

Grade Book User Guide - Elementary

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About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is released in multiple volumes to meet this commitment.

This document serves as a reference for Edupoint's recommendations and Best Practices for Synergy processes. Due to the complex nature and myriad configurations possible within the Synergy software, it is not feasible to include every possible scenario within this guide.

Conventions Used in This Manual

- Bold indicates user interactions such as a button or field on the screen.
- Italics indicate the option to select or text to enter.
- Notes, Tips, References, and Cautions appear in the margin to provide additional information.



Notes provide additional information about the subject.



Tips suggest advanced options or other ways of approaching the subject.



References list another source of information, such as another manual or website.



Cautions warn of potential problems. Take special care when reading these sections.

Before You Begin

Before installing any of the Edupoint family of software products, be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements.

Software and Document History

Document Version	Release Date	Software Release	Description			
1.0	Aug 2015	10	Initial release of this document			
2.0	Oct 2015	10.01	Updated			
3.0	Dec 2015	10.02	Updated			
4.0	May 2016	10.03	Updated			
4.1	May 2016	10.03	Added Transferring Student Scores.			
5.0	Jul 2016	10.04	Updated			

Document Version	Release Date	Software Release	Description			
6.0	Dec 2016	10.05	 Changed format of this page. Added District Grade Book Setup Updated Assignments Updated Class Manager Updated Entering Scores Updated Grade Book Setup Updated Running Grade Book Reports Updated Using the Student Summary Screen Updated Working with Standards Based Report Cards 			
7.0	May 2017	2018	 Setting Grade Book Main Options for viewing Curriculum Maps. Class Manager: Added note about Additional Staff to Can Edit Scores Removed Show Deleted Classes option Entering Scores - Removed Excluding, hiding in Portal, Notes, and Comments from Using Standards Mode Creating Progress Reports - Added Show Grading Legend to the Options and changed Delivery button Standards Based Report Card Setup - Updated the instructions for Non-English Report Cards. Working with Standards Based Report Cards Added information about Term Weighting with Elementary Standards-based Report Cards Updated adding comments in Classic Mode 			
8.0	Dec 2017	2018.01	 Added Grade Book and Google Classroom Added Recording Activity Notes Updated Working with Standards Based Report Cards for sorting students on the Report Card Matrix screen Updated Detailed Progress Report By Subject for Show Comments Updated Creating Progress Reports for the Include Dropped Classes option. Clarified how standards transfer in Transferring Student Scores 			

Document	Release	Software	Description		
Version	Date	Release			
9.0	Jun 2018	2019	 Updated <u>Grade Book and Google Classroom</u> for Google Classroom synchronization options You can now enter four digits and four decimal places when <u>Entering Scores</u> Added <u>Configuring Standards</u> in <u>District Grade Book Setup</u> Added <u>Adding Accommodations</u> to <u>Entering Scores</u> 		

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Chapter 1: Overview

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Overview of Grade Book

Grade Book allows teachers to:

- Track student performance on assessments such as homework, quizzes, and projects
- Set up online resources in Grade Book such as websites or documents to share with students via the StudentVUE portal
- Determine the assignments to make accessible to parents and students through ParentVUE and StudentVUE, the student and parent portals (if used by the district/school)



The classes, marks, and enrollment information synchronize between Synergy SIS and Grade Book to reduce data entry. Grade Book requires a separate license to activate.

This guide illustrates how teachers create and grade assignments in their classes. There are a number of reports generated from the information. This guide reviews the available reports and shows how to customize and print these reports.

Grade Book supports either elementary custom report cards within Grade Book or secondary custom report cards within Synergy SIS.

- Elementary custom report cards grade students on state and school standards, and the report cards are printed from Grade Book from custom templates. These grades are not synchronized with Synergy SIS.
- Secondary custom report cards within Synergy SIS report the grades students received for the sections they were enrolled in. To print the report cards from Synergy SIS, the final grade for each section must be posted from Grade Book to Synergy SIS. Secondary custom report cards are typically used in secondary schools.

Teachers are assigned to one of two roles within Grade Book, depending on the type of report card used.

- The Teacher role is for teachers using standards-based report cards, generally elementary school teachers.
- The Secondary Teacher role is for teachers using the Synergy SIS report cards, generally middle school and high school teachers.

Grade Book screens and functionality are slightly different for each of these two roles and are specified in the different Grade Book user guides.

Using this Guide

The purpose of this guide is to help teachers set up and maintain their Grade Books, and to assist them in completing Report Cards. Your school may not use all of the functionality of Grade Book.

This guide outlines the three main phases that you go through when using Grade Book:

- Setting up Grade Book at the beginning of the school year
- Using Grade Book throughout the school year
- Completing Report Cards at the end of grading periods



The companion guide, *Synergy SIS – Grade Book Administrator Guide*, outlines how to synchronize the information between Synergy SIS and Grade Book, and how to configure Grade Book for teachers.

The menus in Grade Book can be customized to adjust the options available for each category of user (teachers, principals, etc.) Therefore, the menus that you see on your version of Grade Book may not match the menus you see in this manual.

Logging into Grade Book

How you log into Grade Book depends on your role.

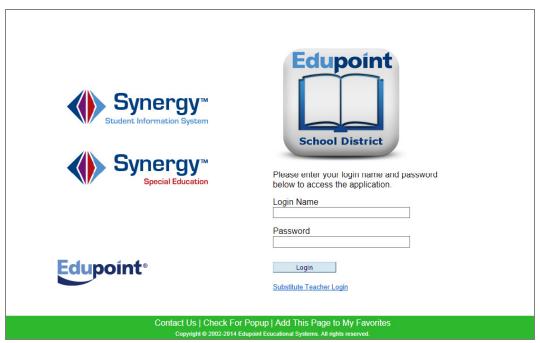
• Teachers and Staff with TeacherVUE access – Log into Grade Book through TeacherVUE.



 Principals, Report Card Specialists, and District Staff who do not have TeacherVUE access – Log into Grade Book through Synergy SIS.

Logging in as a Principal, Report Card Specialist, or District Staff

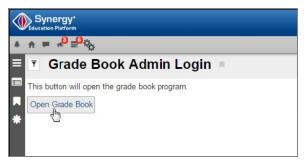
- 1. Enter your Login Name and Password.
- 2. Click Login.



Synergy Log In Screen

3. Navigate to Synergy SIS > Grade Book > Grade Book Admin Login.

4. With a school and school year selected, click **Open Grade Book**.

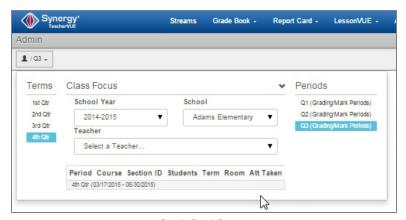


Grade Book Admin Login Screen

Grade Book opens in a new window with the Focus Selections screen.



By default, the focus is not set to any class or grading period. A focus must be selected to view class grades. Principals and other staff can view any classthat they have access to, but they cannot change the grades.



Grade Book Screen

Selecting the focus of Grade Book

1. Select the **School Year**, **School**, **Enrollment Period**, **Class**, and **Grading Period** in the Focus Selections window.



Depending on your role, the focus drop-down has different information.

2. Click Select.

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Setup Overview

Before setting up your Grade Book, it is important to note that your district may have set default settings for your school. These defaults may be set for:

- Subjects
- Assignment Types
- Grade Book Score Types
- Report Card Score Types
- Grade Book Comments

Your district may require you to use the pre-configured settings. However, the district may allow teacher to create your own custom types in Grade Book.

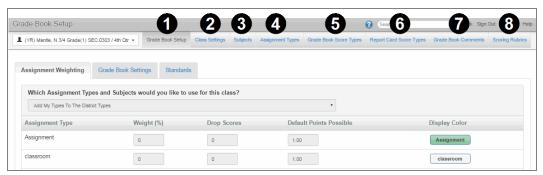
This section explains how to create Grade Book setup customizations for your classes. The functionality available to you within Grade Book depends on the permissions set by your school or district. You may have the ability to create your own settings and use them within the Grade Book Setup, or you may be restricted to the district defaults. Regardless of permissions, you cannot delete the district set defaults, but may be allowed to:

- Copy the district defaults and modify a version owned by you
- Create and use your own settings

Grade Book Setup

Accessing Grade Book Setup Screen

Select Grade Book Setup from the Grade Book menu. The Grade Book Setup screen displays:



Grade Book Setup Screen

From the Grade Book Setup screen, you can:



Not all teachers have the access or permission to create their own items in the Grade Book Setup screen. Some teachers may be required to use only subjects created by their district.

- Grade Book Setup Teachers use the Assignment Weighting, Grade Book Settings, and Standards tabs to configure their classes.
- Class Settings Teachers use this tab to configure their classes to determine if they are using Standards Mode, how the Overall Grade is determined, the score type used for the overall grade, type of Analysis Bands, and if the final grade displays in ParentVUE.
- Subjects Configure a list of subjects. 3
- Assignment Types Configure assignment types. 4
- Grade Book Score Types Define grading scales used to grade or score assignments. 9
- Report Card Score Types Define report card types. 6
- Grade Book Comments Define comments used in report cards.
- Scoring Rubrics Teachers use <u>Scoring Rubrics</u> to create rubrics used with Drop Box Grader.

Grade Book Alerts and Notifications

Class notifications alert you to any changes in Grade Book or remind you when new setup is needed.

- 1. Select the **Grade Book Settings** tab in Grade Book Setup screen.
- 2. Select the alerts and reminders you want to receive.



Grade Book Setup Screen, Grade Book Settings Tab

- Alert me when students are added displays a Grade Book alert any time a new student is added.
- Remind me to delegate new students applies to teachers who delegate students to other teachers for Report Cards.
- Remind me when a custom report card is setup alerts you when your district has created a new report card.



Remind me to set final grade config for new students is not used by elementary schools.

Configuring Subjects



As an elementary teacher, Edupoint recommends that you create a subject within Grade Book for every subject you teach. This enables you to filter your class by subject areas (Math, Reading, and Science) on the Grade Book Main screen.



- Not all teachers have the access or permission to create their own subjects within Grade Book. Some teachers may be required to use only subjects created by their district.
- The **Subjects** tab in the Grade Book Setup screen is only available to elementary teachers.

Adding Subjects

- 1. Select the **Subjects** tab in the Grade Book Setup screen.
- 2. Click **NEW**add a new row.



Grade Book Setup Screen, Subjects Tab

3. Enter the Subject and Sequence.



The sequence is the order the subjects display in the list when working with assignments.

4. Click +INSERT.

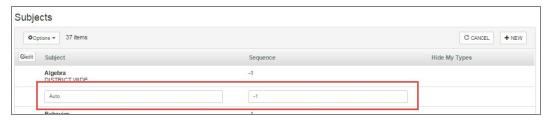
Editing Subjects

- 1. Select the **Subjects** tab in the Grade Book Setup screen.
- 2. Hover over the subject until the delete and edit icons appear.



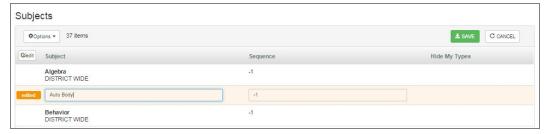
Grade Book Setup Screen, Subjects Tab

3. Click Gedit to open all rows or Gon a single row.



Grade Book Setup Screen, Subjects Tab

4. Change the **Subject** or **Sequence**. The edited icon displays on the edited row.



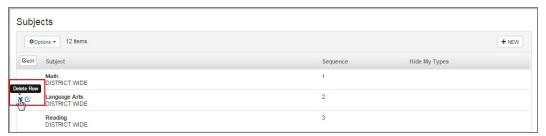
Grade Book Setup Screen, Subjects Tab

5. Click SAVE.

Deleting Subjects

Deleting a subject removes it from the Subject field.

- 1. Select the **Subjects** tab in the Grade Book Setup screen.
- 2. Hover over the subject until the delete and edit icons appear.



Grade Book Setup Screen, Subjects Tab

3. Click next to the row to delete. The click icon displays.



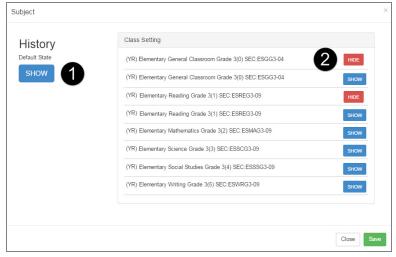
Grade Book Setup Screen, Subjects Tab

- 4. Click SAVE. A confirmation dialog displays.
- 5. Click **OK** to delete the subject.

Hiding Subjects

Hiding a subject allows the subject show for some classes but hides it from others.

- 1. Select the **Subjects** tab in the Grade Book Setup screen.
- 2. Click Scure Subject Screen displays.

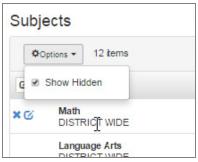


Subject Screen

- 3. Determine which classes can use the Subject.
 - Default State Toggle between Show and Hide.
 - Class Setting Toggle between **Show** and **Hide** if different from the Default State.
- 4. Click Save.

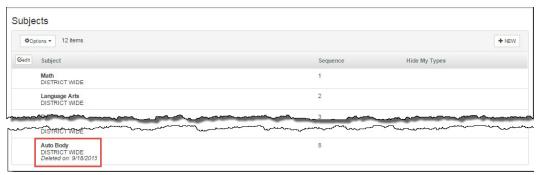
Viewing Deleted or Hidden Subjects

- 1. Select the **Subjects** tab in the Grade Book Setup screen.
- 2. Select Show Hidden in Options.



Grade Book Setup Screen, Subjects Tab

The deleted subjects appear with a note indicating the date they were deleted.



Grade Book Setup Screen, Subjects Tab



To reinstate a deleted Subject, click of to make a change and click **Save**.

The hidden subjects display in sequence. To reinstate a hidden Subject, click and change the settings.



Grade Book Setup Screen, Subjects Tab

Configuring Assignments

Assignment Setup

There are several settings that apply to assignments that you create. New assignments are based off of the Assignments Types that you or your district have defined and the default settings you choose on the **Grade Book Setup** tab. You can:

- Set the default grading period for new assignments.
- Inherit or remove the district created non-mandatory assignments.
- Set whether rounding is used to determine the final grade.
- Set an interpretation scale to reduce the impact of a score of zero on a final grade.

On the **Assignment Weighting** tab, you can:

• Set the weighting score for assignments and how those scores are determined.

Setting the Default Grading Period for New Assignments

To set the grading period that is selected when creating new assignments:

- 1. Select the **Grade Book Settings** tab on the Grade Book Setup screen.
- 2. Select one of the following options under Grading Period Default For New Assignments:
 - Assignment Due Date Places new assignments into the grading period that the assignment due date falls.
 - Assignment Date Places new assignments into the grading period that the assignment date falls.
 - Current Period in Grade Book Places new assignments into the current grading period in Grade Book.
 - My Last Selection Places new assignments into the grading period based on your last selection.



Grade Book Setup Screen, Grade Book Setting Tab

Setting District Grade Book Settings

Some districts create a District Grade Book for the different grade levels at their school. The district can add mandatory and non-mandatory assignments to each grade level's District Grade Book. The district can push assignments from the District Grade Book into the teacher's Grade Book.

- · For mandatory assignments:
 - Teachers must use mandatory assignments
 - Teachers cannot remove mandatory assignments
- For non-mandatory assignments, if the assignments were not pushed to the schools,
 - Teachers can inherit non-mandatory district classes
 - Teachers can remove non-mandatory classes
- 1. Select the **Grade Book Settings** tab in the Grade Book Setup screen.
- 2. Make selections under District Grade Book Settings:
 - Inherit Assignments from the District Grade Books Select to inherit your district's nonmandatory District Grade Book. District-created assignments display in your Grade Book.
 - Remove District Grade Book Entries Click to remove the district-created assignments for the *current* class.



Grade Book Setup, Grade Book Settings Tab

To remove district created assignments from other classes:

a. Click the class link in the right corner of the screen. The Focus Selections screen displays.





- Select the new class from the Classes field.
- c. Click Select.
- d. Repeat steps.

Configuring Assignment Scoring Settings

It is important to understand how Grade Book calculates the student's progress in order to use Grade Book effectively and to explain a student's grades to parents and guardians.

There are two methods to calculate assignment scores:

Total Points Method

Teachers who use the Total Points Method base their grades on total point calculation.

- Each assignment type is worth the same amount of points based on Category or Assignment Type Weighting.
- Assignments can be weighted or not based on the assignment point value.
- Grades are determined by dividing the number of points earned by total points possible.

Scenario 1 - Maximum Score and Assignment Points are equal: Using this weighted method, an example student's grade is 52% for the assignment types scored in Grade Book.

In this scenario, the 20 point Quiz has twice the weight of the 10 point Journal, and the 90 point Project is worth more than all of the other assignments types combined. A poor score on the 90 point Project drastically alters a student's grade.

	Assignment Max Score	Assignment Points	Example: Student Score/Max Score	Student Percentage/ Decimal	Grade Book Value (weight): Student Percentage x Points	total point value in Grade	Student total point value /Total Points
Quiz	20	20	18 / 20	90% / 0.9	0.9 x 20	18	
Project	90	90	36/90	40% / 0.4	0.4 x 90	36	18+36+6+5+3+4=72 72/135
Journal	10	10	6/10	60% / 0.6	0.6 x 10	6	
	5	5	5/5	100% / 1	1 x 5	5	Student Overall Class
Homework	5	5	3/5	60% / 0.6	0.6 x 5	3	Grade: 53%
	5	5	4/5	80% / 0.8	0.8 x 5	4	

Scenario 1

Scenario 2 - Maximum Score and Assignment Points are NOT equal and all Points are set to 1: Using this non-weighted method, an example student's grade is 71.6% for the assignment types scored in Grade Book.

In this scenario, all of the assignments have equal weight of one point. A poor score on the Project minimally affects the student's grade, as it is worth only one point in the grade book; the same as the other assignments.

	Assignment Max Score	Assignment Points	Example: Student Score/Max Score	Student Percentage/ Decimal	Grade Book Value (weight): Student Percentage x Points	Student total point value in Grade Book	Student total point value /Total Points
Quiz	20	1	18/20	90% / 0.9	0.9 x 1	0.9	
Project	90	1	36/90	40% / 0.4	0.4 x 1	0.4	0.9+0.4+0.6+1+0.6+0.8=4.3
Journal	10	1	6/10	60% / 0.6	0.6 x 1	0.6	4.3/6
	5	1	5/5	100% / 1	1 x 1	1	Student Overall Class Grade:
Homework	5	1	3/5	60% / 0.6	0.6 x 1	0.6	71.6%
	5	1	4/5	80% / 0.8	0.8 x 1	0.8	

Scenario 2

Scenario 3 - Maximum Score and Assignment Points are NOT equal: Using this method, an example student's grade is 63.8% for the assignment types scored in Grade Book.

In this scenario, the assignments are weighted by assigning them different point values. A low score on the Project affects the student's grade more, as it is worth five points. Likewise, Homework is worth the least amount of points per assignment and therefore holds the least weight, unless there are sufficient homework assignments that the number of points equals the points for the project.

	Assignment Max Score	Assignment Points	Example: Student Score/Max Score	Student Percentage/D ecimal	Grade Book Value (weight): Student Percentage x Points	total point value in Grade	Student total point value /Total Points
Quiz	20	3	18/20	90% / 0.9	0.9 x 3	2.7	2.7+2.0+1.2+1+0.6+0.8=8.3 8.3/13
Project	90	5	36/90	40% / 0.4	0.4 x 5	2	
Journal	10	2	6/10	60% / 0.6	0.6 x 2	1.2	
	5	1	5/5	100% / 1	1 x 1	1	Student Overall Class Grade:
Homework	5	1	3/5	60% / 0.6	0.6 x 1	0.6	63.8%
	5	1	4/5	80% / 0.8	0.8 x 1	0.8	

Scenario 3

Weighted Categories Method

Teachers who use the Weighted Categories Method base their grades on calculating the final grade based on the grade multiplied by the weight of the different assignment types.

- Weight the assignment categories differently. For example: Homework 15%, Project 35%, Journal 25%, and Quiz 25%.
- Each assignment has a point value, which is then calculated into a percentage of its overall category value.
- Grades are determined for each assignment type.
- The grade is the sum of the points earned divided by points possible multiplied by the category weight.

In the Weight Categories Method scenarios, the assignments *are weighted* by assigning them different percentage values. A score on an assignment that has a high point score AND high percentage affects the student's grade more. Likewise, an assignment that has a low score AND low percentage affects the grade the least.

Scenario 4 – Weighted Categories Method: In this scenario, the student's grade is 74.1% for the assignments scored in Grade Book. The Project assignment has a higher percentage and point score than the other assignments.

	Assignment Type Weight /Category	Assignment Points	Example: Student Score/Points	Student Percentage/ Decimal	Grade Book Value (weight): Student Percentage x Weight	Student total point value in Grade Book	Student total point value /Total Points
Quiz	25%	20	18/20	90% / 0.9	0.9 x .25	22.5	
Project	35%	90	36/90	40% / 0.4	0.4 x .35	14	22.5+14+15+12=63.5
Journal	25%	10	6/10	60% / 0.6	0.6 x .25	15	0.635/100
Homework	15%	5	5/5 3/5 4/5	12/15= 80%/0.8	0.8 x .15	12	Student Overall Class Grade: 63.5%

Scenario 4

Scenario 5 – Weighted Categories Method: In this scenario, the student's grade is 69% for the assignments scored in Grade Book. The Project assignment has a lower percentage, but a higher point score than the other assignments.

	Assignment Type Weight /Category	Assignment Points	Example: Student Score/Points	Student Percentage/D ecimal	Grade Book Value (weight): Student Percentage x Weight	Student total point value in Grade Book	Student total point value /Total Points
Quiz	25%	20	18/20	90% / 0.9	0.9 x .25	22.5	
Project	15%	90	36/90	40% / 0.4	0.4 x .15	6	22.5+6+15+28=71.5
Journal	25%	10	6/10	60% / 0.6	0.6 x .25	15	0.715/100
			5/5	42/45			Student Overall Class Grade:
Homework	35%	5	3/5	12/15= 80%/0.8	0.8 x .35	28	71.5%
			4/5	007070.0			

Scenario 5

Scenario 6 – Weighted Categories Method: In this scenario, the student's grade is 65% for the assignments scored in Grade Book. All assignments have the same percentage, but different point scores.

	Assignment Type Weight /Category	Assignment Points	Example: Student Score/Points	Student Percentage/ Decimal	Grade Book Value (weight): Student Percentage x Weight	Student total point value in Grade Book	Student total point value /Total Points
Quiz	25%	20	18/20	90% / 0.9	0.9 x .25	22.5	
Project	25%	90	36/90	40% / 0.4	0.4 x .25	10	22.5+10+15+20=67.5
Journal	25%	10	6/10	60% / 0.6	0.6 x .25	15	0.675/100
Homework	25%	5	5/5	12/15=	2/15=		Student Overall Class Grade: 67.5%
			3/5 80%/0.8	0.8 x .25	20		

Scenario 6

Setting assignment weights, dropped scores, and default points

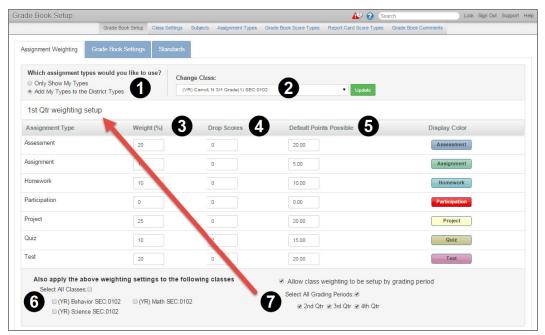
Prior to setting assignment weighting, the <u>Assignment Types</u> must be defined by you or your district.

The **Assignment Weighting** tab enables you to have different assignment type weighting for your linked or shared classes. For example:

- A math class may have homework, test, and quizzes, but not necessary any projects. You
 may choose not to include projects in the overall weight calculation.
- A remedial class may have students to do the majority of their graded work in class. You may
 weigh the in-class assignments heavier than the homework for just that class. See
 Configuring Assignment Scoring Settings.



Only the primary teacher can set assignment weights for shared classes.



Grade Book Setup Screen, Grade Book Settings Tab, Assignment Weighting Tab

- 1. Select the Assignment Weighting tab.
- 2. Select the assignment types you want to see. 1
 - Only Show My Types If you created your own assignment types and do not want to
 use the district default assignment types.
 - Add My Types to the District Types If you are using any of the district assignments types and your own assignment types.
- 3. Select the Class. 2

- 4. Set the appropriate values to weigh the different types of assignments:
 - Weight (%) How much weight each assignment type holds in relation to the other assignment types. The sum of all the weights must equal 100%. If you do not use weights, enter 0 for each assignment type.
 - **Drop Scores** The number of scores to exclude from the final grade calculation. For example, enter 2 for Homework if you want to drop the two lowest homework scores. Enter 0 if you do not want to 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 your homework assignments will be worth 10 points; you can override this value when creating assignments. Enter 0 of you would prefer to default the points to zero.

- 5. Select any other classes to apply these assignment weights. 6
 - Select individual classes to set those classes in the same way.
 - Select Select All Classes to set all of your classes the same way.
- 6. Select **Allow class weighting to be set up by grading period** to set class weighting by grading period, if needed.
 - Select grading periods.



If selected, the Grading Period currently in focus displays and any additional periods that share the same weighting are selected.

7. Click **Update**. A message displays indicating your updates are complete.

Final Grade Rounding Setting

Both the Class Percentage and the Class Mark can be rounded.



Not all teachers have the access to Class Mark rounding options. District level settings control this option.

The following is an example of how the rounding settings affect a student's final grade.

For the Class Percentage, assume that a student has a class percentage of **89.978%**. Here is the affect the **Class Percentage** rounding settings have on the grade displayed.

Rounding On Rounding Off

Whole number Only	90%	89%
1 decimal	80.0%	89.9%
2 decimal	89.98%	89.97%

For the class mark, assume that a school's grading scale is as follows:

A: 100.00 - 90

B: 89.99 - 80

C: 79.99 - 70

D: 69.99 - 60

F: 59.99 - below

Assume a student has a class percentage of **89.98%** and the class percentage was set **to Rounding On** and **2 decimals**. The affect the **Class Mark** rounding settings have on the final mark are:

Rounding On Rounding Off

Whole number Only	A - 90%	B - 89%	
1 decimal	A - 80.0%	B - 89.9%	
2 decimal	B - 89.98%	B - 89.97%	

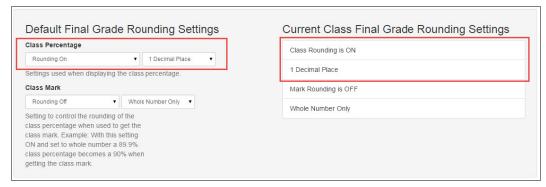
Rounding Class Percentage Default

You can specify the default value for the type of rounding you want for the overall scores that appear on Grade Book Main for all classes.



To change the rounding by class, see Configuring Class Settings.

- 1. Select the **Grade Book Settings** tab.
- 2. Set the Class Percentage rounding to Rounding On or Rounding Off.
- 3. Select *Whole Number Only*, 1 *Decimal Place*, or 2 *Decimal Places*. The setting applies automatically.



Grade Book Setup Screen, Grade Book Settings Tab

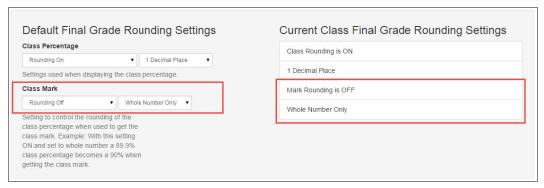
Rounding Class Mark Default

You can specify the default value for the type of rounding you want to apply to class marks.



To change the rounding by class, see Configuring Class Settings.

- 1. Select the Grade Book Settings tab.
- 2. Set the Class Mark rounding to Rounding On or Rounding Off.
- 3. Select *Whole Number Only*, 1 *Decimal Place*, or 2 *Decimal Places*. The setting applies automatically.

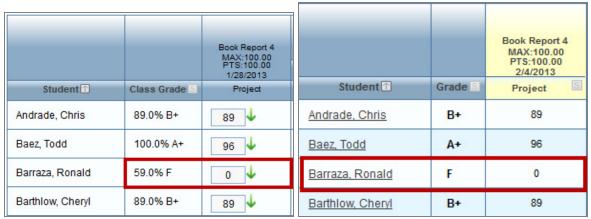


Grade Book Setup Screen, Grade Book Settings Tab

Setting the Interpretation Scale

The Interpretation Scale minimizes the effect of a low grade on the student's overall grade in the class. An Interpretation Scale is a Report Card Score Type that allows assignment scores *be interpreted* as other scores when calculated by grade book.

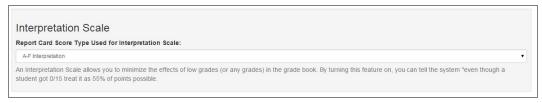
When a student earns a zero on an assignment for not turning it in, the zero negatively impacts the student's overall grade. An interpretation scale can calculate that zero in Grade Book as a different score, such as **59%**. A **59%** is still within the failing range, but the failing grade has less of an overall impact when the final grade is calculated.



Interpreted Grade On Grade Entry Screen

Interpreted Grade On Grade Book Main Screen

The teacher or district can create a Report Card Score Type that has adjusted values and is available as an Interpretation Scale. It displays on the **Interpretation Scale** list on teacher's **Grade Book Settings** tab in the Grade Book Setup screen.



Grade Book Setup Screen, Grade Book Settings Tab

 To create an interpretation scale, create a <u>Report Card Score Type</u> with adjusted values and select <u>Available as Interpretation Scale</u>.



Grade Book Setup Screen, Report Card Score Types Tab, RC Score Type

Only include the scores that will be interpreted because if all scores use interpretation, you could receive unexpected results that require additional explanation to students and parents.

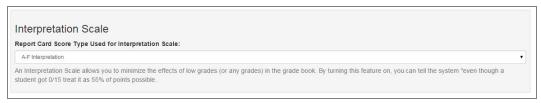
Examples:



- If a student received a 93% on all assignments, their score should be 93%. However if the Value is set at 100%, they would receive 100%.
- If a student received 100% on all assignments, their score should be 100%. However, if the Value is set at 95%, the would receive a 95%.

This could be remedied, by selecting **Hide Final Score**.

- To use an interpretation scale:
 - 1. Select the **Grade Book Settings** tab on the Grade Book Setup screen.
 - 2. Select an interpretation scale. A confirmation dialog displays.



Grade Book Setup Screen, Grade Book Settings Tab

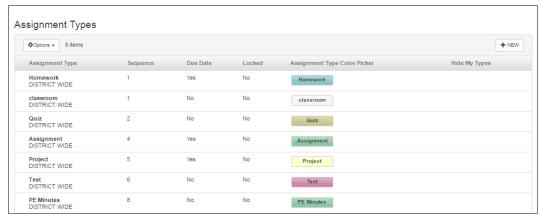
3. Click **Yes** to apply the interpretation scale to existing results and final marks within Grade Book.

Configuring Assignment Types

Assignment Types are the assignment categories. Grade Book comes with some pre-configured assignment types, that you can edit or delete. Assignment Types typically include:

- Homework
 Pa
- Participation
- Projects
- Reports
- Quizzes
- Exams
- Tests
- Presentations

Use the **Assignment Types** tab in the Grade Book Setup screen to configure assignment types.



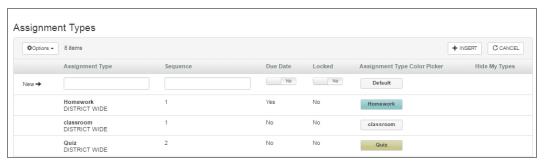
Grade Book Setup Screen, Assignment Types Tab

Adding Assignment Types



Not all teachers have the access or permission to create their own assignment types within Grade Book. Some teachers may be required to use only the types created by their district.

- 1. Select the Assignment Types tab in the Grade Book Setup screen.
- 2. Click **NEW** to add a new row.



Grade Book Setup Screen, Assignment Types Tab

- 3. Define the Assignment Type:
 - Enter the Measure Type and Sequence.



The sequence is the order that the assignment types display when working with assignments.

• Select Yes in the Due Date column if the assignment can have an assigned due date.



Projects and homework typically have due dates. Quizzes and tests usually do not.

• Select Yes in the Locked column if the assignment cannot be used by teachers.

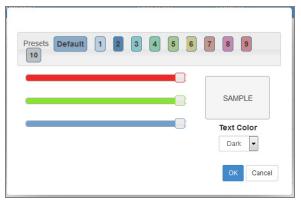


Only use this option if your district no longer uses this assignment type.



Use instead of <u>deleting</u> if the assignment type was used in the current school year.

- Select a color to identify the assignment type.
 - a. Click **Default** in the **Measure Type Color Picker**. The color picker window opens.
 - b. Select the color and click **OK**.



Color Picker Window

4. Click +INSERT.

Editing Assignment Types



Do not edit assignment types after the school year has started because it can be confusing to parents and students.

- 1. Select the **Assignment Types** tab in the Grade Book Setup screen.
- Hover over the assignment type until the delete and edit icons appear.



Grade Book Setup Screen, Assignments Type Tab

3. Click Gedit to open all rows for editing or G to open a single row.



Grade Book Setup Screen, Assignment Types Tab

4. Make the necessary changes to the assignment type. The edited icon displays on the edited row.



Grade Book Setup Screen, Assignment Types Tab

5. Click SAVE.

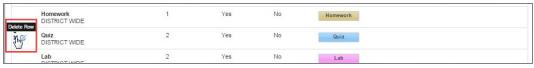
Deleting Assignment Types



Do not delete assignment types used in the current school year because it can affect weighting. Lock the assignment type instead.

Deleting an Assignment Types removes the type from the drop-down and it cannot be reinstated.

- 1. Select the **Assignment Types** tab in the Grade Book Setup screen.
- 2. Hover over the assignment type until the delete and edit icons appear.



Grade Book Setup Screen, Assignment Types Tab

3. Click on the row to delete. The delete icon displays on the row.



Grade Book Setup Screen, Assignment Types Tab

- 4. Click **SAVE**. A confirmation dialog displays.
- 5. Click **OK** to delete the assignment type.

Hiding Assignment Types

Hiding an Assignment Type removes the type from the drop-down, but it can be reinstated.

1. Click Secure Measure Type Screen displays.

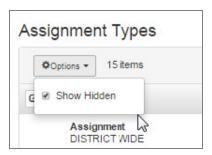


Measure Type Screen

- 2. Determine the classes that use the Assignment Type.
 - Default State Toggle between Show and Hide.
 - Class Setting Toggle between Show and Hide if different from the Default State.
- 3. Click Save.

Viewing Deleted or Hidden Assignment Types

- 1. Select the **Assignment Types** tab in the Grade Book Setup screen.
- 2. Select Show Hidden in Options.



Grade Book Setup Screen, Assignment Types Tab

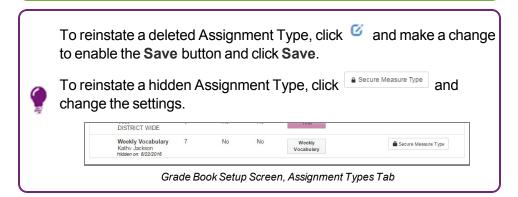
The deleted types appear with a note indicating the date they were deleted.



Grade Book Setup Screen, Assignment Types Tab



- Only Assignment Types used by a course display when you select Show Hidden.
- Hidden types display in sequence.



Configuring Grade Book Score Types

Grade Book Score Types are the grading scales used to grade or score assignments. These are different than Report Card Score Types because they do not use a range for the score. Examples of Grade Book Score Types include Letter Grade, Percentage, Raw Score, and Rubric. Grade Book comes with some pre-configured score types that you can edit and delete as needed.

