

# Grade Book User Guide - Secondary

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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
7.0	May 2017	2018	Updates: <ul style="list-style-type: none"> <li>• Updated Setting Grade Book Main Options for viewing Curriculum Maps</li> <li>• Updated Class Manager for:               <ul style="list-style-type: none"> <li>• Added note about Additional Staff to <b>Can Edit Scores</b></li> <li>• Removed <b>Show Deleted Classes</b> option</li> </ul> </li> <li>• Removed Excluding, hiding in Portal, Notes, and Comments from Using Standards Mode in Entering Scores.</li> </ul>



Document Version	Release Date	Software Release	Description
8.0	Dec 2017	2018.01	<p>Updates:</p> <ul style="list-style-type: none"> <li>Added <i>Grade Book and Google Classroom</i></li> <li>Added <i>Recording Activity Notes</i></li> <li>Updated <i>Creating Progress Reports</i> for the <b>Include Dropped Classes</b> option.</li> <li>Clarified how standards transfer in <i>Transferring Student Scores</i></li> </ul>
9.0	Jun 2018	2019	<p>Updates:</p> <ul style="list-style-type: none"> <li>Updated <i>Grade Book and Google Classroom</i> for Google Classroom synchronization options</li> <li>You can now enter four digits and four decimal places when <i>Entering Scores</i></li> <li>Updated <i>Quick Assignments</i> for disabling Google Sync.</li> <li>Added <b>Show Section ID</b> and <b>Course Name</b> to <i>Filters, Options, and Sorting</i> in <i>Setting Grade Book Main Options</i></li> <li>Added <i>Configuring Standards</i> in <i>District Grade Book Setup</i></li> <li>Added <i>Adding Accommodations</i> to <i>Entering Scores</i></li> </ul>
10.0	Dec 2018	2019.01	<p>Updates:</p> <ul style="list-style-type: none"> <li>Updated <i>Configuring Academic Standards</i> with new options for Auto Fill Standards Scores</li> <li>Updated <i>Assignments</i> to include new options when copying assignments</li> <li>Added <i>Other Settings</i> to <i>Configuring Grade Book Score Types</i> to change the drop-down to a text box when entering rubric scores</li> <li>Updated <i>Transferring Student Scores</i> for <i>(All Matching Students)</i> option</li> <li>Updated <i>Setting Up a Class Website</i> for editing methods</li> <li>Updated <i>Detailed Progress Report</i> for new Charts options</li> <li>Updated <i>Grade Book and Google Classroom</i> with new General Options settings and Assignment Synchronization</li> </ul>



Document Version	Release Date	Software Release	Description
11.0	Jun 2019	2020	<p>Updates:</p> <ul style="list-style-type: none"> <li>Added a note to Adding Assignments updating Show only when scored functionality</li> <li>Updated Using Assignment Listing Screen to include additional page size options</li> <li>Added content to existing note about <b>Invalid Value Entered!</b> message in Using the Grade Book Main Screen in Entering Scores</li> <li>Added note to Using Standards Mode in Entering Scores about enhanced navigation in Standards View</li> <li>Added New Grade Book with Rich Course Content</li> <li>Added Using the Student Profile Screen</li> <li>Added Class Standards Report to Creating Reports</li> </ul>
12.0	Mar 2020	2021	<p>Updates:</p> <ul style="list-style-type: none"> <li>Added <a href="#">Using Student Workload</a></li> <li>Added <a href="#">District Course Curriculum</a></li> <li>Reorganized content and added <a href="#">Using New Grade Book</a> as its own chapter</li> <li>Updated <a href="#">Using New Grade Book</a> to include Quick Filters and View By options</li> <li>Added <a href="#">Using Standards-Based Grading</a></li> <li>Added <a href="#">Using Submissions in New Grade Book</a></li> <li>Added Google Docs and Rich Course Content in <a href="#">Google Drive</a></li> </ul>



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# Chapter 1: Overview

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## Overview of Grade Book

Grade Book allows teachers to:

- Track student performance on assessments such as homework, quizzes, and projects
- Set up online resources in Grade Book such as websites or documents to share with students via the StudentVUE portal
- Determine the assignments to make accessible to parents and students through ParentVUE and StudentVUE, the student and parent portals (if used by the district/school)



The classes, marks, and enrollment information synchronize between Synergy SIS and Grade Book to reduce data entry. Grade Book requires a separate license to activate.

This guide illustrates how teachers create and grade assignments in their classes. There are a number of reports generated from the information. This guide reviews the available reports and shows how to customize and print these reports.

Grade Book supports either elementary custom report cards within Grade Book or secondary custom report cards within Synergy SIS.

- Elementary custom report cards grade students on state and school standards, and the report cards are printed from Grade Book from custom templates. These grades are not synchronized with Synergy SIS.
- Secondary custom report cards within Synergy SIS report the grades students received for the sections they were enrolled in. To print the report cards from Synergy SIS, the final grade for each section must be posted from Grade Book to Synergy SIS. Secondary custom report cards are typically used in secondary schools.

Teachers are assigned to one of two roles within Grade Book, depending on the type of report card used.

- The Teacher role is for teachers using standards-based report cards, generally elementary school teachers.
- The Secondary Teacher role is for teachers using the Synergy SIS report cards, generally middle school and high school teachers.

Grade Book screens and functionality are slightly different for each of these two roles and are specified in the different Grade Book user guides.



## Using this Guide

The purpose of this guide is to help teachers set up and maintain their Grade Books, and to assist them in completing Report Cards. Your school may not use all of the functionality of Grade Book.

This guide outlines the three main phases that you go through when using Grade Book:

- Setting up Grade Book at the beginning of the school year
- Using Grade Book throughout the school year
- Completing Report Cards at the end of grading periods

The menus in Grade Book can be customized to adjust the options available for each category of user (teachers, principals, etc.) Therefore, the menus that you see on your version of Grade Book may not match the menus you see in this manual.



## Logging in to Grade Book

How you log in to Grade Book depends on your role.

- Teachers and Staff with TeacherVUE access – Log into Grade Book through TeacherVUE. .



See the *Synergy SIS - TeacherVUE User Guide* for login instructions.

- Principals, Report Card Specialists, and District Staff who do not have TeacherVUE access – Log in to Grade Book through Synergy SIS.

## Logging in as a Principal, Report Card Specialist, or District Staff

1. Enter your **Login Name** and **Password**.
2. Click **Login**.

**Demo School District**  
*Excellence In Education*

Please enter your login name and password below to access the application.

Login Name

Password

[Substitute Teacher Login](#)

Synergy Education Platform

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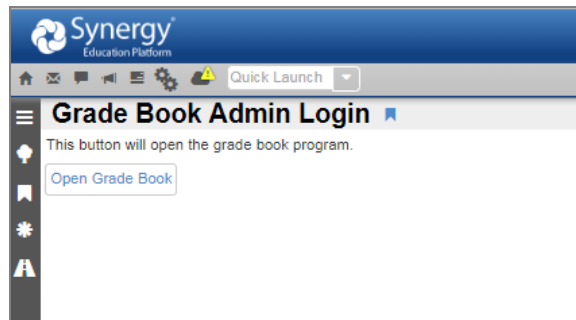
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*Synergy Log In Screen*

3. Navigate to **Synergy SIS > Grade Book > Grade Book Admin Login**.



4. With a school and school year selected, click **Open Grade Book**.

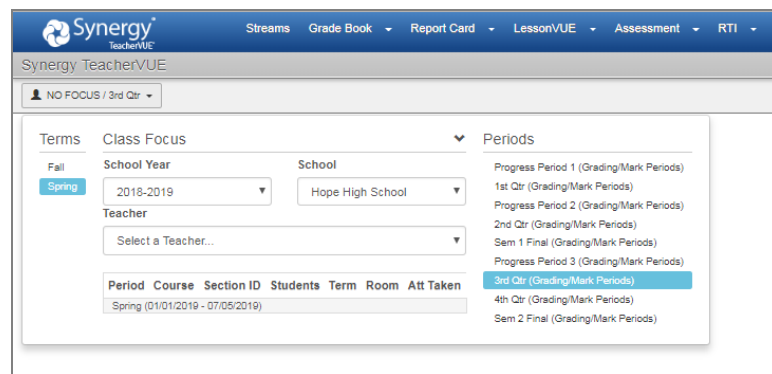


Grade Book Admin Login Screen

Grade Book opens in a new window with the Focus Selections screen.



The focus is not set to any class or grading period, by default. A focus must be selected to view class grades. Principals and other staff can view any class that they have access to, but they cannot change the grades.



Grade Book Screen

## Selecting the focus of Grade Book

1. Select the **School Year**, **School**, **Enrollment Period**, **Class**, and **Grading Period** in the Focus Selections window.



The focus selector has different information depending on your role.

2. Click **Select**.



## Chapter 2: Grade Book Setup

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## Setup Overview

Your district may have set default settings for your school . These defaults may be set for:



- Subjects
- Assignment Types
- Grade Book Score Types
- Report Card Score Types
- Grade Book Comments

Your district may require you to use the pre-configured settings. However, the district may allow teacher to create your own custom types in Grade Book.

This section explains how to create Grade Book setup customizations for your classes. The functionality available to you within Grade Book depends on the permissions set by your school or district. You may have the ability to create your own settings and use them within the Grade Book Setup or you may be restricted to the district defaults. You cannot delete the district set defaults regardless of permissions, but may be allowed to:

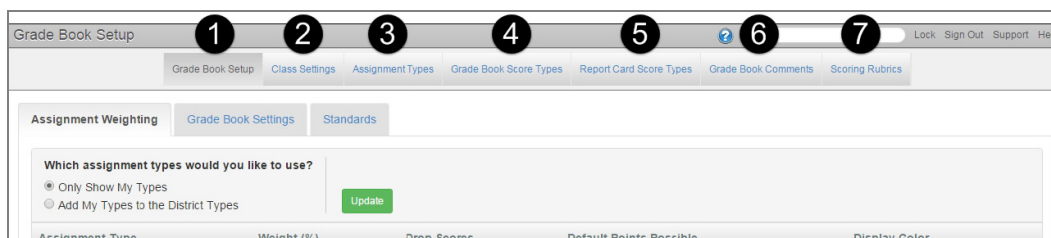
- Copy the district defaults and modify a version owned by you
- Create and use your own settings



## Grade Book Setup

### Accessing Grade Book Setup Screen

Select *Grade Book Setup* from the **Grade Book** menu.



*Grade Book Setup Screen*

You can perform the following from the Grade Book Setup screen:



Not all teachers have the access or permission to create their own items in the Grade Book Setup screen. Some teachers may be required to use only subjects created by their district.

- **Grade Book Setup** – Teachers use the **Assignment Weighting**, **Grade Book Settings**, and **Standards** tabs to configure their classes. ①
- **Class Settings** – Teachers use this tab to [configure their classes](#) to determine if they are using Standards Mode, how the Overall Grade is determined, the score type used for the overall grade, type of [Analysis Bands](#), and if the final grade displays in ParentVUE. ②
- **Assignment Types** – [Configure assignment types](#). ③
- **Grade Book Score Types** – [Define grading scales used to grade or score assignments](#). ④
- **Report Card Score Types** – [Define report card types](#). ⑤
- **Grade Book Comments** – [Define comments used in report cards](#). ⑥
- **Scoring Rubrics** – Teachers use [Scoring Rubrics](#) to create rubrics used with Drop Box Grader. ⑦

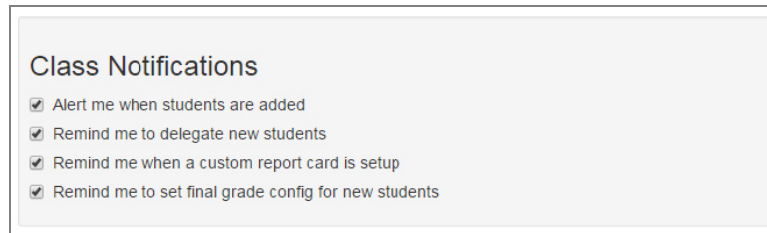


## Grade Book Alerts and Notifications

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Class notifications alert you to any changes in Grade Book or remind you when new setup is needed.

1. Select the **Grade Book Settings** tab in Grade Book Setup screen.
2. Select the alerts and reminders you want to receive.



Class Notifications

- ☒ Alert me when students are added
- ☒ Remind me to delegate new students
- ☒ Remind me when a custom report card is setup
- ☒ Remind me to set final grade config for new students

*Grade Book Setup Screen, Grade Book Settings Tab*

- **Alert me when students are added** – Displays a Grade Book alert any time a new student is added
- **Remind me to delegate new students** – Applies to teachers who delegate students to other teachers for Report Cards
- **Remind me when a custom report card is setup** – Alerts you when your district has created a new report card
- **Remind me to set final grade config for new students** – Reminds you to configure the final grade setting for a new student

## Configuring Assignments

### Assignment Setup

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There are several settings that apply to assignments that you create. New assignments are based on the Assignments Types that you or your district have defined and the default settings you choose on the **Grade Book Setup** tab. You can:

- [Set the default grading period for new assignments.](#)
- [Inherit or remove the district created non-mandatory assignments.](#)
- [Set whether rounding is used to determine the final grade.](#)
- [Set an interpretation scale to reduce the impact of a score of zero on a final grade.](#)

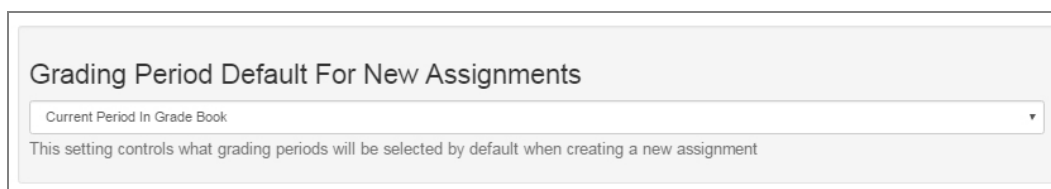
You can perform the following on the **Assignment Weighting** tab:

- [Set the weighting score for assignments and how those scores are determined.](#)



## Setting the Default Grading Period for New Assignments

1. Select the **Grade Book Settings** tab on the Grade Book Setup screen.
2. Select one of the following options in Grading Period Default For New Assignments:
  - *Assignment Due Date* – Places new assignments into the grading period that the assignment due date falls.
  - *Assignment Date* – Places new assignments into the grading period that the assignment date falls.
  - *Current Period in Grade Book* – Places new assignments into the active grading period the teacher is focused to in Grade Book.
  - *My Last Selection* – Places new assignments into the grading period based on your last selection.



Grading Period Default For New Assignments

Current Period In Grade Book ▼

This setting controls what grading periods will be selected by default when creating a new assignment

*Grade Book Setup Screen, Grade Book Setting Tab*

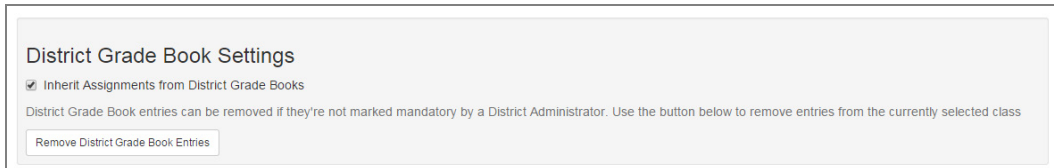
## Setting District Grade Book Settings

Some districts create a District Grade Book for the different grade levels at their school. The district can add mandatory and non-mandatory assignments to each grade level's District Grade Book. The district can push assignments from the District Grade Book into the teacher's Grade Book.

- For mandatory assignments:
  - Teachers must use mandatory assignments
  - Teachers cannot remove mandatory assignments
- For non-mandatory assignments, if the assignments were not pushed to the schools,
  - Teachers can inherit non-mandatory district classes
  - Teachers can remove non-mandatory classes



1. Select the **Grade Book Settings** tab in the Grade Book Setup screen.
2. Make selections under District Grade Book Settings:
  - *Inherit Assignments from the District Grade Books* – Select to inherit your district's non-mandatory District Grade Book. District-created assignments display in your Grade Book.
  - **Remove District Grade Book Entries** – Click to remove the district-created assignments for the *current* class.



*Grade Book Setup, Grade Book Settings Tab*

You can remove district created assignments from other classes.

- a. Click the class link in the right corner of the screen. The Focus Selections screen displays.



*Focus Selection*

- b. Select the new class from the **Classes** field.
- c. Click **Select**.
- d. Repeat steps.

## Configuring Assignment Scoring Settings

It is important to understand how Grade Book calculates the student's progress in order to use Grade Book effectively and to explain a student's grades to parents and guardians.

There are two methods to calculate assignment scores:

### **Total Points Method**

Teachers who use the Total Points Method base their grades on total point calculation.

- Each assignment type is worth the same amount of points based on Category or Assignment Type Weighting.
- Assignments can be weighted or not based on the assignment point value.
- Grades are determined by dividing the number of points earned by total points possible.



**Scenario 1 - Maximum Score and Assignment Points are equal:** Using this weighted method, an example student's grade is 52% for the assignment types scored in Grade Book.

In this scenario, the 20 **point** Quiz has twice the weight of the 10 **point** Journal, and the 90 **point** Project is worth more than all of the other assignments types combined. A poor score on the 90 **point** Project drastically alters a student's grade.

	Assignment Max Score	Assignment Points	Example: Student Score/Max Score	Student Percentage/ Decimal	Grade Book Value (weight): Student Percentage x Points	Student total point value in Grade Book	Student total point value /Total Points
Quiz	20	20	18/20	90% / 0.9	0.9 x 20	18	18+36+6+5+3+4=72 72/135 Student Overall Class Grade: 53%
Project	90	90	36/90	40% / 0.4	0.4 x 90	36	
Journal	10	10	6/10	60% / 0.6	0.6 x 10	6	
Homework	5	5	5/5	100% / 1	1 x 5	5	
	5	5	3/5	60% / 0.6	0.6 x 5	3	
	5	5	4/5	80% / 0.8	0.8 x 5	4	

Scenario 1

**Scenario 2 - Maximum Score and Assignment Points are NOT equal and all Points are set to 1:** Using this non-weighted method, an example student's grade is 71.6% for the assignment types scored in Grade Book.

In this scenario, all of the assignments have equal weight of one **point**. A poor score on the Project minimally affects the student's grade, as it is worth only one **point** in the grade book; the same as the other assignments.

	Assignment Max Score	Assignment Points	Example: Student Score/Max Score	Student Percentage/ Decimal	Grade Book Value (weight): Student Percentage x Points	Student total point value in Grade Book	Student total point value /Total Points
Quiz	20	1	18/20	90% / 0.9	0.9 x 1	0.9	0.9+0.4+0.6+1+0.6+0.8=4.3 4.3/6 Student Overall Class Grade: 71.6%
Project	90	1	36/90	40% / 0.4	0.4 x 1	0.4	
Journal	10	1	6/10	60% / 0.6	0.6 x 1	0.6	
Homework	5	1	5/5	100% / 1	1 x 1	1	
	5	1	3/5	60% / 0.6	0.6 x 1	0.6	
	5	1	4/5	80% / 0.8	0.8 x 1	0.8	

Scenario 2



**Scenario 3 - Maximum Score and Assignment Points are NOT equal:** Using this method, an example student's grade is 63.8% for the assignment types scored in Grade Book.

In this scenario, the assignments are weighted by assigning them different **point** values. A low score on the Project affects the student's grade more, as it is worth five **points**. Likewise, Homework is worth the least amount of points per assignment and therefore holds the least weight, unless there are sufficient homework assignments that the number of points equals the points for the project.

	Assignment Max Score	Assignment Points	Example: Student Score/Max Score	Student Percentage/D ecimal	Grade Book Value (weight): Student Percentage x Points	Student total point value in Grade Book	Student total point value /Total Points
Quiz	20	3	18/20	90% / 0.9	$0.9 \times 3$	2.7	$2.7+2.0+1.2+1+0.6+0.8=8.3$ 8.3/13 Student Overall Class Grade: 63.8%
Project	90	5	36/90	40% / 0.4	$0.4 \times 5$	2	
Journal	10	2	6/10	60% / 0.6	$0.6 \times 2$	1.2	
Homework	5	1	5/5	100% / 1	$1 \times 1$	1	
	5	1	3/5	60% / 0.6	$0.6 \times 1$	0.6	
	5	1	4/5	80% / 0.8	$0.8 \times 1$	0.8	

Scenario 3

### Weighted Categories Method

Teachers who use the Weighted Categories Method base their grades on calculating the final grade based on the grade multiplied by the weight of the different assignment types.

- Weight the assignment categories differently. For example: Homework 15%, Project 35%, Journal 25%, and Quiz 25%.
- Each assignment has a point value, which is then calculated into a percentage of its overall category value.
- Grades are determined for each assignment type.
- The grade is the sum of the points earned divided by points possible multiplied by the category weight.

In the Weight Categories Method scenarios, the assignments *are weighted* by assigning them different **percentage** values. A score on an assignment that has a high **point** score AND high **percentage** affects the student's grade more. Likewise, an assignment that has a low **score** AND low **percentage** affects the grade the least.

**Scenario 4 – Weighted Categories Method:** In this scenario, the student's grade is 74.1% for the assignments scored in Grade Book. The Project assignment has a higher **percentage** and point score than the other assignments.

	Assignment Type Weight /Category	Assignment Points	Example: Student Score/Points	Student Percentage/ Decimal	Grade Book Value (weight): Student Percentage x Weight	Student total point value in Grade Book	Student total point value /Total Points
Quiz	25%	20	18/20	90% / 0.9	0.9 x .25	22.5	22.5+14+15+12=63.5 0.635/100 Student Overall Class Grade: 63.5%
Project	35%	90	36/90	40% / 0.4	0.4 x .35	14	
Journal	25%	10	6/10	60% / 0.6	0.6 x .25	15	
Homework	15%	5	5/5	12/15= 80%/0.8	0.8 x .15	12	
			3/5				
			4/5				

Scenario 4



**Scenario 5 – Weighted Categories Method:** In this scenario, the student's grade is 69% for the assignments scored in Grade Book. The Project assignment has a lower [percentage](#), but a higher point score than the other assignments.

	Assignment Type Weight /Category	Assignment Points	Example: Student Score/Points	Student Percentage/Decimal	Grade Book Value (weight): Student Percentage x Weight	Student total point value in Grade Book	Student total point value /Total Points
Quiz	25%	20	18/20	90% / 0.9	$0.9 \times .25$	22.5	$22.5+6+15+28=71.5$ $0.715/100$ Student Overall Class Grade: 71.5%
Project	15%	90	36/90	40% / 0.4	$0.4 \times .15$	6	
Journal	25%	10	6/10	60% / 0.6	$0.6 \times .25$	15	
Homework	35%	5	5/5 3/5 4/5	12/15= 80%/0.8	$0.8 \times .35$	28	

Scenario 5

**Scenario 6 – Weighted Categories Method:** In this scenario, the student's grade is 65% for the assignments scored in Grade Book. All assignments have the same [percentage](#), but different point scores.

	Assignment Type Weight /Category	Assignment Points	Example: Student Score/Points	Student Percentage/Decimal	Grade Book Value (weight): Student Percentage x Weight	Student total point value in Grade Book	Student total point value /Total Points
Quiz	25%	20	18/20	90% / 0.9	$0.9 \times .25$	22.5	$22.5+10+15+20=67.5$ $0.675/100$ Student Overall Class Grade: 67.5%
Project	25%	90	36/90	40% / 0.4	$0.4 \times .25$	10	
Journal	25%	10	6/10	60% / 0.6	$0.6 \times .25$	15	
Homework	25%	5	5/5 3/5 4/5	12/15= 80%/0.8	$0.8 \times .25$	20	

Scenario 6



## Setting Assignment Weights, Dropped Scores, and Default Points

The [Assignment Types](#) must be defined by you or your district prior to setting assignment weighting.

The **Assignment Weighting** tab enables you to have different assignment type weighting for your linked or shared classes. For example:

- A math class may have homework, test, and quizzes, but not necessary any projects. You may choose not to include projects in the overall weight calculation.
- A remedial class may have students to do the majority of their graded work in class. You may weigh the in-class assignments heavier than the homework for just that class. See [Configuring Assignment Scoring Settings](#).



Only the primary teacher can set assignment weights for shared classes.

Grade Book Setup

Grade Book Setup | Class Settings | Assignment Types | Grade Book Score Types | Report Card Score Types | Grade Book Comments

Assignment Weighting | Grade Book Settings | Standards

Which assignment types would you like to use?

☐ Only Show My Types

☒ Add My Types to the District Types

Change Class: (S2) Jackson, K Am Govt(0) SEC:1077

3rd Qtr weighting setup

Assignment Type	Weight (%)	Drop Scores	Default Points Possible	Display Color
Assignment	15	0	20.00	Assignment
Homework	20	2	15.00	Homework
Participation	0	0	0.00	Participation
Test	20	1	30.00	Test

Also apply the above weighting settings to the following classes

Select All Classes: ☐

- ☐ (S1) Jackson, K Am Govt(0) SEC:0077
- ☐ (S1) Jackson, K Am Govt(3) SEC:0369
- ☐ (S1) Jackson, K Am Govt(4) SEC:0469
- ☐ (S1) Jackson, K Psychology I(1) SEC:0169
- ☐ (S1) Jackson, K Psychology I(2) SEC:0269
- ☐ (S2) Jackson, K Am Govt(2) SEC:1269
- ☐ (S2) Jackson, K Am Govt(3) SEC:1369
- ☐ (S2) Jackson, K Am Govt(4) SEC:1469
- ☐ (S2) Jackson, K Psychology II(1) SEC:1169

Select All Grading Periods: ☒

☒ Allow class weighting to be setup by grading period

☒ Progress Period 3 ☒ 4th Qtr ☒ Sem 2 Final

Grade Book Setup Screen, Assignment Weighting Tab

1. Select the **Assignment Weighting** tab.
2. Select the assignment types you want to see. ①
  - **Only Show My Types** – Select if you created your own assignment types and do not want to use the district default assignment types.
  - **Add My Types to the District Types** – Select if you are using any of the district assignments types and your own assignment types.
3. Select the **Class**. ②



4. Set the appropriate values to weigh the different types of assignments:
  - **Weight (%)** – How much weight each assignment type holds in relation to the other assignment types. The sum of all the weights must equal 100%. If you do not use weights, enter 0 for each assignment type. ③
  - **Drop Scores** – The number of scores to exclude from the final grade calculation. For example, enter 2 for Homework if you want to drop the two lowest homework scores. Enter 0 if you do not want to drop any scores. ④
  - **Default Possible Points** – The default number of points possible for each assignment of that type.  
For example, enter 10 for Homework if most of your homework assignments will be worth 10 points; you can override this value when creating assignments. Enter 0 if you would prefer to default the points to zero. ⑤
5. Select any other classes to apply these assignment weights. ⑥
  - Select individual classes to set those classes in the same way.
  - Select **Select All Classes** to set all of your classes the same way.
6. Select **Allow class weighting to be set up by grading period** to set class weighting by grading period, if needed.
  - Select grading periods.



The Grading Period currently in focus displays and any additional periods that share the same weighting are selected. ⑦

7. Click **Update**. A message displays indicating your updates are complete.

## Final Grade Rounding Setting

Both the Class Percentage and the Class Mark can be rounded.



Not all teachers have the access to Class Mark rounding options. District level settings control this option.

The following is an example of how the rounding settings affect a student's final grade.

For the Class Percentage, assume that a student has a class percentage of **89.978%**. Here is the effect the **Class Percentage** rounding settings have on the grade displayed.

	<b>Rounding On</b>	<b>Rounding Off</b>
<b>Whole number Only</b>	90%	89%
<b>1 decimal</b>	90.0%	89.9%
<b>2 decimal</b>	89.98%	89.97%



For the class mark, assume that a school's grading scale is as follows:

A: 100.00 – 90

B: 89.99 – 80

C: 79.99 – 70

D: 69.99 – 60

F: 59.99 – below

Assume a student has a class percentage of **89.98%** and the class percentage was set to *Rounding On* and *2 decimals*. The effect the **Class Mark** rounding settings have on the final mark are:

	Rounding On	Rounding Off
<b>Whole number Only</b>	A - 90%	B - 89%
<b>1 decimal</b>	A - 90.0%	B - 89.9%
<b>2 decimal</b>	B - 89.98%	B - 89.97%

### Rounding Class Percentage Default

You can specify the default value for the type of rounding you want for the overall scores that display on Grade Book Main for all classes.



See [Configuring Class Settings](#) to change the rounding by class.

1. Select the **Grade Book Settings** tab.
2. Set the **Class Percentage** rounding to *Rounding On* or *Rounding Off*.
3. Select *Whole Number Only*, *1 Decimal Place*, or *2 Decimal Places*. The setting applies automatically.

Default Final Grade Rounding Settings	Current Class Final Grade Rounding Settings
<div><b>Class Percentage</b></div> <div><div>Rounding On</div><div>1 Decimal Place</div></div> <div>Settings used when displaying the class percentage.</div> <div><b>Class Mark</b></div> <div><div>Rounding Off</div><div>Whole Number Only</div></div> <div>Setting to control the rounding of the class percentage when used to get the class mark. Example: With this setting ON and set to whole number a 89.9% class percentage becomes a 90% when getting the class mark.</div>	<div>Class Rounding is ON</div> <div>1 Decimal Place</div> <div>Mark Rounding is OFF</div> <div>Whole Number Only</div>

Grade Book Setup Screen, Grade Book Settings Tab



## Rounding Class Mark Default

You can specify the default value for the type of rounding you want to apply to class marks.



See [Configuring Class Settings](#) to change the rounding by class.

1. Select the **Grade Book Settings** tab.
2. Set the **Class Mark** rounding to *Rounding On* or *Rounding Off*.
3. Select *Whole Number Only*, *1 Decimal Place*, or *2 Decimal Places*. The setting applies automatically.

Default Final Grade Rounding Settings	Current Class Final Grade Rounding Settings
<b>Class Percentage</b> Rounding On ▼ 1 Decimal Place ▼ Settings used when displaying the class percentage.	Class Rounding is ON 1 Decimal Place
<b>Class Mark</b> Rounding Off ▼ Whole Number Only ▼ Setting to control the rounding of the class percentage when used to get the class mark. Example: With this setting ON and set to whole number a 89.9% class percentage becomes a 90% when getting the class mark.	Mark Rounding is OFF Whole Number Only

Grade Book Setup Screen, Grade Book Settings Tab

## Setting the Interpretation Scale

The Interpretation Scale minimizes the effect of a low grade on the student's overall grade in the class. An Interpretation Scale is a Report Card Score Type that allows assignment scores *be interpreted* as other scores when calculated by grade book.

The zero negatively impacts the student's overall grade when a student earns a zero on an assignment for not turning it in. An interpretation scale can calculate that zero in Grade Book as a different score, such as **59%**. A **59%** is still within the failing range, but the failing grade has less of an overall impact when the final grade is calculated.

Book Report 4 MAX:100.00 PTS:100.00 1/28/2013		
Student ⓘ	Class Grade ⓘ	Project
Andrade, Chris	89.0% B+	89 ↓
Baez, Todd	100.0% A+	96 ↓
Barraza, Ronald	59.0% F	0 ↓
Barthlow, Cheryl	89.0% B+	89 ↓

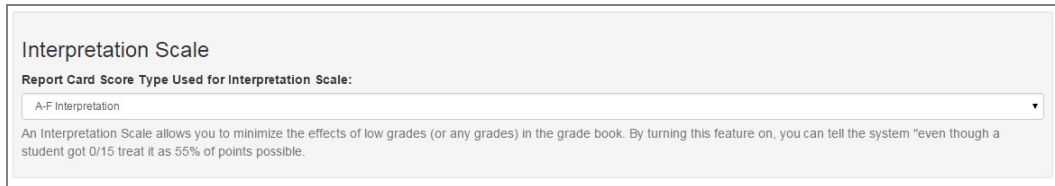
Interpreted Grade On Grade Entry Screen

Book Report 4 MAX:100.00 PTS:100.00 2/4/2013		
Student ⓘ	Grade ⓘ	Project ⓘ
Andrade, Chris	B+	89
Baez, Todd	A+	96
Barraza, Ronald	F	0
Barthlow, Cheryl	B+	89

Interpreted Grade On Grade Book Main Screen

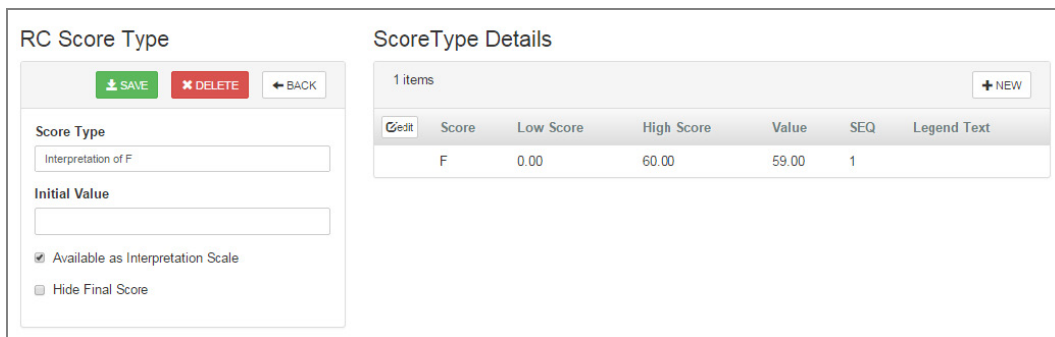


The teacher or district can create a Report Card Score Type that has adjusted values and is available as an Interpretation Scale. It displays on the **Interpretation Scale** list on teacher's **Grade Book Settings** tab in the Grade Book Setup screen.



Grade Book Setup Screen, Grade Book Settings Tab

- To create an interpretation scale, create a [Report Card Score Type](#) with adjusted values and select **Available as Interpretation Scale**.



Score	Low Score	High Score	Value	SEQ	Legend Text
F	0.00	60.00	59.00	1	

Grade Book Setup Screen, Report Card Score Types Tab, RC Score Type

Only include the scores that will be interpreted because if all scores use interpretation, you could receive unexpected results that require additional explanation to students and parents.

Examples:



- If a student received a 93% on all assignments, their score should be 93%. However if the Value is set at 100%, they would receive 100%.
- If a student received 100% on all assignments, their score should be 100%. However, if the Value is set at 95%, they would receive a 95%.

You can remedy this by selecting **Hide Final Score**.



- To use an interpretation scale:
  - Select the **Grade Book Settings** tab on the Grade Book Setup screen.
  - Select an interpretation scale. A confirmation dialog displays.

Interpretation Scale

Report Card Score Type Used for Interpretation Scale:

A-F Interpretation

An Interpretation Scale allows you to minimize the effects of low grades (or any grades) in the grade book. By turning this feature on, you can tell the system "even though a student got 0/15 treat it as 55% of points possible."

Grade Book Setup Screen, Grade Book Settings Tab

- Click **Yes** to apply the interpretation scale to existing results and final marks within Grade Book.

## Configuring Assignment Types

Assignment Types are the assignment categories. Grade Book comes with some pre-configured assignment types, that you can edit or delete. Assignment Types typically include:

- Homework
- Projects
- Quizzes
- Tests
- Participation
- Reports
- Exams
- Presentations

Use the **Assignment Types** tab in the Grade Book Setup screen to configure assignment types.

Options 8 Items						+ NEW
Assignment Type	Sequence	Due Date	Locked	Assignment Type Color Picker	Hide My Types	
Homework DISTRICT WIDE	1	Yes	No	Homework		
classroom DISTRICT WIDE	1	No	No	classroom		
Quiz DISTRICT WIDE	2	No	No	Quiz		
Assignment DISTRICT WIDE	4	Yes	No	Assignment		
Project DISTRICT WIDE	5	Yes	No	Project		
Test DISTRICT WIDE	6	No	No	Test		
PE Minutes DISTRICT WIDE	8	No	No	PE Minutes		

Grade Book Setup Screen, Assignment Types Tab



## Adding Assignment Types



Not all teachers have the access or permission to create their own assignment types within Grade Book. Some teachers may be required to use only the types created by their district.

1. Select the **Assignment Types** tab in the Grade Book Setup screen.
2. Click **NEW** to add a new row.

Assignment Type	Sequence	Due Date	Locked	Assignment Type Color Picker	Hide My Types
New →		No	No	Default	
Homework DISTRICT WIDE	1	Yes	No	Homework	
classroom DISTRICT WIDE	1	No	No	classroom	
Quiz DISTRICT WIDE	2	No	No	Quiz	

Grade Book Setup Screen, Assignment Types Tab

3. Define the Assignment Type:
    - Enter the **Measure Type** and **Sequence**.
- Select Yes in the **Due Date** column if the assignment can have an assigned due date.



Projects and homework typically have due dates. Quizzes and tests usually do not.

- Select Yes in the **Locked** column if the assignment cannot be used by teachers.



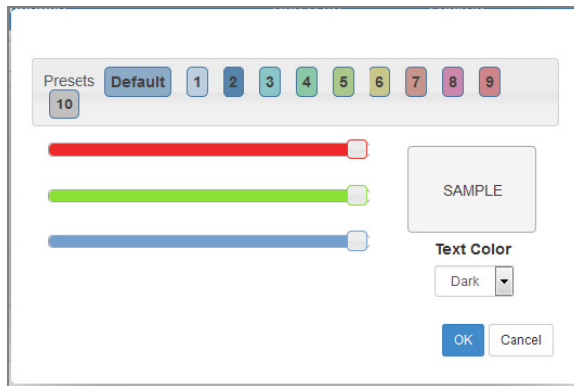
Only use this option if your district no longer uses this assignment type.



Use instead of [deleting](#) if the assignment type was used in the current school year.



- Select a color to identify the assignment type.
  - a. Click **Default** in the **Measure Type Color Picker**. The color picker window opens.
  - b. Select the color and click **OK**.





Color Picker Window

4. Click **+INSERT**.

### Editing Assignment Types





Do not edit assignment types after the school year has started because it can be confusing to parents and students.

1. Select the **Assignment Types** tab in the Grade Book Setup screen.
2. Hover over the assignment type until the delete and edit icons display.
3. Click  to open all rows for editing or  to open a single row.

Grade	Measure Type	Sequence	Due Date	Locked	Measure Type Color Picker	Hide My Types
	Assignment DISTRICT WIDE	1	Yes	No	Assignment	
	Project DISTRICT WIDE	1	Yes	Yes	Project	
	Homework DISTRICT WIDE	1	Yes	No	Homework	

Grade Book Setup Screen, Assignments Type Tab

4. Make the necessary changes to the assignment type. The  icon displays on the edited row.

Grade	Measure Type	Sequence	Due Date	Locked	Measure Type Color Picker	Hide My Types
	Assignment DISTRICT WIDE	1	Yes	No	Assignment	
	Project DISTRICT WIDE	1	Yes	Yes	Project	
	 Homework	2	Yes	No	Homework	
	Quiz	2	Yes	No	Quiz	

Grade Book Setup Screen, Assignment Types Tab

5. Click **SAVE**.



## Deleting Assignment Types



Do not delete assignment types used in the current school year because it can affect weighting. [Lock the assignment type instead.](#)

Deleting an Assignment Types removes the type from the drop-down and it cannot be reinstated.

1. Select the **Assignment Types** tab in the Grade Book Setup screen.
2. Hover over the assignment type until the delete and edit icons display.



Homework DISTRICT WIDE	1	Yes	No	Homework
Quiz DISTRICT WIDE	2	Yes	No	Quiz
Lab DISTRICT WIDE	2	Yes	No	Lab

Grade Book Setup Screen, Assignment Types Tab

3. Click  on the row to delete. The  icon displays on the row.



DISTRICT WIDE				
Quiz DISTRICT WIDE	2	Yes	No	Quiz
Lab	2	Yes	No	Lab

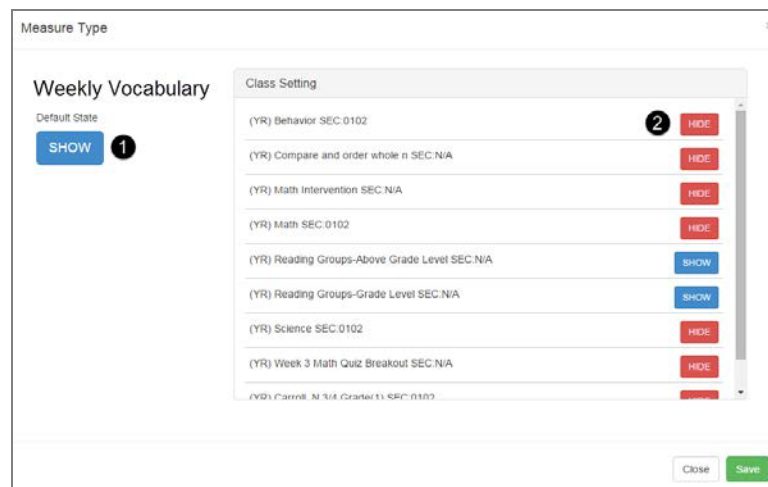
Grade Book Setup Screen, Assignment Types Tab

4. Click **SAVE**. A confirmation message displays.
5. Click **OK** to delete the assignment type.

## Hiding Assignment Types

Hiding an Assignment Type removes the type from the drop-down, but it can be reinstated.

1. Click  Secure Measure Type .



Measure Type

Weekly Vocabulary

Default State

**SHOW** 1

Class Setting

(YR) Behavior SEC:0102	2	HIDE
(YR) Compare and order whole n SEC:N/A		HIDE
(YR) Math Intervention SEC:N/A		HIDE
(YR) Math SEC:0102		HIDE
(YR) Reading Groups-Above Grade Level SEC:N/A		SHOW
(YR) Reading Groups-Grade Level SEC:N/A		SHOW
(YR) Science SEC:0102		HIDE
(YR) Week 3 Math Quiz Breakout SEC:N/A		HIDE
(YR) Carroll, N 3/4 Grade 1, SEC:0102		HIDE

Close Save

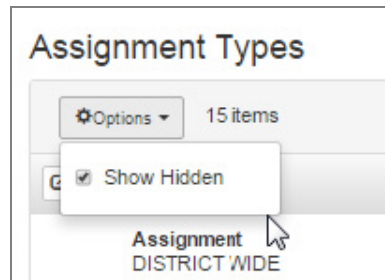
Measure Type Screen



2. Determine the classes that use the Assignment Type.
  - Default State – Toggle between **Show** and **Hide**. ❶
  - Class Setting – Toggle between **Show** and **Hide** if different from the Default State. ❷
3. Click **Save**.

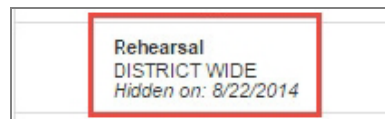
### Viewing Deleted or Hidden Assignment Types

1. Select the **Assignment Types** tab on the Grade Book Setup screen.
2. Select *Show Hidden* in **Options**.



Grade Book Setup Screen, Assignment Types Tab

The deleted types display with a note indicating the date they were deleted.




Grade Book Setup Screen, Assignment Types Tab




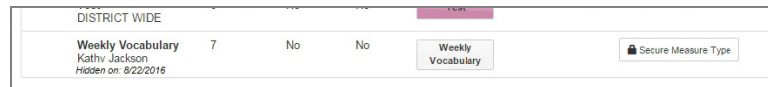
Only Assignment Types used by a course display when you select *Show Hidden*.

Hidden types display in sequence.



Click  and make a change to enable the **Save** button and click **Save** to reinstate a deleted Assignment Type.

Click  and change the settings to reinstate a hidden Assignment Type.



Grade Book Setup Screen, Assignment Types Tab



## Configuring Grade Book Score Types

Grade Book Score Types are the grading scales used to grade or score assignments. These are different than [Report Card Score Types](#) because they do not use a range for the score. Examples of Grade Book Score Types include Letter Grade, Percentage, Raw Score, and Rubric. Grade Book comes with some pre-configured score types that you can edit and delete as needed.



Not all teachers have the access or permission to create their own score types. Some teachers may be required to use only their district's default score types.

Typically, teachers use the raw score scoring method to score assignments. However, in other situations, your district may need to use a custom score type, such as a Pass/Fail. There are two ways to create a custom score type:

- Add a new Grade Book Score Type
- Copy an existing Grade Book Score Type

Use the **Grade Book Score Types** tab in the Grade Book Setup screen to configure assignment types.

Grade Book Score Types

Options ▾6 items

+ ADD SCORE TYPE

Percentage

DISTRICT WIDE

Score type has no items.

Raw Score

DISTRICT WIDE

Score type has no items.

Elementary Standards Rubric

DISTRICT WIDE

Duplicate

Score	Value	Sequence	Legend Text
4	4.0000	1	4
3	3.0000	2	3

Grade Book Setup Screen, Grade Book Score Types Tab



## Adding Grade Book Score Types

1. Select the **Grade Book Score Types** tab in the Grade Book Setup screen.
2. Click **+ADD SCORE TYPE**.

Grade Book Score Types				
Options 6 items				
<b>+ ADD SCORE TYPE</b>				
Percentage	Score type has no items.			
DISTRICT WIDE				
Raw Score	Score type has no items.			
DISTRICT WIDE				
Elementary Standards Rubric				
DISTRICT WIDE	4	4.0000	1	4
Duplicate	3	3.0000	2	3

*Grade Book Score Types Screen*

3. Enter the name of the new **Score Type**.
4. Click **SAVE**. A new row displays under the Score Type Details.



## 5. Complete the Score Type Details.

- **Score** – Text associated with the score such as *A+*, *Pass*, *O*, or *4*
- **Value** – Numeric value used to calculate the score
- **Seq** – Order that the scores display
- **Legend Text** – Text to describe the grade or notes to display in ParentVUE about the score

The screenshot shows the 'GB Score Type' screen. On the left, under 'Score Type', there is a text input field containing 'Rubric 4' and a checkbox labeled 'Max Value?'. At the top of this section are buttons for '+ SAVE', 'X DELETE', and '← BACK'. On the right, the 'Score Type Details' section shows '0 items' with '+ INSERT' and 'C CANCEL' buttons. Below this is a table with columns: Score, Value, Seq, and Legend Text. A 'New →' button is at the start of the table, followed by four empty input fields corresponding to the columns.

GB Score Type Screen

6. Click **+INSERT**.Copying Grade Book Score Types

1. Select the **Grade Book Score Types** tab in the Grade Book Setup screen.
2. Click **Duplicate** next to the score type to copy. A confirmation dialog displays confirming the duplication of the score.

The screenshot shows the 'Grade Book Setup Screen, Grade Book Score Types Tab'. It features a table with columns: Score, Value, Sequence, and Legend Text. The table lists five score types: A, B, C, D, and F. A 'Duplicate' button is highlighted in red next to the first row (A). The table also includes a 'Letter Grade - High School' header and a 'DISTRICT WIDE' sub-header.

