TeacherVUE Gradebook Essentials

[IPSD 204 TeacherVUE Support and Tutorials](#)

Here are three ways to avoid the most common mistakes we see every year in TeacherVUE Grade Books, along with instructions on how to correct them.

- [Google Classroom Sync](#)
- [Gradebook Categories](#)
- **[Max Points and Total Points](#)** (Most common mistake)

Google Classroom Sync

We do not recommend that teachers turn off Google Classroom Sync in the "Gradebook Setup." If a teacher is **not** using Google Classroom as a grading tool, we recommend turning off "Assignment Sync" and "Score Sync" for Google Classroom.

At a minimum, this is what the Google Classroom settings should look like in TeacherVUE.
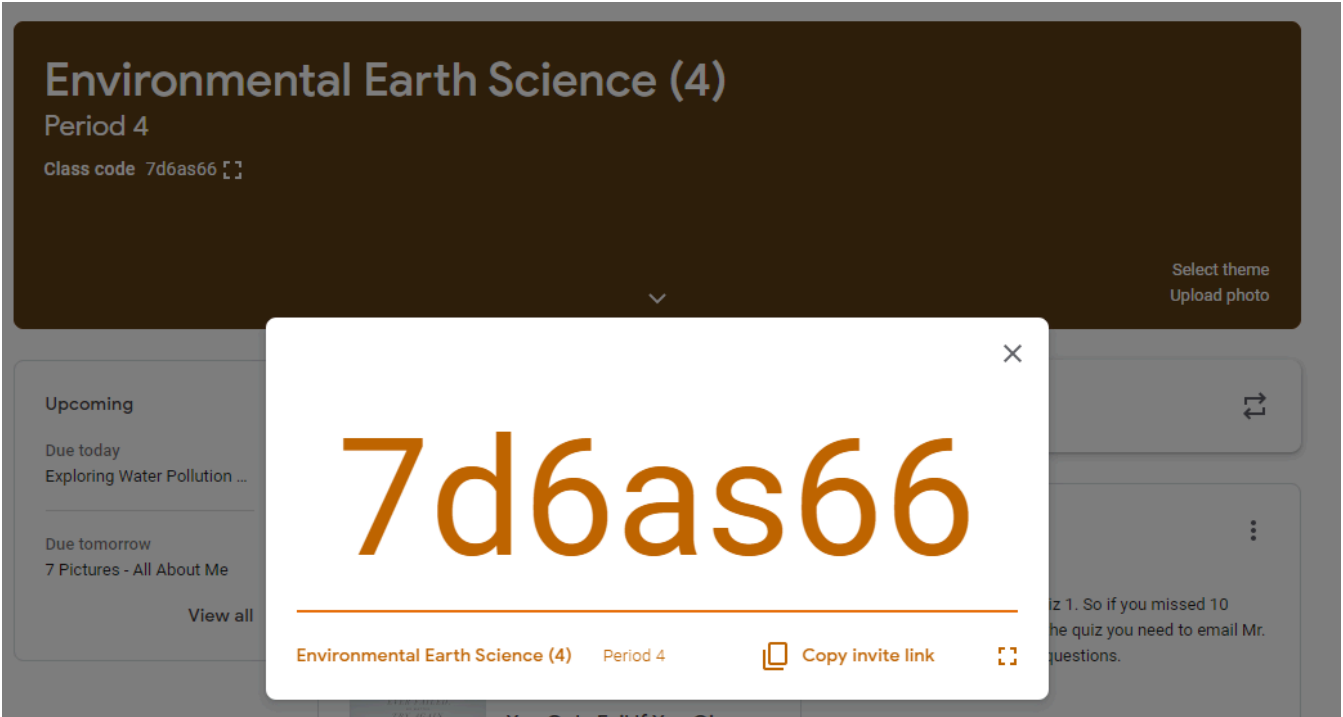

Google Classroom settings can be accessed through the Grade Book menu in TeacherVUE and by opening the "Gradebook Setup" page.

If Google Classroom is "Enabled" and turned off, a teacher must reconnect to "Google Classroom."
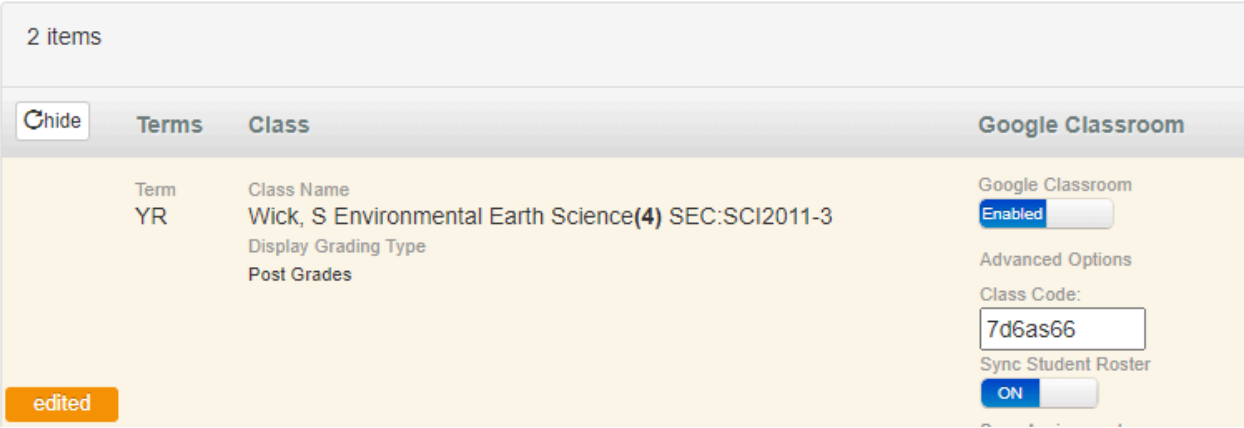
1. Open "Grade Book Setup" from the "Grade Book" dropdown menu.
2. Click on the "Class Settings" tab and click on the "Edit Button".
3. If "Google Classroom" says "Disabled," turn this back on and click "SAVE"
4. This will, unfortunately, create a new class in Google Classroom.
5. Open a new tab, go to Google Classroom, and remove the new class by clicking "Decline."

