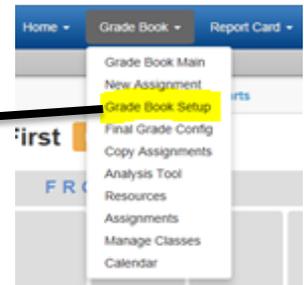


How to Set Up Gradebook for TeacherVUE

1. Go to **Grade Book**
2. Choose **Grade Book Setup** from the dropdown menu. (This is setting up our Categories.)
3. Click on Assignment types.



** After you fill in Daily Assignment and sequence number, click insert.*

Assignment Types

Options 1 items

Assignment Type	Sequence	Due Date	Locked	Assignment Type Color Picker	Hide My Types
New →	1	No		Default	

Buttons: + INSERT, - CANCEL

4. **Daily Assignment**
 - a. We are calling all Categories **Assignment** or **Daily Assignment**.
 - b. Put Weight (%) as **100** and Default Points Possible as **100**.
 - c. If you drop the lowest score, you put the number of scores you want it to drop in the **Drop Scores** area.
 - d. To apply to all subject areas, put a check in the boxes at the bottom of the page.
 - e. After completing the page, be sure and **UPDATE**.

Synergy TeacherVUE

Grade Book Setup

Assignment Weighting

Which Assignment Types would you like to use for this class?

Assignment Type	Weight (%)	Default Points Possible	Display Color
Daily Assignment	100	100.00	Daily Assignment

Also apply the above settings to the following classes:

Select All Classes:

(YR) Bailey, S Third Grade(1) SEC:00300-002

(YR) Bailey, S Reading(2) SEC:00355-002

(YR) Bailey, S Language Arts(3) SEC:00301-002

(YR) Bailey, S Spelling(4) SEC:00358-002

(YR) Bailey, S Math(5) SEC:00306-002

(YR) Bailey, S Science(6) SEC:00307-002

(YR) Bailey, S Social Studies(7) SEC:00319-002

Buttons: Update, Daily Assignment

1. Choose Only show my types. 2. Weight= 100 3. Check mark all classes. 4. Click UPDATE

5. After you apply the weighting setting to all the classes, go back to **Grade Book Main**. At the top, you can choose the subject area you want to add a new assignment to.

How to Make Assignments for TeacherVUE

1. Go to **Grade Book Main**
2. Go to the drop down menu to select what **Class and Period** (Ex.Math Quarter 1)
3. Choose **New Assignment** from the dropdown menu, or, you can find **+New** at the top on the right side of your screen.
4. On the assignment page, fill in the following fields:
 - a. **Assignment Name**
 - b. **Assignment Type** – CHOOSE **Assignment/ Daily Assignment**. When you name the assignment, you can tell if it's homework, quiz, test, workbook, however you want to title it. But we only set up the category for **Assignment**.
 - c. **Score Type**: Must be **Percentage**.
 - d. **Points**: Enter possible points for that assignment-usually 100
 - e. **Date of Assignment/Due Date**-You do not have to change this date-unless the grading period has ended. ******(If grading period has ended and you still needed to add grades, you will need to make sure the date is within the grading period.)

The screenshot shows the 'Assignment Settings' form in TeacherVUE. The form is titled 'Assignment in (YR) Rawlings, D So Stu 2(5) SEC.G04200-4' and has a 'Save Assignment' button in green and a 'Cancel' button in orange. The form is divided into two main sections: 'Category Values' and 'Assignment Settings'. The 'Assignment Settings' section includes fields for 'Assignment Name', 'Description', 'Assignment Type' (a dropdown menu with '<< select >>' selected), 'Score Type' (a dropdown menu with 'Percentage' selected), and 'Points' (a text input field with '1' entered). On the right side, there are fields for 'Date of Assignment' (a date picker set to '8/23/2019'), 'Assignment Category' (a dropdown menu with 'Normal' selected), 'Due Date' (a date picker set to '8/23/2019'), and 'Parent/Student Portal' options, including 'Show Assignment in Portal' (a button with 'ON' selected) and 'Show in Portal Date' (a date picker).

5. Click Green **-Save the Assignment**
 - a. Save and Add scores
 - b. Or save and add another assignment.
6. Go back to Grade Book Main
7. Choose the subject area if you are logging back in to make a new assignment or add scores.
8. Click on the assignment name and choose what you need to do
 - a. Enter Scores (Just to put in grades)
 - b. Edit Assignment (Change something with the assignment)
 - c. Delete Assignment (Remove from gradebook)
 - d. Create Assignment Resources (We will discuss this later. You can put a copy of the assignment for parents to download.)
9. Put in the scores and hit enter to go to the next student
10. You will notice a green down arrow. If most students made 100%, click the green arrow, it will give everyone below the arrow 100%. Then go in and edit the students that did not make 100%.
11. Adding comments (Late, Absent, Missing, Incomplete – do not use incomplete)
 - a. Must choose MISSING if you want it to show on Progress Report
12. Remember to **Update or Save** before leaving the page.