Synergy SIS©
Course History
User Guide

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

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

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

TABLE OF CONTENTS

ABOUT THIS GUIDE

DOCUMENT HISTORY

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

CONVENTIONS USED IN THIS GUIDE

Bold Text

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

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

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

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

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

BEFORE YOU BEGIN

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

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

Chapter One:
VIEWING COURSE HISTORY

This chapter covers:

► Overview of Course History

► The Student Course History Screen

► Course History

► GPA

► Graduation Requirements

► Comments

► Achievements

► Request Tracking

► Grade Comment History

► Waivers

► Menu Options

OVERVIEW OF COURSE HISTORY

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

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

It also describes the associated reports.

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

A Note About Navigation

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

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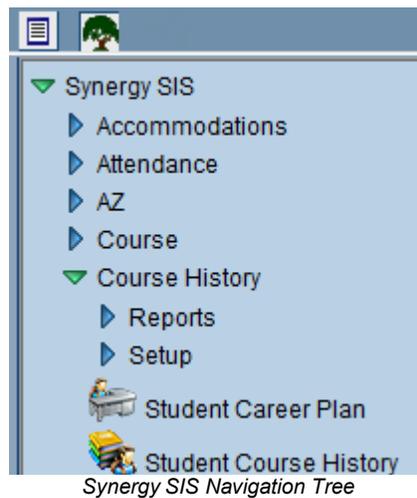
If the Navigation Tree pane itself is not open, click the Tree button.

*Tree Button*

THE STUDENT COURSE HISTORY SCREEN

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

- The **Course History** tab provides an overview of the student's academic progress, including courses taken, marks received, and their conduct in the course.

- The **GPA** tab provides the student's GPA and class rank.

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

- The **Comment** tab allows educators to add comments to be shown on the student transcripts.

- The **Achievements** tab provides an area where a student's academic honors can be recorded for display on the transcript.

- The **Request Tracking** tab shows a listing of people and institutions that have requested a copy of a student's transcript.

- The **Grade Comment History** tab adds comments for a grading period on an elementary transcript.

- The **Waivers** tab allows district-level waivers to be applied to individual students' graduation requirements.

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

To scroll through the student records to find the student:

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

Right Scroll Button

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

Left Scroll Button

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

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

1. Click the Find Mode button 🔍.

Find Mode Button

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

Finding By Last Name

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

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

COURSE HISTORY

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

Student Course History Screen, Course History Tab

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

Course History Tab, Student Information

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

Course History Tab, Student GPA

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

Student GPA Detail

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

GPA Calculation Data

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

1 2 3

Definition Details

GPA Calculation Formula

Total Points	Total Credit Weight	Post GPA Bonus	GPA/QPA	Raw Value (Prior To Rounding)
(41.215	/ 20.000	) + 0.000	= 2.060	2.06075

Additional GPA Information

GPA Definition	GPA Grade Type
Cumulative GPA	CUM GPA

GPA Definition Details

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

☐ Do Not Use Grade Period Weight Grid

Repeat Tag

Line	Repeat Code	Name	Include In GPA Calculation	Include Credit
1	X	Repeat, failure	☑	Included in Credits Attempted
2	R	Repeat, no impact	☐	Not Included in Credits Attempted or Completed

Student GPA Detail Screen

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

Definition Details

Weighted Definition:

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

Credit Attempted = Base Credit x Mark Point Value

Credit Completed = Base Credit x Mark Point Value

Credit Weight = Credit Attempted

Grade Points = Credit Completed x Mark Point Value

GPA = Summation of Grade Points / Summation of Credit Weight

Important Information

- If the Course History Transfer pct. grid has values for a grading period, that period is considered a posting period and the system will always use those values for the GPA calculation regardless of what is entered in the Grade Period Weight Grid.

- Once grades have been posted to Course History, the system never goes back to the grid regardless of whether or not the - Do not use Grade Period Weight Grid - option is selected, and the Credit Weight will always be 1.0.

GPA Definition Details

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

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

Course History Tab, Courses Grid

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

Course History Tab, Page Numbers

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

Course History Tab, Show All Records

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

Course History Tab, Total Credits

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

Student Course History Screen, Filter Options Section

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

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

- **Course Title** and **ID** – the name of the course and its ID from the District Course screen. This information may also be overridden by editing the course history.

- **Calendar Year** and **Month** – the year and month the student received credit for the course.

- **Grade** – the grade level of the student when the course ended.

- **Mark** – the mark earned in the course.

- **Conduct** – the student's conduct in the course may be rated by selecting a value from the drop-down, such as satisfactory or needs improvement.

- **Effort** – the student's effort in the course may also be rated by selecting a value from a drop-down.

- **CHS Type** – the course may be assigned a specific course history type in the column, such as High School or Middle School.

- **Credits Att** and **Cmpltd** – the number of credits assigned to the course in the District Course screen is displayed as the credits attempted, and if the student successfully completed the course, the credits are displayed in the **Cmpltd** column. This information may also be overridden by editing the course history.

- **Rpt Tag** – if this course was taken by the student more than once (to pass a failed course or improve the GPA), a code appears in this column.

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

Course History Tab, Courses Grid

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

	Line	Course Title	ID	Calendar Year	Month	Grade	Mark	Conduct	Effort	CHS Type	Att	Cmpltd	Rpt Tag
☐	1	English 9	EN09	2007	12	09	F				0.500		Repeat, no impact
☐	2	Science 9	SC09	2007	12	09	C				0.500	0.500	

Courses Grid, Show Detail Button

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

Courses Grid, Course Detail

The information displayed in the detail screen includes:

- **School Information** – the school where the course was taken. This can be either a **District School** or a **Non-District School**. It can also show the **School Attended** record tied to the course.

- **Year Information** – information related to dates and terms.
  - **Calendar Month** and **Calendar Year** – the month and year the student received credit for the course.
  - **School Year** – the beginning year for the school year in which the course was taken. For example, if the course was taken in the 2002-2003 school year, the school year would be displayed as 2002.

- o **Term Code** – the code for the term, such as **S1** for the first semester or **Q1** for the first quarter, for which the course is recorded in your system. In the case of a course transferred from another district, this might not be the term in which the course was actually taken, which is **Term Code Actual**.

- o **Year Title (Regular, Night…)** – the type of school year in which the course was taken. For example, if the course was taken during summer school, **Summer** is displayed.

- o **Grade** – the grade level of the student when the student received credit.

- o **Term Code Actual** – the code for the term (such as quarter or trimester) in which the course was actually taken. In the case of a course transferred from another district, this might not be the same as the **Term Code** for your district.

- **District Course Information** – in case the **Course ID** and **Course Title** are overridden in the **Course Information** section below, the original **Course ID** and **Course Title** from the **District Course** screen are displayed here.

- **Last Change Information** – the last time the student course history information was modified. This section displays the user name of the person who made the last change to this student's record in the **Last Change User** field, and the date of the change in the **Last Change Date** field.

- **Course Information** – details about the course and the student's performance.

- o **Course ID** and **Course Title** – the ID and name of the course. This information is generally from the District Course screen but can be overridden here.

- o **Credit Attempted** and **Credit Completed** – the number of credits assigned to the course, and the number of credits awarded to the student.

- o **Teacher Name** – the name of the teacher of the course.

- o **Substitute Credit Reason** – reason that credit for this course was given as substitute credit.

- o **College Code** – if the course was a college course, the ID of the college.

- o **College Course Code** – if the course was a college course, the course number.

- o **College Course Title** – if the course was a college course, the course title.

- o **College Credit Earned** – if the course was a college course, the credit earned.

- o **Mark** – the mark earned in the course.

- o **Numeric Mark** – indicates whether the mark in the **Mark** field is numeric.

- o **Skill Proficiency** – for career planning, the student's proficiency in the skill associated with the course can be judged by a district-defined standard.

- o **CHS Type** – the course may be assigned a specific course history type, such as High School or Middle School.

- o **Att 1** and **Att 2** – two codes for the student's attendance in the course may be entered. This information may be automatically generated from grading records, or manually entered.

- o **Verified Credit 1** and **Verified Credit 2** – if the district uses verified credit, each course can be marked as awarded, locally awarded or transferred for each verified credit discipline assigned to the course. A note may also be added to explain the verified credit status.

GPA

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

Student Course History, GPA Tab

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

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

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

GRADUATION REQUIREMENTS

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

Student Course History Screen, Graduation Requirements Tab

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

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

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

Graduation Requirement Options, Drop-Down Button

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

Graduation Requirement Options Expanded

3. To include the courses in which the student is currently enrolled, make a selection in the **Add Work In Progress** list. **Student Schedule** displays the credits for all of the student's enrolled courses, and **Student Grades** includes only those courses for which a grade has been entered.

4. **Diploma Attempted Types** – If multiple types of diplomas are defined, and the student has expressed interest in earning various types, those are shown here.

5. If work in progress is included, check the terms or semesters to use under **WIP Term Definitions**.

6. Click the **Apply Requirement** button to display the student's progress toward the selected requirement.

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

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

Graduation Requirements Tab, Course Credit Requirements Grid

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

- **Credits Required** – the number of credits required for the subject area.

- **Credits Completed** – the number of credits the student has successfully completed.

- **Credits In Progress** – if a work in progress option was selected in the Graduation Requirements Options above, the total number of credits in each subject area currently in the student's schedule or graded is shown.

- **Credits Remaining** – the credits the student still needs to complete.

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

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

Graduation Requirements Tab, Verified Credit Grid

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

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

Graduation Requirements Tab, Testing Requirements Grid

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

- **Test Name** – the name of the test as defined in the Test History setup.

- **Performance Level** and **Score** – the test requirement can be defined to show the performance level, the raw score achieved, both, or neither.

- **Test Result** – the overall result is shown as **Passed**, **Not Passed**, or **Not Taken**.