6. Then open the class in Google Classroom that needs to connect to the TeacherVUE and copy the "Class Code"

7. Go back to TeacherVUE paste this class code into the advanced options of the "Class Settings," and click "SAVE". This is what it should look like after saving.

8. Repeat for any other classes where Google Classroom is disabled.
9. If you are syncing Google Classroom assignment grades, please refer to this document: 📄 Google Classroom Sync TeacherVUE

If any errors occur, teachers can reset the Google Classroom code without affecting the class or any other settings.

Additional TeacherVUE Google Classroom Help
● [TeacherVUE - Google Classroom Assignments](#)
● [Google Classroom Sync TeacherVUE](#)

Gradebook Categories

Many teachers have set up categories and are weighing them for their classes, but when creating assignments, they are not selecting the categories they have created. **TeacherVUE defaults to "Assignment" if a category is not assigned when the Assignment is created.** If the teacher is not using the "Assignment" category, grades will not calculate correctly unless the category is set correctly.

The assignments below should all indicate "Classwork" at the bottom, so the grades for students will display "N/A". (Classwork is the category this teacher chose in the Grade Book.)

(**The image above represents a gradebook with multiple setup errors.** The class is set to use a "Classwork" category for 80 percent of the grade, but The Category should be "Classwork" instead of the default category of Assignment. There are also some max/pts issues in this gradebook image. We cover this in the next section.)

1. Open the assignment by clicking on its title in the My Grade Book section of TeacherVUE.
2. Set the Category and click "SAVE".

*The Classwork category is not a required category. Check with a Department Chair or PLC to determine the categories for each class.

"Max Points" Should Be Set to "Match Points"

TeacherVUE defaults to 1 for points, unless this setting is changed. When this happens, assignments are weighted in a way we don't want them to be. This is what it looks like when it is **wrong**. (It won't say read-only; that is just my view of a staff Grade Book in TeacherVUE.)

Score Type

Raw Score ▸

Read Only

Max Score *	Points *
10	1
Read Only	Read Only

(This is not the way it should look. Both "Max Score" and "Points" should be 10.)

Setting the Default to Max Score - Points

1. Under the "Grade Book" Menu, Select "Grade Book Setup."
2. Under the first tab, "Grade Book Setup," click on "Grade Book Settings."
3. Scroll to the bottom and find "Other Settings"
4. Click the box next to "Sync max score and points on new assignments."
5. This will eliminate the need to enter both values when creating an assignment.

Other Settings

☐ Display rubric score types as text field on Enter Scores screen
☑ Sync max score and points on new assignments.

If this box is not checked, then

1. Open the assignment by clicking on the title in the Grade Book in TeacherVUE.
2. If it says "Locked by Google," turn this off.
3. Set the Max Score to match Points and SAVE.

Category

Classwork ▸

Score Type

Raw Score ▸

Max Score *	Points *
10 ⊗	10 ⊗

(This looks right)

The Assignment Page is an excellent resource for quickly checking all assignments.

Previous | Showing 1-10 of 53 | Next

Assignments | Grading Periods

Correlations All ▾ Action ▾ Save Changes Undo

Action	Assignment	Assign Date	Score Type	A.Type	Due Date	Max Score	Pts.Poss.	Category	Portal
☐All			Letter Grac ▾	Classwork ▾				Norm: ▾	☐
☐	Unit 4 Video Engagement	12/13/2020	Raw Score ▾	Classwork ▾	01/15/2021	27.00	27.00	Normal ▾	☑
☐ G	Unit 3 Quiz - Internal Dynamic Forces	12/11/2020	Raw Score ▾	Classwork ▾	12/11/2020	40.00	40.00	Normal ▾	☑
☐	Unit 3 Quiz Redemption	12/10/2020	Raw Score ▾	Classwork ▾	12/10/2020	4.00	4.00	Extra Credit ▾	☑
☐ G	Volcanoes, Earthquakes, and Plates Bounc	12/09/2020	Raw Score ▾	Classwork ▾	12/11/2020	8.00	8.00	Normal ▾	☑
☐	Unit 3 Flipgrid Reflections - Week 2	12/07/2020	Raw Score ▾	Classwork ▾	12/10/2020	2.00	2.00	Normal ▾	☑