose from calendar ▪ Select Assignment Category. <ul style="list-style-type: none"> Normal counts points for assignment in both total points earned and total points possible for grade calculation. OR Extra Credit counts points for assignment in total points earned, but <i>not</i> total points possible. OR Not for Grading <i>does not count</i> points for assignment in either total points earned or total points possible. ▪ Select Show in Parent/Student Portal to show assignment details and grades in PARENTVUE and STUDENTVUE ▪ If assignment type tracks due dates, enter Due Date or click dropdown

and choose from calendar.
Due Date will not be visible if assignment type selected does not track due dates.

Grade Book Assignment in Parent/Student Portal

Gradebook Assignment Detail			
Course Am Govt (SS51)	Period 0	Teacher Teacher User	
Assignment Assignment	Type Assignment	Date 09/07/2009	Due Date 09/13/2009
Score 18.0 out of 25.00	Score Type Raw Score	Points 7.20 / 10.00	Notes -
Description			
Resources			
Name	Description		
A More Perfect Union	Please read this webpage about the drafting of the Constitution.		
Project Outline	Please click here to download a Word document outlining the project.		

Enable Digital Drop Box
 (District must activate Drop Box feature for option to appear)

- Select **Enable Drop Box** to allow students to upload documents to the assignment in STUDENTVUE. The teacher can view submitted assignments in Grade Book.
- Enter **Drop Box Open Date** or click dropdown and choose from calendar.
- Enter **Drop Box Close Date** or click dropdown and choose from calendar.
- Select **Document Count Limit**.

Align report card correlation(s) to assignment

- Select **Report Card Correlations** at bottom of view.
- Check all areas for which this assignment applies to final report card grade

Align standard correlation(s) to assignment

- Select **Standards Correlations**
- Click **Add Standard**. Add Standards detail opens.
- Select **Grade Level** and **Subject Area**
- Click **(+)** to left of standard (first heading)
- Click **(+)** to left of concepts (second heading) to open performance objectives (third headings)
- Select performance objective(s) that align with assignment
- Click **Add**. Selected standard(s) will show above tree.
- Enter number of points possible for standard(s) in **# Possible**.

Identify grading periods

- Select **Grading Periods** that assignment scores will be calculated into when determining final grades.

Save new assignment

- Click **Save Assignment**.