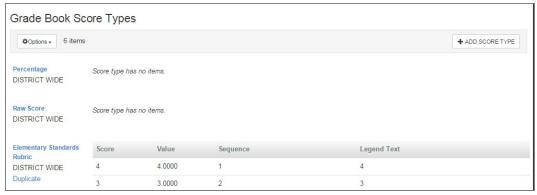


Not all teachers have the access or permission to create their own score types. Some teachers may be required to use only their district's default score types.

Typically, teachers use the raw score scoring method to score assignments. However, in other situations, your district may need to use a custom score type, such as a Pass/Fail. There are two ways to create a custom score type:

- Add a new Grade Book Score Type
- Copy an existing Grade Book Score Type

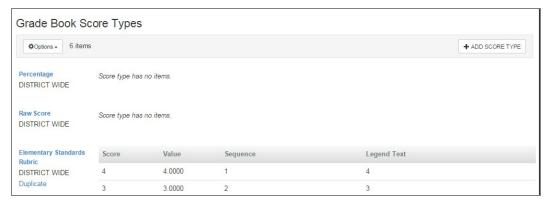
Use the **Grade Book Score Types** tab in the Grade Book Setup screen to configure assignment types.



Grade Book Setup Screen, Grade Book Score Types Tab

Adding Grade Book Score Types

- 1. Select the Grade Book Score Types tab in the Grade Book Setup screen.
- 2. Click +ADD SCORE TYPE.



Grade Book Score Types Screen

- 3. Enter the name of the new Score Type.
- 4. Select Max Value? to indicate that this score type has a maximum value, if needed.
- Click SAVE. A new row displays under the Score Type Details.



Grade Book Setup Screen, Grade Book Score Types Tab, GB Score Type

- 6. Complete the Score Type Details.
 - Score Text associated with the score such as A+, Pass, O, or 4
 - Value Numeric value used to calculate the score
 - Seq Order that the scores display
 - Legend Text Text to describe the grade or notes to display in ParentVUE about the score
- 7. Click +INSERT.

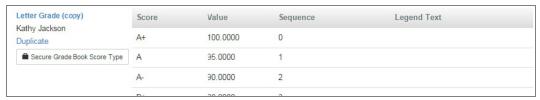
Copying Grade Book Score Types

- 1. Select the **Grade Book Score Types** tab in the Grade Book Setup screen.
- Click Duplicate next to the score type to copy. A confirmation dialog displays confirming the duplication of the score.



Grade Book Setup Screen, Grade Book Score Types Tab

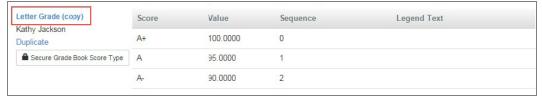
 Click OK. A copy of the score type displays at the bottom of the list with all of the individual scores from the original score type. The word (copy) at the end of the score type name indicates the score type copy.



Grade Book Setup Screen, Grade Book Score Types Tab

Editing Grade Book Score Types

- 1. Select the **Grade Book Score Types** tab in the Grade Book Setup screen.
- 2. Click the score type title. The Score Type Details screen displays.



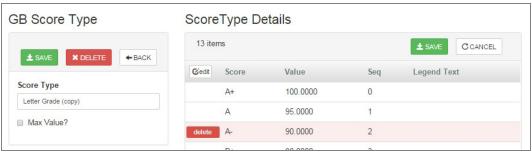
Grade Book Setup Screen, Grade Book Score Types Tab

- 3. Edit the score type:
 - To edit the name of the score type:
 - a. Change the name in **Score Type** under GB Score Type.
 - b. Click Save under GB Score Type.
 - To edit score type details, click in the row or redition. The Score Type Detail rows open for editing.
 - a. Make the necessary changes. The collection displays in the row.
 - b. Click Save under Score Type Details.



Grade Book Setup Screen, Grade Book Score Types Tab, GB Score Type

- To delete score type details:
 - a. Click in the row. The delete icon displays on the row.
 - b. Click **Save** under Score Type Details.

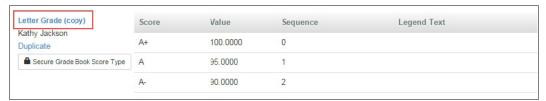


Grade Book Setup Screen, Grade Book Score Types Tab, GB Score Type

Deleting Grade Book Score Types

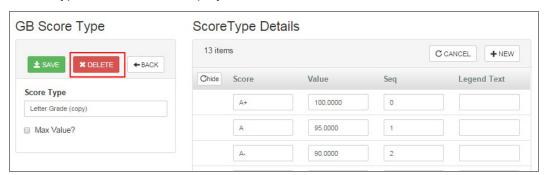
Deleting a Grade Book Score Types removes the type from the drop-down and it cannot be reinstated.

- 1. Select the **Grade Book Score Types** tab in the Grade Book Setup screen.
- 2. Click the score type title.



Grade Book Setup Screen, Grade Book Score Types Tab, GB Score Type

The Score Type Details screen displays.



Grade Book Setup Screen, Grade Book Score Types Tab, GB Score Type

3. Click Delete.

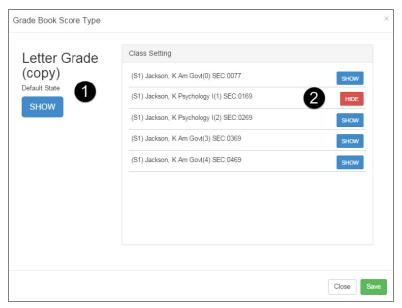


Grade Book deletes the score type immediately with no confirmation message.

Hiding Grade Book Score Types

Hiding a Grade Book Score Type removes the type from the drop-down, but it can be reinstated.

1. Click Secure Grade Book Score Type. The Grade Book Score Type screen displays.

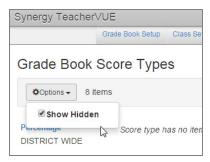


Grade Book Score Type Screen

- 2. Determine the classes that use the Grade Book Score Type.
 - Default State Toggle between Show and Hide.
 - Class Setting Toggle between **Show** and **Hide** if different from the Default State.
- 3. Click Save.

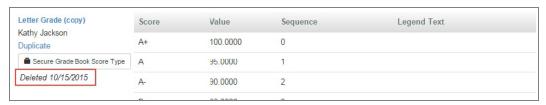
Viewing Deleted or Hidden Grade Book Score Types

- 1. Select the **Grade Book Score Types** tab in the Grade Book Setup screen.
- 2. Select Show Hidden in Options.



Grade Book Setup Screen, Grade Book Score Types Tab

The deleted Grade Book Score Types display with a note indicating the date they were deleted.

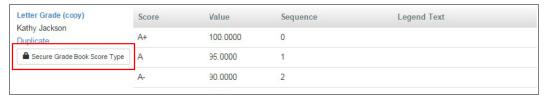


Grade Book Setup Screen, Grade Book Score Types Tab



To reinstate a deleted Grade Book Score Type, click and make a change to enable the **Save** button and click **Save**.

The hidden types display in sequence. Click **Secure Grade Book Score Type** to change setting.

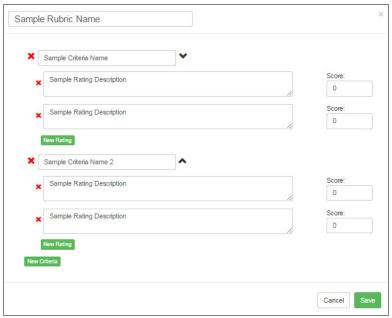


Grade Book Setup Screen, Grade Book Score Types Tab

Defining Scoring Rubrics

Scoring Rubrics are used to grade or score assignments.

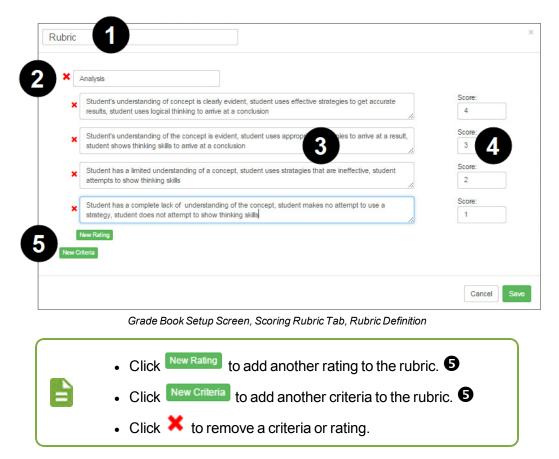
- 1. Select the **Scoring Rubrics** tab in the Grade Book Setup screen:
 - · Click New to add a new rubric.
 - Select the row to edit a rubric. The rubric definition screen displays.



Grade Book Setup Screen, Scoring Rubric Tab, Rubric Definition

2. Define the rubric:

- Rubric Name
- Criteria Name 2
- Rating Descriptions 3 and Scores 4



3. Click Save.

Configuring Grade Book Comments

Grade Book Comments help students, parents, and teachers know the reason for the score of an assignment. Some common reasons a teacher uses comments are:

- · The student was absent for the assignment.
- The student did not turn in the assignment.
- The student is allowed to make up the assignment later.

Teachers add comments:

- That do not have a Not Scored Value to indicate why the assignment was not scored and to serve as a reminder to follow up with the student. This type of comment does not impact the student's final grade.
- That have a Not Scored Value to apply penalties or default points (normally a zero) to
 missing, incomplete, or late assignments. This type of comment impacts the student's final
 grade.



 Not all teachers may have the access or permission to create their own report card comments. Some teachers may be required to use only their district's default report card comments.

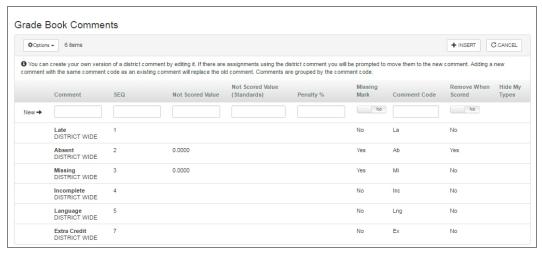
Adding Comments

 Select the Grade Book Comments tab in the Grade Book Setup screen to configure comments.



Grade Book Setup Screen, Grade Book Comments Tab

2. Click **NEW** to add a new row.



Grade Book Setup Screen, Grade Book Comments Tab

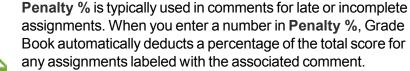
3. Define the comments:

- 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) Default points to an assignment you only provide a comment, but you did not enter a score



The **Not Scored Value** is a point value, not a percentage. For example, if an assignment is missing, enter 0 in **Not Score Value**.

• Penalty % – Amount deducted from the student's score when this comment is used





For example, if **Penalty** % for assignments is set to 30 for a comment of Late (La), and the student receives a score of 10 out of 10 with a La code, upon saving, Grade Book assigns the penalty and the score changes to 7 points or 70%.

 Missing Mark – Code to indicate assignments that are missing and on the Grade Book main screen in the Missing column (if the column is enabled) Comment Code – Code used in the score entry grid on the Grade Book main screen.
 The comment code can be up to three letters or numbers



Avoid creating comment codes that are also used as letter grades (such as 'A' for Absent). This prevents inadvertently entering a grade when you meant to add a comment code.



Adding a new comment with the same comment code as an existing comment replaces the existing comment. Comments are grouped by the comment code.

 Removed When Scored – Removes the code when a score is entered for the assignment.

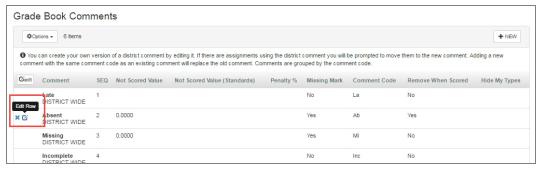


Use to override a default score entered by **Not Scored Value** or **Not Scored Value (Standards)** for any assignment with a Missing (Mi) comment.

4. Click +INSERT.

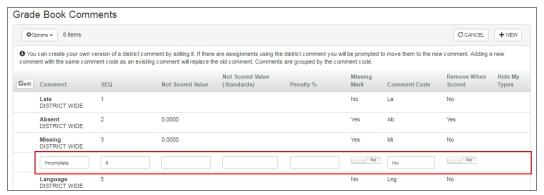
Editing Comments

1. Move over the subject until the delete and edit icons appear.



Grade Book Setup Screen, Grade Book Comments Tab

2. Click in the row or Gedit



Grade Book Setup Screen, Grade Book Comments Tab

3. Edit the fields as necessary. The edited icon displays in the row.



Grade Book Setup Screen, Grade Book Comments Tab

4. Click SAVE.

Deleting Comments

Deleting a comment removes it from the drop-down and it cannot be reinstated.

1. Hover over the subject until the delete and edit icons appear.



Grade Book Setup Screen, Grade Book Comments Tab

2. Click in the row. The delete icon displays on the row.



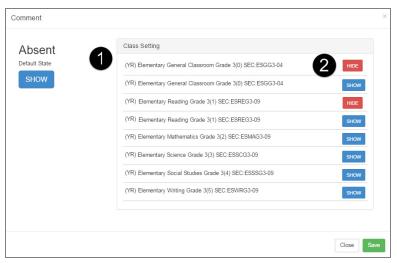
Grade Book Setup Screen, Grade Book Comments Tab

- 3. Click **SAVE**. A confirmation dialog displays.
- 4. Click **OK** to delete the comment.

Hiding Comments

Hiding a Comment removes the comment from the drop-down, but it can be reinstated.

1. Click Secure Comment . The Comment screen displays.



Comment Screen

- 2. Determine the classes that use the Comment.
 - Default State Toggle between Show and Hide.
 - Class Setting Toggle between **Show** and **Hide** if different from the Default State. **2**
- 3. Click Save.

Viewing Deleted or Hidden Comments

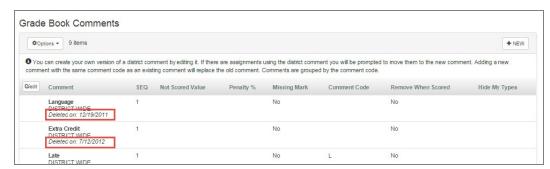
• Select Show Hidden in Options.

Grade Book Comments



Grade Book Setup Screen, Grade Book Comments Tab

The deleted subjects appear with a note indicating the date they were deleted.

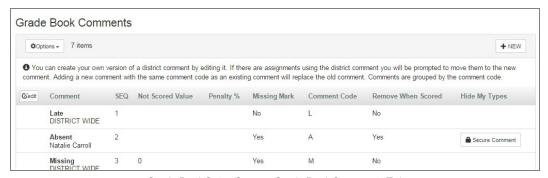


Grade Book Setup Screen, Grade Book Comments Tab



To reinstate a deleted Comment, click and make a change to enable the **Save** button. Click **Save**.

The hidden comments display in sequence. Click secure comment to change setting.



Grade Book Setup Screen, Grade Book Comments Tab

Configuring Report Card Score Types

Report Card Score Types are the grading scales that teachers use for the report card.

In elementary schools, the teachers:



- Use the district defined report card types.
- Can create and modify interpretation scales
- Can create and modify interpretation scales only.

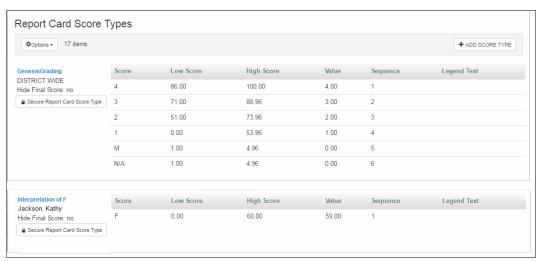
Grades with younger students (kindergarten, first, or second grade) may grade their students using effort based scoring (such as Outstanding, Good, Satisfactory, and Needs Improvement) where grades with older students are graded using letter grades (A-F) or rubric score (4.0 scale).

Grades can show or hide the student's final score. For example, a student's report card would show *Outstanding* when:

- The class uses an effort report card type that is hiding the final score.
- The student has a final (overall) grade of 96.67% earned from three assignments scored as 10 of 10, 9 of 10, and 10 of 10.
- The score range for Outstanding is 90.00%-100.00%.

Working With Interpretation Scale Report Card Score Type

1. Select the Report Card Score Types tab in the Grade Book Setup screen.



Grade Book Setup Screen, Report Card Score Types Tab

2. Click +ADD SCORE TYPE. The Score Type Details screen displays.



Grade Book Setup Screen, Report Card Score Types Tab, RC Score Type

- 3. Define the Report Card Score Type.
 - Score Type Enter a name for the Report Card Score Type.
 - Initial Value Enter the total value for this scale, such as 100 for a percentage scale, or 4.0 for a rubric scale.
 - Available as Interpretation Scale Select to indicate that this grade scale is an
 interpretation scale. See <u>Using an Interpretation Scale</u>.
 - **Hide Final Score** Select to hide the final grade from the Grade Book Main screen and from printed reports. Only the average grade displays.
- 4. Click **SAVE**. A new row displays under the Score Type Details.



Grade Book Setup Screen, Report Card Score Types Tab, RC Score Type

5. Define the Score:

- Score Enter the text that displays as the grade, such as A+, Pass, O, or 4.
- Low Score Enter the lowest value in the score range to qualify for this score. For example, in a rubric, a score within the range of 3.51 to 4.00 would qualify for a score of '4'. The low score in that range would be 3.51.
- **High Score** Enter the highest value in the score range to qualify for this score. For example, in a rubric, a score within the range of 3.51 to 4.00 would qualify for a score of 4. The high score in that range would be 4.00.



- Value Enter the numeric value used to calculate the score.
- SEQ Enter the number to indicate the order to display the scores.
- Legend Text Enter a description of the score that displays in ParentVUE and StudentVUE. For example, O = Outstanding.
- 6. Click +INSERT or Save.
- Repeat until all scores are defined.

Copying

- 1. Select the **Report Card Score Types** tab in the Grade Book Setup screen.
- Click Duplicate next to the score type to copy. A confirmation dialog displays to confirm the duplication.

Grade Book Setup Screen, Report Card Score Types Tab

3. Click **OK**. The copy displays at the end of the list with (copy) appended to the name.



Grade Book Setup Screen, Report Card Score Types Tab

4. Change the name to be more specific. For example, GenesisGrading - 6thru8.



Ensure that all Scores in this score type are available on the Mark Definition screen.

Editing a Interpretation Scales

- 1. Select the **Report Card Score Types** on the Grade Book Setup screen.
- 2. Click the score type title. The Score Type Details screen displays.



Grade Book Setup Screen, Report Card Score Types Tab, RC Score Type

- 3. Edit the score type:
 - To edit the score type settings:
 - a. Make necessary changes.
 - b. Click Save under RC Score Type.
 - To edit score type details, click the in the row or red in the header. The Score Type Detail rows are opened for editing.
 - a. Make the necessary changes. The rows display
 - b. Click Save under Score Type Details.

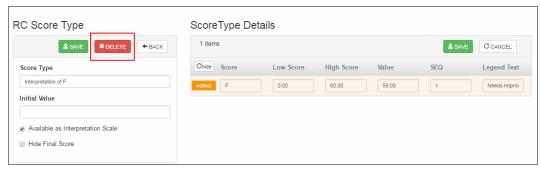
Deleting Interpretation Scales

- 1. Select the **Report Card Score Types** tab in the Grade Book Setup screen.
- 2. Click a score type title.



Grade Book Setup Screen, Report Card Score Types Tab

The Score Type Details screen displays.



Grade Book Setup Screen, Report Card Score Types Tab, RC Score Type

3. Click DELETE.



Grade Book deletes the score type immediately, with no confirmation message.

Hiding Report Card Score Types

Hiding a Grade Book Score Type removes the type from the drop-down, but it can be reinstated.

1. Click Secure Report Card Score Type. The Report Card Score Type screen displays.



Report Card Score Type Screen

- 2. Determine the classes that use the Report Card Score Type.
 - Default State Toggle between **Show** and **Hide**. **①**
 - Class Setting Toggle between **Show** and **Hide** if different from the Default State.
- 3. Click Save.

Viewing Deleted or Hidden Report Card Score Types

- 1. Select the Report Card Score Types tab in the Grade Book Setup screen.
- 2. Select Show Hidden in Options.



Grade Book Setup Screen, Report Card Score Types Tab



Only Report Card Score Types that were used by a course display when *Show Hidden* is selected.

The deleted Report Card Score Types display with a note indicating the date they were deleted.



Grade Book Setup Screen, Report Card Score Types Tab

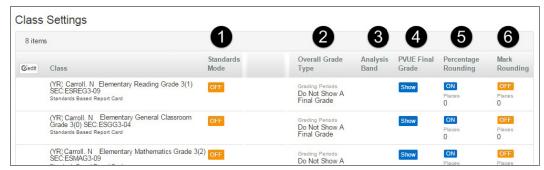
Configuring Class Settings

The **Class Settings** tab on the Grade Book Setup screen displays the classes that the teacher has been assigned, any linked classes, and any breakout classes the teacher created. From the **Class Settings** tab, you can set the following on a class-by-class basis:

- Whether or not you are using Standards mode
- Whether or not Google Classroom is enabled
- The overall grade type for the report card
- The Analysis Bands, if used
- Whether to show or hide the final grade on ParentVUE

To configure your class settings:

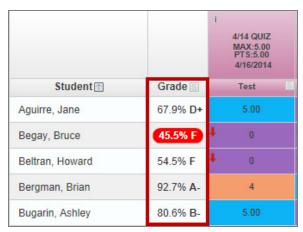
- 1. Select the Class Settings tab.
- 2. Click Gedit
- Set the class settings:



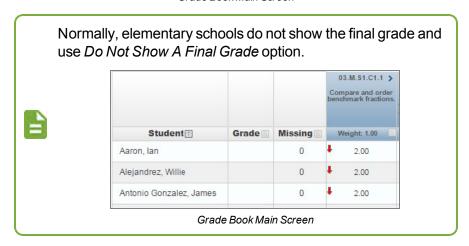
Grade Book Setup Screen, Class Settings Tab

- Google Classroom See Grade Book and Google Classroom
- Standards Mode Toggle to ON to enable Standards Mode in Grade Book to use academic standards. See Using Standards Mode.

Overall Grade Type – Select the Report Card Score Type to apply to the student's overall class grade.



Grade Book Main Screen



- Analysis Band Select an <u>analysis band</u> to group students based on their performance and to monitor a student's grades against a threshold.
- **PVUE Final Grade** Toggle to determine whether or not to show the final grade on ParentVUE. **4**
- Percentage Rounding Toggle to determine whether or not to use percentage rounding. If ON, use the drop-down to select *Use Default Setting*, *Whole Number Only*, 1 Decimal Place, or 2 Decimal Places.
- Mark Rounding Toggle to determine whether or not to use mark rounding. If ON, use the drop-down to select *Use Default Setting*, *Whole Number Only*, 1 Decimal Place. or 2 Decimal Places.
- 4. Click Save.

Configuring Academic Standards

Your state may have adopted specific educational standards that you are required to use. Your district creates the standards and can associate them to specific district courses.

Grade Book enables you to:

- Associate assignments with specific academic standards
- Calculate final grades and analyze student performance based on those standards
- Create class standards (objectives)

Standards Setup

When using a standards mode Grade Book, a student's overall grade can either be determined from traditional assignment data or from standards data.

When determining a student's overall grade from standards data, Grade Book first determines the student's overall proficiency on each standard assessed. If the standards are set up in a parent/child hierarchy, the student's performance on the child standards rolls up to determine to overall proficiency on the parent standard.

To use Academic Standards in Grade Book, <u>enable Standards Mode in Grade Book Setup</u>. Standards Mode is enabled on a class-by-class basis.

Select Standards Proficiency

To select the default calculation method to determine proficiency:

- Select the Standards tab in the Grade Book Setup screen.
- 2. Select a calculation method to determine standard proficiency. The options include:
 - Use District Value Uses the district-defined value for the selected standard.
 - Power Law Marzano's Power Law is a statistical formula that predicts what the student's next score is based on their previous scores.
 - Highest Score Based on the student's highest score for the standard.
 - Last Score Based on the student's last score for the standard.
 - Mean Calculates the average of the scores. The sum of all the scores is divided by the number of scored items.
 - Median Calculates scores by sorting all scores in ascending order and determining the grade in the middle.
 - Mode Uses the most commonly occurring value as the score.
 - No Aggregation Does not calculate overall score

• Lowest Score – Based on the student's lowest score for the standard.



Grade Book Setup Screen, Standards Tab

Automatically Calculate Standards Proficiency

To allow standards proficiencies to calculate automatically when teachers enter regular assignment scores on the Grade Book Main, Enter Scores, and Class Summary screens:

- 1. Select the **Standards** tab in Grade Book Setup.
- 2. Select Automatically Score Standards from Assignment Scores.

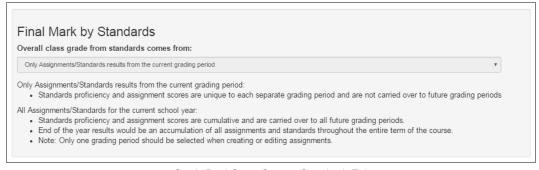


Grade Book Setup Screen, Standards Tab

Calculating Final Mark by Standard

To determine if the final grade calculates from the current grading period or from the current school year:

- 1. Select the **Standards** tab in the Grade Book Setup screen.
- 2. Select the assignments and standards to include in the final grade calculation.

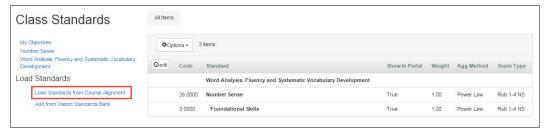


Grade Book Setup Screen, Standards Tab

Loading District Created Standards

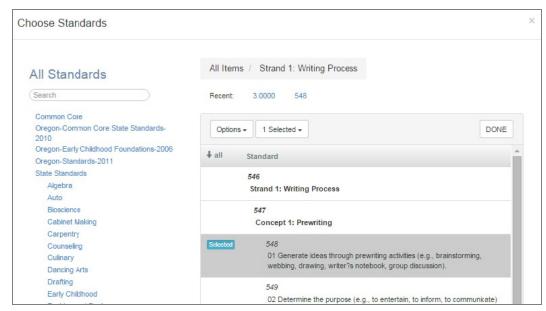
If your district has aligned their standards to the courses within Synergy SIS, you can download the associated standards into Grade Book. You can use these standards, modify, or delete them.

- 1. Select Class Standards from the Grade Book menu. The Class Standards screen displays.
- Load standards:
 - Load Standards from Course Alignment Select this option to display a list of standards defined at the district level for your course. The standards for the course display on the Class Standards screen listed under My Objectives on the Standards Correlation tab of the New Assignment screen.



Class Standards Screen

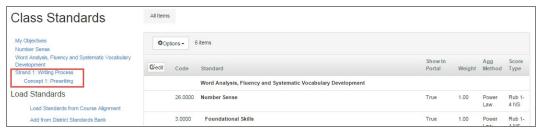
 Add from District Standards Bank – Select this option to select the district standards you want to use in your course. The Choose Standards screen displays with all the standards that have been loaded by your district.



Class Standards Screen, Choose Standards

a. Select the appropriate standards for your grade level and class. The selected standards are marked Selected.

 Click DONE. The standards for the course display on the Class Standards screen listed under My Objectives on the Standards Correlation tab of the New Assignment screen.



Class Standards Screen

Creating Your Class Objectives (Standards)

You can create your own objects to use in assessing students.

- 1. Select My Objectives in the Class Standards screen.
- 2. Click +NEW. A row displays for the new objective.



Class Standards Screen, My Objectives Tab

- 3. Define the objective:
 - Code Enter a code for your objective.
 - Standard Enter a title or description of the standard.
 - Show in Portal Select to display the standard in ParentVUE/StudentVUE.
 - Weight Enter a weight for this standard. The default weight is 1.
 - Agg Method Select the way the scores aggregate.
 - Score Type Select the score type used when grading by this standard.
- 4. Click **+INSERT**. The objective displays in the **My Objectives** tab.
- 5. Click Manage My Objectives. The objectives display with a list of your classes



Class Standards Screen, My Objectives Tab

- 6. Click in the row or in the header. Options display under your classes.
 - a. Select the classes that apply to the objective. The edited icon displays on the row.
 - b. Click SAVE.



Class Standards Screen, My Objectives Tab

7. Click Apply Objectives to return to the My Objectives screen.

Editing Standards

To edit any standard that displays in your class standards list:

- 1. Select the standard from the list under Class Standards. The Class Standards screen displays the selected standards.
- 2. Hover over the standard until it is highlighted and click . The fields that you can edit display.



Class Standards Screen

3. Edit the standard detail as necessary. The edited icon displays on the row.



Class Standards Screen

4. Click SAVE.

Deleting Standards and Objectives

To delete a standard that displays in your class standards list on the Class Standards screen:

- Select the standard from the list under Class Standards. The Class Standards screen displays the selected standards.
- 2. Delete the standard or objective.

Delete One Standard or Objective

1. Hover over the standard or objective until it is highlighted and click *.



Class Standards Screen

The delete icon displays on the row.



Class Standards Screen

2. Click SAVE.

Remove All Standards from a Class

Select Remove All Class Standards in Options.



Class Standards Screen

All standards listed under Class Standards are removed.



The standards are removed without a confirmation dialog.

Chapter 3: District Grade Book Setup

District Grade Book Setup Defining a District Grade Book Adding Assignments to the District Grade Book Category Weighting	72		
		Term Weighting for Secondary Custom Report Cards	81
		Configuring Final Grade Defaults	83
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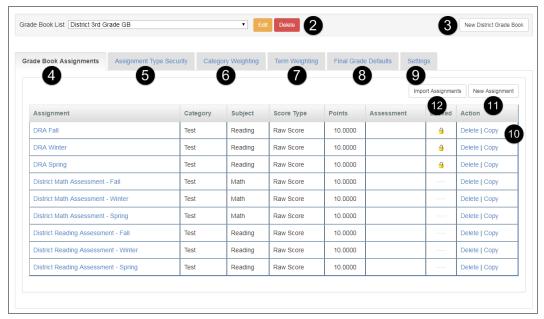
District Grade Book Setup

Administrators can create a standardized version of Grade Book and make it available to all teachers within an individual school or district-wide. A District Grade Book can include pre-defined assignments and category weighting settings for entire grade levels or individual subjects.

The district can determine whether to require teachers to use a District Grade Book or not. When a teacher of a grade or course with a District Grade Book enters their Grade Book, they automatically receive all the pre-defined assignments and category weighting settings for their class. If a district does not require teachers to use a District Grade Book, the teacher can choose to remove those items using the Grade Book Setup options.

Accessing District Grade Book Setup

1. Select *District Grade Book* from the **Admin** or **Grade Book** menu.



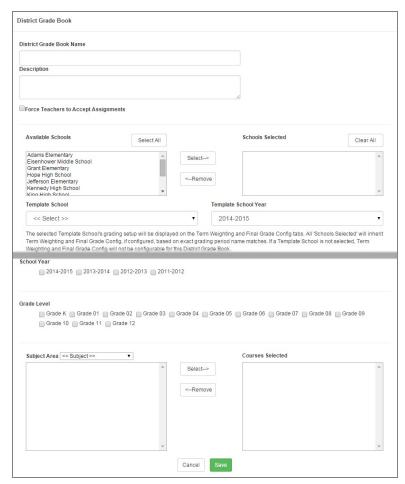
District Grade Book Screen

2. Select an action:

- Select an existing district grade book.
- Edit or delete an existing district grade book.
- Create a new district grade book.
- Create district grade book assignments.
- Secure Assignment Types. **5**
- Configure category weighting. 6
- Configure term weighting.

- Configure final grade defaults
- Configuring standards
- Delete assignments from the District Grade Books or Copy assignments to a District Grade Book.
- Create new assignments.
- Import assignment scores.

Defining a District Grade Book



District Grade Book Screen

- 1. Open the District Grade Book screen.
 - To add a new district grade book, click New District Grade Book.
 - To edit a district grade book, select from the Grade Book List and click Edit.
 - To delete a district grade book, select from the Grade Book List and click Delete.



The district grade book is deleted without a confirmation dialog.

- 2. Define the district grade book:
 - Enter a District Grade Book Name and Description.
 - Force Teachers to Accept Assignments:
 - Select the option to require teachers to use the assignments and category weighting associated with the District Grade Book.
 - Clear the option to allow teachers to use the assignment and category weighting, but not require they use it.
 - Available Schools Select a specific school or click Select All to select all schools.
 - Template School and Template School Year:
 - When you select a template school, the Term Weighting and Final Grade Default tabs configure per the selected school.



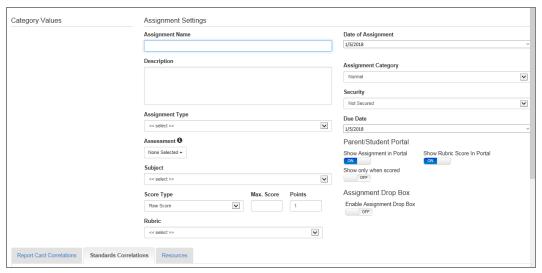
A message displays when Grading Setup is not the same as the Template School on the **Term Weighting** tab. The message identifies the schools and grading periods that do not match the default.

- When all schools are selected, the Term Weighting and Final Grade Defaults tabs configure based on exact grading period name matches.
- When a template school is not selected, the Term Weighting and Final Grade Defaults tabs are not configured for this District Grade Book.
 - School Year Select the school years that apply to the assignment.
 - **Grade Level** Select the grades that apply to the assignment.
 - Subject Area— Select if the District Grade Book is used for specific courses. The courses relate to the subject display.
 - Courses Selected Select the course and click Select to move the courses to the Courses Selected pane.
- 3. Click Save.

Adding Assignments to the District Grade Book

In the District Grade Book screen:

- Select the district grade book from the Grade Book List. Any assignments currently associated with the selected District Grade Book display on the Grade Book Assignments tab.
- 2. Click New Assignment.



Grade Book Assignment Screen

- Complete all appropriate fields for the new assignment.
 - Assignment Name Title of the assignment.
 - Description Differentiates between assignments with similar names (optional).
 - Assignment Types Assigns an assignment type. See <u>Configuring Assignment</u> Types.
 - Assessment District users can select an assessment where others view the results on Assessment Dashboard.



When the first student completes a scheduled instance of that assessment, that assignment is claimed for that scheduled instance. You can have multiple assignments tied to a single assessment, if, for example, you use a Pre-Post testing model.

- Subject Assigns the subject area for standards-based teachers only. See Configuring Subjects.
- Score Type Assigns the types of grades and scores that a student can receive, such
 as a letter grade, a percentage, or a number of points. See Configuring Grade Book
 Score Types.

- Max. Score Available if the Score Type is set to Raw Score. It sets the maximum score a student can receive for this assignment in numeric format. The number can contain up to two decimal places.
- Points Sets the total number of points the assignment is worth when calculating the final grade. Enter the point values in numeric format that contain up to two decimal places.
- **Date of Assignment** Indicates the date teachers distribute the assignment to students. The default date is today.
- Assignment Category Specifies if this assignment is Normal, Extra Credit, or Not for Grading.
- · Security options include:
 - Not Secured Teachers can change any aspect of the assignment.
 - Allow Changes To Dates and Points Teachers can only change the dates and points allotted to the assignment and can enter scores for the assignment.
 - Allow Changes To Dates Only Teachers can only change the dates of the assignment.
 - Allow Changes to Points Only Teachers can only change the point value for the assignment.
 - Allow Score Entry Only Teachers can only enter scores. No assignment changes are allowed.
 - Do Not Allow Changes Teachers cannot change any aspect of the assignment.
- Due Date Indicates the day the assignment is due. The Due Date default is today's
 date.



