Synergy™
Student Information System

Synergy SIS©
Grading
Administrator Guide

Edupoint™

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ABOUT THIS GUIDE

Document History

Date	Volume	Edition	Revision	Content
June 2009	1	1	1	Initial release of this document
March 2010	1	1	2	Updated to include changes from the November 2009 release and the February and March 2010 patches.
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May 2013	1	1	6	Updated to include changes through the May 2013 release of Synergy SIS version 8.0.2.0.

CONVENTIONS USED IN THIS GUIDE

Bold Text

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

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

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

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

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

BEFORE YOU BEGIN

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

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

Chapter One:
OVERVIEW

This chapter covers:

► Overview of Grading

► Implementation Considerations

► Before Starting

OVERVIEW OF GRADING

Grades can be recorded in the **Class Grade** screen or **Student Grade** screen in Synergy SIS, and in the **Grades** page in TeacherVUE. They can also be recorded manually using a grading sheet and then scanned into Synergy SIS. Finally, they can be entered in the Grade Book program.

This manual illustrates how to set up and configure the grading in Synergy SIS to support these methods. The companion manual to this Administrator Guide, the *Synergy SIS – Grading User Guide,* illustrates how to view and enter grades using the **Class Grade** or **Student Grade** screen, as well as how to print related reports. The **Grades** screen in TeacherVUE is covered in the *Synergy SIS – TeacherVUE User Guide*. The Grade Book is outlined in the *Synergy SIS – Grade Book User Guide*.

For information about how to enter grades using the scanning sheets or a third-party software program, refer to the manufacturer's guides. Scanning the completed sheets is explained in the *Synergy SIS – System Administrator Guide*.

Once grades are entered, Synergy SIS calculates the final grade according to the Grading setup and transfers the final grade and course information to the student's course history for use in the transcript. The process that transfers the information to course history is explained in the *Synergy SIS – Course History Administrator Guide*.

This guide covers the setup and configuration of

- the **Mark Definition** screen and its related lookup table
- the **Repeat Tag Definition** screen
- the **Reporting Periods tab** of the **District Calendar** screen
- the **Reporting Periods tab** of the **School Calendar** screen
- the **Grading Setup** screen
- the **Credit Weight Definition** screen and its related lookup table
- the **Honor Roll & Eligibility Definition** screen
- the **Grading Sheet Creation** screen
- all screens in the **Grade Book** folder

The **GPA** setup and the **Graduation Requirements** setup are explained in the *Synergy SIS – Course History Administrator Guide*. The GPA setup includes the **District GPA Types** screen, the **School GPA Types** screen, and the **GPA Definitio**n screen as well as the **Update GPA** screen. The Graduation Requirements setup includes the **Graduation Requirements** screen and the **Graduation Requirement Profile Definition** screen.

The **Year End Status Update** screen is covered in the *Synergy SIS – New Year Rollover Guide*.

The **Class Grade** screen gives teachers the ability to grade all the students in a section.

Class Grade

Section ID: **1077**   Course ID: **SS51**   Course Title: **Am Govt**   Staff Name: **User, Teacher**

Class Grades

Section ID	Course ID	Course Title	Staff Name	Room Name
1077	SS51	Am Govt	User, Teacher	216

Class Information

Begin Period	End Period	Term Code	Credit
0	0	S2	0.500

Grade Periods [ ] Period Type [ ]   Filter Grade Periods   Show Comments [ ]

Class Grades

Line	Student Name	Perm ID	Progress Period 1	First Quarter Marks	First Quarter Options	Progress Period 2	Second Quarter Marks	Second Quarter Options	Progress Period 3 Marks	Citizenship	Conduct	3rd Qtr Marks	Options	Progress Period 4	Fourth Quarter Marks	Fourth Quarter Options
1	Abbott, Billy C.	905483							A	Outstanding		A-	3		D	D
2	Addington, Paula M.	871686							A-		Satisfactory	B	0		A-	A-
3	Coleman, Jose L.	874305							C+		Needs Improvement	C	0		B	B

Class Grade Screen

The **Student Grade** screen is where grades can be seen and entered by student for all the classes a student is currently taking.

Student Grade

Student Name: **Abbott, Billy C.**   School: **Hope High School**   Status: **Active**   Room Name: **231**

Student Grades

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

Periods [ ]   Mark Type Grade Periods Only   Filter Grade Periods   Update Grades For This Student   Update Absences For This Student

☐ Show Comments
☑ Show Credit
☐ Do Not Process Term Override Credit Amount
☑ Show Repeat Tag

Student Grades

Line	Period	Section ID	Credit	Course ID	Course Title	Repeat Tag	Teacher Name	Audit Class	First Quarter 1st Qtr	Citizenship	ABS	t2	2nd Qtr	Sem 1 Final	QTR2	3rd Qtr	ABS	4th Qtr	Sem 2 Final	QTR4
1	0	0077	1.000	SS51	Am Govt		Jackson, K.	☐	B+	O	0	0	F	F	0					
2	0	0840	0.000	SC49	Biology		Edelstein, A.	☐	A		0	0								
3	0	1077	1.000	SS51	Am Govt		Jackson, K.	☐								3				
4	1	0106	1.000	AR54	Beg Jewelry		Sullivan, J.	☐	A		0	0	A+	A+	0					

Student Grade Screen

The **Update Grade** screen updates the Class and Student Grade screens, as well as the TeacherVUE screen, to show the classes in which students are enrolled so that they can be graded. It also summarizes the student's absences as defined in the Grading Setup screen and enters the totals in the student's grading record.

Update Grade

Update Grading

Grade Reporting Period   Do Not Process Term Override Credit Amount
Third Quarter   ☐

Grade ☐ ↔ ☑
☐ 09 ☐ 10 ☐ 11 ☐ 12

Operation Type

○ Update Grading Records

○ Update Absences

NOTE: Any student who has NOT been enrolled in the class for 10 day(s) will not be included in grades/progress. To change this value, please go to the District Setup view -> System Options tab and change the "Minimum Days Enrolled Grading Threshold " value.

Update Grade Screen

A Note About Navigation

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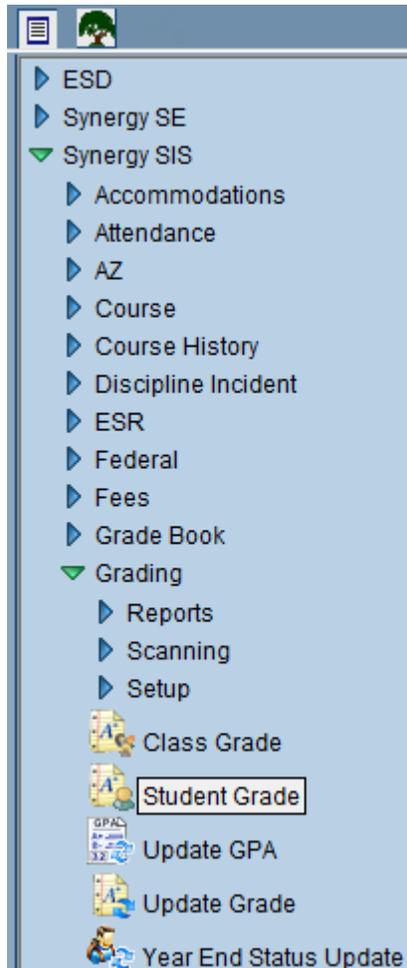
Synergy SIS Navigation Tree

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

Tree Button

IMPLEMENTATION CONSIDERATIONS

Before configuring grading in Synergy SIS, the following information should be gathered:

- A list of the grading marks and repeat tags in use at the district.

- The dates and descriptions of grading report periods, such as Progress Period 1 or First Quarter.

- The start and end dates, as well as descriptions, of the terms used at each school.

- An outline of the preferred GPA calculation and the courses that should be included in the GPA.

- A list of the comments to be used by teachers to make notes regarding students' progress.

- The citizenship, conduct, and work habits marks that may be awarded. For example, conduct may be rated excellent, satisfactory, or needs improvement.

- An outline of the information that should be displayed on the report card.

- The criteria for making the honor roll or maintaining athletic eligibility.

- If paper-scanning sheets will be used to collect grades, a sample of the sheet.

If third-party grade book software will be used, the grade book program should be installed and configured prior to setting up the integration with Synergy SIS.

BEFORE STARTING

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

- The District Calendar and School Calendar should be defined for the current school year.

- The District Courses, School Courses and Sections should be already be added.

To complete the setup of the report card and the honor roll and eligibility definition, first complete the core grading configuration outlined in Chapter Two of this guide. Next, set up the GPA and Graduation Definitions as outlined in the *Synergy SIS – Course History Administrator Guide*. Once these have been completed, the Report Cards and the Honor Roll & Eligibility Definitions can be completed.

Chapter Two:
GRADING

This chapter covers:

- ► Overall Grading Setup
- ► Mark Groups Lookup Table
- ► Mark Definition
- ► Repeat Tag Definition
- ► Term Definitions
- ► Grading Periods
- ► Adjusting for Tracks
- ► Setting the Current Grading Period
- ► GPA & Course History Grading Calculations
- ► Designating Classes for Grading
- ► GPA Display
- ► Grading Notes

OVERALL GRADING SETUP

Setting up the grading system used at the district is multi-faceted, and items should be configured in a certain order. The recommended order for grading setup is:

- Mark Groups Lookup Table

- Mark Definition

- Repeat Tag Definition

- Grading Periods

- GPA & Course History Grading Calculations

- Grading Comments

These are the essential grading configurations. In addition to this core group, the following options can be defined when everything in the core group has been set up:

- Report Cards

- Honor Roll & Eligibility Definition

- Grading Sheets

- Grade Book Integration

Some items need to be defined only once, but others need to be set up for each school year and for each school. The Mark Groups, Mark Definitions, and Repeat Tag Definitions, as well as the Grade Book Integration, are used for all schools and all school years. All other configurations need to be defined for each school and each school year. Since these options may not change much from year to year, once the options are configured at each school they may be copied to the new school year during the New Year Rollover process. For more information about the copying process, see the *Synergy SIS – New Year Rollover Guide*.

ANNUAL SETUP OUTLINE

Grading Periods

GPA & Course History Grading Calculations

Grading Comments

Report Cards

Honor Roll & Eligibility Definition

Grading Sheets

MARK GROUPS LOOKUP TABLE

Marks, or class grades, can be grouped into categories. For example, the marks A+, A, and A- could all be grouped into a category of A. To define the **Mark Groups**:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.

2. Click on **K12.GradingInfo.Setup** to expand the list of tables.

3. Select the **Mark Groups** table.

Mark Groups Lookup Table

4. Click the **Add** button to add a new group.

5. Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.

6. Enter a code for the mark group in the **Code** column. This value must be unique.

7. Enter the description of the mark group in the **Description** column.

8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.

9. If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.

10. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.

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

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

MARK DEFINITION

The marks, or class grades, need to be defined as valid before they can be used in the grading process. To define the marks used in grading:

1. Go to **Synergy SIS > Grading > Setup > Mark Definition**.
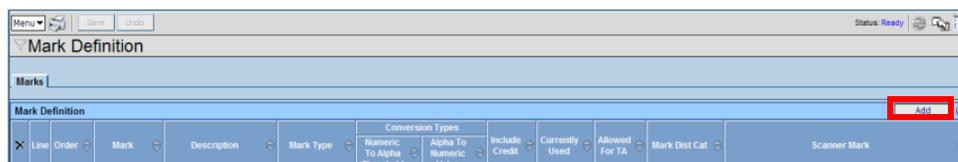
Mark Definition Screen

2. Click the **Add** button. A blank line is added to the grid.
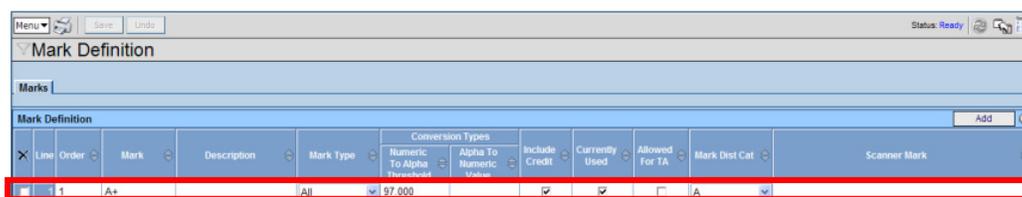
Mark Definition Screen, Adding

3. Enter the information:

- **Order** – a number indicating the order in which the marks should appear.

- **Mark** – the grading mark, generally a letter grade such as A+, A, A-.

- **Description** – a description of the mark, such as outstanding or average.

- **Mark Type** – **Grading** for marks used in grading periods, **Progress** for marks used during progress periods, or **All** for marks used in all periods.

- **Numeric to Alpha Threshold** – the numeric threshold to three decimal places, used to convert a numeric mark to an alpha mark.

- **Alpha to Numeric Value** – the numeric mark assigned when converting from an alpha mark to a numeric mark.

- **Include Credit** – check this box if this mark is considered a passing grade for which credit is earned in the class.

- **Currently Used** – check this box if the mark is currently in use at the district.

- **Allowed for TA** – check this box if the mark can be used to grade students acting as teaching assistants in a course.

- **Mark Dist Cat** – the category for the mark; the district can customize this list by editing the Mark Groups lookup table, but it generally is an alpha value such as A, B, C.

- **Scanner Mark** – the equivalent mark entered on the grading scanning sheets.

