



SynergyTM

Student Information System

Synergy SISTM

Grade Book Elementary User Guide



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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
April 2010	1	1	1	Initial release of this document
February 2012	1	1	2	Update and rebranding
July 2013	1	1	3	Updated with Standards functionality.
August 2013	1	1	4	Updated to 8.0.3.0
January 2014	1	1	5	Updated copyright and corrected typos

CONVENTIONS USED IN THIS MANUAL

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 installing any of the Edupoint family of software products, please be sure to rescreen the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.



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

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option

Chapter One:

INTRODUCTION

This chapter covers:

- ▶ [Overview Of Grade Book](#)
- ▶ [Using this Guide](#)
- ▶ [Logging in as a Teacher](#)
- ▶ [Logging in as a Principal, Specialists, or District Staff](#)

OVERVIEW OF GRADE BOOK

Grade Book allows teachers to track student performance on assessments such as homework, quizzes, and projects. Teachers can also setup online resources in Grade Book such as websites or documents to share with students via the StudentVUE portal. Teachers can determine which assignments to make accessible to parents and students through ParentVUE and StudentVUE, the student and parent portals (if used by the district/school).

The classes, marks, and enrollment information synchronize between Synergy SIS and Grade Book to reduce data entry. Grade Book is not included with the Synergy SIS software and must be purchased separately. This guide illustrates how teachers can create and grade assignments in their classes. There are a number of reports generated from the information. This guide reviews the available reports and shows how to customize and print these reports.

Grade Book can either support standards-based report cards, or utilize the report cards within Synergy SIS. Standards-based report cards grade students on state and school standards, and the report cards are printed from Grade Book. These grades are not synchronized with Synergy SIS. The report cards within Synergy SIS report the grades students received for the sections in which they were enrolled. In order to print the report cards from Synergy SIS, THE final grade for each section must be posted from Grade Book to Synergy SIS.

Teachers are assigned to one of two roles within Grade Book, depending on the type of report card used. The Teacher role is for teachers using standards-based report cards, generally elementary school teachers. The Secondary Teacher role is for teachers utilizing the Synergy SIS report cards, generally middle school and secondary teachers. Grade Book screens and functionality are slightly different for each of these two roles and are specified in the different Grade Book user guides.

USING THIS GUIDE

The purpose of this guide is to help teachers set up and maintain their Grade Books, and to assist them in completing Report Cards. The chapters in this guide are broken up into two sections: Basic and Advanced. If you want to use the Grade Book on a basic level, refer to the Basic sections of each chapter. However, if you want to know how to use the Grade Book to its full capacity, it is best to read both sections.

This guide outlines the three main phases that you go through when using Grade Book: Setting up Grade Book, Using Grade Book, and Completing Report Cards. The Table of Contents outlines the procedures that are performed at the beginning of the school year, throughout the school year, and at the end of each grading period.

The companion guide, *Synergy SIS – Grade Book Administrator Guide*, outlines how to synchronize the information between Synergy SIS and Grade Book, and how to configure Grade Book for teachers.

LOGGING IN AS A TEACHER

The very first step you take when using the Grade Book is learning how to access their Grade Book.

Accessing Grade Book as a Teacher

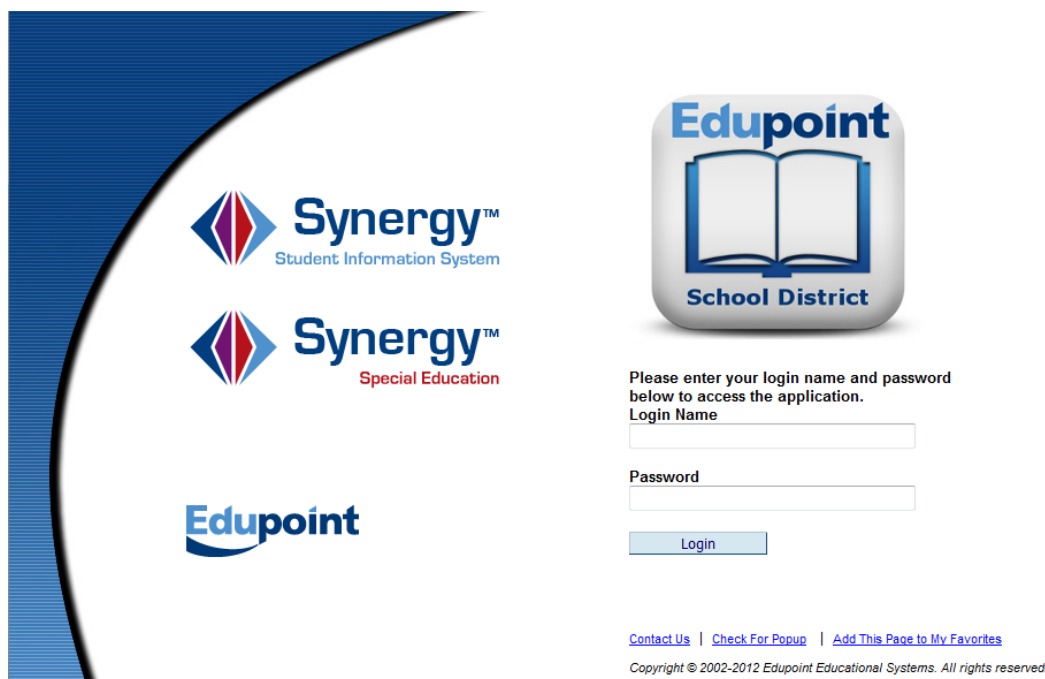


Figure 1.1 - Synergy Log In screen

1. Log into the Synergy SIS system using your username and password. A red highlighted box then appears in the middle of the screen.

Please select a class.						
Spring						
OK Close						
Period	Course	Section ID	Student	Term	Room	
Spring @1/05/2009 - 06/30/2009						
<input checked="" type="radio"/> 0	SS51 - American Government	1077 (AM/PM)	27	S2	216	
OK Close						

Figure 1.2 – Please Select a Class, Select a Period

2. Select the correct semester from the list at the top of the screen.
3. Select the class to be graded or for which attendance is to be recorded by clicking the radio button in the **Period** column.
4. Click **OK**. If students were added or dropped from the section, the **Acknowledge Adds and Drops** screen opens.



Tip: To add the new student(s) to the seating chart, check **Add to Chart**. This option is selected by default.

Acknowledge Adds and Drops						
<input type="button" value="OK"/> Clicking 'OK' acknowledges the new students entering the class and those students who have left the class.						
Adds						
Add Date	Add To Chart	Student Name	Class	Student ID	Grade	Gender
09/14/2009	<input checked="" type="checkbox"/>	Abdulbari, Kathy	0123 - 1/2/3 Multi-Age	135578	02	Female

Figure 1.3 – Acknowledge Ads and Drops

- Click **OK** to acknowledge the student changes. If announcements are available, the District and School Announcements screen opens.

District and School Announcements			<input type="button" value="Close"/>
Urgency	Organization Name	Announcement	
	Edupoint School District	Because we have been experiencing power outages in the afternoon, please limit your use of "power hungry" equipment and devices during afternoon peak periods.	

Figure 1.4 – District and School Announcements

- Click **Close**. The main screen of the TeacherVUE/Grade Book application displays.

Figure 1.5 – Main screen, TeacherVUE/Grade Book



Tip: By default, the focus is set to the class in focus in TeacherVUE. To change the focus of Grade Book:

- Click on the link with the teacher name & class name in the upper left-hand corner of the screen. The **Focus Selections** screen displays.
- Select the **School Year**, **School**, **Enrollment Period**, **Classes**, and **Grading Period**.

3. Click **Select**.

Focus Selections	
School Year	2009-2010 ▾
School	Hope High School ▾
Enrollment Period	S2 (Terms) ▾
Classes	(S2) User, T Prin Eng III(1) SEC:1116 ▾
Grading Period	3rd Qtr (Grading/Mark Periods) ▾
<div>Select</div>	

Figure 1.6 – Focus Selection screen

LOGGING IN AS A PRINCIPAL, SPECIALISTS, OR DISTRICT STAFF

Principals, specialists and other staff not using the TeacherVUE software must access Grade Book directly from within Synergy SIS.

Accessing Grade Book from within Synergy SIS

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

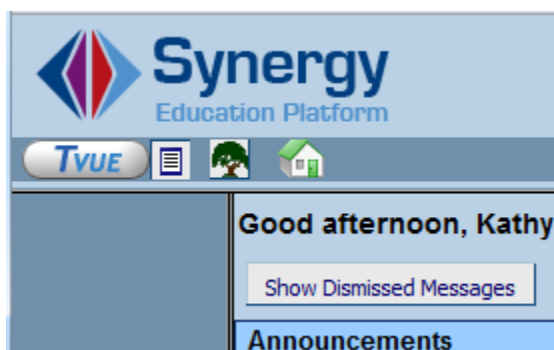


Figure 1.7 - Synergy SIS Navigation Tree

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

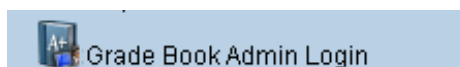


Figure 1.8 – Grade Book Admin Login Icon

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

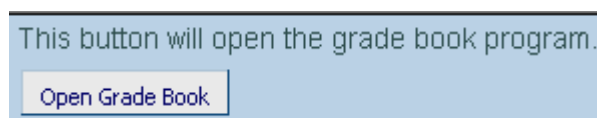


Figure 1.9 – Grade Book Admin Login Screen

5. Click **Open Grade Book**. Grade Book opens in a new window.

The screenshot displays the Synergy Education Platform interface. At the top, there is a navigation bar with the Synergy logo and several menu items: 'Streams', 'Grade Book', 'Report Card', 'LessonVUE', 'Admin', and 'Close Grade Book'. Below the navigation bar, the user is logged in as 'Admin User (AdminUser), Dist. Admin'. The main content area features a 'Focus Selections' box with the following fields:

Focus Selections	
School Year	2011-2012
School	<< Select >>
Enrollment Period	<< All >>
Classes	<< select >>
Grading Period	<< select >>
<input type="button" value="Select"/>	

Figure 1.10 – 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.

Selecting the focus of Grade Book

1. Select the **School Year**, **School**, **Enrollment Period**, **Class**, and **Grading Period** in the Focus Selections group box.
2. Click **Select**.

Chapter Two: SETUP

This chapter covers:

BASIC:

- ▶ [Setup Overview](#)
- ▶ [Setting Up Subjects](#)
- ▶ [Creating Assignment Types](#)
- ▶ [Configuring Assignment Scoring Settings](#)
- ▶ [Setting Grade Book Alerts and Notifications](#)

ADVANCED (Optional):

- ▶ [Defining Grade Book Score Types](#)
- ▶ [Configuring Grade Book Comments](#)
- ▶ [Creating Report Card Score Types](#)
- ▶ [Setting Up Academic Standards](#)
- ▶ [Managing Classes](#)

SETUP OVERVIEW

Before setting up your Grade Book, it is important to note any default settings your school district has set up in the Grade Book for teachers. There may be defaults set for Assignment Types, Subjects, Grade Book Score Types, Report Card Score Types, and Grade Book Comments.

This chapter explains how to create Grade Book setup customizations. The functionality available to you within Grade Book depends on the permissions set by your school or district. You may have the ability to create your own settings and use them within the Grade Book Setup, or you may be restricted to the district defaults. Regardless of permissions, you cannot delete the district set defaults, but may be allowed create and use your own settings.

SETTING UP SUBJECTS

In most elementary schools, most subjects are taught to the same group of children in the same classroom. As an elementary teacher, Edupoint recommends that you create a subject within Grade Book for every subject you teach. This enables you to filter your class by subject areas (Math, Reading, and Science) on the Grade Book Main screen.



Note: Please note that not all teachers may have the access or permissions to create their own subjects within Grade Book. Some teachers may be required to use only subjects created by their district.

Adding Subjects



Note: The My Subjects option on Grade Book Setup screen is only available to elementary teachers.

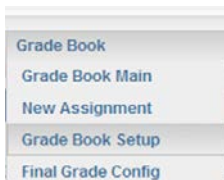


Figure 2.1 Grade Book menu, Grade Book Setup option

1. From the **Grade Book** menu, select **Grade Book Setup**. The Grade Book Setup screen displays.

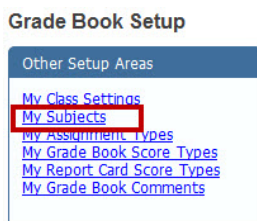


Figure 2.2 Other Setup Areas menu

2. Click **My Subjects**. The Subjects screen opens. If your district has set up subjects, they display.

Subjects

Options 15 items NEW

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

Figure 2.3 - Subjects screen

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

Subjects

Options 15 items INSERT X CANCEL

Subject	Sequence
New >> <input type="text"/>	<input type="text"/>
Fine Arts Music DISTRICT WIDE	-1
Mathematics DISTRICT WIDE	-1

Figure 2.4 – Adding a Subject

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

Editing Subjects

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

Subjects

Options 15 items NEW


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

Figure 2.5 – The Edit Button

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

Subjects

Options 15 items SAVE CANCEL

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

Figure 2.6 - Subjects screen, Edited

3. Change the **Subject** or **Sequence**. The sequence is the order in which the subjects are listed in the assignment.
4. Click **SAVE**.

Deleting Subjects

1. Move the mouse over the subject until it appears highlighted.

Subjects

Options 21 items NEW


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

Figure 2.7 - Subjects screen, delete

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

Subjects

Options 21 items SAVE CANCEL

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

Figure 2.8 - Subjects screen - Deleted

3. Click **SAVE**. A message box confirms the deletion.

- Click **OK**.

Viewing Deleted Subjects



Figure 2.9 – Showing Deleted Subjects

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



Figure 2.10 - Subjects screen, show deleted

CREATING ASSIGNMENT TYPES

Assignment Types are your assignment categories, such as Homework or Quiz. Assignment Types typically include Homework, Projects, Quizzes, Tests, Participation, Reports, Exams, Presentations, etc.

Setting the Default Grading Period for New Assignments

1. From the Grade Book Menu, select **Grade Book Setup**. The Grade Book Setup screen displays.
2. Select the **Grade Book Settings** tab.

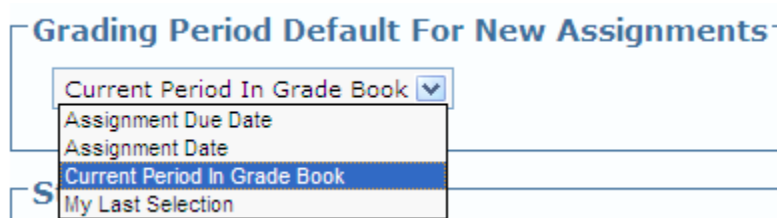


Figure 2.11 Grade Book Setup screen, Grade Book Setting tab

3. In the **Grading Period Default For New Assignments** field, select one of the following options:
 - **Assignment Due Date** - Places new assignments into the grading period in which the assignment due date falls.
 - **Assignment Date** - Places new assignments into the grading period in which the assignment date falls.
 - **Current Period in Grade Book** - Places new assignments into the current grading period in Grade Book.
 - **My Last Selection** – Places new assignments into the grading period based on your last selection.

Adding Assignment Types



Note: Check with your district to see if you are required only to use the district's default assignment types, or if you are allowed to create and use your own in addition to the ones created by the district.

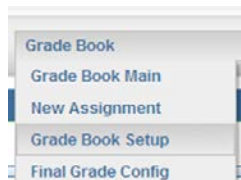


Figure 2.12 Grade Book menu, Grade Book Setup option

1. From the **Grade Book** menu, select **Grade Book Setup**. The Grade Book Setup screen displays.

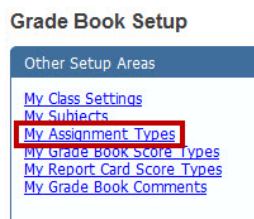


Figure 2.13 Other Setup Areas menu

2. Click **My Assignment Types**. The Assignment Types screen displays. If your district has set up assignments, they display.

Assignment Types

Options 14 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
Prettiiness Susan Adams	1	No	No	Prettiiness
Fine Susan Adams	2	No	No	Fine

Figure 2.14 Assignment Types screen

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

Assignment Types

Options 14 items INSERT X CANCEL

Measure Type	Sequence	Due Date	Locked	Measure Type Color Picker
New >>		No		Default
PODS DISTRICT WIDE	-4	Yes	No	PODS
Trouble DISTRICT WIDE	1	No	Yes	Trouble
Prettiness Susan Adams	1	No	No	Prettiness
Fine Susan Adams	2	No	No	Fine

Figure 2.15 – Assignment Types screen, Adding a Measure Type

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



Tip: Projects and homework typically have due dates. Quizzes and tests usually do not.

- Click **Measure Type Color Picker** to select the measure type color. The color picker window opens.

The Color Picker window displays a 'Presets' section with buttons for 'Default' and numbers 1 through 10, each with a corresponding color swatch. Below this are three horizontal sliders for red, green, and blue, each with a small square indicating the current color mix. To the right is a 'SAMPLE' box showing the resulting color. At the bottom right, there is a 'Text Color' dropdown menu set to 'Dark' and 'OK' and 'Cancel' buttons.

Figure 2.16 - Color Picker

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

Editing Assignment Types

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

Assignment Types

Options 14 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
Prettiness Susan Adams	1	No	No	Prettiness
Fine Susan Adams	2	No	No	Fine

Figure 2.17 – Assignment Types screen, edit

2. Click Edit. The word **edited** appears shaded orange.

Assignment Types

Options 14 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
Prettiness Susan Adams	1	No	No	Prettiness
edited Fine	2	<input type="checkbox"/> No	No	Fine

Figure 2.18 - Assignment Types screen, Edited

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

Deleting Assignment Types

1. Move the mouse over the assignment type until it appears highlighted.

Assignment Types

Options 14 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
Prettiness Susan Adams	1	No	No	Prettiness
Fine Susan Adams	2	No	No	Fine

Figure 2.19 – Assignment Types screen, delete

2. Click Delete. The word **deleted** appears shaded red.

Assignment Types

Options 14 items SAVE 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
Prettiness Susan Adams	1	No	No	Prettiness
delete Fine Susan Adams	2	No	No	Fine

Figure 2.20 - Assignment Type screen, Deleted

3. Click **SAVE**. A message confirms the deletion.

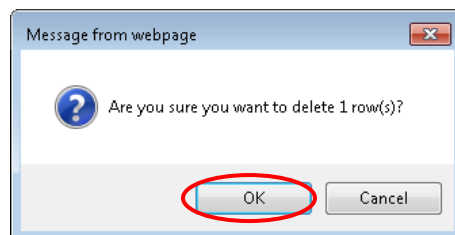


Figure 2.21 – Delete Confirmation Message Box

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

Viewing Deleted Assignment Types

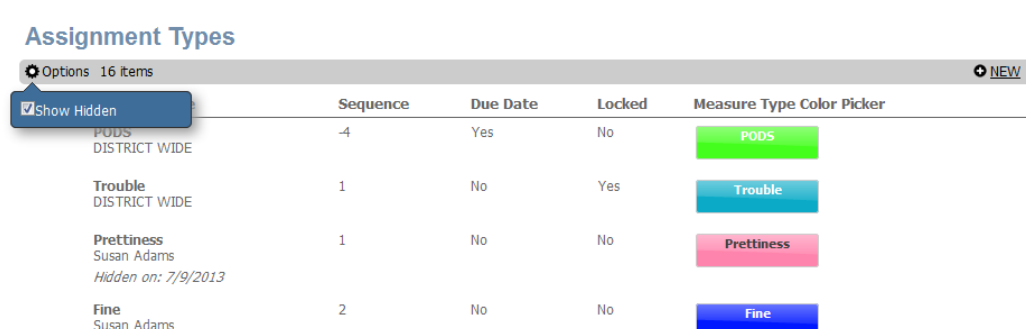


Figure 2.22 – Assignment Types screen, Show Hidden

1. Click **Options**. The Assignment Type options display.
2. Select **Show Hidden**. The deleted assignment types appear with a note indicating the date they were deleted.

Inheriting District Created Assignments

Some districts create a District Grade Book for the different grade levels at their school. The district can add assignments to each grade level's District Grade Book, and any assignments added to this Grade Book are pushed down into the teacher's Grade Book from the district level.

The District chooses whether to make their assignments mandatory for teachers to inherit, or to allow teachers to choose to inherit them. To choose to inherit your district's non-mandatory District Grade Book:

1. From the **Grade Book** menu, select **Grade Book Setup**. The Grade Book Setup screen displays.
2. Select the **Grade Book Settings** tab.
3. In the District Grade Book Settings group box, select **Inherit Assignments from the District Grade Books**. District-created assignments display in your Grade Book.

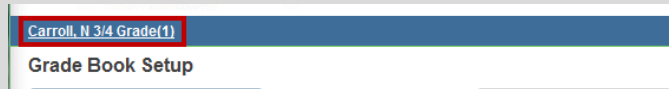
Removing District Created Assignments

If your district created a District Grade Book with non-mandatory assignments, you can choose to remove the district assignments from your Grade Book.

1. From the **Grade Book** menu, select **Grade Book Setup**. The Grade Book Setup screen displays.
2. Select the **Grade Book Settings** tab.
3. In the District Grade Book Settings group box, click **Remove District Grade Book Entries**. The system removes the district-created assignments from your Grade Book for the current class.



Note: Only the non-mandatory district created assignments are removed from the current class's Grade Book. To remove the district assignments from other classes:



1. Click the class link in the left corner of the screen.
2. On the Focus Selections screen, select the new class from the **Classes** field.
3. Click **Select**.
4. Follow the process to remove district created assignments.

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 different assignment categories differently: Homework 15%, Project 35%, Journal 25%, and Quiz/Test 25%.

Each assignment has a point value, which the system calculates into a percentage of the 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, and 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, dropped scores, and default points

1. From the **Grade Book** menu, select **Grade Book Setup**. The Grade Book Setup screen displays.

Classes: (YR) Carroll, N 3/4 Grade(1) SEC:0102

☐ Only Show My Types ☒ Add My Types to the District Types

Assignment Type	Weight (%)	Drop Scores	Default Points Possible	Display Color
Homework	40	1	0.00	Homework
Quiz	20	1	0.00	Quiz
Assignment	0	0	0.00	Assignment
Project	0	0	0.00	Project
Test	40	2	0.00	Test
Assessment	0	0	0.00	Assessment
Service Learning	0	0	0.00	Service Learning

Also apply the above weighting settings to the following classes:

☐ (YR) Language Arts SEC:0102 ☐ (YR) Math SEC:0102 ☐ (YR) Reading SEC:0102 ☐ (YR) Science SEC:0102

Figure 2.23 Grade Book Setup screen, Assignment Weighting tab

2. On the **Assignment Weighting** tab, select the class you want to set up from the **Classes** field. If you plan to set up all of your classes the same way, select any class.
3. Select **Only Show My Types**, if you have created your own assignment types and do not want to use the district default assignment types.

OR

Select **Add My Types to the District Types**, if you are using any of the district assignments types in conjunction with your own assignment types.

4. Set the **Weight (%)** for each assignment type. The sum of all the weights must equal 100%. If you do not use weights, enter 0 for each assignment type.
5. Set the **Drop Scores** allowed for each assignment type. This is the number of scores to drop (exclude) from the final grade calculation. For example, enter 2 for Homework if you

want to drop the two lowest homework scores. Enter 0 if you do not want to drop any scores.

- Set the **Default Possible Points** for each assignment type. For example, enter 10 for Homework if most of your homework assignments will be worth 10 points; you can override this value when creating assignments. Enter 0 if you would prefer the system to default to zero.

Also apply the above weighting settings to the following classes:

<input checked="" type="checkbox"/> (YR) Reilly, M ENGLISH 11(3) SEC:0075-05	<input checked="" type="checkbox"/> (YR) Reilly, M ENGLISH 11(5) SEC:0075-03	<input checked="" type="checkbox"/> (YR) Reilly, M ENGLISH 9(4) SEC:0146-09	<input checked="" type="checkbox"/> (YR) Reilly, M ENGLISH 9(6) SEC:0146-14
---	---	--	--

Figure 2.24 Grade Book Setup screen, Assignment Weighting tab

- Select any other classes to which you would like to apply these assignment weights.
- Click **Update**. A message appears indicating your updates are complete.

Final Grade Rounding Setting

Both the Class Percentage and the Class Mark can be rounded. 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

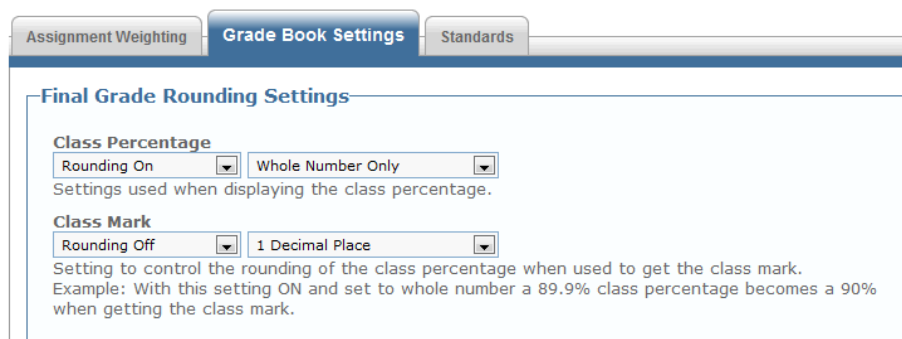


Note: Please note that not all teachers may have the access to Class Mark rounding options. District level settings control this option.

Rounding Class Percentage

You can specify the type of rounding you want for the overall scores that appear on Grade Book Main.

1. From the **Grade Book** menu, select **Grade Book Setup**. The Grade Book Setup screen displays.



Assignment Weighting **Grade Book Settings** Standards

Final Grade Rounding Settings

Class Percentage
Rounding On Whole Number Only
Settings used when displaying the class percentage.

Class Mark
Rounding Off 1 Decimal Place
Setting to control the rounding of the class percentage when used to get the class mark.
Example: With this setting ON and set to whole number a 89.9% class percentage becomes a 90% when getting the class mark.

Figure 2.25 Grade Book Setup screen, Grade Book Settings tab

2. Select the **Grade Book Settings** tab.
3. Set the Class Percentage rounding to **Rounding On** or **Rounding Off**.
4. Select **Whole Number Only**, **1 Decimal Place**, or **2 Decimal Places**. The setting applies automatically.

Rounding Class Mark

You can specify the type of rounding you want to apply to determine which mark to assign.

1. From the **Grade Book** menu, select **Grade Book Setup**. The Grade Book Setup screen displays.

The screenshot shows the 'Grade Book Settings' tab in the 'Grade Book Setup' screen. The 'Final Grade Rounding Settings' section contains two main settings:

- Class Percentage:** Includes a dropdown for 'Rounding On' and a dropdown for 'Whole Number Only'. Below these is the text: 'Settings used when displaying the class percentage.'
- Class Mark:** Includes a dropdown for 'Rounding Off' and a dropdown for '1 Decimal Place'. Below these is the text: 'Setting to control the rounding of the class percentage when used to get the class mark. Example: With this setting ON and set to whole number a 89.9% class percentage becomes a 90% when getting the class mark.'

Figure 2.26 Grade Book Setup screen, Grade Book Settings tab

2. Select the **Grade Book Settings** tab.
3. Set the Class Mark grade rounding to **Rounding On** or **Rounding Off**.
4. Select **Whole Number Only**, **1 Decimal Place**, or **2 Decimal Places**. The setting applies automatically.

DEFINING GRADE BOOK SCORE TYPES (ADVANCED/OPTIONAL)

Grade Book Score Types are the grading scales used to grade or score assignments. Examples of score type include Letter Grade, Percentage, Raw Score, and Rubric. Your district may have pre-configured score types that you are required to use. If the district allows it, Grade Book enables you to create your own custom score types.



Note: Please note that not all teachers may have the access or permissions to create their own score types. Some teachers may be required to use only their district's default score types.

Typically, teachers use the raw score scoring method to score assignments. However, in other situations, you 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 Grade Book Score Type

1. From the **Grade Book** menu, select **Grade Book Setup**.

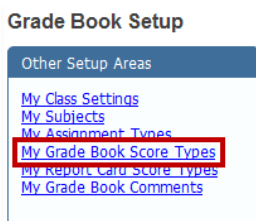


Figure 2.27 Grade Book Setup screen, My Grade Book Score Types

2. On the **Grade Book Setup** screen, select **My Grade Book Score Types**. The Grade Book Score Types screen opens.

Grade Book Score Types

Options 7 items

ADD SCORE TYPE

Percentage
DISTRICT WIDE

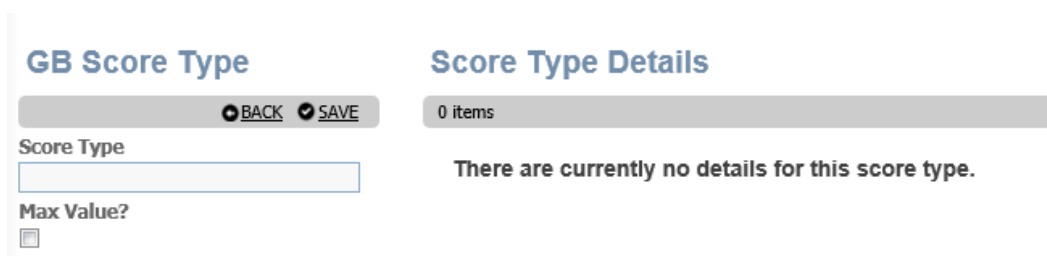
Score type has no items.

Raw Score
DISTRICT WIDE

Score type has no items.

Figure 2.28 – Grade Book Score Types screen

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



GB Score Type

[BACK](#) [SAVE](#)

Score Type

Max Value?

☐

Score Type Details

0 items

There are currently no details for this score type.

Figure 2.29 - Score Type Details screen

4. Enter the name of the new score type in the **Score Type** field.
5. Select **Max Value?** to indicate that this score type has a maximum value.
6. Click **SAVE**.
7. Under Score Type Details, click **NEW** to add a score type detail. A new row displays.



Score Type Details

0 items [INSERT](#) [CANCEL](#)

	Score	Value	Seq
New >>			

Figure 2.30 - Score Type Details screen

8. Enter the **Score**, which is text associated with the score such as A+, Pass, O, and 4.
9. Enter the **Value**, which is the numeric value used to calculate the score.
10. Enter the **Sequence**, which is the order in which the scores display.
11. Click **INSERT**.

Copying Grade Book Score Types

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

Grade Book Score Types

Options 8 items ADD SCORE TYPE

Percentage
DISTRICT WIDE *Score type has no items.*

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

6 Point Rubric
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 2.31 – Grade Book Score Types screen

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

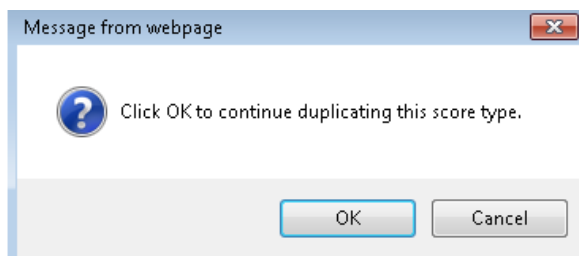


Figure 2.32 - Confirmation Message

3. 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 appending **(copy)** to the score type name.

Grade Book Score Types

Options 12 items

ADD SCORE TYPE

Percentage

Score type has no items.

DISTRICT WIDE

Raw Score

Score type has no items.

DISTRICT WIDE

6 Point Rubric

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

6 Point Rubric (copy)

Susan Adams

[Duplicate](#)

Score	Value	Sequence
7	7.0000	0
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 2.33 – Grade Book Score Types screen, Copied

- Click on the score type name to edit the copy.

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 appears highlighted and then clicking Edit.

Editing Grade Book Score Types

- Click the score type title. 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 2.34 –Score Types Details screen

- Under **GB Score Type**, edit the **Score Type** field.
- Select **Max Value?** to indicate if the score type has a maximum value.
- Click **SAVE** under GB Score Type.
- Move the mouse over the score type detail until it appears highlighted.
- Click Edit. The word **edited** appears shaded orange.

ScoreType Details

6 items SAVE CANCEL			
	Score	Value	Seq
edited	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 2.35 – Score Type Details screen

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

Deleting Grade Book Score Types

Grade Book Score Types

Options 7 items ADD SCORE TYPE			
<u>Percentage</u> <i>Score type has no items.</i>			
DISTRICT WIDE			
 <u>Raw Score</u> <i>Score type has no items.</i>			
DISTRICT WIDE			
 <u>6 Point Rubric</u>			
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 2.36 – Grade Book 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?

6

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 2.37 Score Type Details screen

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

Viewing Deleted Grade Book 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

DISTRICT WIDE

Duplicate

Deleted on: 8/30/2012

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 2.38 – Grade Book Score Types screen

- Click **Options**. The Grade Book Score Type options display.
- Select **Show Deleted check**. The deleted Grade Book score types appear with a note indicating the date they were deleted.

CONFIGURING GRADE BOOK COMMENTS (ADVANCED/OPTIONAL)

There are two ways that teachers typically use comments within Grade Book. The first way is as a placeholder. You 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 you 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. You can use comments to apply penalties or default points to incomplete or late assignments. Your district may have pre-configured comments that you are required to use. If the district allows it, Grade Book enables you to create your own custom comments.



Note: Please note that not all teachers may have the access or permissions to create their own report card comments. Some teachers may be required to use only their district's default report card comments.

Adding Comments

1. From the Grade Book menu, select **Grade Book Setup**.

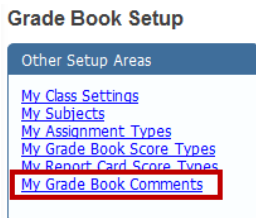


Figure 2.39 - Grade Book Setup screen, My Grade Book Comments

2. On the Grade Book Setup screen, select **My Grade Book Comments**. The Grade Book Comments screen appears.

Grade Book Comments

Help Options 17 items		NEW					
Comment	SEQ	Not Scored	Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
new Susan Adams	1	0		0	No	0	Yes
Comment deleted on test DISTRICT WIDE	1	0		0	No	cdo	No
More Late (90% Penalty) Susan Adams	1	0		90	No	D	No
Late alot Susan Adams	1	0		0	No	L	Yes
Very Late Susan Adams	1	0		0	No	La	No

Figure 2.40 – Grade Book Comments screen

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

Grade Book Comments

Help Options 17 Items INSERT X CANCEL

Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
New >>				No		No
new Susan Adams	1	0	0	No	0	Yes
Comment deleted on test DISTRICT WIDE	1	0	0	No	cdo	No
More Late (90% Penalty) Susan Adams	1	0	90	No	D	No
Late alot Susan Adams	1	0	0	No	L	Yes
Very Late Susan Adams	1	0	0	No	La	No

Figure 2.41 – Add new comments

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



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, then 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 an 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 Missing 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 (i.e. '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.

5. Click **INSERT**.

Editing Comments

1. Move the mouse over the comment until it appears highlighted.
2. Click **Edit**.

Grade Book Comments

Grade Book Comments							
Help Options 17 Items		INSERT X CANCEL					
Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored	
New >>				No		No	
new Susan Adams	1	0	0	No	0	Yes	
Comment deleted on test DISTRICT WIDE	1	0	0	No	cdo	No	
More Late (90% Penalty) Susan Adams	1	0	90	No	D	No	
Late alot Susan Adams	1	0	0	No	L	Yes	
Very Late Susan Adams	1	0	0	No	La	No	

Figure 2.42 – Grade Book Comments screen

3. Edit the fields as necessary.

Grade Book Comments

Help Options 17 items SAVE CANCEL

Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
edited new	1	0	0	No	0	Yes
Comment deleted on test DISTRICT WIDE	1	0	0	No	cdo	No
More Late (90% Penalty) Susan Adams	1	0	90	No	D	No
Late alot Susan Adams	1	0	0	No	L	Yes
Very Late Susan Adams	1	0	0	No	La	No

Figure 2.43 – Grade Book Comments screen, Edited

- Click **SAVE**.

Deleting Comments

- Move the mouse over the comment until it appears highlighted.

Grade Book Comments

Help Options 17 items NEW

Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
new Susan Adams	1	0	0	No	0	Yes
Comment deleted on test DISTRICT WIDE	1	0	0	No	cdo	No
More Late (90% Penalty) Susan Adams	1	0	90	No	D	No
Late alot Susan Adams	1	0	0	No	L	Yes
Very Late Susan Adams	1	0	0	No	La	No

Figure 2.44 – Grade Book Comments screen, delete

- Click Delete. The word **deleted** appears shaded red.

Grade Book Comments

Help Options 17 items SAVE CANCEL

Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
delete new Susan Adams	1	0	0	No	0	Yes
Comment deleted on test DISTRICT WIDE	1	0	0	No	cdo	No
More Late (90% Penalty) Susan Adams	1	0	90	No	D	No
Late alot Susan Adams	1	0	0	No	L	Yes
Very Late Susan Adams	1	0	0	No	La	No

Figure 2.45 – Grade Book Comments screen, Deleted

- Click **SAVE**. A message box pops-up prompting confirmation of the deletion.

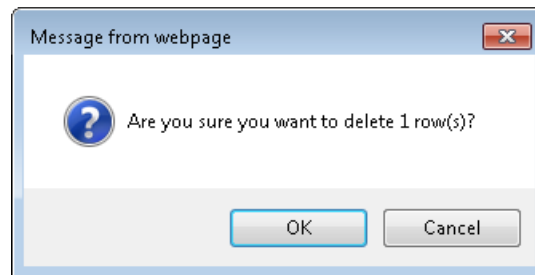


Figure 2.46 – Confirmation Message

- Click **OK**.

Viewing Deleted Comments

Grade Book Comments

Help Options 27 items NEW

☒ Show Deleted

	SEQ	Not Scored	Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
Language DISTRICT WIDE <i>Deleted on: 8/28/2012</i>	1		0	No			No
Extra Credit DISTRICT WIDE <i>Deleted on: 8/28/2012</i>	1		0	No			No
Late allot Susan Adams	1	0	0	No	L		Yes
Very Late Susan Adams	1	0	0	No	La		No

Figure 2.47 – Grade Book Comments screen, Show Deleted

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

CREATING REPORT CARD SCORE TYPES (ADVANCED/OPTIONAL)

Report Card Score Types are the grading scales that teachers use for the report card. Your district may have pre-configured report card score types that you are required to use. If the district allows it, Grade Book enables you to create your own custom report card score types.



Note: Please note that not all teachers may have the access or permissions to create their own report card score types. Some teachers may be required to use only their district's default report card score types.

For example, if you teach kindergarten, first, or second grade, your 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, if you have a student who has earned three scores on assignments graded with a raw score scale ('10 of 10', '9 of 10', and '10 of 10'), and you are using an Effort report card type, the students final (overall) grade displays as Outstanding, rather than '96.67%' in Grade Book and on the student's report card.

Adding Report Card Score Types

1. From the Grade Book menu, select **Grade Book Setup**.

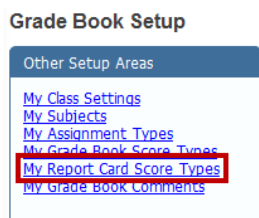


Figure 2.48 Grade Book Setup screen, My Grade Book Score Types

2. On the Grade Book Setup screen, select **My Report Card Score Types**. The Report Card Score Types screen opens.

Report Card Score Types

Options 28 items + ADD SCORE TYPE

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

GenesisProgressPeriodTA	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	

GenesisGradingTA	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	

Figure 2.49 – Report Card Score Type screen

- Click **ADD SCORE TYPE**. The ScoreType Details screen 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.

Figure 2.50 - Score Type Details screen

- 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.
- Indicate if this grade scale is an interpretation scale in the **Available As Interpretation Scale** field.
- Select **Hide Final Score** to hide the final grade from the Grade Book Main screen and from printed reports. Only the average grade displays.
- Click **SAVE**.
- Under Score Type Details, click **NEW** to add a score type detail. A new row displays.

Score Type Details

4 items + INSERT ✕ CANCEL

	Score	Low Score	High Score	Value	SEQ	Legend Text
New >>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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	

Figure 2.51 - Score Type Details screen

10. Enter the **Score**, which is text associated with the score such as A+, Pass, O, and 4.
11. 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.
12. 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.
13. Enter the **Value**, which is the numeric value used to calculate the score.
14. Enter the **SEQ**, which is the order in which the scores are displayed.
15. Enter the **Legend Text**, which is a description of the score, such as 'O = Outstanding'. The legend appears in ParentVUE and StudentVUE.
16. Click **INSERT**.

