



# ***Synergy SIS***®

## **Grading Administrator Guide**



**Edupoint Educational Systems, LLC**  
1955 South Val Vista Road, Ste 210  
Mesa, AZ 85204  
Phone (877) 899-9111  
Fax (800) 338-7646

**First Edition, June 2009**

**Second Revision, March 2010**

**Third Revision, June 2011**

**Fourth Revision, March 2013**

**Fifth Revision, April 2013**

**Sixth Revision, May 2013**

This edition applies to Synergy SIS™ Student Information System software and all subsequent releases and modifications until indicated with new editions or revisions.

Edupoint's Synergy SIS Student Information System software and any form of supporting documentation are proprietary and confidential. Unauthorized reproduction or distribution of the software and any form of supporting documentation is strictly prohibited and may result in severe civil and criminal penalties.

Information in this document is provided in connection with Edupoint Educational Systems products. No license to any intellectual property rights is granted by this document.

The screens, procedural steps, and sample reports in this manual may be slightly different from the actual software due to modifications in the software based on state requirements and/or school district customization.

The data in this document may include the names of individuals, schools, school districts, companies, brands, and products. Any similarities to actual names and data are entirely coincidental.

Synergy SIS is a trademark of Edupoint Educational Systems, LLC.

\* Other names and brands may be claimed as the property of others.

Copyright © 2006-2013, Edupoint Educational Systems, LLC. All rights reserved.

# TABLE OF CONTENTS

<b>CHAPTER ONE : OVERVIEW .....</b>	<b>7</b>
Overview of Grading .....	8
A Note About Navigation .....	10
Implementation Considerations .....	11
Before Starting .....	11
<b>CHAPTER TWO : GRADING.....</b>	<b>13</b>
Overall Grading Setup.....	14
Mark Groups Lookup Table.....	15
Mark Definition .....	16
Repeat Tag Definition .....	17
Term Definitions .....	20
Grading Periods .....	24
Adjusting for Tracks .....	33
Setting the Current Grading Period .....	34
GPA & Course History Grading Calculations .....	35
Designating Classes for Grading.....	39
GPA Display.....	41
Grading Notes .....	42
Comments .....	43
Citizenship .....	46
Conduct .....	47
Effort .....	48
Work Habits .....	49
<b>CHAPTER THREE : REPORT CARDS &amp; HONOR ROLL.....</b>	<b>51</b>
Report Cards.....	52
Data Range Defaults .....	65
Mailing Defaults.....	65
GPA Defaults.....	66
Graduation Requirements Defaults .....	67
Content.....	68
Custom Widths .....	71
Honor Roll and Eligibility Definition .....	72
<b>CHAPTER FOUR : GRADE SCANNING .....</b>	<b>79</b>
<b>CHAPTER FIVE : SECURITY .....</b>	<b>85</b>
Class Grade Security .....	86
Student Grade Security.....	87
Update Grade Security.....	88
Grading Setup Security .....	89
Credit Weight Definition Security.....	94

Honor Roll and Eligibility Definition Security .....	94
Mark Definition Security .....	96
Repeat Tag Definition Security .....	97
Grading Sheet Creation Security .....	97
Grade Book Config Security .....	98
Grade Book District Mass Synchronization Security .....	98
Grade Book Log Security .....	100
Grading Reports Security .....	100

# ABOUT THIS GUIDE

## Document History

Date	Volume	Edition	Revision	Content
June 2009	1	1	1	Initial release of this document
March 2010	1	1	2	Updated to include changes from the November 2009 release and the February and March 2010 patches.
June 2011	1	1	3	Update to include changes from the June 2011 release
March 2013	1	1	4	Updated to include changes through the March 2013 release of Synergy SIS version 8.0
April 2013	1	1	5	Updated to include changes through the April 2013 release of Synergy SIS version 8.0.0.2
May 2013	1	1	6	Updated to include changes through the May 2013 release of Synergy SIS version 8.0.2.0.

## 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: OVERVIEW

This chapter covers:

- ▶ Overview of Grading
- ▶ Implementation Considerations
- ▶ Before Starting

## OVERVIEW OF GRADING

Grades can be recorded in the **Class Grade** screen or **Student Grade** screen in Synergy SIS, and in the **Grades** page in TeacherVUE. They can also be recorded manually using a grading sheet and then scanned into Synergy SIS. Finally, they can be entered in the Grade Book program.

This manual illustrates how to set up and configure the grading in Synergy SIS to support these methods. The companion manual to this Administrator Guide, the *Synergy SIS – Grading User Guide*, illustrates how to view and enter grades using the **Class Grade** or **Student Grade** screen, as well as how to print related reports. The **Grades** screen in TeacherVUE is covered in the *Synergy SIS – TeacherVUE User Guide*. The Grade Book is outlined in the *Synergy SIS – Grade Book User Guide*.

For information about how to enter grades using the scanning sheets or a third-party software program, refer to the manufacturer's guides. Scanning the completed sheets is explained in the *Synergy SIS – System Administrator Guide*.

Once grades are entered, Synergy SIS calculates the final grade according to the Grading setup and transfers the final grade and course information to the student's course history for use in the transcript. The process that transfers the information to course history is explained in the *Synergy SIS – Course History Administrator Guide*.

This guide covers the setup and configuration of

- the **Mark Definition** screen and its related lookup table
- the **Repeat Tag Definition** screen
- the **Reporting Periods** tab of the **District Calendar** screen
- the **Reporting Periods** tab of the **School Calendar** screen
- the **Grading Setup** screen
- the **Credit Weight Definition** screen and its related lookup table
- the **Honor Roll & Eligibility Definition** screen
- the **Grading Sheet Creation** screen
- all screens in the **Grade Book** folder

The **GPA** setup and the **Graduation Requirements** setup are explained in the *Synergy SIS – Course History Administrator Guide*. The GPA setup includes the **District GPA Types** screen, the **School GPA Types** screen, and the **GPA Definition** screen as well as the **Update GPA** screen. The Graduation Requirements setup includes the **Graduation Requirements** screen and the **Graduation Requirement Profile Definition** screen.

The **Year End Status Update** screen is covered in the *Synergy SIS – New Year Rollover Guide*.



The **Class Grade** screen gives teachers the ability to grade all the students in a section.

**Class Grade**

Section ID: 1077 Course ID: SS51 Course Title: Am Govt Staff Name: User, Teacher

**Class Grades**

Section ID: 1077 Course ID: SS51 Course Title: Am Govt Staff Name: User, Teacher Room Name: 216

**Class Information**

Begin Period: 0 End Period: 0 Term Code: S2 Credit: 0.500

Grade Periods: Period Type: Filter Grade Periods Show Comments

**Class Grades**

Line	Student Name	Perm ID	Progress Period 1		First Quarter		Progress Period 2		Second Quarter		Progress Period 3			Third Quarter		Progress Period 4		Fourth Quarter	
			Marks	Options	Marks	Options	Marks	Options	Marks	Options	Marks	Options	Marks	Options	Marks	Options	Marks	Options	
			Progress Period 1	1st Qtr	Att 1	Progress Period 2	2nd Qtr	Sem 1 Final	Att 1		Progress Period 3	Citizenship	Conduct	3rd Qtr	Att 1	Progress Period 4	4th Qtr	Sem 2 Final	Att 1
1	Abbott, Billy C.	905483									A	Outstanding		A-	3			D	D
2	Addington, Paula M.	871686									A-		Satisfactory	B	0			A-	A-
3	Coleman, Jose L.	874305									C+		Needs Improvement	C	0			B	B

Class Grade Screen

The **Student Grade** screen is where grades can be seen and entered by student for all the classes a student is currently taking.

**Student Grade**

Student Name: Abbott, Billy C. School: Hope High School Status: Active Room Name: 231

**Student Grades**

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

Periods: Mark Type: Grade Periods Only Filter Grade Periods Update Grades For This Student Update Absences For This Student

☐ Show Comments  
☒ Show Credit  
☐ Do Not Process Term Override Credit Amount  
☒ Show Repeat Tag

**Student Grades**

Line	Period	Section ID	Credit	Course ID	Course Title	Repeat Tag	Teacher Name	Audit Class	First Quarter				Second Quarter		Third Quarter		Fourth Quarter			
									Marks	Options	Marks	Options	Marks	Options	Marks	Options				
									1st Qtr	Citizenship	ABS	t2	2nd Qtr	Sem 1 Final	QTR2	3rd Qtr	ABS	4th Qtr	Sem 2 Final	QTR4
1	0	0077	1.000	SS51	Am Govt		Jackson, K.		B+	0	0	0	0	F	F	0				
2	0	0840	0.000	SC49	Biology		Edelstein, A.		A	0	0	0								
3	0	1077	1.000	SS51	Am Govt		Jackson, K.										3			
4	1	0106	1.000	AR54	Beg Jewelry		Sullivan, J.		A	0	0	0	A+	A+	0					

Student Grade Screen

The **Update Grade** screen updates the Class and Student Grade screens, as well as the TeacherVUE screen, to show the classes in which students are enrolled so that they can be graded. It also summarizes the student's absences as defined in the Grading Setup screen and enters the totals in the student's grading record.

**Update Grade**

**Update Grading**

Grade Reporting Period: Third Quarter Do Not Process Term Override Credit Amount

Grade: 09 10 11 12

**Operation Type**

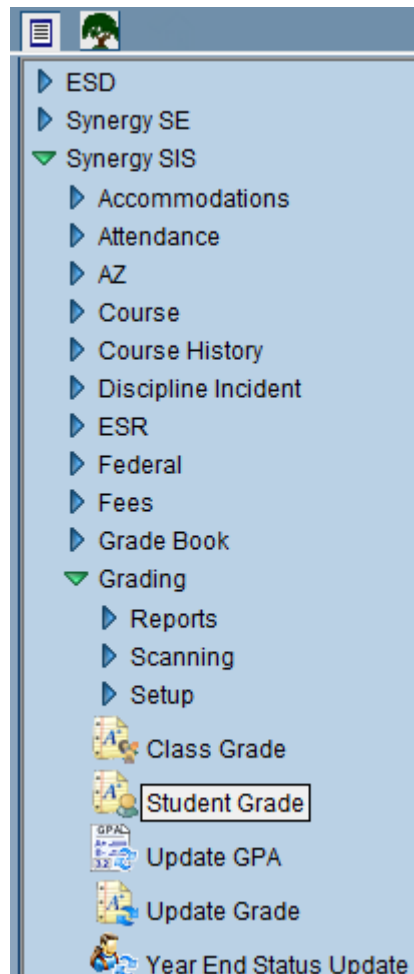
☐ Update Grading Records  
☐ Update Absences

**NOTE:** Any student who has NOT been enrolled in the class for 10 day(s) will not be included in grades/progress. To change this value, please go to the District Setup view -> System Options tab and change the "Minimum Days Enrolled Grading Threshold" value.

Update Grade Screen

## A Note About Navigation

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



*Synergy SIS Navigation Tree*

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



*Tree Button*

## IMPLEMENTATION CONSIDERATIONS

Before configuring grading in Synergy SIS, the following information should be gathered:

- A list of the grading marks and repeat tags in use at the district.
- The dates and descriptions of grading report periods, such as Progress Period 1 or First Quarter.
- The start and end dates, as well as descriptions, of the terms used at each school.
- An outline of the preferred GPA calculation and the courses that should be included in the GPA.
- A list of the comments to be used by teachers to make notes regarding students' progress.
- The citizenship, conduct, and work habits marks that may be awarded. For example, conduct may be rated excellent, satisfactory, or needs improvement.
- An outline of the information that should be displayed on the report card.
- The criteria for making the honor roll or maintaining athletic eligibility.
- If paper-scanning sheets will be used to collect grades, a sample of the sheet.

If third-party grade book software will be used, the grade book program should be installed and configured prior to setting up the integration with Synergy SIS.

## BEFORE STARTING

Before starting to define the setup of the course history as outlined in this manual, the following items should be completed:

- The District Calendar and School Calendar should be defined for the current school year.
- The District Courses, School Courses and Sections should be already be added.

To complete the setup of the report card and the honor roll and eligibility definition, first complete the core grading configuration outlined in Chapter Two of this guide. Next, set up the GPA and Graduation Definitions as outlined in the *Synergy SIS – Course History Administrator Guide*. Once these have been completed, the Report Cards and the Honor Roll & Eligibility Definitions can be completed.



# Chapter Two: GRADING

This chapter covers:

- ▶ Overall Grading Setup
- ▶ Mark Groups Lookup Table
- ▶ Mark Definition
- ▶ Repeat Tag Definition
- ▶ Term Definitions
- ▶ Grading Periods
- ▶ Adjusting for Tracks
- ▶ Setting the Current Grading Period
- ▶ GPA & Course History Grading Calculations
- ▶ Designating Classes for Grading
- ▶ GPA Display
- ▶ Grading Notes

## OVERALL GRADING SETUP

Setting up the grading system used at the district is multi-faceted, and items should be configured in a certain order. The recommended order for grading setup is:

- Mark Groups Lookup Table
- Mark Definition
- Repeat Tag Definition
- Grading Periods
- GPA & Course History Grading Calculations
- Grading Comments

These are the essential grading configurations. In addition to this core group, the following options can be defined when everything in the core group has been set up:

- Report Cards
- Honor Roll & Eligibility Definition
- Grading Sheets
- Grade Book Integration

Some items need to be defined only once, but others need to be set up for each school year and for each school. The Mark Groups, Mark Definitions, and Repeat Tag Definitions, as well as the Grade Book Integration, are used for all schools and all school years. All other configurations need to be defined for each school and each school year. Since these options may not change much from year to year, once the options are configured at each school they may be copied to the new school year during the New Year Rollover process. For more information about the copying process, see the *Synergy SIS – New Year Rollover Guide*.

### **ANNUAL SETUP OUTLINE**

Grading Periods  
GPA & Course History Grading Calculations  
Grading Comments  
Report Cards  
Honor Roll & Eligibility Definition  
Grading Sheets

## MARK GROUPS LOOKUP TABLE

Marks, or class grades, can be grouped into categories. For example, the marks A+, A, and A- could all be grouped into a category of A. To define the **Mark Groups**:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Click on **K12.GradingInfo.Setup** to expand the list of tables.
3. Select the **Mark Groups** table.

Name: **Mark Groups** Namespace: **K12.GradingInfo.Setup** Locked: **N**

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values										Add
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
<input type="checkbox"/>	1	1	A	A+, A, A-						
<input type="checkbox"/>	2	2	B	B+, B, B-						
<input type="checkbox"/>	3	3	C	C+, C, C-						
<input type="checkbox"/>	4	4	D	D+, D, D-						
<input type="checkbox"/>	5	5	F	F						
<input type="checkbox"/>	6	6	I	I						

Mark Groups Lookup Table

4. Click the **Add** button to add a new group.
5. Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.
6. Enter a code for the mark group in the **Code** column. This value must be unique.
7. Enter the description of the mark group in the **Description** column.
8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
9. If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.
10. The **State Code**, **Alt Code 3**, and **Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.
11. Click the **Save** button at the top of the screen.

To delete a code, check the box in the **X** column, and click the **Save** button.

## MARK DEFINITION

The marks, or class grades, need to be defined as valid before they can be used in the grading process. To define the marks used in grading:

1. Go to **Synergy SIS > Grading > Setup > Mark Definition**.

The screenshot shows the 'Mark Definition' window. At the top, there are 'Menu', 'Save', and 'Undo' buttons, and a 'Status: Ready' indicator. Below the title bar, there's a 'Marks' search field. The main area is a table with columns: Line, Order, Mark, Description, Mark Type, Conversion Types (Numeric To Alpha Threshold, Alpha To Numeric Value), Include Credit, Currently Used, Allowed For TA, Mark Dist Cat, and Scanner Mark. An 'Add' button is located at the top right of the table area, highlighted with a red rectangle.

Mark Definition Screen

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

This screenshot shows the same 'Mark Definition' window after clicking the 'Add' button. A new, empty row has been added to the table, highlighted with a red border. The 'Add' button is still visible at the top right.

Mark Definition Screen, Adding

3. Enter the information:
  - **Order** – a number indicating the order in which the marks should appear.
  - **Mark** – the grading mark, generally a letter grade such as A+, A, A-.
  - **Description** – a description of the mark, such as outstanding or average.
  - **Mark Type** – **Grading** for marks used in grading periods, **Progress** for marks used during progress periods, or **All** for marks used in all periods.
  - **Numeric to Alpha Threshold** – the numeric threshold to three decimal places, used to convert a numeric mark to an alpha mark.
  - **Alpha to Numeric Value** – the numeric mark assigned when converting from an alpha mark to a numeric mark.
  - **Include Credit** – check this box if this mark is considered a passing grade for which credit is earned in the class.
  - **Currently Used** – check this box if the mark is currently in use at the district.
  - **Allowed for TA** – check this box if the mark can be used to grade students acting as teaching assistants in a course.
  - **Mark Dist Cat** – the category for the mark; the district can customize this list by editing the Mark Groups lookup table, but it generally is an alpha value such as A, B, C.
  - **Scanner Mark** – the equivalent mark entered on the grading scanning sheets.



4. Add additional lines by clicking the **Add** button to insert as many marks as needed.

Line	Order	Mark	Description	Mark Type	Conversion Types	Include Credit	Currently Used	Allowed For TA	Mark Dist Cat	Scanner Mark
1	1	A+		All	97.000				A	
2	2	A	Outstanding	All	93.000				A	
3	3	A-		All	90.000				A	
4	4	B+		All	87.000				B	
5	5	B	Above Average	All	83.000				B	
6	6	B-		All	80.000				B	
7	7	C+		All	77.000				C	
8	8	C	Average	All	74.000				C	
9	9	C-		All	70.000				C	
10	10	D+		All	67.000				D	
11	11	D	Below Average	All	64.000				D	
12	12	D-		All	60.000				D	
13	13	F	Failure	All	0.000				F	

Mark Definition Screen, Completed

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

## REPEAT TAG DEFINITION

Repeat tags mark the courses that are taken more than once by a student. The repeat tag can be placed on the latest course attempt or on the course taken prior to the latest attempt, depending on the district's or school's policies. To enter the repeat tags used in the district:

1. Go to **Synergy SIS > Grading > Setup > Repeat Tag Definition**.

Line	Repeat Code	Name	Include Credit	School Year
------	-------------	------	----------------	-------------

Repeat Tag Definition

2. Click the **Add** button to add a new definition. A new blank line is inserted.

Line	Repeat Code	Name	Include Credit	School Year
1	R	Repeat, no impact	Not Included in Credits Attempted or Completed	2009
2	X	Repeat, failure	Included in Credits Attempted	2009

Repeat Tag Definition, Adding

3. Enter the information:
  - **Repeat Code** – the code used to indicate the type of repeat.
  - **Name** – the description of the type of repeat tag.
  - **Include Credit** –how the credit for a course marked with a repeat tag is used in the GPA calculations, and if the student is awarded credit for the repeated attempt at the course. **Include in Credits Completed Only** could improve the GPA, but the student could earn credit for the same course more than once if the student earned a passing mark each time. **Include in Credits Attempted** reduces the GPA and prevents the student from earning credit again in the course. **Include in Credits Attempted and Completed** treats the course the same as a non-repeated course, which means the student could earn credit for the same course more than once if the student earned a passing mark each time. **Not Included in Credits Attempted or Completed** means the repeat has no impact.
  - **School Year** –the four-digit number of the first school year in which the repeat tag is used.
4. Add additional lines by clicking the **Add** button to insert as many repeat tags as needed.

Repeat Tag Definition

Repeat Tag

Line	Repeat Code	Name	Include Credit	School Year
1	R	Repeat, no impact	Not Included in Credits Attempted or Completed	2009
2	X	Repeat, failure	Included in Credits Attempted	2009

*Repeat Tag Definition, Completed*

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

The impact of repeat tags on the GPA can be further defined in the **GPA Definition** screen. For more information, please see the chapter on GPA and Class Rank in the *Synergy SIS – Course History Administrator Guide*.

**GPA Definition**

Code: Title: Type:

**GPA** Course Filter Additional Course Filtering

Code Title Type

Basic Information

Mark Inclusion Weight Gpa By Credit Rounding Decimals To Store

Rank Method

☐ Do Not Use Grade Period Weight Grid Maximum GPA Maximum Post Bonus Amount

**Repeat Tags** Add

X	Line	Repeat Code	Name	Include In GPA Calculation	Include Credit

**Grading Options**

Low Course Grade High Course Grade Low Student Grade High Student Grade

GPA Formula

**Grade Level and Calendar Month CHS Filter** Add

X	Line	Grade	Calendar Month

**Academic Tree** Action...

GPA Definition Screen

# TERM DEFINITIONS

Terms are periods during which classes are held. A single term may have multiple grading periods. The terms usually define when classes start and end, but the grading period indicates when report cards are issued. Terms must be defined every school year at every school. To define the terms:

1. Go to **Synergy SIS > System > Setup > School Setup**.

**School Setup**

School Name: **Hope High School** School Year: **2012-2013**

**Basic Info** | Options | SIS Data Options | Labels | TeacherVUE

---

**Period Definition** | **Type Information**

Start Period: 0 End Period: 9 Homeroom Period: 1 Meeting Day: ▼

School Type: High School School Attendance Type: Both Period and Daily Attendance

School Attendance Taken: By Section School Attendance Reason Type: Regular

Grade Attendance Calculated: ▼

Concurrent Enrollment Type: Full Concurrent - Able to send and receive concurrent students

ALC school Type: ▼ School Category: ▼ Calendar Type: Regular

---

**Grade Selection** | **Grading Options** | **Roll Over Defaults**

Grade: ☐ PS ☐ K ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☒ 09 ☒ 10 ☒ 11 ☒ 12 ☐ 12+

Grading Period: Third Quarter

Update Course History From: ▼

Enter Code: E2-First Arizona enroll Enter Date: ▼

---

**Term Definition** Add Show Detail

Line	Term Number	Term Name	Term Begin Date	Term End Date	Current Term Codes
1	1	Fall	08/24/2012	12/21/2012	S1, YR
2	2	Spring	12/31/2012	08/26/2013	S2, YR

---

**Track Selection**

Tracks: ☐ 4 Day Week ☐ 5 Day Week

---

**Policy Code** ↔

☐ Needs Values

---

**Other Info**

☐ Exclude from State Reporting ☐ Validate Student Classes ☐ Scheduling Options

☐ Report Sub Schools ☐ Show Warning and Allow Data to be Saved if Student Classes Overlap ☐ Traditional Schedule Tracking (Default)

☐ Enable College Credit ☐ Default Locker Combination ☐ Improvement Status

☐ Charter School ☐ Combination 1 ▼

---

**Generic Teacher Aide Course**

Course ID: TA999 Course Title: Teacher Aide Credit Given: From Section Credit ▼

---

**Programs**

All students enrolled in this school year are in the ▼ FRM program.

