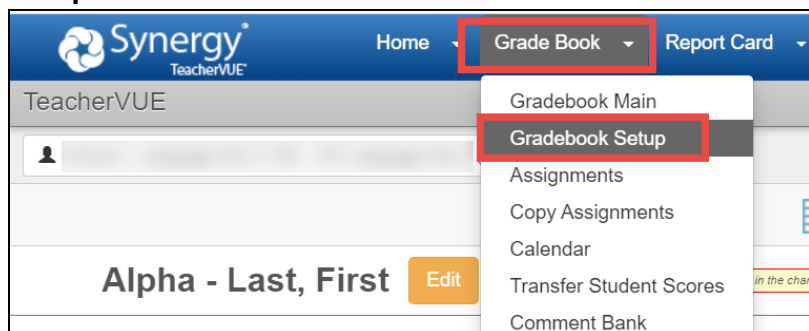


ELEMENTARY SCHOOL: GRADE BOOK SETUP & NEW ASSIGNMENTS (Overview)

Set up the Grade Book Settings and Assignment Type Weighting before adding grades for the students.

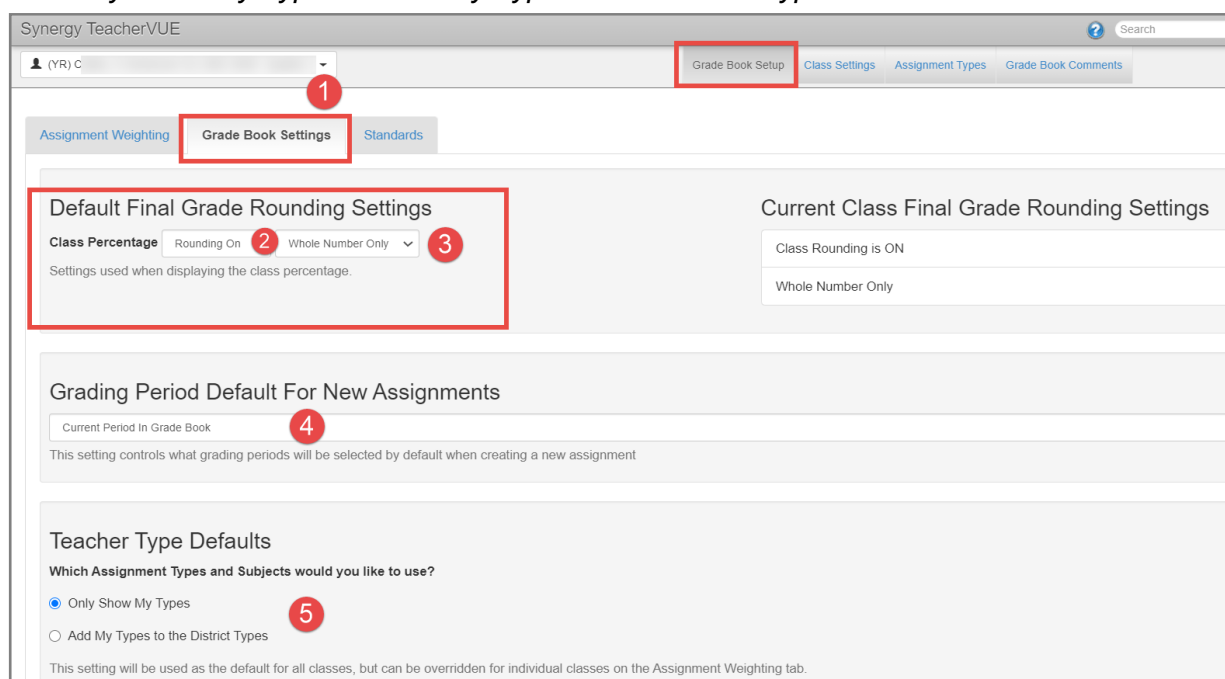
- A. **Grade Book Settings:** After logging into TeacherVUE, mouse over Grade Book and click on **Gradebook Setup**



Collaborate with your grade level/school to use consistent Grade Book Settings, Assignment Types, and Weights.

- B. When the Gradebook Setup screen displays, follow steps 1 - 5 described below.

