



Synergy SIS[®]

Student Groups

User Guide



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ABOUT THIS GUIDE

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 and extra toolbars before logging in to any Edupoint product.

NAVIGATION

This guide uses shorthand to indicate how to find screens. Example:

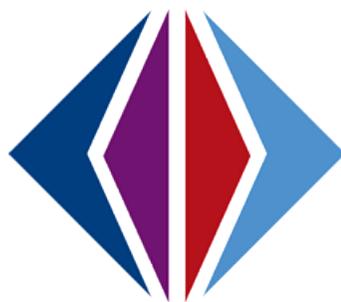
Synergy SIS > Student > Groups

In the Navigation Tree (called PAD Tree), click **Synergy SIS**, then **Student**, then **Groups**.



Figure 1-1 Synergy SIS Navigation Tree

If the Navigation Tree pane is not open, click the **Tree** .



Chapter One: STUDENT GROUPS OVERVIEW

In this chapter, the following topic is covered:

- ▶ [Overview of Student Groups Screens](#)

OVERVIEW

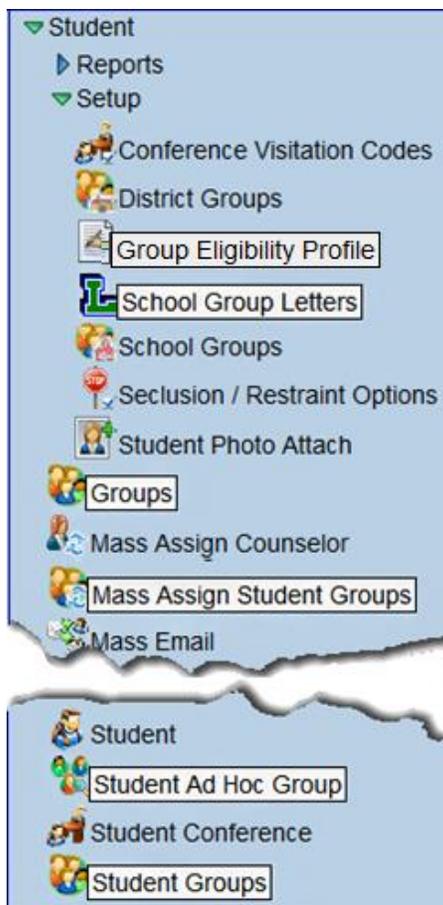
The Student Groups-related screens track student participation in groups such as athletics or school clubs. The term “student groups” is generally used for the formal groups within a school, particularly any group that needs to track a student’s eligibility for participation. The student groups can be configured to track a student’s attendance, discipline incidents, and grades, among other factors. These groups can track awards attained by group participation, also. Setup and configuration of Groups is done on the District Groups screen. These groups are added to the school on the School Groups screen.

Student Ad Hoc Groups are more informal, often temporary groups. The Student Ad Hoc Groups screen simply track dates of group membership.

This guide covers both the formal Student Groups and the Ad-Hoc Student Groups.



Reference: The companion document, *Synergy SIS – Student Groups Administrator Guide* covers the setup and configuration of the Student Group screens. The security options available are outlined in that guide.



Student Groups-Related Screens

- Group Eligibility Profile
- School Group Letters
- Groups
- Mass Assign Student Groups
- Student Ad Hoc Group
- Student Groups

Figure 1-1 PAD Tree Student Groups-Related Screens

The **Group Eligibility Profile** screen resides in the Student screen Setup folder. It is used to create and store profiles containing common settings, for re-use, in the Update Eligibility process, the GRP403, and GRP404 reports.

Figure 1-2 Group Eligibility Profile Screen

The **School Group Letters** screen resides in the Student screen Setup folder, also. The School Group Letters screen displays all letters awarded to students using through either the Groups screen or the Student Groups screen. Once a letter is awarded to the student, the letter must be purchased. The date of purchase is recorded through the School Group Letters screen. The two tabs work the same way but the letters are sorted by group instead of by student.

Figure 1-3 School Group Letters Screen

The **Groups** screen is used to configure mandatory District Groups and to assign and configure optional District Groups to the School Groups. This screen provides selection of staff members that are coaching, advising or otherwise involved in assisting. It lists any fees assessed to students for participation in the group. The Groups screen lists currently assigned students as well as past participants. An event calendar tracks events related to the group such as team schedules and club meetings

Groups

Code: **BSK** Description: **Basketball**

Information | Students | History | Event Calendar

Code: BSK Description: Basketball Begin Date: End Date:

Academic Eligibility Requirement: Athletic Eligibility

Staff

Staff Name: McGrew, Tom Sponsor Type: Coach

Additional Staff

Line	Staff Name	Sponsor Type
1	Wilson, Rob	Coach

Fee Information

District Fee Amount: 20.00

Line	Code	Total FRM Amount
1	NCLB Indicator 1	0.00
2	NCLB Indicator 2	10.00

School Fees

Line	Fee Code	Category	Description	Amount	NCLB Indicator 1 Amt	NCLB Indicator 2 Amt
1	UN - Uniform Fee	SPT	Uniform	20.00	0.00	10.00
2	GLK - Gym Locker	GYM	Gym Locker Key	5.00	0.00	2.00

Figure 1-4 Groups Screen

The **Mass Assign Student Groups** screen assigns students to a group based on either grade level or gender. A previous year's group membership can be copied, or students may be manually selected for group assignment.

Mass Assign Student Groups

Student Group | Student Selection

Student Group Selection

Groups: Start Date:

Conditions

Any student meeting all of these conditions will be added to the selected group

Grade: 09 10 11 12

Gender:

Copy From Group: Section ID: Copy From Previous Year Group:

Rules

When running without any of the following rules selected, students who are not currently enrolled in the selected group will be added to the selected group

Replace start date if student is currently enrolled in group

Remove all students currently enrolled in the group

Figure 1-5 Mass Assign Student Groups Screen

The **Student Ad Hoc Group** screen is used to add students to temporary groups not associated with Student Groups such as study groups, student government, or for special projects. The Student Ad Hoc Group screen lists all of the ad hoc groups for which the student has participated,

including the date they started and ended each group. Student Ad-Hoc Groups simply tracks group membership, and does not track anything beyond membership dates.

Student Ad Hoc Group

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

Groups

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender	Track
Abbott	Billy	C		905483	11	Male	

Student Ad Hoc Groups Add

Line	Group	Start Date	End Date
1	Advanced P	08/15/2013	01/21/2014

Figure 1-6 Student Ad Hoc Group Screen

The **Student Groups** screen lists all of a student's participation in a student group, past and present. It is generally used for the formal groups within a school, particularly any group that needs to track a student's eligibility for participation. The Student Groups screen can be configured to track a student's attendance, health screenings, activity fees, GPA, and other details. It can track awards attained by group participation, also.

Student Groups

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

Student Groups | History | Health Screen

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	11	Male

Student Eligibility Information

Middle School Waiver Date High School Waiver Date Professional Athlete

Currently Assigned Groups Add Show Detail

Line	Code	Description	Eligibility Status	Enter Date	Leave Date	Role	Group Organization
1	VOL	Volleyball					Hope High School
2	BASE	Baseball					Hope High School
3	FUN	Fundraising					Hope High School

Figure 1-7 Student Groups Screen



Chapter Two: GROUPS

In this chapter, the following topics are covered:

- ▶ [View and Edit Groups](#)
- ▶ [Groups Menu Options](#)
- ▶ [Add Groups](#)
- ▶ [Group Eligibility Profile](#)

VIEW AND EDIT GROUPS

Setup and configuration of Groups is done on the District Groups screen. These groups are added to the school on the School Groups screen. This configuration is outlined in the *Synergy SIS – Student Groups Administrator Guide*. Once the group is available at the school, the details of the group as it functions at that school are configured on the Groups screen.

To view a group:

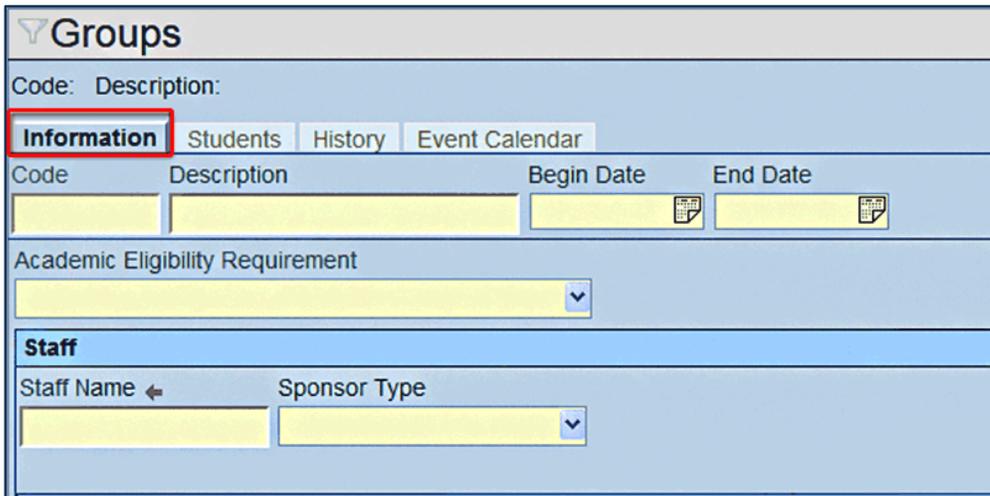
1. Navigate to **Synergy SIS > Student > Groups**.

2. Scroll  to find the group desired

OR

Use Find mode.

- Click .
- Enter all or part of any information in any of the yellow fields. Information may be selected from the drop-down, as well.



The screenshot shows the 'Groups' screen with the 'Information' tab selected. The form contains the following fields:

- Code:** A yellow text input field.
- Description:** A yellow text input field.
- Begin Date:** A yellow date picker field.
- End Date:** A yellow date picker field.
- Academic Eligibility Requirement:** A yellow dropdown menu.
- Staff:** A section with two fields:
 - Staff Name:** A yellow text input field with a left-pointing arrow.
 - Sponsor Type:** A yellow dropdown menu.

Figure 2-1 Groups Screen Information Tab

- Click **Find** or press **Enter**. The Groups: Find Result screen opens to display a list of groups matching the criteria entered.
- Double click the line number of the desired group. The Groups: Find Result screen closes and the group information displays on the Groups screen.

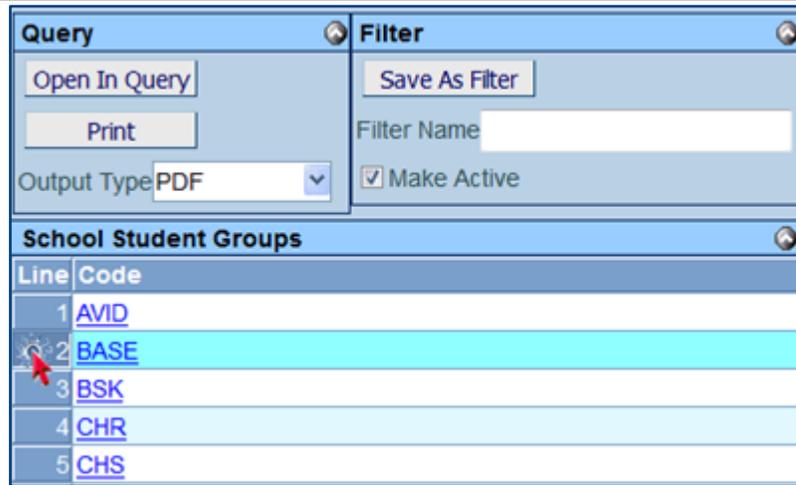


Figure 2-2 Groups: Find Result Screen

Before editing data for a group:

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



Figure 2-3 Synergy SIS Focus

- Click **Edit** at the top of the screen to change to Update mode. If the button is not visible Update mode is already turned on.



Note: When editing the information about a group, each tab must be edited separately and all changes saved before switching to a new tab.

INFORMATION TAB

The Groups screen Information tab displays the Academic Eligibility Requirement that students must meet to participate in the group. This requirement is defined on the Honor Roll and Eligibility Definition screen as outlined in the *Synergy SIS Grading Administrator Guide*.

1. Click the drop-down to change the **Academic Eligibility Requirement**, if desired.

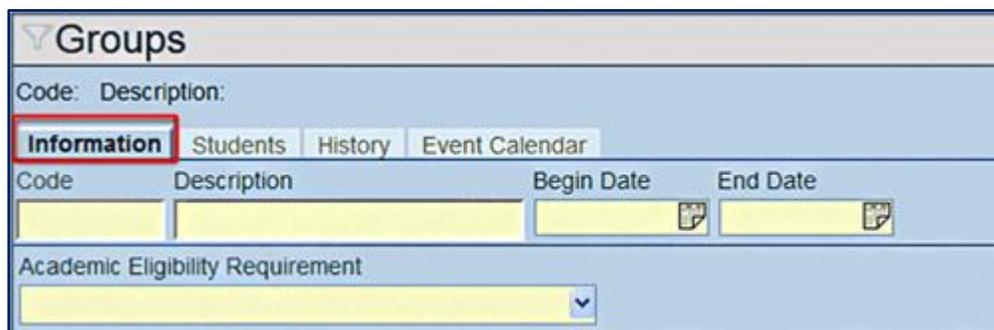


Figure 2-4 Groups Screen Information Tab

Staff members that are coaching, advising or otherwise involved in assisting the group, display next.



Figure 2-5 Groups Screen Information Tab Staff Section

1. To select a new or change an existing staff member’s association with the group, click  next to **Staff Name**. The Find: Staff screen opens.



Figure 2-6 Find: Staff Screen

2. Enter all or part of the staff **Last Name**, **First Name** and/or **Middle Name**.
3. Click **Find**. The Search Results displays a list of names matching the criteria entered.
4. Double-click the line number of the appropriate staff name. The Find: Staff screen closes and the name displays in **Staff Name**.
5. Select the **Sponsor Type** from the drop-down.
6. If Additional Staff are associated with this group, click **Add** on the Additional Staff bar. A blank line is added to the grid.
7. Repeat the above instructions for completing the **Staff Name** and **Sponsor Type**.
8. Click the staff name to open the Staff screen with additional details about the staff member, if desired

The **District Fee Amount** is a recommendation of the amount to charge the student for participation in this group. However, each school specifies the fees in the School Fees grid. A fee may display a discounted rate for students eligible for free or reduced meals (NCLB Indicators 1 & 2).



Figure 2-7 Groups Screen Information Tab Fee Information Section

1. To add a school fee, click **Add** on the **School Fees** bar. A blank line is added to the grid.
2. Enter the information as needed.
3. Click **Save** before moving to the next tab.

STUDENTS TAB

The Students tab lists all the students currently participating in the group. The Eligibility Status of each student is shown (Eligible or Ineligible), as well as the date the student began participating in the group and the school name.

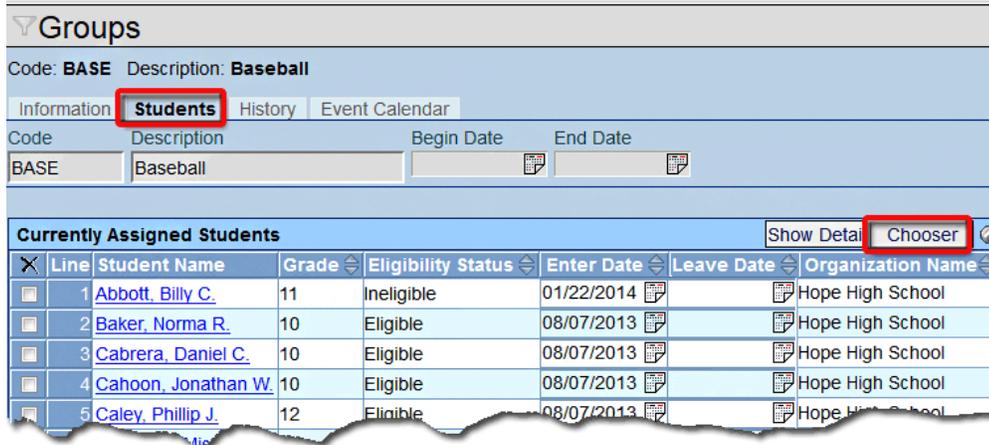


Figure 2-8 Groups Screen Students Tab

1. To add a student to the group, click **Chooser**. The Chooser screen opens.
2. Enter partial or complete data on any white field.
3. Click **Find**. Search Results displays a list of records matching criteria entered
4. Click anywhere on appropriate student record to highlight.
5. Press **CTRL** while clicking records to select multiple records at a time.