---

**Programs / Needs**

Line	Description	Detail
1	Language Arts (Verbal) Giftedness	<a href="#">Show Detail</a>

---

**Mailing Permit Setup**

Permit City: ▼ Permit State: ▼ Permit Number: ▼

*School Setup Screen*

2. Click on the **Add** button in the **Term Definition** section.

Term Definition						Add	Show Detail
Line	Term Number	Term Name	Term Begin Date	Term End Date	Current Term Codes		
1							

*School Setup Screen, Adding a Term*

3. Enter the **Term Number**, the **Term Name** (such as Fall Semester or First Quarter), and the **Term End Date**. Click the **Save** button at the top of the screen, and the **Term Begin Date** is automatically entered based on the school calendar and the **Term End Date**.
4. Click the **Show Detail** button.

Term Definition						Add	Show Detail
Line	Term Number	Term Name	Term Begin Date	Term End Date	Current Term Codes		
1	1	Fall		12/23/2010			

*School Setup Screen, Terms Defined*

5. Click the term to modify. To add a term code, click on the **Add** button in the **Term Codes** section.

Term Definition						Add	Hide Detail
Line	Term Number	Term Number	Term Name	Term End Date			
1	1	1	Fall	12/23/2010			
						Term Codes	
						Add	

*School Setup Screen, Term Definition Detail*

6. Enter the **Term Code Number** (the number of the term highlighted, not the order for the codes), and select the **Term Code** such as S1 for Semester 1.

Term Definition						Add	Hide Detail
Line	Term Number	Term Number	Term Name	Term End Date			
1	1	1	Fall	12/23/2010			
						Term Codes	
						Add	
						Line	Term Code Number
						1	

*Adding Term Codes*

7. Add as many codes as are in use at the school during that term. Every code assigned to a section must be added to the term. When finished, click the **Save** button at the top of the screen.

Term Definition						Add	Hide Detail
Line	Term Number	Term Number	Term Name	Term End Date			
1	1	1	Fall	12/23/2010			
						Term Codes	
						Add	
						Line	Term Code Number
						1	YR
						2	Q1
						3	Q2
						4	S1

*Completed Term Codes*

- Click the **Hide Detail** button to see all terms. Note that the term codes selected appear in the **Current Term Codes** column. Continue adding as many terms as needed to match the school's class schedule.

Term Definition						Add	Show Detail
Line	Term Number	Term Name	Term Begin Date	Term End Date	Current Term Codes		
1	1	Fall	08/31/2010	12/23/2010	S1, Q2, Q1, YR		
2	2	Spring	01/03/2011	05/27/2011	YR, Q4, Q3, S2		

School Setup Screen, Completed Term Definitions

The available term codes may be customized to fit the district's naming preferences. To modify the available term codes:

- Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
- Click **K12.ScheduleInfo** to expand the list of tables.
- Select the **Term Codes** table.

Name: <b>Term Codes</b> Namespace: <b>K12.ScheduleInfo</b> Locked: <b>N</b>									
<input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code									
Lookup Values									Add
Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1	1	YR	Year	Y					
2	2	S1	Semester 1	F					
3	3	S2	Semester 2	S					
4	4	Q1	Quarter 1	1					
5	5	Q2	Quarter 2	2					
6	6	Q3	Quarter 3	3					
7	7	Q4	Quarter 4	4					
8	8	T1	Trimester 1						
9	9	T2	Trimester 2						
10	10	T3	Trimester 3						
11	11	SS	Summer School						

Term Codes Lookup Table Screen

- Click the **Add** button.
- Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.
- Enter a code for the term in the **Code** column. This value must be unique.
- Enter the description of the code in the **Description** column.
- The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.
- The **State Code**, **Alt Code 3**, and **Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.
- Click the **Save** button at the top of the screen.

To delete a code, check the box in the **X** column, and click the **Save** button.

The term codes selected must also match the **Course Duration** codes, which are used to assign the sections to a specific duration, which in turn must match a term code. To modify the available course duration codes:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Click **K12.CourseInfo** to expand the list of tables.
3. Select the **Course Duration** table.

Name: **Course Duration** Namespace: **K12.CourseInfo** Locked: **N**

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

**Lookup Values** Add

<input type="checkbox"/>	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
<input type="checkbox"/>	1	0	Q1	Quarter 1	1					
<input type="checkbox"/>	2	0	Q2	Quarter 2	2					
<input type="checkbox"/>	3	0	Q3	Quarter 3	3					
<input type="checkbox"/>	4	0	Q4	Quarter 4	4					
<input type="checkbox"/>	5	0	QF	Quarters (1 or 2)						
<input type="checkbox"/>	6	0	QS	Quarters (3 or 4)						
<input type="checkbox"/>	7	0	QT	Quarter						
<input type="checkbox"/>	8	0	S1	Semester 1	F					
<input type="checkbox"/>	9	0	S2	Semester 2	S					
<input type="checkbox"/>	10	0	SS	Summer School						

*Term Codes Lookup Table Screen*

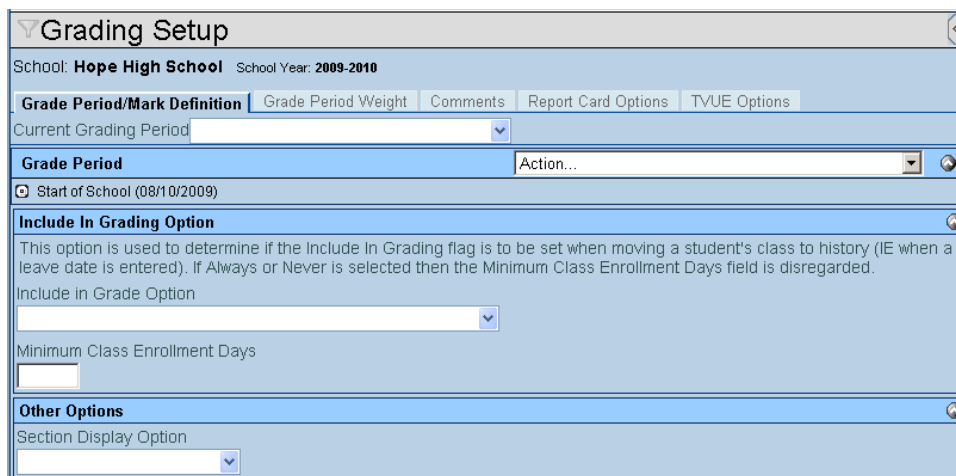
4. Click the **Add** button to add a new code.
5. Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.
6. Enter a code for the term in the **Code** column. This value must be unique.
7. Enter the description of the code in the **Description** column.
8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code in the old system in this column.
9. If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.
10. The **State Code**, **Alt Code 3**, and **Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.
11. Click the **Save** button at the top of the screen.

To delete a code: Check the box in the **X** column, and click the **Save** button.

## GRADING PERIODS

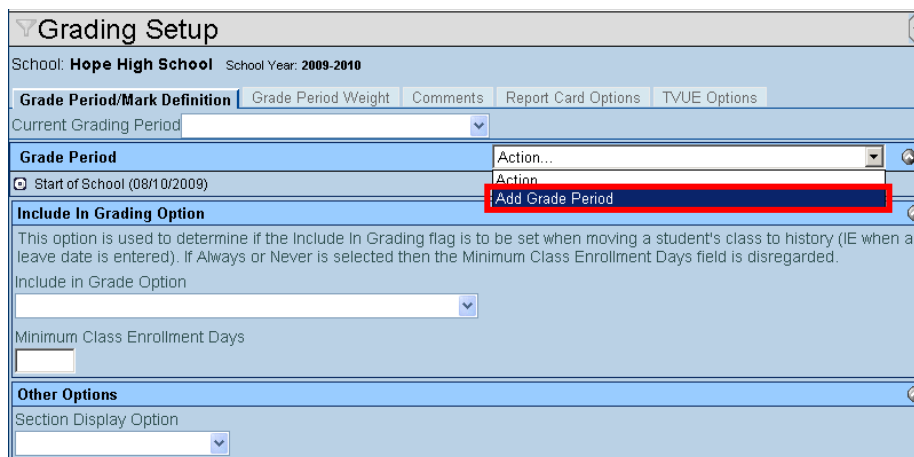
Once the marks, repeat tags, and terms have been configured, the grading structure can be defined. The grading periods should correspond to the dates on which report cards are generated. To set up the grading structure:

1. Go to **Synergy SIS > Grading > Setup > Grading Setup**.

The screenshot shows the 'Grading Setup' window for 'Hope High School' in the '2009-2010' school year. It features several tabs: 'Grade Period/Mark Definition' (selected), 'Grade Period Weight', 'Comments', 'Report Card Options', and 'TVUE Options'. Below the tabs, there's a 'Current Grading Period' dropdown. The 'Grade Period' section includes an 'Action...' dropdown menu. Below that, the 'Include In Grading Option' section contains a text box with instructions, an 'Include in Grade Option' dropdown, and a 'Minimum Class Enrollment Days' text field. The 'Other Options' section at the bottom has a 'Section Display Option' dropdown.

*Grading Setup Screen*

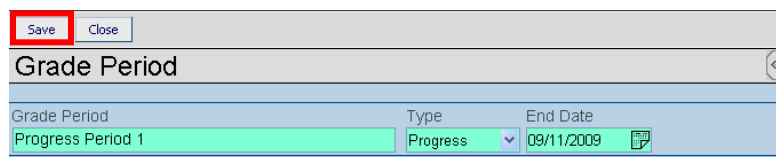
2. To add a grading period, select **Add Grade Period** from the **Action...** list. The **Grade Period** screen opens.

This screenshot is identical to the previous one, but with a red rectangular highlight around the 'Add Grade Period' option in the 'Action...' dropdown menu of the 'Grade Period' section.

*Grading Setup, Adding Grade Period*



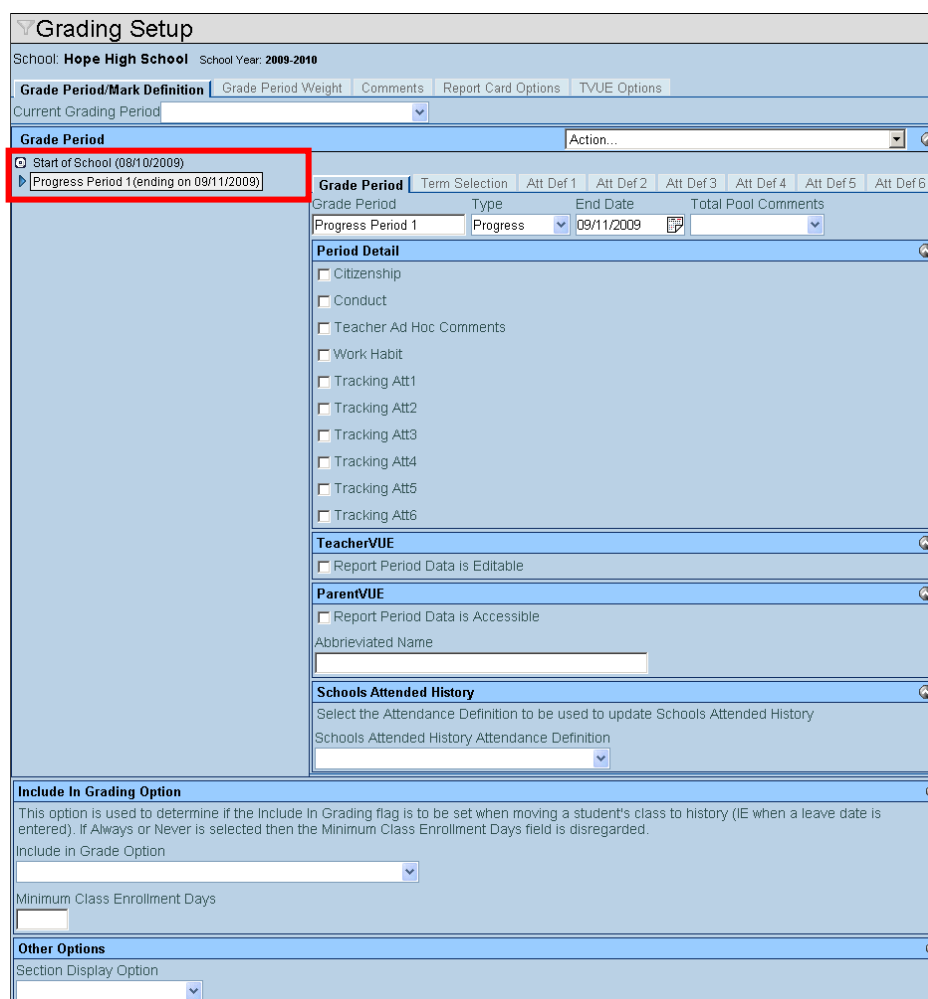
- Enter the name of the first grading period in the **Grade Period** box, select the **Type** of period in the list, and enter the last date of the period in the **End Date** box. Click the **Save** button at the top of the screen to add the period.



The screenshot shows the 'Grade Period' screen. At the top, there are 'Save' and 'Close' buttons. Below them is a title bar 'Grade Period'. The main area contains three input fields: 'Grade Period' with the text 'Progress Period 1', 'Type' with a dropdown menu showing 'Progress', and 'End Date' with the date '09/11/2009' and a calendar icon.

Grade Period Screen

The new grading period is added under **Start of School**, and the detailed setup for the period is displayed.



The screenshot shows the 'Grading Setup' screen for 'Hope High School' in the '2009-2010' school year. The 'Grade Period/Mark Definition' tab is active. In the 'Grade Period' list, 'Start of School (08/10/2009)' is selected, and 'Progress Period 1 (ending on 09/11/2009)' is listed below it. The 'Progress Period 1' is highlighted. To the right, the 'Period Detail' section is expanded, showing various checkboxes for 'Citizenship', 'Conduct', 'Teacher Ad Hoc Comments', 'Work Habit', and 'Tracking Att1' through 'Att6'. Below this, the 'TeacherVUE' section has a checkbox for 'Report Period Data is Editable'. The 'ParentVUE' section has a checkbox for 'Report Period Data is Accessible' and an 'Abbreviated Name' field. The 'Schools Attended History' section has a dropdown for 'Select the Attendance Definition to be used to update Schools Attended History'. At the bottom, the 'Include In Grading Option' section has a dropdown for 'Include in Grade Option' and a 'Minimum Class Enrollment Days' field. The 'Other Options' section has a dropdown for 'Section Display Option'.

Grading Setup, Grading Period Added

- To add another period, click the **Grade Period** bar at the top of the section or the **Refresh** button at the top of the screen to close the detail screen of the period.

The screenshot shows the 'Grading Setup' window for 'Hope High School' in the '2009-2010' school year. The 'Grade Period/Mark Definition' tab is active. Under the 'Grade Period' section, 'Progress Period 1' is selected. The 'Action...' dropdown menu is open, showing options: 'Add Marks to Progress Period 1 (ending on 09/11/2009)' and 'Delete Progress Period 1 (ending on 09/11/2009)'. The 'Period Detail' section is also visible, showing checkboxes for 'Citizenship', 'Conduct', 'Teacher Ad Hoc Comments', and 'Work Habit'.

*Grading Setup, Closing the Period Detail*

- Repeat to add additional periods. For schools using standards-based report cards in the Grade Book, only add the periods that will appear on the report card. Progress reports can be printed at any time in the Grade Book.

Once all of the grading periods have been created, the names of the marks to be used in each period need to be defined. A grading period mark is the grade that is displayed on the report card. Some periods may have more than one mark; for example, a Fourth Quarter period may have a 4<sup>th</sup> Quarter mark and a Semester 1 Final mark.

- To add a mark to the grading period, click the name of the period and select the **Add Marks to Period** option in the **Action...** list.

This screenshot is similar to the previous one, but it shows a list of grading periods on the left: 'Start of School (08/10/2009)', 'Progress Period 1 (ending on 09/11/2009)', 'First Quarter (ending on 10/19/2009)', 'Second Quarter (ending on 12/22/2009)', 'Progress Period 3 (ending on 02/12/2010)', 'Third Quarter (ending on 03/31/2010)', 'Progress Period 4 (ending on 04/23/2010)', and 'Fourth Quarter (ending on 05/28/2010)'. 'Progress Period 1' is selected. The 'Action...' dropdown menu is open, showing the same options as before.

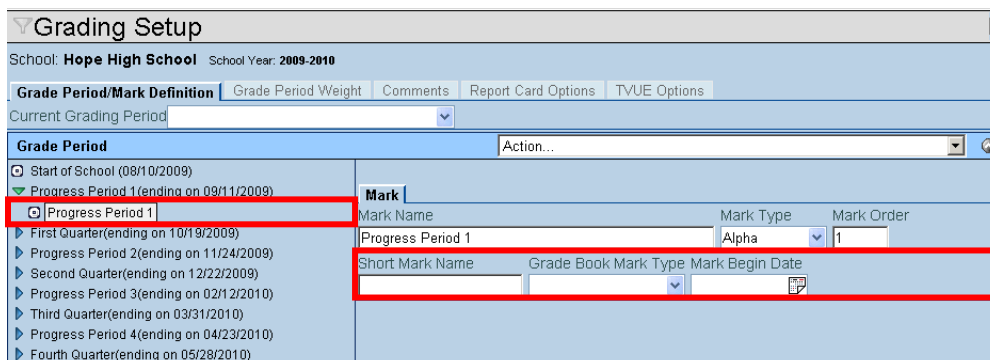
*Grading Setup, Adding Marks to Periods*

- The **Grade Period Mark** screen opens. Enter the name of the mark in the **Mark Name** box, select the **Mark Type**, and enter the order number by which to sort the marks in the **Mark Order** box.

The 'Grade Period Mark' screen is shown. It has a 'Save' button and a 'Close' button. Below them is a table with three columns: 'Mark Name', 'Mark Type', and 'Mark Order'. The 'Mark Name' field contains 'Progress Period 1', the 'Mark Type' dropdown is set to 'Alpha', and the 'Mark Order' field contains '1'.

*Grade Period Mark Screen*

8. Click the **Save** button at the top of the screen. The name of the mark is added underneath the name of the grading period, and the detailed screen of the mark is shown.



The screenshot shows the 'Grading Setup' window for 'Hope High School' in the '2009-2010' school year. The 'Grade Period/Mark Definition' tab is active. Under 'Current Grading Period', 'Progress Period 1' is selected. The 'Mark' section on the right shows the following details:

Mark Name	Mark Type	Mark Order
Progress Period 1	Alpha	1

Below this, there are three more fields: 'Short Mark Name', 'Grade Book Mark Type', and 'Mark Begin Date', each with a text input box and a dropdown menu.

*Grading Period Setup, Mark Detailed Screen*

9. If needed, enter a short version of the mark name in the **Short Mark Name** box to make grading columns narrower. Select the **Grade Book Mark Type** if Synergy SIS is integrated with a grade book system. If the mark is summarizing only part of the period or if it is cumulative across multiple periods, enter the starting date for the mark in the **Mark Begin Date** field.



**Reference:** For more information about integration with a grade book system, please see the *Synergy SIS – Grade Book Administrator Guide* in this guide.

10. Click the **Save** button at the top of the screen.
11. Repeat steps 6–10 until you have added all marks.

12. Click the name of the grading period to see the detail for the period.

The screenshot shows the 'Grading Setup' window for 'Hope High School' for the '2009-2010' school year. The 'Grade Period/Mark Definition' tab is active. Under 'Current Grading Period', 'Progress Period 1 (ending on 09/11/2009)' is selected and highlighted with a red box. To the right, the 'Grade Period' details for 'Progress Period 1' are shown, including 'Type' (Progress), 'End Date' (09/11/2009), and 'Total Pool Comments' (0), with the last field also highlighted by a red box. Below this, the 'Period Detail' section contains checkboxes for 'Citizenship', 'Conduct', 'Teacher Ad Hoc Comments', 'Work Habit', and 'Tracking Att1' through 'Att6'. Further down are sections for 'TeacherVUE' (Report Period Data is Editable), 'ParentVUE' (Report Period Data is Accessible), and 'Schools Attended History'.

*Grading Setup Screen, Grade Period Detail*

**Total Pool Comments** specifies how many comments can be entered for a section for this period. In the **Class Grade** screen below, three comments are available. Comments are selected from a list; to define the comments available, see the section in this chapter on *Grading Notes*.

