

Grading User Guide



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About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is released in multiple volumes to meet this commitment.

This document serves as a reference for Edupoint's recommendations and Best Practices for Synergy processes. Due to the complex nature and myriad configurations possible within the Synergy software, it is not feasible to include every possible scenario within this guide.

Conventions Used in This Manual

- **Bold** indicates user interactions such as a button or field on the screen.
- *Italics* indicate the option to select or text to enter.
- Notes, Tips, References, and Cautions display in the margin to provide additional information.



Notes provide additional information about the subject.



Tips suggest advanced options or other ways of approaching the subject.



References list another source of information, such as another manual or website.



Cautions warn of potential problems. Take special care when reading these sections.

Before You Begin

Before installing any of the Edupoint family of software products, be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements.

Software and Document History

Document Version	Release Date	Software Release	Description
6.0	May 2017	2018	Updates: <ul style="list-style-type: none"> • Added Display Counselor/Administrator options to GRD401 - Mark Listing By Student, GRD402 - Mark Failing List, and GRD407 - Mark Exception Report. • Updated the default Course Title to Show option for GRD808 - Cumulative Record Labels
7.0	Nov 2017	-	Updated images and captions for quality and consistency

Document Version	Release Date	Software Release	Description
8.0	Dec 2017	2018.01	<p>Updates:</p> <ul style="list-style-type: none"> Removed GRD808 report Added Replace Grade Marks With Course History Marks, Include Student Year End Status, and Print "Projected" Text options to GRD201 – Report Card Added Individual Grade Period section in GRD201 – Report Card Added EOC Student Grades section to Viewing Student Grades
9.0	Jun 2018	2019	<p>Updates:</p> <ul style="list-style-type: none"> Modified Display Concurrent in GRD201 – Report Card Added a Note about Mark Source in Viewing Student Grades Updated Replace Grade Marks With Course History Marks in GRD201 – Report Card
10.0	Dec 2018	2019.01	<p>Updates:</p> <ul style="list-style-type: none"> Updated GRD208 – Report Card With Attendance Detail to include concurrency options Added Track field to Running Update Grade Added Sections Missing Marks Updated Mailing Options and Added Attendance Percentage Rate (APR) Options to GRD201 – Report Card Added Show Student's Middle Name to GRD212 – Report Card Pressure Seal Trifold B Clarified the Include Concurrent option on GRD413 – Honor Roll Report
11.0	Jun 2019	2020	<p>Updates:</p> <ul style="list-style-type: none"> Added a note for modified curriculum and the Check For Modified Curriculum Report Content Option in GRD211 – Report Card Standards Added Use Honor Roll Definition for Grade Period and Mark Selection Report Option in GRD413 – Honor Roll Report Added the Student Identity Report Option in GRD201 – Report Card Added an example to display '@CurriculumHasBeenModified' in GRD211 – Report Card Standards

Document Version	Release Date	Software Release	Description
12.0	Mar 2020	2021	<ul style="list-style-type: none">• Added the Include All Marks for the Year option in GRD209 – Report Card Selector• Added the GPA Marks to Use option in GRD201 – Report Card• Added the Do Not Include Students Whose Primary School Is Not This School in GRD413 – Honor Roll Report• Added Using the Schedule Tab in Running Update Grade

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Chapter 1: Overview

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Overview of Grading

There are several methods for recording marks:

- Class Grade screen or Student Grade screen in Synergy SIS
- View Grades screen in TeacherVUE
- Grade Book software
- Grading sheet for scanning into Synergy SIS

Chapter 2: Class Grades

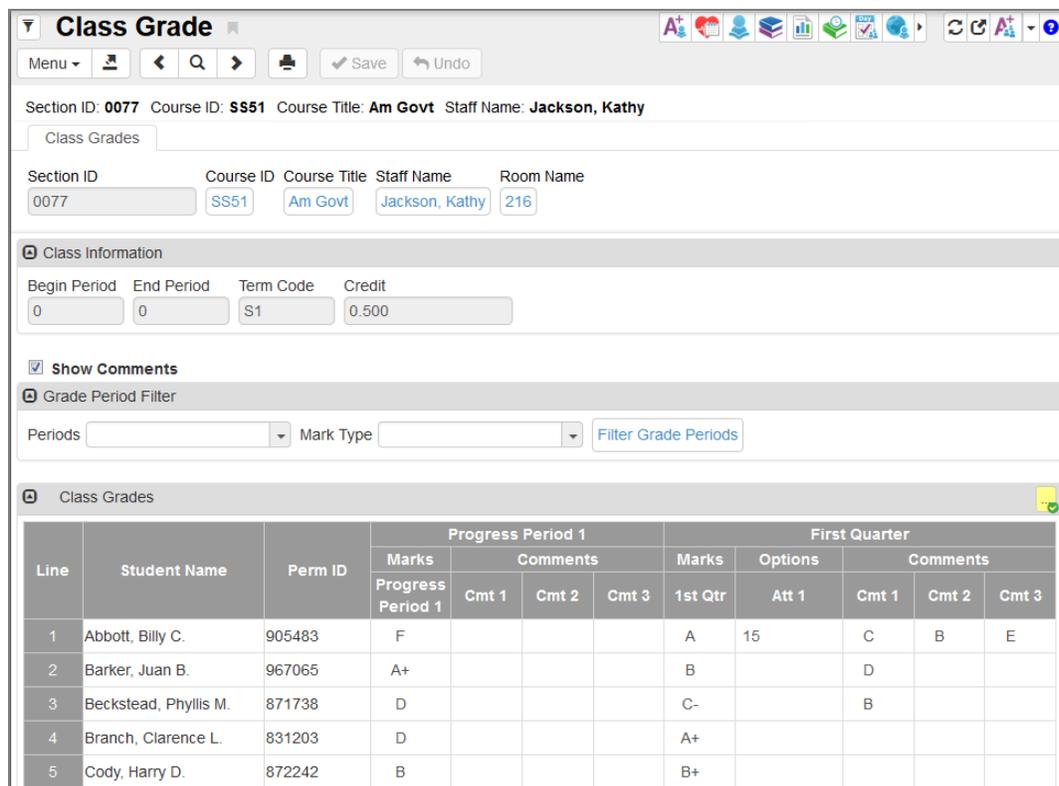
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Viewing Class Grades

The Class Grade screen displays the grade information for all the students enrolled in a section. The screen also displays the marks and options for each grading period.

1. Navigate to **Synergy SIS > Grading > Class Grade**.
2. Locate the section.
 - Information for the selected section displays including the course information, **Staff Name**, and **Room Name**. A list of students and their marks displays in the Class Grades section.
 - Information about the section displays in the Class Information section.
 - **Begin Period** and **End Period** describe the period of the section.
 - **Term Code** refers to the semester of the section.
 - **Credit** refers to the amount of credit the section is worth.

 The information displayed on this screen is defined by the district.



The screenshot shows the 'Class Grade' interface. At the top, it displays 'Section ID: 0077', 'Course ID: SS51', 'Course Title: Am Govt', and 'Staff Name: Jackson, Kathy'. Below this, there are input fields for 'Section ID', 'Course ID', 'Course Title', 'Staff Name', and 'Room Name'. The 'Class Information' section includes fields for 'Begin Period', 'End Period', 'Term Code', and 'Credit'. There is a 'Show Comments' checkbox and a 'Grade Period Filter' section with dropdowns for 'Periods' and 'Mark Type'. The main part of the screen is a table titled 'Class Grades' with columns for 'Line', 'Student Name', 'Perm ID', 'Progress Period 1' (with sub-columns for Marks and Comments), and 'First Quarter' (with sub-columns for Marks, Options, and Comments).

Line	Student Name	Perm ID	Progress Period 1			First Quarter					
			Marks	Comments		Marks	Options	Comments			
			Progress Period 1	Cmt 1	Cmt 2	Cmt 3	1st Qtr	Att 1	Cmt 1	Cmt 2	Cmt 3
1	Abbott, Billy C.	905483	F				A	15	C	B	E
2	Barker, Juan B.	967065	A+				B		D		
3	Beckstead, Phyllis M.	871738	D				C-		B		
4	Branch, Clarence L.	831203	D				A+				
5	Cody, Harry D.	872242	B				B+				

Class Grade Screen

3. Click the **Course ID** or **Course Title** to view the District Course screen for the section.

The screenshot shows the 'District Course' interface. At the top, it displays 'Course ID: SS51' and 'Course Title: Am Govt'. Below this are navigation tabs: 'Course', 'Description', 'Year Override', 'Pre/Corequisite', 'Schools Teaching', 'Associated Courses', 'Standards', and 'Opt In Options'. The main form area includes fields for 'Course ID' (SS51), 'Course Title' (Am Govt), and 'Course Short Title' (Am Govt). There are checkboxes for 'Mandatory' and 'Inactive', and a checkbox for 'Always Show In Course History Add'. A 'Course Info' section contains various settings: 'Course Duration' (S2: Semester 2), 'Department' (SS: Social Studies), 'College Prep' (checkbox), 'Credit' (0.500), 'Max Credit' (0.500), and 'Post Secondary Credit Override'. It also has 'Course History Type', 'Quality Points', and 'Alpha Numeric Setting (Default to Alpha)'. An 'Academic Type' dropdown is set to 'Regular'. A grid of checkboxes includes 'Teacher Aide', 'Extended Day', 'College Approved', 'Distance Learning Course', 'Pass/Fail Only', 'Online Course', 'Dual Credit', 'Allow School Course Title Override', 'Title I', and 'Jobs for American Graduates Program'. At the bottom, there are sections for 'Scheduling Options' and 'ParentVUE Options'.

District Course Screen

4. Click the **Staff Name** to view the Staff screen with additional information about the instructor of the section.

The screenshot shows the 'Staff' interface for 'Jackson, Kathy' (Type: Teacher). It features navigation tabs: 'General', 'Schools', 'SpecialEd', 'Emergency', 'Credentials', and 'CRDC Overrides'. The main form area includes fields for 'Last Name' (Jackson), 'First Name' (Kathy), 'Middle Name', 'Suffix', 'Gender' (Female), and 'Type' (Teacher), with an 'Open User Window' button. A 'Staff Info' section contains a profile picture and fields for 'Abbreviated Name', 'Nick Name', 'Social Security Number' (123-45-6789), 'Previous Social Security Number', 'State ID', 'Badge Number' (1069), 'Teacher / Administrator License Number', 'Teacher / Administrator License Prefix', 'Previous License Number', 'Licensure Check' (with a 'Resolve ID' button), 'EdFi ID', 'Job Title', and 'E-Mail' (staffdemo@mail.qasynet). A 'Birth Date' field shows 01/25/1973, with 'Birth Month' (01) and 'Birth Day' (25) fields. The 'Highest Education Level' is set to 'Bachelor's degree', with fields for 'Baccalaureate Degree Institution' and 'Highest Degree Institution'. A 'Staff Role' sidebar on the right lists checkboxes for 'Role Type', 'Audiology', 'Conference', 'Discipline', 'Health', 'Rater', and 'Transportation'.

Staff Screen

5. Click the **Room Name** to view the Room screen, which lists all sections taught in the room by period and Section ID.

Room

Room Name: 216 Organization Name: Hope High School School Year: 2017

Room Name: 216 Class Size: 32

Line	Term Code	Period		Section ID	Course ID	Course Title	Teacher	Student Seats			Teacher Aide Seats		
		Begin	End					Total	Max	Open	Total	Max	Open
1	S1	0	0	0077	SS51	Am Govt	Jackson, K.	27	32	5	0	0	
2	S1	1	1	0169	SS76	Psychology I	Jackson, K.	23	30	7	0	0	
3	S1	2	2	0269	SS76	Psychology I	Jackson, K.	24	30	6	0	0	
4	S1	3	3	0369	SS51	Am Govt	Jackson, K.	30	32	2	0	0	
5	S1	4	4	0469	SS51	Am Govt	Jackson, K.	25	32	7	0	0	
6	S2	0	0	1077	SS51	Am Govt	Jackson, K.	26	32	6	0	0	
7	S2	1	1	1169	SS77	Psychology II	Jackson, K.	15	30	15	0	0	
8	S2	2	2	1269	SS51	Am Govt	Jackson, K.	29	32	3	0	0	
9	S2	3	3	1369	SS51	Am Govt	Jackson, K.	25	32	7	0	0	
10	S2	4	4	1469	SS51	Am Govt	Jackson, K.	24	32	8	0	0	
11	YR	0	0	0036	AD86W	Academic Decath	Cole N., N.	0	25	25		0	

Room Screen

6. Select **Show Comments** to allow comments for each student in the class.

Class Information

Begin Period: 2 End Period: 2 Term Code: S2 Credit: 1.000

Show Comments

Class Grade Screen

7. Filter the information displayed in Class Grades if needed:
 - a. Select the grading **Periods** and/or **Mark Type**.
 - b. Click **Filter Grade Periods**.

Grade Period Filter

Periods: [] Mark Type: [] Filter Grade Periods

Class Grades Screen

8. Review the student's Marks in the Class Grades section.

Class Grades											
Line	Student Name	Perm ID	Progress Period 1				First Quarter				
			Marks	Comments			Marks	Options	Comments		
			Progress Period 1	Cmt 1	Cmt 2	Cmt 3	1st Qtr	Att 1	Cmt 1	Cmt 2	Cmt 3
1	Abbott, Billy C.	905483	F				A	15	C	B	E
2	Barker, Juan B.	967065	A+				B		D		
3	Beckstead, Phyllis M.	871738	D				C-		B		
4	Branch, Clarence L.	831203	D				A+				
5	Cody, Harry D.	872242	B				B+				
6	Crane, Kellie A.	922759	A+				B-				
7	Dixon, Eugene B.	922236	A+				C-				
8	Forsythe, Ralph C. III	968250	D				A-				
9	Gunnell, Diana L.	874772	A-				C				
10	Harvey, Mildred J.	839901	D				B+				
11	Hedges, Jose D.	874258	F				B				
12	Kleinsorge, Dorothy A.	872411	B				A				
13	Knudsen, Alan D.	878209					C-				

Class Grade Screen

The Class Grades information displayed for each student includes:

- **Line** – Numerical label for each record
- **Student Name** – Student's last and first name
- **Perm ID** – Student's Synergy SIS identification number
- **Marks** – The mark given to the student for this grading period
- **Citizenship** – Student's overall performance in a classroom
- **Conduct** – Student's overall behavior in the particular class
- **Work Habits** – Student's ability to work productively in a course
- **Att 1 – Att 6** – These columns calculate the number of absences marked in school attendance during the grading period.
- **Comments** – Comments defined by the district
- **Free form** – Comments entered by staff

Editing Class Grades

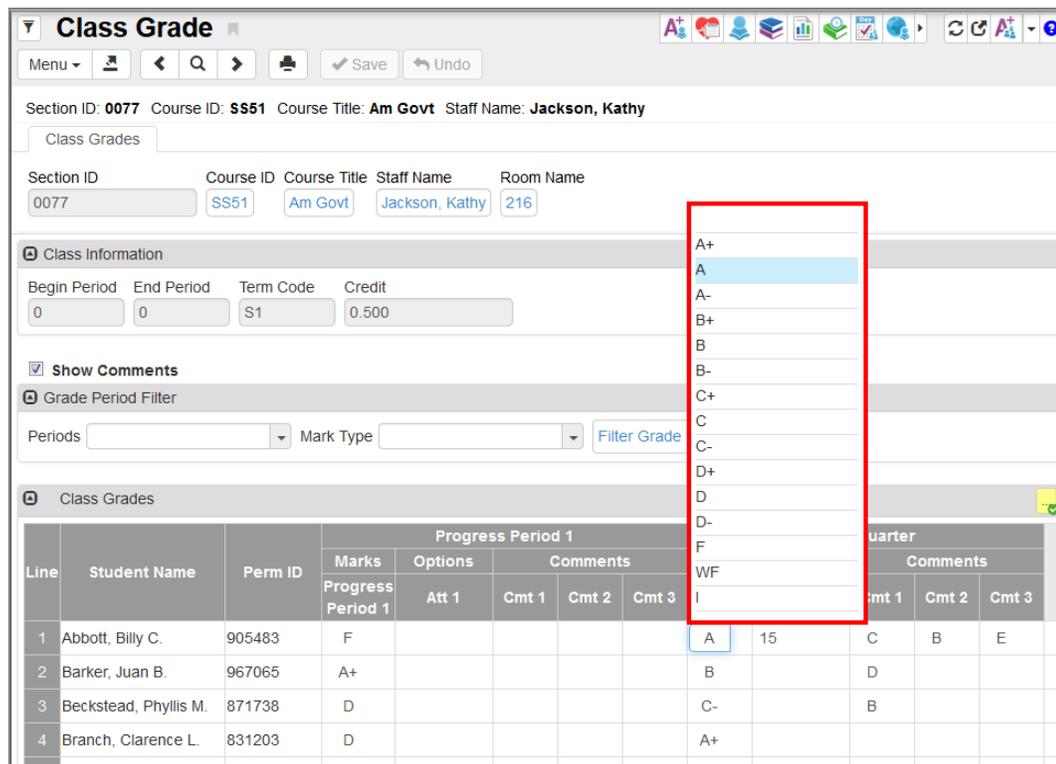
1. Navigate to **Synergy SIS > Grading > Class Grade**.
2. Locate the section to modify.
3. Filter the information displayed in Class Grades if needed:
 - a. Select the grading **Periods** and/or **Mark Type**.
 - b. Click **Filter Grade Periods**.



The image shows a 'Grade Period Filter' dialog box. It contains two dropdown menus: 'Periods' and 'Mark Type'. To the right of these menus is a button labeled 'Filter Grade Periods'.

Class Grades Screen

4. Select the student's grade from the **Marks** column.



The image shows the 'Class Grade' screen. At the top, it displays 'Section ID: 0077', 'Course ID: SS51', 'Course Title: Am Govt', and 'Staff Name: Jackson, Kathy'. Below this, there are input fields for 'Section ID', 'Course ID', 'Course Title', 'Staff Name', and 'Room Name'. A 'Class Information' section contains fields for 'Begin Period', 'End Period', 'Term Code', and 'Credit'. There is a 'Show Comments' checkbox and another 'Grade Period Filter' section. The main part of the screen is a table with columns for 'Line', 'Student Name', 'Perm ID', 'Marks', 'Options', 'Comments', and 'Quarter'. A dropdown menu is open over the 'Marks' column, showing a list of grades from A+ to I. The 'A' grade is highlighted in blue.

Line	Student Name	Perm ID	Progress Period 1			Quarter					
			Marks	Options	Comments	Cmt 1	Cmt 2	Cmt 3			
1	Abbott, Billy C.	905483	F				A	15	C	B	E
2	Barker, Juan B.	967065	A+				B		D		
3	Beckstead, Phyllis M.	871738	D				C-		B		
4	Branch, Clarence L.	831203	D				A+				

Class Grade Screen

5. Select the student's **Citizenship, Conduct, or Work Habits** if needed.

Class Grades							
Line	Student Name	Perm ID	Progress Period 1				
			Marks	Options			Att 1
			Progress Period 1	Citizenship	Conduct	Work Habits	
1	Abbott, Billy C.	905483	F	<input type="text"/>			
2	Barker, Juan B.	967065	A+	<input type="text"/>			
3	Beckstead, Phyllis M.	871738	D	Outstanding			
4	Branch, Clarence L.	831203	D	Satisfactory			
5	Cody, Harry D.	872242	B	Needs Improvement			
6	Crane, Kellie A.	922759	A+				
7	Dixon, Eugene B.	922236	A+				
8	Forsythe, Ralph C. III	968250	D				

Class Grade Screen

6. Modify the number of absences for the period if needed.

 The **Att 1 – Att 6** columns automatically calculate the number of absences marked in school attendance for the grading period.

Class Grades												
Line	Student Name	Perm ID	Progress Period 1				First Quarter					
			Marks	Options	Comments			Marks	Options	Comments		
			Progress Period 1	Att 1	Cmt 1	Cmt 2	Cmt 3	1st Qtr	Att 1	Cmt 1	Cmt 2	Cmt 3
1	Abbott, Billy C.	905483	F	<input type="text"/>				A	15	C	B	E
2	Barker, Juan B.	967065	A+					B		D		
3	Beckstead, Phyllis M.	871738	D					C-		B		
4	Branch, Clarence L.	831203	D					A+				

Class Grade Screen

7. Enter the comments.

- Select **Show Comments** to see comments along with the marks.

Class Information			
Begin Period	End Period	Term Code	Credit
<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="S2"/>	<input type="text" value="1.000"/>
<input checked="" type="checkbox"/> Show Comments			

Class Grade Screen

- Select the appropriate district defined comment in the **Cmt** column.

The screenshot shows the 'Class Grade' interface. At the top, it displays 'Section ID: 0077', 'Course ID: SS51', 'Course Title: Am Govt', and 'Staff Name: Jackson, Kathy'. Below this, there are input fields for 'Section ID', 'Course ID', 'Course Title', 'Staff Name', and 'Room Name'. The 'Class Information' section includes 'Begin Period', 'End Period', 'Term Code', and 'Credit'. A 'Show Comments' checkbox is checked and highlighted with a red box. A dropdown menu is open, listing 15 comment options (A through O) also highlighted with a red box. At the bottom, a table shows student names, perm IDs, marks, and progress options.

Line	Student Name	Perm ID	Progress		First Quarter				
			Marks	Options	ns	Comments			
			Progress Period 1	Att 1	1	Cmt 1	Cmt 2	Cmt 3	
1	Abbott, Billy C.	905483	F		A	15	C	B	E
2	Barker, Juan B.	967065	A+		B		D		
3	Beckstead, Phyllis M.	871738	D		C-		B		

Class Grade Screen

- Enter a Free Form comment.
 - a. Click **Enter**. The Free Form Comment screen displays.
 - b. Enter the **Free Form Comment**.
 - c. Click **Save**.

The screenshot shows the 'Free Form Comment' interface. It has a title bar with 'Free Form Comment' and a menu. Below the title bar, there are 'Save' and 'Undo' buttons. The main area contains a large text input field for entering a free form comment.

Free Form Comment Screen

8. Click **Save**.

Chapter 3: Student Grade

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Viewing Student Grades

The Student Grade screen allows you to view and modify grades for current classes for individual students.

1. Navigate to **Synergy SIS > Grading > Student Grade**.
2. Locate a student. The student's list of sections for the year displays with the marks and comments for each section.

Student Grade

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **231**

Student Grades

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Grid Display Options

Show Comments Show Credit Do Not Process Term Override Credit Amount Show Repeat Tag

Periods: **Progress Period 1** Mark Type: [Filter Grade Periods](#) [Update Grades For This Student](#) [Update Absences For This Student](#)

Line	Period	Section ID	Course ID	Course Title	Teacher Name	Audit Class	Progress Period 1			
							Marks	Options	Work Habits	
1	0	0077	SS51	Am Govt	Jackson, K.	<input type="checkbox"/>	F			
2	1	0106	AR54	Beg Jewelry	Andrews, M.	<input type="checkbox"/>	F			
3	2	0258	PA86	Intermediate Acting	Gardner, D.	<input type="checkbox"/>	B			
4	3	0963	PE761	Weight Trn Boys	Joseph, T.	<input type="checkbox"/>	A			
5	4	0426	EN60	Eng (brit) Lit	Snyder, J.	<input type="checkbox"/>	F			
6	5	0594	WL22	Spanish II	Olstad, T.	<input type="checkbox"/>	B			
7	6	0726	SC49	Science 10	Tofft, R.	<input type="checkbox"/>	B+			

Aca Type: **CUR GPA - Current Marking Period** GPA: **2.76** Credits Attempted: **1.75000** Credits Completed: **1.50000** [Show GPA Calculation](#) Grading Period: **Second Quarter**

Student Grade Screen

3. Update the information displayed in the Student Grades section as needed.
 - a. Select the view options:
 - **Show Comments** – Displays the district defined comments and **Free Form** comments
 - **Show Credit** – Displays the credits a student receives for the section
 - **Do Not Process Term Override Credit Amount** – Ignores credit adjustments for term overrides
 - **Show Repeat Tag** – Displays whether a student repeated the section
 - **Periods** – Select the grading period
 - **Mark Type** – Select *Grade Periods Only* or *Progress Periods Only*

b. Click **Filter Grade Periods**.

The screenshot shows the 'Grid Display Options' panel with the following settings: 'Show Comments' is unchecked, 'Show Credit' is checked, 'Do Not Process Term Override Credit Amount' is unchecked, and 'Show Repeat Tag' is unchecked. Below these are two dropdown menus: 'Periods' set to 'Progress Period' and 'Mark Type' set to '1'. To the right of these dropdowns are three buttons: 'Filter Grade Periods' (highlighted), 'Update Grades For This Student', and 'Update Absences For This Student'.

Student Grade Screen

4. Update the information displayed in the Student Grades section as needed:

- **Update Grades For This Student** – Click to refresh the sections and grading information displayed. All sections that meet the Minimum Days Enrolled Grading Threshold display.
- **Update Absences For This Student** – Click to refresh the absences displayed.

This screenshot is identical to the previous one, but the 'Update Grades For This Student' and 'Update Absences For This Student' buttons are enclosed in a red rectangular box.

Student Grade Screen

5. View the Student Grades information displayed for each student:

- **Line** – Numerical label for each record
- **Period** – The schedule period when the section meets
- **Section ID** – The ID number of the section defined on the Section screen. Click the **Section ID** to open the Section screen in a new window.
- **Credit** – The amount of credit for the course defined on the District Course screen
- **Course ID and Course Title** – The ID and name of the course defined on the District Course screen. Click to open the District Course screen in a separate window.
- **Repeat Tag** – Tracks courses that a student takes more than once. Use the [Update Grade](#) process to transfer repeat tag values from **Synergy SIS > Schedule > Student Classes**.



The Update Course History process transfers the repeat tag values from this column to **Synergy SIS > Course History > Student Course History**.

- **Teacher Name** – The name of the instructor of the section defined on the Section screen
- **Audit Class** – Indicates whether the student is auditing the class
- **Marks** – The mark given to the student for this grading period
- **Citizenship** – Student's overall performance in a classroom
- **Conduct** – Student's overall behavior in the particular class
- **Work Habits** – Student's ability to work productively in a course

- **Att 1 – Att 6** – These columns calculate the number of absences marked in school attendance during the grading period.
- **Comments** – Comments defined by the district
- **Free form** – Comments entered by staff

Line	Period	Section ID	Credit	Course ID	Course Title	Teacher Name	Audit Class	Progress Period 1			
								Marks	Options		
								Progress Period 1	Citizenship	Conduct	Work Habits
1	0	0077	0.500	SS51	Am Govt	Jackson, K.	<input type="checkbox"/>	F			
2	1	0106	0.500	AR54	Beg Jewelry	Andrews, M.	<input type="checkbox"/>	F			
3	2	0258	1.000	PA86	Intermediate Acting	Gardner, D.	<input type="checkbox"/>	B			
4	3	0963	0.500	PE761	Weight Trn Boys	Joseph, T.	<input type="checkbox"/>	A			
5	4	0426	0.500	EN60	Eng (brit) Lit	Snyder, J.	<input type="checkbox"/>	F			
6	5	0594	0.500	WL22	Spanish II	Olstad, T.	<input type="checkbox"/>	B			
7	6	0726	0.500	SC49	Science 10	Tofft, R.	<input type="checkbox"/>	B+			

Student Grade Screen

6. View the student's EOC Student Grades.

- These are the non-posting exam marks for the EOC Assessment entered in Grade Book for the student. Each Grade Period displays within the associated Term column.
- The following example displays the **S2PRE**, **S2EOC**, and **S2AVG** Grade Periods that occurred within the **Semester 2** term.

Line	Period	Section ID	Quality Points	Credit	Course ID	Course Title	Teacher Name	Audit Class	Semester2		
									Marks		
									S2PRE	S2EOC	S2AVG
1	3	07.4413002-0110	10	0.500	07.4413002	INTRO BUSI TECH	Aaron, I.	<input type="checkbox"/>	80	90	95

Student Grade Screen

7. View the student's GPA information:

- Select the GPA for **Aca Type** (Academic Type). The student's **GPA**, **Credits Attempted**, and **Credits Completed** display.



Select the concurrent GPA Definition for the **Aca Type** to view the student's concurrent classes.

- Select the **Grading Period** to see the GPA for a different grading period.

- c. Click **Show GPA Calculation** to open the Student GPA Detail screen. This lists all classes completed by the student and the formula used to calculate the student's GPA.

14 7 0060 EN57C Cc-Am. Lit Nunes, K.

Aca Type: CUR GPA - Current Marking Period | GPA: 2.76 | Credits Attempted: 1.75000 | Credits Completed: 1.50000 | Show GPA Calculation | Grading Period: Second Quarter

The GPA calculation is based on the Grading Period that is shown in the drop down on the line above. The GPA is not affected by the filter options that are selected above the Student Grades grid. To see details of how the GPA is determined click the Show GPA Calculation button.

Student Grade Screen

Student GPA Detail

Student Name: **Abbott, Billy C.**

Close

Student Name: **Abbott, Billy C.**

GPA Calculation Data

Line	Course ID	Term Code	Mark Source	Repeat Tag	Base Credits	Aca Type	Mark	Mark Point Value	Grade Period Weight	Credit		Credit Weight	Grade Points / Quality Points	GPA Bonus	Skip Reason
										Attempted	Completed				
1	PA86	YR	First Quarter-1st Qtr		1.000	R B	2.66000	0.25	0.250	0.250	0.250	0.665	0		
2	SC49	S1	First Quarter-1st Qtr		0.500	R A-	3.33000	0.50	0.250	0.250	0.250	0.833	0		
3	EN60	S1	First Quarter-1st Qtr		0.500	R A	3.66000	0.50	0.250	0.250	0.250	0.915	0		
4	PE761	S1	First Quarter-1st Qtr		0.500	R B	2.66000	0.50	0.250	0.250	0.250	0.665	0		
5	AR54	S1	First Quarter-1st Qtr		0.500	R A	3.66000	0.50	0.250	0.250	0.250	0.915	0		
6	WL22	S1	First Quarter-1st Qtr		0.500	R A	3.66000	0.50	0.250	0.250	0.250	0.915	0		
7	SS51	S1	First Quarter-1st Qtr		0.500	R A	3.66000	0.50	0.250	0.250	0.250	0.915	0		
8									1.75000	1.75000	1.750	5.823	0		

Definition Details

GPA Calculation Formula

Total Points (5.823 / Weight 1.750) + Post GPA Bonus (0.000) = GPA/QPA (3.327) Raw Value (Prior To Rounding) (3.3271428571428) Maximum GPA Allowed ()

Additional GPA Information

GPA Definition: Current Marking Period | GPA Grade Type: CUR GPA | Credit Weight Definition: ()

GPA Definition Details

Low Grade: 07 | High Grade: 12 | Weight GPA By Credit: Use Credit Weighting | Rounding: Round on .5 or higher | Decimals To Store: 3

Do Not Use Grade Period Weight Grid

Student GPA Detail Screen

 The **Mark Source** on the Student GPA Detail screen pulls from the **Mark** displayed for the grading period in the GPA Credit Weight Pct section on the **Grade Period Weight** tab of the Grading Setup screen.

