



ELEMENTARY SPECIALISTS

ART, MUSIC, & PE

**HOW TO SETUP AND USE THE GRADE BOOK FOR ASSIGNMENTS,
HOW TO ENTER 4TH & 5TH REPORT CARD GRADES
AND
HOW TO ENTER K – 3RD DIGITAL REPORT CARD AND FINAL GRADES**

SEPTEMBER 2020



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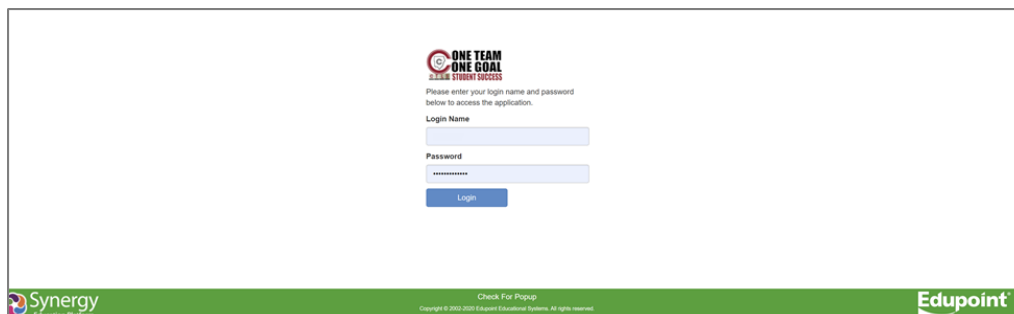
Logging In

Use the CCSD website > Menu > Staff > Sign-In > Synergy: <http://www.cobbk12.org/>

Or use the direct link to Synergy: <https://synergy.cobbk12.org/>

NOTE: Synergy is available outside the CCSD Network. Users do *not* need VPN to access Synergy when at home or other areas outside of CCSD district locations.

IMPORTANT TIP: ALWAYS allow pop-ups for Synergy. Choose this option before logging in. Pop-ups are used for various processes throughout the application and therefore must be enabled for the software to function properly.


 The image shows the Synergy login interface. At the top center is a logo with the text "ONE TEAM ONE GOAL" and "STUDENT SUCCESS". Below the logo, it says "Please enter your login name and password below to access the application." There are two input fields: "Login Name" and "Password". Below the password field is a "Login" button. At the bottom of the screen, there is a green banner with the Synergy logo on the left, the text "Check For Popups" and "Copyright © 2000-2020 Edupoint Educational Systems. All rights reserved." in the center, and the Edupoint logo on the right.

Username: Badge ID

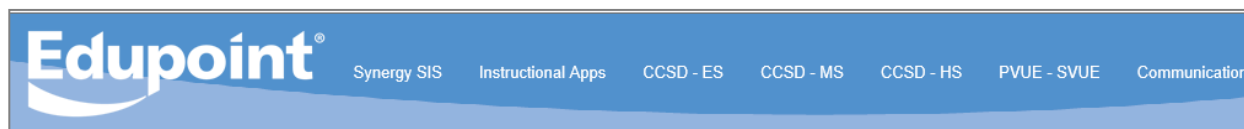
Password: Usual Network Password

Synergy Support and Help Guides

Step 1: Seek solutions in Synergy Help. Select “Help” in the top right corner of the Synergy application.



Fully expand browser window to see the entire help menu. Then, select a link for the desired topic from the Help Menu.



Step 2: Contact School Synergy Representative (Gradebook Manager, Scheduler, PVUE Coordinator, or Attendance Manager/PPO Clerk)

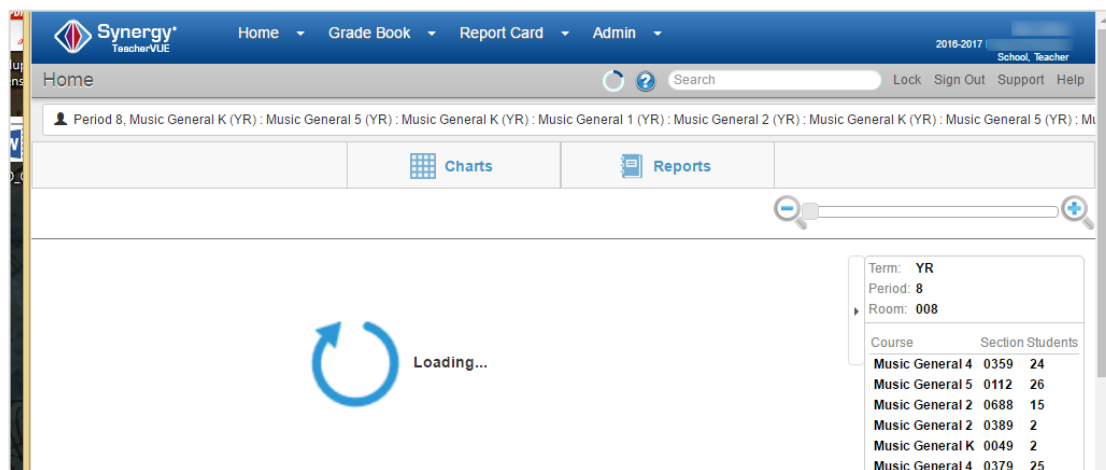
Step 3: Contact the Customer Care Center at 770-426-3330 or Enter a Web Help Ticket at <http://webhelp.cobbk12.org> SELECT **Application > Synergy** to be routed to the appropriate support team.

Note – Parent support: For ParentVUE support, parents are to always contact the school contact (PVUE Coordinator) and not the central office or technology department. If a school contact is unable to assist a parent, the school contact is to enter a help ticket.

TeacherVUE Seating Chart

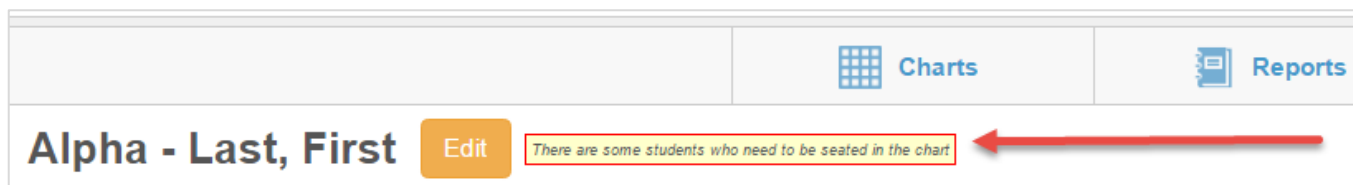
When you log into Synergy, TeacherVUE will open on the seating chart screen.

As an elementary specialist, you may be scheduled with every student in the school. If you are displaying all of the students in the seating chart, it will take a moment for the screen to load. A loading icon spinner will display while the screen is loading.

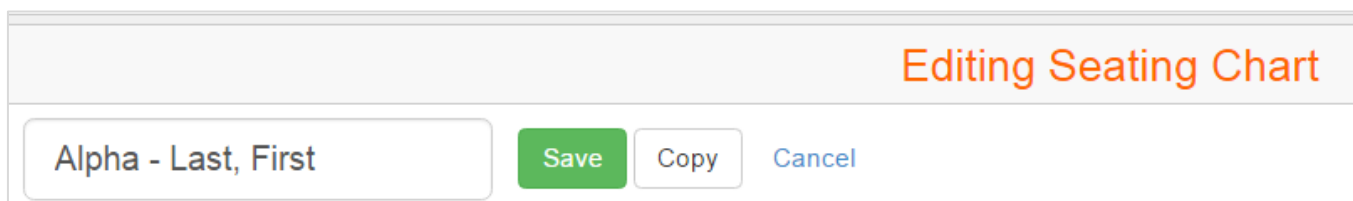


Seating Chart Configuration and Adding Students to the Seating Chart

If you want students' photos to display in the seating chart (when available in the system), be sure that there are enough gray spaces or 'seats' for each student. A message will display that some students need to be seated in the chart if they have not all been added.



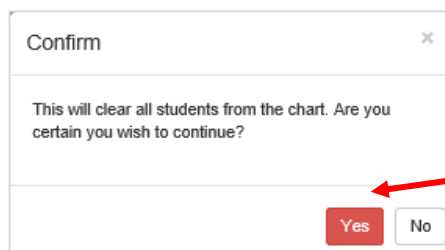
Click the **Edit** button to open the *Editing Seating Chart* options. The screen will open in edit mode.



Scroll down on the TeacherVUE screen to view the Seating Chart Configuration options that display when the seating chart is in edit mode.

- Select any of the desired options from the *Seating Chart Configuration* window.
- Use the scroll tool in the *Seating Chart Dimensions* area to increase or decrease the number of rows &/or columns, thus increasing or decreasing the number of gray squares or 'seats' that display in the chart.
- Students in the *Unassigned Students* area can be added to the chart by clicking one of the sort options. All students can be quickly alphabetized in the seating chart by clicking the button *Fill Alpha*, as long as there are enough 'seats.'

Clicking the red *Clear* button will remove all students from the seating chart. Click the *Yes* option when the Confirm window displays, if you want to continue.



Seating Chart Configuration

Student Name Format
Last, First (e.g Smith, Mary) ▼

☐ Always Alpha Sorted

☒ Show Student Photos

☐ Show Student ID

Show Section

☒ Show Notifications

Front Of Classroom:
Top ▼

Seating Chart Dimensions:

80

23x50

80

Unassigned Students

Sort Randomize Fill Alpha

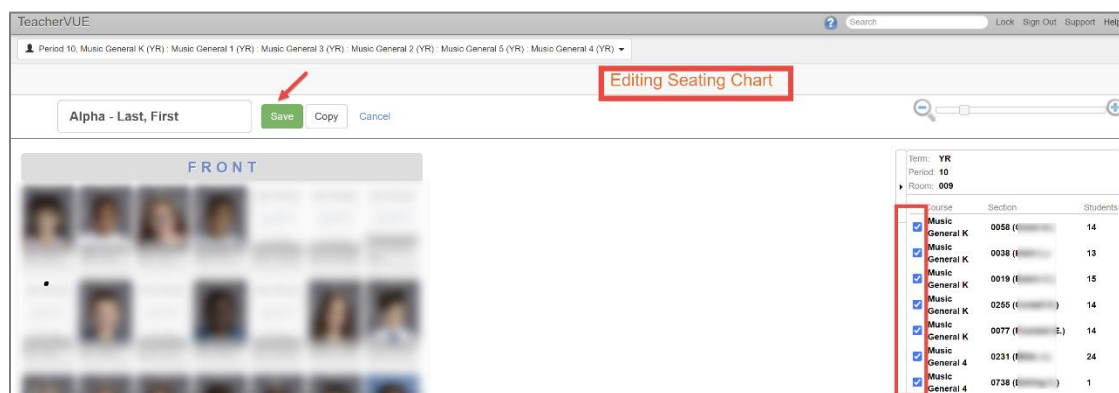
Fill Random **Clear**

Adams

Entire Class or Section Missing from the Seating Chart

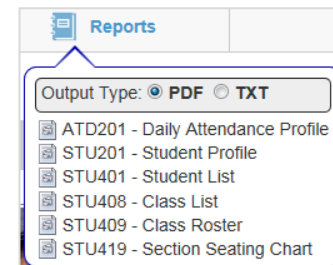
Important: If students are not displaying in the seating chart the small boxes next to the name of the classes may need to be checked.

