



COBB COUNTY
SCHOOL DISTRICT



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QUARTER - MIDDLE SCHOOL REPORT CARD ADMINISTRATORS

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**GUIDE FOR PROCESSING REPORT CARDS FOR MIDDLE
SCHOOLS ON QUARTER GRADING PERIODS**



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Synergy Report Card Processing – Middle Schools (QUARTER Grading Periods)

Report cards are processed in Synergy. Teachers must post report cards at the end of each Progress Period and Quarter. Transcripts are processed from CSIS. All procedures are described in this guide.

School Setup Screen: Select Grading Period & Update Homeroom Data

PAD Tree → Synergy SIS → System → Setup → School Setup

Grading Period – Grading Options (Required for teachers' access to the correct grading period)

- Make sure the correct grading period needed for report card processing is selected in the **Grading Options** section of the School Setup screen. Select the correct grading period, if necessary, and click the **Save** button at the top of the screen.

Update Homeroom Data

- Click the small arrow on the **Menu** button in the upper left side of the **School Setup** screen.
- Select the **Update Homeroom Data** link.
- Wait while the process runs.
- When the process completes, a message box will display.
- Click the **'x'** to close the window.

UPDATE_HRM: Job Result Files

Result	Description	File Type
	Updating Homerooms	PDF
	extractFile	TXT

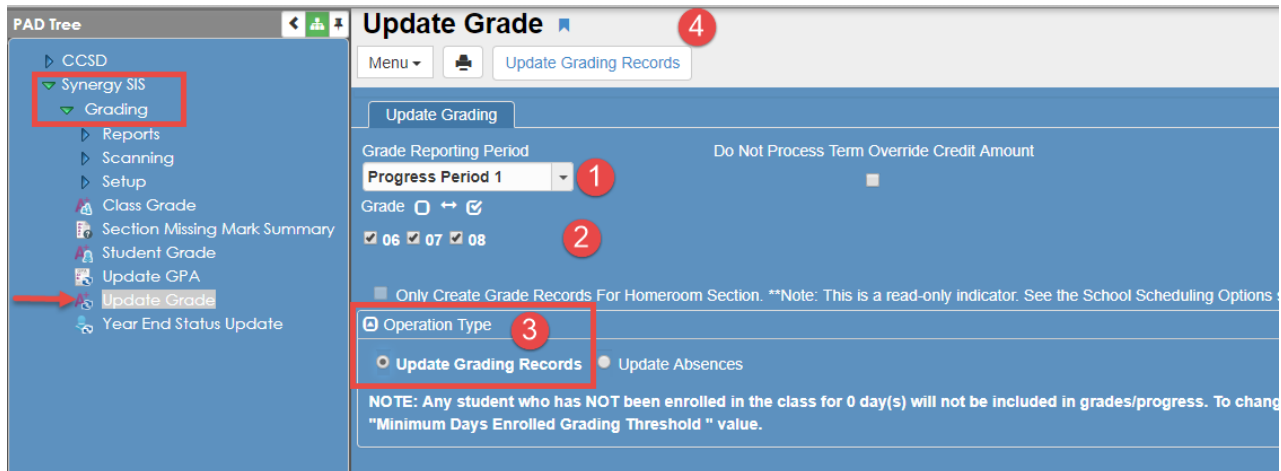
Update Grade Screen

PAD Tree → Synergy SIS → Grading → Update Grade

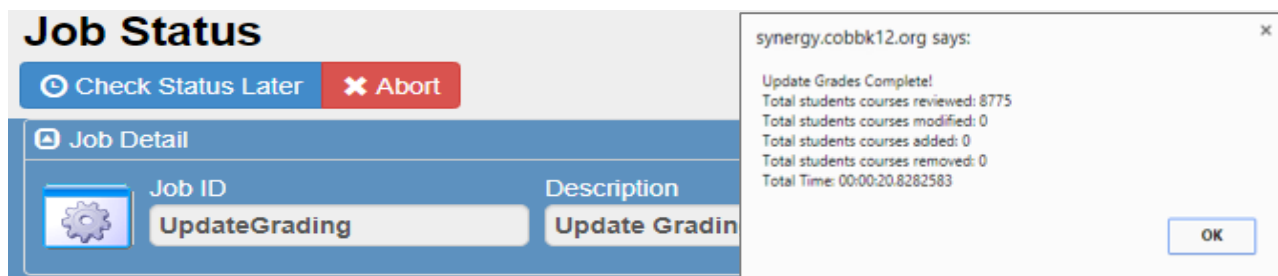
Quick Launch – Update Grade

Update Grading Records - *Required for Teachers to Post Grades*

- 1) Confirm the correct grading period, for the current report card processing, displays in the **Grade Reporting Period** menu. If it does not, follow to steps above on the **School Setup** screen.



- 2) Clicking the box next to **Grade**, with a check, will check all grade level boxes below.
- 3) Click in the circle next to **Update Grading Records** under Operation Type.
- 4) Click **Update Grading Records** at the top of the screen.
 - a. Wait for process to complete. A **Job Status** window will display while the process is running.
 - b. When the process completes, a second window will open to notify Update Grade Complete. Click the **OK** button to close the windows.



- 5) After the first process completes and the OK window closes, return to the **Update Grade** screen to update absences.

The Update Grading Records MUST be processed **before** the Update Absences process.

Update Absences - Wait until the end of the grading period when all attendance has been entered, for the entire grading period, before running the Update Absences step.

You can return to this screen at the end of the grading period to Update Absences.

Continued on the next page.

- Confirm that all grade level boxes are checked.
- Click the circle next to **Update Absences**.
- Click **Update Grading Records** at the top of the screen.

- A Job Status window will open.
- When the process completes, a message window will open.
- Click **OK** to close the message window and return to the Update Grade screen.

Important Grade Processing Notes

The Update Grading Records process is required before teachers can post report cards and typically can be opened for them up to 14 days prior to the last day of the grading period. Consult the CCSD Staff Use Calendar for dates.

The Update Absences process needs to be completed on or after the last day of the grading period to allow for complete recording of all attendance and tardies for the entire grading period. Consult the attendance clerk or administrator to ensure that all attendance is complete for the entire grading period before the process is run.

These steps can be repeated, if needed.

If new enrollments are added, schedules changed, or any changes to sections occur after the Update Grading Records is done, the process must be repeated for the changes to display in TeacherVUE and for a grading record to be created.

The Grade Module in PVUE/SVUE can remain disabled while teachers post report card grades, if desired. Directions are provided in this document.

Teachers' Report Card Posting Window

The District sets the teachers' posting window to 14-days before and after the end of the grading period. In January, the window is automatically extended to allow enough time for teachers to complete report cards after the winter holiday break.

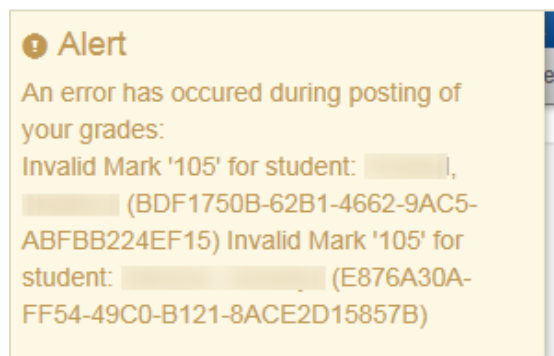
If teachers have grade changes and need to re-post report cards due past 14-day window, please enter a help ticket or contact a member of the Synergy Team and request the report card posting window be opened to allow the teachers to re-post.

Report Cards – What to do for student grades over 100

- Teachers cannot post a calculated grade over 100 to students' report cards.
- If a student's gradebook calculation is over 100 and the teacher posts, an Alert and error will display.
 - The rest of the students' grades will post, but the student(s) with the grade over 100 will not have a grade for that class.

Details

- If a student has a calculated average over 100 and the teacher clicks the Post button for report card posting, an Alert and error will display as shown below.
- The Alert will display in the upper right area of the posting screen. The error will list invalid marks (grades) and the students' names. In the example below the teacher attempted to post grades of 105 for two students.



When the teacher's **View Grades** screen is reviewed in TeacherVUE, all the students' grades posted *except* the students who had calculated grades over 100.

TeacherVUE

Period 3,

Q2 (Q2)

Grades for: Quarter 2

[Return to Seating Chart](#)

0459 27.2222085 Math 7/8 Q2

		Marks	Options			Comments
Student Name	Alerts	Quarter 2 ▾	ABS	TDY	Conduct	Cmt 1
		97	0.00	0.00	S	S12
		96	1.00	0.00	S	S12
			0.00	0.00	S	S12

Recommended Action

Local school administrators should direct teachers to override the calculated grade, on the report card posting screen, **before posting the grades**. Any calculated grade higher than 100, should be overwritten with 100. (This information is also included in the teachers' report card posting guide.)

