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# TeacherVUE and Grade Book for Elementary Teachers

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Cascade Technology Alliance

Multnomah ESD | Northwest Regional ESD

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## Disclaimer

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## Definitions

The "last revised date" reflects the most recent date a change was made to the manual. If significant changes were made, the version number is also updated.

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## Part A: TeacherVUE

TeacherVUE is comprised of two different areas: TeacherVUE and Grade Book. Teachers will initially log into TeacherVUE where they can take attendance, see and create seating charts, communicate with parents and students, view student test history and run various reports.

### Logging in

TeacherVUE is compatible with the following browsers:

#### PC:

Edge 

Chrome 

Firefox 

#### Mac:

Safari 

Chrome 

Firefox 

Please check with your district for more information on specific browser version vs operating system compatibility.

Your district will provide you with the correct URL to log into Synergy. The login screen should look something like the screen shot below:



Make sure your browser has pop-ups allowed. Your browser will display the following message if a pop-up blocker is detected:

**A pop up blocker has been detected. Please check your browser and any additional toolbars (like Google or Yahoo) and allow pop ups for this URL.**

Enter your username and password and click **Login**.

### Layout of TeacherVUE Screen

If students have been added or dropped, you will also see a pop-up announcement of these changes. Click OK to acknowledge the changes.

**Acknowledge Adds and Drops**

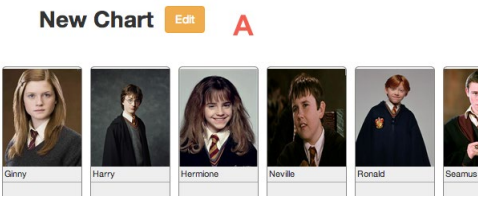
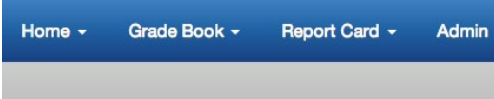
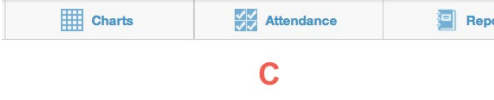

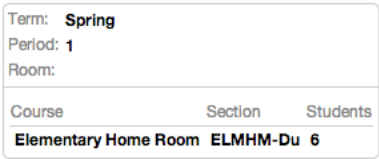
Clicking 'OK' acknowledges the new students entering the class and those students who have left the class.

Adds						
Add To Chart	Add Date	Student Name	Class	Student ID	Grade	Gender
<input checked="" type="checkbox"/>	05/21/2014	Finnigan, Seamus	ELMHM - Elementary Home Room	750805	05	Male

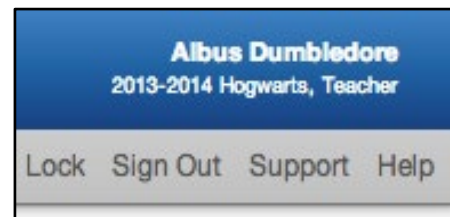
OK

Once you have logged in, you should see something similar to this:

The screenshot shows the Synergy TeacherVUE interface. At the top, there is a navigation bar with 'Home', 'Grade Book', 'Report Card', and 'Admin' tabs. Below this is a secondary navigation bar with 'Charts', 'Attendance' (highlighted in yellow), and 'Reports' tabs. A 'New Chart' button with an 'Edit' link is visible. Below the navigation, there are six student avatars labeled Genny, Harry, Hermione, Neville, Ronald, and Seamus. On the right side, there is a settings sidebar with fields for 'Term: Spring', 'Period: 1', 'Room:', 'Course: Elementary Home Room', 'Section: ELMHM-Du', and 'Students: 6'. A 'Student Tallies' button is also present.

	<p><b>Seating Chart Area</b> This area shows your current seating chart.</p>
	<p><b>Menu Bar</b> Hover over each menu for more screen choices.</p>
	<p><b>Common Tasks</b> Use this area to quickly perform common tasks from TeacherVUE. This includes selecting and creating new seating charts, taking attendance and running TeacherVUE reports</p>
	<p><b>Seating Chart Zoom</b> Use the plus and minus magnifying glasses to control the size of your seating chart student pictures.</p>
	<p><b>Class Information</b> Look here for information about your current class.</p>

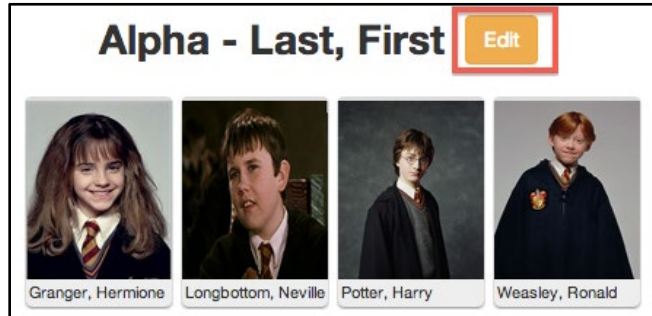
At the top of the screen, you can **Lock** your screen, **Sign Out**, or click **Support** to find out who to contact for help in your district.



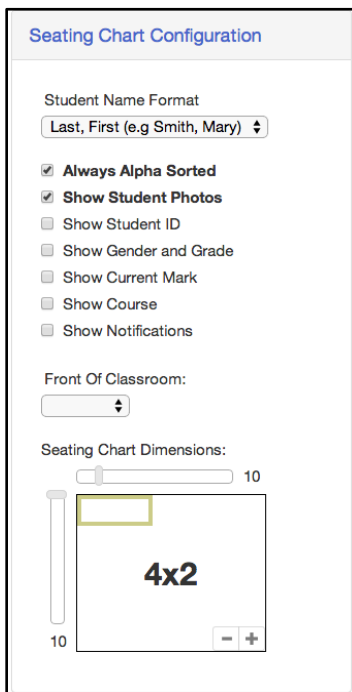
## Customizing Seating Charts

Seating charts in Synergy can be customized to display a variety of student information.

1. Click the **Edit** button located next to the Seating Chart name.

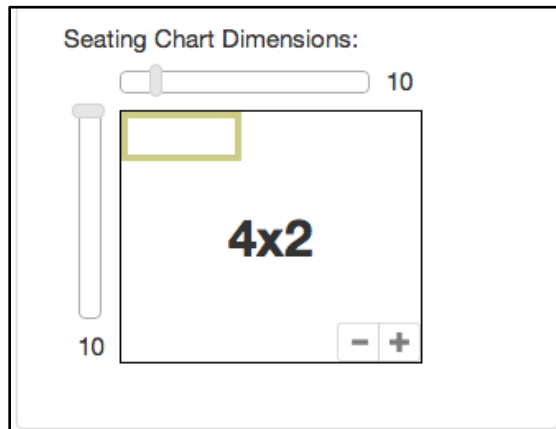


2. You can now change the name of the seating chart. You will also see the Seating Chart Configuration options on the right side of the screen.

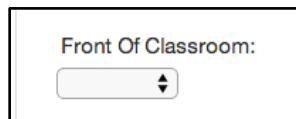


Students can be sorted based on their first name, last name, student ID or Nickname.

Use the sliders and the plus/minus signs to increase or decrease the dimensions of your seating chart.



3. The front of the seating chart may be adjusted to correctly reflect your classroom's orientation.

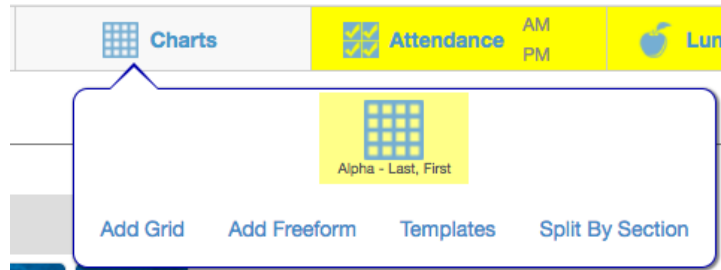




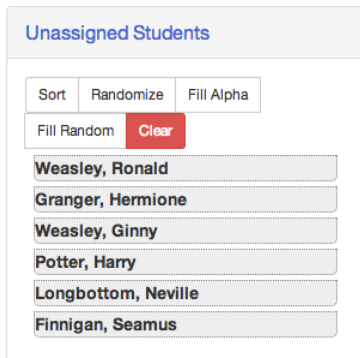
- To set a student nickname go to **Home > Student Nicknames**. Click **Save & Return** once you have entered Nicknames for your students.

