



COBB COUNTY
SCHOOL DISTRICT



Technology Services

**SYNERGY TVUE, GRADEBOOK,
& REPORT CARD GUIDE
FOR
MIDDLE SCHOOL TEACHERS**

February 2021



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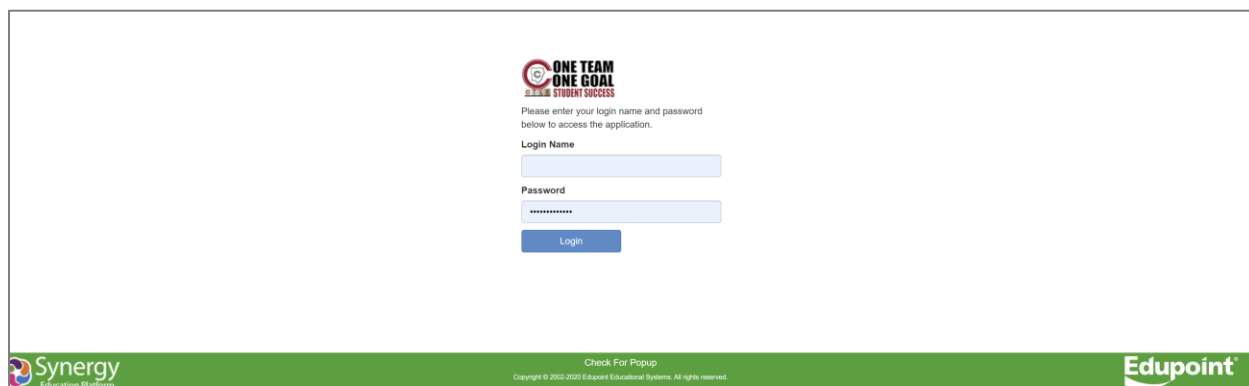
Logging In

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, there 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". The "Password" field has a masked password "*****". Below the fields is a blue "Login" button. At the bottom of the screen, there is a green footer bar with the Synergy logo on the left, the text "Check For Popup" and "Copyright © 2002-2020 Edupoint Educational Systems. All rights reserved." in the center, and the Edupoint logo on the right.

Username: Badge ID

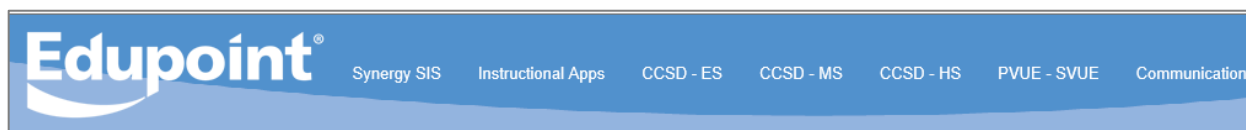
Password: Usual Network Password

Synergy Help

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 should always contact the school's **PVUE Coordinator** and not the central office, Customer Care, or Technology Department. If a school contact is unable to assist a parent, the school contact is to enter a Web Help ticket.

TeacherVUE Seating Chart

I. Check for Message Alert for New Students *(Displays at the top of the seating chart.)*

- If one or more students are missing from the seating chart, look for a message that students need to be seated in the chart. Click the **Edit** button to add them from the Unassigned Students list under the Seating Chart Dimensions.

Alpha - Last, First **Edit** There are some students who need to be seated in the chart

- The list of unassigned students displays underneath the Seating Chart Dimensions. Users will need to scroll down to see the list.
- Add additional columns or rows to the seating area as needed.** (Note: If new students are not saving to seating chart when they are added, review the size of the seating chart. There must be a 'seat' or gray space for the new students to go.)
- Students may be added in random or alphabetical order.

Seating Chart Dimensions:

10 10

6x8

Unassigned Students

Sort Randomize Fill Alpha

Fill Random Clear

II. 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 earlier, may display. If so, follow the steps to add the students to the seating chart.

Editing Seating Chart

Save Copy Cancel

Term: S2
Period: 4
Room: 9324

Course	Section	Students
<input checked="" type="checkbox"/> PLTW Biomedical Science B	0961	23
<input checked="" type="checkbox"/> H Scientific Research II Y	0564	5

III. Seating Chart Name

- The default 'name' is shown, Alpha – Last, First. The space is not used to enter students to the chart.
- If you would like to rename the seating cheat, click the **Edit** button.

Synergy TeacherVUE

Home Grade Book Report Card Admin

Home

Period 2, 9th Lit/Comp Y (S2) : 9th Lit/Cmp Y (S2) : 9th Lit/Comp Y (S2) : 9th Lit/Cmp B (S2)

Charts Attendance

Alpha - Last, First **Edit**

- When in edit mode, a message will display that you are *Editing Seating Chart*.
- The name of the seating chart will become an editable field. This field is meant to be the name of the seating chart, for instance *Homeroom* or *1st Period*.
- Name the seating chart only if desired. It can be left with the default name.
- *The field is not used to enter the name of students to the seating chart. You do not need to enter a student's name into the seating chart name field.*

Editing Seating Chart

Alpha - Last, First

Save

Copy

Cancel

Editing Seating Chart

Doe, John

Save

Copy

Cancel

Editing Seating Chart

Lit/Comp

Save

Copy

Cancel

Editing Seating Chart

3rd Period

Save

Copy

Cancel

IV. Resizing and Configuring the Seating Chart

- While in edit mode, the size of the seating chart grid can be enlarged or magnified by **sliding the scroll tool** to the right.



- When in edit mode, a **Seating Chart Configuration** area will display.
- Select the desired Student Name Format.
- Select to sort alphabetically, if desired.
- Select if you want to see student photos, student ID's, gender and grade, etc.
- Select to show notifications and birthdays, if desired.

Seating Chart Configuration

Student Name Format

☒ **Always Alpha Sorted**

☒ **Show Student Photos**

☐ Show Student ID

☒ **Show All Day Attendance**

☐ Show Gender and Grade

☐ Show Current Mark

☐ Show Course

☐ Show Section

☒ **Show Notifications**

☒ **Show Birthdays**

Number of days notice

- **Continue to scroll down the page** to see more edit tools and the list of unassigned students in the class.
- In edit mode, you can set the location for the **front of the classroom** and set desired **Seating Chart Dimensions**.
 - Tip: Be sure there are enough rows and gray squares or 'seats' for unassigned students to be added. Use the chart dimensions area to add rows and/or columns for extra 'seats.'

Front Of Classroom:

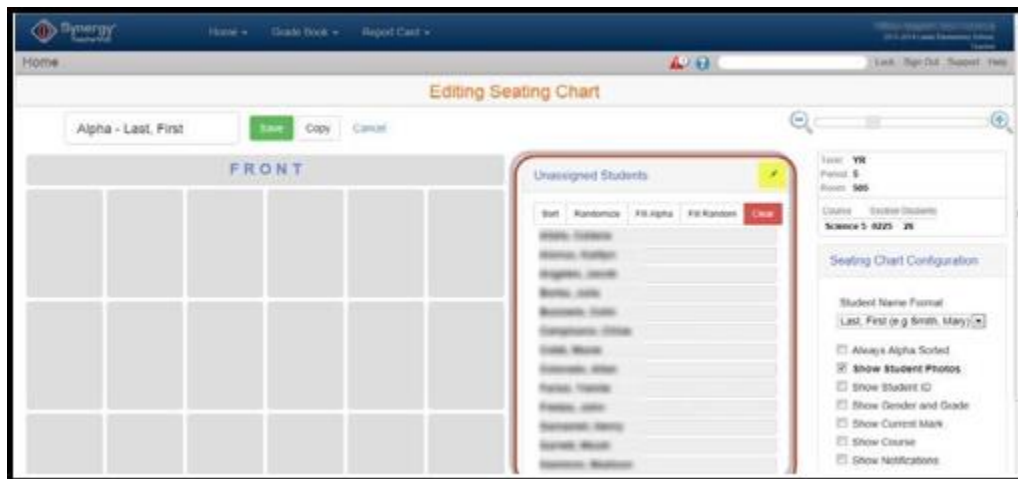
Seating Chart Dimensions:

6x5

- The **Unassigned Students** list will display at the bottom of the screen. Students in the list need to be added to the seating chart.

Unassigned Students

- The list of unassigned students can be moved around the screen, if desired.
- Add students to the seating chart by dragging and dropping their names on the grid. Or, click either the **Fill Alpha** button or the **Fill Random** button.
- Click **SAVE** when done.



Attendance Codes (Updated January 2021)

Title	Code	Type	Allow Teacher Entry	Excused or Unexcused
Codes Available in TeacherVUE & for Attendance Clerk				
No Code = Student is physically present in face-to-face class				
Virtual Present: Student is virtually present in remote live session; code counts as present in Synergy	VP	Positive	Yes	P
Absent - Reason Pending: Student is absent from both face-to-face AND remote live session	A	Unverified Absence	Yes	U
Tardy - Reason Pending: Student is tardy in face-to-face class. Tardy is unexcused pending excuse submitted to clerk	T	Unverified Tardy	Yes	U
Virtual Tardy - Reason Pending: Student is tardy to virtual live session. Virtual tardy is unexcused pending excuse submitted to clerk	VT	Unverified Tardy	Yes	U
Not Enrolled *Only available first week of school	NE	Non - Enrollment	Yes	

SY2020-2021 Attendance Procedures – Per Accountability (Updated January 2021)

Teachers will take attendance each school day based solely on how students are attending class that day, *regardless of the learning choice of each student*. This means that a face-to-face student who is attending virtually, regardless of the reason, should not be marked absent. **Teachers should not enter attendance on Wednesdays.**

TVUE Codes Description

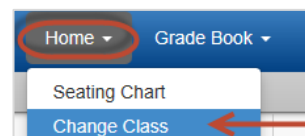
(blank)	Student is physically present in face-to-face class.
VP	Student is virtually present in remote live session (code counts as present in Synergy).
A	Student is absent from both face-to-face AND remote live session
T	Student is tardy in face-to-face class. Tardy is unexcused pending excuse submitted to clerk.
VT	Student is tardy to virtual live session. Virtual tardy is unexcused pending excuse submitted to clerk.

Goals & Rationale for Procedures

1. Encourage class participation from all students.
2. Encourage students to stay home when ill (or potentially ill).
3. Simplify the procedures for taking attendance for teachers.
4. Produce attendance records that clearly reflect who is physically on campus at any given time.

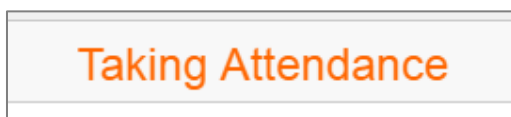
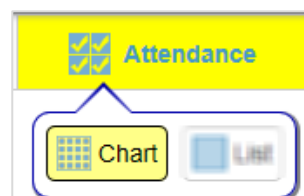
Record Period Attendance (Choose from 2 methods)

- Teachers can only take attendance for the **current school day**.
- If an attendance entry or edit for a prior day is needed, contact your school's Attendance PPO Clerk.**
- If you do not see the Attendance option, please speak with your school's scheduler to ensure that the section (class) has been set up as 'Included in Attendance.'
- Attendance must be taken, within the first 15 minutes of class, in each period of the day unless you are teaching a non-traditional class. During remote learning, attendance procedures may differ.**

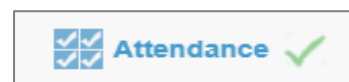


I. Take Attendance by Seating Chart

- Hover over **Attendance** & click on **Chart**
- The screen changes to 'Taking Attendance' mode.

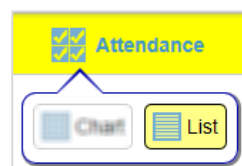


- Click on students' pictures (or picture area) to toggle through options of **virtual present, absent, or tardy**.
- Continue to click to remove posting if it was entered in error.
- Click **SAVE**. A message displays when attendance is saved.
- The screen will return to seating chart. Green check displays to show Attendance was taken.

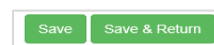


II. Take Attendance by List

- Hover over **Attendance** & click on **List**



- The list will default to the current school date.
- Click in the student's cell to toggle through options of **virtual present, absent, or tardy**.
- Continue to click to remove posting if it was entered in error.
- Click **Save** to continue marking attendance OR
- Save & Return** to complete and return to seating chart. Message displays when attendance is saved and green check displays.



- **Face-to-Face (F2F) students who are present can be left unmarked. If tardy, mark the students tardy.**
- **Effective January 2021, code any student attending a live remote session as VP (Virtual Present). If a virtual student is tardy, mark the student VT, virtual tardy.**

Tips for Customizing TeacherVUE Seating Charts

Custom seating charts are an easy way to visibly separate students on the chart within a period, for example by those attending face-to-face from remote learning. Teachers can create multiple seating charts.

The following document describes two options for separating face-to-face and remote students in the seating chart. Please note that taking **attendance by chart** will keep the students visually separated. Selecting the *list* option for attendance will continue display all the students scheduled in the class rather than just those in the custom chart.

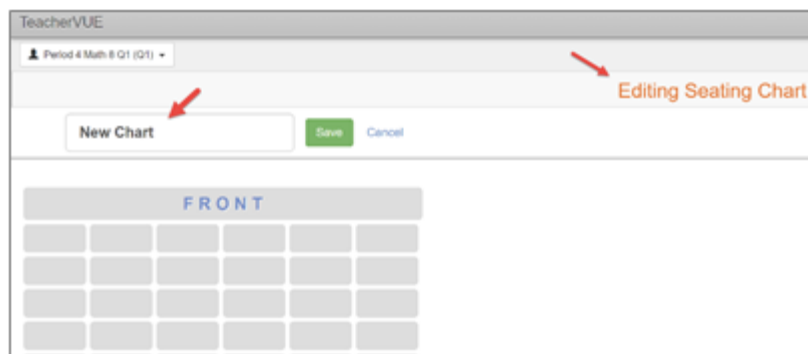
Option 1 – Creating a Custom Seating Chart

Using this option, teachers can create separate seating charts for students scheduled in the same period.