4. Add additional lines by clicking the **Add** button to insert as many marks as needed.
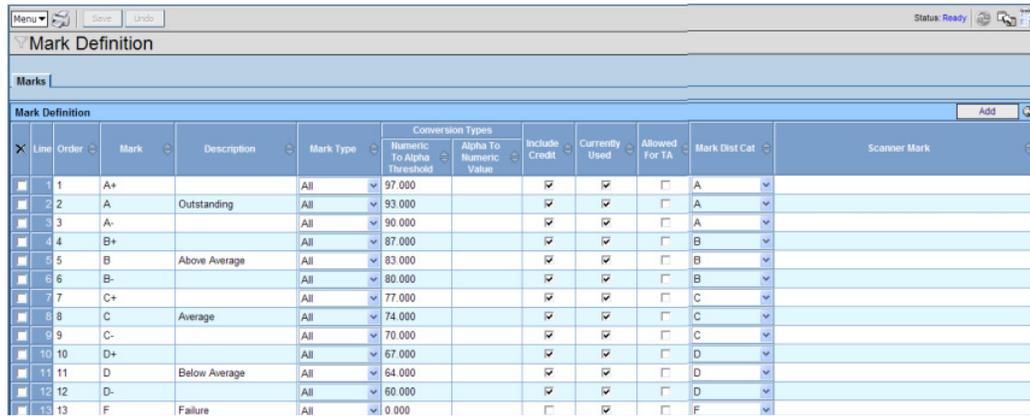
Mark Definition Screen, Completed

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

REPEAT TAG DEFINITION

Repeat tags mark the courses that are taken more than once by a student. The repeat tag can be placed on the latest course attempt or on the course taken prior to the latest attempt, depending on the district's or school's policies. To enter the repeat tags used in the district:

1. Go to **Synergy SIS > Grading > Setup > Repeat Tag Definition**.

Repeat Tag Definition

2. Click the **Add** button to add a new definition. A new blank line is inserted.
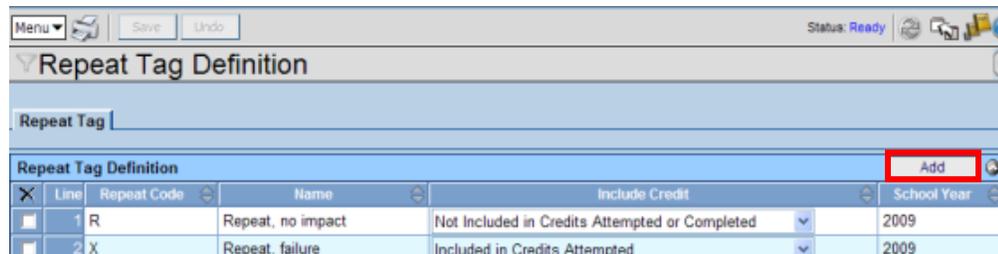
Repeat Tag Definition, Adding

3. Enter the information:

- **Repeat Code** – the code used to indicate the type of repeat.

- **Name** – the description of the type of repeat tag.

- **Include Credit** –how the credit for a course marked with a repeat tag is used in the GPA calculations, and if the student is awarded credit for the repeated attempt at the course. **Include in Credits Completed Only** could improve the GPA, but the student could earn credit for the same course more than once if the student earned a passing mark each time. **Include in Credits Attempted** reduces the GPA and prevents the student from earning credit again in the course. **Include in Credits Attempted and Completed** treats the course the same as a non-repeated course, which means the student could earn credit for the same course more than once if the student earned a passing mark each time. **Not Included in Credits Attempted or Completed** means the repeat has no impact.

- **School Year** –the four-digit number of the first school year in which the repeat tag is used.

4. Add additional lines by clicking the **Add** button to insert as many repeat tags as needed.

Repeat Tag Definition, Completed
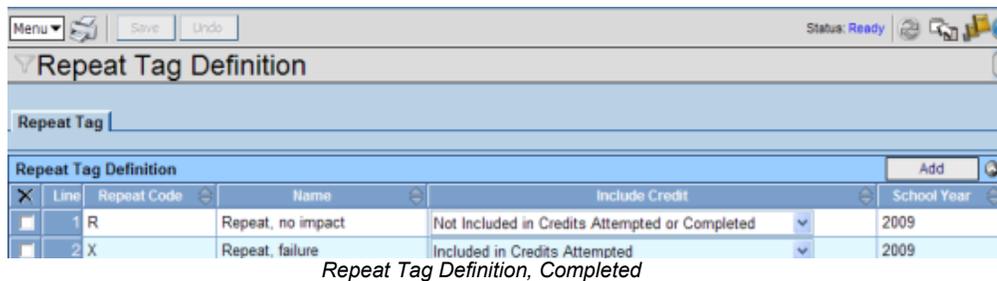
5. Click the **Save** button at the top of the screen.

The impact of repeat tags on the GPA can be further defined in the **GPA Definition** screen. For more information, please see the chapter on GPA and Class Rank in the *Synergy SIS – Course History Administrator Guide*.

GPA Definition Screen

TERM DEFINITIONS

Terms are periods during which classes are held. A single term may have multiple grading periods. The terms usually define when classes start and end, but the grading period indicates when report cards are issued. Terms must be defined every school year at every school. To define the terms:

1. Go to **Synergy SIS > System > Setup > School Setup**.

School Setup Screen

2. Click on the **Add** button in the **Term Definition** section.

School Setup Screen, Adding a Term

3. Enter the **Term Number**, the **Term Name** (such as Fall Semester or First Quarter), and the **Term End Date**. Click the **Save** button at the top of the screen, and the **Term Begin Date** is automatically entered based on the school calendar and the **Term End Date**.

4. Click the **Show Detail** button.

School Setup Screen, Terms Defined

5. Click the term to modify. To add a term code, click on the **Add** button in the **Term Codes** section.

School Setup Screen, Term Definition Detail

6. Enter the **Term Code Number** (the number of the term highlighted, not the order for the codes), and select the **Term Code** such as S1 for Semester 1.

Adding Term Codes

7. Add as many codes as are in use at the school during that term. Every code assigned to a section must be added to the term. When finished, click the **Save** button at the top of the screen.

Completed Term Codes

8. Click the **Hide Detail** button to see all terms. Note that the term codes selected appear in the **Current Term Codes** column. Continue adding as many terms as needed to match the school's class schedule.

School Setup Screen, Completed Term Definitions

The available term codes may be customized to fit the district's naming preferences. To modify the available term codes:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.

2. Click **K12.ScheduleInfo** to expand the list of tables.

3. Select the **Term Codes** table.

Term Codes Lookup Table Screen

4. Click the **Add** button.

5. Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.

6. Enter a code for the term in the **Code** column. This value must be unique.

7. Enter the description of the code in the **Description** column.

8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.

9. If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.

10. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.

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

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

The term codes selected must also match the **Course Duration** codes, which are used to assign the sections to a specific duration, which in turn must match a term code. To modify the available course duration codes:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.

2. Click **K12.CourseInfo** to expand the list of tables.

3. Select the **Course Duration** table.

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status Year Start	Year End
☐	1	0	Q1	Quarter 1	1					
☐	2	0	Q2	Quarter 2	2					
☐	3	0	Q3	Quarter 3	3					
☐	4	0	Q4	Quarter 4	4					
☐	5	0	QF	Quarters (1 or 2)						
☐	6	0	QS	Quarters (3 or 4)						
☐	7	0	QT	Quarter						
☐	8	0	S1	Semester 1	F					
☐	9	0	S2	Semester 2	S					
☐	10	0	SS	Summer School						

*Name: **Course Duration** Namespace: **K12.CourseInfo** Locked: **N***
☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code
Lookup Values   Add

Term Codes Lookup Table Screen

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

5. Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.

6. Enter a code for the term in the **Code** column. This value must be unique.

7. Enter the description of the code in the **Description** column.

8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code in the old system in this column.

9. If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.

10. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.

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

To delete a code: Check the box in the **X** column, and click the **Save** button.

GRADING PERIODS

Once the marks, repeat tags, and terms have been configured, the grading structure can be defined. The grading periods should correspond to the dates on which report cards are generated. To set up the grading structure:

1. Go to **Synergy SIS > Grading > Setup > Grading Setup**.

Grading Setup Screen

2. To add a grading period, select **Add Grade Period** from the **Action…** list. The **Grade Period** screen opens.

Grading Setup, Adding Grade Period

3. Enter the name of the first grading period in the **Grade Period** box, select the **Type** of period in the list, and enter the last date of the period in the **End Date** box. Click the **Save** button at the top of the screen to add the period.

Grade Period Screen

The new grading period is added under **Start of School**, and the detailed setup for the period is displayed.

Grading Setup, Grading Period Added

4. To add another period, click the **Grade Period** bar at the top of the section or the **Refresh** button at the top of the screen to close the detail screen of the period.
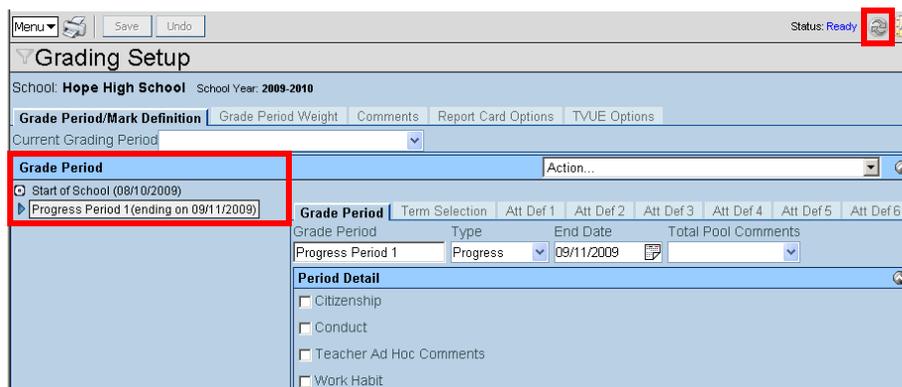
Grading Setup, Closing the Period Detail

5. Repeat to add additional periods. For schools using standards-based report cards in the Grade Book, only add the periods that will appear on the report card. Progress reports can be printed at any time in the Grade Book.

    Once all of the grading periods have been created, the names of the marks to be used in each period need to be defined. A grading period mark is the grade that is displayed on the report card. Some periods may have more than one mark; for example, a Fourth Quarter period may have a 4th Quarter mark and a Semester 1 Final mark.

6. To add a mark to the grading period, click the name of the period and select the **Add Marks to Period** option in the **Action…** list.
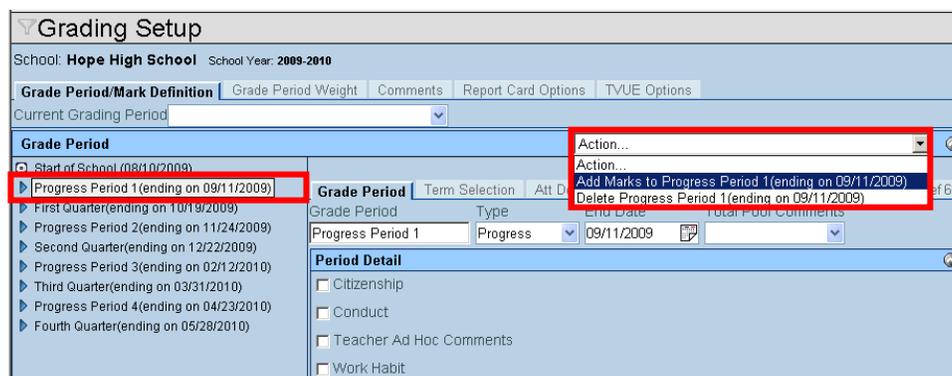
Grading Setup, Adding Marks to Periods

7. The **Grade Period Mark** screen opens. Enter the name of the mark in the **Mark Name** box, select the **Mark Type**, and enter the order number by which to sort the marks in the **Mark Order** box.
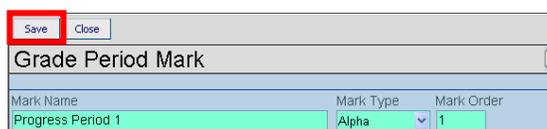
Grade Period Mark Screen

8. Click the **Save** button at the top of the screen. The name of the mark is added underneath the name of the grading period, and the detailed screen of the mark is shown.

Grading Period Setup, Mark Detailed Screen

9. If needed, enter a short version of the mark name in the **Short Mark Name** box to make grading columns narrower. Select the **Grade Book Mark Type** if Synergy SIS is integrated with a grade book system. If the mark is summarizing only part of the period or if it is cumulative across multiple periods, enter the starting date for the mark in the **Mark Begin Date** field.

> **Reference:** For more information about integration with a grade book system, please see the *Synergy SIS – Grade Book Administrator Guide* in this guide.