Copying Report Card Score Types

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 2.52 – Report Card Score Type screen

2. Click **Duplicate**. A message box confirms the duplication.

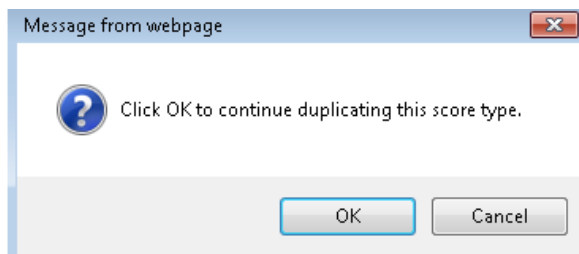


Figure 2.53 - Confirmation Message

- Click **OK**. 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 appending the word **(copy)** to the score type name.

PBIS (copy)	Score	Low Score	High Score	Value	Sequence	Legend Text
Susan Adams	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 2.54 – Report Card Score Type screen

- Click on the score type title to edit the copy.

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 appears highlighted, and then clicking **Edit**.



Caution: The GenesisGrading, GenesisProgressPeriod, GenesisProgressPeriodTA, and GenesisGradingTA 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 Report Card Score Types

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

RC Score Type

BACK DELETE SAVE

Score Type
GenesisGrading - MS

Initial Value

Available as Interpretation Scale
☐

Hide Final Score
☐

ScoreType Details

5 items

Score	Low Score
A	4.00
B	3.00
C	2.00
D	1.00
F	0.00

Figure 2.55 – Report Card Score Type Details screen

2. Under RC Score Type, edit 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. Select if this grade scale is an interpretation scale in the **Available As Interpretation Scale** field.
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 **SAVE** under RCScore Type.
7. Move the mouse over the score type detail until it appears highlighted.
8. Click **Edit**. The word **edited** appears shaded orange.

ScoreType Details

5 items SAVE X CANCEL

	Score	Low Score	High Score	Value	SEQ	Legend Text
	A	4.00	4.00	1.00	10	
edited	B	3.00	3.99	1.00	25	
delete	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 2.56 – Score Type Details screen, Edited

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

Deleting Report Card Score Types

Report Card Score Types						
Options 23 items			ADD SCORE TYPE			
GenesisGrading	Score	Low Score	High Score	Value	Sequence	Legend Text
DISTRICT WIDE	A	90.00	100.00	1.00	10	
Hide Final Score: no	B	80.00	89.99	1.00	25	
Duplicate	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	X	-1.00	-2.00	1.00	1	NULL
Hide Final Score: no						
Duplicate						

Figure 2.57 – Report Card Score Types screen

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

RC Score Type		ScoreType Details		
BACK DELETE SAVE		5 items		
Score Type		Score	Low Score	High Score
GenesisGrading		A	90.00	100.00
Initial Value		B	80.00	89.99
		C	70.00	79.99
Available as Interpretation Scale	<input type="checkbox"/>	D	60.00	69.99
Hide Final Score	<input type="checkbox"/>	F	0.00	59.99

Figure 2.58 - Score Type Details screen

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

Viewing Deleted Report Card Score Types

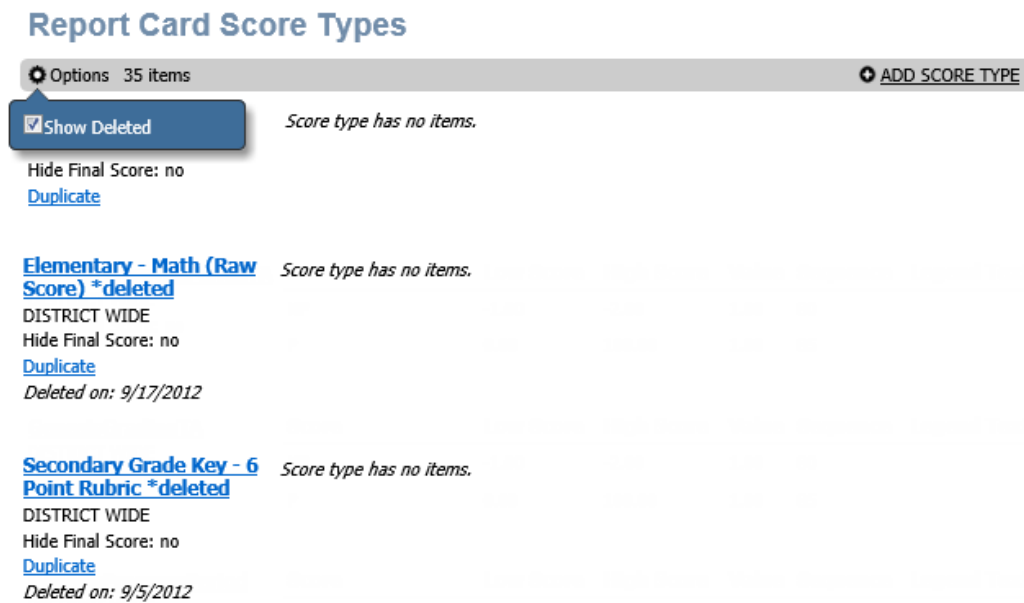


Figure 2.59 – Report Card Score Types screen

1. Click **Options**. The Report Card Score Type options display.
2. Select **Show Deleted**. The deleted Report Card score types appear with a note indicating the date they were deleted.

Setting Overall Grade Type

		Assignment1 MAX:1.33 PTS:10.00 7/10/2013
Student	Grade	Conventions
Aldous, Cayden	3 3	
Barkhurst, Makayla	5 5	
Bechtel, Thomas	2 2	
Brown, Walter	2 2	
Buckner, Madison	2 2	

Figure 2.60 - Overall Class Grade, Grade Book Main screen

The Overall Grade Type is the Report Card score type that you would like to apply to the student's overall class grade. You can select a different Overall Grade Type on a class-by-class basis.

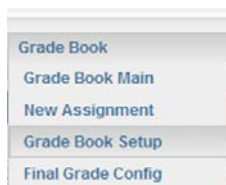


Figure 2.61 Grade Book menu, Grade Book Setup option

1. From the **Grade Book** menu, select **Grade Book Setup**. The Grade Book Setup screen displays.

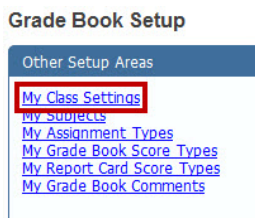


Figure 2.62 Other Setup Areas menu

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

Class Settings			
3 Items		SAVE X CANCEL	
Class	Standards Mode	Overall Grade Type	Analysis Band
edited (YR) Math help SEC:N/A Standards Based Report Card	OFF	Grading Periods GenesisGrading	
(YR) Math Help SEC:N/A Standards Based Report Card	OFF	Grading Periods GenesisGrading	
(YR) Snow, A 3rd Grade(1) SEC:0013 Standards Based Report Card	OFF	Grading Periods GenesisGrading	

3. Select a class from the list.
4. Click **Edit**.
5. Select the **Overall Grade Type**.
6. Click **Save**. Grade Book applies the Overall Grade Type to the selected class' student data.

Setting the 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 2.63 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 2.64 Interpreted Grade on Grade Book Main screen

If your district has created a Report Card Score Type that is available as an Interpretation Scale, it will display on the Interpretation Scale drop down list.

If you have the permissions to create your own Report Card Score Types, you can define your own interpretation scales.

1. Create a Report Card Score Type as described in [Adding Report Card Score Type](#) with adjusted values.
2. Select **Available as Interpretation Scale**.
3. From the Grade Book menu, select **Grade Book Setup**.
4. Select the **Grade Book Settings** tab.

Interpretation Scale

An Interpretation Scale allows you to minimize the effects of low grades (or any grades) in the grade book. By turning this feature on, you can tell the system "even though a student got 0/15 treat it as 55% of points possible."

Report Card Score Type Used for Interpretation Scale: <<No Interpretation Scale>>
 <<No Interpretation Scale>>
 Interpretation Scale

Figure 2.65 Grade Book Setup screen, Grade Book Setting tab

5. In the **Interpretation Scale** group box, select an interpretation scale. The Edit screen displays.

EDIT

Turning on Interpretation Scales will change existing grade book results and final marks. Do you want to proceed?
 Changes will be focused only to the current school year.

Yes No

Figure 2.66 Edit screen

6. Click **Yes** to apply the interpretation scale, including to existing results and final marks within Grade Book.

SETTING UP ACADEMIC STANDARDS (ADVANCED/OPTIONAL)

Your state may have adopted specific educational standards that you are required to utilize. Grade Book enables you to associate assignments with specific academic standards, as well as calculate final grades and analyze student performance based on those standards. Your districts can create their standards, and tie them to specific district courses. As a teacher, you can also create your own class standards (objectives.)

When using a standards mode Grade Book, a student's overall grade can either be determined 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.

In order to use academic standards within Grade Book, your district must either load their standards into Grade Book or associate their academic standards to specific courses within Synergy SIS.

Enabling Academic Standards

In order to use Academic Standards in Grade Book, you must enable Standards Mode in your class. Standards Mode is enabled on a class-by-class basis.

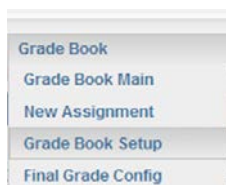


Figure 2.67 Grade Book menu, Grade Book Setup option

1. From the Grade Book menu, select **Grade Book Setup**. The Grade Book Setup screen displays.

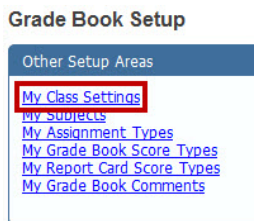


Figure 2.68 Other Setup Areas menu

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

Class	Standards Mode	Overall Grade Type	Analysis Band
edited (YR) Math help SEC:N/A Standards Based Report Card	<input type="checkbox"/> OFF	Grading Periods GenesisGrading	
(YR) Math Help SEC:N/A Standards Based Report Card	OFF	Grading Periods GenesisGrading	
(YR) Snow, A 3rd Grade(1) SEC:0013 Standards Based Report Card	OFF	Grading Periods GenesisGrading	

Figure 2.69 - Class Settings screen

3. Select a class from the list.
4. Click **Edit**.
5. Select **ON** in the **Standards Mode** column.
6. Click **Save**. Grade Book enables standards mode for the selected class' student data.

Loading District Created Standards

If your district has aligned their standards to the courses within Synergy SIS, you can download the associated standards into Grade Book. You can use these standards, modify, or delete them.

1. From the Grade Book menu, select **Class Standards**. The Class Standards screen displays.

Class Standards

My Objectives

Load Standards

Load Standards from Course Alignment

Add from District Standards Bank

All Items

Options

No Standards Setup.

Figure 2.70 - Class Standards screen

2. Select **Load Standards from Course Alignment**. The standards defined at the district level for your course display on the Class Standards screen.

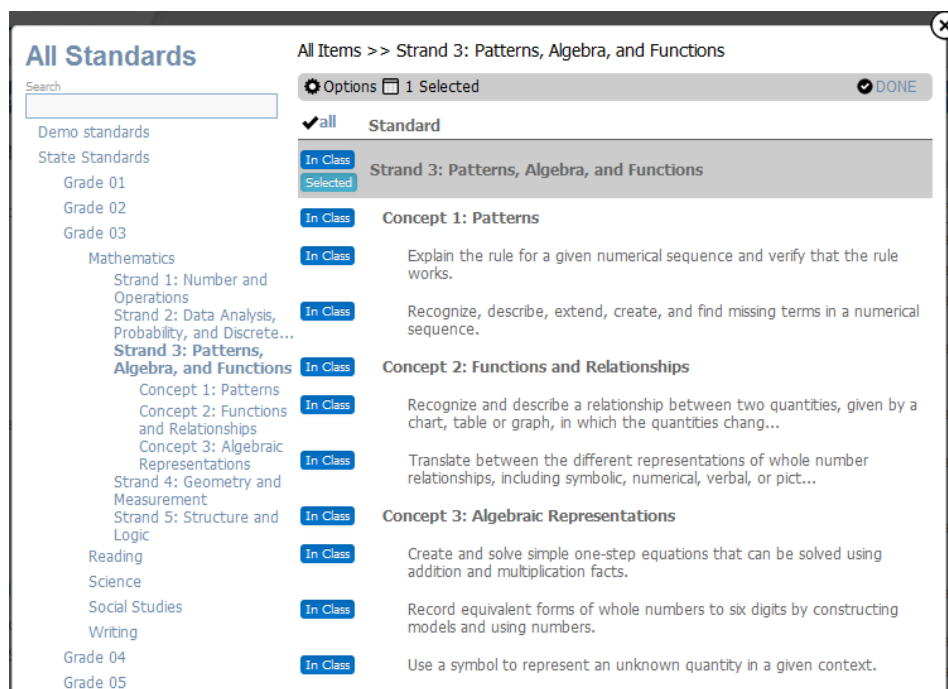


Figure 2.71 All Standards screen

3. Select the standards you would like to use. The selected standards are marked **Selected**.
4. Click **DONE**. The standards you selected display under Assignment Standards on the Class Standards screen and are available on the Standards Correlation tab of the New Assignment screen.

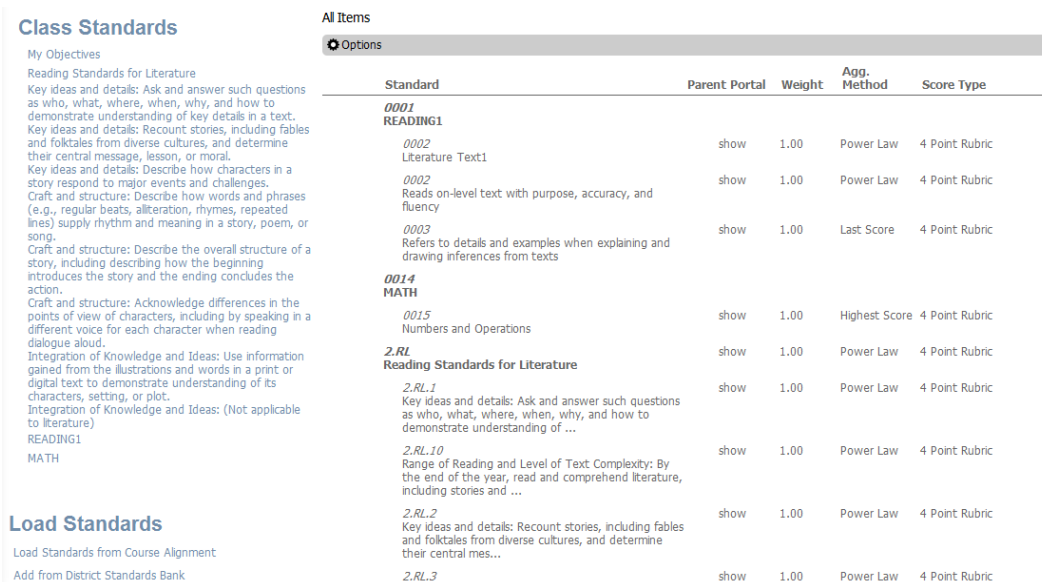


Figure 2.72 Class Standards screen, Added Standards

Adding Standards from the District Standards Bank

You can select which district created standards are available on the Standards Correlations tab when creating a new assignment. This option enables you to see only the standards that you use most frequently, rather than all the district's standards.

1. From the Grade Book menu, select **Class Standards**. The Class Standards screen displays.

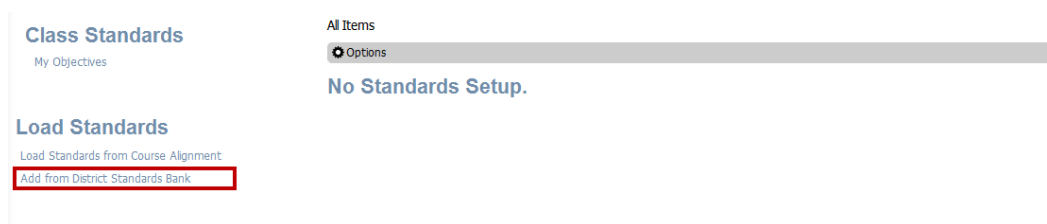


Figure 2.73 Class Standards screen, Add from District Standards Bank link

2. Select **Add Standards from District Standards Bank**. The All Standards screen displays all the standards that have been loaded by your district.

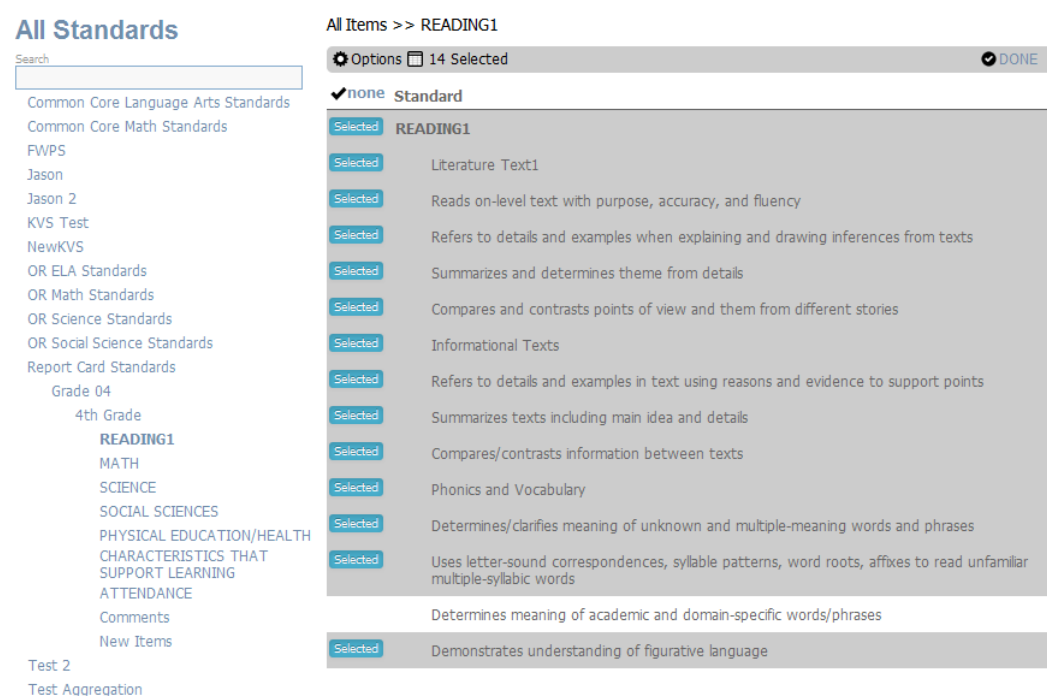


Figure 2.74 All Standards screen

5. Select the appropriate standards for your grade level and class.
6. Click **DONE**. The standards you selected display under My Objectives link on the Class Standards screen and are available on the Standards Correlation tab of the New Assignment screen.

Class Standards

My Objectives
READING1

Load Standards

Load Standards from Course Alignment
Add from District Standards Bank

All Items

Options

Standard	Parent Portal	Weight	Agg. Method	Score Type
READING1	show	1.00	Power Law	4 Point Rubric
Literature Text1	show	1.00	Power Law	4 Point Rubric
Reads on-level text with purpose, accuracy, and fluency	show	1.00	Power Law	4 Point Rubric
Refers to details and examples when explaining and drawing inferences from texts	show	1.00	Power Law	4 Point Rubric
Summarizes and determines theme from details	show	1.00	Power Law	4 Point Rubric
Compares and contrasts points of view and them from different stories	show	1.00	Power Law	4 Point Rubric
Informational Texts	show	1.00	Power Law	4 Point Rubric
Refers to details and examples in text using reasons and evidence to support points	show	1.00	Power Law	4 Point Rubric
Summarizes texts including main idea and details	show	1.00	Power Law	4 Point Rubric
Compares/contrasts information between texts	show	1.00	Power Law	4 Point Rubric
Phonics and Vocabulary	show	1.00	Power Law	4 Point Rubric
Determines/clarifies meaning of unknown and multiple-meaning words and phrases	show	1.00	Power Law	4 Point Rubric
Uses letter-sound correspondences, syllable patterns, word roots, affixes to read unfamiliar multiple-syllabic words	show	1.00	Power Law	4 Point Rubric
Demonstrates understanding of figurative language	show	1.00	Power Law	4 Point Rubric

Figure 2.75 Class Standards screen, Added Standards

Creating Your Class Objectives (Standards)

You can also create your own standards to use in assessing students.

1. From the Grade Book menu, select **Class Standards**. The Class Standards screen displays.

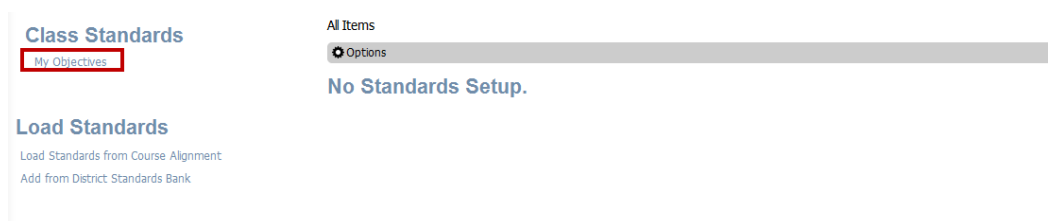


Figure 2.76 Class Standards screen, Add from District Standards Bank link

2. Select **My Objectives**. The Class Standards screen displays a message stating that no custom standards are setup.



Figure 2.77 Class Standards screen, Manage My Objectives

3. Click **Manage My Objectives**. A row displays for the new objective.



Figure 2.78 Class Standards screen, My Objectives row

4. Enter an academic standards code in the **Code** field.
5. Enter a title or description of the standard in the **Standard** field.
6. Click show to display the standard in **ParentVUE/StudentVUE**.
7. Enter a weight for this standard in the **Weight** field. The default weight is 1.
8. Select the way the scores aggregate in the **Agg. Method** field.
9. Select the **Score Type** used when grading by this standard.
10. Click **ADD**.

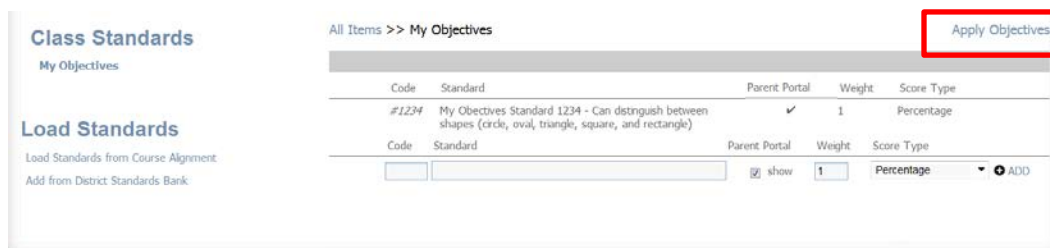


Figure 2.79 Class Standards screen, Apply Objectives

11. Repeat the previous steps to add additional objectives.
12. When you have entered all your objectives, click **Apply Objectives**. The added objectives displays on the screen with your classes.



Figure 2.80 Class Standards screen, Save Objectives

13. Under each class (homeroom, linked, breakout/intervention), select the classes to which this standard applies.
14. Click **SAVE**.

Editing Standards

You can edit any standard that is displayed in your class standards list.

1. From the Grade Book menu, select **Class Standards**. The Class Standards screen displays.

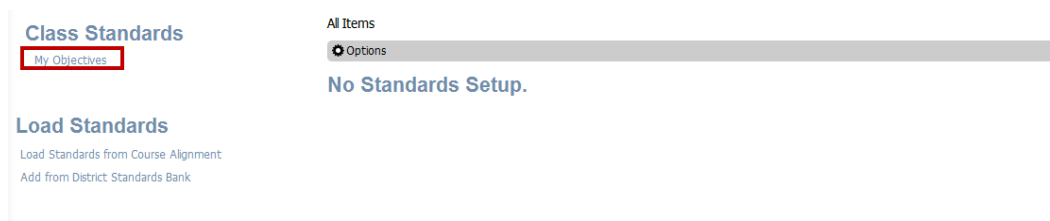


Figure 2.81 Class Standards screen, Add from District Standards Bank link

2. Select the standard from the list under **Class Standards**. The Class Standards screen displays the selected standards.
3. Move the mouse over the standard until it is highlighted.

Class Standards
My Objectives
READING1

Load Standards
Load Standards from Course Alignment
Add from District Standards Bank

All Items >> READING1

Options

Standard	Parent Portal	Weight	Agg. Method	Score Type
READING1	show	1.00	Power Law	4 Point Rubric
Literature Text1	show	1.00	Power Law	4 Point Rubric
Reads on-level text with purpose, accuracy, and fluency	show	1.00	Power Law	4 Point Rubric
<input checked="" type="checkbox"/> edit Refers to details and examples when explaining and drawing inferences from texts	show	1.00	Power Law	4 Point Rubric <input type="button" value="delete"/>
Summarizes and determines theme from details	show	1.00	Power Law	4 Point Rubric
Compares and contrasts points of view and them from different stories	show	1.00	Power Law	4 Point Rubric
Informational Texts	show	1.00	Power Law	4 Point Rubric

Figure 2.82 Class Standards screen

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

All Items >> READING1

Options SAVE UNDO

Standard	Parent Portal	Weight	Agg. Method	Score Type
READING1	show	1.00	Power Law	4 Point Rubric
Literature Text1	show	1.00	Power Law	4 Point Rubric
Reads on-level text with purpose, accuracy, and fluency	show	1.00	Power Law	4 Point Rubric
edited Refers to details and examples when explaining and drawing inferences from texts	<input checked="" type="checkbox"/> show	<input type="text" value="1.00"/>	No Aggregation	4 Point Rubric
Summarizes and determines theme from details	show	1.00	Power Law	4 Point Rubric
Compares and contrasts points of view and them	show	1.00	Power Law	4 Point Rubric

Figure 2.83 - Class Standards screen

- Edit the standard detail as necessary.
- Click **SAVE**.

Select Standards Proficiency

- From the Grade Book menu, select **Grade Book Setup**.
- Select the **Standards** tab.

Assignment Weighting Grade Book Settings **Standards**

Standards Proficiency

Default calculation method to determine proficiency: << Use District Values >>

This value will be used as the default when standards are added to your class that can be changed.

Final Mark by Standards

Overall Grade from Standards

When determining the grade from Standards I want to include

Only Assignments/Standards results from the current grading period

Figure 2.84 - Grade Book Setup screen, Standards tab

- In the **Standards Proficiency** group box, select a calculation method to determine standard proficiency. The options include:

- **Use District Value** – uses the district-defined value for the selected standard.
- **Power Law** – Marzano's Power Law is a statistical formula that predicts what the student's next score will be based on their previous scores.
- **Highest Score** – is based on the student's highest score for the standard.
- **Last Score** – is based on the student's last score for the standard.
- **Mean** – calculates the average of the scores. The sum of all the scores is divided by the number of scored items.
- **Median** - calculates scores by sorting all scores in ascending order and determining the grade in the middle.
- **Mode** – uses the most commonly occurring value as the score.
- **No Aggregation** – will not calculate any overall score

Calculating Final Grade by Standard

You can determine if the final grade is calculated from the current grading period or from the current school year.

1. From the Grade Book menu, select **Grade Book Setup**.
2. Select the **Standards** tab.

The screenshot shows the 'Standards' tab in the 'Grade Book Setup' screen. At the top, there are three tabs: 'Assignment Weighting', 'Grade Book Settings', and 'Standards'. The 'Standards' tab is selected. Below the tabs, there are two main sections. The first section is titled 'Standards Proficiency' and contains a label 'Default calculation method to determine proficiency:' followed by a dropdown menu showing '<< Use District Values >>'. Below this is a note: 'This value will be used as the default when standards are added to your class that can be changed.' The second section is titled 'Final Mark by Standards' and contains a sub-section titled 'Overall Grade from Standards'. Below this is a label 'When determining the grade from Standards I want to include' followed by a dropdown menu showing 'Only Assignments/Standards results from the current grading period'.

Figure 2.85 Grade Book Setup screen, Standards tab

3. Select which assignments and standards to include in the final grade calculation. The options include:
 - Only Assignments/Standards from the current grading period
 - All Assignments/Standards from the current school year

MANAGING CLASSES (ADVANCED/OPTIONAL)

Not all elementary teachers teach all subjects to the same group of students all day. Some teachers may have multi-age classroom, some teachers may have students rotate in and out of their classroom for specific subjects, some teachers may share their class with another teacher (co-teach), and some teachers may give a group of students special or intensive instruction within their class. Creating linked classes, creating breakout classes, sharing classes, and creating separate assignment weights and resources for different groups helps to manage these varying teaching scenarios.

Creating a Linked Class

You can create linked classes when you would like to have a separate Grade Book for each subject you teach. Your linked classes appear in the **Class** field on **Grade Book Main** screen and other screens. You can create separate category or assignment-type weighting for each of your linked classes, and you can make your individual linked classes available on StudentVUE and ParentVUE.

When you create a linked class, your homeroom students are automatically added to the linked class. Anytime students are added to or dropped from your homeroom class, your linked classes are updated as well.



Note: Only students enrolled in your homeroom class can be added to your linked classes. If you would like to add students from another teacher's homerooms into your class, (for instance, you teach fifth grade and student rotate between your class and another fifth grade teacher's class for subjects in order to prepare them for middle school class rotations) then you use Breakout classes instead. (See [Creating Breakout Classes](#).)

1. From the Grade Book menu, select **Manage Classes**.

Class Manager

(YR) Cordova, A 4th Grade(1) SEC:0438 ☐ Show Deleted Classes

Settings for Cordova, A 4th Grade(1)

Class Name	Cordova, A 4th Grade(1)	Class Type	Home Room
Class Objective		Parent Class	Current class is a homeroom class.

Assignment Weighting **Staff** **Class Resources** **Related Classes**

Unlinked Subjects

- Language Arts
- Reading
- Technology
- Musical Arts
- Physical Education
- Science
- Social Studies

Related Classes

Class Name	Subject	Class Type	Students
Mathematics	Mathematics	Linked Class	25

Figure 2.86 – Class Manager screen, Related Classes tab

2. Select your homeroom section from the list in the **Class Manager** section of the screen.
3. On the Related Classes tab, select a subject in the **Unlinked Subject** column by clicking the blue “plus” button. The system creates a linked class for the selected subject and the class displays under the **Related Classes** column.



Caution: When you create a linked class, any assignments and scores related to that subject move from the homeroom class to the linked class. However, if you unlink the class, the assignments and scores do not move back from the linked class to the homeroom class.

Creating Breakout or Intervention Classes

In some cases, you may need to add additional classes to your Grade Book for students who are not in your homeroom. In this situation, you can create a breakout or intervention class in order to maintain a separate set of assignments and grades for this group of students.



Note: You *cannot* create separate category or assignment-type weighting for breakout or intervention classes that have a parent class identified. Breakout and intervention class use the parent classes' assignment weighting and categories.



Figure 2.87 Grade Book menu

1. From the Grade Book menu, select **Manage Classes**. The Class Manager screen displays.

The Class Manager screen displays the following information:

Settings for Carroll, N/Beverlin 3/4 Grade(1)			
Class Name	Carroll, N/Beverlin 3/4 Grade(1)	Class Type	Home Room
Class Objective		Parent Class	Current class is a homeroom class.

Figure 2.88 - Class Manager screen

2. Click **New Class**. The Class Manager group box clears all the fields and becomes editable.

The screenshot shows the 'Class Manager' window. At the top, there is a dropdown menu showing '[(YR) Carroll, N./Beverlin 3/4 Grade(1) SEC.0102]' and a 'Show Deleted Classes' checkbox. Below these are 'Save' and 'Cancel' buttons. The main area is titled 'Settings for Carroll, N./Beverlin 3/4 Grade(1)'. It contains a table with four fields: 'Class Name' (remedial reading), 'Class Objective' (get this group reading at or above grade level), 'Class Type' (Grade Book Breakout), and 'Parent Class' ([(YR) Carroll, N./Beverlin 3/4 Grade(1) SEC.0102]). The 'Save' button is highlighted with a red box.

Figure 2.89 - Class Manager screen

3. Enter a name in the **Class Name** field.
4. Enter an objective in the **Class Objective** field.
5. Select a **Class Type**, either Grade Book Breakout or Intervention.
6. If there is a homeroom class related to the new class, select it from the **Parent Class** list.

OR

If no homeroom class is available, select <<none>>. The new class does not display in ParentVUE.



Note: If you select <<none>> in the Parent Class field, you can set assignment weighting, but none of the assignments will display in ParentVUE.

7. Click **Save**. A confirmation message displays and the class appears in the list of available classes. The Student tab becomes available on the Class Manager screen.

Sharing Classes

You can share your homeroom, breakout/ classes, and linked classes with other teachers at your schools. You can manage the other staff's ability to create assignments, edit score, edit students, etc. If your district uses Streams, Grade Book automatically creates a Class Group for any shared class, enabling all staff associated with the class to maintain a Stream.

Class Manager

(YR) Cordova, A 4th Grade(1) SEC:0438 ☐ Show Deleted Classes

Settings for Cordova, A 4th Grade(1)

Class Name	Cordova, A 4th Grade(1)	Class Type	Home Room
Class Objective		Parent Class	Current class is a homeroom class.

Assignment Weighting **Staff** **Class Resources** **Related Classes**

Available Staff

- Carroll, Natalie**
4th grade teacher at Adams Elementary
- Fry, Erin**
4th grade teacher at Adams Elementary
- Grayson, Nicolas**
4th grade teacher at Adams Elementary
- Hathcock, Erin**
4th grade teacher at Adams Elementary
- Staff, Staff**
4th grade teacher at Adams Elementary

Additional Staff

- Welsh, Don**
4th grade teacher at Adams Elementary
 - ☐ Can Edit Staff
 - ☐ Can Edit Students
 - ☐ Can Create Assignments
 - ☐ Can Edit Scores
 - ☒ Can Post Streams

Figure 2.90 - Class manager screen, Staff tab

1. Click the **Staff** tab. The list of available staff members displays.



Note: The list of staff members you have to choose from depends on your security permission. See the Grade Book Admin Guide for more information on user security.

2. In the **Available Staff** field, click the blue “plus” next to the staff member’s name. The staff member’s name moves to the **Additional Staff** column with a list of access rights for the class.
3. Select the appropriate permissions for this staff member. Options include:
 - **Can Edit Staff** – gives permission to add or remove staff members to this class.
 - **Can Edit Students** – gives permission to add or remove students from this class. Students cannot be added or removed from shared homerooms or shared linked classes.
 - **Can Create Assignments** – gives permission to create assignments for this class within Grade Book.

- **Can Edit Scores** – gives permission to enter and edit assignment score for this class within Grade Book.
- **Can Post Streams** – gives permission to create and maintain communications threads within Streams.



Note: If you do not grant the added staff member any permissions, they only can view the shared class will be 'view-only' in the shared class. Only the main teacher can modify the class and student setup, grading settings, and add, edit, delete, or post report card grades.



Tip: When you add a staff member to a Breakout class, their students become available on the Class Manager > Students tab. You can combine the students from both yours and the other staff member's classes to create a shared Breakout class.

Adding Students to a Breakout or Intervention Class

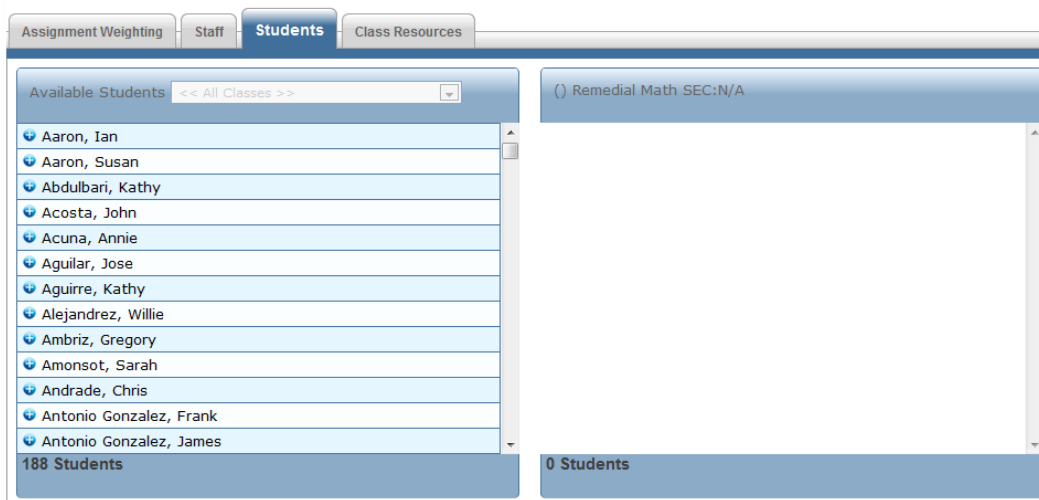


Figure 2.91 - Class Manager screen, Students tab

1. Click the **Student** tab. The list of available students displays.



Note: The pool of students you have to choose from depends on your security permission. See the Grade Book Admin Guide for more information on user security.

2. In the **Available Students** field, select a class or select <<All Classes>>.
3. Click the blue “**plus**” next to the student’s name. The student’s name moves to the new class column.

Class Manager

(YR) Remedial Math SEC:N/A ☐ Show Deleted Classes

Settings for Remedial Math

Class Name	Remedial Math	Class Type	Intervention
Class Objective	To get students up to grade level in the new math curriculum	Parent Class	Not linked to homeroom class - assignments will not be displayed in Parent Portal << none >>

Assignment Weighting **Staff** **Students** Class Resources

Available Students << All Classes >>

- Aaron, Susan
- Abdulbari, Kathy
- Acosta, John
- Acuna, Annie
- Aguilar, Jose
- Aguirre, Kathy
- Alejandro, Willie
- Ambriz, Gregory
- Amonsot, Sarah
- Andrade, Chris
- Antonio Gonzalez, Frank
- Antonio Gonzalez, James
- Arciva, Pamela

187 Students

(YR) Remedial Math SEC:N/A

- Aaron, Ian

1 Students

Figure 2.92 - Class Manager screen, Students tab



Tip: To remove a student, click the blue “minus” next to the student’s name in the new class column.

Setting Assignment Weighting for Classes

The Assignment Weighting tab enables you to have different assignment type weighting for your linked or shared classes. For example, a math class may have homework, test, and quizzes, but not necessary any projects. In that case, you may choose not to include projects in the overall weight calculation. Perhaps you have a remedial class where students tend to do the majority of their graded work in class. You may weigh the in-class assignments heavier than the homework for just that class. See [Configuring Assignment Scoring Settings](#).



Note: Only the primary teacher can set assignment weights for shared classes.

Class Manager

(YR) Cordova, A 4th Grade(1) SEC:0438 ☐ Show Deleted Classes

Settings for Cordova, A 4th Grade(1)

Class Name	Cordova, A 4th Grade(1)	Class Type	Home Room
Class Objective		Parent Class	Current class is a homeroom class.

Assignment Weighting

Assignment Type	Weight (%)	Drop Scores	Default Points Possible	Display Color
Homework	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="button" value="Homework"/>
Quiz	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="button" value="Quiz"/>
Assignment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="button" value="Assignment"/>
Project	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="button" value="Project"/>
Test	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="button" value="Test"/>
Service Learning	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="button" value="Service Learning"/>

Also apply the above weighting settings to the following classes:

☐ (YR) Mathematics SEC:0438 ☐ (YR) Remedial Math SEC:N/A ☐ (YR) Science SEC:0438 ☐ (YR) Social Studies SEC:0438

Figure 2.93 - Class Manager screen, Assignment Weighting tab

1. Select the class from the class list in the Class Manager group box.
2. On the **Assignment Weighting** tab, set the **Weight (%)** for each assignment type. The sum of all the weights must equal 100%. If you do not use weights, enter 0 for each assignment type.
3. Set the **Drop Scores** allowed for each assignment type. This is the number of scores to drop (exclude) from the final grade calculation. For example, enter 2 for Homework if you want to drop the two lowest homework scores. Enter 0 if you do not want to drop any scores.
4. Set the **Default Possible Points** for each assignment type. For example, enter 10 for Homework if most of your homework assignments will be worth 10 points; you can

override this value when creating assignments. Enter 0 if you would prefer the system to default to zero.

5. Select any other classes to which you would like to apply these assignment weights.
6. Click **Update**. A message appears indicating your updates are complete.

Creating Class Resources for Classes

1. Select the **Class Resources** tab on the **Class Manager** screen.
2. Enter a name for the resource in the **Resource Name** field.
3. Enter a description in the **Resource Description** field (up to 500 characters.)
4. Select **Parent Portal** to display the resource in ParentVUE and StudentVUE.
5. Select the classes or sections to which this resource will be available in the Classes/Sections group box.
6. From the **Resource Type** list, select either **Web Resource** to add a link to a website or **Document Resource** to upload a document for students to download.
 - a. If adding a **Web Resource**, enter the web address of the website in the **New Web Resource** box. To test the link, click **Test URL**.
 - b. To save the resource, click **Insert Link**. The resource displays in the table at the bottom of the screen.