If a calculated grade of over 100 is not overridden for a student, then that student will NOT receive a grade on the progress report, report card, or the transcript for the class, should the situation occur during the grading periods when transcripts are posted.

On the *Edit Final Grades and Comments* screen (Posting Screen), *teachers will use the Final Grade drop-down to select 100 from the list*. When a calculated grade is overridden, a highlighted message will display informing the teacher there is a **Teacher Edited Grade**. The edited grade will be highlighted in yellow next to the calculated grade. In the example below, the calculated grade of 104 was overridden with 100.

Student	Calc %	Current Grade	Final Grade
Calculated Grade: 104	104	100	100

The teacher may wish to adjust the grades in the gradebook, so the calculated grade is no longer over 100. ParentVUE and StudentVUE display the calculation from the gradebook. Therefore, if a student's average in the gradebook is over 100, that is what the parents and students will see when they view the gradebook module. However, the report card and transcript will display 100.

SSP6034 – Synergy Report Card Conditions Report (from OnTrack)

REPORT CARD ISSUE: Grades Greater Than 100

The SSP6034 report will display students' averages from the gradebook that are over 100. The report will also display if the teacher has posted a report card grade for the student. If the teacher has not posted grades yet OR has posted but did not first override the grade, the Posted Mark column will be empty.

In the example below, these students have a calculated average over 100 in the grade book. However, the administrator will know that the teacher correctly overrode the grade since 100 displays in **the Posted Mark** column.

Report: SSP6034 v1.10.1.23

Synergy Report Card Conditions

COBB COUNTY SCHOOL DISTRICT

GRADES GREATER THAN 100

Course	Sect.	Class Name	Term	Grading Period	Grade Level	SIS Number	Last Name	First Name	Conduct	Comments	Dropped	Posted Mark	GBK Grade
45.0570002			Q4	6th Six Week Grade Period	12							100	101
45.0570002			Q4	6th Six Week Grade Period	12							100	101
23.0650093			S2	6th Six Week Grade Period	12							100	101
23.0520003			S2	6th Six Week Grade Period	10							100	101
23.0520003			S2	6th Six Week Grade Period	10							100	101
21.4540099			S2	6th Six Week Grade Period	12							100	103
11.4150099			S2	6th Six Week Grade Period	11							100	101
11.4150099			S2	6th Six Week Grade Period	10							100	101

This part of the SSP6034 report is designed to help administrators identify all averages over 100 in the gradebook and communicate with teachers the need to override the final grade on the report card posting screen **if there is not** a grade displaying in the Posted Mark column of the report.

When reviewing the Grades Greater Than 100 section of the SSP6034 report, if there is not a grade in the Posted Mark column then that same student will also display in the *Missing Grade Marks* section of the report for the class.

Section Missing Mark Summary Screen

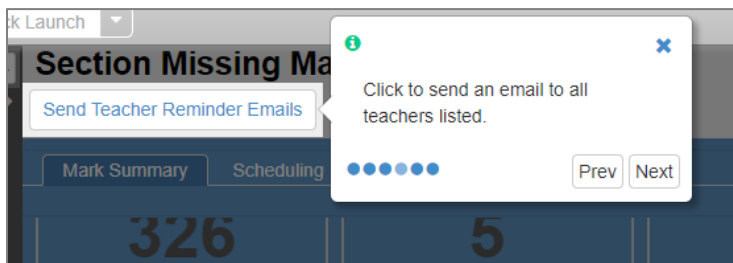
PAD Tree → Synergy SIS → Grading → Section Missing Mark Summary

Quick Launch – Section Missing Mark Summary

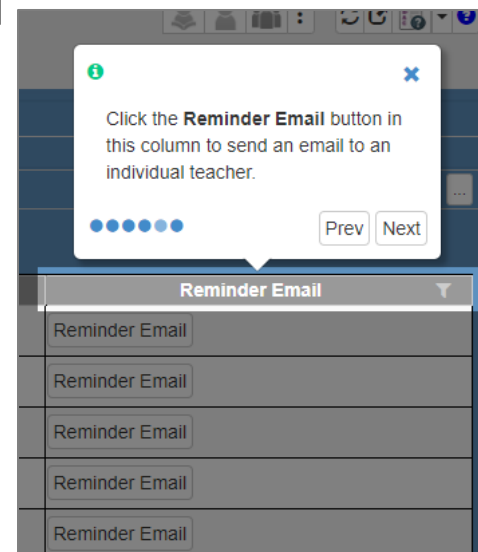
This Synergy screen displays a summary for the selected Grading Period. **The screen only lists sections that do not have marks (grades) entered. If only one student's grade is posted in a section, then that class does not display on this screen. Therefore, it is important to review the SSP6034 – Synergy Report Card Conditions report in OnTrack that is described later in this user guide.**

Line	Section ID	Course Title	Course ID	Staff Name	Reminder Email
1	0003	Band 7Q1	53.0340021	J...	Reminder Email
2	0004	Band 7Q1	53.0340021	J...	Reminder Email
3	0005	Adv Band 8Q1	53.0352021	J...	Reminder Email
4	0006	Adv Band 8Q1	53.0352021	J...	Reminder Email
5	0007	Orchestra 7Q1	53.0540021	C...	Reminder Email
6	0008	Orchestra 7Q1	53.0540021	C...	Reminder Email

- The screen has filter options to limit the results and view individual teachers' classes, if desired.
- The screen allows report card administrators to **send reminder emails** to teachers who have not posted grades for a section.
 - The **Send Teacher Reminder Emails** button at the top of the screen will email all teachers.

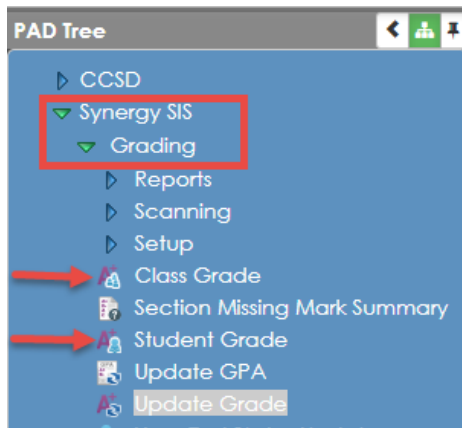


- The **Reminder Email** button in the Reminder Email column sends an email to an individual teacher.



Class Grade and Student Grade Screens

Grade Book Managers or Report Card Administrators can **add** a grade or **override** a posted grade on the Student Grade screen or Class Grade screen if a teacher is unavailable to do so. In Synergy SIS, open the PAD Tree Menu > *Synergy SIS* > *Grading* > click on either ***Class Grade*** OR ***Student Grade***.



If using the Class Grade screen, enter the section number or teacher's name to search for the class.

If using the Student Grade screen, search for student by name or CCSD ID.

Class Grade Screen

The **Class Grade** screen displays grades, conduct, comments, and attendance (after the process to Update Absences completes) for an **entire class**. Scroll to the right side of the screen to see Conduct, Comments, and Attendance *after the process to Update Absences completes*.

Gradebook Managers and Report Card Administrators have access to edit and enter data on this screen. Use the Periods drop-down, to select a specific grading period. Click the Filter Grade Periods button so the selected grading period is the only one to display.

Class Grade

Section ID: 0151 Course ID: 27.0220000 Course Title: Advanced Math 7 Q1 Staff Name: [Redacted]

Class Grades

Section ID: 0151 Course ID: 27.0220000 Course Title: Advanced Math 7 Q1 Staff Name: [Redacted] Room Name: 731

Class Information

Begin Period: 6 End Period: 6 Term Code: Q1 Credit: 0.000

Show Comments

Grade Period Filter

Periods: [Dropdown] Mark Type: [Dropdown] Filter Grade Periods

Class Grades

Line	Student Name	Perm ID	Progress Period 1		Options			Comments
			Marks	Progress 1	Conduct	Att 1	Att 2	
1	[Redacted]	[Redacted]	95	Satisfactory	0	0	N13	
2	[Redacted]	[Redacted]	89	Satisfactory	0	0	N13	
3	[Redacted]	[Redacted]	87	Satisfactory	0	0	N13	
4	[Redacted]	[Redacted]	90	Satisfactory	0	0	N13	
5	[Redacted]	[Redacted]	83	Satisfactory	0	0	N13	

Student Grade Screen

The **Student Grade** screen displays data for a **single student**. The student's schedule will display, if a grading record was created for all classes during the Update Grading Records process. All posted grades, conduct, comments, and attendance (*after the Update Absences process completes*) displays on the screen. Scroll to the right side of the screen to see all information.