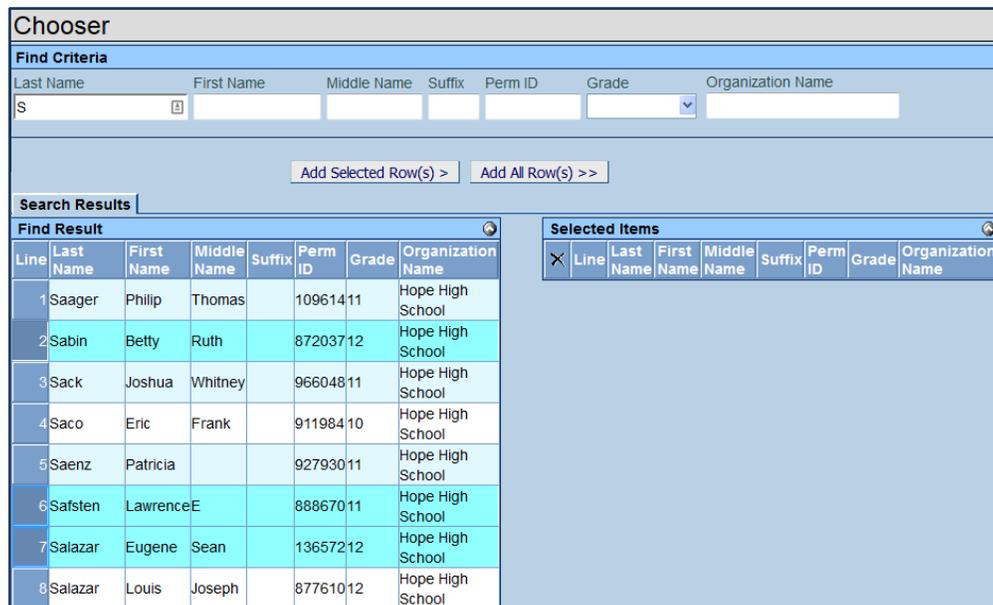


Figure 2-9 Chooser Screen

6. Click .

OR

Click . This moves all records found in Find Result column to Selected Items column.

Multiple searches may be made until all records have been found and added to Selected Items column.

7. Check to delete an undesired record from Selected Items column, if needed.
8. Click **Select**. This will close the Chooser screen and student records selected display.
9. Click **Save**. The list will resort to display the last names alphabetically.
10. The default **Enter Date** is the day the student was added to the group but this date may be modified by typing a new date or clicking and choosing the date.
11. If a student is no longer participating in the group, enter a **Leave Date**. The record of participation will display on the History tab detail screen.
12. If the entire record of the student's participation in the group should be removed, click on the line of the student name.
13. Click **Save** before moving to the next tab.

To modify additional details about each student's participation in the group,

1. Double-click the **line number** of the student record to display information about the student's participation in the group. The details display on the right. The information on the detail tabs relate specifically to this student's participation in the group.

Line	Student Name	Grade	Eligibility Status	Enter Date	Leave Date	Organization Name
1	Abbott, Billy C.	11	Ineligible	01/22/2014		Hope High School
2	Baker, Norma R.	10	Eligible	08/07/2013		Hope High School
3	Cabrera, Daniel C.	10	Eligible	08/07/2013		Hope High School
4	Cahoon, Jonathan W.	10	Eligible	08/07/2013		Hope High School
5	Caley, [unclear]			08/07/2013		

Figure 2-10 Groups Screen, Students Tab

The **General Information** detail tab displays information regarding student contracts, parent permission, and activity fees.

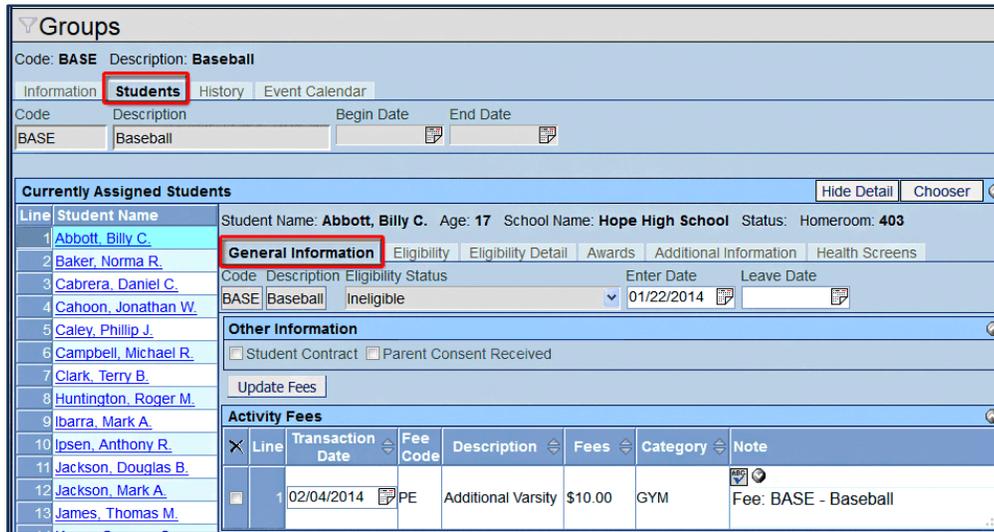


Figure 2-11 Students Tab, Groups Screen, Detail Screen, General Information Tab

1. Check **Student Contract** and/or **Parent Consent Received** to associate either of these details with this student and this group.
2. The **Activity Fees** that display, if any, are the same as the School Fees displayed on the Groups screen Information tab. However, on the General Information detail tab, they may be edited for that particular student. Edit directly in the desired fields.
3. Click **Save**.
4. Click **Update Fees** to update the list of fees associated with this student and this activity.

The **Eligibility** detail tab displays information regarding the student's current, calculated and previous eligibility status for that group. If there has been an exception to the eligibility status that is unique to that student, it is recorded in the Teacher Mandate section. The Teacher Mandate overrides the Calculated eligibility.

The screenshot displays the 'Groups' screen with the 'Students' tab selected. The group is identified as 'BASE' (Baseball). A list of 20 students is shown, with 'Abbott, Billy C.' selected. The 'Eligibility' tab is active for this student, showing the following details:

- Student Information:** Student Name: Abbott, Billy C., Age: 17, School Name: Hope High School, Status: Homeroom: 403.
- Current Eligibility:** Status: Eligible, Eligibility Date: 02/04/2014, Primary GPA: 1.75000. Reason: 1. Student's credit attempts of 1.75000 does not meet minimum requirement of 2. 2. Student has not met eligibility requirements for the following discipline incident(s): 3-3/12/14.
- Teacher Mandate:** Status: Eligible, Teacher Mandate Date: 02/14/2014.
- Calculated Eligibility:** Status: Ineligible, Date Calculated: 02/04/2014. Reason: 1. Student's credit attempts of 1.75000 does not meet minimum requirement of 2. 2. Student has not met eligibility requirements for the following discipline incident(s): 3-3/12/14.
- Previous Eligibility:** Status: Eligible, Previous Eligibility Date: 3/10/2013.

Figure 2-12 Groups Screen, Students Tab, Detail Screen, Eligibility Tab

Current eligibility is derived from the Calculated eligibility, unless there is a Teacher Mandate. Then it is based on the Teacher Mandate.

To enter a Teacher Mandate,

1. Click the **Teacher Mandate** drop-down and select the appropriate reason.
2. Enter the **Teacher Mandate Date** that this will be effective (MMDDYY) or click  and select date.
3. Enter a **Teacher Mandate Comment**, if appropriate. Click  to spell check. Click  for more space.
4. Click **Save** before moving to the next tab.

Only the Teacher Mandate is editable. The Teacher Mandate overrides the Calculated eligibility.

The **Calculated** eligibility is based on the Academic Eligibility Requirement selected on the Groups screen Information tab, and the District Group definition.

The **Previous** section displays the information about the student's previous eligibility status.

The **Eligibility Detail** tab of the detail screen displays the student records that apply to the eligibility definition. These records only display if they are used in the eligibility definition. For example, if attendance is not used to calculate eligibility the student attendance records are not shown.

The screenshot displays the 'Groups' screen for 'BASE Baseball'. The 'Students' tab is active, showing a list of 20 students. The 'Eligibility Detail' tab is selected for student 'Abbott, Billy C.', showing a table with the following data:

Code	Description	Eligibility Status	Enter Date	Leave Date
BASE	Baseball	Ineligible	01/22/2014	

Other tabs visible include 'Student Grades', 'Discipline Incidents', 'Open Dispositions', 'Period Attendance', and 'Daily Attendance'.

Figure 2-13 Groups Screen, Students Tab, Detail Screen, Eligibility Detail Tab

1. Enter an **Eligibility Met Date** or click  and select the date if Discipline Incidents are part of the eligibility definition and the requirement has been met. When this date is entered, the discipline incident will no longer be counted against the student's eligibility.
2. Click **Save** before moving to the next tab.

The **Awards** tab of the detail screen lists any awards the student received through their participation in the group and the date of the award.

Figure 2-14 Groups Screen, Students Tab, Detail Screen, Awards Tab

1. Click **Add** on the Awards bar to record an award for a student. A blank line is added to the grid.
2. Select the **Award Code** from the drop-down.
3. Enter the **Award Date** or click and select the date.
4. Enter a **Comment**, if appropriate. Click to spell check. Click for more space.
5. Click **Save**, when finished.

The **Additional Information** detail screen displays district-added fields, created to track more information about the student's participation in the group. The screenshot below is an example.

Figure 2-15 Groups Screen, Students Tab, Detail Screen, Additional Information Tab

1. If district-specific fields have been added to the **Additional Information** tab of the detail screen, text may be entered or modified.
2. Click **Save** before moving to the next tab.

The **Health Screens** tab of the detail screen displays health or drug screenings by student. It includes the date, type, result and the name of the person who administered the screening.

The screenshot shows the 'Groups' screen for a group named 'Baseball'. The 'Students' tab is active, displaying a list of 'Currently Assigned Students'. The 'Health Screens' tab is selected, showing a table of activity screenings. The table has columns for Line, Screen Date, Screen Type, Result, and Staff Name. The first row shows a screening on 10/14/2013, Health type, Pass result, administered by Becker A. Allison.

Line	Screen Date	Screen Type	Result	Staff Name
1	10/14/2013	Health	Pass	Becker A. Allison

Figure 2-16 Groups Screen, Students Tab, Detail Screen, Health Screens Tab

To add an activity screening:

1. Click **Add** on the Activity Screening bar.
2. Enter the **Screen Date** (MMDDYY) or click and select date.
3. Select the **Screen Type**, either **Health** or **Drug**.
4. Select the **Result**, either **Pass** or **Fail**
5. Click next to **Staff Name**. The Find Staff screen opens.
6. Enter partial or complete data on any of fields on screen.

OR

An asterisk (*) wildcard can be used as a substitute for any or all of characters in fields on screen.

7. Click **Find**. Search Results displays a list of records matching criteria entered.
8. Double click anywhere on the line containing the name of the desired staff member. The Find: Staff screen closes and the name displays in **Staff Name**.
9. Click on the staff name (blue underlined link) for more information about that staff member.
10. Click **Save**.

To view another student's records,

1. Click the **line number** of another student.
2. Double-click the **line number** to close the detailed screen.
3. Click **Save**.

HISTORY TAB

The History tab lists students who no longer participate in the group, along with the dates they entered and left the group, and the school of attendance while participating.

Students no longer enrolled in the school are displayed with their names in parentheses.

1. Students can be reactivated in the group by removing the **Leave Date**.

- If the entire record of the student's participation in the group should be removed, click



on the line of the student name.

- Click Save.

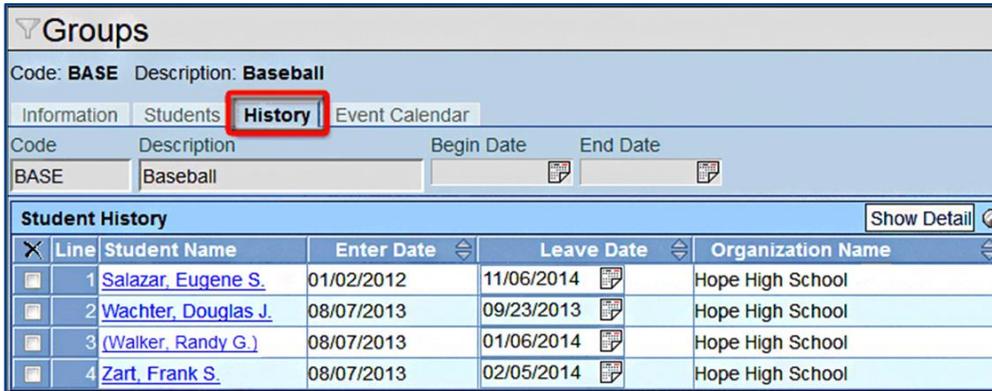
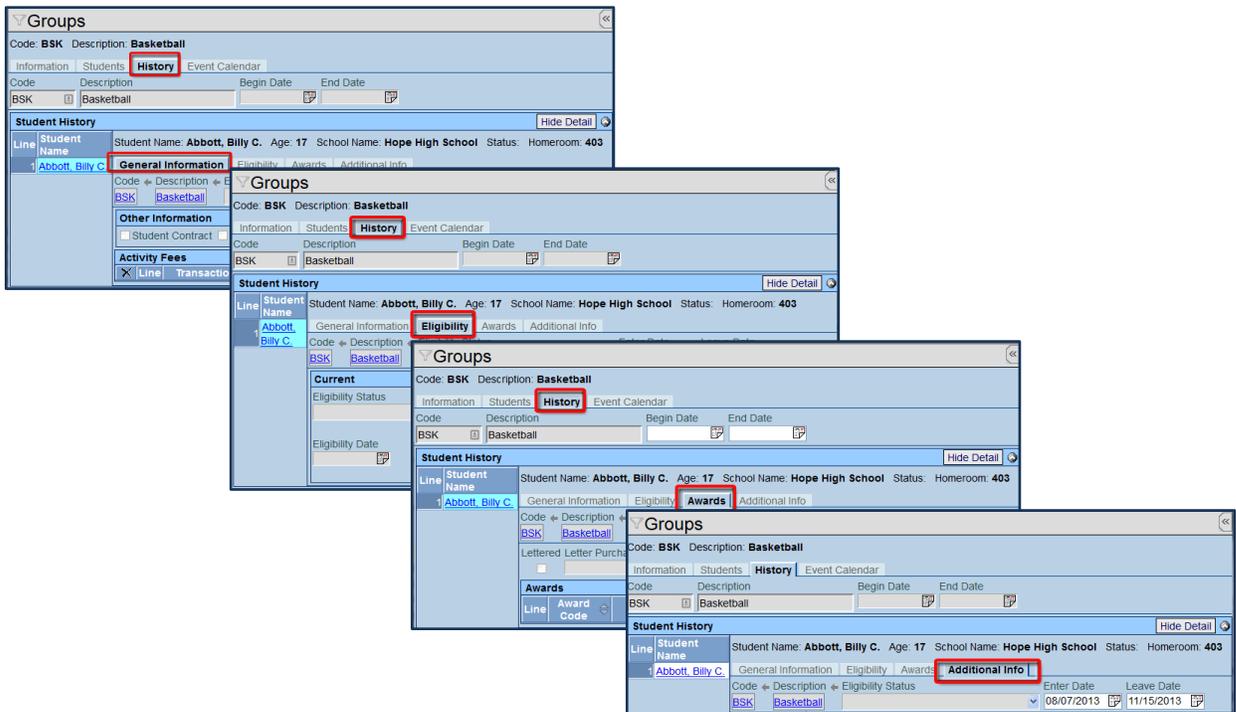


Figure 2-17 Groups Screen, History Tab

- To view additional details about each student's participation history in the group, click **Show Detail**. These tabs are not editable, except for the ability to edit the **Leave Date** as described above. Each tab contains the same fields as their liked-named tab on the detailed Students tab.