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

11. Repeat steps 6–10 until you have added all marks.

12. Click the name of the grading period to see the detail for the period.
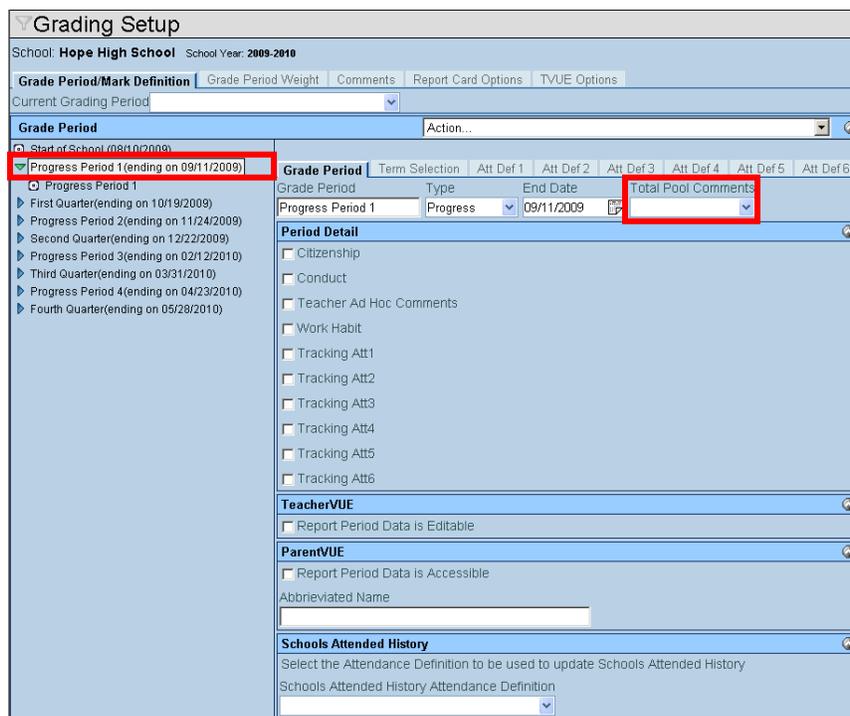
Grading Setup Screen, Grade Period Detail

Total Pool Comments specifies how many comments can be entered for a section for this period. In the **Class Grade** screen below, three comments are available. Comments are selected from a list; to define the comments available, see the section in this chapter on *Grading Notes*.
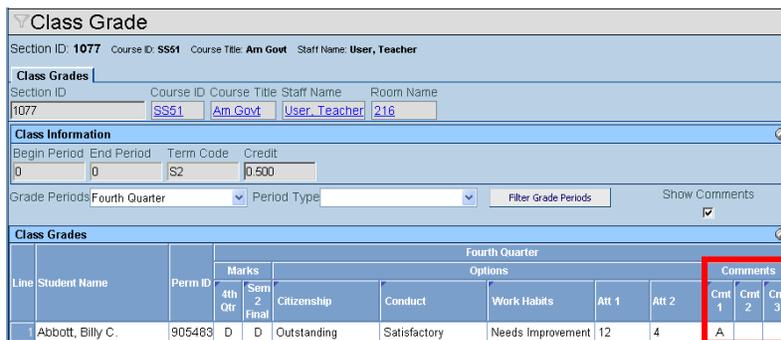
Class Grade Screen

The **Period Detail** section outlines what information is available for the period.

13. To make the details available, check the boxes as desired. Teachers may rate the students on **Citizenship**, **Conduct**, and **Work Habits**. See the section in this chapter on *Grading Notes* to define the rating system used for these details.

In addition, six types of student absences can be defined and displayed through the **Tracking Att1** through **Att6** checkboxes. The absences can be automatically totaled based on the definitions created on the **Att Def 1** through **Att Def 6** tabs of the period detail, as outlined later in of this section. **Teacher Ad Hoc Comments** are not fully available yet.
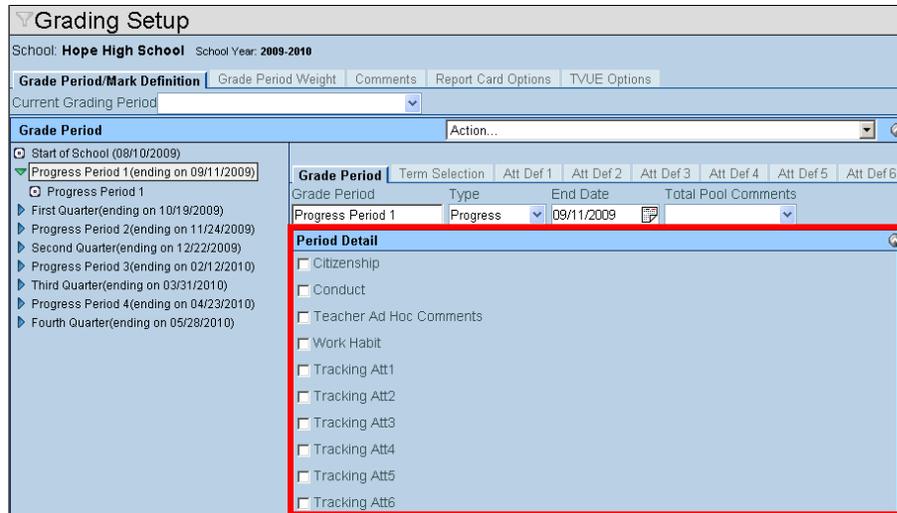
Grading Setup Screen, Period Detail

The details selected appear as shown below in the **Class Grade** screen.
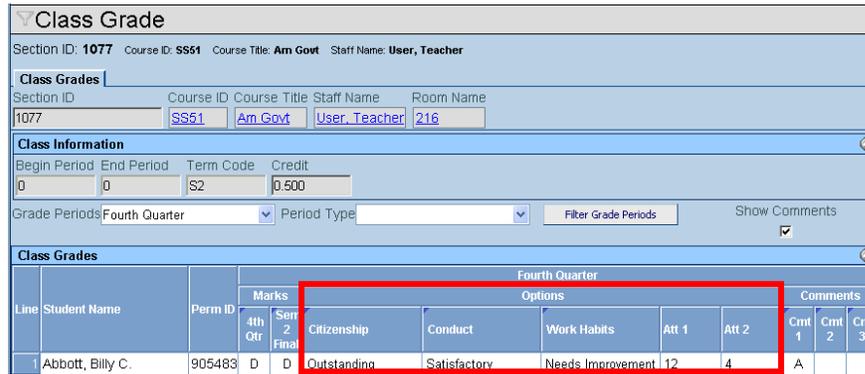
Class Grade Screen

The check boxes in the **TeacherVUE** and ParentVUE sections enable the data for this grading period to be edited or seen in those programs. For more information about TeacherVUE and ParentVUE, see to the guides for these programs.
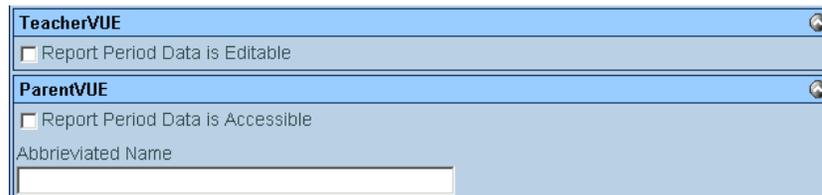
TeacherVUE & ParentVUE Sections

A history of the schools a student attended can be included on transcripts with total days absent. To indicate which absence definition to use to calculate these absences, select it in the **Schools Attended History Attendance Definition** list. For more information about Schools Attended History, see the *Synergy SIS – Course History Administrator Guide*.
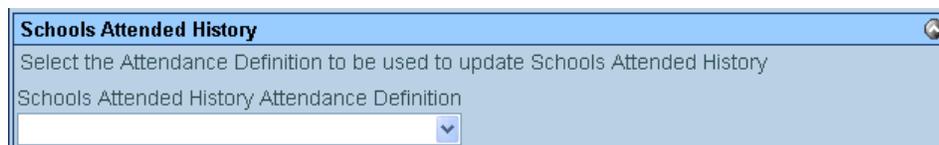
Schools Attended History

14. Click the **Save** button at the top of the screen to save the setting for the **Grade Period**.

15. Click the **Term Selection** tab to define which grade period marks may be used for which term. To add a mark to a term, click the **Add** button.

Grading Setup Screen, Period Detail, Term Selection Tab

16. Select the **Term Code** from the list, and then select the **Posting Mark** to be used. Only marks defined for this period are available.

17. To add terms, click the **Add** button again. For courses assigned to the selected term code, the selected posting mark is available. For example, if a mark is defined for only Q1, only courses assigned as Q1 courses can enter this mark. Courses for S1, S2, etc. will not be able to record this mark.

Grading Setup Screen, Period Detail, Term Selection Tab, Terms Added

18. When all terms have been added, click the **Save** button at the top of the screen. Be sure to add all of the term codes in use by classes that need to enter a grade during this period.

   If the period has been configured to show **Tracking Att1** through **Tracking Att6**, complete the attendance definitions. The **Tracking Att1** box on the **Grade Period** tab corresponds to the **Att Def 1** tab, **Tracking Att2** corresponds to **Att Def 2**, and so on. The attendance definitions count the number of absences according to the definition and enter the number into the grading record and schools attended history when the Update Grade process is run. These definitions can be set up to provide contrasting information such as excused vs. unexcused absences, or days tardy vs. days absent. The totals are displayed in the grading period as shown in the **Class Grade** screen below.

Class Grade Screen

19. To set up the attendance definition, click the **Att Def** tab of the desired number.

Setting Up the Attendance Definition

20. Enter a name for the definition in the **Definition Name** box. This name appears in the column header on the **Student Grade** screen and on the report card.

21. In the **Calculation Method** list, select how absences should be counted. (This list appears only if you use daily attendance.) **Total by Absence Amount** uses the absence amount entered instead of counting the reasons, and should only be used by schools with this type of attendance turned on. **Total by Day** counts the number of days on which an absence occurred. **Total by Occurrence** counts the number of absences, and can be useful for period attendance schools.

22. Under **Attendance Date Range**, select the time period to summarize. Check the **Year To Date** box or the **Term to Date** box, or select the term in the **Term Code to Date** list. If the report card should only show one term's attendance, it is recommended to select the **Term Code To Date** option. Otherwise, if the attendance is updated after the last date of the term, it will include absences after the end date of the term or count absences for the current term instead of the previous term.

23. Under **Absence Definition**, select the absence reasons to be counted. It is recommended to use the **Reason Type** lists or the **Absence Reasons** check boxes, but not both.

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

The **Include in Grading Option** section at the bottom of the Grade Period tab is covered in the section in this chapter on *Designating Classes for Grading*.

The **Section Display Option** list in the **Other Options** section determines which sections are available for grading if the student was enrolled in the same course and period, but in two different sections, during one term. For example, the student was enrolled in section 100 but then switched to section 101 of the same course during the same period. If **Show All Sections** is chosen, grades can be issued for both sections. If **Show Latest Section Only** is selected, only the last section is available for grading.

Grading Setup, Section Display Option

ADJUSTING FOR TRACKS

If the school uses tracks, the end dates for each grade period may be adjusted for each track in use at the school.

Tracks are created in **Synergy SIS > System > Setup > District Tracks** and then selected in **Synergy SIS > System > Setup > School Setup**.

To adjust the track grade period end dates:

1. Go to **Synergy SIS > Grading > Setup > Grading Setup**.

Grading Setup Screen, Track Ending Dates

2. In the **Track Ending Dates** section, enter the ending date for each grade period in the column for the track.

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

SETTING THE CURRENT GRADING PERIOD

Once the grading periods have been defined and the grade period marks entered, the current grading period should be selected. Throughout the school year, the current grading period selected should be changed to reflect the active grade period, as this controls the grading period displayed in TeacherVUE and Grade Book. The active grading period can be selected in either of two locations:

- **Synergy SIS > System > Setup > School Setup**. Select the active period in the **Grading Period** list, and click the **Save** button at the top of the screen.

School Setup Screen

- **Synergy SIS > Grading > Grading Setup**. Select the active period in the **Current Grading Period** list, and click the **Save** button at the top of the screen.

Grading Setup Screen

Note: Only grading periods that have a grade period mark defined for the period can be selected as the current grading period. The current grading period must also be defined at each school.

GPA & COURSE HISTORY GRADING CALCULATIONS

Once the grading periods and marks have been defined, and the marks have been associated with specific terms, you can customize the GPA calculations. Marks can be included or excluded from the GPA for a specific term code, and the weight they carry in the GPA can also be specified. You can adjust the weighting for all GPA types and for individual GPA types (see page 37).

To customize the GPA calculation for all GPA types:

1. Go to **Synergy SIS > Grading > Setup > Grading Setup**, and click the **Grade Period Weight** tab.

Grade Period Weight Tab, Grading Setup Screen

The **GPA Credit Weight Pct.** section lists all term codes defined for the grade periods. If a posting mark is defined for a term code for a grading period, the box is white and can be edited. If the box is gray, a mark for that term code has not been defined for that period.

GPA Credit Weight Pct. Section

2. For each period, enter the percentage of the mark that should be included in the GPA calculation. For example, if the First Quarter mark for S1 (Semester 1) is set to 50%, that grade counts for 50% of the entire grade for semester 1. The percentages for each term code line should add up to 100%.

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

On the **Grade Period Weight** tab, you can also configure the amount of credit transferred to course history for each grade period (but not progress period) and term. The amount of credit transferred for each grading period is specified in the **Course History Transfer Pct.** section. If a posting mark is defined for a term code for a grading period, the box is white and can be edited. If the box is gray, a mark for that term code has not been defined for that period.

Course History Transfer pct.					
		Grade Period			
Line	**Term Code**	**First Quarter**	**Second Quarter**	**Third Quarter**	**Fourth Quarter**
1	YR		50.00		50.00
2	S1		100.00		
3	S2				100.00
4	Q1	100.00			
5	Q2		100.00		
6	Q3			100.00	
7	Q4				100.00

Course History Transfer Pct. Section

To indicate the transfer percentage:

1. For each period and term code, enter the percentage of credit to transfer to course history. This is a percentage of the credit assigned to the course in the **District Course** screen. For example, if a Semester 1 (S1) course is worth 0.5 credits, and the Second Quarter mark assigns 100% of the credit to the course, then the student receives 0.5 credits for the course if the Second Quarter mark is a passing mark. If the percentage were only 50%, they would only receive 0.25 credits for the passing mark.