When creating assignments in a District Grade Book, Grade Book uses the assignment's Due Date to determine the correct grading period.

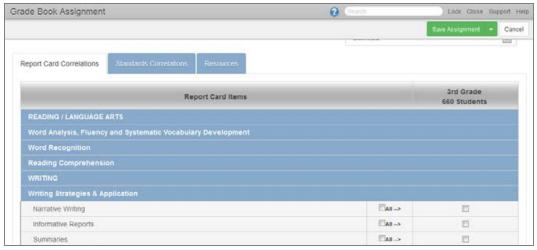
- Show in Parent/Student Portal Displays this assignment in ParentVUE and StudentVUE.
- Enable Drop Box Allows students to submit and upload the assignment through StudentVUE. When enabled, the following fields display:
 - Drop Box Open Date and Drop Box Close Date Specifies the dates that the digital drop box is available to students for this assignment.
 - Document Count Limit Indicates the number of documents the student can upload for this assignment.

Report Card or Standards Correlations

Add Report Card Correlations or Standards Correlations, depending on the method your district uses, if the District Grade Book is tied to a specific grade level.

Report Card Correlations

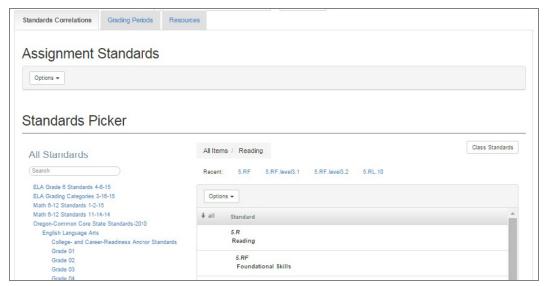
Select the report card areas that this assignment applies to if your district is section-based.



Grade Book Assignment Screen

Standards Correlations

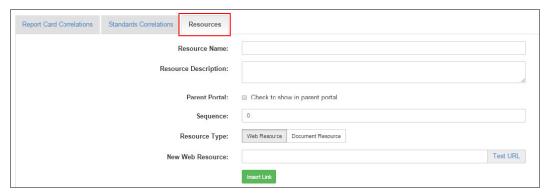
Select the appropriate standards for the assignment in the **Standards Picker** if your district is standards-based. The selected standards are labeled *Selected* in the Standards Picker and display under Assignment Standards.



Grade Book Assignment Screen, Standards Correlations Tab

Resources

- 1. Select the Resources tab to add any resources associated with the assignment...
- 2. Enter the Resource Name.
- Enter the Resource Description.
- 4. Select Parent Portal to display this resource in ParentVUE and StudentVUE.
- 5. Select the **Resource Type**:
 - Select Web Resource to enter a website to use with the assignment.
 - a. Enter the complete web address or URL for the website (include the http://).
 - b. Click **Test URL** to test that the address entered is correct.
 - c. Click **Insert Link** to save the web resource. The URL displays in the list.
 - Select **Document Resource** to upload a file to use with the assignment.
 - a. Select Document Resource.
 - b. Click Choose File to select the file to upload.
 - c. Click Upload Document.

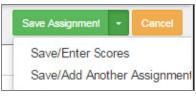


Grade Book Assignment Screen, Resources Tab

Saving the Assignment

Save the assignment:

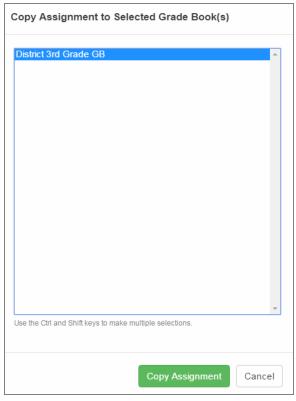
- Click Save Assignment to save the assignment and return to the Grade Book Main screen.
- Select Save/Enter Scores to save and immediately score the assignment.
- Select Save/Add Another Assignment to save the assignment and repeat the steps above to create another assignment.



New Assignment Screen

Copying Assignments to District Grade Book

- 1. Click **Copy** in the District Grade Book screen. The Copy Assignment to Selected Grade Book window opens.
- 2. Select the District Grade Book to copy the assignments to.
- 3. Click Copy Assignment.



Copy Assignment To Selected Grade Book Screen

Deleting Assignments from District Grade Book



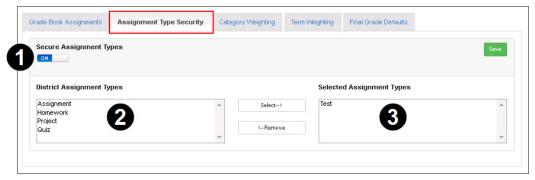
The assignment is deleted without a confirmation.

- 1. Select the district grade book from the **Grade Book List** in the District Grade Book screen.
- 2. Click **Delete** next to the assignment to delete.

Securing Assignment Types

Allows you to hide Assignment Types for classes or grade levels that inherit from the District Grade Book. When enabled, this functionality overrides the security Assignment Type setup at the district level in Grade Book Setup.

- 1. Select the district grade book from the **Grade Book List** in the District Grade Book screen.
- 2. Select the **Assignment Type Security** tab.



District Grade Book Screen, Assignment Type Security Tab

- 3. Toggle Secure Assignment Types to On. The District Assignment Types display.
- 4. Select the **District Assignment Types** and click **Select**. ② It displays in Selected Assignment Types. ③
- 5. Click Save. displays on the Grade Book Assignments tab.

Category Weighting

There are two places within Grade Book to set up weighted assignment types (categories):

- The Category Weighting tab on the <u>District Grade Book screen</u>. This screen allows you to drop low scores and set the possible default points.
- The District Default Weighting tab on the Grade Book Setup screen. This screen allows
 districts to set up the weights by school and term.

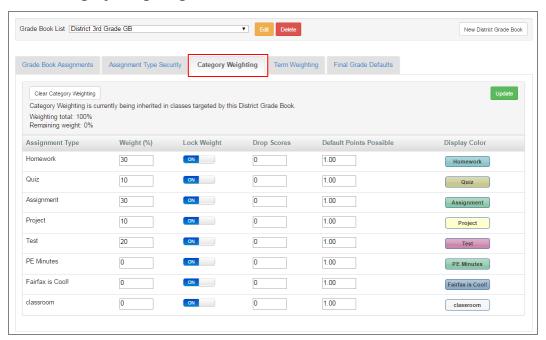
Configuring Category Weighting in District Grade Book



Category Weighting is section specific and based on the current focus selected.

To set up the weight each assignment type holds in relation to the other assignment types for an *entire district*:

- Select the district grade book from the Grade Book List in the District Grade Book screen.
- 2. Select the Category Weighting tab.



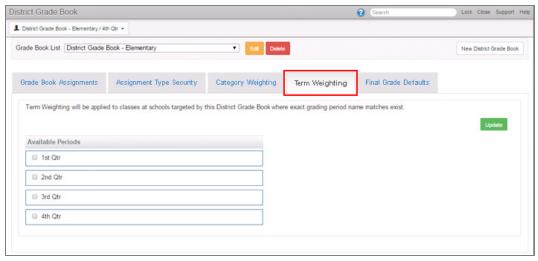
District Grade Book Screen, Category Weighting Tab

- 3. Set the appropriate values to weight the different types of assignments.
 - Weight (%) Indicates how much weight each assignment type holds in relation to the
 other assignment types. The sum of all the weights must equal 100%.
 - Lock Weight Does not allow teachers to modify the weighting when set to ON.
 - **Drop Scores** Indicates the number of scores to exclude from the grade calculation. The lowest scores are dropped.
 - Default Points Possible Sets the default number of points possible for each assignment of that type.
- 4. Click Update.

Term Weighting for Secondary Custom Report Cards

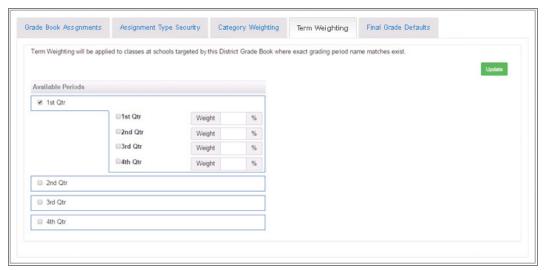
Use the **Term Weighting** tab on the District Grade Book screen to customize the grade calculations on report cards for section-based schools by grade or course.

- 1. Select the district grade book from the **Grade Book List** in the District Grade Book screen.
- 2. Select the **Term Weighting** tab. The Term Weighting details display.



District Grade Book Screen, Term Weighting Tab

3. Select the option for each period that uses a calculated grade.



District Grade Book Screen, Term Weighting Tab

- 4. Select the options for each period selected to use in the calculation.
- 5. Enter the **Weight** (or percentage) that each mark weighs in the calculation.
- 6. Click Update.

Configuring Final Grade Defaults

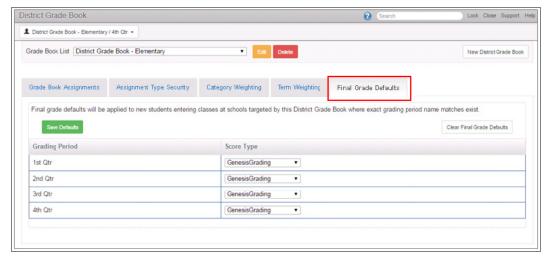
Use Final Grade Default to create and use a grading scale that is different than mark definitions.

1. Select the district grade book from the **Grade Book List** in the District Grade Book screen.



Final Grade Defaults are only available in district grade books that are focused to a school.

Select the Final Grade Defaults tab. The available grading periods and default score types display.



District Grade Book Screen, Final Grade Defaults Tab

- 3. Select the **Score Type** for any or all grading periods. See <u>Configuring Report Card Score</u> Types for more information on creating score types.
- 4. Click Save Defaults.

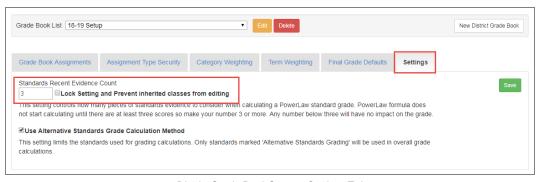
Configuring Standards

Use the **Settings** tab on the District Grade Book screen to set how many pieces of standards evidence to consider when calculating a PowerLaw standard grade and to select only standards marked Alternative Standards Grading in the overall grade calculation.

Standards Evidence Count

Set the number of pieces of evidence to consider when calculating a PowerLaw standard grade. The minimum number is 3.

- 1. Select the district grade book from the Grade Book List in the District Grade Book screen.
- 2. Select the **Settings** tab.
- 3. Enter a number 3 or higher to indicate the number of pieces required for the PowerLaw calculation.



District Grade Book Screen, Settings Tab

4. Click Save.

Chapter 4: Using Grade Book

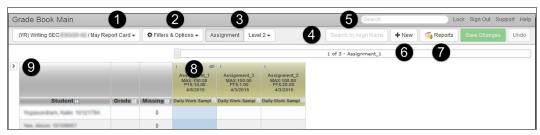
Setting Grade Book Main Options	86
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Setting Grade Book Main Options

Grade Book Main is where the student's assignments, scores, and overall grade display for each class.

Accessing Grade Book Main

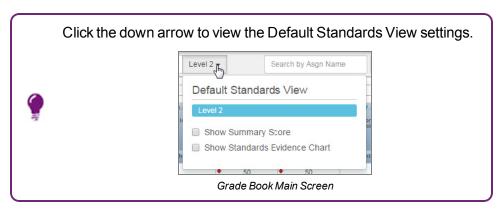
Select *Grade Book Main* from the **Grade Book** menu. The Grade Book Main screen displays:



Grade Book Main Screen

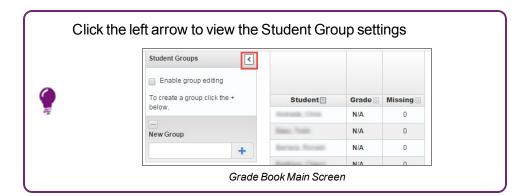
From this screen, you can:

- Focus the screen to a specific grading period of a class.
- Configure the Grade Book Main screen Filters & Options 2.
- Toggle between showing assignments and the default standards view using Assignment/Level 3.

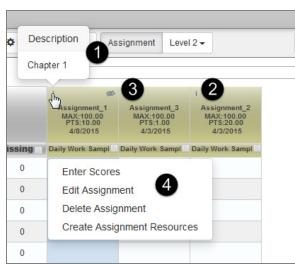


- Search for assignments by name using keywords in **Search by Asgn Name**. **4** As the name is typed, the potential matches appear in a drop-down below the search box. The selected assignment is highlighted in the grid on the Grade Book Main screen.
- Search for students or assignments by name in **Search**. **5** As the name is typed, the potential matches appear in a drop-down below the Search box.
 - The selected student displays on the Class Summary screen for the student.
 - The selected assignment displays on the Enter Grade Book Scores screen.
- Click New to open the New Assignment screen. 6

- Click Reports to run Grade Book Reports.
- Toggle between viewing the assignments for a class and the standards and associated assignments for a class using *Assignments/Standards*. **3**
- Use Student Groups to **Enable group editing**, create student groups through Grade Book.



Grade Book Main uses symbols to identify content:





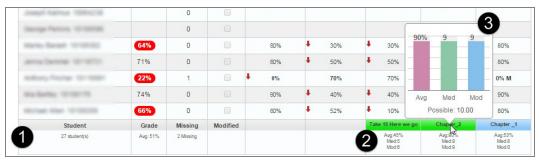
Standards With Assignments

Assignment Menus

Item	Description	Std	Asgn
1	Click to see 2 the description of the assignment 1 and to access the assignment menu 4		x
90	NOT shown in ParentVUE/StudentVUE 3		Х
書	Notifies the teacher that there are items uploaded to the drop box 3		Х
[1]	Notifies the teacher that there are resources uploaded for the assignment 9		X

Item	Description	Std	Asgn
8	Click to sort the column. Toggles between ascending and descending order 7 . See also <u>Sorting</u> .	x	X
<	Click to see the assignments associated with a standard 6	x	
English Language Arts	Click the standard name to view the description of the standard •	X	
Weight: 1.00 S Assessment S	Click the lower bar to view the edit menu 4	x	X
1.0000	Click the standard number to view the child standards	X	
55.00 e	Excluded scores display e in the lower right corner of score cells	X	X
50.00 Inc			
Ab	Comments display in the score cells	X	X

Grade Book Main has a summary row at the bottom of the screen **1**:

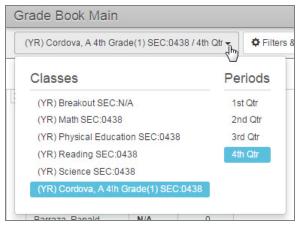


Grade Book Main Screen

Item	Description	Std	Asgn
Chapter _1 Avg:53% Med:8 Mod:0	Displays the average, median, and/or mode for the class based on Filter & Option settings		X
Chapter_2	Click to see the average, median, and/or mode for the class as a bar chart		Х

Focusing Grade Book Main

Teachers use a drop-down to focus the Grade Book Main screen to a specific Class and Period and/or Term if used.



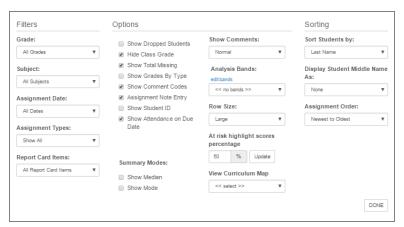
Grade Book Main Screen

- Classes Select a class from the list.
- Periods Select the records for a grading period.
- Term (If shown) Filter by an active school term, such as a semester or year.

Filters, Options, and Sorting

The following section covers how to control the assignment and student information displayed on the Grade Book Main screen:

- · Use filters on Grade Book Main
- Set your Grade Book Main preferences
- Change your student or assignment sort order



Grade Book Main Screen

Filters

- Grade Select All Grades or a specific grade. The default shows all grades.
- Subject Select All Subjects or a specific subject. The default shows all subjects.
- Assignment Date Select All Dates, Last Week, or Last 30 Days. The default shows all dates.
- Assignment Types Select Show All or a particular Assignment Type such as a quiz or homework. The default is to show all assignment types.
- Report Card Items Select All Report Card Items or a specific Report Card Item. The
 default is all report card items.

Options



Some Options display based on District Settings.

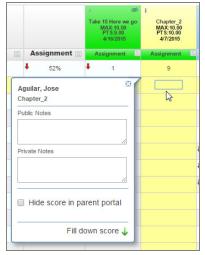
• Show Dropped Students displays students dropped from the class in the grid. A line through their name and drop indicates dropped students.



Grade Book Main Screen

- Hide Class Grade removes the Grade column that shows the student's overall grade in the class.
- Show Total Missing adds the Missing column to the grid that shows the total number of assignments that a particular student has not completed.
- Show Grades By Type adds columns for the assignment types in addition to the grades for the individual assignments.
- Show Comment Codes displays Comment Codes after the score for the assignment, and the score and code are in bold.

 Assignment Note Entry allows you to enter a public or private note associated with a student's assignment.



Grade Book Main Screen

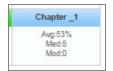
- Show Student ID displays the Student ID next to student names in the Student column.
- Show Attendance on Due Date displays attendance codes in the upper right corner of the scoring cell.
- Show Modified Curriculum displays the Modified column on Grade Book Main, if used by your school. Select the option if the student participates in a modified curriculum for the class.
- Show Audit Indicator displays Audit next to the student's name in Grade Book Main to indicate they are auditing the class.



This option only displays for districts who have enabled the Audit Class Option in District Setup.

For more information, see the *Synergy SIS – Schedule and Course Guide*.

- Show Section ID Select to display the Section ID when two or more sections were merged in Synergy SIS
- Show Course Name Select to display the Course Name when two or more sections were merged in Synergy SIS.
- Summary Modes Select either Show Median and/or Show Mode to display the median score or the mode for the class at the bottom of each assignment column.



Grade Book Main Screen

- Show Comments determines how information is displayed in the cells of the grid.
 - Normal Displays the raw score.
 - Percentage Displays the score as a percentage of the total points.
 - Points Displays the total points.



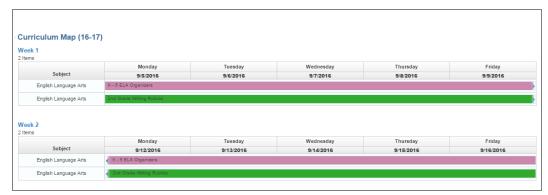
Percentage and Points do not display if an Interpretation Scale is used or if you are displaying standards (Level #) in Grade Book Main.

- Comments highlights Grade Book Comments, such as Late, Absent, Missing, Incomplete, Language, or Extra Credit, with the selected comment highlighted in the grid in orange.
- Analysis Bands applies the selected Analysis Band to the Grade Book Main screen.



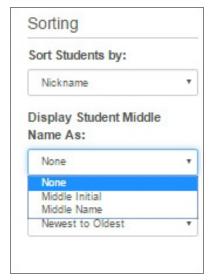
Click edit bands to open the Analysis Bands screen.

- Row Size adjusts the size of each row in the grid. The row size can be Large, Medium, or Small.
- At risk highlight scores percentage changes the percentage used to determine an at risk student. By default, at risk students are defined as those students with a score of 50% or below for either an assignment or overall.
- View Curriculum Map allows users who have access to Curriculum Maps to view the maps.



Curriculum Map Screen

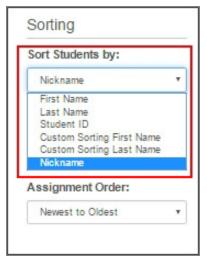
• To show the student's middle name or middle initial, select from the drop-down under Sorting.



Grade Book Main Screen

Sorting

• **Sort Students by** – Select either *Last Name*, *First Name*, *Student ID*, *Nickname*, or custom sorting options to display the order students. By default, students sort by Last Name.



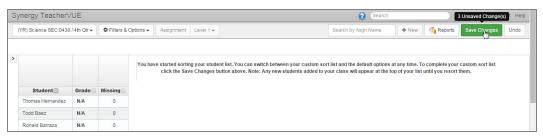
Grade Book Main Screen, Filters And Options



The selection sets the order of the student names on the Grade Book Main, Report Card Matrix, Report Card Preview, Report Card Students, and Mass Assign Comments screens.

You can create a custom sort order for students on Grade Book Main.

- 1. Click Filters & Options in Grade Book Main.
- 2. Select either *Custom Sorting First Name* or *Custom Sorting Last Name* from **Sort Students by**. The students on Grade Book Main are sorted by first or last name.
- 3. Click **Done** to close the Filters & Options screen.
- 4. Drag and drop the student names on screen into the desired order.
- 5. Click **Save Changes**. When new students are added to a class, they appear at the top of the list.



Grade Book Main Screen, Custom Sort Option

 Assignment Order – Select either Oldest to Newest, Newest to Oldest, or Custom Sort Order. By default assignments display on the Grade Book grid from Oldest to Newest.



Grade Book Main Screen, Filters And Options

To create a custom sort order for assignments on Grade Book Main and the Assignments screens.

- 1. Click Filters & Options in Grade Book Main.
- 2. Select Custom Sort Order from Assignment Order.
- 3. Click **Done** to close the Filters & Options screen.
- 4. Select Assignments from the Grade Book menu. The Assignment screen displays.



Assignment Screen, Custom Sort Order

Sort Assignments

Undo

Drag Assignment Rows to Sort

Bunny's Wish retell

Module 2 Lesson 2

Homework 9 28 15

Module 1 lesson 1

2nd Grade Reading Record F.2015

2nd Grade Fluency F.2015

My Favorite book, place to read

Close

Save changes

5. Click Custom Assignment Sort. The Sort Assignments window displays.

Sort Assignments Screen

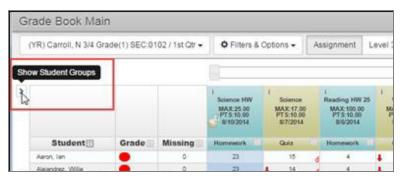
- 6. Drag the assignments to the desired order.
- 7. Click **Save Changes**. Grade Book reorders the assignments on both the Assignments screen and the Grade Book Main screen.

Student Groups

Use student groups to break up your Grade Book. For example, you may have high, medium, and low reading groups in your class. Creating student groups for the different reading levels allows you to view, edit, or enter scores for each group separately. Breakout classes can use student groups to maintain separate assignments for each group.

Creating Student Groups

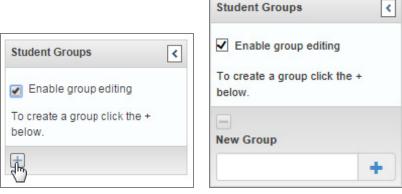
1. Click to expand the Student Groups menu.



Grade Book Main Screen

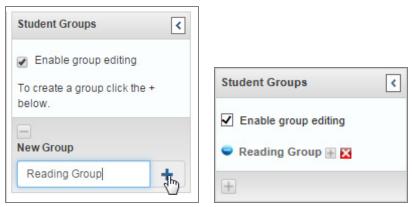
2. Select Enable group editing.

3. Click . The New Group field displays.



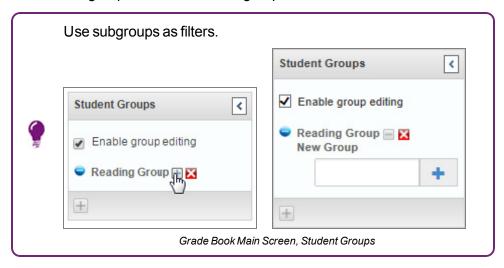
Grade Book Main Screen, Student Groups

4. Enter the **New Group** name and click * . The new group displays in the Student Groups area.

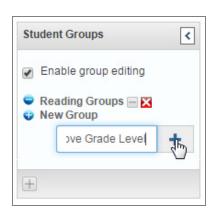


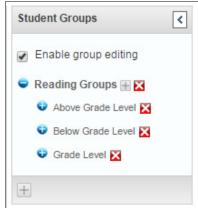
Grade Book Main Screen, Student Groups

5. Click next to the group name to add a subgroup.



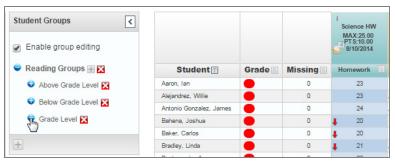
6. Enter a name for the subgroup and click .





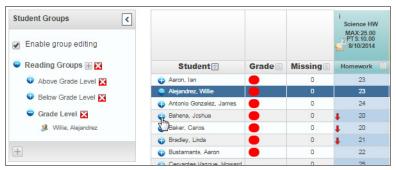
Grade Book Main Screen, Student Groups

7. Click in front of the subgroup to assign students to the subgroup. The students appear with in front of their names.



Grade Book Main Screen, Student Groups

8. Click next to the student name to assign the student to the subgroup. As students are added, their names are added underneath the subgroup. The turns into , and their names are highlighted blue.



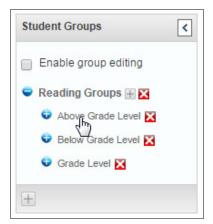
Grade Book Main Screen, Student Groups



9. Clear the **Enable group editing** option when all students have been added to their correct groups.

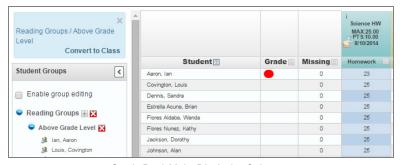
Viewing by Group in Grade Book Main

1. Click the name of the subgroup in the **Student Groups** section.



Grade Book Main Screen

Grade Book Main displays students in the subgroup with their assignments, and scores.



Grade Book Main, Displaying Subgroup

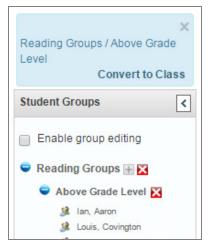


The averages at the bottom of the grid display the entire class average, not just the average for the group.

2. Click the active subgroup title to inactivate the current subgroup and return to viewing all students in Grade Book Main.

Creating a Breakout Class from a Student Group

 Click Convert to Class with a subgroup activec. A message box displays confirming the conversion.

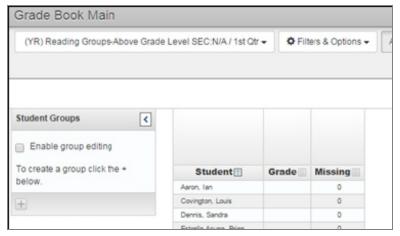


Grade Book Main Screen

2. Click **OK** to create the class. The class displays under the Class list on Grade Book Main.



Use <u>Class Manager</u> to view details of the class and edit class details as needed.



Grade Book Main Screen, Student Groups

Class Manager

The way teachers deliver instruction to accommodate the needs of their students and deal with limited space or resources is handled in different ways. Teachers may:

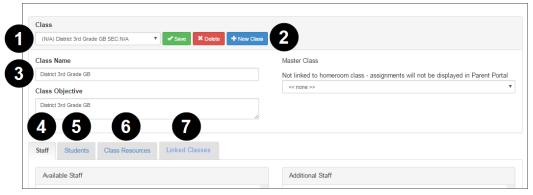
- Share their class with another teacher (co-teach)
- Give a group of students special or intensive instruction within their class

Use the Class Manager to manage these varying teaching scenarios by creating:

- Linked classes to have a separate Grade Book for each subject you teach
- Breakout or Intervention classes to add students from other homerooms to your class or to maintain a separate set of assignments and grades for a group of students.
- Shared classes to share homeroom, breakout/ classes, and linked classes with other teachers
- Separate assignment weights and resources

Accessing Class Manager

1. Select Class Manager from the Grade Book menu.



Class Manager Screen

From this screen, you can:

- Select a Class ①
- New Class Create Breakout or Intervention class 2



For Breakout or Intervention class, the **Linked Classes** tab is hidden and a **Students** tab displays.

• Class Name and Class Objective – Displays the name and objective for the selected class 3



- Change the Class Name and click Save to override the district assigned name inside of Grade Book. The changed class name is not visible publicly to anyone outside of Grade Book, for example Reports, ParentVUE, and StudentVUE.
- Clear the Class Name and click Save to return to the district assigned name.
- Staff Share the class with other teachers **5**
- Class Resources Add internet URLs or document files for a class 6



This tab works the same as the **Class Resources** tab on the Resources screen.

• Linked Classes – Link classes or subjects to a class **7**

Creating a Linked Class

Linked classes:

- Allow you to have a separate Grade Book for each subject you teach
- Appear in the focus selector drop-down on Grade Book Main screen and other screens
- · Allow you to create separate category or assignment-type weighting
- Are available on StudentVUE and ParentVUE screens

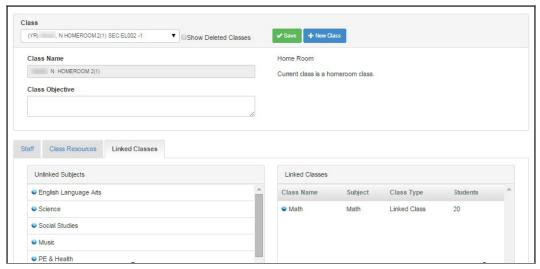
When you create a linked class, your homeroom students are automatically added to the linked class. Anytime students are added to or dropped from your homeroom class, your linked classes update.



You can only add students enrolled in your homeroom class to your linked classes.

To add students from another teacher's homerooms into your class, see Creating Breakout Classes.

- 1. Select your homeroom section in the Class drop-down.
- 2. Select the Linked Classes tab.

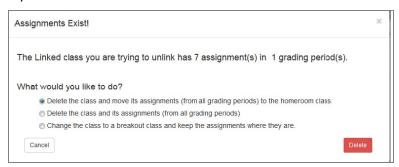


Manage Classes Screen, Related Classes Tab

3. Select subjects:

 To link subjects, click next to the subject under Unlinked Subjects. The linked class displays under Linked Classes and any related assignments and scores move from the homeroom to the linked class.

- To remove subjects:
 - a. Click next to the subject under Linked Classes. If assignments are associated to the class, the Assignments Exist screen displays. If assignments do not exist, the class is moved under Unlinked Subjects, no further action required.
 - b. Select an option:



Remove Linked Class With Assignments

c. Click Delete.

Creating Breakout or Intervention Classes

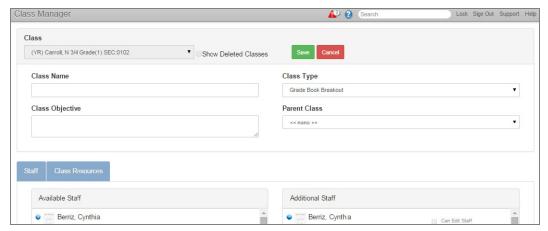
Breakout or Intervention classes:

- Allow you to add additional classes to your Grade Book for students who are not in your homeroom
- Maintain a separate set of assignments and grades for a group of students.
- Appear in the focus selector drop-down on Grade Book Main screen and other screens.



- Breakout and intervention class use the assignment weighting and categories of the parent class. You cannot create separate category or assignment-type weighting for breakout or intervention classes that have a parent class identified.
- You can also create breakout classes using student groups.

1. Click **New Class**. New class information fields display.



Class Manager Screen

- 2. Define the class:
 - Class Name Enter a name.
 - Class Objective Enter an objective.
 - Class Type Select either Grade Book Breakout or Intervention.
 - Parent Class Select the related homeroom class.



- If no homeroom class is available, select << none>>.
- The new class or its related assignments does not display in ParentVUE.
- Set assignment weighting.
- 3. Click **Save**. An alert displays and the class displays in the list of available classes. The **Students** tab becomes available on the Class Manager screen.

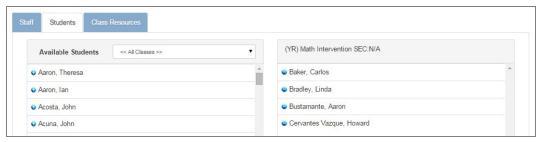
Adding Students to a Breakout or Intervention Class

- 1. Select a breakout or intervention class on the Class Manager screen.
- 2. Click the **Students** tab. The list of available students displays.



The pool of students you have to choose from depends on your security permission. See the *Synergy SIS – Grade Book Administrator Guide* for more information on user security.

- 3. Select the students:
 - a. Select a class or select << All Classes>>.
 - b. Click venezionet to the student's name to move them to the breakout or intervention class.



Manage Classes Screen, Students Tab



To remove a student, click next to the student's name in the breakout or intervention class.

Sharing Classes

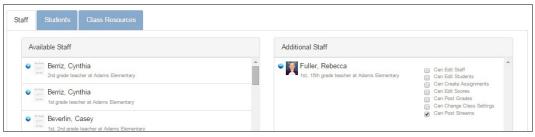
You can share your homeroom, breakout/intervention, and linked classes with other teachers at your school. You can manage the other staff's ability to:

- · Create assignments
- Edit scores
- Edit students



If your district uses Streams, Grade Book automatically creates a Class Group for any shared class enabling all staff associated with the class to maintain a Stream.

1. Select the **Staff** tab on the Class Manager screen. The list of available staff members displays.



Manage Classes Screen, Staff Tab

2. Under Available Staff, click in next to the staff member's name. The staff member's name moves to the Additional Staff column with a list of access rights for the class.



If you do not grant the added staff member any additional permissions, they can view the shared class and post to the Stream. Only the main teacher can modify the class and student setup, grading settings, and add, edit, delete, or post report card grades.



When you add a staff member to a breakout class, their students become available on the **Students** tab. You can combine the students from both yours and the other staff member's classes to create a shared breakout class.

- 3. Select the appropriate permissions for this staff member. Options include:
 - Can Edit Staff gives permission to add or remove staff members to this class.
 - Can Edit Students gives permission to add or remove students from this class.
 Students cannot be added or removed from shared homerooms or shared linked classes.

- Can Create Assignments gives permission to create assignments for this class.
- Can Edit Scores gives permission to enter and edit assignment score for this class.



To allow additional staff to view, score, and make annotations on student work submitted through Drop Box Grader, set to **Can Edit Scores**.

- Can Post Grades gives permission to post grades for this class
- Can Change Class Settings gives permission to change class settings for this class.
- Can Post Streams gives permission to create and maintain communications threads within Streams.

Assignments

Assignments are any assessment items, such as Homework or Quizzes. Assignments typically include:

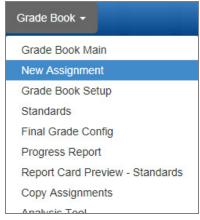
- Homework
- Reports
- Projects
- Exams
- Quizzes
- Presentations
- Tests

Creating new assignments from these screens:

- Grade Book Assignment
- Standards
- Grade Book Main

Adding Assignments

- 1. Access the New Assignment screen:
 - Select New Assignment from the Grade Book menu.



Grade Book Menu

Click New Assignment on the Standards screen.



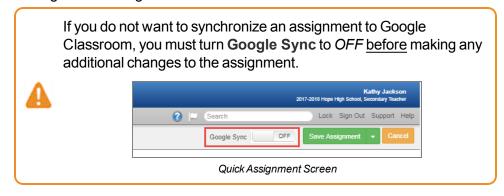
Standards Screen

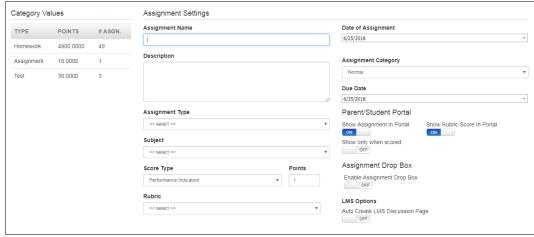
Click New on Grade Book Main.



Grade Book Main Screen

2. Enter the assignment settings.





New Assignment Screen, Details

- Category Values A summary of the assignments in Grade Book Main to grade for the class.
- Assignment Name The name of the assignment. Displays on ParentVUE/StudentVUE if enabled.

