



Synergy[™]

Student Information System

Synergy SIS[©]
Grade Book
Administrator Guide



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

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ABOUT THIS GUIDE

DOCUMENT HISTORY

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July 2013	1	1	1	Updated with standards information
August 2013	1	1	2	Updated to 8.0.3.0
September 2013	1	1	3	Updated to 8.0.4.0

CONVENTIONS USED IN THIS GUIDE

Bold Text

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



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



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



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



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

BEFORE YOU BEGIN

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



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

Chapter One : OVERVIEW

This chapter covers:

- ▶ [Overview of the Grade Book software](#)
- ▶ [Implementation considerations](#)
- ▶ [What items need to be configured before starting](#)

OVERVIEW OF THE GRADE BOOK SOFTWARE

The Grade Book software allows teachers to track student performance on assessments such as homework, quizzes, and projects. Teachers can also set up online resources in the Grade Book software such as websites or documents to share with students via the STUDENTVUE portal.

The classes, marks, and enrollment information are synchronized between Synergy SIS and the Grade Book to reduce data entry. The Grade Book software is not included with the Synergy SIS software and must be purchased separately. This guide outlines how to synchronize the information between Synergy SIS and the Grade Book, and how to configure the Grade Book for teachers.

The companion manual to this guide, *Synergy SIS – Grade Book User Guide*, illustrates how teachers can create and grade assignments in their classes. A number of reports can be generated from the information, and this guide reviews the reports and shows how to customize and print them.

For teachers, the Grade Book can be accessed by clicking the Grade Book icon in the TEACHERVUE software. For other staff such as district administrators to access the Grade Book:

1. Open the Synergy SIS Navigation Tree by clicking the Tree button near the top of the page.



Figure 1.1 – Synergy SIS Navigation Tree

2. Click **Synergy SIS** in the tree.
3. Expand branches to locate **Synergy SIS > Grade Book > Grade Book Admin Login**.



Figure 1.2 – Grade Book Admin Login Icon

- Click the **Grade Book Admin Login** icon, and the **Open Grade Book** button appears on the right side of the screen.

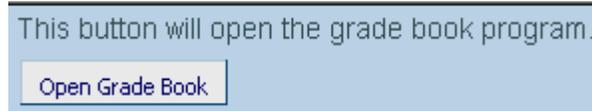


Figure 1.3 – Grade Book Admin Login Screen

- Click the **Open Grade Book** button. Grade Book opens in a new window.

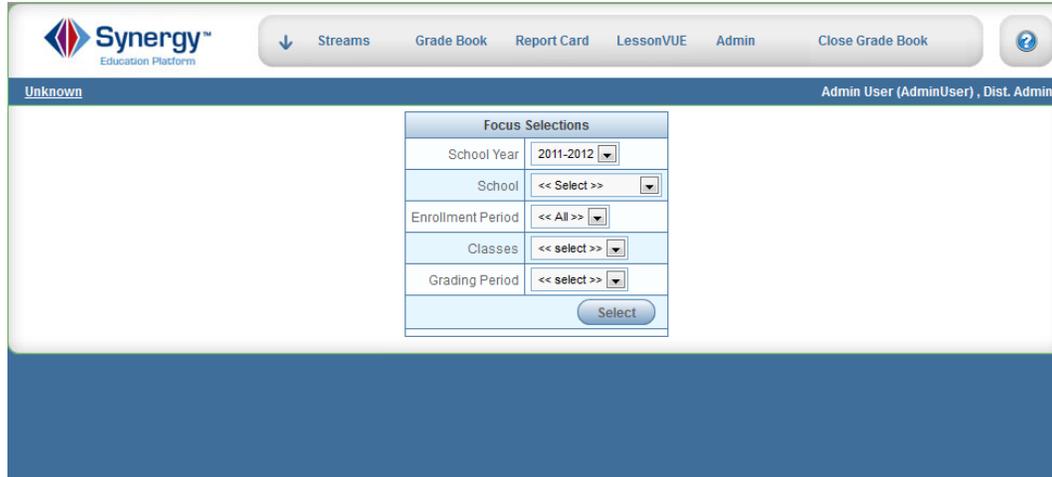


Figure 1.4 – Grade Book Screen

By default, the focus is not set to any class or grading period. A focus must be selected to view class grades. Principals and other staff can view any class to which they have access, but they cannot change the grades.

IMPLEMENTATION CONSIDERATIONS

Before you set up the Grade Book software, the district should decide the following issues.

Will the Grade Book software be used to generate report cards?

The Grade Book software can create report cards based on assignments or subcategories within a class. Report cards from Synergy SIS will print grades for a progress period or grading period for the entire class only, and cannot generate grades for individual assignments.

What types of report cards will be used?

The Grade Book software can support either standards-based report cards or section-based report cards. Will certain grade levels use one type of report card or the other, or both? Standards-based report cards grade students on state and school standards, and the report cards are printed from the Grade Book. These grades are not synchronized with Synergy SIS. Section-based report cards report the grades students received for the sections in which they were enrolled, and the report cards are printed from Synergy SIS. The final grade for each section is synchronized with Synergy SIS.

Will specialists such as art or music teachers enter their own grades separately for students?

Frequently there may be teachers, particularly in an elementary school, that teach subjects across several classes but that are not assigned a separate class. This may be an art or music teacher, or speech therapist. Within the Grade Book, these teachers can be setup to enter grades for only their area of specialty across multiple classes.

What types of assessments will be tracked in the Grade Book?

The Grade Book can track any type of assessment, but each assessment must be assigned a type. These types generally indicate the method of assessment such as homework or quiz. District-wide types can be setup, and teachers can create their own custom types for use in their classes.

What types of scores will be used to grade assessments?

Each assessment is configured to use a particular score type, such as a percentage, rubric, or letter grade. The types of scores and values assigned are configured at the district level. Teachers can also create customized scores just for their classes.

Does additional server hardware need to be purchased and installed?

The Grade Book software is a web-based application, and may need to be installed on a separate web server from the primary Synergy SIS web server to achieve the best performance for the end users. Determine the number of potential users and refer to the *Synergy SIS – System Installation Guide* for hardware recommendations.

BEFORE STARTING

Before synchronizing the Grade Book with Synergy SIS, everything in both the *Synergy SIS - Grading Administrator Guide* and the *Synergy SIS - Scheduling Guide* should be set up in Synergy SIS. Students should also be enrolled in their courses, and teachers should be set up to use the TEACHERVUE software. This is very critical, as some information cannot be changed through synchronization after the initial synchronization has occurred. Term information such as term codes and grading periods will not be changed after the initial synchronization. The specific information in Synergy SIS that affects the Grade Book is:

- The terms and term codes in the School Setup screen
- The grading periods in the Grading Setup screen
- The marks in the Grading Setup screen
- The attendance definition in the Grading Setup screen
- The comments in the Grading Setup screen
- The teacher experience options in the Grading Setup screen
- The marks in the Mark Definition screen
- The Include in Grading option in the Section screen
- The Grade Book options in the ParentVUE and StudentVUE Configuration screen
- The Grade Book options in the ParentVUE and StudentVUE School Configuration screen

Once these items are configured, the Grade Book should be set up in the following order:

1. Create Grade Book users (see [User Setup](#))
2. Synchronize Synergy SIS with the Grade Book (see [Synchronization](#))
3. District Setup (see [Grade Book Configuration](#))
4. Menu Configuration (see [Menu Configuration](#))
5. Edit Users in Grade Book (see [Editing Users in Grade Book](#))
6. Report Cards (see [Report Card Configuration](#))
7. Specialist (see [Specialist Setup](#))
8. Standards (see [Standards Configuration](#))
9. Additional/Optional Configuration (see [Mark Rounding Settings](#), [Analysis Band Configuration](#), [Progress Report Configuration](#), [Mass Comment Setup](#), [Admin Reports Configuration](#), [Teacher Class Website Configuration](#), and [District Grade Book Setup](#))
10. Synchronize everything one final time (see [Synchronization](#))

Chapter Two : GRADE BOOK/SYNERGY SIS INTEGRATION

This chapter covers:

- ▶ [How to set up the integration to the Grade Book software program](#)
- ▶ [How to synchronize the grades between Synergy SIS and the Grade Book software program](#)

INTEGRATION SETUP

You can synchronize the grades in both Synergy SIS and Grade Book to prevent duplicate data entry.

1. Go to **Synergy SIS > Grade Book > Setup > Grade Book Config**.

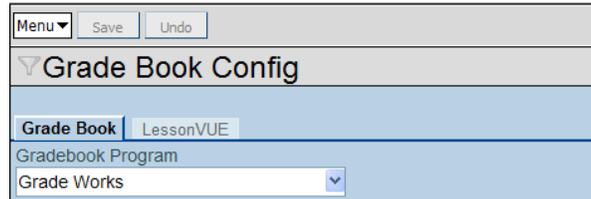


Figure 2.1 – Grade Book Config Screen

2. In the **Gradebook Program** list, click **Grade Works**. (Grade Works is the original name of Grade Book.)
3. Click **Save**.

SYNCHRONIZATION

There are three synchronization options within Grade Book, the manual Mass Synchronization process, a regularly scheduled Mass Synchronization Process, and Real Time Sync.

Manual Synchronization

Each time the user information, course information, section information, or section enrollment information changes, these changes must be synchronized to the Grade Book. This synchronization also extracts the final grades for each grading period from the Grade Book and posts the grades to the various Grading screens in Synergy SIS. The initial synchronization for each year must be made manually, but following synchronizations may be automatically scheduled or using Real Time Sync.

1. Go to **Synergy SIS > Grade Book > Grade Book District Mass Synchronization**.
2. Enter the **Term Selection Date**.
3. Click the **Select Terms to Sync** button. All terms that are active on the date entered are selected for synchronization.

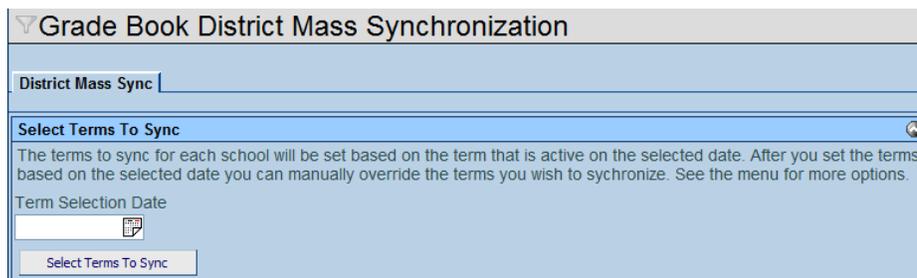


Figure 2.2 - Selecting Terms to Sync

4. If students that are acting as teaching assistants should be graded in a separate class in the Grade Book instead of being graded in the same class as the regular students, check the **Split TA's Into Section** box.

Grade Book District Mass Synchronization

District Mass Sync

Select Terms To Sync

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

Term Selection Date

Split T/As Into Separate Sections

When the Split TAs into section option is checked, students that are selected as TAs in section will put into a separate class in the grade book. When disabled all the student will be put into a single class.

Split TAs into Section

Sync Schools

Line	Enabled	School	Terms To Sync	Last Date Synced	Last Terms Synced
1	<input type="checkbox"/>	Adams Elementary	YR	09/11/2009 16:07:28	YR
2	<input type="checkbox"/>	Central Enrollment	Year		
3	<input type="checkbox"/>	Continuation High School	YR		
4	<input type="checkbox"/>	Eisenhower Middle School	First Semester,Second Semester		
5	<input type="checkbox"/>	Grant Elementary	Trimester 1,Trimester 2,Trimester 3		
6	<input checked="" type="checkbox"/>	Hope High School	S1,S2	09/22/2009 17:32:37	S1,S2
7	<input type="checkbox"/>	Jefferson Elementary	YR		
8	<input type="checkbox"/>	Kennedy High School	Q1,Q2,Q3,Q4		
9	<input type="checkbox"/>	King High School	Q1,Q2,Q3,Q4		
10	<input type="checkbox"/>	Lincoln Elementary	YR		
11	<input type="checkbox"/>	Roosevelt Middle School	Q1,Q2,Q3,Q4		
12	<input type="checkbox"/>	Truman Middle School	Q1,Q2,Q3,Q4		
13	<input type="checkbox"/>	Washington Elementary	YR		

Schedule Job

Schedule Task
 Once (Runs immediately)

Notification

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

Figure 2.3 – Grade Book District Mass Synchronization Screen

5. Select which schools to synchronize by checking boxes in the **Enabled** column.
6. Click the **Save** button at the top of the screen.
7. Click the **Synchronize** button to synchronize the data. The information about the sections and the students enrolled in the sections for the term is sent to Grade Book, and any grades entered are sent to Synergy SIS.



Tip: To override what terms are synchronized manually, click **Show Detail** and click the school to customize on the right side. The terms cannot be selected until after the initial synchronization.

Grade Book District Mass Synchronization

District Mass Sync

Select Terms To Sync

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

Term Selection Date

Select Terms To Sync

Split T/As Into Separate Sections

When the Split TAs into section option is checked, students that are selected as TAs in section will put into a separate class in the grade book. When disabled all the student will be put into a single class.

Split TAs Into Section

Sync Schools Hide Detail

Line	School	Enrollment data will only be synchronized for the terms selected below. In order to properly handle students that use term overrides only synchronize the current term. If term overrides are not being used it is safe to synchronize all of the terms. If more than one term is selected you must not skip a term (e.g. you can not select Quarter 1 and Quarter 4).
1	Adams Elementary	
2	Central Enrollment	
3	Continuation High School	
4	Eisenhower Middle School	
5	Grant Elementary	
6	Hope High School	
7	Jefferson Elementary	
8	Kennedy High School	
9	King High School	
10	Lincoln Elementary	
11	Roosevelt Middle School	
12	Truman Middle School	
13	Washington Elementary	

Terms To Sync

Line	Include In Sync	Term Name	Term End Date
1	<input checked="" type="checkbox"/>	S1	04/16/2010
2	<input checked="" type="checkbox"/>	S2	06/04/2010

Synchronize

Figure 2.4 – Grade Book District Mass Synchronization

- Check the terms to synchronize in the **Include in Sync** column. The terms selected must be in order, and intervening terms cannot be skipped. In other words, do not select **1st Qtr** and **4th Qtr**.



Caution: If there are students that use term overrides at the school, only the current term may be synchronized. Do not select all of the terms. All of the terms may only be selected if term overrides are not used.

- Click **Save**.



Tip: To quickly select or unselect all schools or terms, click the **Menu** button at the top of the screen and choose the appropriate option.

Menu

- Edit RevOrganizationYear Data
- Select All Schools
- Unselect All Schools
- Select All Terms
- Unselect All Terms
- View Audit Detail For Grade Book District Mass Synchronization
- Select Terms To Sync

Scheduled Synchronization

You can schedule the Mass Synchronization process to run on a daily or weekly basis.

1. Navigate to **Synergy SIS > Grade Book > Grade Book District Mass Synchronization**.

Figure 2.5 –Grade Book District Mass Synchronization screen

2. Select **Weekly** from the **Schedule Task** list. The Schedule Job Weekly options displays.

Figure 2.6 - Grade Book District Mass Synchronization screen - Schedule Job Weekly

3. Select how often you would like the synchronization run.



Tip: To send an email to Synergy SIS users each time the synchronization occurs, enter the email addresses, separated by commas, in the **Notification** field.

4. Click **Save**.

Real Time Sync

With Real Time Sync enabled for a school, all changes to enrollment, classes, staff, mark definition, grading setup, and school calendar update in real-time. The Real Time Sync process can be enabled by school and is active after all terms have been synchronized for the current year. After Real Time Sync is enabled, the Mass Sync process is only be required to be run once, at the beginning of any school year, for any enabled school. All data synchronized in the Mass Sync process is updated and maintained using the Real Time Sync process.

1. Navigate to the **Synergy SIS > Grade Book > Setup > Grade Book Config**.

Grade Book Config

Grade Book | LessonVUE

Gradebook Program
Grade Works

Staff Selection

Staff Selection
 Counselor Director Maintenance Principal Substitute Teacher

Term Weighting Override Add

Line	Mark	Weight	Calc Method
1		70.0	Maximum value

Grade Book Import Security Add

Line	Vendor Name	Access Key
1	DataWise	2D048DF7-342F-4CF5-8D3E-FD566F292CE6

Real Time Sync (RTS)

Syncing between Synergy and Gradebook in real time is configured as follows:

- The checkbox for Real Time Sync must be set. This will enable syncing of non school year based data for all schools.
- For school year based data, each school to be synced must first have it's checkbox set.
- Once a Mass Sync has been run for all terms at the checked school, any further school year based data changes will be synced.

Real time sync enabled

Sync Schools

Figure 2.7 Grade Book Config screen

2. Select the **Real time sync enabled** checkbox.
3. Select the schools to enable Real Time Sync for from the **Sync Schools** grid.

Line	School	School Year RTS enabled	School Year RTS Enabled Date	Last Date Mass Synced	RTS Status
1	Adams Elementary	<input checked="" type="checkbox"/>	07/25/2013 16:22:36	05/09/2013 11:34:39	Out of sync. Run Mass Sync for this school.
2	Central Enrollment	<input type="checkbox"/>			Disabled
3	Continuation High School	<input type="checkbox"/>			Disabled
4	Eisenhower Middle School	<input type="checkbox"/>			Disabled
5	Franklin High School	<input type="checkbox"/>		09/07/2012 17:54:56	Disabled
6	Grant Elementary	<input type="checkbox"/>		12/13/2012 15:45:05	Disabled

Figure 2.8 - Grade Book Config screen

4. Click **Save**. The RTS Status column displays the message “Out of sync. Run Mass Sync for this school” until Manual Sync has been run for this school.
5. Navigate to the **Synergy SIS > Grade Book > Grade Book District Mass Synchronization**.

- On the Grade Book District Mass Synchronization screen, click **Show Detail** for the selected school and ensure all terms are selected for synchronization.

Grade Book District Mass Synchronization

District Mass Sync

Select Terms To Sync

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

Term Selection Date
 

Split TA's Into Separate Sections

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

Split TA's Into Section

Sync Schools

Line	School	Enrollment data will only be synchronized for the terms selected below. In order to properly handle students that use term overrides only synchronize the current term. If term overrides are not being used it is safe to synchronize all of the terms. If more than one term is selected you must not skip a term (e.g. you can not select Quarter 1 and Quarter 4).		
		Terms To Sync		
Line		Include In Sync	Term Name	Term End Date
1	Adams Elementary	<input checked="" type="checkbox"/>	1st Qtr	10/12/2012
2	Central Enrollment	<input checked="" type="checkbox"/>	2nd Qtr	12/14/2012
3	Continuation High School	<input checked="" type="checkbox"/>	3rd Qtr	03/15/2013
4	Eisenhower Middle School	<input checked="" type="checkbox"/>	4th Qtr	08/26/2013
5	Franklin High School			
6	Grant Elementary			
7	Hope High School			
8	Jefferson Elementary			
9	Kennedy High School			

Figure 2.9 - Grade Book District Mass Synchronization screen



Note: Grade Book requires all terms to be synchronized in order for Real Time Sync to be enabled for a school. By synchronizing all terms, classes for future terms will be visible in Grade Book. For example, if the current term is S1, synchronizing all terms will result in S2 classes being made available in Grade Book.

- Click **Synchronize**.
- Navigate back to the **Synergy SIS > Grade Book > Setup > Grade Book Config**.
- On the Grade Book Config screen, verify that the select school(s) display 'Enabled' in the **RTS Status** column.

Grade Book Config					
Grade Book LessonVUE					
Term weighting override					
Line	Mark	Weight	Calc Method		
1		70.0	Maximum value		
Grade Book Import Security					
Line	Vendor Name		Access Key		
1	DataVise		2D048DF7-342F-4CF5-8D3E-FD566F292CE6		
Real Time Sync (RTS)					
Synching between Synergy and Gradebook in real time is configured as follows:					
<ul style="list-style-type: none"> The checkbox for Real Time Sync must be set. This will enable syncing of non school year based data for all schools. For school year based data, each school to be synched must first have it's checkbox set. Once a Mass Sync has been run for all terms at the checked school, any further school year based data changes will be synched. 					
<input checked="" type="checkbox"/> Real time sync enabled					
Sync Schools					
Line	School	School Year RTS enabled	School Year RTS Enabled Date	Last Date Mass Synced	RTS Status
1	Adams Elementary	<input checked="" type="checkbox"/>	07/25/2013 16:22:36	07/25/2013 16:37:12	Enabled

Figure 2.10 - Grade Book Config



Caution: It is important to remember that all changes made in Synergy SIS are made to Grade Book in real-time. Adding or removing grading periods, classes, and students are immediately reflected in a teacher's Grade Book. A school may choose to disable Real Time Sync if any significant changes to scheduling or grading setup are made during the school day, or if the school plans to make any other changes that may adversely affect teachers' Grade Books during the school day. To re-enable Real Time Sync after these types of changes, follow the steps above.

Synchronization Log

Synergy SIS can log every detail of the synchronization between Synergy SIS and Grade Book. This is very useful in diagnosing problems that occur with the synchronization.

- Navigate to **Synergy SIS > Grade Book > Grade Book Log.**

Grade Book Log						
Grade Book Log						
Filter Options						
LOG						
Line	School Name	School Year	Sent Message Name	Sent Date Time	Received Message Name	Received Date Time
1	Hope High School	2008-2009	GBWGradingPeriodRequestResponse	12/18/2008 12:16:11	GBWGradingPeriodRequest	12/18/2008 12:16:12
2	Hope High School	2008-2009	GBWGradingPeriodRequestResponse	12/18/2008 12:15:37	GBWGradingPeriodRequest	12/18/2008 12:15:37
3	Hope High School	2008-2009	GBWGradingPeriodRequestResponse	12/18/2008 12:15:21	GBWGradingPeriodRequest	12/18/2008 12:15:21
4	Hope High School	2008-2009	GBWGradingPeriodRequestResponse	12/18/2008 12:14:59	GBWGradingPeriodRequest	12/18/2008 12:15:00
5	Hope High School	2008-2009	GBWGradingPeriodRequestResponse	12/18/2008 12:14:52	GBWGradingPeriodRequest	12/18/2008 12:14:52
6	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:22	GBWMassSynchResponse	12/08/2008 12:56:22
7	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:22	GBWMassSynchResponse	12/08/2008 12:56:22
8	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:22	GBWMassSynchResponse	12/08/2008 12:56:22
9	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:21	GBWMassSynchResponse	12/08/2008 12:56:21
10	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:21	GBWMassSynchResponse	12/08/2008 12:56:21
11	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:21	GBWMassSynchResponse	12/08/2008 12:56:22
12	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:20	GBWMassSynchResponse	12/08/2008 12:56:20
13	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:20	GBWMassSynchResponse	12/08/2008 12:56:20
14	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:20	GBWMassSynchResponse	12/08/2008 12:56:21

Figure 2.11 – Grade Book Log

The main screen of the log shows the **School Name** and **School Year** that were synchronized. It also shows the type of information sent and received in the **Sent Message Name** and **Received Message Name** fields. The sent information was sent from Synergy SIS, and the received information was received from Grade Book. The time and date of both the sent and received information is logged as well in the **Sent & Received Date Time** columns.

1. Click the Maximize/Minimize button in the **Filter Options** section.

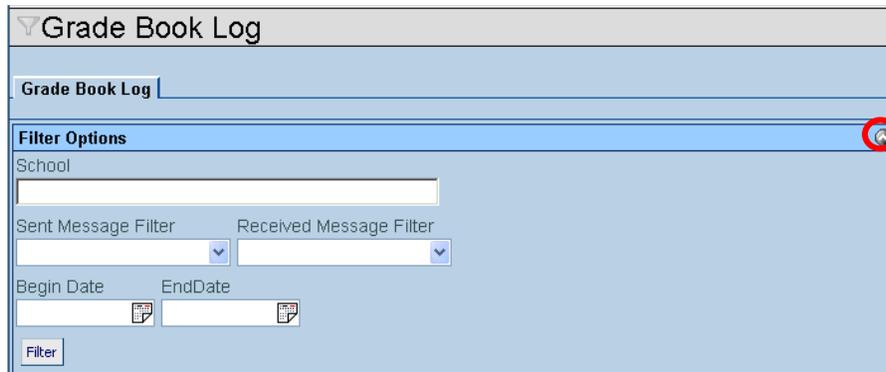


Figure 2.12 – Grade Book Log Screen, Filter Options

2. Enter all or part of the school name in the **School** field.
3. Select the type of log message to review in the **Sent** or **Received Message Filter** lists.
4. Set a date range by entering the **Begin Date** and/or **End Date**.
5. Click the **Filter** button, once all of the criteria have been entered. The log messages matching the criteria entered displays.
6. Click the **Show Detail** button to see the detailed XML data either sent or received in each log message.

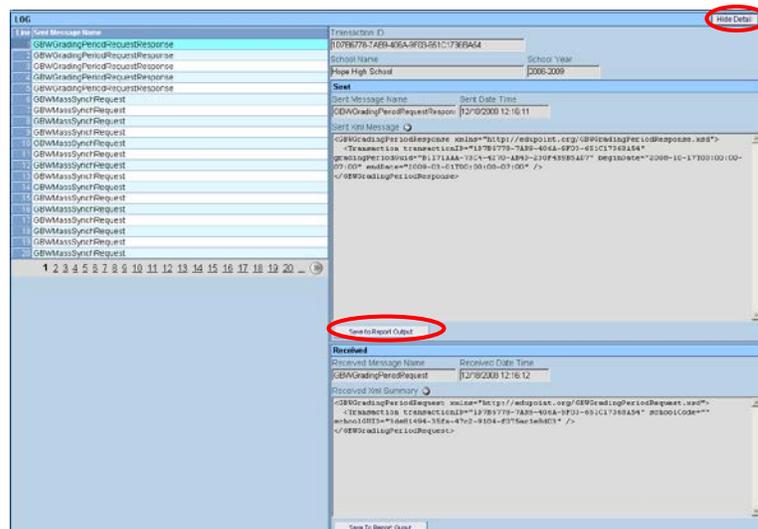


Figure 2.13 – Grade Book Log Screen, Detailed Message

7. Click the **Save to Report Output** button below each message to export the XML message to a file. The message opens in a separate file that you can save.

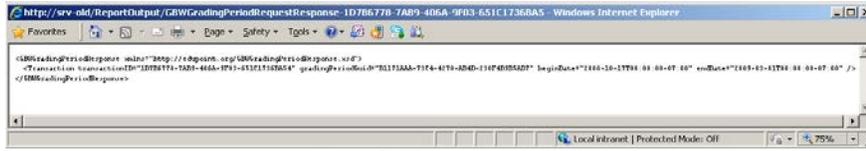


Figure 2.14 – Report Output

Chapter Three : GRADE BOOK SETUP

This chapter covers:

- ▶ [How to set up Grade Book users](#)
- ▶ [The district configuration for Grade Book](#)
- ▶ [How to customize Grade Book menus](#)
- ▶ [The configuration needed for teachers to add assignments](#)
- ▶ [How to set up analysis bands](#)
- ▶ [How to configure progress reports](#)
- ▶ [How to set up report cards in Grade Book](#)
- ▶ [How to configure the Grade Book to allow specialists to enter grades into Grade Book](#)
- ▶ [How to set up Mass Comments](#)
- ▶ [How to configure Admin Reports](#)

USER SETUP

Before most users can access the Grade Book software, the user must be configured for access. There are four levels of security that can be assigned to a user:

- **District Admin** – this security allows the user access to everything in the Grade Book
- **District User** – this security is the same as district admin
- **Principal** – the principal can access any of the classes in Grade Book and screen all grades and assignments, but cannot adjust the setup or create and grade assignments.
- **Specialist** – a specialist is a teacher that can grade assignments in multiple classes, like a music or art teacher.

Teachers are automatically granted access to the Grade Book through the TEACHERVUE software, and do not have a security level assigned. Teachers can create and grade assignments for their assigned classes, but cannot change the Grade Book district setup. Within the Grade Book, teachers are assigned to one of two security levels that will specify if they use a section-based grade book or a standards-based grade book, as outlined in the Editing Users section later in this chapter.

Specialists are set up differently than the other user categories, and this is explained later in this chapter. To set up all other users:

1. Go to **Synergy SIS > System > User > User**.
2. Click the **Security Settings** tab.

The screenshot shows the 'User Security Settings' tab for a user named 'User, Admin'. The 'Security Settings' tab is selected, and the 'Grade Book' section is highlighted with a red box. The 'Grade Book Security' dropdown is set to 'District Admin'.

Category	Setting	Value
Discipline	Discipline Security	Highest
Discipline	Discipline Organization Security	
Scheduling	Allow Override of Max Students in Class	Yes
Other	Show BO On Mouseover	<input checked="" type="checkbox"/>
Other	Teacher Experience Administrator	No
Conference	Conference Visitation	Highest
Special Education	Exempt From Student Team	Yes
Special Education	Systemwide Case Manager	No
Grade Book	Grade Book Security	District Admin

Figure 3.1 – User Screen, Security Settings Tab

3. In the **Grade Book Security** list, select the security level.
4. Click the **Save** button at the top of the screen.

This security may also be set up at the group level. To assign Grade Book security at the group level:

1. Go to **Synergy SIS > System > User > User Groups**.
2. Click the **Security Settings** tab.

The screenshot shows the 'User Groups' screen with the 'Security Settings' tab selected. The 'User Group Name' is 'Role - Admin'. The 'Security Settings' section is divided into several categories: Discipline, Conference, Scheduling, Other, and Grade Book. The 'Grade Book' section is highlighted with a red box and contains the following settings:

Category	Setting
Grade Book	Grade Book Security
	District Admin

Figure 3.2 – User Groups Screen, Security Settings Tab

3. In the **Grade Book Security** list, select the security level.
4. Click the **Save** button at the top of the screen.



Tip: After users have been set up in Synergy SIS, the Grade Book must be synchronized as explained in Chapter Two before the users can access the Grade Book.

MENU CONFIGURATION

While the phone number and website information is not transferred for the schools from Synergy SIS to the Grade Book, this information is not used or needed by the Grade Book software so it does not need to be entered. This is also the same for the rest of the information under the **Add/Edit Schools** and **Add/Remove Ethnicities**. The majority of this information is pulled from Synergy SIS and should be updated within Synergy SIS. Any information not transferred to the Grade Book software is not needed, and these menu options should probably be removed.

The menu options in the Grade Book can be customized to remove options no longer needed, or to adjust the options available for each category of user (teachers, principals, etc.) The options that no longer work are left from when the Grade Book software was a stand-alone product and these options already exist in Synergy SIS, such as the student test information. The menu options that should be removed from the **Admin** menu are:

- **Post Parent Notice** – this option no longer works
- **Report Card Admin** – this option no longer works
- **Email/Alert Admin** – this option no longer works
- **Select School/Class** – this option no longer works
- **Add/Edit Schools** – not needed; the information is synchronized from Synergy SIS
- **Add/Remove Ethnicities** – not needed; synchronized from Synergy SIS
- **Import Test Data** – this option no longer works
- **Import Test Data Management** – this option no longer works
- **Imported Test Data Reports** – this option no longer works

The options that should be removed from the **Grade Book** menu are:

- **Student Config** – this option no longer works
- **Communication** – not needed; this happens within Synergy SIS

Just as there are two different security roles for teachers, depending on whether they use a standards-based report card or a section-based report card, some menu items are only applicable to standards-based or section-based report cards. The recommended menu options and the report card type they apply to are:

Grade Book

Menu Name	Link	Report Card Type
Grade Book Main	gb_GradeBookMain.aspx	Both
Assignments	gb_GradeBookAssignments.aspx	Both
New Assignment	gb_GradeBookItem.aspx	Both
Copy Assignments	gb_GradeBookAssignmentCopy.aspx	Both
Transfer Student Scores	gb_GradeBookTransferScores.aspx	Both
Grade Book Setup	gb_GradeBookSetup.aspx	Both
Final Grade Config	gb_GradeBookStudentConfig.aspx	Section-based only
Analysis Tool	gb_GradeBookAnalysis.aspx	Both
Add New Class	gb_AdminManageClasses.aspx	Standards-based only
Resources	gb_GradeBookResources.aspx	Both

Report Card

Menu Name	Link	Report Card Type
Report Card Prescreen	gb_ReportCardPrescreen.aspx	Standards-based only
Students	gb_StudentRoster.aspx	Both
Item Analysis	gb_ItemAnalysis.aspx	Standards-based only
Term Weighting	gb_GradebookSetupPeriods.aspx	Section-based only
Report Card Matrix	gb_ReportCardSpecialist.aspx	Standards-based only

Admin

Menu Name	Link	Report Card Type
Edit District Settings	gb_AdminEditDistricts.aspx	Both
Edit Users	gb_AdminEditUsers.aspx	Both
Edit Users by Grade Level	gb_AdminEditUsersTypesByGradeLevel.aspx	Both
Add/Edit Subjects	gb_AdminEditSubjects.aspx	Standards-based only
Add/Edit Assignment Types	gb_AdminEditMeasureTypes.aspx	Both
Add/Edit Grade Book Score Types	gb_AdminEditGradeBookScoreTypes.aspx	Both
Edit Grade Book Comments	gb_AdminEditGradebookComments.aspx	Both
Add/Edit Report Card Types	gb_AdminEditReportCard.aspx	Standards-based only
Edit Report Card Score Types	gb_AdminEditReportCardScoreTypes.aspx	Both
Configure Report Card Files	gb_AdminEditReportCardFile.aspx	Standards-based only
Edit Menus	gb_AdminEditMenuItems.aspx	Both

To customize the menu and remove these options:

1. Log in to Grade Book as a district admin as explained earlier in this chapter.
2. On the **Admin** menu, click **Edit Menus**.
3. Select the **District Admin** role from the **Select a Role** list.

