

TeacherVUE Gradebook Quick Reference Guide

To add a new assignment...

1. From the attendance toolbar, select the blue book with the A+ to access your gradebook
2. Click on the “New Assignment” button **or** hover over the word “Gradebook” on the top tool bar and select “New Assignment”

The screenshot shows the 'New Assignment' form in TeacherVUE. It is divided into several sections:

- Assignment Name:** A text input field.
- Description:** A large text area for describing the assignment.
- Assignment Settings:**
 - Date of Assignment:** A date picker set to 6/16/2011.
 - Assignment Category:** A dropdown menu set to 'Normal'.
 - Show in Parent/Student Portal:** A checked checkbox.
 - Due Date:** A date picker set to 6/16/2011.
- Type:** A dropdown menu set to '<< select >>'.
- Grading:** Radio buttons for 'Overall Grade Only' (selected) and 'Overall Grade and Standards'.
- Score Type:** A dropdown menu set to 'Raw Score'.
- Max. Score:** An empty text input field.
- Points:** A text input field containing the number '1'.
- Assignment Drop Box:**
 - Enable Drop Box:** An unchecked checkbox.
 - Drop Box Open Date:** A date picker.
 - Drop Box Close Date:** A date picker.
 - Document Count Limit:** A dropdown menu set to 'Unlimited'.

3. Type in the assignment name and give a brief description if desired. Please remember the description you type in is visible in ParentVUE and StudentVUE.
4. Select the “Date of the Assignment” - this refers to the date the assignment was assigned
5. Select the “Assignment Category” - most of the time this will be normal, but you have “Extra Credit” and “Not for Grading” options as well.
6. The “Show in Parent/Student Portal” box is checked by default.
7. Set a “Due Date” - Please note that it is important the the date of the assignment and the due date are not the same (unless it is a test etc.). It will be confusing to students and parents if all the assignments in your gradebook appear as though they were assigned and due on the same day.
8. Select the appropriate assignment type.
(Note: The radio button “Overall Grade Only” should be selected.)
9. Select the score type - this will almost always be raw score
10. “Max Score” & “Points” The default value for a particular assignment type set by district will automatically be filled in the “Points” field. The “Max Score” is the actual number of points/problems on the assignment/test/project/etc. The program will scale the score to be consistent with the default points for that assignment type if necessary. Scaling will occur if Max Score and Points are not equal.
11. “Assignment Drop Box” is a feature that will allow students to submit assignments to you electronically. This feature will not be available until the ParentVUE/StudentVUE piece is up and running for our district. More information will become available as needed.
12. Choose the “Sections” tab at the bottom of the screen to apply the assignment to multiple classes.
13. Click on “Save”, “Save/Add Another Assignment”, or “Cancel”. The program will notify you if any information is missing.
14. At this point, the tab “Grading Periods” at the bottom should default to the current grading period. You should only have to check if an assignment is to be a semester final exam, which has a district set value of 15% of the final grade.

To enter scores...

Method 1 - Enter scores directly in cells on Gradebook Main screen

Student	Grade	Assignment 1	Assignment 2
		Assignment	Test
Rholton, Lois	110.0% A+		55
Bradshaw, Ralph	100.0% A+	25	
Christensen, Evelyn	100.0% A+	25	
Clerc, Adam	100.0% A+	25	
Davis, Michelle	100.0% A+	25	
Denzer, Joan	100.0% A+		50
Toth, Gloria	100.0% A+	25	
Ingham, Stephanie	100.0% A+	25	
Divers, Angela	100.0% A+	25	
Smith, Clarence	50.0% F		25
Sanchez, Norma	50.0% F		25
Jones, Terry	50.0% F		25
Inahon, Roger	20.0% F		10 La
Ng, Gerald	20.0% F		10

1. Click in the cell and enter the score or code (Excused-ex, Unexcused-un, Missing-mi)
2. Use Enter/Return or directional arrows to move up/down or across (Tab will not work)
3. When finished, click the “Save Changes” button (top left)

To enter grades for another class, select from the dropdown menu for “class”, located just below and to the right of the “Save Changes” button.

Method 2 - Enter scores on grade entry screen

1. Click on the assignment name in the grid and select “Enter Scores”.
2. Grade entry screen will open and you can enter scores in the Assignment field.

Student	Class Grade	Assignment 2			Comment	Notes	
		Test	Exclude	Partial		Public	Private
Rholton, Lois	110.0% A+	55	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Toth, Gloria	100.0% A+		<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Davis, Michelle	100.0% A+		<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Divers, Angela	100.0% A+		<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Ingham, Stephanie	100.0% A+		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Denzer, Joan	100.0% A+	50	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Bradshaw, Ralph	100.0% A+		<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Christensen, Evelyn	100.0% A+		<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Clerc, Adam	100.0% A+		<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

3. Use Enter/Return or Tab to move down - directional arrows move within cell only.
4. Use green arrow in assignment column to bulk fill scores.
5. Use drop-down menu in Comment field to mark as Excused, Unexcused, Missing, Late, or Incomplete.
6. “Public” notes can be seen in ParentVUE/StudentVUE, “Private” cannot.
7. When finished click one of the save buttons across the top