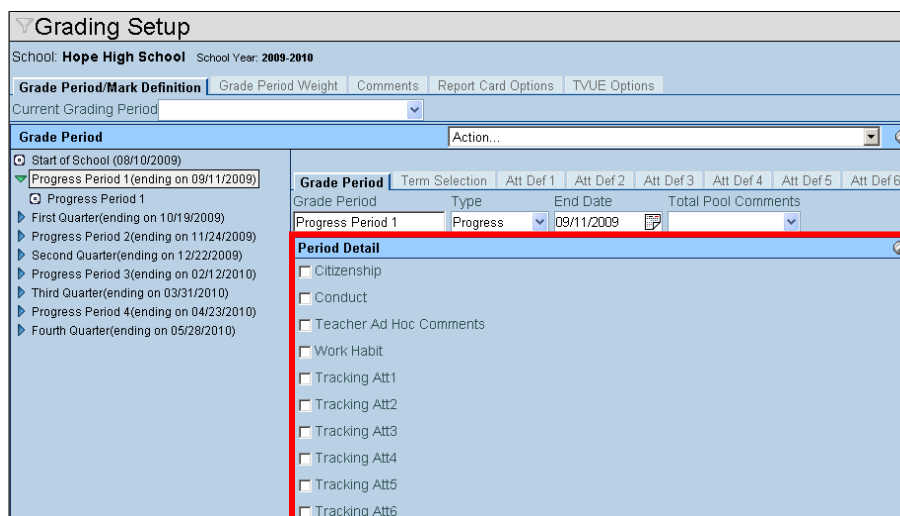
The screenshot shows the 'Class Grade' screen for Section ID 1077, Course ID SS51, Course Title Am Govt, Staff Name User, Teacher, and Room Name 216. The 'Class Grades' tab is active. Below the 'Class Information' section, the 'Grade Periods' dropdown is set to 'Fourth Quarter'. The 'Class Grades' table shows one student, Abbott, Billy C., with a 'Perm ID' of 905483 and a 'D' grade. The 'Fourth Quarter' options are displayed, including 'Citizenship', 'Conduct', 'Work Habits', 'Att 1', and 'Att 2'. The 'Comments' section is highlighted with a red box, showing three comment slots: 'Cmt 1' (A), 'Cmt 2' ( ), and 'Cmt 3' ( ).

*Class Grade Screen*

The **Period Detail** section outlines what information is available for the period.

13. To make the details available, check the boxes as desired. Teachers may rate the students on **Citizenship**, **Conduct**, and **Work Habits**. See the section in this chapter on *Grading Notes* to define the rating system used for these details.

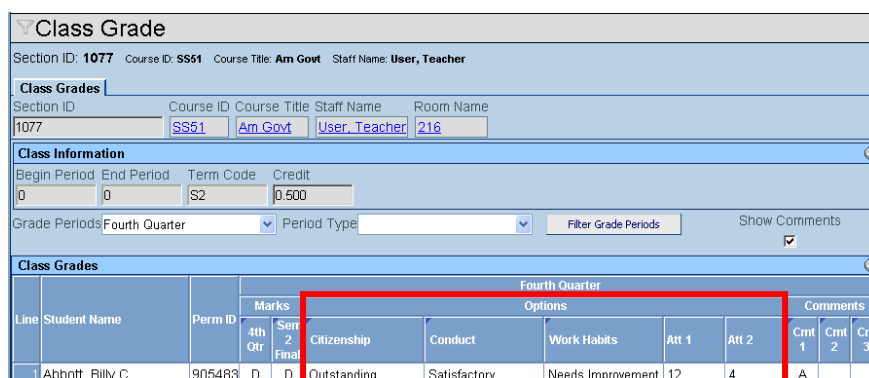
In addition, six types of student absences can be defined and displayed through the **Tracking Att1** through **Att6** checkboxes. The absences can be automatically totaled based on the definitions created on the **Att Def 1** through **Att Def 6** tabs of the period detail, as outlined later in of this section. **Teacher Ad Hoc Comments** are not fully available yet.



The screenshot shows the 'Grading Setup' window for 'Hope High School' in the '2009-2010' school year. The 'Grade Period/Mark Definition' tab is active. A list of grade periods is on the left, with 'Progress Period 1' selected. The 'Period Detail' pane on the right is highlighted with a red box. It contains checkboxes for 'Citizenship', 'Conduct', 'Teacher Ad Hoc Comments', 'Work Habit', and six 'Tracking Att' items (Att1 through Att6).

Grading Setup Screen, Period Detail

The details selected appear as shown below in the **Class Grade** screen.



The screenshot shows the 'Class Grade' window for Section ID 1077, Course ID SS51, and Course Title Am Govt. The 'Class Grades' tab is active. Below the class information, a table shows the 'Fourth Quarter' data. A red box highlights the 'Options' section of the table, which includes checkboxes for 'Citizenship', 'Conduct', 'Work Habits', and 'Att 1' through 'Att 2'.

Line	Student Name	Perm ID	Marks	Options	Comments
1	Abbott, Billy C.	905483	D	<input checked="" type="checkbox"/> Citizenship <input checked="" type="checkbox"/> Conduct <input checked="" type="checkbox"/> Work Habits <input checked="" type="checkbox"/> Att 1 <input checked="" type="checkbox"/> Att 2	A

Class Grade Screen

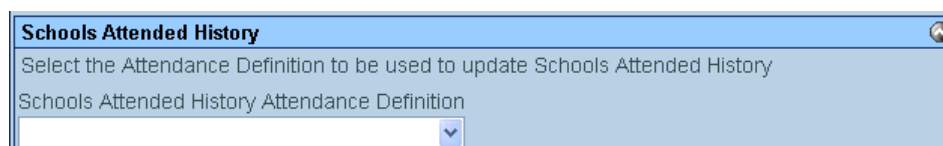
The check boxes in the **TeacherVUE** and **ParentVUE** sections enable the data for this grading period to be edited or seen in those programs. For more information about TeacherVUE and ParentVUE, see to the guides for these programs.



The screenshot shows the 'TeacherVUE' and 'ParentVUE' sections. The 'TeacherVUE' section has a checkbox for 'Report Period Data is Editable'. The 'ParentVUE' section has a checkbox for 'Report Period Data is Accessible' and a text field for 'Abbreviated Name'.

TeacherVUE &amp; ParentVUE Sections

A history of the schools a student attended can be included on transcripts with total days absent. To indicate which absence definition to use to calculate these absences, select it in the **Schools Attended History Attendance Definition** list. For more information about Schools Attended History, see the *Synergy SIS – Course History Administrator Guide*.



The screenshot shows the 'Schools Attended History' window. It contains a text field for 'Select the Attendance Definition to be used to update Schools Attended History' and a dropdown menu labeled 'Schools Attended History Attendance Definition'.

Schools Attended History

14. Click the **Save** button at the top of the screen to save the setting for the **Grade Period**.
15. Click the **Term Selection** tab to define which grade period marks may be used for which term. To add a mark to a term, click the **Add** button.

**Grading Setup**

School: **Hope High School** School Year: **2009-2010**

**Grade Period/Mark Definition** | Grade Period Weight | Comments | Report Card Options | TVUE Options

Current Grading Period: [Dropdown]

**Grade Period** [Action...]

- Start of School (08/10/2009)
- Progress Period 1 (ending on 09/11/2009)
- First Quarter (ending on 10/19/2009)
- Progress Period 2 (ending on 11/24/2009)
- Second Quarter (ending on 12/22/2009)
- Progress Period 3 (ending on 02/12/2010)
- Third Quarter (ending on 03/31/2010)
- Progress Period 4 (ending on 04/23/2010)
- Fourth Quarter (ending on 05/28/2010)

**Term Selection** | Att Def 1 | Att Def 2 | Att Def 3 | Att Def 4 | Att Def 5 | Att Def 6

**Term Options** [Add]

Line	Term Code	Posting Mark
1	YR	Progress Period 1
2	S1	Progress Period 1
3	Q1	Progress Period 1

*Grading Setup Screen, Period Detail, Term Selection Tab*

16. Select the **Term Code** from the list, and then select the **Posting Mark** to be used. Only marks defined for this period are available.
17. To add terms, click the **Add** button again. For courses assigned to the selected term code, the selected posting mark is available. For example, if a mark is defined for only Q1, only courses assigned as Q1 courses can enter this mark. Courses for S1, S2, etc. will not be able to record this mark.

**Grading Setup**

School: **Hope High School** School Year: **2009-2010**

**Grade Period/Mark Definition** | Grade Period Weight | Comments | Report Card Options | TVUE Options

Current Grading Period: [Dropdown]

**Grade Period** [Action...]

- Start of School (08/10/2009)
- Progress Period 1 (ending on 09/11/2009)
- First Quarter (ending on 10/19/2009)
- Progress Period 2 (ending on 11/24/2009)
- Second Quarter (ending on 12/22/2009)
- Progress Period 3 (ending on 02/12/2010)
- Third Quarter (ending on 03/31/2010)
- Progress Period 4 (ending on 04/23/2010)
- Fourth Quarter (ending on 05/28/2010)

**Term Selection** | Att Def 1 | Att Def 2 | Att Def 3 | Att Def 4 | Att Def 5 | Att Def 6

**Term Options** [Add]

Line	Term Code	Posting Mark
1	YR	Progress Period 1
2	S1	Progress Period 1
3	Q1	Progress Period 1

*Grading Setup Screen, Period Detail, Term Selection Tab, Terms Added*

18. When all terms have been added, click the **Save** button at the top of the screen. Be sure to add all of the term codes in use by classes that need to enter a grade during this period.

If the period has been configured to show **Tracking Att1** through **Tracking Att6**, complete the attendance definitions. The **Tracking Att1** box on the **Grade Period** tab corresponds to the **Att Def 1** tab, **Tracking Att2** corresponds to **Att Def 2**, and so on. The attendance definitions count the number of absences according to the definition and enter the number into the grading record and schools attended history when the Update Grade process is run. These definitions can be set up to provide contrasting information such as excused vs. unexcused absences, or days tardy vs. days absent. The totals are displayed in the grading period as shown in the **Class Grade** screen below.

**Class Grade**

Section ID: **1077** Course ID: **SS51** Course Title: **Am Govt** Staff Name: **User, Teacher**

**Class Grades**

Section ID: **1077** Course ID: **SS51** Course Title: **Am Govt** Staff Name: **User, Teacher** Room Name: **216**

**Class Information**

Begin Period: **0** End Period: **0** Term Code: **S2** Credit: **0.500**

Grade Periods: **Fourth Quarter** Period Type:  [Filter Grade Periods](#) [Show Comments](#) ☒

**Class Grades**

Line	Student Name	Perm ID	Marks		Options			Comments				
			4th Qtr	Sem 2 Final	Citizenship	Conduct	Work Habits	Att 1	Att 2	Cmt 1	Cmt 2	Cmt 3
1	Abbott, Billy C.	905483	D	D	Outstanding	Satisfactory	Needs Improvement	12	4	A		

Class Grade Screen

19. To set up the attendance definition, click the **Att Def** tab of the desired number.

**Grading Setup**

School: **Hope High School** School Year: **2009-2010**

**Grade Period/Mark Definition** [Grade Period Weight](#) [Comments](#) [Report Card Options](#) [TVUE Options](#)

Current Grading Period:

**Grade Period** [Action...](#)

- Start of School (08/10/2009)
- Progress Period 1 (ending on 09/11/2009)
- First Quarter (ending on 10/19/2009)
- Progress Period 2 (ending on 11/24/2009)
- Second Quarter (ending on 12/22/2009)
- Progress Period 3 (ending on 02/12/2010)
- Third Quarter (ending on 03/31/2010)
- Progress Period 4 (ending on 04/23/2010)
- Fourth Quarter (ending on 05/28/2010)

Grade Period	Term Selection	Att Def 1	Att Def 2	Att Def 3	Att Def 4	Att Def 5	Att Def 6
<b>Definition Name</b> <input type="text"/>							
<b>Options</b> Calculation Method Total by Day (Whole number count per unique day)							
<b>Attendance Date Range</b> Current Start Date: <input type="text"/> Current End Date: <input type="text"/> Year To Date Term To Date Term Code To Date <input type="checkbox"/> <input type="checkbox"/> <input type="text"/>							
<b>Absence Definition</b> Reason Type 1: <input type="text"/> Reason Type 2: <input type="text"/> Reason Type 3: <input type="text"/> Reason Type 4: <input type="text"/> Absence Reasons <input type="checkbox"/> Unverified <input type="checkbox"/> Excused <input type="checkbox"/> Unexcused <input type="checkbox"/> Suspended <input type="checkbox"/> Unexcused Tardy <input type="checkbox"/> Flu <input type="checkbox"/> Field Trip <input type="checkbox"/> Tardy <input type="checkbox"/> Expelled <input type="checkbox"/> Ill <input type="checkbox"/> Vacation							

Setting Up the Attendance Definition

20. Enter a name for the definition in the **Definition Name** box. This name appears in the column header on the **Student Grade** screen and on the report card.
21. In the **Calculation Method** list, select how absences should be counted. (This list appears only if you use daily attendance.) **Total by Absence Amount** uses the absence amount entered instead of counting the reasons, and should only be used by schools with this type of attendance turned on. **Total by Day** counts the number of days on which an absence occurred. **Total by Occurrence** counts the number of absences, and can be useful for period attendance schools.
22. Under **Attendance Date Range**, select the time period to summarize. Check the **Year To Date** box or the **Term to Date** box, or select the term in the **Term Code to Date** list. If the report card should only show one term's attendance, it is recommended to select the **Term Code To Date** option. Otherwise, if the attendance is updated after the last date of the term, it will include absences after the end date of the term or count absences for the current term instead of the previous term.

23. Under **Absence Definition**, select the absence reasons to be counted. It is recommended to use the **Reason Type** lists or the **Absence Reasons** check boxes, but not both.
24. Click the **Save** button at the top of the screen to save the changes.

The **Include in Grading Option** section at the bottom of the Grade Period tab is covered in the section in this chapter on *Designating Classes for Grading*.

The **Section Display Option** list in the **Other Options** section determines which sections are available for grading if the student was enrolled in the same course and period, but in two different sections, during one term. For example, the student was enrolled in section 100 but then switched to section 101 of the same course during the same period. If **Show All Sections** is chosen, grades can be issued for both sections. If **Show Latest Section Only** is selected, only the last section is available for grading.

The screenshot shows the 'Grading Setup' form for 'Hope High School' in the '2009-2010' school year. The 'Grade Period/Mark Definition' tab is active. The 'Current Grading Period' is set to 'Grade Period'. The 'Include In Grading Option' is set to 'Action...'. The 'Other Options' section is expanded, and the 'Section Display Option' dropdown menu is highlighted with a red box. The dropdown menu is currently empty.

*Grading Setup, Section Display Option*



## ADJUSTING FOR TRACKS

If the school uses tracks, the end dates for each grade period may be adjusted for each track in use at the school.

Tracks are created in **Synergy SIS > System > Setup > District Tracks** and then selected in **Synergy SIS > System > Setup > School Setup**.

To adjust the track grade period end dates:

1. Go to **Synergy SIS > Grading > Setup > Grading Setup**.

The screenshot shows the 'Grading Setup' screen for 'Hope High School' in the '2009-2010' school year. The 'Grade Period/Mark Definition' tab is active. Below the 'Current Grading Period' dropdown, there is a list of grade periods with their end dates. The 'Track Ending Dates' section is highlighted with a red border and contains a table for entering end dates for two tracks.

Track Ending Dates		Track 1	Track 2
Line	Report Period	Ending on	Ending on
1	Progress Period 1		
2	First Quarter		
3	Progress Period 2		
4	Second Quarter		
5	Progress Period 3		
6	Third Quarter		
7	Progress Period 4		
8	Fourth Quarter		

*Grading Setup Screen, Track Ending Dates*

2. In the **Track Ending Dates** section, enter the ending date for each grade period in the column for the track.
3. Click the **Save** button at the top of the screen.

## SETTING THE CURRENT GRADING PERIOD

Once the grading periods have been defined and the grade period marks entered, the current grading period should be selected. Throughout the school year, the current grading period selected should be changed to reflect the active grade period, as this controls the grading period displayed in TeacherVUE and Grade Book. The active grading period can be selected in either of two locations:

- **Synergy SIS > System > Setup > School Setup.** Select the active period in the **Grading Period** list, and click the **Save** button at the top of the screen.

**School Setup**

School Name: **Hope High School** School Year: **2012-2013**

**Basic Info** | Options | SIS Data Options | Labels | TeacherVUE

Period Definition Type Information

Grade Selection	Grading Options	Roll Over Defaults
Grade <input type="checkbox"/> PS <input type="checkbox"/> K <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input checked="" type="checkbox"/> 09 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> 12+	Grading Period <b>Second Quarter</b> Update Course History From	Enter Code E2-First Arizona enroll Enter Date

*School Setup Screen*

- **Synergy SIS > Grading > Grading Setup.** Select the active period in the **Current Grading Period** list, and click the **Save** button at the top of the screen.

**Grading Setup**

School: **Hope High School** School Year: **2009-2010**

**Grade Period/Mark Definition** | Grade Period Weight | Comments | Report Card Options | TVUE Options

Current Grading Period **Second Quarter**

Grade Period	Action...
Start of School (08/10/2009)	
Progress Period 1(ending on 09/11/2009)	
First Quarter(ending on 10/19/2009)	
Progress Period 2(ending on 11/24/2009)	
Second Quarter(ending on 12/22/2009)	
Progress Period 3(ending on 02/12/2010)	
Third Quarter(ending on 03/31/2010)	
Progress Period 4(ending on 04/23/2010)	
Fourth Quarter(ending on 05/28/2010)	

*Grading Setup Screen*



**Note:** Only grading periods that have a grade period mark defined for the period can be selected as the current grading period. The current grading period must also be defined at each school.

# GPA & COURSE HISTORY GRADING CALCULATIONS

Once the grading periods and marks have been defined, and the marks have been associated with specific terms, you can customize the GPA calculations. Marks can be included or excluded from the GPA for a specific term code, and the weight they carry in the GPA can also be specified. You can adjust the weighting for all GPA types and for individual GPA types (see page 37).

To customize the GPA calculation for all GPA types:

1. Go to **Synergy SIS > Grading > Setup > Grading Setup**, and click the **Grade Period Weight** tab.

**Grading Setup**

School: **Hope High School** School Year: **2009-2010**

Grade Period/Mark Definition | **Grade Period Weight** | Comments | Report Card Options | TVUE Options

Current Grading Period: **Second Quarter**

Both types of periods (Grading and Progress) are allowed on this grid. Only terms that have been opted into for the specific periods will be editable. You can edit this by going to the Grade Period/Mark Definition tab on this view, selecting the appropriate grading or progress period, and on the Term Selection tab adding or removing terms on the Term Options grid.

**GPA Credit Weight pct.**

Line	Term Code	Grade Period							
		First Quarter		Second Quarter		Third Quarter		Fourth Quarter	
		Mark	Percent	Mark	Percent	Mark	Percent	Mark	Percent
1	YR	Q1	25.00	Q2	25.00	Q3	25.00		
2	S1	Q1	50.00	Q2	50.00				
3	S2					Q3	50.00		
4	Q1		100.00						
5	Q2			Q2	100.00				
6	Q3					Q3	100.00		
7	Q4								

Cells will only be editable if you have opted into the term AND selected a posting mark for that term. This is done by going to the Grade Period/Mark Definition tab on this view, selecting the appropriate grading period, and on the Term Selection tab selecting the values required within the Term Options grid. Keep in mind that ONLY periods that are of the type Grading are valid periods for Course History Transfer pct. grid.

**Course History Transfer pct.**

Line	Term Code	Grade Period			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
1	YR		50.00		50.00
2	S1		100.00		
3	S2				
4	Q1				
5	Q2				
6	Q3				
7	Q4				100.00

Grade Period Weight Tab, Grading Setup Screen

The **GPA Credit Weight Pct.** section lists all term codes defined for the grade periods. If a posting mark is defined for a term code for a grading period, the box is white and can be edited. If the box is gray, a mark for that term code has not been defined for that period.

GPA Credit Weight pct.									
Line	Term Code	Grade Period							
		Progress Period 1	First Quarter	Progress Period 2	Second Quarter	Progress Period 3	Third Quarter	Progress Period 4	Fourth Quarter
1	YR		25.00		25.00		25.00		25.00
2	S1		50.00		50.00				
3	S2						50.00		50.00
4	Q1	50.00	50.00						
5	Q2			50.00	50.00				
6	Q3					50.00	50.00		
7	Q4							50.00	50.00

GPA Credit Weight Pct. Section

- For each period, enter the percentage of the mark that should be included in the GPA calculation. For example, if the First Quarter mark for S1 (Semester 1) is set to 50%, that grade counts for 50% of the entire grade for semester 1. The percentages for each term code line should add up to 100%.
- Click the **Save** button at the top of the screen.

On the **Grade Period Weight** tab, you can also configure the amount of credit transferred to course history for each grade period (but not progress period) and term. The amount of credit transferred for each grading period is specified in the **Course History Transfer Pct.** section. If a posting mark is defined for a term code for a grading period, the box is white and can be edited. If the box is gray, a mark for that term code has not been defined for that period.

Course History Transfer pct.					
Line	Term Code	Grade Period			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
1	YR		50.00		50.00
2	S1		100.00		
3	S2				100.00
4	Q1	100.00			
5	Q2		100.00		
6	Q3			100.00	
7	Q4				100.00

*Course History Transfer Pct. Section*

To indicate the transfer percentage:

- For each period and term code, enter the percentage of credit to transfer to course history. This is a percentage of the credit assigned to the course in the **District Course** screen. For example, if a Semester 1 (S1) course is worth 0.5 credits, and the Second Quarter mark assigns 100% of the credit to the course, then the student receives 0.5 credits for the course if the Second Quarter mark is a passing mark. If the percentage were only 50%, they would only receive 0.25 credits for the passing mark.

The percentages for each term code line should add up to 100%. White boxes can be left empty if the mark for that period does not indicate that credit should be awarded in course history.