Editing Student Grades

1. Navigate to **Synergy SIS > Grading > Student Grade**.
2. Locate the student to modify.
3. Click **Update Grades For This Student** to ensure all of the sections available for grading display.

The screenshot shows the 'Student Grade' interface for a student named Abbott, Billy C. at Hope High School. The student's details are: Last Name: Abbott, First Name: Billy, Middle Name: C, Suffix: , Perm ID: 905483, Grade: 12, Gender: Male. Under 'Grid Display Options', 'Show Credit' is checked. At the bottom, there are buttons for 'Update Grades For This Student' (highlighted with a red box) and 'Update Absences For This Student'.

Student Grade Screen

4. Click **OK** on the verification message to return to the Student Grade screen.
5. [Filter the information](#) displayed in Student Grades if needed.

This is a close-up of the 'Update Grades For This Student' button, which is highlighted with a blue border. It is located next to the 'Filter Grade Periods' button and above the 'Update Absences For This Student' button.

Student Grade Screen

6. Select the student's **Citizenship, Conduct, or Work Habits** if needed.

The screenshot shows a table of student grades for Progress Period 1. The table has columns for Line, Period, Section ID, Credit, Course ID, Course Title, Teacher Name, Audit Class, Marks, and Options. The Options column includes Citizenship, Conduct, and Work Habits. A red box highlights the legend for the Options column: O: Outstanding, S: Satisfactory, N: Needs Improvement.

Line	Period	Section ID	Credit	Course ID	Course Title	Teacher Name	Audit Class	Marks	Options		
									Citizenship	Conduct	Work Habits
1	0	0077	0.500	SS51	Am Govt	Jackson, K.	<input type="checkbox"/>	F			
2	1	0106	0.500	AR54	Beg Jewelry	Andrews, M.	<input type="checkbox"/>	F			
3	2	0258	1.000	PA86	Intermediate Acting	Gardner, D.	<input type="checkbox"/>	B			
4	3	0963	0.500	PE761	Weight Trn Boys	Joseph, T.	<input type="checkbox"/>	A			
5	4	0426	0.500	EN60	Eng (brit) Lit	Snyder, J.	<input type="checkbox"/>	F			
6	5	0594	0.500	WL22	Spanish II	Olstad, T.	<input type="checkbox"/>	B			
7	6	0726	0.500	SC49	Science 10	Tofft, R.	<input type="checkbox"/>	B+			

Student Grade Screen

7. Enter the number of absences for the period if needed.

 The **Att 1 – Att 6** columns automatically calculate the number of absences marked in school attendance for the grading period.

8. Enter the comments

- Select **Show Comments** to see comments along with the marks.

Grid Display Options

Show Comments Show Credit Do Not Process Term Override Credit Amount Show Repeat Tag

Student Grade Screen

- Select the appropriate district defined comment in the **Cmt** column.

Student Grade

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **231**

Student Grades

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gen: **Ma**

Term Override Credit Amount Show Repeat Tag

Filter Grade Periods Update Grades For This Student Update Absences For This Student

Course Title	Teacher Name	Audit Class	Progress Period 1				Comments	
			Marks Progress Period 1	Citizenship	Conduct	Work Habits	Cmt 1	Cmt
ovt	Jackson, K.	<input type="checkbox"/>	F					

Dropdown menu options:

- A: Please Contact Teacher
- B: Excellent Student
- C: Good Attitude In Class
- D: Good Participation In Class
- E: Shows Extra Effort
- F: Complete And Accurate Assignments
- G: Showing Improvement
- H: Experiences Difficulty
- I: Test Scores Negatively Affecting Grade
- J: Doesn't Bring Materials To Class
- K: Missing Makeup Or Class Work
- L: Inappropriate Classroom Behavior
- M: Absences Affecting Work
- N: Needs To Follow Correct Techniques.
- O: Needs To Demonstrate More Effort

Student Grade Screen

- Enter a Free Form comment.
 - Click **Enter**. The Free Form Comment screen displays.
 - Enter the **Free Form Comment**.
 - Click **Save**.

Free Form Comment

Free Form Comment

Free Form Comment

Free Form Comment Screen

- Click **Save**.

Chapter 4: Running Update Grade

Running Update Grade	26
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Running Update Grade

The Update Grade process contains the functions:

- **Update Grading Records** – Adds the sections from the student’s schedule to the Class Grade and Student Grade screens that are eligible for grading.
- **Update Absences** – Calculates the number of absences for each grading period based on the definitions for **Att 1 – Att 6** and enters the totals on the grading screens and Grade Book.

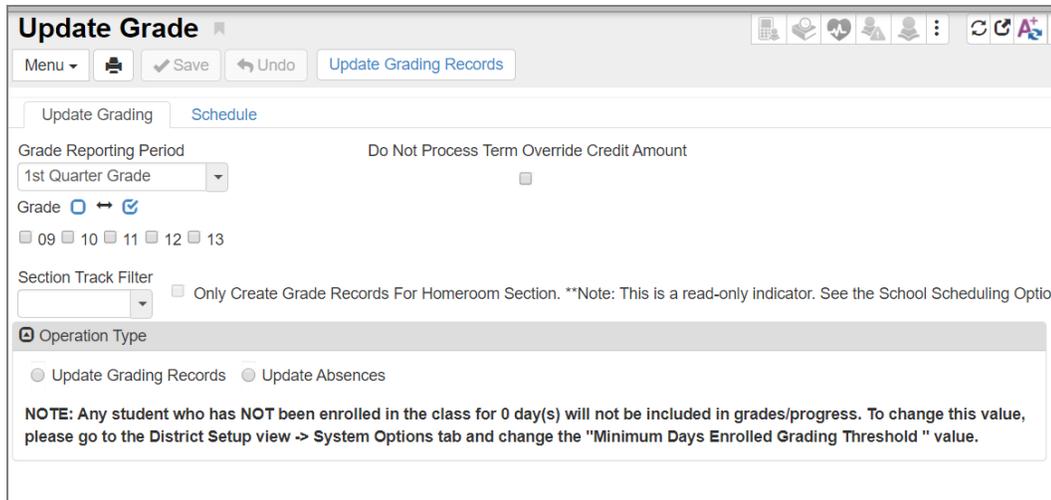


If you modify the credit amounts rewarded for a section, run the Update Grade process for every grade period prior to the grade period that contains the updated section. This ensures that the grade calculations for the school year remain accurate.

1. Navigate to **Synergy SIS > Grading > Update Grade**.
2. Select a **Grade Reporting Period** to update.
3. Select **Do Not Process Term Override Credit Amount** to ignore credit adjustments for term overrides.
4. Select the necessary **Grades** or use ↔ to select or clear all grades.
5. Select a **Track**, if needed. Selecting *Blank* for the **Track** updates grades for sections without a track specified.
6. Select the appropriate Operation Type:
 - **Update Grading Records**
 - Looks at the sections in the student’s schedule for the school and year in focus
 - Totals the number of enrolled days in a section for the student
 - Compares the number of days enrolled in the section against **Minimum Days Enrolled Grading Threshold** defined on the District Setup screen
 - The section displays on the Class Grade and Student Grade screens if the number of days enrolled is greater than **Minimum Days Enrolled Grading Threshold**.
 - **Update Absences**
 - Looks at the **Att 1 – Att 6** definitions on the Grading Setup screen for the Grade Reporting Period selected on the Update Grade screen to determine the absence reasons or absence reason types to tally.
 - Counts the number of absences for the reasons defined in **Att 1 – Att 6** for each student for the Grade Reporting Period.
 - Enters the total number of absences for each student in the **Att 1 – Att 6** columns on the Class Grade and Student Grade screens, and in the Grade Book.

- Click **Update Grading Records**. A verification message describes the results of the update.

 A Job Status window displays. This type of update can take minutes or hours to run.



Update Grade Screen

- Click **OK** to return to the Update Grade screen.

Using the Schedule Tab

The **Schedule** tab on the Update Grade screen allows you to schedule the Update Grade Process without changing the grading period each time.

 This process applies only to the Regular Grading Period. It does not process for Hybrid Grading periods.

Selecting Minimum Days Options

These options must be defined on either the Grading Setup screen or on the **System** tab of the District Setup screen prior to scheduling Update Grade.

The schedule process looks at the **Minimum Days Enrolled Grading Threshold** on the **System** tab of the District Setup screen if **Minimum Class Enrollment Days** is not entered on the Grading Setup screen.

 **Minimum Class Enrollment Days** on the Grading Setup screen overrides **Minimum Days Enrolled Grading Threshold** on the **System** tab of the District Setup screen.

Minimum Class Enrollment Days and **Minimum Days Enrolled Grading Threshold** can vary based on the school and/or district focus.

The system defaults to ten days before the end of the grading period and the job is scheduled if no value is entered on either screen.

Selecting Options on the Grading Setup Screen

1. Navigate to **Synergy SIS > Grading > Setup > Grading Setup**.
2. Select *Evaluate active classes against Minimum Days Enrolled Threshold* in **Include in Grade Option**.
3. Enter a value in **Minimum Class Enrollment Days**.
4. Click **Save**.

Grading Setup

Menu ▾ Save Undo

School: School: **Hope High School** School Year: **2019-2020**

Grade Period/Mark Definition **Grade Period Weight** Comments Report Card Options Transcript Options TVUE Options

Current Grading Period Semester 1

Grade Period

Grade Period Actions...

- Start of School (08/12/2019)
 - Quarter 1(ending on 10/16/2019)
 - Semester 1(ending on 12/20/2019)
 - Quarter 3(ending on 03/06/2020)
 - Semester 2(ending on 05/21/2020)

Include In Grading Option

This option is used to determine if the Include In Grading flag is to be set when moving a student's class to history (IE when a leave date is entered). If Always or Never is selected then the Minimum Class Enrollment Days field is disregarded.

Include in Grade Option
 Evaluate active classes against Minimum Days Enrolled Threshold

Minimum Class Enrollment Days
 9

Grading Setup Screen

Selecting Options on the System Tab of the District Setup Screen

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select *Evaluate active classes against Minimum Days Enrolled Threshold* in **Include in Grade Option**.
4. Click **Save**.

District Setup

Menu ▾ Save Undo

District Setup

Options **System** Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers Mobile Apps Concurrent Options Accessibility Color Themes

Grading Setup

This option is used to determine if the Include In Grading flag is to be set when moving a student's class to history (IE when a leave date is entered). If Always or Never is selected then the Minimum Class Enrollment Days field is disregarded.

Minimum Days Enrolled Grading Threshold

Include In Grade Option
 Evaluate active classes against Minimum Days Enrolled Threshold

If this option is set then the AcaType drop down (that contains the GPA definitions) will not be filtered and all definitions will show in both views (Student Grade and Student Course History). If the option is left unchecked then the current functionality will remain. Student Grade will only show Current Period Only GPA types and Student Course History will only show Course History Only types.

GPA Filter Option Display Rigor Points In Student Grading

Always update completed credit on mark change in Student Course History

District Setup Screen, System Tab

Using Schedule Tab Options

1. Navigate to **Synergy SIS > Grading > Update Grade**.
2. Select the **Schedule** tab.
 - Options
 - **Time of day for jobs to begin being scheduled** – Jobs are scheduled at the time selected.
 - **Extended Logging** – The log file includes detailed information about which schools were processed or skipped and the reason they were skipped if selected. If extended logging is not selected, a log file is not provided.
 - **Auto Schedule Job Status Email** – An email is sent with the schedule results if an email address is entered.



Only one email address can be entered or an email group can be created.

- **Attach Result File** – A results file is attached to the Auto Schedule Job Status Email address if selected.
- Set Current Report Period
 - **Reporting period will be updated after the start of the reporting period plus number of days entered below. (5 days is default)** – Additional days before the current reporting period is set
- Update Grading Records
 - The initial Update Grading Records process is scheduled based on the **Minimum Class Enrollment Days** on Grading Setup screen or **Minimum Days Enrolled Grading Threshold** on the **System** tab of the District Setup screen and subtracted from the end of the reporting period. The default is ten if nothing was entered in either the Grading Setup screen or the **System** tab of the District Setup screen.
 - **Additional Update Grading days from the end of the reporting period** – The number of additional days to allow an additional Update Grading Records job to be scheduled
- Update Absences
 - **Initial Update Absences days from the end of the grading period**
 - **Additional Update Absences days from the end of the reporting period** – Allows an additional Update Absences to be scheduled after the end of the grading period

- Organizations to Process
 - **Organization Name** – Select one or more organizations to process. The Update Grade Schedule can be run while focused at the district.
 - **Reporting Period** – This column auto-populates once the Reporting Period is processed for each of organizations selected to update. This column is overwritten with the most recent date and time.
 - **Update Grading** – This column populates once the Update Grade begins processing for each Organizations listed. For subsequent Update Grade runs, the column is overwritten with the most recent date and time it runs.
 - **Update Absences** – This column populates once the Update Absences is processed for each Organization.



Schedule Update Grading displays grey and you cannot select it until the recurring job is removed from the Job Queue. A recurring job must be removed from the Job Queue prior to rescheduling the process if changes need to be made to the **Schedule** tab of the Update Grade screen.

Update Grade

Menu ▾ | Save ✓ | Undo ↶ | Update Grading Records

Update Grading | **Schedule**

Schedule Update Grading

The auto-processing of the scheduled Update Grading job will perform 3 primary tasks for the included schools: setting the current report period, update grading records and updating absences for the current grading period.

Options

Time of day for jobs to begin being scheduled: 5 | **Extended logging** | Auto Schedule Job Status Email | Attach Result File

Set Current Report Period

Reporting period will be updated after the start of the reporting period plus number of days entered below. (5 days is default)

5

Update Grading Records

The initial Update Grading Records process will be scheduled dependant on the Minimum Class Enrollment Days found in Grading Setup or District Setup and subtracted from the end of the reporting period. The default amount is 10 if nothing has been entered in either the District or Grading Setup.

An additional Update Grading Records job can be scheduled by entering an offset day amount below, from the end of the grading period. The calculated date will be ignored if it is prior to the initial Update Grading Records processing date.

Additional Update Grading days from the end of the reporting period

4

Update Absences

Organizations to Process | Chooser

* -	Line	Organization Name	Reporting Period	Last Updated		Update Absence
				Update Grading		
▣	1	Hope High School				

Update Grade Screen, Schedule Tab

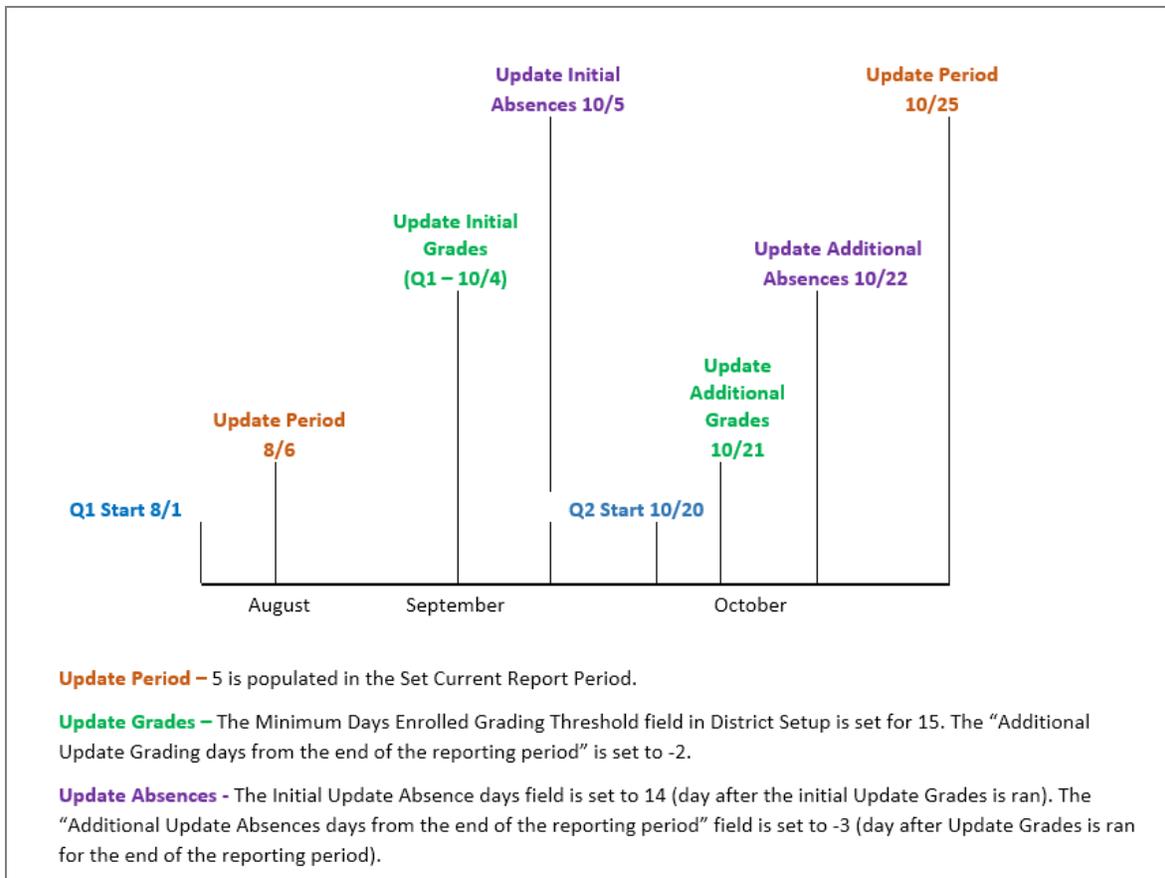


Diagram Example Of The Update Grade Process

Scenario 1

The Update Grade process is scheduled on the **Schedule** tab of the Update Grade screen in this scenario.

- On the Grading Setup screen, the **Current Grading Period** is set to *Semester 1*.
- **Include in Grade Option** is set to *Evaluate active classes against Minimum Days Enrolled Threshold*.
- **Minimum Class Enrollment Days** is set to 9.



This number can vary based on the school and/or district focus.

Grading Setup

Menu Save Undo

School: School: **Hope High School** School Year: **2019-2020**

Grade Period/Mark Definition Grade Period Weight Comments Report Card Options Transcript Options TVUE Options

Current Grading Period Semester 1

Grade Period

Grade Period Actions...

- Start of School (08/12/2019)
- Quarter 1(ending on 10/16/2019)
- Semester 1(ending on 12/20/2019)
- Quarter 3(ending on 03/06/2020)
- Semester 2(ending on 05/21/2020)

Include In Grading Option

This option is used to determine if the Include In Grading flag is to be set when moving a student's class to history (IE when a leave date is entered). If Always or Never is selected then the Minimum Class Enrollment Days field is disregarded.

Include in Grade Option
Evaluate active classes against Minimum Days Enrolled Threshold

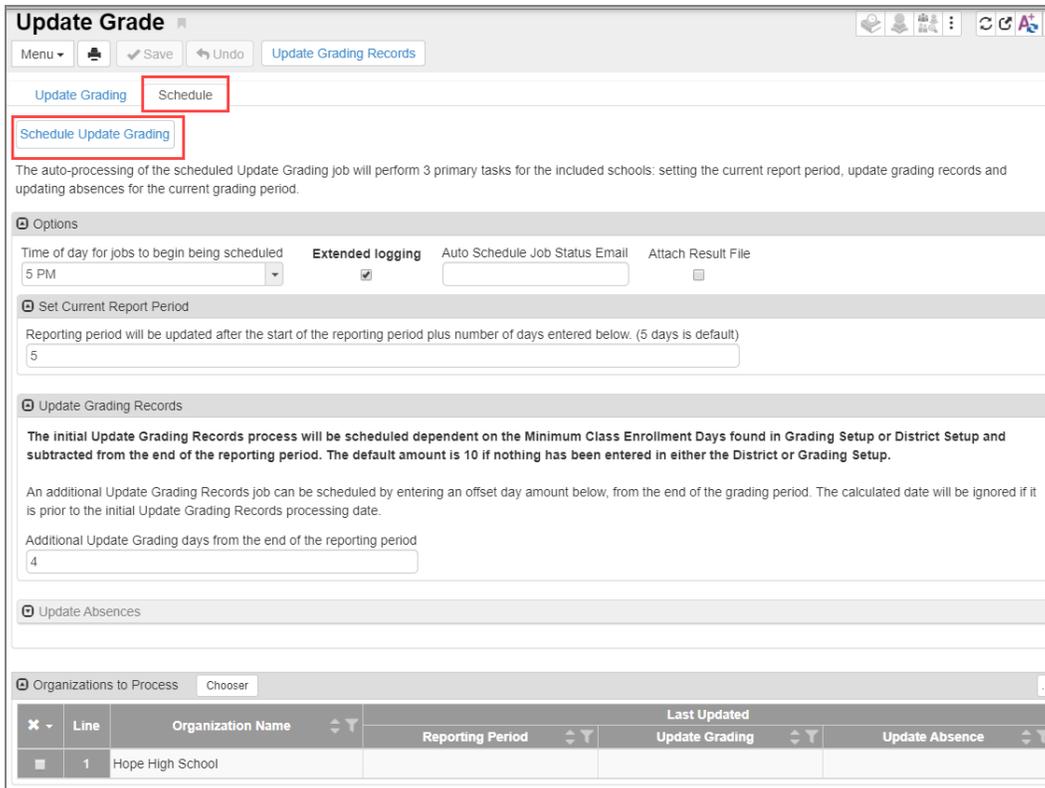
Minimum Class Enrollment Days
9

Grading Setup Screen

On the **Schedule** tab of the Update Grade screen you can schedule the Update Grade process without changing the current grading period with these settings:

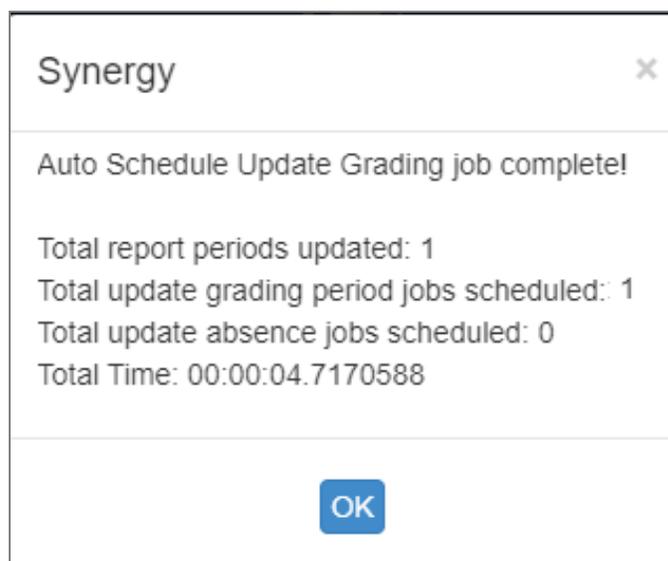
- **Time of day for jobs to be scheduled** is set to *5pm*.
- **Extended Logging** is selected to provide a log file.
- **5 days** is left as the default for **Reporting Period to be updated after the start of the period plus the number of days entered below**.

- **Additional Update Grading days from the end of the grading period** is set to 4. This means the Update Grade process will process again 4 days after the grading period has ended.
- Click **Schedule Update Grading**. Update Grade processes and schedules a recurring job.



Update Grade Screen, Schedule Tab

- A window displays confirming the job is complete.



Synergy Window

- The log file confirms that the current report period was updated to Quarter 3.

```

Start of job ...
Report Period Processing
  Reporting Period has been updated to Quarter 3 for school Hope High School

Update Grading Processing
  Update Grading has been scheduled for school Hope High School to be processed at 02/26/2020 05:00:00

Update Absences Processing
  Update Absences has been skipped for school Hope High School
  Reason: No dates have been defined for the auto process

Auto Schedule Update Grading job complete
Total report periods updated: 1
Total update grading period jobs scheduled: 1
Total update absence jobs scheduled: 0
Total Time: 00:00:32.0228694

```

Update Grade Screen, Schedule Tab Log File Output

Scenario 2

In this scenario Update Grade is scheduled for multiple schools, and one school is not scheduled. Quarter 3 ends on 3/06/2020 for the schools listed below.

- Kennedy High School – **Current Grading Period: Semester 1; Minimum Class Enrollment Days: 9**
- Edupoint High School – **Current Grading Period: Semester 1; Minimum Class Enrollment Days is blank**
- King High School – **Current Grading Period: Semester 1; Minimum Class Enrollment Days: 9**

The log file shows the Reporting Period skipped for Hope High School, because the current grading period reflects Quarter 3. The process updated the 3 additional schools to Quarter 3.

- Update Grading was scheduled for Hope High School, King High School and Kennedy High School.
- Update Grading skipped for Edupoint High School because the current date, 2/26, does not equal the initial execution date, 2/25, or the secondary date of 03/01. This is because **Minimum Class Enrollment Days** was left blank on the Grading Setup screen.

- The default is ten days and the process will not schedule until ten days before the end of the grading period if no threshold is entered.

```

Start of job ...
Report Period Processing
    Reporting Period has been skipped for school Hope High School
        Reason: Current report period: Quarter 3 is already correctly set
    Reporting Period has been updated to Quarter 3 for school King High School
    Reporting Period has been updated to Quarter 3 for school Edupoint High School
    Reporting Period has been updated to Quarter 3 for school Kennedy High School

Update Grading Processing
    Update Grading has been scheduled for school Hope High School to be processed at 02/26/2020 05:00:00
    Update Grading has been scheduled for school King High School to be processed at 02/26/2020 05:00:00
    Update Grading has been scheduled for school Edupoint High School
        Reason: Current date: 02/26/2020 does not equal the initial execution date: 02/25/2020 or the secondary execution date: 03/01/2020
    Update Grading has been scheduled for school Kennedy High School to be processed at 02/26/2020 05:00:00

Update Absences Processing
    Update Absences has been skipped for school Hope High School
        Reason: No dates have been defined for the auto process
    Update Absences has been skipped for school King High School
        Reason: No dates have been defined for the auto process
    Update Absences has been skipped for school Edupoint High School
        Reason: No dates have been defined for the auto process
    Update Absences has been skipped for school Kennedy High School
        Reason: No dates have been defined for the auto process

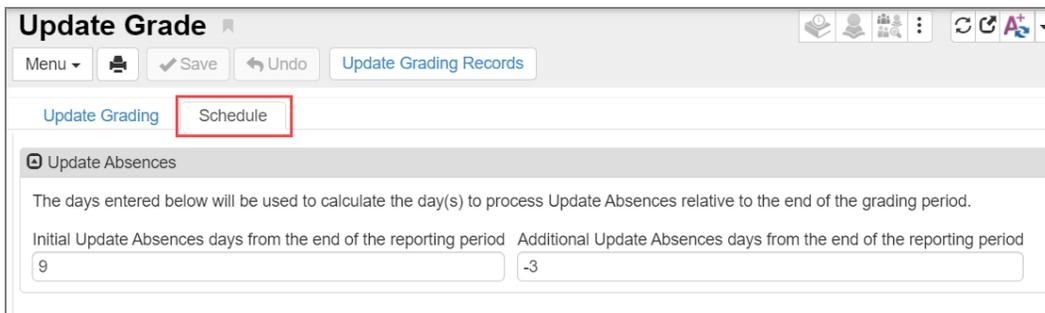
Auto Schedule Update Grading job complete
Total report periods updated: 3
Total update grading period jobs scheduled: 3
Total update absence jobs scheduled: 0
Total Time: 00:00:35.2250327
    
```

Update Grade Screen, Schedule Tab Log File Output

Scenario 3

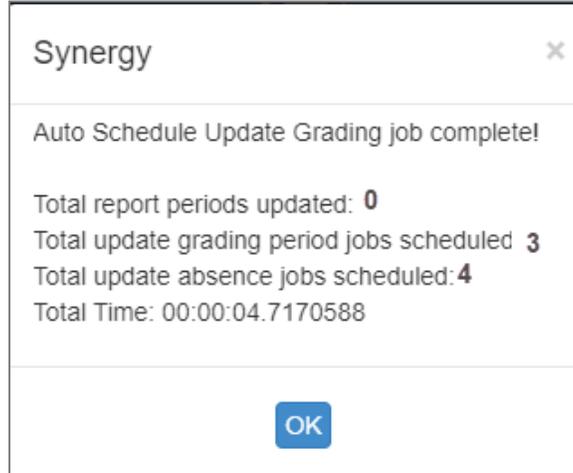
The Update Absences process is shown in this scenario.

- **Initial Update Absences days from the end of the reporting period** is set to 9.
- Quarter 3 ends on 3/06/2020. There are nine days left until the grading period ends, not counting the current date of 2/26.
- **Additional Update Absences days from the end of the reporting period** is set to -3. This means the Update Absences process will update again three days after the report period has ended.



Update Grade Screen, Schedule Tab

- A window displays confirming the job is complete.



Synergy Window

- The log file includes Hope High School, King High School, Kennedy High School and Edupoint High School and the Update Absences Process shows all four schools have been scheduled.

```

Start of job ...
Report Period Processing
    Reporting Period has been skipped for school Hope High School
        Reason: Current report period: Quarter 3 is already correctly set
    Reporting Period has been updated to Quarter 3 for school King High School
    Reporting Period has been updated to Quarter 3 for school Edupoint High School
    Reporting Period has been updated to Quarter 3 for school Kennedy High School

Update Grading Processing
    Update Grading has been scheduled for school Hope High School to be processed at 02/26/2020 05:00:00
    Update Grading has been scheduled for school King High School to be processed at 02/26/2020 05:00:00
    Update Grading has been skipped for school Edupoint High School
        Reason: Current date: 02/26/2020 does not equal the initial execution date: 02/25/2020 or the secondary execution date: 03/01/2020
    Update Grading has been scheduled for school Kennedy High School to be processed at 02/26/2020 05:00:00

Update Absences Processing
    Update Absences has been skipped for school Hope High School
        Reason: No dates have been defined for the auto process
    Update Absences has been skipped for school King High School
        Reason: No dates have been defined for the auto process
    Update Absences has been skipped for school Edupoint High School
        Reason: No dates have been defined for the auto process
    Update Absences has been skipped for school Kennedy High School
        Reason: No dates have been defined for the auto process

Auto Schedule Update Grading job complete
Total report periods updated: 3
Total update grading period jobs scheduled: 3
Total update absence jobs scheduled: 0
Total Time: 00:00:35.2250327
  
```

Update Grade Screen, Schedule Tab Log File Output

- The Organizations to Process section on the **Schedule** tab of the Update Grade screen displays the date and time for the schools scheduled after the scheduled Update Grade and Update Absences processes are complete.