EVENT CALENDAR TAB

The Event Calendar tab (District option) lists group events. Event Date, Type & Time, Short Description and Title, and whether it Requires Eligibility for the student to participate, is displayed for each event.

Code	Description	Begin Date	End Date
BASE	Baseball		

Line	Event Date	Type	Event Type	Event Time	Short Description	Short Title	Requires Eligibility
1	09/22/2014	Event		8:00 PM	2014 Home Coming	Home Coming	<input checked="" type="checkbox"/>

Figure 2-18 Groups Screen, Event Calendar Tab

Events can be added to the Event Calendar tab using Add Wizard or Add. Using Add Wizard provides a more detailed record, but using Add is quicker and more details can be added later.

Add Calendar Event Quickly

1. Click **Add**, a new blank displays.
2. Type **Event Date** (MM/DD/YY) or click and select date.
3. Click **Type** drop-down and select. This field typically distinguishes between an announcement and an event.
4. Click **Event Type** drop-down and select. These fields are determined by your district but typically further define the type of event.
5. Enter **Event Time**. Type AM or PM.
6. Enter a **Short Description**.
7. Enter a **Short Title**.
8. Check **Requires Eligibility**, if appropriate.
9. Click **Save**.

Add Detailed Calendar Event

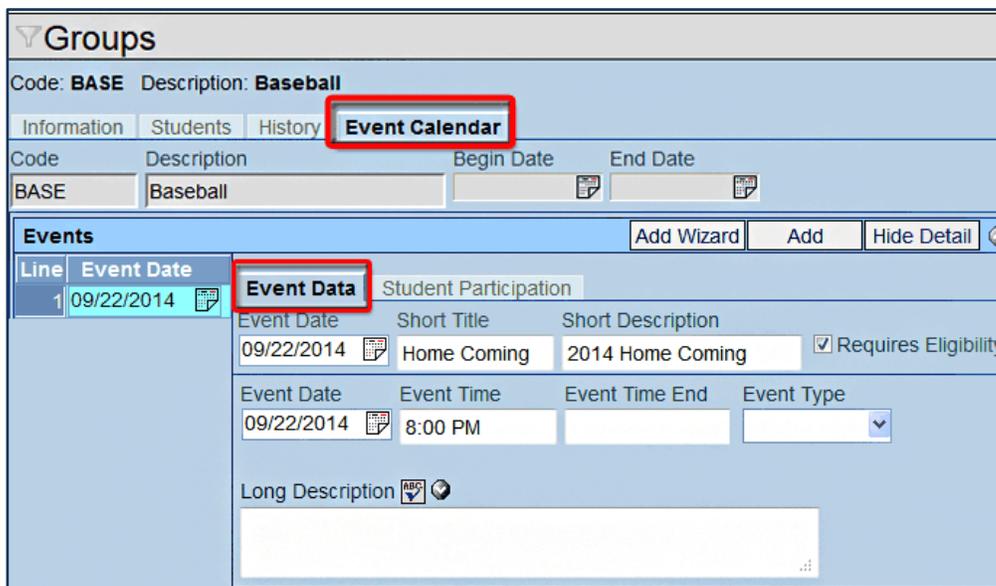
1. Click **Add Wizard**. The Group Event Detail screen displays.

Figure 2-19 Group Event Detail Screen

2. Type **Event Date** (MM/DD/YY) or click and select date.

3. Enter **Short Title**.
4. Type **Short Description**.
5. Check **Requires Eligibility**, if appropriate.
6. Enter **Event Time**. Type AM or PM.
7. Enter **Event Time End**. Type **AM** or **PM**.
8. Enter **Long Description**. Click  to spell check. Click  for more space.
9. Click **Save**. The Group Event Detail screen closes.
10. Click the line number of event to highlight.
11. Click **Show Detail**. Event details display on the right side of the screen.

The **Event Data** tab of the Event Calendar detail screen displays all the same information as the main screen. It displays the Event Time End and a Long Description of the event, also.



The screenshot shows the 'Groups' application interface. At the top, there's a header 'Groups' with a dropdown arrow. Below it, the current group is identified as 'Code: BASE Description: Baseball'. There are four tabs: 'Information', 'Students', 'History', and 'Event Calendar', with 'Event Calendar' being the active and highlighted tab. Below the tabs, there's a table with columns 'Code', 'Description', 'Begin Date', and 'End Date'. The first row shows 'BASE' and 'Baseball'. Below this is an 'Events' section with buttons for 'Add Wizard', 'Add', and 'Hide Detail'. A table lists events with columns 'Line', 'Event Date', and 'Event Data'. The first event is on '09/22/2014'. The 'Event Data' tab for this event is highlighted in red. It shows fields for 'Event Date', 'Short Title' (Home Coming), 'Short Description' (2014 Home Coming), and a checked 'Requires Eligibility' box. Below that, there are fields for 'Event Date', 'Event Time' (8:00 PM), 'Event Time End', and 'Event Type'. At the bottom, there's a 'Long Description' field with a spell check icon and an expand icon.

Figure 2-20 Groups Screen, Event Calendar Tab, Detail Screen, Event Data Tab

1. Edit or add to a calendar event on any white field of Event Data tab.
2. Click **Save**.

The **Student Participation** tab of the Event Calendar detail screen is used to record which student participated in the event.

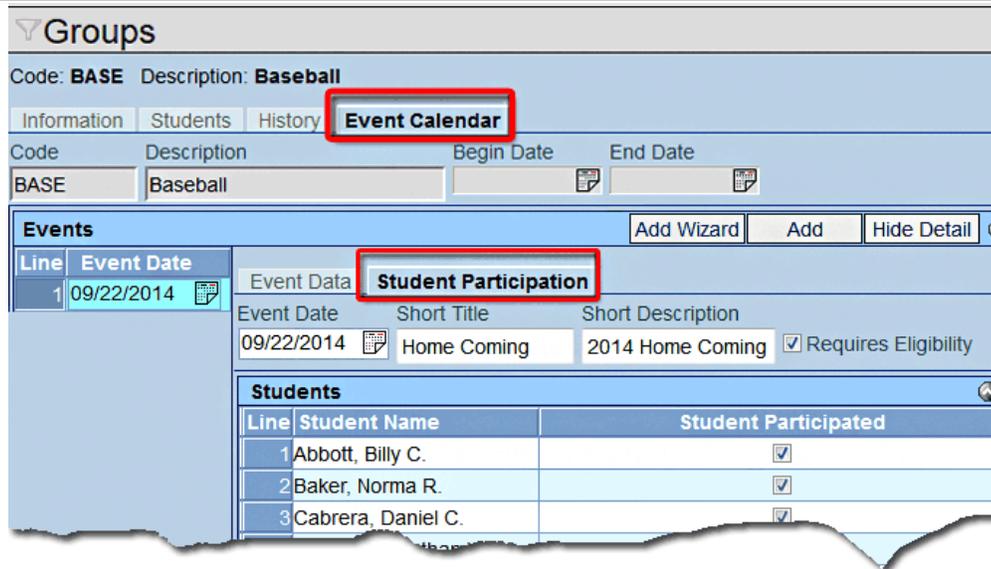


Figure 2-21 Groups Screen, Event Calendar tab, Detail Screen, Student Participation Tab

1. Check/un-check **Student Participated**, as appropriate.
2. Click **Save**.
3. To return to the main screen, click **Hide Detail**.



Caution: Events added to this tab are displayed in the ParentVUE and StudentVUE calendar. The Short Title must be no more than 20 characters to display the entire title. For more information, see the *Synergy SIS - ParentVUE and StudentVUE Administrator Guide*.

GROUPS MENU OPTIONS

At the top of the Groups screen, a Menu button provides access to additional information and functionality regarding the group's records.

EDIT SCHOOL STUDENT GROUP DATA

Change Begin Date or End Date

1. Click Menu and select Edit School Student Group Data.

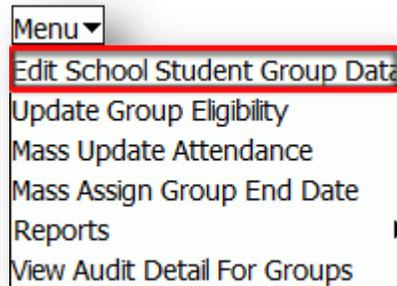


Figure 2-22 Menu Options, Edit School Student Group Data

2. The fields turn white and the data may be edited.
3. Click **Save** when finished.

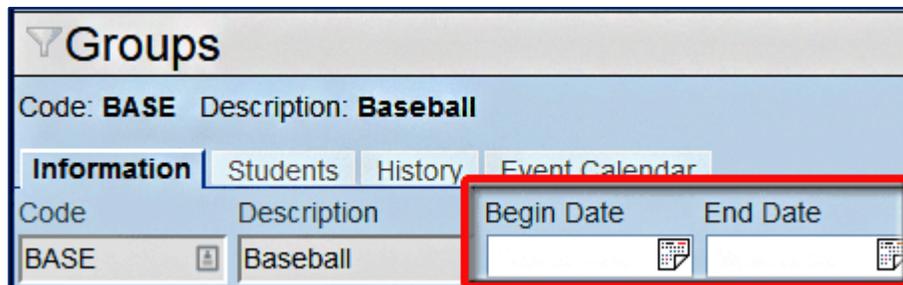


Figure 2-23 Groups Screen, Editing Begin and End Dates

The Code and Description are tied to the District Group, and can be changed only in the District Groups screen.

UPDATE GROUP ELIGIBILITY

The Update Group Eligibility screen provides the ability to update the status of an entire group or a single student.

Update Students' Eligibility Status

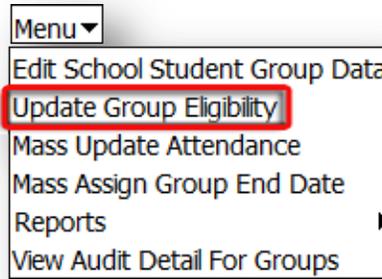


Figure 2-24 Menu Options, Update Group Eligibility

1. Click **Menu** and select **Update Group Eligibility**. The Update Eligibility screen opens. By default, the group to be updated is the group in focus, but a different group may be selected from the **Group** list.

The 'Update Eligibility' screen is a web-based form with several sections:

- Activity:** Includes fields for 'Group' (BASE - Baseball), 'Season', and 'Age As Of' (02/13/2014).
- Profile:** Includes a 'Group Profile' dropdown menu.
- GPA Calculation Options:** Includes a dropdown for 'Use Previous Grade Period To Calculate Current GPA Only' and a text area for selecting grades.
- Current Course Count Option:** Includes a dropdown for 'Method Used For Student Current Course Count' and a date field for 'Course Count Date'. Below this are several checkboxes for course count terms: Year, Semester 1, Semester 2, Quarter 1, Quarter 2, Quarter 3, Quarter 4, Trimester 1, Trimester 2, Trimester 3, Semester, First two trimesters, Second two trimesters, Trimester, and Quarter.
- Previously Passed Course Count Options:** Includes dropdowns for 'Course Count Option', 'Course History Month Begin', and 'Course History Month End'. Below these is a text area explaining that course history records matching the selected value will be included.
- Students:** A table with columns for 'Line', 'Perm ID', 'Student Name', and 'Grade'. A 'Chooser' button is located to the right of the table header.

Figure 2-25 Update Eligibility Screen

2. Eligibility is updated for all seasons by default. To select a particular season, select it from the Season drop-down.
3. Set the **Age As Of** date to check for age eligibility. The default is today's date.
4. If a **Group Eligibility Profile** has been defined, it may be selected from the drop-down.
5. Select appropriate values in the **GPA Calculation Options** and the **Current** and **Previous Course Count Options**.
6. Leave the **Students** grid blank to update eligibility for all students in the group.

Update a Few Students' Eligibility Status in Group

1. Click **Chooser**. The Chooser screen opens.
2. Enter partial or complete data on any white field.
3. Click **Find**. Search Results displays a list of records matching criteria entered
4. Click anywhere on appropriate student record to highlight.
5. Press **CTRL** while clicking records to select multiple records at a time.

The screenshot shows the 'Chooser' interface. At the top, there's a 'Find Criteria' section with input fields for Last Name (containing 'S'), First Name, Middle Name, Suffix, Perm ID, Grade (a dropdown menu), and Organization Name. Below this are two buttons: 'Add Selected Row(s) >' and 'Add All Row(s) >>'. The 'Search Results' section contains a 'Find Result' table and a 'Selected Items' table.

Line	Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Organization Name
1	Saager	Philip	Thomas		109614	11	Hope High School
2	Sabin	Betty	Ruth		872037	12	Hope High School
3	Sack	Joshua	Whitney		966048	11	Hope High School
4	Saco	Eric	Frank		911984	10	Hope High School
5	Saenz	Patricia			927930	11	Hope High School
6	Safsten	LawrenceE			888670	11	Hope High School
7	Salazar	Eugene	Sean		136572	12	Hope High School
8	Salazar	Louis	Joseph		877610	12	Hope High School

Figure 2-26 Chooser Screen

6. Click .

OR

Click . This moves all records found in Find Result column to Selected Items column.

Multiple searches may be made until all records have been found and added to Selected Items column.

7. Check  to delete an undesired record from Selected Items column, if needed.
8. Click **Select**. This will close the Chooser screen and student records selected display.
9. Click **Save**. The list will resort to display the last names alphabetically.

10. Click **Update Eligibility** to run the update. A message displays reporting the total number of groups and the total number of students processed when the update is completed,
11. Click **OK** to close the message.

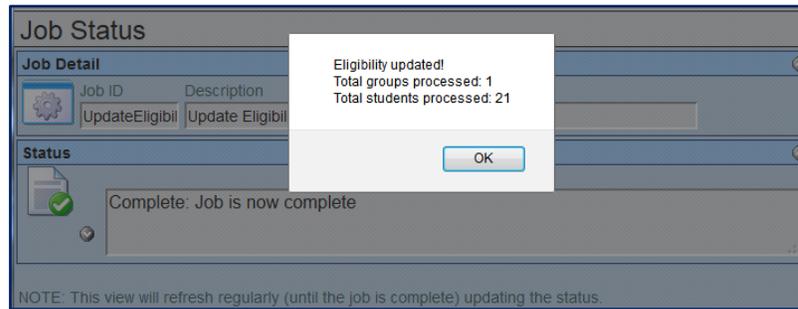


Figure 2-27 Message Box

Note: A student's eligibility status is not automatically updated. Therefore, this process should be run after any changes to the eligibility definition or when a student is added to a group.

UPDATE GROUP ATTENDANCE

Occasionally it may be helpful to update the attendance for all students in a group. For example, all students in a group may have participated in an activity outside school on the same date.

Update Attendance For All Students In Group

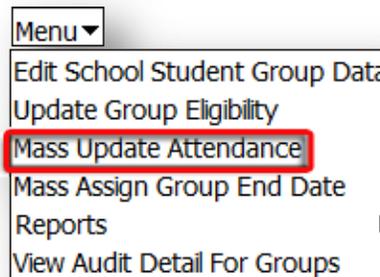


Figure 2-28 Menu Options, Mass Update Attendance

1. Click **Menu** and select **Mass Update Attendance**. The Mass Assign Group Attendance screen opens. By default, the group to be updated is the group in focus, but a different group may be selected from the **Group** list.

Figure 2-29 Mass Assign Group Attendance

2. Select the **Absence Reason** from the drop-down.
3. Enter the **Start Date** and **End Date** for the absence.
4. Select the **Begin Period** and **End Period** if this is a period attendance school.
5. Check **Update All Day Code** to insert the absence reason.
6. Click **Mass Assign Attendance** to update the attendance. A message displays reporting the total number of groups and the total number of students processed when the update is completed,
7. Click **OK** to close the message.

Figure 2-30 Message Box

MASS ASSIGN GROUP END DATE

At the end of the year or at the end of the group's season, it may be helpful to update the end date for all students in a group, in bulk instead of individually.

Enter Group End Date for All Students in Group

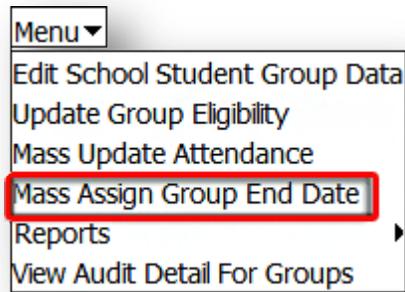


Figure 2-31 Menu Options, Mass Assign Group End Date

1. Click **Menu** and select **Mass Assign Group End Date**. The Mass Assign Group End Date screen opens. By default, the group to be updated is the group in focus, but a different group may be selected from the **Groups** list.