Letter Grade - High School	Score	Value	Sequence	Legend Text
DISTRICT WIDE	A	95.0000	1	
	B	85.0000	2	
	C	75.0000	3	
	D	65.0000	4	
	F	55.0000	5	

Grade Book Setup Screen, Grade Book Score Types Tab

3. Click **OK**. A copy of the score type displays at the bottom of the list with all of the individual scores from the original score type. The word (copy) at the end of the score type name indicates the score type copy.

The screenshot shows the 'Grade Book Setup Screen, Grade Book Score Types Tab' after duplication. It shows the original score type 'Letter Grade (copy)' with a 'Duplicate' button. Below it, a new score type 'Kathy Jackson' is added, also with a 'Duplicate' button. The table lists the scores for 'Kathy Jackson': A+, A, and A-. The table also includes a 'Secure Grade Book Score Type' checkbox.

Letter Grade (copy)	Score	Value	Sequence	Legend Text
Kathy Jackson	A+	100.0000	0	
	A	95.0000	1	
	A-	90.0000	2	

Grade Book Setup Screen, Grade Book Score Types Tab






## Editing Grade Book Score Types




1. Select the **Grade Book Score Types** tab in the Grade Book Setup screen.
2. Click the score type title to open the Score Type Details screen.

Letter Grade (copy)	Score	Value	Sequence	Legend Text
Kathy Jackson	A+	100.0000	0	
Duplicate	A	95.0000	1	
Secure Grade Book Score Type	A-	90.0000	2	

Grade Book Setup Screen, Grade Book Score Types Tab

3. Edit the score type:
  - To edit the name of the score type:
    - a. Change the name in **Score Type** under GB Score Type.
    - b. Click **Save** under GB Score Type.
  - To edit score type details, click  in the row or . The Score Type Detail rows open for editing.
    - a. Make the necessary changes. The  icon displays in the row.
    - b. Click **Save** under Score Type Details.

**GB Score Type**



 **SAVE**
 **DELETE**
 **BACK**



**Score Type**

☐ Max Value?



**ScoreType Details**

13 items




 **SAVE**
 **CANCEL**

	Score	Value	Seq	Legend Text
	A+	100.0000	0	
	A	95.0000	1	
	A-	90.0000	2	

Grade Book Setup Screen, Grade Book Score Types Tab, GB Score Type

- To delete score type details:
  - a. Click  in the row. The  icon displays on the row.
  - b. Click **Save** under Score Type Details.

**GB Score Type**



 **SAVE**
 **DELETE**
 **BACK**



**Score Type**

☐ Max Value?

**ScoreType Details**

13 items

 **SAVE**
 **CANCEL**

	Score	Value	Seq	Legend Text
	A+	100.0000	0	
	A	95.0000	1	
	A-	90.0000	2	

Grade Book Setup Screen, Grade Book Score Types Tab, GB Score Type



## Deleting Grade Book Score Types

Deleting a Grade Book Score Types removes the type from the drop-down and it cannot be reinstated.

1. Select the **Grade Book Score Types** tab in the Grade Book Setup screen.
2. Click the score type title. The Score Type Details screen displays.

Letter Grade (copy)	Score	Value	Sequence	Legend Text
Kathy Jackson	A+	100.0000	0	
Duplicate				
Secure Grade Book Score Type	A	95.0000	1	
	A-	90.0000	2	

Grade Book Setup Screen, Grade Book Score Types Tab, GB Score Type

3. Click **Delete**.

**GB Score Type**  
 SAVE DELETE BACK  
Score Type  
Letter Grade (copy)  
☐ Max Value?

**ScoreType Details**  
13 items CANCEL NEW  

Chide	Score	Value	Seq	Legend Text
	A+	100.0000	0	
	A	95.0000	1	
	A-	90.0000	2	

Grade Book Setup Screen, Grade Book Score Types Tab, GB Score Type



Grade Book deletes the score type immediately with no confirmation message.



## Hiding Grade Book Score Types

Hiding a Grade Book Score Type removes the type from the drop-down, but it can be reinstated.

1. Click **Secure Grade Book Score Type**. The Grade Book Score Type screen displays.

Class Setting	
(S1) Jackson, K Am Govt(0) SEC:0077	SHOW
(S1) Jackson, K Psychology I(1) SEC:0169	HIDE
(S1) Jackson, K Psychology I(2) SEC:0269	SHOW
(S1) Jackson, K Am Govt(3) SEC:0369	SHOW
(S1) Jackson, K Am Govt(4) SEC:0469	SHOW

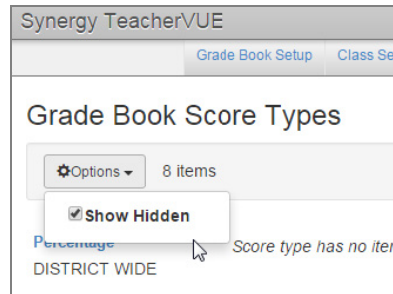
*Grade Book Score Type Screen*

2. Determine the classes that use the Grade Book Score Type.
  - Default State – Toggle between **Show** and **Hide**. ❶
  - Class Setting – Toggle between **Show** and **Hide** if different from the Default State. ❷
3. Click **Save**.



## Viewing Deleted or Hidden Grade Book Score Types

1. Select the **Grade Book Score Types** tab in the Grade Book Setup screen.
2. Select *Show Hidden* in **Options**.




Grade Book Setup Screen, Grade Book Score Types Tab

The deleted Grade Book Score Types display with a note indicating the date they were deleted.

Letter Grade (copy)	Score	Value	Sequence	Legend Text
Kathy Jackson	A+	100.0000	0	
Duplicate	A	95.0000	1	
Secure Grade Book Score Type	A-	90.0000	2	
Deleted 10/15/2015				

Grade Book Setup Screen, Grade Book Score Types Tab



Click  and make a change to enable the **Save** button and click **Save** to reinstate a deleted Grade Book Score Type.

The hidden types display in sequence. Click **Secure Grade Book Score Type** to change setting.

Letter Grade (copy)	Score	Value	Sequence	Legend Text
Kathy Jackson	A+	100.0000	0	
Duplicate	A	95.0000	1	
Secure Grade Book Score Type	A-	90.0000	2	

Grade Book Setup Screen, Grade Book Score Types Tab



## Defining Scoring Rubrics

Scoring Rubrics are used to grade or score assignments.

1. Select the **Scoring Rubrics** tab in the Grade Book Setup screen:
  - Click **New** to add a new rubric.
  - Select the row to edit a rubric. The rubric definition screen displays.

The screenshot shows a window titled "Sample Rubric Name" with a close button (X) in the top right corner. The window contains two main sections for defining rubric criteria. Each section starts with a red "X" icon and a text input field for the criteria name. The first section has "Sample Criteria Name" with a dropdown arrow. Below it are two rows for "Sample Rating Description" with corresponding "Score:" input fields, both containing the value "0". A green "New Rating" button is located between the two criteria sections. The second section has "Sample Criteria Name 2" with an upward arrow. It also has two rows for "Sample Rating Description" with "Score:" input fields containing "0". A green "New Rating" button is below this section, and a green "New Criteria" button is at the bottom left of the main content area. At the bottom right of the window are "Cancel" and "Save" buttons.


*Grade Book Setup Screen, Scoring Rubric Tab, Rubric Definition*




## 2. Define the rubric:

- Rubric Name **1**
- Criteria Name **2**
- Rating Descriptions **3** and Scores **4**

Grade Book Setup Screen, Scoring Rubric Tab, Rubric Definition

 Click **New Rating** to add another rating to the rubric. **5**

 Click **New Criteria** to add another criteria to the rubric. **5**

Click **X** to remove a criteria or rating.

3. Click **Save**.**Displaying Rubrics as Text Box on Enter Scores Screen**

You can change the drop-down on the Enter Scores screen to a text box when scoring standards with a rubric score type.

1. Select the **Grade Book Setup** tab in the Grade Book Setup screen.
2. Select the **Grade Book Settings** tab.
3. Select **Display rubric score types as text field on Enter Scores screen**.

Grade Book Setup Screen



## Configuring Grade Book Comments

Grade Book Comments help students, parents, and teachers know the reason for the score of an assignment. Some common reasons a teacher uses comments are:

- The student was absent for the assignment.
- The student did not turn in the assignment.
- The student is allowed to make up the assignment later.

Teachers add comments:

- That do not have a **Not Scored Value** to indicate why the assignment was not scored and to serve as a reminder to follow up with the student. This type of comment does not impact the student's final grade.
- That have a **Not Scored Value** to apply penalties or default points (normally a zero) to missing, incomplete, or late assignments. This type of comment impacts the student's final grade.



Not all teachers may have the access or permission to create their own report card comments. Some teachers may be required to use only their district's default report card comments.

## Adding Comments

1. Select the **Grade Book Comments** tab in the Grade Book Setup screen to configure comments.

Grade Book Comments

Options 6 items

NEW

You can create your own version of a district comment by editing it. If there are assignments using the district comment you will be prompted to move them to the new comment. Adding a new comment with the same comment code as an existing comment will replace the old comment. Comments are grouped by the comment code.

Edit

Comment	SEQ	Not Scored Value	Not Scored Value (Standards)	Penalty %	Missing Mark	Comment Code	Remove When Scored	Hide My Types
Late DISTRICT WIDE	1				No	La	No	
Absent DISTRICT WIDE	2	0.0000			Yes	Ab	Yes	
Missing DISTRICT WIDE	3	0.0000			Yes	Mi	No	
Incomplete DISTRICT WIDE	4				No	Inc	No	

Grade Book Setup Screen, Grade Book Comments Tab

2. Click **NEW** to add a new row.
3. Define the comments:
  - **Comment** – Comment name that displays on the list when entering grades
  - **SEQ** – Order that the comment displays on the list



- **Not Scored Value and Not Scored Value (Standards)** – Default points to an assignment you only provide a comment, but you did not enter a score



The **Not Scored Value** is a point value, not a percentage. For example, if an assignment is missing, enter 0 in **Not Score Value**.

- **Penalty %** – Amount deducted from the student's score when this comment is used



**Penalty %** is typically used in comments for late or incomplete assignments. When you enter a number in **Penalty %**, Grade Book automatically deducts a percentage of the total score for any assignments labeled with the associated comment.

For example, if **Penalty %** for assignments is set to 30 for a comment of Late (La), and the student receives a score of 10 out of 10 with a La code, upon saving, Grade Book assigns the penalty and the score changes to 7 points or 70%.

- **Missing Mark** – Code to indicate assignments that are missing and on the Grade Book main screen in the **Missing** column (if the column is enabled)
- **Comment Code** – Code used in the score entry grid on the Grade Book main screen. The comment code can be up to three letters or numbers.



Avoid creating comment codes that are also used as letter grades (such as 'A' for Absent). This prevents inadvertently entering a grade when you meant to add a comment code.



Adding a new comment with the same comment code as an existing comment replaces the existing comment. Comments are grouped by the comment code.



- **Removed When Scored** – Removes the code when a score is entered for the assignment.



Use to override a default score entered by **Not Scored Value** or **Not Scored Value (Standards)** for any assignment with a Missing (Mi) comment.

**Grade Book Comments**

Options ▾ 6 items + INSERT CANCEL

**i** You can create your own version of a district comment by editing it. If there are assignments using the district comment you will be prompted to move them to the new comment. Adding a new comment with the same comment code as an existing comment will replace the old comment. Comments are grouped by the comment code.



Comment	SEQ	Not Scored Value	Not Scored Value (Standards)	Penalty %	Missing Mark	Comment Code	Remove When Scored	Hide My Types
New ➔	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Late DISTRICT WIDE	1				No	La	No	
Absent DISTRICT WIDE	2	0.0000			Yes	Ab	Yes	
Missing DISTRICT WIDE	3	0.0000			Yes	Mi	No	
Incomplete DISTRICT WIDE	4				No	Inc	No	
Language DISTRICT WIDE	5				No	Lng	No	
Extra Credit DISTRICT WIDE	7				No	Ex	No	

*Grade Book Setup Screen, Grade Book Comments Tab*

4. Click **+INSERT**.



## Editing Comments

1. Move over the subject until the delete and edit icons display.
2. Click  in the row or .



Grade Book Comments

Options 6 Items

NEW

You can create your own version of a district comment by editing it. If there are assignments using the district comment you will be prompted to move them to the new comment. Adding a new comment with the same comment code as an existing comment will replace the old comment. Comments are grouped by the comment code.

Credit

Comment	SEQ	Not Scored Value	Not Scored Value (Standards)	Penalty %	Missing Mark	Comment Code	Remove When Scored	Hide My Types
late DISTRICT WIDE	1				No	La	No	
<div>Edit Row</div> <div></div> Absent DISTRICT WIDE	2	0.0000			Yes	Ab	Yes	
Missing DISTRICT WIDE	3	0.0000			Yes	Mi	No	
Incomplete DISTRICT WIDE	4				No	Inc	No	

Grade Book Setup Screen, Grade Book Comments Tab

3. Edit the fields as necessary. The  icon displays in the row.



 Incomplete	4	1	1		No	Inc	No
Language DISTRICT WIDE	5				No	Lng	No

Grade Book Setup Screen, Grade Book Comments Tab

4. Click **SAVE**.

## Deleting Comments



Deleting a comment removes it from the drop-down and it cannot be reinstated.

1. Hover over the subject until the delete and edit icons display.



Absent DISTRICT WIDE	2	0.0000			Yes	Ab	Yes
Missing DISTRICT WIDE	3	0.0000			Yes	Mi	No
  Incomplete DISTRICT WIDE	4				No	Inc	No
Language DISTRICT WIDE	5				No	Lng	No

Grade Book Setup Screen, Grade Book Comments Tab

2. Click  in the row. The  icon displays on the row.



Missing DISTRICT WIDE	3	0.0000			Yes	Mi	No
 Incomplete DISTRICT WIDE	4				No	Inc	No
Language DISTRICT WIDE	5				No	Lng	No

Grade Book Setup Screen, Grade Book Comments Tab

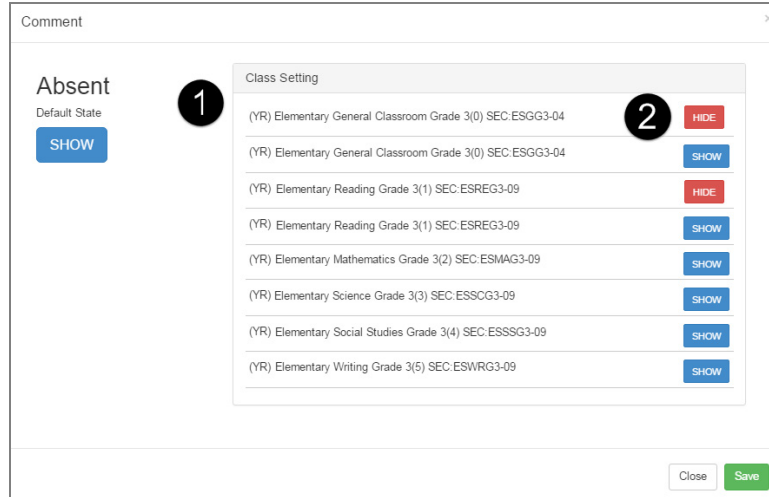
3. Click **SAVE**. A confirmation dialog displays.
4. Click **OK** to delete the comment.



## Hiding Comments

Hiding a Comment removes the comment from the drop-down, but it can be reinstated.

1. Click  Secure Comment .



The screenshot shows a window titled "Comment" with a close button (X) in the top right corner. On the left, under the heading "Absent", it says "Default State" and has a blue "SHOW" button, which is circled with a black "1". To the right is a "Class Setting" table with eight rows. Each row contains a class name and a button. The first row has a red "HIDE" button, circled with a black "2". The other rows have blue "SHOW" buttons.

Class Setting	
(YR) Elementary General Classroom Grade 3(0) SEC:ESGG3-04	HIDE
(YR) Elementary General Classroom Grade 3(0) SEC:ESGG3-04	SHOW
(YR) Elementary Reading Grade 3(1) SEC:ESREG3-09	HIDE
(YR) Elementary Reading Grade 3(1) SEC:ESREG3-09	SHOW
(YR) Elementary Mathematics Grade 3(2) SEC:ESMAG3-09	SHOW
(YR) Elementary Science Grade 3(3) SEC:ESSCG3-09	SHOW
(YR) Elementary Social Studies Grade 3(4) SEC:ESSSG3-09	SHOW
(YR) Elementary Writing Grade 3(5) SEC:ESWRG3-09	SHOW

At the bottom right of the window are "Close" and "Save" buttons.

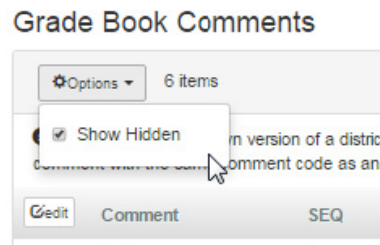
Comment Screen

2. Determine the classes that use the Comment.
  - Default State – Toggle between **Show** and **Hide**. ①
  - Class Setting – Toggle between **Show** and **Hide** if different from the Default State. ②
3. Click **Save**.



## Viewing Deleted or Hidden Comments

- Select *Show Hidden* in **Options**.




Grade Book Setup Screen, Grade Book Comments Tab


The deleted subjects display with a note indicating the date they were deleted.


Grade Book Comments								
Options 9 items								
You can create your own version of a district comment by editing it. If there are assignments using the district comment you will be prompted to move them to the new comment. Adding a new comment with the same comment code as an existing comment will replace the old comment. Comments are grouped by the comment code.								
Edit	Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored	Hide My Types
	Language DISTRICTWIDE Deleted on: 12/19/2011	1			No		No	
	Extra Credit DISTRICTWIDE Deleted on: 7/12/2012	1			No		No	
	Late DISTRICTWIDE	1			No	L	No	

Grade Book Setup Screen, Grade Book Comments Tab



Click  and make a change to enable the **Save** button and click **Save** to reinstate a deleted Comment.

The hidden comments display in sequence. Click  Secure Comment to change setting.

Grade Book Comments								
Options 7 items								
You can create your own version of a district comment by editing it. If there are assignments using the district comment you will be prompted to move them to the new comment. Adding a new comment with the same comment code as an existing comment will replace the old comment. Comments are grouped by the comment code.								
Edit	Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored	Hide My Types
	Late DISTRICT WIDE	1			No	L	No	
	Absent Natalie Carroll	2			Yes	A	Yes	
	Missing DISTRICT WIDE	3	0		Yes	M	No	

Grade Book Setup Screen, Grade Book Comments Tab



## Configuring Report Card Score Types

Report Card Score Types are the grading scales that teachers use for the report card.

Secondary school teachers:



- Use the district defined report card types.
- Can create and modify interpretation scales
- Can create Report Card Score Types by copying a GenesisGrading or GenesisProgress score type. For example, if you teach an advanced class, you may want to use a modified scale to adjust the point values for grades.

### Adding an Interpretation Scale Report Card Type

1. Select the **Report Card Score Types** tab in the Grade Book Setup screen.

Options ▾ 17 items <span>➕ ADD SCORE TYPE</span>						
<b>GenesisGrading</b>	Score	Low Score	High Score	Value	Sequence	Legend Text
DISTRICT WIDE	4	86.00	100.00	4.00	1	
Hide Final Score: no	3	71.00	88.96	3.00	2	
<input type="checkbox"/> Secure Report Card Score Type	2	51.00	73.96	2.00	3	
	1	0.00	53.96	1.00	4	
	M	1.00	4.96	0.00	5	
	N/A	1.00	4.96	0.00	6	
<b>Interpretation of F</b>	Score	Low Score	High Score	Value	Sequence	Legend Text
Jackson, Kathy	F	0.00	60.00	59.00	1	
Hide Final Score: no						
<input type="checkbox"/> Secure Report Card Score Type						

Grade Book Setup Screen, Report Card Score Types Tab

2. Click **+ADD SCORE TYPE**. The Score Type Details screen displays.

RC Score Type	Score Type Details
<div> <span>SAVE</span> <span>← BACK</span> </div> <div> <p><b>Score Type</b></p> <input type="text"/> </div> <div> <p><b>Initial Value</b></p> <input type="text"/> </div> <div> <input type="checkbox"/> Available as Interpretation Scale         </div> <div> <input type="checkbox"/> Hide Final Score         </div>	<div>0 items</div> <div>There are currently no details for this score type.</div>

Grade Book Setup Screen, Report Card Score Types Tab, RC Score Type



3. Define the Report Card Score Type.
  - **Score Type** – Enter a name for the Report Card Score Type.
  - **Initial Value** – Enter the total value for this scale, such as 100 for a percentage scale, or 4.0 for a rubric scale.
  - **Available as Interpretation Scale** – Select to indicate that this grade scale is an interpretation scale. See [Using an Interpretation Scale](#).
  - **Hide Final Score** – Select to hide the final grade from the Grade Book Main screen and from printed reports. Only the average grade displays.
4. Click **SAVE**. A new row displays under the Score Type Details.

RC Score Type		Score Type Details																	
<div>SAVE DELETE BACK Secure</div> <div>Score Type Effort</div> <div>Initial Value</div> <div><input type="checkbox"/> Available as Interpretation Scale</div> <div><input type="checkbox"/> Hide Final Score</div>		<div>0 Items INSERT CANCEL Secure</div> <table><thead><tr><th>Score</th><th>Low Score</th><th>High Score</th><th>Value</th><th>SEQ</th><th>Legend Text</th></tr></thead><tbody><tr><td>New →</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>						Score	Low Score	High Score	Value	SEQ	Legend Text	New →					
Score	Low Score	High Score	Value	SEQ	Legend Text														
New →																			

Grade Book Setup Screen, Report Card Score Types Tab, RC Score Type



## 5. Define the Score:

- **Score** – Enter the text that displays as the grade, such as A+, Pass, O, or 4.
- **Low Score** – Enter the lowest value in the score range to qualify for this score.  
For example, in a rubric, a score within the range of 3.51 to 4.00 would qualify for a score of '4'. The low score in that range would be 3.51.
- **High Score** – Enter the highest value in the score range to qualify for this score. For example, in a rubric, a score within the range of 3.51 to 4.00 would qualify for a score of 4. The high score in that range would be 4.00.

Do not overlap the values in the Low and High Score for two different Scores.



Credit	Score	Low Score	High Score	Value	SEQ	Legend Text
	4	86.00	100.00	4.00	1	
	3	71.00	80.99	3.00	2	
	2	51.00	73.96		3	
	1	0.00	53.96	1.00	4	

**Incorrect**

Credit	Score	Low Score	High Score	Value	SEQ	Legend Text
	4	86.00	100.00	4.00	1	
	3	71.00	85.99	3.00	2	
	2	51.00	70.99		3	
	1	0.00	50.99	1.00	4	

**Correct**

- **Value** – Enter the numeric value used to calculate the score.
- **SEQ** – Enter the number to indicate the order to display the scores.
- **Legend Text** – Enter a description of the score that displays in ParentVUE and StudentVUE. For example, O = Outstanding.

6. Click **+INSERT** or **Save**.

## 7. Repeat until all scores are defined.



## Copying Report Card Score Types



Secondary Report Card Score Types must be created by copying a GenesisGrading or GenesisProgress Report Card Score Type.

1. Select the **Report Card Score Types** tab in the Grade Book Setup screen.
2. Click **Duplicate** next to the score type to copy. A confirmation dialog displays to confirm the duplication.

GenesisGrading	Score	Low Score	High Score	Value	Sequence	Legend Text
DISTRICT WIDE	A+	97.00	100.00	1.00	1	
Hide Final Score: no	A	93.00	96.99	1.00	2	
Duplicate	A-	90.00	92.99	1.00	3	
Secure Report Card Score Type	B+	87.00	89.99	1.00	4	
	B	83.00	86.99	1.00	5	
	B-	80.00	82.99	1.00	6	
	C+	77.00	79.99	1.00	7	

Grade Book Setup Screen, Report Card Score Types Tab

3. Click **OK**. The copy displays at the end of the list with (copy) appended to the name.

GenesisGrading (copy)	Score
DISTRICT WIDE	A+
Hide Final Score: no	A
Duplicate	A-
Secure Report Card Score Type	B+

Grade Book Setup Screen, Report Card Score Types Tab

4. Change the name to be more specific. For example, *GenesisGrading - 6thru8*.



Ensure that all Scores in this score type are available on the Mark Definition screen.



## Editing Report Card Score Types

1. Navigate to **Synergy SIS > Grade Book > Setup > Report Card Score Types**.
2. Click a Score Type link (**Rubric 1-4**, for example) to open the RC Score Type screen.

Report Card Score Types

Options 18 Items

+ ADD SCORE TYPE

Secure

Rubric 1-4

DISTRICT WIDE

Hide Final Score: no

Duplicate

Secure Report Card Score Type

Score	Low Score	High Score	Value	Sequence	Legend Text
4	86.00	100.00	4.00	1	
3	71.00	88.96	3.00	2	
2	51.00	73.96	2.00	3	
1	0.00	53.96	1.00	4	
M	1.00	4.96	0.00	5	
N/A	1.00	4.96	0.00	6	

OSA

DISTRICT WIDE

Hide Final Score: no

Duplicate

Secure Report Card Score Type

Score	Low Score	High Score	Value	Sequence	Legend Text
O	1.00	1.00	4.00	1	
S	1.00	1.00	3.00	2	
N	1.00	1.00	1.00	3	
M	1.00	1.00	0.00	4	

X

DISTRICT WIDE

Hide Final Score: no

Duplicate

Secure Report Card Score Type



Score	Low Score	High Score	Value	Sequence	Legend Text
	1.00	1.00	0.00	1	
X	1.00	1.00	1.00	2	

*Report Card Score Types Screen*



3. Edit the RC Score Type and/or Score Type Details as needed.



To edit Score Type Details, click the  in the row or  in the header.

The rows display  when changes are made..

Grade Book Setup Screen, Report Card Score Types Tab, RC Score Type Details

3. Click **Save**.

## Deleting Report Card Score Types

1. Select the **Report Card Score Types** tab in the Grade Book Setup screen.
2. Click a score type title.

Grade Book Setup Screen, Report Card Score Types Tab

The Score Type Details screen displays.

Grade Book Setup Screen, Report Card Score Types Tab, RC Score Type

3. Click **DELETE**.



Grade Book deletes the score type immediately, with no confirmation message.



## Hiding Report Card Score Types

Hiding a Grade Book Score Type removes the type from the drop-down, but it can be reinstated.

1. Click **Secure Report Card Score Type**. The Report Card Score Type screen displays.

Report Card Score Type	
7th/8th Grade Comments	
Default State	
SHOW 1	
Class Setting	
(S2) Jackson, K Am Govt(0) SEC:1077	HIDE 2
(S2) Jackson, K Psychology II(1) SEC:1169	SHOW
(S2) Jackson, K Am Govt(2) SEC:1269	HIDE
(S2) Jackson, K Am Govt(3) SEC:1369	SHOW
(S2) Shared - Beniszewski, N Life Science(4) SEC:0001	SHOW
(S2) Shared - Tofft, R Biology(5) SEC:0005	SHOW
Close Save	

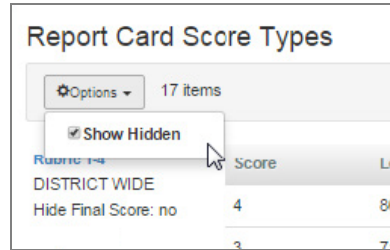
*Report Card Score Type Screen*

2. Determine the classes that use the Report Card Score Type.
  - Default State – Toggle between **Show** and **Hide**. 1
  - Class Setting – Toggle between **Show** and **Hide** if different from the Default State. 2
3. Click **Save**.



## Viewing Deleted or Hidden Report Card Score Types

1. Select the **Report Card Score Types** tab in the Grade Book Setup screen.
2. Select *Show Hidden* in **Options**.

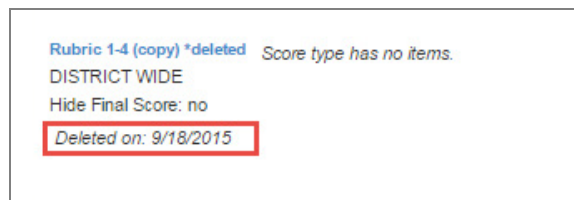


Grade Book Setup Screen, Report Card Score Types Tab



Only Report Card Score Types that were used by a course display when *Show Hidden* is selected.

The deleted Report Card Score Types display with a note indicating the date they were deleted.



Grade Book Setup Screen, Report Card Score Types Tab




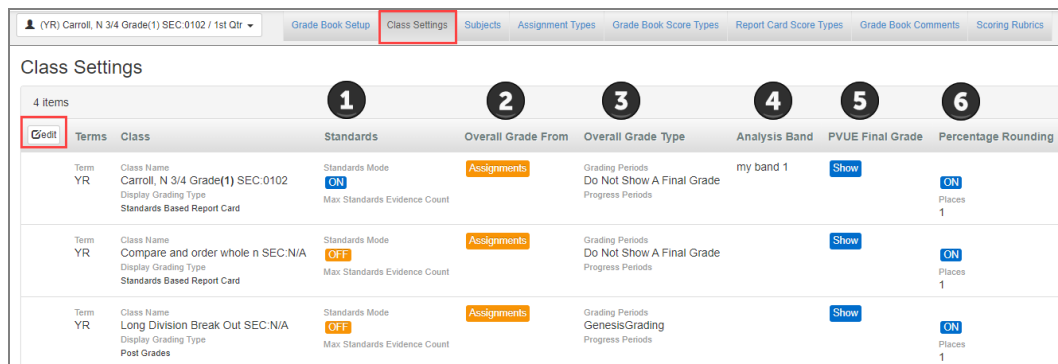
## Configuring Class Settings


The **Class Settings** tab on the Grade Book Setup screen displays the classes that the teacher has been assigned, any linked classes, and any breakout classes the teacher created. You can set the following on a class-by-class basis from the **Class Settings** tab:

- Whether or not you are using Standards mode
- Whether or not Google Classroom is enabled
- The overall grade type for the report card
- Where the overall grade is determined, either Standards or Assignments
- The Analysis Bands, if used
- Whether to show or hide the final grade on ParentVUE

## Configure Your Class Settings

1. Select the **Class Settings** tab.
2. Click .
3. Set the class settings:



1	2	3	4	5	6
Class Settings	Standards	Overall Grade From	Overall Grade Type	Analysis Band	PVUE Final Grade
4 items					
	Standards Mode	Overall Grade From	Overall Grade Type	Analysis Band	PVUE Final Grade
Term: YR	Class Name: Carroll, N 3/4 Grade(1) SEC:0102 Display Grading Type: Standards Based Report Card	Standards Mode: ON Max Standards Evidence Count	Assignments	Grading Periods: Do Not Show A Final Grade Progress Periods	my band 1 Show
Term: YR	Class Name: Compare and order whole n SEC:N/A Display Grading Type: Standards Based Report Card	Standards Mode: OFF Max Standards Evidence Count	Assignments	Grading Periods: Do Not Show A Final Grade Progress Periods	Show ON Places 1
Term: YR	Class Name: Long Division Break Out SEC:N/A Display Grading Type: Post Grades	Standards Mode: OFF Max Standards Evidence Count	Assignments	Grading Periods: GenesisGrading Progress Periods	Show ON Places 1

Grade Book Setup Screen, Class Setup Tab

- **Standards Mode** – Toggle to **ON** to enable Standards Mode in Grade Book to use academic standards. ❶ See [Using Standards Mode](#).
- **Overall Grade From** – Select the methods to use to determine the overall grade. ❷

Standards Mode	Overall Grade From	Score	Overall Grade Calculation
Off	Assignment	Score assignments.	Overall Grade determined by scored assignments using Total Points or Category Weighting methods. <a href="#">Term Weighting</a> can be used. See <a href="#">Configuring Assignment Scoring Settings</a> .



Standards Mode	Overall Grade From	Score	Overall Grade Calculation
On	Assignment	Score by assignments based on standards.	Overall Grade determined by assignment scores. <a href="#">Term Weighting</a> not used. Standard score determined by aggregation method. See <a href="#">Select Standards Proficiency</a> . Assignment weighting can be used to exclude assignment types from standard score. See <a href="#">Setting assignment weights, dropped scores, and default points</a> .
On	Standard	Score by assignments based on standards.	Overall Grade determined by standards scores. <a href="#">Term Weighting</a> not used. Standard score determined by aggregation method. See <a href="#">Select Standards Proficiency</a> . Assignment weighting can be used to exclude assignment types from standard score. See <a href="#">Setting assignment weights, dropped scores, and default points</a> .

- **Overall Grade Type** – Select the Report Card Score Type to apply to the student's overall class grade. ③

		4/14 QUIZ MAX:5.00 PTS:5.00 4/16/2014
Student	Grade	Test
Aguirre, Jane	67.9% D+	5.00
Begay, Bruce	45.5% F	0
Beltran, Howard	54.5% F	0
Bergman, Brian	92.7% A-	4
Bugarin, Ashley	80.6% B-	5.00

Grade Book Main Screen

- **Analysis Band** – Select an [analysis band](#) to group students based on their performance and to monitor a student's grades against a threshold. ④
- **PVUE Final Grade** – Toggle to determine whether or not to show the final grade on ParentVUE. ⑤
- **Percentage Rounding** – Toggle to determine whether or not to use percentage rounding. If **ON**, use the drop-down to select *Use Default Setting*, *Whole Number Only*, *1 Decimal Place*, or *2 Decimal Places*. ⑥





See [Grade Book and Google Classroom](#) for more information on Google Classroom.

4. Click **Save**.

## Configuring Academic Standards

Your state may have adopted specific educational standards that you are required to use. Your district creates the standards and can associate them to specific district courses.

Grade Book enables you to:

- Associate assignments with specific academic standards
- Calculate final grades and analyze student performance based on those standards
- Create class standards (objectives)

### Standards Setup

---

A student's overall grade can either be determined from traditional assignment data or from standards data when using a standards mode Grade Book.

Grade Book first determines the student's overall proficiency on each standard assessed when determining a student's overall grade from standards data. The student's performance on the child standards rolls up to determine to overall proficiency on the parent standard when the standards are set up in a parent/child hierarchy.

[Enable Standards Mode in Grade Book Setup](#) to use Academic Standards in Grade Book. Standards Mode is enabled on a class-by-class basis.

### Select Standards Proficiency

Select the default calculation method to determine proficiency.

1. Select the **Standards** tab in the Grade Book Setup screen.
2. Select a calculation method to determine standard proficiency. The options include:
  - *Use District Value* – Uses the district-defined value for the selected standard.
  - *Power Law* – Marzano's Power Law is a statistical formula that predicts what the student's next score is based on their previous scores.
  - *Highest Score* – Based on the student's highest score for the standard.
  - *Last Score* – Based on the student's last score for the standard.
  - *Mean* – Calculates the average of the scores. The sum of all the scores is divided by the number of scored items.
  - *Median* – Calculates scores by sorting all scores in ascending order and determining the grade in the middle.
  - *Mode* – Uses the most commonly occurring value as the score.
  - *No Aggregation* – Does not calculate overall score



- **Lowest Score** – Based on the student's lowest score for the standard.

The screenshot shows the 'Standards' tab in the 'Grade Book Setup' screen. Under the 'Standards Proficiency' heading, there is a section titled 'Default calculation method to determine proficiency:'. Below this is a dropdown menu currently set to '<< Use District Values >>'. A note below the dropdown states: 'This value will be used as the default when standards are added to your class that can be changed.'

Grade Book Setup Screen, Standards Tab

## Automatically Calculate Standards Proficiency

You can allow standards proficiencies to calculate automatically when teachers enter regular assignment scores on the Grade Book Main, Enter Scores, and Class Summary screens.

1. Select the **Standards** tab in Grade Book Setup.
2. Select **Automatically Score Standards from Assignment Scores**.
  - **Never** – Select to never automatically fill standards
  - **Always Fill All Standard Scores** – Select to always fill from the assignment scores
  - **Only When One Standard Correlated** – Select to fill when there is only one standard correlated to the assignment

The screenshot shows the 'Auto Fill Standards Scores' section. It includes a label 'Automatically score standards from assignment scores when:' followed by a dropdown menu set to 'Never'. Below this, a note reads: 'This option will determine when assignment scores will be used to automatically score the standard(s) tied to the assignment.'

Grade Book Setup Screen, Standards Tab

## Calculating Final Mark by Standard

Determine if the final grade calculates from the current grading period or from the current school year.

1. Select the **Standards** tab in the Grade Book Setup screen.
2. Select the assignments and standards to include in the final grade calculation.

The screenshot shows the 'Final Mark by Standards' section. It features a label 'Overall class grade from standards comes from:' followed by a dropdown menu set to 'Only Assignments/Standards results from the current grading period'. Below this, there are two sections of text: 'Only Assignments/Standards results from the current grading period:' followed by a bullet point stating 'Standards proficiency and assignment scores are unique to each separate grading period and are not carried over to future grading periods', and 'All Assignments/Standards for the current school year:' followed by two bullet points: 'Standards proficiency and assignment scores are cumulative and are carried over to all future grading periods.' and 'End of the year results would be an accumulation of all assignments and standards throughout the entire term of the course.' A final note states: 'Note: Only one grading period should be selected when creating or editing assignments.'

Grade Book Setup Screen, Standards Tab



## Loading District Created Standards

You can download the associated standards into Grade Book if your district has aligned their standards to the courses within Synergy SIS. You can use these standards, modify, or delete them.

1. Select *Class Standards* from the **Grade Book** menu. The Class Standards screen displays.
2. Load standards:
  - **Load Standards from Course Alignment** – Select this option to display a list of standards defined at the district level for your course. The standards for the course display on the Class Standards screen listed under My Objectives on the **Standards Correlation** tab of the New Assignment screen.

Code	Standard	Show In Portal	Weight	Agg Method	Score Type
26.0000	Number Sense	True	1.00	Power Law	Rub 1-4 NS
3.0000	Foundational Skills	True	1.00	Power Law	Rub 1-4 NS

*Class Standards Screen*

- **Add from District Standards Bank** – Select this option to select the district standards you want to use in your course. The Choose Standards screen displays with all the standards that have been loaded by your district.

Standard
546 Strand 1: Writing Process
547 Concept 1: Prewriting
<b>Selected</b> 548 01 Generate ideas through prewriting activities (e.g., brainstorming, webbing, drawing, writer's notebook, group discussion).
549 02 Determine the purpose (e.g., to entertain, to inform, to communicate)

*Class Standards Screen, Choose Standards*

- a. Select the appropriate standards for your grade level and class. The selected standards are marked **Selected**.



- b. Click **DONE**. The standards for the course display on the Class Standards screen listed under My Objectives on the **Standards Correlation** tab of the New Assignment screen.

Code	Standard	Show In Portal	Weight	Agg Method	Score Type
26.0000	Number Sense	True	1.00	Power Law	Rub 1-4 NS
3.0000	Foundational Skills	True	1.00	Power Law	Rub 1-4 NS

*Class Standards Screen*

## Creating Your Class Objectives (Standards)

You can create your own objects to use in assessing students.

1. Select **My Objectives** in the Class Standards screen.
2. Click **+NEW**. A row displays for the new objective.

Code	Standard	Show In Portal	Weight	Agg Method	Score Type
#RE 1.0	Reading Comprehension	True	5.00	Median	Rubric




*Class Standards Screen, My Objectives Tab*

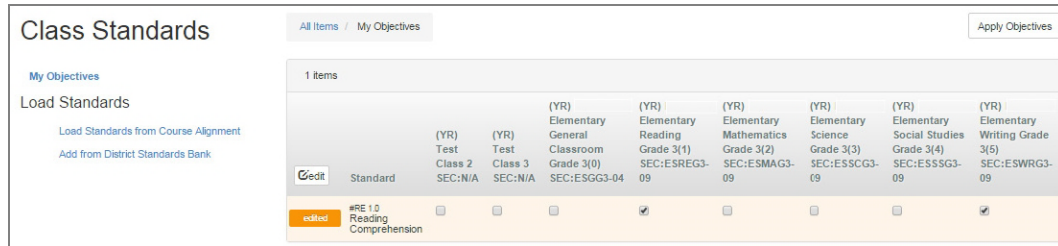
3. Define the objective:
  - **Code** – Enter a code for your objective.
  - **Standard** – Enter a title or description of the standard.
  - **Show in Portal** – Select to display the standard in ParentVUE/StudentVUE.
  - **Weight** – Enter a weight for this standard. The default weight is 1.
  - **Agg Method** – Select the way the scores aggregate.
  - **Score Type** – Select the score type used when grading by this standard.
4. Click **+INSERT**. The objective displays in the **My Objectives** tab.
5. Click **Manage My Objectives**. The objectives display with a list of your classes

Code	Standard	Show In Portal	Weight	Agg Method	Score Type
RE 1.0	Reading Comp	<input checked="" type="checkbox"/>	5	Median	Rubric

*Class Standards Screen, My Objectives Tab*



6. Click  in the row or  in the header. Options display under your classes.
  - a. Select the classes that apply to the objective. The  icon displays on the row.
  - b. Click **SAVE**.




The screenshot shows the 'Class Standards' screen with the 'My Objectives' tab selected. On the left, there are links for 'Load Standards' and 'Add from District Standards Bank'. The main table has columns for 'Standard', '(YR) Test Class 2 SEC:N/A', '(YR) Test Class 3 SEC:N/A', '(YR) Elementary General Classroom Grade 3(0) SEC:ESGG3-04', '(YR) Elementary Reading Grade 3(1) SEC:ESREG3-09', '(YR) Elementary Mathematics Grade 3(2) SEC:ESMAG3-09', '(YR) Elementary Science Grade 3(3) SEC:ESSCG3-09', '(YR) Elementary Social Studies Grade 3(4) SEC:ESSSG3-09', and '(YR) Elementary Writing Grade 3(5) SEC:ESWRG3-09'. The first row is highlighted, and an 'edit' icon is visible in the first column. An 'edited' icon is also present in the first column of the first row.

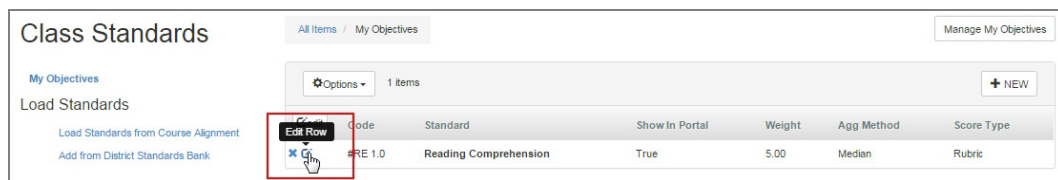
*Class Standards Screen, My Objectives Tab*

7. Click **Apply Objectives** to return to the My Objectives screen.

## Editing Standards

You can edit any standard that displays in your class standards list.

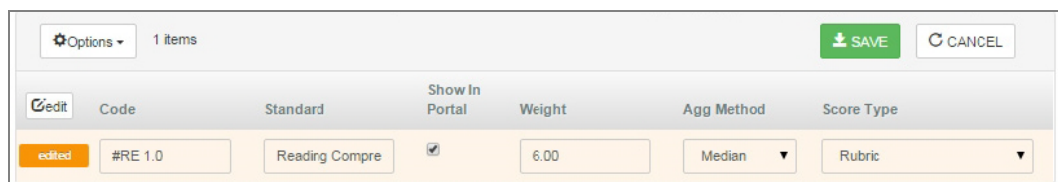
1. Select the standard from the list under Class Standards. The Class Standards screen displays the selected standards.
2. Hover over the standard until it is highlighted and click . The fields that you can edit display.



The screenshot shows the 'Class Standards' screen with the 'My Objectives' tab selected. The 'Options' dropdown is open, showing 'Edit Row' and 'Delete Row'. The table has columns for 'Code', 'Standard', 'Show In Portal', 'Weight', 'Agg Method', and 'Score Type'. The first row is highlighted, and an 'edit' icon is visible in the first column. An 'edited' icon is also present in the first column of the first row.

*Class Standards Screen*

3. Edit the standard detail as necessary. The  icon displays on the row.



The screenshot shows the 'Class Standards' screen with the 'My Objectives' tab selected. The 'Options' dropdown is open, showing 'Edit Row' and 'Delete Row'. The table has columns for 'Code', 'Standard', 'Show In Portal', 'Weight', 'Agg Method', and 'Score Type'. The first row is highlighted, and an 'edit' icon is visible in the first column. An 'edited' icon is also present in the first column of the first row.

*Class Standards Screen*

4. Click **SAVE**.



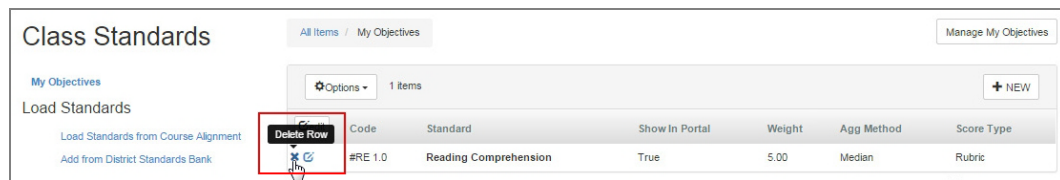
## Deleting Standards and Objectives

You can delete a standard that displays in your class standards list on the Class Standards screen.


1. Select the standard from the list under Class Standards. The Class Standards screen displays the selected standards.
2. Delete the standard or objective.

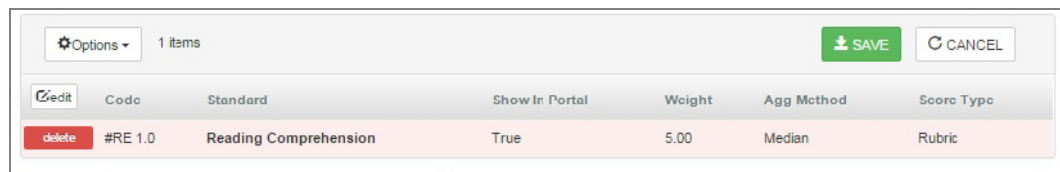
### Delete One Standard or Objective

1. Hover over the standard or objective until it is highlighted and click .



Class Standards Screen

The  icon displays on the row.