- Description The description of the assignment. Displays on ParentVUE/StudentVUE if enabled.
- Assignment Type Select an assignment type.



The assignment types listed may include district created assignment types as well as any assignment types you may have created. The list is defined by the settings under **Which assignment type would you like to use?** on the **Assignment Weighting** tab in <u>Grade Book Setup</u>.



When changing **Assignment Types**, you are warned if you select a non-weighted type when the original **Assignment Type** was weighted.

• **Subject** – Select a subject.



- If a class was selected on Grade Book Main, you cannot select a subject, the subjects listed are the ones <u>defined on</u> the Class Manager screen.
- If a class was NOT select on Grade Book Main, you select from the <u>subjects defined in Grade Book Setup</u> by you or your district.
- **Score Type** Select *Raw Score*, *Percentage*, or any other Grade Book score types previously created.
 - When using Raw Score, Max Score and Points must be entered.



- When using Percentage, Points must be entered. When entering scores, they are entered as percentages. For example, if the student earned 9 points out of 10 points possible, the teacher enters 90 (9/10 = 90%) as the score.
- When using *Rubric*, you must have a <u>Scoring Rubric</u> defined.
 - Select a Rubric.
 - Select whether to Show Rubric Score in Portal.
- Max Score Enter the maximum number of points possible on an assignment (XXXX.XX).

Points – Enter the number of points the assignment is worth in Grade Book.



- For most assignments, this is the same value as the Max Score.
- Extra Credit assignment allow values of 0.1 and higher.
- To weight the assignment, see <u>Configuring Assignment</u> Scoring Settings.



Score Type, **Max Score**, and **Points** may not be available in Standards Mode based on your district's settings.

- Date of Assignment The date the assignment was given to students. The default is today's date.
- Assignment Category The grading category for the assignments. Options include:
 - Normal The assignment counts towards the student's overall grade.
 - Extra Credit The assignment is an opportunity for the student to improve their overall grade. Extra Credit does not negatively affect their grade.



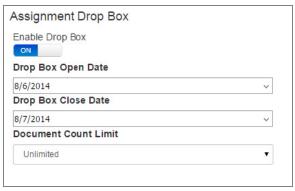
When using extra credit assignments, create them only in assignment categories that have at least one other assignment entered in that assignment category (for example, Tests).



If an extra credit assignment is part of a weighted assignment category where no **Normal** assignments have been scored yet, the grade book counts the extra credit assignment.

- Not for Grading The assignment does not count toward the student's overall grade.
- **Due Date** The date the assignment is due. The default is today's date.
- Parent/Student Portal Displays the assignment in ParentVUE and StudentVUE if enabled.
 Select an option.
 - Show Assignment in Portal: This option is selected by default.
 - · Show only when scored
 - Show Rubric Score in Portal: This option displays when the Score Type selected is a rubric. It is selected by default.

- Assignment Drop Box Allows students to upload completed assignments through StudentVUE if enabled by your district. When enabled, enter the following:
 - Drop Box Open Date The date students can start uploading assignment documents.
 - Drop Box Close Date The date students can no longer upload assignment documents.
 - Document Control Limit The number of documents that the student can upload for the assignment. This could be multiple version of the same document or multiple documents to fulfill the assignment.



Assignment Drop Box



Enable Drop Box to use the DropBox Grader for scoring assignments.

• LMS Options – Allows a discussion within LMS for this assignment, if needed



This option only shows if your district is using LMS and you are sharing the class on ParentVUE/StudentVUE.

Report Card or Standards Correlations

Add **Report Card Correlations** or **Standards Correlations** depending on the method your district uses.



Standards must be added by the district for teachers to select them.

Report Card Correlations

If your district is section-based – Select the report card area that this assignment applies to on the **Report Card Correlations** tab.

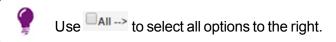


New Assignment Screen

If the **Subject** and the Report Card Item match, the Report Card Correlation is automatically selected. The teacher can override the selection.



Once the assignment is saved, editing the assignment and selecting a new **Subject** does not change the Report Card Correlation. It must be changed manually.



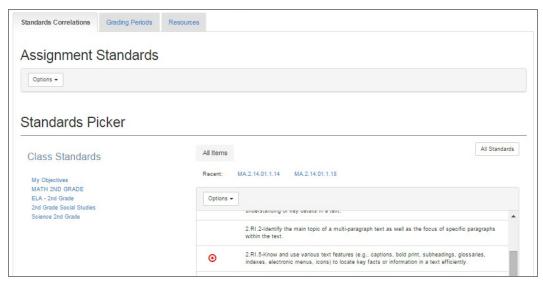
If your district is standards-based – Select the appropriate standards for the assignment in the Standards Picker in the **Standards Correlations** tab.

The selected standards are labeled Selected in the Standards Picker and display under Assignment Standards.

- O Indicates a standard that is correlated to a report card row
- • Indicates the standard correlation is rolled up to the parent standard displaying the



The district must add standards for teachers to search and select them.



New Assignment Screen

Grading Periods

- 1. Select the **Grading Periods** tab.
- 2. Select the grading periods for this assignment.



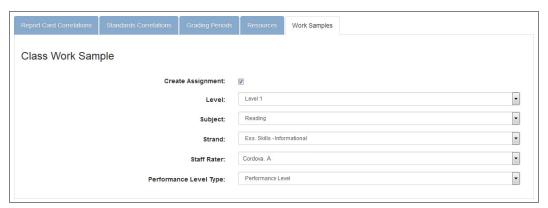
New Assignment Screen, Grading Periods Tab



Grading Periods may already be selected based on <u>defaults</u> assigned in Grade Book Setup.

3. Select the **Resources** tab to <u>add any electronic files (such as PDFs, Microsoft Office ® files) or website URLs, if needed.</u>

- Select the Work Samples tab to define the work samples for the assignment, if needed and enabled.
 - Select Create Assignment to create an assignment from the work sample.
 - · Select the Level.
 - Select the Subject.
 - Select the Strand.
 - Select the Staff Rater.
 - Select the Performance Level Type.



New Assignment Screen, Work Samples Tab

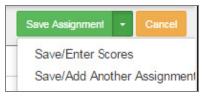


Work samples show proficiency for students in a subject when their testing scores are inadequate to receive a passing grade. Work samples are set up in Synergy SIS or TeacherVUE.

Saving the Assignment

Save the assignment:

- Click Save Assignment to save the assignment and return to the Grade Book Main screen.
- Select Save/Enter Scores to save and immediately score the assignment.
- Select Save/Add Another Assignment to save the assignment and repeat the steps above to create another assignment.



New Assignment Screen

Copying Assignments

You can copy assignments from one class to another, across grading periods, and across school years.

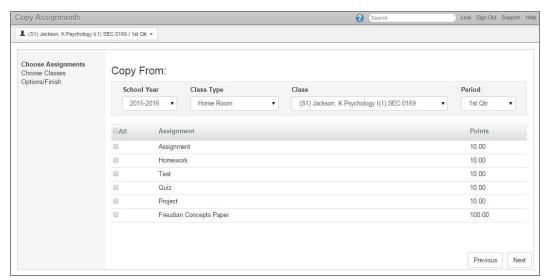


Copy Assignments does not create assignments in **Mark Periods** set to *Computational*.



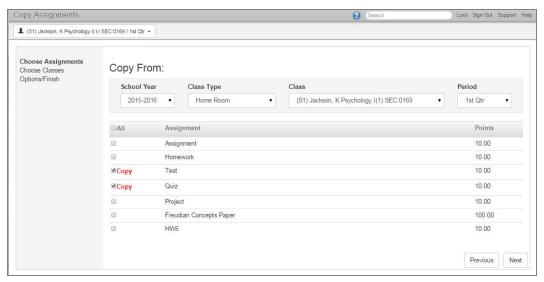
When you copy an assignment attached to a Work Sample, the Work Sample is copied to the class, grading period, or school year.

 Select Copy Assignments from the Grade Book menu. The Copy Assignments screen displays all assignments from any school year and from any Grading Period within that school year.



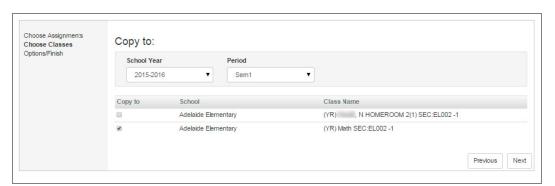
Copy Assignments Screen

- 2. Pick the assignment details to copy:
 - Select the School Year, Class Type, Class, and Grading Period that the assignments are copied from.
 - b. Select the individual assignment to copy or select All to select all assignments.
 - c. Click Next. A list of all the classes for the school year and grading period displays.



Copy Assignments Screen

- 3. Pick the details for the class to copy the assignment to:
 - Select the School Year and/or Period of the classes you would like to display in the Copy To list.
 - b. Select the classes that you want to copy the assignments to.
 - c. Click Next. The Date Options display.



Copy Assignments Screen

- 4. Select a Date Option.
 - Copy Original Dates Select this option to use the dates from the original assignment.
 - I'll Edit the Dates Select this option to enter new dates and enter the Assignment Date and Due Date.



Copy Assignments Screen

5. Click **Finish**. The copied assignments display in Grade Book Main.

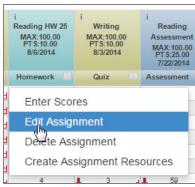
Editing Assignments

Any assignments can be edited until it has student scores associated with it. After scores are entered for the assignment, the score type cannot be edited.

Edit a single assignment from Grade Book Main, the Assignments, Enter Grade Book Scores, or Calendar screens or edit multiple assignments from the Assignments screen.

Editing a Single Assignment

- 1. Select the class:
 - · From Grade Book Main:
 - a. Select the class that contains the assignment.
 - b. Click the assignment title and select *Edit Assignment*. The Grade Book Assignment screen displays.



Grade Book Main Screen

- From the Enter Grade Book Scores screen:
 - a. Select the name of the assignment and select *Enter Scores* in Grade Book Main. The Enter Grade Book Scores screen for the selected assignment displays.



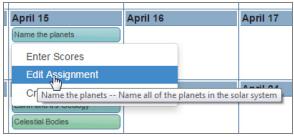
Grade Book Main Screen

b. Select Edit Assignment. The Grade Book Assignment screen displays.



Enter Grade Book Scores Screen

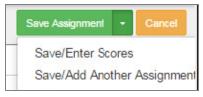
- From the Calendar screen:
 - a. Select the assignment on the Calendar screen.
 - b. Select Edit Assignment. The Grade Book Assignment screen displays.



CalendarScreen

From the Assignments screen, see Using Assignments Screen.

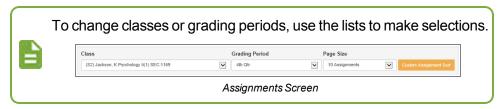
- 2. Make appropriate changes.
- Save the assignment:
 - Click Save Assignment to save the assignment and return to the Grade Book Main screen.
 - Select Save/Enter Scores to save and immediately score the assignment.
 - Select Save/Add Another Assignment to save the assignment and repeat the steps above to create another assignment.



New Assignment Screen

Using Assignments Screen

1. Select *Assignments* from the **Grade Book** menu. The Assignments List screen displays the assignments for the class currently in focus.



2. Edit the assignment.



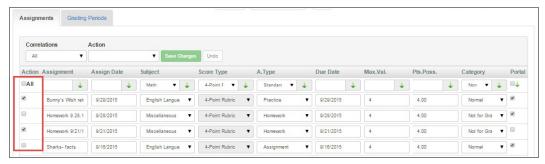
Fields that you cannot edit are shaded gray. For example, **Score Type** once the assignment has scores against it.

• To edit a single assignment, make the changes directly in the row for the assignment.



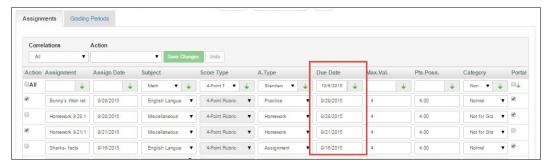
Assignments Screen

- To edit multiple assignments:
 - a. Select the assignments requiring the change or select AII.



Assignments Screen

- b. Enter the change that you want applied to the assignments in the top row (for example, change **Due Date** to 10/4/2013).

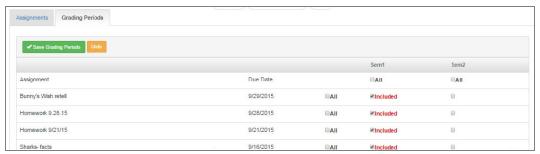


Assignments Screen

3. Click Save Changes.

Verifying or Change Grading Periods for Multiple Assignments

1. Select the **Grading Periods** tab on the Assignments screen. The grading periods currently assigned are selected and labeled **Included**.



Assignments Screen, Grading Periods Tab

- 2. Select the assignments to add to a grading period.
- 3. Click Save Grading Periods.

Deleting Assignments

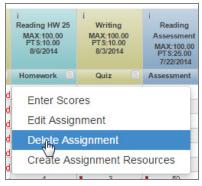
Assignments can be deleted using the following screens:

- · Grade Book Main
- Enter Grade Book Scores



When deleting an assignment, student scores and resources that have been issued for that assignment are also deleted. You cannot retrieve these scores and resources.

- 1. Select the assignment to delete:
 - From Grade Book Main, select the class that contains the assignment title and select Delete Assignment.



Assignment Menu

• From Enter Grade Book Scores screen for the assignment, click **Delete Assignment**.



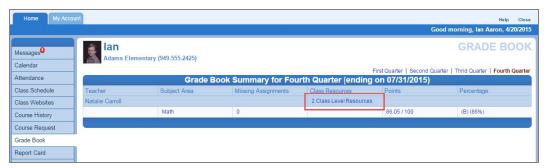
Enter Grade Book Scores, Delete Assignment

2. Click **Delete** in the confirmation dialog.

Resources

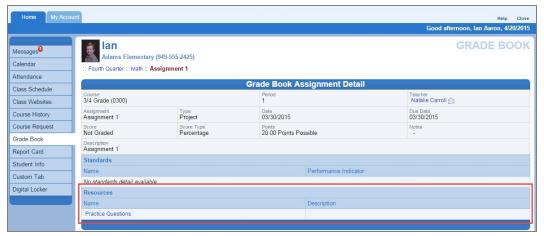
Add resources such as a website or a document for a class or assignment. Students and parents can download resources through StudentVUE and ParentVUE in the **Grade Book** tab.

 Class resources are added from the Class Manager or Resources screens and show on the ParentVUE and StudentVUE screens under Class Resources.



StudentVUE, Grade Book Page

 Assignment resources are added from the Grade Book Assignment screen or when editing an assignment on Grade Book Main. Assignment resources show on the ParentVUE and StudentVUE Assignment Details screens.

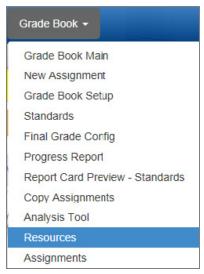


StudentVUE, Grade Book Assignment Page

Creating Resources

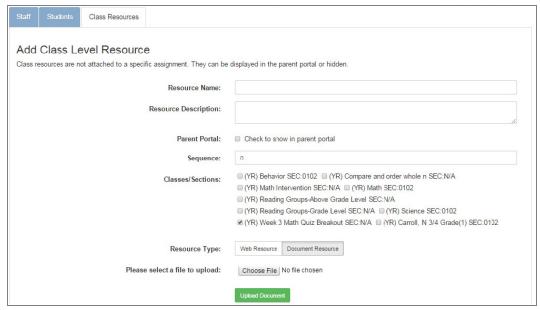
Electronic resources such as document files or web pages may be attached to a class or assignment.

- 1. Access Resources:
 - Select Resources from the Grade Book menu to create a class resource.



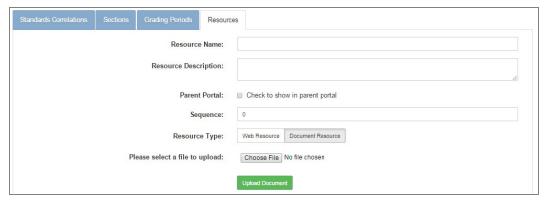
Grade Book Menu

 Select the Class Resources tab on the Class Manager screen to create a class resource.



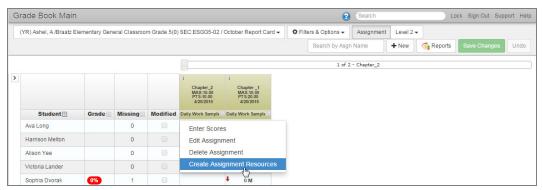
Class Manager Screen, Class Resources Tab

 Select the Resources tab on the Grade Book Assignment screen to create an assignment resource.



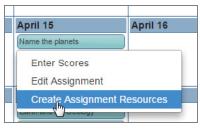
Grade Book Assignment Screen, Resources Tab

• Select *Create Assignment Resources* on the assignment drop-down on Grade Book Main to create an assignment resource.



Grade Book Main Screen

• Select Create Assignment Resources on the Calendar screen.



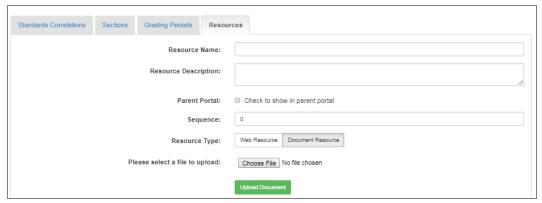
Calendar Screen

- 2. Enter the Resource Name.
- 3. Enter the Resource Description.
- 4. Select Parent Portal to display this resource in ParentVUE and StudentVUE.
- 5. Enter a **Sequence** number for the resource if you want multiple resources to display in a specific order.



Resources appear alphabetically, if no sequence or the same sequence number is used.

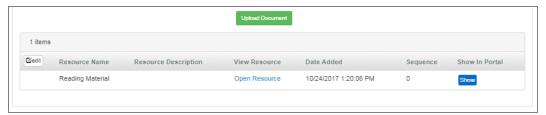
- 6. Select the Classes/Sections that use this resource.
- 7. Select the Resource Type:
 - Select Web Resource to enter a website to use with the assignment.
 - a. Enter the New Web Resource URL.
 - b. Click Test URL
 - c. Click _____. The resource displays at the bottom of the screen.
 - Select Document Resource to upload a file (Microsoft Office®, PDF file, etc.) to use with the assignment.
 - a. Select Document Resource.
 - b. Click Choose File to select the file to upload.
 - c. Click Upload Document



Assignment Screen, Resources Tab

Viewing Resources

- 1. Select Resources from the Grade Book menu.
 - Scroll to the bottom of the Class Resources tab on the Resources screen to view a
 resource for a class. Any available Class Resources display at the bottom of the
 Resources screen.



Resources Screen, View Class Resources

 Select the Assignment Resources tab to view resources for an assignment. The Assignment Resources tab displays a list of resources for assignments.



Grade Book Main Screen, Assignment Resources Tab

You can reorder and customize how the information is displayed on this tab.

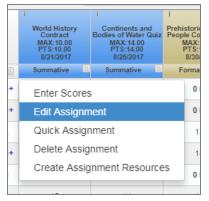


- Click the header to sort the column in ascending or descending order.
- Enter a value to filter the column. 2 For example Math.
- Drag a column header into box to group the results.
- 2. To view the attached resource.
 - Class Resource Click Open Resource.
 - Assignment Resource Click View Resource.

Electronic files download to your computer and websites open in another tab.

Modifying Resources

- 1. Select the resource:
 - Class Resources Click Edit on the Class Resources tab. The resource information that you can edit displays.
 - · Assignment Resources On Grade Book Main:
 - a. Select *Edit Assignment* on the assignment drop-down on Grade Book Main. The Grade Book Assignment screen displays.



Grade Book Main Screen

- b. Select the **Resources** tab.
- c. Click or resource information that you can edit displays.



Grade Book Main Screen, Resources Tab

2. Edit the resource name or description and whether to show it in ParentVUE and StudentVUE. The edited icon displays on the row.

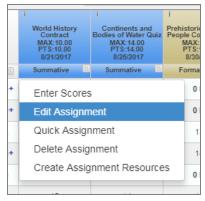


Grade Book Main Screen, Resources Tab

3. Click Save.

Deleting Resources

- 1. Select the resource.
 - Class Resources Click ** on the Class Resources tab.
 - Assignment Resources On Grade Book Main:
 - a. Select *Edit Assignment* on the assignment drop-down on Grade Book Main. The Grade Book Assignment screen displays.

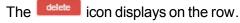


Grade Book Main Screen

- b. Select the Resources tab.
- c. Click *.



Grade Book Main Screen, Resources Tab





Grade Book Main Screen, Resources Tab

2. Click Save.

Setting Up a Class Website



If your district uses LessonVUE and the LMS, see the *Synergy SIS – LessonVUE User Guide* for information on creating LMS web pages.

If the district has enabled Class Websites, you can create websites that parents and students view in ParentVUE and StudentVUE that are specific to your class. These websites have topics such as:

- Announcements
- Homework
- Classroom Documents
- Helpful hints
- Additional resources
- Directions



ParentVUE/StudentVUE - Class Website

The website displays all homework assignments that are not scored during the current year or current semester depending upon the length of the class.

- Class Displays the posts for the selected class or homeroom. 1
- Posts Displays the information regarding the post.
- Resources Displays the electronic files uploaded to the website that the students can use.
- Topics Topic names display under this banner on the right hand side. Grade Book comes with some pre-configured topics: Classroom Documents, Announcements, and Homework.
 These cannot be deleted. You can add custom topics.
- Curriculum Plan Curriculum items created using LessonVUE display under this banner.

The Teacher Class Website Entry Screen

This section describes the Teacher Class Website Entry screen formatting window used to create website posts and topics. The information in the formatting window displays slightly different in ParentVUE/StudentVUE.



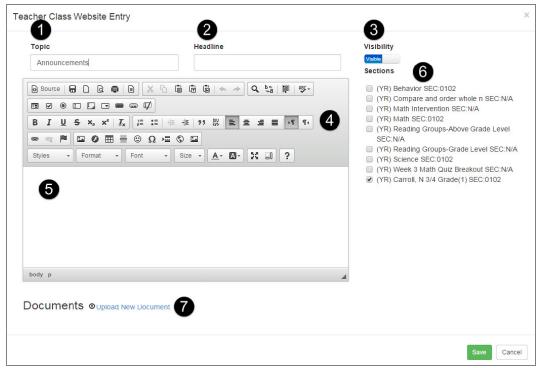
Reselect the topic in StudentVUE after you save changes made in the Teacher Class Website Entry screen to see how your changes affected the post.

1. Select Class Website from the Grade Book menu. The Class Websites page opens.

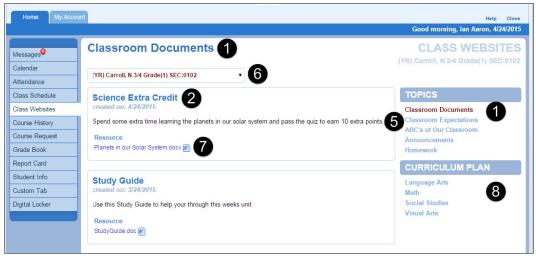


Class Website, Select Topic

2. Format the post.

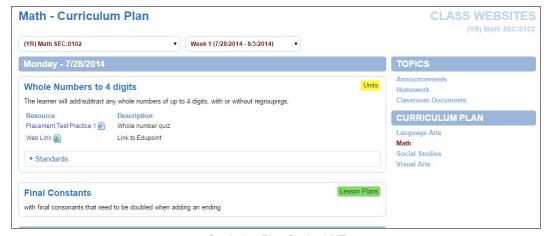


Teacher Class Website Entry Screen

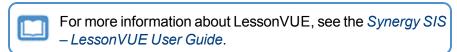


Class Websites, StudentVUE

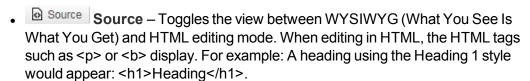
- Topic Displays in the list of Topics and at the top of the web-page. 1
- Headline Displays at the start of the post. 2
- Visibility Determines if the post displays on ParentVUE/StudentVUE. 3
- Post Description or information for your post.
- Section Select the class/section that the post applies. 6
- Documents Upload resources for the post.
- Curriculum Plan If your district uses LessonVUE, the curriculum elements display. 8



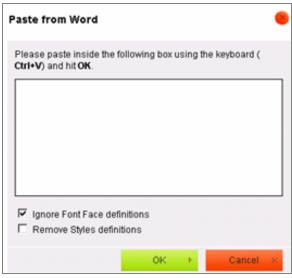
Curriculum Plan, StudentVUE



The formatting and editing tools available for creating templates and content are: 4



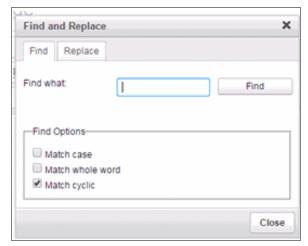
- New Page Clears unsaved changes
- Preview Previews the template design
- ✓ Cut, Copy and Paste Cuts, copies, or pastes the selected text
- Paste as Plain Text Pastes the text as plain text with no formatting. This is helpful when copying from other programs that may have hidden HTML formatting, such as other web pages or Microsoft Outlook.
- Paste From Word Inserts text copied from Microsoft Word and allows you to edit the text to remove erroneous HTML code that Microsoft Word inserts.
 - a. Paste the text in the pop-up box.
 - b. Select Remove Styles definitions, if needed.
 - c. Click OK.



Paste From Word Box

Undo and Redo – Undoes the last action or redoes the last action

• Searches for text



Find And Replace Box

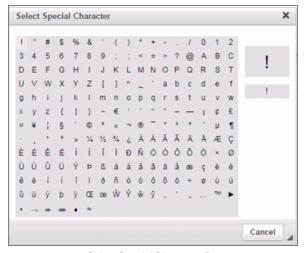
• Replace – Replaces text



Find And Replace Box, Replace Tab

- Select All Selects all content in the formatting window
- B I U S Bold, Italic, Underline or Strikethrough Formats the selected text as bold, italic, underline, or strikethrough
- X Subscript and Superscript Inserts subscript or superscript text
- Ix Remove Format Clears all formatting for the selected text
- Insert/Remove Numbered or Bulleted List Formats the selected paragraphs as numbers or bullets

- Increase or Decrease Indent, Outdent Indents or outdents the selected paragraph
- **Blockquote** Indents the paragraph on both sides
- \(\begin{align*}
 \begin{
- Insert Hyperlink or Remove Hyperlink Inserts or removes a link to a website or email address
- Anchor Inserts a place that you can link to inside the template
- Table Inserts a table
- Insert Horizonal Line Inserts a horizontal line
- Ω Insert Special Character Inserts a special character such as a copyright mark or currency symbol



Select Special Character Box

- Text Style Selects a built-in format for the selected text
- Paragraph Style Selects a built-in format for the selected paragraph
- Font Selects a font for selected content
- Size Selects a font size for selected content
- A Text Color Applies the selected color to the text

- Background Color Highlights the text with the selected color
- Maximize Maximizes the editing window
- Show Blocks Shows content inside of blocks
- About CKEditor Lists information about the CKEditor (the HTML text editor used to edit the content)

Creating Posts and Custom Topics

1. Select a topic from the Class Website screen



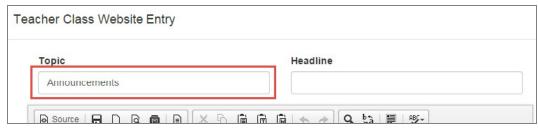
Class Website Screen, Class Topics

2. Click NEW. The Teacher Class Website Entry screen displays.



Class Website Screen, Class Topics

- 3. Enter and format the post/topic.
 - To add a custom topic, replace the name of the topic with your custom name.



Teacher Class Website Entry Screen



You can only delete topics and posts that you created. To delete a custom topic, delete all the posts stored in that topic.

- To add a post, complete the following:
 - Enter a Headline.
 - b. Enter and format the post content.
 - c. Set the Visibility for students and parents.



If you are not finished with your post or do not want it visible, toggle the **Visible** toggle to *Hidden*.

- d. Select the **Sections** or break out classes/groups that will see this post.
- To add a document or file, click Upload New Document. The Upload a Document fields display.
 - a. Click Choose Document.



Upload A Document Window

 Select a document and click **Upload**. The document icon displays under your post. 4. Click **Save**. The new post heading and content display under the topic heading with blue Posted label in Grade Book.



Class Website Screen, Class Topics

Editing a Post

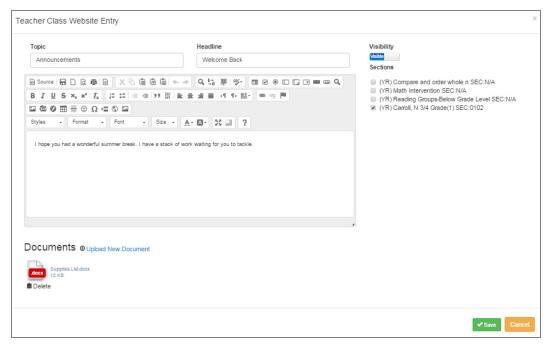
- 1. Hover over the subject until the delete and edit icons appear.
- 2. Click . The Teacher Class Website Entry screen displays.



Class Website Screen, Class Topics

3. Make the necessary changes to the post.

4. Click SAVE.



Class Website Screen, Class Topics

Deleting a Post and Custom Topics



You can only delete topics and posts that you created. To delete a custom topic, delete all the posts stored in that topic.

- 1. Hover over the subject until the delete and edit icons appear.
- 2. Click * . The delete icon displays on the row.



Class Website Screen, Class Topics

3. Click **SAVE**. A message confirms the deletion.

4. Click **OK** to delete the post.



Class Website Screen, Class Topics

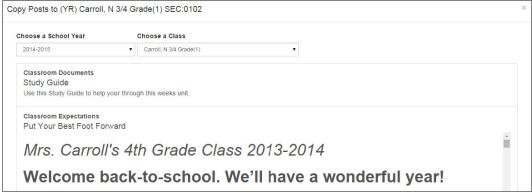


When deleting custom topics, remove all posts.

Copying Posts

You can copy one or all of your posts to another school year.

1. Click Copy Posts on the Class Websites screen. The Copy Posts screen displays.

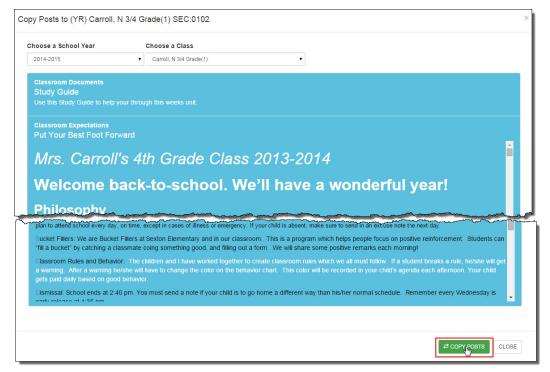


Copy Posts Screen

2. Choose a School Year, Class, and the posts to copy.



Selected posts are highlighted in blue.



Copy Posts Screen

3. Click Copy Posts. The topics and posts are copied to the selected year and class.



If a post already existed, there are multiple versions of the post.

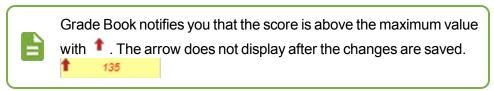
Entering Scores

You can enter scores in Grade Book for assignments or proficiency against standards. Select the mode (assignment or standards) on the <u>Class Settings screen</u>. Both use the Grade Book Main or Enter Grade Book Scores screens.

- Enter scores directly into Grade Book Main Use this method when you have just a few scores to enter for just a few students. For example, when an assignment has already been scored and you need to enter a few remaining scores for students who were absent or are turning the assignment late.
- Enter scores using the Enter Grade Book Scores screen Use this method when you
 want to enter scores for multiple students at one time. This method features a fill down feature
 that saves time when entering scores.

The following items are things to keep in mind when adding student scores using the Grade Book Main or Enter Grade Book Scores screens.

- Blank Cells Grade Book assumes that blank cells are simply assignments that are not scored. If no score is entered, the student's grade is not be affected by that assignment. Blank cells do not automatically equate to a score of zero. Use Comment codes to indicate if a student was absent, excused from the assignment, or if the assignment is missing. See Creating Grade Book Comments and Working with Grade Book Comments.
- Extra Credit In addition to creating assignments that are marked with the Extra Credit assignment category, teachers can also give students extra credit by entering more points than the assignment is worth. For example, if the Max Score on an assignment is 100 and you want to give the student 35 additional points for extra credit, enter 135 as the student's score. Grade Book calculates what percentage increase applies to the student's overall grade. This method only applies to assignments with Raw Score or Percentage scores. The extra credit cannot be more than twice the high score value.



- Dropped Scores If a teacher chose to drop scores in Grade Book Setup, d displays on the Grade Book Main screen on the dropped assignments because they have the low score.
- At Risk Scores • on assignment scores indicates the assignment received an at-risk score. Teachers set an at-risk percentage in their Grade Book options that help determine the students who are receiving low scores.

When scoring assignments, there is an additional method using Grade Book Import. Use the import method to enter scores for multiple students for one or more assignments. This method allows you to create assignments as you enter the scores. The method validates the data and provides information to remedy errors prior to importing. See Importing Assignment Scores.

Using Assignment Mode

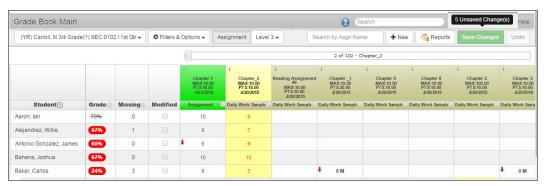
You can enter scores for an assignment from the following screens:

- Grade Book Main
- Enter Grade Book Scores
- Calendar that uses the Enter Grade Book Scores screen

Using the Grade Book Main Screen

To enter or edit a score:

1. Click in any score box on the Grade Book Main screen. The column turns yellow and a cursor displays. If a score was already entered, the score is highlighted.



Grade Book Main Screen

2. Enter the score using the appropriate score type (for example, letter grade, raw score, percentage, rubric).

Grade Book displays an error message if the score is in the wrong format.



Until the scores are saved:

- The scores appear red.
- The Grade is struck-out indicating the score needs recalculation.
- 3. Click Save Changes.

Using the Enter Grade Book Scores Screen

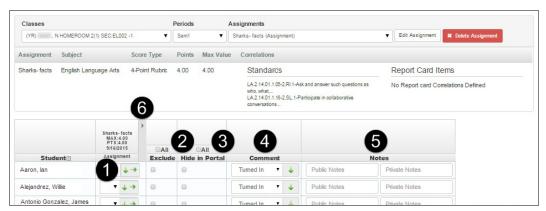
To enter or edit a score:

- 1. Select the name of the assignment in Grade Book Main.
- 2. Select *Enter Scores*. The Enter Grade Book Scores screen for the selected assignment displays.



Grade Book Main Screen

3. Enter the student scores for the assignment in the column underneath the assignment name. You can enter a score with up to four digits and four decimal places (for example, 9999.9999).



Assignment Score Entry Screen

Using ↓ or →: ①

To enter the same score for the assignment for all students:

- Click once to copy the score or comment down to all students below the line that do NOT have an entry.
- Click <u>twice</u> to copy the score or comment down and override fields that have been previously entered.
- If a majority of students received the same score except for a few, first enter the scores for the students with different scores, click Save, then from the top of the list enter the score all of the rest of the students earned and click once.

To enter the same score to the assignments that was given for the standard, both the standard and the assignment must be using the same score type:

- Click once to copy the score or comment to the right to all students that do NOT have an entry.
- Click twice to copy the score or comment to the right and override fields that have been previously entered.