- **Edit** the seating chart and check the **boxes** next to the class name.
- Click **Save**.
- The message to add students to the chart, described above, may display. If so, follow the steps to add the students to the seating chart.



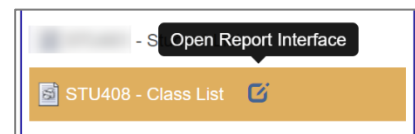
TVUE Reports & Student Detail Options

- Access TeacherVUE Reports from seating chart main screen.
 - Hover over **Reports**, in the menu at the top of the screen, to view a list of available reports.
 - Reports selected from this list will result in data for the **entire class**.
 - Select **Output Type**.
 - Click the name of a desired report to run that report.



2. Report Interface Option

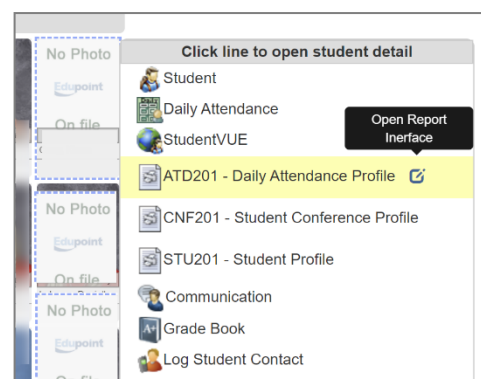
- Click the icon that displays after the name of the report to open the report interface.
- Enter desired parameters on the report interface.
- Click the Print button at the top of the interface.



Report results display on the screen, possibly in a new tab, and can be reviewed or printed, as desired.

- Enter **parameters** when specific data is needed.
 - Class List (STU408) for example* – Enter desired date in the 'Active as of' field. Report can be run for all grade levels or specific grade levels.

- Left click on a student's picture to view the list of options for an **individual student**.
 - Click one of the options to open the selected screen or to run the report for that individual student.
 - Note: StudentVUE gives teachers a view of what students see in StudentVUE.
 - Click the icon to the right of a report name to open the report interface.



Report results display on the screen, possibly in a new tab, and can be reviewed or printed, as desired.

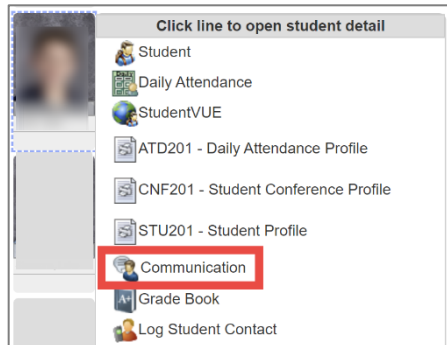
TeacherVUE Communication to Parents and Students

Email communication can be sent from TeacherVUE. Students receive the email in their O365 account and in StudentVUE messages.

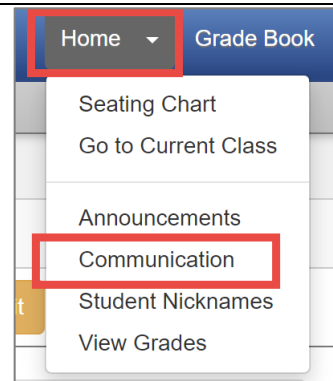
If communication is needed for an individual parent and/or student, select the Communication link by clicking the student's picture or area where a picture would display.

To send communication to multiple students/parents or entire sections, select the Communication link from the Home menu.

Communication for an Individual Student



Communication for multiple students or the entire class.



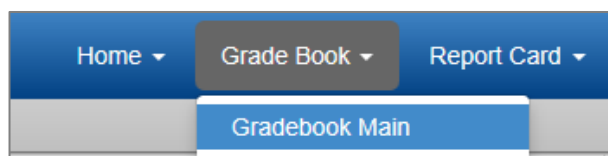
IMPORTANT NOTES: If you are not utilizing the Synergy gradebook to create assignments in 4th and 5th grade classes, the students' report card grades will need to be MANUALLY ENTERED DIRECTLY ON THE REPORT CARD MATRIX screen.

Report card grades for K – 3rd grades are all entered manually. Assignments from the gradebook do not populate report cards for K – 3rd grades.

Skip to the Report Card Matrix section of this user guide if you are not creating assignments.

How to Access the Grade Book

Select Grade Book > Gradebook Main



Class Selection

The Gradebook Main screen will display and default to the first class in the list.

Since Specialists could possibly have sections for every homeroom class in the school, the list of classes (also known as sections) will be a long selection list. Use the scroll bar to scroll down and see all selections in the list.

Point the mouse at the name of the class currently displaying to view the Class Focus window listing all of your sections. (Follow steps below)

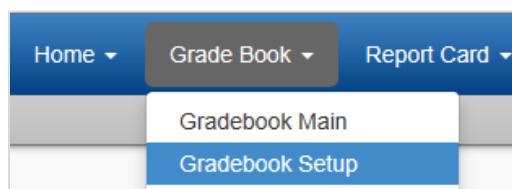
Period	Course	Section ID	Students	Term	Room	Att Taken
YR (08/01/2016 - 05/24/2017)						
8	Music General 1	0052	3	YR	008	
8	Music General 1	0147	26	YR	008	
8	Music General 1	0152	26	YR	008	
8	Music General 3	0316	18	YR	008	
8	Music General 3	0678	24	YR	008	
8	Music General 4	0181	26	YR	008	
8	Music General 4	0338	27	YR	008	
8	Music General 4	0350	28	YR	008	
8	Music General 4	0359	26	YR	008	
8	Music General 4	0368	26	YR	008	
8	Music General 4	0379	27	YR	008	
8	Music General 4	0390	3	YR	008	
8	Music General 5	0046	28	YR	008	
8	Music General 5	0077	27	YR	008	
8	Music General 5	0099	28	YR	008	
8	Music General 5	0107	29	YR	008	
8	Music General 5	0112	28	YR	008	
8	Music General 5	0185	28	YR	008	

- The grade level, of the class, will display as part of the course name.
- When using the gradebook for assignments, look for grade levels 4 and 5, along with the Section ID to find the class needed.
- *TIP: Your school's scheduler can provide you with a cross reference list of section numbers and the name of the homeroom teacher for the class.*
- Select the desired class from the Class Focus list.
- The Periods, Quarter 1 through Quarter 4, refer to the four grading periods for the entire school year. Be sure you are selecting the current period (quarter) when entering assignments and grades into the gradebook or accessing the report card matrix.

Grade Book Setup – Required Before Adding Assignments

Select Grade Book > Gradebook Setup

THESE SETTING SHOULD BE SETUP PRIOR TO ADDING ASSIGNMENTS & GRADES.



Collaborate with the 4th & 5th teachers, at your school, to use consistent Grade Book Settings for Rounding.

Grade Book Settings Tab

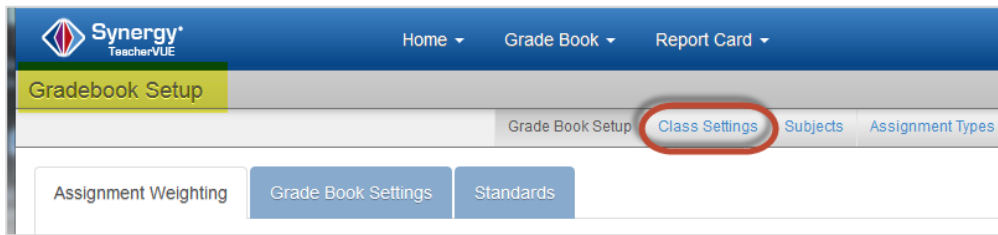
From the Gradebook Setup screen, select the Grade Book Settings tab, and follow steps A – E described below.

The screenshot shows the 'Gradebook Setup' interface. At the top, there are tabs for 'Grade Book Setup', 'Class Settings', and 'Assignment Types'. The 'Grade Book Setup' tab is active. Below this, there are three sub-tabs: 'Assignment Weighting', 'Grade Book Settings', and 'Standards'. The 'Grade Book Settings' sub-tab is selected. The main content area is divided into three sections: 'Default Final Grade Rounding Settings', 'Current Class Final Grade Rounding Settings', and 'Grading Period Default For New Assignments'. The 'Default Final Grade Rounding Settings' section has a 'Class Percentage' dropdown set to 'Whole Number Only' and a 'Rounding On' dropdown set to 'Whole Number Only'. The 'Current Class Final Grade Rounding Settings' section shows 'Class Rounding is ON' and 'Whole Number Only'. The 'Grading Period Default For New Assignments' section has a 'Current Period in Grade Book' dropdown set to 'Current Period in Grade Book'. The 'Teacher Type Defaults' section has a radio button selected for 'Add My Types to the District Types'.

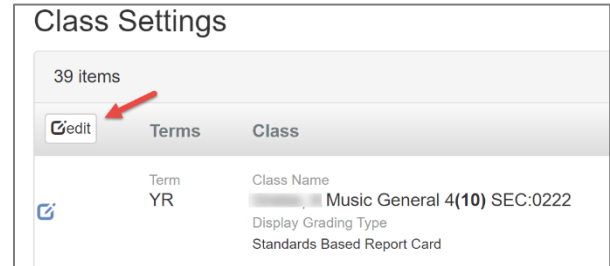
- Click the **Grade Book Settings Tab**
- In the Final Grade Rounding Settings section, select **Rounding On**.
- Next, select one of the following rounding settings -
 - **Whole Number Only**
 - **1 Decimal Place**
 - **2 Decimal Places**
- In the Grading Period Default For New Assignments section, select **Current Period in Grade Book**.
 - ✓ It is important to select this setting and then select the correct grading period in Grade Book Main when creating new assignments.
 - ✓ This setting allows for quarterly reporting of the yearlong courses for elementary students.
- Select an option in the Teacher Type Defaults section. Which Assignment Types would you like to use?
 - ✓ **Only Show My Types** or **Add My Types to the District Types**.

Review Class Settings Sub Menu Screen – 4th & 5th Grade Levels

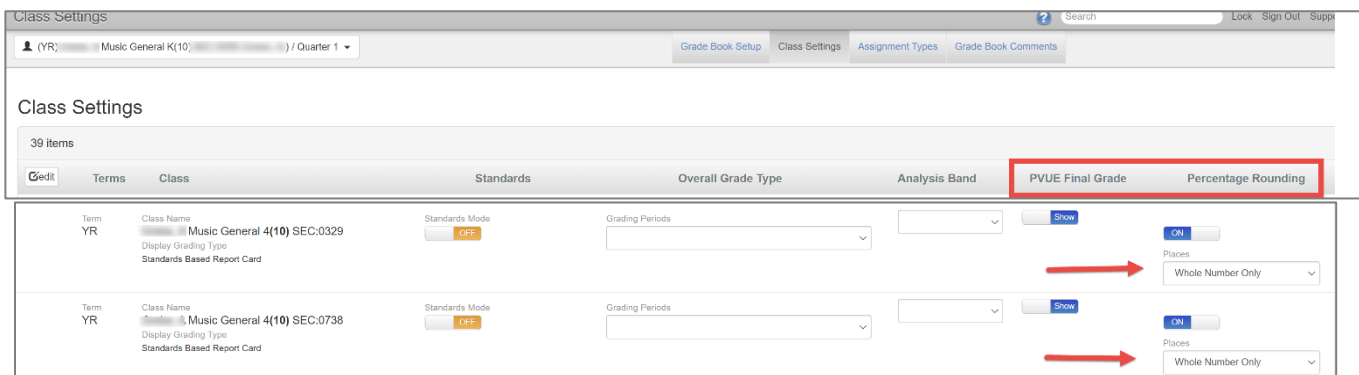
- A. Navigate to Grade Book > Gradebook Setup.
- B. Click on the **Class Settings** sub menu.