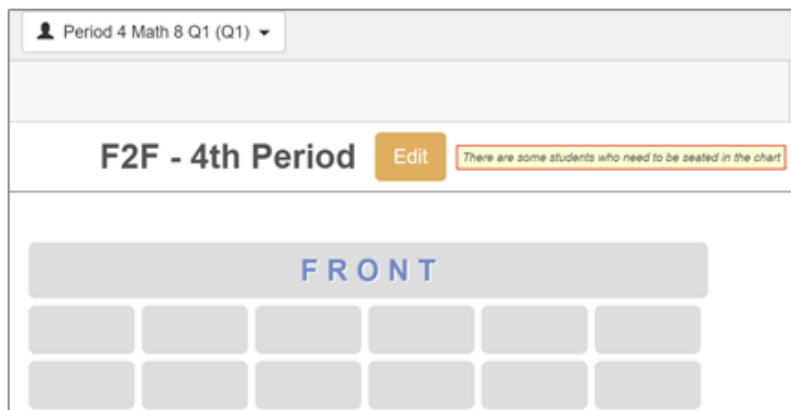
- New charts are added by **period**. Select the desired period to begin.
- In the seating chart, hover over **Charts** at the top of the screen and select **Add Grid**.



- The screen will change to **Editing Seating Chart** mode.
- 'Seats' or gray squares display on the screen.

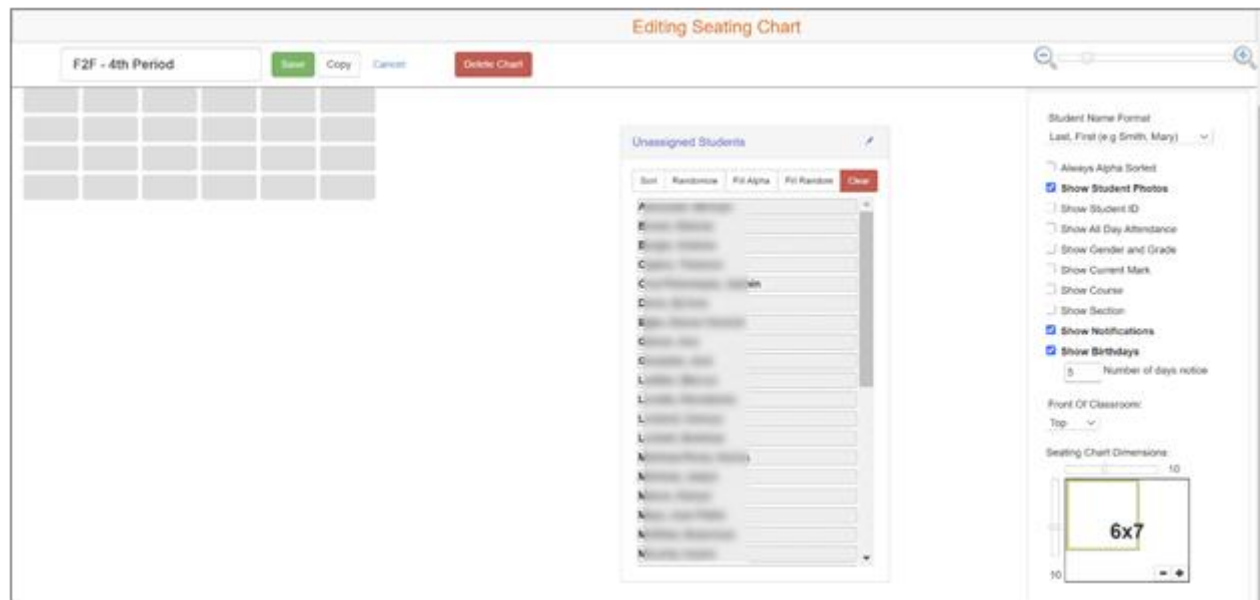


- Add a name for the new chart. For example, **F2F – 4th Period**.
- If the new chart is saved without adding student, the message displays that students need to be seated in the chart.

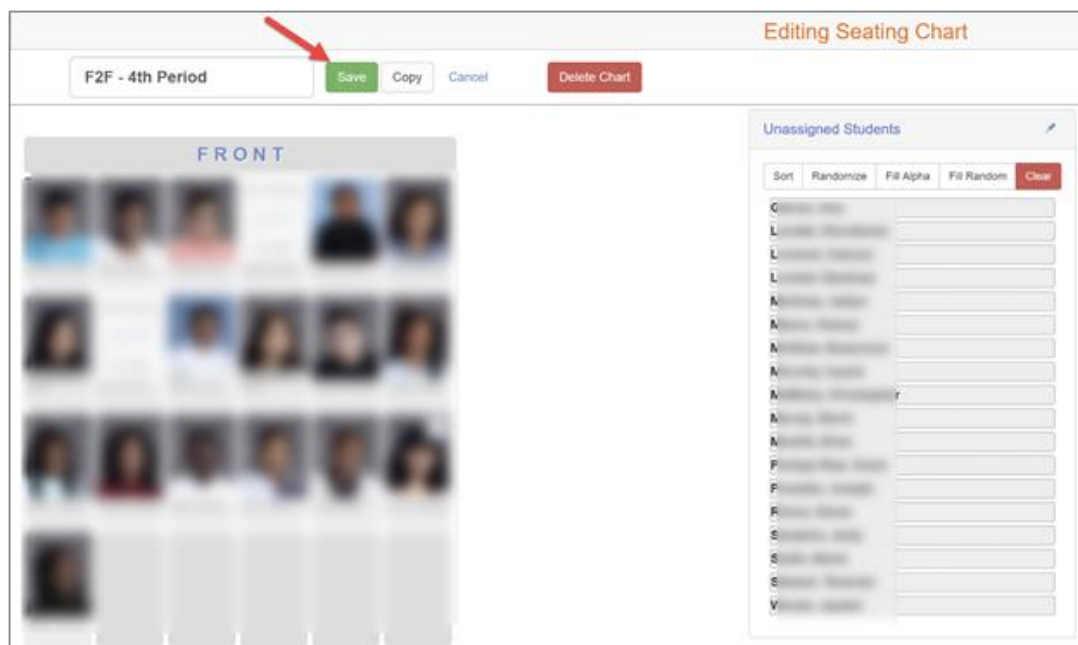


To continue editing the seating chart, click the **Edit** button.

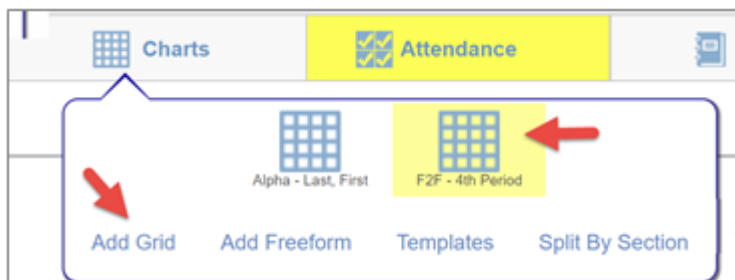
- In edit mode, teachers have the usual seating chart configuration selections and the ability to change the seating chart dimensions to add/remove columns and rows as needed.
- The list of Unassigned Students will display underneath the seating chart dimensions setting and can be moved around on the screen as seen in the screen shot below.
- Add students to a 'seat' or gray square by clicking their names and dragging it to the desired location.



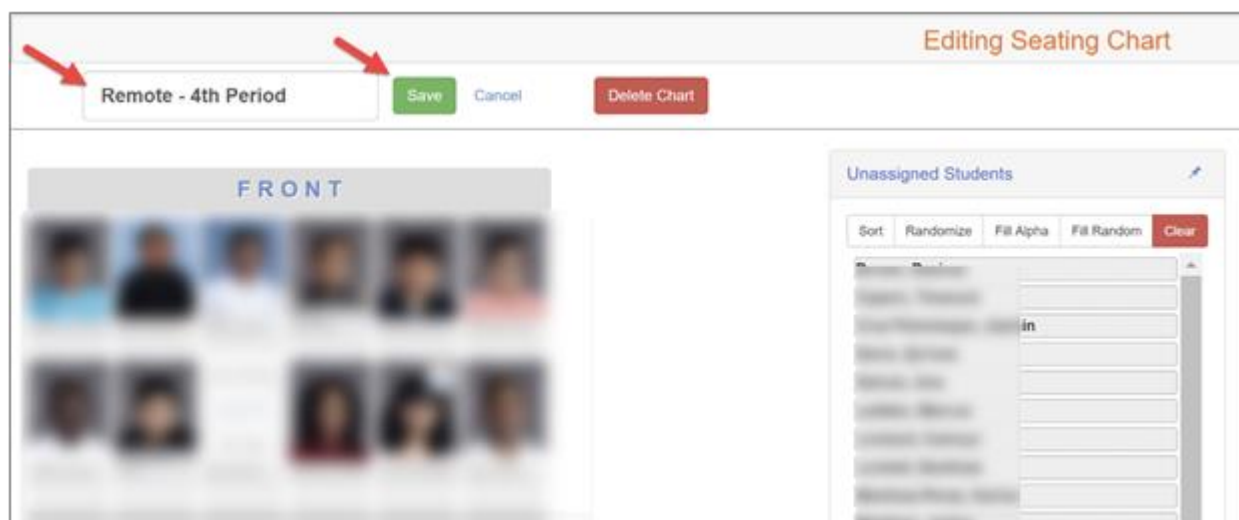
- If the chart is for face-to-face students, add only those names and leave the remote students in the unassigned list. Click **SAVE**.



- To access the face-to-face seating chart, confirm the correct class period is selected and hover over charts in the menu at the top of the screen. The new chart can be identified by the name. Click it to open the chart.
- To create a second chart for the remote students in the same period, click **Add Grid**.

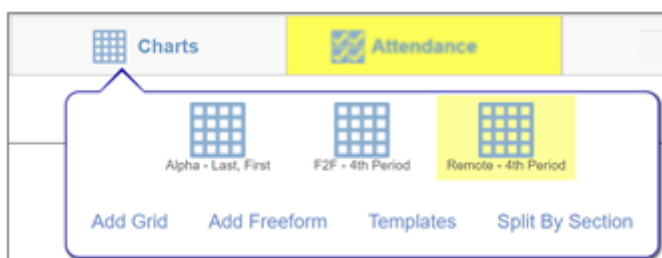


- Follow the same steps listed above using a new name. For example, **Remote – 4th Period**.
- Even though students were already added to the first chart, their names will display in the Unassigned List. Select the remote students' names to add them to the chart.
- Click **SAVE**.



How to Select a Seating Chart

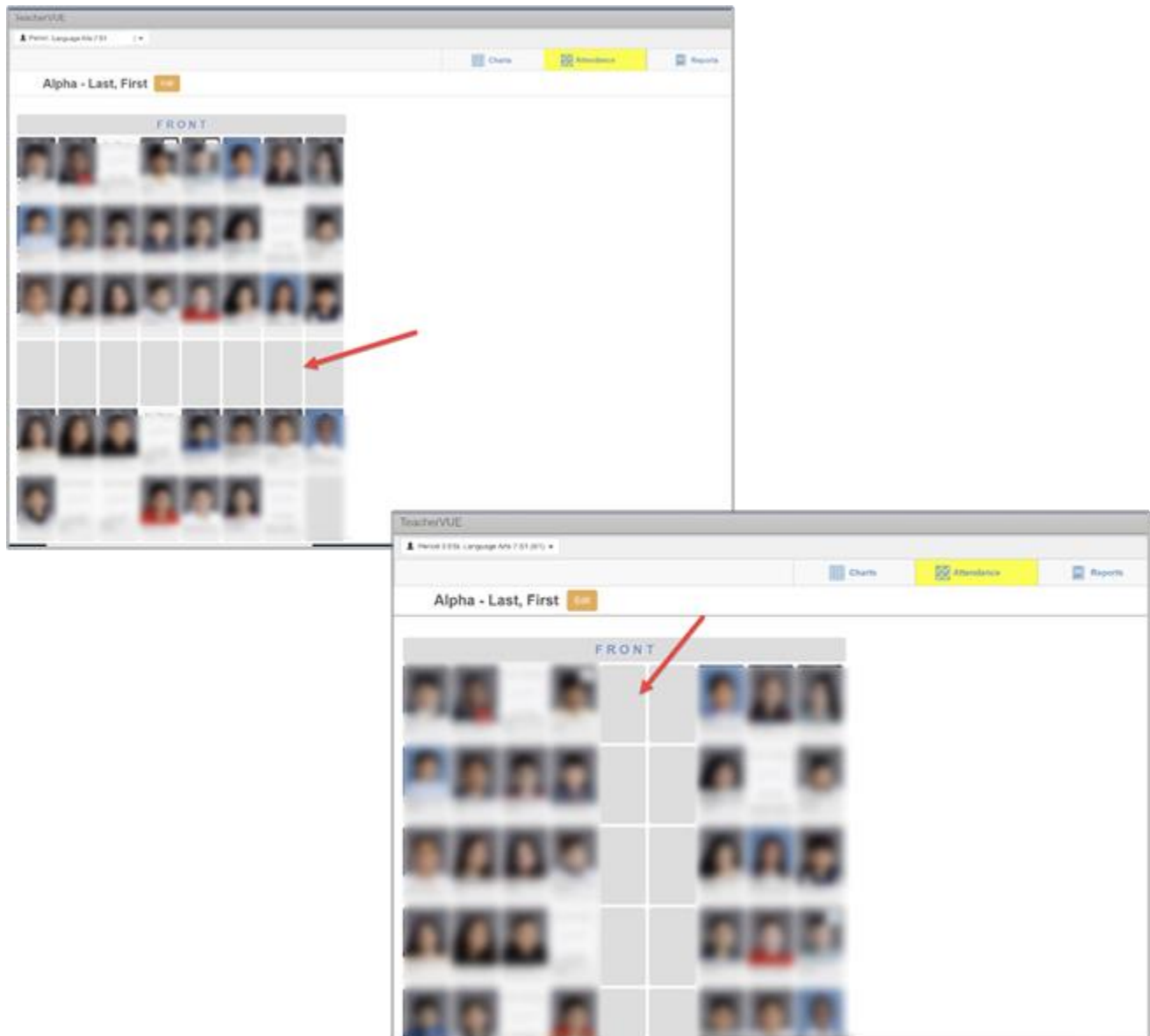
- The charts will display and can be identified by name under the Charts menu at the top of the screen. The chart currently selected to display will show with the yellow highlight.
- Teachers may continue to use the default, *Alpha – Last, First* chart at any time.



