



# ***Synergy SIS***<sup>©</sup>

## **Course History**

## **User Guide**



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**First Edition, April 2009**  
**Second Revision, September 2009**  
**Third Revision, March 2010**  
**Fourth Revision, June 2011**  
**Fifth Revision, March 2013**  
**Sixth Revision, April 2013**

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# ABOUT THIS GUIDE

## DOCUMENT HISTORY

Date	Volume	Edition	Revision	Content
April 2009	1	1	1	Initial release of this document
September 2009	1	1	2	Updated to include changes from the July 2009 release
March 2010	1	1	3	Updated to include changes from the November 2009 release and the February and March 2010 patches
June 2011	1	1	4	Updated to include changes from the June 2011 release
March 2013	1	1	5	Updated to include changes through the March 2013 release of Synergy SIS version 8.0
April 2013	1	1	6	Updated to include changes through the April 2013 release of Synergy SIS version 8.0.0.2

## CONVENTIONS USED IN THIS GUIDE

### Bold Text

**Bold Text** - Indicates a button or menu or other text on the screen to click, or text to type.



**Tip** – Suggests advanced techniques or alternative ways of approaching the subject.



**Note** – Provides additional information or expands on the topic at hand.



**Reference** – Refers to another source of information, such as another manual or website



**Caution** – Warns of potential problems. Take special care when reading these sections.

## BEFORE YOU BEGIN

Before using any of the Edupoint family of software products, please make sure the computer hardware and software meet the minimum requirements.



**Caution:** The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging in to any Edupoint product.

# Chapter One:

## VIEWING COURSE HISTORY

This chapter covers:

- ▶ Overview of Course History
- ▶ The Student Course History Screen
- ▶ Course History
- ▶ GPA
- ▶ Graduation Requirements
- ▶ Comments
- ▶ Achievements
- ▶ Request Tracking
- ▶ Grade Comment History
- ▶ Waivers
- ▶ Menu Options

# OVERVIEW OF COURSE HISTORY

This guide illustrates how to view and edit data in the following Course History screens:

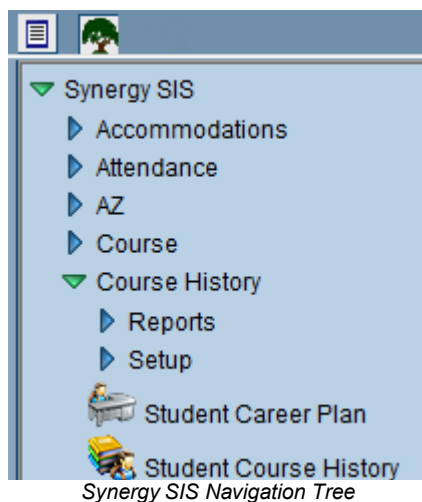
- Student Course History
- Student Career Plan
- Student CTE (Career and Technical Education)
- Student School Attended History
- Student Service Learning
- Student Work Sample History

It also describes the associated reports.

The companion to this user guide, *Synergy SIS – Course History Administrator Guide*, covers the setup and configuration required for the screens listed above. It also covers the setup of graduation requirements and GPA definitions, because student course history relies on them. And it covers the customization and configuration of the two most commonly used reports, Student Transcript and Student Graduation Check. Finally, the Administrator Guide shows how to update the student course history, school attended history, verified credit history, and student CTE records for the entire school.

## A Note About Navigation

To indicate how to find screens, this guide uses shorthand like **Synergy SIS > Course History > Student Course History**, which means: In the Navigation Tree (also called PAD Tree), click **Synergy SIS** (if necessary to open it), then **Course History** (if necessary to open it), and then **Student Course History**.



If the Navigation Tree pane itself is not open, click the Tree button.






# THE STUDENT COURSE HISTORY SCREEN

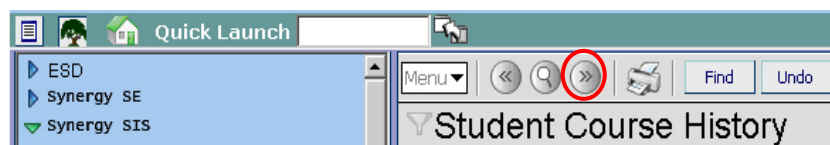
The Student Course History screen has tabs that provide the following information:

- The **Course History** tab provides an overview of the student's academic progress, including courses taken, marks received, and their conduct in the course.
- The **GPA** tab provides the student's GPA and class rank.
- The **Graduation Requirements** tab shows the student's completion of subject area and credit graduation requirements as well as any tests required for graduation.
- The **Comment** tab allows educators to add comments to be shown on the student transcripts.
- The **Achievements** tab provides an area where a student's academic honors can be recorded for display on the transcript.
- The **Request Tracking** tab shows a listing of people and institutions that have requested a copy of a student's transcript.
- The **Grade Comment History** tab adds comments for a grading period on an elementary transcript.
- The **Waivers** tab allows district-level waivers to be applied to individual students' graduation requirements.

To find a student's course history record, there are two methods: Scroll and Find.

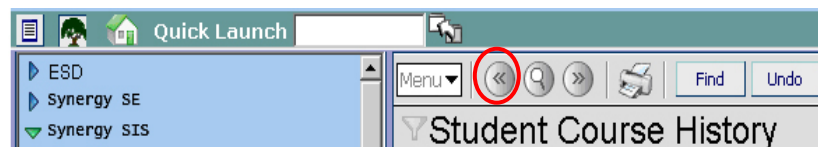
To scroll through the student records to find the student:

1. Click the Next button  at the top of the screen to advance to the first student's records. Records are sorted alphabetically by last name, so the first student to appear most likely has a last name that starts with A.



*Right Scroll Button*

2. To scroll in reverse alphabetical order, click the Previous button .



*Left Scroll Button*

3. Continue clicking the buttons until the desired student record appears.

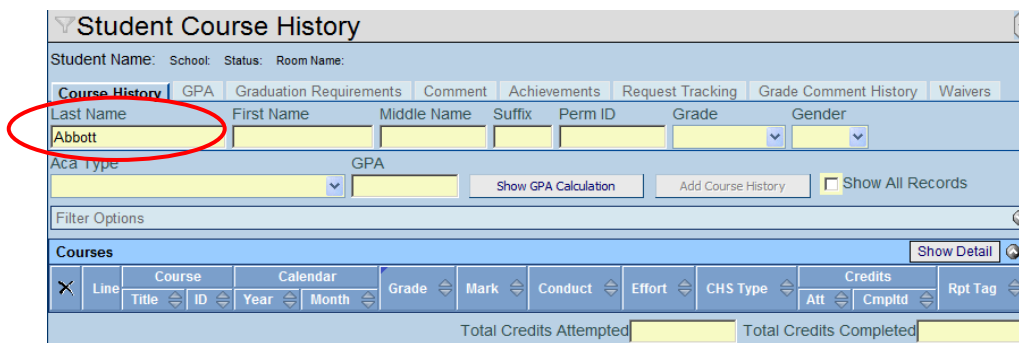
To switch to Find mode to look for the student records:

1. Click the Find Mode button .



Find Mode Button

2. Enter either the whole last name or the first part of the last name of the student in the **Last Name** box.



**Student Course History**

Student Name: School: Status: Room Name:

**Course History** | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | Grade Comment History | Waivers

Last Name: Abbott First Name: Middle Name: Suffix: Perm ID: Grade: Gender:

Aca Type: GPA: Show GPA Calculation Add Course History Show All Records

Filter Options

**Courses** Show Detail

Line	Course Title	ID	Year	Month	Grade	Mark	Conduct	Effort	CHS Type	Credits Att	Credits Cmpltd	Rpt Tag
Total Credits Attempted Total Credits Completed												

Finding By Last Name

3. Click the **Find** button or press the Enter key. The first student record that matches the search criteria appears. Then use the Next button if needed to find the exact student.



**Note:** In Find mode, students can also be found by searching by any of the yellow fields on the screen. Entering anything in any box but the first one opens a window with a list of students matching the criteria. To select a student, click the name, and the student record appears in the **Student Course History** screen. Close the pop-up window after selecting the record. For more information about finding students in any screen, refer to the *Synergy SIS – Student Information User Guide*.

# COURSE HISTORY

The **Course History** tab provides an overview of the student's academic progress, including courses taken, marks received, and conduct in the course. An automatic process can enter course history based on the student's grading records at the end of each term or semester, as described in the *Synergy SIS – Course History Administrator Guide*. You can also enter course information manually, in the case of transfer courses, for example.

**Student Course History**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **403**

**Course History** | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | Grade Comment History | Waivers

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Aca Type:  GPA: **3.413** [Show GPA Calculation](#) [Add Course History](#) ☒ Show All Records

Filter Options [Show Detail](#)

Line	Course Title	ID	Calendar		Audit Class	Grade	Mark	Conduct	Effort	CHS Type	Credits		Rpt Tag
			Year	Month							Att	Complid	
1	English 9	EN09	2001	12	<input type="checkbox"/>	09	F+			High School	0.500	0.000	
2	Science 9	SC09	2001	12	<input type="checkbox"/>	09	C				0.500	0.500	
3	Stu Asst Cours	SA62	2001	12	<input type="checkbox"/>	09	P				0.500	0.500	
4	Symphonic Band	MU21	2001	12	<input type="checkbox"/>	09	C				0.500	0.500	

Student Course History Screen, Course History Tab

Across the top of the tab is the student information: **Last Name**, **First Name**, **Middle Name**, **Suffix**, **Perm ID** (Synergy SIS ID number), **Grade** (current grade level), and **Gender**. This information is displayed on the top of every student-related screen and can be edited in the **Student** screen only (**Synergy SIS > Student > Student**). Other information displayed on this tab is specific to course history.

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Course History Tab, Student Information

Below the top row of student information, the student's **GPA** is displayed. You can select the type of GPA displayed in the **Aca Type** list.

Aca Type	GPA	
CUM GPA - Cumulative GPA	2.085	<a href="#">Show GPA Calculation</a>

Course History Tab, Student GPA

To display how the GPA is calculated, click the **Show GPA Calculation** button.

Close

**Student GPA Detail**

Student Name: **Abbott, Billy C.**

**GPA Calculation Data**

Line	Course ID	Term Code	Mark Source	Repeat Tag	Base Credits	Acad Type	Mark	Mark Point Value	Grade Period Weight	Credit		Credit Weight	Grade Points / Quality Points	GPA Bonus	Skip Reason
										Attempted	Completed				
1	EN09	Fall	Course History	R	0.500	R	F	0	1.0	0.000	0.000	0.000	0.000	0	Repeat tag filter applied - Not used in GPA
2	SC09	Fall	Course History		0.500	R	C	1.66000	1.0	0.500	0.500	0.500	0.830	0	
3	SA62	Fall	Course History		0.500	R	P		1.0	0.000	0.000	0.000	0.000	0	Mark not defined
4	MU21	Fall	Course History		0.500	R	C	1.66000	1.0	0.500	0.500	0.500	0.830	0	
5	SS21	Fall	Course History		0.500	R	D	0.66000	1.0	0.500	0.500	0.500	0.330	0	
6	MA27	Spring	Course History		1.500	R	A	3.66000	1.0	1.500	1.500	1.500	5.490	0	
7	EN09	Spring	Course History		0.500	R	C	1.66000	1.0	0.500	0.500	0.500	0.830	0	
8	SC09	Spring	Course History		0.500	R	D	0.66000	1.0	0.500	0.500	0.500	0.330	0	
9	MU21	Spring	Course History		0.500	R	B	2.66000	1.0	0.500	0.500	0.500	1.330	0	
10	SS22	Spring	Course History		0.500	R	C	1.66000	1.0	0.500	0.500	0.500	0.830	0	
11	MU29	Fall	Course History		0.500	R	D-	0.33000	1.0	0.500	0.500	0.500	0.165	0	
12	MU41	Fall	Course History		0.500	R	B	2.66000	1.0	0.500	0.500	0.500	1.330	0	
13	PA90	Fall	Course History		0.500	R	B	2.66000	1.0	0.500	0.500	0.500	1.330	0	
14	MA31	Spring	Course History		0.000	R	F	0.00000	1.0	0.000	0.000	0.000	0.000	0	Mark not marked for credit
15	SC49	Spring	Course History		0.500	R	D	0.66000	1.0	0.500	0.500	0.500	0.330	0	

1 2 3

**Definition Details**

**GPA Calculation Formula**

Total Points: 41.215 / Total Credit Weight: 20.000 = 2.06075

Post GPA Bonus: 0.000

GPA/QPA: 2.06075

Raw Value (Prior To Rounding): 2.06075

**Additional GPA Information**

GPA Definition: Cumulative GPA

GPA Grade Type: CUM GPA

**GPA Definition Details**

Low Grade: 09 / High Grade: 12 / Weight GPA By Credit: Use Credit Weighting / Rounding: No Rounding (fractions are dropped) / Decimals To Store: 3

☐ Do Not Use Grade Period Weight Grid

**Repeat Tag**

Line	Repeat Code	Name	Include In GPA Calculation	Include Credit
1	X	Repeat, failure	<input checked="" type="checkbox"/>	Included in Credits Attempted
2	R	Repeat, no impact	<input type="checkbox"/>	Not Included in Credits Attempted or Completed

Student GPA Detail Screen

The **Student GPA Detail** screen shows all the student's courses and how the GPA is calculated for each course and overall. The grade point value for each course is the **Mark Point Value** times the **Credit Completed**. The grade point values are totaled for all courses and then divided by the total credit weight, as shown in the **GPA Calculation Formula**. To view the details of the GPA calculation, click the Maximize button on the right side of the box labeled **Definition Details** (circled in red above).

**Definition Details**

**Weighted Definition:**

Grade Period Weight: Value comes from Grade Period Weight Grid in grading setup based on Term and Grading Period.

Credit Attempted = Base Credit x Mark Point Value

Credit Completed = Base Credit x Mark Point Value

Credit Weight = Credit Attempted

Grade Points = Credit Completed x Mark Point Value

GPA = Summation of Grade Points / Summation of Credit Weight

**\*\*Important Information\*\***

- If the Course History Transfer pct. grid has values for a grading period, that period is considered a posting period and the system will always use those values for the GPA calculation regardless of what is entered in the Grade Period Weight Grid.
- Once grades have been posted to Course History, the system never goes back to the grid regardless of whether or not the - Do not use Grade Period Weight Grid - option is selected, and the Credit Weight will always be 1.0.

GPA Definition Details

To close the **Student GPA Detail** screen, click the **Close** button at the top of the screen.

Below the GPA on the **Course History** tab is the **Courses** grid that displays a list the courses in which a student has enrolled. The student course history is displayed in chronological order, beginning with the earliest courses.

Courses														Show Detail
Line	Course		Calendar		Audit Class	Grade	Mark	Conduct	Effort	CHS Type	Credits		Rpt Tag	
	Title	ID	Year	Month							Att	Cmpltd		
1	English 9	EN09	2001	12	<input type="checkbox"/>	09	F+			High School	0.500	0.000	Repeat, no impact	
2	Science 9	SC09	2001	12	<input type="checkbox"/>	09	C			High School	0.500	0.500		
3	Stu Asst Cours	SA62	2001	12	<input type="checkbox"/>	09	P			High School	0.500	0.500		

Course History Tab, Courses Grid

If the list is too long for one page, numbers appear at the bottom of the course list.

<input type="checkbox"/>	20	Symphonic Band	MU38	2002	12	10	A				0.500	0.500	
1 2 3													
Total Credits Attempted											21.500	Total Credits Completed	20.000

Course History Tab, Page Numbers

To see the other page(s) of courses, click the numbers. To show all courses on one page, check the **Show All Records** box.

Student Course History

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **403**

Course History | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | Grade Comment History | Waivers

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Aca Type:  GPA: **2.1** Show GPA Calculation Add Course History ☐ Show All Records

Course History Tab, Show All Records

The **Total Credits Attempted and Completed** are also shown at the bottom of the screen.

<input type="checkbox"/>	20	Symphonic Band	MU38	2002	12	10	A				0.500	0.500	
1 2 3													
Total Credits Attempted											21.500	Total Credits Completed	20.000

Course History Tab, Total Credits

The list of courses displayed can also be filtered: Click the Maximize button for the **Filter Options** section.

Student Course History

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **216**

Course History | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | Grade Comment History | Waivers

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Aca Type:  GPA: **2.077** Show GPA Calculation Add Course History ☒ Show All Records

Filter Options

Courses

Student Course History Screen, Filter Options Section

Enter information into any or all of the boxes in the **Filter Options** section, and click the **Filter** button.

To show all courses again, remove the filter criteria and click the **Filter** button.

- **Course Title and ID** – the name of the course and its ID from the District Course screen. This information may also be overridden by editing the course history.
- **Calendar Year and Month** – the year and month the student received credit for the course.
- **Grade** – the grade level of the student when the course ended.
- **Mark** – the mark earned in the course.
- **Conduct** – the student's conduct in the course may be rated by selecting a value from the drop-down, such as satisfactory or needs improvement.
- **Effort** – the student's effort in the course may also be rated by selecting a value from a drop-down.
- **CHS Type** – the course may be assigned a specific course history type in the column, such as High School or Middle School.
- **Credits Att and Cmpltd** – the number of credits assigned to the course in the District Course screen is displayed as the credits attempted, and if the student successfully completed the course, the credits are displayed in the **Cmpltd** column. This information may also be overridden by editing the course history.
- **Rpt Tag** – if this course was taken by the student more than once (to pass a failed course or improve the GPA), a code appears in this column.

Courses <span>Show Detail</span>												
Line	Course		Calendar		Grade	Mark	Conduct	Effort	CHS Type	Credits		Rpt Tag
	Title	ID	Year	Month						Att	Cmpltd	
1	English 9	EN09	2007	12	09	F				0.500		Repeat, no impact
2	Science 9	SC09	2007	12	09	C				0.500	0.500	
3	Stu Asst Couns	SA62	2007	12	09	P				0.500	0.500	
4	Symphonic Band	MU21	2007	12	09	C				0.500	0.500	
5	World Hist/g	SS21	2007	12	09	D				0.500	0.500	
6	Algebra I	MA27	2008	5	09	A				1.500	1.500	
7	English 9	EN09	2008	5	09	C				0.500	0.500	
8	Science 9	SC09	2008	5	09	D				0.500	0.500	
9	Symphonic Band	MU21	2008	5	09	B				0.500	0.500	
10	World Hist/g	SS22	2008	5	09	C				0.500	0.500	
11	Beg Guitar	MU29	2008	12	10	D-				0.500	0.500	
12	March Band	MU41	2008	12	10	B				0.500	0.500	
13	Thea Arts I	PA90	2008	12	10	B				0.500	0.500	
14	Alt Geometry	MA31	2009	5	10	F				0.000		

Course History Tab, Courses Grid

Additional information about each course is available in the detail screen of each course. To show the detail screen of the courses, click the **Show Detail** button at the top of the **Courses** section.

Courses <span>Show Detail</span>												
Line	Course		Calendar		Grade	Mark	Conduct	Effort	CHS Type	Credits		Rpt Tag
	Title	ID	Year	Month						Att	Cmpltd	
1	English 9	EN09	2007	12	09	F				0.500		Repeat, no impact
2	Science 9	SC09	2007	12	09	C				0.500	0.500	

Courses Grid, Show Detail Button

The detail screen appears to the right of the course list. The information displayed in the detail screen corresponds to the course highlighted to the left. To move between courses, click the **Line** number of the course on the left.

Courses		Student Course Information	
Line	Course	School Information	Year Information
1	English 9	District School	Calendar Month: 12
2	Science 9	Non-District School	Calendar Year: 2001
3	Stu Asst Couns	Blalock High School	School Year: 2006
4	Symphonic Band	School Attended	Term Code Year Title (Regular, Night...) Grade
5	World Hist/g		Fall 09
6	Algebra I		Term Code Actual
7	Computer Apps		
8	English 9		
9	Science 9		
10	Symphonic Band		
11	World Hist/g		
12	Algebra I		
13	English 9		
14	Alt Geometry		
15	Beg Guitar		
16	Biology		
17	Lit Explor		
18	March Band		
19	Symphonic Band		
20	Thea Arts I		
21	Alt Geometry		
22	Biology		
23	Comp Foundation		
24	Desktop Publish		
25	Lit Explor		
26	Prin Eng I		
27	Symphonic Band		
28	Biology		
29	Cc-Persnl Dev		
30	Amer History I		
1 2			

Course Information	
Course ID	EN09
Course Title	English 9
Credit Attempted	0.500
Credit Completed	0.000
Teacher Name	
Substitute Credit Reason	
College Code	
College Course Code	
College Course Title	
College Credit Earned	
Mark	F+
Numeric Mark	
Skill Proficiency	High School
CHS Type	
Repeat Tag	
Att 1	
Att 2	
Conduct	
Effort	
Verified Credit 1	
Verified Credit 1 Type	
Verified Credit 1 Note	
Test Group Name	
Verified Credit 2	
Verified Credit 2 Type	
Verified Credit 2 Note	
Test Group Name	

Total Credits Attempted: 27.000 Total Credits Completed: 21.500

Courses Grid, Course Detail

The information displayed in the detail screen includes:

- **School Information** – the school where the course was taken. This can be either a **District School** or a **Non-District School**. It can also show the **School Attended** record tied to the course.
- **Year Information** – information related to dates and terms.
  - **Calendar Month** and **Calendar Year** – the month and year the student received credit for the course.
  - **School Year** – the beginning year for the school year in which the course was taken. For example, if the course was taken in the 2002-2003 school year, the school year would be displayed as 2002.

- **Term Code** – the code for the term, such as **S1** for the first semester or **Q1** for the first quarter, for which the course is recorded in your system. In the case of a course transferred from another district, this might not be the term in which the course was actually taken, which is **Term Code Actual**.
- **Year Title (Regular, Night...)** – the type of school year in which the course was taken. For example, if the course was taken during summer school, **Summer** is displayed.
- **Grade** – the grade level of the student when the student received credit.
- **Term Code Actual** – the code for the term (such as quarter or trimester) in which the course was actually taken. In the case of a course transferred from another district, this might not be the same as the **Term Code** for your district.
- **District Course Information** – in case the **Course ID** and **Course Title** are overridden in the **Course Information** section below, the original **Course ID** and **Course Title** from the **District Course** screen are displayed here.
- **Last Change Information** – the last time the student course history information was modified. This section displays the user name of the person who made the last change to this student's record in the **Last Change User** field, and the date of the change in the **Last Change Date** field.
- **Course Information** – details about the course and the student's performance.
  - **Course ID** and **Course Title** – the ID and name of the course. This information is generally from the District Course screen but can be overridden here.
  - **Credit Attempted** and **Credit Completed** – the number of credits assigned to the course, and the number of credits awarded to the student.
  - **Teacher Name** – the name of the teacher of the course.
  - **Substitute Credit Reason** – reason that credit for this course was given as substitute credit.
  - **College Code** – if the course was a college course, the ID of the college.
  - **College Course Code** – if the course was a college course, the course number.
  - **College Course Title** – if the course was a college course, the course title.
  - **College Credit Earned** – if the course was a college course, the credit earned.
  - **Mark** – the mark earned in the course.
  - **Numeric Mark** – indicates whether the mark in the **Mark** field is numeric.
  - **Skill Proficiency** – for career planning, the student's proficiency in the skill associated with the course can be judged by a district-defined standard.
  - **CHS Type** – the course may be assigned a specific course history type, such as High School or Middle School.