## Creating Additional Seating Charts

- Hover over the **Charts** icon in the Common Tasks area. Click **Add Grid**.

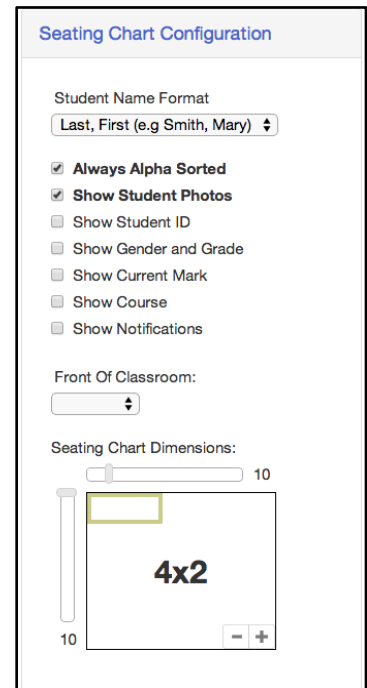


- You may now name your seating chart and set how you want the new seating chart to display using the Seating Chart Configuration options.
- Students who have not been put in the seating chart will appear in the **Unassigned Students** section. Use the **Fill Alpha** or **Fill Random** to quickly add students to the chart. Once students have been placed in the chart, you may drag and drop them into different spots. You may also use **Sort** to sort students by name, or click **Randomize**. You

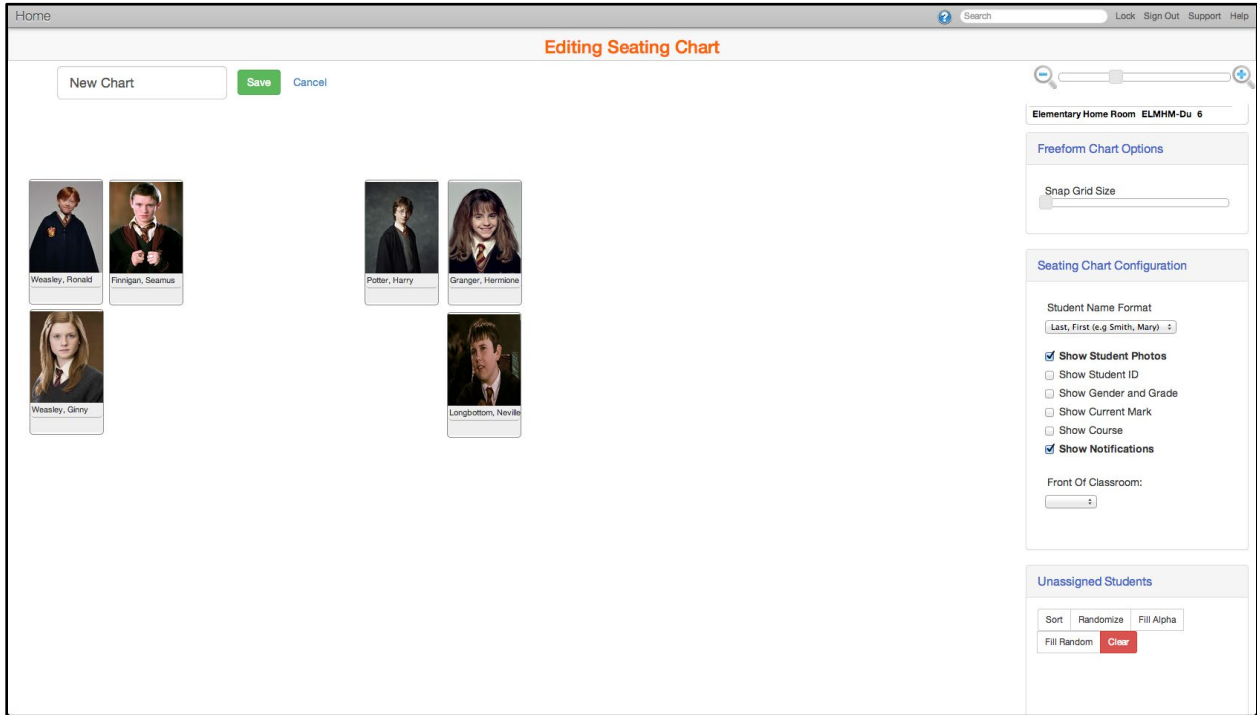


may also drag and drop students directly onto the grid.

- Click **Save** when you are finished making changes to your seating chart.



5. To create a **Freeform** seating chart, hover over the **Charts** icon and click **Add Freeform**. You may drag and drop students onto the seating chart area or use the **Fill Alpha** and **Fill Random**.



6. Click **Save** when you are finished making changes to your seating chart.
7. To split multiple sections in the same period into separate seating charts, hover over Charts and select **Split By Section**. Click **Yes** to the confirmation dialog.

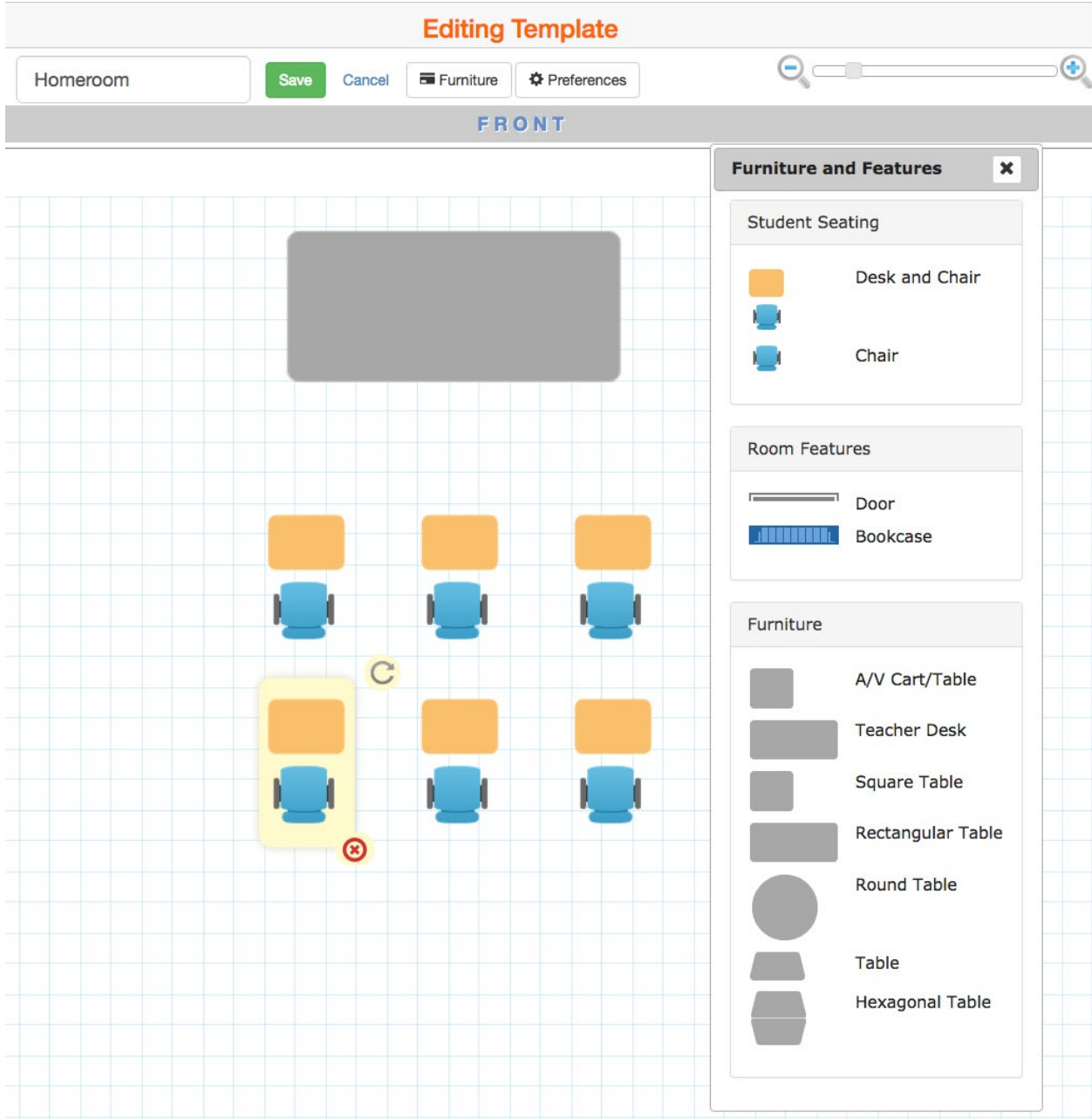
## Seating Chart Templates

Seating chart templates allow teachers to create the exact layout of their room with tables, chairs and other furniture. Once created the template can be used for all of a teacher's sections.

