



TeacherVUE and Grade Book for Secondary Teachers

Cascade Technology Alliance

Multnomah ESD | Northwest Regional ESD

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Disclaimer

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Exclusion

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Definitions

The last revised date reflects the most recent date a change was made to the manual. The version number matches the version of Synergy the manual has been updated for.

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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.

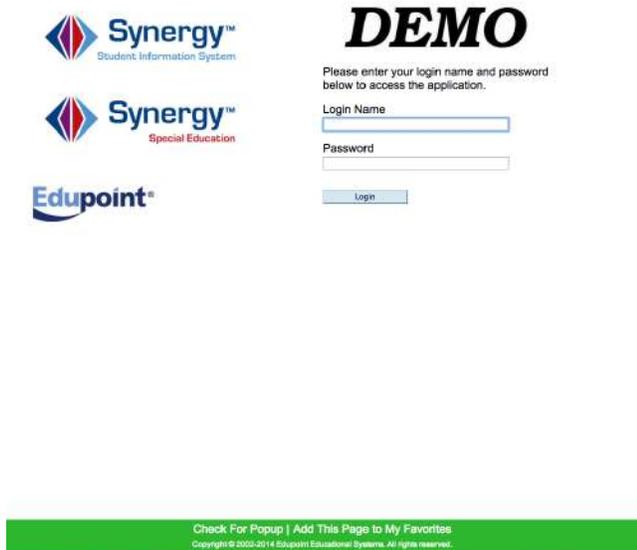
Logging in

TeacherVUE is compatible with the following browsers:

| PC: | Mac: |
|---|---|
| Edge  | Safari  |
| Chrome  | Chrome  |
| Firefox  | 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.

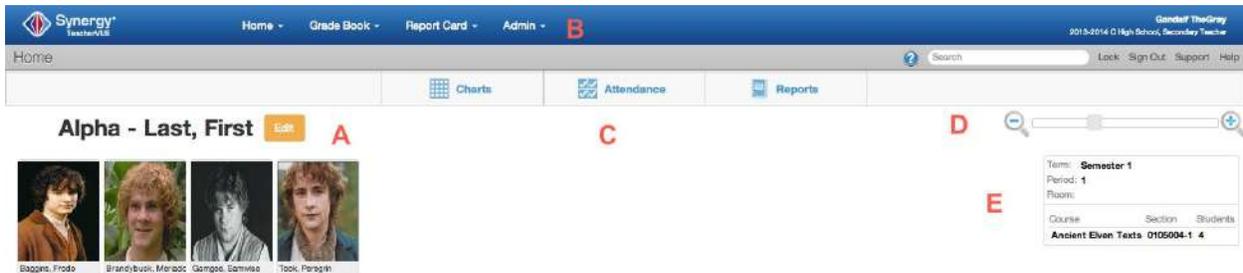
Acknowledge Adds and Drops

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:



| | |
|---|--|
|  | <p>Seating Chart Area</p> <p>This area shows your current seating chart.</p> |
|  | <p>Menu Bar</p> <p>Hover over each menu for more screen choices.</p> |
|  | <p>Common Tasks</p> <p>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>Seating Chart Zoom</p> <p>Use the plus and minus magnifying glasses to control the size of your seating chart student pictures.</p> |
|  | <p>Class Information</p> <p>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.



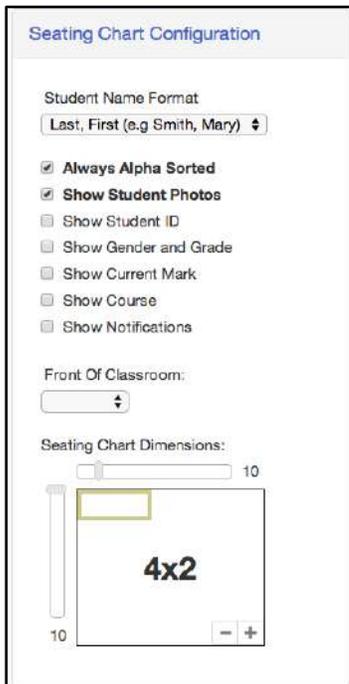
Customizing Seating Charts

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.