 A screenshot of the 'Mass Assign Group End Date' screen. The title bar reads 'Mass Assign Group End Date'. Below the title is a 'Group Selection' section. It contains a 'Groups' dropdown menu with 'Baseball' selected, and an 'End Date' field with '02/13/2014' and a calendar icon. Below these fields is a checkbox labeled 'Replace group leave date for students in group history if student group leave date is greater than the above date.'

Figure 2-32 Mass Assign Group End Date Screen

2. Enter the **End Date** for the students, (MMDDYY) or click  and select date.
3. To update the end date assigned to students who have left the group and are listed in the group history, check **Replace group leave date for students in group history if student group leave date is greater than the above date**. This updates the date if the student's current end date is later than the date being inserted, only.
4. Click **Mass Assign End Date** to update the end date. A message displays reporting the total number of groups and the total number of students processed when the update is completed,

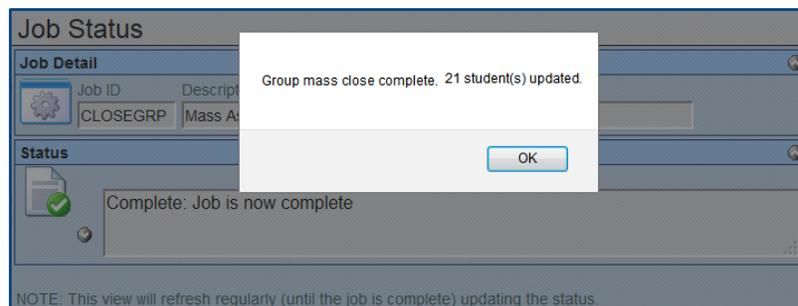


Figure 2-33 Message Box

REPORTS

Two reports are available from the Menu drop-down, the Group Eligibility report and the Group List report (or Student Group List report.)

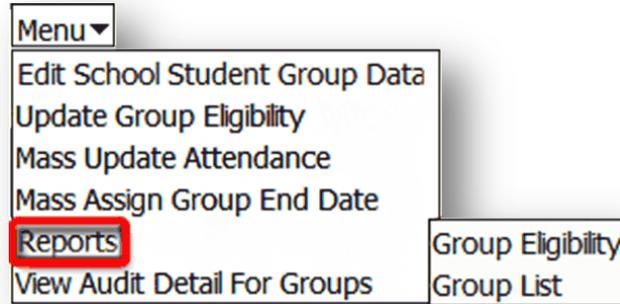


Figure 2-34 Groups Menu Options, Reports

Edupoint		Hope High School		Year: 2013-2014		
School District		Group Eligibility		Report: GRP402		
Group Information						
Code:	Description:					
FOOT	Football					
Staff Name:	Begin Date:	End Date:	Season:			
Berg, Justin	08/07/2013	11/15/2013	Winter			
Adams, Howard T.						
Perm ID:	Gender:	Grade:	Birth Date:	Enter Date:	Leave Date:	
873985	M	12	09/21/1996	08/07/2013		
Calculated Eligibility:	Reason:					
Ineligible	1. Insufficient Eligible Mark: D - 0 2. Drug Screen is required on or after 08/19/2013.					
Primary GPA:	Secondary GPA:	Credits Attempted:	Credits Earned:			
2.322		2.250	2.250			
Course Name:	Section ID:	Mark:	Conduct:	Comments:	Credits:	Subject Areas:
Rel Time A Hr	1870	C			0.500	1
Ap Calc/ana Geo	1156	C			0.500	6,6
Sr Ap Eng	1224	C+			0.500	5,3,4
Ap Physics C	1733	A-			0.500	8,7
Rel Time	1994	C-			0.500	1

Figure 2-35 GRP402 - Group Eligibility Report

Edupoint		Hope High School		Year: 2013-2014				
School District		Student Group List Report		Report: GRP401				
Code:	Description:	Category:		Staff Name				
AVID	AVID			Jackson, Kathy				
Student Name	Perm ID	Grd	Gen	Phone	Homeroom	Role	Enter Date	Leave Date
Abbott, Billy C.	905483	11	M	480-555-1214			10/01/2013	11/15/2013
Abnemethy, Anne E.	879	10	F	480-555-5844			10/01/2013	
(Acevedo, Andrew)	886630	11	M	480-555-2807			10/01/2013	01/06/2014
Acevedo, Ashley	901830	10	F	480-555-2807			10/01/2013	
Ackley, Brian R.	913948	12	M	480-555-6641			10/01/2013	
Acosta, Eugene A.	873921	12	M	480-555-6396			10/01/2013	
Acosta, John A.	150265	11	M	480-555-2545			10/01/2013	
Acunia, Kenneth O.	110412	10	M	480-555-1962			10/01/2013	
Adair, Alan W.	871626	11	M	480-555-7898			10/01/2013	
Adair, Diane N.	903912	10	F	480-555-0835			10/01/2013	
Adair, Timothy S.								

Figure 2-36 GRP401 - Student Group List Report



Tip: Run the report from the Synergy SIS Navigation Tree Reports module to select additional options. For more information about running reports for student groups, see [Chapter Five: Reports](#).

VIEW AUDIT DETAIL FOR GROUPS

The **Audit Trail History** screen lists all the changes made to the group’s records, including what was changed, who changed it, and when.

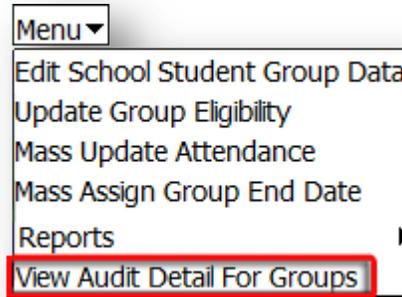


Figure 2-37 Groups Menu Options, Audit Detail

See Additional Details

1. Click the line number of the record to view. The line highlights.
2. Click **Show Detail**.

OR

Double-click the line number of the record to view.

Audit Trail History							
Properties							Show Detail
Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	SchoolStudentGroups	StaffType	Update	0		User, Admin	10/23/2013 10:58:41
2		StaffSchoolYearGU	Update	<Link>		User, Admin	10/23/2013 10:58:41
3	SchoolGroupStaff	StaffSchoolYearGU	Insert	<Link>		User, Admin	07/12/2009 12:49:58
4		StaffType	Insert	<Link>		User, Admin	07/12/2009 12:49:58

Figure 2-38 Groups Audit Trail History

ADD GROUPS

Setup and configuration of Groups is done on the District Groups screen. These groups are added to the school on the School Groups screen. This configuration is outlined in the *Synergy SIS – Student Groups Administrator Guide*. Once the group is available at the school, the details of the group as it functions at that school are configured on the Groups screen.

Configure Group Details

1. Go to **Synergy SIS > Student > Groups**.

Figure 2-39 Groups Screen

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

Figure 2-40 Groups Add Screen

3. Click  next to Code. The Find: DistrictStudentGroups screen opens.
4. Enter all or part of the group **Code** and/or **Description**.
5. Click **Find**.



Tip: Click **Find**, without entering any information in the **Code** or **Description** to display a list of all the groups.

Find: DistrictStudentGroups		
Find Criteria		
Code	Description	
<input type="text"/>	<input type="text"/>	
Search Results		
Find Result		
Line	Code	Description
1	AFTR	After School Program
2	AVID	AVID
3	BASE	Baseball
4	BSK	Basketball
5	CHR	Cheerleading
6	CHS	Chess Club
7	FOOT	Football
8	FUN	Fundraising
9	NHS	National Honor Scty
10	VOL	Volleyball
11	YBK	Yearbook

Figure 2-41 Find: DistrictStudentGroups Screen

- Double click on the line of the desired group to add. The Find: DistrictStudentGroups screen closes and the **Code** and **Description** display on the Groups Add screen.

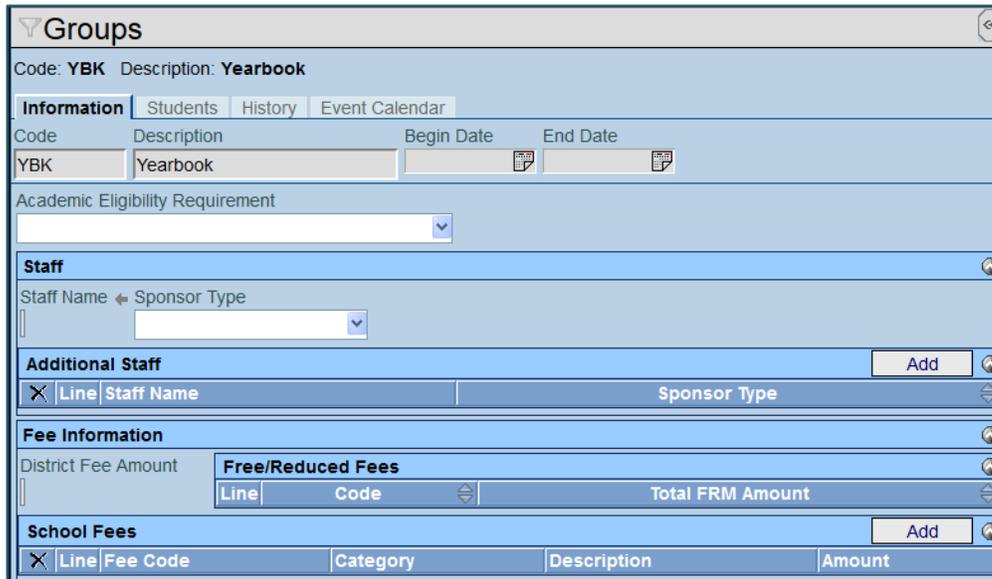
Groups Add			
Code	Description	Begin Date	End Date
YBK	Yearbook	<input type="text"/>	<input type="text"/>

Figure 2-42 Find: DistrictStudentGroups Screen



Note: In Find Mode, when all the District Groups have been selected for the school, an error displays “No District Student Groups were Found.”

7. Enter the group's **Begin Date** and **End Date** for this school year (MMDDYY) or click  and select date.
8. Click **Save**. The new group displays on the **Groups** screen.



Groups

Code: YBK Description: Yearbook

Information | Students | History | Event Calendar

Code	Description	Begin Date	End Date
YBK	Yearbook		

Academic Eligibility Requirement

Staff

Staff Name ← Sponsor Type

Additional Staff Add

Line	Staff Name	Sponsor Type

Fee Information

District Fee Amount

Free/Reduced Fees		
Line	Code	Total FRM Amount

School Fees Add

Line	Fee Code	Category	Description	Amount

Figure 2-43 Groups Screen

For information on completing the tabs of the Groups screen, refer to [View and Edit Groups](#) in Chapter One.

GROUP ELIGIBILITY PROFILE

The **Group Eligibility Profile** screen resides in the Student screen Setup folder. It is used to create and store profiles containing common settings, for re-use, in the Update Eligibility process, the GRP403, and GRP404 reports.

Figure 2-44 Group Eligibility Profile

Create Group Eligibility Profile

1. Click **Add**. The Group Eligibility Profile (Add) screen opens.

Figure 2-45 Group Eligibility Profile (Add) Screen

2. Enter a **Name** and **Description** for the new profile.

3. Click **Save**. The screen closes and the information is displayed.
4. Select the appropriate values in the **GPA Calculation Options** and the **Current** and **Previous Course Count Options**.
5. Click **Save**.



Note: The process and reports will override the profile if the same setting is set in both places.

When running the Update Eligibility Process, GRP403 Master Eligibility List Report, and the GRP404 Master Eligibility List Extended, the Group Profile can be selected.

Report Interface
Name: **Group Eligibility** Number: **GRP402** Page Orientation: **Portrait**

Options | Sort / Output | Conditions | Selection | Advanced

School Group: [Dropdown] Season: [Dropdown] As Of Date: [Text]

Show Only Ineligible Students
 Show Grades From Grade Book
 Show Group Eligibility Requirements

Profile
Group Profile: [Dropdown]

GPA Calculation Options

Figure 2-46 Report Interface GRP402 Screen

Chapter Three: STUDENT GROUPS

In this chapter, the following topics are covered:

- ▶ [View And Edit Student Groups](#)
- ▶ [Student Groups Menu Options](#)
- ▶ [Add Student Groups](#)
- ▶ [Mass Assign Student Groups](#)

VIEW AND EDIT STUDENT GROUPS

Setup and configuration of Groups is done on the District Groups screen. These groups are added to the school on the School Groups screen. This configuration is outlined in the *Synergy SIS – Student Groups Administrator Guide*. Once the group is available at the school, the details of the group as it functions at that school are configured on the Groups screen. The Student Groups screen displays, by individual student, a detailed list of all groups, such as team sports, cheer leading, school clubs and organizations, to which a student belongs.

To find a student's list of groups,

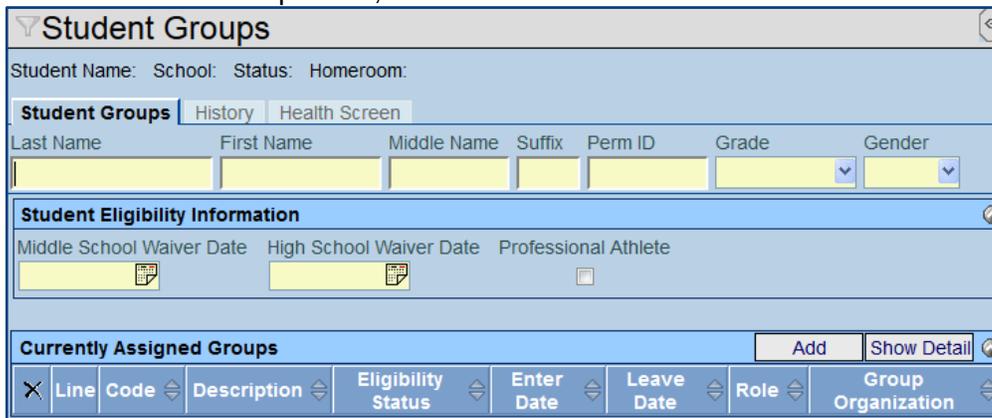
1. Navigate to **Synergy SIS > Student > Student Groups**.

2. Scroll  to find the student record desired

OR

Use Find mode.

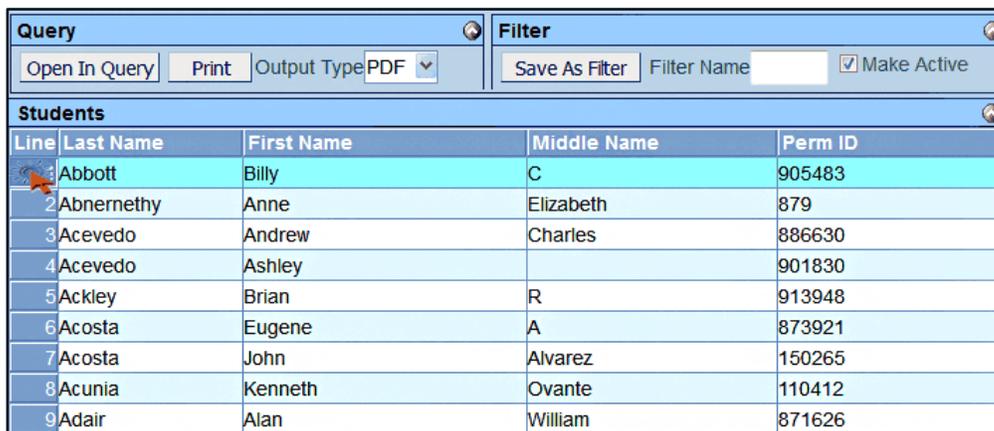
- Click .
- Enter all or part of any information in any of the yellow fields. Information may be selected from the drop-down, as well.