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

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

GPA Requirement			⊕
GPA Name	GPA Required	GPA	
CUM GPA	1.000000	3.66	

Graduation Requirements Tab, GPA Requirement

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

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

Graduation Requirements Tab, Service Learning Requirement

COMMENTS

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

Student Course History Screen, Comment Tab   *Comment on Transcript*
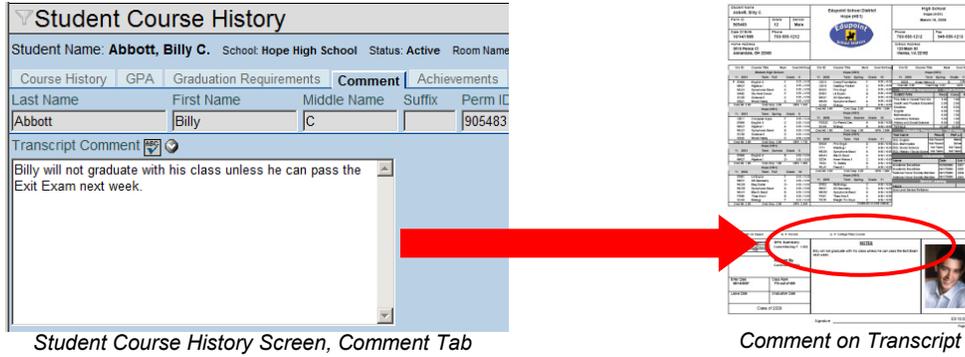
ACHIEVEMENTS

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

Student Course History Screen, Achievements Tab
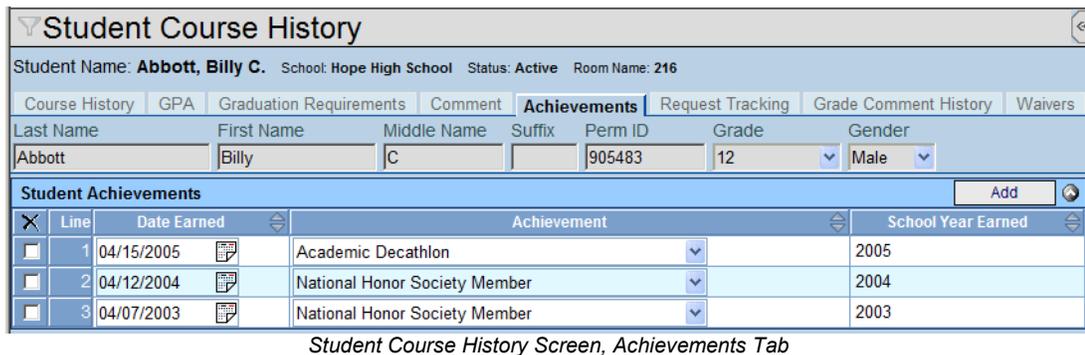
Each achievement is entered with the date the achievement was earned as well as the school in which it was earned. The achievements can also be displayed on the student transcript.

REQUEST TRACKING

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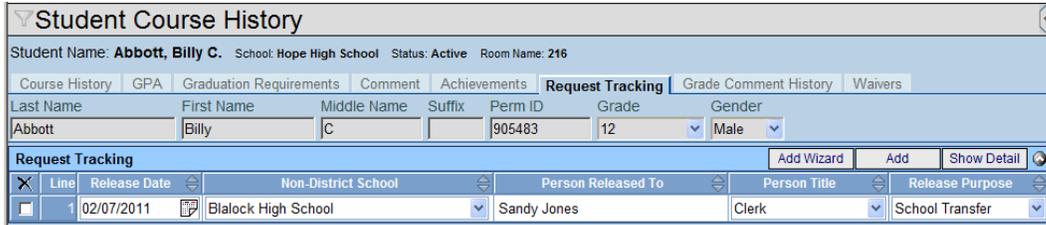
Student Course History Screen, Request Tracking Tab

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

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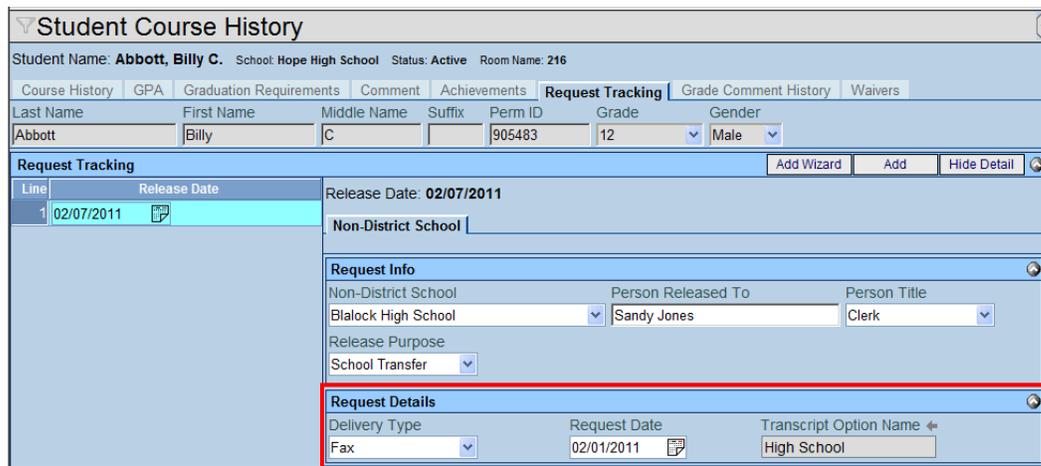
Request Tracking, Detail Screen

GRADE COMMENT HISTORY

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

Student Course History Screen, Grade Comment History Tab

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

Grade Comment History, Detail Screen

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

WAIVERS

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

Student Course History Screen, Waivers Tab

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

MENU OPTIONS

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

Student Course History Screen, Menu Options

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

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

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

- **Update GPA** –recalculates the selected GPA for the displayed student. The GPA is not automatically updated when new courses are entered into the student's course history, and the Update GPA process should be run periodically. However, the GPA is automatically updated if the marks for existing courses in course history are changed.

- **Update Term Code Actual Process** – updates **Term Code Actual** fields. (See page 16.) By default, the process runs for the current student and updates a field only if the field contains no data, but there are options to run for all students and to overwrite existing data.

- **View Audit Detail For Student Course History** – the **Audit Trail History** screen lists all changes made to the student's course history, including what was changed, who changed it, and the date and time the change was made.

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

Menu ▾

▽ Audit Trail History   «

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

Audit Trail History for Student Course History

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

Print Button

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

Printed Student Course History Screen

Chapter Two:
EDITING COURSE HISTORY

This chapter covers:

► Adding Courses

► Editing Courses

► Adding and Editing Comments

► Adding Achievements

► Editing Achievements

► Recording a Transcript Request

► Editing a Transcript Request

► Waiving a Graduation Credit Requirement

► Editing a Waiver

ADDING COURSES

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

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

Checking Current Focus

2. Navigate to **Synergy SIS > Course History > Student Course History**.

3. Scroll to or find the student's record.

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

Edit Button

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

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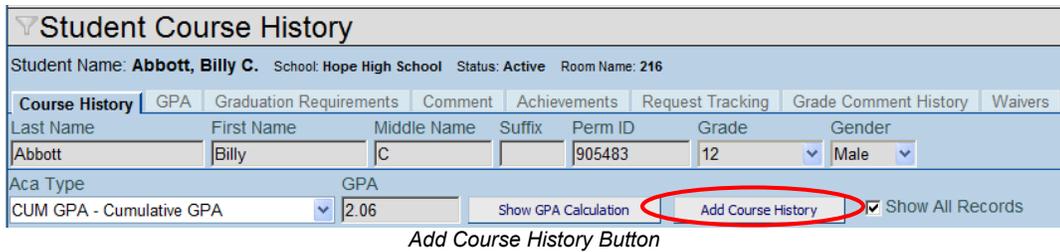
> **Caution:** Before clicking the **Add Course History** button, be sure to note the student's current grade level. This information is required to add the course and is not automatically entered.

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

Student Course History Assignment Screen
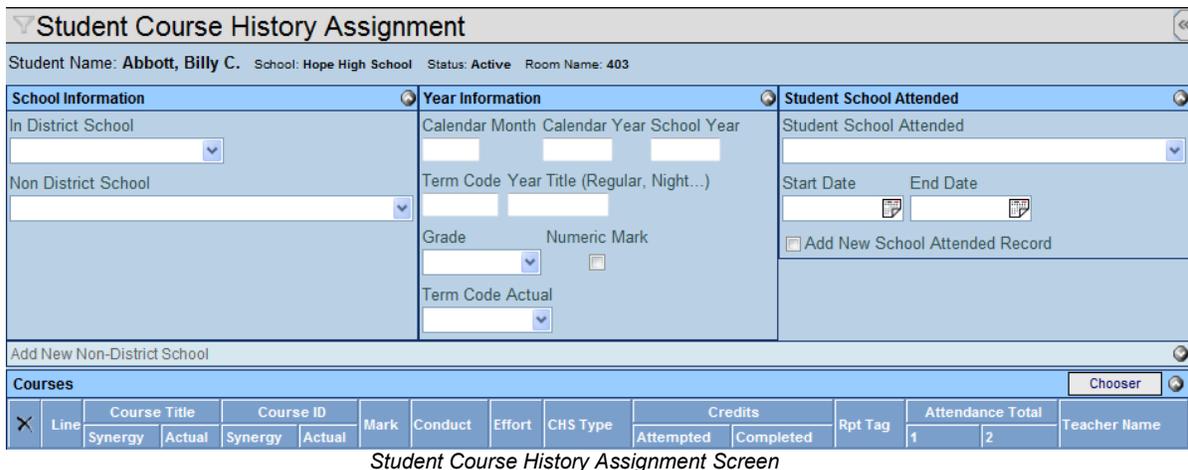
7. If the **Edit** button had to be clicked in step 2, set this new screen to Update Mode by clicking on the **Menu** button and selecting **Edit Student Data**.

8. In the **In District School** or **Non District School** list, select the appropriate school.

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

Maximizing the Add New Non-District School Section

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

Add New Non-District School

11. In the **Filter Type** list, select where this school can be used in Synergy SIS. Select **Course History** if the school can be used only to enter courses in course history, or select **All** to enable its use in other screens, such as **Career Plan**.

12. Enter the school's **Federal School Code** and **State School Code**, if known.

13. Select the **School Type**, such as **Out of state K12 Schoo**l.

14. Enter other contact information for the school, if known.

15. In the **Calendar Month** field, enter the month (1–12) in which the course was finished.

16. Enter the calendar year in the **Calendar Year** field in four-digit format.

17. Enter the school year in the **School Year** field, in four-digit format. For example, for the school year 2006-07 enter 2006, even if the course was completed in 2007.

18. In the **Term Code** field, enter your district's code for the term that most closely corresponds to the term in which the course was actually taken (the **Term Code Actual**). Be sure to use the same format for each code, such as **S1** for Semester 1 and **Q1** for Quarter 1.

19. Enter the title of type of school year in the **Year Title** field. Possible titles are Summer, Regular, and Night. Be sure to standardize the titles.

20. Select the **Grade** level of the student when the course was finished.

21. Check the **Numeric Mark** box if the mark to be entered is numeric.

22. In the **Term Code Actual** field, enter the non-district school's code for the term (such as quarter or trimester) in which the course was taken. This might but might not be the same as the **Term Code** for your district.

23. To attach the course to a school attended record, select the school of enrollment in the **Student School Attended** list. The **Start Date** and **End Date** are automatically entered based on the enrollment dates for the enrollment selected. If the school attended is not listed, leave the **Student School Attended** filed blank, enter the **Start Date** and **End Date** for the enrollment, and check the **Add New School Attended Record** box.

24. Click the **Chooser** button in the **Courses** section. The **Chooser** screen opens.

25. To search for the course by the course ID, course title, credit, short description, or whether the courses are active or inactive, enter this information in the appropriate fields of the **Find Criteria** section, and click the **Find** button.