OR

- a. If adding a **Document Resource**, click **Browse** to select the document to upload.

Text files, Word documents, PDF files, and Excel spreadsheets are just some of the files that can be uploaded.

- b. To save the resource, click **Upload Document**. The resource displays in the table at the bottom of the screen.

SETTING GRADE BOOK ALERTS AND NOTIFICATIONS

Class notifications alert you to any changes in Grade Book or remind you when new setup is needed.

1. From the Grade Book menu, select **Grade Book Setup**.
2. Select the **Grade Book Settings** tab.
3. In the **Class Notification** group box, select the alerts and reminders you would like to receive.

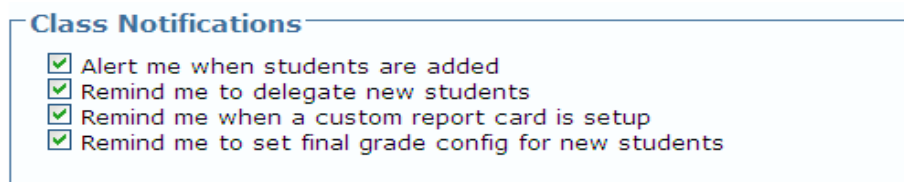


Figure 2.94 - Grade Book Setup screen, Grade Book Settings tab

- **Alert me when students are added** displays a Grade Book alert any time a new student is added.
- **Remind me to delegate new students** applies to teachers who delegate students to other teachers for Report Cards.
- **Remind me when a custom report card is setup** alerts you when your district has created a new report card.
- **Remind me to set final grade config for new students** reminds you to configure the final grade setting for a new student.

Chapter Three: USING GRADE BOOK

This chapter covers:

BASIC USER:

- ▶ [Creating Assignments](#)
- ▶ [Setting Grade Book Main Options](#)
- ▶ [Entering Scores](#)
- ▶ [Transferring Standards Results](#)
- ▶ [Utilizing the Student Summary Screen](#)

ADVANCED USER (Optional):

- ▶ [Importing Assignments](#)
- ▶ [Creating Resources](#)
- ▶ [Creating Student Groups](#)
- ▶ [Setting up a Class Website](#)
- ▶ [Using the Analysis Tool](#)
- ▶ [Creating Progress Reports](#)
- ▶ [Using the Standards Summary Screen](#)
- ▶ [Running Admin Reports](#)

CREATING ASSIGNMENTS

Assignments are any assessment items on which students are graded in the class, such as homework, tests, quizzes, projects, etc.

Adding Assignments

Assignments are created on the New Assignments screen. The New Assignment screen is accessed from the New Assignment option on the Grade Book menu or the New Assignment button on the Grade Book Main screen.

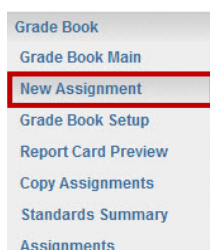


Figure 3.1 - Grade Book Menu, New Assignment option

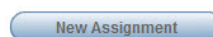


Figure 3.2 - Grade Book Main screen, New Assignment button

1. Open the New Assignment screen.

Assignment Summary

TYPE	POINTS	# ASGN.
Test	21.00	3

Assignment Name

Description

Assignment Settings

Date of Assignment: 6/21/2013

Assignment Category: Normal

☒ Show in Parent/Student Portal

Due Date
 6/21/2013

Type: << select >>

Subject: << select >>

Score Type: 6 Point Rubric

Max. Score:

Points: 1

Assignment Drop Box

☐ Enable Drop Box

Drop Box Open Date:

Drop Box Close Date:

Document Count Limit: Unlimited

Figure 3.3 - New Assignment screen, details



Note: The Score Type, Max Score, and Points fields may not be available in Standards Mode, depending your district's settings.

2. Enter the assignment settings and score details. The assignment details are as follows:
 - **Assignment Name:** The name of the assignment. This also displays on ParentVUE/StudentVUE (if enabled.)

- **Description:** The description of the assignment. This also displays on ParentVUE/StudentVUE (if enabled.)
- **Date of Assignment:** The date the assignment was given to students. The default is today's date.
- **Assignment Category:** The grading category for the assignments. Options include:
 - **Normal** - The assignment will count towards the students' overall grade.
 - **Extra Credit** – The assignment is an opportunity for the student to improve their overall grade. Extra Credit does not negatively affect their grade.



Note: If an extra credit assignment is part of a weighted assignment category where no 'Normal' assignments have been scored yet, the grade book will count the extra credit assignment. It is very important when using extra credit assignments to create them only in assignment categories that have at least one other assignment entered in that assignment category (i.e. Tests).

- **Not for Grading** - The assignment will not count toward the students' overall grade.
- **Show in Parent/Student Portal:** Displays the assignment in ParentVUE and StudentVUE (if enabled.) This option is selected by default.
- **Due Date:** The date the assignment is due. The default is today's date.
- **Assignment Drop Box:** Drop Box allows students to upload completed assignments through StudentVUE. The Drop Box feature must be enabled by your district.
- **Type:** Select an assignment type. The assignment types listed may include district created assignment types as well as any assignment types you may have created. have added, it is because you have Add by Types to the District Types selected on Grade Book Setup. If you would only like to see your types listed here, go back to Grade Book Setup and select Only Show My Types.
- **Subject:** Select a subject area.



Note: If your district/school allows you to create additional subjects, any created would be listed here along with the district defaults. Remember, teachers cannot delete district defaults.

- **Score Type:** Select Raw Score, Percentage, or any other Grade Book score types previously created. (See Defining Grade Book Score Types (advanced/optional)).
 - When using the **Raw Score** assignment score type, Max Score and Points must be entered.
 - When using the **Percentage** assignment score type, Points must be entered. When entering scores, they are entered as percentages. For example, if the student earned 9 points out of 10 points possible, the teacher would enter 90 (9/10 = 90%) as the score.
- **Max Score:** Enter the maximum number of points possible on an assignment.

- **Points:** Enter the number of points the assignment is worth in Grade Book. For most assignments, this is the same value as the Max Score. You can also use this field to weight the assignment (see How to Use Assignment Weighting section).
3. Click the **Report Card Correlations** tab. Select the report card area(s) to which this assignment pertains.



Note: Only correlated assignments are included on the Report Card. **Grading Periods** tab, if necessary. Select the desired grading period(s) for this assignment.

4. 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**.



Note: Standards must already have been added by the district for teachers to be able to search for or select them here.

- b. Click **DONE**. The selected standards display under **Assignment Standards**.
5. Select the grading periods for this assignment from the **Grading Periods** tab.



Note: Grading Periods may already be selected based on defaults assigned in Grade Book Setup).

6. Click **Save/Add Another Assignment**. Repeat Steps 1-5 to add more assignments or click **Save** to be taken back to Grade Book Main.

How to Weight Assignments Using Points

	No Assignment Weighting	Double Weight	Half Weight																		
Scenario	You give an assignment that has 10 questions and you want it to be worth 10 points (no weight).	You give an assignment that has 10 questions but you want it to be worth 20 points (double).	You give an assignment that has 10 questions but you want it to be worth 5 points (half).																		
Setup	<table><tr><td>Score Type</td><td>Raw Score</td></tr><tr><td>Max. Score</td><td>10</td></tr><tr><td>Points</td><td>10</td></tr></table>	Score Type	Raw Score	Max. Score	10	Points	10	<table><tr><td>Score Type</td><td>Raw Score</td></tr><tr><td>Max. Score</td><td>10</td></tr><tr><td>Points</td><td>20</td></tr></table>	Score Type	Raw Score	Max. Score	10	Points	20	<table><tr><td>Score Type</td><td>Raw Score</td></tr><tr><td>Max. Score</td><td>10</td></tr><tr><td>Points</td><td>5</td></tr></table>	Score Type	Raw Score	Max. Score	10	Points	5
Score Type	Raw Score																				
Max. Score	10																				
Points	10																				
Score Type	Raw Score																				
Max. Score	10																				
Points	20																				
Score Type	Raw Score																				
Max. Score	10																				
Points	5																				
Score you write on the assignment	10/10	10/10 (20 points)	10/10 (5 points)																		
How you key in the score & how it's calculated	<p>The # of points you key in: 10 (max score)</p> <p>The # of points Synergy gives the student based on calculation: 10 points</p>	<p>The # of points you key in: 10 (max score)</p> <p>The # of points Synergy gives the student based on calculation: 20 points</p>	<p>The # of points you key in: 10 (max score)</p> <p>The # of points Synergy gives the student based on calculation: 5 points</p>																		
	Most teachers use this method for the majority of their assignments.	<p>Example of when this method can work for you: You have a 50-question test worth 200 points. Each question is worth 4 points. You would enter 50 as the Max Score and 200 as the Points. When entering student scores, you will key in the number the student got correct (45, for example) and the Grade Book will calculate the points earned ($45 \times 4 = 180$ points).</p> <p>Example of when this method will <i>not</i> work for you: You have a 50-question test worth 200 points. Of those questions, 25 are worth 3 points each (75 points) and the other 25 questions are worth 5 points each (125 points). In this case, because your questions do not have the same point value, you cannot simply enter the number correct because the points earned will depend on which questions he/she got correct. In this case, you would enter 200 as the Max Score and Points, then hand-calculate the score as you grade and key that score into Grade Book.</p>																			

Copying Assignments

You can copy assignments from one class to another, across grading periods, and across school years.

1. From the Grade Book menu, click **Copy Assignments**. The Copy Grade Book Assignments screen displays all assignments for the class and grading period currently in focus.

Figure 3.4 - Copy Grade Book Assignments screen

2. Using the menus, select the **school year**, **class type**, **class**, and **grading period** from which the assignments are copied.

Figure 3.5 - Copy Grade Book Assignments screen, Choose Assignments

3. Either select the individual assignment to copy, or select **All** to select all assignments.
4. Click **Next**. A list of all the classes for the school year and grading period displays.

Figure 3.6 - Copy Grade Book Assignments screen, Choose Classes

5. Select the **School Year** and/or **Period** of the classes you would like to display in the **Copy To** list.
6. Select the classes to which you want to copy the assignments.

7. Click **Next**.
8. Select a Date Option.
 - a. Select **Copy Original Dates** to use the original assignment's dates.
 - b. Click **Finish**.OR
 - a. Select **I'll Edit the Dates** to enter new dates. The **Assignment Date** and **Due Date** display.
 - b. Enter dates.
 - c. Click **Finish**.

Editing Assignments

Any assignments can be edited until it has student scores associated with it. After scores are entered for the assignment, the system only allows certain aspects of the assignment to be edited.

Editing a single assignment

1. From Grade Book Main, click the assignment title. A menu displays.
2. Select **Edit Assignment**. The **Assignment** screen displays.
3. Make appropriate changes.
4. Click **Save**.

OR

1. From the Grade Book Menu, select **Assignments**. The Assignments List screen displays the assignments for the class currently in focus.



Note: To change classes or grading periods, use the lists to make selections.

Assignment List Filters

Class: (S2) Jackson, K Am Govt(2) SEC:1269 Grading Period: 4th Qtr Page Size: 10 Assignments Custom Assignment Sort

Showing 1-6 of 6

Figure 3.7 - Assignment List screen

2. Edit an individual assignment by making the change(s) directly into the boxes for that assignment.

Figure 3.8 - Assignments List screen

3. Click **Save Changes**.

Editing multiple assignments

1. From the Grade Book Menu, select **Assignments**. The Assignments List screen displays the assignments for the class currently in focus.



Note: To change classes or grading periods, use the lists to make selections.

Figure 3.9 - Assignments List screen

2. Select the assignments requiring the change by checking the boxes for only those assignment rows.



Tip: Select the All check box to select all assignments.

Figure 3.10 - Assignment List screen, Assignments tab

3. Enter the change that you want applied to the assignments in the top row (example: Due Date change to 2/20/2013).
4. Click the **green down arrow** to apply the change to all selected assignments.

Action	Measure	Assign Date	Subject	Score Type	Assignment Type	Due Date	Max. Val.	Pts. Poss.	Type	Parent Portal
<input checked="" type="checkbox"/>	All		Math	Percentage	Homework	2/22/2013	10	10.00	Normal	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Yes I Can Move this	02/11/2013	Math	Raw Score	Homework	2/22/2013	10	10.00	Normal	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	abc	01/22/2013	Science	Raw Score	Homework	2/22/2013	10	10.00	Normal	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Student Blog #1	01/21/2013	Web Page Design	Raw Score	Assignment	2/22/2013	10	10.00	Normal	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Science Quiz 2	01/08/2013	Science	Raw Score	Quiz	2/22/2013	10	10.00	Normal	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Science	01/04/2013	Science	Raw Score	Homework	2/22/2013	10	10.00	Normal	<input checked="" type="checkbox"/>

Figure 3.11 - Assignment List screen, Assignments tab

5. Click **Save Changes**.

Verifying or Change Grading Periods for Multiple Assignments

1. Select the **Grading Periods** tab. The **Assignment Grading Period** grid displays.

Assignment	Due Date	Progress Period 1	1st Qtr	Progress Period 2	2nd Qtr	Sem 1 Final	Progress Period 3	3rd Qtr	Progress Period 4	4th Qtr	Sem 2 Final
Research Report	3/15/2010	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Included	<input type="checkbox"/> All
Vocabulary Quiz	3/19/2010	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Included	<input type="checkbox"/> All
Midterm Exam	4/2/2010	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Included	<input type="checkbox"/> All
Writing Project	4/16/2010	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Included	<input type="checkbox"/> All

Figure 3.12 - Assignments List screen, Grading Periods tab

2. Check the boxes to add an assignment to correct grading periods.



Note: The grading periods currently assigned are checked and labeled **Included**.

3. Click **Save Grading Periods**.

Deleting Assignments

1. From Grade Book Main, click the assignment title. A menu displays.
2. Select **Delete Assignment**. A confirmation message displays.
3. Click **Delete**.



Caution: When deleting an assignment, student scores and resources that have been issued for that assignment are also deleted. You cannot retrieve these scores and resources.

IMPORTING ASSIGNMENTS (ADVANCED/OPTIONAL)

There may be times when you need to import class scores into Grade Book. The Grade Book Import screen enables you to use a pre-formatted Excel document to import your assignments and scores to Grade Books.

You can generate the Excel document from the Grade Book Import screen - student names and IDs are pre-populated in the document, along with a sheet providing instructions for completing the process. The import screen validates all data and provides information to remedy any errors prior to importing your assignments and scores.

1. On the Grade Book Menu, select **Grade Book Import**.

Grade Book Import

Upload Import File

Options: ☐ Add Assignments Not Found in Current Class
☐ Ignore Unknown Columns in File
☐ Overwrite Existing Scores

Please select a file to upload: [Browse...](#)

[Upload Import File](#)

Help [Download Sample File](#)

1. Click "download sample file" button above.
2. Follow instructions on second worksheet of file.
3. Upload file to check for errors.
4. Click "Import Data" button to complete your assignment import.

Figure 3.13 - Grade Book Import screen

2. Click **Download Sample File**. The system generates a formatted file with the student information pre-populated.

	A	B	C	D	E	F	G	H	I	J
	STUDENT_PERM_ID	STUDENT_NAME	ASSIGNMENT_NAME	ASSIGNMENT_DESCRIPTION	OVERALL_SCORE	WEIGHT	MEASURE_TYPE	ASSESSMENT_DATE	REPORT_CARD_ROWS	SUBJECT
2	261690	Nathaniel Moore			0/0	100				
3	265985	Savana Hix			0/0	100				
4	267689	Cayden Aldous			0/0	100				
5	267179	Makayla Barkhurst			0/0	100				
6	268288	Thomas Bechtel			0/0	100				
7	268078	Madison Buckner			0/0	100				
8	268959	Coby Castile			0/0	100				
9	268579	Brody Cohen			0/0	100				
10	249098	Troy Coleman			0/0	100				
11	278451	Izaac Crotwell			0/0	100				
12	267879	Madison Davis			0/0	100				
13	267397	Erick De La Torre			0/0	100				
14	265919	Quaid Fehly			0/0	100				
15	267250	Allison Ferguson			0/0	100				
16	278501	Justin Garcia			0/0	100				
17	257650	Markeita Garman			0/0	100				
18	267400	Jacob Gregg			0/0	100				
19	266939	Rhett Haigh			0/0	100				
20	257340	David Helm			0/0	100				
21	268847	Alexandrea Hernandez			0/0	100				
22	265604	Kenyth Kettle			0/0	100				
23	267785	Kagen Lawrence			0/0	100				

Figure 3.14 - Sample file

3. Select the **Instructions** tab. It displays instructions on how to complete the import process.



Note: The import template worksheet already contains the list of student names and the SIS id's for your convenience. If you wish to import multiple assignments just copy and paste the student rows. The Instructions tab lists the available Measure Types and Subjects that can be used for your file import. Be sure the Import Template matches one of these values. To correlate to multiple report card rows, separate them with two bar characters (||). EX. MATH||GEOMETRY

4. Complete the **Import Template** tab of the file.



Note: If importing more than one assignment, the students' names and student IDs can be copied and repeated on the worksheet.

Scores can be entered either using percentages (ex: 90%) or using points earned/points possible (90/100). When using percentages, the 'Points' value of the assignment is set to 100. When using points earned/points possible, the 'Points' value of the assignments is set equal to the points possible entered on the worksheet. No other score types are supported at this time.

The assignment name, assignment description, measure_type, assignment_date, and subject fields must be completed for each line that is to be imported. If these fields are not complete, the corresponding line(s) will not be imported.

	A	B	C	D	E	F	G	H
	STUDENT_PERM_ID	STUDENT_NAME	ASSIGNMENT_NAME	ASSIGNMENT_DESCRIPTION	OVERALL_SCORE	MEASURE_TYPE	ASSESSMENT_DATE	SUBJECT
1	169313	Robert Chairez	Import Test Assignment	Description	8/10	Homework	9/1/2011	Math
2	151240	Jeremy Norby	Import Test Assignment	Description	7/10	Homework	9/1/2011	Math
3	106180	Alan Ornelas	Import Test Assignment	Description	9/10	Homework	9/1/2011	Math
4	112523	Terry Armendariz	Import Test Assignment	Description	8/10	Homework	9/1/2011	Math
5	113615	Shawn Boxrud	Import Test Assignment	Description	8/10	Homework	9/1/2011	Math
6	114542	Sean Whitaker	Import Test Assignment	Description	7/10	Homework	9/1/2011	Math
7	130983	Gregory Ambriz	Import Test Assignment	Description	9/10	Homework	9/1/2011	Math
8	105573	Charles Bernal Neri	Import Test Assignment	Description	8/10	Homework	9/1/2011	Math
9	148253	Carlos Bogan	Import Test Assignment	Description	7/10	Homework	9/1/2011	Math
10	129032	Douglas Chamberlain	Import Test Assignment	Description	7/10	Homework	9/1/2011	Math
11	140093	Jonathan Leas	Import Test Assignment	Description	7/10	Homework	9/1/2011	Math
12	117631	Henry Ledesma	Import Test Assignment	Description	7/10	Homework	9/1/2011	Math
13	110666	Roger Leeuw	Import Test Assignment	Description	9/10	Homework	9/1/2011	Math
14	122688	Fred Williams	Import Test Assignment	Description	8/10	Homework	9/1/2011	Math
15	117061	Edward Wolgamot	Import Test Assignment	Description	9/10	Homework	9/1/2011	Math
16	170754	Sean Anderson	Import Test Assignment	Description	8/10	Homework	9/1/2011	Math
17	158151	Christopher Bunton	Import Test Assignment	Description	8/10	Homework	9/1/2011	Math
18	156347	Arthur Tran	Import Test Assignment	Description	9/10	Homework	9/1/2011	Math
19	117638	Gerald Mancera Coronel	Import Test Assignment	Description	8/10	Homework	9/1/2011	Math
20	156766	Clarence Mancera Herrera	Import Test Assignment	Description	8/10	Homework	9/1/2011	Math
21	125533	Clarence Matter	Import Test Assignment	Description	8/10	Homework	9/1/2011	Math
22	110966	Raymond Mendez Gonzales	Import Test Assignment	Description	9/10	Homework	9/1/2011	Math
23	117641	Gary Mirelez	Import Test Assignment	Description	8/10	Homework	9/1/2011	Math
24	997008	Joe Wilson	Import Test Assignment	Description	9/10	Homework	9/1/2011	Math

Figure 3.15 - Sample file

5. **Save** the Excel file.
6. On the **Grade Book Import** screen, click **Browse**.
7. Select the file and click **OK**.
8. Select uploads option in the **Upload Import File** box:
 - **Add Assignments Not Found in Current Class** - only imports assignments that do not currently exist in Grade Book for the class in focus.
 - **Ignore Unknown Columns in File** - ignores any columns not required by the import tool.

- **Overwrite Existing Score** –overwrites any existing scores found for the assignment.
9. Click **Upload Import File**. When the system uploads the file, any errors with the file or format display.



Note: In the **Review Import File** box, the status displays the number of errors, if any. In the **Import File Status** box, each error displays, identifying the error and the row number where the error is located on the import file.

Grade Book Import

Upload Import File

Options: ☐ Add Assignments Not Found in Current Class
☐ Ignore Unknown Columns in File
☐ Overwrite Existing Scores

Please select a file to upload:

Help

1. Click "download sample file" button above.
2. Follow instructions on second worksheet of file.
3. Upload file to check for errors.
4. Click "Import Data" button to complete your assignment import.

Import File Status

Alert: Row number 2 cannot be imported. Could not locate assignment: Import Test Assignment.

Alert: Row number 3 cannot be imported. Could not locate assignment: Import Test Assignment.

Review Import File

	Assignment	Asgn Date	Type	Status
Select	Import Test Assignment Description	9/1/2011	Homework	Alert: 24 Error(s)

Import Test Assignment

Student	Score
Robert Chairez 109313	Alert: Row: 2 8/10
Jeremy Norby 151249	Alert: Row: 3 7/10

Figure 3.16 - Grade Book Import screen

10. Resolve any errors. Once all errors have been resolved, the Review Import File status changes to **OK. Ready for Import** and the **Import Data** button become available.

Grade Book Import

Upload Import File

Options: ☒ Add Assignments Not Found in Current Class
☐ Ignore Unknown Columns in File
☐ Overwrite Existing Scores

Please select a file to upload:

Help

1. Click "download sample file" button above.
2. Follow instructions on second worksheet of file.
3. Upload file to check for errors.
4. Click "Import Data" button to complete your assignment import.

Import File Status

OK: File Ready For Import.

Review Import File

	Assignment	Asgn Date	Type	Status
Select	Import Test Assignment Description	9/1/2011	Homework	OK: Ready for import.

Import Test Assignment

Student	Score
Robert Chairez 109313	8/10

Figure 3.17 - Grade Book Import screen

11. Click **Import Data**. Once the import is complete, the Import File Status changes to **OK: File Import Success!**

Grade Book Import

Upload Import File

Options: ☒ Add Assignments Not Found in Current Class
☐ Ignore Unknown Columns in File
☐ Overwrite Existing Scores

Please select a file to upload:

Help

1. Click "download sample file" button above.
2. Follow instructions on second worksheet of file.
3. Upload file to check for errors.
4. Click "Import Data" button to complete your assignment import.

Import File Status


 OK: File Import Success!

Figure 3.18 - Grade Book Import screen

The assignment and score appear in Grade Book Main, tied to the appropriate grading periods as defined in Grading Setup.














		Inherit Me MAX:10.00 PTS:10.00 9/2/2011	Import Test Assig MAX:10.00 PTS:10.00 9/1/2011
Student 	Grade 	Homework 	Homework 
Alan Ornelas	83.8%	8	9
Arthur Tran	84.5%	9	9
Carlos Bogan	 77.9%	8	 7
Charles Bernal Neri	 74.1%	 7	8
Christopher Bunton	 77.1%		8
Clarence Manosera Herrera	 79.2%		8
Clarence Matter	 72.9%		8
Douglas Chamberlain	 67.2%		 7

Figure 3.19 - Grade Book Main screen

CREATING RESOURCES (ADVANCED/OPTIONAL)

You can add a link to a website or a document as a resource for an individual assignment or for your entire class in general. Students and parents can download these resources through StudentVUE and ParentVUE.


Gradebook Assignment Detail			
Course Am Govt (SS51)	Period 0	Teacher Teacher User 	
Assignment Assignment	Type Assignment	Date 09/07/2009	Due Date 09/13/2009
Score 18.0 out of 25.00	Score Type Raw Score	Points 7.20 / 10.00	Notes -
Description			
Resources			
Name		Description	
A More Perfect Union		Please read this webpage about the drafting of the Constitution.	
Project Outline		Please click here to download a Word document outlining the project.	

Figure 3.20 - StudentVUE, Gradebook Assignment Detail

Adding Assignment Resources

1. Click on the name of the assignment on the **Grade Book Main** screen. A menu appears.

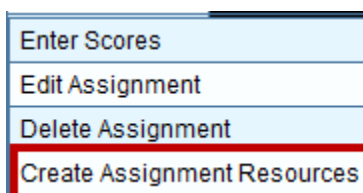


Figure 3.21 - Grade Book Main screen, Assignment menu

2. Select **Create Assignment Resources**. The Create Assignment Resources screen displays.
3. Enter a name for the resource in the **Resource Name** field.
4. Enter a description in the **Resource Description** field (up to 500 characters.)
5. Select the **Parent Portal** check box, to display the resource in ParentVUE and StudentVUE.
6. Select the classes or sections to which this resource will be available in the **Classes/Sections** group box.
7. From the **Resource Type** list, select either **Web Resource** to add a link to a website or **Document Resource** to upload a document for students to download.
 - a. If adding a **Web Resource**, enter the web address of the website in the **New Web Resource** box. To test the link, click **Test URL**.

- b. To save the resource, click **Insert Link**. The resource displays in the table at the bottom of the screen.

OR

- a. If adding a **Document Resource**, click **Browse** to select the document to upload.

Text files, Word documents, PDF files, and Excel spreadsheets are just some of the files that can be uploaded.

- b. To save the resource, click **Upload Document**. The resource displays in the table at the bottom of the screen.

Viewing or Deleting Assignment Resources

Note: Once an assignment resource had been added to an assignment, it can only be viewed or deleted. Unlike class resources, assignment resources cannot be edited.

1. From the Grade Book menu, click **Resources**.
2. Click the **Assignment Resources** tab. The Assignment Resources grid displays.

Assignment Resources

Drag a column header here to group by that column

Class Name	Subject	Resource Description	Assignment	Show in Portal	Resource Name	Added		
Carroll, N /Beverlin 3/4 Grade(1)	Math	Test Answers	Math Test 2	<input type="checkbox"/>	Test Answers	3/1/2011	View Resource	Delete
Carroll, N /Beverlin 3/4 Grade(1)	Reading	Testing...	HW 2	<input checked="" type="checkbox"/>	Test Resource	12/6/2011	View Resource	Delete
Carroll, N /Beverlin 3/4 Grade(1)	Reading	Testing...	HW 2	<input checked="" type="checkbox"/>	Test Resource 2	12/6/2011	View Resource	Delete

Figure 3.22 - Resources screen, Assignment Resources tab

3. Click **View Resource** to open the resource.



Tip: Resources can be grouped by the different columns. If you would like to see the resources by Subject for example, click on that column's name and drag it to the top row where it states '**Drag a Column Header Here to Group by That Column**'. When grouped by a column, the resource can be viewed for each value in the column by clicking on the plus sign next to the column title.

OR

1. Click **Delete** to delete the resource.



Caution: No confirmation box displays before the deletion.

Adding Class Resources

1. Select **Resources** from the **Grade Book** menu. The Resources screen displays.
2. On the Class Resources tab, select a class or section from the **Class/Section** field.
3. Enter a name for the resource in the **Resource Name** field.
4. Enter a description in the **Resource Description** field (up to 500 characters.)
5. Select the **Parent Portal** check box, to display the resource in ParentVUE and StudentVUE.
6. Select the classes or sections to which this resource will be available in the **Classes/Sections** group box.
7. From the **Resource Type** list, select either **Web Resource** to add a link to a website or **Document Resource** to upload a document for students to download.
 - a. If adding a **Web Resource**, enter the web address of the website in the **New Web Resource** box. To test the link, click **Test URL**.
 - b. To save the resource, click **Insert Link**. The resource displays in the table at the bottom of the screen.

OR

- a. If adding a **Document Resource**, click **Browse** to select the document to upload.

Text files, Word documents, PDF files, and Excel spreadsheets are just some of the files that can be uploaded.

- b. To save the resource, click **Upload Document**. The resource displays in the table at the bottom of the screen.

Modifying Class Resources

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



Resource Name	Resource Description		Show in Portal	Added	
Test Resource 1	Testing...	View Resource	<input checked="" type="checkbox"/>	12/6/2011	Edit Delete
testing two	testing two	View Resource	<input checked="" type="checkbox"/>	2/8/2012	Edit Delete

Figure 3.23 - Resources screen, View Resources

2. Click **View Resource** at the bottom of the Class Resources tab to open the attached resource.

OR



Resource Name	Resource Description		Show in Portal	Added	
Test Resource 1	Testing...	View Resource	<input checked="" type="checkbox"/>	12/6/2011	Edit Delete
testing two	testing two	View Resource	<input checked="" type="checkbox"/>	2/8/2012	Edit Delete

Figure 3.24 - Resources screen, Edit

1. Click **Edit**. The editable resource info displays in the grid.

Resource Name	Resource Description	Show in Portal	Added
Test Resource 1	Testing...	<input checked="" type="checkbox"/>	12/6/2011

Resource Name:
 Resource Description:
 Show in Portal: ☒

[Update](#) [Cancel](#)

Figure 3.25 - Resources screen, Edit Resources

OR

Resource Name	Resource Description		Show in Portal	Added	
Test Resource 1	Testing...	View Resource	<input checked="" type="checkbox"/>	12/6/2011	Edit Delete
testing two	testing two	View Resource	<input checked="" type="checkbox"/>	2/8/2012	Edit Delete

Figure 3.26 - Resources screen, Delete Resources

1. Click **Delete**.



Caution: No confirmation box displays before the deletion.

SETTING GRADE BOOK MAIN OPTIONS

Grade Book Main is where students' assignments, scores, and overall grade display for each class. The following section covers how to use filters on Grade Book Main, how to set your Grade Book Main preferences, and how to change your student or assignment sort order.

By default, Grade Book Main sorts by student. It can also sort by students' overall grades by clicking the small gray square within the column header. Once sorted, the gray square at the top of the column displays an arrow instead of an S. This arrow indicates the direction of the sort, either ascending or descending. To switch the direction of the sort, click on the square with the arrow again. The direction of the arrow and the direction of the sort reverse.

Using Grade Book Main Filters

The information on the Grade Book Main screen can also be filtered by using the menus at the top of the screen.

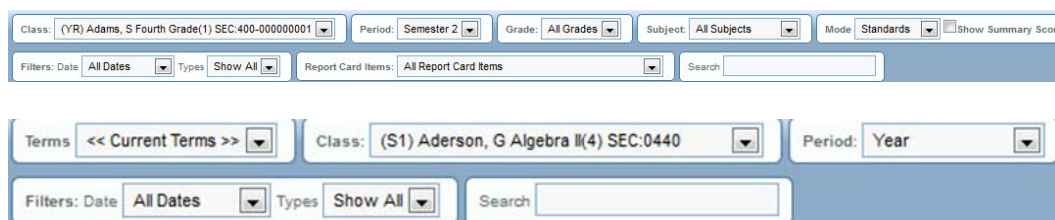


Figure 3.27 - Grade Book Main filters

- **Term** - Filters by the school term, such as a semester or quarter.
- **Class** - Switch to the records for another class from the list.
- **Period** - Select the records for another grading period.
- **Grade** - Filters by assignments for a particular grade level. The default shows all grade levels.
- **Subject** - Filters assignments by subject. The default shows all subjects for the class.
- **Mode** – If Standards Mode is selected, enables you to switch the display between standard or assignment mode. (See
- **Show Summary Score** – This option only displays in Standard mode. It displays the true calculated score for the standard.
- **Date** - Filters the assignments by date. The default shows all dates.
- **Type** - Displays a particular type of assignment such as a quiz or homework. The default is to show all assignment types.
- **Report Card Item** - Filters assignments by their related report card items. The default shows all assignments.
- **Search** - Use keyword searches to locate assignments. Enter all or part of the assignment name in the Search box. As the name is typed, the potential matches will appear in a drop-down list below the Search box.

Setting Grade Book Main Preferences

Additional options are available on the Grade Book Options panel. Expand the panel by clicking on the arrow next to the Grade Book Main grid. Once you have opened the options menu, the following choices appear:

Figure 3.28 - Grade Book Options

Sort Students by - Enables teachers to change the order students are listed. By default, students sort by Last Name. They can also be sorted by First Name, Student ID, Nickname, or custom sorting options..

Assignment Order - By default assignments display on the Grade Book grid from Oldest to Newest (left to right). This can also be changed to either Newest to Oldest, or the Custom Sort Order as set on the Assignments screen.

Show dropped students - Students t dropped from the class still display in the grid. A line through their name and the word drop in red indicates dropped students.

Hide class grade - The **Grade** column, which shows the student's overall grade in the class, is not shown.

Show total missing - The **Missing** column is added to the grid that shows the total number of assignments that a particular student has not completed. **Enable group editing** - Allows student groups to be edited through Grade Book.

Show grades by type - The grid displays the grades for the assignment types in addition to the grades for the individual assignments.

Show comment codes - Comment codes are displayed after the score for the assignment, and the score and code are in bold.

Enable assignment note entry – Allows you to enter a public or private note associated with a student's assignment.

Always Show Student ID – Displays the Student ID next to their name.

Show - Selects how the assignment scores display. Normal displays the raw score. Percentage shows the score as a percentage of the total points. Points show the total points. Available Comments (such as Late, Absent, Missing, Incomplete, Language, or Extra Credit) shows scores with the selected comment highlighted in the grid in orange.

Analysis Bands – Applies the selected Analysis Band to the Grade Book Main screen.

Summary Mode - Select either **Show Median** and/or **Show Mode** to display the median score or the mode for the class at the bottom of each assignment column.

Row Size - Adjusts the size of each row in the grid. The row size can be Large, Medium, or Small.

At risk highlight scores percentage - By default, at risk students are defined as those students with a score of 50% or below for either an assignment or overall. Change the percentage used to determine an “at risk” student by entering the new number.

Changing the Student Sort Order on Grade Book Main

A custom student sort order can also be created by using either Custom Sorting First Name or Custom Sorting Last Name from the **Sort Students by** menu in Grade Book Options.

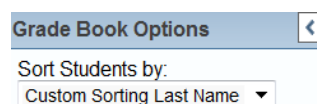


Figure 3.29 - Grade Book Options

When using custom sorting, the student list first is sorted by either first name or last name (depending on the custom sort option selected). You can then drag and drop the student names on screen into a different order.

Click on the student's name, and drag it to its new position. Once the student list is in the desired order, click **Save Changes**. When new students are added to a class, they appear at the top of the list.

Changing Assignment Sort Order on Grade Book Main

1. On the Grade Book menu, select **Assignments**.
2. On the Assignments screen, click **Custom Assignment Sort**. The Sort Assignments screen displays.

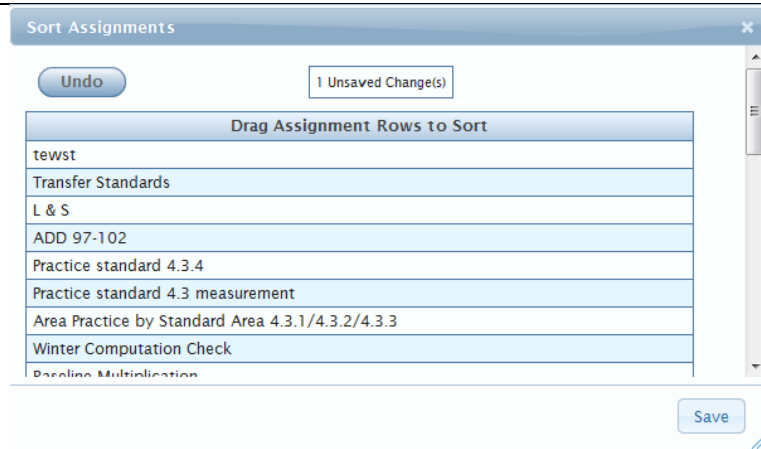


Figure 3.30 - Sort Assignments screen

3. Drag the assignment in the desired order.
4. Click **Save**. The system reorders the assignments on both the Assignments screen and the Grade Book Main screen.

CREATING STUDENT GROUPS (ADVANCED/OPTIONAL)

You can create student groups when you would like to break your Grade Book up by any type of groupings. For example, you may have high, medium, and low reading groups in your class and creating student groups for these will allow you to view, edit, or enter scores for each group separately. Also, you can create Breakout classes using these groups to maintain separate assignments for each group.

Creating Student Groups

1. From Grade Book Main, expand the **Grade Book Options** menu by clicking the right arrow.

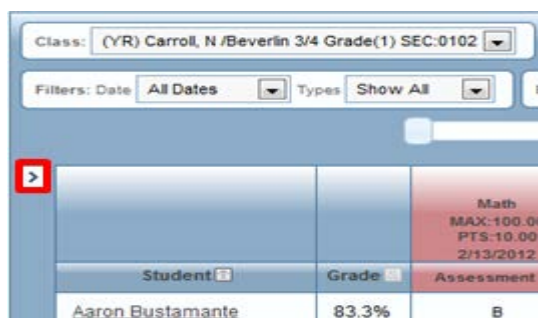


Figure 3.31 - Grade Book Main screen

2. Under the Grade Book Options, check **Enable group editing**.
3. In the Student Groups section, click on the **plus (+)** sign. The New Group field appears.

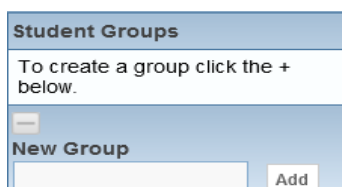


Figure 3.32 - Student Groups

4. Enter the **New Group** name, and click **Add**. The new group displays in the Student Group section.

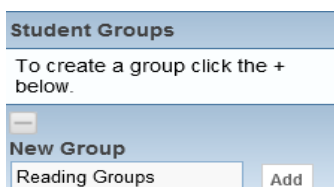


Figure 3.33 - Student Groups

5. Click on the **plus** sign next to the group name to add a subgroup. Only subgroups are used as filters.

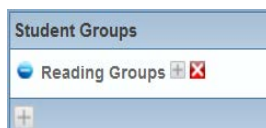


Figure 3.34 - Student Groups

6. Enter a name for the subgroup and click the **Add** button. Run through the same step if you have multiple groups

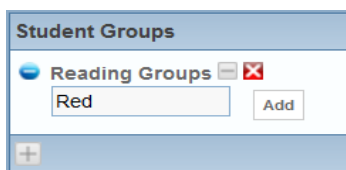


Figure 3.35 - Student Groups

7. Click on the **plus** sign in front of the subgroup to begin assigning students to the subgroup. The students then appear with a plus sign in front of their names.



Figure 3.36 - Student Groups

8. Click on the **plus** sign next to the student name to assign the student to the subgroup. As students are added, their names are added underneath the subgroup. The plus sign turns into a minus sign, and their names are highlighted blue. Click the **minus** sign to remove the student from the subgroup.

Grade Book Options

Sort Students by:
Last Name

Assignment Order:
Oldest to Newest

☒ Show dropped students
☐ Hide class grade
☐ Show total missing
☒ Enable group editing
☐ Show grades by type
☐ Show comment codes
☐ Enable assignment note entry

Show:
Normal

Summary Mode:
☐ Show Median ☐ Show Mode

Row Size: Large

At risk highlight scores
percentage 50 %

Student Groups

Reading Groups

- Red
 - Mayra, Alvarado Rivera
 - Diego, Barroso
 - Ada Nelis, Bustamante Roman
- Blue
- Yellow

Student	Grade
Acevedo, Sebastian	N/A
Alcala, Shayla	N/A
Alvarado Rivera, Mayra	N/A
Ashbaker, Alex	N/A
Barroso, Diego	N/A
Bustamante Roman, Ada Nelis	N/A
Carrasco Marquez, Desiree	N/A
Castro, Gustavo-Adolfo	N/A
Contreras Witron, Anthony	N/A
Elizarraraz, Ronald	N/A
Flores, Daniel	N/A
Gutierrez Lopez, Gabriela	N/A
Islas Ortega, Alfredo	N/A
Martinez Lizarraga, Daniel	N/A
Meza Quinonez, Alan	N/A
Mohamed, Fouad	N/A

Figure 3.37 - Grade Book Main screen, Student Groups

Viewing by Group in Grade Book Main

1. Once all students have been added to their correct groups, from the **Grade Book Options** menu, uncheck **Enable Group Editing**.
2. Click on the name of the subgroup in the **Student Groups** section. Grade Book Main displays only those students, their assignments, and scores.



