# *Synergy SIS©*
## Course History
## Administrator Guide

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**Volume 1, Edition 1, Revision 6 May 2013**
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Document Number: SISCHAG-010103

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

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# ABOUT THIS GUIDE

### Document History

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

## CONVENTIONS USED IN THIS GUIDE

**Bold Text**

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

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

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

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

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

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# BEFORE YOU BEGIN

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

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


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# Chapter One:
# OVERVIEW OF COURSE HISTORY

This chapter covers:

- Course History Screens and Features
- Implementation Considerations
- Before Starting

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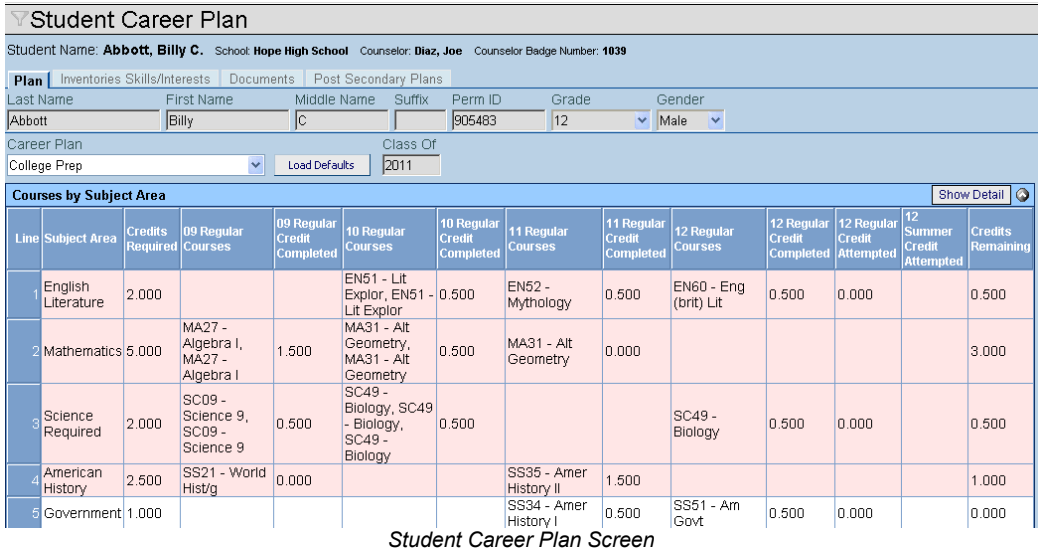
# COURSE HISTORY SCREENS AND FEATURES

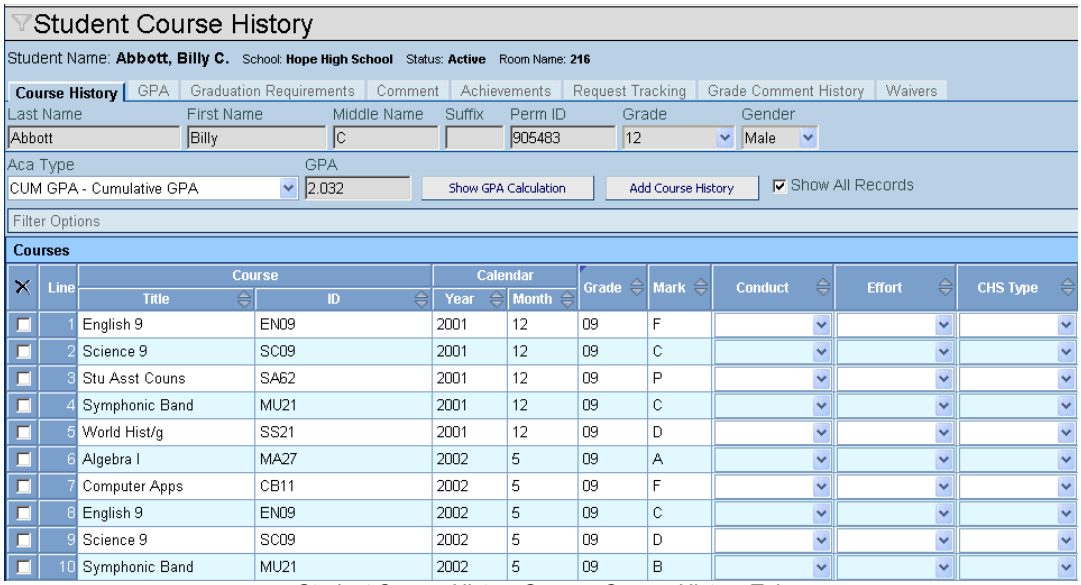
The **Student Career Plan** screen shows the student's progress toward meeting career plan through academic course work; documents skills and interests; and lists post-secondary plans.




| Line | Subject Area | Credits Required | 09 Regular Courses | 09 Regular Credit Completed | 10 Regular Courses | 10 Regular Credit Completed | 11 Regular Courses | 11 Regular Credit Completed | 12 Regular Courses | 12 Regular Credit Completed | 12 Regular Credit Attempted | 12 Summer Credit Attempted | Credits Remaining |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | English Literature | 2.000 | | | EN51 - Lit Explor, EN51 - Lit Explor | 0.500 | EN52 - Mythology | 0.500 | EN60 - Eng (brit) Lit | 0.500 | 0.000 | | 0.500 |
| 2 | Mathematics | 5.000 | MA27 - Algebra I, MA27 - Algebra I | 1.500 | MA31 - Alt Geometry, MA31 - Alt Geometry | 0.500 | MA31 - Alt Geometry | 0.000 | | | | | 3.000 |
| 3 | Science Required | 2.000 | SC09 - Science 9, SC09 - Science 9 | 0.500 | SC49 - Biology, SC49 - Biology, SC49 - Biology | 0.500 | | | SC49 - Biology | 0.500 | 0.000 | | 0.500 |
| 4 | American History | 2.500 | SS21 - World Hist/g | 0.000 | | | SS35 - Amer History II | 1.500 | | | | | 1.000 |
| 5 | Government | 1.000 | | | | | SS34 - Amer History I | 0.500 | SS51 - Am Govt | 0.500 | 0.000 | | 0.000 |

*Student Career Plan Screen*

The **Student Course History** screen provides an overview of the student's academic progress, including courses taken, marks received, and conduct.




| Line | Course Title | Course ID | Calendar Year | Calendar Month | Grade | Mark | Conduct | Effort | CHS Type |
|---|---|---|---|---|---|---|---|---|---|
| 1 | English 9 | EN09 | 2001 | 12 | 09 | F | | | |
| 2 | Science 9 | SC09 | 2001 | 12 | 09 | C | | | |
| 3 | Stu Asst Couns | SA62 | 2001 | 12 | 09 | P | | | |
| 4 | Symphonic Band | MU21 | 2001 | 12 | 09 | C | | | |
| 5 | World Hist/g | SS21 | 2001 | 12 | 09 | D | | | |
| 6 | Algebra I | MA27 | 2002 | 5 | 09 | A | | | |
| 7 | Computer Apps | CB11 | 2002 | 5 | 09 | F | | | |
| 8 | English 9 | EN09 | 2002 | 5 | 09 | C | | | |
| 9 | Science 9 | SC09 | 2002 | 5 | 09 | D | | | |
| 10 | Symphonic Band | MU21 | 2002 | 5 | 09 | B | | | |

*Student Course History Screen, Course History Tab*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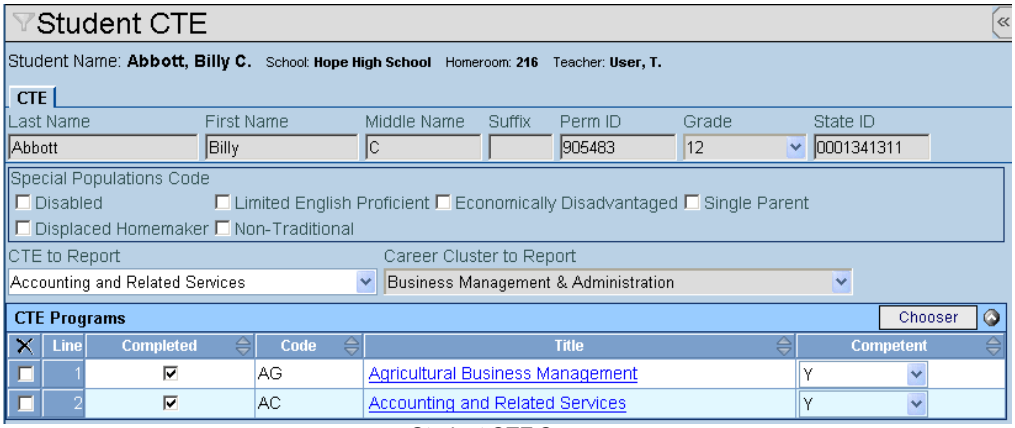
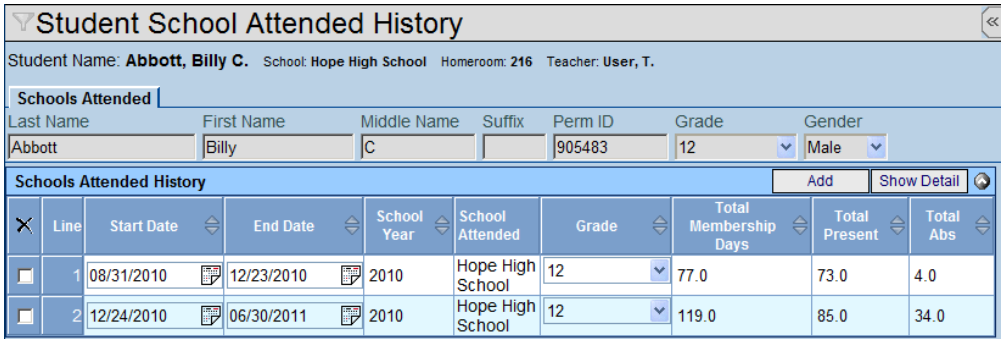
The **Student CTE** screen lists the Career and Technical Education (CTE) programs that the student has planned to complete.



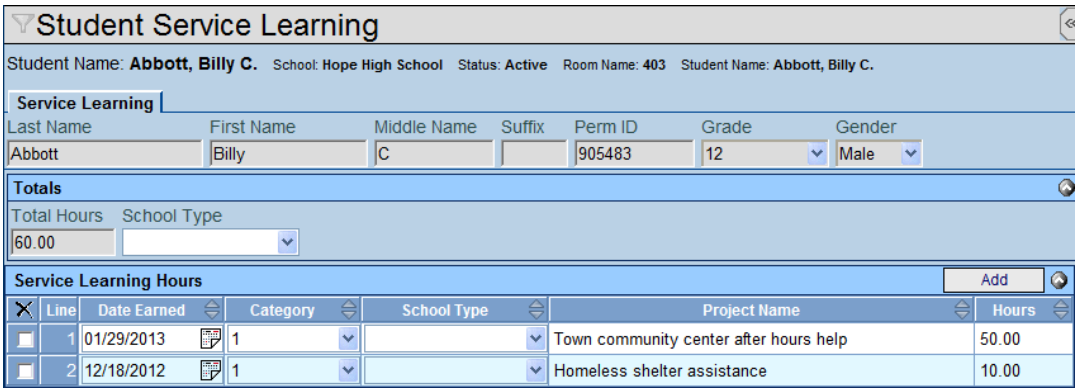

*Student CTE Screen*

The **Student School Attended History** screen lists all schools the student has attended, and shows the student's attendance record.




*Student School Attended History Screen*

The **Student Service Learning** screen lists all service learning projects in which the student has participated.




*Student Service Learning Screen*

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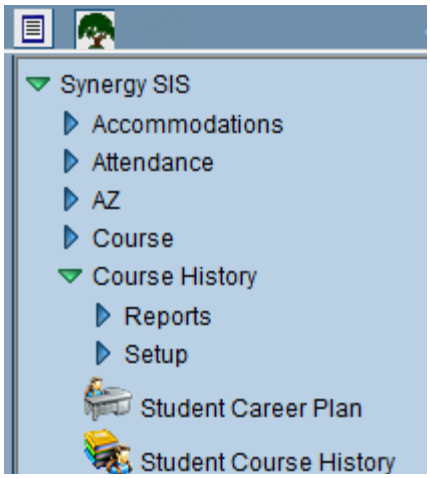
This guide covers the setup required for the following screens: **Student Career Plan**, **Student Course History**, **Student CTE**, **Student School Attended History**, and **Student Service Learning**. Because these screens rely on CTE programs, graduation requirements, and GPA definitions, the setup of these areas is also covered.

How to view and edit data in the screens is covered in the companion guide, *Synergy SIS - Course History User Guide.* That guide also explains how to customize and print reports associated with those screens.

The two most commonly used reports, the Student Transcript and the Student Graduation Check, can be customized extensively, and their customization and configuration is described in this guide.

## A Note About Navigation

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



*Synergy SIS Navigation Tree*

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

*Tree Button*

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# IMPLEMENTATION CONSIDERATIONS

Before implementing the course history setup in Synergy SIS, the district or school should consider the following issues:

**How will courses be added to course history?**
Courses may be added to course history in a variety of ways. Courses may be manually entered directly to course history (usually used for transfer credits), or they may be entered automatically by updating the course history from the section grading records.

**What staff should have access to add courses to course history? Who will set up course history?**
As part of the course history setup, the security should be defined to restrict access to the student grades, or marks, entered into course history. Security for grade changing is one of the most sensitive security issues at many districts. Most auditors recommend an approach that limits access to the fewest staff possible.

# BEFORE STARTING

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

- The grading setup, including the mark definitions and the repeat tag definitions, as outlined in *Synergy SIS – Grading Administrator Guide*.
- The test history setup, as outlined in *Synergy SIS – Test History Administrator Guide*.
- Definition of the list of non-district schools. If converting course history from another student records system such as SASI, the list should be cleaned up and standardized in the old system prior to conversion. For example, SASI allows a different list of non-district schools to be maintained at each school. Because the Synergy SIS database is the same across schools, each school within SASI should be edited so that the list of non-district schools is in the same order at all schools. See Chapter Three of this guide for instructions on how to enter the non-district schools.

The following items are needed during the configuration of course history:

- A sample of all the transcript formats in use by the district or school.
- A list of the graduation requirements for each school and academic track. For example, if graduating with an honors diploma requires a different set of courses or a different GPA, those requirements are needed. These requirements should include any GPA and test graduation requirements in addition to the subject area or credit requirements. The requirements should also specify if different requirements are needed for each graduating class year.

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- A list of the GPA definitions in use by the school or district. For example, a grant program may use a different GPA calculation than the overall cumulative GPA. If different GPAs are in use at particular schools, the list needs to specify which GPAs should be available to which schools.
- The service learning requirements and performance levels used in the school or district.
- A list of possible achievements to be tracked by the school or district. Achievements may include letters in sports, participation in clubs, awards earned, or grants or scholarships awarded.
- A list of the conduct marks that may be awarded. For example, conduct may be rated excellent, satisfactory, or needs improvement.
- A list of the effort marks that may be awarded. For example, effort may be rated excellent, satisfactory, or needs improvement.


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# Chapter Two: GPA AND CLASS RANK

This chapter covers:

- Before Configuring the GPA Definition
- Creating a GPA Definition
- GPA Options
- Course Filter
- Additional Course Filtering
- Setting the Default GPA
- District GPA Types
- School GPA Types
- Updating the GPA and Class Rank
- GPA Filter Option

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# BEFORE CONFIGURING THE GPA DEFINITION

The GPA definition refers to several other configurations within Synergy SIS during the setup process. The following definitions should be set up prior to creating the GPA definition, to populate some of the options needed in the definition:

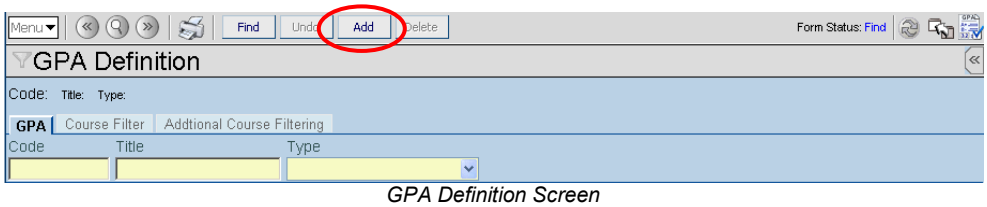
- **Marks** – the marks used for grading are configured in **Synergy SIS > Grading > Setup > Mark Definition**.
- **Alt Types** –alternative IDs used to match courses to graduation requirements are defined in **Synergy SIS > System > Setup > Lookup Table Definition**, under **K12.CourseInfo**. They are referred to as **Alt ID Type**.
- **Repeat Tags** – repeat tags designate when a course has been taken more than once. They are defined in **Synergy SIS > Grading > Setup > Repeat Tag Definition**.
- **Course Academic Types** – the course academic types (the codes for regular, honors, and so on) are defined in **Synergy SIS > System > Setup > Lookup Table Definition**, under **K12.CourseInfo**. They are referred to as **Academic Type**.
- **Grading** – the grading periods and method for calculating marks are configured in **Synergy SIS > Grading > Setup > Grading Setup**.

For instructions on setting up these options, see the *Synergy SIS – Grading Administrator Guide.*

# CREATING A GPA DEFINITION

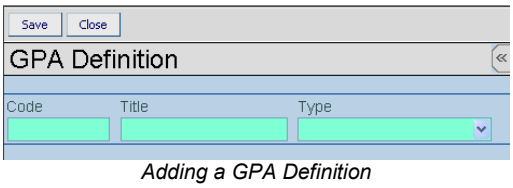
A GPA definition specifies how a grade point average is calculated from the courses entered into the course history. More than one GPA definition may be created. For example, one GPA may be a cumulative GPA using all of the student's courses, and another may define only the current year GPA. To create a GPA definition:

1. Navigate to **Synergy SIS > Grading > Setup > GPA Definition**.




*GPA Definition Screen*

2. Click on the **Add** button at the top, and the new **GPA Definition** screen opens.




*Adding a GPA Definition*

3. Enter a **Code** for the GPA definition that relates to the type of GPA, such as CUM for a cumulative GPA or CUR for the current grading period.

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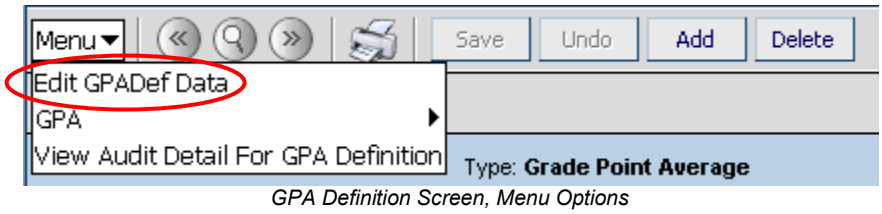
4. Enter a descriptive **Title** for the GPA definition that explains the type of GPA, such as Cumulative GPA or Current Grade Period.
5. Select the **Type** of GPA. A grade point average is the average number of grade points per course, calculated from a mark-based grade. A numeric grade average is the average numeric grade per course, calculated from a numeric-based grade. Quality points are to numeric grades what grade points are to marks; therefore a quality point average is the average quality points per course calculated from a numeric-based grade. S*ee the description of the Academic Tree on page 20 for information on how to configure grade points, numeric grades, and quality points.*
6. Click **Save** to save the new definition.

To edit an existing GPA definition:

1. Find the definition by using the scroll buttons or Find mode.
2. Make the necessary changes.
3. Click the **Save** button at the top of the screen.

To edit the code, title and type of an existing GPA definition:

1. Find the definition by using the scroll buttons or Find mode.
2. Click the **Menu** button at the top of the screen.




*GPA Definition Screen, Menu Options*

3. Select **Edit GPADef Data.**
4. Edit the code, title or type.
5. Click the **Save** button at the top of the screen.

To delete an existing GPA definition:

1. Find the definition by using the scroll buttons or Find mode.
2. Click the **Delete** button at the top of the screen. The Message “Data deletion cannot be undone. Are you sure you want to delete all data for this GPADEF?” displays.
3. Click **OK** to delete the definition or click **Cancel** to cancel this action.

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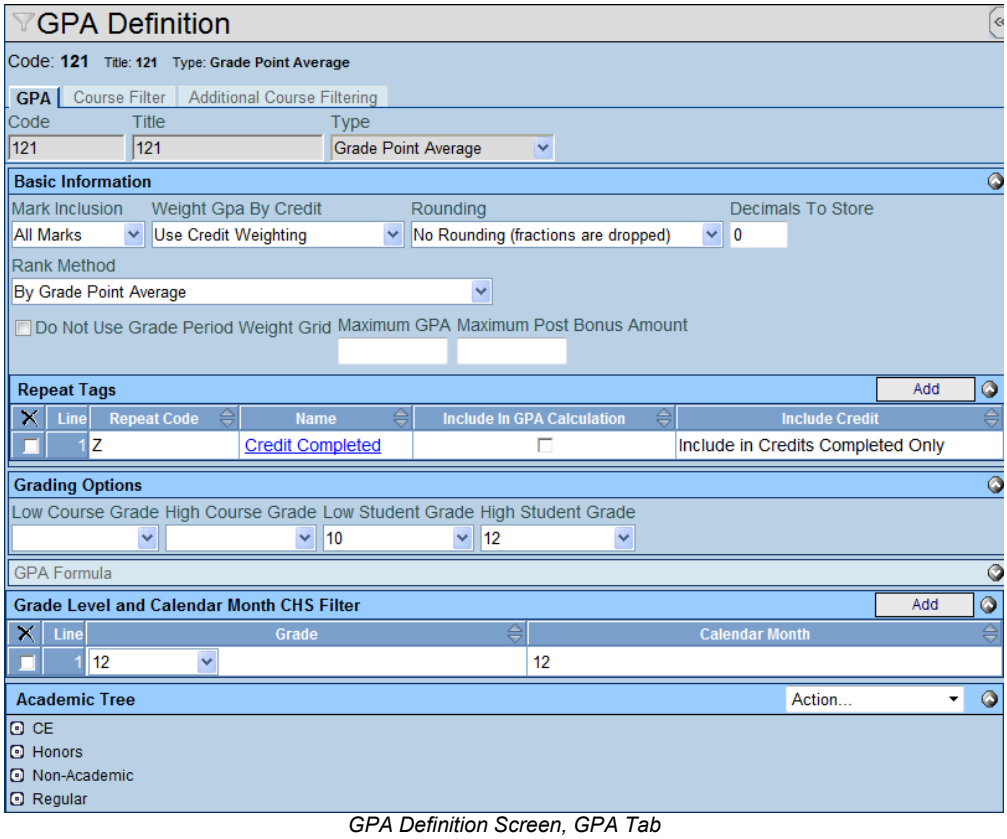
# GPA OPTIONS

Once a GPA definition has been created, the next step is to decide which options to use for updating and creating student grade point averages. Most of the options are available on the first tab, **GPA**.




*GPA Definition Screen, GPA Tab*

These options are:

- **Mark Inclusion** – All marks may be included in the GPA, or it can be set to only use the alphabetic marks or numeric marks.
- **Weight GPA by Credit** – the GPA calculation can use the number of credits the course is worth to weight the GPA. Weighting the GPA by credit means that a .25-credit course is worth less in the GPA than a .5-credit course. With a weighted GPA, the mark is multiplied by the credit and then summarized. This total is then divided by the total number of credits.
- **Rounding** – The GPA can be rounded up or not. To set the rounding preference, select **No Rounding (fractions are dropped)**, **Round on .5 or higher**, or **Round on any fractional value**.
- **Decimals to Store** – enter a single digit number (up to 9) to indicate to how many decimal places the GPA should be calculated.

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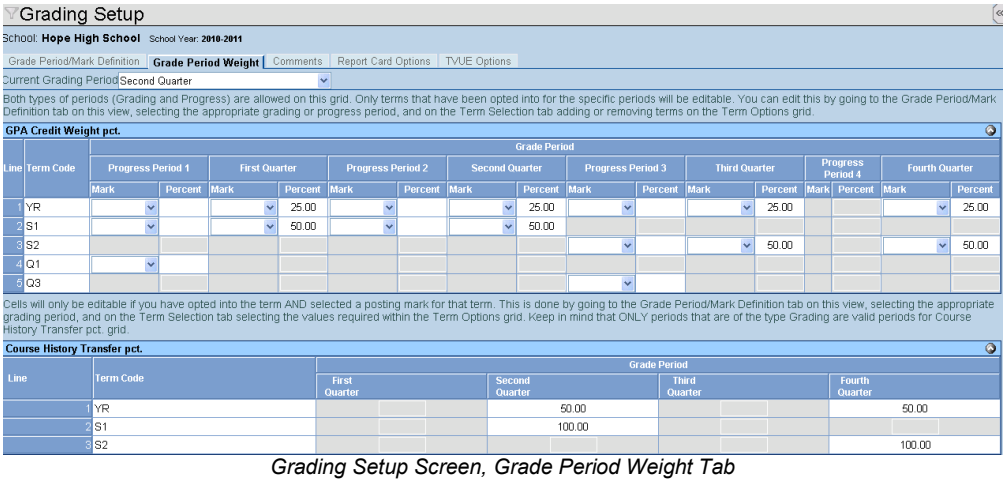
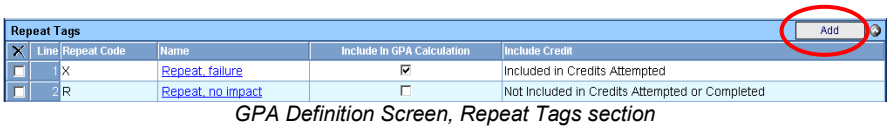
- **Rank Method** – When students are ranked within grade level, this field determines how the ranking is calculated. As described on page 20, each mark is assigned a grade point value. The total grade points are the summary of these numbers based on the marks achieved in each course included in the GPA definition.
- **Do Not Use Grade Period Weight Grid** – when creating a GPA for a current period or year-to-date period instead of an overall GPA, it may be helpful to calculate the GPA as if the current mark in the class is the final mark in the class. If so, check the **Do Not Use Grade Period Weight Grid** box. If the box is not checked, the GPA is calculated using the Grade Period Weight Grid as defined in the **Grading Setup** screen or **Credit Weight Definition** screen. Generally, this means that a midterm or first quarter mark is worth 50% of the final mark, and thus the current mark would be used at 50% in the calculation of the GPA. For information about configuring the Grade Period Weight, see the *Synergy SIS – Grading Administrator Guide*.



*Grading Setup Screen, Grade Period Weight Tab*

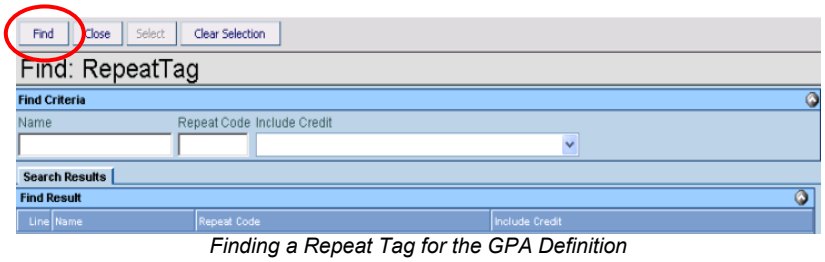
- **Maximum GPA** – upper limit on GPAs. No matter how a GPA is calculated or what bonuses are applied, the GPA cannot exceed this number.
- **Maximum Post Bonus Amount** – upper limit on a bonus applied after GPA calculation. If the bonus is applied as part of the GPA calculation, this has no effect.
- **Repeat Tags** – Repeat tags mark the courses that a student takes more than once. The repeat tag may be placed on the current attempt or on the attempt prior to the current attempt, depending on the district's or school's policies. To take repeated courses into consideration when calculating the GPA, follow the instructions below. If the repeat tag is not added to this section, courses marked with that repeat tag are not included in the GPA calculation.

  1. Click the **Add** button in the **Repeat Tags** grid. The **Find: RepeatTag** screen opens.



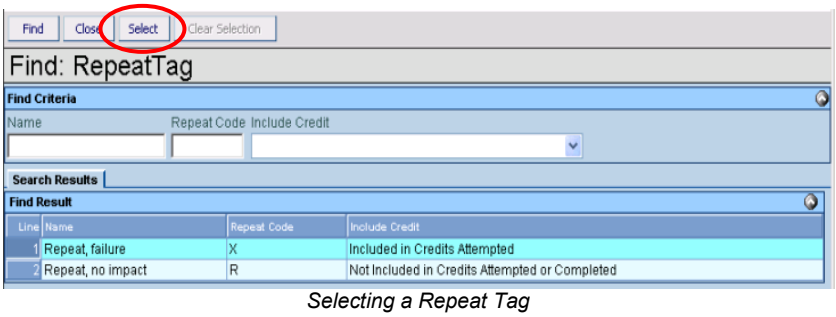
*GPA Definition Screen, Repeat Tags section*

2. Click the **Find** button at the top of the screen to display a list of repeat tags.



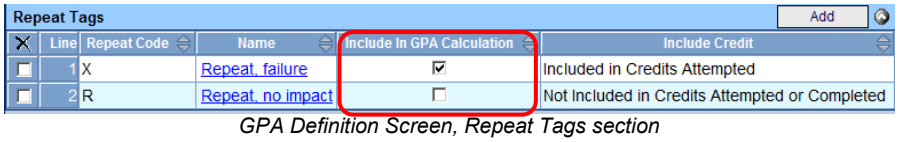

*Finding a Repeat Tag for the GPA Definition*

3. Click the repeat tag to add to the GPA definition.
4. Click the **Select** button to add it to the **Repeat Tag**s grid.



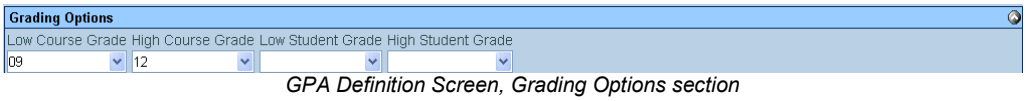

*Selecting a Repeat Tag*

5. To include courses marked with this repeat tag in the GPA calculation, check the box in the **Include In GPA Calculation** column.




*GPA Definition Screen, Repeat Tags section*

- **Grading Options** – To only include specific courses in the GPA calculation, modify the **Grading Options** section. Courses can be excluded by the grade level assigned to the course or by the grade level of the student when they completed the course. The **Low Course Grade** and **High Course Grade** lists filter the GPA so it uses only courses that are defined for these grade levels in the **District Course** screen.




*GPA Definition Screen, Grading Options section*

By setting a **Low Student Grade** and/or **High Student Grade**, only courses that were taken when the student was at that grade level are included in the GPA calculation. For example, if a student took a math course in the 8th grade, but this GPA definition is defined for 9th-12th grade, then the course is excluded.

**Note:** For marks not yet transferred to course history, the student grade is based on the student's current grade level. If the marks are in Course History, then the student grade is the student's grade level when the course was entered into course history.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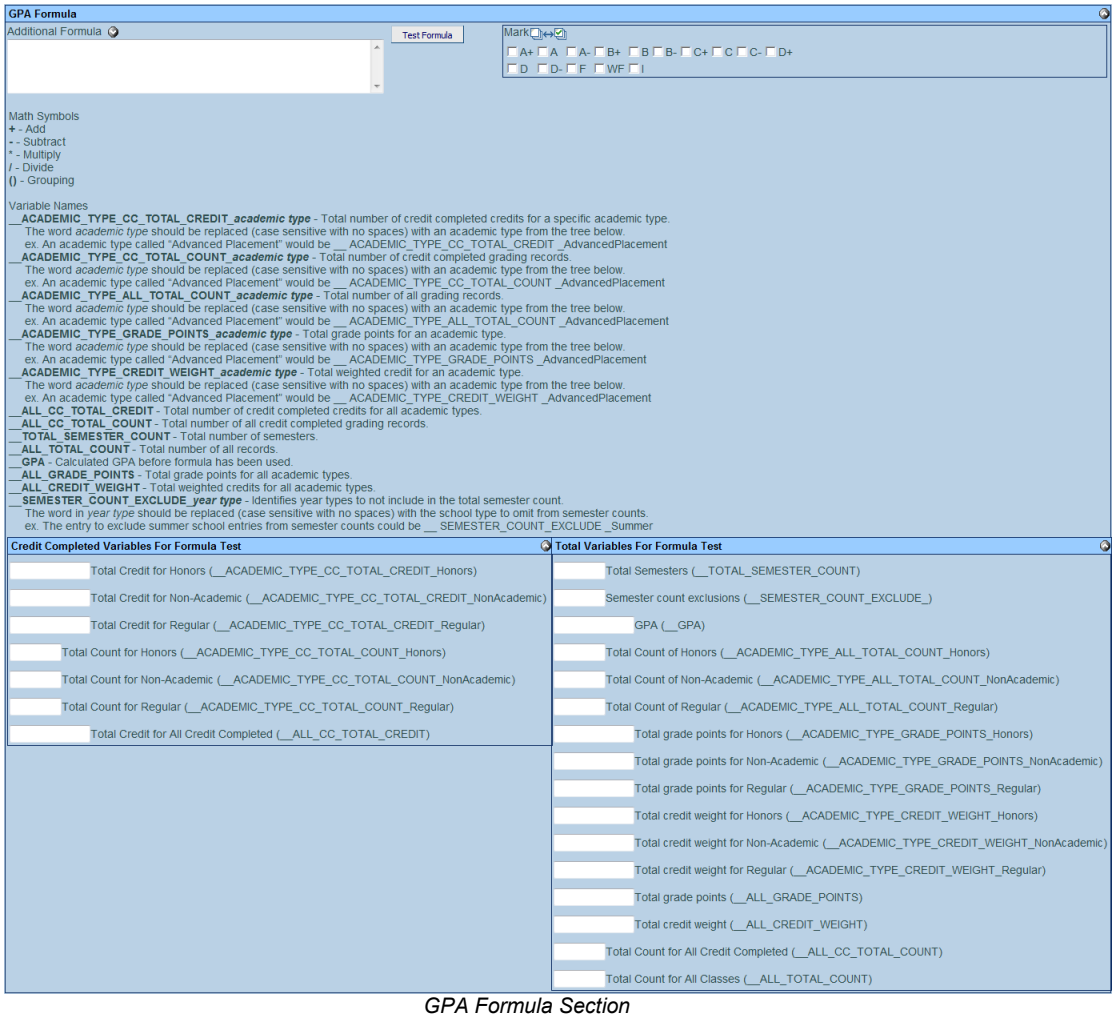
- **GPA Formula** – You can implement your own formula for GPA calculation, using variables and operators that Synergy SIS makes available.




*GPA Formula Section*

Example:

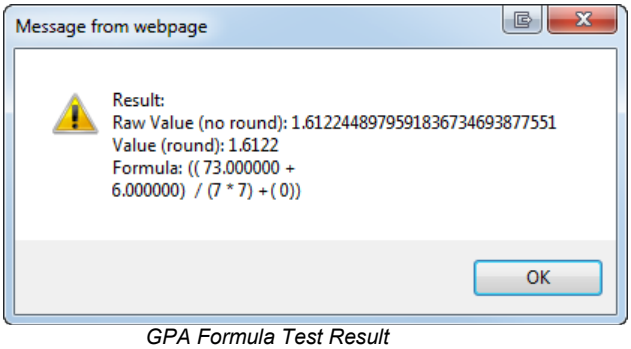
(( __ACADEMIC_TYPE_CC_TOTAL_CREDIT_Regular + __ACADEMIC_TYPE_CC_TOTAL_CREDIT_Honors) / (__TOTAL_SEMESTER_COUNT * 7) +( __GPA))

This formula adjusts the calculated GPA (__GPA) by adding to it the result of

- Adding the number of completed Regular credits (__ACADEMIC_TYPE_CC_TOTAL_CREDIT_Regular) to the number of completed Honors credits (__ACADEMIC_TYPE_CC_TOTAL_CREDIT_Honors)
- Dividing that sum by 7 times the total number of semesters (__TOTAL_SEMESTER_COUNT)

Select the marks to include in the GPA calculation by checking boxes under **Mark**.

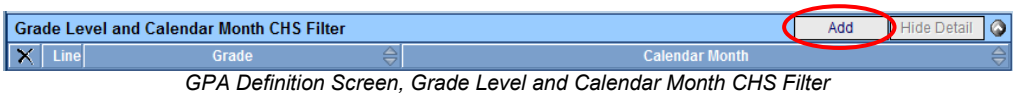
To test a formula, provide values for the variables under **Credit Completed Variables For Formula Test** and **Total Variables For Formula Test**, and click the **Test Formula** button.




*GPA Formula Test Result*

- **Grade Level and Calendar Month CHS Filter** – To include only courses completed at a certain grade level and/or in a certain month, add a filter to the GPA definition. To add a filter:

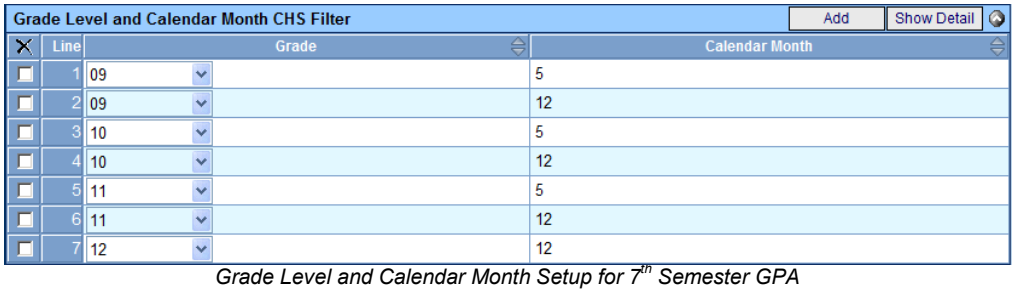
  1. Click the **Add** button in the **Grade Level and Calendar Month CHS Filter** section.




*GPA Definition Screen, Grade Level and Calendar Month CHS Filter*

  2. Select the **Grade** level of the student when they earned the mark, as entered into Course History.
  3. Enter the **Calendar Month** (1–12) when the mark was earned, as entered into Course History.

  For example, a district may need to calculate a GPA to include all marks from grades 9 through 11, but only the first semester for grade 12 (the seventh semester GPA). If this district updates course history twice a year in December and May, the GPA would be defined to include December (12) for grade 12 but not May (5). All other grade levels would include both December and May marks, as shown here.




*Grade Level and Calendar Month Setup for 7th Semester GPA*

- **Academic Tree** – In the **Academic Tree** section, the grade point values for each mark are defined by academic type. For example, an A in an honors class may be worth more grade points than an A in a regular or non-academic course. The tree also sets up the numeric marks (100, 90, etc.) if those are used instead of alpha marks (A, B, C, etc.). To set up the academic tree:

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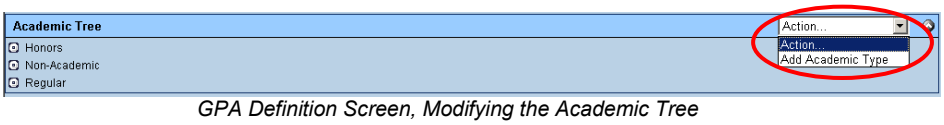
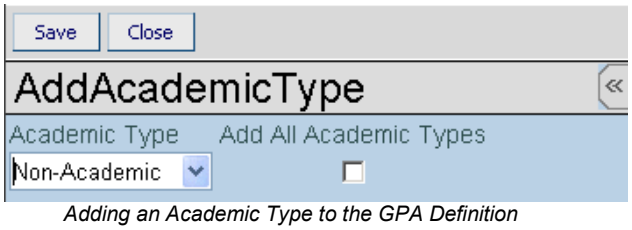
1. In the **Academic Tree** section, click **Action** and then **Academic Type**.




*GPA Definition Screen, Modifying the Academic Tree*

2. In the **AddAcademicType** screen, select the **Academic Type**.

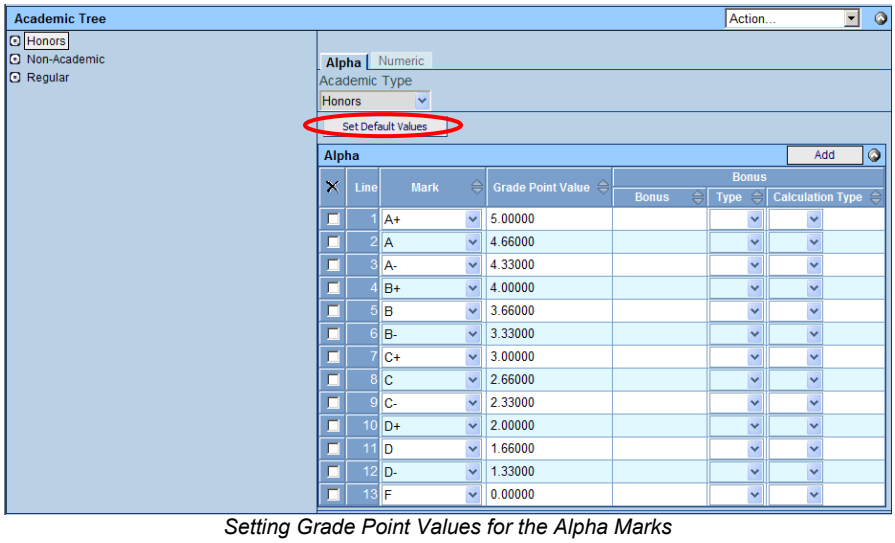



*Adding an Academic Type to the GPA Definition*

3. To add all academic types defined in the Lookup Table Definition (*see the section titled Before Configuring the GPA Definition for more information*), check the **Add All Academic Types** box.
4. Click the **Save** button at the top of the screen.
5. Once an academic type has been added, click the academic type to set the values assigned to each mark.

*Modifying an Academic Type in the GPA Definition*

6. To define the grade point values for each mark, click the **Alpha** tab on the right side of the screen. Initially the grid is empty. To automatically add all of the standard marks with a default grade point value, click on the button labeled **Set Default Values**. To remove a mark, check the box in the **X** column and click the **Save** button at the top of the screen.

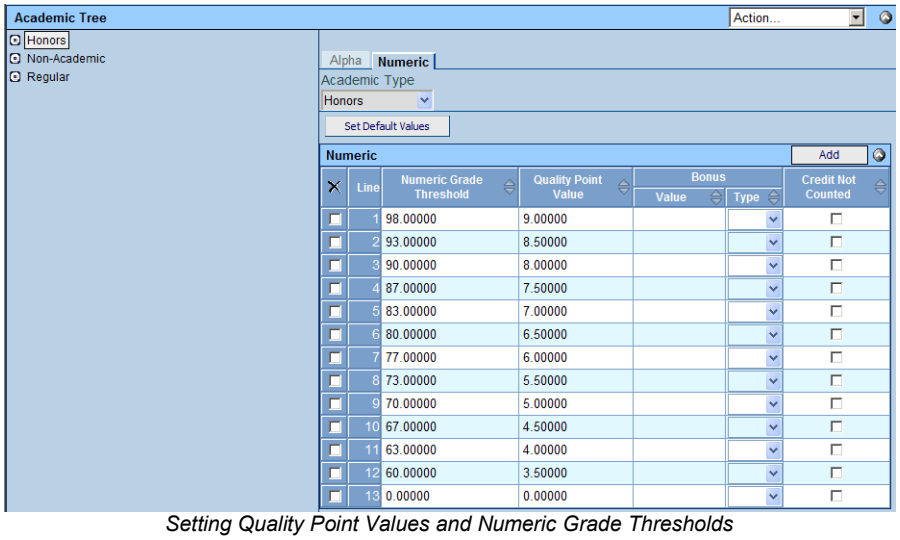



*Setting Grade Point Values for the Alpha Marks*

7. The default settings assign a scale of 4.0 to 0.0 for the marks. In some cases it may be necessary to modify the default scale. For example, in the screenshot above the Honors marks are defined with a scale of 5.0 to 0.0. To modify the grade point value for each mark, click in the **Grade Point Value** column and

change the numeric value. To add an additional mark, click the **Add** button above the grid.

8. If needed, a **Bonus** may also be assigned to each grade. Bonuses may be in either percentages or points. To add a bonus, enter the number in the **Value** column, and select either **%** or **Pts.** in the **Type** column.
9. For the bonus, it can either be applied after the normal GPA calculation or included as part of the GPA calculation. Select how to apply the bonus by making a selection in the **Calculation Type** column.
10. If the district uses numeric grades instead of marks, click the **Numeric** tab to define the numeric grades. Initially the grid is empty. To automatically add a 100 point scale for the numeric grades with a default quality point value, click the button labeled **Set Default Values**. To remove a mark, check the box in the **X** column and click the **Save** button at the top of the screen.




*Setting Quality Point Values and Numeric Grade Thresholds*

11. The default settings assign a scale of 0.0000 to 98.0000 for the numeric grade threshold. The threshold is the bottom number of the scale. For example, if the threshold is set to 98.0000 and the quality point value assigned is 9.0000, all numeric grades of 98.0000 or above would be assigned a quality point value of 9.0000. A threshold of 93.0000 would include all grades from 93.0000 to 97.9999 (if the next threshold is set to 98.0000). To modify the numeric threshold value for each mark, click in the **Numeric Grade Threshold** column and change the value. To add an additional mark, click the **Add** button above the grid.
12. Quality point values are to numeric grades what grade point values are to marks. To modify the scale of the quality points from the default value, click in the **Quality Point Value** column.
13. If needed, a **Bonus** may also be assigned to each grade. Bonuses may be in either percentages or points. To add a bonus, enter the number in the **Value** column, and select either **%** or **Pts.** in the **Type** column.

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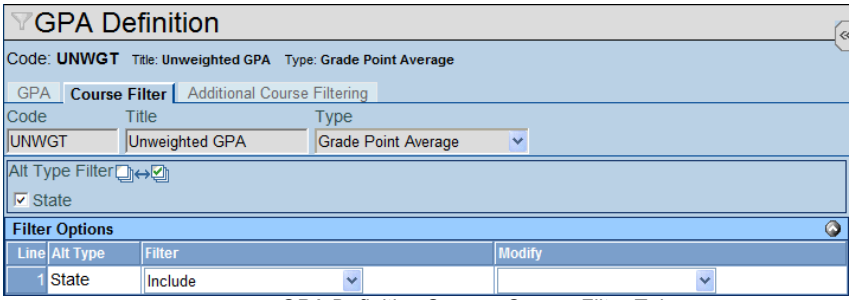
14. If numeric grades below a certain number are not considered passing, the student does not receive credit for that course. To set the grades for which credit is not earned, check the box in the **Credit Not Counted** column next to each grade that does not earn credit.

# COURSE FILTER

To only include courses with a specific Alt Type in the GPA calculation, click on the **Course Filter** tab of the **GPA Definition** screen.



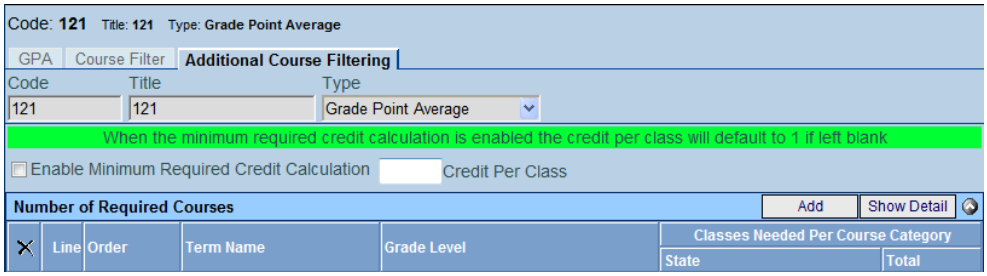

*GPA Definition Screen, Course Filter Tab*

Check the box for the **Alt Type** to be used. Only courses with this Alt Type selected in the **District Course** screen are used to calculate the GPA. Note that if a GPA definition needs to include all courses except a certain type (for example, PE or Study Hall), the Alt Type must be added to all courses to include in the GPA.

Under **Filter Options**, select for each **Alt Type** what effect it has on GPA. In the **Filter** list, you can **Include** it or **Exclude** it. **Modify** enables you to select, in the **Modify** list, whether the **Alt Type** affects credits and not GPA or GPA but not credits.

# ADDITIONAL COURSE FILTERING

To include only a specific number of courses in the GPA calculation, or to specify a minimum number of credits that must be completed for a class to be included in the GPA calculation, click the **Additional Course Filtering** tab of the **GPA Definition** screen.




*GPA Definition Screen, Additional Course Filtering Tab*

To specify the number of credits that must be completed before this GPA definition is used:

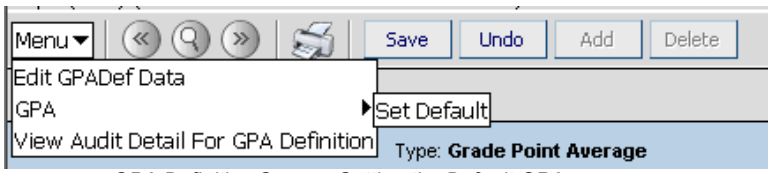
1. Check the box labeled **Enable Minimum Required Credit Calculation**.
2. Enter the number of credits that must be completed for each class in the **Credit Per Class** box. Classes that don't meet this requirement are not included in the calculation. If this box is blank and Minimum Required Credit Calculation is enabled, the credit per class defaults to 1.
3. Click the **Save** button at the top of the screen.

The **Number of Required Courses** filter is still in development and will be available in a future release.

# SETTING THE DEFAULT GPA

One GPA may be selected as the default to be used for all reports and screens when a GPA definition is not specified. To select a default GPA:

1. On the **GPA Definition** screen, use the Scroll buttons or Find mode to select the GPA to set as the default definition.
2. Click the **Menu** button at the top of the screen.
3. Point to **GPA**, and click **Set Default**.




*GPA Definition Screen, Setting the Default GPA*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# District GPA Types

Once the GPA options have been defined, they need to be assigned to schools in the district. This is done through **Synergy SIS > Grading > Setup > District GPA Types**.

District GPA Types

GPA Types

GPA Types Definition

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

Term Units

| Line | Order | Term Code | Units |
|---|---|---|---|

Term Unit Grade Filter

PS K 01 02 03 04 05 06 07 08

09 10 11 12 12+

*District GPA Types Screen*

To add a GPA to the district:

1. Click the **Add** button. Another line is added to the grid.
2. In the **GPA Definition** column, select the GPA to use.
3. Select the **GPA Grade Type**. **Course History Only** includes only the course marks in course history and does not include any work in progress. **Current Report Period** does not include the marks in course history and only calculates the GPA based on the marks assigned for the current reporting period as set in the **Grading Setup** screen. **Current Report Period Plus Course History** includes both sets of marks. The two **Year to Date** types are similar, but include all grading periods for the current school year and not just the current one.
4. Select a **Credit Weight Type** to associate this GPA type with a weighting method defined on **Synergy SIS > Grading > Setup > Credit Weight Definition**. If no value is selected, the system uses the default credit weight grid defined on **Synergy SIS > Grading > Setup > Grading Setup**. For details about credit weight grids, see the *Synergy SIS – Grading Administrator Guide*.
5. Enter the name of GPA in the **Name** column. The name should indicate both the grade type and the type of GPA, such as **YTD GPA** for a GPA using the Year to Date Report Periods as the Grade Type.
6. Click the **Save** button at the top of the screen.

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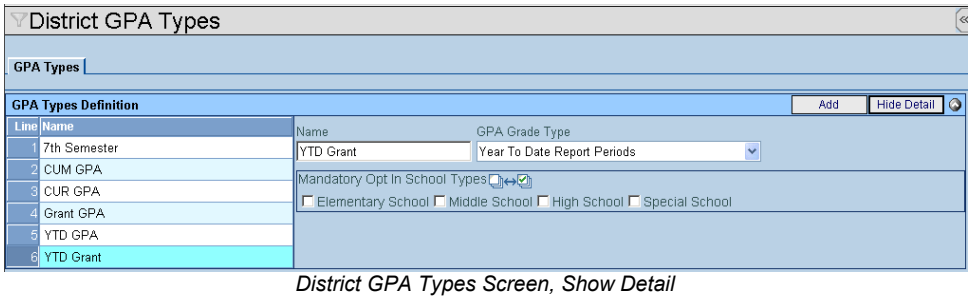
7. Click the **Show Detail** button to select the types of schools to which this GPA is applied.

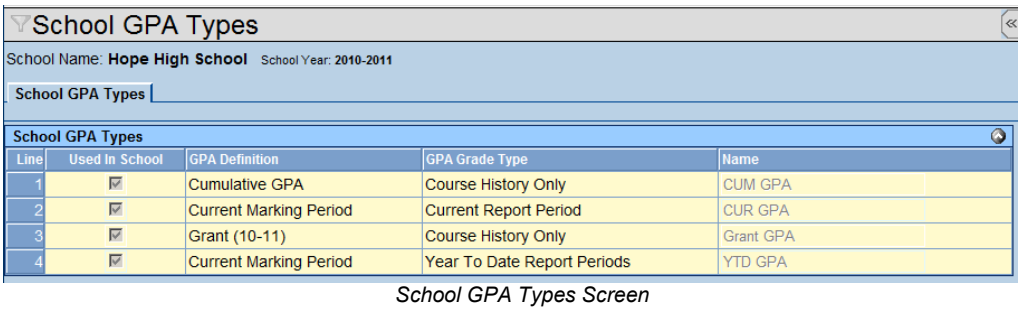



*District GPA Types Screen, Show Detail*

8. Select the **GPA Name** on the left.
9. Check boxes under **Mandatory Opt In School Types** for the types of schools to which this GPA is applied. If the type of school is not selected, those schools can't use that GPA.
10. Check boxes under **Term Unit Grade Filter** to specify which grades to include in the count of the units or semesters.
11. Click the **Save** button at the top of the screen.

# SCHOOL GPA TYPES

To view which GPA Types are available for a school, go to **Synergy SIS > Grading > Setup > School GPA Types**.




*School GPA Types Screen*

The screen displays the GPA Types available for use by the school in focus.

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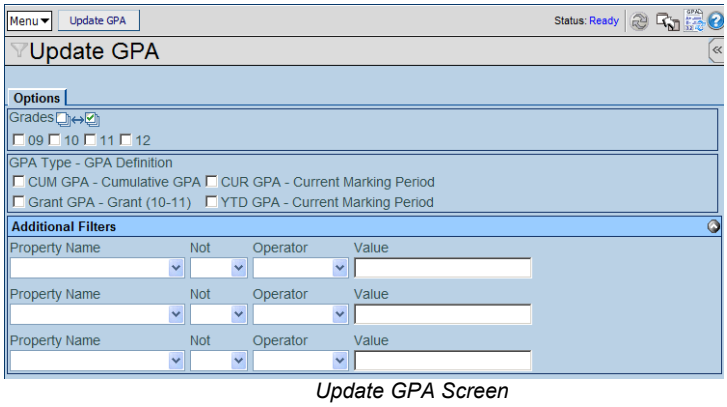
# UPDATING THE GPA AND CLASS RANK

The GPA calculation does not happen automatically. Depending on the number of students affected, updating the GPA can take significant system resources. Therefore, the GPA is only updated when a user initiates the process. Once a mark has been included in the GPA calculations, the GPA is automatically updated if that mark changes in the **Student Course History** screen or in one of the Grading screens. To update the GPA for students at the school in focus, go to **Grading > Update GPA**.




*Update GPA Screen*

To update the GPA:

1. If only certain grade levels need to be updated, check the boxes for those grades.
2. Select at least one **GPA** type by checking the box next to the GPA definition to update. All GPA Definitions do not have to be updated at the same time, but at least one must be selected.
3. A **Custom Filter** can also be set to further reduce the number of students processed. Custom filters are added together, so be sure that the filters do not exclude everyone. For example, two filters set to Not F and Not M for the Gender property would result all student being excluded.
4. To create a custom filter, select the **Property Name** by which to filter from the drop-down list. Up to three filters may be created.
5. Select the **NOT** value from the NOT list if the filter is based on exclusionary criteria. For example, a filter may apply to all students NOT withdrawn from school.
6. Select the **Operator** to be used in the calculation. The options are Equal To or In List. Equal To means the value must match exactly the value in the property field. In List means the value entered must be contained somewhere in the field, but doesn't have to match exactly the entire field.
7. Enter the **Value** of the property by which to filter. For example, to create a filter to only process students who were not no-showed, set the Property Name to Status, choose the NOT variable, set the Operator to Equal To, and enter N for the value.
8. Click **Update GPA** to start the update process. This process is run on the process server, and its progress can be checked from the Job Queue screen or the Job Queue Admin Screen found under Synergy SIS > System > Job Queue menu.

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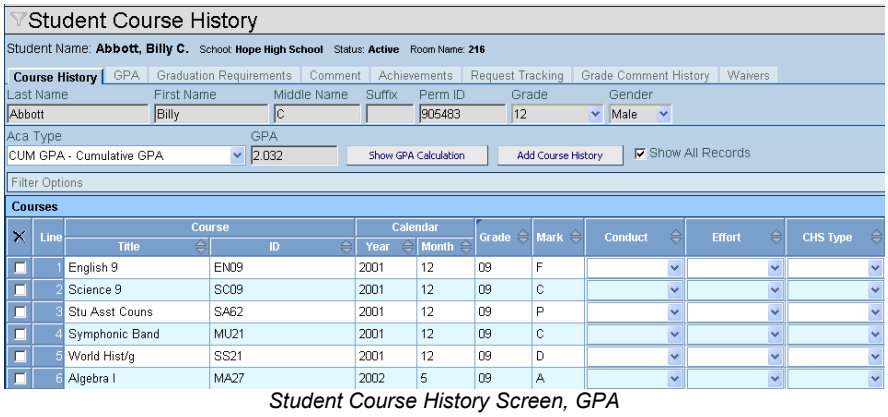
# GPA FILTER OPTION

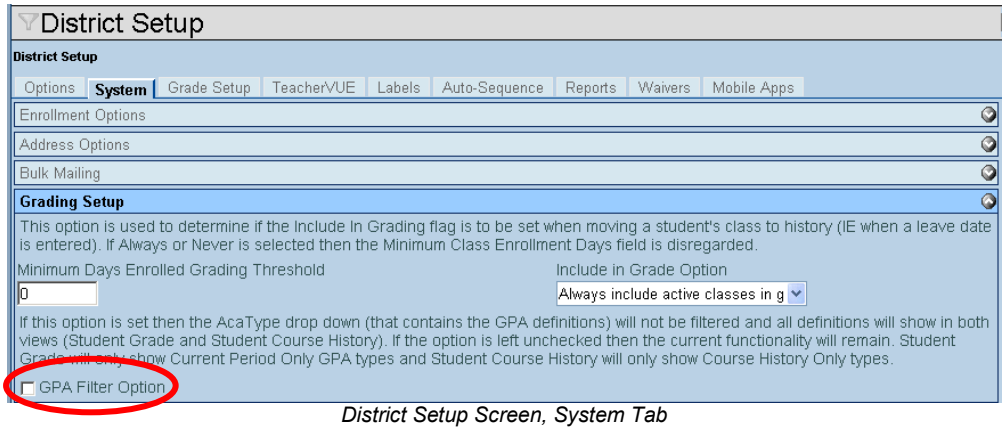
At the top of the **Student Course History** screen, the student's current GPA is displayed. The GPA shown is selected from the **Aca Type** list.




*Student Course History Screen, GPA*

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

1. Go to **Synergy SIS > System > Setup > District Setup**, and click on the **System** tab.
2. To show all definitions, check the **GPA Filter Option** box. To only show the GPA definitions based on the student's course history, clear the check box.




*District Setup Screen, System Tab*

3. Click the **Save** button at the top of the screen.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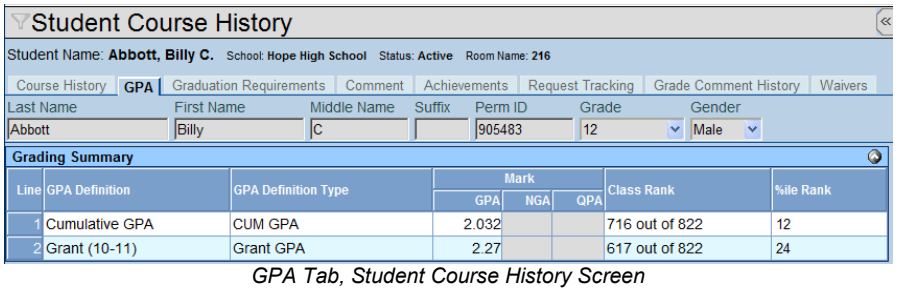
The **GPA** tab shows all GPAs allowed by the GPA Filter Option.




*GPA Tab, Student Course History Screen*

# Chapter Three:
# COURSE HISTORY SETUP

This chapter covers:

- Course History Tab
- Graduation Requirements Tab
- Achievements Tab
- Request Tracking Tab
- Non-District Schools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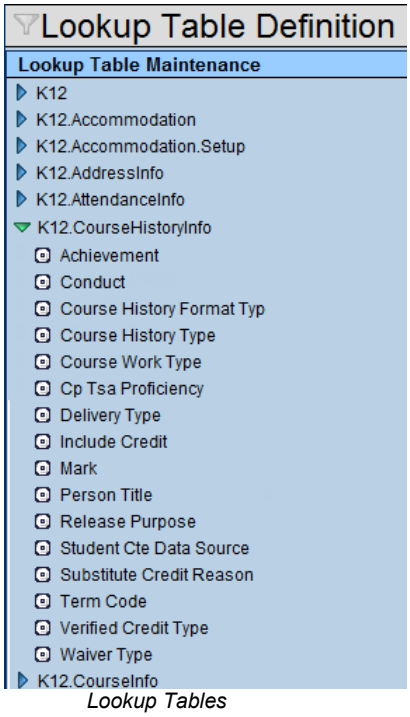
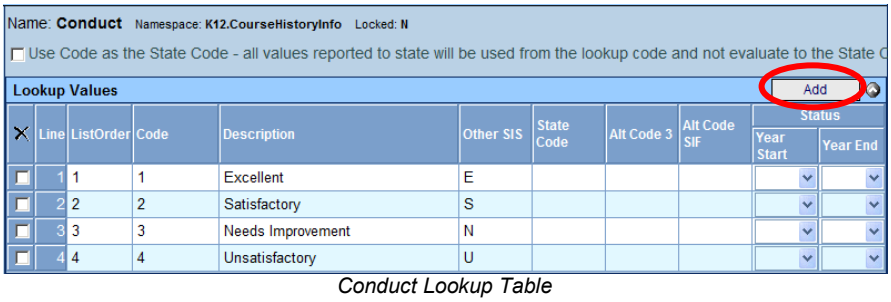
On each tab of **Synergy SIS > Course History > Student Course History** are lists containing values from lookup tables. Some lookup tables are considered "product owned," with hard-coded values that you cannot change. Other lookup tables can be modified in **Synergy SIS > System > Setup > Lookup Table Definition**. To modify a lookup table's values:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Find the table that needs to be changed by clicking the appropriate node under **Lookup Table Maintenance**. Most lookup tables for the **Student Course History** screen are found under the node **K12.CourseHistoryInfo**.




*Lookup Tables*

3. Click the desired table.
4. Click the **Add** button to add a new code.




*Conduct Lookup Table*

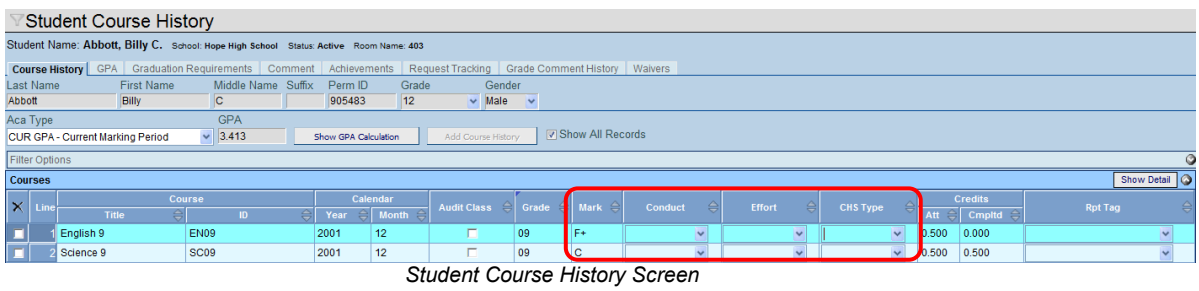
5. The numbers in the **ListOrder** column set the order in which the values are displayed. If the numbers are the same or blank, the **Code** is used to sort the list, and then the **Description**.
6. Enter a code for the item in the **Code** column. This value must be unique.
7. Enter the description of the code in the **Description** column.

8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
9. If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
10. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed, as this information is not uploaded to the state. The check box at the top of the table, **Use Code as the State Code**, is not used as well.
11. Click the **Save** button at the top of the screen to save the changes.

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

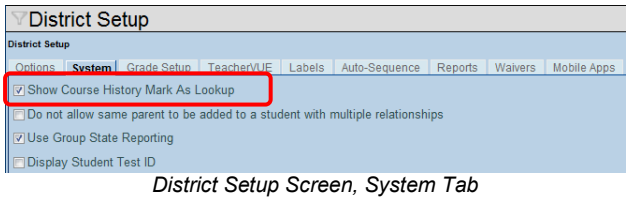
# COURSE HISTORY TAB

The **Course History** tab of the **Student Course History** screen has the following lookup tables:



*Student Course History Screen*

- **Mark** – Whether users enter marks as free text or by selecting from a list is governed by the **Show Course History Mark As Lookup** check box in **Synergy SIS > System > Setup > District Setup**, on the **System** tab.



*District Setup Screen, System Tab*

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If that box is checked and users must select from a list, the values in the list come from the **Mark** lookup table located under **K12.CourseHistoryInfo**.

Name: **Mark** Namespace: **K12.CourseHistoryInfo** Locked: **N**

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

**Lookup Values**

| Line | ListOrder | Code | Description | Other SIS | State Code |
|---|---|---|---|---|---|
| 1 | 1 | A | A | | |
| 2 | 2 | B | B | | |
| 3 | 3 | C | C | | |

*Mark Lookup Table*

- **Conduct** – student conduct may be rated and recorded in the course history for each course taken, and then displayed on the student transcript. The lookup table is located under **K12.CourseHistoryInfo**, and the table name is **Conduct**.

Name: **Conduct** Namespace: **K12.CourseHistoryInfo** Locked: **N**

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

**Lookup Values** Add

| Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Year Start | Year End |
| 1 | 1 | 1 | Excellent | E | | | | | |
| 2 | 2 | 2 | Satisfactory | S | | | | | |
| 3 | 3 | 3 | Needs Improvement | N | | | | | |
| 4 | 4 | 4 | Unsatisfactory | U | | | | | |

*Conduct Lookup Table*

- **Effort** – the effort a student made in a course may be documented in the course history for each course taken as well. The lookup table is located under **K12.GradingInfo**, and the table name is **Effort**.

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

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

**Lookup Values** Add

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

*Conduct Lookup Table*

- **CHS Type** – if the district records course history for schools other than high school, the type of school can be recorded for each course. The lookup table is located under **K12.CourseHistoryInfo**, and the table name is **Course History Type**.

Name: **Course History Type** Namespace: **K12.CourseHistoryInfo** Locked: **N**

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

**Lookup Values** Add

| Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Year Start | Year End |
| 1 | 1 | 0 | Default | | | | | | |
| 2 | 2 | 1 | Jr. High School | | | | | | |
| 3 | 3 | 2 | High School | | | | | | |
| 4 | 4 | 3 | Other | | | | | | |

*Course History Type Lookup Table*

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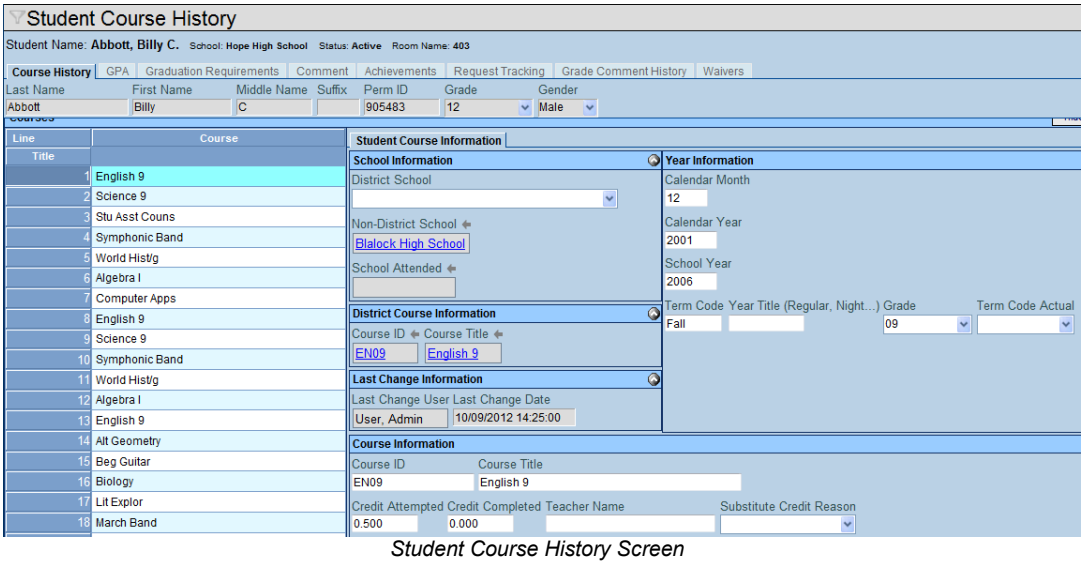
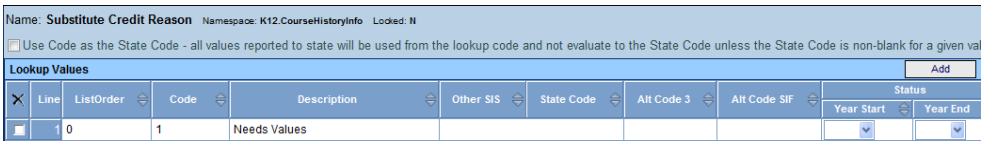
On the detail screen of each course listed on the **Course History** tab, the following lookup tables must be set:



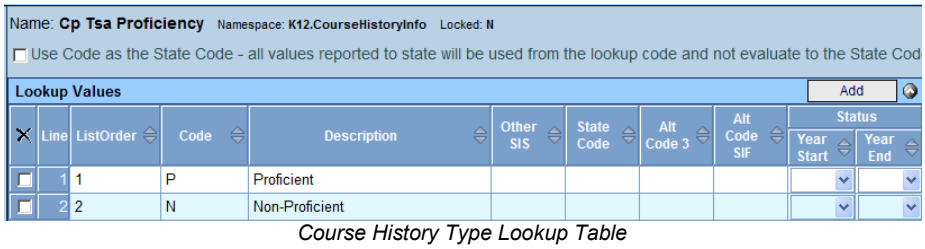
*Student Course History Screen*

- **Substitute Credit Reason** – if credit is granted through course substitution, you can provide a reason. The lookup table is under **K12.CourseHistoryInfo**, and the table name is **Substitute Credit Reason**.



*Substitute Credit Reason Lookup Table*

- **Skill Proficiency** – for each course a student completes, a skill proficiency rating can be assigned in addition to the grade. The lookup table is located under **K12.CourseHistoryInfo**, and the table name is **Cp Tsa Proficiency**.



*Course History Type Lookup Table*

The other lookup tables on the detail screen of the course are the same found on the main screen of the tab. Instructions for setting up non-district schools are included later in this chapter.

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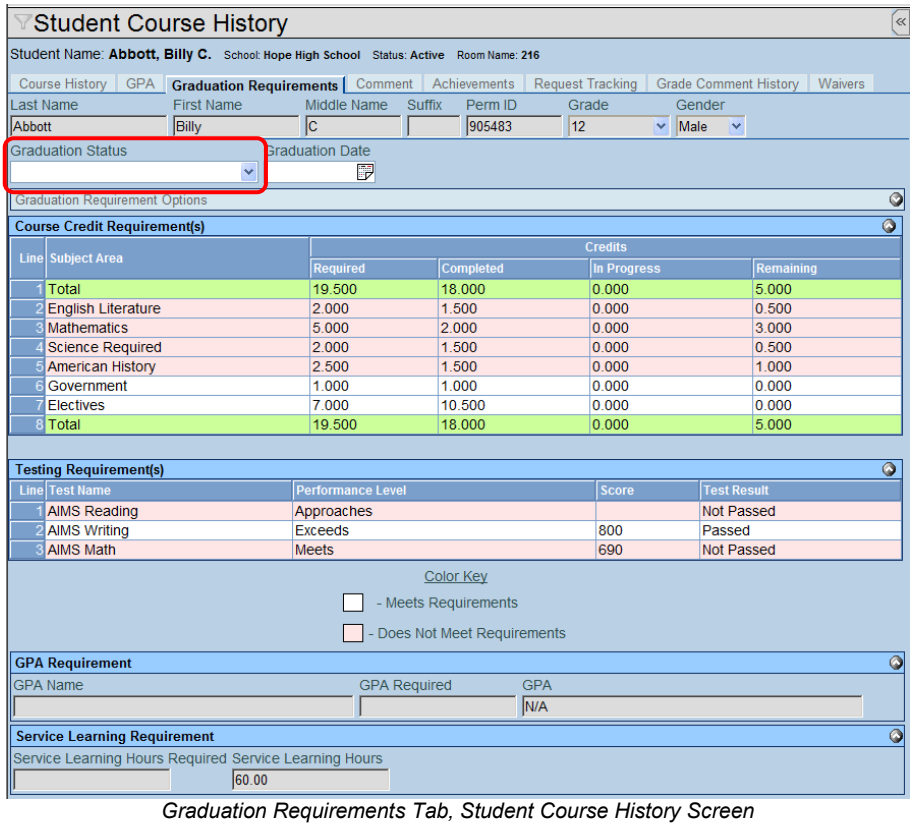
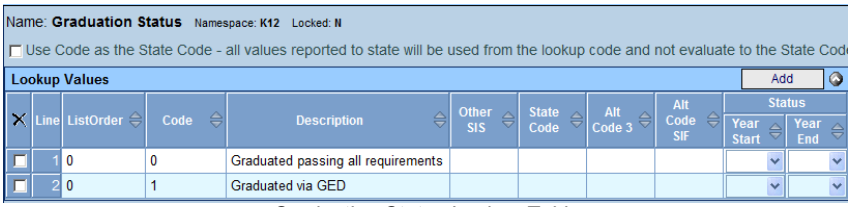
# GRADUATION REQUIREMENTS TAB

The **Graduation Requirements** tab of the **Student Course History** screen has the following lookup table:




*Graduation Requirements Tab, Student Course History Screen*

- **Graduation Status** – the method by which a student graduate, such as with credits, by a waiver, or by a GED. The lookup table is located under **K12**, and the table name is **Graduation Status**.

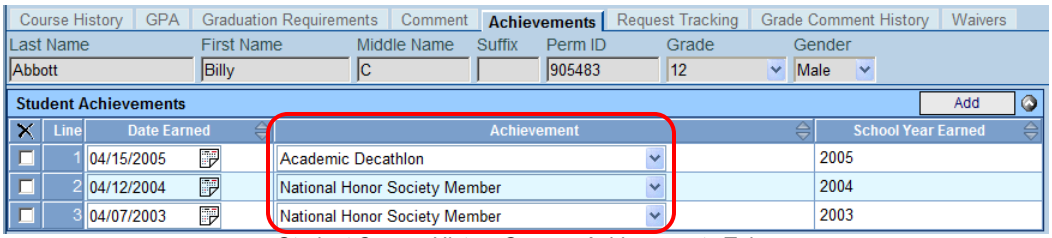



*Graduation Status Lookup Table*

**Caution:** This same lookup table is also used on the **Other Info** tab of the **Student** screen, and any changes made will reflect there as well.

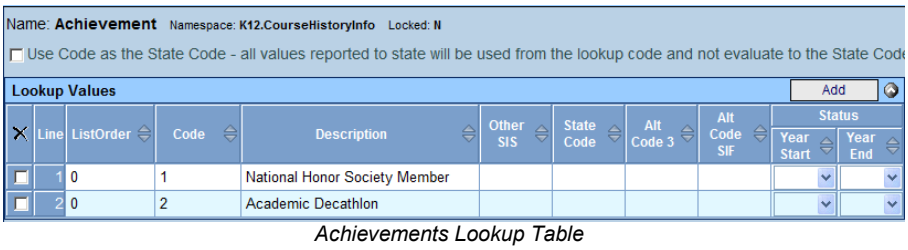
# ACHIEVEMENTS TAB

The Achievements tab of the Student Course History screen has the following lookup table:




*Student Course History Screen, Achievements Tab*

- **Achievement** – Student achievements such as membership in the National Honor Society, sports participation, or awards may be recorded in the student's course history and included on the student's transcript. The lookup table is located under **K12.CourseHistoryInfo**, and the table name is **Achievement**.