1. To create a new template, hover over the **Charts** icon and click **Templates**.
2. Name the template. The room orientation and Snap Grid Size can be adjusted by clicking on the **Preferences** button.
3. Click the **Furniture** button to open a box with various furniture options. The box can be dragged around the screen.

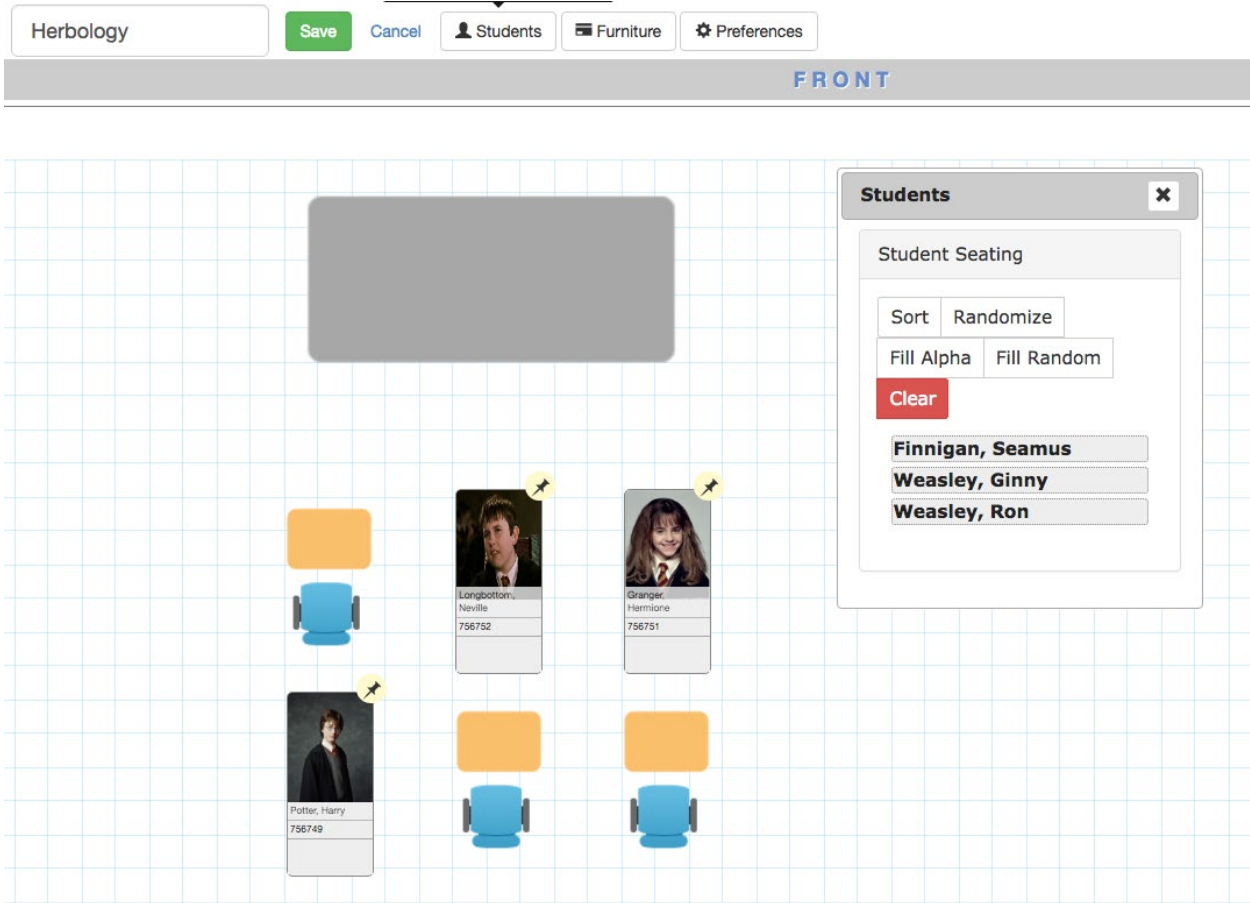


4. Drag furniture onto the seating chart area to create your room's layout. **Save**. A furniture's orientation can be adjusted by clicking and dragging the arrow icon in the top right corner. Click the red x to remove furniture.



5. To create a new seating chart using a template hover over the **Charts** button and select **Add Freeform**. A window will open allowing you to select a seating chart template or continue using a regular freeform seating chart.

6. Click the **Students** button to open a box with a list of students that have not been placed in the seating chart. The box can be dragged around the screen. The fill Alpha and Fill Random buttons can be used to automatically move students into available chairs. You can also drag students from the list directly to a chair or table.

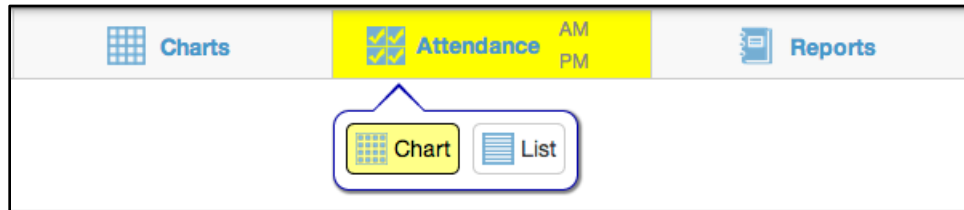


## Taking Attendance

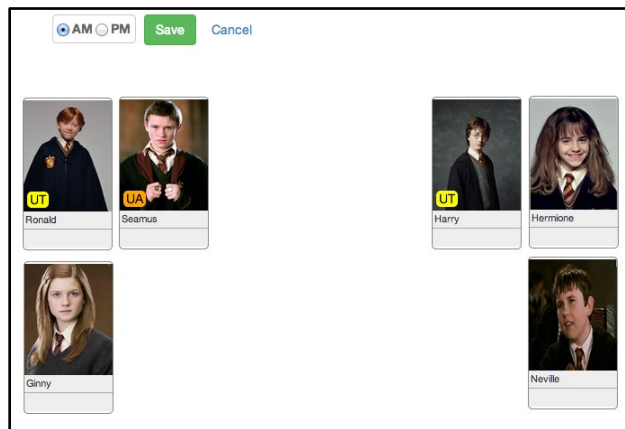
If attendance has not been taken for the current period, the Attendance icon will be highlighted yellow. There are two ways to take attendance in Synergy: by Chart or by List.

### To take attendance by chart:

1. Hover over the Attendance icon. Click Chart.



2. Click on a student's picture until the appropriate attendance reason is selected. When you reach the end of the list, clicking again will remove the absence.



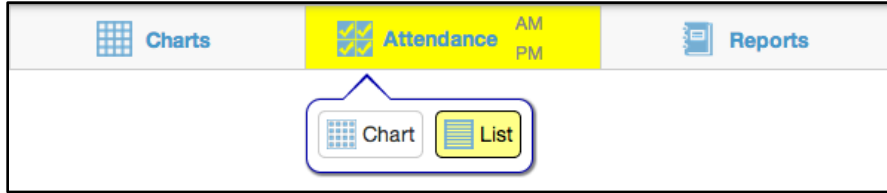
3. Use the AM and PM radio buttons to choose the correct time. Click **Save**.