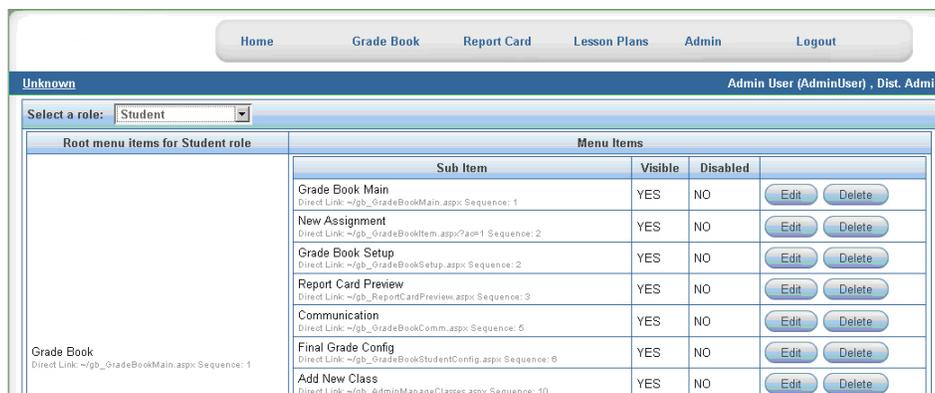


Figure 3.3 – Grade Book, Edit Menus Screen

4. Scroll down to the **Admin** section (in the **Root Menu Items** column, and click the **Delete** button next to each item to be removed.
5. A message box warns that the menu item will be removed from all roles. Click the **OK** button.

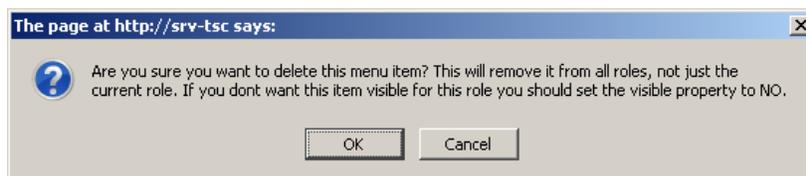


Figure 3.4 – Delete Menu Item Confirmation Box

6. Continue clicking the **Delete** button to remove all unneeded items.
7. To see the effects of the menu change, close Grade Book and re-open it.

Deleting options removes the menu options from the menus for all roles. Some menu options may be needed for one role but not another. For example, the teacher using standards-based report cards (the Teacher role) needs some menu options the teacher using section-based report cards (the Secondary Teacher role) may not. To remove an option from one role, such as the teacher, but leave it active for other roles, such as the district admin:

1. Select the role for which the option should be hidden from the **Select Role** list.

Sub Item	Visible	Disabled	
Grade Book Main Direct Link: ~/gb_GradeBookMain.aspx Sequence: 1	YES	NO	Edit Delete
New Assignment Direct Link: ~/gb_GradeBookItem.aspx?ao=1 Sequence: 2	YES	NO	Edit Delete
Grade Book Setup Direct Link: ~/gb_GradeBookSetup.aspx Sequence: 2	YES	NO	Edit Delete
Report Card Preview Direct Link: ~/gb_ReportCardPreview.aspx Sequence: 3	YES	NO	Edit Delete
Communication Direct Link: ~/gb_GradeBookComm.aspx Sequence: 5	YES	NO	Edit Delete
Final Grade Config Direct Link: ~/gb_GradeBookStudentConfig.aspx Sequence: 6	YES	NO	Edit Delete
Add New Class Direct Link: ~/gb_AdminManageClasses.aspx Sequence: 10	YES	NO	Edit Delete

Figure 3.5 – Editing Menu Options

2. Click the **Edit** button next to the option to be hidden.
3. Change the value in the **Visible** column to **No**.

Figure 3.6 – Hiding Menu Options

4. Change the value in the **Disabled** column to **Yes**.
5. Click the **Save** button.

To add a menu option, such as the **Edit Menu** option:

1. Scroll to the bottom of the **Edit Menus** screen.
2. In the **Create a new sub menu Item for all roles** box, find the page name for the new menu item in the **Direct Link** menu.
For **Edit Menu**, select **~/gb_AdminEditMenuItems.aspx**.

Figure 3.7 – Adding a Sub Menu Item

3. Enter the name that should appear on the menu in the **Sub Menu Name** box, like **Edit Menus**.
4. Assign a number to the menu in the **Sequence** box. This controls where in the menu the new option will appear. The sequence numbers are sorted in ascending order, so enter a number not currently in use in the menu in the order in which the menu option should appear. To reorder the options, the other sequence numbers may need to be edited.

5. Select the name of the top menu in which the new option should appear from the **Root Menu** list, such as **Admin**.
6. Change the value in the **Disabled** box to **No** to activate the menu option.
7. Click the **Insert** button.



Note – The new menu items are visible for all users. To remove the option for other roles, follow the instructions earlier in this section on how to remove an option from a role without deleting it.

EDITING USERS IN GRADE BOOK

Once users have been synchronized to the Grade Book from Synergy SIS, the user security within Grade Book can be adjusted. Two different modifications are common. First, teachers should be assigned to the security role that matches the type of report card used at their grade level. Teachers using a standards-based report card should be assigned to the role of Teacher. Teachers using a section-based report card should be assigned to the role of Secondary Teacher.

The second modification that may be needed is assigning a user access to other schools and classes. For example, lead teachers may need to view classes other than their own.

To assign teachers to the correct role based on the grade level of their students:

1. From the **Admin** menu, select **Edit Users by Grade Level**. The **Modify Users by Grade Level** screen displays.



Figure 3.8 – Admin Menu

2. Select the school or entire district.
3. For each grade level, select **Teacher** for those grades using standards-based report cards, or select **Secondary Teacher** for those grades using section-based report cards.

Modify user types by grade level

<< District Wide >>

This will update all Teachers that have students in the grade level to the new user type.

Grade Level	Update all users to new type
Grade 01	<< no update >> <input type="button" value="v"/>
Grade 02	<< no update >> <input type="button" value="v"/>
Grade 03	<< no update >> <input type="button" value="v"/>
Grade 04	<< no update >> <input type="button" value="v"/>
Grade 05	<< no update >> <input type="button" value="v"/>
Grade 06	<< no update >> <input type="button" value="v"/>
Grade 07	<< no update >> <input type="button" value="v"/>
Grade 08	<< no update >> <input type="button" value="v"/>
Grade 09	<< no update >> <input type="button" value="v"/>

Figure 3.9 – Modify Users by Grade Level Screen

- Click the **Update User Types** button at the top of the screen. Teachers with students at that grade level will be assigned the selected role. The roles of other staff are not affected.

To edit the user role and access to other classes individually:

- From the **Admin** menu, select **Add/Edit Users**.



Figure 3.10 – Admin Menu

- The **Edit Users** screen appears. Scroll through the list of staff to locate the user to be edited. Users are sorted alphabetically by last name.

User	Security Level	Create Date	
Abel, Patricia (Secondary Teacher) PAbel	Secondary Teacher	2/23/2010 9:55:42 AM	Edit Delete
Achtman, Harriet (Secondary Teacher) HAchtman		2/23/2010 9:51:52 AM	Edit Delete
Adams, Ronald (Secondary Teacher) RAdams	Secondary Teacher	2/23/2010 9:55:42 AM	Edit Delete
Addington, Rebecca (Secondary Teacher) RAddington	Secondary Teacher	2/23/2010 9:49:58 AM	Edit Delete
Aderson, Gordon (Secondary Teacher) GAderson	Secondary Teacher	8/27/2009 10:35:32 AM	Edit Delete
Aguilar, Yolanda (Secondary Teacher) YAguilar		2/23/2010 9:50:24 AM	Edit Delete
Akers, Jean (Secondary Teacher) JAkers		2/23/2010 9:48:51 AM	Edit Delete

Figure 3.11 – Edit Users Screen

- To advance to another page of user names, scroll to the bottom and select either the specific page number or click the **Next** and **Previous** links to scroll through the pages. The **First** and **Last** links advance to the first and last pages, respectively.

Audio Visual, Audio Visual (Secondary Teacher) AAudio Visual	Secondary Teacher	8/27/2009 10:35:32 AM	Edit Delete
Avants, Stewart (Secondary Teacher) SAvants	Secondary Teacher	2/23/2010 9:49:58 AM	Edit Delete
Baack, Pamela (Secondary Teacher) PBaack	Secondary Teacher	2/23/2010 9:55:42 AM	Edit Delete

First Previous Goto Page 1 Next Last

Figure 3.12 – Advancing Through Pages

- Once the user is located, click the **Edit** link. Since users are synchronized from Synergy SIS, deleting a user would not be useful, as they would be re-added during the next synchronization.

User, Teacher (Secondary Teacher) TeacherUser	Secondary Teacher	2/19/2010 12:48:28 PM	Edit Delete
--	-------------------	-----------------------	---

Figure 3.13 – Editing a User

- The Edit box opens. To modify the user's role, select the **User Type** and **Security Level**. These generally should be the same. The **User Type** controls the report card type used (**Teacher** for standards-based and **Secondary Teacher** for section-based). The **Security Level** determines the menu structure.

EDIT

User Information

first name:

last name:

User Type:

Note: If you are adding a teachers assistant you must select T/A from the above and below lists. Then select the correct teacher from the list of teachers that will appear below.

Security Level:

Additional User Permissions

Schools:

Grade Levels:

School Name	Grade	
No data to display		

Figure 3.14 – Edit Box

- To give the user permission to view classes other than their own, select the **School** and **Grade Level**, then click the **Insert Additional Permissions** button.
- The school and grade level added appear in the box to the right. Additional permissions may be added by repeating this step. To remove permissions, click the **Delete** link next to the permission.

EDIT

User Information

first name:

last name:

User Type:

Note: If you are adding a teachers assistant you must select T/A from the above and below lists. Then select the correct teacher from the list of teachers that will appear below.

Security Level:

Additional User Permissions

Schools:

Grade Levels:

School Name	Grade	
Hope High School	Grade 12	Delete

Figure 3.15 – Adding Permissions

- Click the **Update User** button to save the changes.

GRADE BOOK CONFIGURATION

To prepare the Grade Book for teachers, four items need to be configured: the class subjects, the assignment types, the score types available, and the comments used.



Note – For districts using standards-based report cards, the Edupoint project manager for their implementation will import the state-specific standards into the Grade Book for the district.

Setting Up Subjects

Subjects are used in standards-based report cards only, and are added to assignments. Teachers can also create their own custom subjects. The Grade Book comes with some pre-configured subjects, which can be edited or deleted as needed.

Adding Subjects



Figure 3.16 – Admin Menu

1. From the **Admin** menu in Grade Book, click **Admin Subjects**. The **Subjects** screen displays.

Subjects	
Options	15 items
	NEW
Subject	Sequence
Fine Arts Music DISTRICT WIDE	-1
Mathematics DISTRICT WIDE	-1
Miscellaneous DISTRICT WIDE	-1

Figure 3.17 - Subjects screen

- Click **NEW**. A new row appears.

The screenshot shows the 'Subjects' interface with a 'NEW' button in the top right. Below the button is a table with two columns: 'Subject' and 'Sequence'. The table contains two rows of data:

Subject	Sequence
Fine Arts Music DISTRICT WIDE	-1
Mathematics DISTRICT WIDE	-1

Figure 3.18 – Adding a Subject

- Enter the **Subject** and the **Sequence**. The sequence is the order in which the subjects are listed in the list in the assignment.
- Click **INSERT**.

Editing Subjects

- Move the mouse over the subject until the subject is highlighted.

The screenshot shows the 'Subjects' interface with a 'NEW' button in the top right. Below the button is a table with two columns: 'Subject' and 'Sequence'. The table contains three rows of data:

Subject	Sequence
Fine Arts Music DISTRICT WIDE	-1
Mathematics DISTRICT WIDE	-1
Miscellaneous DISTRICT WIDE	-1

Figure 3.19 – The Edit Button

- Click the Edit icon. The word **edited** appears shaded orange.

The screenshot shows the 'Subjects' interface with a 'SAVE' button in the top right. Below the button is a table with two columns: 'Subject' and 'Sequence'. The table contains four rows of data:

Subject	Sequence
Fine Arts Music DISTRICT WIDE	-1
Mathematics DISTRICT WIDE	-1
edited Miscellaneous	-1
Social Sciences DISTRICT WIDE	-1

Figure 3.20 – Subjects

- Change the **Subject** or **Sequence**. The sequence is the order in which the subjects are listed in the list in the assignment.

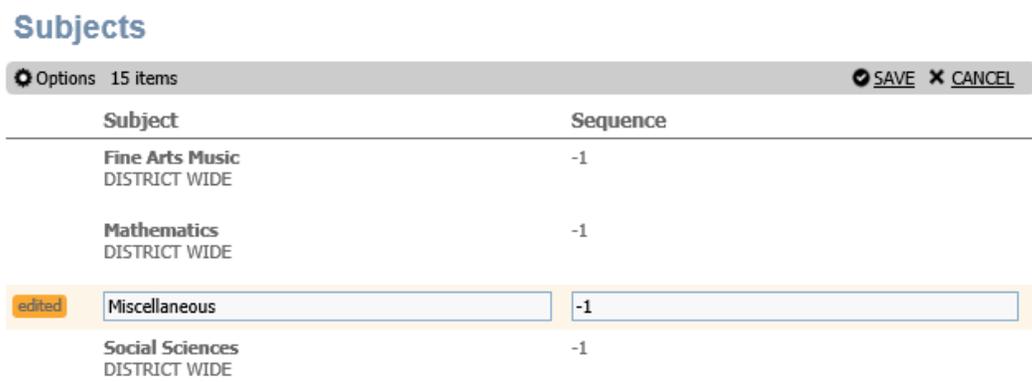


Figure 3.21 – Editing Subjects

- Click **SAVE**.

Deleting Subjects

- Move the mouse over the subject until it is highlighted.



Figure 3.22 – Subjects

- Click the **Delete** icon. The word **delete** appears shaded red.

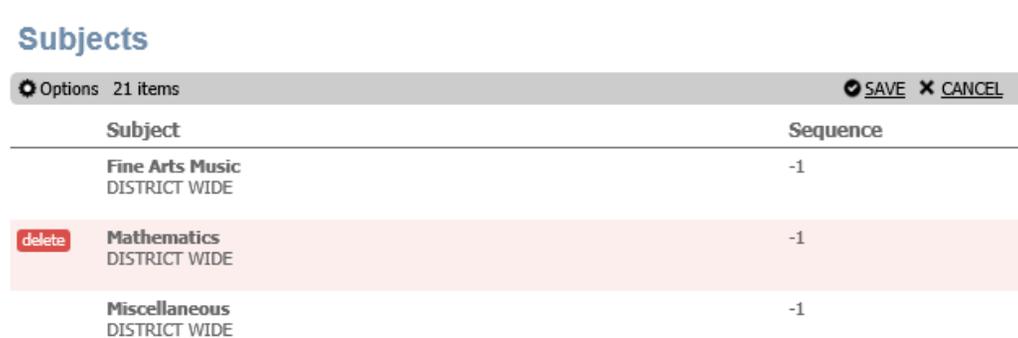


Figure 3.23 – Deleting a Subject

- Click **SAVE**. A message box opens to confirm the deletion.

- Click **OK** to delete the subject.

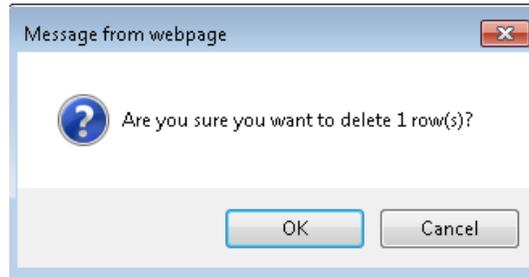


Figure 3.24 – Delete Confirmation Message Box

Viewing Deleted Subjects



Figure 3.25 – Showing Deleted Subjects

- Click the **Options** icon. The subject options display.
- Select the **Show Deleted** check box. The deleted subjects appear with a note indicating the date they were deleted.



Figure 3.26 – Deleted Subjects

Configuring Assignment Types

Assignment Types are your districts' assignment categories, such as Homework or Quiz. Assignment Types typically include Homework, Projects, Quizzes, Tests, Participation, Reports, Exams, and Presentations. The Grade Book comes with some pre-configured measure types, which can be edited or deleted as needed.

Adding Assignment Types

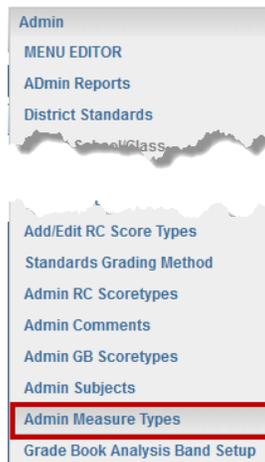


Figure 3.27 – Admin Menu

1. From the **Admin** menu in Grade Book, click **Admin Measure Types**. The **Measure Types** screen displays.
2. Click **NEW**. A new row displays.

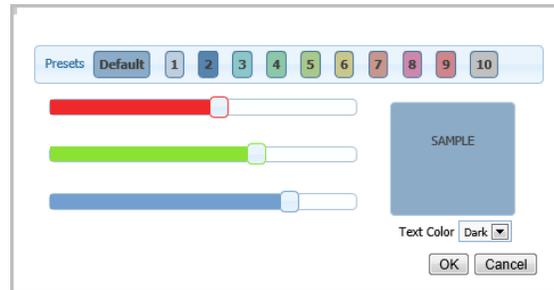
Measure Types

Options 4 items		INSERT X CANCEL		
Measure Type	Sequence	Due Date Locked	Measure Type Color Picker	
New >>		<input type="checkbox"/>	<input type="checkbox"/>	Default
PODS DISTRICT WIDE	-4	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	PODS
Trouble DISTRICT WIDE	1	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Trouble
Test DISTRICT WIDE	2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Test
Quiz DISTRICT WIDE	4	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Quiz

Figure 3.28 – Adding a Measure Type

3. Enter the **Measure Type** and **Sequence**. The sequence is the order in which the assignment types are listed in the assignment screen.
4. If the assignment can have an assigned due date, check the **Due Date** box.

- If the assignment is locked and cannot be edited by teachers, check the **Locked** box.
- Select the measure type color by clicking the icon in the **Measure Type Color Picker** column. The color picker window opens.



- Select the color and click **OK** button.
- Click **INSERT**.

Editing Assignment Types

- Move the mouse over the assignment type until it is highlighted.

Measure Types

Options 4 items NEW

Measure Type	Sequence	Due Date	Locked	Measure Type Color Picker
PODS DISTRICT WIDE	-4	Yes	No	PODS
Trouble DISTRICT WIDE	1	No	Yes	Trouble
Test DISTRICT WIDE	2	Yes	No	Test
 Quiz DISTRICT WIDE	4	Yes	No	Quiz

Figure 3.29 – The Edit Button

- Click the Edit icon. The word **edited** appears shaded orange.

Measure Types

Options 4 items SAVE CANCEL

Measure Type	Sequence	Due Date	Locked	Measure Type Color Picker
PODS DISTRICT WIDE	-4	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	PODS
Trouble DISTRICT WIDE	1	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Trouble
Test DISTRICT WIDE	2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Test
edited Quiz	4	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Quiz

Figure 3.30 – Measure Types

3. Make the necessary changes to the assignment type.
4. Click **SAVE**.

Deleting Assignment Types

1. Move the mouse over the type until it is highlighted.

Measure Types

Options 5 items NEW

Measure Type	Sequence	Due Date	Locked	Measure Type Color Picker
PODS DISTRICT WIDE	-4	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	PODS
Trouble DISTRICT WIDE	1	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Trouble
Test DISTRICT WIDE	2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Test
Quiz DISTRICT WIDE	4	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Quiz
 Assignment DISTRICT WIDE	6	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Assignment

Figure 3.31 – Removing Measure Types

2. Click the **Delete** icon. The word **delete** appears shaded red.

Measure Types

Options 5 items					SAVE X CANCEL
Measure Type	Sequence	Due Date	Locked	Measure Type Color Picker	
PODS DISTRICT WIDE	-4	Yes	No	PODS	
Trouble DISTRICT WIDE	1	No	Yes	Trouble	
Test DISTRICT WIDE	2	Yes	No	Test	
Quiz DISTRICT WIDE	4	Yes	No	Quiz	
delete Assignment DISTRICT WIDE	6	Yes	No	Assignment	

Figure 3.32 – Deleting a Measure Type

3. Click **SAVE**. A message box opens to confirm the deletion.

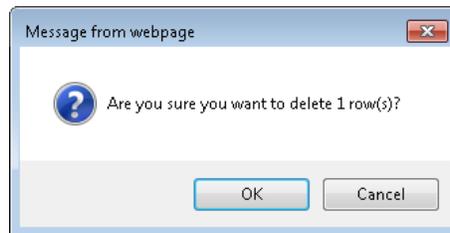


Figure 3.33 – Delete Confirmation Message Box

4. Click **OK** to delete the type.

Viewing Deleted Assignment Types

Options 5 items					NEW
Measure Type	Sequence	Due Date	Locked	Measure Type Color Picker	
PODS DISTRICT WIDE	-4	Yes	No	PODS	
Trouble DISTRICT WIDE	1	No	Yes	Trouble	
Test DISTRICT WIDE	2	Yes	No	Test	
Quiz DISTRICT WIDE	4	Yes	No	Quiz	
Assignment DISTRICT WIDE	6	Yes	No	Assignment	

Hidden on: 6/28/2013

Figure 3.34 – Showing Deleted Measure Types

1. Click the **Options** icon. The assignment type options display.

2. Select the **Show Deleted** check box. The deleted types appear with a note indicating the date they were deleted.

Configuring Assignment Scoring Settings

It is important to understand how the system calculates your students' progress in order to use Grade Book effectively and to be able to explain a student's grades to parents and guardians. There are two ways to calculate assignment scores, the Total Points Method and the Weighted Categories Method.

Using the Total Points Method

Teachers who use the Total Points Method base their grades on total point calculation. Every assignment is worth the amount of points assigned to it; assignments are weighted the same. Grades are determined by dividing the number of points earned by total points possible.

Using this method, an example student's grade is 71.7% for the six assignments the teacher has scored:

Assignment Type	Assignment	Points Earned	Points Possible	Calculation	Grade
HOMEWORK (no weight)	Ch 1 HW	0	10		
	Ch 2 HW	8	10		
	Ch 3 HW	5	10		
PROJECT (no weight)	Project #1	38	50		
JOURNAL (no weight)	Journal #1	18	25		
QUIZ/TEST (no weight)	Whales Test	78	100		
Total		147	205	147/205	71.7%

How was the grade calculated? Total points earned (147) divided by points possible (205) = 71.7%.

Using the Weighted Categories Method

Teachers who use the Weighted Categories Method weight the assignment categories differently: Homework 15%, Project 35%, Journal 25%, and Quiz/Test 25%.

Each assignment has a point value, which is then calculated into a percentage of its overall category value. Grades are determined by calculating the points earned in each weighted category; for each category this is the sum of the points earned divided by points possible, multiplied by the category weight.

Using this method, the same student's grade is 70.6% for six assignments in the Grade Book.

Assignment Type	Assignment	Points Earned	Points Possible	Calculation	Grade
HOMEWORK (15%)	Ch 1 HW	0	10	$(13/30) \times 0.15 = 0.065$	6.5%
	Ch 2 HW	8	10		
	Ch 3 HW	5	10		
PROJECT (35%)	Project #1	38	50	$(38/50) \times .35 = 0.266$	26.6%
JOURNAL (25%)	Journal #1	18	25	$(18/25) \times .25 = 0.18$	18.0%
QUIZ/TEST (25%)	Whales Test	78	100	$(78/100) \times .25 = 0.195$	19.5%
Total		147	205	$0.065 + 0.266 + 0.18 + 0.195 = 0.706$	70.6%

How was the grade calculated? Calculate the scores for each category, then add them. The student earned the following scores for each category: 6.5% (Homework) + 26.6% (Project) + 18.0% (Journal) = 19.5% (Quiz/Test) = 70.6%.

Setting Assignment Weights

1. Select the **Grade Book Setup** option from the **Grade Book** menu. The **Grade Book Setup** screen displays.

Assignment Type	Weight (%)
Test	0
Quiz	0
Assignment	0
PODS	0
Trouble	0

Figure 3.35 – Grade Book Setup screen, District Default Weighting tab

2. On the **District Default Weighting** tab, select the school you want to set up from the **School** list.
3. Select the **Enrollment Period**.
4. Select the **Do Not Allow Teachers To Edit These Settings** check box if you would like to restrict teachers from creating their own assignment weighting.
5. Set the **Weight (%)** for each assignment type. The sum of the weights must equal 100%. If you do not use weights, enter 0 for each assignment type.
6. Click **Save and Update Current Classes**. A message appears, that indicating your updates are complete.

Defining Grade Book Score Types

Grade Book Score Types are the grading scales used grade or score assignments. Examples of score type include Letter Grade, Percentage, Raw Score, and Rubric. Grade Book comes with some pre-configured score types that you can edit and delete as needed.



Note: Districts can allow teachers to create their own Grade Book Score Types or require that teachers use only district-defined Grade Book Score Types.

Typically, teachers use the raw score scoring method to score assignments. However, in other situations, your district may need to use a custom score type, such as a Pass/Fail score type. There are two ways to create a custom score type, adding a new Grade Book Score Type, or copy an existing Grade Book Score Type.

Adding GB Score Types



Figure 3.36 – Admin Menu

1. From the **Admin** menu in Grade Book, click **Admin GB Scoretypes**. The Grade Book Score Types screen opens.

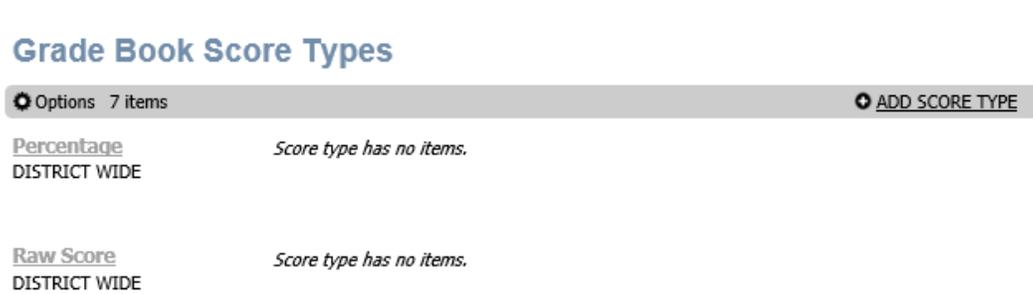


Figure 3.37 – Adding a New Score Type

2. Click **ADD SCORE TYPE**. The **ScoreType Details** screen displays.

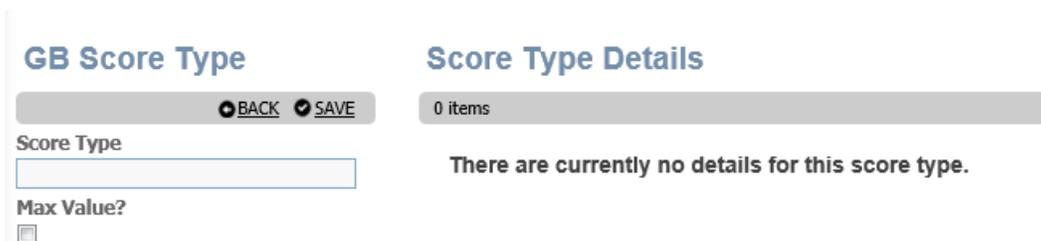


Figure 3.38 – Score Type Details Screen

3. Enter the name of the new score type in the **Score Type** field.
4. Select the **Max Value?** check box to indicate that this score type has a maximum value.

- Click **SAVE**.
- Under **Score Type Details**, click **NEW** to add a score type detail to the new score type. A new row displays.

- Enter the **Score**, which is text associated with the score such as A+, Pass, O, or 4.
- Enter the **Value**, which is the numeric value used to calculate the score.
- Enter the **Sequence**, which is the order in which the scores are displayed.
- Click **INSERT**.

Copying GB Scoretypes

- On the **Grade Book Score Types** screen, select the score type to copy by clicking its name.

Score	Value	Sequence
6	6.0000	1
5	5.0000	2
4	4.0000	3
3	3.0000	4
2	2.0000	5
1	1.0000	6

Figure 3.39 – Copying a Score Type

- Click **Duplicate**. A message box opens to confirm the duplication.

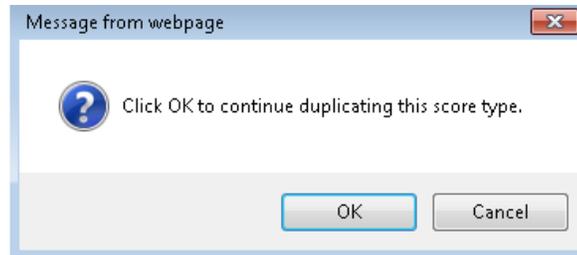


Figure 3.40 – Confirming the Duplication

- Click **OK** to copy the Grade Book Score Type. A copy of the score type is added at the bottom of the list with all of the individual scores from the original score type. The copy is indicated by the word **(copy)** at the end of the score type name.

6 Point Rubric (copy)	Score	Value	Sequence
DISTRICT WIDE Duplicate	6	6.0000	1
	5	5.0000	2
	4	4.0000	3
	3	3.0000	4
	2	2.0000	5
	1	1.0000	6

Figure 3.41 – Copied Score Type

- To edit the copy, click the score type title on the **Grade Book Score Types** page.
- The score type name can be edited on the **Score Types Detail** page. Individual scores can also be modified by moving the mouse over the score until it is highlighted then clicking the **Edit** button.

Editing Grade Book Score Types

- Click the score type title on the **Grade Book Score Types** screen. The **Score Type Details** screen displays.

GB Score Type

⏪ BACK
🗑️ DELETE
💾 SAVE

Score Type

Max Value?

ScoreType Details

6 items

Score
6
5
4
3
2
1

Figure 3.42 – Editing Score Types

2. Under **GB Score Type**, edit the name of the score type in the **Score Type** field.
3. Select the **Max Value?** check box to indicate that the score type has a maximum value.
4. Click **SAVE**.
5. Move the mouse over the score type detail until it is highlighted.
6. Click the Edit icon. The word **edited** appears shaded to the left of the score.

ScoreType Details

6 items
💾 SAVE
✖️ CANCEL

	Score	Value	Seq
edited	<input style="width: 100%;" type="text" value="6"/>	<input style="width: 100%;" type="text" value="6.0000"/>	<input style="width: 100%;" type="text" value="1"/>
	5	5.0000	2
	4	4.0000	3
	3	3.0000	4
	2	2.0000	5
	1	1.0000	6

Figure 3.43 – Updating Score Types

7. Edit the score type detail as necessary.
8. Click **SAVE**.

Deleting GB Scoretypes

Grade Book Score Types

Options 7 items ADD SCORE TYPE

Percentage *Score type has no items.*
DISTRICT WIDE

Raw Score *Score type has no items.*
DISTRICT WIDE

6 Point Rubric *Score type has no items.*
DISTRICT WIDE
[Duplicate](#)

Score	Value	Sequence
6	6.0000	1
5	5.0000	2
4	4.0000	3
3	3.0000	4
2	2.0000	5
1	1.0000	6

Figure 3.44 – Deleting Score Types

1. Click a score type title. The **Score Type Details** screen displays.

GB Score Type

BACK DELETE SAVE

Score Type
6 Point Rubric

Max Value?

ScoreType Details

6 items

Score	Value
6	6.0000
5	5.0000
4	4.0000
3	3.0000
2	2.0000
1	1.0000

Figure 3.45 – Score Type Details

2. Click **DELETE**. The system deletes the score type immediately, with no confirmation message.

Viewing Deleted GB Score Types

Grade Book Score Types

Options 16 items ADD SCORE TYPE

Show Deleted Score type has no items.

Raw Score Score type has no items.
DISTRICT WIDE

Letter Grade

	Score	Value	Sequence
DISTRICT WIDE	6	6.0000	1
<u>Duplicate</u>	5	5.0000	2
<i>Deleted on: 8/30/2012</i>	4	4.0000	3
	3	3.0000	4
	2	2.0000	5
	1	1.0000	6

Figure 3.46 – Showing Deleted Score Types

1. Click the **Options** icon. The Grade Book Score Type options display.
2. Select the **Show Deleted** check box. The deleted Grade Book Score Types appear with a note indicating the date they were deleted.

Creating Assignment Comments

There are two ways that schools typically use comments within Grade Book. The first way is as a placeholder. Teachers can add a comment to a student's assignment to indicate that the student was absent for the assignment, the student did not turn it in, or that the student is allowed to make up the assignment later. These comments serve as reminders for teachers to follow up with the student, and had no impact on their final grade.

The second way to use comments is to affect the student's score. Teachers can use comments to apply penalties or default points to incomplete or late assignments. Grade Book comes with some pre-configured comments types that districts can edit and delete as needed.



Note: Districts can allow teachers to create their own comments or require that teachers use only district-defined comments.

Adding Comments



Figure 3.47 – Admin Menu

1. From the **Admin** menu in Grade Book, click **Admin Comments**. The **Grade Book Comments** screen appears.

Grade Book Comments

Help Options 10 items NEW

Comment	SEQ	Not Scored	Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
Comment deleted on test DISTRICT WIDE	1	0	0	No		cdo	No
Late (15% Penalty) DISTRICT WIDE	1	0	15	No		L	Yes

Figure 3.48 – Grade Book Comments Screen

2. Click **NEW**. A new row displays.

Grade Book Comments

Help Options 10 items INSERT X CANCEL

Comment	SEQ	Not Scored	Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
New >>	<input type="text"/>						
Comment deleted on test DISTRICT WIDE	1	0	0	No		cdo	No

Figure 3.49 – Add new comments

3. Enter the appropriate information in the following fields:
 - **Comment** – the comment name that displays on the list when entering grades.
 - **SEQ** – the order in which the comment appears on the list.

- **Not Scored Value** – the default points given to an assignment when only a comment has been entered, but you have not entered a score for the assignment.



Note: When creating comments as placeholder, typically you do not enter a value in the **Not Scored Value** field.

You can also use the **Not Scored Value** field to enter a default score for an assignment with the specified code. For example, if a student receives a pass (is excused) from doing an assignment for some reason, you use the **Not Scored Value** field to assign a default score for assignments with the comment of Pass (Pa). Or you can assign a default score for any assignments with a Missing (Mi) comment, until a score is entered which overrides the default score.

The **Not Score Value** is a point value, not a percentage. So if all of your assignments are 10 points, enter 10 in the **Not Score Value** field to give full credit, or 5 to give half credit.

- **Penalty %** - the amount deducted from the student's score when this comment is used.