*Achievements Lookup Table*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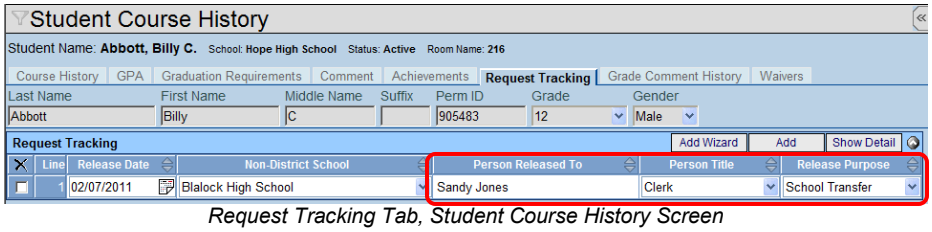
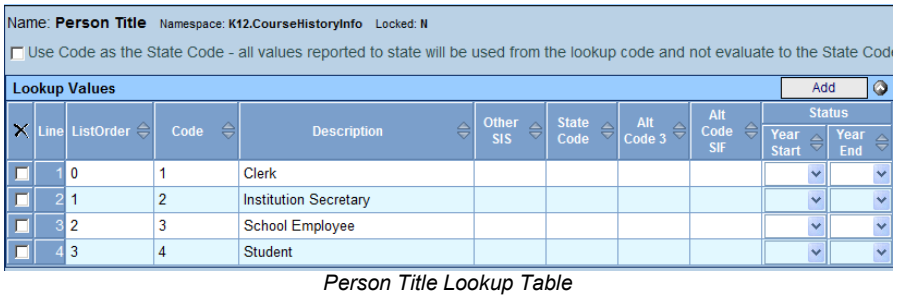
# REQUEST TRACKING TAB

The **Request Tracking** tab of the **Student Course History** screen, which tracks the requests made for copies of student transcripts, has the following lookup tables:



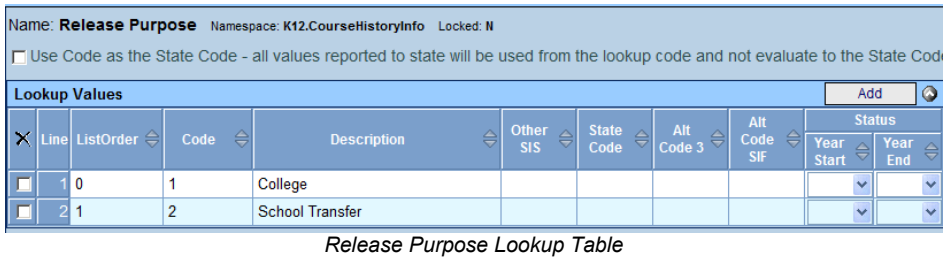

*Request Tracking Tab, Student Course History Screen*

- **Person Title** – the position or title of the person from another school who submits a request. The lookup table is located under **K12.CourseHistoryInfo**, and the table name is **Person Title**.



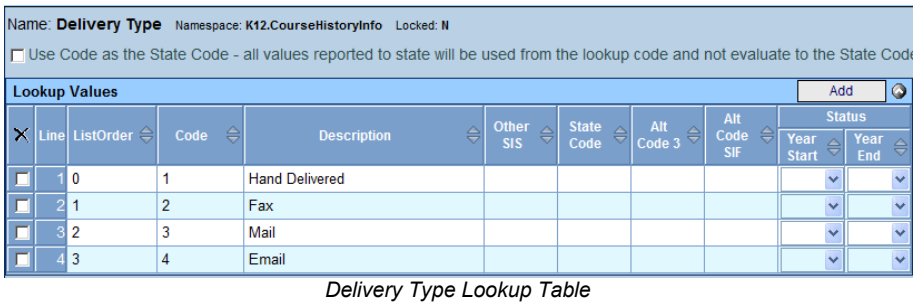

*Person Title Lookup Table*

- **Release Purpose** – the reason the transcript was requested. The lookup table is located under **K12.CourseHistoryInfo**, and the table name is **Release Purpose**.




*Release Purpose Lookup Table*

- **Delivery Type** – how the student transcript was delivered. The lookup table is located under **K12.CourseHistoryInfo**, and the table name is **Delivery Type**.




*Delivery Type Lookup Table*

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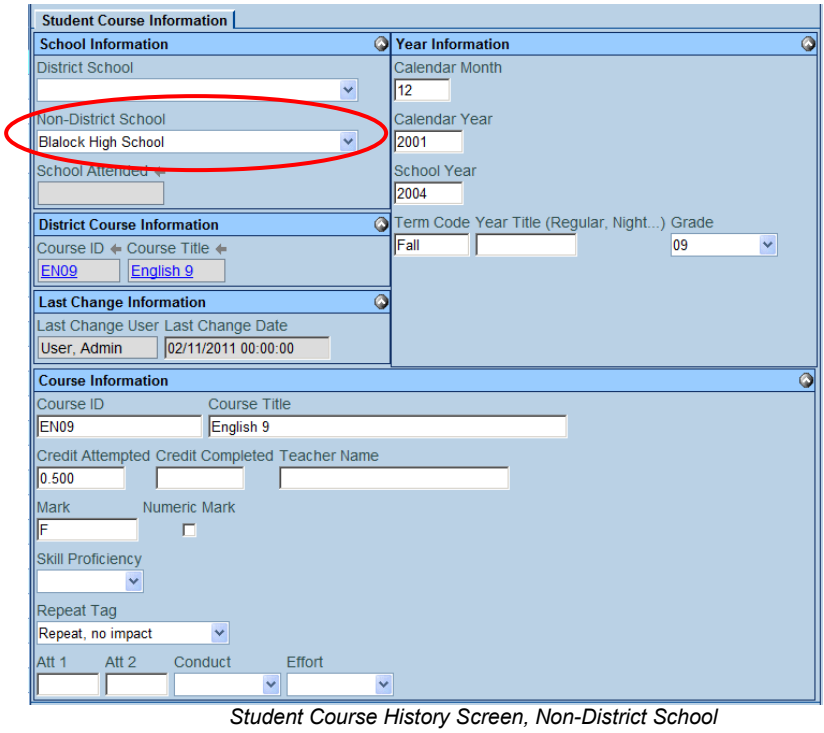
# NON-DISTRICT SCHOOLS

When a student transfers from outside the district, courses from the former school are recorded in the detail screen of **Student Course History** as being completed at a non-district school..

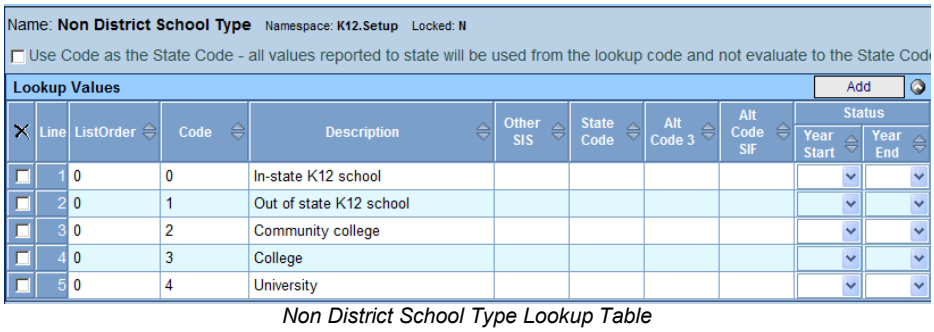



*Student Course History Screen, Non-District School*

Non-district schools can also describe the student's post-secondary plans on the **Student Career Plan** screen, document transcript requests on the **Request Tracking** tab of **Student Course History**, and be listed on the **Schools Attended History** screen.

Before adding the non-district schools, a few lookup tables may need to be customized. These lookup tables are:

- **Non District School Type** – the type of school, college or university. The lookup table is located under **K12.Setup**, and the table name is **Non District School Type**.




*Non District School Type Lookup Table*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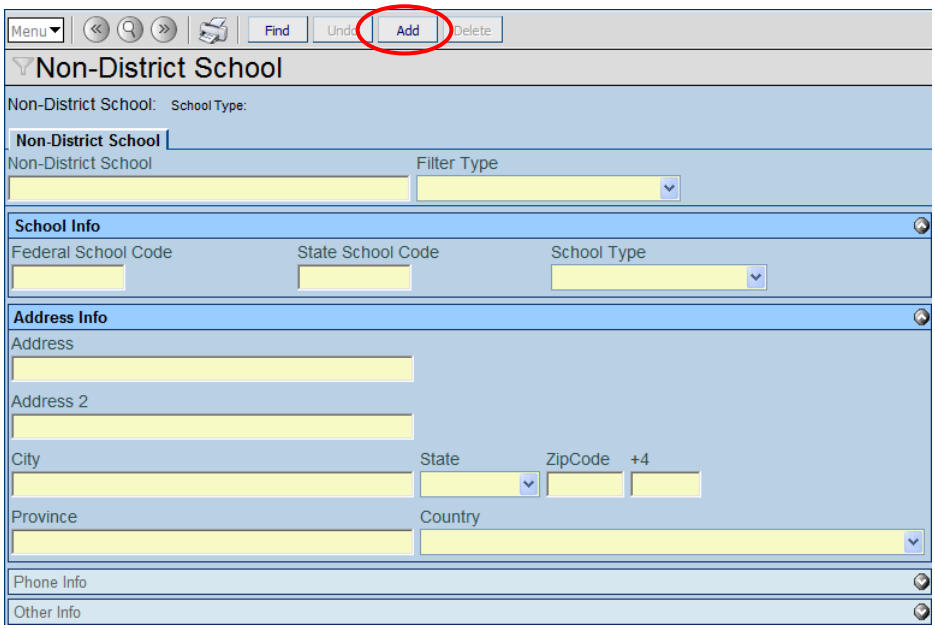
- **Phone Type** – a list of possible types of phones, such as work or cell. This is the same list of phone types that is used through Synergy SIS, and the setup of the list is outlined in the *Synergy SIS – Student Information Administrator Guide*.

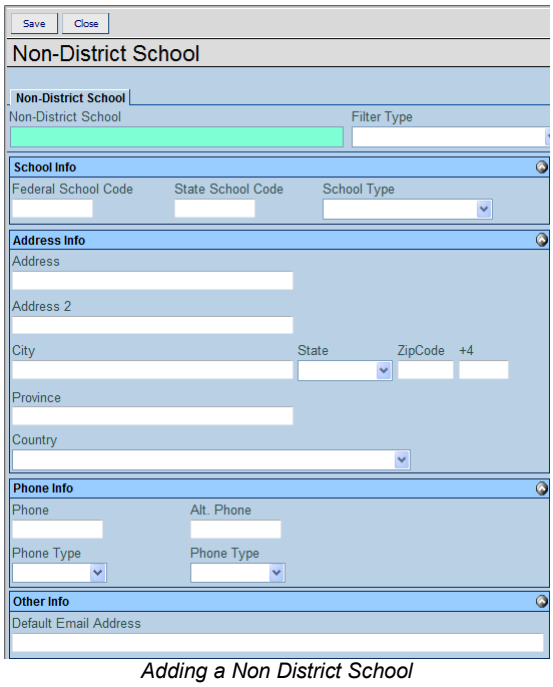
To maintain the list of non-district schools:

1. Go to **Synergy SIS > System > Setup > Non-District School**.




*Non-District School Screen*

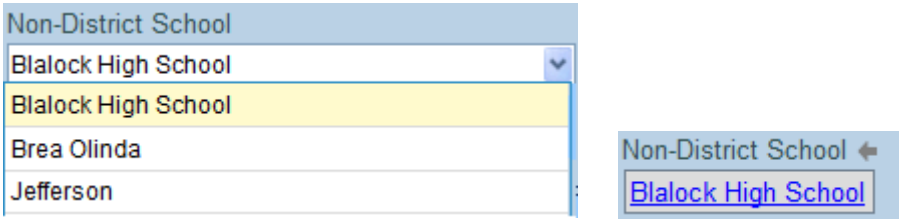
2. Click the **Add** button.
3. Enter the name of the school in the **Non-District School** box.




*Adding a Non District School*

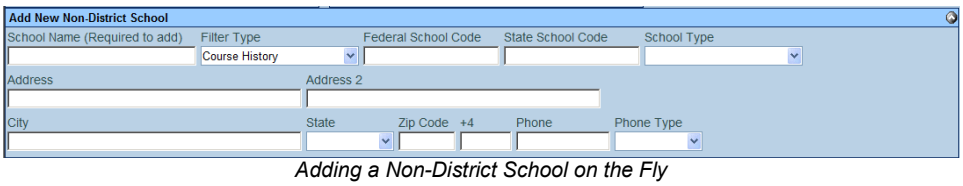
4. In the **Filter Type** list, select where this school can be used. **All** lists the school in all screens, **Course History** limits the school to the **Course History** tab, **Request Tracking** limits the school to the **Request Tracking** tab, and **None** removes the school from the selection. **None** is useful for paring the list to just active schools, while keeping the information intact for older records.
5. Enter the federal code for the school (if known) in the **Federal School Code** box.
6. Enter the state code for the school (if known) in the **State School Code** box.
7. Select the type of school in the **School Type** list. This list is customizable by the district.
8. Enter additional contact and location information, if known.
9. Click the **Save** button at the top of the screen.

The schools are sorted alphabetically by name in the list in the various screens, unless **Show Non-District School Lookup As A Find View** is checked on the **System** tab of **Synergy SIS > System > Setup > District Setup**. In that case, there is a Find arrow instead of a list.




*Non-District School List and Non-District School Find*

Non-districts schools can also be added on the fly on many screens.




*Adding a Non-District School on the Fly*

To edit an existing non-district school:

1. Find the school by using the scroll buttons or Find mode.
2. Make the necessary changes.
3. Click the **Save** button at the top of the screen to save the changes.

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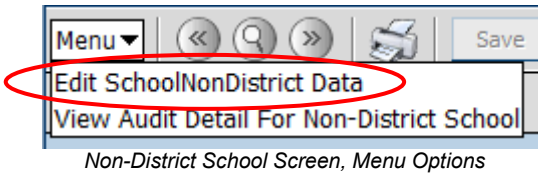
To edit the name or filter type of a non-district school:

1. Find the school by using the scroll buttons or Find mode.
2. Click the **Menu** button at the top of the screen.




*Non-District School Screen, Menu Options*

3. Select **Edit SchoolNonDistrictData.**
4. Edit the name or filter type.
5. Click the **Save** button at the top of the screen to save the changes.

To delete a non-district school:

1. Make sure no course has selected this school, or the system issues a warning that the school cannot be deleted.
2. Click the **Delete** button at the top of the screen.

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# Chapter Four:
# CTE PROGRAM SETUP

This chapter covers:

- ► Modifying the Lookup Tables
- ► Setting Up CTE Courses
- ► Setting Up Available CTE Programs
- ► Updating Student CTE Program Data


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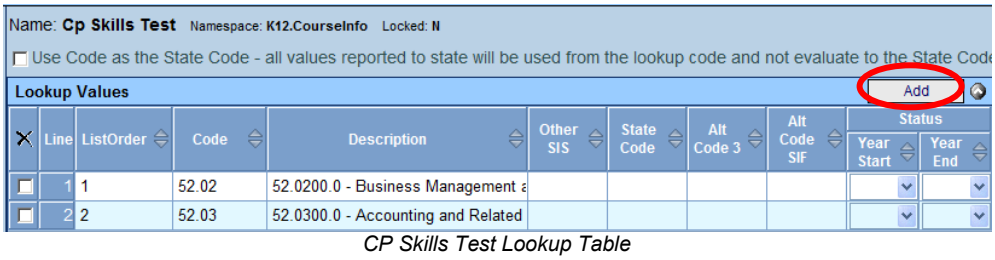
Participation in Career and Technical Education (CTE) programs can be tracked in **Synergy SIS > Course History > Student CTE**. Before recording this information, several areas within Synergy SIS need to be configured as follows.

# MODIFYING THE LOOKUP TABLES

On the screens that configure and record student CTE participation are lists that contain values from lookup tables. Some lookup tables are considered "product owned," with hard-coded values that you cannot change. Other lookup tables can be modified:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Find the table that needs to be changed by clicking the appropriate node under **Lookup Table Maintenance**.
3. Click the desired table.
4. Click the **Add** button to add a new code.

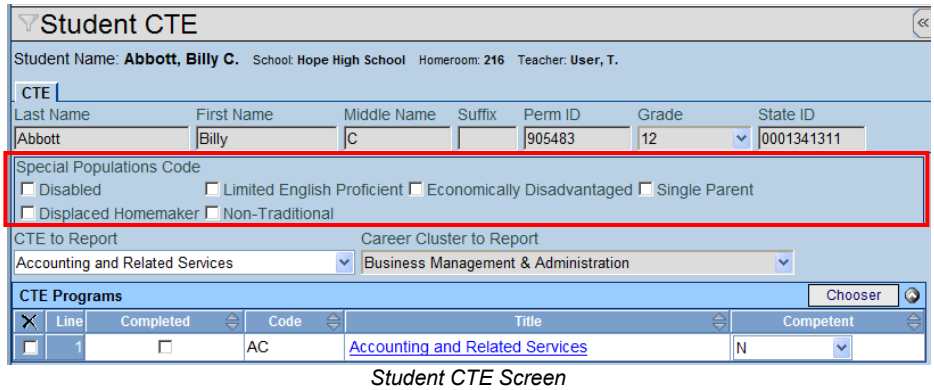



*CP Skills Test Lookup Table*

5. The numbers in the **ListOrder** column set the order in which the values are displayed. If the numbers are the same or blank, the **Code** is used to sort the list, and then the **Description**.
6. Enter a code for the item in the **Code** column. This value must be unique.
7. Enter the description of the code in the **Description** column.
8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system here.
9. If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
10. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed since this information is not uploaded to the state. The checkbox at the top of the table **Use Code as the State Code** is not used as well.
11. Click the **Save** button at the top of the screen to save the changes.

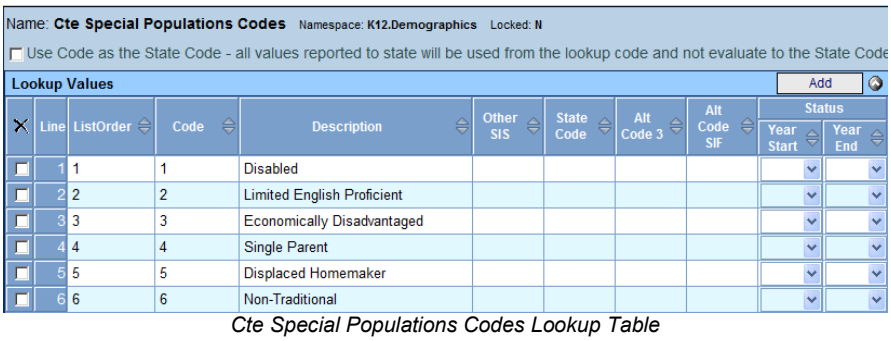
To delete a code, check the box in the **X** column, and click the **Save** button at the top of the screen.

The **Special Populations Code**, shown as check boxes on **Synergy SIS > Course History > Student CTE**, lists special circumstances that may pertain to the student. This list is generally mandated by the state.



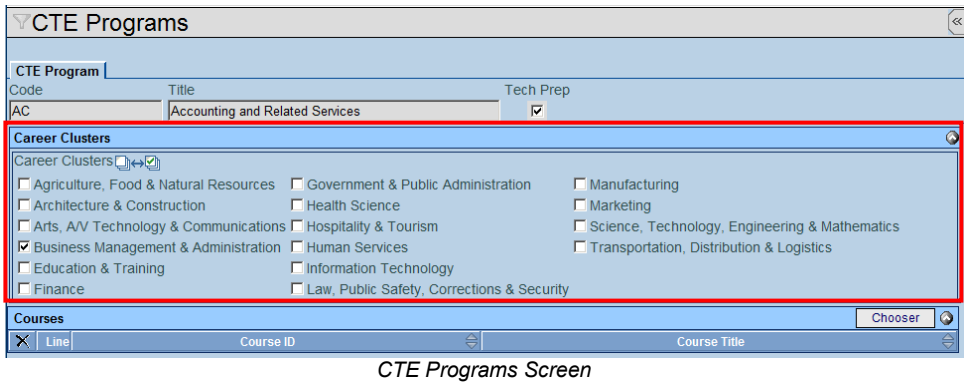
*Student CTE Screen*

The lookup table is located under **K12.Demogrphics**, and the table name is **Cte Special Populations Codes**.



*Cte Special Populations Codes Lookup Table*

The **Career Clusters** codes are also shown as check boxes, and they are listed on **Synergy SIS > Course History > Setup > CTE Programs**. These are generally the official nationwide career clusters listed on the Career Clusters Initiative website at http://www.careerclusters.org/16clusters.cfm. These codes are also used by the **Career Plan** screen.



*CTE Programs Screen*

The lookup table is located under **K12.CourseInfo**, and the table name is **Cte Career Clusters**.

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Name: **Cte Career Clusters** Namespace: **K12.CourseInfo** Locked: **N**

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

**Lookup Values** Add

| ✕ | Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status Year Start | Status Year End |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 1 | 1 | AGR | Agriculture, Food & Natural Resourc | | | | | | |
| ☐ | 2 | 2 | ARC | Architecture & Construction | | | | | | |
| ☐ | 3 | 3 | ART | Arts, A/V Technology & Communica | | | | | | |
| ☐ | 4 | 4 | BUS | Business Management & Administra | | | | | | |
| ☐ | 5 | 5 | EDU | Education & Training | | | | | | |
| ☐ | 6 | 6 | FIN | Finance | | | | | | |
| ☐ | 7 | 7 | GOV | Government & Public Administration | | | | | | |
| ☐ | 8 | 8 | HLT | Health Science | | | | | | |
| ☐ | 9 | 9 | HOS | Hospitality & Tourism | | | | | | |
| ☐ | 10 | 10 | HUM | Human Services | | | | | | |
| ☐ | 11 | 11 | INF | Information Technology | | | | | | |
| ☐ | 12 | 12 | LAW | Law, Public Safety, Corrections & S | | | | | | |
| ☐ | 13 | 13 | MAN | Manufacturing | | | | | | |
| ☐ | 14 | 14 | MAR | Marketing | | | | | | |
| ☐ | 15 | 15 | SCI | Science, Technology, Engineering & | | | | | | |
| ☐ | 16 | 16 | TRN | Transportation, Distribution & Logisti | | | | | | |

*Cte Career Clusters Lookup Table*

The **Skills Assessment** assigned to district courses that count toward fullfillment of the CTE programs' requirements is in a list on the **District Course** screen. This may be a state-mandated test, or perhaps a district skills assessment test.

District Course

Course ID: **BE24** Course Title: **Business Math**

Course | Description | Year Override | Pre/Corequisite | Schools Teaching | Associated Courses | Standards | Opt In Options | Course Fees

| Course ID | Course Title | Course Short Title | Mandatory | Inactive | Always Show In Course History | Add |
|---|---|---|---|---|---|---|
| BE24 | Business Math | Business Math | ☐ | ☐ | ☐ | |

Course Info

Scheduling Options | ParentVUE Options

Course Restrictions | Course Subject Areas

Other Information | Verified Credit 1

**Carl Perkins** | Verified Credit 2

| Program Code | Course Code | Course Length (Minutes) | Skills Assessment |
|---|---|---|---|
| 52.300 | 10 | 55 | |

Alternate Codes Add

*District Course Screen*

The lookup table is located under **K12.CourseInfo**, and the table name is **Cp Skills Test**.

Name: **Cp Skills Test** Namespace: **K12.CourseInfo** Locked: **N**

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

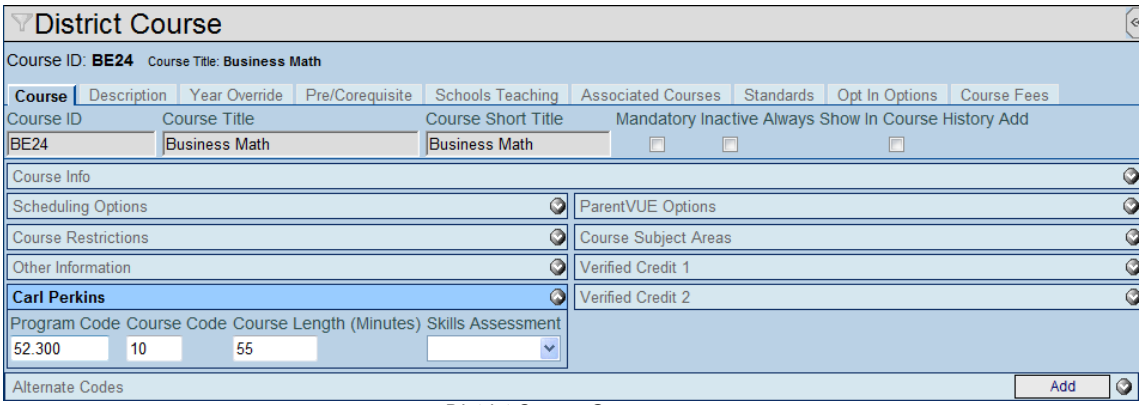
**Lookup Values** Add

| ✕ | Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status Year Start | Status Year End |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 1 | 1 | 52.02 | 52.0200.0 - Business Management a | | | | | | |
| ☐ | 2 | 2 | 52.03 | 52.0300.0 - Accounting and Related | | | | | | |

*Cp Skills Test Lookup Table*

# SETTING UP CTE COURSES

Once the lookup tables have been updated, the next step in configuring the CTE programs is to add the courses that students can take to fulfill the program requirements. To add these courses, navigate to **Synergy SIS > Course > District Course**, and follow the normal process for adding a course as outlined in the *Synergy SIS – Scheduling Guide*.

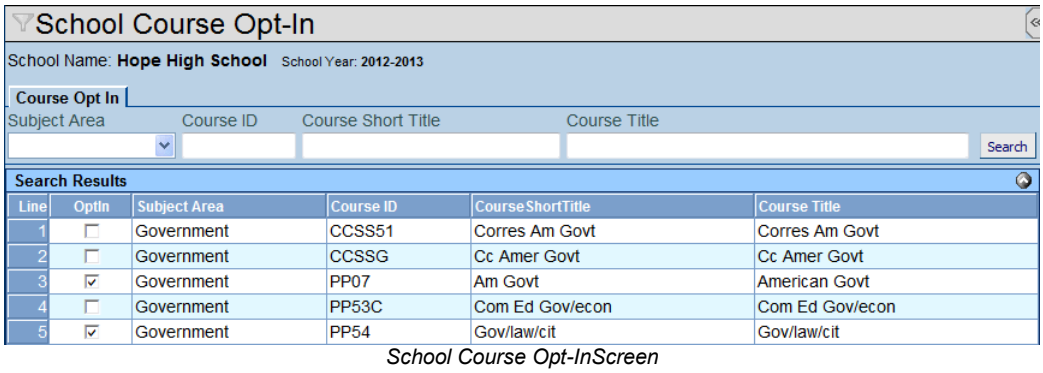



*District Course Screen*

Once the course has been added, the Carl Perkins information for the course can be added at the bottom of the screen.

1. Enter the official Perkins **Program Code** for which the course is applicable, such as 52.3000.
2. Enter the two-digit number for the official **Course Code**.
3. Enter the number of minutes the course is taught in the **Course Length** box.
4. Select the **Skills Assessment** associated with the course
5. Click the **Save** button at the top of the screen.

After the District Course has been created, be sure to use **Synergy SIS > Schedule > School Course Opt-In** to opt in to the course at each school where the course will be taught. Sections can then be scheduled and students can be enrolled, as outlined in the *Synergy SIS – Scheduling Guide*.




*School Course Opt-InScreen*

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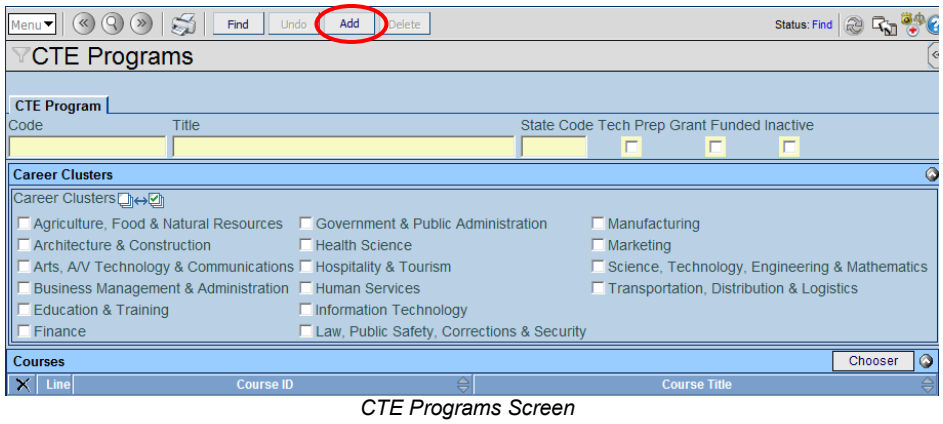
# SETTING UP AVAILABLE CTE PROGRAMS

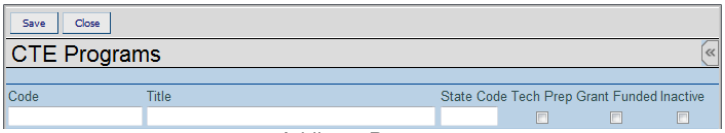
After the lookup tables have been modified and the CTE courses configured, the CTE programs offered at the district need to be entered. CTE programs are set up at the district level, and are available to all schools. To set up a CTE program:

1. Navigate to **Synergy SIS > Course History > Setup > CTE Programs**.



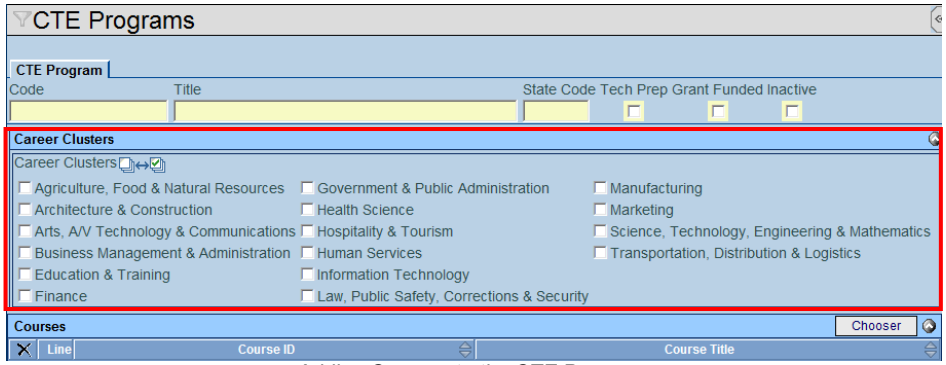

*CTE Programs Screen*

2. Click the **Add** button at the top of the screen. A new **CTE Programs** window opens.




*Adding a Program*

3. Enter a **Code** for the program and the **Title** of the program.
4. Check appropriate boxes if the program is considered a tech prep program as well, is funded by a grant, or is no longer being used.
5. Click the **Save** button at the top of the screen.
6. Check the boxes for any **Career Clusters** that apply to the program.




*Adding Courses to the CTE Program*

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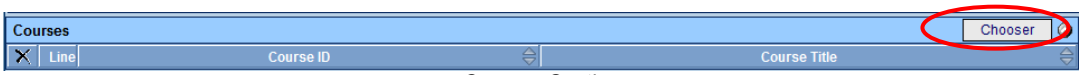
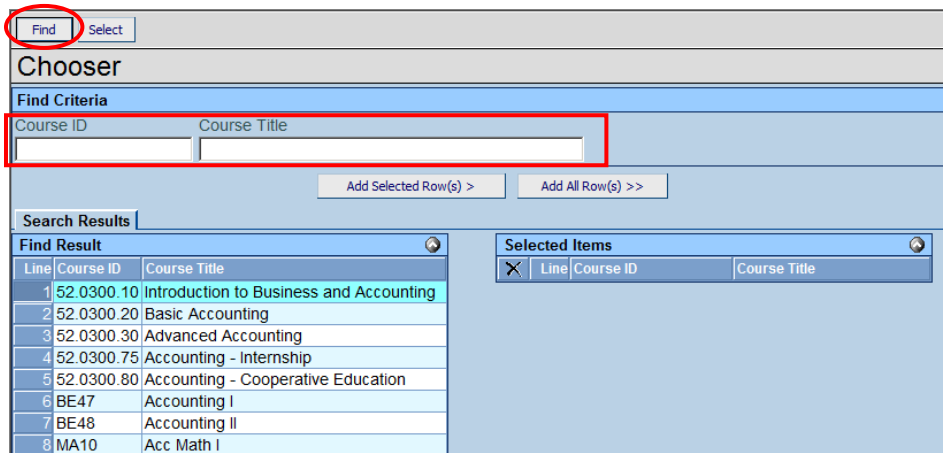
7. To select the courses that count toward the program, click the **Chooser** button in the **Courses** section. The **Chooser** screen opens.



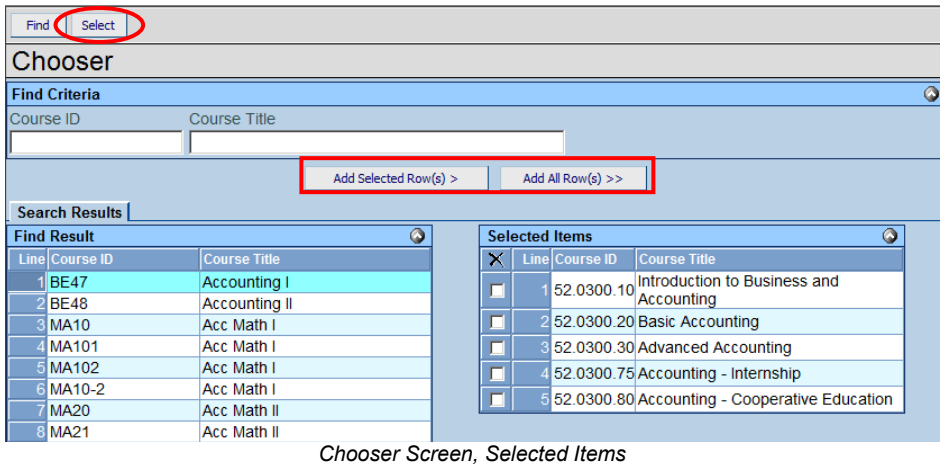

*Courses Section*

8. Enter all or part of the **Course ID** or **Course Title** to be found, and click the **Find** button. A list of courses matching the criteria entered appears in the **Search Results** grid.




*Chooser Screen*

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




*Chooser Screen, Selected Items*

10. Repeat steps 8 and 9 as needed to select all appropriate courses.

11. Click the **Select** button to add them to the **Courses** section.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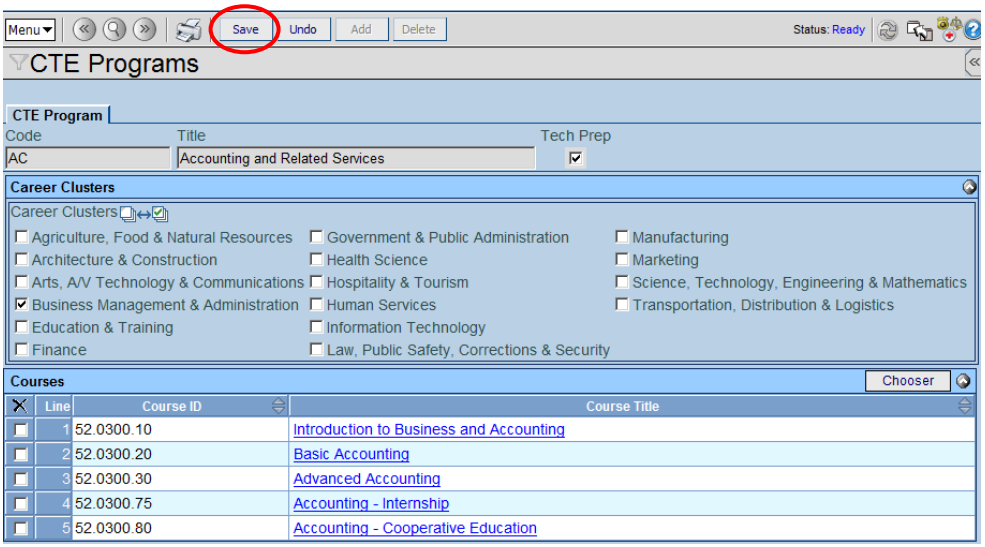
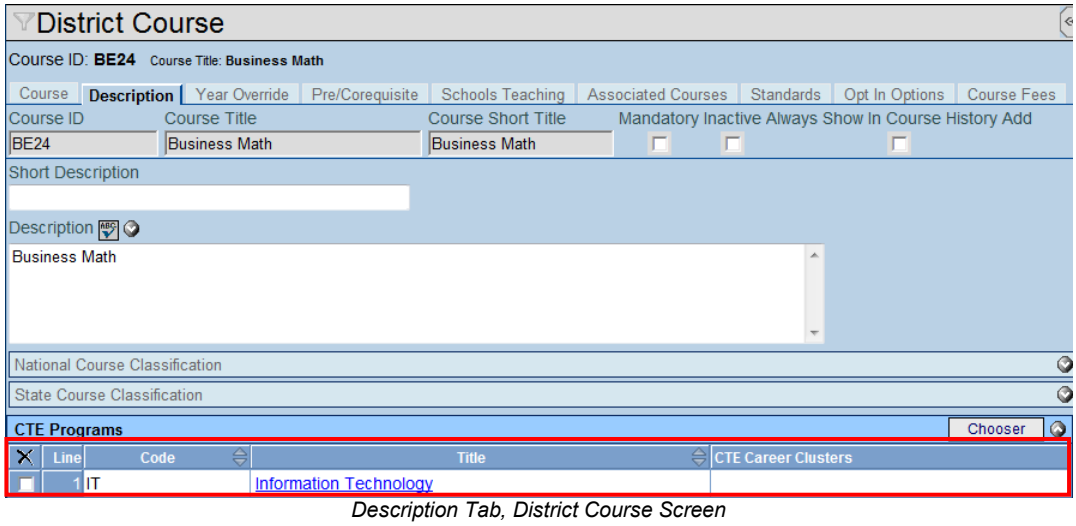
12. Click the **Save** button at the top of the **CTE Programs** screen.




*Completed CTE Program*

Programs can also be assigned to courses, and course program assignments can be seen on the **Description** tab of the **District Course** screen. See the *Synergy SIS – Scheduling Guide* for more information about modifying district courses.



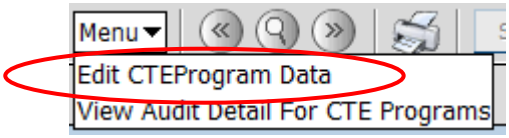

*Description Tab, District Course Screen*

To edit an existing CTE program:

1. Find the program by using the scroll buttons or Find mode.
2. Make the necessary changes.
3. Click the **Save** button at the top of the screen.

To edit a CTE program's **Code**, **Title**, **State Code**, or status as **Tech Prep**, **Grant Funded**, or **Inactive**:

1. Find the program by using the scroll buttons or Find mode.
2. Click the **Menu** button at the top of the screen.




*CTE Programs Screen, Menu Options*

3. Click **Edit CTEProgram Data.**
4. Make the needed changes.
5. Click the **Save** button at the top of the screen.

To delete a program:

1. Delete all of the associated courses from the program by checking the **X** column and then clicking the **Save** button at the top of the screen.
2. Click the **Delete** button at the top of the screen.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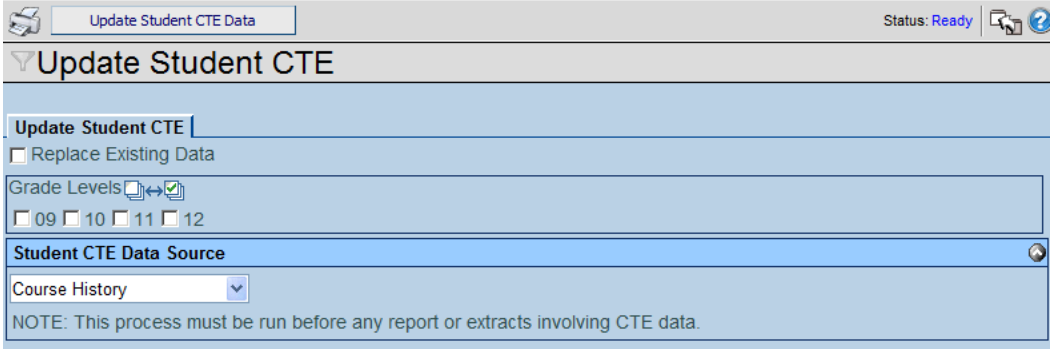
# UPDATING STUDENT CTE PROGRAM DATA

CTE programs can be added to the student's record manually or automatically assigned based on the courses that the student has completed or is taking.

> **Reference:** The *Synergy SIS – Course History User Guide* shows how to manually assign CTE programs to students.

To automatically assign the students to a CTE program based on courses in progress or completed:

1. Go to **Synergy SIS > Course History > Update Student CTE**.




*Update Student CTE Screen*

2. Set the focus. You can update student CTE data for any organization, such as an individual school or all high schools.

*Focus*

3. To replace all CTE program assignments for all students, check the **Replace Existing Data** box. This removes even manually assigned CTE programs.
4. Check the **Grade Levels** for which the process should run. To check or uncheck all grades, use the button. **The process will run for the students in the current focus only**.
5. In the **Student CTE Data Source** list, select how to assign CTE programs to students. To use only the completed courses that appear in course history, select **Course History**. To assign CTE program based on the students' current schedules only, select **Work In Progress**. To use both sets of courses to assign CTE programs, select **Both**.
6. Click the **Update Student CTE Data** button at the top of the screen.

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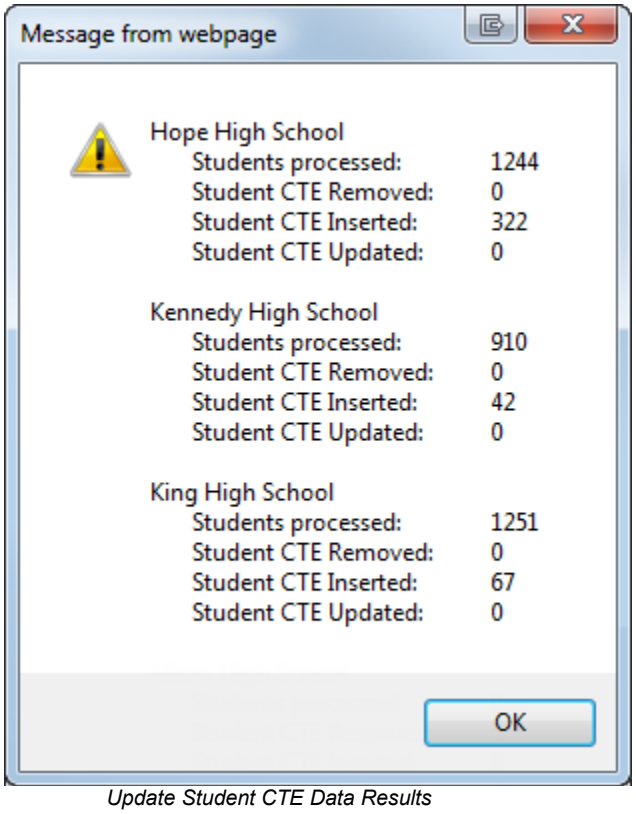
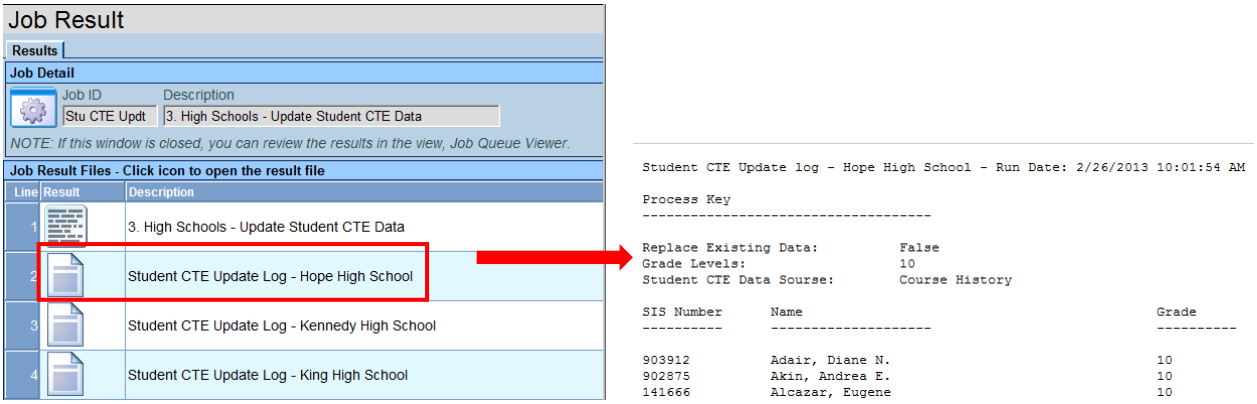
The update process reports results for each school included in the focus.




*Update Student CTE Data Results*

In addition, a **Job Result** window displays log files for each school processed.




*Result Window and Log File*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# Chapter Five:
# SERVICE LEARNING SETUP

This chapter covers:

- Modifying the Lookup Table
- Service Learning Setup
- Service Learning Categories

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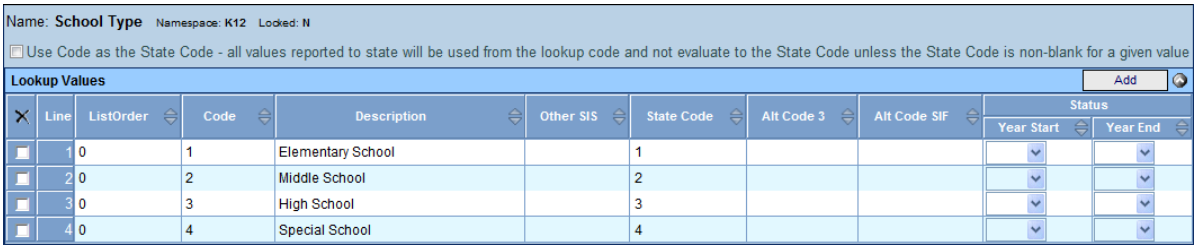
# MODIFYING THE LOOKUP TABLE

On the **Service Learning Setup** screen are lists where users can select school types. The values in the lists are stored in the lookup table **School Type**, under **K12** on **Synergy SIS > System > Setup > Lookup Table Definition**.


Name: School Type Namespace: K12 Locked: N

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

Lookup Values Add

| X | Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Year Start | Year End |
| | 1 | 0 | 1 | Elementary School | | 1 | | | | |
| | 2 | 0 | 2 | Middle School | | 2 | | | | |
| | 3 | 0 | 3 | High School | | 3 | | | | |
| | 4 | 0 | 4 | Special School | | 4 | | | | |

# SERVICE LEARNING SETUP

The **Service Learning** screen enables schools and districts to document students' community work and to display their involvement in course history and on transcripts. A number of hours of service learning may even be defined as a graduation requirement. For more about configuring service learning as a graduation requirement, see the chapter in this guide on graduation requirements.

To set up performance levels for the recognition of students' work on service learning projects:

1. Go to **Synergy SIS > Course History > Setup > Service Learning Setup**.

Service Learning Setup

Service Learning Setup

Service Learning Levels Add

| X | Line | Cutoff Hours | School Type | Level Name |
|---|---|---|---|---|
| | 1 | 20 | | Beginner Level Service Performer |
| | 2 | 40 | | Gold Level Service Performer |

*Service Learning Setup Screen*

2. To add a performance level, click the **Add** button. A new line appears.
3. Enter the minimum number of hours to achieve the new level in the **Cutoff Hours** column.
4. Select a school type in the **School Type** list.
5. Enter a descriptive name for the level in the **Level Name** column.
6. Click the **Save** button at the top of the screen.

To delete a service learning level:

1. Click in the box underneath the **X** column.
2. Click the **Save** button at the top of the screen.

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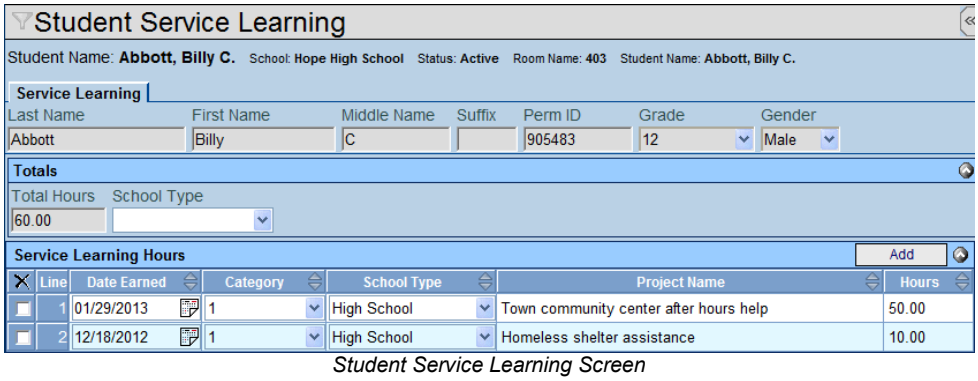
# SERVICE LEARNING CATEGORIES

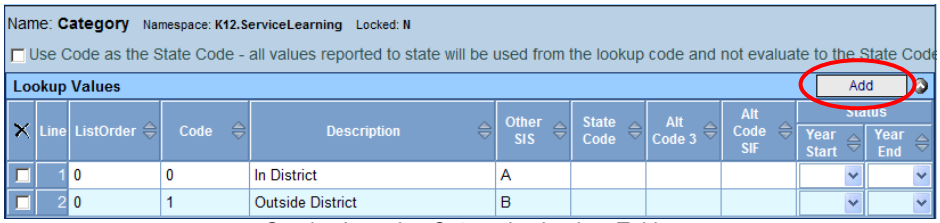
When recording a student's service learning hours, each project can be assigned to a category such as an in-district project or out-of-district project.




*Student Service Learning Screen*

To customize these categories for the district:

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




*Service Learning Categories Lookup Table*

4. Click the **Add** button to add a new category.
5. The numbers in the **ListOrder** column set the order in which the values are displayed. If the numbers are the same or blank, the **Code** is used to sort the list, and then the **Description**.
6. Enter a code for the category in the **Code** column. This value must be unique, but it is used only internally and is not displayed.
7. Enter a description of the category in the **Description** column.
8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
9. The **State Code, Alt Code 3, and Alt Code SIF** are for tables involved in data uploads to a state system. They are not needed for the **Category** table.
10. If appropriate, a start year and end year may be entered for the category in the **Status** column to activate or deactivate the category. If a line is inactive, it shows data already entered but is not available for selection for new lines.
11. Click the **Save** button at the top to save the changes.

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To delete a category:

1. Click the box in the **X** column.
2. Click the **Save** button.


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# Chapter Six: GRADUATION REQUIREMENTS

This chapter covers:

- Types of Requirements
- Before Setting Up Graduation Requirements
- Modifying the Lookup Tables
- Setting Up Graduation Requirements
- Options Tab
- Class of Credit Tab
- Class of Test Groups Tab
- Class of GPA Tab
- Class of Service Learning Tab
- District Waivers

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# TYPES OF REQUIREMENTS

Four types of requirements can be set as part of the graduation requirement – credit, test, GPA, and service learning. The main requirement is the credit requirement, which can be broken down into specific credit requirements by subject. Passing marks for meeting the requirements can also be defined.

Some states have a test that must be passed in order to graduate. Therefore, a test requirement can be defined.

The GPA requirement allows districts to define a minimum GPA to be met, and schools can incorporate a requirement for students to complete service learning hours before graduation.

# BEFORE SETTING UP GRADUATION REQUIREMENTS

The graduation requirements definition refers to several other configurations within Synergy SIS. The following definitions should be set up before you create the graduation requirements, to populate some of the options needed:

- **Marks** – the marks used for grading can be configured on the **Synergy SIS > Grading > Setup > Mark Definition** screen. For instructions on setting up the district marks, see the *Synergy SIS – Grading Administrator Guide*.
- **GPA Definition** – the GPA definitions are configured on **Grading > Setup > GPA Definition**. For more information, see the chapter in this guide on GPA and class rank.
- **District Courses** – district courses are added through **Synergy SIS > Schedule > District Course**. For more information, see the *Synergy SIS – Scheduling Guide*.
- **Test Definitions** – if there are tests required for graduation, they first need to be set up under **Synergy SIS > Test History > Setup > Test Definition**. For instructions, see the *Synergy SIS – Test History Administrator Guide*.

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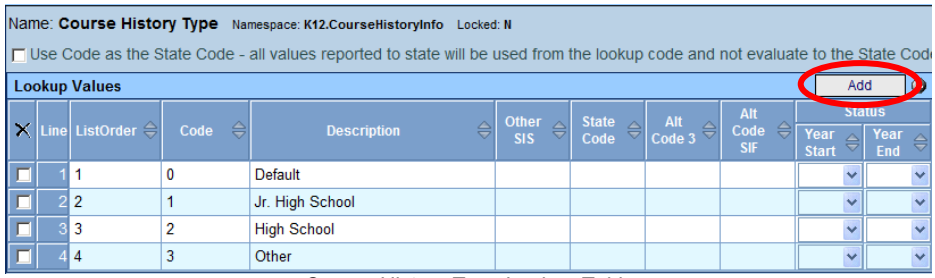
# MODIFYING THE LOOKUP TABLES

On the **Synergy SIS > Grading > Setup > Graduation Requirements** screen are lists that contain values from lookup tables. Some lookup tables are considered "product owned," with hard-coded values that you cannot change. Other lookup tables can be modified:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Find the table that needs to be changed by clicking the appropriate node under **Lookup Table Maintenance**.
3. Click the desired table.
4. Click the **Add** button to add a new code.




*Course History Type Lookup Table*

5. The numbers in the **ListOrder** column set the order in which the values are displayed. If the numbers are the same or blank, the **Code** is used to sort the list, and then the **Description**.
6. Enter a code for the item in the **Code** column. This value must be unique.
7. Enter the description of the code in the **Description** column.
8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system here.
9. If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
10. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed, as graduation requirements information is not uploaded to the state. The **Use Code as the State Code** checkbox at the top of the table is similarly not used.
11. Click the **Save** button at the top of the screen.

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

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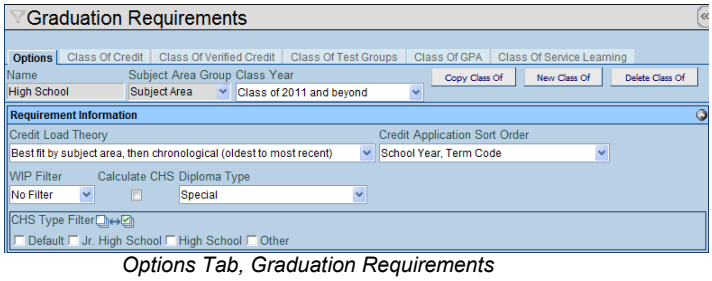
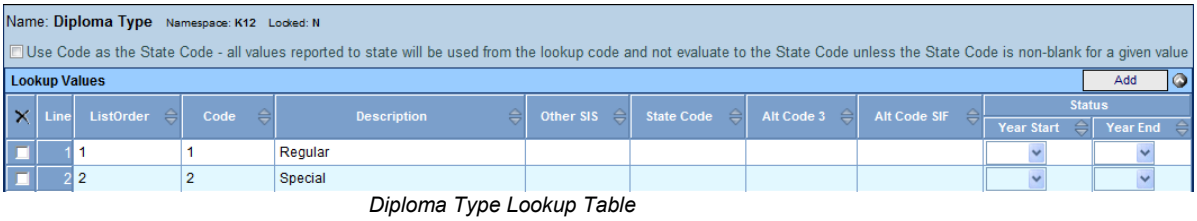
The **Options** tab of the **Graduation Requirements** screen has several lists, but only two can be modified.



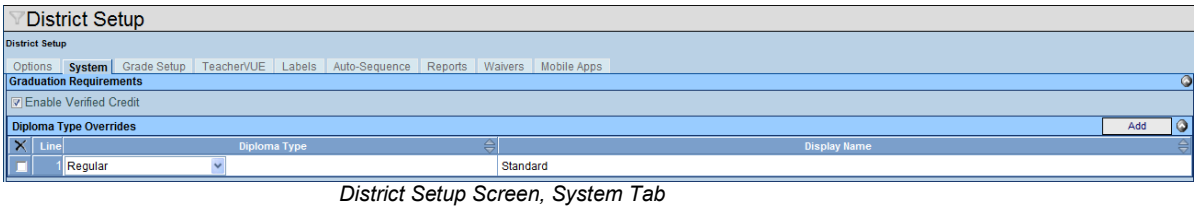

*Options Tab, Graduation Requirements*

One is the **Diploma Type** list. The lookup table is under **K12** and is called **Diploma Type**.




*Diploma Type Lookup Table*

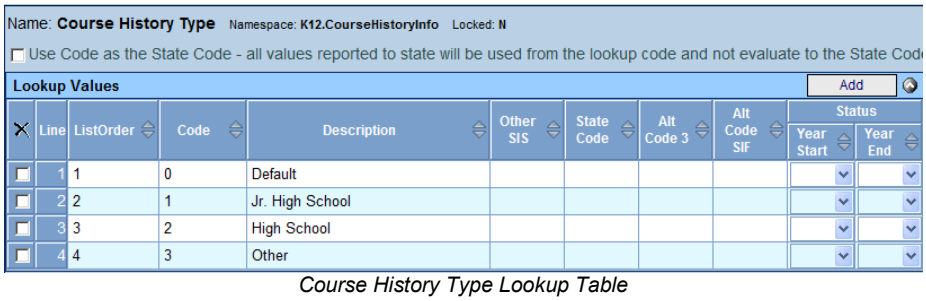
You can override the diploma type text that appears on transcripts, using the **Diploma Type Overrides** section on the **Setup** tab of **Synergy SIS > Setup > System > District Setup**.




*District Setup Screen, System Tab*

The other list that can be modified creates the check boxes for the **CHS Type Filter**. These are the same course history types (the codes that define a course as a high school course, or junior high, etc.) used to categorize courses on the **Student Course History** screen. These types are used to filter which courses in course history are used toward the graduation requirements definition.

The lookup table is located under **K12.CourseHistoryInfo**, and the table name is **Course History Type**.




*Course History Type Lookup Table*

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The **Subject Area Group** list indicates the type of subject area used by the graduation requirements – subject area (high school), college, or university. Since this links back to both the subject area requirements on the **Class of Credit** tab and the subject areas on the **District Course** screen, and these areas of the screens cannot be customized, **it is strongly recommended that this lookup table NOT be modified**.

Name: **Subject Area Group** Namespace: **K12.CourseInfo** Locked: **N**

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

**Lookup Values** Add

| ✕ | Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Year Start | Year End |
| ☐ | 1 | 0 | C | College | | | | | | |
| ☐ | 2 | 0 | S | Subject Area | | | | | | |
| ☐ | 3 | 0 | U | University | | | | | | |

*Subject Area Group Lookup Table*

The **Class of Credit** tab of the **Graduation Requirements** screen has three lookup tables associated with it, as follows:

Graduation Requirements

Options | **Class Of Credit** | Class Of Verified Credit | Class Of Test Groups | Class Of GPA | Class Of Service Learning

Name: High School | Subject Area Group: Subject Area | Class Year: Class of 2011 and beyond | Copy Class Of | New Class Of | Delete Class Of

**Class of Credit Requirements**

Default Subject Area: Electives

**Graduation Credit Class Requirements** Add | Show Detail

| ✕ | Line | Subject Area | Credits Required |
|---|---|---|---|
| ☐ | 1 | Mathematics | 5.000 |
| ☐ | 2 | American History | 2.500 |
| ☐ | 3 | Government | 1.000 |
| ☐ | 4 | English Literature | 2.000 |
| ☐ | 5 | Science Required | 2.000 |
| ☐ | 6 | Electives | 7.000 |

**Course Filters**

If any alt type exists in a course then the course will be used. (i.e. The Alt Types are OR'd together)

**Alt Types** Add

| ✕ | Line | Alt Type |
|---|---|---|

**Passing Marks**

If not all marks count toward graduation requirement then select the marks that do count towards graduation.

Passing Marks

☐ A+ ☐ A ☐ A- ☐ B+ ☐ B ☐ B- ☐ C+ ☐ C ☐ C- ☐ D+
☐ D ☐ D- ☐ F ☐ WF ☐ I

**Grade Range Filters**

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

**Credit Messages** Add

| ✕ | Line | Grade | Message | All Requirements Met |
|---|---|---|---|---|

**Mark Exceptions** Add | Show Detail

| ✕ | Line | Valid Course | Valid Term Code | Valid Marks | Allow Course | Allow Term Code | Allow Marks | Satisfies Subject Area |
|---|---|---|---|---|---|---|---|---|

*Class of Credit Tab, Graduation Requirements Screen*

- **Subject Area** – the subjects for credit requirements. These are the same values used when assigning a subject area to a course, and are used to match courses to credit requirements. The lookup table is located under **K12.CourseInfo**, and the table name is **Subject Area**. When creating a college or university graduation requirement, a separate set of subject areas is defined in a separate lookup table.

Name: **Subject Area** Namespace: **K12.CourseInfo** Locked: **N**

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

**Lookup Values** Add

| ✕ | Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Year Start | Year End |
| ☐ | 1 | 1 | 3 | English | C | | | | | |
| ☐ | 2 | 2 | 6 | Mathematics | F | | | | | |
| ☐ | 3 | 3 | 7 | Laboratory Science | G | | | | | |
| ☐ | 4 | 4 | 12 | History & Social Studies | L | | | | | |
| ☐ | 5 | 5 | 13 | Health & Physical Education | M | | | | | |

*Subject Area Lookup Table*

For the College-designated graduation requirements, the lookup table is located under **K12.CourseInfo**, and the table name is **College Subject Area**. These match to the College Subject Areas designated in the **District Course** screen.

Name: **College Subject Area** Namespace: **K12.CourseInfo** Locked: **N**

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

**Lookup Values** Add

| ✕ | Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Year Start | Year End |
| ☐ | 1 | 0 | A | History/Social Studies | | | | | | |
| ☐ | 2 | 0 | B | English | | | | | | |
| ☐ | 3 | 0 | C | Mathematics | | | | | | |
| ☐ | 4 | 0 | D | Lab Science | | | | | | |
| ☐ | 5 | 0 | E | Foreign Language | | | | | | |

*College Subject Area Lookup Table*

For the University-designated graduation requirements, the lookup table is located under **K12.CourseInfo**, and the table name is **University Subject Area**. These match to the University Subject Areas designated in the **District Course** screen.

Name: **University Subject Area** Namespace: **K12.CourseInfo** Locked: **N**

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

**Lookup Values** Add

| ✕ | Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Year Start | Year End |
| ☐ | 1 | 0 | A | History/Social Studies | | | | | | |
| ☐ | 2 | 0 | B | English | | | | | | |
| ☐ | 3 | 0 | C | Mathematics | | | | | | |
| ☐ | 4 | 0 | D | Lab Science | | | | | | |
| ☐ | 5 | 0 | E | Foreign Language | | | | | | |

*University Subject Area Lookup Table*

- **Alt Types** – the alt types can be used as another course filter for the graduation requirements. The Alt Types are added to the graduation requirements, and then also assigned to each course in the **District Course** screen. The lookup table is located under **K12.CourseInfo**, and the table name is **Alt Id Type**.

Name: **Alt Id Type** Namespace: **K12.CourseInfo** Locked: **N**

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

**Lookup Values** Add

| ✕ | Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Year Start | Year End |
| ☐ | 1 | 0 | 1 | State | | | | | | |

*Alt Id Type Lookup Table*

- **Marks** – the checkboxes listing all of the marks, or grades, are taken from the **Mark Definition** screen as described in the *Synergy SIS – Grading Administrator Guide*.

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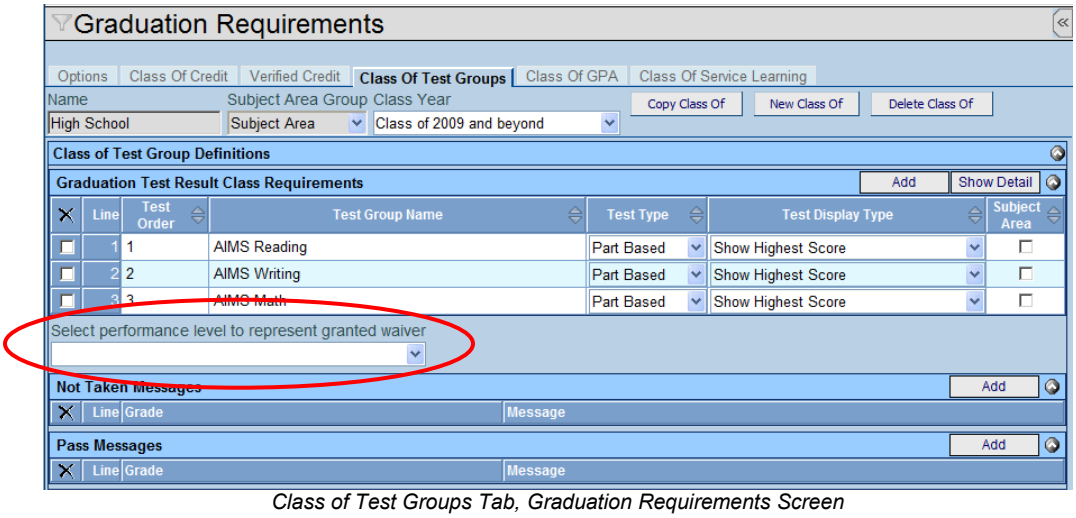
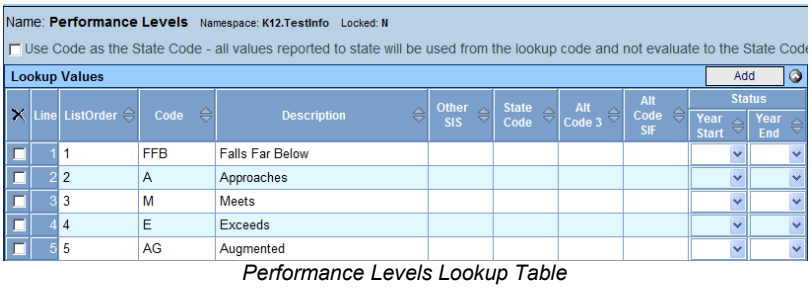
The **Class of Test Groups** tab of the **Graduation Requirements** screen has just one lookup table that can be customized – the performance levels used to designate the passing grades for a test required for graduation. These are the same levels used in the various test-related screens described in the *Synergy SIS – Test History Administrator Guide*. However, an additional level can be added to indicate that a waiver was issued to a student to bypass the test requirements.




*Class of Test Groups Tab, Graduation Requirements Screen*

The lookup table for performance levels is located under **K12.TestInfo**, and the table name is **Performance Levels**.




*Performance Levels Lookup Table*

# SETTING UP GRADUATION REQUIREMENTS

You define graduation requirements in **Synergy SIS > Grading > Setup > Graduation Requirements**.

You can define multiple sets of requirements if, for example:

- There are different requirements for different groups of students (such as those who are university bound and those who will not continue education after high school).
- State requirements or the district's own requirements change over time. For example, classes graduating after a certain year may be required to pass the state science test, whereas previous classes were not.

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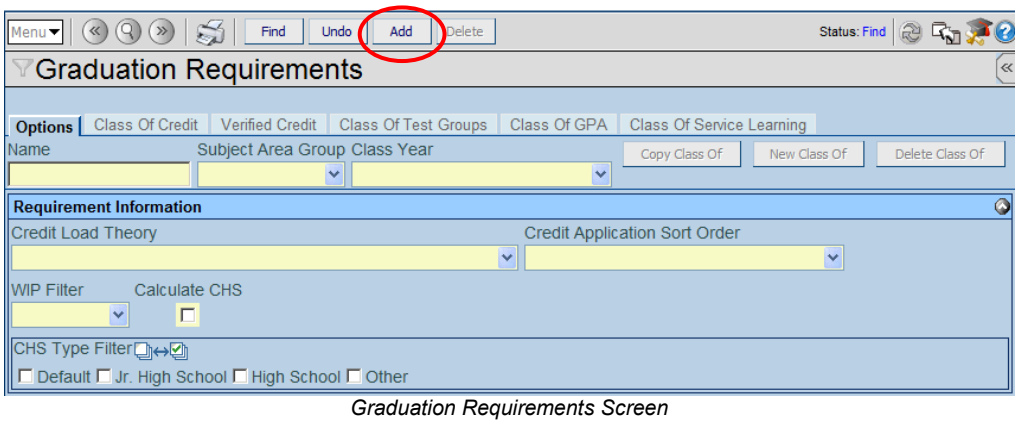
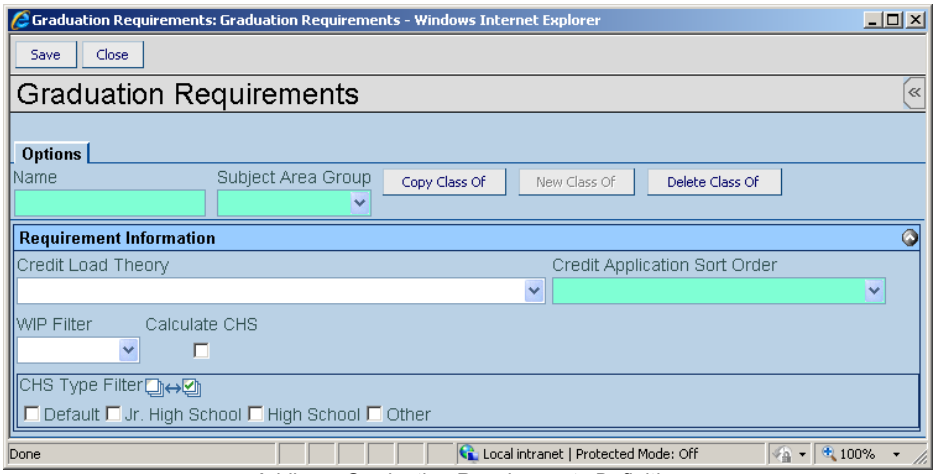
To differentiate requirements based on student groups, create separate Graduation Requirements definitions. For example, one definition may be for graduating with honors, while another definition may be for a standard graduation requirement. To create a Graduation Requirements definition:

1. Navigate to **Synergy SIS > Grading > Setup > Graduation Requirements**.
2. Click the **Add** button at the top of the screen.




*Graduation Requirements Screen*

3. Enter a **Name** for this graduation requirement definition. For example, the standard requirement might be named Standard and the requirement for the honor students may be named Honors.




*Adding a Graduation Requirements Definition*

4. Select a **Subject Area Group**. The standard values are College, Subject Area or University. Most districts use Subject Area to apply requirements based on the subject area of the course. This means the credits are matched using the Subject Area groups configured on the **District Course** screen for each course. College or University subject area groups would be used to create a graduation requirement for students taking community college or university-level courses.
5. Choose the **Credit Application Sort Order**. Credits earned may be applied by Calendar Year and Calendar Month or by School Year and Term.
6. Click **Save** to save the requirements. Later in this chapter, the other options are explained. Only the fields in green are required to create a new definition.

To edit an existing GPA definition:

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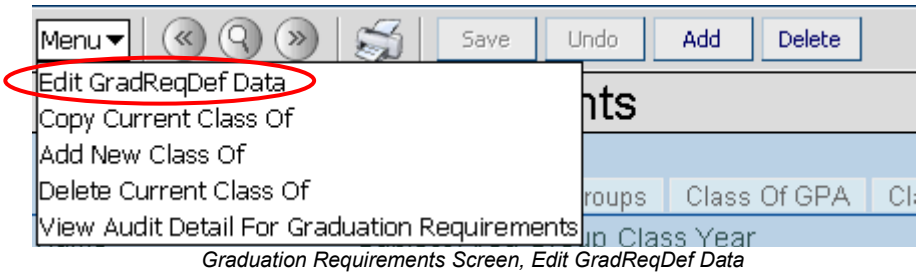
1. Find the definition by using the scroll buttons or Find mode.
2. Make the necessary changes.
3. Click the **Save** button at the top of the screen.

Note that the name of the definition and the subject area group cannot be edited as the rest of the fields can. To edit the name of the definition or subject area group:

1. Find the definition by using the scroll buttons or Find mode.
2. Click the **Menu** button at the top of the screen, and click **Edit GradReqDef Data**.




*Graduation Requirements Screen, Edit GradReqDef Data*

3. Edit the name or subject area group.
4. Click the **Save** button at the top of the screen.

Sometimes districts may need to delete a graduation requirement definition. To delete a definition:

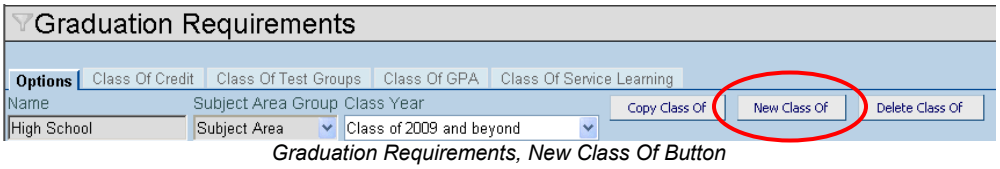
1. Find the definition by using the scroll buttons or Find mode.
2. Click the **Delete** button at the top of the screen.

To configure separate requirements for each graduating class or group of graduating classes, you can copy the requirements from an existing class definition, or create a new definition, depending on how similar the new definition is to an existing one.

Only one set of class requirements may be configured for each year. It is easier to start with the oldest set of requirements and work forward from there. Each year defined applies to all following years until a new, later class definition is defined.

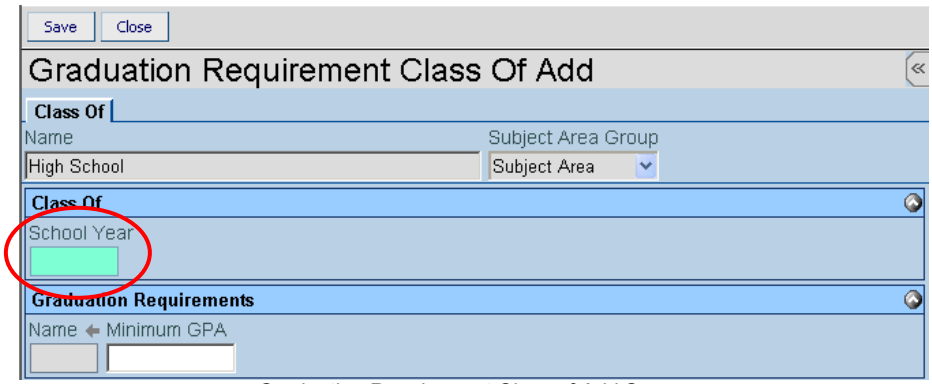
To define a new set of requirements for a graduating class:

1. Navigate to **Synergy SIS > Grading > Setup > Graduation Requirements**.
2. Click the **New Class of** button at the top of the screen.



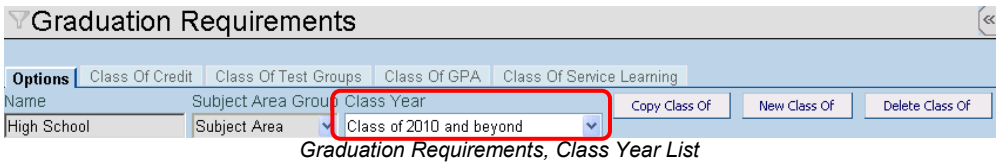

*Graduation Requirements, New Class Of Button*

3. Enter the graduating class year in the **School Year** field.




*Graduation Requirement Class of Add Screen*

4. Click the **Save** button. Later in this chapter the other options are explained.
5. Note that a new option appears in the **Class Year** list, reading **Class of (School Year entered) and beyond**.

