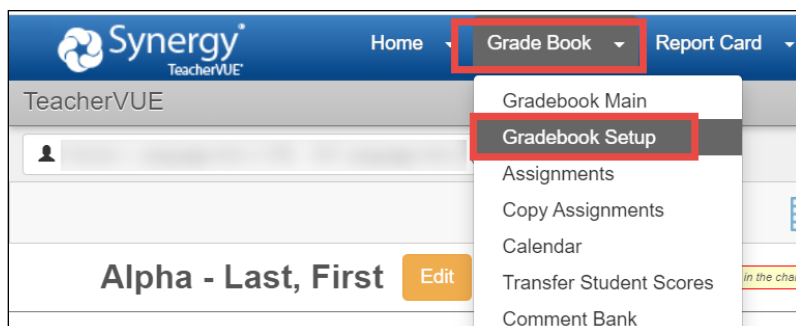


## MIDDLE SCHOOL TEACHERS: GRADE BOOK SETUP & NEW ASSIGNMENTS (Overview)

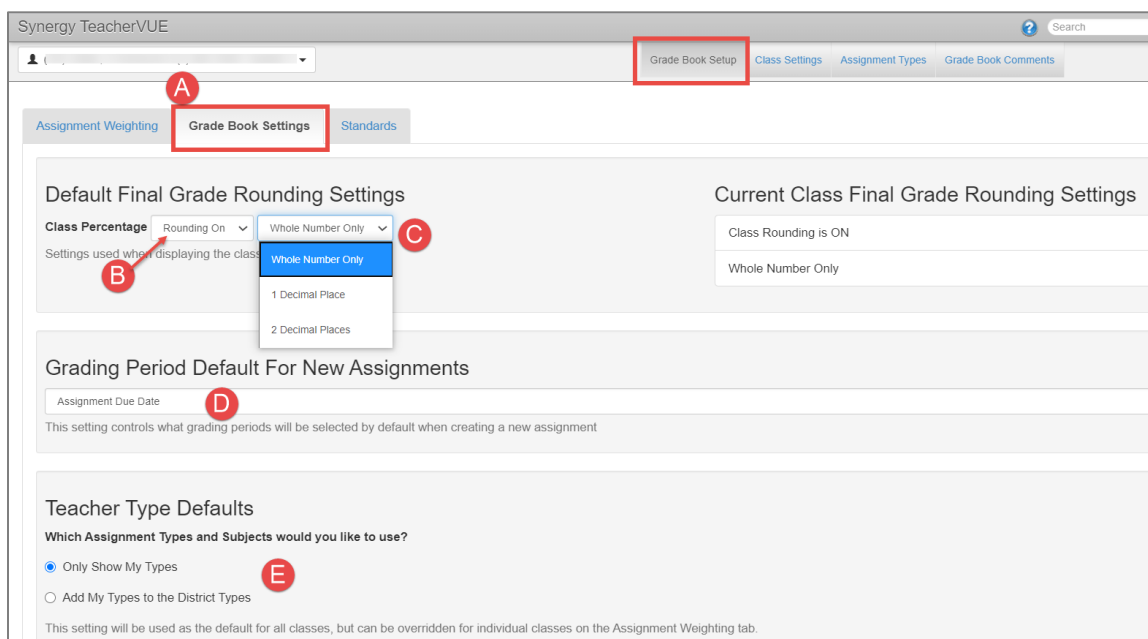
**Set the Grade Book Settings and Assignment Type Weighting before adding grades for the students.**

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



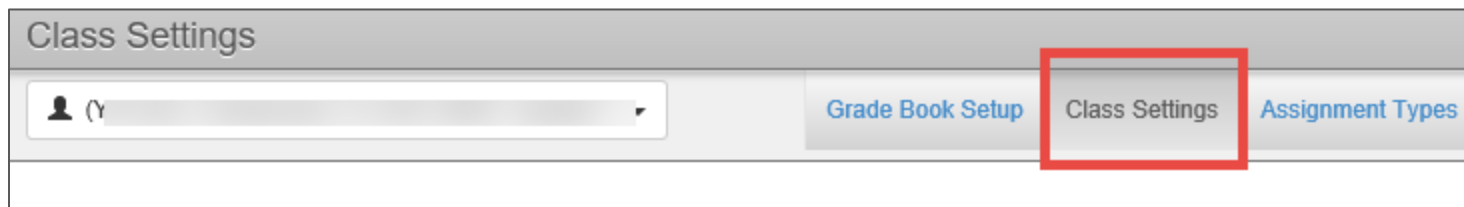
**Collaborate with your department &/or team to use consistent Grade Book Settings, Assignment Types, and Weights.**

2. When the Gradebook Setup screen displays, follow steps A – E described below.
  - A. Click the **Grade Book Settings Tab**
  - B. In the Final Grade Rounding Settings section, select **Rounding On**.
  - C. **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**.
    - **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**.
  - D. In the Grading Period Default For New Assignments section, select **Assignment Due Date**.
    - ✓ It is important to select this setting so that assignments will display in the appropriate Grading Period AND so the grades will be calculated cumulatively throughout the term.
    - ✓ This setting allows for: (1) point-in-time grade capture for your report card grading periods (you will see a separate grade average for Progress 1 & Quarter 1, Progress 2 & Quarter 2, etc.) and (2) cumulative, final grade averages at the end of each quarter to post to report cards, transcripts, and grade history.
  - E. Select an option in the Teacher Type Defaults section. Which Assignment Types would you like to use?
    - ✓ **Only Show My Types** or **Add My Types to the District Types**.