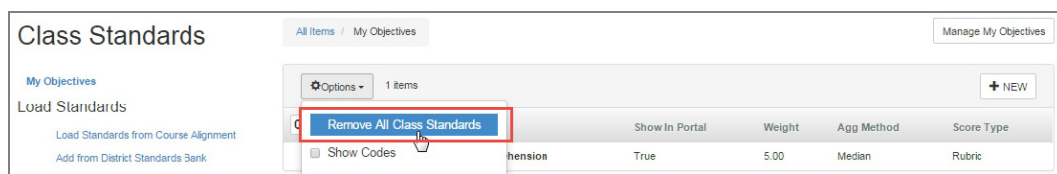


Class Standards Screen

2. Click **SAVE**.

### Remove All Standards from a Class

Select **Remove All Class Standards** in **Options**.



Class Standards Screen

All standards listed under Class Standards are removed.



The standards are removed without a confirmation dialog.



## Configuring Term Weighting

All terms have the same weight in the calculation of the final grade by default. Using term weighting adjusts the weight of different grading periods so that some have more of an impact on the final grade calculation than others.

For example, in your class your students may spend the first and second quarters learning new concepts. You may want to set those quarters to weigh less in the overall calculation.

1. Select *Term Weighting* from the **Report Card** menu. The Term Weighting screen opens.
2. Select the class in the focus selector.

Term Weighting

(S1) Jackson, K Psychology I(1) SEC:0169 / 1st Qtr

Update

Select a class to setup calculated periods and period weighting

Available Periods

- ☐ Progress Period 1
- ☐ 1st Qtr
- ☐ Progress Period 2
- ☐ 2nd Qtr
- ☐ Sem 1 Final

Also apply the above weighting settings to the following classes:

- ☐ (S1) Jackson, K Am Govt(0) SEC:0077
- ☐ (S1) Jackson, K Am Govt(3) SEC:0369
- ☐ (S1) Jackson, K Am Govt(4) SEC:0469
- ☐ (S1) Jackson, K Psychology I(2) SEC:0269

Term Weighting Screen

3. Select the **Available Periods** used as a calculated grade. The weighting fields display.



4. For each period selected:
  - Select the periods used in the calculation.
  - Enter the **Weight** as a percentage that each mark weighs in the calculation.

Select a class to setup calculated periods and period weighting

Available Periods

☐ Progress Period 1

☐ 1st Qtr

☐ Progress Period 2

☐ 2nd Qtr

☒ Sem 1 Final

<input checked="" type="checkbox"/> Progress Period 1	Weight	25	%
<input checked="" type="checkbox"/> 1st Qtr	Weight	25	%
<input checked="" type="checkbox"/> Progress Period 2	Weight	25	%
<input checked="" type="checkbox"/> 2nd Qtr	Weight	25	%
<input type="checkbox"/> Sem 1 Final	Weight		%

*Term Weighting Screen*

5. Select any additional classes that use the same Term Weighting.
6. Click **Update**.



## Configuring Final Grade Defaults

Use the Final Grade Config screen to set the [report card score type](#) for the student's final grade. The final grade settings determine the grade that Grade Book sends to Synergy SIS and displays on the student's course history and their transcripts.

1. Select *Final Grade Config* from the **Grade Book** menu.
2. Define the score type on the **Final Score Config** tab for students in the entire enrollment period or a grading period.

*Final Grade Config Screen, Final Grade Config Tab*

- **Manage Final Grade Calculations ①** – Select to go to the [Report Card Score Types](#) tab in Grade Book Setup.
  - **Set final score types for ②** – Select one of the options:
    - **Entire enrollment period ③** – Select the **Enrollment Period**. The student section displays the students with all available grading periods for the enrollment period.
    - **Grading period ③** – Select the **Grading Period**. The student section displays the students with the select grading period.
  - **Set all students to score type ④** — Select the report card score type for all students. The student section displays the selected Score Type.
  - **Score Type ⑤** – Select the report card score type for each student and grading period if it is different than the selection made in **Set all students to score type**.
3. Select the **Final Grade Defaults** tab.



## 4. Define the score type for students entering a current class.

Final Grade Config

(S1) Jackson, K Psychology I(1) SEC:0169 / 1st Qtr

Final Score Config Final Grade Defaults Manage Final Grade Calculations

Final grade defaults will be applied to new students entering your current class. Save Defaults Save & Apply To All Students

Grading Period	Score Type 1
Progress Period 1	GenesisProgressPeriod
1st Qtr	GenesisGrading
Progress Period 2	GenesisProgressPeriod
2nd Qtr	GenesisGrading
Sem 1 Final	GenesisGrading

Also apply the above settings to the following classes: 2

(S1) Jackson, K Am Govt(0) SEC:0077 (S1) Jackson, K Am Govt(3) SEC:0369 (S1) Jackson, K Am Govt(4) SEC:0469 (S1) Jackson, K Psychology I(2) SEC:0269

Final Grade Config Screen, Final Grade Defaults Tab

- **Score Type** – Select a score type for each grading period. 1
  - **Also apply the above setting to the following classes** – Select other classes that should use the same settings. 2
5. Save the settings:
- **Save Defaults** – Click to save the settings for students entering your class in the future.
  - **Save & Apply to All Students** – Click to save the settings for future students and all existing students.



## Chapter 3: Using Grade Book

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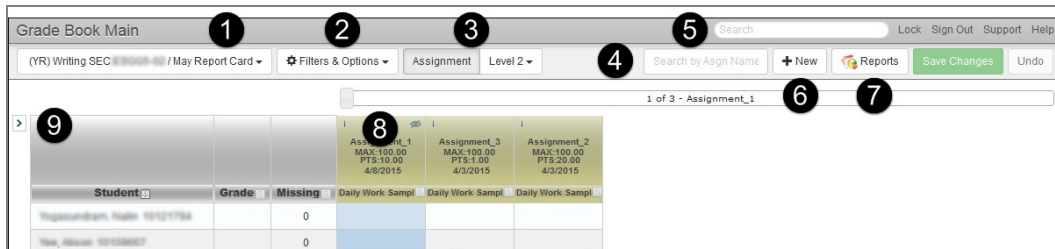


## Setting Grade Book Main Options

Grade Book Main is where the student's assignments, scores, and overall grade display for each class.

### Accessing Grade Book Main

Select *Grade Book Main* from the **Grade Book** menu. The Grade Book Main screen displays:

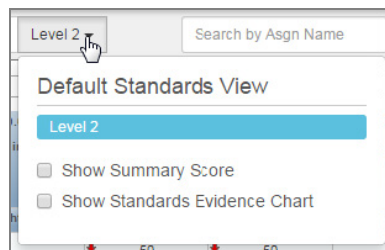


Grade Book Main Screen

You can perform the following from this screen.

- [Focus the screen to a specific grading period of a class.](#) ①
- [Configure the Grade Book Main screen Filters & Options.](#) ②
- Toggle between showing assignments and the default standards view using **Assignment/Level.** ③

Click the down arrow to view the Default Standards View settings.

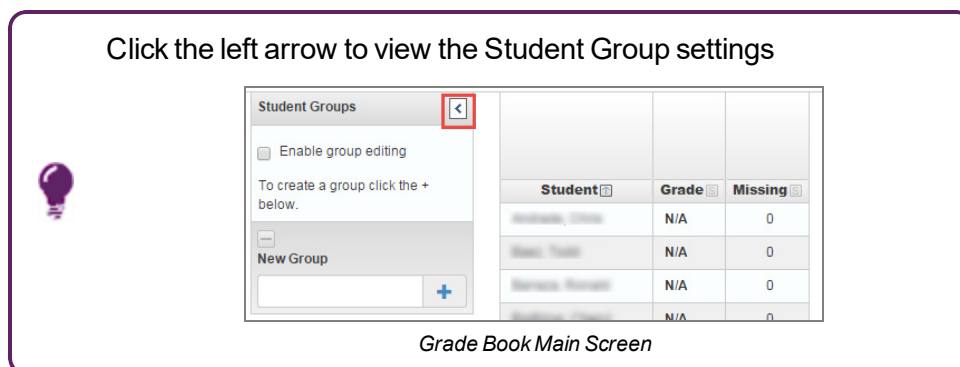


Grade Book Main Screen

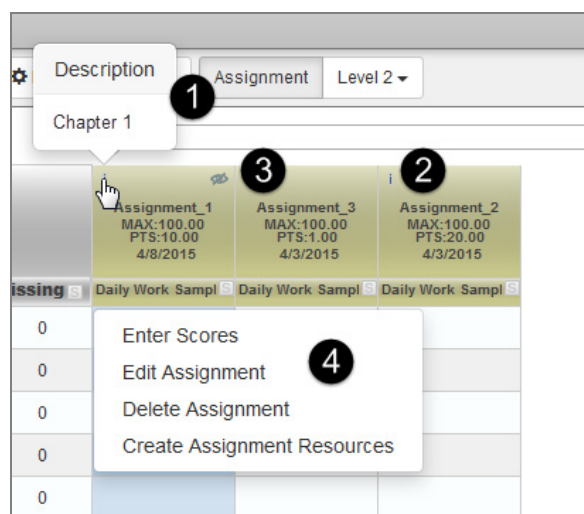
- Search for assignments by name using keywords in **Search by Asgn Name.** ④ As the name is typed, the potential matches display in a drop-down below the search box. The selected assignment is highlighted on the Grade Book Main screen.
- Search for students or assignments by name in **Search.** ⑤ As the name is typed, the potential matches display below the Search box.
  - The selected student displays on the Class Summary screen for the student.
  - The selected assignment displays on the Enter Grade Book Scores screen.
- Click **New** to open the [New Assignment](#) screen. ⑥
- Click **Reports** to run [Grade Book Reports.](#) ⑦



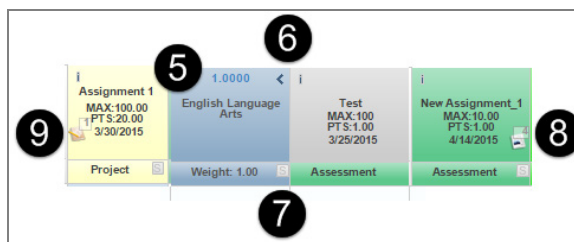
- Toggle between viewing the assignments for a class and the standards and associated assignments for a class using *Assignments/Standards*. ⑧
- Use Student Groups to **Enable group editing**, create student groups through Grade Book. ⑨







Grade Book Main uses symbols to identify content:





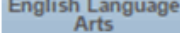
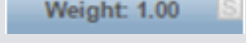
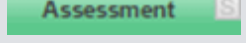

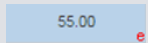
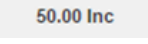
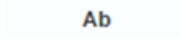

Assignment Menus



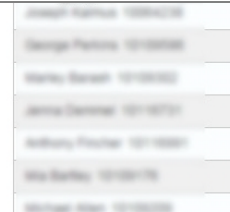

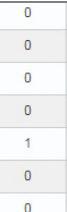

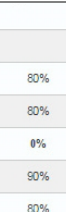
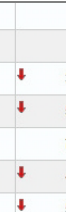

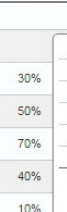
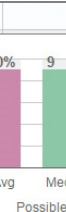
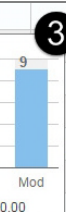

Standards With Assignments

Item	Description	Std	Asgn
	Click to see ② the description of the assignment ① and to access the assignment menu. ④		X
	NOT shown in ParentVUE/StudentVUE ③		X
	Notifies the teacher that there are items uploaded to the drop box. ⑧		X
	Notifies the teacher that there are resources uploaded for the assignment. ⑨		X

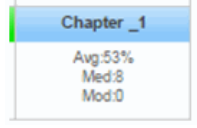
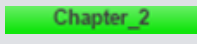


Item	Description	Std	Asgn
	Click to sort the column. Toggles between ascending and descending order. <b>7</b> See also <a href="#">Sorting</a> .	X	X
	Click to see the assignments associated with a standard. <b>6</b>	X	
	Click the standard name to view the description of the standard. <b>1</b>	X	
 	Click the lower bar to view the edit menu. <b>4</b>	X	X
	Click the standard number to view the child standards <b>5</b>	X	
	Excluded scores display <b>e</b> in the lower right corner of score cells	X	X
 	Comments display in the score cells	X	X
	Indicates at risk scores as defined in Filters & Options	X	X

Grade Book Main has a summary row at the bottom of the screen. **1**

										
<b>1</b>	<b>2</b>	<b>3</b>								
Student	Grade	Missing	Modified							
27 student(s)	Avg: 51%	2 Missing								

Grade Book Main Screen

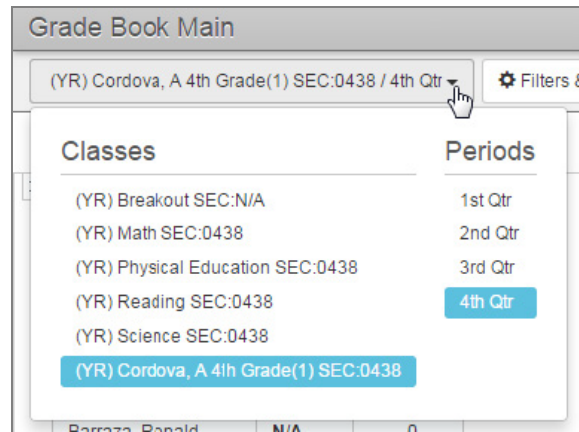
Item	Description	Std	Asgn
	Displays the average, median, and/or mode for the class <b>2</b> based on <b>Filter &amp; Option</b> settings		X
	Click to see the average, median, and/or mode for the class as a bar chart. <b>3</b>		X



## Focusing Grade Book Main

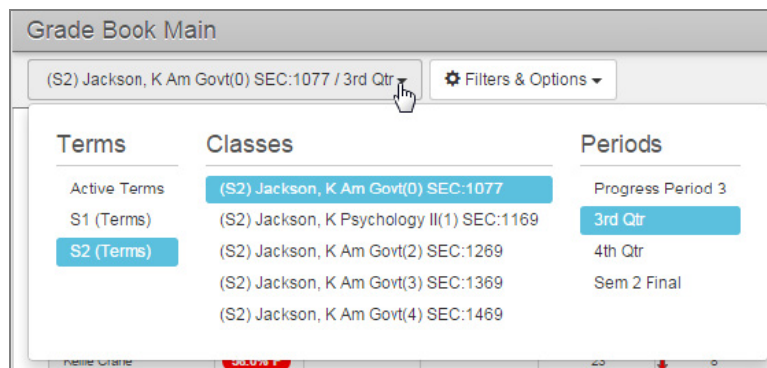
Teachers use a drop-down to focus the Grade Book Main screen to a specific Class and Period and/or Term if used.

- **Classes** – Select a class from the list.
- **Periods** – Select the records for a grading period.



Grade Book Main Screen

- **Term** – (If shown) Filter by an active school term, such as a semester or year.



Grade Book Main Screen



## Filters, Options, and Sorting

The following section covers how to control the assignment and student information displayed on the Grade Book Main screen:

- Use filters on Grade Book Main
- Set your Grade Book Main preferences
- Change your student or assignment sort order

The screenshot shows a settings panel for the Grade Book Main Screen, divided into three main sections: Filters, Options, and Sorting.

- Filters:**
  - Assignment Date:** A dropdown menu currently set to "All Dates".
  - Assignment Types:** A dropdown menu currently set to "Show All".
- Options:**
  - Show Comments:** A dropdown menu set to "Normal".
  - Analysis Bands:** A dropdown menu set to "<< no bands >>".
  - Row Size:** A dropdown menu set to "Large".
  - At risk highlight scores percentage:** A slider set to 50%, with an "Update" button.
  - Show Audit Indicator:** An unchecked checkbox.
  - Summary Modes:**
    - Show Median:** An unchecked checkbox.
    - Show Mode:** An unchecked checkbox.
- Sorting:**
  - Sort Students by:** A dropdown menu set to "Last Name".
  - Display Student Middle Name As:** A dropdown menu set to "None".
  - Assignment Order:** A dropdown menu set to "Oldest to Newest".

A "DONE" button is located at the bottom right of the panel.

Grade Book Main Screen

### Filters

- **Assignment Date** – Select *All Dates*, *Last Week*, or *Last 30 Days*. The default shows all dates.
- **Assignment Types** – Select *Show All* or a particular Assignment Type such as a quiz or homework. The default is to show all assignment types.

This close-up screenshot focuses on the "Filters" section of the settings panel. It shows two dropdown menus:

- Assignment Date:** A dropdown menu with "All Dates" selected.
- Assignment Types:** A dropdown menu with "Show All" selected.

Grade Book Main Screen

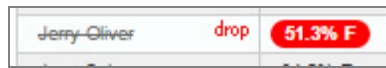


## Options



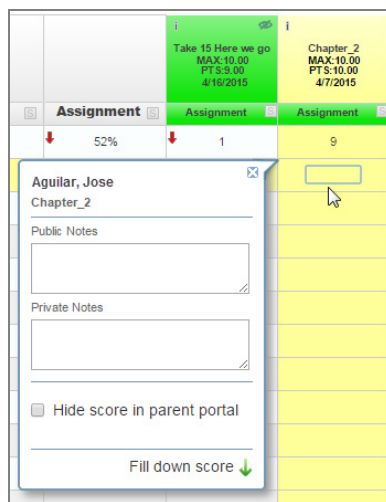
Some Options display based on District Settings.

- **Show Dropped Students** – Displays students dropped from the class in the grid. A line through their name and **drop** indicates dropped students.



Grade Book Main Screen

- **Hide Class Grade** – Removes the **Grade** column that shows the student's overall grade in the class
- **Show Total Missing** – Adds the **Missing** column to the grid that shows the total number of assignments that a particular student has not completed
- **Show Grades By Type** – Adds columns for the assignment types in addition to the grades for the individual assignments
- **Show Comment Codes** – Displays Comment Codes after the score for the assignment, and the score and code are in bold.
- **Assignment Note Entry** – Allows you to enter a public or private note associated with a student's assignment.



Grade Book Main Screen

- **Show Student ID** – Displays the Student ID next to student names in the Student column
- **Show Attendance on Due Date** – Displays attendance codes in the upper right corner of the scoring cell
- **Show Modified Curriculum** – Displays the **Modified** column on Grade Book Main, if used by your school. Select the option if the student participates in a modified curriculum for the class



- **Show Audit Indicator** – Displays *Audit* next to the student's name in Grade Book Main to indicate they are auditing the class



This option only displays for districts who have enabled the Audit Class Option in District Setup.

See the [Synergy SIS – Schedule and Course Guide](#) for more information.

- **Show Section ID** – Select to display the Section ID when two or more sections were merged in Synergy SIS
- **Show Course Name** – Select to display the Course Name when two or more sections were merged in Synergy SIS
- **Summary Modes** – Select either **Show Median** and/or **Show Mode** to display the median score or the mode for the class at the bottom of each assignment column
- **Show Comments** – Determines how information is displayed
  - *Normal* – Displays the raw score
  - *Percentage* – Displays the score as a percentage of the total points
  - *Points* – Displays the total points



*Percentage* and *Points* do not display if an Interpretation Scale is used or if you are displaying standards (Level #) in Grade Book Main.

- **Comments** – Highlights Grade Book Comments, such as Late, Absent, Missing, Incomplete, Language, or Extra Credit, with the selected comment highlighted in the grid in orange
- **Analysis Bands** – Applies the selected Analysis Band to the Grade Book Main screen



Click **edit bands** to open the [Analysis Bands](#) screen.

- **Row Size** – Adjusts the size of each row in the grid. The row size can be Large, Medium, or Small.
- **At risk highlight scores percentage** – Changes the percentage used to determine an *at risk* student. At risk students are defined as those students with a score of 50% or below for either an assignment or overall, by default.



- **View Curriculum Map** – Allows users who have access to Curriculum Maps to view the maps

Options

☐ Show Dropped Students  
☒ Hide Class Grade  
☒ Show Total Missing  
☐ Show Grades By Type  
☒ Show Comment Codes  
☒ Assignment Note Entry  
☐ Show Student ID  
☒ Show Attendance on Due Date

Summary Modes:

☐ Show Median  
☐ Show Mode

Show Comments:  
 Normal ▼

Analysis Bands:  
[edit bands](#)  
 << no bands >> ▼

Row Size:  
 Large ▼

At risk highlight scores percentage  
 50 % Update

View Curriculum Map  
 << select >> ▼

Grade Book Main Screen

## Sorting

- **Sort Students by** – Select either *Last Name*, *First Name*, *Student ID*, *Nickname*, or custom sorting options to display the order students. Students sort by Last Name, by default.

Sorting

Sort Students by:  
 Nickname ▼  
 First Name  
 Last Name  
 Student ID  
 Custom Sorting First Name  
 Custom Sorting Last Name  
 Nickname

Assignment Order:  
 Newest to Oldest ▼

Grade Book Main Screen, Filters And Options

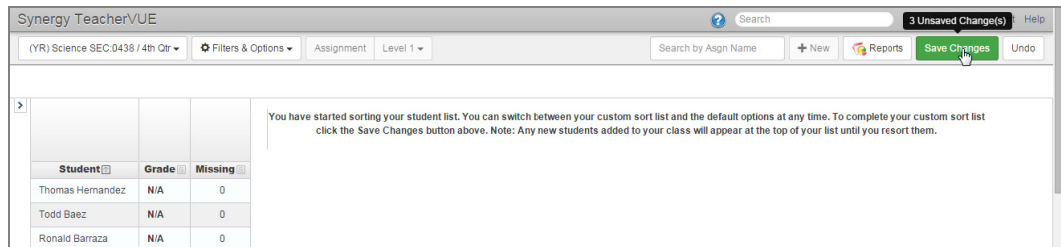


The selection sets the order of the student names on the Grade Book Main, Report Card Matrix, Report Card Preview, Report Card Students, and Mass Assign Comments screens.



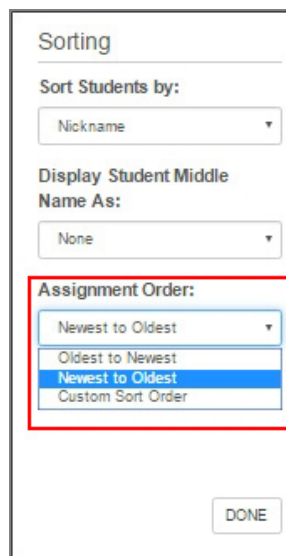
You can create a custom sort order for students on Grade Book Main.

1. Click **Filters & Options** in Grade Book Main.
2. Select either *Custom Sorting First Name* or *Custom Sorting Last Name* from **Sort Students by**. The students on Grade Book Main are sorted by first or last name.
3. Click **Done** to close the Filters & Options screen.
4. Drag and drop the student names on screen into the appropriate order.
5. Click **Save Changes**. New students display at the top of the list when added to a class.



Grade Book Main Screen, Custom Sort Option

- **Assignment Order** – Select either *Oldest to Newest*, *Newest to Oldest*, or *Custom Sort Order*. Assignments display in Grade Book from *Oldest to Newest*, by default.



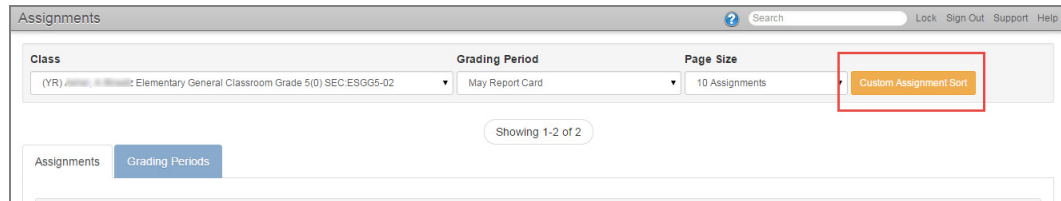
Grade Book Main Screen, Filters And Options

You can create a custom sort order for assignments on Grade Book Main and the Assignments screens.

1. Click **Filters & Options** in Grade Book Main.
2. Select *Custom Sort Order* from **Assignment Order**.
3. Click **Done** to close the Filters & Options screen.

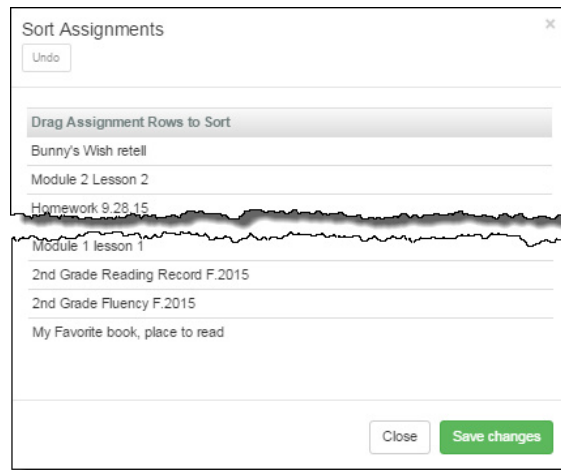


4. Select *Assignments* from the **Grade Book** menu.



*Assignment Screen, Custom Sort Order*

5. Click **Custom Assignment Sort**. The Sort Assignments window displays.



*Sort Assignments Screen*


6. Drag the assignments to the appropriate order.
7. Click **Save Changes**. Grade Book reorders the assignments on both the Assignments screen and the Grade Book Main screen.

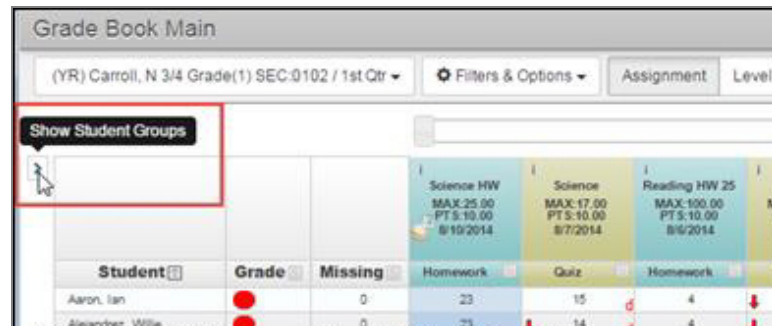


## Student Groups


Use student groups to break up your Grade Book. For example, you may have high, medium, and low reading groups in your class. Creating student groups for the different reading levels allows you to view, edit, or enter scores for each group separately. Breakout classes can use student groups to maintain separate assignments for each group.

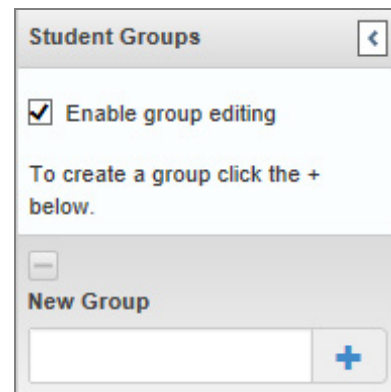
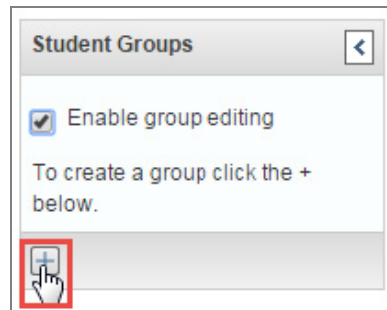
### Creating Student Groups

1. Click  to expand the Student Groups menu .



Grade Book Main Screen

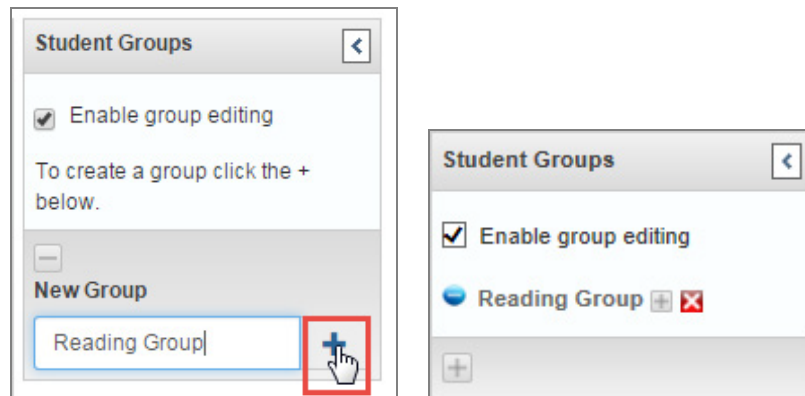
2. Select **Enable group editing**.
3. Click . The New Group field displays.



Grade Book Main Screen, Student Groups

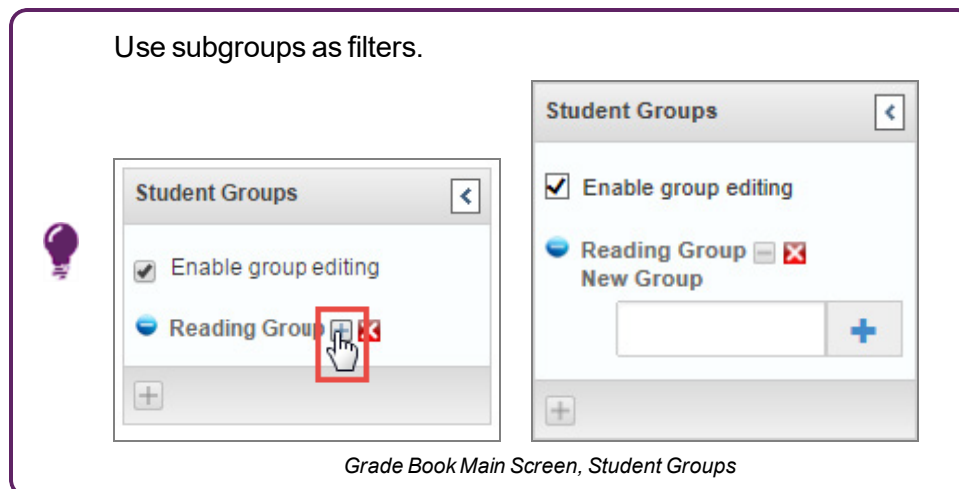


4. Enter the **New Group** name and click **+**. The new group displays in the Student Groups area.



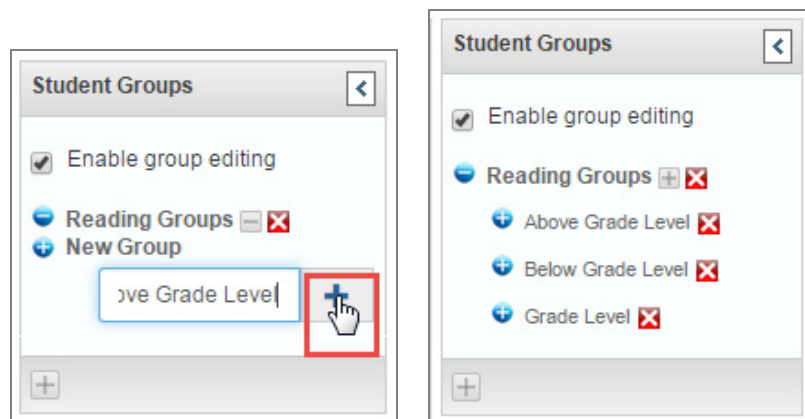
Grade Book Main Screen, Student Groups

5. Click **+** next to the group name to add a subgroup.





Grade Book Main Screen, Student Groups

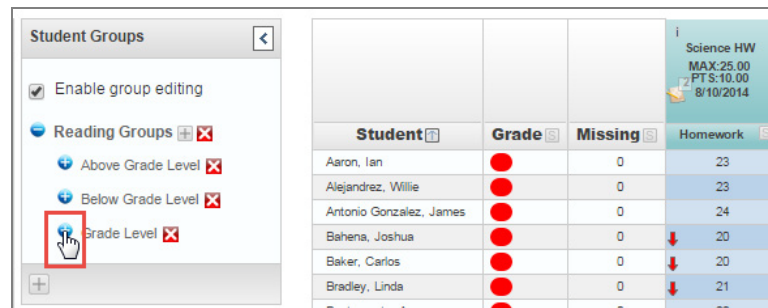
6. Enter a name for the subgroup and click **+**.



Grade Book Main Screen, Student Groups






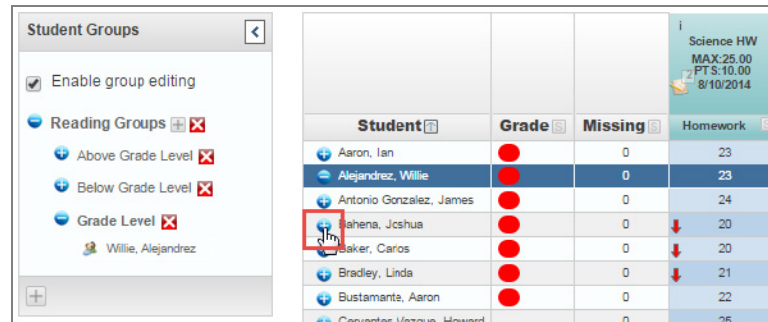
- Click  in front of the subgroup to assign students to the subgroup. The students display with  in front of their names.



Student	Grade	Missing	Homework
Aaron, Ian	●	0	23
Alejandrez, Willie	●	0	23
Antonio Gonzalez, James	●	0	24
Bahena, Joshua	●	0	20
Baker, Carlos	●	0	20
Bradley, Linda	●	0	21

Grade Book Main Screen, Student Groups


- Click  next to the student name to assign the student to the subgroup. As students are added, their names are added underneath the subgroup. The  turns into , and their names are highlighted blue.



Student	Grade	Missing	Homework
Aaron, Ian	●	0	23
Alejandrez, Willie	●	0	23
Antonio Gonzalez, James	●	0	24
Bahena, Joshua	●	0	20
Baker, Carlos	●	0	20
Bradley, Linda	●	0	21
Bustamante, Aaron	●	0	22
Cervantes Vazquez, Howard	●	0	25

Grade Book Main Screen, Student Groups



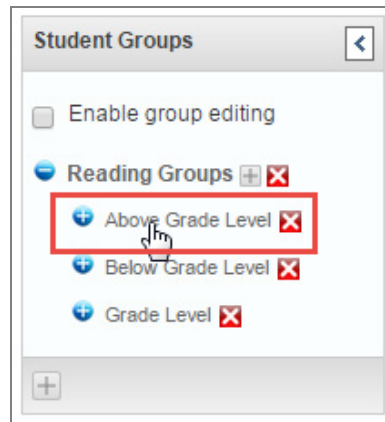
Click  to remove the student from the subgroup.

- Clear the **Enable group editing** option when all students have been added to their correct groups.



## Viewing by Group in Grade Book Main

1. Click the name of the subgroup in the **Student Groups** section.



Grade Book Main Screen

Grade Book Main displays students in the subgroup with their assignments, and scores.

Reading Groups / Above Grade Level			
Convert to Class			
Student Groups			
<input type="checkbox"/> Enable group editing Reading Groups Above Grade Level Below Grade Level Grade Level			
i Science HW MAX:25.00 PTS:10.00 8/10/2014			
Student	Grade	Missing	Homework
Aaron, Ian	0	0	23
Covington, Louis	0	0	25
Dennis, Sandra	0	0	25
Estrella Acuna, Brian	0	0	25
Flores Aldaba, Wanda	0	0	25
Flores Nunez, Kathy	0	0	25
Jackson, Dorothy	0	0	25
Johnson, Alan	0	0	25

Grade Book Main, Displaying Subgroup



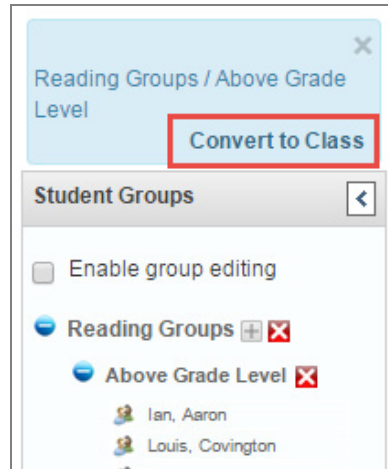
The averages at the bottom of the grid display the entire class average, not just the average for the group.

2. Click the active subgroup title to inactivate the current subgroup and return to viewing all students in Grade Book Main.



## Creating a Breakout Class from a Student Group

1. Click **Convert to Class** with a subgroup active. A message box displays confirming the conversion.

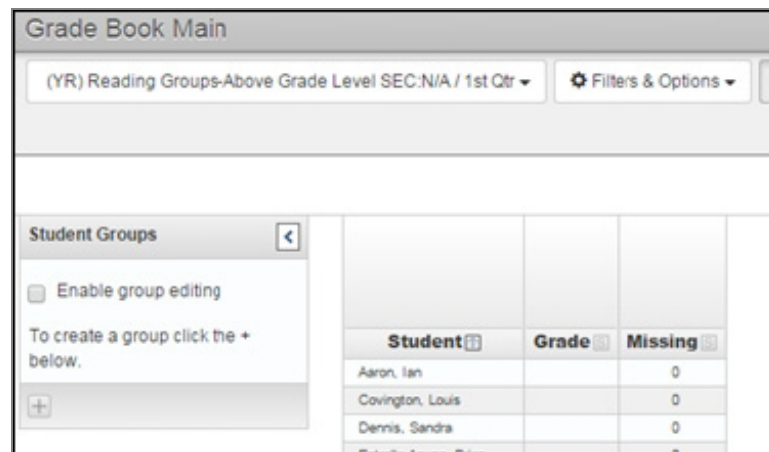


Grade Book Main Screen

2. Click **OK** to create the class. The class displays under the Class list on Grade Book Main.



Use [Class Manager](#) to view details of the class and edit class details as needed.



Grade Book Main Screen, Student Groups



## Class Manager

The way teachers deliver instruction to accommodate the needs of their students and deal with limited space or resources is handled in different ways. Teachers may:

- Share their class with another teacher (co-teach)
- Give a group of students special or intensive instruction within their class

Use the Class Manager to manage these varying teaching scenarios by creating:

- Linked classes to have a separate Grade Book for each subject you teach
- Breakout or Intervention classes to add students from other homerooms to your class or to maintain a separate set of assignments and grades for a group of students.
- Shared classes to share homeroom, breakout/ classes, and linked classes with other teachers
- Separate assignment weights and resources

## Accessing Class Manager

1. Select *Manage Classes* from the **Grade Book** menu.

The screenshot shows the Class Manager interface. Callout 1 points to the 'Class' dropdown menu. Callout 2 points to the '+ New Class' button. Callout 3 points to the 'Class Name' text input field. Callout 4 points to the 'Class Objective' text input field. Callout 5 points to the 'Staff' tab. Callout 6 points to the 'Students' tab. Callout 7 points to the 'Linked Classes' tab. The interface also includes 'Save', 'Delete', and 'New Class' buttons, a 'Master Class' section with a dropdown, and 'Available Staff' and 'Additional Staff' sections at the bottom.

*Class Manager Screen*

You can perform the following from this screen.

- Select a **Class** ❶
- **New Class** – [Create Breakout or Intervention class](#) ❷



The **Linked Classes** tab is hidden and a **Students** tab displays for Breakout or Intervention classes.



- **Class Name and Class Objective** – Displays the name and objective for the selected class ❸



Change the **Class Name** and click **Save** to override the district assigned name inside of Grade Book. The changed class name is not visible publicly to anyone outside of Grade Book, for example Reports, ParentVUE, and StudentVUE.

Clear the **Class Name** and click **Save** to return to the district assigned name.

- **Staff** – [Share the class with other teachers](#) ❺
- **Class Resources** – [Add internet URLs or document files for a class](#) ❻



This tab works the same as the **Class Resources** tab on the Resources screen.

- **Linked Classes** – [Link classes or subjects to a class](#) ❼

## Creating a Linked Class

Linked classes:

- Allow you to have a separate Grade Book for each subject you teach
- Display in the focus selector drop-down on Grade Book Main screen and other screens
- Allow you to create separate category or assignment-type weighting
- Are available on StudentVUE and ParentVUE screens

Your homeroom students are automatically added to the linked class when you create a linked class. Your linked classes update anytime students are added to or dropped from your homeroom class.




You can only add students enrolled in your homeroom class to your linked classes.

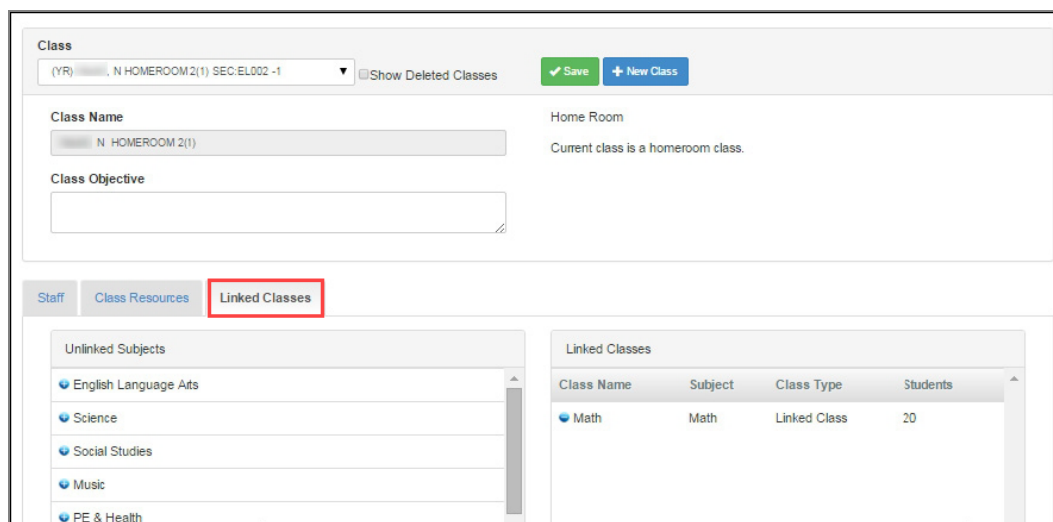
See [Creating Breakout Classes](#) to add students from another teacher's homerooms into your class.

1. Select your homeroom section in **Class**.
2. Select the **Linked Classes** tab.



### 3. Select subjects:


- To link subjects, click  next to the subject under **Unlinked Subjects**. The linked class displays under Linked Classes and any related assignments and scores move from the homeroom to the linked class.

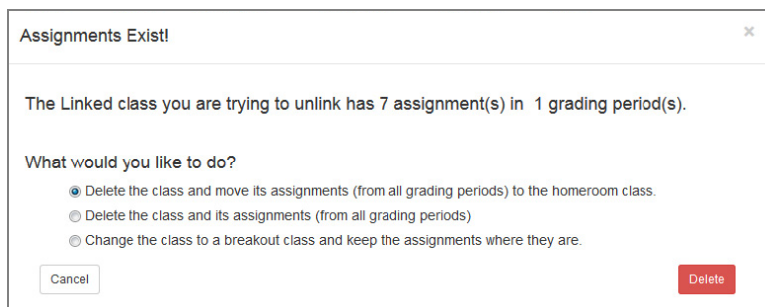


The screenshot shows the 'Manage Classes' screen with the 'Linked Classes' tab selected. The 'Class' section at the top includes a dropdown for '(YR) N HOMEROOM 2(1) SEC:EL002 -1', a 'Show Deleted Classes' checkbox, and 'Save' and 'New Class' buttons. Below this, the 'Class Name' field contains 'N HOMEROOM 2(1)' and the 'Class Objective' field is empty. The 'Linked Classes' tab is highlighted with a red box. It contains two panels: 'Unlinked Subjects' with a list of subjects (English Language Arts, Science, Social Studies, Music, PE & Health) and 'Linked Classes' with a table showing one linked class: Math.

Class Name	Subject	Class Type	Students
Math	Math	Linked Class	20

Manage Classes Screen, Linked Classes Tab

- To remove subjects:
  - Click  next to the subject under **Linked Classes**.  
If assignments are associated to the class, the Assignments Exist screen displays. The class is moved under Unlinked Subjects, no further action required if assignments do not exist.
  - Select an option:



The screenshot shows a dialog box titled 'Assignments Exist!'. It contains the text: 'The Linked class you are trying to unlink has 7 assignment(s) in 1 grading period(s). What would you like to do?'. There are three radio button options: 'Delete the class and move its assignments (from all grading periods) to the homeroom class.' (selected), 'Delete the class and its assignments (from all grading periods)', and 'Change the class to a breakout class and keep the assignments where they are.' There are 'Cancel' and 'Delete' buttons at the bottom.

Remove Linked Class With Assignments

- Click **Delete**.



## Creating Breakout or Intervention Classes

Breakout or Intervention classes:

- Allow you to add additional classes to your Grade Book for students who are not in your homeroom.
- Maintain a separate set of assignments and grades for a group of students.
- Display in the focus selector on Grade Book Main screen and other screens.



Breakout and intervention class use the assignment weighting and categories of the parent class. You cannot create separate category or assignment-type weighting for breakout or intervention classes that have a parent class identified.

You can also [create breakout classes using student groups](#).

1. Click **New Class**. New class information fields display.
2. Define the class:
  - **Class Name** – Enter a name.
  - **Class Objective** – Enter an objective.
  - **Class Type** – Select either *Grade Book Breakout* or *Intervention*.
  - **Parent Class** – Select the related homeroom class.



Select <<none>> if no homeroom class is available.

The new class or its related assignments does not display in ParentVUE.

Set assignment weighting.

Manage Classes Screen

3. Click **Save**. An alert displays and the class displays in the list of available classes. The **Students** tab becomes available on the Class Manager screen.




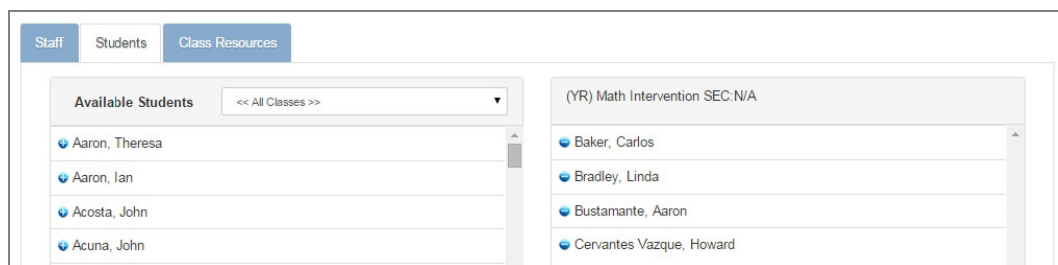
## Adding Students to a Breakout or Intervention Class

1. Select a breakout or intervention class on the Class Manager screen.
2. Click the **Students** tab. The list of available students displays.




The pool of students you have to choose from depends on your security permission.

3. Select the students:
  - a. Select a class or select <<All Classes>>.
  - b. Click  next to the student's name to move them to the breakout or intervention class.



*Manage Classes Screen, Students Tab*



Click  next to the student's name in the breakout or intervention class to remove a student.




## Sharing Classes

You can share your homeroom, breakout/intervention, and linked classes with other teachers at your school. You can manage the other staff's ability to:

- Create assignments
- Edit scores
- Edit students



Grade Book automatically creates a Class Group for any shared class enabling all staff associated with the class to maintain a Stream if your district uses Streams.