Note: The averages at the bottom of the grid still display the entire class average, not just the average for the group.

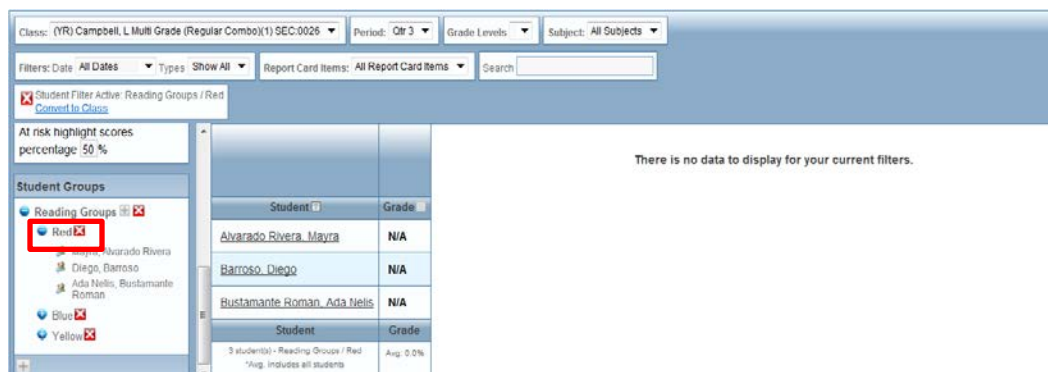


Figure 3.38 - Grade Book Main screen

3. Click the **blue minus sign** next to the active subgroup title to inactivate the current subgroup and return to viewing all students in Grade Book Main.

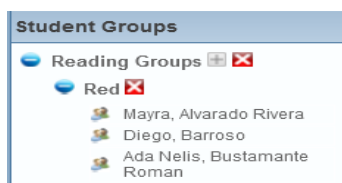


Figure 3.39 - Student Groups

Creating a Breakout Class from a Student Group

1. With the subgroup active, click **Convert to Class**. A message box displays confirming the conversion.

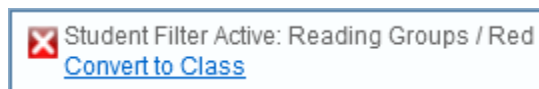


Figure 3.40 - Grade Book Main screen

2. Click **OK** to create the class. The class displays under the Class list on Grade Book Main. See [Managing Classes \(Advanced/optional\)](#).

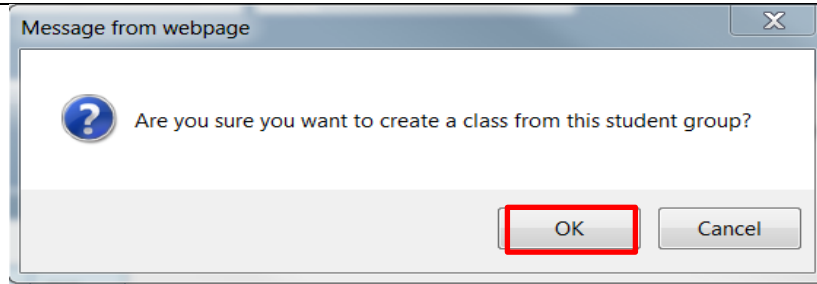


Figure 3.41 - Confirmation Message

SETTING UP A CLASS WEBSITE (ADVANCED/OPTIONAL)

Teacher Class Websites enables you 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. You also have the option to create custom topics to help organize your postings. After a Class Website Post has been created it can be viewed by parents and students in ParentVUE and StudentVUE on the Website tab.

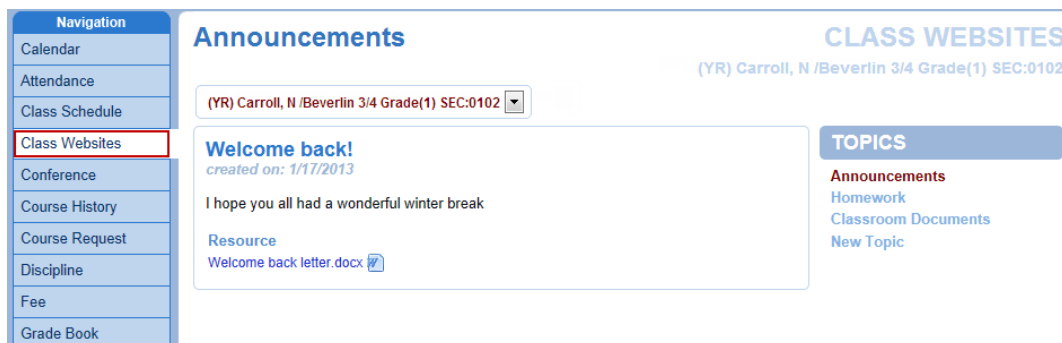


Figure 3.42: ParentVUE/StudentVUE - Class Website

A teacher can post directions, helpful hints, or additional resources.

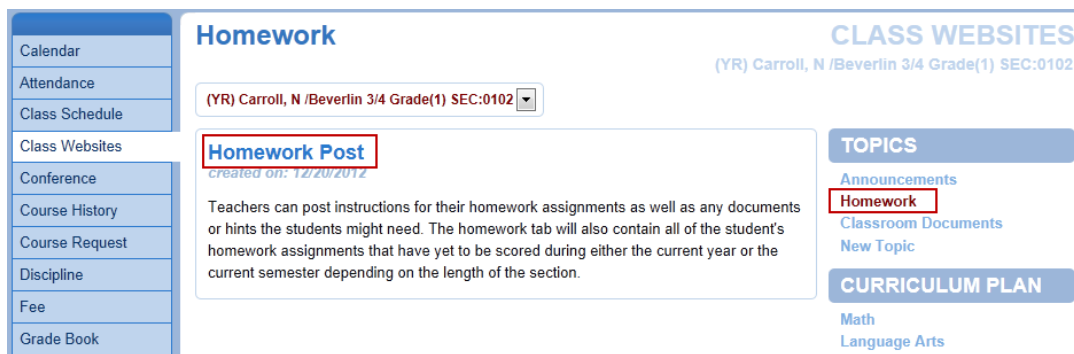


Figure 3.43: ParentVUE/StudentVUE - Class Website - Topic screen

The website displays all homework assignments that have yet to be scored during the current year or current semester depending upon the length of the class.

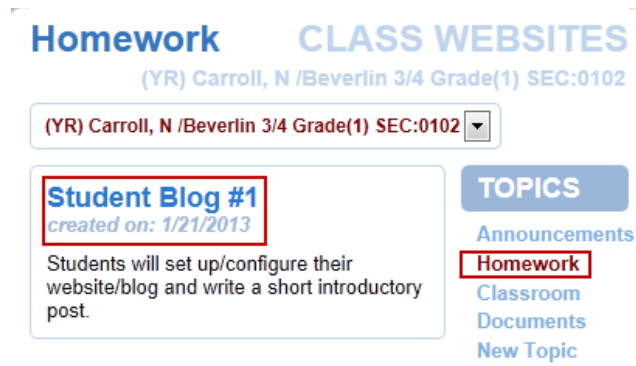


Figure 3.44: ParentVUE/StudentVUE - Class Website - Ungraded Assignment

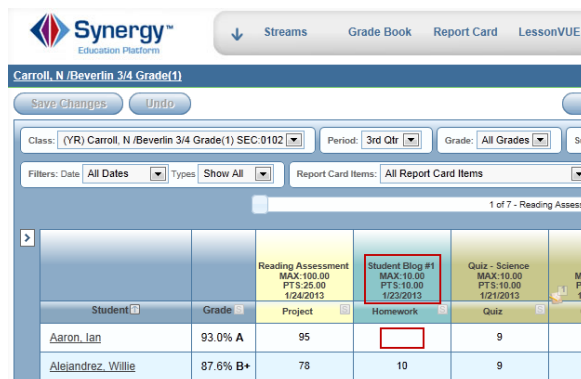


Figure 3.45: Grade Book - Ungraded Assignment

Adding a Topic to the Class Website

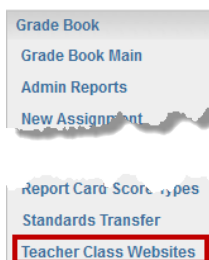


Figure 3.46 - Grade Book menu

1. Select the **Teacher Class Website** option from the **Grade Book** menu. The **Class Website** page opens.

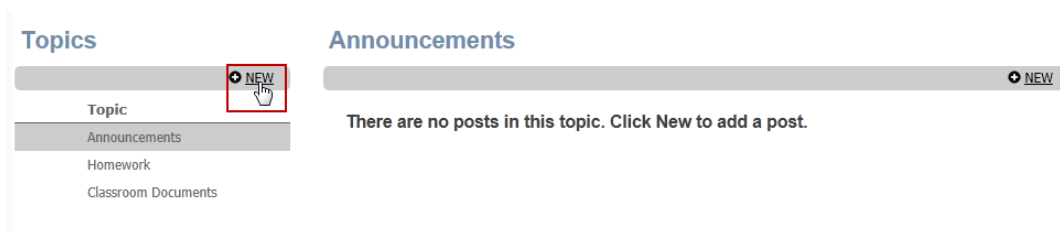


Figure 3.47: Class Website Post screen - add Topic

2. Click the **New** link under the **Topics** heading. The **New Topic** field displays.

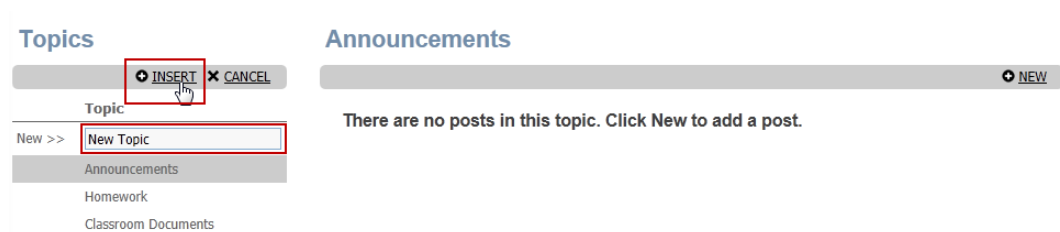


Figure 3.48: Class Website Post screen - add Topic cont.

3. Enter a **New Topic**.
4. Click **INSERT** to save. The new topic appears under the **Topics** heading.



Figure 3.49: Class Website Post screen - with New Topic



Note: You can only edit or delete topic you created. If you delete a topic all the posts stored in that topic are deleted as well.

Adding a Post to the Class Website

1. Select a topic under the **Topics** heading. Any posts related to the topic display.



Figure 3.50 - Class Website screen

2. Click **NEW**. A blank post displays.

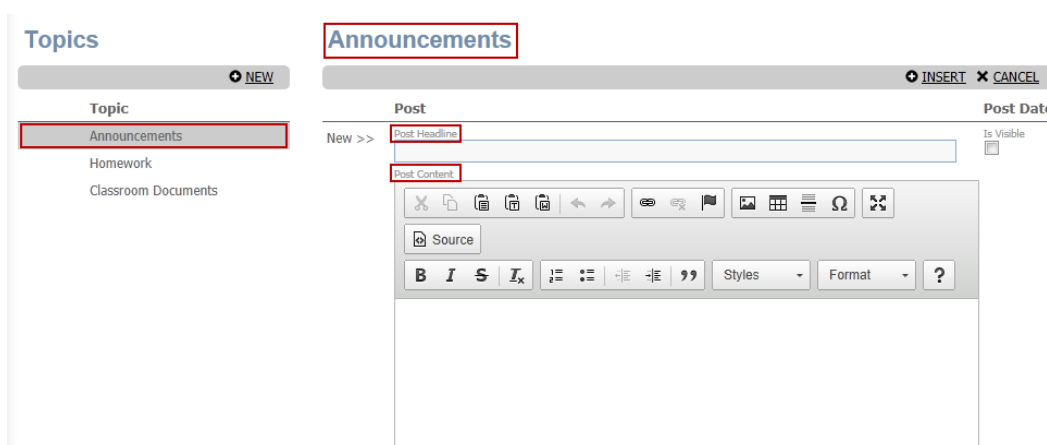


Figure 3.51: Class Website Post screen - new post

3. Enter a headline in the **Post Headline** field.
4. Enter the content in the **Post Content** field.

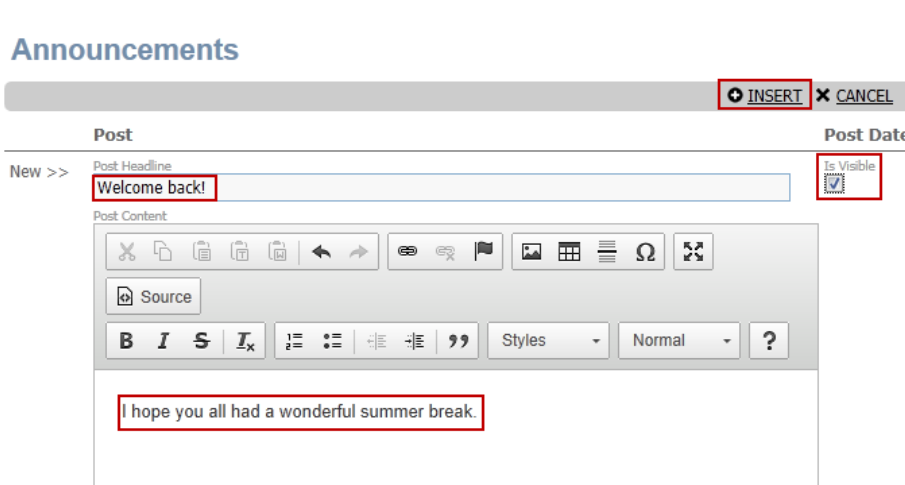


Figure 3.52: Class Website Post screen - new post cont.

5. Select the **Is Visible** checkbox to make it visible to students and parents.



Note: If you are not finished with your post or do not want it visible, unselect the **Is Visible** checkbox.

- Click the **Insert** link to save and post. The new post heading and content display under the Announcements heading with green Posted label in Grade Book.

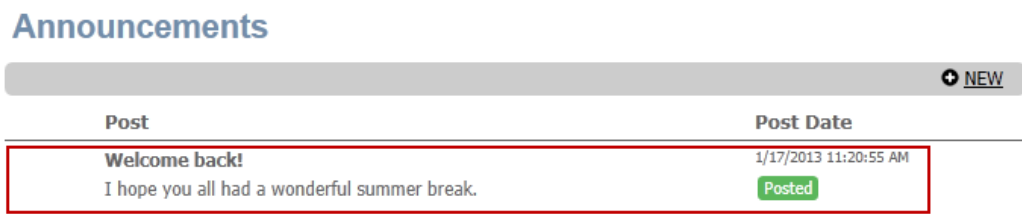


Figure 3.53: Class Website Post screen - posted

Editing a post

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



Figure 3.54: Class Website Post screen - edit post

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

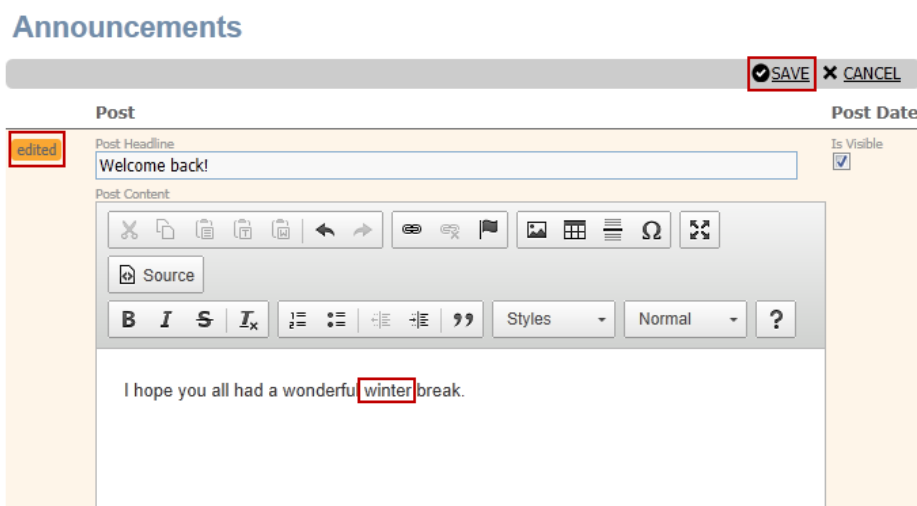


Figure 3.55: Class Website Post screen - edit post cont.

3. Make the necessary changes to the post.
4. Click **SAVE**.



Note: Save any changes to the post before adding a document or picture. You can only add documents from the **Edit** screen. You must create and save a new Class Website Post before adding a document or picture to the post.

Attaching a Document or Picture to a Post

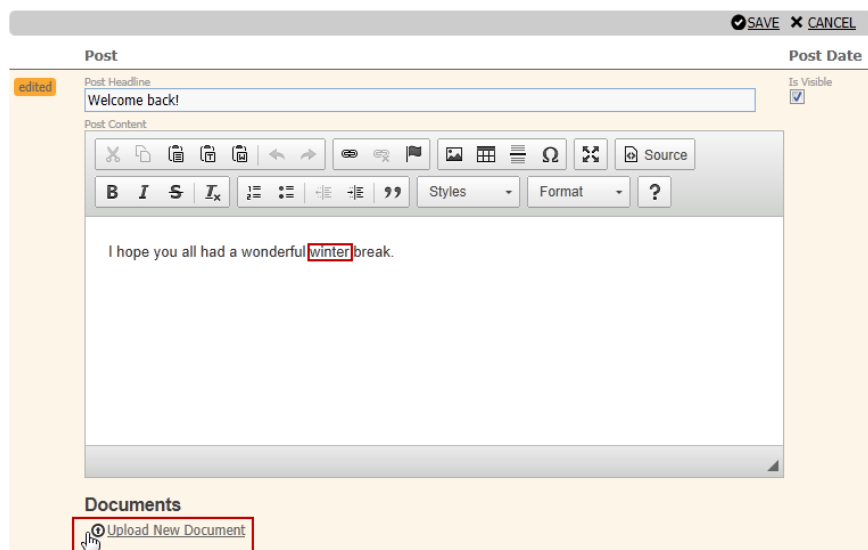


Figure 3.56: Class Website Post screen - add document

1. From the Edit screen, click **Upload New Document**. The **Upload a Document** window opens.

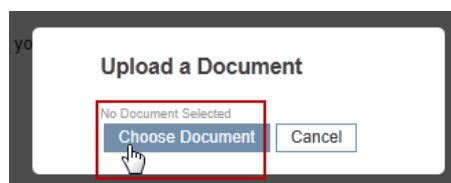


Figure 3.57: Choose Document

2. Click **Choose Document**.

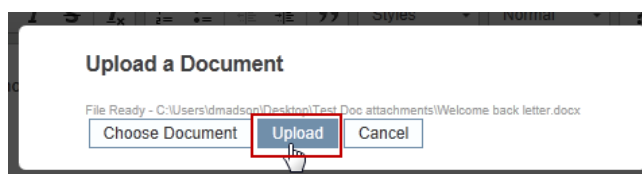


Figure 3.58: Upload Document

3. Select a document and click **Upload**. Grade Book adds the document to your post and you return to the **Class Website Post** page. The document icon appears under your post.

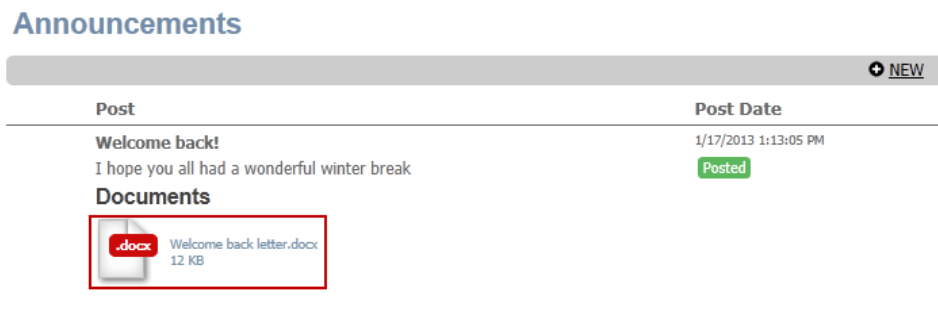


Figure 3.59: Document added to Post

Deleting a Post

1. Move the mouse over the post until it appears highlighted.

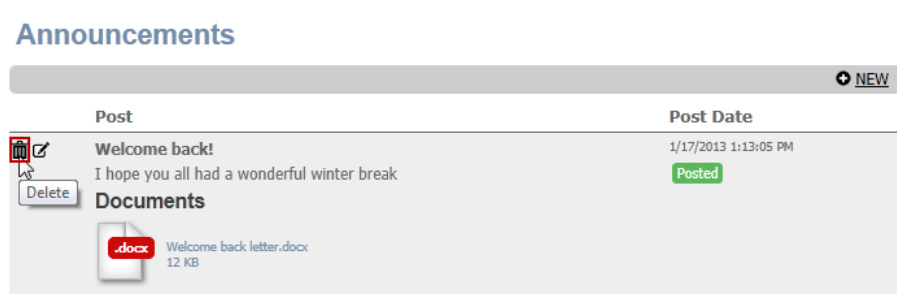


Figure 3.60: Class Website Post screen - delete post

2. Click Delete. The word **deleted** appears shaded red.

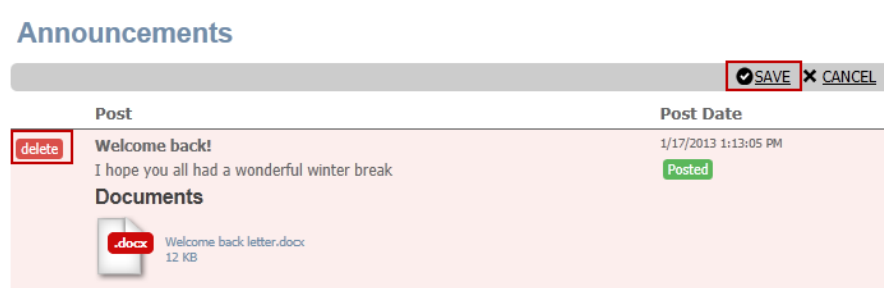


Figure 3.61: Class Website Post screen - delete post cont.

3. Click **SAVE**. A message confirms the deletion.
4. Click **OK** to delete the post.

ENTERING SCORES

There are two ways to enter scores in Grade Book. You can enter scores in assignment mode or in standards mode. You are able to toggle between these two modes on the Grade Book Main screen.

Using Assignment Mode

There are two ways to enter scores in Assignment Mode. The first is to enter scores right into **Grade Book Main** for each assignment. This method is best to use when you have just a few scores to enter for just a few students. For example, when an assignment has already been scored and you need to enter a few remaining scores for students who were absent or are turning the assignment late. See [Entering Scores on the Grade Book Main screen](#).

The second way to enter scores is by using the **Assignment Score Entry** screen. This method is best to use when you want to be able to enter scores for multiple students at one time. This method features a fill down feature that will save time when entering scores. See [Entering Scores on the Assignment Score Entry screen](#)

The following items are things to keep in mind when adding student scores in Assignment mode.

Blank Cells – The system assumes that blank cells are simply assignments that do not have a score entered yet. If no score is entered, the student's grade is not be affected by that assignment. Blank cells do not automatically equate to a score of zero. Comment codes are used to indicate if an student was absent, excused from the assignment, or if the assignment is missing. See [Configuring Grade Book Comments \(advanced/optional\)](#) and [Using Grade Book Comments](#).

Extra Credit - Besides creating assignments that are marked with the Extra Credit assignment category, teachers can also give students extra credit is by keying in more points than the assignment is worth. For example, if the Max Score on an assignment is 20 and you want to give the student 5 additional points for extra credit, key in 25 as the student's score. The grade book will figure out what percentage increase will apply to the student's overall grade. This method only applies to assignments with raw score or percentage scores. The extra credit cannot be more than twice the high score value.

Red d's - The red lowercase d's on the Grade Book Main screen represent the assignments that have been dropped. If a teacher has chosen to drop scores in Grade Book Setup, then the red lowercase d's appear for the students for which that assignment is their lowest (Test, Quiz, etc.)

Red downward pointing arrows - The red arrow on assignment scores indicate the assignment has received an “**at-risk**” score. Teachers set an **at-risk** percentage in their Grade Book options that will help them determine the students who are receiving low scores.

Entering Scores on the Grade Book Main screen

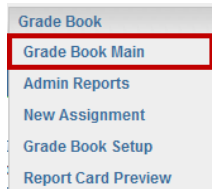


Figure 3.62 Grade Book menu

1. From the Grade Book menu, select **Grade Book Main**. The Grade Book Main screen displays.
2. On Grade Book Main, select **Assignments** from the **Mode** field to switch to Assignment Mode.
3. Click on any score box on the screen. The selected box turns yellow, and a cursor appears.

		4 and 5 spelling quiz MAX:10.00 PTS:10.00 11/19/2010	Cursive homework MAX:10.00 PTS:10.00 6/23/2011
Student	Grade	Classwork	Homework
Emmie Clayton	81.3%	5	10
Summer Braby	50.0%	5	10
Samuel Cotharin	50.0%	5	
Matthew Duran	50.0%	5	
Christopher Broesder	50.0%	5	
Jack Fry	50.0%	5	

Figure 3.63 - Grade Book Main screen

4. Enter the score in the appropriate format (e.g. letter grade, raw score, percentage, rubric).



Note: The system displays an error message if the score is in the wrong format.

The scores appear red until they are saved.

5. Click **Save Changes**.

Entering Scores on the Assignment Score Entry screen

1. Click on the name of the assignment on the Grade Book Main screen. A menu appears.

Student	Grade	Project
Ahlistrom, Linda	88% B+	build a rocket MAX:100.00 PTS:20.00 4/2/2012
Alarcon, Frank	78% C+	Enter Scores
Amos-Brown, Patrick	85% B	Edit Assignment
		Delete Assignment
		Create Assignment Resources

Figure 3.64 - Grade Book Main screen, Assignment menu

2. Select **Enter Scores**. The **Assignment Score Entry** screen for the selected assignment displays.



Note: The Exclude, Hide in Portal, Comment, and Notes fields may not be available in Standards Mode, depending your district's settings.

Student	Class Grade	Project	Box	Exclude	Hide in Portal	Comment	Notes
Ahlistrom, Linda	88% B+	B+					
Alarcon, Frank	78% C+	C+					
Amos-Brown, Patrick	85% B	B					
Barnette, Richard	78% C+	C+					
Bravo, Benjamin	100% A+	A+					

Figure 3.65 - Assignment Score Entry screen

3. Enter the student scores for the assignment in the column underneath the assignment name.



Tip: To enter the same grade for all students for the assignment, enter the grade in the first student's line and then click the green arrow **ONCE** to copy that score to all students below that line.

If a majority of students received the same score except for a few, first enter the scores for the students with different scores, click **Save**, then from the top of the list enter the score all of the rest of the students earned and click the green arrow. Clicking the green arrow once fills in the rest of the blank cells without overriding the scores that had already been saved.

Clicking the green arrow **TWICE** overrides all previously entered scores.

4. Select **Exclude** to exclude a score from the final class grade calculation.

5. Select **Portal** to display this score on ParentVUE and StudentVUE.
6. Select any applicable comment code for the assignment from the **Comment** list.
7. Enter any applicable notes about the assignment in **Notes**. **Public Notes** display in ParentVUE and StudentVUE. **Private Notes** are only available to school personnel.
8. Click **Save**.

Editing Scores on the Grade Book Main screen

1. Click on any score box on the **Grade Book Main** screen. The selected box turns yellow, and the text in the box becomes highlighted.

		4 and 5 spelling quiz MAX:10.00 PTS:10.00 11/19/2010	Cursive homework MAX:10.00 PTS:10.00 6/23/2011
Student	Grade	Classwork	Homework
Emmie Clayton	81.3%	5	10
Summer Braby	81.3%	5	10
Samuel Cotharin	81.3%	5	10 LA
Matthew Duran	81.3%	5	10 MI
Christopher Broesder	50.0%	5	LA

Figure 3.66 - Grade Book Main screen

2. Edit the score.
3. Click **Save Changes**.

Editing Scores on the Assignment Score Entry screen

1. Click on the name of the assignment on the Grade Book Main screen. A menu appears.

		build a rocket MAX:100.00 PTS:20.00 4/2/2012
Student	Grade	Project
Ahlstrom, Linda	88% B+	Enter Scores
Alarcon, Frank	78% C+	Edit Assignment
Amos-Brown, Patrick	85% B	Delete Assignment
		Create Assignment Resources

Figure 3.67 - Grade Book Main screen, Assignment menu

2. Select **Enter Scores**. The Assignment Score Entry screen for the selected assignment displays.
3. Make appropriate changes to the student's scores.
4. Click **Save Changes**.

Using Standards Mode

The following items are things to keep in mind when adding student scores in Standards mode.

Scores shown for each standard will be the calculated average of all assignments graded by standard using the calculation method selected in Class Standards screen.

When entering scores for an assignment with standards tied to it, only the overall assignment grade is used for overall grade calculations and for output on reports. Scores entered for Standards are used for analysis on the Standards tab of the Student Summary.

Entering Scores on the Score Entry screen

The system calculates the student's performance on the standard, based on their assignment score.

1. Click on the name of the standard on the Grade Book Main screen. A menu appears.

	0002 MAX:4.00 PTS:1.00 7/10/2013	0002 MAX:4.00 PTS:1.00 7/10/2013	4.W.6 MAX:4.00 PTS:1.00 7/9/2013	2.RL.7 MAX:4.00 PTS:1.00 7/9/2013
Student	Overall Standard	Overall Standard	Overall Standard	Overall Standard
Aldous, Cayden	4	4	Enter Scores Edit Assignment Delete Assignment Create Assignment Resources	
Barkhurst, Makavla	4	4		
Bechtel, Thomas	4	4		

Figure 3.68 - Grade Book Main screen, Assignment menu

2. Select **Enter Scores**. The Score Entry screen displays the selected standard.

New Assignment					
		3.L.2 MAX:4.00 PTS:1.00 7/12/2013	Winter Computation Check 3/15/2013	See Spot Run 7/9/2013	Assignment Name 7/12/2013
Student	Class Grade		Test	Organization	PODS
Aldous, Cayden	3 3		4	3	
Barkhurst, Makavla	5 5		4	3	
Bechtel, Thomas	2 2		4	3	
Brown, Walter	2 2		4	3	
Buckner, Madison	2 2		4	3	

Figure 3.69 - Assignment Score Entry screen

3. Enter the student scores for the assignment in the column underneath the assignment name.



Tip: To enter the same grade for all students for the assignment, enter the grade in the first student's line and then click the green arrow **ONCE** to copy that score to all students below that line.

If a majority of students received the same score except for a few, first enter the scores for the students with different scores, click **Save**, then from the top of the list enter the score all of the rest of the students earned and click the green arrow. Clicking the green arrow once fills in the rest of the blank cells without overriding the scores that had already been saved.

Clicking the green arrow **TWICE** overrides all previously entered scores.

- Click the **arrow** next to the standard column to expand the scoring columns.

Student	Class Grade	3.L.2 MAX:4.00 PTS:1.00 7/12/2013	Exclude	Hide in Portal	Comment	Notes
Aldous, Cayden	3 3	3	<input type="checkbox"/>	<input type="checkbox"/>		Public: Private:
Barkhurst, Makayla	5 5	5	<input type="checkbox"/>	<input type="checkbox"/>		Public: Private:
Bechtel, Thomas	2 2	2	<input type="checkbox"/>	<input type="checkbox"/>		Public: Private:
Brown, Walter	2 2	2	<input type="checkbox"/>	<input type="checkbox"/>		Public: Private:
Buckner, Madison	2 2	2	<input type="checkbox"/>	<input type="checkbox"/>		Public: Private:

Figure 3.70 - Assignment Score Entry screen

- Select **Exclude** to exclude a score from the final class grade calculation.
- Select **Hide in Portal** to hide this score from ParentVUE and StudentVUE.
- Select any applicable comment code for the assignment from the Comment list.
- Enter any applicable notes about the assignment in **Notes**. **Public Notes** display in ParentVUE and StudentVUE. **Private Notes** are only available to school personnel.
- Click **Save**. A message displays confirming that the system saved the scores, and the it populates the standard's score based calculations of the assignment scores.

Your scores have been saved!

[Edit Assignment](#) [Delete Assignment](#)

Class: (YR) Adams, S Fourth Grade(1) SEC:400-000000001 Period: Semester 2 Assignment: 3.L.2 ()

Standard	Subject	Score Type	Points	Correlations	Actions
3.L.2 Conventions of Standard English: Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing. a. Capitalize appropriate words in titles. b. Use commas in addresses. c. Use commas and quotation marks in dialogue. d. Form and use possessives. e. Use conventional spelling for high-frequency and other studied words and for adding suffixes to base words (e.g., sitting, smiled, cries, happiness). f. Use spelling patterns and generalizations (e.g., word families, position-based spellings, syllable patterns, ending rules, meaningful word parts) in writing words. g. Consult reference materials, including beginning dictionaries, as needed to check and correct spellings.		4 Point Rubric	1.00	No Report card Correlations Defined	Show LessonVUE Content Analyze Standard Results

[Save](#) [Save / Return to Grade Book](#) [Cancel / Return to Grade Book](#)

New Assignment

Student	Class Grade	3.L.2 MAX:4.00 PTS:1.00 7/12/2013	Winter Computation Check 3/15/2013	See Spot Run 7/9/2013	Assignment Name
Aldous, Cayden	3 3	3	4	3	PODS
Barkhurst, Makayla	5 5	3	4	3	
Bechtel, Thomas	2 2	3	4	3	

Figure 3.71 - Assignment Score Entry screen



Tip: You can view assignments that are associated with the standard on the Grade Book Main screen by clicking the arrow at the top of the standard. However, you cannot enter assignment score on Grade Book Main.

<div>3.L.2 MAX:4.00 PTS:1.00 7/12/2013</div> <div>Overall Standard</div> <tr><td>3</td></tr> <tr><td>3</td></tr> <tr><td>3</td></tr>	3	3	3
3			
3			
3			

 3.L.2 MAX:4.00 PTS:1.00 7/12/2013 Overall Standard | 3 | | 3 | | 3 | | Winter Computation Check MAX:6.00 PTS:6.00 3/15/2013 Test | 4 | | 4 | | 4 | | See Spot Run MAX:6.00 PTS:6.00 7/9/2013 Organization | 3 | | 3 | | 3 | |

Also, if you hover over the **i** symbol in the left corner, a description of the assignment or standard displays.

Conventions of Standard English: Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing. a. Capitalize appropriate words in titles. b. Use commas in addresses. c. Use commas and quotation marks in dialogue. d. Form and use possessives. e. Use conventional spelling for high-frequency and other studied words and for adding suffixes to base words (e.g., sitting, smiled, cries, happiness). f. Use spelling patterns and generalizations (e.g., word families, position-based spellings, syllable patterns, ending rules, meaningful word parts) in writing words. g. Consult reference materials, including beginning dictionaries, as needed to check and correct spellings.

<div>3.L.2 MAX:4.00 PTS:1.00 7/12/2013</div> <div>Overall Standard</div> <tr><td>3</td></tr> <tr><td>3</td></tr> <tr><td>3</td></tr>	3	3	3
3			
3			
3			

 0002 MAX:4.00 PTS:1.00 7/10/2013 Overall Standard | 4 | | 4 | | 4 | |

Note: After scores have been entered for the standard, the results can be analyzed by clicking the Analyze Standard Results on the Score Entry screen. See [Using the Standards Summary Screen \(advanced/optional\)](#).

Edit Assignment

Delete Assignment

400-000000001

Period: Semester 2

Assignment: 3.SL ()

Score Type	Points	Correlations	Actions
Percentage	1.00	No Report card Correlations Defined	<a>Show LessonVUE Content <a>Analyze Standard Results

Save

Save / Return to Grade Book

Cancel / Return to Grade Book

3.SL

< Zoo Dilema -

Core Study questions

Overriding Calculated Standard Scores on the Grade Book Main screen

You can override the student's system-calculated score on the standard associated.

1. From the Grade Book menu, select **Grade Book Main**. The Grade Book Main screen displays.
2. On Grade Book Main, select **Standards** from the **Mode** field. Only assignments aligned with standards display.
3. Click on any score box on the screen. The selected box turns yellow, and a cursor appears.

		0009 MAX:6.00 PTS:1.00 6/10/2013	0008 MAX:6.00 PTS:1.00 6/10/2013
Student	Grade	N/A	N/A
Alexandrea Hernandez	3 3	5	
Allie Detweiler	0 N/A		
Allison Ferguson	5 5		
Amy Lopez Toledo	5 5		4

Figure 3.72 - Grade Book Main screen

4. Enter the score to override the calculated standard score.
5. Click **Save Changes**.

Editing Scores in Standards Mode

1. Click on the name of the assignment on the Grade Book Main screen. A menu appears.

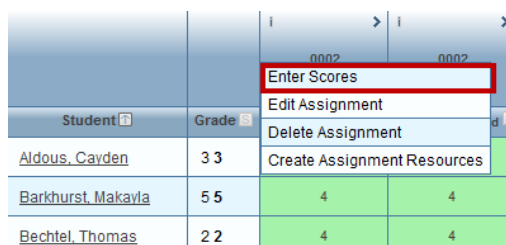


Figure 3.73 - Grade Book Main screen, Assignment menu

2. Select **Enter Scores**. The **Assignment Score Entry** screen for the selected assignment displays.
3. Make appropriate changes to the student's scores.
4. Click **Save Changes**. The system recalculates the standards score.

Scoring Drop Box Assignments

If students have turned in assignments through the StudentVUE Digital Drop Box, you can access and score these assignments on the **Assignment Score Entry** screen.

1. On Grade Book Main, click the assignment header for the assignment with a drop box. A menu displays.
2. Select **Enter Scores**. The Assignment Score Entry screen for the selected assignment displays and the Box column indicates which students have submitted the assignment using the digital drop box.

Student	Class Grade	Homework	Box	Exclude	Portal	Comment	Notes
Abbott, Billy	0.0%						
Barker, Juan	0.0%						

Figure 3.74 - Assignment Score Entry screen

3. Click on the icon in the **Box** column. The file information displays.



Figure 3.75 - Drop Box info

4. Click on the document name to open the document.
5. View and score the document. See [Entering Scores in Assignment Mode](#).

Using Grade Book Comments

Using Grade Book Comments is a great way for you to track why assignments might have a blank score or if a student turned in an assignment late. See [Configuring Grade Book Comments \(advanced/optional\)](#).

Entering Comments on the Grade Book Main screen

1. From the Grade Book menu, select **Grade Book Main**. The Grade Book Main screen displays.
2. Open the **Grade Book Options** by clicking on the arrow next to the Grade Book Main grid.
3. Select **Show comment codes**.
4. Click on any score box on the screen. The selected box turns yellow, and a cursor appears.

		4 and 5 spelling quiz MAX:10.00 PTS:10.00 11/19/2010	Cursive homework MAX:10.00 PTS:10.00 6/23/2011
Student	Grade	Classwork	Homework
Emmie Clayton	81.3%	5	10
Summer Braby	50.0%	5	10
Samuel Cotharin	50.0%	5	
Matthew Duran	50.0%	5	
Christopher Broesder	50.0%	5	
Jack Fry	50.0%	5	

Figure 3.76 - Grade Book Main screen

5. Enter the score and/or comment code.



Note: If no score is available, the comment code can be entered alone.

		4 and 5 spelling quiz MAX:10.00 PTS:10.00 11/19/2010	Cursive homework MAX:10.00 PTS:10.00 6/23/2011
Student	Grade	Classwork	Homework
Emmie Clayton	81.3%	5	10
Summer Braby	81.3%	5	10
Samuel Cotharin	81.3%	5	10 LA
Matthew Duran	81.3%	5	10 MI
Christopher Broesder	50.0%	5	LA

Figure 3.77 - Grade Book Main screen

6. Click **Save Changes**.

Clearing Comments with Scores on the Grade Book Main screen

1. Click on the comment to edit.
2. Re-enter the score, followed by a space, followed by an exclamation mark"!".

10 !