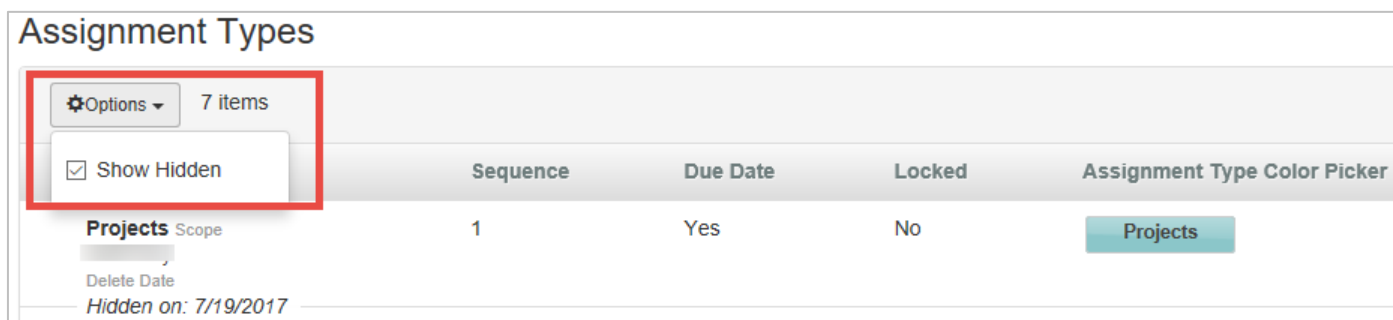
### 3. **Class Settings:**

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

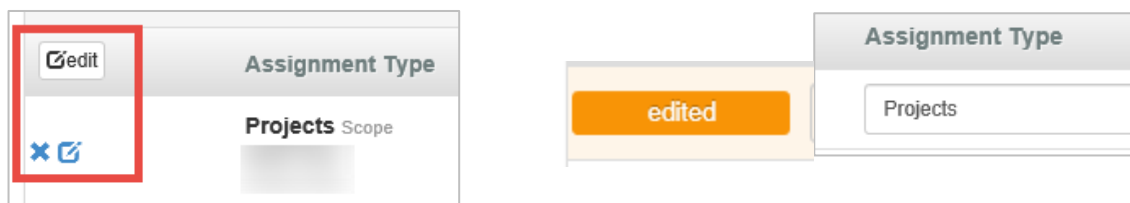


### 4. **Assignment Types:**

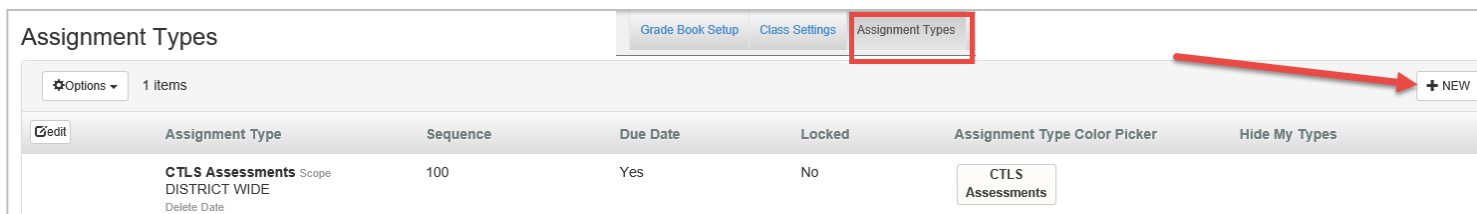
- Click the **Assignment Types** sub-menu. The District has created one Assignment Type, called *CTLIS Assessments*, which will display on this screen only if teachers select 'Add My Types to the District Types.'
- Returning teachers** should review existing types to decide if they will be used for the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



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



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



- Enter the **Name** of the new assignment type, enter the **Sequence** which refers to the order the type will appear in the list when creating a new assignment, **select YES for the Due Date option**, and select a custom color (**recommended**) so the assignment will be easily identified in the gradebook.
- Click the **INSERT** button when all options are set.

Assignment Types

Options 1 Items

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

New → Formative 1 Yes Default

INSERT CANCEL

**NOTE:** If the course requires an End of Course exam (EOC), create **one** assignment type named simply **EOC**.

- **DO NOT create an assignment type called EOC if you do not teach an EOC-required course.**

**TIP:** Keep assignment type names at a high level. Use the actual assignment name for details about standards, modules, chapters, or lessons during the grading period.