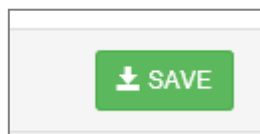
- C. On the Class Settings Tab, click the Edit button to enable all classes to edit mode.

Review 4th & 5th grade sections.

- D. On the right side of the screen, review the columns PVUE Final Grade and the Percentage Rounding. Scroll down the screen to review all classes -
 - Toggle to Show the final grade in ParentVUE (recommended)
 - Review each Rounding setting so it is ON and matches the selection made on the Grade Book Setting Tab (described earlier in this guide).



- E. If changes are made on the screen, SAVE button is enabled. Click Save.



Show Letter Grade (Optional)

If teachers would like to see a letter grade next to students' numeric grade, follow the steps below for Grade Book Setup.

On the Gradebook Setup > Class Settings submenu screen, follow the steps above to enable edit mode.

Student	Grade
John Doe	99% A
Jane Smith	70% D
Robert Johnson	87% B
Emily White	92% A

- A. A drop-down menu will become available for the Overall Grade Type field.
- B. Select KEY Grade from the drop-down list. Click the **SAVE** button.
(Example shown below)

Overall Grade Type

Grading Periods **Grading Periods**

KEY Grade

Do Not Show A Final Grade
GenesisProgressPeriod
GenesisGrading
Reading Level
X
KEY Grade
KEY Achievement
EMN

- Add the KEY Grade option to any class in for the letter grade to display for that class.
- The KEY Grade option can be removed, and the Overall Grade Type returned to the default, *Do Not Show A Final Grade* option at any time.

- C. CCSD currently is not utilizing the Standards Mode on the Class Settings screen. Please keep the OFF selection for all classes. (See below)

Class Settings				
39 items				
edit	Terms	Class	Standards	Overall Grade Type
	Term YR	Class Name Music General 4(10) SEC:0222 Display Grading Type Standards Based Report Card	Standards Mode OFF Max Standards Evidence Count	Grading Periods KEY Grade Progress Periods
	Term YR	Class Name Music General 4(10) SEC:0231 Display Grading Type Standards Based Report Card	Standards Mode OFF Max Standards Evidence Count	Grading Periods Do Not Show A Final Grade Progress Periods
	Term YR	Class Name Music General 4(10) SEC:0272 Display Grading Type Standards Based Report Card	Standards Mode OFF Max Standards Evidence Count	Grading Periods Do Not Show A Final Grade Progress Periods

- Click the SAVE button if changes or selections are made.

Creating New Assignment Types

There is one district assignment type called, CTLS Assessments. This assignment type is used to import assessments into teachers' gradebooks from CTLS.

If a specialist is going to create assignments and keep grades in the gradebook for 4th & 5th grade students, **the teacher must create at least one assignment types of their own.**

Select Grade Book > Gradebook Setup – Assignment Types sub menu

To create assignment types, click the **New** button.



Assignment Types

Options 1 items

Assignment Type	Sequence	Due Date	Locked	Assignment Type Color Picker	Hide My Types
CTLS Assessments Scope DISTRICT WIDE Delete Date	1	Yes	No	CTLS Assessments	

TIP: Keep the Assignment Type names at a high level. Use the actual assignment name for detailed information.

- 1) Enter a name for the new **Assignment Type**.
- 2) Enter the **Sequence**: This determines the order that the type appears in the assignment type drop down list when creating or editing an assignment.
- 3) Select **Yes** for Due Date (click on Yes - No to toggle between selections.) The **Due Date** of an assignment will only be visible on assignments if YES is selected for the option Due Date.
- 4) Select a **Color Picker** for the type to help distinguish different types used in the gradebook.
- 5) Click **Insert** to add the new type to the gradebook or **Cancel** to return without adding the new type.

Assignment Types

Options 3 items

Assignment Type	Sequence	Due Date	Locked	Assignment Type Color Picker	Hide My Types
New →		Yes		Default	

INSERT CANCEL

Once created, Assignment Type names and details can be edited.

1. Click the **edit button** to enable editing ability for all assignment types created by the teacher.
2. Another method, to edit a single type, hover the mouse in the edit column just to the left of the Assignment Type name. Click the edit icon that will appear to the left of the Assignment Type name.

Assignment Types

Options 2 items

Assignment Type
Knowledge of Music Concepts

When editing all of the assignment type's fields can be updated as desired. Click SAVE after all changes are made.

The screenshot shows the 'Assignment Types' interface. At the top, there's a header with 'Options' and '2 items'. Below this is a table with columns: 'Assignment Type', 'Sequence', 'Due Date', 'Locked', 'Assignment Type Color Picker', and 'Hide My Types'. The first row shows 'Knowledge of Music Concepts' with sequence '1', 'Due Date' set to 'Yes', 'Locked' set to 'No', and a color picker for 'Knowledge of Music Concepts'. A 'Secure Measure Type' button is visible in the 'Hide My Types' column. A red box highlights the 'SAVE' button in the top right corner.

Secure Measure Types on the Assignment Types Screen (Optional)

If desired, assignment types can be secured, by section or class.

- 1) On to the Gradebook Setup > Assignment Types screen.
- 2) Click the **Secure Measure Type** button for an assignment type.

This screenshot is similar to the previous one, but the 'Hide My Types' column is highlighted with a red box, and the 'Secure Measure Type' button is visible within that column.

- 3) The teacher's sections will be listed with the option to **Show or Hide** the selected assignment type.
- 4) Change the **Default State** option for all classes, if desired.
- 5) Click the Show/Hide button, for any individual class, to change the option for the selected assignment type.
 - TIP: Teachers can secure a particular assignment type for a grade level that will never use the selected type on assignment.
- 6) Click SAVE when all selections are made.

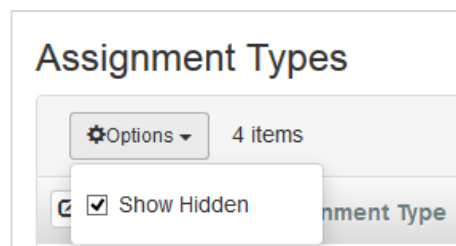
The screenshot shows a 'Measure Type' dialog box for 'Knowledge of Music Concepts'. On the left, there's a 'Default State' button highlighted with a red box. On the right, there's a 'Class Setting' table with columns for 'Class Setting' and a 'SHOW/HIDE' button for each row. The rows list various Music General classes with their respective SEC numbers. The 'SHOW/HIDE' buttons are blue for 'SHOW' and red for 'HIDE'. At the bottom right, there are 'Close' and 'Save' buttons, with a red arrow pointing to the 'Save' button.

Types previously secured can be edited to **SHOW** in all sections using the default button. Make changes on the screen and SAVE.

How to Show Hidden Types

Click **Options** to show any hidden assignment types.

Check the box to **Show Hidden**.



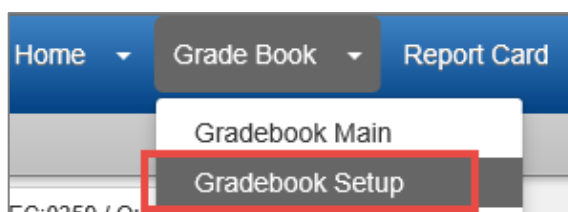
If you have any hidden types, they will display on the screen when this option is selected. Follow the steps above to edit any types you want to use again. Make a change to the type, simply remove a letter from the name and add it back, to enable the SAVE button. This action will make the assignment type active again so it can be used on assignments.

If an assignment type has been used on an assignment and is then hidden at any time during the school year – the assignment needs to be edited and a different, non-hidden type selected.

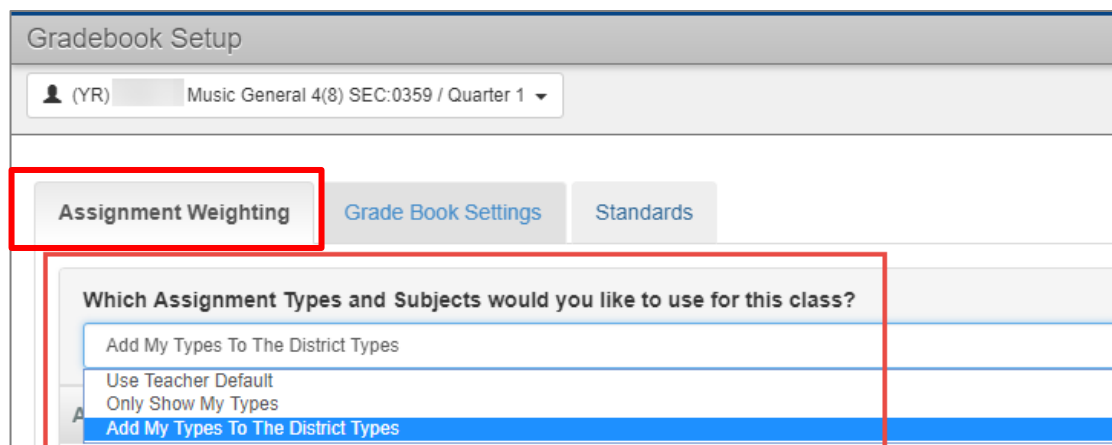
Be sure that the Weighting Tab in Gradebook Setup still equals 100% for all assignment types in **all classes** if the gradebook is being used for assignments. Changing a type to 'hidden' can affect the total weight percentage when weighting is utilized.

Assignment Weighting Tab

GradeBook > Gradebook Setup



Teachers can choose to display the District Type of CTLS Assessments or to only show their own types.



Elementary teachers are not required to use assignment type weighting. If all types are left at zero weight, the assignments will receive an equal amount of weight and average together determining the students' overall grade calculation.

1. If the teacher is using assignment type weighting, the class sum of all type weights must total 100%.
 - a. Different grade levels may have different weights applied.
 - b. Remain consistent when adding weights to different sections within the same grade level and subject area.
2. Teachers can set a value for the Default Points Possible, if desired.
 - Please note that imported CTLS Assessments will still need to be **manually edited** to change the point value if the assignment is to count toward a grade. The point value for all imported CTLS Assessment assignments will be zero.
3. If applying weights, add the percentage in the Weight % column, 100% totals per class.
4. Click **Update** to save.

Gradebook Setup

[Search](#)
[Lock](#)
[Sign Out](#)
[Support](#)
[Help](#)

(YR) Music General 4(8) SEC:0359 / Quarter 1

[Grade Book Setup](#)
[Class Settings](#)
[Assignment Types](#)
[Grade Book Comments](#)

Assignment Weighting

Grade Book Settings

Standards

Which Assignment Types and Subjects would you like to use for this class?