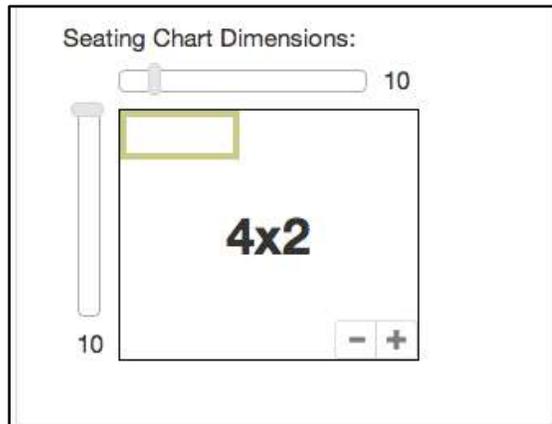


2. You can now change the name of the seating chart. You will also see the Seating Chart Configuration options on the right side of the screen.



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.

Front Of Classroom:

- 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

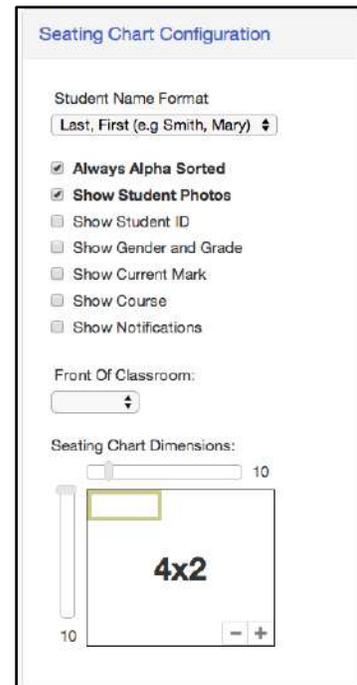
- Hover over the **Charts** icon in the Common Tasks area. Click **Add Grid**.



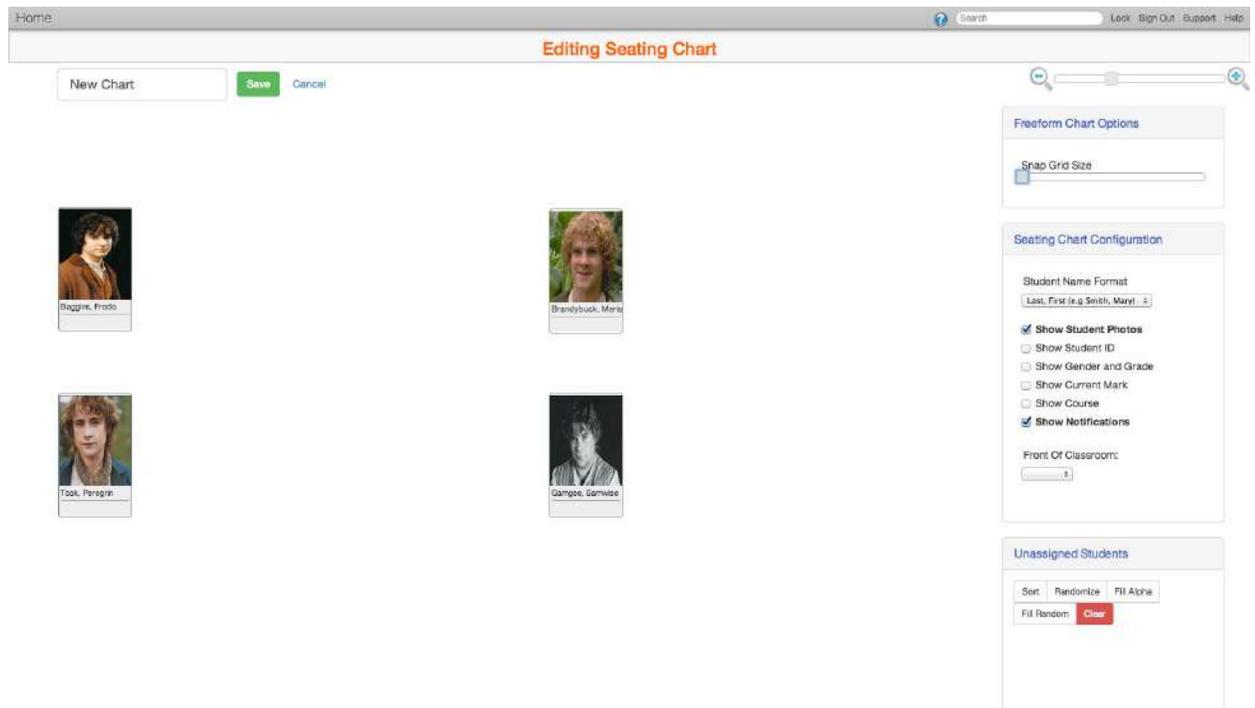
- You may now name your seating chart and set how you want the new seating chart to display using the Seating Chart Configuration options.
- Students who have not been put in the seating chart will appear in the **Unassigned Students** section. Use the **Fill Alpha** or **Fill Random** to quickly add 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.



