COBB COUNTY
SCHOOL DISTRICT

Synergy™
Student Information System

KINDERGARTEN – THIRD GRADE ELEMENTARY TEACHERS
HOMEROOM & SPECIALISTS

SYNERGY GUIDE FOR ENTERING GRADES ON STANDARDS BASED DIGITAL REPORT CARDS AND ENTERING YEAR-END FINAL GRADES

2020 - 2021 VERSION 1
SEPTEMBER 2020

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Contents

Standards-Based Report Card Grade Entry

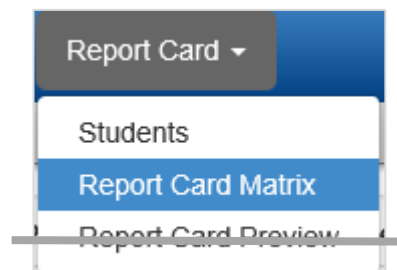Note: K-3 Teachers cannot generate progress reports in Synergy.

Report Card Matrix

Navigation: Synergy → Report Card → Report Card Matrix

K-3 teachers will <u>not</u> utilize the Report Card Preview screen.

The Report Card Matrix screen will open.

Confirm you are in the Homeroom class.

1. The selected class will display at the top, left side of the screen and includes the teacher's name and the name of the class. '*Homeroom*' will be seen when the class is selected.
    a. If Homeroom is not selected, point the mouse to the class. A Class Focus window will open.
2. When the schedule displays, **click on the first period** – *Homeroom* when it displays in the Class Focus window.

If you do not see your homeroom class as a selection, report this to your school's scheduler and ask that the homeroom class be changed to 'Included in Grading.' An overnight synchronization is required for this update to be visible in the gradebook and report card selections. A District-wide sync runs at 4:00 AM each Monday through Friday during the school year.
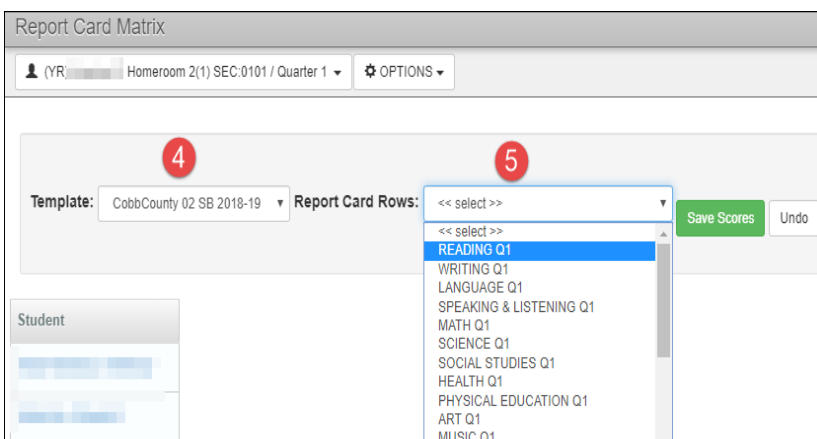
3. Confirm you are in the current Grading Period (**Quarter**). Click the current quarter, if needed.
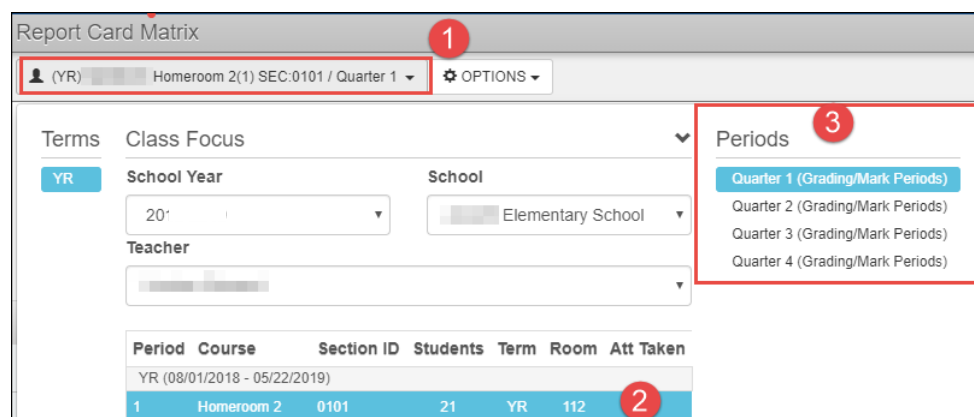
4. Select **Template →** Cobb County (Grade Level/Current Year)