   The percentages for each term code line should add up to 100%. White boxes can be left empty if the mark for that period does not indicate that credit should be awarded in course history.

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

To customize the GPA calculation for individual GPA types:

1. Create credit weight definitions.

    a. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.

    b. Under **K12.GradingInfo.GPAInfo.Setup**, open the **Credit Weight Grid Type** table.

Name: **Credit Weight Grid Type** Namespace: **K12.GradingInfo.GPAInfo.Setup** Locked: N									
☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value									
Lookup Values									Add
✕ Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status Year Start	Year End
☐ 1 0		1	Eligibility					⌄	⌄
☐ 2 1		2	Honor Roll					⌄	⌄
☐ 3 2		3	Course History Weighted					⌄	⌄

Credit Weight Grid Type Lookup Table

    c. For each desired credit weight definition, click **Add** and enter a **Description** for the weighting method. **ListOrder**, **Code**, and **Status** are optional. **Other SIS**, **State Code**, **Alt Code 3**, and **Alt Code SIF** are not used.

    d. Click **Save**.

2. Define each credit weighting method.

    a. Go to **Synergy SIS > Grading > Setup > Credit Weight Definition**.

▽ Credit Weight Definition								≪
School Name: **Hope High School** School Year: **2012**								
Credit Weight Grid								
Grid Type								
Honor Roll ⌄								
GPA Credit Weight Pct.								
		Grade Period						
Line	Term Code	Progress Period 1		First Quarter		Progress Period 2		Second Quarter
		Mark	Percent	Mark	Percent	Mark	Percent	Mark	Percent
1	YR	Progress ⌄	0.00	1st Qtr ⌄	0.00	Progress ⌄	0.00	2nd Qtr ⌄ 0.00
2	S1	Progress ⌄	0.00	1st Qtr ⌄	40.00	Progress ⌄	0.00	2nd Qtr ⌄ 60.00
3	S2							
4	Q1	Progress ⌄	0.00	1st Qtr ⌄	100.00			
5	Q3							

Credit Weight Definition Screen

    b. In the **Grid Type** list, select a credit weight definition from step 1c.

    c. For each period, enter the percentage of the mark that should be included in the GPA calculation.

    d. Repeat steps 2b and 2c for each credit weight definition.

    e. Click **Save**.

3. Enable credit weighting for desired GPAs.

    a. Go to **Synergy SIS > Grading > Setup > GPA Definition**.

    b. Find or scroll to a GPA definition.

c. In the **Weight Gpa by Credit** list, select **Use Credit Weighting**, and make sure that the **Do Not Use Grade Period Weight Grid** box is <u>not</u> checked.

GPA Definition Screen

d. Repeat steps 3a and 3b for each GPA.

e. Click **Save**.

4. Associate GPA types with credit weighting methods.

a. Go to **Synergy SIS > Grading > Setup > District GPA Types**.
This screen is described in the *Synergy SIS – Course History Administrator Guide*.

b. For each GPA type, select in the **Credit Weight Type** column the credit weighting method, if any, to use.

> **Note:** For a **GPA Grade Type** of **Course History Only**, the **Credit Weight Type** does not affect the GPA calculation.

District GPA Types Screen

c. Click **Save**.

DESIGNATING CLASSES FOR GRADING

Perhaps not all of the classes at a school or district are graded. Some sections may only be used for taking attendance, or are study hall periods with no assignments. To indicate which classes should be graded:

1. Go to **Synergy SIS > Schedule > Section**.

Section Screen

2. In the **Exclude Grading** list, select the grading status of the section. The section can set to **Include in Grading**, **Include in Grading – No Scan Sheet** (if a grading sheet should not be generated for the section when scanning is used), or **Exclude from Grading**.

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

The classes that are included for grading can also be defined based on the student's length of enrollment in the class. For example, if a student is enrolled in a class for only three days, should that class be graded and transferred to course history? The valid length of enrollment can be defined at both the district and school level. To define when a class counts for grading at the district level:

1. Go to **Synergy SIS > System > Setup > District Setup**, and click the **System** tab.

System Tab, District Setup Screen

2. In the **Include in Grade Option** list, select the option to be used. If you select **Evaluate active classes against Minimum Days Enrolled Threshold**, enter the minimum number of days for a class to be included in grading in the **Minimum Days Enrolled Grading Threshold** box.

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

At the school level, the grading threshold for a class overrides the selections made at the district level. You can configure it in two locations:

- **Synergy SIS > System > Setup > School Scheduling Options**.

School Scheduling Options Screen

- **Synergy SIS > Grading > Setup > Grading Setup**.

Grading Setup Screen

1. In the **Include in Grade Option** list, select the option to be used. If you select **Evaluate active classes against Minimum Days Enrolled Threshold**, enter the minimum number of days for a class to be included in grading in the **Minimum Days Enrolled Grading Threshold** box.

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

GPA DISPLAY

At the bottom of the **Student Grade** screen, the student's current GPA is displayed. The GPA shown is selected in the **Aca Type** list.

Student Grade Screen, GPA

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

1. Go to **Synergy SIS > System > Setup > District Setup**, and click the **System** tab.

District Setup Screen, System Tab

2. To show all definitions, check the **GPA Filter Option** box. To only show the GPA definitions based on the current grading period, leave this box unchecked.

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

GRADING NOTES

Synergy SIS enables teachers to enter comments regarding a student's behavior and to rate the student on citizenship, conduct, and work habits, as shown below in the **Class Grade** screen.

Class Grade Screen

The availability of these options is turned on and off by period in the **Grading Setup** screen, under the detail for each period.

Grading Setup Screen

To customize the lists of comments and the citizenship, conduct, and work habits ratings, follow the instructions in the next sections of this chapter.

Comments

To set up the list of comments to be used in grading:

1. Go to **Synergy SIS > Grading > Setup > Grading Setup**, and click the **Comments** tab.

Grading Setup Screen, Comments Tab

2. To enable users to enter free-form comments, check the **Allow Free Form Comments** box, and in the **Max Free Form Comment Length** box that appears, enter the maximum number of characters (up to 2000) for each comment.

Grading Setup Screen, Comments Tab, Enabling Free-form Comments

3. Click the **Add** button in the **Comments** section to add a new blank line.

Grading Setup Screen, Comments Tab, Adding

4. Enter a code for the comment in the **Comment Code** column, and enter the comment in the **Comment Note** column. Enter the code used by the scanning sheet in the **Scanning Code** column.

5. If the teacher can edit the comment note in the grading record to individualize it for each student, leave the box in the **No Staff Override** unchecked. To standardize the comments across the school, check the box **No Staff Override** so that the comments cannot be edited. *Note: This option has not been activated yet*.

6. Repeat steps 3–5 as needed.
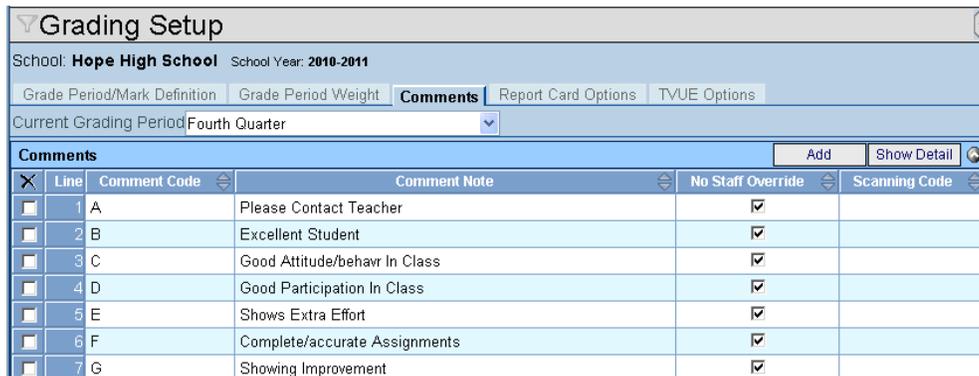
Grading Setup Screen, Comments Tab, Completed

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

To add translations of the comments so that the comments can be shown in the language of the report card:

1. Click the **Show Detail** button at the top of the **Comments** section.
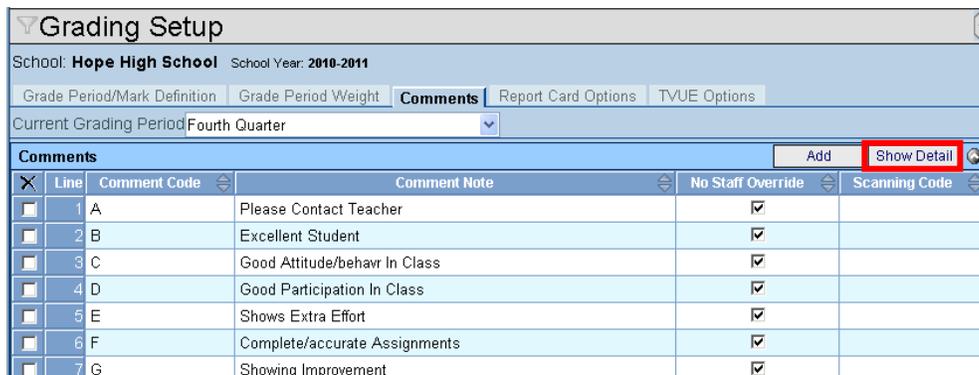
Showing the Detail of a Comment

2. Click the **Line** number of the comment to translate in the **Comment Code** list.
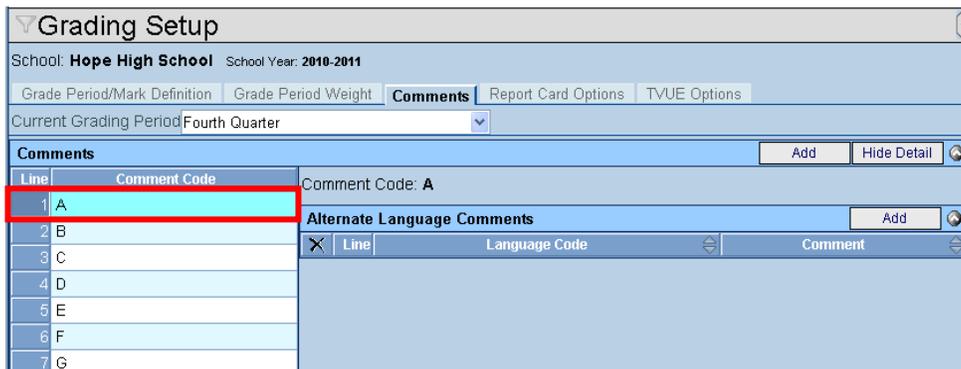
Selecting the Comment to Translate

3. Click the **Add** button in the **Alternate Language Comments section**.

Entering a Translated Comment

4. In the new blank line that appears, select a language in the **Language Code** list, and enter the translated comment in the **Comment** box.

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

Citizenship

To configure citizenship codes:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.

2. Click **K12.GradingInfo** to expand the list of tables.

3. Select the **Citizenship** table.

4. Click the **Add** button.

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status Year Start	Year End
☐	1	1	O	O						
☐	2	2	S	S						
☐	3	3	N	N						

Citizenship Lookup Table

5. Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.

6. Enter a code for the citizenship description in the **Code** column. This value must be unique.

7. Enter the description of the code in the **Description** column.

8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.

9. If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.

10. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.

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

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

Conduct

To configure conduct codes:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.

2. Click **K12.GradingInfo** to expand the list of tables.

3. Select the **Conduct** table.

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status Year Start	Year End
☐	1	1	O	Outstanding						
☐	2	2	S	Satisfactory						
☐	3	3	N	Needs Improvement						

Conduct Lookup Table

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

5. Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.

6. Enter a code for the conduct description in the **Code** column. This value must be unique.

7. Enter the description of the code in the **Description** column.

8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.

9. If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.

10. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.

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

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

Effort

To configure effort codes:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.

2. Click **K12.GradingInfo** to expand the list of tables.

3. Select the **Effort** table.

Name: **Effort**   Namespace: **K12.GradingInfo**   Locked: **N**
☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values									Add ⟳

✕	**Line**	**ListOrder**	**Code**	**Description**	**Other SIS**	**State Code**	**Alt Code 3**	**Alt Code SIF**	**Status**	
									Year Start	**Year End**
☐	1	1	E	Excellent					2010 ˅	2012 ˅
☐	2	2	C	Consistant					2010 ˅	2012 ˅
☐	3	3	S	Satisfactory					2010 ˅	2012 ˅
☐	4	4	N	Needs Improvement					2010 ˅	2012 ˅

Effort Lookup Table

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

5. Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.

6. Enter a code for the effort description in the **Code** column. This value must be unique.

7. Enter the description of the code in the **Description** column.

8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system here.

9. If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.

10. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.

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

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

Work Habits

To configure work habits codes:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.

2. Click **K12.GradingInfo** to expand the list of tables.

3. Select the **Workhabits** table.

	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status Year Start	Status Year End
☐	1	1	O	Outstanding					⌄	⌄
☐	2	2	S	Satisfactory					⌄	⌄
☐	3	3	N	Needs Improvement					⌄	⌄

Name: Workhabits Namespace: K12.GradingInfo Locked: N
☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value
Lookup Values   Add

Workhabits Lookup Table

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

5. Set the order in which the values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all blank, the **Code** is used to sort the list and then the **Description**.

6. Enter a code for the work habits description in the **Code** column. This value must be unique since it is used internally to link the tables in the database and it is displayed in the drop-down list.