Note: Penalty % is typically used in comments for late or incomplete assignments. When you enter a number in the Penalty % field, the system automatically deducts a percentage of the total score for any assignments labeled with the associated comment.

For example, if you enter 30 in the Penalty % field for assignments that receive a comment of Late (La), and you enter a score for a student 10 out of 10 with a La code, upon saving, the system assigns the penalty, and the score will change to 7 points or 70%.

- **Missing Mark** - indicates that this comment is related to missing assignments. If this is checked, assignments marked with this code are displayed as missing on reports, and on the Grade Book main screen in the **Missing** column (if the column is enabled).
- **Comment Code** – the code used in the score entry grid on the Grade Book main screen. The comment code can be up to three letters or numbers.



Tip: Although you can create comment codes that are a single letter or number, avoid creating comment codes that are also used as letter grades (such as 'A' for Absent). This prevents inadvertently entering a grade when you meant to add a comment code, and vice versa.

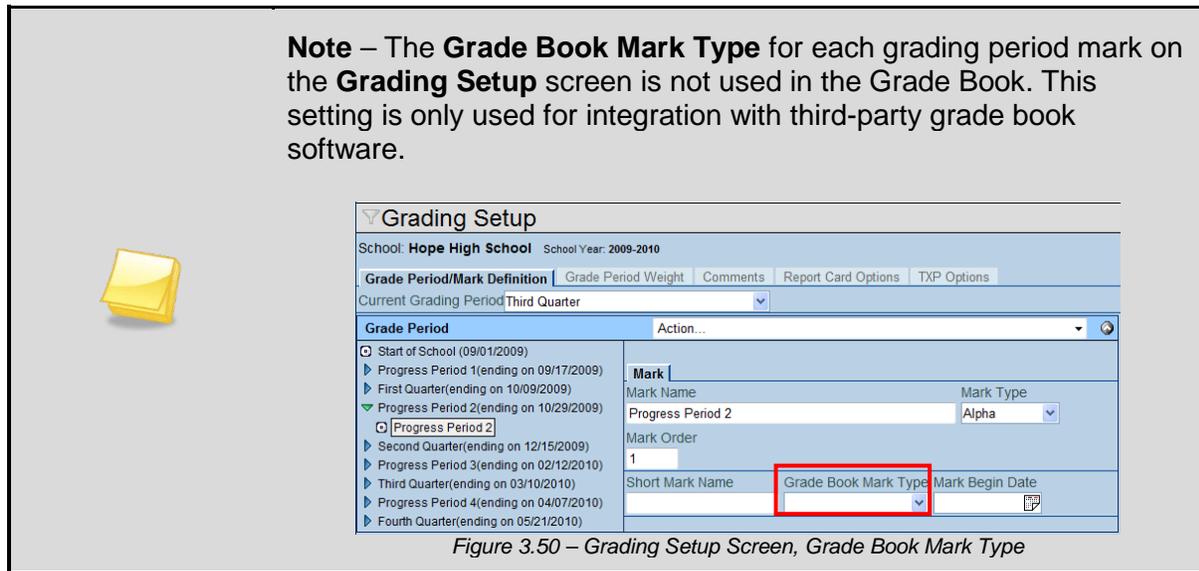


Note: Adding a new comment with the same comment code as an existing comment replaces the existing comment. Comments are grouped by the comment code.

- **Removed When Scored** – removes the code when a score is entered for the assignment.

4. Click **INSERT**.

Note – The **Grade Book Mark Type** for each grading period mark on the **Grading Setup** screen is not used in the Grade Book. This setting is only used for integration with third-party grade book software.



The screenshot shows the 'Grading Setup' interface. On the left, a tree view shows the school year structure with 'Progress Period 2' selected. On the right, the 'Mark' configuration form is visible. The 'Grade Book Mark Type' dropdown menu is highlighted with a red rectangular box. Other fields include 'Mark Name' (Progress Period 2), 'Mark Type' (Alpha), 'Mark Order' (1), 'Short Mark Name', and 'Mark Begin Date'.

Figure 3.50 – Grading Setup Screen, Grade Book Mark Type

Editing Comments

1. Move the mouse over the comment until it is highlighted.
2. Click the Edit icon.

Grade Book Comments

Help Options 10 items NEW

Comment	SEQ	Not Scored	Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
 Comment deleted on test DISTRICT WIDE	1	0	0	No	cdo	No	
Late (15% Penalty) DISTRICT WIDE	1	0	15	No	L	Yes	

Figure 3.51 – Grade Book Comments Screen

3. Edit the fields as necessary.

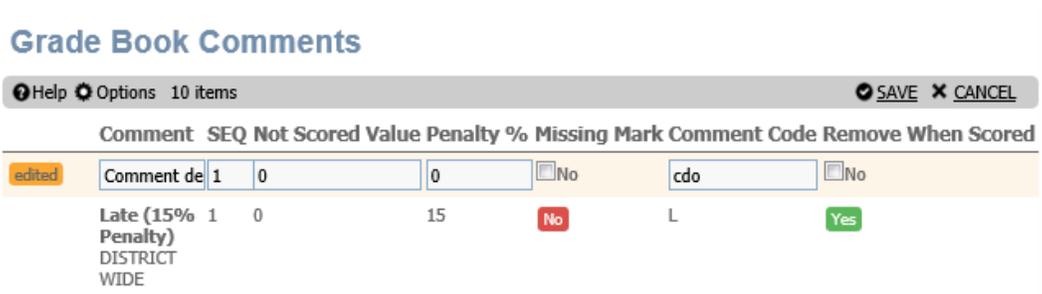


Figure 3.52 – Editing a Comment

4. Click **SAVE**.

Deleting Comments

1. Move the mouse over the comment until it is highlighted.

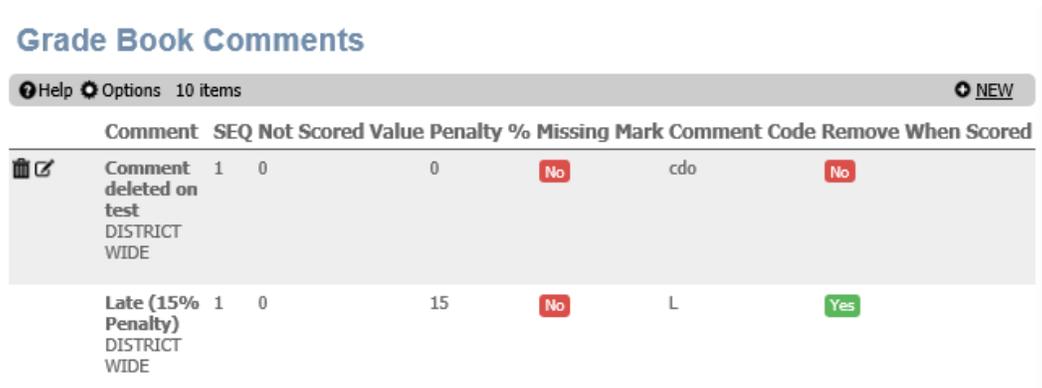
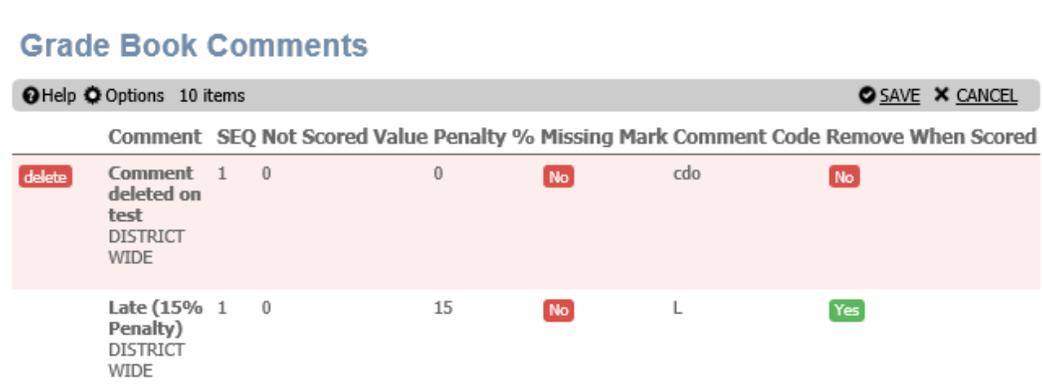


Figure 3.53 – Grade Book Comments Screen

2. Click the Delete icon. The word **delete** appears shaded red next to the comment.
3. Click **SAVE**. A message box opens prompting confirmation of the deletion.



- Click **OK** to delete the comment.

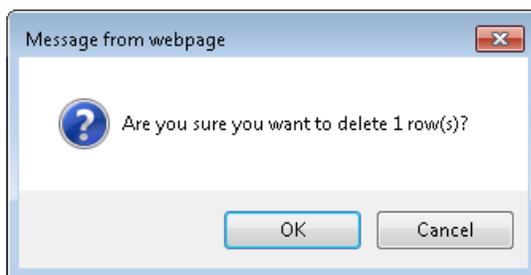


Figure 3.54 – Message Box

Viewing Deleted Comments



Figure 3.55 – Showing Deleted Comments

- Click the Options icon. The Grade Book Comments options display.
- Select the **Show Deleted** check box. The deleted Grade Book Comments appear with a note indicating the date they were deleted.

Defining Report Card Score Types

Report Card Score Types are the grading scales that teachers use for the report card. Grade Book comes with some pre-configured score types that you can edit and delete as needed.

For example, your district's kindergarten, first, or second grade students' report cards probably reflect their effort in each subject or standard (such as Outstanding, Satisfactory, and Needs Improvement), rather than a letter grade (A+ or B-) or a rubric score (4.0 or 3.5.) So, students who earned three scores on assignments graded with a raw score ('10 of 10', '9 of 10', and '10 of 10'), and have an Effort report card type, their final (overall) grade displays as 'Outstanding' on their report card, rather than '96.67%'.



Note: Districts can allow teachers to create their own Report Card Score Types or require that teachers use only district-defined Report Card Score Types.

Adding RC Scoretypes



Figure 3.56 – Admin Menu

1. From the **Admin** menu in Grade Book, click **Admin RC Scoretypes**. The **Report Card Score Types** screen opens.

Report Card Score Types

Options 24 items + ADD SCORE TYPE

Reserved-Do Not Use *Score type has no items.*
 DISTRICT WIDE
 Hide Final Score: no
[Duplicate](#)

<u>GenesisProgressPeriodTA</u>	Score	Low Score	High Score	Value	Sequence	Legend Text
DISTRICT WIDE	NP	-1.00	-2.00	1.00	80	
Hide Final Score: no	P	0.00	100.00	1.00	85	

<u>GenesisGradingTA</u>	Score	Low Score	High Score	Value	Sequence	Legend Text
DISTRICT WIDE	NP	-1.00	-2.00	1.00	80	
Hide Final Score: no	P	0.00	100.00	1.00	85	

<u>GenesisProgressPeriod</u>	Score	Low Score	High Score	Value	Sequence	Legend Text
DISTRICT WIDE	A+	98.00	100.00	1.00	5	
Hide Final Score: no	A	92.00	97.00	1.00	10	
	A-	89.00	91.00	1.00	15	
	B+	86.00	88.00	1.00	20	
	B	82.00	85.00	1.00	25	
	B-	80.00	81.00	1.00	30	
	C+	76.00	79.00	1.00	35	
	C	72.00	75.00	1.00	40	

Figure 3.57 – Adding a New Score Type

2. Click **ADD SCORE TYPE**. The **ScoreType Details** screen displays.
3. Enter a name for the Report Card Score Type in the **Score Type** field.

- In the **Initial Value** field, enter the total value for this scale, such as 100 for a percentage scale, or 4.0 for a Rubric scale.
- Select if this grade scale is an interpretation scale in the **Available As Interpretation Scale** field. See [Creating an Interpretation Scale](#).
- Select **Hide Final Score** to hide the final grade from the Grade Book Main screen and from printed reports. Only the average grade displays.

RC Score Type

⬅️ BACK Ⓜ️ SAVE

Score Type

Initial Value

Available as Interpretation Scale

Hide Final Score

Score Type Details

0 items

There are currently no details for this score type.

- Click **SAVE**.
- Under **Score Type Details**, click **NEW** to add a score type detail to the new score type. A new row displays.

Score Type Details

4 items ⬅️ INSERT ✖️ CANCEL

	Score	Low Score	High Score	Value	SEQ	Legend Text
New >>	<input type="text"/>					
	4	3.51	4.00	4.00	1	
	3	2.51	3.50	3.00	2	
	2	1.51	2.50	2.00	3	
	1	0.00	1.50	1.00	4	

- Enter the **Score**, which is text associated with the score, such as A+, Pass, O, or 4.
- Enter the **Low Score**, which is the lowest value in the score range to qualify for this score. For example, in a Rubric, a score within the range of 3.51 to 4.00 would qualify for a score of '4'. The low score in that range would be 3.51.
- Enter the **High Score**, which is the highest value in the score range to qualify for this score. For example, in a Rubric, a score within the range of 3.51 to 4.00 would qualify for a score of '4'. The high score in that range would be 4.00.
- Enter the **Value**, which is the numeric value used to calculate the score.
- Enter the **SEQ**, which is the order in which the scores are displayed.
- Enter the **Legend Text**, which is a description of the score, such as 'O = Outstanding'. The legend appears in ParentVUE and StudentVUE.
- Click **INSERT**.

Copying RC Scoretypes

1. On the **Report Card Score Types** screen, select the score type to copy by clicking on its name.

PBIS	Score	Low Score	High Score	Value	Sequence	Legend Text
DISTRICT WIDE	10	0.89	0.99	1.00	1	
Hide Final Score: no	8	0.75	0.88	0.75	2	
Duplicate	6	0.65	0.74	0.50	3	
	4	0.55	0.64	0.35	4	
	2	0.44	0.54	0.25	5	

Figure 3.58 – Copying a Score Type

2. Click **Duplicate**. A message box opens to confirm the duplication.

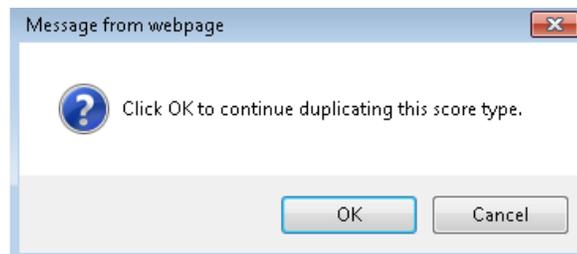


Figure 3.59 – Confirmation of Duplication

3. Click **OK** to copy the Report Card Score Type. A copy of the score type is added at the bottom of the list with all of the individual scores from the original score type. The copy is indicated by the word **(copy)** at the end of the score type name.

PBIS (copy)	Score	Low Score	High Score	Value	Sequence	Legend Text
DISTRICT WIDE	10	0.89	0.99	1.00	1	
Hide Final Score: no	8	0.75	0.88	0.75	2	
Duplicate	6	0.65	0.74	0.50	3	
	4	0.55	0.64	0.35	4	
	2	0.44	0.54	0.25	5	

Figure 3.60 – Copying a Score Type, Renaming

4. To edit the copy, click the score type title on the **Report Card Score Types** page.
5. The score type name can be edited on the **Score Types Detail** page. Individual scores can also be modified by moving the mouse over the score until it is highlighted, then clicking the **Edit** button.



Caution: The Synergy SISGrading, Synergy SISProgressPeriod, Synergy SISProgressPeriodTA, and Synergy SISGradingTA score types are used to synchronize the final grades to Synergy SIS, and these score type names should not be modified. The individual scores and ranges can be changed to match the ranges defined in Synergy SIS and used at the district. Teachers can also create a custom score type for their use by duplicating these score types.

Editing RC Score Types

1. Click the score type title on the **Report Card Score Types** screen. The **Score Type Details** screen displays.

RC Score Type		ScoreType Details													
BACK DELETE SAVE Score Type GenesisGrading - MS Initial Value Available as Interpretation Scale <input type="checkbox"/> Hide Final Score <input type="checkbox"/>		5 items <table border="1"> <thead> <tr> <th>Score</th> <th>Low Score</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>4.00</td> </tr> <tr> <td>B</td> <td>3.00</td> </tr> <tr> <td>C</td> <td>2.00</td> </tr> <tr> <td>D</td> <td>1.00</td> </tr> <tr> <td>F</td> <td>0.00</td> </tr> </tbody> </table>		Score	Low Score	A	4.00	B	3.00	C	2.00	D	1.00	F	0.00
Score	Low Score														
A	4.00														
B	3.00														
C	2.00														
D	1.00														
F	0.00														

Figure 3.61 – Editing Score Types

2. Under **RC Score Type**, edit the name of the score type in the **Score Type** field.
3. In the **Initial Value** field, enter the total value for this scale, such as 100 for a percentage scale, or 4.0 for a Rubric scale.
4. Check the **Available As Interpretation Scale** box if this grade scale is an interpretation scale.
5. Select **Hide Final Score** to hide the final grade from the Grade Book main screen and from printed reports. Only the average grade displays.
6. Click the **SAVE** icon under **RCScore Type**.
7. Move the mouse over the score type detail until it is highlighted.
8. Click the **Edit** icon. The word **edited** appears shaded to the left of the score.

ScoreType Details

5 items ✔ SAVE ✕ CANCEL

	Score	Low Score	High Score	Value	SEQ	Legend Text
	A	4.00	4.00	1.00	10	
	<input type="text" value="B"/>	<input type="text" value="3.00"/>	<input type="text" value="3.99"/>	<input type="text" value="1.00"/>	<input type="text" value="25"/>	<input type="text"/>
	C	2.00	2.99	1.00	40	
	D	1.00	1.99	1.00	55	
	F	0.00	0.00	1.00	65	

Figure 3.62 – Editing Individual Scores

9. Edit the score type detail as necessary.
10. Click **SAVE**.

Deleting RC Scoretypes

Report Card Score Types

Options 23 items ADD SCORE TYPE

GenesisGrading	Score	Low Score	High Score	Value	Sequence	Legend Text
DISTRICT WIDE Hide Final Score: no Duplicate	A	90.00	100.00	1.00	10	
	B	80.00	89.99	1.00	25	
	C	70.00	79.99	1.00	40	
	D	60.00	69.99	1.00	55	
	F	0.00	59.99	1.00	65	

X	Score	Low Score	High Score	Value	Sequence	Legend Text
DISTRICT WIDE Hide Final Score: no Duplicate	X	-1.00	-2.00	1.00	1	NULL

Figure 3.63 – Deleting Score Types

1. Click a score type title. The **Score Type Details** screen displays.

RC Score Type

BACK DELETED SAVE

Score Type
GenesisGrading

Initial Value

Available as Interpretation Scale

Hide Final Score

ScoreType Details

5 items

Score	Low Score	High Score
A	90.00	100.00
B	80.00	89.99
C	70.00	79.99
D	60.00	69.99
F	0.00	59.99

Figure 3.64 – Score Type Details

2. Click **DELETE** under **RC Score Type**. The system deletes the score type immediately, with no confirmation message.

Viewing Deleted RC Score Types

The screenshot shows the 'Report Card Score Types' interface. At the top, there is a header with 'Options 35 items' and an 'ADD SCORE TYPE' button. Below the header, there is a 'Show Deleted' button with a checkmark. To the right of this button, it says 'Score type has no items.' Below this, there are two deleted score types listed:

- Elementary - Math (Raw Score) *deleted**: DISTRICT WIDE, Hide Final Score: no, Duplicate, Deleted on: 9/17/2012.
- Secondary Grade Key - 6 Point Rubric *deleted**: DISTRICT WIDE, Hide Final Score: no, Duplicate, Deleted on: 9/5/2012.

Figure 3.65 – Showing Deleted Score Types

1. Click the Options icon. The Report Card Score Type options display.
2. Select the **Show Deleted** check box. The deleted Report Card Score Types appear, with a note indicating the date they were deleted.

Creating an Interpretation Scale

The Interpretation Scale minimizes the effect of a low grade on the student's overall grade in the class.

For example, if a student does not turn in an assignment and receives a "0," the Interpretation Scale can be set to interpret the score of "0" as having a value of "59%." A "59%" is still within the failing range, but the failing grade has less of an overall impact when the final grade is calculated.

Book Report 4 MAX:100.00 PTS:100.00 1/28/2013		
Student	Class Grade	Project
Andrade, Chris	89.0% B+	89 ↓
Baez, Todd	100.0% A+	96 ↓
Barraza, Ronald	59.0% F	0 ↓
Barthlow, Cheryl	89.0% B+	89 ↓

Figure 3.66 – Interpreted Grade on Grade Entry screen

Book Report 4 MAX:100.00 PTS:100.00 2/4/2013		
Student	Grade	Project
Andrade, Chris	B+	89
Baez, Todd	A+	96
Barraza, Ronald	F	0
Barthlow, Cheryl	B+	89

Figure 3.67 – Interpreted Grade on Grade Book Main screen

Your district can create a Report Card Score Type that is available as an Interpretation Scale. It displays on the **Interpretation Scale** list on teachers' **Grade Book Settings** tab in **Grade Book Setup**.

To create an interpretation scale, create a Report Card Score Type with adjusted values and select the **Available as Interpretation Scale** check box.

REPORT CARD CONFIGURATION

Custom report cards can be created for the Grade Book. These custom report cards must be created in RDLC (Client Report Definition) format using Visual Studio. Edupoint can create the initial report cards for the district based on the district's specifications, or report cards may be created by the district. For more information about creating RDLC files, please see [http://msdn.microsoft.com/en-us/library/ms252067\(VS.80\).aspx](http://msdn.microsoft.com/en-us/library/ms252067(VS.80).aspx) on the Microsoft website.

Creating Report Card Types

For a report card file to be added, a new report card type must also be created. Each file can also be specific to the student's home language. The report card types should be created before the files are uploaded.



Figure 3.68 – Admin Menu

1. From the **Admin** menu in Grade Book, click **Add/Edit Report Card Types**. The **Report Card Types** screen displays. New types are added at the bottom of the list.

Report Card Template	Grade Level	School	Grade Level Default?	Include Standards Scores?	Use Rows as Standards?	Max Comments Per Delegatee	Comment Max Length	Add Date	
Grade KG	Grade KG	District Wide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	1555	8/30/2012	Show Sections Delete Duplicate
1st Grade	Grade 01	District Wide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2000	8/30/2012	Show Sections Delete Duplicate
2nd Grade	Grade 02	District Wide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2000	8/30/2012	Show Sections Delete Duplicate
3rd Grade	Grade 03	District Wide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	1320	8/30/2012	Show Sections Delete Duplicate
4th Grade	Grade 04	District Wide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	100	8/30/2012	Show Sections Delete Duplicate
5th Grade	Grade 05	District Wide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2000	8/30/2012	Show Sections Delete Duplicate
FWPS 4th Grade	Grade 04	District Wide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	100	6/20/2013	Show Sections Delete Duplicate
FWPS 4th Grade (copy)	Grade 04	District Wide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	100	6/27/2013	Show Sections Delete Duplicate
4th Grade (copy)	Grade 04	District Wide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	100	6/27/2013	Show Sections Delete Duplicate
Test	Grade 06	District Wide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	50	6/28/2013	Show Sections Delete Duplicate
< >	<< select >>	<< select >>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Insert

Figure 3.69 – Report Card Types screen

2. Enter a name for the report card type in the **Report Card Template** field. Each type has to be grade-level specific, so incorporating the grade level in the name is helpful.
3. Select the **Grade Level** from the list.

4. Choose the **School** from the list. The School can also be set to **district-wide**.
5. Select the **Grade Level Default?** check box if this type is the default report card for the grade level selected.
6. Select the **Include Standards Scores** check box to include standards dynamically. Your report card must be preconfigured for this functionality to work.
7. Select the **Use Rows as Standards check box** to convert report card rows into standards that can be tied to assignments in place of report card correlations.
8. Set the maximum number of comments a Report Card Delegate can enter in the **Max Comment Per Delegatee** field.
9. Set the maximum length of comments by entering the maximum number of characters in the **Comment Max Length** box.
10. Click the **Insert** button to save the new report card type. Once the new type has been inserted, the sections of the report card need to be defined.

Defining Report Card Type Sections

Each section represents a line on the report card to display either a subject and a grade or a header of a group of lines.

1. Click the **Show Sections** link to define the sections of the report card. The **Report Card Items** tab displays. New items are added at the bottom of the list.
2. Enter the name of the **Report Card Item**. These are the items that appear on this report card, such as the headers and subjects.
3. Select a **Parent Item** if needed. Parent Items are generally headings used to group the items, and can be a plain header (Header) or a graded item themselves (Parent Drop-Down).
4. Select the **Can Delegate** check box if this item can be delegated to another teacher to be graded.
5. If this item is correlated with assignments in the Grade Book, check the **Correlate** box.
6. Select the **Fill Down** check box if teachers are allowed to use the fill down feature when grading this item on report cards.
7. Select the **Item Type**.
 - **Calculated** – individually graded item that is calculated by the system.
 - **Comment (Do not display)** - only shows on screen and is not printed on the report card, and can be used for grading instructions.
 - **Drop down** - individual graded item that is selected from a drop down list.
 - **Drop down (parent)** - acts as the heading of a group of items and has a summary mark for the items in the group below it.
 - **Header (No score entry)** - acts as the heading of a group of items and does not have a mark attached.

- **Read Only** – read only text that appears on the report card.
 - **Text box** - individual graded item that is manually entered.
8. Enter the **Code** for the item that indicates where it will be placed in the report card. This code comes from the report card file itself, and is generally in the format R1, R2, and so on.
 9. Select the **Score Type** from the list to indicate what types of report card score types can be selected for this item.
 10. If this item is to be graded by a **Specialist**, select the type of specialist. For more information about specialists, please see the next section in this chapter.
 11. The **Sequence** indicates the order in which the items appear on the report card, and must be numeric.
 12. To save the new section, click the **Insert Item** button.
 13. Continue adding sections by following steps 7-15 above until all report card sections have been added. The final report card setup will look like the example below.

Report Card Item	Short Name	Parent Item	Correlate	Item Type	Code	Score Type	Specialist	Sequence
READING / LANGUAGE ARTS	READING / LANGUAGE ARTS	NONE	<input type="checkbox"/>	Parent-DropDown	R1	A-F	NONE	1.0000
Word Analysis, Fluency and Sp...	Word Analysis, Fluency and Sp...	(Parent-DropDown)	<input type="checkbox"/>	Header	R2	A-F	NONE	2.0000
Word Recognition	Word Recognition	(Parent-DropDown)	<input checked="" type="checkbox"/>	DropDown	R3	Rubric 1-4	NONE	3.0000
Vocabulary Development	Vocabulary Development	(Parent-DropDown)	<input checked="" type="checkbox"/>	DropDown	R4	Rubric 1-4	NONE	4.0000
Reading Comprehension	Reading Comprehension	(Parent-DropDown)	<input type="checkbox"/>	Header	R5	Header	NONE	5.0000
Comprehension and Analysis of	Comprehension and Analysis of	(Parent-DropDown)	<input checked="" type="checkbox"/>	DropDown	R6	Rubric 1-4	NONE	6.0000
Literary Response and Analysis	Literary Response and Analysis	(Parent-DropDown)	<input type="checkbox"/>	DropDown	R7	Rubric 1-4	NONE	7.0000
WRITING	WRITING	NONE	<input type="checkbox"/>	Parent-DropDown	R8	A-F	NONE	8.0000
Writing Strategies & Application	Writing Strategies & Applicat...	(Parent-DropDown)	<input type="checkbox"/>	Header	R9	Header	NONE	9.0000
Use and Application of Resources	Use and Application of Res...	(Parent-DropDown)	<input type="checkbox"/>	DropDown	R10	Rubric 1-4	NONE	10.0000
Narrative Writing	Narrative Writing	(Parent-DropDown)	<input checked="" type="checkbox"/>	DropDown	R11	Rubric 1-4	NONE	11.0000
Informative Reports	Informative Reports	(Parent-DropDown)	<input checked="" type="checkbox"/>	DropDown	R12	Rubric 1-4	NONE	12.0000
Summaries	Summaries	(Parent-DropDown)	<input checked="" type="checkbox"/>	DropDown	R13	Rubric 1-4	NONE	13.0000
Response to Literature	Response to Literature	(Parent-DropDown)	<input checked="" type="checkbox"/>	DropDown	R14	Rubric 1-4	NONE	14.0000
Language Conventions	Language Conventions	(Parent-DropDown)	<input type="checkbox"/>	Header	R15	Header	NONE	15.0000
		NONE	<input type="checkbox"/>	DropDown		Genesis Att2	NONE	

Figure 3.70 – Completed Report Card Type

Tip: To include attendance records from Synergy SIS on the report card, such as absences or tardies, set the **Item Type** to **Text Box (Small)** and select **Synergy SISAtt1** or **Synergy SISAtt2** as the **Score Type**. The **Attendance Def 1** and **Def 2** tabs for the grading period used in the report card must also be defined in the **Grading Setup** screen, as outlined in the *Synergy SIS - Grading Administrator Guide*.

Report Card Item	Short Name	Parent Item	Correlate	Item Type	Code	Score Type
Absences	Absences	NONE	<input type="checkbox"/>	Text Box (Small)	R72	Genesis Att1
Tardies	Tardies	(Parent-DropDown)	<input type="checkbox"/>	Text Box (Small)	R73	Genesis Att2

Figure 3.71 – Including Attendance Records

14. Click the link **back to report card list** to return to the list of report card types.

A sample finished report card is shown below.

Fourth Grade Report Card		ADAMS ELEM														
Student:	Ian Aaron	Principal:	Beverly Murphy													
Teacher:	Carroll, Natalie															
Grade-Level Proficiency of Standards			Work Quality and Product													
Knowledge of Work			Work Quality and Product													
<small>These marks indicate the level of achievement of grade-level standards based on District Trimester Benchmark and other classroom assessments.</small>			<small>These marks are used to indicate a student's process, product, understanding and application based on, but not limited to, daily work, tests, projects and participation.</small>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 = Below Basic</td></tr> <tr><td>2 = Basic</td></tr> <tr><td>3 = Proficient</td></tr> <tr><td>4 = Advanced</td></tr> <tr><td>N = Modified Standards - See attached report</td></tr> <tr><td>N/A = Not addressed this term</td></tr> </table>			1 = Below Basic	2 = Basic	3 = Proficient	4 = Advanced	N = Modified Standards - See attached report	N/A = Not addressed this term	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>A = Consistently completes excellent work</td></tr> <tr><td>B = Consistently completes quality work</td></tr> <tr><td>C = Completes average work</td></tr> <tr><td>D = Rarely completes work</td></tr> <tr><td>F = Fails to do assigned work</td></tr> </table>			A = Consistently completes excellent work	B = Consistently completes quality work	C = Completes average work	D = Rarely completes work	F = Fails to do assigned work
1 = Below Basic																
2 = Basic																
3 = Proficient																
4 = Advanced																
N = Modified Standards - See attached report																
N/A = Not addressed this term																
A = Consistently completes excellent work																
B = Consistently completes quality work																
C = Completes average work																
D = Rarely completes work																
F = Fails to do assigned work																
1 2 3			1 2 3													
READING/LANGUAGE ARTS			MATHEMATICS													
Word Analysis, Fluency and Systematic Vocabulary Development			Number Sense													
Word Recognition			Algebra and Functions													
Vocabulary Development			Measurement and Geometry													
			Statistics, Data Analysis, and Probability													
			Problem Solving and Mathematical Reasoning													
Reading Comprehension			HISTORY/SOCIAL SCIENCE													
Comprehension and Analysis of Text			Geography													
Literary Response and Analysis			California History													
WRITING			SCIENCE													
Writing Strategies & Application			Earth - Rocks & Minerals													
Use and Application of Research			Life - Adaptations and Ecosystems													
Narrative Writing			Physical - Electricity													
Informative Reports																
Summaries			HEALTH													
Response to Literature																
			PHYSICAL EDUCATION													
Language Conventions			TECHNOLOGY													
Mechanics/Grammar																
Spelling			VISUAL AND PERFORMING ARTS													
Uses Legible Penmanship			Visual Arts													
			Performing Arts													
Listening and Speaking																
Listening Skills																
Speaking Applications																

Figure 3.72 – Sample Report Card

Configuring Report Card Files

Once the RDLC files have been created to form a report card, they need to be added to the Grade Book.



Figure 3.73 – Admin Menu

On the **Admin** menu in Grade Book, click **Configure Report Card Files**. The **Report Card Files** screen opens.

Add New Report Card File				7 Report Card Files Total	
Report Card	Language	rpX	Create Date		
1st Grade	English	Redmond_01_011013.rdlc	8/30/2012 12:12:03 PM	Edit	Delete
2nd Grade	English	Redmond_02_011113.rdlc	8/30/2012 12:12:21 PM	Edit	Delete
3rd Grade	English	Redmond_03_011013.rdlc	8/30/2012 12:12:37 PM	Edit	Delete
4th Grade	English	Panama Buena Vista_KN_061313.rdlc	8/30/2012 12:12:51 PM	Edit	Delete
5th Grade	English	Redmond_05_011013.rdlc	8/30/2012 12:13:08 PM	Edit	Delete
FWPS 4th Grade	English	fwps_4thGrade.repx	6/20/2013 1:46:57 PM	Edit	Delete
Grade KG	English	Redmond_K_020113.rdlc	8/30/2012 12:13:23 PM	Edit	Delete

1. Click the **Add New Report Card File** button. The **Insert** screen opens.

 A screenshot of the 'INSERT' dialog box. It has a title bar 'INSERT'. Below the title bar, there are two dropdown menus: 'Report Card: << select >>' and 'Language: << select >>'. Below these is a 'Browse...' button with the text 'No file selected.' to its right. At the bottom left is a 'Cancel' button, and at the bottom right is an 'Insert Report Card File' button.

Figure 3.74 – Adding a Report Card File

2. Select the report card type that will use this file from the **Report Card** list.
3. Each file can also be set as language-specific by selecting the student's home language from the **Language** list.
4. Click the **Browse** button and locate the report card file to import.
5. Click the **Insert Report Card File** button to save the report card file.

SPECIALIST SETUP

There may be teachers, particularly in an elementary school, who teach a subject to students from several classes. Examples of these types of teachers include art or music teachers, physical education teachers, reading intervention teachers, and speech therapists.