 The first five scheduled jobs run at the same time when running the process for multiple schools. The next five scheduled jobs offset by 10 minutes.

Organizations to Process		Reporting Period		Last Updated	
Line	Organization Name			Update Grading	Update Absence
1	Edupoint High School	02/26/2020 06:07:00			02/26/2020 08:03:00
2	Hope High School	02/26/2020 05:46:00		02/26/2020 08:05:00	02/26/2020 08:09:00
3	Kennedy High School	02/26/2020 06:07:00		02/26/2020 08:04:00	02/26/2020 08:09:00
4	King High School	02/26/2020 06:07:00		02/26/2020 08:04:00	02/26/2020 08:13:00

Update Grade Screen, Schedule Tab

Chapter 5: Sections Missing Classroom Marks

Sections Missing Marks	39
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Sections Missing Marks

The Section Missing Mark Summary screen is similar to the Classroom Taken Attendance Summary screen, but shows data for sections missing classroom marks. You can send reminder emails to all teachers missing marks or to each teacher individually and also schedule this report to print on a recurring basis.

Viewing Missing Marks by Section

1. Navigate to **Synergy SIS > Grading > Section Missing Mark Summary**.
2. Select a **Grading Period**.
3. Select a **Mark** or **Staff Name** if needed.
4. Click **Filter Grid**.

Section Missing Mark Summary

Menu - Send Teacher Reminder Emails

Mark Summary | Scheduling

758 Total Sections | 741 Total Sections With Grades Taken | 17 Total Sections With No Grades Taken

Filter Options: Grading Period (First Quarter), Mark, Staff Name, Filter Grid

Line	Section ID	Course Title	Course ID	Staff Name	Reminder Email
1	0020	Cc-Bowling 2	PE92C	Diaz, Joe	Reminder Email
2	0025	Cc-Government	SS51C	Garland, Gregg	Reminder Email
3	0220	Stagecraft	PA89	Chaplin, Frank	Reminder Email
4	0708	Coe Bus Intern	BE75	Frommer, Kathy	Reminder Email
5	0737	Ind Coop Ed Ice	IT94	Garrison, Herbert	Reminder Email
6	0811	Stu Asst Nurse	SA66	Frizzle, Valerie	Reminder Email
7	0854	Ind Coop Ed Ice	IT94	Garrison, Herbert	Reminder Email

Section Missing Mark Summary Screen

Emailing Teachers Missing Classroom Marks

Synergy SIS emails the teachers included in the Section Missing Mark Grid section who have not yet entered the classroom grades.

1. Navigate to **Synergy SIS > Grading > Section Missing Mark Summary**.
2. [Filter the screen](#) as needed.
3. Click **Send Teacher Reminder Emails** to email all the listed teachers or click **Reminder Email** for the section to email an individual teacher.

Section Missing Mark Summary

Menu ▾ **Send Teacher Reminder Emails**

Mark Summary | Scheduling

758 Total Sections

741 Total Sections With Grades Taken

17 Total Sections With No Grades Taken

Filter Options

Grading Period: First Quarter | Mark: | Staff Name: | Filter Grid

Line	Section ID	Course Title	Course ID	Staff Name	Reminder Email
1	0020	Cc-Bowling 2	PE92C	Diaz, Joe	Reminder Email
2	0025	Cc-Government	SS51C	Garland, Gregg	Reminder Email
3	0220	Stagecraft	PA89	Chaplin, Frank	Reminder Email
4	0708	Coe Bus Intern	BE75	Frommer, Kathy	Reminder Email
5	0737	Ind Coop Ed Ice	IT94	Garrison, Herbert	Reminder Email
6	0811	Stu Asst Nurse	SA66	Frizzle, Valerie	Reminder Email
7	0854	Ind Coop Ed Ice	IT94	Garrison, Herbert	Reminder Email

Section Missing Mark Summary Screen

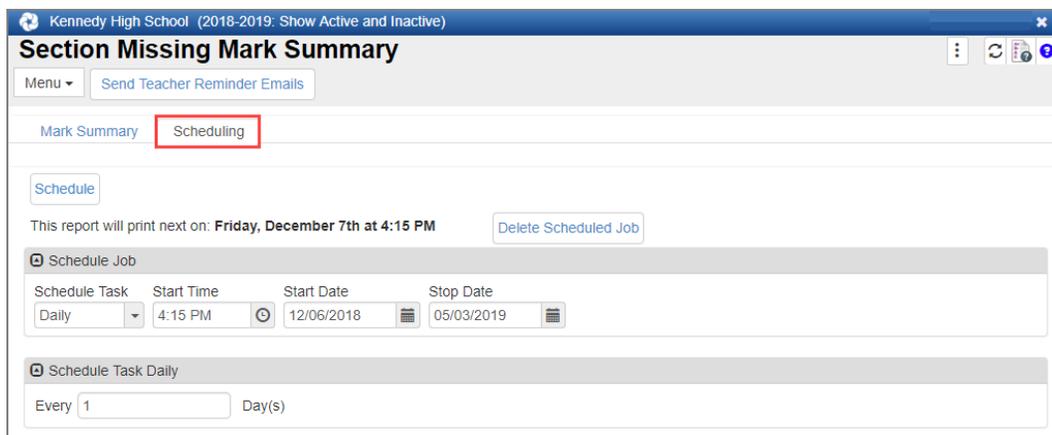


The emails are sent and the Job Result screen displays a Process Log .csv file.

Scheduling Section Missing Marks Summary

The following example illustrates how to schedule the job to run daily.

1. Navigate to **Synergy SIS > Grading > Section Missing Mark Summary**.
2. [Filter the screen](#) as needed.
3. Select the **Scheduling** tab.
4. Select *Daily* in **Schedule Task**.
 - *Once* – Report runs immediately
 - *Daily* – Enter the number of days between running the summary
 - *Weekly* – Enter the number of weeks between running the summary and select the day of the week to run it
 - *Monthly* – Select the day and the months to run the report
5. Enter a **Start Time**, **Start Date**, and **Stop Date**.
6. Enter *1* in the Schedule Task Daily section to run the summary every day.
7. Click **Schedule**.



The screenshot shows the 'Section Missing Mark Summary' interface for Kennedy High School (2018-2019). The 'Scheduling' tab is active. A 'Schedule' button is visible. Below it, a notification states 'This report will print next on: Friday, December 7th at 4:15 PM' with a 'Delete Scheduled Job' button. The 'Schedule Job' section includes fields for 'Schedule Task' (set to 'Daily'), 'Start Time' (4:15 PM), 'Start Date' (12/06/2018), and 'Stop Date' (05/03/2019). The 'Schedule Task Daily' section shows 'Every 1 Day(s)'.

Section Missing Mark Summary, Scheduling Tab



Click **Delete Scheduled Job** to cancel the scheduled job.

Chapter 6: Grading Reports

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Printing Report Cards

You can print report cards from:

- Student Grades screen – Report cards printed from this screen use the settings defined on the Grading Setup screen. These settings cannot override the settings on the Grading Setup screen.
- Report Interface screens – Use the settings on the **Options** tab of the report card Report Interface screen to override the settings on the Grading Setup screen.
- Report Card Students screen in Grade Book – Create a PDF file that can be printed using the browser's print function.

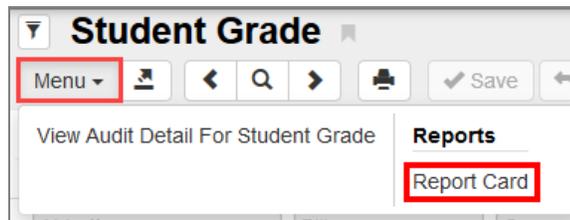


See the *Synergy SIS – Grade Book User Guide – Elementary* for more information.

Using the Student Grades Screen

Use the Student Grades screen to print a report card for an individual student. The report card prints using the district settings.

1. [View](#) or [Edit](#) the grades for the student.
2. Select *Report Card* from the **Menu**. The report card generates with Job Queue and displays.



Student Grade Screen

Using the Report Interface Screen

Use the GRD201 – Report Card report to print report cards for a group of students or to modify how the report card prints.



See the *Synergy SIS – Query and Reporting Guide* for more information about using the Report Interface screen.

1. Navigate to **Synergy SIS > Grading > Reports > Individual > GRD201 – Report Card**. The district selected report card displays.
2. Select the options for your report card using the descriptions in:
 - [GRD201 – Report Card](#)
 - [GRD202 – Report Card Tri Fold](#)
 - [GRD203 – Report Card Pressure Seal Trifold](#)
 - [GRD204 – Report Card Pressure Seal Trifold Preprinted](#)
 - [GRD205 – Report Card Tri Fold B](#)
 - [GRD206 – Report Card Pressure Seal Trifold Preprinted B](#)
 - [GRD207 – Report Card Preprinted](#)
 - [GRD208 – Report Card With Attendance Detail](#)
 - [GRD209 – Report Card Selector](#)
 - [GRD210 – Report Card Pressure Seal Mailer](#)
 - [GRD211 – Report Card Standards](#)
 - [GRD212 – Report Card Pressure Seal Trifold B](#)
3. Click **Print** or **Email Me**.

GRD201 – Report Card

Synergy SIS > Grading > Reports > Individual

The Report Card produces a customized report card to mail to the student's home address.

The screenshot displays the 'Report GRD201: Report Card' interface. At the top, there are buttons for 'Print', 'Save Default', 'Reset Default', and 'Email Me'. Below these, the report name is 'Report Card', the number is 'GRD201', and the page orientation is 'Portrait'. There are tabs for 'Options', 'Label Setup', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Options' tab is active, showing 'Starting Period' set to 'First Quarter' and 'Ending Period' set to 'Second Quarter'. Below this is the 'Cycles Data Range' section with a 'Period Range' sub-section, also showing 'Starting Period' and 'Ending Period' dropdowns. The 'GPA's section is expanded, showing four rows for 1st, 2nd, 3rd, and 4th GPA. Each row includes a GPA type dropdown (CUR, CUM, YTD), Start Grade (09), End Grade (12), and a checkbox for 'Calculate Marks to Use'. The 1st GPA is currently set to 'CUR GPA' and '2nd Qtr'.

GRD201 – Report Card Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range – Specifies the periods to display on the report card
 - Select the same period in **Starting Grading Period** and **Ending Grading Period** to include one period in the Period Range section.

- Select the **Grading Period(s)** or **Progress Period(s)** to report in the Individual Period section. You cannot select both a Grading Period and Progress Period if using Enhanced Grade Period Selection.
- Verify all periods selected fit on one page so that the report card can mail easily.

 Use Hybrid 1 Data Range and Hybrid 2 Data Range to print additional grading periods.

- GPAs – Select the GPA definitions to display on the report card.
 - Select the concurrent GPA definition for the **1st GPA** to print the GRD201 report with concurrent information.
 - Select which **GPA Mark** to use or leave it blank to include all marks.

 **GPA Mark** works best with the GPA for the current grade period.

- Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.
- Select the **GPA Calculate Marks to Use** option to hide the **GPA Mark** option. The GPA Calculator selects which marks to use based on settings on the District GPA Types screen and the **Grade Period Weight** tab of the Grading Setup screen.

GRD201 – Report Card Interface Screen

- Rank:
 - **Rank GPA** – Select to include the student’s rank based on the defined GPA options.
 - **Rank Grading Period** – Select to include the student’s rank based on the Grade Periods defined on the **Grade Period/Mark Definition** tab.

The screenshot shows a section titled 'Rank' with two dropdown menus. The first is labeled '1st Rank' and the second is labeled '1st Rank Grading Period'.

GRD201 – Report Card Interface Screen

- Mailing Options:
 - **Destination Address and Return Address** – Select the addresses to use for mailing.
 - **Enable Mailing** – Select to print the Destination Address and Return address.
 - **Service Requested** – Select how to handle undeliverable report cards.
 - **Parent/Guardian Options** – Select which parent address to use in the report card mailing.

The screenshot shows a section titled 'Mailing Options'. It includes a checked checkbox for 'Enable Mailing'. Below it are three dropdown menus: 'Mailing Destination' (set to 'Student Print Address'), 'Return Address' (set to 'School Name and School Address'), and 'Service Requested' (set to 'No Print (default)'). Below these is a section titled 'Parent/Guardian Options' with four unchecked checkboxes: 'Contact Allowed', 'Ed. Rights', 'Has Custody', and 'Mailings Allowed'.

GRD201 – Report Card Interface Screen

- Graduation Requirements:
 - **1st Requirement** – Select which graduation requirements definition to use for the report card.

The screenshot shows a section titled 'Graduation Requirements' with a dropdown menu labeled '1st Requirement' set to 'High School'.

GRD201 – Report Card Interface Screen

- Exclude the following students from Graduation Requirements – This section prevents the graduation requirements from printing for any student that matches the criteria set. The excluded students can match either filter.
 1. Select whether to use the **Filter** or **Condition** field.
 2. Select the **Operator** such as *Equal To*, *Not Equal To*, or *In List*.
 3. Enter the **Value** of the field to match.

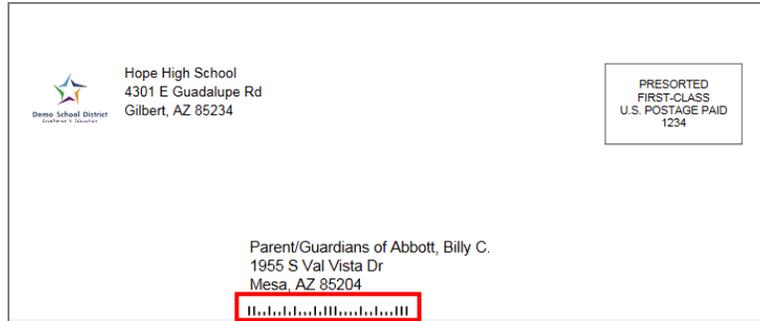
For example, if the **Filter** is set to *Grade*, the **Operator** is set to *Equal To*, and the **Value** is set to *09*, the graduation requirements do not display for any students in grade 9.

The screenshot shows a web interface for excluding students from graduation requirements. It features two filter sections, Filter 1 and Filter 2. Each filter section has three input fields: Filter, Operator, and Value. Filter 1 is currently empty, while Filter 2 has a dropdown menu for the Filter field.

GRD201 – Report Card Interface Screen

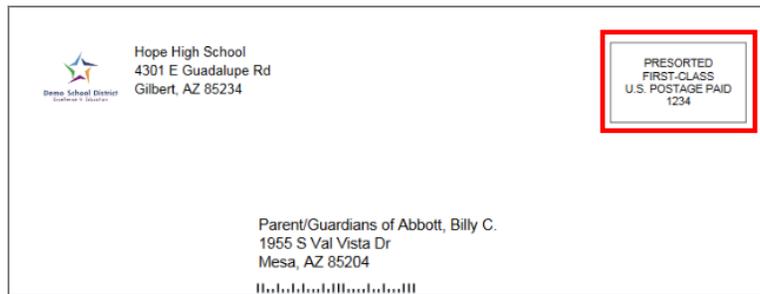
- **Report Content Options:**
 - **Title Override** – By default, the title of the report is *Report Card*. Enter a title to display a different title on the report card.
 - **Missing Fields** – Lists any field used in the generation of the report card that is incomplete and the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the report card.
 - **Period Display Option** – Select whether to display all classes or only classes with marks.
 - **Homeroom Source** – Select which source to display for homerooms: *Calculated (Default)* or *Source*.
 - **Date of Next Report Card** – Select the date to display on the report or leave it blank.
 - **Display Standards** – Select whether standards associated with a course in Grade Book or on the **Standards** tab of **Synergy SIS > Course > District Course** display on the report card.
 - **Display Concurrent** – Select *Show Concurrent* to include concurrent courses. Select *None* or leave this blank to exclude concurrent courses.
 - **Standard Sort Option** – Select the display order of the standards selected in **Display Standards**.
 - **Attendance Definition Summary** – Select the attendance options to display. The options correspond to the **Att 1 – Att 6** fields defined in Grading Setup.
 - **Abbreviate Course Title** – Select to display the **Course Short Title** instead of the **Course Title** from the District Course screen.
 - **Abbreviate Teacher Name** – Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
 - **Include Conduct Only** – Select to include conduct information for period/sections without marks or comments entered.
 - **Include Citizenship Only** – Select to include citizenship information for period/sections without marks or comments entered.
 - **Suppress GPA** – Select to not print the GPA on the report card.
 - **Suppress Grad Req** – Select to not print the Graduation Requirements on the report card.

- **Suppress Grading Legend** – Select to not print the Grading Legend on the report card.
- **Suppress Barcode** – Select to omit the mailing bar code.



GRD201 – Report Card Interface Screen

- **Suppress Postage Box** – Select to not print the postage box.



GRD201 – Report Card Interface Screen

- **Enable Duplex Formatting** – Select to print on both sides of the paper.
- **Replace Grade Marks With Course History Marks** – Attempts to match Student Grade records included in the report with what displays in Student Course History for the current school year. When a match is found, the **Mark** from Student Course History is used. Any additional Student Course History records for the current school year are included on the report output.
 - *Course History Only* – Only grading records with a matching course history record display on the report.
 - *Course History and Grading Combined* – All grading records display on the report. Marks are replaced from course history whenever a match is found.
 - *No Course History (Default)* – The report only displays grading records.



Replace Grade Marks With Course History Marks is only used with mail merge templates.

- **Show Concurrent for Home School Only** – Selecting this option along with **Display Concurrent** set to *Show Concurrent* displays concurrent courses depending on your focus. For example, when focused to the home school, the marks from both the home school and the concurrent school display. However, when focused to the concurrent school, the marks from only the concurrent school display.

- **Include Student Year End Status** – Derived from the **Year End Status** field on the **Other Info** tab of **Synergy SIS > Student > Student**. You must configure the Year End Status lookup table to add the required values to activate the indicator on this report output. You must run the Year End Status Update process for the value to populate on the Student screen. (Only for use with mail merge templates that use the Year End Status.)
 - **Print "Projected" Text** – Select to display (*Projected*) after the Year End Status at the bottom of the report card. For example, *Student Promoted* becomes *Student Promoted (Projected)*.

 This option is only used with mail merge templates that use the Year End Status.

Selecting this option automatically selects **Include Student Year End Status**. If no Year End Status exists for the student, nothing displays on the report card.

Report GRD201: Report Card

Print Save Default Reset Default Email Me

Name: **Report Card** Number: **GRD201** Page Orientation: **Portrait**

Options Label Setup Sort / Output Conditions Selection Advanced

Report Content Options

Title Override

Missing Fields
 Synergy>System>Setup>Organization (District Node):
 -Website URL

Period Display Option

Homeroom Source

Date of Next Report Card

Display Standards

Display Concurrent

Standard Sort Option

Attendance Definition Summary 1 2 3 4 5 6

Abbreviate Course Title
 Abbreviate Teacher Name
 Include Conduct Only
 Include Citizenship Only
 Suppress GPA
 Suppress Grad Req
 Suppress Grading Legend
 Suppress Barcode
 Suppress Postage Box
 Enable Duplex Formatting

Replace Grade Marks With Course History Mark Option

Show Concurrent for Home School Only
 Include Student Year End Status
 Print "Projected" Text

GRD201 – Report Card Interface Screen

- Footer Options – Select the **Footer Style** to display a signature slip for students to return with a parent/guardian signature.
- Signature Slip Options – Enter the **Slip Header Content** and **Staff Label**.

The screenshot displays two sections of the report card interface. The first section, titled "Footer Options", contains a dropdown menu for "Footer Style". The second section, titled "Signature Slip Options", contains two text input fields: "Slip Header Content" and "Staff Label".

GRD201 – Report Card Interface Screen

- Report Style Options – Select to **Show Grade Detail Headers with a White Background**.

The screenshot shows the "Report Style Options" section with a single checkbox labeled "Show Grade Detail Headers with a White Background".

GRD201 – Report Card Interface Screen

- Report Filter Options – Select the options that display on the report card in terms of **Marks To Include, Citizenship To Include, Conduct To Include, and Work Habits To Include**.

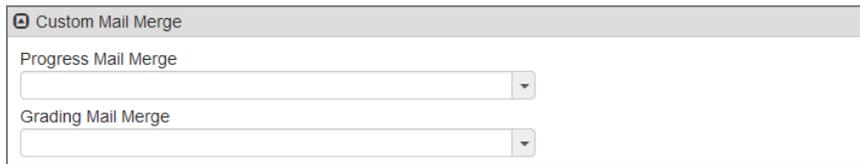
The screenshot displays the "Report Filter Options" section with four filter categories, each with a "To Include" button and a "Done" button:

- Marks To Include:** Includes checkboxes for A, A-, A+, B, B-, B+, C, C-, C+, D, D-, D+, F, I, and WF.
- Citizenship To Include:** Includes checkboxes for Outstanding, Satisfactory, and Needs Improvement.
- Conduct To Include:** Includes checkboxes for Outstanding, Satisfactory, and Needs Improvement.
- Work Habits To Include:** Includes checkboxes for Outstanding, Satisfactory, and Needs Improvement.

GRD201 – Report Card Interface Screen

- Custom Mail Merge:
 - **Progress Mail Merge** – Select to include the student’s progress on the report card.
 - **Grading Mail Merge** – Select to include the student’s grades on the report card.

 These options allow for the display of hybrid grades.

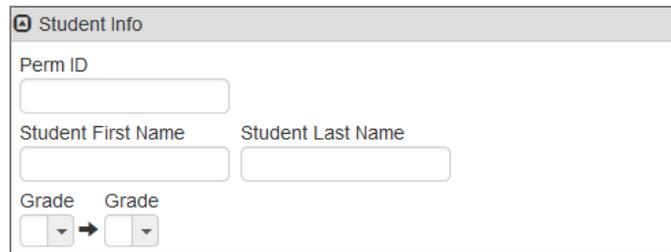


The screenshot shows a window titled "Custom Mail Merge" with two dropdown menus. The first is labeled "Progress Mail Merge" and the second is labeled "Grading Mail Merge". Both menus are currently set to a blank state.

GRD201 – Report Card Interface Screen

 See the *Synergy SIS – Mail Merge 2.0 Guide* for more information about mail merge.

- Student Info – Enter and select information to filter the information on the report cards by student information.



The screenshot shows a window titled "Student Info" with several input fields. There is a "Perm ID" field, a "Student First Name" field, a "Student Last Name" field, and two "Grade" dropdown menus connected by a right-pointing arrow.

GRD201 – Report Card Interface Screen

- Graduation Requirement Options – Select the **Details to Display** for graduation requirements.
 - *Graduation Requirements (default)* – Select to list the number of credits required for graduation and the number of credits earned on the report card.
 - *Graduation Requirements and Test History* – Select to list the number of credits required for graduation, the number of credits earned, and the student’s test history on the report card.
 - *Test History* – Select to display the student’s test history on the report card.



The screenshot shows a window titled "Graduation Requirement Options" with a single dropdown menu labeled "Details to Display".

GRD201 – Report Card Interface Screen

- Attendance Options – Select the types of absences to print on the report card along with the number of occurrences for that type of attendance.
 - Each **Attendance Def** field contains options numbered 1-6 as defined in Grading Setup.
- Attendance Percentage Rate (APR) Options – Synergy SIS uses the values selected on the Grading Setup screen by default.
 - **Current Grading Period** – Select the attendance definition defined on the **Grade Period/Mark Definition** tab to calculate the attendance rate.
 - **Year To Date** – Select the attendance definition defined on the **Grade Period/Mark Definition** tab to calculate the attendance rate.
 - **Custom Date Range** – Select the attendance definition defined on the **Grade Period/Mark Definition** tab to calculate the attendance rate for the selected timeframe.
 - **Include Attendance Percentage Rate Comment** – Select to display the comment on GRD201.



The percentage rate is determined by the formula:
 $(\text{Days in segment} - \text{Days absent}) / \text{Days in segment}$

Attendance Options			
Attendance Def 1	Attendance Def 2	Attendance Def 3	Attendance Def 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Attendance Percentage Rate (APR) Options			
Current Grading Period	Year To Date	Custom Date Range	Include Attendance Percentage Rate Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

GRD201 – Report Card Interface Screen

- **Student Identity** – Select the Protected Identity information to display on the report.

Identity Options

Student Identity

Preferred Identity (Default): The report will print student name as it appears on the Student > Demographics tab page.
 Legal Identity: The report will print student name as it appears on the Student > Protected Information tab page, if values exist. If no values exist on the Student > Protected Information tab page, then the report will print student name as it appears on the Student > Demographics tab page.
 If the user does not make a selection, the report will print name as it appears on the Student > Demographics tab page.

GRD201 – Report Card Interface Screen

- **Blank or Preferred Identity (Default)** – Prints the student's name as it displays on the **Demographics** tab of the Student screen
- **Legal Identity** – Prints the student's name as it displays on the **Protected Information** tab of the Student screen.

If the student's name does not exist on the **Protected Information** tab of the Student screen, the report prints the student's name as it displays in the Student Information section on the **Demographics** tab of the Student screen. If the Student Information section does not contain the student's name, the student's name prints as it displays on the topmost section on the **Demographics** tab of the Student screen.

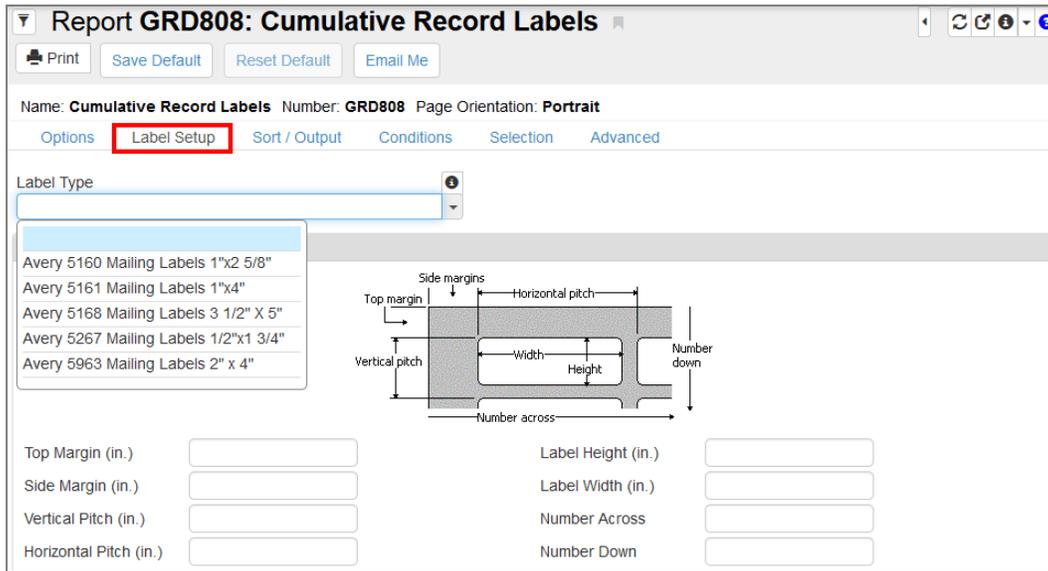
The screenshot shows the 'Student' interface with the 'Protected Information' tab selected. The 'Legal Identity' section contains the following fields:

Field	Value
Legal Last Name	Lewis
Legal First Name	Carol
Legal Middle Name	Rodolph
Legal Middle Suffix	Jr.
Legal Gender	Female

Other visible fields include Legal Birth Date (03/15/2002), Legal Birth State (California), Legal Birth Country (United States of America), and Legal Birth Place (Phoenix).

Student Screen, Protected Information Tab

- **Label Setup** tab – Select the **Label Type**.



GRD201 – Report Card Interface Screen, Label Setup Tab

GRD202 – Report Card Tri Fold

Synergy SIS > Grading > Reports > Individual

The Report Card generates a one-sided 8 ½ x 11 page that can be folded in thirds and mailed to the student's parents. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It is designed to tri-fold and fit in a #10 window envelope.

Report GRD202: Report Card Tri Fold

Print Save Default Reset Saved Default Email Me

Name: Report Card Tri Fold Number: GRD202 Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab.

Data Range

Period Range

Starting Period Ending Period

First Quarter First Quarter

Hybrid Data Range

Period Range

Starting Period Ending Period

GRD202 – Report Card Tri Fold Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range – Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



Use Hybrid 1 Data Range and Hybrid 2 Data Range to print additional grading periods.

- GPAs – Define the **GPA** definitions to display on the report card.
 - Select which **GPA Mark** to use or leave it blank to include all marks.



GPA Mark works best with the GPA for the current grade period.

- Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

1st GPA	Start Grade	End Grade	1st GPA Calculate Marks to Use
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
1st GPA Mark	1st GPA Mark (Cycles)		
<input type="text"/>	<input type="text"/>		
2nd GPA	Start Grade	End Grade	2nd GPA Calculate Marks to Use
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2nd GPA Mark	2nd GPA Mark (Cycles)		
<input type="text"/>	<input type="text"/>		
3rd GPA	Start Grade	End Grade	3rd GPA Calculate Marks to Use
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3rd GPA Mark	3rd GPA Mark (Cycles)		
<input type="text"/>	<input type="text"/>		
4th GPA	Start Grade	End Grade	4th GPA Calculate Marks to Use
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4th GPA Mark	4th GPA Mark (Cycles)		
<input type="text"/>	<input type="text"/>		

GRD202 – Report Card Tri Fold Interface Screen

- Rank:
 - **Rank GPA** – Select to include the student’s rank based on the defined GPA options.
 - **Rank Grading Period** – Select to include the student’s rank based on the Grade Periods defined on the **Grade Period/Mark Definition** tab.

1st Rank	1st Rank Grading Period
<input type="text"/>	<input type="text"/>

GRD202 – Report Card Tri Fold Interface Screen

- Address Options:

- **Strict Parent Conditions**

- If selected, suppresses students who do not have any parents loaded (due to filter settings or not having parents altogether). This means that if you set this for a specific relation and the student does not have it, that student does not display.
 - If not selected, students display even if they do not have parent information. The parent data does not drive the query for the student.