Option 2 - Editing the Default Seating Chart

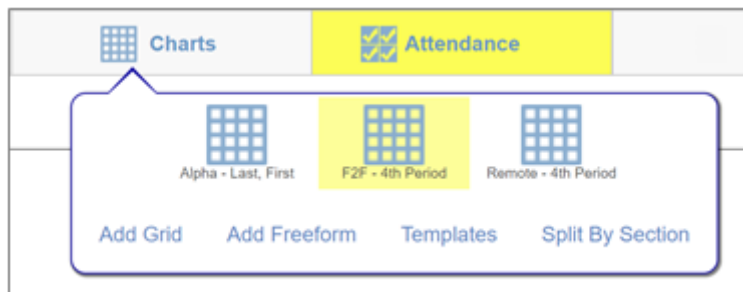
Using the default *Alpha – Last, First* seating chart, teachers can use the drag and drop process to group students separated by blank rows or columns.

- Click the **Edit** button and change to edit mode on the seating chart.
- Confirm the 'Always Alpha Sorted' option is NOT selected in the Seating Chart Configuration area.
- Select students and move them to different 'seats' or gray squares.
- Group face-to-face students together and remote students together.
- Leave one or two empty rows or columns between the groups.
- *When taking attendance, use the **chart** selection to keep the separation visible.* When the list option is used to take attendance, all the students display in the list.

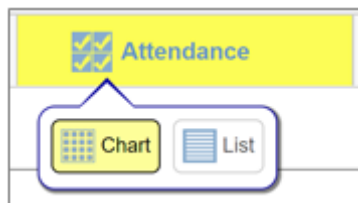


Taking Attendance on a Custom Chart

- Select the desired chart from the menu at the top of the screen.



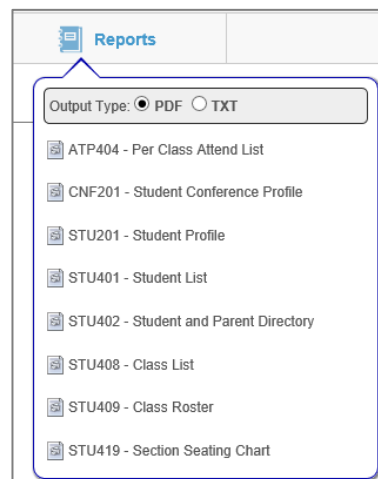
- When the chart displays, hover over Attendance and **select Chart**.
 - ***Selecting the list option for attendance will display all the students scheduled in the class rather than just those in the custom chart.***



- Click on students' pictures (or picture area) to toggle through options of absent or tardy. *Continue to click to remove posting if it was entered in error.*
- Click **SAVE**.
- If needed, change the period to select other custom charts to take attendance.

TVUE Reports & Student Detail Options

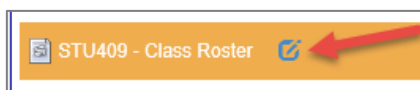
- Access TeacherVUE Reports from seating chart main screen.
 - Hover over **Reports**, in the menu at the top of the screen, to view a list of available reports.
 - Reports selected from this list will result in data for the **entire class**.
 - Select **Output Type** (PDF or TXT)
 - Click the name of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



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

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 **Sort/Output Tab** to select a different file type, for example Excel.
- Click the Print button at the top of the report 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.
 - Period Attendance Reports** default to the current day when using the interface. Therefore, edit the dates if information for the entire year or a specific date range is desired. Change additional parameters for different data results.
 - Class Lists**- Teachers may need to enter the section ID or period for the desired class.
 - Class Rosters for subs**- Teachers will enter the Start Date and number of weeks needed for the report. Substitute teachers will use this report to take attendance when the regular classroom teacher is absent.

Report Interface Sample A

Report ATP404: Period Class Attendance List

Print Save Default Reset Saved Default

Name: **Period Class Attendance List** Number: **ATP404** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Teacher

Students To Display

☐ Absent In Class, Show Class Attendance Only

☐ Suppress Phone Numbers

Period Selection

Beginning Period Ending Period Page Break By Period

1 10

Date

Start Date End Date

05/18/2018 05/18/2018

Absence Definition

Reason Type 1 Reason Type 2 Reason Type 3 Reason Type 4

Unverified Unexcused Excused

Absence Reasons

☐ Absent - Doctor/Dent ☐ Absent - Excused ☐ Absent - Late Bus ☐ Absent - Skip Class

☐ Absent - Student Ill ☐ Absent - Testing ☐ Absent - Unverified ☐ Absent-College Visit

☐ Absent-Fam Ill/Death ☐ Absent-Governmental ☐ Absent-Hazard Cond ☐ Absent-Hospital Ill

☐ Absent-Juvenile Crt ☐ Absent-Lft frm Clinic ☐ Absent-Religious Hol ☐ Absent-Sch Activity

☐ Absent-Un Make-up Wk ☐ Absent-Unexc: No Note ☐ Absent-Unexc: W/Note ☐ Home-based Instruct

☐ Hospital/Homebound ☐ In-School Suspension ☐ Limited Attendance ☐ Not Enrolled

☐ OSS-Attending School ☐ Out-of-Sch Suspend ☐ Tardy - Excused ☐ Tardy - Unexcused

Report Interface Sample B

Report STU409: Class Roster

Print Save Default Reset Saved Default Email Me

Name: **Class Roster** Number: **STU409** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Report Options

Start Date Weeks

10/16/2017

Teacher

Term Code

Period Begin Period End

1 5

Section ID

Blank Lines

☐ Allow extra lines to generate a new page

☐ Show Full Absence Code

☐ Hide Additional Staff

Include the following fields

☐ Signature Line

☐ Signature Text

☐ Grade Level

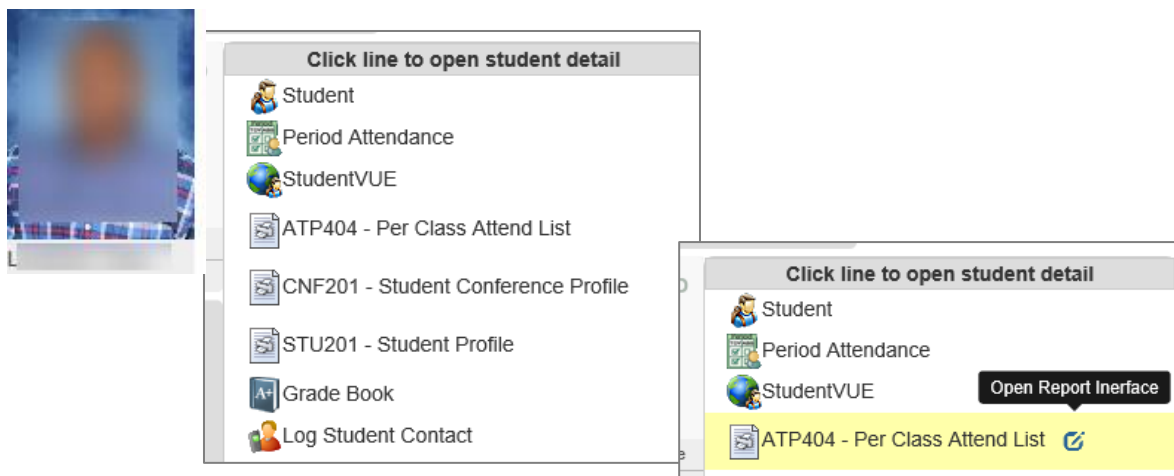
☐ Perm ID

☐ Phone Number

☐ Previous Absence Codes

☐ Legend

3. Left click on a student's picture (or picture area) to view the list of options for an **individual student**.



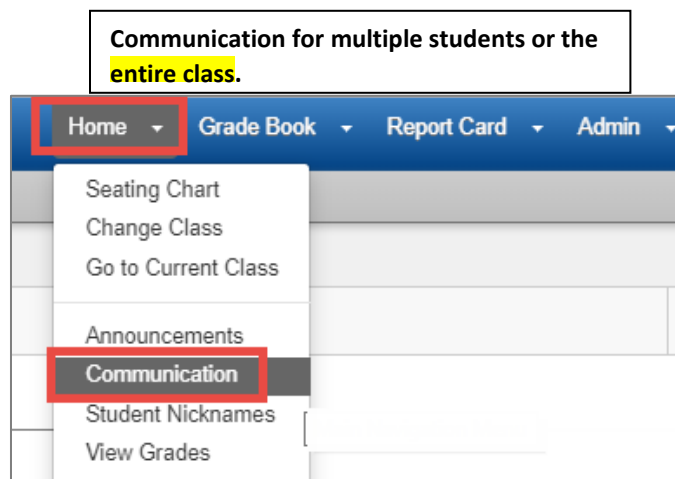
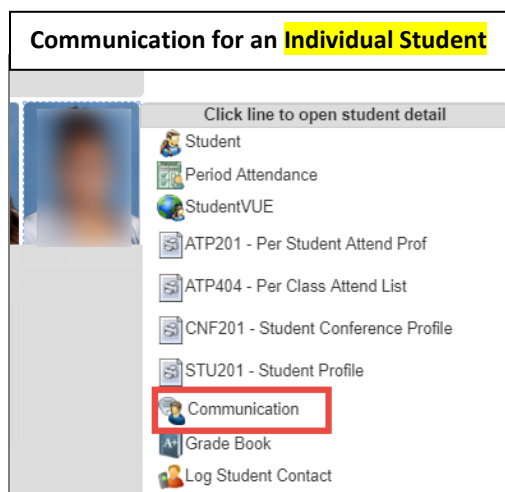
- Click one of the options to open the selected screen or to run the report for that individual student.
- **StudentVUE** gives teachers a view of what students see in StudentVUE.
- Click the icon to the right of a report name to open the report interface.
- If a report interface is selected for an individual student, the data for the student does not need to be entered, simply click the Print button at the top of the interface to run the report for that one student.
 - Period Attendance Reports will default to the current day.
 - Edit the dates and additional parameters, on the interface, for different data results

Report results display on the screen, possibly in a new tab, and can be saved 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 as a message in their StudentVUE account. A guide with detailed directions for sending communications is in the Synergy Help menu under [CCSD-MS > TVUE Attendance & Gradebook Guides](#).

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 several students/parents or entire sections, select the Communication link from the Home menu.



Grade Book Setup

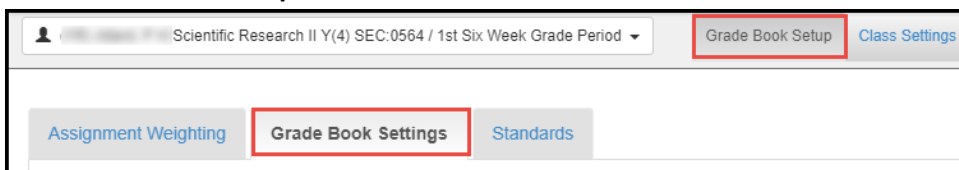
Important: Complete the following Grade Book Setup tasks **BEFORE** assignments and grades are added into the gradebook.

Collaborate with your department to use consistent Grade Book Settings, Assignment Types and Weights.

Reminder: If a new section (class) is created for a teacher after the beginning of a grading period, the teacher will need to follow the steps to set up assignment type weighting for the new sections.

Access Grade Book Setup

- Log-in to TEACHERVUE
- Mouse over **Grade Book** on blue bar at top of screen
- Select **Gradebook Setup**

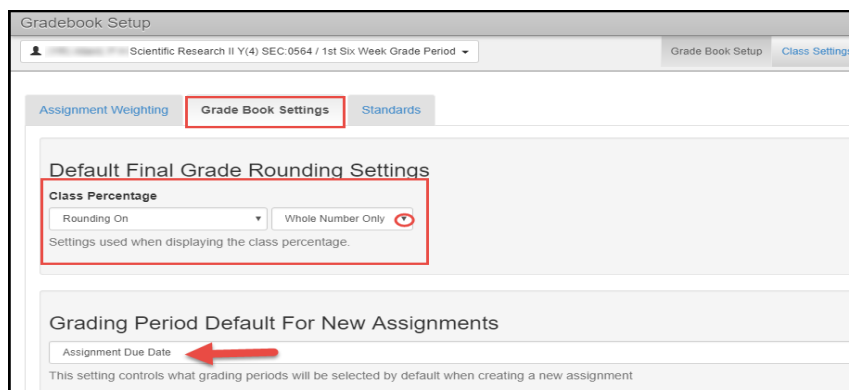


Gradebook Settings Tab

1. Final Grade Rounding Settings & Grading Period Default for New Assignments

Navigate to *Grade Book Setup/Grade Book Settings* tab

- a. Select – **Rounding On** and either **Whole Number Only**, 1 or 2 Decimal Place(s)
 - Use consistency with same departments



- Consider the following examples when making the rounding selection. In each example below, the student's class grade is on the bubble at **89.45%**, but the final calculation will differ depending on the rounding option selected:
 - **Whole Number Only** – Example: The grade calculation rounds to the nearest whole number. Gradebook, PVUE, and SVUE display **89.00%** and the student has a calculated class grade of **89**.

Continued on the next page.

- [1 Decimal Place](#) – Example: The grade calculation rounds up using only one decimal place. Gradebook, PVUE, and SVUE display **89.5% and the student has a calculated class grade of 90.**
- [2 Decimal Places](#) – Example: The grade calculation rounds up using two decimal places. Gradebook, PVUE, and SVUE display **89.45% and the student has a calculated class grade of 89.**
- b. Select **Assignment Due Date** – This setting controls which grading periods will be selected by default when creating a new assignment.
 - **It is important to select the setting so that assignments will display in the appropriate Grading Period(s) AND so the grades will be calculated cumulatively throughout the term.**
 - This setting allows for point-in-time grade capture for your report card grading periods. The grade average will be cumulative for each Progress to the end of each Quarter. The final grade in every Quarter grading period posts to report cards and transcripts. In Semester and Yearlong classes, the grades are cumulative through each period until the final grade averages at the end of the term to post to report cards and transcripts.
- c. Select **Teacher Type Defaults** used for class setting
 - 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.'
 - Decide to 'Only Show My Type,' or 'Add My Types to the District Types.'
 - *CTLS Assessments* is a District Type used on imported assignments.

Teacher Type Defaults

Which Assignment Types would you like to use?