5. Select **Report Card Rows →** The **Subject** and Quarter needed to enter grades.

Always select the Subject-Quarter association for the current grading period, matching the Quarter selected in the Class Focus.
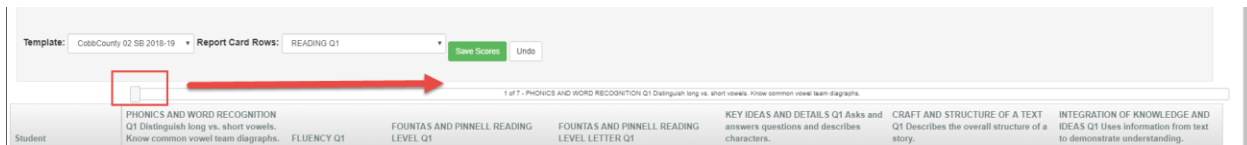
Enter Grades on Report Card Matrix

The Report Card Matrix screen is helpful when entering the same grade for all students for a particular standard. Use the green arrows to fill-down the same grade. (Make individual changes as needed on the matrix screen.) Individual student entries can be done on the Report Card > Students screen and is described later in this guide.

Enter grades for students for the selected subject area. **Save Scores** before selecting the ***next subject***.

Note: Use the ***Slider Tool*** located at the top and bottom of the screen to scroll right and left ensuring you see all standard areas for the selected subject and quarter.

Select Fountas and Pinnell Reading Level on Report Card Matrix

When entering grades for Reading, use the dropdown to select the appropriate A – S letter for the students' Fountas and Pinnell Reading Level.

- Use the green fill-down to select the same letter for all students, then go back and make necessary edits wherever needed.

- Be sure to click **Save Scores** at the top of the screen often so grades are not lost and always before selecting a different subject.

- If desired, teachers can select the Fountas and Pinnell Reading Level from the Report Card > Student screen. The Report Card > Student screen is described later in this guide.
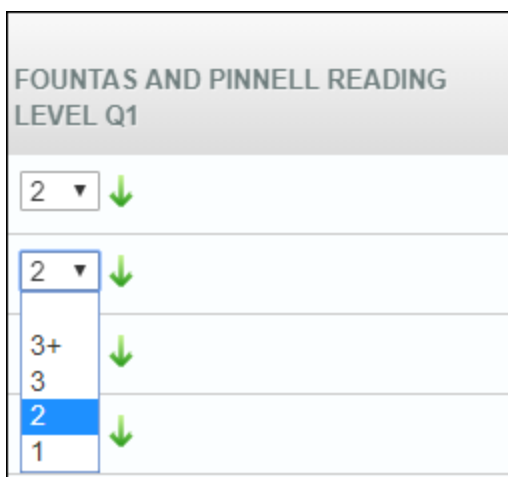
Specialists Teachers

Art, Music, and Physical Education Teachers can enter grades for an entire class, directly on the Report Card Matrix screen.
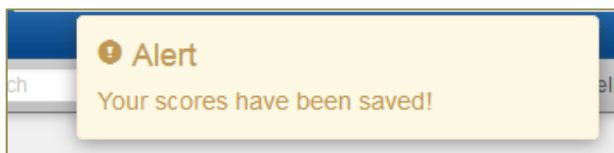
The <mark>green arrows</mark> in each column allow for easy fill-down of the same grade. Then, go back to make necessary edits wherever needed.