1. Select the **Staff** tab on the Class Manager screen. The list of available staff members displays.
2. Click  next to the staff member's name in **Available Staff**. The staff member's name moves to the **Additional Staff** column with a list of access rights for the class.



They can view the shared class and post to the Stream if you do not grant the added staff member any additional permissions. Only the main teacher can modify the class and student setup, grading settings, and add, edit, delete, or post report card grades.



Their students become available on the **Students** tab when you add a staff member to a breakout class. You can combine the students from both yours and the other staff member's classes to create a shared breakout class.

3. Select the appropriate permissions for this staff member.
  - **Can Edit Staff** – Gives permission to add or remove staff members to this class
  - **Can Edit Students** – Gives permission to add or remove students from this class. Students cannot be added or removed from shared homerooms or shared linked classes
  - **Can Create Assignments** – Gives permission to create assignments for this class
  - **Can Edit Scores** – Gives permission to enter and edit assignment score for this class

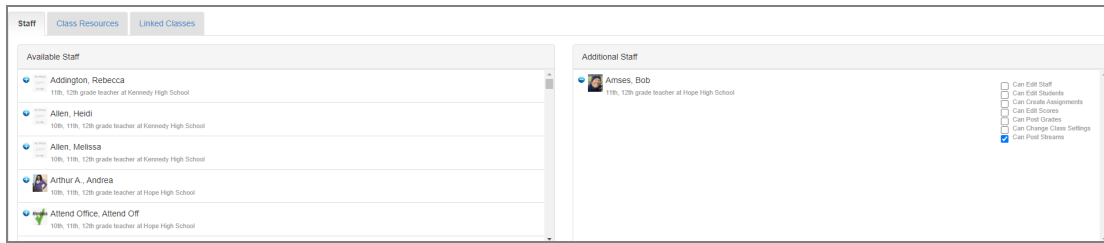


Set to **Can Edit Scores** to allow additional staff to view, score, and make annotations on student work submitted through Drop Box Grader.

- **Can Post Grades** – Gives permission to post grades for this class
- **Can Change Class Settings** – Gives permission to change class settings for this class



- **Can Post Streams** – Gives permission to create and maintain communications threads within Streams



*Manage Classes Screen*



## Assignments

Assignments are any assessment items, such as Homework or Quizzes. Assignments typically include:

- Homework
- Projects
- Quizzes
- Tests
- Reports
- Exams
- Presentations

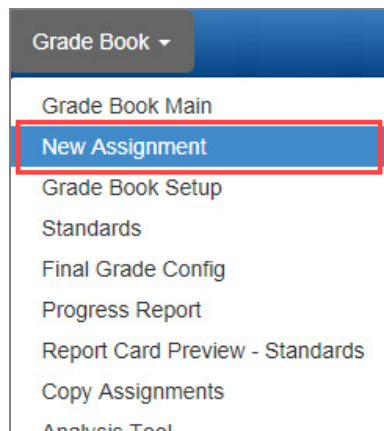
You can create new assignments from these screens:

- Grade Book Assignment
- Standards
- Grade Book Main
- [Quick Assignments](#)

## Adding Assignments

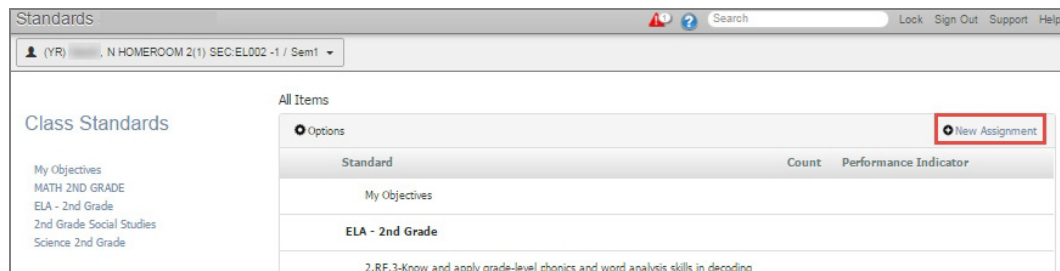
1. Access the New Assignment screen:

- Select *New Assignment* from the **Grade Book** menu.



Grade Book Menu

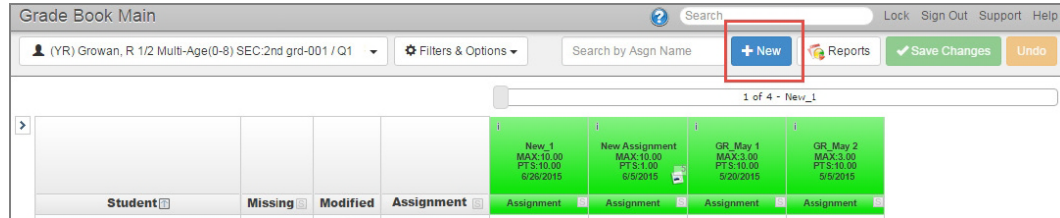
- Click **New Assignment** on the Standards screen.



Standards Screen



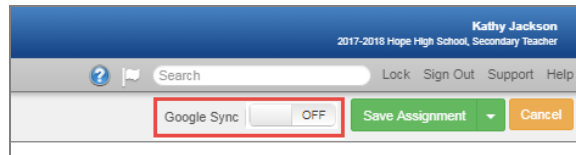
- Click **New** on Grade Book Main.



Grade Book Main Screen

- Enter the assignment settings.

You must turn Google Sync to **OFF** before making any additional changes to the assignment if you do not want to synchronize an assignment to Google Classroom.



Quick Assignment Screen

- Category Values** – A summary of the assignments in Grade Book Main to grade for the class
- Assignment Name** – The name of the assignment
- Description** – The description of the assignment



Assignment Name and Description display in ParentVUE/StudentVUE if enabled.

- Assignment Type** – Select an assignment type.



The assignment types listed may include district created assignment types as well as any assignment types you may have created. The list is defined by the settings under **Which assignment type would you like to use?** on the **Assignment Weighting** tab in [Grade Book Setup](#).



You are warned if you select a non-weighted type when the original **Assignment Type** was weighted when changing **Assignment Types**.



- **Score Type** – Select *Raw Score*, *Percentage*, or any other Grade Book score types previously created.

**Max Score** and **Points** must be entered when using *Raw Score*.



**Points** must be entered when using *Percentage*. Scores are entered as percentages when entering scores. For example, the teacher enters 90 (9/10 = 90%) as the score if the student earned 9 points out of 10 points possible.

You must have a [Scoring Rubric](#) defined when using *Rubric*.

- Select a **Rubric**.
- Select whether to **Show Rubric Score in Portal**.

- **Max Score** – Enter the maximum number of points possible on an assignment (XXXX.XX).
- **Points** – Enter the number of points the assignment is worth in Grade Book.



This is the same value as the **Max Score** for most assignments.

Extra Credit assignment allow values of 0.1 and higher.

See [Configuring Assignment Scoring Settings](#) to weight the assignment.



**Score Type**, **Max Score**, and **Points** may not be available in Standards Mode based on your district's settings.

- **Date of Assignment** – The date the assignment was given to students. The default is today's date.
- **Assignment Category** – The grading category for the assignments. Options include:
  - *Normal* – The assignment counts towards the student's overall grade.
  - *Extra Credit* – The assignment is an opportunity for the student to improve their overall grade. Extra Credit does not negatively affect their grade.



Create extra credit assignment only in assignment categories that have at least one other assignment entered in that assignment category (for example, Tests).



Grade Book counts the extra credit assignment if an extra credit assignment is part of a weighted assignment category where no **Normal** assignments have been scored yet.

- *Not for Grading* – The assignment does not count toward the student's overall grade.
- **Due Date** – The date the assignment is due. The default is today's date.



- Parent/Student Portal – Displays the assignment in ParentVUE and StudentVUE if enabled. Select an option.
  - **Show Assignment in Portal:** This option is selected by default.
  - **Show only when scored**



The **Show only when scored** option displays only when **Show Assignment in Portal** is turned **On**.

- **Show Rubric Score in Portal:** This option displays when the **Score Type** selected is a rubric. It is selected by default.
- **Assignment Drop Box** – Allows students to upload completed assignments through StudentVUE if enabled by your district. Enter the following when enabled.
  - **Drop Box Open Date** – The date students can start uploading assignment documents.
  - **Drop Box Close Date** – The date students can no longer upload assignment documents.
  - **Document Control Limit** – The number of documents that the student can upload for the assignment. This could be multiple version of the same document or multiple documents to fulfill the assignment.

**Assignment Drop Box**  
Enable Drop Box  
☒ ON  
**Drop Box Open Date**  
8/6/2014  
**Drop Box Close Date**  
8/7/2014  
**Document Count Limit**  
Unlimited

*Assignment Drop Box*



**Enable Drop Box** to use the DropBox Grader for scoring assignments.



- **LMS Options** – Allows a discussion within LMS for this assignment if needed



This option only shows if your district is using LMS and you are sharing the class on ParentVUE/StudentVUE.

The screenshot shows the 'New Assignment Screen' with two main sections: 'Category Values' and 'Assignment Settings'.

**Category Values:**

TYPE	POINTS	# ASGN.
Homework	201.0000	3
Assignment	100.0000	1

**Assignment Settings:**




- Assignment Name:** [Text input field]
- Date of Assignment:** 6/25/2018 [Dropdown menu]
- Description:** [Text area]
- Assignment Category:** Normal [Dropdown menu]
- Due Date:** 6/25/2018 [Dropdown menu]
- Assignment Type:** << select >> [Dropdown menu]
- Score Type:** Letter Grade [Dropdown menu]
- Points:** 1 [Text input field]
- Rubric:** << select >> [Dropdown menu]
- Parent/Student Portal:**
  - Show Assignment in Portal: ON [Toggle]
  - Show Rubric Score in Portal: ON [Toggle]
  - Show only when scored: OFF [Toggle]
- Assignment Drop Box:**
  - Enable Assignment Drop Box: OFF [Toggle]

New Assignment Screen

## Standards Correlations

Select the appropriate standards for the assignment in the Standards Picker in the **Standards Correlations** tab if your district is standards-based.

The selected standards are labeled **Selected** in the Standards Picker and display under Assignment Standards.

-  – Indicates a standard that is correlated to a report card row
-  – Indicates the standard correlation is rolled up to the parent standard displaying the 



The district must add standards for teachers to search and select them.

The screenshot shows the 'Standards Picker' interface with three tabs: 'Standards Correlations', 'Grading Periods', and 'Resources'. The 'Standards Correlations' tab is active.

**Assignment Standards:**

Options ▼

**Standards Picker:**

Class Standards

My Objectives  
MATH 2ND GRADE  
ELA - 2nd Grade  
2nd Grade Social Studies  
Science 2nd Grade

All Items

Recent: MA.2.14.01.1.14 MA.2.14.01.1.15

Options ▼

Understanding of key details in a text.

2.RI.2-Identify the main topic of a multi-paragraph text as well as the focus of specific paragraphs within the text.

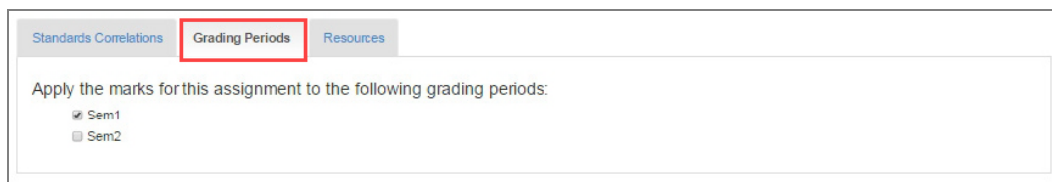
2.RI.5-Know and use various text features (e.g., captions, bold print, subheadings, glossaries, indexes, electronic menus, icons) to locate key facts or information in a text efficiently.

New Assignment Screen



## Grading Periods

1. Select the **Grading Periods** tab.
2. Select the grading periods for this assignment.

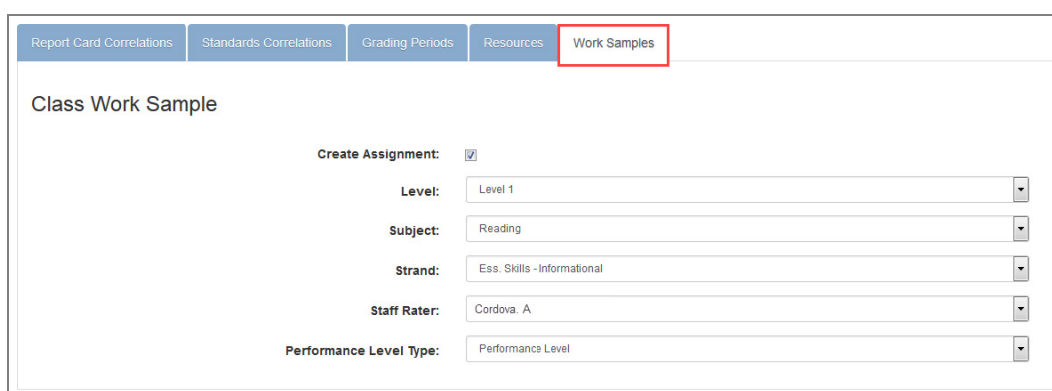


*New Assignment Screen, Grading Periods Tab*



Grading Periods may already be selected based on [defaults assigned in Grade Book Setup](#).

3. Select the **Resources** tab to [add any electronic files \(such as PDFs, Microsoft Office® files\) or website URLs](#), if needed.
4. Select the **Work Samples** tab to define the work samples for the assignment, if needed and enabled.
  - Select **Create Assignment** to create an assignment from the work sample.
  - Select the **Level**.
  - Select the **Subject**.
  - Select the **Strand**.
  - Select the **Staff Rater**.
  - Select the **Performance Level Type**.



*New Assignment Screen, Work Samples Tab*



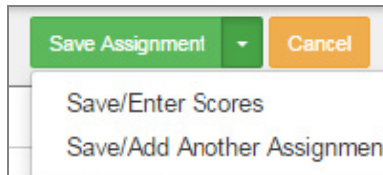
Work samples show proficiency for students in a subject when their testing scores are inadequate to receive a passing grade. Work samples are set up in Synergy SIS or TeacherVUE.



## Saving the Assignment

There are three ways to save an assignment.

- Click **Save Assignment** to save the assignment and return to the Grade Book Main screen.
- Select *Save/Enter Scores* to save and immediately score the assignment.
- Select *Save/Add Another Assignment* to save the assignment and repeat the steps above to create another assignment.



*New Assignment Screen*

## Copying Assignments

You can copy assignments from one class to another, across grading periods, and across school years.



Copy Assignments does not create assignments in **Mark Periods** set to *Computational*.





The Work Sample is copied to the class, grading period, or school year when you copy an assignment attached to a Work Sample.



1. Select *Copy Assignments and Share Grade Books* from the Grade Book menu. The Copy Assignments screen displays all assignments from any school year and from any Grading Period within that school year.



2. Click **Choose What to Copy** to select the assignments to copy.
  - a. Select the **School Year**, **Class Type**, **Class**, and **Grading Period** that the assignments are copied from.
  - b. Select the individual assignment to copy or select **All** to select all assignments.
  - c. Click **Next**. A list of all the classes for the school year and grading period displays.

Assignment	Points
<input type="checkbox"/> All	
<input type="checkbox"/> Math Test	15.0000
<input type="checkbox"/> Reading Assessment	25.0000
<input type="checkbox"/> Back in Class Refresher	1.0000
<input checked="" type="checkbox"/> <b>Copy</b> Math Week 8	1.0000
<input type="checkbox"/> Array Models in Multiplication	1.0000
<input checked="" type="checkbox"/> <b>Copy</b> Science Lab Quiz	10.0000
<input type="checkbox"/> Rounding Whole Numbers	100.0000

Copy Assignments Screen

3. Click **Choose Where to Copy** to select the details for the class to copy the assignment to.
  - a. Select the **School Year** and/or **Period** of the classes you would like to display in the Copy To list.
  - b. Select the classes that you want to copy the assignments to.
  - c. Click **Next**. The Date Options display.

Copy to	School	Class Name
<input type="checkbox"/>	Adelaide Elementary	(YR) , N HOMEROOM 2(1) SEC:EL002 -1
<input checked="" type="checkbox"/>	Adelaide Elementary	(YR) Math SEC:EL002 -1

Copy Assignments Screen



## 4. Select a Date Option.

- **Copy Using Individual Dates** – Select this option to use the dates from the original assignment.
- **Copy Using Matching Grading Period** – Select this option to use the dates a matching grading period.
- **Copy to Specific Grading Periods** – Select this option to select the grading periods from a defined list.

*Copy Assignments Screen*5. Click **Finish**. The copied assignments display in Grade Book Main.

## Editing Assignments

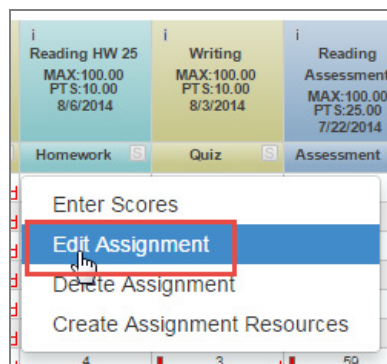
Any assignments can be edited until it has student scores associated with it. After scores are entered for the assignment, the score type cannot be edited.

Edit a single assignment from Grade Book Main, the Assignments, Enter Grade Book Scores, or Calendar screens or edit multiple assignments from the Assignment Listing screen.

### Editing a Single Assignment

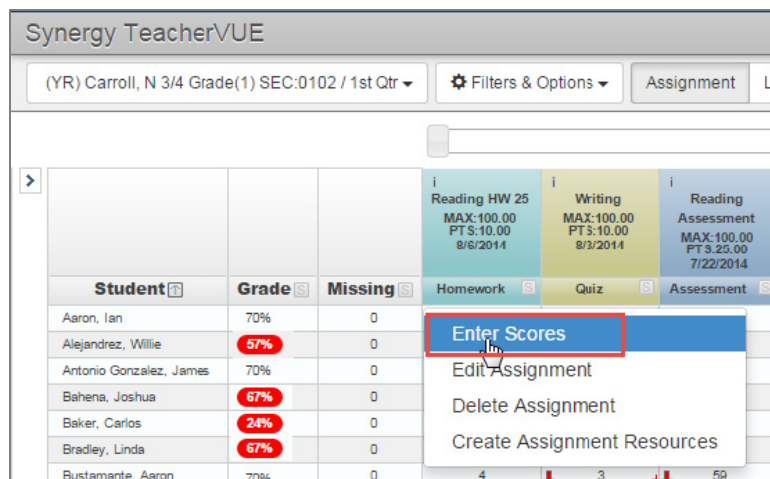
## 1. Select the class:

- From Grade Book Main:
  - a. Select the class that contains the assignment.
  - b. Click the assignment title and select *Edit Assignment* to open the Grade Book Assignment screen.

*Grade Book Main Screen*

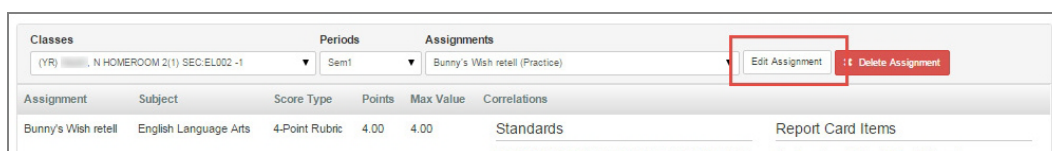


- From the Enter Grade Book Scores screen:
  - Select the name of the assignment and select *Enter Scores* in Grade Book Main. The Enter Grade Book Scores screen for the selected assignment displays.



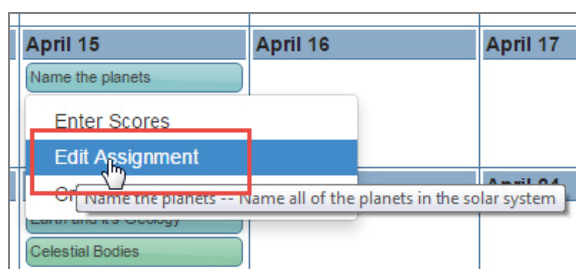
Grade Book Main Screen

- Select **Edit Assignment** to open the Grade Book Assignment screen.



Enter Grade Book Scores Screen

- From the Calendar screen:
  - Select the assignment on the Calendar screen.
  - Select *Edit Assignment* to open the Grade Book Assignment screen.

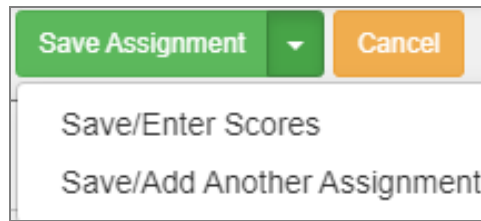


CalendarScreen

- From the Assignment Listing screen, see [Using Assignment Listing Screen](#).
- Make appropriate changes.
  - There are three ways to save an assignment:
    - Click **Save Assignment** to save the assignment and return to the Grade Book Main screen.
    - Select *Save/Enter Scores* to save and immediately score the assignment.



- Select *Save/Add Another Assignment* to save the assignment and repeat the steps above to create another assignment.



*New Assignment Screen*

### Using Assignment Listing Screen

1. Select *Assignment Listing* from the **Grade Book** menu.
2. Select a class and grading period if different from the current focus.

The image shows the 'Assignment Listing Screen'. At the top, there is a header bar with a user icon and the text '(S1) Jackson, K Am Govt(0) SEC:0077 / Progress Period 1'. Below this, there are four filter sections: 'Terms' (with 'Fall' and 'Spring' buttons), 'Class Focus' (with 'School Year' and 'School' dropdowns), 'Periods' (with a 'Progress Period 1 (Grading/Mark Periods)' dropdown), and a 'Show All Periods Page Size' dropdown. Below the filters is a table with columns: Period, Course, Section ID, Students, Term, Room, and Att Taken. The table shows a list of assignments for the Fall term (06/28/2019 - 12/30/2019).

Period	Course	Section ID	Students	Term	Room	Att Taken
0	Am Govt	0077	28	S1	216	
1	Psychology I	0169	23	S1	216	
2	Psychology I	0269	24	S1	216	
3	Am Govt	0369	30	S1	216	
4	Am Govt	0469	27	S1	216	

*Assignment Listing Screen*

3. Select the number of assignments to display.

The image shows the 'Assignment Listing Screen' with the 'Show All Periods Page Size' dropdown menu open. The menu lists options: 20 Assignments, 10 Assignments, 20 Assignments (highlighted), 30 Assignments, 40 Assignments, 50 Assignments, 100 Assignments, 150 Assignments, and 200 Assignments. Below the dropdown, there are two buttons: 'Assignments' and 'Grading Periods'.

*Assignment Listing Screen*

4. Edit the assignment.



Fields that you cannot edit are shaded gray. For example, **Score Type** once the assignment has scores against it.



- To edit a single assignment, make the changes directly in the row for the assignment.

Correlations		Action											
All				Save Changes Undo									
Action	Assignment	Assign Date	Subject	Score Type	A.Type	Due Date	Max.Val.	Pts.Poss.	Category	Portal			
<input type="checkbox"/>	All		Math	4-Point F	Standard				Non				
<input checked="" type="checkbox"/>	Bunny's Wish ret	9/29/2015	English Language	4-Point Rubric	Benchmark	9/29/2015	4	4.00	Normal				
<input type="checkbox"/>	Homework 9.28.1	9/28/2015	Miscellaneous	4-Point Rubric	Homework	9/28/2015	4	4.00	Not for Gra				
<input type="checkbox"/>	Homework 9/21/1	9/21/2015	Miscellaneous	4-Point Rubric	Homework	9/21/2015	4	4.00	Not for Gra				

Assignment Listing Screen

- To edit multiple assignments:
  - Select the assignments requiring the change or select **All**.

Correlations		Action											
All				Save Changes Undo									
Action	Assignment	Assign Date	Subject	Score Type	A.Type	Due Date	Max.Val.	Pts.Poss.	Category	Portal			
<input checked="" type="checkbox"/>	All		Math	4-Point F	Standard				Non				
<input checked="" type="checkbox"/>	Bunny's Wish ret	9/29/2015	English Language	4-Point Rubric	Practice	9/29/2015	4	4.00	Normal				
<input type="checkbox"/>	Homework 9.28.1	9/28/2015	Miscellaneous	4-Point Rubric	Homework	9/28/2015	4	4.00	Not for Gra				
<input checked="" type="checkbox"/>	Homework 9/21/1	9/21/2015	Miscellaneous	4-Point Rubric	Homework	9/21/2015	4	4.00	Not for Gra				
<input type="checkbox"/>	Sharks- facts	9/16/2015	English Language	4-Point Rubric	Assignment	9/16/2015	4	4.00	Normal				

Assignment Listing Screen

- Enter the change that you want applied to the assignments in the top row (for example, change **Due Date** to 10/4/2013).
- Click to apply the change to all selected assignments.

Correlations		Action											
All				Save Changes Undo									
Action	Assignment	Assign Date	Subject	Score Type	A.Type	Due Date	Max.Val.	Pts.Poss.	Category	Portal			
<input checked="" type="checkbox"/>	All		Math	4-Point F	Standard	10/4/2013			Non				
<input checked="" type="checkbox"/>	Bunny's Wish ret	9/29/2015	English Language	4-Point Rubric	Practice	9/29/2015	4	4.00	Normal				
<input type="checkbox"/>	Homework 9.28.1	9/28/2015	Miscellaneous	4-Point Rubric	Homework	9/28/2015	4	4.00	Not for Gra				
<input checked="" type="checkbox"/>	Homework 9/21/1	9/21/2015	Miscellaneous	4-Point Rubric	Homework	9/21/2015	4	4.00	Not for Gra				
<input type="checkbox"/>	Sharks- facts	9/16/2015	English Language	4-Point Rubric	Assignment	9/16/2015	4	4.00	Normal				

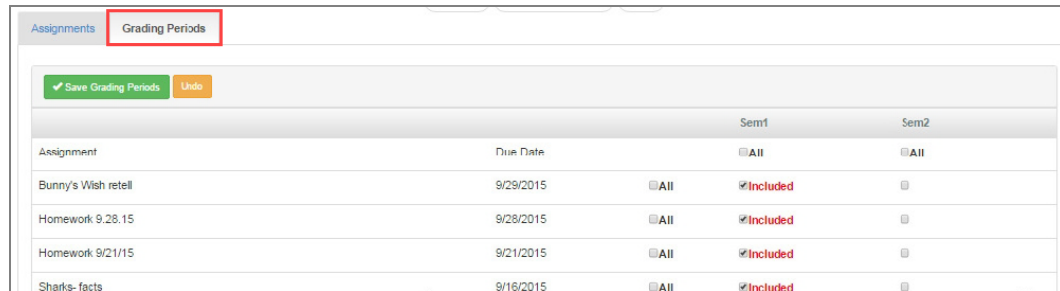
Assignment Listing Screen

- Click **Save Changes**.



## Verifying or Change Grading Periods for Multiple Assignments

1. Select the **Grading Periods** tab on the Assignment Listing screen. The grading periods currently assigned are selected and labeled **Included**.



Assignment	Due Date	Sem1	Sem2
Bunny's Wish retell	9/29/2015	<input checked="" type="checkbox"/> All	<input type="checkbox"/> All
Homework 9/28/15	9/28/2015	<input checked="" type="checkbox"/> All	<input type="checkbox"/> All
Homework 9/21/15	9/21/2015	<input checked="" type="checkbox"/> All	<input type="checkbox"/> All
Sharks- facts	9/18/2015	<input checked="" type="checkbox"/> All	<input type="checkbox"/> All

Assignment Listing Screen, Grading Periods Tab

2. Select the assignments to add to a grading period.
3. Click **Save Grading Periods**.

## Deleting Assignments

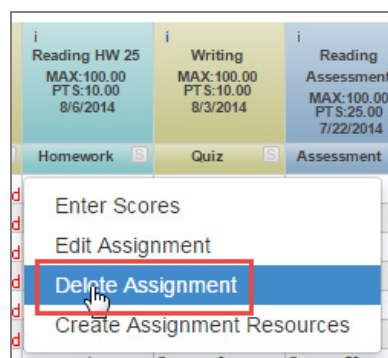
Assignments can be deleted using the following screens:

- Grade Book Main
- Enter Grade Book Scores



Student scores and resources that have been issued for that assignment are also deleted when you delete an assignment. You cannot retrieve these scores and resources.

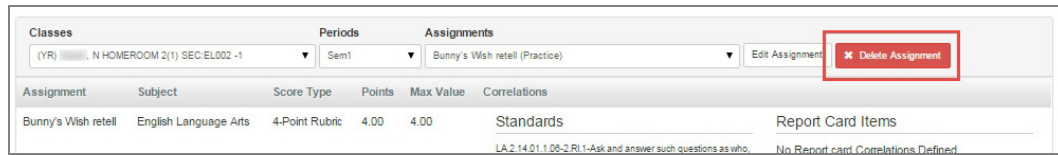
1. Select the assignment to delete:
  - From Grade Book Main, select the class that contains the assignment title and select *Delete Assignment*.



Assignment Menu



- From Enter Grade Book Scores screen for the assignment, click **Delete Assignment**.



The screenshot shows the 'Enter Grade Book Scores' interface. At the top, there are three dropdown menus: 'Classes' (showing '(YR) [blank], N HOMEROOM 2(1) SEC-EL002 -1'), 'Periods' (showing 'Sem1'), and 'Assignments' (showing 'Bunny's Wish retell (Practice)'). To the right of these is an 'Edit Assignment' button. A red box highlights a 'Delete Assignment' button with a red 'X' icon. Below these controls is a table with columns: Assignment, Subject, Score Type, Points, Max Value, and Correlations. The table contains one row for 'Bunny's Wish retell' in 'English Language Arts' with a '4-Point Rubric' score type, '4.00' points, and a '4.00' max value. To the right of the table are sections for 'Standards' (showing 'LA.2.14.01.1.08-2 RI.1-Ask and answer such questions as who...') and 'Report Card Items' (showing 'No Report card Correlations Defined').

Assignment	Subject	Score Type	Points	Max Value	Correlations
Bunny's Wish retell	English Language Arts	4-Point Rubric	4.00	4.00	

*Enter Grade Book Scores Screen*

- Click **Delete** in the confirmation message.



## Quick Assignments

The Quick Assignment screen allows saving assignments and scores across multiple classes, while saving all data entries in real-time.

- Any changes made in the Quick Assignment screen create an assignment in Grade Book.
- All subsequent changes save in real-time and are tracked in the Undo List. There is no **Save** button.
- Each change made highlights in green for ten seconds as a visual acknowledgment of the change.
- Click **Return to Grade Book** to exit the Quick Assignment screen when you are finished making changes or entering scores.
- Click **Delete Assignment** that displays once an assignment was created to delete an assignment. A message displays to confirm or to cancel the request:

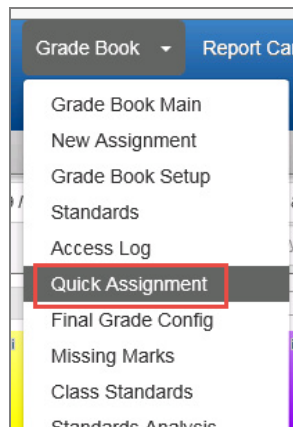
Are you sure you want to delete this assignment and all grades associated with it from ALL grading periods? [Cancel](#) [Delete](#)

*Quick Assignment Screen, Delete Confirmation*

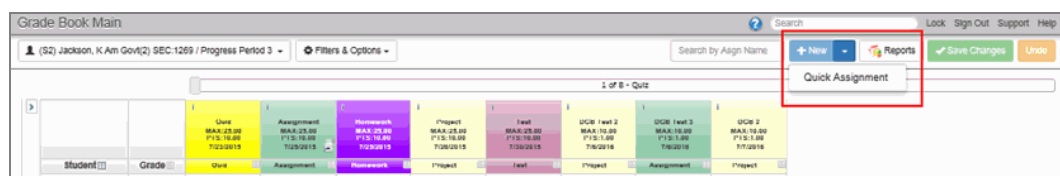


Deleting an assignment correlated to multiple sections only deletes the assignment from the currently focused section.

1. Select **Quick Assignment** from the **Grade Book** menu or click **+ New** and select **Quick Assignment** on the Grade Book Main screen.



*TeacherVUE Screen*



*Grade Book Main Screen*



## 2. Define the assignment.



You must turn Google Sync to **OFF** before making any additional changes to the assignment if you do not want to synchronize an assignment to Google Classroom. Any other change on this screen instantly creates the assignment and therefore Google Classroom immediately pulls it.

Quick Assignment Screen

Quick Assignment Screen

Click **New** on the Quick Assignment screen to create a new Quick Assignment without returning to the Grade Book Main screen.



Quick Assignment Screen

- Assignment status indicator:
  - Making a change to any part of the Quick Assignment screen creates the assignment.
  - Clicking **Assignment Not Saved** also creates the assignment.
  - The **Assignment Not Saved** is replaced with **Delete Assignment** once the assignment is created.

Quick Assignment Screen



- **Assignment Name** – Enter the name of the assignment that displays on ParentVUE/StudentVUE if enabled.
- **Description** – Enter the description of the assignment that displays on ParentVUE/StudentVUE if enabled.
- **Assignment Type** – Select an assignment type.

Quick Assignment Screen

- – Indicates a District-Wide Assignment Type
- – Indicates a Teacher-Created Assignment Type
- – Indicates an Assignment Type with Weighting (if applicable)



The list is defined by the settings under **Which assignment type would you like to use?** on the **Assignment Weighting** tab in [Grade Book Setup](#).

- **Score Type** – Select *Raw Score*, *Percentage*, or any other Grade Book score types previously created.



**Max Score** and **Points** must be entered when using *Raw Score*.

**Points** must be entered when using *Percentage*. Scores are entered as percentages when entering scores. For example, the teacher enters 90 (9/10 = 90%) as the score if the student earned 9 points out of 10 points possible.

You must have a [Scoring Rubric](#) defined when using *Rubric*.

- Select a **Rubric**.
- Select whether to **Show Rubric Score in Portal**.



- **Max Score** – Enter the maximum number of points possible on an assignment (XXXX.XX).
- **Points** – Enter the number of points the assignment is worth in Grade Book.



This is the same value as the **Max Score** for most assignments. Extra Credit assignment allow values of *0.1* and higher. See [Configuring Assignment Scoring Settings](#) to weight the assignment.



**Score Type, Max Score, and Points** may not be available in Standards Mode based on your district's settings.

- **Assignment Date** – The date the assignment was given to students. The default is today's date.
- **Due Date** – The date the assignment is due. The default is today's date.



Not all Assignment Types include a **Due Date** selector.

### 3. Complete the **Advanced** options:

The screenshot shows the 'Quick Assignment Screen' with the 'Advanced' tab selected. The 'Classes' section is visible. Under 'Assignment Category', there are three buttons: 'Normal', 'Extra Credit', and 'Not for Grading'. Under 'Parent/Student Portal', there are three settings: 'Show in Parent/Student Portal' (ON), 'Show only when scored' (OFF), and 'Show Rubric Score in portal' (ON). Under 'Assignment Drop Box', there is one setting: 'Enable Assignment Drop Box' (OFF).

*Quick Assignment Screen*

- **Assignment Category** – Select the grading category for the assignments. Options include:



- **Normal** – Select if the assignment count towards the student’s overall grade.
- **Extra Credit** – Select if the assignment is an opportunity for the student to improve their overall grade. Extra Credit does not negatively affect their grade.



Create extra credit assignment only in assignment categories that have at least one other assignment entered in that assignment category (for example, Tests).



Grade Book counts the extra credit assignment if an extra credit assignment is part of a weighted assignment category where no **Normal** assignments have been scored yet.

- **Not for Grading** – Select if the assignment does not count toward the student’s overall grade.
- **Parent Portal** – Displays the assignment in ParentVUE and StudentVUE if enabled. Select an option.
  - **Show in Parent/Student Portal** – Toggle to **OFF** to not show the assignment in the portal. This option is selected by default.
  - **Show only when scored** – Toggle to **ON** to hide unless scored.
  - **Show Rubric Score in portal** – Toggle to **ON** to display when using a rubric. This option is selected by default.
- **Assignment Drop Box** – Toggle to **ON** to allow students to upload completed assignments through StudentVUE if enabled by your district. When enabled, enter the following:
  - **Document Control Limit** – The number of documents that the student can upload for the assignment. This could be multiple version of the same document or multiple documents to fulfill the assignment.
  - **Drop Box Date Range** – The date students can start uploading assignment documents and the date students can no longer upload assignment documents.

Assignment Drop Box



**Enable Drop Box** to use the DropBox Grader for scoring assignments.



4. Select the Classes for the assignment from **Sections**.

The screenshot shows the 'Quick Assignment Screen' with the 'Sections' dropdown menu open. The menu lists four entries: (S2) Jackson, K Am Govt(0) SEC:1077, (S2) Jackson, K Psychology II(1) SEC:1169, (S2) Jackson, K Am Govt(3) SEC:1369, and (S2) Jackson, K Am Govt(4-5) SEC:1469. The 'Classes' tab is selected, and the 'Grading Periods' and 'Resources' tabs are also visible.

Quick Assignment Screen



Select it from the list of added classes to remove a section.

5. Select the Grading Period for the assignment from **Periods**.

The screenshot shows the 'Quick Assignment Screen' with the 'Periods' dropdown menu open. The menu lists four entries: 3rd Qtr, Progress Period 4, 4th Qtr, and Sem 2 Final. The 'Grading Periods' tab is selected, and the 'Classes' and 'Resources' tabs are also visible.

Quick Assignment Screen



Select it from the list of added periods to remove a Grading Period.

6. Add web and document resources to the assignment from **Resource** if needed.

The screenshot shows the 'Quick Assignment Screen' with the 'Attach New Resource' dialog box open. The dialog box has fields for 'Resource Name', 'Resource Description', 'Show in Parent/Student Portal' (set to OFF), 'Resource Type' (set to Web Resource), and 'Resource Web Address'. There are 'Cancel' and 'Add' buttons at the bottom right.

Quick Assignment Screen, Resources





See [Resources](#) for more information.

Synergy TeacherVUE

(S2) Jackson, K Am Govt(0) SEC: 1077 / 4th Qtr Delete Assignment New Return to Grade Book

**Assignment** Advanced

Assignment Name  
New Assignment 06/04/2020 10:49:21 AM

Description

Assignment Type  
Homework

Score Type  
Raw Score

Points  
1.0

Rubric  
<< select >>

Assignment Date  
6/4/2020

Due Date  
6/4/2020

**Classes** + Sections

(S2) Jackson, K Am Govt(0)  
SEC: 1077

**Grading Periods** + Periods

4th Qtr

**Resources** + Resource

No Resource Added

**Scores** Search scores

Section	Student	Grade	Score	Comment	
(0) 1077	Abbott, Billy	90.1% A-			
(0) 1077	Crane, Kellie	75.1% C			
(0) 1077	Curry, Arthur	76.8% C			
(0) 1077	Dinah, Esther	83.3% B			
(0) 1077	Gordon, Barbara	53.2% F			
(0) 1077	Grayson, Dick	57.4% F			
(0) 1077	Grey, Jean	80.4% B-			
(0) 1077	Hayden, Jenny	68.8% D+			
(0) 1077	Hex, Jonah	64.1% D			
(0) 1077	Holland, Alec	68.8% D+			
(0) 1077	Isley, Pamela	61.5% D-			

Quick Assignment Screen



## Scoring Quick Assignments

Use the Score section to enter student **Scores**, **Comments**, and **Notes** that save in real-time.

Section	Student	Grade	Score	Comment	Notes
(0) 1077	Klein, William	92.0% A-	20		Public Notes Private
(0) 1077	Maarkovic, Rose	91.0% A-			Public Notes Private
(0) 1077	Addington, Paula	88.3% B			Public Notes Private

Quick Assignment Screen, Scores

- Advanced fill-down options are available for **Score** and **Comment** entry once you make an entry.
- Holding **SHIFT** selects multiple columns. Includes functionality for independent sorting of these columns.
- Selecting the column headings sort the grid in ascending or descending order.

## Scoring a Quick Assignment

1. Enter **Score**. Scores save in real time and the overall Grade needs to recalculate to be accurate.
  - Enter **Scores**, **Comments**, and **Notes** if not using a rubric.
  - **Rubric Scoring Mode** displays if using a rubric.
    - a. Toggle to **ON** to enter scores using the rubric.
    - b. Select a **Score** field for a student to display the rubric.

Section	Student	Grade	Score
(2) 1289	Wolf Black, Alan	99.1% A+	
(2) 1289	Wolf, Nicholas	92.3% A-	
(2) 1289	Wiertel, Jose	68.7% D+	
(2) 1289	Taylor, Russell	73.2% C-	
(2) 1289	Stockton, Edward	77.8% C+	
(2) 1289	Sneed, Anthony	72.3% C-	
(2) 1289	Romero, Jennifer	87.4% B+	

Quick Assignment Screen



- c. Select a criterion from the rubric. The ratings for the selected criterion display.

The screenshot shows the 'Quick Assignment Screen' with a modal window for selecting a criterion. The modal has a header with 'Score', 'Comment', and 'Notes' tabs. Below the header are three buttons: a green checkmark, an orange 'X', and a red trash can. To the right of these buttons, it says 'Rubric Points: -- / --' and 'Scaled for Assignment: -- / 10'. The student's name 'Wolf Black, Alan' is displayed. The main area of the modal shows a list of criteria: 'Quality', 'Grammar', and 'Creativity', each with a right-pointing arrow. At the bottom of the modal are three buttons: a left arrow, a green 'Next Ungraded' button with a right arrow, and a right arrow.

Quick Assignment Screen

- d. Select a rating. The list of criterion display.

The screenshot shows the 'Quick Assignment Screen' with the modal window displaying the 'Quality' criterion. The modal has the same header and buttons as the previous screenshot. The main area shows a list of ratings for 'Quality': 'Topic covered well. Excellent Introduction,...' with a score of 5, 'Issues with Introduction or Conclusion.' with a score of 3, and 'Topic not covered well.' with a score of 0. There is a '(clear)' link at the bottom of the list. At the bottom of the modal are three buttons: a left arrow, a green 'Next Ungraded' button with a right arrow, and a right arrow.

Quick Assignment Screen

- e. Continue selecting criterion and ratings until scoring is complete. The rubric points tally and display for the assignment.
- f. Click a navigation option to save and move to another student.
- Click , , or , or anywhere outside of the scoring rubric window saves the student's score for the assignment.
  - Click automatically navigates to the next student in the list that does not have a grade saved for this assignment.
  - Click to cancel any changes and close the rubric scoring window.
  - Click to clear all selected ratings.




2. Click  to recalculate all of the overall **Grades** of the students in the class.



Marking a student **EXCLUDED** from an assignment or entering a comment with a not scored value requires a recalculation.

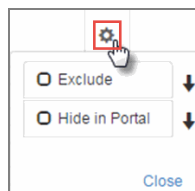
Section	Student	Grade	Score	Comment
(2) 1212	Willis, Thomas	60% <del>D</del>		
(2) 1212	Warren, Clarence	74% <del>C</del>	7	
(2) 1212	Stein, Alice	60% <del>D</del>	6	
(2) 1212	Smith, Juan	44% <del>F</del>	5	

Quick Assignment Screen

3. Click  to display the scoring options to exclude a student from the assignment and/or to hide the assignment from ParentVUE / StudentVUE, if needed.



Fill-down options are also available for the **Exclude** and **Hide in Portal** options.



Quick Assignment Screen

The symbol changes and highlights in red depending on what is selected:



– Student **Excluded** from the assignment



– Assignment hidden in ParentVUE / StudentVUE

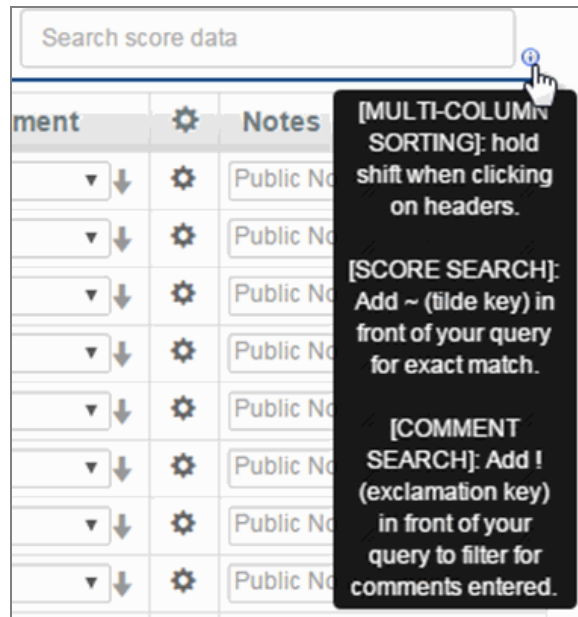


– Student **Excluded** from the assignment AND the assignment hidden in ParentVUE / StudentVUE



## Searching Score Data

- Enter a keyword search to filter by **Section**, **Student** name, overall **Grade**, and assignment **Score**. From the results:
- Press **ENTER** or **TAB** to navigate the cursor to the **Score** column.
- Press **ENTER** or **TAB** to return to the search box.
- Add ~ (tilde) in front of the search for an exact score search (for example: ~17)
- Add ! (exclamation) in front of the search to filter for comments (for example: !*absent*)



Quick Assignment Screen



## Undo List

Click **Undo List** to view a list of ongoing changes made anywhere on the Quick Assignment screen during this session.

- Click **[undo]** to revert the listed change and adds a new entry for the reverted change.
- Click **clear list** to clear the list and start a new list of changes.



The list also clears upon exiting the Quick Assignment screen.

The screenshot shows the 'Quick Assignment Screen' with a section titled 'Assignment Saving Activity'. At the top right of this section is a 'clear list' link. Below the title, there is a list of changes, each with an '[undo]' link to its right. The changes are as follows:

Description	Old Value	New Value
Description is saved.	{empty}	Chapters 1-4
Assignment Name is saved.	New	Assignment 07/14/2016 02:56:53 PM
Score for Rogers, Kathy (in (2) 1212) is saved.	19	17
Score for Rogers, Kathy (in (2) 1212) is saved.	{empty}	19
Score for Smith, Juan (in (2) 1212) is saved.	{empty}	5
Score for Stein, Alice (in (2) 1212) is saved.	{empty}	6

Quick Assignment Screen



## Resources

Add resources such as a website or a document for a class or assignment. Students and parents can download resources through StudentVUE and ParentVUE in the **Grade Book** tab.