7. Enter the description of the code in the **Description** column.

8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system here.

9. If appropriate, enter a start date and end date for the code in the **Status** column, to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records.

10. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed, since this information is not uploaded to the state. The **Use Code as the State Code** box at the top of the table is also not used.

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

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

> **Note**: The options on the **TeacherVUE Options** tab of the **Grading** screen are covered in the *Synergy SIS - TeacherVUE Administrator Guide.* The **Report Card Options** tab is covered in the next chapter in this guide.

Chapter Three:
REPORT CARDS & HONOR ROLL

This chapter covers:

► Report Cards

► Honor Roll and Eligibility Definition

REPORT CARDS

To complete the setup of the report card and the honor roll & eligibility definition, first complete the core grading configuration outlined in Chapter Two. Next, set up the GPA and Graduation Definitions as described in the *Synergy SIS – Course History Administrator Guide*. Then you can complete the Report Cards and the Honor Roll and Eligibility Definitions.

You can select from multiple report card formats to set the default report card. (See page 62 for instructions.) The navigation tree always displays **GRD201**, but the report interface displays the selected report card.
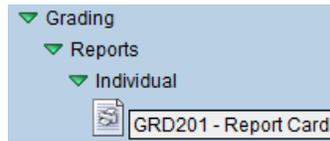
Report Card in Navigation Tree

Report Card Report Interface

GRD201–Report Card generates a two-sided 8½ x 11 page that is already addressed and can be folded in half and mailed. The report card includes the student's GPA and progress toward meeting the graduation requirements. It also lists the grades and comments received in the student's classes for the current grading period. This is the default report card format.

GRD201 – Report Card, Outside

GRD201 – Report Card, Inside

GRD202-Report Card Tri Fold generates a one-sided 8½ x 11 page that can be folded in three. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It is designed for insertion into a window envelope.

Hope High School
123 Main St
Phoenix, AZ 85694
949-555-1212

06/02/2011 10:32:28 AM

To the Parent/Guardian(s) of
Abbott, Billy C.
1954 S Val Vista Dr
Mesa, AZ 85234

Abbott, Billy C.
Perm ID   905483
Grade   12

Per.	Course / Teacher	3rd Qtr		ABS	Current Grading Period Comments
0	Am Govt 123 Jackson, Kathy	A-			Excellent Student
1	Prin Eng III Harder, Rachel	B			
2	Intermediate Acting Gardner, David	C			Showing Improvement
3	Weight Trn Boys Joseph, Thomas	B-		2.00	Good Participation In Class Needs To Follow Correct Techn.
5	Rt 5th Per Rel Time, Rel Time	A			Shows Extra Effort
6	Rt 6th Per Rel Time, Rel Time	A			
10	Prin&prac Econ Brandt P., Paula	A-			
	CUR GPA	3.195			

District Announcements:

Class Rank		
Current Marking Period	3.090000	17

School Board election will be held on June 14, 2011 at any school cafeteria or commons area.

GRD202 – Report Card Tri Fold

GRD203–Report Card Pressure Seal Trifold generates a one-sided 8½ x 11 page that can be folded in three and mailed. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the student's graduation requirements, but this generally produces a second page. The report can be customized to print a signature slip instead of an address.

	Hope High School Tom McGrew, Principal	Edupoint School District	Student Name: Abbott, Billy C.		
123 Main St Phoenix, AZ 85694	949-555-1212	2010-2011	Perm ID: 905483	Grade: 12	Home Room: 230

Period	Course ID	Course Title	3rd Qtr	Teacher	ABS
0	SS51	Am Govt 123	A-	Jackson, Kathy	3
		Comment(s) Excellent Student			
1	EN46	Prin Eng III	B	Harder, Rachel	3
2	PA86	Intermediate Acting	C	Gardner, David	2
		Comment(s) Showing Improvement			
3	PE762	Weight Trn Boys	B-	Joseph, Thomas	2
		Comment(s) Good Participation In Class Needs To Follow Correct Techn.			
5	NC952	Rt 5th Per	A	Rel Time, Rel Time	2
		Comment(s) Shows Extra Effort			
6	NC962	Rt 6th Per	A	Rel Time, Rel Time	1
10	FS77	Prin&prac Econ	A-	Brandt P., Paula	2
GPA	**CUR GPA**	3.195			

Grade Legend	A = Outstanding I = Incomplete	B = Above Average P = Pass	C = Average	D = Below Average	F = Failure	WF = Withdraw/Fail

Class of 2011 Graduation Requirements

Subject Area	Credits Required	Credits Earned
Government	1.00	1.00
Electives	7.00	14.00
English Literature	2.00	2.00
Mathematics	5.00	5.00
Science Required	2.00	2.00
American History	2.50	2.00
Total Credits	19.50	26.00

Hope High School
123 Main St
Phoenix, AZ 85694

PRESORTED
FIRST-CLASS
U.S. POSTAGE PAID
1234

Kathleen/Phillip Aaron
1954 S Val Vista Dr
Mesa, AZ 85234

- 2010-2011

GRD203 – Report Card Pressure Seal Trifold

GRD204–Report Card Pressure Seal Trifold Preprinted generates a one-sided 8½ x 11 page that can be folded in three and mailed. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the graduation requirements for service learning and tests. The report is designed to be printed on pre-printed report card paper.

Hope High School				Third Quarter		
Abbott, Billy C.			905483	12	01/03/2011	03/09/2011

0	Am Govt 123	Jackson, Kathy	A-	0.00	3	Excellent Student
1	Prin Eng III	Harder, Rachel	B	0.00	3	
2	Intermediate Acting	Gardner, David	C	0.00	2	Showing Improvement
3	Weight Trn Boys	Joseph, Thomas	B-	0.00	2	Good Participation In Class Needs To Follow Correct Techn.
5	Rt 5th Per	Rel Time, Rel Time	A	0.00	2	Shows Extra Effort
6	Rt 6th Per	Rel Time, Rel Time	A	0.00	1	
10	Prin&prac Econ	Brandt P., Paula	A-	0.00	2	

Hope High School
123 Main St
Phoenix, AZ 85694

Kathleen/Phillip Aaron
1954 S Val Vista Dr
Mesa, AZ 85234

Third Quarter - 2010-2011

GRD204 – Report Card Pressure Seal Trifold Preprinted

GRD205-Report Card Tri Fold B generates a one-sided 8½ x 11 page that can be folded in three and mailed, like GRD203. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period.

Hope High School
123 Main St Phoenix, AZ 85694
Phone:949-555-1212

To the Parent/Guardians of:

Abbott, Billy C.   Perm Id: 905483
1954 S Val Vista Dr   Grade: 12
Mesa, AZ 85234   Homeroom: 230

Per	Course/ Teacher	3rd Qtr			ABS
0	AM GOVT 123	A-			3
	Jackson, Kathy				
1	PRIN ENG III	B			3
	Harder, Rachel				
2	INTERMEDIATE ACTING	C			2
	Gardner, David				
3	WEIGHT TRN BOYS	B-			2
	Joseph, Thomas				
5	RT 5TH PER	A			2
	Rel Time, Rel Time				
6	RT 6TH PER	A			1
	Rel Time, Rel Time				
10	PRIN&PRAC ECON	A-			2
	Brandt P., Paula				
GPA	CUR GPA	3.195			

GRD205 – Report Card Tri Fold B

GRD206–Report Card Pressure Seal Trifold Preprinted B generates a one-sided 8½ x 11 page that can be folded in three and mailed, like GRD204. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. The report is designed to be printed on pre-printed report card paper.

Hope High School			Third Quarter				
Abbott, Billy C.		905483	12		01/03/2011	03/09/2011	
0	Am Govt 123	Jackson, Kathy	A-	0.00	O	3	Excellent Student
1	Prin Eng III	Harder, Rachel	B	0.00	S	3	
2	Intermediate Acting	Gardner, David	C	0.00	N	2	Showing Improvement
3	Weight Trn Boys	Joseph, Thomas	B-	0.00	S	2	Good Participation In Class Needs To Follow Correct Techn.
5	Rt 5th Per	Rel Time, Rel Time	A	0.00	O	2	Shows Extra Effort
6	Rt 6th Per	Rel Time, Rel Time	A	0.00	O	1	
10	Prin&prac Econ	Brandt P., Paula	A-	0.00	O	2	

CUR GPA: 3.195

Hope High School
123 Main St
Phoenix, AZ 85694

Kathleen/Phillip Aaron
1954 S Val Vista Dr
Mesa, AZ 85234

Third Quarter - 2010-2011

GRD206 – Report Card Pressure Seal Trifold Preprinted B

GRD207–Report Card Preprinted generates a report card in landscape orientation. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. The report is designed to be printed on pre-printed report card paper.

ACADEMIC MARKS		A	Please Contact Teacher
A = Outstanding		B	Excellent Student
B = Above Average		C	Good Attitude/behavr In Class
C = Average		D	Good Participation In Class
D = Below Average		E	Shows Extra Effort
F = Failure		F	Complete/accurate Assignments
WF = Withdraw/Fail		G	Showing Improvement
I = Incomplete		H	Experiences Difficulty
P = Pass		I	Test Scores Neg. Affect Grade
		J	Doesn't Bring Matrls To Class
		K	Missing Makeup Or Class Work
School Board election will be held on June 14, 2011 at any school cafeteria or commons area.		L	Inappropriate Classroom Behavr
		M	Absences/tardies Affect Work
		N	Needs To Follow Correct Techn.

Kathleen/Phillip Aaron
1954 S Val Vista Dr
Mesa, AZ 85234

Abbott, Billy C.
Perm ID: **905483**

Hope High School

PTA meeting will be held on June 3,
2011 at 7:00 PM in the Library.

		3rd Qtr	ABS		
Am Govt	Jackson, K.	A-	3	0	B
Prin Eng Iii	Harder, R.	B	3	0	
Int Acting	Gardner, D.	C	2	0	GO
Weight Trn Boys	Joseph, T.	B-	2	0	DN
Rt 5th Per	Rel Time, R.	A	2	0	E
Rt 6th Per	Rel Time, R.	A	1	0	
Prin&prac Econ	Brandt P., P.	A-	2	0	

CUR GPA: 3.195

GRD207 – Report Card Preprinted

GRD208 – Report Card With Attendance Detail generates a two-page report, one page for grades and one for attendance.

GRD208 – Report Card With Attendance Detail

GRD209 – Report Card Selector enables you to create report cards based on the options for GRD210 – Report Card Pressure Seal Mailer.

GRD209 – Report Card Selector

To create a report card:

1. Select GRD209 as the report card, as described starting on page 62.

2. Go to **Synergy SIS > Grading > Setup > Report Card Definition**.

3. Click the **Add** button.

Report Card Definition Add

4. Enter a **Report Card Title**, and for the **Report Card Type**, select **Report Card Pressure Seal Mailer (GRD210)**.
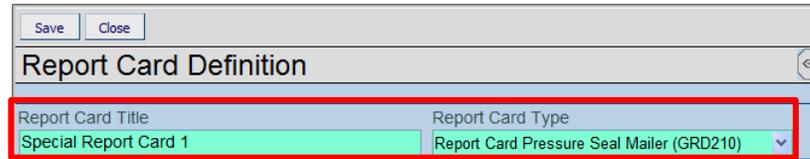
Adding a Report Card Definition

5. Click the **Save** button.

6. Select options for the report card. **Return Address** is required.

Report Card Options for GRD209

7. Click the **Save** button.

Your new report card is available in the Report Interface in **Synergy SIS > Grading > Reports > Individual > GRD201 – Report Card**.
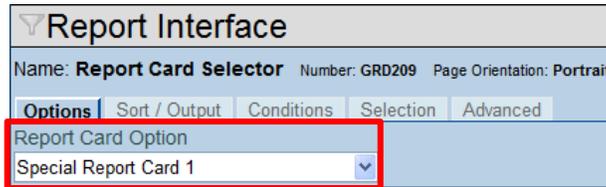
Report Interface for GRD209

To select which report format to use for the report card:

1. Go to **Synergy SIS > System > Security > PAD Security**.

2. Under **Product Access Definition Security**, navigate to **Synergy SIS > Grading > Reports > Individual > GRD201 – Report Card**.
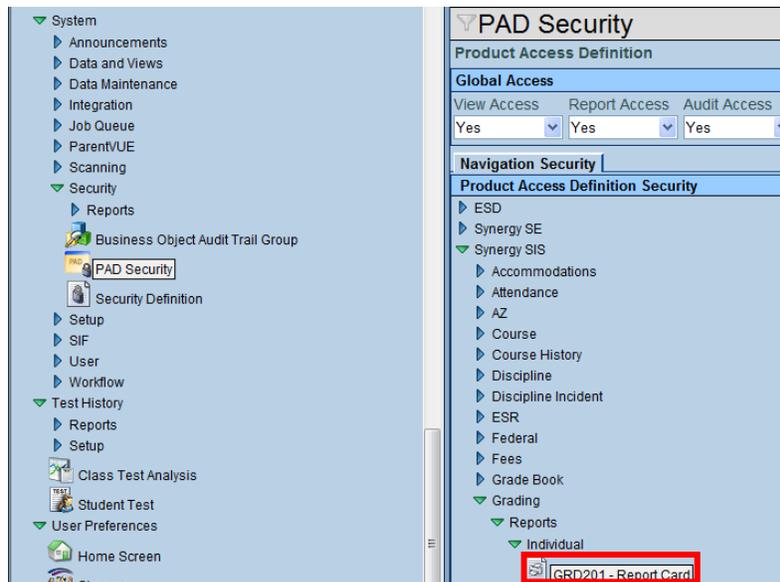
PAD Security Screen, Expanded

3. Click **GRD201 – Report Card** to see the security and settings options.

PAD Security Screen, GRD201-Report Card

4. Select the format to be used in the **Report Substitution** list.

> **Note:** The **District Mail Merge** list is for substituting the results of a mail merge for the report card. It overrides the **Report Substitution** option.