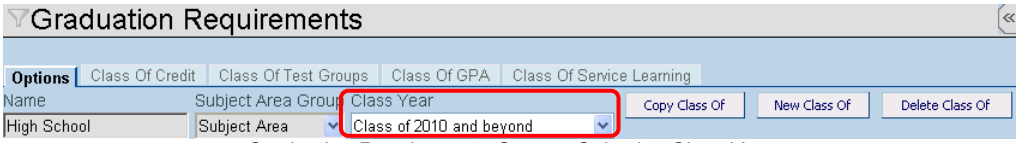



*Graduation Requirements, Class Year List*

> **Note:** If a class year has already been defined, the older class year is changed to end in the year prior to the new year added. For example, if a Class of 2006 had already been defined and a Class of 2009 was added, the Class of 2006 would then read Class of 2006 through 2008.

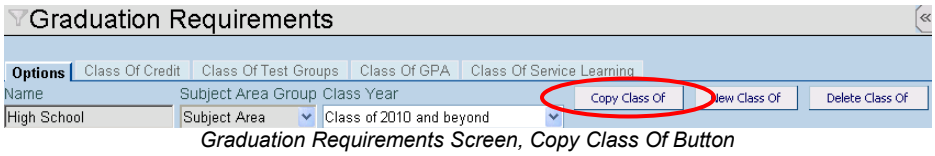
To copy an existing class requirements definition and create a new class definition:

1. Select the **Class Year** to copy.




*Graduation Requirements Screen, Selecting Class Year*

2. Click the **Copy Class Of** button at the top of the screen.




*Graduation Requirements Screen, Copy Class Of Button*

3. Enter the new year to be created in the **Enter 4-digit class of year to copy data to** box.

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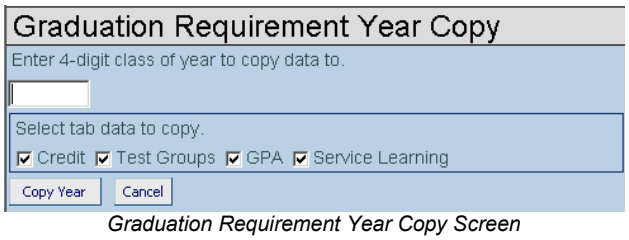
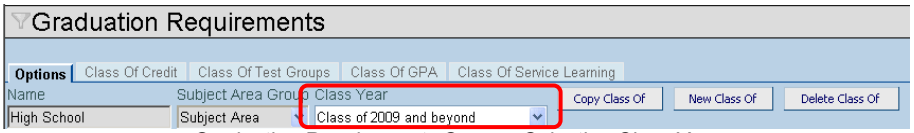



*Graduation Requirement Year Copy Screen*

4. Check the boxes for the requirements to copy.
5. Click the **Copy Year** button.
6. The new year is added to the **Class Year** list.

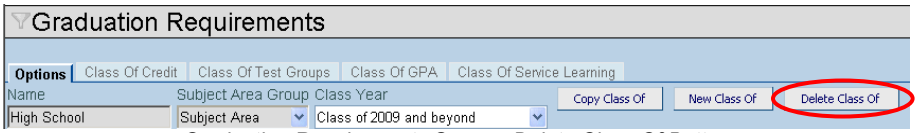
To delete a set of class requirements:

1. Select the **Class Year** to delete.



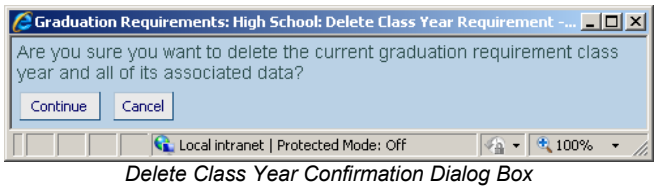

*Graduation Requirements Screen, Selecting Class Year*

2. Click the **Delete Class Of** button at the top of the screen.




*Graduation Requirements Screen, Delete Class Of Button*

3. Click **Continue** to confirm the deletion.



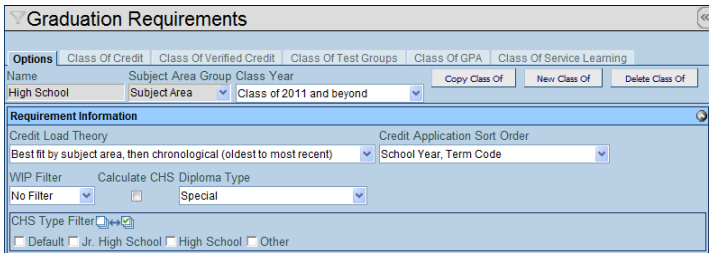

*Delete Class Year Confirmation Dialog Box*

To edit a set of class requirements:

1. On each tab where changes are required, select the **Class Year**.
2. Make the **changes** on the tab for that class.
3. Click **Save**.

# Options Tab

Once a new graduation requirements definition has been created, the following settings need to be configured on the **Options** tab:



*Graduation Requirements Screen, Options Tab*

**Credit Load Theory** – This option determines how completed courses are matched to subject area requirements. Course can be matched by one of two options: **Best fit by subject area, then chronological (oldest to most recent)** or **Chronological (oldest to most recent)**.

**Credit Application Sort Order** – When matching courses to graduation requirements chronologically, this option defines the chronological order. The options are **Calendar Year and Calendar Month** and **School Year and Term Code**. The calendar option means that courses from May of a given year are applied to the requirements before courses completed in December. The school year and term option means that a course from semester 1 of the school year is applied before one from semester 2. For example, if the student completed a required math course in May, and finished the math subject area requirements, a required math course taken in December would probably be applied against the student's elective requirements, because the math requirements were completed by the May course.

**WIP Filter** – When matching courses to the graduation requirements, the calculation includes classes on the student's current schedule (work in progress, or WIP). The WIP Filter can be set to **No Filter**, which means all classes are considered, or **Filter Classes with Leave Dates**, which includes only those classes that have been completed but not posted to Course History.

**Caution:** The **WIP Filter** and **Calculate CHS** functions work only if the **Update Course History** screen has been set up for the year with dates for each grading period.

**Calculate CHS** – If this is checked, the calculation of graduation requirements includes marks as if they were already posted to course history. This includes only the marks defined as posting marks in **Synergy SIS > Grading > Setup > Grading Setup**, and does not include progress marks. It also includes only the marks from a grading period with a month and year before the current month and year, as defined in the **Update Course History** screen.

**Diploma Type** – This option specifies the diploma type associated with the graduation requirement.

**CHS Type Filter** – Only courses of the type selected are counted toward the requirements. For example, if **High School** is selected, only courses configured with a type of **High School** in the **District Course** screen are processed as part of the graduation

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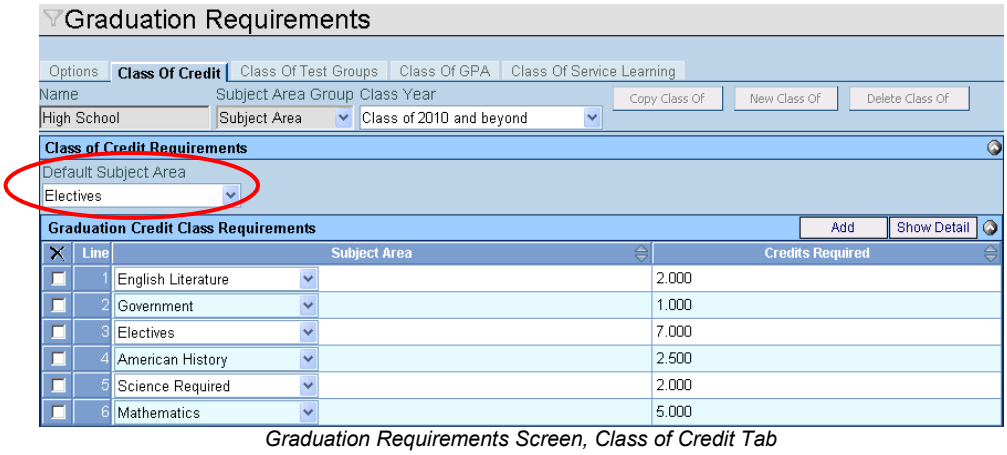
requirements. The CHS type (short for Course History type) is entered into the **Course History** screen as the courses are added.

# CLASS OF CREDIT TAB

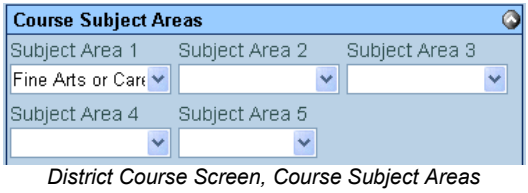
To define what subject areas comprise the requirements for graduation, and the number of credits required in each subject area, click the **Class of Credit** tab. At the top of the screen, the credit requirements are defined using the following options:



*Graduation Requirements Screen, Class of Credit Tab*

### Default Subject Area

The default subject is the subject toward which a course is credited if no other match is found or if the required number of credits have already been met for the course's primary subject area(s). For example, if a student completed a course with **Course Subject Areas** defined on the **District Course** screen as shown below, the course would first count toward the credits required for the **Fine Arts or Career Tech** subject area. If the credit requirements for that subject had already been met, the course would be counted toward the credit requirements for the default subject area. Usually the default subject area is set to **Electives**.

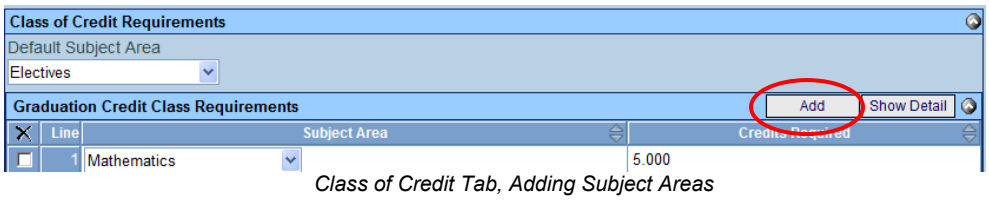


*District Course Screen, Course Subject Areas*

### Graduation Credit Class Requirements

The class requirements grid lists all subjects required for graduation, and the number of credits required for each. To add a required subject:

1. Click the **Add** button on the class requirements grid.




*Class of Credit Tab, Adding Subject Areas*

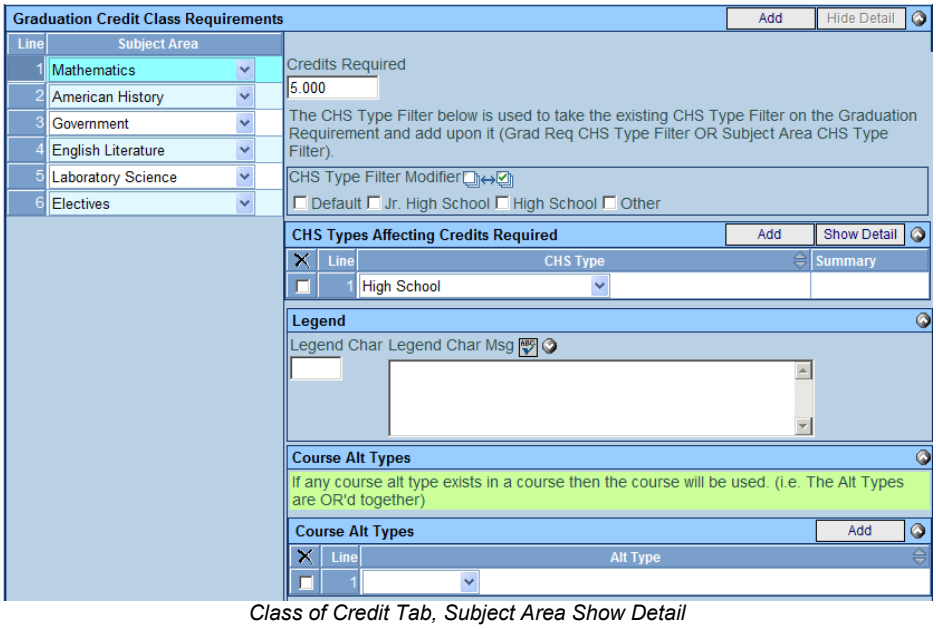
2. Select the **Subject Area**.
3. Enter the number of **Credits Required**. The system allows up to 3 decimal places.

To delete a subject from the credit class requirements:

1. Check the box in the **X** column next to the subject to be deleted.
2. Click the **Save** button at the top of the screen.

To further define how courses are matched to each subject area:

1. Click the **Show Detail** button, and on the left, click the **Line** number of the subject area to define.




*Class of Credit Tab, Subject Area Show Detail*

2. To filter the courses being matched to this subject, the courses can be restricted to a particular course history type. To set the subject to map to a CHS type, check the boxes under **CHS Type Filter Modifier**. Only courses with the same type are matched to this subject. If an overall filter for all courses has been set (*see the previous section regarding the **Options** tab*), the subject area filter is used in addition to the overall filter. For example, if **CHS Type Filter** on the **Options** tab is set to middle school and high school courses, but a only middle school course counts toward fine arts, select **Middle School** as the **CHS Type Filter Modifier** for the **Fine Arts** subject area.
3. To filter by both CHS type and the Alt type, use the **CHS Types Affecting Credits Required** grid. To add a filter, click the **Add** button and select a **CHS Type**. To add

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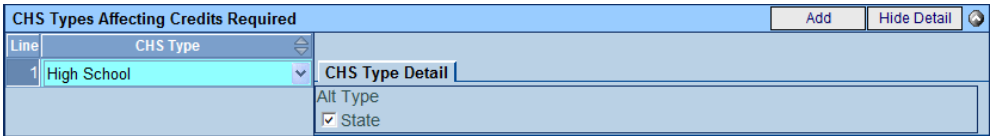
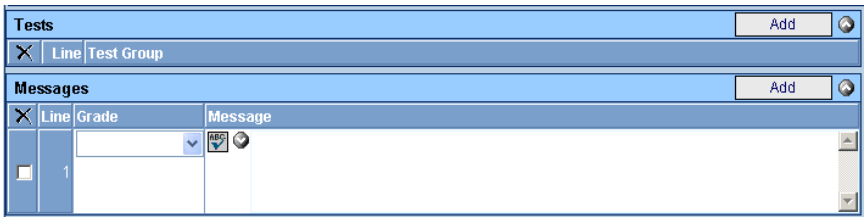
the Alt type, click the **Show Detail** button in the **CHS Types Affecting Credits Required** section and select the **Alt Type**.




*Class of Credit Tab, Graduation Credit Class Requirements, CHS Type Detail*

CHS Types selected here are not included in the credits, unlike the Modifier.

4. To filter only by Alt type, add an Alt Type to the **Course Alt Types** grid by clicking the **Add** button and selecting an **Alt Type**. Only courses with the matching Alt Type are counted for credit.
5. The **Legend** is used on the Student Graduation Check Report. *For more information about how this information is displayed and how to set up a subject area legend, refer to the section on Messages in the chapter on the Student Graduation Check Report.* To add a subject area legend, enter the code for the Legend in the **Legend Char** box and enter the description for the code in the **Legend Char Msg** box.
6. If subject area tests are required for graduation (for example, a final exam in English must be passed), you can add them in the **Tests** section for each subject area. For the test to be available to the subject area, the **Subject Area** box must be checked for the test on the **Class of Test Groups** tab (*see the section on the **Class of Test Groups** tab for more information*). To add a test to the subject area, click the **Add** button in the **Tests** section and select the test in the **Test Group** list.

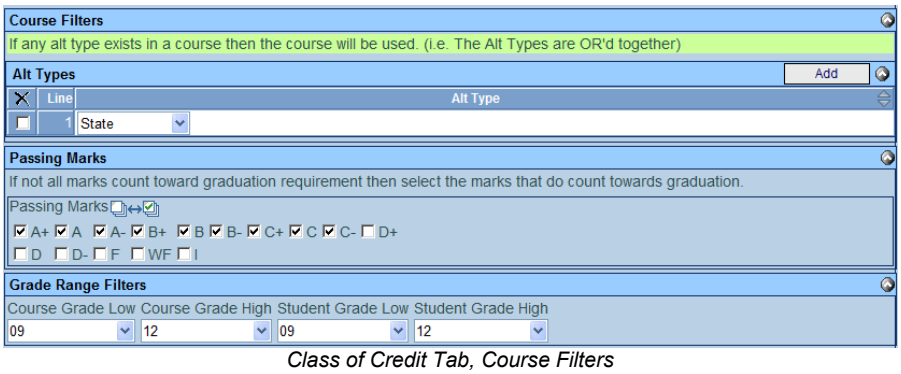



*Class of Credit Tab, Subject Area Show Detail, Tests and Messages*

7. The grade-level based **Messages** are used on the Student Graduation Check Report. For more information about how this information is displayed and how to set up a grade-level based message for a subject area, refer to the section on *Messages* in the chapter on the *Student Graduation Check Report.* To add a grade-level message for the subject area, click the **Add** button. Select the grade level in the list in the **Grade** column, and enter the message in the **Message** box.

## Course Filters

In addition to filtering the courses by subject as described earlier in this chapter, courses can be filtered overall. On the **Class of Credit** tab, courses can be set to filters by alt types, grade ranges, and passing marks. These filters work in conjunction with the **CHS Type Filter** and **WIP Filter** set on the **Options** tab.

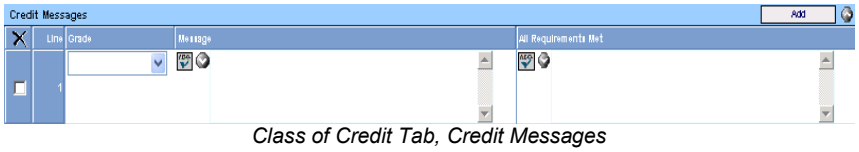



*Class of Credit Tab, Course Filters*

1. To restrict courses to those defined with a specific alt type, click the **Add** button in the **Alt Types** section and select the **Alt Type** in the list.
2. If only certain marks count toward graduation, check the box for each of them in the **Passing Marks** section. For example, if classes must be passed with a C or better to count toward graduation, all marks C and above should be checked.
3. To restrict the courses used toward fulfilling credit requirements, you can filter courses with **Grade Range Filters**. Courses can be filtered by the grade level for the course, as defined in the **District Course** screen. To filter by the grade level of the course, select grade levels in the **Course Grade Low** and **Course Grade High** lists. Courses can also be filtered by the grade level of the student when the student completed the course. To filter by the grade level of the student, select the grade levels in the **Student Grade Low** and **Student Grade High** lists. For example, if the course and student grade-levels are set to 9, only courses that are set to grade 9 in the **District Course** screen and that were completed by students in grade 9 are counted toward the graduation requirements.

**Credit Messages**

In addition to subject area messages, you can define an overall message for each grade-level regarding the credits completed or attempted. These messages are displayed on the Student Graduation Check Report. For more information about how this information is displayed and how to set up a grade-level based message, see the section on *Messages* in the chapter on the *Student Graduation Check Report.*




*Class of Credit Tab, Credit Messages*

To add a credit message:

1. Click on the **Add** button in the **Credit Messages** section.
2. Select the **Grade** for the message.
3. In the Message box, enter the overall message to be displayed.
4. In the **All Requirements Met** box, enter the message to be displayed if all credits have been completed for each subject area.

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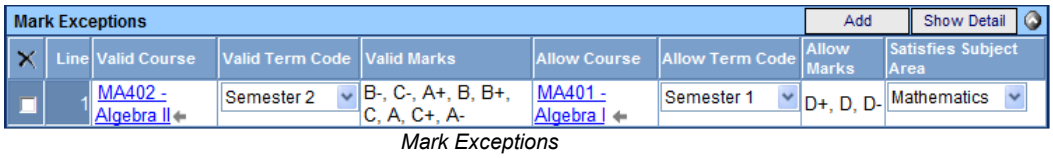
### Mark Exceptions

You can give credit for a mark that would not ordinarily qualify for credit when the student achieves a higher mark in a subsequent course. For example, you can give credit for a first-semester mark of D-, D, or D+ when the student achieves a second-semester mark of C or better, as shown here.



Mark Exceptions | Add | Show Detail

| Line | Valid Course | Valid Term Code | Valid Marks | Allow Course | Allow Term Code | Allow Marks | Satisfies Subject Area |
|---|---|---|---|---|---|---|---|
| 1 | MA402 - Algebra II | Semester 2 | B-, C-, A+, B, B+, C, A, C+, A- | MA401 - Algebra I | Semester 1 | D+, D, D- | Mathematics |

*Mark Exceptions*

1. Click the **Add** button in the **Mark Exceptions** section.
2. In the **Valid Course** column, click the Find arrow.
3. On the Find Course screen, enter the **Course ID** and click the **Find** button.
4. Click the appropriate course, and then click the **Select** button.
5. In the **Valid Term Code** list, select the term that will have the passing mark needed to validate a low-value grade.
6. In the **Allow Course** column, click the Find arrow.
7. On the Find Course screen, enter the **Course ID** and click the **Find** button.
8. Click the appropriate course, and then click the **Select** button.
9. In the **Allow Term Code** list, select the term that will have the mark to be given credit.
10. Click the **Save** button.
11. Select the line that you just created and click the **Show Detail** button.
12. Under **Valid Course**, select check boxes for the marks that will be used as passing grade values.
13. Under **Allows Course**, select check boxes for the marks that will be given credit if a passing grade is achieved in the valid course term code.
14. Click the **Save** button.

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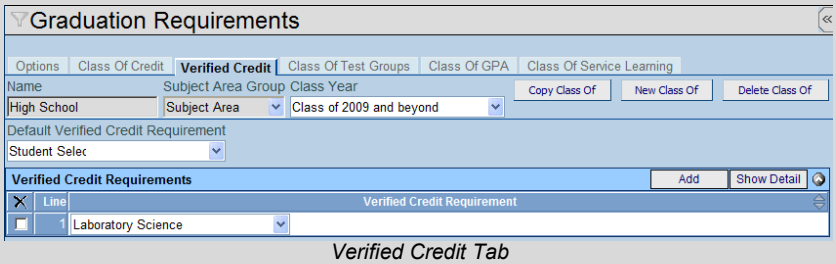
**Reference:** If verified credit has been enabled for the district, an additional tab, **Verified Credit**, is available on the **Graduation Requirements** screen. For instructions on configuring verified credit, see the next chapter in this guide.




*Verified Credit Tab*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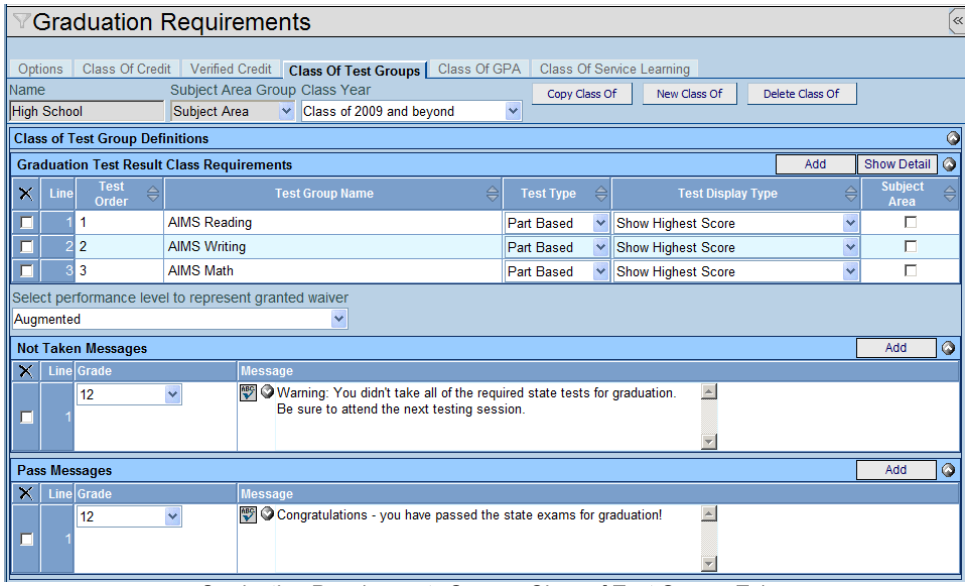
# CLASS OF TEST GROUPS TAB

In some states, passing statewide tests are required for graduation from high school. Before tests can be defined in Synergy SIS as graduation requirements, they must be set up in Test History. For more information on how to set up a test definition, refer to the *Synergy SIS – Test History Administrator Guide*.

To define tests as graduation requirements:

1. Click the **Class of Test Groups** tab.




*Graduation Requirements Screen, Class of Test Groups Tab*

2. Under **Class of Test Group Definitions**, click the **Add** button.
3. In the **Test Order** column, enter the order in which the test should appear among graduation requirements on the **Course History** screen.
4. In the **Test Group Name** column, enter the name of the test.
5. In the **Test Type** column, select whether the test is **Part Based** or **Objective Based**.
6. In the **Test Display Type** column, select which attempts at the test should be displayed:
   - **Show Most Recent** – only the most recent attempt
   - **Show Highest Score** – only the highest scoring test
   - **Show Highest Perf Lvl, Most Recent** – the test with the highest performance level, or the most recent
   - **Show Highest Perf Lvl, Highest Score** – the test with the highest performance level (such as Meets or Exceeds) or the one with the highest raw score
   - **Show All** – all attempts at the test

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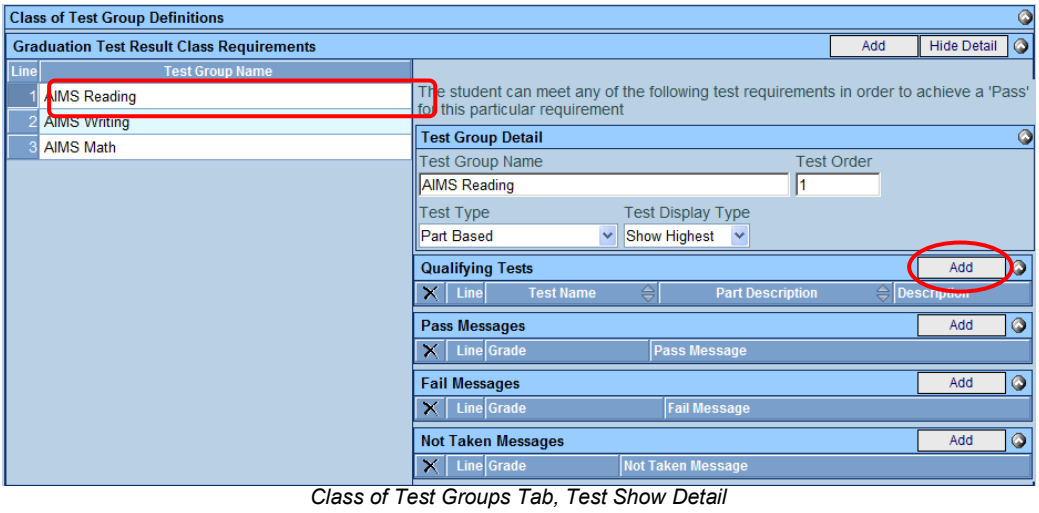
7. Check the **Subject Area** box if the test is specific to a subject area requirement. In that case, the test also needs to be added to the subject area requirements on the **Class of Credit** tab. See the section on the **Class of Credit** tab for information on how to add the test to the subject area requirements.

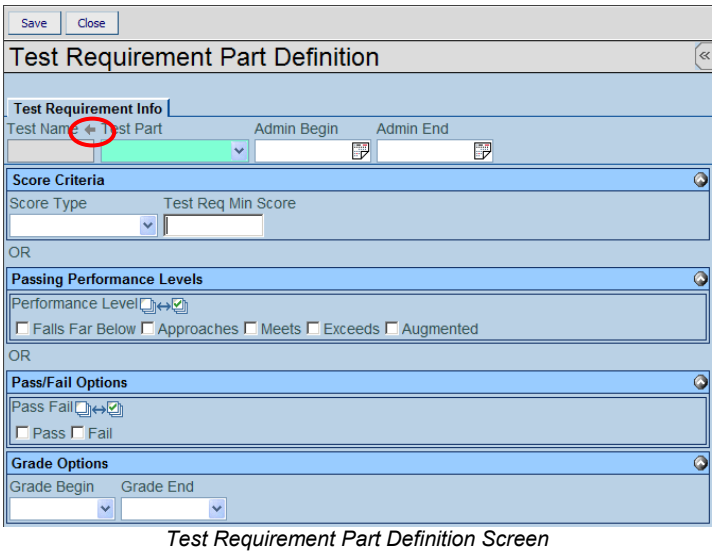
Once a test has been added, it needs to be linked to the test definition configured in the **Test History** screen. To link to the test definition:

1. Select the row for the test group to link.
2. Click the **Show Detail** button.
3. In the **Qualifying Tests** section, click the **Add** button.




*Class of Test Groups Tab, Test Show Detail*

4. Click the Find arrow next to **Test Name**.




*Test Requirement Part Definition Screen*

5. In the **Find: Test** screen, enter filter criteria, click the **Find** button, click the **Line** number of the desired test, and click the **Select** button.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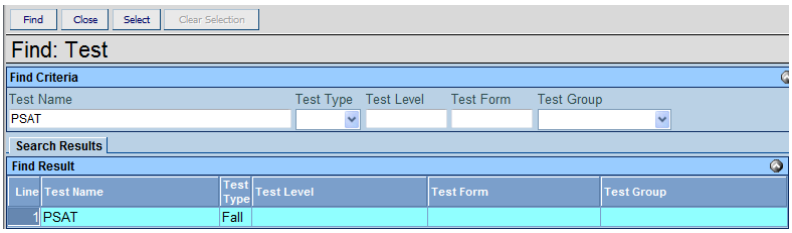



*Find: Test Screen*

6. In the **Test Part** or **Test Objective** list, click the appropriate part or objective to display.

   (To show all parts of a multiple-part test, you must add a separate definition for each.)

7. To filter the tests displayed by date range, enter the beginning date in the **Admin Begin** field. Enter the last date in the **Admin End** field. This filters tests based on the date the student took the test as entered in **Synergy SIS > Test History > Student Test**.

8. If the test is a type that can be passed or failed, you can specify the passing criteria. There are three types of criteria: **Score Criteria**, **Passing Performance Levels**, and **Pass/Fail Options**. If more than one criterion is defined, a student who meets any of them is considered passing.

   - To define passing using the score, select the **Score Type**. The score types are defined during the Test History setup in **Synergy SIS > Test History > Setup > Score Type Setup**. Enter the minimum passing score in the **Test Req Min Score** box.
   - To define passing using performance level, select check boxes for all levels that are considered passing.
   - To define passing using pass/fail, check the appropriate box or boxes (usually just the **Pass** box).

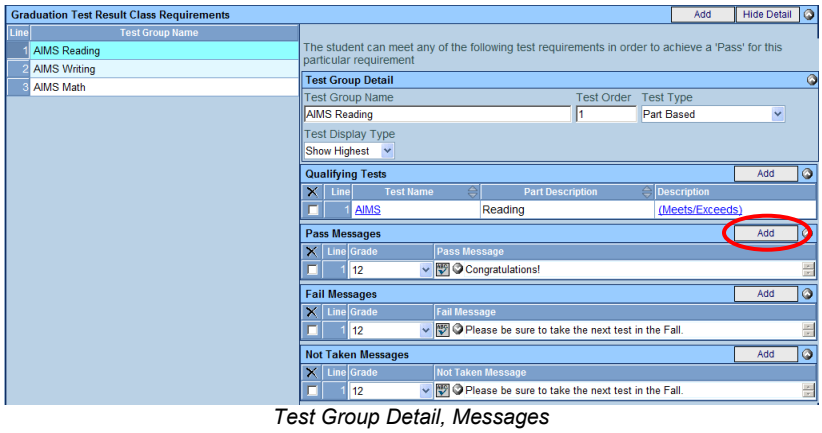
9. To specify the grade or ranges of grades to which this requirement applies, select the beginning and ending grades in the **Grade Begin** and **Grade End** lists. For example, if the test needs to be passed by the end of the 10th grade, the beginning grade would be 11 and the end grade would be 12.

10. Click the **Save** button.

You can add messages for each grade level, for each test. These messages display on the Student Graduation Check Report. For more information about how this information is displayed and how to set up a grade-level based message for a test, see the section on *Messages* in the chapter on the *Student Graduation Check Report*. To add messages to an individual test:

1. Select the test for which to define messages.
2. Click the **Show Detail** button.

3. To add a message when the student passes the test, click the **Add** button next to **Pass Messages**. Select the grade level for the message in the **Grade** list, and type the message in the **Pass Message** box.

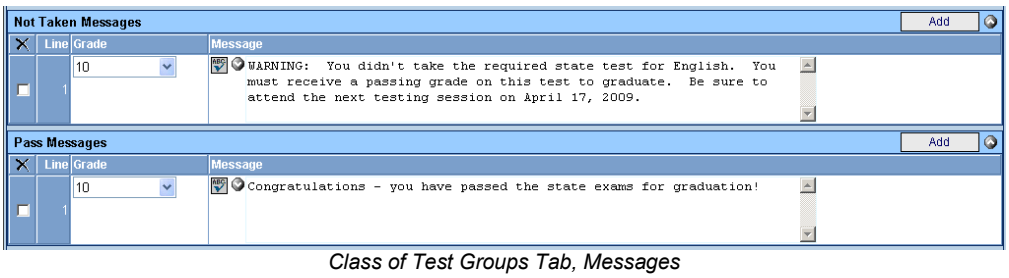



*Test Group Detail, Messages*

4. To add a message for students who fail the test, click the **Add** button next to **Fail Messages**. Select the grade level for the message in the **Grade** list, and type the message in the **Fail Message** box.
5. To add a message for students who have not taken the test, click the **Add** button next to **Not Taken Messages**. Select the grade level for the message in the **Grade** list, and type the message in the **Not Taken Message** box.
6. Click the **Save** button.

Messages can also be configured for all of the test groups. These messages are displayed on the Student Graduation Check Report. For more information about how this information is displayed and how to set up a grade-level based message for all tests, refer to the section on *Messages* in the chapter in this guide on the *Student Graduation Check Report*. To configure overall messages for the test groups:

1. Scroll down to the bottom of the **Class of Test Groups** tab.




*Class of Test Groups Tab, Messages*

2. To add a message if all required tests were not taken, click on the **Add** button next to **Not Taken Messages**.
3. Select the **Grade** level to which the message should be shown.
4. Enter the message in the **Message** column.
5. To add a message if all required tests were passed, click the **Add** button next to **Pass Messages**.
6. Select the **Grade** level to which the message should be shown.

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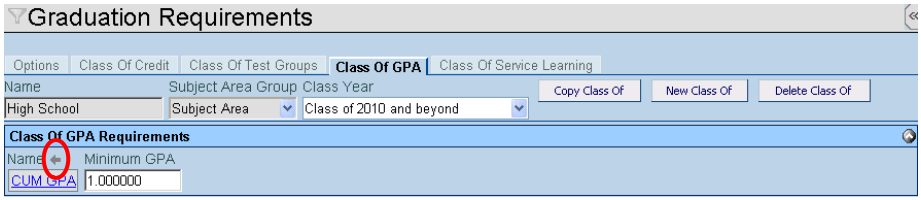
7. Enter the message in the **Message** column.
8. To add additional messages for other grade levels, click the **Add** button.
9. Click the **Save** button at the top of the screen.

# CLASS OF GPA TAB

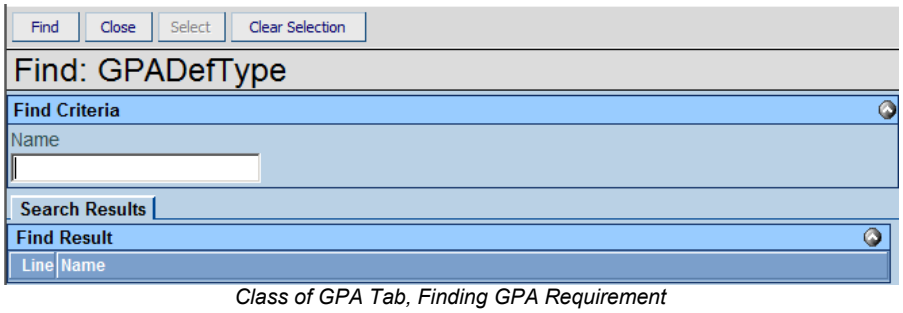
To graduate, students may be required to attain a specific GPA or higher. To specify a minimum GPA:

1. Click the **Class of GPA** tab.



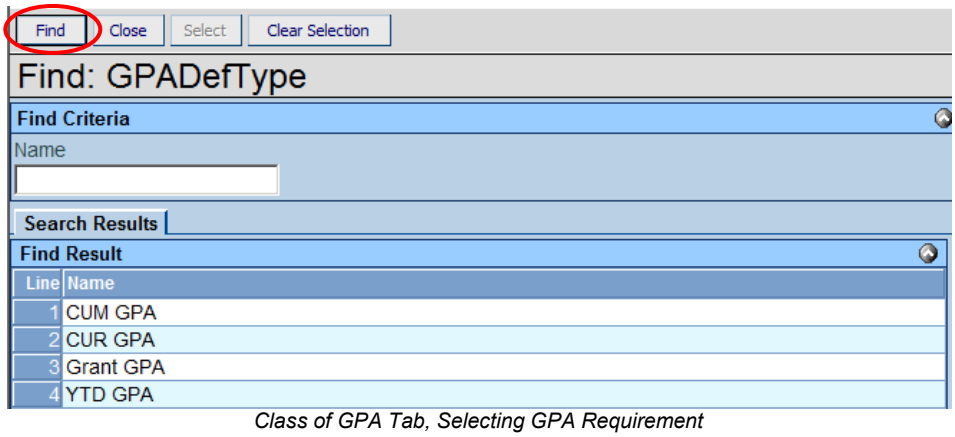

*Graduation Requirements Screen, Class of GPA Tab*

2. Select the GPA definition to use by clicking the gray arrow next to the **Name** field.
3. Enter the name or the partial name of the GPA definition to use in the **Name** box, or leave it blank to display all GPA definitions.




*Class of GPA Tab, Finding GPA Requirement*

4. Click the **Find** button.




*Class of GPA Tab, Selecting GPA Requirement*

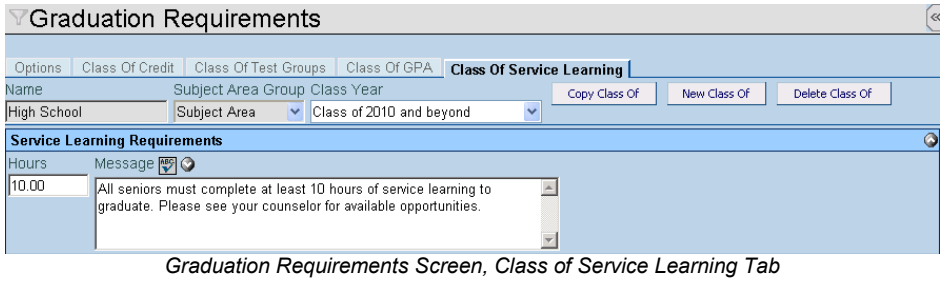
5. Click the **GPA** to use, and click **Select**. The name of the GPA shows in the **Name** box.
6. Enter the **Minimum GPA** needed for graduation in decimal format.

7. Click the **Save** button.

# CLASS OF SERVICE LEARNING TAB

Students may be required to complete a certain number of service learning hours prior to graduation. To configure the minimum number of service learning hours required:

1. Click the **Class of Service Learning** tab.




*Graduation Requirements Screen, Class of Service Learning Tab*

2. Enter the minimum number of hours required for graduation in the **Hours** box.
3. If desired, enter a message regarding the service learning requirements in the **Message** box. This message is displayed on the Student Graduation Check Report. For more information about how this information is displayed and how to set up a message for service learning, refer to the section on *Messages* in the chapter on the *Student Graduation Check Report* in this guide.
4. Click the **Save** button at the top of the screen.

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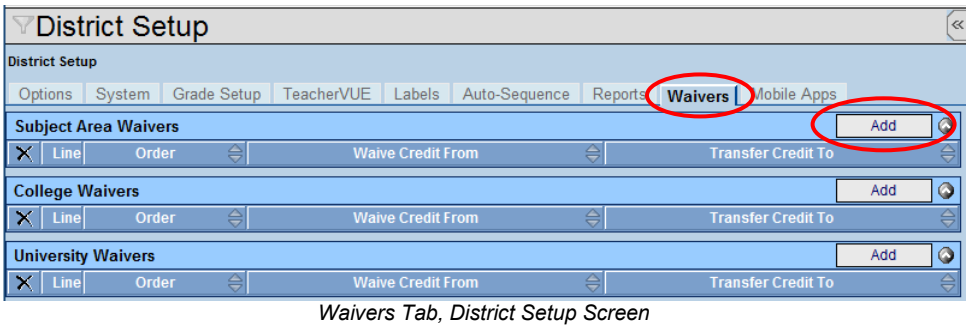
# DISTRICT WAIVERS

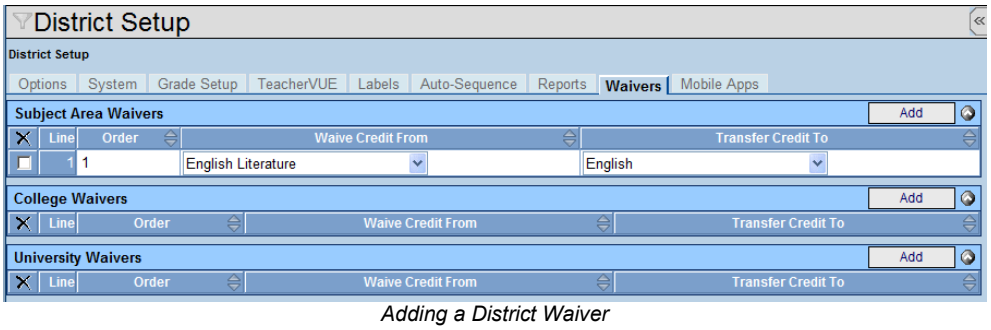
Occasionally, a subject area set up in Graduation Requirements may need to be waived as a requirement for a student or group of students. To waive a subject area requirement and transfer credits to a different subject area, the waiver must first be set up at the district level. This waiver can then be applied to individual students on the **Waivers** tab of the **Student Course History** screen. To set up a district waiver:

1. Go to the **Waivers** tab of **Synergy SIS > System > Setup > District Setup**.




*Waivers Tab, District Setup Screen*

2. Click the **Add** button in the section for the type of graduation requirement to be waived. Enter the waiver **Order** number, the subject area to **Waive Credit From**, and the subject area to **Transfer Credit To**.




*Adding a District Waiver*

3. Click the **Save** button at the top of the screen. The waiver can then be added to individual students as outlined in the *Synergy SIS – Course History User Guide*.

**Caution:**

If the **Transfer Credit To** field is left blank, the waiver will not be available to assign to students on the **Waivers** tab of the **Student Course History** screen.

Once a waiver has been used for a student, it cannot be modified.

# Chapter Seven: VERIFIED CREDIT

This chapter covers:

- Initial Setup
- Test Group Definition
- District Course Modification
- Graduation Requirements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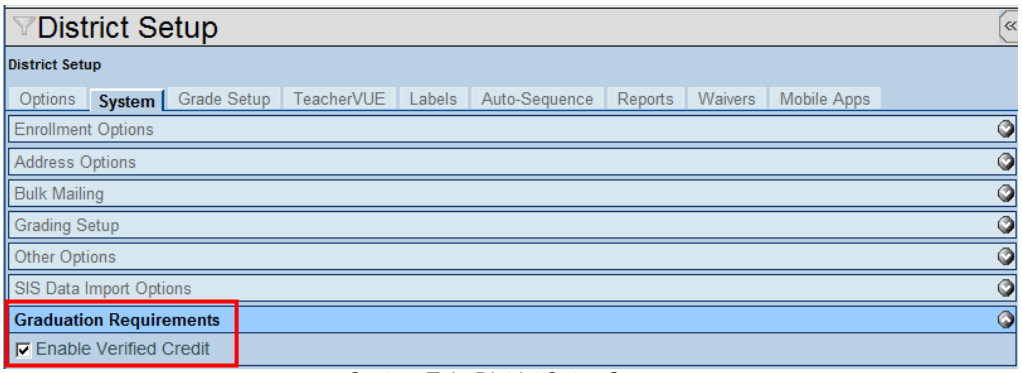
Verified credit essentially sets up a secondary subject area-based credit requirement. This chapter shows how to enable verified credit and define it as a graduation requirement.

# INITIAL SETUP

The first step in using verified credit is to turn it on for the district. To turn on verified credit:

1. Go to the **System** tab of **Synergy SIS > System > Setup > District Setup**.




*System Tab, District Setup Screen*

2. Check the **Enable Verified Credit** box.
3. Click the **Save** button at the top of the screen.

Two lookup tables also need to be set up. One table defines the subject areas assigned to the district courses. The other defines the subject areas for verified credit assigned to the graduation requirement. These tables do not have to match. The subject areas in the two tables are paired using the graduation requirements.

The first lookup table defines the subject areas for the **District Course** screen. The lookup table is located under **K12.CourseInfo**, and the table name is **Course Discipline**.

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

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

**Lookup Values** Add

| Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status Year Start | Status Year End |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | EN | English | | | | | | |
| 2 | 2 | MA | Mathematics | | | | | | |
| 3 | 3 | LS | Laboratory Science | | | | | | |
| 4 | 4 | SS | History & Social Science | | | | | | |
| 5 | 5 | EL | Elective (Student Selected) | | | | | | |

*Course Discipline Lookup Table*

The second table is used to define the subject areas in the **Graduation Requirements** screen. The lookup table is located under **K12.GradingInfo.GradReqInfo**, and the table name is **Verified Credit Requirement**.

Name: **Verified Credit Requirement** Namespace: **K12.GradingInfo.GradReqInfo** Locked: **N**

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

**Lookup Values** Add

| Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Year Start | Year End |
| 1 | 1 | EN | English | | | | | | |
| 2 | 2 | MA | Mathematics | | | | | | |
| 3 | 3 | SC | Laboratory Science | | | | | | |
| 4 | 4 | SS | History & Social Studies | | | | | | |
| 5 | 5 | ST | Student Selected Test | | | | | | |

*Verified Credit Requirement Lookup Table*

# TEST GROUP DEFINITION

To complete the verified credit requirement for each subject area, students are required to pass a specialized subject area test, or an equivalent such as an AP test. The tests that meet each subject area's test requirements must be defined in the **Test Definition** screen, as outlined in the *Synergy SIS – Test History Administrator Guide*.

Once the tests have been set up, the **Test Group Definition** screen is used to group the tests by subject area to define which tests can be used to pass each verified credit subject area.

To create a new Test Group Definition:

1. Navigate to **Synergy SIS > Test History > Setup > Test Group Definition**.

Test Group Definition

**Group Definition**

Test Group Name Test Type

**Test Group Settings**

Group Logic Type Test Display Type

**Part Tests** Add

| Line | Test Name | Part Description | Description |
|---|---|---|---|

*Test Group Definition Screen*

2. Click the **Add** button at the top of the screen. A new **Test Group Definition** screen opens in a separate window.

Save Close

Test Group Definition

Test Group Name Test Type

*Adding a Test Group Definition*

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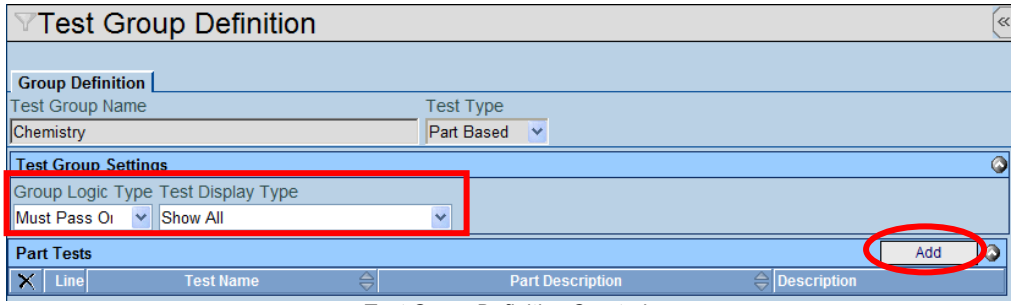
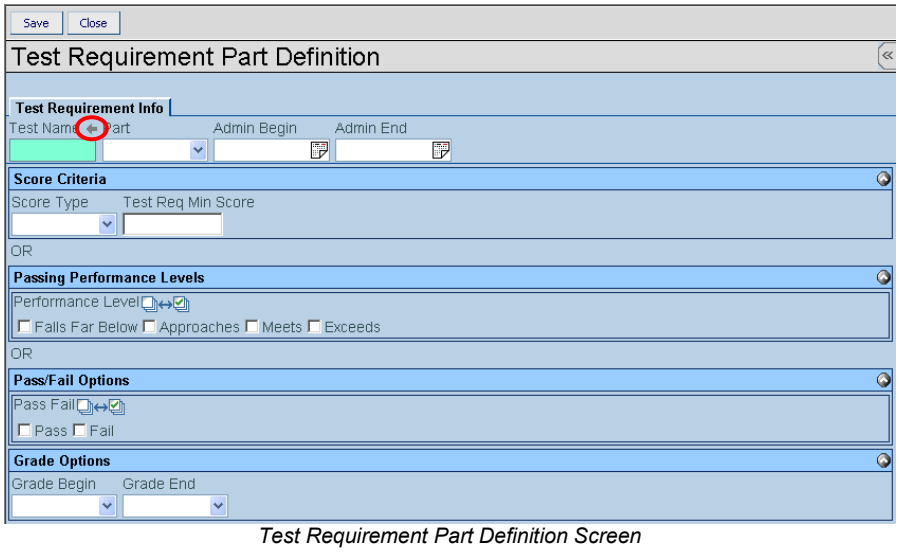
3. Enter a name for the test group in the **Test Group Name** field.
4. Select the **Test Type** that will be used in the group.
5. Click the **Save** button at the top of the screen.
6. Under **Test Group Settings**, select the **Group Logic Type**. To meet the requirements of the test group, a student can be required to attain a passing score for all tests in the group or just one.



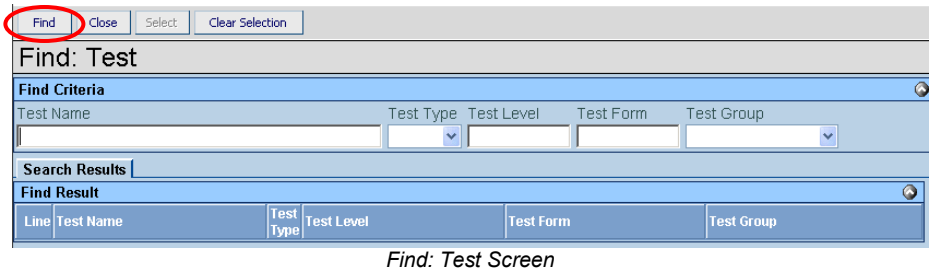

*Test Group Definition Created*

7. The **Test Display Type** determines which attempt is displayed if the student has taken the test multiple times. Select **Show Most Recent** to show the test most recently taken, **Show Highest Score** to show the test with the highest score, **Show Highest Perf Lvl, Most Recent** to show the test with the highest performance level or the most recent, **Show Highest Perf Lvl, Highest Score** to show the test with the highest performance level or the one with the highest score, or **Show All** to display all tests.
8. Click the **Save** button at the top of the screen to save the changes to the **Group Logic Type** and **Test Display Type**.
9. To select the tests that are part of the group, click the **Add** button in the **Part Tests** or **Objective Tests** grid. The **Test Requirement Part Definition** or **Test Requirement Objective Definition** screen opens in a new window.
10. To select the test, click the gray arrow next to the **Test Name**.



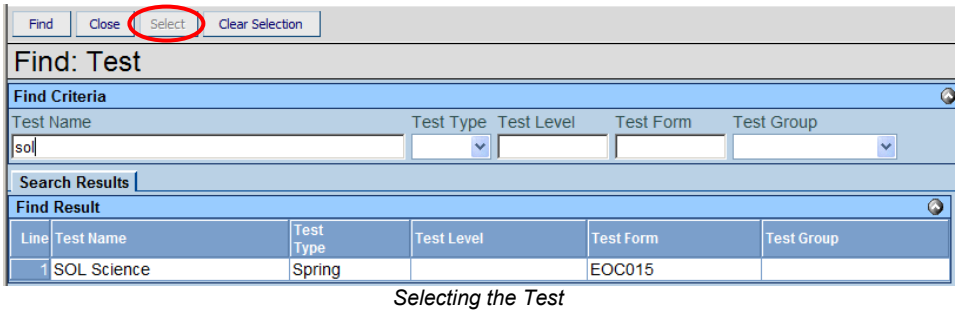

*Test Requirement Part Definition Screen*

11. The **Find: Test** screen opens in a new window. To find the test definition, enter all or part of the **Test Name**, **Test Type**, **Test Level**, **Test Form**, or **Test Group** in the **Find Criteria** and click the **Find** button.



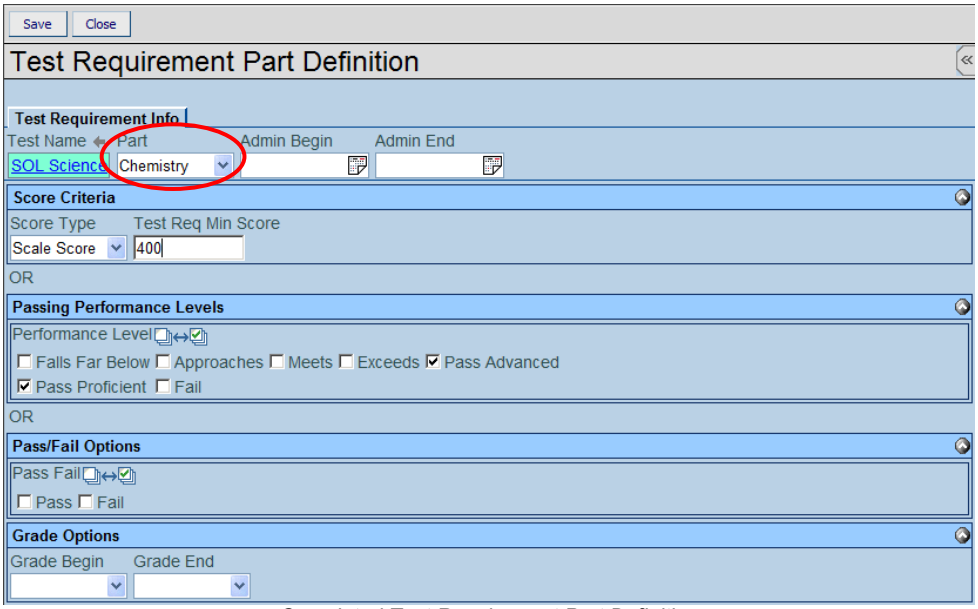

*Find: Test Screen*

12. The test definitions meeting the criteria appear in the **Find Result** grid. Click the **Line** number of the test to add, and click the **Select** button. The test name appears in the **Test Name** box.




*Selecting the Test*

13. Select the **Part** name in the list.




*Completed Test Requirement Part Definition*

14. To filter the tests' eligibility by date range, enter the beginning date in the **Admin Begin** field and the last date in the **Admin End** field. This filters tests based on the date the student took the test as entered in the **Student Test** screen. These dates can also be selected at the time the test group is processed in the **Student Course History Verified Credit Update** screen.

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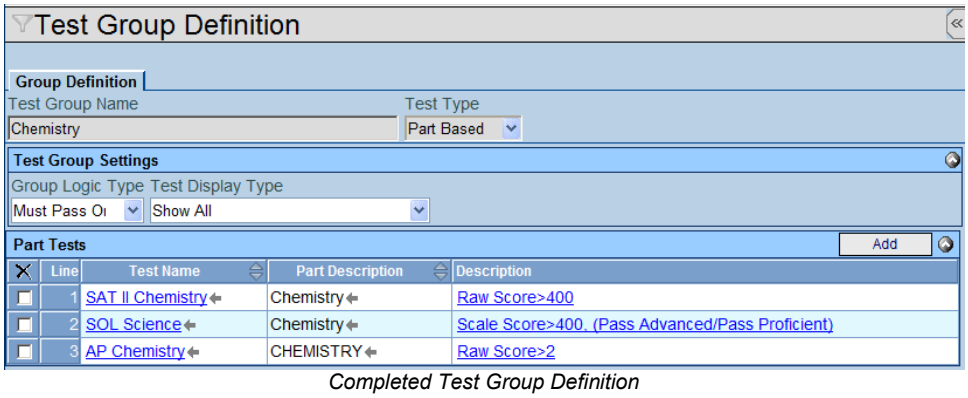
15. Specify the passing criteria to use – **Score Criteria**, **Passing Performance Levels**, or **Pass/Fail**. If more than one type of passing criteria is defined, a student who meets at least one is considered having passed. It is not necessary to meet all defined criteria types.
16. To define the passing criteria using the score, select the **Score Type**. Score types are defined during Test History setup in **Synergy SIS > Test History > Setup > Score Type Setup**. Enter the minimum passing score in the **Test Req Min Score** box.
17. To define the passing criteria using the **Performance Level**, check the boxes for all performance levels that are considered passing.
18. To define the passing criteria using **Pass Fail**, check the appropriate boxes (usually just the **Pass** box).
19. To specify the grade or range of grades to which this requirement applies, select the beginning and ending grades in the **Grade Begin** and **Grade End** lists. For example, if the test must be passed by the end of the 10th grade, the beginning grade is 11 and the end grade is 12.
20. Click the **Save** button to save the test part requirement definition.
21. To add another test to the group, click the **Add** button again and repeat steps 10-20.

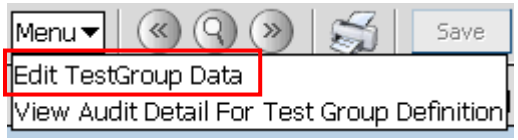



*Completed Test Group Definition*

To edit the passing criteria for a test, click on the underlined text in the **Description** column.

To edit the test definition, click the underlined text in the **Test Name** column.

To edit the name of the test group or the test type, click the **Menu** button and select **Edit TestGroup Data**.

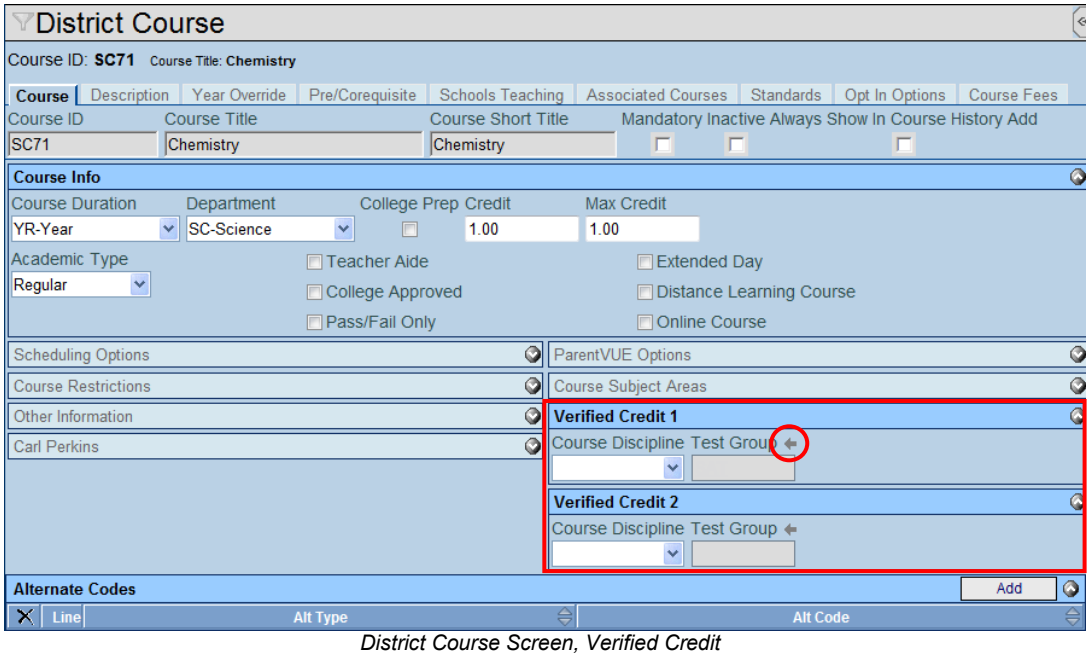



*Menu, Test Group Definition*

# District Course Modification

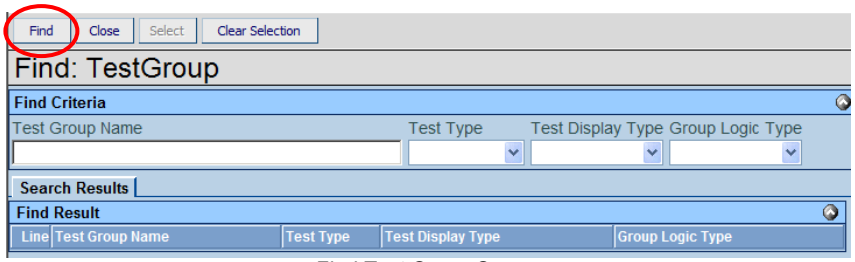
When verified credit has been enabled, two additional sections are added to the **District Course** screen. To set up the courses that count toward verified credit:

1. Navigate to **Synergy SIS > Course > District Course**.
   The verified credits are defined for the course in the **Verified Credit 1** and **Verified Credit 2** sections. There are two sections so that if a student has met the requirement for Verified Credit 1 already, the credit can be applied to the second requirement in the Verified Credit 2 section.



*District Course Screen, Verified Credit*

2. In both sections, select the **Course Discipline** in the list.
3. Click the gray arrow next to **Test Group**.
4. The **Find: TestGroup** screen opens in a separate window. Enter all or part of the **Test Group Name**, **Test Type**, **Test Display Type** and/or **Group Logic Type** in the **Find Criteria** section to filter the test groups displayed.



*Find Test Group Screen*

5. Click the **Find** button to list the test groups that meet the criteria. All test groups that meet the criteria are listed in the **Find Result** grid.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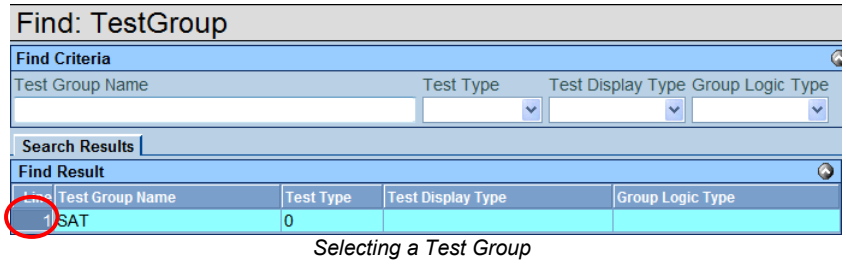
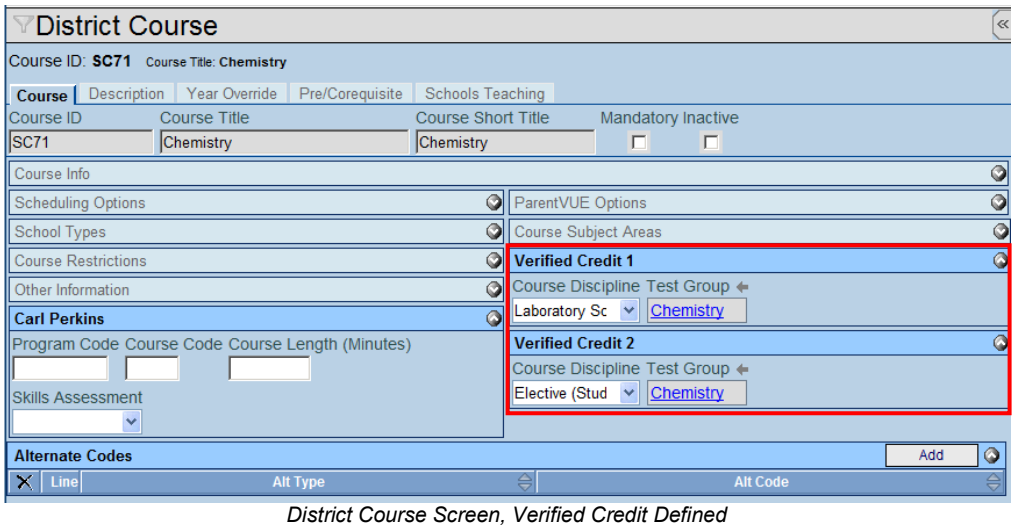
6. Click the test group to add, and it becomes highlighted in green.




*Selecting a Test Group*

7. Click the **Select** button to add the test group. The group is then listed in the **Test Group** box.



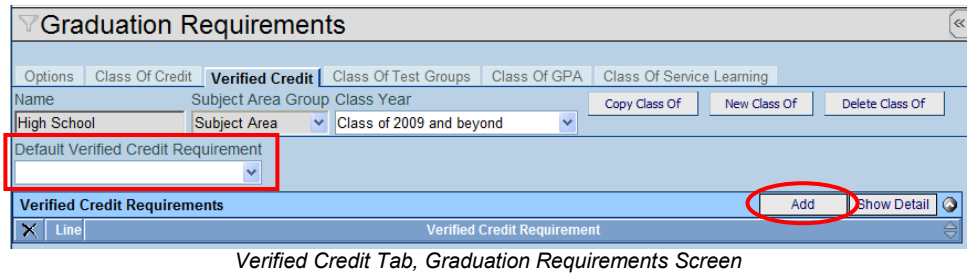

*District Course Screen, Verified Credit Defined*

8. Click the **Save** button at the top of the screen.
9. Repeat these steps for each course that counts toward a verified credit subject area.

# GRADUATION REQUIREMENTS

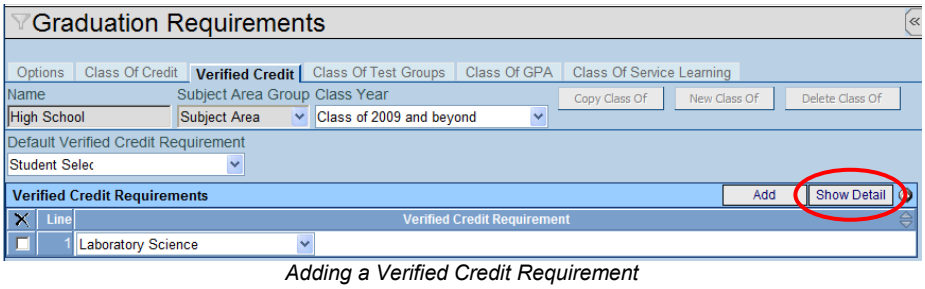
The final step in configuring verified credit is to add the requirements to the Graduation Requirements screen. To add verified credit as a requirement:

1. Go to the **Verified Credit** tab of **Synergy SIS > Grading > Setup > Graduation Requirements**. This tab appears only if verified credit is enabled in the **District Setup** screen.



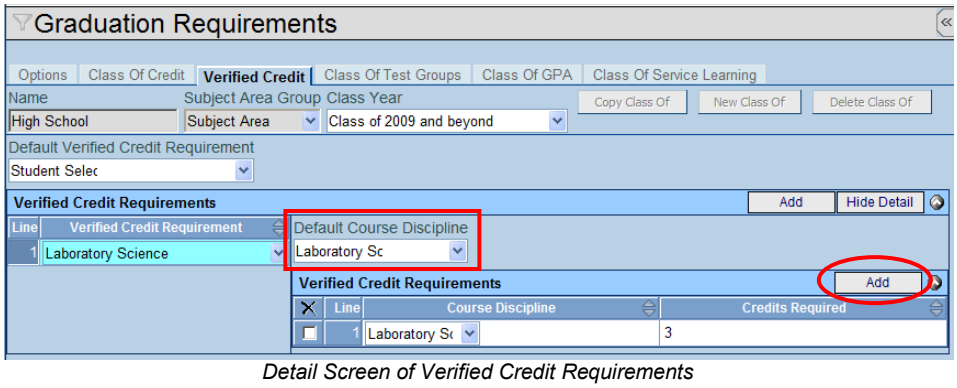

*Verified Credit Tab, Graduation Requirements Screen*

2. Select the **Default Verified Credit Requirement**. This is the requirement to which credits are applied if all other requirements are complete.
3. To add a requirement, click the **Add** button in the **Verified Credit Requirements** section. A new blank line is shown.




*Adding a Verified Credit Requirement*

4. Select the subject area in the **Verified Credit Requirement** list.
5. Click the **Save** button at the top of the screen.
6. Click the **Show Detail** button to match the requirement to one or more course disciplines (the subject areas assigned to the district courses).
7. Select the **Default Course Discipline** in the list. This is the discipline to which the remaining credits are assigned if all other disciplines listed have been met.




*Detail Screen of Verified Credit Requirements*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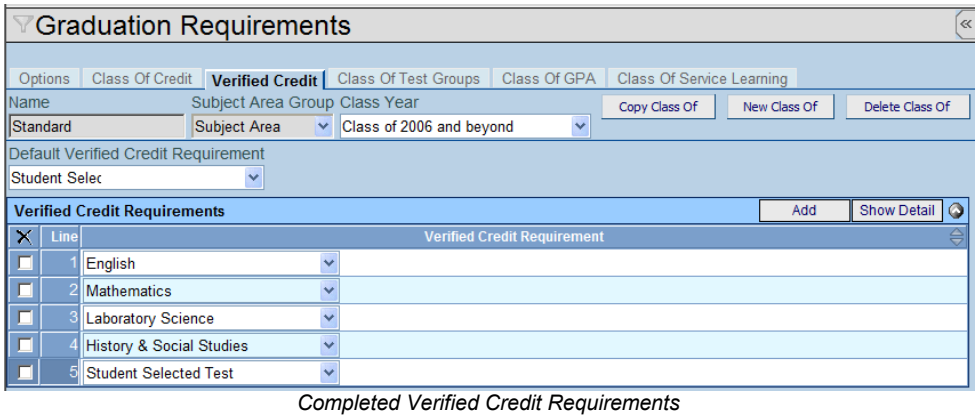
8. Click the **Add** button in the detail section to add a course discipline requirement. This may be the same as the verified credit requirement, or each separate course requirement within the verified credit subject area may be listed as a separate course discipline.
9. Select the **Course Discipline** in the list.
10. Enter the number of **Credits Required** for this course discipline.
11. Click the **Save** button at the top of the screen.
12. Click the **Hide Detail** button to return to the main screen. Continue to add requirements until all requirements are listed.




*Completed Verified Credit Requirements*

# Chapter Eight:
# CAREER PLAN SETUP

This chapter covers:

- Before Setting Up Career Plans
- Modifying the Lookup Tables
- Career Plan Course Group
- Career Plan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The **Career Plan** screens give districts the means to document what a student plans to do following graduation from high school, and outlines what courses the student needs to complete to meet the goal. It can also record skills and interests, and store documents related to career plans.

# BEFORE SETTING UP CAREER PLANS

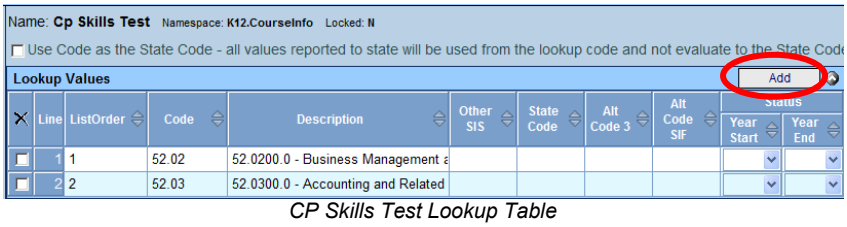
The **Career Plan** screens refer to several other configurations within Synergy SIS during the setup process. The following definitions should be set up to populate some of the options needed for the career plans:

- District Courses – district courses are added through **Synergy SIS > Schedule > District Course**. For more information, see the *Synergy SIS – Scheduling Guide*.
- Graduation Requirements – graduation requirements are defined through **Synergy SIS > Grading > Setup > Graduation Requirements**. For more information about the graduation requirements definition, see the *Graduation Requirements* chapter in this guide.

# MODIFYING THE LOOKUP TABLES

On the screens that configure and record student career plans are lists that contain values from lookup tables. Some lookup tables are considered "product owned," with hard-coded values that you cannot change. Other lookup tables can be modified:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Find the table that needs to be changed by clicking the appropriate node under **Lookup Table Maintenance**.
3. Click the desired table.
4. Click the **Add** button to add a new code.



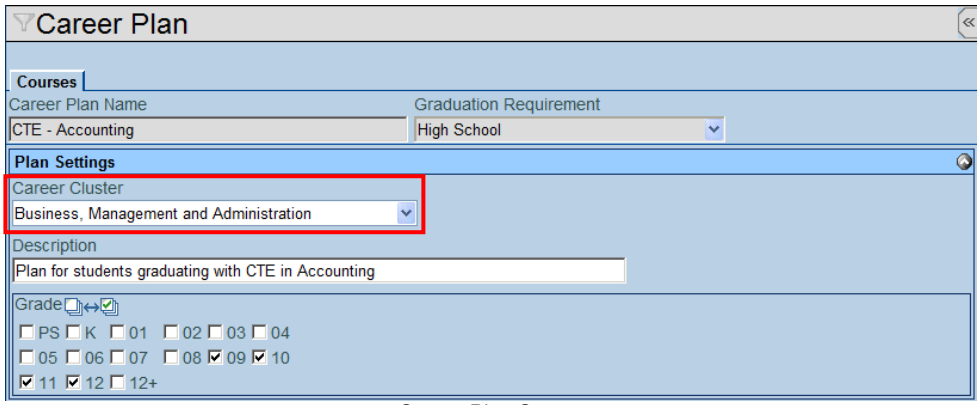

*CP Skills Test Lookup Table*

5. The numbers in the **ListOrder** column set the order in which the values are displayed. If the numbers are the same or blank, the **Code** is used to sort the list, and then the **Description**.
6. Enter a code for the item in the **Code** column. This value must be unique.
7. Enter the description of the code in the **Description** column.
8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system here.

9. If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
10. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed since this information is not uploaded to the state. The checkbox at the top of the table **Use Code as the State Code** is not used as well.
11. Click the **Save** button at the top of the screen to save the changes.

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

The **Career Clusters** codes are listed on **Synergy SIS > Course History > Setup > Career Plan**. These are generally the official nationwide career clusters listed on the Career Clusters Initiative website at http://www.careerclusters.org/16clusters.cfm. These codes are also used by the **CTE Programs** screen.




*Career Plan Screen*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The lookup table is located under **K12.CourseInfo**, and the table name is **Cte Career Clusters**.

Name: **Cte Career Clusters** Namespace: **K12.CourseInfo** Locked: **N**

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

**Lookup Values** Add

| Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status: Year Start | Status: Year End |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | AGR | Agriculture, Food & Natural Resourc | | | | | | |
| 2 | 2 | ARC | Architecture & Construction | | | | | | |
| 3 | 3 | ART | Arts, A/V Technology & Communica | | | | | | |
| 4 | 4 | BUS | Business Management & Administra | | | | | | |
| 5 | 5 | EDU | Education & Training | | | | | | |
| 6 | 6 | FIN | Finance | | | | | | |
| 7 | 7 | GOV | Government & Public Administration | | | | | | |
| 8 | 8 | HLT | Health Science | | | | | | |
| 9 | 9 | HOS | Hospitality & Tourism | | | | | | |
| 10 | 10 | HUM | Human Services | | | | | | |
| 11 | 11 | INF | Information Technology | | | | | | |
| 12 | 12 | LAW | Law, Public Safety, Corrections & S | | | | | | |
| 13 | 13 | MAN | Manufacturing | | | | | | |
| 14 | 14 | MAR | Marketing | | | | | | |
| 15 | 15 | SCI | Science, Technology, Engineering & | | | | | | |
| 16 | 16 | TRN | Transportation, Distribution & Logisti | | | | | | |

*Cte Career Clusters Lookup Table*

The **Inventories Skills/Interests** tab of **Synergy SIS > Course History > Student Career Plan** has three types of lookup tables associated with it, as follows:

Student Career Plan

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

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

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

**Skills** Add

| Line | Skill Date | Skill | Compentency Level | Notes |
|---|---|---|---|---|
| 1 | 01/10/2011 | Teaching | Medium | |

**Interests** Add

| Line | Interest Date | Interest | Notes |
|---|---|---|---|
| 1 | 01/10/2011 | ACT Interest Inventory | |

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

- **Skill** – the skills the student is interested in attaining for their future career plans. The lookup table is located under **K12.CareerPlan**, and the table name is **Skill**.