- Class resources are added from the Class Manager or Resources screens and show on the ParentVUE and StudentVUE screens under Class Resources.

The screenshot shows the StudentVUE interface for a student named Ian at Adams Elementary. The left sidebar contains navigation links: Messages, Calendar, Attendance, Class Schedule, Class Websites, Course History, Course Request, Grade Book, and Report Card. The main content area displays the 'Grade Book Summary for Fourth Quarter (ending on 07/31/2015)'. A table lists the student's performance in Math, showing 0 missing assignments, 2 class level resources, and a score of 86.05 / 100, resulting in a (B) (86%) grade. The 'Class Resources' link is highlighted with a red box.

Teacher	Subject Area	Missing Assignments	Class Resources	Points	Percentage
Natalie Carroll	Math	0	2 Class Level Resources	86.05 / 100	(B) (86%)

StudentVUE, Grade Book Page

- Assignment resources are added from the Grade Book Assignment screen or when editing an assignment on Grade Book Main or from [the Quick Assignment screen](#). Assignment resources show on the ParentVUE and StudentVUE Assignment Details screens.

The screenshot shows the StudentVUE interface for a student named Ian at Adams Elementary. The left sidebar contains navigation links: Messages, Calendar, Attendance, Class Schedule, Class Websites, Course History, Course Request, Grade Book, Report Card, Student Info, Custom Tab, and Digital Locker. The main content area displays the 'Grade Book Assignment Detail' for 'Assignment 1'. The assignment is a Project due on 03/30/2015, with a score of 20.00 Points Possible. The 'Resources' section is highlighted with a red box, showing a table with columns for Name and Description, containing the entry 'Practice Questions'.

Name	Description
Practice Questions	

StudentVUE, Grade Book Assignment Page

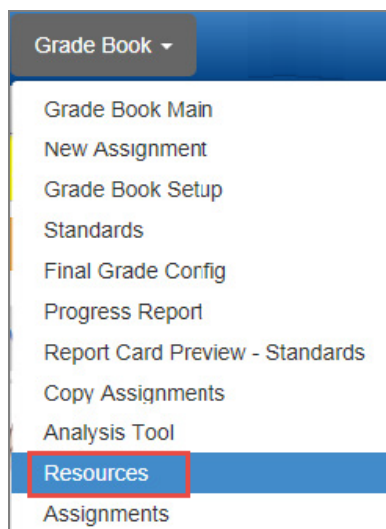


## Creating Resources

Electronic resources such as document files or web pages may be attached to a class or assignment.

1. Access Resources:

- Select **Resources** from the **Grade Book** menu to create a class resource.



Grade Book Menu

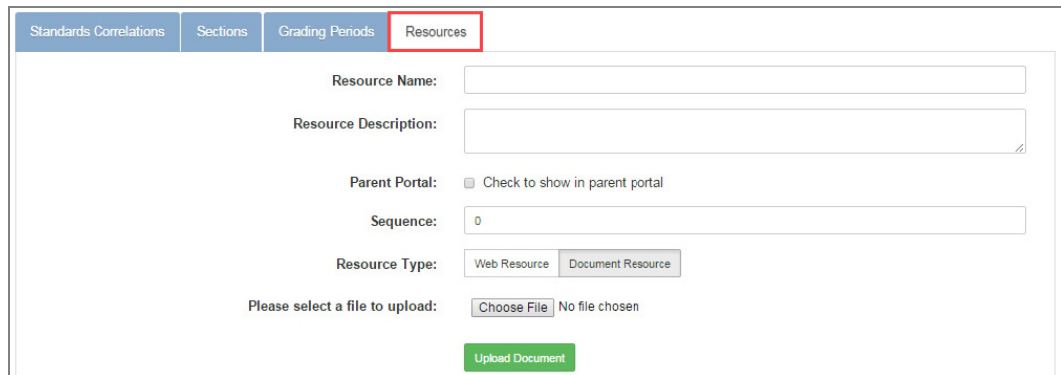
- Select the **Class Resources** tab on the Class Manager screen to create a class resource.

A screenshot of the 'Class Manager' screen, specifically the 'Class Resources' tab. The tab is highlighted with a red rectangular box. Below the tab, the heading 'Add Class Level Resource' is followed by a note: 'Class resources are not attached to a specific assignment. They can be displayed in the parent portal or hidden.' The form contains several fields: 'Resource Name' (text input), 'Resource Description' (text area), 'Parent Portal' (checkbox labeled 'Check to show in parent portal'), 'Sequence' (text input with '0'), 'Classes/Sections' (a list of checkboxes for various classes and sections, with '(YR) Week 3 Math Quiz Breakout SEC:N/A' selected), 'Resource Type' (radio buttons for 'Web Resource' and 'Document Resource'), and 'Please select a file to upload:' (a 'Choose File' button and 'No file chosen' text). At the bottom right is an 'Upload Document' button.

Class Manager Screen, Class Resources Tab



- Select the **Resources** tab on the Grade Book Assignment screen to create an assignment resource.

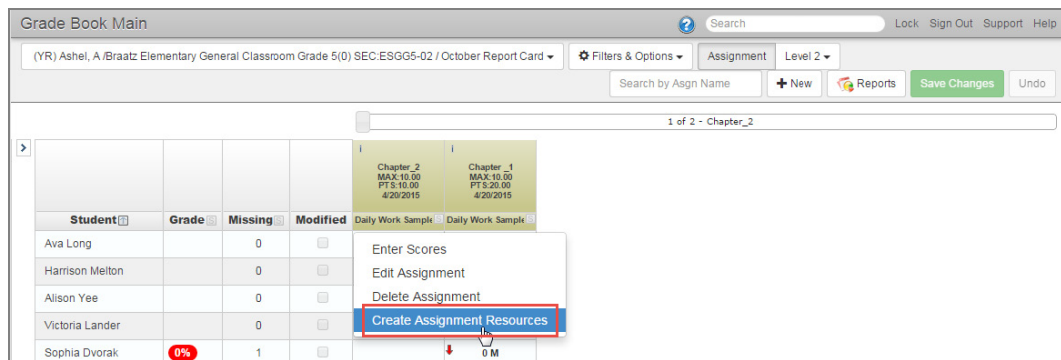


The screenshot shows the 'Resources' tab in the Grade Book Assignment screen. It contains the following fields and options:

- Resource Name:** A text input field.
- Resource Description:** A larger text input field.
- Parent Portal:** A checkbox labeled 'Check to show in parent portal'.
- Sequence:** A text input field with the value '0'.
- Resource Type:** Two radio buttons: 'Web Resource' and 'Document Resource'.
- Please select a file to upload:** A 'Choose File' button and the text 'No file chosen'.
- Upload Document:** A green button at the bottom.

Grade Book Assignment Screen, Resources Tab

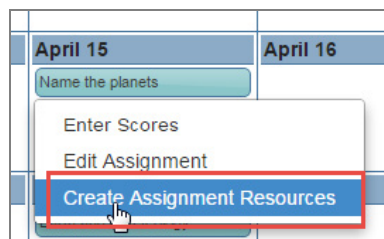
- Select **Create Assignment Resources** for the assignment to create an assignment resource.



The screenshot shows the 'Grade Book Main' screen. At the top, there's a search bar and navigation links. Below, a table lists students with columns for Student, Grade, Missing, and Modified. A context menu is open over the table, showing options: 'Enter Scores', 'Edit Assignment', 'Delete Assignment', and 'Create Assignment Resources' (which is highlighted with a red box). The table data includes students like Ava Long, Harrison Melton, Alison Yee, Victoria Lander, and Sophia Dvorak.

Grade Book Main Screen

- Select **Create Assignment Resources** on the Calendar screen.



The screenshot shows a calendar view for April 15 and April 16. A context menu is open over the calendar, showing options: 'Enter Scores', 'Edit Assignment', and 'Create Assignment Resources' (which is highlighted with a red box). The calendar entry for April 15 is 'Name the planets'.

Calendar Screen

2. Enter the **Resource Name**.
3. Enter the **Resource Description**.
4. Select **Parent Portal** to display this resource in ParentVUE and StudentVUE.
5. Enter a **Sequence** number for the resource if you want multiple resources to display in a specific order.



Resources display alphabetically if no sequence or the same sequence number is used.



6. Select the **Classes/Sections** that use this resource.
7. Select the **Resource Type**:
  - Select **Web Resource** to enter a website to use with the assignment.
    - a. Enter the **New Web Resource URL**.
    - b. Click **Test URL**.
    - c. Click **Insert Link**. The resource displays at the bottom of the screen.
  - Select **Document Resource** to upload a file (Microsoft Office®, PDF file, etc.) to use with the assignment.
    - a. Select Document Resource.
    - b. Click **Choose File** to select the file to upload.
    - c. Click **Upload Document**.

The screenshot shows the 'Resources' tab in the 'Assignment Screen'. The tab is highlighted with a red box. The form contains the following fields and buttons:

- Resource Name:** A text input field.
- Resource Description:** A text input field with a small icon on the right.
- Parent Portal:** A checkbox labeled 'Check to show in parent portal'.
- Sequence:** A dropdown menu showing '0'.
- Resource Type:** Two buttons: 'Web Resource' and 'Document Resource'.
- Please select a file to upload:** A 'Choose File' button and the text 'No file chosen'.
- Upload Document:** A green button.

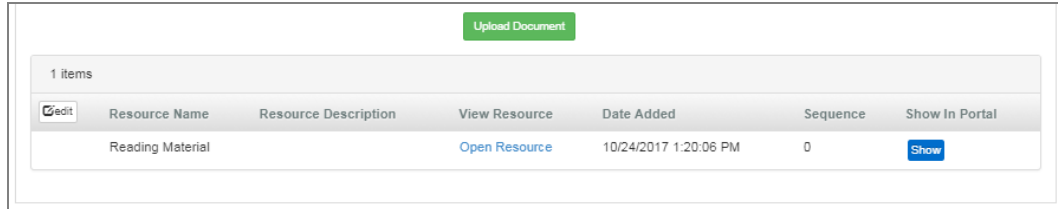
*Assignment Screen, Resources Tab*



## Viewing Resources

### 1. Select **Resources** from the **Grade Book** menu.

- Scroll to the bottom of the **Class Resources** tab on the Resources screen to view a resource for a class. Any available Class Resources display at the bottom of the Resources screen.

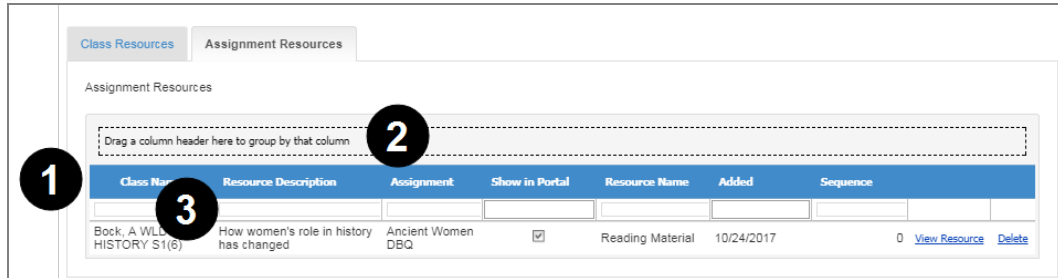


1 items

<input checked="" type="checkbox"/> Edit	Resource Name	Resource Description	View Resource	Date Added	Sequence	Show In Portal
	Reading Material		<a href="#">Open Resource</a>	10/24/2017 1:20:06 PM	0	<a href="#">Show</a>

Resources Screen, View Class Resources

- Select the **Assignment Resources** tab to view resources for an assignment. The **Assignment Resources** tab displays a list of resources for assignments.



Class Resources Assignment Resources

Assignment Resources

Drag a column header here to group by that column

1	2	3	Class Name	Resource Description	Assignment	Show in Portal	Resource Name	Added	Sequence
			Book, A WLL HISTORY S1(6)	How women's role in history has changed	Ancient Women DBQ	<input checked="" type="checkbox"/>	Reading Material	10/24/2017	0 <a href="#">View Resource</a> <a href="#">Delete</a>

Grade Book Main Screen, Assignment Resources Tab

You can reorder and customize how the information is displayed on this tab.



- Click the header to sort the column in ascending or descending order. ①
- Enter a value to filter the column. ② For example Math.
- Drag a column header into box to group the results. ③

### 2. View the attached resource.

- Class Resource – Click **Open Resource**.
- Assignment Resource – Click **View Resource**.

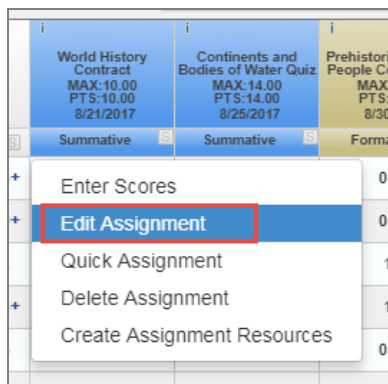
Electronic files download to your computer and websites open in another tab.



## Modifying Resources



1. Select the resource:


- Class Resources – Click **Edit** on the **Class Resources** tab. The resource information that you can edit displays.
- Assignment Resources – On Grade Book Main:
  - a. Select *Edit Assignment* from the assignment on Grade Book Main.




Grade Book Main Screen





b. Select the **Resources** tab.

c. Click  or  in the header. The resource information that you can edit displays.

1 items						
	Resource Name	Resource Description	View Resource	Date Added	Sequence	Show In Portal
	Reading Material	How women's role in history has changed	<a href="#">Open Resource</a>	10/24/2017 1:25:08 PM	0	<a href="#">Show</a>

Grade Book Main Screen, Resources Tab

2. Edit the resource name or description and whether to show it in ParentVUE and StudentVUE. The  icon displays on the row.

1 items							 SAVE	 CANCEL
	Resource Name	Resource Description	View Resource	Date Added	Sequence	Show In Portal		
	<input type="text" value="Reading Material"/>	<input type="text" value="How women's role in histor"/>	<a href="#">Open Resource</a>	10/24/2017 1:25:08 PM	<input type="text" value="1"/>	<input type="checkbox"/>	<a href="#">Show</a>	


Grade Book Main Screen, Resources Tab

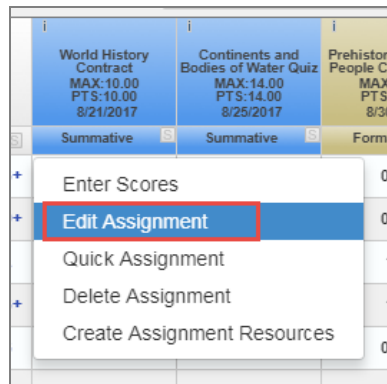
3. Click **Save**.



## Deleting Resources

1. Select the resource.

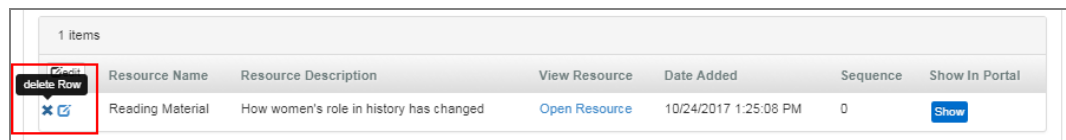
- Class Resources – Click  on the **Class Resources** tab.
- Assignment Resources – On Grade Book Main:
  - a. Select *Edit Assignment* from the assignment on Grade Book Main. The Grade Book Assignment screen displays.




Grade Book Main Screen

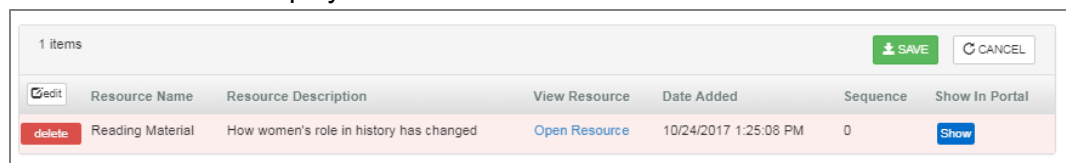
b. Select the **Resources** tab.

c. Click .



Grade Book Main Screen, Resources Tab

The  icon displays on the row.



Grade Book Main Screen, Resources Tab

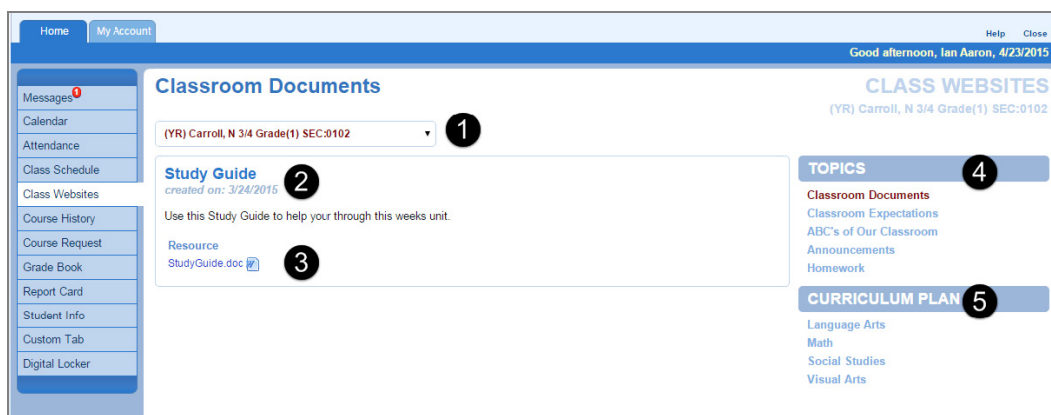
2. Click **Save**.



## Setting Up a Class Website

You can create websites that parents and students view in ParentVUE and StudentVUE that are specific to your class if the district has enabled Class Websites. These websites have topics such as:

- Announcements
- Homework
- Classroom Documents
- Helpful hints
- Additional resources
- Directions



ParentVUE/StudentVUE - Class Website

The website displays all homework assignments that are not scored during the current year or current semester depending upon the length of the class.

- **Class** – Displays the posts for the selected class or homeroom. ①
- **Posts** – Displays the information regarding the post. ②
- **Resources** – Displays the electronic files uploaded to the website that the students can use. ③
- **Topics** – Topic names display under this banner on the right hand side. Grade Book comes with some pre-configured topics: Classroom Documents, Announcements, and Homework. These cannot be deleted. You can add custom topics. ④
- **Curriculum Plan** – Curriculum items created using LessonVUE display under this banner. ⑤



## The Teacher Class Website Entry Screen

This section describes the Teacher Class Website Entry screen formatting window used to create website posts and topics. The information in the formatting window displays slightly different in ParentVUE/StudentVUE.



Reselect the topic in StudentVUE after you save changes made in the Teacher Class Website Entry screen to see how your changes affected the post.

1. Select *Class Website* from the **Grade Book** menu.

The screenshot shows two panels. The 'Class Topics' panel on the left has a '+ NEW' button and a list of three topics: 'Announcements' (selected), 'Classroom Documents', and 'Homework'. Each topic has a 'Select' button. A note above the list states: 'Topics are shown in the parent/student portal for this class. The Homework topic is generated from both your postings and from ungraded assignments.' The 'Announcements' panel on the right shows '0 items' and a '+ NEW' button, with a message: 'There are no posts in this topic. Click New to add a post.'

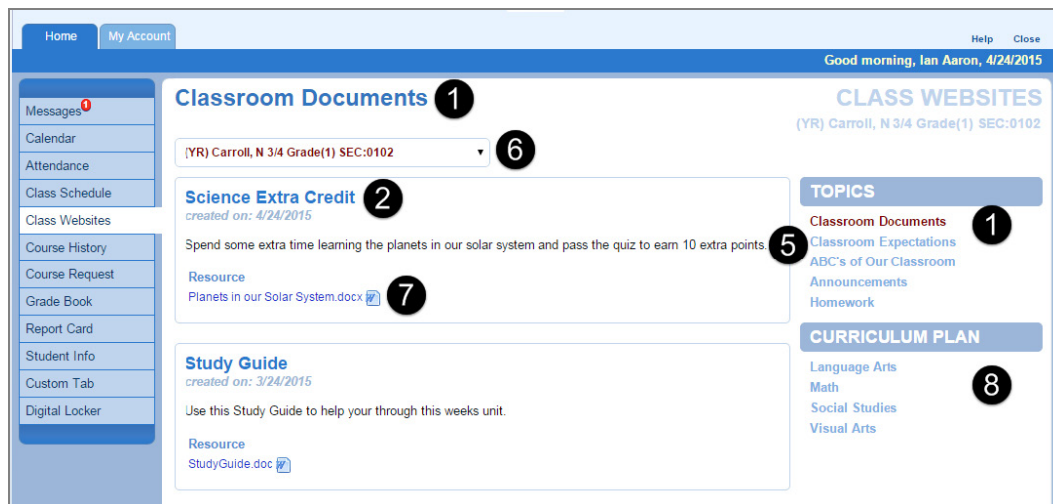
*Class Website, Select Topic*

2. Format the post.

The screenshot shows the 'Teacher Class Website Entry' window with several numbered callouts. 1. 'Topic' dropdown menu set to 'Announcements'. 2. 'Headline' text input field. 3. 'Visibility' toggle set to 'Visible'. 4. Rich text editor toolbar with various formatting options. 5. Large text area for the post content. 6. 'Sections' list with checkboxes for various topics, including '(YR) Carroll, N 3/4 Grade(1) SEC:0102' which is checked. 7. 'Documents' section with an 'Upload New Document' button. At the bottom right are 'Save' and 'Cancel' buttons.

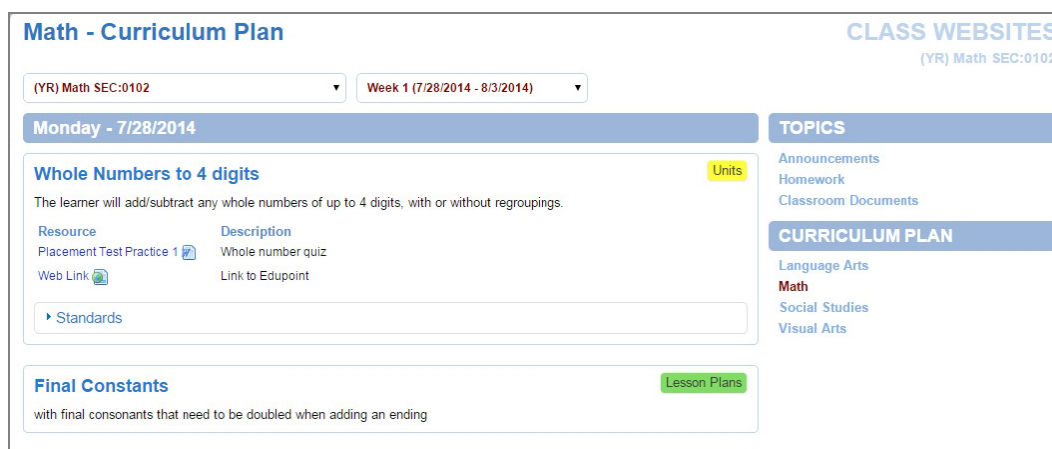
*Teacher Class Website Entry Screen*






*Class Websites, StudentVUE*

- **Topic** – Displays in the list of Topics and at the top of the web-page. ❶
- **Headline** – Displays at the start of the post. ❷
- **Visibility** – Determines if the post displays on ParentVUE/StudentVUE. ❸
- **Post** – Description or information for your post. ❹
- **Section** – Select the class/section that the post applies. ❺
- **Documents** – Upload resources for the post. ❻
- **Curriculum Plan** – The curriculum elements display if your district uses LessonVUE. ❼








*Curriculum Plan, StudentVUE*

The formatting and editing tools available for creating templates and content are: ❹

-  **Source** – Toggles the view between WYSIWYG (What You See Is What You Get) and HTML editing mode. The HTML tags such as <p> or <b> display when editing in HTML. For example, a heading using the Heading 1 style displays as: <h1>Heading</h1>.



-  **New Page** – Clears unsaved changes
-  **Preview** – Previews the template design
-  **Cut, Copy, and Paste** – Cuts, copies, or pastes the selected text
-  **Paste as Plain Text** – Pastes the text as plain text with no formatting. This is helpful when copying from other programs that may have hidden HTML formatting, such as other web pages or Microsoft Outlook.
-  **Paste From Word** – Inserts text copied from Microsoft Word and allows you to edit the text to remove erroneous HTML code that Microsoft Word inserts.
  - a. Paste the text in the pop-up box.
  - b. Select **Remove Styles definitions** if needed.
  - c. Click **OK**.

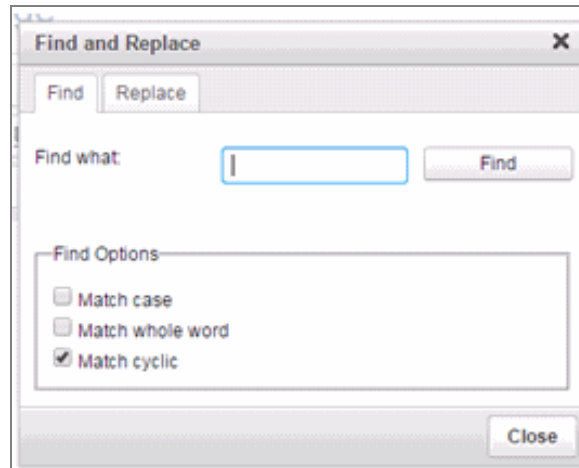


*Paste From Word Window*


-  **Undo and Redo** – Undoes the last action or redoes the last action

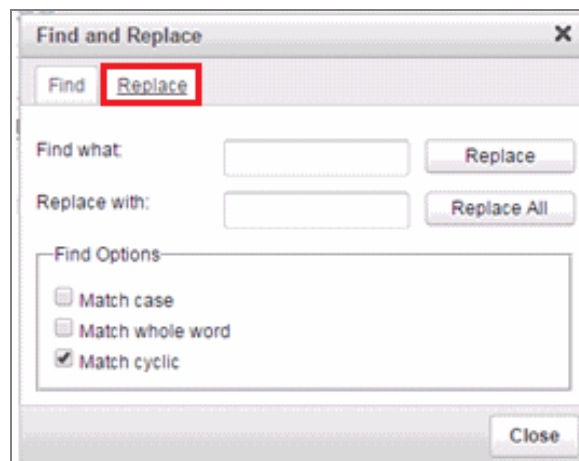


-  **Find** – Searches for text



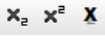




*Find And Replace Window*














-  **Replace** – Replaces text

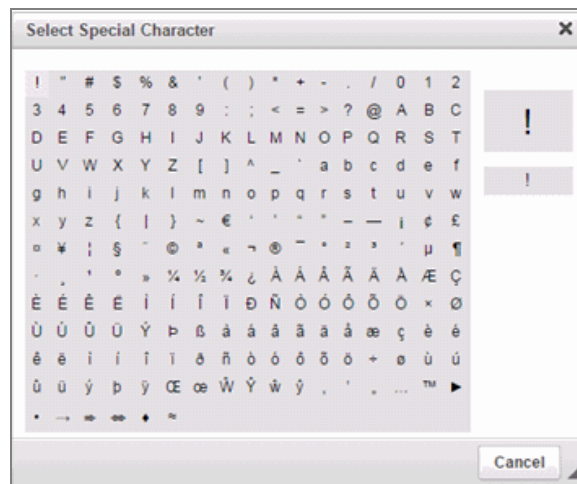


*Find And Replace Window, Replace Tab*


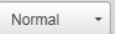




-  **Select All** – Selects all content in the formatting window
-  **Bold, Italic, Underline, or Strikethrough** – Formats the selected text as bold, italic, underline, or strikethrough
-  **Subscript and Superscript** – Inserts subscript or superscript text
-  **Remove Format** – Clears all formatting for the selected text
-  **Insert/Remove Numbered or Bulleted List** – Formats the selected paragraphs as numbers or bullets






-   **Increase or Decrease Indent, Outdent** – Indents or outdents the selected paragraph
-  **Blockquote** – Indents the paragraph on both sides
-     **Align Left, Center, Align Right, or Justify** – Aligns text per the setting
-   **Insert Hyperlink or Remove Hyperlink** – Inserts or removes a link to a website or email address
-  **Anchor** – Inserts a place that you can link to inside the template
-  **Table** – Inserts a table
-  **Insert Horizontal Line** – Inserts a horizontal line
-  **Insert Special Character** – Inserts a special character such as a copyright mark or currency symbol



Select Special Character Window

-  **Text Style** – Selects a built-in format for the selected text
-  **Paragraph Style** – Selects a built-in format for the selected paragraph
-  **Font** – Selects a font for the selected content
-  **Size** – Selects a font size for the selected content
-  **Text Color** – Applies the selected color to the text
-  **Background Color** – Highlights the text with the selected color

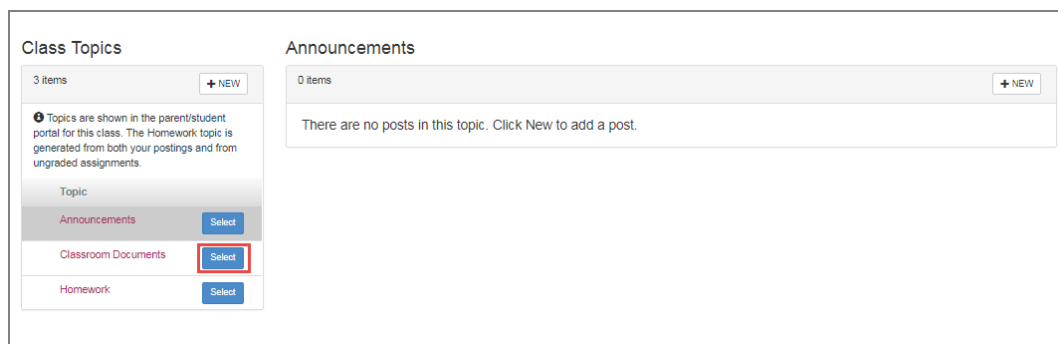


-  **Maximize** – Maximizes the editing window
-  **Show Blocks** – Shows the content inside of blocks
-  **About CKEditor** – Lists information about the CKEditor (the HTML text editor used to edit the content)

## Creating Posts and Custom Topics

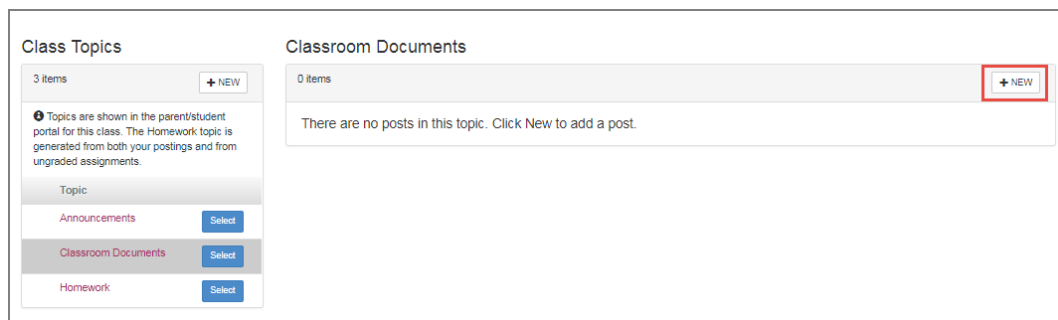
---

1. Click **Select** for the topic to edit.



*Class Website Screen*

2. Click **NEW** to open the Teacher Class Website Entry screen.



*Class Website Screen*



3. [Enter and format the post/topic.](#)

- Replace the name of the **topic** with your custom name to add a custom topic

*Teacher Class Website Entry Screen*

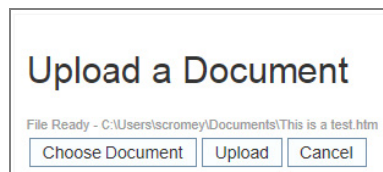
You can only delete topics and posts that you created. Delete all the posts stored in that topic to delete a custom topic.

- Complete the following to add a new post.
  - a. Enter a **Headline**.
  - b. Enter and format the post content.
  - c. Set the **Visibility** for students and parents.



Toggle the **Visible** toggle to **Hidden** if you are not finished with your post or do not want it visible.

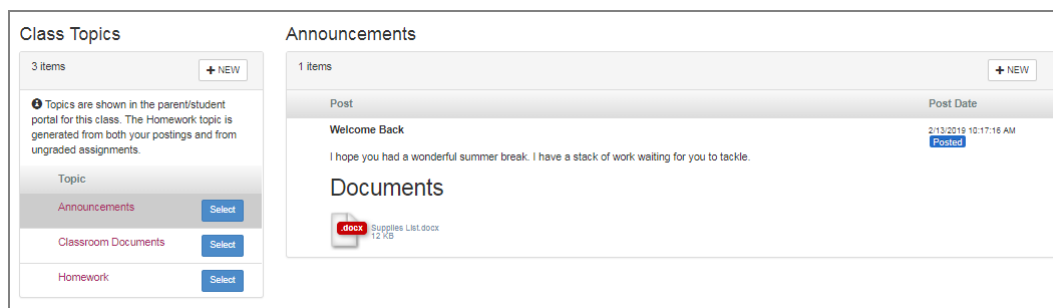
- d. Select the **Sections** or break out classes/groups that will see this post.
- Click **Upload New Document** to add a document or file.
    - a. Click **Choose Document**.

*Upload A Document Window*

- b. Select a document and click **Upload**. The document icon displays under your post.




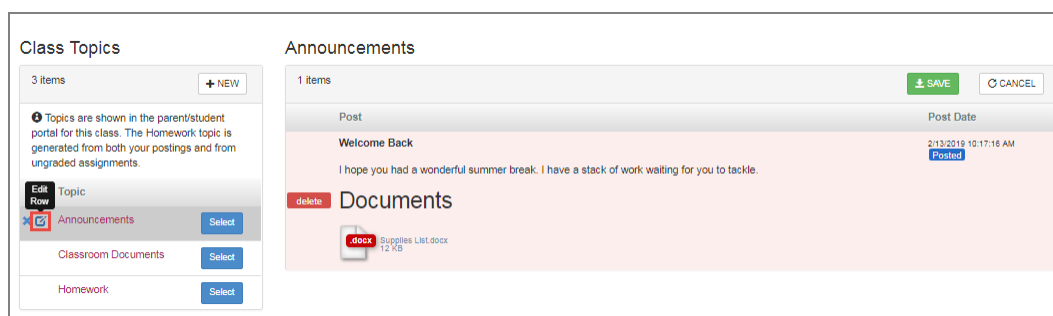
- Click **Save**. The new post heading and content display under the topic heading with blue Posted label in Grade Book.




Class Website Screen

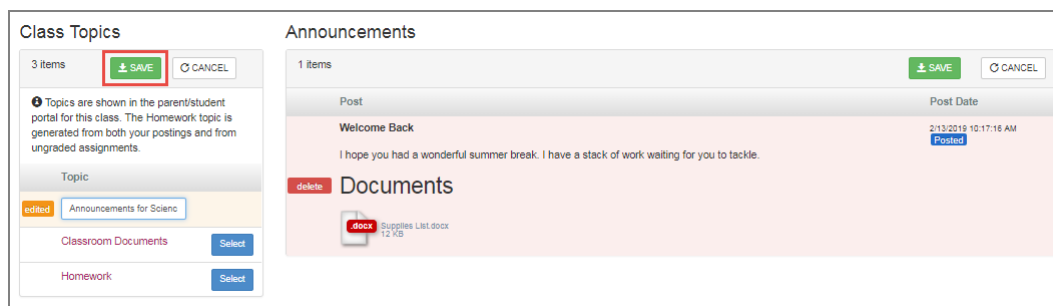
## Changing Topic Name

- Hover over the topic until the delete and edit icons display.
- Click .



Class Websites Screen


- Edit the name. The  icon displays on the row.
- Click **Save**.

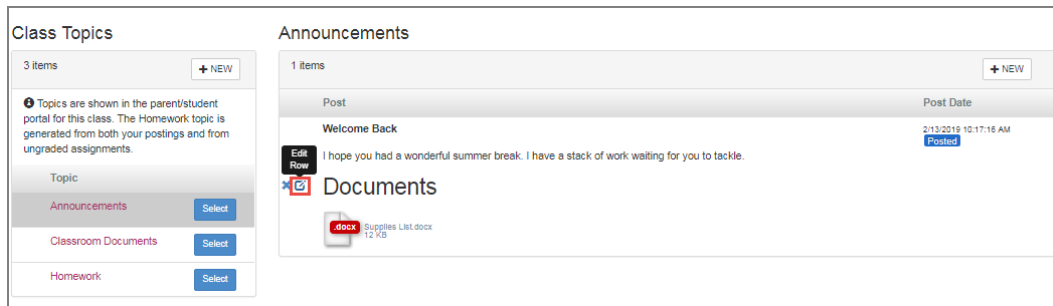


Class Websites Screen



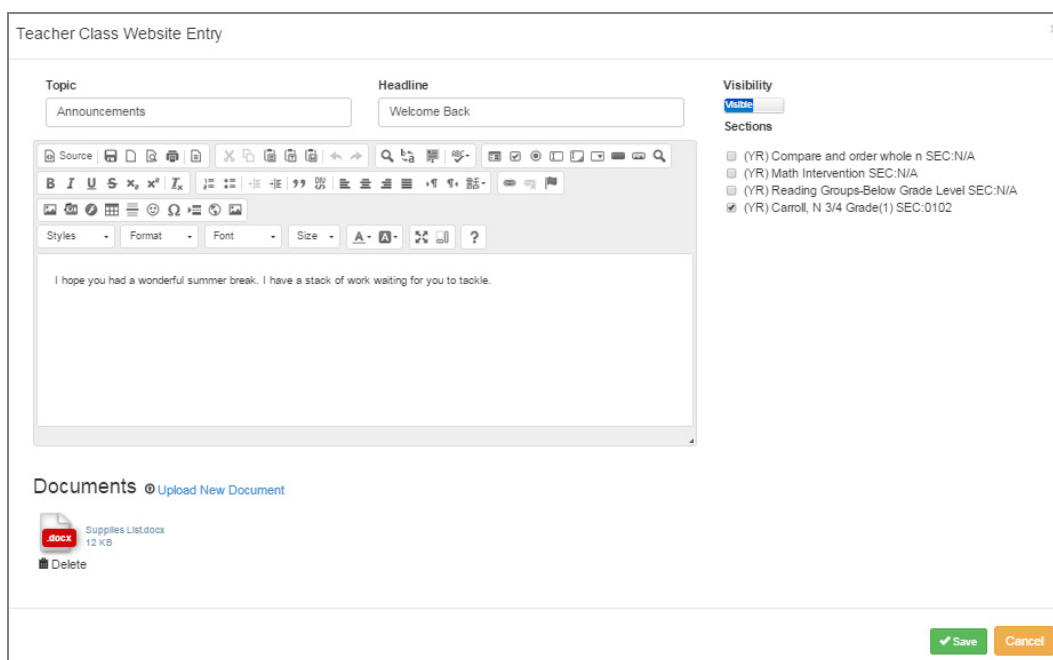
## Editing a Post

1. Hover over the subject until the delete and edit icons display.
2. Click  to open the Teacher Class Website Entry screen.



Class Website Screen


3. Make the necessary changes to the post.
4. Click **SAVE**.

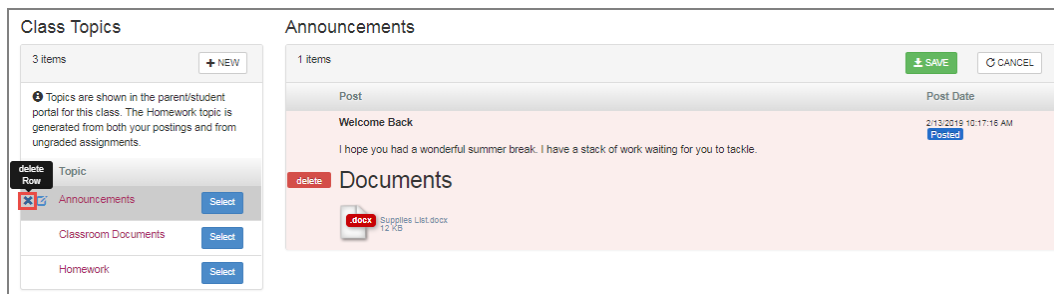


Class Website Screen



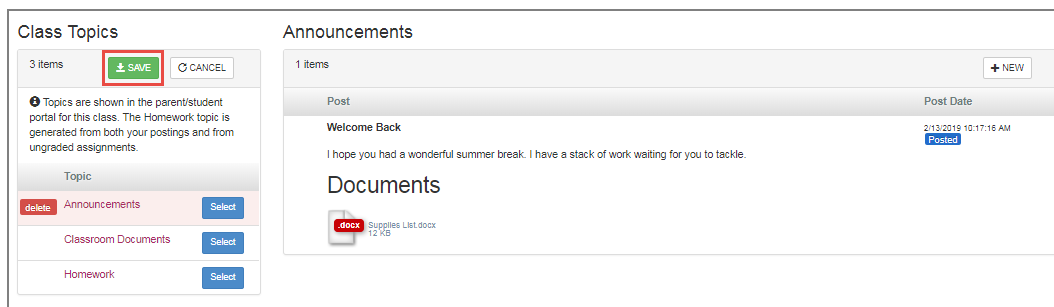
## Deleting Topics

1. Hover over the topic until the delete and edit icons display.
2. Click . The **delete** icon displays on the row.



Class Websites Screen

3. Click **Save**. A message stating that the topic and all posts will be deleted displays.




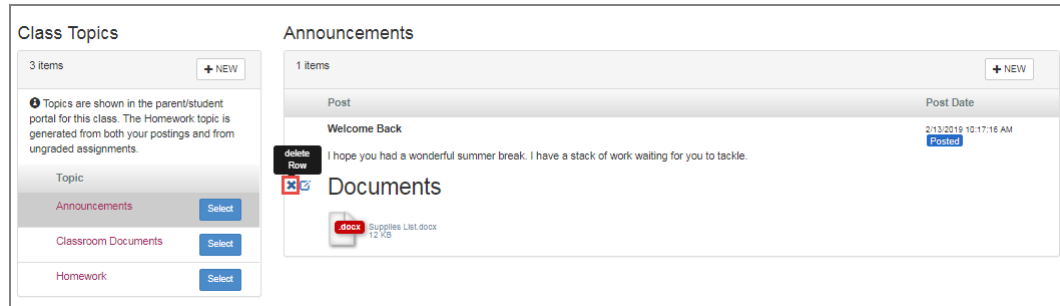
Class Websites Screen

4. Click **OK** to delete the topic.



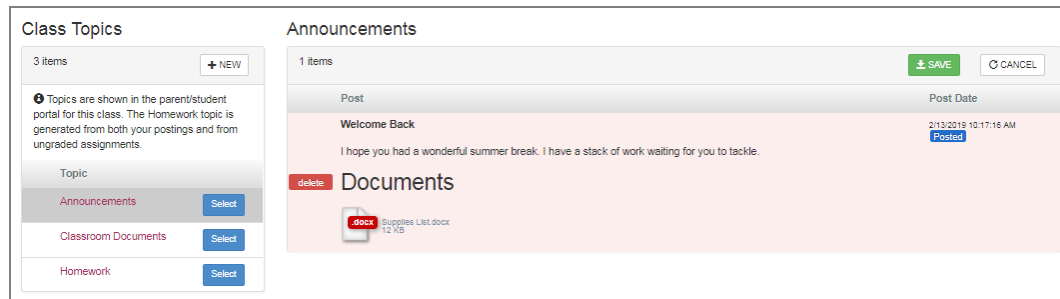
## Deleting a Post

1. Hover over the subject until the delete and edit icons display.
2. Click . The **delete** icon displays on the row.



Class Website Screen

3. Click **SAVE**. A message confirms the deletion.



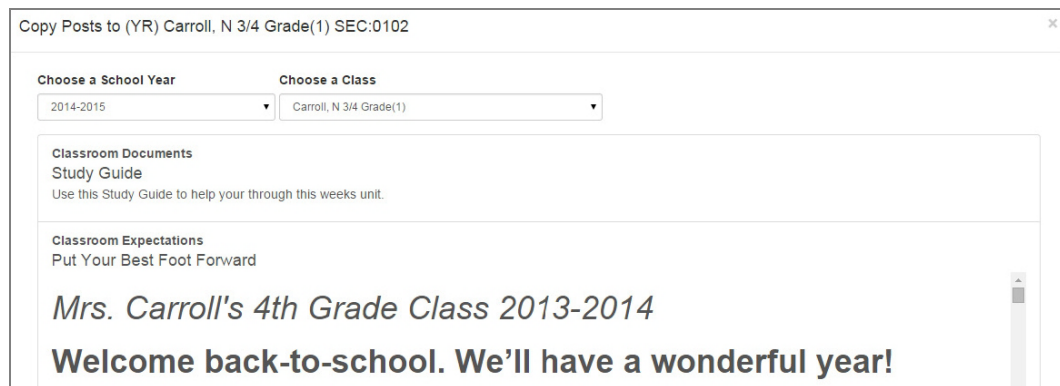
Class Website Screen

4. Click **OK** to delete the post.

## Copying Posts

You can copy one or all of your posts to another school year.

1. Click **Copy Posts** on the Class Websites screen.



Copy Posts Screen



2. Choose a **School Year**, **Class**, and the posts to copy.



Selected posts are highlighted in blue.

Copy Posts to (S2) Jackson, K Am Govt(2) SEC:1269

Choose a School Year: 2014-2015      Choose a Class: Jackson, K Am Govt(0)

**Announcements**  
Testing Begins!  
Testing on the Civil War begins on May 15, 2015

**Announcements**  
Welcome Back to School !  
Welcome to American Government.  
My name is Kathy Jackson and I've been teaching Government for over 20 years. The class will cover the history and functions of each branch of government.

**Grading**

Homework	20%
Quiz	30%
Tests	50%

Behavior

**Classroom Documents**  
Notes on American Government  
Add to these notes to further your understanding of the topics covered.

 COPY POSTS      CLOSE

*Copy Posts Screen*

3. Click **Copy Posts**. The topics and posts are copied to the selected year and class.



There are multiple versions of the post if a post with that name already existed.



## Entering Scores


You can enter scores in Grade Book for assignments or proficiency against standards. Select the mode (assignment or standards) on the [Class Settings screen](#). Both use the Grade Book Main or Enter Grade Book Scores screens.

- **Enter scores directly into Grade Book Main** – Use this method when you have just a few scores to enter for just a few students. For example, when an assignment has already been scored and you need to enter a few remaining scores for students who were absent or are turning the assignment late.
- **Enter scores using the Enter Grade Book Scores screen** – Use this method when you want to enter scores for multiple students at one time. This method features a fill down feature that saves time when entering scores.