Chooser Screen

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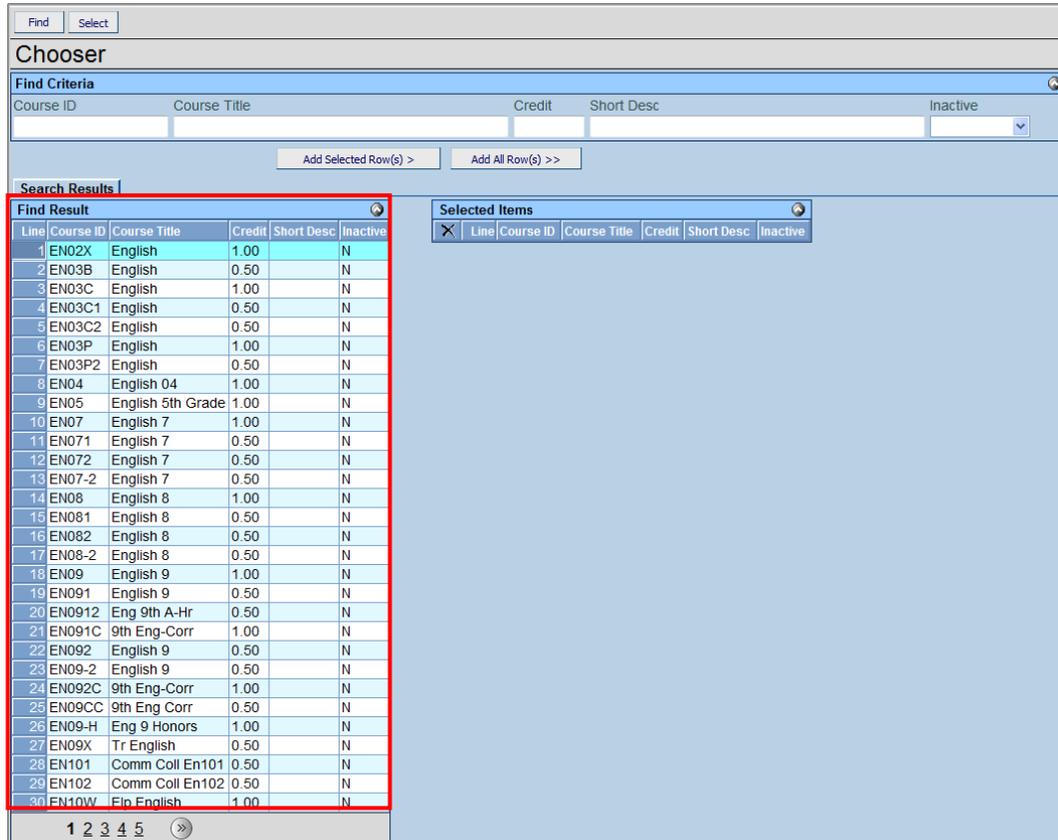
Chooser Screen, Find Result Grid

27. If the desired course is not shown in the first grid, click a page number at the bottom of the **Find Result** grid to display the next page of courses.

28. Click the **Line** number of the row containing the desired course. The course is highlighted.

29. Click the **Add Selected Row(s)>** button.

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

Chooser Screen, Selected Items Grid

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

Student Course History Assignment Screen, Course Added

32. If necessary, edit the course title and ID in the **Actual** columns under **Course Title** and **Course ID**.

33. Enter the mark earned by the student in the **Mark** column.

34. Select the student's conduct rating in the **Conduct** list.

35. Select the student's effort rating in the **Effort** list.

36. Select the **CHS Type**.

37. Modify **Attempted** and **Completed** under **Credits**, if necessary.

38. If the student has already taken this course, select a repeat tag in the **Rpt Tag** list.

39. Optionally, enter the course attendance for the student in the **Attendance Total** columns. For example, Attendance Total 1 may pertain to unexcused absences and Attendance Total 2 may pertain to unverified absences.

40. Enter the teacher's name in the **Teacher Name** field.

41. Click the **Save Courses** button at the top of the screen.

42. When a success message is displayed, click the **OK** button.
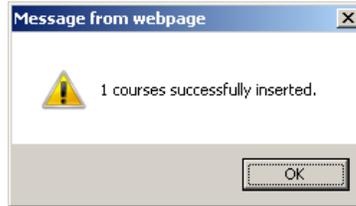
Message Box, Course Inserted

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

EDITING COURSES

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

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

Focus

2. Navigate to **Synergy SIS > Course History > Student Course History**.

3. Scroll to or find the student's record.

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

Edit Button

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

Student Course History Screen, Show Detail Button

6. If the information is not displayed on the main screen, click on the **Show Detail** button to display the detail screen of the course.

7. Select the course to edit by clicking the **Line** number of the course on the left, and edit the information as needed.

Student Course History Screen, Course Detail

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

To delete a course:

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

Courses Grid, Delete Column

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

ADDING AND EDITING COMMENTS

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

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

Focus

2. Navigate to **Synergy SIS > Course History > Student Course History**.

3. Scroll to or find the student's record.

4. Click the **Comment** tab.
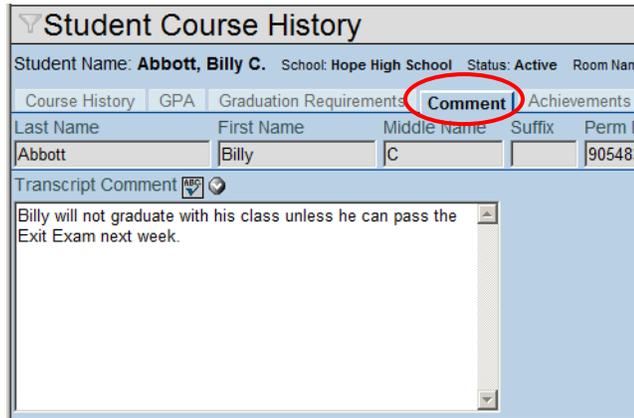
Student Course History Screen, Comment Tab

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

Edit Button

6. Enter or edit the comment in the **Transcript Comment** box.

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

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

1. Click the **Grade Comment History** tab.
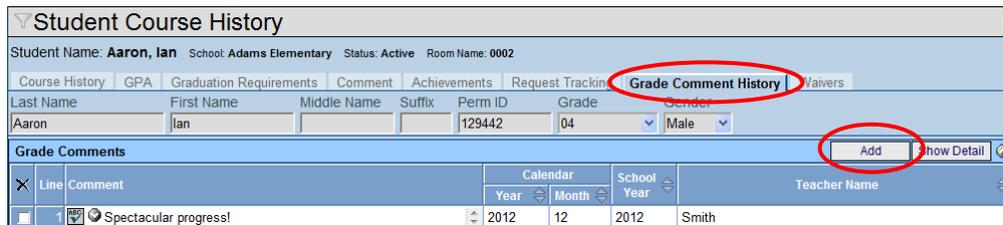
Student Course History Screen, Grade Comment History Tab

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

Student Grade Comment History Add Screen

3. Select the **In District School** or **Non-District School** where the student was enrolled for the comment period. If the non-district School is not listed, enter the new school in the **Add New Non-District School** section. (See step 6.)

4. Enter the **Calendar Month** and **Calendar Year**, the **School Year**, the **Term Code**, the **Year Type Title** (such as Regular or Summer), and the **Grade** in which the student was enrolled during the comment period.

5. To attach the comment to a school attended record, select the school enrollment in **Student School Attended** list. The **Start Date** and **End Date** are automatically entered based on the enrollment dates for the enrollment selected. If the school attended is not listed, leave the **Student School Attended** field blank, enter the **Start Date** and **End Date** for the enrollment, and check the **Add New School Attended Record** box.

6. If the needed non-district school does not appear in the **Non-District School** list, add it in the **Add New Non-District School** section.

    a. Enter the name of the non-district school in the **School Name** box.

    b. Choose where this school can be used in Synergy SIS in the **Filter Type** list.

    c. Enter the school's **Federal School Code** and **State School Code**, if known.

    d. Select the **School Type**, such as **Out of state K12 School**.

    e. Enter location and contact information for the school, if known.

7. Enter the name of the teacher who made the comment in the **Teacher Name** box.

8. Enter the **Comment** in the comment box.

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

To edit a grade comment:

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

Editing a Grade Comment

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

Grade Comment History, Detail Screen

3. In the **Comment** column, click the comment to edit.

4. Information that can be modified in the detail screen includes the **In District School** or **Non District School**, and the **School Attended**. To edit the **School Attended**:

    a. Click the gray arrow. The **Find: SchoolAttendedHistory** screen opens in a separate window.

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

Find: School Attended History Screen

c. To select another school, enter any or all of the **Find Criteria** and click the **Find** button. Click on the school to highlight it, and then click the **Select** button.

5. The **Year Type Title**, such as Regular or Summer, and the **Term Code** can also be edited here.

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

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

Deleting a Grade Comment

ADDING ACHIEVEMENTS

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

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

Focus

2. Navigate to **Synergy SIS > Course History > Student Course History**.

3. Scroll to or find the student's record.

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

Edit Button

5. Click the **Achievements** tab.

Student Course History Screen, Achievements Tab

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

Adding Achievements

7. Today's date is automatically entered into the **Date Earned** column. To modify the date, enter it in month/day/year format or click the **Calendar** button and select the date.

8. Select the name of achievement in the list in the **Achievement** column.

9. Enter the school year in four-digit format in the **School Year Earned** column.

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

EDITING ACHIEVEMENTS

To edit an achievement:

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

Focus

2. Navigate to **Synergy SIS > Course History > Student Course History**.

3. Scroll to or find the student's record.

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

Edit Button

5. Click the **Achievements** tab.

Student Course History Screen, Achievements Tab

6. Edit the achievements as needed by clicking on the information in the grid.

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

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

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

Student Course History Screen, Achievements Tab, Deleting

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

RECORDING A TRANSCRIPT REQUEST

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

To enter requests via the Add Wizard:

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

Focus

2. Navigate to **Synergy SIS > Course History > Student Course History**.

3. Scroll to or find the student's record.

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

Edit Button

5. Click the **Request Tracking** tab.
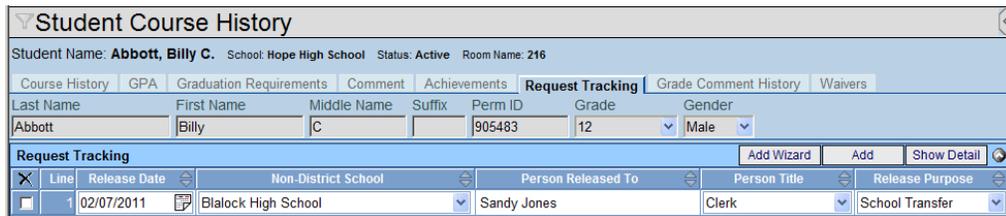
Student Course History Screen, Request Tracking Tab

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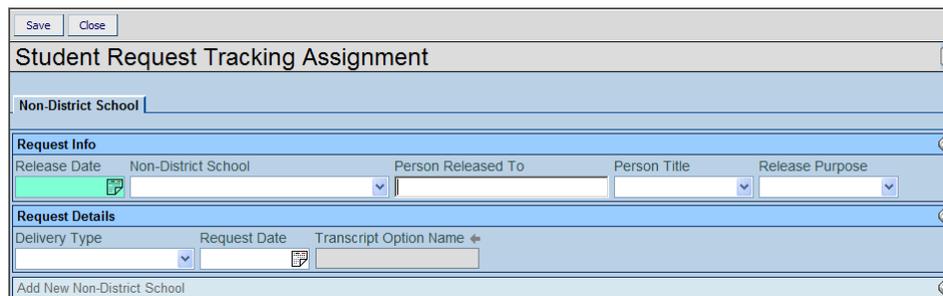
Student Request Tracking Assignment Screen

7. In the **Release Date** field, type the date the transcript was released in M/D/YY format, or click the Calendar 📅 button and select the date.