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

This setting will be used as the default for all classes, but can be overridden for individual classes on the Assignment Weighting tab.

Assignment Types

Navigate to *Grade Setup screen > Assignment Types sub menu option*

- Establish **Assignment Types**. These Assignment Types are then available for all classes. Assignment Types will be chosen for individual class sections when Assignment Weighting is applied (instructions are described below).
- **TIP: Keep assignment type names at a high level. Use the actual assignment name for details about specific standards, modules, chapters, or lessons during the grading period.**


Synergy TeacherVUE

(Q1)
Language Arts 7 Q1(3) SEC:0398 / Quarter 1 ▾

Grade Book Setup
Class Settings
Assignment Types
Grade Book Comments


1. Create Assignment Types

If you already have assignment types in the gradebook from a prior year, you can use those same types again. Be sure to look for them as 'Hidden' or 'Secured' types and enable them, if desired. No need to create them again. See 'Options' button described below.

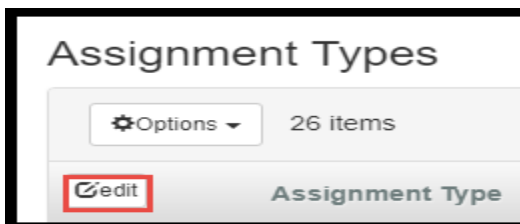
- a. On the Assignment Types screen, click the **New**  button to create new assignment types.
- b. Enter a name for the **Assignment Type**.
- c. Enter **Sequence** (determines order the type appears in new assignment list)
- d. Select **Yes** for Due Date (click on Yes & No to toggle selections.) **Select Yes so that the Due Date will be visible when adding/editing assignments.**



- e. Select a **Color Picker** for the type (recommended) to distinguish different types in the gradebook.
- f. Click **Insert** to add (or update) the new type to the gradebook or **Cancel** to return without adding the new type.



- Assignment Type names can be edited by clicking the **edit button** or hover the mouse in the edit column just to the left of the Assignment Type name.



- g. Click **Options** to show any hidden (deleted) types.
 - If any change is made to a 'hidden' type, it can be saved and used again.
 - Simply toggling the Due Date from Yes to No and **back to YES**, will enable the assignment so it can be Saved and used again in the gradebook.
 - If an assignment type is used and then later deleted, any assignment using that type will display in the gradebook with a 'Hidden Type' message. The assignments need to be edited and a different, weighted type associated so the grades will be included in the class calculation. If it was hidden by accident, unhide it.
 - *Assignment type names can be edited. It is best to run a grade book report prior to making significant assignment type changes to ensure grade calculations are not affected unless that is the desired result.*
 - *Note: Changing weights can affect students' grade calculations.*
- h. Assignment Types can be secured, if desired, by class or section. If a type was previously secured, the 'Hide' option can be changed to 'Show' so the type can be seen and used.

Continued on the next page -

- Click the 'Secure Measure Type' button for a given assignment type.

Assignment Type	Sequence	Due Date	Locked	Assignment Type Color Picker	Hide My Types
Formative	2	Yes	No	Formative	Secure Measure Type

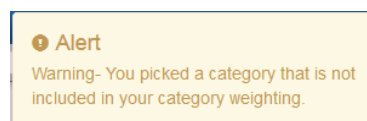
- Select a Default State if the same option is desired for all classes. Otherwise, select class settings individually by using the button to the right of the class name.
- When 'Hide' is selected for an assignment type, it will not display on the weighting tab or show as a selection on a new assignment for that class.
- Do not 'Hide' an assignment type that has weights applied or that is going to have weights applied for any of your classes.

2. Add Assignment Type Weights *(Required at the Beginning of Each New Term/Quarter)*

Grade Book > Grade Book Setup > Assign Type Weighting Tab

- Assignment Type weighting determines how much weight each type of assignment holds in calculating the final grade. The total weight of all the assignment types should add up to 100%. If weights are left at 0, each type of assignment will automatically receive an equal amount of weight. That is not the desired weight setup in middle or high school.
- Collaborate with your department for consistency.
- Assignment types weighting** should be set up PRIOR to adding grades on any assignments.

Note: After weighting has been applied, if an assignment type is selected on a new assignment that does *not* have weights applied for the class, the **Alert** message shown will display.



- 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.'

Gradebook Setup

Grade Book Setup | Class Settings | Assignment Types

Assignment Weighting | Grade Book Settings | Standards

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

Only Show My Types [v] Update

Use Teacher Default

Only Show My Types

Add My Types To The District Types

EOC for Required Courses: Assignment Type Weight Requirements

- End of Course, EOC- required classes must set up assignment type weights using the required 20% for the Assignment Type named simply, **EOC**.
- Limit the use of the EOC phrase to the one type that will be used on the one assignment, per class, to enter the exam scores.
- If an assignment type called EOC already exists, use it for any class requiring the EOC test.
- Apply the 20% weight for EACH section (class) that requires the EOC. These classes, in middle schools, are generally either Semester or Yearlong terms. If semester, the EOC weight will only be applied during Semester 2 when the exam is given.

3. Apply Same Weight Settings for All or Selected Classes

If desired, use the boxes at the bottom of the assignment type list to check the desired classes and apply weights the same for all or selected classes at once. **USE CAUTION and review carefully to ensure you are only selecting EOC-Required classes to add weights for the EOC assignment type.**

Also apply the above settings to the following classes:

Select All Classes: ☐

☐ (YR) Physical Science Y MS-HS(4) SEC:0

☐ (YR) Physical Science Y MS-HS(5) SEC:0

☐ (YR) Physical Science Y MS-HS(5) SEC:0

☐ (YR) Physical Science Y MS-HS(6) SEC:0

☐ (YR) Physical Science Y MS-HS(6) SEC:0

☐ (YR) Physical Science Y MS-HS(7) SEC:0

☐ (YR) Physical Science Y MS-HS(7) SEC:0

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

Gradebook Setup

Grade Book Setup | Class Settings | Assignment Types

Assignment Weighting | Grade Book Settings | Standards

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

Add My Types To The District Types [v]

Assignment Type	Weight (%)	Drop Scores	Default Points Possible	Display Color
CTLS Assessments	0	0	1.00	CTLS Assessments
EOC	20	0	1.00	END OF COURSE EXAM (EOC)
FORMATIVE	40	0	1.00	FORMATIVE
SUMMATIVE	40	0	1.00	SUMMATIVE

Scoring Method

Determine your gradebook scoring method: **Raw or Percentage**. Utilize only one method per gradebook.

The scoring method is selected on each assignment. Score Type selection details:

- **Raw Score:** Complete two fields on the new assignment
 - 1) Max Score: maximum point value of the assignment.
 - 2) Points: total point value of the assignment added to overall gradebook total value.
 Raw Score example: Max Score = 100 / Points = 100. The assignment is worth 100.
- **Percentage:** Complete one field on the new assignment
 - 1) Points: total point value of the assignment. The max value is always 100 on the percentage score type.

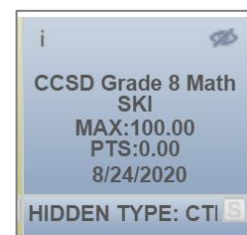
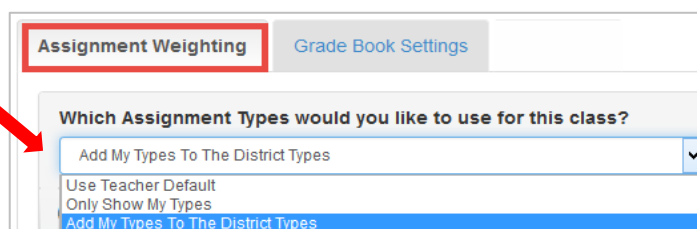
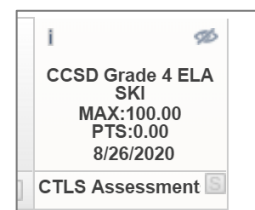
Note: Regardless of the scoring method you select, be sure to **remain consistent** with POINT VALUE throughout your gradebook. Be careful not to value an assignment as 1 point and another assignment as 100 points.

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.
- 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.

The screenshot shows the 'Assignment Settings' form. At the top right, there are 'Save Assignment' and 'Cancel' buttons. The form contains the following fields and sections:

- Assignment Name:** A text field containing 'Middle East Geography'.
- Date of Assignment:** A dropdown menu showing '8/20/2017'.
- Description:** A large text area for notes.
- Assignment Category:** A dropdown menu showing 'Normal'.
- Due Date:** A dropdown menu showing '8/20/2017'.
- Assignment Type:** A dropdown menu showing 'CTLS Assessments'.
- Score Type:** A dropdown menu showing 'Percentage'.
- Points:** A text input field containing '0.00'.
- Parent/Student Portal:** Two toggle switches, both set to 'OFF'.

Class Selection

Navigate to Grade Book Main. Select the **CORRECT TERM, CLASS & PERIOD** when adding or viewing assignments or to add grades (Progress 1, Quarter 1, S1, or Year – depending on the schedule.)

Do not select the EOC Grading/Mark Period to add an assignment. See below for details on how to create an EOC assignment.

Gradebook Main

(S1) / GSE Algebra IA MS-HS(3) SEC:0371 / Progress 1

Filters & Options

Terms
Q1
Q2
Q3
Q4

Class Focus
School Year: 2016-2017
School: Middle School
Teacher:

Periods
Progress 1 (Grading/Mark Periods)
Quarter 1 (Grading/Mark Periods)
Progress 2 (Grading/Mark Periods)
Quarter 2 (Grading/Mark Periods)

Period	Course	Section ID	Students	Term	Room	Att Taken
Q1 (08/01/2016 - 10/07/2016)						
3	GSE Algebra IA MS-HS	0371	9	S1	8E4	
3	GSE Algebra IA MS-HS	0381	17	S1	8E4	
4	Advanced Math 8 Q1	0373	12	Q1	8E4	
4	Advanced Math 8 Q1	0384	11	Q1	8E4	
5	GSE Acc Algebra IY/Geometry A A MS-HS	0377	8	S1	8E4	
5	GSE Acc Algebra IY/Geometry A A MS-HS	0388	21	S1	8E4	
6	Advanced Math 8 Q1	0374	13	Q1	8E4	
6	Advanced Math 8 Q1	0385	12	Q1	8E4	
7	GSE Acc Algebra IY/Geometry A A MS-HS	0378	4	S1	8E4	

Note: MS teachers teaching high school courses may have semester or yearlong classes instead of or in addition to quarter classes.

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 created by the district: **Late, Absent, Missing, Incomplete, and Exempt.**

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.

<div>Grade Book Comments</div>	Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
<div><div><div><div></div><div></div></div><div>Late</div><div>DISTRICT WIDE</div></div></div>	Late	1			No	L	No
<div><div><div><div></div><div></div></div><div>Absent</div><div>DISTRICT WIDE</div></div></div>	Absent	2			Yes	A	Yes
<div><div><div><div></div><div></div></div><div>Missing</div><div>DISTRICT WIDE</div></div></div>	Missing	3			Yes	M	Yes
<div><div><div><div></div><div></div></div><div>Incomplete</div><div>DISTRICT WIDE</div></div></div>	Incomplete	4			No	I	No
<div><div><div><div></div><div></div></div><div>Exempt</div><div>DISTRICT WIDE</div></div></div>	Exempt	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.

Teachers can add new comments or edit these five comments, if desired.

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.

Grade Book Comments

Options5 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. 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.

Grade	Comment	SEQ	Not Scored Value	Not Scored Value (Standards)	Penalty %	Missing Mark	Comment Code	Remove When Scored	Hide My Types
<div><div><div><div><div></div><div></div></div><div></div></div></div></div>	<div>Late<div>Scope</div>DISTRICT WIDE<div>Delete Date</div></div>	1				No	L	No	
	<div>Absent<div>Scope</div>DISTRICT WIDE<div>Delete Date</div></div>	2				Yes	A	Yes	
	<div>Missing<div>Scope</div>DISTRICT WIDE<div>Delete Date</div></div>	3				Yes	M	Yes	
	<div>Incomplete<div>Scope</div>DISTRICT WIDE<div>Delete Date</div></div>	4				No	I	No	
	<div>Exempt<div>Scope</div>DISTRICT WIDE<div>Delete Date</div></div>	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.

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
edited	Incomplete	4			Yes	I	No
	Exempt DISTRICT WIDE	5			No	X	No

- The name and sequence of a 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 is 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.

Confirmation Required

One or more comments being updated have been used. Click Save again if you would like to overwrite old comments to the new comments for this school year, otherwise click Cancel to prevent changes.

SAVE

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.

Edit	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	4			No	I	No
	Exempt DISTRICT WIDE	5			No	X	No

To Update an Edit or Remove *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	
	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

Options6 Items

SAVE

CANCEL

i 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.

<div>Credit</div>	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

Creating New Assignments

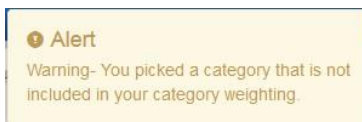
- a. From Gradebook Main click the New button.



- New Assignment view opens
- Enter **Assignment Name**
- Enter **Description**, if desired

- b. Select **Assignment Type**. All available types will display, but only use a type applicable to the class. This is especially important when using weights on assignment types.

*If an assignment type is selected that is not associated with weights, an **Alert** message will display.



- c. Add **Score Type** selection and details

- Select Percentage or Raw Score
- Enter Points or Max Score + Points

- d. Add additional assignment settings

- Enter **Date of Assignment** or click drop-down and choose from calendar
- Select **Assignment Category**
 - **Normal** counts points for assignment in both total points earned and total points possible for grade calculation.
 - OR
 - **Extra Credit** counts points for assignment in total points earned, but not total points possible.
 - OR
 - **Not for Grading** does not count points for assignment in either total points earned or total points possible.

- e. Enter the **Due Date** or click drop-down and choose from calendar

- As long as the teacher's gradebook setup is set to *Assignment Due Date*, as described earlier in the *Gradebook Setting Tab* chapter, the assignment will be placed in the appropriate grading periods.

- ***It is important to enter the assignment due date as a date within the correct grading period. When a new assignment is created, the due date defaults to the day the assignment is created.***
- ***Edit the due date as needed for accurate placement of the assignment.*** If a due date is not entered, the assignment entry date is used by default. (*Refer to the current year's CCSD Staff Use Calendar for the grading period dates.*)

Note: The Due Date is important and determines which grading periods will be selected automatically on the new assignment.