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

Once you select the format, you can customize it for each school. The following description covers the setup for the default GRD201-Report Card. Other formats display only some of the options described.

1. Go to **Synergy SIS > Grading > Setup > Grading Setup**, and click the **Report Card Options** tab.

Report Card Tab, Grading Setup Screen

2. Configure options, which are described in the sections below.

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

The report cards can then be generated by printing report **GRD201 – Report Card**. At print time, additional options may be configured, and the results are printed to a PDF file.

Data Range Defaults

The **Data Range Defaults** specify which periods to display on the report card. The report can include multiple periods, and shows just one if you select the same period in the **Starting Grading Period** and **Ending Grading Period** lists. Be sure all periods selected fit on one page, so the report card can easily be mailed.

Data Range Defaults

Mailing Defaults

The **Mailing Defaults** specify the mailing address and return address to be used for the report card.

Mailing Defaults

Check **Print Address Service Requested** to add an Address Service Requested endorsement to the report card.

Report Card, Outside Page, Front

> **Note:** You specify mailing permit information – the permit number and city and state of issue – on the **Basic Info** tab of **Synergy SIS > System > Setup > School Setup**.

GPA Defaults

GPA Defaults determine which GPA definitions are displayed on the report card. Up to three GPA definitions can be displayed. Select one or more GPAs in the **1st GPA**, **2nd GPA**, and **3rd GPA** lists. Select which mark to use in the **GPA Mark** list (this works best with the GPA for the current grade period), or leave it blank to include all marks. Select which grade levels should be included in the GPA calculation by selecting the **Start Grade** and **End Grade**.

GPA Defaults

The GPA is displayed on the inside page of the report card.

Report Card, Inside Page, Grade Point Average

Graduation Requirements Defaults

The **Graduation Requirements Defaults** specify which graduation requirements definition should be used for the report card. Select the definition in the **1st Grad Req** list.

You can exclude students from the graduation requirements by one or two filters. When a student is excluded, the graduation requirements does not display on the report card. In the **Condition** list, select the type of attribute that will exclude students, and then select the **Operator** and **Value** to specify the exclusion. For example, to exclude the ninth grade, select **Grade** as the **Condition**, set the **Operator** to **Equal To**, and enter **9** as the value.

Graduation Requirements Defaults

The graduation requirements are displayed on the inside page of the report card.

Report Card, Inside Page, Graduation Requirements

Content

The **Content** section adjusts the display of information in many places on the report card.

Content Section

These options control what is displayed in the columns of the course listing section:

- **Show Citizenship** – For the **Citizenship**, **Conduct**, **Effort**, and **Work Habits** columns, either the code or the description can be displayed.

- **Abbreviate Course Title** – if checked, the **Course Short Title** from the **District Course** screen is used instead of the **Course Title**.

- **Abbreviate Teacher Name** – if checked, the last name and first initial are shown. If unchecked, the last name and first name are shown.

- **Print School Logo** – if checked, prints the school logo on the report card.

- **Homeroom Source** – **Calculated (Default)** shows the homeroom as the room the student is in during the **Homeroom Period** defined on the **Basic Info** tab of **Synergy SIS > System > Setup > School Setup**. **Stored** shows the homeroom from the last time the Update Homeroom Data process was run from the **Menu** button on **Synergy SIS > System > Setup > School Setup**.

Report Card, Inside Page, Course List

- **Include Conduct Only** – enables conduct information to display on reports for periods/sections without marks or comments entered.

- **Include Citizenship Only** – enables citizenship information to display on reports for periods/sections without marks or comments entered.

These options control what is displayed in the Title box on the inside page.

- **District Name Override** – the text entered in this box is displayed instead of the district name entered in the **Organization** screen.

- **Title Override** – by default the title of the report is Report Card. The text entered in this box is displayed instead.

Title Box, Inside Page

When folded, the back outside page of the report card has two boxes for displaying additional information. This information is entered in the **Left Header** and **Left Content** boxes, and the **Right Header** and **Right Content** boxes.

Back Cover, Outside Page

The check boxes and lists in the **Suppressed Content Areas** and **Additional Content Areas** turn sections of the report card content on and off.

Back Cover, Outside Page

Grade Legend

GPA

Grad Req

Inside Page

- **Suppress Mailing Footer** – omits the mailing footer

- **Suppress Mailing Logo** – omits the mailing logo

- **Suppress Grade Legend** – omits the grade legend

- **Suppress GPA** – omits the GPA

- **Suppress Grad Req** – omits the graduation requirements

- **Show Standards** – displays associated standards

- **Standard Sort Option** – determines the display order of the standards selected in **Show Standards**.

- **Show Concurrent Marks** – shows marks for concurrent enrollments.

- **Show Concurrent for Home School Only** – if this is checked and **Show Concurrent Marks** is set to **Show Concurrent**, concurrent data is included only if the current focus school is the student's home school. If the student has a different home school, only the data related to the current focus school is included.

- **Show Credits Attempted** – controls whether the Credits Attempted for each class are displayed.

Period	Course ID	Course Title	1st Qtr	Teacher	Crd Att	Crd Cmp	Citz	Cond	Wk/Hbt	Abs1
0	S551	Am Govt	A	Jackson, Kathy	0.50	0.00		N	O	
		Comment(s) Excellent Student								
		Good Attitude/behavior In Class								
		Shows Extra Effort								
1	AR54	Beg Jewelry	C	Sullivan, Joe	0.50	0.00				
		Comment(s) Good Attitude/behavior In Class								
		Shows Extra Effort								
2	PA86	Int Acting	B	Gardner, David	0.50	0.00				
3	PE761	Weight Trn Boys	B	Joseph, Thomas	0.50	0.00				
		Comment(s) Excellent Student								
4	EN50	Eng (brit) Lit	B	Snyder, Joan	0.50	0.00				
		Comment(s) Please Contact Teacher								
5	NC551	Rt 5th Per	C+	Rel Time, Rel Time	0.50	0.00				
6	NC651	Rt 6th Per	C+	Rel Time, Rel Time	0.50	0.00				
				Total:	3.5	0				

Course Listing Table

Custom Widths

The **Custom Widths (in inches)** section adjusts the width of each of the columns used to display the list of classes. For example, in the box below the **Mark** is set to display at 0.60 inches.

Custom Widths

In the sample report card below, the width should be adjusted so that the last column header doesn't wrap but displays on one line in the heading.

Report Card, Inside Page, Course List

HONOR ROLL AND ELIGIBILITY DEFINITION

In the **Honor Roll and Eligibility Definition** screen, you can create multiple definitions to specify criteria for the honor roll distinction or for eligibility to play sports or participate in other extracurricular activities. Reports can then be printed, listing all students who meet the criteria, and the information can be included on report cards. To create a definition:

1. Go to **Synergy SIS > Grading > Setup > Honor Roll and Eligibility Definition**.

Honor Roll and Eligibility Definition Screen

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

Honor Roll and Eligibility Definition Screen, Adding

3. Enter the name of the definition as the **Title**, and select the **Primary GPA** in the list. For the GPA, enter the **Minimum** required GPA and/or the **Maximum**. Other information that can be used as criteria includes:

- **Report Card Msg** – if the student meets the criteria outlined by the definition, enter the message that should display on the student's report card.

- **Secondary GPA** – a second GPA may also be used as criteria. For example, while the primary GPA measures the GPA for the current marking period, the secondary GPA may be the overall cumulative GPA. The secondary GPA could then be set to require a student to have a 2.0 GPA overall to be eligible for the current period honors. Select the secondary GPA in the list and enter the minimum and/or maximum number.

- **Credit Requirements** – enter the minimum number of credits completed or attempted. This information is drawn from the student's course history for the current marking period.

- **Course Requirements** – enter the minimum number of courses that need to be completed to meet the criteria. There may also be a minimum number of subject areas in which courses are completed set. For example, it may be defined that the student needs to have completed four courses in at least two subject areas. This information is drawn from the student's course history for the current marking period.

- **Include audited classes in eligibility calculations** – check this box to include audited classes in eligibility determinations.

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

The **Requirements** tab outlines what makes a student eligible. There may also be specific criteria that make a student ineligible or eligible. Typically, you set up ineligibility or eligibility criteria, but not both.

To set up ineligibility criteria that disqualify a student:

1. Click the **Ineligibility** tab.

Ineligibility Tab, Honor Roll and Eligibility Definition Screen

2. To add an alphabetic mark that makes a student ineligible, click the **Add** button in the **Ineligible Marks** section, select the mark in the **Mark** list, and in the **Total** column, enter the number of that type of mark that makes a student ineligible. For example, it could be that any student who gets one F or two D marks is ineligible.

Ineligible Marks

3. To add a numeric mark that makes a student ineligible, click the **Add** button in the **Ineligible Marks Numeric** section, type the highest disqualifying mark in the **High** column, and in the **Total** column, enter the number of low marks that makes a student ineligible.

Ineligible Marks Numeric

4. To add a work habits rating that makes a student ineligible, click the **Add** button in the **Ineligible Work Habits** section, select the rating in the **Work Habits** list, and in the **Total** column, enter the number of occurrences that makes a student ineligible.

Ineligible Work Habits

5. To add a conduct rating that makes a student ineligible, click the **Add** button in the **Ineligible Conduct** section, select the rating in the **Conduct** list, and in the **Total** column, enter the number of occurrences that makes a student ineligible.

Ineligible Conduct

6. To add a grading-record comment that makes a student ineligible, click the **Add** button in the **Ineligible Comments** section, select the comment in the **Comments** list, and in the **Total** column, enter the number of occurrences that makes a student ineligible.

Ineligible Comments

7. To add a citizenship rating that makes a student ineligible, click the **Add** button in the **Ineligible Citizenship** section, select the rating in the **Citizenship** list, and in the **Total** column, enter the number of occurrences that makes a student ineligible.

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

To set up eligibility criteria that qualify a student who does meet any ineligibility criteria:

1. Click the **Eligibility** tab.

Eligibility Tab, Honor Roll and Eligibility Definition Screen

2. To add an alphabetic mark that makes a student eligible, click the **Add** button in the **Eligible Marks** section, select the mark in the **Mark** list, and in the **Total** column, enter the number of that type of mark that makes a student eligible.
    Whether the student must have the marks defined in all rows of this grid or in any row of this grid is controlled by on the **Options** tab. See the following page.

Eligible Marks

3. To add a numeric mark that makes a student eligible, click the **Add** button in the E**ligible Marks Numeric** section, type the lowest qualifying mark in the **Low** column, and in the **Total** column, enter the number of high marks that makes a student eligible.

Eligible Marks Numeric

4. To add a work habits rating that makes a student eligible, click the **Add** button in the E**ligible Work Habits** section, select the rating in the **Work Habits** list, and in the **Total** column, enter the number of occurrences that makes a student eligible.

Eligible Work Habits

5. To add a conduct rating that makes a student eligible, click the **Add** button in the **Eligible Conduct** section, select the rating in the **Conduct** list, and in the **Total** column, enter the number of occurrences that makes a student eligible.

Eligible Conduct

6. To add a grading-record comment that makes a student eligible, click the **Add** button in the **Eligible Comments** section, select the comment in the **Comments** list, and in the **Total** column, enter the number of occurrences that makes a student eligible.

Eligible Comments

7. To add a citizenship rating that makes a student ineligible, click the **Add** button in the **Eligible Citizenship** section, select the rating in the **Citizenship** list, and in the **Total** column, enter the number of occurrences that makes a student eligible.

Eligible Citizenship

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

To delete any of the ineligibility or eligibility criteria:

1. Check the box in the **X** column in front of the criteria.

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

The **Options** tab controls how Synergy SIS interprets the **Eligible Marks** on the **Eligibility** tab.

1. Click the **Options** tab.

Options Tab, Honor Roll and Eligibility Definition Screen

2. In the **Alpha Mark** list, select whether eligibility requires getting the marks defined in all rows of the **Eligible Marks** grid or in any row. As an example, consider the **Eligible Marks** grid from the previous page.

    All selected mark thresholds required (default) means that two A marks <u>and</u> 4 B marks are required for eligibility. **At least one selected mark threshold required** means that two A marks <u>or</u> 4 B marks are required for eligibility.