The following items are things to keep in mind when adding student scores using the Grade Book Main or Enter Grade Book Scores screens.

- **Blank Cells** – Grade Book assumes that blank cells are simply assignments that are not scored. The student's grade is not be affected by that assignment if no score is entered. Blank cells do not automatically equate to a score of zero. Use Comment codes to indicate if a student was absent, excused from the assignment, or if the assignment is missing. See [Creating Grade Book Comments](#) and [Working with Grade Book Comments](#).
- **Extra Credit** – Teachers can also give students extra credit by entering more points than the assignment is worth in addition to creating assignments that are marked with the Extra Credit assignment category. For example, if the **Max Score** on an assignment is 100 and you want to give the student 35 additional points for extra credit, enter **135** as the student's score. Grade Book calculates what percentage increase applies to the student's overall grade. This method only applies to assignments with *Raw Score* or *Percentage* scores. The extra credit cannot be more than twice the high score value.




Grade Book notifies you that the score is above the maximum value with . The arrow does not display after the changes are saved.



135

- **Dropped Scores** – **d** displays on the Grade Book Main screen on the dropped assignments because they have the low score if a teacher chose to drop scores in Grade Book Setup.



- **At Risk Scores** –  on assignment scores indicates the assignment received an *at-risk* score. Teachers set an at-risk percentage in their Grade Book options that help determine the students who are receiving low scores. 

There is an additional method using Grade Book Import when scoring assignments. Use the import method to enter scores for multiple students for one or more assignments. This method allows you to create assignments as you enter the scores. The method validates the data and provides information to remedy errors prior to importing. See [Importing Assignment Scores](#).



## Using Assignment Mode

You can edit or enter scores for an assignment from the following screens:

- [Grade Book Main](#)
- [Enter Grade Book Scores](#)
- [Calendar](#) that uses the Enter Grade Book Scores screen

## Using the Grade Book Main Screen

1. Click in any score box on the Grade Book Main screen. The column turns yellow and a cursor displays. If a score was already entered, the score is highlighted.

Grade Book Main

(YR) Carroll, N 3/4 Grade(1) SEC:0102 / 1st Qtr

Filters & Options

Assignment

Level 3

Search by Asgn Name

+ New

Reports

Save Changes

Undo

2 of 102 - Chapter\_2

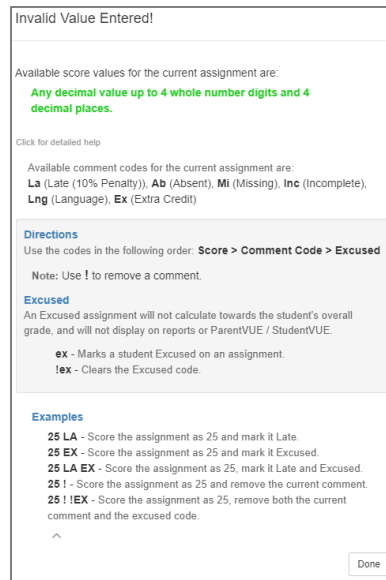
Student	Grade	Missing	Modified	Chapter 1 MAX:10.00 PTS:10.00 12/3/2015	Chapter 2 MAX:10.00 PTS:10.00 4/20/2015	Reading Assignment #2 MAX:10.00 PTS:10.00 4/20/2015	Chapter 1 MAX:10.00 PTS:10.00 4/20/2015	Chapter 9 MAX:10.00 PTS:10.00 4/20/2015	Chapter 8 MAX:10.00 PTS:10.00 4/20/2015	Chapter 2 MAX:10.00 PTS:10.00 4/20/2015	Chapter 3 MAX:10.00 PTS:10.00 4/20/2015
Aaron, Ian	79%	0		10	9						
Alejandroz, Willie	57%	1		9	7						
Antonio Gonzalez, James	60%	0		6	9						
Bahena, Joshua	67%	0		10	10						
Baker, Carlos	24%	3		8	3		0 M				0 M

Grade Book Main Screen



2. Enter the score using the appropriate score type (for example, letter grade, raw score, percentage, rubric).

Grade Book displays an **Invalid Value Entered!** message if the score is in the wrong format.



*Invalid Value Entered! Message*

The **Invalid Value Entered!** message closes with any keystroke. This allows the teacher to continue valid score entry without the need to close the window manually with the mouse.

Until scores are saved:

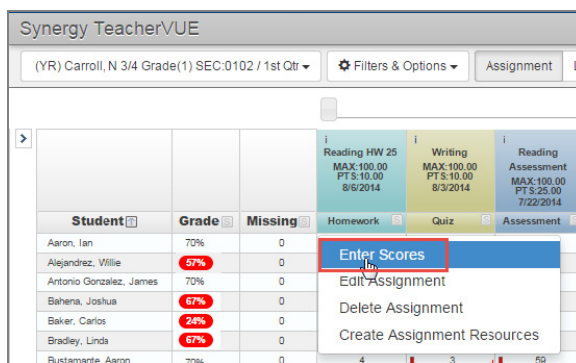
- The scores display **red**.
- The Grade is struck-out indicating the score needs recalculation.

3. Click **Save Changes**.



## Using the Enter Grade Book Scores Screen

1. Select the name of the assignment in Grade Book Main.
2. Select *Enter Scores*. The Enter Grade Book Scores screen for the selected assignment displays.



Grade Book Main Screen

3. Enter the student scores for the assignment in the column underneath the assignment name. You can enter a score with up to four digits and four decimal places (for example, 9999.9999).




Student	Class Grade	Quiz	Exclude	Hide in Portal	Comment	Notes
Benjamin Woods	64.0% D	22				Public Notes Private Notes
Brian McGraw	82.4% B-	14				Public Notes Private Notes

Assignment Score Entry Screen





Using  or  : ❶

To enter the same score for the assignment for all students:

- Click  once to copy the score or comment down to all students below the line that do NOT have an entry.
- Click  **twice** to copy the score or comment down and override fields that have been previously entered.
- If a majority of students received the same score except for a few, first enter the scores for the students with different scores, click **Save** and then from the top of the list enter the score all of the rest of the students earned and click  once.




To enter the same score to the assignments that was given for the standard, both the standard and the assignment must be using the same score type:

- Click  once to copy the score or comment to the right to all students that do NOT have an entry.
- Click  **twice** to copy the score or comment to the right and override fields that have been previously entered.



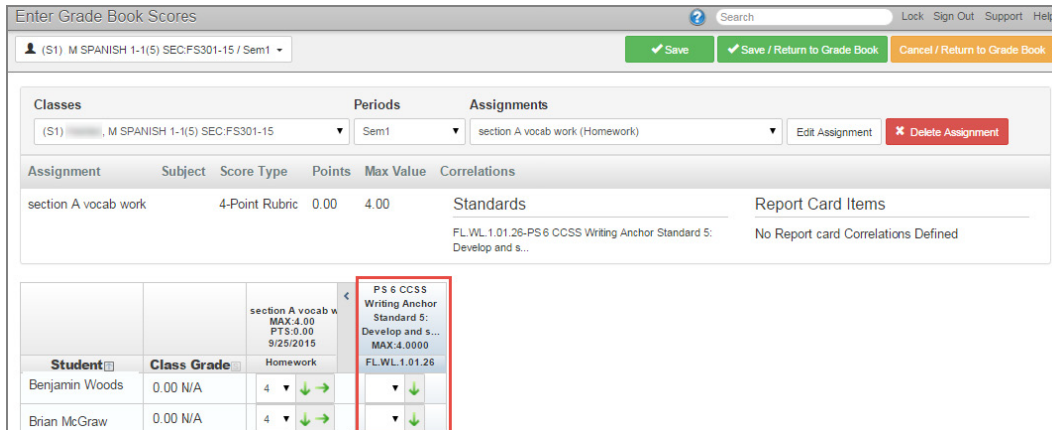
Not all districts use  .

The cell turns **red** if the score types are not the same format when using  .

- **Class Grade** – Calculated grade based on the scores of the assignments and Grade Book settings. ❷ Calculated Grades display in **blue**.
- **Exclude** – Select to exclude the score from the final class grade calculation. ❸
- **Hide in Portal** – Select to hide the score on ParentVUE and StudentVUE. ❹
- **Comment** – Select any applicable [comment code](#) for the list. ❺
- **Notes** – Enter any applicable notes about the assignment. ❻
  - **Public Notes** display in ParentVUE and StudentVUE.
  - **Private Notes** are only available to school personnel.



- Click  to view the standards associated with the assignment. 7 See [Using Standards Mode](#).



Assignment	Subject	Score Type	Points	Max Value	Correlations
section A vocab work		4-Point Rubric	0.00	4.00	Standards FL.WL.1.01.26-PS 6 CCSS Writing Anchor Standard 5: Develop and s...

Student	Class Grade	Homework
Benjamin Woods	0.00 N/A	4
Brian McGraw	0.00 N/A	4

Enter Grade Book Scores, Standards Screen

- Click **Save** or **Save / Return to Grade Book**.

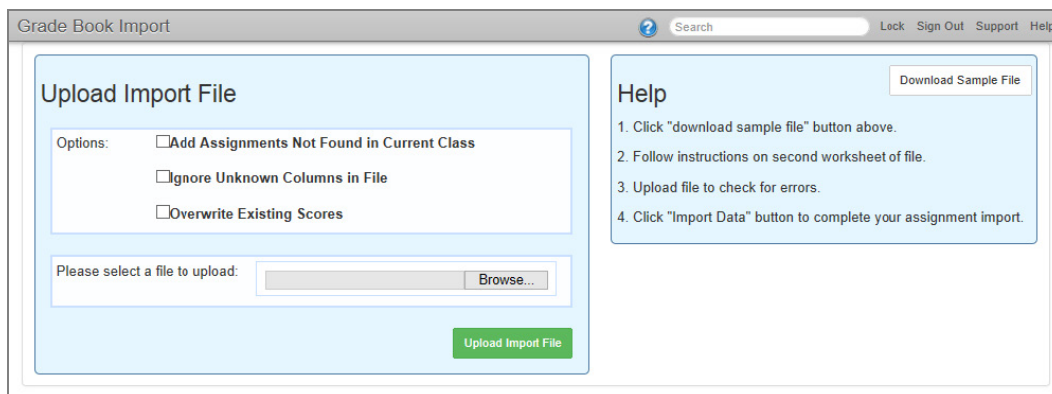
## Importing Assignment Scores

The Grade Book Import screen enables you to use a pre-formatted Excel document to import your assignments and scores to Grade Book.

The Excel document that you download from the Grade Book Import screen includes the student names, student IDs, and the columns required to perform the import. It also provides instructions on a separate tab for completing the process.

The import screen validates all data and provides information to remedy any errors prior to importing your assignments and scores.

- Select **Grade Book Import** from the **Grade Book** menu or **Import Assignments** on the District Grade Book screen. The Grade Book Import screen displays.



**Upload Import File**

Options:

- ☐ Add Assignments Not Found in Current Class
- ☐ Ignore Unknown Columns in File
- ☐ Overwrite Existing Scores

Please select a file to upload:

**Help**

1. Click "download sample file" button above.
2. Follow instructions on second worksheet of file.
3. Upload file to check for errors.
4. Click "Import Data" button to complete your assignment import.

Grade Book Import Screen



## 2. Create the Excel file to import:

- a. Click **Download Sample File**. Grade Book generates a formatted Excel file (MassImport.xls) with the student information pre-populated.

	A	B	C	D	E	F	G	H	I	J
1	STUDENT_PERM_ID	STUDENT_FIRST_NAME	STUDENT_LAST_NAME	ASSIGNMENT_NAME	ASSIGNMENT_DESCRIPTION	OVERALL_SCORE	MAX_SCORE	POINTS	SCORE_TYPE	COM
2	123456	Ian	Aaron							
3	234567	Willie	Alejandro							
4	456789	James	Gonzalez							
5	654321	Carlos	Baker							
6	987456	Linda	Bradley							
7	753698	Howard	Bustamante							
8	789125	Jacqueline	Charley							
9	985214	Kathy	Covington							
10	741599	Sandra	Dennis							
11	158745	Ralph	Jackson							
12	325647	Joe	Walker							
13										

Sample File

- b. Select the **Instructions** tab on the Excel file to view instructions on how to complete the import process.

The downloaded MassImport worksheet contains the list of student names and the Synergy SIS IDs.



- The **Instructions** tab lists the **Available Measure (Assignment) Types** and **Available Subjects** that are available in your Grade Book. Use these values in the Import Template.
- Separate the information with two bar characters (||) to correlate to multiple report card rows. For example, **MATH||GEOMETRY**

- c. Complete the **Import Template** tab of the file.

- To import multiple assignments, copy and paste the student rows on the worksheet.
- When entering Score information:
  - MAX\_SCORE is the maximum value a student can earn on an assignment.
  - POINTS is the number of points the assignment is worth in Grade Book.
  - SCORE\_TYPE must be a defined Score Type in Grade Book Setup.
  - When using *Percentage* as the SCORE\_TYPE, the MAX\_SCORE value of the assignment should be 100.
  - ASSIGNMENT\_CATEGORY is *Normal*, *Extra Credit*, or *Not for Grading*.

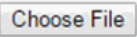


- Data must be entered in the following columns for each line that is imported:

STUDENT_PERM_ID	MAX_SCORE
STUDENT_FIRST_NAME	POINTS
STUDENT_LAST_NAME	SCORE_TYPE
ASSIGNMENT_NAME	ASSIGNMENT_TYPE
ASSIGNMENT_DESCRIPTION	ASSIGNMENT_DATE
OVERALL_SCORE	SUBJECT

	A	B	C	D	E	F	G	H	I	J
	STUDENT_PERM_ID	STUDENT_FIRST_NAME	STUDENT_LAST_NAME	ASSIGNMENT_NAME	ASSIGNMENT_DESCRIPTION	OVERALL_SCORE	MAX_SCORE	POINTS	SCORE_TYPE	COMMENTS
1	123456	Ian	Aaron	Name the planets	Name of all the planets in t	8	10	10	Raw Score	
2	234567	Willie	Alejandro	Name the planets	Name of all the planets in t	10	10	10	Raw Score	
3	456789	James	Gonzalez	Name the planets	Name of all the planets in t	8	10	10	Raw Score	
4	654321	Carlos	Baker	Name the planets	Name of all the planets in t	9	10	10	Raw Score	
5	987456	Linda	Bradley	Name the planets	Name of all the planets in t	8	10	10	Raw Score	
6	753698	Howard	Bustamante	Name the planets	Name of all the planets in t	9	10	10	Raw Score	
7	789123	Jacqueline	Charley	Name the planets	Name of all the planets in t	9	10	10	Raw Score	
8	985214	Kathy	Covington	Name the planets	Name of all the planets in t	10	10	10	Raw Score	
9	741599	Sandra	Dennis	Name the planets	Name of all the planets in t	10	10	10	Raw Score	
10	158745	Ralph	Jackson	Name the planets	Name of all the planets in t	10	10	10	Raw Score	
11	325647	Joe	Walker	Name the planets	Name of all the planets in t	10	10	10	Raw Score	

Sample File

- d. Save the Excel file.
- Import the Excel spreadsheet into Grade Book.
    - a. Click  on the Grade Book Import screen.
    - b. Select the Excel file.
    - c. Select Options for the upload:
      - Add Assignments Not Found in Current Class** only imports assignments that do not currently exist in Grade Book for the class in focus.
      - Ignore Unknown Columns in File** ignores any columns not required by the import tool.
      - Overwrite Existing Score** overwrites any existing scores found for the assignment.



4. Click **Upload Import File**. When Grade Book uploads the file, any errors with the file or format display.



The status displays the number of errors, if any, in the Review Import File box.

Each error displays in the Import File Status box with the error and the row number where the error is located on the import file.

The screenshot shows the 'Grade Book Import' interface. On the left, the 'Upload Import File' section has three options: 'Add Assignments Not Found in Current Class' (unchecked), 'Ignore Unknown Columns in File' (unchecked), and 'Overwrite Existing Scores' (checked). Below these is a file selection area with a 'Choose File' button and the text 'No file chosen'. An 'Upload Import File' button is at the bottom right of this section. On the right, the 'Help' section lists four steps. Below it, the 'Import File Status' section shows a red alert box with the message: 'Alert: Row number 2 cannot be imported. Could not locate subject for Student: Ian Aaron StudentPermID=129442, FourDigitSchoolYearString=, SchoolYear=, AssignmentName=, AssignmentDescription=, MeasureType=, AssessmentDate=1/1/0001 12:00:00 AM, Subject=, OverallScore=0/0, SectionID=, StudentName=Ian Aaron, Settings\_SkipStudentIfNotExists=False, Settings\_CreateAssignmentIfNotExists=False, Settings\_OverwriteExistingScores=False.' Below the alert is an 'Import Data' button. At the bottom, the 'Review Import File' section contains a table with columns: Assignment, Asgn Date, Type, Status, Student, and Score. The 'Status' column shows 'Alert: 29 Error(s)'. The 'Student' column lists 'Ian Aaron' and 'Willie Alejandre'. The 'Score' column shows '0/0' for both. Red alert boxes next to the student names indicate 'Alert: Row: 2' and 'Alert: Row: 3'.

Assignment	Asgn Date	Type	Status	Student	Score
Select	1/1/0001		Alert: 29 Error(s)	Ian Aaron 129442	0/0
				Willie Alejandre	0/0

Grade Book Import Screen

5. Resolve any errors. Once all errors are resolved, the Review Import File status changes to **OK** and the **Import Data** button becomes available.

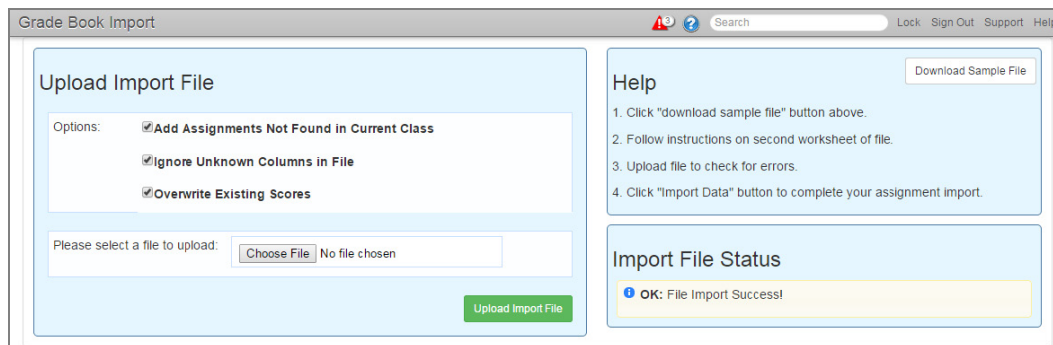
The screenshot shows the 'Grade Book Import' interface after successful upload. The 'Upload Import File' section now has three options: 'Add Assignments Not Found in Current Class' (checked), 'Ignore Unknown Columns in File' (checked), and 'Overwrite Existing Scores' (checked). The file selection area shows 'Choose File' and 'No file chosen'. The 'Import File Status' section now shows a green 'OK: File Ready For Import' message. The 'Review Import File' section is the same as in the previous screenshot, but the 'Status' column now shows 'OK' instead of 'Alert: 29 Error(s)'.

Assignment	Asgn Date	Type	Status	Student	Score
Select	1/1/0001		OK	Ian Aaron 129442	0/0
				Willie Alejandre	0/0

Grade Book Import Screen



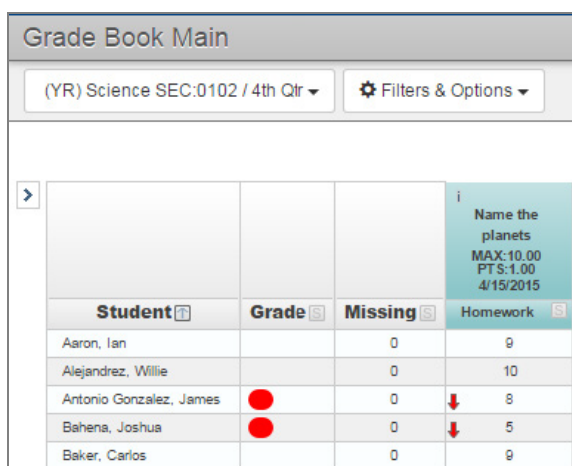
6. Click **Import Data**. Once the import is complete, the Import File Status changes to **OK: File Import Success!**



The screenshot shows the 'Grade Book Import' window. On the left, under 'Upload Import File', there are three checked options: 'Add Assignments Not Found in Current Class', 'Ignore Unknown Columns in File', and 'Overwrite Existing Scores'. Below these is a 'Choose File' button and a text box saying 'No file chosen'. A green 'Upload Import File' button is at the bottom right. On the right side, there is a 'Help' section with four numbered steps and a 'Download Sample File' button. Below the help is an 'Import File Status' section showing a green message: 'OK: File Import Success!'.

Grade Book Import Screen

The assignment and score display in Grade Book Main, tied to the appropriate grading periods as defined in Grading Setup.



The screenshot shows the 'Grade Book Main' window. At the top, there is a dropdown menu for '(YR) Science SEC:0102 / 4th Qtr' and a 'Filters & Options' button. Below this is a table with columns: Student, Grade, Missing, and Homework. The table lists five students: Aaron, Ian; Alejandroz, Willie; Antonio Gonzalez, James; Bahena, Joshua; and Baker, Carlos. The 'Grade' column has red circles for Antonio Gonzalez, James and Bahena, Joshua. The 'Missing' column has '0' for all students. The 'Homework' column has '9' for Aaron, Ian; '10' for Alejandroz, Willie; '8' for Antonio Gonzalez, James; '5' for Bahena, Joshua; and '9' for Baker, Carlos. A tooltip for the 'Homework' column shows 'Name the planets', 'MAX:10.00', 'PTS:1.00', and '4/15/2015'.

Student	Grade	Missing	Homework
Aaron, Ian		0	9
Alejandroz, Willie		0	10
Antonio Gonzalez, James	●	0	8
Bahena, Joshua	●	0	5
Baker, Carlos		0	9

Grade Book Main Screen

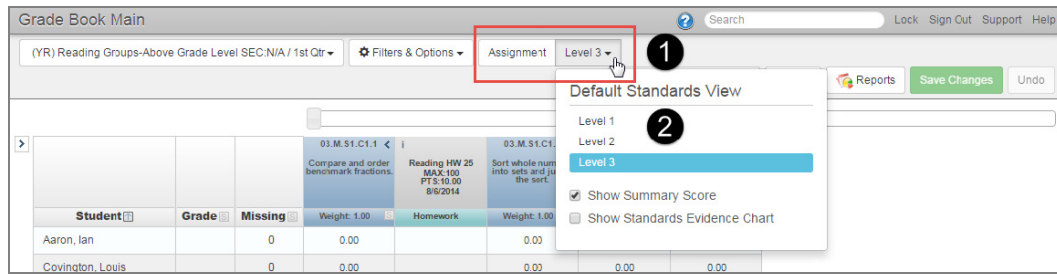
## Using Standards Mode

When adding student scores in Standards mode:

- The proficiency of each standard is determined by the aggregation method indicated on the Class Standards screen. Proficiency may automatically update based on settings on the **Standards** tab on the Grade Book Setup screen. See [Automatically Calculate Standards Proficiency](#).
- Scores can be added for the standard as well as the assignments to indicate how the student performed against the particular standard for that assignment.
- Only the overall assignment grade is used for overall grade calculations and for output on reports when standards are not tied to report card rows.
- Scores entered for Standards are used for analysis on the **Standards** tab of the Student Summary screen.



Enabled standards for your class before entering scores in Standards mode. See [Configuring Class Settings](#).



Grade Book Main Screen

When Standards are enabled, Grade Book Main displays the Assignment/Standard toggle ❶ to switch between the views.

- When the toggle is set to *Assignment*, Grade Book Main displays the Assignment name, information, and allows you to enter the overall assignment score. See [Using Assignment Mode](#).



Assignments must have standards associated with them in order for them to display in Standards mode. See [Adding Assignments](#) for more information.

- When the toggle is set to *Standard*, Grade Book Main displays the Standard name, information with a toggle to view the associated assignments. Grade Book allows you to enter the score for the student's performance on that specific assignment as it relates to the standard.



If an assignment applies to more than one standard, view/score all the standards associated to the assignment by selecting Enter Scores from an assignment associated to a standard.

The standard level displayed is set using the **Default Standards View** drop-down ❷.

- **Level 1, Level 2, Level 3** – Select the level (parent, child, grandchild) of the standard to display in the grid.



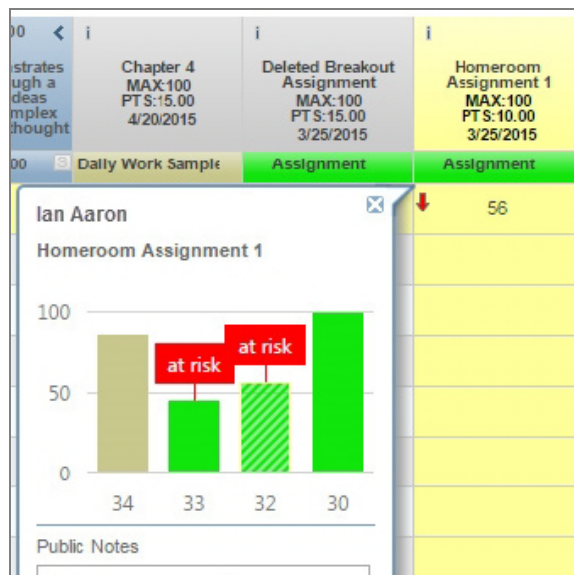
The currently focused standards level remains highlighted to assist navigation in Standards View.

- **Show Summary Score:**

- When selected, shows the score based on [the calculation method](#) selected.
- When not selected, shows the resolved score. For example, if the calculated proficiency on a standard is **2.86**, Grade Book displays a 3.



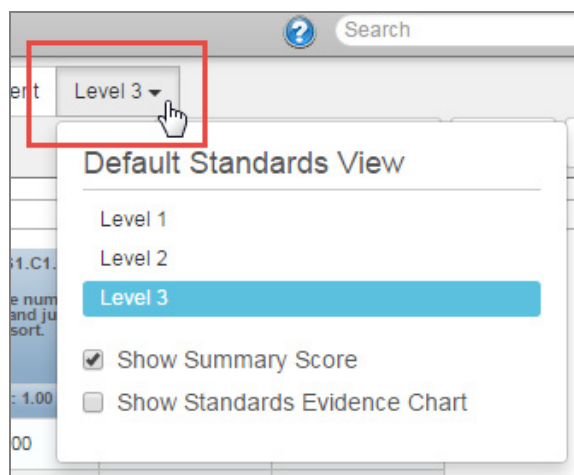
- **Show Standards Evidence Chart** – Shows a bar graph of all scored assignments. The selected assignment is striped. The colors represent the Assignment Type.



Grade Book Main Screen, Standards Evidence Chart

## Using Grade Book Main Screen

1. Set the Default Standards View:
  - Set the Standard level to see the standard level.
  - Select **Show Summary Score** to display the calculated score for the standard, if needed.
  - Select **Show Standards Evidence Chart** to see a chart showing the assignment results that contributed to the standards proficiency when you select a cell on Grade Book Main, if needed.



Grade Book Main Screen

2. Use the toggle in the standard cell to view associated assignments. ①



3. Select an assignment score cell on the screen. The column turns yellow, and a cursor displays. ❷

Student	Missing	Weight: 1.00	Assignment	Homework
Aaron, Ian	0	62.50	75.00	50.00
Alejandroz, Willie	0	85.00	90.00	80.00
Antonio Gonzalez, James	0	53.00	73.00	33.00
Bahena, Joshua	0	100.00	85	100.00
Baker, Carlos	0	0.00	66	79
Bradley, Linda	0	0.00		
Bustamante, Aaron	0	0.00		

Grade Book Main Screen

4. Enter the score that represents the student's performance on that specific assignment as it relates to the standard in the appropriate format based on the MAX points for the assignment.

Grade Book displays an error message if the score is in the wrong format. The scores are **red** until they are saved. ❸



The assignment may apply to more than one standard.

The standard may have more than one assignment.

The score shown in the standard column is an aggregate of all the assignments associated with the standard. ❹

5. Click **Save Changes**.

## Using Enter Grade Book Scores Screen

The Enter Grade Book Scores screen allows the assignments to score by:

- Standard – Use to score multiple assignments ❶ against a standard. ❷

Student	LA.2.14.01.1.06 MAX:4.00 PTS:1.00 9/20/2015	Bunny's Wish retail 9/29/2015	Sharks - facts 9/16/2015	New Assignment
Aaron, Ian	3	3	3	
Alejandroz, Willie	3	3	4	
Antonio Gonzalez, James	3	3	4	

Enter Scores From Standard



You can create and score a new assignment with the maximum score and points that are the same as the standard. ❸



- Assignment – Use to score multiple standards **4** assigned to an assignment. **5**

**5**                      **4**

Student	Assignment	LA.2.14.01.1.06	LA.2.14.01.1.16
Aaron, Ian	▼ ↗ ↘	3 ▼ ↗ ↘	3 ▼ ↗ ↘
Alejandrez, Willie	▼ ↗ ↘	4 ▼ ↗ ↘	3 ▼ ↗ ↘
Antonio Gonzalez, James	▼ ↗ ↘	4 ▼ ↗ ↘	3 ▼ ↗ ↘

*Enter Scores From Assignment*

1. Toggle to view the assignments on Grade Book Main.
2. Select *Enter Scores* from standard or associated assignment on the Grade Book Main screen. The Enter Grade Book Scores screen displays.

**Grade Book Main**


(YR) Science SEC:0102 / 4th Qtr    Filters & Options    Assignment    Level 2




1 of 4 - Co

Student	Missing	Weight: 1.00	Assignment	Homework	Weight: 1.00
Aaron, Ian	0	62.50	Enter Scores		0.00
Alejandrez, Willie	0	85.00	Edit Assignment		0.00
Antonio Gonzalez, James	0	53.00	Delete Assignment		0.00
Bahena, Joshua	0	92.50	Create Assignment Resources		0.00






*Grade Book Main Screen*



3. Select  in assignment view to view the standards associated to the assignment. The standards for the assignment display.























	Celestial Bodies MAX:100.00 PTS:1.00 4/22/2015	
Student	Assignment	
Aaron, Ian	 	

Enter Grade Book Scores From Assignment






















	Celestial Bodies MAX:100.00 PTS:1.00 4/22/2015		Concept 2: Objects in the Sky MAX:100	Concept 3: Changes in the Earth and Sky MAX:100
Student	Assignment		799	801
Aaron, Ian	 		75 	
Alejandroz, Willie	 		90 	

Enter Grade Book Scores By Assignment

4. Enter the score that represents the student's performance on that specific assignment as it relates to the standard in the appropriate format based on the Max Score for the assignment.

		FLWL101.26 MAX:4.00 PTS:1.00 9/28/2015		section A vocab work 9/25/2015	New Assignment
Student	Class Grade		Homework	Assignment Name	Standard Sco
Benjamin Woods	0.00 N/A	 	 	 	
Brian McGraw	0.00 N/A	 	 	 	
Bruce Little	0.00 N/A	 	 	 	

Enter Grade Book Scores, Assignments From Standard




	Celestial Bodies MAX:100.00 PTS:1.00 4/22/2015		Concept 2: Objects in the Sky MAX:100	Concept 3: Changes in the Earth and Sky MAX:100
Assignment			799	801
 			75 	60 
 			90 	75 
 			73 	80 
 			85 	100 
 			75 	75 

Enter Grade Book Scores, Standards From Assignment





Using  or  : ❶

To enter the same score for the assignment for all students:

- Click  once to copy the score or comment down to all students below the line that do NOT have an entry.
- Click  **twice** to copy the score or comment down and override fields that have been previously entered.
- If a majority of students received the same score except for a few, first enter the scores for the students with different scores, click **Save** and then from the top of the list enter the score all of the rest of the students earned and click  once.




To enter the same score to the assignments that was given for the standard, both the standard and the assignment must be using the same score type:

- Click  once to copy the score or comment to the right to all students that do NOT have an entry.
- Click  **twice** to copy the score or comment to the right and override fields that have been previously entered.

The cell turns red if the score is in the wrong format.

Not all districts use  .



The cell turns **red** if the score types are not the same format when using  .

The score shown in the standard column is an aggregate of all the assignments associated with the standard. ❷

The assignment does not show an aggregate score. ❸

5. Click **Save** or **Save / Return to Gradebook**. A message displays confirming the scores were saved and the standard's score is populated based on the calculation of the assignment scores.

Click *Analyze Standard Results* on the Enter Grade Book Scores screen to view a breakdown of the scores for the standards. See [Viewing Standards Details](#).



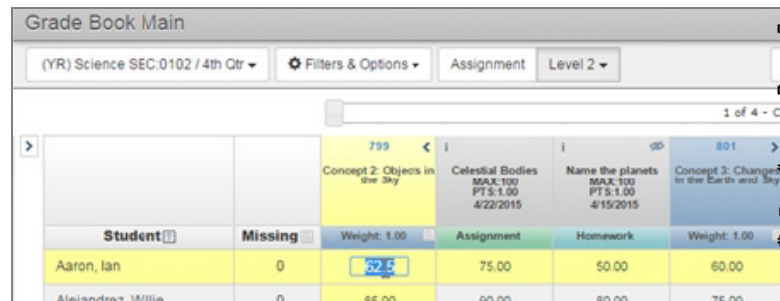
Actions
<a href="#">Analyze Standard Results</a>

*Enter Grade Book Scores Screen*



## Overriding Calculated Standard Scores on the Grade Book Main Screen


1. Select the score box to override in Grade Book Main. The selected box turns yellow and a cursor displays.



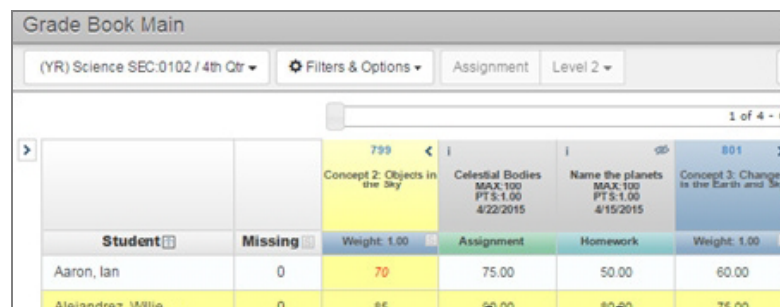
Grade Book Main					
(YR) Science SEC:0102 / 4th Qtr		Filters & Options	Assignment	Level 2	
1 of 4 - C					
		799 <			801 >
		Concept 2: Objects in the Sky	Celestial Bodies MAX:100 PTS:1.00 4/22/2015	Name the planets MAX:100 PTS:1.00 4/15/2015	Concept 3: Changes in the Earth and Sky
Student	Missing	Weight: 1.00	Assignment	Homework	Weight: 1.00
Aaron, Ian	0	62.50	75.00	50.00	60.00
Alejandro, Willie	0	85.00	90.00	80.00	75.00

Grade Book Main Screen



Select  to view the associated assignments.

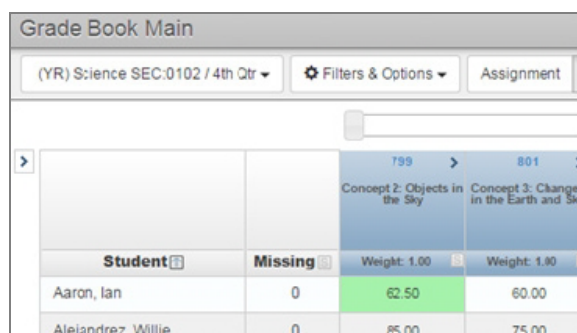
2. Enter the score to override the calculated standard score. The value turns red.



Grade Book Main					
(YR) Science SEC:0102 / 4th Qtr		Filters & Options	Assignment	Level 2	
1 of 4 - C					
		799 <			801 >
		Concept 2: Objects in the Sky	Celestial Bodies MAX:100 PTS:1.00 4/22/2015	Name the planets MAX:100 PTS:1.00 4/15/2015	Concept 3: Changes in the Earth and Sky
Student	Missing	Weight: 1.00	Assignment	Homework	Weight: 1.00
Aaron, Ian	0	70	75.00	50.00	60.00
Alejandro, Willie	0	85.00	90.00	80.00	75.00

Grade Book Main Screen

3. Click **Save Changes**. The overridden field turns green.



Grade Book Main			
(YR) Science SEC:0102 / 4th Qtr		Filters & Options	Assignment
1 of 4 - C			
		799 >	801 >
		Concept 2: Objects in the Sky	Concept 3: Changes in the Earth and Sky
Student	Missing	Weight: 1.00	Weight: 1.00
Aaron, Ian	0	62.50	60.00
Alejandro, Willie	0	85.00	75.00

Grade Book Main Screen

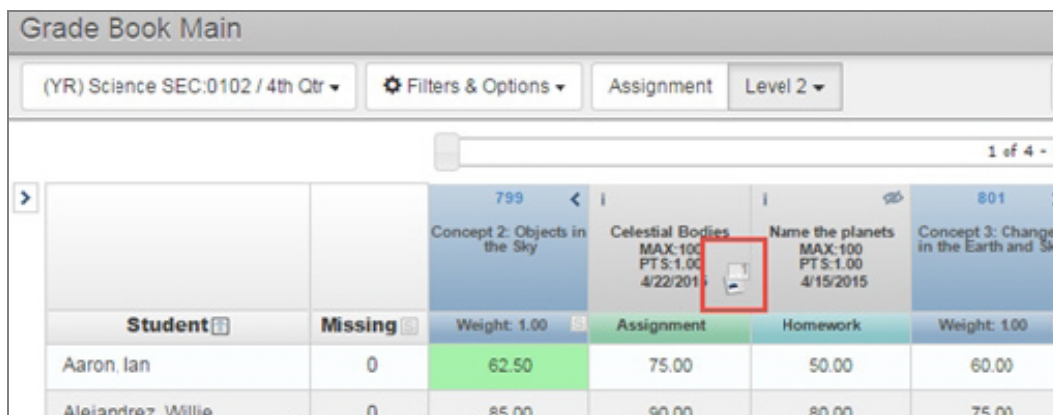


Clear the field and click **Save Changes** to remove the overridden score. Grade Book recalculates the standard score value.



## Scoring Drop Box Assignments

Grade Book Main displays an icon next to the assignment to notify you that a student has uploaded a document to score when using the Digital Drop Box or Drop Box Grader.

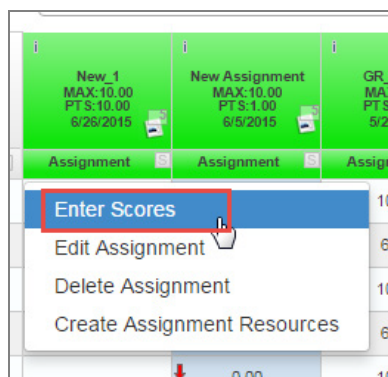


Grade Book Main					
(YR) Science SEC:0102 / 4th Qtr		Filters & Options	Assignment	Level 2	
1 of 4 - C					
		799	Concept 2: Objects in the Sky MAX:100 PTS:1.00 4/22/2015	Celestial Bodies MAX:100 PTS:1.00 4/22/2015	Name the planets MAX:100 PTS:1.00 4/15/2015
		801	Concept 3: Changes in the Earth and Sky		
Student	Missing	Weight: 1.00	Assignment	Homework	Weight: 1.00
Aaron, Ian	0	62.50	75.00	50.00	60.00
Alejandroz, Willie	0	85.00	90.00	80.00	75.00

Grade Book Main Screen

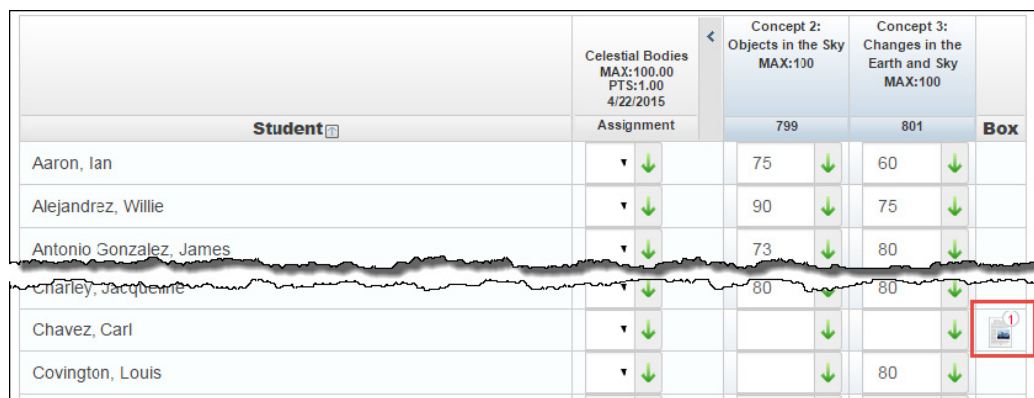
## Not Using Drop Box Grader

1. Click the assignment header for the assignment with a drop box and select *Enter Scores*.



Grade Book Main Screen

The Enter Grade Book Scores screen for the selected assignment displays and the **Box** column indicates the students that submitted the assignment using the digital drop box.



		Celestial Bodies MAX:100.00 PTS:1.00 4/22/2015	Concept 2: Objects in the Sky MAX:100	Concept 3: Changes in the Earth and Sky MAX:100	
Student	Assignment	799	801	Box	
Aaron, Ian	▼ ↓	75	60	↓	
Alejandroz, Willie	▼ ↓	90	75	↓	
Antonio Gonzalez, James	▼ ↓	73	80	↓	
Carley, Jacqueline	▼ ↓	80	80	↓	
Chavez, Carl	▼ ↓			↓	
Covington, Louis	▼ ↓		80	↓	

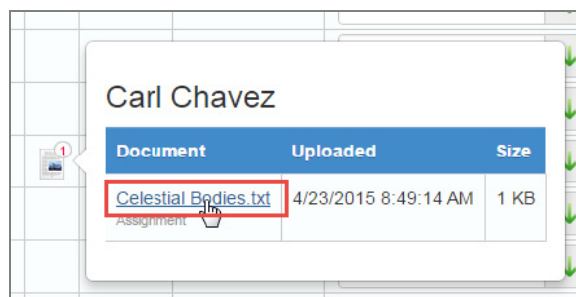
Enter Grade Book Scores By Standard Screen



Student		Assignment	Box	Exclude	Hide in Portal	Comment	Notes	
Aaron, Ian		▼	▼	<input type="checkbox"/>	<input type="checkbox"/>	▼	Public Notes	Private Notes
Alejandro, Willie		▼	▼	<input type="checkbox"/>	<input type="checkbox"/>	▼	Public Notes	Private Notes
Cervantes Vazque, Howard		▼	▼	<input type="checkbox"/>	<input type="checkbox"/>	▼	Public Notes	Private Notes
Charley, Jacqueline		▼	▼	<input type="checkbox"/>	<input type="checkbox"/>	▼	Public Notes	Private Notes
Chavez, Carl		▼	▼	<input type="checkbox"/>	<input type="checkbox"/>	▼	Public Notes	Private Notes

Enter Grade Book Scores By Assignment Screen

2. Select the icon in the **Box** column. The file information displays.
3. Select the document name to open the document.

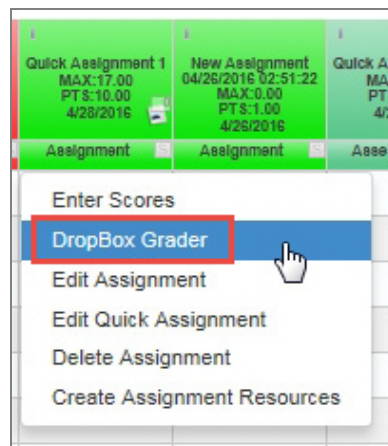


Digital Drop Box Window

4. View and score the document.

### Using Drop Box Grader

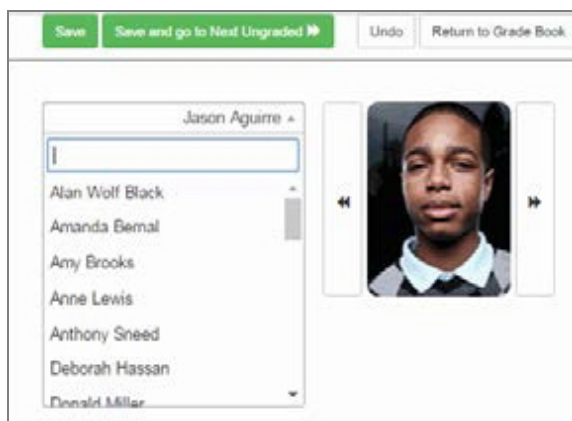
1. Click the assignment header for the assignment with a drop box and select *Drop Box Grader*. The scoring screen for the selected assignment displays.



Enter Scores Using Drop Box Grader



2. Select a student from the list or enter a keyword in the search field to find a student.



*DropBox Grader Student Search*

The student's document displays.

- Manage the document: ❶
  - Download the document
  - Print the document
  - Adjust viewing options
  - Navigate the pages
  - Move the document
  - Search the document
- Annotate the document: ❷
  - Highlight information Highlight
  - Add notes Create Note
  - Use strikeouts Strikeout
  - Draw Draw
  - Delete annotations Delete or use the **Delete** key on your keyboard.
  - Hide annotations Annotations
- See summary information about the assignment and make comments. ❸
- Score the assignment using the Scoring Rubric. ❹



- See the scoring data. 5



The score for the assignment is calculated by taking the percentage of the rubric and applying it to the total points for the assignment. For example: Rubric Points of 13/16 is 81.25%. Using rounding, 80% of 10 points is 8.

Criteria	Ratings	Points			
Quality	4 Entries are detailed and show that you are regularly using strategies taught in class.	3 Most entries are detailed and some show that you are trying to use strategies taught in class.	2 Your entries are detailed and show some evidence of strategies taught in class.	1 Your entries lack details and show little evidence of strategies taught in class.	
Quantity	4 You write more than a page each day.	3 You write at least a page each day.	2 You write less than a page but more than a half-page each day.	1 You write less than a half-page each day.	
Neatness	4 You always use your best handwriting.	3 Your entries are usually written in your best handwriting.	2 Some of your entries are written in your best handwriting.	1 You do not use your best handwriting.	
Spelling and Punctuation	4 You almost always pay attention to spelling and punctuation. Others can easily read your entries.	3 You usually pay attention to spelling and punctuation. Others can usually read your entries.	2 You sometimes pay attention to spelling and punctuation. It is often difficult to read your entries.	1 You do not pay attention to spelling and punctuation. It is very difficult to read your entries.	