Date of Assignment
8/9/2018
Assignment Category
Normal
Due Date
8/9/2018
Parent/Student Portal
Show Assignment in Portal
<input checked="" type="checkbox"/> ON
Show only when scored
<input type="checkbox"/> OFF

Continued on the next page -

- f. The checks, on a new assignment, for the grading periods will be automatic when using the *Assignment Due Date* setting.

Quarter Middle Schools – Grading Period Checks on Assignments

QUARTER MIDDLE SCHOOLS								
Assignment Due Date by Class Term	Grading Period Checks on Assignments							
	P1	Q1	P2	Q2	P3	Q3	P4	Q4
Q1 due date during Progress 1	X	X						
Q1 due date during Quarter 1		X						
Q2 due date during Progress 2			X	X				
Q2 due date during Quarter 2				X				
Q3 due date during Progress 3					X	X		
Q3 due date during Quarter 3						X		
Q4 due date during Progress 4							X	X
Q4 due date during Quarter 4								X
S1 due date during Progress 1	X	X	X	X				
S1 due date during Quarter 1		X	X	X				
S1 due date during Progress 2			X	X				
S1 due date during Quarter 2				X				
S2 due date during Progress 3					X	X	X	X
S2 due date during Quarter 3						X	X	X
S2 due date during Progress 4							X	X
S2 due date during Quarter 4								X
Year-long due date during Progress 1	X	X	X	X	X	X	X	X
Year-long due date during Quarter 1		X	X	X	X	X	X	X
Year-long due date during Progress 2			X	X	X	X	X	X
Year-long due date during Quarter 2				X	X	X	X	X
Year-long due date during Progress 3					X	X	X	X
Year-long due date during Quarter 3						X	X	X
Year-long due date during Progress 4							X	X
Year-long due date during Quarter 4								X

- g. Select **Show in Parent &/or Student Portal** to show assignment details and grades in PARENTVUE and STUDENTVUE
- Click on **On/Off** to toggle selections.

Parent/Student Portal
Show Assignment in Portal
ON

- h. Select the **Sections Tab** to add the assignment to multiple sections (classes.)

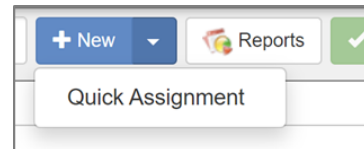
i. Select **Grading Periods Tab**

- Verify Grade Period for assignment. (The check is automatic and based on the Due Date of the assignment.)
- Only the EOC assignment will need to have a manual check placed in the EOC Period.

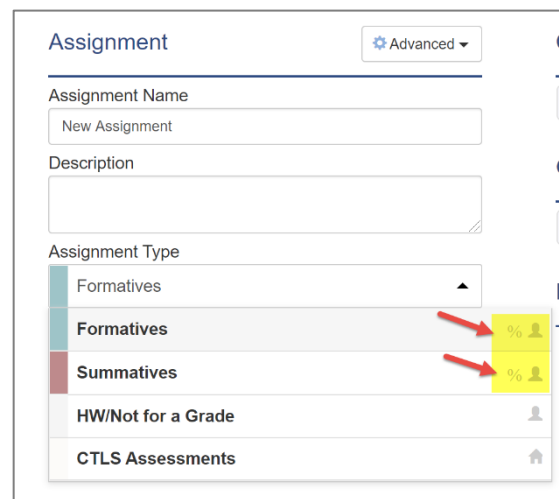
Creating New Assignments Using Quick Assignment

a. From Gradebook Main click the drop-down on the New button. Select **Quick Assignment**.

- Quick Assignment view opens
- Enter **Assignment Name**
- Enter **Description**, if desired.

b. Select a weighted **Assignment Type**.

- All available types will display.
- The weighted types, for the selected class, display the % sign.
- It is important to choose an Assignment Type that is weighted for the selected class.
- **If an assignment type is selected that is not associated with weights, the assignment will not count toward the students' class calculation.*

c. **Select Score Type** – use consistent score types within the class.

- Percentage – enter Points
- Raw Score – enter Max Score and Points

d. Enter Assignment Date and Assignment Due Datee. The Assignment *Due Date* determines the Grading Periods that are automatically checked on the assignment.

- If the teacher's gradebook setup is set to *Assignment Due Date*, as described earlier in the *Gradebook Setting Tab* chapter, the assignment will be placed in the appropriate grading periods.

Assignment Type	
Formatives	
Score Type	Points
Percentage	1.00
Assignment Date	Due Date
11/3/2020	11/3/2020

Assignment Type	
Formatives	
Score Type	Max Score
Raw Score	100.00
Points	100.00
Assignment Date	Due Date
11/3/2020	11/3/2020

- **Edit the due date as needed for accurate placement of the assignment.** A new assignment date defaults to the current date. **Ensure both the assignment date and due date are accurate.** (Refer to the current year's CCSD Staff Use Calendar for the grading period dates.)

Assignment form for Math 6 Q2(1) SEC:0212. The 'Due Date' is 11/3/2020. The 'Grading Periods' section shows 'Progress 2' and 'Quarter 2' selected.

NOTE: In addition, the Quick Assignments created for **Semester classes** or **Yearlong classes** will be checked for the appropriate Grading Periods, based on the Due Date, when the gradebook setup is set to **Assignment Due Date**.

Two screenshots of the Assignment form. The left screenshot shows a 'Tests' assignment for GSE Accelerated Geometry/Algebra II A(1) with 'Due Date' 8/31/2020. The right screenshot shows a 'Formative' assignment for GSE Algebra IY MS-HS(1) SEC:0138 with 'Due Date' 8/31/2020. Both screenshots have red boxes around the 'Grading Periods' section and red arrows pointing to the 'Due Date' field.

- f. For HS credit **EOC-required courses**, the EOC assignment requires a manual section for the EOC grading period. The Q4 period will be automatically selected.
 - a. Click the Periods dropdown (shown below at #1) and check **EOC**.

There should only be **ONE EOC assignment** created per required class.

See the next chapter, of this user guide, for more details about the EOC assignment.

Assignment form for GSE Algebra IY MS-HS(1) SEC:0138. The 'Assignment Type' is 'EOC'. The 'Grading Periods' section shows 'Quarter 4' and 'EOC' selected. The 'Due Date' is 5/3/2021. A red circle with the number 1 is next to the 'Periods' dropdown.

- g. Use the **Advanced** drop-down options to select **Normal or Not for Grading**. Assignments will default to Normal. Select **Parent/Student Portal** options.

The screenshot shows the 'Assignment' form. The 'Advanced' dropdown menu is open, showing options for 'Assignment Category' (Normal, Extra Credit, Not for Grading), 'Parent/Student Portal' (ON/OFF), 'Show in Parent/Student Portal' (ON/OFF), 'Show in Portal Date' (input field), and 'Show only when scored' (ON/OFF). The 'Assignment Name' field contains 'New Assignment'. The 'Description' field is empty. The 'Assignment Type' is set to 'Formatives'. The 'Score Type' is 'Percentage' and the 'Points' value is '1.00'. The 'Assignment Date' is '11/3/2020' and the 'Due Date' is '11/3/2020'.

- h. Select additional classes the Sections drop-down, if desired. The assignment will be added to the other classes' gradebooks when they are selected on the quick assignment screen.

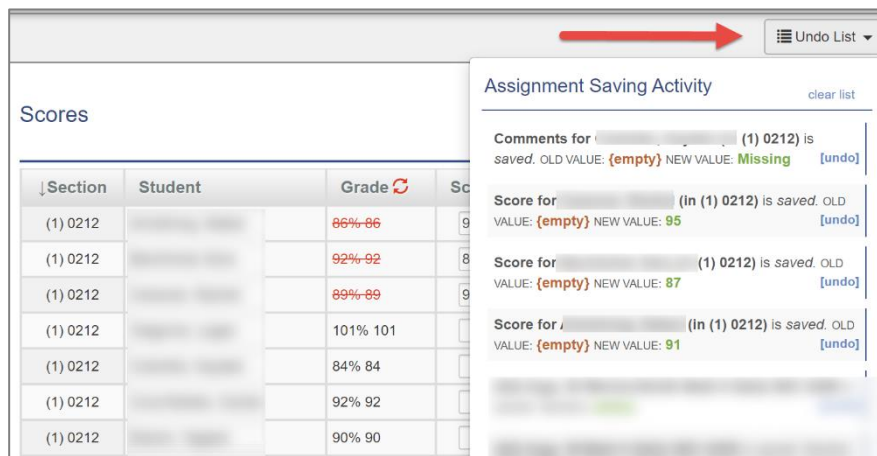
The screenshot shows the 'Classes' section with a dropdown menu open for 'Sections'. The dropdown shows 'Showing 1 to 4 of 4 entries' and lists four sections: (Q2) Math 6 Q2(2) SEC:0255, (Q2) Math 6 Q2(3) SEC:0296, (Q2) Math 6 Q2(4) SEC:0299, and (Q2) Math 6 Q2(5) SEC:0302. The 'Grading Periods' section shows 'Progress 2' and 'Quarter 2' selected.

- i. Students from the selected classes display in an alphabetical list grouped by section. Enter **scores, comments, and notes** in the columns provided.
- Click the **refresh icon** in the Grade column to update students' class calculation.
 - When entries are complete, even if all scores are not entered, click the orange button labeled **Return to Grade Book**.

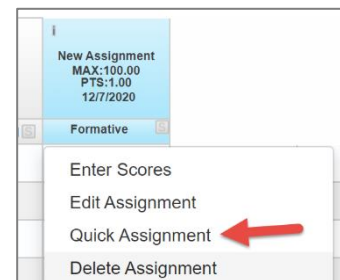
The screenshot shows the full Synergy TVUE interface. The 'Assignment' section is on the left, the 'Classes' section is in the middle, and the 'Scores' section is on the right. The 'Scores' section displays a table with columns for Section, Student, Grade, Score, Comment, and Notes. Red arrows point to the 'Grade' column (refresh icon), the 'Score' column, the 'Comment' column, and the 'Notes' column. The 'Return to Grade Book' button is visible at the bottom right of the Scores section.

Section	Student	Grade	Score	Comment	Notes
(1) 0212	A	66% 66	91		Public Notes Private Notes
(1) 0212	B	92% 92	87		Public Notes Private Notes
(1) 0212	C	69% 69	95		Public Notes Private Notes
(1) 0212	D	101% 101			Public Notes Private Notes
(1) 0212	E	84% 84	Missing		Public Notes Private Notes
(1) 0212	F	92% 92			Public Notes Private Notes
(1) 0212	G	90% 90			Public Notes Private Notes
(1) 0212	H	92% 92			Public Notes Private Notes
(1) 0212	I	90% 90			Public Notes Private Notes
(1) 0212	J	88% 88			Public Notes Private Notes

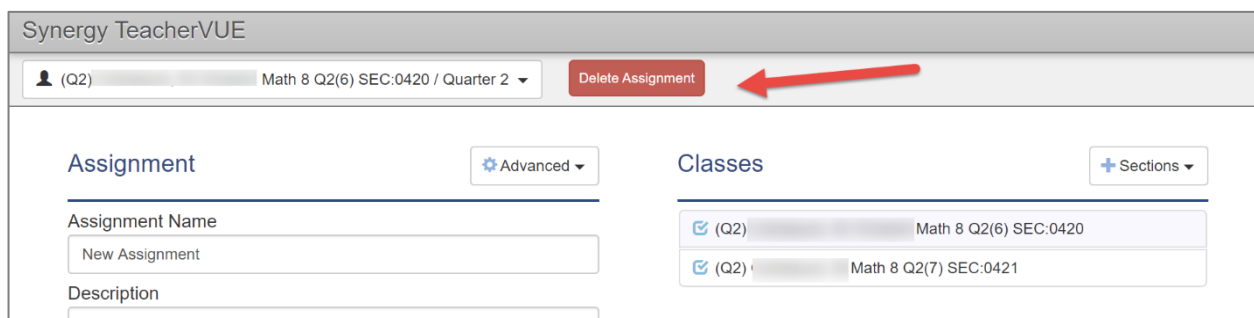
- j. Click the **Undo List** to view the activity on the quick assignment, and options to undo any saved entries.
- The *Undo List* only displays after an entry or change is made on the quick assignment screen.



- k. To access the quick assignment screen from the gradebook, click and select *Quick Assignment*.
- The same quick assignment view, listing all students and any scores, comments or notes already entered, will display.



NOTE: Returning to the gradebook will add the quick assignment even if all options were not selected or complete. The assignment can be deleted as usual from gradebook main, or on the quick assignment screen when the **Delete Assignment** option is visible.



EOC Assignment (End Of Course): EOC-Required Courses

Name the assignment **EOC** and use the **EOC Assignment Type**.

Do not use the phrase **EOC** for any other assignments.

- A single assignment should be created in the appropriate grading period that will be used to enter the EOC test grades.
- Enter the **due date** for the EOC assignment as a date within the correct grading period, as explained in chapter above, *Creating New Assignments*.
- Semester 2 EOC assignment will have a due date during Quarter 4
- Yearlong EOC assignment will have a due date during Quarter 4

In addition to the automatic grading period selection on the assignment, you must manually check the EOC grade period for the EOC assignment.

For example, on an **EOC-Required course**, create the assignment with a due date during Quarter 4, when the EOC test is given. It is important to create the assignment in the Quarter 4 grade book so the EOC grade will be included in the students' overall class calculation. The correct grading period check will automatically display for based on the due date.

Synergy TeacherVUE

(YR) GSE Algebra IY MS-HS(1) SEC:0138 / Quarter 4

Create the EOC assignment in the Quarter 4 grade book with the appropriate due date.

When creating the new EOC assignment, click on the *Grading Periods* tab and **MANUALLY CHECK THE BOX NEXT TO EOC.

This step is required so the EOC grade will display on the report cards and post to transcripts.

Standards Correlations Sections **Grading Periods** Resources

Apply the marks for this assignment to the following grading periods:

- ☐ Progress 1
- ☐ Quarter 1
- ☐ Progress 2
- ☐ Quarter 2
- ☐ Progress 3
- ☐ Quarter 3
- ☐ Progress 4
- ☒ Quarter 4
- ☒ EOC

SAVE Assignment.