- **Parent/Guardian Options** – Select which parent address to use in the report card mailing.

- **Mailing Destination and Return Address** – Select the addresses to use for mailing.

GRD202 – Report Card Tri Fold Interface Screen

- Sort Options – Select the **Homeroom Period Override** to give the report card to the student in selected class period instead of mailing the report card.

GRD202 – Report Card Tri Fold Interface Screen

- Graduation Requirements:

- **1st Requirement** – Select which graduation requirements definition to use for the report card.

- **Test Requirement** – Select the test requirement definition to use for the report card.

GRD202 – Report Card Tri Fold Report Interface Screen

- Exclude the following students from Graduation Requirements – This section prevents the graduation requirements from printing for any student that matches the criteria set. The excluded students can match either filter.
 1. Select whether to use the **Filter** or **Condition** field.
 2. Select the **Operator** such as *Equal To*, *Not Equal To*, or *In List*.
 3. Enter the **Value** of the field to match.



For example, if the **Filter** is set to *Grade*, the **Operator** is set to *Equal To*, and the **Value** is set to *09*, the graduation requirements do not display for any students in grade 9.

The screenshot shows a window titled "Exclude the following students from Graduation Requirements". It contains two filter sections, "Filter 1" and "Filter 2". Each section has a dropdown menu for "Filter" or "Condition", a dropdown menu for "Operator", and a text input field for "Value".

GRD202 – Report Card Tri Fold Interface Screen

- Report Content Options:
 - **Show Citizenship** – Select whether to show the citizenship *Code* or *Description*.
 - **Title Override** – By default, the title of the report is *Report Card*. Enter a title to display a different title on the report card.
 - **Homeroom Source** – Select which source to display for homerooms: *Calculated (Default)* or *Source*.
 - **Missing Fields** – Lists any field used in the generation of the Report Card that is incomplete and the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the Report Card.
 - **Abbreviate Course Title** – Select to display the **Course Short Title** instead of the **Course Title** from the District Course screen.
 - **Abbreviate Teacher Name** – Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
 - **Display Credit Totals** – Select to display course credit totals.
 - **Remove the Date and Time** – Select to remove the date and time the report card printed.

- **Remove Admin Date on Test Results** – Select to remove the date the test was taken from the report card.

GRD202 – Report Card Tri Fold Interface Screen

- **Report Filter Options** – Select the options that display on the report card in terms of **Marks To Include, Citizenship To Include, Conduct To Include, and Work Habits To Include.**

GRD202 – Report Card Tri Fold Interface Screen

- Additional Filtering:
 - **Filter Type** – Select to *Include* or *Exclude* students with the selected options. Select *None* to not use additional filtering.
 - **Sped Program** – Select the special education programs to include or exclude on the report. Use ↔ to select all.
 - **ELL Program Code** – Select the English Language Learner programs to include or exclude on the report. Use ↔ to select all.
 - Custom Filtering:
 - **Business Object** - Select to filter by a specific Business Object.
 - **Property** - Select to filter by a specific Property of the Business Object
 - **Filter Values** – Select from the options displayed based on the Business Object and Property. Use ↔ to select all.

Additional Filtering

Filter Type

Sped Program ↔

Autism
 Moderate Mental Retardation
 Preschool - Moderate Delay
 Speech/Language Impairment

Emotional Disability
 Multiple Disabilities
 Preschool - Severe Delay
 Traumatic Brain Injury

Emotional Disability (private school)
 Multiple Disabilities - Severe Sensory Impairment
 Preschool - Speech/Language Delay
 Visual Impairment

Hearing Impairment
 Orthopedic Impairment
 Severe Mental Retardation

Mild Mental Retardation
 Other Health Impairment
 Specific Learning Disability

ELL Program Code ↔

State ESOL/Bilingual Funded
 Both Title III and State ESOL/Bilingual Funded
 Monitored ESOL student
 ESOL program eligible, based on an English language proficiency test, but not currently receiving ESOL program services

Title III Funded
 Receives ESOL services and not funded with Title III and/or State ESOL Funding.

Custom Filtering

Business Object Property

Filter Values ↔

GRD202 – Report Card Tri Fold Interface Screen

- Custom Sort Property – Choose the custom **Sort Type** for data.

Custom Sort Property

Sort Type

GRD202 – Report Card Tri Fold Interface Screen

- Student Info – Enter and select information to filter the information on the report cards by student information.

Student Info

Perm ID

Student First Name Student Last Name

Grade Grade
 →

GRD202 – Report Card Tri Fold Interface Screen

Hope High School
 4301 E Guadalupe Rd
 Gilbert, AZ 85234
 949-555-1212

High School Report Card
 04/30/2018 03:20:05 PM

To the Parent/Guardian(s)
 Abbott, Billy C. Jr.
 1957 S Val Vista
 Mesa, AZ 85204

Abbott, Billy C. Jr.
 Perm ID 905483
 Grade 12

Grade Detail

Per.	Course / Teacher	2nd Qtr	S1 Final	Cit	ABS	Current Grading Period	Comments
0	Am Govt Jackson, Kathy	A	F	B-	5.00		
1	Beg Jewelry Sullivan, Joe	C	A+	A+	5.00		excelente estudiante
2	Intermediate Acting Gardner, David	B	C	C	5.00		
3	Weight Trn Boys Joseph, Thomas	B	A+	A+	5.00		Buena actitud en clase
4	Eng (brit) Lit Snyder, Joan	D	A+	A+	5.00		Muestra el esfuerzo extra
5	Spanish II Olstad, Tiffany	C+	B	C+	5.00		
6	Science 10 Teacher, Science	A-	A	A	5.00		
	CUR GPA	3.093		CUM GPA		0.000	
	YTD GPA	3.093					

GRD202 – Report Card Tri Fold Output

GRD203 – Report Card Pressure Seal Trifold

Synergy SIS > Grading > Reports > Individual

The Report Card generates a one-sided 8 ½ x 11 mailer that can be folded in thirds and mailed to the student's parents. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the student's graduation requirements, but this generally produces a second page for mailing. The report can be customized to print a signature slip instead of an address.



Additional Mail Merge settings are required to include a counselor name in this report card. Refer to the *Synergy SIS – Mail Merge 2.0 Guide* for more information.

GRD203 – Report Card Pressure Seal Trifold Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range – Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



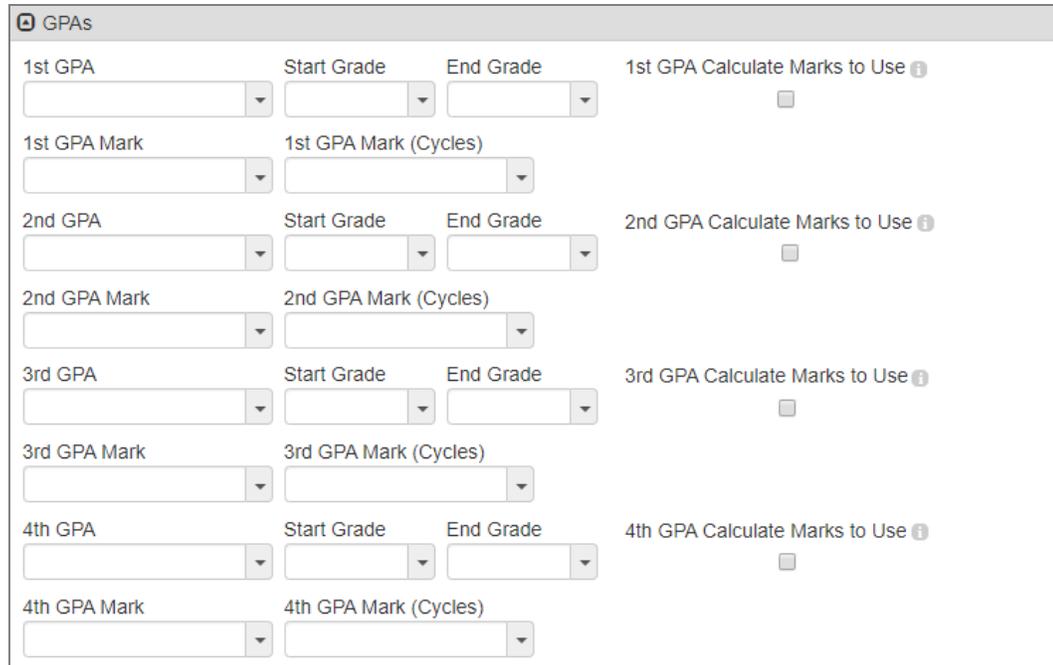
Use Hybrid 1 Data Range and Hybrid 2 Data Range to print additional grading periods.

- GPAs – Define the **GPA** definitions to display on the report card.
 - Select which **GPA Mark** to use or leave it blank to include all marks.



GPA Mark works best with the GPA for the current grade period.

- Select which grade levels to include in the GPA calculation by selecting the **Start Grade and End Grade**.



GPA Level	Start Grade	End Grade	Calculate Marks to Use	GPA Mark	GPA Mark (Cycles)
1st GPA			<input type="checkbox"/>		
2nd GPA			<input type="checkbox"/>		
3rd GPA			<input type="checkbox"/>		
4th GPA			<input type="checkbox"/>		

GRD203 – Report Card Pressure Seal Trifold Interface Screen

- Footer Options:
 - **Footer Style** – Select an option:
 - *None*
 - *Mailing* – Prints the address
 - *Signature Slip* – Prints a parent signature area
 - Mailing Options:
 - **Mailing Destination and Return Address** – Select the addresses to use for mailing.
 - **Print Address Service Requested Message** – Select to add this information to the mailing output.
 - **Show both Parent and Student name** – Select to show both names.
 - **Start of Mailing Label Window (in. ex: 2.51)** – Enter the number in inches to shift the address to the right from the place defined on the Grading Setup screen.
- **Parent/Guardian Options** – Select which parent address to use in the report card mailing.

- Signature Slip Options – Enter the **Slip Header Content** and **Staff Label**.

The screenshot shows a web interface with two main sections. The first section, titled "Footer Options", contains a "Footer Style" dropdown menu set to "Mailing". Below this is a "Mailing Options" section with a "Mailing Destination" dropdown set to "Student Print Address", a "Return Address" dropdown set to "School Name and School Address", and a "Start of Mailing Label Window (in. ex: 2.51)" text input field. There is also a checkbox for "Print Address Service Requested Message". The second section, titled "Parent/Guardian Options", contains four checkboxes: "Contact Allowed", "Ed. Rights", "Has Custody", and "Mailings Allowed". The third section, titled "Signature Slip Options", contains a "Slip Header Content" text area and a "Staff Label" text input field.

GRD203 – Report Card Pressure Seal Trifold Interface Screen

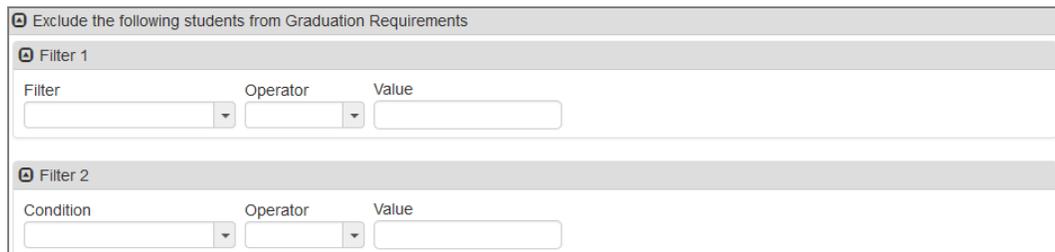
- Graduation Requirements:
 - **1st Requirement** – Select which graduation requirements definition to use for the report card.

The screenshot shows a section titled "Graduation Requirements" with a "1st Requirement" dropdown menu set to "High School".

GRD203 – Report Card Pressure Seal Trifold Interface Screen

- Exclude the following students from Graduation Requirements – This section prevents the graduation requirements from printing for any student that matches the criteria set. The excluded students can match either filter.
 1. Select whether to use the **Filter** or **Condition** field.
 2. Select the **Operator** such as *Equal To*, *Not Equal To*, or *In List*.
 3. Enter the **Value** of the field to match.

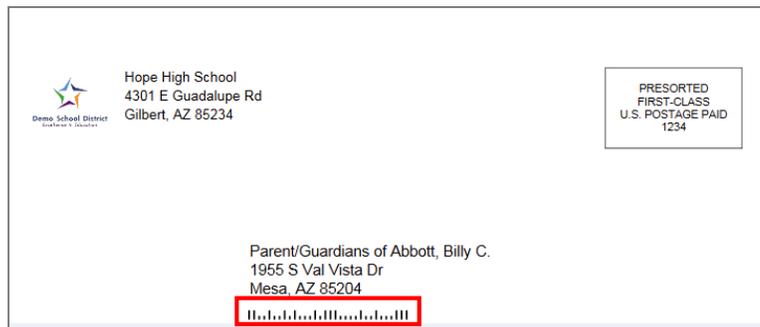
 For example, if the **Filter** is set to *Grade*, the **Operator** is set to *Equal To*, and the **Value** is set to *09*, the graduation requirements do not display for any students in grade 9.



GRD203 – Report Card Pressure Seal Trifold Interface Screen

- Report Content Options:
 - **District Name Override** – Select to use a different name for the district.
 - **Title Override** – By default, the title of the report is *Report Card*. Enter a title to display a different title on the report card.
 - **Comments Line 1** – Enter comments to display on the left side.
 - **Comments Line 2** – Enter comments to display on the right side.
 - **Missing Fields** – Lists any field used in the generation of the Report Card that is incomplete and the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the Report Card.
 - **Period Display Option** – Select whether to display all classes or only classes with marks.
 - **Homeroom Source** – Select which source to display for homerooms: *Calculated (Default)* or *Source*.
 - **Display Standards** – Select whether standards associated with a course in Grade Book or on the **Standards** tab of **Synergy SIS > Course > District Course** display on the Report Card.
 - **Display Concurrent** – Select *Show Concurrent* to include concurrent courses. Select *None* or leave this blank to exclude concurrent courses.
 - **Show Concurrent for Home School Only** – Selecting this option along with **Display Concurrent** set to *Show Concurrent* displays concurrent courses depending on your focus. For example, when focused to the home school, the marks from both the home school and the concurrent school display. However, when focused to the concurrent school, the marks from only the concurrent school display.

- **Standard Sort Option** – Select the display order of the standards selected in **Display Standards**.
- **Abbreviate Course Title** – Select to display the **Course Short Title** instead of the **Course Title** from the District Course screen.
- **Abbreviate Teacher Name** – Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
- **Include Conduct Only** – Select to include conduct information for period/sections without marks or comments entered.
- **Include Citizenship Only** – Select to include citizenship information for period/sections without marks or comments entered.
- **Suppress Barcode** – Select to omit the mailing barcode.



GRD203 – Report Card Pressure Seal Trifold Interface Screen

- **Suppress Grad Req** – Select to not print the Graduation Requirements on the Report Card.
- **Suppress GPA** – Select to not print the GPA on the Report Card.
- **Show Credits Attempted** – Select to show the credits attempted for the course.
- **Show Credits Completed** – Select to show the credits completed for the course.
- **Sort by Sort Tab Only** – Select to use sort options on the **Sort** tab and not defined in Grading Setup.
- **Show Duplicate Course Titles** – Select to show duplicate course titles on the report card.

- **Enable Duplex Formatting** – Select to print on both sides of the paper.

Report Content Options

District Name Override:

Title Override:

Comments Line 1:

Comments Line 2:

Missing Fields: Synergy>System>Setup>Organization (District Node):

Period Display Option:

Homeroom Source:

Display Standards:

Standard Sort Option:

Abbreviate Course Title

Abbreviate Teacher Name

Include Conduct Only

Include Citizenship Only

Suppress Barcode

Suppress Grad Req

Suppress GPA

Show Credits Attempted

Show Credits Completed

Sort by Sort Tab Only

Show Duplicate Course Titles

Enable Duplex Formatting

Show Concurrent for Home School Only

GRD203 – Report Card Pressure Seal Trifold Interface Screen

- **Report Style Options** – Select to **Show Grade Detail Headers with a White Background**.

Report Style Options

Show Grade Detail Headers with a White Background

GRD203 – Report Card Pressure Seal Trifold Report Interface Screen

- **Report Filter Options** – Select the options that display on the report card in terms of **Marks To Include, Citizenship To Include, Conduct To Include, and Work Habits To Include**.

Report Filter Options

Marks To Include ↔

A A- A+ B B- B+ C C- C+ D

D- D+ F I WF

Citizenship To Include ↔

Outstanding Satisfactory Needs Improvement

Conduct To Include ↔

Outstanding Satisfactory Needs Improvement

Work Habits To Include ↔

Outstanding Satisfactory Needs Improvement

GRD203 – Report Card Pressure Seal Trifold Interface Screen

With Signature Slip Instead of Address

Hope High School Rob Wilson, Principal 4301 E Guadalupe Rd Gilbert, AZ 85234		Edupoint School District High School Report Card 2017-2018		Student Name: Abbott, Billy C.		
				Perm ID: 905483	Grade: 12	Home Room: 403
Grade Detail						
Period	Course ID	Course Title	1st Qtr	Teacher	ABS	
0	SS51	Am Govt	A	Jackson, Kathy	15	
School: Hope High School						
Comment(s)		Excellent Student Good Attitude In Class Shows Extra Effort				
1	AR54	Beg Jewelry	A	Sullivan, Joe	11	
School: Hope High School						
Comment(s)		Good Attitude In Class Shows Extra Effort				
2	PA88	Intermediate Acting	B	Gardner, David	19	
School: Hope High School						
3	PE781	Weight Trn Boys	B	Joseph, Thomas	8	
School: Hope High School						
Comment(s)		Excellent Student				
4	EN80	Eng (brit) Lit	A	Snyder, Joan	0	
School: Hope High School						
Comment(s)		Please Contact Teacher				
5	WL22	Spanish II	A	Olstad, Tiffany	0	
School: Hope High School						
6	SC49	Science 10	A-	Tofft, Robert	9	
School: Hope High School						

Please sign and return to homeroom teacher.

Abbott, Billy C. Student Name	_____ Homeroom Teacher
_____ Parent/Guardian Signature	Date: 06/12/2015

GRD203 – Report Card Pressure Seal Trifold Output

With No Footer Selected

Hope High School Rob Wilson, Principal 4301 E Guadalupe Rd Gilbert, AZ 85234		Edupoint School District High School Report Card 2017-2018		Student Name: Abbott, Billy C.	
949-555-1212		Perm ID: 905483	Grade: 12	Home Room: 403	
Grade Detail					
Period	Course ID	Course Title	1st Qtr	Teacher	ABS
0	SS51	Am Govt	A	Jackson, Kathy	15
School: Hope High School					
Comment(s)		Excellent Student Good Attitude In Class Shows Extra Effort			
1	AR54	Beg Jewelry	A	Sullivan, Joe	11
School: Hope High School					
Comment(s)		Good Attitude In Class Shows Extra Effort			
2	PA88	Intermediate Acting	B	Gardner, David	19
School: Hope High School					
3	PE781	Weight Trn Boys	B	Joseph, Thomas	8
School: Hope High School					
Comment(s)		Excellent Student			
4	EN80	Eng (brit) Lit	A	Snyder, Joan	0
School: Hope High School					
Comment(s)		Please Contact Teacher			
5	WL22	Spanish II	A	Olstad, Tiffany	0
School: Hope High School					
6	SC49	Science 10	A-	Tofft, Robert	9
School: Hope High School					
High School Report Card - 2017-2018					

GRD203 – Report Card Pressure Seal Trifold Output

GRD204 – Report Card Pressure Seal Trifold Preprinted

Synergy SIS > Grading > Reports > Individual

The Report Card generates a one-sided 8 ½ x 11 mailer that can be folded in thirds and mailed to the student's parents. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the student's graduation requirements, but this generally produces a second page for mailing. The report can be customized to print a signature slip instead of an address. The report is designed to print on pre-printed report card paper.

Report GRD204: Report Card Pressure Seal Trifold Preprinted

Print Save Default Reset Saved Default Email Me

Name: **Report Card Pressure Seal Trifold Preprinted** Number: **GRD204** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab.

Data Range

Period Range

Starting Period Ending Period
First Quarter First Quarter

Hybrid Data Range

Period Range

Starting Period Ending Period

Hybrid Data Range

Start Date Override End Date Override

GRD204 – Report Card Pressure Seal Trifold Preprinted Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range – Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Select a date in **Start Date Override** and **End Date Override** to override the date from the selected **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



Use Hybrid 1 Data Range and Hybrid 2 Data Range to print additional grading periods.

- GPAs – Define the **GPA** definitions to display on the report card.
 - Select which **GPA Mark** to use or leave it blank to include all marks.



GPA Mark works best with the GPA for the current grade period.

- Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

1st GPA	Start Grade	End Grade	1st GPA Calculate Marks to Use
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
1st GPA Mark	1st GPA Mark (Cycles)		
<input type="text"/>	<input type="text"/>		
2nd GPA	Start Grade	End Grade	2nd GPA Calculate Marks to Use
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2nd GPA Mark	2nd GPA Mark (Cycles)		
<input type="text"/>	<input type="text"/>		
3rd GPA	Start Grade	End Grade	3rd GPA Calculate Marks to Use
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3rd GPA Mark	3rd GPA Mark (Cycles)		
<input type="text"/>	<input type="text"/>		
4th GPA	Start Grade	End Grade	4th GPA Calculate Marks to Use
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4th GPA Mark	4th GPA Mark (Cycles)		
<input type="text"/>	<input type="text"/>		

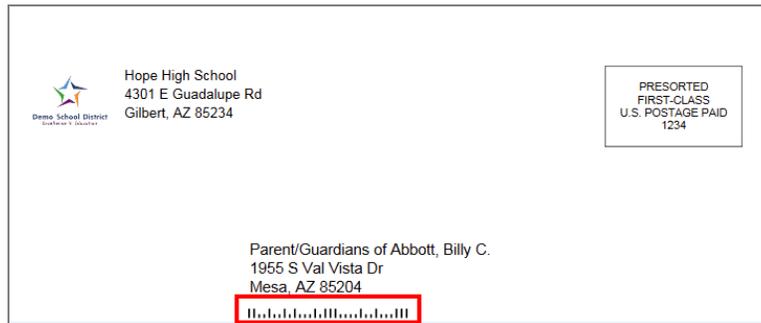
GRD204 – Report Card Pressure Seal Trifold Preprinted Interface Screen

- Mailing Options:
 - **Mailing Destination and Return Address** – Select the addresses to use for mailing.
 - **Parent/Guardian Options** – Select which parent address to use in the report card mailing.

Mailing Destination	Return Address
<input type="text"/>	<input type="text"/>
Parent/Guardian Options	
<input type="checkbox"/> Contact Allowed	<input type="checkbox"/> Has Custody
<input type="checkbox"/> Ed. Rights	<input type="checkbox"/> Mailings Allowed

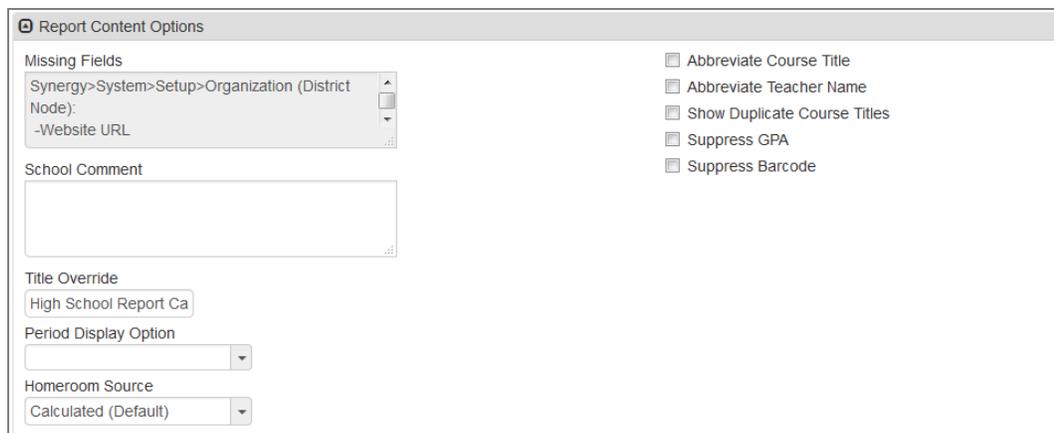
GRD204 – Report Card Pressure Seal Trifold Preprinted Interface Screen

- Report Content Options:
 - **Missing Fields** – Lists any field used in the generation of the Report Card that is incomplete and the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the Report Card.
 - **School Comment** – Enter a school specific comment to display on the report card.
 - **Title Override** – By default, the title of the report is *Report Card*. Enter a title to display a different title on the report card.
 - **Period Display Option** – Select whether to display all classes or only classes with marks.
 - **Homeroom Source** – Select which source to display for homerooms: *Calculated (Default)* or *Source*.
 - **Abbreviate Course Title** – Select to display the **Course Short Title** instead of the **Course Title** from the District Course screen.
 - **Abbreviate Teacher Name** – Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
 - **Show Duplicate Course Titles** – Select to show duplicate course titles on the report card.
 - **Suppress Barcode** – Select to omit the mailing barcode.



GRD204 – Report Card Pressure Seal Trifold Preprinted Interface Screen

- **Suppress GPA** – Select to not print the GPA on the Report Card.



GRD204 – Report Card Pressure Seal Trifold Preprinted Interface Screen

- Report Filter Options – Select the options that display on the report card in terms of **Marks To Include**, **Citizenship To Include**, **Conduct To Include**, and **Work Habits To Include**.

Report Filter Options

Marks To Include ↔

A A- A+ B B- B+ C C- C+ D
 D- D+ F I WF

Citizenship To Include ↔

Outstanding Satisfactory Needs Improvement

Conduct To Include ↔

Outstanding Satisfactory Needs Improvement

Work Habits To Include ↔

Outstanding Satisfactory Needs Improvement

GRD204 – Report Card Pressure Seal Trifold Preprinted Interface Screen

- Student Info – Enter and select information to filter the information on the report cards by student information.

Student Info

Perm ID

Student First Name Student Last Name

Grade →

GRD204 – Report Card Pressure Seal Trifold Preprinted Interface Screen

Hope High School		Third Quarter		
Abbott, Billy C.		905483	12	03/26/2015 06/12/2015
0	Am Govt 123	Jackson, Kathy	A- 0.00	3 Excellent Student
1	Prin Eng III	Harder, Rachel	B 0.00	3
2	Intermediate Acting	Gardner, David	C 0.00	2 Showing Improvement
3	Weight Trn Boys	Joseph, Thomas	B- 0.00	2 Good Participation In Class Needs To Follow Correct Techn.
5	Rt 5th Per	Rel Time, Rel Time	A 0.00	2 Shows Extra Effort
6	Rt 6th Per	Rel Time, Rel Time	A 0.00	1
10	Prin&prac Econ	Brandt P., Paula	A- 0.00	2

Hope High School
 123 Main St
 Phoenix, AZ 85694

Kathleen/Phillip Aaron
 1954 S Val Vista Dr
 Mesa, AZ 85234


Third Quarter - 2014-2015

GRD204 – Report Card Pressure Seal Trifold Preprinted Output

GRD205 – Report Card Tri Fold B

Synergy SIS > Grading > Reports > Individual

The Report Card generates a one-sided 8 ½ x 11 report that can be folded in thirds and mailed to the student's parents, similar to the GRD203 format. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period.

GRD205 – Report Card Tri Fold B Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range – Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



Use Hybrid 1 Data Range and Hybrid 2 Data Range to print additional grading periods.

- GPAs – Define the **GPA** definitions to display on the report card.
 - Select which **GPA Mark** to use or leave it blank to include all marks.

 **GPA Mark** works best with the GPA for the current grade period.

- Select which grade levels to include in the GPA calculation by selecting the **Start Grade and End Grade**.

GRD205 – Report Card Tri Fold B Interface Screen

- Address Options:
 - **Parent/Guardian Options** – Select which parent address to use in the report card mailing.
 - **Mailing Destination and Return Address** – Select the addresses to use for mailing.

GRD205 – Report Card Tri Fold B Interface Screen

- Sort Options – Select the **Homeroom Period Override** to give the report card to the student in the selected class period instead of mailing the report card.



The screenshot shows a window titled "Sort Options" with a dropdown menu labeled "Homeroom Period Override". The dropdown is currently empty, showing only a downward arrow.

GRD205 – Report Card Tri Fold B Interface Screen

- Graduation Requirements
 - **1st Requirement** – Select which graduation requirements definition to use for the report card.



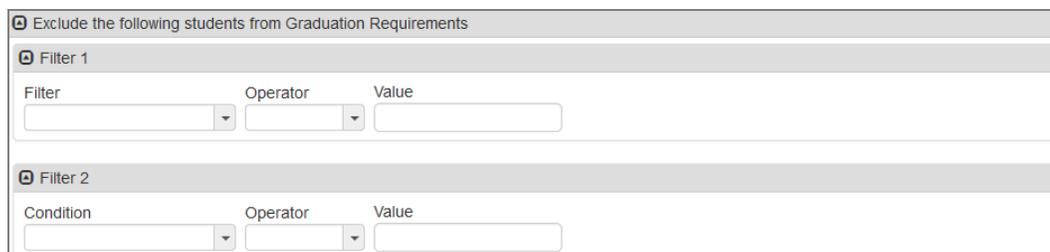
The screenshot shows a window titled "Graduation Requirements" with a dropdown menu labeled "1st Requirement". The dropdown is set to "High School".

GRD205 – Report Card Tri Fold B Interface Screen

- Exclude the following students from Graduation Requirements – This section prevents the graduation requirements from printing for any student that matches the criteria set. The excluded students can match either filter.
 1. Select whether to use the **Filter** or **Condition** field.
 2. Select the **Operator** such as *Equal To*, *Not Equal To*, or *In List*.
 3. Enter the **Value** of the field to match.



For example, if the **Filter** is set to *Grade*, the **Operator** is set to *Equal To*, and the **Value** is set to *09*, the graduation requirements do not display for any students in grade 9.



The screenshot shows a window titled "Exclude the following students from Graduation Requirements". It contains two filter sections: "Filter 1" and "Filter 2". Each section has a dropdown for "Filter" or "Condition", a dropdown for "Operator", and a text input for "Value".

GRD205 – Report Card Tri Fold B Interface Screen

- Report Content Options:
 - **Title Override** – By default, the title of the report is *Report Card*. Enter a title to display a different title on the report card.
 - **Missing Fields** – Lists any field used in the generation of the Report Card that is incomplete and the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the Report Card.
 - **Homeroom Source** – Select which source to display for homerooms: *Calculated (Default)* or *Source*.