These teachers may or may not be assigned their own class sections within Synergy SIS. Regardless of their setup in Synergy SIS, within Grade Book these teachers can be set up to access their students' report cards for only their area of specialty. This is applicable only for districts using the standards-based report cards generated within Grade Book.

Districts using section-based report cards from Synergy SIS must assign sections to the specialist for the specialist to enter grades and have those grades synchronize with the Synergy SIS report cards. These specialists should be set up the same way teachers are, and the rest of this chapter does not apply to them.

Specialists in standards-based schools that are assigned to their own sections in Synergy SIS are referred to as **Section Specialists**. These teachers access Grade Book via TEACHERVUE, and maintain their own grade book for their assigned sections. However, in the report card they can only modify the sections assigned to their area of specialty.

Specialists that are not assigned their own sections in Synergy SIS are referred to as **Report Card Specialists**. These teachers do not have access to the TEACHERVUE software, and they access the Grade Book through the **Grade Book Admin Login** Screen in Synergy SIS. They do not maintain their own grade book, and only use the Grade Book to modify the sections of the report card assigned to their area of specialty.

To set up both types of specialists for access to the Grade Book:

1. Go to **Synergy SIS > System > User > User Groups**.

The screenshot displays the 'User Groups' management interface. At the top, there is a toolbar with buttons for 'Find', 'Undo', 'Add', and 'Delete'. Below this is a breadcrumb trail: 'User Groups'. The main area contains a 'User Group Name' label and a tabbed interface with 'Members' selected. Under the 'Members' tab, there are two input fields: 'User Group Name' and 'Ldap Name'. Below these fields is a table with the following structure:

X	Line	User Name	Email	Login Name	Focus		Disabled
					Organization	Year	
[Chooser]							

Figure 3.75 – User Groups Screen

2. Click the **Add** button to create a new User Group titled **Report Card Specialist**. The district may add additional information in the title, but the group must start with the words **Report Card Specialist**. Multiple groups may be created, such as Report Card Specialist – Art and Report Card Specialist – Music.

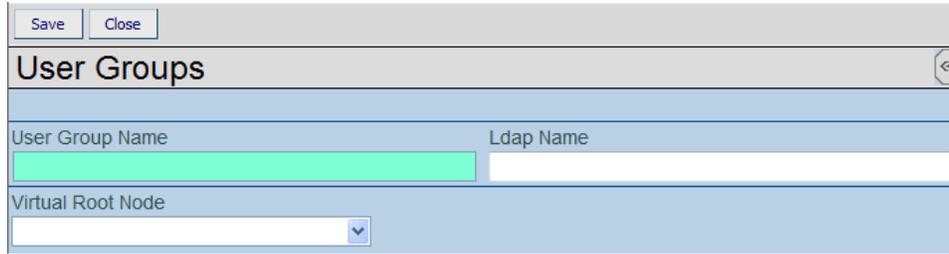


Figure 3.76 – Adding a New User Group

3. Click the **Save** button at the top of the screen.
4. Add the teachers who are assigned to this group by clicking the **Chooser** button.

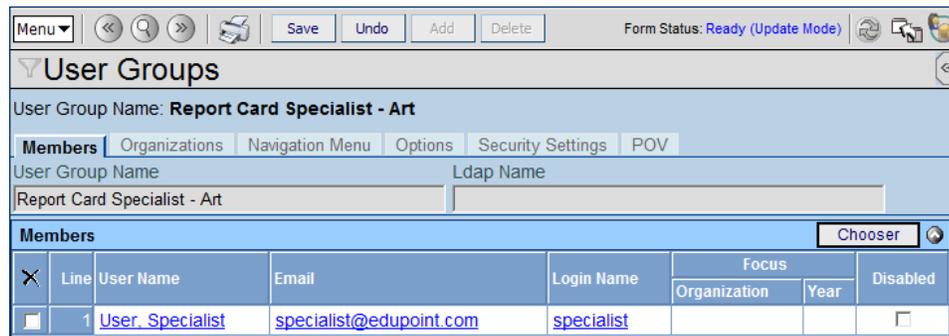


Figure 3.77 – Adding Users to the User Group

5. Click the **Save** button at the top of the screen to save the group members.
6. Click the **Security Settings** tab and set **Grade Book Security** to **Specialist**.

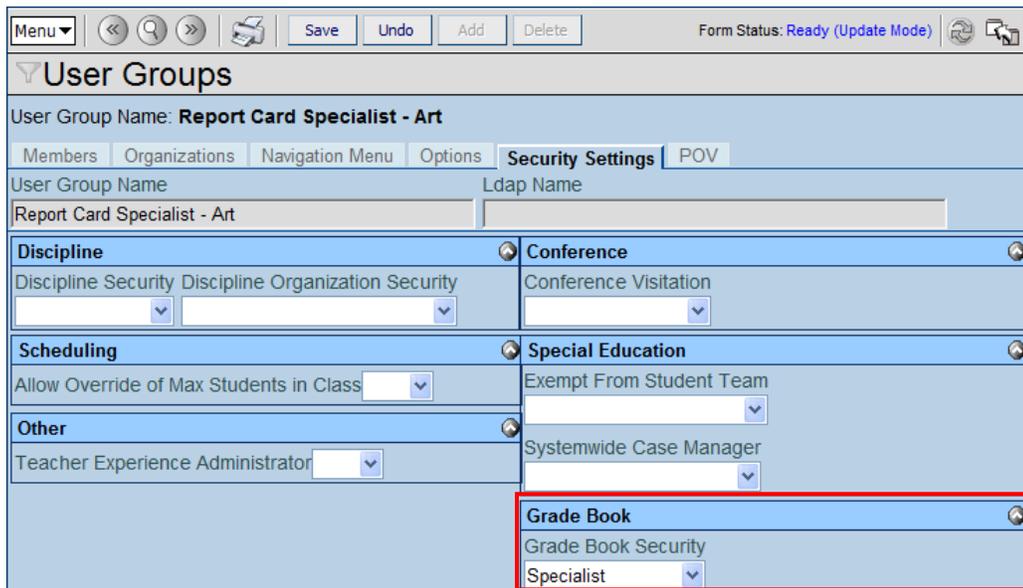


Figure 3.78 – User Groups Screen, Security Settings Tab

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

Once the user group has been created, the data needs to be synchronized to the Grade Book as outlined in Chapter Two of this guide.

After the data has been synchronized, the assignments in the report card that will be graded by the specialist need to be identified. This must be set up for both types of specialists. To set up these assignments:

1. In Grade Book, click the **Add/Edit Report Card Types** option on the **Admin** menu.
2. Find the report card type that has items that will be graded by the specialist, and click the **Show Sections** link next to the report card type.

Report Card Template	Grade Level	School	Grade Level Default?	Add Date	
4th Grade Report Card	Grade 04	District Wide	<input type="checkbox"/>	1/6/2007	Show Sections Delete
1st Grade	Grade 01	District Wide	<input checked="" type="checkbox"/>	9/2/2008	Show Sections Delete
3rd Grade	Grade 03	District Wide	<input checked="" type="checkbox"/>	12/2/2008	Show Sections Delete
2nd Grade	Grade 02	District Wide	<input checked="" type="checkbox"/>	12/2/2008	Show Sections Delete
12th Grade	Grade 12	District Wide	<input checked="" type="checkbox"/>	2/23/2010	Show Sections Delete

Figure 3.79 – List of Report Card Types

3. Find the items that will be graded by the specialist in the list. In the **Specialist** column, select the type of Report Card Specialist to be assigned to the item.

Report Card Item	Short Name	Parent Item	Correlate	Item Type	Code	Score Type	Specialist	Sequence	
Mechanics/Grammar	Mechanics/Grammar	(Parent-DropDown)	<input checked="" type="checkbox"/> Correlate	DropDown	R16	Rubric 1-4	NONE	16.0000	Delete
Spelling	Spelling	(Parent-DropDown)	<input checked="" type="checkbox"/> Correlate	DropDown	R17	Rubric 1-4	NONE	17.0000	Delete
Uses Legible Penmanship	Uses Legible Penmanship	(Parent-DropDown)	<input checked="" type="checkbox"/> Correlate	DropDown	R18	Rubric 1-4	NONE	18.0000	Delete
Listening and Speaking	Listening and Speaking	(Parent-DropDown)	<input checked="" type="checkbox"/> Correlate	Header	R19	Header	NONE	19.0000	Delete
Listening Skills	Listening Skills	(Parent-DropDown)	<input checked="" type="checkbox"/> Correlate	DropDown	R20	Rubric 1-4	NONE	20.0000	Delete
Speaking Applications	Speaking Applications	(Parent-DropDown)	<input checked="" type="checkbox"/> Correlate	DropDown	R21	Rubric 1-4	NONE	21.0000	Delete
VISUAL AND PERFORMING ART	VISUAL AND PERFORMING ART	NONE	<input checked="" type="checkbox"/> Correlate	Header	R22	Header	NONE	22.0000	Delete
Visual Arts	Visual Arts	(Header) VISUAL	<input checked="" type="checkbox"/> Correlate	DropDown	R23	Rubric 1-4	Report Card Spec	23.0000	Delete
Performing Art	Performing Art	(Header) VISUAL	<input checked="" type="checkbox"/> Correlate	DropDown	R24	Rubric 1-4	Report Card Spec	24.0000	Delete
MATHEMATICS	MATHEMATICS	NONE	<input checked="" type="checkbox"/> Correlate	Parent-DropDown	R25	A-F	NONE	25.0000	Delete
Number Sense	Number Sense	(Parent-DropDown)	<input checked="" type="checkbox"/> Correlate	DropDown	R26	Rubric 1-4	NONE	26.0000	Delete

Figure 3.80 – List of Report Card Sections

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

For **Section Specialists**, one additional step must be taken to set them up for the Grade Book. For each section assigned to these specialists, the section must indicate the Grade Book Specialist Group assigned to the section. To set up the sections:

1. Go to **Synergy SIS > Schedule > Section**.
2. Locate the section taught by the section specialist. When a section is assigned to staff that belongs to a user group with the Grade Book Security set to Specialist, a new option appears on the section screen – **Grade Book Specialist**.

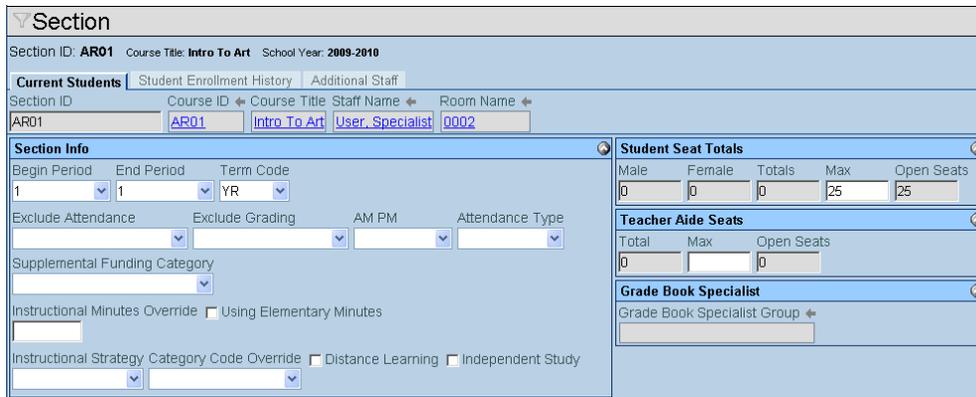


Figure 3.81 – Section Screen

3. To assign the section to the correct specialist group, click the gray arrow next to the **Grade Book Specialist Group** field.
4. The **Find SISUserGroup** screen opens. Enter all or part of the specialist user group name in the **User Group Name** box, and click **Find**.

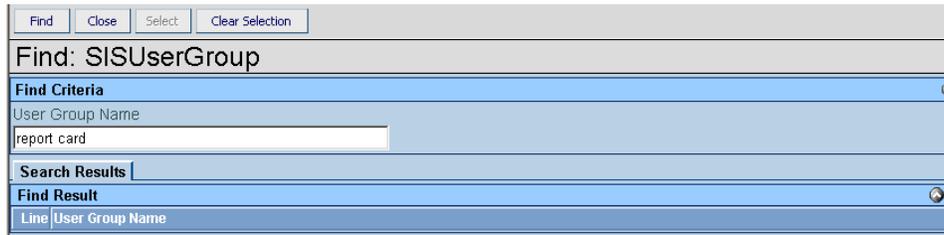


Figure 3.82 – Find SISUserGroup Screen

5. The groups matching the name entered appear in the **Find Result** grid. Click the name of the specialist group, and click the **Select** button at the top of the screen.

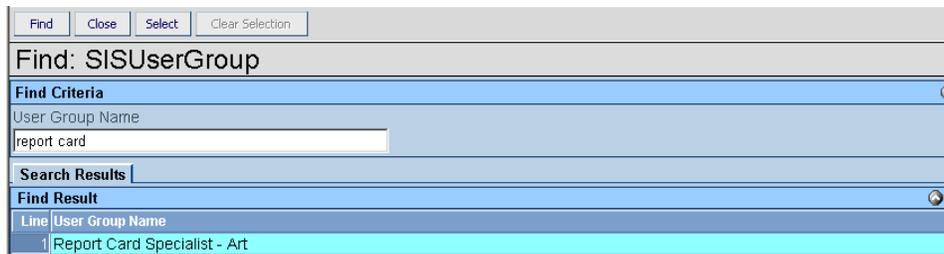


Figure 3.83 – Selecting the Group

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

Chapter Four : OPTIONAL SETUP

This chapter covers:

- ▶ [Mark Rounding Settings](#)
- ▶ [Analysis Band Configuration](#)
- ▶ [Progress Report Configuration](#)
- ▶ [Comment Setup for Secondary Schools](#)
- ▶ [Mass Comment Setup](#)
- ▶ [Admin Reports Configuration](#)
- ▶ [Teacher Class Website Configuration](#)
- ▶ [District Grade Book Setup](#)

MARK ROUNDING SETTINGS

Districts have the option of allowing their teachers to round their class mark.

The following is an example of how the rounding settings affect a student's final grade.

For the Class Percentage, assume that a student has a class percentage of 89.978%. Here is the affect the **Class Percentage** rounding settings have on the grade displayed.

89.978%	Rounding On	Rounding Off
Whole number Only	90%	89%
1 decimal	90.0%	89.9%
2 decimal	89.98%	89.97%

For the class mark, assume that a school's grading scale is as follows:

100 – 90 = A
 89.99 – 80 = B
 79.99 – 70 = C
 69.99 – 60 = D
 59.99 – below = F

Also, assume that a student has a class percentage of 89.98%, because the class percentage was set to “Rounding On” and “2 decimals.” Here is the affect the **Class Mark** rounding settings have on the final mark.

89.98%	Rounding On	Rounding Off
Whole number Only	90% = A	89% = B
1 decimal	90.0% = A	89.9% = B
2 decimal	89.98% = B	89.98% = B

Enabling Rounding of Class Mark

1. From the **Admin** menu, select **Config Values**. The **Global Config Values** screen displays.

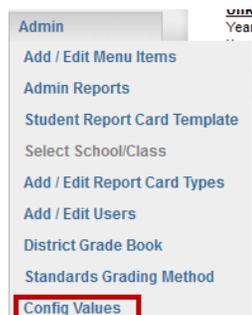


Figure 4.1 – Admin Menu

- In the **boolMarkRoundingEnabled** row, set the value to **True**.
- Click **Update**. The Class Mark rounding option displays on the Grade Book Settings tab of the Grade Book Setup screen.

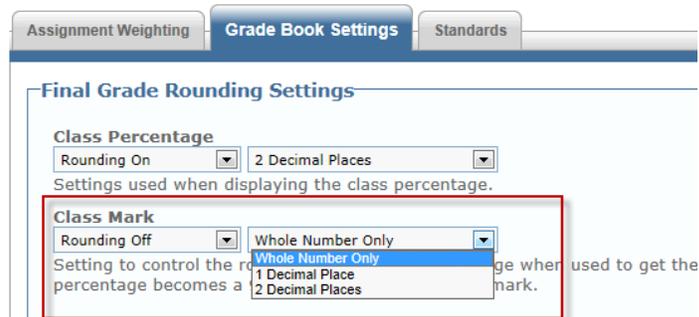


Figure 4.2 - Grade Book Setup screen, Grade Book Settings tab

Disabling Rounding of Class Mark

- From the **Admin** menu, select **Config Values**. The **Global Config Values** screen displays.

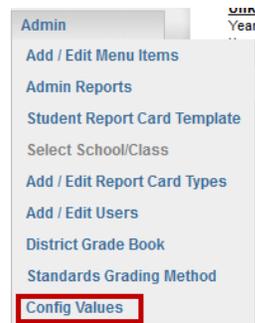


Figure 4.3 – Admin Menu

- In the **boolMarkRoundingEnabled** row, set the value to **False**.
- Click **Update**. The Class Mark rounding option is not available on the Grade Book Settings tab of the Grade Book Settings screen.

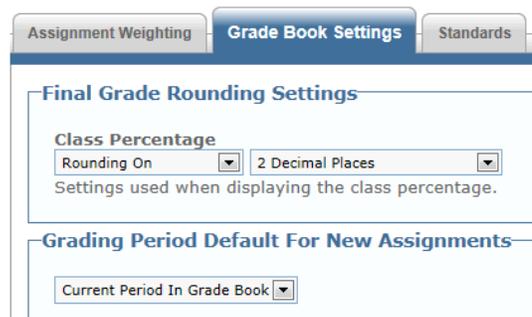


Figure 4.4 - Grade Book Setup screen, Grade Book Settings tab

ANALYSIS BAND CONFIGURATION

The Grade Book **Analysis Tool** screen displays the overall points, possible points, and percentage of points earned for each student. Student grades can be organized and sorted using this tool and then analyzed for a deeper analysis of the student or class' performance.

Once defined, customized views of the students' grades can be saved for future use. Values that are considered "at risk" are highlighted in red.

Setting Up Analysis Bands

Analysis bands are quick ways to group students based on their performance. Bands can be used to monitor a student's whose grades need to meet a particular threshold for eligibility to participate in certain school programs such as sports or student council.

1. On the Grade Book **Menu**, select **Analysis Tool**. The **Analysis Bands** screen opens.



Figure 4.5 - Analysis Bands screen

2. Click **New** under **Analysis Bands**.



Figure 4.6 – Analysis Bands

3. Enter a name for the band.
4. Click **Insert**. The new band appears on the list.

5. Select the new band.
6. Click **New** under **Band Details**.

Analysis Bands

5 items + NEW

Bands
Perf. Band 1
Jason's Band
Rubric Band
Brian's Analysis Band
Another New Band

Perf. Band 1 Details

Help Options 3 items + INSERT ✕ CANCEL

Mark	Low Score	High Score	Display Color
New >> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Default"/>
High	75.00	100.00	<input type="button" value="High"/>
Medium	50.00	74.00	<input type="button" value="Medium"/>
Low	0.00	49.00	<input type="button" value="Low"/>

Figure 4.7 – Performance Band Details

7. Fill in the **Mark**, **Low Score**, **High Score**, and **Display Color** fields.
8. Click **Insert**.

Applying Analysis Bands

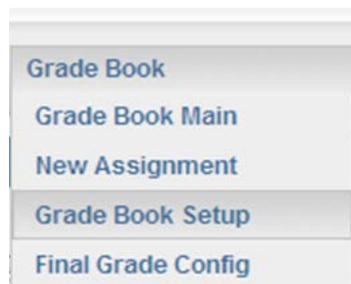


Figure 4.8 – Grade Book menu, Grade Book Setup option

1. Select the **Grade Book Setup** option from the **Grade Book** menu. The **Grade Book Setup** screen displays.

Grade Book Setup

Other Setup Areas

- [My Class Settings](#)
- [My Subjects](#)
- [My Assignment Types](#)
- [My Grade Book Score Types](#)
- [My Report Card Score Types](#)
- [My Grade Book Comments](#)

Figure 4.9 – Other Setup Areas menu

2. On the **Grade Book Setup** screen, click **My Class Settings**. The **Class Settings** screen displays all your classes.

3. Select a class from the list.
4. Click the **Edit** icon.
5. Select the band from the **Analysis Band** list.
6. Click **Save**. Grade Book applies the band to the selected class' student data.

Using the Analysis Tool

1. Click **Analysis Tool** on the Grade Book **Menu**. The **Grade Book Analysis Tool** screen displays an overview of student performance for the class.

Student Name	Grand Total		
	Points	Possible	%
Adam Stapley	29.6000	50.00	59.20 %
Brian Dugaw	24.8000	50.00	49.60 %
Deborah Rosales	36.4000	50.00	72.80 %
John Reinoso	44.8000	50.00	89.60 %
Karen Serna	31.2000	50.00	62.40 %
Nicholas Gonzalez	13.2000	50.00	26.40 %
Patricia Figueroa	40.8000	50.00	81.60 %
Patrick Johnson	32.4000	50.00	64.80 %
Phillip Healy	25.2000	50.00	50.40 %
Ruby Gunnell	28.8000	50.00	57.60 %
Ryan Packer	20.4000	50.00	40.80 %

Figure 4.10 – Grade Book Analysis Tool screen

2. Use the **Analysis By** list to select whether you want items analyzed by assignment, report card item, or standard.
3. Select the **Show Performance Bands** box to display the student's performance against predefined bands.
4. Check the **Show All Classes** box to include the data from all classes for each student for the school year.
5. Customize the data displayed in the grid clicking on a heading and dragging it to the space above the grid. The relative data displays under the heading in the grid.

				Grand Total		
Points	Possible	%				
Carl Corpus	140187	Adams Elementary	6.0000	10.00	60.00 %	
Carl Neighbors	144586	Adams Elementary	10.0000	10.00	100.00 %	

Figure 4.11 – Customizing the Display

The column headings including the **Points**, **Possible**, and **%** columns, can be reordered by dragging and dropping them to the left and right.

Filter the data within columns by using the arrows on the column headings. Select the data to include, and click the **OK** button.

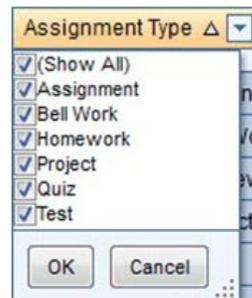


Figure 4.12 – Filtering Data

Adjust the order in which the data is displayed in the columns by selecting the order arrow on the column heading. Up is for ascending. Down is for descending.

Hide columns by right clicking on the column heading, and selecting **Hide** from the list.



Figure 4.13 – Hiding a Column

Show column headings by right-clicking and selecting **Show Field List** from the pop-up list. The **PivotGrid Field List** box opens. Click and drag the column heading back into position.

Saving a Screen

1. Once the data is filtered and sorted, enter a name for the screen in the **Create a New View** field.

2. Click the **Save View** button. The saved screen can be selected from the **My Views** list.

Using a Previously Saved Screen

- Select the previously saved screen from the **My Views** list.

Deleting a Screen

1. Select the screen from the **My Views** list.
2. Click the **Remove View** button.

Exporting Data from the Current Screen

- Export the screen as it appears on screen by clicking either the **XLS** or **PDF** link.

PROGRESS REPORT CONFIGURATION

The Progress Report screen enables teachers to create customizable progress reports, which they can email or printed for distribution. Information can be aggregated by Report Card Row or by Section. Options include the ability to show points, progress bar, assignment detail, category breakdown, class average, assignment percentage of overall score, and parent signature request. Teachers can filter the assignments displayed in the progress report using the Filter Assignments functionality.

Configuring Email Capability

1. Navigate to **Synergy SIS > System > Setup > System Configuration**.

The screenshot shows the 'System Configuration' screen with the 'Email Options' group box expanded. The 'Email Enabled' checkbox is checked. Below it, there are fields for 'SMTP Email Server', 'Default Email From Address', and 'SMTP Port Override'. The 'SMTP Username' and 'SMTP Password' fields are also visible. To the right, there are sections for 'Job Queue' and 'Multi-Level Administration', both with 'Enable' checkboxes checked.

Figure 4.14 - System Configuration screen - Email Options group box

2. Select **Email Enabled**.
3. Configure the email server setting fields.

The screenshot shows the 'Messaging' group box expanded. It contains several settings: 'Bulk Mail Enable' (checked), 'Time to begin bulk emailing' (10:00 AM), 'Keep History of Bulk Emails to Each Person' (checked), 'Contact Type for Email History' (Letter), 'Immediate Email Enable' (checked), 'Immediate Start Time' (10:00 AM), 'Interval in hours (1 to 24) to check for emails to send' (1), 'Keep History of Immediate Emails to Each Person' (unchecked), and 'Blind Copy Sender on Immediate Emails' (checked).

Figure 4.15 - System Configuration screen - Messaging group box

4. In the Messaging group box, select **Immediate Email Enable**.
5. Enter the time to begin sending emails in the **Immediate Start Time** field.
6. Enter the interval (in hours) to check for emails to send in the **Interval in hours (1 to 24)...** field.
7. Select **Blind Copy Sender on Immediate Emails**, if applicable.
8. Click **Save**.

Adding the Progress Report Screen to Grade Book



Figure 4.16 - Admin menu

1. In Grade Book, select **Menu Editor** from the **Admin** menu.
2. Scroll to the **Create a new sub menu item for all roles** group box.

Create a new sub menu item for all roles		Visible	Disabled	
Sub Menu Name:	Progress Reports	Yes ▾	No ▾	Insert
Direct Link:	~/gb_ProgressReport.aspx ▾			
Sequence:	32			
Root Menu:	Grade Book ▾			

Figure 4.17: Menu Editor screen

3. Enter **Progress Report** in the **Sub Menu Name** field.
4. Select **/gb_ProgressReport.aspx** in the **Direct Link** field.
5. Enter a **Sequence**.
6. Select **Grade Book** in the **Root Menu** field.
7. Select **Yes** in the **Visible** field and **No** in the **Disabled** field.
8. Click **Insert** to add the item.
9. Secure the menu item for each Role, as appropriate.

Setting Options

Your district may choose to set default options and decide which options to display to teachers.

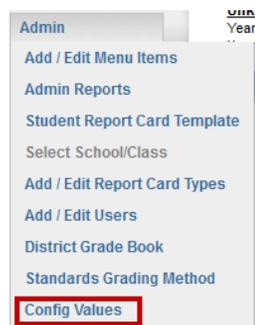


Figure 4.18 – Admin Menu

1. From the **Admin** menu, select **Config Values**. The Global Config Values screen displays.

Global Config Values

Update Warning: There is no validation of data types on these values. Please be sure that you enter the correct data type when updating. For boolean values be sure to spell out TRUE or FALSE.

Keys	Values
boolShowExcusedAssignmentsInParentPortal	False
CanNewAssignmentsBeCreatedByNotGBOwner	False
boolMarkRoundingEnabled	False
boolGradebookShowInactiveDefaultValue	False
ShowReportCardMarksFromAllPeriods	False
SpecialistCanViewHomeRooms	False
ReportCardSpecialistPrefix	Report Card Specialist
boolAllowPreviewToTransferGradesNotInHomeroom	False
boolDisableDelegatedScoreEditingByHomeroomTeacher	False
EnumReportCardPreview_TransferMarksSetting	AllowAllToTransferMarks
boolForceAssignmentReportCardCorrelations	False
boolHideDocumentStreamsUploadFromPVUE	False
AssessmentImportHomeroomSubject	Self-Contained
StandardsFinalGradeMethod	Mean
bool_UserImpersonationForAdditionalStaff	False
StandardsMatrixReportCardScoreTypeID	16
bool_ProgressReports_isShowAssignmentsDistrictLocked	True
bool_ProgressReports_isShowStandardsDistrictLocked	True
bool_ProgressReports_isShowBarDistrictLocked	True
bool_ProgressReports_isShowPointsDistrictLocked	True
bool_ProgressReports_isShowAreasWithNoResultsDistrictLocked	True
bool_ProgressReports_isShowParentSignatureDistrictLocked	True

Figure 4.19: Global Config Values

- Set the following values to **True** in order to lock and hide the following progress report options from teachers. Set the values to **False** in order to unlock and show these options.
 - bool_ProgressReports_isShowAssignmentsDistrictLocked
 - bool_ProgressReports_isShowStandardsDistrictLocked
 - bool_ProgressReports_isShowBarDistrictLocked
 - bool_ProgressReports_isShowPointsDistrictLocked
 - bool_ProgressReports_isShowAreasWithNoResultsDistrictLocked
 - bool_ProgressReports_isShowParentSignatureDistrictLocked
- Set the following default values to **True**. Teachers are still able to change the values on the progress report screen. If set to **False**, no default is set.
 - bool_ProgressReports_ShowAreaWithNoResultsDefaultValue
 - bool_ProgressReports_ShowPointsDefaultValue
 - bool_ProgressReports_ShowBarDefaultValue
 - bool_ProgressReports_ShowParentSignatureDefaultValue

bool_ProgressReports_isShowParentSignatureDistrictLocked	True
boolExecProgressReportDataGatheringOnProcessServer	True
boolExecReportCardPreviewTransferAllStudentDataOnProcessServer	True
StandardsMatrixReportCardScoreTypeID	161
bool_SendDebugInfoToEdupoint	True
bool_ProgressReports_ShowAreasWithNoResultsDefaultValue	False
bool_ProgressReports_ShowPointsDefaultValue	True
bool_ProgressReports_ShowBarDefaultValue	True
bool_ProgressReports_ShowParentSignatureDefaultValue	False

Figure 4.20: Global Config Values cont.

- Click **Update**.

COMMENT SETUP FOR SECONDARY SCHOOLS

Districts can create a bank of comments that secondary teachers can use on report cards. Districts can also enable teachers to write free form comments when posting grades.

1. Within Synergy, navigate to **Synergy SIS > Grading > Setup > Grading Setup**.
2. On the Grading Setup screen, select the **Comments** tab.

The screenshot shows the 'Grading Setup' interface for Redmond High School, School Year 2012-2013. The 'Comments' tab is active. Under 'Free Form Comments', the 'Allow Free Form Comments' checkbox is checked, and the 'Max Free Form Comment Length' is set to 200. Below this is a table of pre-defined comments.

Line	Comment Code	Comment Note	No Staff Override	Scanning Code
1		Highly motivated	<input checked="" type="checkbox"/>	
2	10	Behavior needs improving	<input checked="" type="checkbox"/>	
3	11	Needs to use time productively	<input checked="" type="checkbox"/>	
4	12	Needs to complete assignments/homework	<input checked="" type="checkbox"/>	
5	13	Projects not finished	<input checked="" type="checkbox"/>	
6	14	Assignments turned in late	<input checked="" type="checkbox"/>	
7	15	Absences affecting school work	<input checked="" type="checkbox"/>	
8	16	Tardiness affects school work	<input checked="" type="checkbox"/>	
9	17	Did not meet attendance requirement	<input checked="" type="checkbox"/>	
10	18	Poorly prepared for class	<input checked="" type="checkbox"/>	
11	19	Poor test scores	<input checked="" type="checkbox"/>	
12	2	Excellent work/attitude	<input checked="" type="checkbox"/>	
13	20	Needs to improve quality of work	<input checked="" type="checkbox"/>	
14	21	Has not met research component	<input checked="" type="checkbox"/>	
15	22	Please contact teacher	<input checked="" type="checkbox"/>	
16	23	Failing required course	<input checked="" type="checkbox"/>	
17	24	Needs to pass final exam	<input checked="" type="checkbox"/>	

Figure 4.21 - Grading Setup Screen

3. To enable teachers to enter free form comments, select the **Allow Free Form Comments** option.
4. Set the **Max Free Form Comments Length**. The maximum length is 200 characters.
5. To provide pre-defined comments, click the **Add** button. A new row displays in the Comments grid.
6. Enter the **Comment Code**.
7. Enter the **Comment Note**.
8. Click **No Staff Override**, to prevent teachers from altering the comment.
9. Click **Save**.

MASS COMMENT SETUP FOR ELEMENTARY SCHOOLS

Teachers can now mass assign comments to report cards for multiple students or entire classes. District and teacher-created comments are available on this screen and can be filtered by subject and author. Selected comments can be dragged and dropped onto one or more students in the student chart. From this screen, a teacher can click on a student name and open the report card screen for further editing. The District can limit the teacher's ability to access, create, and edit report card comments and comment banks.

Enabling Mass Assign Comments

The **Mass Assign Comments** screen enables teachers to assign comments; district created or comments they create themselves, to multiple students at the same time. These comments display on the students' report cards.

1. From the **Admin** menu, select **Menu Editor**.
2. Select **Teacher** in the **Select a role** field.
3. Scroll to the **Create a new sub menu item for all roles** group box at the bottom of the screen.

Create a new sub menu item for all roles		Visible	Disabled	
Sub Menu Name:	Class Standards			
Direct Link:	~/gb_GradeBookSetup_ClassStandards.aspx	Yes	No	Insert
Sequence:	15			
Root Menu:	Grade Book			

Figure 4.22 – Create a new sub menu item for all roles

4. Enter **Mass Assign Comments** in the **Sub Menu Name** field.
5. Select **~/gb_MassAssignComments.aspx** in the **Direct Link** list.
6. Enter a **Sequence**.
7. Select **Grade Book** in the **Root Menu** list.
8. Select **Yes** in the **Visible** list and **No** in the **Disabled** list.
9. Click **Insert** to add the item.

Setting Comment Bank Security

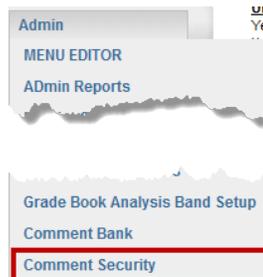


Figure 4.23 – Admin Menu

1. From the **Admin** menu in Grade Book, click **Comment Security**. The **Comment Security** screen displays.

Report Card Comment Security

Choose a School: Adams Elementary School Save

School(s)	Grade Level	Teachers can edit narrative comments <input type="checkbox"/> Select All	Teachers can maintain a comment bank <input type="checkbox"/> Select All	Teachers can choose from district comment bank <input type="checkbox"/> Select All
Adams Elementary School	Grade KG	<input type="checkbox"/>	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Adams Elementary School	Grade 01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adams Elementary School	Grade 02	<input type="checkbox"/>	<input checked="" type="checkbox"/> Enabled	<input type="checkbox"/>
Adams Elementary School	Grade 03	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Adams Elementary School	Grade 04	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
Adams Elementary School	Grade 05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adams Elementary School	Grade 06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adams Elementary School	Grade 07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adams Elementary School	Grade 08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Select a school from the **Choose a School** field.
3. Select the appropriate access level. Options include:
 - **Teachers can edit narrative comment** – teachers can edit district created comments.
 - **Teachers can maintain a comment bank** – teachers can create and maintain their own comments.
 - **Teachers can choose from district comment bank** – teachers have access to the district created comments.
4. Click **Save**.