Gradebook Managers and Report Card Administrators have access to edit and enter data on this screen. Use the Periods drop-down, to select a specific grading period. Click the Filter Grade Periods button so the selected grading period is the only one to display.

Note: Use this screen to enter **GAVS, CVA, and Ombudsman grades**.

Grades from this screen will post to the students' transcripts.

The screenshot shows the 'Student Grade' interface. At the top, there's a header bar with 'Student Grade' and a menu. Below it, a form contains student details: Last Name, First Name, Middle Name, Suffix, CCSD ID, Grade (07), and Gender (Female). A section for 'Grid Display Options' includes checkboxes for 'Show Comments', 'Show Credit', 'Do Not Process Term Override Credit Amount', and 'Show Repeat Tag'. Below this are buttons for 'Filter Grade Periods', 'Update Grades For This Student', and 'Update Absences For This Student'. The main part of the screen is a table titled 'Student Grades' with columns: Line, Period, Section ID, Course ID, Course Title, Teacher Name, Audit Class, Marks (Progress 1), Conduct, Options (ABS, TDY), and Comments. The table lists seven courses for Period 1, including Science 7 Q1, Soc Study 7Q1, AC Reading 7Q1, Health 7Q1, Chorus 7Q1, Advanced Math 7 Q1, and AC Lang Arts 7Q1. The 'Conduct' column shows a grade of 95 for Advanced Math 7 Q1.

Making Grade Corrections on the Student Grade Screen

Make grading record corrections for individual students on the Student Grade screen. If a schedule changes, or the course number on a Section Screen changes after the Update Grading process completes, use the Student Grade screen and follow the steps below to update the student's information. *If assistance is needed, enter a help ticket or contact a member of the Synergy Team.*

- Ensure that the Grading Period shown at the bottom of the Student Grade screen is the one where corrections are needed. If it is not, select the period on the *School Setup Screen* before beginning.
- On the Student Grade screen, select the grading period needed in the Periods drop-down and click the **Filter Grade Periods** so that is the only grading period shown on the screen.
- Click the button labeled, **Update Grades for This Student**. This will create another row for any classes that were changed or updated for the student.
- When the new rows display, if it is time to update attendance, click the button labeled **Update Absences for This Student**.
- If the teachers have already posted grades for the original classes, manually enter the same information in the new grading record row and SAVE. Compare the information to ensure it was entered correctly – then delete all grades and attendance information. In the Conduct and Comments fields, use the drop-down to select the top 'blank' to remove data from the original class.
- SAVE after all information has been added to the new classes and removed from the wrong classes.

- Click the button labeled, **Update Grades for This Student**. The incorrect, original class should drop off the screen leaving the new, correct class with the data completed. (See the next page.)
- If **transcripts** were already posted, please review them and manually make any needed corrections. Re-posting transcripts may correct the errors.
- If duplicates appear on the transcripts, an overnight process may clear them up. If not, manual deletions of the incorrect classes may be needed.

If assistance is needed, please enter a help ticket or contact a member of the Synergy Team.

Posting Report Cards

Quarter Grading Periods: *If teachers post the report cards at the end of the Progress Periods, the report cards can be used as a progress report and added to PVUE/SVUE. Additionally, the Post-Processing Reports in OnTrack can be used when progress grades are posted.*

Teachers must post grades to the report cards at the end of each quarter.

OnTrack Grade Reports

OnTrack → Reports → Grade → Helpful reports for Grade Book Managers & Report Card Administrators

SSP4671 – Grade Book Settings

- The report lists every teacher, scheduled with a section, and shows their gradebook settings for **Rounding** and **Default for New Assignments** (i.e. *Assignment Due Date is needed for MS teachers.*)
 - **Tip:** These settings can be done during pre-planning and are set for the entire school year. Run this report early in the school year and when a new term begins to confirm teachers' settings.

SSP4646 – Assignment Types: Weighting

- Parameter: < > 100** Using this parameter, the report displays any class where the assignment type weighting is not equal to 100%.
 - This can happen if a teacher assigns weights, then deletes (or hides) one of the weighted assignment types. This would cause the weighting tab total for the class to be less than 100%.
- Parameter: = 0** Using this parameter, the report will display any class where the assignment type weighting is equal to (zero) 0%.
 - This means that the teacher has not applied any weights on the assignment types for the class.

SSP4662 – Assignment Types: Weighting Verification

This report contains a large amount of data. Reports can be exported to Excel so the data can be filtered/sorted and reviewed by teacher &/or course number to confirm weighting was appropriately applied to the assignment types.

- The report lists every teacher in the school along with the course number of the class and all the assignment types.
- The report also includes the weight percentage associated with the assignment types and the number of assignments used for each type.
 - **Tip:** This report can be used to review courses requiring a Final Exam or EOC.

SSP4655 – Assignments Without Points

- a. The report displays assignments that have a point value of zero.
 - This may not be an error. The teacher may have intentionally entered the point value of zero to keep a record of grades without counting the assignment toward the students' class calculation.
 - Review any assignments on the report with the teacher to determine if the assignment should be counted toward the class calculation. (**NOTE:** If teachers mark assignments 'Not for Grading' they will not display on this report.)

SSP4641 – Classes Missing Assignment Types

- a. This report will display assignments that are using an assignment type that was deleted or hidden on the Grade Book Setup > Assignment Types screen.
 - The teacher should associate the assignment with a different assignment type. Alternatively, the teacher can show the hidden assignment types on the Assignment Types screen and edit the hidden type to add it back as an active type.
 - If an imported assignment for the district type CTLs Assessments exists in the gradebook and the teacher isn't displaying the district types, the assignment will show up using a Hidden Type.

SSP4647 – Teacher Grade Book Activity

- a. The report will display the dates that teachers last created an assignment and entered grades into the gradebook for each of their classes. In addition, it lists the number of assignment types (categories) used in each class.

OnTrack Pre-Processing Grade Reports

Helpful Grade Book Manager Information: [Grade Book Setup and New Assignment Overview](#)

Run the Pre-Processing Grade Reports from OnTrack to check for errors BEFORE processing report cards.

OnTrack → Reports → Grade → MS Pre-processing Grade Reports

SSP4660 – EOC Used For Non-Required Courses

- a. The report displays any gradebook where the teacher has incorrectly applied weights to the EOC assignment type or checked the EOC Grading Period on a Non-Required EOC class.
 - In a Non-Required EOC class, neither of these should be done.

SSP4659 – Gradebook Errors for EOC-Required Courses

- a. This report groups errors into five areas.
 - An EOC assignment has not been created for an EOC-Required course.
 - The EOC Grading Period has not been checked for an EOC-Required course.
 - An EOC assignment type has not been created for an EOC-Required course.
 - EOC weight of 20% has not been applied to an assignment type for an EOC-Required course.
 - The EOC Grading Period has been checked for multiple assignments in the same class. (Only **ONE assignment per class** should be used to record the EOC exam scores. **That ONE assignment is the only one that should be checked for the EOC Grading Period.**)
- b. Early in the grading period teachers may not have created an assignment for the EOC exam, so the teacher's class will display as an error in the area for 'Assignment Not Created' and 'EOC Grading Period not checked.' Near the end of the grading period, after teachers create the assignment for the EOC exam, the classes should drop off the error report.

SSP6034 – Synergy Report Card Conditions

- a. As teachers are posting final grades, but prior to processing report cards, run the report SSP6034. Errors will display for the following reasons:
 - Missing grade marks
 - Missing conduct
 - Missing comments (This item can be ignored if your school does not require comments.)
 - Grades less than 10 (Not necessarily an error, but simply information for the schools.)
- b. Grades over 100 will not post to the report card. (Teachers must override grades over 100.)
- c. In order to display grades over 100 on the SSP6034 Report, data is pulled from the gradebook and from posted grades. A column on the report will display the *GBK Grade* (Grade Book Grade) and a different column will display a *Posted Mark*.
 - What does this mean? Even when a teacher overrides the grade with 100 and posts to the report card, if the grade calculation over 100 still appears in the gradebook it will display on this report in the *GBK Grade* column.
 - The *Posted Mark* column will display the actual grade that was posted by the teacher or entered by an administrator on either the Student Grade or Class Grade screen in Synergy. Therefore, the item on the report can be ignored as long as there has been a grade of 100 posted. The Posted Mark information is meant to be used as information to the administrator.
- d. If teachers do not override the grade of 100 on the posting screen, no grade is sent to the Synergy SIS side to print to report cards. Thus, the student(s) will display as a Missing Grade Mark on the SSP6034.
- e. The *Dropped* column on the report will display a date if the students have a leave date or have dropped the class that is listed.
- f. **Incompletes:** If a teacher posted an “I,” (Incomplete) to a report card, it would display in the Posted Grade column of Synergy Report Card Conditions.
 - If possible, before report cards are processed, the teacher should make any necessary grade changes in the gradebook and RE-POST the report cards.
 - If that is not an option, and the Incomplete is posted to the transcript, the override will need to be CLEARED from the teacher’s Report Card > Student screen (if it is the same school year), a manual update to the Synergy Student Grade screen, and a manual update to the transcript will be required as soon as possible.

