

TeacherVUE Grade Book-Final Grade Config



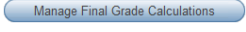
Quick Reference Guide (QRG) T GB 15.B-S

This document will guide you through the process of assigning student(s) to an alternate grading scale in the Final Grade Config view of 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 Final Grade Config View	<ul style="list-style-type: none"> ▪ Click Grade Book ▪ Select Final Grade Config. Final Grade Config view opens.
Select Grading Period Options	<ul style="list-style-type: none"> ▪ Check Set final score types for: (this choice will toggle selections available in next direction) ▪ Select Set final grade config for assignments correlated to grading periods in ▾.
Set All Students Score Type/Grading Scale	<ul style="list-style-type: none"> ▪ Select Set all Students to score type ▾. ▪ Click  .
Set Selected Student(S) Score Type/Grading Scale	<ul style="list-style-type: none"> ▪ Select Score Type ▾ on line of appropriate student(s). ▪ Click  ..
<p>NOTE: If no Score Type is selected, students' score types defaults to Synergy SISGrading or Synergy SISProgressPeriod, depending on the current period type.</p>	
Access My Report Card Score Types (to view or create report card score types/grading scales)	<ul style="list-style-type: none"> ▪ Click  . My Report Card Score Types view opens.