The screenshot shows the 'Student Groups' interface. At the top, there are search fields for 'Student Name', 'School', 'Status', and 'Homeroom'. Below these are tabs for 'Student Groups', 'History', and 'Health Screen'. A search form contains yellow input fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', and 'Gender'. Below the search form is a section for 'Student Eligibility Information' with fields for 'Middle School Waiver Date', 'High School Waiver Date', and 'Professional Athlete'. At the bottom, there is a table titled 'Currently Assigned Groups' with columns: Line, Code, Description, Eligibility Status, Enter Date, Leave Date, Role, and Group Organization. There are 'Add' and 'Show Detail' buttons next to the table header.

Figure 3-1 Student Groups Screen, Student Groups Tab

- Click **Find** or press **Enter**. The Student Groups: Find Result screen opens to display a list of groups matching the criteria entered.



The screenshot shows the 'Find Result Screen' with a 'Query' section containing 'Open In Query', 'Print', and 'Output Type PDF' options. A 'Filter' section includes a 'Save As Filter' button, a 'Filter Name' input field, and a 'Make Active' checkbox. Below is a table of student records:

Line	Last Name	First Name	Middle Name	Perm ID
1	Abbott	Billy	C	905483
2	Abnernethy	Anne	Elizabeth	879
3	Acevedo	Andrew	Charles	886630
4	Acevedo	Ashley		901830
5	Ackley	Brian	R	913948
6	Acosta	Eugene	A	873921
7	Acosta	John	Alvarez	150265
8	Acunia	Kenneth	Ovante	110412
9	Adair	Alan	William	871626

Figure 3-2 Student Groups: Find Result Screen

- Double click the line number of the student record. The Student Groups: Find Result screen closes and the student information displays on the Student Groups screen.



Note: When editing the information about a student's group, each tab must be edited separately and all changes saved before switching to a new tab.

STUDENT GROUPS TAB

The Student Groups tab lists the groups in which the student is currently active. Each group displays the Code and Description, the student's Eligibility Status, the date the student joined the group, and if appropriate, left the group. It displays the student's Role in the group, and the Group Organization (school name).

To view the group in the Groups screen, click the link for the group.

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

Student Groups History Health Screen

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **11** Gender: **Male**

Student Eligibility Information

Middle School Waiver Date: High School Waiver Date: Professional Athlete:

Currently Assigned Groups Add Show Detail

Line	Code	Description	Eligibility Status	Enter Date	Leave Date	Role	Group Organization
1	BASE	Baseball	Eligible	01/22/2014			Hope High School
2	VOL	Volleyball		02/14/2014			Hope High School
3	YBK	Yearbook		02/14/2014			Hope High School

Figure 3-3 Student Groups Screen, Student Groups Tab

1. A **Middle School Waiver Date** and/or **High School Waiver Date** may be entered or edited, (MMDDYY) or click and select the date.
2. Check **Professional Athlete** if this is an appropriate designation.
3. If a student no longer participates in the group, enter a **Leave Date** (MMDDYY) or click and select the date.
4. If the entire record of the student's participation in the group should be removed, click on the line of the group to delete.
5. Click **Save**.

To modify the details about a student's group,

1. Double-click the line number of the group. The line highlights and details display on the right.

The screenshot shows the 'Student Groups' interface for a student named **Abbott, Billy C.** at **Hope High School**. The student's status is **Active** and their homeroom is **403**. The 'Student Groups' tab is selected, showing a list of groups. Line 1, with code **BASE**, is highlighted. The 'General Information' sub-tab for this group is active, displaying fields for 'Student Contract' and 'Parent Consent Received', both of which are unchecked. There is an 'Update Fees' button. Below this, the 'Activity Fees' section shows a table with one entry:

Line	Transaction Date	Fee Code	Description	Fees	Category	Note
1	02/10/2014	PE	Additional Varsity	\$5.00	GYM	Fee: BASE - Baseball

Figure 3-4 Student Groups Screen, Students Groups Tab, Detail Screen, General Information Tab

The **General Information** detail tab displays information regarding student contracts, parent permission, and activity fees.

2. Check **Student Contract** and/or **Parent Consent Received** to associate either of these details with this student and this group.
3. Click **Update Fees** to update the list of fees associated with this student and this activity.
4. The **Activity Fees** that display, if any, are the same as the School Fees displayed on the Groups screen Information tab. However, on the General Information detail tab, they may be edited for that particular student. Edit directly in the desired fields.
5. Click **Save**.

The **Eligibility** detail tab displays information regarding the student's current, calculated and previous eligibility status for that group. If there has been an exception to the eligibility status that is unique to that student, it is recorded in the Teacher Mandate section. The Teacher Mandate overrides the Calculated eligibility.

The screenshot shows the 'Student Groups' interface for a student named Billy C. Abbott. The 'Eligibility' tab is selected for the 'BASE' group. The 'Current' eligibility status is 'Eligible' as of 02/04/2014, with a primary GPA of 1.75000. The 'Teacher Mandate' section shows a mandate of 'Eligible' starting on 02/14/2014. The 'Calculated' status is 'Ineligible' as of 02/04/2014. The 'Previous' status was 'Eligible' as of 3/10/2013. Reasons for ineligibility include credit attempts not meeting requirements and unmet discipline requirements.

Figure 3-5 Student Groups Screen, Students Groups Tab, Detail Screen, Eligibility Tab

Current eligibility is derived from the Calculated eligibility, unless there is a Teacher Mandate. Then it is based on the Teacher Mandate.

To enter a Teacher Mandate,

1. Click the **Teacher Mandate** drop-down and select the appropriate reason.
2. Enter the **Teacher Mandate Date** that this will be effective (MMDDYY) or click  and select date.
3. Enter a **Teacher Mandate Comment**, if appropriate. Click  to spell check. Click  for more space.
4. Click **Save** before moving to the next tab.

- Only the Teacher Mandate is editable. The Teacher Mandate overrides the Calculated eligibility.
- The **Calculated** eligibility is based on the Academic Eligibility Requirement selected on the Groups screen Information tab, and the District Group definition.
- The **Previous** section displays the information about the student's previous eligibility status.

The **Eligibility Detail** tab of the detail screen displays the student records that apply to the eligibility definition. These records only display if they are used in the eligibility definition. For example, if attendance is not used to calculate eligibility the student attendance records are not shown.

Student Groups

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

Student Groups History Health Screen

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **11** Gender: **Male**

Student Eligibility Information

Middle School Waiver Date: High School Waiver Date: Professional Athlete:

Currently Assigned Groups Add Hide Detail

Line	Code	Student Name	Age	School Name	Status	Homeroom
1	BASE	Abbott, Billy C.	17	Hope High School	Active	403

General Information Eligibility **Eligibility Detail** Awards Additional Information

Code: **BASE** Description: **Baseball** Eligibility Status: **Eligible** Enter Date: **01/22/2014** Leave Date:

Student Grades

Line	Course Name	Section ID	Mark	Comments	Subject Areas
1	Am Govt	1077	A-	B	10,10
2	Prin Eng III	1116	B		3,5,4
3	Intermediate Acting	0258	C	G,O	1
4	Weight Trn Boys	1963	B-	D,N	14,13
5	Prin&prac Econ	1435	A-		11
6	Rt 5th Per	1875	A	E	1
7	Rt 6th Per	1876	A		1

Primary GPA: **2.947** Group Profile: Show GPA Calculation

Discipline Incidents

Line	Incident Date	Description	Violations	Eligibility Met Date
1	03/12/2013	Billy was caught smoking marijuana in the boys locker room during lunch hour.	ALCOHOL & DRUGS - Illicit Drug > Use > Marijuana	

Open Dispositions

Line	Disposition Date	Description	Completed

Period Attendance

Line	Date	Absence Detail
1	03/02/2013	0-Unv; 1-Unv; 2-Unv
2	05/07/2013	0-Unv; 4-Unx; 5-Unx; 6-Unx

Daily Attendance

Line	Date	Reason 1	FTE 1	Reason 2	FTE 2
1	03/02/2013	Unv	1.00		0.00
2	04/01/2013	Unv	1.00		0.00

Figure 3-6 Student Groups Screen, Students Groups Tab, Detail Screen, Eligibility Detail Tab

1. Enter an **Eligibility Met Date** (MMDDYY) or click and select the date, if Discipline Incidents are part of the eligibility definition and the requirement has been met. When this date is entered, the discipline incident will no longer be counted against the student's eligibility.

2. Click **Save** before moving to the next tab.
3. To view a listing of the classes used to formulate the Primary GPA click **Show GPA Calculation**. The Student GPA Detail screen opens in a separate window. This screen is view only. See: *Synergy SIS Course History User Guide* for more information on student GPA.

Student GPA Detail

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

GPA Calculation Data

Line	Course ID	Term Code	Mark Source	Repeat Tag	Base Credits	Aca Type	Mark	Mark Point Value	Grade Period Weight	Credit		Grade Points / Quality Points	GPA Bonus	Skip Reason	
										Attempted	Completed				
1	EN46	S2	Third Quarter-3rd Qtr		0.500	R	B	2.66000	0.50	0.250	0.250	0.250	0.665	0	
2	FS77	S2	Third Quarter-3rd Qtr		0.500	R	A-	3.33000	0.50	0.250	0.250	0.250	0.833	0	
3	SS51	S2	Third Quarter-3rd Qtr		0.500	R	A-	3.33000	0.50	0.250	0.250	0.250	0.833	0	
4	NC962	S2	Third Quarter-3rd Qtr		0.500	R	A	3.66000	0.50	0.250	0.250	0.250	0.915	0	
5	PE762	S2	Third Quarter-3rd Qtr		0.500	R	B-	2.33000	0.50	0.250	0.250	0.250	0.583	0	
6	PAB6	YR	Third Quarter-3rd Qtr		1.000	R	C	1.66000	0.25	0.250	0.250	0.250	0.415	0	
7	NC952	S2	Third Quarter-3rd Qtr		0.500	R	A	3.66000	0.50	0.250	0.250	0.250	0.915	0	
8										1.75000	1.75000	1.750	5.158	0	

Definition Details

Weighted Definition:
 Grade Period Weight: Value comes from Grade Period Weight Grid in grading setup based on Term and Grading Period
 Credit Attempted = Base Credit x Mark Point Value
 Credit Completed = Base Credit x Mark Point Value
 Credit Weight = Credit Attempted
 Grade Points = Credit Completed x Mark Point Value
 GPA = Summation of Grade Points / Summation of Credit Weight

****Important Information****

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

GPA Calculation Formula

Total Points	Total Credit Weight	Post GPA Bonus	GPA/QPA	Raw Value (Prior To Rounding)	Maximum GPA Allowed
(5.158) /	1.750) +	0.000	= 2.947	2.9471428571428	

Additional GPA Information

GPA Definition: _____ GPA Grade Type: _____ Credit Weight Definition: _____
 Current Marking Period: CUR GPA

GPA Definition Details

Low Grade: 07 High Grade: 12 Weight GPA By Credit: Use Credit Weighting Rounding: Round on .5 or higher Decimals To Store: 3
 Do Not Use Grade Period Weight Grid

Repeat Tag

Line	Repeat Code	Name	Include In GPA Calculation	Include Credit

Figure 3-7 Student GPA Detail Screen

The **Awards** detail tab lists any awards the student received through their participation in the group and the date of the award.

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

Student Groups History Health Screen

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	11	Male

Student Eligibility Information

Middle School Waiver Date High School Waiver Date Professional Athlete

Currently Assigned Groups Add Hide Detail

Line	Code	Student Name: Abbott, Billy C.	Age: 17	School Name: Hope High School	Status:	Homeroom: 403
1	BASE	General Information Eligibility Eligibility Detail Awards Additional Information				
2	VOL	Code Description Eligibility Status Enter Date Leave Date				
3	YBK	BASE	Baseball	Ineligible	01/22/2014	

Lettered Letter Purchase Date
 11/18/2013

Awards Add

Line	Award Code	Award Date	Comment
1	JV	09/12/2011	Junior Varsity Letter
2	V	11/04/2013	Varsity Letter

Figure 3-8 Student Groups Screen, Students Groups Tab, Detail Screen, Awards Tab

1. Click **Add** on the Awards bar to record an award for a student. A blank line is added to the grid.
2. Select the **Award Code** from the drop-down.
3. Enter the **Award Date** or click and select the date.
4. Enter a **Comment**, if appropriate. Click to spell check. Click for more space.
5. Click **Save**, when finished.

The **Additional Information** detail screen displays district-added fields, created to track more information about the student's participation in the group. The screenshot below is an example.

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

Student Groups History Health Screen

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	11	Male

Student Eligibility Information

Middle School Waiver Date High School Waiver Date Professional Athlete

Currently Assigned Groups Add Hide Detail

Line	Code	Student Name: Abbott, Billy C.	Age: 17	School Name: Hope High School	Status:	Homeroom: 403
1	BASE	General Information Eligibility Eligibility Detail Awards Additional Information				
2	VOL	Code Description Eligibility Status Enter Date Leave Date				
3	YBK	BASE	Baseball	Ineligible	01/22/2014	

Team Position

Figure 3-9 Student Groups Screen, Students Tab, Detail Screen, Additional Information Tab

1. If district-specific fields have been added to the **Additional Information** tab of the detail screen, text may be entered or modified.
2. Click **Save**.
3. To close the detail screen and return to the main screen, click **Hide Detail**.

HISTORY TAB

The History tab default screen lists the groups in which the student is no longer active. Each group displays the Code, Description, Enter and Leave Dates, and Group Organization (school name).

Filters are available to include or exclude the groups displayed.

Line	Code	Description	Enter Date	Leave Date	Group Organization
1	CHS	Chess Club	11/14/2013	11/15/2013	Hope High School
2	BSK	Basketball	08/07/2013	11/15/2013	Hope High School
3	NHS	National Honor Scty	08/07/2013	11/15/2013	Hope High School
4	FOOT	Football	08/07/2013	11/15/2013	Hope High School
5	AVID	AVID	10/01/2013	11/15/2013	Hope High School

Figure 3-10 Student Groups Screen, History Tab

- Click the **Group History Filter** drop-down to select an option. The choices are: **All Groups for the Current Year for the Current School, All Groups for the Current Year for All Schools, All Groups for All Years for the Current School, All Groups for All Years for All Schools.**
- If **Include Active Groups** is checked, active groups display as well.
- The **Leave Date** is the only field that may be edited.
- Remove the **Leave Date** to reactivate a student into a group.
- Click **Save** when finished.
- If the entire record of the student's participation in the group should be removed, use the [Groups screen, History tab](#).
- To view additional details about each student's participation history in the group, click **Show Detail**. These tabs are not editable, except for the ability to edit the **Leave Date** as described above. Each tab contains the same fields as their liked-named tab on the detailed Students tab.