- **Abbreviate Course Title** – Select to display the **Course Short Title** instead of the **Course Title** from the District Course screen.
- **Abbreviate Teacher Name** – Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
- **Suppress Comments** – Select to not include comments on the report card.
- **Include Citizenship Only** – Select to include citizenship information for period/sections without marks or comments entered.

GRD205 – Report Card Tri Fold B Interface Screen

- **Report Filter Options** – Select the options that display on the report card in terms of **Marks To Include**, **Citizenship To Include**, **Conduct To Include**, and **Work Habits To Include**.

GRD205 – Report Card Tri Fold B Interface Screen

- **Student Info** – Enter and select information to filter the information on the report cards by student information.

GRD205 – Report Card Tri Fold B Interface Screen

Edupoint School District
345 Market St
Mesa, AZ 85204
949-555-1212

06/12/2015 12:41:35 PM

To the Parent/Guardians of:

Abbott, Billy C.
1954 S Val Vista Dr
Mesa, AZ 85234

Perm Id: 905483
Grade: 12
Homeroom: 230

Per	Course/ Teacher	3rd Qtr	ABS
0	AM GOVT 123 Jackson, Kathy	A-	3
1	PRIN ENG III Harder, Rachel	B	3
2	INTERMEDIATE ACTING Gardner, David	C	2
3	WEIGHT TRN BOYS Joseph, Thomas	B-	2
5	RT 5TH PER Rel Time, Rel Time	A	2
6	RT 6TH PER Rel Time, Rel Time	A	1
10	PRIN&PRAC ECON Brandt P., Paula	A-	2
GPA		CUR GPA	3.195

GRD205 – Report Card Tri Fold B Output

GRD206 – Report Card Pressure Seal Trifold Preprinted B

Synergy SIS > Grading > Reports > Individual

The Report Card generates a one-sided 8 ½ x 11 mailer that can be folded in thirds and mailed to the student's parents. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the student's graduation requirements, but this generally produces a second page for mailing. The report can be customized to print a signature slip instead of an address. The report is designed to print on pre-printed report card paper.

Report GRD206: Report Card Pressure Seal Trifold Preprinted B

Print Save Default Reset Saved Default Email Me

Name: **Report Card Pressure Seal Trifold Preprinted B** Number: **GRD206** Page Orientation: **Portrait**

Options Print Options Sort / Output Conditions Selection Advanced

NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab.

Data Range

Period Range

Starting Period Ending Period
First Quarter First Quarter

Hybrid Data Range

Period Range

Starting Period Ending Period

GRD206 – Report Card Pressure Seal Trifold Preprinted B Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- **Data Range** – Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



Use Hybrid 1 Data Range and Hybrid 2 Data Range to print additional grading periods.

- GPAs – Define the **GPA** definitions to display on the report card.
 - Select which **GPA Mark** to use or leave it blank to include all marks.



GPA Mark works best with the GPA for the current grade period.

- Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

1st GPA	Start Grade	End Grade	1st GPA Calculate Marks to Use
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
1st GPA Mark	1st GPA Mark (Cycles)		
<input type="text"/>	<input type="text"/>		
2nd GPA	Start Grade	End Grade	2nd GPA Calculate Marks to Use
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2nd GPA Mark	2nd GPA Mark (Cycles)		
<input type="text"/>	<input type="text"/>		
3rd GPA	Start Grade	End Grade	3rd GPA Calculate Marks to Use
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3rd GPA Mark	3rd GPA Mark (Cycles)		
<input type="text"/>	<input type="text"/>		
4th GPA	Start Grade	End Grade	4th GPA Calculate Marks to Use
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4th GPA Mark	4th GPA Mark (Cycles)		
<input type="text"/>	<input type="text"/>		

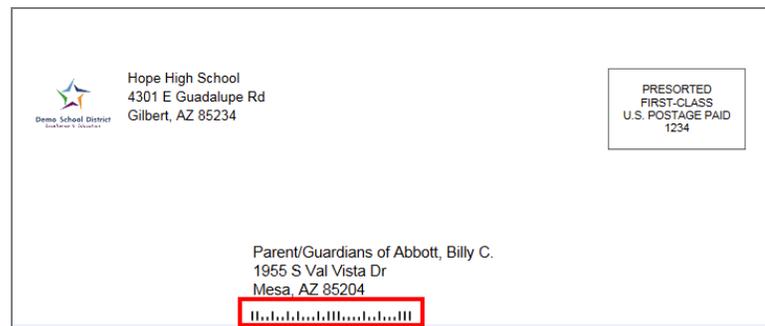
GRD206 – Report Card Pressure Seal Trifold Preprinted B Interface Screen

- Mailing Options:
 - **Mailing Destination and Return Address** – Select the addresses to use for mailing.
 - **Parent/Guardian Options** – Select which parent address to use in the report card mailing.

Mailing Destination	Return Address
<input type="text" value="Student Print Address"/>	<input type="text" value="School Name and School Address"/>
Parent/Guardian Options	
<input type="checkbox"/> Contact Allowed	<input type="checkbox"/> Has Custody
<input type="checkbox"/> Ed. Rights	<input type="checkbox"/> Mailings Allowed

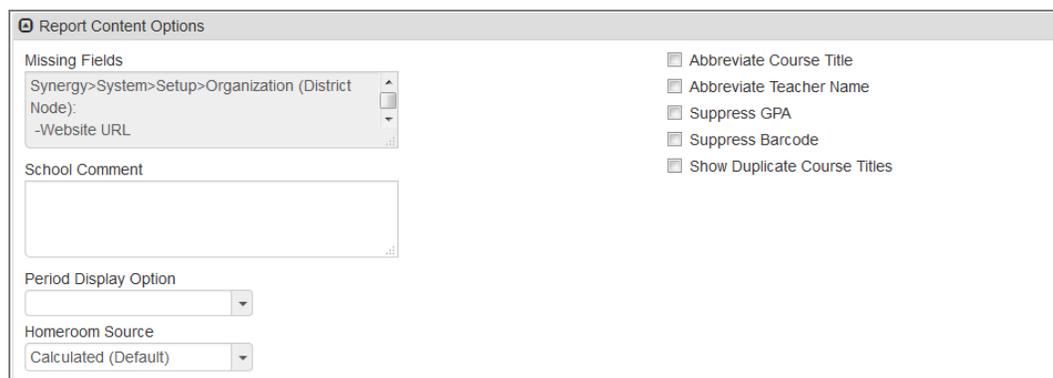
GRD206 – Report Card Pressure Seal Trifold Preprinted B Interface Screen

- Report Content Options:
 - **Missing Fields** – Lists any field used in the generation of the Report Card that is incomplete and lists the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the Report Card.
 - **School Comment** – Enter a school specific comment to display on the report card.
 - **Period Display Option** – Select whether to display all classes or only classes with marks.
 - **Homeroom Source** – Select which source to display for homerooms: *Calculated (Default)* or *Source*.
 - **Abbreviate Course Title** – Select to display the **Course Short Title** instead of the **Course Title** from the District Course screen.
 - **Abbreviate Teacher Name** – Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
 - **Suppress GPA** – Select to not print the GPA on the Report Card.
 - **Suppress Barcode** – Select to omit the mailing barcode.



GRD206 – Report Card Pressure Seal Trifold Preprinted B Interface Screen

- **Show Duplicate Course Titles** – Select to show duplicate course titles on the report card.



GRD206 – Report Card Pressure Seal Trifold Preprinted B Interface Screen

- Report Filter Options – Select the options that display on the report card in terms of **Marks To Include**, **Citizenship To Include**, **Conduct To Include**, and **Work Habits To Include**.

Report Filter Options

Marks To Include ↔

A A- A+ B B- B+ C C- C+ D
 D- D+ F I WF

Citizenship To Include ↔

Outstanding Satisfactory Needs Improvement

Conduct To Include ↔

Outstanding Satisfactory Needs Improvement

Work Habits To Include ↔

Outstanding Satisfactory Needs Improvement

GRD206 – Report Card Pressure Seal Trifold Preprinted B Interface Screen

- Student Info – Enter and select information to filter the information on the report cards by student information.

Student Info

Perm ID

Student First Name Student Last Name

Grade →

GRD206 – Report Card Pressure Seal Trifold Preprinted B Interface Screen

Hope High School			Third Quarter				
Abbott, Billy C.			905483	12	08/25/2014	10/24/2014	
0	Am Govt 123	Jackson, Kathy	A-	0.00	O	3	Excellent Student
1	Prin Eng III	Harder, Rachel	B	0.00	S	3	
2	Intermediate Acting	Gardner, David	C	0.00	N	2	Showing Improvement
3	Weight Tm Boys	Joseph, Thomas	B-	0.00	S	2	Good Participation in Class Needs To Follow Correct Techn.
5	Rt 5th Per	Rel Time, Rel Time	A	0.00	O	2	Shows Extra Effort
6	Rt 6th Per	Rel Time, Rel Time	A	0.00	O	1	
10	Prin&prac Econ	Brandt P., Paula	A-	0.00	O	2	
CUR GPA: 3.195							

Hope High School
 123 Main St
 Phoenix, AZ 85694

Kathleen/Phillip Aaron
 1954 S Val Vista Dr
 Mesa, AZ 85234

|||||

Quarter 1 - 2014-2015

GRD206 – Report Card Pressure Seal Trifold Preprinted B Output

GRD207 – Report Card Preprinted

Synergy SIS > Grading > Reports > Individual

The Report Card generates a report card in a landscape format instead of a portrait format. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. The report is designed to print on pre-printed report card paper.

GRD207 – Report Card Preprinted Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range – Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



Use Hybrid 1 Data Range and Hybrid 2 Data Range to print additional grading periods.

- GPAs – Define the **GPA** definitions to display on the report card.
 - Select which **GPA Mark** to use or leave it blank to include all marks.

 **GPA Mark** works best with the GPA for the current grade period.

- Select which grade levels to include in the GPA calculation by selecting the **Start Grade and End Grade**.

GRD207 – Report Card Preprinted Interface Screen

- Mailing Options:
 - **Mailing Destination and Return Address** – Select the addresses to use for mailing.
 - **Parent/Guardian Options** – Select which parent address to use in the report card mailing.

GRD207 – Report Card Preprinted Interface Screen

- Report Content Options:
 - **Title Override** – By default, the title of the report is *Report Card*. Enter a title to display a different title on the report card.
 - **Missing Fields** – Lists any field used in the generation of the Report Card that is incomplete and the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the Report Card.
 - **Period Display Option** – Select whether to display all classes or only classes with marks.
 - **Homeroom Source** – Select which source to display for homerooms: *Calculated (Default)* or *Source*.

The screenshot shows the 'Report Content Options' window. It contains the following fields:

- Title Override:** A text input field containing 'High School Report Ca'.
- Missing Fields:** A list box showing 'Synergy>System>Setup>Organization (District Node):' and '-Website URL'.
- Period Display Option:** A dropdown menu.
- Homeroom Source:** A dropdown menu with 'Calculated (Default)' selected.

GRD207 – Report Card Preprinted Interface Screen

- Report Filter Options – Select the options that display on the report card in terms of **Marks To Include**, **Citizenship To Include**, **Conduct To Include**, and **Work Habits To Include**.

The screenshot shows the 'Report Filter Options' window. It contains four sections, each with a header and a list of checkboxes:

- Marks To Include:** Includes checkboxes for A, A-, A+, B, B-, B+, C, C-, C+, D, D-, D+, F, I, and WF.
- Citizenship To Include:** Includes checkboxes for Outstanding, Satisfactory, and Needs Improvement.
- Conduct To Include:** Includes checkboxes for Outstanding, Satisfactory, and Needs Improvement.
- Work Habits To Include:** Includes checkboxes for Outstanding, Satisfactory, and Needs Improvement.

GRD207 – Report Card Preprinted Interface Screen

- Student Info – Enter and select information to filter the information on the report cards by student information.

Student Info

Perm ID

Student First Name Student Last Name

Grade Grade
 →

GRD207 – Report Card Preprinted Interface Screen

<p>ACADEMIC MARKS</p> <p>A+ = A+ A = A A- = A- B+ = B+ B = B B- = B- C+ = C+ C = C C- = C- D+ = D+ D = D D- = D- F+ = F+ F = F F- = F- P = P</p> <p>Parent/Guardians of Abbott, Billy C. 1955 S Val Vista Dr Mesa, AZ 85204</p> <p> </p>	<p>A Good Effort B Good Behavior and Attitude C A Pleasure to Work With D Improving/Please Encourage E Homework Missing/Inc/Insats F Classwork Missing/Inc/Insats G Low Quiz and/or Test Score(s) H Absences/Tardies Affect Grade I Nonparticipation J Inappropriate Behavior K Unproductive in Class L Poor Attitude/Effort M Materials Not Brought to Class N Non-Dress in P.E. O Working Below Grade Level P Missed Quizzes and/or Tests Q Failing/May Fail: Call Teacher R Can Study Independently S Improved Attitude About School T Deficient in Weekly Credits</p>																																								
<p>Abbott, Billy C. Perm ID: 70000200</p>	<p>Hope High School</p>																																								
<table border="0" style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">QTR</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td></td> <td style="text-align: center;">Abs</td> <td></td> </tr> <tr> <td>Algebra CP</td> <td>Blincoe, C.</td> <td style="text-align: center;">B-</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Spanish 1</td> <td>Staff/Mod/LangB, M</td> <td style="text-align: center;">A</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Ceramics 1</td> <td>Yopp, A.</td> <td style="text-align: center;">A-</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Biology CP</td> <td>Mensing, M.</td> <td style="text-align: center;">B+</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Freshman PE/Sem 1</td> <td>Hess, T.</td> <td style="text-align: center;">A+</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Eng 1 CP</td> <td>Magano, A.</td> <td style="text-align: center;">A</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>		QTR					1		Abs		Algebra CP	Blincoe, C.	B-	0	0	Spanish 1	Staff/Mod/LangB, M	A	0	0	Ceramics 1	Yopp, A.	A-	1	0	Biology CP	Mensing, M.	B+	0	0	Freshman PE/Sem 1	Hess, T.	A+	0	0	Eng 1 CP	Magano, A.	A	0	0	<p style="text-align: right;">C</p>
	QTR																																								
	1		Abs																																						
Algebra CP	Blincoe, C.	B-	0	0																																					
Spanish 1	Staff/Mod/LangB, M	A	0	0																																					
Ceramics 1	Yopp, A.	A-	1	0																																					
Biology CP	Mensing, M.	B+	0	0																																					
Freshman PE/Sem 1	Hess, T.	A+	0	0																																					
Eng 1 CP	Magano, A.	A	0	0																																					
<p>GRD - Cumulative - C: 3.666</p>																																									

GRD207 – Report Card Preprinted Output

GRD208 – Report Card With Attendance Detail

Synergy SIS > Grading > Reports > Individual

The Report Card generates a report card with selected attendance details.

GRD208 – Report Card With Attendance Detail Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range – Specifies the periods to display on the report card
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



Use Hybrid 1 Data Range and Hybrid 2 Data Range to print additional grading periods.

- Mailing Options:
 - **Enable Mailing** – Select to print the Destination Address and Return address.
 - **Mailing Destination and Return Address** – Select the addresses to use for mailing.
 - **Parent/Guardian Options** – Select which parent address to use in the report card mailing.



The screenshot shows a window titled "Mailing Options". It contains a checked checkbox for "Enable Mailing". Below it are two dropdown menus: "Mailing Destination" (set to "Student Print Address") and "Return Address" (set to "School Name and School Address"). A section titled "Parent/Guardian Options" is expanded, showing four checkboxes: "Contact Allowed", "Ed. Rights", "Has Custody", and "Mailings Allowed".

GRD208 – Report Card With Attendance Detail Interface Screen

- Report Content Options:
 - **District Name Override** – Select to use a different name for the district.
 - **Title Override** – By default, the title of the report is *Report Card*. Enter a title to display a different title on the report card.
 - **Abbreviate Course Title** – Select to display the **Course Short Title** instead of the **Course Title** from the District Course screen.
 - **Abbreviate Teacher Name** – Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
 - **Homeroom Source** – Select which source to display for homerooms: *Calculated (Default)* or *Source*.
 - **Enable Duplex Formatting** – Select to print on both sides of the paper.
 - **Show Duplicate Course Titles** – Select to show duplicate course titles on the report card.
 - **Display Concurrent** – Select to display courses from the home school and concurrent school.
 - *None* or *Blank* – No concurrency displays
 - *Show Concurrent* – Displays concurrent marks for concurrently enrolled students
 - **Show Concurrent for Home School Only**
 - When focused to the concurrent school, this displays the marks from only the concurrent school.
 - When focused to the home school, this displays the marks from both the home school and the concurrent schools.

- Select with **Display Concurrent** to display the school name and classes at the focus school only.
- Select without selecting **Display Concurrent** to hide the school name and display the classes at the focus school only.

Report Content Options

District Name Override Title Override

Abbreviate Course Title Abbreviate Teacher Name

Homeroom Source

Enable Duplex Formatting

Show Duplicate Course Title

Display Concurrent

Show Concurrent for Home School Only

GRD208 – Report Card With Attendance Detail Interface Screen

- Report Style Options – Select to **Show Grade Detail Headers with a White Background**.

Report Style Options

Show Grade Detail Headers with a White Background

GRD208 – Report Card With Attendance Detail Report Interface Screen

- Report Filter Options:
 - **Filter Grade Period Group** – Select a Grade Period Group to display in the report card.
 - **Marks to Include** – Select the options that display on the report card in terms or use    to select all.

Report Filter Options

Filter Grade Period Group

Marks To Include  

A A- A+ B

B- B+ C C-

C+ D D- D+

F I WF

GRD208 – Report Card With Attendance Detail Interface Screen

- Sort Options:

- **Home School Option** – Select which school to use as the student’s home school based on the selected school year.
 - **Include Separator Page** – Select to include a separator page between report cards for different students.

GRD208 – Report Card With Attendance Detail Interface Screen

- Attendance Options – Select the types of absence to print on the report card in **Report Card Attendance Definition**.



Use an Attendance Definition with *Year to Date* or *Term Code to Date* for the Date Range selection.

Selecting an Attendance Definition with *Term to Date* displays an error.

GRD208 – Report Card With Attendance Detail Interface Screen

- Student Info – Enter and select information to filter the information on the report cards by student information.

GRD208 – Report Card With Attendance Detail Interface Screen

- Label Setup tab – Select the Label Type.

Report GRD808: Cumulative Record Labels

Print Save Default Reset Default Email Me

Name: **Cumulative Record Labels** Number: **GRD808** Page Orientation: **Portrait**

Options **Label Setup** Sort / Output Conditions Selection Advanced

Label Type

- Avery 5160 Mailing Labels 1"x2 5/8"
- Avery 5161 Mailing Labels 1"x4"
- Avery 5168 Mailing Labels 3 1/2" X 5"
- Avery 5267 Mailing Labels 1/2"x1 3/4"
- Avery 5963 Mailing Labels 2" x 4"

Top Margin (in.) Label Height (in.)

Side Margin (in.) Label Width (in.)

Vertical Pitch (in.) Number Across

Horizontal Pitch (in.) Number Down

GRD208 – Report Card With Attendance Detail Screen Interface Screen, Label Setup Tab

Hope High School Rob Wilson, Principal 4301 E Guadalupe Rd Gilbert, AZ 85234 949-555-1212		High School Report Card 2017-2018		Edupoint School District 345 Market St Fountain Valley, AZ 85101		
Student Name: Abbott, Billy C. Jr.	Perm ID: 905483	Homeroom Teacher: Sullivan, Joe	Grade: 12	Date Printed: 04/30/2018		
To the Parent or Guardian of: Abbott, Billy C. Jr. 1957 S Val Vista Mesa, AZ 85204						
Grade Detail						
Course Title	Teacher		2nd Qtr	S1 Final	Credit	ABS
Am Govt	Jackson, Kathy	A	F	B-	0.50	5
Beg Jewelry	Sullivan, Joe	C	A+	A+	0.50	5
Comment(s) excelente estudiante						
Intermediate Acting	Gardner, David	B	C	C	0.50	5
Weight Trn Boys	Joseph, Thomas	B	A+	A+	0.50	5
Comment(s) Buena actitud en clase						
Eng (brit) Lit	Snyder, Joan	D	A+	A+	0.50	5
Comment(s) Muestra el esfuerzo extra						
Spanish II	Olstad, Tiffany	C+	B	C+	0.50	5
Science 10	Teacher, Science	A-	A	A	0.50	5
Grading Scale						
A = Outstanding		B = Above Average		C = Average		D = Below Average
WF = Withdraw/Fail		I = Incomplete				F = Failure

GRD208 – Report Card With Grades Detail Output

Hope High School Rob Wilson, Principal 4301 E Guadalupe Rd Gilbert, AZ 85234 949-555-1212		High School Report Card 2017-2018			Edupoint School District 345 Market St Fountain Valley, AZ 85101		
Student Name: Abbott, Billy C. Jr.		Perm ID: 905483	Homeroom Teacher: Sullivan, Joe		Grade: 12	Date Printed: 04/30/2018	
Attendance Detail							
	Am Govt	Beg Jewelry	Intermediate Acting	Weight Trm Boys	Eng (brit) Lit		
02/23/2018 - Friday			Unx				
03/09/2018 - Friday			Vac				
04/04/2018 - Wednesday			Unx				
Attendance Key							
Act = Activity	Adm = Couns/admi	Bsp = Bussspend	Cou = Counseling	E = Exc Tardy			
Exc = Excused	Fnl = Funeral	ill = Illness	Iss = Iss	Lic = Lice			
Oth = Other	Sus = Suspension	Tdy = Tardy	Unv = Unverified	Unx = Unexcused			
Vac = Vacation	Wv = Waived						

GRD208 – Report Card With Attendance Detail Output

With Signature Slip Instead of Address

Hope High School Rob Wilson, Principal 4301 E Guadalupe Rd Gilbert, AZ 85234		Edupoint School District High School Report Card 2017-2018		Student Name: Abbott, Billy C.	
		949-555-1212		Perm ID: 905483	Grade: 12
				Home Room: 403	
Grade Detail					
Period	Course ID	Course Title	1st Qtr	Teacher	ABS
0	SS51	Am Govt	A	Jackson, Kathy	15
School: Hope High School					
Comment(s) Excellent Student Good Attitude In Class Shows Extra Effort					
1	AR54	Beg Jewelry	A	Sullivan, Joe	11
School: Hope High School					
Comment(s) Good Attitude In Class Shows Extra Effort					
2	PA86	Intermediate Acting	B	Gardner, David	19
School: Hope High School					
3	PE761	Weight Trn Boys	B	Joseph, Thomas	8
School: Hope High School					
Comment(s) Excellent Student					
4	EN60	Eng (brit) Lit	A	Snyder, Joan	0
School: Hope High School					
Comment(s) Please Contact Teacher					
5	WL22	Spanish II	A	Olstad, Tiffany	0
School: Hope High School					
6	SC49	Science 10	A-	Tofft, Robert	9
School: Hope High School					

Please sign and return to homeroom teacher.

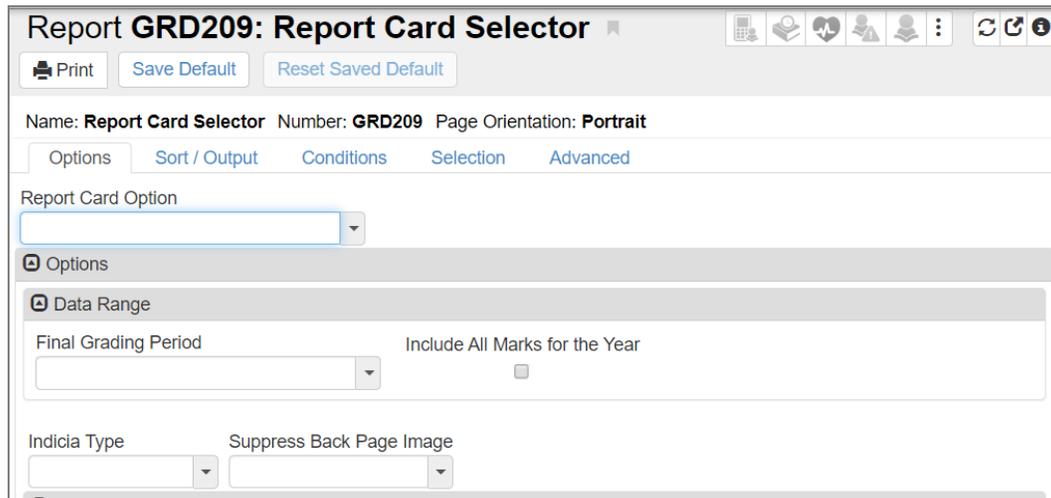
Abbott, Billy C. Student Name	_____ Homeroom Teacher
_____ Parent/Guardian Signature	Date: 06/12/2015

GRD208 – Report Card With Attendance Detail Output

GRD209 – Report Card Selector

Synergy SIS > Grading > Reports > Individual

The Report Card generates a district customized report card defined on the Report Card Definition screen. The district can define various report card formats. You can show attendance data and print progress periods in different sort orders on the report card. The GRD209 report enables you to create report cards based on the options for [GRD210 – Report Card Pressure Seal Mailer](#).

The screenshot shows the 'Report GRD209: Report Card Selector' interface. At the top, there are buttons for 'Print', 'Save Default', and 'Reset Saved Default'. Below these, the report name 'Report Card Selector', number 'GRD209', and page orientation 'Portrait' are displayed. A tabbed menu includes 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced', with 'Options' currently selected. Under the 'Options' tab, there is a 'Report Card Option' dropdown menu. Below that is a 'Data Range' section containing a 'Final Grading Period' dropdown and a checkbox for 'Include All Marks for the Year'. At the bottom, there are two more dropdown menus: 'Indicia Type' and 'Suppress Back Page Image'.

GRD209 – Report Card Selector Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the Report Card Definition screen.

- **Report Card Option** – Select the district custom report card.
- **Final Grading Period** – Select the grading period that displays in the report card.
- **Include All Marks for the Year** – Select to display all marks for the year.
- **Indicia Type** – Select *None*, *Indicia*, or *Presorted Indicia*. *None* is the default setting.
- **Suppress Back Page Image** – Select *Yes* to suppress the back page image.
- **Bell Period** – Select to filter by bell period.
- **Custom Sort Section Date** – Select a date to sort the report card.
- **School Comment** – Enter a school specific comment to display on the report card.
- **Show Concurrent Marks** – Select to display when both schools have the same grading periods.
- **Period Display Option** – Select whether to display all classes or only classes with marks.

- **Homeroom Source** – Select which source to display for homerooms: *Calculated (Default)* or *Source*.

GRD209 – Report Card Selector Interface Screen

- **Student Info** – Enter and select information to filter the information on the report cards by student information.

GRD209 – Report Card Selector Interface Screen

The GRD209: Job Result Files screen displays. Use the screen to view the report cards and to access the [GRD420 – Report Card Multi-Page Student List report](#).

Result	Description	File Type
	Report Card Selector	PDF
	Report Card Pressure Seal Mailer	PDF
	Multi-Page Student List	PDF

GRD209: Job Result Files Screen



Hope High School 123 Main St Phoenix, AZ 85694		STUDENT 997069 John, Ralph R.		GRADE 10				
		REPORT PERIOD Sem 1		FROM TO 08/11/2014 12/01/2014				
COURSE TITLE	TEACHER	ACADEMIC MARKS					ATTEND	COMMENTS
1 Marketing I		F					2	COMMENTS ARE ALIGNED HORIZONTALLY WITH THE COURSE TO WHICH THEY APPLY. SPACING WILL OCCUR AFTER A COURSE WITH MULTIPLE COMMENTS.
2 Geometry		A					2	
2 Am Hist - Dream		A					2	
3 Earth Science		A					2	
4 Yearbook		A					2	
5 Bus 21st Century		A					2	
6 Forensics		A					2	
Page 1 of 1		See reverse side for interpretation of marks.						
Signature of Parent or Guardian								

GRD209 – Report Card Selector Output

GRD210 – Report Card Pressure Seal Mailer

Synergy SIS > Grading > Reports > Individual

The GRD210 sets the Report Card Type for the GRD209 report card. Select your options for this report card using the [GRD209](#) report interface.

Report **GRD210: Report Card Pressure Seal Mailer**

Print Save Default Reset Saved Default Email Me

Name: **Report Card Pressure Seal Mailer** Number: **GRD210** Page Orientation: **Portrait**

Sort / Output Conditions Selection Advanced

THIS REPORT IS MEANT TO BE EXECUTED FROM GRD209 ONLY.

Data Fields

Zip Code	TrackGU	Student Name	Student Middle Name	Student Last Name	Student First Name
<input type="text"/>					
SSYProp2	SSYProp1	Perm ID	Home Room	Rank GPA 2	
<input type="text"/>					
Rank Name	Rank GPA 2	Rank GPA 1	Rank 2	Rank 1	
<input type="text"/>					
ParentName	Homerroom Teacher	HideGradReq	Graduation Year	Grade	Custom Sort Field
<input type="text"/>					
Credits Completed	Credits Attempted	City, State Zip Code	Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

GRD210 – Report Card Pressure Seal Mailer Interface Screen

GRD211 – Report Card Standards

Synergy SIS > Grading > Reports > Individual

The GRD211 – Report Card Standards is a custom Standards Based Report Card that uses Mail Merge 2.0. The report card generates a custom report card with selected attendance details. Define this report card on the Mail Merge District Definition screen.



See the *Synergy SIS – Mail Merge 2.0 Guide* for more information.



A label for modified curriculum prints on the GRD211 – Report Card Standards mail merge document when a student has a course marked as modified.

Report **GRD211: Report Card Standards**

Print Save Default Reset Default Email Me

Name: **Report Card Standards** Number: **GRD211** Page Orientation: **Portrait**

Options Label Setup Sort / Output Conditions Selection Advanced

NOTE: To modify these read-only fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab.

Data Range

Period Range

Starting Period Ending Period

First Quarter First Quarter

Hybrid Data Range

Period Range

Starting Period Ending Period

GRD211 – Report Card Standards Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range – Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



Use Hybrid 1 Data Range and Hybrid 2 Data Range to print additional grading periods.

- GPAs – Define the **GPA** definitions to display on the report card.
 - Select which **GPA Mark** to use or leave it blank to include all marks.



GPA Mark works best with the GPA for the current grade period.

- Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

GRD211 – Report Card Standards Interface Screen

- Mailing Options:
 - **Enable Mailing** – Select to print the Destination address and Return address.
 - **Mailing Destination and Return Address** – Select the addresses to use for mailing.
 - **Parent/Guardian Options** – Select which parent address to use in the report card mailing.

GRD211 – Report Card Standards Interface Screen

- Report Content Options:
 - **Period Display Option** – Select whether to display all classes or only classes with marks.
 - **Homeroom Source** – Select which source to display for homerooms: *Calculated (Default)* or *Source*.
 - **Display Standards** – Select whether standards associated with a course in Grade Book or on the **Standards** tab of the District Course screen display on the Report Card.
 - **Standard Sort Option** – Select the display order of the standards selected in **Display Standards**.
 - **Grading Mail Merge** – Select the file defined on the Mail Merge District Definition screen.
 - **Progress Mail Merge** – Select the file defined on the Mail Merge District Definition screen.
 - **Address Page Mail Merge** – Select the file for the address format to display on the report card that is defined on the Mail Merge District Definition screen.
 - **Legend Mail Merge** – Select the file for the legend format to display on the report card that is defined on the Mail Merge District Definition screen.
 - **Check For Modified Curriculum** – This option is selected by default if the **Check For Modified Curriculum** option is selected on the **Report Card Options** tab of the Grading Setup screen.

You must select the **Allow Modified Curriculum to Display on Course/Section-Level Screens** and **Allow Modified Curriculum to Display on Student-Level Screens** options on the District Setup and School Setup screens for the **Check For Modified Curriculum** option to display on the GRD211 report interface.



Student Name: Abbott, Billy A.		Edupoint School District Report Card	Hope High 2342 St. Patrick Steet, Oregon.			
Grade: 09	Homeroom Teacher: Lisa Mathew					
Teacher: Mary		Course: Fitness/Team Ac Period: 1		This curriculum has been modified		
		Sep5- Nov2	Sep5- Feb1			

GRD211 – Report Card Standards Output

- **Abbreviate Course Title** – Select to display the **Course Short Title** instead of the **Course Title** from the District Course screen.
- **Abbreviate Teacher Name** – Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
- **Homeroom Source** – Select which source to display for homerooms: *Calculated (Default)* or *Source*.
- **Enable Duplex Formatting** – Select to print on both sides of the paper.
- **Suppress GPA** – Select to not print the GPA on the Report Card.

- **Display Concurrent** – Select *Show Concurrent* to include concurrent courses. Select *None* or leave this blank to exclude concurrent courses.
- **Show Concurrent for Home School Only** – Selecting this option along with **Display Concurrent** set to *Show Concurrent* displays concurrent courses depending on your focus. For example, when focused to the home school, the marks from both the home school and the concurrent school display. However, when focused to the concurrent school, the marks from only the concurrent school display.

The screenshot shows the 'Report Content Options' window. It contains several sections of controls:

- Period Display Option:** A dropdown menu set to 'Show Classes with Marks'.
- Homeroom Source:** A dropdown menu set to 'Calculated (Default)'.
- Display Standards:** A dropdown menu set to 'Show Standards from Teacher Grade Book (Desc Only)'.
- Standard Sort Option:** A dropdown menu set to 'Sort by Code'.
- Grading Mail Merge:** An empty dropdown menu.
- Progress Mail Merge:** An empty dropdown menu.
- Address Page Mail Merge:** A dropdown menu set to 'Report Card Address Standards with class grade'.
- Legend Mail Merge:** A dropdown menu set to 'Report Card Legend Standards High School'.
- Check For Modified Curriculum:** A checked checkbox.
- Enable Duplex Formatting:** A checked checkbox.
- Suppress GPA:** A checked checkbox.
- Display Concurrent:** A dropdown menu.
- Show Concurrent for Home School Only:** An unchecked checkbox.

GRD211 – Report Card Standards Interface Screen

- **Report Filter Options** – Select the options that display on the report card in terms of **Marks To Include**, **Citizenship To Include**, **Conduct To Include**, and **Work Habits To Include**.

The screenshot shows the 'Report Filter Options' window. It contains four sections of controls:

- Marks To Include:** A section with a dropdown menu and a checked checkbox. Below it are checkboxes for: A, A-, A+, B, B-, B+, C, C-, C+, D, D-, D+, F, I, and WF.
- Citizenship To Include:** A section with a dropdown menu and a checked checkbox. Below it are checkboxes for: Outstanding, Satisfactory, and Needs Improvement.
- Conduct To Include:** A section with a dropdown menu and a checked checkbox. Below it are checkboxes for: Outstanding, Satisfactory, and Needs Improvement.
- Work Habits To Include:** A section with a dropdown menu and a checked checkbox. Below it are checkboxes for: Outstanding, Satisfactory, and Needs Improvement.

GRD211 – Report Card Standards Interface Screen

- Sort Options:
 - **Sort Period** – Select which bell period to use for the report card.
 - **Sort Period Date** – Select date for the selected bell period.

GRD211 – Report Card Standards Interface Screen

- Attendance Options – Select the types of absence to print on the report card in **Report Card Attendance Definition**.



Use an Attendance Definition with *Year to Date* or *Term Code to Date* for the Date Range selection.

Selecting an Attendance Definition with *Term to Date* displays an error.

GRD211 – Report Card Standards Interface Screen

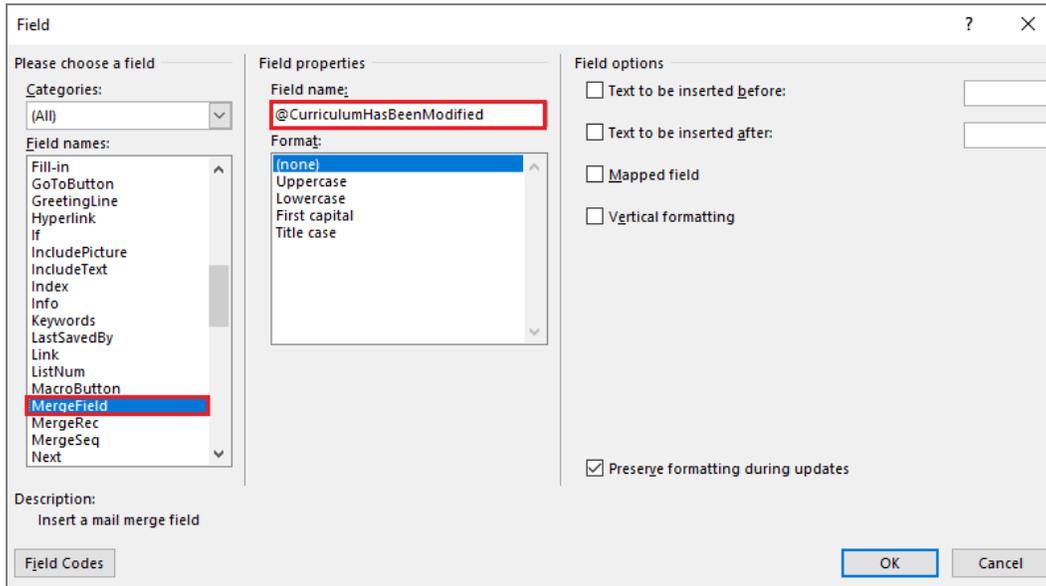
- **Label Setup** tab – Select the Label Type.

GRD211 – Report Card Standards Interface Screen, Label Setup Tab



The report card output is different for each report card created using GRD211.

In this example, '@CurriculumHasBeenModified' displays on the GRD211 report card mail merge document if '@CurriculumHasBeenModified' is entered in **Field name** in the Field dialog window.



Field Window

«StudentStart»		Student Name: «@StudentName»	«District Name» Report Card		«Organization» «Address» «City, St, Zip» «Phone»	
Grade: «Grd»	Homeroom Teacher: «@HomeroomTchName»					
«StudentEnd»						
«CourseStart»		Course: «@CourseTitle» Period: «@PeriodStart»		«@CurriculumHasBeenModified»		
Teacher: «@TeacherName» «TS»		«P1»	«P2»	«P3»	«P4»	«P5» «P6» «TE»
Class Attendance						
Absences		«A1»	«A2»	«A3»	«A4»	«A5» «A6»
Tardies		«T1»	«T2»	«T3»	«T4»	«T5» «T6»
«TS» BEHAVIOR Learning Targets		«TE»				
«TS» «@BStandard»		«B1»	«B2»	«B3»	«B4»	«B5» «B6» «TE»
«TS» ACADEMIC Learning Targets		«TE»				
«TS» «@AStandard»		«A1»	«A2»	«A3»	«A4»	«A5» «A6» «TE»
Academic Mark		«M1»	«M2»	«M3»	«M4»	«M5» «M6»
Comments: «FF»		«C1»	«C2»	«C3»	«C4»	«C5» «C6» «C7» «C8» «C9» «C10»
«CourseEnd»						
«TS»«TableStart:IF SUPPRESS_GPA = "N"»						

Report Card Mail Merge Document

GRD212 – Report Card Pressure Seal Trifold B

Synergy SIS > Grading > Reports > Individual

The GRD212 – Report Card generates a one-sided 8 ½" x 11" mailer that can be folded in thirds and mailed to the student's parents. The report card includes the student's GPA and lists the grades and comments received in the student's classes for the current grading period. It can also include the student's graduation requirements, though this generally produces a second page for mailing. The report can be customized to print a signature slip instead of an address.



This report card limits comments to one and displays the comment to the right of the mark data.



Additional Mail Merge settings are required to include a counselor name in this report card. See the *Synergy SIS – Mail Merge 2.0 Guide* for more information.

Report GRD212: Report Card Pressure Seal Trifold B

Print Save Default Reset Saved Default Email Me

Name: **Report Card Pressure Seal Trifold B** Number: **GRD212** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

NOTE: To modify the defaults for these fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab.

Data Range

Period Range

Starting Period Ending Period
First Quarter First Quarter

Hybrid Data Range

Period Range

Starting Period Ending Period

GRD212 – Report Card Pressure Seal Trifold B Interface Screen

Report Options:

Use the Report Options to modify the district setup defined on the **Report Card Options** tab of the Grading Setup screen.

- Data Range – Specifies the periods to display on the report card.
 - To include one period, select the same period in **Starting Grading Period** and **Ending Grading Period**.
 - Verify all periods selected fit on one page so the report card can mail easily.



Use Hybrid 1 Data Range and Hybrid 2 Data Range to print additional grading periods.

- GPAs – Define the **GPA** definitions to display on the report card.
 - Select which **GPA Mark** to use or leave it blank to include all marks.



GPA Mark works best with the GPA for the current grade period.

- Select which grade levels to include in the GPA calculation by selecting the **Start Grade** and **End Grade**.

The screenshot shows a configuration window titled "GPAs". It contains four identical sections for 1st, 2nd, 3rd, and 4th GPA. Each section has the following fields:

- 1st GPA**: A dropdown menu.
- Start Grade**: A dropdown menu.
- End Grade**: A dropdown menu.
- 1st GPA Calculate Marks to Use**: A checkbox.
- 1st GPA Mark**: A dropdown menu.
- 1st GPA Mark (Cycles)**: A dropdown menu.

The same structure is repeated for 2nd, 3rd, and 4th GPA.

GRD212 – Report Card Pressure Seal Trifold B Interface Screen

- Footer Options:
 - **Footer Style** – Select an option:
 - *None*
 - *Mailing* – To print the address
 - *Signature Slip* – To print a parent signature area
 - Mailing Options:
 - **Mailing Destination and Return Address** – Select the addresses to use for mailing.
 - **Print Address Service Requested Message** – Select to add this information to the mailing output.
 - **Show Both Names** – Select to show both parent and student names.
 - **Start of Mailing Label Window (in. ex: 2.51)** – Enter the number in inches to shift the address to the right from the place defined on the Grading Setup screen.
 - **Print Address Service Requested** – Select to add this information to the mailing output.

- **Include Homeroom Teacher's Name on Outside of Mailer** – Select to include the teacher's name on the printed report card.
- **Parent/Guardian Options** – Select which parent address to use in the report card mailing.
- **Signature Slip Options** – Enter the **Slip Header Content** and **Staff Label**.

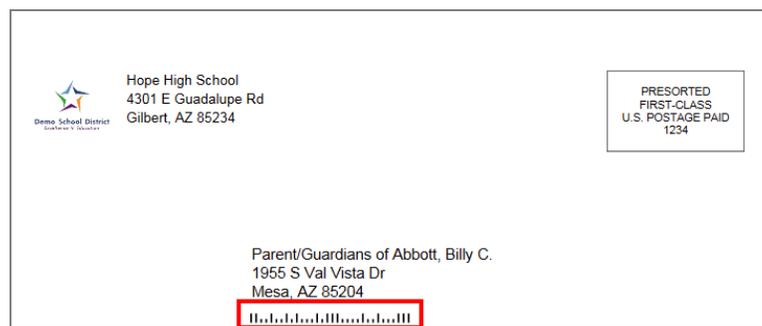
GRD212 – Report Card Pressure Seal Trifold B Interface Screen

- **Exclude the following students from Graduation Requirements** – This section prevents the graduation requirements from printing for any student that matches the criteria set. The excluded students can match either filter.
 1. Select whether to use the **Filter** or **Condition** field.
 2. Select the **Operator** such as *Equal To*, *Not Equal To*, or *In List*.
 3. Enter the **Value** of the field to match.

 For example, if the **Filter** is set to *Grade*, the **Operator** is set to *Equal To*, and the **Value** is set to *09*, the graduation requirements do not display for any students in grade 9.

GRD212 – Report Card Pressure Seal Trifold B Interface Screen

- Report Content Options:
 - **District Name Override** – Select to use a different name for the district.
 - **Title Override** – By default, the title of the report is *Report Card*. Enter a title to display a different title on the report card.
 - **Missing Fields** – Lists any field used in the generation of the Report Card that is incomplete and the location of the field. Edupoint recommends that all of the listed fields be complete prior to printing the Report Card.
 - **Period Display Option** – Select whether to display all classes or only classes with marks.
 - **Homeroom Source** – Select which source to display for homerooms: *Calculated (Default)* or *Source*.
 - **Display Standards** – Select whether standards associated with a course in Grade Book or on the **Standards** tab of District Course screen display on the Report Card.
 - **Standard Sort Option** – Select the display order of the standards selected in **Display Standards**.
 - **Display Concurrent** – Select *Show Concurrent* to include concurrent courses. Select *None* or leave this blank to exclude concurrent courses.
 - **Show Concurrent for Home School Only** – Selecting this option along with **Display Concurrent** set to *Show Concurrent* displays concurrent courses depending on your focus. For example, when focused to the home school, the marks from both the home school and the concurrent school display. However, when focused to the concurrent school, the marks from only the concurrent school display.
 - **Abbreviate Course Title** – Select to display the **Course Short Title** instead of the **Course Title** from the District Course screen.
 - **Abbreviate Teacher Name** – Select to display the last name of the teacher followed by their first initial. If not selected, the full first name of the teacher displays.
 - **Include Conduct Only** – Select to include the conduct information for periods/sections without marks or comments entered.
 - **Include Citizenship Only** – Select to include the citizenship information for periods/sections without marks or comments entered.
 - **Suppress Barcode** – Select to omit the mailing barcode.



GRD212 – Report Card Pressure Seal Trifold B Interface Screen

- **Suppress Grad Req** – Select to not print the Graduation Requirements on the Report Card.
- **Suppress GPA** – Select to not print the GPA on the Report Card.
- **Sort by Sort Tab Only** – Select to use sort options on the **Sort** tab and not defined in Grading Setup.
- **Show Duplicate Course Titles** – Select to show duplicate course titles on the report card.
- **Enable Duplex Formatting** – Select to print on both sides of the paper.
- **Show Student's Middle Name** – Select to print the students' middle name (from the Student screen) on the report card; in the header and the address.

GRD212 – Report Card Pressure Seal Trifold B Interface Screen

- **Report Style Options** – Select to **Show Grade Detail Headers with a White Background**.

GRD212 – Report Card Pressure Seal Trifold B Report Interface Screen

- Report Filter Options – Select the options that display on the report card in terms of **Marks To Include**, **Citizenship To Include**, **Conduct To Include**, and **Work Habits To Include**.

GRD212 – Report Card Pressure Seal Trifold B Report Interface Screen

- Student Info – Enter and select information to filter the information on the report cards by student information.

GRD212 – Report Card Pressure Seal Trifold B Report Interface Screen

With Mailing Selected

Adams Elementary Mark Andrew, Principal 1955 S Val Vista Rd Mesa, AZ 85202		Edupoint School District 2014-2015		Student Name: Aaron, Ian		
949-555-2425		Perm ID: 129442		Grade: 04		
				Homeroom Teacher: Bryner, Pam		
Grade Detail						
Course-Section	Course Title	Teacher	Abs	Tard	Comment	
00AM-00AM-001A	Kind Am - test(test)	A Beriz				
GPA						
Grade Legend	A++ = College Grade B+ = Status D = Status	A+ = Status C+ = Status F = Failure	A = Outstanding C = Average WF = Withdraw/Fail	A- = Status C- = Status I = Incomplete	B+ = Status D+ = Status O = Outstanding	B = Above Average D = Below Average
Class of 2024 Graduation Requirements						
Subject Area	Credits Required	Credits Earned				
Total Credits		0.00				

 <p>Adams Elementary 1955 S Val Vista Rd Mesa, AZ 85202</p>	<div style="border: 1px solid black; width: 100px; height: 50px; margin: 0 auto;"></div>	<p>Parent/Guardians of Aaron, Ian 4541 E Edgewood Av Mesa, AZ 85205-1234</p> <p> </p>
- 2014-2015		

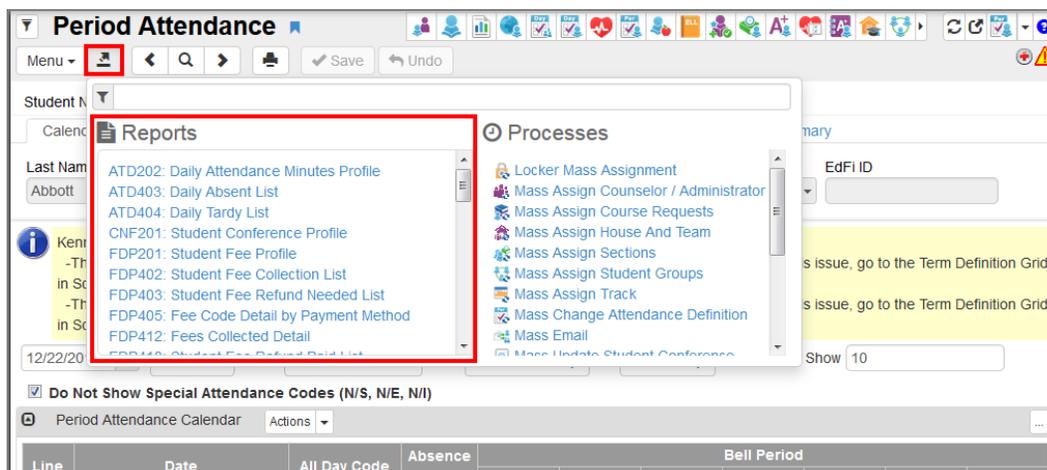
GRD212 – Report Card Pressure Seal Trifold B Report Output

Reports Overview

Four types of reports display in the PAD tree.

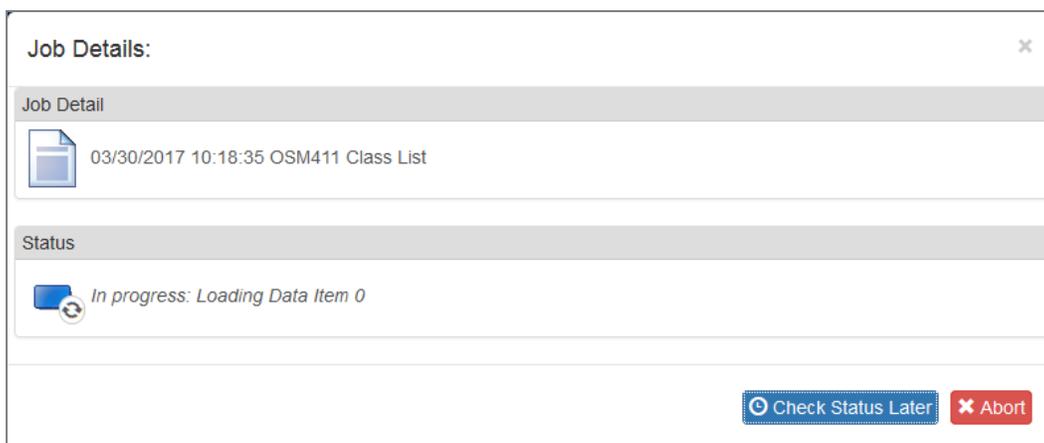
- **Individual** – 200-level reports are Individual reports. These print information for a single student per page and can be printed for multiple students at once.
- **List** – 400-level reports are List reports. These show details for multiple values, such as students or teachers, on one page.
- **Summary** – 600-level reports are Summary reports. These provide numerical totals for each category specified.
- **Extracts** – 800-level reports are Extract reports. These export information from Synergy SIS into a text file that can be used to import data into another program.

You can also run reports from any Synergy screen that focuses to a student or from Find results at **Synergy SIS > Student > Student** using the **Actions** icon. Synergy Actions includes most reports that have a Student section in the **Sort/Output** tab. The following example shows the reports available to run for a student at **Synergy SIS > Attendance > Period Attendance**.



Period Attendance Screen

The Job Details screen shows the Job Detail and Status during processing. Any processing errors show in the Status section. When the report completes, the Job Details screen closes and a PDF file of the report opens.



Job Details Screen

Reports use the current focus to pull data unless specified otherwise in report options. You can run report information at the district, organization, or school level. Options selected on the **Sort/Output** tab and your organization focus settings determine if inactive students display in reports.



This section covers only the customizations specific to the reports used for this guide. See the *Synergy SIS – Query and Reporting Guide* for more information on additional report options.

GRD401 – Mark Listing By Student

Synergy SIS > Grading > Reports > List

The Mark Listing By Student report prints a list of all the sections and marks for each student. You can print it for a single grading period or a single section.

Report GRD401: Mark Listing By Student

Print Save Default Reset Saved Default Email Me

Name: **Mark Listing By Student** Number: **GRD401** Page Orientation: **Landscap**e

Options Sort / Output Conditions Selection Advanced

Grading Term Options

Data Range

Grading Period Grading Period

Grading Period Type

GPA Type

Show Comments

Hide Course Title

Hide Teacher Name

Include Conduct

Include Work Habits

Filters

Perm ID

Grade

10 11 12

Section ID

Filter	Operator	Not	Value
		<input type="checkbox"/>	

Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator

GRD401 – Mark Listing By Student Report Interface Screen

Report Options:

- Grading Term Options
 - Data Range – Select the **Grading Period** or the **Grading Period Type**.
 - **Grading Period** – Select the specific periods to display on the report card. To include one period, select the same period in both fields.
 - **Grading Period Type** – Select *Grading Periods*, *Progress Periods*, or *Both* to print the report for a type of grading period instead of specifying the exact grading period.
 - **GPA Type** – Select the GPA to print on the report.
 - **Show Comments** – Select how to display the comments or to not display the comments.

- Select any or all of the options to display on the report:
 - **Hide Course Title** – Select to not show the course title on the report.
 - **Hide Teacher Name** – Select to not show the teacher's name on the report.
 - **Include Conduct** – Select this option to include conduct (effort) marks on the report.
 - **Include Work Habits** – Select this option to include work habits marks on the report.
- Filters:
 - **Perm ID** – Enter a student's ID to print the report for one student.
 - **Grade** – Select the grades to include in the report or use    to select all.
 - **Section ID** – Select a section ID or range of section IDs to display on the report.
 - **Filter/Operator/Not/Value** – To select students by another criteria:
 1. Select whether to use the **Filter** or **Condition** field.
 2. Select the **Operator** such as *Equal To* or *In List*.
 3. Select **Not** to exclude the students that match the criteria.
 4. Enter the **Value** of the field to match.



For example, if the **Filter** is set to *Grade*, the **Operator** is set to *Equal To*, and the **Value** is set to *09*, the graduation requirements do not display for any students in grade 9.

- **Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator** – Select to include the Counselor and/or Administrator name on the report. This selection displays the option(s) selected in either the **Select Counselor Filter** and/or the **Select Administrator Filter** on the **Selection** tab.



See the *Synergy SIS – Query and Reporting Guide* for more information about these selections.

Hope High School										Year: 2017-2018
Mark Listing By Student										Report: GRD401
All Reporting Periods: Progress Period 1-First Quarter										
Student Name Abbott, Billy C.		Perm ID 905483	Grade 12	Gender M	Crd Att 1.750	Crd Com 1.750	GPA 3.327			
Per	Course Title	Section ID	Teacher Name	Progress Period 1	1st Qtr	Credits Att				
0	Am Govt	0077	Jackson, Kathy	F	A	0.500				
1	Beg Jewelry	0106	Andrews, Mark	F	A	0.500				
2	Intermediate Acting	0258	Gardner, David	B	B	1.000				
3	Weight Trn Boys	0963	Joseph, Thomas	A	B	0.500				
4	Eng (brit) Lit	0426	Snyder, Joan	F	A	0.500				
5	Spanish II	0594	Olstad, Tiffany	B	A	0.500				
6	Science 10	0726	Tofft, Robert	B+	A-	0.500				
Student Name Ackley, Brian R.		Perm ID 913948	Grade 12	Gender M	Crd Att 1.750	Crd Com 1.750	GPA 3.423			
Per	Course Title	Section ID	Teacher Name	Progress Period 1	1st Qtr	Credits Att				
0	Rel Time A Hr	0869	Rel Time, Rel Time	D	A	0.500				
1	Mythology	0127	Stauffer, Paige	A+	B+	0.500				
2	Intermediate Acting	0258	Gardner, David	A+	A	1.000				
3	Adv Acting	0358	Gardner, David	C	A	1.000				
4	Prin&prac Econ	0465	Davis, Jeffrey	B	A	0.500				
5	Algebra II	0540	Aderson, Gordon	D	B	0.500				
6	Rt 6th Per	0876	Rel Time, Rel Time	B+	A	0.500				
Student Name (Acosta, Eugene A.)		Perm ID 873921	Grade 12	Gender M	Crd Att 1.750	Crd Com 1.750	GPA 3.569			
Per	Course Title	Section ID	Teacher Name	Progress Period 1	1st Qtr	Credits Att				
1	Am Sign Lang II	0100	Scott, Tamara	A-	A+	0.500				
2	Prin&prac Econ	0209	Becker C., Chris	B-	A	0.500				
3	Trigonometry	0354	Topoozian, Nancy	A		0.500				
3	Study Hall	0753	Dunham, Cheryl		B+	0.500				
4	American Lit	0411	Baniszewski, Nancy	A+	B+	0.500				
5	Rt 5th Per	0875	Rel Time, Rel Time	A+	A	0.500				
6	Rt 6th Per	0876	Rel Time, Rel Time	A-	A	0.500				
7	Yearbook Committee	0779	Career Center, Career Cente	B-	A+	0.500				

* = Audit Class

11/10/2017 11:00 AM

Edupoint School District

Part 1 of 1 / Page 1 of 274

GRD401 – Mark Listing By Student Report Output

GRD402 – Mark Failing List

Synergy SIS > Grading > Reports > List

The Mark Failing List report prints a list of students with failing grades for the specified grading period.

Report **GRD402: Mark Failing List**

Name: **Mark Failing List** Number: **GRD402** Page Orientation: **Landscape**

Options | Sort / Output | Conditions | Selection | Advanced

Grading Period
Grading Period: Second Quarter

Mark Selection
Grading Mark & Type: Sem 1 Final (Letter)

Display Options
 Hide Perm ID

Failing Grade Selection

Failing Letter Grades
Failing Letter Grades ↔

A+ A A- B+ B
 B- C+ C C- D+
 D D- F WF I

Numeric Failing Grade Cutoff

Filters
Grade ↔

10 11 12

Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator

GRD402 – Mark Failing List Report Interface Screen

Report Options:

- **Grading Period** – Select the period to display on the report.
- **Grading Mark & Type** – Select the mark to include in the report.
- **Hide Perm ID** – Select this option to keep the **Perm ID** from printing.
- **Failing Letter Grades** – Select the marks that indicate the student did not pass the class.
- **Numeric Failing Grade Cutoff** – Enter a numeric mark to establish a cutoff for the failing mark threshold when using numeric marks instead of alpha marks. Marks below that value classify as failing.
- **Grade** – Select the grades to include in the report or use ↔ to select all.
- **Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator** – Select to include the Counselor and/or Administrator name on the report. This selection displays the option(s) selected in either the **Select Counselor Filter** and/or the **Select Administrator Filter** on the **Selection** tab.



See the *Synergy SIS – Query and Reporting Guide* for more information about these selections.

Student Name	Perm ID	Grade	Period	Course ID	Course Title	Staff Name	Grade	Comment Code		
								1	2	3
Abbott, Billy C.	905483	12	0	SS51	Am Govt	Jackson, Kathy	F			
Ackley, Brian R.	913948	12	1	EN52	Mythology	Stauffer, Paige	F			
Adams, Scott M.	939208	12	2	MU29	Beg Guitar	Sapakie, Jesse	F			
Adams, Sean B.	877340	12	7	FS32C	Cc-Persnl Dev.	Diaz, Joe	F			
			7	PE91C	Cc-Pe-bowling	Diaz, Joe	F			
Aguado, Karen C.	135319	12	1	NC401	Pers Rel Time	Evit Teacher, Rel T Per	F			
Aguilar, Roger F.	991071	12	4	SS51	Am Govt	Jackson, Kathy	F			
Aitchison, Alice E.	871731	12	2	NC921	Rt 2nd Per	Rel Time, Rel Time	F			
Aldrich, Steve K.	873815	12	1	NC911	Rt 1st Per	Rel Time, Rel Time	F			
Alexander, George M.	975141	12	2	MA45W	Pre-Calculus	Hansen, Craig	F			
Allen, Karen T.	871328	12	4	NC401	Pers Rel Time	Evit Teacher, Rel T Per	F			
Allen, Shawn C.	877993	12	1	SC55WX	Anat/phys - De	Samuels, Kathy	F			
			4	NC941	Rt 4th Per	Rel Time, Rel Time	F			
Arambula, Pamela A.	873298	12	6	NC961	Rt 6th Per	Rel Time, Rel Time	F			
Arnaw, Wayne M.	873840	12	0	NC901	Rel Time A Hr	Rel Time, Rel Time	F			
Arvanitas, Christina T.	892796	12	1	PE781	Adv Wt Boys	Joseph, Thomas	F			
Atchison, Shirley M.	839684	12	3	NC931	Rt 3rd Per	Rel Time, Rel Time	F			
Bailey, George	874872	12	2	IT31	Cad & Drafting	Kish, Lou	F			
			7	PE91C	Cc-Pe-bowling	Diaz, Joe	F			
Baker, Lois A.	924710	12	1	AR40	Stained Glass	Smith, Christine	F			
Bakken, Randy H.	875362	12	3	MA42	Trigonometry	Topoozian, Nancy	F			

GRD402 – Mark Failing List Report Output

GRD403 – Mark Verification By Teacher

Synergy SIS > Grading > Reports > List

The Mark Verification By Teacher report prints a list of student marks for each teacher's section. The report can also include all of the comments and absences as defined on the Grading Setup screen.