Be sure to click **Save Scores** at the top of the screen often so grades are not lost and always before selecting a different subject or class.

- **WAIT** for the scores to save. A message will display after the grades are saved – until then, please wait on the Matrix screen for a few seconds.

Entering Comments on Report Card Matrix (All Teachers)

1. Select *Teacher Comments* from the Report Card Rows dropdown for the correct quarter.
2. Use the *Slider Tool* to scroll right and left to view all six comments areas.
3. Enter comments, specific to the subject area for the appropriate text box.
   a. Tip: Use the green arrow to fill-down the same comment for all students.

4. **Tip: Begin comments with Q1, Q2, Q3, or Q4 depending on the current period where comments are being added.**
5. **Tip: Utilize the green arrow - Enter the appropriate quarter for the first student and click the arrow to fill down the quarter in all students' comment fields.**
6. Click **Save Scores.**

   Now all students' comments will begin with the quarter listed at the beginning of the statement. If a comment is not entered, for a particular subject, the quarter can be removed or left in place depending on the teachers' preference.

Tip: Teachers may want to begin with the same message for all students. If so, type in the comment for the first student. Then, click the green arrow to fill-down the same message for all students' comments.
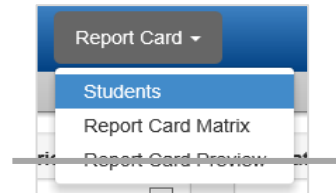
- Click **Save Scores**.
- Continue updating comments for individual students from this screen, if desired.
- Comments can also be added and edited on the Report Card > Student screen described below.

Report Card – Students
Complete Report Cards (Homeroom Teachers)
**Navigation: Synergy → Report Card → Students**

The Report Card > Students screen will display.

*Ensure the **Homeroom** class is selected for the correct **Quarter** grading period.*

Click the **Options** button to make the following selections:
- Report Card Entry Mode: ==**Classic is recommended.**==
- Check the box to Show Inactive Students, if needed. (More details below)
- Check the box to Hide Student Pictures, if desired.
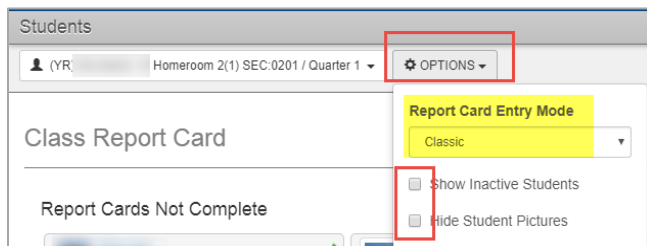
Check the box next to **Show Inactive Students** if you want to see dropped or withdrawn students in the report card list. The box should be checked if a report card is needed for a dropped or withdrawn student.

Leave the box **unchecked** if you do **not** want to generate a report card for a dropped or withdrawn student along with the rest of the class.

- Select a student's report card screen by **clicking on the student's picture and/or name.**

- **When the report card displays, confirm accuracy of all the report card entries if the Report Card Matrix screen was used.**

o   Grades that were entered on the Matrix screen **can** be edited on this screen.

Enter Grades

- **Scroll down on the screen to see all of the subject areas and standards listed by Quarter.**

- **Grades and comments should only be entered for the current quarter.**

- Use the drop down boxes to make grade selections.
- Use the arrow to fill-down the same grade for the subject area.