8. Select the school to which the transcript was sent in the **Non-District School** list.

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

Maximizing the Add New Non-District School Section

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

Add New Non-District School

11. Choose where this school can be used in Synergy SIS in the **Filter Type** list. Select **Request Tracking** if the school can be used only when entering transcript requests, or select **All** to use it in other screens such as **Student Career Plan**.

12. Enter the school's **Federal School Code** and **State School Code**, if known.

13. Select the **School Type**, such as **Out of state K12 School**.

14. Enter location and contact information for the school, if known.

15. Enter the name of the person to which the transcript was sent in the **Person Released To** box. Select the person's title in the **Person Title** list, which can be customized by the district.

16. Select the reason the transcript was sent in the **Release Purpose** list. This list can be customized by the district as outlined in the *Synergy SIS – Course History Administrator Guide*.

17. Select how the transcript was sent in the **Delivery Type** list. This list may also be customized by the district.

18. In the **Request Date** field, type the date the transcript was requested in M/D/YY format, or click the Calendar 📝 button and select the date.

19. Select which transcript definition was used to print the transcript by clicking on the gray arrow next to **Transcript Option Name**.

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

Find Student Transcript Options Screen

21. Click the **Transcript Option** in the **Find Result** grid, and click the **Select** button.

22. Click the **Save** button at the top of the screen to add the request.

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

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

Student Course History Screen, Request Tracking Tab

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

Adding a Transcript Request Using the Add Button

3. Enter the name of the person to whom the transcript was sent in the **Person Released To** column. Select the person's title in the **Person Title** list.

4. Select the reason the transcript was sent in the **Release Purpose** list. This list can be customized by the district as outlined in the *Synergy SIS – Course History Administrator Guide*.

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

6. You can add information by clicking the **Show Detail** button. See *Editing a Transcript Request*, below.

EDITING A TRANSCRIPT REQUEST

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

1. Click the **Request Tracking** tab.
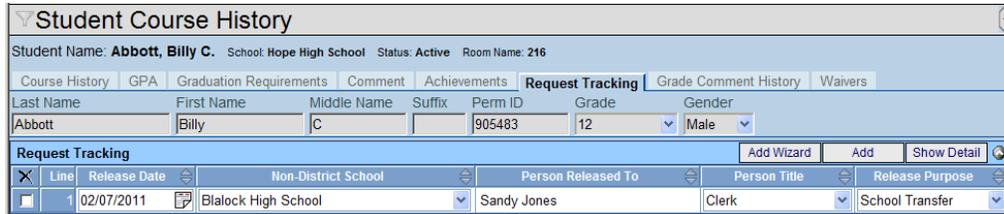
Student Course History Screen, Achievements Tab

2. Edit the transcript requests as needed by clicking on the information in the grid.

3. To edit additional details, click the **Line** number of the request, and click the **Show Detail** button.
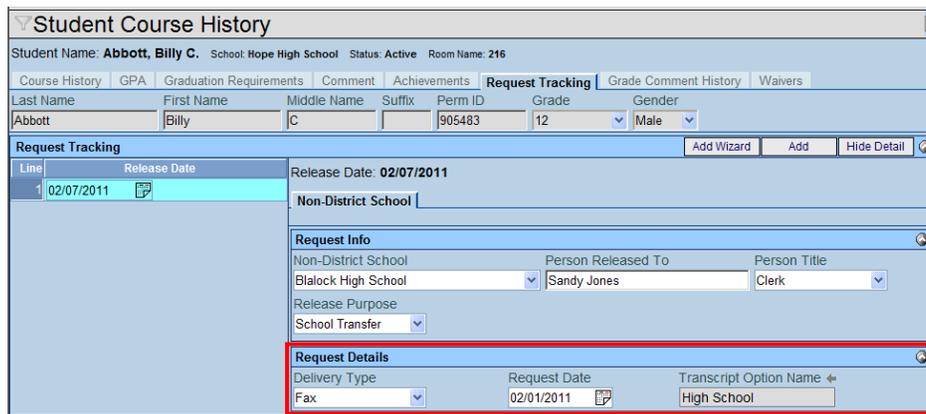
Request Tracking, Detail Screen

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

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

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

Student Course History Screen, Request Tracking Tab, Deleting

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

WAIVING A GRADUATION CREDIT REQUIREMENT

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

To add a waiver to a student:

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

Focus

2. Navigate to **Synergy SIS > Course History > Student Course History**.

3. Scroll to or find the student's record.

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

Edit Button

5. Click the **Waivers** tab.

Student Course History Screen, Waivers Tab

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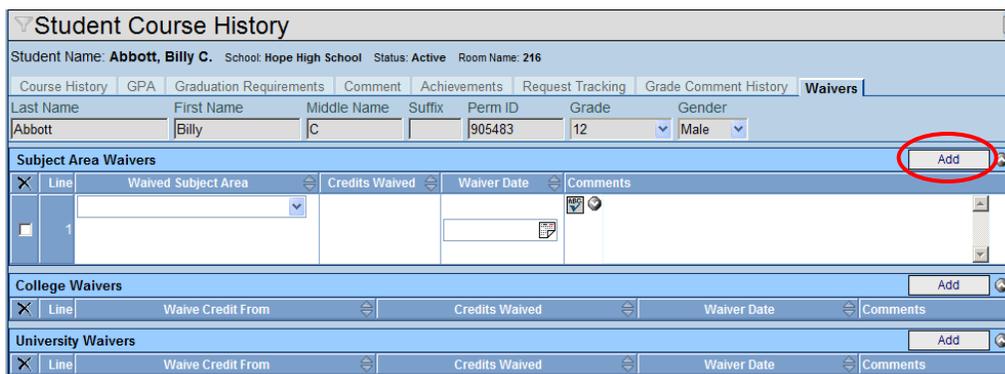
Adding A Waiver

7. A new blank line is added. Select the **Waived Subject Area** from the drop-down list. These subject areas are set up in the **District Setup** screen, as outlined in the *Synergy SIS – Course History Administrator Guide*.

8. Enter the number of **Credits Waived**. This can be up to three digits past the decimal point.

9. In the **Waiver Date** box, type the date in M/D/YY format, click the Calendar button and select the date.

10. **Comments** can also be added to explain the waiver.

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

EDITING A WAIVER

To edit a waiver:

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

Focus

2. Navigate to **Synergy SIS > Course History > Student Course History**.

3. Scroll to or find the student's record.

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

Edit Button

5. Click the **Waivers** tab.
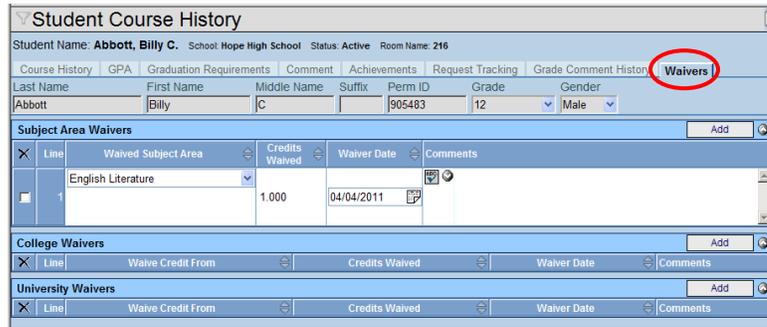
Student Course History Screen, Waivers Tab

6. Edit the waivers as needed by clicking on the information in the grid.

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

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

1. Check the box in the **X** column.
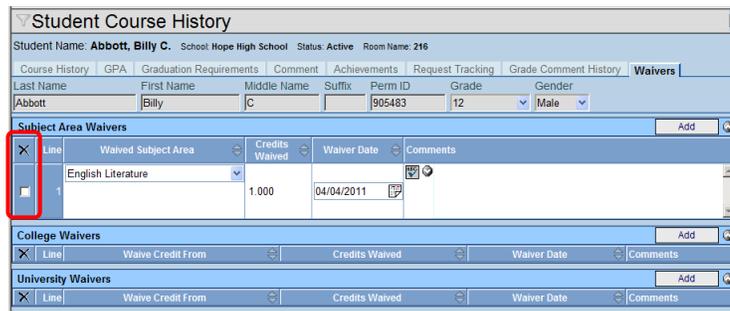
Student Course History Screen, Waivers Tab, Deleting

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

Chapter Three:
SERVICE LEARNING AND SCHOOL ATTENDED HISTORY

This chapter covers:

► Overview of Service Learning

► Adding Service Learning
► Editing Service Learning
► Service Learning Menu Options
► Adding Schools Attended History
► Editing Schools Attended History
► School Attended History Menu Options

OVERVIEW OF SERVICE LEARNING

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

Student Service Learning Screen

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

To scroll through the student records to find the student:

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

Right Scroll Button

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

Left Scroll Button

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

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

1. Click the Find Mode button.

Find Mode Button

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

Student Service Learning Screen, Searching by Last Name

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

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

ADDING SERVICE LEARNING

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

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

Focus

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

Edit Button

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

Student Service Learning Screen, Adding

4. To modify the **Date Earned**, enter it in month/day/year format, or select the date from a calendar by clicking the **Calendar** button in the field.

5. Select the **Category** in the list.

6. Select a **School Type** in the list.

7. Enter the name of the project in the **Project Name** column.

8. Enter the total number of hours in the **Hours** column.

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

EDITING SERVICE LEARNING

To edit a service learning record:

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

Focus

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

Edit Button

3. Edit the student records as necessary by clicking in the columns of the records.

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

To delete a record:

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

Service Learning Screen, Delete Column

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

SERVICE LEARNING MENU OPTIONS

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

Student Service Learning Screen, Menu Options

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

- **Edit Student Data** – puts the screen in Update mode instead of Inquiry mode, so you can edit data.

- **Reports** – enables the Service Learning Profile report to be easily generated for the student currently displayed in the screen.