Creating a district comment bank



Figure 4.24 – Admin Menu

1. From the **Admin** menu in Grade Book, click **Comment Bank**. The **Comment Bank** screen displays.

 A screenshot of the 'Comment Bank' screen. At the top left is a link 'Back to Students List'. Below it is a 'Filter by Subject' dropdown menu set to 'Generic Comments (Not related to any subject)'. To the right of the filter is an 'Add New Comment' button. Below the filter and button is a table with columns: Comment, Start Date, End Date, and an action column. The first row shows 'Not Translated' in the Comment column and 'Edit Delete' in the action column.

2. Click **Add New Comment**. The Comment screen displays.

 A screenshot of the 'Comment' screen. At the top left is a link 'Back to Students List'. Below it is a 'Filter by Subject' dropdown menu set to 'Generic Comments (Not related to any subject)'. To the right of the filter are 'Save Comment' and 'Cancel' buttons. Below the filter and buttons is a table with columns: Language, Comment, Start Date, and End Date. The table has three rows:

Language	Comment	Start Date	End Date
English Check Spelling	is a pleasure to have in class.	[Dropdown]	[Dropdown]
Spanish Translate to Spanish	is a pleasure to have in class.	[Dropdown]	[Dropdown]
INSIDE Report Card Translate to INSIDE Report Card		[Dropdown]	[Dropdown]

3. Enter the comment.



Note: You can use place the following student name or pronoun placeholder codes in your comments and the system will replace the appropriate name or pronoun text.

<<He>> <<She>> <<him>> <<her>> <<his>>
 <<Name>> <<Userswap>> <<userswap>>

For example, <<Name>> was a pleasure to have in class.

The **Swap Type** field on the Mass Assign Comments screen exchanges either the Name or Pronoun placeholders in the comment. The “Userswap” placeholders enable you to use both a Name and Pronoun placeholder in the same sentence.

For example, I hope <<Userswap>> has a good summer. <<He>> was a pleasure to have in class.

4. Enter a **Start Date** and **End Date**, to make the comments available only during a set time period.
5. Click **Save Comment**.

Editing comments



Figure 4.25 – Admin Menu

1. From the **Admin** menu in Grade Book, click **Comment Bank**. The **Comment Bank** screen displays.

[Back to Students List](#)

Filter by Subject
 [Add New Comment](#)

Comment	Start Date	End Date	
Not Translated			Edit Delete

2. Click **Edit** for the comment to modify. The Comment screen displays.

[Back to Students List](#)

Filter by Subject:
Generic Comments (Not related to any subject) ▼

Save Comment Cancel

Language	Comment	Start Date	End Date
English Check Spelling	is a pleasure to have in class.	▼	▼
Spanish Translate to Spanish	is a pleasure to have in class.	▼	▼
INSIDE Report Card Translate to INSIDE Report Card		▼	▼

3. Modify the comment.



Note: You can use place the following student name or pronoun placeholder codes in your comments and the system will replace the appropriate name or pronoun text.

<<He>> <<She>> <<him>> <<her>> <<his>>
 <<Name>> <<Userswap>> <<userswap>>

For example, <<Name>> was a pleasure to have in class.

The **Swap Type** field on the Mass Assign Comments screen exchanges either the Name or Pronoun placeholders in the comment. The “Userswap” placeholders enable you to use both a Name and Pronoun placeholder in the same sentence.

For example, I hope <<Userswap>> has a good summer. <<He>> was a pleasure to have in class.

4. Enter a **Start Date** and **End Date**, to make the comments available only during a set time period.
5. Click **Save Comment**.

ADMIN REPORTS CONFIGURATION

Grade Book has new functionality in Admin Reports that allows the ability to target reports to different types of users. Admin users can define SQL-based reports that can be made available to users. Non-admin users will see hyperlinks of available reports and can run them from this screen.

Enabling Admin Reports

1. From the **Admin** menu, select **Menu Editor**.
2. Select **Teacher** in the **Select a role** field.
3. Scroll to the **Create a new sub menu item for all roles** group box at the bottom of the screen.

Create a new sub menu item for all roles		Visible	Disabled	
Sub Menu Name:	Admin Reports	Yes	No	Insert
Direct Link:	~/gb_AdminReports.aspx			
Sequence:	30			
Root Menu:	Admin			

Figure 4.26 – Create a new sub menu item for all roles

4. Enter **Admin Reports** in the **Sub Menu Name** field.
5. Select **~/gb_AdminReports.aspx** in the **Direct Link** list.
6. Enter a **Sequence**.
7. Select **Grade Book** in the **Root Menu** list.
8. Select **Yes** in the **Visible** list and **No** in the **Disabled** list.
9. Click **Insert** to add the item.

Creating Admin Reports

1. From the **Grade Book** menu, click **Admin Reports**. The Admin Reports screen displays.

Report	Description
Grade Book Assignment Count by School last execution time: 0.03 seconds	
Jason's Super Cool Query last execution time: 0.20 seconds	Dex's
Grade Book Assignment Count by School/Class last execution time: none	
Report Card School/Class Status last execution time: none	

Figure 4.27 - Admin Reports screen

2. Click **New**. The Query screen opens.

Figure 4.28 - Query screen

3. Enter the **Query Name**, **Sequence**, and **Description** of the query report. The sequence is the order in which the reports are listed in the list on the Admin Reports screen.
4. Select the users who will have access to this report on the Admin Reports screen.
5. Enter a SQL report query in the **Query** field.
6. Click **Save**. The query report appears on the Admin Reports screen.

Editing Reports

1. Move the mouse over the report until it is highlighted.

Admin Reports

Options 4 items NEW

Report	Description
 Grade Book Assignment Count by School <small>last execution time: 0.03 seconds</small>	Grade Book Assignment Count by School
Jason's Super Cool Query <small>last execution time: 0.20 seconds</small>	Dex's
Grade Book Assignment Count by School/Class <small>last execution time: none</small>	
Report Card School/Class Status <small>last execution time: none</small>	

Figure 4.29 – The Edit Button

2. Click **Edit**. The Query screen opens.

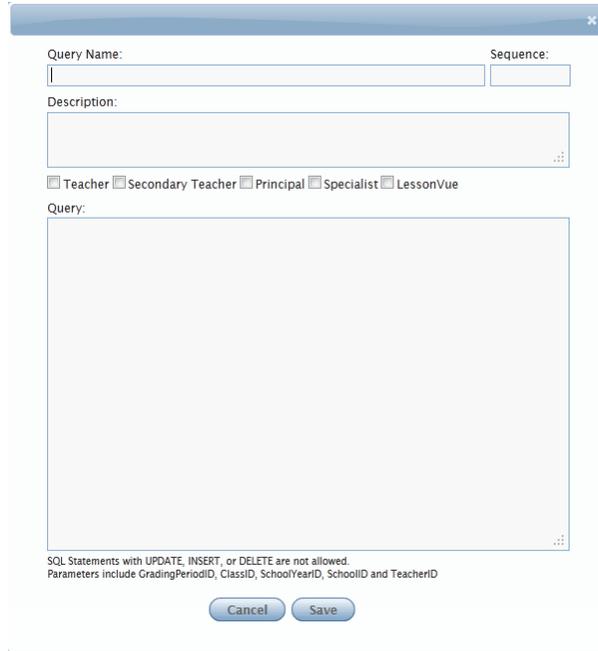


Figure 4.30 - Query screen

3. Edit the **Query Name**, **Sequence**, and **Description** of the query report. The sequence is the order in which the reports are listed in the list on the Admin Reports screen.
4. Edit the users who will have access to this report on the Admin Reports screen.
5. Edit a SQL report query in the **Query** field.
6. Click **Save**.

Deleting Reports

1. Move the mouse over the report until it is highlighted.



Figure 4.31 – Admin Reports screen

2. Click the **Delete** icon. The word **delete** appears shaded red.



Figure 4.32 – Deleting a Report

3. Click **SAVE**. A message box opens to confirm the deletion.
4. Click **OK** to delete the report.

Running Admin Reports

Only users types selected on the Query screen see the report when they access the Admin Reports screen.

Admin Reports	
Report	Description
School last execution time: 0.00 seconds	List of Schools in the District

1. Click on the report name to view the results.

[Back to Reports List](#)

Export 

Drag a column header here to group by that column

ID	SCHOOLNAM	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE	PHONE	WEBSITE	PRINCIPALID	SCHOOLTYF	DISTRICTID	DATEADDED	PERIODTYF	DELETEDAT	DELETEUSER	STATESCH	GENESISQU
1	Adams Elementary	125 Robinson Av		Fountain Valley	AZ	85101	949-555-24		46417			8/11/2009					87c31ba1-949c6-9b47-4

2. Drag the column headers to arrange or filter results. (optional)

[Back to Reports List](#)

Export 

Drag a column header here to group by that column

ID	SCHOOLNAM	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE	PHONE	WEBSITE	PRINCIPALID	SCHOOLTYF	DISTRICTID	DATEADDED	PERIODTYF	DELETEDAT	DELETEUSER	STATESCH	GENESISQU
1	Adams Elementary	125 Robinson Av		Fountain Valley	AZ	85101	949-555-24		46417			8/11/2009					
2	Hope High School	123 Main St		Phoenix	AZ	85694	949-555-12		2896			8/11/2009					
3	Grant Elementary	1450 Cedar St		Fountain Valley	AZ	85101			24578			9/11/2009					
4	King High School	765 7th Av		Fountain Valley	AZ	85101						9/4/2012					
5	Kennedy High	54 C St		Fountain	AZ	85101						9/6/2012					

3. Export the report in xls format by clicking the **XLS** link.

TEACHER CLASS WEBSITE CONFIGURATION

Teacher Class Websites enables teacher to create custom, class specific postings, and homework assignments in Grade Book. Parents and students can view these postings and assignments in ParentVUE and StudentVUE. Teachers also have the option to create custom topics to help organize their postings. Additionally, all ungraded (pending) homework assignments display in ParentVUE and StudentVUE.

Enabling Teacher Class Websites in Grade Book

1. From the **Admin** menu, select **Menu Editor**.
2. Select **Teacher** in the **Select a role** field.
3. Scroll to the **Create a new sub menu item for all roles** group box at the bottom of the screen.

Create a new sub menu item for all roles		Visible	Disabled	
Sub Menu Name:	Class Website Post			
Direct Link:	~/gb_ClassWebsitePost.aspx	Yes	No	Insert
Sequence:				
Root Menu:	Grade Book			

Figure 4.33 – Create a new sub menu item for all roles

4. Enter **Teacher Class Website** in the **Sub Menu Name** field.
5. Select **~/gb_ClassWebsitePost.aspx** in the **Direct Link** list.
6. Enter a **Sequence**.
7. Select **Grade Book** in the **Root Menu** list.
8. Select **Yes** in the **Visible** list and **No** in the **Disabled** list.
9. Click **Insert** to add the item.

Enabling Class Website in ParentVUE and StudentVUE:

1. In Synergy, navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.

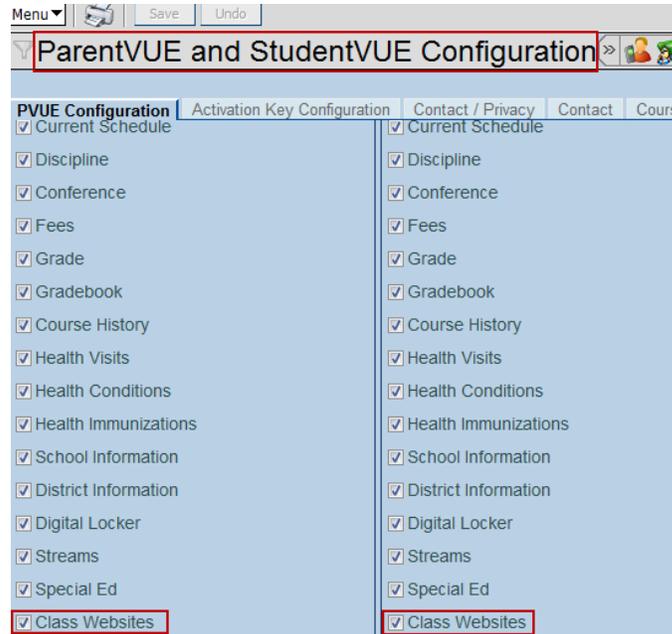


Figure 4.34 - ParentVUE and StudentVUE Configuration screen

2. Select the **Class Websites** checkbox in both the **Parent Active Modules** and **Student Active Modules** columns.
3. Click **Save**.
4. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration**.

Menu Save Undo Add Delete

ParentVUE and StudentVUE School Configuration

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

PVUE Configuration Course Requests Options

<input type="checkbox"/> Current Schedule	<input type="checkbox"/> Current Schedule
<input type="checkbox"/> Discipline	<input type="checkbox"/> Discipline
<input type="checkbox"/> Conference	<input type="checkbox"/> Conference
<input checked="" type="checkbox"/> Fees	<input type="checkbox"/> Fees
<input type="checkbox"/> Grade	<input type="checkbox"/> Grade
<input type="checkbox"/> Gradebook	<input type="checkbox"/> Gradebook
<input type="checkbox"/> Course History	<input type="checkbox"/> Course History
<input type="checkbox"/> Health Visits	<input type="checkbox"/> Health Visits
<input type="checkbox"/> Health Conditions	<input type="checkbox"/> Health Conditions
<input type="checkbox"/> Health Immunizations	<input type="checkbox"/> Health Immunizations
<input type="checkbox"/> School Information	<input type="checkbox"/> School Information
<input type="checkbox"/> Digital Locker	<input type="checkbox"/> Digital Locker
<input type="checkbox"/> Streams	<input type="checkbox"/> Streams
<input type="checkbox"/> Special Ed	<input type="checkbox"/> Special Ed
<input type="checkbox"/> Class Websites	<input type="checkbox"/> Class Websites

Figure 4.35: ParentVUE and StudentVUE School Configuration screen

5. Ensure that the **Class Website** checkbox is not selected in both the **Disable Parent Modules** and **Disable Student Modules** columns.



Note: If the Class Website checkbox is selected on the ParentVUE and StudentVUE School Configuration menu, teachers' class websites will not be visible for your school.

6. Click **Save**.

DISTRICT GRADE BOOK SETUP

Administrators can create a standardized version of Grade Book, and make it available to all teachers within an individual school or district-wide. A District Grade Book can include pre-defined assignments and category weighting settings for entire grade levels or individual subjects.

The district can determine whether to require teachers to use a District Grade Book or not. When a teacher of a grade or course with a District Grade Book enters their Grade Book, they will automatically receive all the pre-defined assignments and category weighting settings for their class. If a district does not require teachers to use a District Grade Book, the teacher can choose to remove those items using the Grade Book Setup options.

Creating a District Grade Book



Figure 4.36 - Admin menu

1. From the **Admin** menu in Grade Book, click on the **District Grade Book** option. The **District Grade Book** screen opens.
2. Click **New District Grade Book** to add a new template class. The New District Grade Book screen is displayed.

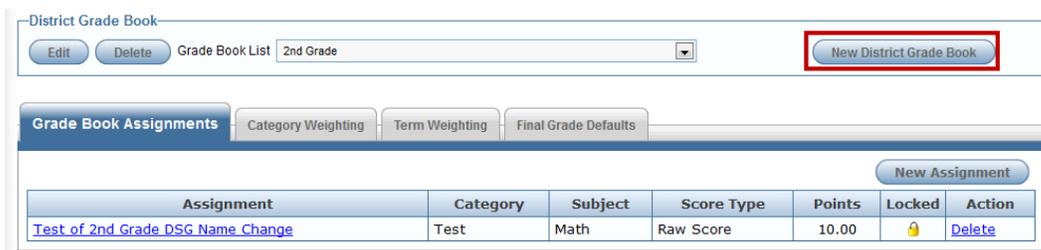


Figure 3.3.2 – District Grade Book

3. Enter a name and description in the **District Grade Book Name** and **Description** fields

The screenshot shows a web form for creating a new District Grade Book. It features several sections:

- District Grade Book Name**: A text input field.
- Description**: A larger text area with a scroll bar.
- School**: A dropdown menu with '<< All >>' as the selected option, and a checkbox for **Force Teachers to Accept**.
- School Year**: A dropdown menu with '<< All >>' as the selected option.
- Grade Level**: A grid of checkboxes for various grade levels: Grade PS, Grade KG, Grade 01, Grade 02, Grade 03, Grade 04, Grade 05, Grade 06, Grade 07, Grade 08, Grade 09, Grade 10, Grade 11, Grade 12, and Grade Ung-Elem.
- Subject Area**: A dropdown menu with '<< Subject >>' as the selected option.
- Courses Selected**: A list box on the right, currently empty.
- Buttons**: 'Select->' and '<-Remove' buttons are positioned between the Subject Area and Courses Selected list boxes. 'Cancel' and 'Save' buttons are at the bottom of the form.

Figure 3.3.3 – New District Grade Book

4. Select a specific school or all schools from the **School** drop down list.
5. If the district requires teachers to use the assignments and category weighting associated with the District Grade Book, select the **Force Teachers to Accept** check box.

If this check box is left un-selected, teachers will still be able to use the District Grade Book assignments and weighting, but it will not be required.
6. Select the **School Year**.
7. Select **Grade Level(s)** check boxes to which this District Grade Book will apply.
8. If the District Grade Book will be used for specific courses, select the subject from the **Department** drop down. The courses related to the subject will display.
9. Click on the course to associated with District Grade Book, and click on the **Select** button to move them to the **Courses Selected** field.
10. Click **Save** to create District Grade Book.

Adding Assignments to the District Grade Book

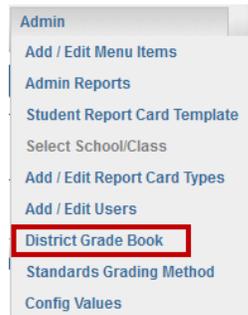


Figure 4.37 - Admin menu

1. From the **Admin** menu, click on **District Grade Book**. The District Grade Book screen opens.

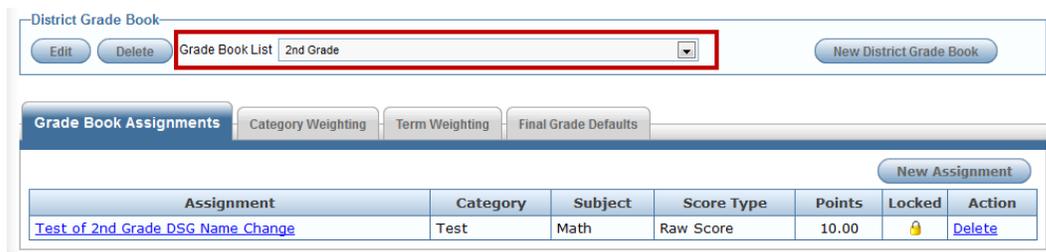


Figure 4.38 - District Grade Book screen

2. Select the District Grade Book associated with the new assignment from the **Grade Book List** drop down. Any assignments currently associated with the selected District Grade Book are listed on the **Grade Book Assignments** tab.
3. Click the **New Assignment** button. The New Assignment window opens.

Grade Book Assignment for 2nd Grade

Assignment Summary

Assignment Name <input type="text"/>		Assignment Settings Date of Assignment 8/7/2013	
Description <div style="border: 1px solid #ccc; height: 100px;"></div>		Assignment Category Normal	
		<input checked="" type="checkbox"/> Show in Parent/Student Portal	
		Security Not Secured	
		Due Date 8/7/2013	
Type	<< select >>	Assignment Drop Box <input type="checkbox"/> Enable Drop Box	
Subject	<< select >>	Drop Box Open Date	
Score Type	Raw Score	Drop Box Close Date	
Max. Score	<input type="text"/>	Document Count Limit	
Points	1	Unlimited	

Report Card Correlations | **Standards Correlations**

Assignment Standards

Options

Figure 3.3.6 – Grade Book Assignment screen

4. Complete all appropriate fields for the new assignment.
 - **Assignment Name** is the title of the assignment.
 - The **Description** field is not required, but is very useful to help differentiate between assignments with similar names.
 - The **Date of Assignment** is the date the assignment is distributed to students. The default date is today.
 - The **Assignment Category** specifies if this assignment is Normal, for Extra Credit, or Not for Grading.
 - Selecting the **Show in Parent/Student Portal** check box enables this assignment to be displayed on the ParentVUE and StudentVUE portals.
 - The **Security** option specifies what changes a teacher can make to this assignment. The default is No Security, which places no restrictions on the changes that can be made.
 - The **Due Date** indicates the day the assignment is due. The Due Date default is to today's date.
 - The **Type** field is a required field and assigns a measure or assignment type. See [Configuring Assignment Types](#).
 - The **Subject** field is only available to Standards-based teachers. It is a required field and assigns the subject area. See [Setting Up Subjects](#).
 - The **Score Type** is the types of grades and scores that a student can receive, such as a letter grade, a percentage, or a number of points.. See [Defining Grade Book Score Types](#).

- The **Max. Score** field is only available if the **Score Type** is set to Raw Score. It sets the maximum score a student can receive for this assignment in numeric format. The number can contain up to two decimal places.
- The **Points** field set the total number of point the assignment is worth when calculating the final grade. The points value are entered in numeric format and can contain up to two decimal places.
- The **Enable Drop Box** option allows students to submit and upload this assignment through StudentVUE.
- The **Drop Box Open Date** and **Drop box Close Date** fields specify the dates that the digital drop box will be available to students for this assignment.
- The **Document Count Limit** indicates the number of documents the student can upload for this assignment.



Note: When creating assignments in a District Grade Book, the system will use the assignment's **Due Date** field to determine the correct grading period.

If the District Grade Book is tied to a specific grade level, you can add Report Card Correlations and Standards.

5. Click the **Report Card Correlations** tab. Select the report card area(s) to which this assignment pertains.
6. Select any standards associated with this assignment from the **Standards Correlations** tab. (optional)
 - a. Select the appropriate standards for the assignment in the **Standards Picker** section. Selected standards are labeled **Selected**.
 - b. Click **DONE**. The selected standards display under **Assignment Standards**.
7. Select **Save Assignment** to save this individual assignment and return to the **District Grade Book** screen.

OR

Click the **Save/Add Another Assignment** button and repeat the steps above to create another District Grade Book assignment.

Configuring Category Weighting Settings

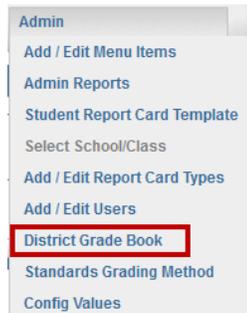


Figure 4.39 - Admin menu

1. From the **Admin** menu in Grade Book, click on **District Grade Book**. The **District Grade Book** screen opens.

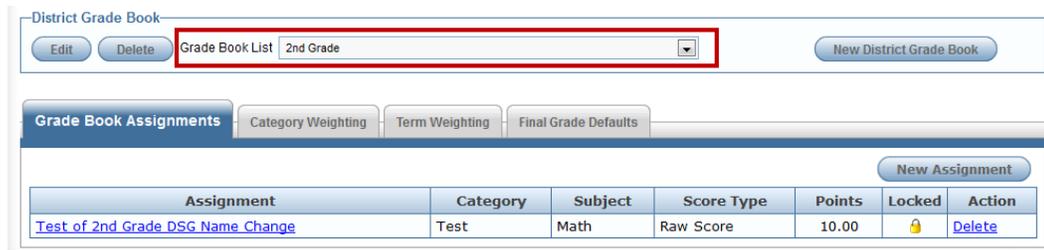


Figure 4.40 – District Grade Book screen

2. Select the District Grade Book from the **Grade Book List** drop down.
3. Select the **Category Weighting** tab.

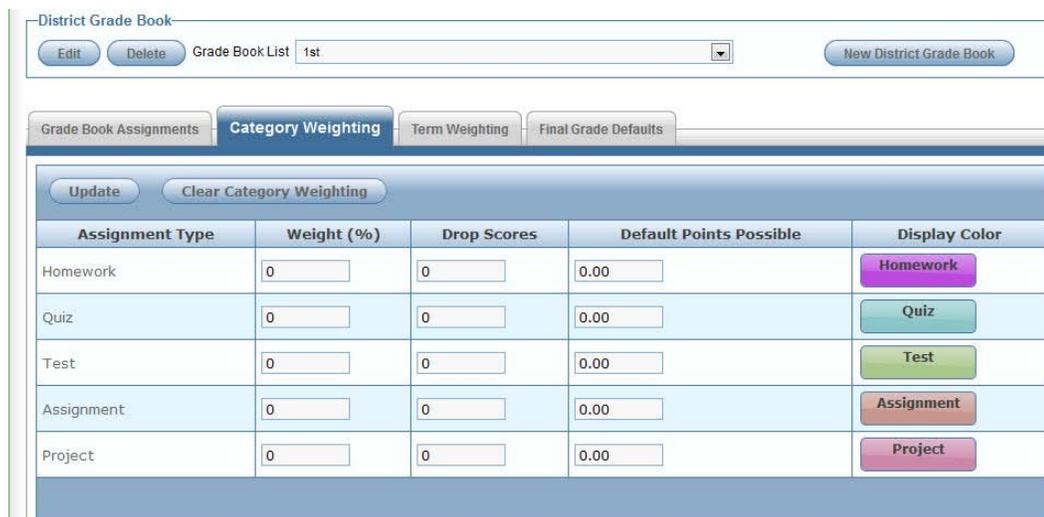


Figure 3.3.9 – District Grade Book screen

4. Set all the appropriate values to weight the different types of assignments.
 - The **Weight (%)** fields indicate how much weight each assignment type holds in relation to the other assignment types. The sum of all the weights must equal 100%.

- The **Drop Scores** field is the number of scores that can be excluded from the grade calculation.
 - The **Default Points Possible** sets the default number of points possible for each assignment of that type.
5. Click **Update**.

Setting up Term Weighting

District Grade Books for secondary schools can use term weighting to customize the grade calculations on report cards.

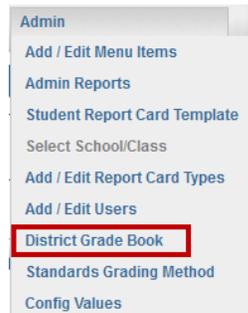


Figure 4.41 - Admin menu

1. From the **Admin** menu in Grade Book, click on **District Grade Book**. The **District Grade Book** screen opens.

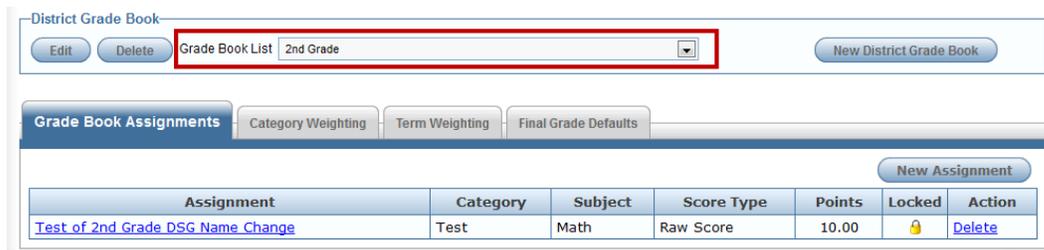


Figure 4.42 – District Grade Book screen

2. Select the District Grade Book from the **Grade Book List** drop down.
3. Select the **Term Weighting** tab.

Figure 4.43 - District Grade Book screen, Term Weighting tab

4. Check the box in front of each **period** that will use a calculated grade.

Figure 4.44 -Selecting the Grading Periods

5. For each period selected, check the **periods** that will be used in the calculation.
6. Enter the **Weight** (or percentage) that each mark weighs in the calculation.
7. Click **Update**.

Configuring Final Grade Defaults

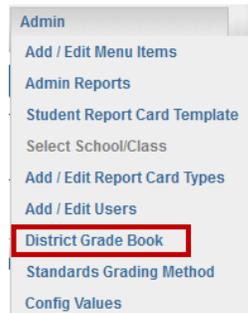


Figure 4.45 - Admin menu

1. From the **Admin** menu in Grade Book, click on **District Grade Book**. The **District Grade Book** screen opens.

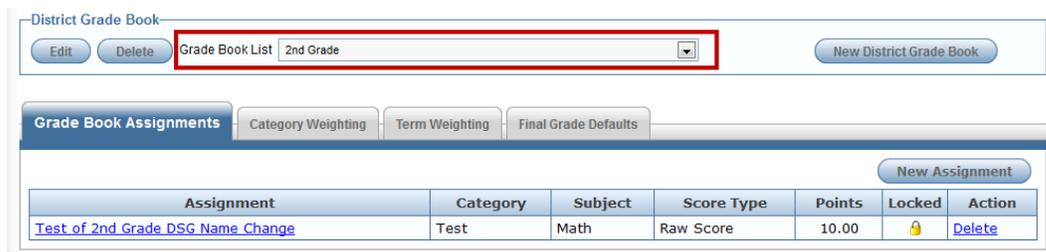


Figure 4.46 – District Grade Book screen

2. Select the District Grade Book from the **Grade Book List** drop down.
3. Select the **Final Grade Defaults** tab. The available grading periods and default score types display.

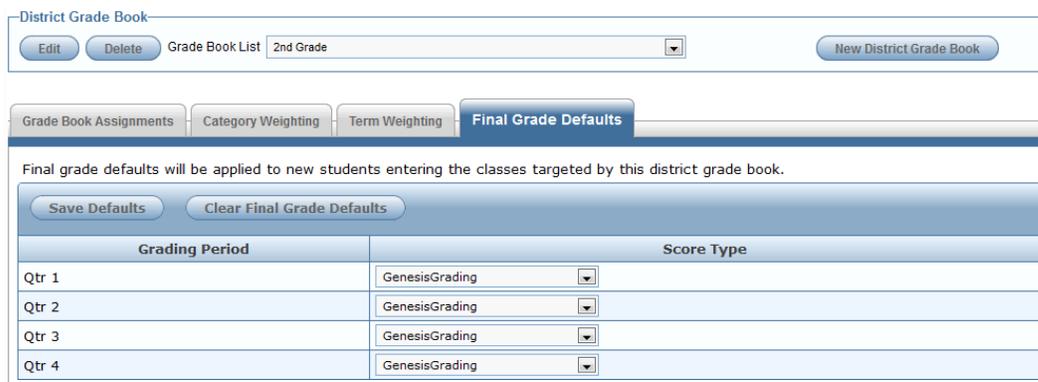


Figure 4.47 - District Grade Book screen, Final Grade Defaults tab

4. Select the **Score Type** for any or all grading periods.
5. Click **Save Defaults**.

Chapter Five :

STANDARDS CONFIGURATION

This chapter covers:

- ▶ [Understanding Standards](#)
- ▶ [Creating Standard Types](#)
- ▶ [Entering and Editing Standards](#)
- ▶ [Importing Standards](#)
- ▶ [Aligning Standards to Individual Courses](#)
- ▶ [Enabling Standards in Grade Book](#)
- ▶ [Transferring Standards Results](#)
- ▶ [Viewing Missing Marks](#)

UNDERSTANDING STANDARDS

Your state may have adopted specific educational standards that you are required to utilize. Grade Book enables you to associate courses and assignments with specific academic standards, as well as calculate final grades and analyze student performance based on those standards. Grade Book supports an unlimited number of standards, which the district provides. Districts can enter their standards, import standards, tie standards to specific district courses, and enable teachers to create their own class standards (objectives.)

Standards are grouped into any number of Standards Types (such as Common Core, State Standards, CTE Standards) created by the district. Individual standards (strands) can be added to a Standard Type and grouped by grade level and subject. Each standard can have a number of objectives (concepts) several levels deep.

The following example is a Common Core standard for first grade math, with multiple strands and concepts.

The screenshot shows the 'All Standards' interface. On the left is a navigation tree with 'State Standards' expanded to 'Grade 01' and 'Math'. Under 'Math', 'Strand 1: Number and Operations' is selected, with 'Concept 1: Number Sense' highlighted. The main content area shows the breadcrumb 'All Items >> Strand 1: Number and Operations >> Concept 1: Number Sense Class Standards' and an 'Options' menu. Below this, the standard text is displayed:

Strand 1: Number and Operations

Concept 1: Number Sense

Compare and order whole numbers through 100 by applying the concepts of place value.

Count forward to 100 and backward from 100 by 1s and 10s using different starting points, and count forward to 100 by 2s and ...

Express whole numbers 0 to 100, in groups of tens and ones using and connecting multiple representations.

Identify numbers which are 10 more or less than a given number to 90.

Recognize and compare ordinal numbers, first through tenth.

Figure 5.1 – Example Standard

CREATING STANDARD TYPES

Standard Types are groups of standards. Examples of common Standard Types include Common Core Standards, State Standards, and CTE Standards. Each Standard Type can contain multiple individual standards, and each standard can contain multiple concepts or objectives.

1. In Synergy SIS, navigate to **Synergy SIS > Grade Book > Standards**.
2. Click the **Standard Types** tab.
3. Click **Add**. A new row displays on the **Standard Types** grid.
4. Enter the standard name in the **Standard Type** column.
5. Select a **Grade Book Score Type**.
6. Select an **Aggregation Method**.
7. Select the **Lock Method** to prevent teachers from modifying the standard.

8. Select the **Visible** check box to enable Grade Book users to see and use this Standard Type.
9. Click **Save**. The Standard Type displays in the **Standard Type** fields in Synergy SIS and in Grade Book.