- **Att 1** and **Att 2** – two codes for the student’s attendance in the course may be entered. This information may be automatically generated from grading records, or manually entered.
- **Verified Credit 1** and **Verified Credit 2** – if the district uses verified credit, each course can be marked as awarded, locally awarded or transferred for each verified credit discipline assigned to the course. A note may also be added to explain the verified credit status.

## GPA

On the **GPA** tab, the Student Course History screen provides the student’s GPA and overall class rank. This tab displays all GPA definitions that have been set up.

Student Course History

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **216**

Course History

GPA

Graduation Requirements

Comment

Achievements

Request Tracking

Grade Comment History

Waivers

Last Name

First Name

Middle Name

Suffix

Perm ID

Grade

Gender

Abbott

Billy

C

905483

12

Male

Grading Summary

Line	GPA Definition	GPA Definition Type	Mark			Class Rank	%ile Rank
			GPA	NGA	QPA		
1	Cumulative GPA	CUM GPA	2.020			721 out of 822	12
2	Grant (10-11)	Grant GPA	2.27			617 out of 822	24

*Student Course History, GPA Tab*

For each GPA, it lists the name of the **GPA Definition** used and the **GPA Definition Type** (the code name assigned to the definition) as they have been configured in the GPA Definition Setup.

The **Mark** column shows the average as defined in the GPA Definition. The average may be setup as a grade-point average based on alphabetically marks such as A, B, C, etc. (**GPA**), a numeric grade average based on numeric marks such 90, 80, 70, etc. (**NGA**), or a quality point average based on numeric marks set to equal quality points such as 5.0, 4.0, etc. (**QPA**).

Each definition also lists a different **Class Rank** for each student. The class rank is based on active students at the student’s current grade level at the current school. Ranking starts at the highest average and moves downward, so a student with a Class Rank of 10 out of 50 has the 10<sup>th</sup> highest GPA in the class out of 50 active students at that grade level. The **%ile Rank** column shows the class rank as a percentile, so a student with a 92 percentile rank has one of the top 8% GPAs in the class, or a GPA higher than 92% of the class.

# GRADUATION REQUIREMENTS

The **Graduation Requirements** tab shows the student's completion of subject area and credit graduation requirements as well as any tests required for graduation.

**Student Course History**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **216**

Course History | GPA | **Graduation Requirements** | Comment | Achievements | Request Tracking | Grade Comment History | Waivers

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Graduation Status:  Graduation Date:

Graduation Requirement Options

**Course Credit Requirement(s)**

Line	Subject Area	Required	Completed	In Progress	Remaining
1	<b>Total</b>	21.000	14.500	3.500	6.500
2	English	5.000	0.500	0.500	4.000
3	Mathematics	2.000	1.500	0.000	0.500
4	Laboratory Science	2.000	2.000	0.000	0.000
5	History & Social Studies	2.500	0.500	0.000	2.000
6	Fine Arts or CTE	1.000	1.000	0.000	0.000
7	Electives	8.500	9.000	3.000	0.000
8	<b>Total</b>	21.000	14.500	3.500	6.500

**Verified Credit(s)**

Line	Course Discipline	Required	Completed	Remaining
1	<b>Total</b>	3	2	1
2	Laboratory Science	3	2	1
3	<b>Total</b>	3	2	1

**Testing Requirement(s)**

Line	Test Name	Performance Level	Score	Test Result
1	AIMS Reading	Approaches		Not Passed
2	AIMS Writing	Exceeds		Passed
3	AIMS Math	Meets		Passed

Color Key

☐ - Meets Requirements

☐ - Does Not Meet Requirements

**GPA Requirement**

GPA Name	GPA Required	GPA
CUM GPA	2.000000	2.06

**Service Learning Requirement**

Service Learning Hours Required	Service Learning Hours
40.00	60.00

Student Course History Screen, Graduation Requirements Tab

At the top of the screen, the student's **Graduation Status** and **Graduation Date** are displayed, if the student has graduated. The status can be defined to indicate how the student graduated, such as **Graduated using standard requirements** or **Graduated via GED**.

Multiple sets of graduation requirements can be defined for a school or district, but the **Graduation Requirements** tab shows only one at a time. To select which graduation requirements definition is displayed:

1. Click the Maximize button on the right side of the **Graduation Requirement Options** box.

**Student Course History**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **216**

Course History | GPA | **Graduation Requirements** | Comment | Achievements | Request Tracking | Grade Comment History | Waivers

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Graduation Status:  Graduation Date:

Graduation Requirement Options

Graduation Requirement Options, Drop-Down Button

2. Select the **Graduation Requirement** in the list.

*Graduation Requirement Options Expanded*

3. To include the courses in which the student is currently enrolled, make a selection in the **Add Work In Progress** list. **Student Schedule** displays the credits for all of the student's enrolled courses, and **Student Grades** includes only those courses for which a grade has been entered.
4. **Diploma Attempted Types** – If multiple types of diplomas are defined, and the student has expressed interest in earning various types, those are shown here.
5. If work in progress is included, check the terms or semesters to use under **WIP Term Definitions**.
6. Click the **Apply Requirement** button to display the student's progress toward the selected requirement.

Based on Graduation Requirement selected under Graduation Requirement Options, the student's progress toward completing the credit requirements are displayed in the **Course Credit Requirement(s)** section.

Line	Subject Area	Credits			
		Required	Completed	In Progress	Remaining
1	Total	22.000	6.000	0.000	16.000
2	Fine Arts or Career Tech Ed.	1.000	1.000	0.000	0.000
3	Health and Physical Education	2.000	0.000	0.000	2.000
4	Electives	4.000	2.000	0.000	2.000
5	English	4.000	0.000	0.000	4.000
6	Mathematics	4.000	2.000	0.000	2.000
7	Laboratory Science	3.000	1.000	0.000	2.000
8	History and Social Science	4.000	0.000	0.000	4.000
9	Total	22.000	6.000	0.000	16.000

*Graduation Requirements Tab, Course Credit Requirements Grid*

The **Course Credit Requirement(s)** section lists all **Subject Areas** required for graduation. For each **Subject Area**, the following information is displayed:

- **Credits Required** – the number of credits required for the subject area.
- **Credits Completed** – the number of credits the student has successfully completed.
- **Credits In Progress** – if a work in progress option was selected in the Graduation Requirements Options above, the total number of credits in each subject area currently in the student's schedule or graded is shown.
- **Credits Remaining** – the credits the student still needs to complete.

If the district uses verified credit, the course disciplines required for verified credit are displayed in the **Verified Credit(s)** section. For each discipline, it shows the number of credits required, the number of credits completed, and the number of credits remaining to complete the requirement.

Verified Credit(s)				
Line	Course Discipline	Credits		
		Required	Completed	Remaining
1	Total	3	2	1
2	Laboratory Science	3	2	1
3	Total	3	2	1

Graduation Requirements Tab, Verified Credit Grid

If tests are required for graduation, these tests are displayed in the **Testing Requirement(s)** section. These tests may include tests required by the state as well as other tests.

Testing Requirement(s)				
Line	Test Name	Performance Level	Score	Test Result
1	SOL English	Below Standard	343	Not Passed
2	SOL Mathematics	Meets Standard	355	Not Passed
3	SOL Social Science	Meets Standard		Passed
4	SOL History / Social Science			Not Taken

Graduation Requirements Tab, Testing Requirements Grid

The testing requirements section lists all tests required for graduation. For each test, the following information is displayed:

- **Test Name** – the name of the test as defined in the Test History setup.
- **Performance Level** and **Score** – the test requirement can be defined to show the performance level, the raw score achieved, both, or neither.
- **Test Result** – the overall result is shown as **Passed**, **Not Passed**, or **Not Taken**.



**Note:** In the **Course Credit Requirements**, **Verified Credit** and **Test Requirements** sections, if a subject area requirement or test requirement has been completed, the line appears white. For requirements that have not been completed, the line is pink. On certain flat-panel monitors, the monitor may need to be seen from the side to see the color difference.

The **GPA Requirement** section shows the GPA definition used to define the requirement, the minimum GPA required, and the student's current GPA.

GPA Requirement		
GPA Name	GPA Required	GPA
CUM GPA	1.000000	3.66

Graduation Requirements Tab, GPA Requirement

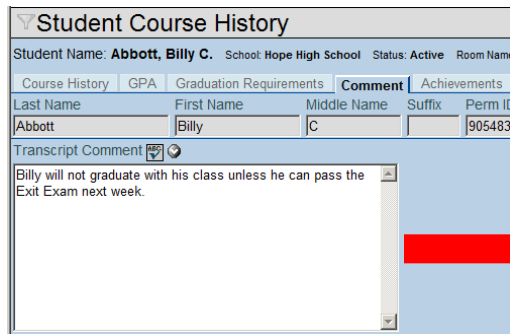
The **Service Learning Requirement** section displays the number of **Service Learning Hours Required** and the number of **Service Learning Hours** the student has completed.

Service Learning Requirement	
Service Learning Hours Required	Service Learning Hours
10.00	0

Graduation Requirements Tab, Service Learning Requirement

## COMMENTS

The **Comment** tab allows educators to add comments to be shown in the Notes section at the bottom of the student transcript.



**Student Course History**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name:

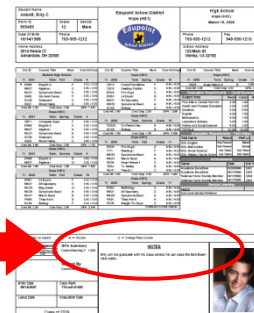
Course History | GPA | Graduation Requirements | **Comment** | Achievements

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483**

Transcript Comment

Billy will not graduate with his class unless he can pass the Exit Exam next week.

*Student Course History Screen, Comment Tab*



Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name:

Course History | GPA | Graduation Requirements | **Comment** | Achievements

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483**

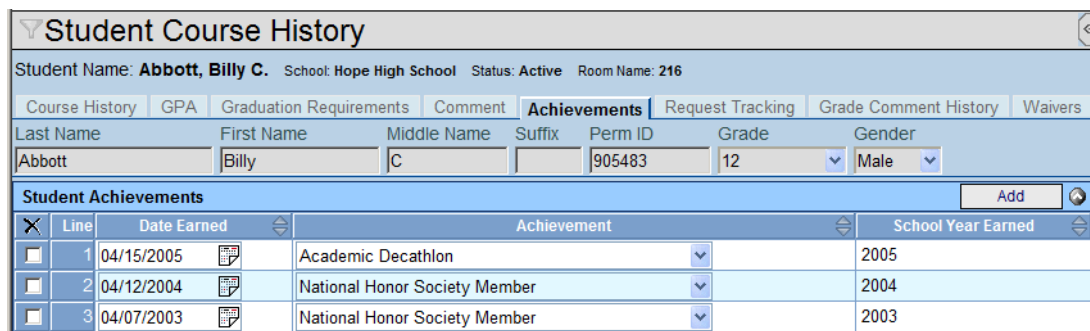
Transcript Comment

Billy will not graduate with his class unless he can pass the Exit Exam next week.

*Comment on Transcript*

## ACHIEVEMENTS

The **Achievements** tab provides an area where a student's scholastic honors can be recorded.



**Student Course History**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **216**

Course History | GPA | Graduation Requirements | **Comment** | **Achievements** | Request Tracking | Grade Comment History | Waivers

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

**Student Achievements**

Line	Date Earned	Achievement	School Year Earned
1	04/15/2005	Academic Decathlon	2005
2	04/12/2004	National Honor Society Member	2004
3	04/07/2003	National Honor Society Member	2003

*Student Course History Screen, Achievements Tab*

Each achievement is entered with the date the achievement was earned as well as the school in which it was earned. The achievements can also be displayed on the student transcript.

# REQUEST TRACKING

The Request Tracking tab lists each time a student's transcript was sent upon request to a non-district school, such as a college or transfer school.

**Student Course History**

Student Name: **Abbott, Billy C.** School: Hope High School Status: Active Room Name: 216

Course History GPA Graduation Requirements Comment Achievements **Request Tracking** Grade Comment History Waivers

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Abbott Billy C 905483 12 Male

**Request Tracking** Add Wizard Add Show Detail

Line	Release Date	Non-District School	Person Released To	Person Title	Release Purpose
1	02/07/2011	Blalock High School	Sandy Jones	Clerk	School Transfer

*Student Course History Screen, Request Tracking Tab*

For each request, the date the transcript was released is listed with the name of the non-district school that made the request. The name and title of the person who made the request, and the reason for the request, can also be shown.

Click the **Show Detail** button to see additional details. Click the **Line** number on the left to see details of how the request was delivered, the date the request was made, and which transcript definition was used.

**Student Course History**

Student Name: **Abbott, Billy C.** School: Hope High School Status: Active Room Name: 216

Course History GPA Graduation Requirements Comment Achievements **Request Tracking** Grade Comment History Waivers

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Abbott Billy C 905483 12 Male

**Request Tracking** Add Wizard Add Hide Detail

Line	Release Date	Release Date: 02/07/2011
1	02/07/2011	<p><b>Non-District School</b></p> <p><b>Request Info</b></p> <p>Non-District School Person Released To Person Title</p> <p>Blalock High School Sandy Jones Clerk</p> <p>Release Purpose</p> <p>School Transfer</p> <p><b>Request Details</b></p> <p>Delivery Type Request Date Transcript Option Name</p> <p>Fax 02/01/2011 High School</p>

*Request Tracking, Detail Screen*

## GRADE COMMENT HISTORY

On the **Grade Comment History** tab, you can enter comments for display on elementary transcripts. These comments are shown on the transcript in the school header, if no courses are listed for the grading period entered in the comment, or below the courses for the grading period.

**Student Course History**

Student Name: **Aaron, Ian** School: **Adams Elementary** Status: **Active** Room Name: **0002**

Course History | GPA | Graduation Requirements | **Comment** | Achievements | Request Tracking | **Grade Comment History** | Waivers

Last Name: **Aaron** First Name: **Ian** Middle Name:  Suffix:  Perm ID: **129442** Grade: **04** Gender: **Male**

**Grade Comments** Add Show Detail

Line	Comment	Calendar		School Year	Teacher Name
		Year	Month		
1	Spectacular progress!	2012	12	2012	Smith

*Student Course History Screen, Grade Comment History Tab*

For each comment, the month and year, the school year, and the name of the teacher who made the comment are listed. To see additional details about the comment, click the **Show Detail** button.

**Student Course History**

Student Name: **Aaron, Ian** School: **Adams Elementary** Status: **Active** Room Name: **0002**

Course History | GPA | Graduation Requirements | **Comment** | Achievements | Request Tracking | **Grade Comment History** | Waivers

Last Name: **Aaron** First Name: **Ian** Middle Name:  Suffix:  Perm ID: **129442** Grade: **04** Gender: **Male**

**Grade Comments** Add Hide Detail

Line	Comment
1	Spectacular progress!

**Grade Comment Detail**

**School Information**

In District School: **Adams Elementary**

Non District School:

School Attended:

**Year Information**

Calendar Month: **12** Calendar Year: **2012**

School Year: **2012** Year Type Title:  Term Code:

**Comment Detail**

Teacher Name: **Smith**

Comment: **Spectacular progress!**

*Grade Comment History, Detail Screen*

Click the **Line** number of the comment to view. The in-district or non-district school is listed, as well as the school attended. The **Year Type Title** (such as **Regular** or **Summer**) and the **Term Code** are also shown.

## WAIVERS

The **Waivers** tab lists any district waivers applied to the student's subject area or college or university graduation requirements. Each waiver reduces the number of credits needed for the specified subject area and applies the credits earned in that area to another graduation requirement area, as specified in the **District Setup** screen. The waivers must be set up at the district level before they can be applied to students.

**Student Course History**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **216**

Course History GPA Graduation Requirements Comment Achievements Request Tracking Grade Comment History **Waivers**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

**Subject Area Waivers** Add

Line	Waived Subject Area	Credits Waived	Waiver Date	Comments
1	English Literature	1.000	04/04/2011	

**College Waivers** Add

Line	Waive Credit From	Credits Waived	Waiver Date	Comments
------	-------------------	----------------	-------------	----------

**University Waivers** Add

Line	Waive Credit From	Credits Waived	Waiver Date	Comments
------	-------------------	----------------	-------------	----------

*Student Course History Screen, Waivers Tab*

For each waiver, the subject area and number of waived credits are listed, along with the date of the waiver and any comments. The district waiver specifies which subject area may be waived, and where the waived credits are applied, but the number of credits is specified at the individual student level.

## MENU OPTIONS

At the top of the **Student Course History** screen, a **Menu** button provides access to additional information regarding the student's course history.

Menu

- Reports
  - Student Transcript
  - Graduation Requirements
  - Student Graduation Check
- Update GPA
- View Audit Detail For Student Course History

*Student Course History Screen, Menu Options*

The options available under the **Menu** button are:

- **Reports** – three reports may be printed from the Reports menus: Student Transcript (STU204), Graduation Requirement (CHS202), and Student Graduation Check (CHS401). Each report is generated based on the student currently displayed, and the report definition to be used for the report is selected from the menu.





**Tip:** To select additional options for these reports or to print the reports for a group of students instead of an individual student, the reports should be run from the **Reports** folder in the Synergy SIS navigation tree. For more information about running Course History reports, see the chapter on reports in this guide.

- **Update GPA** –recalculates the selected GPA for the displayed student. The GPA is not automatically updated when new courses are entered into the student’s course history, and the Update GPA process should be run periodically. However, the GPA is automatically updated if the marks for existing courses in course history are changed.
- **Update Term Code Actual Process** – updates **Term Code Actual** fields. (See page 16.) By default, the process runs for the current student and updates a field only if the field contains no data, but there are options to run for all students and to overwrite existing data.
- **View Audit Detail For Student Course History** – the **Audit Trail History** screen lists all changes made to the student’s course history, including what was changed, who changed it, and the date and time the change was made.

Hope (HS1) (2007-2008 : Show active and inactive)

User: Admin User

Menu

Audit Trail History

Properties

Show Detail

Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	StudentCourseHistory	Conduct	Update		1	User, Test	03/31/2009 20:35:52
2		RepeatTagGU	Update			User, Test	03/31/2009 20:35:52
3	StudentCourseHistory	RepeatTagGU	Update			User, Test	03/31/2009 20:35:40
4		Conduct	Update	1		User, Test	03/31/2009 20:35:40
5	Student	TranscriptComment	Update	Billy will not graduate with his class unless he can pass the Exit Exam next week.	Billy will not graduate with his class unless he can pass the Exit Exam next week. Test	User, Test	03/31/2009 17:47:38
6	StudentCourseHistory	RepeatTagGU	Update		<Link>	User, Test	03/31/2009 17:28:27
7	StudentCourseHistory	RepeatTagGU	Update	<Link>		User, Test	03/31/2009 17:28:18
8	StudentCourseHistory	RepeatTagGU	Update		<Link>	User, Test	03/31/2009 17:24:56
9	StudentCourseHistory	RepeatTagGU	Update	<Link>		User, Test	03/31/2009 17:24:47

*Audit Trail History for Student Course History*

The Print button at the top of the screen prints the information on each of the tabs in the **Student Course History** screen.



*Print Button*

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Student Course History: Abbott, Billy C. Page 1 of 1

Hope (HS1) (2007-2008 : Show active and inactive) User: Admin User

Menu Form Status: Ready (Inquiry Mode)

**Student Course History**

Student Name: Abbott, Billy C. School: Hope (HS1) Status: Active Room Name: 231

**Course History** | GPA | Graduation Requirements | Comment | Achievements

Last Name: Abbott First Name: Billy Middle Name: C Suffix: JG2493 Grade: 12 Gender: Male

Acad Type: CUM GPA: Cumulative GPA 2.095 Show GPA Calculation Add Course History

Line	Course	Calendar		Grade	Mark	Conduct	CHS Type	Credits		Byt Tag
		IR	Year					Month	All	
1	Algebra I	MA27	2001	12	09	C		0.500	0.500	
2	English 9	EN09	2001	12	09	F		0.500	0.500	Repeat, no impact
3	Science 9	SC09	2001	12	09	C		0.500	0.500	
4	Stu Asst Cours	SA62	2001	12	09	P		0.500	0.500	
5	Symphonic Band	MU21	2001	12	09	C		0.500	0.500	
6	World Hist'g	SS21	2001	12	09	D		0.500	0.500	
7	Algebra I	MA27	2002	5	09	A		0.500	0.500	
8	Computer Apps	CB11	2002	5	09	F		0.500	0.500	
9	English 9	EN09	2002	5	09	C		0.500	0.500	
10	Science 9	SC09	2002	5	09	D		0.500	0.500	
11	Symphonic Band	MU21	2002	5	09	B		0.500	0.500	
12	World Hist'g	SS22	2002	5	09	C		0.500	0.500	
13	Algebra I	MA27	2002	9	09	D-		0.500	0.500	
14	English 9	EN09	2002	9	09	B		0.500	0.500	
15	Alt Geometry	MA31	2002	12	10	C		0.500	0.500	
16	Beg Guitar	MU29	2002	12	10	D-		0.500	0.500	

Printed Student Course History Screen

## Chapter Two: EDITING COURSE HISTORY

This chapter covers:

- ▶ Adding Courses
- ▶ Editing Courses
- ▶ Adding and Editing Comments
- ▶ Adding Achievements
- ▶ Editing Achievements
- ▶ Recording a Transcript Request
- ▶ Editing a Transcript Request
- ▶ Waiving a Graduation Credit Requirement
- ▶ Editing a Waiver

## ADDING COURSES

To add a course to the student's course history:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



2. Navigate to **Synergy SIS > Course History > Student Course History**.
3. Scroll to or find the student's record.
4. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



5. On the **Course History** tab, click the **Add Course History** button.

**Student Course History**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **216**

**Course History** | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | Grade Comment History | Waivers

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Aca Type: CUM GPA - Cumulative GPA GPA: 2.06 Show GPA Calculation **Add Course History** ☒ Show All Records

Add Course History Button



**Caution:** Before clicking the **Add Course History** button, be sure to note the student's current grade level. This information is required to add the course and is not automatically entered.