Report **GRD403: Mark Verification By Teacher**

Print Save Default Reset Saved Default Email Me

Name: **Mark Verification By Teacher** Number: **GRD403** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Selection Criteria (leave blank to print all teachers)

Select a Teacher

Last Name First Name

aderson

Or select a Section ID

Grading Period

First Quarter

Missing Mark To Show (Blank will show all grades)

Include Missing Citizenship

Include Missing Conduct

Include Missing Work Habits

GRD403 – Mark Verification By Teacher Report Interface Screen

Report Options:

- **Last Name/First Name** – Enter the teacher's name to run the report using a specific teacher. Leave it blank to print the report for all the teachers.
- **Or select a Section ID** – Enter the section ID to run the report for a specific section.
- **Grading Period** – Select to run the report for a specific grading period.
- **Missing Mark to Show (Blank will show all grades)** – Select which mark to display or select *All Missing Marks* to display all marks not entered for the period. By default, the report shows all missing marks.
- Select the missing information to include in the report:
 - **Include Missing Citizenship**
 - **Include Missing Conduct**
 - **Include Missing Work Habits**

		Hope High School Mark Verification By Teacher First Quarter							Year: 2017-2018 Report: GRD403	
Teacher: Aderson, Gordon										
Period: 1	Section ID: 0140	TermCode	S1	Course: MA40		Algebra II				
Student Name	SIS Number	1st Qtr	Cit	Con	WH	Abs1	Abs2	Credit	Comment	
Adams, Billy A.	889314	D						0.250		
Bingham, Janice	125138	A						0.250		
Bowser, Kathryn J.	920454	D						0.250		
Cabrera, Daniel C.	115459	A+						0.250		
Clark, Martha K.	101651	B-						0.250		
Damiani, Juan T.	886827	C						0.250		
Gardner, Adam L.	903175	B						0.250		
Grimm, Timothy D.	892582	D						0.250		
Hamblin, Christina L.	888178	A+						0.250		
Ingham, Stephanie B.	886414	B-						0.250		
Jennings, Jacqueline E.	123020	C+						0.250		
John, Mildred E.	995845	D						0.250		
Johnson, Bobby E.	163912	C+						0.250		
McPeck, Joshua A.	901999	C						0.250		
Milru, Kelly A.	966444	B+						0.250		
Miller, Steve R.	888061	B-						0.250		
Mortensen, Matthew K.	901880	C-						0.250		
Nielsen, Robert J. JR	981787	F						0.250		
Palmer, Shawn R.	888146	A-						0.250		
Pollard, Wanda N.	138183	C+						0.250		
Richardson, Linda B.	888234	C-						0.250		
Rider, Angela M.	154392	F						0.250		
Rohde, Jack S.	888781	B-						0.250		
Schwalb, Robert T.	867189	A-						0.250		
Stine, Nancy R.	889741	B+						0.250		
Tilton, Marilyn N.	938024	D						0.250		
Wamboldt, Albert R.	903451	C						0.250		
Ward, Jennifer L.	887407	C+						0.250		
Whipple, Frances E.	901345	B+						0.250		

* = Audit Class

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GRD403 – Mark Verification By Teacher Report Output

GRD407 – Mark Exception Report

Synergy SIS > Grading > Reports > List

The Mark Exception Report prints a list of students with the specified mark.

Report **GRD407: Mark Exception Report**

Print Save Default Reset Saved Default Email Me

Name: **Mark Exception Report** Number: **GRD407** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Grading Period
Second Quarter

Mark

Show all marks for each student

Show students with AT LEAST: (s) or AT LEAST: (s) or AT LEAST: (s) or AT LEAST: (s)

Filters

Grade ↔

10 11 12

Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator

GRD407 – Mark Exception Report Report Interface Screen

Report Options:

- **Grading Period** – Select which periods display on the report card.
- **Mark** – Select which mark to display in the report. Select *Show All Marks for Each Student* to show all grading period marks.
- **Show students with AT LEAST** – Use to include all students with a specified amount of a certain mark. You can define up to four filters. For example, the report could list all students that have at least 1 F. You must define at least one filter.
- **Grade** – Select the grades to include on the report or use ↔ to select all.
- **Display Counselor/Administrator name if the report has been filtered by Counselor and/or Administrator** – Select to include the Counselor and/or Administrator name on the report. This selection displays the option(s) selected in either the **Select Counselor Filter** and/or the **Select Administrator Filter** on the **Selection** tab.



See the *Synergy SIS – Query and Reporting Guide* for more information about these selections.

		Hope High School Mark Exception Report 2nd Qtr					Year: 2017-2018 Report: GRD407	
Student Name	Perm ID	Grade	Per	Course Title	Teacher Name	Mark	Con	WH
Abbott, Billy C.	905483	12	1	Beg Jewelry	Sullivan, J.	A+		
			3	Weight Trn Boys	Joseph, T.	A+		
			4	Eng (brit) Lit	Snyder, J.	A+		
			6	Science 10	Toftt, R.	A		
Adams, Howard T.	873985	12	6	Pers Rel Time	Evit Teacher, R.	A+		
Adams, Scott M.	939208	12	4	Prin&prac Econ	Davis, J.	A+		
Aelvoet, Jesse J.	944233	12	1	Prin Eng II	Torrente, J.	A+		
			4	Evit Sem 1 Pm	Evit Teacher, E.	A-		
Aguado, Karen C.	135319	12	4	Earth Science	Vierthaler, R.	A+		
Aguilar, Roger F.	991071	12	3	Cad & Drafting	Kish, L.	A		
			5	Algebra I	Keyes, J.	A-		
			6	Beg Ceramics	Blahak P., P.	A-		
Aguirre, Jason K.	952357	12	2	Prin&prac Econ	Wischhusen, T.	A		
			3	Coe Bus Intern	Frommer, K.	A+		
			4	Rt 4th Per	Rel Time, R.	A-		
			7	Schdl Lock	Guidance Off, G.	A+		
Alder, Lawrence S.	910024	12	2	Pers Rel Time	Evit Teacher, R.	A		
Alder, Sarah C.	968416	12	1	Ap Biology	Worsnop, W.	A+		
			4	Chorus-Soubrett	Sapskie, J.	A-		

GRD407 – Mark Exception Report Output

Teacher Name		Course Title and ID		Per	A		F		Other	
					Total	Pct	Total	Pct	Total	Pct
Aderson, Gordon		Ap Calc Bc	MA51W	3	3	27.27	0	0.00	8	72.73
Grand Totals					3	27.27	0	0.00	8	72.73

Teacher Name		Course Title and ID		Per	A		F		Other	
					Total	Pct	Total	Pct	Total	Pct
Aderson, Gordon		Algebra II	MA40	1	5	17.24	2	6.90	22	75.86
		Algebra II	MA40	2	6	18.75	4	12.50	22	68.75
		Algebra II	MA40	4	2	6.06	4	12.12	27	81.82
		Algebra II	MA40	5	8	26.67	4	13.33	18	60.00
Grand Totals					21	16.94	14	11.29	89	71.77

GRD410 – Mark Distribution By Teacher Report Output

				A		Other	
Course Title	Course ID	Teacher Name	Per	Total	Percent	Total	Percent
Hope High School Mark Distribution By Course Sem 1 Final							
Year: 2017-2018 Report: GRD411							
9th Eng-Corr	END91C			English			
		Nunes, Kathy	7	0	0	1	100
				0	0	1	100
9th Eng-Corr	END92C			English			
		Nunes, Kathy	7	0	0	1	100
				0	0	1	100
AA Am His	ENS8W			English			
		Wallace, Judy	4	3	11	24	88
		Wallace, Judy	5	6	23	20	76
				9	16	44	83
AA Girls Sp	PE501			Physical Education			
		Blackburn M., Matt	6	2	22	7	77
		Brook C., Clayton	6	5	18	22	81
		Bunger T., Thomas	6	3	10	26	89
		Ernst, Gary	6	4	12	29	87
		Joseph, Thomas	6	5	13	31	86
		Oden, Jacy	6	15	16	75	83
		O'Neill, Patrick	6	11	37	18	62
		Roberson, Katie	6	4	16	21	84
		Robinson, Robert	6	16	23	52	76
		Rustad, Shawn	6	2	4	43	95
		Sawyer, Kyle	6	7	20	28	80
		Scafaria, Dominic	6	3	12	21	87
		Sullivan, Joe	6	1	14	6	85
		Thiel, Michael	6	7	15	37	84
		Webster, Bill	6	1	5	17	94
				86	16	433	83

GRD411 – Mark Distribution By Course Report Output

GRD413 – Honor Roll Report

Synergy SIS > Grading > Reports > List

The Honor Roll Report prints a list of the students who met the criteria for the honor roll definition selected for the report.

Report GRD413: Honor Roll Report
🔍 🧑 👤 ⚙️ 🔄 📧

Print Save Default Reset Saved Default Email Me

Name: **Honor Roll Report** Number: **GRD413** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Honor Roll Use Honor Roll Definition for Grade Period and Mark Selection ⓘ

Honor Roll

Grading Period and Mark

Grading Period: Progress Period 4 Grading Mark: Progress Period 4

Cycles Grading Period and Mark

Grading Period: Grading Mark:

Additional Grade Period Marks to Include

Grade Period Marks ↔ 🔗

- Progress Period 1-Progress Period 1
- First Quarter-1st Qtr
- Progress Period 2-Progress Period 2
- Second Quarter-2nd Qtr
- Second Quarter-Sem 1 Final
- Progress Period 3-Progress Period 3
- Third Quarter-3rd Qtr
- Progress Period 4-Progress Period 4
- Fourth Quarter-4th Qtr
- Fourth Quarter-Sem 2 Final
- Cycle 1-Q4

Sort Option: Student

- Do Not Use Grade Period Grid
- Suppress Credits Completed
- Display Homeroom Information
- Include Concurrent (Grade Data From Other Schools)
- Do Not Include Students Whose Primary School Is Not This School

Filters

Grade ↔ 🔗 Section ID Begin Section ID End Perm ID

09 10 11 12

GRD413 – Honor Roll Report Interface Screen

Report Options:

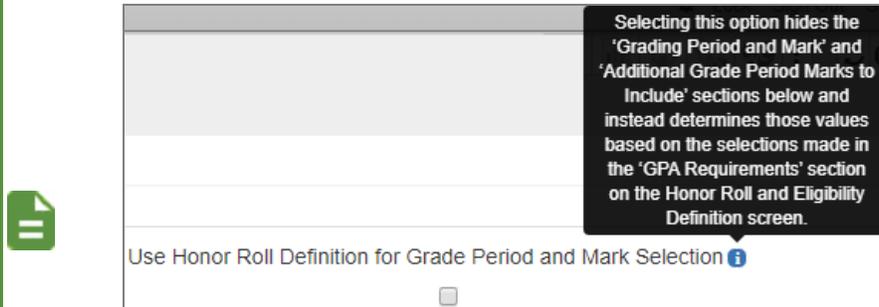
- **Honor Roll** – Select which honor roll definition to use for the report.
- **Use Honor Roll Definition for Grade Period and Mark Selection** – Select this option to get a GPA that matches the GPA on the Student Grade screen.

When this option is selected, the report uses the following options to determine the marks used for calculating the GPAs:

- The GPA definitions selected on the Honor Roll and Eligibility Definition screen
- The GPA Credit Weight Pct. section on the **Grading Period Weight** tab of the Grading Setup screen
- Posting marks
- Current grading period

The 'Grading Period and Mark' and 'Additional Grade Period Marks to Include' sections do not display when this option is selected.

Additional information displays when you hover over .



GRD413 – Honor Roll Report Interface Screen

The example below displays the GRD413 output with **Use Honor Roll Definition for Grade Period and Mark Selection** option selected.

Dane School District		Hope High School			Year: 2018-2019	
		Honor Roll Report			Report: GRD413	
		Title: Honor Roll * Grading Mark: 4th Qtr, Sem 2 Final, (Cycles) Cycle 1				
Student Name	Perm ID	Gender	CUM GPA	YTD GPA	Credits Attempted	Credits Completed
Grades: 10						
Aaron, Harold N.	968257	Male	3.3300	3.5530	5.500	5.500
(Abnermelthy, Anne E.)	902870	Female	3.6600	4.0000	5.500	4.000
(Alfred, Edward L.)	904916	Male	3.6600	4.0000	7.500	7.500
(Briggs, Jane)	902743	Female	3.4100	3.7080	5.500	5.500
(Brunell, Julie A.)	903992	Female	3.4600	3.7320	5.500	5.500
(Caballero, Jane M.)	147903	Female	3.8000	4.0830	5.500	5.500
(Cervantes, Debra M.)	915421	Female	3.4100	3.6650	6.000	6.000
(Christopher, Philip T.)	924882	Male	3.6600	4.0000	6.500	6.500
(Connell, Lisa)	904923	Female	3.3300	3.5530	3.000	3.000
(Garner, Catherine R.)	901063	Female	3.6600	4.0000	7.500	7.500
(Godsey, Jonathan C.)	903417	Male	3.6600	4.0000	5.000	5.000
(Heiskill, Timothy J.)	920631	Male	3.5200	3.8090	4.500	4.500
(Jolly, Lori C.)	128197	Female	3.3700	3.6170	4.500	4.500
(Kratz, Carolyn M.)	903422	Female	3.6600	4.0000	7.000	7.000
(Kyle, Beverly H.)	127502	Female	3.4600	3.5530	2.500	2.500
(Linselmann, Peter R.)	901823	Male	3.3300	3.5530	3.000	3.000
(Norr, Margaret L.)	903014	Female	3.6600	4.0000	6.000	6.000
(Rensch, Richard T.)	164347	Male	3.6600	4.0000	2.500	2.500
(Schultz, Kimberly E.)	142715	Female	3.6600	4.0000	6.000	6.000
(Williams, John P.)	988666	Male	3.6600	4.0000	6.000	6.000
Grades: 11						

GRD413 – Honor Roll Report Output

- Grading Period and Mark:
 - **Grading Period** – Select the grading period to display on the report.
 - **Grading Mark** – Select the mark to display on the report.

 If you select an option from one of these fields, you must select an option from the other field.
Use Hybrid 1 Grading Period and Mark and Hybrid 2 Grading Period and Mark to print additional grading periods.

- Additional Grade Period Marks to Include:
 - **Grade Period Marks** – Select at least one grade period mark using the options list or use    to select all.
 - **Sort Option** – Select the sort option.
 - **Do Not Use Grade Period Grid** – Select this option to calculate the GPA using 100% for credit weight, bypassing the **Grade Period Weights** defined in Grading Setup.
 - **Suppress Credits Completed** – Select this option to prevent printing of a **Credits Completed** column.
 - **Display Homeroom Information** – Select to include the homeroom teacher and room information in the report.
 - **Include Concurrent** – Select to include the **GPA**, **Credits Attempted**, and **Credits Completed** calculations from concurrent enrollments in this report. The concurrency information on the report is not indicated or broken out in any way.
 - **Do Not Include Student Whose Primary School Is Not This School** – Select to exclude students whose primary school is not the focus school on the report.

- Filters:
 - **Grade** – Select the grades to include on the report or use    to select all.
 - **Section ID Begin/End** – Select a section ID or range of section IDs to display on the report.
 - **Perm ID** – Enter a student's ID to print the report for one student.

Student Name	Perm ID	Gender	CUR GPA	Credits Attempted	Credits Completed
Grade: 12					
Abbott, Billy C.	905483	Male	3.327	1.750	1.750
Ackley, Brian R.	913948	Male	3.423	1.750	1.750
Dearman, Elizabeth L.	872144	Female	3.711	1.750	1.750
Hancock, Sandra J.	873379	Female	3.466	1.250	1.250
Kelley, Howard E.	873385	Male	3.329	1.750	1.750
Rivera, Anne C.	105998	Female	3.394	1.250	1.250
Sharma, Rebecca	909080	Female	3.759	1.750	1.750
Vargas, Jennifer	884706	Female	3.520	1.750	1.750

GRD413 – Honor Roll Report Output

GRD415 – Student School Rank

Synergy SIS > Grading > Reports > List

The Student School Rank report prints a list of students by grade level with their GPA and class rank. The report also includes the credits attempted and completed.

Report **GRD415: Student School Rank**

Print Save Default Reset Saved Default Email Me

Name: **Student School Rank** Number: **GRD415** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Sort Report By Primary GPA Type Secondary GPA Type

Student Class Rank CUM GPA - Cummulative GPA

Grades: 10 11 12

GRD415 – Student School Rank Report Interface Screen

Report Options:

- **Sort Report By** – Select to sort the report by *Class Rank* or *Student Name* (the last name of the student).
- **Primary GPA Type** – Select the primary GPA definition to display on the report.
- **Secondary GPA Type** – Select to include an additional GPA on the report.
- **Grades** – Select the grades to include on the report or use ↔ to select all.

Demo School District Excellence In Education		Hope High School Student School Rank CUM GPA			Year: 2017-2018 Report: GRD415	
		Grade: 12		Class Size: 820		
		CUM GPA				
Student Name	Student ID	Gender	Credit Att	Credit Comp	Rank	GPA
Goodman, Willie N.	874879	Male	190.000	190.000	1	4.186
Allison, Pamela D.	992672	Female	185.000	185.000	2	4.146
Winkler, Judy L.	956295	Female	200.000	200.000	3	4.135
Block, John A.	875704	Male	205.000	205.000	4	4.123
Wamboldt, Mary L.	873861	Female	220.000	220.000	5	4.114
Reeder, Bobby J.	874908	Male	205.000	205.000	6	4.099
Nielsen, Lisa	874945	Female	190.000	190.000	7	4.081
Alder, Sarah C.	968416	Female	195.000	195.000	8	4.070
Allen, Cynthia	874997	Female	200.000	200.000	9	4.060
Thuenen, Diane S.	873983	Female	210.000	210.000	10	4.040
Rush, Timothy A.	873804	Male	190.000	190.000	11	4.028

GRD415 – Student School Rank Report Output

GRD416 – Expanded Class Rank

Synergy SIS > Grading > Reports > List

The Expanded Class Rank report prints the Class Rank Index Rank Method report. If the option to use the Class Rank Index is not enabled at the district or the school does not use a GPA Definition with a Class Rank Index Rank Method, there are no values available in the **GPA Type** field and you cannot run the report.

GRD416 – Expanded Class Rank Report Interface Screen

Report Options:

- **GPA Type** – Select the GPA definition to display on the report.
- **Grades** – Select the grades to include on the report or use ↔ to select all.

Student Name	Perm ID	Credits	Rank	%	PLoad	CDW	CRI	GPA
Abbott, Billy C.	905483	24.500	2	93	4.000	4.0000	9.0000	2.250

GRD416 – Expanded Class Rank Report Output

GRD417 – Eligibility Report

Synergy SIS > Grading > Reports > List

The Eligibility Report prints a list of students by grade level and specifies if they meet the eligibility definition selected. If they do not meet the eligibility definition criteria, it specifies why the student did not meet the eligibility criteria.

Report GRD417: Eligibility Report

Print Save Default Reset Saved Default Email Me

Name: **Eligibility Report** Number: **GRD417** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Eligibility Type
Honor Roll

Grading Period and Mark
Grading Period: Second Quarter Grading Mark: Sem 1 Final

Additional Grade Period Marks to Include
Grade Period Marks

- Progress Period 1-Progress Period 1
- First Quarter-1st Qtr
- Progress Period 2-Progress Period 2
- Second Quarter-2nd Qtr
- Second Quarter-Sem 1 Final
- Progress Period 3-Progress Period 3
- Third Quarter-3rd Qtr
- Progress Period 4-Progress Period 4
- Fourth Quarter-4th Qtr
- Fourth Quarter-Sem 2 Final

Sort Option
Alphabetical

Reporting Type
Ineligibility

Do Not Use Grade Period Grid

Filters
Grade 10 11 12 Section ID Begin Section ID End Perm ID

GRD417 – Eligibility Report Interface Screen

Report Options:

- **Eligibility Type** – Select the eligibility definition to use with the report.
- **Grading Period and Mark:**
 - **Grading Period** – Select the grading period to display on the report.
 - **Grading Mark** – Select the mark to display on the report.



If you select an option from one of these fields, you must select an option from the other field.

Use Hybrid 1 Grading Period and Mark and Hybrid 2 Grading Period and Mark to print additional grading periods.

- Additional Grade Period Marks to Include:
 - **Grade Period Marks** – Select at least one grade period mark using the options list or use    to select all.
 - **Sort Option** – Select the sort option.
 - **Reporting Type** – Select whether to show only eligible students or ineligible students. Only eligible students display if you leave this field blank.
 - **Do Not Use Grade Period Grid** – Select this option to calculate GPA using 100% for credit weight, bypassing the **Grade Period Weights** defined in Grading Setup.
- Filters:
 - **Grade** – Select the grades to include on the report or use    to select all.
 - **Section ID Begin/End** – Select a section ID or a range of section IDs to display on the report.
 - **Perm ID** – Enter a student's ID to print the report for one student.

Student Name	Perm ID	Gender	Ineligible Reason
Grade: 10			
Allen, Jeremy S.	879216	Male	Insufficient CUR GPA: 0 Ineligible Mark: D - 2 Ineligible Mark: F - 1
Allen, Judith D.	903040	Female	Insufficient CUR GPA: 0 Ineligible Mark: D - 1 Ineligible Mark: F - 1
Allen, Sandra E.	901631	Female	Insufficient CUR GPA: 0 Ineligible Mark: D - 2
Allen, Tammy	901931	Female	Insufficient CUR GPA: 0 Ineligible Mark: C - 1
Alston, Douglas G.	901639	Male	Insufficient CUR GPA: 0 Ineligible Mark: C - 1
Amos, Billy B.	965573	Male	Insufficient CUR GPA: 0 Ineligible Mark: D - 1
Amos-Brown, Patrick N.	154480	Male	Insufficient CUR GPA: 0 Ineligible Mark: D - 1
Andazola, Kathleen E.	900923	Female	Insufficient CUR GPA: 0 Ineligible Mark: D - 1
Andresen, Harry A.	971678	Male	Insufficient CUR GPA: 0 Ineligible Mark: F - 1
Andrews, Phillip D.	893555	Male	Insufficient CUR GPA: 0 Ineligible Mark: D - 3
Arambarri, Sean J.	980186	Male	Insufficient CUR GPA: 0 Ineligible Mark: D - 1

GRD417 – Eligibility Report Output

GRD418 – Eligibility Detail Report

Synergy SIS > Grading > Reports > List

The Eligibility Detail Report prints a list of students with details of each student's classes and marks for the selected grading period.

GRD418 – Eligibility Detail Report Interface Screen

Report Options:

- **Eligibility Type** – Select the eligibility definition to use with the report.
- **Grading Period and Mark:**
 - **Grading Period** – Select the grading period to display on the report.
 - **Grading Mark** – Select the mark to display on the report.



If you select an option from one of these fields, you must select an option from the other field.

Use Hybrid 1 Grading Period and Mark and Hybrid 2 Grading Period and Mark to print additional grading periods.

- **Sort Option** – Select the sort option.
- **Reporting Type** – Select whether to show only eligible students or ineligible students. Only eligible students display if you leave this field blank.
- **Suppress Credits** – Select to not display the credits for each class on the report.
- **Suppress Credits Completed** – Select to not display the completed credits for each class in the report.
- **Include Students With No Marks** – Select to include students without marks for their classes for the selected grading period.

- **Do Not Use Grade Period Grid** – Select to calculate GPA using 100% for credit weight, bypassing the **Grade Period Weights** defined in Grading Setup.
- **Grade** – Select the grades to include on the report or use    to select all.
- **Section ID Begin/End** – Select a section ID or a range of section IDs to display on the report.
- **Perm ID** – Enter a student's ID to print the report for one student.

Demo School District Excellence in Education		Hope High School Eligibility Detail Report			Year: 2017-2018 Report: GRD418	
Title: Honor Roll * Grading Mark: Sem 1 Final * Type: Ineligibility						
Grade: 12						
Student Name: Abbott, Billy C.		Perm ID: 905483	Gender: M	Credits Att: 1.750	Credits Com: 1.500	
Course Details						
Period	Section ID	Course Title	Teacher Name	S1 Final	Comments	
0	0077	Am Govt	Jackson, Kathy	F		
1	0106	Beg Jewelry	Andrews, Mark	A+	B	
2	0258	Intermediate Acting	Gardner, David	C		
3	0963	Weight Trn Boys	Joseph, Thomas	A+	C	
4	0426	Eng (brit) Lit	Snyder, Joan	A+	E	
5	0594	Spanish II	Olstad, Tiffany	C+		
6	0726	Science 10	Tofft, Robert	A		
7	0060	Cc-Am. Lit	Nunes, Kathy			
Student Name: Abnemethy, Anne E.		Perm ID: 902870	Gender: F	Credits Att: 0.250	Credits Com: 0.250	
Course Details						
Period	Section ID	Course Title	Teacher Name	S1 Final	Comments	
1	0088	Expl Agric	Sargent, Linda	B		
2	0201	Landscape D&m I	Wojcik, James			
5	0504	Beg Photo	Schubert, Thorne			
6	0736	Academic Decath	Canaday C., Curt			
8	0035	Stained Glass				

GRD418 – Eligibility Detail Report Output

GRD419 – Class Grading Form

Synergy SIS > Grading > Reports > List

The Class Grading Form report prints a form for each section that teachers can use to record student marks. It includes 10 blank columns to use for section-specific test results, as well as a column to record the final mark for the class.

GRD419 – Class Grading Form Report Interface Screen

Report Options:

- **As of Date** – Enter the dates in the MM/DD/YY format or click the Calendar icon to select the date.
- **Teacher** – Select the name of the teacher to print the report for just one teacher.
- **Period Begin/Period End** – Select the bell schedule periods for the report.
- **Section ID** – Select the range of Section IDs to limit the report output to only those sections that match the range.

- **Test Selection:**
 - **No Test** – Select to not include test results from Student Test History
 - **Select By Test** – Select to include test results from tests entered into Student Test History by test. Select from Test Options.
 - **Select By Test Type** – Select to include test results from tests entered into Student Test History by test type. Select from Test Options.
- Test Options: – Displays if you choose **Select by Test** or **Select By Test Type**.
 1. Select the **Test** from the field.
 2. Select the Parts (if a part-based test) or Objectives (if an objectives-based test) from the **Selection** fields.
 3. Select the **Score Types** to print, if needed.
 4. Enter the new column name in **Label Override** to change the name of the columns listing the test scores if needed.
- Print Options:
 - **Page Size** – Select the size to print the report on.
 - **Groups** – Enter the number of groups of blank columns to display.
 - **ColumnsPerGroup** – Enter the number of columns per group to display.
 - **Include Hole Punch Margin** – Select to allow space at the top of the report to hole punch the report to insert into a binder.
 - **Display ELL Data** – Select to display English Language Learner information.
 - **Extra Lines** – Select the number of lines to display at the end of the report so the teacher can write names of students who enter the class after the report printed. Use *Custom* to enter a different number.
 - **Custom Number** – Enter the number if you selected *Custom* in **Extra Lines**.

School Hope High School			Yr 2017	Term S1	Per 5	HOPE HIGH SCHOOL CLASS GRADES															
Section 0540		Subject Algebra II	Room 128	Teacher Aderson, Gordon																	
NO	STUDENT NAME	Gr	Gen	Competencies										STUDENT NAME	LEP	GRADE	CON- DUCT	NO			
1	Ackley, Brian R.	12	M														Ackley, Brian R.				1
2	Anderson, Peter W.	11	M														Anderson, Peter W.				2
3	Button, Bonnie	10	F														Button, Bonnie				3
4	Carter, Anna Y.	10	F														Carter, Anna Y.				4
5	Cartwright, Peter M.	11	M														Cartwright, Peter M.				5
6	Chase, Gerald M.	10	M														Chase, Gerald M.				6
7	Dominguez, Carolyn D.	11	F														Dominguez, Carolyn D.				7
8	Finley, Sarah D.	12	F														Finley, Sarah D.				8
9	Fitzgerald, Karen	11	F														Fitzgerald, Karen				9
10	Freeman, Anthony A.	11	M														Freeman, Anthony A.				10
11	Howey, Christina A.	11	F														Howey, Christina A.				11
12	Kobryn, Ruby	11	F														Kobryn, Ruby				12
13	Kyler, Arthur P.	10	M														Kyler, Arthur P.				13
14	Massey, Paul C.	10	M														Massey, Paul C.				14
15	McLaws, Sarah L.	10	F														McLaws, Sarah L.				15
16	Mosley, Sara N.	10	F														Mosley, Sara N.				16
17	Nielsen, Phyllis W.	11	F														Nielsen, Phyllis W.				17
18	Noble, Brandon A.	11	M														Noble, Brandon A.				18
19	Paskett, Brandon J.	10	M														Paskett, Brandon J.				19
20	Schad, Harold M.	12	M														Schad, Harold M.				20
21	Shull, Judy R.	11	F														Shull, Judy R.				21
22	Spencer, Ralph L.	11	M														Spencer, Ralph L.				22
23	St Martin, Jack B.	10	M														St Martin, Jack B.				23
24	Stanley, Jack K. JR	11	M														Stanley, Jack K. JR				24
25	Stapley, Adam R.	11	M														Stapley, Adam R.				25
26	Sweet, Russell T.	11	M														Sweet, Russell T.				26
27	Tanner, Deborah	11	F														Tanner, Deborah				27
28	Udall, Catherine	11	F														Udall, Catherine				28
29	Vogt, Lawrence J.	11	M														Vogt, Lawrence J.				29
30	Waldie, Donna J.	10	F														Waldie, Donna J.				30

GRD419 – Class Grading Form Report Output

GRD420 – Report Card Multi-Page Student List

Access GRD420 report from the [GRD209](#): Job Result Files.