Save Assignment Cancel

Save/Enter Scores

Save/Add Another Assignment

The EOC assignment should be the *ONLY* assignment that displays if EOC is selected from the Periods menu in Grade Book Main. This should *ONLY* occur for a course requiring the EOC test.

If a course does not require an EOC, DO NOT create an EOC assignment & DO NOT check the EOC Grading Period on any of the assignments.

If a class requires an EOC, in Grade Book main, there should only be ONE assignment created called simply **EOC**. Use this ONE assignment to record students' EOC test scores. The assignment must be created & display in the Quarter 4 gradebook since the assignment must count 20% of the students' overall grade calculation.

Synergy TeacherVUE

(YR) GSE Algebra IY MS-HS(1) SEC:0138 / EOC Filters & Options

Student	Grade	Missing	EOC
	80% 80	0	80%
	88% 88	0	88%
	90% 90	0	90%

EOC
MAX:100.00
PTS:1.00
5/3/2021

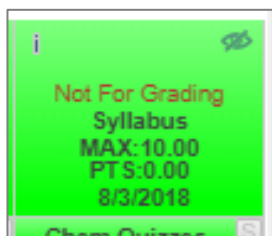
Assignments With Zero Points

Assignments may be created, with a zero-point value, for tracking students' assignments or grades on a task, but not with the intention of counting the assignment toward an overall class calculation.

Similarly, an imported CTLS Assessment assignment imports with a value of zero points. Teachers may want to keep the value at zero, so it does not count toward the students' class grade.

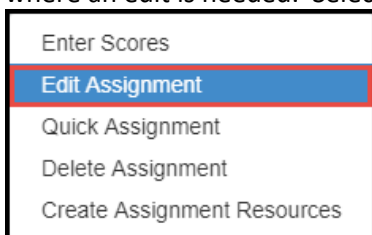
If the zero-point value is intentional, please select the option '**Not For Grading**' on the assignment so it will not display on administrative reports looking for assignments without points.

The assignment also can be hidden from PVUE/SVUE, if desired.

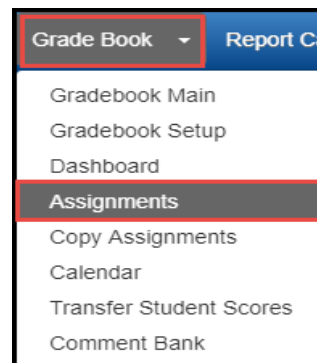


Editing Assignments

- To edit a single assignment (from **Gradebook Main**) left click on the name of the assignment where an edit is needed. Select **Edit Assignment** from the drop-down that will appear.




- To edit multiple assignments, use the **Assignments Screen** if desired.
 - Mouse over **Grade Book** on blue menu at top of screen.
 - Select **Assignments**. Assignments screen opens.

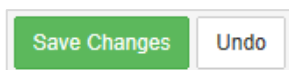


- To edit multiple assignments:
 - Check the assignments to be modified under **Action** column.

Assignments									
Grading Periods									
Correlations									
Action									
All									
Save Changes Undo									
Action	Assignment	Assign Date	Score Type	A.Type	Due Date	Max Score	Pts.Poss.	Category	Portal
<input type="checkbox"/> All			Percentage	Writing				Normal	<input type="checkbox"/>
<input type="checkbox"/>	American Dream Paragraph Drafts	02/16/2018	Raw Score	Writing	02/16/2018	10.00	10.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Analysis of 4 Freedoms Images	02/14/2018	Raw Score	Reading	02/14/2018	10.00	10.00	Normal	<input checked="" type="checkbox"/>

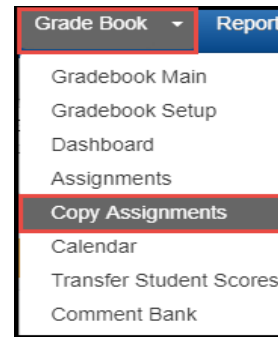
Edit options include:

- Edit **Assignment Name**
- Edit **Assign Date** or click field to locate assignment date on calendar
- Edit **Score Type** (only editable if no grades have been entered on the assignment)
- Edit **Assignment Type** using a selection from the drop-down
- Edit **Due Date** or click in field to locate assignment due date on calendar
- Edit **Max Score** (if raw score was used)
- Edit **Points Possible** for assignment. **Points Possible** is the amount of points assignment is worth in Grade Book
- Edit **Category** (Normal/Not for Grading)
- Use  if all assignments need to be changed
- Check **Parent Portal** to display assignment and grading information in **PARENTVUE**
- Click **Save Changes** or **Undo**
- Select **Grading Periods/Confirm**



Copying Assignments

1. Mouse over **Grade Book** on blue menu at top of screen.
 - Select **Copy Assignments**
2. Follow steps:
 - Select School Year
 - Class Type = Home Room (always make this selection)
 - Select a Class (to copy FROM)
 - **Use caution on EOC Assignment and for EOC-required classes.**



Copy From:

School Year	Class Type	Class	Period
2018-2019	Home Room	[Middle School] (Q1) Reading 8 Q1(1) SEC:0681	Progress 1

3. Select assignment(S)
 - Check box(es) to left of assignment(s) to copy in those selected assignments
 - Check All to select all assignments
 - Click Next

<input type="checkbox"/> All	Assignment	Points
<input type="checkbox"/>	week of 8/6 homework	1.0000
<input type="checkbox"/>	R.A.C.E. quiz	1.0000
<input type="checkbox"/>	week of 8/13 homework	1.0000
<input type="checkbox"/>	Theme Quiz	1.0000

4. Select class(es) to copy the assignment to
 - Select the class(es) to copy assignments to. Use the green arrow to fill down selections.
 - Review classes carefully for class name, period, section, and term (quarter/semester)
5. Edit assignment date(s) and due dates as needed.

Important: If copying to a new grading period or school year, you MUST edit the assignment dates appropriately.

Type in drop downs to quick search

Classes	Assignment	Assignment Date	Score Type	Assignment Type	Due Date	Max Score	Points Possible	Category	Portal
Select class(s) to copy assignments to									
Select class(s) to copy assignments to	participation	08/02/2019	Per	particip	08/02/2	100.00	1.00	No	<input checked="" type="checkbox"/>

- Select the option 'Copy Using Matching Grading Period.'

Important: If copying to a new grading period or school year, you **MUST edit the assignment dates appropriately.**

Periods

☐ Copy Using Individual Dates

☒ Copy Using Matching Grading Periods

☐ Copy to Specific Grading Periods

- Click Finish

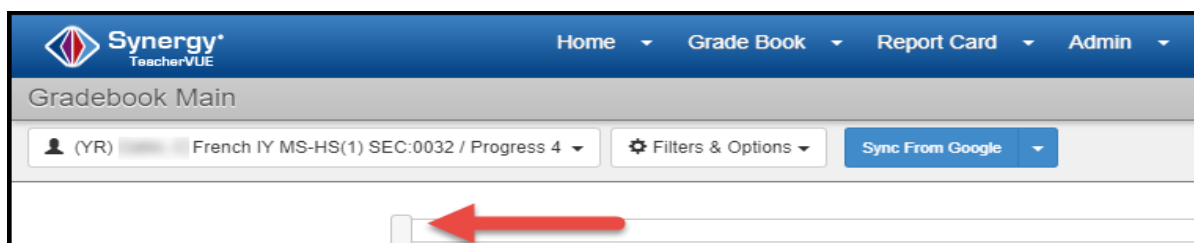
After assignments are copied, it is recommended teachers navigate to the Gradebook > Assignments screen. Click the Grading Periods Tab. Review the grade periods that are checked for the assignments to confirm all are correct.

Enter Scores (Grades)

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

- Enter scores in Grade Book (**Option 1**)

- Mouse over **Grade Book** & select **Grade Book Main** on blue menu at top of screen. Grade Book Main view opens.
- Locate the assignment on Grade Book Main where scores need to be entered
- Click the **scroll tool**, located below Grade Book Filters & Options, to scroll forward or backward through assignments if necessary.

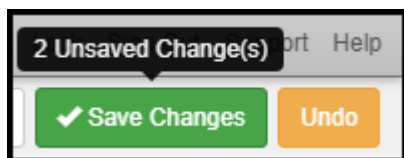


- Click in cell under assignment column for a specific student.

Light of a Different Color MAX:100.00 PTS:100.00 2/2/2018	Practical Applications of The MAX:100.00 PTS:100.00 2/6/2018	Light Waves Summative MAX:100.00 PTS:100.00 2/8/2018	Sound Waves Lab stations MAX:100.00 PTS:100.00 2/14/2018
Formative Assess	Formative Assess	Summative Assess	Formative Assess
0.00	0.00	72.00	100.00
0.00	0.00	96.00	100.00
100.00	100.00	84.00	100.00
100.00	86	92.00	100.00
0.00	0.00	96.00	100.00

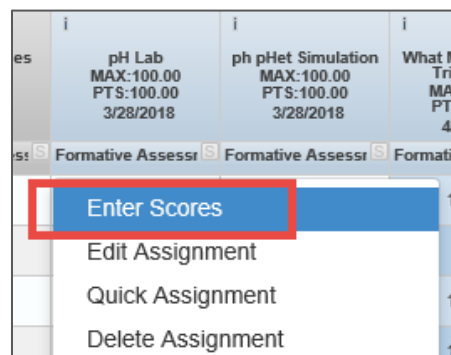
- Yellow highlighting helps locate the appropriate assignment and row.

- Enter the score 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. Enter Scores from **Enter Grade Book Scores** screen(**Option 2**)

- From Grade Book Main, click on an assignment column header for desired assignment and select **Enter Scores**. Assignment Score Entry view opens.



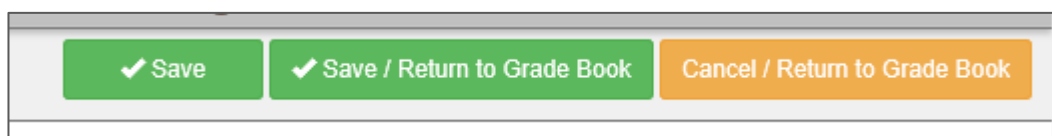
			pH Lab MAX:100.00 PTS:100.00 3/28/2018				
			<input type="checkbox"/> All	<input type="checkbox"/> All			
Student	Class Grade	Formative Assess	Exclude	Hide in Portal	Comment	Notes	
	80% 80	102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Public Notes	Private Notes
	88% 88	<input type="text"/> 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Public Notes	Private Notes
	96% 96	<input type="text"/> 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Public Notes	Private Notes
	99% 99	<input type="text"/> 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Public Notes	Private Notes

- Enter an assignment score in corresponding row for a student
 - If entered score exceeds 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 field or 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 Filters and Options

- The **Filters & Options** menu is an option in Grade Book main.
- Click the Filters & Options button located just to the right of the Class name.
- Options available include **showing dropped students**, showing student ID's, setting percentage for at risk students, **showing comment codes and total missing assignments**, showing an audit indicator, along with student and assignment sorting.
- Click **Done** to close the Filters & Options window.

Filters & Options

Search by Asgn Name

Filters

Assignment Date: All Dates

Assignment Types: Show All

Options

☐ Show Dropped Students

☐ Hide Class Grade

☒ Show Total Missing

☐ Show Grades By Type

☒ Show Comment Codes

☐ Assignment Note Entry

☐ Show Student ID

☒ Show Attendance on Due Date

☐ Show Audit Indicator

Show Comments:

Points

Analysis Bands:

[edit bands](#)

<< no bands >>

Row Size:

Large

At risk highlight scores percentage

50 % Update

Sorting

Sort Students by:

Last Name

Display Student Middle Name As:

None

Assignment Order:

Newest to Oldest

Summary Modes:

☐ Show Median

☐ Show Mode

DONE

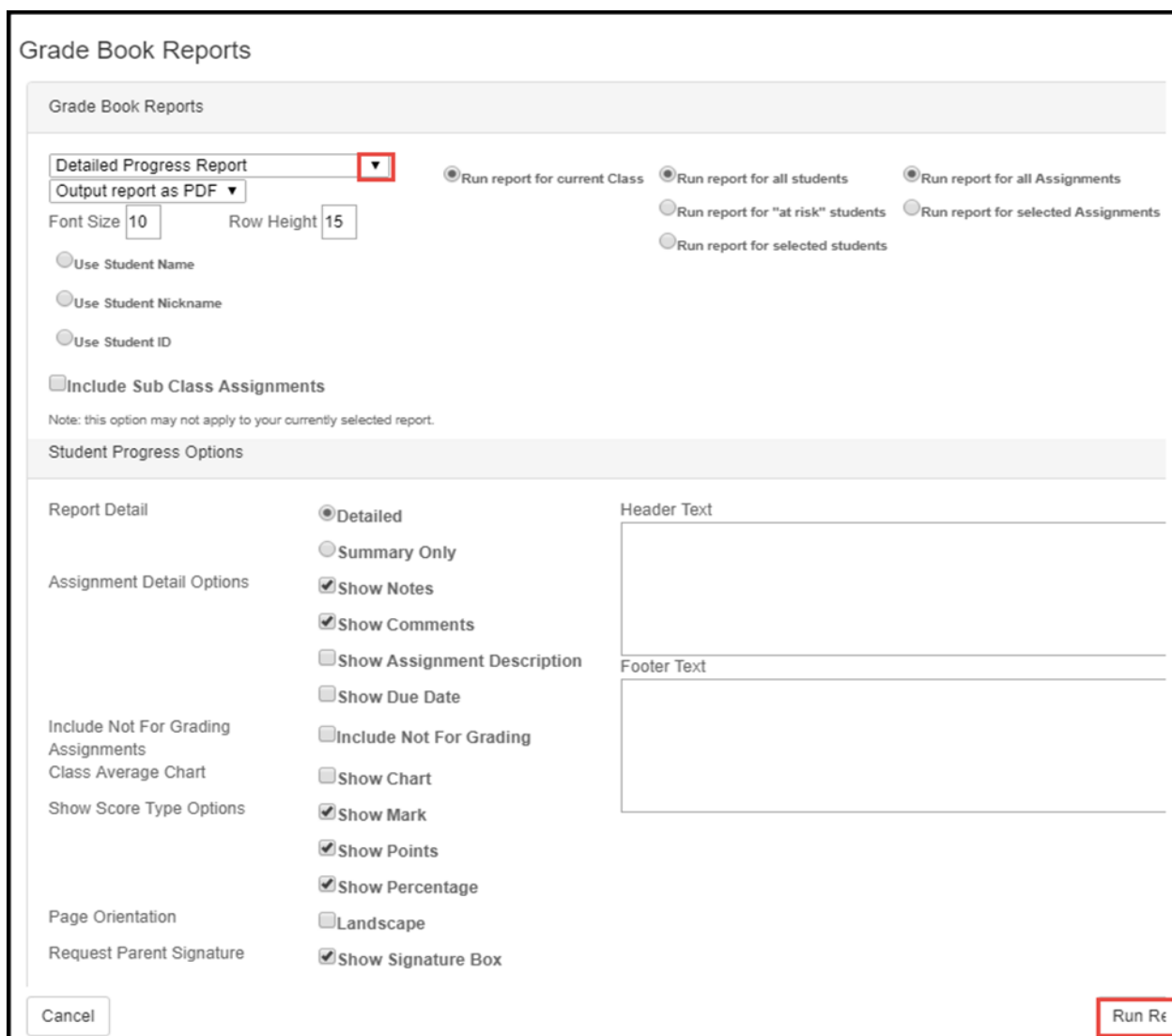
Grade Book Reports

1. From Grade Book Main, click on the Reports icon in the upper right section of the screen.



Search by Asgn Name + New **Reports** Save Changes Undo

2. The Grade Book Reports window will display. Several reports are available from the drop-down menu.
 - **Detailed Progress Report** (progress for selected class only)
 - **Summary Progress Report** (includes **all** classes for the student)
 - Tip: If dropped students are displayed in Gradebook Main, they will print as part of the class in Grade Book Reports.
3. Some report options allow for an Excel output. Click the **Output** drop-down to select.
4. Click **Run Report** at the bottom right of the window. PDF will display on screen.