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

To customize the GPA calculation for individual GPA types:

1. Create credit weight definitions.
  - a. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
  - b. Under **K12.GradingInfo.GPAInfo.Setup**, open the **Credit Weight Grid Type** table.

Name: **Credit Weight Grid Type**    Namespace: K12.GradingInfo.GPAInfo.Setup    Locked: N

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values									Add	
×	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
<input type="checkbox"/>	1	0	1	Eligibility					<div>▼</div>	<div>▼</div>
<input type="checkbox"/>	2	1	2	Honor Roll					<div>▼</div>	<div>▼</div>
<input type="checkbox"/>	3	2	3	Course History Weighted					<div>▼</div>	<div>▼</div>

*Credit Weight Grid Type Lookup Table*

- c. For each desired credit weight definition, click **Add** and enter a **Description** for the weighting method. **ListOrder**, **Code**, and **Status** are optional. **Other SIS**, **State Code**, **Alt Code 3**, and **Alt Code SIF** are not used.
  - d. Click **Save**.
2. Define each credit weighting method.
  - a. Go to **Synergy SIS > Grading > Setup > Credit Weight Definition**.

**Credit Weight Definition**

School Name: **Hope High School** School Year: **2012**

**Credit Weight Grid**

Grid Type: **Honor Roll**

**GPA Credit Weight Pct.**

Line	Term Code	Grade Period							
		Progress Period 1		First Quarter		Progress Period 2		Second Quarter	
		Mark	Percent	Mark	Percent	Mark	Percent	Mark	Percent
1	YR	Progress	0.00	1st Qtr	0.00	Progress	0.00	2nd Qtr	0.00
2	S1	Progress	0.00	1st Qtr	40.00	Progress	0.00	2nd Qtr	60.00
3	S2								
4	Q1	Progress	0.00	1st Qtr	100.00				
5	Q3								

*Credit Weight Definition Screen*

- b. In the **Grid Type** list, select a credit weight definition from step 1c.
  - c. For each period, enter the percentage of the mark that should be included in the GPA calculation.
  - d. Repeat steps 2b and 2c for each credit weight definition.
  - e. Click **Save**.
3. Enable credit weighting for desired GPAs.
  - a. Go to **Synergy SIS > Grading > Setup > GPA Definition**.
  - b. Find or scroll to a GPA definition.

- c. In the **Weight Gpa by Credit** list, select **Use Credit Weighting**, and make sure that the **Do Not Use Grade Period Weight Grid** box is not checked.

**GPA Definition**

Code: **GRNT** Title: **Grant (10-11)** Type: **Grade Point Average**

**GPA** Course Filter Additional Course Filtering

Code Title Type

GRNT Grant (10-11) Grade Point Average

**Basic Information**

Mark Inclusion Weight Gpa By Credit Rounding

Alpha Only Use Credit Weighting Round on .5 or higher

☐ Do Not Use Grade Period Weight Grid Maximum GPA Maximum Post Bonus Amount

GPA Definition Screen

- d. Repeat steps 3a and 3b for each GPA.
- e. Click **Save**.
4. Associate GPA types with credit weighting methods.
- a. Go to **Synergy SIS > Grading > Setup > District GPA Types**. This screen is described in the *Synergy SIS – Course History Administrator Guide*.
- b. For each GPA type, select in the **Credit Weight Type** column the credit weighting method, if any, to use.



**Note:** For a **GPA Grade Type** of **Course History Only**, the **Credit Weight Type** does not affect the GPA calculation.

Line	GPA Definition	GPA Grade Type	Credit Weight Type	Name	Mandatory Opt In
1	Cumulative GPA	Course History Only		CUM GPA	Elementary School,Middle School
2	Current Marking Perio	Current Report Period		CUR GPA	Elementary School,Middle School,High School,Special School
3	Rpt Card GPA	Current Report Period		CurPerOnly/HonRoll	High School
4	Current Marking Perio	Current Report Period Plus Course History		Current	Middle School,High School
5	Grant (10-11)	Course History Only	Eligibility	Grant GPA	High School
6	Cumulative GPA	Current Report Period Plus Course History		Sample	Elementary School
7	Unweighted GPA	Course History Only		UNWGT GPA	Elementary School,Middle School,High School
8	Current Marking Perio	Year To Date Report Periods		YTD GPA	Elementary School,Middle School,High School,Special School
9	Test	Year To Date Report Periods		YTD Score Only	Elementary School,Middle School

District GPA Types Screen

- c. Click **Save**.

## DESIGNATING CLASSES FOR GRADING

Perhaps not all of the classes at a school or district are graded. Some sections may only be used for taking attendance, or are study hall periods with no assignments. To indicate which classes should be graded:

1. Go to **Synergy SIS > Schedule > Section**.

The screenshot shows the 'Section' screen with the following details:

- Section ID: 0001, Course Title: Life Science, School Year: 2012-2013
- Current Students tab is selected.
- Section Info tab is active.
- Begin Period: 4, End Period: 4, Term Code: S2
- Exclude Attendance: Include in Attendance
- Exclude Grading: **Include in Grading** (highlighted with a red box)
- Attendance Type: [dropdown]
- Supplemental Funding Category: [dropdown]
- Instructional Minutes Override: [checkbox] Using Elementary Minutes
- Section Record Type: [dropdown]
- Instructional Strategy: [dropdown], Instructional Method: [dropdown], Category Code Override: [dropdown]
- Distance Learning: [checkbox], Independent Study: [checkbox], College Credit: [checkbox], Online Course Override: [checkbox]
- State Course Override: [dropdown]
- Instructional Unit ID: [dropdown], Local Master Schedule ID: [dropdown]

Section Screen

2. In the **Exclude Grading** list, select the grading status of the section. The section can set to **Include in Grading**, **Include in Grading – No Scan Sheet** (if a grading sheet should not be generated for the section when scanning is used), or **Exclude from Grading**.
3. Click the **Save** button at the top of the screen.

The classes that are included for grading can also be defined based on the student's length of enrollment in the class. For example, if a student is enrolled in a class for only three days, should that class be graded and transferred to course history? The valid length of enrollment can be defined at both the district and school level. To define when a class counts for grading at the district level:

1. Go to **Synergy SIS > System > Setup > District Setup**, and click the **System** tab.

The screenshot shows the 'District Setup' screen with the following details:

- District Setup tab is active.
- Options: System, Grade Setup, TeacherVUE, Labels, Auto-Sequence, Reports, Waivers, Mobile Apps
- Enrollment Options: [dropdown]
- Address Options: [dropdown]
- Bulk Mailing: [dropdown]
- Grading Setup: [dropdown] (highlighted with a red box)
- This option is used to determine if the Include in Grading flag is to be set when moving a student's class to history (IE when a leave date is entered). If Always or Never is selected then the Minimum Class Enrollment Days field is disregarded.
- Minimum Days Enrolled Grading Threshold: 0
- Include in Grade Option: Always include active classes in g
- If this option is set then the AcaType drop down (that contains the GPA definitions) will not be filtered and all definitions will show in both views (Student Grade and Student Course History). If the option is left unchecked then the current functionality will remain. Student Grade will only show Current Period Only GPA types and Student Course History will only show Course History Only types.
- GPA Filter Option: [checkbox]

System Tab, District Setup Screen

2. In the **Include in Grade Option** list, select the option to be used. If you select **Evaluate active classes against Minimum Days Enrolled Threshold**, enter the minimum number of days for a class to be included in grading in the **Minimum Days Enrolled Grading Threshold** box.
3. Click the **Save** button at the top of the screen.

At the school level, the grading threshold for a class overrides the selections made at the district level. You can configure it in two locations:

- **Synergy SIS > System > Setup > School Scheduling Options.**

**School Scheduling Options**

School Name: **Hope High School** School Year: **2011-2012**

**Section Options** | Course Request and Walk-in Options | House/Team/Exclusion

**Options**

Class Size Limit: **Add Student, with Message** Section ID Width: **4** Auto Sequence: **Counter**

☐ Do Not Fill Section ID Gaps

☒ Track Class Deletions for Add/Drop Report

☒ Enable Section ID Validation Warnings

Creation of "Grade" records can be limited to just the Homeroom Section by checking the following checkbox:

☐ Only Create Grade Records For Homeroom Section.

**Include In Grading Option**

When the include grade option or minimum class enrollment days are blank, the district default will be used (Grade Option 'Always'). If Always or blank is selected then the Minimum Class Enrollment Days field is disregarded. If evaluate is selected, then the student must have been enrolled in the course for at least the number of days indicated in the Minimum Class Enrollment Days textbox below to have a grade in the course.

**Include Grade Option**

**Always include active classes in grading**

**Minimum Class Enrollment Days**

**0**

**Meeting Days**

X	Line	Order	Code	Description
	1	1	A	A-Day
	2	2	B	B-Day

*School Scheduling Options Screen*

- **Synergy SIS > Grading > Setup > Grading Setup.**

**Grading Setup**

School: **Hope High School** School Year: **2010-2011**

**Grade Period/Mark Definition** | Grade Period Weight | Comments | Report Card Options | TVUE Options

Current Grading Period: **Fourth Quarter**

Grade Period: **Fourth Quarter** Action...

**Include In Grading Option**

This option is used to determine if the Include In Grading flag is to be set when moving a student's class to history (IE when a leave date is entered). If Always or Never is selected then the Minimum Class Enrollment Days field is disregarded.

**Include In Grade Option**

**Always include active classes in grading**

**Minimum Class Enrollment Days**

**Other Options**

Section Display Option

**Show All Sections**

*Grading Setup Screen*

1. In the **Include in Grade Option** list, select the option to be used. If you select **Evaluate active classes against Minimum Days Enrolled Threshold**, enter the minimum number of days for a class to be included in grading in the **Minimum Days Enrolled Grading Threshold** box.
2. Click the **Save** button at the top of the screen.



## GPA DISPLAY

At the bottom of the **Student Grade** screen, the student's current GPA is displayed. The GPA shown is selected in the **Aca Type** list.

The screenshot shows the 'Student Grade' screen for a student named Abel, Albert R. The 'Student Grades' table lists a course 'Algebra II' with a cumulative GPA of 2.529. The GPA is highlighted in a red box. Below the table, the 'Aca Type' is set to 'CUM GPA - Cumulative GPA' and the GPA is 2.529. The 'Credits Attempted' is 11.500 and 'Credits Completed' is 11.500. The 'Grading Period' is 'Third Quarter'.

Line	Period	Section ID	Credit	Course ID	Course Title	Repeat Tag	Teacher Name	Audit Class	First Quarter				Second Quarter		Third Quarter		Fourth Quarter	
									1st Qtr	Citizenship	ABS	I2	2nd Qtr	Sem 1 Final	QTR2	3rd Qtr	ABS	4th Qtr
1	1	D140	0.500	MA40	Algebra II		Aderson, G.		B+					A+				

Aca Type: CUM GPA - Cumulative GPA  
GPA: 2.529  
Credits Attempted: 11.500  
Credits Completed: 11.500  
Grading Period: Third Quarter

Student Grade Screen, GPA

To select which GPA definitions are available for display on this screen:

1. Go to **Synergy SIS > System > Setup > District Setup**, and click the **System** tab.

The screenshot shows the 'District Setup' screen with the 'System' tab selected. The 'Grading Setup' section is expanded, showing the 'GPA Filter Option' checkbox, which is unchecked. The 'Include in Grade Option' is set to 'Always include active classes in g'.

**District Setup**

Options: **System** | Grade Setup | Teacher/VUE | Labels | Auto-Sequence | Reports | Waivers | Mobile Apps

Enrollment Options

Address Options

Bulk Mailing

**Grading Setup**

This option is used to determine if the Include In Grading flag is to be set when moving a student's class to history (IE when a leave date is entered). If Always or Never is selected then the Minimum Class Enrollment Days field is disregarded.

Minimum Days Enrolled Grading Threshold: 0

Include in Grade Option: Always include active classes in g

☐ GPA Filter Option

District Setup Screen, System Tab

2. To show all definitions, check the **GPA Filter Option** box. To only show the GPA definitions based on the current grading period, leave this box unchecked.
3. Click the **Save** button at the top of the screen.

## GRADING NOTES

Synergy SIS enables teachers to enter comments regarding a student's behavior and to rate the student on citizenship, conduct, and work habits, as shown below in the **Class Grade** screen.

The screenshot shows the 'Class Grade' screen for Section ID 1077, Course ID SS51, Course Title Am Govt, and Staff Name User, Teacher. The 'Class Grades' tab is active, displaying a table with columns for Line, Student Name, Perm ID, Marks, and Options. The 'Options' column is expanded, showing checkboxes for Citizenship, Conduct, and Work Habits, along with Att 1, Att 2, Cmt 1, Cmt 2, and Cmt 3. The 'Fourth Quarter' tab is selected, and the 'Filter Grade Periods' button is visible.

Line	Student Name	Perm ID	Marks	Options	Comments
1	Abbott, Billy C.	905483	D	<input checked="" type="checkbox"/> Citizenship <input checked="" type="checkbox"/> Conduct <input checked="" type="checkbox"/> Work Habits Att 1: 12, Att 2: 4, Cmt 1: A, Cmt 2: , Cmt 3:	

Class Grade Screen

The availability of these options is turned on and off by period in the **Grading Setup** screen, under the detail for each period.

The screenshot shows the 'Grading Setup' screen for Hope High School, School Year 2009-2010. The 'Grade Period/Mark Definition' tab is active, displaying a list of grade periods. The 'Progress Period 1' is selected, and the 'Period Detail' section is expanded, showing checkboxes for Citizenship, Conduct, Teacher Ad Hoc Comments, and Work Habit. The 'Total Pool Comments' field is also visible.

Grade Period	Term Selection	Att Def 1	Att Def 2	Att Def 3	Att Def 4	Att Def 5	Att Def 6
Progress Period 1	Progress	09/11/2009					

Grading Setup Screen

To customize the lists of comments and the citizenship, conduct, and work habits ratings, follow the instructions in the next sections of this chapter.

## Comments

To set up the list of comments to be used in grading:

1. Go to **Synergy SIS > Grading > Setup > Grading Setup**, and click the **Comments** tab.

Menu Save Undo Status: Ready

**Grading Setup**

School: **Hope High School** School Year: 2012-2013

Grade Period/Mark Definition Grade Period Weight **Comments** Report Card Options TVUE Options

Current Grading Period: Second Quarter

**Free Form Comments**

☐ Allow Free Form Comments

**Comments** Add Show Detail

*Grading Setup Screen, Comments Tab*

2. To enable users to enter free-form comments, check the **Allow Free Form Comments** box, and in the **Max Free Form Comment Length** box that appears, enter the maximum number of characters (up to 2000) for each comment.

**Grading Setup**

School: **Hope High School** School Year: 2012-2013

Grade Period/Mark Definition Grade Period Weight **Comments** Report Card Options TVUE Options

Current Grading Period: Second Quarter

**Free Form Comments**

☒ Allow Free Form Comments

Max Free Form Comment Length: 500

*Grading Setup Screen, Comments Tab, Enabling Free-form Comments*

3. Click the **Add** button in the **Comments** section to add a new blank line.

**Grading Setup**

School: **Hope High School** School Year: 2012-2013

Grade Period/Mark Definition Grade Period Weight **Comments** Report Card Options TVUE Options

Current Grading Period: Second Quarter

**Free Form Comments**

☐ Allow Free Form Comments

**Comments** Add Show Detail

X	Line	Comment Code	Comment Note	No Staff Override	Scanning Code
	1	A	Please Contact Teacher	<input checked="" type="checkbox"/>	

*Grading Setup Screen, Comments Tab, Adding*

4. Enter a code for the comment in the **Comment Code** column, and enter the comment in the **Comment Note** column. Enter the code used by the scanning sheet in the **Scanning Code** column.
5. If the teacher can edit the comment note in the grading record to individualize it for each student, leave the box in the **No Staff Override** unchecked. To standardize the comments across the school, check the box **No Staff Override** so that the comments cannot be edited. *Note: This option has not been activated yet.*

6. Repeat steps 3–5 as needed.

**Grading Setup**

School: **Hope High School** School Year: **2010-2011**

Grade Period/Mark Definition | Grade Period Weight | **Comments** | Report Card Options | TVUE Options

Current Grading Period: **Fourth Quarter**

**Comments** [Add] [Show Detail]

Line	Comment Code	Comment Note	No Staff Override	Scanning Code
1	A	Please Contact Teacher	<input checked="" type="checkbox"/>	
2	B	Excellent Student	<input checked="" type="checkbox"/>	
3	C	Good Attitude/behavr In Class	<input checked="" type="checkbox"/>	
4	D	Good Participation In Class	<input checked="" type="checkbox"/>	
5	E	Shows Extra Effort	<input checked="" type="checkbox"/>	
6	F	Complete/accurate Assignments	<input checked="" type="checkbox"/>	
7	G	Showing Improvement	<input checked="" type="checkbox"/>	

*Grading Setup Screen, Comments Tab, Completed*

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

To add translations of the comments so that the comments can be shown in the language of the report card:

1. Click the **Show Detail** button at the top of the **Comments** section.

**Grading Setup**

School: **Hope High School** School Year: **2010-2011**

Grade Period/Mark Definition | Grade Period Weight | **Comments** | Report Card Options | TVUE Options

Current Grading Period: **Fourth Quarter**

**Comments** [Add] [Show Detail]

Line	Comment Code	Comment Note	No Staff Override	Scanning Code
1	A	Please Contact Teacher	<input checked="" type="checkbox"/>	
2	B	Excellent Student	<input checked="" type="checkbox"/>	
3	C	Good Attitude/behavr In Class	<input checked="" type="checkbox"/>	
4	D	Good Participation In Class	<input checked="" type="checkbox"/>	
5	E	Shows Extra Effort	<input checked="" type="checkbox"/>	
6	F	Complete/accurate Assignments	<input checked="" type="checkbox"/>	
7	G	Showing Improvement	<input checked="" type="checkbox"/>	

*Showing the Detail of a Comment*

2. Click the **Line** number of the comment to translate in the **Comment Code** list.

**Grading Setup**

School: **Hope High School** School Year: **2010-2011**

Grade Period/Mark Definition | Grade Period Weight | **Comments** | Report Card Options | TVUE Options

Current Grading Period: **Fourth Quarter**

**Comments** [Add] [Hide Detail]

Line	Comment Code	Comment Note
1	A	Please Contact Teacher
2	B	Excellent Student
3	C	Good Attitude/behavr In Class
4	D	Good Participation In Class
5	E	Shows Extra Effort
6	F	Complete/accurate Assignments
7	G	Showing Improvement

**Alternate Language Comments** [Add]

Line	Language Code	Comment

*Selecting the Comment to Translate*

- Click the **Add** button in the **Alternate Language Comments** section.

The screenshot shows the 'Grading Setup' window for 'Hope High School' in the '2010-2011' school year. The 'Comments' tab is selected, and the 'Current Grading Period' is 'Fourth Quarter'. Below this, there is a table with columns 'Line' and 'Comment Code'. The first row shows '1' and 'A'. To the right of this table is a 'Comment Code: A' field. Below the table, there is an 'Alternate Language Comments' section with an 'Add' button highlighted by a red box. Below this section, there is a table with columns 'Line', 'Language Code', and 'Comment'. The first row shows '1', 'Spanish', and 'Por favor comuníquese con el maestro'. This row is also highlighted by a red box.

Line	Comment Code
1	A
2	B
3	C
4	D

Comment Code: A

Alternate Language Comments

Line	Language Code	Comment
1	Spanish	Por favor comuníquese con el maestro

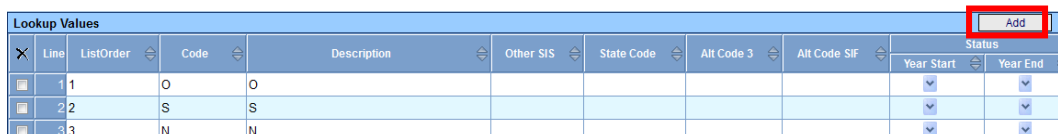
*Entering a Translated Comment*

- In the new blank line that appears, select a language in the **Language Code** list, and enter the translated comment in the **Comment** box.
- Click the **Save** button at the top of the screen.

## Citizenship

To configure citizenship codes:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Click **K12.GradingInfo** to expand the list of tables.
3. Select the **Citizenship** table.
4. Click the **Add** button.



Lookup Values										Add
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
	1		O	O						
	2		S	S						
	3		N	N						

*Citizenship Lookup Table*

5. Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.
6. Enter a code for the citizenship description in the **Code** column. This value must be unique.
7. Enter the description of the code in the **Description** column.
8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
9. If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.
10. The **State Code**, **Alt Code 3**, and **Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.
11. Click the **Save** button at the top of the screen.

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

## Conduct

To configure conduct codes:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Click **K12.GradingInfo** to expand the list of tables.
3. Select the **Conduct** table.

Name: <b>Conduct</b> Namespace: <b>K12.GradingInfo</b> Locked: <b>N</b>										
<input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value										
Lookup Values										<input type="button" value="Add"/>
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
<input type="checkbox"/>	1		O	Outstanding						
<input type="checkbox"/>	2		S	Satisfactory						
<input type="checkbox"/>	3		N	Needs Improvement						

Conduct Lookup Table

4. Click the **Add** button to add a new code.
5. Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.
6. Enter a code for the conduct description in the **Code** column. This value must be unique.
7. Enter the description of the code in the **Description** column.
8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
9. If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.
10. The **State Code**, **Alt Code 3**, and **Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.
11. Click the **Save** button at the top of the screen.

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

## Effort

To configure effort codes:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Click **K12.GradingInfo** to expand the list of tables.
3. Select the **Effort** table.