Assignment Type	Weight (%)	Drop Scores	Default Points Possible	Display Color
Class Participation	0 1	0	1.00 2	<div style="background-color: #90EE90; padding: 5px; border: 1px solid #333; text-align: center;">Class Participation</div>
CTLS Assessments	0	0	1.00	<div style="background-color: #ADD8E6; padding: 5px; border: 1px solid #333; text-align: center;">CTLS Assessments</div>
Knowledge of Music Concepts	0	0	1.00	<div style="background-color: #4682B4; padding: 5px; border: 1px solid #333; text-align: center;">Knowledge of Music Concepts</div>

Grade Book Comments

- Navigate to Grade Book > Grade Book Setup
- Click on Grade Book Comments

How To Edit A District Wide Comment

The following comments have been set by the district. Teachers can add new comments or edit these five comments, if desired.

Options 5 items							+ NEW
<p>You can create your own version of a district comment by editing it. If there are assignments using the district comment you will be prompted to move them to the new comment. Adding a new comment with the same comment code as an existing comment will replace the old comment. Comments are grouped by the comment code.</p>							
Edit	Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
	Late DISTRICT WIDE	1			No	L	No
	Absent DISTRICT WIDE	2			Yes	A	Yes
	Missing DISTRICT WIDE	3			Yes	M	Yes
	Incomplete DISTRICT WIDE	4			No	I	No
	Exempt DISTRICT WIDE	5			No	X	No

The Missing comment must be added on assignments that the teacher wants identified as missing on reports and in ParentVUE and StudentVUE.

1. To edit all comments, click the Edit button to enable all District Comments.
2. To edit a single comment, hover the cursor over the name of the comment. An Edit icon will display in the column to the left of the name.
3. Click the Edit icon to make changes to the comment.

Options 5 items									+ NEW
<p>You can create your own version of a district comment by editing it. If there are assignments using the district comment you will be prompted to move them to the new comment. Adding a new comment with the same comment code as an existing comment will replace the old comment. Comments are grouped by the comment code. Not Scored Value can accept percentage values that will load the percent of the max points instead of a fixed value. Simply add a % after the entered value.</p>									
Edit	Comment	SEQ	Not Scored Value	Not Scored Value (Standards)	Penalty %	Missing Mark	Comment Code	Remove When Scored	Hide My Types
	Late Scope DISTRICT WIDE Delete Date	1				No	L	No	
	Absent Scope DISTRICT WIDE Delete Date	2				Yes	A	Yes	
	Missing Scope DISTRICT WIDE Delete Date	3				Yes	M	Yes	
	Incomplete Scope DISTRICT WIDE Delete Date	4				No	I	No	
	Exempt Scope DISTRICT WIDE Delete Date	5				No	X	No	

4. The comment fields are enabled when the Edit icon is clicked and can be edited as follows:

Grade Book Comments

Options 5 items SAVE CANCEL

You can create your own version of a district comment by editing it. If there are assignments using the district comment you will be prompted to move them to the new comment. Adding a new comment with the same comment code as an existing comment will replace the old comment. Comments are grouped by the comment code.

Credit	Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
	Late DISTRICT WIDE	1			No	L	No
	Absent DISTRICT WIDE	2			Yes	A	Yes
	Missing DISTRICT WIDE	3			Yes	M	Yes
edited	Incomplete	4			Yes	I	No
	Exempt DISTRICT WIDE	5			No	X	No

- The name of the comment can be changed.
 - The sequence of the comment can be changed.
 - A value can be added to the Not Scored Value column.
 - A Penalty Percent can be added (When a value is added, if used along with a grade, the final assignment grade will be penalized based on the percent entered in the Grade Book Comments section.)
- To change the Missing Mark selection, click on the word **No** or **Yes** to toggle from one to the other.
 - If you want a **comment to remain on the assignment when scores (grades) are added**, toggle to **No** in the *Remove When Scored* column.
 - The code displayed in the grade book can be changed. There is a *maximum of three characters*. To change whether the code is removed after a score is added, click on the word No or Yes to toggle from one to the other.
 - When all edits have been entered, click **SAVE** at the top right of the screen. Confirmation may be required if the comment has already been used on assignments.
 - Depending on the edits made, a new row may display listing a new comment and the teacher's name.
 - Alternatively, the same row may appear as before, but will display the teacher's name in the place of *District Wide*. If the penalty option is edited on a District Wide comment, the percentage will display next to the name of the comment.

Grade Book Comments

Options 5 items NEW

You can create your own version of a district comment by editing it. If there are assignments using the district comment you will be prompted to move them to the new comment. Adding a new comment with the same comment code as an existing comment will replace the old comment. Comments are grouped by the comment code.

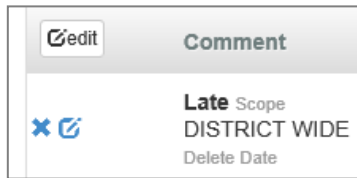
Credit	Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
	Late (10% Penalty) Tiffany	1		10	No	L	No
	Absent DISTRICT WIDE	2			Yes	A	Yes
	Missing DISTRICT WIDE	3			Yes	M	Yes
	Incomplete DISTRICT WIDE				No	I	No
	Exempt DISTRICT WIDE				No	X	No



Comment

Late (10% Penalty)
Tiffany

To Update an Edit or Delete Edits Made to a District Comment

1. Hover the cursor over the name of the comment to see the delete and edit icons.
Click the edit icon to make changes to the options for a comment.
Click the X (delete) icon to delete edits made by the teacher and to revert to the District Comment.



Edit	Comment	SEQ	Not Scored Value	Not Scored Value (Standards)	Penalty %	Missing Mark	Comment Code	Remove When Scored	Hide My Types
	Late Scope Smith Delete Date	1	0			No	L	No	 Secure Comment
	Absent Scope DISTRICT WIDE Delete Date	2				Yes	A	Yes	
	Missing Scope DISTRICT WIDE Delete Date	3				Yes	M	Yes	
	Incomplete Scope DISTRICT WIDE Delete Date	4				No	I	No	
	Exempt Scope DISTRICT WIDE Delete Date	5				No	X	No	

2. If the delete icon is clicked, the user will see the message *delete* display next to the comment name.
3. Click **SAVE** at the top, right of the screen.
4. If the comment was originally a District Wide comment, it will not actually be deleted, but will revert to the original comment set up at the district level.
5. If a comment is deleted that was not originally a District Wide comment, it will be completely deleted from the list.

Grade Book Comments

Options 6 items

SAVE

CANCEL

You can create your own version of a district comment by editing it. If there are assignments using the district comment you will be prompted to move them to the new comment. Adding a new comment with the same comment code as an existing comment will replace the old comment. Comments are grouped by the comment code.

Credit	Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
	Late DISTRICT WIDE	1			No	L	No
	Absent DISTRICT WIDE	2			Yes	A	Yes
	Missing DISTRICT WIDE	3			Yes	M	Yes
	Incomplete Tiffany	4			Yes	V	No
<div>delete</div>	Incomplete (10% Penalty) Tiffany	4		10	No	I	No
	Exempt DISTRICT WIDE	5			No	X	No

How To Add A New Grade Book Comment

1. Click **NEW** to create a new comment. Any comment added by a teacher will only be visible for that one teacher.

Grade Book Comments

Options ▾ 5 items + NEW

ⓘ You can create your own version of a district comment by editing it. If there are assignments using the district comment you will be prompted to move them to the new comment. Adding a new comment with the same comment code as an existing comment will replace the old comment. Comments are grouped by the comment code.

Grade	Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
Late	DISTRICT WIDE	1			No	L	No
Absent	DISTRICT WIDE	2			Yes	A	Yes
Missing	DISTRICT WIDE	3			Yes	M	Yes
Incomplete	DISTRICT WIDE	4			No	I	No
Exempt	DISTRICT WIDE	5			No	X	No

2. Enter a name for the comment, the sequence, along with the rest of the information.
3. Click **INSERT** to add the new comment to the list.

Grade Book Comments

Options ▾ 5 items + INSERT CANCEL

ⓘ You can create your own version of a district comment by editing it. If there are assignments using the district comment you will be prompted to move them to the new comment. Adding a new comment with the same comment code as an existing comment will replace the old comment. Comments are grouped by the comment code.

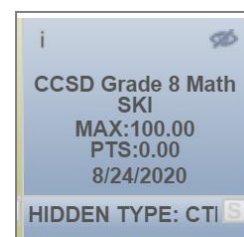
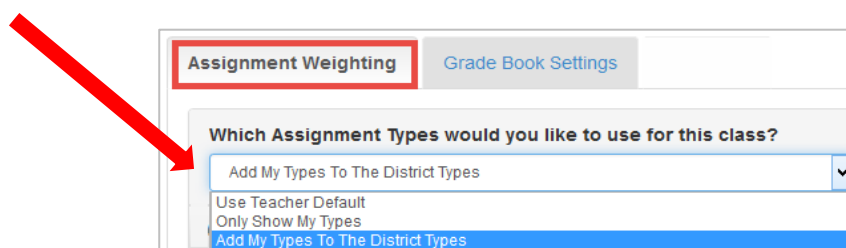
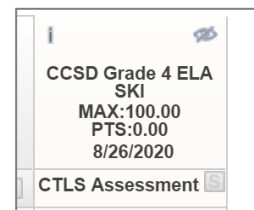
Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
New →				No		No

CTLS Assessments – Imported Assignments

In order to decrease the data entry workload for teachers, CTLS assessments will automatically be imported into teachers' gradebooks. This import does not mean that teachers must count the assessments for grades. Teachers will need to determine if they want their assessments to be formative or summative in nature. All assessments should be used to inform instruction.

When a CTLS Assessment (EX: Touchstone assessment or any other assessment given through CTLS) is added to a teacher's gradebook during the nightly cycle, the assignment uses the **Percentage Score Type**, with a Max Score of **100** and Point value of **0** (zero.) The assignment defaults as hidden from PVUE and SVUE.

Note: Hidden Type – If the teacher is not displaying the District Assignment Type called CTLS Assessments, the imported assignment will display as a Hidden Type in the gradebook.



Teacher Action Required – Either Delete or Edit the Assignment:

1. **The teacher should *Delete* the assignment if it is not wanted in the gradebook.** Left click on the assignment name and select 'Delete Assignment.'
2. **If the assignment is not deleted, the teacher should *Edit* the assignment.** Left click on the assignment name and select 'Edit Assignment.'
 - If the assignment is **NOT** going to count:
 - Choose the Assignment Category **"Not for Grading."**
 - The Point value can be left at zero.
 - The assignment can remain hidden from the PVUE & SVUE portals.
 - If the assignment **IS** going to count toward a grade:
 - **Edit the Point value, as desired.**
 - You will be unable to change the imported assignment to Raw Score. The assignment can remain as the Percentage score type even if Raw Score is used on all other assignments. However, please **remain consistent with the point value given to this imported assignment so it will calculate appropriately in the overall grade.**
 - **Confirm the Assignment Type, selected for the assignment, has weights applied.**
 - If teachers are using the District Assignment Type CTLS Assessments, it must have weights.
 - If teachers are using their own assignment types, select a weighted type for the class.
 - **Confirm that the Subject and Report Card Correlation are correct on the assignment.**
 - The subject and correlation of the CTLS imported assignment must match the class subject.
 - Do **not** add additional correlations to the assignment.
3. If an assessment is repeated for the same student, **gradebook scores will not be overwritten.** Teachers must make manual updates to the gradebook scores, if desired.