Enter Fountas and Pinnell Reading Level on Report Card > Student Screen

Use the dropdown in the Reading area of the report card to enter letters A – S for the student's Fountas and Pinnell Reading Level

Report Card Area	Score	QUARTER 1
READING Q1		
PHONICS AND WORD RECOGNITION Q1 Distinguish long vs. short vowels. Know common vowel team diagraphs.		2 ▾ ↓
FLUENCY Q1		2 ▾ ↓
FOUNTAS AND PINNELL READING LEVEL Q1		2 ▾ ↓
FOUNTAS AND PINNELL READING LEVEL LETTER Q1		D ▾ ↓
KEY IDEAS AND DETAILS Q1 Asks and answers questions and describes characters.		A / B / C / **D** / E / F ↓
CRAFT AND STRUCTURE OF A TEXT Q1 Describes the overall structure of a story.		↓

Enter Comments

Comments can be entered, for an individual student, using the Report Card > Student screen.

- Scroll down to see the Teacher Comments area for the current quarter.
- If a comment has already been added, the word –comment– will display.
- Click the edit pencil for a comment area to review and edit existing comments, add comments, or delete comments.

TEACHER COMMENTS Q1		
ELA/READING COMMENTS Q1	→ -comment-	✎
MATH COMMENTS Q1	-comment-	✎
SCIENCE COMMENTS Q1	-comment-	✎
SOCIAL STUDIES COMMENTS Q1	-no comment-	✎
SPECIALS COMMENTS Q1	-no comment-	✎
GENERAL COMMENTS Q1	-no comment-	✎

PLEASE NOTE: In Chrome, after clicking the edit pencil, users may need to <u>manually</u> scroll down to the bottom of Quarter 4 to see the comment area (shown below.) When using Internet Explorer or Edge, the screen will automatically scroll down to the bottom when the edit pencil is clicked.

- Comments that were entered on the Matrix screen, will display in the comment area.
- Edit, delete, or add any comments necessary.
    - Click **Save Comments**.
    - Enter a comment in the **Add to Comment Bank** area and click the green '**Add to Comment Bank**' button, if desired.
    - To add a comment from the Comment Bank to a student's comment area, click the blue + (plus) that will display next to the comment.

- After all comments are entered and saved, follow the steps below.

Mark Students' Complete

Teachers can work on individual students' report cards as needed. When each report card is finished, mark it complete so the students' names display on the right side of the Report Card > Student screen.

Be sure to click *Save/Continue* often so data will not be lost.

Report cards **can** still be edited even if they are marked as complete.

- Click **Save/Mark Complete** to move the student's name to the right/complete area of the Report Card > Student screen. (Use this option if all report card entries are complete.)
- **Save & Back to List** returns you to the list but does not mark the student complete.

- **Cancel/Back to List** returns you to the list of students without saving anything for the current student.
    - The **View Report Card** option is not available until the page is saved, IF additions or changes were made.
    - The selected student's report card will open in a PDF for review when the View Report Card button is clicked.
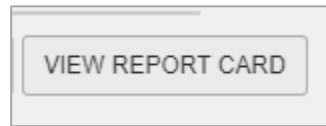
VIEW REPORT CARD

- After reviewing and completing the report cards, all of the students' names should appear on the right, *complete* side of the Report Card > Students screen, if they were marked complete during the saving process described above. (see below)
- If students' report cards are complete and need to be moved to the right side -
    o Use the **Mark All Complete** button to move all students at once.
      OR
    o Click the green arrow next to a student's name to move that one student to the completed side of the screen.
- When all students' are complete, click the button to **View Report Cards**.

Digital Report Cards in ParentVUE/StudentVUE

When your school's Administrator or ParentVUE Coordinator has enabled the online report card option in ParentVUE and StudentVUE, as soon as a student's name is moved to the complete side of the screen, parents and students will immediately be able to view the digital report card grades.

Moving students' names to the complete side (right side of the Report Card > Students screen) is required for the report card grades to display in PVUE and SVUE.

Generating Report Cards from the Gradebook

If teachers are printing report cards for their class, confirm that the network copier accepts the ledger paper required for the Standards-Based Report Card. If that option is not available, report cards should be printed from the office.