- Not all districts use
- The cell turns red if the score types are not the same format when using .
- Exclude Select to exclude the score from the final class grade calculation.
- Hide in Portal Select to hide the score on ParentVUE and StudentVUE.
- Comment Select any applicable comment code for the list.
- Notes Enter any applicable notes about the assignment. §
 - Public Notes display in ParentVUE and StudentVUE.
 - Private Notes are only available to school personnel.

Click to view the standards associated with the assignment. See <u>Using</u> Standards Mode.



Enter Grade Book Scores- Standards Screen

4. Click Save or Save / Return to Grade Book.

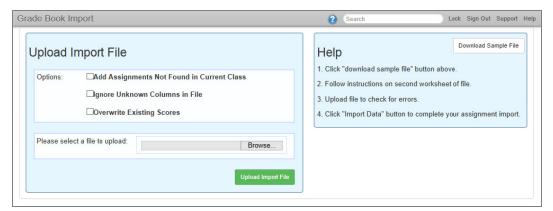
Importing Assignment Scores

The Grade Book Import screen enables you to use a pre-formatted Excel document to import your assignments and scores to Grade Book.

The Excel document that you download from the Grade Book Import screen includes the student names, student IDs, and the columns required to perform the import. It also provides instructions on a separate tab for completing the process.

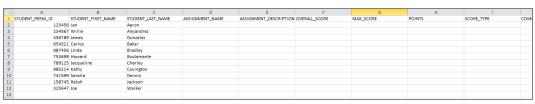
The import screen validates all data and provides information to remedy any errors prior to importing your assignments and scores.

1. Select *Grade Book Import* from the **Grade Book** menu or **Import Assignments** on the District Grade Book screen. The Grade Book Import screen displays.



Grade Book Import Screen

- 2. Create the Excel file to import:
 - a. Click **Download Sample File**. Grade Book generates a formatted Excel file (MassImport.xls) with the student information pre-populated.



Sample File

 Select the Instructions tab on the Excel to view instructions on how to complete the import process.

The downloaded MassImport worksheet contains the list of student names and the Synergy SIS IDs.

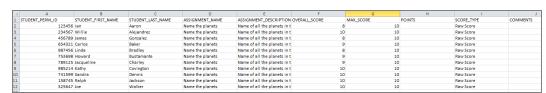


- The Instructions tab lists the Available Measure (Assignment) Types and Available Subjects that are available in your Grade Book. Use these values in the Import Template.
- To correlate to multiple report card rows, separate them with two bar characters (||). For example, MATH||GEOMETRY
- b. Complete the **Import Template** tab of the file.
 - To import multiple assignments, copy and paste the student rows on the worksheet.
 - When entering Score information:
 - MAX_SCORE is the maximumvalue a student can earn on an assignment.
 - POINTS is the number of points the assignment is worth in Grade Book.
 - SCORE_TYPE must be a defined Score Type in Grade Book Setup.
 - When using Percentage as the SCORE_TYPE, the MAX_SCORE value of the assignment should be 100.
 - ASSIGNMENT_CATEGORY is Normal, Extra Credit, or Not for Grading.
 - Data must be entered in the following columns for each line that is imported:

STUDENT_PERM_ID MAX_SCORE
STUDENT_FIRST_NAME POINTS
STUDENT_LAST_NAME SCORE_TYPE

ASSIGNMENT_NAME ASSIGNMENT_TYPE ASSIGNMENT_DESCRIPTION ASSIGNMENT_DATE

OVERALL_SCORE SUBJECT



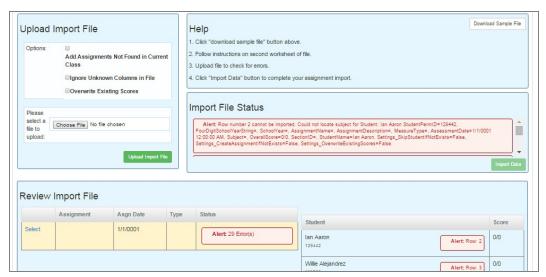
Sample File

c. Save the Excel file.

- 3. Import the Excel spreadsheet into Grade Book.
 - a. Click Choose File on the Grade Book Import screen.
 - b. Select the Excel file.
 - c. Select Options for the upload:
 - Add Assignments Not Found in Current Class only imports assignments that do not currently exist in Grade Book for the class in focus.
 - Ignore Unknown Columns in File ignores any columns not required by the import tool.
 - Overwrite Existing Score overwrites any existing scores found for the assignment.
- Click Upload Import File. When Grade Book uploads the file, any errors with the file or format display.

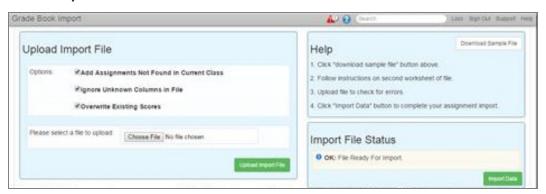


- In the Review Import File box, the status displays the number of errors, if any.
- In the Import File Status box, each error displays, identifying the error and the row number where the error is located on the import file.



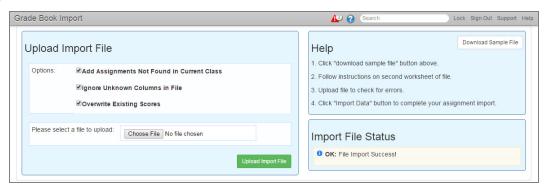
Grade Book Import Screen

5. Resolve any errors. Once all errors are resolved, the Review Import File status changes to OKand the Import Data button becomes available.



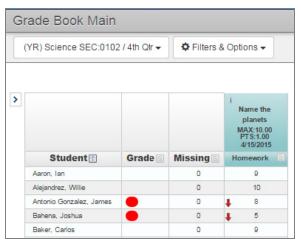
Grade Book Import Screen

6. Click **Import Data**. Once the import is complete, the Import File Status changes to *OK: File Import Success!*



Grade Book Import Screen

The assignment and score appear in Grade Book Main, tied to the appropriate grading periods as defined in Grading Setup.



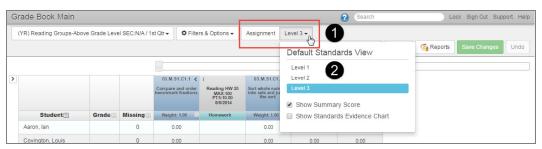
Grade Book Main Screen

Using Standards Mode

When adding student scores in Standards mode:

- The proficiency of each standard is determined by the aggregation method indicated on the Class Standards screen. Proficiency may automatically update based on settings on the Standards tab on the Grade Book Setup screen. See Automatically Calculate Standards Proficiency.
- Scores can be added for the standard as well as the assignments to indicate how the student performed against the particular standard for that assignment.
- When standards are not tied to report card rows, only the overall assignment grade is used for overall grade calculations and for output on reports.
- Scores entered for Standards are used for analysis on the Standards tab of the Student Summary screen.

Before entering scores in Standards mode, be sure it is enabled for your class. See Configuring Class Settings.



Grade Book Main Screen

When Standards are enabled, Grade Book Main displays the Assignment/Standard toggle • to switch between the views.

 When the toggle is set to Assignment, Grade Book Main displays the Assignment name, information, and allows you to enter the overall assignment score. See Using Assignment Mode.



Assignments must have standards associated with them in order for them to display in Standards mode. See Adding Assignments.

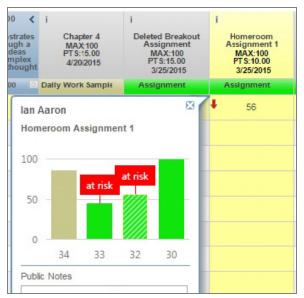
When the toggle is set to Standard, Grade Book Main displays the Standard name, information with a toggle to view the associated assignments. Grade Book allows you to enter the score for the student's performance on that specific assignment as it relates to the standard.



If an assignment applies to more than one standard, view/score all the standards associated to the assignment, by selecting Enter Scores from an assignment associated to a standard.

The standard level displayed is set using the Default Standards View drop-down 2.

- Level 1, Level 2, Level Select the level (parent, child, grandchild) of the standard to display in the grid.
- Show Summary Score:
 - When selected, shows the score based on the calculation method selected.
 - When not selected, shows the resolved score. For example, if the calculated proficiency on a standard is 2.86, Grade Book displays a 3.
- Show Standards Evidence Chart Shows a bar graph of all scored assignments. The selected assignment is striped. The colors represent the Assignment Type.

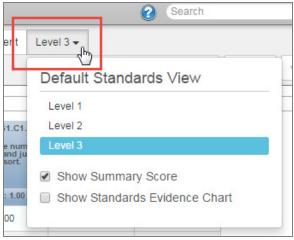


Grade Book Main Screen, Standards Evidence Chart

Using Grade Book Main Screen

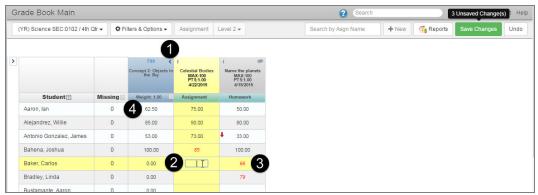
To enter or edit a score:

- 1. Set the Default Standards View:
 - Set the Standard level to see the standard level.
 - Select Show Summary Score to display the calculated score for the standard, if needed.
 - Select Show Standards Evidence Chart to see a chart showing the assignment results that contributed to the standards proficiency when you select a cell on Grade Book Main, if needed.



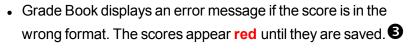
Grade Book Main Screen

- 2. Use the toggle in the standard cell to view associated assignments **①**.
- 3. Select an assignment score cell on the screen. The column turns yellow, and a cursor displays 2.



Grade Book Main Screen

4. Enter the score that represents the student's performance on that specific assignment as it relates to the standard in the appropriate format based on the MAX points for the assignment.





- The assignment may apply to more than one standard.
- The standard may have more than one assignment.
- The score shown in the standard column is an aggregate of all the assignments associated with the standard.
- 5. Click Save Changes.

Using Enter Grade Book Scores Screen

The Enter Grade Book Scores screen allows the assignments to score by:

• Standard – Use to score multiple assignments **①** against a standard. **②**



Enter Scores From Standard



You can create and score a new assignment with the maximum score and points that are the same as the standard.

3

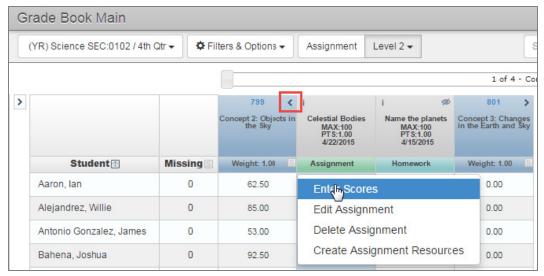
Assignment – Use to score multiple standards 4 assigned to an assignment 5.



Enter Scores From Assignment

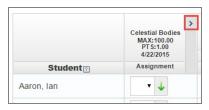
To enter or edit scores:

- 1. Toggle to view the assignments on Grade Book Main.
- 2. Select *Enter Scores* from standard or associated assignment on the Grade Book Main screen. The Enter Grade Book Scores screen displays.



Grade Book Main Screen

3. In assignment view, select to view the standards associated to the assignment. The standards for the assignment display.



Enter Grade Book Scores From Assignment

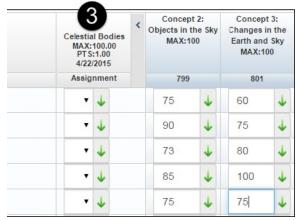


Enter Grade Book Scores By Assignment

4. Enter the score that represents the student's performance on that specific assignment as it relates to the standard in the appropriate format based on the Max Score for the assignment.



Enter Grade Book Scores, Assignments From Standard



Enter Grade Book Scores, Standards From Assignment

Using **↓** or **→** : **①**

To enter the same score for the assignment for all students:

- Click once to copy the score or comment down to all students below the line that do NOT have an entry.
- Click twice to copy the score or comment down and override fields that have been previously entered.
- If a majority of students received the same score except for a few, first enter the scores for the students with different scores, click Save, then from the top of the list enter the score all of the rest of the students earned and click once.

To enter the same score to the assignments that was given for the standard, both the standard and the assignment must be using the same score type:

- Click once to copy the score or comment to the right to all students that do NOT have an entry.
- Click twice to copy the score or comment to the right and override fields that have been previously entered.
- The cell turns red if the score is in the wrong format.

- The cell turns red if the score types are not the same format when using
- The score shown in the standard column is an aggregate of all the assignments associated with the standard.
- The assignment does not show an aggregate score.
- 5. Click **Save** or **Save** / **Return to Gradebook**. A message displays confirming the scores were saved and the standard's score is populated based on the calculation of the assignment scores.

Click *Analyze Standard Results* on the Enter Grade Book Scores screen to view a breakdown of the scores for the standards. See <u>Viewing</u> Standards Details.



Actions

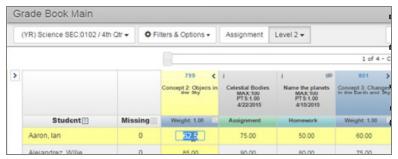
Analyze Standard Results

Enter Grade Book Scores Screen

Overriding Calculated Standard Scores on the Grade Book Main screen

To override the student's system-calculated score for the standard.

 Select the score box to override in Grade Book Main. The selected box turns yellow and a cursor displays.

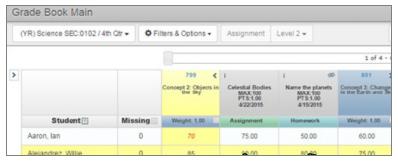


Grade Book Main Screen



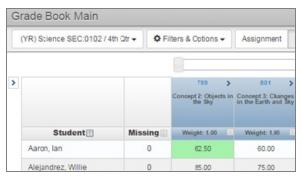
Select to view the associated assignments.

2. Enter the score to override the calculated standard score. The value turns red.



Grade Book Main Screen

3. Click Save Changes. The overridden field turns green.



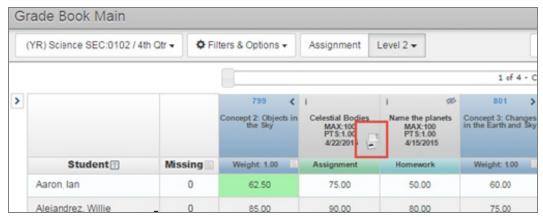
Grade Book Main Screen



To remove the overridden score, clear the field and click **Save Changes**. Grade Book recalculates the standard score value.

Scoring Drop Box Assignments

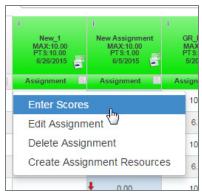
When using the Digital Drop Box or DropBox Grader, Grade Book Main displays an icon next to the assignment to notify you that a student has uploaded a document to score.



Grade Book Main Screen

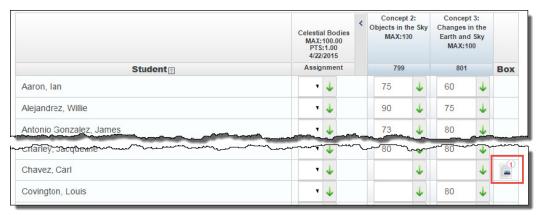
Not Using DropBox Grader

1. Click the assignment header for the assignment with a drop box and select *Enter Scores*.

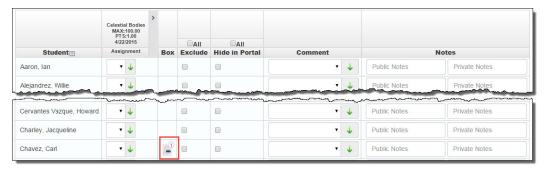


Grade Book Main Screen

The Enter Grade Book Scores screen for the selected assignment displays and the **Box** column indicates the students that submitted the assignment using the digital drop box.



Enter Grade Book Scores By Standard Screen



Enter Grade Book Scores By Assignment Screen

- 2. Select the icon in the **Box** column. The file information displays.
- 3. Select the document name to open the document.

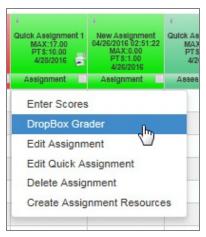


Digital Drop Box Window

4. View and score the document.

Using DropBox Grader

1. Click the assignment header for the assignment with a drop box and select *DropBox Grader*. The scoring screen for the selected assignment displays.



Enter Scores Using DropBox Grader

2. Select a student from the list or enter a keyword in the search field to find a student.



DropBox Grader Student Search

The student's document displays.

- Manage the document:
 - Download the document
 - Print the document

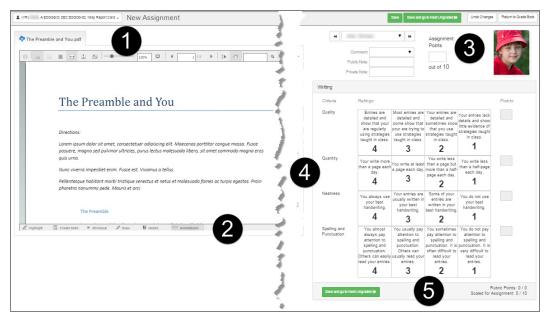
 - Navigate the pages
 - Move the document
 - Search the document
 A
- Annotate the document: 2

 - Use strikeouts & Strikeout
 - Draw
 Draw
 - Delete annotations Delete or use the **Delete** key on your keyboard.
 - Hide annotations
 Annotations
- See summary information about the assignment and make comments 3
- Score the assignment using the Scoring Rubric 4

• See the scoring data **5**



The score for the assignment is calculated by taking the percentage of the rubric and applying it to the total points for the assignment. For example: Rubric Points of 13/16 is 81.25%. Using rounding, 80% of 10 points is 8.



Scoring Screen

- 3. Score the assignment:
 - Select the boxes that represent the score for the assignment.

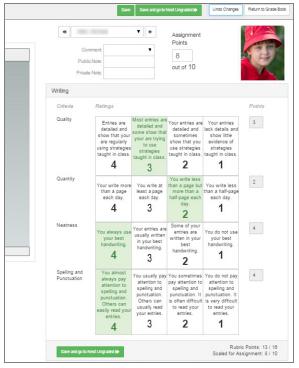


The total points for the rubric is determined by the rows scored. You do not have to select a score in each row of the rubric.

- · Mark up the document, if needed.
- Enter Public or Private Notes, if needed.



Comments can be entered without entering a score.



Scoring Screen, Rubric

4. Click Save or Save and go to Next Ungraded assignment.

Working with Grade Book Comments

Use Grade Book Comments to track why assignments might have a blank score or if a student turned in an assignment late. To set up comments, see Configuring Grade Book Comments.

Enter comments on the following screens:

- · Grade Book Main
- Enter Grade Book Scores



- In Grade Book Main, set the <u>Filters & Options to Show Comment Codes</u>.
- In Grade Book Main, use the comment code defined in <u>Configuring</u> Grade Book Comments.
- An exclamation point (!) removes the codes.

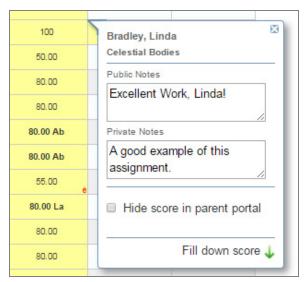
Using Grade Book Main Screen

- 1. Click a score box. The column turns yellow and a cursor displays.
- 2. Enter the score and/or comment code.

То	Action	Example	Screen
To enter a score and comment	Enter <score><space><comment_code></comment_code></space></score>	55 Ab	55.00 Ab
To enter a comment without a score	Enter <comment_code></comment_code>	La	La
To remove a comment and retain a score	Enter <score><space>!</space></score>	10!	↓ 10.00
To remove a comment and leave cell blank	Enter!	!	
To include an excluded score	Enter <score><space>!ex</space></score>	10 !ex	10.00
To include without a score	Enter !ex	!ex	
To exclude without a score	Enter ex	ех	е
To exclude with a score	Enter <score><space> ex</space></score>	55 ex	55.00 e

- 3. Enter public or private notes.
 - Public Notes Enter a comment that displays on ParentVUE and StudentVUE.
 - Private Notes Enter a comment that displays only to staff.
 - Hide score in parent portal Select to hide score in ParentVUE.
 - Fill down score Click

 to insert the same comment for all students below.



Grade Book Main Screen, Comments Window

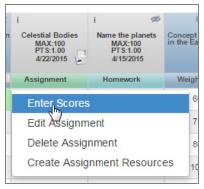


In Grade Book Main, set the <u>Filters & Options for Assignment Note</u> Entry.

4. Click Save Changes.

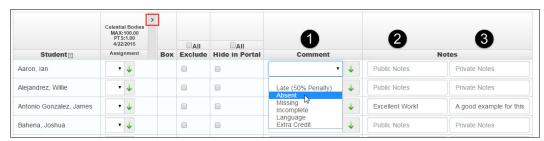
Using Enter Grade Book Scores Screen

 Select Enter Scores. The Enter Grade Book Scores screen for the selected assignment or standard displays.



Grade Book Main Screen

The Enter Grade Book Scores screen for the selected assignment or standard displays.



Enter Grade Book Scores Screen

- 2. Enter, edit, or remove comments.
 - Comment Use the drop-down to use a Grade Book Comment.
 - Notes:
 - Public Notes Enter a comment that displays on ParentVUE and StudentVUE.
 - Private Notes Enter a comment that displays only to staff. 3

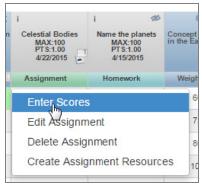


3. Click Save or Save/Return to Grade Book.

Adding Accommodations

Teachers add accommodations for an assignment using **Private Notes** or **Public Notes**.

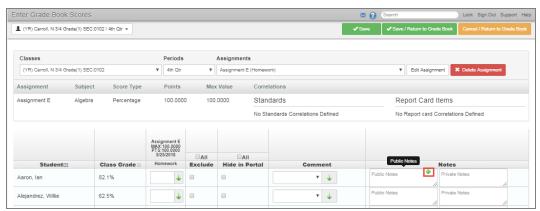
 Select Enter Scores. The Enter Grade Book Scores screen for the selected assignment or standard displays.



Grade Book Main Screen

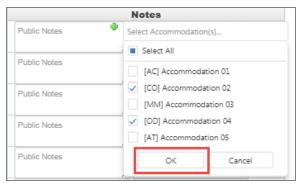
The Enter Grade Book Scores screen for the selected assignment or standard displays.

2. Click in a Public Notes or Private Notes.



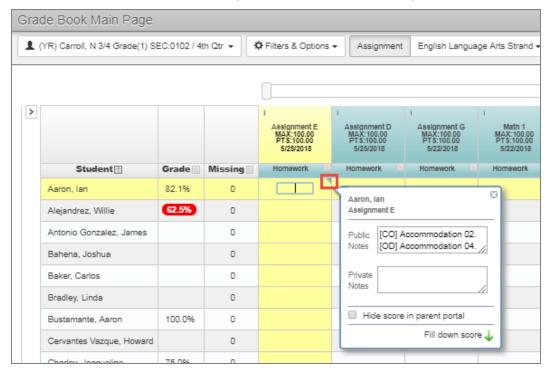
Enter Grade Book Scores Screen

- 3. Select the accommodations.
- 4. Click OK.



Enter Grade Book Scores Screen

5. Click **Save**. The accommodations display in Grade Book Main when you click ...



Grade Book Main Screen

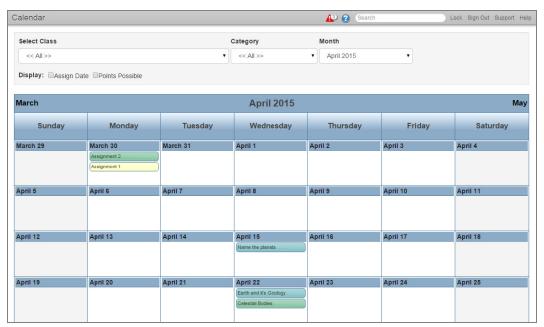


The entered accommodations behave like any other note in the field. It is possible to add the same accommodation multiple times. You can remove duplicates by editing the note and saving the edits.

Using the Calendar

From the Calendar screen, you can:

- View all previous or upcoming assignments
- · Access an assignment to enter scores, edit the assignment, or create assignment resources



Calendar Screen

Filtering the Calendar

Use the filters at the top of the calendar to select the information displayed.



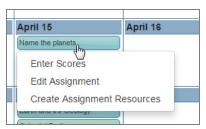
Calendar Screen Filters

- **Select Class** Select the class' assignments that display on the calendar. Select <<*All*>> to view all assignments.
- Category Select the Assignment Types that display.
- Month Select the calendar month and year.
- Display:
 - Assign Date displays the date the assignment was distributed to students.
 - Points Possible displays the total number of point the assignment is worth when calculating the final grade.

Managing Assignments on the Calendar

Select an assignment on the Calendar screen

1. Select the assignment on the Calendar screen. A drop-down displays.



Calendar Screen, Assignment Drop-Down

2. Select an option:

- Enter Scores The Enter Grade Book Scores screen displays for the selected assignment. See <u>Using the Enter Grade Book Scores Screen</u>.
- Edit Assignment The Grade Book Assignment screen displays for the selected assignment. See <u>Editing Assignments</u>.
- Create Assignment Resources The Assignment Resources screen displays for the selected assignment. See Creating Resources.

Transferring Standards Results

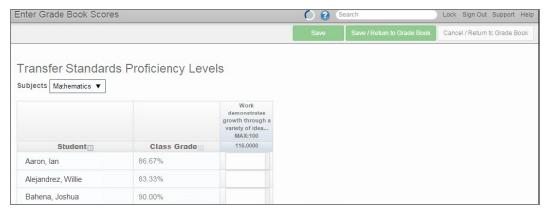
When a student transfers into your class, the Transfer Standards screen enables you to transfer the student's proficiency level on standards to your current class.

For the standards to transfer, the student must have a score for an identical assignment related to the standard. For example, the assignment must be:

- · For the same grade
- · In the same grading period
- Against the same standard

To transfer standard results:

 Select Transfer Standards from the Grade Book menu. The Transfer Standards Proficiency Levels screen displays. Grade Book returns any standard results for the currently selected grading period in other classes that match a standard in your Class Standards list.



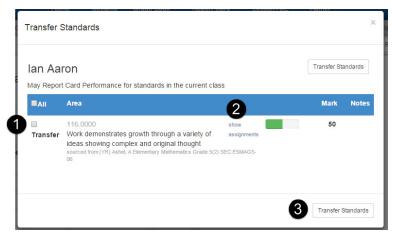
Transfer Standards Proficiency Levels Screen

- 2. Select the Subject.
- 3. Select the selected student's name. The Transfer Standards chooser opens. All the student's standards results for all their classes display.



Transfer Standards Proficiency Levels Screen

4. Select the **Transfer** option to indicate the standards to transfer for this student or select **AII. 1**



Transfer Standards Screen

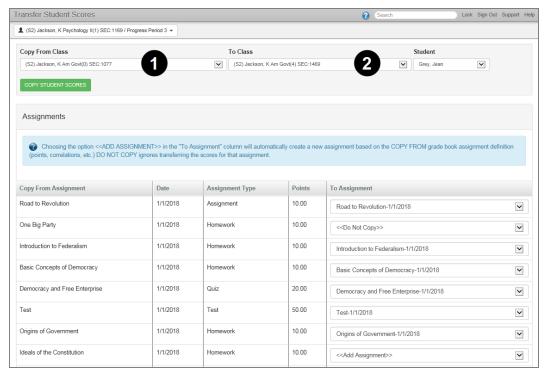


- 5. Click **Transfer Standards**. **3** You are returned to the Transfer Standards Proficiency Levels screen.
- 6. Click Save.

Transferring Student Scores

Transfer a student's assignment scores between classes taught by the same teacher. This is especially useful when a student transfers from one section to another after homework or projects have already assigned.

1. Select *Transfer Scores* from the **Grade Book** menu. The Transfer Student Grade Book Scores screen displays.



Transfer Student Grade Book Scores Screen

2. Make selections:

- To Class Select a class to transfer the scores to. 2
- Student Select the student.
- To Assignment Select the assignment score to transfer.

If there are standards attached to the assignment selected in **Copy From Class** and the assignment is copied to the **To Class** or another assignment is selected that does not contain the standard:



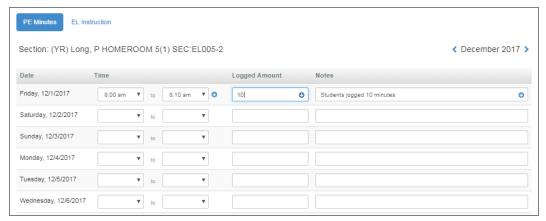
- The standard is added to the assignment in To Class.
- The standard is added to the Class Standards.
- Assignment in the class the score is transferred to.



- If the assignment is a direct match, the assignment name is selected.
- If the assignment name is not a direct match, you can select another assignment to transfer the score to.
- << Do Not Copy >> Select to not copy the assignment score to the To Class.
- << Add Assignment >> Select to copy the original assignment and score to the To Class as a new assignment.
- 3. Click Copy Student Scores. The student scores transfer to the new class.

Recording Activity Notes

- 1. Log in to TeacherVUE.
- 2. Select Activity Notes from the Grade Book menu.



Activity Notes Screen

- The screen automatically saves as you enter data.
- By default, the grid displays all of the days of the current calendar month.
- The **Time** drop-downs are set with five-minute increments.
- 3. Enter Activity Notes:
 - a. Click **PE Minutes** or **EL Instruction** to select the type of Activity Note to enter.
 - b. Select start and end **Times**.
 - c. Enter a Logged Amount.
 - d. Enter any **Notes** regarding the activity.



- Use on the Time and Logged Amount fields to use the same value for all fields.
- Use November 2017 to enter Activity Notes in other months.

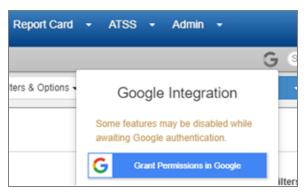
Grade Book and Google Classroom

Logging into Google Classroom from Grade Book Main

- 1. Select Grade Book Main from Grade Book menu.
- 2. Click to open the Grant Permissions in Google screen.

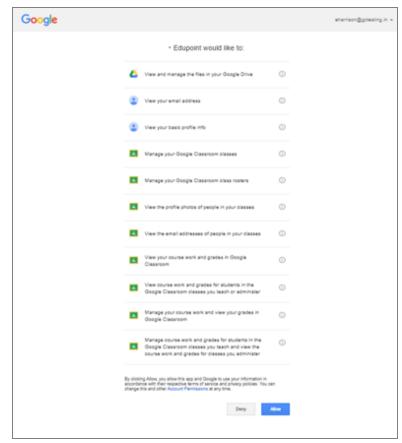


This only displays for users who have not logged in.



Grade Book Main Screen

3. Click Allow. G displays.

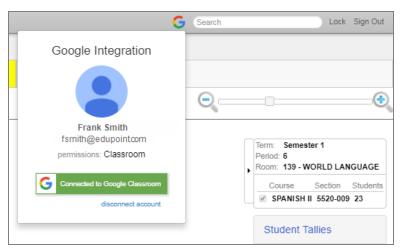


Google Permissions Screen

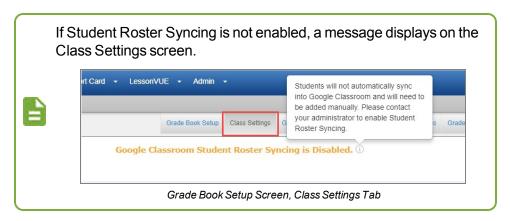
4. Click to display the current users info and Connected to Google Classroom.



Click disconnect account to disconnect from Google Classroom.

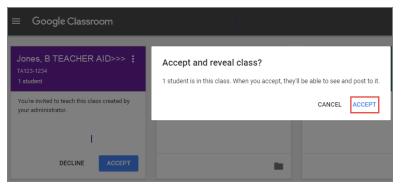


Grade Book Main Screen



Enabling Google Classroom

- 1. Select Grade Book Setup from Grade Book menu.
- 2. Select the Class Settings tab.
- 3. Click Gedit
- 4. Select the settings:
 - Google Classroom
 - a. Toggle to Enabled.
 - b. Click Advanced Options.
 - c. Class Code
 - If a class is set up in Google Classroom, enter the Class Code.
 - If the class is not set up in Google Classroom, the Class Code automatically populates after you create the class.
 - d. Click **Accept** to allow students in the class to view the assignment. the default synchronization setting for adding students to an assignment.



Google Classroom Screen



Any students enrolled in a class with email addresses that match those set up within Google are automatically added to the newly created Google Classroom when **Sync Student Roster** is set to *ON*.

e. Disable the default synchronization options, if needed.



Grade Book Setup Screen, Class Settings Tab

- Sync Google Assignments From Grade Book can only synchronize Google Assignments with a the due date on or after the date listed. By default the date is set to the day prior to the day Google Classroom was first enabled on a section.
- Displays on Grade Book Main for Google assignments that are not synchronized

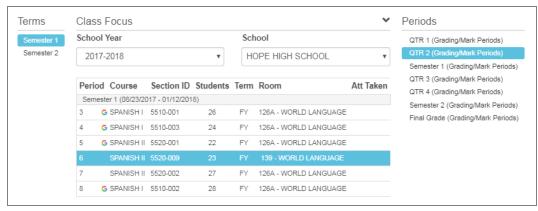


Grade Book Main Screen

Viewing Google Classroom from Grade Book Main

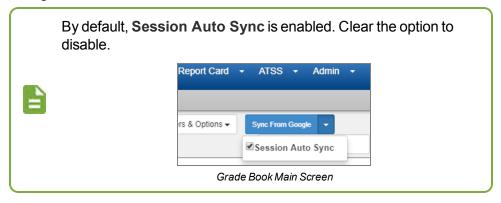
1. Select Grade Book Main from Grade Book menu.



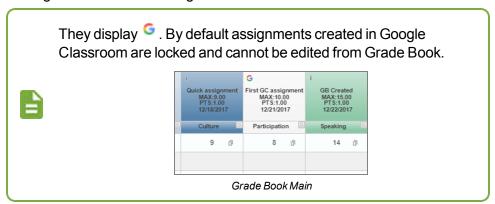


Grade Book Focus

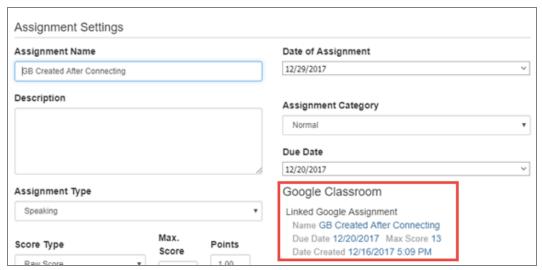
2. Select a Google enabled class.



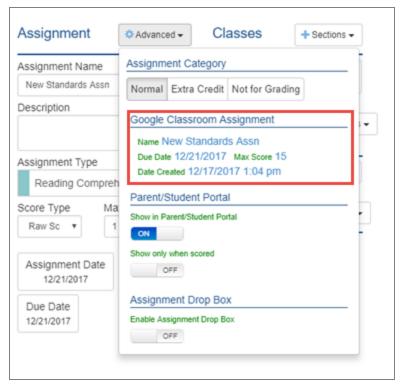
3. Select an assignment created in Google Classroom.



Once an assignment synchronizes to Google Classroom, this information displays on the New Assignment and Quick Assignment screens.