SSP4648 – Report Card Posting Activity

- a. The report will display each teacher who has a schedule, the teacher’s sections/period/course title, and the **last date and time that the teacher posted report card grades for the class**.
- b. The report will list the number of posted grades and the number *not* posted.
- c. If there are students without a posted grade in the class, the students’ names will display in a column on the report.
- d. This report is useful if you need to find out quickly which teachers have not posted or the names of students whose grades have not been posted.

After Teachers Post – Report Card Administrator or Grade Book Administrator

Synergy Validation Reports

- Validation reports can be reviewed from Synergy, in addition to the OnTrack reports, **before processing report cards**. These Synergy reports verify all teachers have posted grades and will identify any missing grades. However, if administrators use the OnTrack reports listed above, the same information will be provided. ***If you choose to review the Synergy reports below, please ALSO review the OnTrack Pre-Processing reports as a final confirmation your teachers have completed their report card posting.***

PAD Tree → Synergy SIS → Grading → Reports → List

- GRD403 Mark Verification By Teacher:** Use Excel as output for easy filtering & sorting. (Sort/Output Tab)
- Leaving 'Missing Mark to Show' blank will display all grades (see screen shot below)
- GRD603 Sections Missing Mark List:** Report lists, by teacher, sections that have not been posted.
- This report lists sections not posted but does not list individual students.

- Notify teachers who are missing grades or other required information.
- IMPORTANT NOTE:** If teachers make any changes in the gradebook that cause grade calculations to change or if any overrides or 'clearing' of overrides are made on the report card posting screen, the teacher **MUST POST THE GRADES AGAIN.** The grades must be re-posted before the updates are visible on the report cards and on the Synergy SIS Class Grade & Student Grade screens.)
- Note: Be sure to review the OnTrack Pre-Processing Grade Reports before processing report cards & posting transcripts.**
- If report card corrections are required, teachers should make corrections in the gradebook and then re-post report cards.**
- The report cards can be re-processed after corrections are complete.**

Processing Posted Progress and Quarter Report Cards

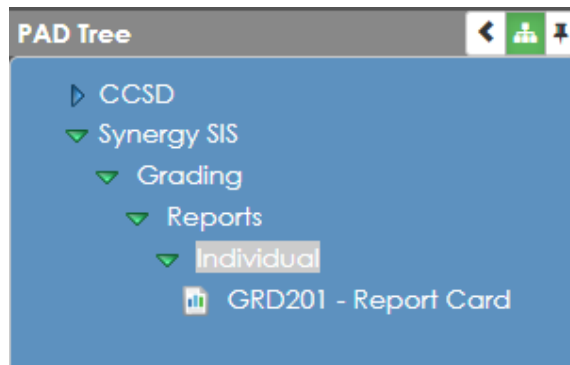
A PDF version of the posted progress and report cards should be added to students' record during the report card processing. Directions are included in the steps below.

Steps to enable the Online Report Card – Grade Module, in PVUE/SVUE, are found on subsequent pages in this guide.

Run Report Cards (After confirming teachers have posted grades and required data for all classes.)

PAD Tree → Synergy SIS → Grading → Reports → Individual

- GRD201 Report Card



Options Tab: Select Options for Data Range, Mailing and Report Card Content

- On the Options Tab of the **Report Interface**, select the desired **Starting** and **Ending Grading Periods** to display on the report card.
 - NOTE: It is not necessary to select options in the *Individual Period* area of the Options Tab unless a report card that displays nonconsecutive grading periods is desired.

Note: Conduct and comments will only display for the current term and not for a prior grading period.

Note: If report card settings are saved as default, remember to adjust the grading periods prior to processing future report cards. Details to save a default are found on following pages.

- b. In the **Footer Options** section, select the desired style from the drop-down menu.

- c. Click the chevron to open the **Mailing Options**, if options are not visible. Select the **Mailing Destination** and **Return Address** options.
- d. In the **Mailing Options** section, **check the box to include the homeroom teacher's name** on the outside if the mailer, if desired. This is helpful for schools that use 'Print to Mail.'

- e. In the **Report Content Options** area, check the boxes to **Suppress Grad Req** and **Suppress GPA**. These options are not kept in Synergy.
- f. Check the box to **Include Conduct Only**.
- This box must be checked so conduct and comments displays on the report cards for all classes. (Information displays for the current grading period only.)
- g. Other options ~
- Suppressing the Barcode will save ink if the printed report cards are not being mailed.
 - Showing Duplicate Course Titles will print the name of classes when students are scheduled in the same courses in consecutive periods.
 - Showing Student's Middle Name will display students' full names on the report card.

Sort/Output Tab

- h. Select the **Sort/Output** tab.
- i. Select **Active Only** unless inactive students' report cards are needed.
- j. Click the **Add** button to add sorting options.

- k. Sort options are helpful if schools are *printing to paper* and want the school-wide file sorted by grade/homeroom teacher.

Suggested sort options are shown below, when running for the entire school.

Grade, Homeroom Teacher Last Name, and Student Name

Click **Add** to add more rows and use the drop-down to make selections.

Line	Sort By	Sort Order
1	Grade (ReportCardStudentFB.Grade)	Ascending
2	HomeroomTeacherLastName (ReportCardStudentFB.HomeroomTeacherLastName)	Ascending
3	Student Name (ReportCardStudentFB.StudentName)	Ascending

Attach the PDF Report Card Document to be Viewed in ParentVUE/StudentVUE

it is recommended that schools attach a PDF version of the posted progress and quarter report card, thus allowing parents the ability to view both on their **mobile devices** and to print their own copy from ParentVUE. Students will have the same ability if the StudentVUE modules are also enabled. **After following the report card setup steps listed above, continue with the required steps, on the Sort/Output Tab, shown on the next pages.**

- After processing the posted progress or quarter report cards, the PDF file can be printed and/or saved for future reference by the report card administrator.
- The documents will attach during the processing step to the students' Synergy record and enables the printing option for report cards in PVUE/SVUE and ability to view the report cards on their mobile devices.

- Scroll to the bottom of the Sort/Output Tab to the **Attach PDF to Students** area.
 - Check the box to **Attach to Student**.
 - Select **Report Card** from the **Document Category** drop down.
 - Enter a comment in the **Doc Comment** field. Examples: *Progress Report 1 or Quarter 1 Report Card*.
 - Select **All** from the **Attach Type** drop down (this selection produces a PDF file for printing or record-keeping purposes and attaches the students' electronic PDF report cards that enables the printing option from PVUE/SVUE).

The screenshot shows the 'Report GRD212: Report Card Pressure Seal Trifold B' interface. The 'Sort / Output' tab is selected, showing a table with three rows for sorting criteria: Grade, HomeroomTeacherLastName, and Student Name. Below this, the 'Attach PDF To Students' section is highlighted with a red box. It contains a checked 'Attach To Student' checkbox, a 'Document Category' dropdown set to 'Report Card', a 'Doc Comment' field with 'Progress Report 1', and an 'Attach Type' dropdown. The 'Attach Type' dropdown is open, showing three options: 'All: Print a report card for all parents', 'Electronic Copy: Print a report card for parents who want to receive an electronic copy', and 'Paper Copy: Print a report card for parents who want to receive a paper copy'.

Optional: Save Setup as Default on the Report Card Screen

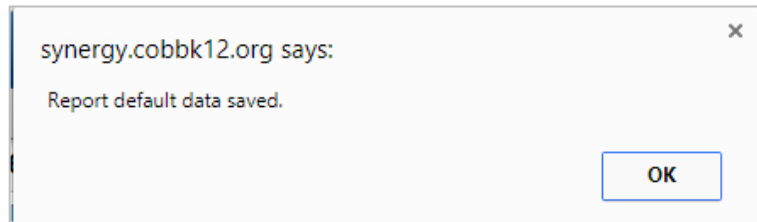
Please note: the options entered on the Options and Sort/Output Tabs may be save as a default, if desired. ***If a default is saved, remember:***

- ***To adjust the grading periods, on the Options Tab, prior to processing future report cards.***
- ***To edit the Doc Comment, for the appropriate grading period, on the Sort/Output Tab, in the Attach PDF to Students area.***

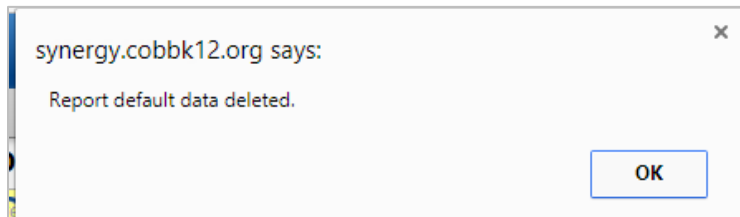
Click **Save Default** – the yellow highlight displays to identify the report has saved default settings.