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

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

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

Audit Trail History for Student Service Learning

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

Print Button

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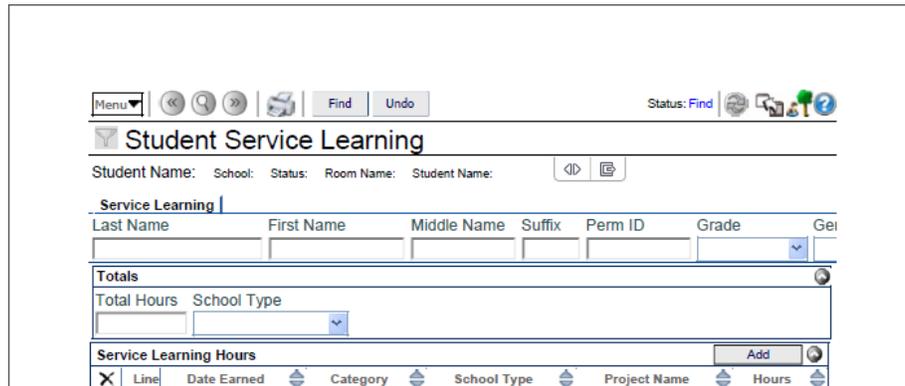
Printed Student Service Learning Screen

ADDING SCHOOLS ATTENDED HISTORY

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

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

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

Student School Attended History Screen

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

Focus

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

Edit Button

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

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

Schools Attended History Add Screen

5. Select the school to add in either the **In-District School** or **Non-District School** list.

6. To add a new non-district school:

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

    b. In the **Filter Type** list, select where this school can be used in Synergy SIS. Select **Course History** if the school can be used only when entering courses in course history and schools attended history, or select **All** to use it in other screens such as the Career Plan or for request tracking.

    c. Enter the school's **Federal and State School Codes**, if known.

    d. Select the **School Type**.

    e. Enter other school contact and location information, if known.

7. Enter the four digit **School Year**, such as 2012 for school year 2012-13.

8. Enter the **Year Title**, such as Regular or Summer.

9. Enter the **Start Date** and **End Date** of the enrollment in MM/DD/YYYY format, or clicking the Calendar ▦ button to select.

10. Select the **Grade** level of the student, and the **End of Year Status** if known.

11. Enter the **Total Membership Days**, **Total Present**, and **Total Abs** (absences) if known for the enrollment period.

12. Click the **Save** button at the top of the screen to add the school record.

EDITING SCHOOLS ATTENDED HISTORY

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

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

Student School Attended History Screen

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

Focus

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

Edit Button

4. Edit the school enrollment records as needed by clicking on the information in the list of school enrollments.

5. Click the **Show Detail** button for access to additional details about the enrollment.

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

Student School Attended History, Detail Screen

7. In the **School Information** and **Year Information** sections, edit information such as **Non-District School**, **Year Title** (such as Regular or Summer), or **End of Year Status**.

8. In the **School Info Overrides** section, override the school information that has been entered automatically for in-district schools, and add a **Comment** regarding the reason for the school info override.
   The school information appears on reports such as the elementary transcripts.

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

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

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

Student School Attended History Screen, Deleting

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

SCHOOL ATTENDED HISTORY MENU OPTIONS

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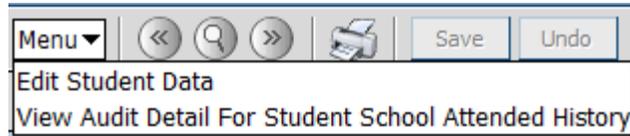
Student School Attended History Screen, Menu Options

The options available under the Menu button are:

- **Edit Student Data** – puts the screen in Update mode instead of Inquiry mode and allows the data to be edited.

- **View Audit Detail For Student School Attended History** – the **Audit Trail History** screen lists all changes made to the student's records, including what was changed, who changed it, and when. It is the same audit trail report available through the **Student** screen. Student School Attended History information is not yet available in the audit trail.

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

Print Button

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

Printed Student School Attended History Screen

Chapter Four:
STUDENT CAREER PLANS

This chapter covers:

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

OVERVIEW OF CAREER PLANS

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

Student Career Plan Screen

ADDING CAREER PLANS

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

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

Focus

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

Edit Button

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

Student Career Plan Screen

4. Select the **Career Plan** in the list, and click the **Load Defaults** button to show the courses needed for this career plan.

5. Click the **OK** button in the message box to replace the current career plan with the new selection.
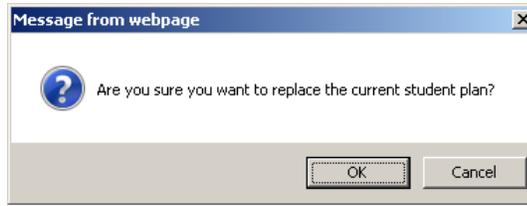
Message Box

6. The courses listed in the career plan, and any courses the student has taken that count toward the graduation requirement specified by the career plan, are listed in the **Courses by Subject Area**.

Student Career Plan Screen, Course List Added

EDITING CAREER PLANS

To edit a career plan:

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

Focus

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

Edit Button

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

Student Career Plan Screen, Editing

4. In the detail area for each subject area are sections for each grade level that has not been completed. For example, if the student is in 9th grade, it shows grades 10-12. Courses and course groups can then be added to the plan for each of these grade levels for the individual student.

5. To add courses to the plan for the student, click the **Line** number for the subject area to edit.

Courses By Subject Area, Detail Screen

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

Courses By Subject Area, Detail Screen

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

Adding Course Groups to a Career Plan

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

Student Career Plan Course Screen

9. If the course group has more than one option, select the **Group Option** to use.

10. In the **Action** list, select whether the course group should replace the courses already planned for that subject area and grade, or appended to the existing list.

11. Click the **Add Option** to add the course group to the career plan. The courses from the course group are added to the **Courses** grid in the detail screen.

12. To add individual courses to the career plan, click the **Add** button in the Courses grid, and a new line appears in the **Courses** grid.
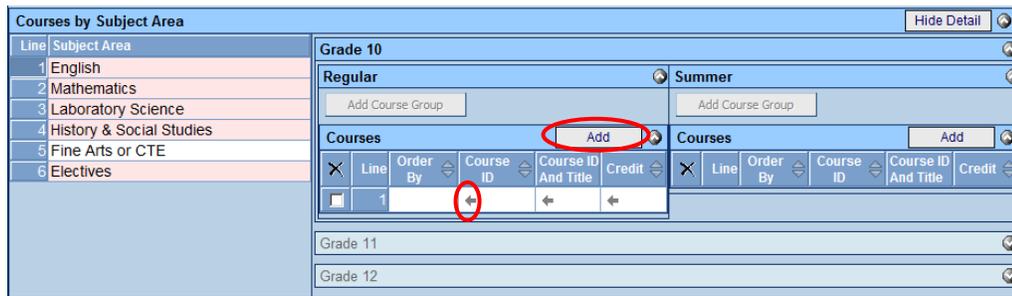
Adding Courses to a Career Plan

13. Click the gray arrow in the **Course ID**, **Course ID and Title**, or **Credit** column, and the **Find Course** screen opens in a separate window.

14. Enter all or part of the **Course ID**, **Course Title**, or **Credit** to be found, or any combination of these, and click the **Find** button. A list of courses matching the criteria appears in the **Search Results** grid.
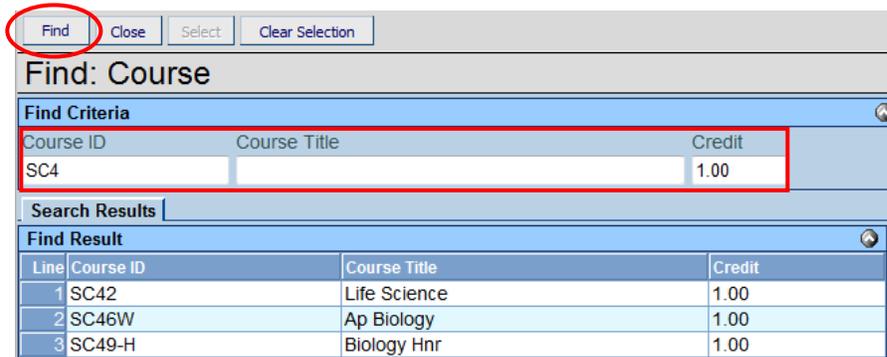
Find Course Screen, Find Results

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

Find Course Screen, Course Selected

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

To delete a course from the career plan:

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

Student Career Plan Screen, Editing

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

Courses By Subject Area, Detail Screen

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

Courses By Subject Area, Deleting

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

ADDING SKILLS AND INTEREST INVENTORIES

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

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

Focus

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

Edit Button

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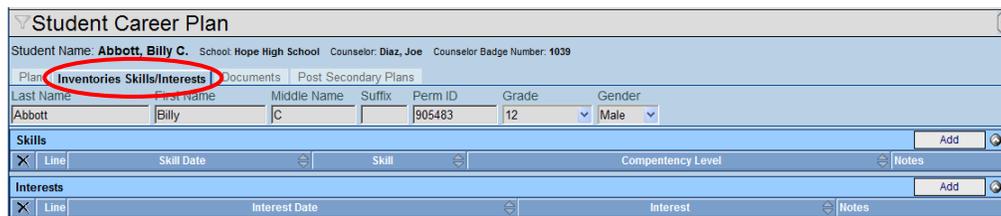
Student Career Plan Screen

4. To add a skill in which the student wants to build competency, click the **Add** button in the **Skills** section. A new blank line is added.

5. In the **Skill Date** column, type the date on which the skill was added to the career plan in M/D/YY format, or click the Calendar ▦ button and select the date.
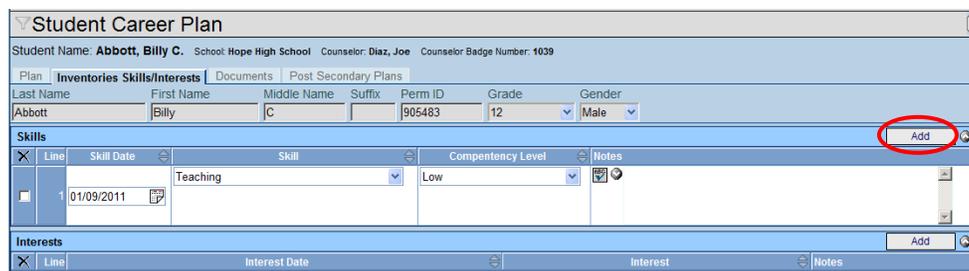
Adding a Skill, Inventories Skills/Interests Tab

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

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

Adding a Interest Inventory, Inventories Skills/Interests Tab

8. In the **Interest Date** column, type the date on which the interest inventory was completed in M/D/YY format, or click the Calendar ▦ button and select the date.