6. The **Student Course History Assignment** screen is displayed.

**Student Course History Assignment**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **403**

School Information		Year Information		Student School Attended	
In District School	Calendar Month Calendar Year School Year	Student School Attended			
Non District School	Term Code Year Title (Regular, Night...)	Start Date End Date			
	Grade Numeric Mark	Add New School Attended Record			
	Term Code Actual				

Add New Non-District School

**Courses**

Line	Course Title	Course ID	Mark	Conduct	Effort	CHS Type	Credits	Rpt Tag	Attendance Total	Teacher Name
	Synergy	Actual	Synergy	Actual			Attempted Completed	1 2		

Student Course History Assignment Screen

7. If the **Edit** button had to be clicked in step 2, set this new screen to Update Mode by clicking on the **Menu** button and selecting **Edit Student Data**.
8. In the **In District School** or **Non District School** list, select the appropriate school.
9. If the non-district school needed is not in the list, click the Maximize button in the **Add New Non-District School** section.

Maximizing the Add New Non-District School Section

10. In the **Add New Non-District School** section, enter the name of the non-district school in the **School Name** box.

Add New Non-District School

11. In the **Filter Type** list, select where this school can be used in Synergy SIS. Select **Course History** if the school can be used only to enter courses in course history, or select **All** to enable its use in other screens, such as **Career Plan**.
12. Enter the school's **Federal School Code** and **State School Code**, if known.
13. Select the **School Type**, such as **Out of state K12 School**.
14. Enter other contact information for the school, if known.
15. In the **Calendar Month** field, enter the month (1–12) in which the course was finished.
16. Enter the calendar year in the **Calendar Year** field in four-digit format.
17. Enter the school year in the **School Year** field, in four-digit format. For example, for the school year 2006–07 enter 2006, even if the course was completed in 2007.
18. In the **Term Code** field, enter your district's code for the term that most closely corresponds to the term in which the course was actually taken (the **Term Code Actual**). Be sure to use the same format for each code, such as **S1** for Semester 1 and **Q1** for Quarter 1.
19. Enter the title of type of school year in the **Year Title** field. Possible titles are Summer, Regular, and Night. Be sure to standardize the titles.
20. Select the **Grade** level of the student when the course was finished.
21. Check the **Numeric Mark** box if the mark to be entered is numeric.

22. In the **Term Code Actual** field, enter the non-district school's code for the term (such as quarter or trimester) in which the course was taken. This might but might not be the same as the **Term Code** for your district.
23. To attach the course to a school attended record, select the school of enrollment in the **Student School Attended** list. The **Start Date** and **End Date** are automatically entered based on the enrollment dates for the enrollment selected. If the school attended is not listed, leave the **Student School Attended** filed blank, enter the **Start Date** and **End Date** for the enrollment, and check the **Add New School Attended Record** box.
24. Click the **Chooser** button in the **Courses** section. The **Chooser** screen opens.
25. To search for the course by the course ID, course title, credit, short description, or whether the courses are active or inactive, enter this information in the appropriate fields of the **Find Criteria** section, and click the **Find** button.

The screenshot shows the 'Chooser' screen with a 'Find' button circled in red. The screen is divided into several sections: 'Find Criteria' with input fields for Course ID, Course Title, Credit, Short Desc, and Inactive; 'Add Selected Row(s) >' and 'Add All Row(s) >>' buttons; 'Search Results' with a 'Find Result' table; and 'Selected Items' with a table containing a close button (X) and columns for Line, Course ID, Course Title, Credit, Short Desc, and Inactive.

Find Criteria				
Course ID	Course Title	Credit	Short Desc	Inactive

Add Selected Row(s) >    Add All Row(s) >>

Search Results					
Find Result					
Line	Course ID	Course Title	Credit	Short Desc	Inactive

Selected Items						
X	Line	Course ID	Course Title	Credit	Short Desc	Inactive

*Chooser Screen*

26. The list of courses in the **District Course** screen is searched for all courses matching the search criteria (if any) and populates the **Find Result** grid with the results.

**Chooser**

**Find Criteria**

Course ID:  Course Title:  Credit:  Short Desc:  Inactive:

**Search Results**

**Find Result**

Line	Course ID	Course Title	Credit	Short Desc	Inactive
1	EN02X	English	1.00		N
2	EN03B	English	0.50		N
3	EN03C	English	1.00		N
4	EN03C1	English	0.50		N
5	EN03C2	English	0.50		N
6	EN03P	English	1.00		N
7	EN03P2	English	0.50		N
8	EN04	English 04	1.00		N
9	EN05	English 5th Grade	1.00		N
10	EN07	English 7	1.00		N
11	EN071	English 7	0.50		N
12	EN072	English 7	0.50		N
13	EN07-2	English 7	0.50		N
14	EN08	English 8	1.00		N
15	EN081	English 8	0.50		N
16	EN082	English 8	0.50		N
17	EN08-2	English 8	0.50		N
18	EN09	English 9	1.00		N
19	EN091	English 9	0.50		N
20	EN0912	Eng 9th A-Hr	0.50		N
21	EN091C	9th Eng-Corr	1.00		N
22	EN092	English 9	0.50		N
23	EN09-2	English 9	0.50		N
24	EN092C	9th Eng-Corr	1.00		N
25	EN09CC	9th Eng Corr	0.50		N
26	EN09-H	Eng 9 Honors	1.00		N
27	EN09X	Tr English	0.50		N
28	EN101	Comm Coll En101	0.50		N
29	EN102	Comm Coll En102	0.50		N
30	EN10W	Flp English	1.00		N

**Selected Items**

Line	Course ID	Course Title	Credit	Short Desc	Inactive
------	-----------	--------------	--------	------------	----------

1 2 3 4 5 >>

Chooser Screen, Find Result Grid

27. If the desired course is not shown in the first grid, click a page number at the bottom of the **Find Result** grid to display the next page of courses.
28. Click the **Line** number of the row containing the desired course. The course is highlighted.
29. Click the **Add Selected Row(s)>** button.

30. The course is moved from the **Find Result** grid to the **Selected Items** grid. Multiple courses may be selected by continuing to highlight the courses and clicking the **Add Selected Row(s)>** button.

The screenshot shows the 'Chooser' window with two main sections: 'Find Result' and 'Selected Items'. The 'Find Result' section contains a table with columns: Line, Course ID, Course Title, and Credit. It lists 20 English courses. The 'Selected Items' section contains a table with the same columns, showing one selected item: Line 1, Course ID EN40, Course Title Shakespeare, Credit 0.50. A red circle highlights the 'Add Selected Row(s) >' button between the two grids.

*Chooser Screen, Selected Items Grid*

31. When all courses have been added to the **Selected Items** grid, click the **Select** button at the top of the screen. The courses are moved to the **Courses** grid on the **Student Course History Assignment** screen.

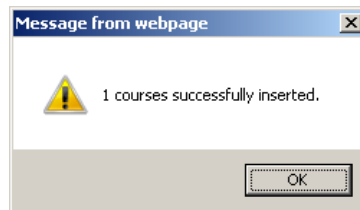
The screenshot shows the 'Student Course History Assignment' screen. It has several tabs: 'School Information', 'Year Information', 'Student School Attended', and 'Courses'. The 'Courses' tab is active, showing a table with columns: Line, Course Title, Course ID, Mark, Conduct, Effort, CHS Type, Credits (Attempted, Completed), Rpt Tag, Attendance Total, and Teacher Name. One row is shown: Line 1, Course Title Shakespeare, Course ID EN40, Mark B, Conduct Excellent, Effort 0.50, CHS Type High School, Credits Attempted 0.50, Credits Completed 0.50, Rpt Tag 1, Attendance Total 1, Teacher Name Smith.

*Student Course History Assignment Screen, Course Added*

32. If necessary, edit the course title and ID in the **Actual** columns under **Course Title** and **Course ID**.
33. Enter the mark earned by the student in the **Mark** column.
34. Select the student's conduct rating in the **Conduct** list.
35. Select the student's effort rating in the **Effort** list.
36. Select the **CHS Type**.
37. Modify **Attempted** and **Completed** under **Credits**, if necessary.
38. If the student has already taken this course, select a repeat tag in the **Rpt Tag** list.
39. Optionally, enter the course attendance for the student in the **Attendance Total** columns. For example, Attendance Total 1 may pertain to unexcused absences and Attendance Total 2 may pertain to unverified absences.
40. Enter the teacher's name in the **Teacher Name** field.



41. Click the **Save Courses** button at the top of the screen.
42. When a success message is displayed, click the **OK** button.



Message Box, Course Inserted



**Note:** The **CHS Type** can be modified on the **Course History** tab only.

## EDITING COURSES

To edit a course already listed in the student's course history:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



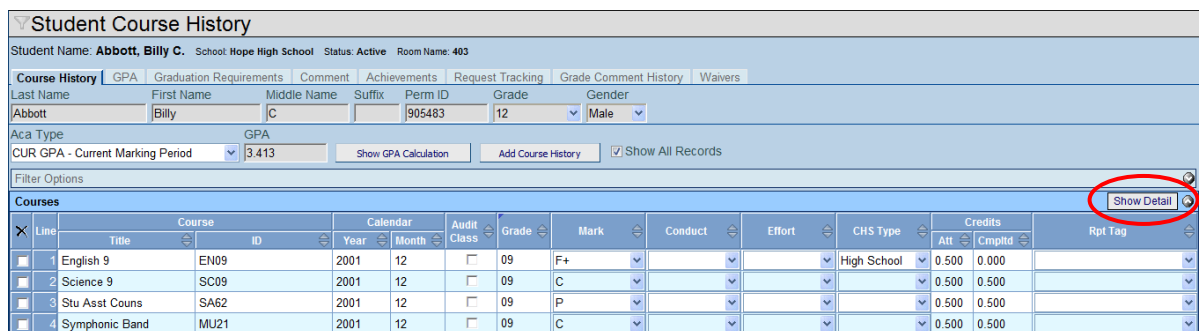
Focus

2. Navigate to **Synergy SIS > Course History > Student Course History**.
3. Scroll to or find the student's record.
4. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

5. To edit the information displayed on the main screen, click on the row to modify and change the information as desired.



Student Course History Screen, Show Detail Button

- If the information is not displayed on the main screen, click on the **Show Detail** button to display the detail screen of the course.
- Select the course to edit by clicking the **Line** number of the course on the left, and edit the information as needed.

The screenshot displays the 'Student Course History Screen, Course Detail'. On the left, a list of courses is shown with their line numbers. The course 'Algebra I' (Line 10) is selected. The right pane shows the detailed information for this course, including school information, year information, district course information, last change information, and course information.

Student Course History Screen, Course Detail

- Click the **Save** button at the top of the screen.

To delete a course:

- Click on the checkbox in the **X** column next to the course to delete.

Line	Title	ID	Year	Month	Grade	Mark	Conduct	CHS Type	Credits	Rpt Tag
1	Algebra I	MA27	2002	12	08	B			0.500	0.500
2	Algebra I	MA27	2003	5	08	A			0.500	0.500

Courses Grid, Delete Column

- Click the **Save** button at the top of the screen to delete the course.

## ADDING AND EDITING COMMENTS

To add a comment to a student's course history, to be displayed on a secondary transcript:

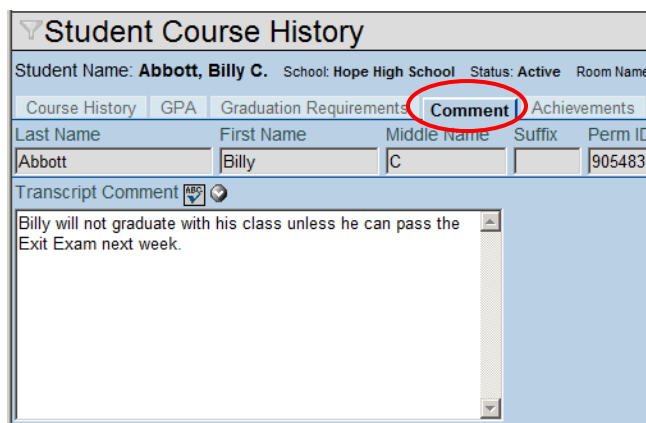
- Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

- Navigate to **Synergy SIS > Course History > Student Course History**.
- Scroll to or find the student's record.

- Click the **Comment** tab.



**Student Course History**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: [blank]

Course History | GPA | Graduation Requirements | **Comment** | Achievements

Last Name	First Name	Middle Name	Suffix	Perm ID
Abbott	Billy	C		905483

Transcript Comment [icon]

Billy will not graduate with his class unless he can pass the Exit Exam next week.

*Student Course History Screen, Comment Tab*

- Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

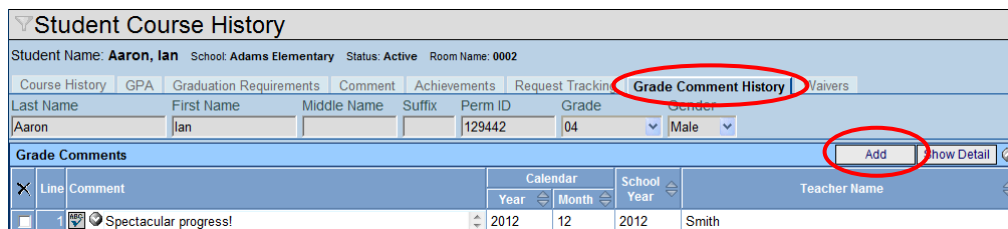


*Edit Button*

- Enter or edit the comment in the **Transcript Comment** box.
- Click the **Save** button at the top of the screen.

Comments can be also entered for display on elementary transcripts. These comments are shown in the transcript in the school header, if no courses are listed for the grading period entered in the comment, or below the courses for the grading period. To add a comment to an elementary transcript:

- Click the **Grade Comment History** tab.



**Student Course History**

Student Name: **Aaron, Ian** School: **Adams Elementary** Status: **Active** Room Name: **0002**

Course History | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | **Grade Comment History** | Waivers

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Aaron	Ian			129442	04	Male

Grade Comments [Add] [Show Detail]

Line	Comment	Calendar		School Year	Teacher Name
		Year	Month		
1	Spectacular progress!	2012	12	2012	Smith

*Student Course History Screen, Grade Comment History Tab*

- Click the **Add** button, and the **Student Grade Comment History Add** screen opens.

*Student Grade Comment History Add Screen*

- Select the **In District School** or **Non-District School** where the student was enrolled for the comment period. If the non-district School is not listed, enter the new school in the **Add New Non-District School** section. (See step 6.)
- Enter the **Calendar Month** and **Calendar Year**, the **School Year**, the **Term Code**, the **Year Type Title** (such as Regular or Summer), and the **Grade** in which the student was enrolled during the comment period.
- To attach the comment to a school attended record, select the school enrollment in **Student School Attended** list. The **Start Date** and **End Date** are automatically entered based on the enrollment dates for the enrollment selected. If the school attended is not listed, leave the **Student School Attended** field blank, enter the **Start Date** and **End Date** for the enrollment, and check the **Add New School Attended Record** box.
- If the needed non-district school does not appear in the **Non-District School** list, add it in the **Add New Non-District School** section.
  - Enter the name of the non-district school in the **School Name** box.
  - Choose where this school can be used in Synergy SIS in the **Filter Type** list.
  - Enter the school's **Federal School Code** and **State School Code**, if known.
  - Select the **School Type**, such as **Out of state K12 School**.
  - Enter location and contact information for the school, if known.
- Enter the name of the teacher who made the comment in the **Teacher Name** box.
- Enter the **Comment** in the comment box.
- Click the **Save** button at the top of the screen.

To edit a grade comment:

1. To edit the information displayed on the main screen, click on the row to modify and change the information as desired.

The screenshot shows the 'Student Course History' interface for a student named Abbott, Billy C. at Hope High School. The 'Grade Comment History' tab is selected. Below the student information, there is a table of grade comments. The first row shows a comment 'Student did outstanding work!' by Kathy Jackson. The 'Show Detail' button next to this row is circled in red.

*Editing a Grade Comment*

2. To edit additional details about the comment, click the **Show Detail** button.

The screenshot shows the 'Grade Comment History, Detail Screen' for the same student and comment. The 'Show Detail' button is circled in red. The screen is divided into three main sections: 'School Information', 'Year Information', and 'Comment Detail'. The 'School Information' section includes dropdowns for 'In District School' (Hope High School) and 'Non District School'. The 'Year Information' section includes fields for 'Calendar Month' (9), 'Calendar Year' (2010), 'School Year' (2010), 'Year Type Title', and 'Term Code'. The 'Comment Detail' section includes fields for 'Teacher Name' (Kathy Jackson) and 'Comment' (Student did outstanding work!).

*Grade Comment History, Detail Screen*

3. In the **Comment** column, click the comment to edit.
4. Information that can be modified in the detail screen includes the **In District School** or **Non District School**, and the **School Attended**. To edit the **School Attended**:
  - a. Click the gray arrow. The **Find: SchoolAttendedHistory** screen opens in a separate window.

- b. To remove the school attended without replacing it with another school, click the **Clear Selection** button.

*Find: School Attended History Screen*

- c. To select another school, enter any or all of the **Find Criteria** and click the **Find** button. Click on the school to highlight it, and then click the **Select** button.
5. The **Year Type Title**, such as Regular or Summer, and the **Term Code** can also be edited here.
6. Click the **Save** button at the top of the screen.

To delete a comment, check the box in the **X** column and click the **Save** button at the top of the screen.

*Deleting a Grade Comment*

## ADDING ACHIEVEMENTS

To add an achievement to the student's course history record:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

2. Navigate to **Synergy SIS > Course History > Student Course History**.
3. Scroll to or find the student's record.
4. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

5. Click the **Achievements** tab.

Line	Date Earned	Achievement	School Year Earned
1	04/15/2005	Academic Decathlon	2005
2	04/12/2004	National Honor Society Member	2004
3	04/07/2003	National Honor Society Member	2003

Student Course History Screen, Achievements Tab

6. Click the **Add** button. A new line is added to the bottom of the **Students Achievements** grid.

Line	Date Earned	Achievement	School Year Earned
1	04/15/2005	Academic Decathlon	2005
2	04/12/2004	National Honor Society Member	2004
3	04/07/2003	National Honor Society Member	2003
4	05/23/2011		

Adding Achievements

7. Today's date is automatically entered into the **Date Earned** column. To modify the date, enter it in month/day/year format or click the **Calendar** button and select the date.
8. Select the name of achievement in the list in the **Achievement** column.
9. Enter the school year in four-digit format in the **School Year Earned** column.
10. Click the **Save** button at the top of the screen.

## EDITING ACHIEVEMENTS

To edit an achievement:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



2. Navigate to **Synergy SIS > Course History > Student Course History**.
3. Scroll to or find the student's record.
4. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



5. Click the **Achievements** tab.

Line	Date Earned	Achievement	School Year Earned
1	04/15/2005	Academic Decathlon	2005
2	04/12/2004	National Honor Society Member	2004
3	04/07/2003	National Honor Society Member	2003

*Student Course History Screen, Achievements Tab*

6. Edit the achievements as needed by clicking on the information in the grid.
7. Click the **Save** button at the top of the screen.

To delete an achievement from the student's course history:

1. Check the box in the **X** column.

X	Line	Date Earned	Achievement	School Year Earned
<input checked="" type="checkbox"/>	1	04/15/2005	Academic Decathlon	2005
<input type="checkbox"/>	2	04/12/2004	National Honor Society Member	2004
<input type="checkbox"/>	3	04/07/2003	National Honor Society Member	2003

*Student Course History Screen, Achievements Tab, Deleting*

2. Click the **Save** button at the top of the screen to save the changes or click the **Undo** button to cancel the operation without deleting the information.



## RECORDING A TRANSCRIPT REQUEST

The **Request Tracking** tab lists each time a student's transcript was sent upon request to a non-district school, such as a college or transfer school. Requests can be added via either the **Add Wizard** or **Add** button.

To enter requests via the Add Wizard:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

2. Navigate to **Synergy SIS > Course History > Student Course History**.
3. Scroll to or find the student's record.
4. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

5. Click the **Request Tracking** tab.

Student Course History Screen, Request Tracking Tab

6. Click the **Add Wizard** button. The **Student Request Tracking Assignment** screen opens in a separate window.

Student Request Tracking Assignment Screen

7. In the **Release Date** field, type the date the transcript was released in M/D/YY format, or click the Calendar button and select the date.
8. Select the school to which the transcript was sent in the **Non-District School** list.

9. If the non-district school needed is not in the list, click the **Maximize** button in the **Add New Non-District School** section.


The screenshot shows the 'Student Request Tracking Assignment' window. At the bottom, the 'Add New Non-District School' section is visible. A red circle highlights the maximize button (represented by a square icon) in the top right corner of this section's header bar.

*Maximizing the Add New Non-District School Section*

10. In the **Add New Non-District School** section, enter the name of the non-district school in the **School Name** box.

The screenshot shows the 'Add New Non-District School' window. It contains several input fields: 'School Name (Required to add)', 'Filter Type' (set to 'Request Tracking'), 'Federal School Code', 'State School Code', 'School Type', 'Address', 'Address 2', 'City', 'State', 'Zip Code', '+4', 'Phone', and 'Phone Type'.

*Add New Non-District School*

11. Choose where this school can be used in Synergy SIS in the **Filter Type** list. Select **Request Tracking** if the school can be used only when entering transcript requests, or select **All** to use it in other screens such as **Student Career Plan**.
12. Enter the school's **Federal School Code** and **State School Code**, if known.
13. Select the **School Type**, such as **Out of state K12 School**.
14. Enter location and contact information for the school, if known.
15. Enter the name of the person to which the transcript was sent in the **Person Released To** box. Select the person's title in the **Person Title** list, which can be customized by the district.
16. Select the reason the transcript was sent in the **Release Purpose** list. This list can be customized by the district as outlined in the *Synergy SIS – Course History Administrator Guide*.
17. Select how the transcript was sent in the **Delivery Type** list. This list may also be customized by the district.
18. In the **Request Date** field, type the date the transcript was requested in M/D/YY format, or click the Calendar  button and select the date.
19. Select which transcript definition was used to print the transcript by clicking on the gray arrow next to **Transcript Option Name**.

20. The **Find: StudentTranscriptOptions** screen opens in a separate window. Enter all or part of the name of the transcript option, and click **Find**.