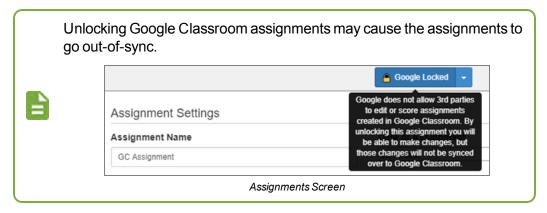


New Assignment Screen

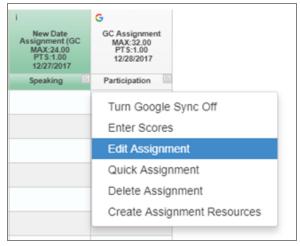


Quick Assignment Screen

Unlocking Google Assignments



- From the Assignments screen:
 - 1. Select Edit Assignment.



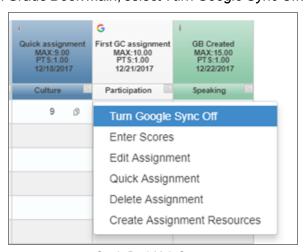
Grade Book Main Screen

2. Select *Unlock all assignment in this class* from **Google Unlocked**.



Grade Book Assignments Screen

• From an assignment in Grade Book Main, select Turn Google Sync Off.



Grade Book Main Screen

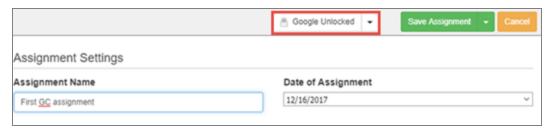
When assignments are unlocked:

• Signal of the displays on Grade Book Main for unlocked Google assignments



Grade Book Main Screen

• Google Unlocked | displays on the New Assignment screen for unlocked assignments.



New Assignment Screen

Chapter 5: Monitoring Student Performance

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Using the Student Summary Screen

The Student Summary screen presents a detailed overview of both student performance in your class and student performance in other classes (if scheduled to other sections).

Accessing the Student Summary

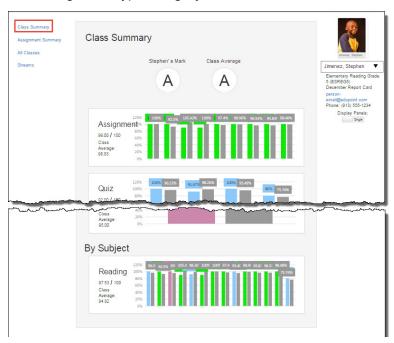


Grade Book Main Screen

Select a student's name from the Grade Book Main or Enter Grade Book Scores screens. The Student Summary screen opens.



- · Subjects must be defined.
- · Student names are links.
- Assignment types must be assigned to the subject.
- The Class Summary displays the student's performance, the class average, and their performance in each assignment type category.



Student Summary Screen, Class Summary Tab

- Select Assignment Summary to display the student's performance on individual assignments. You can:
 - Rearrange the order that the information displays by dragging and dropping the column headers
 - Edit the student's scores and notes on the Assignment Summary.



Select Standards to enter scores based on standards.

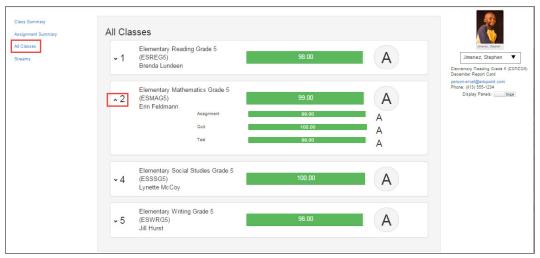


Student Summary Screen, Assignment Summary Tab

Use the filters to change the view.

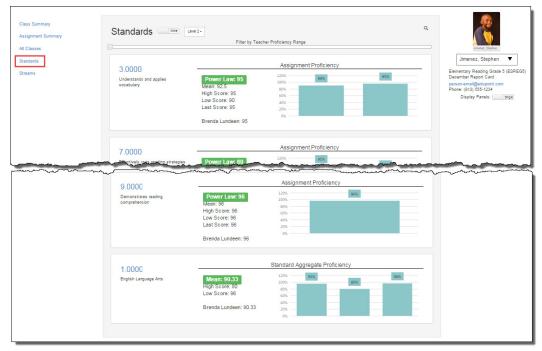
- School Year Select the school year. 1
- Class Filter Select another class and/or grading period to view the student's performance on assignments.
- Type Select how to view the summary, either Assignments or Standards. 3
- Grading Periods Select the Current grading period or All.
- Select another student.
- Export Export the assignment summary by clicking the XLS or PDF link.
- Filter Drag column headings to filter the results by that column.
- Sort Click the column heading to sort the rows in ascending or descending order.

• Select **All Classes** to display how a student is performing in all of their classes. Click the arrows to view performance in the class by Assignment Type.

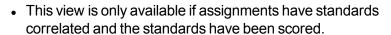


Student Summary, All Classes Tab

Select Standards to display the student's performance based on the selected standards
associated with the class assignments. Each column displays a different standard, with the
Mean, Mode, Last Score, Highest Score and Power Law totals for the standard at the bottom
of each column.



Student Summary Screen, Standards Tab





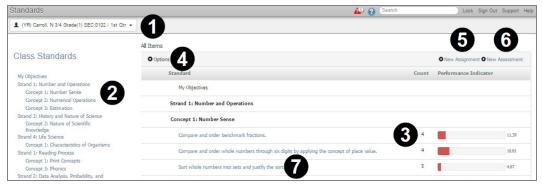
• Power Law is a mathematical formula that looks at how students performed on previous assessments and tries to predict how a student would score if they were assessed today. As a result, this formula can be used as an indicator of a student's current mastery of standards. In order to return a Power Law score, more than one assignment must be present and no assignments can be scored a zero. Scoring Standards using a rubric is helpful, though not required, when using Power Law to calculate overall grades.

Using the Standards Summary Screen

The Standard Summary screen presents a detailed overview of the standards used in your class and the class' performance on the standards.

Accessing the Standards Summary

• Select Standards from the Grade Book menu. The Standards Summary screen opens.



Standards Summary Screen

- Class Select a class to view the standards summary. •
- Class Standards Displays the standards selected or created on the Class Standards screen.
 See Configuring Academic Standards.
 - Select a standard to display the standard and related concepts display in the Standards Summary table.
- Standards Summary table Displays the standard, the count of assignments tied to the standard and the class' performance on the standard.
 - Select a standard that has performance indicators to view the Standard Details screen.

- Options Select an option: 4
 - Show Codes Select to display the standard codes.
 - Show Only Standards With Results—Select to display only the standards with performance indicators.
 - +New Assignment Select to <u>create a new assignment related to the</u> standard.
 - +New Assessment Select to create a new assessment related to the standard.



Standards Summary Screen

Only shows on systems that have Synergy Assessment activated. See the *Synergy SIS – Assessment User Guide*

• Select to view the Standards Detail screen 2.

Create Assignments from the Standards Summary Screen

1. Select a standard to select it. The selected icon displays.



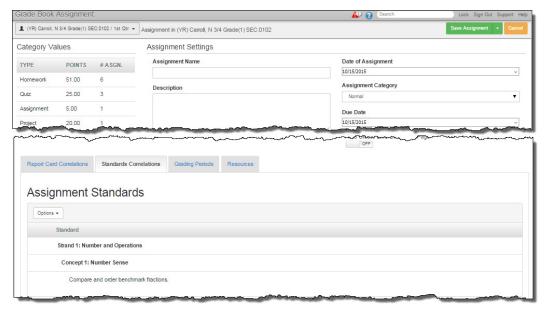
Summary Standards Screen

2. Click New Assignment.



New Assignment Screen

The Grade Book Assignment screen displays with the selected standard pre-populated on the **Standards Correlations** tab. See Creating Assignments.



Grade Book Assignment Screen (from Standards)

Viewing Standards Details

The Standards Detail screen displays the standard and the class' performance on the standard as a whole and as individuals.

- 1. Select Standards from the Grade Book menu. The Standards Summary screen opens.
- 2. Click the standard link.

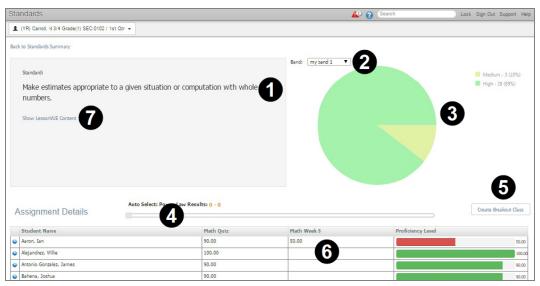


Only standards with assignments and results are available as hyperlinks.



Standards Summary Screen

The Standard Detail screen displays.



Standards Detail Screen

- Standard Displays the full text of the selected standard ①.
- Band Select the analysis band to apply to the standard's proficiency results 2.
- Standards Proficiency Band Analysis Displays the class' proficiency on the standard based on the selected analysis band 3.

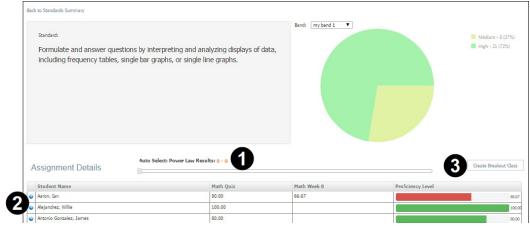
- Auto Select slider Selects the students that fall into the range on the standard aggregate method 4.
 - Create Breakout Class Select to create a breakout class.
 - Student Displays the performance of a student on the assignments associated with the standard and their proficiency on the standard itself. **6**
 - Show LessonVUE Content Displays content from LessonVUE if your district uses LessonVUE.



See the *Synergy SIS – LessonVUE User Guide* for more information.

Creating a Breakout Class from the Standard Detail Screen

You may want to create a breakout class based on proficiency level of students on the standard to provide additional instruction or support. You can select students individually or based on proficiency level.



Standards Detail Screen

- 1. Select the students to include in the breakout class by:
 - Using the Auto Select slider ①. Students whose proficiency level falls in the designated range display.
 - Click next to their name 2.
- 2. Click **Create Breakout Class 3**. The Class Manager screen displays and the **Students** tab is pre-populated with the students selected. See <u>Creating Breakout or Intervention</u> Classes.

Using the Analysis Tool

The Grade Book Analysis Tool screen displays the overall points, possible points, and percentage of points earned for each student. Values considered *at risk* highlight in **red**.

- You can organize and sort student grades using this tool to help analyze the grades for a
 deeper analysis of the student or class performance.
- You can save customized views of the students' grades for future use.

Analysis bands are a quick way to group students based on their performance. Use bands to monitor students whose grades need to meet a particular threshold for eligibility to participate in certain school programs such as sports or student council.

Analysis Bands display on the Grade Book Main screen and in the Analysis Tool. Teachers apply Analysis Bands in the Grade Book Setup screen on the **Class Settings** tab.



Analysis Bands also display in other areas of the system such as Assessments and Analytics.

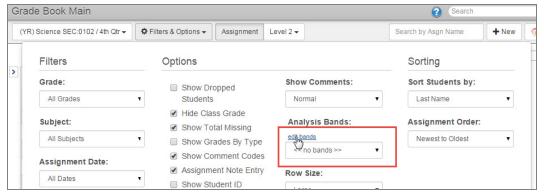
Configuring Analysis Bands

- 1. Open the Analysis Bands screen:
 - a. Select Analysis Tool from the Grade Book menu.
 - b. Click Setup Analysis Bands.



Analysis Tool Screen

Select edit bands from Filters & Options in Grade Book Main.



Grade Book Main Screen

3. Enter a name for the band.

4. Click **+INSERT**. The new band displays on the list.



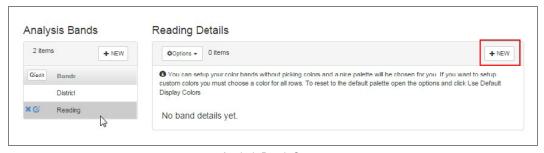
Analysis Bands Screen

Defining Analysis Bands

Select the band to define. The Details panel for the band displays.

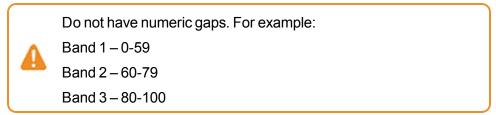
Add a New Band

1. Click New in the Details panel



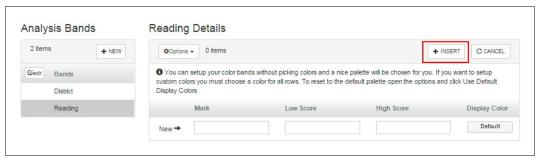
Analysis Bands Screen

Complete the Mark, Low Score, and High Score fields.



3. Click **Display Color** to use the Color Picker to define the color for the band.

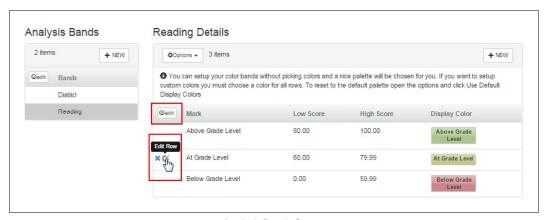
4. Click Insert.



Analysis Bands Screen

Edit Band Details

1. Select of to edit one row or dedit in the header to open all fields for editing.

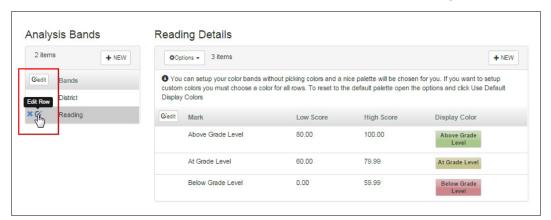


Analysis Bands Screen

- 2. Make the changes. The edited icon displays on edited rows.
- 3. Click Save.

Edit Analysis Band Name

1. Select 6 to edit one row or 6 in the header to open all fields for editing.

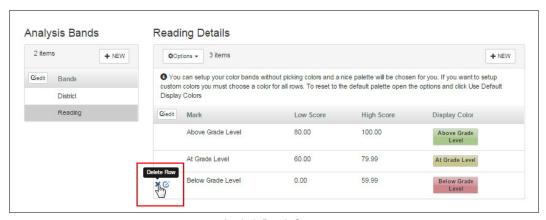


Analysis Bands Screen

- 2. Make the changes. The edited icon displays on edited rows.
- 3. Click Save.

Delete a Band

1. Select ** next to the row. The delete icon displays on the row.

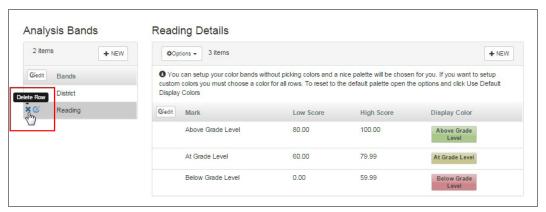


Analysis Bands Screen

- 2. Click Save. A confirmation dialog displays.
- 3. Click OK.

Delete an Analysis Band

1. Select * next to the row. The delete icon displays on the row.



Analysis Bands Screen

- 2. Click Save. A confirmation dialog displays.
- 3. Click OK.

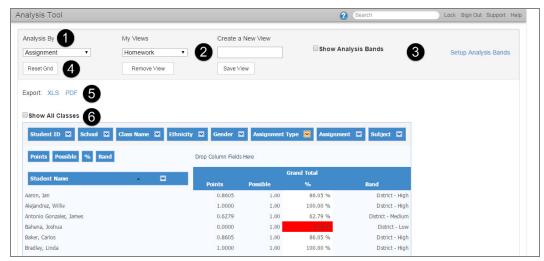


Once set up, apply analysis bands to classes using the <u>Class Setting</u> screen within Grade Book Setup.

Using the Analysis Tool

As a teacher, you must be focused to a school and class in order to use the Analysis Tool.

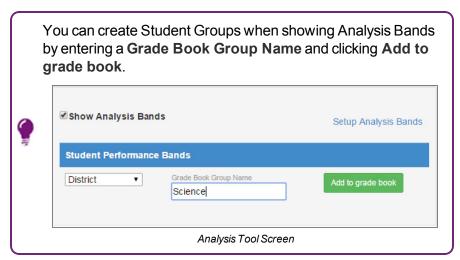
1. Select Analysis Tool from the Grade Book menu. The Analysis Tool screen opens.



Analysis Tool Screen

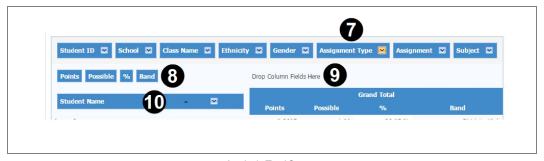
2. Select the filters:

- Analysis By Select to analyze by assignment, report card area, standard, or final mark/category.
- My Views Use with the associated buttons and field to create views based on filters
 you set up.
- Show Analysis Bands Select to display the student's performance against predefined bands. §



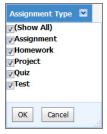
- Reset Grid Use to clear all filters.
- Export Export the screen using either the XLS or PDF link. 5
- Show All Classes Select to include the data from all classes for each student for the school year.

3. Customize the data displayed in the grid:



Analysis Tool Screen

Filter the data within columns by using the arrows on the column headings and click
 OK.



Analysis Tool Screen

Drag and drop the column headings including the Points, Possible, %, and Band columns, to the left and right to reorder them.



Analysis Tool Screen

 Drag a heading into the space above the grid to display the relative data for the heading in the grid.



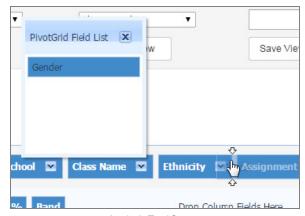
Analysis Tool Screen

 Select the arrow on the column heading to adjust whether the data is displayed in ascending or descending order.

- Right-click the column header to change the information displayed:
 - Hide Select to hide the filter list.
 - Show Field List Select to show the PivotGrid Field List to drag the hidden filter lists back into position.



Analysis Tool Screen

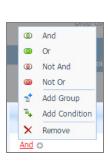


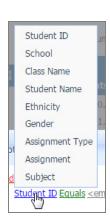
Analysis Tool Screen

• Show Prefilter – Select to use the column, conditions, and operators to filter the analysis information.



Analysis Tool Screen







Using Views

Once the data is filtered and sorted, you can save the view for use in other classes.

- To create a new view:
 - a. Enter a name for the screen in Create a New View.
 - b. Click Save View. The saved screen can be selected from My Views.
- To use a previously saved view, select the previously saved screen from My Views.
- · To delete a view:
 - a. Select the screen from My Views.
 - b. Click Remove View.

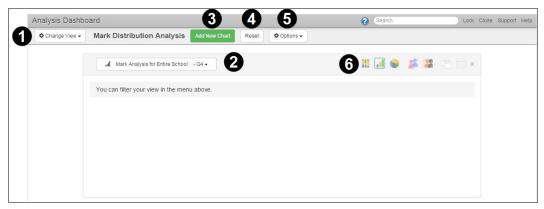
Exporting Data from the Current Screen

Export the screen as it displays on the screen by clicking either XLS or PDF.

Using the Analysis Dashboard

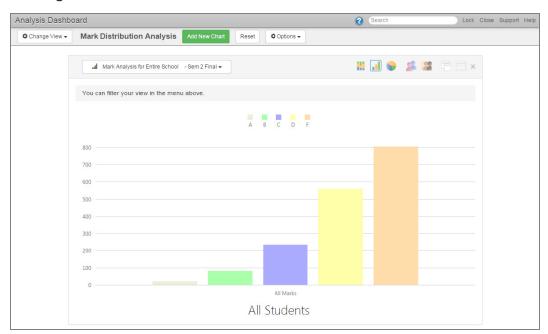
The Analysis Dashboard enables district administrators and principals to view Mark Distribution, Assessment, and Test History results for an entire school. The Analysis Dashboard uses dynamic filters to define the analysis parameters. The data can be viewed in bar or pie charts or be filtered by gender or ethnicity.

1. Select *Analysis Dashboard* from the **Admin** menu. The Analysis Dashboard screen displays the Mark Distribution Data by default.



Analysis Dashboard Screen

2. Click Change View to select another view: 1



Analysis Dashboard Screen

• *Mark Distribution* – Displays the overall grades and the number of students that received that mark. Normally used with section-based grading in secondary schools. Elementary schools normally use Report Card Item Analysis.

• Assessment Results – Displays the scores and number of students that received those scores on assessments created by the school or district.

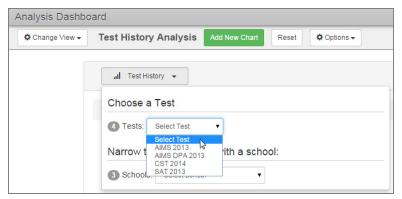


The district must be using the Assessment module to see Assessment Results. See the *Synergy SIS – Assessment User Guide*.

- Test History Displays the scores and number of students that received those scores on tests imported to Grade Book.
- 3. Use the dynamic filter to select the chart's focus. 2

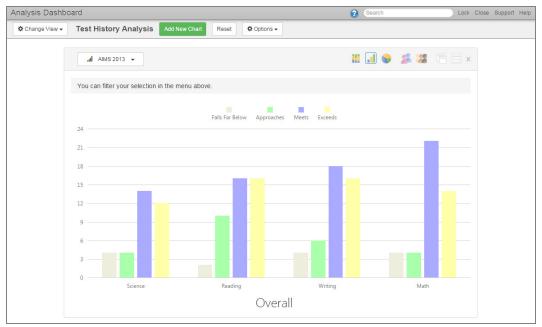


Additional filters display as selections are made.



Analysis Dashboard Screen

The data displayed on the dashboard changes to match the filters.



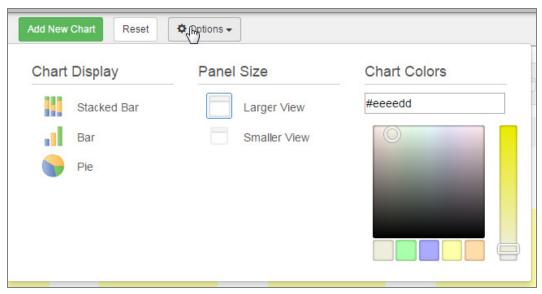
Analysis Dashboard Screen

4. Select the type of chart. 3



Analysis Dashboard Screen, Chart Types

- Full Stacked Bar Chart
- Bar Graph
- Pie Chart
- Gender Breakout
- Ethnicity Breakout
- 5. Click **Add New Chart** to add additional charts to the bottom of the screen. Select different filters to perform a comparison.
- 6. Click **Reset** to remove all filters and selections. **5**
- 7. Click Options to: 6
 - Change the Chart Display
 - Select the Panel Size
 - Select Chart Colors



Analysis Tool Screen

Running Admin Reports



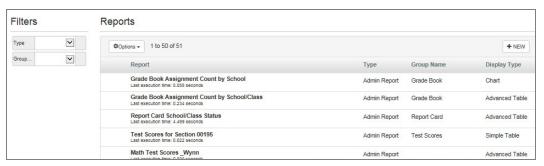
Users without access to Grade Book can access Admin Reports from Synergy SIS > Grade Book> Admin Reports.

Admin Reports are SQL-based reports created by your district and made available to specific users (such as Teachers, Principals, and Specialists.) Your district sets your ability to access Admin Reports and the reports that you can run. Admin Reports can be:

- Simple Table that does not allow you to manipulate the results
- Advanced Table that allows you to manipulate the results

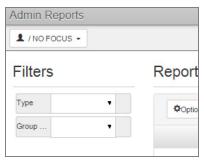
To run the reports:

1. Select Admin Reports in the Admin menu. The Admin Reports screen opens.



Admin Reports Screen

1. Use the filters to locate the report.

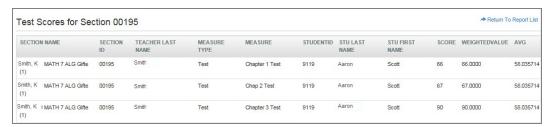


Admin Reports Screen

- 2. Select the report name. The report displays.
 - Viewing a Simple Table Report:



You can only view reports in Simple Table format. They cannot be exported into XLS or PDF.



Simple Table Report

· Viewing an Advanced Table Report:



Advanced Table Report

- a. Group or filter the data for analysis using one of the following methods:
 - Click the header to sort the column in ascending or descending order.
 - Enter a value to filter the column. 2 Click Clear Filters to remove. 3
 - Drag a column header into box to group the results.
- b. Export the report in Excel or a PDF format. **5**

• Viewing a Chart Report:



You can only view reports in Chart format. They cannot be exported into XLS or PDF.

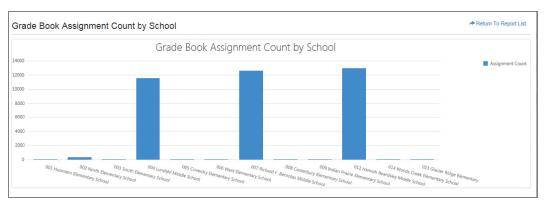


Chart Report

Chapter 6: Progress Reports and Report Cards

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Creating Custom Progress Reports	218
Elementary Custom Report Card Setup	224
Working with Elementary Custom Report Cards	232
Viewing Missing Marks	255
Marking Report Cards Complete	256
Printing Report Cards	257
Using Report Card Item Analysis	258

Creating Progress Reports

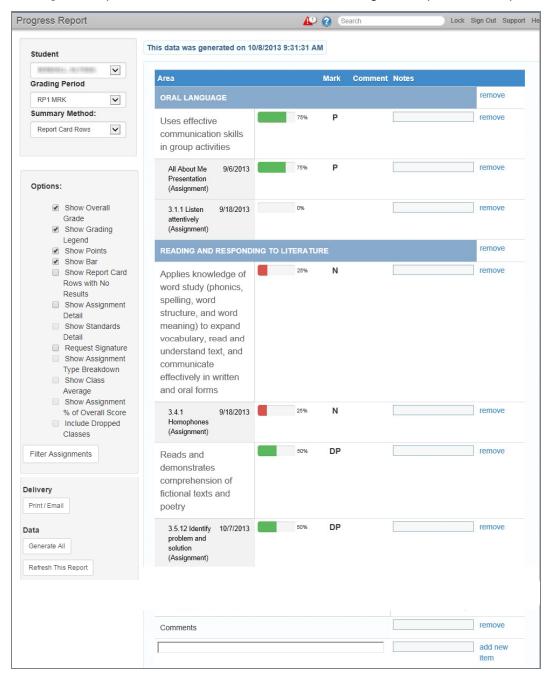
The Progress Report screen enables you to create progress reports that you can customize and email or print for distribution. Information aggregates by Report Card Row or by Section. Options include the ability to show:

- Points
- · Progress bar
- Assignment detail
- · Category breakdown
- Class average
- · Assignment percentage of overall score
- Parent signature request

You can filter the assignments displayed in the progress report using the Filter Assignments functionality.

Generating Progress Reports

1. Select *Progress Report* from the **Grade Book** menu. The Progress Report screen opens.



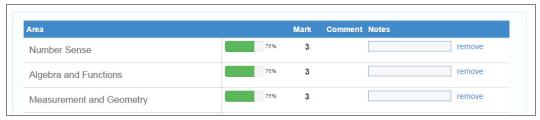
Progress Report Screen

- 2. Select a Student.
- 3. Select a Grading Period.
- 4. Select a **Summary Method**. Options include:



Click **Refresh This Report** when changing the selection to update the Progress Report data.

Report Card Rows – Displays the current score based on the report card rows.
 Typically used by elementary schools that use Standard Based Report Card.



Progress Report Screen, Summary Method - Report Card Rows

- By Section Typically used by secondary schools that use report cards from Synergy SIS
- By Standard Displays a summary of the scores based on the standards. (Summary Method)



Progress Report Screen, Summary Method - By Standard

Class Summary – Shows the class and subject scores



Progress Report Screen, Summary Method - Class Summary

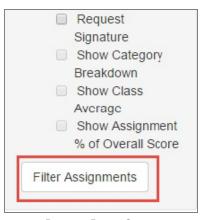
- 5. Select report output options: (options vary depending on the Summary Method selected):
 - Show Overall Grade
 – Adds a row at the top that shows Overall Class Grade
 - Show Grading Legend Adds a legend that displays the score types used for the class to the progress report when Show Overall Grade is selected
 - Show Points

 Adds a column that shows points earned/possible by assignment, category, and class.

- Show Bar

 Adds a column that provides a visual indicator for performance by assignment, category, and class.
- Show Report Card Rows with No Results Displays the report card rows where no scores were entered.
- Show Assignment Detail- Includes assignments results on the progress report.
- Show Standards Detail- Includes standards results on the progress report.
- Request Signature—Adds a signature line for parents to sign acknowledging receipt.
- Show Category Breakdown

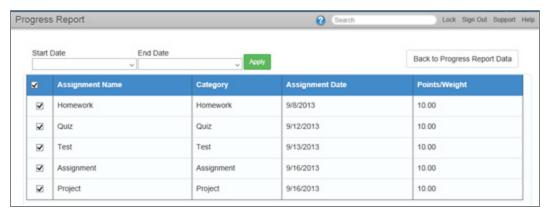
 Includes category level detail on the progress report
 output.
- Show Class Average— Adds a column that displays the class average for each assignment, category, and class.
- Show Assignment % of Overall Score
 – Adds a column that displays the impact of each assignment and category in the overall grade.
- Include Dropped Classes Includes dropped classes in the progress report when Summary Method is set to Class Summary.
- 6. Click Filter Assignments under Options, if needed.



Progress Report Screen

The Filter Assignments screen opens.

- a. Filter the assignments by the Start Date and End Date, if needed.
- b. Select assignments to include in the report output.
- c. Click Apply.
- d. Click Back to Progress Report Data.



Filter Assignments Screen

7. Click **remove** to remove the selected item from the report output, if needed. The removed item does not display on the printed or emailed report. Removed items are restored to the report when it is refreshed.



Removed items are restored to the report when it is refreshed.

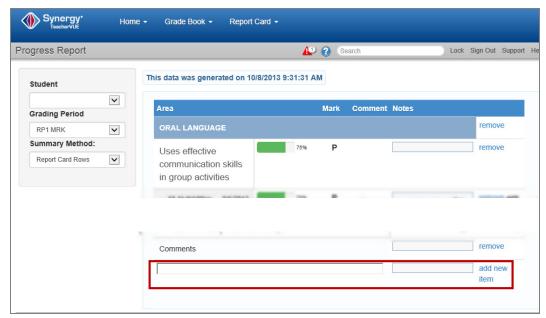
- 8. Click an option:
 - Generate All Select to produce/refresh progress reports for all students in the current class.
 - Refresh This Report Select to produce/refresh data for the selected student.
- 9. Add custom items to appear on your individual student's progress reports, if needed.



Refreshing or regenerating the reports removes custom items.

- a. Scroll to the bottom of the Progress Report screen. The new item row is the last row on the screen.
- b. Enter an item name.
- c. Add Notes, if desired.

d. Click **add new item**. This new item displays on the currently selected student's progress report.



Progress Report Screen



If adding more than one custom item, reposition the newly created item by selecting the row and dragging up or down to the desired position. Only custom items can be repositioned.

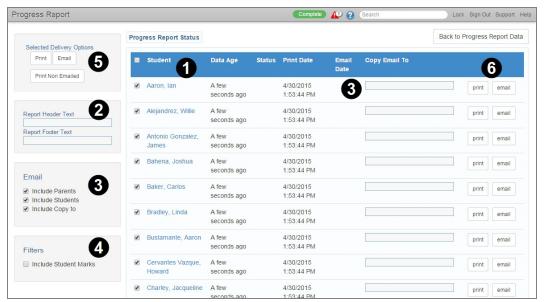
Delivering Progress Reports

1. Click **Print/Email** on the Progress Report screen.



Progress Report Screen

The Progress Report Status screen opens.



Progress Report Status Screen

- Select the students that you want to print progress reports for. **①**
- Enter Report Header Text and Report Footer Text, if needed. This text displays on all generated student progress reports.

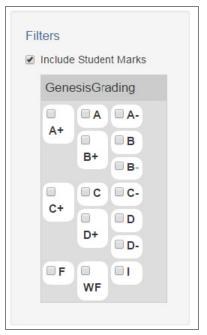
• Email – Select the individuals that receive the progress report email, if needed. 6





If Include Copy to is selected, add Copy Email To email address within the grid. Add multiple email addresses by separating addresses with a comma or semicolon.

• Select Filters, if needed: 4



Filters

- a. Include Student Marks Select to show the Overall Grade mark on the progress report.
- b. Select marks to email or print progress reports for students with the selected marks only.
- 2. Select Delivery Options: **5**
 - Click print to produce PDF version progress reports.



To produce a PDF version of the progress report for a single student, click Print in the student's row.

• Click email to email progress reports to the recipients identified under Email. 6



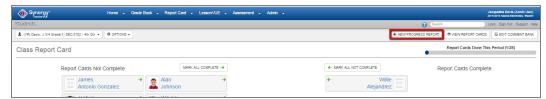
To email the progress report to the recipients for a single student, click Email in the student row

- Selected student and parent recipients must have valid email addresses on the Parent and Student screens in Synergy.
- Parents must have Educational Rights selected on the Parent/Guardian tab of the Students screen for parents to receive emails.
 - After emailing progress reports, any students without valid email addresses are flagged in the Status column. Click Print Non Emailed to generate PDF versions of the progress reports for these students.

Creating Custom Progress Reports

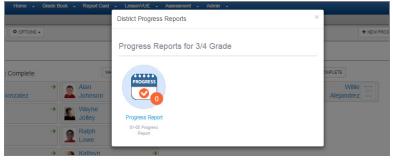
Adding Progress Report

- 1. Select Student from Report Card menu.
- Select +New Progress Report. The District Progress Reports screen displays.



Class Report Card Screen

a. Click Progress Report icon

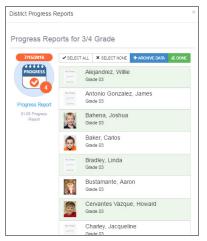


Progress Reports Screen

b. Select the student names for to receive a progress report.

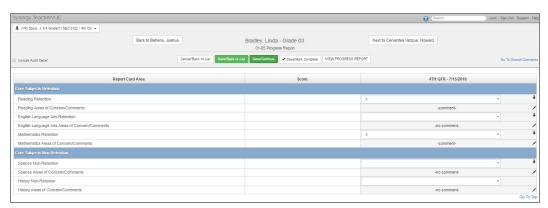


Selected student's names highlight. Selecting the students name again removes the highlight.



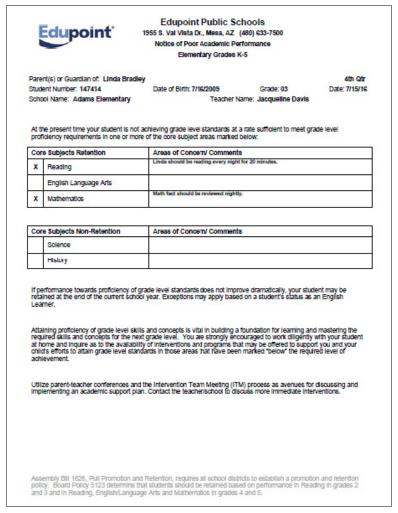
District Progress Reports Screen

- c. Click **Done**. The Progress Report screen displays.
- 3. Select a student's name.
 - a. Enter information in progress report.
 - b. Click Save/Continue.
 - c. Click **View Progress Report** to print progress reports. The progress report prints using the custom template.



Progress Report Screen

The progress report prints using the custom template.



Sample Progress Report

Generating Custom Progress Reports for Students

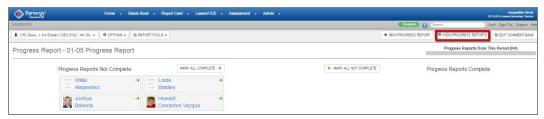
For students that have a Progress Report selected:

1. Select Progress Report from Report Focus.



Student Screen, Progress Report

2. Click View Progress Reports to:

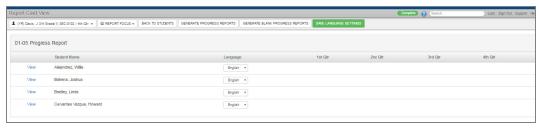


Student Screen, Progress Report

- Generate Progress Reports
- Generate blank Progress Reports
- Change the language of a progress report is printed.