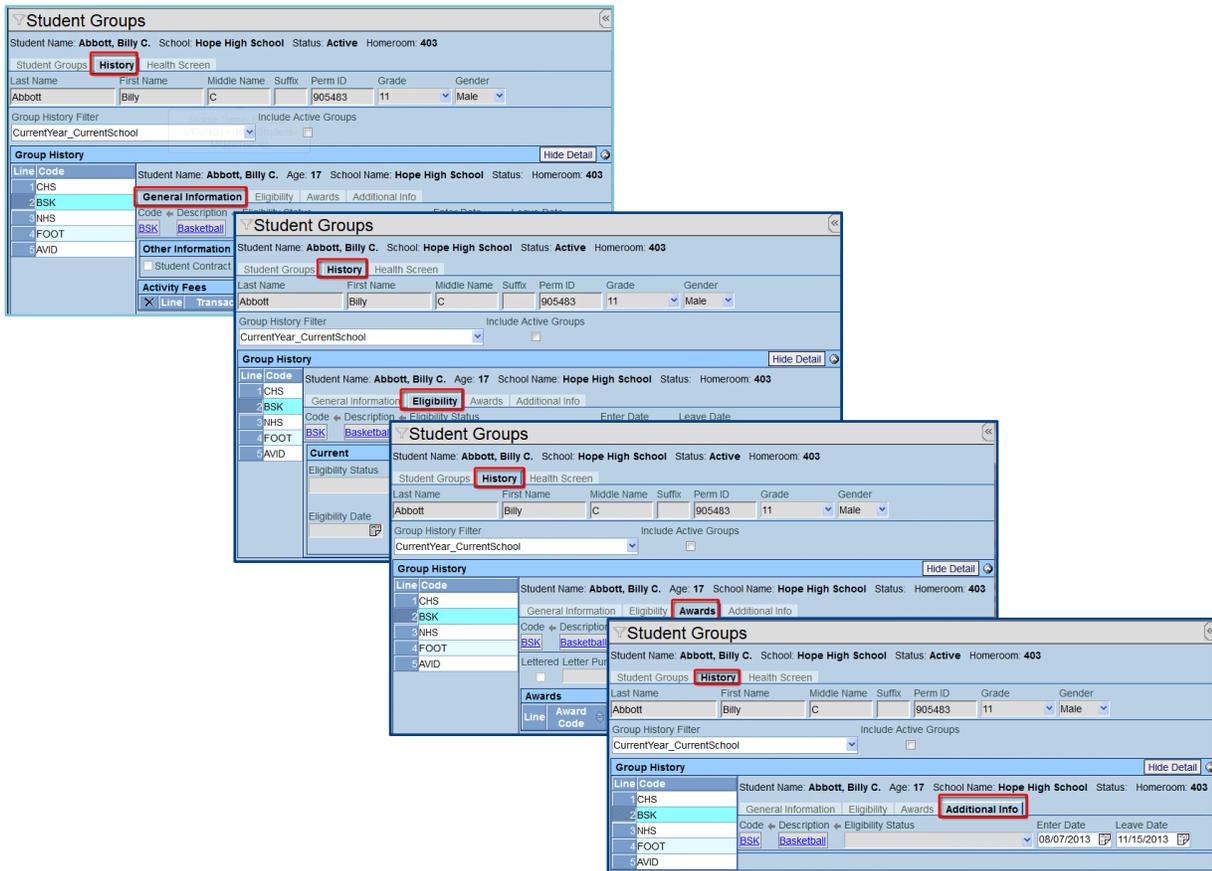


Figure 3-11 Student Groups Screen, History Tab, Detailed Tabs

HEALTH SCREEN TAB

The **Health Screen** tab displays any health or drug screenings the student has completed at any organization and for any year. It includes the date, type, result and the name of the person who administered the screening.

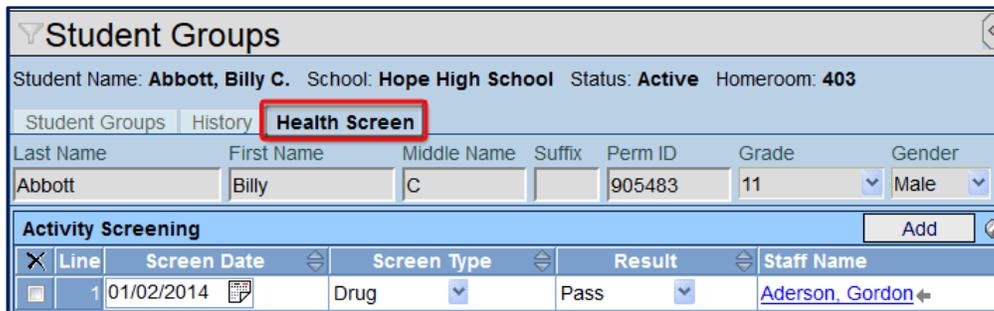


Figure 3-12 Student Groups Screen, Health Screen Tab

To add an activity screening:

1. Click **Add** on the Activity Screening bar.
2. Enter the **Screen Date** (MMDDYY) or click  and select date.
3. Select the **Screen Type**, either **Health** or **Drug**.
4. Select the **Result**, either **Pass** or **Fail**
5. Click  next to **Staff Name**. The Find Staff screen opens.
6. Enter partial or complete data on any of fields on screen.

OR

An asterisk (*) wildcard can be used as a substitute for any or all of characters in fields on the screen.

7. Click **Find**. Search Results displays a list of records matching criteria entered.
8. Double click anywhere on the line containing the name of the desired staff member. The Find: Staff screen closes and the name displays in **Staff Name**.
9. Click on the staff name (blue underlined link) for more information about that staff member.
10. Click **Save**.

STUDENT GROUPS MENU OPTIONS

REPORTS

The GRP201-Student Group Profile is available from the Menu drop-down.

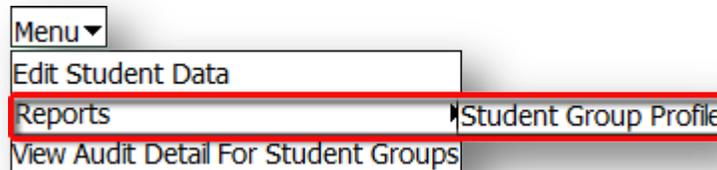


Figure 3-13 Student Groups, Menu Options, Reports

Edupoint		Hope High School		Year: 2013-2014	
School District		Student Group Profile		Report: GRP201	
Student Information					
Student Name	Perm ID	Gender	Grade	Address	
Abbott, Billy C.	905483	M	11	1955 S Val Vista Dr Mesa, AZ 85234	
Last Name Goes By	Nick Name	Birth Date			
	Will	05/08/1996			
Phone	Home Language	Resolved	Enter Date	Leave Date	
480-555-1214	New Language	Two or More	08/27/2013		
Custodial Information					
Father	Phone Type	Phone	Extension		
Aaron, Phil	C	480-555-0067			
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed					
Mother	Phone Type	Phone	Extension		
Aaron, Kathleen	H	480-555-1214			
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input type="checkbox"/> Lives With <input type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed					
AVID					
Enter Date:	Leave Date:	Coach			
10/01/2013	11/15/2013	Jackson, Kathy			
Eligibility Status:	Eligibility Reason:				
Baseball					
Enter Date:	Leave Date:	Coach			
01/22/2014		Berg, Justin			
Eligibility Status:	Eligibility Reason:				
Eligible					
Basketball					

Figure 3-14 GRP201 - Student Group Profile



Tip: Run the report from the Synergy SIS Navigation Tree Reports module to select additional options. For more information about running reports for student groups, see [Chapter Five: Reports](#).

VIEW AUDIT DETAIL FOR STUDENT GROUPS

The Audit Trail History screen lists all changes made to the student's records, including what was changed, who changed it, and when. It is the same audit trail report available through the Student screen. Because the Student Groups information is stored in a grid, it is not yet available for tracking via the audit detail report.

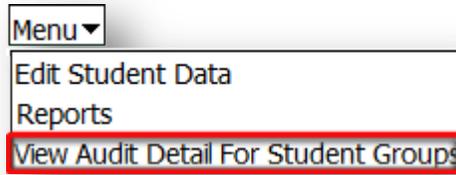


Figure 3-15 Student Groups, Menu Options,

Audit Trail History							
Properties							
Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	Student	ScrollCompositeKey	Update	ABBOTT BILLY	ABBOTT BILLY	User, Admin	02/14/2014 16:47:55
2		MiddleName	Update	C	CHarles	User, Admin	02/14/2014 16:47:55
3	Student	MiddleName	Update	CHarles	C	User, Admin	02/12/2014 09:21:57
4		ScrollCompositeKey	Update	ABBOTT BILLY	ABBOTT BILLY	User, Admin	02/12/2014 09:21:57
5	Student	Email	Update		staffdemo@edupoint.com	User, Admin	02/07/2014 09:33:01
6	Student	LastNameGoesBy	Update			User, Admin	02/03/2014 10:13:18

Figure 3-16 Student Groups Audit Trail History Screen

ADD STUDENT GROUPS

Setup and configuration of Groups is done on the District Groups screen. These groups are added to the school on the School Groups screen. Once the group is available at the school, the group can be added to the student record as follows:

1. Click **Add** on the Currently Assigned Groups bar. The **Find: School Student Group** screen opens.

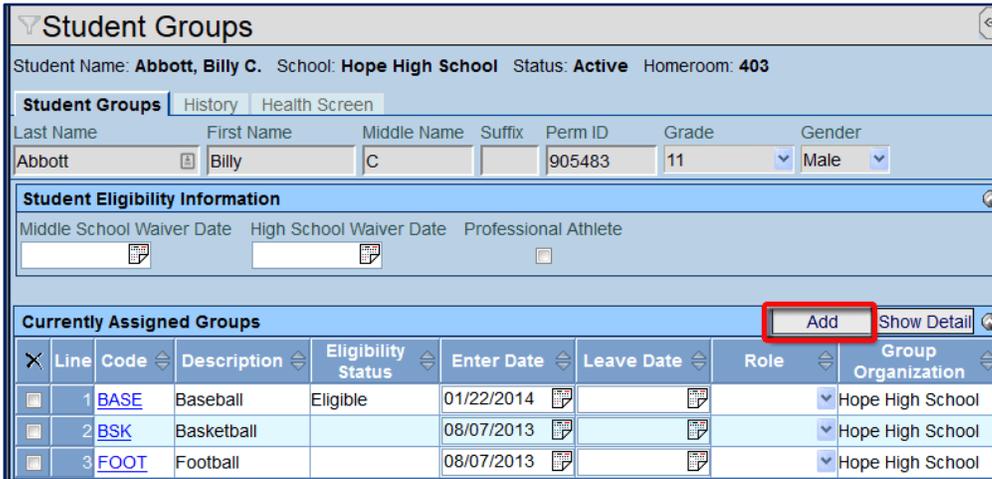


Figure 3-17 Student Groups Screen

2. Enter all or part of the group's **Description** or **Organization Name**.
3. Click **Find**. The groups that match the criteria display in the **Find Result** grid.

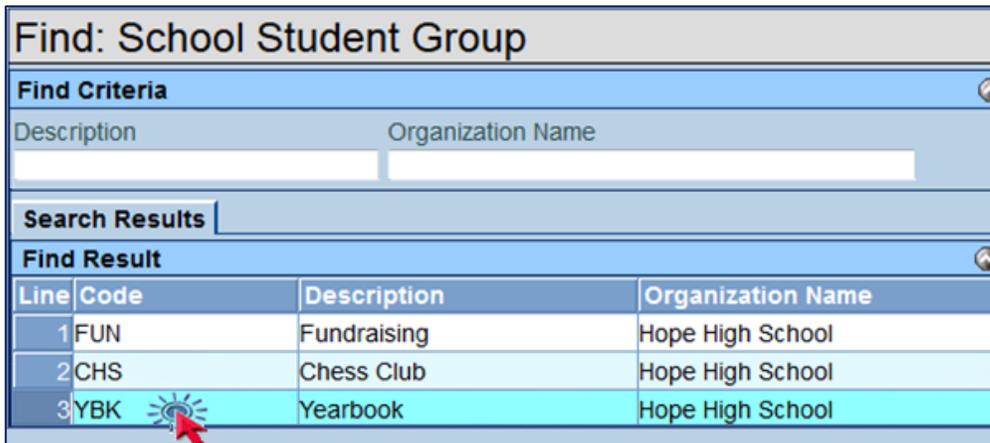


Figure 3-18 Find: School Student Group Screen



Tip: Click **Find**, without entering any information in the **Description** or **Organization Name** to display a list of all the groups.

4. Double click on the line of the desired group to add. The group information displays on the Currently Assigned Groups grid.
5. Complete the **Enter Date** the student joined the group (MMDDYY) or click  and select the date.
6. Click **Save**.

MASS ASSIGN STUDENT GROUPS

Use the Mass Assign Student Groups screen to assign or reassign many students to groups at the same time.

1. Go to **Synergy SIS > Student > Mass Assign Student Groups**. Use the Student Group tab to select and define the group for mass assignment.

Figure 3-19 Mass Assign Student Groups Screen, Student Group Tab

Select and Define Group

2. Select the student group from the **Groups** drop-down.
3. Enter the group **Start Date** (MMDDYY) or click  and select the date.

Select the **Conditions** desired to filter the selection.

- Any student meeting all of these conditions will be added to the selected group.

4. Check the **Grade(s)** desired.

OR

Check    to select all grades.

5. Click the **Gender** drop-down to choose either male or female.
6. Click the **Copy from Group** drop-down to select from current school year groups.
7. Click the **Copy from Previous Year Group** drop-down to select from an earlier year.
8. Click  next to **Section ID** to select a section. The Find: Section screen opens.
9. Enter any or all the information on the Find Criteria fields.
10. Click **Find**. The Search Results displays a list of sections matching criteria.
11. Double-click on the line containing the desired section. The Find: Section screen closes and section ID number displays on the Mass Assign Student Groups screen.

Check the **Rules** desired when mass assigning this group.

- When running without any of the following rules selected, students who are not currently enrolled in the selected group will be added to the selected group.

12. Check **Replace start date if student is currently enrolled in group** to update current group members.
13. Check **Remove all students currently enrolled in the group** to remove those students.
14. If *no additional students are to be added*, click **Update Group**.

OR

If *additional students are to be added*, click the **Student Selection** tab.

Include Additional Students New to Group

Students on this grid will be added to the selected group in addition to the students meeting the conditions setup on the first tab.

1. Click **Chooser**. The Chooser screen opens.
2. Enter partial or complete data on any white field.
3. Click **Find**. Search Results displays a list of records matching criteria entered
4. Click anywhere on appropriate student record to highlight.
5. Press **CTRL** while clicking records to select multiple records at a time.

The screenshot shows the 'Chooser' interface. At the top, there is a 'Find Criteria' section with input fields for Last Name (containing 'S'), First Name, Middle Name, Suffix, Perm ID, Grade (a dropdown menu), and Organization Name. Below this are two buttons: 'Add Selected Row(s) >' and 'Add All Row(s) >>'. The main area is divided into two panes. The left pane, titled 'Search Results', contains a table with columns: Line, Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, and Organization Name. The right pane, titled 'Selected Items', contains a similar table with an additional 'X' column for deletion. The search results table lists 8 students from Hope High School.

Line	Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Organization Name
1	Saager	Philip	Thomas		109614	11	Hope High School
2	Sabin	Betty	Ruth		872037	12	Hope High School
3	Sack	Joshua	Whitney		966048	11	Hope High School
4	Saco	Eric	Frank		911984	10	Hope High School
5	Saenz	Patricia			927930	11	Hope High School
6	Safsten	Lawrence	E		888670	11	Hope High School
7	Salazar	Eugene	Sean		136572	12	Hope High School
8	Salazar	Louis	Joseph		877610	12	Hope High School

Figure 3-20 Chooser Screen

6. Click .

OR

Click . This moves all records found in Find Result column to Selected Items column.

Multiple searches may be made until all records have been found and added to Selected Items column.

7. Check to delete an undesired record from Selected Items column, if needed.

- Click **Select**. This will close the Chooser screen and the student records selected display on the Student Selection tab.

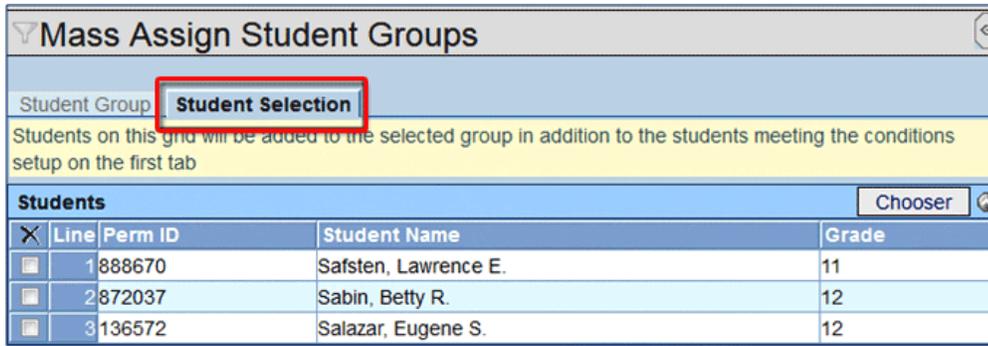
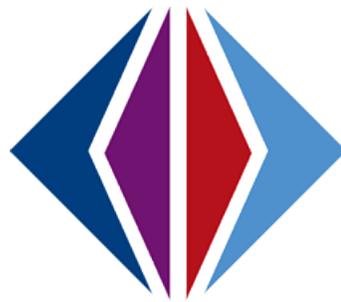


Figure 3-21 Mass Assign Student Groups Screen, Student Selection Tab

- Click **Update Group** to run the mass assignment.