3. Click **Save Changes**. The comment is removed and the score remains.

Clearing Comments without Scores on the Grade Book Main screen

1. Click on the comment to edit.
2. Enter an exclamation mark"!".
3. Click **Save Changes**. The comment is removed and the cell is blank.

Clearing Excluded Comments with Scores on the Grade Book Main screen

1. Click on the comment to edit.
2. Re-enter the score, then a space, then an exclamation mark and ex "!ex"
3. Click **Save Changes**.

10 !ex

Clearing Excluded Comments without Scores on the Grade Book Main screen

1. Click on the comment to edit.
2. Enter an exclamation mark and ex "!ex".
3. Click **Save Changes**.

Entering or Editing Comments on the Enter Scores screen

1. Click on the name of the assignment on the **Grade Book Main** screen. A menu appears.

Student	Grade	Project
Ahlstrom, Linda	88% B+	Enter Scores
Alarcon, Frank	78% C+	Edit Assignment
Amos-Brown, Patrick	85% B	Delete Assignment
		Create Assignment Resources

Figure 3.78 - Grade Book Main screen, Assignment menu

2. Select **Enter Scores**. The Assignment Score Entry screen for the selected assignment displays.

Student	Class Grade	Project	Box	Exclude	Hide in Portal	Comment	Notes
Ahlstrom, Linda	88% B+	B+					
Alarcon, Frank	78% C+	C+					
Amos-Brown, Patrick	85% B	B					
Barnette, Richard	78% C+	C+					
Bravo, Benjamin	100% A+	A+					

Figure 3.79 - Assignment Score Entry screen

3. Enter, edit, or remove the comment from the **Comment** menu.
4. Click **Save**.

USING THE CALENDAR (ADVANCED/OPTIONAL)

The Calendar screen provides you with a convenient overview of all previous or upcoming assignments for a particular class or for all your classes. The assignments can also be managed from the Calendar screen.

The Calendar screen is accessed by selecting the **Calendar** option from the **Grade Book** menu.

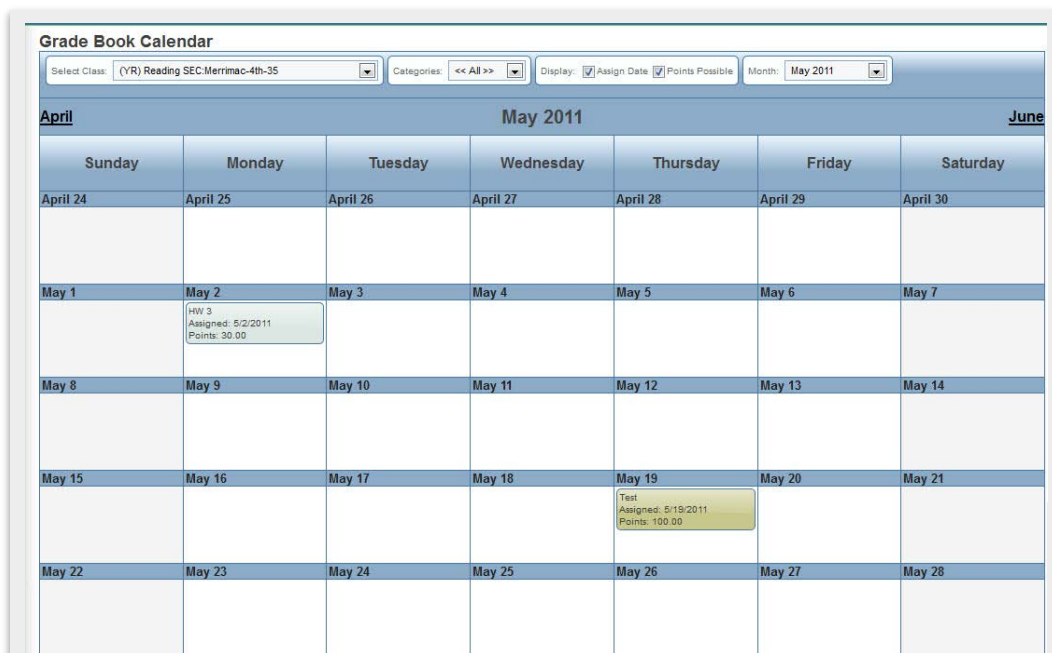


Figure 3.80 - Grade Book Calendar

Filtering the Calendar

You can use the filters at the top of the calendar to select the information displayed.

Figure 3.81 - Grade Book Calendar filters

- **Select Class** filters the which class' assignments are displayed on the calendar.
- **Category** (assignment types) filters the type of assignments that are displayed.
- **Assign Date** displays the date the assignment was distributed to students.
- **Points Possible** displays the total number of point the assignment is worth when calculating the final grade.
- **Month** selects the calendar month and year.

Entering Assignment Scores from the Calendar screen

1. Click on the assignment on the Calendar screen. A drop-down menu appears.

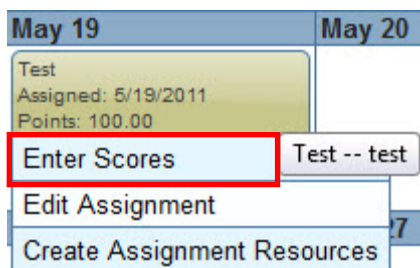


Figure 3.82 - Calendar screen, Assignment Drop-Down Menu

2. Select **Enter Scores**. The Assignment Score Entry screen for the selected assignment is displayed.

Student	Class Grade	Score Type	Points	Max Value	Correlations	Notes
Emmie Clayton	81.3%	9	10.00	10.00	Standards: No Standards Correlations Defined	Public: <input type="checkbox"/> Private: <input type="checkbox"/>
Summer Braby	81.3%	9	10.00	10.00	Standards: No Standards Correlations Defined	Public: <input type="checkbox"/> Private: <input type="checkbox"/>
Samuel Cotharin	81.3%	9	10.00	10.00	Standards: No Standards Correlations Defined	Public: <input type="checkbox"/> Private: <input type="checkbox"/>
Matthew Duran	81.3%	9	10.00	10.00	Standards: No Standards Correlations Defined	Public: <input type="checkbox"/> Private: <input type="checkbox"/>
Christopher Broesder	50.0%	9	10.00	10.00	Standards: No Standards Correlations Defined	Public: <input type="checkbox"/> Private: <input type="checkbox"/>

Figure 1.2 – Figure 3.9 – Enter Scores screen

3. Enter the **grades** and other details for the assignment. See [Entering Scores on the Assignment Score Entry screen](#).
4. Click **Save**.

Editing Assignments from the Calendar screen

1. Click on the assignment on the Calendar screen. A drop-down menu appears.

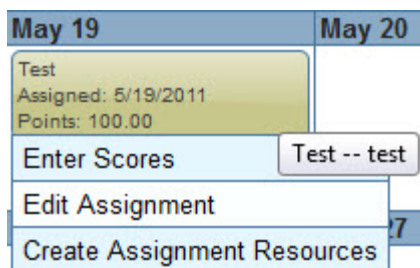


Figure 3.83 - Calendar screen, Assignment Drop-Down Menu

2. Select **Edit Assignment**. The Assignment Summary screen for the selected assignment is displayed.

Grade Book Assignment for Carroll, N /Beverlin 3/4 Grade(1)

Assignment Summary

TYPE	POINTS	# ASGN.
Assignment	10.00	1
Bell Work	10.00	1
Homework	60.00	6
Project	10.00	1
Quiz	31.00	4
Test	30.00	3

Assignment Name:

Description:

Assignment Settings

Date of Assignment: 8/1/2011

Assignment Category: Normal

☒ Show in Parent/Student Portal

Due Date: 8/1/2011

Type: << select >>

Subject: << select >>

Grading: ☒ Overall Grade Only ☐ Overall Grade and Standards

Score Type: Raw Score

Max. Score:

Points: 1

Assignment Drop Box

☐ Enable Drop Box

Drop Box Open Date:

Drop Box Close Date:

Document Count Limit: Unlimited

Report Card Correlations

Standards Correlations

Grading Periods

Report Card Items

3rd Grade
28 Students

READING / LANGUAGE ARTS

Figure 3.84 - Assignment Summary screen

3. Modify the assignment as needed. See [Editing Assignments](#).
4. Click **Save Assignment**.

Adding Resources to Assignments from the Calendar screen

1. Click on the assignment on the Calendar screen. A drop-down menu appears.

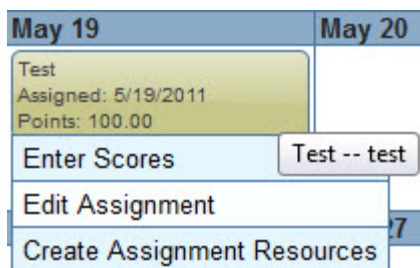


Figure 3.85 - Calendar screen, Assignment Drop-Down Menu

2. Select **Create Assignment Resources**. The Create Assignment Resource screen for the selected assignment is displayed.

 A screenshot of the 'Create Assignment Resources' screen. At the top left is a link 'Back to Grade Book'. Below it, the text 'Create Assignment Resources' and 'Assignment: Testing' are displayed. The main form area has four sections: 'Resource Name' with a text input field and placeholder 'Enter a name for this resource'; 'Resource Description' with a text area and placeholder 'Enter a 500 character description for your resource (optional)' and '500 Characters Remaining'; 'Parent Portal' with a checkbox labeled 'Check to show in parent portal' and a note 'If the item is checked it will also appear in the student calendar.'; and 'Resource Type' with a dropdown menu showing '<< select >>'. At the bottom is a table with columns 'Resource Name', 'Resource Description', 'Show in Portal', and 'Added'. The table is empty, with the text 'No data to display' centered below it.

Figure 3.86 – Create Assignment Resources screen

3. Add resources to the assignment as needed. See [Adding an assignment resource](#). Once it has been successfully uploaded, it will appear below in the resource list.

TRANSFERRING STANDARDS RESULTS

The Standards Transfer Screen enables you to transfer a student's attained proficiency level on standards in another class to your current class for a given grading period. The system looks for any standard results for the currently selected grading period in other classes that match a standard in your Class Standards list.

1. From the **Grade Book** menu in Grade Book, click **Transfer Student Standards**. The Transfer Standards Proficiency Levels screen displays.

Figure 3.87 – Transfer Standards Proficiency Levels screen

2. Select the **Subject**.
3. Click on the selected student's name. The **Transfer Standards** chooser opens. All the student's standards results for all their classes display.

Area	Mark	Notes
<input type="checkbox"/> All		
<input type="checkbox"/> Transfer #1,2,3 Understands the connection between fractions and decimals <small>sourced from (YR) Carroll, N 3rd Grade(1) SEC:0102</small>		
<input type="checkbox"/> Transfer 03.M.S1 Strand 1: Number and Operations <small>sourced from (YR) Carroll, N 3rd Grade(1) SEC:0102</small>	85	
<input type="checkbox"/> Transfer 03.M.S1.C1.2 Compare and order whole numbers through six digits by applying the concept of place value. <small>sourced from (YR) Carroll, N 3rd Grade(1) SEC:0102</small>	65	
<input type="checkbox"/> Transfer 03.M.S3.C3.1 Create and solve simple one-step equations that can be solved using addition and multiplication facts. <small>sourced from (YR) Carroll, N 3rd Grade(1) SEC:0102</small>	60	
<input type="checkbox"/> Transfer 03.M.S3.C3.2 Record equivalent forms of whole numbers to six digits by constructing models and using numbers. <small>sourced from (YR) Carroll, N 3rd Grade(1) SEC:0102</small>	90	
<input type="checkbox"/> Transfer 03.M.S3.C3.3 Use a symbol to represent an unknown quantity in a given context. <small>sourced from (YR) Carroll, N 3rd Grade(1) SEC:0102</small>	80	

Figure 3.88 - Transfer Standards screen



NOTE: To view the assignments associated with the standard, click **Show Assignment**.

4. Select the **Transfer** check box to indicate the standards to transfer for this student.
5. Click **Transfer Standards**. You are returned to the Transfer Standards Proficiency Levels screen.
6. Click **Save**. Your grade book contains the selected standards and assignments.

USING THE ANALYSIS TOOL (ADVANCED/OPTIONAL)

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

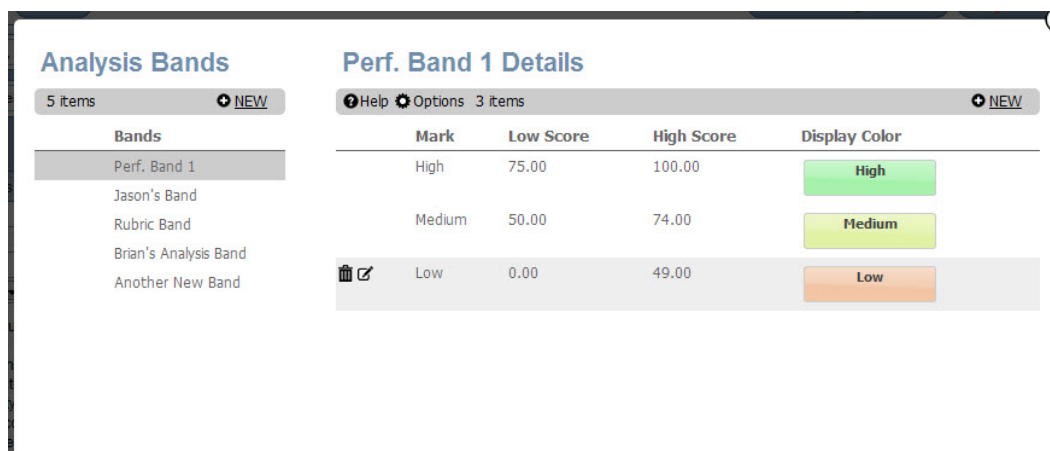


Figure 3.89 - Analysis Bands screen

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

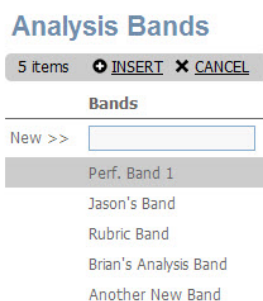


Figure 3.90 - Analysis Band screen

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

- Click **New** under the **Band Details** heading.

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="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 3.91 - Analysis Band screen

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

Applying Analysis Bands

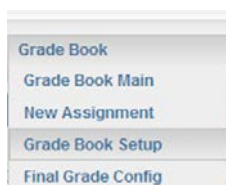


Figure 3.92 Grade Book menu, Grade Book Setup option

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

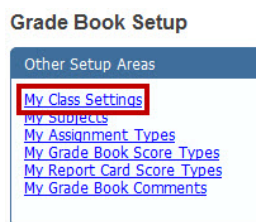


Figure 3.93 Other Setup Areas menu

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

Class Settings 3 items [SAVE](#) [CANCEL](#)

Class	Standards Mode	Overall Grade Type	Analysis Band
edited (YR) Math help SEC:N/A Standards Based Report Card	<input type="checkbox"/> OFF	Grading Periods GenesisGrading	<input type="text"/>
(YR) Math Help SEC:N/A Standards Based Report Card	OFF	Grading Periods GenesisGrading	
(YR) Snow, A 3rd Grade(1) SEC:0013 Standards Based Report Card	OFF	Grading Periods GenesisGrading	

Figure 3.94 - Class Setting screen

3. Select a class from the list.
4. Click **Edit**.
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. Select **Analysis Tool** from the Grade Book Menu. The Grade Book Analysis Tool screen displays an overview of student performance for the class.

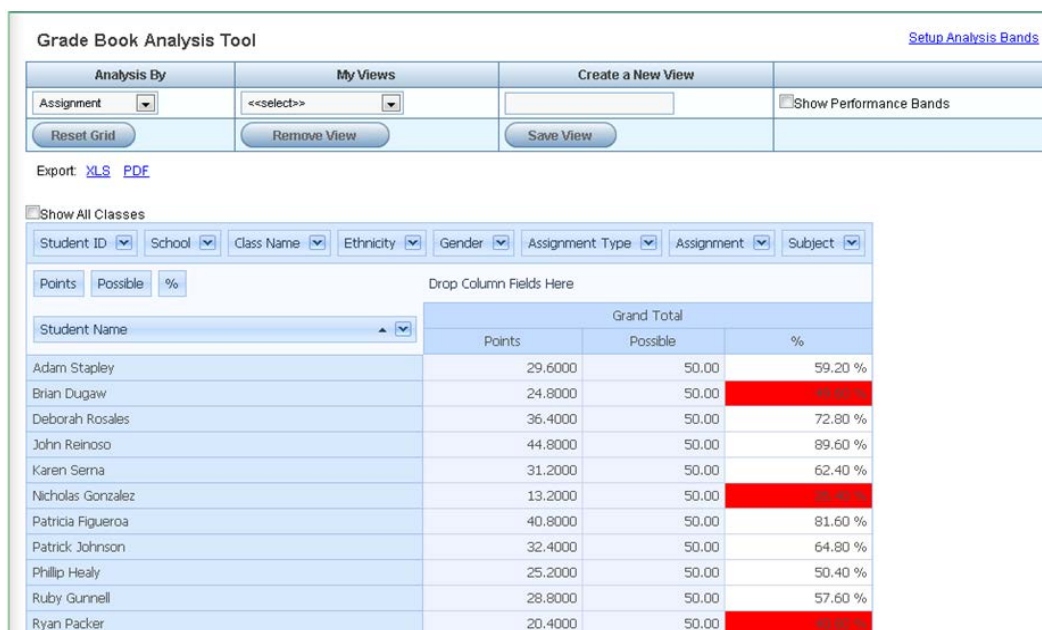


Figure 3.95 - Grade Book Analysis Tool screen

2. Use the **Analysis By** list to select to analyze items by assignment, report card item, or standard.
3. Select **Show Performance Bands** to display the student's performance against predefined bands.
4. Check **Show All Classes** 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.

Student Name	Student ID	School	Gender	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 3.96 - Grade Book Analysis Tool screen

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

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

Figure 3.97 - Grade Book Analysis Tool screen

7. 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.

Figure 3.98 - Grade Book Analysis Tool

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

Figure 3.99 - Grade Book Analysis Tool

9. Show column headings by right-clicking and selecting **Show Field List** from the list. The **PivotGrid Field List** box displays. 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 **Create a New View**.
2. Click **Save View**. The My Views list includes the saved screen.

Accessing 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 **Remove View**.

Exporting data from the current screen

- Export the screen as by clicking either **XLS** or **PDF**.

UTILIZING THE STUDENT SUMMARY

The Student Summary screen presents a detailed overview of both student performance in your class, and student performance in other classes (if scheduled to other sections).

Accessing the Student Summary

1. From the Grade Book Main screen, click on a student's name. The student's names are underlined links. The Student Summary screen opens.



Student	Grade	Test	LG	HW 3
Aaron Bustamante	116.6% N/A	75	A+	20
Alan Johnson	86.6%	80	B+	10
Ronnie Vela	67.3%	76	A-	5
Brian Estrella Acuna	56.0%	59	A	5
Carl Chavez	82.6%	99	B+	5
Carlos Baker	76.6%	90	B+	5
Dorothy Jackson	70.0%	80		5
Eugene Williams	73.3%	85		5

Figure 3.100 - Grade Book Main screen

The Class tab of the Student Summary screen displays the following:

- **Category Summary** - A graph of the student's score by assignment type.
- **Subject Summary** - A graph of the student's performance by subject and in relation to the rest of the class.
- **Detailed Score List** - A list of all individual assignments for the student for the current class & current grading period.

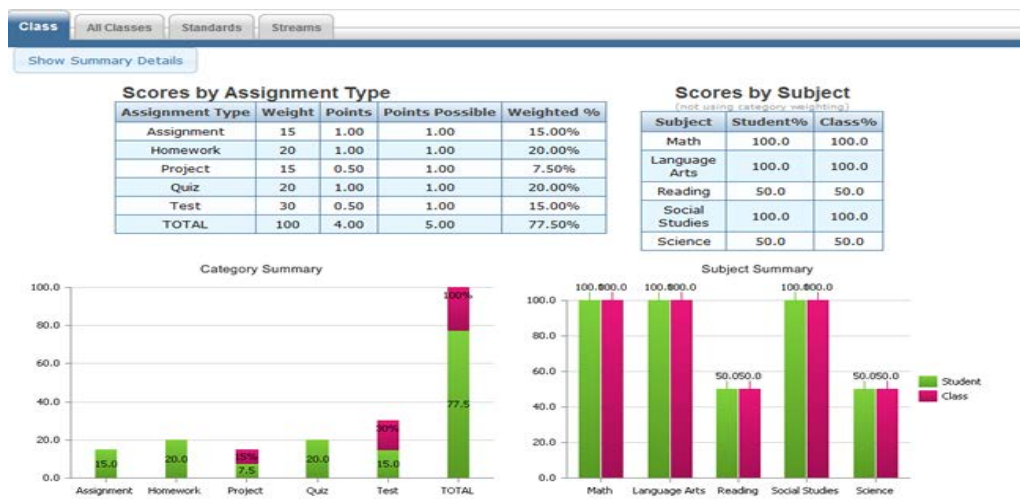


Figure 3.101 Student Summary screen, Class tab

The **Show Summary Detail** link at the top of the screen displays the **Scores by Assignment Type** table and **Scores by Subject** table. These tables offer detailed views of the information presented in the Category Summary and Subject Summary graphs. The

Viewing Student Summary for All Classes

The **All Classes** tab lists a summary of all the student's classes. Clicking the **plus** sign opens the Class detail, which lists the student's scores and grade by Report Card Area.

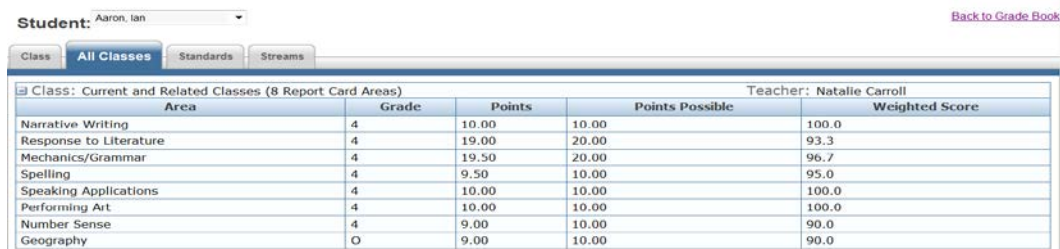


Figure 3.102 - Student Summary screen, All Classes tab

Viewing Student Summary by Standards

The **Standards** tab on the **Student Summary** screen displays the student's performance based on the selected standards associated with the class assignments. Each column displays a different standard, with the Mean, Mode, Last Score, Highest Score and Power Law totals for the standard at the bottom of each column.

Student: Aaron, Ian

Class All Classes Standards Streams

Apply Analysis Band: Display Score Type: Subjects: Parent Items:

Measure	03.R.S1.C1.1 01 Alphabetize a series of words to the third lett...	03.R.S1.C3.2 02 Apply knowledge of basic syllabication rules wh...	03.R.S1.C3.4 04 Read common abbreviations (e.g., Wed., Sept.) f...	03.M.S1.C1.1 Compare and order benchmark fractions.	03.M.S1.C1.2 Compare and order whole numbers through six digits...	03.M.S1.C1.6 Sort whole numbers into sets and justify the sort.
Rename Me 07/27/12				4.00 (0%)	4.00 (0%)	3.00 (0%)
Reading Assessment 08/21/12	2.00 (2%)	3.00 (3%)	4.00 (4%)			
Writing 09/02/12	2.00 (0%)	3.00 (0%)	4.00 (0%)			
Math HW 09/03/12				3.00 (0%)	3.00 (0%)	4.00 (0%)
Math Quiz 09/04/12						
Math Test 2 10/01/12				3.00 (0%)	4.00 (0%)	
Test of Standards 12/03/12						
Test 12/12/12						
Writing 12/17/12			80 (80%)			
Word Recognition 12/17/12						
Reading Assessment 01/24/13	80 (80%)	90 (90%)	60 (60%)			
Overall Scores						
Mean	41%	46.5%	48%			
Mode						
Last Score	80%	90%	60%			
Highest Score	80%	90%	80%			
Power Law	80%	90%	80%			

Figure 3.103 - Student Summary screen, Standards tab

Additional filters can be applied to help with analyzing the information displayed. These include:

- **Display Score Type** - By default, scores display by Points Earned/Points Possible (Percentage). This filter allows the selection of a different score types by selecting from this menu.
- **Apply Analysis Band** - Using this filter highlights the scores that fall within selected Analysis Band.
- **Subjects** - Filters the standards by Subject.
- **Parent Items** - Filters the sub-categories by the Parent standard.



Note: Power Law is a mathematical formula that looks at how students performed on previous assessments and tries to predict how a student would score if they were assessed today. As a result, this formula can be used as an indicator of a student's current mastery of standards. In order to return a Power Law score, more than one assignment must be present and no assignments can be scored a '0'. Scoring Standards using a Rubric is helpful, though not required, when using Power Law to calculate overall grades.

CREATING PROGRESS REPORTS (ADVANCED/OPTIONAL)

The Progress Report screen enables you to create customizable progress reports, which can be emailed 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. You can filter the assignments displayed in the progress report using the Filter Assignments functionality.

Generating Progress Reports

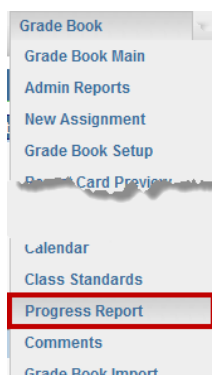


Figure 3.104 - Grade Book menu

1. In the **Grade Book** menu, select **Progress Report**. The Progress Report screen opens.

A screenshot of the 'Progress Report' screen. On the left, there are several filter sections: 'Student' with a dropdown menu showing 'Betty Kanaga'; 'Grading Period' with a dropdown menu showing 'Progress Period 1'; 'Summary Method:' with a dropdown menu showing 'By Section'; 'Options:' with a list of checkboxes including 'Show Points', 'Show Bar', 'Show Areas with No Results', 'Show Assignment Detail', 'Show Standards Detail', 'Request Signature', 'Show Category Breakdown', 'Show Class Average', and 'Show Assignment % of Overall Score'; 'Delivery' with a 'Print' button; and 'Data' with 'Generate All' and 'Refresh This Report' buttons. On the right, a large light blue box contains the text 'There is no data for this student.' and 'No Data has been generated for this student'.

Figure 3.105: Progress Report

2. Select a student from the **Student** field.
3. Select a **Grading Period**.

4. Select a **Summary Method**. Options include:
 - **Report Card Rows** – Typically used by elementary schools (Standard Based Report Cards)
 - **By Section** – Typically used by secondary schools (Report Cards from Synergy SIS)
 - **By Standard** – Used by both elementary and secondary schools (Summary Method)
5. Select report output options: (options vary depending on the Summary Method selected):
 - **Show Overall Grade**- Adds a row at the top that shows Overall Class Grade
 - **Show Points**- Adds a column that shows points earned/possible by assignment, category, and class.
 - **Show Bar**- Adds a column that provides a visual indicator for performance by assignment, category, and class.
 - **Show Areas with No Results**- Includes rows on the progress report when no results are found.
 - **Show Assignment Detail**- Includes assignments results on the progress report.
 - **Show Standards Detail**- Includes standards results on the progress report.
 - **Request Signature**- Adds a signature line for parents to sign acknowledging receipt.
 - **Show Category Breakdown**- Includes category level detail on the progress report output.
 - **Show Class Average**- Adds a column that displays the class average for each assignment, category, and class.
 - **Show Assignment % of Overall Score**- Adds a column that displays the impact of each assignment and category in the overall grade.

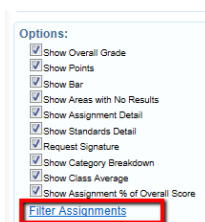


Figure 3.106: Progress Report screen - Filter Assignments link

6. Click **Filter Assignments** (optional.) The Filter Assignments screen opens.

Start Date End Date [Back to Progress Report Data](#)

<input checked="" type="checkbox"/>	Assignment Name	Category	Assignment Date	Points/Weight
<input checked="" type="checkbox"/>	3rd Qtr Test	Test	6/12/2012	10.00
<input checked="" type="checkbox"/>	Hi Mom!	Test	6/12/2012	10.00
<input checked="" type="checkbox"/>	Test	Test	6/29/2012	10.00
<input checked="" type="checkbox"/>	Test-Jackson-d	Test	7/2/2012	100.00
<input checked="" type="checkbox"/>	Quiz-Jackson	Quiz	7/2/2012	10.00
<input checked="" type="checkbox"/>	Test-Jackson	Test	7/2/2012	100.00

Figure 3.107: Filter Assignments screen

7. Select the **Start Date** and **End Date** by which to filter assignments (optional.)
 8. Select assignments to include in the report output.
 9. Click **Apply**.
 10. Click **Back to Progress Report Data**.
 11. Click **Generate All** to produce/refresh progress reports for all students in the current class.
- OR

Click **Refresh This Report** to produce/refresh data for the selected student.

Removing Items from the Progress Report

This data was generated on 1/21/2013 9:46:44 AM

Area		Points	Mark	Missing	% of Grade	Class Avg.	Notes	
Overall Class Grade	<div><div></div></div> 90%	116.0 / 130.0	A scale: B+			76.0%		remove
Homework (25.00%)	<div><div></div></div> 90%	27.0 / 30.0	A-		25.0%	85.0%		remove
Quiz (25.00%)	<div><div></div></div> 0%	0.0 / 0.0			25.0%	0.0%		remove
Assignment (10.00%)	<div><div></div></div> 92%	23.0 / 25.0	A-		10.0%	64.3%		remove
Project (15.00%)	<div><div></div></div> 96%	24.0 / 25.0	A+		15.0%	69.3%		remove
Test (20.00%)	<div><div></div></div> 84%	42.0 / 50.0	B		20.0%	76.0%		remove
Service Learning (5.00%)	<div><div></div></div> 0%	0.0 / 0.0			5.0%	0.0%		remove
Assignments								remove
Test # 2 (Test)	1/4/2013 <div><div></div></div> 80%	20.0 / 25.0	20		10.0%	80.0%		remove
HW 1 (Homework)	2/18/2013 <div><div></div></div> 90%	9.0 / 10.0	9		8.3%	30.0%		remove
								add new item

Figure 3.108: Progress Report screen

- Click **Remove** to remove the selected item from the report output. The removed item does not display on the printed or emailed report



Note: Removed items are restored to the report when it is refreshed.

Adding Custom Items to the Progress Report

You can add custom items to appear on your individual student's progress reports.

1. Scroll to the bottom of the Progress Report screen. The new item row is the last row on the screen.
2. Enter an item name.
3. Add **Notes**, if desired.
4. Click **Add New Item**. This new item appears on the currently selected student's progress report.

Project (15.00%)		96%	24.0 / 25.0	A+		15.0%	69.3%		remove
Test (20.00%)		84%	42.0 / 50.0	B		20.0%	76.0%		remove
Service Learning (5.00%)		0%	0.0 / 0.0			5.0%	0.0%		remove
Assignments									
Test # 2 (Test)	1/4/2013	80%	20.0 / 25.0	20		10.0%	80.0%		remove
HW 1 (Homework)	2/18/2013	90%	9.0 / 10.0	9		8.3%	30.0%		remove
									add new item

Figure 3.109: Progress Report screen - New Item



Tip: To reposition the newly created item (within other custom items only), click within the row, and drag up or down to the desired position. You only can reposition custom items.

Delivering Progress Reports

Delivery <input type="button" value="Print"/> Data <input type="button" value="Generate All"/> <input type="button" value="Refresh This Report"/>	(Test)		100.0						
	Quiz-Jackson (Quiz)	7/2/2012	96%	9.6 / 10.0	24		40.0%	86.5%	remove
	Test-Jackson (Test)	7/2/2012	82%	82.0 / 100.0	82		3.1%	89.2%	remove
	Project-Jackson (Project)	7/2/2012	88%	8.8 / 10.0	22		10.0%	84.0%	remove

Figure 3.110: Progress Report - Print

1. Click **Print** on the Progress Report screen. The Progress Report Status screen opens.

Selected Delivery Options

Report Header Text
Please review your student's progress for this

Report Footer Text
If you have any questions regarding this progress

Email
☒ Include Parents
☒ Include Students
☒ Include Copy to

Student	D
<input type="checkbox"/> Collum, Evelyn	A
<input type="checkbox"/> Davis, Virginia	A
<input type="checkbox"/> Duquaw, Brian	A
<input type="checkbox"/> Figueroa, Patricia	A
<input type="checkbox"/> Finley, Sarah	A

Figure 3.111: Progress Report - Header and Footer Text

2. Enter **Report Header Text** (optional.) This text appears on all generated student progress reports.

3. Enter **Report Footer Text** (optional.) This text appears on all generated student progress reports.

Figure 3.112: Filters

4. Click **Include Student Marks** (optional.) The Overall Grade marks display.
5. Select marks. The system emails or prints progress reports for students with the selected marks only.



Tip: If emailing reports, select **Include Parents**, **Include Students**, **Include Copy to** in order to identify which individuals should receive the progress report email. If **Include Copy to** is selected, add **Copy Email To** email address(es) to the appropriate students within the grid. Multiple email addresses can be added, separated by a comma or semicolon.

Student	Data Age	Status	Print Date	Email Date	Copy Email To	print email
Collum, Evelyn	A few seconds ago					print email
Davis, Virginia	A few seconds ago					print email
Dugaw, Brian	A few seconds ago					print email
Figueroa, Patricia	A few seconds ago					print email
Finley, Sarah	A few seconds ago					print email

Figure 3.113: Copy Email To

6. Select students for whom the progress reports are printed or emailed by clicking the check box next to their names.

Progress Report Progress Report Status

Selected Delivery Options

Report Header Text
Please review your student's progress for this

Report Footer Text
If you have any questions regarding this progress

Email

☒ Include Parents
☒ Include Students
☒ Include Copy to

<input type="checkbox"/>	Student	Data Age	Status	Print Date	Email Date	Copy Email To	
<input type="checkbox"/>	Collum, Evelyn	A few seconds ago					print email
<input type="checkbox"/>	Davis, Virginia	A few seconds ago					print email
<input type="checkbox"/>	Dugaw, Brian	A few seconds ago					print email
<input type="checkbox"/>	Figueroa, Patricia	A few seconds ago					print email
<input type="checkbox"/>	Finley, Sarah	A few seconds ago					print email
	A few						

Figure 3.114: Print Progress Report

8. Click **Print** to produce PDF version progress reports.



Tip: To produce a PDF version of the progress report for a single student, click **Print** in the student's row.

OR

Progress Report Progress Report Status

Selected Delivery Options

Report Header Text
Please review your student's progress for this

Report Footer Text
If you have any questions regarding this progress

Email

☒ Include Parents
☒ Include Students
☒ Include Copy to

<input type="checkbox"/>	Student	Data Age	Status	Print Date	Email Date	Copy Email To	
<input type="checkbox"/>	Collum, Evelyn	A few seconds ago					print email
<input type="checkbox"/>	Davis, Virginia	A few seconds ago					print email
<input type="checkbox"/>	Dugaw, Brian	A few seconds ago					print email
<input type="checkbox"/>	Figueroa, Patricia	A few seconds ago					print email
<input type="checkbox"/>	Finley, Sarah	A few seconds ago					print email
	A few						

Figure 3.115: Email Progress Report

Click **Email** to email progress reports to the recipients identified in the Email group box.



Tip: To email the progress report for a single student to the recipients identified in the Email group box, click **Email** in the student row. Selected student and parent recipients must have valid email addresses on the Parent and Student screens in Synergy. Also, parents must have Educational Rights checked on the Parent/Guardian tab of the Students screen for parents to receive emails.

After emailing progress reports, any students without valid email addresses are flagged in the Status column. Click **Print Non Emailed** to generate PDF versions of the progress reports for these students.

USING THE STANDARDS SUMMARY SCREEN (ADVANCED/OPTIONAL)

The Standard Summary screen presents a detailed overview of the standards used in your class and the class' performance on the standards.

Accessing the Standards Summary

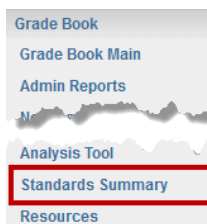


Figure 3.116 - Grade Book menu

- Select **Standards Summary** from the **Grade Book** menu. The Standards Summary screen opens.

 A screenshot of the Standards Summary screen. On the left is a sidebar titled 'Class Standards' with a tree view of standards. The main area is titled 'All Items' and contains a table with columns 'Standard', 'Count', and 'Performance Indicator'. The table lists standards under 'My Objectives' and 'Strand 1: Writing Process'. A red progress bar is shown for the first standard.

Standard	Count	Performance Indicator
Students will use simple multiplication	1	50.00
Student will learn to build a volcano		
Social Studies standards		
Strand 1: Writing Process		
Concept 1: Prewriting		
01 Generate ideas through a variety of activities (e.g., brainstorming, graphic organizer, drawing, writer's notebook, group discussion, printed material).		
02 Determine the purpose (e.g., to entertain, to inform, to communicate, to persuade) of a writing piece.		
03 Determine the intended audience of a writing piece.		
04 Use organizational strategies (e.g., graphic organizer, KWL chart, log) to plan writing.		
05 Maintain a record (e.g., list, pictures, journal, folder, notebook) of writing ideas.		
06 Use time-management strategies, when appropriate, to produce a writing product within a set time period.		

Figure 3.117 - Standards Summary screen

The Standards Summary screen displays the following:

- **Class Standards list** – displays the standards selected or created on the Class Standards screen. See [Setting Up Academic Standards \(advanced/optional\)](#).
- **Standards Summary table** – display the standard, the count of assignments tied to the standard and the class' performance on the standard.

Filtering the Standards Summary

The screenshot shows the 'Class Standards' sidebar on the left with 'Strand 1: Reading Process' selected. The main area displays the 'Standards Summary' table for 'Strand 1: Reading Process'.

All Items >> Strand 1: Reading Process		
Standard	Count	Performance Indicator
Strand 1: Reading Process		
Concept 4: Vocabulary		
<input checked="" type="checkbox"/> select 02 Use context to determine the relevant meaning of a word.	3	<input type="text" value="83.96"/>

Figure 3.118 - Standards Summary screen

- Under **Class Standards**, select a specific standard. That standard and any related concepts displays in the **Standards Summary** table.

You can also filter so that only standards with results display.

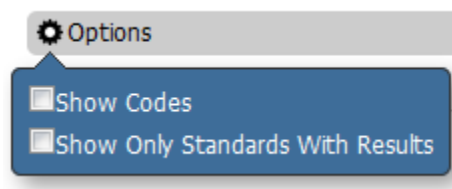


Figure 3.119 - Standards Summary screen

1. Click **Options**.
2. Select **Show Only Standards With Results**. Only standards with performance indicators display in the Standards Summary table.

Create Assignments from the Standards Summary Screen

Figure 3.120 - Summary Standards screen

1. Click on a standard to select it. The word **Selected** displays.
2. Click **New Assignment**. The New Assignment screen displays with the selected standard pre-populated on the Standards Correlations tab. See [Creating Assignments](#).

TYPE	POINTS	#
Homework	120.00	3
Assignment	30.00	3
Quiz	10.00	1
Test	20.00	2
Project	10.00	1

Assignment Settings

Date of Assignment: 7/22/2013

Assignment Category: Normal

☒ Show in Parent/Student Portal

Due Date

7/22/2013

Assignment Drop Box

☐ Enable Drop Box

Drop Box Open Date:

Drop Box Close Date:

Document Count Limit: Unlimited

Standards Correlations

Assignment Standards

Options

Standard

My Objectives

#SS101
Social Studies standards

Standards Picker

Figure 3.121 - New Assignment screen

Viewing Standards Details

The Standards Detail screen displays the standard, and the class' performance on the standard as a whole and as individuals.



Figure 3.122 - Student Summary screen, All Classes tab

- On the Standards Summary screen, click the standard link. The Standard Detail screen displays.



Note: Only standards with assignments and results are available as hyperlinks.