Name: **Effort** Namespace: K12.GradingInfo Locked: N

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values

Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
	1	1	E	Excellent					2010	2012
	2	2	C	Consistant					2010	2012
	3	3	S	Satisfactory					2010	2012
	4	4	N	Needs Improvement					2010	2012

*Effort Lookup Table*

4. Click the **Add** button to add a new code.
5. Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.
6. Enter a code for the effort description in the **Code** column. This value must be unique.
7. Enter the description of the code in the **Description** column.
8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system here.
9. If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.
10. The **State Code**, **Alt Code 3**, and **Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.
11. Click the **Save** button at the top of the screen to save the changes.

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



## Work Habits

To configure work habits codes:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Click **K12.GradingInfo** to expand the list of tables.
3. Select the **Workhabits** table.

Name: <b>Workhabits</b> Namespace: <b>K12.GradingInfo</b> Locked: <b>N</b>										
<input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value										
Lookup Values										Add
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
<input type="checkbox"/>	1		O	Outstanding						
<input type="checkbox"/>	2		S	Satisfactory						
<input type="checkbox"/>	3		N	Needs Improvement						

Workhabits Lookup Table

4. Click the **Add** button to add a new code.
5. Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.
6. Enter a code for the work habits description in the **Code** column. This value must be unique since it is used internally to link the tables in the database and it is displayed in the drop-down list.
7. Enter the description of the code in the **Description** column.
8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system here.
9. If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.
10. The **State Code**, **Alt Code 3**, and **Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.
11. Click the **Save** button at the top of the screen to save the changes.

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



**Note:** The options on the **TeacherVUE Options** tab of the **Grading** screen are covered in the *Synergy SIS - TeacherVUE Administrator Guide*. The **Report Card Options** tab is covered in the next chapter in this guide.



# **Chapter Three: REPORT CARDS & HONOR ROLL**

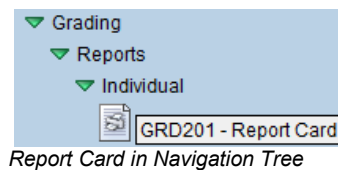
This chapter covers:

- ▶ Report Cards
- ▶ Honor Roll and Eligibility Definition

## REPORT CARDS

To complete the setup of the report card and the honor roll & eligibility definition, first complete the core grading configuration outlined in Chapter Two. Next, set up the GPA and Graduation Definitions as described in the *Synergy SIS – Course History Administrator Guide*. Then you can complete the Report Cards and the Honor Roll and Eligibility Definitions.

You can select from multiple report card formats to set the default report card. (See page 62 for instructions.) The navigation tree always displays **GRD201**, but the report interface displays the selected report card.





Report Card in Navigation Tree



Report Card Report Interface

**GRD201–Report Card** generates a two-sided 8½ x 11 page that is already addressed and can be folded in half and mailed. The report card includes the student's GPA and progress toward meeting the graduation requirements. It also lists the grades and comments received in the student's classes for the current grading period. This is the default report card format.

<p>Library</p> <p>PTA meeting will be held on June 3, 2011 at 7:00 PM in the</p> <p><b>Hope High School Announcements:</b></p>	<p>School Board meeting will be held on June 14, 2011 at any</p> <p><b>District Announcements:</b></p>
<p><b>Counselor Department Phone</b></p>	<p>Hope High School Tom Andrew, Principal 123 Main St Phoenix, AZ 85884 949-655-1212</p>
<p> Hope High School 123 Main St Phoenix, AZ 85824</p> <p>Kathleen/Phillip Aaron 1954 S Val Vista Dr Mesa, AZ 85234</p> <p>HaHaHaHaHaHaHaHaHa</p>	<p></p>

Edupoint School District		Hope High School		Grade Legend
2010-2011		Tom McGrew, Principal 123 Main St Phoenix, AZ 85066		A = Outstanding B = Above Average C = Average D = Below Average F = Failing WF = With/Without Fail I = Incomplete = In Progress
Student Name	Pem ID	Home Rooms	Grade	
Abbott, Billy C.	00518	230	12	
Period	Course Title	3rd Gr	Teacher	ABS
0	SD001 A- Gen 123 Comments: Excellent Student	A-	Jackson, Kathy	3
1	EN46 Pin Eng III	A	Harder, Rachel	3
2	PN4B Intermediate Acting Comments: Showing Improvement	C	Garner, David	2
3	PN6Z Weight Trn Boys Comments: Good Participation In Class Needs To Follow Contextual Themes	B	Joseph, Thomas	2
5	NC052 Rn 100 Pwr Comments: Shows Extra Effort	A	Rel Time, Rel Time	2
6	NC062 Rn 60s Pwr	A	Rel Time, Rel Time	1

Subject Area	Credits Required	Credits Earned
Government	1.00	1.00
Electives	7.00	14.00
English Literature	2.00	2.00
Mathematics	5.00	5.00
Science Required	2.00	2.00
American History	2.50	2.00
<b>Total Credits</b>	<b>10.60</b>	<b>26.00</b>

Grade Point Average	
CUR GPA	3.1

**GRD202-Report Card Tri Fold** generates a one-sided 8½ x 11 page that can be folded in three. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It is designed for insertion into a window envelope.

Hope High School 123 Main St Phoenix, AZ 85694 949-555-1212	06/02/2011 10:32:28 AM
--	------------------------

To the Parent/Guardian(s) of Abbott, Billy C. 1954 S Val Vista Dr Mesa, AZ 85234	Abbott, Billy C. Perm ID 905483 Grade 12
---	--

Per.	Course / Teacher	3rd Qtr	ABS	Current Grading Period Comments
0	Am Govt 123 Jackson, Kathy	A-		Excellent Student
1	Prin Eng III Harder, Rachel	B		
2	Intermediate Acting Gardner, David	C		Showing Improvement
3	Weight Trn Boys Joseph, Thomas	B-	2.00	Good Participation In Class Needs To Follow Correct Techn.
5	Rt 5th Per Rel Time, Rel Time	A		Shows Extra Effort
6	Rt 6th Per Rel Time, Rel Time	A		
10	Prin&prac Econ Brandt P., Paula CUR GPA	A-  3.195		

District Announcements:

Class Rank		
Current Marking Period	3.090000	17

School Board election will be held on June 14, 2011 at any school cafeteria or commons area.

*GRD202 – Report Card Tri Fold*

**GRD203–Report Card Pressure Seal Trifold** generates a one-sided 8½ x 11 page that can be folded in three and mailed. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the student's graduation requirements, but this generally produces a second page. The report can be customized to print a signature slip instead of an address.

<b>Hope High School</b> Tom McGrew, Principal 123 Main St Phoenix, AZ 85694		<b>Edupoint School District</b>  2010-2011		Student Name: <b>Abbott, Billy C.</b>	
				Perm ID: <b>905483</b>	Grade: <b>12</b>
				Home Room: <b>230</b>	


Period	Course ID	Course Title	3rd Qtr	Teacher	ABS
0	SS51	Am Govt 123	A-	Jackson, Kathy	3
Comment(s) Excellent Student					
1	EN46	Prin Eng III	B	Harder, Rachel	3
2	PA86	Intermediate Acting	C	Gardner, David	2
Comment(s) Showing Improvement					
3	PE762	Weight Trn Boys	B-	Joseph, Thomas	2
Comment(s) Good Participation In Class Needs To Follow Correct Techn.					
5	NC952	Rt 5th Per	A	Rel Time, Rel Time	2
Comment(s) Shows Extra Effort					
6	NC962	Rt 6th Per	A	Rel Time, Rel Time	1
10	FS77	Prin&prac Econ	A-	Brandt P., Paula	2
<b>GPA</b>		<b>CUR GPA</b>		<b>3.195</b>	

Grade Legend    A = Outstanding    B = Above Average    C = Average    D = Below Average    F = Failure    WF = Withdraw/Fail  
    I = Incomplete    P = Pass


  

Class of 2011 Graduation Requirements		
Subject Area	Credits Required	Credits Earned
Government	1.00	1.00
Electives	7.00	14.00
English Literature	2.00	2.00
Mathematics	5.00	5.00
Science Required	2.00	2.00
American History	2.50	2.00
<b>Total Credits</b>	<b>19.50</b>	<b>26.00</b>



Hope High School  
 123 Main St  
 Phoenix, AZ 85694

Kathleen/Phillip Aaron  
 1954 S Val Vista Dr  
 Mesa, AZ 85234  


PRESORTED  
 FIRST-CLASS  
 U.S. POSTAGE PAID  
 1234

- 2010-2011

GRD203 – Report Card Pressure Seal Trifold

**GRD204—Report Card Pressure Seal Trifold Preprinted** generates a one-sided 8½ x 11 page that can be folded in three and mailed. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the graduation requirements for service learning and tests. The report is designed to be printed on pre-printed report card paper.

Hope High School				Third Quarter	
Abbott, Billy C.				905483	12
				01/03/2011	03/09/2011
0	Am Govt 123	Jackson, Kathy	A-	0.00	3 Excellent Student
1	Prin Eng III	Harder, Rachel	B	0.00	3
2	Intermediate Acting	Gardner, David	C	0.00	2 Showing Improvement
3	Weight Trn Boys	Joseph, Thomas	B-	0.00	2 Good Participation In Class Needs To Follow Correct Techn.
5	Rt 5th Per	Rel Time, Rel Time	A	0.00	2 Shows Extra Effort
6	Rt 6th Per	Rel Time, Rel Time	A	0.00	1
10	Prin&prac Econ	Brandt P., Paula	A-	0.00	2

Hope High School  
123 Main St  
Phoenix, AZ 85694

Kathleen/Phillip Aaron  
1954 S Val Vista Dr  
Mesa, AZ 85234

|||||

Third Quarter - 2010-2011



**GRD205-Report Card Tri Fold B** generates a one-sided 8½ x 11 page that can be folded in three and mailed, like GRD203. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period.

**Hope High School**  
**123 Main St Phoenix, AZ 85694**  
**Phone:949-555-1212**

To the Parent/Guardians of:

**Abbott, Billy C.**  
**1954 S Val Vista Dr**  
**Mesa, AZ 85234**

Perm Id: 905483  
 Grade: 12  
 Homeroom: 230

Per	Course/ Teacher	3rd Qtr	ABS
0	AM GOVT 123 Jackson, Kathy	A-	3
1	PRIN ENG III Harder, Rachel	B	3
2	INTERMEDIATE ACTING Gardner, David	C	2
3	WEIGHT TRN BOYS Joseph, Thomas	B-	2
5	RT 5TH PER Rel Time, Rel Time	A	2
6	RT 6TH PER Rel Time, Rel Time	A	1
10	PRIN&PRAC ECON Brandt P., Paula	A-	2
<b>GPA</b>	<b>CUR GPA</b>	3.195	


*GRD205 – Report Card Tri Fold B*

**GRD206–Report Card Pressure Seal Trifold Preprinted B** generates a one-sided 8½ x 11 page that can be folded in three and mailed, like GRD204. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. The report is designed to be printed on pre-printed report card paper.

Hope High School			Third Quarter				
Abbott, Billy C.			905483	12	01/03/2011	03/09/2011	
0	Am Govt 123	Jackson, Kathy	A-	0.00	O	3	Excellent Student
1	Prin Eng III	Harder, Rachel	B	0.00	S	3	
2	Intermediate Acting	Gardner, David	C	0.00	N	2	Showing Improvement
3	Weight Trn Boys	Joseph, Thomas	B-	0.00	S	2	Good Participation In Class Needs To Follow Correct Techn.
5	Rt 5th Per	Rel Time, Rel Time	A	0.00	O	2	Shows Extra Effort
6	Rt 6th Per	Rel Time, Rel Time	A	0.00	O	1	
10	Prin&prac Econ	Brandt P., Paula	A-	0.00	O	2	
<b>CUR GPA: 3.195</b>							
<p>Hope High School 123 Main St Phoenix, AZ 85694</p> <p>Kathleen/Phillip Aaron 1954 S Val Vista Dr Mesa, AZ 85234</p> <p>     </p>							
Third Quarter - 2010-2011							

*GRD206 – Report Card Pressure Seal Trifold Preprinted B*

**GRD207–Report Card Preprinted** generates a report card in landscape orientation. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. The report is designed to be printed on pre-printed report card paper.

<b>ACADEMIC MARKS</b> A = Outstanding B = Above Average C = Average D = Below Average F = Failure WF = Withdraw/Fail I = Incomplete P = Pass		A Please Contact Teacher B Excellent Student C Good Attitude/behavr In Class D Good Participation In Class E Shows Extra Effort F Complete/accurate Assignments G Showing Improvement H Experiences Difficulty I Test Scores Neg. Affect Grade J Doesn't Bring Matrls To Class K Missing Makeup Or Class Work L Inappropriate Classroom Behavr M Absences/Tardies Affect Work N Needs To Follow Correct Techn.																						
School Board election will be held on June 14, 2011 at any school cafeteria or commons area.																								
Kathleen/Phillip Aaron 1954 S Val Vista Dr Mesa, AZ 85234 																								
<b>Abbott, Billy C.</b> Perm ID: 905483		PTA meeting will be held on June 3, 2011 at 7:00 PM in the Library.																						
		Hope High School																						
		3rd Qtr																						
Am Govt	Jackson, K.	A-																						
Prin Eng Iii	Harder, R.	B																						
Int Acting	Gardner, D.	C																						
Weight Trn Boys	Joseph, T.	B-																						
Rt 5th Per	Rel Time, R.	A																						
Rt 6th Per	Rel Time, R.	A																						
Prin&prac Econ	Brandt P., P.	A-																						
<b>CUR GPA: 3.195</b>		ABS <table border="0"> <tr> <td>3</td> <td>0</td> <td>B</td> </tr> <tr> <td>3</td> <td>0</td> <td></td> </tr> <tr> <td>2</td> <td>0</td> <td>GO</td> </tr> <tr> <td>2</td> <td>0</td> <td>DN</td> </tr> <tr> <td>2</td> <td>0</td> <td>E</td> </tr> <tr> <td>1</td> <td>0</td> <td></td> </tr> <tr> <td>2</td> <td>0</td> <td></td> </tr> </table>		3	0	B	3	0		2	0	GO	2	0	DN	2	0	E	1	0		2	0	
3	0	B																						
3	0																							
2	0	GO																						
2	0	DN																						
2	0	E																						
1	0																							
2	0																							

*GRD207 – Report Card Preprinted*

**GRD208 – Report Card With Attendance Detail** generates a two-page report, one page for grades and one for attendance.

Hope High School Gordon Aderson, Principal		Edupoint School District	
123 Main St Phoenix, AZ 85044		Phoenix, AZ 85044	
2012-2013		2012-2013	
Student Name: Abbott, Billy C.	Perm ID: 906489	Home Room Teacher: Fellers, Jenny	Grade: 12
Date Printed: 02/27/2013			

To the Parent or Guardian of:  
**Abbott, Billy C.**  
1950 O Val Vista Dr  
Mesa, AZ 85234

Grade Detail				
Course Title	Teacher	1st Qtr	Credits	ABS
Biology Lab	Edelstein, Anne	B-	0.50	10
Art Govt	Jackson, Kathy	A	1.00	2
Comment(s): acorda estudiante				
Source: school en clase				
Muestra el esfuerzo extra				
Bag Jewelry	Sullivan, Joe	C	0.50	6
Comment(s): Por favor, comuníquese con el maestro				
Source: school en clase				
Muestra el esfuerzo extra				
Intermediate Acting	Gardner, David	B	0.75	0
Weight Tin Boys	Joseph, Thomas	B	0.50	6
Comment(s): acorda estudiante				
Eng (B&B) Lit	Ampley, Joan	D	0.50	5
Comment(s): Por favor, comuníquese con el maestro				
Spanish II	Okstad, Tiffany	C+	0.50	0
Biology Lab	Tuff, Robert		0.50	
Co-Art. Lit	Nunes, Kathy	C+	0.00	3


**Grading Scale**  
 A+ = Outstanding      B = Above Average      C = Average      D = Below Average      F = Failure  
 WF = Withdraw/Fail      I = Incomplete      A = Above Average      D = Average      S = Below Average  
 I = Failing

Attendance Detail														
	Am Govt	Bag Jewelry	Intermediate Acting	Weight Tin Boys	Eng (B&B) Lit	Biology Lab	Co-Art. Lit							
09/05/2012 - Wednesday														
09/07/2012 - Friday														
09/07/2012 - Thursday														
09/26/2012 - Friday														
10/01/2012 - Monday														
10/19/2012 - Friday	Unv	Unv												
10/22/2012 - Monday	Vac	Vac	Vac		Vac									
11/06/2012 - Thursday	Unv	Unv												
11/09/2012 - Friday	Unv	Unv												
11/27/2012 - Tuesday	Unv	Unv	Unv		Unv									
12/05/2012 - Wednesday	Exc	Exc	Exc		Exc									
01/02/2013 - Wednesday				Lic										
01/14/2013 - Monday				Unv										
01/24/2013 - Thursday														
01/26/2013 - Monday														
02/04/2013 - Monday				Unv										
02/05/2013 - Monday				Unv										
02/05/2013 - Monday				Oth										
02/06/2013 - Tuesday				Oth										
02/27/2013 - Wednesday				Oth										
03/26/2013 - Thursday				Oth										
04/01/2013 - Monday				Oth										
04/04/2013 - Thursday				Oth										
04/05/2013 - Friday				Oth										

**Attendance Key**  
 Act = Activity      Abs = Absent      Al = All Un Ch      Bep = Suspend      Cou = Counseling  
 E = Exc Tardy      Exc = Excused      Fc = Funeral      H = Health      I = Illness  
 Ie = Ie      Lic = Lic      Oth = Other      Sux = Suspension      Tty = Tardy  
 Unv = Unverified      Unv = Unexcused      Vac = Vacation      Wk = Walked

GRD208 – Report Card With Attendance Detail

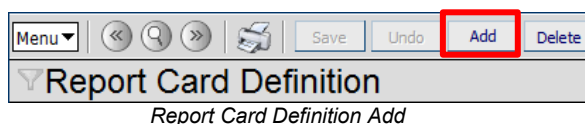
**GRD209 – Report Card Selector** enables you to create report cards based on the options for GRD210 – Report Card Pressure Seal Mailer.

Hope High School 123 Main St Phoenix, AZ 85004		STUDENT 901507 Allen1, Diane B.		GRADE 10									
		REPORT PERIOD		FROM TO									
		First Quarter		08/24/2012 10/05/2012									
COURSE TITLE		TEACHER		ACADEMIC MARKS				COMMENTS <small>COMMENTS ARE ALIGNED HORIZONTALLY WITH THE COURSE TO WHICH THEY APPLY. SPACING WILL OCCUR AFTER A COURSE WITH MULTIPLE COMMENTS.</small>					
				1st Qtr	2nd Qtr	S1 Final	3rd Qtr		QTR4	Sem2 Final	ATTEND	ABS	TZ
1 Lit Explor		Wallace, J.		B-							0	0	
2 Biology		Worsnop, W.		D							0	0	
3 Pers Rel Time		Evitt Teacher, R.		B+							0	0	
4 Geometry		Becker A., A.		C							0	0	
5 Women Chorus II		Sapakle, J.		A-							0	0	
6 Spanish I		Behm A., A.		D						0	0		

GRD209 – Report Card Selector

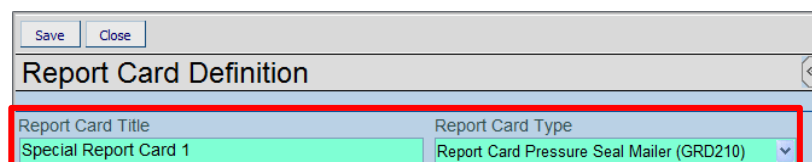
To create a report card:

1. Select GRD209 as the report card, as described starting on page 62.
2. Go to **Synergy SIS > Grading > Setup > Report Card Definition**.
3. Click the **Add** button.



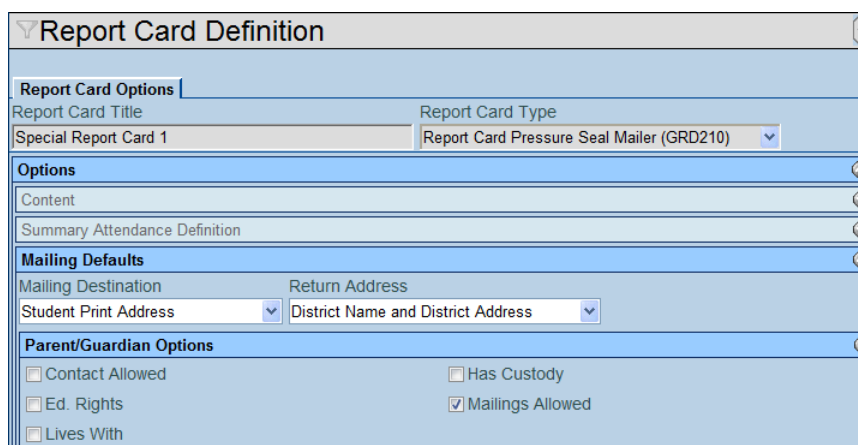
Report Card Definition Add

4. Enter a **Report Card Title**, and for the **Report Card Type**, select **Report Card Pressure Seal Mailer (GRD210)**.



Adding a Report Card Definition

5. Click the **Save** button.
6. Select options for the report card. **Return Address** is required.



Report Card Definition

Report Card Title: Special Report Card 1

Report Card Type: Report Card Pressure Seal Mailer (GRD210)

Options:

- Content: [dropdown]
- Summary Attendance Definition: [dropdown]

Mailing Defaults:

- Mailing Destination: [dropdown]
- Return Address: District Name and District Address [dropdown]

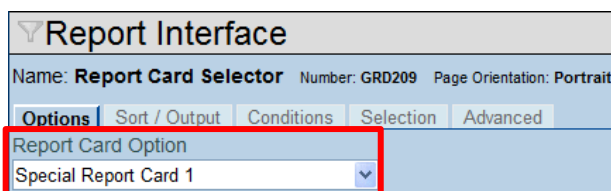
Parent/Guardian Options:

- ☐ Contact Allowed
- ☐ Ed. Rights
- ☐ Lives With
- ☐ Has Custody
- ☒ Mailings Allowed

Report Card Options for GRD209

7. Click the **Save** button.

Your new report card is available in the Report Interface in **Synergy SIS > Grading > Reports > Individual > GRD201 – Report Card**.