Scoring Screen



## 3. Score the assignment:

- Select the boxes that represent the score for the assignment.



The total points for the rubric is determined by the rows scored. You do not have to select a score in each row of the rubric.

- Mark up the document if needed.
- Enter **Public** or **Private Notes** if needed.



Comments can be entered without entering a score.

Save Save and go to Next Ungraded Undo Changes Return to Grade Book

Comment: Public Note: Private Note: Assignment Points: 8 out of 10

Writing

Criteria	Ratings	Points			
Quality	<p>Entries are detailed and show that you are regularly using strategies taught in class.</p> <p>4</p>	<p>Most entries are detailed and some show that you are trying to use strategies taught in class.</p> <p>3</p>	<p>Your entries are detailed and sometimes show that you use strategies taught in class.</p> <p>2</p>	<p>Your entries lack details and show little evidence of strategies taught in class.</p> <p>1</p>	3
Quantity	<p>You write more than a page each day.</p> <p>4</p>	<p>You write at least a page each day.</p> <p>3</p>	<p>You write less than a page but more than a half-page each day.</p> <p>2</p>	<p>You write less than a half-page each day.</p> <p>1</p>	2
Neatness	<p>You always use your best handwriting.</p> <p>4</p>	<p>Your entries are usually written in your best handwriting.</p> <p>3</p>	<p>Some of your entries are written in your best handwriting.</p> <p>2</p>	<p>You do not use your best handwriting.</p> <p>1</p>	4
Spelling and Punctuation	<p>You almost always pay attention to spelling and punctuation. Others can easily read your entries.</p> <p>4</p>	<p>You usually pay attention to spelling and punctuation. Others can usually read your entries.</p> <p>3</p>	<p>You sometimes pay attention to spelling and punctuation. It is often difficult to read your entries.</p> <p>2</p>	<p>You do not pay attention to spelling and punctuation. It is very difficult to read your entries.</p> <p>1</p>	4

Save and go to Next Ungraded Rubric Points: 13 / 16 Scaled for Assignment: 8 / 10

Scoring Screen, Rubric

4. Click **Save** or **Save and go to Next Ungraded assignment**.



## Working with Grade Book Comments

Use Grade Book Comments to track why assignments might have a blank score or if a student turned in an assignment late. See [Configuring Grade Book Comments](#).

Enter comments on the following screens:

- Grade Book Main
- Enter Grade Book Scores



Set the [Filters & Options to Show Comment Codes](#) in Grade Book Main.

Use the comment code defined in [Configuring Grade Book Comments](#) in Grade Book Main.


An exclamation point (!) removes the codes.

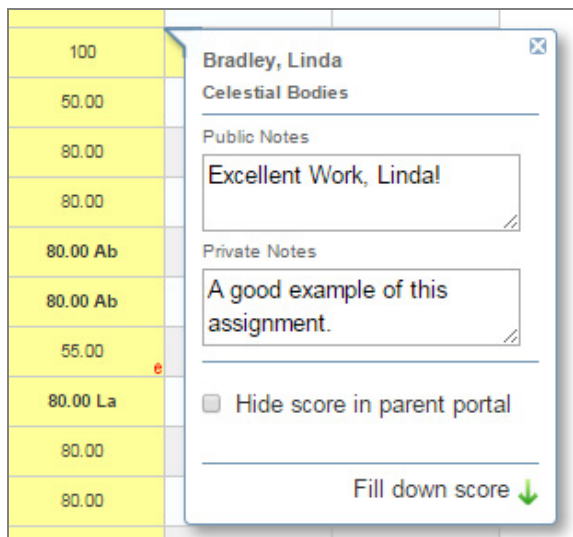
## Using Grade Book Main Screen

1. Click a score box. The column turns yellow and a cursor displays.
2. Enter the score and/or comment code.

To	Action	Example	Screen
Enter a score and comment	Enter <code>&lt;score&gt;&lt;space&gt;&lt;comment_code&gt;</code>		
Enter a comment without a score	Enter <code>&lt;comment_code&gt;</code>		
Remove a comment and retain a score	Enter <code>&lt;score&gt;&lt;space&gt;!</code>		
Remove a comment and leave cell blank	Enter <code>!</code>		
Include an excluded score	Enter <code>&lt;score&gt;&lt;space&gt;!ex</code>		
Include without a score	Enter <code>!ex</code>		
Exclude without a score	Enter <code>ex</code>		
Exclude with a score	Enter <code>&lt;score&gt;&lt;space&gt; ex</code>		



3. Enter public or private notes.
  - **Public Notes** – Enter a comment that displays on ParentVUE and StudentVUE.
  - **Private Notes** – Enter a comment that displays only to staff.
  - **Hide score in parent portal** – Select to hide score in ParentVUE.
  - **Fill down score** – Click  to insert the same comment for all students below.



The screenshot shows a table of student scores and a floating comments window. The table has columns for scores and student names. The comments window is for 'Bradley, Linda' and 'Celestial Bodies'. It has two sections: 'Public Notes' and 'Private Notes'. The 'Public Notes' section contains the text 'Excellent Work, Linda!'. The 'Private Notes' section contains the text 'A good example of this assignment.' There is a checkbox labeled 'Hide score in parent portal' which is currently unchecked. At the bottom of the window is a button labeled 'Fill down score' with a green down arrow icon.

Score	Student Name
100	
50.00	
80.00	
80.00	
80.00 Ab	
80.00 Ab	
55.00	
80.00 La	
80.00	
80.00	

Grade Book Main Screen, Comments Window



Set the [Filters & Options for Assignment Note Entry](#) in Grade Book Main.

4. Click **Save Changes**.



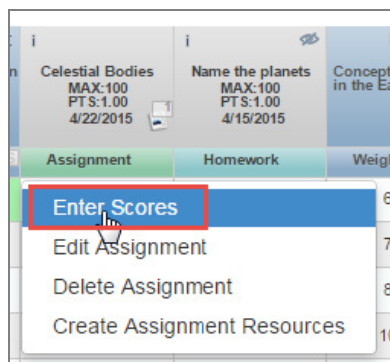




## Adding Accommodations

Teachers add accommodations for an assignment using **Private Notes** or **Public Notes**.

1. Select **Enter Scores**. The Enter Grade Book Scores screen for the selected assignment or standard displays.



Grade Book Main Screen

The Enter Grade Book Scores screen for the selected assignment or standard displays.

2. Click  in a **Public Notes** or **Private Notes**.

 A screenshot of the 'Enter Grade Book Scores' screen. The top bar shows the user 'YR Carroll, N 3/4 Grade(1) SEC:0102 / 4th Qtr'. Below this are tabs for 'Classes', 'Periods', and 'Assignments'. The main area displays a table with columns for 'Student', 'Class Grade', 'Homework', 'Exclude', 'Hide in Portal', 'Comment', 'Public Notes', and 'Private Notes'. Two students are listed: 'Aaron, Ian' and 'Alejandro, Willie'. In the 'Public Notes' column for 'Aaron, Ian', a plus icon is visible.

Enter Grade Book Scores Screen

3. Select the accommodations.
4. Click **OK**.




 A screenshot of the 'Notes' dialog box. It has a tab for 'Public Notes' with a plus icon. The main area is titled 'Select Accommodation(s)...'. There is a 'Select All' checkbox which is checked. Below it, a list of accommodations is shown: '[AC] Accommodation 01', '[CO] Accommodation 02' (checked), '[MM] Accommodation 03', '[OD] Accommodation 04' (checked), and '[AT] Accommodation 05'. At the bottom, there are 'OK' and 'Cancel' buttons, with 'OK' highlighted by a red box.









Enter Grade Book Scores Screen




5. Click **Save**. The accommodations display in Grade Book Main when you click .


Grade Book Main Page

(YR) Carroll, N 3/4 Grade(1) SEC:0102 / 4th Qtr  Filters & Options  Assignment English Language Arts Strand 


			Assignment E MAX:100.00 PTS:100.00 5/25/2018	Assignment D MAX:100.00 PTS:100.00 5/25/2018	Assignment G MAX:100.00 PTS:100.00 5/22/2018	Math 1 MAX:100.00 PTS:100.00 5/22/2018
Student 	Grade 	Missing 	Homework 	Homework 	Homework 	Homework 
Aaron, Ian	82.1%	0				
Alejandre, Willie	62.5%	0				
Antonio Gonzalez, James		0				
Bahena, Joshua		0				
Baker, Carlos		0				
Bradley, Linda		0				
Bustamante, Aaron	100.0%	0				
Cervantes Vazque, Howard		0				
Charley, Jacqueline	75.0%	0				

Aaron, Ian  
Assignment E

Public  [CO] Accommodation 02.  
Notes [OD] Accommodation 04.

Private   
Notes

☐ Hide score in parent portal

Fill down score 

Grade Book Main Screen



The entered accommodations behave like any other note in the field. It is possible to add the same accommodation multiple times. You can remove duplicates by editing the note and saving the edits.



## Using the Calendar

You can perform the following from the Calendar screen:

- View all previous or upcoming assignments
- Access an assignment to enter scores, edit the assignment, or create assignment resources

Calendar

Select Class: << All >> Category: << All >> Month: April 2015

Display: ☐ Assign Date ☐ Points Possible

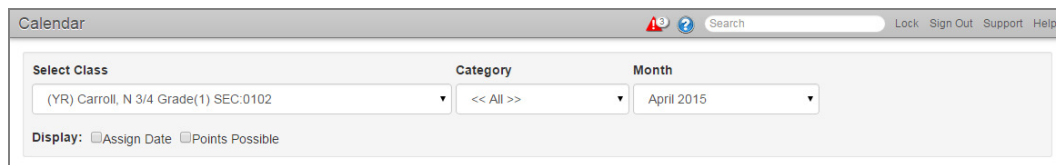
March		April 2015					May
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
March 29	March 30 Assignment 2 Assignment 1	March 31	April 1	April 2	April 3	April 4	
April 5	April 6	April 7	April 8	April 9	April 10	April 11	
April 12	April 13	April 14	April 15 Name the planets	April 16	April 17	April 18	
April 19	April 20	April 21	April 22 Earth and it's Geology Celestial Bodies	April 23	April 24	April 25	

Calendar Screen



## Filtering the Calendar

Use the filters at the top of the calendar to select the information displayed.

The screenshot shows the top portion of the 'Calendar' application window. At the top right, there is a search bar and links for 'Lock', 'Sign Out', 'Support', and 'Help'. Below this is a filter section with three dropdown menus: 'Select Class' (showing '(YR) Carroll, N 3/4 Grade(1) SEC:0102'), 'Category' (showing '<< All >>'), and 'Month' (showing 'April 2015'). At the bottom of the filter section, there are two checkboxes under the label 'Display': 'Assign Date' and 'Points Possible', both of which are currently unchecked.

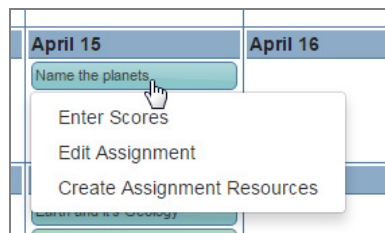
Calendar Screen

- **Select Class** – Select the class assignments that display on the calendar. Select <<All>> to view all assignments.
- **Category** – Select the Assignment Types that display.
- **Month** – Select the calendar month and year.
- **Display:**
  - *Assign Date* – Displays the date the assignment was distributed to students
  - *Points Possible* – Displays the total number of point the assignment is worth when calculating the final grade

## Managing Assignments on the Calendar

Select an assignment on the Calendar screen

1. Select the assignment on the Calendar screen.
2. Select an option:
  - *Enter Scores* – The Enter Grade Book Scores screen displays for the selected assignment. See [Using the Enter Grade Book Scores Screen](#).
  - *Edit Assignment* – The Grade Book Assignment screen displays for the selected assignment. See [Editing Assignments](#).
  - *Create Assignment Resources* – The Assignment Resources screen displays for the selected assignment. See [Creating Resources](#).



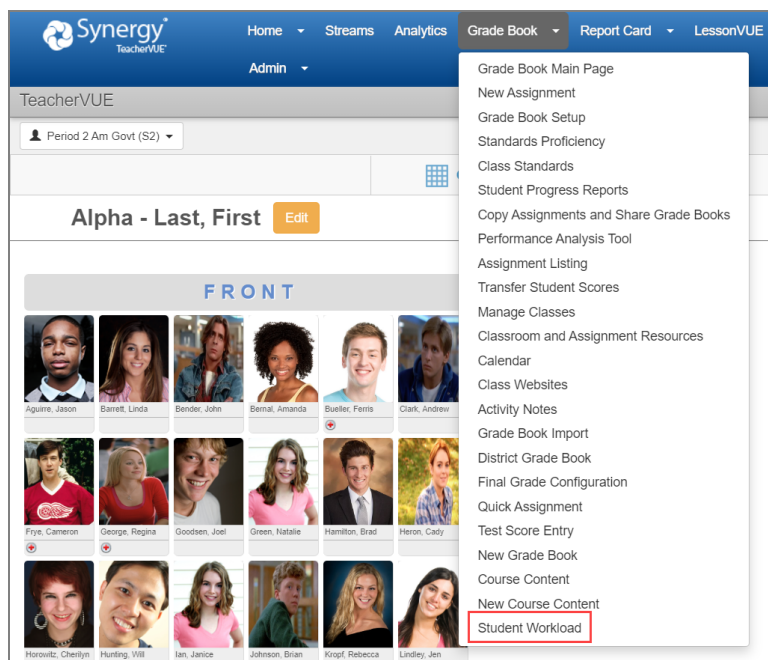
Calendar Screen



## Using Student Workload

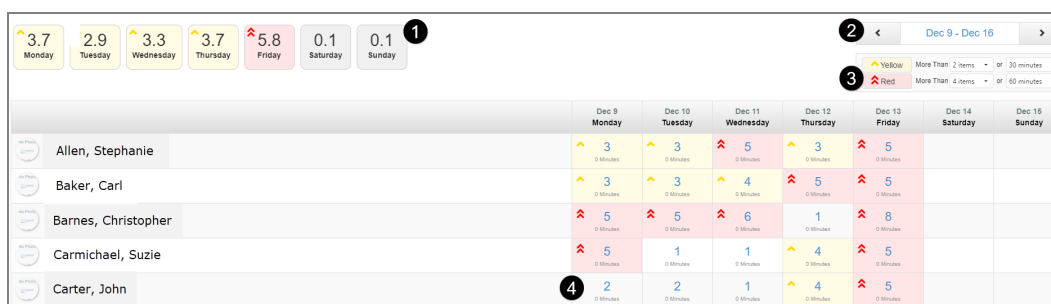
The Student Workload screen provides a week-at-a-glance of the total item count and time duration for students in their other classes.

1. Log in to TeacherVUE.
2. Select *Student Workload* from the **Grade Book** menu.



TeacherVUE Home Screen

All students enrolled in the section display in the grid. The number of items and time duration of coursework from other classes display per day.



Grade Book Student Workload Screen

- Weekly Average Summary Card – Displays the average number of items per student according to the class focus. An average number of workload minutes display when hovering the cursor on a specific day's card. ❶
- Week Toggle – Navigate to prior and future weeks to view item and time duration data. ❷



- Workload Threshold – Use the fields to set the number of items and/or duration (in minutes) to highlight either Yellow or Red. When a student has more than the value assigned, the tile highlights accordingly. ③
- Student Summary Card – Hover on an individual tile of a student, and a breakdown of items by class and assignment type displays. ④



## Transferring Standards Results

The Transfer Standards screen enables you to transfer the student's proficiency level on standards to your current class.

The student must have a score for an identical assignment related to the standard for the standards to transfer. For example, the assignment must be:

- For the same grade
- In the same grading period
- Against the same standard

To transfer standard results:

1. Select *Transfer Standards* from the **Grade Book** menu. The Transfer Standards Proficiency Levels screen displays. Grade Book returns any standard results for the currently selected grading period in other classes that match a standard in your Class Standards list.

Student	Class Grade	Work demonstrates growth through a variety of idea... MAX:100
Aaron, Ian	86.67%	116.0000
Alejandrez, Willie	83.33%	
Bahena, Joshua	90.00%	

*Transfer Standards Proficiency Levels Screen*

2. Select the **Subject**.
3. Select the student's name. The Transfer Standards chooser opens. All the student's standards results for all their classes display.

*Transfer Standards Proficiency Levels Screen*



4. Select the **Transfer** option to indicate the standards to transfer for this student or select **All**. ❶

Transfer Standards

Ian Aaron

May Report Card Performance for standards in the current class

All	Area	Mark	Notes
❶	116.0000 Work demonstrates growth through a variety of ideas showing complex and original thought sourced from (YR) Aahel, A Elementary Mathematics Grade 5(2) SEC:ESMAGS-06	show assignments	50

❷

❸

Transfer Standards

Transfer Standards Screen



Click **show assignment** to view the assignments associated with the standard. ❷

5. Click **Transfer Standards**. ❸ You are returned to the Transfer Standards Proficiency Levels screen.
6. Click **Save**.



## Transferring Student Scores

Transfer a student's assignment scores between classes taught by the same teacher. This is especially useful when a student transfers from one section to another after homework or projects have already assigned.

1. Select *Transfer Scores* from the **Grade Book** menu.
2. Make selections:
  - **Copy From Class** – Select a class to transfer scores from. ❶ Assignments for the selected class display in the Assignments grid.
  - **To Class** – Select a class to transfer the scores to. ❷
  - **Student** – Select the student or *(All Matching Students)*. ❸
  - **To Assignment** – Select the assignment score to transfer. ❹



If there are standards attached to the assignment selected in **Copy From Class** and the assignment is copied to the **To Class** or another assignment is selected that does not contain the standard:

- The standard is added to the assignment in **To Class**.
- The standard is added to the Class Standards.

- Assignment in the class the score is transferred to.



The assignment name is selected if the assignment is a direct match.

You can select another assignment to transfer the score to if the assignment name is not a direct match.

- **<< Do Not Copy >>** – Select to not copy the assignment score to the **To Class**.
- **<< Add Assignment >>** – Select to copy the original assignment and score to the **To Class** as a new assignment.



3. Click **Copy Student Scores**. The student scores transfer to the new class.

Copy From Class (S2) Jackson, K Am Govt(3) SEC:1077

1

To Class (S2) Jackson, K Am Govt(4) SEC:1489

2

Student <<Select>>

3

COPY STUDENT SCORES

Assign

<<Select>>

(All Matching Students)

Grey, Jean

Kale, Patricia

Test, Student

Choosing the option <<ADD ASSIGNMENT>> in the "To Assignment" column will automatically create a new assignment based on the COPY FROM grade book assignment definition (points, correlations, etc.)

DO NOT COPY ignores transferring the scores for that assignment.

Copy From Assignment	Date	Assignment Type	Points	To Assignment
Preamble to the Constitution	1/3/2019	Assignment	1.0000	4 <<Do Not Copy>>
The Constitution - Articles 1-3	1/14/2019	Assignment	1.0000	<<Add Assignment>>
The Constitution - Articles 4-7	1/24/2019	Assignment	1.0000	The Constitution - Articles 4-7-1/24/2019

*Transfer Student Grade Book Scores Screen*



## Recording Activity Notes

1. Log in to TeacherVUE.
2. Select *Activity Notes* from the **Grade Book** menu.
  - The screen automatically saves as you enter data.
  - The section displays all of the days of the current calendar month, by default.
  - The **Time** drop-downs are set with five-minute increments.
3. Enter Activity Notes.
  - a. Click **PE Minutes** or **EL Instruction** to select the type of Activity Note to enter.
  - b. Select start and end **Times**.
  - c. Enter a **Logged Amount**.
  - d. Enter any **Notes** regarding the activity.






Use  in the Time and Logged Amount fields to use the same value for all fields.

Use  November 2017  to enter Activity Notes in other months.

PE Minutes

EL Instruction

Section: (YR) Long, P HOMEROOM 5(1) SEC:EL005-2 ◀ December 2017 ▶

Date	Time	Logged Amount	Notes
Friday, 12/1/2017	8:00 am ▼ to 8:10 am ▼ 	10  	Students jogged 10 minutes 
Saturday, 12/2/2017	▼ to ▼		
Sunday, 12/3/2017	▼ to ▼		
Monday, 12/4/2017	▼ to ▼		
Tuesday, 12/5/2017	▼ to ▼		
Wednesday, 12/6/2017	▼ to ▼		


Activity Notes Screen



## Grade Book and Google Classroom

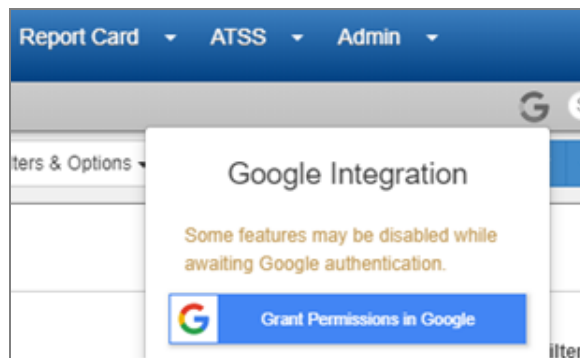
### Logging into Google Classroom from Grade Book Main

---

1. Select *Grade Book Main* from **Grade Book** menu.
2. Click  to open the Grant Permissions in Google screen.



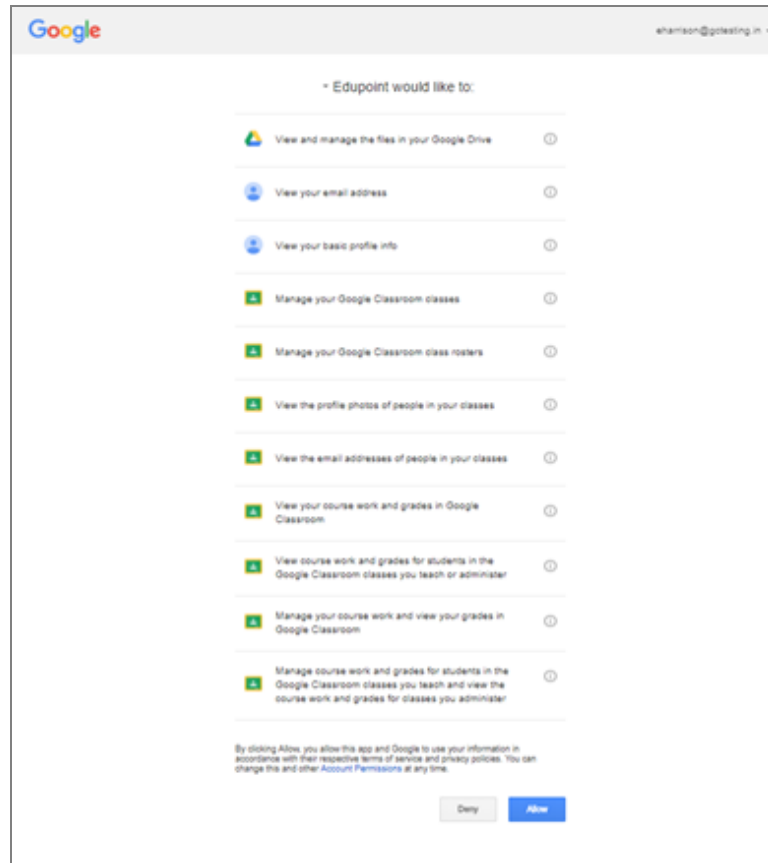
This only displays for users who have not logged in.





*Grade Book Main Screen*

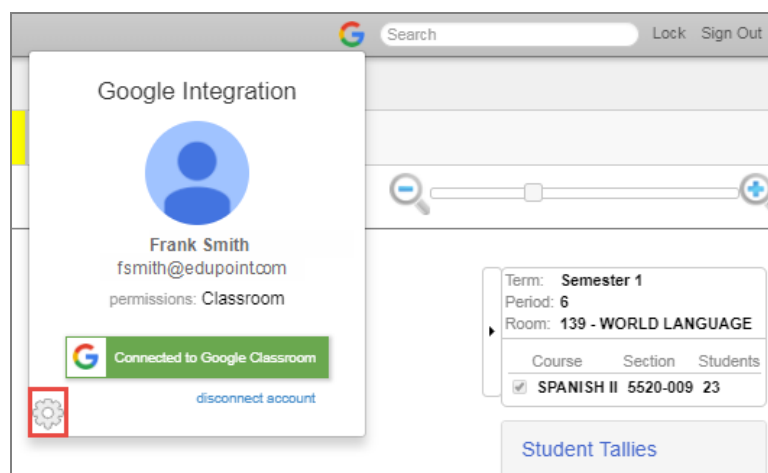


3. Click **Allow**.  displays.



*Google Permissions Screen*

4. Click .
5. Click  to access Google Classroom General Options.



*Grade Book Main Screen*



Click **disconnect account** to disconnect from Google Classroom.



## 6. Set the options for Google Classroom.



**Session Auto Sync** is enabled, by default. Clear the option to disable.

- a. Select the **Default Assignment Type** to use when Grade Book cannot match an Assignment Type from the **Instructions** field of Google Classroom assignments.
- b. Select the **Default Points Value** to apply to Synergy Grade Book assignments synchronized from Google Classroom.
  - *Set to a Specific Number* – Set the Points value to the number entered.
  - *Set by Assignment Type Weighting Default* – Follow the default value set for the Assignment Type on the **Assignment Type Weighting** tab of the Grade Book Setup screen.



You can set this value differently in each class.

- *Match Max Score Value* – Use the **Max Score** and **Points** set on the Google Classroom assignment.
- c. Enter the exact **Sync Block Phrase** in the **Instructions** field of Google Classroom assignments to prevent the assignment from synchronizing into Synergy Grade Book.




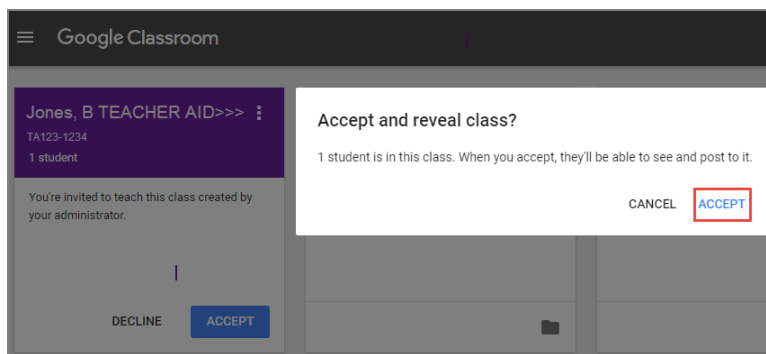
Update any existing blocked assignments within Google Classroom before synchronizing from Google if the **Sync Block Phrase** is later changed. This prevents any unintentional synchronizing of assignments from Google Classroom. The default phrase is *(Managed by Google Classroom)*.

7. Click **Save**.



## Enabling Google Classroom

1. Select *Grade Book Setup* from **Grade Book** menu.
2. Select the **Class Settings** tab.
3. Click .
4. Select the settings:
  - **Google Classroom**
    - a. Toggle to **Enabled**.
    - b. Click **Advanced Options**.
    - c. **Class Code**
      - Enter the **Class Code** if a class is set up in Google Classroom.
      - The **Class Code** automatically populates after you create the class if the class is not set up in Google Classroom.
    - d. Click **Accept** to allow students in the class to view the assignment. the default synchronization setting for adding students to an assignment.



Google Classroom Screen




Any students enrolled in a class with email addresses that match those set up within Google are automatically added to the newly created Google Classroom when **Sync Student Roster** is set to *ON*.




- e. Disable the default synchronization options, if needed.



*Grade Book Setup Screen, Class Settings Tab*

- **Sync Google Assignments From** – Grade Book can only synchronize Google Assignments with a the due date on or after the date listed. By default the date is set to the day prior to the day Google Classroom was first enabled on a section.
-  – Displays on Grade Book Main for Google assignments that are not synchronized

<b>Quick assignment</b> MAX: 9.00 PTS: 1.00 12/18/2017 <b>Culture</b> 9	 <b>First GC assignment</b> MAX: 10.00 PTS: 1.00 12/21/2017 <b>Participation</b> 8	<b>GB Created</b> MAX: 15.00 PTS: 1.00 12/22/2017 <b>Speaking</b> 14
--	---	---

*Grade Book Main Screen*



## Viewing Google Classroom from Grade Book Main

1. Select *Grade Book Main* from **Grade Book** menu.



Classes enabled and synchronized for Google Classroom display



Terms
Class Focus

Semester 1

Semester 2

School Year

2017-2018

School

HOPE HIGH SCHOOL

Period Course Section ID Students Term Room Att Taken

Semester 1 (08/23/2017 - 01/12/2018)

3SPANISH I5510-00126FY126A - WORLD LANGUAGE

4SPANISH I5510-00324FY126A - WORLD LANGUAGE

5SPANISH II5520-00122FY126A - WORLD LANGUAGE

6SPANISH II5520-00923FY139 - WORLD LANGUAGE

7SPANISH II5520-00227FY126A - WORLD LANGUAGE

8SPANISH I5510-00228FY126A - WORLD LANGUAGE

Periods

QTR 1 (Grading/Mark Periods)

QTR 2 (Grading/Mark Periods)

Semester 1 (Grading/Mark Periods)

QTR 3 (Grading/Mark Periods)


QTR 4 (Grading/Mark Periods)

Semester 2 (Grading/Mark Periods)

Final Grade (Grading/Mark Periods)

Grade Book Focus

2. Select a Google enabled class.
3. Select an assignment created in Google Classroom.

They display . Assignments created in Google Classroom are locked and cannot be edited from Grade Book, by default.



Quick assignment MAX:9.00 PTS:1.00 12/18/2017	First GC assignment MAX:10.00 PTS:1.00 12/21/2017	GB Created MAX:15.00 PTS:1.00 12/22/2017
Culture	Participation	Speaking
9	8	14

Grade Book Main



Google Classroom information displays on the New Assignment and Quick Assignment screens after an assignment synchronizes to Google Classroom.

**Assignment Settings**

**Assignment Name**  
 GB Created After Connecting

**Date of Assignment**  
 12/29/2017

**Description**

**Assignment Category**  
 Normal

**Due Date**  
 12/20/2017

**Assignment Type**  
 Speaking

**Score Type**  
 Raw Score

**Max. Score**  
 1.00

**Points**  
 1.00

**Google Classroom**  
 Linked Google Assignment  
 Name GB Created After Connecting  
 Due Date 12/20/2017 Max Score 13  
 Date Created 12/16/2017 5:09 PM

*New Assignment Screen*

**Assignment** **Classes** **+ Sections**

**Assignment Name**  
 New Standards Assn

**Description**

**Assignment Type**  
 Reading Comprehension

**Score Type**  
 Raw Score

**Max. Score**  
 1

**Assignment Date**  
 12/21/2017

**Due Date**  
 12/21/2017

**Assignment Category**  
 Normal Extra Credit Not for Grading

**Google Classroom Assignment**  
 Name New Standards Assn  
 Due Date 12/21/2017 Max Score 15  
 Date Created 12/17/2017 1:04 pm

**Parent/Student Portal**  
 Show in Parent/Student Portal  
 ON  
 Show only when scored  
 OFF

**Assignment Drop Box**  
 Enable Assignment Drop Box  
 OFF

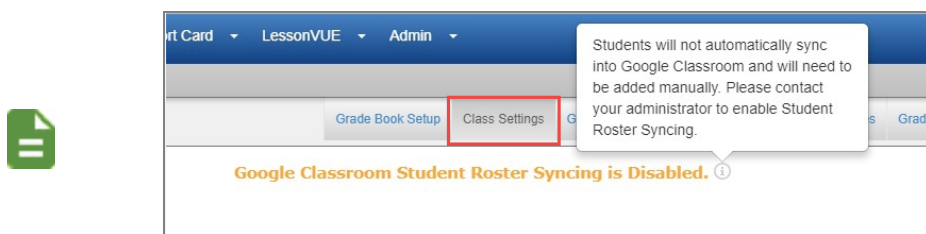
*Quick Assignment Screen*



## Assignment Synchronization

You can set Synergy Grade Book assignments to not synchronize to Google Classroom following its creation. This removes the assignment from in Google Classroom and prevents future synchronization of the assignment into Google Classroom.

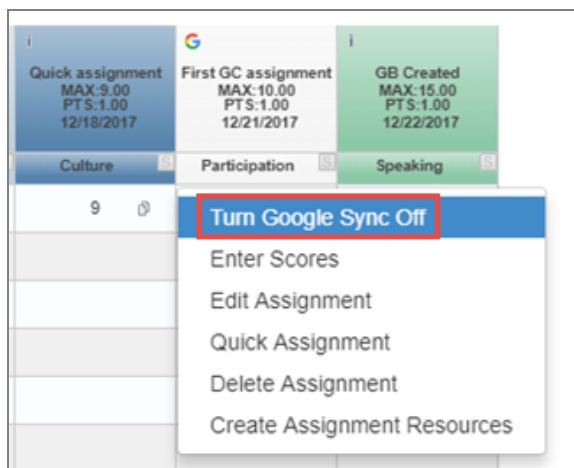
A message displays on the Class Settings screen if Student Roster Syncing is not enabled.



Grade Book Setup Screen, Class Settings Tab

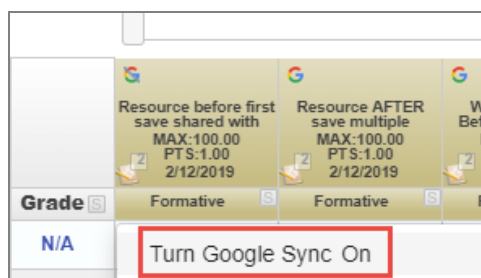
Deleting Grade Book assignments also deletes the assignment from Google Classroom, after performing a Google Sync.

- Select *Turn Google Sync Off* from an assignment in Grade Book Main to disable that assignment from synchronizing with Google Classroom.



Grade Book Main Screen

- Select *Turn Google Sync On* for an assignment that is not synchronizing.



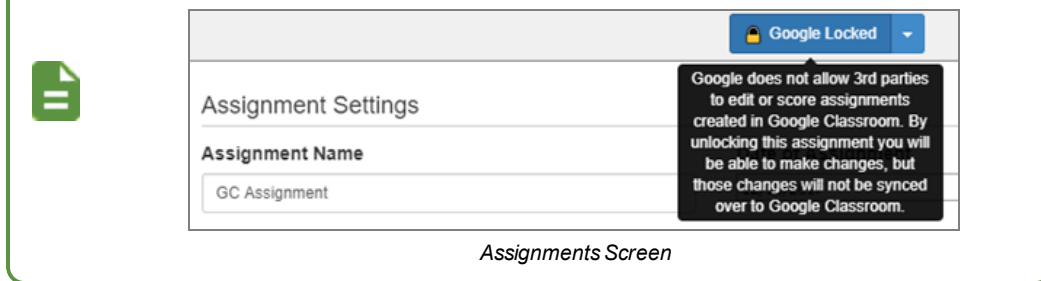
Grade Book Main Screen



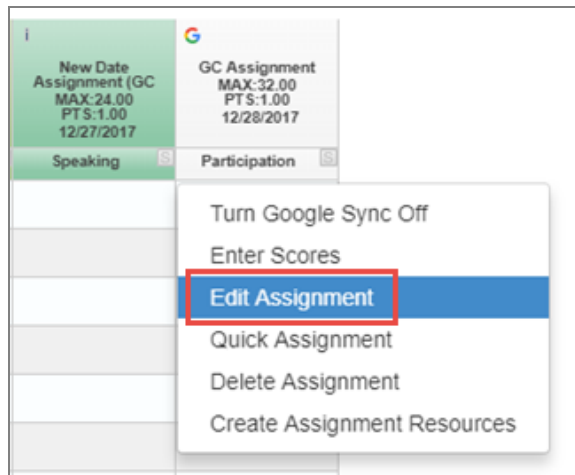
Assignment resources added to new assignments synchronize into Google Classroom. Document resources from Synergy Grade Book assignments are created as a *copy* for each student in Google Classroom.

## Unlocking Google Assignments

Unlocking Google Classroom assignments may cause the assignments to go out-of-sync.

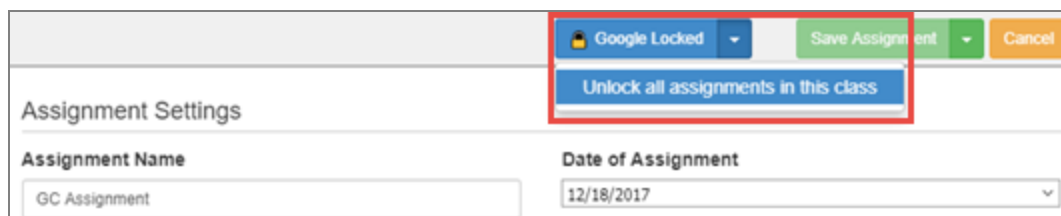


- From the Assignments screen:
  1. Select *Edit Assignment*.



Grade Book Main Screen


2. Select *Unlock all assignment in this class from Google Unlocked*.



Grade Book Assignments Screen




When assignments are unlocked:

-  displays on Grade Book Main for unlocked Google assignments

		
Quick assignment MAX: 9.00 PTS: 1.00 12/18/2017	First GC assignment MAX: 10.00 PTS: 1.00 12/21/2017	GB Created MAX: 15.00 PTS: 1.00 12/22/2017
Culture	Participation	Speaking
9	8	14

Grade Book Main Screen

-  displays on the New Assignment screen for unlocked assignments.

		Save Assignment	Cancel
Assignment Settings			
Assignment Name	Date of Assignment		
First GC assignment	12/16/2017		

New Assignment Screen



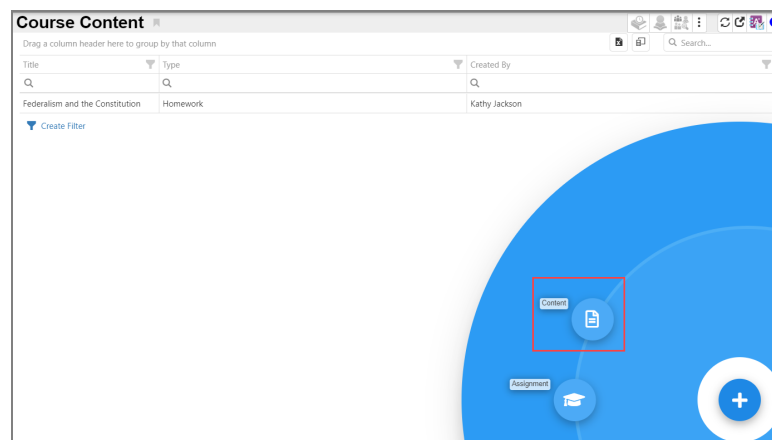
## District Course Curriculum

District Course Curriculum allows the district to organize rich course content by district course. Assignments and items with rich course content are also sequenced using the Course Curriculum window. Teachers of that course inherit the Course Content and can add the items to their own classes.

### Creating District Course Content

This example uses the **Content** option. The same process applies to the **Assignment** option.

1. Navigate to **Synergy SIS > Grade Book > Setup > Course Content**.
2. Click .
3. Select **Content**.



Course Content Screen

4. Select or enter Content Settings as needed.



These are the default settings for the items when teachers inherit a copy of the item.

5. Select Classification options as needed.



This organizes the content in the District Content Bank.

A **Course** option is required to use the content item on the Course Curriculum screen.



6. Add content to the **Student Content** and **Teacher Instructions** tabs as needed.



Teachers, students, and parents can view **Student Content**.  
**Teacher Instructions** is only available to teachers.

*Edit Course Content Item Screen*

## Creating Course Curriculum

1. Navigate to **Synergy SIS > Grade Book > Setup > Course Curriculum**. The Course Curriculum window displays.

Title	Description	Duration	Subject
Science 5th Grade (ESC05)		YR	English 9th Grade
Life Skills (PP26P)	Life Skills/assemb Mfg	S2	Fine/Applied Arts
Sa Prin Off (SA60)	Student Asst Principal's Offic	S2	Electives
Engine Perform (AM16)	Engine Performance	S2	Electives
Ind Instruction (PP7252)	Individual Instruction - Ed	S2	Fine/Applied Arts
Sld Math (PP82B2)		S2	Mathematics
Aape Basketball (PE4922)		S2	Physical Education 10-12
German I (WL31)	German I	YR	Fine/Applied Arts
Tr Clothing (TRL3)		S2	Fine/Applied Arts
Comp Aided D&d (IT312)	Computer Aided Design & Draft	S2	Fine/Applied Arts

*Course Curriculum Window*

2. Select the District Course to open a screen for that specific course.




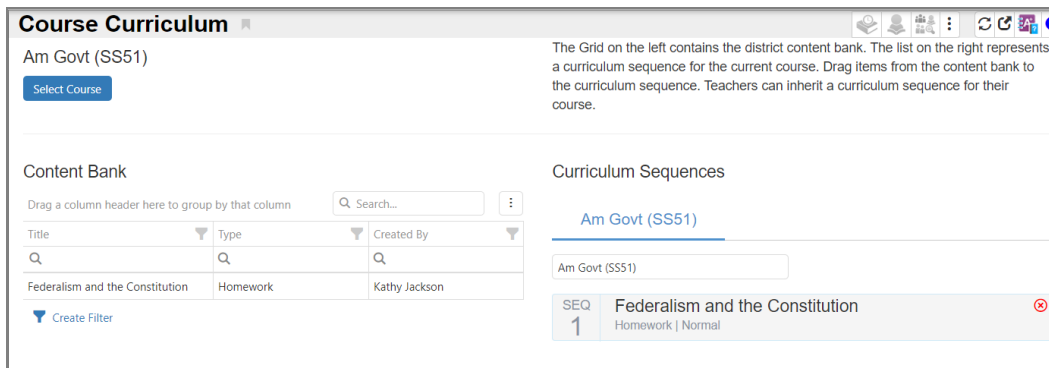
You can search for specific courses by Title, Description, Duration, or Subject, or use filters to narrow the list of courses.

Items that are linked with the selected course on the Course Content screen display in the Content Bank.

3. Drag and drop items from the Content Bank to Curriculum Sequences to build a course curriculum.



4. Drag and drop items to re-sequence, or remove items as necessary using  in Curriculum Sequences.



The Course Curriculum screen shows the 'Am Govt (SS51)' course. It features a 'Content Bank' on the left with a table of items and a 'Curriculum Sequences' section on the right. The Content Bank table has columns for Title, Type, and Created By. The Curriculum Sequences section shows a sequence for 'Am Govt (SS51)' with a table containing 'SEQ 1' and 'Federalism and the Constitution'.

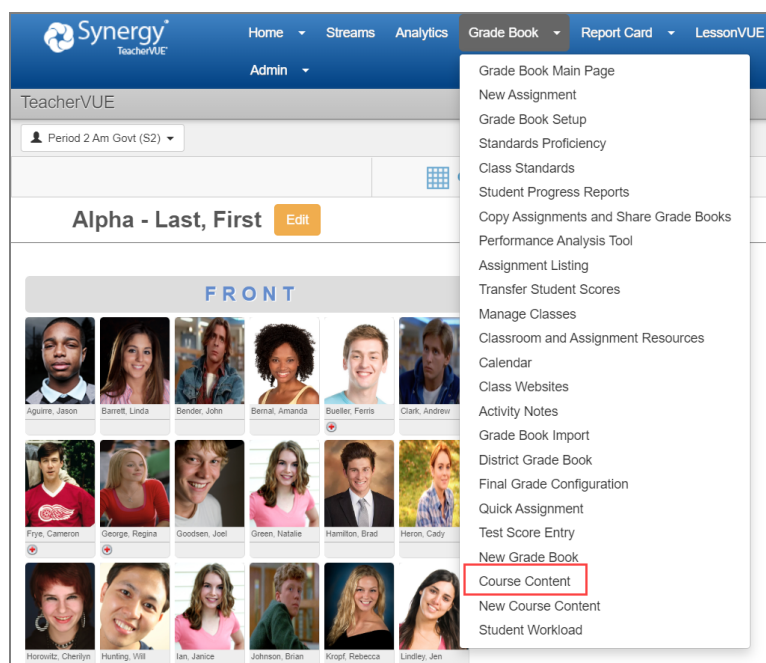
Title	Type	Created By
Federalism and the Constitution	Homework	Kathy Jackson

SEQ	Item
1	Federalism and the Constitution Homework   Normal

Course Curriculum Screen

## Inheriting a Curriculum Sequence

1. Log in to TeacherVUE.
2. Select *Course Content* from the **Grade Book** menu.



The TeacherVUE Home Screen shows the Synergy TeacherVUE logo and navigation tabs: Home, Streams, Analytics, Grade Book, Report Card, and LessonVUE. The Grade Book menu is open, showing a list of options. The 'Course Content' option is highlighted with a red box. The main area displays a grid of student photos under the heading 'Alpha - Last, First'.

- Grade Book Main Page
- New Assignment
- Grade Book Setup
- Standards Proficiency
- Class Standards
- Student Progress Reports
- Copy Assignments and Share Grade Books
- Performance Analysis Tool
- Assignment Listing
- Transfer Student Scores
- Manage Classes
- Classroom and Assignment Resources
- Calendar
- Class Websites
- Activity Notes
- Grade Book Import
- District Grade Book
- Final Grade Configuration
- Quick Assignment
- Test Score Entry
- New Grade Book
- Course Content**
- New Course Content
- Student Workload

TeacherVUE Home Screen



3. Select the course tab. The Course Content created by the district displays on this tab in the recommended sequence.



The course tab only displays if the district has created Course Content for the course.

Synergy TeacherVUE

(S2) Jackson, K Am Govt(2) SEC:1269 / 3rd Qtr

## Course Content

All course content for current class.

Course Content Options **Am Govt (SS51)**

District Content Bank Sequence

The following items are available for Am Govt.

SEQ	Item
1	Federalism and the Constitution Homework   Normal

Course Content Screen, Course Tab

## Using Content from Course Curriculum

Teachers can add content from Course Curriculum to their own classes.

1. Select an item from the course tab. A window opens with the content details.
2. Edit options as needed for the specific class and click **+ COPY CONTENT**. This adds the content to the teacher's Course Content. Copied assignments are also added to Grade Book.

Add from content bank

Student Content

Student Content

**Course Item Type**  
Assignment

**Unit**  
State and Federal Government

**Title \***  
Federalism and the Constitution

**Category**  
Homework

**Due Date**  
3/24/2020

**Score Type**  
Raw Score

**Max Score \***  
100

**Points \***  
10

**Expected Duration (min)**  
0

**+ COPY CONTENT**

**Federalism in the United States | US go...**

**Khan Academy**

**Constitutional interpretations of federalism**

Federalism is the distribution of power between the federal government and state governments. However, the Constitution does not create clear-cut lines for which types of policy fall under each level of government.