4. TeacherVUE will tally Attendance Reason Types and list which students have which attendance type.

Reason Types (AM)	
Unverified: 0	<span style="display: inline-block; width: 20px; height: 10px; background-color: red;"></span>
Tardy: 2	<span style="display: inline-block; width: 20px; height: 10px; background-color: yellow;"></span>
Ronald (Unexcused Tardy) Harry (Unexcused Tardy)	
Excused: 0	<span style="display: inline-block; width: 20px; height: 10px; background-color: white;"></span>
Unexcused: 1	<span style="display: inline-block; width: 20px; height: 10px; background-color: orange;"></span>
Seamus (Unexcused Absence)	

**To take attendance by list:**

1. Hover over the Attendance icon. Click List.



2. The screen will look like a spreadsheet with a block of 10 days. Click in each cell to cycle through the attendance reasons and enter attendance for students.

																			<< 10 Days			Today			10 Days >>		
Student Name	May 2014												Jun 2014														
	Thu 22		Fri 23		Mon 26		Tue 27		Wed 28		Thu 29		Fri 30		Mon 2		Tue 3		Wed 4								
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM							
Ginny					Hol	Hol																					
Harry					Hol	Hol													UT								
Hermione					Hol	Hol																					
Neville					Hol	Hol																					
Ronald	UT		EA	EA	Hol	Hol													UT								
Seamus					Hol	Hol													UA								

3. Click **Save**.
4. Normally (based on district settings), you will only be able to take attendance for the current day. However, you can scroll forwards or backwards 10 days to see future dates or attendance history.
5. Once attendance has been taken, a green checkmark will appear next to either AM or PM. The Attendance icon will change to white once both AM and PM attendance has been taken.

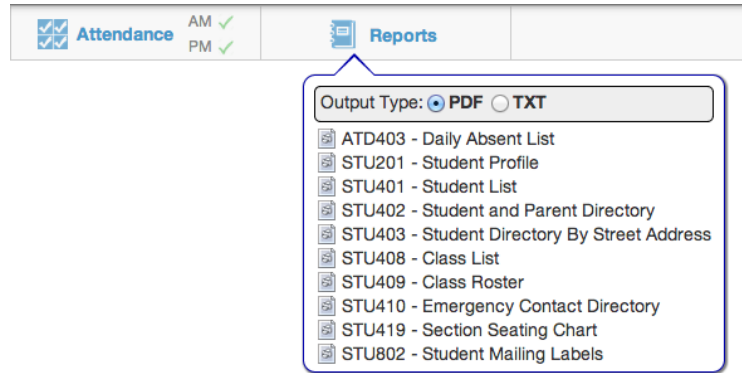


## Accessing Student Information and Reports

**Setup Note:** The specific list of available reports depends on the setup your district has done. The setup shown in this demo is an example of what might be a typical setup.

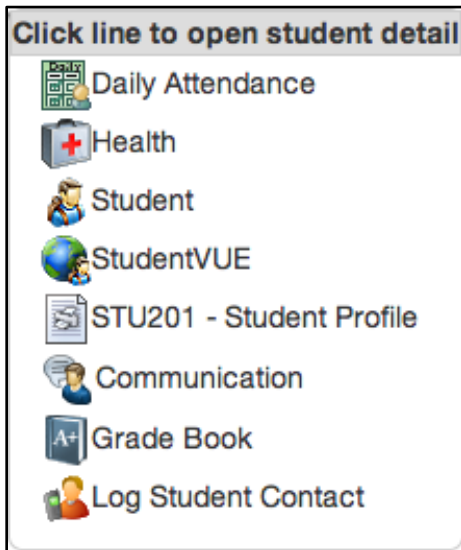
### Run Class Reports

Mouse over the **Reports** icon in the common tasks area to see a list of available reports. Reports can be ran as a PDF or text file.



### Run Student Specific Reports or Access Student Screens

Click on a student's photo (or the place where the photo would be if it hasn't been loaded yet) to see a list of available student screens and reports.



note that you have contacted the student

### Highlights:

- Student Screen – basic demographics
- Health Screen – allows you to see if a student has any health conditions
- Daily Attendance – quickly allows you to see the student's attendance
- StudentVUE – allows you to impersonate the student's login to their student web portal
- STU201 – Student Profile (report)
- Communication – allows teacher to send emails to the student or parent(s)
- Grade Book – opens the Student Detail screen in Grade Book
- Log Student Contact- allows you to enter a



**Viewing Attendance:**

Left-click the student’s photo, then click **Daily Attendance**. In the **Days of Activity** tab, you may click any of the absence dates to view more information about that absence.

Days of Activity		Totals	Letters
<b>Days of Activity</b>			
Line	Date	Weekday	Reason 1 Reason 2
1	05/16/2014	Friday	UT
2	11/15/2013	Friday	ET

Clicking the date results in a screen view similar to the one below:

Attendance Reasons		Attendance Minutes	
Reason 1 Excused Tardy		Arrival Time	Departure Time
Reason 2		Total Minutes Attended	
Attendance Note			
Note			
Days of Activity			
Line	Date	Weekday	Reason 1 Reason 2
1	05/16/2014	Friday	UT
2	11/15/2013	Friday	ET

**Additional Views**

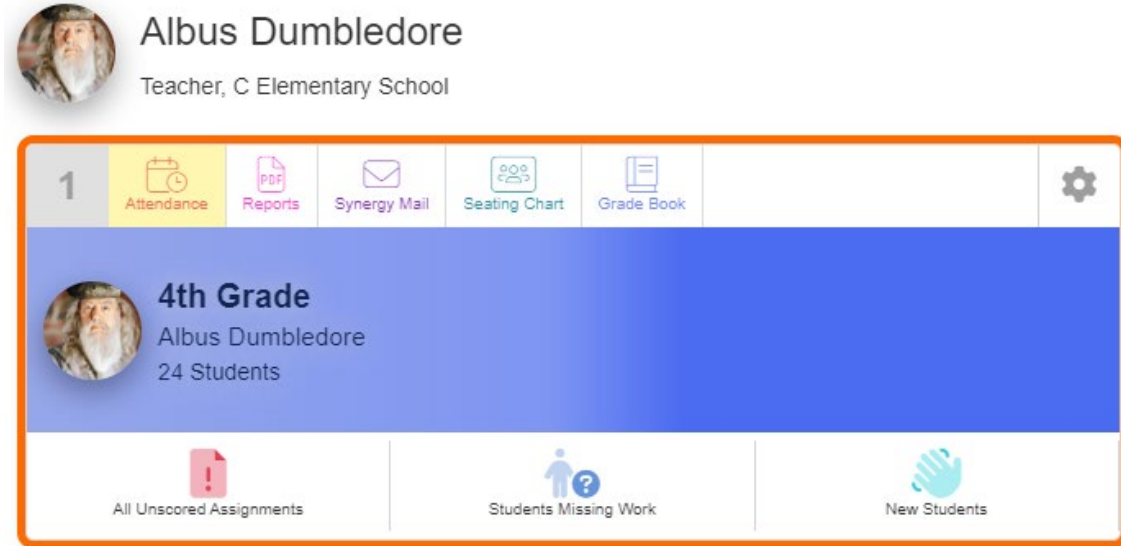
Hover over the **Home** menu to see a list of different views that are available from TeacherVUE.