- *If a Spanish version is needed, see the next section of this guide **before** generating report cards.*
- When students have been marked complete on the Report Card > Students screen, the word **Complete** displays in the current quarter's column.
- To generate a report card for one student, click **View** next to the student's name.
- Click the button, **Back To Students**, to return to the Report Card > Students screen.

On the **Report Card View** screen, click the button to *Generate Class Report Cards*. Wait while the report card file generates.

- Open the PDF file for the report cards. **Review the file _on screen_ before printing** to confirm all report cards are accurate and complete.
- If inactive students' report cards were included but are not needed in the class report card file, close the file without printing or saving.
- *Uncheck* the option to *Show Inactive Students* on the **Report Card > Students screen**. Then, navigate back to the View Report Cards screen and generate the class file again.
- To print the report card file, hover the mouse near the bottom or upper portion of the PDF and click on the printer icon. Placement of the icons depends on the browser used.

- Save the PDF file, if desired. **It is recommended that an electronic file of the Quarter 4 report cards (end of year) be saved for each homeroom class.**
- *Note*: Report Card Administrators and Gradebook Managers have access to save a PDF file for a teacher, a grade level, and the entire school.

Selecting Spanish Version Report Cards

If a Spanish version of the report card is needed, teachers must follow the steps below to save the language setting for students in their homeroom class.

If a homeroom teacher is unavailable to complete the steps below, the gradebook manager has access to change and save the language settings as described.

Even if the teacher is not going to generate individual or class report cards themselves from the gradebook, the steps below are required for the students to receive a Spanish version in either a printed or a digital PDF document (online in ParentVUE).

1. Navigate to Report Card > Students and click **View Report Cards** located in the upper right corner of the screen.
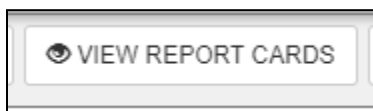
2. Confirm that the **Homeroom** class is selected for the current quarter.
3. Select **Spanish** in the language dropdown for students who need that format.
4. Click the green button to **Save Language Settings**.

5. Click **Generate Class Report Cards** to generate a class file. (Note: The class generated file will group the Spanish version report cards together rather than in alphabetical order. The grouping could come at the beginning or the end of the class file.)
6. To generate a report card for an individual student, click **View** next to the student's name.

When a printed Spanish version is needed, it must be generated from the teacher's Report Card View screen (shown in the screen shot above), or by a Gradebook Manager/Report Card Administrator using the GBK201 Report.

Grade Placement for Next Year

Grade placement for next year, located on the individual report cards is in the bottom right corner. Entries for this area must be **handwritten**. Handwritten selections and entries will NOT display on the digital report card screen or PDF's.

The best practice is for all teachers to use the **free-form comments** to communicate the next year's grade placement at the end of the school year. Since the report cards are available online, the comments **will** display in PVUE/SVUE. Additionally, in the event that a printed report card cannot be sent from the school, by recording the next year's grade placement in the free-form comments, the parents will have the option to print their own copy using the PDF document attached in PVUE/SVUE.

Grade placement selections and entries must be handwritten, on the individual printed report cards. Handwritten selections and entries will NOT display on the digital report card screen or PDF's.

End-Of-Year: Final Grade Entry

At the end of the year, Kindergarten through Third Grade teachers will enter **Final Grades** as part of the **Quarter 4** grades. The Final Grade entries are in addition to the Standards-Based subject area grades that still need to be entered. Final Grades can be entered using either the Report Card Matrix screen or individually on the Report Card > Student screen.

Final Grade options are limited to E, M, or N as required for state reporting.
   o **E** = Exceeds Standards and represents all 3's and 3+s.
   o **M** = Meets Standards and represents predominantly 2's and 3's with some 1's, as long as the 1's do not appear in the last quarter the standard is assessed.
   o **N** = Does Not Meet Standards and represents predominantly 1's, and a student may be in consideration for retention based on this evidence.