Note: Elementary teachers are not required to use assignment type weighting. If all assignment types are left at zero weight, the assignments will be evenly averaged together to determine the students' overall grade calculation. For consistency, it is recommended that teachers at the same school and grade level set up assignment types using the same weights.

Assignment Settings

Assignment Name: [Text Field]

Date of Assignment: 8/20/2017

Description: [Text Field]

Assignment Category: Normal

Due Date: 8/20/2017

Assignment Type: CTLS Assessments

Score Type: Percentage

Points: 0.00

Parent/Student Portal: Show Assignment in Portal (OFF), Show only when scored (OFF)

Buttons: Save Assignment, Cancel

Grade Book Assignment

Music General 5(8) SEC:0046 / Quarter 1

Assignment in (YR): Music General 5(8) SEC:0046

Category Values

Assignment Settings

Assignment Name: Quarter 1 SGM

Date of Assignment: 9/17/2018

Description: [Text Field]

Assignment Category: Normal

Due Date: 9/17/2018

Assignment Type: CTLS Assessments

Subject: Music Achievement

Score Type: Percentage

Points: 0

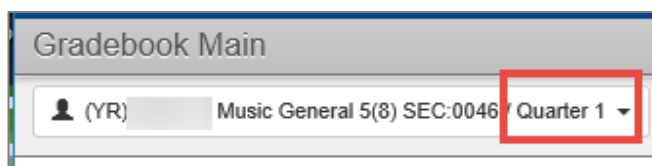
Parent/Student Portal: Show Assignment in Portal (ON), Show only when scored (OFF)

Report Card Items	Cobb County 05 20 25 Students	
Nine Week Report card		
READING	<input type="checkbox"/> All ->	<input type="checkbox"/>
ENGLISH/LANGUAGE ARTS	<input type="checkbox"/> All ->	<input type="checkbox"/>
MATHEMATICS	<input type="checkbox"/> All ->	<input type="checkbox"/>
SOCIAL STUDIES	<input type="checkbox"/> All ->	<input type="checkbox"/>
SCIENCE	<input type="checkbox"/> All ->	<input type="checkbox"/>
HEALTH	<input type="checkbox"/> All ->	<input type="checkbox"/>
ART Achievement	<input type="checkbox"/> All ->	<input type="checkbox"/>
MUSIC Achievement	<input type="checkbox"/> All ->	<input checked="" type="checkbox"/>
PHYSICAL EDUCATION Achievement	<input type="checkbox"/> All ->	<input type="checkbox"/>

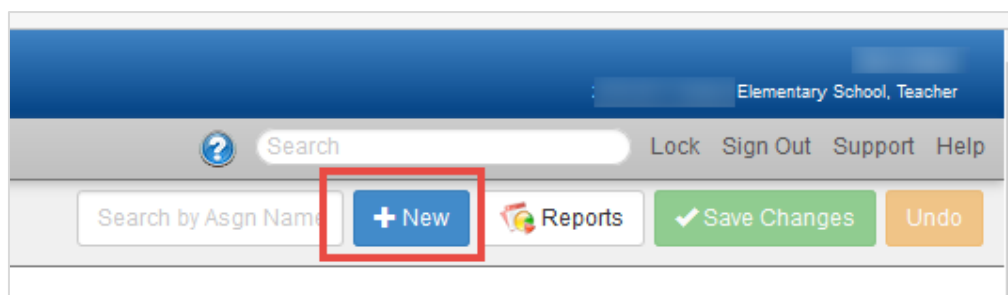
Creating An Assignment

From Gradebook main, select the desired class from the **Class Focus** list.

Confirm the correct Quarter is selected and displays as part of the name of the selected class.



Click the **+New** button located in the upper right area of the screen.



The Assignment screen will display.

- 1) Enter a **name** for the assignment.
- 2) Enter a **description** for the assignment, if desired. This is not a required field.
- 3) Select an **Assignment Type** for the assignment. (If weighting is used, be sure to select a weighted type.)
- 4) Select the **Subject**.

Art Teachers select Art - Music Teachers select Music - PE Teachers select Physical Education
A specialist teacher should select no other subjects.

- 5) The **date** of the assignment will default to the current date. Edit the date if necessary.
- 6) The **Due Date** of the assignment will default to the current date. Edit the date if necessary.
- 7) Toggle from on/off to show/hide the assignment in the **ParentVUE or StudentVUE portal**.

Additional steps are continued on the next page.

Score Types

- 1) Enter the **Score Type** – Determine your gradebook scoring type: **Raw Score OR Percentage**. (See screen shot at the bottom of the page.)
 - In order for your grades to calculate accurately, it is best to be consistent with the score type. It is acceptable to use a mixture when counting the CTLS Assessment imported assignments.
 - *Be consistent in each class with max score and point values.* Example: If an assignment is counting 100 times more than others, it will possibly cause inaccurate grade calculations.
 - After students' grades are added on an assignment, the score type cannot be changed.
- **Raw Score:** Complete two fields: 1) Max Score: Maximum point value of the assignment. 2) Points: Total points value of the assignment added to overall gradebook total points value.

Examples of Raw Score: Max Score = 100, Points = 100 (assignment is worth 100 points, 100 = perfect score)

Score Type	Max. Score
Raw Score	100
Points	
100	

- **Percentage:** Complete one field – Points (assignment maximum and total point value)

Example of Percentage: Points = 100 (assignment scored at 100 = 100%)

Score Type
Percentage
Points
100

Report Card Correlations

- 1) Review the **Report Card Correlation**.

A correlation selection must be made so the grades will transfer to the report card.

When the subject is selected, in item #3 above, the correlation will happen automatically and match the subject.

Art Teachers select Art - Music Teachers select Music - PE Teachers select Physical Education
NO OTHER CORRELATIONS SHOULD BE CHECKED.

Subject		Music
Score Type	Raw Score	8
Max. Score	100	
Points	100	

Report Card Correlations	Standards Correlations	Grading Periods	Resources
---------------------------------	------------------------	-----------------	-----------

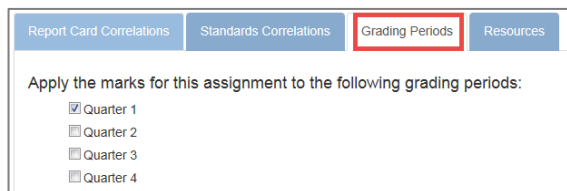
Report Card Items		Cobb County 04 2016-17 25 Students	
Nine Week Report card			
READING	<input type="checkbox"/> All ->		<input type="checkbox"/>
ENGLISH/LANGUAGE ARTS	<input type="checkbox"/> All ->		<input type="checkbox"/>
MATHEMATICS	<input type="checkbox"/> All ->		<input type="checkbox"/>
SOCIAL STUDIES	<input type="checkbox"/> All ->		<input type="checkbox"/>
SCIENCE	<input type="checkbox"/> All ->		<input type="checkbox"/>
HEALTH	<input type="checkbox"/> All ->		<input type="checkbox"/>
ART Achievement	<input type="checkbox"/> All ->		<input type="checkbox"/>
MUSIC Achievement	<input type="checkbox"/> All ->		<input type="checkbox"/>
PHYSICAL EDUCATION Achievement	<input type="checkbox"/> All ->		<input type="checkbox"/>

Only **ONE** correlation should be checked and should match the teacher's subject area.

9

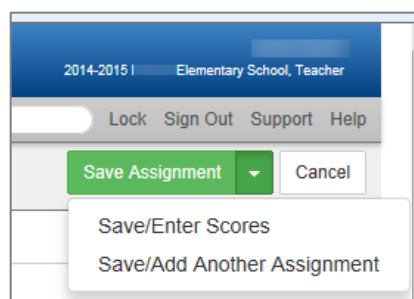
Grading Periods Tab

Click the **Grading Periods Tab**. Confirm the correct quarter is checked for the assignment.



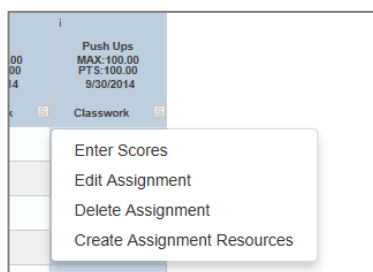
Save Assignment

When all assignment selections are made, click to **Save Assignment**, **Save/Enter Scores** or **Save/Add Another Assignment**.



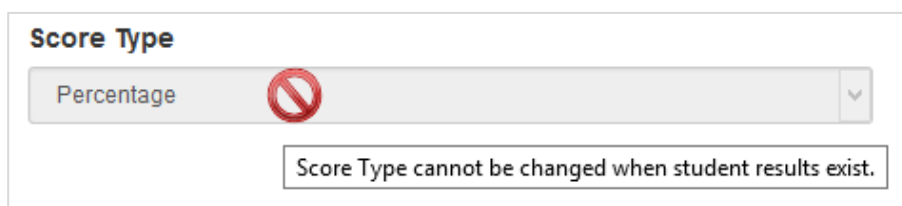
How To Edit An Assignment

Assignments can be edited in two places. From **gradebook main**, click in the area of the assignment name and select **Edit Assignment**. *This method of editing an assignment is the only way to add or correct a report card correlation selection.*

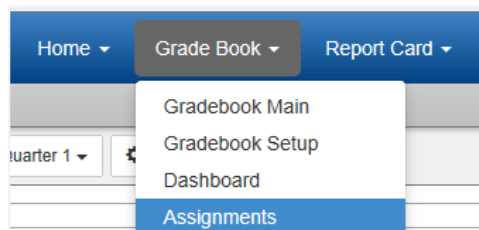


Make any necessary edits and click to **Save Assignment**, **Save/Enter Scores** or **Save/Add Another Assignment**.

NOTE: If grades have already been entered for the assignment, the Score Type cannot be changed. The field will be grayed-out and a message may display that the type cannot be changed when student results exist. The assignment will need to be recreated using a different score type and the grades re-entered. Then, delete the 'incorrect' assignment from the gradebook.



The second place to edit an assignment is on the **Assignments** screen. **Select Grade Book > Assignments**



When the **Assignments** screen opens, select the desired class from the Class Focus window as described earlier.

Several areas of the assignment can be edited on the **Assignments** screen.

- 1) Click the **Page Size** drop down to see more assignments on one page.
- 2) The **top row** is a header row. It lists the Assignments, Date, Subjects, Score Types, Assignment Type, Due Date, Max Value, Point Possible and ParentVUE portal options. Place a **check in the Action column** of the row(s) being updated. The green arrows allow for easy fill-down if the assignments below need to be changed.
- 3) The name of the assignment can be edited in the **Assignment** column.
- 4) The Assignment Date can be edited in the **Assign Date** column.
- 5) The **Subject** should only be Art for an Art Teacher, Music for a Music Teacher or Physical Education for a PE Teacher. DO NOT use the regular core subjects.
- 6) The **Score Type** can only be changed if grades have not been entered for that assignment. *If the Score Type field is grayed-out it cannot be edited. The examples, selected below in blue, are editable since grades have not been added for either of those assignments.*
- 7) The **Assignment Type** can be edited. Be sure to use a weighted type if weights have been applied.
- 8) The **Due Date** can be edited.
- 9) The **Max Value** can be edited.
- 10) The **Points Possible** can be edited.
- 11) The assignment can be edited to be shown or not shown to parents & students in ParentVUE and StudentVUE **Portals**.