### 5. **Assignment Type Weighting:**

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

Synergy TeacherVUE

Home Grade Book Report Card Admin

Grade Book Setup Class Settings Assignment Ty

Assignment Weighting Grade Book Settings Standards

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

Only Show My Types Update

Use Teacher Default

Only Show My Types

Add My Types To The District Types

Assignment Type Weight (%) Drop Points Possible

Formative 0 0

- **Weights must total 100%** for each class (section). Collaborate with your school, department &/or team for consistency.
- **\*\*IMPORTANT:** Apply 20% assignment type weight for EOC-required courses.
  - If teaching both EOC-required & non-required, leave EOC assignment type weight at zero for non-required classes.
- Add **Default Points Possible**. If left at zero, the points will need to be added each time a new assignment is created.
- Click **Update** to save changes and additions made on the screen – see the next page.

Grade Book 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

Assignment Type	Weight (%)	Drop Scores	Default Points Possible	Display Color
CTLS Assessments	0	0	1.00	CTLS Assessments
EOC	20	0	1.00	EOC
Final Exam	0	0	1.00	Final Exam
Formative	20	0	1.00	Formative
Summative Reading	25	0	1.00	Summative Reading
Summative Writing	25	0	1.00	Summative Writing
Vocab	10	0	1.00	Vocab

## 6. Class Selection:

- Navigate to Grade Book Main and select the **CORRECT TERM, CLASS & PERIOD** for each class when adding or viewing assignments or to add grades (Progress 1, Q1, and Progress 2, Q2, YR, etc.).
- To select a class: Click a **Quarter** from the Terms column, click the desired **class** or course, and then click the desired **grading period** ( P1, Q1, P2, Q2, etc.) from the Periods column.

Gradebook Main

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

Filters & Options

Terms

Class Focus

School Year

School

Teacher

Periods

Period	Course	Section ID	Students	Term	Room	Att Taken
Q1 (08/01/2016 - 11/30/2016)						
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 IV/Geometry A A MS-HS	0377	8	S1	8E4	
5	GSE Acc Algebra IV/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 IV/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.

- During Quarter 4, a grading period called EOC will display.
- Do NOT select the EOC Grading/Mark Period to add an assignment.**
- Some middle school courses, for high school credit, require an EOC at the end of the year. See below for details on how to create an EOC assignment.

Periods

Progress 3 (Grading/Mark Periods)

Quarter 3 (Grading/Mark Periods)

Progress 4 (Grading/Mark Periods)

EOC (Grading/Mark Periods)

Quarter 4 (Grading/Mark Periods)

## 7. **Creating New Assignments:** Due Date Information for New Assignments

- A new assignment will be recorded in the grading period associated with the Assignment Due Date according to the chart shown on the next page.
- ***When a new assignment is created, the due date defaults to the day the assignment is created.***
- ***It is important to enter the assignment due date as a date within the correct grading period.***
- ***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.)
- *Assignments can be added to multiple sections at once by selecting them on the Sections Tab at the bottom of the new assignment screen BEFORE saving.*
- *Students' grades should be cumulative through the quarter, semester, or year – depending on how classes are scheduled at your school and the type of classes you teach.*

Date of Assignment	
8/13/2020	
Assignment Category	
Normal	
Due Date	
8/13/2020	
Parent/Student Portal	
Show Assignment in Portal	Show in Portal Date
<input checked="" type="checkbox"/> ON	<input type="text" value=""/>
Show only when scored	
<input type="checkbox"/> OFF	

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

8. **Grading Periods Check Marks for Assignments:** Quarter Middle Schools

The checks for the grading periods will be automatic when using the **Assignment Due Date** setting described in section 2.D. of this document. Confirm this setting was selected in Gradebook Setup before creating 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

9. **EOC Assignment (End Of Course):** **EOC-Required Courses Only**

*Name the assignment **EOC** and use the **EOC Assignment Type**. Do not use the phrase EOC for any other assignments.*  
A single assignment, per required class, should be created in the Quarter 4 grading period gradebook that will be used to enter the EOC test grades.

\*\*\*Enter the **due date** for the EOC assignment as a date within Quarter 4.

In addition to the automatic grading period selection (Q4) on the assignment, you must manually check the EOC grade period for the EOC assignment. See the next page.

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

Grade Book Assignment

(S2) / GSE Algebra IB MS-HS(3) SEC:1040 / 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**. SAVE Assignment.

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 3  
☐ Quarter 3  
☐ Progress 4  
☒ **EOC** ← **MANUAL CHECK**  
☒ Quarter 4

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 also display in the Quarter 4 gradebook since the assignment must count 20% of the students' overall grade calculation.

Gradebook Main

(S2) / GSE Algebra IB MS-HS(3) SEC:1040 / **EOC**

Student	Grade	EOC Test
	80% 80	80
	88% 88	88
	83% 83	83

End of Course Test  
 MAX:100.00  
 PTS:100.00  
 5/8/2017

## 10. Synergy Help Guides

Please refer to Synergy **Help** for more user guides and documentation. Guides are updated throughout the year, so please check often for new versions.

The Help link is located in the Synergy application in the top, right corner of the screen.

- NOTE: Fully expand the Internet browser window to see the entire help menu.

2019-2020

Lock Sign Out Support **Help**