This screen works the same as View Report Card screen.



Progress Report Screen

Archiving to Create New Progress Report:

Before creating a new set of Progress Reports, archive the last set of Progress Reports.



You can edit the current set of progress reports and add new students without archiving the current Progress Report.



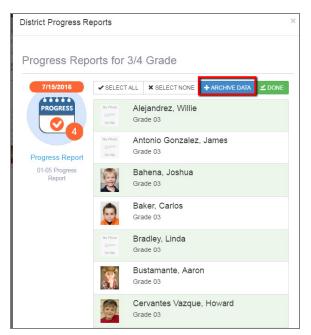
Once Progress Reports are archived, they are stored in the database and teachers NO longer have access to them.

- 1. Click +New Progress Report.
- 2. Select Progress Report.



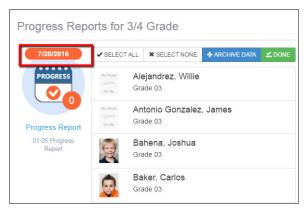
Progress Report Screen

3. Click +Archive Data.



District Progress Reports Screen

A new Progress Report group creates with the current date.



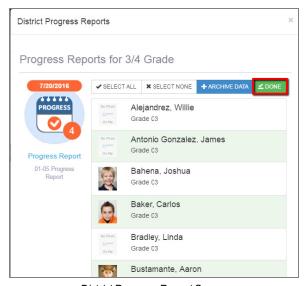
New Progress Reports Screen

4. Select the students name for the new Progress Report.



It can be the same students or a different group of students. Selected students highlight. Selecting the student again with removes the highlight.

5. Click Done.



District Progress Report Screen

The new Progress Report group is available from **Report Focus**. Only current Progress Reports can be edited or viewed.



Progress Report Screen

Elementary Custom Report Card Setup

Prior to entering marks in the student report cards, you may want to:

- Assign report card types to individual students
- · Create or modify report card comments
- Identify students that require a non-English report card
- Delegate report card items to other teachers

Assigning Report Card Types to Individual Students

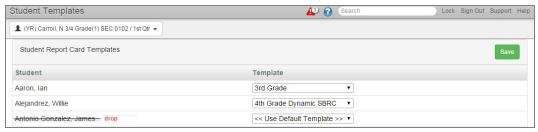
Normally one report card template is used for an entire class, however, there may be situations where you need to select a different report card for certain students.

For example, if you are teaching in a multi-age classroom, you may assign one report card template for all your 1st grade students and another one for all your 2nd grade students.



The district creates all the report card templates and sets the Default Template.

- Select Student Template from the Grade Book menu. The Student Templates screen displays.
- 2. Select a **Template** for a student from the drop-down.



Student Report Card Template Screen



3. Click Save.

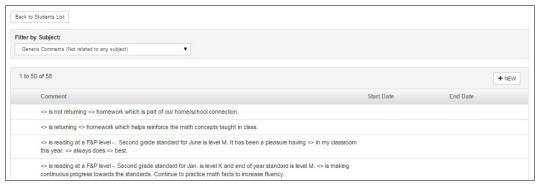
Report Card Comments

The Comment Bank lists the comments available to display on the student's report card.



Not all teachers have permission to create their own comments. Some teachers may be required to use only their district's comment bank.

- 1. Open the Comment Bank screen.
 - Select Comment Bank from the Report Card menu.
 - Select Edit Comment Bank from the Report Card > Students screen. The Comment Bank screen displays.



Comment Bank Screen

2. Click **New** or ⁶.



Comment Bank Screen

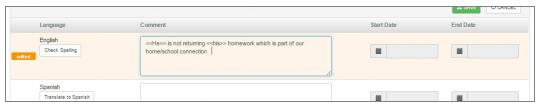
The Comment displays.



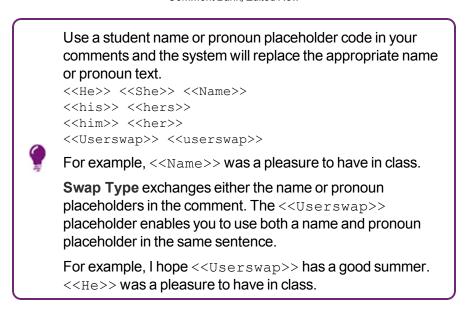
Comment Editing Panel

3. Define the comment:

a. Enter the comment text. The edited icon displays in the row.



Comment Bank, Edited Row



- b. Enter a **Start Date** and **End Date**, to make the comment available only during a set time period.
- 4. Click Save.

Non-English Report Cards

If the district has report cards in languages other than English, the Report Card View screen identifies the students that receive non-English report cards.

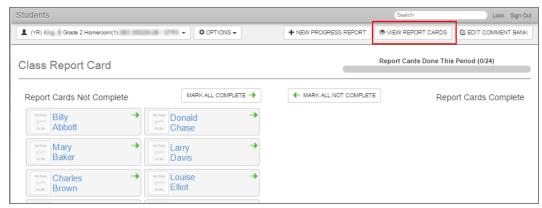
The language displayed on the screen is the **Home Language** set in Synergy SIS.



The language must have been imported into Grade Book for the language to display. If a language was not imported, then **English** displays.

For example, if only English and Spanish were imported into Grade Book and the student's **Home Language** is *Korean*, English displays.

- 1. Select Students from the Report Card menu.
- Click View Report Cards. The student Report Card View displays.



Class Report Card Screen

- Select the Language for any students receiving a non-English Report Card to override the language setting.
- Select the Home Language selected in Synergy SIS to clear an override.
- Clear Print in Home Language in the Options drop-down to print all report cards in English.
- Click View next to the student's name.



Report Card View Screen

Report Card Delegation

Homeroom teachers use the report card Delegation screen to assign specific report card areas/rows to other teachers for grading purposes. Teachers can delegate by student or class, depending on their needs.

You can use the screen to:

- Grant report card access to teachers that do not have students in their classes.
- Restrict report card access to only the report card areas a teacher is responsible for.

Two examples of when you should use this screen:

- Example 1: Mrs. Smith is responsible for the Reading report card rows for Emily, a student in Mr. Jones' class. Emily is not in Mrs. Smith's class; however, she needs to enter Emily's grades for Reading. Mr. Jones, the Homeroom teacher, grants access to Emily's Reading Report Card rows to Mrs. Smith using the report card Delegation screen.
- Example 2: Mrs. Smith and Mr. Jones rotate their students. Mr. Jones is the Homeroom teacher and Mrs. Smith is the Reading teacher. Both teachers, by default, have access to all report card areas for their students, but it was decided that Mrs. Smith should only have access to the rows of the report card that address Reading that she is directly responsible for. Mr. Jones restricts Mrs. Smith's report card access to Reading report card rows only. Mr. Jones, as the Homeroom teacher, maintains access to all report card areas for the students in his Homeroom class.



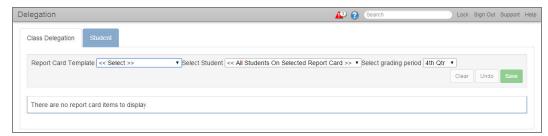
The report card Delegation screen uses Homeroom data for students, as defined in Synergy SIS. The Delegation screen is intended for use by Homeroom teachers. Teachers are only able to delegate rows for students in their Homeroom class. Verify that a Homeroom period was defined in School Setup and that the **Update Homeroom Data** process ran at least once.

Report Card Specialists: There may be times when teachers or other school/district staff who do not have any classes assigned to them in Synergy need to enter grades on student report cards.

- These teachers/staff are set up as Report Card Specialists.
- The Homeroom teacher delegates report card rows to the Report Card Specialists using the report card Delegation screen.
- Report Card Specialists log into the Grade Book though Grade Book Admin.

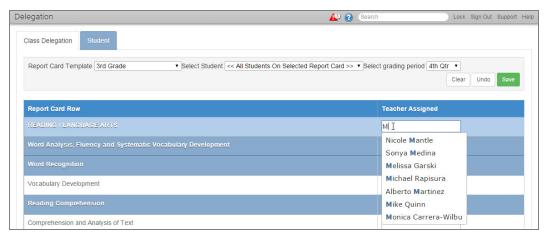
Delegating Report Card Items

1. Select *Delegation* from the **Report Card** menu. The Report Card Delegation screen opens.

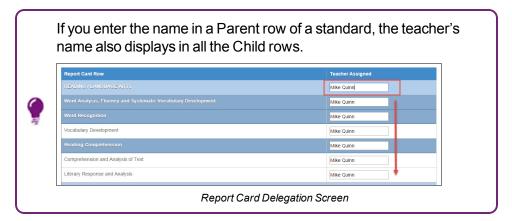


Delegation Screen

- 2. Select the following:
 - Report Card Template Select the template that contains the rows to delegate.
 - **Select Student** Select the student to delegate or select << *All Students on Selected Report Card*>>.
 - Select grading period Select the period or select << All>> to delegate all grading periods.
- Type the name of the **Teacher Assigned** that the row is delegated to and select from the drop-down.



Report Card Delegation Screen

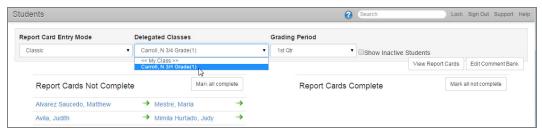


4. Click **Save**. Grade Book delegates the selected rows to the teacher identified in the **Teacher Assigned** column.

Entering Grades for Delegated Report Card Items

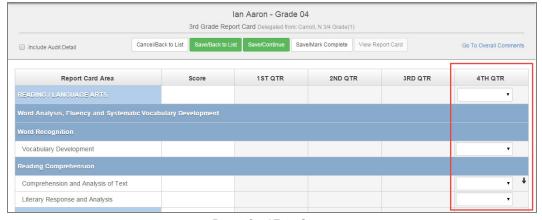
Once the Homeroom teacher finishes delegating student's report card rows to the other teacher, the other teacher can access the student's report card rows delegated to them.

- 1. Select Students from the Report Card menu.
- 2. Access the delegated report card Items:
 - Go to next step if the delegated students are also scheduled in this teacher's class.
 - Select the delegated class from Delegated Classes if the delegated students are not scheduled to any of the teacher's classes.



Student Report Cards Screen

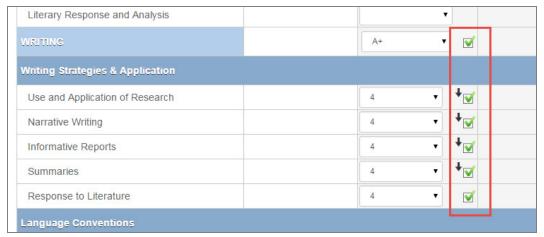
3. Select a student from the student report card list. The teacher sees only assigned or delegated rows appear on the screen.



Report Card Entry Screen

- 4. Select grades.
- 5. Save the student grades:
 - Save/Back to List To save the report card grades and choose another student.
 - Save/Continue To save the report card and continue entering grades for the student.
 - Save/Mark Complete To save the report card and mark it complete.

The Homeroom teacher can verify all marks entered for a student by viewing the grade entry screen for the student. Any rows that have been marked complete by other teachers/specialists appear with a checkmark to the right of the assigned mark.



Report Card Entry Screen

Working with Elementary Custom Report Cards

If your district uses elementary custom report cards, teachers print these report cards for the students from Grade Book. Teachers do not have to be actively using Grade Book to complete their report cards from Grade Book. There are different process to complete report cards for teachers who use Grade Book and for teachers who do not.



For districts that use secondary custom report cards, elementary teachers use the same process that secondary teachers to complete their grades.

For elementary teachers using elementary custom report cards, the following workflow guides you through the process of completing report cards:

- 1. Choose a method for entering grades:
 - Use <u>Report Card Preview</u> or <u>Report Card Preview by Standards</u> to transfer student
 marks if you use Grade Book to enter assignments, correlate the assignments to report
 card rows. If you enter scores for the assignments into Grade Book, Grade Book
 calculates the grade for the current grading period and copies the grade to the report
 card eliminating the need to enter grades manually.
 - Enter Report Card Grades manually if you have not created, correlated, and scored assignments report card rows. The three ways to enter report card grades are:
 - Report Card Matrix Allows you to enter grades for the whole class from one screen.
 - <u>Classic Report Card Entry Mode</u> Allows you to enter grades for each student individually.
 - <u>Report Card Wizard</u> Allows you to enter grades for each student with additional student data not available in Classic Mode.

- 2. Enter Report Card Comments for the current grading period or use commonly used comments from the Comment Bank.
- 3. <u>Select Bilingual Report Cards</u> if your district/school prints report cards in languages other than English and identify the students who receive non-English report cards.
- 4. Mark Report Cards complete to allow the office to print report cards from Synergy SIS.

•

When more than one teacher has assignments tied to a report card item, Report Card Preview allows overall grades to calculate using category weighting. All teachers must use the same <u>category</u> <u>weighting</u> for this functionality to be active.

Overall grades calculated using category weighting are identified with a red asterisk (*).

Term Weighting

When using Term Weighting with elementary custom report cards:

- The Report Card Preview screen displays an Overall Score column along with separate columns for the different marks used in the calculation.
- Only the report card rows set as Computational display.
- Each mark period is equally weighted and the Overall Score column displays the average of the scores earned for each mark period.
- The Calculated Mark column displays the mark to transfer to the report card. The teacher can manually select a mark before transferring to the report card.



Unscored mark periods are ignored in the Overall Score calculation. A student with scores in only three of the periods displays the average of the three scores in the Overall Score column.

Using Report Card Preview to Transfer Marks

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

- Overall performance by report card area and class for each student
- · Assignments correlated to each report card area for each student

From this screen, the Homeroom teacher adjusts grades by:

- Excluding certain classes from the overall grade calculation
- Overriding the final grades

After making adjustments, teachers either transfer marks to the report card for students individually or all students at once.

Report Card Preview Screen

Reviewing Grades

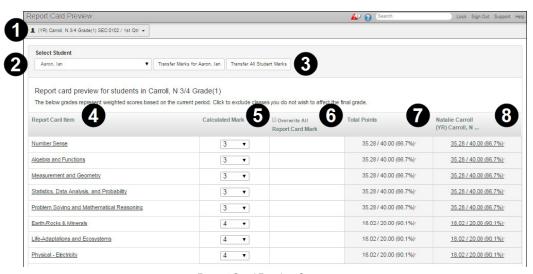


If your report card is set up to use your standards as report card rows, see Report Card Preview by Standards.

1. Select *Report Card Preview* from the **Report Card** menu. The Report Card Preview screen displays.



Any score with an asterisk (*) indicates that category weighting was used to calculate the final grade.

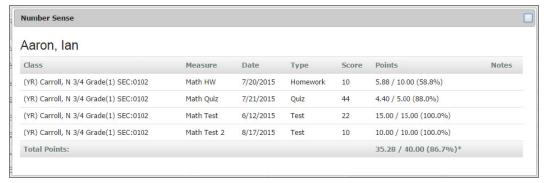


Report Card Preview Screen

- Class and Grading Period

 Select to change the Class or Grading Period in focus.
- **Select Student** Select a student from the list. **2** The student's marks appear on the screen for each report card area.
- Transfer Marks Select a transfer option:
 - Transfer Marks for <Student Name> Select to transfer the calculated marks for the selected student.
 - Transfer All Student Marks Select to transfer marks for all students in the selected class.

• Report Card Item – Select the link to view the assignments used to determine the final grade for a given report card area. 4



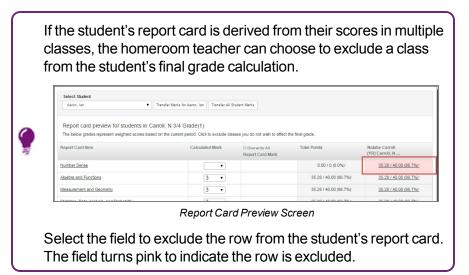
Report Card Preview Screen, Report Card Item Assignments

• Calculated Mark – The mark calculated by Grade Book for the selected student. 5



You can override the calculated marks.

- Report Card Mark The mark currently on the Report Card for the select student.
 Select Overwrite All to override the calculated mark for all students.
- Total Points The student's points earned/total points possible (the percentage).
- Class/Subject Total Points The total points earned/total points possible (the percentage).

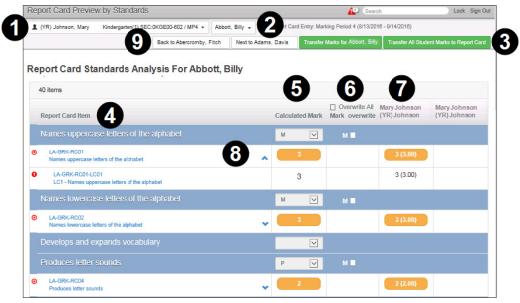


2. Repeat for another student or transfer marks to the report card.

Report Card Preview by Standards Screen

Reviewing Grades

1. Select *Report Card Preview by Standards* from the **Report Card** menu. The Report Card Preview by Standards screen displays.



Report Card Preview

- Class and Grading Period

 Select to change the Class or Grading Period in focus.
- Select Student Select a student from the list. 2 The student's marks appear on the screen for each report card area.
- Transfer Marks Select a transfer option: 3
 - Transfer Marks for <Student Name> Select to transfer the calculated marks for the selected student.
 - Transfer All Student Marks Select to transfer marks for all students in the selected class.
- Report Card Item Select to view the standards 3 used to determine the final grade for a given report card area. 4
- Calculated Mark The mark calculated by Grade Book for the selected student.

 Calculated Mark The mark calculated by Grade Book for the selected student.



- Report Card Mark The mark currently on the Report Card for the select student.
 Select Overwrite All to override the calculated mark for all students.
- 2. Repeat for another student **9** or transfer marks to the report card.

Transferring Marks to the Report Card

After completing all scoring for the assignment types for the student or class, transfer the marks to the report card.

On the Report Card Preview or Report Card Preview by Standards screen, select one of the following:



Report Card Preview, Transfer Marks



Report Card Preview By Standards, Transfer Marks

Transfer Marks for <Student Name> – Select to transfer the marks for the currently selected student to their report card.
 A confirmation message displays.

• Transfer All Student Marks:

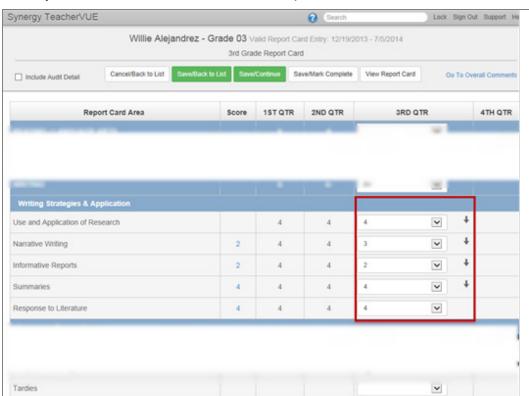
- 1. Select to transfer marks for all students. 2 A confirmation message displays.
- 2. Click **OK**. The screen displays the progress of the transfer.
- 3. Verify the marks transferred:
 - a. Select Students from the Report Card menu.
 - b. Select Report Card from the Report Focus drop-down.



Report Focus

c. Select a student from the list. The student's report card displays.

Go To To



d. Verify the marks transferred to the student report cards.

2nd Qtr

NO COMMENTS ENTERED.

1st Qtr

Α

Student Report Card Preview

3rd Qtr

Comment to work with Willie

is a pleasure to have in class.

4th Qtr

NO COMMENTS ENTERED.

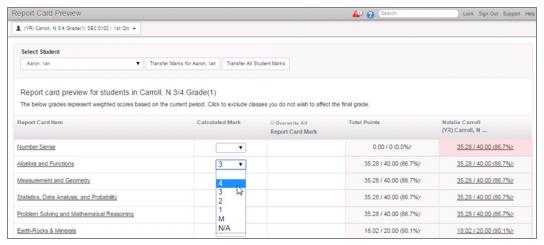
Overriding the Final Mark



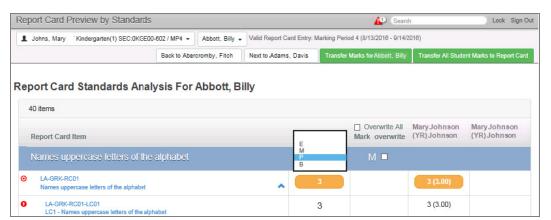
Marks must be on the report card in order to override. Marks can be entered into the report card manually or by transferring the mark.

The final mark displayed on the Report Card Preview or Report Card Preview by Standards screen is the system-calculated score. Override the final mark by entering another.

1. Select the desired mark for the report card item from **Calculate Mark**.



Report Card Preview Screen



Report Card Preview By Standards Screen

2. Select the **Overwrite** option next to the report card mark.



Report Card Preview, Overwrite Mark



Report Card Preview By Standards, Overwrite Mark



Select the **Overwrite All** option at the top of the column when many marks changed.

3. Transfer the mark to the student's report card.

Entering Report Card Grades Manually

There are three methods for entering student grades onto the report cards. These include:

- Report Card Matrix Use to enter grades for the whole class by report card areas/rows.
- Classic Mode Use to enter students' grades one by one for the different report card areas/rows.
- Report Card Wizard Use to enter students' grades individually using additional data only available on this screen.

Using the Report Card Matrix

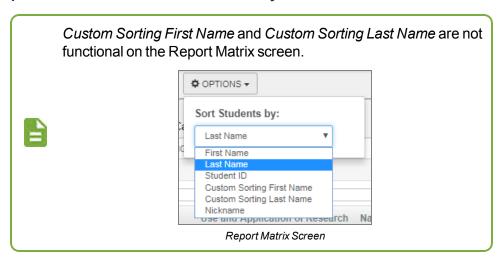
If report card rows do not correlate to any assignments in Grade Book, use the Report Card Matrix screen to assign grades to multiple students.

1. Select *Report Card Matrix* from the **Report Card** menu. The Report Card Matrix screen displays.



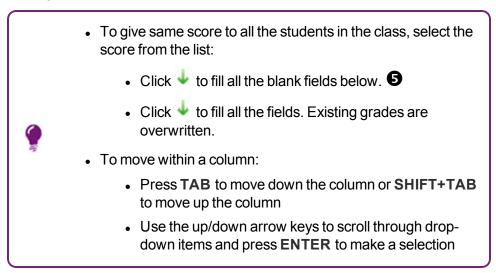
Report Card Matrix Screen

- 2. Select the focus.
 - Options Select how to Sort Students By. 2



- **Template** Choose the name of the report card template from the list, normally a grade level name. **3**
- Report Card Rows Select the rows to display. 4 The list of students in the class displays along with the report card areas that the teacher is responsible for.

3. Enter student grades. 4

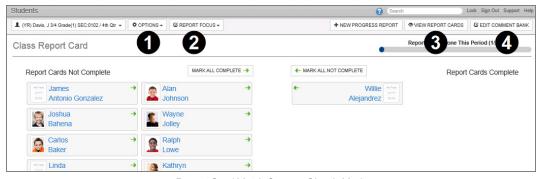


4. Click Save Scores.

Using Classic Report Card Mode

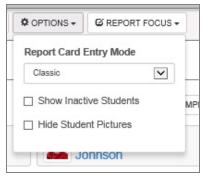
Use Classic Report Card Mode to enter or change a student's report card.

1. Select Students from the Report Card menu. All report cards display with their status.



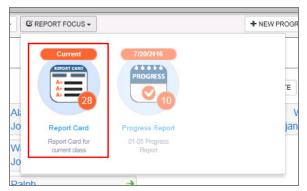
Report Card Matrix Screen, Classic Mode

- Options Select from the drop-down: 1
 - Report Card Entry Mode Select Classic from the drop-down.
 - Show Inactive Students Select the check box to view inactive students.



Report Card Matrix Screen

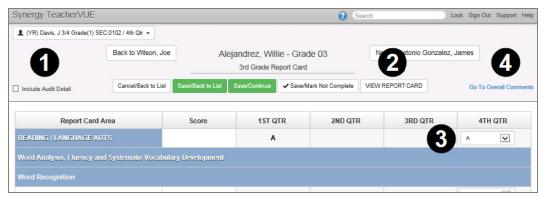
• Report Focus – Select Report Card. 2



Report Card Matrix Screen

- View Report Cards Click to view or print the report cards. 3
- Edit Comment Bank Click to edit the comment bank. 4

2. Select a student's name. The student's report card displays.

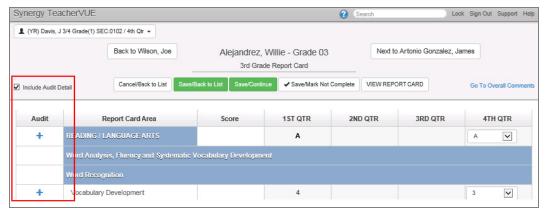


Student Report Card Screen

Scores display when a teacher or specialist enters scores manually or there are report card rows correlated to assignments.

Include Audit Detail – Select to include an audit.

 An audit column displays next to the report card rows. Click to view the audit details.



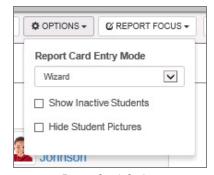
Classic Mode, Audit Details

- View Report Card Click to view a PDF of the student's report card. 2
- Enter any scores necessary from the list in in the current grading period column.
- Go to Overall Comments Click to jump to the comment section of the report card.
- 3. Save any changes using one of the options.

Using the Report Card Wizard

The Report Card Wizard enables you to assign final grades by Report Card Area. When assigning grades using this screen, you have additional information not available in the Classic Report Card Mode.

 Select Students from the Report Card menu. The Student Report Card screen displays, listing all report cards and their status. 2. Select Wizard from the Report Card Entry Mode drop-down in the Options drop-down.



Report Card, Options

- 3. Select a student name from Report Cards Not Complete. The Wizard opens.
- Select a report card item from Report Card Area. A breakdown of student information displays.



Report Card Wizard

 The Highest Score, Lowest Score, Median, Mode, Mean, and Power Law information displays for all assignments related to that report card area.



Due to the nature of Power Law calculations, scores do not display if any assignment has been marked a zero OR if there is not more than one scored assignment in the report card area.

- A graph breaks down the student assignment scores, providing a visual model to help base grading on.
- Previous report card scores for the content area are depicted underneath the graph along with the assignments tied to the report card area. 3
- The assignments that correlate to the selected Report Card Areas display at the bottom
 of the screen.
- 5. Select the desired grade/score next to the graph window. Once you select a score, it transfers to the Report Card Area and the Wizard automatically moves to the next Report Card Area.
- 6. Choose an option:
 - View Report Card Click to view a PDF of the report card.
 - Return to Student Roster
 - Select another student.
 - Enter comments.
 - Mark Complete Click to mark the report card complete and move to the next student.

Entering Grades as a Specialist

There may be teachers, particularly in an elementary school, who teach a subject to students from several classes. Examples of these types of teachers include art or music teachers, physical education teachers, reading intervention teachers, and speech therapists. These teachers may or may not be assigned their own class sections within Synergy SIS.

Report Card Specialists – Specialists in standards-based schools that are not assigned their own sections in Synergy SIS do not have access to the TeacherVUE software. See <u>Logging in as a Principal</u>, Specialists, or District Staff.

- They access Grade Book through the Grade Book Admin Login screen in Synergy SIS.
- They do not maintain their own Grade Book
- They use Grade Book to modify the sections of the report card assigned to their area of specialty.

Section Specialists – Specialists in standards-based schools that are assigned to their own sections in Synergy SIS access Grade Book using TeacherVUE.

- They maintain their own Grade Book for their assigned sections.
- They can only modify the sections assigned to their area of specialty in the report card.

Report Card and Section Specialists use the Report Card Matrix screen to enter grades.

To enter grades as a specialist:

- 1. Log in to Grade Book.
 - Report Card Specialist <u>Log in to Grade Book as a specialist and select the class</u> focus. Report Card Matrix screen displays.
 - Section Specialist
 - a. Log in to Grade Book as a teacher.
 - b. Select a class. Grade Book opens.
 - c. Select *Report Card Matrix* from the **Report Card** menu. The Report Card Matrix screen displays.
- 2. Select the report card **Template**, normally a grade level name. The list of students in the class displays, along with the report card items/areas that the specialist is responsible for.

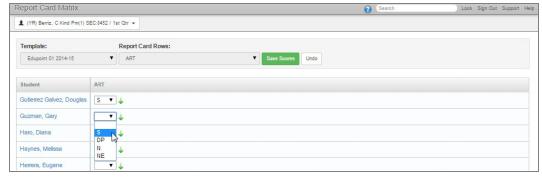


If Section Specialist, select the Report Card Row if required.



Report Card Matrix

3. Select the student's grade from the drop-down.



Report Card Matrix

4. Click Save Scores.

Entering Report Card Comments

Before marking report cards complete, you may want to enter report card comments for each student.

Using Classic Report Card Mode

- 1. Select *Students* from the **Report Card** menu. The Student Report Card screen displays, listing all report cards and their status.
- 2. Select Classic from the Report Card Entry Mode list.
- 3. Select a student's name.
- 4. From the student's report card screen:
 - To add an overall comment:
 - a. Click Go To Overall Comments. The screen jumps down to the comment section.



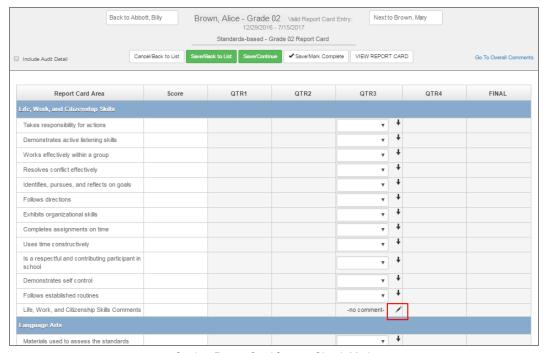
Student Report Card Screen

b. Click for the grading period to edit the comments. The Comment section displays.



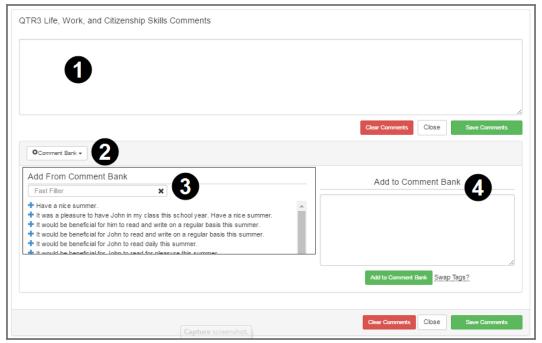
Student Report Card Screen, Classic Mode

• To add a comment for a row on the report card, click .



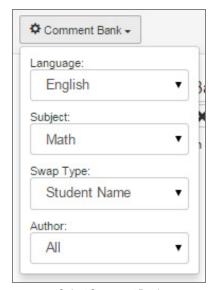
Student Report Card Screen, Classic Mode

5. Enter comments:



Student Report Card Screen, Report Card Comments

- Main comment area Enter comments specific to the student.
- Select a Comment Bank. 2
 - Language Select from languages used by your district.
 - Subject Select < NO SUBJECT > or a specific subject.
 - Swap Type Select from Student Name or Pronoun.
 - Author Select from All, District Comments, and My Comments.



Select Comment Bank

• Add From Comment Bank – Click * next to any comments that you want displayed.





The selected comments display in the main comment area. Not all teachers have permission to create their own comments. Some teachers may be required to use only their district's comment bank.

- (Optional) Add to Comment Bank. 4
 - a. Enter text for the comment using Swap Tags if necessary.
 - b. Click Add to Comment Bank. The comment display under Add From Comment Bank.

Use a student name or pronoun placeholder code in your comments and the system will replace the appropriate name or pronoun text.

<<he>> << he>> << he>> << his>> << hers>> << him>> << her>> << him>> << her>> << Userswap>> << userswap>> << her>> << her<> <> << her<> <> << her<> <> << her</ >>> << her</ >>> << her</ >>> << her</td>



For example, <<Name>> was a pleasure to have in class.

Swap Type exchanges either the name or pronoun placeholders in the comment. The <<Userswap>> placeholder enables you to use both a name and pronoun placeholder in the same sentence.

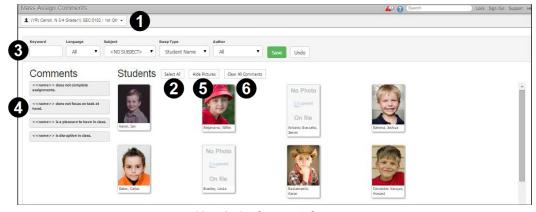
For example, I hope <<Userswap>> has a good summer. <<He>>> was a pleasure to have in class.

- 6. Click Check Spelling to run a spell check.
- 7. Click Save Comments.

Using Mass Assign Comments

Use the Mass Assign Comments screen to assign district and teacher-created comments from the Comment Bank to multiple students at the same time.

1. Select *Mass Assign Comments* from the **Report Card** menu. The Mass Assign Comments screen opens.



Mass Assign Comments Screen

- Select a different grading period if necessary. •
- Students Select the student picture for one or more students to assign a comment. 2
 The selected student's names appear shaded blue.
 - Click Select All to have all students receive the same comment
 - Click Deselect All to deselect the students.
- Click **Hide Pictures** to see only the student names. **9** When pictures are hidden, the student report card opens when the student name is selected.
- If the student name is selected, the student report card opens.
- 2. Filter the available comments using the fields. 3
- 3. Select the comments to add to the report card and drag them onto the selected student. The comment displays next to the selected student.



Dragging Comments To Selected Students

- 4. Remove comments if needed:
 - Hover over the desired comment and click to remove the red comment to delete a single comment.



• Click * in the upper right hand corner to remove all comments added to a student.

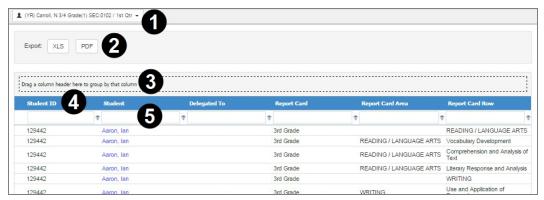


- Click Clear All Comments to remove all comments. 6
- 5. Click Save.

Viewing Missing Marks

The Missing Marks screen shows missing grades (marks) for the Standards Based Report Card. You can filter the information displayed to help narrow results. The missing marks screen links to the Report Card screen, enabling you to access and complete student's report cards by selecting a student's name.

1. Select *Missing Marks* from the **Report Card** menu. The Missing Mark screen displays students with missing marks on their report card for the selected grading period.



Missing Mark Screen

- Select a focus.
- Export Export the summary by clicking either XLS or PDF . 2
- Group Drag the column headers to arrange or filter results. 3
- Sort Select the column to sort by ascending or descending order.
- Filter Enter a keyword to sort the columns. **5**
- 2. Select a student name. The Report Card screen for the selected student displays.
- 3. Enter the missing marks to complete the report card.

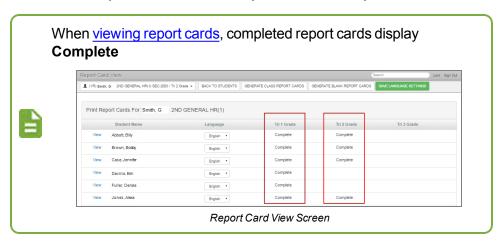
Marking Report Cards Complete

At the end of each grading period, you must mark report cards complete. The method used depends on how you entered final grades on the report cards.