The screenshot shows the 'Assignments' screen with the following numbered callouts:

- 1: Page Size dropdown
- 2: Action column checkbox
- 3: Assignment column
- 4: Assign Date column
- 5: Subject column
- 6: Score Type column
- 7: A.Type column
- 8: Due Date column
- 9: Max.Val. column
- 10: Pts.Poss. column
- 11: Category and Portal columns

Action	Assignment	Assign Date	Subject	Score Type	A.Type	Due Date	Max.Val.	Pts.Poss.	Category	Portal
<input type="checkbox"/>	Standard 1	10/4/2016	Music	Percentage	Knowledge of Mu	10/4/2016	100	1.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Reads and Notates	10/4/2016	Music	Percentage	Reads and Notate	10/4/2016	100	1.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Describes and Analyzes	10/4/2016	Music	Percentage	Describes and An	10/4/2016	100	1.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Create and Communicate	10/4/2016	Music	Percentage	Create and Comm	10/4/2016	100	1.00	Normal	<input checked="" type="checkbox"/>

If any changes are made, be sure to click **Save Changes**.

Copying Assignments

Use caution when copying assignments. Review all copied assignments and edit as needed to ensure the appropriate subject and correlation are associated.

Class Title, Subject, & Correlation must match.

1. Access Copy Assignments View
 - Hover over **Grade Book** on blue menu at top of screen.
 - Select **Copy Assignments**
2. Follow steps:
 - Select School Year (***ALWAYS review this step – ALWAYS enter the current school year.***)
 - Class Type = Home Room (always make this selection)
 - Select Class (to copy FROM)
 - Select Period
3. Select assignment(s)
 - Check box(es) to left of assignment(s) to copy in assignment grid
 - Check All to select all assignments
 - Click Next
4. Select class(es) to copy the assignment to
 - Select School Year
 - Select Period
 - Check box(es) to left of class(es) to copy assignments to in class grid
 - Click Next
5. Set assignment date(s) Note: If copying to a new grading period, edit the assignment dates appropriately. Always confirm the date is for the current school year and current grading period.
6. Click Finish
7. From Gradebook Main, click on the copied assignment and select 'Edit Assignment.' Review that the subject associated matches the name of the class.
8. Scroll to the Correlation area. Confirm there is only ONE subject checked in the correlation area and that it matches the name of the class.
9. If the assignment was copied, click **SAVE** when reviewing it in edit mode, even if no changes were made. This will ensure the assignment is correlated correctly.

Assignments With Zero Points

Assignments may be created, with a zero-point value, for tracking students' grades but not with the intention of counting the assignment toward an overall class calculation. Similarly, an imported CTLIS Assessment assignment will have a value of zero. Teachers may want to keep the value at zero, so it does not count toward the students' class grade. The assignment can be hidden from PVUE/SVUE, if desired.

If the zero-point value is intentional, please select the option '**Not For Grading**' for the assignment.

Enter Scores (Grades)

There are two options to enter scores/grades: Grade Book Main View/Assignment Score Entry

1. (Option 1) Enter scores in Grade Book

- Hover over **Grade Book** on blue menu at top of screen, select **Grade Book Main**. Grade Book Main view opens.
- Locate the assignment on Grade Book Main for which to enter scores.
- Click the scroll tool below Grade Book filters to scroll forward or backward through assignments.

Research Paper - Famous Inventor MAX:100.00 PTS:1.00 4/20/2014	Spelling Contract MAX:100.00 PTS:2.00 4/20/2014
Writing Craft	Spelling
100	
100	
100	
100	

- Click in cell under assignment column for a specific student.
- Yellow highlights help locate the appropriate assignment and row.
- Enter scores for assignment.
- A red score indicates that it is not saved.

- A count of unsaved changes is kept at the top of the screen.
- Click **Save Changes** to add the grades or **Undo** to cancel all entries.

2. (Option 2) Enter Scores in Grade Book

Access Assignment Score Entry View

- From Grade Book Main, click on an assignment column header for desired assignment and select **Enter Scores**. Assignment Score Entry view opens (screen shot below.)
- Enter an assignment score in corresponding row for a student.
 - If entered score exceeds the Max Points value, a “Red Arrow” will appear in score box to indicate score is above Max Points - - this is not an error.
 - Press ENTER or TAB to advance to next student.
 - Enter score and click **Green Fill Down Arrow** to fill down a score. All score boxes will be populated with the same score. Individual scores can then be entered in place of filled down score.
- Select corresponding box in **Exclude** column to exclude assignment from calculating in student’s grade **OR**
- Select **ALL** to exclude assignment for all students.
- Select corresponding box in **Portal** column to hide assignment for students in PARENTVUE.
- Enter public or private notes, if desired.
- Click **Save** or **Save/Return to Grade Book**.

Grade Book Main – Filters and Options

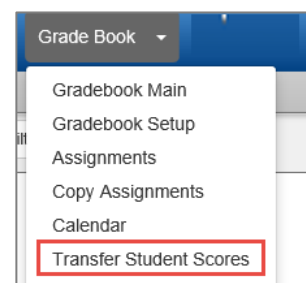
Grade book options can be set in the **Filters & Options** menu in Grade Book Main. Options available include **showing dropped students**, showing student ID's, setting percentage for at risk students, **showing comment codes**, along with student and assignment sorting. An option for assignment note entry includes a green fill-down arrow that quickly fills in the same grade for all students. Double click the green arrow to overwrite a current grade.

Click **Done** to close the Filters & Options menu.

NOTE: If a student moves from one class to another, you will need to display dropped students to see the student's name and any grades associated with the student.

Transfer Student Scores (Grades)

- A. Hover over Grade Book
- B. Select **Transfer Student Scores**



To Transfer Student Grades

Options to select: Copy From Class, To Class, and Student AND Assignments to Copy

- You will transfer grades for individual students or for all matching students. The system will not allow you to copy students' grades into a section unless the students are scheduled in that section.
- Select the class to copy **FROM**.
- Select the class to copy **TO**.
 - Select the first student from the **Student** drop down list or select **All Matching Students**, if needed.
 - The **Student drop down** will display all students who are or were scheduled in both classes selected.
 - The student(s) may be dropped from the first class.

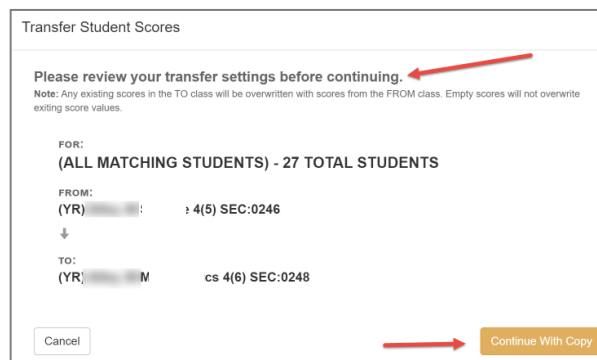
- D. For the first student you copy, it is required that you choose **Add Assignment** from the **To Assignment** drop down (in the **Assignments** section). Repeat this step for each assignment you wish to copy.

- E. If the assignment title already displays in the **To Assignment** field, that means the assignment is already part of the section and does not need to be copied again. (Confirm the names of the assignments match exactly.)

Copy From Assignment	Date	Assignment Type	Points	To Assignment
December Assignment	12/19/2013	Language Skills (Spelling, Grammar)	100.00	December Assignment-12/19/2013
Research Paper - Famous Inventor	4/30/2014	Writing Craft	1.00	Research Paper - Famous Inventor -4/30/2014
Spelling Contract	4/30/2014	Spelling	2.00	Spelling Contract -4/30/2014

- F. Confirm the From Class, To Class, and Student fields are all correct.
- G. Confirm the 'Add Assignment' message displays (if assignment name isn't already displayed.)
- H. Click the **Copy Student Scores** button to transfer grades.

- I. A transfer Student Scores window will display. **REVIEW** and click **Continue With Copy** or Cancel.



Transfer Student Scores

Please review your transfer settings before continuing.

Note: Any existing scores in the TO class will be overwritten with scores from the FROM class. Empty scores will not overwrite existing score values.

FOR:
(ALL MATCHING STUDENTS) - 27 TOTAL STUDENTS

FROM:
(YR) : 4(5) SEC:0246

↓

TO:
(YR) : M cs 4(6) SEC:0248

Cancel Continue With Copy

The confirmation window will close, and the gradebook where the scores were transferred will open. Review the copied assignments to ensure the dates, points, etc. are all correct for the class the assignments were copied to.

The Subject and Correlation options MUST be edited when the assignment is copied if the subject of the 'transferred-to' class differs from that of the original.

Removing Student Grades from original gradebook section (class)

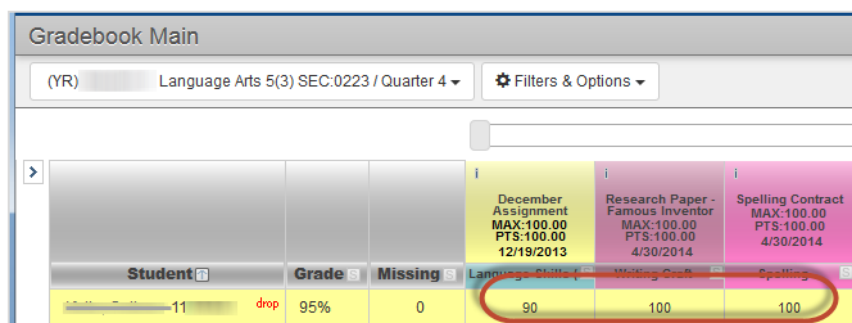


OPTIONAL – If you do not want the student's original section and grades to print on Synergy gradebook reports or to be available for report cards, the individual grades must be deleted in the original section. (In the case of a student transferring from a Gen Ed class to an EIP class, for example.)

WARNING – Verify the grades were transferred to the new class for the student **prior** to deleting grades from the dropped class. (Look at the student's new section in Grade Book main.)

To delete the grade:

- Open the **Grade Book main** screen for the original, dropped class.
- Click on the actual **grade** for the dropped student in the assignment column. It will highlight yellow.
- Click **delete** to remove the grade.



Gradebook Main

(YR) Language Arts 5(3) SEC:0223 / Quarter 4 Filters & Options

Student	Grade	Missing	Language Skills	Writing Skills	Spelling
11	drop	95%	0	90	100

December Assignment MAX:100.00 PTS:100.00 12/19/2013
Research Paper - Famous Inventor MAX:100.00 PTS:100.00 4/30/2014
Spelling Contract MAX:100.00 PTS:100.00 4/30/2014

- The **number of changes** will be tracked at the top, right side of the screen.
- Click on **Save Changes** at the top of the gradebook.
- The student will continue to display with the *drop* message, but no longer has grades in the class.