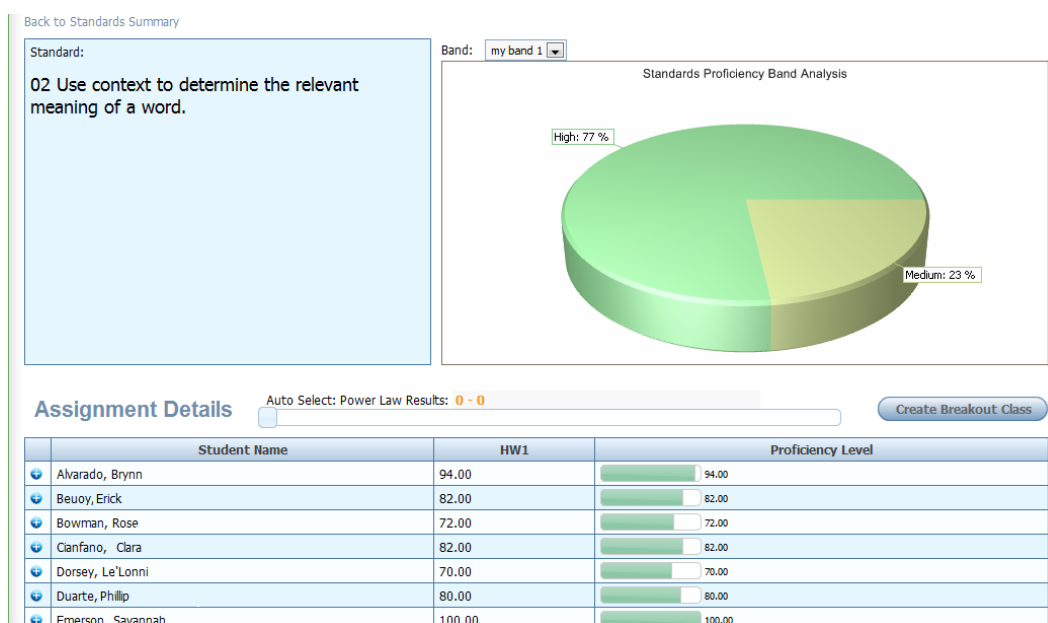


Figure 3.123 -Standard Detail screen

The Standard Detail screen displays the following:

- Standard** – displays the full text of the selected standard.
- Band** – select the analysis band to apply to the standard's proficiency results.

- **Standards Proficiency Band Analysis** – displays the class' proficiency on the standard based on the selected analysis band.
- **Assignment Details** – displays individual students' performances on the assignments associated with the standard and their proficiency on the standard itself.

Creating a Breakout Class from the Standard Detail screen

You may want to create a breakout class based on students' proficiency level on the standard, in order to provide additional instruction or support. You can select students individually

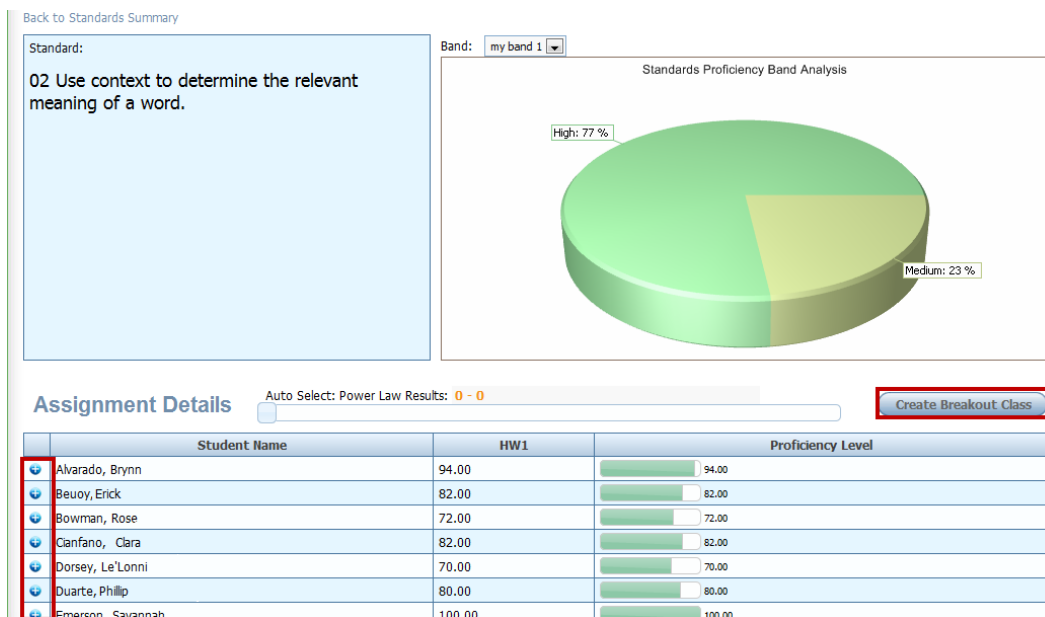


Figure 3.124 - Student Summary screen, Standards tab

3. Select the students to include in the breakout class by clicking the blue plus (+) symbol next to their name.

OR

Use the **Auto Select** slider. The system automatically selects students whose proficiency level falls in the designated range.

4. Click **Create Breakout Class**. The Class Manager screen displays and the Students tab is prepopulated with the students selected. See [Creating Breakout or Intervention Classes](#).

RUNNING ADMIN REPORTS (ADVANCED/OPTIONAL)

Admin Reports are SQL-based reports created by your district and made available to specific users (such as Elementary Teachers, Principals, Specialists.) Your district sets your ability to access Admin Reports and which reports you can run.

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

Admin Reports

Options: 1 items

Report	Description
School	List of Schools in the District

last execution time: 0.00 seconds

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

[Back to Reports List](#)

Export: [XLS](#)

Drag a column header here to group by that column

ID	SCHOOLNAM	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE	PHONE	WEBSITE	PRINCIPAL	SCHOOLTYF	DISTRICTID	DATEADDE	PERIODTYF	DELETEDAT	DELETEUSE	STATESCH	GENESISOU
1	Adams Elementary	125 Robinson Av		Fountain Valley	AZ	85101	949-555-24		46417			8/11/2009					87C31ba1-949c5-9b47-4

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

[Back to Reports List](#)

Export: [XLS](#)

Drag a column header here to group by that column

ID	SCHOOLNAM	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE	PHONE	WEBSITE	PRINCIPAL	SCHOOLTYF	DISTRICTID	DATEADDE	PERIODTYF	DELETEDAT	DELETEUSE	STATESCH	GENESISOU
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					

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

Chapter Four: CREATING REPORT CARDS

This chapter covers:

BASIC USER:

- ▶ [Standards Based Report Cards](#)
- ▶ [Using Report Card Preview to Transfer Marks](#)
- ▶ [Entering Report Card Grades](#)
- ▶ [Entering Report Card Comments](#)
- ▶ [Marking Report Cards Complete](#)
- ▶ [Printing Report Cards](#)

ADVANCED USER (Optional):

- ▶ [Assigning Report Card Types to Individual Students](#)
- ▶ [Adding Report Card Comments en Masse](#)
- ▶ [Viewing Missing Marks](#)
- ▶ [Non-English Report Cards](#)
- ▶ [Report Card Delegation](#)
- ▶ [Using Report Card Item Analysis](#)

CREATING STANDARDS BASED REPORT CARDS

If your district has had Standards-Based Report Cards added to the Synergy Grade Book, then you will print these report cards for your students from Grade Book. Teachers do not have to be actively using the Grade Book to complete their report cards from Grade Book. The different processes of how to complete report cards for teachers who do use the Grade Book vs. those who do not, will be listed in this chapter.

Some districts may not have Standards-Based Report Cards uploaded to Synergy Grade Book. In these districts, Elementary teachers will use the same process that Secondary teachers to complete their grades.

For Elementary teachers using Standards-Based Report Cards, the following workflow will help guide you in the process of completing report cards:

1	Use Report Card Preview to transfer student marks	If you have been actively using the Grade Book to enter assignments, correlate the assignments to report card rows, and enter scores for students, be sure to complete this step. Doing so will take the calculated Grade Book grade for the current grading period and copy it to the report card, saving you from having to key in grades manually.
2	Enter Report Card Grades	<p>If you have not created, correlated, and scored assignments report card rows, then you will have to enter grades for your students manually. The three ways to enter report card grades are:</p> <ul style="list-style-type: none"> • Report Card Matrix - Allows you to enter grades for the whole class from one screen en masse. • Classic Report Card Entry Mode - Allows you to enter grades for each student individually. • Report Card Wizard - Allows you to enter grades for each student with additional student data not available in Classic Mode.
3	Enter Report Card Comments	You will enter report card comments into the Comment box for the current grading period. You may also create and add commonly used comments to a Comment Bank.
4	Mark Report Cards Complete	You must complete this step to allow the office to print report cards from Synergy. Every student who should receive a report card must be marked complete.
5	Select Bilingual Report Cards (optional)	If your district/school prints report cards in any language other than English, you must identify the students who receive non-English report cards.

ASSIGNING REPORT CARD TYPES TO INDIVIDUAL STUDENTS (ADVANCED/OPTIONAL)

Usually, you will select one report card template for your whole class when creating reports. However, there may be situations where you need to select a different report card for certain students. For example, if you are teaching in a multi-age classroom, you may assign one report card template for all your 1st grade students, and another one for all your 2nd grade students.



Figure – Grade Book menu

1. Click **Report Card Student Template** from the Grade Book menu. The Student Report Card Templates screen displays.

Student	Template
Alvarado, LeLonni	<< Use Default Template >>
Beuoy, Clara	<< Use Default Template >>
Bowman, Savannah	<< Use Default Template >>
Cianfano, Phillip	<< Use Default Template >>
Dorsey, Brynn	<< Use Default Template >>
Duarte, Erick	<< Use Default Template >>
Emerson, Rose	<< Use Default Template >>
Fines, Christopher	<< Use Default Template >>
Garcia, Katelyn	<< Use Default Template >>
Giovanetto, Kristen	<< Use Default Template >>
Hahn, Thayne	<< Use Default Template >>
Hays, Shelby	<< Use Default Template >>
Katzenmeier, Merek	<< Use Default Template >>
Lamm, Dayna	<< Use Default Template >>
McBride, Connor	<< Use Default Template >>
Meagher, Cassadee	<< Use Default Template >>
Mewes, Jake	<< Use Default Template >>

Figure 4.1 - Student Report Card Template screen

2. Select a template for a student from the **Template** list.



Note: The district creates all the report card templates and sets the Default Template.

3. Click **Save**.

USING REPORT CARD PREVIEW TO TRANSFER MARKS

The Report Card Preview screen is used by teachers who have been actively using the Grade Book (creating/scoring assignments) to view students overall performance by report card area, by class.

Additionally, teachers can view the assignments correlated to each report card area for each student. From this screen, the Homeroom teacher can determine whether to exclude certain classes from the overall grade calculation by report card area, as well as to override the final grades that will be transferred to the report cards.

After any/all adjustments are made, teachers will either transfer marks to the report card for students individually, or transfer marks for all students at once.

Viewing and modify the grades on the Report Card Preview screen

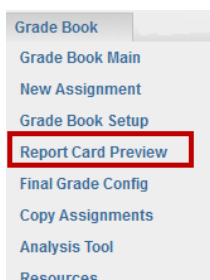


Figure 4.2 - Grade Book menu

1. Click **Report Card Preview** from the Grade Book menu. The Report Card Preview screen displays.



Note: By default, the grading period in focus is displayed. To change the **Grading Period**, select it from the list.

2. Select a student from the **Select Student** list. The student's marks appear on the screen.

Report card preview for students in Reading

Select Grading Period: 3rd Qtr Valid Report Card Entry: 3rd Qtr (12/17/2011 - 3/26/2012) Select Student: Eugene Williams

Transfer Marks for Eugene Williams Transfer All Student Marks

The below grades represent weighted scores based on the current period. Click to exclude classes you do not wish to affect the final grade.

Report Card Item	Calculated Mark	<input type="checkbox"/> Overwrite All Report Card Mark	Total Points	Natalie Carroll Reading SEC:0102
Word Recognition	4	<input type="checkbox"/>	10.00 / 10.00 (100.0%)	10.00 / 10.00 (100.0%)
Vocabulary Development	4	<input type="checkbox"/>	10.00 / 10.00 (100.0%)	10.00 / 10.00 (100.0%)
Comprehension and Analysis of Text	4	<input type="checkbox"/>	10.00 / 10.00 (100.0%)	10.00 / 10.00 (100.0%)
Narrative Writing	4	<input type="checkbox"/>	10.00 / 10.00 (100.0%)	10.00 / 10.00 (100.0%)
Informative Reports	4	<input type="checkbox"/>	10.00 / 10.00 (100.0%)	10.00 / 10.00 (100.0%)
Summaries	4	<input type="checkbox"/>	10.00 / 10.00 (100.0%)	10.00 / 10.00 (100.0%)
Response to Literature	4	<input type="checkbox"/>	10.00 / 10.00 (100.0%)	10.00 / 10.00 (100.0%)
Mechanics/Grammar	4	<input type="checkbox"/>	10.00 / 10.00 (100.0%)	10.00 / 10.00 (100.0%)
Spelling	4	<input type="checkbox"/>	10.00 / 10.00 (100.0%)	10.00 / 10.00 (100.0%)
Uses Legible Penmanship	4	<input type="checkbox"/>	10.00 / 10.00 (100.0%)	10.00 / 10.00 (100.0%)

Figure– Report Card Preview screen

The **Calculated Mark** (which can be overridden), the **Report Card Mark** (the mark currently on the students Report Card), the **Total Points Earned/Total Points Possible (%)**, and each **class' Total Points Earned/Total Points Possible (%)** are displayed for each report card area.

Any score with an asterisk (*) indicates that category weighting was used to calculate the final grade.

Viewing Assignments for Report Card area

Report card preview for students in Reading

Select Grading Period: 3rd Qtr Valid Report Card Entry: 3rd Qtr (12/17/2011 - 3/26/2012) Select Student:

Transfer Marks for Eugene Williams Transfer All Student Marks

The below grades represent weighted scores based on the current period. Click to exclude classes you do not wish

Report Card Item	Calculated Mark	<input type="checkbox"/> Overwrite Report Card
Word Recognition	4	<input type="checkbox"/>
Vocabulary Development	4	<input type="checkbox"/>
Comprehension and Analysis of Text	4	<input type="checkbox"/>

Figure– Report Card area hyperlink

- Click on the report card area hyperlink to view assignments used to determine the final grade for a given report card area. The assignments use to calculate the overall marks display.

Narrative Writing

Aaron Bustamante

Class	Measure	Date	Type	Score	Points	Notes
Carroll, N /Beverlin 3/4 Grade(1) SEC:0102	test	2/2/2012	Test	75	3.75 / 5.00 (75.0%)	
Math SEC:0102	Math	2/13/2012	Assessment	8	8.50 / 10.00 (85.0%)	
Math SEC:0102	Jason	2/13/2012	Assessment	9	4.50 / 5.00 (90.0%)	
Math SEC:0102	LC	2/6/2012	Assessment	A+	5.00 / 5.00 (100.0%)	
Language Arts SEC:0102	HW 3	12/6/2011	Homework	10	10.00 / 10.00 (100.0%)	
Total Points:					31.75 / 35.00 (90.7%)	

Figure - Report Card Area screen

Excluding a Class from the Overall Grade Calculation

If the student's report card is derived from their scores in multiple classes, the homeroom teacher can choose to exclude a class from the student's final grade calculation.

1. Click **Report Card Preview** from the Grade Book menu. The Report Card Preview screen displays.

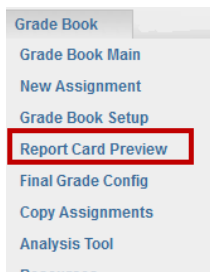


Figure – Grade Book menu



Note: By default, the grading period in focus is displayed. To change the **Grading Period**, select it from the list.

2. Select a student from the **Select Student** list. The student's marks appear on the screen.

Total Points	Natalie Carroll Carroll, N /Bever...	Natalie Carroll Math SEC:0102	Natalie Carroll Language Arts SEC...
31.75 / 35.00 (90.7%)	3.75 / 5.00 (75.0%)	18.00 / 20.00 (90.0%)	10.00 / 10.00 (100.0%)
27.25 / 30.00 (90.8%)	3.75 / 5.00 (75.0%)	13.50 / 15.00 (90.0%)	10.00 / 10.00 (100.0%)
27.25 / 30.00 (90.8%)	Click to exclude this class in calculating the final mark		
27.25 / 30.00 (90.8%)	3.75 / 5.00 (75.0%)	13.50 / 15.00 (90.0%)	10.00 / 10.00 (100.0%)

Figure 4.3– Reviewing Student Marks

3. Click the box corresponding to the class/report card area to exclude. The box turns pink, indicating it is excluded, and the **Total Points** calculation changes.

Total Points	Natalie Carroll Carroll, N /Bever...	Natalie Carroll Math SEC:0102	Natalie Carroll Language Arts SEC...
31.75 / 35.00 (90.7%)	3.75 / 5.00 (75.0%)	18.00 / 20.00 (90.0%)	10.00 / 10.00 (100.0%)
23.50 / 25.00 (94.0%)	3.75 / 5.00 (75.0%)	13.50 / 15.00 (90.0%)	10.00 / 10.00 (100.0%)
27.25 / 30.00 (90.8%)	3.75 / 5.00 (75.0%)	13.50 / 15.00 (90.0%)	10.00 / 10.00 (100.0%)

Figure 4.4– Reviewing Student Marks

Overriding the Final Mark

The final mark displayed on the Report Card Preview screen is the system-calculated score. You can override the final mark by entering another.

1. Select the desired mark for the report card item from the **Calculate Mark** list.

Report card preview for students in Reading

Select Grading Period: 3rd Qtr Select Student: Aaron Bustamante

Transfer Marks for Aaron Bustamante Transfer All Student Marks

The below grades represent weighted scores based on the current period. Click to exclude classes you do not wish to affect the final grade.

Report Card Item	Calculated Mark	<input type="checkbox"/> Overwrite All Report Card Mark	
Narrative Writing	3	<input checked="" type="checkbox"/>	4
Informative Reports	4	<input type="checkbox"/>	4
Summaries	4	<input type="checkbox"/>	4
Response to Literature	3	<input checked="" type="checkbox"/>	4

Figure 4.5 – Reviewing Student Marks

2. Click **Overwrite** next to the report card mark.
3. Click **Transfer Marks for <Student Name>**. The overwritten grade appears on the student's report card.

Transferring Marks to the Report Card of an Individual Student

- Select **Transfer Marks for <Student Name>** to transfer the currently selected students marks to their report card. A confirmation message is displayed.

Report card preview for students in Reading

Select Grading Period: 3rd Qtr Select Student: Aaron Bustamante

Transfer Marks for Aaron Bustamante Transfer All Student Marks

Figure 4.6– Rescreening Student Marks

Your marks have been transferred to the report card.

Figure 4.7– Rescreening Student Marks

Transferring Marks for All Students

Report card preview for students in Reading

Select Grading Period: 3rd Qtr Select Student: Aaron Bustamante

Transfer Marks for Aaron Bustamante **Transfer All Student Marks**

Figure 4.8 – Rescreening Student Marks

4. Select **Transfer All Student Marks**. A confirmation window opens.

Are you sure you want to transfer all student marks to the report card? This will override any marks previously entered and will take a few minutes.

OK Cancel

Figure 4.9– Rescreening Student Marks

4. Click **OK**.
5. From the **Report Card** menu, select **Students**.
6. Select a student from the list.

Aaron Bustamante - Grade 03
3rd Grade Report Card

☐ Include Audit Detail

Cancel/Back to List Save/Back to List Save/Continue Save/Mark Complete View Report Card [Go To Comments Area](#)

Report Card Area / Grade Book Grade		1ST QTR	2ND QTR	3RD QTR	4TH QTR
READING / LANGUAGE ARTS					
Word Analysis, Fluency and Systematic Vocabulary Development					
Vocabulary Development	4	4			
Reading Comprehension					
Comprehension and Analysis of Text	4	4			4
Literary Response and Analysis					
WRITING					
Writing Strategies & Application					
Use and Application of Research					
Narrative Writing	4	4			
Informative Reports	4	4			
Summaries	4	4			
Response to Literature	4	4			

Figure 4.10 - Student Report Card Preview

7. Verify the marks transferred.

ENTERING REPORT CARD GRADES

There are three methods for entering student grades onto the report cards. These include:

- Using the **Report Card Matrix** to enter grades for the whole class by report card areas/rows en masse.
- Using **Classic Mode** to enter students' grades one by one for the different report card areas/rows.
- Using the **Report Card Wizard** to enter students' grades individually using additional data only available on this screen.

Using the Report Card Matrix

If you have report card rows that you have not correlated to any assignments in Grade Book, you can use this screen to assign grades to multiple students.

1. From the Report Card Menu, click **Report Card Matrix**. The Report Card Matrix screen appears.
2. Select the class from the **Select Class** list

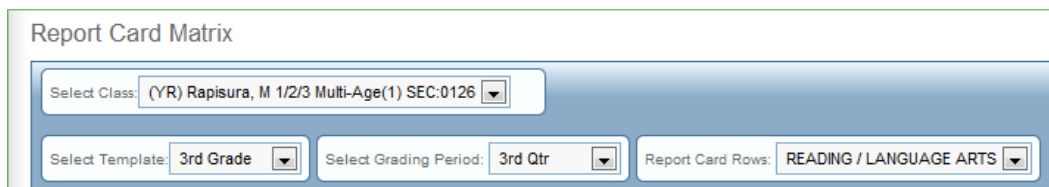


Figure – Report Card Matrix Screen

3. Choose the name of the report card from the **Select Template** list. This is generally a grade level name.
4. Modify the grading period by choosing an option from the **Select Grading Period** list.
5. Select the **Report Card Rows** to display. The list of students in the class appears along with the report card areas for which the teacher is responsible.
6. Enter student grades.
7. Click **Save Scores**.



Tip: To give same score to all the students in the class, select the score from the list, and click the green arrow to fill all the fields below.

Report Card Matrix

Select Class: (YR) Rapisura, M 1/2/3 Multi-Age(1) SEC:0126

Select Template: 3rd Grade Select Grading Period: 3rd Qtr Report Card Rows: READING / LANGUAGE ARTS

1 of 4 - READING / LANGUAGE ARTS

	READING / LANGUAGE ARTS	Vocabulary Development	Comprehension and Analysis ...	Literary Response and Analysis
Alvarez Saucedo, Matthew	<input type="text" value="↓"/>		<input type="text" value="↓"/>	<input type="text" value="↓"/>
Avila, Judith	<input type="text" value="↓"/>		<input type="text" value="↓"/>	<input type="text" value="↓"/>
Avila, Pamela	<input type="text" value="↓"/>		<input type="text" value="↓"/>	<input type="text" value="↓"/>
Baucom, Samuel	<input type="text" value="↓"/>		<input type="text" value="↓"/>	<input type="text" value="↓"/>
Carranza Maciel, Douglas	<input type="text" value="↓"/>		<input type="text" value="↓"/>	<input type="text" value="↓"/>
Dozier, Patrick	<input type="text" value="↓"/>		<input type="text" value="↓"/>	<input type="text" value="↓"/>
Escalera, Ruby	<input type="text" value="↓"/>		<input type="text" value="↓"/>	<input type="text" value="↓"/>
Fernandez Enriqu, James	<input type="text" value="↓"/>		<input type="text" value="↓"/>	<input type="text" value="↓"/>
Enrrest Randy	<input type="text" value="↓"/>		<input type="text" value="↓"/>	<input type="text" value="↓"/>

Figure – List of Student Scores

Using Classic Report Card Mode

If you need to enter or change student's report cards individually, you can use Classic Report Card Mode.

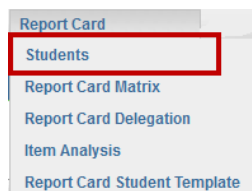


Figure - Report Card Menu

1. From the Report Card menu, click **Students**. The Student Report Card screen displays, listing all report cards and their status.

Report Card

Report Card Entry Mode:

Classic

Grading Period

3rd Qtr

☒ Show Inactive

[View Report Cards](#)

[Edit Comment Bank](#)

Figure – Report Card Entry Mode

2. Select **Classic** from the **Report Card Entry Mode** list.



Note: To view inactive students as well as active, check the **Show Inactive** box. The Grading Period displayed can also be changed by selecting a different period from the drop-down list.

Report Cards Not Complete	
Mark all complete	
Brian Estrella Acuna	→ Justin Vega Gonzalez
Carl Chavez	→ Kathryn Mancera Herrera
Carlos Baker	→ Kathy Flores Nunez
Dorothy Jackson	→ Linda Bradley
Evelyn Villanueva	→ Louis Covington
Gerald Wentz	→ Ralph Lowe
Howard Cervantes Vazquez	→ Sandra Dennis
Jacqueline Charley	→ Shirley Vanetten
James Antonio Gonzalez	→ Wanda Flores Aldaba
Jane Valle	→ Wayne Jolley
Jean Walker	→ Willie Alejandre
Joshua Bahena	→

Figure - Report Cards Not Complete

3. Select a student's name. The student's report card is displayed.

Brian Estrella Acuna - Grade 03
3rd Grade Report Card

☐ Include Audit Detail

[Cancel/Back to List](#)
[Save/Back to List](#)
[Save/Continue](#)
[Save/Mark Complete](#)
[View Report Card](#)
[Go To Comments Area](#)

Report Card Area	Score	1ST QTR	2ND QTR	3RD QTR	4TH QTR
READING / LANGUAGE ARTS				A	
Word Analysis, Fluency and Systematic Vocabulary Development					
Word Recognition					
Vocabulary Development					
Reading Comprehension					
Comprehension and Analysis of Text				4	↓
Literary Response and Analysis					↓
WRITING					↓
Writing Strategies & Application					
Use and Application of Research					↓
Narrative Writing	2	4	100	2	↓
Informative Reports	2	4	100	2	↓
Summaries	2	4	100	2	↓
Response to Literature	2	4	100	2	↓
Language Conventions					
Mechanics/Grammar	2	4	100	2	↓
Spelling	2	4	100	2	↓
Uses Legible Penmanship	2	4	100	2	↓

Figure – Student Report Card



Note: The marks transferred are displayed in the **Score** column and in the drop-down list for the current grading period. If a report card line was not correlated to an assignment, these will be blank.

4. Overwrite any scores necessary from the list in in the current grading period column.
5. Save any changes.

Using the Report Card Wizard

The Report Card Wizard enables you to assign final grades by Report Card Area. When assigning grades using this screen, you have additional information not available in the Classic Report Card Mode.

A graph breaks down the student assignment scores, providing a visual model on which to help base grading. The Highest Score, Lowest Score, Median, Mode, Mean, and Power Law information displays for all assignments related to that report card area. The assignments that correlate to the selected Report Card Areas display at the bottom of the screen. Once you select the score for that area, the Wizard automatically moves to the next Report Card Area and refreshes the information show on the screen.

1. From the Report Card Menu, click **Students**.



Figure 4.11 - Students screen

2. Select **Wizard** from the **Report Card Entry Mode** list.
3. Click on a student name from the **Report Cards Not Complete Grid**. The Wizard opens, enabling you to navigate through the items on the report card by selecting an area from the Report Card Area box.

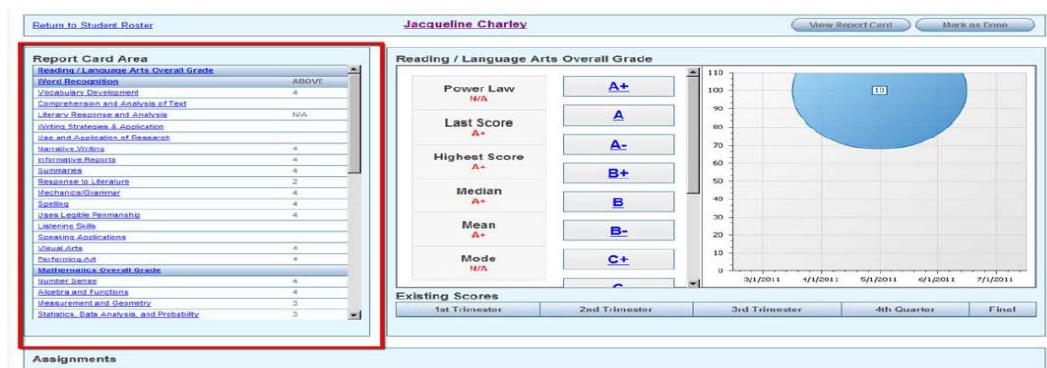


Figure 4.12 - Report Card Entry screen, Wizard mode

4. Select a report card item from the **Report Card Area** list. A breakdown of student information is shown next to the report card area. This provides the user a graph of how the student did in that content area along with the student calculated mean/median/mode score. The Highest Score, Last Score, and Power Law attributed to the area are also shown. Previous report card scores for the content area are depicted underneath the graph along with the assignments tied to the report card area.



Note: Due to the nature of Power Law calculations, scores do not display if any assignment has been marked a '0' OR if there is not more than one scored assignment in the report card area.

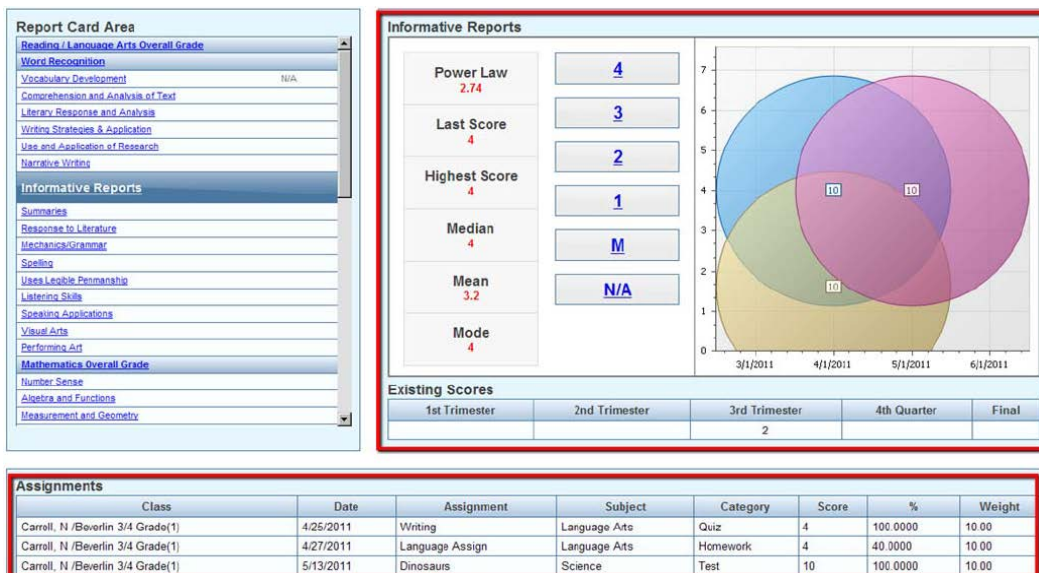


Figure 4.13 - Report Card Entry screen, Wizard mode

5. Select the desired grade/score next to the graph window. Once you select a score, it transfers to the Report Card Area.



Note: Once an area is completed, the previously selected score is highlighted blue, indicating the mark has already been assigned to the report card.

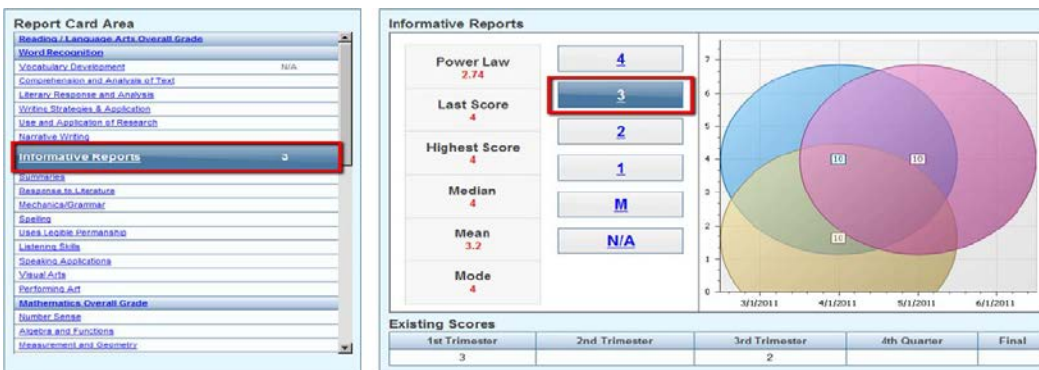


Figure 4.14 - Report Card Entry screen, Wizard mode

After assigning the grade/score, the view automatically advances to the next Report Card Area on the list. When all areas have been addressed the teacher may view the report card by clicking View Report Card. Otherwise, teachers may Mark as Done. Once marked as complete, the next student is shown in the Wizard view. Selecting View Report Card opens a dialogue box asking you for permission to open or save the report card in PDF format.

ENTERING REPORT CARD COMMENTS

Before marking report cards complete, you may want to enter report card comments for each student.

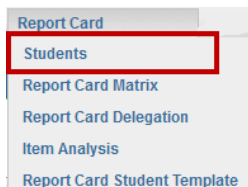


Figure - Report Card Menu

1. From the Report Card menu, click **Students**. The Student Report Card screen displays, listing all report cards and their status.

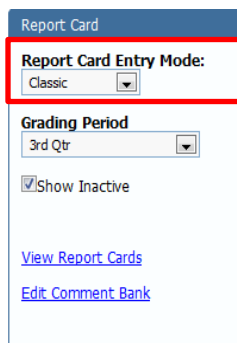


Figure – Report Card Entry Mode

2. Select **Classic** from the **Report Card Entry Mode** list.
3. Select a student's name.

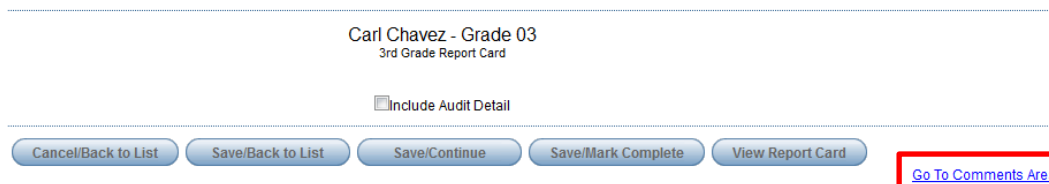


Figure 4.15 - Report Card Entry screen, Classic mode

4. From the student's report card screen, click **Go To Comments Area** (or just scroll to the bottom of this screen).

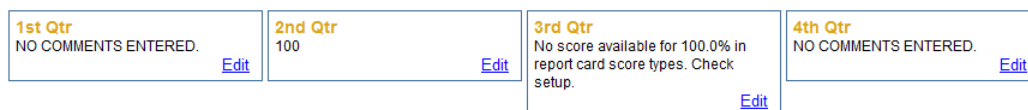


Figure 4.16 - Report Cards Comments

5. Click the **Edit** link in the **Grading Period** box to edit the comments. The Comment screen displays.

Comments for 3rd Qtr

1000 Characters Remaining

Save Comments Save & Return Cancel

Check Spelling Clear Comments

Language English Subject <NO SUBJECT> Swap Type Student Name Author All

Click select to add Comment

Select	Carl is a born leader
Select	Carl
Select	Carl is a pleasure to have in class.
Select	Carl is making progress but needs more parental help
Select	Carl Carl

Add to Comment Bank

Add to Comment Bank Swap Tags

Figure 4.17 - Report Card Comments

6. Enter the comments to display on the report card in the top box.

**Tips:**

- To add an existing comment from the **Comment Bank** to the student's report card, click the **Select** link next to the comment.
- When adding new comments to the Comment Bank, use a **Swap Tag** along with the comment. The Swap Tag for student name is <<Name>>, for he/she enter <<he>> or <<she>>, and
- To delete the comments and start over, click the **Clear Comments** button.
- Use the **Check Spelling** button to run a spell check.

7. Save any changes. Comments display in the Comments Area of the report card.



Tip: To see how the finished report card appears, click on the **View Report Card** button. The report card prints in PDF format and displays on the screen in a separate window. You can print the individual report card from this window as well.

ADDING REPORT CARD COMMENTS EN MASSE (ADVANCED/OPTIONAL)

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.



Note: Please note that not all teachers may have access to Mass Assign Comments or permissions to create their own comments. Some teachers may be required to use only their district's comment bank.

Creating a Comment Bank

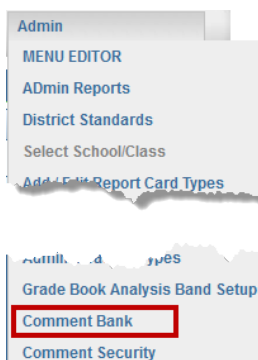


Figure 4.18 – Admin Menu

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

[Back to Students List](#)

Filter by Subject:
Generic Comments (Not related to any subject) ▼ [Add New Comment](#)

Comment	Start Date	End Date	
Not Translated			Edit Delete

2. Click **Add New Comment**. 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. 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 the 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

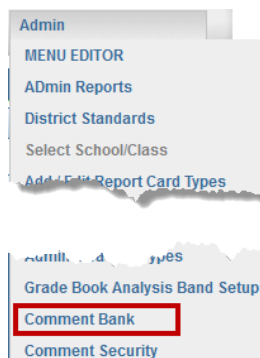


Figure 4.19 – Admin Menu

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

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

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 the 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**.

Commenting on Students Report Cards

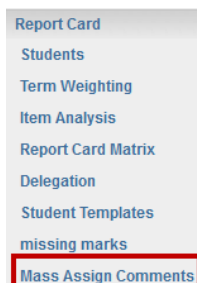


Figure 4.20 - Report Card menu

1. Select **Mass Assign Comments** from the **Report Card** menu. The Mass Assign Comments screen opens.

 The screenshot shows the 'Mass Assign Comments' interface. At the top, there's a 'Grading Period' dropdown set to '3rd Qtr'. Below it is a search bar with fields for 'Keyword', 'Language' (set to 'All'), 'Subject' (set to '<NO SUBJECT>'), 'Swap Type' (set to 'Student Name'), and 'Author' (set to 'All'). There are 'Save' and 'Undo' buttons. The main area is titled 'Comments' and contains a 'Students' section with links for 'select all', 'hide pictures', and 'clear all comments'. Below this is a grid of student cards. Each card displays a student's photo (or 'No Photo'), a comment (e.g., 'Ian is a model student in class.', '<userswap> continues to exhibit leadership abilities'), and the student's name (e.g., 'Ian Aaron', 'Wille Alejandro', 'James Antonio Gonzalez', 'Joshua Rahena', 'Carlos Ralat', 'Linda Bradley', 'Aaron Bustamante', 'Howard Cervantes Vazquez', 'Jacqueline Charley', 'Carl Chavez', 'Louis Covington', 'Sandra Dennis', 'Brian Estrella Acuna', 'Wanda Flores Alcala', 'Kathy Flores Nunez').

2. Click on one or more students to assign a comment. Selected students appear outlined in red.



Note: You can select all students to receive a comment by clicking **Select All**. All students appear outlined in red indicating they are ready to receive the comment. Click **Deselect All** to deselect the students.

- Filter the available comments using the **Language**, **Subject**, **Author**, and **Swap Type** fields.

Comments
 <<userswap>> continues to exhibit leadership abilities
 Not Translated

Students [select all](#) [hide pictures](#) [clear all comments](#)

 Ian Aaron	Ian is a model student in class. On file	No Photo On file Willie Alejandro	Willie is a pleasure to have in class. Willie is a pleasure to have in class. Willie does a fantastic job in Math. On file	No Photo On file James Antonio Gonzalez	James needs to complete his homework consistently. On file	No Photo On file Joshua Bahena	No Photo On file Carlos Baker
No Photo On file Linda Bradley	<userswap> continues to exhibit leadership abilities On file	No Photo On file Aaron Bustamante	No Photo On file Howard Cervantes Vazquez	No Photo On file Jacqueline Charley	No Photo On file Carl Chavez		

- Click on the comments to be added to the report card.

Grading Period: 3rd Qtr

Keyword: Language: All Subject: <NO SUBJECT> Swap Type: Student Name: Author: All Save Undo

Comments
 <<userswap>> continues to exhibit leadership abilities
 Not Translated

Students [select all](#) [hide pictures](#) [clear all comments](#)

 Ian Aaron	Ian is a model student in class. Ian continues to exhibit leadership abilities. On file	No Photo On file Willie Alejandro	Willie is a pleasure to have in class. Willie is a pleasure to have in class. Willie does a fantastic job in Math. Willie continues to exhibit leadership abilities. On file	No Photo On file James Antonio Gonzalez	James needs to complete his homework consistently. On file	No Photo On file Joshua Bahena	No Photo On file Carlos Baker
No Photo On file Linda Bradley	<userswap> continues to exhibit leadership abilities On file	No Photo On file Aaron Bustamante	No Photo On file Howard Cervantes Vazquez	No Photo On file Jacqueline Charley	No Photo On file Carl Chavez		

- Drag the comment onto the selected student. The comment displays next to the selected student.