How to Enter Final Grades on the Matrix Screen

Navigate to **Report Card > Report Card Matrix**
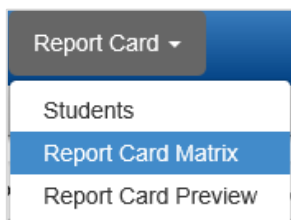
- The Report Card Matrix screen will display on the screen.
  - Confirm you are in the **Homeroom** class for **Quarter 4**.
- Select **Template** → Cobb County (Grade Level/Current Year)
- Select **Report Card Rows** → **Final Grade**
  - Uses the **Slider Tool** to scroll, if needed, so all nine Final Grade areas are completed.
  - Use the green arrow to fill-down for the same score, and then change individual grades as needed.
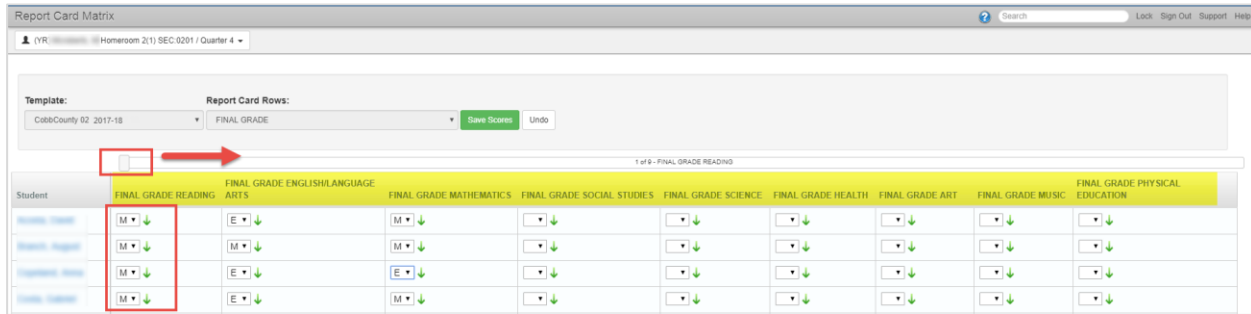
  - Please enter a grade for every student in **all nine of the subject areas.**
  - Click **Save Scores**.
- Important Note: If grades are required for a withdrawn student, and the screen is not displaying inactive students, return to the Report Card > Students screen. Use the Options button to *Show Inactive Students*.

Specialists – Final Grade Entry

- The **Art, Music, and PE** Specialist teachers can enter Final Grades, for their subject areas, on the **Report Card Matrix screen**, after they enter Quarter 4 Standards-Based grades.
  - Standards-Based grades and Final Grades for specials' classes can be added BEFORE the other subject area grades are entered.
  - Enter Subject-area grades for Q4 (save), and then select Final Grade from Report Card Rows.
  - Specialists - Click **Save Scores** after entries are made for each class.

- **WAIT** for the scores to save. A message will display after the grades are saved – until then, please wait on the Matrix screen for a few seconds.
- The message will close on its own after a few seconds. However, you can navigate away from the screen even if the message displays.

Report Card > Students: Final Grade Entry

Final grades can also be entered individually for the students as teachers add their Quarter 4 standards-based grades.

