

TeacherVUE Grade Book - Report Card Preview

Quick Reference Guide (QRG) T GB 13

This document will guide you through the process of viewing students' scores, as they will appear on the report card, based on correlated assignments in Grade Book. This view also allows you to determine which classes should be included in the final grade calculations, override the calculated mark, and transfer these scores to students' report cards.

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 Report Card Preview view	<ul style="list-style-type: none"> ▪ On silver bar at top of screen, click Grade Book, select Report Card Preview. Report Card Preview view opens.
Select grading period and student	<ul style="list-style-type: none"> ▪ Select grading period from Select Grading Period. ▪ Select Grades from homeroom only to only include grades from homeroom class. <p style="text-align: center;">OR</p> <p style="text-align: center;">Unchecked selection will include grades from other classes.</p> <ul style="list-style-type: none"> ▪ Select student name from Select Student. Student's calculated mark, report card mark, total points/percentage, and points/percentage by class displays for each report card item.
View assignments that were used to calculate final grade	<ul style="list-style-type: none"> ▪ Click item in Report Card Item to view assignments/scores used in final grade calculation
Exclude selected classes from final grade calculation	<ul style="list-style-type: none"> ▪ Click calculated grade box in corresponding class column for the report card item to exclude. The box will be highlighted in pink, indicating it is excluded from final grade calculation.
Override Calculated Mark	<ul style="list-style-type: none"> ▪ Select grade to transfer to report card for each report card item from Calculated Mark <input type="button" value="v"/> Drop-down defaults to mark calculated from correlated assignments in Grade Book, for each report card item.
Transfer marks to report card	<ul style="list-style-type: none"> ▪ Click Transfer Marks for ... to transfer marks for selected student only <p style="text-align: center;">OR</p> <p>Click Transfer all Student Marks to transfer marks for all students in selected class.</p> <p>A confirmation message will appear at top of view.</p>
<p>NOTE: Marks must be transferred, by student, if any calculated marks are overridden on this screen. Transferred marks can be edited in Report Card view.</p>	