Chapter Four: LETTERS AND AD HOC GROUPS

In this chapter, the following topics are covered:

- ▶ [View And Edit Student Groups](#)
- ▶ [School Group Letters](#)
- ▶ [View And Edit Student Ad Hoc Groups](#)
- ▶ [Add Student Ad Hoc Groups](#)

SCHOOL GROUP LETTERS

The School Group Letters screen displays all of the letters awarded to the students. These are entered through the Groups screen or the Student Groups screen. Once a letter is awarded to the student, the letter must be purchased. The date of purchase is recorded through the School Group Letters screen.

To view student letters and record purchases:

1. Go to **Synergy SIS > Student > Setup > School Group Letters**.

The screenshot shows the 'School Group Letters' interface. At the top, there are two tabs: 'Letters' (selected) and 'Letter Awards'. Below the tabs is a 'Result Filter' section with four dropdown menus: 'School Group', 'Letter Type', 'Season', and 'Group End Date'. There is a checkbox for 'Show Only Letters To Purchase' and a 'Filter Letters' button. Below the filter section are three buttons: 'Select All', 'Clear All', and 'Mark Selected As Purchased', followed by a 'Purchase Date' input field. The main area is a table titled 'Letters Earned' with the following data:

Line	Student Name	Letter Type	Activities	Letter Already Purchased	Purchase Date	Purchase Letter
1	Abbott, Billy C.	Baseball	Baseball	<input checked="" type="checkbox"/>	02/03/2014	<input type="checkbox"/>
2	Abbott, Billy C.	Basketball	Basketball	<input checked="" type="checkbox"/>	02/03/2014	<input type="checkbox"/>
3	Abbott, Billy C.	Football	Football	<input checked="" type="checkbox"/>	02/03/2014	<input type="checkbox"/>

Figure 4-1 School Group Letters Screen

2. To filter the list of letters, enter the **School Group**, **Letter Type**, **Season**, and/or **Group End Date**.
3. To show only the letters that have not been purchased, check **Show Only Letters To Purchase**.
4. Click **Filter Letters**.

To record letters as purchased for an individual student,

1. Check **Purchase Letter**.
2. Enter the **Purchase Date**.
3. Click **Mark Selected as Purchased**.

To record purchases in bulk,

1. Click **Select All**.
2. Enter the **Purchase Date**.
3. Click **Mark Selected As Purchased**.

To view and record purchases by groups instead of by student,

1. Click the **Letter Awards** tab.
2. This tab works exactly the same as the Letters tab, but the letters are sorted by group instead of by student.

School Group Letters

Letters **Letter Awards**

Result Filter

School Group Letter Type Season Group End Date

Show Only Letters To Purchase

Filter Letters

Select All Clear All Mark Selected As Purchased Purchase Date

Letter Awards

Line	Activity	Student Name	Purchased	Purchase Date	Purchase Award
1	Baseball	Abbott, Billy C.	<input checked="" type="checkbox"/>	10/07/2013	<input type="checkbox"/>
2	Basketball	Abbott, Billy C.	<input checked="" type="checkbox"/>	02/10/2014	<input type="checkbox"/>
3	Football	Abbott, Billy C.	<input checked="" type="checkbox"/>	01/03/2013	<input type="checkbox"/>

Figure 4-2 School Group Letters Screen, Letter Awards Tab

VIEW AND EDIT STUDENT AD HOC GROUPS

Student Ad Hoc Group lists the informal groups to which a student belongs, such as study groups, student government, or special projects. These groups do not track eligibility requirements, fees, letters or other information except start and end dates.

To find a student's list of groups,

1. Navigate to **Synergy SIS > Student > Student Ad Hoc Group**.
2. Scroll  to find the student record desired.

OR

Use Find mode.

- Click .
- Enter all or part of any information in any of the yellow fields. Information may be selected from the drop-down, as well.

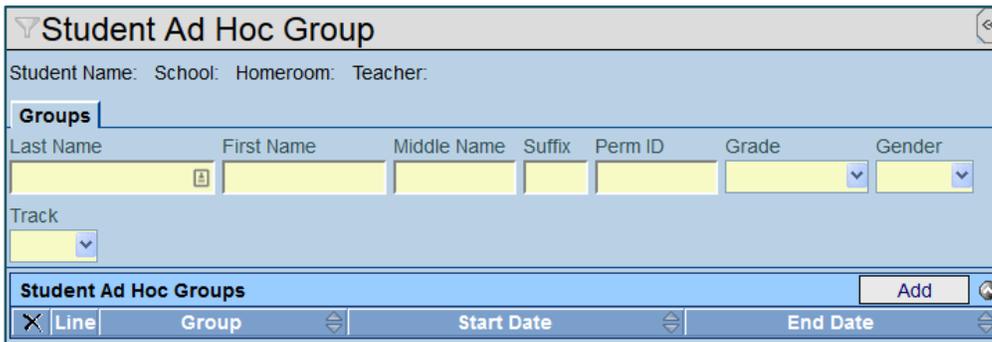


Figure 4-3 Student Ad Hoc Group Screen

- Click **Find** or press **Enter**. The Student Ad Hoc Group: Find Result screen opens to display a list of groups matching the criteria entered.

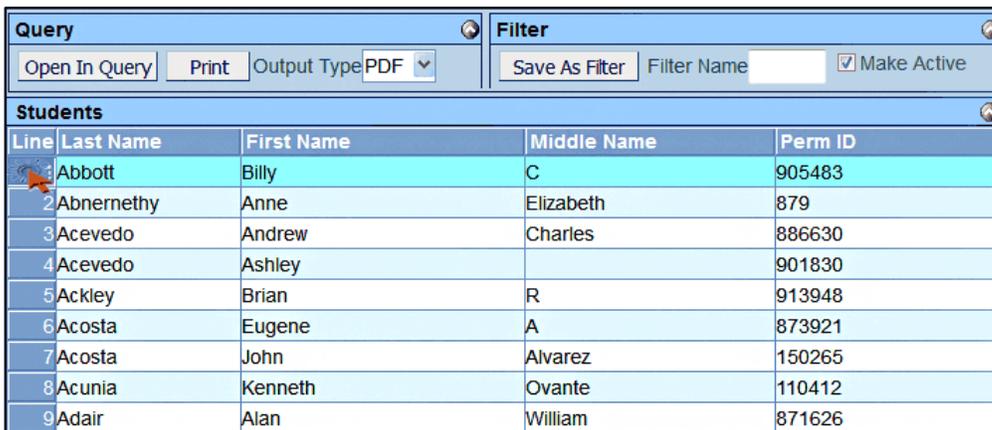


Figure 4-4 Student Groups: Find Result Screen

- Double click the line number of the student record. The Student Ad Hoc Group: Find Result screen closes. The student information including a list their current ad hoc groups, displays on the Student Ad Hoc Group screen.

Student Ad Hoc Group <<

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

Groups

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	11	Male

Track

Student Ad Hoc Groups Add

Line	Group	Start Date	End Date
1	Advanced P	09/12/2013	
2	Quick Group	01/09/2014	

Figure 4-5 Student Ad Hoc Group Screen

1. Select a different **Group** from the drop-down, if desired.
2. The **Start** and **End Dates** may be edited as well, (MMDDYY) or click  and select the date.
3. Click **Save** when finished.

ADD STUDENT AD HOC GROUPS

Before ad hoc groups can be added to a student's record, they need to be added to the Ad Hoc Groups lookup table. This table can be modified as outlined in the *Synergy SIS – Student Groups Administrator Guide*. Once the group is available at the district, the group can be added by:

1. Navigate to **Synergy SIS > Student > Student Ad Hoc Group**.
2. Click **Add** on the **Student Ad Hoc Groups** bar. A blank line is added.

The screenshot shows a web form titled "Student Ad Hoc Group". At the top, it displays student information: "Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **403** Teacher: **Sullivan, J.**". Below this is a "Groups" section with input fields for "Last Name" (Abbott), "First Name" (Billy), "Middle Name" (C), "Suffix", "Perm ID" (905483), "Grade" (12), "Gender" (Male), and "Track". An "Add" button is located to the right of these fields. Below the "Add" button is a table titled "Student Ad Hoc Groups". The table has columns for "Line", "Group", "Start Date", and "End Date". A single row is visible with "Line" 1, "Group" "Prom Commi", "Start Date" "02/14/2011", and "End Date" "04/30/2011".

Line	Group	Start Date	End Date
1	Prom Commi	02/14/2011	04/30/2011

Figure 4-6 Adding a Student Ad Hoc Group

4. Select the name of the **Group** from the drop-down.
5. Enter the **Start Date** and **End Date** for the student's participation in the group (MMDDYY) or click  and select the date.
6. Click the **Save**.

Chapter Five: REPORTS

In this chapter, the following topics are covered:

- ▶ [GRP201 - Student Group Profile](#)
- ▶ [GRP202 – Student Group History](#)
- ▶ [GRP401 – Student Group List Report](#)
- ▶ [GRP402 – Group Eligibility](#)
- ▶ [GRP410 – Student Letter Purchasing Report](#)

The available Student Groups reports are found under the Synergy SIS, Student, Reports folder. Three of these reports are accessible from the Menu drop-down on the Groups and Student Groups screens, as well, as mentioned earlier in this guide.

Individual reports print out information about a single student, but can be printed for multiple students at one time. List reports generate a list of students and their information, as specified by the description.

To access the available Student Groups reports:



Figure 5-1 Synergy SIS Navigation Tree

1. Open the Synergy SIS Navigation Tree by clicking on the **Tree** button.
2. Expand the Synergy SIS folder by clicking on the name **Synergy SIS** or the blue triangle pointing next to the word. Once clicked, the triangle will turn green and point downward.



Figure 5-2 Expand Synergy SIS Folder

3. Under the Synergy SIS folder, click on the name **Student** or click on the blue triangle pointing right next to it.
4. Click on the name **Reports** or click on the blue triangle pointing right next to it.
5. Repeat the process to access any of the report categories.
6. Click on the **name** or the **icon** of the report to open.
7. Select the options to be used in printing the report. Individual report descriptions follow.
8. Once the report options have been set, click on the **Print** button. The report will display as a PDF file, which can be sent to the printer or saved.

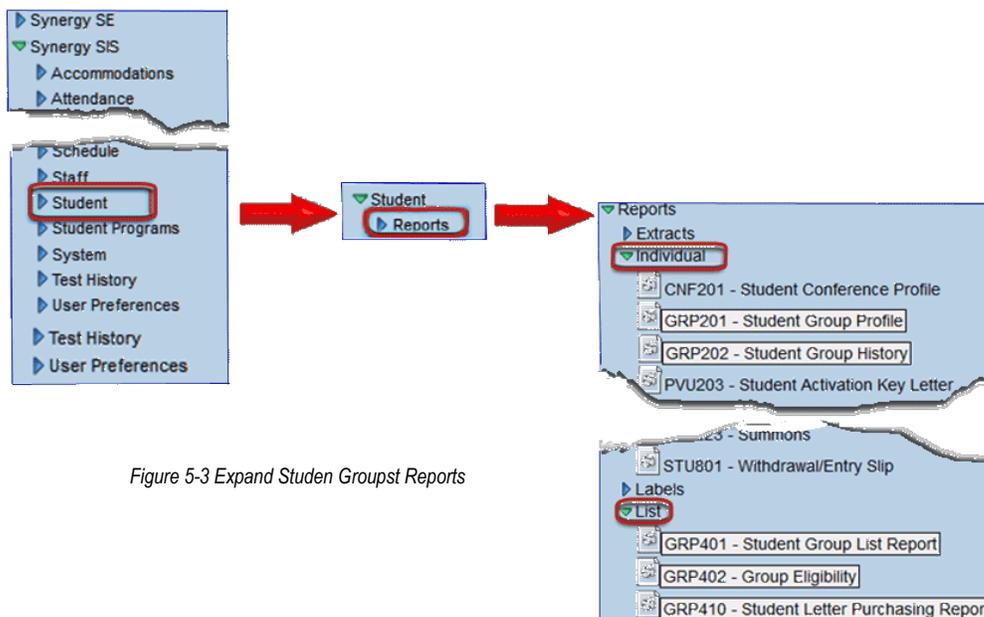


Figure 5-3 Expand Student Group Reports

GRP201 – STUDENT GROUP PROFILE

Location: **Synergy SIS>Student>Reports>Individual**

The GRP201 report prints a separate report for each student, listing the details of their current group participation.

The screenshot shows a web-based report interface. At the top, it says 'Report Interface' with a back arrow icon. Below that, it displays 'Name: Student Group Profile', 'Number: GRP201', and 'Page Orientation: Portrait'. There is a tabbed menu with 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Options' tab is selected, and it contains a 'Student Info' section. This section has several input fields: 'Perm ID' (text), 'Gender' (dropdown), 'Last Name' (text), 'First Name' (text), 'Middle Name' (text), 'Grade' (two dropdowns separated by a hyphen), and 'Group' (dropdown).

Figure 5-4 GRP201 - Student Group Profile Report Interface

REPORT OPTIONS:

Perm ID: Filter report output to include just the specified student attached to the permanent ID.

Gender: Filter report output to include just the selected gender group.

Last Name: Filter report output to include just the selected student(s) by last name.

First Name: Filter report output to include just the selected student(s) by first name.

Middle Name: Filter report output to include just the selected student(s) by middle name.

Grade: Filter report output to include just the selected grade or grade range.

Group: Filter report output to include just the selected group.

		Hope High School Student Group Profile		Year: 2013-2014 Report: GRP201	
Student Information					
Student Name (Abbott, Billy C.)		Perm ID 905483	Gender M	Grade 11	Address
Last Name Goes By		Nick Name Will	Birth Date 05/08/1996		1955 S Val Vista Dr Mesa, AZ 85234
Phone 480-555-1214	Home Language Italian	Resolved Two or More	Enter Date 08/27/2013	Leave Date 02/25/2014	
Custodial Information					
Father Aaron, Phil	Phone Type C	Phone 480-555-0067	Extension		
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed					
Mother Aaron, Kathleen	Phone Type H	Phone 480-555-1214	Extension		
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed					
AVID					
Enter Date: 10/01/2013	Leave Date: 11/15/2013	Coach Jackson, Kathy			
Eligibility Status:		Eligibility Reason:			
Baseball					
Enter Date: 01/22/2014	Leave Date: 02/25/2014	Coach Berg, Justin			
Eligibility Status: Eligible		Eligibility Reason:			
Basketball					
Enter Date: 08/07/2013	Leave Date: 02/25/2014	Coach Aderson, Gordon			
Eligibility Status:		Eligibility Reason:			
Football					
Enter Date: 02/19/2014	Leave Date: 02/25/2014				
Eligibility Status:		Eligibility Reason:			
National Honor Scty					
Enter Date: 08/07/2013	Leave Date: 11/15/2013				
Eligibility Status:		Eligibility Reason:			
Volleyball					
Enter Date: 02/14/2014	Leave Date: 02/18/2014				
Eligibility Status:		Eligibility Reason:			
* = Audit Class					
Printed by Admin User at 02/25/2014 9:19 AM		Edupoint School District		Page 1 of 51	

(Abbott, Billy C.)

Figure 5-5 GRP201 - Student Group Profile Report

GRP202 – STUDENT GROUP HISTORY

Location: **Synergy SIS>Student>Reports>Individual**

The GRP202 report prints the student's current and historical group membership details.

Report Interface

Name: **Student Group History** Number: **GRP202** Page Orientation: **Portrait**

Options | Sort / Output | Conditions | Selection | Advanced

Student Info

Perm ID Gender

Last Name First Name Middle Name

Grade -

Current Group Information

Criteria selected here will affect only the students returned, not the historical group information returned for the student.

Group Type

Student Group

After School Program AVID Baseball Basketball Cheerleading Chess Club
 Yearbook Football Fundraising National Honor Scty Volleyball

Historical Group Information

Criteria selected here will determine what group history data is returned with the report.

Grade -

Group Type

Group Codes

01 02 03 04 AFTR AVID BASE BSK CHR CHS
 FOOT FUN NHS VOL YBK

Figure 5-6 GRP202 - Student Group History Report Interface

REPORT OPTIONS:

Perm ID: Filter report output to include just the specified student attached to the permanent ID.

Gender: Filter report output to include just the selected gender group. **Last/First/Middle Name:** Filter report output to include just the selected student(s) by name.

Grade: Filter report output to include just the selected grade or grade range.

Group Type: Filter report output to include just the selected current group type.

Student Group: Filter the current groups to be included by selection.