- 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**.



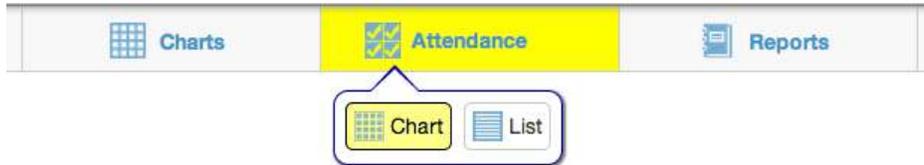
- Click **Save** when you are finished making changes to your seating chart.

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.



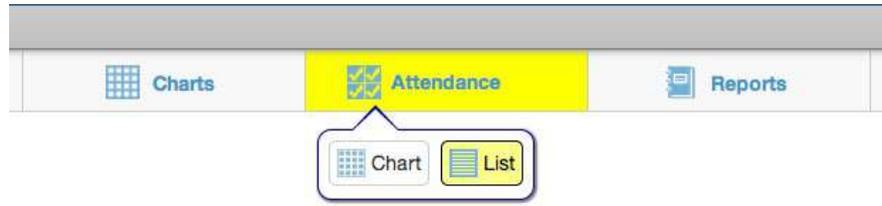
3. Click **Save**.

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

| Reason Types | |
|-------------------------------------|---|
| Unverified: 0 | |
| Tardy: 1 | |
| Took, Peregrin (Unexcused Tardy) | |
| Excused: 0 | |
| Unexcused: 2 | |
| Baggins, Frodo (Unexcused Absence) | |
| Gamgee, Samwise (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 | | | | | | | | | |
| | Mon 12 | Tue 13 | Wed 14 | Thu 15 | Fri 16 | Mon 19 | Tue 20 | Wed 21 | Thu 22 | Fri 23 |
| Baggins, Frodo | | | | | | | | | | UA |
| Brandybuck, Meriadoc | | | | | | | | | | |
| Gamgee, Samwise | | | | | | | | | | UA |
| Took, Peregrin | | | | | | | | | | UT |

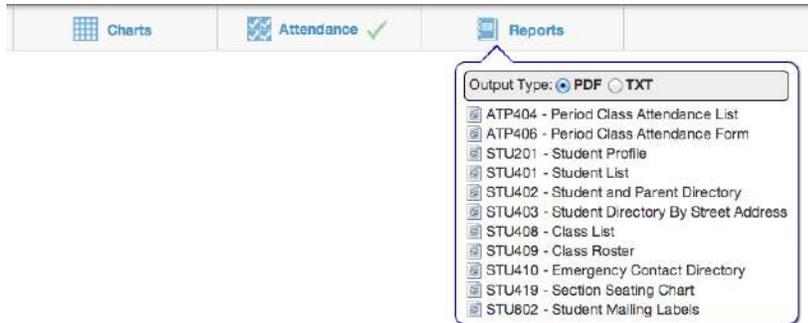
3. Click **Save**.
4. Normally (based on district settings), you will only be able to take attendance for the current day. However, you can scroll forwards or backwards 10 days to see future dates or attendance history.

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.

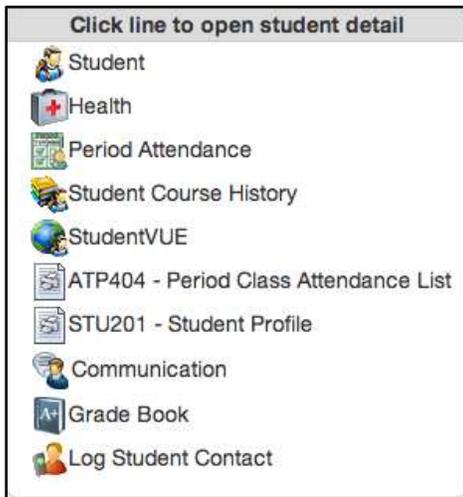
Run Class Reports

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.