Home	Streams	Grade B
Home Page		
Seating Chart		
Go to Current Class		
Announcements		
ALC		
Change Password		
Communication		
Incident Referral		
Student First Name Goes By		
Teacher Groups		
Substitute Instructions		
Synergy Mail		
Test Group Analysis		
Test Group Analysis 2		
View Grades		
Work Samples		
Class Check In		

**Highlights:**

- **Home Page** – allows teachers to view all sections they are assigned to in a ‘landing page’ view.
- **Communication** – can be used to email an entire class
- **Incident Referral** – can initiate an incident referral that is then emailed to an administrator
- **Parent Conference** – can be used to setup Parent/Teacher conferences
- **Substitute Instructions** – allows teachers to create sub notes within Synergy for substitute teachers
- **Test Group Analysis 2** – used to access standardized testing scores

## Home Page



The Home Page allows teachers to see all sections they are assigned to at the same time. From the Home Page teachers can take attendance, run reports, communicate with students, and jump to the Seating Chart or Grade Book. Click the gear icon to see customization options for each section. Use the gear icon in the top right corner of the screen to set your default view when logging into TeacherVUE.

## Enter Student Notes

If your district has enabled it, Notes may be entered for students. These notes are always visible to the office, and may be made visible for other teachers.

1. Hover over a student's picture from the seating chart. You will see an icon appear in the top left corner. Click on the icon to open the Note window.



2. Enter your note. The date and time can be adjusted as needed. If you do not wish other teachers to see this note, check the **Do not share comment with other teachers** box.

**Edit Note For: Harry**

06/04/2014 4:49 PM

Do not share comment with other teachers

**Comments**

Harrys says he has a horrible headache. Sending him to the nurse's office.

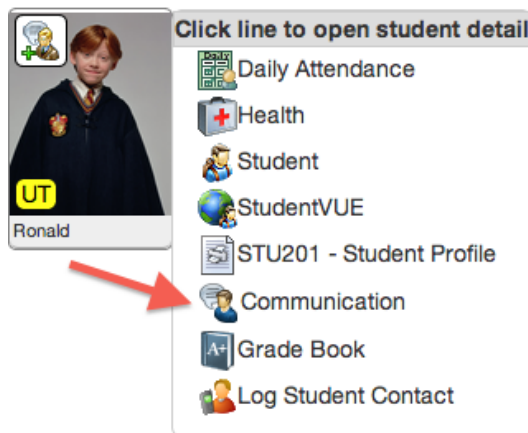
Save Delete Close

## Communicating with Students

Through TeacherVUE, you can post messages to students and parents who are using the ParentVUE and StudentVUE web portals. You can also send emails to anyone with a valid email in the system.

### To email an individual student or their parent/guardian:

1. Right click the student's photo (or the spot where the photo should be) and click **Communication**.



2. Select whom the communication should be sent to. You can also choose to be blind cc'd on the communication. Any communication sent from TeacherVUE will

post to the ParentVUE and StudentVUE web portals. An email will also be sent out if the user has a valid email address.

**From**  
Dumbledore, Albus (albus@mesd.k12.or.us)  
 Blind copy me on emails I send

**To**  
Student  Student: Ronald Weasley (No valid email)  
 Mother: Molly Weasley (molly@gmail.com)  
 Father: Arthur Weasley (arthur@gmail.com)

*NOTE: In addition to messages being posted to the user's account, emails will be sent to those with valid email addresses.*

3. Enter your subject and the message. Click **Send** or **Send and Return**.

**To email the entire class and/or their parents and guardians:**

1. Select Communication from the Home drop down menu.
2. Select who should receive the communication.

**To**

People

- Student(s)
- Parent(s)
- Both Student(s) and Parent(s)
- Specific Student(s) and/or Parent(s)

Classes for message.

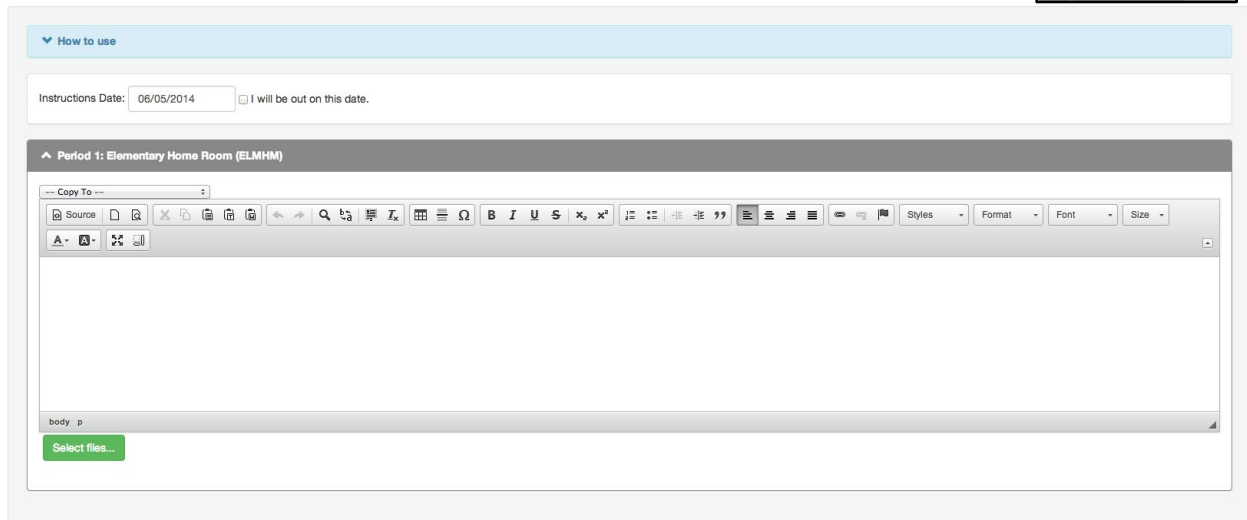
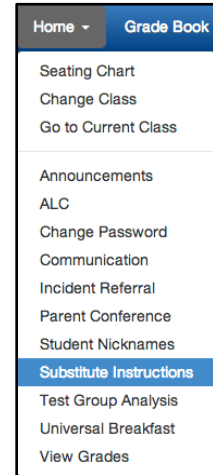
- Period 1: Elementary Grade 5 (ELMHM-Dumbledore)

3. Enter your subject and message. Click **Send** or **Send & Return**.

## Leaving Substitute Instructions

Substitute instructions can be created with TeacherVUE. Substitute teachers can be assigned login information for Synergy that gives them limited access to TeacherVUE. Substitutes will be able to login and see seating charts, take attendance, turn in lunch counts and retrieve any instructions left by the homeroom teacher.

1. Select **Substitute Instructions** from the Home drop down menu.
2. Select the date for the instructions. Check the **I will be out on this date** box to alert the office that you will be gone. **Note: Please continue to follow your district's current protocol for requesting a sub.**
3. Click on the gray header to expand the entry field for your instructions. Instructions may be copied to multiple classes by using the Copy To drop down.



4. You may attach files to your instructions by clicking **Select files...**

## Part B: Grade Book

### Shift in Grade Book Product

Edupoint has recently rolled out a new Grade Book product which is currently available to all districts. While switching to the new grade book is currently not required, Edupoint has announced that no further development work will be happening for our current grade book, or what will now be known as Classic Grade Book. **All CTA training material will now cover the new Grade Book features and functionality.** CTA is encouraging all districts to begin transitioning away from using Classic Grade Book using the following suggested timeline:

**2023-2024** – Establish pilot teachers and groups to start using New Grade Book functionality.

**2024-2025** – Districts should be working towards full implementation of New Grade Book by all teachers.


**2025-2026** – All teachers should be fully transitioned and trained on New Grade Book. Classic Grade Book menu items and links should be removed from TeacherVUE.