Grade: Filter historical groups report output to include just the selected grade or grade range.

Group Type: Filter report output to include just the selected historical group type.

Group Code: Filter the historical groups to be included by selection of the historical group code.



Hope High School Student Group History

Year: 2013-2014
Report GRP202

General Information

Student Name: (Abbott, Billy C.)		Perm ID: 905483	Gend: M	Grade: 11	Enter Date: 08/27/2013	Leave Date: 02/25/2014
Last Name Goes By: 480-555-1214		Nick Name: Will	Birth Date: 05/08/1996		Address: 1955 S Val Vista Dr Mesa, AZ 85234	
		Home Language: Italian	Resolved Two or More			

2013-2014 Hope High School, Grade 11

Enter Date	Leave Date	Student Group	Lettered	Eligibility Status
02/19/2014	02/25/2014	Football	<input checked="" type="checkbox"/>	
Award Date	Award - Comment			
02/10/2014	Sports Pin			
02/19/2014	02/25/2014	Yearbook	<input type="checkbox"/>	
02/14/2014	02/18/2014	Volleyball	<input type="checkbox"/>	
01/22/2014	02/25/2014	Baseball	<input checked="" type="checkbox"/>	Eligible
10/01/2013	11/15/2013	AVID	<input type="checkbox"/>	
08/07/2013	02/25/2014	Basketball	<input checked="" type="checkbox"/>	
08/07/2013	11/15/2013	National Honor Scty	<input type="checkbox"/>	

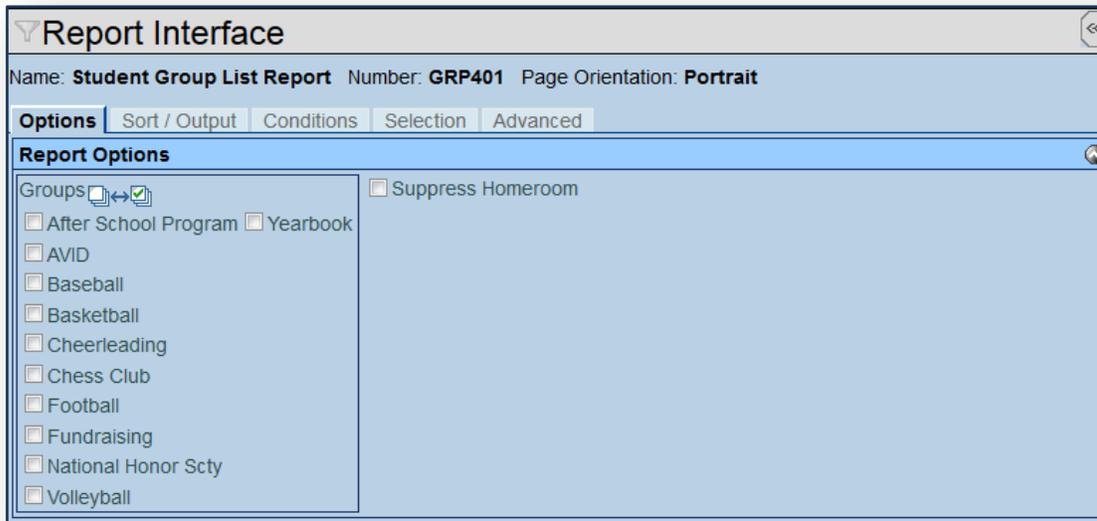
Figure 5-7 GRP202 - Student Group History Report

GRP401 – STUDENT GROUP LIST REPORT

Location: Synergy SIS>Student>Reports>List

The GRP401 report prints a list of students in each group selected. It includes the code and group name, student name, perm ID, grade, gender, phone, homeroom, enter date and leave date. The report may be filtered to print one or more groups in the school.

This report is utilized by school staff to give to leaders of the groups for meetings and group functions.



The screenshot shows a web-based interface titled "Report Interface". At the top, it displays "Name: Student Group List Report", "Number: GRP401", and "Page Orientation: Portrait". Below this are several tabs: "Options", "Sort / Output", "Conditions", "Selection", and "Advanced". The "Options" tab is active, showing a "Report Options" section. On the left, there is a "Groups" section with a list of checkboxes for various groups: After School Program, AVID, Baseball, Basketball, Cheerleading, Chess Club, Football, Fundraising, National Honor Scty, and Volleyball. On the right, there is a checkbox for "Suppress Homeroom".

Figure 5-8 GRP401 - Student Group List Report Interface

REPORT OPTIONS:

Groups: Select groups to print.

Other options: Check Suppress Homeroom to remove this information from the printed report.

Code:		Description:			Category:		Staff Name	
BASE		Baseball					Berg, Justin	
		Hope High School					Year: 2013-2014	
		Student Group List Report					Report: GRP401	
Student Name	Perm ID	Grd	Gen	Phone	Homeroom	Role	Enter Date	Leave Date
(Abbott, Billy C.)	905483	11	M	480-555-1214	403		01/22/2014	02/25/2014
Baker, Norma R.	901599	10	F	480-555-4834	202		08/07/2013	
Cabrera, Daniel C.	115459	10	M	480-555-0644	128		08/07/2013	
Cahoon, Jonathan W.	937264	10	M	480-555-8610	119		08/07/2013	
Caley, Phillip J.	891739	12	M	480-555-3834	P-21		08/07/2013	
Campbell, Michael R.	914129	10	M	480-555-9430	P-14		08/07/2013	
Clark, Terry B.	881801	10	M	480-555-2830	P-14		08/07/2013	
Huntington, Roger M.	873429	12	M	480-555-4827	SEM		08/07/2013	02/13/2014
Ibarra, Mark A.	112046	12	M	480-555-5834	402		08/07/2013	02/13/2014
Ipsen, Anthony R.	118615	10	M	480-555-6325	306		08/07/2013	02/13/2014
Jackson, Douglas B.	886069	11	M	480-555-4964	ANNX		08/07/2013	02/13/2014
Jackson, Mark A.	104475	10	M	480-555-6969	209		08/07/2013	02/13/2014
James, Thomas M.	871874	12	M	480-555-3844	No Room		08/07/2013	02/13/2014
Kamp, Gregory C.	143318	10	M	480-555-1964	225		08/07/2013	02/13/2014
Kamp, Philip M.	142659	12	M	480-555-2655	410		08/07/2013	02/13/2014
Morud, Louis M.	891072	10	M	480-555-9962	403		08/07/2013	02/13/2014
Nansel, Craig B.	903013	10	M	480-555-3898	SEM		08/07/2013	02/13/2014
Navidad, Howard C.	970236	11	M	480-555-3964	P-26		08/07/2013	02/13/2014
Sabin, Betty R.	872037	12	F	480-555-8834	413		02/04/2014	02/13/2014
Safsten, Lawrence E.	888670	11	M	480-555-4834	213		02/04/2014	02/13/2014
Salazar, Eugene S.	136572	12	M	480-555-4969	136		01/02/2012	02/13/2014
Wachter, Douglas J.	873813	12	M	480-555-9807	103		08/07/2013	09/23/2013
Waldeck, Nicholas R.	873975	12	M	480-555-6464	403		08/07/2013	01/06/2014
Zart, Frank S.	837853	12	M	480-555-2396	P-26		08/07/2013	02/05/2014
							Total Students: 24	

Figure 5-9 GRP401 - Student Group List Report

GRP402 – GROUP ELIGIBILITY

Location: Synergy SIS>Student>Reports>List

The GRP402 report provides a separate report for each group and each student showing the student’s eligibility status for the group.

Report Interface

Name: **Group Eligibility** Number: **GRP402** Page Orientation: **Portrait**

Options | Sort / Output | Conditions | Selection | Advanced

School Group: [Dropdown] Season: [Dropdown] As Of Date: [Text]

Show Only Ineligible Students
 Show Grades From Grade Book
 Show Group Eligibility Requirements

Profile

Group Profile: [Dropdown]

GPA Calculation Options

Use Previous Grade Period To Calculate Current GPA Only: [Dropdown]

Select an additional school year to be included in the GPA calculations. If course counts use GPA , the additional school year data will be included in the course counts as well.
 [Dropdown]

Current Course Count Options

Method Used For Student Current Course Count: [Dropdown] Course Count Date: [Text]

Used in conjunction with the courses as of course count date option. Sections whose terms match the selected terms will be considered for course count even if the term dates do not overlap the course count date.

Year Semester 1 Semester 2 Quarter 1
 Quarter 2 Quarter 3 Quarter 4 Trimester 1
 Trimester 2 Trimester 3 Semester First two trimesters
 Second two trimesters Trimester Quarter

Previously Passed Course Count Options

Course Count Option: [Dropdown]

Course History Month Begin: [Dropdown] Course History Month End: [Dropdown]

If course count is from course history only, any course history record whose type matches the selected value will be included in the additional year course count value.
 [Dropdown]

Figure 5-10 GRP402 - Group Eligibility Report Interface

REPORT OPTIONS:

School Group: Filter report output to display the selected group.

Season: Filter report output to display the selected season.

As Of Date: Filter report output to display data based on the date entered.

Show Only Ineligible Students: Filter report output to display only ineligible students.

Show Grades From Grade Book: Filter report output to show grades from Grade Book rather than Synergy SIS grades.

Show Group Eligibility Requirements: Prints the group eligibility requirements on the report output.

Group Profile: If a profile has been defined on the Group Eligibility Profile screen, it may be selected from the drop-down.

Use Previous Grade Period To Calculate Current GPA Only: Yes/No

Select an additional school year to be included in the GPA calculations. If course counts use GPA, the additional school year data will be included in the course counts as well:
Previous school year (or summer school session)

Method Used For Student Current Course Count: Courses Excluding Course History Used in GPA Calculation (Default), Current Grading Period Courses Courses as of Course Count Date (must enter date)

Course Count Date: Enter if **Current Grading Period Courses Courses as of Course Count Date** was selected above.

Section Checkboxes: Used in conjunction with the courses as of course count date option. Sections whose terms match the selected terms will be considered for course count even if the term dates do not overlap the course count date

Course Count Option: Get values from GPA calculation (default), Course Counts From Course History Only, Course Counts From Course History plus counts from Courses Passed from Previous Year Grade

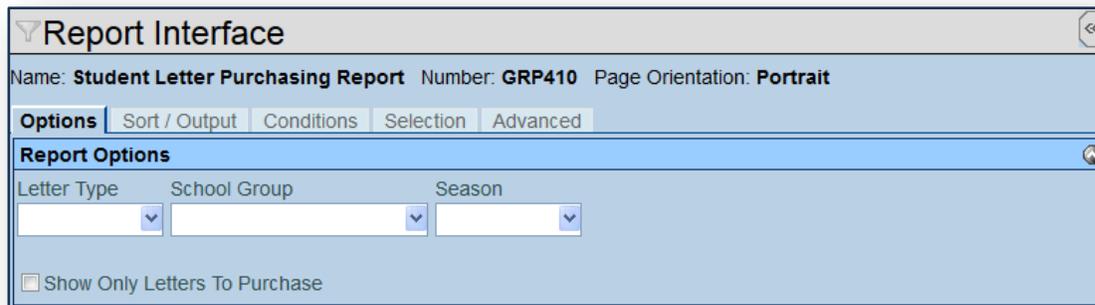
		<h2>Hope High School Group Eligibility</h2>			Year: 2010-2011 Report: GRP402	
Group Information						
Code: BASE		Description: Baseball				
Staff Name:			Begin Date: 08/09/2010	End Date:	Season:	
Acevedo, Andrew						
Perm ID: 886630	Gender: M	Grade: 11	Birth Date: 03/03/1994	Enter Date: 11/10/2010	Leave Date:	
Calculated Eligibility: Ineligible		Reason <ol style="list-style-type: none"> 1. Health Screen is required on or after 8/9/2009. 2. Drug Screen is required on or after 2/9/2010. 3. Insurance Information is required for activity participation. 				
Ackley, Brian R.						
Perm ID: 913948	Gender: M	Grade: 12	Birth Date: 05/09/1993	Enter Date: 11/10/2010	Leave Date:	
Calculated Eligibility: Ineligible		Reason <ol style="list-style-type: none"> 1. Health Screen is required on or after 8/9/2009. 2. Drug Screen is required on or after 2/9/2010. 3. Insurance Information is required for activity participation. 				
Acosta, Eugene A.						
Perm ID: 873921	Gender: M	Grade: 12	Birth Date: 10/05/1993	Enter Date: 11/10/2010	Leave Date:	
Calculated Eligibility: Ineligible		Reason <ol style="list-style-type: none"> 1. Health Screen is required on or after 8/9/2009. 2. Drug Screen is required on or after 2/9/2010. 3. Insurance Information is required for activity participation. 				
Acosta, John A.						
Perm ID: 150265	Gender: M	Grade: 11	Birth Date: 10/14/1994	Enter Date: 11/10/2010	Leave Date:	
Calculated Eligibility: Ineligible		Reason <ol style="list-style-type: none"> 1. Health Screen is required on or after 8/9/2009. 2. Drug Screen is required on or after 2/9/2010. 3. Insurance Information is required for activity participation. 				
Acunia, Kenneth O.						
Perm ID: 110412	Gender: M	Grade: 10	Birth Date: 09/18/1995	Enter Date: 11/10/2010	Leave Date:	
Calculated Eligibility: Ineligible		Reason <ol style="list-style-type: none"> 1. Health Screen is required on or after 8/9/2009. 2. Drug Screen is required on or after 2/9/2010. 3. Insurance Information is required for activity participation. 				
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Figure 5-11GRP402-Group Eligibility Report

GRP410 – STUDENT LETTER PURCHASING REPORT

Location: Synergy SIS>Student>Reports>List

The GRP410 report outputs a list of students who have earned a letter for group participation and for which activities the letter was earned. There is an option to only show students that need a letter. The data can be filtered based on the selected school group.



The screenshot shows a web-based report interface. At the top, it says "Report Interface" with a back arrow. Below that, it displays "Name: Student Letter Purchasing Report", "Number: GRP410", and "Page Orientation: Portrait". There are five tabs: "Options" (selected), "Sort / Output", "Conditions", "Selection", and "Advanced". Under the "Options" tab, there is a section titled "Report Options" with three dropdown menus labeled "Letter Type", "School Group", and "Season". Below these is a checkbox labeled "Show Only Letters To Purchase".

Figure 5-12 GRP410 - Student Letter Purchasing Report - Report Interface

REPORT OPTIONS:

Letter Type: Filter report output to display the selected letter type.

School Group: Filter report output to display the selected group.

Season: Filter report output to display the selected season.

Show Only Letters To Purchase: Filter report output to only display letters awaiting purchase. The Student Letter Purchasing Report lists all letters that have been purchased by student, or it can list letters that are available for purchase but have not been purchased yet.

Student Name	Perm ID	Activities	Letter Purchased	Date Purchased
(Abbott, Billy C.)	905483	Baseball	<input checked="" type="checkbox"/>	02/03/2014
Baker, Norma R.	901599	Baseball	<input type="checkbox"/>	
Cabrera, Daniel C.	115459	Baseball	<input type="checkbox"/>	
Cahoon, Jonathan W.	937264	Baseball	<input type="checkbox"/>	

Total Baseball Letters Required: 3

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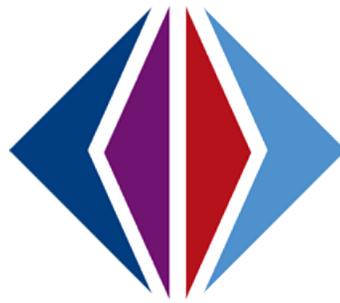
Edupoint School District

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Figure 5-13 GRP410 - Student Letter Purchasing Report



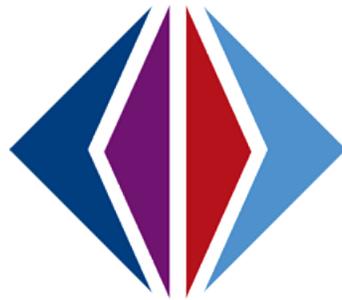
Reference: For more information about customizing all Synergy SIS reports, see the *Synergy SIS – Query & Reporting Guide*. This chapter covers only the customizations specific to each of the reports contained in the Student Groups-related reports. More options can be set for any report printed from Synergy SIS.



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