Name: **Skill** Namespace: **K12.CareerPlan** Locked: **N**

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

**Lookup Values** Add

| Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status: Year Start | Status: Year End |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 0 | 1 | Creating | | | | | | |
| 2 | 0 | 2 | Directing | | | | | | |
| 3 | 0 | 3 | Farming | | | | | | |
| 4 | 0 | 4 | Fixing | | | | | | |
| 5 | 0 | 5 | Lifting | | | | | | |
| 6 | 0 | 6 | Observing | | | | | | |
| 7 | 0 | 7 | Painting | | | | | | |
| 8 | 0 | 8 | Teaching | | | | | | |

*Skill Lookup Table*

- **Competency Level** – the level of competency the student has attained for a skill. The lookup table is located under **K12.CareerPlan**, and the table name is **Skill Competency Level**.

Name: **Skill Competency Level** Namespace: **K12.CareerPlan** Locked: **N**

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

**Lookup Values** Add

| Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status Year Start | Status Year End |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 0 | 1 | High | | | | | | |
| 2 | 0 | 2 | Medium | | | | | | |
| 3 | 0 | 3 | Low | | | | | | |

*Skill Competency Level Lookup Table*

- **Interest** – the method used by the student to determine their career interests. The lookup table is located under **K12.CareerPlan**, and the table name is **Interest**.

Name: **Interest** Namespace: **K12.CareerPlan** Locked: **N**

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

**Lookup Values** Add

| Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status Year Start | Status Year End |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 0 | 1 | ACT Interest Inventory | | | | | | |
| 2 | 0 | 2 | ASVAB Interest Profiler | | | | | | |
| 3 | 0 | 3 | ASVAB Skills and Abilities tests | | | | | | |
| 4 | 0 | 4 | Career Decision-Making SYSTEM | | | | | | |
| 5 | 0 | 5 | Self-Directed Search | | | | | | |

*Interest Lookup Table*

The **Documents** tab of the **Student Career Plan** screen has one lookup table associated with it, as follows:

Student Career Plan

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

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

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

**Documents** Add

| Line | Date | Category | Comment | Type | Open |
|---|---|---|---|---|---|
| 1 | 01/10/2011 | Other | ClassEvals.pdf | PDF | Open |

*Student Career Plan Screen, Documents Tab*

- **Category** – the type of document attached to the career plan. The lookup table is located under **K12**, and the table name is **Attach Doc Category**.

Name: **Attach Doc Category** Namespace: **K12** Locked: **N**

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

**Lookup Values** Add

| Line | ListOrder | Code | Description | Other SIS | State Code | Alt Code 3 | Alt Code SIF | Status Year Start | Status Year End |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 1 | Test Results | | | | | | |
| 2 | 2 | 2 | Personal Learning Plan | | | | | | |
| 3 | 3 | 3 | Other | | | | | | |

*Attach Doc Category Lookup Table*


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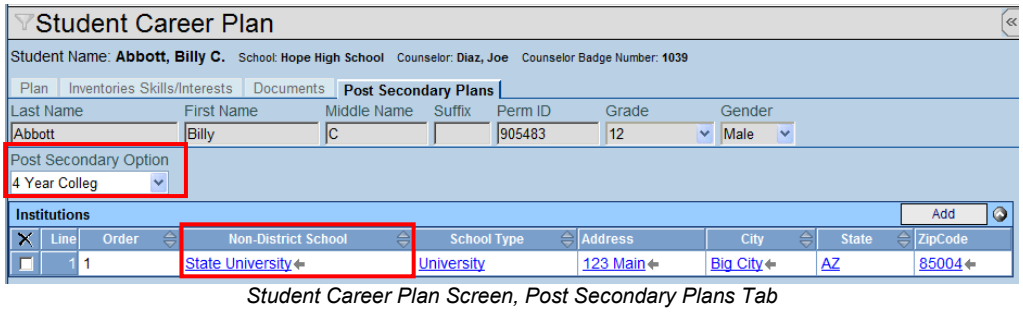
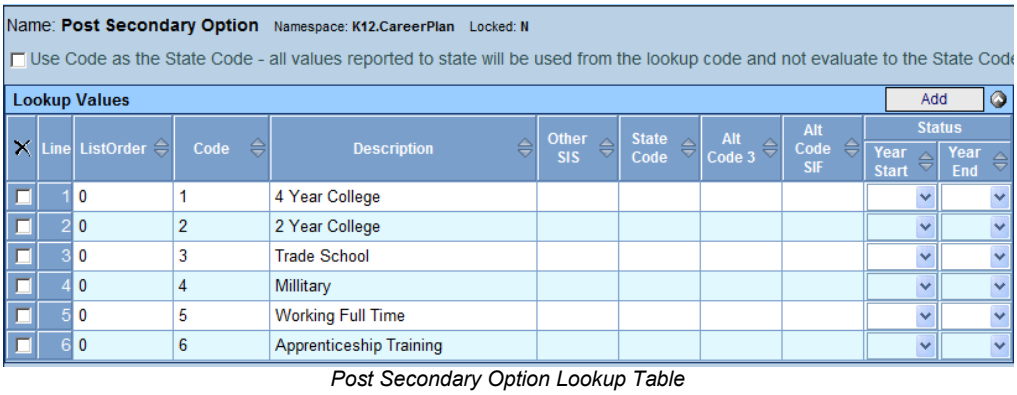
The **Post Secondary Plans** tab of the **Student Career Plan** screen has two lookup tables associated with it, as follows:




*Student Career Plan Screen, Post Secondary Plans Tab*

- **Post Secondary Option** – the option the student would like to pursue following graduation from high school. The lookup table is located under **K12.CareerPlan**, and the table name is **Post Secondary Option**.



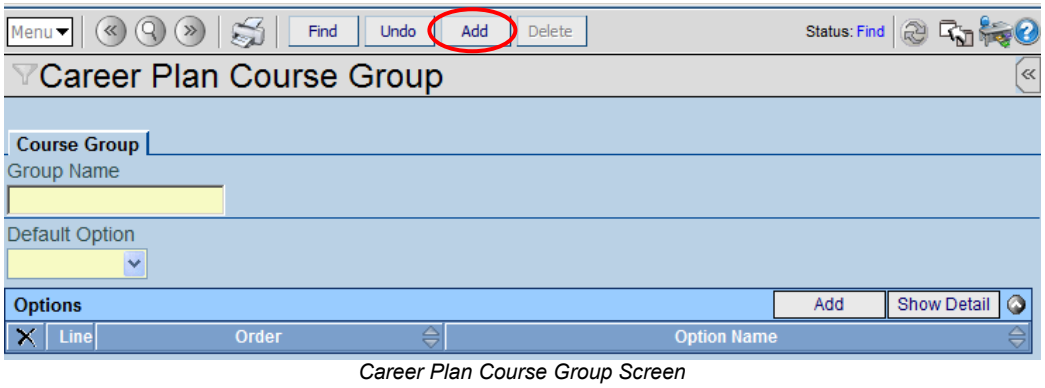

*Post Secondary Option Lookup Table*

- **Non-District Schools** – the school the student plans to attend after graduation. This list is populated using **Synergy SIS > System > Setup > Non-District School**, as outlined in Chapter Three of this guide.

# CAREER PLAN COURSE GROUP

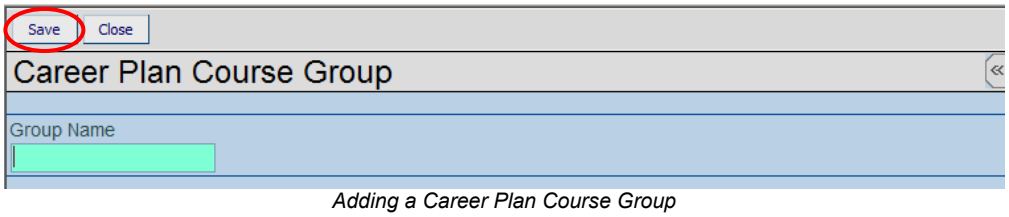
A career plan course groups enables you to quickly add multiple courses to a career plan. Because courses are added to career plans by grade, subject area, and year extension (Regular, Summer), the groups should be created with that in mind. To create a career plan course group:

1. Go to **Synergy SIS > Course History > Setup > Career Plan Course Group**.



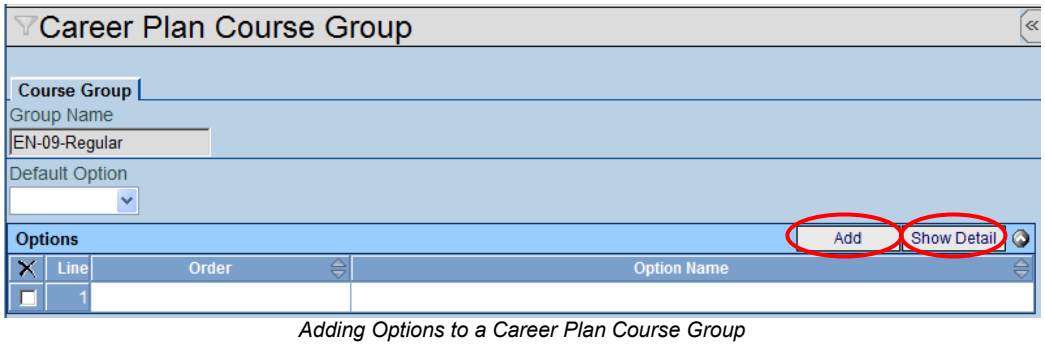

*Career Plan Course Group Screen*

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




*Adding a Career Plan Course Group*

3. Enter a name for the group in the **Group Name** box, and click the **Save** button.
4. Click the **Add** button in the **Options** grid.




*Adding Options to a Career Plan Course Group*

5. Enter a number for the **Order** of the options, and type a name for the option in the **Option Name** column.
6. Click the **Save** button at the top of the screen.
7. Click the **Show Detail** button to add courses to the option.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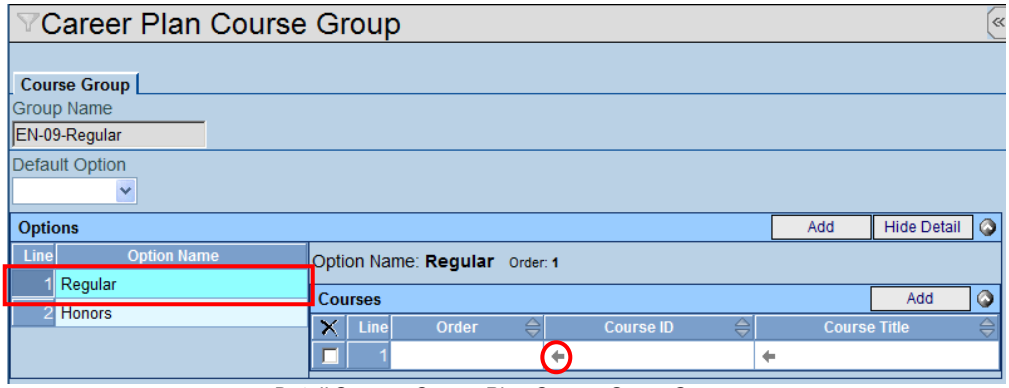
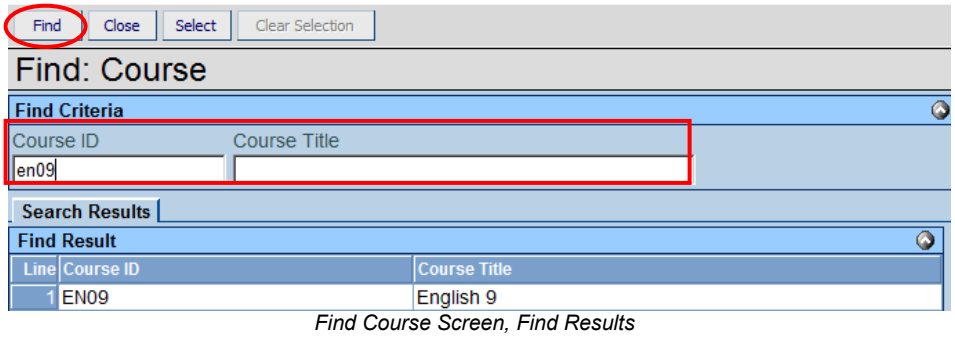
8. Click the **Option Name** on the left to select the option to add courses to, and then click the **Add** button in the **Courses** grid. A new blank line appears in the grid.



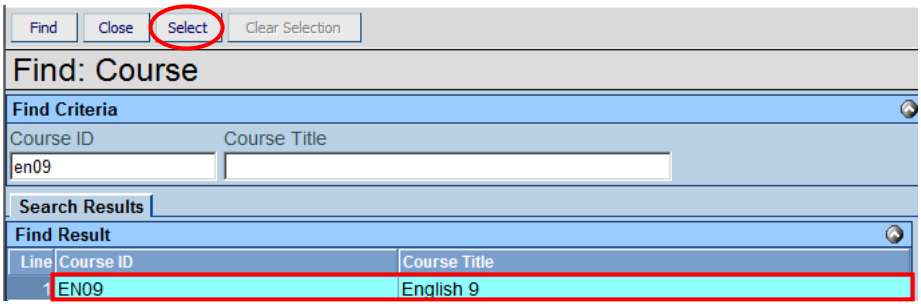

*Detail Screen, Career Plan Course Group Screen*

9. Enter the order in which the courses will be taken in the **Order** column.
10. Click the gray arrow in the **Course ID** column to select the course. The **Find Course** screen opens.
11. Enter all or part of the **Course ID** and/or **Course Title** to be found, and click the **Find** button. A list of courses matching the criteria entered is listed in the **Search Results** grid.



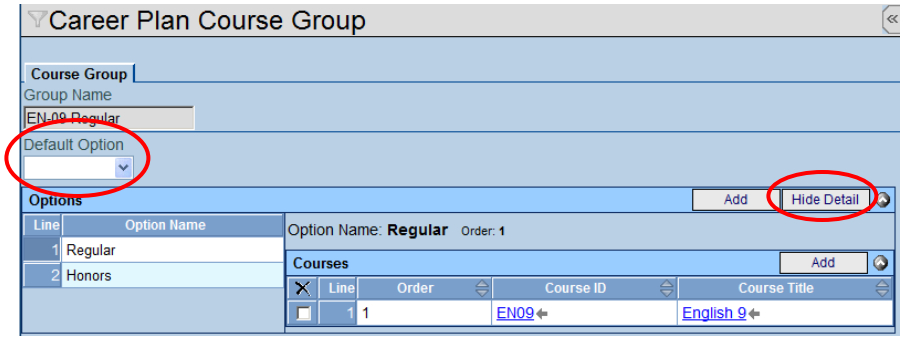

*Find Course Screen, Find Results*

12. Click the **Line** number of the course to be added, and then click the **Select** button to add it to the **Courses** section.




*Find Course Screen, Course Selected*

13. Once all the courses have been added, click the **Save** button at the top of the screen to save the selections.




*Courses Added, Career Plan Course Group*

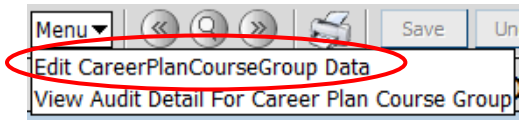
14. Click the **Hide Detail** button to return to the main screen.
15. Select the **Default Option** to be used in the career plans. This must be selected if the group will be used in a career plan. If a default option has not been selected, it can still be used for an individual student plan.
16. Click the **Save** button at the top of the screen.

To edit an existing career plan course group:

1. Find the group by using the scroll buttons or Find mode.
2. Make the necessary changes.
3. Click the **Save** button at the top of the screen.

To edit the Group Name of a career plan course group:

1. Find the group by using the scroll buttons or Find mode.
2. Click on the **Menu** button at the top of the screen.




*Career Plan Course Group Screen, Menu Options*

3. Select **Edit CareerPlanCourseGroup Data.**
4. Edit the **Group Name**.
5. Click the **Save** button at the top of the screen.

To delete a career plan course group:

1. Delete all associated courses from the group by checking the **X** column in the detail screen of each option and then clicking the **Save** button at the top of the screen.
2. Delete all options by checking the **X** column for each option and then clicking the **Save** button at the top of the screen.
3. Click the **Delete** button at the top of the screen.

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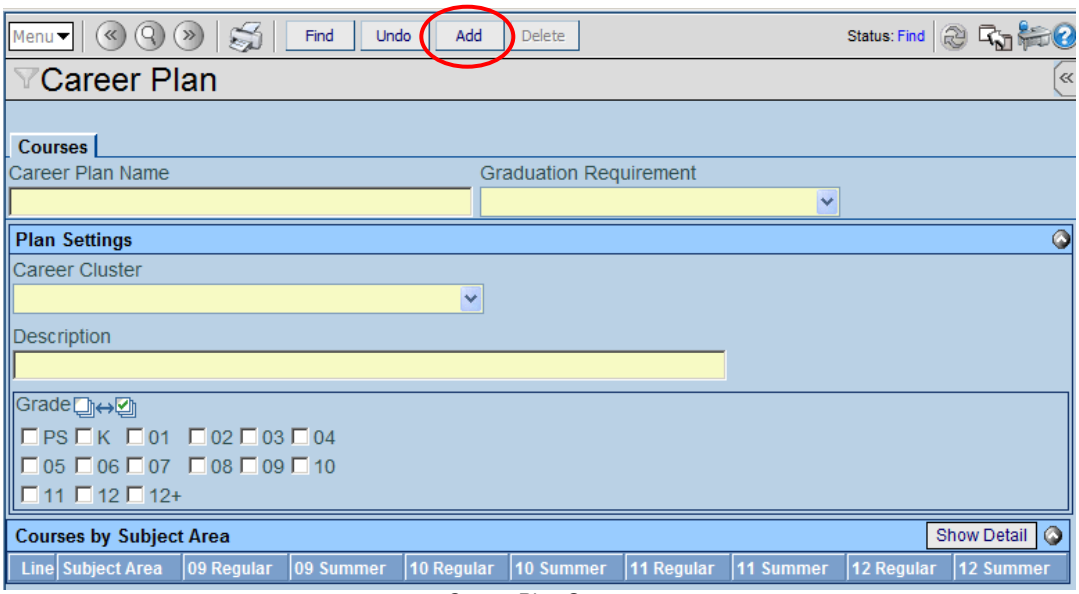
# CAREER PLAN

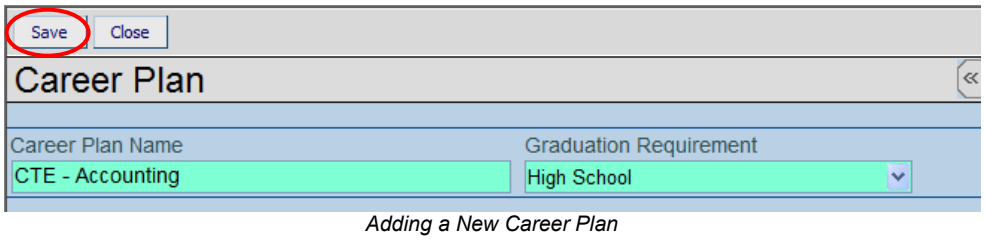
When lookup tables have been updated and career plan course groups created, specific career plans can be set up. Each career plan specifies which courses are needed to complete the plan successfully, which career cluster the plan applies to (if the plan is CTE-related), and which graduation requirement will be used. Each student can only select **one** pre-defined career plan. To create a career plan:

1. Go to **Synergy SIS > Course History > Setup > Career Plan**.




*Career Plan Screen*

2. Click the **Add** button at the top of the screen. A new **Career Plan** window opens.




*Adding a New Career Plan*

3. Enter a name for the plan in the **Career Plan Name** box, and select the applicable **Graduation Requirement** in the list.
4. Click the **Save** button at the top of the screen.

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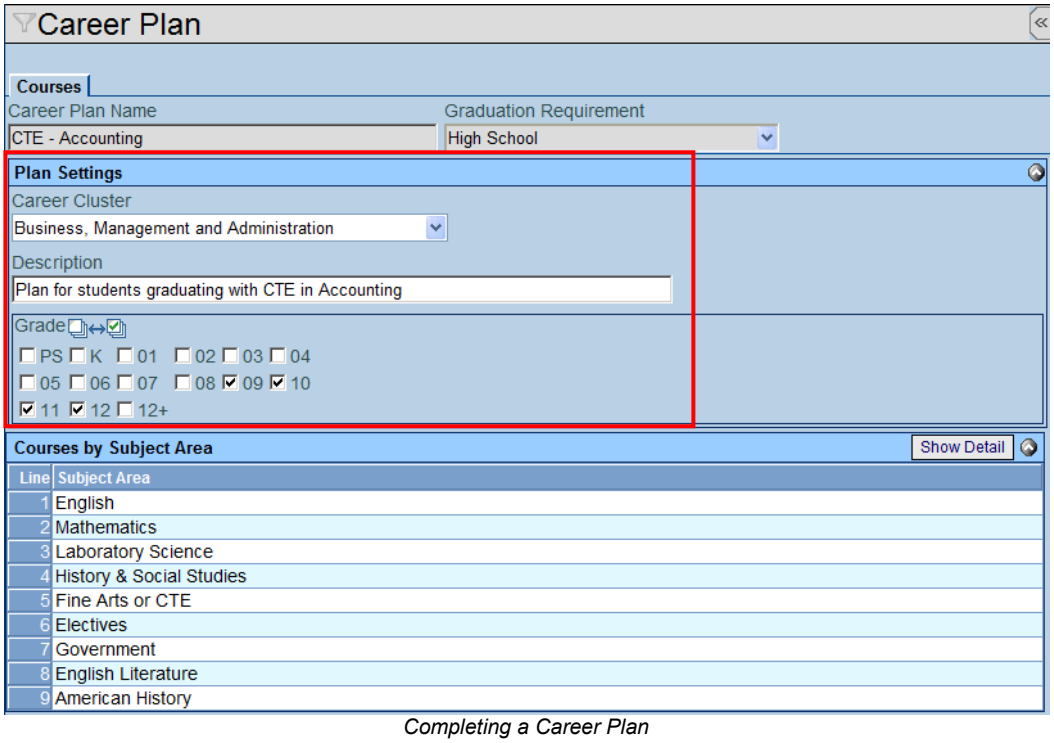
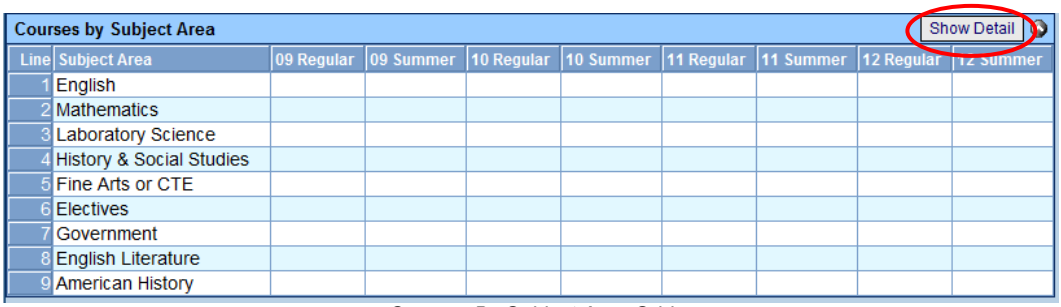
5. Select the **Career Cluster** to which the plan applies.




*Completing a Career Plan*

6. Enter a **Description** of the career plan.
7. Select the **Grade** levels for which courses will be added to the plan by checking boxes. To check or uncheck all grades, use the button.
8. Click the **Save** button at the top of the screen.
9. Add courses to the plan by clicking the **Show Detail** button in the **Courses by Subject Area** grid.




*Courses By Subject Area Grid*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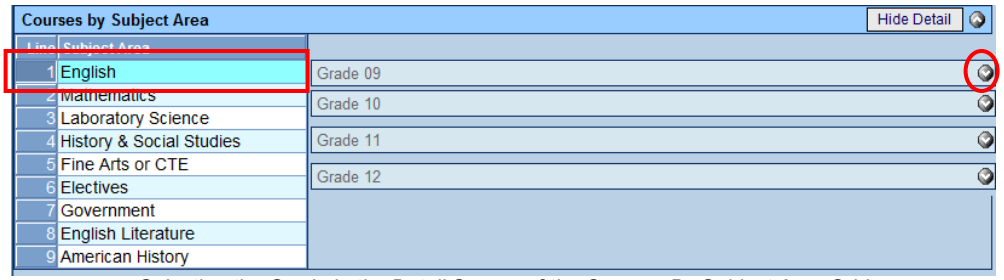
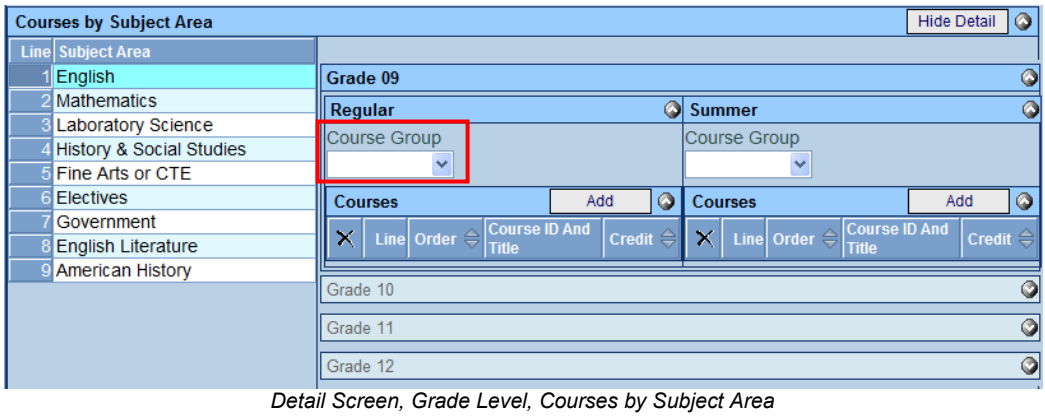
10. Click the **Line** number of the **Subject Area** on the left, and then click the **Maximize** button for the grade level to which to add the courses.



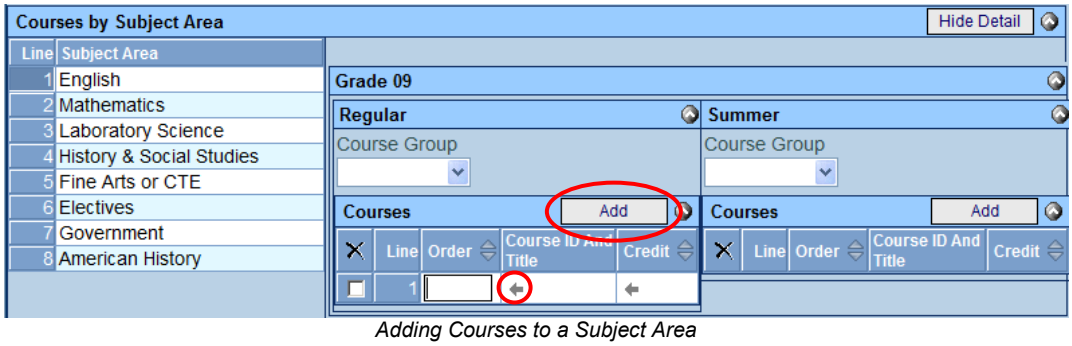

*Selecting the Grade in the Detail Screen of the Courses By Subject Area Grid*

11. In each year extension box (either Regular or Summer), courses can be added by selecting a **Course Group** or by adding courses individually. If a **Course Group** is used, the default option of the course group is used, but the courses do not appear in the list of courses for the plan. The courses from the course group are added to the student career plan only when this plan is used at the student level.




*Detail Screen, Grade Level, Courses by Subject Area*

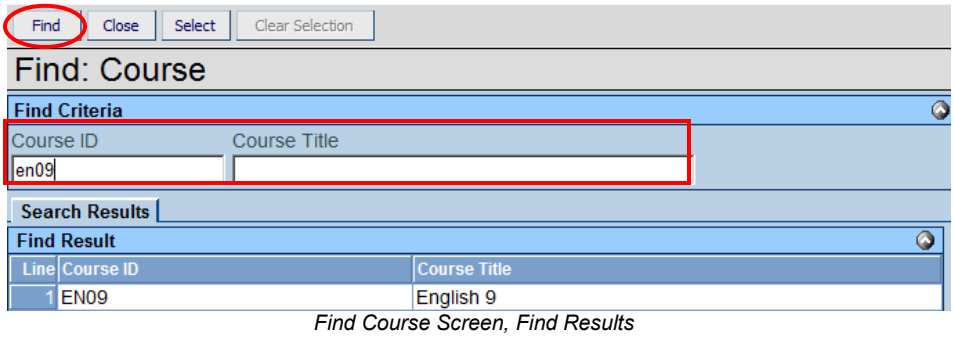
12. To add courses directly to the plan, click the **Add** button in the **Courses** grid.




*Adding Courses to a Subject Area*

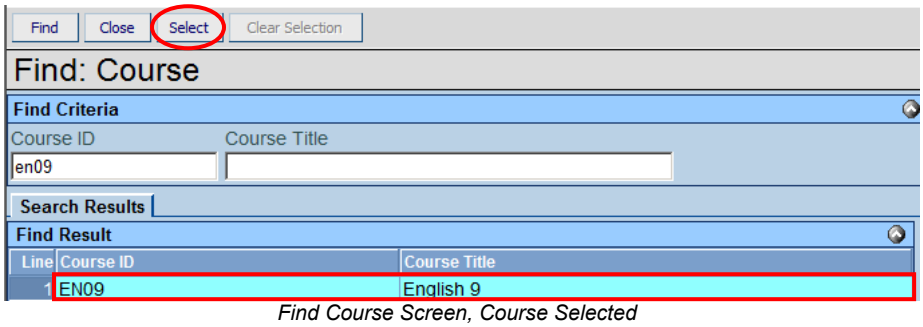
13. Enter the order in which the courses will be taken in the **Order** column.
14. Click on the gray arrow in the **Course ID** column to select the course.

15. The **Find Course** screen opens. Enter all or part of the **Course ID** and/or **Course Title** to be found, and click the **Find** button. A list of courses matching the criteria entered appears in the **Search Results** grid.



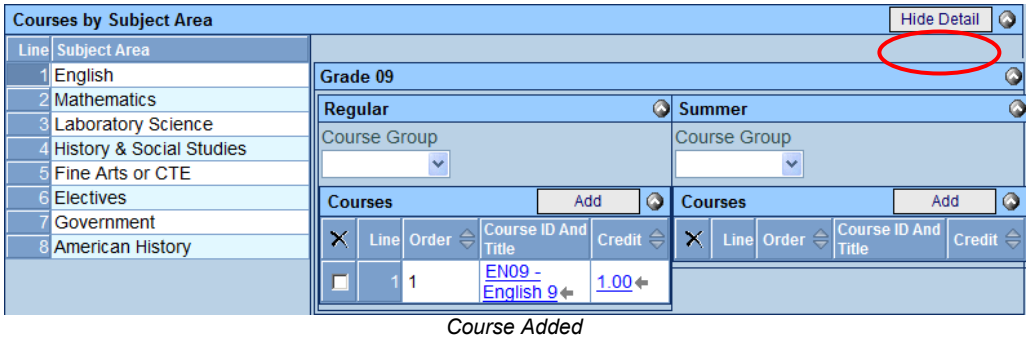

*Find Course Screen, Find Results*

16. Click the **Line** number of the course to be added, and then click the **Select** button to add it to the **Courses** section. The course appears with the title and default credit amount.




*Find Course Screen, Course Selected*

17. . Continue adding courses by clicking the **Add** button.




*Course Added*

18. Once all the courses have been entered, click the **Save** button at the top of the screen.

19. To return to the main screen, click the **Hide Detail** button.

To edit an existing career plan:

1. Find the plan by using the scroll buttons or Find mode.
2. Make the necessary changes.
3. Click the **Save** button at the top of the screen.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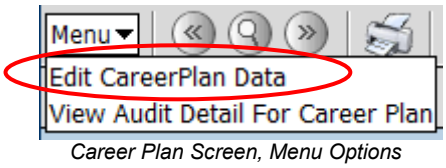
To edit the name or graduation requirements of a career plan:

1. Find the plan by using the scroll buttons or Find mode.
2. Click on the **Menu** button at the top of the screen.




*Career Plan Screen, Menu Options*

3. Select **Edit CareerPlan Data.**
4. Edit the **Career Plan Name** and/or **Graduation Requirements**.
5. Click the **Save** button at the top of the screen.

To delete a career plan:

1. Make sure no students have the plan selected.
2. Delete all associated courses from the plan by checking the **X** column in the detail screen of each subject for each grade level and then clicking the **Save** button at the top of the screen. Also be sure to unselect any course groups.
3. Click the **Delete** button at the top.

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# Chapter Nine: UPDATING COURSE HISTORY, VERIFIED CREDIT, AND SCHOOLS ATTENDED

This chapter covers:

- Before Updating Course History
- Information Transferred
- The Update Process
- Modifying Updated Course History Records


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# BEFORE UPDATING COURSE HISTORY

Updating course history is the process by which marks and courses are added to the student's list of courses completed (or at least attempted). Updating course history requires several other configurations within Synergy SIS to process correctly. The following definitions should be setup prior to updating the course history:

- **Marks** – the marks used for grading can be configured in Synergy **SIS > Grading > Setup > Mark Definition**.
- **Alt Types** – the alt types are defined in **SIS > System > Setup > Lookup Table Definition**, under **K12.CourseInfo**, in the **Alt ID Type** table.
- **Repeat Tags** – repeat tags designate when a course has been taken more than once. They are defined in **Synergy SIS > Grading > Setup > Repeat Tag Definition**.
- **Course Academic Types** – the course academic types (the codes for regular, honors, and so on) are defined in **Synergy SIS > System > Setup > Lookup Table Definition**, under **K12.CourseInfo**. They are referred to as **Academic Type**.
- **Grading** – the grading periods and method for calculating marks are configured in **Synergy SIS > Grading > Setup > Grading Setup**.
- **Course History Type** – the course history types (the codes that define a course as, for example, high school or middle school) are defined in **Synergy SIS > System > Setup > Lookup Table Definition**. The course history types can be found under **K12.CourseHistoryInfo** in the **Course History Type** table.
- **District and School Courses** – courses are added through **Synergy SIS > Schedule > District Course** and **Synergy SIS > Schedule > School Course**.
- **School Year and Term** – school years and terms are defined through the **School Setup**, **District Setup**, and **Organization** screens found under **Synergy SIS > System > Setup** and the **District Calendar** and **School Calendar** screens found under **Synergy SIS > Attendance > Setup**.

In addition, the student classes must have grades posted to the class for the period to be processed. Classes may be graded via the **Class Grade** or **Student Grade** screens under **Synergy SIS > Grading**. Marks may also be posted from the Grade Book or TeacherVUE. Once the marks are finalized, the Update Course History process should be run to update the course history and all associated reports such as the transcript and graduation check.

The Update Student Course History process can also be used to update the verified credit the verified credit (if your district uses it; see Chapter Seven) and schools attended history. See *The Update Process* on page 111.

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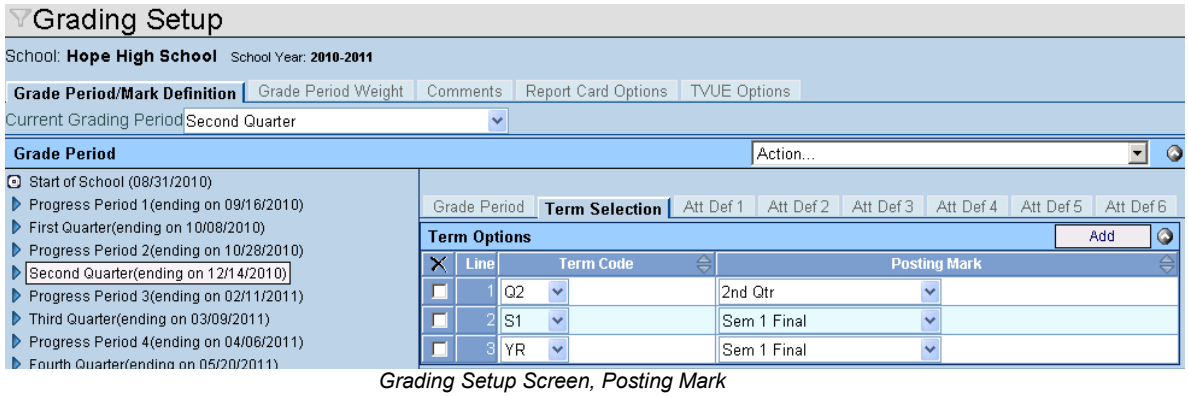
# INFORMATION TRANSFERRED

During the update course history process, final marks from the period being processed are posted to the course history. The final grade mark is defined in **Synergy SIS > Grading > Setup > Grading Setup**.

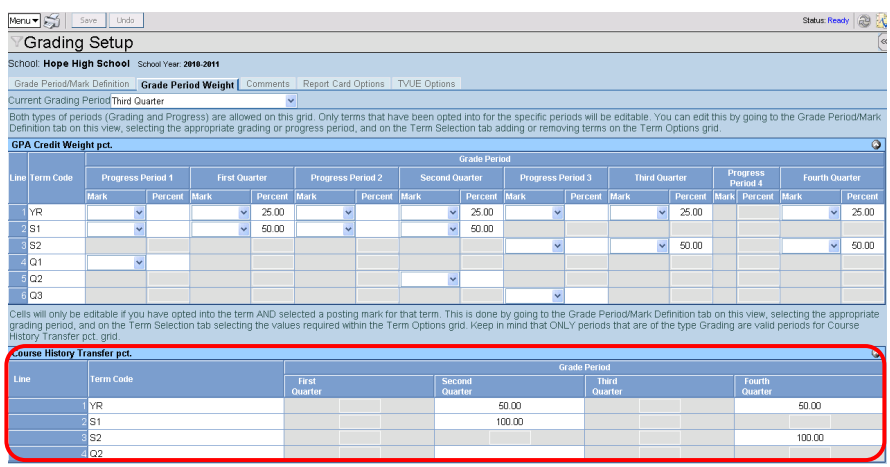



*Grading Setup Screen, Posting Mark*

To see which mark is used for the grading period being processed:

1. Click the name of the **Grade Period**. In the example above, **Second Quarter** is selected.
2. Click the **Term Selection** tab.
3. Look in the **Posting Mark** column for the name of the mark that is used. In the example above, the **2nd Qtr** mark is used for **Q2** (Second Quarter). Different marks may be used for different periods, as can be seen in the above example where **Sem 1 Final** is used as the posting mark for **S1** (Semester 1).

The amount of credit awarded to the student upon a passing mark for the grading period is controlled from the **Grade Period Weight** tab of the **Grading Setup** screen.




*Grading Setup Screen, Grade Period Weight Tab*

The credit is calculated when the Update Course History process is run. The percentages are entered into the **Course History Transfer pct.** grid, circled in the above example. For each final mark for a period, a percentage is entered for the periods indicated how much of

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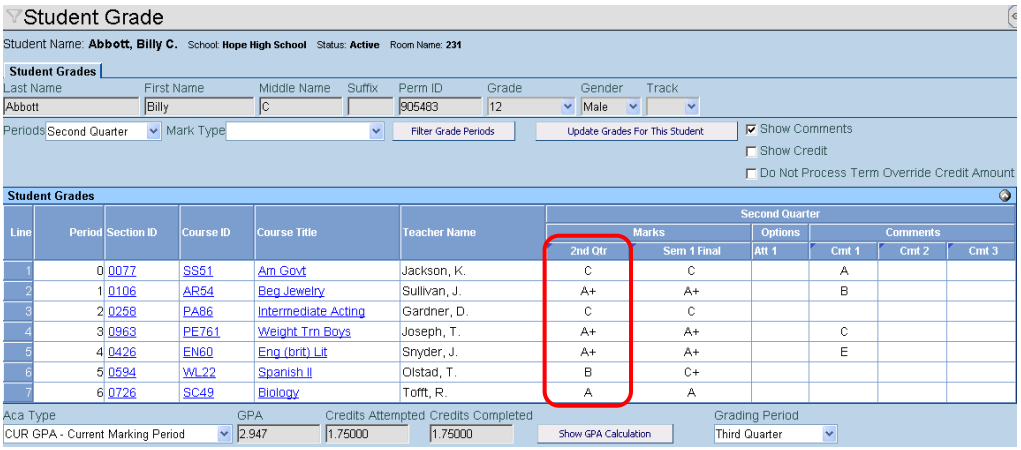
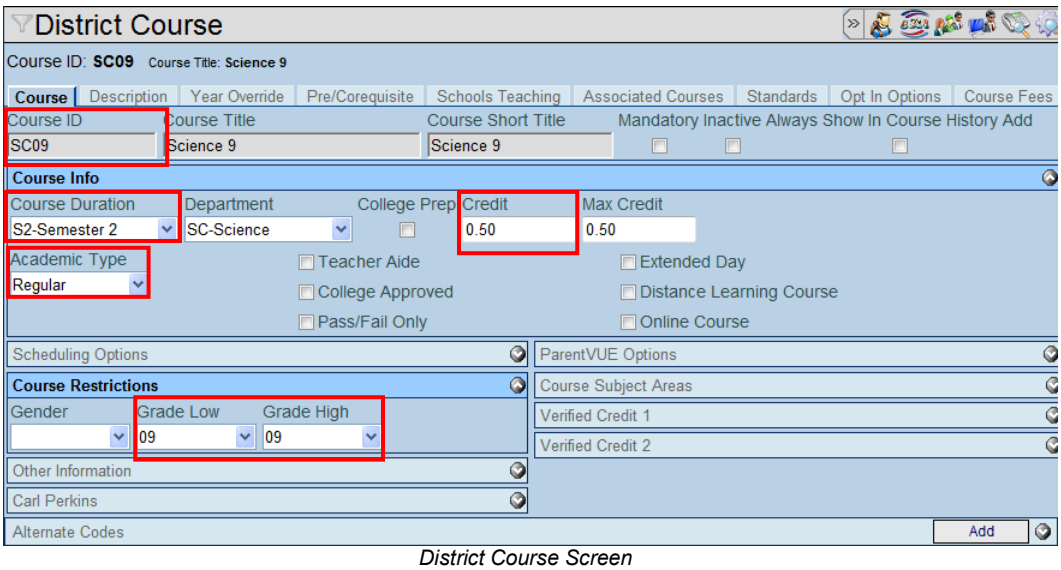
the total credit available for the course to award. In the example above, the final mark for the Second Quarter counts 100% for S1 courses (semester 1 courses).
The current student marks can be seen in **Synergy SIS > Grading > Student Grade**.




*Student Grade Screen, Period Marks*

As can be seen in the example above, sometimes grading periods have two or more marks associated with the period. For the Second Quarter in the example above, there is a 2nd Qtr Mark and a Sem 1 Final Mark. Looking at the Grading Setup for Second Quarter (see above), the Posting Mark for the Second Quarter is set to the 2nd Qtr Mark. This is then the mark used in Course History for the Second Quarter.

The other information that is transferred to Course History comes from **Synergy SIS > Course > District Course**.



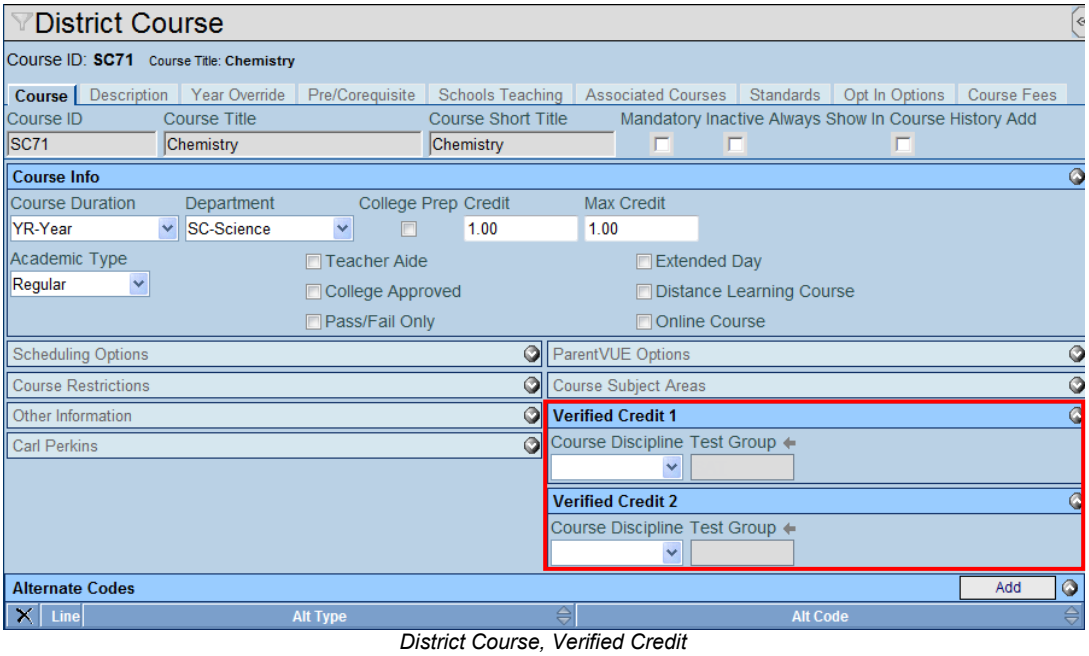

*District Course Screen*

In the **District Course** screen, several key pieces of information are found:

- **Course ID** – this information is transferred to Course History, along with the Course Title. However, the ID may be transformed by using masking during the transfer process to show a different ID in the Course History. This is explained in the Update Process section.

- **Course Duration** – the course duration determines which marks and credit are transferred.
- **Credit** – the amount of credit the course is worth. The amount of credit transferred to course history depends on whether the student received a passing mark and the Course History Transfer Percent designated for the given grading period.
- **Academic Type** – this information is transferred to Course History.
- **Grade Low** and **Grade High** – the grade levels eligible for this course. This can be used to filter the process so that only courses for a particular grade range are processed.

The **Verified Credit** information transferred (if your district uses it; see Chapter Seven) is based on the Course Discipline selected on the District Course screen instead of the Subject Area, and also uses the Course History Transfer Percentage specifications.



*District Course, Verified Credit*

For the **Schools Attended History**, the information transferred is based on the student's enrollment records. The absences calculated use the Attendance Definition selected in the **Grading Setup** screen for the given grading period.

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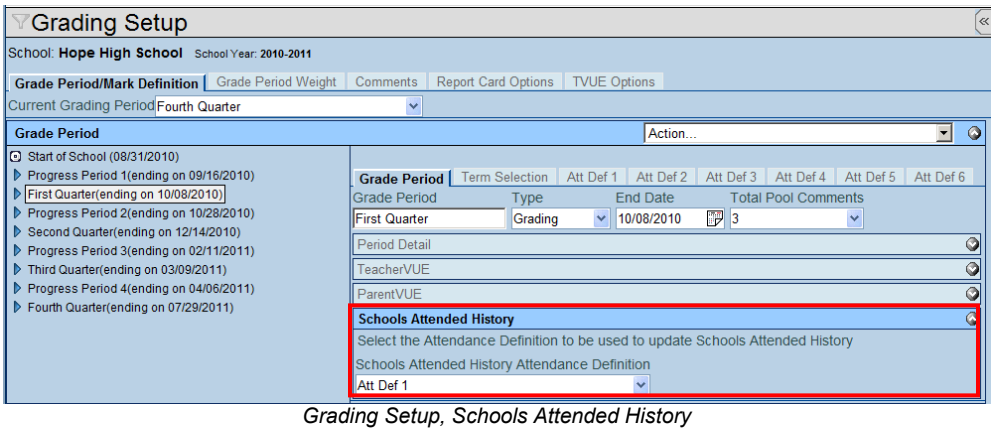
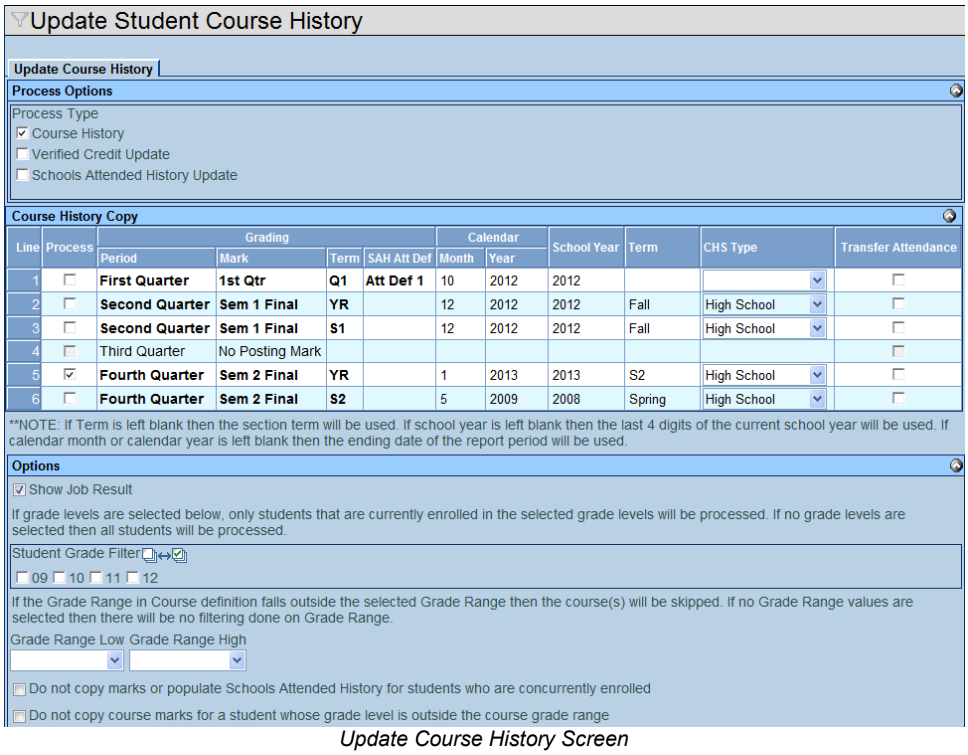


*Grading Setup, Schools Attended History*

For details about Attendance Definitions, see the *Synergy SIS - Grading Administrator Guide*.

# THE UPDATE PROCESS

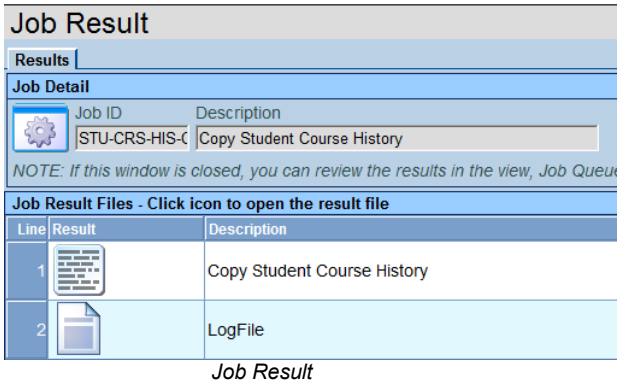
To update course history, verified credit, or school attended history, navigate to **Synergy SIS > Course History > Update Student Course History**.



*Update Course History Screen*

To run the update process:

1. Select which information to update by checking the **Course History**, **Verified Credit Update**, and/or **Schools Attended History Update** boxes. At least one process type must be selected.
2. Select the periods and marks to process by checking one or more boxes in the **Process** column. Some periods may have more than one term and mark, so be sure to select the correct option. If it is not selected, it is not processed.
3. For each row selected, adjust the **Calendar Month and Year** as needed. Values entered here are entered into course history as the month and year the mark was issued. If they are left blank, the ending date of the grading period is used.
4. For each row selected, enter the **School Year and Term** for the course completion. If the **Term** column is left blank, the term assigned to the course is used. If the **School Year** is left blank, the last 4 digits of the current school year are used.
5. Select the **Course History School Type** to be assigned in the **CHS Type** list. Once assigned to a course in course history, this value may be used as a filter for other processes such as the Transcript or the Graduation Requirements.
6. Check the box in the **Transfer Attendance** column to summarize and transfer the student's attendance in the course to course history.
7. Check the **Show Job Result** box to see details about the update when it is completed.




*Job Result*

8. Under Student Grade Filter, check the box for each grade to include in the update. For example, you might want to run the update for the 12th grade just before the end of the school year, and then for 9th through 11th grades at the end of the school year.
9. To process only certain grade levels of courses, select the **Grade Range Low** and **Grade Range High**. For example, perhaps all teachers who teach 9th grade courses finished their grading, and the district would like to process them separately. Set the **Grade Range Low** and **Grade Range High** to 9, and only those courses with an assigned grade range of 9 in the **District Course** screen are processed.
10. To exclude concurrently enrolled students from the update, check the **Do not copy marks for students who are concurrently enrolled** box.

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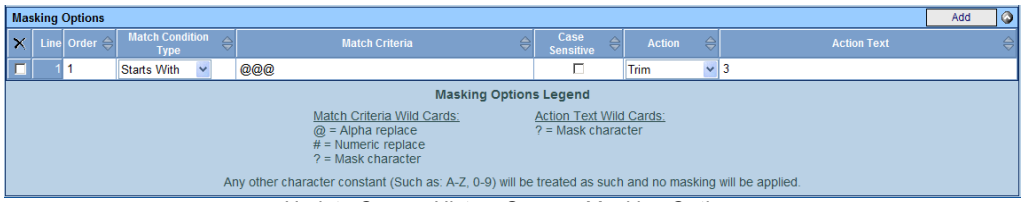
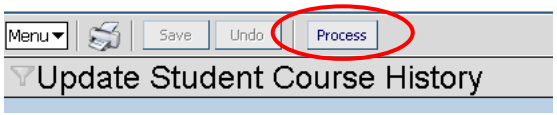
11. To restrict processing to specific student grade levels, check the **Do not copy course marks for a student whose grade level is outside the course grade range** box. If the grade range is set to 9 and this box is checked, the course is not transferred to course history for a 10th grade student taking the 9th grade course.
12. Check the **Do not delete student course history records outside of the grade range filter** box if you want student history records outside of the grade range filter not to be deleted. The default behavior, if the box is not checked, is this: If you run Update Course History for a grade range, and then run it again for different grades, the courses are removed.
13. To modify the course ID entered into course history, use masking options.




*Update Course History Screen, Masking Options*

- Click the **Add** button in the **Masking Options** section.
- Enter the **Order** number for processing, because you can have multiple masking filters.
- Select the **Match Condition Type** to apply to the course ID.
- In the **Match Criteria** column, enter the criteria to match against the course ID. These can be numbers, letters, and any of three wild card characters: **@** for replacing alpha characters (A-Z), **#** for numeric characters (0-9), and **?** for the mask characters. For example, to match any ID that starts with three letters, the match condition type is **Starts With** and the match criteria is @@@.
- If the criteria are specific for lower case and upper case letters, check the box in the **Case Sensitive** column.
- Select the **Action** to be applied if a match is found. Currently the only action is available is **Trim**, which removes a specified number of characters from the beginning or end of the course ID.
- In the **Action Text** column, type instructions for applying the action. For the Trim action, enter the number of characters to trim from the end of the Course ID. A wildcard character is also available for use in the **Action Text** box: the question mark (**?**). For example, if the mask is set to trim 3 characters from the ID, SCI009 would become SCI in the course history.

14. Click the **Save** button at the top of the screen.
15. Click the **Process** button at the top of the screen.




*Update Student Course History Screen, Process Button*

**Caution:** As part of the Update process, all existing data meeting the criteria selected is deleted before the information is updated. For example, if the Third Quarter with 3rd Qtr marks has been selected, all course history with 3rd Qtr marks for the year is deleted. The marks are then re-added based on the Grading records. This ensures that courses are not entered twice into course history or verified credit (if your district uses it; see Chapter Seven), or that enrollment records are not listed twice in the School Attended History.

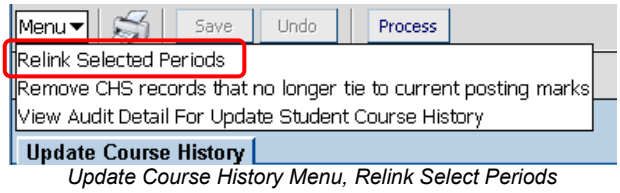
# MODIFYING UPDATED COURSE HISTORY RECORDS

Once the Update Course History process has been completed, there may be instances where the courses and marks already transferred need to be updated. For example, marks may have been modified after they were supposed to be finalized. To update the records already processed, there are two options: **Relink Selected Periods** and **Remove CHS records that no longer tie to current posting marks**.

**Relink Selected Periods**
When you relink periods, the marks and courses are updated for those periods, and any missing courses are added.

To relink a period:

1. Check the box next to the period.



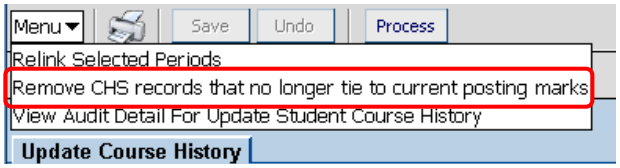
*Update Course History Menu, Relink Select Periods*

2. Click the **Menu** button, and select **Relink Selected Periods**.

**Remove CHS records that no longer tie to current posting marks**
When you remove course history records that no longer tie to current posting marks, courses with marks that don't match the current posting marks in the period marked current are removed. They will be re-added when the final posting marks are posted.

To remove the unlinked CHS records:

1. Check the box next to the period.



*Update Course History Menu, Remove CHS Records*

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2. Click the **Menu** button, and select **Remove CHS records that no longer tie to current posting marks**.

# Chapter Ten: TRANSCRIPTS

This chapter covers:

- Before Setting Up the First Transcript
- Customizing the Transcript Format
-


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- Parts of the Transcript
- General Display Options
- Course Display Options
- GPA Display Options
- Graduation Requirement
- Additional Student Tests
- Grade Point Options
- Setting Up Multiple Transcript Formats
- Elementary Transcripts

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# BEFORE SETTING UP THE FIRST TRANSCRIPT

The transcript options refer to several other areas within Synergy SIS during the setup process. The following definitions should be set up prior to creating the transcript options to populate some of the options needed in the transcript definition:

- **Course History Type** – these codes that define a course as, for example, high school or middle school, are defined in **Synergy SIS > System > Setup > Lookup Table Definition**. The course history types can be found under **K12.CourseHistoryInfo** in the **Course History Type** table.
- **Marks** – marks used for grading are configured in **Synergy SIS > Grading > Setup > Mark Definition**.
- **Subjects** – subjects for courses are defined in **Synergy SIS > System > Setup > Lookup Table Definition**, under **K12.CourseInfo,** in the **Subject Type** table.
- **Alt Types** – these are defined in **Synergy SIS > System > Setup > Lookup Table Definition**, under **K12.CourseInfo**, in the **Alt ID Type** table.
- **GPA Definition** – these are configured in **Grading > Setup > GPA Definition**. For more information, see the chapter in this guide on GPA and class rank.
- **District Courses** – these are added in **Synergy SIS > Course > District Course**.
- **Test Definitions** – if there are tests required for graduation, they need to be set up in **Synergy SIS > Test History > Setup > Test Definition**.
- **Repeat Tags** – these codes that apply when a student takes a course more than once are defined in **Synergy SIS > Grading > Setup > Repeat Tag Definition**.
- **Graduation Requirements** – these are defined in **Synergy SIS > Grading > Setup > Graduation Requirements**. For more information about the Graduation Requirements definition, see the chapter in this guide titled *Graduation Requirements*.
- **Graduation requirement test result labels** – this text that displays for graduation requirement test results in the **Graduation Requirements – Test History** and **Additional Test History** sections on transcripts is defined in **Synergy SIS > System > Setup > Lookup Table Definition**, under **K12.GradingInfo.gradReqInfo**, in the **Grad Req Test Result** table.
- **School Year and Term** – these are defined in the **School Setup**, **District Setup**, and **Organization** screens found under **Synergy SIS > System > Setup** and the **District Calendar** and **School Calendar** screens found under **Synergy SIS > Attendance > Setup**.
- **Terms** – the order in which terms appear in course history is defined in **Synergy SIS > System > Setup > Lookup Table Definition**, under **K12.ScheduleInfo**, in the **Term Codes** table.
- **Course Academic Types** – codes for regular, honors, etc. are defined in **Synergy SIS > System > Setup > Lookup Table Definition**, under **K12.CourseInfo**, in the **Academic Type** table.

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- **Diploma Types** – if you print diploma types on transcripts, you define them through **Synergy SIS > System > Setup > Lookup Table Definition**, under **K12**, in the **Diploma Type** table. You can change the text that displays on transcripts in **Synergy SIS > System > Setup > District Setup**, on the **System** tab, in the **Diploma Type Overrides** section.
- **Substitute Credit Reasons** – if you show, on transcripts, reasons for credits earned by substitution, you define them in **Synergy SIS > System > Setup > Lookup Table Definition**, under **K12.CourseHistoryInfo**, in the **Substitute Credit Reason** table.
- **Grading** – the grading periods and methods for calculating marks are configured in **Synergy SIS > Grading > Setup > Grading Setup**.

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# CUSTOMIZING THE TRANSCRIPT FORMAT

Transcripts can contain a wealth of information – much more than a list of courses and marks. The student's test history, service learning hours, and extracurricular achievements can also be included, as well as GPA, class rank information, and more. You can set up multiple transcript formats.

Student Name
Abbott, Billy C.

| Perm ID | Grade | Gender |
|---|---|---|
| 905483 | 12 | Male |

| Date Of Birth | Phone |
|---|---|
| 10/14/1988 | 703-555-1212 |

Home Address
3515 Pence Ct
Annandale, OH 22003

Edupoint School District
Hope (HS1)

High School
Hope (HS1)
March 10, 2009

| Phone | Fax |
|---|---|
| 703-555-1212 | 949-555-1213 |

School Address
123 Main St
Vienna, VA 22182

| Cre ID | Course Title | Mark | Cred Att/Cmp |
|---|---|---|---|
| **Bislock High School** | | | |
| Yr: 2001 | Term: Fall | Grade: 9 | |
| R EN09 | English 9 | F | 0.00 / 0.00 |
| MA27 | Algebra I | C | 0.50 / 0.50 |
| MU21 | Symphonic Band | C | 0.50 / 0.50 |
| SA62 | Stu Asst Couns | P | 0.50 / 0.50 |
| SC09 | Science 9 | C | 0.50 / 0.50 |
| SS21 | World Hist/g | D | 0.50 / 0.50 |
| Cred Att: 2.50 | Cred Cmp: 2.50 | | GPA: 1.410 |
| **Hope (HS1)** | | | |
| Yr: 2001 | Term: Spring | Grade: 9 | |
| CB11 | Computer Apps | F | 0.50 / 0.00 |
| EN09 | English 9 | C | 0.50 / 0.50 |
| MA27 | Algebra I | A | 0.50 / 0.50 |
| MU21 | Symphonic Band | B | 0.50 / 0.50 |
| SC09 | Science 9 | D | 0.50 / 0.50 |
| SS22 | World Hist/g | C | 0.50 / 0.50 |
| Cred Att: 3.00 | Cred Cmp: 2.50 | | GPA: 1.716 |
| **Hope (HS1)** | | | |
| Yr: 2001 | Term: Summe | Grade: 9 | |
| EN09 | English 9 | B | 0.50 / 0.50 |
| MA27 | Algebra I | D- | 0.50 / 0.50 |
| Cred Att: 1.00 | Cred Cmp: 1.00 | | GPA: 1.495 |
| **Hope (HS1)** | | | |
| Yr: 2002 | Term: Fall | Grade: 10 | |
| EN51 | Lit Explor | F | 0.00 / 0.00 |
| MA31 | Alt Geometry | C | 0.50 / 0.50 |
| MU29 | Beg Guitar | D- | 0.50 / 0.50 |
| MU38 | Symphonic Band | A | 0.50 / 0.50 |
| MU41 | March Band | B | 0.50 / 0.50 |
| PA90 | Thea Arts I | B | 0.50 / 0.50 |
| SC49 | Biology | F | 0.00 / 0.00 |
| Cred Att: 2.50 | Cred Cmp: 2.50 | | GPA: 2.194 |

| Cre ID | Course Title | Mark | Cred Att/Cmp |
|---|---|---|---|
| **Hope (HS1)** | | | |
| Yr: 2002 | Term: Spring | Grade: 10 | |
| CB10 | Comp Foundation | F | 0.50 / 0.00 |
| CB18 | Desktop Publish | D | 0.50 / 0.50 |
| EN33 | Prin Eng I | C | 0.50 / 0.50 |
| EN51 | Lit Explor | B | 0.50 / 0.50 |
| MA31 | Alt Geometry | F | 0.00 / 0.00 |
| MU38 | Symphonic Band | A | 0.50 / 0.50 |
| SC49 | Biology | D | 0.50 / 0.50 |
| Cred Att: 3.00 | Cred Cmp: 2.50 | | GPA: 1.550 |
| **Hope (HS1)** | | | |
| Yr: 2002 | Term: Summe | Grade: 10 | |
| FS32C | Co-Persnl Dev. | A | 0.50 / 0.50 |
| SC49 | Biology | B | 0.50 / 0.50 |
| Cred Att: 1.00 | Cred Cmp: 1.00 | | GPA: 3.160 |
| **Hope (HS1)** | | | |
| Yr: 2003 | Term: Fall | Grade: 11 | |
| EN34 | Prin Eng II | D | 0.50 / 0.50 |
| IT71 | Welding I | F | 0.50 / 0.00 |
| MU38 | Symphonic Band | A | 0.50 / 0.50 |
| MU41 | March Band | A | 0.50 / 0.50 |
| SS34 | Amer History I | C | 0.50 / 0.50 |
| TS32 | Tr. Safety | B | 0.50 / 0.50 |
| WL41 | French I | C | 0.50 / 0.50 |
| Cred Att: 3.50 | Cred Cmp: 3.00 | | GPA: 1.994 |
| **Hope (HS1)** | | | |
| Yr: 2003 | Term: Spring | Grade: 11 | |
| EN52 | Mythology | C | 0.50 / 0.50 |
| MA31 | Alt Geometry | D | 0.50 / 0.50 |
| MU38 | Symphonic Band | A | 0.50 / 0.50 |
| PA91 | Thea Arts II | A | 0.50 / 0.50 |
| PE76 | Weight Trn Boys | C | 0.50 / 0.50 |
| Continued on next column... | | | |

| Cre ID | Course Title | Mark | Cred Att/Cmp |
|---|---|---|---|
| **Hope (HS1)** | | | |
| Yr: 2003 | Term: Spring | Grade: 11 | |
| SS35 | Amer History II | B | 0.50 / 0.50 |
| Cred Att: 3.00 | Cred Cmp: 3.00 | | GPA: 2.326 |

**Graduation Requirements - Credit Summary**

| Subject Area | Req'd | Comp | Needed |
|---|---|---|---|
| Fine Arts or Career Tech Ed. | 1.00 | 1.00 | |
| Health and Physical Education | 2.00 | 2.00 | |
| Electives | 4.00 | 5.50 | |
| English | 4.00 | 1.50 | 2.50 |
| Mathematics | 4.00 | 1.50 | 2.50 |
| Laboratory Science | 3.00 | 1.00 | 2.00 |
| History and Social Science | 4.00 | 1.00 | 3.00 |
| TOTALS | 22.00 | 13.50 | 10.00 |

**Graduation Requirements - Test History**

| Test Name | Result | Perf Lvl | Score |
|---|---|---|---|
| SOL English | Not Passed | Meets | 355 |
| SOL Mathematics | Not Passed | Below | 343 |
| SOL Social Science | Not Taken | Not Taken | |
| SOL History / Social Scienc | Not Taken | Not Taken | |

**Achievements**

| Name | Date | Sch Yr |
|---|---|---|
| Academic Decathlon | 03/05/2006 | 2007 |
| Academic Decathlon | 04/17/2005 | 2005 |
| National Honor Society Member | 04/17/2005 | 2004 |
| National Honor Society Member | 04/17/2005 | 2003 |

**Service Learning**

| Hours | 60.00 |
|---|---|
| Gold Level Service Performer | |

R = Repeat, no impact H = Honors C = College Prep Course

**Grade Point Legend**

| Mark | Normal | Honors |
|---|---|---|
| A | 3.5 | 4.0 |

**GPA Summary**
Current Marking P 1.932

**Ranked By**
Cummulative GPA

| Enter Date | Class Rank |
|---|---|
| 08/14/2007 | 774 out of 820 |

| Leave Date | Graduation Date |
|---|---|
| | |

Class of 2009

**NOTES**

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

Signature _____ 03/10/2009

Page 1 of 1

*Sample Student Transcript*


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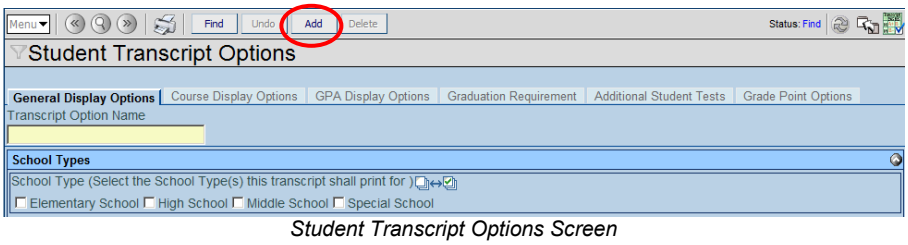
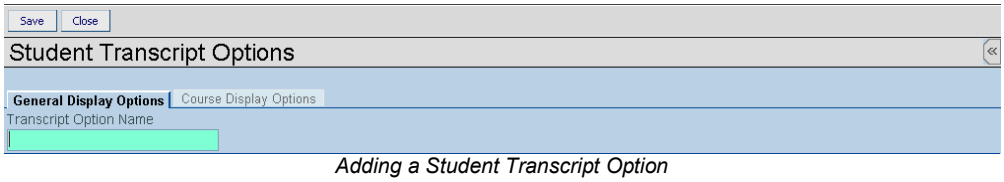
To set up a transcript option:

1. Go to **Synergy SIS > Course History > Setup > Student Transcript Options**.




*Student Transcript Options Screen*

2. Click the **Add** button.
3. Enter a **Transcript Option Name** that describes the type of transcript generated by this option, like High School – Honors.




*Adding a Student Transcript Option*

4. Optionally, configure the transcript on the **General Display Options** and **Course Display Options** tabs of this screen. The fields are described beginning on page 124. Many users find it easier to simply create a new named transcript option and complete the configuration later.
5. Click the **Save** button at the top of the screen.

To edit a transcript option:

1. Go to **Synergy SIS > Course History > Setup > Student Transcript Options**.
2. Scroll or use Find mode to find the option.

*Scroll and Find Mode Buttons*

3. Make the needed changes to the definition. The fields are described beginning on page 124.
4. Click the **Save** button at the top of the screen.

To edit the name of a transcript option:

1. Go to **Synergy SIS > Course History > Setup > Student Transcript Options**.
2. Find the definition by using the scroll buttons or Find mode.

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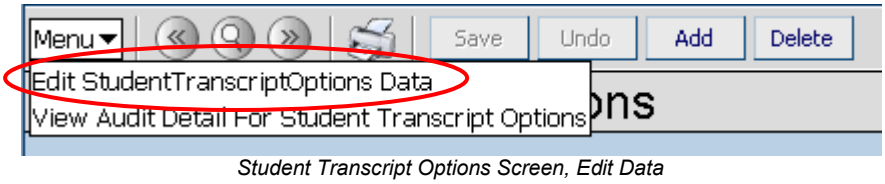
3. Click the **Menu** button at the top of the screen, and select **Edit StudentTranscriptOptions Data**.




*Student Transcript Options Screen, Edit Data*

4. Edit the name.
5. Click the **Save** button at the top of the screen.

To delete a transcript option:

1. Go to **Synergy SIS > Course History > Setup > Student Transcript Options**.
2. Find the definition by using the scroll buttons or Find mode.
3. Click the **Delete** button at the top of the screen.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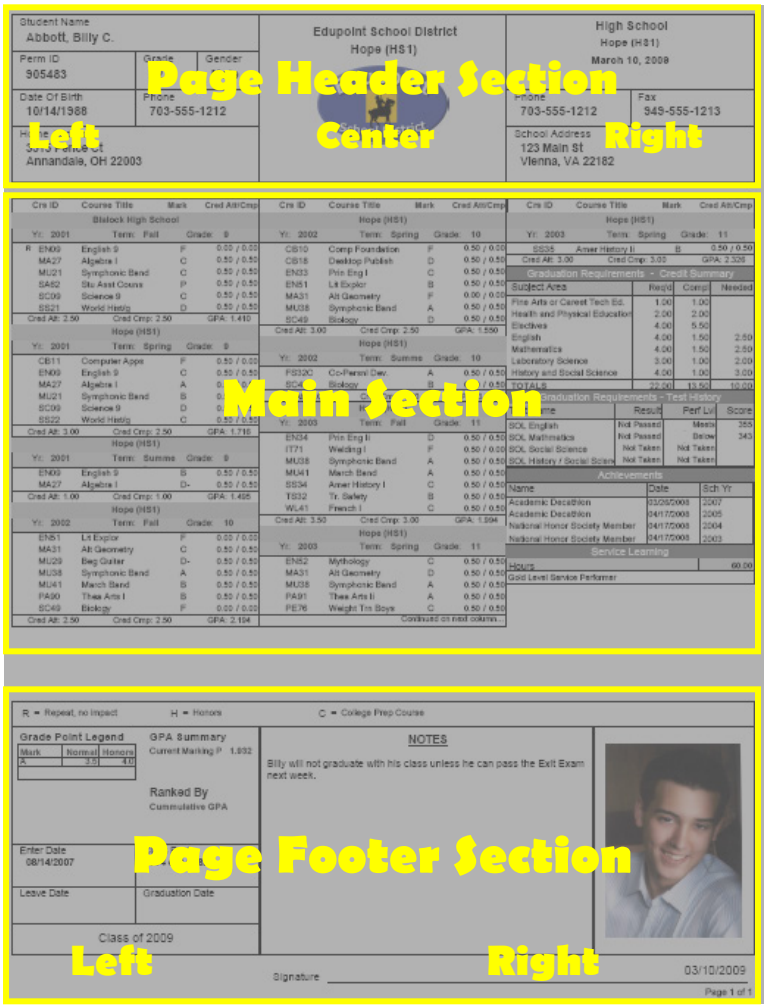
# PARTS OF THE TRANSCRIPT

The main sections of the transcript are:



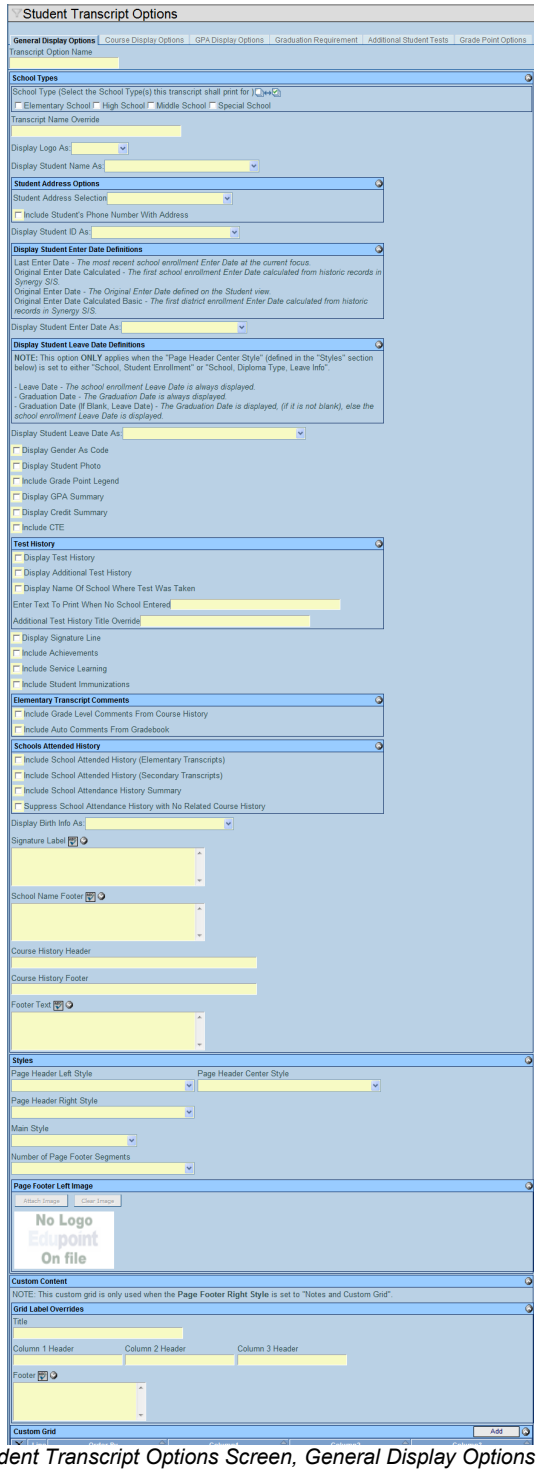

**Page Header Section** – the Page Header is divided into left, center and right. The Page Header contains information about the student and the school.