*Find Student Transcript Options Screen*

21. Click the **Transcript Option** in the **Find Result** grid, and click the **Select** button.
22. Click the **Save** button at the top of the screen to add the request.

To add a request via the **Add** button:

1. Click the **Add** button. A new blank line is added to the grid.

*Student Course History Screen, Request Tracking Tab*

2. Enter the **Release Date**, and select the **Non-District School** to which the transcript was sent.

*Adding a Transcript Request Using the Add Button*

3. Enter the name of the person to whom the transcript was sent in the **Person Released To** column. Select the person's title in the **Person Title** list.
4. Select the reason the transcript was sent in the **Release Purpose** list. This list can be customized by the district as outlined in the *Synergy SIS – Course History Administrator Guide*.
5. Click the **Save** button at the top of the screen.
6. You can add information by clicking the **Show Detail** button. See *Editing a Transcript Request*, below.

## EDITING A TRANSCRIPT REQUEST

To edit a transcript request in the student's course history:

1. Click the **Request Tracking** tab.

Student Course History

Student Name: **Abbott, Billy C.** School: Hope High School Status: Active Room Name: 216

Course History GPA Graduation Requirements Comment Achievements **Request Tracking** Grade Comment History Waivers

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Abbott Billy C 905483 12 Male

**Request Tracking** Add Wizard Add Show Detail

Line	Release Date	Non-District School	Person Released To	Person Title	Release Purpose
1	02/07/2011	Blalock High School	Sandy Jones	Clerk	School Transfer

Student Course History Screen, Achievements Tab

2. Edit the transcript requests as needed by clicking on the information in the grid.
3. To edit additional details, click the **Line** number of the request, and click the **Show Detail** button.

Student Course History

Student Name: **Abbott, Billy C.** School: Hope High School Status: Active Room Name: 216

Course History GPA Graduation Requirements Comment Achievements **Request Tracking** Grade Comment History Waivers

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Abbott Billy C 905483 12 Male

**Request Tracking** Add Wizard Add Hide Detail

Line	Release Date	Release Date: 02/07/2011
1	02/07/2011	

**Request Info**

Non-District School: Blalock High School Person Released To: Sandy Jones Person Title: Clerk

Release Purpose: School Transfer

**Request Details**

Delivery Type: Fax Request Date: 02/01/2011 Transcript Option Name: High School

Request Tracking, Detail Screen

4. Click the **Save** button at the top of the screen to save the changes.

To delete a transcript request from the student's course history:

1. Click the checkbox in the **X** column.

Student Course History

Student Name: **Abbott, Billy C.** School: Hope High School Status: Active Room Name: 216

Course History GPA Graduation Requirements Comment Achievements **Request Tracking** Grade Comment History Waivers

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Abbott Billy C 905483 12 Male

**Request Tracking** Add Wizard Add Show Detail

X	Line	Release Date	Non-District School	Person Released To	Person Title	Release Purpose
<input checked="" type="checkbox"/>	1	02/07/2011	Blalock High School	Sandy Jones	Clerk	School Transfer

Student Course History Screen, Request Tracking Tab, Deleting

2. Click the **Save** button at the top of the screen.

## WAIVING A GRADUATION CREDIT REQUIREMENT

The **Waivers** tab lists any district waivers applied to the student's subject area, college or university graduation requirements. Each waiver reduces the number of credits needed for the specified subject area and applies the credits earned in that area to another graduation requirement area, as specified in the **District Setup** screen. The waivers must be set up at the district level before they can be applied to individual students.

To add a waiver to a student:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



2. Navigate to **Synergy SIS > Course History > Student Course History**.
3. Scroll to or find the student's record.
4. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



5. Click the **Waivers** tab.

Student Course History						
Student Name: <b>Abbott, Billy C.</b> School: <b>Hope High School</b> Status: <b>Active</b> Room Name: <b>216</b>						
Course History		GPA	Graduation Requirements	Comment	Achievements	Request Tracking
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male
Subject Area Waivers						
Line	Waived Subject Area	Credits Waived	Waiver Date	Comments		
1	English Literature	1.000	04/04/2011			
College Waivers						
Line	Waive Credit From	Credits Waived	Waiver Date	Comments		
University Waivers						
Line	Waive Credit From	Credits Waived	Waiver Date	Comments		

Student Course History Screen, Waivers Tab

- Click the **Add** button in the section used by the student's graduation requirements. The most common is **Subject Area Waivers**.

The screenshot shows the 'Student Course History' interface for a student named Abbott, Billy C. The 'Waivers' tab is selected. Below the student information, there are three sections: 'Subject Area Waivers', 'College Waivers', and 'University Waivers'. Each section has an 'Add' button. The 'Add' button in the 'Subject Area Waivers' section is circled in red.

Adding A Waiver

- A new blank line is added. Select the **Waived Subject Area** from the drop-down list. These subject areas are set up in the **District Setup** screen, as outlined in the *Synergy SIS – Course History Administrator Guide*.
- Enter the number of **Credits Waived**. This can be up to three digits past the decimal point.
- In the **Waiver Date** box, type the date in M/D/YY format, click the Calendar button and select the date.
- Comments** can also be added to explain the waiver.
- Click the **Save** button at the top of the screen.

## EDITING A WAIVER

To edit a waiver:

- Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

- Navigate to **Synergy SIS > Course History > Student Course History**.
- Scroll to or find the student's record.
- Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

- Click the **Waivers** tab.

**Student Course History**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **216**

Course History | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | Grade Comment History | **Waivers**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

**Subject Area Waivers** Add

X	Line	Waived Subject Area	Credits Waived	Waiver Date	Comments
<input type="checkbox"/>	1	English Literature	1.000	04/04/2011	

**College Waivers** Add

X	Line	Waive Credit From	Credits Waived	Waiver Date	Comments
---	------	-------------------	----------------	-------------	----------

**University Waivers** Add

X	Line	Waive Credit From	Credits Waived	Waiver Date	Comments
---	------	-------------------	----------------	-------------	----------

*Student Course History Screen, Waivers Tab*

- Edit the waivers as needed by clicking on the information in the grid.
- Click the **Save** button at the top of the screen to save the changes.

To delete a waiver from the student's course history:

- Check the box in the **X** column.

**Student Course History**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **216**

Course History | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | Grade Comment History | **Waivers**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

**Subject Area Waivers** Add

X	Line	Waived Subject Area	Credits Waived	Waiver Date	Comments
<input checked="" type="checkbox"/>	1	English Literature	1.000	04/04/2011	

**College Waivers** Add

X	Line	Waive Credit From	Credits Waived	Waiver Date	Comments
---	------	-------------------	----------------	-------------	----------

**University Waivers** Add

X	Line	Waive Credit From	Credits Waived	Waiver Date	Comments
---	------	-------------------	----------------	-------------	----------

*Student Course History Screen, Waivers Tab, Deleting*

- Click the **Save** button at the top of the screen.





# **Chapter Three:**

## **SERVICE LEARNING AND SCHOOL ATTENDED HISTORY**

This chapter covers:

- ▶ Overview of Service Learning
  
- ▶ Adding Service Learning
- ▶ Editing Service Learning
- ▶ Service Learning Menu Options
- ▶ Adding Schools Attended History
- ▶ Editing Schools Attended History
- ▶ School Attended History Menu Options

## OVERVIEW OF SERVICE LEARNING

The **Synergy SIS > Course History > Student Service Learning** screen records student participation in service learning activities.

**Student Service Learning**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **403** Student Name: **Abbott, Billy C.**

**Service Learning**

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

**Totals**

Total Hours: **60.00** School Type:


**Service Learning Hours**

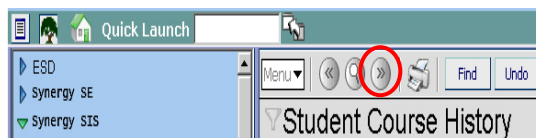
Line	Date Earned	Category	School Type	Project Name	Hours
1	01/29/2013	1		Town community center after hours help	50.00
2	12/18/2012	1		Homeless shelter assistance	10.00

*Student Service Learning Screen*

To find a student's service learning record, there are two methods: Scroll and Find.

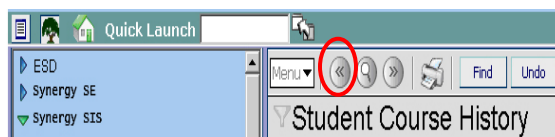
To scroll through the student records to find the student:

1. Click the Next button  at the top of the screen to advance to the first student's records. Records are sorted alphabetically by last name, so the first student to appear most likely has a last name that starts with A.



*Right Scroll Button*

2. To scroll in reverse alphabetical order, click the Previous button .



*Left Scroll Button*

3. Continue clicking the buttons until the desired student record appears.

To switch to Find mode to look for the student records:

1. Click the Find Mode button .



*Find Mode Button*

2. Enter either the whole last name or the first part of the last name of the student in the **Last Name** box.

*Student Service Learning Screen, Searching by Last Name*

3. Click the **Find** button or press the Enter key. The first student record that matches the search criteria appears. Then use the Next button if needed to find the student.



**Note:** In Find mode, students can also be found by searching by any of the yellow fields on the screen. Entering anything in any box but the first one opens a window with a list of students matching the criteria entered. To select a student, click the name, and the student record appears in the **Student Service Learning** screen. Close the pop-up window after selecting the record. For more information about finding students in any screen, refer to the *Synergy SIS – Student Information User Guide*.

## ADDING SERVICE LEARNING

To record the hours a student has spent working on a service learning project:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

*Focus*

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

*Edit Button*

- Click the **Add** button. A new line is added to the list of service learning projects.

**Student Service Learning**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **403** Student Name: **Abbott, Billy C.**

**Service Learning**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

**Totals**

Total Hours: **60.00** School Type:

**Service Learning Hours**

Line	Date Earned	Category	School Type	Project Name	Hours
1	01/29/2013	1		Town community center after hours help	50.00
2	12/18/2012	1		Homeless shelter assistance	10.00
3	1/14/2013				

Student Service Learning Screen, Adding

- To modify the **Date Earned**, enter it in month/day/year format, or select the date from a calendar by clicking the **Calendar** button in the field.
- Select the **Category** in the list.
- Select a **School Type** in the list.
- Enter the name of the project in the **Project Name** column.
- Enter the total number of hours in the **Hours** column.
- Click the **Save** button at the top of the screen.

## EDITING SERVICE LEARNING

To edit a service learning record:

- Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

**Edupoint**  
School District

Hope High School  
Year: 2011-2012  
User: Admin User  
Show active and inactive

Quick Launch

Lock | Sign Out | Support | Help

Focus

- Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Menu

« » 🔍 🖨️ **Edit** Undo

Edit Button

- Edit the student records as necessary by clicking in the columns of the records.
- Click the **Save** button at the top of the screen.

To delete a record:

1. Check the box in the **X** column.

**Student Service Learning**  
 Student Name: **Abbott, Billy C.** School: Hope High School Status: Active Room Name: 403 Student Name: Abbott, Billy C.

**Service Learning**

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

**Totals**  
 Total Hours: 60.00 School Type: [dropdown]

**Service Learning Hours**

X	Line	Date Earned	Category	School Type	Project Name	Hours
<input checked="" type="checkbox"/>	1	01/29/2013	1		Town community center after hours help	50.00
<input checked="" type="checkbox"/>	2	12/18/2012	1		Homeless shelter assistance	10.00

*Service Learning Screen, Delete Column*

2. Click the **Save** button at the top of the screen.

## SERVICE LEARNING MENU OPTIONS

At the top of the **Student Service Learning** screen, a **Menu** button provides access to additional information regarding the student's service learning activities.

**Menu** [dropdown arrow] [Navigation icons] [Edit] [Undo] [Add] [Delete]

- Edit Student Data
- Reports
  - Service Learning Profile
  - e (HS1) Status: Active
- Report Preferences
- View Audit Detail For Student Service Learning

*Student Service Learning Screen, Menu Options*

The options available under the **Menu** button are:

- **Edit Student Data** – puts the screen in Update mode instead of Inquiry mode, so you can edit data.
- **Reports** – enables the Service Learning Profile report to be easily generated for the student currently displayed in the screen.



**Tip:** To select additional options for these reports or to print the reports for a group of students instead of an individual student, the reports should be run from the Reports folder in the Synergy SIS navigation tree. For more information about running Service Learning reports, see Chapter Six.

- **Report Preferences** – opens the **User Password and Preferences** screen described in the *Synergy SIS – Student Information User Guide*.

- **View Audit Detail For Student Service Learning** – the **Audit Trail History** screen lists all of the changes made to the student's records, what was changed, who changed it, and the date and time the change was made. It is the same audit trail available through the **Student** screen.

Audit Trail History			
Properties			
Line	Business Object	Property Name	Crud Action
1	StudentServiceLearning	SchoolType	Insert
2		SlpGU	Insert
3		Category	Insert
4		ProjectName	Insert
5		StudentGU	Insert
6		DateEarned	Insert
7		Hours	Insert

*Audit Trail History for Student Service Learning*

The Print button at the top of the screen may be used to print the information on the **Student Service Learning** screen.



*Print Button*

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

The screenshot shows the 'Student Service Learning' screen. At the top is a toolbar with 'Menu', navigation buttons, 'Find', and 'Undo'. Below the toolbar is the title 'Student Service Learning'. Underneath are input fields for 'Student Name', 'School', 'Status', 'Room Name', and 'Student Name'. The main section is titled 'Service Learning' and contains fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', and 'Get'. Below this is a 'Totals' section with 'Total Hours' and 'School Type'. At the bottom is a 'Service Learning Hours' table with columns for 'Line', 'Date Earned', 'Category', 'School Type', 'Project Name', and 'Hours'. An 'Add' button is located to the right of the table.

*Printed Student Service Learning Screen*

## ADDING SCHOOLS ATTENDED HISTORY

**Student School Attended History** lists schools that a student has attended. For in-district schools, these records can be added in bulk using the Update Student Course History screen, as outlined in the *Synergy SIS – Course History Administrator Guide*.

For non-district schools, and in special circumstances for in-district schools, you add history manually for each student. To add history:

1. Navigate to **Synergy SIS > Course History > Student School Attended History**.

Line	Start Date	End Date	School Year	School Attended	Grade	Total Membership Days	Total Present	Total Abs
1	08/06/2007	12/19/2007	2007	Forest Hills High School	09			
2	08/04/2008	12/19/2008	2008	Hope High School	10	95.0	95.0	0.0
3	12/22/2008	05/29/2009	2008	Hope High School	10	115.0	115.0	0.0
4	08/10/2009	05/28/2010	2009	Hope High School	11	205.0	205.0	0.0
5	08/31/2010	12/23/2010	2010	Hope High School	12	77.0	73.0	4.0
6	12/24/2010	06/30/2011	2010	Hope High School	12	119.0	85.0	34.0

Student School Attended History Screen

2. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

Focus

3. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Edit Button

4. Click the **Add** button above the list of schools.

The **Schools Attended History Add** screen opens in a separate window.

*Schools Attended History Add Screen*

5. Select the school to add in either the **In-District School** or **Non-District School** list.
6. To add a new non-district school:
  - a. In the **Add New Non-District School** section, enter the name of the non-district school in the **School Non District Name** box.
  - b. In the **Filter Type** list, select where this school can be used in Synergy SIS. Select **Course History** if the school can be used only when entering courses in course history and schools attended history, or select **All** to use it in other screens such as the Career Plan or for request tracking.
  - c. Enter the school's **Federal and State School Codes**, if known.
  - d. Select the **School Type**.
  - e. Enter other school contact and location information, if known.
7. Enter the four digit **School Year**, such as 2012 for school year 2012-13.
8. Enter the **Year Title**, such as Regular or Summer.
9. Enter the **Start Date** and **End Date** of the enrollment in MM/DD/YYYY format, or clicking the Calendar button to select.
10. Select the **Grade** level of the student, and the **End of Year Status** if known.
11. Enter the **Total Membership Days**, **Total Present**, and **Total Abs** (absences) if known for the enrollment period.
12. Click the **Save** button at the top of the screen to add the school record.



## EDITING SCHOOLS ATTENDED HISTORY

To edit a school enrollment record already recorded in the student's school attended history:

1. Go to the **Student School Attended History** screen.

**Student School Attended History**

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **216** Teacher: **User, T.**

**Schools Attended**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

**Schools Attended History**

Line	Start Date	End Date	School Year	School Attended	Grade	Total Membership Days	Total Present	Total Abs
1	08/06/2007	12/19/2007	2007	Forest Hills High School	09			
2	08/04/2008	12/19/2008	2008	Hope High School	10	95.0	95.0	0.0
3	12/22/2008	05/29/2009	2008	Hope High School	10	115.0	115.0	0.0
4	08/10/2009	05/28/2010	2009	Hope High School	11	205.0	205.0	0.0
5	08/31/2010	12/23/2010	2010	Hope High School	12	77.0	73.0	4.0
6	12/24/2010	06/30/2011	2010	Hope High School	12	119.0	85.0	34.0

*Student School Attended History Screen*

2. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

**Edupoint**  
School District

Focus: **Hope High School**  
Year: 2011-2012  
User: Admin User  
Show active and inactive

*Focus*

3. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Menu | << | < | > | >> | Print | **Edit** | Undo

*Edit Button*

4. Edit the school enrollment records as needed by clicking on the information in the list of school enrollments.
5. Click the **Show Detail** button for access to additional details about the enrollment.

- Click the **Line** number of the record to edit.

**Student School Attended History**

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **403** Teacher: **Sullivan, J.**

**Schools Attended**

Line	Start Date	End Date	School Year	School Attended	Grade	Total Membership Days	Total Present	Total Abs
1	09/11/2009	06/15/2010	2009	Blalock High School	09	180.0	174.0	6.0
2	09/13/2010							
3	09/13/2011							
4	09/03/2012							

**School Information**

In-District School:  Non-District School:  Blalock High School

**Year Information**

Start Date: 09/11/2009 End Date: 06/15/2010 School Year: 2009 Year Title (Regular, Night ...): School Year Year Title (Regular, Night ...): Grade: 09 End Of Year Status: Total Membership Days: 180.0 Total Present: 174.0 Total Abs: 6.0

**School Info Overrides**

School Name: City: State: Province: Country: Comment:

*Student School Attended History, Detail Screen*

- In the **School Information** and **Year Information** sections, edit information such as **Non-District School**, **Year Title** (such as Regular or Summer), or **End of Year Status**.
- In the **School Info Overrides** section, override the school information that has been entered automatically for in-district schools, and add a **Comment** regarding the reason for the school info override. The school information appears on reports such as the elementary transcripts.
- Click the **Save** button at the top of the screen to save the changes.

To delete a school enrollment from the student's school attended history:

- Click the checkbox in the **X** column.

**Student School Attended History**

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **216** Teacher: **User, T.**

**Schools Attended**

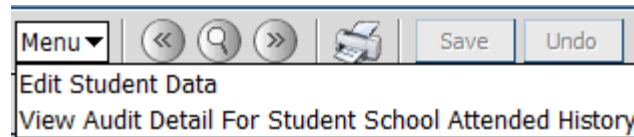
X	Line	Start Date	End Date	School Year	School Attended	Grade	Total Membership Days	Total Present	Total Abs
<input checked="" type="checkbox"/>	1	08/06/2007	12/19/2007	2007	Forest Hills High School	09			
<input type="checkbox"/>	2	08/04/2008	12/19/2008	2008	Hope High School	10	95.0	95.0	0.0
<input type="checkbox"/>	3	12/22/2008	05/29/2009	2008	Hope High School	10	115.0	115.0	0.0
<input type="checkbox"/>	4	08/10/2009	05/28/2010	2009	Hope High School	11	205.0	205.0	0.0
<input type="checkbox"/>	5	08/31/2010	12/23/2010	2010	Hope High School	12	77.0	73.0	4.0
<input type="checkbox"/>	6	12/24/2010	06/30/2011	2010	Hope High School	12	119.0	85.0	34.0

*Student School Attended History Screen, Deleting*

- Click the **Save** button at the top of the screen to save the change, or click the **Undo** button to cancel the operation without deleting the information.

## SCHOOL ATTENDED HISTORY MENU OPTIONS

At the top of the Student School Attended History screen, a **Menu** button provides access to additional information regarding the student's school enrollment history.



*Student School Attended History Screen, Menu Options*

The options available under the Menu button are:

- **Edit Student Data** – puts the screen in Update mode instead of Inquiry mode and allows the data to be edited.
- **View Audit Detail For Student School Attended History** – the **Audit Trail History** screen lists all changes made to the student's records, including what was changed, who changed it, and when. It is the same audit trail report available through the **Student** screen. Student School Attended History information is not yet available in the audit trail.

The Print button at the top of the screen may be used to print the information on the **Student School Attended History** screen.



*Print Button*

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Menu

Save

Undo

Status: Ready

Student School Attended History

Student Name: Abbott, Billy C.
School: Hope High School
Homeroom: 400
Teacher: Sullivan, J.

Schools Attended

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Ge
Abbott	Billy	C		905483	12	Ma

Schools Attended History

	Line	Start Date	End Date	School Year	School Attended	Grade	Total Membership Days	Total Present
<input type="checkbox"/>	1	09/11/2009	06/15/2010	2009	Blalock High School	09	180.0	174.0
<input type="checkbox"/>	2	09/13/2010	06/15/2011	2010	Hope High School	10	180.0	165.0
<input type="checkbox"/>	3	09/13/2011	06/14/2012	2011	Hope High School	11	180.0	179.0
<input type="checkbox"/>	4	09/03/2012	08/02/2013	2012	Hope High School	12	220.0	204.0

*Printed Student School Attended History Screen*



## Chapter Four: STUDENT CAREER PLANS

This chapter covers:

- ▶ Overview of Career Plans
- ▶ Adding Career Plans
- ▶ Editing Career Plans
- ▶ Adding Skills and Interest Inventories
- ▶ Editing Skills and Interest Inventories
- ▶ Adding Documents
- ▶ Editing Documents
- ▶ Adding Post-Secondary Plans
- ▶ Editing Post-Secondary Plans
- ▶ Menu Options

## OVERVIEW OF CAREER PLANS

The **Synergy SIS > Course History > Student Career Plan** screen lists the courses a student must complete to graduate with the career plan selected, and monitors the student's course completion progress. It can also list a student's interests and skill inventories, store related documents, and outline their post-secondary plans.