- 1) Click the **Grade Book Settings Tab**
- 2) In the Default Final Grade Rounding Settings section, select **Rounding On**.
- 3) Next, select one of the following rounding settings -
 - **Whole Number Only**
 - **1 Decimal Place**
 - **2 Decimal Places**
- 4) 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.
- 5) 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**.



C. **Class Settings:**

- Click the **Class Settings** sub-menu. Review all class selections to confirm they match what was selected on the Grade Book Settings Tab.

The screenshot shows the 'Class Settings' interface. At the top, there is a header 'Class Settings'. Below it, there is a user selection dropdown on the left and three sub-menu buttons: 'Grade Book Setup', 'Class Settings' (highlighted with a red box), and 'Assignment Types'.

D. **Assignment Types:**

- Click the **Assignment Types** sub-menu. The District has created one Assignment Type, called *CTLs Assessments*, which will display on this screen only if teachers select 'Add My Types to the District Types.'
- Returning teachers** should review existing types to decide if they will be used for the current school year.
- NOTE: Prior year's types may be hidden. Click the **Options** button and check to '**Show Hidden**' to view all types. **DO NOT** attempt to unhide or use hidden **District Wide** assignment types.

The screenshot shows the 'Assignment Types' interface. At the top, there is a header 'Assignment Types'. Below it, there is a user selection dropdown on the left and three sub-menu buttons: 'Grade Book Setup', 'Class Settings', and 'Assignment Types' (highlighted with a red box). Below the sub-menu buttons, there is a table with columns: 'Sequence', 'Due Date', 'Locked', and 'Assignment Type Color Picker'. The table contains one row for 'Projects' with a 'Sequence' of 1, 'Due Date' of Yes, and 'Locked' of No. The 'Assignment Type Color Picker' is a button labeled 'Projects'. Below the table, there is a 'Delete Date' field and a 'Hidden on: 7/19/2017' label.

- To reactivate one of your own hidden types, so it can be used again, click the **Edit** button, or point the mouse in the edit column next to the name of the type desired. Either action enables the type for editing. Make any change to the type – even if you delete a letter and add it back. Confirm Due Date option is **YES**. When all changes have been made, click **SAVE**.

The screenshot shows the 'Assignment Type' edit interface. At the top, there is a header 'Assignment Type'. Below it, there is a user selection dropdown on the left and three sub-menu buttons: 'Grade Book Setup', 'Class Settings', and 'Assignment Types' (highlighted with a red box). Below the sub-menu buttons, there is a table with columns: 'Sequence', 'Due Date', 'Locked', and 'Assignment Type Color Picker'. The table contains one row for 'Projects' with a 'Sequence' of 1, 'Due Date' of Yes, and 'Locked' of No. The 'Assignment Type Color Picker' is a button labeled 'Projects'. Below the table, there is a 'Delete Date' field and a 'Hidden on: 7/19/2017' label.

The screenshot shows the 'Assignment Type' edit interface. At the top, there is a header 'Assignment Type'. Below it, there is a user selection dropdown on the left and three sub-menu buttons: 'Grade Book Setup', 'Class Settings', and 'Assignment Types' (highlighted with a red box). Below the sub-menu buttons, there is a table with columns: 'Sequence', 'Due Date', 'Locked', and 'Assignment Type Color Picker'. The table contains one row for 'Projects' with a 'Sequence' of 1, 'Due Date' of Yes, and 'Locked' of No. The 'Assignment Type Color Picker' is a button labeled 'Projects'. Below the table, there is a 'Delete Date' field and a 'Hidden on: 7/19/2017' label.

- REQUIRED:** New teachers must create their own assignment types by clicking the **NEW** button.

The screenshot shows the 'Assignment Types' interface. At the top, there is a header 'Assignment Types'. Below it, there is a user selection dropdown on the left and three sub-menu buttons: 'Grade Book Setup', 'Class Settings', and 'Assignment Types' (highlighted with a red box). Below the sub-menu buttons, there is a table with columns: 'Sequence', 'Due Date', 'Locked', and 'Assignment Type Color Picker'. The table contains one row for 'CTLs Assessments' with a 'Sequence' of 100, 'Due Date' of Yes, and 'Locked' of No. The 'Assignment Type Color Picker' is a button labeled 'CTLs Assessments'. Below the table, there is a 'Delete Date' field and a 'Hidden on: 7/19/2017' label. A red arrow points to the '+ NEW' button in the top right corner.