**Main Section** – the body of the transcript contains course history records, summaries of progress toward subject area and test graduation requirements, achievements, and a service learning summary.

**Page Footer Section** – the Page Footer is divided into left and right. This section can contain the GPA, class rank, notes, photo, immunization records, enter and leave dates, and legends.

# GENERAL DISPLAY OPTIONS

The first customizations for a transcript are on the **General Display Options** tab.




*Student Transcript Options Screen, General Display Options Tab*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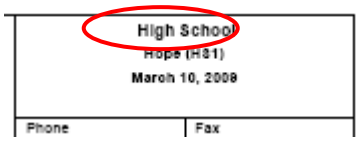
Options on this tab are:

**School Type** – check the boxes to indicate which schools can use this transcript format. To check or uncheck all school types, use the button.

**Transcript Name Override** – in the Right section of the Page Header of the transcript, the Transcript Option Name appears. If the option name is descriptive of the type of transcript in plain English, this is sufficient. But if the name is not in plain English or confusing, an alternate name may be entered in the Transcript Name Override box. The text entered here is displayed instead of the Transcript Option Name.

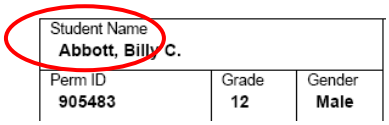



*Transcript Name Override*

**Display Logo As** – in the center area of the Page Header section, there is an option to display a logo (see the option later in this chapter titled *Page Header Center Style*). To modify which logo is displayed, the following options are available when the **Display Logo As** list is selected: **None, School Logo, or District Logo**. The school and district logos are selected in **Synergy SIS > System > Setup > Organization**.

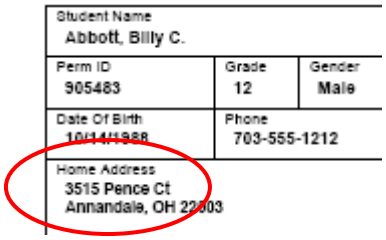
*Display Logo As*

**Display Student Name As** – in the left area of the Page Header section, the student's name can be displayed in any of three formats. If nothing is selected, the default format of **Last Name, First Name, Middle Initial** is used.



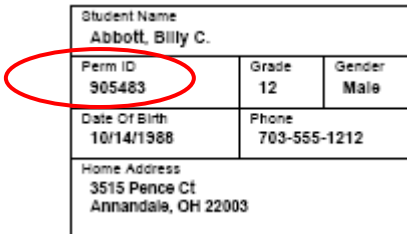

*Display Student Name As*

**Student Address Selection** – in the left area of the Page Header section, the student's current address is displayed. The address shown can either be the student's **Home Address** or their **Mailing Address**. There is also an option to **Include Student's Phone Number With Address**.




*Student Address Selection*

**Display Student ID As** – in the left area of the Page Header section, the student ID can be displayed under the student's name. The **Display Student ID As** list offers the following options for the student ID: **None, SIS Number, State ID Number, SIS and State ID Number**, and **SIS and State ID Number Extended**. SIS Number is the ID number assigned in Synergy SIS, and State ID Number is the number assigned in the state data system. Both numbers are displayed on the front tab of the Student screen in Synergy SIS. Select **SIS and State ID Number Extended** if ID numbers in your state are longer than 10 characters and you want to prevent wrapping. If nothing is selected in the drop




*Display Student ID As*

down, no ID is displayed.

**Display Student Enter Date As** – in the bottom left area of the Page Footer section, the student's enter date can be displayed (see the option later in this chapter titled *Page Footer Left Style*). Select the enter date in the **Display Enter Date As** list. It can show the student's **Last Enter Date** (most recent enrollment at the current school), **Original Enter Date Calculated** (first enrollment in the school as calculated from historical records in Synergy SIS), **Original Enter Date** (first enrollment in the district, as entered on the **Enrollment** tab in **Synergy SIS > Student > Student**), or **Original Enter Date Calculated Basic** (first enrollment in the district as calculated from historical records in Synergy SIS).

| Enter Date | Class Rank |
|---|---|
| 08/14/2007 | 774 out of 820 |
| Leave Date | Graduation Date |
| | |
| Class of 2009 | |

*Display Student Enter Date As*

**Include SASIxp Enrollment History in Enter Date Calculations** – this check box is displayed if the **Show SASIxp Enrollment History** box is checked on the **System** tab of **Synergy SIS > System > Setup > District Setup**. Check this box to reflect SASIxp enrollment information in the student's enter date.

**Display Student Leave Date As** – **Leave Date** prints the student's leave date as entered on the **Enrollment** tab in **Synergy SIS > Student > Student**. **Graduation Date** prints the student's graduation date as entered on the **Other Info** tab in **Synergy SIS > Student > Student**. **Graduation Date (If Blank, Leave Date)** prints the student's graduation date from the **Other Info** tab in **Synergy SIS > Student > Student**. If no leave date is available, the transcript includes the label **Leave Date** with no date.

| Diploma Type | |
|---|---|
| Standard | |
| Leave Date | Leave Code |
| 10/08/2012 | ODIST |

*Display Student Leave Date As*

**Display Gender As Code** – if checked, and **Display Student ID As** is set to either **SIS Number** or **State ID Number**, a gender code (**F** or **M**) prints on the transcript instead of gender text (**Female** or **Male**).

| Perm ID | State ID | Grd | Gen |
|---|---|---|---|
| 419286 | 111261 | 11 | M |

*Display Gender As Code*

**Display Student Photo** – in the right area of the Page Footer section, a photo of the student may be included (see the option later in this chapter titled *Page Footer Right Style*). Photos can be attached to the student's record in the **Student** screen. To display the student's photo, check the **Display Student Photo** box.

*Display Student Photo*

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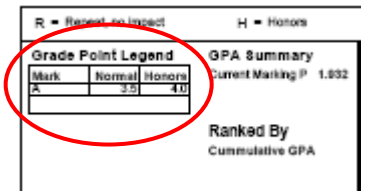
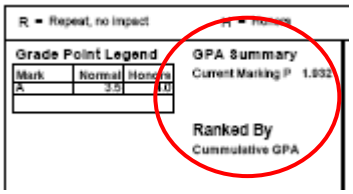
**Include Grade Point Legend** – in the left area of the Page Footer section, a legend explaining the value of the grades or marks may be displayed (see the option later in this chapter titled *Page Footer Left Style*). The legend is defined on the **Grade Point Options** tab of **Student Transcript Options**. To display the legend, check this box.




*Include Grade Point Legend*

**Display GPA Summary** – in the left area of the Page Footer section, a summary of the selected GPA may be displayed (see the option in this chapter titled *Page Footer Left Style*). The type of GPA is defined on the **GPA Display Options** tab of **Student Transcript Options**. To display the GPA summary, check this box. This also includes the class rank and the basis for the class rank, which can be configured from the **GPA Display Options** tab as well (covered later in this chapter). To configure the GPA calculation, see the chapter on *GPA and Class Rank*.




*Display GPA Summary*

**Display Credit Summary** – at the end of the course history listing in the Main section, a summary of the credit earned by graduation requirement may be displayed. The graduation requirement utilized is defined on the **Graduation Requirement** tab (see the section on that tab later in this chapter for more information). To display the Graduation Requirements Credit Summary, check this box. To set up the graduation requirements, please see the *Graduation Requirements* chapter in this guide.

Graduation Requirements - Credit Summary

| Subject Area | Req'd | Compl | Needed |
|---|---|---|---|
| Fine Arts or Career Tech Ed. | 1.00 | 1.00 | |
| Health and Physical Education | 2.00 | 2.00 | |
| Electives | 4.00 | 5.50 | |
| English | 4.00 | 1.50 | 2.50 |
| Mathematics | 4.00 | 1.50 | 2.50 |
| Laboratory Science | 3.00 | 1.00 | 2.00 |
| History and Social Science | 4.00 | 1.00 | 3.00 |
| TOTALS | 22.00 | 13.50 | 10.00 |

*Display Credit Summary*

**Include CTE** – if checked, and the student has completed a CTE program, a Career Technical Program Completion section appears on the transcript and contains the student's CTE program titles and completion dates.

Career Technical Program Completion

| Program Name | Date |
|---|---|
| Information Technology | 1/1/2013 |

*Display CTE*

**Display Test History** –the results of any tests required for graduation can be displayed. The tests shown are configured on the **Graduation Requirement** tab, covered in the chapter on graduation requirements in this guide.

Graduation Requirements - Test History

| Test Name | Result | Perf Lvl | Score |
|---|---|---|---|
| SOL English | Not Passed | Meets | 355 |
| SOL Mathematics | Not Passed | Below | 343 |
| SOL Social Science | Not Taken | Not Taken | |
| SOL History / Social Scienc | Not Taken | Not Taken | |

*Display Test History*

**Display Additional Test History** – results of additional tests such as the PSAT can be displayed on the transcript. The additional tests are configured on the **Additional Student Tests** tab, covered later in this chapter. To display these additional test results, check this box.

Additional Test History

| Test Name | Score |
|---|---|
| PSAT Math | |
| PSAT Verbal | |
| PSAT Writing | |

*Display Additional Test History*

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**Display Name Of School Where Test Was Taken** – this option appears if **Display Test History** or **Display Additional Test History** is checked. The name of the school entered for the test in the Student Test History screen is shown on the transcript below the test name. If you check **Display Name Of School Where Test Was Taken** selected, **Enter Text To Print When No School Entered** appears. There you enter text that should be displayed if no school has been entered in the test history.

| Graduation Requirements - Test History | |
|---|---|
| Test Name | Result |
| AIMS Reading | Not Passed |
| ^ Hope High School | |
| AIMS Writing | Passed |
| ^ Hope High School | |
| AIMS Math | Passed |
| ^ Hope High School | |

*Display Name of School*

If **Display Additional Test History** is selected, **Additional Test History Title Override** appears. Here you can customize the heading on the transcript, which by default is **Additional Test History**.

| More Test History | | | |
|---|---|---|---|
| Test Name | Admin Dt | Perf Lvl | Score |
| PSAT | 09/27/2011 | | 52 |
| PSAT | 09/27/2011 | | |

*Additional Test History Title Override*

**Display Signature Line** – at the bottom of the transcript, a signature line may be displayed. The text preceding the line can be customized using the Signature Label (*see the section later in this chapter regarding the Signature Label*). The signature line also includes the date the transcript was printed. To display the signature line, check this box.

Signature _____ 03/10/2009

Page 1 of 1

*Display Signature Line*

**Include Achievements** – below the test history, student achievements such as awards or other honors may be displayed. Achievements are entered on the Achievements tab of the Course History screen. To display student achievements, check this box.

| Achievements | | |
|---|---|---|
| Name | Date | Sch Yr |
| Academic Decathlon | 03/26/2008 | 2007 |
| Academic Decathlon | 04/17/2005 | 2005 |
| National Honor Society Member | 04/17/2005 | 2004 |
| National Honor Society Member | 04/17/2005 | 2003 |

*Include Achievements*

**Include Service Learning** – after the achievements, a summary of the hours earned by the student for service learning projects may be displayed. See the chapter on service learning in this guide. To display service learning, check this box.

| Service Learning | |
|---|---|
| Hours | 60.00 |
| Gold Level Service Performer | |

*Include Service Learning*

**Include Student Immunizations** – in the right area of the Page Footer section, a summary of the student's immunizations may be included (see the description of the Page Footer Right Style later in this chapter). Immunizations are entered on the Immunizations tab of the Health screen. To display the student immunization history, check this box.

| Immunization | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| Other | | | | | | | |
| Pneumococcal | | | | | | | |
| Mumps | | | | | | | |
| Other | | | | | | | |
| Polio (IPV) | 12/18/1990 | 03/03/1991 | 04/19/1991 | 04/20/1992 | 11/10/1995 | | |
| Varicella | | | | | | | |
| Varicella 13 + | | | | | | | |
| Rubella | | | | | | | |
| Td | 11/21/2005 | | | | | | |
| HEP B (HBV, 2 DOSE) | | | | | | | |
| HEP B (HBV) | 12/11/1995 | 01/14/1996 | 07/07/1996 | | | | |
| DTP/DTaP/DT | 12/18/1990 | 03/03/1991 | 04/19/1991 | 04/20/1992 | 11/10/1995 | | |
| HEP A | | | | | | | |
| HIB | 04/20/1992 | | | | | | |
| Meningococcal | | | | | | | |
| MMR | 02/22/1992 | 05/20/1995 | | | | | |
| Human Papiloma | | | | | | | |
| Measles (Rubeola) | | | | | | | |

*Include Student Immunizations*

**Include Grade Level Comments From Course History** – the comments that have been entered on the **Grade Comment History** tab of the Student Course History screen are included on the transcript in the Course History section. If the comment matches a grading period in Course History, it appears below the course listing for either Course History or Work In

Grade: Adams Elementary
10-11 Fountain Valley, AZ
Mem: 0.0 Abs: 0.0 Prs: 0.0

| | Final Marks | |
|---|---|---|
| Subject | Final Achvmt | Final Effort |
| English | B | S |
| Math | A | E |
| Science | D | S |
| Social Studies | B | S |

Student has tried very hard.

*Grade Level Comments*

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Progress. If the comment does not match a grading period in Course History, it appears below the School Information heading.

**Include School Attended History (Elementary Transcripts)** – includes schools from the **Student School Attended History** screen on the transcript.

Grade: 04 **Adams Elementary**
10-11 Fountain Valley, AZ
Mem: 210.0 Abs: 25.0 Prs: 185.0

*School Attended History (Elementary)*

**Include School Attended History (Secondary Transcripts)** – includes schools from the **Student School Attended History** screen on the transcript. If this box is checked, either **Shaded Boxes with School Info** or **Text with School Info** must be selected in the **Main Style** field.

**Hope High School** 949-555-1212
123 Main St, Phoenix, AZ 85694
hopehigh@edupointschooldistrict.org
Mem: 180.0 Abs: 2.0 Prs: 178.0

*School Attended History (Secondary)*

**Include School Attendance History Summary** – includes a summary of school attendance on the transcript.

| Attendance | | |
|---|---|---|
| School Year | Days Membership | Days Absences |
| 2009-2010 | 180 | 6 |
| 2011-2012 | 180 | 1 |
| 2012-2013 | 220 | 16 |

*School Attendance History Summary*

**Suppress School Attendance History with No Related Course History** – omits school information from the transcript if there is no course history information.

**Display Birth Info As:** – in the left area of the Page Header section, the student's birth information can be displayed under the student's name. The following options are available: **Birth Date and Phone** (default), **Birth Place and Date**, and **Birth Country and Date**.

| Student Name | | |
|---|---|---|
| Abbott, Billy C. | | |
| Perm ID | Grade | Gender |
| 905483 | 12 | Male |
| Date Of Birth | Phone | |
| 10/14/1988 | 703-555-1212 | |
| Home Address | | |
| 3515 Pence Ct<br>Annandale, OH 22003 | | |

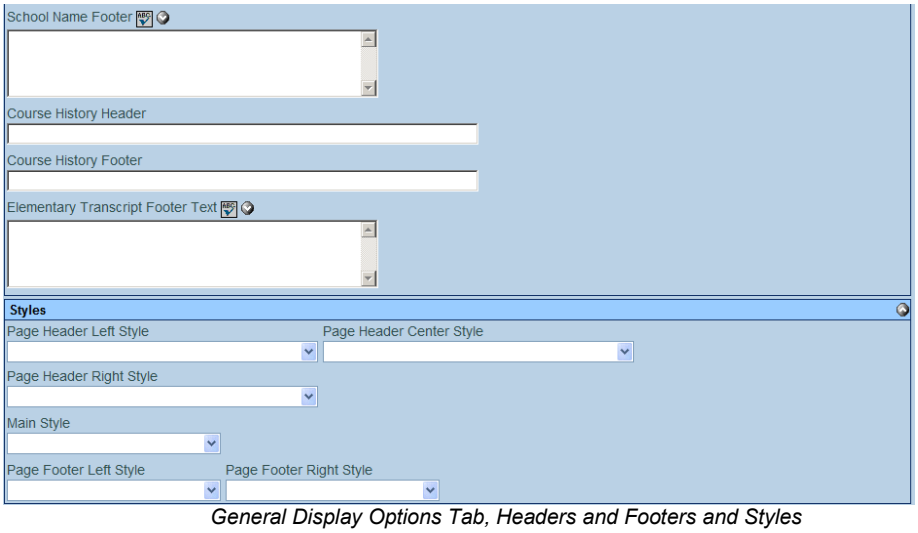
*Display Birth Info As*

**Signature Label** – If a signature line is included on the transcript, the default text before the line is the word "Signature". This text may be changed to something else such as Principal or Superintendent by entering the new label in the Signature Label box. After entering the new label, the entry may be spell-checked by clicking the Spell Check button at the top of the box.

Authorized Signature ___

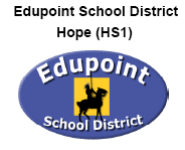
*Signature Label*

At the bottom of the **General Display Options** tab, the following additional options are available:



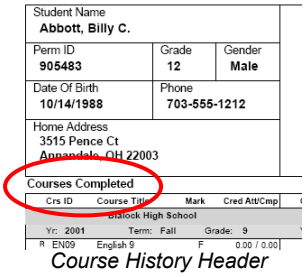

*General Display Options Tab, Headers and Footers and Styles*

**School Name Footer** – at the top of the transcript, the name of the school and the logo are displayed. A message may also be displayed below the logo such as shown in the example to the right, "The Fighting Knights". To display the school slogan or other information, enter the message in the box titled School Name Footer.



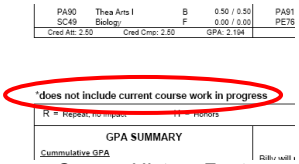

*School Name Footer*

**Course History Header** – above the list of courses, a title or other message may be included. This title appears below the student information, as shown to the right as the "Courses Completed" title. To enter a header above the list of courses, type the message in the Course History Header box.




*Course History Header*

**Course History Footer** – at the bottom of the list of courses, another message may be customized by entering the message in the Course History Footer. Examples of possible footer would be notes of whether or not work in progress is included on the transcript, or an explanation of what the term GPA is.




*Course History Footer*

**Elementary Transcript Footer Text** – when the Page Footer Right Style is set to Elementary Footer, the text entered into this box is displayed at the bottom of the transcript.

*Elementary Transcript Footer Text*

**Styles** control what information and the format of the information is displayed on certain areas of the transcript. The **Page Header Styles** control the top part of the transcript, as illustrated in the picture below:

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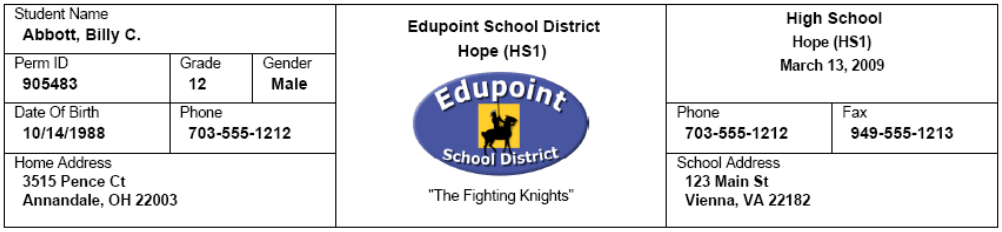
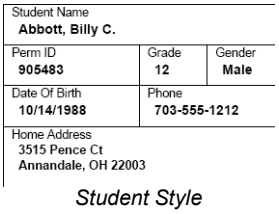



*Page Header Styles*

**Page Header Left Style** – the left box of the Page Header is controlled by the Page Header Left Style. At this time there is only one style available, Student. This displays the student information as shown at left. The student name and ID are controlled by the selections made in the Display Student Name As and Display Student ID As fields, as described earlier in this chapter. If no style is selected (left blank), the Student style is used.

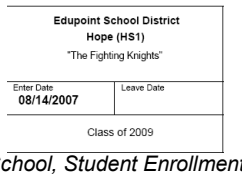



*Student Style*

**Page Header Center Style** – the center box of the Page Header is controlled by the Page Header Center Style. These styles are available:

- **School**
- **School, Diploma Type**
- **School, Diploma Type, Leave Info**
  For the Leave Info portion, if there are both a Graduation Date and a Diploma Type, the Graduation Date prints. If Graduation Date or Diploma Type is missing, and there is a Leave Date, the Leave Date and Leave Code with corresponding label print. If the student does not have a Leave Date, nothing is printed; the box is left blank.
- **School, School Logo**
  If no style is selected, this style is used. The **Display Logo As** and **School Name Footer** selections described on earlier pages control how the logo and text appear.
- **School, Student Enrollment**

*School, School Logo*




*School, Student Enrollment*

**Page Header Right Style** – the right box of the Page Header is controlled by the Page Header Right Style. The styles available are:

- **School Contact**
- **School Contact, Date**
  If no style is selected, this style is used.
- **School Contact, Student Counselor**
- **School Info, State Code**

High School
Hope (HS1)
March 13, 2009

| Phone | Fax |
|---|---|
| 703-555-1212 | 949-555-1213 |

School Address
123 Main St
Vienna, VA 22182

*School Contact, Date*

Hope (HS1)
123 Main St
Vienna, VA 22182

| Phone | Fax |
|---|---|
| 703-555-1212 | 949-555-1213 |

Counselor
Diaz, Joe

*School Contact, Student Counselor*

School Name/Address
Adams Elementary
125 Robinson Av
Fountain Valley, AZ 85101

Tel: 949-555-2425 Fax:

Alternate School Number: 123456101

Enter Date: 08/31/2010

*School Info, State Cod*

The **Main Style** controls how the body of the transcript listing all of the courses is formatted. Five styles are available: **Shaded Boxes, Shaded Boxes with School Info, Shaded Boxes, Short, Text**, and **Text with School Info**. The default style used is **Shaded Boxes**. The elementary transcript can use any of the formats, but it was designed for the Text style.

| Crs ID | Course Title | Mark | Cred Att/Cmp |
|---|---|---|---|
| Blalock High School | | | |
| Yr: 2001 | Term: Fall | Grade: 9 | |
| R EN09 | English 9 | F | 0.00 / 0.00 |
| MA27 | Algebra I | C | 0.50 / 0.50 |
| MU21 | Symphonic Band | C | 0.50 / 0.50 |
| SA62 | Stu Asst Couns | P | 0.50 / 0.50 |
| SC09 | Science 9 | C | 0.50 / 0.50 |
| SS21 | World Hist/g | D | 0.50 / 0.50 |
| Cred Att: 2.50 | Cred Cmp: 2.50 | | GPA: 1.410 |

*Shaded Boxes*

| Hope High School | | | 949-555-1212 |
|---|---|---|---|
| 123 Main St,Phoenix, AZ 85694 | | | |
| Yr: 2006 | Term: Fall | Grade: 11 | |
| EN34 | Prin Eng II | D | 0.50 / 0.50 |
| IT71 | Welding I | F | 0.50 / 0.00 |
| MU38 | Symphonic Band | A | 0.50 / 0.50 |
| TS32 | Tr. Safety | B | 0.50 / 0.50 |
| Cred Att: 2.00 | Cred Cmp: 1.50 | | GPA: 0.000 |

*Shaded Boxes with School Info*

| Hope (HS1) 2001, Spring Trm, Grd 9 | | | |
|---|---|---|---|
| CB11 | Computer Apps | F | 0.50 / 0.00 |
| EN09 | English 9 | C | 0.50 / 0.50 |
| MA27 | Algebra I | A | 0.50 / 0.50 |
| MU21 | Symphonic Band | B | 0.50 / 0.50 |
| SC09 | Science 9 | D | 0.50 / 0.50 |
| SS22 | World Hist/g | C | 0.50 / 0.50 |
| Cred Att: 3.00 | Cred Cmp: 2.50 | | GPA: 1.716 |

*Text*

| Hope (HS1) 2002, Spring Term, Grade 10 | | | |
|---|---|---|---|
| CB10 | Comp Foundation | F | 0.50 / 0.00 |
| CB18 | Desktop Publish | D | 0.50 / 0.50 |
| EN33 | Prin Eng I | C | 0.50 / 0.50 |
| EN51 | Lit Explor | B | 0.50 / 0.50 |
| MA31 | Alt Geometry | F | 0.00 / 0.00 |
| MU38 | Symphonic Band | A | 0.50 / 0.50 |
| SC49 | Biology | D | 0.50 / 0.50 |
| Cred Att: 3.00 | Cred Cmp: 2.50 | | GPA: 1.550 |

*Shaded Boxes Short*

| Crs ID | Course Title | Mark |
|---|---|---|
| Adams Elementary | | 949-555-2425 |
| 125 Robinson Av,Fountain Valley, AZ 85101 | | |
| Yr: 2012 | Term: | Grade: |
| 0200 | 2nd Grade | A |
| | Cred Cmp: 1.00 | GPA: |

*Text with School Info*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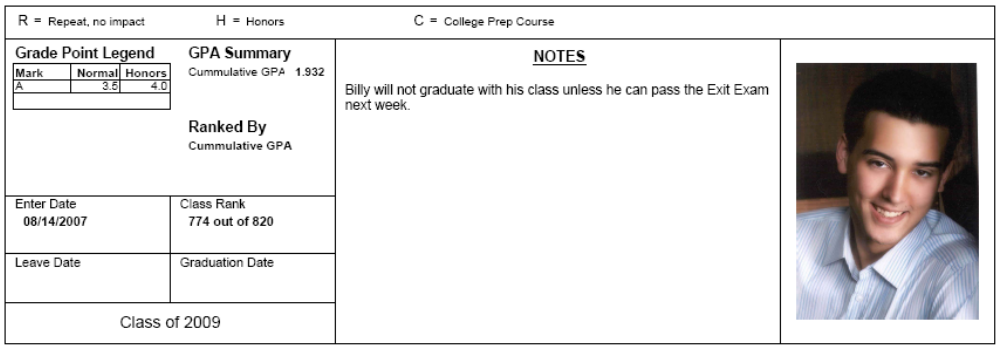
Page footer styles control what information is displayed at the bottom of the transcript, and how the information is formatted.




*Page Footer Styles*

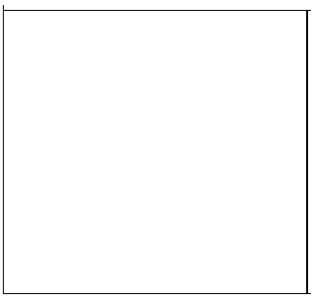
If, in the **Number of Page Footer Segments** list, **1 Segment (Full)** is selected, a **Page Footer Full Styl**e list is displayed as well. Select **Footer Text** in that list to show, in the transcript footer, the text from the **Footer Text** box.

If **2 Segments (Left and Right)** is selected, **Page Footer Left Style** and **Page Footer Right Style** lists are displayed.

At the top of the page footer, a legend for the types of courses (such as honors or non-academic) can be displayed. You control this on the **Course Display Options** tab, in the **Course Types Legend** section. *See the instructions for the Course Display Options tab, later in this chapter, for more information.*

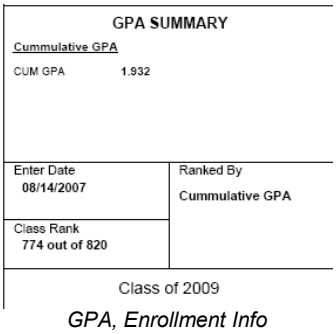
**Page Footer Left Style** – the left side of the Page Footer is controlled by the Page Footer Left Style. The styles available are:

- **Blank Footer** – a blank box is displayed.



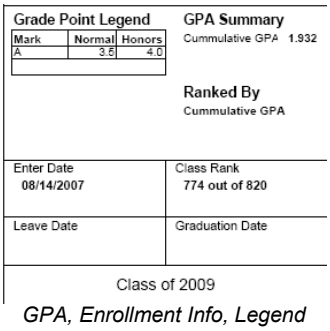
*Blank Footer*

- **GPA, Enrollment Info** – displays the Student GPA, Class Rank, Enter Date, and Class Year.



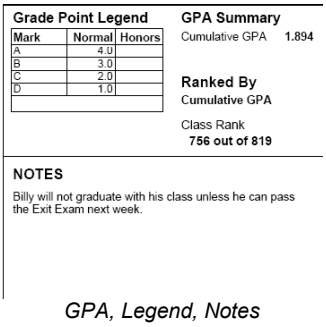

*GPA, Enrollment Info*

- **GPA, Enrollment Info, Legend** – displays the Student GPA, Class Rank, Enter Date, Leave Date, Class Year, Graduation Date and Grade Point Legend as set up on the Grade Point Options tab. (S*ee the section on the Grade Point Options tab later in this chapter.*)



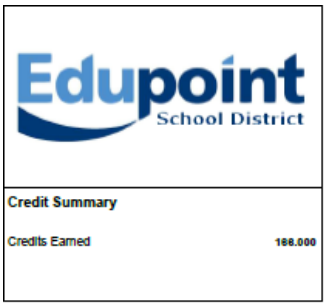

*GPA, Enrollment Info, Legend*

- **GPA, Legend, Notes** – displays the Student GPA, the Grade Point Legend as set up on the Grade Point Options tab, and any notes entered on the Comment tab in the Student Course History screen.




*GPA, Legend, Notes*

- **Image, Credits Earned** – displays the image from **Page Footer Left Image** and Credits Earned information. The section is labeled **Credit Summary**.




*Image, Credits Earned*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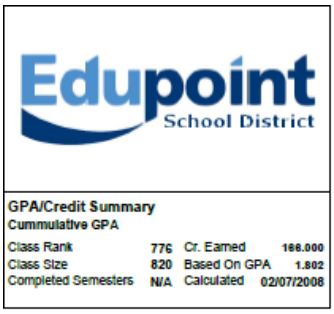
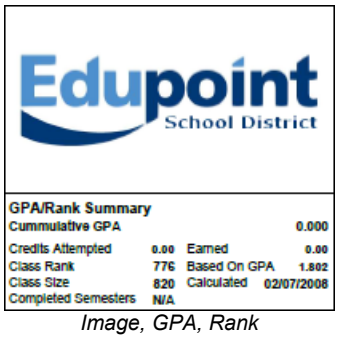
- **Image, GPA, Credits Earned** – displays the image from **Page Footer Left Image**, the GPA, and Credits Earned information. For the GPA, you must select options, on the **GPA Display Options** tab, for **GPA Rank Type** and **GPA Rank Display**. *See the later section on GPA display options.*
- **Image, GPA, Rank** – displays the image from **Page Footer Left Image**, the GPA, and class rank. For the GPA, you must select options, on the **GPA Display Options** tab, for **GPA Rank Type** and **GPA Rank Display**. *See the later section on GPA display options.*
- **Short GPA, Enrollment Info** – displays the Student GPA and Rank Basis on the left side, and moves enrollment information (Enter Date, Class Rank, Leave Date, Graduation Date and Class Year) under the right style.
- **Short GPA, Enrollment Info, Legend** – displays the GPA Summary, Rank Basis and Grade Point Legend on the left-hand side, and moves enrollment information (Enter Date, Class Rank, Leave Date, Graduation Date and Class Year) to the bottom of the page in a single row.

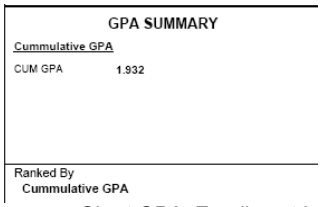
The default style used if no style is selected and the style box is left blank is the **GPA, Enrollment Info** style. To configure the GPA calculation, see the chapter on GPA and Class Rank in this guide.



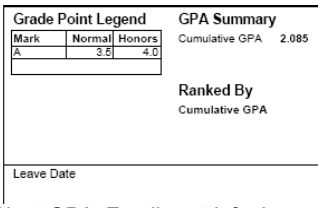

*Image, GPA, Credits Earned*




*Image, GPA, Rank*




*Short GPA, Enrollment Info*

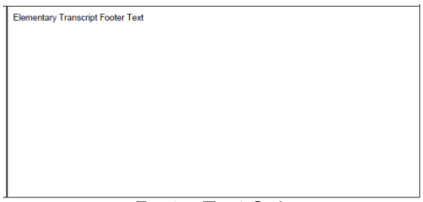



*Short GPA, Enrollment Info, Legend*

**Caution:** If a "short" style is selected for either **Page Footer Left Style** or **Page Footer Right Style**, a short style must be selected for both.

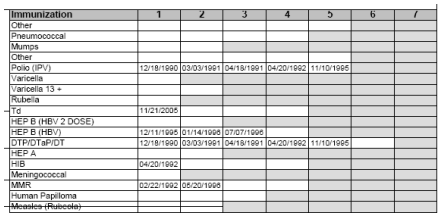
**Page Footer Right Style** – the right side of the Page Footer is controlled by the **Page Footer Right Style**. There are nine styles available for the right side:

- **Footer Text Only** – a box with the text entered into the **Elementary Transcript Footer Text** box.




*Footer Text Only*

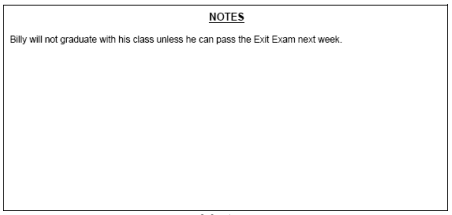
- **Immunization History** – presents a grid outlining all required immunizations and the dates on which the student received each dose.



| Immunization | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| Other | | | | | | | |
| Pneumococcal | | | | | | | |
| Mumps | | | | | | | |
| Other | | | | | | | |
| Polio (IPV) | 12/18/1990 | 03/03/1991 | 04/18/1991 | 04/20/1992 | 11/10/1995 | | |
| Varicella | | | | | | | |
| Varicella 13 + | | | | | | | |
| Rubella | | | | | | | |
| Td | 11/21/2005 | | | | | | |
| HEP B (HBV, 2 DOSE) | | | | | | | |
| HEP B (HBV) | 12/11/1995 | 01/14/1996 | 07/07/1996 | | | | |
| DTP/DTaP/DT | 12/18/1990 | 03/03/1991 | 04/18/1991 | 04/20/1992 | 11/10/1995 | | |
| HEP A | | | | | | | |
| HIB | 04/20/1992 | | | | | | |
| Meningococcal | | | | | | | |
| MMR | 02/22/1992 | 05/20/1996 | | | | | |
| Human Papilloma | | | | | | | |
| ~~Measles (Rubeola)~~ | | | | | | | |

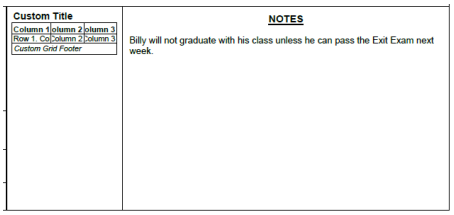
*Immunization History*

- **Notes** – includes any notes entered on the **Comment** tab in the **Student Course History** screen.



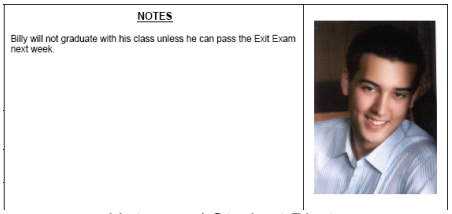

*Notes*

- **Notes and Custom Grid** – displays the notes from the **Comment** tab of the **Student Course History** screen, in a box on the right-side, and a custom table in a box on the left side. To customize and create the custom grid, see the instructions on the next page.



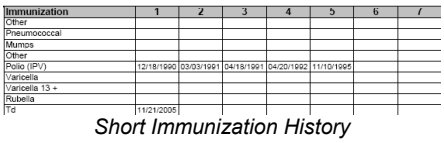

*Notes And Custom Grid*

- **Notes and Student Photo** – includes any notes entered on the **Comment** tab in the **Student Course** History screen and the student photo attached on the **Student** screen.




*Notes and Student Photo*

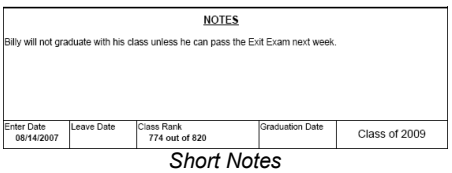
- **Short Immunization History** – presents a shorten grid outlining the required immunizations and dates on which the student received them.



| Immunization | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| Other | | | | | | | |
| Pneumococcal | | | | | | | |
| Mumps | | | | | | | |
| Other | | | | | | | |
| Polio (IPV) | 12/18/1990 | 03/03/1991 | 04/18/1991 | 04/20/1992 | 11/10/1995 | | |
| Varicella | | | | | | | |
| Varicella 13 + | | | | | | | |
| Rubella | | | | | | | |
| Td | 11/21/2005 | | | | | | |

*Short Immunization History*

- **Short Notes** – shows the notes from the **Comment** tab in the **Student Course History** screen, with the enrollment information from **Page Footer Left Style**.




*Short Notes*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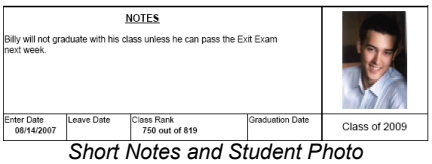
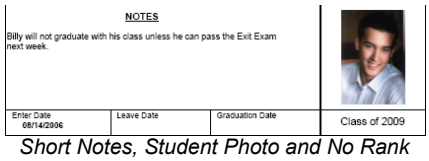
- **Short Notes and Student Photo** – shows the notes from the **Comment** tab in the **Student Course History** screen and the student photo attached on the **Student** screen, with the enrollment information from **Page Footer Left Style**.



*Short Notes and Student Photo*

- **Short Notes, Student Photo, and No Rank** – shows the notes from the **Comment** tab in the **Student Course History** screen and the student photo attached on the **Student Screen**, with the enrollment information from **Page Footer Left Style** with no class rank.

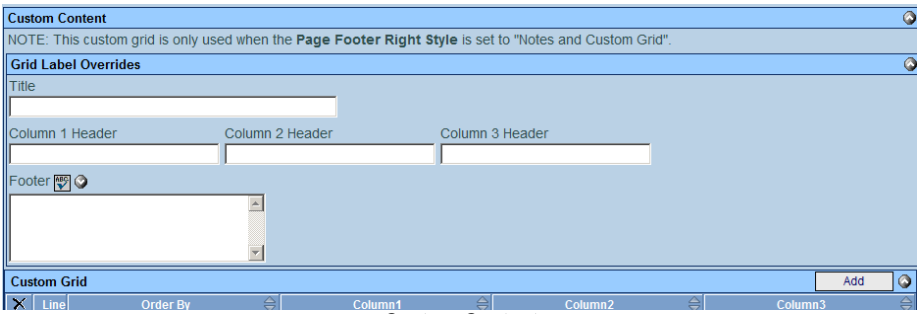


*Short Notes, Student Photo and No Rank*

The default style used is Notes and Student Photo.

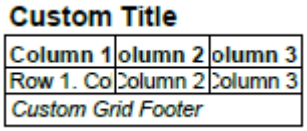
> **Caution:** After any changes have been made on a tab, please be sure to save your work by clicking on the **Save** button above before moving to a different tab or screen. If the changes haven't been saved, a system prompt appears as a reminder.

To create a custom grid when using the Page Footer Right Style of Notes and Custom Grid:



*Custom Content*

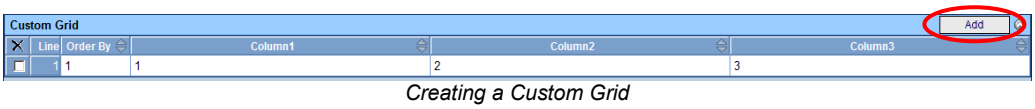
- **Title** – enter the title to be displayed at the top of the table.
- **Column 1 (2, 3) Headers** – enter the headings for each column to be shown
- **Footer** – enter the text to be shown below the table in italics. To check the spelling of the footer, click the Spell Check button above the box.



*Custom Grid*

To enter the data to be shown in the custom table:

1. Click the **Add** button in the Custom Grid section.
2. In the new blank line, enter the number of the row in the **Order By** column.




*Creating a Custom Grid*

3. Enter the data to be displayed in the **Column1**, **Column2**, and **Column3** boxes.
4. Click the **Add** button again to add another row of data.
5. Click the **Save** button at the top of the screen to save the data.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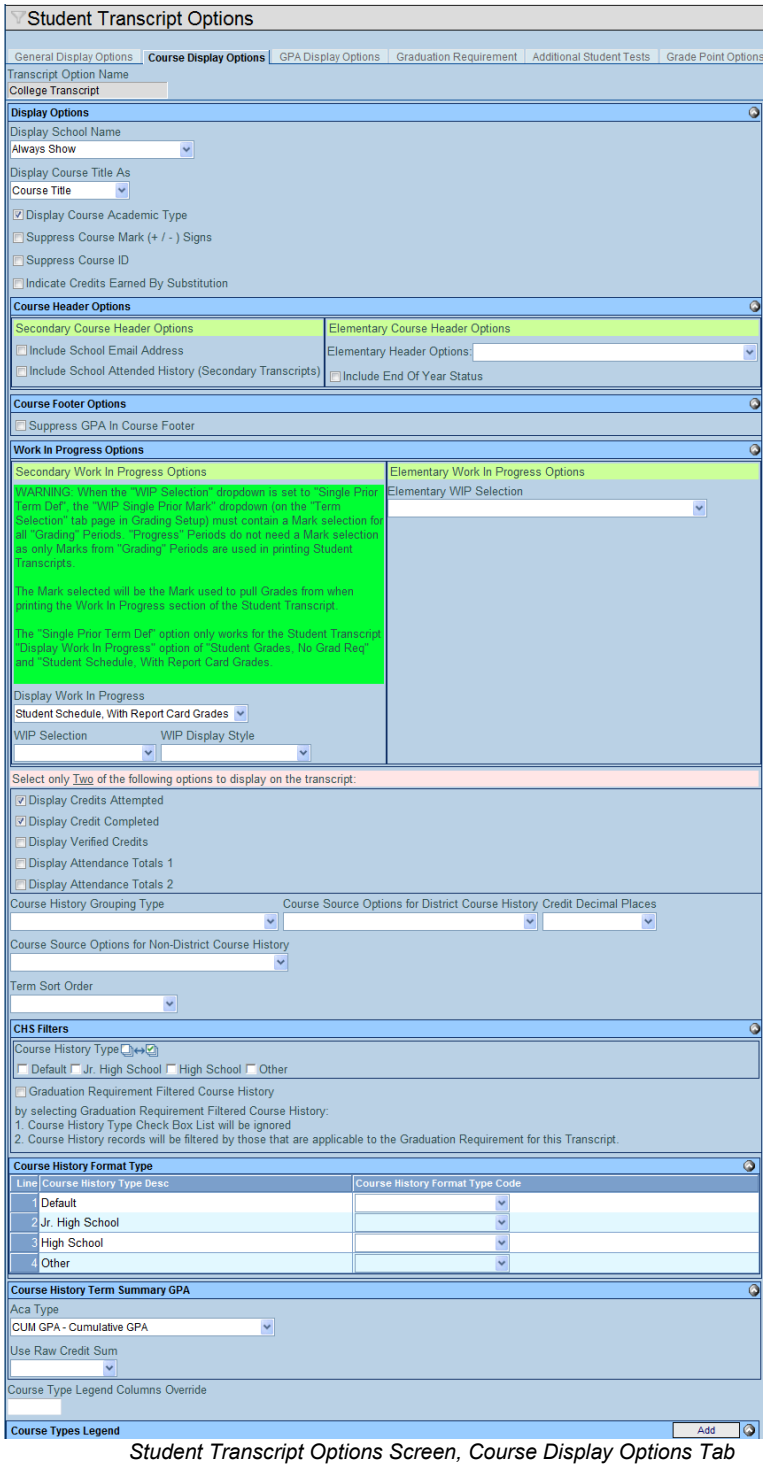
# COURSE DISPLAY OPTIONS

The Course Display Options tab controls how the list of courses is displayed in the body of the transcript. It also contains options for filtering the course history list, and displaying a legend for the course types.




*Student Transcript Options Screen, Course Display Options Tab*

Options that can be modified on this tab are:

**Display School Name** – this option controls the school name displayed above each term (or semester's) group of classes. If no option is selected, the name of the school always shows. It can also be set to the following options: **Always Show**, **Show if Not Current School**, or **Never Show**. This information is entered in the Course History detail screen.

| Crs ID | Course Title | Mark | Cred Att/Cmp |
|---|---|---|---|
| | Blalock High School | | |
| Yr: 2001 | Term: Fall | Grade: 9 | |
| R EN09 | English 9 | F | 0.00 / 0.00 |
| MA27 | Algebra I | C | 0.50 / 0.50 |
| MU21 | Symphonic Band | C | 0.50 / 0.50 |
| SA62 | Stu Asst Couns | P | 0.50 / 0.50 |
| SC09 | Science 9 | C | 0.50 / 0.50 |
| SS21 | World Hist/g | D | 0.50 / 0.50 |
| Cred Att: 2.50 | Cred Cmp: 2.50 | | GPA: 1.410 |

*Display School Name*

**Display Course Title As** – this option controls how the name of the course is displayed in the list of courses. It can either be displayed as the **Course Title** or as the **Short Course Title**. If nothing is selected, it defaults to **Course Title**. The information for the course title as well as the abbreviations that precede it are drawn from the information entered for the course in the **District Course Screen** or **Course History**, depending on the settings in **Course Source Options for District Course History** and **Course Source Options for Non-District Course History**.

| Crs ID | Course Title | Mark | Cred Att/Cmp |
|---|---|---|---|
| | Blalock High School | | |
| Yr: 2001 | Term: Fall | Grade: 9 | |
| R EN09 | English 9 | F | 0.00 / 0.00 |
| MA27 | Algebra I | C | 0.50 / 0.50 |
| MU21 | Symphonic Band | C | 0.50 / 0.50 |
| SA62 | Stu Asst Couns | P | 0.50 / 0.50 |
| SC09 | Science 9 | C | 0.50 / 0.50 |
| SS21 | World Hist/g | D | 0.50 / 0.50 |
| Cred Att: 2.50 | Cred Cmp: 2.50 | | GPA: 1.410 |

*Display Course Title As*

**Display Course Academic Type** – if checked, this displays an abbreviation for the academic type of course listed in the far left-hand column. For example, it could show R for a repeated course or H for an honors course. To explain these abbreviations on the transcript, complete the Course Types Legend explained later in this chapter. The abbreviations for course academic type are configured in the **Lookup Table Definition** screen, under **K12.CourseInfo** – **Academic Type**.

| Crs ID | Course Title | Mark | Cred Att/Cmp |
|---|---|---|---|
| | Blalock High School | | |
| Yr: 2001 | Term: Fall | Grade: 9 | |
| R EN09 | English 9 | F | 0.00 / 0.00 |
| MA27 | Algebra I | C | 0.50 / 0.50 |
| MU21 | Symphonic Band | C | 0.50 / 0.50 |
| SA62 | Stu Asst Couns | P | 0.50 / 0.50 |
| SC09 | Science 9 | C | 0.50 / 0.50 |
| SS21 | World Hist/g | D | 0.50 / 0.50 |
| Cred Att: 2.50 | Cred Cmp: 2.50 | | GPA: 1.410 |

*Display Course Academic Type*

**Suppress Course Mark (+ / -) Signs** – if the marks setup for the district include A+ and A- in addition to A, the + and – marks can be rounded to the mark without the + or – by checking this box. This modifies the marks displayed for each course.

| Crs ID | Course Title | Mark | Cred Att/Cmp |
|---|---|---|---|
| | Blalock High School | | |
| Yr: 2001 | Term: Fall | Grade: 9 | |
| R EN09 | English 9 | F | 0.00 / 0.00 |
| MA27 | Algebra I | C | 0.50 / 0.50 |
| MU21 | Symphonic Band | C | 0.50 / 0.50 |
| SA62 | Stu Asst Couns | P | 0.50 / 0.50 |
| SC09 | Science 9 | C | 0.50 / 0.50 |
| SS21 | World Hist/g | D | 0.50 / 0.50 |
| Cred Att: 2.50 | Cred Cmp: 2.50 | | GPA: 1.410 |

*Suppress Course Mark Signs*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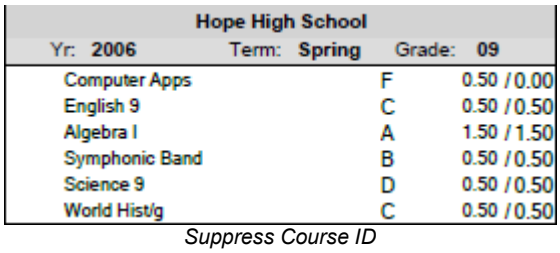
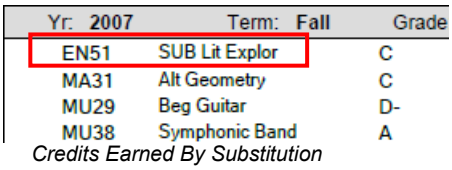
**Suppress Course ID** – check this box to suppress the printing of course IDs in the detail section of the transcript.



*Suppress Course ID*

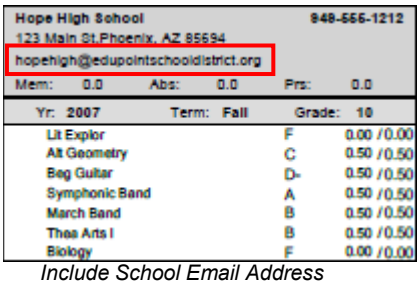
**Indicate Credits Earned By Substitution –** check this box if you want the transcript to indicate credits earned by substitution.

**Substitute Credit Indicator** – this option appears if you check **Indicate Credits Earned By Substitution**. Type up to three characters that will be precede a course name in the Detail section of the transcript to indicate that credit for the course was earned through substitution.



*Credits Earned By Substitution*

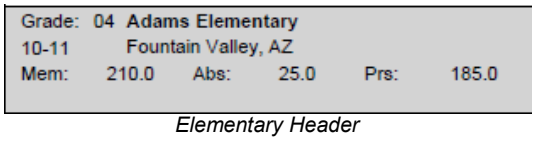
**Include School Email Address** – includes the school's default email address with school information.



*Include School Email Address*

**Include School Attended History (Secondary Transcripts)** – includes schools from the **Student School Attended History** screen.

**Elementary Header Options** – at the top of each term's listing of courses, a header is displayed showing school, year and term information. When printing an elementary transcript, select either **Standard Header** (the default) or **Membership, Absence and Present** to add a line showing the total membership days at that school, the number of absences, and the days present, as shown in the School Attended History for that school and term.



*Elementary Header*

**Include End of Year Status** – adds the Year End Status to the bottom of the school header in the Course History listings. This is only used for elementary transcripts.

*End of Year Status*

**Suppress GPA In Course Footer** – check this box to omit the GPA, including the label, from the Course Group Footer.

**Display Work In Progress** –controls whether the student's current schedule of classes is displayed on the transcript. This does not affect whether the work in progress is included in the Graduation Requirements Summary. It is recommended that if the Work In Progress is included in the Graduation Requirements, it should also be listed in the course history list so as to avoid confusion. By default, no work in progress is displayed. The options are:

- **None**
- **Student Grades** – displays the courses with any marks that have been entered into the student's grading record but not yet posted to Student Course History.
- **Student Grades, No Grad Req** – displays student grades and not graduation requirements.
- **Student Schedule** – displays the list of courses in which the student is enrolled regardless of whether a mark has been entered.
- **Student Schedule, With Report Card Grades** – populates the Work In Progress (WIP) section of the student transcript with the student's scheduled classes and adds grades based on the **WIP Selection** setting.

**WIP Selection** – If Work in Progress is displayed, this option controls which classes are displayed. This should match the selection for the Graduation Requirements. Either the classes from the **Current Term Def** (short for current term as defined in **Lookup Table Definition**, under **K12.CourseInfo** – **Course Duration** and selected in **School Setup**), the **Full Year**, or **None** may be selected. If nothing is selected, the default is none if **Display Work in Progress** is set to **None**. If **Display Work in Progress** is selected, the default is to show the **Current Term Def**. **Single Prior Term Def** selects the grades to be included on the transcript based on the WIP Single Prior Mark from the first grading term before the selection made for the **Current Grading Period** on the **Grade Period/Mark Definition** tab of **Synergy SIS > Grading >Setup > Grading Setup**.

**WIP Display Style** – determines how work in progress is displayed. If you select **Terms Combined**, each Work In Progress term has its own section showing all classes for that term, with corresponding grades. If you select **Terms Separated (Default)**, all Work In Progress terms are displayed in a single section, with one row for each unique class, with all terms (maximum six) listed across the top, and grades for each term shown in a column.

**Elementary WIP Selection**– this controls whether the elementary student's current schedule of classes is displayed. By default, no work in progress is displayed.

**Select only <u>Two</u> of the following options to display on the transcript** – of the options listed, two may be selected to display below the list of courses for each term. **Display Credits Attempted** and **Display Credits Completed** show the total number of credits attempted and completed for the term.

| Yr: 2006 | Term: Spring | Grade: 09 | |
|---|---|---|---|
| CB11 | Computer Apps | F | 0.50 / 0.00 |
| EN09 | English 9 | C | 0.50 / 0.50 |
| MA27 | Algebra I | A | 1.50 / 1.50 |
| MU21 | Symphonic Band | B | 0.50 / 0.50 |
| SC09 | Science 9 | D | 0.50 / 0.50 |
| SS22 | World Hist/g | C | 0.50 / 0.50 |
| Cred Att: 4.00 | Cred Cmp: 3.50 | | GPA: 0.000 |

*Credits Attempted and Completed*

**Display Attendance Totals 1** and **Display Attendance Totals 2** show the total absences for the term as defined in **Grading Setup** on the **AttDef1** and **AttDef2** tabs for the term, and transferred to the Course History when updating. **Display Verified Credits** applies if your district uses verified credits (see Chapter Seven). When this option is selected, Verified Credit is the first letter and Academic Type is the second letter displayed next to course information on transcripts. When this option is selected, the existing Verified Credit

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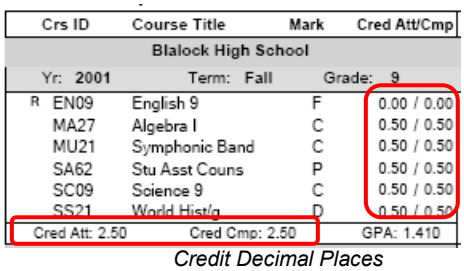
indicators, which appear to the left of the Course ID (or Course Title if suppressing Course ID), are hidden, and a new column labeled **VC** appears.

**Course History Grouping Type** – the courses listed in the body of the transcript are grouped chronologically. A summary of credits attempted and completed, and the GPA, are displayed after each group. Courses can be grouped by the **Calendar Year and Month** or the **School Year and Term** as entered into the Course History detail screen. They can also be set to **Sort by Calendar Year, Month/Display & Group by School Year, Term**. By default, courses are grouped by **Calendar Year and Month** if nothing is selected.

**Course Source Options for District Course History / Course Source Options for Non-District Course History** – because the title of the course may be overwritten when entering course history, courses can be set to display the course title from **Course History** or from **District Course**. If transfer courses are matched exactly to the courses defined in the **District Course** screen, the district course would be the best source. However, many schools define a generic electives transfer course in the **District Course** screen, for example, and then enter the exact name of the course in **Course History** so as not to maintain course lists for other schools in the **District Course** screen. Using **Course History** as the source in these cases would be the best selection for the **Non-District Course History**.

**Credit Decimal Places** – for each course listed, the credits attempted and completed are displayed. At the bottom of each group, a summary of the credits attempted and completed is also displayed. The credit decimal places can be set to display 1, 2 or 3 decimal places. If nothing is selected, it defaults to 2.



| Crs ID | Course Title | Mark | Cred Att/Cmp |
|---|---|---|---|
| Blalock High School | | | |
| Yr: 2001 | Term: Fall | Grade: 9 | |
| R EN09 | English 9 | F | 0.00 / 0.00 |
| MA27 | Algebra I | C | 0.50 / 0.50 |
| MU21 | Symphonic Band | C | 0.50 / 0.50 |
| SA62 | Stu Asst Couns | P | 0.50 / 0.50 |
| SC09 | Science 9 | C | 0.50 / 0.50 |
| SS21 | World Hist/g | D | 0.50 / 0.50 |
| Cred Att: 2.50 | Cred Cmp: 2.50 | | GPA: 1.410 |

*Credit Decimal Places*

**Term Sort Order –** determines the order in which terms are listed on the transcript when **Course History Grouping Type** is set to **School Year, Term**. **School Setup Order** is the default. **Lookup Table Order** sorts according to the order set in the **Term Codes** lookup table under **K12.ScheduleInfo** in **Synergy SIS > System > Setup > Lookup Table Definition**.

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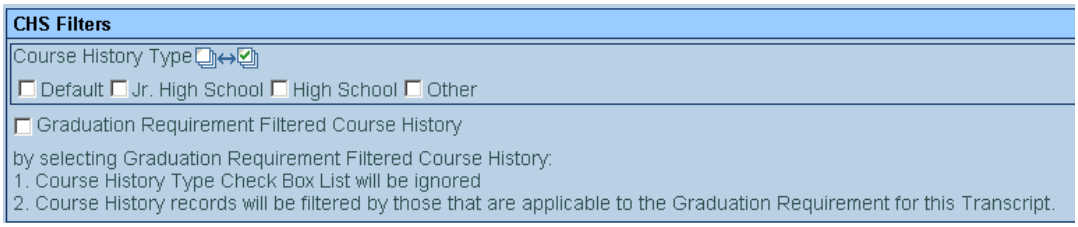
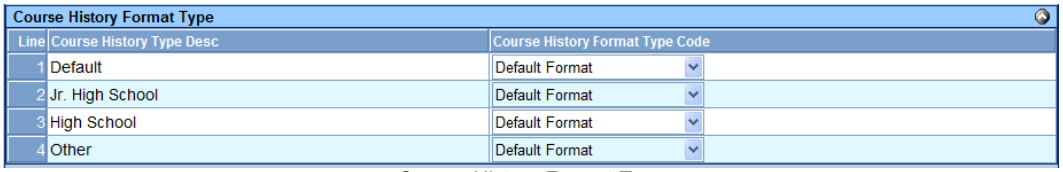
**CHS Filters** – instead of displaying all courses a student has ever taken, you can filter the courses by Course History Type or Graduation Requirement, but not both. If the Graduation Requirement filter is selected, it ignores any selections in the Course History Type. The Course History Types are defined in the **Lookup Table Definition** screen under **K12.CourseHistoryInfo**, in the **Course History Type** table. Courses are assigned a course history type through the **Student Course History** screen. For the Graduation Requirement filter, only courses with a subject defined in the **District Course** screen that match the requirement selected on the **Graduation Requirement** tab are displayed. See the section on the **Graduation Requirement** tab later in this chapter for more information, and see the chapter on graduation requirements for an explanation of how courses are matched to graduation requirements.




*Course Display Options Tab, CHS Filters*

**Course History Format Type** – for each type of course history course, a format can be set when displaying the course on the transcript. The **Default Format** shows the Course Code, Title, Mark, and Credits Attempted/Completed. The **Elementary Format** shows the Subject of the course, the Final Mark, and the Effort grade.



Course History Format Type

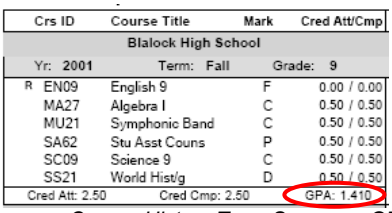
| Line | Course History Type Desc | Course History Format Type Code |
|---|---|---|
| 1 | Default | Default Format |
| 2 | Jr. High School | Default Format |
| 3 | High School | Default Format |
| 4 | Other | Default Format |

*Course History Format Type*

| | Final Marks | |
|---|---|---|
| Subject | Final Achvmt | Final Effort |
| English | B | S |
| Math | A | E |
| Science | D | S |
| Social Studies | B | S |

*Elementary Format*

**Course History Term Summary GPA** – at the bottom of each grouping of courses (based on the groups defined by the Course History Grouping Type as outlined earlier in this chapter), a GPA is calculated for the term or semester and displayed on the transcript.



| Crs ID | Course Title | Mark | Cred Att/Cmp |
|---|---|---|---|
| Blalock High School | | | |
| Yr: 2001 | Term: Fall | Grade: 9 | |
| R EN09 | English 9 | F | 0.00 / 0.00 |
| MA27 | Algebra I | C | 0.50 / 0.50 |
| MU21 | Symphonic Band | C | 0.50 / 0.50 |
| SA62 | Stu Asst Couns | P | 0.50 / 0.50 |
| SC09 | Science 9 | C | 0.50 / 0.50 |
| SS21 | World Hist/g | D | 0.50 / 0.50 |
| Cred Att: 2.50 | Cred Cmp: 2.50 | | GPA: 1.410 |

*Course History Term Summary GPA*

To choose the calculation method for this GPA, click a GPA definition in the **Aca Type** list.

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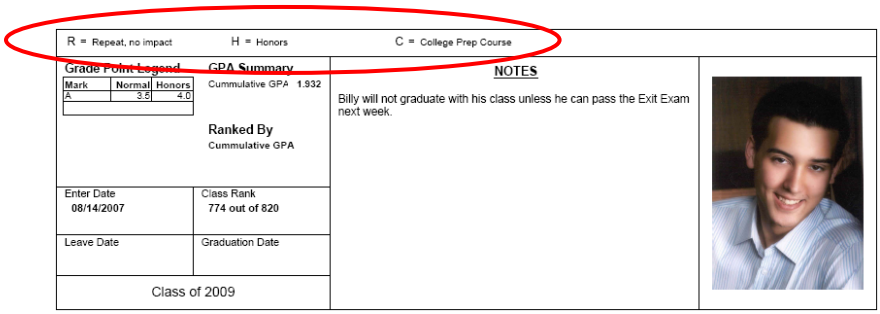
*Course History Term Summary GPA Settings*

To choose whether to use the raw credit summary or use a GPA-based credit summary, select the appropriate option from the **Use Raw Credit Sum** list – either **GPA-Based** or **Raw**. The GPA-based calculation uses the GPA definition selected, where the raw GPA is a simple mathematical calculation based on the number of credits attempted and the mark earned.

**Course Type Legend Columns Override** – enables you to customize the columns used for the **Course Types Legend**. When adding additional columns, you might need to adjust descriptions to fit column widths.

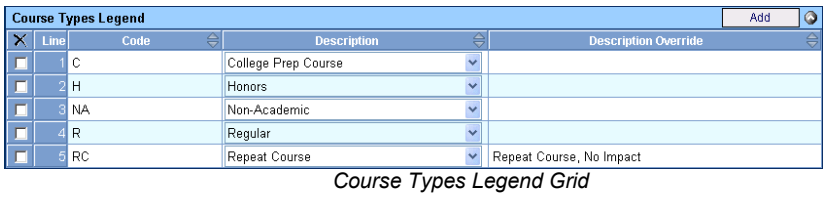
**Course Types Legend** – if a Course Academic Type is displayed for each course (as outlined earlier in this chapter), a legend should be added to the transcript to explain the codes for each type of course. The legend is displayed above the Page Footer, as shown below.




*Course Types Legend*

To enter the Course Type Legend:

1. Click the **Add** button and a new line appears.
2. Enter the **Code** used, and select the **Description**.



Course Types Legend — Add

| Line | Code | Description | Description Override |
|---|---|---|---|
| 1 | C | College Prep Course | |
| 2 | H | Honors | |
| 3 | NA | Non-Academic | |
| 4 | R | Regular | |
| 5 | RC | Repeat Course | Repeat Course, No Impact |

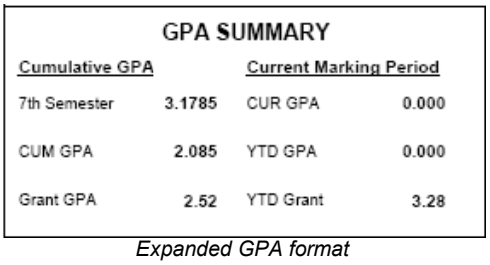
*Course Types Legend Grid*

The descriptions are defined from both **Synergy SIS > Grading > Setup > Repeat Tag Definition** and the **Academic Typ**e lookup table under **K12.CourseInfo** in **Synergy SIS > System > Setup > Lookup Table Definition**. The description can be modified for the transcript by text in the **Description Override** box.

# GPA Display Options

At the bottom of the transcript, the overall GPA and overall class rank are displayed. The format for the GPA is defined by the Page Footer Left Style as explained in the *General Display Options* section earlier in this chapter. The **GPA Display Options** tab defines which GPA and type of class rank are displayed. For an explanation of GPA definitions, see the *GPA and Class Rank* chapter earlier in this guide.

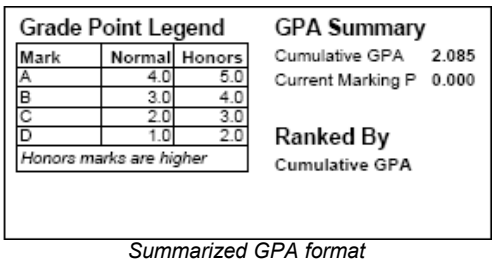
The GPA can be displayed in either expanded or summarized format, depending on the selection in the Page Footer Left Style. The GPA, Enrollment Info style display all 3 GPAs defined in the summary groups, where all other styles display only the top definition from each group.



GPA SUMMARY

| Cumulative GPA | | Current Marking Period | |
|---|---|---|---|
| 7th Semester | 3.1785 | CUR GPA | 0.000 |
| CUM GPA | 2.085 | YTD GPA | 0.000 |
| Grant GPA | 2.52 | YTD Grant | 3.28 |

*Expanded GPA format*



Grade Point Legend

| Mark | Normal | Honors |
|---|---|---|
| A | 4.0 | 5.0 |
| B | 3.0 | 4.0 |
| C | 2.0 | 3.0 |
| D | 1.0 | 2.0 |

*Honors marks are higher*

GPA Summary

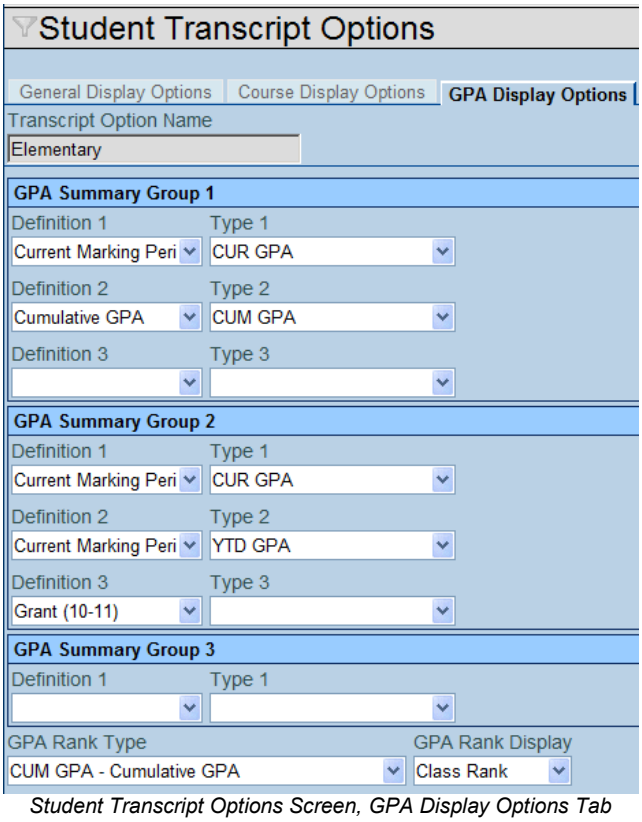
| | |
|---|---|
| Cumulative GPA | 2.085 |
| Current Marking P | 0.000 |

Ranked By

Cumulative GPA

*Summarized GPA format*

To define which GPA definitions and types are displayed, on the transcript, click the **GPA Display Options** tab.




*Student Transcript Options Screen, GPA Display Options Tab*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Up to three definitions and types can be displayed in each of the first two GPA summary groups, and one definition for the third summary group. Because the GPA area on the transcript displays the name of only one GPA definition per summary group, it is best to use only one definition per group. However, multiple types for each definition can be displayed. For example, the current marking period may have both the current period and year-to-date for all grading periods defined as different types of GPAs. Both types could be displayed in the summary group. Each definition/type combination can be selected only once, and duplicates are not displayed.

To select the GPAs to be displayed:

1. Choose the GPA definition to be used in the **Definition** list.
2. Select the type to be used in the **Type** list corresponding with the definition.

In the **GPA Rank Type** list, select the GPA definition used to calculate the class rank displayed on the transcript.

The class rank can be displayed as either a raw numeric ranking (for example, 100 out of 500) or as a percentile (for example, 80th). In the **GPA Rank Display** list, select how the class rank is displayed.

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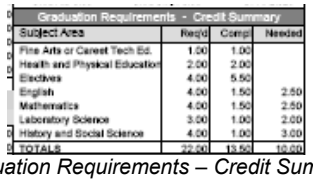
# GRADUATION REQUIREMENT

If **Display Credit Summary** is checked on the **General Display Options** tab (see the section on General Display Options, earlier in this chapter), the Graduation Requirements Summary is displayed on the transcript.



Graduation Requirements - Credit Summary

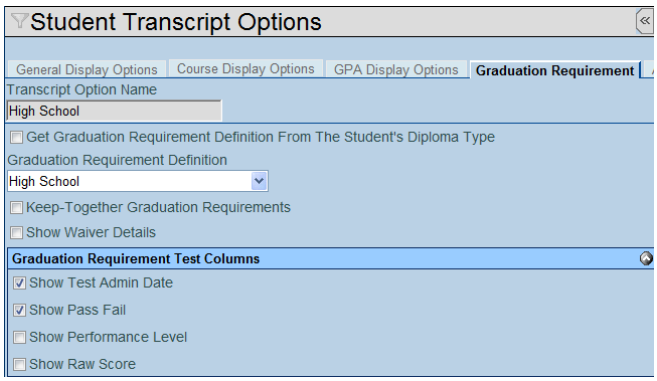
| Subject Area | Req'd | Comp | Needed |
|---|---|---|---|
| Fine Arts or Career Tech Ed. | 1.00 | 1.00 | |
| Health and Physical Education | 2.00 | 2.00 | |
| Electives | 4.00 | 5.50 | |
| English | 4.00 | 1.50 | 2.50 |
| Mathematics | 4.00 | 1.50 | 2.50 |
| Laboratory Science | 3.00 | 1.00 | 2.00 |
| History and Social Science | 4.00 | 1.00 | 3.00 |
| TOTALS | 22.00 | 13.50 | 10.00 |

*Graduation Requirements – Credit Summary*

To define the display of graduation requirements, click the **Graduation Requirement** tab.

Check **Get Graduation Requirement Definition From The Student's Diploma Type** if you want to print transcripts based on a Graduation Requirement Definition associated with a Diploma Type instead of a single Graduation Requirement Definition selected for all transcripts. If you do, you must also select, in the **Graduation Requirement Definition** list below, a definition to be used as a default for students without an assigned Diploma Type.

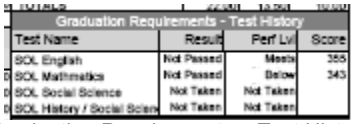
To define which Graduation Requirement Definition is used on the transcript, select one in the **Graduation Requirement Definition** list.




*Student Transcript Options Screen, Graduation Requirement Tab*

To keep the Graduation Summary together in a single column and not allow it to break across columns, check the box labeled **Keep-Together Graduation Requirements**. If District Waivers have been setup, the waivers can be shown by checking the **Show Waiver Details** box.

If the **Display Test History** check box on the **General Display Options** tab has been selected, the Graduation Requirements – Test History is displayed on the transcript.



Graduation Requirements - Test History

| Test Name | Result | Perf Lvl | Score |
|---|---|---|---|
| SOL English | Not Passed | Meets | 355 |
| SOL Mathmatics | Not Passed | Below | 343 |
| SOL Social Science | Not Taken | Not Taken | |
| SOL History / Social Scien | Not Taken | Not Taken | |

*Graduation Requirements – Test History*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To select which columns appear with the Test History, check the appropriate boxes in the **Graduation Requirement Test Columns** section. The options are: **Show Test Admin Date**, **Show Pass Fail**, **Show Performance Level**, and **Show Raw Score**.

**Display Completed Verified Credits Only** check box. If verified credits are enabled for your district, selecting this check box causes only completed verified credits to appear.

**Reference:** Additional details about the Graduation Requirements setup can be found in the chapter on Graduation Requirements in this guide.

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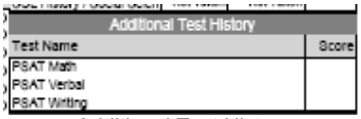
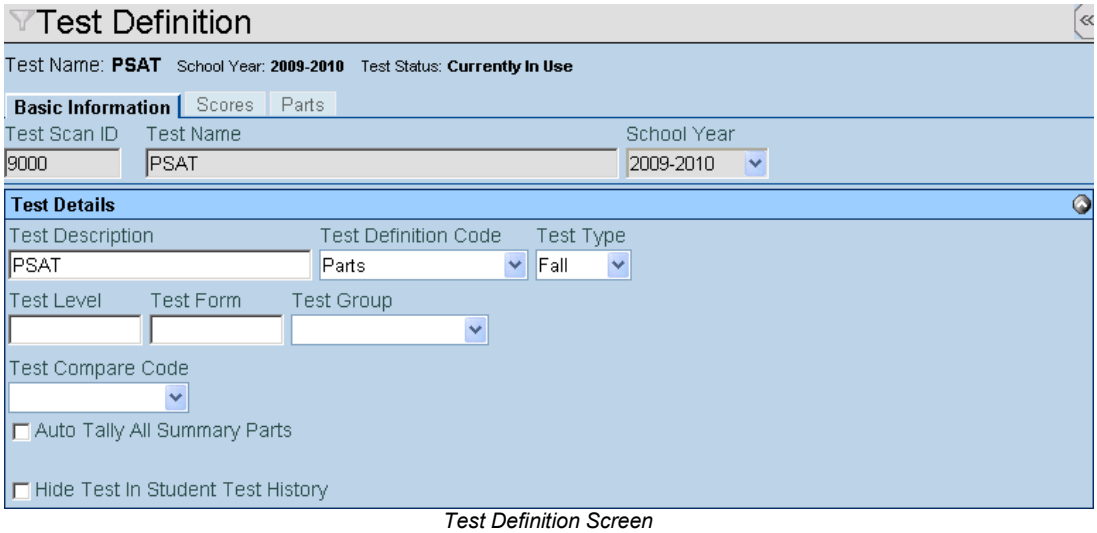
# ADDITIONAL STUDENT TESTS

If the **Display Additional Test History** box on the **General Display Options** tab is checked, the additional tests defined on the **Additional Student Tests** tab are displayed on the student's transcript.




*Additional Test History*

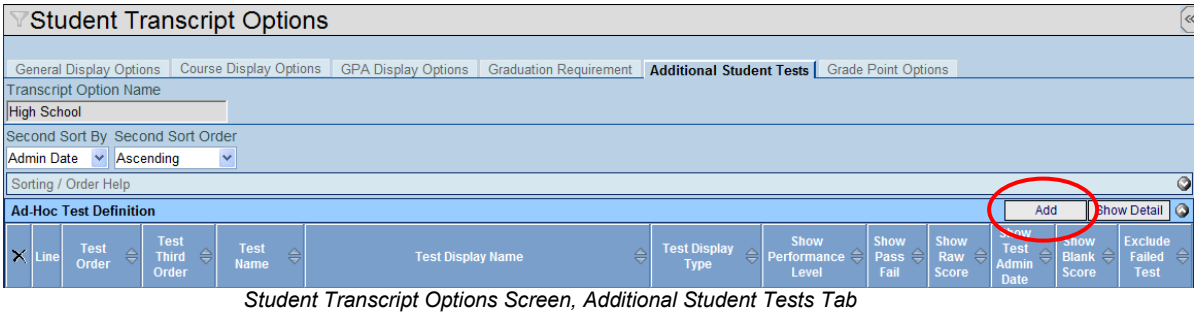
You must first configure the tests in **Synergy SIS > Test History > Setup > Test Definition**.