Scroll to the end of the Quarter 4 subjects and comment areas to see the options for **Final Grade**.
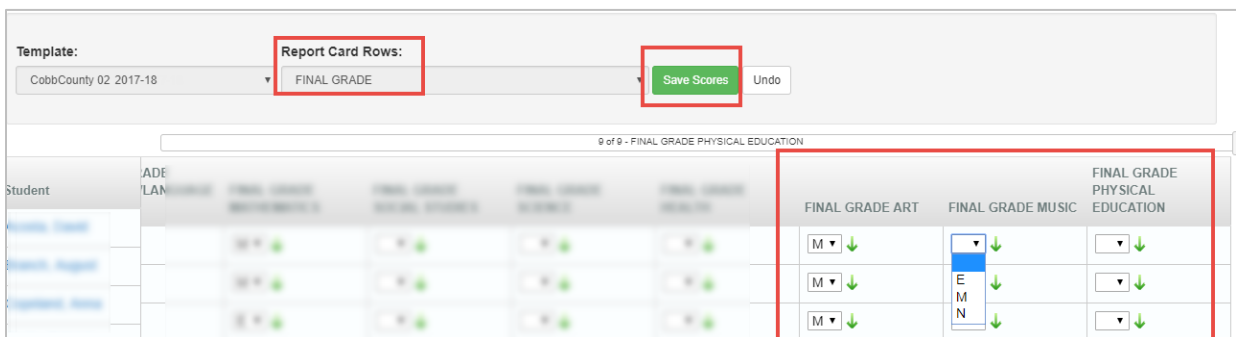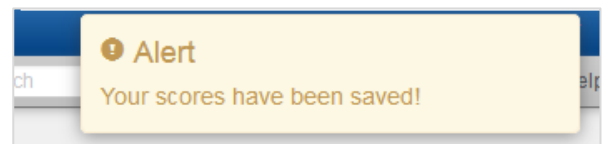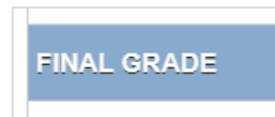
FINAL GRADE

- Select from E, M, or N for all nine subject areas.
  - **E** = Exceeds Standards and represents all 3's and 3+s.
  - **M** = Meets Standards and represents predominantly 2's and 3's with some 1's, as long as the 1's do not appear in the last quarter the standard is assessed.
  - **N** = Does Not Meet Standards and represents predominantly 1's, and a student may be in consideration for retention based on this evidence.

Follow the steps, described earlier in this guide, to **Save and mark student's report card complete.**

Note: The Final Grade entries will **not** print on the Quarter 4 report card.

- There will not be a printed report to display the Final Grades for students.
- The Final Grades are reported to the state and not intended for distribution to parents.

It is recommended that a PDF file is save for each homeroom class at the end of Quarter 4. This can be done by individual teachers or by the gradebook manager/report card administrator.

How to Make Changes to K – 3rd Grade Report Cards in a Previous Grading Period

Since teachers in grades K – 3 do not use the gradebook for assignments, changes only need to be made on the report card or matrix screen if needed.

- Teachers can make edits to report cards during the <u>current school year</u>. If changes are needed in a prior school year, the gradebook manager or report card administrator will have to make the changes.
- The normal default setting allows teachers access to edit report cards for 14 calendar days past the end of the grading period. Once the 14-day window has passed, **an administrator should enter a Web Help ticket with a request to extend the report card window for a specific quarter.**
  - o Please note that in January, the district will automatically extend the teachers' window to allow enough time for teachers to complete, distribute, and edit Q2 report cards. The window will normally remain open about a week past the January distribution day. Refer to the District's *Staff Use Calendar* for actual dates.
- *Administrator*: Review and change (if needed) the current grading period on the **School Setup** screen to match the period in which the changes are needed.

- *Teacher:* Once the School Setup screen is set to the grading period needed for the change, and the window is open, the teacher can open the Report Card Matrix or Report Card > Students screen. Make any needed changes and save.
- *Teacher or Administrator:* The teacher or the administrator can run and print a new report card, as needed.
- *Administrator:* If the school has attached the report card documents to the students, so they are visible in ParentVUE/StudentVUE, the edited report card needs to be attached. Follow the steps in this guide to attach the report card document for a single student, a list of students, or for an entire homeroom class.
- *Administrator:* When all report cards are complete and edits finished, the **School Setup screen** can be set to the current grading period. Notify Technology (through Web Help ticket entered) that the report card changes are complete, and the teacher-edit window can be reset to the normal 14-day setting.