### Grade Book Security

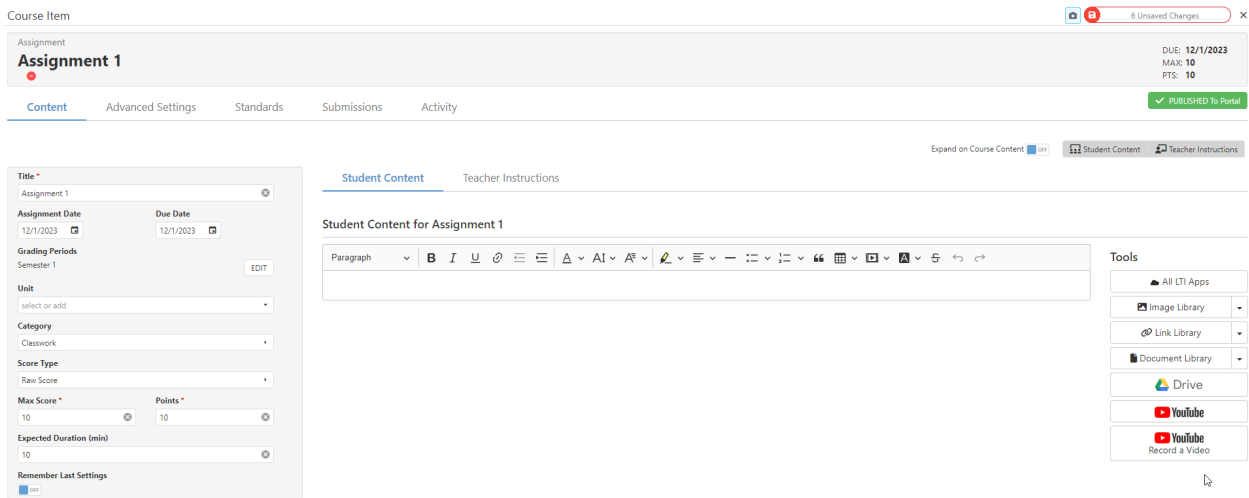
Currently, additional security is required to access the new grade book screens. Districts can choose to limit access to some of New Grade Book's features. All CTA documentation will assume reflect full functionality. Please see your Synergy administrator for any questions about grade book security.

## Managing Assignments

### Creating New Assignments

1. Go to Grade Book > New Grade Book
2. Click the  in the bottom right corner. Click Assignment. The Course Item window opens.
3. Complete the fields in the Content tab.
  - Title – The name/title of the assignment
  - Assignment Date – The date the assignment was given to the students. The default is today's date.
  - Due Date – The date the assignment is due. The default is today's date.
  - Allows the assignment to display in one or more available grading periods.  
\*Grading Period selection automatically follows the teacher configuration for Grading Period Default for New Assignments within Grade Book Setup > Grade Book settings.\*

- Unit – Assignments can be organized by Unit. To create a new Unit type the unit name and hit Enter. Leave blank if the assignment should not be assigned to a specific Unit.
  - Subject – The Subject area associated with the assignment
  - Category – The type or category of the assignment.
  - Score Type – The scale used when scoring assignments.
  - Max Score – The number of questions or items on an assignment
  - Points – The weight, or value within Grade Book, compared to other assignments.
  - Expected Duration – The estimated amount of time a student needs to complete the task. This is displayed on the Student Workload screen. **This field is not required.**
  - Remember Last Settings – Option for Grade Book to pre-load assignment details when creating a new assignment.
4. Add the student content for the assignment. Content can include rich text, documents, links, etc.
  5. Click the red Unsaved Changes link in the top right corner to create the assignment. Click the X to close the Course Item window.



Note about Max Score and Points values: CTA recommends that teachers use the same values for both Max Score and Points values when using the Raw Score score type.

## Report Card Correlations

1. Click the Report Card Correlations tab
2. Select the applicable boxes to align the assignment to areas of the report card.
3. Click the red Unsaved Changes link in the top right corner.

Course Item 3 Unsaved Changes X

---

Assignment DUE: 12/8/2023  
MAX: 100  
PTS: 100

**Assignment 1**

Content    Advanced Settings    **Report Card Correlations**    Standards    Submissions    Activity PUBLISHED To Portal

---

Search...

Report Card Item	04 2019-20 & 21-24 Students
<b>READING</b>	
Read grade level text with accuracy and fluency to support comprehension. RF.4, RF.3	<input checked="" type="checkbox"/>
Read and comprehend grade level literature and informational text independently. RL.10, RI.10	<input type="checkbox"/>
Use information from the text to answer questions and draw inferences. RL.1, RI.1, RI.8	<input checked="" type="checkbox"/>
Determine a theme of a literary text, and support with evidence. RL.2, RL.9	<input type="checkbox"/>

## Additional Assignment Options

These are additional options that can be found on the Advanced Settings tab.


- Grading Type – The grading category for the assignment
- Normal
- Extra Credit
- Not for Grading
- Content
- Rubric Grading Type – The available scoring rubrics to use for the assignment
- Analysis Band – Allows a color-coded performance band to apply specifically to this assignment
- Visible to Only These Students – Allows the assignment to only apply to specific students. Other students are excluded from the assignment.
- Show only when scored – Only displays the assignment in ParentVUE/StudentVUE when a score is entered for the student.
- Show Rubric Score in Portal – If a rubric is selected on an assignment, this option allows the rubric to be displayed in ParentVUE/StudentVUE.



- Enable Discussion – Allows an assignment-based discussion between the teacher and students of the class.
- Show Assignment in Portal – Option to show or hide assignment in ParentVUE/StudentVUE.
- Show Assignment As Of Date Time – Option to show in ParentVUE/StudentVUE once a certain date and time of day is reached.

## Creating Course Content

Course Content items provide information to students through StudentVUE but do not display as a scorable assignment in Grade Book. Teachers can add formatted text and resources (such as documents, videos, or links) to Course Content items and can apply a Unit to aid in organization.

1. Go to Grade Book > New Grade Book and click the  and select Content. The Course Item window opens.
2. Complete the fields on the Content tab.
3. Click the Unsaved Changes box.



## Adding Rich Content to Assignments

Teachers are able to provide an unlimited amount of rich information for Assignments or Course Content items. Rich content can include formatted text and/or resources, such as documents, videos, or links.

1. Create a new assignment/course item or edit an existing one. The course Item screen opens.

- The Synergy Editor allows teachers to enter text, links, and media using several built-in functions
  - The Tools area provides easy access to saved images, links, and documents, as well as external integrated features (if available).
  - Student Content displays for students and parents in StudentVUE/ParentVUE.
  - Teacher Instructions display only for staff and may be used for lesson planning and curriculum resources for the assignment.
2. Enter content using one of the following methods:
    - Use the built-in functions to add formatted text, links, or media. Hover over a tool icon to view more information about the specific function.
    - Copy and paste text, images, links, and certain media directly into the Synergy Editor.
  3. Select items to resize or reformat as needed
  4. Click Save when finished.

### **Enabling Drop Box Submissions**

Teachers can allow students to upload completed assignments through StudentVUE. They can provide an upload window and control the number of documents a student may upload during this time.

1. From the Grade Book Main screen, create a new assignment or edit an existing one.
2. Select the Submissions tab
3. Toggle Enable Online Submission to ON.
4. Select Drop Box.
5. Complete the fields.

Students are able to upload documents from their computer, Google Drive, or OneDrive (if enabled). Once scored, students are able to view any annotations made by the teacher.

### **Enabling Text Editor Submissions**

Teachers can enable Grade Book submissions through the Text Editor. This allows students to use a built-in, rich-content editor to add text, images, links, and more to an assignment submission. This feature is available on both web and mobile app versions of StudentVUE.

1. From the Grade Book Main screen, create a new assignment or edit an existing one.
2. Select the Submissions tab
3. Toggle Enable Online Submission to ON.
4. Select Text Editor.
5. Save.

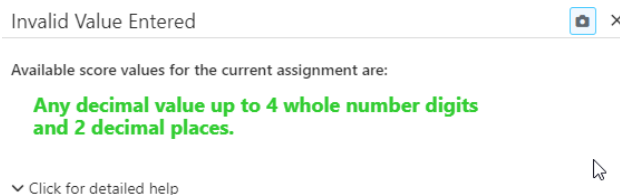
## Enabling Google Doc Submissions

Teachers can provide a Google Doc template for students to complete and submit through StudentVUE. A copy of the Google Doc is distributed to each student and is available to edit directly through StudentVUE or through the student's Google Drive.