Highlights:

- Student Screen – basic demographics
 - Health Screen – allows you to see if a student has any health conditions
 - Period Attendance – quickly allows you to see the student's attendance
 - Student Course History – lets you see what the student has already earned towards graduation (or at the middle school level, anything they have done in past years)
 - StudentVUE – allows you to impersonate the student's login to their student web portal
- ATP404 – Period Class Attendance List (report)
 - 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 note that you have contacted the student

Viewing Attendance:

Left-click the student’s photo, then click **Period 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 | | | |
|------------------|------------|--------------|----|
| Line | Date | All Day Code | |
| 1 | 05/23/2014 | | UA |
| 2 | 01/06/2014 | | FT |

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

| Attendance Reasons | | Attendance Minutes | | |
|-----------------------------|-------------|------------------------|--------------|-------------|
| Reason 1 Excused Absence | | Arrival Time | | |
| | | Total Minutes Attended | | |
| Attendance Note | | | | |
| Note | | | | |
| Period Attendance Detail | | | | |
| Line | Bell Period | Absence Reason | Arrival Time | Depart Time |
| 1 | | EX | | |
| 2 | | EX | | |
| 3 | | EX | | |
| 4 | | EX | | |
| 5 | | N/S | | |
| 6 | | EX | | |
| 7 | | EX | | |
| 8 | | EX | | |
| 9 | | N/S | | |
| 10 | 10 | N/S | | |

Additional Views

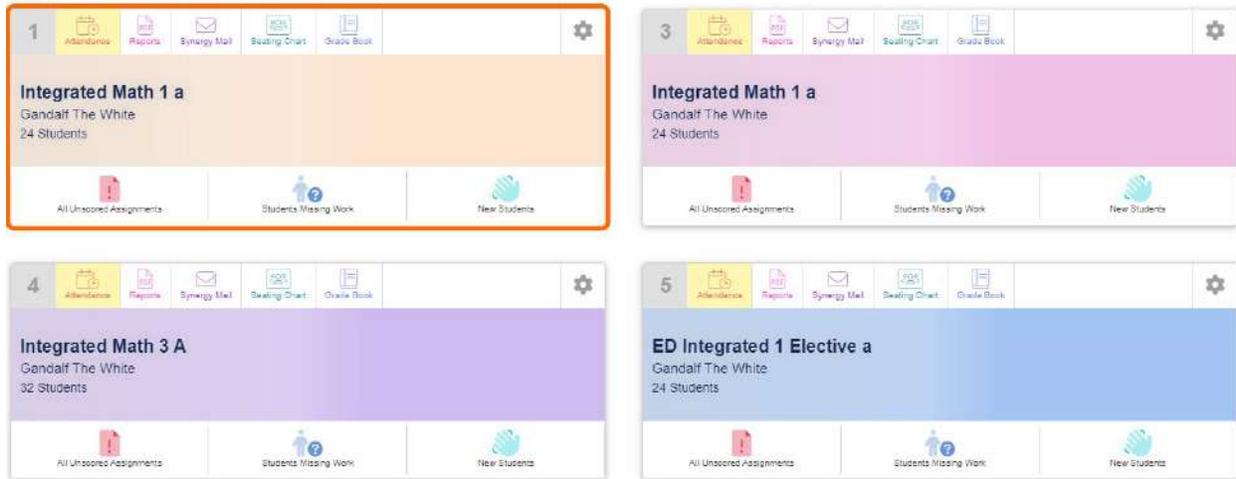
Hover over the **Home** menu to see a list of different views that are available from TeacherVUE.

Highlights:

| 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 | | |

- **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 assist in tracking a parent conference
- **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.

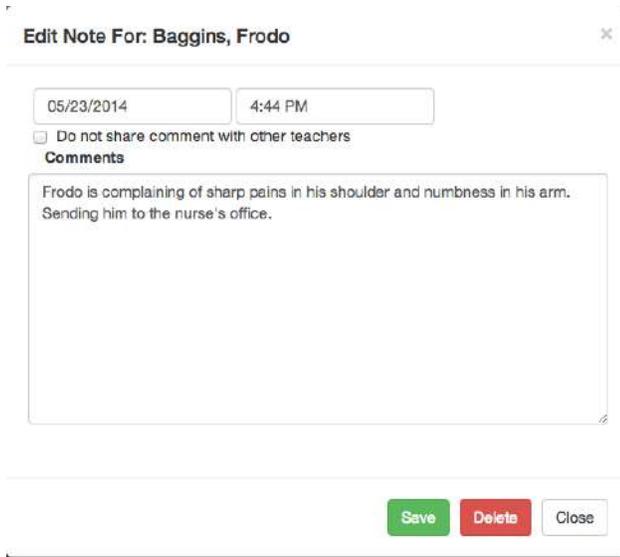
Enter Student Notes

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.