**Student Career Plan**

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Diaz, Joe** Counselor Badge Number: **1039**

Plan | Inventories Skills/Interests | Documents | Post Secondary Plans

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Career Plan: **CTE - Accounting** Class Of: **2011** [Load Defaults](#)

**Courses by Subject Area** [Show Detail](#)

Line	Subject Area	Credits Required	09 Regular Courses	09 Regular Credit Completed	10 Regular Courses	10 Regular Credit Completed	11 Regular Courses	11 Regular Credit Completed	12 Regular Courses	12 Regular Credit Completed	12 Regular Credit Attempted	12 Summer Credit Attempted	Credits Remaining
1	English	4.000	EN09 - English 9	0.500			EN34 - Prin Eng II	0.000	EN46 - Prin Eng III	0.000	0.500		3.000
2	Mathematics	2.000	MA27 - Algebra I	1.500	MA31 - Alt Geometry	0.000	MA31 - Alt Geometry	0.000					0.500
3	Laboratory Science	2.000	SC09 - Science 9, SC09 - Science 9	0.500	SC49 - Biology	0.000			SC49 - Biology, SC71 - Chemistry	1.500	0.000		0.000
4	History & Social Studies	2.500	SS22 - World Hist/a	0.500									2.000

Student Career Plan Screen

## ADDING CAREER PLANS

To add a career plan to a student's record:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

**Edupoint** School District

Hope High School  
Year: 2011-2012  
User: Admin User  
Show active and inactive

[TYPE](#) [Quick Launch](#) [Lock](#) [Sign Out](#) [Support](#) [Help](#)

Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Menu << >> <> <> <> **Edit** Undo

Edit Button

3. Navigate to **Synergy SIS > Course History > Student Career Plan**.

**Student Career Plan**

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Diaz, Joe** Counselor Badge Number: **1039**

Plan | Inventories Skills/Interests | Documents | Post Secondary Plans

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Career Plan:  Class Of: **2011** [Load Defaults](#)

**Courses by Subject Area** [Show Detail](#)

Line	Credits Required	Credits Remaining

Student Career Plan Screen



3. Click the **Show Detail** button of the **Courses by Subject Area** section.

**Student Career Plan**

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Diaz, Joe** Counselor Badge Number: **1039**

Plan | Inventories | Skills/Interests | Documents | Post Secondary Plans

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Career Plan: **CTE - Accounting** Class Of: **2011** [Load Defaults](#)

**Courses by Subject Area** [Show Detail](#)

Line	Subject Area	Credits Required	09 Regular Courses	09 Regular Credit Completed	10 Regular Courses	10 Regular Credit Completed	11 Regular Courses	11 Regular Credit Completed	12 Regular Courses	12 Regular Credit Completed	12 Regular Credit Attempted	12 Summer Credit Attempted	Credits Remaining
1	English	4.000	EN09 - English 9	0.500			EN34 - Prin Eng II	0.000	EN46 - Prin Eng III	0.000	0.500		3.000
2	Mathematics	2.000	MA27 - Algebra I	1.500	MA31 - Alt Geometry	0.000	MA31 - Alt Geometry	0.000					0.500
3	Laboratory Science	2.000	SC09 - Science 9	0.500	SC49 - Biology	0.000			SC49 - Biology, SC71 - Chemistry	1.500	0.000		0.000
4	History & Social Studies	2.500	SS22 - World Hist/a	0.500									2.000

*Student Career Plan Screen, Editing*

4. In the detail area for each subject area are sections for each grade level that has not been completed. For example, if the student is in 9<sup>th</sup> grade, it shows grades 10-12. Courses and course groups can then be added to the plan for each of these grade levels for the individual student.
5. To add courses to the plan for the student, click the **Line** number for the subject area to edit.

**Courses by Subject Area** [Hide Detail](#)

Line	Subject Area	Grade
1	English	Grade 10
2	Mathematics	Grade 11
3	Laboratory Science	Grade 12
4	History & Social Studies	
5	Fine Arts or CTE	
6	Electives	

*Courses By Subject Area, Detail Screen*

6. Click the Maximize button for the grade level section to edit.

**Courses by Subject Area** [Hide Detail](#)

Line	Subject Area	Grade
1	English	Grade 10
2	Mathematics	Grade 11
3	Laboratory Science	Grade 12
4	History & Social Studies	
5	Fine Arts or CTE	
6	Electives	

*Courses By Subject Area, Detail Screen*

7. To add a pre-built group of courses, click the **Add Course Group** button.

**Courses by Subject Area** [Hide Detail](#)

Line	Subject Area	Grade
1	English	Grade 10
2	Mathematics	Grade 11
3	Laboratory Science	Grade 12
4	History & Social Studies	
5	Fine Arts or CTE	
6	Electives	

*Adding Course Groups to a Career Plan*



8. The **Student Career Plan Course** screen opens in a separate window. Select the **Course Group** in the list.

The screenshot shows the 'Student Career Plan Course' window. At the top, there is a 'Menu' dropdown, 'Add Option', and 'Undo' buttons. The status is 'Ready'. Below the title bar, there are three dropdown menus: 'Course Group' (highlighted with a red circle), 'Group Option', and 'Action'.

*Student Career Plan Course Screen*

9. If the course group has more than one option, select the **Group Option** to use.
10. In the **Action** list, select whether the course group should replace the courses already planned for that subject area and grade, or appended to the existing list.
11. Click the **Add Option** to add the course group to the career plan. The courses from the course group are added to the **Courses** grid in the detail screen.
12. To add individual courses to the career plan, click the **Add** button in the Courses grid, and a new line appears in the **Courses** grid.

The screenshot shows the 'Courses by Subject Area' window. On the left is a list of subject areas: English, Mathematics, Laboratory Science, History & Social Studies, Fine Arts or CTE, and Electives. The main area shows details for 'Grade 10', including 'Regular' and 'Summer' sections. Each section has an 'Add Course Group' button. Below these are two 'Courses' grids. The 'Add' button in the first 'Courses' grid is highlighted with a red circle. The 'Courses' grid has columns: Line, Order By, Course ID, Course ID And Title, and Credit.

*Adding Courses to a Career Plan*

13. Click the gray arrow in the **Course ID**, **Course ID and Title**, or **Credit** column, and the **Find Course** screen opens in a separate window.
14. Enter all or part of the **Course ID**, **Course Title**, or **Credit** to be found, or any combination of these, and click the **Find** button. A list of courses matching the criteria appears in the **Search Results** grid.

The screenshot shows the 'Find: Course' window. At the top are buttons: 'Find' (highlighted with a red circle), 'Close', 'Select', and 'Clear Selection'. Below the title bar is the 'Find Criteria' section with input fields for 'Course ID' (containing 'SC4'), 'Course Title', and 'Credit' (containing '1.00'). Below that is the 'Search Results' section with a 'Find Result' table.

Line	Course ID	Course Title	Credit
1	SC42	Life Science	1.00
2	SC46W	Ap Biology	1.00
3	SC49-H	Biology Hnr	1.00

*Find Course Screen, Find Results*

- Click on the course to be added. Then click the **Select** button to add it to the **Courses** in the career plan.

Find Course

Find Criteria

Course ID	Course Title	Credit
SC4		1.00

Search Results

Find Result

Line	Course ID	Course Title	Credit
1	SC42	Life Science	1.00
2	SC46W	Ap Biology	1.00
3	SC49-H	Biology Hnr	1.00

Find Course Screen, Course Selected

- Click the **Save** button at the top of the screen.

To delete a course from the career plan:

- Click the **Show Detail** button of the **Courses by Subject Area** section.

Student Career Plan

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Diaz, Joe** Counselor Badge Number: **1039**

Plan | Inventories | Skills/Interests | Documents | Post Secondary Plans

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Career Plan: **CTE - Accounting** Class Of: **2011**

Courses by Subject Area

Line	Subject Area	Credits Required	09 Regular Courses	09 Regular Credit Completed	10 Regular Courses	10 Regular Credit Completed	11 Regular Courses	11 Regular Credit Completed	12 Regular Courses	12 Regular Credit Completed	12 Regular Credit Attempted	12 Summer Credit Attempted	Credits Remaining
1	English	4.000	EN09 - English 9	0.500			EN34 - Prin Eng II	0.000	EN46 - Prin Eng III	0.000	0.500		3.000
2	Mathematics	2.000	MA27 - Algebra I	1.500	MA31 - Alt Geometry	0.000	MA31 - Alt Geometry	0.000					0.500
3	Laboratory Science	2.000	SC09 - Science 9	0.500	SC49 - Biology	0.000			SC49 - Biology, SC71 - Chemistry	1.500	0.000		0.000
4	History & Social Studies	2.500	SS22 - World Hist/q	0.500									2.000

Student Career Plan Screen, Editing

- Click the **Line** number of the subject area to edit, and then click the Maximize button for the grade level section to edit.

Courses by Subject Area

Line	Subject Area	Grade
1	English	Grade 10
2	Mathematics	Grade 11
3	Laboratory Science	Grade 12
4	History & Social Studies	
5	Fine Arts or CTE	
6	Electives	

Courses By Subject Area, Detail Screen

3. Check the box in the **X** column for the courses to be deleted.

The screenshot shows the 'Courses by Subject Area' interface. On the left, a list of subject areas is shown: English, Mathematics, Laboratory Science, History & Social Studies, Fine Arts or CTE, and Electives. The 'English' subject area is selected. The main area displays the 'Grade 10' section, which is divided into 'Regular' and 'Summer' tabs. The 'Regular' tab is active, showing a table of courses. The first row in the table is highlighted, and a red box is drawn around the 'X' column header and the checkbox in the first row, indicating where to click to delete the course.

X	Line	Order By	Course ID	Course ID And Title	Credit
<input type="checkbox"/>	1	1	EN09	EN09 - English 9	1.00

*Courses By Subject Area, Deleting*

4. Click the **Save** button at the top of the screen.

## ADDING SKILLS AND INTEREST INVENTORIES

To list a student's skills and interest inventories on a student's record:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



3. Navigate to the **Synergy SIS > Course History > Student Career Plan**, and click the **Inventories Skills/Interests** tab.

Student Career Plan Screen

4. To add a skill in which the student wants to build competency, click the **Add** button in the **Skills** section. A new blank line is added.
5. In the **Skill Date** column, type the date on which the skill was added to the career plan in M/D/YY format, or click the Calendar button and select the date.

Adding a Skill, Inventories Skills/Interests Tab

6. Select the **Skill** and, optionally, the student's current **Competency Level** and any **Notes**.

- To add a record of a completed interest inventory taken by the student, click the **Add** button in the **Interests** section. A new blank line is added.

The screenshot shows the 'Student Career Plan' interface for a student named Abbott, Billy C. The 'Interests' section is active, displaying a table with columns: Line, Interest Date, Interest, and Notes. An 'Add' button is circled in red at the bottom right of the table.

Line	Interest Date	Interest	Notes
1	02/14/2011	ACT Interest Inventory	

*Adding a Interest Inventory, Inventories Skills/Interests Tab*

- In the **Interest Date** column, type the date on which the interest inventory was completed in M/D/YY format, or click the Calendar button and select the date.
- Select the interest inventory taken in the **Interest** column.
- Optionally, add **Notes**.
- Click the **Save** button at the top of the screen.

## EDITING SKILLS AND INTEREST INVENTORIES

To edit a student's skills or interest inventories:

- Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

The screenshot shows the Edupoint School District interface. The 'Focus' dropdown menu is open, showing 'Hope High School' as the selected option. The 'Edit' button is circled in red.

- Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

The screenshot shows the Edupoint interface with the 'Edit' button circled in red.

*Edit Button*

3. Navigate to **Synergy SIS > Course History Student Career Plan**, and click the **Inventories Skills/Interests** tab.

Student Career Plan

Student Name: **Abbott, Billy C.** School: Hope High School Counselor: Diaz, Joe Counselor Badge Number: 1039

Plan: **Inventories Skills/Interests** Documents Post Secondary Plans

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male

**Skills**

Line	Skill Date	Skill	Competency Level	Notes
1	01/09/2011	Teaching	Low	

**Interests**

Line	Interest Date	Interest	Notes
1	02/14/2011	ACT Interest Inventory	

Student Career Plan Screen, Inventories Skills/Interests Tab

4. Edit the student records as necessary.
5. Click the **Save** button at the top of the screen.

To delete a record:

1. Check the box in the **X** column.

Student Career Plan

Student Name: **Abbott, Billy C.** School: Hope High School Counselor: Diaz, Joe Counselor Badge Number: 1039

Plan: **Inventories Skills/Interests** Documents Post Secondary Plans

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male

**Skills**

X	Line	Skill Date	Skill	Competency Level	Notes
<input checked="" type="checkbox"/>	1	01/09/2011	Teaching	Low	

**Interests**

X	Line	Interest Date	Interest	Notes
<input checked="" type="checkbox"/>	1	02/14/2011	ACT Interest Inventory	

Student Career Plan Screen, Inventories Skills/Interests Tab, Deleting

2. Click the **Save** button at the top of the screen.

## ADDING DOCUMENTS

To add a document to a student's career plan, such as a scanned copy of an interest inventory or a test result:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



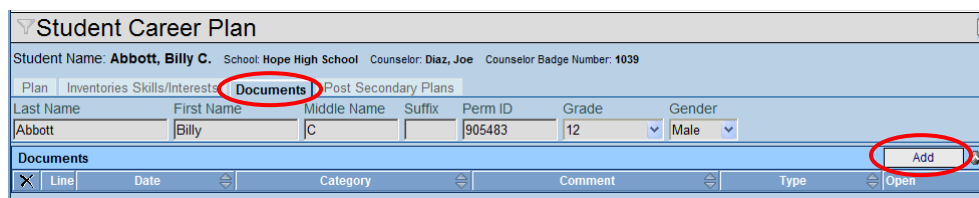
*Focus*

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



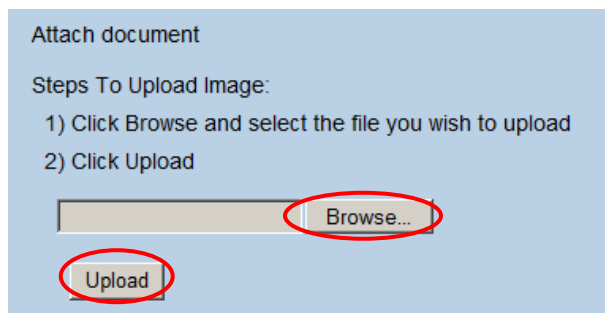
*Edit Button*

3. Navigate to **Synergy SIS > Course History > Student Career Plan**, and click the **Documents** tab.



*Student Career Plan Screen, Documents Tab*

4. Click the **Add** button in the **Documents** section.
5. The **Attach Document** screen opens in a separate window. Click the **Browse** button, and locate and select the document.



*Attach Document Screen*

6. Click the **Upload** button.

- Click **OK** to dismiss the success message.



Message Box

- A new line shows the document. By default, today's date is in the **Date** column. You can change the date, using M/D/YY format or clicking the Calendar button.

Saving the Document

- Select a **Category** for the document.
  - By default, the name of the file is entered in the **Comment** column. You can edit this.
  - Click the **Save** button at the top of the screen.
- You can view the document by clicking the **Open** button.

## EDITING DOCUMENTS

To edit a document attached to a career plan:

- Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

- Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

- Navigate to **Synergy SIS > Course History > Student Career Plan**, and click the **Documents** tab.



Student Career Plan Screen, Documents Tab

4. Edit the **Date**, **Category**, or **Comment** as necessary by clicking in the columns of the records.
5. The document itself cannot be edited. To change a document, it must be deleted and a new document added.
6. Click the **Save** button at the top of the screen to save the changes or click the **Undo** button to cancel the operation without saving the information.

To delete a document:

1. Click the checkbox in the **X** column.

Student Career Plan Screen, Documents Tab, Delete Column

2. Click the **Save** button at the top of the screen to save the changes or click the **Undo** button to cancel the operation without deleting the information.

## ADDING POST-SECONDARY PLANS

To document the student's post-secondary plans as part of the career plan:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Edit Button

- Navigate to **Synergy SIS > Course History > Student Career Plan**, and click the **Post Secondary Plans** tab.
- Select the student's plan in the **Post Secondary Option** list.

Student Career Plan

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Diaz, Joe** Counselor Badge Number: **1039**

Plan | Inventories Skills/Interests | Documents | **Post Secondary Plans**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Post Secondary Option:

Institutions

**Add**

Line Order Non-District School School Type Address City State ZipCode

Student Career Plan Screen, Post Secondary Plans Tab

- To list a school the student plans to attend after high school, click the **Add** button in the **Institutions** section. A new blank line is added to the **Institutions** grid.
- Click the gray arrow in the **Non-District School** column to select a school. The **Find: SchoolNonDistrict** screen opens.

Student Career Plan

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Diaz, Joe** Counselor Badge Number: **1039**

Plan | Inventories Skills/Interests | Documents | **Post Secondary Plans**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Post Secondary Option: **4 Year Colleg**

Institutions

**Add**

Line Order Non-District School School Type Address City State ZipCode

1

Adding an Institution

- Enter all or part of the **Non-District School** name and any other search criteria, and click the **Find** button. (If the school is not listed, users with needed permissions can add it in **Synergy SIS > System > Setup Non-District School**.)

Find: SchoolNonDistrict

Find Criteria

Non-District School Address Address 2

City State ZipCode School Type

Search Results

Find Result

Line Non-District School Address Address 2 City State ZipCode School Type

Find School Non District Screen

- Click the school, and click the **Select** button to add the school to the **Institutions** grid.

Find: SchoolNonDistrict

Find Criteria

Non-District School Address Address 2

City State ZipCode School Type

Tempe

Search Results

Find Result

Line	Non-District School	Address	Address 2	City	State	ZipCode	School Type
1	Arizona State University	1955 S Val Vista Dr		Tempe	AZ	85204	

*Find School Non District Screen, Selecting*

- If more than one school is listed, enter numbers to specify the **Order** in which they appear.

Student Career Plan

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Jones, Jimmy** Counselor Badge Number: **12**

Plan Inventories Skills/Interests Documents **Post Secondary Plans**

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Abbott Billy C 905483 12 Male

Post Secondary Option

4 Year Colleg

Institutions

Line	Order	Non-District School	School Type	Address	City	State	ZipCode
1		Arizona State University		1955 S Val Vista Dr	Tempe	AZ	85204

*Student Career Plan Screen, Post Secondary Plans Tab, Order Column*

- Click the **Save** button at the top of the screen.

## EDITING POST-SECONDARY PLANS

To edit a student's post-secondary plans:

- Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

Edupoint School District

Focus

Hope High School  
Year: 2011-2012  
User: Admin User  
Show active and inactive

- Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Menu << >> Edit Undo

*Edit Button*

3. Navigate to **Synergy SIS > Course History > Student Career Plan**, and click the **Post Secondary Plans** tab.

**Student Career Plan**

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Diaz, Joe** Counselor Badge Number: **1039**

Plan | Inventories | Skills/Interests | Documents | **Post Secondary Plans**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Post Secondary Option: **4 Year Colleg**

**Institutions**

Line	Order	Non-District School	School Type	Address	City	State	ZipCode
1		<a href="#">State University</a>	<a href="#">University</a>	<a href="#">123 Main</a>	<a href="#">Big City</a>	<a href="#">AZ</a>	<a href="#">85004</a>

*Student Career Plan Screen, Post Secondary Plans Tab, Editing*

4. To replace a school in the **Institutions** grid:
  - a. Click a gray arrow in the row for the school. The **Find: SchoolNonDistrict** screen opens.

**Student Career Plan**

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Diaz, Joe** Counselor Badge Number: **1039**

Plan | Inventories | Skills/Interests | Documents | **Post Secondary Plans**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Post Secondary Option: **4 Year Colleg**

**Institutions**

Line	Order	Non-District School	School Type	Address	City	State	ZipCode
1		<a href="#">State University</a>	<a href="#">University</a>	<a href="#">123 Main</a>	<a href="#">Big City</a>	<a href="#">AZ</a>	<a href="#">85004</a>

*Replacing an Institution*

- b. Enter all or part of the **Non-District School** name and any other search criteria, and click the **Find** button. (If the school is not listed, users with sufficient permissions can add it in **Synergy SIS > System > Setup Non-District School**.)
  - c. Click the school, and click the **Select** button to add the school to the **Institutions** grid.

**Find: SchoolNonDistrict**

**Find Criteria**

Non-District School:  Address:  Address 2:

City:  State:  ZipCode:  School Type:

Search Results

Line	Non-District School	Address	Address 2	City	State	ZipCode	School Type
1	Arizona State University	1955 S Val Vista Dr		Tempe	AZ	85204	

*Find School Non District Screen, Selecting*

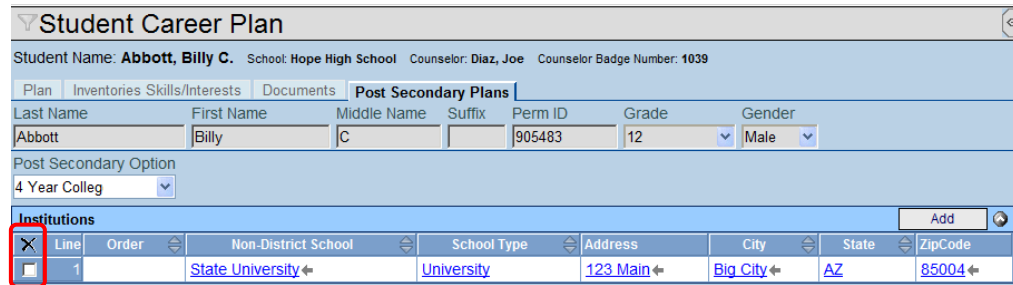


**Note:** Clicking a link for school information, instead of a gray arrow, opens the **Non-District School** screen, where users with sufficient permissions can edit information about the school.

5. Click the **Save** button at the top of the screen.

To delete a record:

1. Check the box in the **X** column.



**Student Career Plan**

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Diaz, Joe** Counselor Badge Number: **1039**

Plan | Inventories Skills/Interests | Documents | **Post Secondary Plans**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Post Secondary Option: **4 Year Colleg**

**Institutions** Add

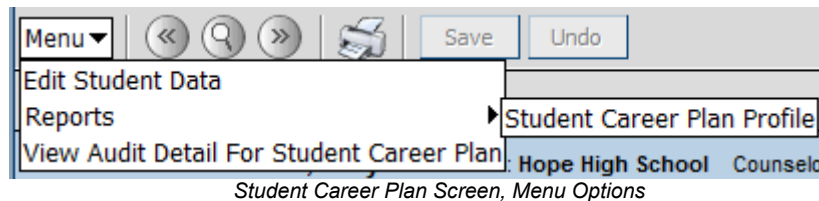
<b>X</b>	Line	Order	Non-District School	School Type	Address	City	State	ZipCode
<input type="checkbox"/>	1		State University	University	123 Main	Big City	AZ	85004

*Student Career Plan Screen, Post Secondary Plans Tab, Delete Column*

2. Click the **Save** button at the top of the screen.

## MENU OPTIONS

At the top of the **Student Career Plan** screen, a **Menu** button provides access to additional information regarding the student's career plans.