Result	Description	File Type
	Report Card Selector	PDF
	Report Card Pressure Seal Mailer	PDF
	Multi-Page Student List	PDF

GRD209: Job Result Files Screen

The Report Card Multi-Page Student List report lists the students that have more than one page in their report card. The report lists the student name, the student's SIS number, address, and how many pages their report card has.

Hope High School Report Card Multi-Page Student List			
Student Name	SIS Number	Addressees	Page Count
No Students with Multiple Pages			
		0	0

Year: 2016-2017
Report: GRD420

Printed by Admin User at 04/14/2017 2:51 PM Edupoint School District Page 1 of 1

GRD420 – Report Card Multi-Page Student List Report Output

GRD422 – Student Grades Audit List

Synergy SIS > Grading > Reports > List

The Student Grades Audit List report records Adds, Edits, and Deletes made to the Student Grade and Class Grade screens and who made the change along with the date and time.

Report **GRD422: Student Grades Audit List**

Print Save Default Reset Saved Default Email Me

Name: **Student Grades Audit List** Number: **GRD422** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Audit Date Range

Start Date End Date
08/01/2017 11/10/2017

Student Info

Perm ID
Last Name First Name
GradeLevel GradeLevel
12 →

Exclude Inserts

GRD422 – Student Grades Audit List Report Interface Screen

Report Options:

- **Start Date and End Date** – If you enter either the start or end date, you must also enter the other date. The **Start Date** must also come chronologically before the **End Date**.
- **Perm ID** – Enter a student's ID to print the report for one student.
- **Last Name and First Name** – Enter a student's's last and first names to print the report for the students that match the name.
- **Grade Level** – Enter a single grade level or a range to filter the report.
- **Exclude Inserts** – Select to not print inserts/additions on the report output.

Student Name		Perm ID		GradeLevel			
Abbott, Billy C.		905483		12			
Property Name	Context	Old Value	New Value	User Name	Time Stamp	IP Address	System Used
Period: 1	Section ID: 0106	Course ID: AR54	Course Title: Beg Jewelry	Teacher: Andrews, Mark			
Mark	1st Qtr	C	A	User, Admin	10/08/2017 18:08:13	10.200.11.100	SYNERGY
Period: 4	Section ID: 0426	Course ID: EN60	Course Title: Eng (brit) Lit	Teacher: Snyder, Joan			
Mark	1st Qtr	D	A	User, Admin	10/08/2017 18:05:53	10.200.11.100	SYNERGY
Period: 5	Section ID: 0594	Course ID: WL22	Course Title: Spanish II	Teacher: Olstad, Tiffany			
Mark	1st Qtr	C+	A	User, Admin	10/08/2017 18:08:13	10.200.11.100	SYNERGY
Student Name		Perm ID		GradeLevel			
Abnernethy, Anne E.		902870		12			
Property Name	Context	Old Value	New Value	User Name	Time Stamp	IP Address	System Used
Period: 1	Section ID: 0088	Course ID: AG29	Course Title: Expl Agric	Teacher: Sargent, Linda			
Mark	Sem 1 Final		B	User, Admin	10/02/2017 13:38:49	10.200.11.98	SYNERGY
Student Name		Perm ID		GradeLevel			
Ackley, Brian R.		913948		12			
Property Name	Context	Old Value	New Value	User Name	Time Stamp	IP Address	System Used
Period: 3	Section ID: 0358	Course ID: PA92	Course Title: Adv Acting	Teacher: Gardner, David			
Mark	1st Qtr	C	A	User, Admin	10/08/2017 18:07:52	10.200.11.100	SYNERGY
Period: 5	Section ID: 0540	Course ID: MA40	Course Title: Algebra II	Teacher: Aderson, Gordon			
Mark	1st Qtr	C+	B	User, Admin	10/08/2017 18:07:52	10.200.11.100	SYNERGY
Period: 2	Section ID: 0258	Course ID: PA86	Course Title: Intermediate Acting	Teacher: Gardner, David			
Mark	1st Qtr	B-	A	User, Admin	10/08/2017 18:08:08	10.200.11.100	SYNERGY
Period: 1	Section ID: 0127	Course ID: EN52	Course Title: Mythology	Teacher: Stauffer, Paige			
Mark	1st Qtr	C-	B+	User, Admin	10/08/2017 18:07:52	10.200.11.100	SYNERGY
Period: 4	Section ID: 0465	Course ID: SS57	Course Title: Prin&prac Econ	Teacher: Davis, Jeffrey			
Mark	1st Qtr	D	A	User, Admin	10/08/2017 18:07:52	10.200.11.100	SYNERGY
Period: 0	Section ID: 0869	Course ID: NC901	Course Title: Rel Time A Hr	Teacher: Rel Time, Rel Time			
Mark	1st Qtr	D	A	User, Admin	10/08/2017 18:08:00	10.200.11.100	SYNERGY
Period: 6	Section ID: 0876	Course ID: NC961	Course Title: Rt 6th Per	Teacher: Rel Time, Rel Time			
Mark	1st Qtr	C+	A	User, Admin	10/08/2017 18:07:52	10.200.11.100	SYNERGY

GRD422 – Student Grades Audit List Report Output

GRD602 – Mark Distribution By Ethnicity

Synergy SIS > Grading > Reports > Summary

The Mark Distribution By Ethnicity report prints a list of all the ethnic codes in use at the school and totals the number of each type of mark earned by students with that ethnic code. The report also shows the percentage each mark represents in the total of the marks for each ethnic group.

GRD602 – Mark Distribution By Ethnicity Report Interface Screen

Report Options:

- **Grading Period** – Select the grading period to create the report.
- **Mark to Print** – Select the mark to include in the report if there is more than one for the selected **Grading Period**.
- **Grade** – Select the range of grade levels to include in the report.
- **Ethnicity Type** – Select the type of ethnicity record to use.
- **Resolved Race/Ethnicity** – Select the options for the ethnic codes to include in the report or use ↔ to select all.
- **Mark Type** – Select the mark type to include in the printed report or use ↔ to select all.

	Hope High School Mark Distribution By Ethnicity				Year: 2017-2018 Report: GRD602
	Report Period: Second Quarter Mark: Sem 1 Final Grade 12				
Ethnic Codes	A		Other		Total
	Total	%	Total	%	
Hispanic	82	17.79	379	82.21	461
Two or More	4	57.14	3	42.86	7
White	911	18.55	3999	81.45	4910
Asian	4	7.14	52	92.86	56
Black or African A					
Native Hawaiian c	18	14.29	108	85.71	126
American Indian c	36	21.43	132	78.57	168
Total	1055	18.42	4673	81.58	5728

GRD602 – Mark Distribution By Ethnicity Report Output

GRD603 – Section Missing Marks

Synergy SIS > Grading > Reports > List

The Sections Missing Marks List report prints a list of sections (classes) that are missing marks in the student grading record.

GRD603 – Section Missing Marks Report Interface Screen

Report Options:

- **Grading Period** – Select the grading period to create the report.
- **Mark** – Select the grading period and mark to create the report.
- **Starting Period/Ending Period** – Select the bell schedule periods to create the report.
- **Grouping Option** – Select to group the report by *Teacher* or *Period*.

		Hope High School Sections Missing Marks List		Year: 2017-2018 Report: GRD603
Teacher Name	Aderson, Gordon	Section ID	Course Title	Room #
Period				
1		0140	Algebra II	128
2		0240	Algebra II	128
3		0340	Ap Calc Bc	128
4		0440	Algebra II	128
5		0540	Algebra II	128

GRD603 – Section Missing Marks Report Output

GRD802 – Grading Labels

Synergy SIS > Grading > Reports > Labels

The Grading Labels report produces a printed set of labels that lists all of the current sections for each student with the mark for the selected grading period.

Report GRD802: Grading Labels

Print Save Default Reset Default Email Me

Name: **Grading Labels** Number: **GRD802** Page Orientation: **Portrait**

Options Label Setup Sort / Output Conditions Selection Advanced

Grading Periods

Grading Period 1	Mark Name 1
Grading Period 2	Mark Name 2
Grading Period 3	Mark Name 3
Grading Period 4	Mark Name 4

Student Filters

Grade 10 11 12

Perm ID

Course Data Filters

Academic Type

Honors Non-Academic Regular

Label Content

Include Student School Attended History

Show School Number Or Period

Show Marks On One Label (Hides the course title)

Include School Year

Load Student Grades for Focus School and Year Only

GRD802 – Grading Labels Report Interface Screen

Report Options:

- Grading Periods – A separate set of labels print for each grading period selected.
 - **Grading Periods 1-4** – Select the grading period to display.
 - **Mark Name 1-4** – Select the mark to display if you defined more than one mark for a grading period.
- Student Filters:
 - **Grade** – Select the options for the grade level of the students to include in the labels.
 - **Perm ID** – Enter the student's ID to produce a grading label for one specific student.
- **Academic Type** – Select an option to include a specific type of course in the grading labels.
- Label Content:
 - **Include Student School Attended History** – Select this option to include school attended history (days absent, enrolled, and present).

- **Show School Number Or Period** – Select whether to display the school number or each section's period.
 - **Show Marks On One Label (Hides the course title)** – Select this option to omit course titles to allow more room for marks.
 - **Include School Year** – Select this option to print the school year in the label header.
 - **Load Student Grades for Focus School and Year Only** – Select this option to restrict the labels to grades from the current school and year.
- **Label Setup tab** – Select the **Label Type**.

Report **GRD808: Cumulative Record Labels**

Print Save Default Reset Default Email Me

Name: **Cumulative Record Labels** Number: **GRD808** Page Orientation: **Portrait**

Options **Label Setup** Sort / Output Conditions Selection Advanced

Label Type

- Avery 5160 Mailing Labels 1"x2 5/8"
- Avery 5161 Mailing Labels 1"x4"
- Avery 5168 Mailing Labels 3 1/2" X 5"
- Avery 5267 Mailing Labels 1/2"x1 3/4"
- Avery 5963 Mailing Labels 2" x 4"

Top Margin (in.)

Side Margin (in.)

Vertical Pitch (in.)

Horizontal Pitch (in.)

Label Height (in.)

Label Width (in.)

Number Across

Number Down

GRD802 – Grading Labels Report Interface Screen, Label Setup Tab

Grade 12 - Abbott, Billy C. (905483) 2017-2018 * = Audit Class					
Title	Course	Teacher	Mk	Sch #	
Am Govt	SS51	Jackson, Kathv	A		
Beq Jewelry	AR54	Sullivan, Joe	A		
Eng (bnt) Lit	EN60	Snyder, Joan	A		
Int Actng	PA86	Gardner, David	B		
Science 10	SC49	Toftt, Robert	A-		
Spanish II	WL22	Olstad, Tiffany	A		
Weight 1m Boys	PE/61	Joseph, Thomas	B		

Grade 12 - Adams, Howard I. (873985) 2017-2018 * = Audit Class					
Title	Course	Teacher	Mk	Sch #	
Study Hall	NC501	Stincic, Tom	B-		

Grade 12 - Aelvoet, Jesse J. (944233) 2017-2018 * = Audit Class					
Title	Course	Teacher	Mk	Sch #	
Am Govt	SS51	Davis, Jeffrey	A-		
Evit Sem 1 Pm	V10P1	Evit Teacher, Evit	A		
Pnn Eng II	EN34	Torrente, Jason	A-		
Pnn&prac Econ	SS57	Wischhusen, Ted	F		
Rel Time A Hr	NC901	Rel Time, Rel Time	A+		

Grade 12 - Aelvoet, Jesse J. (944233) 2017-2018 * = Audit Class					
Title	Course	Teacher	Mk	Sch #	
Am Govt	SS51	Davis, Jeffrey	A-		
Evit Sem 1 Pm	V10P1	Evit Teacher, Evit	A		
Pnn Eng II	EN34	Torrente, Jason	A-		
Pnn&prac Econ	SS57	Wischhusen, Ted	F		
Rel Time A Hr	NC901	Rel Time, Rel Time	A+		

Grade 12 - Aquirre, Jason K. (952351) 2017-2018 * = Audit Class					
Title	Course	Teacher	Mk	Sch #	
Coe Bus Intern	BE75	Frommer, Kathv	B-		
Dce Sales & Mkt	BE91	Frommer, Kathv	B+		
Pnn&prac Econ	SS57	Wischhusen, Ted	A		
Rel Time A Hr	NC901	Rel Time, Rel Time	C+		
Rt 4th Per	NC941	Rel Time, Rel Time	C+		
Rt 5th Per	NC951	Rel Time, Rel Time	D		
Rt 6th Per	NC961	Rel Time, Rel Time	C		
Schdl Lock	SCHDL	Guidance Off, Guidance	B+		

Grade 12 - Acklev, Brian R. (913948) 2017-2018 * = Audit Class					
Title	Course	Teacher	Mk	Sch #	
Adv Actng	PA92	Gardner, David	A		
Algebra II	MA40	Aderson, Gordon	B		
Int Actng	PA86	Gardner, David	A		
Mvthologv	EN52	Stauffer, Paige	B+		
Pnn&prac Econ	SS57	Davis, Jeffrey	A		
Rel Time A Hr	NC901	Rel Time, Rel Time	A		
Rt 6th Per	NC961	Rel Time, Rel Time	A		

Grade 12 - Adams, Scott M. (939208) 2017-2018 * = Audit Class					
Title	Course	Teacher	Mk	Sch #	
Aa Girls Sports	PE501	Joseph, Thomas	C		
Adv Wt Boys	PE/81	Wheeler, Jerry	D		
Beq Guitar	MU29	Sapakie, Jesse	A		
Pers Rel Time	NC401	Evit Teacher, Rel T Per	A-		
Pnn Eng III	EN46	Gordon, Kim	D		
Pnn&prac Econ	SS57	Davis, Jeffrey	B+		
Rel Time A Hr	NC901	Rel Time, Rel Time	A+		

Grade 12 - Aquado, Karen C. (135319) 2017-2018 * = Audit Class					
Title	Course	Teacher	Mk	Sch #	
Earth Science	SC33	Vierthaler, Rachel	D		
French 10	WL41	Trull, Jayne	B+		
Fund Eng I	EN31	Stauffer, Paige	C+		
Geometrv	MA30	Lewis, Jeff	B+		
Pers Rel Time	NC401	Evit Teacher, Rel T Per	B-		
Rt 6th Per	NC961	Rel Time, Rel Time	D		
Trigonometry	MA42	Lewis, Jeff	B		

Grade 12 - Aquirre, Jason K. (952351) 2017-2018 * = Audit Class					
Title	Course	Teacher	Mk	Sch #	
Welding I	IT/71	Fromm, David	B-		

GRD802 – Grading Labels Report Output

GRD805 – Grading Labels with GPA

Synergy SIS > Grading > Reports > Labels

The Grading Labels With GPA report prints grading labels that can include a student's GPA, attendance, and other grading report items.

Report GRD805: Grading Labels With GPA

Print Save Default Reset Default Email Me

Name: **Grading Labels With GPA** Number: **GRD805** Page Orientation: **Portrait**

Options Label Setup Sort / Output Conditions Selection Advanced

Grading Periods

Grading Period Mark Name

Display Options

GPA Type 1 Override Label (Default is ACA)

GPA Type 2 Override Label (Default is TOT)

Show Attendance 1
 Show Attendance 2
 Show Citizenship
 Show Conduct
 Show Credit
 Show Work Habits

Term Name

Month Year

Format Options

Staff Name Format

Student Filters

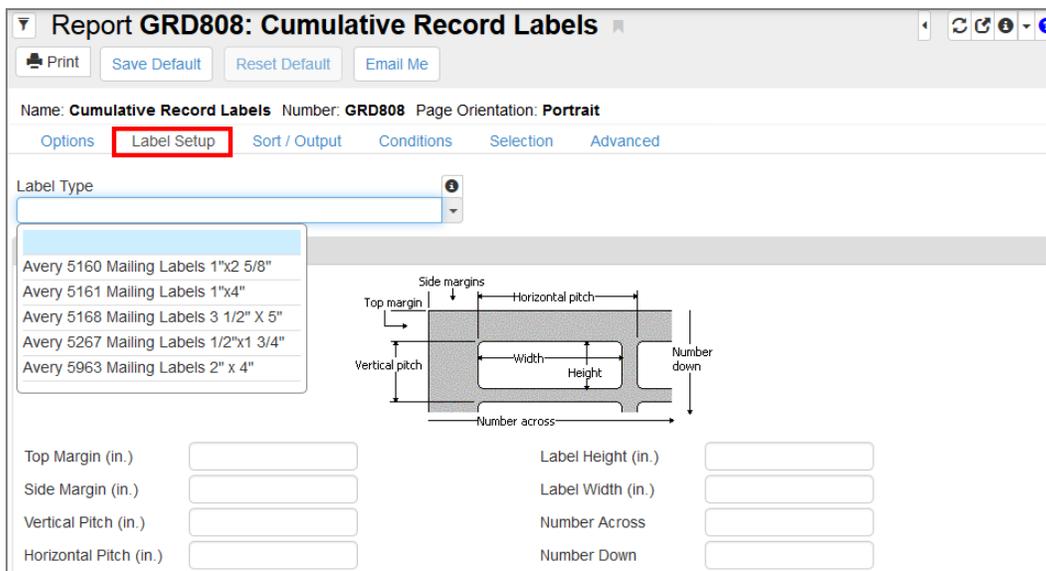
Grade
 10 11 12

GRD805 – Grading Labels With GPA Report Interface Screen

Report Options:

- Grading Periods:
 - **Grading Period** – Select the period to use when printing labels.
 - **Mark Name** – If there is more than one defined mark for the grading period, select which mark prints on the label.
- Display Options:
 - **GPA Type 1** and **GPA Type 2** – Select which GPA definitions print on the labels. You can include up to two definitions.
 - **Override Label** – Enter an override to the GPA column heading.

- Select any or all of the options to display on the label:
 - **Show Attendance 1**
 - **Show Attendance 2**
 - **Show Citizenship**
 - **Show Conduct**
 - **Show Credit**
 - **Show Work Habits**
- **Term Name** – Enter a custom name to override the default term name.
- **Month and Year** – Select the month and year to print on the grading labels.
- Format Options:
 - **Staff Name Format** – Select whether to use *Last Name, First Initial* or *Last Name, First Name*.
- Student Filters:
 - **Grade** – Select the grade level of the students to include in the labels. For example, if you select grade 12, the report prints labels for each student in grade 12.
- **Label Setup** tab – Select the **Label Type**.



GRD805 – Grading Labels With GPA Report Interface Screen, Label Setup Tab

Abbott, Billy C. Stu ID:905483	Grade:12	Hope High School	Addington, Paula M. Stu ID:871686	Grade:12	Hope High School
Title	Teacher	Mk	Title	Teacher	Mk
Am Govt	Jackson, K.	A	Hero - Foods	Patenge, S.	C+
Beg Jewelry	Sullivan, J.	A	Hero - Foods	Patenge, S.	C-
Eng (brit) Lit	Snyder, J.	A	Pers Rel Time	Evit Teacher, R.	A+
Int Acting	Gardner, D.	B	Prin&prac Econ	Wischhusen, T.	B
Science 10	Tofft, R.	A-	Rt 4th Per	Rel Time, R.	C-
Spanish II	Olstad, T.	A	Rt 5th Per	Rel Time, R.	D
Weight Trn Boys	Joseph, T.	B	Rt 6th Per	Rel Time, R.	D
			World Lit	Gordon, K.	A+
		ACA GPA			ACA GPA
		3.327			2.08
* = Audit Class			* = Audit Class		
Ackley, Brian R. Stu ID:913948	Grade:12	Hope High School	Aelvoet, Jesse J. Stu ID:944233	Grade:12	Hope High School
Title	Teacher	Mk	Title	Teacher	Mk
Adv Acting	Gardner, D.	A	Am Govt	Davis, J.	A-
Algebra II	Aderson, G.	B	Evit Sem 1 Pm	Evit Teacher, E.	A
Int Acting	Gardner, D.	A	Prin Eng II	Torrente, J.	A-
Mythology	Stauffer, P.	B+	Prin&prac Econ	Wischhusen, T.	F
Prin&prac Econ	Davis, J.	A	Rel Time A Hr	Rel Time, R.	A+
Rel Time A Hr	Rel Time, R.	A			
Rt 6th Per	Rel Time, R.	A			
		ACA GPA			ACA GPA
		3.423			2.864
* = Audit Class			* = Audit Class		

GRD805 – Grading Labels With GPA Report Output

GRD806 – Grading Period Labels with GPA

Synergy SIS > Grading > Reports > Labels

The Grading Period Labels with GPA report lists all of a student's classes for a given month and year and displays the selected GPA.

Report GRD806: Grading Period Labels With GPA

Print Save Default Reset Default Email Me

Name: **Grading Period Labels With GPA** Number: **GRD806** Page Orientation: **Portrait**

Options Label Setup Sort / Output Conditions Selection Advanced

Course History Criteria

Calendar Month Calendar Year CHS Type School Year

Display Options

GPA Type Include Class Rank

Subject Base Credit Value

Show School Name

Course Title to show
Title from Student Course History

Format Options

Staff Name Format

Student Filters

Perm ID
905483

Last Name First Name
Abbott Billy

Grade
 10 11 12

GRD806 – Grading Period Labels With GPA Report Interface Screen

Report Options:

- Course History Criteria:
 - **Calendar Month/Calendar Year** – Enter the month and year the course completed to include the courses from the student's course history. This is a required field for the report to print.
 - **CHS Type** – Select the type of course to include courses with the select CHS Type.
 - **School Year** – Enter the school year the course completed to include the courses from the student's course history.
- Display Options:
 - **GPA Type** – Select the type of GPA to print on the labels.
 - **Include Class Rank** – Select this option to print the class rank on the labels.
 - **Subject Base Credit Value** – Enter the number of credits that assign to each section for the period. This is a required field for the report to print.

- **Show School Name** – Select this option to print the school name on the labels.
- **Course Title To Show** – Select the course title to print on the labels.
 - Title from Student Course History screen
 - Long Title from District Course (default) screen
 - Short Title from District Course screen
- **Format Options:**
 - **Staff Name Format** – Select whether to use *Last Name, First Initial* or *Last Name, First Name*.
- **Student Filters:**
 - **Grade** – Select the grade level of the students to include in the labels. For example, if you select grade 12, the report prints labels for each student in grade 12.
- **Label Setup tab** – Select the **Label Type**.

Report **GRD808: Cumulative Record Labels**

Print Save Default Reset Default Email Me

Name: **Cumulative Record Labels** Number: **GRD808** Page Orientation: **Portrait**

Options **Label Setup** Sort / Output Conditions Selection Advanced

Label Type

- Avery 5160 Mailing Labels 1"x2 5/8"
- Avery 5161 Mailing Labels 1"x4"
- Avery 5168 Mailing Labels 3 1/2" X 5"
- Avery 5267 Mailing Labels 1/2"x1 3/4"
- Avery 5963 Mailing Labels 2" x 4"

Diagram labels: Top margin, Side margins, Horizontal pitch, Vertical pitch, Width, Height, Number across, Number down

Top Margin (in.)

Side Margin (in.)

Vertical Pitch (in.)

Horizontal Pitch (in.)

Label Height (in.)

Label Width (in.)

Number Across

Number Down

GRD806 – Grading Period Labels With GPA Report Interface Screen, Label Setup Tab

		00.00	00.00	00.00			00.00	00.00	00.00		
905483	Abbott, Billy C.	0/0			905483	Abbott, Billy C.	0/0				
-- Audit Class					-- Audit Class						
English 9 - Repeat, no Impact		0.5	0.5	F	0.0	French I	0.5	0.5	C	0.8	
Science 9		0.5	0.5	C	0.8	Lit Explor	0.5	0.5	B	1.3	
Stu Asst Cours		0.5	0.0	P	0.0	Lit Explor	0.0	0.0	F	0.0	
Symphonic Band		0.5	0.5	C	0.8	March Band	0.5	0.5	A	1.8	
World Histg		0.5	0.5	D	0.3	March Band	0.5	0.5	C	0.8	
English Literature		0.5	0.5	B	1.3	Mythology	0.5	0.5	C	0.8	
Pre-Algebra		1.0	1.0	B	2.7	Prtn Eng I	0.5	0.5	C	0.8	
Algebra I		1.5	1.5	A	5.5	Prtn Eng II	0.5	0.5	D	0.3	
Algebra I		1.5	1.5	D-	0.5	Science 9	0.5	0.5	D	0.3	
Alt Geometry		0.0	0.0	F	0.0	Symphonic Band	0.5	0.5	B	1.3	
Alt Geometry		0.5	0.5	C	0.8	Symphonic Band	0.5	0.5	A	1.8	
Alt Geometry		1.5	1.5	D	1.0	Symphonic Band	0.5	0.5	A	1.8	
		00.00	00.00	00.00			00.00	00.00	00.00		
905483	Abbott, Billy C.	0/0			905483	Abbott, Billy C.	0/0				
-- Audit Class					-- Audit Class						
Amer History I		0.5	0.5	C	0.8	Symphonic Band	0.5	0.5	A	1.8	
Amer History II		1.5	1.5	B	4.0	Symphonic Band	0.5	0.5	A	1.8	
Beg Guitar		0.5	0.5	D-	0.2	Thea Arts I	0.5	0.5	B	1.3	
Biology		0.5	0.5	B	1.3	Thea Arts II	0.5	0.5	C	0.8	
Biology		0.5	0.5	B	1.3	Tk Safety	0.5	0.5	B	1.3	
Biology		0.0	0.0	F	0.0	Weight Trn Boys	0.5	0.5	C	0.8	
Co-Perenl Dev.		0.5	0.5	A	1.8	Welding I	0.0	0.5	F	0.0	
Comp Foundation		0.0	0.5	F	0.0	World Histg	0.5	0.5	C	0.8	
Computer Apps		0.0	0.5	F	0.0						
Desktop Publish		0.5	0.5	D	0.3						
English 9		0.5	0.5	B	1.3						
English 9		0.5	0.5	C	0.8	Abbott, Billy C.	0/0	00.00	0.00	0.00	0.00

GRD806 – Grading Period Labels With GPA Report Output

GRD808 – Cumulative Record Labels

Synergy SIS > Grading > Reports > Labels

The report is an updated version of the existing [GRD805 – Grading Labels With GPA](#) report with added functionality and options. After running the Update GPA and Update Grade processes, users generate labels that display marks, attendance, credits, and other information.

Report GRD808: Cumulative Record Labels

Name: **Cumulative Record Labels** Number: **GRD808** Page Orientation: **Portrait**

Options | Label Setup | Sort / Output | Conditions | Selection | Advanced

Grading Periods

Grading Period 1	Mark Name 1	Grading Period 6	Mark Name 6
Grading Period 2	Mark Name 2	Grading Period 7	Mark Name 7
Grading Period 3	Mark Name 3	Grading Period 8	Mark Name 8
Grading Period 4	Mark Name 4	Grading Period 9	Mark Name 9
Grading Period 5	Mark Name 5	Grading Period 10	Mark Name 10

Display Options

Show Attendance Show Graduation Status
 Show Class Credit Show Rank
 Show County Code Show Test History
 Show Enrollment/Withdrawal Dates Show Total Credits

GPA

Course Title to Show

Test Name

GRD808 – Cumulative Record Labels Report Interface Screen

Attendance Options

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

Reason Codes

Vacation Suspension Exc Tardy Waived
 Unverified Funeral Bussspend Unexcused
 Iss Tardy Counseling Activity
 Couns/admi Lice Other Excused
 Ace N Illness

Student Info

Perm ID

Student Last Name Student First Name

Grade Grade

GRD808 – Cumulative Record Labels Report Interface Screen

Report Options:

- Grading Periods – A separate set of labels print for each grading period selected.
 - **Grading Periods 1-4** – Select the grading period to display.
 - **Mark Name 1-4** – Select the mark to display if you defined more than one mark for a grading period.
- Display Options:
 - Select the items to display on labels.
 - **GPA Type** – Select the type of GPA that prints on the labels.
 - **Course Title To Show** – Select which course title prints on the labels. *Short Title from District Course* is the default.
 - **Test Name** – Select the name to display on the label.

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- Attendance Options:
 - **Reason Type 1-4** – Select the type to display on the label.
 - **Reason Codes** – Select the options to display on the label.

GRD808 – Cumulative Record Labels Report Interface Screen

- Student Info – Enter and select information to filter the information on the report cards by student information.

Student Info

Perm ID

Student First Name Student Last Name

Grade Grade
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GRD808 – Cumulative Record Labels Report Interface Screen

- Label Setup tab – Select the Label Type.

Report GRD808: Cumulative Record Labels

Print Save Default Reset Default Email Me

Name: **Cumulative Record Labels** Number: **GRD808** Page Orientation: **Portrait**

Options **Label Setup** Sort / Output Conditions Selection Advanced

Label Type

Avery 5160 Mailing Labels 1"x2 5/8"

Avery 5161 Mailing Labels 1"x4"

Avery 5168 Mailing Labels 3 1/2" X 5"

Avery 5267 Mailing Labels 1/2"x1 3/4"

Avery 5963 Mailing Labels 2" x 4"

Top Margin (in.) Label Height (in.)

Side Margin (in.) Label Width (in.)

Vertical Pitch (in.) Number Across

Horizontal Pitch (in.) Number Down

GRD808 – Cumulative Record Labels Report Interface Screen, Label Setup Tab

Perm ID: 905483 Abbott, Billy C. Edupoint School District - Hope High School Grade: 12	Perm ID: 888621 Adair, Timothy S. Edupoint School District - Hope High School Grade: 11	Perm ID: 944233 Aelvoet, Jesse J. Edupoint School District - Hope High School Grade: 12
Perm ID: 902870 Abnerneathy, Anne E. Edupoint School District - Hope High School Grade: 10	Perm ID: 889844 Adams, Albert L. Edupoint School District - Hope High School Grade: 11	Perm ID: 943822 Aguado, Bobby J. Edupoint School District - Hope High School Grade: 10
Perm ID: 886630 Acevedo, Andrew Edupoint School District - Hope High School Grade: 11	Perm ID: 889314 Adams, Billy A. Edupoint School District - Hope High School Grade: 11	Perm ID: 135319 Aguado, Karen C. Edupoint School District - Hope High School Grade: 12
Perm ID: 901830 Acevedo, Ashley Edupoint School District - Hope High School Grade: 10	Perm ID: 873985 Adams, Howard T. Edupoint School District - Hope High School Grade: 12	Perm ID: 902692 Aguilar, Carolyn C. Edupoint School District - Hope High School Grade: 10

GRD808 – Cumulative Record Labels Report Output