*Test Definition Screen*

To add a test to be displayed:

1. On the **Additional Student Tests** tab, click on the **Add** button.




*Student Transcript Options Screen, Additional Student Tests Tab*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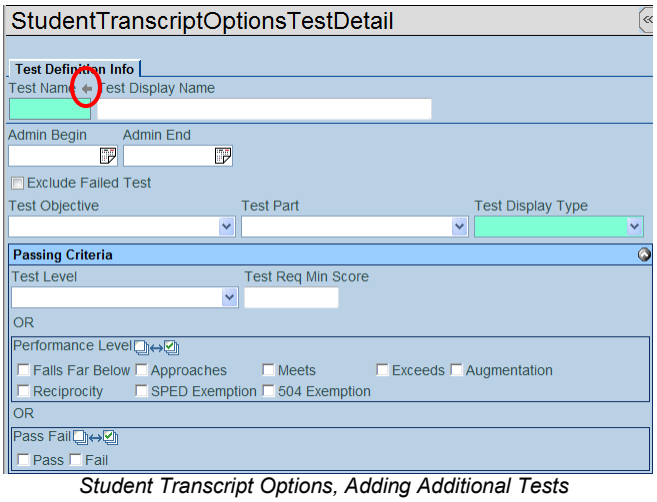
2. Click the Find arrow next to the **Test Name** field to select the test.




*Student Transcript Options, Adding Additional Tests*

3. Enter the name to display on the transcript in **Test Display Name**.
4. To filter the tests displayed by data range, enter the beginning date in the **Admin Begin** field and the last date in the **Admin End** field. This filters based on the date the student took the test as entered in the **Student Test** screen.
5. If you want a test result not to show on transcripts if a student has failed the test, check **Exclude Failed Test**.
6. Select which objective or part of the test to display in the **Test Objective** or **Test Part**. (To show all parts of a multiple-part test, you must add a separate definition for each part.)
7. If the student has taken the test multiple times, the **Test Display Type** can specify which tests are shown. Select **Show Most Recent** to show the test most recently taken, **Show Highest Score** to show the test with the highest score, **Show Highest Perf Lvl, Most Recent** to show the test with the highest performance level or the most recent, **Show Highest Perf Lvl, Highest Score** to show the test with the highest performance level or the one with the highest score, or **Show All** to display all tests.
8. If the test is a type that can be passed or failed, the **Passing Criteria** can be specified. Three types of criteria may be used: score based, performance based, or pass-fail. If more than one type is selected, the student must meet only one of the criteria to be marked as passed.
   - To define the passing criteria using the score, select the **Test Level**. The score types are defined during the Test History setup in **Synergy SIS > Test History > Setup > Score Type Setup**. Enter the minimum passing score in the **Test Req Min Score** box.
   - To define the passing criteria using the performance level, check the boxes in the **Performance Level** section for all levels that are considered passing.
   - To define the passing criteria using pass/fail, check the boxes in the **Pass Fail** section that are considered passing (usually just the **Pass** box).
9. Click the **Save** button to save the test definition.

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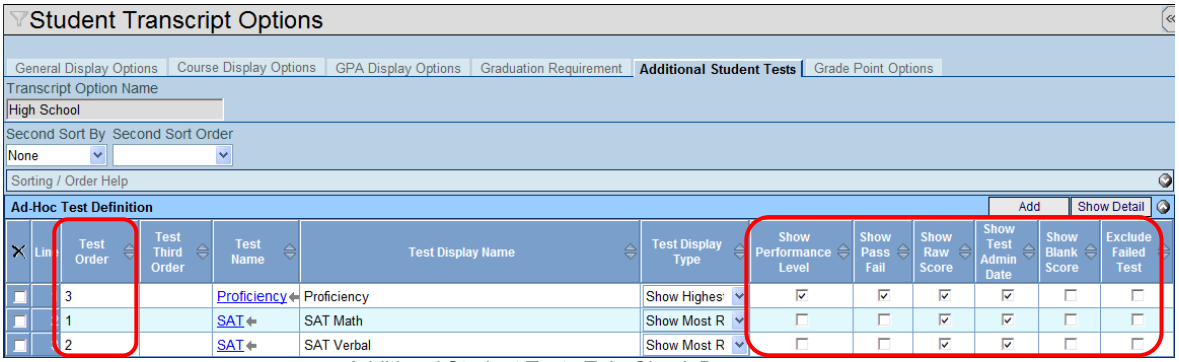
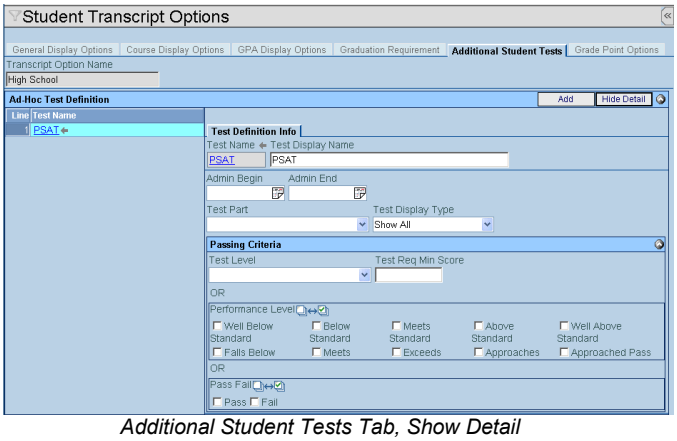
Once the tests have been added to the display, indicate the order in which the tests will be displayed in the **Test Order** column, and check boxes in each column to show the results of each test. The results that can be displayed for each test are: **Show Performance Level**, **Show Pass Fail**, **Show Raw Score, Show Test Admin Date**, and **Show Blank Score**. **Exclude Failed Test** prevents the display on a transcript of tests that a student has failed.



*Additional Student Tests Tab, Check Boxes*

To modify a test definition:

1. Click the **Show Detail** button, and the details of the test definition appear on the right side of the screen.



*Additional Student Tests Tab, Show Detail*

2. Click the **Line** number of the test that needs modification.
3. **Edit** the detail.
4. Click the **Save** button at the top.

To delete a test definition:

1. Check the box in the **X** column for the test to delete.
2. Click the **Save** button at the top.

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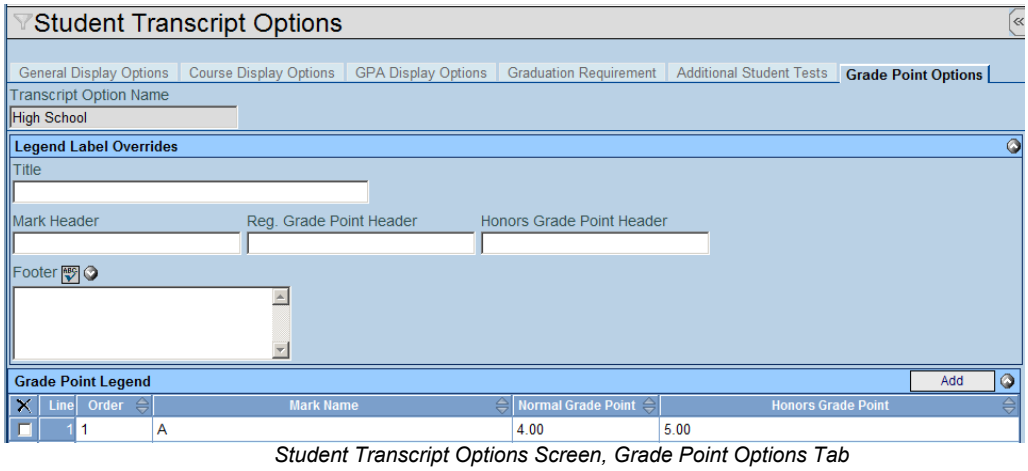
# GRADE POINT OPTIONS

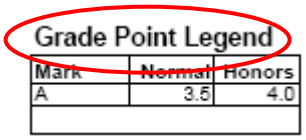
If the transcript has been set to use one of the styles that displays the grade point legend through the **Page Footer Left Style** field on the **General Display Options** tab (see the *General Display Options* section for more information), the legend needs to be defined.




*Student Transcript Options Screen, Grade Point Options Tab*

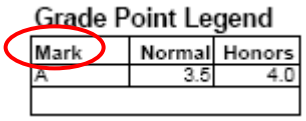
To define the legend, click the **Grade Point Options** tab. Options that can be defined are:

**Title** – By default, the title reads Grade Point Legend. This may be changed by entering new text in the **Title** box.



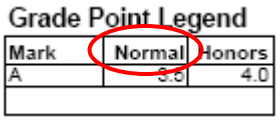

*Title*

**Mark Header** – By default, the column where the mark is displayed is titled Mark. To override the column header and display different text (for example, change it to say Grade instead of Mark), enter the new text in the **Mark Header** box.



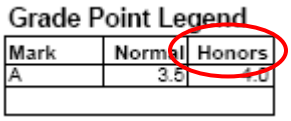

*Mark Header*

**Reg. Grade Point Header** – By default, the column that displays the value in the **Normal Grade Point** column of the **Grade Point Legend** grid is titled Normal. You can enter replacement text in the **Reg. Grade Point Header** box.




*Reg. Grade Point Header*

**Honors Grade Point Header** – By default, the column that displays the value in the **Honors Grade Point** column of the **Grade Point Legend** grid is titled Honors. To change this header, enter text in the **Honors Grade Point Header** box.




*Honors Grade Point Header*

**Footer** – By default, no information is displayed at the bottom of the Grade Point Legend. To display instructions or an explanation of the legend, enter the text in the **Footer** box.

Grade Point Legend

| Mark | Normal | Honors |
|---|---|---|
| A | 4.0 | 5.0 |
| B | 3.0 | 4.0 |
| C | 2.0 | 3.0 |
| D | 1.0 | 2.0 |
| *Honors marks are higher* | | |

*Footer*

The actual values displayed in the grade point legend are entered into the grid in the **Grade Point Legend** section. To add a mark to the legend:

1. Click the **Add** button to add a row to the grid.
2. Enter the **Order** number in which the mark should be displayed.
3. Enter the **Mark Name**.
4. Enter the numeric **Normal Grade Point** equal to the mark.
5. Enter the **Honors Grade Point** equal to the mark.

To modify a mark:

1. **Edit** the information in the grid for that mark.
2. Click the **Save** button at the top.

To delete a mark definition:

1. Check the box in the **X** column for the mark to delete.
2. Click the **Save** button at the top.

# Setting Up Multiple Transcript Formats

It may be necessary to have multiple formats for transcripts. For example, a school district may want to have one format for students on a college prep track and another for those pursuing a vocational or technology track. In Synergy SIS, a district can configure as many transcripts as needed.

Each transcript option must have a unique name, but the **Transcript Name Override** on the **General Display Options** tab allows each option to display the same transcript name.

# Elementary Transcripts

Elementary Transcripts can include work in progress from the Grade Book in addition to the Course History. To configure elementary transcripts, first configure the report card types in Grade Book, and then select options for the transcripts.

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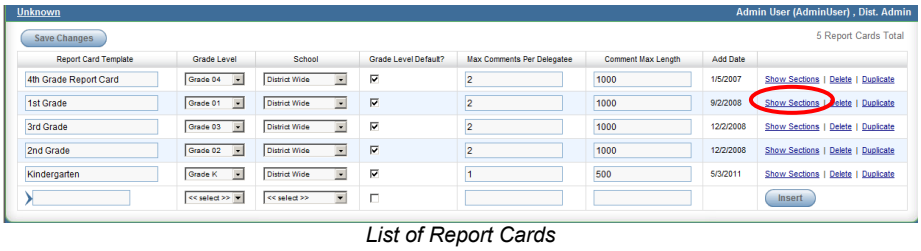
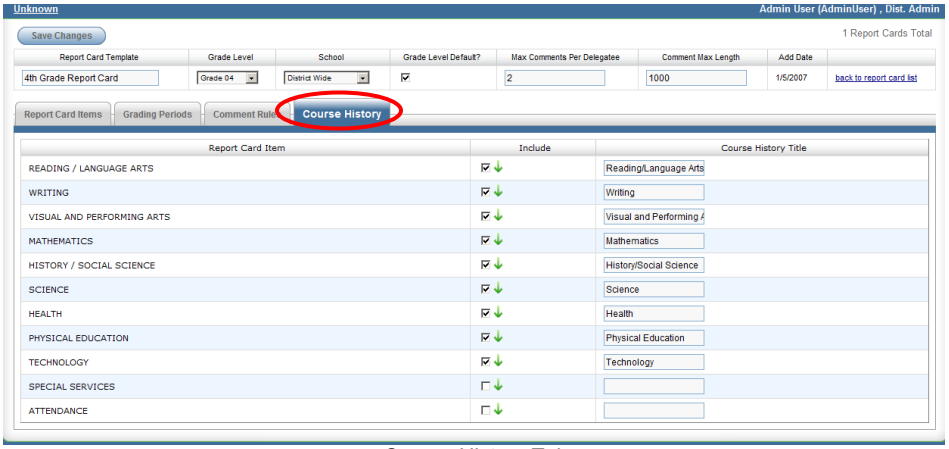
To configure the report cards in Grade Book:

1. When logged in to Synergy SIS as a district admin in Grade Book, go to **Synergy SIS > Grade Book > Grade Book Admin Login**, and click the **Open Grade Book** button.
2. Click the **Add/Edit Report Card Types** option in the **Admin** menu.
3. For each report card that will be included on the elementary transcripts, click the **Show Sections** link.




*List of Report Cards*

4. Click the **Course History** tab.




*Course History Tab*

5. Check boxes in the **Include** column to select which lines of the report card will be included in the transcript and transferred to Course History. Only lines that are designated as a Header or Drop-Down (Parent) in the Item Type are available to be selected. To check or uncheck all boxes below, click the green arrow next to the box to Fill Down the setting.
6. To enter a different title for the report card line in Course History, enter the override value in the **Course History Title** column.
7. Click the **Save Changes** button at the top.

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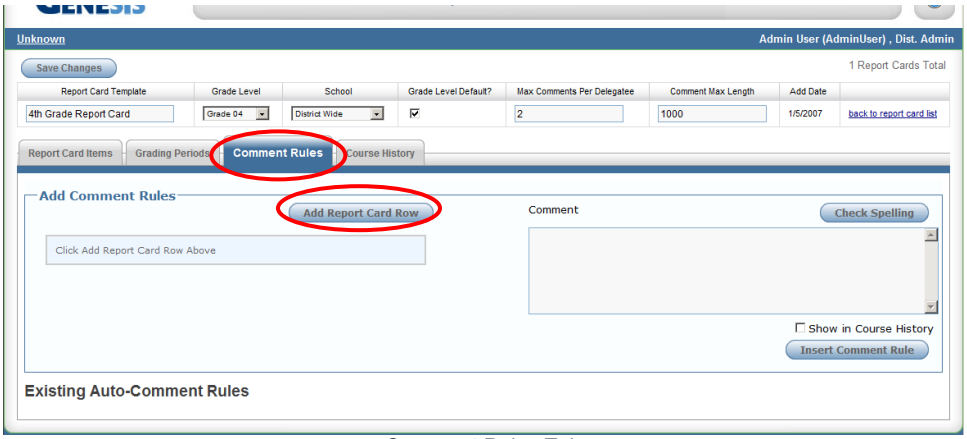
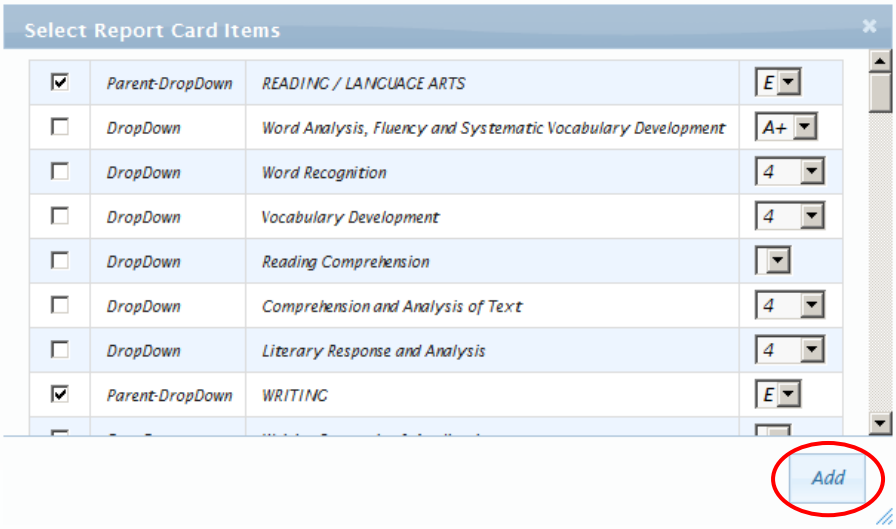
8. Comments can also be added to the Course History for each subject transferred. These comments are based on the mark the student received, and are automatically applied to all students. The comments cannot be customized for each student, and the comments on the report card are not used. To set up an Auto-Comment for course history, click the **Comment Rules** tab.




*Comment Rules Tab*

9. Click the **Add Report Card Row** button. The **Select Report Card Items** window opens.
10. Select each report card line and mark to which the comment will be applied by checking the box for the report card line, and selecting the mark in the list.




*Selecting Report Card Items*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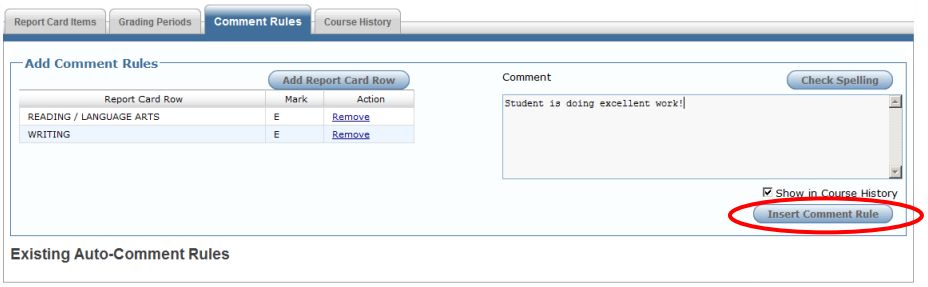
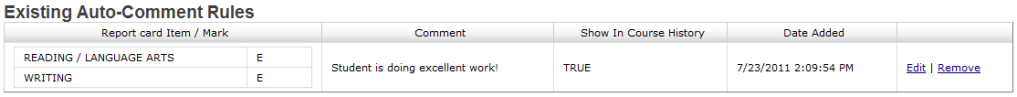
11. Click the **Add** button. The added lines and marks are then displayed in the **Add Comment Rules** section.




*Adding the Comment*

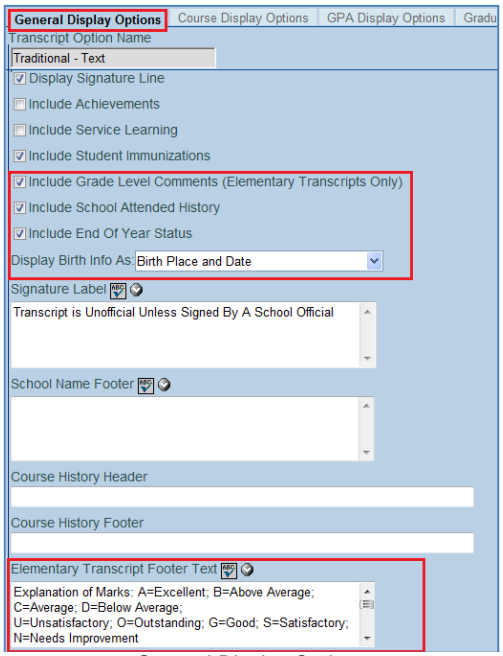
12. Enter the comment for these items and marks in the **Comment** box.
13. To transfer this comment to course history, check the **Show in Course History** box.
14. Click the **Insert Comment Rule** button to save the new comment. Existing rules are displayed at the bottom of the screen, and can be edited or deleted by clicking the **Edit** or **Remove** links.




*Existing Auto-Comment Rules*

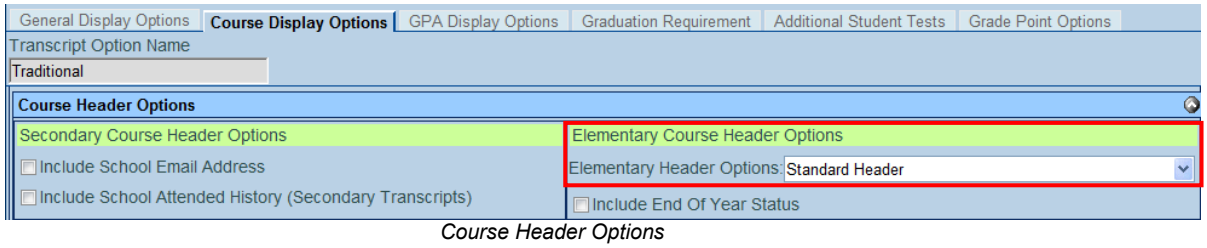
To use transcript options that are specific to elementary transcripts:

1. Navigate to **Synergy SIS > Course History > Setup > Student Transcript Options**, and click the **General Display Options** tab.
2. Under **Elementary Transcript Comments**, check the **Include Grade Level Comments From Course History** box to include comments from the **Grade Comment Histor**y tab of **Student Course History**.



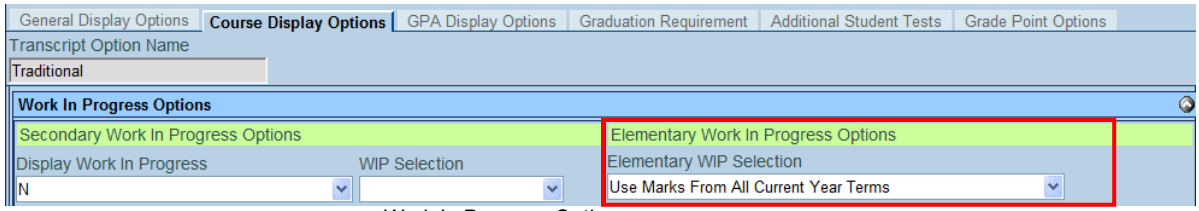

*General Display Options*

3. Check the **Include Auto Comments From Gradebook** box to include in the transcript's **Work In Progress** section any automatic comments produced in Grade Book.
4. Under **School Atttended History**, check the **Include School Attended History (Elementary Transcripts)** box to list all schools in the **School Attended History** screen on the transcript.
5. If you checked **Include School Attended History (Elementary Transcripts)** in step 4 but want to omit school information from the transcript if there is no course history information, check the **Suppress School Attendance History with No Related Course History** box.
6. On the **Course Display Options** tab, under **Course Header Options**, select **Standard Header** for **Elementary Header Options** to show the name of the school and a short address, or select **Membership, Absence and Present** to list the student's membership days, total absences, and total present days for each school attended.



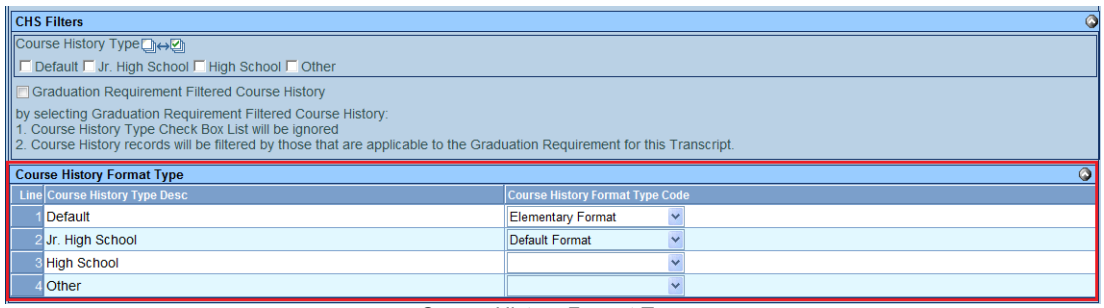

*Course Header Options*

7. Make a selection under **Elementary Work In Progress Options**. By default, no work in progress is displayed.




*Work In Progress Options*

8. Set at least one of the course history types in the **Course History Format Type** section to **Elementary Format**, which shows the subject of the course, the final mark, and the effort grade. This should match the CHS Type selected on the **Student Course History** screen for each of the courses to be displayed on the transcript.




*Course History Format Type*

Examples of the different formatting options available are listed earlier in this chapter.

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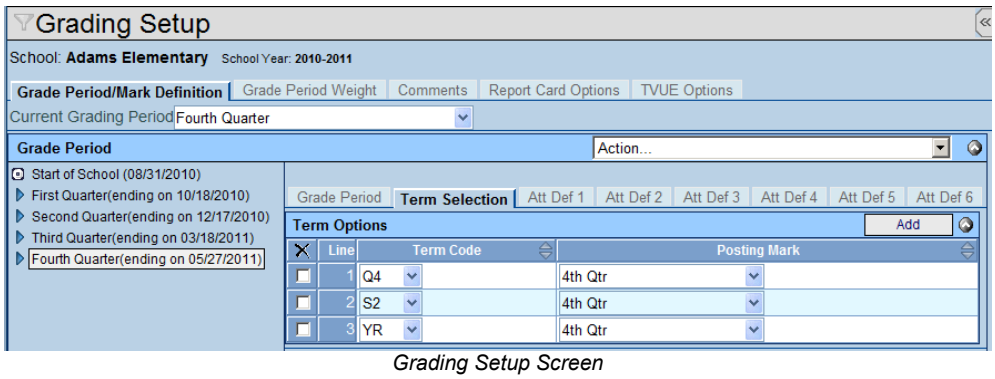
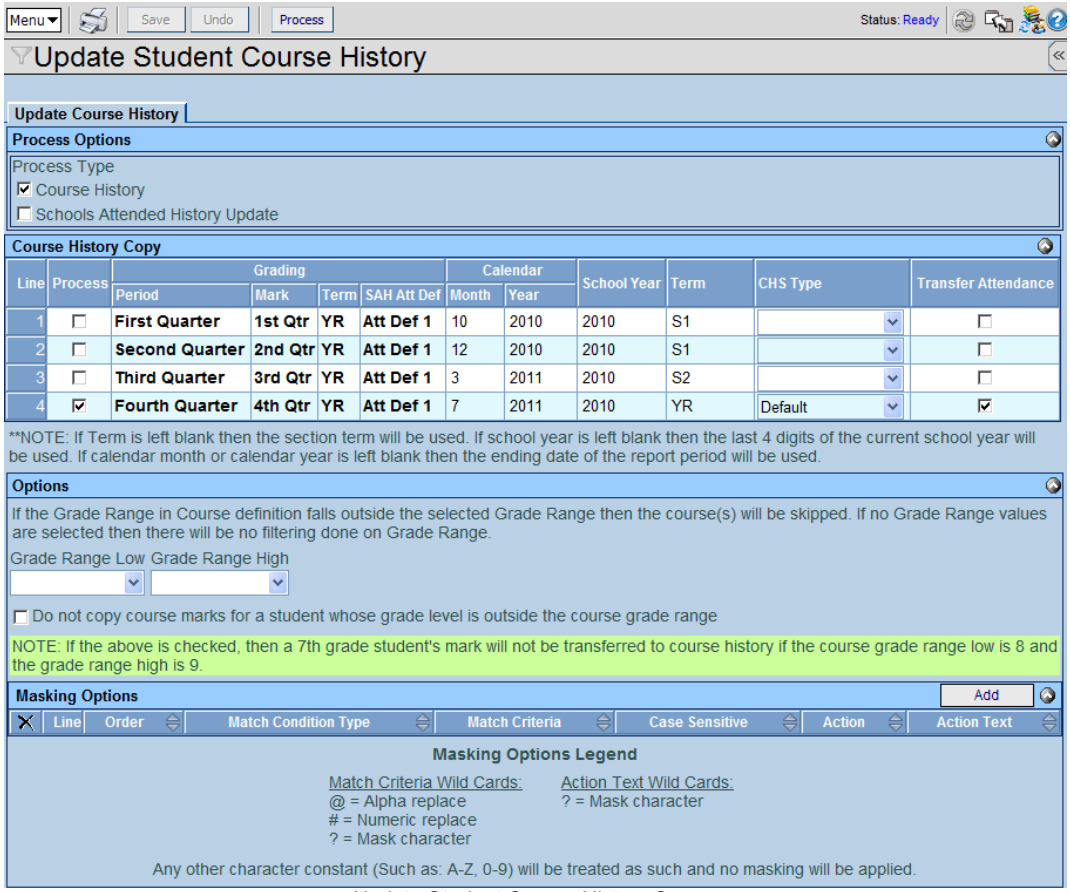
The elementary marks from the Grade Book may also be posted to Course History. The marks posted are the ones identified in the Grade Book as outlined previous in this section of the guide, and only the auto-comments defined are transferred.

For the marks to be transferred, a mark must be set up in **Synergy SIS > Grading > Setup > Grading Setup** for each grading period, and the appropriate term codes for the sections used identified on the **Term Selection** tab of each grading period. For more about grading setup, see the *Synergy SIS – Grading Administrator Guide*.



*Grading Setup Screen*

Once the grading setup is complete, and the Grade Book has been configured, the Grade Book marks can be transferred using **Synergy SIS > Course History > Update Student Course History**.




*Update Student Course History Screen*

When transferring elementary marks, only one grading period and mark can be processed at one time, and the **Options** and **Masking Options** are not used. For more information about updating course history, see Chapter Ten of this guide.

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# Chapter Eleven: STUDENT GRADUATION CHECK REPORT

This chapter covers:

- Before Customizing the Report
- Student Graduation Check Report
- Graduation Requirement Profile Definition
- General Options
- CHS Display
- Messages

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# BEFORE CUSTOMIZING THE REPORT

The student graduation check refers to several other areas within Synergy SIS during the setup process. The following definitions should be set up prior to setting up the report, to populate some of the options needed in the report customization process:

- **Marks** – the marks used for grading can be configured in **Synergy SIS > Grading > Setup > Mark Definition**.
- **Subjects** –subjects for courses are defined in **Synergy SIS > System > Setup > Lookup Table Definition**, under **K12.CourseInfo**, in the **Subject Type** table.
- **GPA Definition** – these are configured in **Grading > Setup > GPA Definition**. For more information, see the chapter in this guide on *GPA and Class Rank*.
- **District Courses** – these are added through **Synergy SIS > Schedule > District Course**.
- **Test Definitions** – if there are tests required for graduation, they must be set up in **Synergy SIS > Test History > Setup > Test Definition**.
- **Repeat Codes** – these codes that apply when a student takes a course more than once are defined in **Synergy SIS > Grading > Setup > Repeat Tag Definition**.
- **Graduation Requirements** – these are defined in **Synergy SIS > Grading > Setup > Graduation Requirements**. For more information about the Graduation Requirements definition, see the chapter in this guide titled *Graduation Requirements*.
- **School Year and Term** – these are defined through the **School Setup**, **District Setup**, and **Organization** screens found under **Synergy SIS > System > Setup** and the **District Calendar** and **School Calendar** screens found under **Synergy SIS > Attendance > Setup**.
- **Course Academic Types** –codes for regular, honors, etc. are defined in **Synergy SIS > System > Setup > Lookup Table Definition**, under **K12.CourseInfo**, in the **Academic Type** table.
- **Grading** –grading periods and method for calculating marks are configured in **Synergy SIS > Grading > Setup > Grading Setup**.

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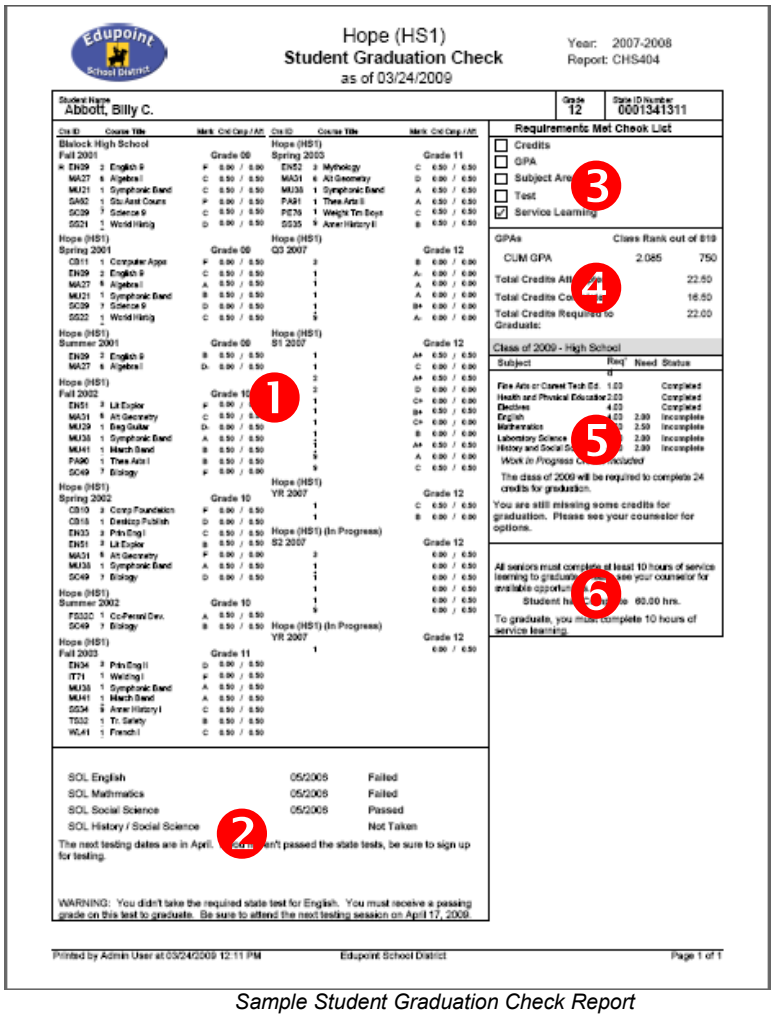
# STUDENT GRADUATION CHECK REPORT

Report CHS404, the Student Graduation Check Report, presents requirements for graduation and the student's progress in meeting those requirements. It can show the complete course history, a summary of the test results, the GPA and class rank, the total service learning hours, and the credit progress in each of the subject areas.




*Sample Student Graduation Check Report*

**Parts of the Report**

❶ Course History

❷ Test

❸ Checklist

❹ GPA and Total Credit

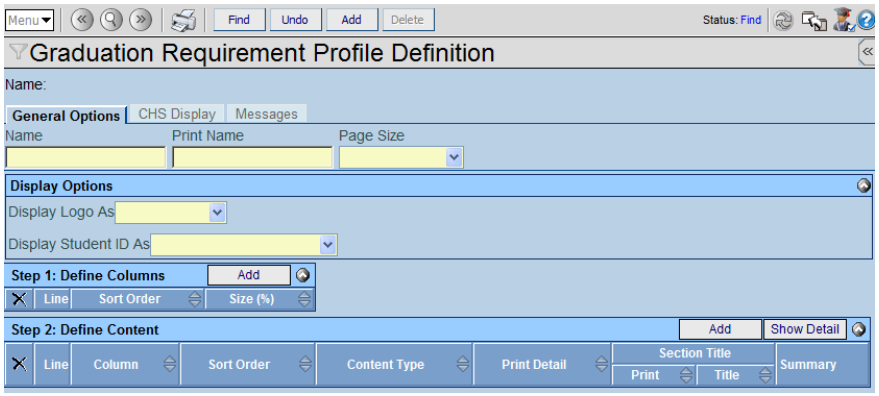
❺ Credit

❻ Service Learning

# GRADUATION REQUIREMENT PROFILE DEFINITION

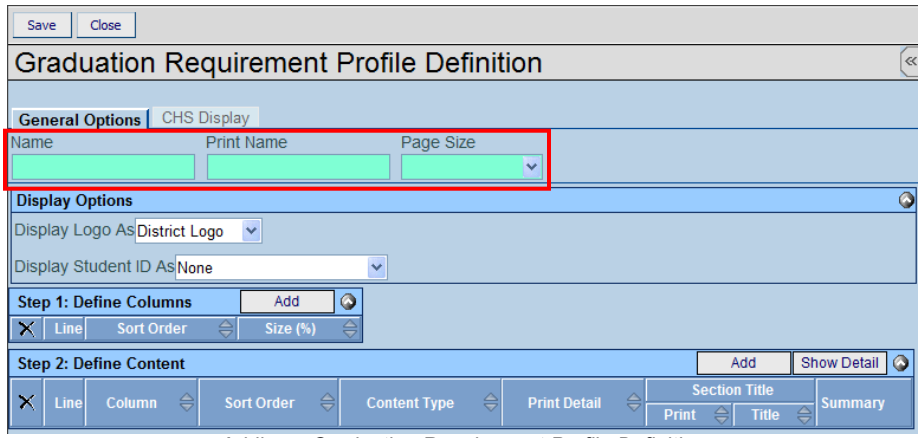
The Graduation Requirement Profile Definition is used to customize the Student Graduation Check Report (CHS404). To set up a definition:

1. Navigate to **Synergy SIS > Grading > Setup > Graduation Requirement Profile Definition**.



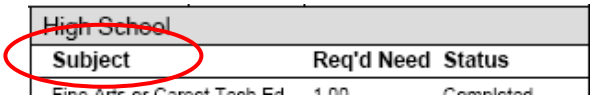

*Graduation Requirement Profile Definition Screen*

2. Click the **Add** button at the top of the screen to add a new definition.




*Adding a Graduation Requirement Profile Definition*

3. Enter a name for the definition in the **Name** box. A common naming scheme is to call it the same name as the graduation requirements used for the report.
4. Enter a **Print Name** for the report. The print name appears as the section title for the Credit content box. For more about the Print Name, see the *General Options* section in this chapter.




*Print Name for Graduation Check Report*

5. Select a **Page Size** for the report. Additional page sizes can be defined through **Synergy SIS > System > Setup > Page Size Detail**.
6. Select display options in the **Display Logo As** and **Display Student ID As** lists.
7. Click the **Save** button at the top of the screen.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You can create an unlimited number of profile definitions. To edit a graduation profile definition:

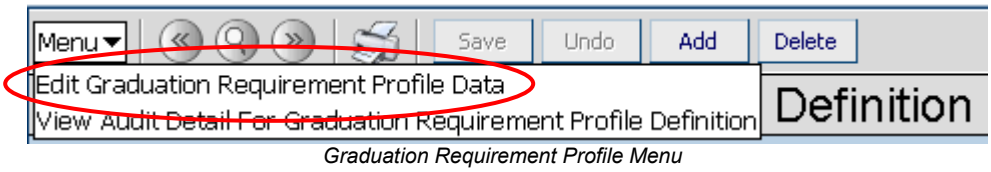
1. Scroll or use Find mode to find the definition.

*Find Mode Button and Scroll Buttons*

2. Make the needed changes to the definition.
3. Click the **Save** button at the top of the screen.

To edit the name, print name and page size of a definition:

1. Scroll or use Find mode to find the definition.
2. Click the **Menu** button at the top of the screen, and select **Edit Graduation Requirement Profile Data**.




*Graduation Requirement Profile Menu*

3. Edit the name, print name or page size.
4. Click the **Save** button at the top of the screen.

To delete a definition:

1. Scroll or use Find mode to find the definition.
2. Click the **Delete** button at the top of the screen.

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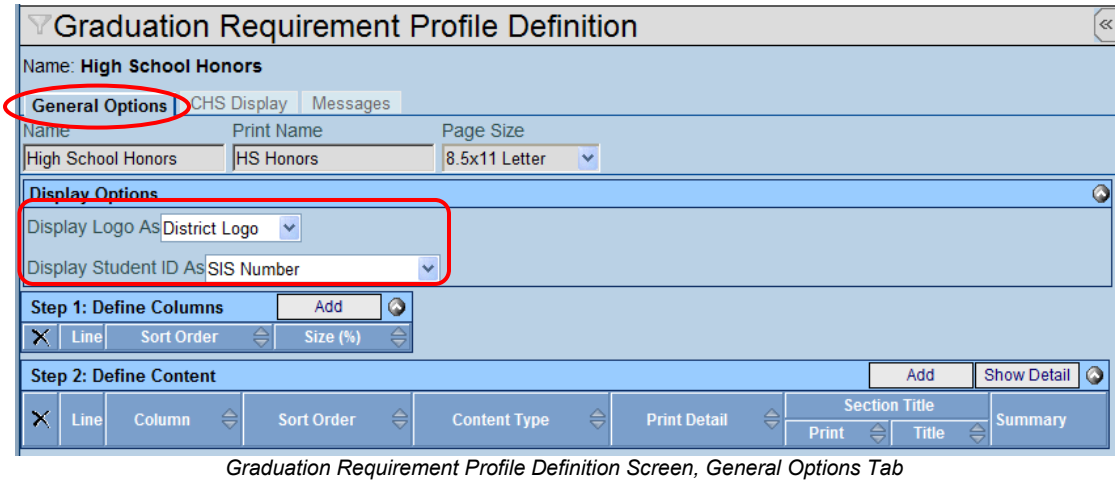
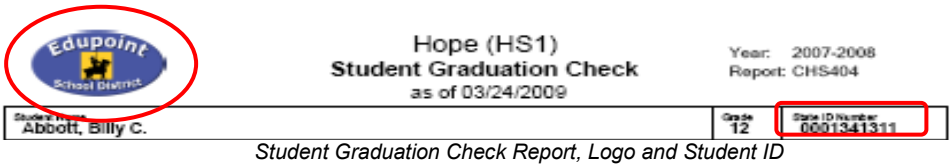
# GENERAL OPTIONS

Once the graduation requirement profile definition has been created, the options need to be defined.




*Graduation Requirement Profile Definition Screen, General Options Tab*

On the **General Options** tab, there are two **Display Options** to choose. These options control elements in the report header at the top of the report.




*Student Graduation Check Report, Logo and Student ID*

1. **Display Logo As** –select which logo is displayed at the top of the report.
2. **Display Student ID As** – the options are **None**, **SIS Number**, **State ID Number**, and **SIS and State ID Number**.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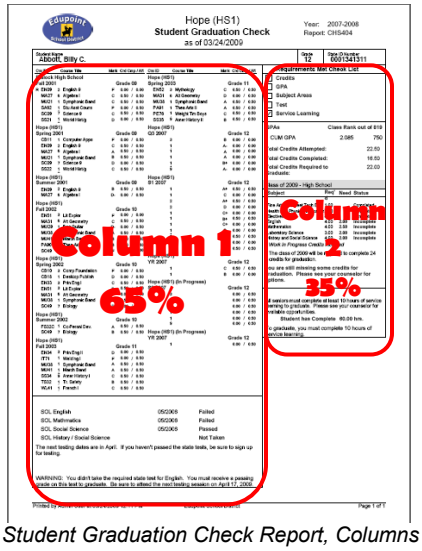
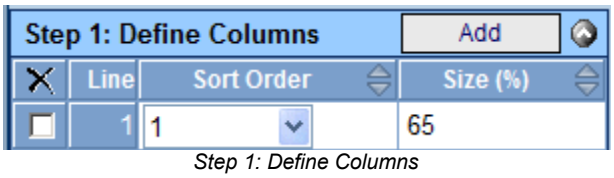
**Step 1: Define Columns** – After the **Display Options** have been set, define the number of columns to be used on the page. Each column is set to a percentage of the page. The total percentage must add up to 100. While any number of columns may be defined, the recommended maximum is two, as the content to be added to the columns in step 2 is too wide to fit well into three or more columns.




*Student Graduation Check Report, Columns Identified*

To define the columns in Step 1:

1. Click on the **Add** button in **Step 1: Define Columns**. A line is added.




*Step 1: Define Columns*

2. Select the column number in the **Sort Order** column. Columns are sorted from left to right, so the column on the left is number 1, the next column is number 2, etc.
3. Enter a number for the **Size** percentage. For example, if the first column is 65% of the page, enter 65.
4. Continue to click the **Add** button to add more columns until all the columns have been added.
5. Click the **Save** button.

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**Step 2: Define Content** – The next step is to add content to the columns. The content boxes available are:

**Check List** – the checklist shows a list of the different areas required for graduation, and checks off the areas completed. The recommended minimum percentage for a column for this box is 30%, based on a page size of 8 ½ by 11.

**Graduation Requirements Checklist**

- [ ] Overall Number of Credits
- [x] GPA
- [ ] Subject Areas
- [ ] Tests
- [x] Service Learning

*Graduation Requirements Checklist*

**Course History** – the course history shows a list of courses taken by the student with the mark attained and credits attempted/ completed. The number of columns within the box may be specified at any number, but no more than 3 is recommended for an 8 ½ by 11 page size. The recommended minimum percentage for a column for this box is 31% for a 1 column display, 62% for 2 columns, and 96% for 3 columns.

| Crs ID | | Course Title | Mark | Crd Cmp / Att | Crs ID | | Course Title | Mark | Crd Cmp / Att |
|---|---|---|---|---|---|---|---|---|---|
| **Blalock High School** | | | | | **Hope (HS1)** | | | | |
| **Fall 2001** | | | **Grade 09** | | **Fall 2003** | | | **Grade 11** | |
| R EN09 | R | English 9 | F | 0.00 / 0.00 | EN34 | R | Prin Eng Ii | D | 0.00 / 0.50 |
| MA27 | R | Algebra I | C | 0.50 / 0.50 | IT71 | R | Welding I | F | 0.00 / 0.50 |
| MU21 | R | Symphonic Band | C | 0.50 / 0.50 | MU38 | R | Symphonic Band | A | 0.50 / 0.50 |
| SA62 | R | Stu Asst Couns | P | 0.00 / 0.50 | MU41 | R | March Band | A | 0.50 / 0.50 |
| SC09 | R | Science 9 | C | 0.50 / 0.50 | SS34 | R | Amer History I | C | 0.50 / 0.50 |
| SS21 | R | World Hist/g | D | 0.00 / 0.50 | TS32 | R | Tr. Safety | B | 0.50 / 0.50 |
| **Hope (HS1)** | | | | | WL41 | R | French I | C | 0.50 / 0.50 |
| **Spring 2001** | | | **Grade 09** | | **Hope (HS1)** | | | | |
| CB11 | R | Computer Apps | F | 0.00 / 0.50 | **Spring 2003** | | | **Grade 11** | |
| EN09 | R | English 9 | C | 0.50 / 0.50 | EN52 | R | Mythology | C | 0.50 / 0.50 |
| MA27 | R | Algebra I | A | 0.50 / 0.50 | MA31 | R | Alt Geometry | D | 0.00 / 0.50 |
| MU21 | R | Symphonic Band | B | 0.50 / 0.50 | MU38 | R | Symphonic Band | A | 0.50 / 0.50 |
| SC09 | R | Science 9 | D | 0.00 / 0.50 | PA91 | R | Thea Arts Ii | A | 0.50 / 0.50 |
| SS22 | R | World Hist/g | C | 0.50 / 0.50 | PE76 | R | Weight Trn Boys | C | 0.50 / 0.50 |

*Course History*

**Credit** – the credit box lists all of the subject areas and the number of credits required to complete each area. It also shows the number of credits the student still needs to complete, and the status of their completion of the area. The recommended minimum percentage for a column for this box is 36%, based on a page size of 8 ½ by 11.

| High School | | | |
|---|---|---|---|
| **Subject** | **Req'd** | **Need** | **Status** |
| Fine Arts or Careet Tech Ed. | 1.00 | | Completed |
| Health and Physical Education | 2.00 | | Completed |
| Electives | 4.00 | | Completed |
| English | 4.00 | 2.50 | **Incomplete** |
| Mathematics | 4.00 | 2.50 | **Incomplete** |
| Laboratory Science | 3.00 | 2.00 | **Incomplete** |
| History and Social Science | 4.00 | 2.50 | **Incomplete** |

*Credit*

**Credit Custom** – displays credits in whatever way you configure.

| High School | | | | | |
|---|---|---|---|---|---|
| **Subject** | **Req'd** | **Comp** | **WIP** | **Need** | **Status** |
| Fine/Applied Arts | 2.00 | 2.00 | 0.00 | | Completed |
| English Writing | 2.00 | 1.50 | 0.00 | 0.50 | **Incomplete** |
| English Literature | 2.00 | 1.50 | 0.00 | 0.50 | **Incomplete** |
| Mathematics | 2.00 | 2.00 | 0.00 | | Completed |
| Science Required | 2.00 | 2.00 | 0.00 | | Completed |
| Government | 1.00 | 0.00 | 1.00 | | Completed |
| World History Geogr | 2.00 | 0.50 | 0.00 | 1.50 | **Incomplete** |
| Elective | 7.00 | 5.50 | 4.25 | | Completed |

*Work In Progress Credits Included*

**Credit Waivers** – the credit waivers box lists waivers applied to the student's subject area, college or university graduation requirements. A waiver moves credits from one area to another or simply reduces the number of credits needed for the specified area.

**Waivers**

[2] 2.00 unit(s) waived for English Literature.


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**GPA and Total Credit** – the GPA box displays the GPA selected and class rank based on that GPA. It also displayed the overall number of credits attempted, completed, and required to graduate. The recommended minimum percentage for a column for this box is 33%, based on a page size of 8 ½ by 11.

| GPAs | | Class Rank out of 819 |
|---|---|---|
| CUM GPA | 2.085 | 750 |
| **Total Credits Attempted:** | | 22.50 |
| **Total Credits Completed:** | | 16.50 |
| **Total Credits Required to Graduate:** | | 22.00 |

*GPA and Total Credit*

**Grad Req Tests** – performance on tests required for graduation.

**Test History**

| Test Name | Status | Date | Score |
|---|---|---|---|
| AIMS Math | **Passed** | 03/30/2010 | 325 |
| AIMS Reading | **Failed** | 03/30/2010 | 350 |
| AIMS Writing | **Failed** | 03/30/2010 | 375 |

**Service Learning** – the service learning box shows the total number of service learning the student has completed. The recommended minimum percentage for a column for this box is 37%, based on a page size of 8 ½ by 11.

All seniors must complete at least 10 hours of service learning to graduate. Please see your counselor for available opportunities.

**Student has Completed 60.00 hrs.**

To graduate, you must complete 10 hours of service learning.

*Service Learning*

**Service Learning Reg** – an alternative presentation of service learning.

**Test** – the test box lists all of the required tests for graduation, the date the student took the test, and the pass/fail status of each test. The recommended minimum percentage for a column for this box is 35%, based on a page size of 8 ½ by 11.

**State Tests**

| | | |
|---|---|---|
| SOL English | 05/2006 | **Failed** |
| SOL Mathmatics | 05/2006 | **Failed** |
| SOL Social Science | 05/2006 | **Passed** |
| SOL History / Social Science | | **Not Taken** |

The next testing dates are in April. If you haven't passed the state tests, be sure to sign up for testing.

WARNING: You have not taken all of the state tests. You must receive a passing grade on these tests to graduate. Be sure to attend the next testing session on April 17, 2009.

*Test*

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**Verified Credit** – the verified credit box, available only if verified credit is enabled for your district, lists all discipline areas and the number of credits required to complete each area. It also shows the number of credits the student still needs to complete, and the status of their completion of the area. The recommended minimum percentage for a column for this box is 36%, based on a page size of 8 ½ by 11.

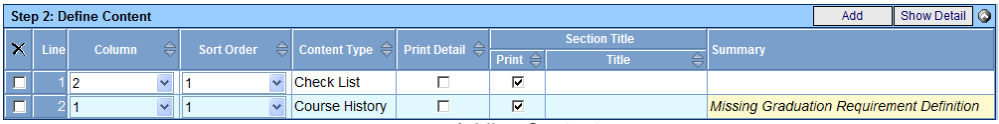
| Verified Credit Summary | | | |
|---|---|---|---|
| **Discipline** | **Req'd** | **Need** | **Status** |
| Elective (Student Selected) | 1 | 0 | Completed |

*Verified Credit*

> **Note: Subject Area** is a unique type of content and does not display a separate boxed area on the report. It is used only to define a specific subject area graduation requirement that can then be included in the Check List content box.

To add content to the report:

1. Click the **Add** button in the **Step 2: Define Content** area, and a new line appears in the content grid.




*Adding Content*

2. Select the **Column** number in the list.
3. Select the **Sort Order** for the content within the column, from top to bottom. The box with a sort order of 1 shows at the top of the column, the box listed at number 2 appears next, etc.
4. In the **Content Type** column, select which content box to display.
5. Check the box in the **Print Detail** column to print the detail in the box.
6. To print a **Section Title** at the top of the box, check the box in the **Print** column.
7. To override the default **Section Title** for the content box, enter the new title in the **Title** box. The default section titles are:

| Content Box | Default Section Title |
|---|---|
| Check List | Requirements Met Check List |
| Course History | none |
| Credit | name of the graduation requirements used |
| Credit Custom | name of the graduation requirements used |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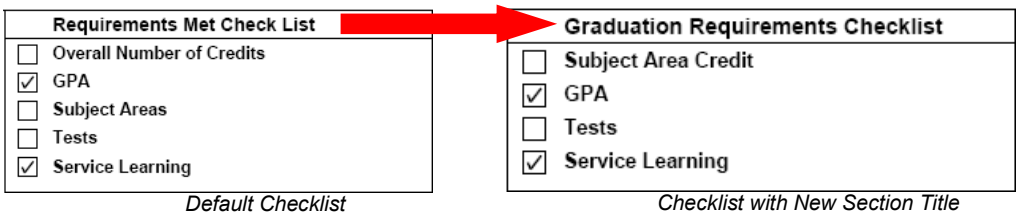
| Content Box | Default Section Title |
|---|---|
| Credit Waivers | Waivers |
| GPA and Total Credit | GPAs |
| Grad Req Tests | none |
| Service Learning | Service Learning |
| Service Learning Reg | Service Learning Reg |
| Subject Area | not applicable, as no section appears |
| Test | none |
| Verified Credit | Verified Credit Summary |

The sample below shows how the Check List section title has been modified.




*Default Checklist* *Checklist with New Section Title*

8. The **Summary** column shows the error "Missing Graduation Requirement Definition" when the content is first added for most content items. After the definition has been specified as explained later in this chapter, this column is blank.
9. Click the **Save** button at the top of the screen.

To specify the graduation requirements to be used with each content box and further define what is shown in each content box, click the **Show Detail** button in the **Step 2: Define Content** area. While a different set of graduation requirements may be specified for each content area, it is recommended that the same set of graduation requirements be used for each area. To display a different set of requirements, it is better to create a new Graduation Requirements Profile Definition.

To modify each content box, click on the content line on the left while the **Show Detail** button has been clicked. To go back to the main grid, click the **Hide Detail** button.

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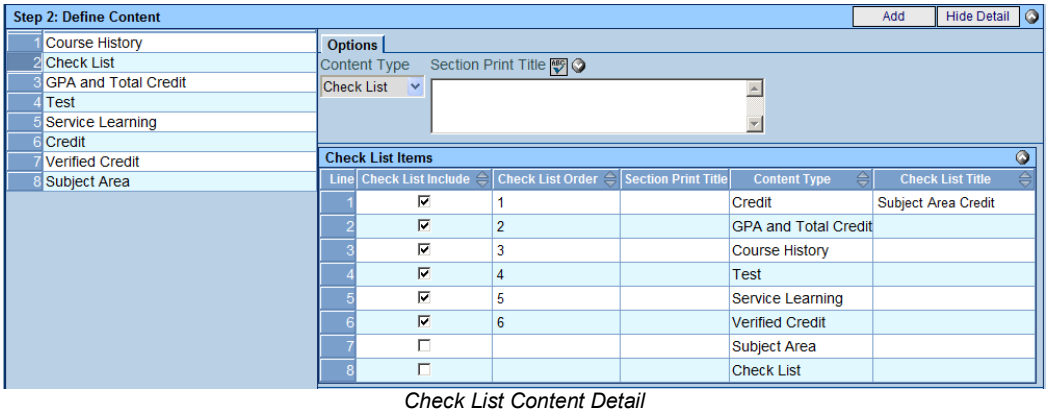
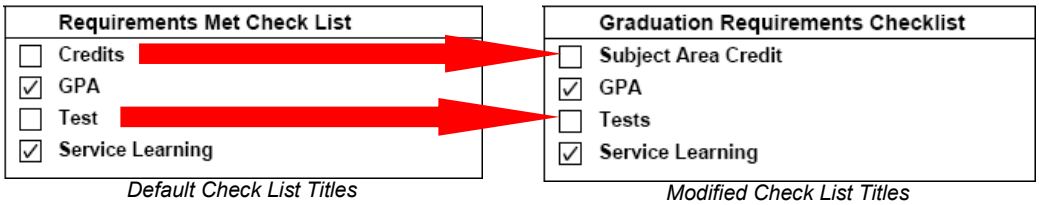
## Check List

Options that can be defined for the **Check List**:




*Check List Content Detail*

- The **Section Print Title** is the same as the **Title** box on the main grid.
- To include a content area as an item in the checklist, check the box in the **Check List Include** column.
- If the item is included, it must have a **Check List Order** number indicated. The **Check List Order** number is the order in which the items appear, from top to bottom.
- If the section print title has been customized for any content area, it is displayed in the **Section Print Title** column. However, the section print titles may not be modified here for other content boxes.
- The **Check List Title** can be used to override the name of the content type as it appears in the checklist. For example, the screen above changes the Credit and Test content types to Subject Area Credit and Tests, as shown here:




*Default Check List Titles* *Modified Check List Titles*

**Note:** When selecting items to be included in the Check List, you need not select the check list or course history, as they are not displayed in the check list. Subject area is a special case and is covered in its own section later in this chapter.

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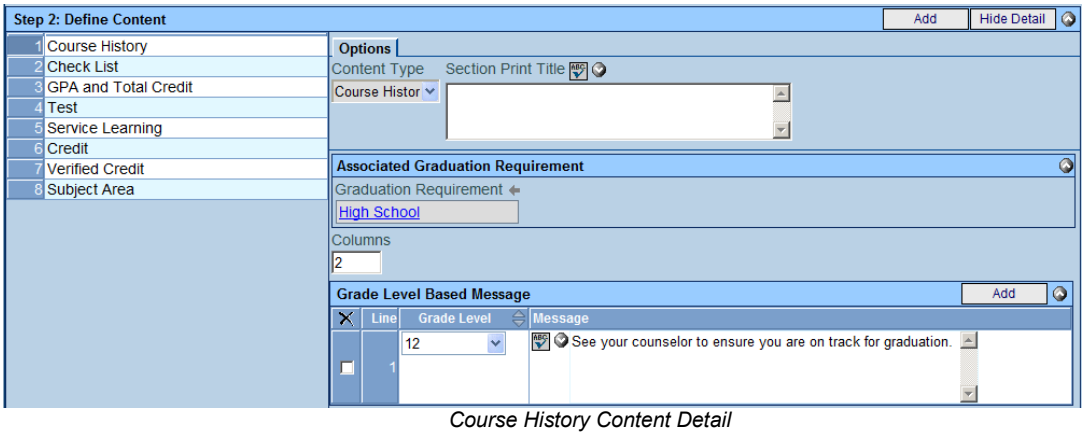
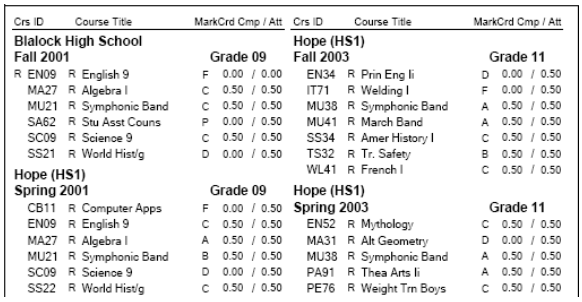
## Course History

Options that can be defined for Course History:

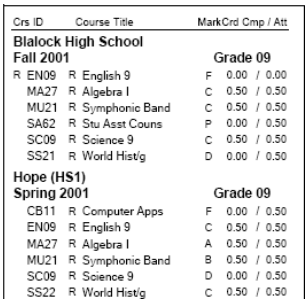



*Course History Content Detail*

- The **Section Print Title** is the same as the **Title** box on the main grid.
- To specify the **Graduation Requirement** to be used:
  1. Click the gray arrow next to Graduation Requirement.
  2. Click the **Find** button to list all Graduation Requirement Definitions.
  3. Click the definition to use, and click the **Select** button.
- Enter the number of columns to display in the **Columns** box.




*Two Column Layout*



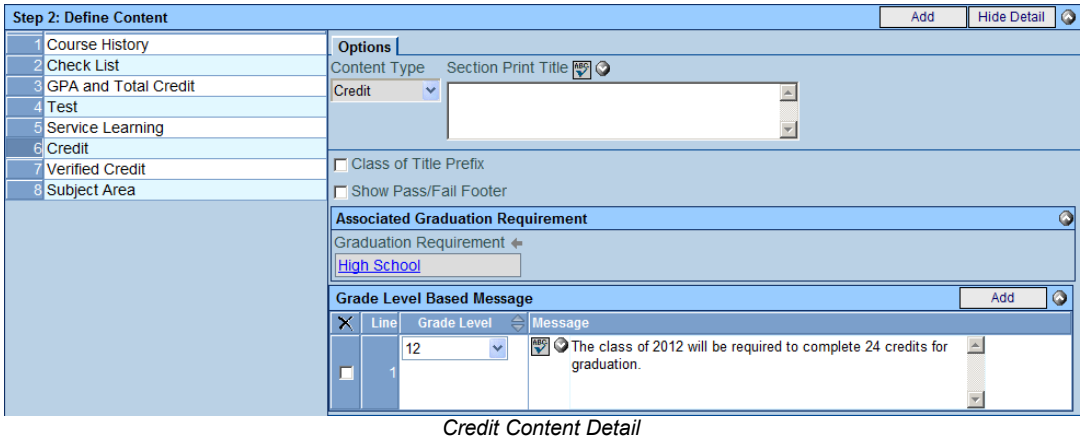

*One Column Layout*

- The **Grade Level Based Message** is covered in the section on Messages later in this chapter.

Additional options for the Course History box may be set on the **CHS Display** tab, covered later in this chapter.

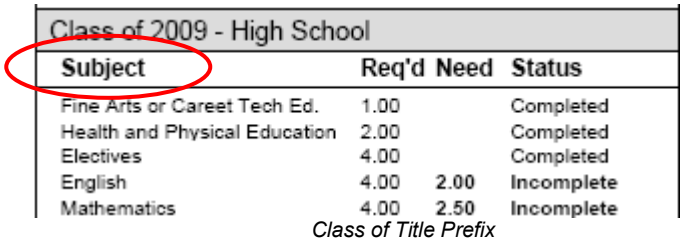
## Credit

Options that can be defined for Credit:




*Credit Content Detail*

- The **Section Print Title** is the same as the **Title** box on the main grid.
- To specify the **Graduation Requirement** to be used:
  1. Click the gray arrow next to Graduation Requirement.
  2. Click the **Find** button to list all Graduation Requirement Definitions.
  3. Click the definition to use, and click the **Select** button.
- To display the graduating class of the student at the top of the Credit box, click the **Class of Title Prefix** box.



Class of 2009 - High School

| Subject | Req'd | Need | Status |
|---|---|---|---|
| Fine Arts or Careet Tech Ed. | 1.00 | | Completed |
| Health and Physical Education | 2.00 | | Completed |
| Electives | 4.00 | | Completed |
| English | 4.00 | 2.00 | Incomplete |
| Mathematics | 4.00 | 2.50 | Incomplete |

*Class of Title Prefix*

- To display the messages entered into the **Messages** tab on the **Graduation Requirement Profile Definition** screen, check the **Show Pass/Fail Footer** box. For more information, see the *Messages* section later in this chapter.
- The **Grade Level Based Message** is covered in the *Messages* section later in this chapter.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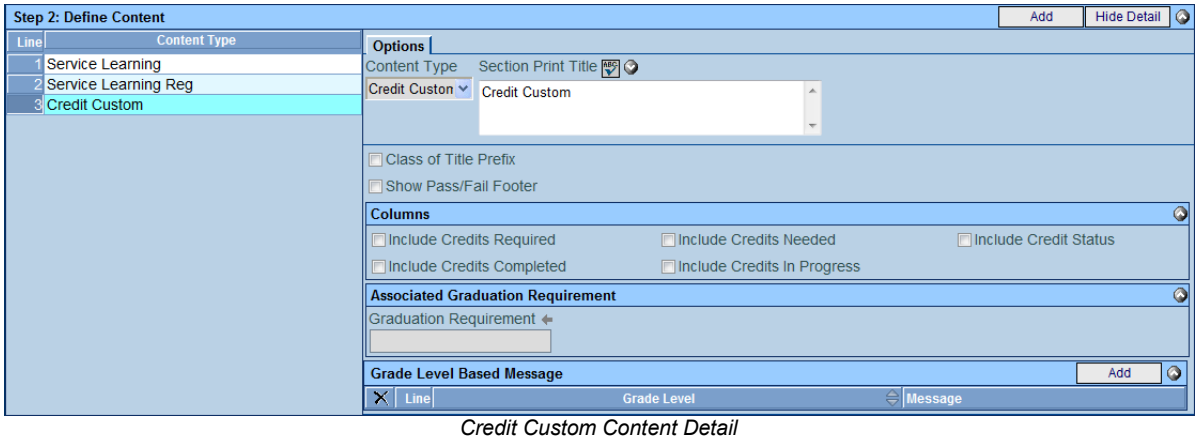
## Credit Custom

Options that can be defined for Credit Custom:




*Credit Custom Content Detail*

- The **Section Print Title** is the same as the **Title** box on the main grid.
- The **Class of Title Prefix** is
- **Show Pass/Fail Footer**
- **Columns**
- To specify the **Graduation Requirement** to be used:
    1. Click the gray arrow next to Graduation Requirement.
    2. Click the **Find** button to list all Graduation Requirement Definitions.
    3. Click the definition to use, and click the **Select** button.

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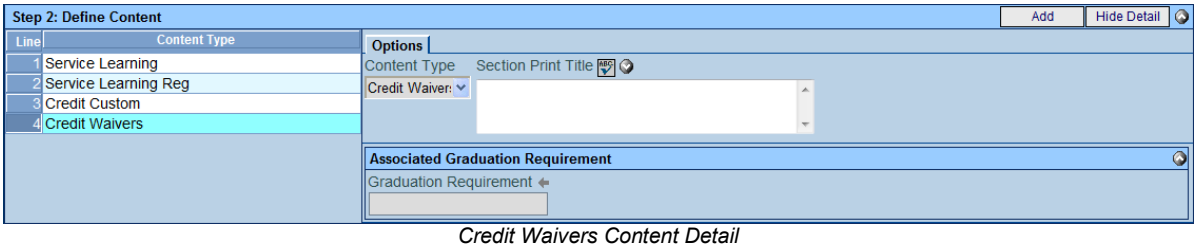
## Credit Waivers

Options that can be defined for Credit Waivers:




*Credit Waivers Content Detail*

- The **Section Print Title** is the same as the **Title** box on the main grid.
- To specify the **Graduation Requirement** to be used:
    1. Click the gray arrow next to Graduation Requirement.
    2. Click the **Find** button to list all Graduation Requirement Definitions.
    3. Click the definition to use, and click the **Select** button.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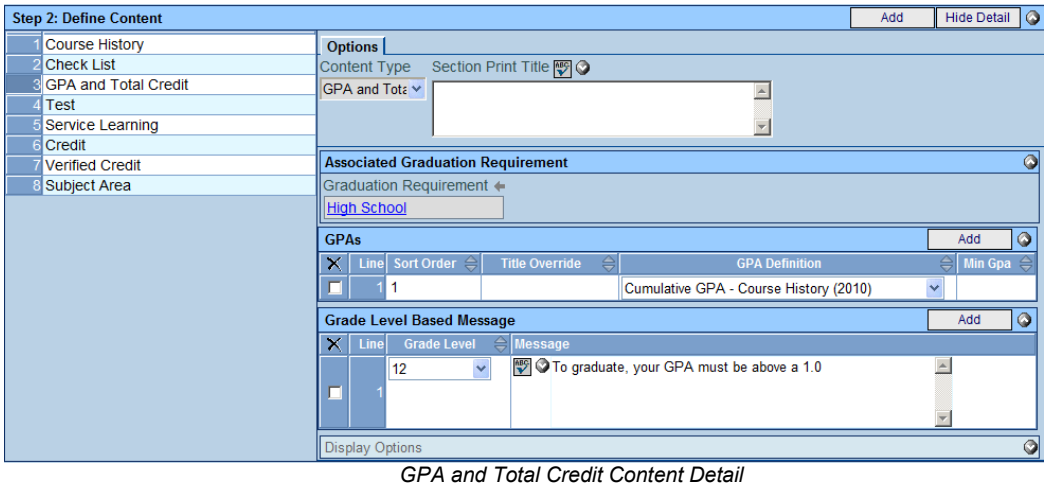
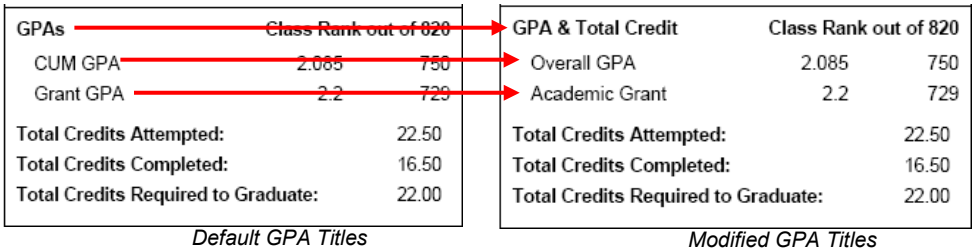
## GPA and Total Credit

Options that can be defined for GPA and Total Credit:




*GPA and Total Credit Content Detail*

- The **Section Print Title** is the same as the **Title** box on the main grid.
- To specify the **Graduation Requirement** to be used:
  1. Click the gray arrow next to Graduation Requirement.
  4. Click the **Find** button to list all Graduation Requirement Definitions.
  5. Click the definition to use, and click the **Select** button.
- To indicate which GPA or GPAs should be displayed on the report:
  1. Click the **Add** button in the GPA section
  2. Enter the **Sort Order** to be used. If multiple GPAs are added, they are sorted by this value.
  3. To override the default name for the GPA, enter the new name in the **Title Override** box.




*Default GPA Titles* *Modified GPA Titles*

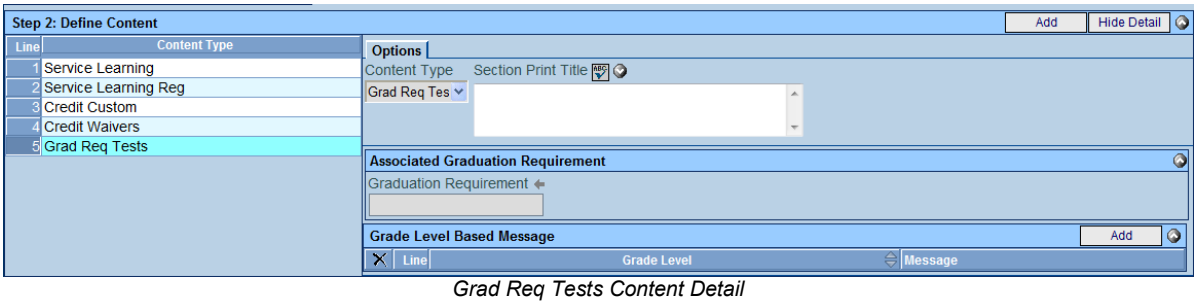
  4. Select the **GPA Definition** in the list.
  5. Enter the minimum GPA required in the **Min GPA** box.
  6. To delete a GPA, check the box in the **X** column.
- The **Grade Level Based Message** is covered in the *Messages* section later in this chapter.

- Click the Maximize button in the **Display Options** section. Check the box to not display class rank when showing the GPA.

*Suppress Class Rank*

## Grad Req Tests

Options that can be defined for Grad Req Tests:




*Grad Req Tests Content Detail*

- The **Section Print Title** is the same as the **Title** box on the main grid.
- To specify the **Graduation Requirement** to be used:
    1. Click the gray arrow next to Graduation Requirement.
    2. Click the **Find** button to list all Graduation Requirement Definitions.
    3. Click the definition to use, and click the **Select** button.

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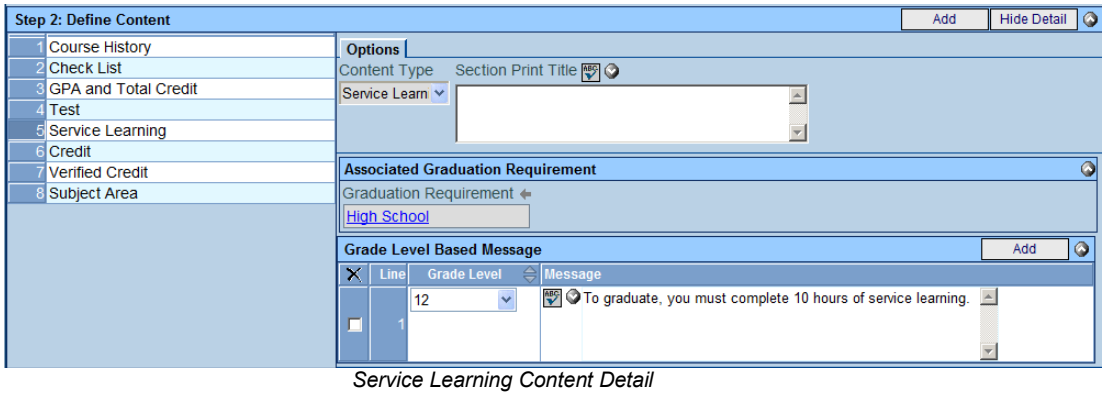
## Service Learning

Options that can be defined for Service Learning:




*Service Learning Content Detail*

- The **Section Print Title** is the same as the **Title** box on the main grid.
- To specify the **Graduation Requirement** to be used:
  1. Click the gray arrow next to Graduation Requirement.
  2. Click the **Find** button to list all Graduation Requirement Definitions.
  3. Click the definition to use, and click the **Select** button.
- The **Grade Level Based Message** is covered in the *Messages* section later in this chapter.

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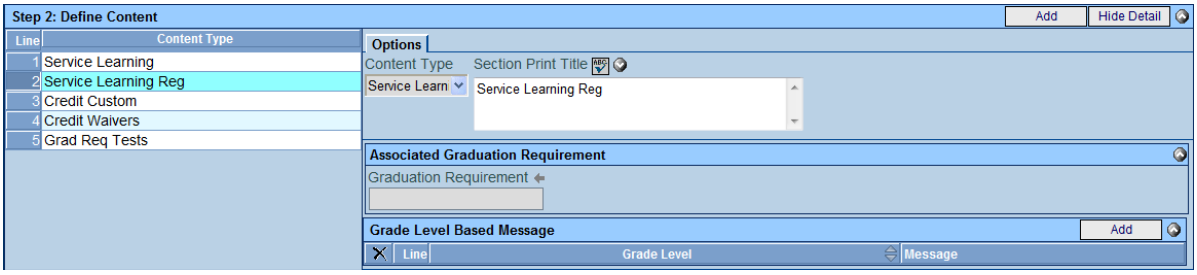
### Service Learning Reg

Options that can be defined for Service Learning Reg:




- The **Section Print Title** is the same as the **Title** box on the main grid.
- To specify the **Graduation Requirement** to be used:
    1. Click the gray arrow next to Graduation Requirement.
    2. Click the **Find** button to list all Graduation Requirement Definitions.
    3. Click the definition to use, and click the **Select** button.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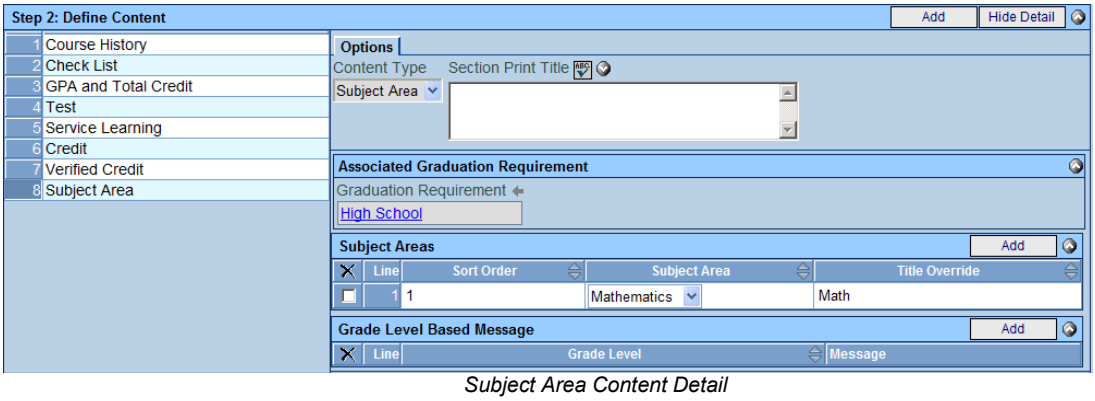
## Subject Area

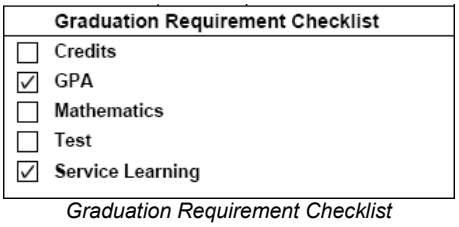
The subject area is a special type of content area. Its only purpose is to generate a checklist item to verify the completion of a specific subject area for a graduation requirement. To define this subject area:




*Subject Area Content Detail*

- Because no section is printed for the subject area, the section print title and the grade level based message do not apply to this content area.
- Specify the **Graduation Requirement** to be used:
    1. Click the gray arrow next to Graduation Requirement.
    2. Click the **Find** button to list all Graduation Requirement Definitions.
    3. Click the definition to use, and click the **Select** button.
- Specify the subject area to display in the checklist:
    1. Click the **Add** button to add another area.
    2. Select the **Subject Area**.
    3. The **Title Override** box does not affect the display so there's no need to enter it.
    4. To delete a subject, check the box under the **X** column.
- Add the subject area to the checklist as outlined in the *Check List* section earlier in this chapter. Be sure to override the title to display the name of the subject area monitored.