This screenshot shows the top of the 'Report GRD212: Report Card Pressure Seal Trifold B' interface. The 'Save Default' button is highlighted in yellow, indicating that the current settings have been saved as defaults. Other buttons visible include 'Print', 'Reset Saved Default', and 'Email Me'.

If the report data is saved as default, a message window will display. The yellow highlight (*above*) indicates a default is saved.



Clicking the **Reset Saved Default** button will remove the saved defaults and the highlight goes away.



Click Print After All Options are Set

When all options are selected, you must **click the Print button** at the top of the screen to process the report cards AND attach the PDF documents.

It will take several minutes to process report cards for the entire school.



After processing the report cards, the PDF file can be printed, if desired, and/or saved for future reference by the report card administrator.

- The PDF documents will attach to the students' Synergy record. The document enables the printing option for report cards in PVUE/SVUE.
- The PDF document allows parents and students the ability to view the report card on their mobile devices and to print their own copy from ParentVUE and StudentVUE.

See the required steps, shown next in this guide, for *Enabling the Online Report Card – Grade Module* to complete the parent and students' view for the report cards.

Enabling The Online Report Card – Grade Module

After processing school-wide report cards for **progress or quarter** grading periods, the Grade module can be enabled allowing parents and students an online view of the report card.

Note: The Grade Module can be kept enabled throughout the year. Or, it can be disabled while teachers are posting grades for each grading period, then enabled after all the teachers have posted.

When Grade is checked – the module is disabled.

1. Navigate to the ParentVUE and StudentVUE School Configuration screen in Synergy

PAD Tree → Synergy SIS → System → ParentVUE → ParentVUE and StudentVUE School Configuration

2. **UNCHECK** the Grade module to enable the online report card view for parents and students.
3. Click Save.

ParentVUE and StudentVUE School Configuration

Menu | Save | Undo | Add | Delete

School Name: Middle School School Year: 2018-2019

PVUE Configuration | Course Requests | Options

Disabled Parent Modules

- Attendance
- Absence Report Type
- ☒ **Course Request**
- Current Schedule
- Discipline
- Conference
- Fees
- ☒ **Grade**
- Gradebook

Disabled Student Modules

- Attendance
- ☒ **Course Request**
- Current Schedule
- Discipline
- Conference
- Fees
- ☒ **Grade**
- Gradebook
- Course History
- Health Visits

Online Report Cards – ParentVUE and StudentVUE

After a school enables the Grade Module, when parents or students log into PVUE or SVUE, they will see a menu option for Report Card. *(See the next page for additional information.)*

REPORT CARD

Student Grades | Progress Period 1

Middle School

Student ID	Course	Progress	Conduct	Comments
1	Art 7Q1 (50.0120021)	Progress 1 100	Conduct:	Comments: A pleasure to teach
2	Combined PE/Health 7 (35.0250025)	Progress 1 88	Conduct:	Comments:
3	Language Arts 7 Q1 (23.1120008)	Progress 1 60	Conduct:	Comments: Missing assignments
4	Math 7 Q1 (27.1220008)	Progress 1 26	Conduct:	Comments:
5	ESL Social Studies 7 Q1 (45.0080096)	Progress 1 50	Conduct:	Comments: Missing assignments

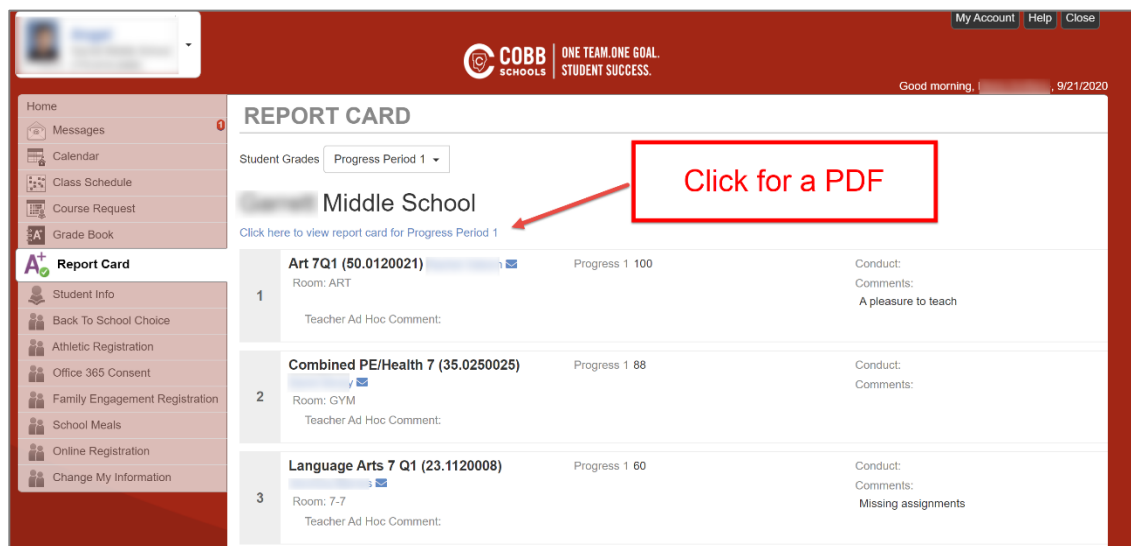
- Parents and Students may need to select the desired grading period, after clicking the Report Card link. In the example above, Progress Period 1.
- Students' schedules are shown listing the teachers' names, the posted grades for the selected grading period, students' conduct and comments (when added by teachers) will also display.
- In the example above, the Grade Module is enabled. *However, the PDF document was not attached.*

PDF Report Card Documents in ParentVUE/StudentVUE

Steps to attach the PDF report card documents are listed in the Report Card Processing section of this document.

After attaching the PDF version of the report card to the students' records, parents and students will have the option to print a copy of the report card from ParentVUE and StudentVUE. In addition, the PDF is used to view students' report cards on **mobile devices**.

The screen shot below shows an example of ParentVUE after the PDF document is attached.



Attaching a Corrected PDF Document for an Individual Student or Class

If edits are made to students' report cards after PDF documents were attached, a revised copy of the report card should be added to ParentVUE and StudentVUE.

Follow the steps in the next section, *Additional Ways to Run the Report Card*, to process the GRD201 for an individual student, a list of students, or for specific sections.

Click the Sort/Output Tab, before processing, to set up the 'Attach PDF to Students' section of the report card described in the Report Card Processing section on prior pages. A new PDF document will be attached in ParentVUE and StudentVUE for any student or sections selected on the GRD201 report card.

Accessing Report Cards From Student Screen – Documents Tab

When report cards are attached to the students' records, they can be accessed on the **Student Screen** in Synergy. This is helpful for administrators and clerical staff.

PAD Tree → Synergy SIS → Student → Student

- Navigate to the Student screen and search for the student.
- Click the Documents Tab to view attached report cards.
- Click the icon in the Doc Type column to view a copy of that report card.
- If the PDF file may not open automatically, look in the bottom left area of the screen to locate the file. Click it to open the PDF.