ENTERING AND EDITING STANDARDS

Creating a Standard or Strand

1. In Synergy SIS, navigate to **Synergy SIS > Grade Book > Standards**.
2. On the **Standards** tab, select the **Standard Type**, **Grade Level**, and **Subject**.
3. Click the **Refresh** button. Any available standards display.
4. Click **Standards**. The **Substandards** grid appears.
5. Click **Add**. A new row appears in the **Substandards** grid.
6. Enter the standard's **Code**.
7. Select the **Score Type** for the standard. This is the Grade Book score type. The standard's score type can be different from the Standard Type's score type.
8. Select the **Aggregation Method** for the standard.
9. Enter the description of the standard in the **Standard** column.
10. Enter the description of the standard that will be available to parents and students via ParentVUE and StudentVUE in the **Parent Version** column.
11. Enter the standard's **Weight**.
12. Select the **Is essential** check box if the standard is essential.
13. Select the **Showinportal** check box to enable this standard to be displayed in ParentVUE and StudentVUE.

Creating an Objective or Concept

1. In Synergy SIS, navigate to **Synergy SIS > Grade Book > Standards**.
2. On the **Standards** tab, select the **Standard Type**, **Grade Level**, and **Subject**.
3. Click the **Refresh** button. Any available standards display.
4. Click the standard. The **Substandards** grid appears.
5. Click **Add**. A new row appears in the **Substandards** grid.
6. Enter the objective's **Code**.
7. Select the **Score Type** for the objective. This is the Grade Book score type. The objective's score type can be different from the standard's score type.
8. Select the **Aggregation Method**.
9. Enter the description of the objective in the **Standard** column.

10. Enter the description of the objective that will be available to parents and students via ParentVUE and StudentVUE in the **Parent Version** column.
11. Enter the objective's **Weight**.
12. Select the **Isessential** check box if the objective is essential.
13. Select the **Showinportal** check box to enable this objective to be displayed in ParentVUE and StudentVUE.

IMPORTING STANDARDS

Standard can be imported directly into Synergy SIS using the Standards Import tool. You can also mass import district courses that have standards associated with them, rather than aligning the standards with the district courses one by one. (See [Aligning Standards to District Courses](#).)



Note – The standards must be in a properly formatted Excel spreadsheet to upload correctly.

Importing Standards Files

To import standards files into Synergy SIS, the files must meet the following criteria:

- The file must be in an Excel file (97-2003.xls).
- The file must be named Standards.
- The column headings defined as A=Code, B=Grade, C=Subject, D=Score Type, E=Aggregation Method, F=Weight, G=Is Essential, H=Show In Portal, I=Parent Version, followed by one or more columns for the standard and any child standards.
- When creating a child standard, be sure and fill out both the parent and child standard columns to insure proper matching.
- Grade and Subject must be provided and match definitions in Grade Book.
- Score Type and Aggregation method are optional. If not supplied, they will use the values defined for the Standard Type. If values are provided, they must be pre-defined in Grade Book.
- Weight, Is Essential and Show in Portal are optional. The default values will be Weight=1.00, Is Essential = N and Show In Portal = Y. If values are provided, they must be decimal for Weight and Y or N for Is Essential and Show In Portal.

The following is an example of the Standards file required layout.

Code	Grade	Subject	Score Type	Aggregation Method	Weight	Is Essential	Show in Portal	Parent Version	Standard	Child Standard
MA.AM.1.01.1	Grade 09	Math			1.00	N	Y		Applied Math 1-1	
MA.AM.1.01.1.01	Grade 09	Math	Letter Grade	Mean	1.00	N	Y		Applied Math 1-1	APPM.1.1-Students are able to synthesize information from a variety of technological sources to apply mathematical and scientific calculations.
MA.AM.1.01.1.02	Grade 09	Math							Applied Math 1-1	APPM.1.2-Students engage in a variety of mechanisms to identify the function of the mathematical computation.
MA.AM.2.01.1	Grade 09	Math							Applied Math 1-2	
MA.AM.2.01.1.01	Grade 09	Math							Applied Math 1-2	APPM.2.1-Students are able to synthesize information from a variety of technological sources to apply mathematical and scientific calculations.

Figure 5.2 – Standards File Layout

1. Navigate to **Synergy SIS > Grade Book > Standards**.
2. On the **Import Standards** tab of the **Standards** screen, click **Add** on the **Import Standards Files** grid. The **Attach Document** screen displays.
3. Upload the Standards file. The file displays in the **Import Standards Files** grid.
4. Select the **Standards Type** for the file.
5. Click **Process File**. The **Job Status** screen displays and indicates when the file is processed.

Importing District Course Standards en Masse

To import district course standards files into Synergy SIS, the files must meet the following criteria:

- The file must be in an Excel file (97-2003.xls).
- The file must be named District Course Standards.
- The column headings defined as A=Course ID, B=Standard Code, C=Include In Report Card, D=Weight, E=Year Start.
- **Course ID** and **Standard Code** must be provided and must match existing records.
- **Include in Report Card** must contain a value of Y or N.
- **Weight** and **Year Start** are optional. If not supplied, the default values are Weight=1.00, Year=Focus Year. If values are provided, they must be decimal for Weight and a four-digit year.

The following is an example of the Standards file required layout.

Course ID	Standard Code	Include In Report Card	Weight	Year Start
0610	RWC1-6 1a	Y	1.00	2012
0610	RWC1-6 1b	Y	1.00	2012
0610	RWC1-6 1c	Y	1.00	2012
0610	RWC1-6 1d	Y	1.00	2012
0610	RWC1-6 1e	Y	1.00	2012
0610	RWC1-6 1EO	N		
0610	RWC1-6 10-1-6.1a	Y	1.00	2012
0610	RWC1-6 10-1-6.1b	Y	1.00	2012
0610	RWC1-6 10-1-6.1c	Y	1.00	2012
0610	RWC1-6 10-1-6.1d	Y	1.00	2012

Figure 5.3 – Standards File Required Layout

1. Navigate to **Synergy SIS > Grade Book > Standards**.
2. On the **Import Standards** tab of the **Standards** screen, click **Add** on the **Import District Course Standards Files** grid. The **Attach Document** screen displays.
3. Upload the District Course Standards file. The file displays in the **Import District Course Standards Files** grid.
4. Select the **Standards Type** for the file.
5. Click **Process File**. The **Job Status** screen displays and indicates when the file is processed.

ALIGNING STANDARDS TO INDIVIDUAL COURSES

If your district is unable to align standards to district courses by importing them en masse, standard also be aligned individually to each district course. Using the **Standards** tab on the **District Course** screen, you can align specific standards with a course. When the teacher is assigned the course, they have access to the associated standards via the **Class Standards** screen in Grade Book.

1. Navigate to **Synergy SIS > Course > District Course**.
2. Click the **Standards** tab.

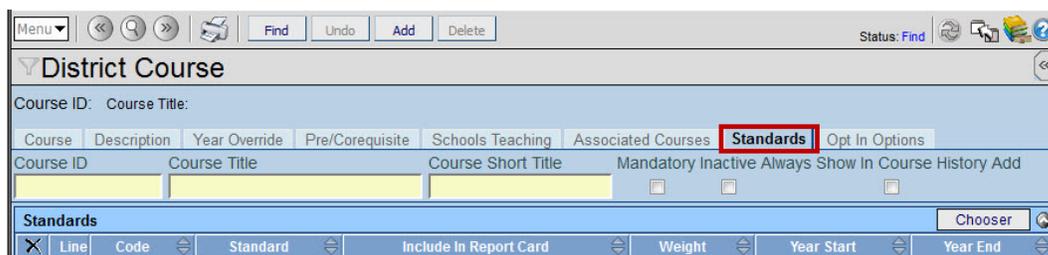


Figure 5.4 – District Course screen, Standards tab

3. Find the course to which you will add standards.
4. Click the **Chooser** button. The **Chooser** screen displays.

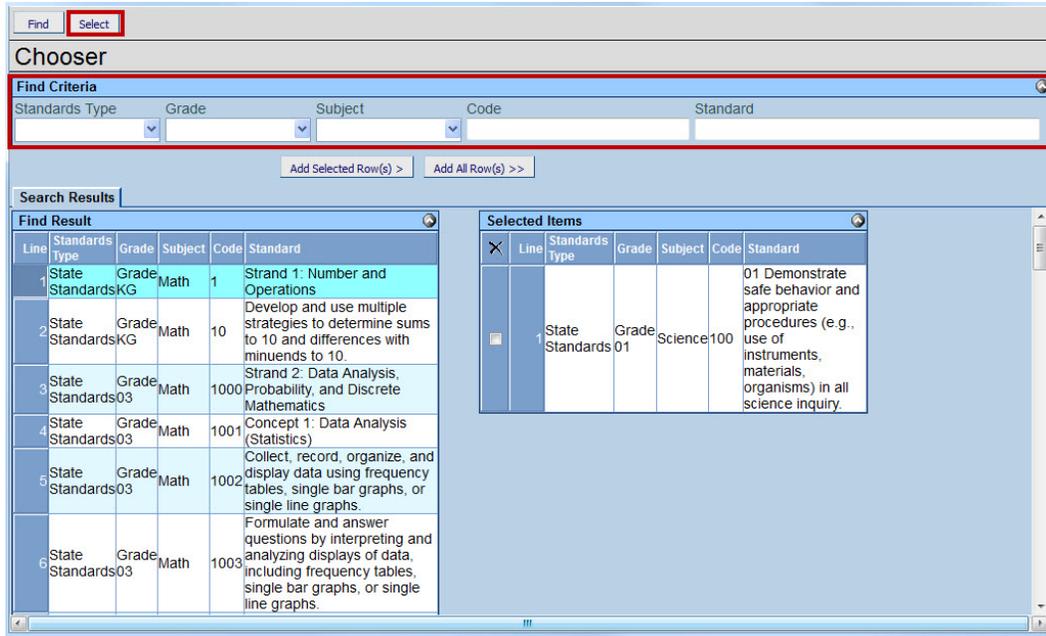


Figure 5.5 – Standards Chooser screen

5. Select the standards to associate with this course.
6. Click **Select**. The selected standards display in the **Standards** grid of the **Standards** tab.

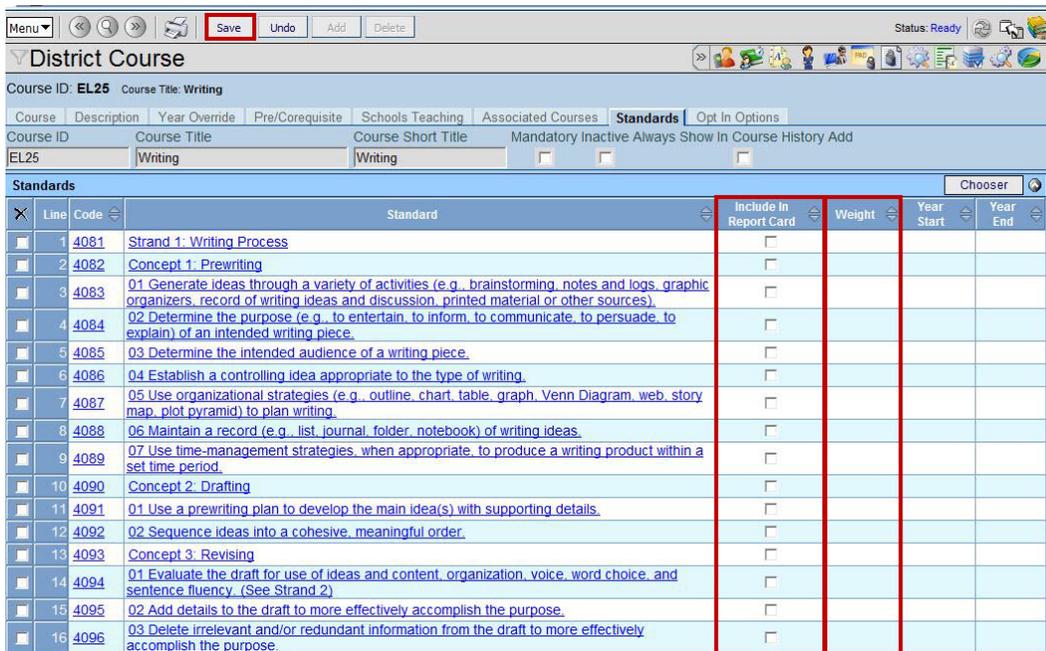


Figure 5.6 – District Course screen, Standards tab

7. Select which standards to include in report cards by selecting the check box in the **Include In Report Card** column.
8. Set the appropriate weight for the standards in the **Weight** column.

- Click **Save**. The next time the teacher of the course logs in to Grade Book, they can load the defined standards from Course Alignment.

ENABLING STANDARDS IN GRADE BOOK

Understanding Standards Final Mark Methods

When using academic standards in Grade Book, a student's overall grade can be determined either from traditional assignment data or from standards data. When determining a student's overall grade from standards data, Grade Book first determines the student's overall proficiency on each standard assessed.

From there, the individual standard results can be either:

- Averaged to determine an overall class grade (Weighted Mean).
- OR
- Passed to the Standards Mark Definition Matrix to determine an overall class grade (Mark Definition Matrix).

Using Weighted Mean

When averaging standards to determine an overall grade, a student's proficiency on each standard is multiplied by the weight of the standard. The sum of all of the 'weighted' standards is then divided by the sum of the assessed standards weights – this number is then passed to the Report Card Score Type to determine the final grade.

Score	Low Score	High Score
A	4.0000	4.0000
B	3.0000	3.0000
C	2.0000	2.0000
D	1.0000	1.0000
F	0.0000	0.0000

Figure 5.7 – Report Card Score Type

- Weighted mean averages standards performance across all standards to determine overall grade.
- Allows standards to have different weights. Weighting is a multiplier that allows some standards to contribute more to the overall grade.
- Category weighting and term weighting are NOT factored into the overall grade.
- Allows standards to be assessed with different score types.

EXAMPLE:

Consider the following example of a student's overall proficiency on eight standards and the effects of Weighted Mean methods of determining an overall grade.

		HS.G.02.04 MAX:4.00 PTS:2.00 5/10/2013	HS.G.02.03 MAX:4.00 PTS:1.00 5/10/2013	HS.G.02.02 MAX:4.00 PTS:1.00 5/10/2013	HS.G.02.01 MAX:4.00 PTS:1.00 5/10/2013	HS.G.01.04 MAX:4.00 PTS:1.00 5/10/2013	HS.G.01.03 MAX:4.00 PTS:1.00 5/10/2013	HS.G.01.02 MAX:4.00 PTS:1.00 5/10/2013	HS.G.01.01 MAX:4.00 PTS:1.00 5/10/2013
Student	Grade	N/A							
Arrow, Wayne	3.11 B	4	4	4	1	2	3	3	3
Barbour, Judy	3.00 B	3	4	3	2	3	3	2	4
Blasdel, Todd	3.44 B	4	4	3	3	3	2	4	4
Bott, Raymond	2.78 C	3	3	2	3	2	2	4	3

Figure 5.8 – Weighted Average of Standard Results

How this student's overall grade was determined:

Standard	Score	Standard Weight	Weighted Average
HS.G.02.04	4	2	8
Hs.G.02.03	4	1	4
HS.G.02.02	4	1	4
HS.G.02.01	1	1	1
HS.G.01.04	2	1	2
HS.G.01.03	3	1	3
HS.G.01.02	3	1	3
HS.G.01.01	3	1	3
TOTAL		9	28

The student's Overall Grade is **3.11** (Weighted Average (**28**) / Standard Weight (**9**)). Based on the Report Card Score Type shown previously, the mark for a 3.11 is a **B**.

Using Mark Definition Matrix

When using the Standards Mark Definition Matrix to determine overall grades (using a 4-point Rubric standards as an example), the percentage of 4's, 3's, 2's, and 1's a student earns on assessed standards is passed to a district-defined matrix.

Mark	4	3	2	1
A	33% Or More of the total marks must be a 4	click to set	0% Exactly of the total marks must be a 2 or 1	
B	66% Or More of the total marks must be a 4 or 3		click to set	0% Exactly of the total marks must be a 1
C	50% Or More of the total marks must be a 4 or 3		click to set	0% Exactly of the total marks must be a 1
D	50% Or More of the total marks must be a 4 or 3		click to set	33% Or Less of the total marks must be a 1
F	100% Exactly of the total marks must be a 4 or 3 or 2 or 1			

Figure 5.9 – Standards Mark Definition Matrix

- Mark definition matrix uses the criteria defined in the grid to determine overall grade. To get a particular grade the student must match the criteria defined in that row.
- Marks are processed according to their sequence. The first mark criteria matching the student's performance will be the mark given.
- Category weighting and term weighting are NOT factored into the overall grade.
- Allows standards to be assessed with different score types.
- Final grade configuration settings do not control the mark given.
- All teachers who have their final grades calculated from standards will use this setting.

EXAMPLE:

Consider the following example of a student's overall proficiency on eight standards and the effects of Mark Definition Matrix methods of determining an overall grade.

		HS.G.02.04 MAX:4.00 PTS:2.00 5/10/2013	HS.G.02.03 MAX:4.00 PTS:1.00 5/10/2013	HS.G.02.02 MAX:4.00 PTS:1.00 5/10/2013	HS.G.02.01 MAX:4.00 PTS:1.00 5/10/2013	HS.G.01.04 MAX:4.00 PTS:1.00 5/10/2013	HS.G.01.03 MAX:4.00 PTS:1.00 5/10/2013	HS.G.01.02 MAX:4.00 PTS:1.00 5/10/2013	HS.G.01.01 MAX:4.00 PTS:1.00 5/10/2013
Student	Grade	N/A							
Arnou, Wayne	3.11 D	4	4	4	1	2	3	3	3
Barbour, Judy	3.00 B	3	4	3	2	3	3	2	4
Blasdel, Todd	3.44 B	4	4	3	3	3	2	4	4
Bott, Raymond	2.78 C	3	3	2	3	2	2	4	3

Standards Mark Definition Matrix

How the student's overall grade was determined:

Standards Proficiency	Count	Percentage
4	3	37.5%
3	3	37.5%
2	1	12.5%
1	1	12.5%

To earn an **A, B, or C** using the Standards Mark Definition Matrix shown previously, the student cannot have earned any “1”s. In this example the student has earned one “1,” so he is disqualified from earning these marks. To earn a **D**, the student must earn greater than 50% 4’s and 3’s and less than 33% 1’s. This student earned 75% ‘4’s and ‘3’s and 12.5% ‘1’s. The student’s overall grade is a **D**.

Setting Standards Grading Method

1. From the **Admin** menu, select the **Standards Grading Method** option. The **Standards Final Marks Method** screen displays.

Standards Final Mark Method

Choose a method to determine how final marks should be calculated

The screenshot shows a selection screen with two radio button options. The first option, 'Weighted Mean', is selected. To its right is a text box containing four numbered points: 1. Weighted mean averages standards performance across all standards to determine overall grade. 2. Allows standards to have different weights. Weighting is a multiplier that allows some standards to contribute more to the overall grade. 3. Category weighting and term weighting are NOT factored into the overall grade. 4. Allows standards to be assessed with different score types. The second option, 'Mark Definition Matrix', is unselected. To its right is a text box containing six numbered points: 1. Mark definition matrix uses the criteria defined in the grid to determine overall grade. To get a particular grade the student must match the criteria defined in that row. 2. Marks are processed according to their sequence. The first mark criteria matching the students performance will be the mark given. 3. Category weighting and term weighting are NOT factored into the overall grade. 4. Allows standards to be assessed with different score types. 5. Final grade config settings do not control the mark given. 6. All teachers that have their final grades calculated from standards will use this setting.

Figure 5.10 – Standards Final Mark Method screen

2. Select the **Weighted Mean** option.
- OR
- Select the **Mark Definition Matrix** option.

Defining the Mark Matrix

1. Select the Student Final Grade Score Type (rows). These are the district defined Report Card Book Score Types. See [Defining Report Card Scoretypes](#). This final score appears on the student’s report card. A separate matrix can be defined for each Student Final Grade Score Type if needed.
2. Select the Standards Score Type (columns). These are the district defined Report Card Book Score Types. See [Defining Report Card Scoretypes](#). The student received these scores on the standards.

Mark Definition Matrix

1. Mark definition matrix uses the criteria defined in the grid to determine overall grade. To get a particular grade the student must match the criteria defined in that row.
2. Marks are processed according to their sequence. The first mark criteria matching the students performance will be the mark given.
3. Category weighting and term weighting are NOT factored into the overall grade.
4. Allows standards to be assessed with different score types.
5. Final grade config settings do not control the mark given.
6. All teachers that have their final grades calculated from standards will use this setting.

Student Final Grade Score Type (rows)
GenesisGrading - MS
Standards Score Type (columns)
4 Point Rubric

Changing the standards score type will delete all criteria defined for this final grade score type

NOTE: be sure to setup the lowest possible score as the "catch all" score.
A "catch all" score should span all the marks and be 100% Exactly of the total marks.
This will ensure that all students get a grade.

Mark	4	3	2	1	Criteria
A	click to set	click to set	click to set	click to set	
B	click to set	click to set	click to set	click to set	
C	click to set	click to set	click to set	click to set	
D	click to set	click to set	click to set	click to set	
F	click to set	click to set	click to set	click to set	

Figure 5.11 – Mark Definition Matrix

3. Click in the cell you want to edit. The cell is active and the criteria displays in the **Criteria** column

Mark	4	3	2	1	Criteria
A	50% Or More of the total marks must be a 4	click to set	click to set	click to set	<div style="font-size: x-small; padding: 2px;"> 50% Or More of the total marks must be a 4 33 % Or More Or Less Exactly Update Delete </div>
B	click to set	click to set	click to set	click to set	
C	click to set	click to set	click to set	click to set	
D	click to set	click to set	click to set	click to set	
F	click to set	click to set	click to set	click to set	

Figure 5.12 – Editing Criteria

4. Set a percentage of total marks required and then define this by choosing **Or More**, **Or Less**, or **Exactly** from the list. This defines the minimum scores needed for students to earn this grade.



Note – If you want the criteria to apply to more than one cell in that row, click the arrow icon, and the criteria are added to the adjacent cell.

Mark	4	3	2	1	Criteria
A	33% Or More of the total marks must be a 4	click to set	click to set	0% Exactly of the total marks must be a 1	0% Exactly of the total marks must be a 1 0 % Exactly Update Delete
B	click to set	click to set	click to set	click to set	
C	click to set	click to set	click to set	click to set	
D	click to set	click to set	click to set	click to set	
F	click to set	click to set	click to set	click to set	

Figure 5.13 – Defining Minimum Scores

5. Click **Update**.
6. Repeat in all necessary cells to define the matrix.



Note – The lowest **Mark** row’s criteria should be set at **100%** and **Exactly** should be selected. Upon clicking **Update**, the bottom row should contain the message: **100% Exactly of the total marks must be a 4 or 3 or 2 or 1**. (This will vary depending on your **Standard Score Type** setting.)

Mark	4	3	2	1
A	33% Or More of the total marks must be a 4	click to set	0% Exactly of the total marks must be a 2 or 1	
B	66% Or More of the total marks must be a 4 or 3		click to set	0% Exactly of the total marks must be a 1
C	50% Or More of the total marks must be a 4 or 3		click to set	0% Exactly of the total marks must be a 1
D	50% Or More of the total marks must be a 4 or 3		click to set	33% Or Less of the total marks must be a 1
F	100% Exactly of the total marks must be a 4 or 3 or 2 or 1			

Figure 5.14 – Edited Matrix

Running the Mark Matrix Analysis

After a Matrix has been set up, it can be tested by using the Final Mark Setup Analysis. Running the Final Mark Setup Analysis generates a report containing randomly generated marks for sample students. This analysis contains a breakdown of each sample student’s percentage of marks obtained, which are used to determine the grades from the matrix.

Mark	4	3	2	1	Criteria
A	33% Or More of the total marks must be a 4	click to set	0% Exactly of the total marks must be a 2 or 1		
B	66% Or More of the total marks must be a 4 or 3		click to set	0% Exactly of the total marks must be a 1	
C	50% Or More of the total marks must be a 4 or 3		click to set	0% Exactly of the total marks must be a 1	
D	50% Or More of the total marks must be a 4 or 3		click to set	33% Or Less of the total marks must be a 1	
F	100% Exactly of the total marks must be a 4 or 3 or 2 or 1				

Final Mark Setup Analysis
 Standards [Run Analysis](#)

Figure 5.15 – Running the Mark Matrix Analysis

1. Enter the number of sample standards in the **Standards** field.
2. Click **Run Analysis**. The report is generated.

Final Mark Setup Analysis								
<input type="text" value="10"/> Standards Run Analysis								
Asgn #	Student 1	Student 2	Student 3	Student 4	Student 5	Student 6	Student 7	Student 8
1	1	2	2	3	4	4	2	3
2	2	1	3	3	3	1	2	4
3	2	3	2	4	3	3	3	3
4	2	2	3	4	4	1	2	1
5	3	2	3	4	1	1	1	3
6	3	2	1	4	1	3	3	3
7	4	4	4	4	3	3	1	4
8	3	2	2	4	1	4	3	3
9	4	4	2	3	3	4	2	3
10	3	3	3	4	3	3	3	2

Analysis								
Mark	Student 1	Student 2	Student 3	Student 4	Student 5	Student 6	Student 7	Student 8
1	10%	10%	10%		30%	30%	20%	10%
2	30%	50%	40%				40%	10%
3	40%	20%	40%	30%	50%	40%	40%	60%
4	20%	20%	10%	70%	20%	30%		20%
Grade	D	F	D	A	D	D	F	D

Figure 5.16 – Analysis Report

3. Modify the scores in a student’s column to determine the effect different marks have on the student’s final grade.

Suppressing Assignment Information in Standards Mode

Districts have the ability to hide assignment information on both the New Assignment and the Assignment Score Entry screens when in Standards mode.

Hiding Assignment Information in Standards Mode



Figure 5.17 – Admin Menu

1. From the **Admin** menu, select **Config Values**. The **Global Config Values** screen displays.

 A screenshot of the 'Global Config Values' screen. At the top, there is a warning message: 'Warning: There is no validation of data types on these values. Please be sure that you enter the correct data type when updating. For boolean values be sure to spell out TRUE or FALSE.' Below the warning is a table with two columns: 'Keys' and 'Values'. The table contains several rows of configuration items. One row, 'bool_HideAssignmentColumnOnEnterScoresPageInStandardsMode', is highlighted with a red border. Below the table is a 'Page Config Values' section with another 'Update' button and a table with 'Page Name' and 'Config Value' columns.

Keys	Values
CanNewAssignmentsBeCreatedByNotGBOwner	False
boolShowExcusedAssignmentsInParentPortal	False
ReportCardSpecialistPrefix	Report Card Specialist
boolMarkRoundingEnabled	True
SpecialistCanViewHomeRooms	False
bool_Process_ReportCardPreview_TransferAllStudents_CheckForDuplicateJobs	False
bool_HideAssignmentColumnOnEnterScoresPageInStandardsMode	True
bool_MasterPage_ShowStudentSearchBox	True

Page Name	Config Value
Report Card Preview	Only Homeroom Teachers Can Transfer Grades

Figure 5.18 - Global Config Values screen

2. In the **bool_HideAssignmentColumnOnEnterScorePageInStandardsMode** row, set the value to **True**.
3. Click **Update**. If the standards mode is set to On in the teachers Class Settings, only the standards related information for the assignments displays on the New Assignment and on the Assignment Score Entry screen.

Assignment Summary

TYPE	POINTS	#
Homework	20.00	2
Assignment	40.00	4
Quiz	10.00	1
Test	20.00	2

Assignment Name

Description

Assignment Settings
 Date of Assignment: 7/18/2013
 Assignment Category: Normal
 Show in Parent/Student Portal

Due Date
 7/18/2013

Type: << select >>
Subject: << select >>

Assignment Drop Box
 Enable Drop Box
 Drop Box Open Date:
 Drop Box Close Date:
 Document Count Limit: Unlimited

Figure 5.19 – New Assignment screen

Class: Period: Qtr 4 Assignment: Math (Quiz)

Assignment	Subject	Score Type	Points	Max Value
Math	Math	Raw Score	10.00	100.00

Standards
 2216-Compose and decompose whole numbers using factors ...

Report Card Items
 MATHEMATICS- Effort
 Number Sense (read, write, count, model, estimate, compare and order numbers; place value; fractional concepts)
 Money – count to \$100.00
 Operations
 Addition (four digits)
 Subtraction (four digits)
 Concept of Multiplication
 Concept of Division
 Timed Multiplication Facts 0-10
 Timed Division Facts 0-10
 Data Analysis (graphing), Discrete Mathematics
 Patterns, Algebra, and Functions
 Geometry (2-D and 3-D figures, position, symmetry)
 Measurement (U.S. Customary; length, capacity, weight, time, area, and perimeter)
 Problem Solving (strategies, process, and thinking skills)

Buttons: Edit Assignment, Delete Assignment, Save, Save / Return to Grade Book, Cancel / Return to Grade Book

Student	Class Grade	Score
	2216	78
	77.14% C+	97
	82.43% B-	100
	69.00% D+	90
	70.57% C-	

Figure 5.20 - Assignment Score Entry screen

Displaying Assignment Information in Standards Mode

- Admin
- Add / Edit Menu Items
- Admin Reports
- Student Report Card Template
- Select School/Class
- Add / Edit Report Card Types
- Add / Edit Users
- District Grade Book
- Standards Grading Method
- Config Values**

Figure 5.21 – Admin Menu

1. From the **Admin** menu, select **Config Values**. The **Global Config Values** screen displays.

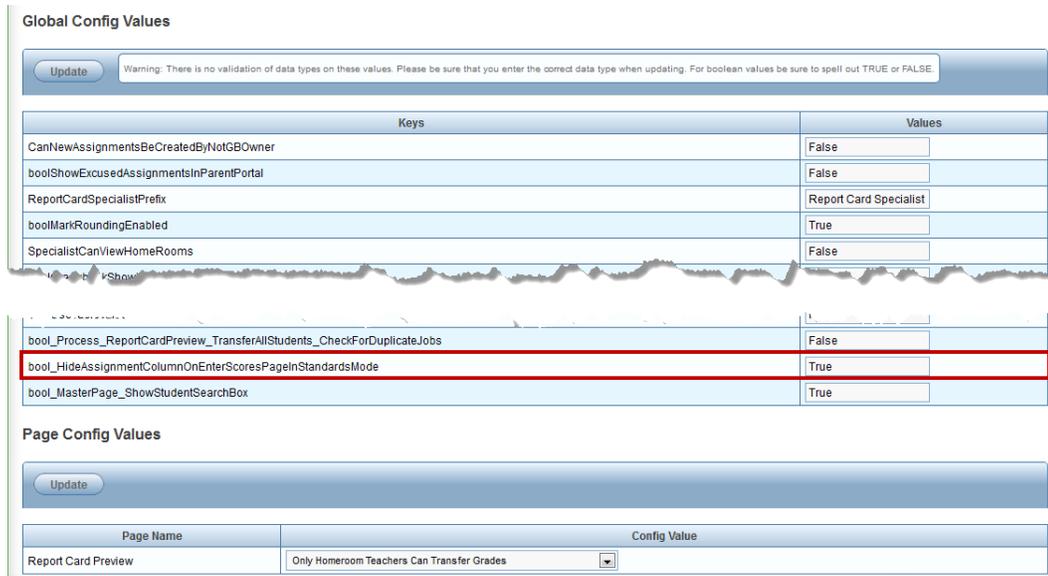


Figure 5.22 - Global Config Values screen

2. In the **bool_HideAssignmentColumnOnEnterScorePageInStandardsMode** row, set the value to **False**.
3. Click **Update**. If the standards mode is set to On in the teachers Class Settings, both the standards and assignment scoring information for the assignments displays on the New Assignment and on the Assignment Score Entry screen.

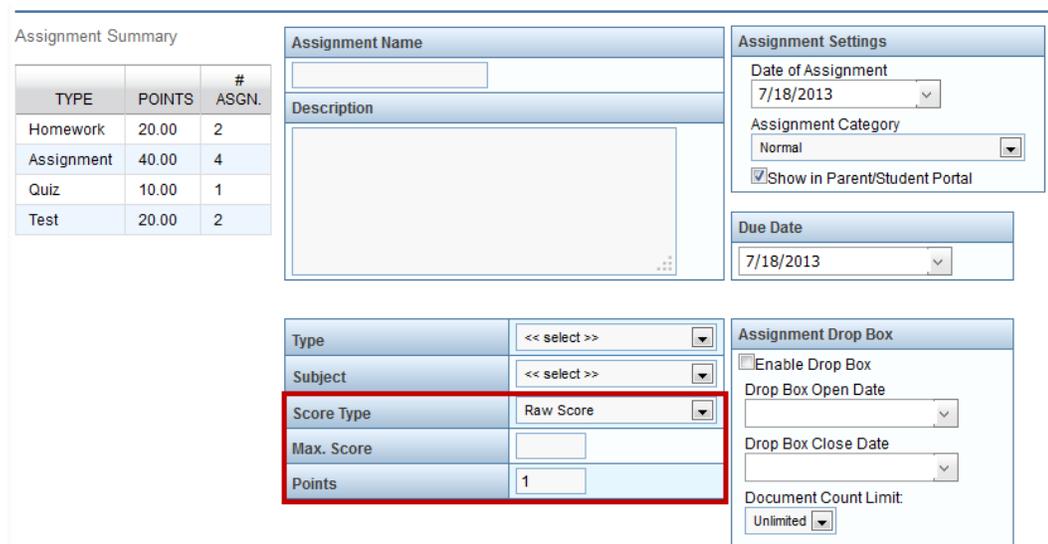


Figure 5.23 – New Assignment screen

Assignment	Subject	Score Type	Points	Max Value	Correlations	
Math	Math	Raw Score	10.00	100.00	Standards 2216-Compose and decompose whole numbers using factors ...	Report Card Items MATHEMATICS: Effort Number Sense (read, write, count, model, estimate, compare and order numbers; place value; fractional concepts) Money – count to \$100.00 Operations Addition (four digits) Subtraction (four digits) Concept of Multiplication Concept of Division Timed Multiplication Facts 0-10 Timed Division Facts 0-10 Data Analysis (graphing), Discrete Mathematics Patterns, Algebra, and Functions Geometry (2-D and 3-D figures, position, symmetry) Measurement (U.S. Customary: length, capacity, weight, time, area, and perimeter) Problem Solving (strategies, process, and thinking skills)

Student	Class Grade	Quiz	Exclude	Hide in Portal	Comment	Notes
	77.14% C+	40	<input type="checkbox"/>	<input type="checkbox"/>		Public: Private
	82.43% B-	82	<input type="checkbox"/>	<input type="checkbox"/>		Public: Private
	69.00% D+	82	<input type="checkbox"/>	<input type="checkbox"/>		Public: Private

Figure 5.24 - Assignment Score Entry screen

Enabling Class Standards

The **Class Standards** screen enables teachers to load standards aligned to their respective district courses, create teacher-specific standards/objectives, and load standards from the district standards for use with their classes.

