



TeacherVUE Grade Book - Grade Book Reports

Quick Reference Guide (QRG) T GB 19

This document will guide you through the process of printing Grade Book Reports in Grade Book.

Business Rules that apply are as follows:

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

PATH SYNERGY SIS → TEACHERVUE → Grade Book

How to:	Steps:
Access Grade Book Reports	<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. ▪ Click Grade Book Reports. Grade Book Reports view opens.
Select Grade Book Report and options	<ul style="list-style-type: none"> ▪ Select report from dropdown in Grade Book Reports group box.
<p>NOTE: Based upon selection, various options appear. If an option listed below is not available for a report, it will not appear in Grade Book Reports box.</p>	
	<ul style="list-style-type: none"> ▪ Select output type. PDF currently only option available. ▪ Enter Font Size for report text between 8pt and 14pt. ▪ Enter Row Height for report between 15 and 45. ▪ Select Hide Student Name (Use ID) to hide student names on report. ▪ Select Include Sub Class Assignments to show assignments from sub classes. ▪ Select Run report for current Class to include only current class information. <p style="text-align: center;">OR</p> <p>Select Run report for selected Classes.</p> <ul style="list-style-type: none"> ○ Check classes for report <ul style="list-style-type: none"> ▪ Select Run report for all students <p style="text-align: center;">OR</p> <p>Select Run report for “at risk” students to include only students with overall grade below designated “at risk” percentage. See QRG TGB 6 Grade Book Setup for more information.</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ Select Run report for selected students. Students in selected classes will appear below with corresponding checkboxes. ▪ Select Run report for all Assignments to include all assignments in report. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ Select Run report for selected Assignments. Assignments

	from selected classes will appear below with corresponding checkboxes.
NOTE: Several reports include report specific options. These options will appear in an options group box below Grade Book Reports group box.	
Select Report Specific Options	▪ Select report specific options in this box.