Student

Menu

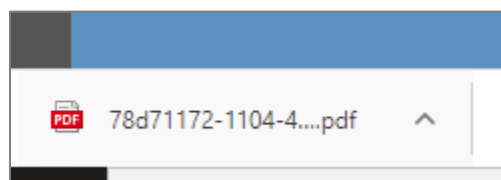
Student Name: School: **Middle School** Homeroom: Teacher: Gifted: **Yes** EL Status: Special Ed: **No** Remedial:

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes **Documents** Contact Log

Last Name First Name Middle Name Suffix CCSD ID

Documents

	Line	Doc Date	Doc Category	Doc Comment	Doc Type	View
	16	09/06/2019	Report Card	Q1 Progress Report		
	17	10/14/2019	Report Card	Q1 Report Card		
	18	11/20/2019	Report Card	Q2 Progress Report		
	19	01/10/2020	Report Card	Q2 Report Card		
	20	02/12/2020	Report Card	Q3 Progress Report		



Additional Ways to Run the Report Card

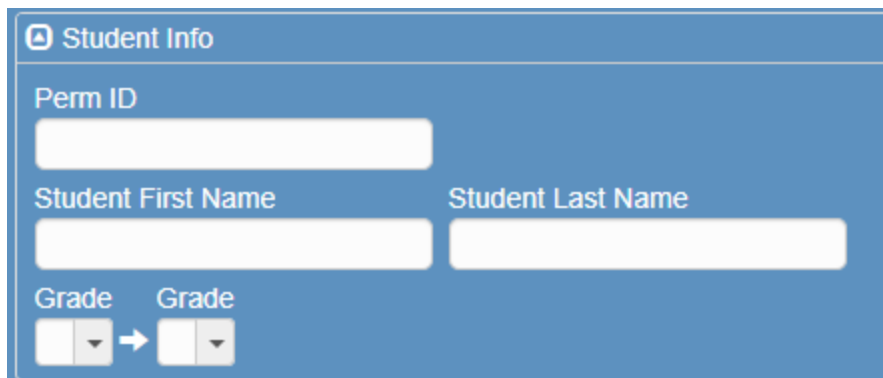
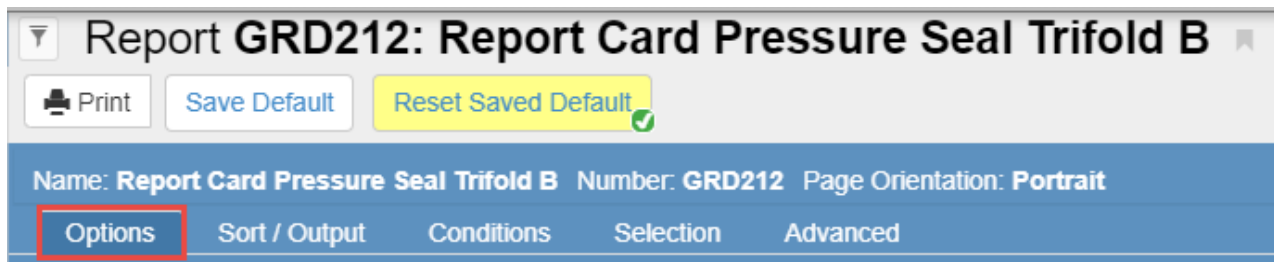
Report Cards for an Individual Student or List of Students

To run a report card for an individual student or a list of students. **If needed, follow the steps to attach the electronic PDF version on the Sort/Output Tab along with the steps listed below – BEFORE clicking print.**

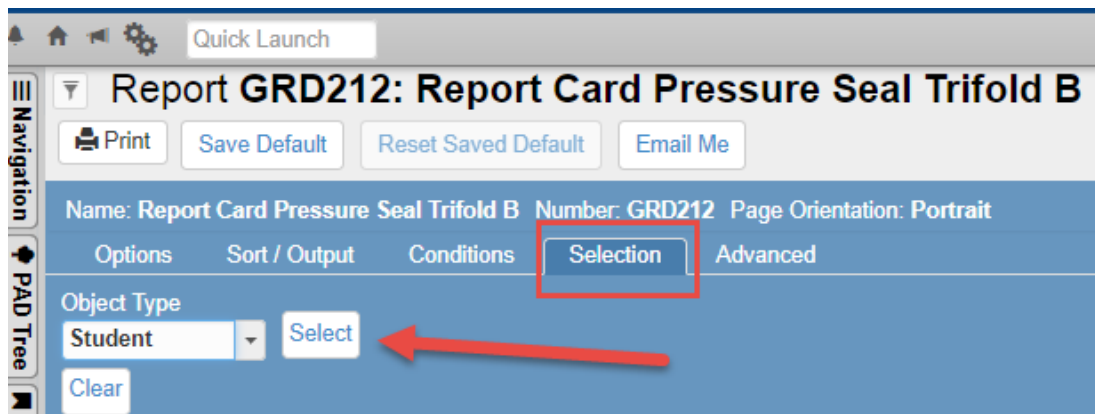
PAD Tree → Synergy SIS → Grading → Reports → Individual

Click the **GRD201 Report Card** (The interface will display GRD212. This is the correct report card.)

1. To print a report card for a **single student**, follow the steps below.
 - a. On the Report Interface screen **Options** tab, scroll all the way to the bottom of the screen to the **Student Info** area.
 - b. Enter the student's ID number or name.
 - c. Click the **Print** button at the top of the screen.



2. To print report cards for a **list of students**, follow the steps below, and on the next page.
 - a. On the Report Interface screen, click the **Selection** tab and select **Student** from the Object Type drop-down menu.
 - b. Click the **Select** button.



- c. The Chooser screen will open.
- On the **Chooser Screen**, enter **search criteria** (Name or CCSD ID)
 - Click **Find** or press **Enter**.
 - If several selections display in the Find Result list, click to **Add All Row(s)** or select individual students by clicking the desired row. This moves students to the **Selected Items** list.
 - When searching by ID number, students' names will add automatically to the **Selected Items** list.
 - Click **Select** when all desired students' names display in the **Selected Items** column. (*Close* will exit the chooser screen without any selections.)
 - This will return you to the **Selection** tab of the Report Card Interface.

Chooser

Find Select Close

Search Results

Find Criteria

Last Name	First Name	Middle Name	CCSD ID
			123

Add All Row(s) >>

Find Result

Line	Student Name

Selected Items

Line	Student Name
1	Allan, [redacted]
2	Chen, [redacted]
3	Chen, [redacted]

- d. The selected students' names appear on the Report Card Interface **Selection** tab (below.)
- Click the **Print** button to print the report cards for this list of selected students.

Report GRD212: Report Card Pressure Seal Trifold B

Print Save Default Reset Saved Default

Name: Report Card Pressure Seal Trifold B Number: GRD212 Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

Object Type

Student Select

Clear

Line	Student Name
1	Wi [redacted]
2	Wi [redacted]

Report Cards by Grade Level

If needed, include the steps to attach the electronic PDF version on the **Sort/Output Tab** along with the steps listed below – **BEFORE** clicking print.

PAD Tree → Synergy SIS → Grading → Reports → Individual

Click the **GRD201 Report Card** (The interface will display GRD212. This is the correct report card.)

1. To print report cards by grade level, follow the steps below
 - a. On the Report Interface screen, click the **Sort/Output Tab**
 - b. Select **Active Only** unless inactive students' report cards are needed
 - c. Add **HomeroomTeacherLastName** and **Student Name** to the **Sort By** choices.

- d. If an individual grade level is desired, sorted by the homeroom teacher (shown above), click the **Options** tab, and scroll all the way to the bottom of the screen to the **Student Info** area.

- e. Select the desired **grade level(s)** from the **Grade** drop-down menus located at the bottom of the report card interface screen.
- f. Click the **Print** button at the top of the screen to print report cards for the selected grade level(s) and sorted by the homeroom teacher.

Report Cards by Selections (Using Sections)

If needed, include the steps to attach the electronic PDF version on the Sort/Output Tab along with the steps listed below – **BEFORE** clicking print

PAD Tree → Synergy SIS → Grading → Reports → Individual

Click the GRD201 Report Card (The interface will display GRD212. This is the correct report card.)

NOTE: If desired, the Sort/Output Tab options can be used in combination with processing report cards for a list of sections. By adding the Sort/Output options, the PDF file sorts the students according to their homeroom teachers.

1. Click **Selection** tab
 - a. Change Object Type to **Section**
 - b. Click **Select**

Report **GRD212: Report Card Pressure Seal Trifold B**

Print Save Default Reset Saved Default Email Me

Name: Report Card Pressure Seal Trifold B Number: GRD212 Page Orientation: Portrait

Options Sort / Output Conditions **Selection** Advanced

Object Type
Section Select

- c. The **Chooser** Screen will open
- d. On the **Chooser** Screen, enter search criteria

Searching By Section ID

- a. If the section number is known, enter it into the Section ID field and click enter or the Find button. The section will be added under the Selected Items side of the screen. Repeat, entering as many sections needed.
- b. Click **Select** when all sections have been found and added.

Chooser

Find Select Close

Search Results

Find Criteria

Section ID: 1149

Begin Period: Term Code: Room Number: Max Students: Open Seats: Grade Range High: Grade Range Low: Last Name: First Name: Course Title:

Add All Row(s) >>

Find Result

Line	Section ID	Begin Period	Term Code	Room Number	Total Female	Total Male	Total Students	Max Students	Open Seats	Grade Range High	Grade Range Low	Last Name	First Name	Course Title
1	1307	8	S1	111	12	13	25	30	5	12	09	Ch...	Study Hall	
2	0011	3	S1	111	22	6	28	33	5	12	09	Ch...	H Am Lit C	
3	1150	4	S1	111	15	7	22	10	12	12	09	Ch...	World Lit/C	
4	0012	4	S1	111	3	6	9	33	24	12	09	Ch...	World Lit/C	

- c. This will return you to the Selection tab of the report card interface.
- d. Click the **Print** button, at the top of the report card screen, to process report cards for the selected sections.