9. Select the interest inventory taken in the **Interest** column.

10. Optionally, add **Notes**.

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

EDITING SKILLS AND INTEREST INVENTORIES

To edit a student's skills or interest inventories:

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

Focus

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

Edit Button

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

Student Career Plan Screen, Inventories Skills/Interests Tab

4. Edit the student records as necessary.

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

To delete a record:

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

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

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

ADDING DOCUMENTS

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

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

Focus

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

Edit Button

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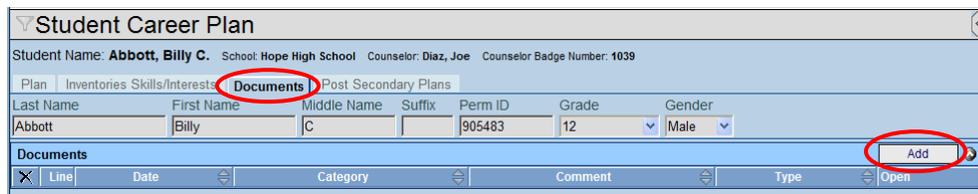
Student Career Plan Screen, Documents Tab

4. Click the **Add** button in the **Documents** section.

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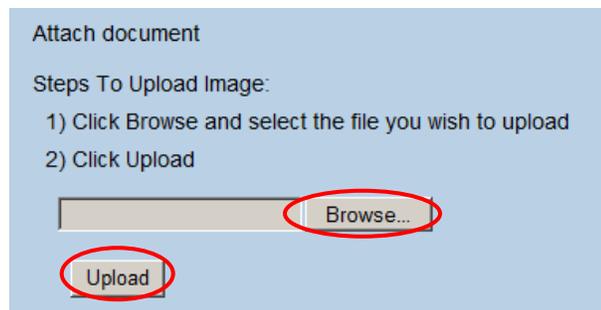
Attach Document Screen

6. Click the **Upload** button.

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

Message Box

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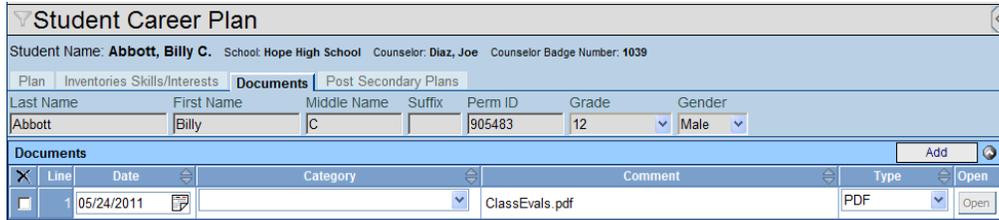
Saving the Document

9. Select a **Category** for the document.

10. By default, the name of the file is entered in the **Comment** column. You can edit this.

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

You can view the document by clicking the **Open** button.

EDITING DOCUMENTS

To edit a document attached to a career plan:

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

Focus

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

Edit Button

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

Student Career Plan Screen, Documents Tab

4. Edit the **Date, Category, or Comment** as necessary by clicking in the columns of the records.

5. The document itself cannot be edited. To change a document, it must be deleted and a new document added.

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

To delete a document:

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

Student Career Plan Screen, Documents Tab, Delete Column

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

ADDING POST-SECONDARY PLANS

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

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

Focus

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

Edit Button

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

4. Select the student's plan in the **Post Secondary Option** list.

Student Career Plan Screen, Post Secondary Plans Tab

5. To list a school the student plans to attend after high school, click the **Add** button in the **Institutions** section. A new blank line is added to the **Institutions** grid.

6. Click the gray arrow in the **Non-District School** column to select a school. The **Find: SchoolNonDistrict** screen opens.

Adding an Institution

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

Find School Non District Screen

8. Click the school, and click the **Select** button to add the school to the **Institutions** grid.
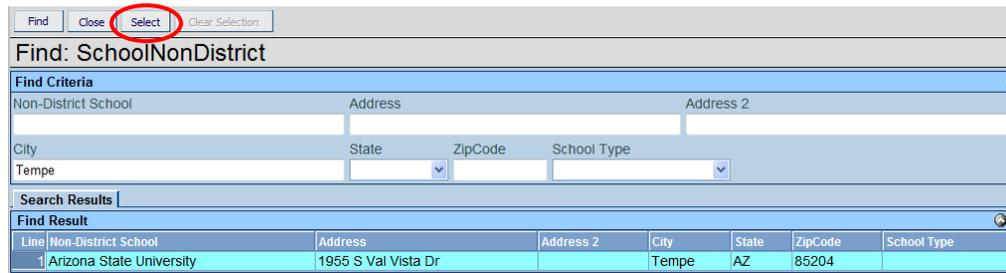
Find School Non District Screen, Selecting

9. If more than one school is listed, enter numbers to specify the **Order** in which they appear.
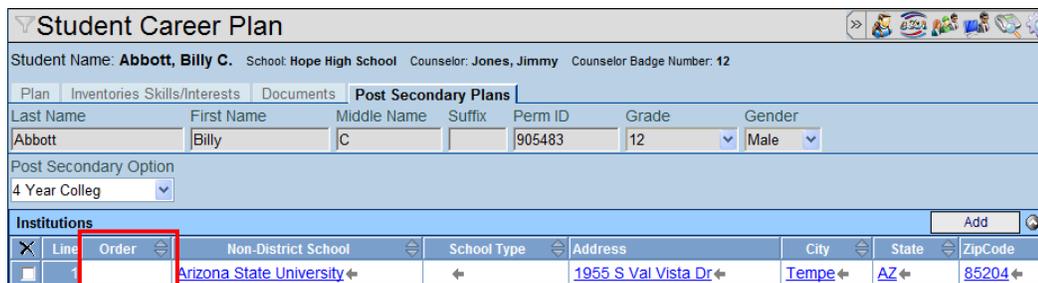
Student Career Plan Screen, Post Secondary Plans Tab, Order Column

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

EDITING POST-SECONDARY PLANS

To edit a student's post-secondary plans:

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

Focus

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

Edit Button

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

Student Career Plan Screen, Post Secondary Plans Tab, Editing

4. To replace a school in the **Institutions** grid:

   a. Click a gray arrow in the row for the school. The **Find: SchoolNonDistrict** screen opens.

Replacing an Institution

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

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

Find School Non District Screen, Selecting

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

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

To delete a record:

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

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

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

MENU OPTIONS

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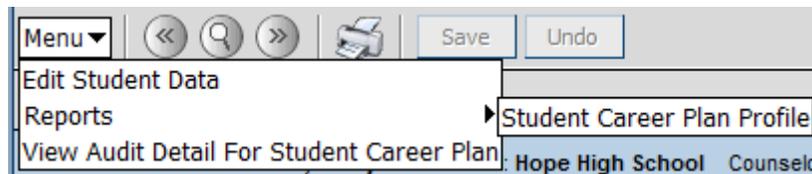
Student Career Plan Screen, Menu Options

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

- **Edit Student Data** –puts the screen in Update mode instead of Inquiry mode and allows the data to be edited.

- **Reports** – generates the Student Career Plan Profile for the student currently displayed.

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

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

Audit Trail History for Student Career Plan

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

Print Button

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

Printed Student Career Plan Screen

Chapter Five:
STUDENT CTE

This chapter covers:

► Overview of CTE

► Adding CTE

► Editing CTE

► Menu Options

OVERVIEW OF CTE

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

Student CTE Screen

ADDING CTE

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

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

Focus

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

Edit Button

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

4. Click the **Chooser** button. The **Chooser** screen opens in a separate window.

Chooser Screen

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

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

Finding CTE Programs

7. Click the **Select** button.

Student CTE Screen, Program Added

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

9. Select any **Special Populations Code** to which the student belongs by checking the appropriate box.

10. In the **CTE to Report** list, click the student's main CTE program.

11. If the CTE program is associated with more than one career cluster: In the **Career Cluster to Report** list, select the cluster to be reported.

12. For each program listed under **CTE Programs**:

   - If the student has finished the program, check the **Completed** box and enter the **Completed Date**.

   - Rate the student's skills in the program area using the **Competent** list.

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

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

To automatically assign to one student:

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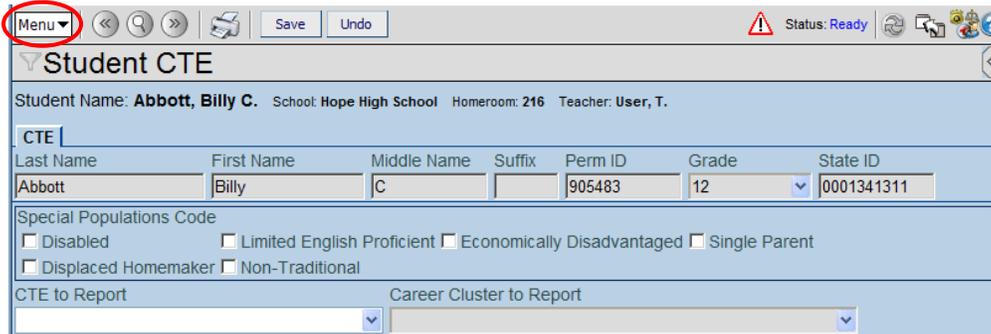
Student CTE Screen

2. Select **Update Student CTE Data**.
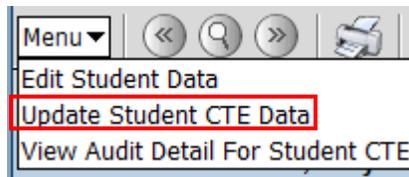
Student CTE Screen, Menu Options

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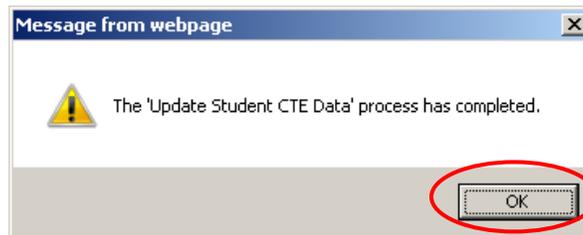
Message Box

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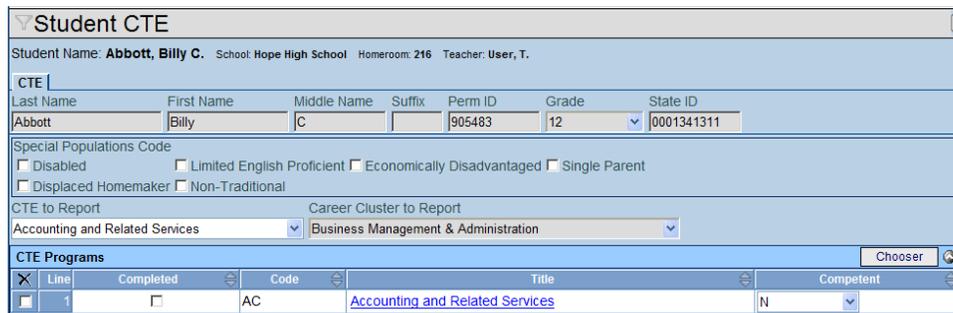
CTE Program Added

EDITING CTE

To edit a CTE record:

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

Student CTE Screen

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

Focus

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

Edit Button

4. Select any **Special Populations Code** to which the student belongs by checking the appropriate box.

5. Select the main program for the student in the **CTE to Report** list.

6. For each program listed under **CTE Programs**:

   - If the student has finished the program, check the **Completed** box and enter the **Completed Date**.