*Report Interface for GRD209*

To select which report format to use for the report card:

1. Go to **Synergy SIS > System > Security > PAD Security**.
2. Under **Product Access Definition Security**, navigate to **Synergy SIS > Grading > Reports > Individual > GRD201 – Report Card**.



*PAD Security Screen, Expanded*

3. Click **GRD201 – Report Card** to see the security and settings options.

Line	User Group Name	Access
1	Public	▼
2	Admin Hope High	▼
3	Curriculum Directors	▼
4	Dual Login	▼
5	Report Card Specialist - Art	▼
6	Report Card Specialist - P.E.	▼
7	Role - Admin	▼

*PAD Security Screen, GRD201-Report Card*

4. Select the format to be used in the **Report Substitution** list.



**Note:** The **District Mail Merge** list is for substituting the results of a mail merge for the report card. It overrides the **Report Substitution** option.

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

Once you select the format, you can customize it for each school. The following description covers the setup for the default GRD201-Report Card. Other formats display only some of the options described.

1. Go to **Synergy SIS > Grading > Setup > Grading Setup**, and click the **Report Card Options** tab.

**Grading Setup**

School: **Hope High School** School Year: **2012-2013**

Grade Period/Mark Definition | Grade Period Weight | Comments | **Report Card Options** | TVUE Options

Current Grading Period: **Third Quarter**

**Options**

**Data Range Defaults**

Starting Grading Period: **First Quarter** Ending Grading Period: **Fourth Quarter**

**Mailing Defaults**

Destination: **Parent/Guardian Print Address**

Return Address: **School Name and School Address**

☒ Print Address Service Requested

**GPA Defaults**

1st GPA	1st GPA Mark	Start Grade	End Grade
<b>CUM GPA</b>			
2nd GPA	2nd GPA Mark	Start Grade	End Grade
3rd GPA	3rd GPA Mark	Start Grade	End Grade

**Graduation Requirements Defaults**

1st Grad Req:

**Exclude the following students from Graduation Requirements**

**Filter 1**

Condition	Operator	Value

**Filter 2**

Condition	Operator	Value

**Content**

Show Citizenship: ☒ Abbreviate Course Title: ☒ Include Conduct Only: ☐

Description:  Abbreviate Teacher Name: ☒ Include Citizenship Only: ☐

District Name Override:  Print School Logo: ☒ Homeroom Source:

Title Override:

Left Header:  Right Header:

Left Content:  Right Content:

**Suppressed Content Areas**

☒ Suppress Mailing Footer ☒ Suppress Mailing Logo ☐ Suppress Grade Legend ☐ Suppress GPA

☐ Suppress Grad Req

**Additional Content Areas**

Show Standards:  Show Concurrent Marks:

Standard Sort Option:  Show Concurrent for Home School Only: ☐

☐ Show Credits Attempted

**Custom Widths (in inches)**

Period	Course ID	Course Title	Mark	Teacher Name	Citizenship	Conduct
Work Habits	ABS1	ABS2	Comments	Credits		

**GRD201 - Report Card Selector**

Please use the Report Card Definition view.

Report Card Tab, Grading Setup Screen



2. Configure options, which are described in the sections below.
3. Click the **Save** button at the top of the screen.

The report cards can then be generated by printing report **GRD201 – Report Card**. At print time, additional options may be configured, and the results are printed to a PDF file.

## Data Range Defaults

The **Data Range Defaults** specify which periods to display on the report card. The report can include multiple periods, and shows just one if you select the same period in the **Starting Grading Period** and **Ending Grading Period** lists. Be sure all periods selected fit on one page, so the report card can easily be mailed.

*Data Range Defaults*

## Mailing Defaults

The **Mailing Defaults** specify the mailing address and return address to be used for the report card.

*Mailing Defaults*

Check **Print Address Service Requested** to add an Address Service Requested endorsement to the report card.

Report Card - 2008-2009

*Report Card, Outside Page, Front*



**Note:** You specify mailing permit information – the permit number and city and state of issue – on the **Basic Info** tab of **Synergy SIS > System > Setup > School Setup**.

## GPA Defaults

**GPA Defaults** determine which GPA definitions are displayed on the report card. Up to three GPA definitions can be displayed. Select one or more GPAs in the **1st GPA**, **2nd GPA**, and **3rd GPA** lists. Select which mark to use in the **GPA Mark** list (this works best with the GPA for the current grade period), or leave it blank to include all marks. Select which grade levels should be included in the GPA calculation by selecting the **Start Grade** and **End Grade**.

GPA Defaults			
1st GPA	1st GPA Mark	Start Grade	End Grade
CUR GPA	4th Qtr	09	12
2nd GPA	2nd GPA Mark	Start Grade	End Grade
CUM GPA		09	12
3rd GPA	3rd GPA Mark	Start Grade	End Grade
YTD GPA		09	12

GPA Defaults

The GPA is displayed on the inside page of the report card.

Edupoint School District		Hope High School		Grade Legend					
Report Card 2008-2009		Tom McGraw, Principal		A = Outstanding B = Above Average C = Average D = Below Average F = Failure WF = Withdrawn/Fail I = Incomplete					
Student Name: Abbott, Billy C.		123 Main St Phoenix, AZ 85004	Sub-555-1212						
Perm ID:	Home Room:	Grade:							
905483	231	12							
Period	Course ID	Course Title	Teacher	Class	Grade	Mark	Excluded Absences	Unexcused	Ad
9	SS51	Am Govt	D	D	Jackson, K.	Satisfactor	Satisfactory/Needs Imp.	12	4
Comments: Please Contact Teacher									
1	EN46	Pin Eng II	C-	C-	Gordon, K.				
2	PA66	Int Adm	D	D	Gardner, D.				
3	PE762	Weight Trn Bkcs	D	D	Seward, M.				
4	PE77	Pinkies Even	C+	C+	Paenge, S.				
5	NC962	Wtch Pw	D	D	Re Time, R.	Satisfactor			
Comments: Needs To Develop More Effort									
6	NC962	Wtch Pw	A-	A-	Re Time, R.	Outstand			
Comments: Excellent Student									

Grade Point Average	
CUR GPA	1.329
CUM GPA	1.875
YTD GPA	1.370

Class of 2009 Graduation Requirements		
Subject Area	Credits Required	Credits Earned
Final/Applied Arts	0.50	0.50
Government	0.50	0.50
Free Enterprise	0.50	0.50
World History Geography	1.00	0.50
English 6th Grade	2.00	0.50
English Writing	1.00	1.00
English Literature	1.00	1.00
Mathematics	2.00	2.00
Science Required	2.00	1.00
American History	1.00	1.00
Total Credits	11.50	8.00

Grade Point Average	
CUR GPA	1.329
CUM GPA	1.875
YTD GPA	1.370

Report Card, Inside Page, Grade Point Average

## Graduation Requirements Defaults

The **Graduation Requirements Defaults** specify which graduation requirements definition should be used for the report card. Select the definition in the **1st Grad Req** list.

You can exclude students from the graduation requirements by one or two filters. When a student is excluded, the graduation requirements does not display on the report card. In the **Condition** list, select the type of attribute that will exclude students, and then select the **Operator** and **Value** to specify the exclusion. For example, to exclude the ninth grade, select **Grade** as the **Condition**, set the **Operator** to **Equal To**, and enter **9** as the value.

Graduation Requirements Defaults		
1st Grad Req		
High School		
Exclude the following students from Graduation Requirements		
Filter 1		
Condition	Operator	Value
Filter 2		
Condition	Operator	Value

Graduation Requirements Defaults

The graduation requirements are displayed on the inside page of the report card.

Class of 2009 Graduation Requirements		
Subject Area	Credits Required	Credits Earned
Fine/Applied Arts	0.50	0.50
Government	0.50	0.50
Free Enterprise	0.50	0.00
World History Geography	1.00	0.50
English 9th Grade	2.00	0.50
English Writing	1.00	1.00
English Literature	1.00	1.00
Mathematics	2.00	2.00
Science Required	2.00	1.00
American History	1.00	1.00
<b>Total Credits</b>	<b>11.50</b>	<b>8.00</b>

Class of 2009 Graduation Requirements	
Subject Area	Credits Earned
Fine/Applied Arts	0.50
Government	0.50
Free Enterprise	0.50
World History Geography	1.00
English 9th Grade	2.00
English Writing	1.00
English Literature	1.00
Mathematics	2.00
Science Required	2.00
American History	1.00
<b>Total Credits</b>	<b>11.50</b>

Grade Point Average	
CUR GPA	1.328
CUM GPA	1.875
YTD GPA	1.370

Report Card, Inside Page, Graduation Requirements

## Content

The **Content** section adjusts the display of information in many places on the report card.

Content Section

These options control what is displayed in the columns of the course listing section:

- **Show Citizenship** – For the **Citizenship, Conduct, Effort**, and **Work Habits** columns, either the code or the description can be displayed.
- **Abbreviate Course Title** – if checked, the **Course Short Title** from the **District Course** screen is used instead of the **Course Title**.
- **Abbreviate Teacher Name** – if checked, the last name and first initial are shown. If unchecked, the last name and first name are shown.
- **Print School Logo** – if checked, prints the school logo on the report card.
- **Homeroom Source** – **Calculated (Default)** shows the homeroom as the room the student is in during the **Homeroom Period** defined on the **Basic Info** tab of **Synergy SIS > System > Setup > School Setup**. **Stored** shows the homeroom from the last time the Update Homeroom Data process was run from the **Menu** button on **Synergy SIS > System > Setup > School Setup**.

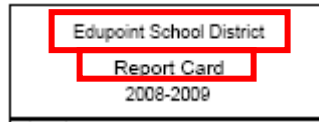
Period	Course ID	Course Title			Teacher	Citz	Cond	WkHbts	Excused Absences	Unexcused
0	SS51	Am Govt	D	D	Jackson, K.	Satisfactor	Satisfactor/Needs Imp		12	4
		Comment(s) Please Contact Teacher								
1	EN48	Prin Eng II	C-	C-	Gordon, K.		Satisfactor		11	1
2	PA88	Int Acting	D	D	Gardner, D.		Needs Imp		14	1
3	PE762	Weight Trn Boys	D	D	Swartz, M.		Satisfactor/Needs Imp		6	0
4	FS77	Prin&prac Econ	C+	C+	Pahenge, S.		Satisfactor		11	3
5	NC962	Rt 5th Per	D	D	Rei Time, R.	Satisfactor	Needs Imp		10	2
		Comment(s) Needs To Demonstrate More Effort								
6	NC962	Rt 6th Per	A-	A-	Rei Time, R.	Outstandin	Outstandin/Outstandin		11	1
		Comment(s) Excellent Student								

Report Card, Inside Page, Course List

- **Include Conduct Only** – enables conduct information to display on reports for periods/sections without marks or comments entered.
- **Include Citizenship Only** – enables citizenship information to display on reports for periods/sections without marks or comments entered.

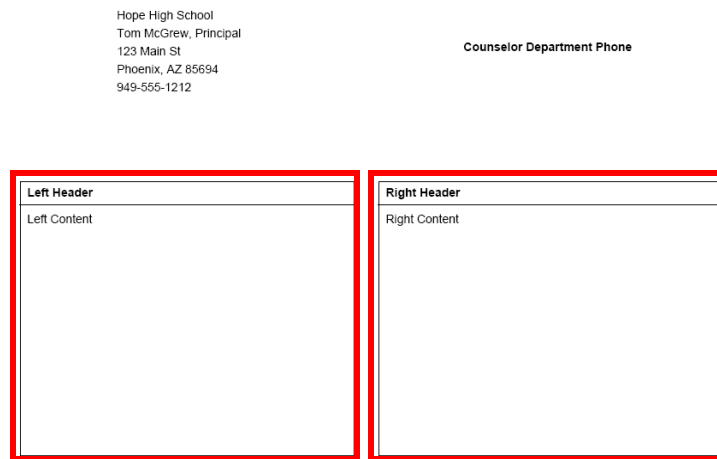
These options control what is displayed in the Title box on the inside page.

- **District Name Override** – the text entered in this box is displayed instead of the district name entered in the **Organization** screen.
- **Title Override** – by default the title of the report is Report Card. The text entered in this box is displayed instead.



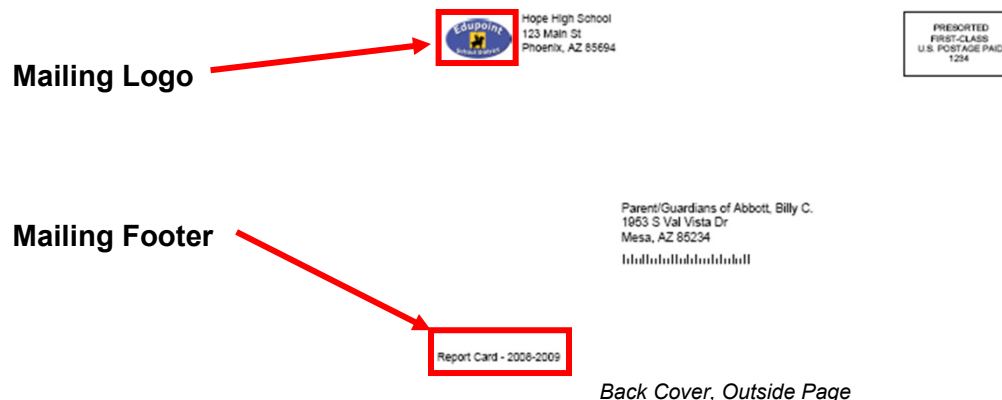
*Title Box, Inside Page*

When folded, the back outside page of the report card has two boxes for displaying additional information. This information is entered in the **Left Header** and **Left Content** boxes, and the **Right Header** and **Right Content** boxes.



*Back Cover, Outside Page*

The check boxes and lists in the **Suppressed Content Areas** and **Additional Content Areas** turn sections of the report card content on and off.



Grade Legend

GPA

Grad Req

Edupoint School District				Hope High School			
Report Card				Grade Legend			
Student Name: Jackson, Kelly C.				Grade Legend			
School Year: 2011-2012				A = Outstanding			
Form ID: 100483				B = Good			
				C = Average			
				D = Below Average			
				F = Failing			
				W = Not Awarded			
				N = No Grade			
Period	Course ID	Course Title	1st Qtr	Teacher	2nd Qtr	3rd Qtr	4th Qtr
1	1001	Am Govt	D	Jackson, K.	Standards/Standards/Standards	10	4
2	1002	Comp Lit/Comp Lit	D	Jackson, K.	Standards/Standards	10	1
3	1003	Comp Lit/Comp Lit	D	Jackson, K.	Standards/Standards	10	1
4	1004	Comp Lit/Comp Lit	D	Jackson, K.	Standards/Standards	10	1
5	1005	Comp Lit/Comp Lit	D	Jackson, K.	Standards/Standards	10	1
6	1006	Comp Lit/Comp Lit	D	Jackson, K.	Standards/Standards	10	1
7	1007	Comp Lit/Comp Lit	D	Jackson, K.	Standards/Standards	10	1
8	1008	Comp Lit/Comp Lit	D	Jackson, K.	Standards/Standards	10	1
9	1009	Comp Lit/Comp Lit	D	Jackson, K.	Standards/Standards	10	1
10	1010	Comp Lit/Comp Lit	D	Jackson, K.	Standards/Standards	10	1

Inside Page

- **Suppress Mailing Footer** – omits the mailing footer
- **Suppress Mailing Logo** – omits the mailing logo
- **Suppress Grade Legend** – omits the grade legend
- **Suppress GPA** – omits the GPA
- **Suppress Grad Req** – omits the graduation requirements
- **Show Standards** – displays associated standards
- **Standard Sort Option** – determines the display order of the standards selected in **Show Standards**.
- **Show Concurrent Marks** – shows marks for concurrent enrollments.
- **Show Concurrent for Home School Only** – if this is checked and **Show Concurrent Marks** is set to **Show Concurrent**, concurrent data is included only if the current focus school is the student's home school. If the student has a different home school, only the data related to the current focus school is included.
- **Show Credits Attempted** – controls whether the Credits Attempted for each class are displayed.

Period	Course ID	Course Title	1st Qtr	Teacher	Ord Alt	Ord Cmp	Cltr	Cond	White	Asst
0	9251	Am Govt	A	Jackson, Kathy	0.50	0.00		N	O	
Comment(s) Excellent Student										
Good Attitude/behavior in Class										
Shows Extra Effort										
1	AR54	Eng Jewelry	C	Sullivan, Joe	0.50	0.00				
Comment(s) Good Attitude/behavior in Class										
Shows Extra Effort										
2	PA86	Int Acting	B	Gardner, David	0.50	0.00				
3	PE761	Weight Trn Boys	B	Joseph, Thomas	0.50	0.00				
Comment(s) Excellent Student										
4	EN90	Eng (Int) Lit	B	Snyder, Joan	0.50	0.00				
Comment(s) Please Contact Teacher										
5	NC851	RI 5th Per	C+	Rel Time, Rel Time	0.50	0.00				
6	NC851	RI 6th Per	C+	Rel Time, Rel Time	0.50	0.00				
Total:					3.5	0				

Course Listing Table

## Custom Widths

The **Custom Widths (in inches)** section adjusts the width of each of the columns used to display the list of classes. For example, in the box below the **Mark** is set to display at 0.60 inches.

Custom Widths (in inches)								
Period	Course ID	Course Title	Mark	Teacher Name	Citizenship	Conduct	Work Habits	ABS1
			0.60					
ABS2	Comments	Credits						

Custom Widths

In the sample report card below, the width should be adjusted so that the last column header doesn't wrap but displays on one line in the heading.

Period	Course ID	Course Title			Teacher	Citz	Cond	Wk/Hbts	Excused Absence	Unexcused
0	SS51	Am Govt	D	D	Jackson, K.	Satisfactor	Satisfactor	Needs Imp	12	4
Comment(s) Please Contact Teacher										
1	EN48	Prin Eng II	C-	C-	Gordon, K.			Satisfactor	11	1
2	PA86	Int Ading	D	D	Gardner, D.			Needs Imp	14	1
3	PE762	Weight Trn Boys	D	D	Swartz, M.			Satisfactor/Needs Imp	6	0
4	FS77	Principac Econ	C+	C+	Palanga, S.			Satisfactor	11	3
5	NC962	Rt 5th Per	D	D	Rei Time, R.	Satisfactor		Needs Imp	10	2
Comment(s) Needs To Demon. More Effort										
6	NC962	Rt 6th Per	A-	A-	Rei Time, R.	Outstandin	Outstandin	Outstandin	11	1
Comment(s) Excellent Student										

Report Card, Inside Page, Course List

# HONOR ROLL AND ELIGIBILITY DEFINITION

In the **Honor Roll and Eligibility Definition** screen, you can create multiple definitions to specify criteria for the honor roll distinction or for eligibility to play sports or participate in other extracurricular activities. Reports can then be printed, listing all students who meet the criteria, and the information can be included on report cards. To create a definition:

1. Go to **Synergy SIS > Grading > Setup > Honor Roll and Eligibility Definition**.

*Honor Roll and Eligibility Definition Screen*

2. Click the **Add** button at the top of the screen. The add screen opens.

*Honor Roll and Eligibility Definition Screen, Adding*



3. Enter the name of the definition as the **Title**, and select the **Primary GPA** in the list. For the GPA, enter the **Minimum** required GPA and/or the **Maximum**. Other information that can be used as criteria includes:
  - **Report Card Msg** – if the student meets the criteria outlined by the definition, enter the message that should display on the student's report card.
  - **Secondary GPA** – a second GPA may also be used as criteria. For example, while the primary GPA measures the GPA for the current marking period, the secondary GPA may be the overall cumulative GPA. The secondary GPA could then be set to require a student to have a 2.0 GPA overall to be eligible for the current period honors. Select the secondary GPA in the list and enter the minimum and/or maximum number.
  - **Credit Requirements** – enter the minimum number of credits completed or attempted. This information is drawn from the student's course history for the current marking period.
  - **Course Requirements** – enter the minimum number of courses that need to be completed to meet the criteria. There may also be a minimum number of subject areas in which courses are completed set. For example, it may be defined that the student needs to have completed four courses in at least two subject areas. This information is drawn from the student's course history for the current marking period.
  - **Include audited classes in eligibility calculations** – check this box to include audited classes in eligibility determinations.
4. Click the **Save** button at the top of the screen.

The **Requirements** tab outlines what makes a student eligible. There may also be specific criteria that make a student ineligible or eligible. Typically, you set up ineligibility or eligibility criteria, but not both.

To set up ineligibility criteria that disqualify a student:

1. Click the **Ineligibility** tab.

The screenshot shows the 'Honor Roll and Eligibility Definition' screen with the 'Ineligibility' tab selected. The screen is divided into several sections for defining ineligibility criteria:

- Title:** Principal's Honor Roll
- Report Card Msg:** (Empty field)
- Ineligible Marks:** A table with columns Line, Total, and Mark. It contains four rows: Line 1 with Mark B, Line 2 with Mark C, Line 3 with Mark D, and Line 4 with Mark F.
- Ineligible Marks Numeric:** A table with columns Line, Total, and High. It is currently empty.
- Ineligible Work Habits:** A table with columns Line, Total, and Work Habit. It is currently empty.
- Ineligible Conduct:** A table with columns Line, Total, and Conduct. It contains one row: Line 1 with Conduct N-Needs Improvement.
- Ineligible Comments:** A table with columns Line, Total, and Comments. It contains two rows: Line 1 with Comment K-Missing Makeup Or Class Work, and Line 2 with Comment L-Inappropriate Classroom Behavior.
- Ineligible Citizenship:** A table with columns Line, Total, and Citizenship. It is currently empty.