Searching By Staff Name

- Users can also search by teachers' names. Enter a teacher's first or last name in the fields provided and click **Find**. A list of sections for the teacher will display in the **Search Results** column.
- Click the row(s) for the desired section(s) to move them to the **Selected Items** column. Continue entering teacher names as needed until all the desired sections are found, selected, and appear in the **Selected Items** column.
- Click **Select** when all sections have been selected.

Chooser

Find Find + Select Close

Search Results

Find Criteria

Section ID Begin Period Term Code Room Number Max Students Open Seats Grade Range High Grade Range Low

Last Name First Name Course Title

ste

Add All Row(s) >>

Find Result

Line	Section ID	Begin Period	Term Code	Room Number	Total Female	Total Male	Total Students	Max Students	Open Seats	Grade Range High	Grade Range Low	Last Name	First Name	Course Title
2	0099	1	Q1	407	9	6	15	35	20	07	07	St		Lang Arts 7 Q1
4	0101	5	Q1	407	2	5	7	20	13	07	07	St		Lang Arts 7 Q1
6	0117	7	Q1	407	2	1	3	20	17	07	07	St		Lang Arts 7 Q1
8	0582	4	Q1	407	4	9	13	35	22	07	07	St		Language Arts 7 Q1
9	0583	5	Q1	407	6	1	7	20	13	07	07	St		Language Arts 7 Q1
10	0584	6	Q1	407	4	3	7	20	13	07	07	St		Language Arts 7 Q1
11	0585	7	Q1	407	0	4	4	20	16	07	07	St		Language Arts 7 Q1
12	0580	1	Q1	407	8	11	19	20	1	07	07	St		Language Arts 7 Q1
13	0105	5	Q1	407	2	7	9	15	6	07	07	St		Lang Arts 7 Q1
14	0123	7	Q1	407	2	5	7	15	8	07	07	St		Lang Arts 7 Q1
15	0134	6	Q1	407	5	5	10	15	5	07	07	St		Lang Arts 7 Q1

Selected Items

Line	Section ID	Begin Period	Term Code	Room Number	Total Female
1	0100	4	Q1	407	2
2	0110	7	Q1	407	2
3	0132	6	Q1	407	6

Searching By Course Title

- Users can search by course title. For example, enter 'math' into the course title field and click **Find** or press **Enter**.
- Sections containing 'math' as part of the course title will display. Select desired classes.
- After searching and **selecting** the desired sections, they will appear on the Report Card Interface **Selection Tab**.

Chooser

Find Find + Select Close

Search Results

Find Criteria

Section ID Begin Period Term Code Room Number Max Students Open Seats Grade Range High Grade Range Low

Last Name First Name Course Title

math

Add All Row(s) >>

Find Result

Line	Section ID	Begin Period	Term Code	Room Number	Total Female	Total Male	Total Students	Max Students	Open Seats	Grade Range High	Grade Range Low	Last Name	First Name	Course Title
1	0031	3	Q1	110	4	6	10	45	35	06	06	Math		Math 6 Q1
2	0063	4	Q1	503	4	6	10	45	35	06	06	Math		Math 6 Q1
3	0030	2	Q1	110	7	7	14	40	26	06	06	Math		Math 6 Q1
5	0033	4	Q1	110	3	4	7	30	23	06	06	Math		Math 6 Q1
6	0453	4	Q1	105	5	3	8	35	27	06	06	Math		Math 6 Q1
8	0452	3	Q1	105	7	9	16	35	19	06	06	Math		Math 6 Q1
10	0029	1	Q1	110	9	4	13	45	32	06	06	Math		Math 6 Q1
11	0060	2	Q1	503	5	6	11	40	29	06	06	Math		Math 6 Q1
12	0064	5	Q1	503	5	12	17	45	28	06	06	Math		Math 6 Q1

Selected Items

Line	Section ID	Begin Period	Term Code
1	0062	3	Q1
2	0039	5	Q1
3	0056	1	Q1

End-Of-The Year Tips:

Placement Message for Printed Report Cards

At the end of the school year, middle schools may request that a message regarding next year's placement be added. The message will display on all students' printed report cards. **If a message is desired, report card administrators should submit a Web Help ticket listing the exact words the school wants added. The Synergy Team will add the message.**

IMPORTANT NOTE: Placement selections are handwritten on the individual report cards. Handwritten placement selections will NOT display on the digital report cards.

Example message for MS report cards:

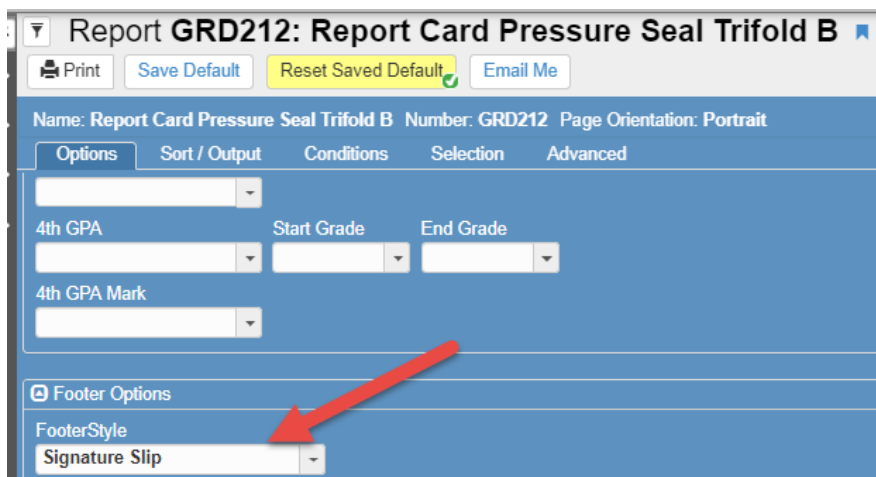
___Promoted ___Placed ___Retained

One-Page Report Cards at End-Of-Year

At the end of the school year, middle schools may prefer to process report cards so all quarter-ending grades display. This option, Quarter 1 through Quarter 4, may result in some students' report cards printing to two pages. To keep the report cards to one page, use the option below.

In the **Footer Options**, select **Signature Slip**.

- This option does not include mailing addresses for the school and parents on the bottom of the report card.
- When this option is selected, the report card will be one page.



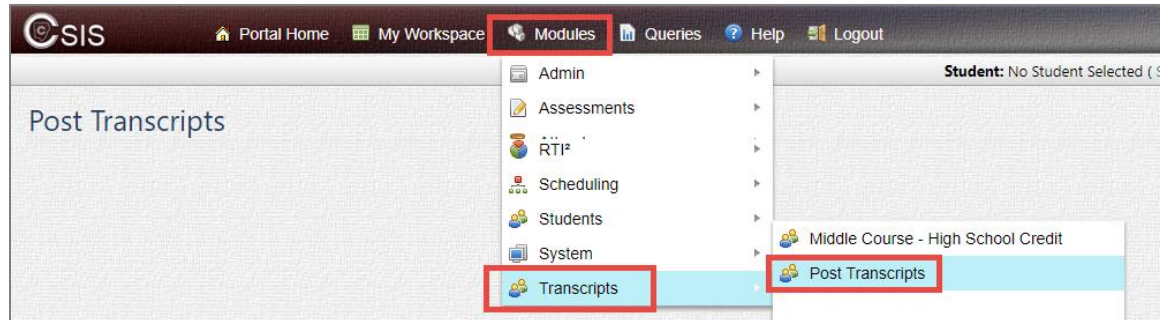
The screenshot shows the Synergy Report Card Processing interface. At the top, there's a title bar with a dropdown menu set to 'Report GRD212: Report Card Pressure Seal Trifold B'. Below the title bar are buttons for 'Print', 'Save Default', 'Reset Saved Default' (with a green checkmark), and 'Email Me'. The main content area has a header with 'Name: Report Card Pressure Seal Trifold B', 'Number: GRD212', and 'Page Orientation: Portrait'. Below this is a tabbed interface with 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Options' tab is active, showing a dropdown menu for '4th GPA' and '4th GPA Mark'. Below these are 'Start Grade' and 'End Grade' dropdowns. At the bottom of the 'Options' tab is the 'Footer Options' section, which includes a 'FooterStyle' dropdown menu. A red arrow points to the 'Signature Slip' option in this dropdown menu.

Posting Middle School Transcripts

1. **QUARTER SCHOOLS:** After processing school-wide report cards for Quarter 1, Quarter 2, Quarter 3, and Quarter 4, final quarter grades must be posted to the transcripts.