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

Once an honor roll definition has been created, most fields can be edited simply by clicking in them and making the changes. However, to change the Title or Report Card Msg:

1. Click the **Menu** button at the top of the screen.

2. Select **Edit HonorRollDef Data**. The top row of the definition turns white and the information can be changed.

Menu Options, Honor Roll, and Eligibility Definition Screen
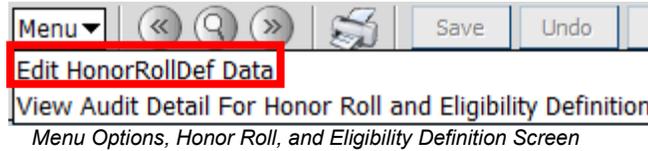
3. Edit the information.
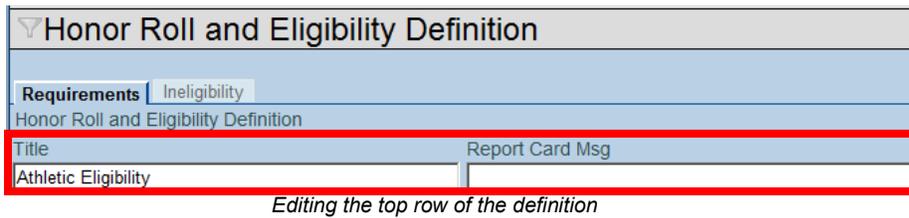
Editing the top row of the definition

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

Chapter Four:
GRADE SCANNING

This chapter covers:

► How to print and create grade scanning sheets

If the school plans to use printed grading sheets to record student grades, the grading sheets can be created and printed through the **Grading Sheet Creation** screen. The grading sheets generally are printed on pre-printed forms. The sheets will later be scanned into the system, with the grades, using the ST Scanning software. For more information about scanning, see the *Synergy SIS – System Administrator Guide*.

To create and print grading sheets:

1. Go to **Synergy SIS > Grading > Scanning > Grading Sheet Creation**.

Grading Sheet Creation Screen

2. Click **Create** to create records for the sheets in Synergy SIS or **Print** to create and print the sheets. **Create** is seldom used.

3. Select the **Form** to be used. Other lists are displayed, depending on the form selected:

	Grading Period	Qtr	Exam	Semester
Grade Report	Grading Period	Qtr	Exam	Semester
Grade Report with Citizenship, Work Habit	Grading Period	Qtr		
Grade Reporting Alpha	Grading Period	Qtr		
Grade Sheet 1 Mark	Grading Period	Qtr		
Progress Report	Grading Period	Qtr	Exam	Semester

4. Select the **Grading Period** to use. For all but the **Progress Report** form, only the periods designated as grading periods are available. For the **Progress Report** form, only the periods designated as progress periods are available.

> **Caution:** Do not create or print sheets for a grading period that already has sheets. Re-creating or re-printing overwrites the previous sheets file, and existing printed sheets become void and cannot be scanned.

5. In the **Qtr** list, select which grade period mark to use.

6. If the **Exam** and **Semester** lists are available, select the posting marks to use for these columns as well. **Qtr**, **Exam**, and **Semester** must have different grade period marks selected or be blank. At least one mark in **Qtr**, **Exam,** or **Semester** must be selected for the sheets to be created or printed.

7. To filter the sheets by teacher, click the Maximize arrow in the **Filter Options** section.
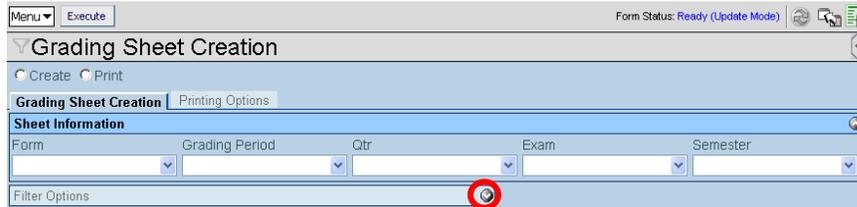
Grading Sheet Creation, Maximize Filter Options button

8. Click the gray arrow next to **Staff Name**.
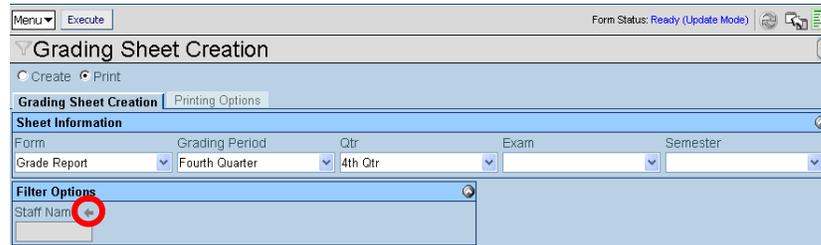
Grading Sheet Creation, Filter Options

9. In the **Find: Staff** screen, enter the criteria to find the staff, and click the **Find** button.
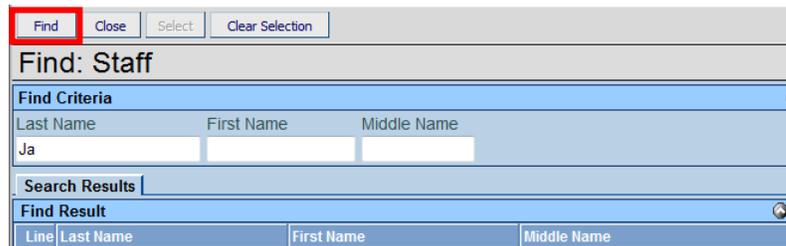
Find: Staff Screen, Finding Staff

10. Click the desired staff name, and click the **Select** button.
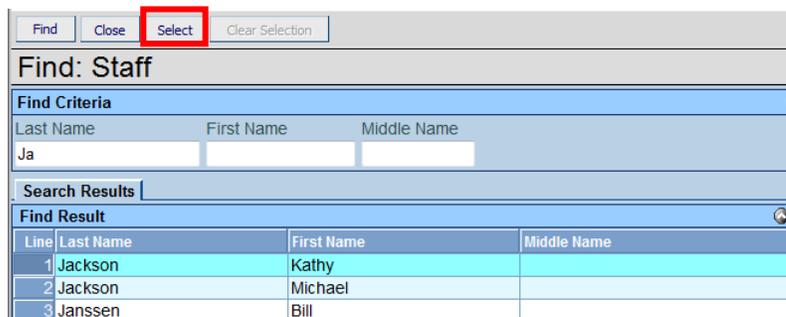
Find: Staff, Selecting Staff

11. The staff name appears in the **Staff Name** box. Grading sheets are created or printed for that staff member's sections.

Grading Sheet Creation, Staff Name Selected

Because the grading sheets are printed on pre-printed forms, it may be necessary to adjust the margins slightly so that everything aligns properly. To adjust the form alignment:

1. Click the **Printing Options** tab.

Printing Options Tab, Grading Sheet Creation Screen

2. Enter **Printer Offset (in inches)** values for the horizontal and vertical adjustments to adjust the entire page. To adjust the sheet right, enter a positive number in the **Horizontal** box. To move it left, enter a negative number. To adjust it up, enter a negative number in the **Vertical** box. To adjust it down, enter a positive number.

3. Enter **Header Offset (in inches)** values to adjust only the top part of the sheet.
   Right: positive number in the **Horizontal** box.
   Left: negative number in the **Horizontal** box.
   Up: negative number in the **Vertical** box.
   Down: positive number in the **Vertical** box.

4. Enter the **Body Offset (in inches)** values to adjust only the student grade information part of the sheet.
   Right: positive number in the **Horizontal** box.
   Left: negative number in the **Horizontal** box.
   Up: negative number in the **Vertical** box.
   Down: positive number in the **Vertical** box.

5. To print only the first page, as a test while adjustments are made, check the **Print First Page Only** box.

6. To create or print the sheets, click the **Execute** button at the top of the page. If the sheets are printed, they open on screen in a PDF file. If the sheets are created only, nothing is printed.

When printing the PDF file, be sure to change the **Page Handling** settings before printing. Change the **Page Scaling** to **None,** and uncheck the **Auto-Rotate and Center** box.
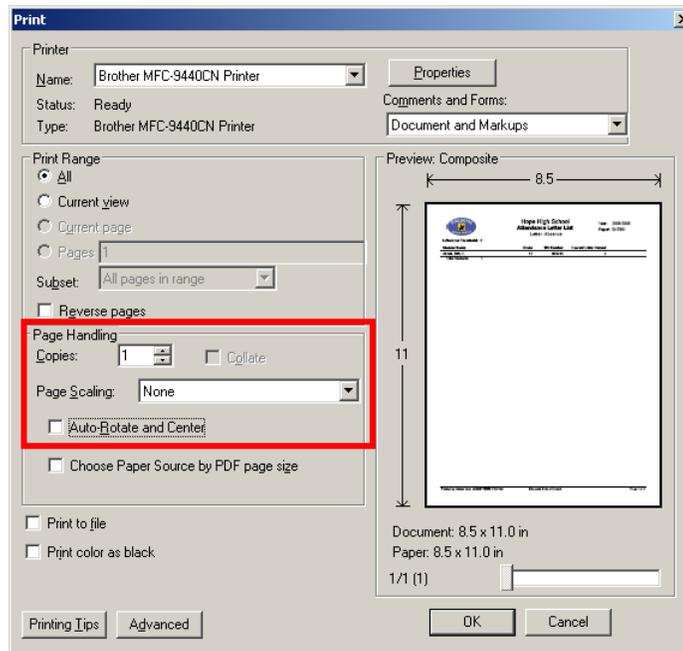
PDF Print Options

Chapter Five:
SECURITY

This chapter covers:

► Where security for grading related screens is defined

Security for each of the screens discussed in this guide is defined by **Synergy SIS > System > Security> PAD Security** and **Synergy SIS > System > Security > Security Definition**. How each of these screens works and how security is defined is covered in detail in the *Synergy SIS - Security Administrator Guide*. This chapter outlines where the security for each part of each grading-related screen is defined in the **Security Definition** screen.

CLASS GRADE SECURITY

Synergy SIS > Grading > Class Grade is controlled by the following security node:

<p align="center">K12.GradeInfo.ClassGradeGrid</p>

Class Grade Screen

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

- K12.GradeInfo.ClassGradeUI

- K12.GradeInfo.GradeGridDetail

- K12.GradeInfo.GradeGridDetailGrid

- K12.GradeInfo.SchoolYearSectionGradingTrack

STUDENT GRADE SECURITY

Synergy SIS > Grading > Student Grade is controlled by the following security node:

K12.GradeInfo.StudentGradeGrid

Student Grade Screen

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

- K12.GradeInfo.StudentGradeUI

- K12.GradeInfo.StudentGradeGridDetail

- K12.GradeInfo.StudentGradeGridDetailGrid

- K12.GradeInfo.StudentHonorRoll

- K12.GradeInfo.StudentSchoolYearGrade

- K12.GradeInfo.StudentSchoolYearGradeGrid

- K12.GradeInfo.StudentSchoolYearGradePeriod

- K12.GradeInfo.StudentSchoolYearGradePeriodComment

- K12.GradeInfo.StudentSchoolYearGradePeriodMark

- K12.GradeInfo.StudentGPA

- K12.GradeInfo.StudentGPADetail

- K12.GradeInfo.StudentGPADetailGrid

UPDATE GRADE SECURITY

Synergy SIS > Grading > Update Grade is not controlled by any security node.

Update Grade Screen

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

- K12.GradeInfo.UpdateGradeUI
- K12.GradeInfo.UpdateGrade

GRADING SETUP SECURITY

Each tab of the **Grading Setup** screen is controlled by a different security node. The security node **K12.GradeInfo.Setup.SchoolYearGradePeriodTree** controls the adding and removing of grade periods from the **Grade Period/Mark Definition** tab.

Grading Setup Screen

Adding, removing, and modifying marks from each of the grade periods is controlled by this security node:

K12.GradeInfo.Setup.SchoolYearGradePeriodMark
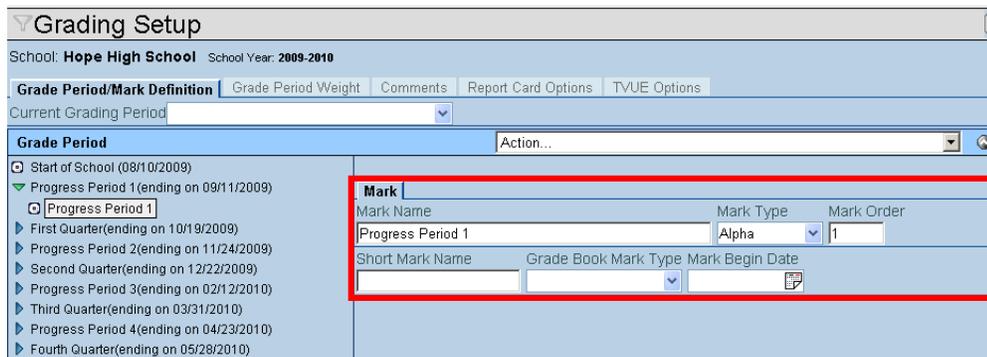
Grading Setup Screen, Marks

In the detail screen of each grade period, the **Grade Period** tab is controlled by the security node:

K12.GradeInfo.Setup.SchoolYearGradePeriod
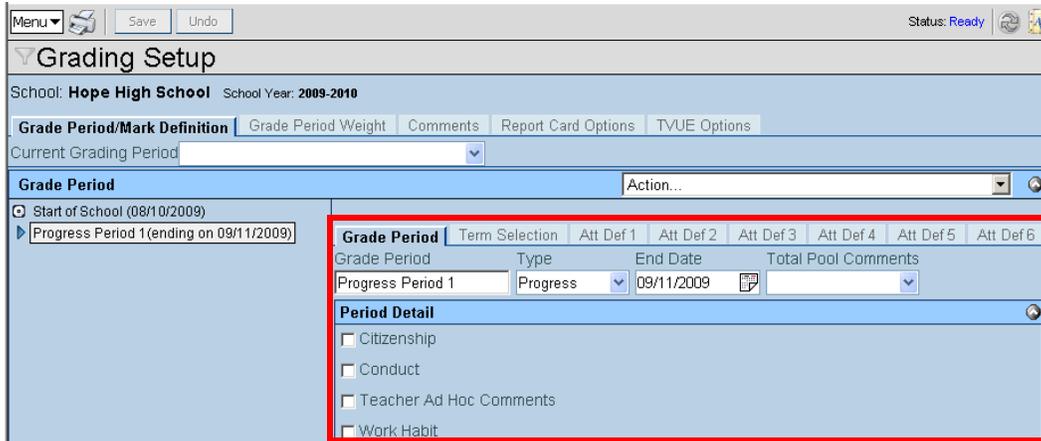
Grading Setup Screen, Period Detail, Grade Period Tab