*Student Career Plan Screen, Menu Options*

The options available under the **Menu** button are:

- **Edit Student Data** – puts the screen in Update mode instead of Inquiry mode and allows the data to be edited.
- **Reports** – generates the Student Career Plan Profile for the student currently displayed.



**Tip:** To select additional options for these reports or to print the reports for a group of students instead of an individual student, the reports should be run from the Reports folder in the Synergy SIS Navigation Tree. For more information about running Career Plan reports, see Chapter Six in this guide.

- **View Audit Detail For Student Career Plan** – the **Audit Trail History** screen lists all changes made to the student's records, including what was changed, who changed it, and when. It is the same audit trail report available through the **Student** screen.

▼ Audit Trail History			
Properties			
Line	Business Object	Property Name	Crud Action
1	Student	MailSameAsHomeAddress	Update
2		HomeAddressGU	Update
3		GridCode	Update
4		DistrictOfResidenceAddr	Update
5		MailAddressGU	Update
6	StudentPostSecondaryInstitutions	StudentGU	Insert
7		SchoolNonDistrictGU	Insert
8		InstitutionGU	Insert
9	StudentPostSecondaryInstitutions	StudentGU	Delete
10		InstitutionGU	Delete
11		SchoolNonDistrictGU	Delete
12		Orderby	Delete
13	StudentCareerPlan	PostSecondaryOption	Update
14	StudentPostSecondaryInstitutions	StudentGU	Insert
15		InstitutionGU	Insert
16		SchoolNonDistrictGU	Insert
17	StudentCareerPlan	CareerPlanGU	Update
18	StudentCareerPlan	CareerPlanGU	Update
19	StudentCareerPlan	CareerPlanGU	Update
20	StudentCareerPlan	CareerPlanGU	Update
21	StudentCareerPlan	CareerPlanGU	Insert

*Audit Trail History for Student Career Plan*

The Print button at the top of the screen may be used to print the information on the **Student Career Plan** screen.



The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

The screenshot shows the 'Student Career Plan' interface. At the top, there's a status bar with 'Status: Ready' and various icons. Below that, the title 'Student Career Plan' is displayed. The student information section shows: Student Name: **Abbott, Billy C.**, School: **Hope High School**, Counselor: **Diaz, Joe**, Counselor Badge Number: **1039**. The 'Plan' tab is selected, showing fields for Last Name (Abbott), First Name (Billy), Middle Name (C), Suffix, Perm ID (905483), Grade (12), and Gender (Male). Below this, the 'Career Plan' section shows 'CTE - Accounting' selected and 'Class Of' set to '2011'. The main section is titled 'Courses by Subject Area' and contains a table with columns: Line, Subject Area, Credits Required, 09 Regular Courses, 09 Regular Credit Completed, 10 Regular Courses, 10 Regular Credit Completed, 11 Regular Courses, 11 Regular Credit Completed, and 12 Regular Courses. The table lists five subject areas with their respective credits and completed courses.

Line	Subject Area	Credits Required	09 Regular Courses	09 Regular Credit Completed	10 Regular Courses	10 Regular Credit Completed	11 Regular Courses	11 Regular Credit Completed	12 Regular Courses
1	English	4.000	EN09 - English 9	0.500			EN34 - Prin Eng II	0.000	EN46 - Pr Eng III
2	Mathematics	2.000	MA27 - Algebra I	1.500	MA31 - Alt Geometry	0.000	MA31 - Alt Geometry	0.000	
3	Laboratory Science	2.000	SC09 - Science 9	0.500	SC49 - Biology	0.000			SC49 - Biology, SC71 - Chemistry
4	History & Social Studies	2.500	SS22 - World Hist/g	0.500					
5	Fine Arts or CTE	1.000	EN09 - English 9	0.000	PA90 - Thea Arts I, CB10 - Comp Foundation, CB18 - Desktop Publish, MU29 - Beg Guitar	0.500	WL41 - French I, IT71 - Welding I	0.500	

*Printed Student Career Plan Screen*





## Chapter Five: STUDENT CTE

This chapter covers:

- ▶ Overview of CTE
- ▶ Adding CTE
- ▶ Editing CTE
- ▶ Menu Options

## OVERVIEW OF CTE

The **Synergy SIS > Course History > Student CTE** (Career and Technical Education) screen records student participation in official CTE programs.

**Student CTE**

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **216** Teacher: **User, T.**

CTE

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	State ID
Abbott	Billy	C		905483	12	0001341311

Special Populations Code  
☐ Disabled ☐ Limited English Proficient ☐ Economically Disadvantaged ☐ Single Parent  
☐ Displaced Homemaker ☐ Non-Traditional

CTE to Report: **Accounting and Related Services** Career Cluster to Report: **Business Management & Administration**

CTE Programs

Line	Completed	Code	Title	Competent
1	<input type="checkbox"/>	AC	<a href="#">Accounting and Related Services</a>	N

Student CTE Screen

## ADDING CTE

CTE programs can either be automatically assigned to students based on their courses, or the programs may be manually assigned. To add a CTE program manually to a student's record:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

3. Navigate to **Synergy SIS > Course History > Student CTE**.
4. Click the **Chooser** button. The **Chooser** screen opens in a separate window.

Find Select

**Chooser**

Find Criteria

Code	Title

Add Selected Row(s) > Add All Row(s) >>

Search Results

Find Result	Selected Items
Line   Code	Line   Code

Chooser Screen

5. Enter all or part of the CTE program **Code** or **Title** and click the **Find** button. All programs that match the find criteria appear in the **Find Result** grid.

6. Under **Find Result**, click a program to add, or hold down the Shift key and click multiple programs, and click the **Add Selected Row(s)>** button to move the selection to the **Selected Items** grid. Or to add all of the programs listed under **Find Result**, click the **Add All Row(s) >>** button.

Finding CTE Programs

7. Click the **Select** button.

Student CTE Screen, Program Added

8. Click the **Save** button at the top of the screen.
9. Select any **Special Populations Code** to which the student belongs by checking the appropriate box.
10. In the **CTE to Report** list, click the student's main CTE program.
11. If the CTE program is associated with more than one career cluster: In the **Career Cluster to Report** list, select the cluster to be reported.
12. For each program listed under **CTE Programs**:
- If the student has finished the program, check the **Completed** box and enter the **Completed Date**.
  - Rate the student's skills in the program area using the **Competent** list.
13. Click the **Save** button at the top of the screen.

Automatic assignment happens when a student is enrolled in a CTE course and the update process is run. The CTE update process can be run in bulk, or run individually for one student. The **Update Student CTE** screen assigns CTE programs to all students at the school in focus, as described in the *Synergy SIS – Course History Administrator Guide*.

To automatically assign to one student:

1. Click on the **Menu** button at the top of the **Student CTE** screen.

The screenshot shows the 'Student CTE' interface. At the top, there's a toolbar with a 'Menu' button circled in red. Below the toolbar, the student's name 'Abbott, Billy C.' is displayed along with school and teacher information. The main section contains fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', and 'State ID'. Below these are checkboxes for 'Special Populations Code' (Disabled, Limited English Proficient, Economically Disadvantaged, Single Parent, Displaced Homemaker, Non-Traditional). At the bottom, there are dropdown menus for 'CTE to Report' and 'Career Cluster to Report'.

Student CTE Screen

2. Select **Update Student CTE Data**.

This screenshot shows the dropdown menu that appears when the 'Menu' button is clicked. The options are 'Edit Student Data', 'Update Student CTE Data' (highlighted with a red rectangle), and 'View Audit Detail For Student CTE'.

Student CTE Screen, Menu Options

3. Click **OK** to dismiss the success message.

The screenshot shows a 'Message from webpage' dialog box. It has a yellow warning icon and the text 'The 'Update Student CTE Data' process has completed.' At the bottom right, the 'OK' button is circled in red.

Message Box

4. If the student has completed or is currently enrolled in any courses assigned to a CTE program, the program is added to the **Student CTE** screen. If only one program is found, it is also automatically entered as the **CTE To Report**.

This screenshot shows the 'Student CTE' screen with the 'CTE Programs' section expanded. It displays a table with columns: Line, Completed, Code, Title, and Competent. One program is listed: Line 1, Completed checkbox, Code AC, Title Accounting and Related Services, and Competent N. There are also dropdown menus for 'Accounting and Related Services' and 'Business Management & Administration'.

CTE Program Added

## EDITING CTE

To edit a CTE record:

1. Navigate to **Synergy SIS > Course History > Student CTE**.

**Student CTE**

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **216** Teacher: **User, T.**

CTE

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	State ID
Abbott	Billy	C		905483	12	0001341311

Special Populations Code

☐ Disabled ☐ Limited English Proficient ☐ Economically Disadvantaged ☐ Single Parent

☐ Displaced Homemaker ☐ Non-Traditional

CTE to Report: **Accounting and Related Services** Career Cluster to Report: **Business Management & Administration**

CTE Programs

Line	Completed	Code	Title	Competent
1	<input type="checkbox"/>	AC	<a href="#">Accounting and Related Services</a>	N

Student CTE Screen

2. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Focus

3. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

4. Select any **Special Populations Code** to which the student belongs by checking the appropriate box.
5. Select the main program for the student in the **CTE to Report** list.
6. For each program listed under **CTE Programs**:
  - If the student has finished the program, check the **Completed** box and enter the **Completed Date**.
  - Rate the student's skills in the program area using the **Competent** list.
7. Click the **Save** button at the top of the screen.

To delete a CTE program record:

1. Check the box in the **X** column.

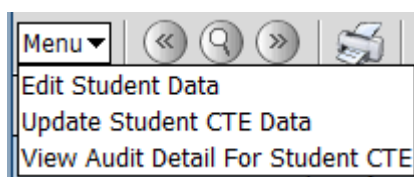
The screenshot shows the 'Student CTE' form for a student named Abbott, Billy C. The form includes fields for Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, and State ID. Below these are checkboxes for Special Populations Code (Disabled, Limited English Proficient, Economically Disadvantaged, Single Parent, Displaced Homemaker, Non-Traditional). There are also dropdown menus for 'CTE to Report' and 'Career Cluster to Report'. At the bottom, there is a table titled 'CTE Programs' with columns: X, Line, Completed, Code, Title, and Competent. The first row of the table has the 'X' checkbox selected (indicated by a red box in the original image), Line 1, Completed checkbox, Code AC, Title Accounting and Related Services, and Competent N.

*Student CTE Screen, Delete Column*

2. Click the **Save** button at the top of the screen.

## MENU OPTIONS

At the top of the Student CTE screen, a **Menu** button provides access to additional information regarding the student's CTE programs.



*Student CTE Screen, Menu Options*

The options available under the **Menu** button are:

- **Edit Student Data** – puts the screen in Update mode instead of Inquiry mode and allows the data to be edited.
- **Update Student CTE Data** – adds or removes CTE programs for the student based on course assignments.

- **View Audit Detail For Student CTE** – the **Audit Trail History** screen lists each change made to the student's records, including who changed it, and when.

Audit Trail History						
Properties						Show Detail
Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name Date Time Stamp
1	StudentCTEProgram	Competent	Insert	N		User, Admin 07/03/2011 15:59:03
2		UserEntered	Insert	N		User, Admin 07/03/2011 15:59:03
3		CTEProgramGU	Insert	<Link>		User, Admin 07/03/2011 15:59:03
4		Completed	Insert	N		User, Admin 07/03/2011 15:59:03
5		StuCTEProgramGU	Insert	<Link>		User, Admin 07/03/2011 15:59:03
6		StudentGU	Insert	<Link>		User, Admin 07/03/2011 15:59:03
7	StudentCTEProgram	CTEProgramGU	Update	<Link>		User, Admin 06/30/2011 10:37:32
8		Completed	Update	Y	N	User, Admin 06/30/2011 10:37:32
9		Competent	Update	Y	N	User, Admin 06/30/2011 10:37:32
10	StudentCTEProgram	Completed	Update	Y	N	User, Admin 06/30/2011 10:37:32
11		Competent	Update	Y	N	User, Admin 06/30/2011 10:37:32
12		CTEProgramGU	Update	<Link>		User, Admin 06/30/2011 10:37:32

*Audit Trail History for Student CTE*

The Print button at the top of the screen may be used to print the information on the Student CTE screen.



*Print Button*

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Menu		Save		Undo		Status: Ready	
<b>Student CTE</b> Student Name: Abbott, Billy C. School: Hope High School Homeroom: 400 Teacher: Sullivan, J.							
<b>CTE</b> Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Sta: 001							
Special Populations Code <input type="checkbox"/> Disabled <input type="checkbox"/> Limited English Proficient <input type="checkbox"/> Economically Disadvantaged <input type="checkbox"/> Single Parent <input type="checkbox"/> Displaced Homemaker <input type="checkbox"/> Non-Traditional							
CTE to Report Information Technology							
Career Cluster to Report Information Technology							
<b>CTE Programs</b>							
X	Line	Completed	Completed Date	Code	Title	Competent	
	1	<input checked="" type="checkbox"/>	08/28/2012	IT	Information Technology	Y	

*Printed Student CTE Screen*





## Chapter Six: REPORTS

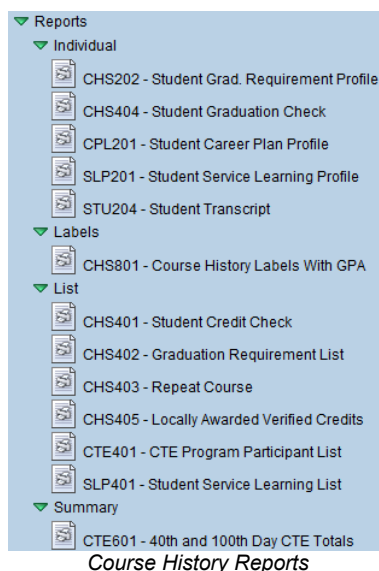
In this chapter, the following topics are covered:

- ▶ Available Reports
- ▶ CHS202 – Student Grad. Requirement Profile
- ▶ CHS404 – Student Graduation Check
- ▶ CPL201 – Student Career Plan Profile
- ▶ SLP201 – Student Service Learning Profile
- ▶ STU204 – Student Transcript
- ▶ CHS801 – Course History Labels With GPA
- ▶ CHS401 – Student Credit Check
- ▶ CHS402 – Graduation Requirement List
- ▶ CHS403 – Repeat Course
- ▶ CHS405 – Locally Awarded Verified Credits
- ▶ CTE401 – CTE Program Participant List
- ▶ CTE601 – 40th and 100th Day CTE Totals
- ▶ SLP401 – Student Service Learning List

## AVAILABLE REPORTS

The available reports for Course History, Career Plan, CTE, School Attended History, and Service Learning are found under the **Synergy SIS > Course History > Reports**.

Individual reports print information about a single student per page, but can be printed for multiple students at one time. List reports generate summaries for multiple students.



To print a report, navigate to it, select options, and click the **Print** button.



**Reference:** For more information about customizing all Synergy SIS reports, please refer to the *Synergy SIS – Query & Reporting Guide*. This chapter covers only the customizations specific to each of the reports used in Course History, and the additional options available on the other tabs are explained in the *Query & Reporting Guide*.

## CHS202 – Student Grad. Requirement Profile

The student graduation requirement profile prints out the complete student course history with a summary of the credits needed by subject area.

Edupoint Educational Systems		Hope (HS1) Student Grad. Requirement Profile Grad Req: High School		Year: 2007-2008 Report: CHS202			
<b>General Information</b>							
Student Name: <b>Abbott, Billy C.</b>	Scholarship: <b>905483</b>	Gen: <b>M</b>	Grade: <b>12</b>	Enter Date: <b>08/14/2007</b>	Leave Date:		
Last Name Goes By:	Nickname:	Birth Date: <b>10/14/1988</b>		Home Address: <b>3515 Pence Ct Annandale, OH 22003</b>			
Home Phone: <b>703-555-1212</b>	Home Language: <b>English</b>	Ethnicity: <b>Hispanic</b>					
Subject Area	Required Credits	Completed Course Title	Mark	Credits	In Progress Course Title	Credits	Needed Credits
Fine Arts or Career Tech Ed.	1.00	CE11 - Computer Apps	F	0.00			
		PA89 - Thru Arts I	B	0.00			
		CE10 - Desktop Publish	D	0.00			
		PA81 - Thru Arts II	A	0.00			
		PA88 - Int Acting	B				
		NC881 - RE88 Per	C+				
		NC881 - RE88 Per	C+				
		NC882 - RE88 Per	A				
		NC882 - RE88 Per	A				
		MU29 - Bag Guitar	D-				
		TF11 - Wading I	F				
		AR54 - Bag Jewelry	C				
Health and Physical Education	2.00	TS52 - Tr Safety	B	0.00			
		PE78 - Weight Trn Boys	C	0.00			
		PE781 - Weight Trn	A+	0.00			
		MU45 - March Band	B	0.00			
Electives	4.00	SA82 - Stu Asst Course	F				
		BS22 - Health Hwkg	C	0.00			
		NC881 - RE88 Per	B+	0.00			
		MU21 - Symphonic Band	C	0.00			
		EN08 - English 9	C	0.00			
		MU21 - Symphonic Band	B	0.00			
		EN08 - English 9	B	0.00			
		MU38 - Symphonic Band	A	0.00			
		MU38 - Symphonic Band	A	0.00			
		PS20C - Co-Pernt Dev	A	0.00			
		MU38 - Symphonic Band	A	0.00			
		MU38 - Symphonic Band	A	0.00			
		AR54 - Bag Jewelry	A+	0.00			
		MU41 - March Band	A	0.00			
		MU41 - March Band	C	0.00			
		EN80 - Eng (Ext) Lit	A+	0.00			
English	4.00	CE10 - Comp Foundation	F				2.00
		EN02 - Fin Eng I	C	0.00			
		EN01 - Lit Explor	F				
		EN01 - Lit Explor	B	0.00			
		EN04 - Fin Eng II	D				
		EN02 - Mythology	C	0.00			
		EN04 - Fin Eng III	B				
Mathematics	4.00	MA27 - Algebra I	C	0.00			2.00
		MA27 - Algebra I	A	0.00			
		MA27 - Algebra I	D-				
		MA21 - Alt Geometry	C	0.00			
		MA21 - Alt Geometry	F				
		MA21 - Alt Geometry	D				
Laboratory Science	3.00	SC48 - Science 9	C	0.00			2.00
		SC48 - Science 9	D				
		SC48 - Biology	F				
		SC48 - Biology	D				
		SC48 - Biology	B	0.00			
History and Social Science	4.00	SS25 - Civ Govt	A				2.00
		SS51 - Am Govt	C	0.00			
		SS51 - Am Govt	A-				
		SS24 - Amer History I	C	0.00			
		SS25 - Amer History II	B	0.00			
<b>Totals</b>	<b>22.00</b>			<b>19.00</b>			<b>3.00</b>

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Graduation Requirement Profile, Page 1

Edupoint Educational Systems		Hope (HS1) Student Grad. Requirement Profile Grad Req: High School		Year: 2007-2008 Report: CHS202			
<b>General Information</b>							
Student Name: <b>Abbott, Billy C.</b>	Scholarship: <b>905483</b>	Gen: <b>M</b>	Grade: <b>12</b>	Enter Date: <b>08/14/2007</b>	Leave Date:		
Last Name Goes By:	Nickname:	Birth Date: <b>10/14/1988</b>		Home Address: <b>3515 Pence Ct Annandale, OH 22003</b>			
Home Phone: <b>703-555-1212</b>	Home Language: <b>English</b>	Ethnicity: <b>Hispanic</b>					
Subject Area	Required Credits	Completed Course Title	Mark	Credits	In Progress Course Title	Credits	Needed Credits
Laboratory Science	3.00	SC48 - Science 9	D				2.00
		SC48 - Biology	F				
		SC48 - Biology	D				
		SC48 - Biology	B	0.00			
History and Social Science	4.00	SS25 - Civ Govt	A				2.00
		SS51 - Am Govt	C	0.00			
		SS51 - Am Govt	A-				
		SS24 - Amer History I	C	0.00			
		SS25 - Amer History II	B	0.00			
<b>Totals</b>	<b>22.00</b>			<b>19.00</b>			<b>3.00</b>
<b>Test Requirements</b>							
Test Name	Performance Level	Scores	Status				
SCA English	Meets Standard	105	Not Passed				
SCA Mathematics	Below Standard	945	Not Passed				
SCA Social Science	Meets Standard		Passed				
SCA History / Social Science	Meets Standard		Not Taken				
<b>Service Learning Requirement</b>							
Required Hours	Hours	Status					
10.00	10.00	Passed					
<b>GPA Requirement</b>							
Name	Required GPA	GPA	Status				
CLM GPA	1.000003	1.932	Passed				

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Graduation Requirement Profile, Page 2

The report can be customized using the following options:

- **Graduation Requirement** – select the graduation requirement definition to use for the report
- **Add Work In Progress** – select None, Student grades, or Student schedule to include the student's current schedule
- **School Year for Request Credit** – select a school year to include the student's requested courses
- **Grading Period** – if work in progress is selected, choose which grading period to use
- **Term Definitions** – select which terms to use for work in progress
- **Show Detailed Course History** – show all courses in addition to a summary by subject area
- **Show mark received for completed coursework** – display the mark earned for each course
- **Show Credit Waivers** – include waivers in the report

*Student Grad. Requirement Profile Report Interface*

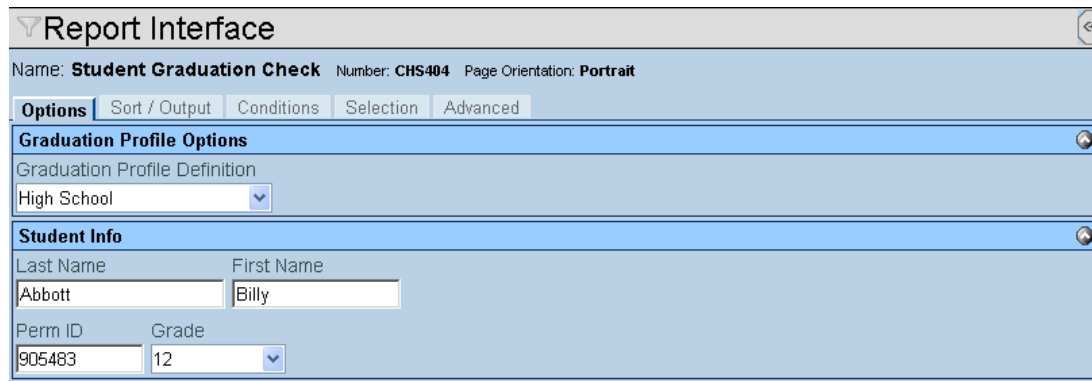
- **Use Simple Header** – reduce the size of the page header by removing the student detail information
- **Suppress Page Break** – if this is selected, the report does not insert a page break before each student's record when printing the report for multiple students.
- **Course Display Option** - select whether to display Course ID and Title, Course ID only, or Course Title only.