- Enter the **Name** of the new assignment type, enter the **Sequence** which refers to the order the type will appear in the list when creating a new assignment, **select YES for the Due Date option**, and select a custom color (**recommended**) so the assignment will be easily identified in the gradebook.
 - Click the **INSERT** button when all options are set.
- TIP:** Keep assignment type names at a high level. Use the actual assignment name for details about standards, chapters, or lessons during the grading period

Assignment Types

Options 1 Items

Assignment Type Sequence Due Date Locked Assignment Type Color Picker Hide My Types

New → Formative 1 Yes Default

INSERT CANCEL

E. **Assignment Type Weighting:**

- After creating all new assignment types (or returning teachers confirm their types are correct/complete and ready for the current year), click the **Grade Book Setup** link and select the **Assignment Weighting Tab** to apply the weights.
- Decide if you want to 'Use Teacher Default', 'Only Show My Types' or 'Add My Types to the District Types.'

Synergy TeacherVUE

Home Grade Book Report Card Admin

Synergy TeacherVUE

(YR)

Grade Book Setup Class Settings Assignment Ty

Assignment Weighting Grade Book Settings Standards

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

Only Show My Types Update

Use Teacher Default

Only Show My Types

Add My Types To The District Types

Assignment Type	Weight (%)	Drop	Points Possible
Formative	0	0	

- Elementary teachers are not required to use assignment type weighting. If all types are left at **zero weight**, the assignments will be **evenly averaged** together to determine the students' overall grade calculation.
 - Teachers at the same school should set up assignment types using the same weights for consistency within the building.
 - If used, **weights** must total **100%** for each class.
- Add **Default Points Possible**. (Usually 1.0 or 100.0)
 - If the assignment points are zero, it will not calculate in the overall grade. See the screen shot on the next page.

- Click **Update** to save changes and additions made on the screen.

Gradebook Setup

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

Add My Types To The District Types

Assignment Type	Weight (%)	Drop Scores	Default Points Possible	Display Color
CTLS Assessments	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1.00"/>	<input type="button" value="CTLS Assessments"/>
Formative Assessments	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1.00"/>	<input type="button" value="Formative Assessments"/>
Language Skills	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1.00"/>	<input type="button" value="Language Skills"/>
Summative Assessments	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1.00"/>	<input type="button" value="Summative Assessments"/>
Writing	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1.00"/>	<input type="button" value="Writing"/>

Weights must total 100%, per class, if used.

F. Class Selection:

- Navigate to Grade Book Main and select the correct **PERIOD (Quarter)** & **CLASS**.
- Elementary classes will always be a YR (year) Term.
- It is important to select the correct PERIOD (Quarter 1, 2, 3 or 4)** when adding, editing, or viewing assignments or to add grades into any assignments.
- NOTE: Assignments are NOT added to the Homeroom section. Select the appropriate class/subject needed to create assignments for that specific subject area.**

Synergy TeacherVUE

Home Grade Book Report Card Admin

(YR) / Quarter 1 Filters & Options

Terms **Class Focus** **Periods**

YR	Period	Course	Section ID	Students	Term	Room	Att Taken
YR (08/01/2019 -)							
	1	Homeroom 4	0018	24	YR	211	
	2	Health 4	0393	24	YR	211	
	3	Language Arts 4	0215	24	YR	211	
	4	Reading 4	0217	24	YR	211	
	5	Science 4	0220	24	YR	211	
	6	Mathematics 4	0221	25	YR	211	

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

Elementary Schools Grading Periods: Verify the correct Grading Period (Quarter) for all new assignments. Since the Gradebook Setup selection is "Current Period in Grade Book," assignments will be automatically checked for and added to the selected quarter's gradebook.

Assignment Date	Grading Periods			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1 st 9 Weeks	X			
2 nd 9 Weeks		X		
3 rd 9 Weeks			X	
4 th 9 Weeks				X

G. **Creating New Assignments:** After selecting the correct Period (Quarter), follow the steps described below each time a new assignment is created. Click the **New** button in Grade Book > Gradebook Main
The steps below correspond to the screen shot.