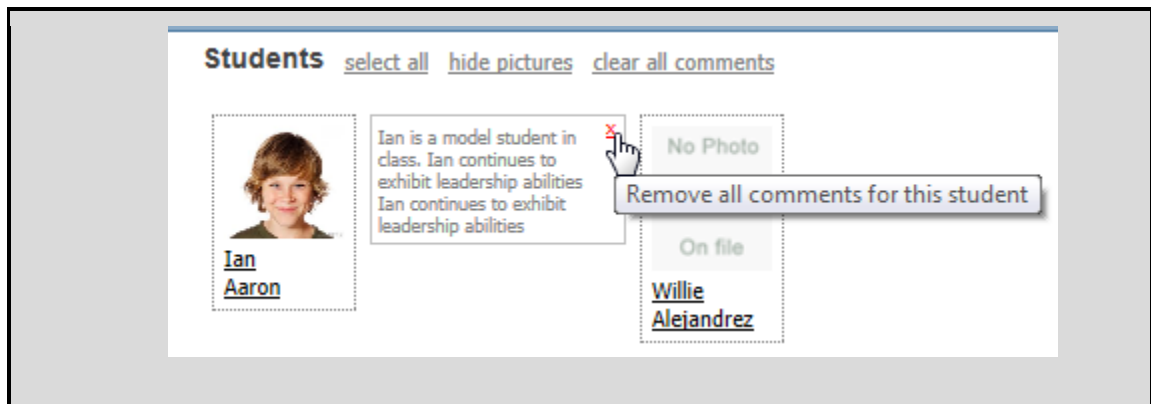


NOTE: To delete a single comment added to a student, place your mouse over the desired comment. Click to remove the underlined comment.

Students [select all](#) [hide pictures](#) [clear all comments](#)

 Ian Aaron	Ian is a model student in class. Ian continues to exhibit leadership abilities. <u>Ian continues to exhibit leadership abilities</u> Remove this comment	No Photo On file Willie Alejandro
------------------	--	--

To remove all comments added to a student, click the red X in the upper right hand corner.



6. Click **Save**.

VIEWING MISSING MARKS (ADVANCED/OPTIONAL)

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

Viewing Marks Missing on Report Cards

1. From the **Report Card** menu, click **Missing Marks**. The Report Card Missing Mark screen displays students with missing marks on their report card for the selected grading period.

Student ID	Student	Delegated To	Report Card	Report Card Area	Report Card Row
129442	Jan Aaron		3rd Grade	READING / LANGUAGE ARTS	Literary Response and Analysis
129442	Jan Aaron		3rd Grade	HISTORY / SOCIAL SCIENCE	Geography
129442	Jan Aaron		3rd Grade	SCIENCE	Lists to, follows directions
129442	Jan Aaron		3rd Grade		Works independently
129442	Jan Aaron		3rd Grade		Completes & returns homework on time
129442	Jan Aaron		3rd Grade		Completes quality assignments
129442	Jan Aaron		3rd Grade		Demonstrates organizational skills
129442	Jan Aaron		3rd Grade		Works cooperatively with positive attitude
129442	Jan Aaron		3rd Grade		Displays good sportsmanship
129442	Jan Aaron		3rd Grade		Resolves conflicts with peers
129442	Jan Aaron		3rd Grade		Communicates ideas clearly
129442	Jan Aaron		3rd Grade		Participates and contributes to discussions
129442	Jan Aaron		3rd Grade		Identifies problems and makes appropriate choices
129442	Jan Aaron		3rd Grade		Behaves with courtesy and respect

Figure 4.21 - Report Card Missing Mark screen

2. Drag the column headers to arrange or filter results. (optional)
3. Click a student name. The Report Card screen for the selected student displays.

Report Card Area	Score	1ST QTR	2ND QTR	3RD QTR	4TH QTR
READING / LANGUAGE ARTS				4	
Word Analysis, Fluency and Systematic Vocabulary Development					
Word Recognition					
Vocabulary Development					
Reading Comprehension					
Comprehension and Analysis of Text					
Literary Response and Analysis					

Figure 4.22 - Report Card screen - Classic Mode

4. Enter the missing marks to complete the report card. See [Using Classic Report Card Mode](#).

MARKING REPORT CARDS COMPLETE

At the end of each grading period, report cards must be marked complete. The method used will depend on how your final grades were entered onto the report cards.

Marking Report Cards Complete Individually

1. From the Report Card Menu, select **Students**.
2. From the **Report Cards Not Complete** column, click on an individual student report card.
3. Enter/edit grades/comments.

The screenshot shows the 'Report Card Entry' screen for a student named Brian Estrella Acuna, Grade 03. At the top, it says 'Brian Estrella Acuna - Grade 03' and '3rd Grade Report Card'. Below this is a checkbox labeled 'Include Audit Detail'. At the bottom, there are five buttons: 'Cancel/Back to List', 'Save/Back to List', 'Save/Continue', 'Save/Mark Complete' (which is highlighted with a red box), and 'View Report Card'.

Figure 4.23 Report Card Entry screen

4. Click **Save/Mark Complete**. This moves the student to the Report Cards Complete column on this screen.

Marking Report Cards Complete Individually Using the Green Arrows

1. From the Report Card Menu, select **Students**.

The screenshot shows two columns of student report cards. The left column is titled 'Report Cards Not Complete' and the right column is titled 'Report Cards Complete'. Both columns have a 'Mark all complete' link. The left column lists students: Aaron, Ian; Alejandrez, Willie; Antonio Gonzalez, James; Bahena, Joshua; Bradley, Linda; Bustamante, Aaron; Flores Nunez, Kathy; Jackson, Dorothy; Johnson, Alan; Lowe, Ralph; Mancera Herrera, Kathryn; and Valle, Jane. The right column lists students: Baker, Carlos; Jolley, Wayne; and Williams, Eugene. A red box highlights the green arrow next to 'Johnson, Alan' in the 'Report Cards Not Complete' column.

Report Cards Not Complete		Report Cards Complete	
Mark all complete		Mark all not complete	
Aaron, Ian	→	← Baker, Carlos	← Williams, Eugene
Alejandrez, Willie	→	← Jolley, Wayne	
Antonio Gonzalez, James	→		
Bahena, Joshua	→		
Bradley, Linda	→		
Bustamante, Aaron	→		
Flores Nunez, Kathy	→		
Jackson, Dorothy	→		
Johnson, Alan	→		
Lowe, Ralph	→		
Mancera Herrera, Kathryn	→		
Valle, Jane	→		

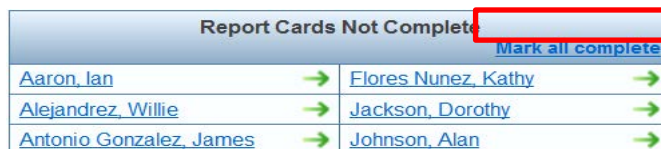
Figure 4.24 - Student Report Cards

2. Click the green arrow next to any student's names. This moves the student from the **Report Cards Not Complete** column to the **Report Cards Complete** column.

Marking the whole class complete

If you used the Report Card Preview screen to transfer marks from the Grade Book onto the student's report cards, you may opt to use the **Mark All Complete** button after making any adjustments.

1. From the Report Card Menu, select **Students**.



Report Cards Not Complete		Mark all complete
Aaron, Ian	→	Flores Nunez, Kathy
Alejandroz, Willie	→	Jackson, Dorothy
Antonio Gonzalez, James	→	Johnson, Alan

Figure 4.25 - Student Report Cards

2. Click the **Mark all complete** link from the **Report Cards Not Complete** grid. This moves all students from the **Report Cards Not Complete** column to the **Report Cards Complete** column.

PRINTING REPORT CARDS

Once report cards are complete, you can view and print to a PDF.



Report Card

Report Card Entry Mode:
Classic

Grading Period
3rd Qtr

☒ Show Inactive

View Report Cards

Edit Comment Bank

Report Cards Not Complete

Mark all complete

Aaron, Ian	→	Flores Nunez, Kathy	→
Alejandroz, Willie	→	Jackson, Dorothy	→
Antonio Gonzalez, James	→	Johnson, Alan	→
Bahena, Joshua	→	Lowe, Ralph	→
Bradley, Linda	→	Mancera Herrera, Kathryn	→
Bustamante, Aaron	→	Valle, Jane	→
Cervantes Vazque, Howard	→	Vanetten, Shirley	→
Charley, Jacqueline	→	Vega Gonzalez, Justin	→
Chavez, Carl	→	Vela, Bonnie	→
Covington, Louis	→	Villanueva, Evelyn	→
Dennis, Sandra	→	Walker, Jean	→
Estrella Acuna, Brian	→	Werito, Gerald	→
Flores Aldaba, Wanda	→	Wilson, Joe	→

Report Cards Complete

Mark all not complete

← Baker, Carlos	← Williams, Eugene
← Jolley, Wayne	

Report Cards Done This Period (3/29)

Figure 4.26 - Student Report Cards screen

1. On the Students screen, click **View Report Cards**. The View Report Cards screen displays, listing all of the students in the class, and showing the status of their report card for each grading period.

Class: User, T/Beverlin, 3/4 Grade(1)

[Generate Class Report Cards](#)
[Generate Blank Report Cards](#)
[Save Language Settings](#)

	Student Name	Language	1ST QTR	2ND QTR	3RD QTR	4TH QTR
View	Aaron, Ian	English	Complete	Complete	Complete	Complete
View	Alejandroz, Willie	English				
View	Antonio Gonzalez, James	English				
View	Bahena, Joshua	English				
View	Baker, Carlos	English				
View	Bradley, Linda	English				
View	Bustamante, Aaron	English				
View	Cervantes Vazque, Howard	English				

Figure – View Report Cards screen

- Click **View** next to the student's name to view or print the student's report card. The student's report card displays as a PDF in a separate window.

OR

Click **Generate Class Report Cards** to view and print the report cards for the whole class,. A report card for each student prints. If the student's report card is not complete, a blank report card prints. The report cards print to a single PDF file that displays in a separate window.



Tip: To generate blank report cards to fill out manually, click **Generate Blank Report Cards**. A blank pdf report card for each student displays in a separate window. Use this option when you must fill out report cards by hand instead of printed with the information from Grade Book.

NON-ENGLISH REPORT CARDS (ADVANCED/OPTIONAL)

If the district adds report cards in any languages other than English, the you must indicate which students receive the non-English report cards.

1. From the Report Card Menu, select **Students**.

Report Card

Report Card Entry Mode:
Classic

Grading Period
Semester 2

☐ Show Inactive

[View Report Cards](#)

Report Cards Not Complete [Mark all complete](#)

Aldous, Cayden	Hix, Savana
Barkhurst, Makayla	Kuite, Milan
Bechtel, Thomas	Lawrence, Kagen
Brown, Walter	Lopez Toledo, Amy
Buckner, Madison	McVay, Sage
Cohen, Brody	Miller, Hannah
Coleman, Troy	Miller, Tucker
Davis, Madison	Moore, Nathaniel
De La Torre, Erick	Phillibert, Kiara
Detweiler, Allie	Podell, Savanna
Fehly, Quaid	Richter, Katarina
Ferguson, Allison	Steward, Justina
Garman, Markeita	Terrazas, Rocio
Gregg, Jacob	Ventura, Biannev
Haigh, Rhett	Wright, Angus
Helm, David	Yockey, Devin
Hernandez, Alexandra	

Report Cards Complete [Mark all not complete](#)

Report Cards Done This Period (0/33)

Figure 4.27 - Student Report Cards screen

2. Click **View Report Cards**.

[Back to Student List](#)

Class: Adams, S Fourth Grade(1)

[Generate Class Report Cards](#) [Generate Blank Report Cards](#) [Save Language Settings](#)

	Student Name	Language	NICKNAME	SEMESTER 1	SEMESTER 2
View	Aldous, Cayden	English	Cay	Complete	
View	Barkhurst, Makayla	English	Mack	Complete	
View	Bechtel, Thomas	English	Tom	Complete	
View	Brown, Walter	English	Walt		
View	Buckner, Madison	English	Maddy	Complete	
View	Cohen, Brody	English	Brody Cohen	Complete	
View	Coleman, Troy	English	Troy Coleman	Complete	
View	Davis, Madison	English	Madi	Complete	
View	De La Torre, Erick	English	Erick De La Torre	Complete	
View	Detweiler, Allie	Spanish	Allie Detweiler		
View	Fehly, Quaid	English	Quaid Fehly	Complete	
View	Ferguson, Allison	English	Allison Ferguson	Complete	

Figure 4.28 - View Report Cards screen

3. Change the language in the **Language** list for any students receiving a non-English Report Card.
4. Click **Save Language Settings**.

REPORT CARD DELEGATION (ADVANCED/OPTIONAL)

Homeroom teachers will use the Report Card Delegation screen when they need to assign specific report card areas/rows to other teachers for grading purposes. Teachers can delegate by student, or class, depending on their needs. This screen can be used to grant report card access to teachers that do not have students in their classes. It can also be used by the Homeroom teacher to restrict access for the other teachers to only the report card areas they are responsible for. Two examples of when this screen should be used:

Example 1: Mrs. Smith is responsible for the Reading report card rows for Emily, a student in Mr. Jones' class. Emily is not in Mrs. Smith's class; however, she needs to be able to enter Emily's grades for Reading. Mr. Jones, the Homeroom teacher, can grant access to Emily's Reading Report Card rows to Mrs. Smith using the Report Card Delegation view.

Example 2: Mrs. Smith and Mr. Jones rotate their students – Mr. Jones is the Homeroom teacher and Mrs. Smith is the Reading teacher. Both teachers, by default, have access to all report card areas for their students, but it has been decided that Mrs. Smith should only have access to the rows of the report card she is directly responsible for - Reading. Mr. Jones can restrict Mrs. Smith's report card access to Reading report card rows only. Mr. Jones, as the Homeroom teacher, maintains access to all report card areas for the students in his Homeroom class.



Note: The Report Card Delegation screen utilizes Homeroom data for students, as defined in Synergy SIS. This screen is intended for use by Homeroom teacher. Only teachers are able to delegate rows for students in their Homeroom class. Please verify that a Homeroom period has been defined in School Setup and that the "Update Homeroom Data" process has been run at least once.

Additional Staff: There may be times when teachers or other school/district staff (who do not have any classes assigned to them in Synergy) will need access to entering grades for student's report cards. The school/district must set these teachers up as Report Card Specialists, and the Homeroom teacher will have access to delegating report card rows to these teachers/staff from the Report Card Delegation screen as well. These teachers/staff, because they do not have any classes scheduled, will log into the Grade Book through Grade Book Admin Login and select the class(es) delegated to them from the focus screen.

Delegating Report Card Items



Figure 4.29 - Report Card menu

1. From the Report Card Menu, select **Report Card Delegation**. The Report Card Delegation screen opens.

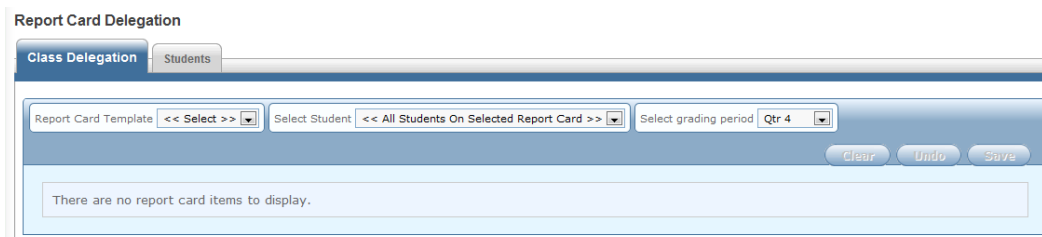


Figure 4.30 - Report Card Delegation

2. Select the **Report Card Template** to assign rows for the desired grade level.
3. Select the student to delegate or select **<<All Students on Selected Report Card>>** selected.
4. Select the grading period or select **<<All>>** to delegate all grading periods.
5. Delegate a section by typing the responsible teacher's name in the **Teacher Assigned** column. A list of possible matches displays.
6. Select the teacher's name from this list. The selected name populates the Teacher Assigned column for the appropriate row(s).



Figure 4.31 - Report Card Delegation screen



Note: If the name was entered in a “Parent” row, the teacher’s name also appears in the Teacher Assigned column for all rows that are “Children” of that row. In the example below, the teacher’s name was entered in “Reading/LanguageArts,” which is a primary area/category (“Parent”) on the report card with several subcategories (“Children”). Upon selection, the teacher’s name is also populated in each subcategory: Word Analysis, Word Recognition, etc...

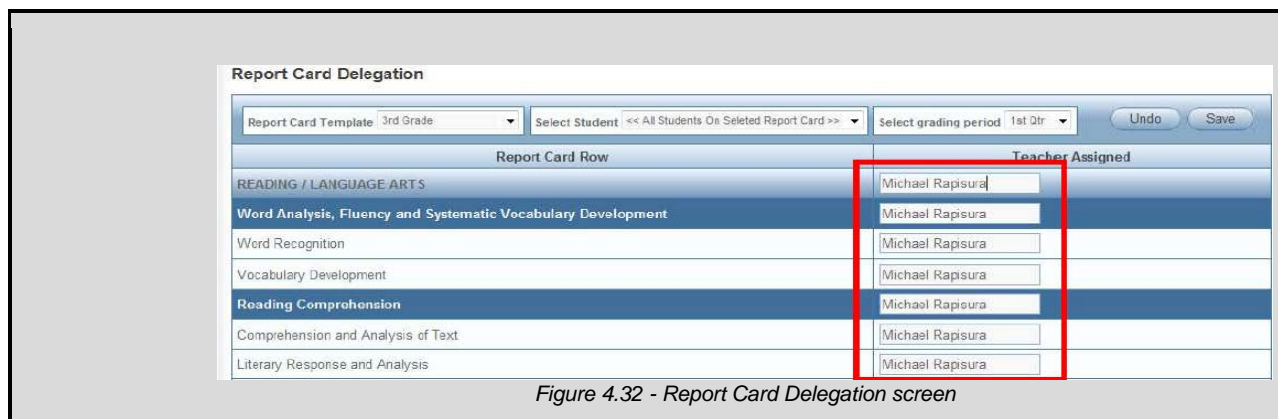


Figure 4.32 - Report Card Delegation screen

7. Click **Save**. The system delegates the selected rows to the teacher identified in the Teacher Assigned column.

Accessing Delegated Report Card Items

Once the Homeroom teacher has finished delegating student's report card rows to the other teacher, the other teacher can access the student's report card rows (that have been delegated to them) in two ways.

If the delegated students are also scheduled in this teacher's class:

1. Select **Students** from the Report **Card** menu.
2. Select the delegated students from the student report card list. The teacher only see rows of the report card made available to them by the Homeroom teacher.

If the delegated students are not scheduled to any of the teacher's classes:

1. Select **Students** from the Report Card menu.
2. Select the delegated class from the **Delegated Classes** list. Students from the delegated class display in the student report card list.

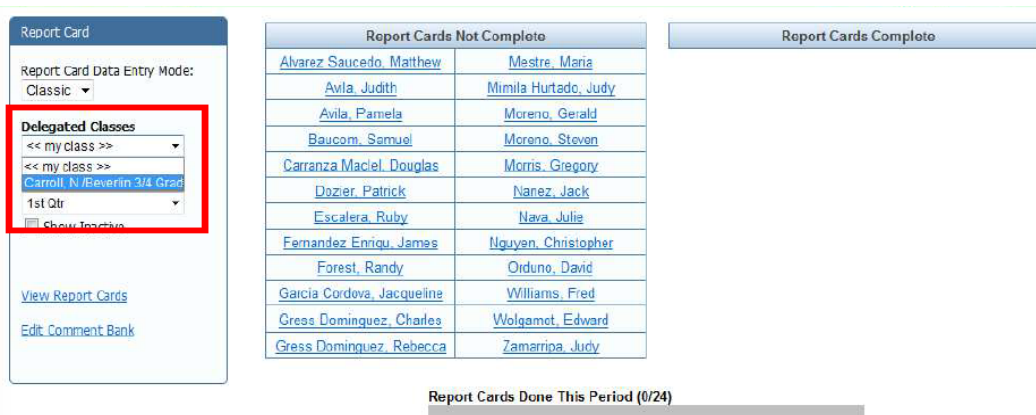


Figure 4.33 - Student Report Cards screen

Enter Grades for Delegated Report Card Items

Report Cards Not Complete		Report Cards Complete
Willie Alejandro	Alan Johnson	
Linda Bradley	Wayne Jolley	
Aaron Bustamante	Ralph Lowe	
Howard Cervantes Vazquez	Kathryn Mancera Herrera	
Jacqueline Charley	Jane Valle	
Carl Chavez	Shirley Vanetten	
Louis Covington	Justin Vega Gonzalez	
Sandra Dennis	Bonnie Vela	
Brian Estrella Acuna	Evelyn Villanueva	
Wanda Flores Aldaba	Jean Walker	
Kathy Flores Nunez	Gerald Werito	
Dorothy Jackson	Eugene Williams	

Report Cards Done This Period (0/24)

Figure 4.34 - Student Report Cards screen

1. Select a student from the student report card list. For the selected student, only assigned (or “delegated”) rows appear on the Mark Entry screen.

Willie Alejandro - Grade 03
3rd Grade Report Card

☐ Include Audit Detail

[Cancel/Back to List](#)
[Save/Back to List](#)
[Save/Continue](#)
[Save/Mark Complete](#)
[View Report Card](#)
[Go To Comments Area](#)

Report Card Area / Grade Book Grade	1ST QTR	2ND QTR	3RD QTR	4TH QTR
READING / LANGUAGE ARTS	A-			
Word Analysis, Fluency and Systematic Vocabulary Development				
Vocabulary Development	3			
Reading Comprehension				
Comprehension and Analysis of Text	3			
Literary Response and Analysis	2			

[Go To Top](#)

Figure 4.35 - Report Card Entry screen

2. Enter grades.
3. Click **Save/Mark Complete**. The Homeroom teacher can verify all marks entered for a student by viewing the Mark Entry screen.. Any rows that have been marked complete by other teachers/specialists appear with a checkmark to the right of the assigned mark.

Carroll, N./Beverlin 3/4 Grade(1) Natalie Carroll (NCarroll) , Teacher

Willie Alejandro - Grade 03
3rd Grade Report Card

☐ Include Audit Detail

[Cancel/Back to List](#)
[Save/Back to List](#)
[Save/Continue](#)
[Save/Mark Complete](#)
[View Report Card](#)
[Go To Comments Area](#)

Report Card Area / Grade Book Grade	1ST QTR	2ND QTR	3RD QTR	4TH QTR
READING / LANGUAGE ARTS	A-			
Word Analysis, Fluency and Systematic Vocabulary Development				
Vocabulary Development	3			

Figure 4.36 - Report Card Entry screen

USING REPORT CARD ITEM ANALYSIS (ADVANCED/OPTIONAL)

The Report Card Item Analysis screen displays your class's performance on items listed on their report cards. You can filter the information displayed **Report Card** type and **Grading Period**.

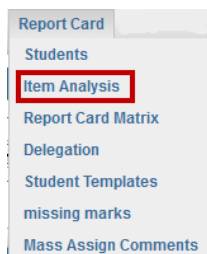


Figure 4.37 - Report Card menu

- Access the Report Card Item Analysis screen, by selecting the **Item Analysis** option from the **Report Card** menu.

Viewing the Class Chart

The **Chart** tab of the Report Card Item Analysis screen displays your whole class' performance on individual report card line items. You can sort the display either **Average Score** or **Report Card Row**. Clicking on a report card line item opens the **Grid of Scores** tab for that item.

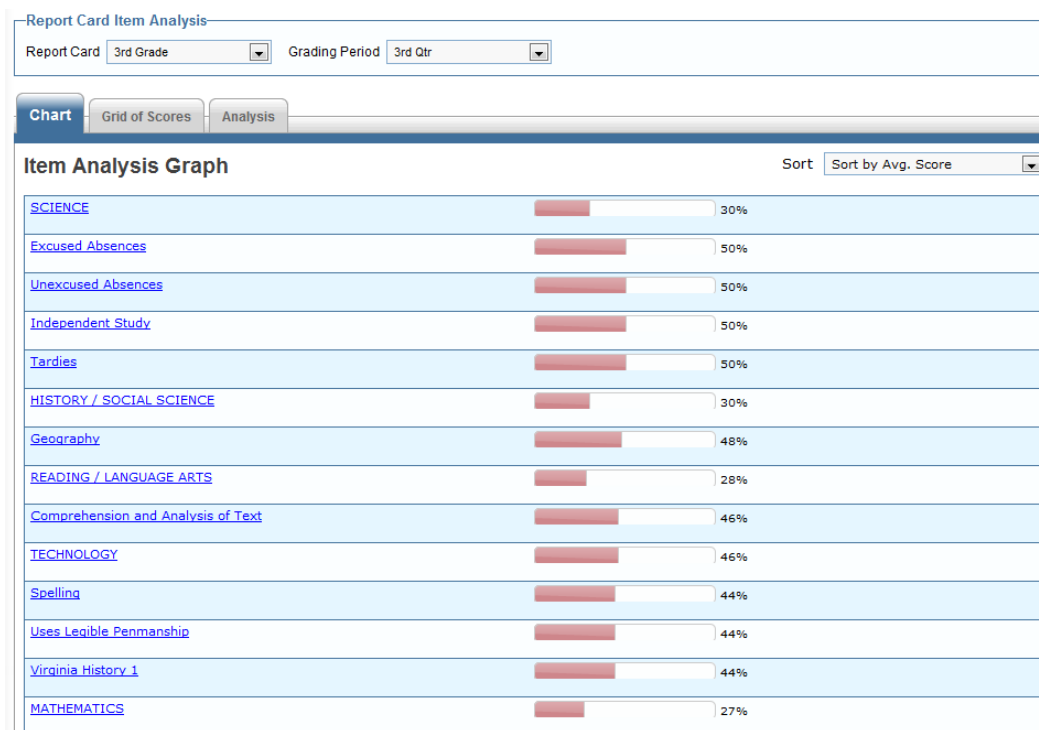


Figure 4.38 - Report Card Item Analysis, Chart tab

Viewing the Grid of Scores

The **Grid of Scores** tab of the Report Card Item Analysis screen displays individual student's score on selected report card line items. The **Report Card Item** list controls which report card line item display. You can rearrange and filter the results using the column headings. Export the displayed results by clicking on either the **XLS** or **PDF** links.

Report Card Item Analysis

Report Card: 3rd Grade Grading Period: 3rd Qtr

Chart Grid of Scores Analysis

Export: [XLS](#) [PDF](#)

Report Card Item Analysis

Report Card Item: SCIENCE

Class/Teacher	Student	Item	Mark
Carroll, N /Beverlin 3rd Grade(1)	Eugene Williams	READING / LANGUAGE ARTS	C
Carroll, N /Beverlin 3rd Grade(1)	Kathy Flores Nunez	READING / LANGUAGE ARTS	B
Carroll, N /Beverlin 3rd Grade(1)	Ralph Lowe	READING / LANGUAGE ARTS	A

Figure 4.39 - Report Card Item Analysis, Grid of Scores tab

Analyzing Report Card Items

The **Analysis** tab of the Report Card Item Analysis screen enables you to select the way the system analyzes your class data. Options include:

- **Student Overview** – displays each student’s score on each report card item.
- **Class Average** - displays the class’ average score on each report card item.
- **Class Gender** - displays each gender’s average score on each report card item.
- **Class Ethnicity** - displays each ethnicity’s average score on each report card item.
- **Subject Average** - displays each student’s average score by subject.

Report Card Item Analysis

Report Card: 3rd Grade Grading Period: 3rd Qtr

Chart Grid of Scores **Analysis**

Export to: [XLS](#)

Mode: Class Average

Page 1 of 6 (55 items) < 1 2 3 4 5 6 >

Mark Student ID Subject Gender Ethnicity Student Name

Value Class Name

RC Item Carroll, N /Beverlin 3rd Grade(1)

Advancing Learner	1.00
Algebra and Functions	1.44
Avoids needless talking	1.00
Behaves with courtesy and respect	1.00
Communicates ideas clearly	1.00
Completes & returns homework on time	1.00
Completes quality assignments	1.00
Comprehension and Analysis of Text	1.86
Demonstrates organizational skills	1.00
Displays good sportmanship	1.00

Page 1 of 6 (55 items) < 1 2 3 4 5 6 >

Figure 4.40 - Report Card Item Analysis, Analysis tab

You can rearrange and filter the results using the column headings. Export the displayed results by clicking on either the **XLS** or **PDF** links.

Chapter Five:

WORKING AS A SPECIALIST

This chapter covers:

- ▶ [Understanding Specialist Designations](#)
- ▶ [Entering Grades as a Specialist](#)

UNDERSTANDING SPECIALIST DESIGNATIONS

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

These teachers might not be assigned their own class sections within Synergy SIS. Teachers assigned their own sections in Synergy SIS are called **Section Specialists**. Teachers not assigned their own sections in Synergy (but still need to enter grades for students) are called **Report Card Specialists**.

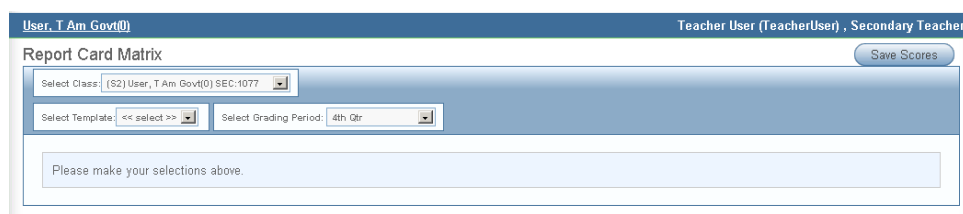
Since they have their own classes, **Section Specialists**, access Grade Book through TeacherVUE, and can maintain their own Grade Book for their assigned sections. On the report card, they can only modify the areas/rows of the report card assigned to their area of specialty. See [Logging in as a Teacher](#).

Report Card Specialists, because they do not have their own classes, need to log into Grade Book through the Grade Book Admin Login screen in Synergy SIS. These Specialists do not have the ability to maintain their own Grade Book, and can only use Grade Book to modify the sections of the report card assigned to their area of specialty. See [Logging in as a Principal, Specialists, or District Staff](#).

ENTERING GRADES AS A SPECIALIST

When Report Card Specialists log in to Grade Book, the **Report Card Matrix** screen displays. Section Specialists must access the screen through the Report Card menu. Once in the **Report Card Matrix** screen, the specialists can enter their grades.

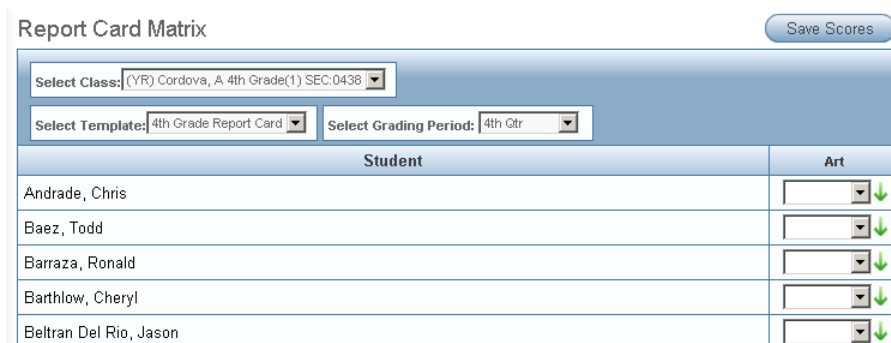
1. Select **Report Card Matrix** on the Report Card menu. The Report Card Matrix screen displays.
2. Select the teacher's class from the **Select Class** list.



The screenshot shows the 'Report Card Matrix' interface. At the top, it says 'User: T Am Govt(0)' and 'Teacher User (TeacherUser) , Secondary Teacher'. Below this is a 'Save Scores' button. The main area has three dropdown menus: 'Select Class' (showing '(S2) User, T Am Govt(0) SEC:1077'), 'Select Template' (showing '<< select >>'), and 'Select Grading Period' (showing '4th Qtr'). Below these is a light blue box with the text 'Please make your selections above.'

Figure 5.1 - Report Card Matrix

3. Select the report card from the **Select Template** list. This is generally a grade level name.
4. Choose the grading period from the **Select Grading Period** list. The list of students in the class appears, along with the report card items/areas for which the specialist is responsible.



The screenshot shows the 'Report Card Matrix' interface with the 'Select Class' dropdown set to '(YR) Cordova, A 4th Grade(1) SEC:0438'. The 'Select Template' dropdown is set to '4th Grade Report Card' and the 'Select Grading Period' dropdown is set to '4th Qtr'. Below these is a table with two columns: 'Student' and 'Art'. The table lists five students: Andrade, Chris; Baez, Todd; Barraza, Ronald; Barthlow, Cheryl; and Beltran Del Rio, Jason. Each student has a corresponding 'Art' column with a dropdown menu and a green arrow icon.

Student	Art
Andrade, Chris	[Dropdown] ↓
Baez, Todd	[Dropdown] ↓
Barraza, Ronald	[Dropdown] ↓
Barthlow, Cheryl	[Dropdown] ↓
Beltran Del Rio, Jason	[Dropdown] ↓

Figure 5.2 - Report Card Matrix

5. Select the students' grade from the list.
6. Click **Save Scores**.

Chapter Six: CREATING REPORTS

This chapter covers:

- ▶ [Running Grade Book Reports](#)

RUNNING GRADE BOOK REPORTS

1. Navigate to the Grade Book Main screen.

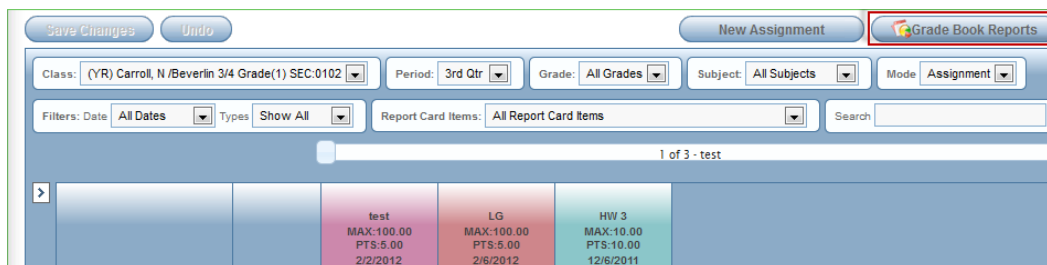


Figure 6.1 Grade Book Main screen

2. Click **Grade Book Reports**. The **Grade Book Reports** screen opens.

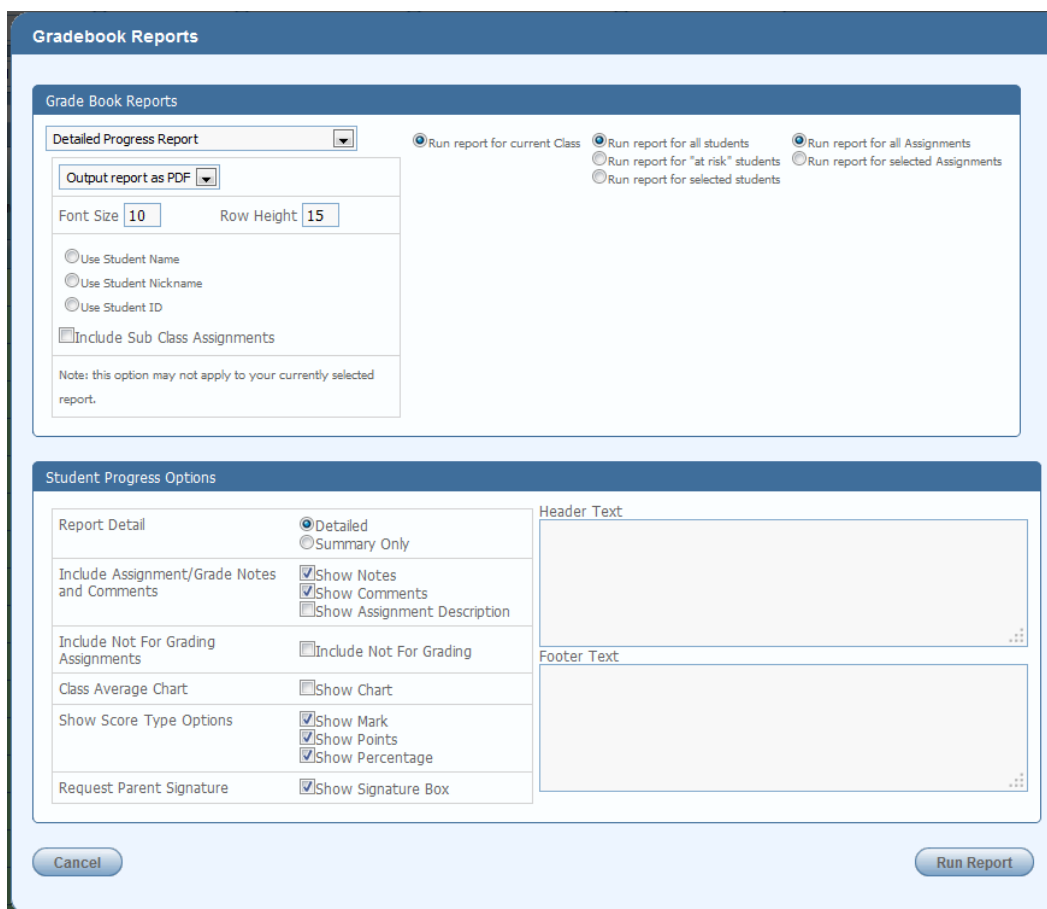


Figure 6.2 Grade Book Reports screen

3. Select a report from the report list.
4. Select the report options.



Note: The options displayed vary based on the report selected.

5. Click **Run Report**.

Detailed Progress Report

The Detailed Progress Report displays each student's current overall progress in class, as well as overall progress by assignment category. Assignment details can also be included in this report.

Filter this report using the following settings:

The screenshot shows the 'Gradebook Reports' window. The 'Grade Book Reports' section has a dropdown menu set to 'Detailed Progress Report'. To its right are three radio button options: 'Run report for current Class' (selected), 'Run report for all students', and 'Run report for all Assignments'. Below these are two more radio button options: 'Run report for "at risk" students' and 'Run report for selected Assignments'. The 'Output report as PDF' dropdown is set to 'PDF'. Below this are input fields for 'Font Size' (set to 10) and 'Row Height' (set to 15). There are three radio button options for student identification: 'Use Student Name' (selected), 'Use Student Nickname', and 'Use Student ID'. A checkbox for 'Include Sub Class Assignments' is also present. A note states: 'Note: this option may not apply to your currently selected report.' The 'Student Progress Options' section has a 'Report Detail' dropdown set to 'Detailed' (selected over 'Summary Only'). It includes checkboxes for 'Include Assignment/Grade Notes and Comments' (checked), 'Show Notes' (checked), 'Show Comments' (checked), 'Show Assignment Description' (unchecked), 'Include Not For Grading Assignments' (unchecked), 'Include Not For Grading' (unchecked), 'Class Average Chart' (unchecked), 'Show Chart' (unchecked), 'Show Score Type Options' (checked), 'Show Mark' (checked), 'Show Points' (checked), 'Show Percentage' (checked), and 'Request Parent Signature' (checked), 'Show Signature Box' (checked). There are text areas for 'Header Text' and 'Footer Text'. At the bottom are 'Cancel' and 'Run Report' buttons.

Figure 6.3 - Detailed Progress Report Interface

- **Output** – Outputs the report to a PDF file.
- **Font Size** - Font size must be between 8pt and 14pt.
- **Row Height** - Row Height for the report grids must be between 15 pixels and 45 pixels.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.

- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for “at risk” students** - Includes only “at risk” students (as defined by the teacher on the Grade Book Options tab.)
- **Run report for selected students** – Includes only selected students in the report.
- **Run report for all Assignments** – Includes all assignments.
- **Run report for selected Assignments** – Includes only selected assignments in the report.
- **Report Detail:**
 - **Detailed** - adds Assignment Detail below Summary area, displaying a list of assignments with date, mark, points, percentage, assignment category, and assignment name.
 - **Summary Only** - excludes details.
- **Include Assignment/Grade Notes and Comments:**
 - **Show Notes** - displays “Public” notes for assignments on report output.
 - **Show Comments** - displays comments teacher assigned to student for a given assignment.
 - **Show Assignment Description** - displays assignment description.
- **Include Not For Grading Assignments** - Filters report output to hide/display Not For Grading Assignments.
- **Class Average Chart - Show Chart** adds chart to top of report indicating selected student’s overall class performance in relation to overall class average.
- **Show Score Type Options** - Select options/details to display for each assignment.
- **Request Parent Signature** - Shows Signature Box adds “Parent Signature” line to bottom of report.
- **Header Text** - Text entered in this text box appears above the Assignment Detail.
- **Footer Text** - Text entered in this text box appears below the Assignment Detail.