Review Assignments for Report Card Correlations, Subject Associations, Assignment Types, Score Types, Max Points and Points Possible

At the end of each grading period or Quarter, each specialist should review their assignments to ensure grades are ready for the homeroom teachers to transfer students' grades to the report card.

Complete all of the following steps for EACH 4th and 5th grade class if gradebook calculations will be transferred to the report card. Use the Class Focus list to select a class. Each class that has assignments in the gradebook needs to be reviewed.

Review Assignments on the Assignments tab.

Select Grade Book > Assignments (Use the Class Focus window to select classes. Review all 4th & 5th grade classes that have assignments.)

- 1) Click the **Page Size** drop down to allow up to 50 assignments to display on the screen. Change to next screen or page, if necessary, to view all assignments.
- 2) Notice the total number of assignments for the selected class.
- 3) The top row is the header row. It lists the Subjects, Score Types, and Assignment Types available. The green arrows allow for easy fill-down if the assignments below need to be changed. (Score Types cannot be changed if grades have been added to the assignment.)
- 4) Click the **Correlations** drop down list.
 - Assignments should only be correlated to **one specials achievement** and should match the teacher's class. **Art Teachers select Art - Music Teachers select Music - PE Teachers select Physical Education**
 - The Correlations drop down should contain two items: (1) **All** and (2) the **one correlation to the specials achievement** area of the teacher.
 - If the only selection in the **Correlations** drop down is '**All**,' this means that none of the assignments were correlated to the report card. Return to the gradebook and edit EACH assignment to the correct report card correlation.
 - If a correlation **other than your special's achievement area** has been made, return to the gradebook and edit the assignment removing any incorrect correlations.

Select **All** from the correlations drop down. (In the example below, there are 4 assignments. Therefore, selecting **All** will display all 4 of the assignments.)

	Subject	Score Type	A.Type	Due Date	Max.Val.	Pts.Poss.	Category	Portal		
<input type="checkbox"/>	Standard 1	10/4/2016	Music	Percentage	Knowledge of Mu	10/4/2016	100	1.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Reads and Notates	10/4/2016	Music	Percentage	Reads and Notate	10/4/2016	100	1.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Describes and Analyzes	10/4/2016	Music	Percentage	Describes and An	10/4/2016	100	1.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Create and Communicate	10/4/2016	Music	Percentage	Create and Comm	10/4/2016	100	1.00	Normal	<input checked="" type="checkbox"/>

IMPORTANT STEPS BELOW TO CONFIRM CORRECT CORRELATION FOR ALL ASSIGNMENTS.

5) Next, select the **Achievement Correlation** from the correlations drop down.

- In the example below, Music Achievement is selected.
- Since this is a Music class, the correlation must be Music Achievement only.

6) All 4 assignments continue to display confirming that all 4 are correlated correctly.

*The total number of **All** assignments should **EQUAL** the total assignments correlated to the achievement.*

The screenshot shows the 'Assignments' page. At the top, there's a header with 'Music General 4(10) SEC.0131 / Quarter 1'. Below that, a 'Page Size' dropdown is set to '10 Assignments'. A red circle with the number '6' is next to the 'Showing 1-4 of 4' text. In the 'Correlations' section, a red circle with the number '5' is next to the dropdown menu which is currently set to 'Cobb County 04 2016-17 - MUSIC Achievement'. There are 'Save Changes' and 'Undo' buttons next to the dropdown.

Review Subject & Assignment Type Columns for Each Assignment

Change pages or increase Page Size, if necessary, to view all assignments. Use the Class Focus window to select classes. Review all 4th & 5th grade classes that have assignments.

1) Confirm that **All** is selected from the Correlations drop down so that the total number of assignments display.

The screenshot shows the 'Assignments' page. The 'Correlations' dropdown is now set to 'All', which is highlighted with a red box. The 'Page Size' dropdown is still '10 Assignments'. The 'Showing 1-4 of 4' text is visible. There are 'Save Changes' and 'Undo' buttons.

2) Review the **Subject** column for each assignment.

- The **Subject** for every assignment should match the class, in this example Music.
- If a Subject other than your specialist field was selected for an assignment, correct the selection and **Save Changes**.

Correlations		Action									
All				Save Changes		Undo					
Action	Assignment	Assign Date	Subject	Score Type	A.Type						
<input type="checkbox"/> All			Reading	Percentage	Knowledge						
<input type="checkbox"/>	Standard 1	10/4/2016	Music	Percentage	Knowledge of Mus						
<input type="checkbox"/>	Reads and Notates	10/4/2016	Music	Percentage	Reads and Notate						
<input type="checkbox"/>	Describes and Analyzes	10/4/2016	Music	Percentage	Describes and An						
<input type="checkbox"/>	Create and Communicate	10/4/2016	Music	Percentage	Create and Comn						

3) Review the **Assignment Type** column for each assignment.

- Confirm that a weighted type was selected for the assignments IF weighting was added on the Weighting Tab in Grade Book Setup.
- If the teacher did not create custom assignment types – the District Type called *Classwork* may have been used for all assignments.

Review Score Type, Max Value & Points Possible Columns for Each Class & Assignment

Change pages or increase Page Size, if necessary, to view all assignments. Use the Class Focus window to select classes. Review all 4th & 5th grade classes that have assignments.

Confirm that **All** is selected from the Correlations drop down so that the total number of assignments display.

1) Review the selection in the **Score Types** column for each assignment. Score Types should be consistent throughout the class and gradebook.

- For the grades to calculate accurately, it is best to be consistent with the score type. It is acceptable to use a mixture when counting the CTLS Assessment imported assignments and using similar point values.
- Once grades have been added to an assignment, the Score Type cannot be change. If a change to the score type is desired, the assignment will need to be deleted and re-entered with a different Score Type.

2) Review the **Max Value and Points Possible** columns.

- Confirm consistent/correct max value and points possible were used.
- Example: If an assignment is counting 100 times more than others, it will cause confusing and possibly inaccurate grade calculations.
- The max value and points possible can be edited on this screen.

3) If edits are made, click **Save Changes**.

Correlations		Action								
All				Save Changes		Undo				
Action	Assignment	Assign Date	Subject	Score Type	A.Type	Due Date	Max.Val.	Pts.Poss.		
<input type="checkbox"/> All			Reading	Percentage	Knowledge					
<input type="checkbox"/>	Standard 1	10/4/2016	Music	Percentage	Knowledge of Mus	10/4/2016	100	1.00		
<input type="checkbox"/>	Reads and Notates	10/4/2016	Music	Percentage	Reads and Notate	10/4/2016	100	1.00		
<input type="checkbox"/>	Describes and Analyzes	10/4/2016	Music	Percentage	Describes and An	10/4/2016	100	1.00		
<input type="checkbox"/>	Create and Communicate	10/4/2016	Music	Percentage	Create and Comm	10/4/2016	100	1.00		

Review the Grading Periods Tab

- On the **Grade Book** → **Assignments** screen,
- Select the **Grading Periods** tab.
- Increase the **Page Size** to see more assignments on the screen, if needed.
- Confirm the appropriate **Quarter** (Grading Period) is selected for each assignment.
- Repeat the Grading Period review for each class by selecting classes from the **Class Focus window**.
- If edits are required, the boxes for the correct grading period can be checked and, if necessary, the incorrect boxes unchecked.
- If any changes are made, click the **Save Grading Periods** button before leaving the screen.

Assignments

Person (YR) / Quarter 1

Page Size
☐ Show All Periods 10 Assignments Custom Assignment Sort

Showing 1-4 of 4

Assignments **Grading Periods**

✓ Save Grading Periods Undo

Assignment	Due Date	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Standard 1	10/4/2016	<input type="checkbox"/> All <input checked="" type="checkbox"/> Included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reads and Notates	10/4/2016	<input type="checkbox"/> All <input checked="" type="checkbox"/> Included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describes and Analyzes	10/4/2016	<input type="checkbox"/> All <input checked="" type="checkbox"/> Included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and Communicate	10/4/2016	<input type="checkbox"/> All <input checked="" type="checkbox"/> Included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assignments should be checked for the current grading period (Quarter.) Refer to the report card calendar for exact dates.

Follow the directions below for the Report Card Matrix screen. Even if the gradebook is used to calculate the students' achievement grades, use the matrix screen to enter Conduct grades for 4th and 5th grade students.

The Report Card Matrix screen is used to enter **Kindergarten - 3rd grade standards-based grades** every quarter and Final Grades (E, M, or N) at the end of the school year.

Follow the directions below for the Report Card Matrix screen. Even if the gradebook is used to calculate the students' achievement grades, use the matrix screen to enter Conduct grades for **4th and 5th** grade students.

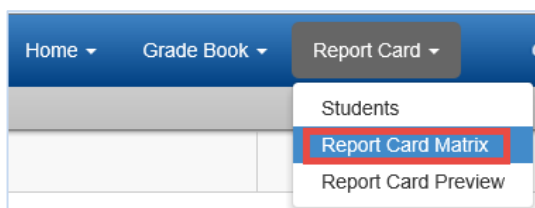
Additionally, the Report Card Matrix screen is used to enter report card grades and Quarter 4 Final Grades for **K – 3rd** grade students.

How To Access the Report Card Matrix

If you are not entering assignments and grades into the gradebook, begin here to access the Report Card Matrix. Grades need to be manually entered on the Report Card Matrix if the gradebook is not being used.

Depending on how the schedules are set up at your school, you will see all sections in one period.

- From the seating chart screen or from the Gradebook select **Report Card > Report Card Matrix** from the menu.



NOTE:

Specialists will **not** use the Report Card > Students screen or the Report Card Preview screen.

The Report Card Matrix screen will display.

- Point the mouse at the name of the class seen at the top of the screen. A Class Focus window will display and lists all classes in your schedule.
- The grade level for the class is listed as part of the course name along with the section number.
- You school's scheduler can provide you with a cross reference list of section numbers and the name of the homeroom teacher for the class.
- The four quarters, each nine-week grading period, display in the Periods column.

Period	Course	Section ID	Students	Term	Room	Att Taken
YR (08/01/2016 - 05/24/2017)						
8	Music General 1	0052	3	YR	008	
8	Music General 1	0147	26	YR	008	
8	Music General 1	0152	26	YR	008	
8	Music General 1	0168	22	YR	008	

Periods

- Quarter 1 (Grading/Mark Periods)
- Quarter 2 (Grading/Mark Periods)
- Quarter 3 (Grading/Mark Periods)
- Quarter 4 (Grading/Mark Periods)

Fourth and Fifth Grades Report Card Matrix

- 1) The class that appears at the top of the screen is the *selected class*.
- 2) Point to the name of the selected class to view the **Class Focus Window**. Select a 4th or 5th grade **Class/section** from the list. You may need to scroll down to see all the classes/sections.
- 3) Confirm the correct **Grading Period** (Quarter) is highlighted. If not, click the correct quarter.