*Ineligibility Tab, Honor Roll and Eligibility Definition Screen*

- To add an alphabetic mark that makes a student ineligible, click the **Add** button in the **Ineligible Marks** section, select the mark in the **Mark** list, and in the **Total** column, enter the number of that type of mark that makes a student ineligible. For example, it could be that any student who gets one F or two D marks is ineligible.

Ineligible Marks				Add
Line	Total	Mark		
1	1	B		
2	1	C		
3	1	D		
4	1	F		

*Ineligible Marks*

- To add a numeric mark that makes a student ineligible, click the **Add** button in the **Ineligible Marks Numeric** section, type the highest disqualifying mark in the **High** column, and in the **Total** column, enter the number of low marks that makes a student ineligible.

Ineligible Marks Numeric				Add
Line	Total	High		
1	1	89.99999		

*Ineligible Marks Numeric*

- To add a work habits rating that makes a student ineligible, click the **Add** button in the **Ineligible Work Habits** section, select the rating in the **Work Habits** list, and in the **Total** column, enter the number of occurrences that makes a student ineligible.

Ineligible Work Habits				Add
Line	Total	Work Habit		
1	2	Needs Improv		

*Ineligible Work Habits*

- To add a conduct rating that makes a student ineligible, click the **Add** button in the **Ineligible Conduct** section, select the rating in the **Conduct** list, and in the **Total** column, enter the number of occurrences that makes a student ineligible.

Ineligible Conduct				Add
Line	Total	Conduct		
1	1	N-Needs Improvement		

*Ineligible Conduct*

- To add a grading-record comment that makes a student ineligible, click the **Add** button in the **Ineligible Comments** section, select the comment in the **Comments** list, and in the **Total** column, enter the number of occurrences that makes a student ineligible.

Ineligible Comments				Add
Line	Total	Comments		
1	1	L-Inappropriate Classroom Behav		

*Ineligible Comments*

- To add a citizenship rating that makes a student ineligible, click the **Add** button in the **Ineligible Citizenship** section, select the rating in the **Citizenship** list, and in the **Total** column, enter the number of occurrences that makes a student ineligible.
- Click the **Save** button at the top of the screen.

To set up eligibility criteria that qualify a student who does meet any ineligibility criteria:

1. Click the **Eligibility** tab.

**Honor Roll and Eligibility Definition**

Requirements | Ineligibility | **Eligibility**

Honor Roll and Eligibility Definition

Title: Report Card Msg

Athletic Eligibility

**Eligible Marks** Add

Line	Total	Mark
1 2		A
2 4		B

**Eligible Marks Numeric** Add

Line	Total	Low
1 2		4.00000
2 4		3.00000

**Eligible Work Habits** Add

Line	Total	Work Habit
1 2		Outstanding

**Eligible Conduct** Add

Line	Total	Conduct
1 2		Outstanding

**Eligible Comments** Add

Line	Total	Comments
1 2		Excellent Student
2 4		Showing Improvement
3 3		Shows Extra Effort

**Eligible Citizenship** Add

Line	Total	Citizenship
1 2		Outstanding

*Eligibility Tab, Honor Roll and Eligibility Definition Screen*

2. To add an alphabetic mark that makes a student eligible, click the **Add** button in the **Eligible Marks** section, select the mark in the **Mark** list, and in the **Total** column, enter the number of that type of mark that makes a student eligible. Whether the student must have the marks defined in all rows of this grid or in any row of this grid is controlled by on the **Options** tab. See the following page.

**Eligible Marks** Add

Line	Total	Mark
1 2		A
2 4		B

*Eligible Marks*

3. To add a numeric mark that makes a student eligible, click the **Add** button in the **Eligible Marks Numeric** section, type the lowest qualifying mark in the **Low** column, and in the **Total** column, enter the number of high marks that makes a student eligible.

**Eligible Marks Numeric** Add

Line	Total	Low
1 2		4.00000
2 4		3.00000

*Eligible Marks Numeric*

4. To add a work habits rating that makes a student eligible, click the **Add** button in the **Eligible Work Habits** section, select the rating in the **Work Habits** list, and in the **Total** column, enter the number of occurrences that makes a student eligible.

**Eligible Work Habits** Add

Line	Total	Work Habit
1 2		Outstanding

*Eligible Work Habits*

5. To add a conduct rating that makes a student eligible, click the **Add** button in the **Eligible Conduct** section, select the rating in the **Conduct** list, and in the **Total** column, enter the number of occurrences that makes a student eligible.

**Eligible Conduct** Add

Line	Total	Conduct
1 2		Outstanding

*Eligible Conduct*

- To add a grading-record comment that makes a student eligible, click the **Add** button in the **Eligible Comments** section, select the comment in the **Comments** list, and in the **Total** column, enter the number of occurrences that makes a student eligible.

Eligible Comments			Add
X	Line	Total	Comments
<input type="checkbox"/>	1	2	Excellent Student
<input type="checkbox"/>	2	4	Showing Improvement
<input type="checkbox"/>	3	3	Shows Extra Effort

*Eligible Comments*

- To add a citizenship rating that makes a student ineligible, click the **Add** button in the **Eligible Citizenship** section, select the rating in the **Citizenship** list, and in the **Total** column, enter the number of occurrences that makes a student eligible.

Eligible Citizenship			Add
X	Line	Total	Citizenship
<input type="checkbox"/>	1	2	Outstanding

*Eligible Citizenship*

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

To delete any of the ineligibility or eligibility criteria:

- Check the box in the **X** column in front of the criteria.
- Click the **Save** button at the top of the screen.

The **Options** tab controls how Synergy SIS interprets the **Eligible Marks** on the **Eligibility** tab.

- Click the **Options** tab.

Honor Roll and Eligibility Definition	
Requirements	Ineligibility
Eligibility	Options
Honor Roll and Eligibility Definition	
Title	Report Card Msg
ALL A	
Eligibility Options	
Alpha Mark	
All selected mark thresholds required (Default)	

*Options Tab, Honor Roll and Eligibility Definition Screen*

- In the **Alpha Mark** list, select whether eligibility requires getting the marks defined in all rows of the **Eligible Marks** grid or in any row. As an example, consider the **Eligible Marks** grid from the previous page.

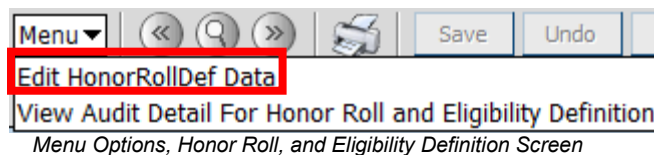
Eligible Marks			Add
X	Line	Total	Mark
<input type="checkbox"/>	1	2	A
<input type="checkbox"/>	2	4	B

**All selected mark thresholds required (default)** means that two A marks and 4 B marks are required for eligibility. **At least one selected mark threshold required** means that two A marks or 4 B marks are required for eligibility.

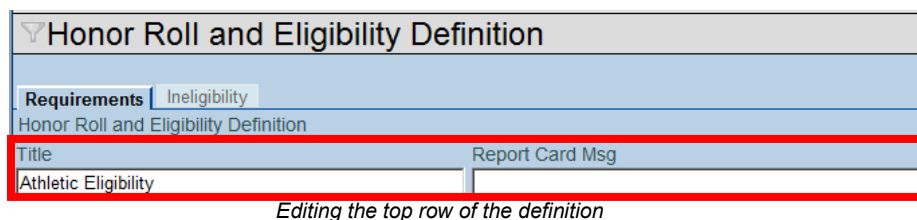
- Click the **Save** button at the top of the screen.

Once an honor roll definition has been created, most fields can be edited simply by clicking in them and making the changes. However, to change the Title or Report Card Msg:

1. Click the **Menu** button at the top of the screen.
2. Select **Edit HonorRollDef Data**. The top row of the definition turns white and the information can be changed.



3. Edit the information.



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



# **Chapter Four:**

## **GRADE SCANNING**

This chapter covers:

- ▶ How to print and create grade scanning sheets

If the school plans to use printed grading sheets to record student grades, the grading sheets can be created and printed through the **Grading Sheet Creation** screen. The grading sheets generally are printed on pre-printed forms. The sheets will later be scanned into the system, with the grades, using the ST Scanning software. For more information about scanning, see the *Synergy SIS – System Administrator Guide*.

To create and print grading sheets:

1. Go to **Synergy SIS > Grading > Scanning > Grading Sheet Creation**.

Grading Sheet Creation Screen

2. Click **Create** to create records for the sheets in Synergy SIS or **Print** to create and print the sheets. **Create** is seldom used.
3. Select the **Form** to be used. Other lists are displayed, depending on the form selected:
 

Grade Report	Grading Period	Qtr	Exam	Semester
Grade Report with Citizenship, Work Habit	Grading Period	Qtr		
Grade Reporting Alpha	Grading Period	Qtr		
Grade Sheet 1 Mark	Grading Period	Qtr		
Progress Report	Grading Period	Qtr	Exam	Semester
4. Select the **Grading Period** to use. For all but the **Progress Report** form, only the periods designated as grading periods are available. For the **Progress Report** form, only the periods designated as progress periods are available.



**Caution:** Do not create or print sheets for a grading period that already has sheets. Re-creating or re-printing overwrites the previous sheets file, and existing printed sheets become void and cannot be scanned.

5. In the **Qtr** list, select which grade period mark to use.
6. If the **Exam** and **Semester** lists are available, select the posting marks to use for these columns as well. **Qtr**, **Exam**, and **Semester** must have different grade period marks selected or be blank. At least one mark in **Qtr**, **Exam**, or **Semester** must be selected for the sheets to be created or printed.



7. To filter the sheets by teacher, click the Maximize arrow in the **Filter Options** section.

The screenshot shows the 'Grading Sheet Creation' form. The 'Filter Options' section is expanded, and a maximize arrow button is circled in red. The form includes fields for Form, Grading Period, Qtr, Exam, and Semester.

*Grading Sheet Creation, Maximize Filter Options button*

8. Click the gray arrow next to **Staff Name**.

The screenshot shows the 'Grading Sheet Creation' form. The 'Filter Options' section is expanded, and the 'Staff Name' field is visible. A gray arrow button next to the 'Staff Name' field is circled in red.

*Grading Sheet Creation, Filter Options*

9. In the **Find: Staff** screen, enter the criteria to find the staff, and click the **Find** button.

The screenshot shows the 'Find: Staff' screen. The 'Find' button is highlighted with a red box. The 'Find Criteria' section shows 'Last Name' as 'Ja'. The 'Search Results' section is empty.

*Find: Staff Screen, Finding Staff*

10. Click the desired staff name, and click the **Select** button.

The screenshot shows the 'Find: Staff' screen. The 'Select' button is highlighted with a red box. The 'Find Result' section shows a list of staff names:

Line	Last Name	First Name	Middle Name
1	Jackson	Kathy	
2	Jackson	Michael	
3	Janssen	Bill	

*Find: Staff, Selecting Staff*

11. The staff name appears in the **Staff Name** box. Grading sheets are created or printed for that staff member's sections.

The screenshot shows the 'Grading Sheet Creation' window. The 'Staff Name' field is highlighted with a red box and contains the text 'Jackson, Kathy'. The 'Form' dropdown is set to 'Grade Report', 'Grading Period' is 'Fourth Quarter', 'Qtr' is '4th Qtr', 'Exam' is empty, and 'Semester' is empty. The 'Printing Options' tab is selected.

*Grading Sheet Creation, Staff Name Selected*

Because the grading sheets are printed on pre-printed forms, it may be necessary to adjust the margins slightly so that everything aligns properly. To adjust the form alignment:

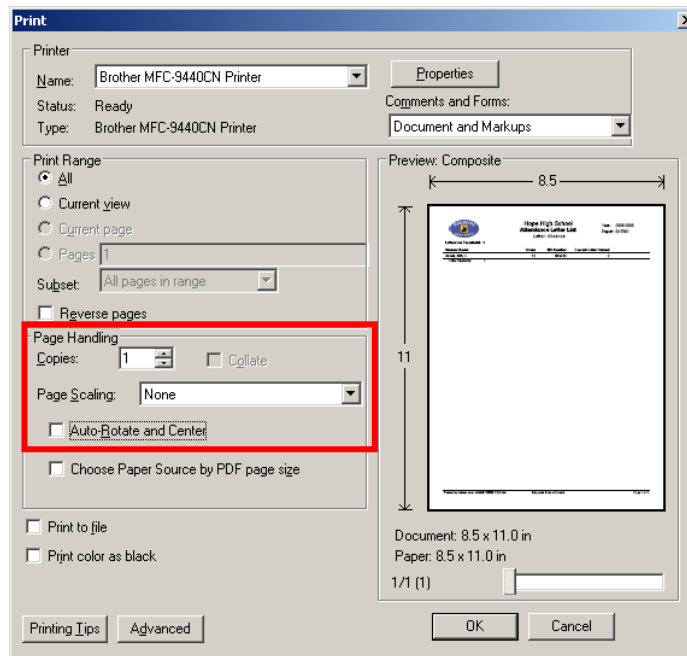
1. Click the **Printing Options** tab.

The screenshot shows the 'Grading Sheet Creation' window with the 'Printing Options' tab selected. The tab contains three sections: 'Printer Offset (in inches)', 'Header Offset (in inches)', and 'Body Offset (in inches)'. Each section has 'Horizontal (+ right, - left)' and 'Vertical (+ down, - up)' adjustment boxes. A checkbox for 'Print First Page Only' is also present. A warning message at the bottom states: 'TO ENSURE PROPER PRINTING READ THIS FIRST. After clicking the Print button, be sure to set these values in the PDF reader under Page Handling. 1. "Page Scale" should be set to "None". 2. "Auto-Rotate and Center" should be unchecked. Failure to have these values set properly may result in misaligned scan sheets.'

*Printing Options Tab, Grading Sheet Creation Screen*

2. Enter **Printer Offset (in inches)** values for the horizontal and vertical adjustments to adjust the entire page. To adjust the sheet right, enter a positive number in the **Horizontal** box. To move it left, enter a negative number. To adjust it up, enter a negative number in the **Vertical** box. To adjust it down, enter a positive number.
3. Enter **Header Offset (in inches)** values to adjust only the top part of the sheet.  
Right: positive number in the **Horizontal** box.  
Left: negative number in the **Horizontal** box.  
Up: negative number in the **Vertical** box.  
Down: positive number in the **Vertical** box.
4. Enter the **Body Offset (in inches)** values to adjust only the student grade information part of the sheet.  
Right: positive number in the **Horizontal** box.  
Left: negative number in the **Horizontal** box.  
Up: negative number in the **Vertical** box.  
Down: positive number in the **Vertical** box.
5. To print only the first page, as a test while adjustments are made, check the **Print First Page Only** box.
6. To create or print the sheets, click the **Execute** button at the top of the page. If the sheets are printed, they open on screen in a PDF file. If the sheets are created only, nothing is printed.

When printing the PDF file, be sure to change the **Page Handling** settings before printing. Change the **Page Scaling** to **None**, and uncheck the **Auto-Rotate and Center** box.



PDF Print Options



# Chapter Five: SECURITY

This chapter covers:

- ▶ Where security for grading related screens is defined

Security for each of the screens discussed in this guide is defined by **Synergy SIS > System > Security > PAD Security** and **Synergy SIS > System > Security > Security Definition**. How each of these screens works and how security is defined is covered in detail in the *Synergy SIS - Security Administrator Guide*. This chapter outlines where the security for each part of each grading-related screen is defined in the **Security Definition** screen.

## CLASS GRADE SECURITY

**Synergy SIS > Grading > Class Grade** is controlled by the following security node:

### K12.GradeInfo.ClassGradeGrid

**Class Grade**

Section ID: **1077** Course ID: **SS51** Course Title: **Am Govt** Staff Name: **User, Teacher**

**Class Grades**

Section ID: **1077** Course ID: **SS51** Course Title: **Am Govt** Staff Name: **User, Teacher** Room Name: **216**

**Class Information**

Begin Period: **0** End Period: **0** Term Code: **S2** Credit: **0.500**

Grade Periods: **0** Period Type: **0** Filter Grade Periods: **0** Show Comments: **0**

**Class Grades**

Line	Student Name	Perm ID	Progress Period 1			First Quarter			Progress Period 2			Second Quarter			Progress Period 3			Third Quarter			Progress Period 4			Fourth Quarter		
			Marks	Options	1st Qtr	Marks	Options	Marks	Options	Marks	Options	Marks	Options	Marks	Options	Marks	Options	Marks	Options	Marks	Options	Marks	Options			
1	Abbott, Billy C.	905483																								
2	Addington, Paula M.	871686																								
3	Coleman, Jose L.	874305																								

*Class Grade Screen*

The following security nodes do not provide a visible change in security on the screens:

- K12.GradeInfo.ClassGradeUI
- K12.GradeInfo.GradeGridDetail
- K12.GradeInfo.GradeGridDetailGrid
- K12.GradeInfo.SchoolYearSectionGradingTrack

# STUDENT GRADE SECURITY

**Synergy SIS > Grading > Student Grade** is controlled by the following security node:

## K12.GradeInfo.StudentGradeGrid

**Student Grade**

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **231**

**Student Grades**

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

Periods:  Mark Type:  Filter Grade Periods:  Update Grades For This Student:  ☐ Show Comments ☐ Show Credit

Line	Period	Section ID	Course ID	Course Title	Teacher Name	Progress Period 1			Progress Period 2			Second Quarter			Progress Period 3			Third Quarter			Progress Period 4			Fourth Quarter		
						Marks	Options	1st Qtr	Marks	Options	2nd Qtr	Marks	Options	3rd Qtr	Marks	Options	4th Qtr	Marks	Options	5th Qtr	Marks	Options	6th Qtr	Marks	Options	7th Qtr
1	0	0077	SS51	Am Govt	Jackson, K.	F	A		A	C	C															
2	0	1077	SS51	Am Govt	User, T.								A	0			A-	3					D	D		
3	1	1116	EN46	Prin Eng III	Gordon, K.								A				B	3					C-	C-		
4	1	0106	AR54	Reg Jewelry	Sullivan, J.	F	C		B-	A+	A+															
5	2	0258	PA86	Intermediate Acting	Gardner, D.	B	B		B+	C	C		D				C	2					D	D		
6	3	1933	PE762	Weight Trn Boys	Swartz, M.								D				B-	2					D	D		
7	3	0963	PE761	Weight Trn Boys	Joseph, T.	A	B		C-	A+	A+															
8	4	0426	EN60	Eng (Brit) Lit	Snyder, J.	F	D		C	A+	A+															

*Student Grade Screen*

The following security nodes do not provide a visible change in security on the screens:

- K12.GradeInfo.StudentGradeUI
- K12.GradeInfo.StudentGradeGridDetail
- K12.GradeInfo.StudentGradeGridDetailGrid
- K12.GradeInfo.StudentHonorRoll
- K12.GradeInfo.StudentSchoolYearGrade
- K12.GradeInfo.StudentSchoolYearGradeGrid
- K12.GradeInfo.StudentSchoolYearGradePeriod
- K12.GradeInfo.StudentSchoolYearGradePeriodComment
- K12.GradeInfo.StudentSchoolYearGradePeriodMark
- K12.GradeInfo.StudentGPA
- K12.GradeInfo.StudentGPADetail
- K12.GradeInfo.StudentGPADetailGrid

# UPDATE GRADE SECURITY

**Synergy SIS > Grading > Update Grade** is not controlled by any security node.

*Update Grade Screen*

The following security nodes do not provide a visible change in security on the screens:

- K12.GradeInfo.UpdateGradeUI
- K12.GradeInfo.UpdateGrade



## GRADING SETUP SECURITY

Each tab of the **Grading Setup** screen is controlled by a different security node. The security node **K12.GradeInfo.Setup.SchoolYearGradePeriodTree** controls the adding and removing of grade periods from the **Grade Period/Mark Definition** tab.

The screenshot shows the 'Grading Setup' window for 'Hope High School' in the '2009-2010' school year. The 'Grade Period/Mark Definition' tab is active. The 'Current Grading Period' is set to 'Start of School (08/10/2009)'. The 'Grade Period' section has an 'Action...' dropdown menu highlighted with a red box. Below this, the 'Include In Grading Option' section contains a description, an 'Include in Grade Option' dropdown, and a 'Minimum Class Enrollment Days' field. The 'Other Options' section contains a 'Section Display Option' dropdown.

Grading Setup Screen

Adding, removing, and modifying marks from each of the grade periods is controlled by this security node:

### K12.GradeInfo.Setup.SchoolYearGradePeriodMark

This screenshot shows the 'Grading Setup' window with the 'Grade Period/Mark Definition' tab active. The 'Current Grading Period' is 'Start of School (08/10/2009)'. The 'Grade Period' list on the left includes 'Start of School (08/10/2009)', 'Progress Period 1 (ending on 09/11/2009)', and four quarters. 'Progress Period 1' is selected. The 'Mark' section for 'Progress Period 1' is highlighted with a red box. It contains fields for 'Mark Name' (Progress Period 1), 'Mark Type' (Alpha), 'Mark Order' (1), 'Short Mark Name', 'Grade Book Mark Type', and 'Mark Begin Date'.