1. From the **Admin** menu, select **Menu Editor**.
2. Select **Teacher** in the **Select a role** field.
3. Scroll to the **Create a new sub menu item for all roles** group box at the bottom of the screen.

Create a new sub menu item for all roles		Visible	Disabled	
Sub Menu Name:	Class Standards	Yes	No	Insert
Direct Link:	~/gb_GradeBookSetup_ClassStandards.aspx			
Sequence:	15			
Root Menu:	Grade Book			

Figure 5.25 – Create a new sub menu item for all roles

4. Enter **Class Standards** in the **Sub Menu Name** field.
5. Select **~/gb_GradeBookSetup_ClassStandards.aspx** in the **Direct Link** list.
6. Enter a **Sequence**.
7. Select **Grade Book** in the **Root Menu** list.
8. Select **Yes** in the **Visible** list and **No** in the **Disabled** list.
9. Click **Insert** to add the item.

Displaying Standards on ParentVUE and StudentVUE

Districts and schools each have the option allow ParentVUE and StudentVUE to display standards-based information when assignments have standards associated with them.

Standards data associated with an assignment displays on both an assignment level and at a summary level.

Click to expand/collapse all standards to reveal the related assignments.

These are the individual assignment scores for "Compare and order benchmark fractions".

This is the aggregate score for the standard: "Compare and order benchmark fractions"

Clicking on link takes you to assignment detail.

Subject	Standard	Mark	Performance Indicator
Math (expand all)	Strand 1: Number and Operations	50	50 / 100.00
	Compare and order benchmark fractions.	3	3 / 100.00
	Assignment	Type	Date
	Math Test 2	Test	10/01/2012
	Math HW	Homework	09/03/2012
	Math Test	Test	07/27/2012
	Compare and order whole numbers through six digits by applying the concept of place value.	4	4 / 100.00
	Sort whole numbers into sets and justify the sort.	4	4 / 100.00

Figure 5.26 – Standards Summary screen

Links back to the "Standards View"

Name	Performance Indicator
Compare and order benchmark fractions.	3.00 / 4.00
Compare and order whole numbers through six digits by applying the concept of place value.	4.00 / 4.00

Figure 5.27 – Assignment Detail screen displays standards

Note: Before enabling standards in ParentVUE and StudentVUE, the Standards Mode must be enabled. An assignment must have standards associated with it in order for standards to be calculated.

Setup at the District level

1. In Synergy SIS, navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.

The screenshot shows the 'ParentVUE and StudentVUE Configuration' screen. At the top, there is a 'Menu' dropdown, a printer icon, and 'Save' and 'Undo' buttons. Below this is a navigation bar with tabs for 'PVUE Configuration', 'Activation Key Configuration', 'Contact / Privacy', 'Contact', 'Course Requests', 'Email', and 'Languages'. A warning message states: 'If this option is selected, Tasks will NOT be generated automatically unless the PVUE Update Task process has been Enabled on the screen. If Tasks are not enabled, Edits will only show up in the Review PVUE Updates screen.' Below the warning is a dropdown menu for 'Select edit view for PVUE editing' set to 'K12.PXP.StudentInfoUpdate' and an 'Email header for content update notifications' field. The 'Grade Book Options' section is highlighted with a red box and contains the following options: 'Number of days before the end of the grading period to suppress grade book information (as teachers are completing data entry)', 'Message to display when Grade Book is not shown' (with a text area containing 'Current grading period grade book entries are being finalized and will be available for review after the end of the grading period.'), 'Enable teachers to use digital drop box for assignments' (checked), 'Suppress Percentage Elementary' (dropdown), 'Hide Standards Graph Indicator' (unchecked), 'Hide Marks Column Elementary' (unchecked), 'Hide Points Column Elementary' (unchecked), 'Hide Percent Secondary' (unchecked), and 'Display standards data' (checked).

Figure 5.28 – ParentVUE and StudentVUE Configuration screen

2. Uncheck the **Hide Standards Graph Indicator** box.
3. Select the **Display standards data** check box.
4. Click **Save**.

Setup at the School Level

1. In Synergy SIS, navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration**.

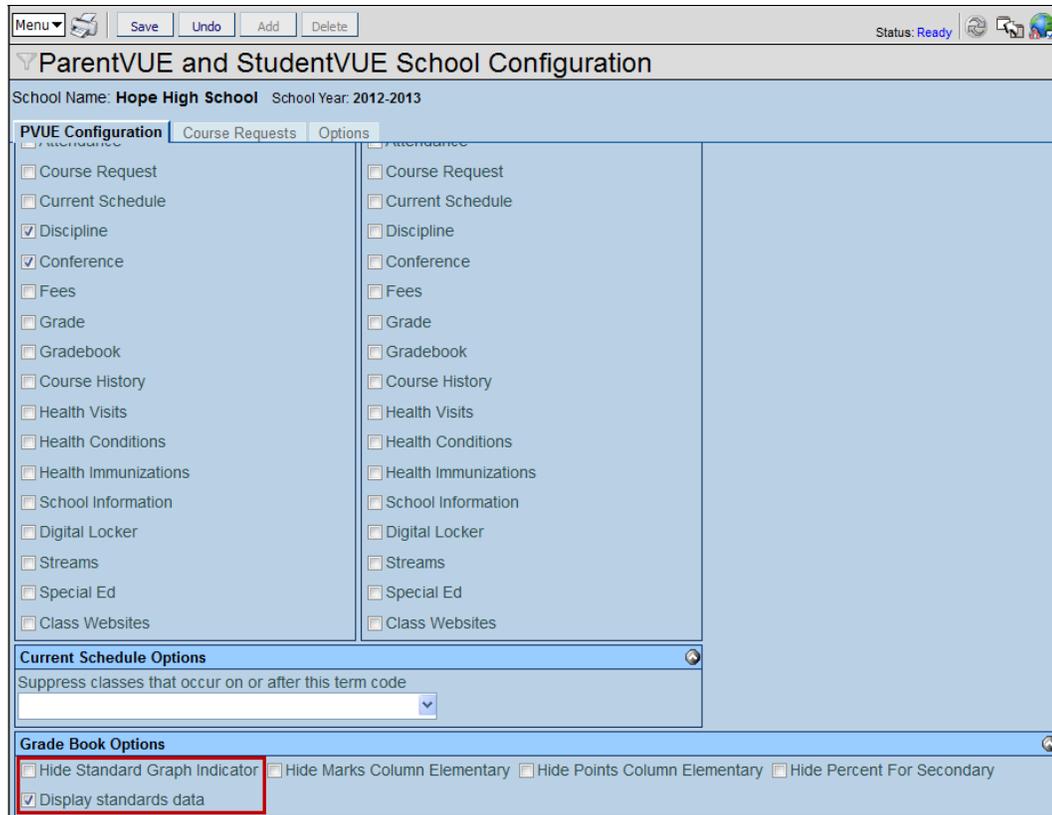


Figure 5.29 – ParentVUE and StudentVUE School Configuration screen

2. Uncheck the **Hide Standards Graph Indicator** box.
3. Select the **Display Standards Data** check box.
4. Click **Save**.

TRANSFERRING STANDARDS RESULTS

The Standards Transfer Screen allows teachers to transfer the proficiency level attained on standards in another class to their current class for a given grading period and student. The system looks for any standard results for the currently selected grading period in other classes that matches a standard in your Class Standards list.

Enabling Standards Transfer

1. From the **Admin** menu, select **Menu Editor**.
2. Select **Teacher** in the **Select a role** field.
3. Scroll to the **Create a new sub menu item for all roles** group box at the bottom of the screen.

Create a new sub menu item for all roles		Visible	Disabled	
Sub Menu Name:	Transfer Student Standar	Yes	No	Insert
Direct Link:	~/gb_StandardsTransfer.aspx			
Sequence:	30			
Root Menu:	Grade Book			

Figure 5.30 – Create a new sub menu item for all roles

4. Enter **Transfer Student Standards** in the **Sub Menu Name** field.
5. Select **~/gb_StandardsTransfer.aspx** in the **Direct Link** list.
6. Enter a **Sequence**.
7. Select **Grade Book** in the **Root Menu** list.
8. Select **Yes** in the **Visible** list and **No** in the **Disabled** list.
9. Click **Insert** to add the item.

VIEWING MISSING MARKS

The Missing Marks screen shows missing grades (marks) on the Standards Based Report Card. Teachers can filter the information displayed to help narrow results. The missing marks screen links to the Report Card screen, allowing teachers to access and complete student's report cards by clicking on their name.

Enabling the Missing Mark screen

1. From the **Admin** menu, select **Menu Editor**.
2. Select **Teacher** in the **Select a role** field.
3. Scroll to the **Create a new sub menu item for all roles** group box at the bottom of the screen.

Create a new sub menu item for all roles		Visible	Disabled	
Sub Menu Name:	Missing Marks	Yes	No	Insert
Direct Link:	~/gb_MissingMarks.aspx			
Sequence:	30			
Root Menu:	Report Card			

Figure 5.31 – Create a new sub menu item for all roles

4. Enter **Missing Mark** in the **Sub Menu Name** field.
5. Select **~/gb_MissingMarks.aspx** in the **Direct Link** list.
6. Enter a **Sequence**.
7. Select **Report Card** in the **Root Menu** list.
8. Select **Yes** in the **Visible** list and **No** in the **Disabled** list.
9. Click **Insert** to add the item.

Chapter Six : SYNERGY SIS REPORTS

This chapter covers:

- ▶ [Where security for Grade Book-related screens is defined](#)

AVAILABLE SYNERGY SIS REPORTS

The available reports for Grade Book within Synergy SIS are found under the Synergy SIS Grade Book menu. These reports are only available to users with access to Synergy SIS. Additional reports are available from within Grade Book.

Accessing Reporting

1. Navigating to **Synergy SIS > Grade Book > Reports**.
2. Click on the name of the report.
3. Select the options to be used in generating the report (listed in the following sections.)
4. Click **Print** to print the report. The report prints as a PDF file to the screen, which can then be sent to the printer.

OR

Click **Email Me**. A PDF file is emailed to the email address associated with your user account.



Note: For the purposes of this manual, only the report settings and filters available on the **Options** tab of the report interface are detailed. Additional options are available on the other report interface tabs. For more information on the additional options on the report interface tabs, please refer to the manual titled *Synergy SIS – Query & Reporting Guide*.

GBK201 – Standards Based Report Card

The GBK201 prints the Standards Based Report Card generated in Grade Book. The GBK201 Standards Based Report Card report output displays students' Standards Based Report Cards, which vary by school district.

This report can be filtered using the following settings on the **Options** tab:

Figure 6.1 - GBK201 - Standards Based Report Card Report Interface

- **Student Info:** Select an individual student or group of students based on the Perm ID, Last Name, First Name, Middle Name or Grade. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- **Teacher Filters:** Filter for specific teacher.
- **Options:** Check appropriate options. Run “Update Grading Records” And “Update Absences” (prior to generating Report Cards): Runs Synergy SIS processes required to populate attendance on report cards prior to generating report output.



Note: Other Options displays when Batch Process is deselected.

- **Other Options:** Check Archive to Student Documents to archive report to Student > Documents tab, in selected Document Category.
- **Reporting Period:** Select to include the specified grading period only.
- **Schools To Print:** Prints the selected schools.

Student Progress Report Grade			
Student _____		School _____	
Teacher _____		Year 2012-2013	

EFFORT	CODE	SKILL PERFORMANCE	CODES
Outstanding	4	Proficient In concepts/skills; complete understanding; strong performance	4
Satisfactory/Consistent	3	Developing Proficiency In concepts/skills; consistent understanding	3
Improving/Not Consistent	2	Limited Proficiency In concepts/skills; beginning to grasp concepts/skills	2
Area of Concern	1	Does not yet understand concepts/skills that have been introduced	1
A blank indicates the skill was not emphasized this grading period.			
Individual Program			Z

ENGLISH LANGUAGE LEARNER (ELL)	1	2	3	4
Currently Identified				
AZELLA Score				

ENGLISH LANGUAGE ARTS	Effort	1	2	3	4
<i>English Language Arts Skill Performance</i>					
Phonics and Word Recognition (phonics and word analysis skills in decoding words)	4	3			
Fluency (read text with accuracy, purpose, appropriate rate, and understanding)	4	3			
Literature (characters, setting, plot, and points of view)	4	3			
Informational Text (main topic and key details of multiparagraph text, text features)	4	3			
Writing (gather information from experiences and sources, use technology and digital resources, produce and publish writing)					
Opinion	4	3			
Informative/Explanatory	4	3			
Narrative	3	3			
Speaking and Listening (participate in conversations, ask for clarification and explanation, present information in all content areas)					
Conventions (grammar, capitalization, punctuation, and spelling when writing or speaking)	3	3			
Vocabulary (determine or clarify the meaning of unknown and multiple-meaning words and phrases)	3	3			

MATHEMATICS	Effort	1	2	3	4
<i>Math Skill Performance</i>					
Operations and Algebraic Thinking (OA)					
Represent and solve addition and subtraction problems	3	3			
Add and subtract fluently within 20	3	3			
Foundation for multiplication using models	3	3			
Number and Operations in Base Ten (NBT)					
Place value through 1000	3	3			
Add and subtract within 1000 using place value and properties of operations	3	3			
Measurement and Data (MD)					
Measure length using customary and metric units	3	3			
Tell time to nearest 5 minutes	3	3			
Solve problems with money	3	3			
Represent and interpret picture graphs, bar graphs, line plots	3	3			
Geometry (G)					
Recognize and reason with shapes	3	3			
Partition circles and rectangles	3	3			

GRADING PERIOD	1	2	3	4
ATTENDANCE				
Days Absent				
Days Tardy				
Absence/tardiness affected performance				

Figure 6.2 - Standards Based Report Card

GBK401 – Teacher Grade Book Activity

The GBK401 Teacher Grade Book Activity report prints Grade Book usage in each class, by teacher. This report includes the total assignment count, as well as the dates of the last assignment created and scores last entered, by class.

This report can be filtered using the following settings on the **Options** tab:

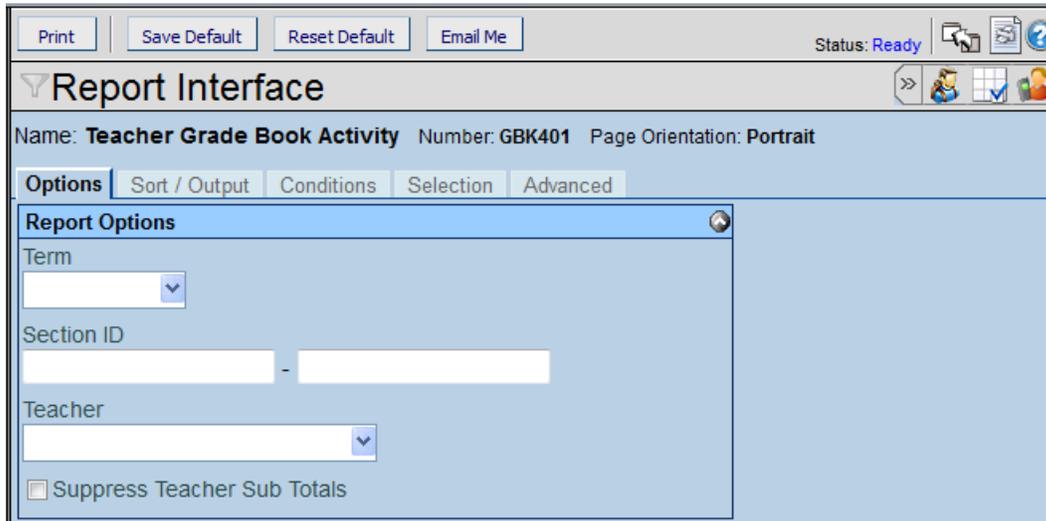


Figure 6.3 - GBK401 - Teacher Grade Book Activity Report Interface

- **Term:** Filter report output to include selected term.
- **Section ID range:** The report output may be limited to show only a selected Section ID range.
- **Teacher:** Filter report output to include only classes for the selected teacher.
- **Suppress Teacher Sub Totals:** Filter report to not show total assignment count by teacher.



Hope High School
Teacher Grade Book Activity
 As of: 06/06/2011

Year: 2010-2011
 Report: GBK401

School Name: Hope High School								
Staff Name	Per	Term	Section ID	Course	Assignment Count	Last Activity		
						Assignments	Scores Entered	
Aderson, Gordon	1	S1	0140	MA40 - Algebra II	5	09/21/2010	09/11/2009	
	1	S2	1140	MA402 - Algebra II	5	09/20/2010	09/11/2009	
	1	YR	1_021_SA99	SA99 - Student Aid	0			
	2	S1	0240	MA40 - Algebra II	5	09/21/2010	09/11/2009	
	2	S2	1240	MA402 - Algebra II	5	09/17/2010	09/11/2009	
	3	S1	0340	MA51W - Ap Calc Bc	6	04/22/2011	09/11/2009	
	3	S2	1340	MA51W2 - Ap Calculus Bc	5	09/20/2010	09/11/2009	
	3	YR	3_021_SA99	SA99 - Student Aid	0			
	4	S1	0440	MA40 - Algebra II	5	09/18/2010	09/11/2009	
	4	S2	1424	AG31 - Animal Science	0			
	4	S2	1440	MA402 - Algebra II	5	09/21/2010	09/11/2009	
	5	S1	0540	MA40 - Algebra II	5	09/16/2010	09/11/2009	
	5	S2	1540	MA402 - Algebra II	5	09/21/2010	09/11/2009	
	Total:					51		
	Arthur A., Andrea	1	S1	0179	PP01X - Mathematics	5	09/21/2010	09/11/2009
1		S2	1179	PP01X - Mathematics	5	09/16/2010	09/11/2009	
2		S1	0279	PP03 - Rdg & Writing	5	09/19/2010	09/11/2009	
2		S2	1279	PP032 - Ess Reading/wri	5	09/17/2010	09/11/2009	
3		S1	0379	PP09 - Ind Instr	5	09/21/2010	09/11/2009	
3		S2	1379	PP04 - Personal Mgt	5	09/17/2010	09/11/2009	
4		S2	0973	PP09 - Ind Instr	5	09/21/2010	09/11/2009	
5		S1	0579	PP01 - Basic Math	5	09/19/2010	09/11/2009	
5		S2	1579	PP012 - Mathematics	5	09/19/2010	09/11/2009	
6		S1	0679	PP09 - Ind Instr	5	09/18/2010	09/11/2009	
6		S2	1679	PP092 - Ind Instr	5	09/21/2010	09/11/2009	
6		YR	6_035_SA99	SA99 - Student Aid	0			
Total:					55			

Figure 6.4 - Teacher Grade Book Activity report

GBK601 – Standards Based Missing Report Card

The GBK601 Standards Based Missing Report Card report prints a list of students missing a completed Standards Based Report Card in Grade Book for a given grading period by school or district.

This report can be filtered using the following settings on the **Options** tab:

Figure 6.5 - GBK602 Standards Based Missing Report Card Report Interface

- **Use Homeroom Section:** Limits the report output to show statuses for students in the Homeroom period only. Otherwise, it shows statuses for all periods.
- **Run At:** Filter report output to include students from the focus school or multiple schools. Multiple schools can be added in the Schools to Print Grid.
- **Grading Period:** The report output may be limited to show only a certain grading period.



Adams Elementary Standards Based Missing Report Card

Year: 2010-2011
Report: GBK601

Class: Berriz, C. Kind Pm(1)
Teacher: Berriz, Cynthia
Grade Period: Third Quarter

SIS Number	Student	Grade	Report Card Template
drop 126855	Aaron, Theresa	01	1st Grade
140190	Gutierrez Galvez, Douglas Andre	01	1st Grade
147426	Guzman, Gary Armando	01	1st Grade
143646	Haro, Diana	01	1st Grade
156024	Haynes, Melissa Coolisha Mari	01	1st Grade
120777	Herrera, Eugene	01	1st Grade
153122	Hines, Terry Traemon	01	1st Grade
140703	Hinton, Joshua Kishon	01	1st Grade
152569	Hinton, Ronald Arshon	01	1st Grade
144179	Holguin, Chris	01	1st Grade
152915	Howell, Julia Elizabeth	01	1st Grade
127215	Hudson, Aaron L.	01	1st Grade
135183	Jack, Chris E	01	1st Grade
147405	Kashoya, Daniel Aimery	01	1st Grade
147088	Lewis, Tina Theresa Dede	01	1st Grade
152205	Lopez Ayala, Walter David	01	1st Grade
148368	Rabinowitz, Rose Allison	01	1st Grade
157640	Ramos, Heather Mya	01	1st Grade
151243	Ruiz, Diana Rose	01	1st Grade
150478	Sabin, Heather Rachael	01	1st Grade
143400	Saldana, Thomas Jimenez	01	1st Grade
144233	Saldivar, Joshua	01	1st Grade
127352	Sanchez, Jerry Bobadilla	01	1st Grade
130832	Sanchez, Ronald Ghally	01	1st Grade
131034	Sandoval, Carol Del Carmen	01	1st Grade
144609	Seamster, Rebecca Lyn	01	1st Grade

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Figure 6.6 - Standards Based Missing Report Card report

GBK602 – Missing Marks and Comments Report

The GBK602 Missing Marks and Comments Report lists all the missing assignments from students by teacher, grade, or section for a specified grade period.

This report can be filtered using the following settings on the **Options** tab:

Figure 6.7 - GBK602 Missing Marks and Comments report interface

- **Grading Mark:** The report output is limited by grade period. A grade period must be selected.
- **Teacher Name:** The report output may be limited to show only a certain teacher's classes.
- **Grade:** The report output may be limited to include specified grade(s).
- **Section ID:** The report output may be limited to show only a selected Section ID range.
- **Missing Comment Type:** Filter the output by either All Comments or Automatic Comments Only.
- **Include Students with Missing Comments:**

Section ID	Period	Course ID	Course Title	Teacher Name	Room
0547	1	0500	5th Grade	Garski, Melissa	0047

Student Name	SIS Number	Grade	Gender	Report Card Name	Missing Marks	Total Comment Count
Burgess, Bruce	101133	Grade 01	M	1st Grade - ELD	38	0
Gantt, Alice	993473	Grade 01	F	1st Grade - ELD	38	0
Lafnear, Philip	964882	Grade 01	M	1st Grade - ELD	38	0

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Figure 6.8 - Missing Marks and Comments report

GBK603 – Student Recognition Report

The GBK603 report displays a list of students who meet specified report card mark criteria, by section. This report can be assigned a user-defined title at runtime, allowing the end user to generate lists of students for various recognition or remediation purposes.

This report can be filtered using the following settings on the **Options** tab:

Figure 6.9 - GBK603 Student Recognition Report Interface

- **Grade:** Filter report output to include specified grade(s).
- **Grading Mark:** Filter report output to include specified grading mark.
- **Student Mark Criteria:** Options include May Meet Any or Must Meet All. Criteria apply to select Subjects to Print in the “Subject and Grade Mark Selection” grid.
- **Report Title:** Overrides Report Title to specified text.
- **Subjects to Print:** Output will include student results matching specified subject/mark using the Student Mark Criteria selection.

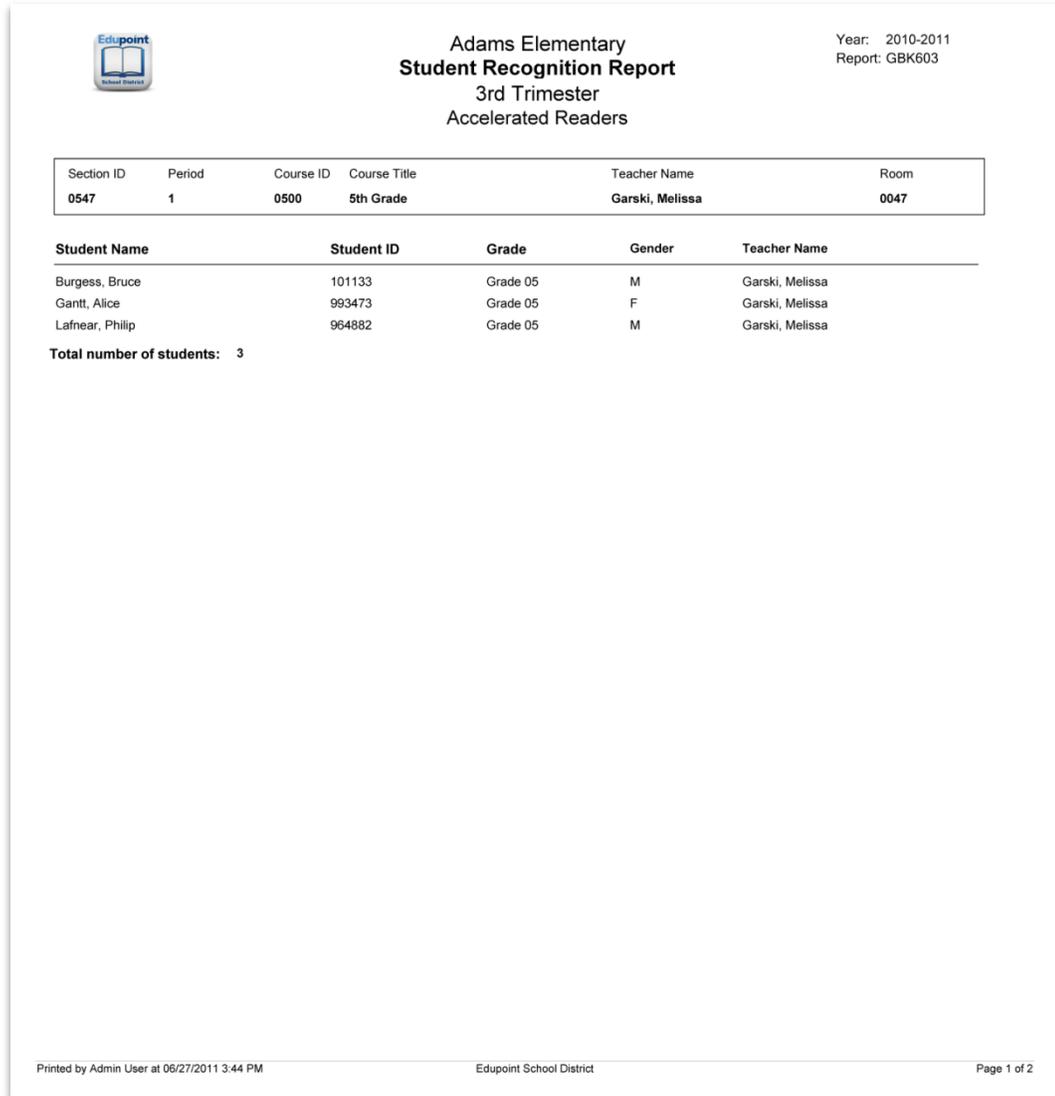


Figure 6.10 - Student Recognition Report

GBK604 – Missing Marks Detail Report

The GBK604 Missing Mark Report provides a list of all missing marks and summary totals by student. Totals of the overall report, by Teacher and Grade Level are also provided.

The screenshot displays the 'Report Interface' for the 'Missing Marks Detail Report'. It includes a top navigation bar with 'Print', 'Save Default', 'Reset Default', and 'Email Me' buttons. Below this, the report title and number are shown. The 'Options' tab is active, showing 'Report Options' with sections for 'Grading Marks', 'Grade', 'Teacher Name', 'Teacher Type To Include', 'Mark Types To Include', 'Subjects (Report Card Headings) To Include', and 'Report Sort Order'. Each section contains a list of items with checkboxes for selection.

Figure 6.11 - GBK604 Missing Mark Detail Report Interface

- **Grading Marks** – select the Grading Mark periods to include in the report.
- **Grade** – select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- **Teacher Name** - select a specific teacher to include from a list of all available teachers. If no selection is made, all teachers are included.
- **Teacher Types To Include** - select the teacher types to include in the report.

The list of Teacher Types includes Homeroom Teachers and Specialist/Delegated Teachers. If no selection is made, all teacher types are included.

- **Mark Types To Include** - select one or more score types to include in the report.
- **Subjects (Report Card Headings) To Include** - select one or more subjects to include in the report.

- **Report Sort Order** - select how the report is sorted and displayed

Elementary Missing Marks Detail Report Qtr 4						Year: 2012-2013 Report: GBK604
Section ID	Period Qtr 4	Course ID	Course Title 3rd Grade	Teacher Name	RoomName	
SIS Number	Student Name	Grade	Entry Date	Report Card Heading	Report Card Row	Count
		Grade 03	8/8/2012	GENERAL MUSIC	Music Behavior – Conduct	
				GENERAL MUSIC	Music Participation – Active Involvement	
				Total Missing Marks For:		2
		Grade 03	8/8/2012	GENERAL MUSIC	Musio Behavior – Conduct	
				GENERAL MUSIC	Musio Participation – Active Involvement	
				PHYSICAL EDUCATION	PE Behavior – Conduct	
				PHYSICAL EDUCATION	PE Participation – Active Involvement	
				Skills and Behaviors for Successful Learners	Actively listens	
				Skills and Behaviors for Successful Learners	Actively participates	
				Skills and Behaviors for Successful Learners	Completes class work as assigned	
				Skills and Behaviors for Successful Learners	Completes homework as assigned	
				Skills and Behaviors for Successful Learners	Demonstrates self-control	
				Skills and Behaviors for Successful Learners	Follows classroom and school rules	
				Skills and Behaviors for Successful Learners	Interacts appropriately with peers	
				Skills and Behaviors for Successful Learners	Is courteous and respectful of others and others' property	

Created at 08/05/2013 11:52 AM Missing Marks Detail Report Page 1 of 130

Figure 6.12 - Missing Marks Detail Report

GBK623 – Grade Reporting Highlights

The GBK623 report displays lists of students whose marks have risen or dropped by a specified mark rise or drop value, by section. Additionally, this report displays lists of students who have acceptable marks or unacceptable marks in selected report card areas. Attendance data can also be displayed for students who meet absence or tardy thresholds.

This report can be filtered using the following settings on the **Options** tab:

The screenshot shows the 'Options' tab of the GBK623 report interface. It includes a 'Report Options' section with dropdowns for 'Grading Mark' and 'School Grade', and input fields for 'Mark Level Rise', 'Mark Level Drop', 'Include students with ___ or more absences in attendance def 1', and 'Include students with ___ or more tardies in attendance def 2'. There is also a 'Marks To Include' section with a 'Selection Grid' table and an 'Add' button. The 'Filter Options' section includes a dropdown for 'Homeroom Teacher'.

Figure 6.13 - GBK623 Grade Reporting Highlights Report Interface

- **Grading Mark:** Filter report output to include specified grading mark.
- **Mark Level Rise:** Filter report output to display students whose marks have risen by a specified mark level value or greater i.e., Mark Level Rise of 1 would display students whose marks improved from C to B or greater.
- **Mark Level Drop:** Filter report output to display students whose marks have dropped by a specified mark level value, or more i.e., Mark Level Drop of 1 would display students whose marks decrease from B to C, or lower.
- **Include students with ___ or more absences in attendance def 1:** Displays absence data for students who meet the specified threshold.
- **Include students with ___ or more tardies in attendance def 2:** Displays tardy data for students who meet the specified threshold.
- **Selection Grid:** Output will include students who earned acceptable or unacceptable marks on specified score types.
- **Homeroom Teacher:** Filter report output to include specified homeroom teacher.

- **School Grade:** Filter report output to include specified grade(s).

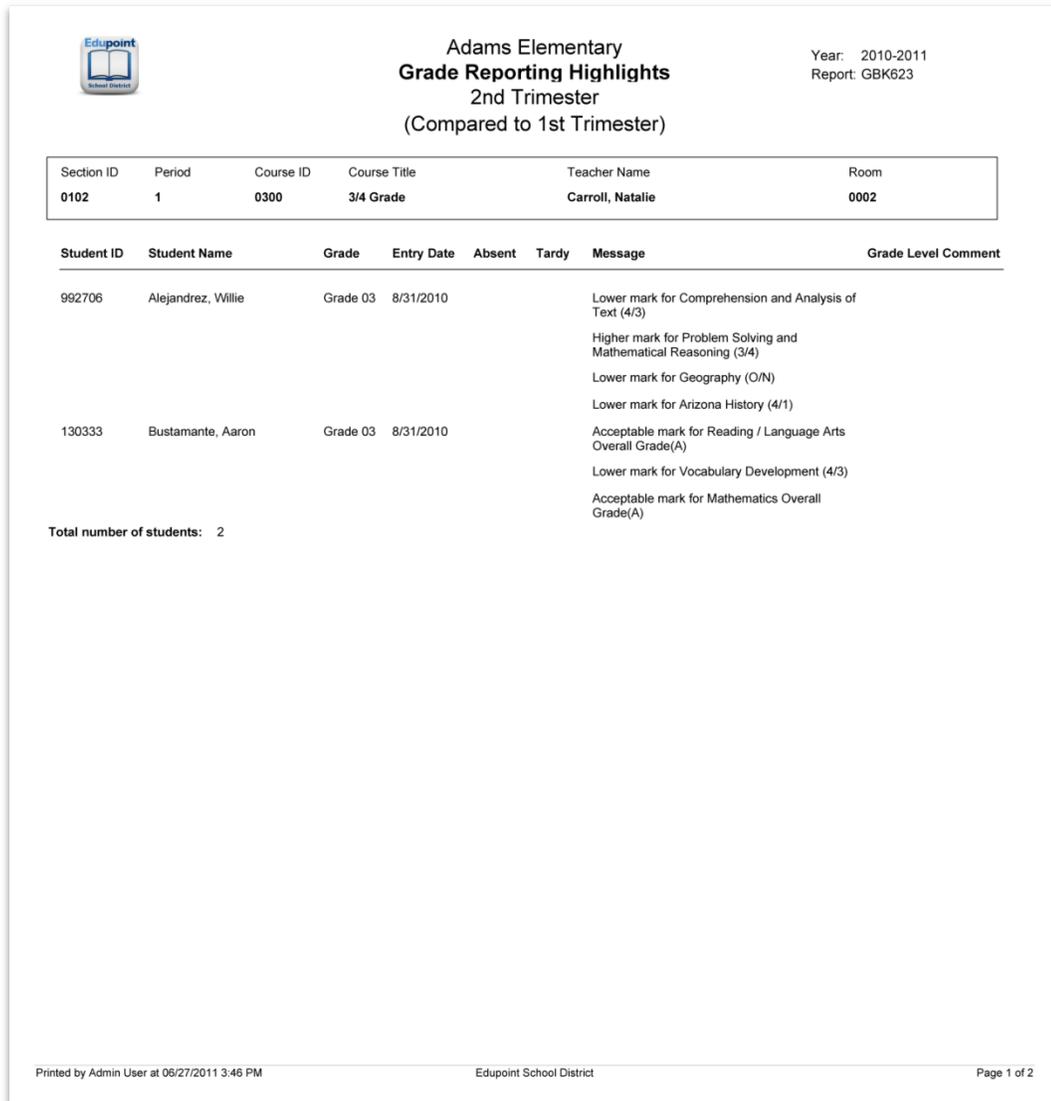


Figure 6.14 - Grade Reporting Highlights Reports

GBK626 – Mark Verification By Teacher

The GBK626 report displays a list of all marks and comments given to students by specialists or delegated teachers, by homeroom section or specialist/delegated teacher.