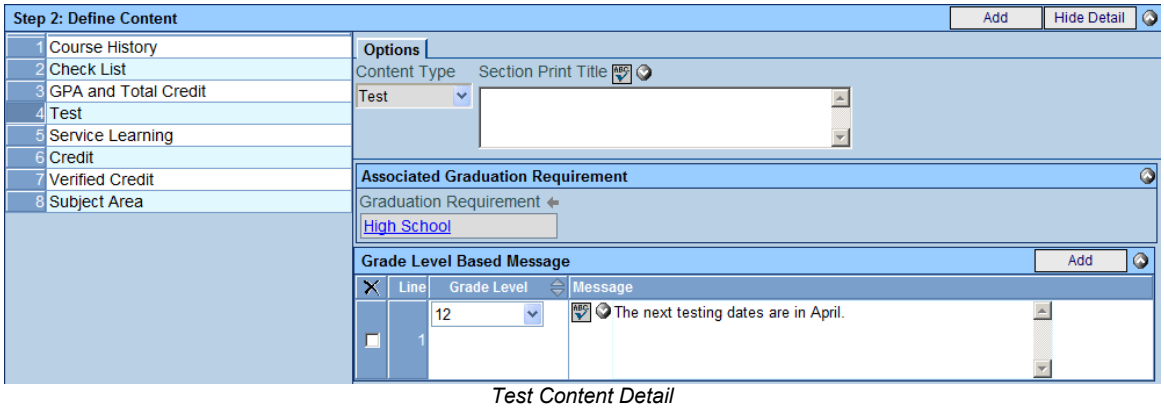
The result is the display of a subject-specific requirement in the Graduation Requirement Checklist.




*Graduation Requirement Checklist*

## Test

Options that can be defined for Test:




*Test Content Detail*

- The **Section Print Title** is the same as the **Title** box on the main grid.
- To specify the **Graduation Requirement** to be used:
    1. Click the gray arrow next to Graduation Requirement.
    4. Click the **Find** button to list all Graduation Requirement Definitions.
    5. Click the definition to use, and click the **Select** button.
- The **Grade Level Based Message** is covered in the *Messages* section later in this chapter.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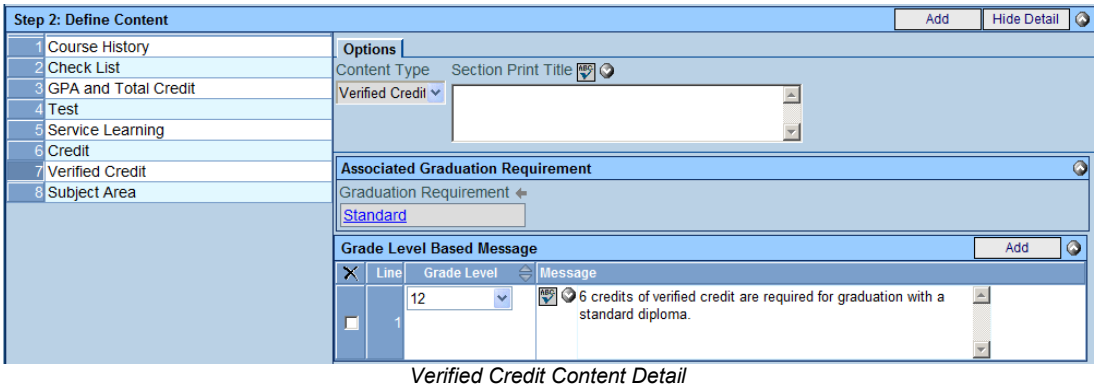
### Verified Credit

Options that can be defined for Verified Credit:

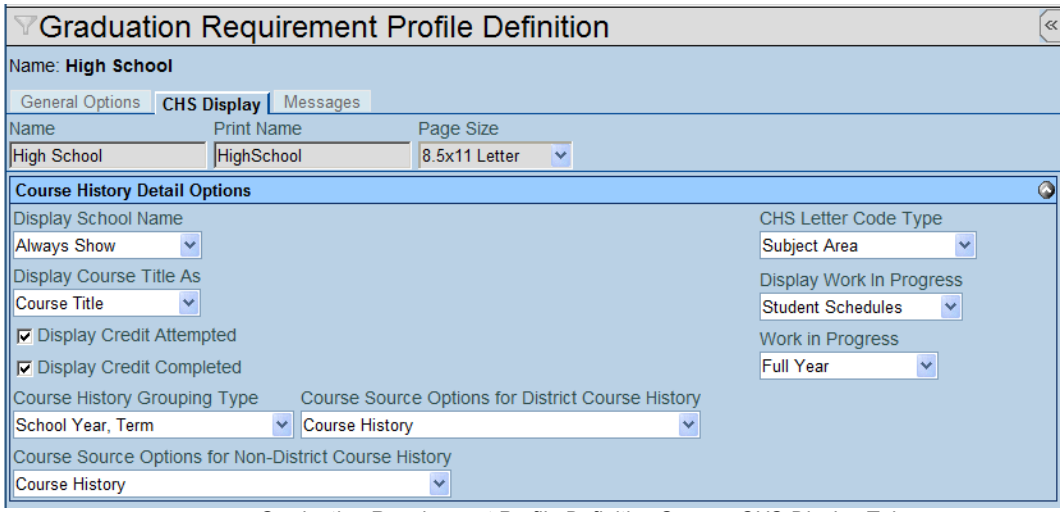



*Verified Credit Content Detail*

- The **Section Print Title** is the same as the **Title** box on the main grid.
- To specify the **Graduation Requirement** to be used:
  1. Click the gray arrow next to Graduation Requirement.
  2. Click the **Find** button to list all Graduation Requirement Definitions.
  3. Click the definition to use, and click the **Select** button.
- The **Grade Level Based Message** is covered in the *Messages* section later in this chapter.

# CHS DISPLAY

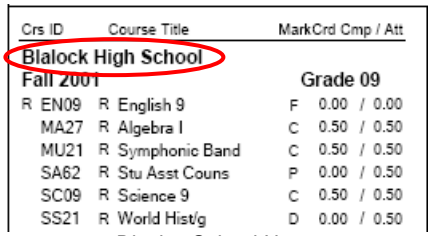
The **CHS Display** tab further defines what elements are displayed in the Course History box on the Graduation Check Report.




*Graduation Requirement Profile Definition Screen, CHS Display Tab*

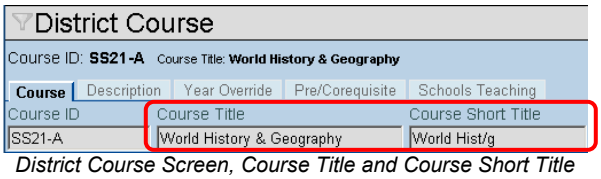
Options:

- **Display School Name** –how the name of the school where the courses were taken appears in the Course History box. The options are: **Always Show**, **Show if Not Current** (not the currently enrolled school), and **Never Show**. If nothing is selected, it defaults to **Always Show**.

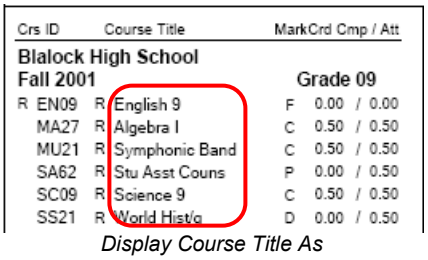



*Display School Name*

- **Display Course Title As** – the course title can be displayed as either the **Course Title** or the **Short Course Title** as entered in the **District Course** screen. If nothing is selected, the default of **Course Title** is used.




*District Course Screen, Course Title and Course Short Title*




*Display Course Title As*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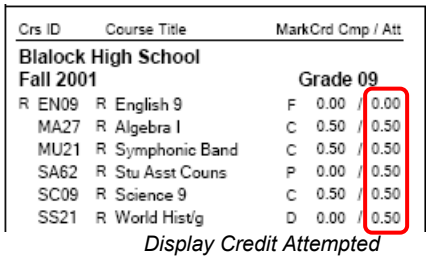
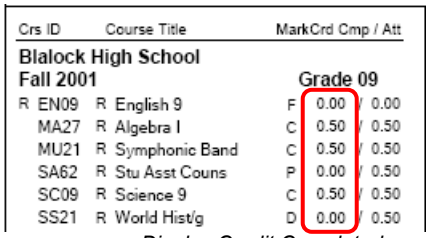
- **Display Credit Attempted** – to display the credits attempted, check this box.



| Crs ID | | Course Title | Mark | Crd | Cmp | / | Att |
|---|---|---|---|---|---|---|---|
| Blalock High School | | | | | | | |
| Fall 2001 | | | Grade 09 | | | | |
| R EN09 | R | English 9 | F | | 0.00 | / | 0.00 |
| MA27 | R | Algebra I | C | | 0.50 | / | 0.50 |
| MU21 | R | Symphonic Band | C | | 0.50 | / | 0.50 |
| SA62 | R | Stu Asst Couns | P | | 0.00 | / | 0.50 |
| SC09 | R | Science 9 | C | | 0.50 | / | 0.50 |
| SS21 | R | World Hist/g | D | | 0.00 | / | 0.50 |

*Display Credit Attempted*

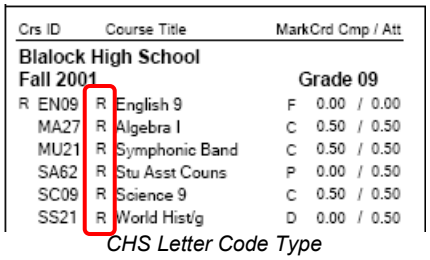
- **Display Credit Completed** – to display the credits completed, check this box.



| Crs ID | | Course Title | Mark | Crd | Cmp | / | Att |
|---|---|---|---|---|---|---|---|
| Blalock High School | | | | | | | |
| Fall 2001 | | | Grade 09 | | | | |
| R EN09 | R | English 9 | F | | 0.00 | / | 0.00 |
| MA27 | R | Algebra I | C | | 0.50 | / | 0.50 |
| MU21 | R | Symphonic Band | C | | 0.50 | / | 0.50 |
| SA62 | R | Stu Asst Couns | P | | 0.00 | / | 0.50 |
| SC09 | R | Science 9 | C | | 0.50 | / | 0.50 |
| SS21 | R | World Hist/g | D | | 0.00 | / | 0.50 |

*Display Credit Completed*

- **Course History Grouping Type** – Courses can be grouped by **Calendar Year, Calendar Month** or **School Year, Term** as entered into course history. If nothing is selected, the default of **Calendar Year, Calendar Month** is used.
- **Course Source Options for District Course History** and **Course Source Options for Non-District Course History** – because the title of the course may be overwritten when entering the course into course history, you can display the course title from **Course History** or from the **District Course** screen. If the course titles in course history are the same as the courses defined in the **District Course** screen, the District Course would be the best source. However, many schools define a generic electives transfer course in the **District Course** screen, for example, and then enter the exact name of the course in Course History so as not maintain course catalog lists for other schools in the **District Course** screen. Using Course History as the source for Non-District Course History in these cases would be the best selection. If nothing is selected, the default value of Course History is used.
- **CHS Letter Code Type** – between the columns for the course ID and the course title, a code may be displayed to indicate the type of course. The available code types are: None**, Academic Type**, **Subject Area**, **College Subject Area**, **University Subject Area**, and **Transcript Mode** as defined in the **District Course** screen. If you select **Transcript Mode**, the **College Prep Code** field appears, to be used to indicate whether courses are college preparatory. If nothing is selected, the default value of **None** is used.



| Crs ID | | Course Title | Mark | Crd | Cmp | / | Att |
|---|---|---|---|---|---|---|---|
| Blalock High School | | | | | | | |
| Fall 2001 | | | Grade 09 | | | | |
| R EN09 | R | English 9 | F | | 0.00 | / | 0.00 |
| MA27 | R | Algebra I | C | | 0.50 | / | 0.50 |
| MU21 | R | Symphonic Band | C | | 0.50 | / | 0.50 |
| SA62 | R | Stu Asst Couns | P | | 0.00 | / | 0.50 |
| SC09 | R | Science 9 | C | | 0.50 | / | 0.50 |
| SS21 | R | World Hist/g | D | | 0.00 | / | 0.50 |

*CHS Letter Code Type*

- **Display Work In Progress** – to show the student's work in progress in the course history box, select the type of work in progress to display. The options are **Student Schedule**, **Student Grades** and **None**. **Student Schedule** shows all classes on the student schedule. **Student Grades** displays only those classes for which a mark has been issued. If nothing is selected, the default value of **None** is used.
- **Work in Progress** – if the student's work in progress is displayed, also select the time frame for the work in progress in the **Work In Progress** list. If nothing is selected, the default value of **None** is used.

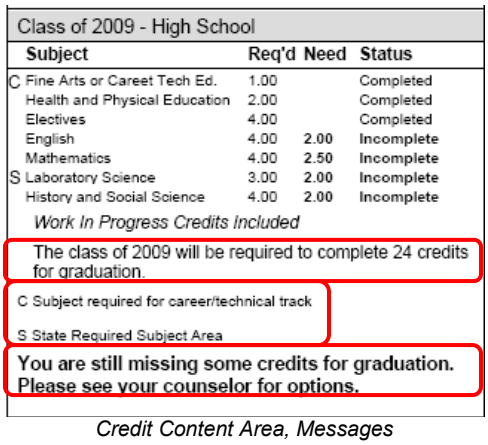
**Caution:** After any changes have been made on a tab, please be sure to save your work by clicking on the **Save** button above before moving to a different tab or screen. If the changes haven't been saved, a system prompt appears as a reminder.

# MESSAGES

In many places on the Student Graduation Check Report, a custom message can be displayed. Customized messages are set up in the **Graduation Requirement Profile Definition** screen and the **Graduation Requirements** screen.

### Credit and Subject Area

In the Credit content box, five types of messages can be displayed. A message at the bottom of the box (also called the pass/fail footer) can be configured to depend on the status of credit completion for graduation. A legend can be displayed to include more information about a specific subject area. Above the legend, another message can be defined for specific grade levels. Another credit message can be defined by grade level and credit completion. A message can also be customized by subject area and grade level.



Class of 2009 - High School

| | Subject | Req'd | Need | Status |
|---|---|---|---|---|
| C | Fine Arts or Careet Tech Ed. | 1.00 | | Completed |
| | Health and Physical Education | 2.00 | | Completed |
| | Electives | 4.00 | | Completed |
| | English | 4.00 | 2.00 | Incomplete |
| | Mathematics | 4.00 | 2.50 | Incomplete |
| S | Laboratory Science | 3.00 | 2.00 | Incomplete |
| | History and Social Science | 4.00 | 2.00 | Incomplete |

*Work In Progress Credits Included*

The class of 2009 will be required to complete 24 credits for graduation.

C Subject required for career/technical track

S State Required Subject Area

**You are still missing some credits for graduation. Please see your counselor for options.**

*Credit Content Area, Messages*

**Message Area #1** appears at the bottom of the Credit content box and is defined on the **Messages** tab of the **Graduation Requirement Profile Definition** screen. Different messages are displayed, depending on whether the student has completed all required

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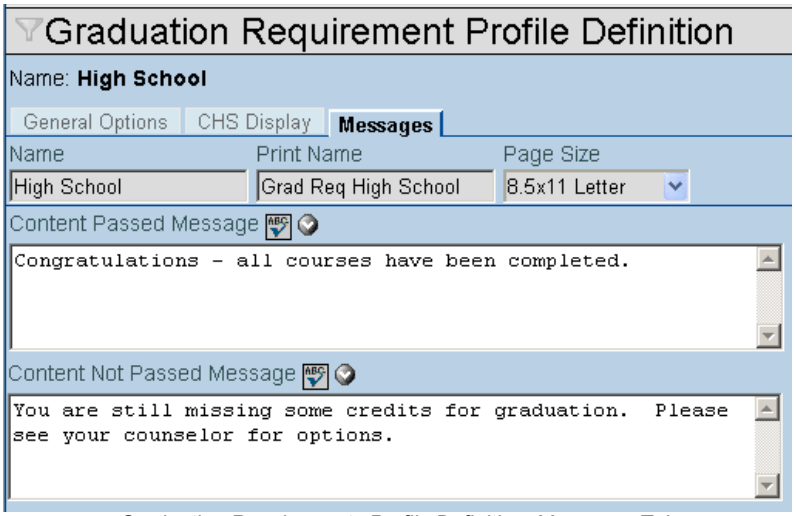
credits. You turn it on or off by checking the **Pass/Fail Footer** box in the detail for the **Credit** content box on the **General Options** tab of the **Graduation Requirement Profile Definition** screen.




*Graduation Requirements Profile Definition, Messages Tab*

To define these messages:

1. Go to **Synergy SIS > Grading > Setup > Graduation Requirement Profile Definition**.
2. Click the **Messages** tab.
3. Enter the message to be displayed if all credits are completed in the **Content Passed Message** box.
4. Enter the messages to be displayed if all credits are not completed in the **Content Not Passed Message** box.
5. Click the **Save** button at the top of the screen.

To turn these messages on and off:

1. Click the **General Options** tab of **Synergy SIS > Grading > Setup > Graduation Requirement Profile Definition**.
2. Click the **Show Detail** button for the **Define Content** section.
3. Click the content line for **Credit**.
4. Check the **Show Pass/Fail Footer** box to turn these messages on. To turn them off, uncheck the box.
5. Click the **Save** button at the top of the screen.

**Message Area #2** is displayed just above Message #1 and is defined on the detail of each subject area on the **Class of Credit** tab in the **Graduation Requirements** screen. This message is customized for each subject area by the student's grade level.

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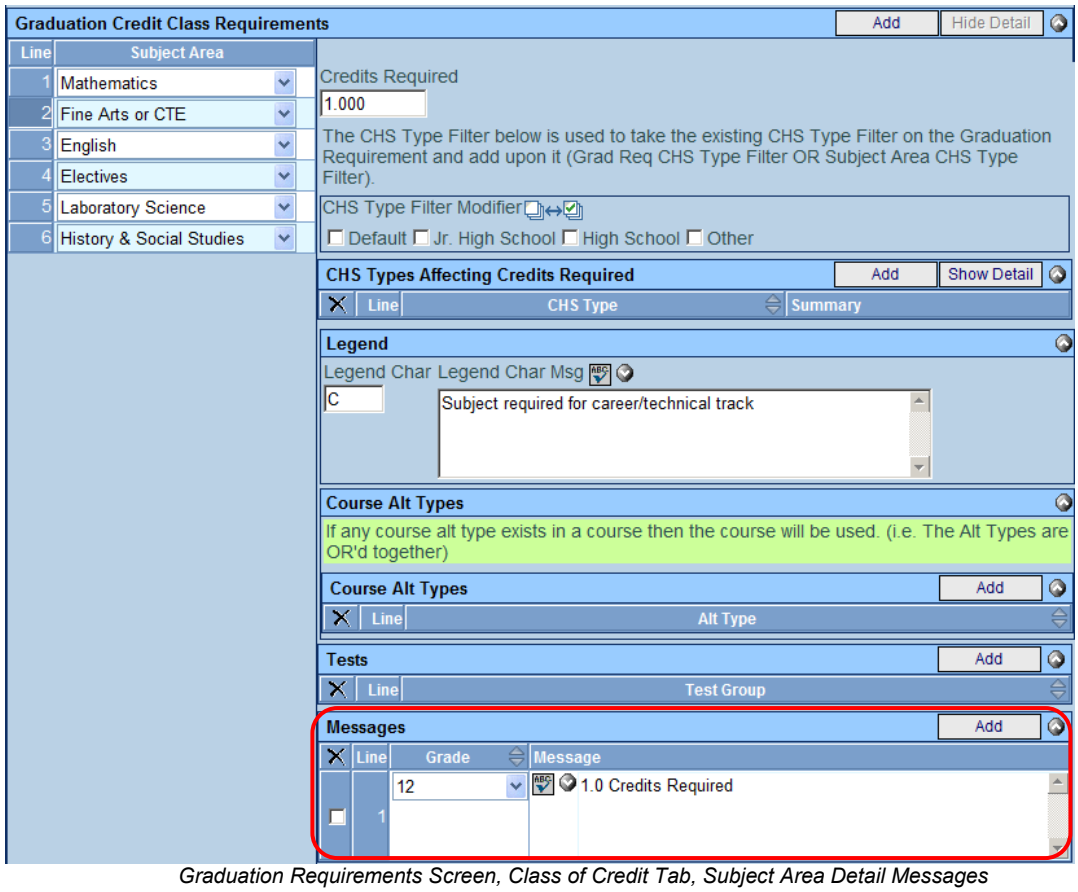


*Graduation Requirements Screen, Class of Credit Tab, Subject Area Detail Messages*

To add a subject-based message for a grade level:

1. Go to **Synergy SIS > Grading > Setup > Graduation Requirements**.
2. Click the **Class of Credit** tab.
3. Click the **Show Detail** button for the **Graduation Credit Class Requirements** section.
4. Click the subject area for the message.
5. In the **Messages** section, click the **Add** button.
6. Select the **Grade**.
7. Enter the **Message**.
8. Click the **Save** button at the top of the screen.

**Message Area #3** is also referred to as the Subject Area Legend, and is displayed above the second message area. It enters a code in the first column of the subject area table for the content box, and then displays a legend explaining the code's meaning. A possible use for the legend is to define which subject areas are state requirements or which subject areas are required for a particular track. The subject area legend is configured for each subject area in the detail for each subject area on the **Class of Credit** tab in the **Graduation Requirements** screen.

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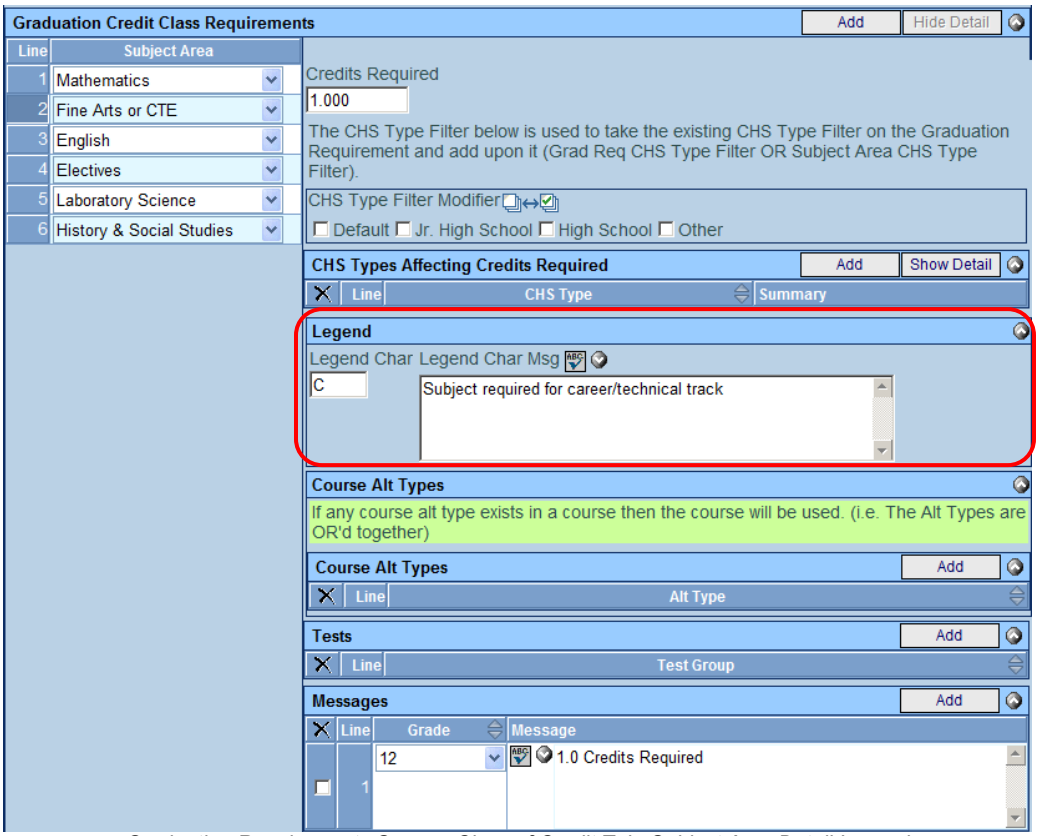


*Graduation Requirements Screen, Class of Credit Tab, Subject Area Detail Legend*

To add a legend to a specific subject area:

1. Go to **Synergy SIS > Grading > Setup > Graduation Requirements**.
2. Click the **Class of Credit** tab.
3. Click the **Show Detail** button for the **Graduation Credit Class Requirements** section.
4. Click the subject area for the message.
5. Enter the letter of the code to be used in the **Legend Char** box.
6. Enter the definition of the code in the **Legend Char Msg** box.
7. Click the **Save** button at the top of the screen.

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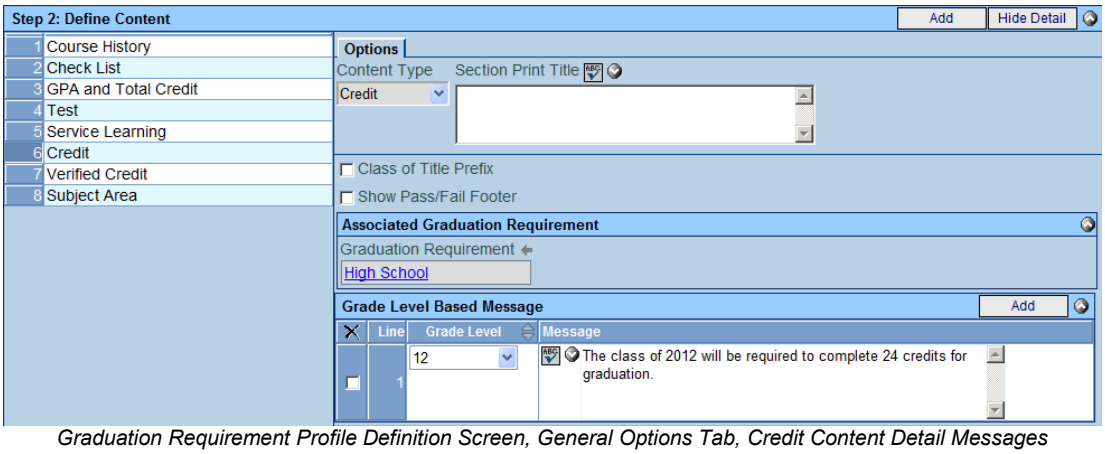
**Message Area #4** is displayed just below the subject area table, and is configured in the detail of the **Credit** content box on the **General Options** tab of the **Graduation Requirements Profile Definition** screen. This message can be customized based on the grade level of the student.




*Graduation Requirement Profile Definition Screen, General Options Tab, Credit Content Detail Messages*

To add a grade level-based message:

1. Go to **Synergy SIS > Grading > Setup Graduation Requirements Profile Definition**.
2. Click the **General Options** tab.
3. Click the **Show Detail** button for the **Define Content** section.
4. Click the **Credit** content.
5. Click the **Add** button to add a message line.
6. Select the **Grade Level**.
7. Enter the message in the **Message** box.
8. Click the **Save** button at the top of the screen.

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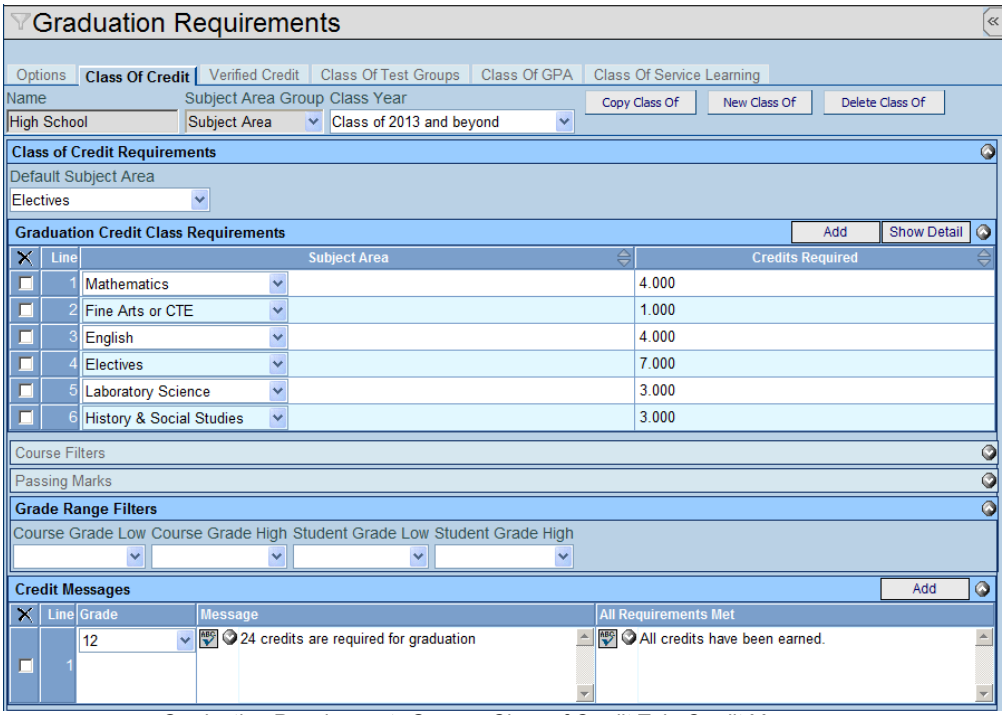
**Message Area #5** is displayed in the same area as Message #4 if no grade-level based message is defined. This message is based on the overall credit status and the grade level of the student. If all credit requirements are met, the **All Requirements Met** message is displayed. The general message is displayed to all students of that grade level. These messages are defined at the bottom of the **Class of Credit** tab in the **Graduation Requirements** screen.



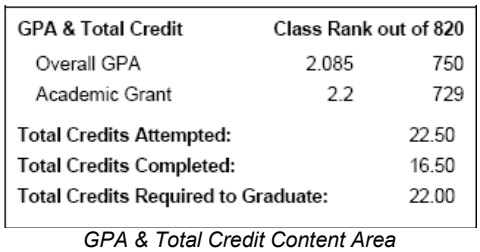

*Graduation Requirements Screen, Class of Credit Tab, Credit Messages*

To add an overall credit status message:

1. Go to **Synergy SIS > Grading > Setup Graduation Requirements**.
2. Click the **Class of Credit** tab.
3. Click the **Add** button in the **Credit Messages** section to add a new message line.
4. Select the **Grade** for the message.
5. Enter the overall message to be displayed in the **Message** box.
6. Click the **Save** button at the top of the screen.

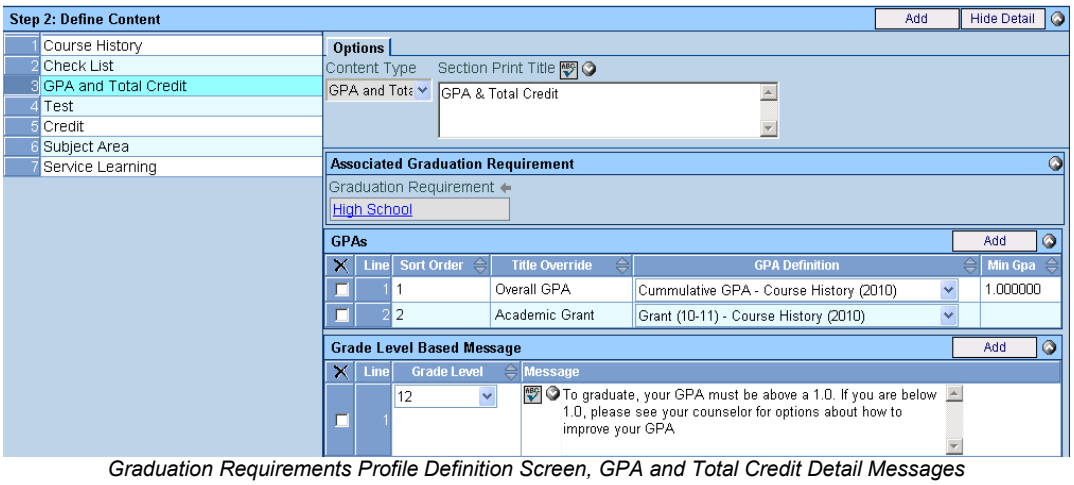
## GPA & Total Credit

In the GPA & Total Credit content box, there is one place to customize a message. The message appears at the bottom of the content box, and can be customized by the student's grade level.




*GPA & Total Credit Content Area*

This message is set through the detail area of the **GPA & Total Credit** content section on the **General Options** tab of the **Graduation Requirement Profile Definition** screen.




*Graduation Requirements Profile Definition Screen, GPA and Total Credit Detail Messages*

To add a grade level-based message:

1. Go to **Synergy SIS > Grading > Setup > Graduation Requirements Profile Definition**.
2. Click the **General Options** tab.
3. Click the **Show Detail** button for the **Define Content** section.
4. Click the **GPA and Total Credit** content.
5. Click the **Add** button to add a message line.
6. Select the **Grade Level**.
7. Enter the message in the **Message** box.
8. Click the **Save** button at the top of the screen.

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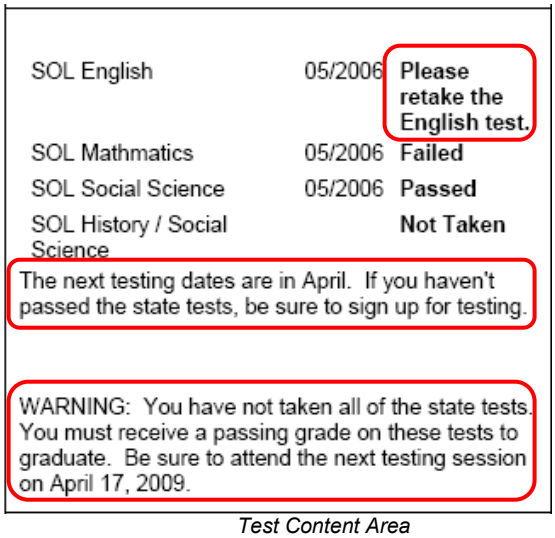
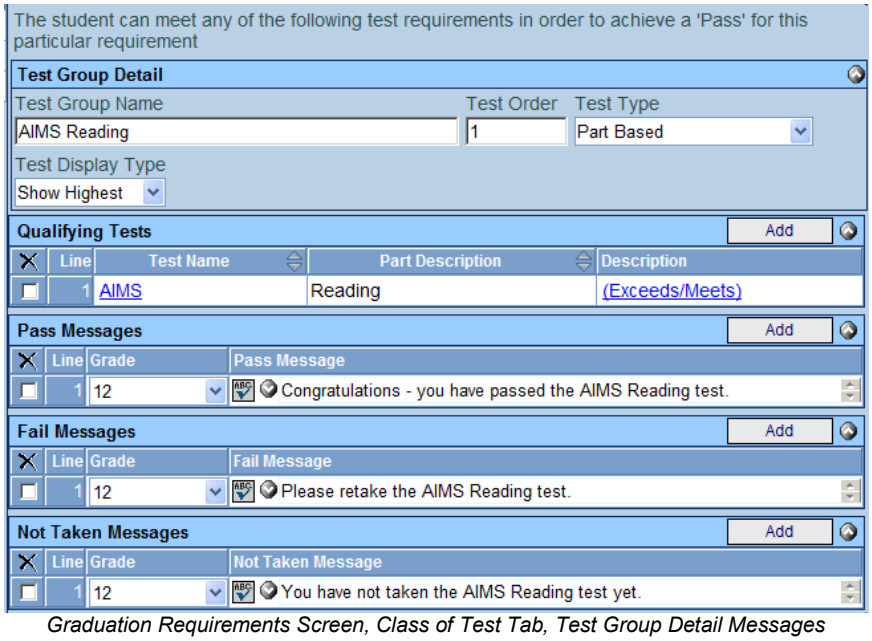
## Test

In the Test content box on the Graduation Check Report are three places to insert customized messages. The message indicating the Pass/Fail status of each test can be customized based on both the pass/fail status of the test and the grade level of the student. An overall message can be added just below the list of tests, customized by grade level. A final message can be placed at the bottom of the test box, customized by grade level and overall status of the tests.




*Test Content Area*

The message indicating the Pass/Fail status of the test is customized on the detail screen of the test on the **Class of Test Groups** tab of the **Graduation Requirements** screen. The messages can be customized for each grade level, and for each test status (pass, fail or not taken).

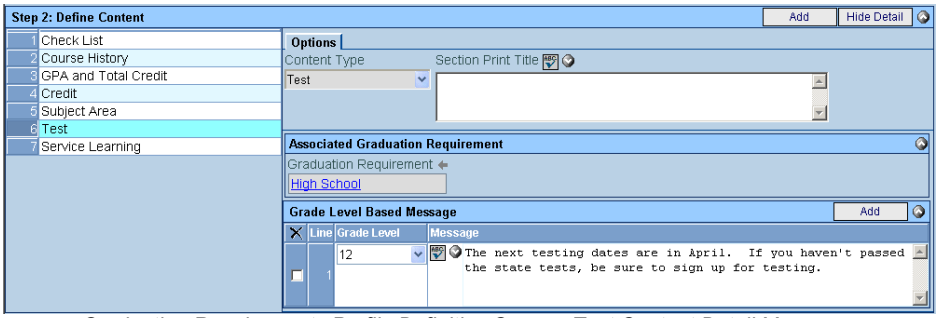



*Graduation Requirements Screen, Class of Test Tab, Test Group Detail Messages*

To define the Pass/Fail message for each test:

1. Go to **Synergy SIS > Grading > Setup > Graduation Requirements**.
2. Click the **Class of Test Groups** tab.
3. Click the **Show Detail** button.
4. Click the test.
5. To customize the messages by grade level, click the **Add** button in the **Pass Messages**, **Fail Messages** or **Not Taken Messages** section to add a message line.
6. Select the **Grade**.
7. Enter the message in the **Message** box. The default messages are Passed, Failed, and Not Taken. This message overrides these values for the specified grade level.
8. Click the **Save** button at the top of the screen.

The overall message is defined in the detail screen of the **Test** content on the **General Options** tab of the **Graduation Requirements Profile Definition** screen. This message is defined by grade level.




*Graduation Requirements Profile Definition Screen, Test Content Detail Messages*

To add a grade level-based message:

1. Go to **Synergy SIS > Grading > Setup > Graduation Requirements Profile Definition**.
2. Click the **General Options** tab.
3. Click the **Show Detail** button for the **Define Content** section.
4. Click the **Test** content.
5. Click the **Add** button to add a message line.
6. Select the **Grade Level**.
7. Enter the message in the **Message** box.
8. Click the **Save** button at the top of the screen.

The last message at the bottom of the box is defined at the bottom of the **Class of Test Groups** tab in the **Graduation Requirements** screen. This message can be customized by grade level, and also by the overall status of all tests. If all tests are completed, the **Pass Messages** display. If one or more test has not been taken, the **Not Taken Messages** display.

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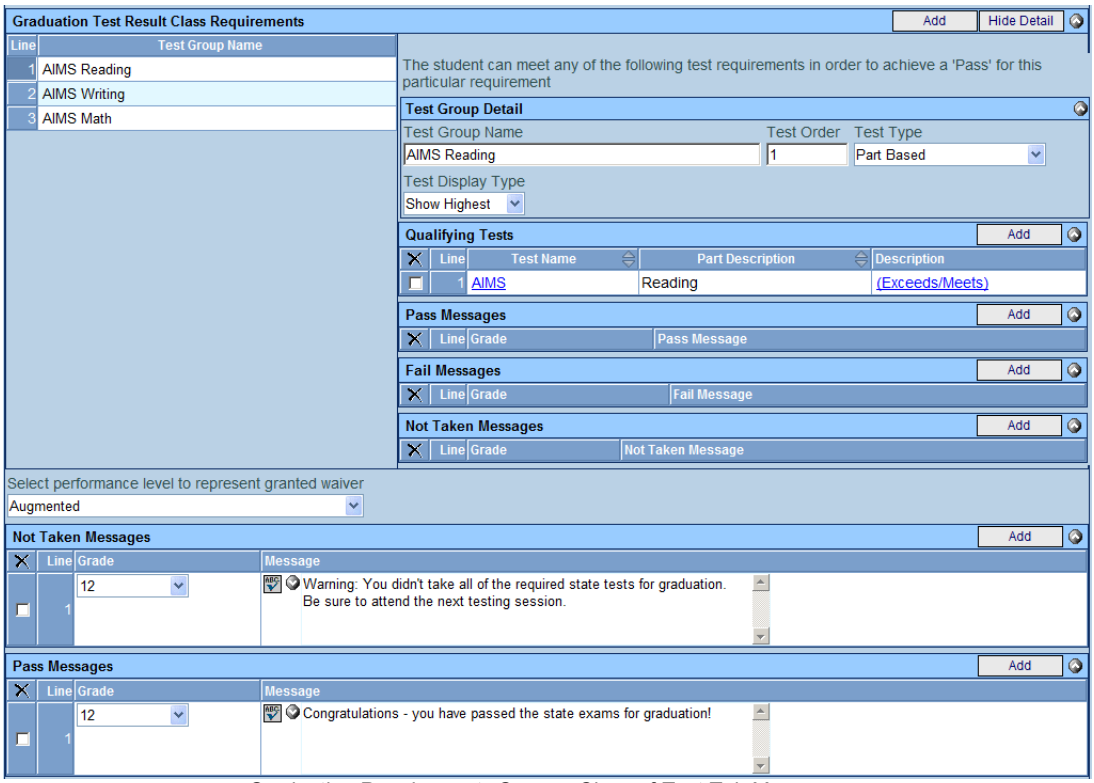


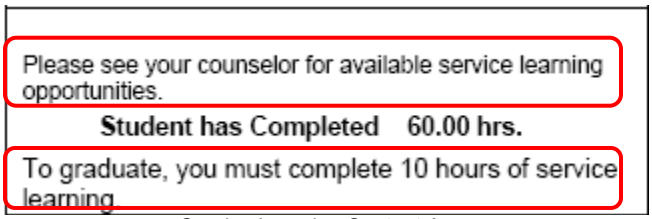

*Graduation Requirements Screen, Class of Test Tab Messages*

To define the overall test status messages:

1. Go to **Synergy SIS > Grading > Setup Graduation Requirements**.
2. Click the **Class of Test** tab.
3. To add a message for when at least one required test has not been taken, click the **Add** button in the **Not Taken Messages** section. To add a message for when all required tests have been passed, click the **Add** button in the **Pass Messages** section.
4. Select the **Grade** level for which the message should appear.
5. Enter the message to be displayed in the **Message** box.
6. Click the **Save** button at the top of the screen.

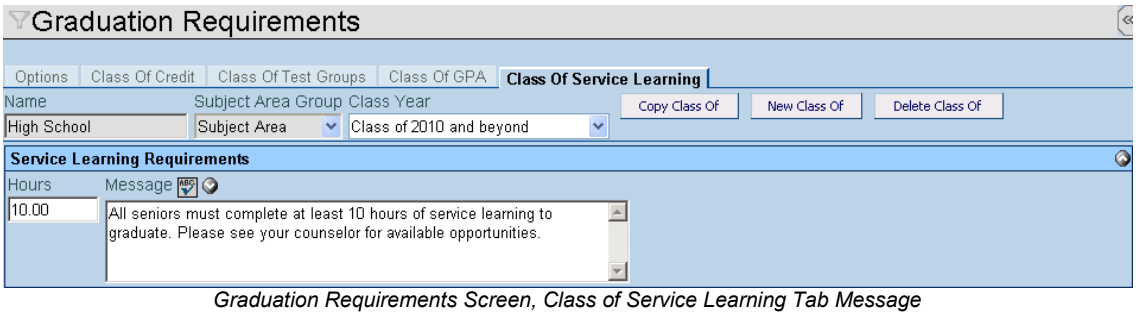
## Service Learning

In the Service Learning box are two places to display a message. One message displays on top of the summary of service learning hours and is shown to all students within a graduation class. The second message displays on the bottom of the service learning hours and is customized based on the grade level of the student.




*Service Learning Content Area*

The top message is defined on the **Class of Service Learning** tab in the **Graduation Requirements** screen, and can be customized to a specific graduation class.




*Graduation Requirements Screen, Class of Service Learning Tab Message*

To set up the top message:

1. Go to **Synergy SIS > Grading > Setup > Graduation Requirements**.
2. Click the **Class of Service Learning** tab.
3. Enter the message to be displayed in the **Message** box.
4. Click the **Save** button at the top of the screen.

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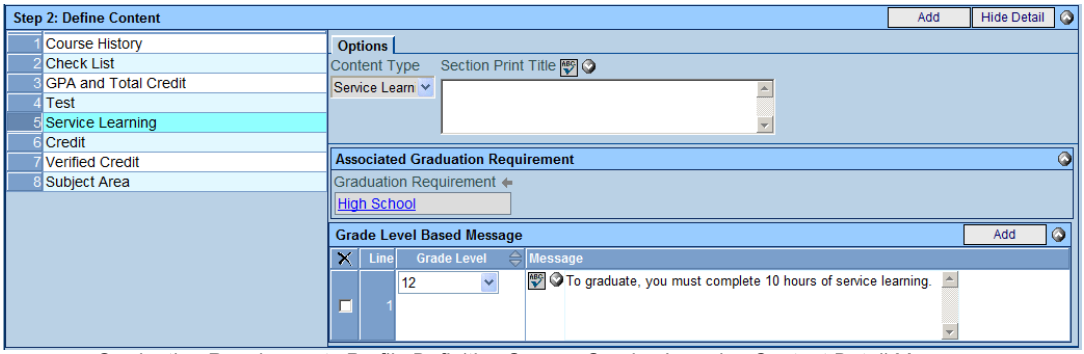
The bottom message is defined in the detail screen of the **Service Learning** content on the **General Options** tab of the **Graduation Requirements Profile Definition** screen. This message is specific to the grade level of the student.




*Graduation Requirements Profile Definition Screen, Service Learning Content Detail Messages*

To add a grade level-based message:

1. Go to **Synergy SIS > Grading > Setup > Graduation Requirements Profile Definition**.
2. Click the **General Options** tab.
3. Click the **Show Detail** button for the **Define Content** section.
4. Click the **Service Learning** content.
5. Click the **Add** button to add a message line.
6. Select the **Grade Level**.
7. Enter the message in the **Message** box.
8. Click the **Save** button at the top of the screen.

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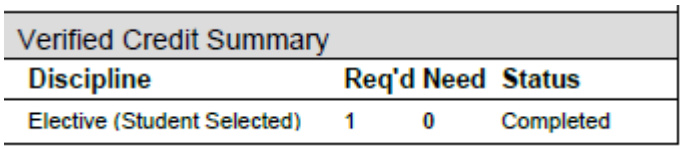
### Verified Credit

In the Verified Credit box, a message can be displayed at the bottom, customized for the grade level of the student.

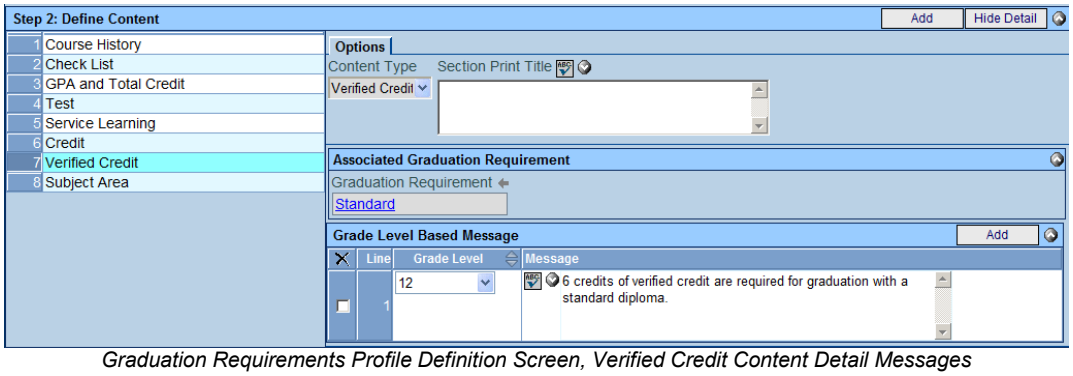


Verified Credit Summary

| Discipline | Req'd | Need | Status |
|---|---|---|---|
| Elective (Student Selected) | 1 | 0 | Completed |

*Verified Credit Content Area*

The message is defined in the detail screen of the **Verified Credit** content on the **General Options** tab of the **Graduation Requirements Profile Definition** screen.




*Graduation Requirements Profile Definition Screen, Verified Credit Content Detail Messages*

To add a grade level-based message:

1. Go to **Synergy SIS > Grading > Setup > Graduation Requirements Profile Definition**.
2. Click the **General Options** tab.
3. Click the **Show Detail** button for the **Define Content** section.
4. Click the **Verified Credit** content.
5. Click the **Add** button to add a message line.
6. Select the **Grade Level**.
7. Enter the message in the **Message** box.
8. Click the **Save** button at the top of the screen.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# Chapter Twelve: SECURITY

This chapter covers:

- GPA Definition Security
- District GPA Types Security
- School GPA Types Security
- Non-District School Security
- Student Course History Security
- CTE Programs Security
- Update Student CTE Security
- Student CTE Security
- Service Learning Setup Security
- Student Service Learning Security
- Graduation Requirements Security
- Career Plan Security
- Career Plan Course Group Security
- Student Career Plan Security

- Update Student Course History Security
- Student School Attended History Security
- Student Transcript Options Security
- Graduation Requirement Profile Definition Security

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## ► Course History Reports Security


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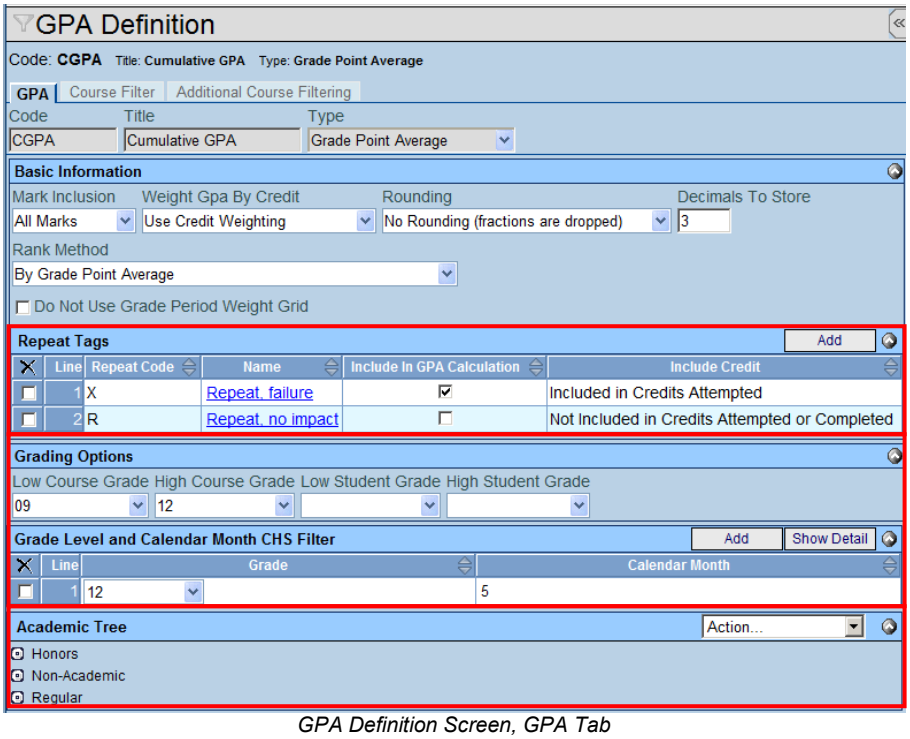
Security for each of the screens discussed in this guide is defined in **Synergy SIS > System > Security > PAD Security** and **Synergy SIS > System > Security > Security Definition**. How each of these screens works and how security is defined is covered in detail in the *Synergy SIS – Security Administrator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

# GPA Definition Security

The entire **GPA** tab of **Synergy SIS > Grading > Setup > GPA Definition** can be secured using:

**K12.GradingInfo.GPAInfo.Setup.GPADef**



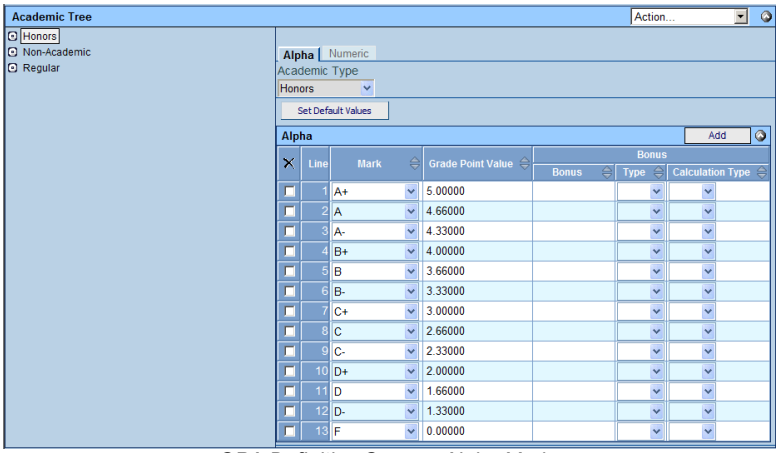

*GPA Definition Screen, GPA Tab*

To secure only parts of the **GPA** tab, use these security nodes:

- **K12.CourseHistoryInfo.RepeatTagGpaLst** – controls the **Repeat Tags** section
- **K12.GradingInfo.GPAInfo.Setup.GPADefGrdFilter** – controls the **Grade Level and Calendar Month CHS Filter** section
- **K12.GradingInfo.GPAInfo.Setup.AcademicAddTypeUI** – controls addition of academic tree types
- **K12.GradingInfo.GPAInfo.Setup.GPADefAca** – controls deletion of academic tree types

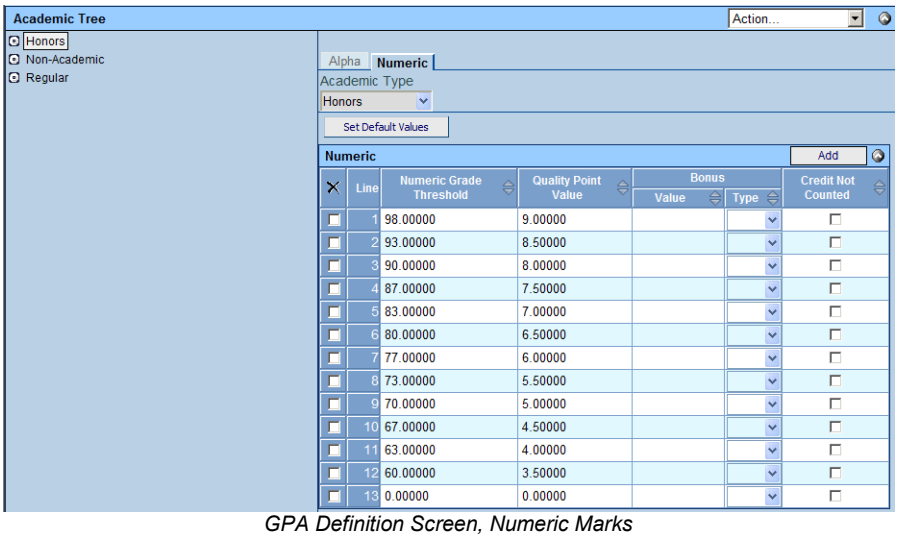
To further secure the **Academic Tree**:

- **K12.GradingInfo.GPAInfo.Setup.GPADefAcaMark** controls the **Alpha** marks.




*GPA Definition Screen, Alpha Marks*

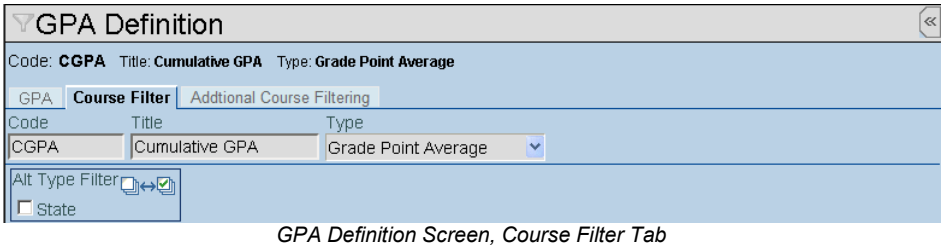
- **K12.GradingInfo.GPAInfo.Setup.GPADefAcaMarkNum** controls the **Numeric** marks.




*GPA Definition Screen, Numeric Marks*

The second tab of **GPA Definition**, **Course Filter**, is controlled by the following node:

**K12.GradingInfo.GPAInfo.Setup.GPADefAlt**




*GPA Definition Screen, Course Filter Tab*

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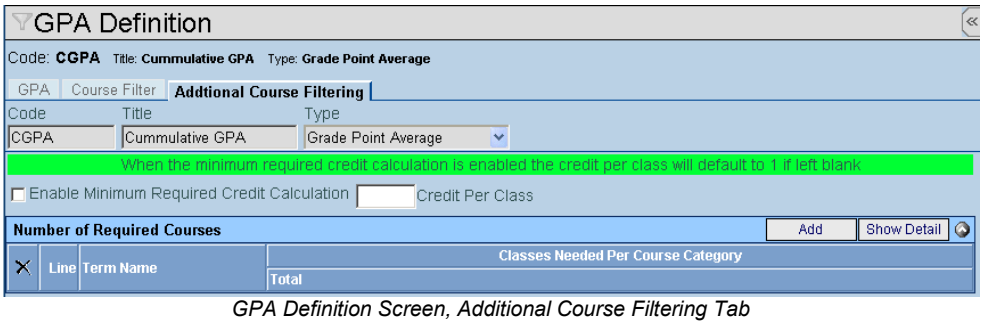
The last tab of the **GPA Definition**, **Additional Course Filtering**, is controlled by the following node:

**K12.GradingInfo.GPAInfo.Setup.GPADefTermsLst**




*GPA Definition Screen, Additional Course Filtering Tab*

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

- K12.GradingInfo.GPAInfo.Setup.GPADefTerms
- K12.GradingInfo.GPAInfo.Setup.GPADefUI
- K12.GradingInfo.GPAInfo.Setup.UpdateGPA
- K12.GradingInfo.GPAInfo.GPAHelper
- K12.GradingInfo.GPAInfo.GradeRollover
- K12.GradingInfo.GPAInfo.SchoolYearGPARun
- K12.GradingInfo.GPAInfo.StudentGPA
- K12.GradingInfo.GPAInfo.UpdateGPA
- K12.GradingInfo.GPAInfo.Setup.AcademicTypeUI
- K12.GradingInfo.GPAInfo.Setup.GradeCalcGrid
- K12.GradingInfo.GPAInfo.Setup.GradeCourseCBL

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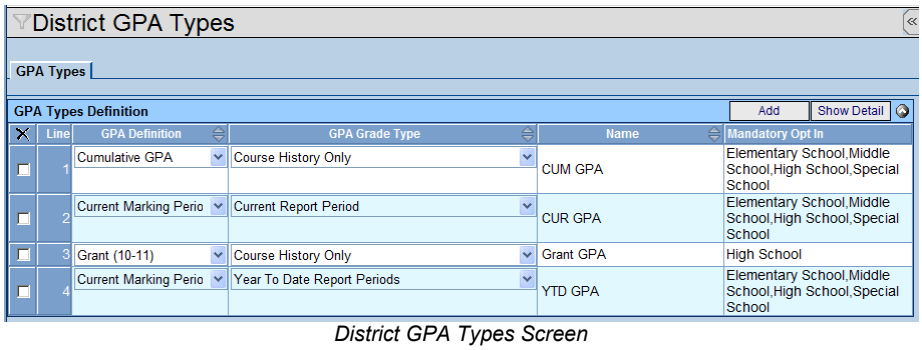
# District GPA Types Security

You secure the entire **Synergy SIS > Grading > Setup > District GPA Types** screen using:

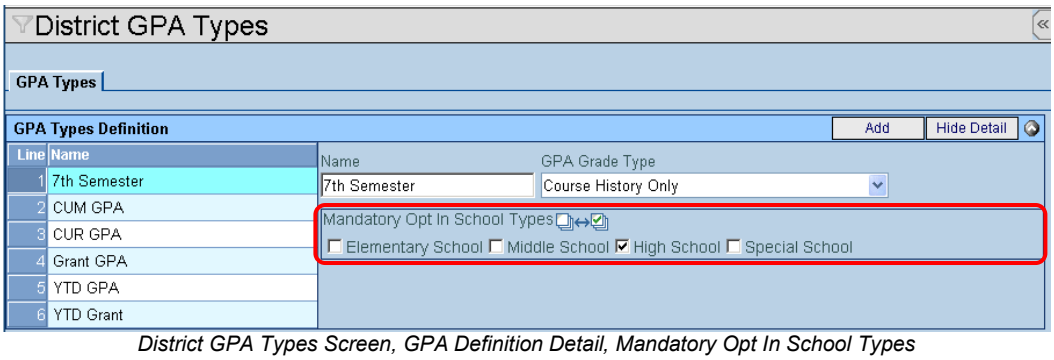
**K12.GradingInfo.GPAInfo.Setup.GPADefType**




*District GPA Types Screen*

A sub-area that has its own security node is the **Mandatory Opt In School Types** section, found on the detail screen of the **GPA Types Definition**. This section is secured by the following node:

**K12.GradingInfo.GPAInfo.Setup.GPADefTypeSchoolType**




*District GPA Types Screen, GPA Definition Detail, Mandatory Opt In School Types*

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

- K12.GradingInfo.GPAInfo.Setup.GPADefTypeUI

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# SCHOOL GPA TYPES SECURITY

You secure the entire **Synergy SIS > Grading > Setup > School GPA Types** screen using:

**K12.GradingInfo.GPAInfo.Setup.GPADefTypeGrid**

School GPA Types

School Name: **Hope (HS1)** School Year: **2007-2008**

School GPA Types

School GPA Types

| Line | Used In School | GPA Definition | GPA Grade Type | Name |
|---|---|---|---|---|
| 1 | ☑ | Cumulative GPA 7th Semester | Course History Only | 7th Semester |
| 2 | ☑ | Cumulative GPA | Course History Only | CUM GPA |
| 3 | ☑ | Current Marking Period | Current Report Period | CUR GPA |
| 4 | ☑ | Academic Grant | Course History Only | Grant GPA |
| 5 | ☑ | Current Marking Period | Year To Date Report Periods | YTD GPA |
| 6 | ☑ | Academic Grant | Year To Date Report Periods | YTD Grant |

*School GPA Types Screen*

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

- K12.GradingInfo.GPAInfo.Setup.SchoolGPADefType

# NON-DISTRICT SCHOOL SECURITY

**Synergy SIS > System > Setup > Non-District School** is not controlled by any security node.

Non-District School

Non-District School: **State University** School Type: **University**

Non-District School

Non-District School: State University

Filter Type

School Info

Federal School Code

State School Code

School Type: University

Address Info

Address: 123 Main

Address 2

City: Big City

State: AZ

ZipCode: 85004

+4

Phone Info

Phone

Alt. Phone

Phone Type

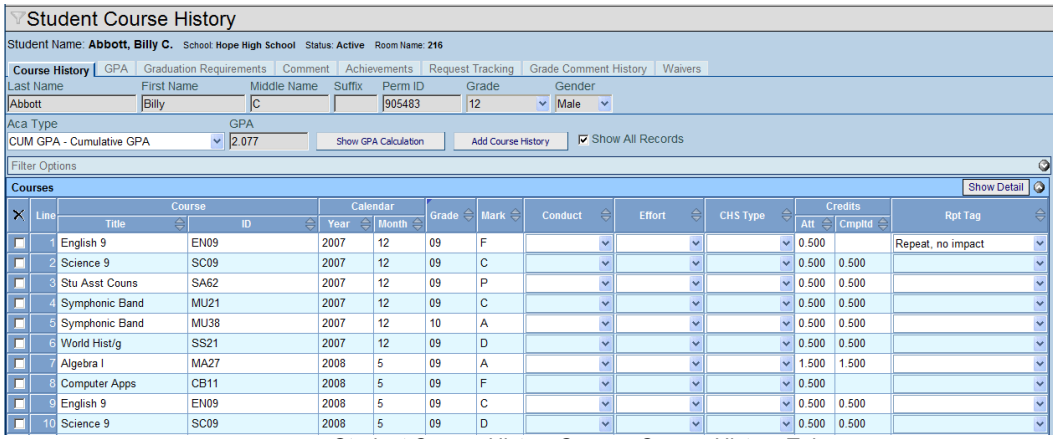
Phone Type

*Non-District School Screen*

# STUDENT COURSE HISTORY SECURITY

**Synergy SIS > Course History > Student Course History** has tabs that can be locked down. For the **Course History** tab, the node is:

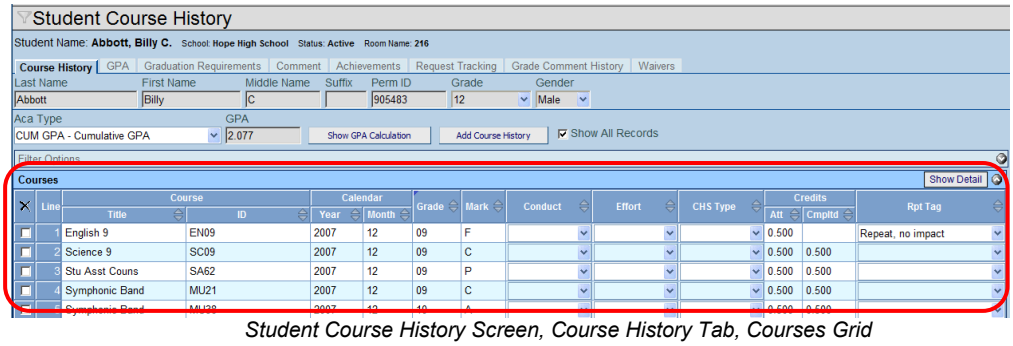
**K12.CourseHistoryInfo.StudentCourseHistory**




*Student Course History Screen, Course History Tab*

The **Courses** grid and its corresponding detail can be controlled separately using the following node:

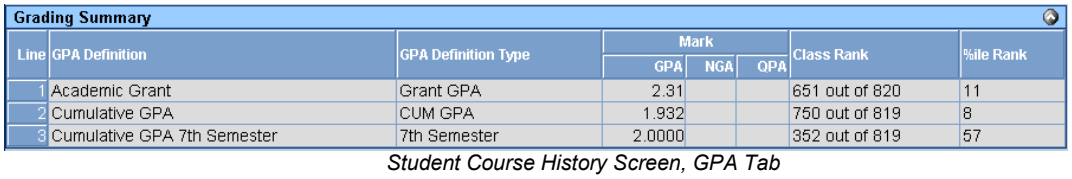
**K12.CourseHistoryInfo.StudentCourseHistoryGrid**




*Student Course History Screen, Course History Tab, Courses Grid*

The **GPA** tab is controlled by:

**K12.CourseHistoryInfo.CourseHistoryGPAGrid**



Grading Summary

| Line | GPA Definition | GPA Definition Type | Mark | | | Class Rank | %ile Rank |
|---|---|---|---|---|---|---|---|
| | | | GPA | NGA | QPA | | |
| 1 | Academic Grant | Grant GPA | 2.31 | | | 651 out of 820 | 11 |
| 2 | Cumulative GPA | CUM GPA | 1.932 | | | 750 out of 819 | 8 |
| 3 | Cumulative GPA 7th Semester | 7th Semester | 2.0000 | | | 352 out of 819 | 57 |

*Student Course History Screen, GPA Tab*

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The **Graduation Requirements** tab has three sections in the security definition. The top section controls the **Course Credit Requirements**:

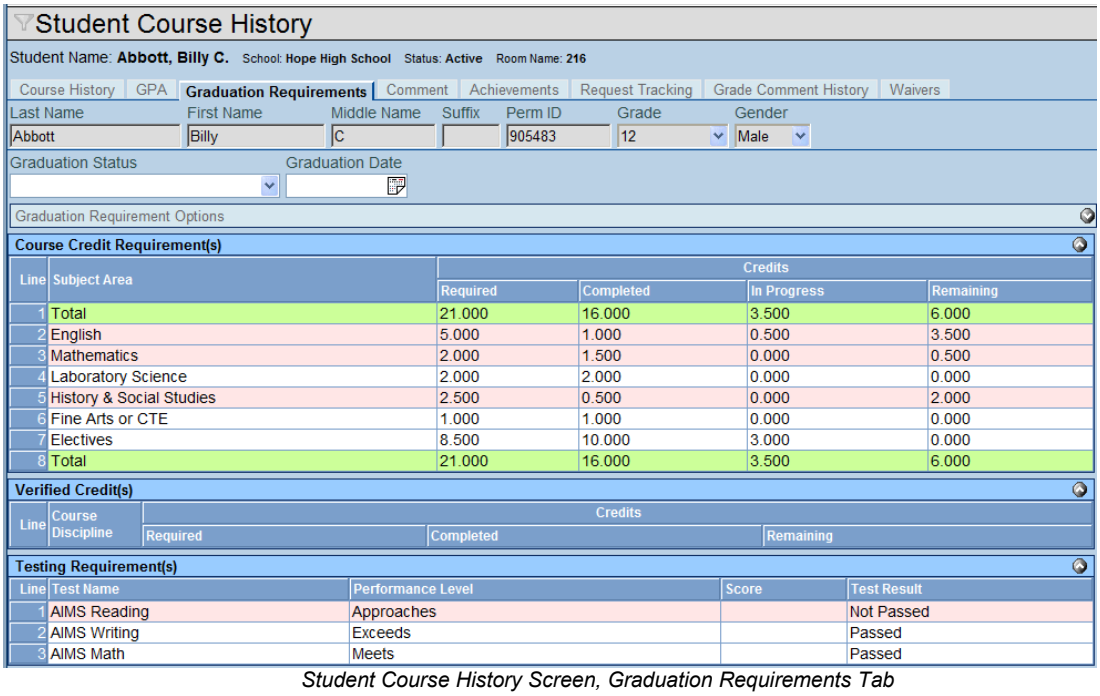
**K12.CourseHistoryInfo.StudentCourseHistoryGradReqGrid**

The middle section controls the **Verified Credits:**

**K12.CourseHistoryInfo.StudentCourseHistoryGradReqVCGrid**

The bottom section controls the **Testing Requirements**:

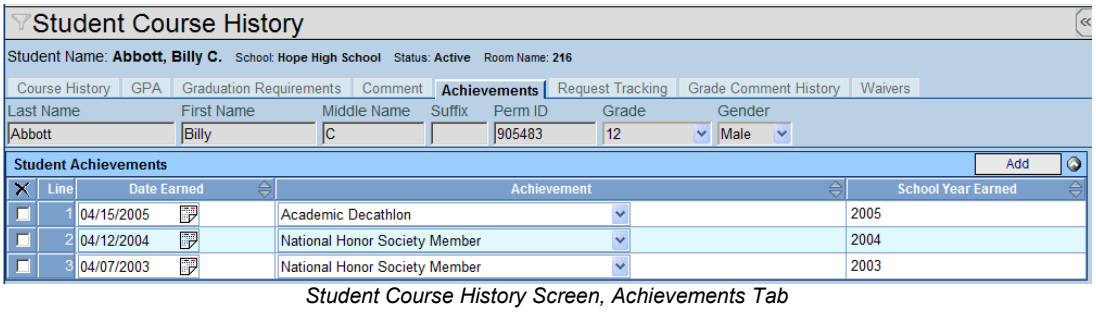
**K12.CourseHistoryInfo.StudentCourseHistoryGradReqTestGrid**




*Student Course History Screen, Graduation Requirements Tab*

The entire **Achievements** tab is controlled by:

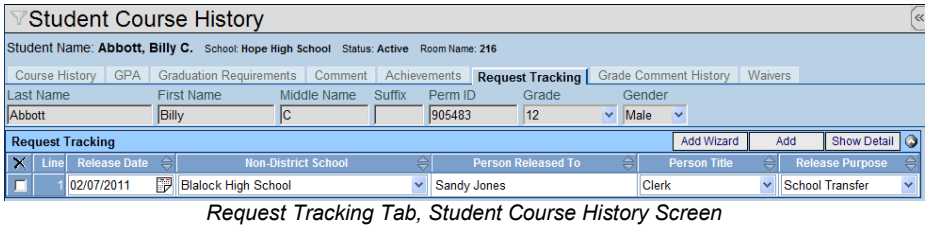
**K12.CourseHistoryInfo.StudentAchievement**




*Student Course History Screen, Achievements Tab*

The entire **Request Tracking** tab is controlled by:

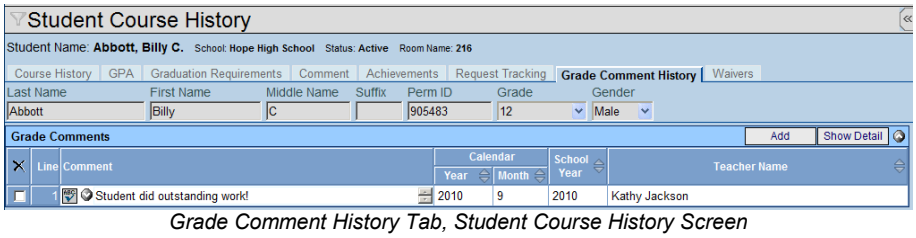
**K12.CourseHistoryInfo.StudentRequestTracking**




*Request Tracking Tab, Student Course History Screen*

The entire **Grade Comment History** tab is controlled by:

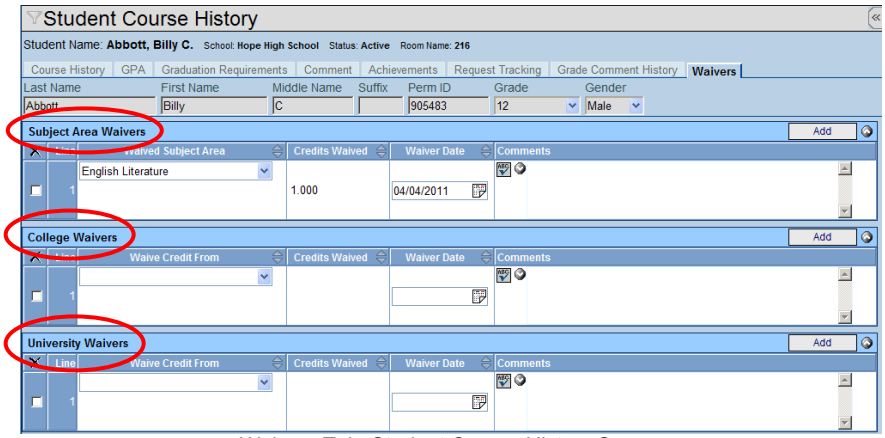
**K12.CourseHistoryInfo.StudentGradeCommentHistory**




*Grade Comment History Tab, Student Course History Screen*

The **Waivers** tab is controlled by three security nodes:

- **K12.CourseHistoryInfo.StudentCourseHistoryWaiverArea** controls the Subject Area Waivers section
- **K12.CourseHistoryInfo.StudentCourseHistoryWaiverColl** controls the College Waivers section
- **K12.CourseHistoryInfo.StudentCourseHistoryWaiverUniv** controls the University Waivers section




*Waivers Tab, Student Course History Screen*

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

- K12.CourseHistoryInfo.StudentCourseHistoryUI
- K12.CourseHistoryInfo.StudentCourseHistoryVCTestGrid
- K12.CourseHistoryInfo.StudentCourseHistoryVCUpdateUI

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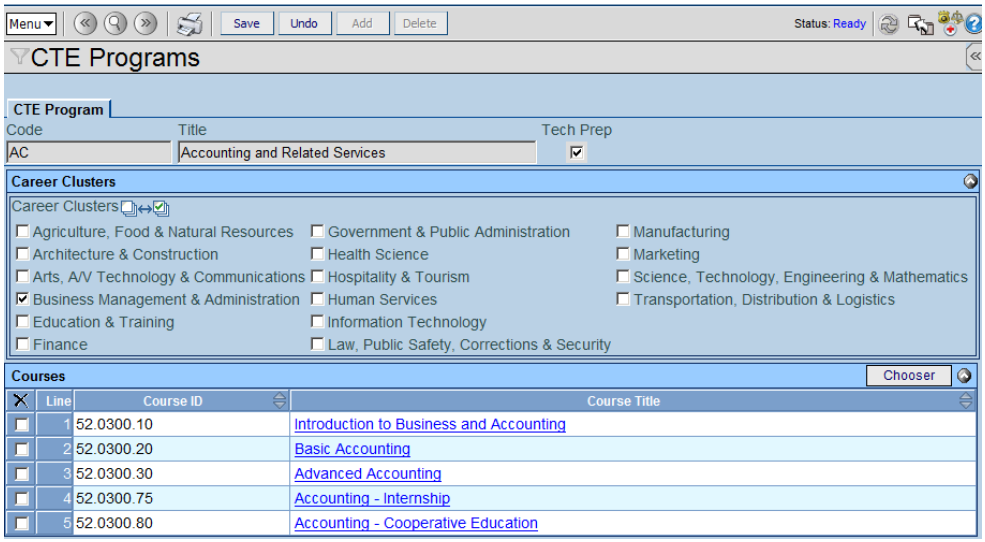
# CTE PROGRAMS SECURITY

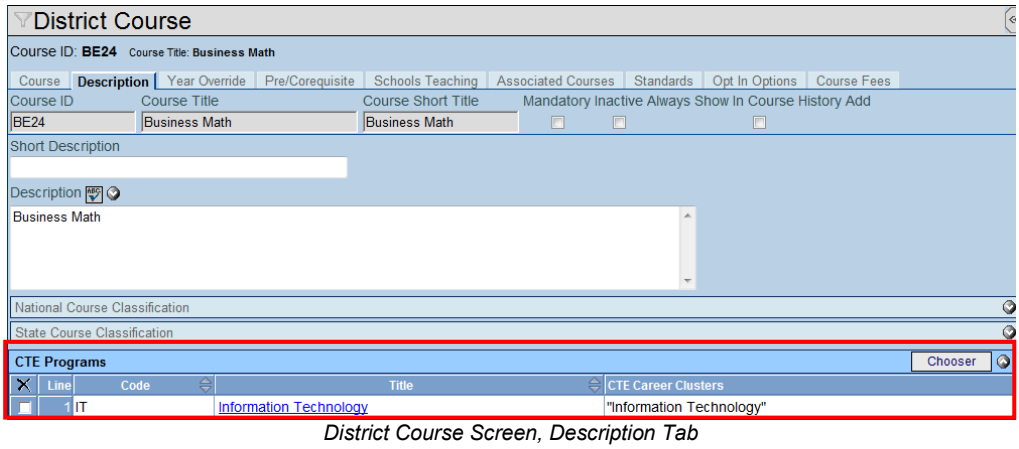
**Synergy SIS > Course > CTE Programs** is controlled by the following areas in the **Security Definition** screen:

- **K12.CourseInfo.CTEProgram** controls the **Code**, **Title**, **Tech Prep**, **Grant Funded**, **Inactive**, and the adding and deleting of programs.
- **K12.CourseInfo.CTEProgramCareerCluster** controls the **Career Clusters** section.
- **K12.CourseInfo.CTEProgramToCourse** controls the **Courses** grid.