Detailed Progress Report
 07/15/2013
 Grading Period: Qtr 4

Student: _____

 Teacher: _____

Class: _____

Area	Grade	Score
Test	A+	95.00
Homework	B+	81.00
Quiz	F	40.00
Assignment	C	74.00
Overall Class Grade	C+	77.14

Date	Category	Assignment	Points	Mark	Comment	Note
1/11/2013	Homework	Social studies	7.20 / 10.00	72 (72.00%)		
1/11/2013	Quiz	Math	4.00 / 10.00	40 (40.00%)		
1/11/2013	Assignment	Reading	6.80 / 10.00	68 (68.00%)		
1/11/2013	Assignment	Science	8.00 / 10.00	80 (80.00%)		
1/17/2013	Test	Test	10.00 / 10.00	10 (100.00%)		
3/8/2013	Homework	HWI	9.00 / 10.00	9 (90.00%)		This is public
5/16/2013	Test	Major Tests	9.00 / 10.00	9 (90.00%)		This is public
6/25/2013	Assignment	Assignment (Math)				
7/10/2013	Assignment	Reading Assignment				

Parent Signature _____

Figure 6.4 Detailed Progress Report

Summary Progress Report

The Summary Progress Report displays the student's current progress in class. Progress by assignment category can also be included in this report.

Filter this report using the following settings:

The screenshot shows the 'Gradebook Reports' window. The 'Summary Progress Report' is selected in the dropdown menu. Below it, 'Output report as PDF' is selected. There are three radio buttons for student identification: 'Use Student Name', 'Use Student Nickname', and 'Use Student ID' (which is selected). There is a checkbox for 'Include Sub Class Assignments'. To the right, there are two radio buttons: 'Run report for all students' (selected) and 'Run report for selected students'. Below these is the 'Class Progress Report Options' section, which includes a table of options and two text areas for 'Header Text' and 'Footer Text'. The table has the following options: 'Missing Assignments Option' with 'Show Missing Assignments' checked, 'Category Detail Option' with 'Show Category Detail' checked, 'Order by' with 'Student Name/ Student ID' selected and 'Points' unselected, and 'Parent Signature Option' with 'Request Parent Signature' checked. At the bottom are 'Cancel' and 'Run Report' buttons.

Figure 6.5 Summary Progress Report Interface

- **Output** – Outputs the report to a PDF file.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
- **Missing Assignments Option** - Selecting Show Missing Assignments adds a “Missing or Absent Assignments” box to the report. This box shows the date, assignment type, and assignment name of any assignment that is missing.
- **Category Detail Option** - Selecting Show Category Detail adds an assignment category-level detail to the report. This includes information about the number of

assignments; points earned/points possible, percentage of points earned, and mark earned, by assignment category.

- **Order by:**
 - **Student Name/Student ID** - prints the Summary Progress Reports in alpha or numeric order. If “Hide Student Name” is selected, the report will print in numeric order, by Student ID.
 - **Points** – prints the Summary Progress Reports by student, in order of student points earned, highest to lowest.
- **Request Parent Signature** - Shows Signature Box adds “Parent Signature” line to bottom of report.
- **Header Text** - Text entered in this text box appears above the Assignment Detail.
- **Footer Text** - Text entered in this text box appears below the Assignment Detail.

Summary Progress Report
7/15/2013

ElementaryGrading Period: Qtr 4

				77.14	C+
Category: Test	Weight: 100.00	Total Assignments: 2	19.00 / 20.00	95.00	A+
Category: Homework	Weight: 100.00	Total Assignments: 2	16.20 / 20.00	81.00	B-
Category: Quiz	Weight: 100.00	Total Assignments: 1	4.00 / 10.00	40.00	F
Category: Assignment	Weight: 100.00	Total Assignments: 2	14.80 / 20.00	74.00	C

Parent Signature _____

Figure 6.6 Summary Progress Report

Summary Progress Report By Report Card Area

The Summary Progress Report by Report Card Area displays current progress in class, broken down by report card area, by student. Report Card areas in this report are defined by the school's actual report card.

Filter this report using the following settings:

The screenshot shows the 'Gradebook Reports' window. The 'Summary Progress Report By Report Card Area' is selected in the dropdown. The 'Output report as PDF' dropdown is set to 'PDF'. Under 'Use Student Name', 'Use Student Nickname', and 'Use Student ID', the 'Use Student ID' radio button is selected. The 'Include Sub Class Assignments' checkbox is checked. A note states: 'Note: this option may not apply to your currently selected report.' Under 'Report Options', a note states: 'Note: these options are generic and may not apply to your currently selected report.' The 'Header Text' and 'Footer Text' fields are empty. The 'Request Parent Signature' checkbox is checked, and the 'Show Signature Box' checkbox is also checked. At the bottom, there are 'Cancel' and 'Run Report' buttons.

Figure 6.7 Summary Progress Report by Report and Area Interface

- **Output** – Outputs the report to a PDF file.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run report for selected Classes** – Includes selected classes in the report.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.

- **Request Parent Signature** - Shows Signature Box adds “Parent Signature” line to bottom of report.
- **Header Text** - Text entered in this text box appears above the Assignment Detail.
- **Footer Text** - Text entered in this text box appears below the Assignment Detail.

Student Progress Report

Elementary
7/15/2013
Grading Period: Qtr 4

Report Card Area	Mark
READING- Effort	Points: 15.80/20.00 (79.00%) 3
Phonetic Skills	Points: 24.80/30.00 (82.67%) 4
Vocabulary/Word Analysis (prefixes, suffixes, synonyms, and dictionary skills)	Points: 24.80/30.00 (82.67%) 4
Fluency	Points: 24.80/30.00 (82.67%) 4
Comprehension - Literary Text (compares characters, settings, problems/solutions, identifies cause and effect, and sequences events)	Points: 24.80/30.00 (82.67%) 4
Comprehension - Informational Text (identifies main idea and supporting details, states facts and information, distinguishes fact from opinion, follows and provides written directions)	Points: 24.80/30.00 (82.67%) 4
WRITING- Effort	Points: 15.80/20.00 (79.00%) 4
Ideas/Content (main idea and details)	Points: 24.80/30.00 (82.67%) 4
Organization (structure of ideas within the writing)	Points: 24.80/30.00 (82.67%) 4
Voice (personal tone of the author's message)	Points: 24.80/30.00 (82.67%) 4
Word Choice (vocabulary chosen to convey meaning)	Points: 24.80/30.00 (82.67%) 4
Sentence Fluency (rhythm and flow of the language)	Points: 24.80/30.00 (82.67%) 4
Conventions (mechanical correctness of the writing)	Points: 24.80/30.00 (82.67%) 4
Presentation (appearance of the writing on the page)	Points: 15.80/20.00 (79.00%) 4
MATHEMATICS- Effort	Points: 4.00/10.00 (40.00%) 4
Number Sense (read, write, count, model, estimate, compare and order numbers; place value; fractional concepts)	Points: 14.00/20.00 (70.00%) 4
Money - count to \$100.00	Points: 14.00/20.00 (70.00%) 4
Operations	Points: 14.00/20.00 (70.00%) 4
Addition (four digits)	Points: 14.00/20.00 (70.00%) 4
Subtraction (four digits)	Points: 14.00/20.00 (70.00%) 4
Concept of Multiplication	Points: 14.00/20.00 (70.00%) 4
Concept of Division	Points: 14.00/20.00 (70.00%) 4
Timed Multiplication Facts 0-10	Points: 14.00/20.00 (70.00%) 4
Timed Division Facts 0-10	Points: 14.00/20.00 (70.00%) 4
Data Analysis (graphing), Discrete Mathematics	Points: 14.00/20.00 (70.00%) 4
Patterns, Algebra, and Functions	Points: 14.00/20.00 (70.00%) 4
Geometry (2-D and 3-D figures, position, symmetry)	Points: 14.00/20.00 (70.00%) 4
Measurement (U.S. Customary: length, capacity, weight, time, area, and perimeter)	Points: 14.00/20.00 (70.00%) 4
Problem Solving (strategies, process, and thinking skills)	Points: 14.00/20.00 (70.00%) 4
SCIENCE- Effort	Points: 8.00/10.00 (80.00%) 4
Uses Scientific Processes	Points: 8.00/10.00 (80.00%) 4
Life Science	Points: 8.00/10.00 (80.00%) 4
Physical Science	Points: 8.00/10.00 (80.00%) 4
Earth Science	Points: 8.00/10.00 (80.00%) 4
SOCIAL STUDIES- Effort	Points: 7.20/10.00 (72.00%) 4
American History	Points: 7.20/10.00 (72.00%) 4

Parent Signature _____

Figure 6.8 Summary Progress Report by Report Card Area

Print Grade Book

The Print Grade Book Report displays a printable version of the Grade Book. Students are listed on the report as well as their performance on each assignment.



Note: If Grade Book is set to Standards mode on the Grade Book Main screen, the Grade Book prints standards. If Grade Book is set to Assignments on the Grade Book Main screen, the Grade Book prints assignments.

Filter this report using the following settings:

Figure 6.9 Print Grade Book Interface

- **Output** – Outputs the report to a PDF file or an Excel spreadsheet.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run report for selected Classes** – Includes selected classes in the report.

Page 1 of 1 7/15/2013

Student	Grade	Math MAX:100.00 PTS:10.00 1/11/2013 Quiz	Social studies MAX:100.00 PTS:10.00 1/11/2013 Homework	Reading MAX:100.00 PTS:10.00 1/11/2013 Assignment	Test MAX:100.00 PTS:10.00 1/17/2013 Test	HMI MAX:10.00 PTS:10.00 3/6/2013 Homework	Science MAX:100.00 PTS:10.00 1/11/2013 Assignment	Major Tests MAX:10.00 PTS:10.00 5/16/2013 Test	Assignment (Math) MAX:10.00 PTS:10.00 6/06/2013 Assignment	Reading Assignment MAX:10.00 PTS:10.00 7/10/2013 Assignment
23	71.14 C+	40	72	85	10	9	30	9		
27	82.43 B-	82	92	70	10	8	73	8		
26	69.00 D+	82	84	85	10 e	1	83	7 M		
24	70.57 C-	73	94	87	10	0	70	7		
27	83.33 B	88	78	99	10	3 e	65	7		
24	71.43 C-	88	78	99	10	0 Ab	65	7		
24	71.43 C-	88	78	99	10	0 M	65	7		
23	82.86 B-	88	78	99	10	8	65	7		
22	80.00 B-	88	78	99	10 e	8	65	7		
24	82.86 B-	88	78	99	10	8	65	7		
28	82.86 B-	88	78	99	10	8	65	7		
28	82.86 B-	88	78	99	10	8	65	7		
24	82.86 B-	88	78	99	10	8	65	7		
22	82.86 B-	88	78	99	10	8	65	7		
24	82.86 B-	88	78	99	10	8	65	7		
24	82.86 B-	88	78	99	10	8	65	7		
24	82.86 B-	88	78	99	10	8	65	7		
23	82.86 B-	88	78	99	10	8	65	7		
24	82.86 B-	88	78	99	10	8	65	7		
24	82.86 B-	88	78	99	10	8	65	7		
24	82.86 B-	88	78	99	10	8	65	7		
24	82.86 B-	88	78	99	10	8	65	7		
24	82.86 B-	88	78	99	10	8	65	7		
23	82.86 B-	88	78	99	10	8	65	7		
24	82.86 B-	88	78	99	10	8	65	7		
28	82.86 B-	88	78	99	10	8	65	7		

Figure 6.10 Print Grade Book

Blank Grade Book

The Blank Grade Book Report displays a blank, printable version of the Grade Book. Each student is listed on the report as well as blank columns to add new assignments and scores.

Filter this report using the following settings:

The screenshot shows the 'Gradebook Reports' window. It has a title bar 'Gradebook Reports' and a subtitle 'Grade Book Reports'. Inside, there's a dropdown menu set to 'Blank Grade Book'. Below it is another dropdown 'Output report as PDF'. To the right, there are three radio buttons: 'Run report for current Class' (selected), 'Run report for selected Classes', and 'Run report for all students'. A note below the radio buttons says 'Note: this option can take several minutes longer to execute.' Below the radio buttons are three radio buttons for student identification: 'Use Student Name', 'Use Student Nickname', and 'Use Student ID' (selected). There is a checkbox 'Include Sub Class Assignments' with a note below it: 'Note: this option may not apply to your currently selected report.' Below this is a section 'Blank Gradebook Options' with three rows of settings: 'Print Extra Lines at the bottom of the report' with a checked 'Show Extra Lines' checkbox; 'Print In Landscape' with an unchecked 'Print In Landscape' checkbox; and 'Include Overall Grade' with a checked 'Include Overall Grade' checkbox. At the bottom left is a 'Cancel' button and at the bottom right is a 'Run Report' button.

Figure 6.11 Blank Grade Book Interface

- **Output** – Outputs the report to a PDF file or an Excel spreadsheet.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run report for selected Classes** – Includes selected classes in the report.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
- **Print Extra Lines at the bottom of the report** - Adds blank lines to the bottom of the report. This allows you to write in new or transferred students' names.
- **Print in Landscape** – Displays the report in Landscape orientation.
- **Include Overall Grade** – Includes the students' current overall grade in the class.

Grade Book Grid														
Elementary		7/15/2013					Grading Period: Qtr 4							
2392 41	77.14 C+													
2704 62	82.43 B-													
2680 32	69.00 B+													
2407 76	70.57 C-													
2787 18	83.33 B													
2408 07	71.43 C-													
2407 37	71.43 C-													
2309 81	82.86 B-													
2286 10	80.00 B-													
2410 22	82.86 B-													
2819 42	82.86 B-													
2838 14	82.86 B-													
2408 01	82.86 B-													
2278 52	82.86 B-													
2418 13	82.86 B-													
2450 04	82.86 B-													
2407 42	82.86 B-													
2346 84	82.86 B-													
2407 44	82.86 B-													
2459 08	82.86 B-													
2410 20	82.86 B-													
2463 38	82.86 B-													
2407 77	82.86 B-													
2331 58	82.86 B-													
2492 91	82.86 B-													
2852 84	82.86 B-													

Figure 6.12 Blank Grade Book

Assignment Detail Report

The Assignment Detail Report displays each student's performance, by assignment. The students' marks, points earned/points possible, and notes are displayed in this report.

Filter this report using the following settings:

The screenshot shows the 'Gradebook Reports' window. The 'Assignment Detail Report' is selected in the dropdown menu. Below it, 'Output report as PDF' is selected. Under 'Use Student Name', 'Use Student Nickname', and 'Use Student ID', the 'Use Student ID' radio button is selected. The 'Include Sub Class Assignments' checkbox is checked. A note states: 'Note: this option may not apply to your currently selected report.' In the 'Report Options' section, a note says: 'Note: these options are generic and may not apply to your currently selected report.' There are text boxes for 'Header Text' and 'Footer Text'. The 'Request Parent Signature' checkbox is checked, and the 'Show Signature Box' checkbox is also checked. At the bottom, there are 'Cancel' and 'Run Report' buttons.

Figure 6.13 - Assignment Detail Report Interface

- **Output** – Outputs the report to a PDF file or Excel spreadsheet.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run report for selected Classes** – Includes selected classes in the report.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for “at risk” students** - Includes only “at risk” students (as defined by the teacher on the Grade Book Options tab.)

- **Run report for selected students** – Includes only selected students in the report.
- **Run report for all Assignments** – Includes all assignments.
- **Run report for selected Assignments** – Includes only selected assignments in the report.
- **Request Parent Signature** - Shows Signature Box adds “Parent Signature” line to bottom of report.
- **Header Text** - Text entered in this text box appears above the Assignment Detail.
- **Footer Text** - Text entered in this text box appears below the Assignment Detail.

Assignment Results				
07/15/2013				
Math	Quiz			1/11/2013
Student	Mark	Points	Notes	Status
239241	40	4.00 / 10.00		
270462	82	8.20 / 10.00		
268032	82	8.20 / 10.00		
240776	73	7.30 / 10.00		
278718	88	8.80 / 10.00		
240807	88	8.80 / 10.00		
240737	88	8.80 / 10.00		
230961	88	8.80 / 10.00		
228610	88	8.80 / 10.00		
241022	88	8.80 / 10.00		
281942	88	8.80 / 10.00		
283814	88	8.80 / 10.00		
240801	88	8.80 / 10.00		
227852	88	8.80 / 10.00		
241813	88	8.80 / 10.00		
245004	88	8.80 / 10.00		
240742	88	8.80 / 10.00		
234684	88	8.80 / 10.00		
240744	88	8.80 / 10.00		
249908	88	8.80 / 10.00		
241020	88	8.80 / 10.00		
246338	88	8.80 / 10.00		
240777	88	8.80 / 10.00		
233158	88	8.80 / 10.00		
249291	88	8.80 / 10.00		
285284	88	8.80 / 10.00		
1/9				

Figure 6.14 Assignment Detail Report

Student Missing Assignments Report

The Student Missing Assignments Report displays a list of all Missing or Absent Assignments, by student. The date, assignment type, assignment name, and notes display for any assignment marked as “Missing” or “Absent” in the Grade Book.

Filter this report using the following settings:

The screenshot shows the 'Gradebook Reports' window. The 'Student Missing Assignments Report' is selected in the dropdown menu. Below it, 'Output report as PDF' is selected. There are three radio button options for student identification: 'Use Student Name', 'Use Student Nickname', and 'Use Student ID' (which is selected). A checkbox for 'Include Sub Class Assignments' is present. To the right, there are three radio button options for report scope: 'Run report for current Class' (selected), 'Run report for selected Classes', and 'Run report for all students'. Below these are two more radio button options: 'Run report for selected students' and 'Run report for selected students' (which is selected). A note states: 'Note: this option can take several minutes longer to execute.' The 'Report Options' section contains a note: 'Note: these options are generic and may not apply to your currently selected report.' It includes a 'Header Text' field, a 'Request Parent Signature' checkbox, a 'Show Signature Box' checkbox (which is checked), and a 'Footer Text' field. At the bottom, there are 'Cancel' and 'Run Report' buttons.

Figure 6.15 Student Missing Assignments Report Interface

- **Output** – Outputs the report to a PDF file or Excel spreadsheet.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run report for selected Classes** – Includes selected classes in the report.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.

- **Request Parent Signature** - Shows Signature Box adds “Parent Signature” line to bottom of report.
- **Header Text** - Text entered in this text box appears above the Assignment Detail.
- **Footer Text** - Text entered in this text box appears below the Assignment Detail.

Student Missing Assignments Report
7/15/2013Qtr 4

Date	Assignment Type	Subject	Assignment	Notes
5/16/2013	Test	Language Arts	Major Tests	

Parent Signature _____

Figure 6.16 Student Missing Assignments Report

Missing Assignments Summary Report

The Missing Assignments Summary Report displays a list of all students with Missing or Absent Assignments. The student name, date, assignment type, assignment name, and notes are displayed for any assignment marked as “Missing” or “Absent” in the Grade Book.

Filter this report using the following settings:

The screenshot shows the 'Gradebook Reports' window. The 'Missing Assignment Summary Report' is selected in the dropdown menu. Below it, 'Output report as PDF' is selected. There are three radio button options for student identification: 'Use Student Name', 'Use Student Nickname', and 'Use Student ID' (which is selected). A checkbox for 'Include Sub Class Assignments' is present. To the right, there are three radio button options for report scope: 'Run report for current Class' (selected), 'Run report for selected Classes', and 'Run report for all students'. Below these are two text input fields for 'Header Text' and 'Footer Text'. At the bottom left, there is a 'Request Parent Signature' checkbox and a 'Show Signature Box' checkbox (which is checked). At the bottom right, there are 'Cancel' and 'Run Report' buttons.

Figure 6.17 - Missing Assignment Summary Report Interface

- **Output** – Outputs the report to a PDF file or Excel spreadsheet.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run report for selected Classes** – Includes selected classes in the report.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.

- **Request Parent Signature** - Shows Signature Box adds “Parent Signature” line to bottom of report.
- **Header Text** - Text entered in this text box appears above the Assignment Detail.
- **Footer Text** - Text entered in this text box appears below the Assignment Detail.

Missing Assignment Summary Report

Missing or Absent Assignments7/15/2013Grading Period: Qtr 4

Student	Date	Type	Assignment	Notes
268032	05/16/2013	Test	Major Test Is	
240807	03/08/2013	Homework	HW1	
240737	03/08/2013	Homework	HW1	

Figure 6.18 - Missing Assignment Summary Report

Class Summary Report

The Class Summary Report summarizes each student's performance in class. Overall Grade (percentage and mark), performance in each assignment type (percentage and mark), and number of missing assignments are displayed on this report.

The screenshot shows a window titled "Gradebook Reports". Inside, there's a section titled "Grade Book Reports" with a dropdown menu set to "Class Summary Report". Below this is another dropdown set to "Output report as PDF". There are two input fields: "Font Size" with the value "10" and "Row Height" with the value "15". Underneath these are three radio buttons: "Use Student Name", "Use Student Nickname", and "Use Student ID" (which is selected). There is also a checkbox labeled "Include Sub Class Assignments". To the right of these options are three radio buttons: "Run report for current Class" (selected), "Run report for selected Classes", and "Run report for all students". A note below the "Run report for selected Classes" option states: "Note: this option can take several minutes longer to execute." At the bottom left is a "Cancel" button and at the bottom right is a "Run Report" button.

Figure 6.19 - Class Summary Report Interface

- **Output** – Outputs the report to a PDF file.
- **Font Size** - Font size must be between 8pt and 14pt.
- **Row Height** - Row Height for the report grids must be between 15 pixels and 45 pixels.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.

Class Summary Report		
7/15/2013 12:14:22 PM		
Grading Period: Qtr 4		
Class:		
Teacher:		
Student	Overall Grade	Missing
236241	77.14 C+	
270462	82.43 B	
268032	66.00 D+	1
240776	70.57 C-	
278718	83.33 B	
240807	71.43 C-	1
240737	71.43 C-	1
230981	82.86 B	
228610	80.00 B	
241022	82.86 B	
281942	82.86 B	
283814	82.86 B	
240801	82.86 B	
227862	82.86 B	
241813	82.86 B	
246004	82.86 B	
240742	82.86 B	
234894	82.86 B	
240744	82.86 B	
249908	82.86 B	
241020	82.86 B	
246338	82.86 B	
240777	82.86 B	
233158	82.86 B	
240291	82.86 B	

Figure 6.20 - Class Summary Report

Detailed Progress Report By Subject

The Detailed Progress Report by Subject displays current performance in each subject area, by student. This report displays the points earned / points possible, percentage of points earned, and grade mark (if selected) in each subject area. Performance by assignment type and on specific assignments can also be displayed in this report.

The screenshot shows the 'Gradebook Reports' window. The 'Grade Book Reports' section has a dropdown menu set to 'Detailed Progress Report By Subject' and an 'Output report as PDF' button. Below these are radio buttons for 'Use Student Name', 'Use Student Nickname', and 'Use Student ID' (which is selected). There is also a checkbox for 'Include Sub Class Assignments'. To the right, there are radio buttons for 'Run report for current Class' (selected), 'Run report for selected Classes', and 'Run report for all students'. A note states: 'Note: this option can take several minutes longer to execute.' The 'Progress Report Options' section contains a table of checkboxes: 'Include Results From All Teachers' (unchecked), 'Include All Teachers' (checked), 'Include Not For Grading Assignments' (unchecked), 'Include Not For Grading' (checked), 'Hide Letter Grade' (unchecked), 'Hide Letter Grade' (checked), 'Request Parent Signature' (checked), 'Show Signature Box' (checked), 'Show Assignment Areas' (checked), 'Show Assignment Areas' (checked), 'Show Assignments By Subject' (checked), and 'Show Assignments' (checked). To the right of this table are two text areas labeled 'Header Text' and 'Footer Text'. At the bottom are 'Cancel' and 'Run Report' buttons.

Figure 6.21 - Detailed Progress Report by Subject Interface

- **Output** – Outputs the report to a PDF file.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
- **Include Results from All Teachers** - Include assignment results from all teachers or only teacher in current focus.

- **Include Not For Grading Assignments** - Filters report output to include/exclude Not For Grading assignments.
- **Hide Letter Grade** - Selecting Hide Letter Grade results in the letter grade not displaying in subject totals and assignment type totals if selected.
- **Request Parent Signature** - Adds "Parent Signature" line to the bottom of the report.
- **Show Assignment Areas** - Displays each assignment type, by subject area, and student's overall performance in them. Points earned / points possible, percentage of points earned, and letter grade (if selected) are reported for each assignment type.
- **Show Assignments By Subject** - Displays list of all assignments in given subject and student's performance on them. If Show Assignment Areas is selected, assignments are broken down by assignment type. Date, assignment name, score (and percentage), and points earned / points possible are displayed for each.
- **Header Text** - Text entered in this text box will appear below the school's name.
- **Footer Text** - Text entered in this text box will appear below the Progress Report box.

Progress Report
Monday, July 15, 2013

Student:	Teacher:	
Language Arts	18.00 / 20.00 = 90.00 (A-)	
Homework	9.00 / 10.00 = 90.00 (A-)	
03/08/20 13 HW1	Score: 9 (90.00)	Points: 9.00 / 10.00
Test	9.00 / 10.00 = 90.00 (A-)	
05/16/20 13 Major Tests	Score: 9 (90.00)	Points: 9.00 / 10.00
Math	14.00 / 20.00 = 70.00 (C-)	
Quiz	4.00 / 10.00 = 40.00 (F)	
01/11/20 13 Math	Score: 4.0 (40.00)	Points: 4.00 / 10.00
Test	10.00 / 10.00 = 100.00 (A+)	
01/17/20 13 Test	Score: 10 (100.00)	Points: 10.00 / 10.00
Reading	6.80 / 10.00 = 68.00 (D+)	
Assignment	6.80 / 10.00 = 68.00 (D+)	
01/11/20 13 Reading	Score: 6.8 (68.00)	Points: 6.80 / 10.00
Science	8.00 / 10.00 = 80.00 (B-)	
Assignment	8.00 / 10.00 = 80.00 (B-)	
01/11/20 13 Science	Score: 8.0 (80.00)	Points: 8.00 / 10.00
Social Studies	7.20 / 10.00 = 72.00 (C-)	
Homework	7.20 / 10.00 = 72.00 (C-)	
01/11/20 13 Social studies	Score: 7.2 (72.00)	Points: 7.20 / 10.00

Parent Signature _____

Figure 6.22 - Detailed Progress Report by Subject

Chart: Assignment Student Performance

The Chart: Assignment Student Performance displays a graphic chart of a class' performance on an assignment. The chart is broken down by student.

The screenshot shows the 'Gradebook Reports' window. At the top, it says 'Grade Book Reports'. Below that, there's a section for 'Chart: Assignment Student Performance'. On the left, there's a dropdown menu for 'Output report as PDF' and three radio buttons for 'Use Student Name', 'Use Student Nickname', and 'Use Student ID' (which is selected). Below these is a checkbox for 'Include Sub Class Assignments' with a note: 'Note: this option may not apply to your currently selected report.' On the right, there are three radio buttons for 'Run report for current Class' (selected), 'Run report for all students', and 'Run report for selected students'. To the right of these is a section 'Select assignment to Chart:' with a list of assignments: '#Sci101', '1883', '2216', 'Assignment (Math)', 'HW1', 'Major Tests', and 'MATH'. At the bottom, there are 'Cancel' and 'Run Report' buttons.

Figure 6.23 - Chart: Assignment Student Performance Interface

- **Output** – Outputs the report to a PDF file.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
- **Select assignments to Chart** – Includes only selected assignments in the report.

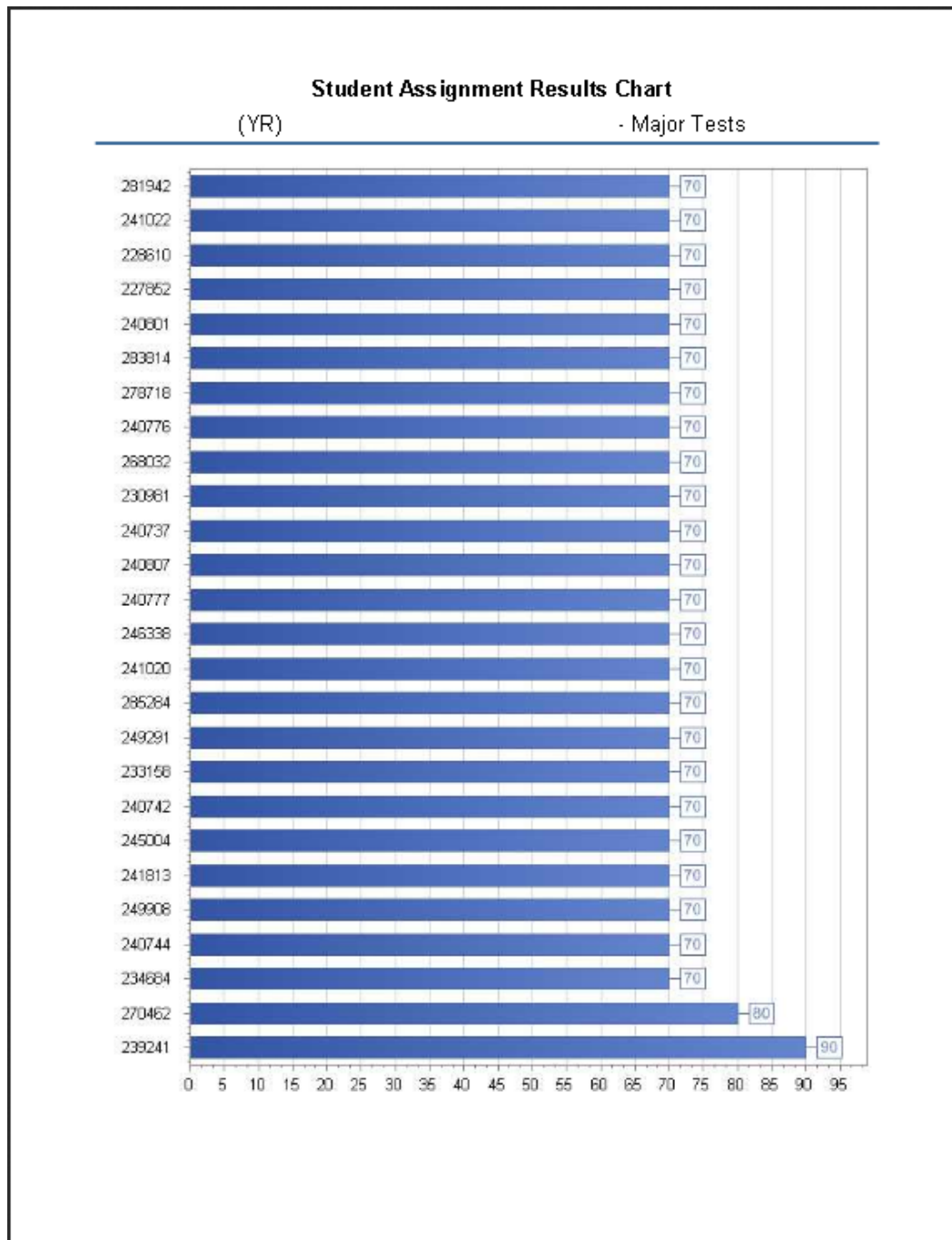


Figure 6.24 - Student Assignment Results Chart

Chart: Class Grade

The Chart: Class Grade displays a graphic chart of all the students in a class' performance as a whole to date. The chart is broken down by student.

The screenshot shows a web interface titled "Gradebook Reports". Inside, there's a section "Grade Book Reports" with a dropdown menu set to "Chart: Class Grade". Below this is a button "Output report as PDF". To the right, there are three radio buttons: "Run report for current Class" (selected), "Run report for all students", and "Run report for selected students". Below these are three more radio buttons: "Use Student Name", "Use Student Nickname", and "Use Student ID" (selected). There is also a checkbox for "Include Sub Class Assignments". A note at the bottom of the configuration area states: "Note: this option may not apply to your currently selected report." At the bottom of the interface are two buttons: "Cancel" and "Run Report".

Figure 6.25 - Chart: Class Grade Interface

- **Output** – Outputs the report to a PDF file.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.

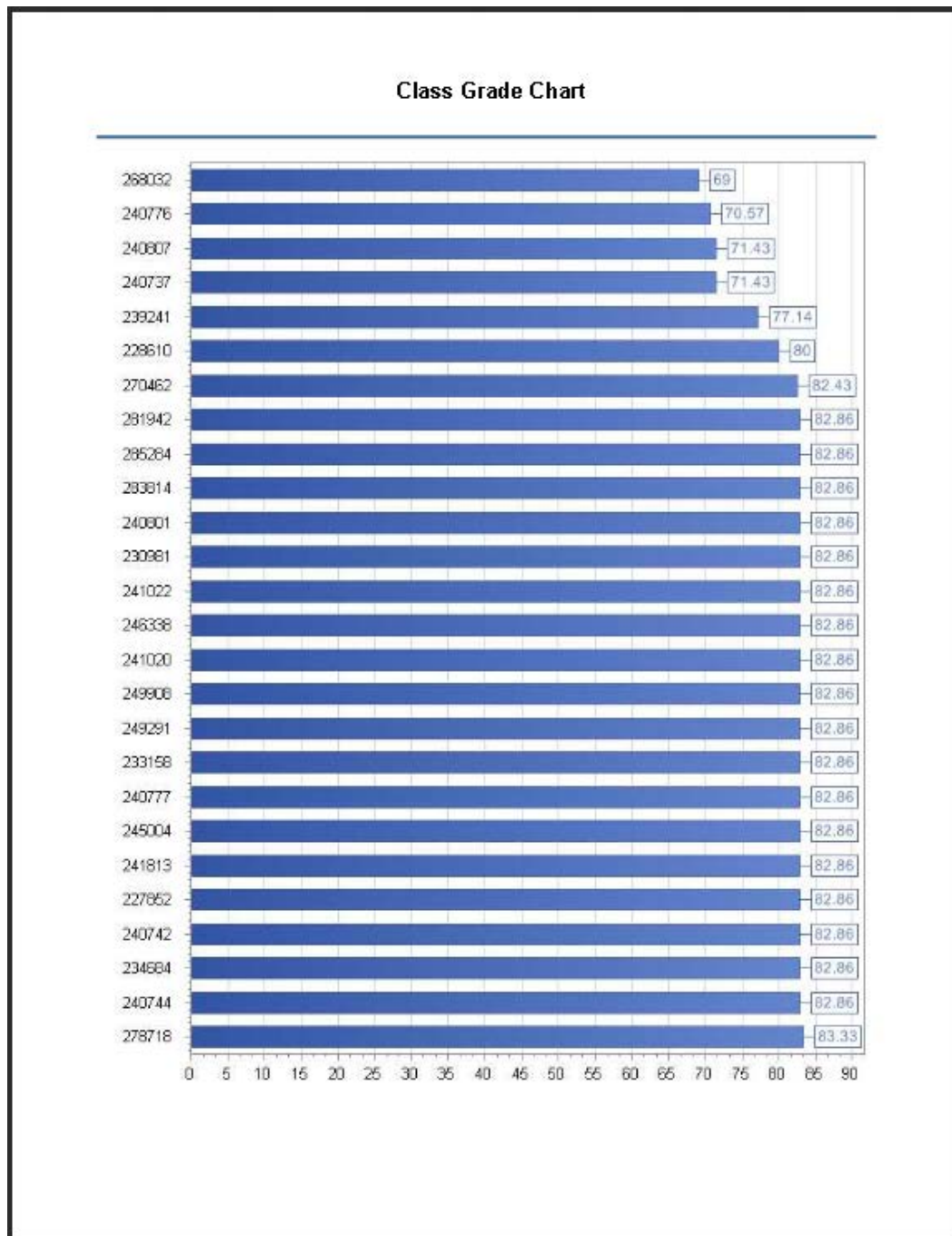


Figure 6.26 - Class Grade Chart

Chart: Class Category Summary

The Chart: Class Category Summary displays a graphic chart of a class' performance on assignment types to date. The chart is broken down by student.

The screenshot shows a software window titled "Gradebook Reports". Inside, there's a sub-header "Grade Book Reports". Below this, a dropdown menu is set to "Chart: Class Category Summary". To the right of this menu are three radio button options: "Run report for current Class" (selected), "Run report for all students", and "Run report for selected students". Below the dropdown is another dropdown menu labeled "Output report as PDF". Underneath that are three radio button options: "Use Student Name", "Use Student Nickname", and "Use Student ID" (selected). There is also a checkbox labeled "Include Sub Class Assignments". A small note below the checkbox states: "Note: this option may not apply to your currently selected report." At the bottom left is a "Cancel" button, and at the bottom right is a "Run Report" button.

Figure 6.27 - Chart: Class Category Summary

- **Output** – Outputs the report to a PDF file.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.

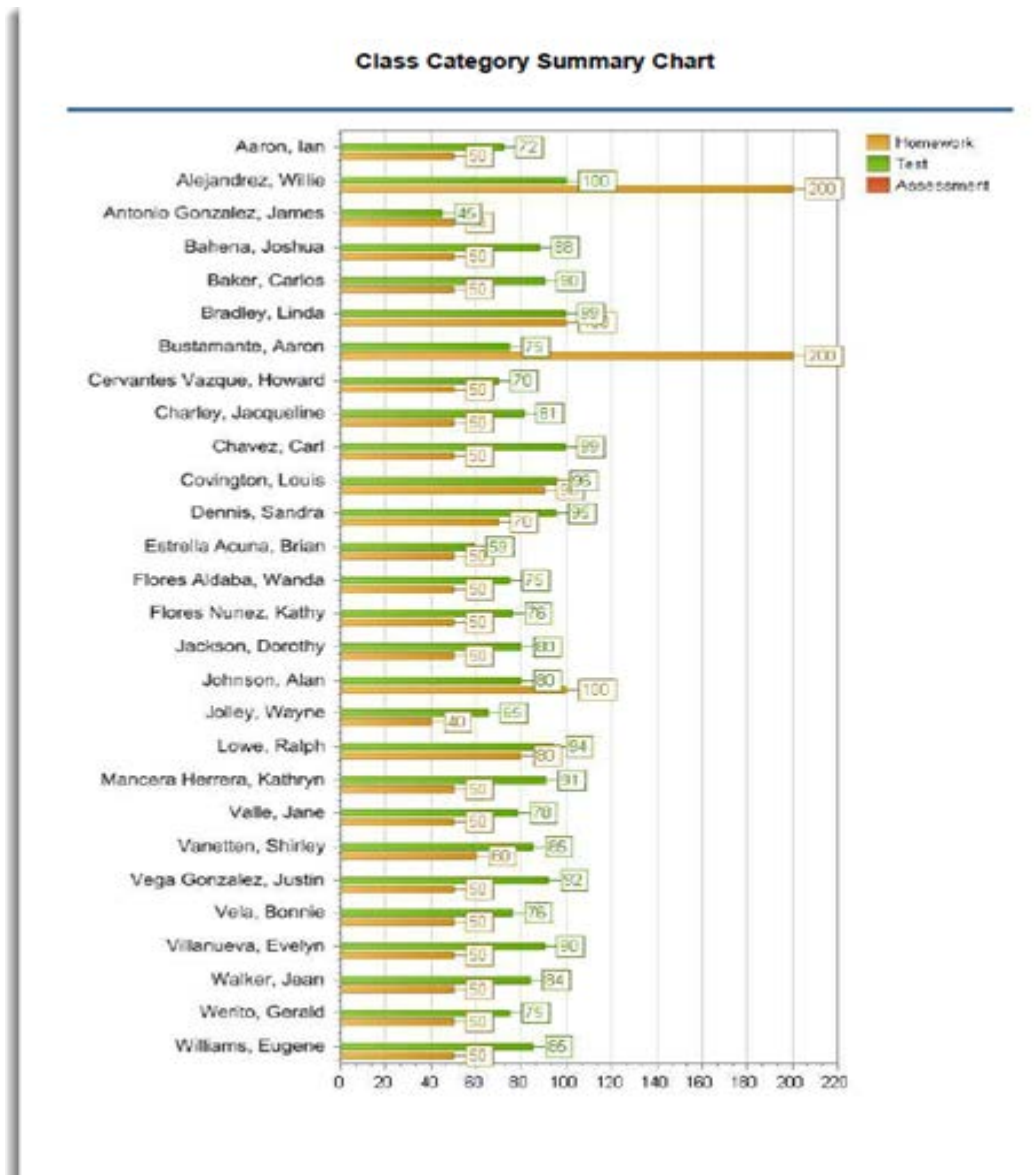


Figure 6.28 - Class Category Summary Chart

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