Navigate to the Post Transcript screen in CSIS

Academic Portal → CSIS → Modules → Transcripts → Post Transcripts



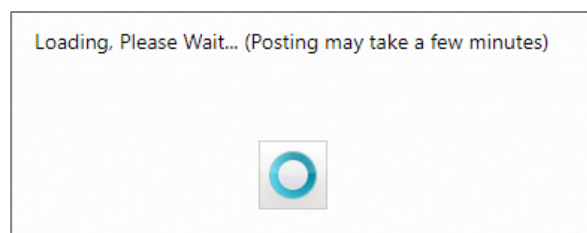
- a. The Post Transcripts screen will display.
- b. **Select the term** needed to post transcripts for from the drop-down menu.

A screenshot of the 'Post Transcripts' screen. It features a 'School' dropdown menu set to 'Barber Middle School'. Below it, the school name 'Barber Middle School' is displayed. The 'Term' dropdown menu is open, showing options: 'Select A Term', 'Q1', 'Q2/S1', 'Q3', and 'Q4/S2/YL'. The 'Post Transcripts' button is visible at the bottom.

- c. When the correct term displays, click the Post Transcripts button one time.

A screenshot of the 'Post Transcripts' screen. The 'School' dropdown menu is set to 'Barber Middle School'. The 'Term' dropdown menu is now set to 'Q4/S2/YL'. The 'Post Transcripts' button is visible at the bottom.

- d. A message will display while the posting process is loading. Please wait.



- e. A message will display when the process is complete and successful.

Term: Q4/S2/YL

Transcripts Successfully Posted: 1 Record(s) Inserted, 1 Record(s) Updated.

Middle School Transcript Notes:

- Middle School transcripts can be posted any time after the quarter report cards are complete.
- If grades from a previous grading period, in the same school year, are edited and re-posted to the report cards, the Post Transcripts process can be re-run for that grading period.

CSIS Transcript Reports

CSIS → Modules → Transcripts → Reports →

After posting transcripts, run the reports from the CSIS menu to check for duplicate credits, omissions, or other errors. **Middle School** report card administrators should review the reports.

Note that some reports only apply to high school.

The screenshot displays the CSIS web application interface. At the top, there is a navigation bar with links: Portal Home, My Workspace, Modules, Queries, Help, and Logout. Below this, a sidebar menu lists various modules: Admin, Assessments, Attendance, Discipline, Students, System, and Transcripts. The 'Transcripts' module is currently selected and highlighted in blue. To the right of the sidebar, there is a form area with fields for 'Year: None' and 'School: No School Selected'. Below these fields, there is a section for 'Student First Name:' with a text input field. At the bottom of the sidebar, there is a 'Reports' link. A dropdown menu is open next to the 'Reports' link, listing various report options:

- Duplicate Credit
- Graduated Verification
- Incomplete Grade
- Missing EOC Grade
- Student Enrollment History
- Students Graduated
- Students Graduated w/o Grad Dt or Dipl Type
- Students w/ HS Cr NOT Fldg as MS Cr
- Students w/ HS Credit as MS Credit
- Students With Credit Issues
- Graduation Status Report
- Student Withdrawal Name List
- Enrollment Gap
- Student Enrollment History From SIS

OnTrack Post-Processing Grade Reports

OnTrack → Reports → Grade → MS Post-processing Grade Reports – Quarter Schools

Available after report cards have been posted

1. Middle School Post-Processing Grade Reports – Quarter Schools

a. Report SSP4125Q – Middle School Course Grades

Displays all posted grades for students. The report can be sorted by Student Name, Course Title, Teacher Name or Grade Level. The report will export to CSV (Excel) for multiple uses.

b. Report SSP6030Q – Grade Distribution by Teacher

Shows a breakdown of all posted grades, sorted by teacher

c. Report SSP6032Q – Grade Distribution by Course

Shows a breakdown of all posted grades, sorted by course

d. Report SSP4123Q – Honors Report

Can be run for students who receive all A's or a combination of A's and B's

e. Report SSP4127 – Low Grades/Middle School D's & F's

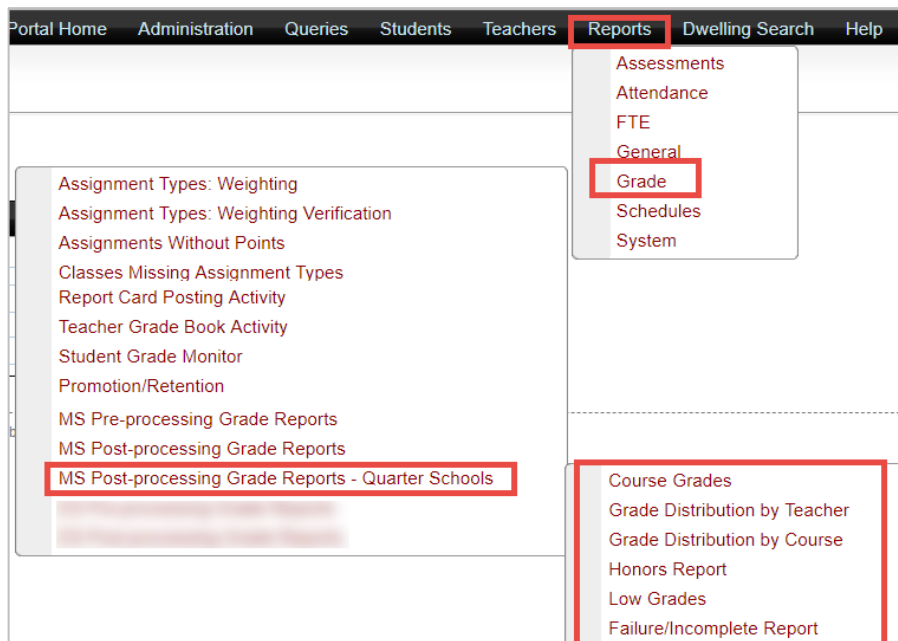
Can be sorted by Student Name, Course Title, Teacher Name, or Grade Level. The report can be run to include only D's, only F's, or both.

f. Report SSP4126 – Middle School Failures and Incompletes

Report SSP1426 can be sorted by Student Name, Course Title, Teacher Name, or Grade level and displays any posted failure or incomplete grade.

- **Incompletes:** If a grade of "I" (Incomplete) posted to a report card and the transcript, the override will need to be CLEARED from the teacher's Report Card > Student screen (if it is the same school year), a manual update to the Synergy Student Grade screen, and a manual update to the transcript will be required as soon as possible. (Transcripts can be re-posted. Enter a help ticket or contact the Synergy Team for assistance.)

Please note: It is important that schools run the Post Reports for each grading period, and especially at year-end. Save the reports locally for future reference. Reports for previous years will not be available. If edits are made after report cards are processed, run Post Reports again to get the latest information for school files.



After Report Card and Transcript Processing

Change Grading Period Setting on School Setup screen

PAD Tree → Synergy SIS → System → Setup → School Setup

- After all report cards have been processed and ***all required corrections are complete***, your school's current grading period can be set to match the actual current period.
- Select the new grading period and click the **Save** button at the top of the screen.

School Setup

Menu

School Name: **Middle School** School Year: **2018-2019**

Basic Info Options SIS Data Options Labels TeacherVUE Mobile Apps

Period Definition

Start Period: **1** End Period: **8** Homeroom Period: **8** Homeroom Meeting Day:

Bell Sched Override:

Type Information

School Type: **Middle School** School Attendance Type: **Period Attendance** Attendance Entry Method for Teachers and Class Attendance: **By Section** School Attendance Type: **Regular**

Grade Attendance Calculated: Concurrent Enrollment Type: **Full Concurrent - Able to send and receive concurrent students**

ALC school Type: Calendar Type: **Regular** School Category:

Grade Selection

Grade: Initial Grade:

☐ Pre ☐ KK ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☒ 06 ☒ 07 ☒ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ 12+ ☐ UNG-Elem ☐ UNG-Sec

Grading Options

Grading Period:

Progress Period 1
Quarter 1
Progress Period 2
Quarter 2
Progress Period 3
Quarter 3
Progress Period 4
Quarter 4

Grade Level Max Enrollments

Line **Grade**

Print Grade Book – Report Located in Teachers' Gradebook Main

It is recommended that each teacher save a copy of the Detailed Progress report or Print Grade Book report for all classes at the end of each grading period – after all edits/additions are complete. (The teacher can run the Print Grade Book report for all classes at one time.)

It is recommended that an electronic copy of the report card file be saved each grading period. At the end of the year, save an electronic copy of the final report cards for easy access during the summer or the next school year.