Class Report Card Screen

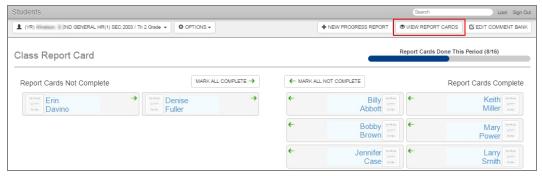
- 1. Select Students from the Report Card menu.
- 2. Mark the report cards complete:
 - To enter grades for a student:
 - a. Select a student in the Report Cards Not Complete column.
 - b. Enter/edit grades or comments.
 - c. Click **Save/Mark Complete**. The student moves to the Report Cards Complete column and the Student screen displays.
 - Click next to any student's name in the Report Cards Not Complete column.
 The student moves to the Report Cards Complete column.
 - For all students Click Mark all complete. The students move from the Report Cards Not Complete column to the Report Cards Complete column.



Printing Report Cards

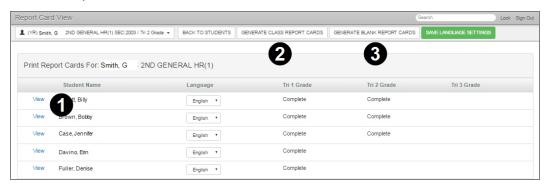
Once report cards are complete, you can view and print to a PDF.

 Click View Report Cards on On the Students screen. The Report Card View screen displays listing all of the students in the class and showing the status of their report card for each grading period.



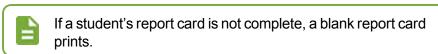
Student Report Cards Screen

2. Generate the report card files:



Report Cards View Screen

- For individual students Click **View 1** next to the student's name to preview the report card. The student's report card displays as a PDF in a separate window.
- For the entire class Click **Generate Class Report Cards 2**. A report card for each student prints in a single PDF file that displays in a separate window.

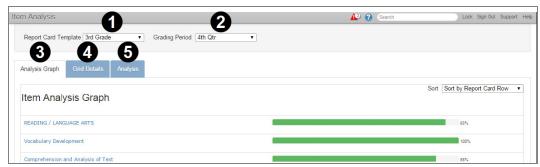


- For blank report cards to complete manually Click Generate Blank Report Cards
 A blank report card for each student prints in a single PDF file that displays in a separate window.
- 3. Use the browser's print function to print the report card.

Using Report Card Item Analysis

The Item Analysis screen displays the performance of their class on their report card items.

Select Item Analysis from the Report Card menu. The Item Analysis screen displays:



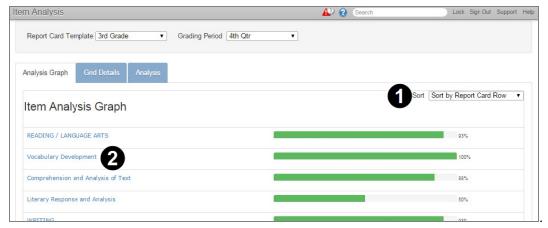
Item Analysis Screen

From the Item Analysis screen:

- Report Card Template Select the report card template.
- Grading Period Select the grading period. 2
- Analysis Graph Use to display the performance of the whole class on individual report card line items.
- Grid Details Select to display individual student's score on selected report card line items.
- Analysis Select to analyze the class performance by student, class, gender, ethnicity, or subject.

Viewing the Analysis Graph

The **Analysis Graph** tab displays the performance of the whole class on individual report card line items.



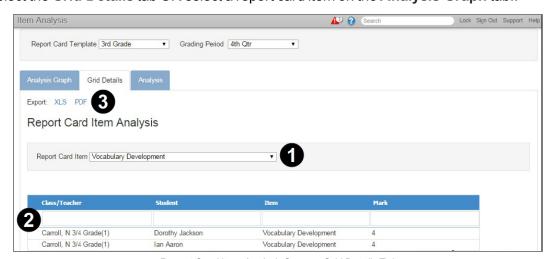
Report Card Item Analysis Screen

- Sort the display using either Average Score or Report Card Row. 1
- Select a card line item to open the Grid Detail tab for that item. 2

Viewing the Grid Details

The **Grid Details** tab displays individual student's score on selected report card line items.

• Select the Grid Details tab OR select a report card item on the Analysis Graph tab.:



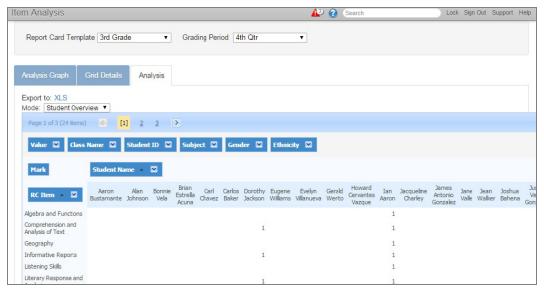
Report Card Item Analysis Screen, Grid Details Tab

- Report Card Item Select to view another report card item.
- Sort the columns by entering a keyword.
- Export Export the displayed results by clicking XLS or PDF . 3

Analyzing Report Card Items

The **Analysis** tab of the Report Card Item Analysis screen enables you to select the way your class data is analyzed.

1. Select the **Analysis** tab. This tab opens in Student Overview mode.

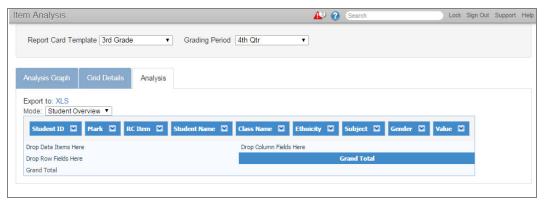


Report Card Item Analysis Screen, Analysis Tab

2. Select a different mode. Each mode as a default display that you can modify.

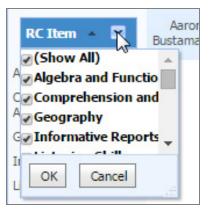
Mode	Row Fields	Column Fields	Data Items
Student Overview	RC Item	Student Name	Mark
Class Average	RC Item	Class Name	Value
Class Gender	RC Item	Class Name and Gender	Value
Class Ethnicity	RC Item	Class Name and Ethnicity	Value
Subject Average	Student Name	Subject	Value

3. Change the view by dragging the headers to the different areas: **Data Items**, **Column Fields**, and **Row Fields**.



Item Analysis Screen

- 4. Use the drop-down arrow on the field headers to filter the results, if needed
- 5. Click OK.



Filter Results

6. Click the field header name to sort ascending or descending order, if needed.



Change Sort Order

7. Export the displayed results by clicking **XLS**, if needed.

Chapter 7: Creating Reports

Running Gr	ade Book Re	ports Reports	Within Grade	Book	263
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Running Grade Book Reports Reports Within Grade Book

1. Click **Reports** on the Grade Book Main screen. The Grade Book Reports screen opens.



Grade Book Main Screen

2. Select a report from the report list.

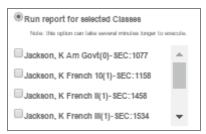


Grade Book Reports Screen

3. Select the Grade Book Reports options.

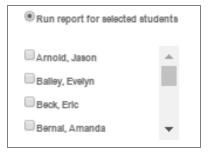
The options displayed vary based on the report selected. The following options are available:

- Use Student Name Student identified by name.
- Use Student Nickname Student identified by nickname.
- Use Student ID Student identified by student id.
- Include Sub Class Assignments Includes Sub Class Assignments, as well as main class assignments.
- Run report for all Classes Includes all classes.
- Run report for current Class Includes only the current class.
- Run report for selected Class Includes only classes selected in the list in the report.



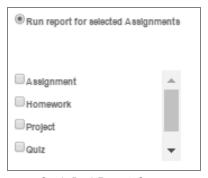
Grade Book Reports Screen

- Run report for all Students Includes all students in the selected class.
- Run report for "at risk" students Includes only at risk students (as defined by the teacher on the Grade Book Options tab.)
- Run report for selected students Includes only students selected in the list in the report.



Grade Book Reports Screen

- Run report for all Assignments Includes all assignments.
- Run report for selected Assignments Includes only assignments selected from the list in the report.

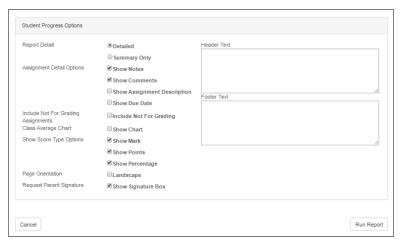


Grade Book Reports Screen



All reports can be printed as a PDF. Select reports can also be printed as an Excel worksheet.

4. Select the report options.



Grade Book Reports Screen

See report description for details.

Some reports allow Headers and Footers be added to the report:



- **Header Text** Text entered in this text box displays above the report detail.
- Footer Text Text entered in this text box displays below the report detail.

5. Click Run Report.

Detailed Progress Report

The Detailed Progress Report displays:

- Each student's current overall progress in class.
- Overall progress by assignment category.
- · Assignment details, if selected.



Detailed Progress Report Interface Screen

Grade Book Reports Options

- Font Size Font size must be between 8pt and 14pt.
- Row Height Row Height for the report grids must be between 15 pixels and 45 pixels.

Student Progress Options

- · Report Detail:
 - Detailed Adds assignment detail below the Summary area, displaying a list of assignments with date, mark, points, percentage, assignment category, and assignment name.
 - Summary Only Excludes details.

- Assignment Detail Options:
 - Show Notes Displays Public Notes for assignments on report output.
 - Show Comments Displays comments teacher assigned to student for a given assignment.
 - Show Assignment Description Displays assignment description.
 - Show Due Date Displays the due date for assignments
- Include Not For Grading Assignments:
 - Include Not For Grading Filters report output to hide/display assignments marked Not For Grading.
- Class Average Chart:
 - Show Chart Adds chart to top of report indicating selected student's overall class performance in relation to overall class average.
- Show Score Type Options Select options/details to display for each assignment: Show Mark, Show Points, and Show Percentage.
- Page Orientation
 - Landscape Prints the page in landscape orientation.
- Request Parent Signature:
 - Show Signature Box Adds Parent Signature line to bottom of report.

Detailed Progress Report 02/10/2017 Grading Period: 3rd Qtr

Student: Anderson, Paula

ID: **879286**Grade: **12**

Class: (YR) Jackson, K Cc-Persni Dev.(7) SEC:0010

Teacher: Kathy Jackson

Area	Grade	Score
Homework	C-	72.0
Quiz	B-	80.0
Assignment	F	24.0
Project	B+	88.0
Test	D	64.0
Overall Class Grade	D	65.6

Date Assigned	Category	Assignment	Points	Mark	Comment	Note
7/18/2016	Quiz	Quiz	8.00 / 10.00	20 (80.0%)		
7/20/2016	Test	Test	6.40 / 10.00	16 (64.0%)		
7/24/2016	Project	Project	8.80 / 10.00	22 (88.0%)		
7/25/2016	Assignment	Assignment	2.40 / 10.00	6 (24.0%)		
7/26/2016	Homework	Homework	7.20 / 10.00	18 (72.0%)		

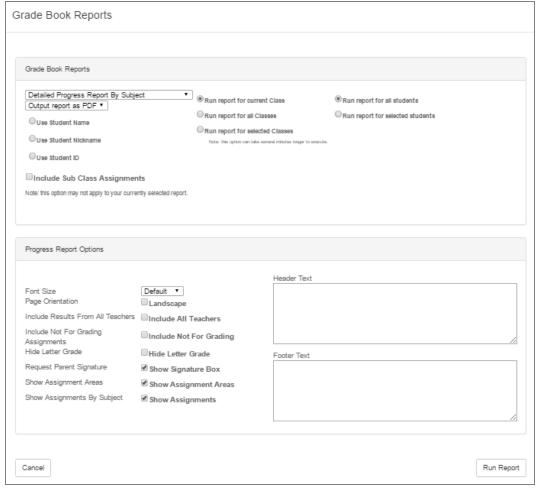
Parent Signature _____

Detailed Progress Report Output

Detailed Progress Report By Subject

The Detailed Progress Report by Subject displays current performance in each subject area, by student. This report displays the following in each subject area:

- · Points earned / points possible
- · Percentage of points earned
- · Grade mark
- Performance by assignment type and on specific assignments



Detailed Progress Report By Subject Report Interface Screen

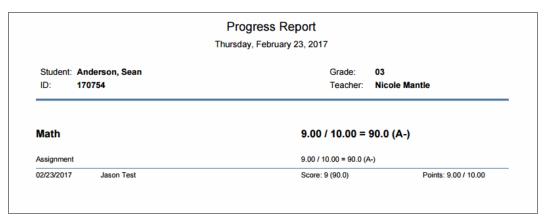
Progress Report Options

- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.
- Include Results from All Teachers:
 - Include All Teachers Includes assignment results from all teachers and not just the teacher in current focus.

- Include Not For Grading Assignments:
 - Include Not For Grading Includes assignments marked Not For Grading.
- Hide Letter Grade:
 - Hide Letter Grade Does not display the letter grade in subject totals and assignment type totals.
- Request Parent Signature:
 - Show Signature Box Adds Parent Signature line to bottom of report.
- Show Assignment Areas:
 - Show Assignment Areas Displays each assignment type by subject area, and student's overall performance in them. Points earned / points possible, percentage of points earned, and letter grade (if selected) are reported for each assignment type.
- Show Assignments By Subject:
 - Show Assignments Displays list of all assignments in a subject and the student's
 performance on them. If Show Assignment Areas is selected, assignments are broken
 down by assignment type. The date, assignment name, score (and percentage), and
 points earned / points possible are displayed for each.
- · Show Comments:
 - Show Comments Displays the comment code for the mark.



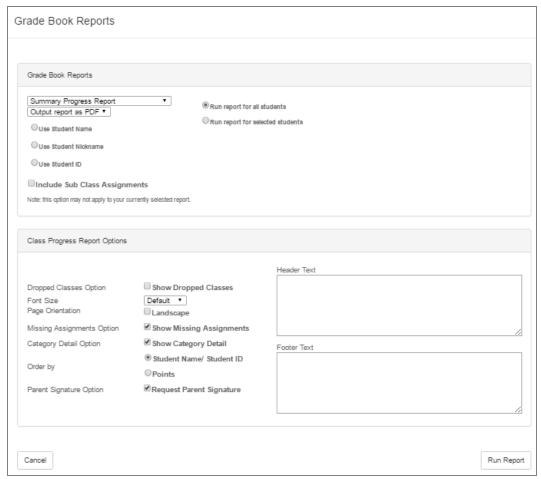
Detailed Progress Report By Subject Output



Detailed Progress Report By Subject Output

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.



Summary Progress Report Interface Screen

Class Progress Report Options:

- Dropped Classes Option:
 - Show Dropped Classes Add the dropped classes to the report.
- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.
- Missing Assignments Option:
 - Show Missing Assignments Adds a Missing or Absent Assignments box to the report. This box shows the date, assignment type, and assignment name of any assignment that is missing.

- · Category Detail Option:
 - Show Category Detail Adds assignment category-level detail to the report. This includes information about the number of assignments; points earned/points possible, percentage of points earned, and mark earned, by assignment category.
- · Order by:
 - Student Name/Student ID Prints the Summary Progress Reports in alpha or numeric order. If Hide Student Name is selected, the report prints in numeric order, by Student ID.
 - **Points** Prints the Summary Progress Reports by student, in order of student points earned, highest to lowest.
- Parent Signature Option:
 - Show Signature Box Adds Parent Signature line to bottom of report.

	Gradie	2/10/2017 ng Period: 3rd Qtr			
Danahaa Taraaa	Gradin	ig Period: 3rd Qtr			
Boschee, Teresa D: 888853				H	Cathy Jackson
D: 600053 Grade: 12				н	ope High Schoo
(S2) Rel Time, R Rt 5th Pe	er(5) SEC:1875			72.8	SETUP
Category: Homework	Weight 100.0	Total Assignments: 1	8.40 /10.0	84.0	SETUP
Category: Quiz	Weight 100.0	Total Assignments: 1	7.60 /10.0	76.0	SETUP
Category: Assignment	Weight 100.0	Total Assignments: 1	8.40 /10.0	84.0	SETUP
Category: Project	Weight 100.0	Total Assignments: 1	2.00 /10.0	20.0	SETUP
Category: Test	Weight 100.0	Total Assignments: 1	10.00 /10.0	100.0	SETUP
(S2) Rel Time, R Rt 6th Pe	68.0	SETUP			
Category: Homework	Weight 100.0	Total Assignments: 1	2.40 /10.0	24.0	SETUP
Category: Quiz	Weight 100.0	Total Assignments: 1	9.60 /10.0	96.0	SETUP
Category: Assignment	Weight 100.0	Total Assignments: 1	8.40 /10.0	84.0	SETUP
Category: Project	Weight 100.0	Total Assignments: 1	7.20 /10.0	72.0	SETUP
Category: Test	Weight 100.0	Total Assignments: 1	6.40 /10.0	64.0	SETUP
(YR) Jackson, K Cc-Persi	nl Dev.(7) SEC:0010			57.6	F
(11t) Guongon, It Go I Gio	Weight 100.0		6.40 /10.0	040	D
Category: Homework	Weight 100.0	Total Assignments: 1	0.40710.0	64.0	
, ,	Weight 100.0	Total Assignments: 1	4.80 /10.0	48.0	F
Category: Homework					F F
Category: Homework Category: Quiz	Weight 100.0	Total Assignments: 1	4.80 /10.0	48.0	

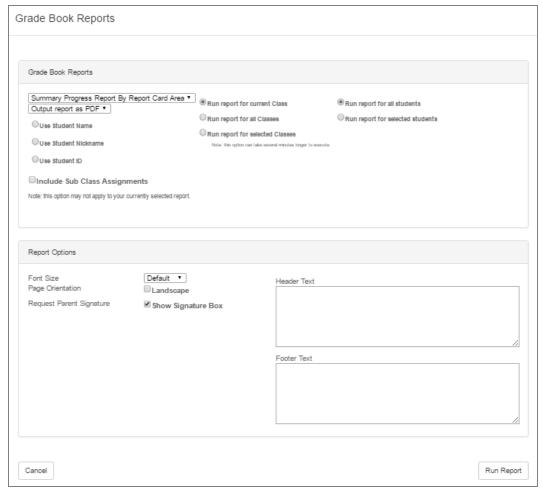
Summary Progress Report Output

Summary Progress Report By Report Card

The Summary Progress Report by Report Card Area displays current progress in class by:

- · Report card area
- Student. Report

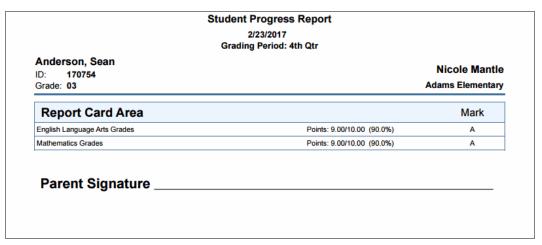
The report card areas are defined by the school's actual report card.



Summary Progress Report By Report Card Area Report Interface Screen

Report Options

- Font Size Adjusts the font size 1-3 point sizes.
- · Page Orientation:
 - Landscape Prints the page in landscape orientation.
- Request Parent Signature
 - Shows Signature Box Adds Parent Signature line to bottom of report.

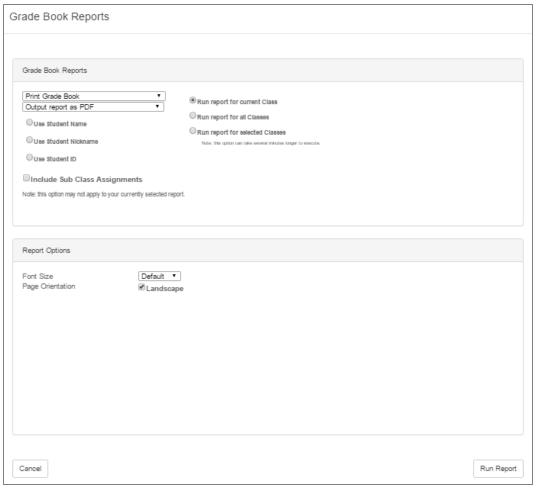


Summary Progress Report By Report Card Area Output

Print Grade Book

The Print Grade Book Report displays a printed version of the Grade Book. Students are listed on the report with their performance on each assignment. The detail is based on the setting in the Grade Book Main screen:

- If Standards mode, Grade Book prints standards.
- If Assignments, Grade Book prints assignments



Print Grade Book Report Interface Screen

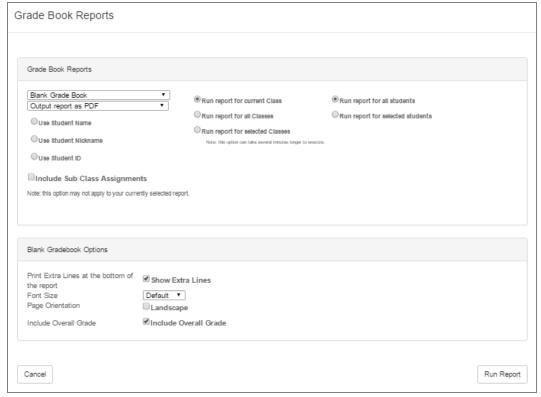
- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.

age 1 of 1	Grade	Project MAX:25.00 PTS:10.00 7/25/2016 Project	Homework MAX:25.00 PTS:10.00 7/25/2016 Homework	Test MAX:25.00 PTS:10.00 7/24/2016 Test	Assignment MAX:25.00 PTS:10.00 7/22/2016 Assignment	Quiz MAX:25.00 PTS:10.00 7/17/2016 Quiz
Sowards, Jack	77.6 C+	22	21	25	12	17
Sowards, Philip	61.6 D-	14	18	24	8	13
Shahidinejad, Christine	75.2 C	19	16	18	23	18
Pace, Terry	57.6 F	9	18	14	7	24
Nichols, Harry	69.6 D+	24	25	5	16	17
Lee, Martha	52.8 F	12	17	12	18	7
Krieg, Marie	66.4 D	23	7	21	24	8
Keller, Bruce	64.0 D	22	24	5	22	7
Harrison, Anna	54.4 F	17	8	24	9	10
Giles, Louise	53.6 F	14	13	14	5	21
Buchanan, Rebecca	59.2 F	18	6	9	20	21
Boschee, Teresa	57.6 F	9	16	22	13	12
Barratt, Teresa	71.2 C-	18	23	14	13	21
Banks, Gloria	88.8 B+	23	23	22	22	21
Anderson, Paula	65.6 D	22	18	16	6	20

Print Grade Book Report Output

Blank Grade Book

The Blank Grade Book Report displays a blank printed version of the Grade Book. Each student is listed on the report as well as blank columns to add new assignments and scores.



Blank Grade Book Report Interface Screen

Blank Grade Book Options

- Print Extra Lines at the bottom of the report:
 - Show Extra Lines Adds blank lines to the bottom of the report to allow you to write new or transferred students' names.
- Font Size Adjusts the font size 1-3 point sizes.
- · Page Orientation:
 - Landscape Prints the page in landscape orientation.
- Include Overall Grade:
 - Include Overall Grade Includes the students' current overall grade in the class.

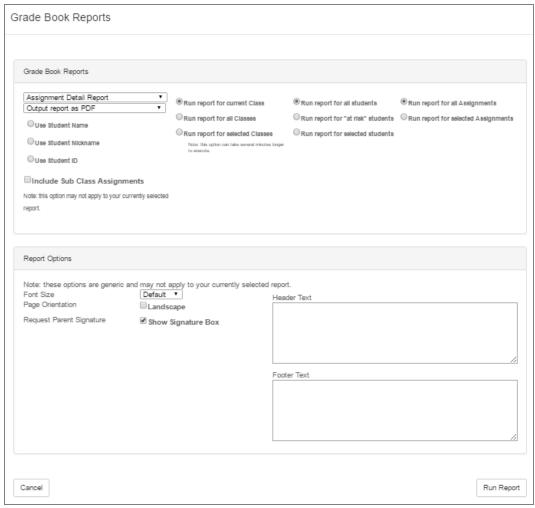
Hope High Scho	ol				2/10/2017				Grading Period: 3rd Qtr						
(YR) Jackson, K Cc-Pe (7) SEC:0010	ersnl Dev.														
Anderson, Paula	65.6 D														
Banks, Gloria	88.8 B+														
Barratt, Teresa	71.2 C-														
Boschee, Teresa	57.6 F														
Buchanan, Rebecca	59.2 F														
Giles, Louise	53.6 F														
Harrison, Anna	54.4 F														
Keller, Bruce	64.0 D														
Krieg, Marie	66.4 D														
Lee, Martha	52.8 F														
Nichols, Harry	69.6 D+														
Pace, Terry	57.6 F														
Shahidinejad, Christine	75.2 C														
Sowards, Jack	77.6 C+														
Sowards, Philip	61.6 D-														

Blank Grade Book Report Output

Assignment Detail Report

The Assignment Detail Report displays each student's performance by assignment including the:

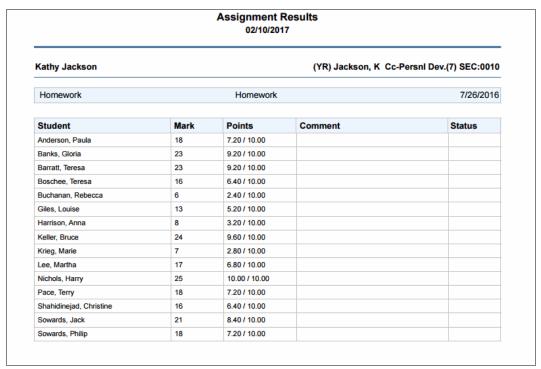
- · Student marks
- Points earned/points possible
- Notes



Assignment Detail Report Interface Screen

Report Options

- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.
- Request Parent Signature:
 - Show Signature Box Adds Parent Signature line to bottom of report.

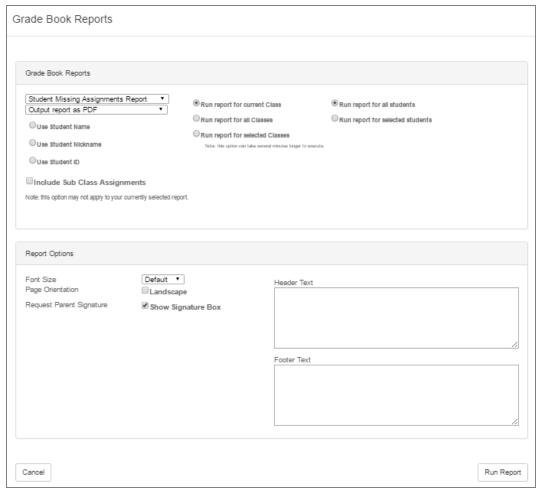


Assignment Detail Report Output

Student Missing Assignments Report

The Student Missing Assignments Report displays a list of all Missing or Absent Assignments, by student, including the:

- Date
- Assignment type
- · Assignment name
- Notes



Student Missing Assignments Report Interface Screen

Report Options

- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.
- Request Parent Signature:
 - Show Signature Box Adds Parent Signature line to bottom of report.

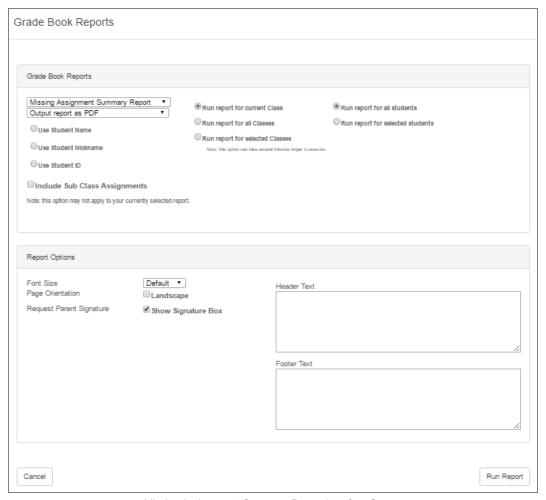
Abbott, Ph	•			l D				
ID: 1234 Grade: 10	106		James Brown (1st 6 Wk) GEOMETRY(2) SEC:2615					
Date	Assignment Type	Subject	Assignment	Notes				
8/30/2016	Minor		Constructions by Hand/Quad. Angle Sum Practice In Class Assignment					
Doront	Ciamatura							
Parent :	Signature							
Parent	Signature							

Student Missing Assignments Report Output

Missing Assignments Summary Report

The Missing Assignments Summary Report displays a list of all students with Missing or Absent Assignments. The report includes the:

- Student name
- Date
- Assignment type
- · Assignment name
- Notes



Missing Assignments Summary Report Interface Screen

Report Options

- Font Size Adjusts the font size 1-3 point sizes.
- Page Orientation:
 - Landscape Prints the page in landscape orientation.

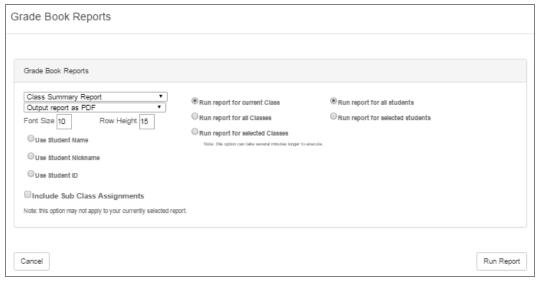
- Request Parent Signature:
 - Show Signature Box Adds Parent Signature line to bottom of report.

Missing or Absent	Assignments		2/10/2017	Grading Period: 1st 6 W		
(1st 6 Wk) GEOME	Date	Туре	Assignment	Notes		
Abbott, Billy	08/30/2016	Minor	Constructions by Hand/Quad. Angle S Practice In Class Assignment	um		
Abbott, Billy	09/12/2016	Minor	Skills Practice Worksheet 1			
Abbott, Billy	08/29/2016	Minor	Signed Progress Report 8-25-16			
Barrett, Dennis	09/12/2016	Minor	Skills Practice Worksheet 1			
Case, Mary	08/18/2016	Minor	Vocabulary Quiz			
Case, Mary	08/29/2016	Minor	Signed Progress Report 8-25-16			
Case, Mary	09/12/2016	Minor	Skills Practice Worksheet 1			
Downton, Abby	08/29/2016	Minor	Signed Progress Report 8-25-16			
Downton, Abby	09/12/2016	Minor	Skills Practice Worksheet 1			
Downton, Abby	08/30/2016	Minor	Constructions by Hand/Quad. Angle S Practice In Class Assignment	um		
Downton, Abby	09/15/2016	Major	Notebook Check 1			
Early, George	08/18/2016	Minor	Vocabulary Quiz			
Early, George	09/12/2016	Minor	Skills Practice Worksheet 1			

Missing Assignment Summary Report Output

Class Summary Report

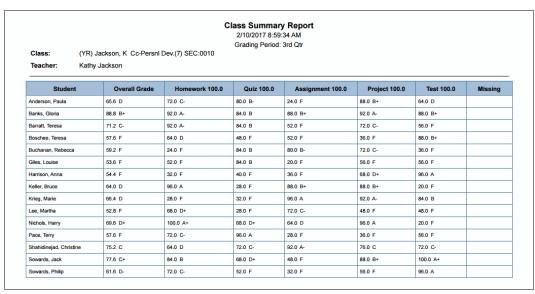
The Class Summary Report summarizes each student's performance in class. Overall Grade (percentage and mark), performance in each assignment type (percentage and mark), and number of missing assignments are displayed on this report.



Class Summary Report Interface Screen

Grade Book Reports Options

- Font Size Font size must be between 8pt and 14pt.
- Row Height Row Height for the report grids must be between 15 pixels and 45 pixels.



Class Summary Report Output

Chart - Assignment Student Performance

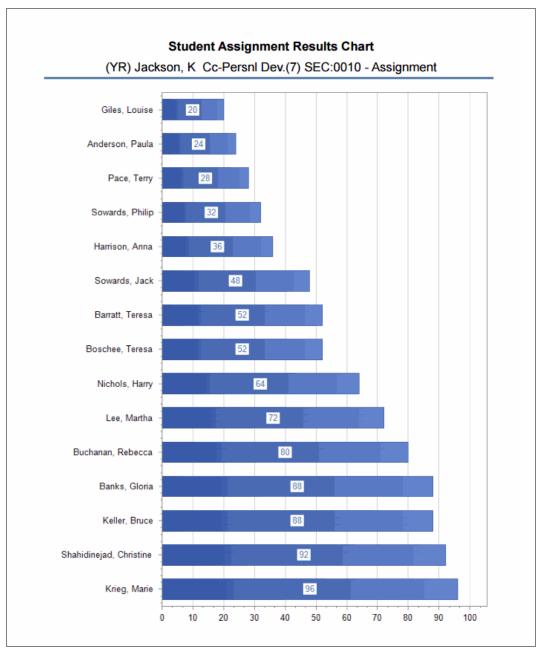
The Assignment Student Performance chart displays a graphic chart of the performance of a class on an assignment by student.



Chart: Assignment Student Performance Report Interface Screen

Grade Book Reports Options

• Select assignments to Chart - Includes only the assignments selected in the list.



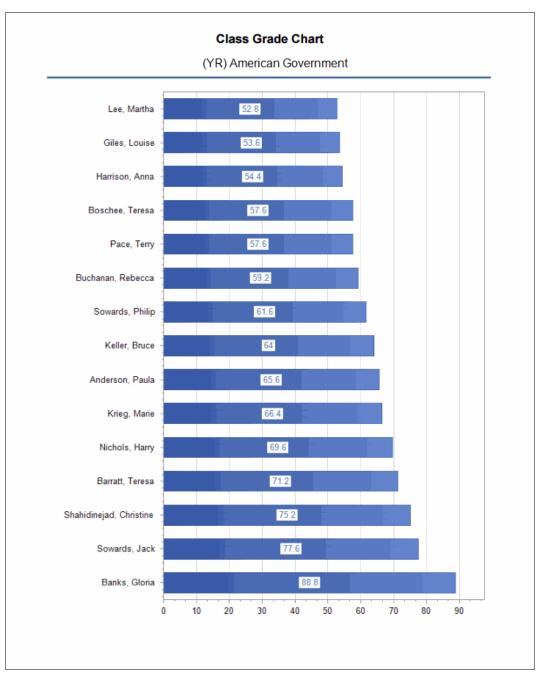
Student Assignment Results Chart Output

Chart - Class Grade

The Class Grade Chart displays a graphic chart of the student's grade to date.



Chart: Class Grade Report Interface Screen



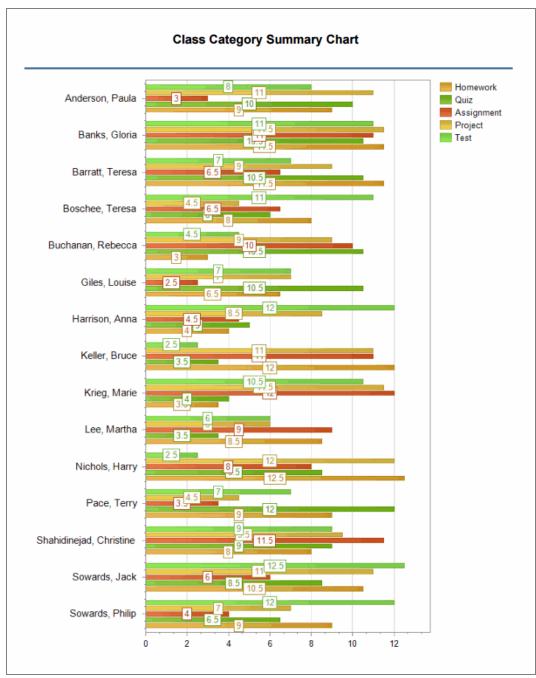
Class Grade Chart Output

Chart - Class Category Summary

The Class Category Summary Chart displays a graphic chart of the performance of a class on by assignment types to date by student.



Chart: Class Category Summary Report Interface Screen



Class Category Summary Chart Output