The report can also be filtered using the following options:

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, **Perm ID**, **Grade**, or **Section ID**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- Using the **Student Filter**, students that meet or don't meet the checked off requirements are displayed. The Student Filter may be set to **Exclude**, **Include**, or **Show All Students** and the requirements that can be used as a filter are the **Subject Area Req.**, **Test Req.**, **GPA Req.** and **Service Learning Req.** For example, if the Student Filter is set to Include and the Test Req is selected, an individual report is printed for all students who have met the test requirements for graduation.



The report can be customized prior to printing as follows:



*Student Graduation Check Report Interface*


- The **Graduation Profile Definition** to be used for the report may be selected from the drop-down list.
- This report can be also filtered to print a report for one student, or a report for every student meeting the criteria specified. Students may be selected by **Perm ID, Last Name, First Name, or Grade**.



**Reference:** For more information on how to customize this report, please see the chapter on the Student Graduation Check Report in the *Synergy SIS – Course History Administrator Guide*.

## CPL201 – Student Career Plan Profile

The Student Career Plan Profile report lists each of the subject areas required for graduation, and shows what courses have been completed, are in the student's schedule, or are planned for each subject area.



**Hope High School**  
**Student Career Plan Profile**

Year: 2010-2011  
 Report: CPL201

General Information									
Student Name		SIS Number	Gen	Grade	Enter Date	Leave Date			
Abbott, Billy C.		905483	M	12	08/31/2010				
Last Name Goes By		Nick Name		Birth Date	Home Address				
				05/12/1993	1960 S Val Vista Dr				
Phone	Home Language	Ethnic Code		Mesa, AZ 85234					
###-###-####	Spanish	Hispanic							

Required		Completed		In Progress		Planned		Needed
Subject Area	Crd	Course Title	Mark	Crd	Course Title	Crd	Course Title	Credits
English	4.000	EN09-English 9	C	0.500	EN46-Prin Eng III	0.500		3.000
		EN34-Prin Eng II	D	0				
Mathematics	2.000	MA27-Algebra I	A	1.500				0.500
		MA31-Alt Geometry	D	0				
		MA31-Alt Geometry	F	0				
Laboratory Science	2.000	SC09-Science 9	D	0				0.000
		SC09-Science 9	C	0.500				
		SC49-Biology	A	0.500				
		SC49-Biology	D	0				
		SC71-Chemistry	B	1.000				
History & Social Studies	2.500	SS22-World Histg	C	0.500				2.000
Fine Arts or CTE	1.000	CB10-Comp Foundation	F	0				0.000
		CB18-Desktop Publish	D	0				
		EN09-English 9	F	0				
		IT71-Welding I	F	0				
		MU29-Beg Guitar	D-	0				
		PA90-Thea Arts I	B	0.500				
		WL41-French I	C	0.500				
Electives	8.500	AR54-Beg Jewelry	A+	0.500	52.0300.10-Introduction to Bus	0.500		0.000
		EN40-Shakespeare	C	0.500	FS77-Prin&prac Econ	0.500		
		EN51-Lit Explor	B	0.500	NC962-Rt 6th Per	0.500		
		EN52-Mythology	C	0.500	PA86-Intermediate Acting	0.500		
		EN60-Eng (brit) Lit	A+	0.500	PE762-Weight Tm Boys	0.500		
		MU21-Symphonic Band C	C	0.500	SS51-Teacher Aid	0.500		
		MU21-Symphonic Band B	C	0.500				
		MU38-Symphonic Band A	C	0.500				
		MU38-Symphonic Band A	C	0.500				
		MU41-March Band	A	0.500				
		MU41-March Band	B	0.500				
		PA91-Thea Arts II	C	0.500				
		PE76-Weight Tm Boys	C	0.500				
		SA62-Stu Asst Couns	P	0				
		SS34-Amer History I	C	0.500				
		SS35-Amer History II	B	1.500				
		SS51-Am Govt	C	0.500				
		TS32-Tr. Safety	B	0.500				
<b>Totals</b>	<b>20.00</b>			<b>15.00</b>		<b>3.50</b>	<b>0.00</b>	<b>5.50</b>

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Student Career Plan Profile



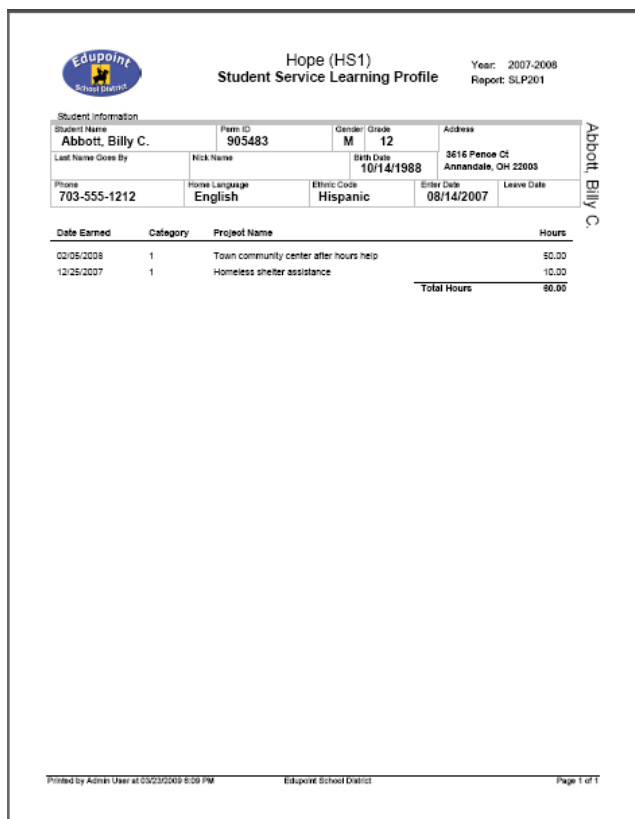
The report can be customized prior to printing as follows:

*Student Career Plan Profile Report Interface*

- This report can be filtered to print a report for one student, or a report for every student meeting the criteria specified. Students may be selected by **Perm ID**, **Last Name**, **First Name**, or **Grade**.

## SLP201 – Student Service Learning Profile

The service learning profile prints a list of all student service learning activities.



The report displays student information and a table of service learning activities. The student's name, Billy C. Abbott, is printed vertically on the right side of the report.

Student Information					
Student Name <b>Abbott, Billy C.</b>	Perm ID <b>905483</b>	Gender <b>M</b>	Grade <b>12</b>	Address <b>3616 Pence Ct Annandale, OH 22005</b>	
Last Name Goes By	Nick Name	Birth Date <b>10/14/1988</b>		Phone <b>703-555-1212</b>	
Home Language <b>English</b>		Ethnic Code <b>Hispanic</b>	Enter Date <b>08/14/2007</b>	Leave Date	

Date Earned	Category	Project Name	Hours
02/06/2008	1	Town community center after hours help	60.00
12/26/2007	1	Homeless shelter assistance	10.00
<b>Total Hours</b>			<b>60.00</b>

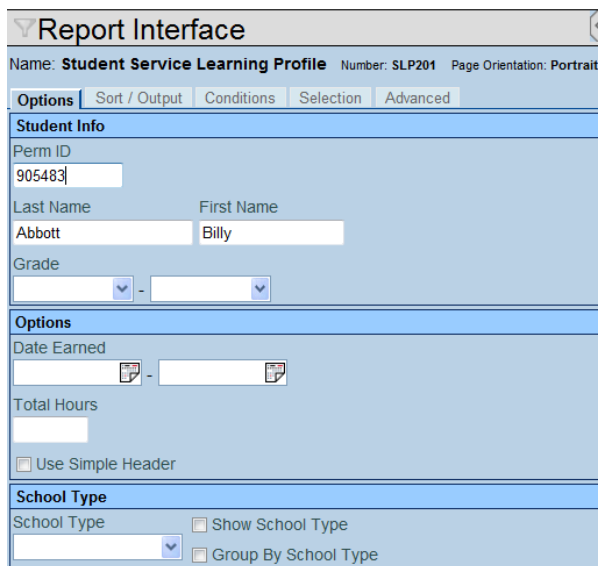
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*Student Service Learning Profile*

This report can be filtered to print a report for one student, or a report for every student meeting the criteria specified. Students may be selected by **Perm ID**, or **Last Name** and **First Name**.

Groups of students may be selected by choosing a **Grade Range**, or the **Date** on which the Service Learning was earned. If a number is entered into the **Total Hours** box, the report prints a report for each student that earned that number of hours or more.

To remove the student detail information from the header, check **Use Simple Header**.



The Report Interface shows the configuration for the Student Service Learning Profile report. The Name is "Student Service Learning Profile" and the Number is "SLP201". The page orientation is set to "Portrait".

**Options:** Sort / Output, Conditions, Selection, Advanced

**Student Info:**

- Perm ID: 905483
- Last Name: Abbott, First Name: Billy
- Grade: [dropdown] - [dropdown]

**Options:**

- Date Earned: [calendar icon] - [calendar icon]
- Total Hours: [input field]
- ☐ Use Simple Header

**School Type:**

- School Type: [dropdown]
- ☐ Show School Type
- ☐ Group By School Type

*Student Service Learning Profile Report Interface*




**School Type** - make a selection if you want only the records from a single type of school to be displayed

**Show School Type** - select this check box if you want the school type to be displayed in the report after the Project Name column

**Group by School Type** - select this check box if you do not select a school type in the **School Type** list, and you want the report to be grouped by school type. The report shows a subtotal of hours for each type and a grand total at the bottom.

## STU204 – Student Transcript


As the example below demonstrates, transcripts can contain a wealth of information – much more than a standard list of courses and grades. The student's test history, service learning hours, and extracurricular achievements can also be included, as well as GPA and class rank information.

<b>Student Name</b> Abbott, Billy C.			<b>Edupoint School District</b> Hope (HS1) 			<b>High School</b> Hope (HS1) March 10, 2009			
<b>Perm ID</b> 905483	<b>Grade</b> 12	<b>Gender</b> Male				<b>Phone</b> 703-555-1212		<b>Fax</b> 549-555-1213	
<b>Date Of Birth</b> 10/14/1988						<b>Phone</b> 703-555-1212			<b>School Address</b> 123 Main St Vienna, VA 22182
<b>Home Address</b> 3515 Pence Ct Annandale, OH 22003						<b>School Address</b> 123 Main St Vienna, VA 22182			

Crs ID	Course Title	Mark	Cred	Att/Cmp	Crs ID	Course Title	Mark	Cred	Att/Cmp	Crs ID	Course Title	Mark	Cred	Att/Cmp
<b>Blalock High School</b>														
Yr: 2001 Term: Fall Grade: 9														
R EN09	English 9	F	0.00	0.00										
MA27	Algebra I	C	0.50	0.50										
MU21	Symphonic Band	C	0.50	0.50										
SA82	Sta Asst Course	P	0.50	0.50										
SC09	Science 9	C	0.50	0.50										
SS21	World History	D	0.50	0.50										
Cred Att: 2.50			Cred Cmp: 2.50			GPA: 1.410								
<b>Hope (HS1)</b>														
Yr: 2001 Term: Spring Grade: 9														
CB11	Computer Apps	F	0.50	0.00										
EN09	English 9	C	0.50	0.50										
MA27	Algebra I	A	0.50	0.50										
MU21	Symphonic Band	B	0.50	0.50										
SC09	Science 9	D	0.50	0.50										
SS22	World History	C	0.50	0.50										
Cred Att: 3.00			Cred Cmp: 2.50			GPA: 1.716								
<b>Hope (HS1)</b>														
Yr: 2001 Term: Summe Grade: 9														
EN09	English 9	B	0.50	0.50										
MA27	Algebra I	D-	0.50	0.50										
Cred Att: 1.00			Cred Cmp: 1.00			GPA: 1.465								
<b>Hope (HS1)</b>														
Yr: 2002 Term: Fall Grade: 10														
EN51	Lit Explor	F	0.00	0.00										
MA31	Alt Geometry	C	0.50	0.50										
MU29	Beg Guitar	D-	0.50	0.50										
MU38	Symphonic Band	A	0.50	0.50										
MU41	March Band	B	0.50	0.50										
PA90	Thea Arts I	B	0.50	0.50										
SC49	Biology	F	0.00	0.00										
Cred Att: 2.50			Cred Cmp: 2.50			GPA: 2.184								
<b>Hope (HS1)</b>														
Yr: 2002 Term: Spring Grade: 10														
CB10	Comp Foundation	F	0.50	0.00										
CB18	Desktop Publish	D	0.50	0.50										
EN33	Prin Eng I	C	0.50	0.50										
EN51	Lit Explor	B	0.50	0.50										
MA31	Alt Geometry	F	0.00	0.00										
MU38	Symphonic Band	A	0.50	0.50										
SC49	Biology	D	0.50	0.50										
Cred Att: 3.00			Cred Cmp: 2.50			GPA: 1.550								
<b>Hope (HS1)</b>														
Yr: 2002 Term: Summe Grade: 10														
FS32C	Co-Parent Dev.	A	0.50	0.50										
SC49	Biology	B	0.50	0.50										
Cred Att: 1.00			Cred Cmp: 1.00			GPA: 3.160								
<b>Hope (HS1)</b>														
Yr: 2003 Term: Fall Grade: 11														
EN34	Prin Eng II	D	0.50	0.50										
IT71	Welding I	F	0.50	0.00										
MU38	Symphonic Band	A	0.50	0.50										
MU41	March Band	A	0.50	0.50										
SS34	Amer History I	C	0.50	0.50										
TS32	Tr. Safety	B	0.50	0.50										
WL41	French I	C	0.50	0.50										
Cred Att: 3.50			Cred Cmp: 3.00			GPA: 1.594								
<b>Hope (HS1)</b>														
Yr: 2003 Term: Spring Grade: 11														
EN52	Mythology	C	0.50	0.50										
MA31	Alt Geometry	D	0.50	0.50										
MU38	Symphonic Band	A	0.50	0.50										
PA91	Thea Arts II	A	0.50	0.50										
PE76	Weight Trn Boys	C	0.50	0.50										
Cred Att: 2.50			Cred Cmp: 2.50			GPA: 2.184								

<b>Grade Point Legend</b> <table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td>Mark</td><td>Normal</td><td>Honors</td></tr> <tr><td>A</td><td>3.5</td><td>4.0</td></tr> </table>			Mark	Normal	Honors	A	3.5	4.0	<b>GPA Summary</b> Current Marking P: 1.892  <b>Ranked By</b> Cumulative GPA	<b>NOTES</b> Billy will not graduate with his class unless he can pass the Exit Exam next week.	
Mark	Normal	Honors									
A	3.5	4.0									
<b>Enter Date</b> 08/14/2007	<b>Class Rank</b> 774 out of 820										
<b>Leave Date</b>	<b>Graduation Date</b>										
Class of 2009											
Signature _____			03/10/2009 Page 1 of 1								

Student Transcript

You customize the transcript through the Student Transcript Options screen. However, at the time the report is printed, the student transcripts may be printed in groups by setting the criteria in the Student Info section.

To select which student transcripts are printed:

- Filter for an individual student using **Perm ID**
- Select a group of students using the **Grade** range or **Section ID** or **Counselor**.

*Student Transcript Report Interface*

Options:

- **Show Only School of Record** – select to limit the display to courses completed at the school where the student is currently enrolled.
- **Transcript Options** – select which transcript format to use.
- **Suppress WIP** – select to prevent work in progress from printing.
- **Suppress Graduation Requirement** – select to prevent data related to graduation requirements from printing.
- **Suppress Test Types** – select to prevent selected test types from printing in the Additional Tests section.
- **Suppress CHS Type** – select one or more course history types to prevent them from printing.

## CHS801 – Course History Labels With GPA

The Course History Labels with GPA report prints a set of labels that includes the student's list of courses for a specified grading period with the grade received for each course.

Abbott, Billy C.		Hope High School			
Stu ID:905483	Grade:12	12/2009			
Title	Teacher	Mk	Cond	ABS	ABS
Am Govt	Jackson, Kathy	C			
Beg Jewelry	Sullivan, Joe	A+			
Biology	Tott, Robert	A			
Eng (brit) Lit	Snyder, Joan	A+			
Intermediate Acting	Gardner, David	C			
Spanish II	Olstad, Tiffany	C+			
Weight Trn Boys	Joseph, Thomas	A+			

Course History Labels with GPA

Options:

- Select the **Month** and **Year** of the Grading Periods to be included.
- Choose the GPA or GPAs to be printed on the label from the **GPA Type 1** and **GPA Type 2** lists.
- To override the label for a selected GPA type, enter the new label in the **Override Label** box. To avoid overrunning the printed margins, it is recommended to keep the label to 3 characters.
- Select which **Course Title to show** from the drop-down. It can be the **Long Title from District Course**, the **Short Title from District Course**, or the **Title from Student Course History**.
- To show the school and grade level from Course History instead of information from the District Course screen, check the box **Show School Name and Grade from Course History**.
- To show additional information from the student's grading records, check the boxes to **Show Attendance 1**, **Attendance 2**, **Conduct**, and/or **Credit**.
- Select how to print teacher names from the **Staff Name Format** drop-down list. They can either be in **Last Name**, **First Initial** or **Last Name, First Name** format.
- To print labels for students at specific grade levels, check the grades to be included in the report in the **Student Filter** section.

**Report Interface**

Name: **Course History Labels With GPA** Number: **CHS801** Page Orientation: **Portrait**

**Options** | Label Setup | Sort / Output | Conditions | Selection

**Grading Periods**

Month:  Year:

**Display Options**

GPA Type 1:  Override Label (Default is ACA):

GPA Type 2:  Override Label (Default is TOT):

Course Title to show:

☐ Show School Name and Grade from Course History

☐ Show Attendance 1

☐ Show Attendance 2

☐ Show Conduct

☐ Show Credit

**Format Options**

Staff Name Format:

**Student Filters**

Grade: ☐ 09 ☐ 10 ☐ 11 ☐ 12

Course History Labels with GPA Report Interface

## CHS401 – Student Credit Check

The Student Credit Check prints a list of students with the total of their credits attempted and completed. It's designed to generate a list of students who are behind in their credit totals.

# Hope (HS1) Student Credit Check

Year: 2007-2008  
Report: CHS401

Grade 12 students with less than 18.000 credits as of 3/23/2008

Student Name	SIS Number	Gender	Credits Attempted	Credits Completed
Acosta, Eugene A.	873921	Male	17.500	17.500
Adams, Scott M.	539208	Male	17.000	17.000
Adams, Sean B.	877340	Male	16.000	16.000
Addington, Paula M.	871686	Female	17.000	17.000
Aelvoet, Jesse J.	944233	Male	17.500	17.000
Aguilar, Roger F.	991071	Male	16.500	16.000
Aguirre, Jason K.	962367	Male	17.000	17.000
Alder, Lawrence S.	910034	Male	16.500	16.500
Alexander, Fred D.	975140	Male	16.000	16.000
Alon, Steven J.	874439	Male	17.500	17.500
Alwine, Roy M.	877916	Male	17.500	17.500
Amiri, Margaret M.	871884	Female	17.000	17.000
Anderson, Paula N.	879286	Female	17.000	14.500
Andrews, Jean L.	875456	Female	19.500	17.500
Apple, Diana	873838	Female	16.000	16.000
Ardis, Anne L.	140843	Female	17.500	17.500
Armow, Kelly L.	839443	Female	17.500	17.500
Armow, Wayne M.	873940	Male	16.000	16.500
Bailey, Ruby A.	869416	Female	16.500	16.500
Bally, George	874872	Male	16.500	16.000
Baker, Tina	873301	Female	17.000	17.000
Banks, Eugene B.	897818	Male	16.000	16.000
Barker, Juan B.	967066	Male	17.500	17.000
Barrett, Teresa J.	879572	Female	16.500	16.500
Batchelor, Judy R.	839447	Female	16.000	16.000
Batchelor, David L.	840029	Male	17.000	16.500
Beck, Walter R.	873064	Male	18.000	16.000
Beckstead, Phyllis M.	871738	Female	17.000	17.000
Bergen, Paula A.	873510	Female	17.500	17.500
Bernal, Amanda N.	863455	Female	17.500	17.000
Bingham, Sandra D.	102827	Female	16.000	16.000
Bitter, Debra S.	118894	Female	17.000	16.500
Blasdel, Todd C.	873622	Male	16.500	16.500
Bond, Ashley G.	871909	Female	16.500	16.500
Borup, Shawn M.	885299	Male	17.000	16.500
Boschee, Teresa J.	888863	Female	14.000	14.000
Boudin, Carl C.	873920	Male	17.000	17.000
Bowyer, Jesse P.	877361	Male	19.000	16.500
Branch, Clarence L.	831203	Male	16.000	16.000
Brinkerhoff, Nancy N.	940660	Female	17.000	17.000
Brock, Cynthia M.	907053	Female	17.000	17.000
Brooks, Amy M.	861172	Female	17.000	16.500
Brooks, Carolyn A.	834347	Female	16.000	16.000
Brown, Jose T.	881232	Male	17.000	17.000
Bruhn, Gary A.	169949	Male	0	0

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Student Credit Check

The report selects all students who don't meet the minimum number of credits as defined in the report criteria by grade. For example, if grade 12 is selected with a minimum of 18 credits, the report prints a list of all students who have not attained 18 credits. Students with more than 18 credits are not included in the report.

Select which graduation requirement to use for calculating the credits earned from the **Graduation Requirement** drop-down list.

Report Interface

Name: Student Credit Check

Number: CHS401

Page Orientation: Portrait

Options

Sort / Output

Conditions

Selection

Advanced

Repeat Tags will not be included in the calculation unless a Graduation Requirement is selected.

Credit Thresholds by Grade

Select a grade level and enter the minimum number of credits the student must have to qualify. If the student does not meet the minimum number of credits, the student will be included in the report

Grade must have a minimum of

Credits

Grade must have a minimum of

Credits

Grade must have a minimum of

Credits

Grade must have a minimum of

Credits

Grade must have a minimum of

Credits

Grade must have a minimum of

Credits

Grade must have a minimum of

Credits


Grad Req Filtering

Graduation Requirement

Student Credit Check Report Interface

## CHS402 – Graduation Requirement List

The Graduation Requirement List prints a list of students that either meet the graduation requirements or don't meet the requirements, depending on the criteria used to print the report.