Add an assignment name. The description is not required but may be helpful. It is visible in ParentVUE.

- 1) Select an **Assignment Type**. If assignment type weights are assigned for the selected class, confirm the selection is one of the weighted types.
 - Note: If all assignment types are left at zero for the selected class, assignments will receive an equal amount of weight. A message will display that an unweighted type is selected only when weights have been associated with the selected class.
- 2) Associate each assignment with a **Subject**.
 - **Subjects on assignments MUST match the subject of the class.** (Example: If the selected class is Language Arts, the subject on the assignment must be English/Language Arts.)
- 3) Select a **Score Type** – either *Percentage* or *Raw Score* and Max Score value &/or Apply Points.
 - **Be consistent** throughout the gradebook with point values to ensure appropriate grade calculations.
 - *Example:* Don't assign one assignment '100' points and others only '1' point.
- 4) Edit the **Date of Assignment**, if needed.
 - The date, on new assignments, will default to the current date.
- 5) Edit the **Due Date of Assignment**, if needed.
 - The due date, on new assignments, will default to the current date.
- 6) Toggle **ON/OFF** selection to determine if the assignment will show in **ParentVUE & StudentVUE**.
 - **Note:** If an assignment does not display in PVUE or SVUE, parents and students may not understand how students' grades are being calculated since they will see the overall grade but not all the assignments.
- 7) Ensure that the **Report Card Correlation** is checked for the correct subject.
 - **Correlations on assignments MUST match the subject of the class to ensure the assignment grade is calculated as part of the students' report card grades. The correlation is automatically selected to match the subject selected on the assignment.**
 - **Only ONE selection should be made for the report card correlation.**
- 8) When all selections and entries are complete, click the **Save Assignment** button.

The screenshot shows the 'Grade Book Assignment' form. At the top, there's a header with 'Language Arts 5(3) SEC.0092 / Quarter 1' and 'Assignment in (YR) Language Arts 5(3) SEC.0092'. A 'Save Assignment' button is in the top right. The form is divided into several sections:

- Category Values:** A table with columns TYPE, POINTS, and # ASGN. It lists Summative Assessments (2.00, 2), Formative Assessments (1.00, 1), Writing (4.00, 4), and Language Skills (1.00, 1).
- Assignment Settings:**
 - Assignment Name:** Prepositional Phrases
 - Description:** (Empty text area)
 - Date of Assignment:** 8/24/2017
 - Assignment Category:** Normal
 - Due Date:** 8/24/2017
 - Assignment Type:** Language Skills
 - Subject:** English/Language Arts
 - Score Type:** Percentage (with a dropdown menu showing options: << select >>, Percentage, Raw Score)
 - Points:** 1
 - Parent/Student Portal:** Show Assignment in Portal (ON), Show only when scored (ON)
- Report Card Correlations:** A section with tabs for Standards Correlations, Grading, and Resources. It contains a table for 'Report Card Items'.

At the bottom, there's a 'Nine Week Report card' section with a table showing correlations for various subjects. The 'ENGLISH/LANGUAGE ARTS' row has a checked box in the 'Cobb County 05 2016-17' column.

Report Card Items	Cobb County 05 2016-17	20 Students
READING	<input type="checkbox"/>	<input type="checkbox"/>
ENGLISH/LANGUAGE ARTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MATHEMATICS	<input type="checkbox"/>	<input type="checkbox"/>
SOCIAL STUDIES	<input type="checkbox"/>	<input type="checkbox"/>
SCIENCE	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Copy Assignments

- If the *Copy Assignment* feature is used, review each new assignment to ensure the correct **Subject** and **Correlation** are associated with the assignment for the class it was copied into. Make edits to the copied assignments and save as needed.
- **Copied assignments retain the subject & correlation settings from the original class.**
 - To use the same assignment in a class for a different subject, you must **edit the subject and report card correlation** on the copied assignment, so it matches the subject for that class.
 - The assignment can simply be re-created in the other class to avoid potential subject or correlation errors.

H. **Synergy Help Guides**

- Please refer to Synergy **Help** for more user guides and documentation.
- Guides are updated throughout the year, so please check often for new versions.
- The Help link is in the Synergy application in the top, right corner of the screen.
 - NOTE: Fully expand the Internet browser window to see the entire help menu.