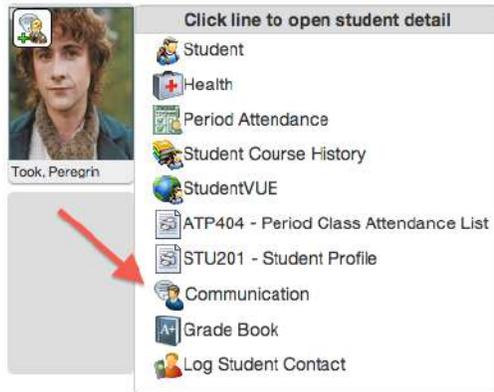


Communicating with Students

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
TheGray, Gandalf (gandalf@mesd.k12.or.us)
 Blind copy me on emails I send

To

Student Student: Peregrin Took (peregrin@gmail.com)
 Father: Paladin Took (paladin@gmail.com)
 Mother: Eglantine Banks (eglantine@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. You can also send the communication out to multiple classes.

To

People Student(s)
 Parent(s)
 Both Student(s) and Parent(s)

Classes for message:

Period 1: Ancient Elven Texts (0105004-2)
 Period 2: Questing for Beginners (0105005-1)

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

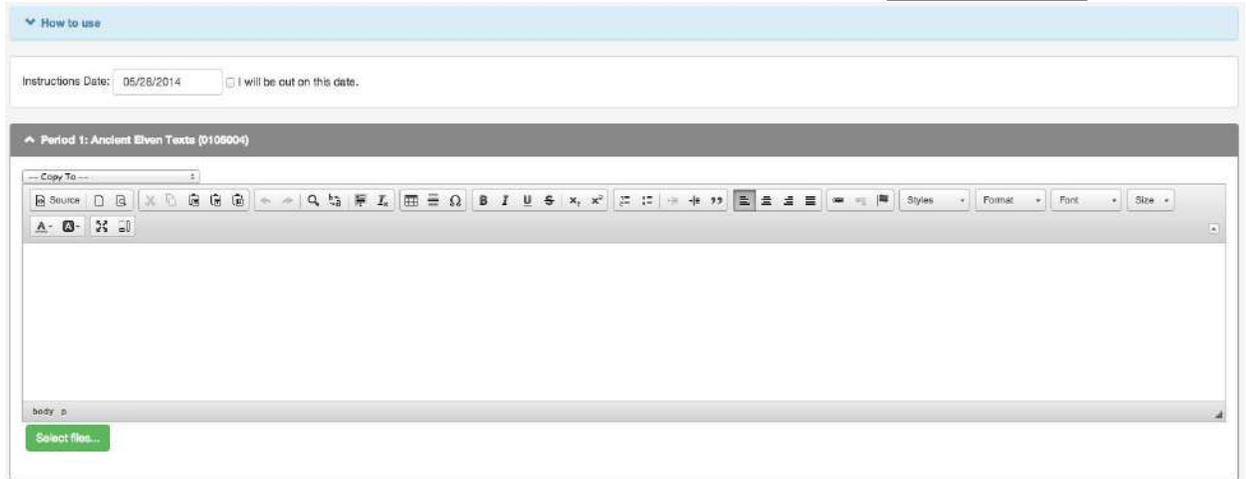
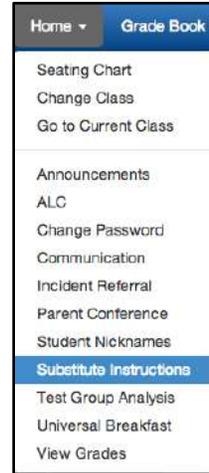
3. Enter your subject and message. Click **Send** or **Send & Return**.