<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <b>Hope (HS1)</b>  <b>Graduation Requirement List</b>            Grad Req: High School         </div> <div style="text-align: right;">           Year: 2007-2008            Report: CHS402         </div> </div>							
Student Name	Perm ID	Grade	Gender	Student Name	Perm ID	Grade	Gender
Abbott, Billy C.	905483	12	M	Batchlor, David L.	840029	12	M
Ackley, Brian R.	913848	12	M	Bealy, Brian J.	988684	12	M
Acosta, Eugene A.	873821	12	M	Beavers, Pamela E.	891083	12	F
Adams, Howard T.	873985	12	M	Beck, Eric T.	954462	12	M
Adams, Scott M.	939208	12	M	Beck, Walter R.	873064	12	M
Adams, Sean B.	877340	12	M	Becklund, Joan D.	943213	12	F
Addington, Paula M.	871686	12	F	Beckstead, Phyllis M.	871738	12	F
Aelvoet, Jesse J.	944233	12	M	Beeson, Joe A.	877978	12	M
Aguado, Karen C.	135319	12	F	Bennett, Phyllis	877881	12	F
Aguilar, Roger F.	991071	12	M	Bergen, Paula A.	873510	12	F
Aguilne, Jason K.	952357	12	M	Berger, Ashley J.	873993	12	F
Aitchison, Alice E.	871731	12	F	Bernal, Amanda N.	863455	12	F
Alder, Lawrence S.	910024	12	M	(Bigler, Nicole D.)	872547	12	F
Alder, Sarah C.	968416	12	F	Bingham, Sandra D.	102827	12	F
Aldrich, Steve K.	873815	12	M	Birenbaum, Henry A.	140310	12	M
Alexander, Fred D.	975140	12	M	(Birkenhake, Deborah)	150278	12	F
Alexander, George M.	975141	12	M	Bircher, Harry B.	950362	12	M
Alger, Nicole C.	874433	12	F	Bitter, Debra S.	118894	12	F
(Allen, Cheryl L.)	980882	12	F	Blackwell, Helen N.	877031	12	F
Allen, Cynthia	874997	12	F	(Blakeslee, Howard R.)	148051	12	M
Allen, Helen L.	874910	12	F	Blasdel, Todd C.	873622	12	M
Allen, Karen	873886	12	F	Block, John A.	875704	12	M
Allen, Karen T.	871328	12	F	Bogden, Judy M.	869438	12	F
Allen, Shawn C.	877993	12	M	(Bolton, Billy A.)	155635	12	M
Allison, Pamela D.	992672	12	F	Bond, Ashley G.	871909	12	F
Alpin, Steven J.	874439	12	M	(Borgoyne, Mary A.)	834397	12	F
Alwine, Roy M.	877916	12	M	Borup, Shawn M.	885299	12	M
Amiri, Margaret M.	871884	12	F	Borushko, Ruby M.	905310	12	F
Amundsen, Jose W.	885416	12	M	Boschee, Teresa J.	888853	12	F
Anaya, Anthony C.	118268	12	M	Bothwell, Benjamin J.	873093	12	M
Anderson, Ann M.	873834	12	F	Bott, Raymond M.	874024	12	M
Anderson, Paula N.	879286	12	F	Bouldin, Carl C.	873920	12	M
Andrews, Jean L.	875456	12	F	Bowser, Ruth C.	874025	12	F
Apple, Diana	873838	12	F	Bowyer, Jesse P.	877361	12	M
Arambula, Pamela A.	873298	12	F	Boylan, Juan G.	154894	12	M
Ardis, Anne L.	140843	12	F	Bradshaw, Gloria	871682	12	F
Arnold, Jason K.	914682	12	M	(Brady, Gregory P.)	873303	12	M
Arnold, Kelly L.	839443	12	F	Brady, Kenneth P.	874026	12	M
Arnold, Wayne M.	873840	12	M	Brake, Lori	888354	12	F
Arvanitas, Christina T.	892796	12	F	Branch, Clarence L.	831203	12	M
Arviso, Anthony M.	872129	12	M	Brandt, Sandra M.	876733	12	F
Ash, Louis T.	873890	12	M	Brechler, Robert W.	956375	12	M
Atchison, Shirley M.	839884	12	F	Brinkerhoff, Nancy N.	940660	12	F
(Babeshko, Julie O.)	155458	12	F	Brock, Cynthia M.	907053	12	F
Bailey, Evelyn	872658	12	F	Broderick, Carolyn M.	871783	12	F
Bailey, Ruby A.	869416	12	F	Broderick, Patricia R.	884473	12	F
Bailly, George	874872	12	M	Brooks, Amy M.	881172	12	F
Baker, Lois A.	924710	12	F	Brooks, Carolyn A.	834347	12	F
Baker, Tina	873301	12	F	(Brown, Diane N.)	871708	12	F
Bakken, Randy H.	875362	12	M	Brown, Jean E.	872137	12	F
Bailley, Chris A.	874864	12	M	Brown, Jose T.	881232	12	M
Banks, Eugene B.	897818	12	M	Brown, Paul S.	872136	12	M
Barbour, Judy C.	967419	12	F	Bruggeman, Sarah	132402	12	F
Barker, Juan B.	967065	12	M	Bruhn, Gary A.	169948	12	M
Barlingay, Jessica C.	148570	12	F	Buchanan, Carlos G.	951503	12	M
Barnett, Janice C.	873868	12	F	Buchanan, Julia C.	873587	12	F
Baro, Patricia D.	118858	12	F	Buchanan, Rebecca M.	840015	12	F
Barratt, Teresa J.	879572	12	F	Bueno, Douglas M.	867368	12	M
Batchelor, Judy R.	839447	12	F	Burke, Roy A.	109365	12	M

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Graduation Requirement List



The report criteria may be defined as follows:

- Select the **Graduation Requirement** to use to calculate student progress
- Choose whether to use the **Student Schedule** or the **Student Grades** to display **Work In Progress**, or select **None** to not include work in progress.
- If using work in progress, select the **Grading Period** to use and the **Term Definitions**.

To select which student appear on the report:

- Filter for an individual student using **First Name**, **Last Name** or **Perm ID**
- Select a group of students using either the **Grade** or **Section ID**.
- Choose either to **Exclude** or **Include** students that meet the areas checked off below (**Subject Area Req.** or **Test Req.**) using the **Student Filter**. Or choose **Show All Students** to include everyone.

**Report Interface**

Name: **Graduation Requirement List** Number: **CHS402** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced

**Grad Req Options**

Graduation Requirement  
High School

Add Work In Progress  
Student Schedule

Grading Period  
Third Quarter

Term Definitions  
☒ S1 ☒ S2

**Student Info**

Last Name First Name  
Abbott Billy

Perm ID Grade  
905483 12

Section ID

**Filtering**

Student Filter

Students Which:

☐ Meet Subject Area Req.

☐ Meet Test Req.

*Graduation Requirement List Report Interface*

## CHS403 – Repeat Course

The repeat course report prints a list by student of each course that has been taken more than once by a particular student, and gives the dates and mark for each attempt at a course.

Edupoint School District		Hope (HS1) Repeat Course Grouped by: Course History Course			Year: 2007-2008 Report: CHS403		
Grade	Student Name	Sis Number	Course ID	Course Title	Max Credit	Term	Mark Attempted
12	Abbott, Billy C.	909483	MA27	Algebra I	1.00	12/2001	C 0.500
						5/2002	A 0.500
						6/2002	D- 0.500
						12/2002	F 0.000
						5/2003	D 0.500
						6/2003	B 0.500
						12/2002	B 0.500
						12/2003	A 0.500
						12/2001	C 0.500
						5/2002	D 0.500
						12/2002	A 0.500
						5/2003	A 0.500
	Ackley, Brian R.	913948	PA52	Adv Acting	0.50	12/2003	A 0.500
						5/2004	A 0.500
						12/2001	A 0.500
						5/2002	A 0.500
						12/2002	B 0.500
						5/2003	B 0.500
						12/2001	C 0.500
						5/2002	B 0.500
						12/2002	A 0.500
						12/2003	A 0.500
						5/2004	A 0.500
						12/2003	A 0.500
	Acosta, Eugene A.	873521	WL18	Am Sign Lang I	0.50	12/2003	B 0.500
						5/2004	B 0.500
						12/2001	B 0.500
						5/2002	C 0.500
						12/2000	A 0.500
						5/2001	A 0.500
						5/2003	A 0.500
						12/2003	A 0.500
						5/2004	A 0.500
						12/2002	A 0.500
						6/2002	A 0.500
						7/2002	A 0.500
	Adams, Howard T.	873585	PE50	Aa Girls Sports	0.50	12/2002	A 0.500
						5/2003	A 0.500
						6/2002	A 0.500
						7/2002	A 0.500
						12/2003	B 0.500
						5/2004	B 0.500
						12/2002	A 0.500
						5/2003	A 0.500
						12/2003	A 0.500
						5/2004	A 0.500
						12/2003	A 0.500
						5/2004	A 0.500
	Adams, Scott M.	939208	PE50	Aa Girls Sports	0.50	12/2002	A 0.500
						5/2003	A 0.500
						12/2003	A 0.500
						5/2004	A 0.500
						12/2003	A 0.500
						5/2004	A 0.500
						12/2003	A 0.500
						5/2004	A 0.500
						12/2001	B 0.500
						12/2001	B 0.500
						12/2001	B 0.500
						12/2001	B 0.500

\*\* Signifies that courses had to be grouped by a default course since Course ID did not exist

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### Repeat Course

The report may be filtered by **Grade** by selecting the checkbox of the grades to include.

To include the current student schedule, check the box labeled **Include Work in Progress Classes**.

Report Interface

Name: Repeat Course Number: CHS403 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

Grade

☐ 09 ☐ 10 ☐ 11 ☒ 12

☐ Include Work In Progress Classes

Evaluate Based on Credits

Attempted

Grouping Option

Default grouping is done by Course linked in Course History which may or may not be the same as the Course ID that was assigned.

☐ Group By Course ID

### Repeat Course Report Interface

Repeat courses may be chosen based on either **Attempted Credits** or **Completed Credits** by selecting the option in the drop-down.


Courses may be grouped by either the Course ID in the District Course screen or the Course ID in the Course History screen. To groups by the ID in Course History, check the box labeled **Group by Course ID**.

## CHS405 – Locally Awarded Verified Credits

The Locally Awarded Verified Credits report identifies students eligible for locally awarded verified credits. It lists students who have a specified diploma type and have failed selected tests more than once, but with scores very near passing.



**Note:** Your district must be set up for Verified Credit to use this feature.



**FIRST AMERICAN HIGH SCHOOL**  
**Locally Awarded Verified Credits**

Year: 2011-2012  
Report: CHS405

Grade	StudentName	SIS Number	Course ID	Course Title	Term	Mark	Test Date	Test Name	Score
12	Abbler, Ron M.	206156	LA1196	AP ENGLISH 12 LITERATURE & COMPOSITION	YR	A	06/06/2012	SOL EOC - AA-English	249

*Locally Awarded Verified Credits*

Options:

- **Grade** – select one or more grades to limit report output.
- **Test Group** – select one or more test groups to include in the report.
- **Minimum Times Failed** – the number of times a student must have failed to be included in the report.

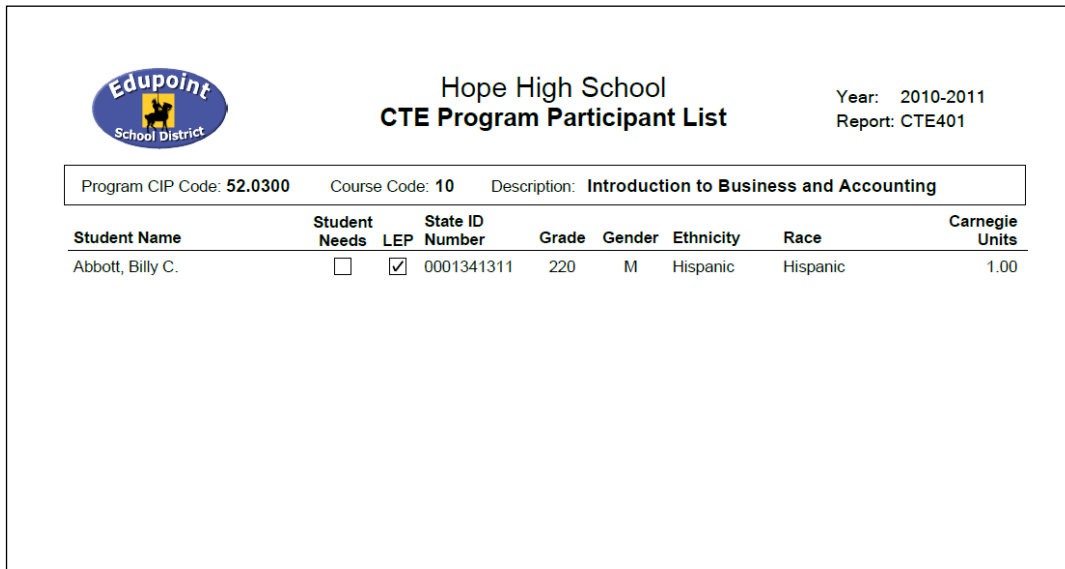
*Locally Awarded Verified Credits Report Interface*

- **Raw Score Allowance** – the number of points allowed below the raw score to be included in the report.
- **Include students that have met the course discipline requirements but have not met the default discipline requirement** – check this box to include students who have met their discipline requirements but not the default requirement. The default requirement is indicated in **Synergy SIS > Grading > Setup > Graduation Requirements**, on the **Class of Verified Credit** tab.

*Default Verified Credit Requirement, Class of Verified Credit Tab*

## CTE401 – CTE Program Participant List

The CTE Program Participant List report lists all students participating in a CTE Program. The report is grouped by Program Code and Course Code, and also shows if the student participates in any Student Needs Program, or had limited English proficiency (LEP).



**Edupoint School District**

**Hope High School**  
**CTE Program Participant List**

Year: 2010-2011  
Report: CTE401

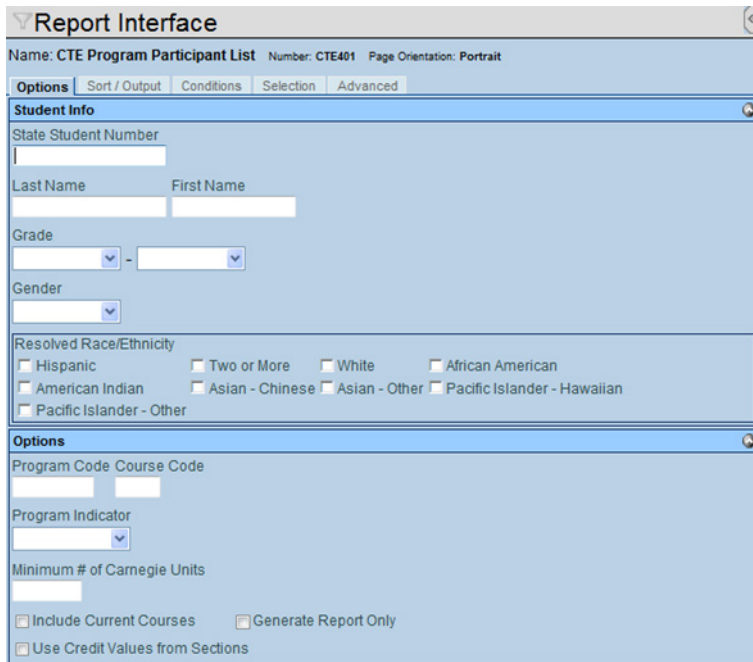
Program CIP Code: **52.0300** Course Code: **10** Description: **Introduction to Business and Accounting**

Student Name	Student Needs	LEP	State ID Number	Grade	Gender	Ethnicity	Race	Carnegie Units
Abbott, Billy C.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0001341311	220	M	Hispanic	Hispanic	1.00

CTE Program Participant List

Options:

- Select a student or group of students by filtering on the **State Student Number**, **Last Name**, **First Name**, **Grade**, or **Gender**. For example, if grades 10-12 are selected, the report prints an individual report for each student in grades 10-12.
- To limit the report to students of one or more races or ethnicities, check boxes in the **Resolved Race/Ethnicity** section.



**Report Interface**

Name: CTE Program Participant List Number: CTE401 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

**Student Info**

State Student Number  
Last Name First Name  
Grade -  
Gender  
Resolved Race/Ethnicity  
☐ Hispanic ☐ Two or More ☐ White ☐ African American  
☐ American Indian ☐ Asian - Chinese ☐ Asian - Other ☐ Pacific Islander - Hawaiian  
☐ Pacific Islander - Other

**Options**

Program Code Course Code  
Program Indicator  
Minimum # of Carnegie Units  
☐ Include Current Courses ☐ Generate Report Only  
☐ Use Credit Values from Sections


CTE Program Participant List Report Interface

- To limit the report to a specific program code or course code as entered in the District Course screen, enter the **Program Code** and/or **Course Code**.

- The report can show if the student has any special needs or participates in any special needs programs. To select whether the Student Needs box on the report is checked when the student has a need or participates in a program (service), select either Needs or Services from the **Program Indicator** list.
- To set the number of units the student must have in order to appear on the report, type a number in the **Minimum # of Carnegie Units** box.
- To include Carnegie Units from both Course History and Current Schedule, check **Include Current Courses**.
- To print the report only, and not the extract, check **Generate Report Only**.
- To take the credit values for Carnegie Units from the sections instead of courses, check **Use Credit Values from Sections**.

## CTE601 – 40th and 100th Day CTE Totals

The 40th and 100th Day CTE Totals report includes the total number of students in each CTE course as of a specified date. It includes totals by grade level, gender, SPED (Special Education) program, ELL (English Language Learners) program, LEP program, and/or the Free and Reduced Lunch Program.



Hope High School

40th and 100th Day CTE Totals

Year: 2012-2013

Report: CTE601

Program Code	Course Code	Course Name	Term	Per	Course Length	Room	Teacher Name	Certificate #	Grade Level				Gender		Special				Total	
									09	10	11	12	M	F	SPED	LEP	Econ	SP		
000000	75	CTE Internship	S1	1	1000	101	Lange, J.	123-45-6789						0	0					0
000000	75	CTE Internship	S2	1	1000	101	Lange, J.	123-45-6789						0	0					0

40th and 100th Day CTE Totals

Options:


- **As of Date** – date for which to run the report.
- **Teacher Name** – name of the teacher, if running the report for a specific teacher's sections.
- **Certificate Type** – how the teacher is identified for the report.  
**Document Number** is the credential document number from the **Credentials** tab of the **Staff** screen.  
**Social Security Number** is the Social Security number from the **General** tab of the **Staff** screen.

*40th and 100th Day CTE Totals Report Interface*

- **Program Code** and **Course Code** – CTE program code and course code.
- **Default Course Length** – number of minutes to use as the program length for programs that have no length specified.
- **Use FRM Totals for Economic Disadvantaged** – Check this box to use Free and Reduced Meals as the criterion for economic disadvantage.
- **Run Extract** – If you check **Run Extract**, lists appear for selecting **Submission Day** and **Transaction Type**.

## SLP401 – Student Service Learning List

The Student Service Learning List prints a list of all students and the total number of hours they have earned for service learning.

 <b>Hope (HS1)</b> <b>Student Service Learning List</b>					Year: 2007-2008 Report: SLP401
Student Name	Perm ID	Grade	Gender	Total Hours	
Abbott, Billy C.	905483	12	Male	80.00	
Abemethy, Anne E.	902870	10	Female	0.00	
Acenado, Andrew	888630	11	Male	0.00	
Acenado, Ashley	901830	09	Female	0.00	
Adley, Brian R.	913948	12	Male	0.00	
Acosta, Eugene A.	873921	12	Male	0.00	
Acosta, John A.	150285	11	Male	0.00	
Acuria, Kenneth O.	110412	10	Male	0.00	
Adair, Alan W.	871826	11	Male	0.00	
Adair, Diane N.	903912	09	Female	0.00	
Adair, Timothy S.	888621	11	Male	0.00	
Adams, Albert L.	889844	11	Male	0.00	
Adams, Howard T.	873985	12	Male	0.00	
Adams, Larry A.	889314	11	Male	0.00	
Adams, Martin G.	887623	11	Male	0.00	
Adams, Scott M.	939208	12	Male	0.00	
Adams, Sean B.	877340	12	Male	0.00	
Adams, Stephen J.	901622	10	Male	0.00	
Adamski, Alan M.	872035	09	Male	0.00	
Addington, Paula M.	871686	12	Female	0.00	
Ashcroft, Jesse J.	944233	12	Male	0.00	
Agudo, Bobby J.	943822	10	Male	0.00	
Agudo, Karen C.	135319	12	Female	0.00	
Aguilar, Carolyn C.	902892	09	Female	0.00	
(Aguilar, Kathleen G.)	132888	10	Female	0.00	
Aguilar, Roger F.	991071	12	Male	0.00	
Aguilar, Stephen A.	108387	11	Male	0.00	
Aguine, Jason K.	952357	12	Male	0.00	
Aguine, Mary R.	952375	11	Female	0.00	
Aharon, Jack M.	888112	11	Male	0.00	
Aharon, Linda K.	120451	09	Female	0.00	
Aitchison, Alice E.	871731	12	Female	0.00	
Aitchison, Karen L.	902998	10	Female	0.00	
Aikagawa, Adam H.	185923	11	Male	0.00	
Aike, Joshua J.	889794	11	Male	0.00	
Alkin, Andrea E.	902875	09	Female	0.00	
(Alpin, Tina N.)	185110	10	Female	0.00	
Alkoon, Frank	888651	09	Male	0.00	
Alcazar, Eugene	141886	10	Male	0.00	
Alcazar, Eugene A.	141517	09	Male	0.00	
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*Student Service Learning List*

The report may be filtered either a date range of when the student earned the hours or by a minimum number of hours.

Report Interface	
Name: <b>Student Service Learning List</b>	Number: <b>SLP401</b> Page Orientation: <b>Portrait</b>
<a href="#">Options</a>   <a href="#">Sort / Output</a>   <a href="#">Conditions</a>   <a href="#">Selection</a>   <a href="#">Advanced</a>	
<b>Date Range</b>	
Date Earned	
03/01/2007	- 03/01/2008
<b>Total</b>	
Total Hours	

*Student Service Learning List Report Interface*