Grade Book Reports

Grade Book Reports

Detailed Progress Report ▼

Output report as PDF ▼

Font Size 10 Row Height 15

☒ Run report for current Class
 ☒ Run report for all students
 ☒ Run report for all Assignments
☐ Run report for "at risk" students
☐ Run report for selected Assignments
☐ Run report for selected students

☐ Use Student Name
☐ Use Student Nickname
☐ Use Student ID

☐ Include Sub Class Assignments

Note: this option may not apply to your currently selected report.

Student Progress Options

Report Detail

☒ Detailed
☐ Summary Only

Assignment Detail Options

☒ Show Notes
☒ Show Comments
☐ Show Assignment Description
☐ Show Due Date

Include Not For Grading Assignments

☐ Include Not For Grading

Class Average Chart

☐ Show Chart

Show Score Type Options

☒ Show Mark
☒ Show Points
☒ Show Percentage

Page Orientation

☐ Landscape

Request Parent Signature

☒ Show Signature Box

Header Text

Footer Text

Cancel **Run Report**

Synergy Report Card Posting – Steps for Middle School Teachers

Complete Assignments and Ensure Grades are Accurate in Grade Book Main

Review every class to confirm all assignments and grades are entered and complete.

*****IMPORTANT NOTE***** DO NOT display dropped students when posting report cards. If a grading record exists, on the SIS side for the student, a grade WILL post to the report card. In the unlikely event that a posted grade for a dropped student is required, pay close attention to ensure that only the correct student is checked for posting on the Report Card > Student screen

Confirm Assignment Types match the correct Assignment Weighting for each class/section.

Navigation: **Grade Book → Gradebook Setup → Assignment Weighting Tab**

- The weights applied must total 100% for each class.

Confirm Setup for Grade Book > Grade Book Setup Settings Tab

Navigation: **Grade Book → Gradebook Setup**

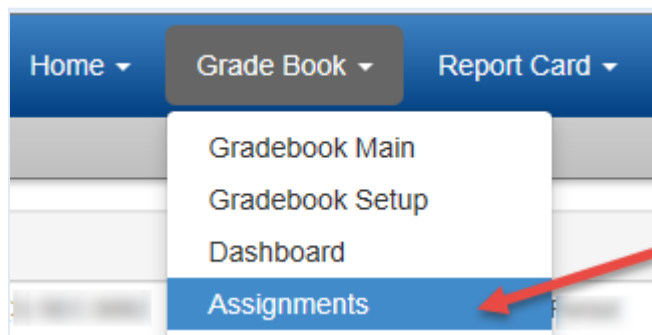
Click the Grade Book Settings tab

- Confirm settings are: Class Percentage: ***Rounding On and desired decimal place***
 - *Whole Number, 1 Decimal Place, or 2 Decimal Places*
- Grading Period Default For New Assignments: ***Assignment Due Date (REQUIRED setting for middle school teachers)***
 - ***If the Assignment Due Date setting is updated after assignments have been added to the gradebook, please carefully review the Assignment Screen > Grading Periods Tab to confirm assignments are checked for the correct grading periods. (Details described earlier in this guide.)***

The screenshot shows the 'Gradebook Setup' window with the 'Grade Book Settings' tab selected. The interface includes a navigation bar with 'Assignment Weighting', 'Grade Book Settings' (highlighted with a red box), and 'Standards'. Below the navigation bar, there are two main sections: 'Default Final Grade Rounding Settings' and 'Current Class Final Grade Rounding Settings'. The 'Default Final Grade Rounding Settings' section has a yellow background and contains 'Class Percentage' settings with dropdowns for 'Rounding On' (set to 'On') and 'Whole Number Only' (set to 'Whole Number Only'). The 'Current Class Final Grade Rounding Settings' section also has a yellow background and shows 'Class Rounding is ON' and 'Whole Number Only'. At the bottom, there is a 'Grading Period Default For New Assignments' section with a yellow background, showing 'Assignment Due Date' as the default setting.

Review Assignments

Select Grade Book → Assignments



- Review Assignments on the **Assignments** tab. Click the **Page Size** drop-down menu to display up to 50 assignments on the screen. Alternatively, click the **Next** button to go to the next page and view more assignments.
- The top row is the **header row**. It lists the Assignment Names, Score Types, the Assignment Types available, Due Dates on assignments, and displays Max Value and Points Possible for each assignment. The green arrows allow for easy fill-down if the assignments below need to be changed.
- Confirm a consistent score type was used on all assignments. (Raw Score OR Percentage, not both.)
 - The score type cannot be changed if grades have been entered for the assignment.
- Confirm the assignment types (A. Type) used are weighted types for the selected class.
- Review the Max Value and Points Possible for accuracy.
 - Some assignments may have mistakenly been saved with **zero** as the point value.

Assignments

Language Arts 6 Q1(1) SEC.0008 / Quarter 1

☐ Show All Periods

Page Size: 10 Assignments

Custom Assignment Sort

Previous Showing 1-10 of 13 Next

Assignments Grading Periods

Correlations Action

All Save Changes Undo

Action	Assignment	Assign Date	Score Type	A.Type	Due Date	Max.Val.	Pts.Poss.	Category	Portal
<input type="checkbox"/> All			Percentage	Projects & Tests				Normal	<input type="checkbox"/>
<input type="checkbox"/>	Self-Grade Times	8/1/2016	Raw Score	Classwork and E:	8/3/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Self-Grade Homework	8/1/2016	Raw Score	Quizzes	8/15/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Personal Narrative I	8/8/2016	Raw Score	Classwork and E:	8/26/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Personal Narrative II	8/11/2016	Raw Score	Classwork and E:	8/24/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ELA Diagnostic	8/15/2016	Raw Score	Projects & Tests	8/26/2016	100	100.00	Not for Grading	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Midpoint Presentation	8/24/2016	Raw Score	Projects & Tests	8/30/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Edmodo Response	8/26/2016	Raw Score	Classwork and E:	8/26/2016	25	25.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Black Death Cause	10/3/2016	Raw Score	Classwork and E:	10/4/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mid-Unit Benchmark	10/3/2016	Raw Score	Projects & Tests	10/4/2016	100	100.00	Normal	<input checked="" type="checkbox"/>

- Changes can be made directly on the Assignments screen. Click **Save Changes**.

The screenshot shows the 'Assignments' screen with the 'Grading Periods' tab selected. At the top, there are 'Correlations' and 'Action' sections. The 'Action' section has a 'Save Changes' button highlighted with a red box. Below this is a table with columns: Action, Assignment, Assign Date, Score Type, A.Type, Due Date, Max.Val., Pts.Poss., Category, and Portal. The table lists several assignments with their respective due dates and categories.

Select the Grading Periods Tab

Confirm the appropriate **Grading Periods** are checked for all assignments in each class. (Be sure all assignments display on the screen or click **Next** to view the next page if necessary.)

- When *Assignment Due Date* is the default setting for new assignments, the checks for the grading periods are added automatically. However, this setting must be set up BEFORE the assignments are created. (More information is found earlier in this guide.)
- If the assignments are not correctly checked, based on the assignment due dates, they can be corrected on the Assignment screen, Grading Periods tab which is shown below.
- If edits are made, click the green button, **SAVE GRADING PERIODS**.
- Page 25** shows the grading periods that should be checked based on term of the class and the due date of an assignment.

The screenshot shows the 'Assignments' screen with the 'Grading Periods' tab selected. At the top, there are 'Page Size' and 'Show All Periods' options. The 'Page Size' is set to 10 Assignments. Below this are 'Previous', 'Showing 1-10 of 11', and 'Next' buttons. The 'Grading Periods' tab is selected, and a red box highlights the 'Save Grading Periods' button. Below this is a table with columns: Assignment, Due Date, and two grading periods: Progress 1 and Quarter 1. The table lists several assignments with their respective due dates and whether they are included in each grading period.

Assignment	Due Date	Progress 1	Quarter 1
Syllabus Homework	8/15/2016	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included
Personal Narrative Graphic Organizer	8/26/2016	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included
Personal Narrative Final Draft	8/24/2016	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included
ELA Diagnostic	8/26/2016	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included
Webquest Presentations	8/30/2016	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included
Edmodo Response	8/26/2016	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included
Quickwrite #1	9/9/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/> Included
Unit 1 Study Guide	9/15/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/> Included
Fact/Opinion Quiz	9/16/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/> Included
Unit 1 Quiz	9/16/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/> Included

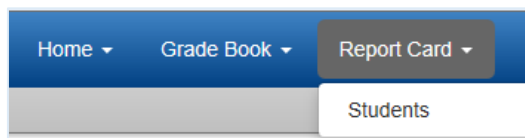
Assignment grades are cumulative throughout the grading period.

When the Grade Book Setup is set to *Assignment Due Date* for new assignments (see the Grading Periods checked on assignments table shown earlier in this document) the correct grading period will automatically be checked as new assignments are created.

If the Grade Book Setup is changed after assignments have already been added to the gradebook, review the assignments on the Grade Book > Assignments screen so the appropriate grading periods can be manually added, if needed.

Enter Conduct, Comments & Post Grades to Report Card

Select Report Card → Students



Click on **Edit Final Grade and Comments** for the grading period.

Note: The grading period options to post will change as the year progresses through Progress and Quarter Grading Periods.

- Posting grades to the report card during the Progress Periods is optional and is a local school decision. If the report card is not used as a progress report, teachers can print a Summary Progress Report to distribute to parents.
- **Posting grades to the report card at the end of each Quarter IS required.**

Grade Summary

Search Lock Sign Out Support Help

(Q1) Language Arts & Q1(1) SEC:0653 / Quarter 1

PRINT PAGE

Postable Periods ☒ **only show postable grading periods** Valid Posting Dates:

[✔ Post](#)

Post	Student	Grade Level	ABS	TDY	Edit Final Grade and Comments Quarter 1
<input checked="" type="checkbox"/> post	[Redacted]	Grade 08			100 Calc: 100 (100%)
<input checked="" type="checkbox"/> post	[Redacted]	Grade 08			84 Calc: 84 (84%)

The screen to enter conduct and comments and to Post grades will display (see below).

(1) Enter Comments and Conduct using the drop-down menu

- The green arrows allow for easy fill-down of the same selection, and then make any necessary changes to individual students' comments or conduct.
- If edits or overrides are needed, see page 8.
- If no overrides or edits are needed, and after all options are entered,

(2) Click Save Changes**(3) CLICK POST (wait until a message displays that grades have posted successfully.)**

Change to the next class using the Class drop-down menu. Repeat steps 1 – 3 for all classes.

Synergy TeacherVUE

Language Arts 8 Q1(1) SEC:0653 / Quarter 1

BACK TO REPORT CARD

Class

(Q1) Language Arts 8 Q1(1) SEC:0

Postable Periods Valid Posting Dates: 6/29/2017 through 1/13/2018

Save Changes Undo 10 Unsaved Change(s)

1

Student	Calc %	Current Grade	Final Grade	Comment 1	Conduct
Calculated Grade: 100	100	100		S1	S
Calculated Grade: 84	84	84		S1	S

Type	Code	Comment
Comments	N1	Consistent progress
Comments	N10	Late assignments
Comments	N11	Extra credit opportunity not taken
Comments	N12	Inconsistent concept identification

3

Post

Calculated Grades Over 100

If Edits or Overrides are needed on a final grade, select the appropriate choice from the steps below:

- To override a calculated grade, use the drop-down menu in the **Final Grade** column to select a new grade.
- **REQUIRED: Override any calculated grade that is greater than 100** by selecting 100 from the **Final Grade** drop-down. Calculated grades over 100 will not post to report cards or to transcripts.
- The rest of the students' grades will post, but the student(s) with the grade over 100 will not have a grade for that class.

Details

- When teachers post from the *Edit Final Grade and Comments* screen, calculated grades over 100 will not post. There is no notification that alerts the teacher of any unposted grades.
- Returning to the Report Card > Student screen, if a grade did not post then a message will display as the results: **Mark Not Valid** while other students show the score that did post to the report card.