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

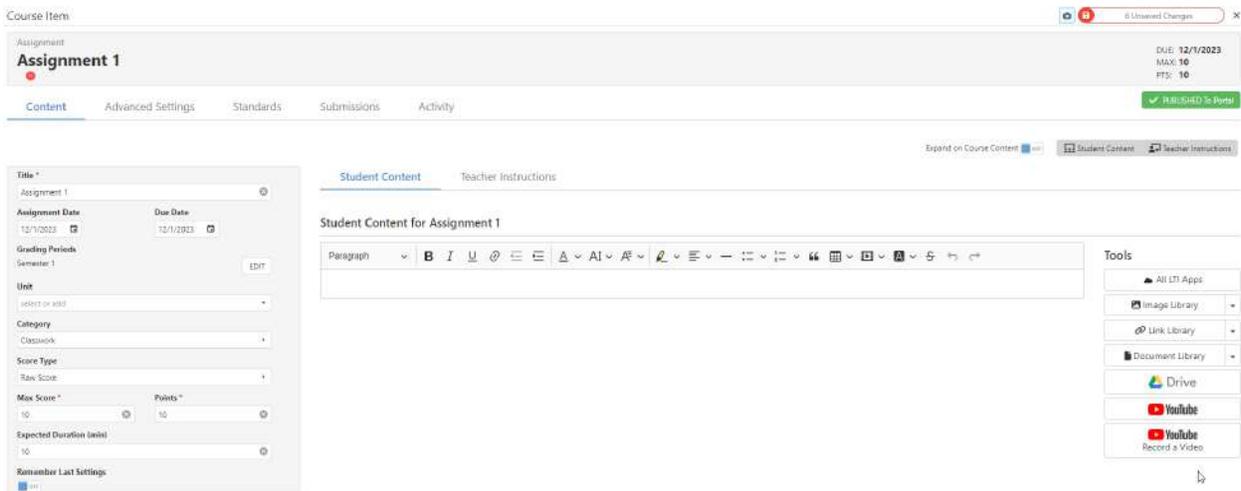
Currently, additional security is required to access the new grade book screens. Districts can choose to limit access to some of New Grade Book's features. All CTA documentation will assume reflect full functionality. Please see your Synergy administrator for any questions about grade book security.

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.
 - 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.

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.

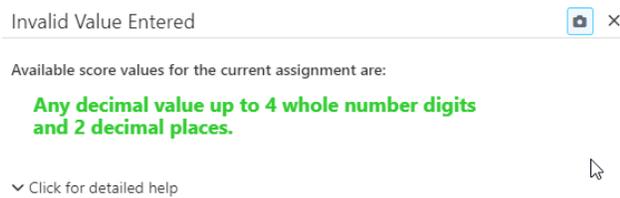
Enabling Google Doc Submissions

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** 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 PUBLISHED to Portal

Score Type: Raw Score Max Value: 10 Cards Grid

| | | | | | | | | | |
|------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------------|---------------------------|-----------------------------|
| 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% |
| Seif, 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.

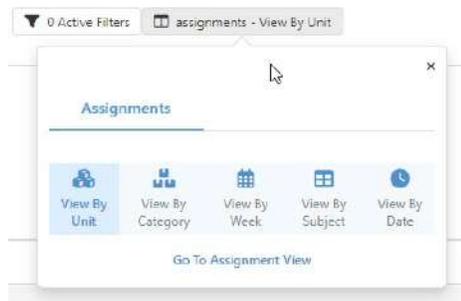
1. From the Grade Book Main screen, click the title of the assignment to open the Course Item window.
2. Select the Submissions tab. A class list displays with submission information for each student.
3. Click a student name to open the Submission Grader window.

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 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.

Assignment Type Weighting

Teachers can set up Assignment Category Weighting to calculate overall grades based on student performance by Assignment Type/Category rather than by a total points calculation.

When Assignment Category Weighting is enabled, overall class grades are calculated using the following:

- $\text{Points Earned} \div \text{Points Possible per Category} = \text{Category \%}$
- $\text{Category \%} \times \text{Category Weight per Category} = \text{Weighted \%}$
- $\text{Sum of Weighted \%} = \text{Weighted Totals}$
- $\text{Weighted Totals} \div \text{Total Weights Used (if not 100\%)} = \text{Final Grade}$