*CTE Programs Screen*

The node **K12.CourseInfo.CourseToCTEProgram** controls the section showing the CTE programs assigned to a district course on the **Description** tab of the **District Course** screen.




*District Course Screen, Description Tab*

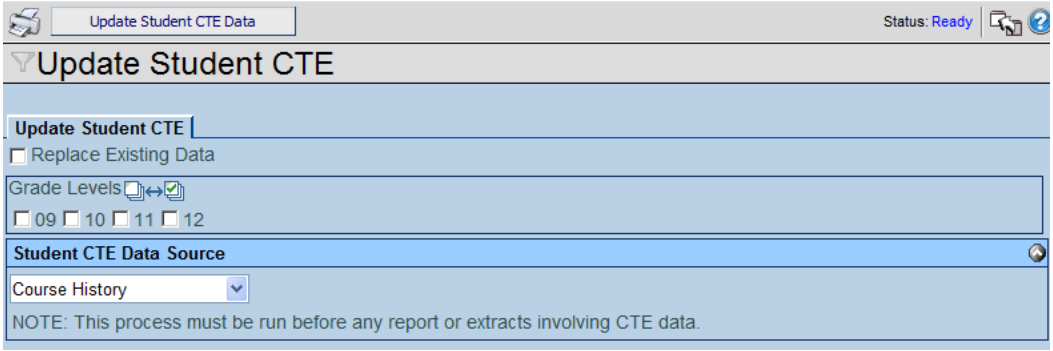
The following security node does not provide a visible change in security on the screens:

- K12.CourseInfo.CTEProgramUI

# UPDATE STUDENT CTE SECURITY

**Synergy SIS > Course History > Update Student CTE** is controlled by the following area in the **Security Definition** screen:

**K12.CourseHistoryInfo.StudentCTEUpdate**

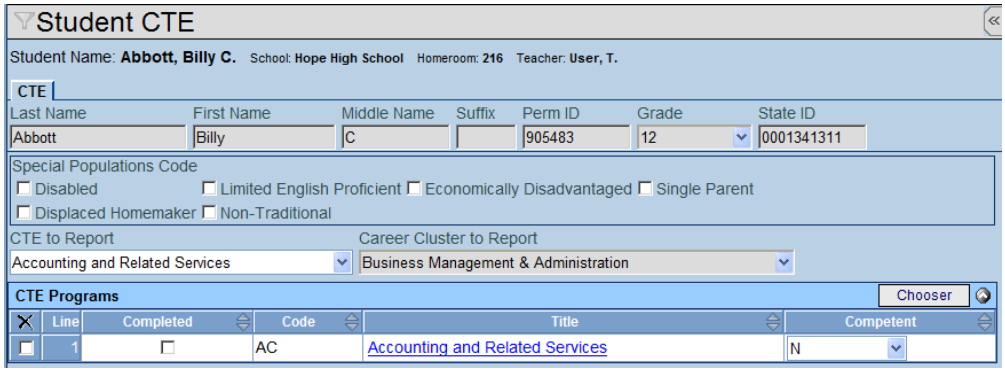



*Update Student CTE Screen*

# STUDENT CTE SECURITY

**Synergy SIS > Course History > Service Learning Setup** is controlled by the following areas in the **Security Definition** screen:

- **K12.CourseHistoryInfo.StudentCTE** controls the **CTE to Report** and **Career Cluster To Report** fields.
- **K12.CourseHistoryInfo.StudentCTESpcPopCd** controls the **Special Populations Code** section.
- **K12.CourseHistoryInfo.StudentCTEProgram** controls the **CTE Programs** grid.




*Student CTE Screen*

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

- K12.CourseHistoryInfo.StudentCTEUI

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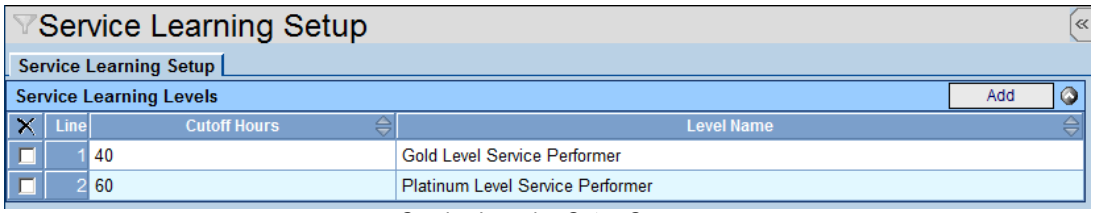
# SERVICE LEARNING SETUP SECURITY

**Synergy SIS > Course History > Setup > Service Learning Setup** is controlled by the following area in the **Security Definition** screen:

**K12.ServiceLearningInfo.Setup.ServiceLearningLevel**



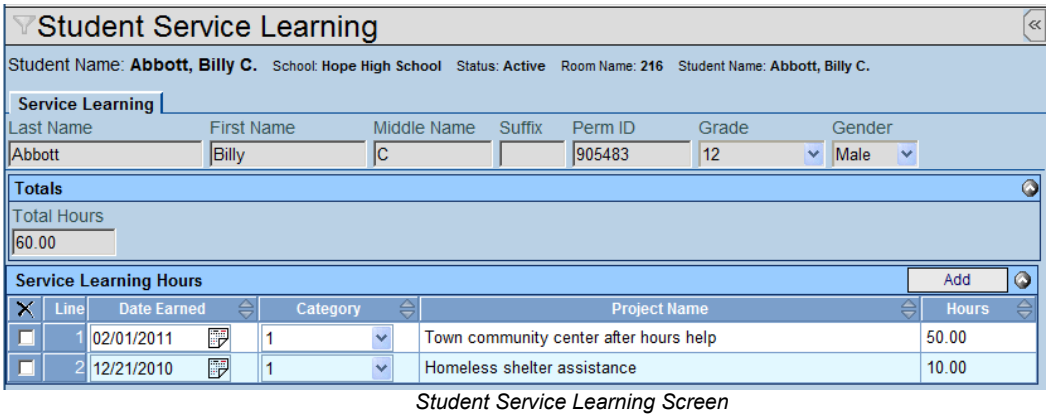

*Service Learning Setup Screen*

The **K12.ServiceLearningInfo.Setup.ServiceLearningLevelUI** option does not impact the security of this screen.

# STUDENT SERVICE LEARNING SECURITY

**Synergy SIS > Course History > Student Service Learning** is controlled by the following area in the **Security Definition** screen:

**K12.ServiceLearningInfo.StudentServiceLearning**




*Student Service Learning Screen*

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

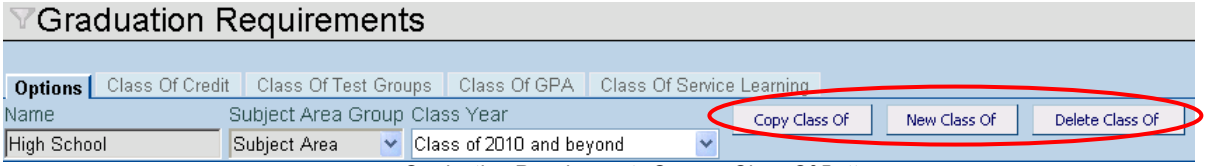
- K12.ServiceLearningInfo.StudentServiceLearningTotals
- K12.ServiceLearningInfo.StudentServiceLearningUI

# GRADUATION REQUIREMENTS SECURITY

**Synergy SIS > Grading > Setup > Graduation Requirements** does not have a single node that controls the entire screen. Each tab and section of each tab is controlled by a separate security node.

**New Class Of**, **Copy Class Of** andr **Delete Class Of** are controlled by:

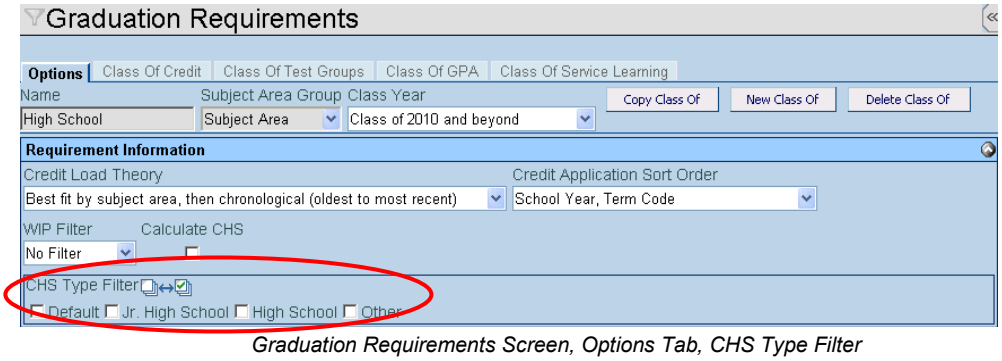
**K12.GradeInfo.GradReqInfo.GradReqDefYear**




*Graduation Requirements Screen, Class Of Buttons*

The **Options** tab is separated into two sections. The top section, which includes everything except the **CHS Type Filter**, can be modified using:

**K12.GradeInfo.GradReqInfo.GradReqDef**




*Graduation Requirements Screen, Options Tab, CHS Type Filter*

The **CHS Type Filter** is controlled by:

**K12.GradeInfo.GradReqInfo.GradReqDefCourseHistoryType**

The **Class of Credit** tab is controlled by numerous security nodes. Each section is controlled as follows:

- **Default Subject Area**

  K12.GradeInfo.GradReqInfo.GradRequirementsUI

- **Graduation Credit Class Requirements**

  K12.GradeInfo.GradReqInfo.GradReqDefSubYear

- **Alt Types**

  K12.GradeInfo.GradReqInfo.GradReqDefYearAlt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- **Passing Marks**

  K12.GradeInfo.GradReqInfo.GradReqDefYearMarkLst

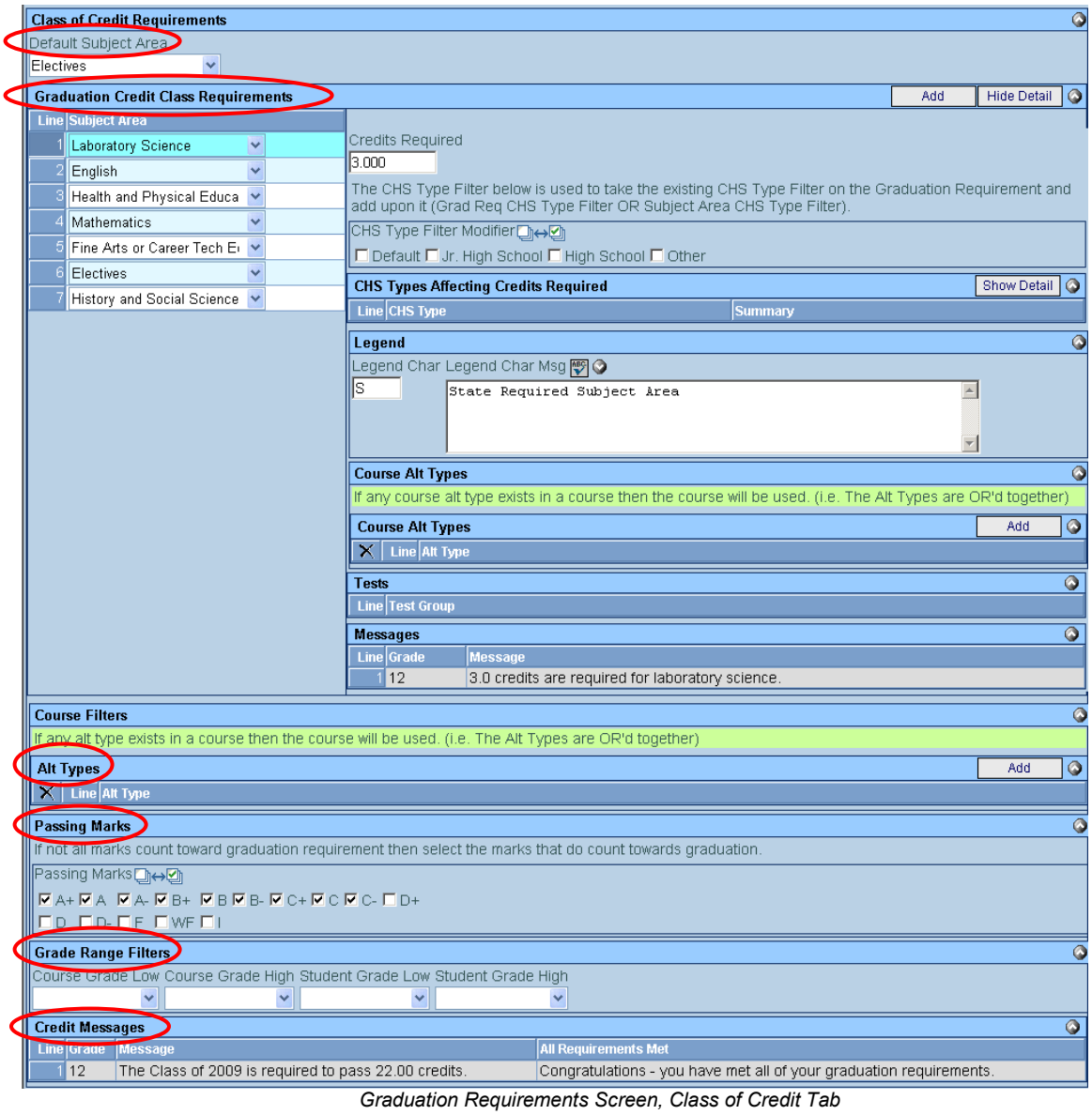
- **Grade Range Filters -** the **Course Grade Low** and **Course Grade High** fields only

  K12.GradeInfo.GradReqInfo.GradRequirementsUI

- **Credit Messages**

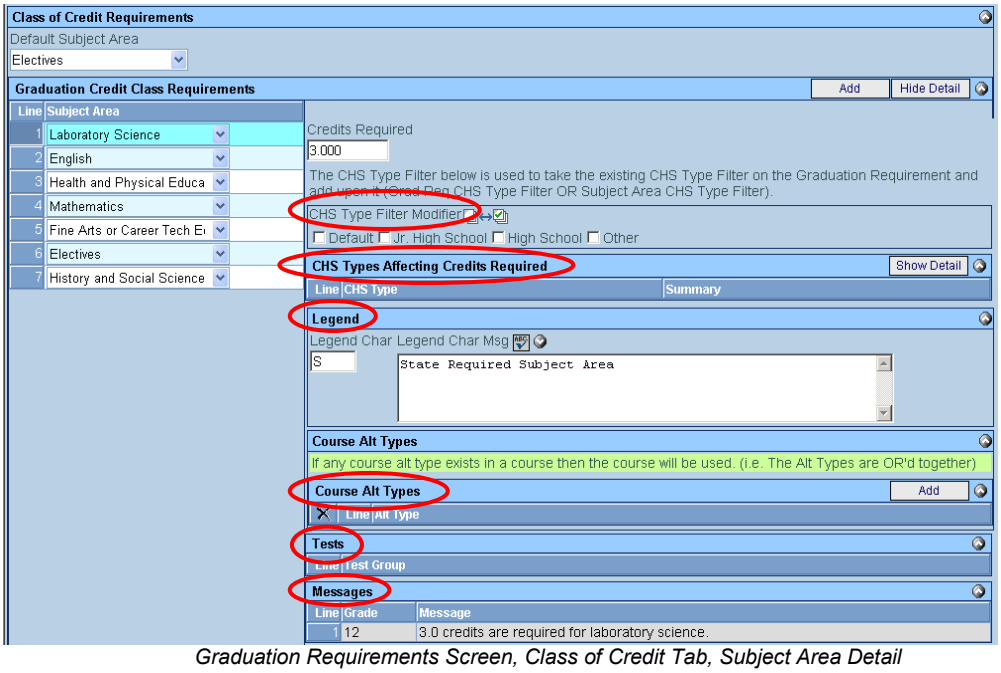
  K12.GradeInfo.GradReqInfo.GradReqDefYearMsgGeneric

> **Caution:** The **Default Subject Area** and **Grade Range Filters** are controlled by the same security node that controls the **Class of GPA** and the **Class of Service Learning** tabs.




*Graduation Requirements Screen, Class of Credit Tab*

The detail area of each subject area under the **Graduation Credit Class Requirements** also has separate security nodes for each section. The nodes used are as follows:




*Graduation Requirements Screen, Class of Credit Tab, Subject Area Detail*

- **CHS Type Filter Modifier**

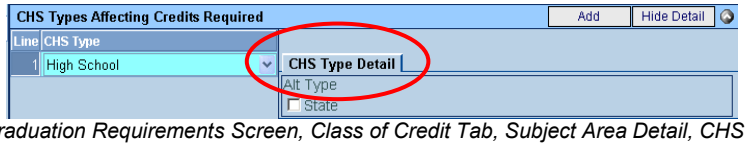
  K12.GradeInfo.GradReqInfo.GradReqDefYearSubCHSType

- **CHS Types Affecting Credits Required**

  K12.GradeInfo.GradReqInfo.GradReqDefYearSubCrdReqCHSType

- The detail for **CHS Types Affecting Credits Required**

  K12.GradeInfo.GradReqInfo.GradReqDefYearSubCrdReqCHSTypeAlt




*Graduation Requirements Screen, Class of Credit Tab, Subject Area Detail, CHS Type Detail*

- **Legend** (this node is the same node that controls entire subject area grid)

  K12.GradeInfo.GradReqInfo.GradReqDefSubYear

- **Course Alt Types**

  K12.GradeInfo.GradReqInfo.GradReqDefYearSubAlt

- **Tests**

  K12.GradeInfo.GradReqInfo.GradReqDefYearSubTest

- **Messages**

  K12.GradeInfo.GradReqInfo.GradReqDefYearSubMsg

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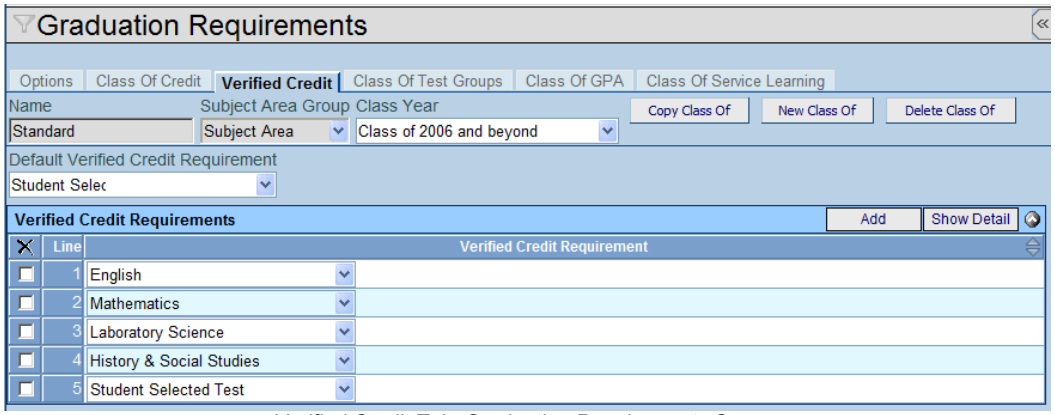
The **Verified Credit** tab is controlled by the security node:

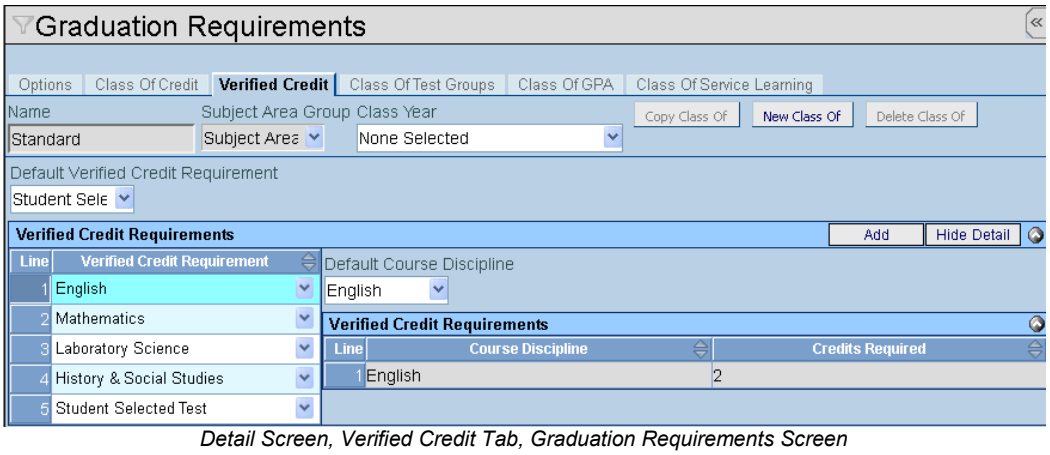
**K12.GradeInfo.GradReqInfo.GradReqDefVC**




*Verified Credit Tab, Graduation Requirements Screen*

The detail screen of the **Verified Credit** tab, where course disciplines are assigned, is controlled by the security node:

**K12.GradeInfo.GradReqInfo.GradReqDefVCDiscipline**




*Detail Screen, Verified Credit Tab, Graduation Requirements Screen*

The **Class of Test Groups** tab is divided into three main sections, each controlled by a different security node. The sections and their corresponding security nodes are:

- **Graduation Test Result Class Requirements**

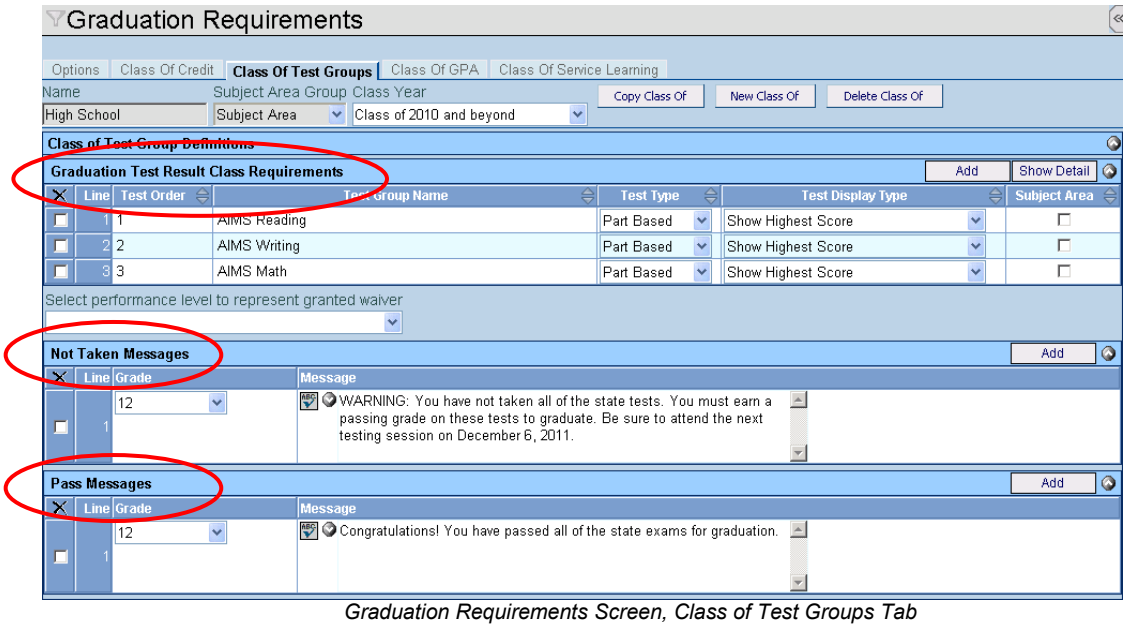
  K12.GradeInfo.GradReqInfo.GradReqDefTestGroupYear

- **Not Taken Messages**

  K12.GradeInfo.GradReqInfo.GradReqDefYearMsgNoTestsTaken

- **Pass Messages**

  K12.GradeInfo.GradReqInfo.GradReqDefYearMsgAllTestsPassed




*Graduation Requirements Screen, Class of Test Groups Tab*

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The **Graduation Test Result Class Requirements** section is further broken down into areas in the detail of each test. The **Test Group Detail** has four sections with separate security nodes. The sections and their corresponding node are:

- **Qualifying Tests**

  K12.GradeInfo.GradReqInfo.GradReqDefTestGroupYearTest

- **Pass Messages**

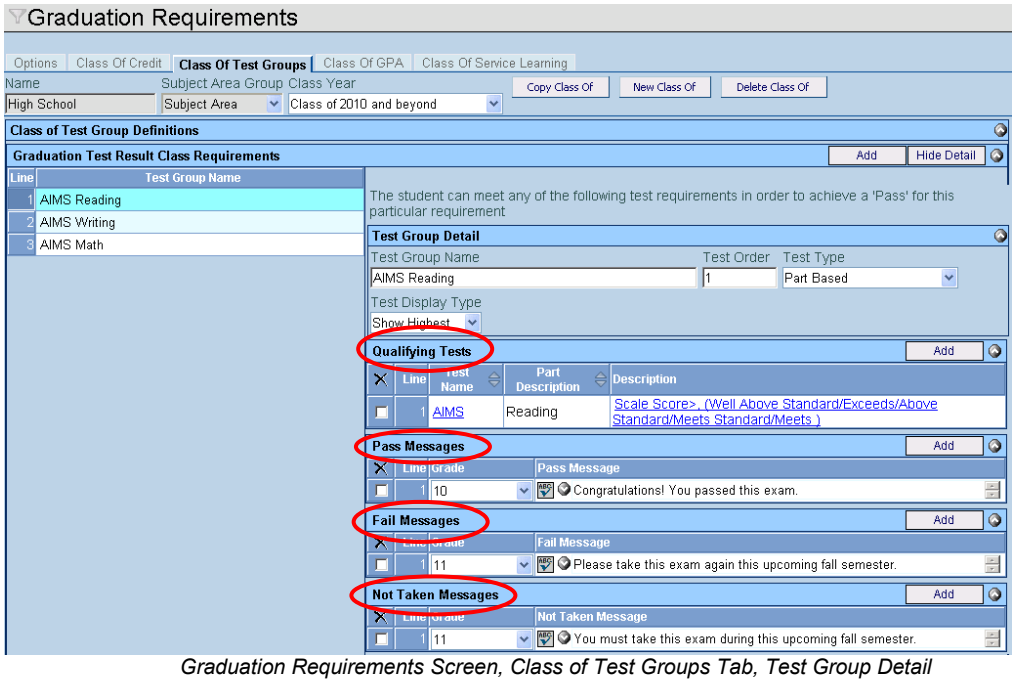
  K12.GradeInfo.GradReqInfo.GradReqDefYearTestMsgPass

- **Fail Messages**

  K12.GradeInfo.GradReqInfo.GradReqDefYearTestMsgFail

- **Not Taken Messages**

  K12.GradeInfo.GradReqInfo.GradReqDefYearTestMsgNotTaken




*Graduation Requirements Screen, Class of Test Groups Tab, Test Group Detail*

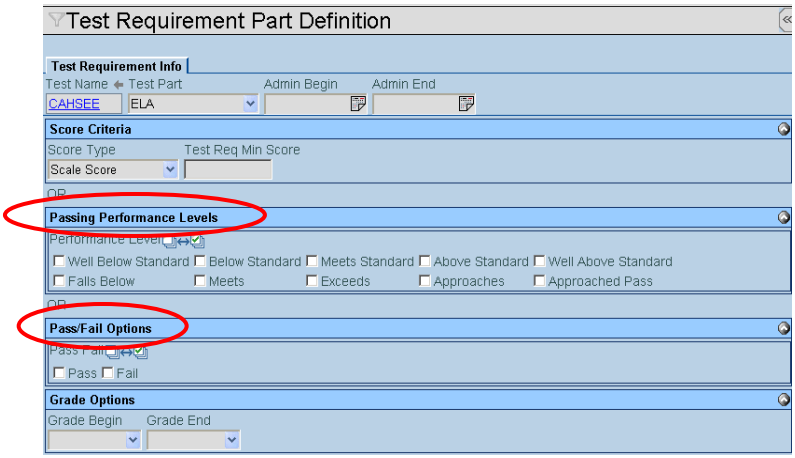
When a Qualifying Test is added by clicking on the **Add** button or a Qualifying Test is edited by clicking the **Score** in the **Descriptio**n column, a separate screen called the **Test Requirement Part Definition** is used. The **Test Requirement Part Definition** also has two sections with their own security definitions. The sections and their corresponding security node are:

- **Passing Performance Levels**

  K12.GradeInfo.GradReqInfo.GradReqDefTestGroupYearTestPerfLst

- **Pass/Fail Options**

  K12.GradeInfo.GradReqInfo.GradReqDefTestGroupYearTestPassLst




*Test Requirements Part Definition Screen*

Note that the **Score Criteria** and the **Grade Options** are controlled by the **Qualifying Test** security node – K12.GradeInfo.GradReqInfo.GradReqDefTestGroupYearTest.

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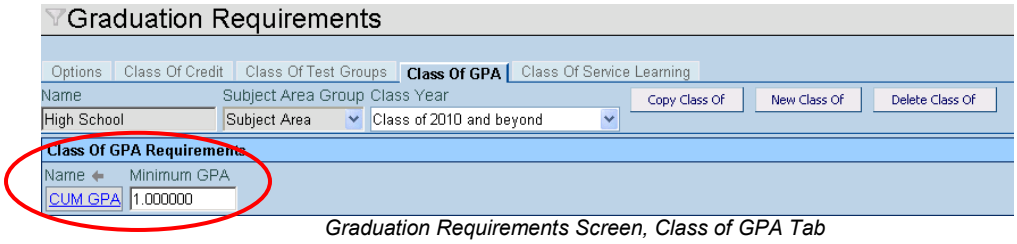
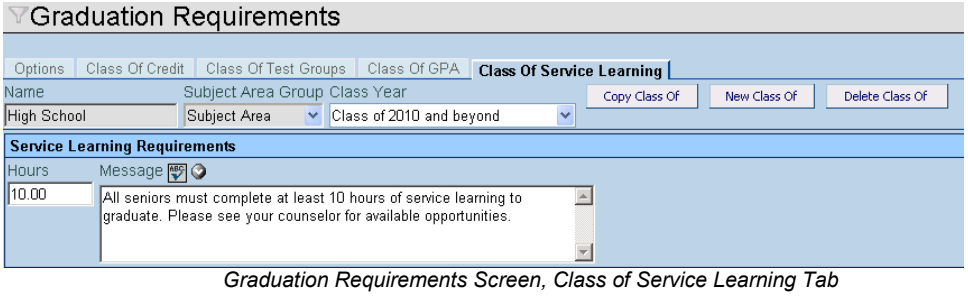
The **Class of GPA** tab and the **Class of Service Learning** tab are controlled by the same security node. This node also controls the **Default Subject Area** and **Grade Range Filters** on the **Class of Credit** tab. The node is:

**K12.GradeInfo.GradReqInfo.GradRequirementsUI**




*Graduation Requirements Screen, Class of GPA Tab*




*Graduation Requirements Screen, Class of Service Learning Tab*

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

- K12.GradeInfo.GradReqInfo.GradReqDefMark
- K12.GradeInfo.GradReqInfo.GradReqDefSub
- K12.GradeInfo.GradReqInfo.GradReqDefSubGrid
- K12.GradeInfo.GradReqInfo.GradReqDefSubYearDetail
- K12.GradeInfo.GradReqInfo.GradReqDefTestDef
- K12.GradeInfo.GradReqInfo.GradReqDefTestDefYear
- K12.GradeInfo.GradReqInfo.GradReqDefTestDefYearDetail
- K12.GradeInfo.GradReqInfo.GradReqDefTestGroup
- K12.GradeInfo.GradReqInfo.GradReqDefTestGroupTest
- K12.GradeInfo.GradReqInfo.GradReqDefTestGroupTestPassLst
- K12.GradeInfo.GradReqInfo.GradReqDefTestGroupTestPerfLst
- K12.GradeInfo.GradReqInfo.GradReqDefUI
- K12.GradeInfo.GradReqInfo.GradReqDefYearMsg
- K12.GradeInfo.GradReqInfo.GradReqDefYearTestMsg
- K12.GradeInfo.GradReqInfo.GradReqTree
- K12.GradeInfo.GradReqInfo.StudentGradReq

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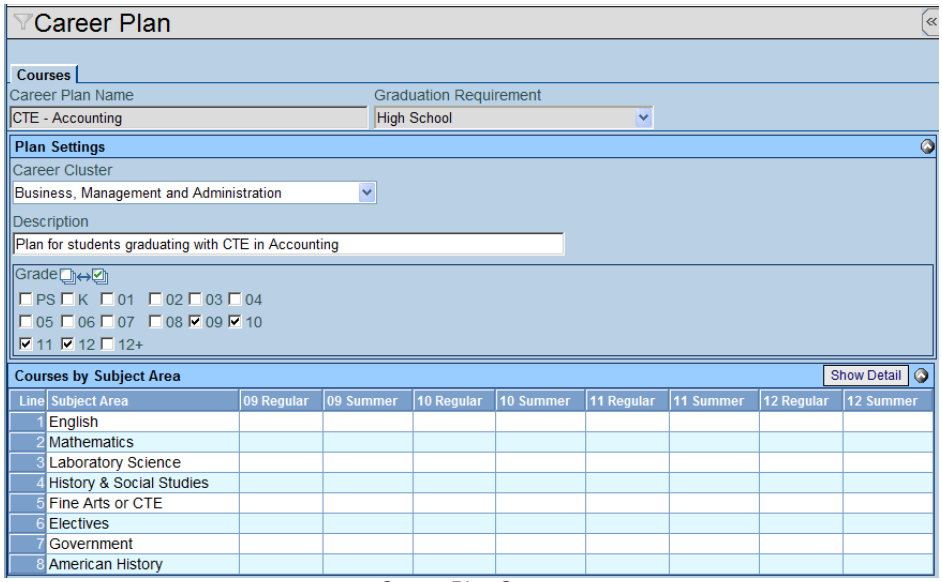
# CAREER PLAN SECURITY

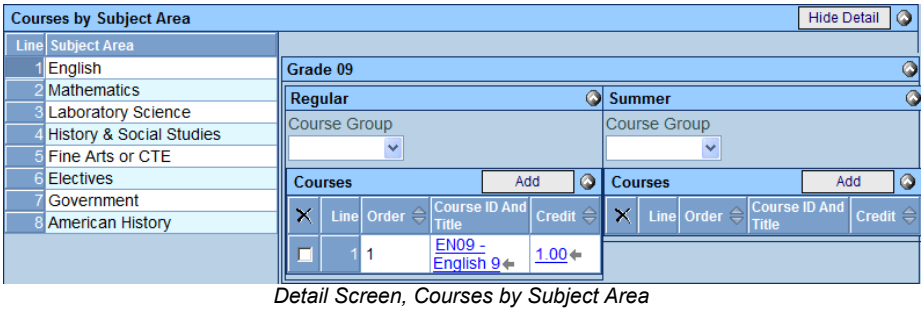
**Synergy SIS > Course History > Setup > Career Plan** is controlled by the following areas in the **Security Definition** screen:

- **K12.GradeInfo.GradReqInfo.CareerPlan** controls the **Career Plan Name**, **Graduation Requirement**, **Career Cluster**, **Description**, and the adding/deleting of Career Plans.
- **K12.GradeInfo.GradReqInfo.CareerPlanGrade** controls the **Grade** selection.
- **K12.GradeInfo.GradReqInfo.CareerPlanSubjectArea** and the **K12.GradeInfo.GradReqInfo.CareerPlanSubjectAreaGrid** control the **Courses by Subject Area** grid and any changes to the **Course Group** or course assignments to the subject areas.




*Career Plan Screen*

The node **K12.GradeInfo.GradReqInfo.CareerPlanCourseGrid** controls the **Courses** grid in the detail screen of **Courses by Subject Area**.




*Detail Screen, Courses by Subject Area*

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

- K12.GradeInfo.GradReqInfo.CareerPlanUI
- K12.GradeInfo.GradReqInfo.CareerPlanCourse

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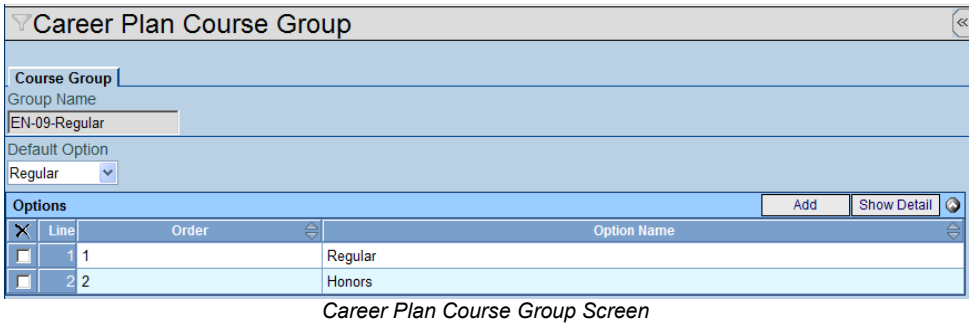
# CAREER PLAN COURSE GROUP SECURITY

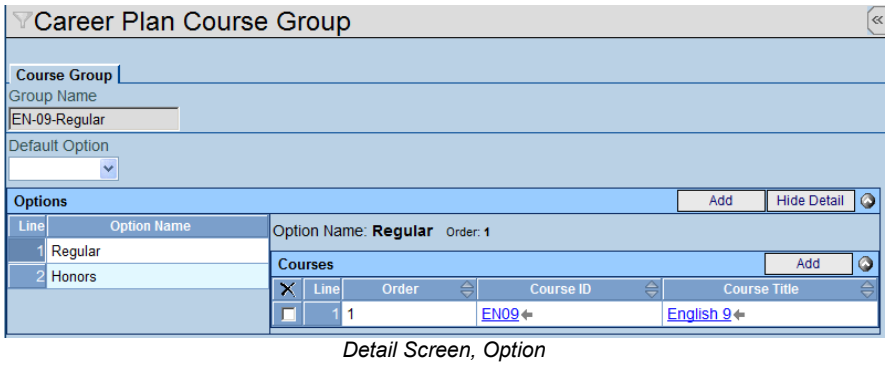
**Synergy SIS > Course History > Setup > Career Plan Course Group** is controlled by the following areas in the **Security Definition** screen:

- **K12.GradeInfo.GradReqInfo.CareerPlanCourseGroup** controls the **Group Name**, **Default Option**, and the adding/deleting of groups.
- **K12.GradeInfo.GradReqInfo.CareerPlanCourseGroupOption** controls the **Options** grid.




*Career Plan Course Group Screen*

The **K12.GradeInfo.GradReqInfo.CareerPlanCourseGroupOptionCourse** node controls the **Courses** grid in the detail screen of the **Options**.

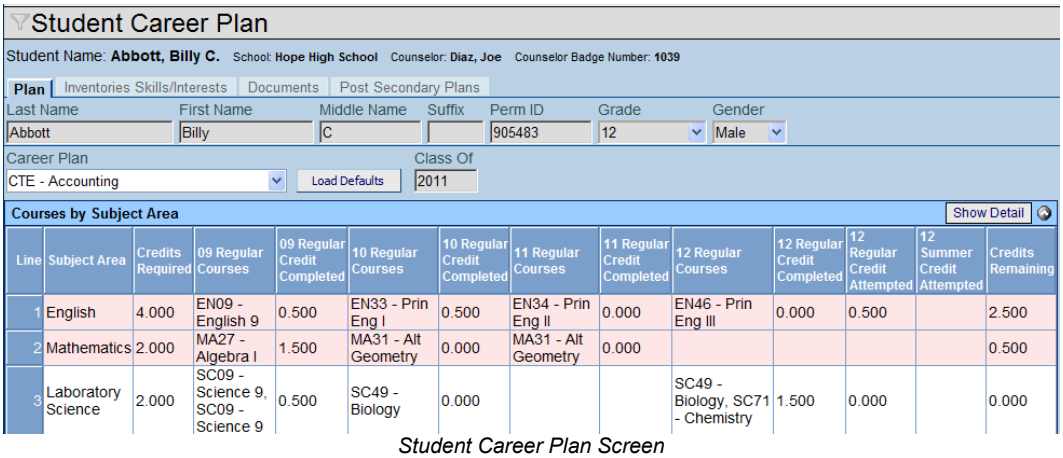



*Detail Screen, Option*

# STUDENT CAREER PLAN SECURITY

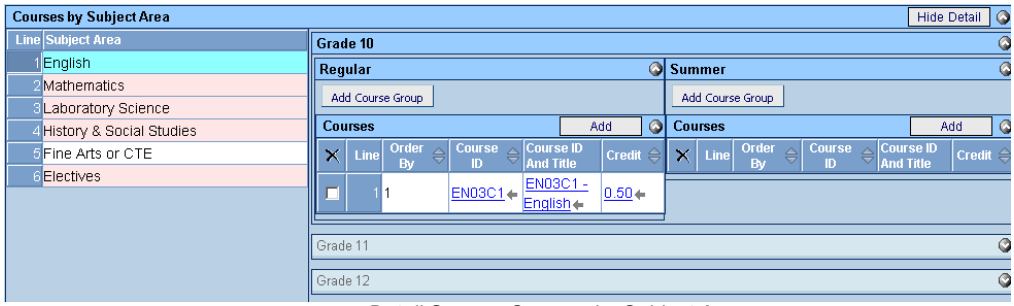
**Synergy SIS > Course History > Student Career Plan** is controlled by the following areas in the **Security Definition** screen:

- **K12.CareerPlanInfo.StudentCareerPlan** controls the selection from the **Career Plan** list on the **Plan** tab, and also the **Post-Secondary Option** on the **Post-Secondary Plans** tab.
- **K12.CareerPlanInfo.StudentCareerPlanGrid** in conjunction with the **K12. CareerPlanInfo.StudentCareerPlanSubjectArea** controls the **Courses by Subject Area** grid.




*Student Career Plan Screen*

The nodes **K12.CareerPlanInfo.StudentCareerPlanCourse** and **K12.CareerPlanInfo. StudentCareerPlanCourseGrid** control the detail screen of the **Courses by Subject Area** grid and the adding/deleting of courses from each subject area.




*Detail Screen, Courses by Subject Area*

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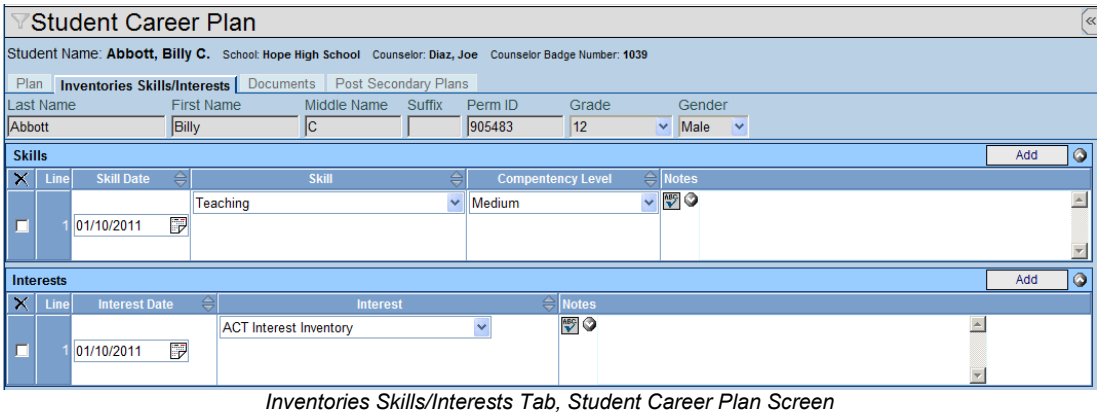
The **Inventories Skills/Interests** tab is controlled by two security nodes:

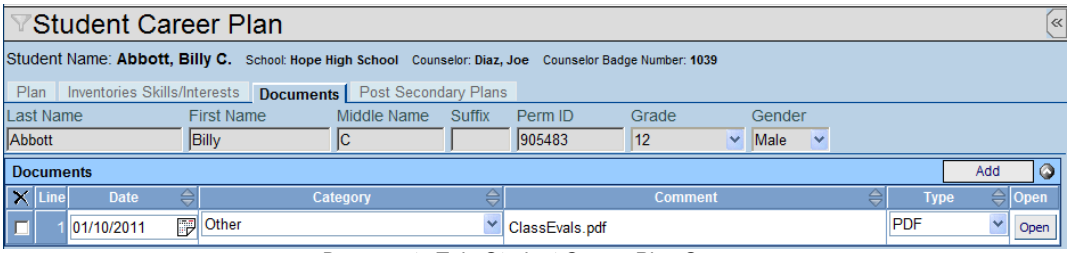
- **K12.CareerPlanInfo.StudentSkillsInventory** controls the **Skills** grid.
- **K12.CareerPlanInfo.StudentInterestInventory** controls the **Interests** grid.




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

The **Documents** tab is controlled by the security node:

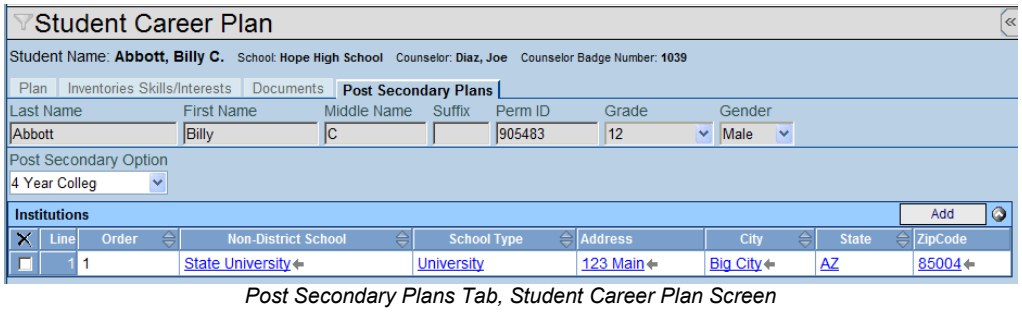
**K12.CareerPlanInfo.StudentCareerPlanAttachDoc**




*Documents Tab, Student Career Plan Screen*

The **Post Secondary Plans** tab is controlled by the security node:

**K12.CareerPlanInfo.StudentPostSecondaryInstitutions**




*Post Secondary Plans Tab, Student Career Plan Screen*

Note that the **Post Secondary Option** list is controlled by the node **K12.CareerPlanInfo.StudentCareerPlan**, which also controls the selection from the **Career Plan** list on the **Plan** tab.

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

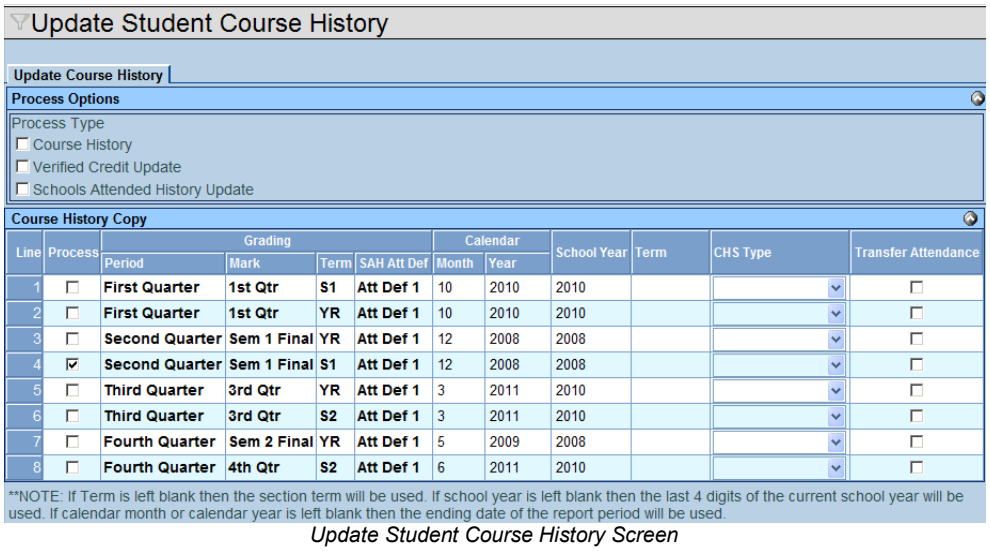
- K12.CareerPlanInfo.StudentCareerPlanUI

# UPDATE STUDENT COURSE HISTORY SECURITY

**Synergy SIS > Course History > Update Student Course History** is not controlled by a single security node. Instead, each of three sections has its own security definition.

The first section, the **Course History Copy** grid, is controlled by:

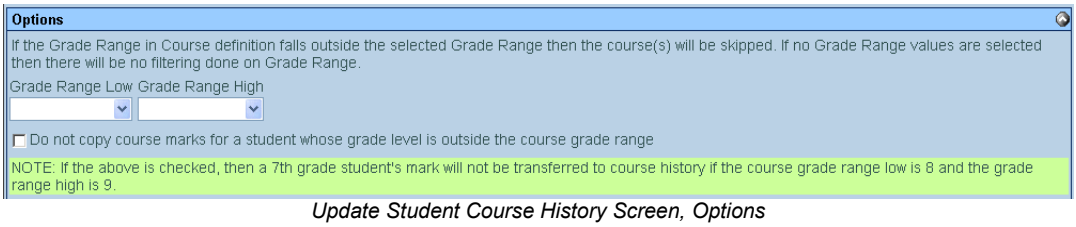
**K12.CourseHistoryInfo.StudentCourseHistoryMassCopyGradePeriodGrid**




*Update Student Course History Screen*

The second section, the **Options** where the **Grade Range Low** and **Grade Range High** are defined, is controlled by:

**K12.CourseHistoryInfo.Setup.SchoolYearCourseHistoryPushbackGrade**




*Update Student Course History Screen, Options*

The last section, the **Masking Options**, is controlled by:

**K12.CourseHistoryInfo.Setup.SchoolYearCourseHistoryPushbackCourseFilter**

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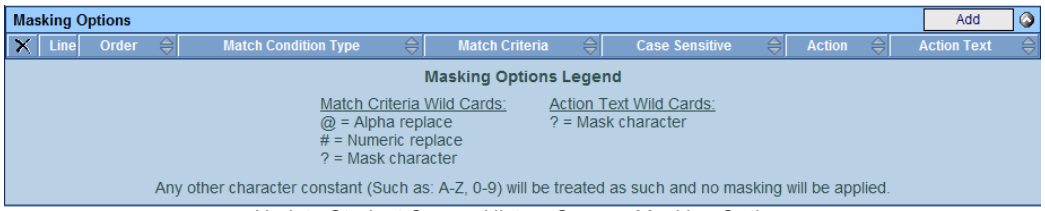



*Update Student Course History Screen, Masking Options*

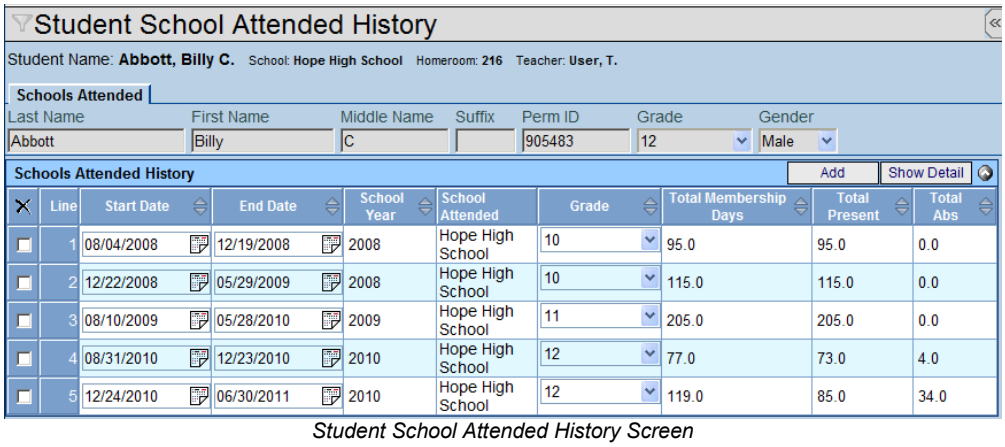
The following security nodes do not provide a visible change in security on the screens:

- K12.CourseHistoryInfo.StudentCourseHistoryMassCopyMaskGrid
- K12.CourseHistoryInfo.StudentCourseHistoryMassCopyUI
- K12.CourseHistoryInfo.Setup.SchoolYearCourseHistoryPushback
- K12.CourseHistoryInfo.CHSVerifiedCreditMassUpdateUI

# STUDENT SCHOOL ATTENDED HISTORY SECURITY

**Synergy SIS > Course History > Student School Attended History** is controlled by the following security node:

**K12.CourseHistoryInfo.SchoolAttendedHistory**




*Student School Attended History Screen*

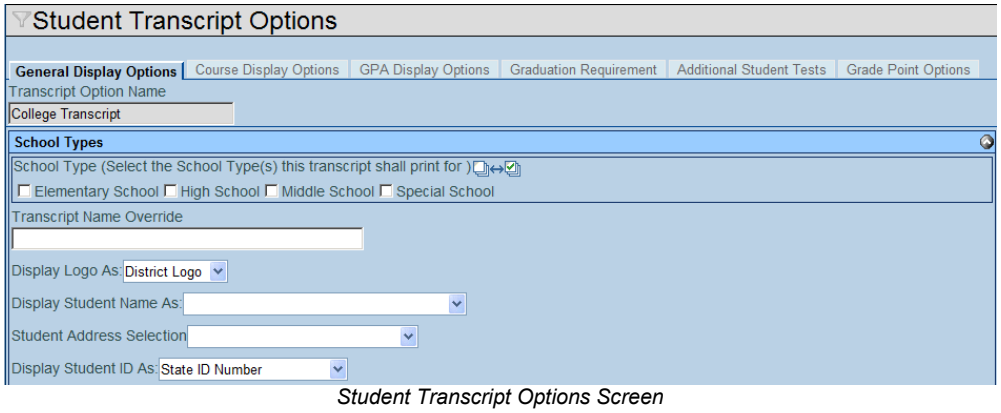
The following security node does not provide a visible change in security on the screens:

- K12.CourseHistoryInfo.SchoolAttendedHistoryUI

# STUDENT TRANSCRIPT OPTIONS SECURITY

**Synergy SIS > Course History > Setup > Student Transcript Options** is controlled by one security node. This node controls all tabs in the screen except the **Additional Student Tests** tab. The name of the overall security node is:

**K12.CourseHistoryInfo.StudentTranscriptOptions**




*Student Transcript Options Screen*

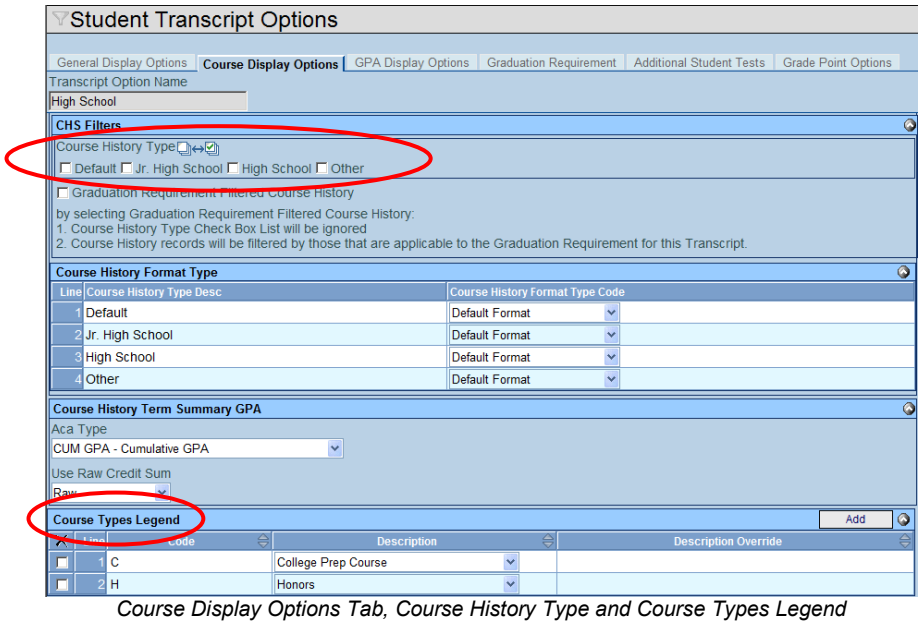
Only a few areas on the **Student Transcript Options** screen may be controlled separately from the overall security node. On the **Course Display Option**s tab, the following two sections are available:

- **Course History Type**

  K12.CourseHistoryInfo.StudentTranscriptOptionsCHSType

- **Course Types Legend**

  K12.CourseHistoryInfo.StudentTranscriptOptionsLegendGrid




*Course Display Options Tab, Course History Type and Course Types Legend*

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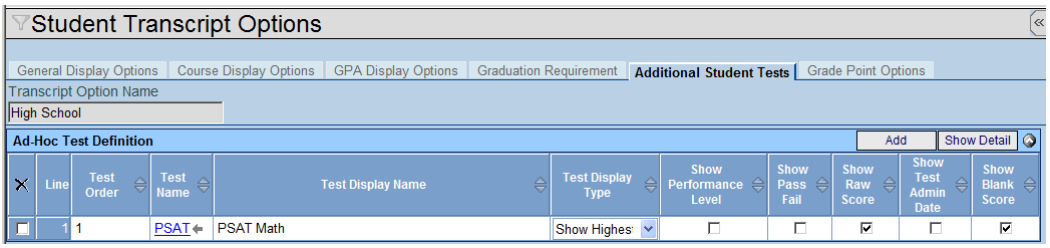
The **Additional Student Tests** tab is the only area not controlled by the overall security node. This tab is secured by the following node:

**K12.CourseHistoryInfo.StudentTranscriptOptionsTest**




*Student Transcript Options Screen, Additional Student Test Tab*

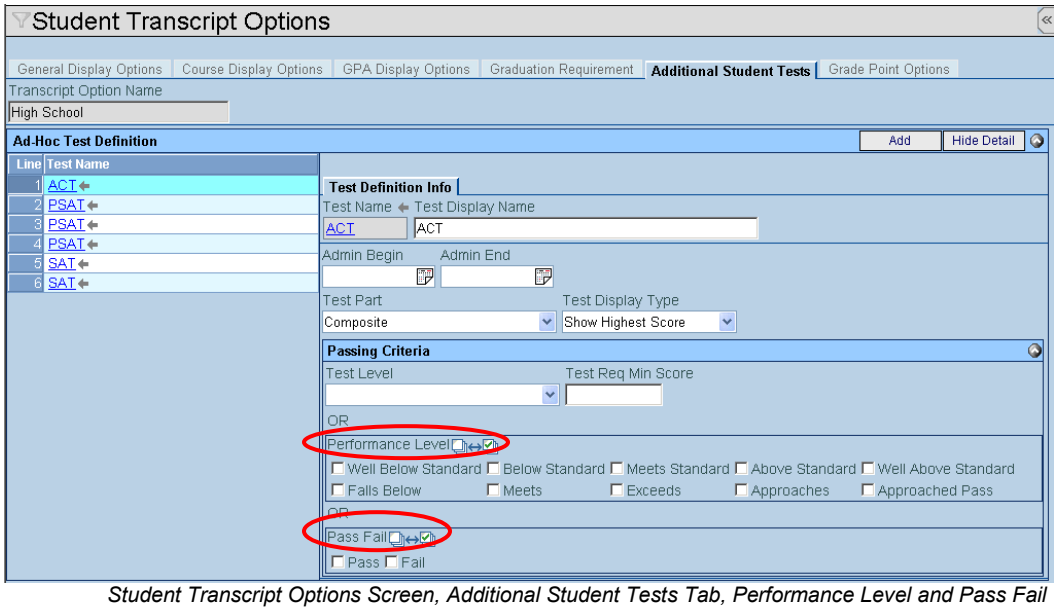
The **Test Definition Detail** screen of each test listed in the **Additional Student Tests** tab also has two areas available in the security definition. The rest of the detail is controlled by the security node used for the entire tab. The separate areas are:

- **Performance Level**

  K12.CourseHistoryInfo.StudentTranscriptOptionsTestPerfLst

- **Pass Fail**

  K12.CourseHistoryInfo.StudentTranscriptOptionsTestPassLst

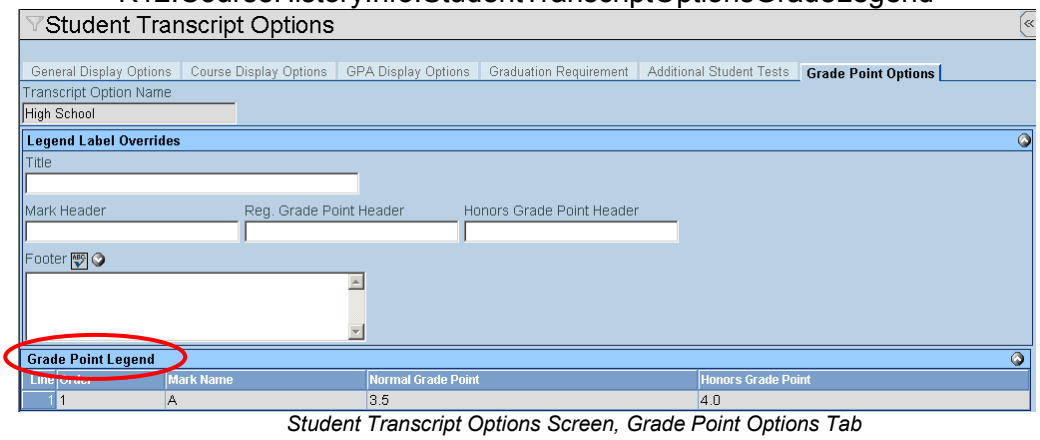



*Student Transcript Options Screen, Additional Student Tests Tab, Performance Level and Pass Fail*

The **Grade Point Options** tab offers one section that can be separately controlled from the overall security of the screen. The section is:

- **Grade Point Legend**

K12.CourseHistoryInfo.StudentTranscriptOptionsGradeLegend




*Student Transcript Options Screen, Grade Point Options Tab*

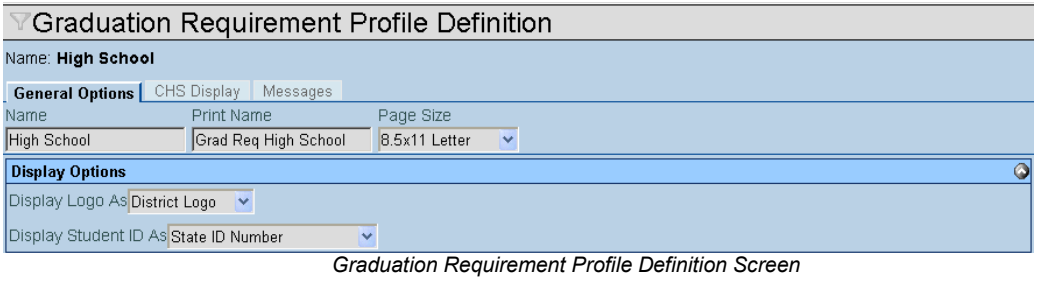
The following security node does not provide a visible change in security on the screens:

- K12.CourseHistoryInfo.StudentTranscriptOptionsUI

# GRADUATION REQUIREMENT PROFILE DEFINITION SECURITY

**Synergy SIS > Grading > Setup > Graduation Requirement Profile Definition** is mostly controlled by one security node. This node controls all three tabs in the screen: **General Options**, **CHS Display**, and **Messages**. Only the **Define Columns** and **Define Content** sections on the **General Options** tab are not affected by this security node. The overall security node is:

**K12.GradeInfo.GradReqInfo.Setup.GradReqProfileDef**




*Graduation Requirement Profile Definition Screen*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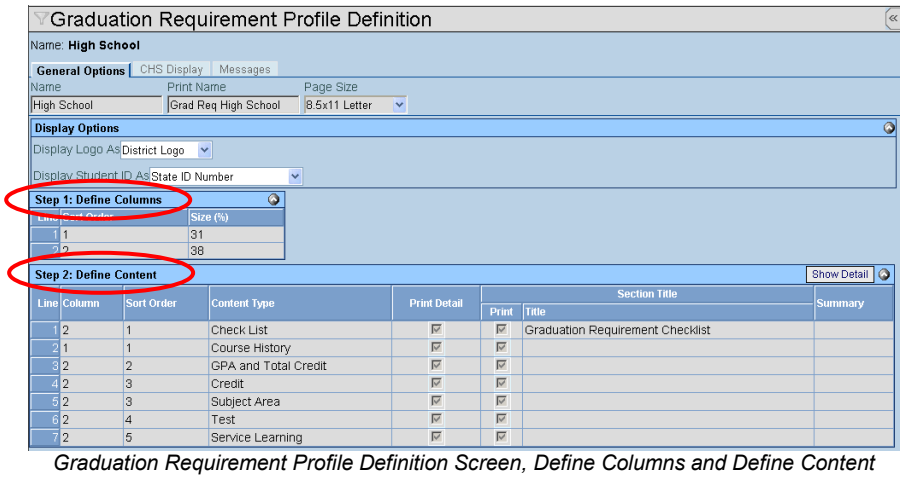
On the **General Options** tab, the two areas not controlled by the overall security node are the **Define Columns** and **Define Content** sections. The security nodes used to define these sections are:

- **Define Columns**

  K12.GradeInfo.GradReqInfo.Setup.GradReqProfileDefColumn

- **Define Content**

  K12.GradeInfo.GradReqInfo.Setup.GradReqProfileDefContent

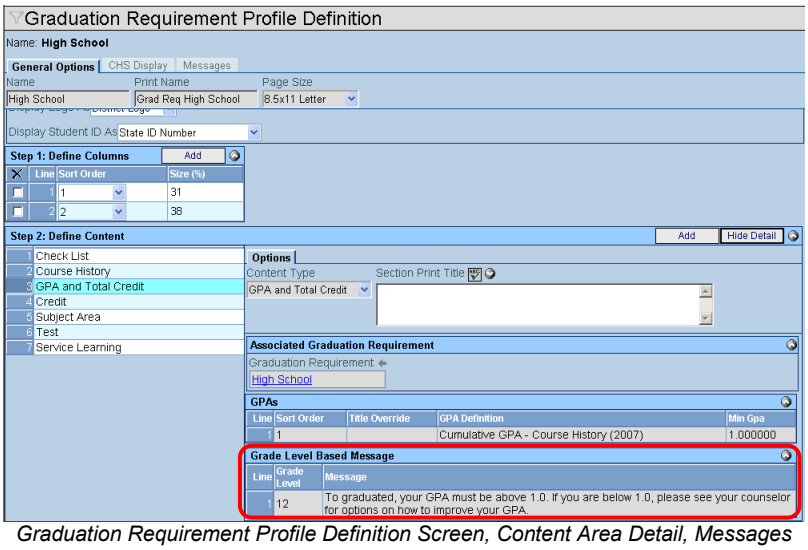



*Graduation Requirement Profile Definition Screen, Define Columns and Define Content*

There are also three areas within the **Detail of the Define Content** section that can be defined separately from the overall **Content** section.

The first section is the **Grade-Level Based Message** section that is available on every content area in the **Define Content** section. The security node that controls the message section for every content area is:

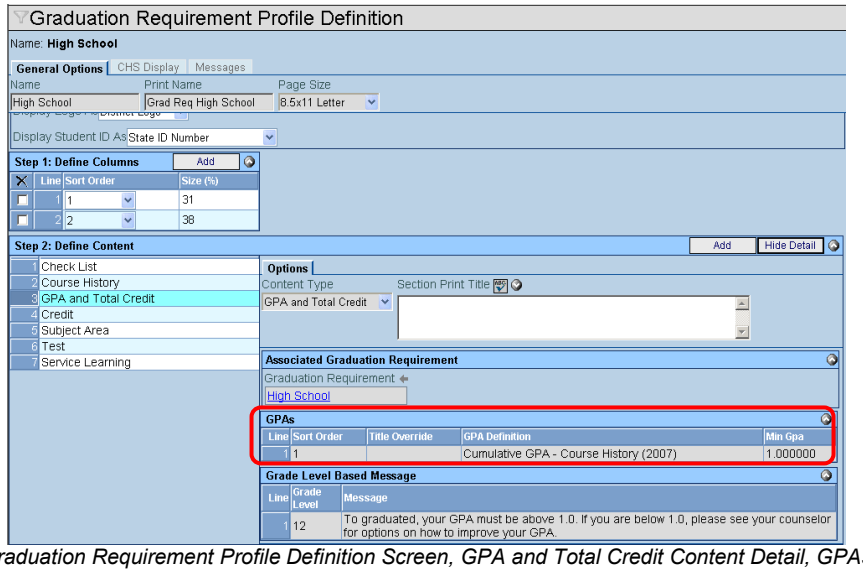
**K12.GradeInfo.GradReqInfo.Setup.GradReqProfileDefContentMSG**




*Graduation Requirement Profile Definition Screen, Content Area Detail, Messages*

The second section that can be defined separately is specific to the **GPA and Total Credit** content area. This security node controls the GPAs grid in the detail of this content area. The security node used to control this area is:

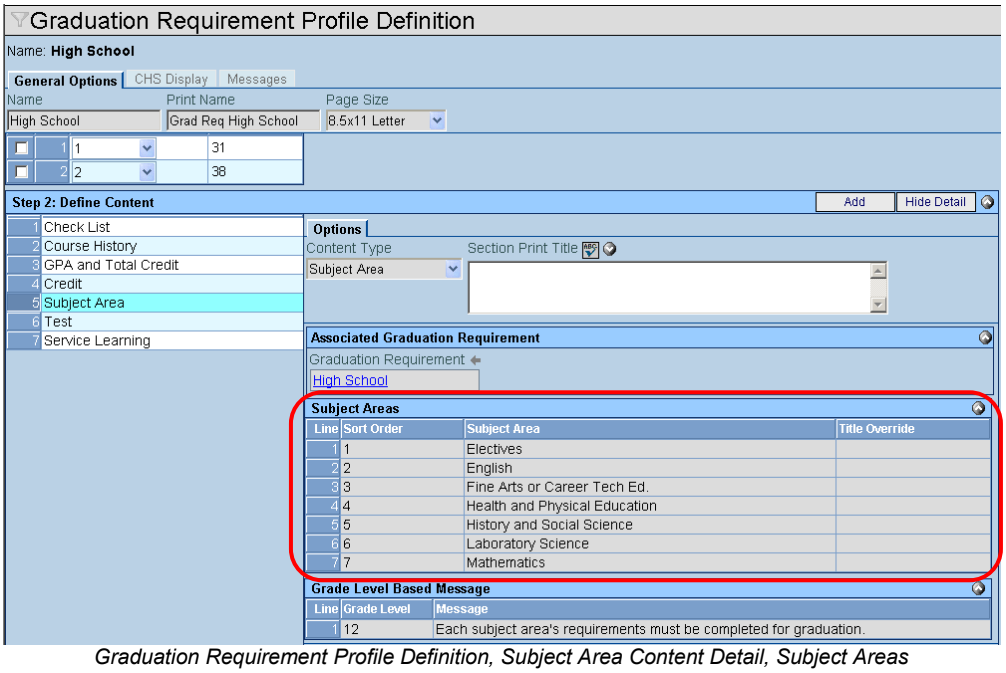
**K12.GradeInfo.GradReqInfo.Setup.GradReqProfileDefContentGPA**




*Graduation Requirement Profile Definition Screen, GPA and Total Credit Content Detail, GPAs*

The third section is specific to the **Subject Area** content area, and it controls the **Subject Areas** grid in the detail for the content area. The security node is:

**K12.GradeInfo.GradReqInfo.Setup.GradReqProfileDefContentSubject**




*Graduation Requirement Profile Definition, Subject Area Content Detail, Subject Areas*

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

- K12.GradeInfo.GradReqInfo.Setup.GradReqProfileDefCHSType
- K12.GradeInfo.GradReqInfo.Setup.GradReqProfileDefUI

# COURSE HISTORY REPORTS SECURITY

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