The screenshot shows the Synergy TeacherVUE Report Card Matrix interface. At the top, there's a navigation bar with 'Home', 'Grade Book', 'Report Card', and 'Admin'. Below this, the 'Report Card Matrix' title is highlighted. A dropdown menu shows 'Music General 4(8) SEC:0359 / Quarter 1'. A red circle with the number 1 points to this dropdown. Below the dropdown, there's a table with columns: Period, Course, Section ID, Students, Term, Room, and Att Taken. A red circle with the number 2 points to the 'Class Focus' section. To the right of the table, there's a 'Periods' dropdown menu with options: Quarter 1 (Grading/Mark Periods), Quarter 2 (Grading/Mark Periods), Quarter 3 (Grading/Mark Periods), and Quarter 4 (Grading/Mark Periods). A red circle with the number 3 points to this dropdown. A vertical scrollbar on the right side of the table is also visible.

- 4) Select the **Cobb County Template** for **grades 04-05** from the Template drop down. The current school year should display along with the grade levels.
- 5) Select **Nine Week Report Card** from the Report Card Rows field.

The screenshot shows the Synergy TeacherVUE Report Card Matrix interface. At the top, there's a navigation bar with 'Home', 'Grade Book', 'Report Card', and 'Admin'. Below this, the 'Report Card Matrix' title is highlighted. A dropdown menu shows 'Music General 5(10) SEC:0264 / Quarter 1'. A red circle with the number 4 points to the 'Template' dropdown menu, which is set to 'Cobb County 04-05 2020-21'. A red circle with the number 5 points to the 'Report Card Rows' dropdown menu, which is set to 'Nine Week Report card'. Below these fields, there's a 'Valid Report Card Entry' field set to 'Quarter 1'. A 'Save Scores' button is visible on the right.

When the template and Nine Week Report card options are selected, the matrix will display on the screen and will look like the one below.

Use the **slider tool** located at the top of the matrix grid (shown below) to scroll to the right and view the columns for **ART, MUSIC, or PHYSICAL EDUCATION**.

Use the **scroll bar** on the right side of the screen, as needed, to move down or back up on the matrix screen.

The screenshot shows the Synergy TeacherVUE Report Card Matrix interface. At the top, there's a navigation bar with 'Home', 'Grade Book', 'Report Card', and 'Admin'. Below this, the 'Report Card Matrix' title is highlighted. A dropdown menu shows 'Music General 5(10) SEC:0264 / Quarter 1'. A red circle with the number 1 points to the 'Template' dropdown menu, which is set to 'Cobb County 04-05 2020-21'. A red circle with the number 2 points to the 'Report Card Rows' dropdown menu, which is set to 'Nine Week Report card'. Below these fields, there's a 'Valid Report Card Entry' field set to 'Quarter 1 (9/21/2020 - 10/30/2020)'. A 'Save Scores' button is visible on the right. The matrix grid is displayed below, with columns for Student, TH, HANDWRITING, CONDUCT, STUDY/WORK HABITS, ART Achievement, ART Conduct, MUSIC Achievement, MUSIC Conduct, PHYSICAL EDUCATION Achievement, and PHYSICAL EDUCATION Conduct. A red double-headed arrow points to the slider tool at the top of the grid. A red circle with the number 1 points to the slider tool.

Specialists will only enter *Achievement* grades and *Conduct* for Art, Music or Physical Education.

- If assignments and grades are entered into the gradebook for your classes, **DO NOT** enter achievement grades onto the matrix. The homeroom teacher will transfer the scores along with the rest of the core classes to the matrix.

Note: The homeroom teacher may not have transferred the achievement grades when you are entering conduct grades, and therefore may not appear on the matrix.

- If assignments and grades are not entered into the gradebook, use the dropdown options to select the achievement grades on the matrix.
- **Art Conduct, Music Conduct, and Physical Education Conduct are always entered onto the matrix.**
- The **green arrows** in each column allows for easy fill-down of the same selection. Then, go back and make any needed changes.
- Click the **Save Scores** button at the top of the screen to save all grades. **SAVE OFTEN** to avoid data loss.

Report Card Matrix

Search Lock Sign Out Support Help

YR Music General 4(8) SEC:0359 / Quarter 1

Template: Cobb County Report Card Rows: Nine Week Report card Save Scores Undo

13 of 16 - MUSIC Achievement

Student	WORK HABITS	ART Achievement	ART Conduct	MUSIC Achievement	MUSIC Conduct	PHYSICAL EDUCATION Achievement	PHYSICAL EDUCATION Conduct
	↓	↓	↓	A ↓	S ↓	↓	↓
	↓	↓	↓	A ↓	S ↓	↓	↓
	↓	↓	↓	A ↓	S ↓	↓	↓

- Use the **Class Focus** list to select the next 4th or 5th grade class. Repeat steps to enter achievement grades, *if necessary*, and conduct for all 4th and 5th grade classes.

Kindergarten, First, Second & Third Grades – Standards-Based Report Card Grades

- Follow the steps described above to select the desired class and appropriate quarter needed to enter report card grades.
 - The grade level for the class is listed as part of the course name along with the section number.
 - Your school's scheduler can provide you with a cross reference list of section numbers and the name of the homeroom teacher for the class.
- Select the Cobb County Template with the **correct grade level** and current school year from the **Template** drop down. The grade level on the template choice should match the grade of the selected class.

Report Card Matrix

(YR) Music General 1(8) SEC:0147 / Quarter 1

Template: CobbCounty 01 SB 2018-19

- In the Report Card Rows drop down, select the appropriate **Quarter and Specials Area**.

Report Card Matrix

(YR) Music General 1(8) SEC:0147 / Quarter 1

Template: CobbCounty 01 SB 2018-19

Report Card Rows:

- << select >>
- READING: LITERARY Q1
- WRITING Q1
- LANGUAGE Q1
- SPEAKING & LISTENING Q1
- MATH Q1
- SCIENCE Q1
- SOCIAL STUDIES Q1
- HEALTH Q1
- PHYSICAL EDUCATION Q1
- ART Q1
- MUSIC Q1
- TECHNOLOGY Q1
- LEARNING SKILLS & BEHAVIORS Q1
- TEACHER COMMENTS Q1

- Use the drop down options to select the grades for each standard and Learning Skills & Behavior.
- The **green arrows** in each column allows for easy fill-down of the same selection. Then, go back and make any needed changes.
- Click the **Save Scores** button at the top of the screen to save all grades.

Report Card Matrix

(YR) Music General 1(8) SEC:0147 / Quarter 1

Template: CobbCounty 01 SB 2018-19

Report Card Rows: MUSIC Q1

Save Scores Undo

Student	1 of 3 - DEMONSTRATES THROUGH PERFORMANCE AN AWARENESS OF PITCH Q1	EXPLAINS HOW SELECTED ELEMENTS OF ART CONVEY MEANING Q1	MUSIC LEARNING SKILLS & BEHAVIORS Q1
	2 ✓ ↓	2 ✓ ↓	S ✓ ↓
	2 ✓ ↓	2 ✓ ↓	S ✓ ↓
	2 ✓ ↓	2 ✓ ↓	S ✓ ↓
	2 ✓ ↓	2 ✓ ↓	S ✓ ↓
	2 ✓ ↓	2 ✓ ↓	S ✓ ↓

- 7) Specialists can also select **Teacher Comments** to enter comments on the matrix screen. Select **Teacher Comments** in the Report Card Rows option.
- 8) Specialist teachers will enter comments in the **Specials Comments** area. Use the green arrow to fill down the same comment, if desired. Then, go back and make any needed additions for individual students.
- 9) Click **Save Scores** at the top of the screen to save all comments.

TIP: Click Save Scores often so comments will not be lost if the screen times out.

Report Card Matrix

Music General 1(8) SEC 0147 / Quarter 1

Template: CobbCounty 01 SB 2018-19

Report Card Rows: TEACHER COMMENTS Q1

Save Scores Undo

4 of 6 - SOCIAL STUDIES COMMENTS Q1

Student	ELA/READING COMMENTS Q1	MATH COMMENTS Q1	SCIENCE COMMENTS Q1	SOCIAL STUDIES COMMENTS Q1	SPECIALS COMMENTS Q1	GENERAL COMMENTS Q1
	Q1- ↓	1234 ↓	↓	↓	Q1 Music: 303 Characters Remaining ↓	Q1 Fall Conference with parents. ↓
	Q1- ↓	1234 ↓	↓	↓	Q1 Music: ↓	Q1 Fall Conference with parents. ↓

Kindergarten, First, Second & Third Grades Final Grade (Quarter 4 Only)

At the end of the school year, **IN ADDITION** to the Quarter 4 standards-based report card grades, specialists will also enter Final Grades for K – 3rd grade students.

- 1) When the class is selected, confirm the correct **Grading Period (Quarter 4)** displays.
- 2) Select the **Cobb County Template with the correct grade level** from the Template drop down. The grade level on the template choice should match the K-3 grade of the selected class.
- 3) After the template is selected, the drop down for **Report Card Rows** will display. Select **Final Grade**.
Specialists will only enter final grades for Art, Music, or Physical Education.
- 4) Use the **Slider Tool** located at the top or bottom of the matrix to scroll and view the appropriate Specialists' columns.
- 5) Use the dropdown options to select the grades.

FINAL GRADES for Kindergarten – 3RD GRADE LEVELS ARE ONLY E, M, OR N.

- **E** = Exceeds Standards and represents all 3's and 3+'s.
 - **M** = Meets Standards and represents predominantly 2's and 3's with some 1's, as long as the 1's do not appear in the last quarter the standard is assessed.
 - **N** = Does Not Meet Standards and represents predominantly 1's, and a student may be in consideration for retention based on this evidence.
 - The **green arrows** allow for easy fill-down of the same selection. Then, make any needed changes individually.
- 6) Click **Save Scores**.

The screenshot displays the 'Report Card Matrix' interface. At the top, a navigation bar includes a search bar and user options. Below this, a header section shows the selected class 'Music General 1(B) SEC 014' and 'Quarter 4'. A 'Template' dropdown is set to 'CobbCounty 01 SB 2018-19'. The 'Report Card Rows' dropdown is set to 'FINAL GRADE'. A green 'Save Scores' button is visible. A slider tool at the bottom allows navigation between subject columns. The main table has columns for various subjects, with 'FINAL GRADE ART', 'FINAL GRADE MUSIC', and 'FINAL GRADE PHYSICAL EDUCATION' highlighted. Each cell in these columns contains a dropdown menu with green arrows for fill-down. A red box highlights the 'FINAL GRADE MUSIC' column, and a red circle with the number 5 is placed over one of the dropdown menus in this column.

Student	FINAL GRADE READING	FINAL GRADE ENGLISH LANGUAGE ARTS	FINAL GRADE MATHEMATICS	FINAL GRADE SOCIAL STUDIES	FINAL GRADE SCIENCE	FINAL GRADE HEALTH	FINAL GRADE ART	FINAL GRADE MUSIC	FINAL GRADE PHYSICAL EDUCATION
	▼	▼	▼	▼	▼	▼	▼	M ▼	▼
	▼	▼	▼	▼	▼	▼	▼	E ▼	▼
	▼	▼	▼	▼	▼	▼	▼	M ▼	▼
	▼	▼	▼	▼	▼	▼	▼	M ▼	▼
	▼	▼	▼	▼	▼	▼	▼	E ▼	▼
	▼	▼	▼	▼	▼	▼	▼	M ▼	▼