The **Term Selection** tab of the grading period detail screen is controlled by this security node:

K12.GradeInfo.Setup.SchoolYearGradePeriodTerm
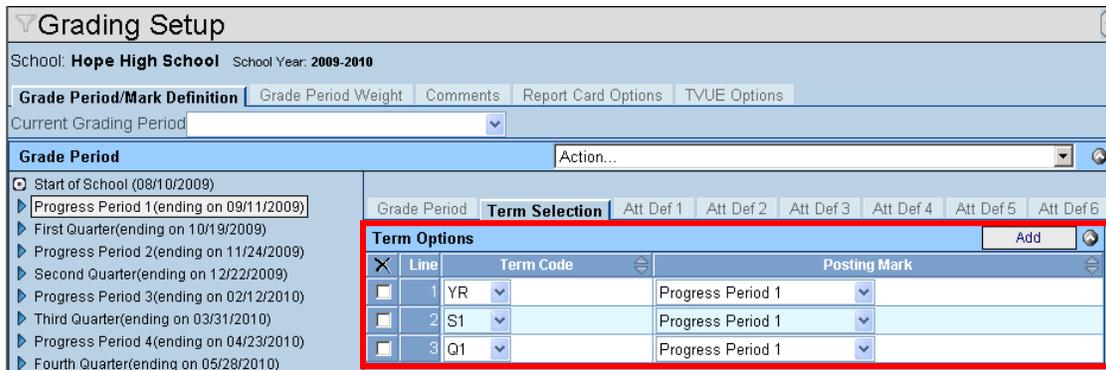
Grading Setup Screen, Period Detail, Term Selection Tab

All the **Att Def** tabs of the grading period detail screen are controlled by this security node:

K12.GradeInfo.Setup.SchoolYearGradePeriodAttendance
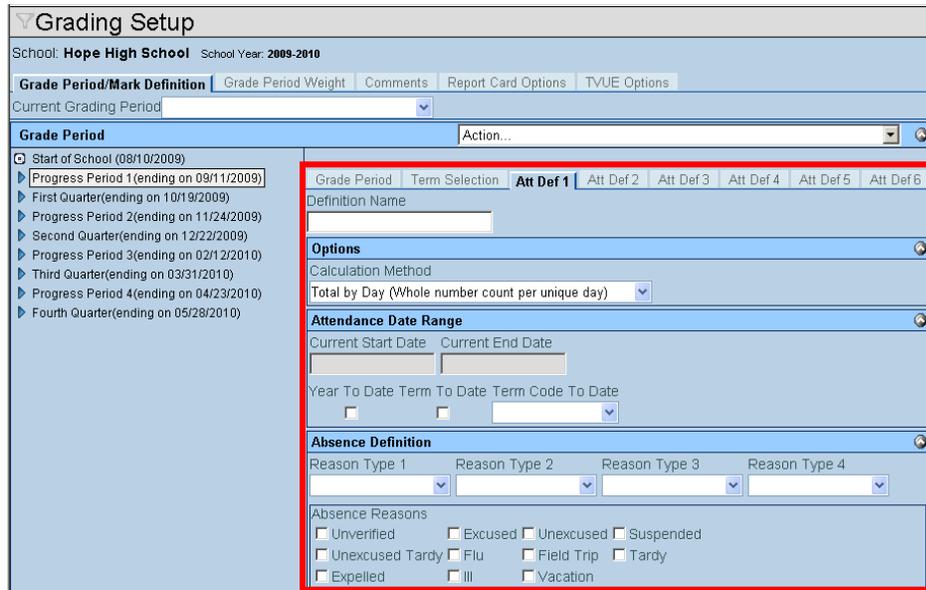
Grading Setup Screen, Period Detail, Attendance Def Tabs

If the school uses tracks, the **Track Ending Dates** section on the **Grade Period/Mark Definition** tab is controlled by this security node:

K12.GradeInfo.Setup.SchoolYearGradePeriodTrackGrid
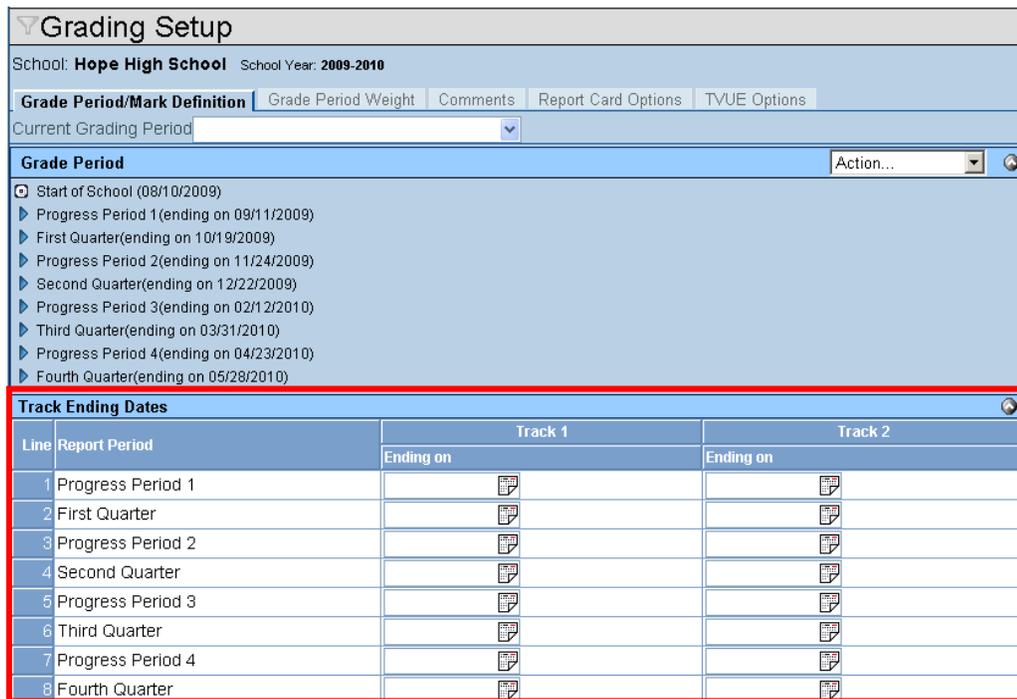
Grading Setup Screen, Track Ending Dates Section

The **Grade Period Weight** tab of the **Grading Setup** screen is divided in to two sections. The top section, the **GPA Credit Weight Pct. grid**, is controlled by this security node:

K12.GradeInfo.Setup.SchoolYearCreditWeightGrid

The bottom section, the **Course History Transfer Pct. grid**, is controlled by this security node:

K12.GradeInfo.Setup.SchoolYearCreditWeightHistoryGrid

Grade Period Weight Tab, Grading Setup Screen

The entire **Comments** tab of the **Grading Setup** screen is controlled by this security node:

K12.GradeInfo.Setup.SchoolYearGradeComment

Grading Setup Screen, Comments Tab

The entire **Report Card Options** tab of the **Grading Setup** screen is controlled by this security node:

K12.GradeInfo.Setup.SchoolYearGradeReportCardDef

Report Card Tab, Grading Setup Screen

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

- K12.GradeInfo.Setup.SchoolYearGradePeriodUI

- K12.GradeInfo.Setup.SchoolYearCreditWeightUI

- K12.GradeInfo.Setup.DistrictReportCardDefUI

- K12.GradeInfo.Setup.SchoolYearGradePeriodTrack

- K12.GradeInfo.Setup.SchoolYearCreditWeight

- K12.GradeInfo.Setup.SchoolYearGradeCommentStaff

- K12.GradeInfo.Setup.DistrictReportCardDef

- K12.GradeInfo.Setup.DistrictReportCardMarkLegend

- K12.GradeInfo.Setup.DistrictReportCardProgressMarkLegend

- K12.GradeInfo.Setup.SchoolYearGradeTranscriptDef

CREDIT WEIGHT DEFINITION SECURITY

The **Credit Weight Definition** screen is controlled by the following security node:

K12.GradeInfo.Setup.SchoolYearCreditWeightGrid

Credit Weight Definition Screen

HONOR ROLL AND ELIGIBILITY DEFINITION SECURITY

The **Honor Roll and Eligibility Definition** screen has three tabs, each with its own security. The first tab, **Requirements**, is controlled by the following security node:

K12.GradeInfo.Setup.HonorRollDef

Requirements Tab, Honor Roll and Eligibility Definition Screen

The **Ineligibility** tab is divided into six sections, each with its own security node. The security nodes are as follows:

- **Ineligible Comments** - K12.GradeInfo.Setup.IneligibleComment
- **Ineligible Conduct** - K12.GradeInfo.Setup.IneligibleConduct
- **Ineligible Marks** - K12.GradeInfo.Setup.IneligibleMark
- **Ineligible Mark Numeric** - K12.GradeInfo.Setup.IneligibleMarkNum
- **Ineligible Work Habits** - K12.GradeInfo.Setup.IneligibleWorkhabits
- **Ineligible Citizenship** - K12.GradeInfo.Setup.IneligibleCitizenship

Ineligibility Tab, Honor Roll and Eligibility Definition Screen

The **Eligibility** tab is divided into six sections, each with its own security node. The security nodes are as follows:

- **Eligible Marks** - K12.GradeInfo.Setup.IneligibleMark
- **Eligible Marks Numeric** - K12.GradeInfo.Setup.EligibleMarkNum
- **Eligible Work Habits** - K12.GradeInfo.Setup.EligibleWorkhabits
- **Eligible Conduct** - K12.GradeInfo.Setup.EligibleConduct
- **Eligible Comments** - K12.GradeInfo.Setup.EligibleComment
- **Eligible Citizenship** - K12.GradeInfo.Setup.EligibleCitizenship

Eligibility Tab, Honor Roll and Eligibility Definition Screen

The following security node does not provide a visible change in security on the screens:

- K12.GradeInfo.Setup.HonorRollDefUI

MARK DEFINITION SECURITY

Synergy SIS > Grading > Setup > Mark Definition is not controlled by any security node.

Mark Definition Screen

REPEAT TAG DEFINITION SECURITY

Synergy SIS > Grading > Setup > Repeat Tag Definition is not controlled by any security node.

Repeat Tag Definition

The following security node does not provide a visible change in security on the screens:

- K12.GradeInfo.RepeatTagGrid

GRADING SHEET CREATION SECURITY

Synergy SIS > Grading > Scanning > Grading Sheet Creation is not controlled by any security node.

Grading Sheet Creation Screen

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

- K12.GradeInfo.Scanning.GradingSheetCreationUI

- K12.GradeInfo.Scanning.GradingSheetUI

- K12.GradeInfo.Scanning.Client.GradeScanning

- K12.GradeInfo.Scanning.GradingSheet

- K12.GradeInfo.Scanning.GradingSheetCreation

- K12.GradeInfo.Scanning.GradingSheetHold

GRADE BOOK CONFIG SECURITY

Synergy SIS > Grade Book > Setup > Grade Book Config is controlled by the following security node:
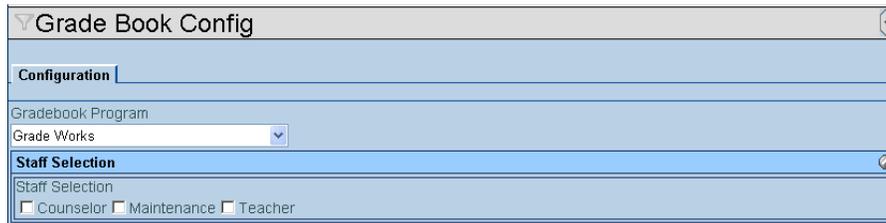
<p align="center">K12.GradebookInfo.GBConfig</p>

Grade Book Config Screen

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

- K12.GradebookInfo.GBConfigUI

- K12.GradebookInfo.GBConnections

- K12.GradebookInfo.GBWebHandler

- K12.GradebookInfo.GradebookInterface

GRADE BOOK DISTRICT MASS SYNCHRONIZATION SECURITY

Synergy SIS > Grade Book > Grade Book District Mass Synchronization is controlled by the security node:

<p align="center">K12.GradebookInfo.GBDistrictOrganization</p>

This security node controls the **Sync Schools** grid, but it does not control the detail screen or the term selection date.

Grade Book District Mass Synchronization Screen

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

- K12.GradebookInfo.GBDistrictMassSyncUI

- K12.GradebookInfo.GBWMassSynchUI

- K12.GradebookInfo.GBDistrictMassSync

- K12.GradebookInfo.GBGradeSetupSynch

- K12.GradebookInfo.RealTimeSync

- K12.GradebookInfo.GBWMassSynch

GRADE BOOK LOG SECURITY

Synergy SIS > Grade Book > Grade Book Log is controlled by the following security node:

K12.GradebookInfo.GBSchoolYearWebServiceLog

Grade Book Log

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

- K12.GradebookInfo.GBLogUI

- K12.GradebookInfo.GBStudentClassEnrollment

- K12.GradebookInfo.GBStudentEnrollment

- K12.GradebookInfo.GBStudentSchoolYear

- K12.GradebookInfo.GBSchoolYear

GRADING REPORTS SECURITY

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