This report can be filtered to display marks given by Delegated Teachers or Special Subject Teachers. This report can be filtered using the following settings on the **Options** tab:

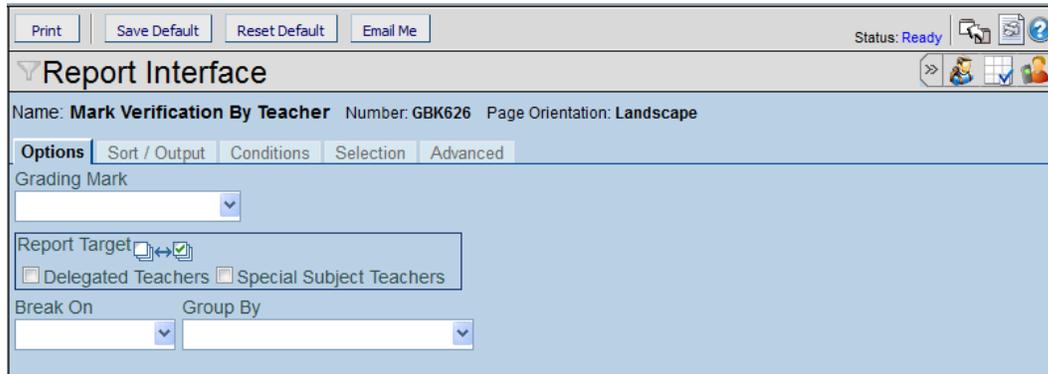


Figure 6.15 - GBK626 Mark Verification By Teacher Report Interface

- **Grading Mark:** Filter report output to include specified grading mark.
- **Report Target:** Filter report output to include marks given to students by delegated teachers and/or special subject teachers.
- **Break On:** Page break report on either report card subject or teacher.
- **Group By:** Group report data to display students by homeroom teacher or delegated teacher/specialist



Adams Elementary
Mark Verification By Teacher
3rd Trimester

Year: 2010-2011
Report: GBK626

Homeroom Teacher
Carroll, Natalie

Student Name	Student ID	Grade	Specialist	Type	Report Card Area	Mark	Comment				
Alejandro, Willie	992706	Grade 03	Carroll, Natalie	SPECIALIST	Narrative Writing	4	No Comment Given				
					Informative Reports	4					
					Summaries	4					
					Response to Literature	2					
					Mechanics/Grammar	4					
					Spelling	4					
					Visual Arts	3					
					Performing Art	3					
					Grade 03	Locatis, Abby		DELEGATE	Word Recognition	ABOVE	No Comment Given
									Vocabulary Development	3	
Literary Response and Analysis	N/A										
Grade 03	Spelling, Tori	SPECIALIST	Writing Strategies & Application	4	No Comment Given						
Antonio Gonzalez, James	105613	Grade 03	Carroll, Natalie	SPECIALIST	Narrative Writing	4	No Comment Given				
					Informative Reports	4					
					Summaries	4					
					Response to Literature	2					
					Mechanics/Grammar	4					
					Spelling	4					
					Visual Arts	3					
					Performing Art	3					
					Grade 03	Locatis, Abby		DELEGATE	Word Recognition	ABOVE	No Comment Given
									Vocabulary Development	4	
Bahena, Joshua	129454	Grade 03	Carroll, Natalie	SPECIALIST	Narrative Writing	4	No Comment Given				
					Informative Reports	3					
					Summaries	4					
					Response to Literature	2					
					Mechanics/Grammar	4					
					Spelling	4					
					Visual Arts	3					
					Performing Art	3					
					Grade 03	Locatis, Abby		DELEGATE	Word Recognition	ABOVE	No Comment Given
									Vocabulary Development	2	
Baker, Carlos	151640	Grade 03	Carroll, Natalie	SPECIALIST	Narrative Writing	M	No Comment Given				
					Informative Reports	N/A					
					Summaries	3					
					Response to Literature	2					
					Mechanics/Grammar	3					
					Spelling	3					
					Visual Arts	3					
					Performing Art	3					
					Grade 03	Locatis, Abby		DELEGATE	Word Recognition	ABOVE	No Comment Given
									Vocabulary Development	1	
			Literary Response and Analysis	N/A							

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Figure 6.16 - Mark Verification By Teacher

GBK628 – Mark Exception Report

The GBK628 report displays lists of students who have earned a specified number of marks on their report card, by section. The report output displays the report card area/subject where the specified marks were earned, by student.

This report can be filtered using the following settings on the **Options** tab:

The screenshot displays the 'Report Interface' for the 'Mark Exception Report' (Number: GBK628, Page Orientation: Landscape). The 'Options' tab is selected, showing the following settings:

- Filters Selection:**
 - Grading Mark: [Dropdown]
 - Grade: [Dropdown]
 - Student Mark Criteria: [Dropdown]
 - Print All Marks:
 - Equal or Greater:
- Marks Selection:**
 - Table with columns: Line, Score Type, Mark, Counter
 - Buttons: Add

Figure 6.17 - GBK628 Mark Exception Report Interface

- **Grading Mark:** Filter report output to include specified grading mark.
- **Grade:** Filter report output to include specified grade(s).
- **Student Mark Criteria:** Options include May Meet Any Marks or Must Meet All Marks. Criteria apply to select Score Types in the “Marks Selection” grid.
- **Print All Marks:** Filter report output to include all report card marks, in addition to those that met the criteria in the Marks Selection grid.
- **Equal or Greater:** Filter report output to include results that are greater than or equal to the ‘Counter’ value for selected score types.
- **Marks Selection:** Output will include student results matching specified score types/marks/counters using the Student Mark Criteria selection.

Section ID	Period	Course ID	Course Title	Teacher Name	Room
0547	1	0500	5th Grade	Garski, Melissa	0047

Student Name	Student ID	Grade	Gender	Teacher	Subject	Mark
Bahena, Sean	979319	Grade 05	M	Garski, Melissa	READING / LANGUAGE ARTS	A
Flores Esparza, Marie	141786	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A
Galindo, Andrew	969776	Grade 05	M	Garski, Melissa	READING / LANGUAGE ARTS	A
Gifford, Walter	170411	Grade 05	M	Garski, Melissa	READING / LANGUAGE ARTS	A
Gomez, Brian	158098	Grade 05	M	Garski, Melissa	READING / LANGUAGE ARTS	A
Guillen, Judy	971719	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A
Johnson, Johnny	154281	Grade 05	M	Garski, Melissa	READING / LANGUAGE ARTS	A
Krantz, Amanda	148354	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A
Lindsey, Ralph	158634	Grade 05	M	Garski, Melissa	READING / LANGUAGE ARTS	A
Lopez, Melissa	992571	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A
Lopez Gomez, Marie	154465	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A
Luster, Johnny	964883	Grade 05	M	Garski, Melissa	READING / LANGUAGE ARTS	A
Mahon, Ruth	980736	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A
Martin Reyes, Lori	146497	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A
McCarthy, Betty	984376	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A
Mejia, Diana	972698	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A
Mimila Hurtado, Justin	988538	Grade 05	M	Garski, Melissa	READING / LANGUAGE ARTS	A
Moldero, William	100509	Grade 05	M	Garski, Melissa	READING / LANGUAGE ARTS	A
Montoya Cipriano, Susan	102509	Grade 05	F	Garski, Melissa	READING / LANGUAGE ARTS	A
Total number of students:	19					

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Figure 6.18 - Mark Exception Report

GBK631 – Mark Distribution by Subject

This report provides the mark distribution for each report card item or parent for a given grading period. The report can be filtered to run for a selected grade level range, subject area, score type, and/or teacher. The report has a Page Break option that allows the report to break on teacher, subject, or grade level.

This report can be filtered using the following settings on the **Options** tab:

Figure 6.19 - GBK631 - Mark Distribution By Subject Report Interface

- **Mark Period:** Filter report output to include a specific grading period.
- **Grade:** Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- **Subjects:** Select one or more subjects to include in the report. These are report card headings.
- **Report Card Row Inclusion:** Summarizes mark distribution by Parent (Mathematics) or By Each Row (Number Sense, Computation, etc.). Parent is a subject level overview. Each row is the subject level detail.
- **Page Break:** Page break report on either teacher, subject, or grade level.

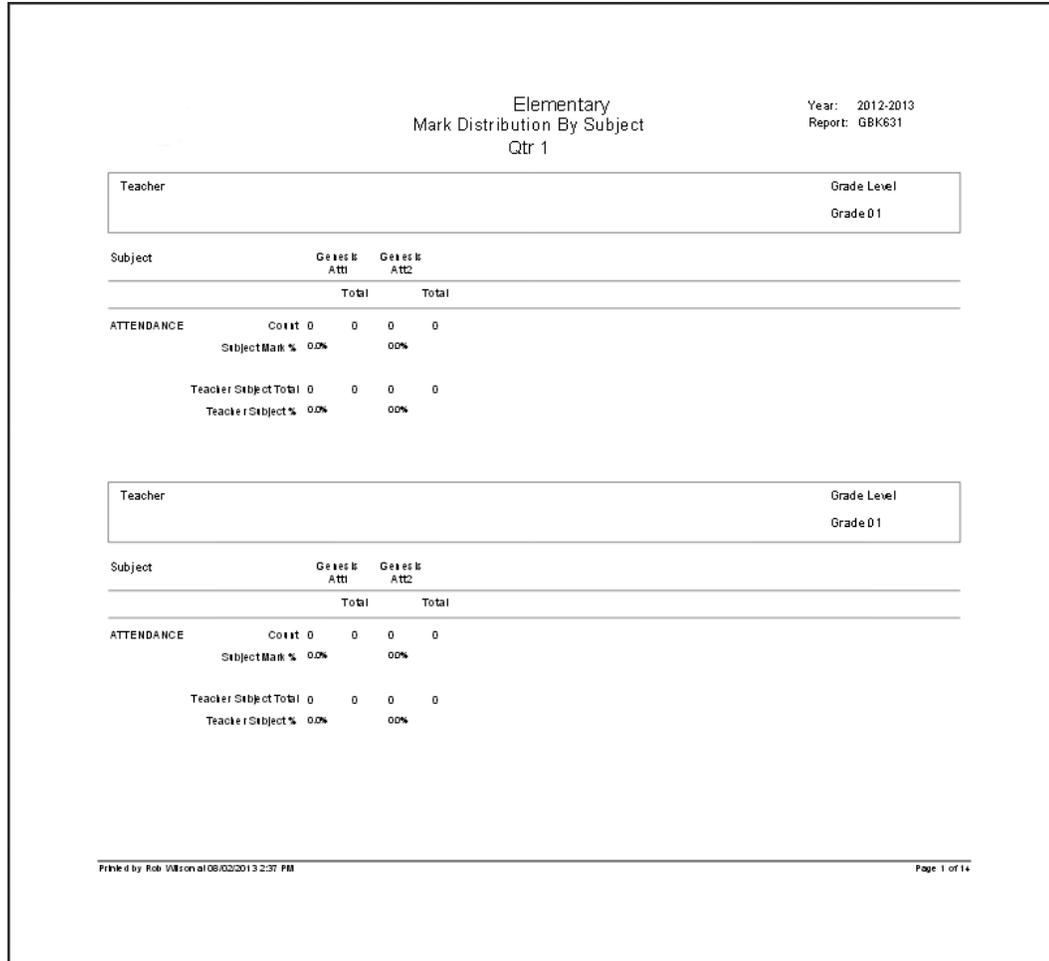


Figure 6.20 - Mark Distribution By Subject Report

GBK632 – Mark Distribution by Ethnicity

This report provides the mark distribution, by ethnicity, for each report card item or parent for a given grading period. The report can be filtered to run for a selected grade level range, subject area, score type, teacher types (Homeroom Teachers, Specialists, or Delegated Teachers), and/or teacher.

This report can be filtered using the following settings on the **Options** tab:

The screenshot displays the 'Report Interface' for 'Mark Distribution By Ethnicity' (Number: GBK632, Page Orientation: Landscape). The 'Options' tab is active, showing various filter settings. At the top, there are buttons for 'Print', 'Save Default', 'Reset Default', and 'Email Me', along with a 'Status: Ready' indicator. The main area contains several sections: 'Mark Period' and 'Grade' with dropdown menus; 'Teacher Types' with checkboxes for 'Homeroom Teachers', 'Specialists', and 'Delegated Teachers'; 'Report Card Rows To Include' with a dropdown menu; 'Subjects to Include' with a list box and a selection icon; and 'Mark Types to Include' with checkboxes for '3 Point Rubric', '4 Point Rubric', 'CHARACTERISTICS OF SUCCESSFUL LEARNER', 'Elementary - Rubric (1-6)', 'Elementary Grade Key - 6-Point Rubric', and 'Scotts Behavior'.

Figure 6.21 - GBK632 - Mark Distribution By Ethnicity Report Interface

- **Mark Period:** Filter report output to include a specific grading period.
- **Grade:** Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- **Teacher Types:** Filter report output to include marks given to students by Homeroom Teachers, Specialists, and/or Delegated Teachers.
- **Report Card Row Inclusion:** Summarizes mark distribution by Parent (Mathematics) or By Each Row (Number Sense, Computation, etc..). Parent is a subject level overview. Each row is the subject level detail.
- **Subjects:** Select one or more subjects to include in the report. These are report card headings.
- **Mark Types To Include** - select one or more score types to include in the report.

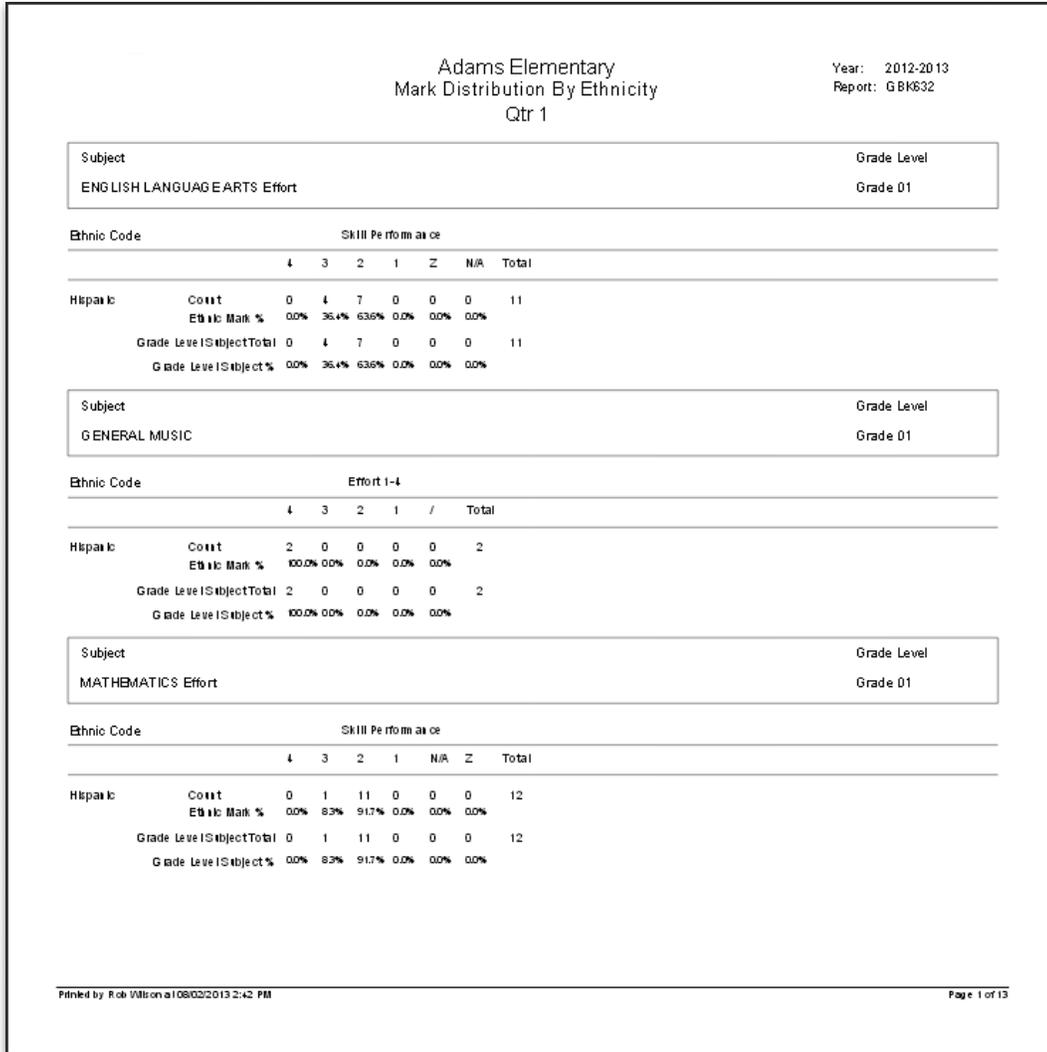


Figure 6.22 - Mark Distribution By Ethnicity Report

GBK633 – Mark Distribution by Gender

This report provides the mark distribution, by gender, for each report card item or parent for a given grading period. The report can be filtered to run for a selected grade level range, subject area, score type, teacher types (Homeroom Teachers, Specialists, or Delegated Teachers), and/or teacher.

This report can be filtered using the following settings on the **Options** tab:

Figure 6.23 - GBK633 - Mark Distribution By Gender Report Interface

- **Mark Period:** Filter report output to include a specific grading period.
- **Grade:** Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- **Teacher Types:** Filter report output to include marks given to students by Homeroom Teachers, Specialists, and/or Delegated Teachers.
- **Report Card Row Inclusion:** Summarizes mark distribution by Parent (Mathematics) or By Each Row (Number Sense, Computation, etc..). Parent is a subject level overview. Each row is the subject level detail.
- **Subjects:** Select one or more subjects to include in the report. These are report card headings.
- **Mark Types To Include** - select one or more score types to include in the report.

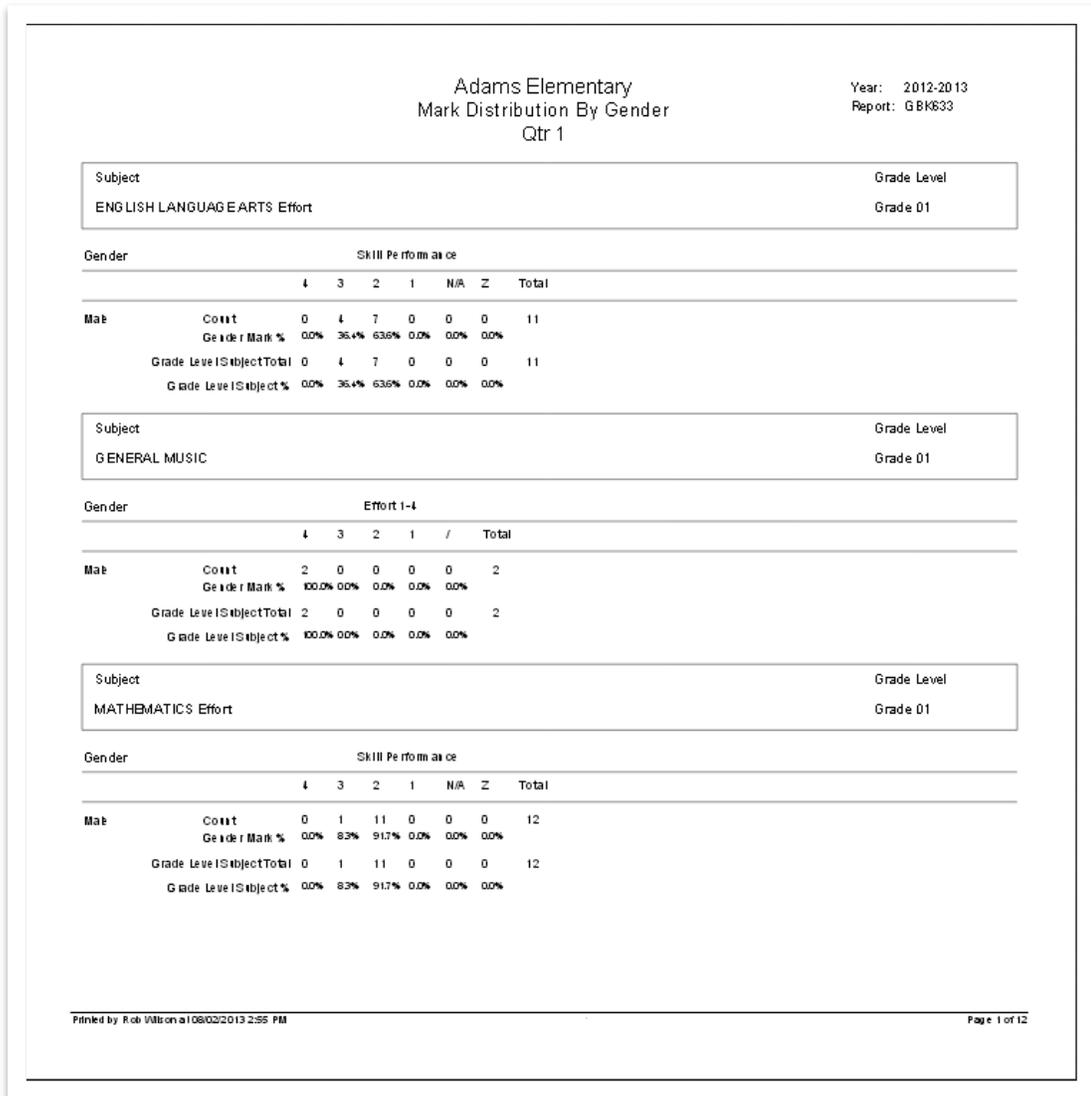


Figure 6.24 - Mark Distribution By Gender Report

GBK634 – Mark Distribution By Score Type

This report provides the mark distribution for each report card item for a given grading period and selected score type(s). The report can be filtered to run for a selected grade level range, score types, teacher types (Homeroom Teachers, Specialists, or Delegated Teachers), and/or teacher.

This report can be filtered using the following settings on the **Options** tab:

The screenshot displays the 'Report Interface' for 'Mark Distribution By Score Type' (Number: GBK634, Page Orientation: Landscape). The 'Options' tab is active, showing the following settings:

- Mark Period:** A dropdown menu.
- Grade:** A dropdown menu with a range selector.
- Teacher Types to Include:**
 - Homeroom Teachers
 - Specialists
 - Delegated Teachers
- Mark Types to Include:**
 - 3 Point Rubric
 - 4 Point Rubric
 - CHARACTERISTICS OF SUCCESSFUL LEARNER
 - Elementary - Rubric (1-6)
 - Elementary Grade Key - 6-Point Rubric
 - Scotts Behavior

Figure 6.25 - GBK634 - Mark Distribution By Score Type Report Interface

- **Mark Period:** Filter report output to include a specific grading period.
- **Grade:** Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- **Teacher Types:** Filter report output to include marks given to students by Homeroom Teachers, Specialists, and/or Delegated Teachers.
- **Mark Types To Include** - select one or more score types to include in the report.

Elementary						Year: 2012-2013	
Mark Distribution By Score Type						Report: GK634	
Qtr 4							
Achievement (A-F),Decimal Rubric,Effort 1-4							
Section ID	Period	Course ID	Course Title	Teacher Name	Grade Level		
	1		3rd Grade		Grade 03		
Report Card Area		Effort 1-4					
		4	3	2	1	/	Total
PE Participation - Active Involvement	Mark Count	0	2	0	0	0	2
	Mark %	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
PE Behavior - Conduct	Mark Count	0	2	0	0	0	2
	Mark %	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Misc Participation - Active Involvement	Mark Count	0	1	0	0	0	1
	Mark %	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Misc Behavior - Conduct	Mark Count	0	1	0	0	0	1
	Mark %	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Grade Level Teacher Total	Mark Count	0	6	0	0	0	6
	Mark %	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

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Figure 6.26 - Mark Distribution By Score Type Report

GBK635 – Comment Summary Report

The GBK635 report displays a list of all comments a student received, by section.

This report can be filtered using the following settings on the **Options** tab:

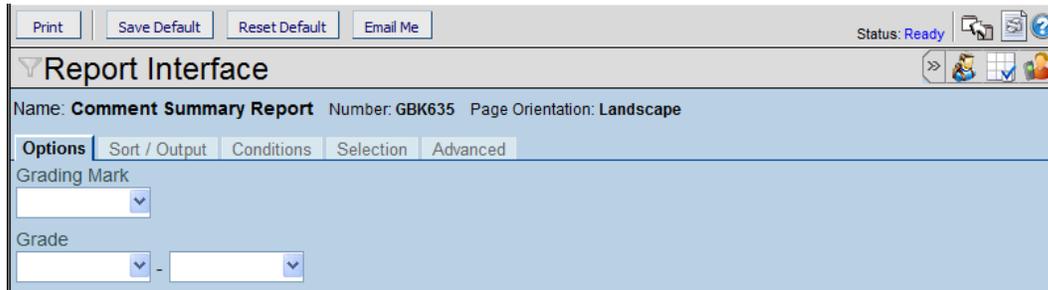


Figure 6.27 - GBK635 Comment Summary Report Interface

- **Grading Mark:** Filter report output to include specified grading mark.
- **Grade:** Filter report output to include specified grade(s).



Adams Elementary
Comment Summary Report
4th Quarter

Year: 2010-2011
 Report: GBK635

Section ID	Period	Course ID	Course Title	Teacher Name	Room
0102	1	0300	3/4 Grade	Carroll, Natalie	0002

Student Name	Student ID	Grade	Gender	Teacher Name
Alejandro, Willie	992706	Grade 03	M	Carroll, Natalie
<p style="margin-left: 20px;">Willie was a pleasure to have in class. He always tried his hardest on classwork and was very well behaved during class discussions. Willie is a fantastic reader and always enjoyed reading in class. I would like to see him focus on his writing - at times, his handwriting can be illegible - especially when he is in a rush. I hope Willie has a great summer and I look forward to seeing him on campus next year!</p>				
Baker, Carlos	151640	Grade 03	M	Carroll, Natalie
<p style="margin-left: 20px;">I enjoyed having Carlos in class this year. Carlos always gave his best in class and was quick to lend a hand to any students in need of help. I hope Carlos has a great summer and I look forward to seeing him on campus next year!</p>				
Total number of students: 2				

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Figure 6.28 - Comment Summary Report

GBK638 – Comment Analysis Report

This report provides a list of comments used on standards-based report cards, the comment category, and the number of times the comment was used. The report can be run for multiple grading periods and can be filtered to run for a selected grade range, comment category, and/or comments used "Equal to", "Greater Than", or "Less Than" a specified number of times.

This report can be filtered using the following settings on the **Options** tab:

Figure 6.29 - GBK638 Comment Analysis Report Interface

- **Grading Period** The report output may be limited to show only a certain grading period.
- **Grade:** Select a single grade or range of grades to include in the report. If no selection is made, all grades are included.
- **Include Comments Used:** filters comments used by "Equal to", "Greater than", or "Less than."
- **Times:** the number used in conjunction with the **Include Comments Used** filter selection.
- **Comment Categories:** filter by the comment categories available in the comment bank.

Elementary
Comment Analysis Report

Year: 2012-2013
Report: GBK638

4th Quarter 2012-13
CommentCount Sorted: DESC,CommentCategory Sorted: ASC,Comment
Sorted: ASC

Comment	CommentCategory	CommentCount
the class was successful in going to the zoo and learning how to feed the lions	Animal Systems	24

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Figure 6.30 - Comment Analysis Report

Chapter Seven :

SECURITY

This chapter covers:

- ▶ [Where security for Grade Book-related screens is defined](#)

Security for each of the screens discussed throughout this manual is defined by two options: the **PAD Security** screen and the **Security Definition** screen. Both of these screens are found under **Synergy SIS > System > Security**. How each of these screens works and how security is defined is covered in detail in the **Synergy SIS - Security Administrator Guide**. This chapter outlines where the security for each part of each Grade Book-related screen may be defined in the **Security Definition** screen.

GRADE BOOK CONFIG SECURITY

The entire **Grade Book Config** screen, found under **Synergy SIS > Grade Book > Setup**, is controlled by the following security node:

K12.GradebookInfo.GBConfig

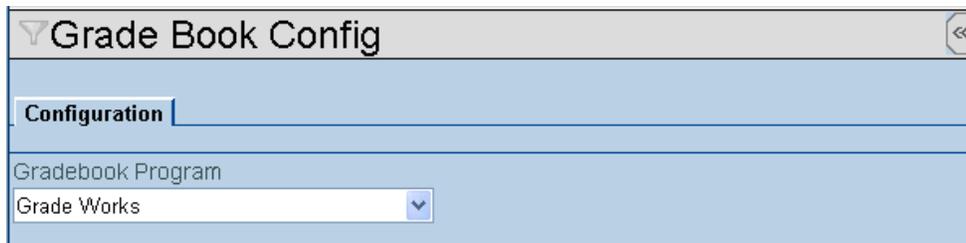


Figure 7.1 – Grade Book Config Screen

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

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

GRADE BOOK DISTRICT MASS SYNCHRONIZATION SECURITY

The **Grade Book District Mass Synchronization** screen, found under **Synergy SIS > Grade Book**, is controlled by the security node:

K12.GradebookInfo.GBDistrictOrganization

The node controls the **Sync Schools** grid, but it does not control the detailed screen or the term selection date.

Line	Enabled	School	Terms To Sync	Last Date Synced	Last Terms Synced
1	<input checked="" type="checkbox"/>	Adams Elementary	1st Qtr		
2	<input type="checkbox"/>	Central Enrollment	Year		
3	<input type="checkbox"/>	Continuation High School	YR		
4	<input type="checkbox"/>	Eisenhower Middle School	First Semester		
5	<input type="checkbox"/>	Grant Elementary	Trimester 2		
6	<input checked="" type="checkbox"/>	Hope High School	Fall		
7	<input type="checkbox"/>	Jefferson Elementary	YR		
8	<input type="checkbox"/>	Kennedy High School	Q2		
9	<input type="checkbox"/>	King High School	Q2		
10	<input type="checkbox"/>	Lincoln Elementary	YR		
11	<input type="checkbox"/>	Pinnacle Pre-School			
12	<input type="checkbox"/>	Roosevelt Middle School	Q2		
13	<input type="checkbox"/>	Truman Middle School	Q2		
14	<input type="checkbox"/>	Washington Elementary	YR		

Figure 7.2 – Grade Book District Mass Synchronization Screen

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

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

GRADE BOOK LOG SECURITY

The entire **Grade Book Log** screen, found under **Synergy SIS > Grade Book**, is controlled by the following security node:

K12.GradebookInfo.GBSchoolYearWebServiceLog

The screenshot shows the 'Grade Book Log' interface. At the top, there is a 'Grade Book Log' header and a 'Filter Options' section. Below this is a table with the following columns: Line, School Name, School Year, Sent Message Name, Sent Date Time, Received Message Name, and Received Date Time. The table contains 14 rows of log entries, all from 'Hope High School' for the '2008-2009' school year. The entries alternate between 'GBWGradingPeriodRequestResponse' and 'GBWMassSynchRequest' messages, with corresponding 'Received' messages and timestamps.

Line	School Name	School Year	Sent Message Name	Sent Date Time	Received Message Name	Received Date Time
1	Hope High School	2008-2009	GBWGradingPeriodRequestResponse	12/18/2008 12:16:11	GBWGradingPeriodRequest	12/18/2008 12:16:12
2	Hope High School	2008-2009	GBWGradingPeriodRequestResponse	12/18/2008 12:15:37	GBWGradingPeriodRequest	12/18/2008 12:15:37
3	Hope High School	2008-2009	GBWGradingPeriodRequestResponse	12/18/2008 12:15:21	GBWGradingPeriodRequest	12/18/2008 12:15:21
4	Hope High School	2008-2009	GBWGradingPeriodRequestResponse	12/18/2008 12:14:59	GBWGradingPeriodRequest	12/18/2008 12:15:00
5	Hope High School	2008-2009	GBWGradingPeriodRequestResponse	12/18/2008 12:14:52	GBWGradingPeriodRequest	12/18/2008 12:14:52
6	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:22	GBWMassSynchResponse	12/08/2008 12:56:22
7	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:22	GBWMassSynchResponse	12/08/2008 12:56:22
8	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:22	GBWMassSynchResponse	12/08/2008 12:56:22
9	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:21	GBWMassSynchResponse	12/08/2008 12:56:21
10	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:21	GBWMassSynchResponse	12/08/2008 12:56:21
11	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:21	GBWMassSynchResponse	12/08/2008 12:56:22
12	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:20	GBWMassSynchResponse	12/08/2008 12:56:20
13	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:20	GBWMassSynchResponse	12/08/2008 12:56:20
14	Hope High School	2008-2009	GBWMassSynchRequest	12/08/2008 12:56:20	GBWMassSynchResponse	12/08/2008 12:56:21

Figure 7.3 – Grade Book Log

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

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

GRADE BOOK REPORTS SECURITY

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

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