The screenshot shows the 'Assignment Weighting' tab in the VUE system. At the top, there are tabs for 'Assignment Weighting', 'Grade Book Settings', and 'Standards'. Below these is a dropdown menu for 'Which Assignment Types would you like to use for this class?' with an 'Update' button. The main table has the following structure:

| Assignment Type | Weight (%) | Drop Scores | Default Points Possible | Display Color |
|-----------------------------|--------------------------------|--------------------------------|-----------------------------------|--|
| Participation & Assignments | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="1.00"/> | <input type="button" value="Participation & Assignments"/> |
| Quizzes & Exit Tickets | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="1.00"/> | <input type="button" value="Quizzes & Exit Tickets"/> |
| Semester Final Exam | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="1.00"/> | <input type="button" value="Semester Final Exam"/> |
| Unit Tests | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="1.00"/> | <input type="button" value="Unit Tests"/> |

Below the table, there is a section 'Also apply the above settings to the following classes:' with a 'Select All Classes' checkbox and a 'Allow class weighting to be set up by grading period' checkbox. A list of checkboxes follows, each with a course number and name, such as '(S1) The White, G Advisory 10 A(10) SEC:22004101-005'.

1. Go to Grade Book > Grade Book Setup
2. Focus to the applicable class.
3. Complete the Assignment Weighting grid.
 - **Weight (%)** – How much weight each assignment type holds in relation to the other assignment types. The sum of all weights must equal 100%. If weights are not used for a specific assignment type, enter 0.
 - **Drop Scores** – The number of scores to exclude from the final grade calculation. For example, to drop the lowest two Homework scores for each student, enter 2. Enter 0 to not drop any scores.
 - **Default Possible Points** – The default number of points possible for each assignment of that type. For example, enter 10 for Homework if most of the homework assignments are worth 10 points. You can override this value when creating assignments.
4. Select any other classes to apply these assignment category weights to or select **Select All Classes** to quickly select multiple classes.
5. Click when finished. Grade Book recalculates using the set weights.

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

Finalizing Grades from Grade Summary Screen

1. Go to Report Card > Students.
 - Calculated final grades display once the teacher enters at least one assignment with scores for students.
 - Dropped students display if the Show Dropped Students option is selected in Grade Book Main.
 - Select a student name to open the Student Summary screen
 - Click the current grade to see a breakdown of the student overall grade calculation. The Student Grade Breakdown screen displays the Assignment, Points, Score, Grade, and any notes or comments entered for the assignment.
2. Select the student to post grades for in the Post column. Active students are selected by default. Select All or Dropped to quickly select students.
3. Click . A confirmation message displays when grades post successfully. Results display in the Edit Grades and Comments column and include:
 - Date & time of the last posting
 - Posted Mark

- Calculated score at time of posting enclosed in brackets []

Finalizing Grades from the Edit Grades and Comments screen

1. Go to Report Card > Students.
2. Click Edit Grades and Comments.
3. Make necessary changes to grades and/or comments and click Save Changes.
4. Click Post. A confirmation message displays when grades post successfully. Results can be viewed on the Grade Summary screen.

Finalizing Grades from Grade Book

Posting for Individual Students

Teachers can finalize and post grades from Grade Book. They can add report card comments and edit/override final grades prior to posting.

1. Hover over a student Mark on the Grade Book screen. The Mark is a hyperlink.
2. Click the Mark. The Final Grade and Comments window opens.
3. Select a Comment from the drop-down menu or enter a Free Form Comment in the provided text box.
4. Select a new grade from the drop-down to manually override the calculated grade.
5. Save.
6. Click Post. The posted date and time display.

The screenshot shows the 'Final Grade and Comments' interface. At the top, there's a title bar with 'Final Grade and Comments' and a red notification icon for '2 Unsaved Changes'. Below the title bar are four main action buttons: 'No Photo' (with a student photo placeholder for Crawford, Silvestre), 'Calculated' (displaying a grade of B- and a score of 80.0%), 'Override' (displaying a grade of B- in a dropdown menu), and 'Post' (displaying 'Not Posted' and a green 'POST' button). Below these buttons are two sections: 'Report Card Comments' with four dropdown menus labeled 'Comment 1' through 'Comment 4', and 'Free Form Comments' with a large text input area.

Posting for a Class

1. Click Options.
2. Select the Grading tab.
3. Toggle Posted Grade to ON. A Post column displays on the Grade Book Main screen.
4. Click Post. The posted mark displays for each student.

Appendix A: Grade Book Report List

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.

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.

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.

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.

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.

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.

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.

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.

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.

Chart: Class Grade: This report displays students' overall class grades compared to each other.

Chart: Class Category Summary: This report summarizes students' performance in each category of assignment.

Chart: Class Grade Distribution: This report summarizes student performance based on the overall calculated grade book mark.