1. From the Grade Book Main screen, create a new assignment or edit an existing one.
2. Select the Submissions tab.
3. Toggle Enable Online Submission to ON.
4. Select Google for the Submission Type.
  - A 'Sign in with Google' link displays if you are not logged in to Google in the current browser.
  - You must be signed in to the browser with your district-provided Google account in order to select a document from your Google Drive
5. Click 'Choose File'. A Google Picker window opens displaying your Google Drive.
6. Select the Google content (Google Doc, Google Sheet, etc.) to embed as the Submission Template.
7. Click the red Save box. The Google Doc template is distributed to each student and may take some time to process.

## Entering Scores Into Grade Book Main

1. Go to Grade Book > Grade Book.
2. Click in any score cell on the Grade Book Main grid. The row and column are highlighted.
3. Enter the score using the appropriate score type (letter grade, raw score, percentage, rubric). An Invalid Value Entered! message displays if the score is in the wrong format.
4. Click the red Save box.



## Entering Comments

1. Click a score cell. The row and column are highlighted.
2. Enter the score and/or comment code. Comment codes can be configured on the [Grade Book > Grade Book Setup > Comments screen](#).

## Entering Scores from Assignment Details

The Assignment Details screen allows teachers to enter scores, comments, notes and set visibility options while focused to a single assignment. Fill down options are available to save time.

### Grid View

1. From the Grade Book Main screen, create a new assignment or edit an existing one.
2. Select the Scores tab.
3. Enter the student scores in the column under the assignment name. Use Enter or the Arrow Down key to advance to the next student score cell.
4. To fill down scores for students:
  - Click the down arrow once to copy the score down to all students who do NOT already have a score entered.
  - Click the down arrow twice to copy the score down and override all scores below.

Student Name	Assignment 1 Assignment Score	Excused	Hide In Portal	Comment	Public Note	Private Note
Alkanoglu, Tucker	10	<input type="checkbox"/> ↓	<input type="checkbox"/> ↓	▼ ↓		
Andrade Lopez, Dalen	10	<input type="checkbox"/> ↓	<input type="checkbox"/> ↓	▼ ↓		
Barrera Pablo, Sarah	8	<input type="checkbox"/> ↓	<input type="checkbox"/> ↓	▼ ↓		
Brink, Julianne	9	<input type="checkbox"/> ↓	<input type="checkbox"/> ↓	▼ ↓		
Buchanan, Julie		<input type="checkbox"/> ↓	<input type="checkbox"/> ↓	▼ ↓		
Camacho, Christina		<input type="checkbox"/> ↓	<input type="checkbox"/> ↓	▼ ↓		

## Cards View

1. From the Grade Book Main screen, create a new assignment or edit an existing one.
2. Select the Scores tab.
3. Click the Cards box to access Cards view.
4. Click on a student's card. A cursor displays or an existing score is highlighted.
5. Enter a score. Use Enter to advance to the next student in the view.
6. When finished, click the red Save box. If an Analysis Band is set for the class, cards are highlighted with the appropriate band and a student count for each band displays at the top.

Assignment: **Assignment 1** (Classwork)

DUE: 12/8/2023  
MAX: 10  
PTS: 10

2 Low | 3 Medium | 19 High | 0 missing

Content | **Scores** | Advanced Settings | Report Card Correlations | Standards | Submissions | Activity

Score Type: Raw Score Max Value: 10

Published To Portal

Student Name	Score	Percentage
Alkanoglu, ...	10	100%
Andrade Lo...	10	100%
Barrera Pabl...	8	80%
Brink, Julia...	9	90%
Buchanan, J...	7	70%
Camacho, C...	10	100%
Carrillo, Jayce	8	80%
Cisneros Go...	3	30%
Garcia, Ehud	8	80%
Hardin, Craig	6	60%
Hill, Roberto	10	100%
Hudson, Br...	10	100%
Kasper, David	8	80%
King, Yang	9	90%
Kipling, Con...	9	90%
Leonard, Juan	10	100%
Quigley, Ad...	5	50%
Rauda, Jose	10	100%
Roberge, N...	4	40%
Sabroe, Malia	10	100%
Self, Brooke	10	100%
Stein, Evan	9	90%
Welter, Alex	10	100%
Williams, M...	8	80%

Voice entry is available. Click on the microphone icon, say a student's name, then the score.

## Scoring Submissions

Teachers can create assignments that allow for Drop Box or Google Submissions. Students upload their documents through StudentVUE or Google Docs to be graded. Teachers can score the submissions and students can view feedback by accessing the assignment in StudentVUE.

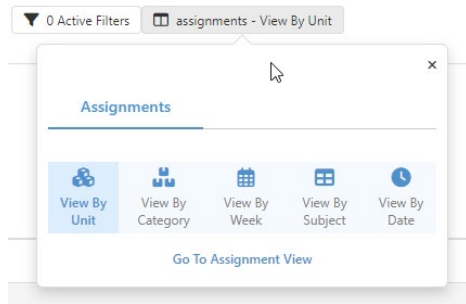
1. From the Grade Book Main screen, click the title of the assignment to open the Course Item window.
2. Select the Submissions tab. A class list displays with submission information for each student.
3. Click a student name to open the Submission Grader window.

The submission Grader window allows teachers to review, download, score, and annotate the submission.

## Customizing Grade Book

### Navigating Views

Teachers can customize their view in Grade Book by selecting how to organize assignments.



1. Click the View By button.
2. Select the preferred View By option.

### Grade Book Options

Teachers can control the look and feel of Grade Book by selecting a variety of options across the different areas of Grade Book. These options determine what displays for each class. Some highlights include:

#### Students

- Name Sorting
- Dropped students
- Student Picture
- Student ID

#### Grading

- Class Marks
- Class Points
- Class %
- At Risk Highlight %
- Comment Codes
- Fil Down Grades
- Posted Grade

#### Assignments

- Assignment Sorting
- Assignment Group Totals
- Column Width

#### Header Fields


- Progress Bar
- Category
- Due Date
- Points

#### Other

- Analysis Bands
- Attendance on Due Date
- Class Analysis Band




## Adding Subjects

Subjects are used to classify assignments and can be used to separate classes into different subject areas. StudentVUE and ParentVUE also organize Grade Book assignments by subject area.

1. Go to Grade Book > Grade Book Setup > Subjects
2. Click the + to add a new row.
3. Define the subject.
  - Subject – Enter the name of the subject area
  - Order – Enter the order sequence you want the subject to display on the list.
4. Click the  to save.


## Adding Assignment Types

Assignment Types are the assignment categories. Grade Book comes with some pre-configured assignment types you can use or you have the ability to create your own.

1. Go to Grade Book > Grade Book Setup > Assignment Types
2. Click  to add a new row.
3. Define the Assignment Type.
  - Assignment Type – Enter the name of the assignment type
  - Sequence – Enter the order you want the assignment type to display when working with assignments
  - Due Date – Select to include a due date in addition to the assignment date.
  - Assignment Type Color Picker – Select a color to identify the assignment type.
    - Click  to open the Color Picker window
    - Select the color and click OK.
4. Click  to add the new assignment type.

## Configuring Grade Book Comments

Grade Book comments help students, parents, and teachers know the reason for the score of an assignment. Comments may or may not affect student scores.

1. Go to Grade Book > Grade Book Setup > Grade Book Comments
2. Hover over the comment row.
3. Click the  icon.
4. Edit the fields as necessary.
  - Comment – Comment name that displays on the list when entering grades.
  - SEQ – Order that the comment displays on the list.
  - Not Scored Value and Not Scored Value (Standards) – Automatically applies default score to an assignment/standard if a score does not already exist.

- Penalty % - Amount deducted from the student’s score when this comment is used. Grade Book automatically deducts a percentage of the total score for any assignments labeled with the associated comment.
  - Missing Mark – Code to indicate assignments that are missing and displayed on the Grade Book Main screen in the Missing column (if the column is enabled). Missing assignments also display on reports and within ParentVUE/StudentVUE.
  - Comment Code – Abbreviation used in the score entry grid on the Grade Book Main screen. The comment code can be up to three letters or numbers.
  - Remove When Scored – Automatically removes the comment code when a score is entered for the assignment.
5. Click Save.