Grading Setup Screen, Marks

In the detail screen of each grade period, the **Grade Period** tab is controlled by the security node:

### K12.GradeInfo.Setup.SchoolYearGradePeriod

The screenshot shows the 'Grading Setup' window for 'Hope High School' in the '2009-2010' school year. The 'Grade Period/Mark Definition' tab is active. Under 'Current Grading Period', 'Progress Period 1' is selected. The 'Grade Period' tab is highlighted, showing a table with columns: Grade Period, Type, End Date, and Total Pool Comments. The 'Progress Period 1' is listed with Type 'Progress' and End Date '09/11/2009'. Below this, the 'Period Detail' section is expanded, showing checkboxes for 'Citizenship', 'Conduct', 'Teacher Ad Hoc Comments', and 'Work Habit'. The 'Term Selection' tab is also visible at the top of the right pane.

Grading Setup Screen, Period Detail, Grade Period Tab

The **Term Selection** tab of the grading period detail screen is controlled by this security node:

### K12.GradeInfo.Setup.SchoolYearGradePeriodTerm

The screenshot shows the 'Grading Setup' window for 'Hope High School' in the '2009-2010' school year. The 'Grade Period/Mark Definition' tab is active. Under 'Current Grading Period', 'Progress Period 1' is selected. The 'Grade Period' tab is highlighted, showing a list of grade periods. The 'Progress Period 1' is selected, and the 'Term Selection' tab is expanded, showing a table with columns: Line, Term Code, and Posting Mark. The table contains three rows: Line 1 with Term Code 'YR' and Posting Mark 'Progress Period 1'; Line 2 with Term Code 'S1' and Posting Mark 'Progress Period 1'; and Line 3 with Term Code 'Q1' and Posting Mark 'Progress Period 1'. The 'Add' button is visible at the top right of the table.

Grading Setup Screen, Period Detail, Term Selection Tab

All the **Att Def** tabs of the grading period detail screen are controlled by this security node:

### K12.GradeInfo.Setup.SchoolYearGradePeriodAttendance

**Grading Setup**  
School: **Hope High School** School Year: **2009-2010**

**Grade Period/Mark Definition** | Grade Period Weight | Comments | Report Card Options | TVUE Options

Current Grading Period: [Dropdown]

**Grade Period** [Dropdown] Action...

Start of School (08/10/2009)  
 ▶ Progress Period 1(ending on 09/11/2009)  
 ▶ First Quarter(ending on 10/19/2009)  
 ▶ Progress Period 2(ending on 11/24/2009)  
 ▶ Second Quarter(ending on 12/22/2009)  
 ▶ Progress Period 3(ending on 02/12/2010)  
 ▶ Third Quarter(ending on 03/31/2010)  
 ▶ Progress Period 4(ending on 04/23/2010)  
 ▶ Fourth Quarter(ending on 05/28/2010)

**Attendance Definition**

Grade Period | Term Selection | **Att Def 1** | Att Def 2 | Att Def 3 | Att Def 4 | Att Def 5 | Att Def 6

Definition Name: [Text Box]

**Options**

Calculation Method: [Dropdown]  
 Total by Day (Whole number count per unique day) [Dropdown]

**Attendance Date Range**

Current Start Date: [Text Box] Current End Date: [Text Box]  
 Year To Date Term To Date Term Code To Date: [Text Box] [Text Box] [Text Box]

**Absence Definition**

Reason Type 1: [Dropdown] Reason Type 2: [Dropdown] Reason Type 3: [Dropdown] Reason Type 4: [Dropdown]

Absence Reasons:  
☐ Unverified ☐ Excused ☐ Unexcused ☐ Suspended  
☐ Unexcused Tardy ☐ Flu ☐ Field Trip ☐ Tardy  
☐ Expelled ☐ Ill ☐ Vacation

*Grading Setup Screen, Period Detail, Attendance Def Tabs*

If the school uses tracks, the **Track Ending Dates** section on the **Grade Period/Mark Definition** tab is controlled by this security node:

### K12.GradeInfo.Setup.SchoolYearGradePeriodTrackGrid

**Grading Setup**  
School: **Hope High School** School Year: **2009-2010**

**Grade Period/Mark Definition** | Grade Period Weight | Comments | Report Card Options | TVUE Options

Current Grading Period: [Dropdown]

**Grade Period** [Dropdown] Action...

Start of School (08/10/2009)  
 ▶ Progress Period 1(ending on 09/11/2009)  
 ▶ First Quarter(ending on 10/19/2009)  
 ▶ Progress Period 2(ending on 11/24/2009)  
 ▶ Second Quarter(ending on 12/22/2009)  
 ▶ Progress Period 3(ending on 02/12/2010)  
 ▶ Third Quarter(ending on 03/31/2010)  
 ▶ Progress Period 4(ending on 04/23/2010)  
 ▶ Fourth Quarter(ending on 05/28/2010)

**Track Ending Dates**

Line	Report Period	Track 1 Ending on	Track 2 Ending on
1	Progress Period 1	[Calendar Icon]	[Calendar Icon]
2	First Quarter	[Calendar Icon]	[Calendar Icon]
3	Progress Period 2	[Calendar Icon]	[Calendar Icon]
4	Second Quarter	[Calendar Icon]	[Calendar Icon]
5	Progress Period 3	[Calendar Icon]	[Calendar Icon]
6	Third Quarter	[Calendar Icon]	[Calendar Icon]
7	Progress Period 4	[Calendar Icon]	[Calendar Icon]
8	Fourth Quarter	[Calendar Icon]	[Calendar Icon]

*Grading Setup Screen, Track Ending Dates Section*

The **Grade Period Weight** tab of the **Grading Setup** screen is divided in to two sections. The top section, the **GPA Credit Weight Pct. grid**, is controlled by this security node:

### K12.GradeInfo.Setup.SchoolYearCreditWeightGrid

The bottom section, the **Course History Transfer Pct. grid**, is controlled by this security node:

### K12.GradeInfo.Setup.SchoolYearCreditWeightHistoryGrid

**Grading Setup**

School: **Hope High School** School Year: **2009-2010**

Grade Period/Mark Definition | **Grade Period Weight** | Comments | Report Card Options | TVUE Options

Current Grading Period: **Second Quarter**

Both types of periods (Grading and Progress) are allowed on this grid. Only terms that have been opted into for the specific periods will be editable. You can edit this by going to the Grade Period/Mark Definition tab on this view, selecting the appropriate grading or progress period, and on the Term Selection tab adding or removing terms on the Term Options grid.

**GPA Credit Weight pct.**

Line	Term Code	Grade Period							
		First Quarter		Second Quarter		Third Quarter		Fourth Quarter	
		Mark	Percent	Mark	Percent	Mark	Percent	Mark	Percent
1	YR	Q1	25.00	Q2	25.00	Q3	25.00		
2	S1	Q1	50.00	Q2	50.00				
3	S2					Q3	50.00		
4	Q1		100.00						
5	Q2			Q2	100.00				
6	Q3					Q3	100.00		
7	Q4								

Cells will only be editable if you have opted into the term AND selected a posting mark for that term. This is done by going to the Grade Period/Mark Definition tab on this view, selecting the appropriate grading period, and on the Term Selection tab selecting the values required within the Term Options grid. Keep in mind that ONLY periods that are of the type Grading are valid periods for Course History Transfer pct. grid.

**Course History Transfer pct.**

Line	Term Code	Grade Period			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
1	YR		50.00		50.00
2	S1		100.00		
3	S2				
4	Q1				
5	Q2				
6	Q3				
7	Q4				100.00

Grade Period Weight Tab, Grading Setup Screen

The entire **Comments** tab of the **Grading Setup** screen is controlled by this security node:

### K12.GradeInfo.Setup.SchoolYearGradeComment

**Grading Setup**

School: **Hope High School** School Year: **2010-2011**

Grade Period/Mark Definition | Grade Period Weight | **Comments** | Report Card Options | TVUE Options

Current Grading Period: **Fourth Quarter**

**Comments** Add Show Detail

Line	Comment Code	Comment Note	No Staff Override	Scanning Code
1	A	Please Contact Teacher	<input checked="" type="checkbox"/>	
2	B	Excellent Student	<input checked="" type="checkbox"/>	
3	C	Good Attitude/behavr In Class	<input checked="" type="checkbox"/>	
4	D	Good Participation In Class	<input checked="" type="checkbox"/>	
5	E	Shows Extra Effort	<input checked="" type="checkbox"/>	
6	F	Complete/accurate Assignments	<input checked="" type="checkbox"/>	
7	G	Showing Improvement	<input checked="" type="checkbox"/>	

Grading Setup Screen, Comments Tab

The entire **Report Card Options** tab of the **Grading Setup** screen is controlled by this security node:

### K12.GradeInfo.Setup.SchoolYearGradeReportCardDef

The screenshot displays the 'Grading Setup' window for 'Hope High School' in the '2010-2011' school year. The 'Report Card Options' tab is selected. The 'Current Grading Period' is set to 'Fourth Quarter'. The 'Options' section includes 'Data Range Defaults' (Starting/Ending Grading Period), 'Mailing Defaults' (Destination, Student Print Address, Return Address, School Name and School Address), 'GPA Defaults' (1st, 2nd, 3rd GPA Mark, Start Grade, End Grade), 'Graduation Requirements Defaults' (1st Grad Req), and 'Exclude the following students from Graduation Requirements' (Filter 1, Filter 2). The 'Content' section includes 'Show Citizenship', 'Abbreviate Course Title', 'Abbreviate Teacher Name', 'District Name Override', 'Title Override', 'Report Card', 'Left Header', 'Right Header', 'Left Content', and 'Right Content'. The 'Suppressed Content Areas' section includes 'Suppress Mailing Footer', 'Suppress Mailing Logo', 'Suppress Grade Legend', 'Suppress GPA', and 'Suppress Grad Req'. The 'Additional Content Areas' section includes 'Show Credits Attempted'. The 'Custom Widths (in inches)' section includes a table with columns: Period, Course ID, Course Title, Mark, Teacher Name, Citizenship, Conduct, Work Habits, ABS1, ABS2, Comments, Credits.

*Report Card Tab, Grading Setup Screen*

The following security nodes do not provide a visible change in security on the screens:

- K12.GradeInfo.Setup.SchoolYearGradePeriodUI
- K12.GradeInfo.Setup.SchoolYearCreditWeightUI
- K12.GradeInfo.Setup.DistrictReportCardDefUI
- K12.GradeInfo.Setup.SchoolYearGradePeriodTrack
- K12.GradeInfo.Setup.SchoolYearCreditWeight
- K12.GradeInfo.Setup.SchoolYearGradeCommentStaff
- K12.GradeInfo.Setup.DistrictReportCardDef
- K12.GradeInfo.Setup.DistrictReportCardMarkLegend
- K12.GradeInfo.Setup.DistrictReportCardProgressMarkLegend
- K12.GradeInfo.Setup.SchoolYearGradeTranscriptDef

## CREDIT WEIGHT DEFINITION SECURITY

The **Credit Weight Definition** screen is controlled by the following security node:

### K12.GradeInfo.Setup.SchoolYearCreditWeightGrid

Line	Term Code	Grade Period							
		Progress Period 1		First Quarter		Progress Period 2		Second Quarter	
		Mark	Percent	Mark	Percent	Mark	Percent	Mark	Percent
1	YR	Progress	0.00	1st Qtr	0.00	Progress	0.00	2nd Qtr	0.00
2	S1	Progress	0.00	1st Qtr	40.00	Progress	0.00	2nd Qtr	60.00
3	S2								
4	Q1	Progress	0.00	1st Qtr	100.00				
5	Q3								

*Credit Weight Definition Screen*

## HONOR ROLL AND ELIGIBILITY DEFINITION SECURITY

The **Honor Roll and Eligibility Definition** screen has three tabs, each with its own security. The first tab, **Requirements**, is controlled by the following security node:

### K12.GradeInfo.Setup.HonorRollDef

GPA Requirements	
Primary:	Minimum Maximum
Secondary:	Minimum Maximum

Credit Requirements	Course Requirements
Minimum Credits Completed	Minimum Courses
Minimum Credits Attempted	Minimum Subject Areas

**Audit Class Options**

☐ Include audited classes in eligibility calculations

*Requirements Tab, Honor Roll and Eligibility Definition Screen*

The **Ineligibility** tab is divided into six sections, each with its own security node. The security nodes are as follows:

- **Ineligible Comments** - K12.GradeInfo.Setup.IneligibleComment
- **Ineligible Conduct** - K12.GradeInfo.Setup.IneligibleConduct
- **Ineligible Marks** - K12.GradeInfo.Setup.IneligibleMark
- **Ineligible Mark Numeric** - K12.GradeInfo.Setup.IneligibleMarkNum
- **Ineligible Work Habits** - K12.GradeInfo.Setup.IneligibleWorkhabits
- **Ineligible Citizenship** - K12.GradeInfo.Setup.IneligibleCitizenship

**Honor Roll and Eligibility Definition**

Requirements **Ineligibility** Eligibility

Honor Roll and Eligibility Definition

Title: Principal's Honor Roll Report Card Msg

**Ineligible Marks** Add

Line	Total	Mark
1	1	B
2	1	C
3	1	D
4	1	F

**Ineligible Conduct** Add

Line	Total	Conduct
1	1	N-Needs Improvement

**Ineligible Comments** Add

Line	Total	Comments
1	1	K-Missing Makeup Or Class Work
2	1	L-Inappropriate Classroom Behavior

**Ineligible Marks Numeric** Add

Line	Total	High
------	-------	------

**Ineligible Work Habits** Add

Line	Total	Work Habit
------	-------	------------

**Ineligible Citizenship** Add

Line	Total	Citizenship
------	-------	-------------

*Ineligibility Tab, Honor Roll and Eligibility Definition Screen*

The **Eligibility** tab is divided into six sections, each with its own security node. The security nodes are as follows:

- **Eligible Marks** - K12.GradeInfo.Setup.IneligibleMark
- **Eligible Marks Numeric** - K12.GradeInfo.Setup.EligibleMarkNum
- **Eligible Work Habits** - K12.GradeInfo.Setup.EligibleWorkhabits
- **Eligible Conduct** - K12.GradeInfo.Setup.EligibleConduct
- **Eligible Comments** - K12.GradeInfo.Setup.EligibleComment
- **Eligible Citizenship** - K12.GradeInfo.Setup.EligibleCitizenship

**Honor Roll and Eligibility Definition**

Requirements Ineligibility **Eligibility**

Honor Roll and Eligibility Definition

Title: Principal's Honor Roll

Report Card Msg

**Eligible Marks** Add

Line	Total	Mark

**Eligible Conduct** Add

Line	Total	Conduct

**Eligible Marks Numeric** Add

Line	Total	Low

**Eligible Comments** Add

Line	Total	Comments

**Eligible Work Habits** Add

Line	Total	Work Habit

**Eligible Citizenship** Add

Line	Total	Citizenship

Eligibility Tab, Honor Roll and Eligibility Definition Screen

The following security node does not provide a visible change in security on the screens:

- K12.GradeInfo.Setup.HonorRollDefUI

## MARK DEFINITION SECURITY

Synergy SIS > Grading > Setup > Mark Definition is not controlled by any security node.

Line	Order	Mark	Description	Mark Type	Numeric To Alpha Threshold	Alpha To Numeric Value	Include Credit	Currently Used	Allowed For TA	Mark Dist Cat	Scanner Mark
1	1	A+		All	97.000	100.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A	
2	2	A	Production- Outstanding	All	93.000	96.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A	
3	3	A-		All	90.000	92.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A	
4	4	B+		All	87.000	89.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	
5	5	B	Production- Above Avg	All	83.000	86.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	
6	6	B-		All	80.000	82.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B	
7	7	C+		All	77.000	79.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C	
8	8	C	Production- Average	All	74.000	76.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C	
9	9	C-		All	70.000	73.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C	
10	10	D+		All	67.000	69.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	
11	11	D	Production- Below Avg	All	64.000	66.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	
12	12	D-		All	60.000	63.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	D	
13	13	F	Production- Failure	All	0.000	59.000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	F	

Mark Definition Screen



## REPEAT TAG DEFINITION SECURITY

**Synergy SIS > Grading > Setup > Repeat Tag Definition** is not controlled by any security node.

Line	Repeat Code	Name	Include Credit	School Year
1	R	Repeat, no impact	Not Included in Credits Attempted or Completed	2009
2	X	Repeat, failure	Included in Credits Attempted	2009

*Repeat Tag Definition*

The following security node does not provide a visible change in security on the screens:

- K12.GradeInfo.RepeatTagGrid

## GRADING SHEET CREATION SECURITY

**Synergy SIS > Grading > Scanning > Grading Sheet Creation** is not controlled by any security node.

*Grading Sheet Creation Screen*

The following security nodes do not provide a visible change in security on the screens:

- K12.GradeInfo.Scanning.GradingSheetCreationUI
- K12.GradeInfo.Scanning.GradingSheetUI
- K12.GradeInfo.Scanning.Client.GradeScanning
- K12.GradeInfo.Scanning.GradingSheet
- K12.GradeInfo.Scanning.GradingSheetCreation
- K12.GradeInfo.Scanning.GradingSheetHold

## GRADE BOOK CONFIG SECURITY

**Synergy SIS > Grade Book > Setup > Grade Book Config** is controlled by the following security node:

### K12.GradebookInfo.GBConfig



*Grade Book Config Screen*

The following security nodes do not provide a visible change in security on the screens:

- K12.GradebookInfo.GBConfigUI
- K12.GradebookInfo.GBConnections
- K12.GradebookInfo.GBWebHandler
- K12.GradebookInfo.GradebookInterface

## GRADE BOOK DISTRICT MASS SYNCHRONIZATION SECURITY

**Synergy SIS > Grade Book > Grade Book District Mass Synchronization** is controlled by the security node:

### K12.GradebookInfo.GBDistrictOrganization

This security node controls the **Sync Schools** grid, but it does not control the detail screen or the term selection date.

**Grade Book District Mass Synchronization**

**District Mass Sync**

**Select Terms To Sync**

The terms to sync for each school will be set based on the term that is active on the selected date. After you set the terms based on the selected date you can manually override the terms you wish to synchronize. See the menu for more options.

Term Selection Date

Select Terms To Sync

**Split TA's Into Separate Sections**

When the Split TA's Into Section option is checked, students that are selected as TA's in a section will be put into a separate class in the Grade Book. When the Split TA's Into Section option is not checked, all students will be placed into a single class in the Grade Book.

☐ Split TA's Into Section

**Sync Schools** Show Detail

Line	Enabled	School	Terms To Sync	Last Date Synced	Last Terms Synced
1	<input checked="" type="checkbox"/>	Adams Elementary	1st Qtr,2nd Qtr,3rd Qtr,4th Qtr	06/19/2011 13:43:48	1st Qtr,2nd Qtr,3rd Qtr,4th Qtr
2	<input type="checkbox"/>	Eisenhower Middle School	First Semester,Second Semester		
3	<input checked="" type="checkbox"/>	Hope High School		06/19/2011 13:45:14	

Synchronize

**Schedule Job**

Schedule Task

Once (Runs immediately) ▼

**Notification**

Email the following address(es) upon completion of the grade book mass sync  
e.g. user@server.net, user2@server2.com

Grade Book District Mass Synchronization Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.GradebookInfo.GBDistrictMassSyncUI
- K12.GradebookInfo.GBWMassSyncUI
- K12.GradebookInfo.GBDistrictMassSync
- K12.GradebookInfo.GBGradeSetupSynch
- K12.GradebookInfo.RealTimeSync
- K12.GradebookInfo.GBWMassSynch

## GRADE BOOK LOG SECURITY

**Synergy SIS > Grade Book > Grade Book Log** is controlled by the following security node:

### K12.GradebookInfo.GBSchoolYearWebServiceLog

Grade Book Log							
Grade Book Log							
Filter Options							
LOG							
	Line	School Name	School Year	Sent Message Name	Sent Date Time	Received Message Name	Received Date Time
	1	Adams Elementary	2009-2010	GBWGradingPeriodRequestResponse	06/29/2011 16:32:55	GBWGradingPeriodRequest	06/29/2011 16:32:55
	2	Adams Elementary	2009-2010	GBWMassSynchRequest	06/29/2011 13:02:12	GBWSuccessResponse	06/29/2011 13:02:21
	3	Adams Elementary	2009-2010	GBWGradeSetupSynchRequest	06/29/2011 13:02:06	GBWSuccessResponse	06/29/2011 13:02:06
	4	N/A	N/A	GBWDistrictSetupRequest	06/29/2011 13:02:05	GBWDistrictSetupRequest	06/29/2011 13:02:05
	5	Adams Elementary	2009-2010	GBWSchoolSetupRequest	06/29/2011 13:02:05	SchoolSetupResponse	06/29/2011 13:02:06
	6	Adams Elementary	2009-2010	GBWMassSynchRequest	06/29/2011 12:58:58	GBWSuccessResponse	06/29/2011 12:59:13
	7	Adams Elementary	2009-2010	GBWGradeSetupSynchRequest	06/29/2011 12:58:45	GBWSuccessResponse	06/29/2011 12:58:46
	8	N/A	N/A	GBWDistrictSetupRequest	06/29/2011 12:58:44	GBWDistrictSetupRequest	06/29/2011 12:58:44
	9	Adams Elementary	2009-2010	GBWSchoolSetupRequest	06/29/2011 12:58:44	SchoolSetupResponse	06/29/2011 12:58:44
	10	Hope High School	2010-2011	GBWMassSynchRequest	06/19/2011 13:44:42	GBWSuccessResponse	06/19/2011 13:45:13

Grade Book Log

The following security nodes do not provide a visible change in security on the screens:

- K12.GradebookInfo.GBLogUI
- K12.GradebookInfo.GBStudentClassEnrollment
- K12.GradebookInfo.GBStudentEnrollment
- K12.GradebookInfo.GBStudentSchoolYear
- K12.GradebookInfo.GBSchoolYear

## GRADING REPORTS SECURITY

While report options are available in the **Security Definition** screen, it is recommended to only use the PAD tree security to control access to reports.