Grade Summary

Postable Periods ☒ Only show postable grading periods Valid Posting Dates:

101
Calc: 101 (101%)
Last Posted: 12/7/2020 2:08 PM Last Post Results: **Mark Not Valid**

Post Student Grade Level ABS TDY Edit Final Grade and Comments

Quarter 2

Post	Student	Grade Level	ABS	TDY	
<input checked="" type="checkbox"/> All					
<input checked="" type="checkbox"/> Post		Grade 08			101 Calc: 101 (101%) Last Posted: 12/7/2020 2:08 PM Last Post Results: Mark Not Valid
<input checked="" type="checkbox"/> Post		Grade 08			83 Calc: 83 (83%) Last Posted: 12/7/2020 2:08 PM Last Post Results: Posted 83 [83]
<input checked="" type="checkbox"/> Post		Grade 08			85 Calc: 85 (85%) Last Posted: 12/7/2020 2:08 PM Last Post Results: Posted 85 [85]

- When teacher post from the Report Card > Students screen (shown above), and Alert will display in the top right area of the screen. The error will list invalid marks and the students' names.
- In the example shown, the teacher attempted to post a grade of 101 for a student.

Alert

An error has occurred during posting of your grades:

Invalid Mark '101' for student: [redacted],
[redacted] (F4D2381D-2EE9-44FB-83B9-DCFB1334168E)

When the teacher's **View Grades** screen is reviewed in TeacherVUE, all the grades posted except the students who had calculated grades over 100 that were not overridden.

TeacherVUE

Period 1, GSE Algebra IY MS-HS (YR)

Grades for: Quarter 2 Edit Return to Seating Chart

Student Name	Alerts	Marks	Options	Comments		
		Quarter 2	ABS	TDY	Conduct	Cmt 1
[redacted]						S1
[redacted]		83				S1
[redacted]		85				S1
[redacted]		90				S1

How to Override A Calculated Grade Over 100

From the Report Card > Students screen, click the button for Edit final Grade and Comments.

- To override the grades greater 100, click in the Final Grade drop-down and select 100.
- The gradebook calculated grade continues to display in the Calc % column.
- When the override selection is made, and appears in the Final Grade column, it will post to the report card instead of the calculated grade.

NOTE: PVUE and SVUE Grade Book Module will continue to display the calculated grade from the gradebook.

Click **Save Changes** (see the next page) when all override selections have been made.

Synergy TeacherVUE

Search Lock Sign Out Support Help

(Q1) Lang Arts 8 Q1(2) SEC:0221 / Quarter 1

BACK TO REPORT CARD

Class

(Q1) Lang Arts 8 Q1(2) SE

Postable Periods Valid Posting Dates:

Save Changes Undo 1 Unsaved Change(s) Post

Student	Calc %	Current Grade	Final Grade	Comment 1	Conduct
Calculated Grade: 103	103	103	100		
Calculated Grade: 80	80	80			
Calculated Grade: 86	86	86			
Calculated Grade: 81	81	81			
Calculated Grade: 62	62	62			
Calculated Grade: 71	71	71			

Type	Code	Comment
Comments	N1	Consistent progress
Comments	N10	Late assignments
Comments	N11	Extra credit opportunity not taken
Comments	N12	Inconsistent concept identification
Comments	N13	Not working to potential
Comments	N14	Participate in tutoring
Comments	N15	Improve study skills/habits
Comments	N16	Increase rehearsal time
Comments	N17	Increase home practice time
Comments	N2	Improve organization
Comments	N3	Incomplete work

- The highlighted message, **Teacher Edited Grade**, will display when a grade is overridden.
- The grade to post will display in the **Current Grade** column.
- Enter comments and conduct as required by your local school.
- When all entries are made and SAVED, click the Post button.**

Class

(Q1) Lang Arts 8 Q1(2) SE

Teacher Edited Grade

Postable Periods Valid Posting Dates:

Save Changes Undo Post

Student	Calc %	Current Grade	Final Grade	Comment 1	Conduct
Calculated Grade: 103	103	100		S1	S
Calculated Grade: 80	80	80		S1	S

Type	Code	Comment
Comments	N1	Consistent progress
Comments	N10	Late assignments
Comments	N11	Extra credit opportunity not taken
Comments	N12	Inconsistent concept identification

Changing Classes: Every Section (Class) Must be Posted

Change classes using the Class drop-down or the Class Focus menu and **repeat steps** for all sections (classes) until comments, conduct, and grades are **saved** and **posted** for all classes.

Synergy TeacherVUE

(Q1) | s Lang Arts 8 Q1(2) SEC:0221 / Quarter 1

Terms: Q1, Q2, Q3, Q4

Class Focus: School Year (2017-2018), School (Middle School), Teacher

Periods: Progress 1 (Grading/Mark Periods), Quarter 1 (Grading/Mark Periods)

Period	Course	Section ID	Students	Term	Room	Att Taken
Q1						
1	Language Arts 8 Q1	0653	10	Q1	C03	
1	Lang Arts 8 Q1	0202	10	Q1	C03	
1	Lang Arts 8 Q1	0212	10	Q1	C03	
2	Language Arts 8 Q1	0654	4	Q1	C03	
2	Lang Arts 8 Q1	0217	10	Q1	C03	
2	Lang Arts 8 Q1	0221	11	Q1	C03	
3	Lang Arts 8 Q1	0227	24	Q1	C03	
3	Language Arts 8 Q1	0656	1	Q1	C03	

BE SURE TO SAVE CHANGES AND CLICK POST FOR EACH CLASS.

IF GRADES ARE NOT POSTED, THEY WILL NOT APPEAR ON THE REPORT CARD.

*******CAUTION***** CAUTION***** CAUTION***** CAUTION*******

If any edits or additions are made in the gradebook, causing grade differences, **THE GRADES MUST BE POSTED AGAIN** for the updated grades to appear on the report card.

How To Clear An Edited Or Overridden Grade

If changes are necessary, or to clear edited or overridden grades:

1. Select **Clear Manual Score** from the drop-down menu.
2. **Save Changes.**
3. **REQUIRED:** Click the **Post** button to post all changes to the report card.

Class: (Q1) H ; Lang Arts 8 Q1(2) SE

Teacher Edited Grade

Postable Periods Valid Posting Dates: 6/29/2017 through 1/13/2018

Save Changes Undo 1 Unsaved Change(s)

Student	Calc %	Current Grade	Final Grade	Comment 1	Conduct
	103	100	Clear Manual Score		
Calculated Grade: 103					
	80	80	1		
			2		

Type	Code	Comment
Comments	N1	Consistent progress
Comments	N10	Late assignments
Comments	N11	Extra credit opportunity not taken

Posting Date/Time Message

The Report Card → Students screen will display the **Last Date/Time** posted and the grade posted for each student.

Edit Final Grade and Comments

Quarter 2

91

Calc: 91 (91%)

Last Posted: 12/7/2020 2:51 PM Last Post Results: Posted 91 [91]

Important End-Of-Year Posting Information & EOC Grades

During **Quarter 4**, the EOC will be visible on the Report Card > Students screen. **Middle Schools** only post EOC grades for high school classes that require an EOC during Quarter 4.

All EOC grades must be posted for them to appear on report cards and transcripts. After navigating to the Report Card > Students screen, EOC will be seen alongside the regular grading period. Exam grades that were entered on the EOC assignment will display in the EOC column.

If the EOC is not required for a class, the EOC grading period will still display on the Report Card → Students screen. No scores will appear (**N/A displays**) and can be ignored during the posting process.

Non-EOC classes should NOT have assignments or grades in the EOC grading period.

Quarter 4	EOC
89 Calc: 89 (89%)	N/A Calc: N/A (N/A)

At the end of the year, select the *Edit Final Grade and Comments* link **Quarter 4 grade period ONLY**. Do **NOT** select the link for the EOC period. EOC grades, for required classes, will post with the Quarter 4 grades. Even if the high school credit class is a Semester or Yearlong class, it will post with Quarter 4.

Grade Summary

Search

(YR) GSE Algebra IY MS-HS(1) SEC: 138 / Quarter 4

Postable Periods ☒ only show postable grading periods Valid Posting Dates:

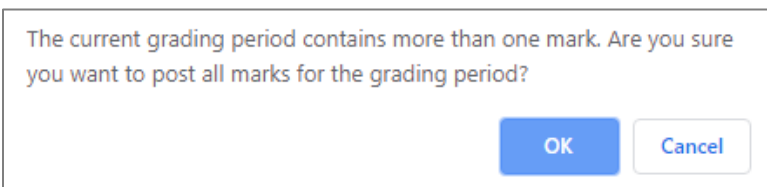
Post	Student	Grade Level	ABS	TDY	Edit Final Grade and Comments Quarter 4	Edit Final Grade and Comments EOC
<input checked="" type="checkbox"/> All						
<input checked="" type="checkbox"/> post		Grade 08			87 Calc: 87 (87%)	80 Calc: 80 (80%)
<input checked="" type="checkbox"/> post		Grade 08			85 Calc: 85 (85%)	88 Calc: 88 (88%)

Follow the steps provided, on the previous pages, to Enter Comments and Conduct using the drop-down menu.

Message When Posting for Quarter 4 Grades

When posting, at the end of the school year, teachers may see a message that the grading period contains more than one mark.

Click OK to proceed so the grades will post.

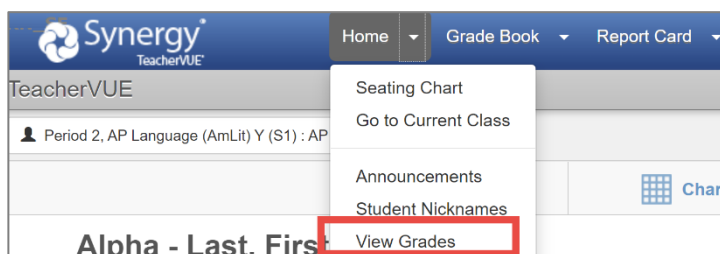


Review Grades in TeacherVUE on View Grades Screen

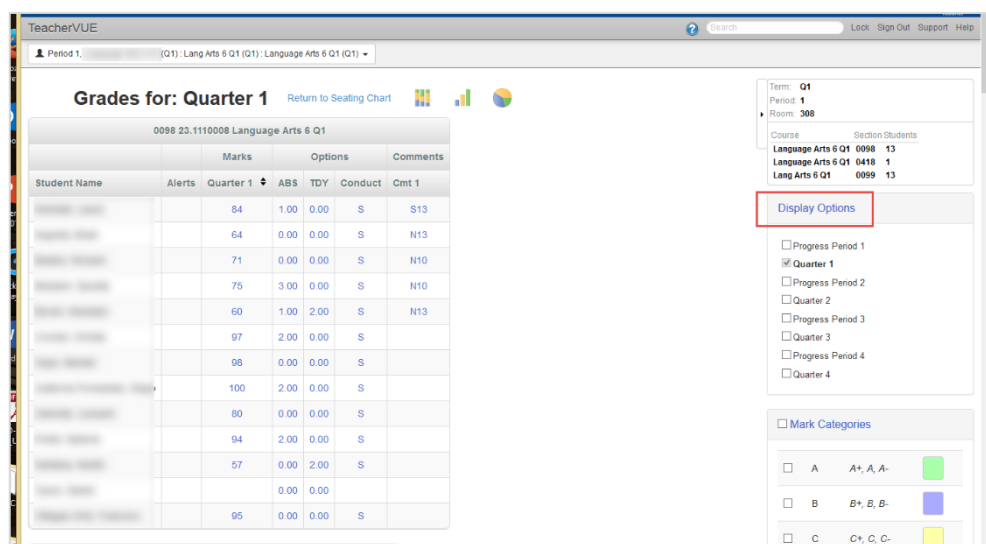
After all sections are posted, please review entries on the View Grades screen.

Select Home → **View Grades**

The View Grades screen will display.



- Review posted grades, comments, & conduct.
- If edits or additions are required, return to Report Cards → Students.
- Change the **Display Options**, if desired, by clicking the grading period boxes.



- Select **Home → Change Class**, or use the Class Focus window, to view a different section.
- **Repeat steps until all classes in all periods have been reviewed.**

Important Notes for Middle School Teachers

- Posting grades to the report card during the Progress Periods is optional and is a local school decision.
- If the report card is **not** used as a progress report, teachers can print a Summary Progress Report, from the gradebook, to distribute to parents. Currently the Summary Progress Report cannot be viewed in ParentVUE/StudentVUE.
- Posting grades to the report card at the end of each Quarter **is required** for every middle school class.
 - Enter **conduct** and **comments**, prior to posting, as required by your local school administration.
 - Click Save Changes after entries are made and prior to posting.
 - Be sure to click the **Post** button for each class to ensure the grades display on the report cards.
 - Grades for Quarter classes are transferred to the transcripts at the end of **each quarter**. Therefore, POSTING to report cards *for every class* is required at the end of the quarter grading period.

If scheduled at your location, Semester AND Yearlong classes' grades are posted to report cards every quarter.

- **Semester classes** post to transcripts at the end of Quarter 2 and the end of the year (Quarter 4), but they still need to be posted to the report card each grading period.
- **Yearlong classes** post to transcripts at the end of the year, but they still need to be posted to the report card each grading period.
- For any **high school course that requires an EOC**, add the exam grade to the EOC assignment created in the Quarter 4 gradebook. The assignment must be manually checked for the EOC grade period. The EOC score will post along with the class calculation at the end of Quarter 4.

Reminders

- 1** *If grade changes or additions are required on a report card, please return to the Report Card → Students screen (Edit Final Grade and Comments) make changes and click Save Changes. Then, **CLICK THE POST BUTTON TO POST CHANGES TO THE REPORT CARD.***
- 2** *Anytime changes are made in the gradebook, or on the posting screen, click the POST button again to update the report cards. Contact the gradebook manager at your school if grade changes are needed in a prior grading period.*
- 3** *It is recommended that each teacher save a copy of the Print Grade Book Report for all classes at the end of each grading period – after all edits/additions are complete.*

Print Grade Book - Grade Book Report

The Print Grade Book report can be run for a single class, for selected classes, or for all classes.

Grade Book Reports

Grade Book Reports

Print Grade Book

Output report as PDF

☐ Use Student Name

☐ Use Student Nickname

☐ Use Student ID

☐ Include Sub Class Assignments

Note: this option may not apply to your currently selected report.

☒ Run report for current Class

☐ Run report for all Classes

☐ Run report for selected Classes

Note: this option can take several minutes longer to execute.