## Report Cards

### Transferring Marks

Teachers who use Grade Book to create and score assignments can use the Report Card Preview screen to:

- View overall performance by report card area for each student
- View assignments correlated to each report card area for each student
- Exclude certain classes from the report card area calculation
- Override final report card marks
- Transfer marks for individual students or the entire class

Report Card Item	Calculated Mark	<input type="checkbox"/> Overwrite All Report Card Mark	Overall Score	Albus Dumbledore (YR) Dumbledore, ...
<b>READING</b>				
<a href="#">Read grade level text with accuracy and fluency to support comprehension_Rf.4_Rf.3</a>	4		10.00 / 10.0000 (100.0%)	10.00 / 10.0000 (100.0%)
<a href="#">Read and comprehend grade level literature and informational text independently_RL.10_RL.10</a>	4		10.00 / 10.0000 (100.0%)	10.00 / 10.0000 (100.0%)
<a href="#">Use information from the text to answer questions and draw inferences_RL.1_RL.1_RL.8</a>	4		10.00 / 10.0000 (100.0%)	10.00 / 10.0000 (100.0%)
<a href="#">Determine a theme of a literary text and support with evidence_RL.2_RL.9</a>	4		10.00 / 10.0000 (100.0%)	10.00 / 10.0000 (100.0%)

1. Focus to the homeroom section and applicable grading period.
2. Select a student from the Select Student dropdown. Report card detail for the student loads.



3. Analyze and edit information as needed.
  - Click the name of a Report Card Item to open an assignment detail window. All assignments correlated to the report card area and their associated details display. Click the upper right box to close the window.
  - To override a Calculated Mark, select a new mark from the dropdown. If this mark is different than the current Report Card Mark, you must confirm you want to override it by selecting the overwrite option. You can select to overwrite each mark individually or select Overwrite All to override all marks.
4. Click Transfer Marks for <student name> to transfer marks to the report card of the individual student. An alert message displays and marks are populated in the Report Card Marks column.
5. Click Transfer All Student Marks to transfer marks for all students in the focused class.
6. Click Ok in the confirmation window. The process runs and the marks populate the Report Card Mark column for each student.

### Entering Individual Report Card Marks

Teachers can enter report card marks for individual students directly onto the report card.

1. Go to Report Card > Students.
2. Select a student name to open an individual report card. From the report card, teachers can enter or review marks, save or cancel changes, and navigate to other students.
3. Enter report card marks for the current grading period. Score entry can include selectable dropdowns and/or text fields and may include fill-down options.
4. Click the Save/Mark Complete box once the report card has been completely filled out.

Report Card Area	Score	Semester 1
<b>READING</b>		
Read grade level text with accuracy and fluency to support comprehension. RF.4, RF.3	4	4
Read and comprehend grade level literature and informational text independently. RL.10, RI.10	4	4
Use information from the text to answer questions and draw inferences. RL.1, RI.1, RI.8	4	4
Determine a theme of a literary text, and support with evidence. RL.2, RL.9	4	4
Summarize literary text. RL.2	4	4
Use evidence to describe a character, setting, or event in a literary text. RL.3, RL.5, RL.6	4	4
Identify the main idea and supporting details of an informational text. RI.2, SL.2	4	4
Explain events, concepts, and the structure of informational text with evidence. RI.3, RI.5, RI.7	4	4
Integrate information from two texts to support the topic. RI.9, RI.6	4	4
Recognize and explain figurative language. L.5	4	4

## Using the Report Card Matrix screen

The Report Card Matrix screen allows teachers to enter multiple report card marks for all students on one screen. This is useful for quick entry, assigning many students the same mark on report card items or comments, and assigning marks for report card rows without any correlating assignments in Grade Book.


1. Go to Report Card > Report Card Matrix.
2. Select a Report Card Template. The Report Card Rows menu displays with a list of the main report card areas.
3. Select or enter report card marks. Fill-down options are available to quickly enter marks for multiple students. Click once to fill blanks below or click twice to overwrite all fields below.
4. Click Save Scores when finished.

Template: 04 2019-20 & 21-
Report Card Rows: READING
Save Scores
Undo

1 of 10 - Read grade level text with accuracy and fluency to support comprehension. RF.4, RF.3

Student	Read grade level text with accuracy and fluency to support comprehension. RF.4, RF.3	Read and comprehend grade level literature and informational text independently. RL.10, RL.10	Use information from the text to answer questions and draw inferences. RL.1, RL.1, RL.8	Determine a theme of a literary text, and support with evidence. RL.2, RL.9	Summarize literary text. RL.2	Use evidence to describe a character, setting, or event in a literary text. RL.3, RL.5, RL.6	Identify the main idea and supporting details of an informational text. RI.2, SL.2	Explain events, concepts, and the structure of informational text with evidence. RI.3, RI.5, RI.7	Integrate from two support. RI.9, RI.6
Alkanoglu, Tucker	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓
Andrade Lopez, Dalen	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓
Barrera Pablo, Sarah	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓
Brink, Julianne	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓
Buchanan, Julie	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓	▼ ↓

## Entering Student Comments

1. Go to Report Card > Students
2. Select a student name. The report card for the individual student displays.
3. Click Go To Overall Comments. The screen automatically scrolls down to the comment section. You can also scroll manually to the bottom of the screen.
4. Click the  icon to enter or edit overall comments for the focused grading period.
5. Enter comments manually or select from the comment bank.
  - Manually Enter Comments – Enter Comments specific to the student. Click Save Comments when finished.
  - Using the Comment Bank – Click Comment Bank to access filtering options for the comment bank items. Filtering options include Language, Subject, Swap Type, and Author. Select + next to a comment you want to add to the report card. Click Save Comments when finished.
  - Adding to the Comment Bank – Enter a new comment in the Add to Comment Bank text area. Click Add to Comment Bank. The comment is immediately available to select in the Add From Comment Bank list.

## Appendix A: Grade Book Report List

1. **Detailed Progress Report:** The Detailed Progress Report displays each student's current overall progress in class, as well as overall progress by assignment category. Assignment details can also be included in this report.
2. **Summary Progress Report:** The Summary Progress Report displays the student's current progress in class. Progress by assignment category can also be included in this report.
3. **Summary Progress Report By Report Card Area:** The Summary Progress Report by Report Card Area displays current progress in class, broken down by report card area, by student.
4. **Print Grade Book:** The Print Grade Book Report displays a printable version of the Grade Book. Each student is listed on the report as well as his or her performance on each assignment.
5. **Blank Grade Book:** The Blank Grade Book Report displays a blank, printable version of the Grade Book. Each student is listed on the report as well as blank columns to add new assignments and scores.
6. **Assignment Detail Report:** The Assignment Detail Report displays each student's performance, by assignment. The students' marks, points earned/points possible, and notes are displayed in this report.
7. **Student Missing Assignments Report:** The Student Missing Assignments Report displays a list of all Missing or Absent Assignments, by student. The date, assignment type, assignment name, and notes are displayed for any assignment marked as "Missing" or "Absent" in the Grade Book.
8. **Missing Assignment Summary Report:** The Missing Assignments Summary Report displays a list of all students with Missing or Absent Assignments. The student name, date, assignment type, assignment name, and notes are displayed for any assignment marked as "Missing" or "Absent" in the Grade Book.
9. **Class Summary Report:** The Class Summary Report summarizes each student's performance in class. Overall Grade (percentage and mark), performance in each assignment type (percentage and mark), and number of missing assignments are displayed on this report.
10. **Detailed Progress Report By Subject:** The Detailed Progress Report by Subject displays current performance in each subject area, by student. This report displays the points earned / points possible, percentage of points earned, and grade mark (if selected) in each subject area. Performance by assignment type and on specific assignments can also be displayed in this report.

11. **Chart: Assignment Student Performance:** This report allows the teacher to select one or more assignments to be displayed on the chart. The chart compares students' performance on these assignments.
12. **Chart: Class Grade:** This report displays students' overall class grades compared to each other.
13. **Chart: Class Category Summary:** This report summarizes students' performance in each category of assignment.
14. **Chart: Class Grade Distribution:** This report summarizes student performance based on the overall calculated grade book mark.