   - Rate the student's skills in the program area using the **Competent** list.

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

To delete a CTE program record:

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

Student CTE Screen, Delete Column

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

MENU OPTIONS

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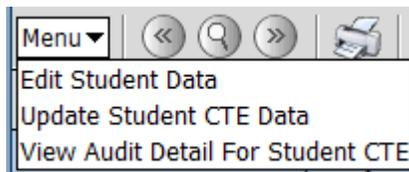
Student CTE Screen, Menu Options

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

- **Edit Student Data** – puts the screen in Update mode instead of Inquiry mode and allows the data to be edited.

- **Update Student CTE Data** – adds or removes CTE programs for the student based on course assignments.

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

Audit Trail History for Student CTE

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

Print Button

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

Printed Student CTE Screen

Chapter Six:
REPORTS

In this chapter, the following topics are covered:

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

AVAILABLE REPORTS

The available reports for Course History, Career Plan, CTE, School Attended History, and Service Learning are found under the **Synergy SIS > Course History > Reports**. Individual reports print information about a single student per page, but can be printed for multiple students at one time. List reports generate summaries for multiple students.

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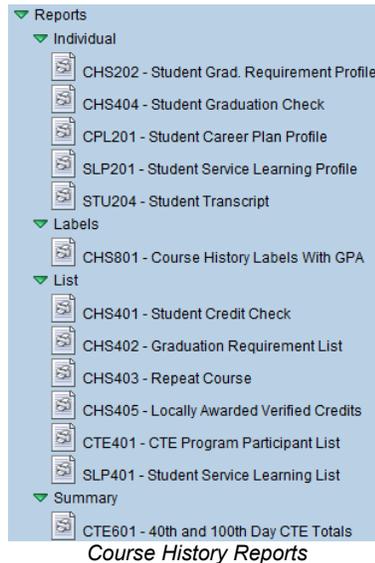
To print a report, navigate to it, select options, and click the **Print** button.

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

CHS202 – Student Grad. Requirement Profile

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

Graduation Requirement Profile, Page 1

Graduation Requirement Profile, Page 2

The report can be customized using the following options:

- **Graduation Requirement** – select the graduation requirement definition to use for the report

- **Add Work In Progress** – select None, Student grades, or Student schedule to include the student's current schedule

- **School Year for Request Credit** – select a school year to include the student's requested courses

- **Grading Period** – if work in progress is selected, choose which grading period to use

- **Term Definitions** – select which terms to use for work in progress

- **Show Detailed Course History** – show all courses in addition to a summary by subject area

- **Show mark received for completed coursework** – display the mark earned for each course

- **Show Credit Waivers** – include waivers in the report

*Student Grad. Requirement Profile Report Interface*

- **Use Simple Header** – reduce the size of the page header by removing the student detail information

- **Suppress Page Break** – if this is selected, the report does not insert a page break before each student's record when printing the report for multiple students.

- **Course Display Option** - select whether to display Course ID and Title, Course ID only, or Course Title only.

The report can also be filtered using the following options:

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, **Perm ID**, **Grade**, or **Section ID**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.

- Using the **Student Filter**, students that meet or don't meet the checked off requirements are displayed. The Student Filter may be set to **Exclude**, **Include**, or **Show All Students** and the requirements that can be used as a filter are the **Subject Area Req**., **Test Req**., **GPA Req**. and **Service Learning Req**. For example, if the Student Filter is set to Include and the Test Req is selected, an individual report is printed for all students who have met the test requirements for graduation.

CHS404 – Student Graduation Check

Report CHS404, the Student Graduation Check Report, presents all of the requirements needed for graduation with the detail of 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.

Student Graduation Check

The report can be customized prior to printing as follows:

Student Graduation Check Report Interface

- The **Graduation Profile Definition** to be used for the report may be selected from the drop-down list.

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

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

CPL201 – Student Career Plan Profile

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

Hope High School
Student Career Plan Profile
Year: 2010-2011
Report: CPL201

General Information

Student Name	SIS Number	Gen	Grade	Enter Date	Leave Date
Abbott, Billy C.	905483	M	12	08/31/2010	

Last Name Goes By	Nick Name	Birth Date	Home Address
		05/12/1993	1960 S Val Vista Dr

Phone	Home Language	Ethnic Code	
###-###-####	Spanish	Hispanic	Mesa, AZ 85234

Required		Completed			In Progress		Planned		Needed
Subject Area	Crd	Course Title	Mark	Crd	Course Title	Crd	Course Title	Crd	Credits
English	4.000	EN09-English 9	C	0.500	EN46-Prin Eng III	0.500			3.000
		EN34-Prin Eng II	D	0					
Mathematics	2.000	MA27-Algebra I	A	1.500					0.500
		MA31-Alt Geometry	D	0					
		MA31-Alt Geometry	F	0					
Laboratory Science	2.000	SC09-Science 9	D	0					0.000
		SC09-Science 9	C	0.500					
		SC49-Biology	A	0.500					
		SC49-Biology	D	0					
		SC71-Chemistry	B	1.000					
History & Social Studies	2.500	SS22-World Hist/g	C	0.500					2.000
Fine Arts or CTE	1.000	CB10-Comp Foundation	F	0					0.000
		CB18-Desktop Publish	D	0					
		EN09-English 9	F	0					
		IT71-Welding I	F	0					
		MU29-Beg Guitar	D-	0					
		PA90-Thea Arts I	B	0.500					
		WL41-French I	C	0.500					
Electives	8.500	AR54-Beg Jewelry	A+	0.500	S2.0300.10-Introduction to Bus	0.500			0.000
		EN40-Shakespeare	C	0.500	FS77-Prin&prac Econ	0.500			
		EN51-Lit Explor	B	0.500	NC962-Rt 6th Per	0.500			
		EN52-Mythology	C	0.500	PA86-Intermediate Acting	0.500			
		EN60-Eng (brit) Lit	A+	0.500	PE762-Weight Trn Boys	0.500			
		MU21-Symphonic Band	C	0.500	SS51-Teacher Aid	0.500			
		MU21-Symphonic Band	B	0.500					
		MU38-Symphonic Band	A	0.500					
		MU38-Symphonic Band	A	0.500					
		MU41-March Band	A	0.500					
		MU41-March Band	B	0.500					
		PA91-Thea Arts II	C	0.500					
		PE76-Weight Trn Boys	C	0.500					
		SA62-Stu Asst Couns	P	0					
		SS34-Amer History I	C	0.500					
		SS35-Amer History II	B	1.500					
		SS51-Am Govt	C	0.500					
		TS32-Tr. Safety	B	0.500					
Totals	**20.00**			**15.00**		**3.50**		**0.00**	**5.50**

Printed by Admin User at 07/24/2011 2:24 PM   Edupoint School District   Page 1 of 1

Student Career Plan Profile

The report can be customized prior to printing as follows:
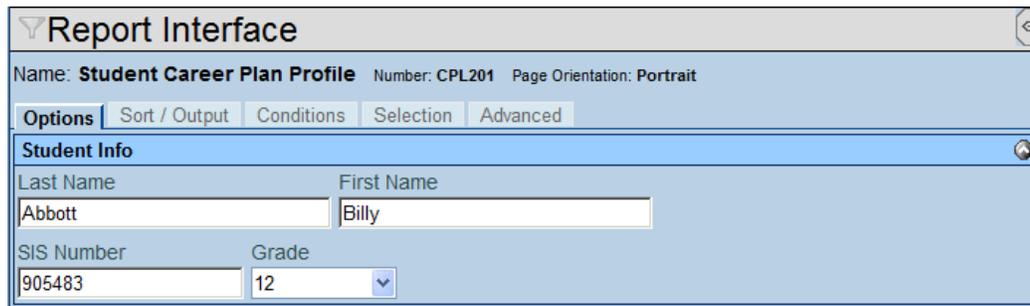
Student Career Plan Profile Report Interface

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

SLP201 – Student Service Learning Profile

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

Student Service Learning Profile

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

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

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

Student Service Learning Profile Report Interface

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

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

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

STU204 – Student Transcript

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

Student Transcript

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

To select which student transcripts are printed:

- Filter for an individual student using **Perm ID**

- Select a group of students using the **Grade** range or **Section ID** or **Counselor**.
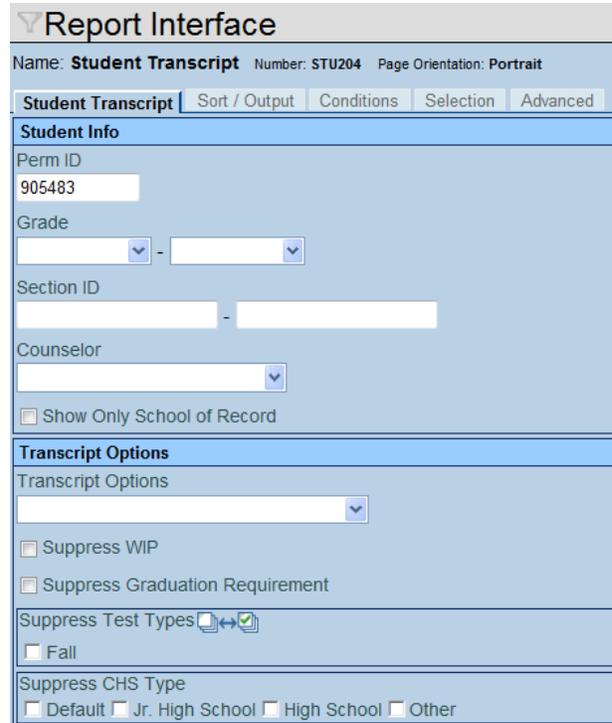
Student Transcript Report Interface

Options:

- **Show Only School of Record** – select to limit the display to courses completed at the school where the student is currently enrolled.

- **Transcript Options** – select which transcript format to use.

- **Suppress WIP** – select to prevent work in progress from printing.

- **Suppress Graduation Requirement** – select to prevent data related to graduation requirements from printing.

- **Suppress Test Types** – select to prevent selected test types from printing in the Additional Tests section.

- **Suppress CHS Type** – select one or more course history types to prevent them from printing.

CHS801 – Course History Labels With GPA

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

Course History Labels with GPA

Options:

- Select the **Month** and **Year** of the Grading Periods to be included.

- Choose the GPA or GPAs to be printed on the label from the **GPA Type 1** and **GPA Type 2** lists.

- To override the label for a selected GPA type, enter the new label in the **Override Label** box. To avoid overrunning the printed margins, it is recommended to keep the label to 3 characters.

- Select which **Course Title to show** from the drop-down. It can be the **Long Title from District Course**, the **Short Title from District Course**, or the **Title from Student Course History**.

Course History Labels with GPA Report Interface

- To show the school and grade level from Course History instead of information from the District Course screen, check the box **Show School Name and Grade from Course History**.

- To show additional information from the student's grading records, check the boxes to **Show Attendance 1, Attendance 2, Conduct,** and/or **Credit**.

- Select how to print teacher names from the **Staff Name Format** drop-down list. They can either be in **Last Name, First Initial** or **Last Name, First Name** format.

- To print labels for students at specific grade levels, check the grades to be included in the report in the **Student Filter** section.

CHS401 – Student Credit Check

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

Student Credit Check

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

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

Student Credit Check Report Interface

CHS402 – Graduation Requirement List

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

Hope (HS1)
Graduation Requirement List
Grad Req: High School

Year: 2007-2008
Report: CHS402

Student Name	Perm ID	Grade	Gender	Student Name	Perm ID	Grade	Gender
Abbott, Billy C.	905483	12	M	Batchlor, David L.	840029	12	M
Ackley, Brian R.	913948	12	M	Beaty, Brian J.	988684	12	M
Acosta, Eugene A.	873921	12	M	Beavers, Pamela E.	891083	12	F
Adams, Howard T.	873985	12	M	Beck, Eric T.	994462	12	M
Adams, Scott M.	939208	12	M	Beck, Walter R.	873064	12	M
Adams, Sean B.	877340	12	M	Becklund, Joan D.	943213	12	F
Addington, Paula M.	871686	12	F	Beckstead, Phyllis M.	871738	12	F
Aelvoet, Jesse J.	944233	12	M	Beeson, Joe A.	877978	12	M
Aguado, Karen C.	135319	12	F	Bennett, Phyllis	877881	12	F
Aguilar, Roger F.	991071	12	M	Bergen, Paula A.	873510	12	F
Aguirre, Jason K.	952357	12	M	Berger, Ashley J.	873993	12	F
Aitchison, Alice E.	871731	12	F	Bernal, Amanda N.	863455	12	F
Alder, Lawrence S.	910024	12	M	(Bigler, Nicole D.)	872547	12	F
Alder, Sarah C.	968416	12	F	Bingham, Sandra D.	102827	12	F
Aldrich, Steve K.	873815	12	M	Birenbaum, Henry A.	140310	12	M
Alexander, Fred D.	975140	12	M	(Birkenhake, Deborah)	150278	12	F
Alexander, George M.	975141	12	M	Bircher, Harry B.	950362	12	M
Alger, Nicole C.	874433	12	F	Bitter, Debra S.	118894	12	F
(Allen, Cheryl L.)	980882	12	F	Blackwell, Helen N.	877031	12	F
Allen, Cynthia	874997	12	F	(Blakeslee, Howard R.)	148051	12	M
Allen, Helen L.	874910	12	F	Blasdell, Todd C.	873622	12	M
Allen, Karen	873986	12	F	Block, John A.	875704	12	M
Allen, Karen T.	871328	12	F	Bogden, Judy M.	869438	12	F
Allen, Shawn C.	877993	12	M	(Bolton, Billy A.)	155635	12	M
Allison, Pamela D.	992672	12	F	Bond, Ashley G.	871909	12	F
Alpin, Steven J.	874439	12	M	(Borgoyne, Mary A.)	834397	12	F
Alwine, Roy M.	877916	12	M	Borup, Shawn M.	885299	12	M
Amiri, Margaret M.	871884	12	F	Borushko, Ruby M.	905310	12	F
Amundsen, Jose W.	885416	12	M	Boschee, Teresa J.	888853	12	F
Anaya, Anthony C.	118268	12	M	Bothwell, Benjamin J.	873093	12	M
Anderson, Ann M.	873834	12	F	Bott, Raymond M.	874024	12	M
Anderson, Paula N.	879286	12	F	Bouldin, Carl C.	873920	12	M
Andrews, Jean L.	875456	12	F	Bowser, Ruth C.	874025	12	F
Apple, Diana	873838	12	F	Bowyer, Jesse P.	877361	12	M
Arambula, Pamela A.	873298	12	F	Boylan, Juan G.	154894	12	M
Ardis, Anne L.	140843	12	F	Bradshaw, Gloria	871682	12	F
Arnold, Jason K.	914682	12	M	(Brady, Gregory P.)	873303	12	M
Arnow, Kelly L.	839443	12	F	Brady, Kenneth P.	874026	12	M
Arnow, Wayne M.	873840	12	M	Brake, Lori	898354	12	F
Arvanitas, Christina T.	892796	12	F	Branch, Clarence L.	831203	12	M
Arviso, Anthony M.	872129	12	M	Brandt, Sandra M.	876733	12	F
Ash, Louis T.	873990	12	M	Brechler, Robert W.	996375	12	M
Atchison, Shirley M.	839884	12	F	Brinkerhoff, Nancy N.	940660	12	F
(Babeshko, Julie O.)	155468	12	F	Brock, Cynthia M.	907053	12	F
Bailey, Evelyn	872658	12	F	Broderick, Carolyn M.	871783	12	F
Bailey, Ruby A.	869416	12	F	Broderick, Patricia R.	884473	12	F
Bailly, George	874872	12	M	Brooks, Amy M.	881172	12	F
Baker, Lois A.	924710	12	F	Brooks, Carolyn A.	834347	12	F
Baker, Tina	873301	12	F	(Brown, Diane N.)	871708	12	F
Bakken, Randy H.	875362	12	M	Brown, Jean E.	872137	12	F
Ballew, Chris A.	874964	12	M	Brown, Jose T.	881232	12	M
Banks, Eugene B.	897818	12	M	Brown, Paul S.	872136	12	M
Barbour, Judy C.	967419	12	F	Bruggeman, Sarah	132402	12	F
Barker, Juan B.	967065	12	M	Bruhn, Gary A.	169949	12	M
Barlingay, Jessica C.	148570	12	F	Buchanan, Carlos G.	951503	12	M
Barnett, Janice C.	873868	12	F	Buchanan, Julia C.	873587	12	F
Baro, Patricia D.	118858	12	F	Buchanan, Rebecca M.	840015	12	F
Barratt, Teresa J.	879572	12	F	Bueno, Douglas M.	867358	12	M
Batchelor, Judy R.	839447	12	F	Burke, Roy A.	109365	12	M

Printed by Admin User at 03/23/2009 6:16 PM   Edupoint School District   Page 1 of 8

Graduation Requirement List

The report criteria may be defined as follows:

- Select the **Graduation Requirement** to use to calculate student progress

- Choose whether to use the **Student Schedule** or the **Student Grades** to display **Work In Progress**, or select **None** to not include work in progress.

- If using work in progress, select the **Grading Period** to use and the **Term Definitions**.

To select which student appear on the report:

- Filter for an individual student using **First Name**, **Last Name** or **Perm ID**

- Select a group of students using either the **Grade** or **Section ID**.

- Choose either to **Exclude** or **Include** students that meet the areas checked off below (**Subject Area Req.** or **Test Req**) using the **Student Filter**. Or choose **Show All Students** to include everyone.

Graduation Requirement List Report Interface

CHS403 – Repeat Course

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

Repeat Course

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

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

Repeat Course Report Interface

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

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

CHS405 – Locally Awarded Verified Credits

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

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

Locally Awarded Verified Credits

Options:

- **Grade** – select one or more grades to limit report output.

- **Test Group** – select one or more test groups to include in the report.

- **Minimum Times Failed** – the number of times a student must have failed to be included in the report.
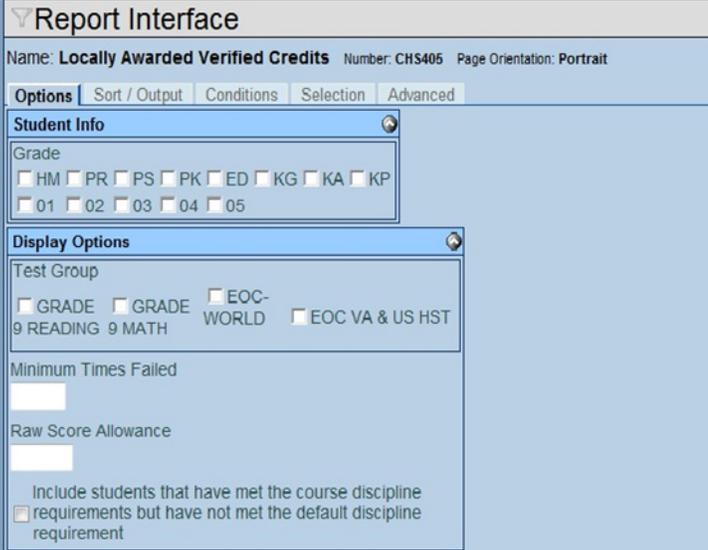
Locally Awarded Verified Credits Report Interface

- **Raw Score Allowance** – the number of points allowed below the raw score to be included in the report.

- **Include students that have met the course discipline requirements but have not met the default discipline requirement** – check this box to include students who have met their discipline requirements but not the default requirement. The default requirement is indicated in **Synergy SIS > Grading > Setup > Graduation Requirements**, on the **Class of Verified Credit** tab.

Default Verified Credit Requirement, Class of Verified Credit Tab

CTE401 – CTE Program Participant List

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

CTE Program Participant List

Options:

- Select a student or group of students by filtering on the **State Student Number**, **Last Name**, **First Name**, **Grade**, or **Gender**. For example, if grades 10-12 are selected, the report prints an individual report for each student in grades 10-12.

- To limit the report to students of one or more races or ethnicities, check boxes in the **Resolved Race/Ethnicity** section.

CTE Program Participant List Report Interface

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

- The report can show if the student has any special needs or participates in any special needs programs. To select whether the Student Needs box on the report is checked when the student has a need or participates in a program (service), select either Needs or Services from the **Program Indicator** list.

- To set the number of units the student must have in order to appear on the report, type a number in the **Minimum # of Carnegie Units** box.

- To include Carnegie Units from both Course History and Current Schedule, check **Include Current Courses**.

- To print the report only, and not the extract, check **Generate Report Only**.

- To take the credit values for Carnegie Units from the sections instead of courses, check **Use Credit Values from Sections**.

CTE601 – 40th and 100th Day CTE Totals

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

40th and 100th Day CTE Totals

Options:

40th and 100th Day CTE Totals Report Interface

- **As of Date** – date for which to run the report.

- **Teacher Name** – name of the teacher, if running the report for a specific teacher's sections.

- **Certificate Type** – how the teacher is identified for the report. **Document Number** is the credential document number from the **Credentials** tab of the **Staff** screen. **Social Security Number** is the Social Security number from the **General** tab of the **Staff** screen.

- **Program Code** and **Course Code** – CTE program code and course code.

- **Default Course Length** – number of minutes to use as the program length for programs that have no length specified.

- **Use FRM Totals for Economic Disadvantaged** – Check this box to use Free and Reduced Meals as the criterion for economic disadvantage.

- **Run Extract** – If you check **Run Extrac**t, lists appear for selecting **Submission Day** and **Transaction Type**.

SLP401 – Student Service Learning List

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

Student Service Learning List

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

Student Service Learning List Report Interface