This has led to questions over the balance of power between national and state governments. The appropriate distribution of power has been interpreted differently over time. At some points, measures have been taken to enhance federal power, while at other points, the Framers and later, the Supreme Court have enhanced state power.

Add From Content Bank Window



3. The item from the District Content Bank displays with a green check mark and the date it was added.

## Course Content

All course content for current class.

[Go To Grade Book View](#)

Course Content Options Am Govt (SS51)

---

### District Content Bank Sequence

The following items are available for Am Govt.

SEQ 1	Federalism and the Constitution Homework   Normal	MAR 24	✓
----------	--	-----------	---

*TeacherVUE Course Content Screen*



## Chapter 4:

# Using New Grade Book

---

Using New Grade Book with Rich Course Content .....	193
Using Standards-Based Grading in New Grade Book .....	214
Using Submissions in New Grade Book .....	225



## Using New Grade Book with Rich Course Content

On the New Grade Book screen, teachers can:

- Custom sort grade books by units or assignments
- Automatically save as they enter scores and create new assignments
- Add rich content including information from third party applications to an assignment
- Filter and sort by student name, mark or percent, and by individual and whole class student performance



New Grade Book is currently available for section-based traditional (non-standards based) grading.

## New Grade Book Screen

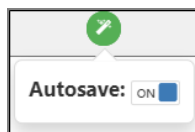
The New Grade Book screen includes many features.

Student Name	Score	Mark	Public Opinion, Media & American Politics	Constitution and Articles
Abbott, Billy	95.6%	A	4	100
Crane, Kellie	93.5%	A	4	97
Curry, Arthur	90.5%	A-	4	95
Dinah, Esther	92.4%	A-	5	92
Gordon, Barbara	89.4%	B+	5	46
Grayson, Dick	65.4%	D	3	59
Grey, Jean	86.9%	B	4	66
Hayden, Jenny	85.8%	B	4	66
Hex, Jonah	91.8%	A-	2	78

New Grade Book Screen

### Enabling Autosave ①


1. Right-click .
2. Select **ON** or **OFF** to enable/disable the **Autosave** feature.



New Grade Book Screen - Autosave




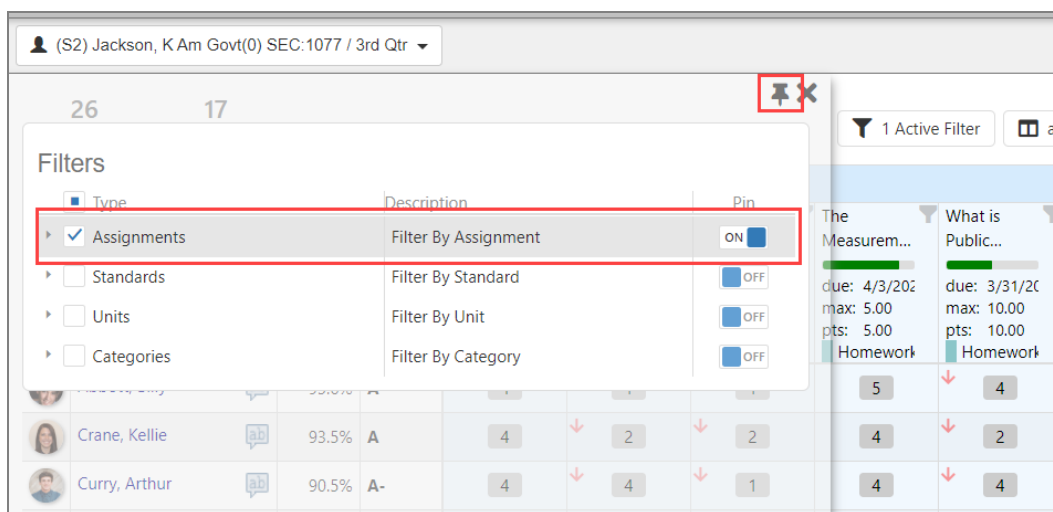
## Using Quick Filters

1. Click  0 Active Filters to open the Filters window.
2. Select entire categories (**Assignments**, for example) or expand the category to select specific items as a filter.

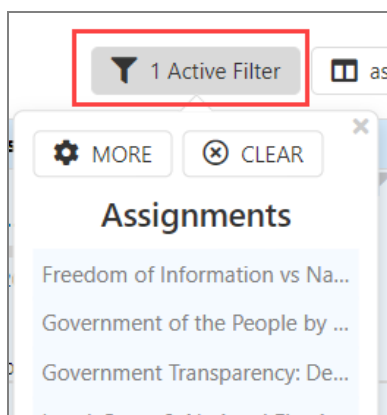


Grade Book reloads with the selected filter options and the Quick Filter button displays the number of active filters.

3. Toggle **Pin** to **ON** and what you pinned displays when you click the Quick Filter button.
4. Click  to leave the Filters window pinned on the screen.



*Filters Window*



*Quick Filter Detail*



Click  **MORE** to re-open the Filters window.

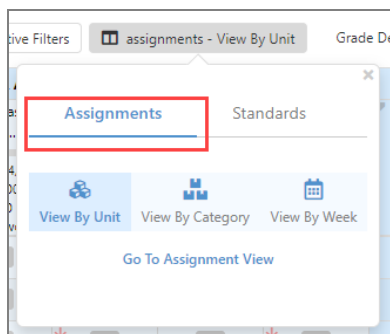
Click  **CLEAR** to remove active filters. Grade Book reloads to display all information.



## Using View By ⓘ

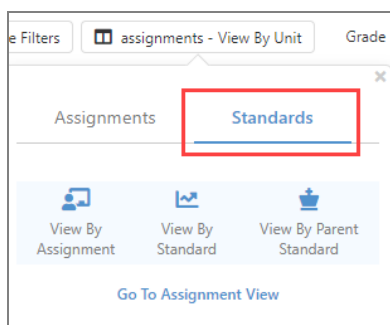
The View By button has an **Assignments** tab and a **Standards** tab.

- Select the **Assignments** tab to *View By Unit*, *View By Category*, or *View By Week*.



*View By Assignments Tab*

- Select the **Standards** tab to *View By Assignment*, *View By Standard*, or *View By Parent Standard*.



*View By Standards Tab*

## Using Grade Detail, Reports, Options, Export, and Column Chooser ⓘ


- Click **Grade Detail** ☐ OFF to toggle Grade Detail **ON** or **OFF**.
- Click **REPORTS** to print reports available to you from this screen.
- Click **OPTIONS** to toggle options ON and OFF to customize New Grade Book. See [New Grade Book Options](#) for additional information.
- Click to export New Grade Book data in an Excel spreadsheet.
- Click to include and exclude columns.

## Adding Course Content ⓘ

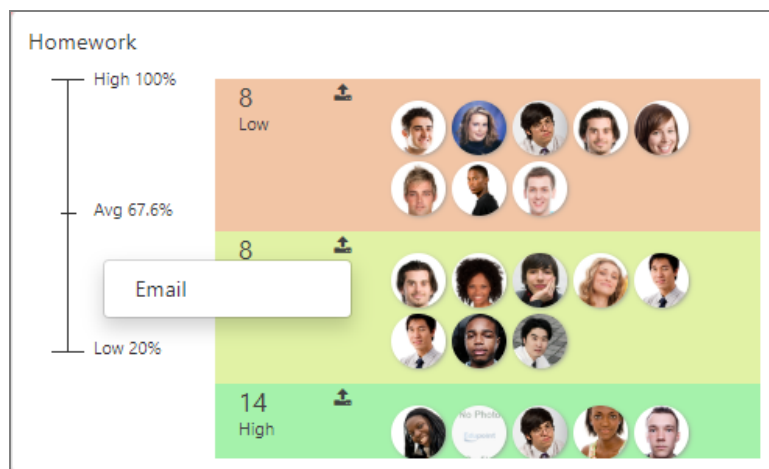
- Click to add an **Assignment**, **Content**, and a **Syllabus**. See [Course Content](#) for additional information.



## New Grade Book Options

New Grade Book allows teachers to customize their Grade Book. Select  **OPTIONS** to make modifications.

1. **Student Picture** – Show/Hide student demographic images.
2. **Show Only Ungraded**– Automatically filter to display any students that have unscored assignments throughout Grade Book.
3. **Show Posted Grade** – Displays the option for teachers to post final grades from the New Grade Book grid. Teachers can also add comments and override marks.
4. **Show Units and Unit Totals** – Shows assignments organized by unit and displays unit percentage and mark.
5. **Progress Bar** – Shows student performance as set by an analysis band. Teachers can choose to email a set of students.



*Progress Bar*

6. **Width** – Expand or contract the width of assignment columns. Narrow columns display text vertically.




## 7. Grade Level – Displays a column to show the students' current grade level.

The screenshot shows the 'New Grade Book Screen' with the 'OPTIONS' tab selected. The interface is divided into five main sections: Students, Grading, Units, Assignments, and Display. Each section contains various settings that can be turned ON or OFF. Numbered callouts highlight specific settings: 1. Student Picture (ON), 2. Show Only Ungraded (OFF), 3. Show Posted Grade (OFF), 4. Units (4), 5. Progress Bar (ON), 6. Width (Navigation buttons), 7. Grade Level (OFF).

New Grade Book Screen

## Sorting and Filtering

The New Grade Book grid allows teachers to sort and filter by every column.

1. Select a column header (except the title of and assignment or unit). Grade Book sorts in ascending or descending order by that column.
2. Select the  icon and select items from the list to filter the Grade Book.
3. Click **OK** to refresh Grade book using the selected filter options icon.

The screenshot shows the 'New Grade Book Screen - Filtering' with a filter dialog open. The dialog displays a list of grades (A+, A-, B+, B-, C+, C-, D+, D-, F) with checkboxes. The 'C-' checkbox is selected and highlighted with a red box. The 'OK' button is also highlighted with a red box.

Student Name	Pct	Mark	Homework	Quiz	Assignment	Project	Test	Psychology	Freudian Concepts
Bloyer, Troy	49.3%	F	0%	76%	C	100%	A+	20%	F
Campbell, Brandon	67.3%	D+	0%	100%	A+	100%	A+	44%	F
Deitering, Jeremy	36.3%	F	0%	64%	D	0%	F	44%	F
Epperson, Michael	46%	F	0%	24%	F	0%	F	72%	C-
Groh, Andrea	74%	C	0%	60%	D-	60%	D-	84%	B
Kraemer, Joseph	19.3%	F	0%	44%	F	48%	F	0%	F
Perea, Patricia	57.7%	F	0%	76%	C	40%	F	60%	D-
Werner, Stephanie	52%	F	0%	76%	C	36%	F	52%	F

New Grade Book Screen - Filtering




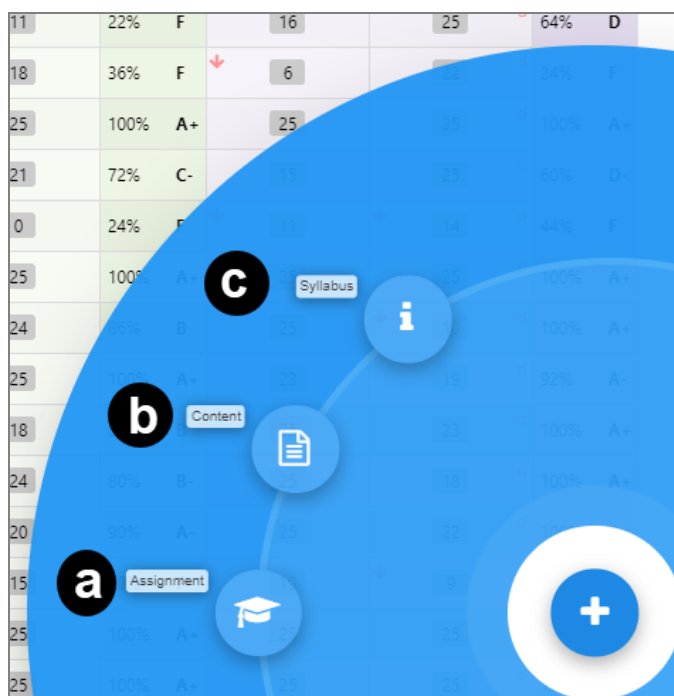
Signing out and back in, or re-loading New Grade Book, refreshes all sort/filter options.



## Course Content

Course Content includes all possible resources and content that a teacher provides for a class. Assignments can include Rich Course Content.

1. Click .
2. Select **Assignment**, **Content**, or **Syllabus** to create content
  - a. This button allows teachers to create assignments that expect a student score. Rich Course Content can be added to each assignment as needed by the teacher.
  - b. Content is rich course information that does not expect a student score. Teachers can use Content to share study materials such as videos and documents. This area can also be used to share general class announcements about things like projects and field trips.
  - c. Mousing over the Syllabus option displays four areas teachers can edit: **Contact Info**, **Class Policies**, **Grading Policies**, and **Course Description**. These options also display as tabs once the Syllabus page opens.




New Grade Book Screen – New Content




## Creating New Content-Rich Assignments

---

1. Click .
2. Select **Assignment**.
3. Enter assignment detail information. Items marked with an asterisk (\*) are mandatory.
  - **Content Type** – This defaults to Assignment. This field signifies that the teacher is creating content that requires scores.
  - **Unit** – Teachers can create units to help organize their assignments. Type a unit name into the field. For all subsequent content, the unit name displays in the menu.
  - **\*Title (of Assignment)**
  - **Category**
  - **Due date** – This defaults to the day the assignment is created.
  - **Score type** – Raw score, Percentage, Letter Grade, or a defined type (*i.e.* rubric).
  - **Max Score** – Total score that a student can earn on an assignment.
  - **\*Points** – Weight or amount the assignment is worth in Grade Book calculations.
  - **Expected Duration (in minutes)** – Time expected for students to complete the assignment.

## Creating New Course Content

---

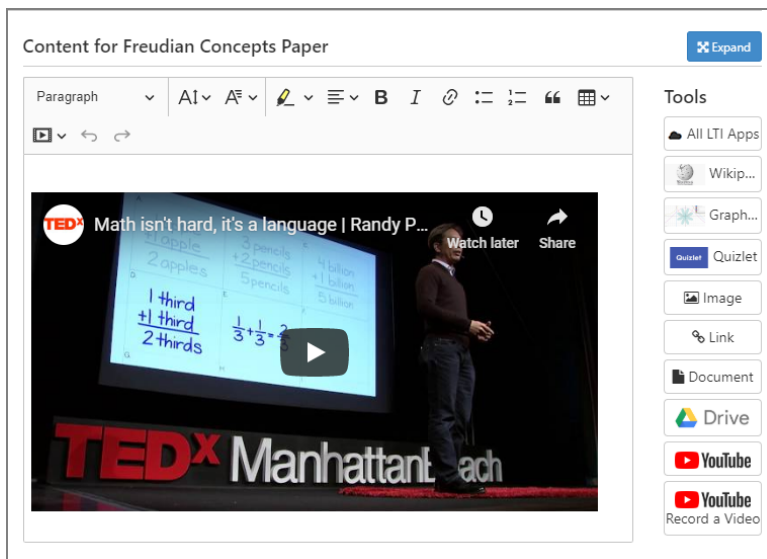
1. Click .
2. Select **Content**.
3. Enter content detail information. Items marked with an asterisk (\*) are mandatory.
  - **Course Item Type** – Defaults to *Content*. This signifies that student scores are not required.
  - **Unit** – Teachers can create units to help organize their content. Type a unit name into the field. For all subsequent content, the unit name displays in the menu.
  - **\*Title (of Course Content)**
  - **Due Date** – This defaults to the day the content is created.



## Adding Rich Course Content

The Content area allows teachers to include an unlimited amount of information for Course Content or Assignments. Teachers can add formatted text and resources (such as documents, videos, or links) from the Content area.

The **Tools** on the right side allow teachers to add images, links, and documents, or to add/embed YouTube videos or LTI content.



Course Content Screen

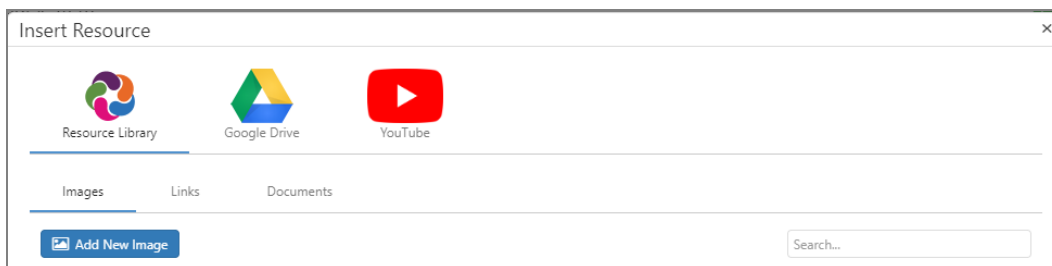
## Teacher Resource Library

Any Images, Links, or Documents teachers use are added to their own Resource Library. These are accessible for future use because this library is stored within Synergy.

1. Select **Image**, **Link**, or **Document** from the **Tools** area.
2. Select a previously used image, link, or document, or upload a new one.



Each tab (**Images**, **Links**, and **Documents**) can be accessed, regardless of the selection chosen above.



Teacher Resource Library

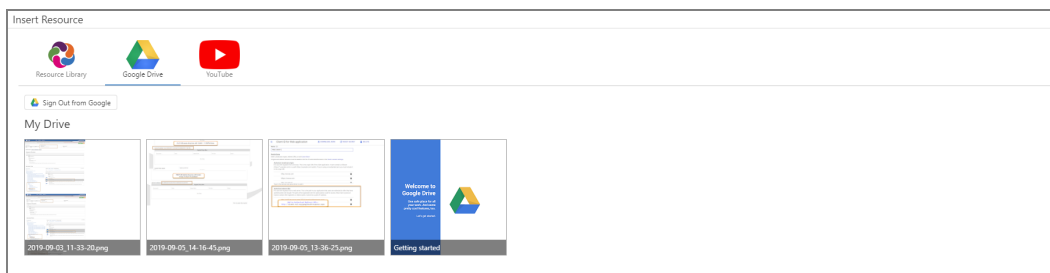


## Google Drive

Teachers can add content from a Google Drive. Users not currently logged in to a Google account are prompted to log in. Once logged in, users can access the files and folders held in Google Drive and embed resources as needed.



When a document from Google Drive is embedded, the permissions on that document are automatically set to PUBLIC. This is necessary for students to access the file.



Google Drive Content

## Adding Google Docs to Assignments or Course Content



See your administrator to set up the required configuration for Google Submissions.

1. Select *New Grade Book* from the **Grade Book** menu.
2. Add a new assignment or edit an existing assignment.



Two options are available for adding rich content: **Synergy Editor** and **Google Doc**. Synergy Editor is the traditional text editor that allows you to embed text, photos, videos, YouTube, LTI content, etc. The **Google Doc** option allows you to create a new Google Doc or select an existing Google Doc as rich content for the assignment or course content item.

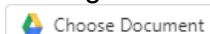
Teachers can only provide rich course content using one method per assignment or course content item.

3. Click **Google Doc**. A confirmation displays warning that any content currently entered in the Synergy Editor field will be deleted. Click to proceed.




If you are not signed in to the browser using your district-provided G Suite email address, click and complete the authentication process.

4. A Google Doc is automatically created. Create the Google Doc as needed or click



to load a previously created Google Doc.



- Click  **Open In New Tab** to open the Google Doc in a separate tab. This opens the document to edit as needed.

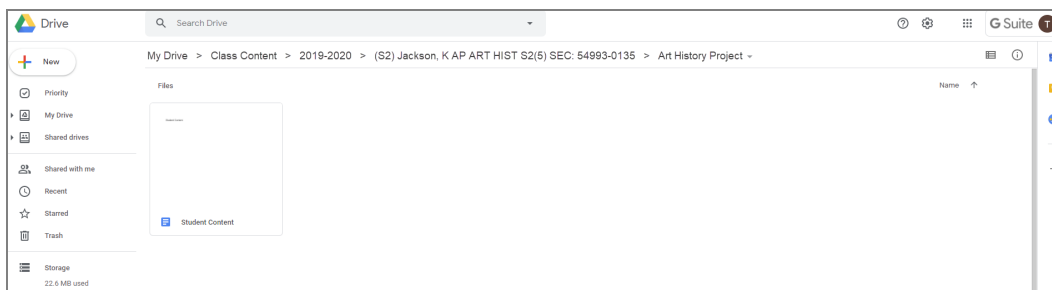


Changes can be made to the Google Doc in Grade Book or directly in Google. All changes display in either location.

## Using Google Docs in Google Drive

Google Docs created in New Grade Book are organized in the teacher's Google Drive. Folders are created automatically to keep the documents organized by school year, class, and assignment.

- Navigate to <http://drive.google.com>.
- Locate the **Class Content** folder.
- Navigate through the school year folder to find the class(es) and assignment(s) where Google Docs were created.



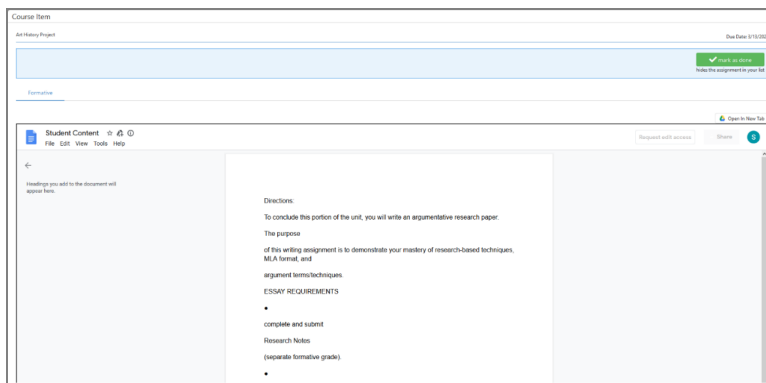
Google Drive

## Google Docs in ParentVUE and StudentVUE

- Select **Grade Book** in ParentVUE or StudentVUE.
- Select the class and assignment where the Google Doc rich course content is available. The Google Doc displays.



The Google Doc is read-only for students and parents.



Course Item Screen



## Configuring Rich Content Features

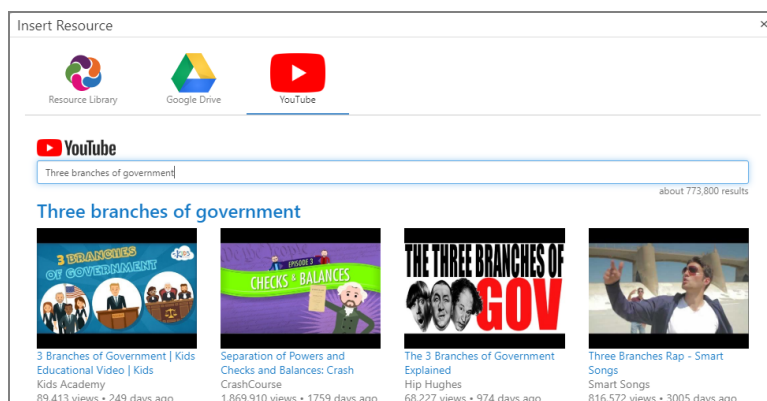
Rich content for New Course Content allows teachers to easily search for Third Party LTI content and YouTube videos that support learning objectives. YouTube and LTI must be configured for teachers to use these features.

### YouTube

Select the YouTube icon to search all content on YouTube by keyword. Prior to embedding the content to the page, teachers can view the YouTube video before choosing *Insert Video*.



A district's proxy servers might limit access to some YouTube content.



YouTube Content

### Third Party (LTI) Applications in Course Content

1. Select **All LTI Apps** from the **Tools** area. Previously used applications display by default.
2. Select **browse all apps** to view all LTI Applications. Select **Previously Used Apps** to toggle back to the default view.

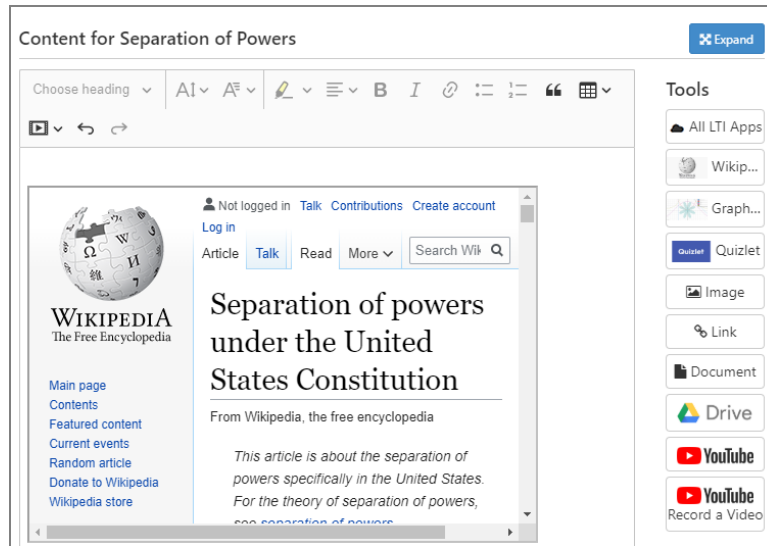


Any application that displays **Configuration Complete, ready for use.** can be used without configuration. Applications that display **Authentication Required.** must be configured. Selecting the application allows the teacher to configure it if they have the credentials for the **Consumer key** and **Shared secret**.

3. Select a configured application to use. Each application is managed by its own vendor, and all functionality is determined and developed by that vendor. For example, Quizlet provides a search field that allows users to search their repository.



## 4. Add content to the assignment or Course Content.



Embedded LTI Content

## Assignment Advanced Settings

Teachers can set specifications on the **Advanced Settings** tab for each assignment. These settings include:

- **Grading Type** – *Normal, Extra Credit, Not For Grading, Content*
- **Assignment Date** – Use if different than the Assignment Due Date
- **Analysis Band** – An individual assignment can have its own Analysis Band. Point values configured in the Analysis Band can match the Grade Book Score Type of the assignment (grading for DIBELS proficiency for example).
- **Grading Periods** – Select Grading Periods that the assignment impacts
- **Courses** – Click the toggle button to *ON* and all other sections with the same course number are automatically selected. Additionally, all classes taught by the teacher are listed and can be individually selected if needed.



- ParentVUE/StudentVUE
  - **Show Only When Scored** – Assignments display only when scores are entered.
  - **Show Rubric In Portal** – If a rubric is applied to this assignment, the rubric displays.
  - **Enable Discussion** – Allows teacher and students to discuss the assignment in the portal.
  - **Show Assignment As Of Date Time** – Select a specific day/time for the assignment to display in the portal.

Course Item

**Democratic ideals in the Constitution**  
Normal category, 29 graded, 0 not graded

0 missing

Content Scores **Advanced Settings** Standards Drop Box ✓ PUBLISHED To Portal

Misc

Grading Type  
Normal

Assignment Date  
10/24/2019

Grading Periods

Grading Periods

- ☒ Progress Period 1
- ☒ 1st Qtr
- ☒ Progress Period 2
- ☒ 2nd Qtr
- ☒ Sem 1 Final

Analysis Band

Analysis Band  
Use Class Configured Band

Analysis Band For Class  
N/A

Courses

Add To All Courses  
☐ OFF

Note:  
Turn this option on to automatically add this assignment to all courses of this type.

ParentVUE / StudentVUE

Show Only When Scored  
☐ OFF

Show Rubric In Portal  
☒ ON

Enable Discussion  
☐ OFF

Show Assignment In Portal  
☒ ON

Show Assignment As Of Date Time  
[Date/Time Picker]

Course Item Screen, Advanced Settings Tab



## Standards

Course Content and Assignments can be aligned to standards. Search for Standards by name in the text field or filter by selecting the **Standards Type**, **Subject**, and **Grade Level**. You can then select standards from the populated list.

The screenshot shows the 'Standards' tab for a course item titled 'Democratic ideals in the Constitution'. The interface includes a header with the course title, a '0 missing' indicator, and a 'PUBLISHED To Portal' status. Below the header is a navigation bar with tabs for 'Content', 'Scores', 'Advanced Settings', 'Standards', and 'Drop Box'. The 'Standards' tab is active, displaying a 'Select Standards' section. This section features three filters: 'Standards Type' (set to 'Common Core'), 'Subject' (set to 'History'), and 'Grade Level' (set to 'High School'). A search bar is also present. To the right of the filters are buttons for 'EXPAND ALL' and 'COLLAPSE ALL'. Below the filters is a list of standards with their respective aggregation methods:

- HS.HIGHEST**  
This standard will calculate using the aggregation method of: HIGHEST SCORE
- HS.LAST**  
This standard will calculate using the aggregation method of: LAST SCORE
- HS.LOWEST**  
This standard will calculate using the aggregation method of: LOWEST SCORE
- HS.MEAN**  
This standard will calculate using the aggregation method of: MEAN
- HS.MEDIAN**  
This standard will calculate using the aggregation method of: MEDIAN
- HS.MODE**  
This standard will calculate using the aggregation method of: MODE
- HS.NO\_AGG**  
This standard will calculate using the aggregation method of: NO AGGREGATION
- HS.POWERLAW**  
This standard will calculate using the aggregation method of: POWER LAW

Course Item Screen, Standards Tab

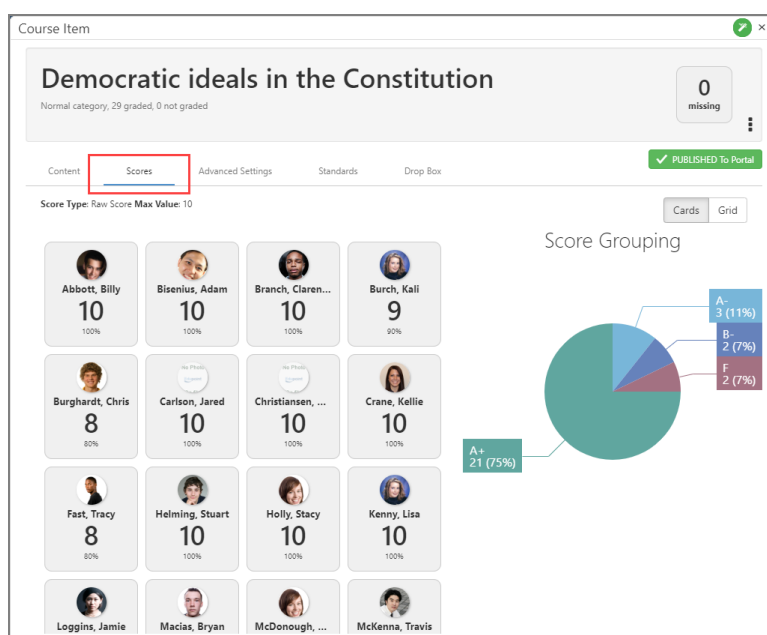


## Entering Scores for an Assignment

In New Grade Book, you can enter scores on the same screen used to create assignments. The **Scores** tab populates when an assignment is created. On the **Scores** tab, teachers can enter scores in two views: grid and cards. Select these views on the right-hand side of the **Scores** tab.

Grid view reflects a traditional grid where users can enter raw or rubric scores. You can use the toggle button to mark assignments excused or hidden in the portal. The remaining columns allow teachers to enter Grade Book comments and public/private notes. The Grid entry screen also includes a column chooser for teachers to tailor the columns displayed on the screen.

Card view presents students as cards in a grid. Teachers enter the scores on the student's card and can easily use the Tab key, Enter key, or keypad arrows to navigate from student to student. In the card format, the student's score type and percentage displays on their score card.




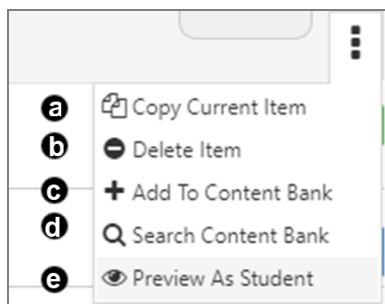
Course Item Screen, Scores Tab, Cards View



## Course Content Bank

The Course Content Bank allows Course Content Assignments and Items to be pushed to a bank so teachers can share and pull needed Course Content. Content is created by teachers or district staff and is easily accessed in the *Search Content Bank* option. When searching the Content Bank, teachers can filter by course, unit, type, year, author, grade, and more.

1. Select the  link from an Assignment or Course Content.
2. Select an option. Teachers can:
  - a. **Copy Current Item** – Copy all rich content to a new item that can be set as an assignment or as Course Content for use.
  - b. **Delete Item** – Remove the Course Content or assignment from Grade Book.
  - c. **Add to Content Bank** – Add the Rich Content to the bank to be visible by others for use.
  - d. **Search Content Bank** – Open a searchable grid that displays all Course Content added to the bank. Selecting Course Content displays a preview of the content and allows the content to be copied and used.
  - e. **Preview As Student** – Open a new display to view the content as a student would through StudentVUE.




Course Content Screen



## Student Profile

Selecting a student's name on the New Grade Book screen opens the Student Profile. Student Profile provides a holistic look at the student, including information regarding grades, course history, health, discipline, and communication.



**Abbott, Billy C**  
905483  
Grade 12

(S1) Pearl, A Beg Jewelry(T) SEC0106  
Course Section  
Rob Wilson  
Counselor

Summary

Attendance

Course History

Grade Book Detail

Interventions

Health

Discipline

Test History

Communication

**Attendance Totals**

111  
Days Enrolled

102  
Days Present

9  
Absences

8  
Tardies

**Behavior Totals**

0  
Observations

5  
Minors

5  
Majors

1  
Referrals

**General Information**

Gender  
M

Ethnicity  
White

Birthday  
9/12/2003

**Current Schedule**

School

Course Id

Course Title

Room No.

Staff

Term

Period

Grade


School: Hope High School

SS51	Am Govt	216	Jackson, Kathy	S1	2nd Qtr	B
SS51	Am Govt	216	Jackson, Kathy	S2		
A654	Beg Jewelry	403	Pearl, Amber	S1	2nd Qtr	B-
EN46	Prin Eng III	231	Simmons, Bill	S2		
PA86	Intermediate...	409	Chaplin, Frank	YR	2nd Qtr	B
PE762	Weight Tm B...	ANNX	Ferrigno, Louis	S2		
PE761	Weight Tm B...	ANNX	Shorts, Kyle	S1	2nd Qtr	A+
FS77	Prin&prac Ec...	131	Brandano, W...	S2		
EN60	Eng (brtl) Lit	222	Geisel, Theo...	S1	2nd Qtr	A+
NC952	Independent...	101	Default Teac...	S2		
SC49	Science 10	120	Schrute, Peter	S1	2nd Qtr	C
NC962	Early Childho...	No Room	Rel Time, Rel...	S2		
EN57C	Cc-Am, Lit	230	Twain, Philip	YR	2nd Qtr	D+

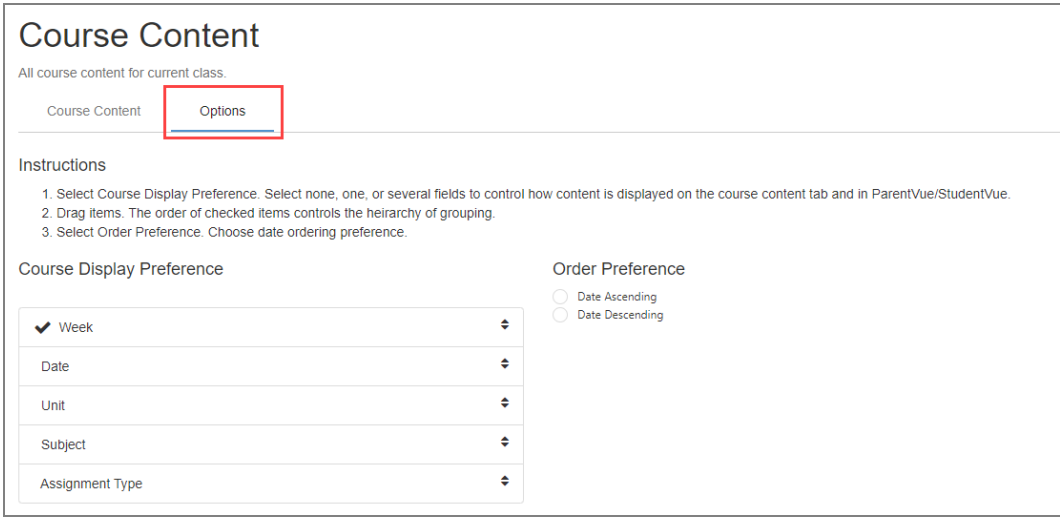
Student Profile Screen



## Course Content Screen

The Course Content screen contains all of the Course Content for a teacher's section. Teachers can create additional Assignments and Course Content Items by clicking . Content is organized by the teacher through the **Options** tab. This organization is how the students view the course content through StudentVUE.

1. Navigate to **Grade Book > Course Content**.
2. Select the **Options** tab.
  - a. Select fields to display to students. Options include: *Week*, *Date*, *Unit*, *Assignment Type*, and *Subject*.
  - b. Drag the rows to customize the order the content displays to students.



The screenshot shows the 'Course Content' screen with the 'Options' tab selected. The 'Options' tab is highlighted with a red box. Below the tabs, there are instructions and two sections: 'Course Display Preference' and 'Order Preference'.

**Course Content**  
All course content for current class.

Course Content Options

**Instructions**

1. Select Course Display Preference. Select none, one, or several fields to control how content is displayed on the course content tab and in ParentVue/StudentVue.
2. Drag items. The order of checked items controls the hierarchy of grouping.
3. Select Order Preference. Choose date ordering preference.

**Course Display Preference**

<input checked="" type="checkbox"/> Week	↕
<input type="checkbox"/> Date	↕
<input type="checkbox"/> Unit	↕
<input type="checkbox"/> Subject	↕
<input type="checkbox"/> Assignment Type	↕

**Order Preference**

☐ Date Ascending  
☐ Date Descending

Course Content Screen, Options Tab



3. Select the **Course Content** tab. The teacher sees the content organized by what was set on the **Options** tab. In this example, students are presented Course Content first by Unit, then by Date. The Course Content screen provides the teacher an outline of the content shared with students and includes:

- Total amount of Course Content in the focused section
- Content organized by teacher's customized layout
- Search field to find any Course Content provided to the students
- Toggle to show only upcoming assignments
- An outline of the Course Content
- An indicator that that the assignment was completely scored

The screenshot shows the 'Course Content' screen for a current class. At the top, there are tabs for 'Course Content' (highlighted with a red box) and 'Options'. Below the tabs, there is a search bar labeled 'Search Assignment Name' and a toggle for 'Show Upcoming Only'. On the left, there is a vertical timeline with a blue dot indicating the current date. The main content area displays a list of assignments organized by unit and date. The first unit is 'Branches of Government' (5 items), which includes 'Legislative Branch' (JUL 08, Homework | 10.00 points), 'Test: Congress' (SEP 24, Test | 100.00 points), 'Judicial Branch' (OCT 22, Homework | 100.00 points), 'Separation of Powers' (OCT 23, Quiz | 1.00 points), and 'Executive Branch' (NOV 27, Project | 100.00 points). The second unit is 'Constitution Basics' (1 item), which includes 'The Constitution Game' (OCT 24, Project | 10.00 points). On the right side, there is an 'Outline' section with links to 'Branches of Government', 'Constitution Basics', 'Modern America', 'NEW!', 'State and Federal Government', 'The Constitution', and 'The Study of American Government'.

Course Content Screen



To edit previously created course content, select the name of the Course Content or Assignment. Additional resources can be added to the content item as needed.



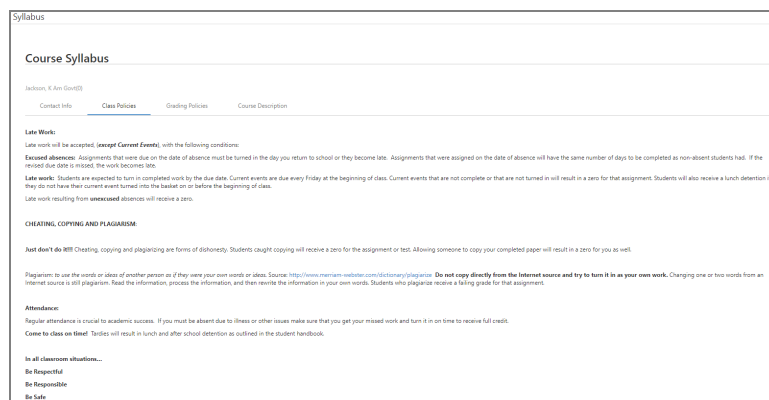
## ParentVUE and StudentVUE

Classes using New Grade Book and Course Content can be used alongside classes using Grade Book without Course Content.

Selecting a class within ParentVUE or StudentVUE where the teacher has used Rich Course Content displays the 'Course Content View.'

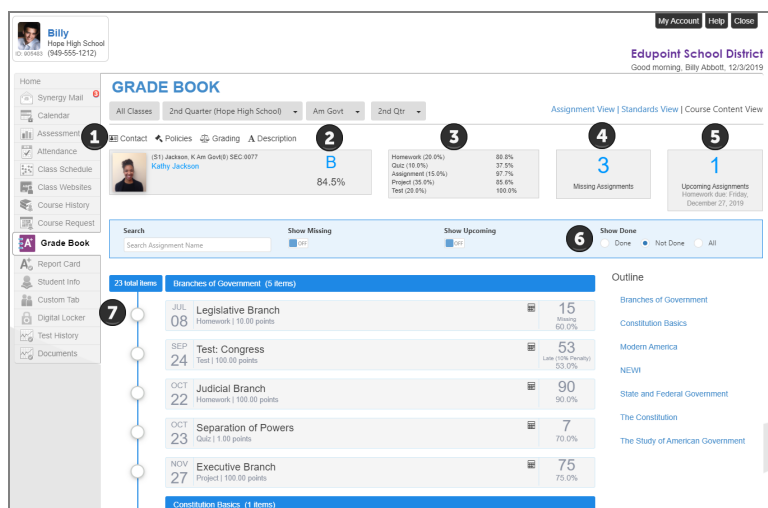
The Course Content view of ParentVUE and StudentVUE displays the following information:

1. Syllabus information – Contact information, classroom policies, grading policies, and course description are listed at the top of the class detail for easy student access.



StudentVUE Syllabus Screen, Course Description Tab

2. Overall class mark and percentage
3. Breakdown by assignment category
4. Number of missing assignments – Can be toggled to show only assignments that are missing
5. Upcoming assignments – Can be toggled to only show assignments with a future due date
6. Show Done filter – Displays or hides assignments and course content the student marked 'Done'
7. Students can mark assignments and course content 'Done'



StudentVUE Course Content Screen



## Course Content and Assignment Detail

By selecting the name of a Course Content Assignment/Item, students can access further information. This allows students to access all resources as provided by the teacher including text, videos, and LTI applications.

The screenshot shows a 'Course Item' window titled 'Democratic ideals in the Constitution'. At the top, it indicates the item is 'GRADED' with a score of '10' and a note: 'You earned 1.00 out of 1.00 points for this assignment.' It also shows 'Turned in: 1 document' and 'Electoral College Persuasive Essay.docx'. A green button labeled 'mark as done' is present. Below this, the 'Assignment' section shows the 'Due Date: 10/30/2019'. The 'Key points' section lists three bullet points about the Declaration of Independence and the Constitution. The 'National treasures' section includes a paragraph about the US National Archives and a photograph of the interior of the Rotunda for the Charters of Freedom.

Course Item Screen

## Assignment And Standards View

Parents and students can toggle to the 'Assignment View' or 'Standards View' to see the Grade Book information presented without Course Content included.

The screenshot shows the 'StudentVUE Assignment View' for a student named Billy at Hope High School. The interface includes a sidebar with navigation links like Home, Synergy Mail, Calendar, Assessment, Attendance, Class Schedule, Class Websites, Course History, Course Request, Grade Book, Report Card, Student Info, Custom Tab, Digital Locker, Test History, and Documents. The main area displays the 'GRADE BOOK' for 'All Classes' in the '2nd Quarter (Hope High School)' for 'Am Gov' in the '2nd Qtr'. A 'Category Weighting' bar chart shows scores for Assignment (14.66%, 15.00%), Homework (16.16%, 20.00%), Project (25.97%, 30.00%), Quiz (3.75%, 10.00%), Test (20.00%, 20.00%), and TOTAL (84.50%, 100.00%). A large green circle displays the overall grade 'B' with '84.5%' and a note about missing assignments. Below the chart is a table of assignments.

Date	Assignment	Assignment Type	Resources	Score	Score Type	Points	Notes	Drop Box
12/27/2019	HWS	Homework	0	6 out of 10,000	Raw Score	6.00/10.000		
11/27/2019	Executive Branch	Project	2	75 out of 100,000	Raw Score	75.00/100.000	Please make corrections and resubmit.	7/1/2019 - 7/17/2020
11/20/2019	Unit 5 Homework	Homework	0	9 out of 10,000	Raw Score	9.00/10.000		

StudentVUE Assignment View



## "What If?" Calculator

The calculator button on the right side of each assignment allows students to present 'What If?' situations. Students can use the pull bar to see how a specific score on an assignment will impact the mark in class.

StudentVUE "What If" Calculator

## Using Standards-Based Grading in New Grade Book



### Enabling Standards Mode

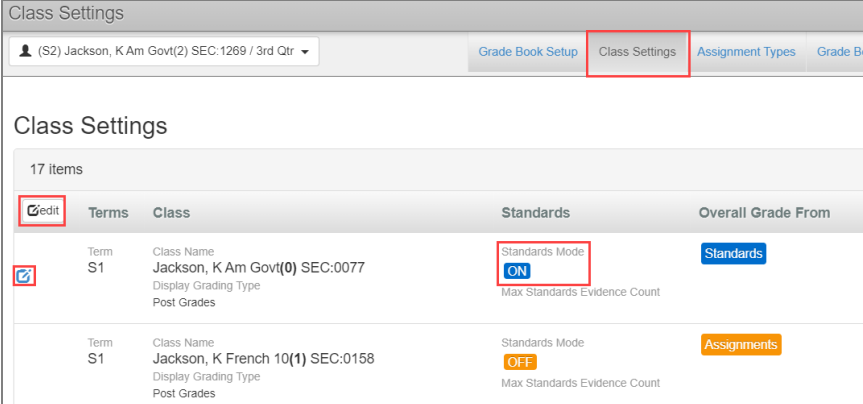
1. Log in to TeacherVUE.
2. Select *Grade Book Setup* from the **Grade Book** menu.

TeacherVUE Home Screen

3. Select the **Class Settings** tab.



- Click  to edit all classes or click  to edit an individual class.
- Toggle **Standards Mode** to **ON**.
- Click **Save**.

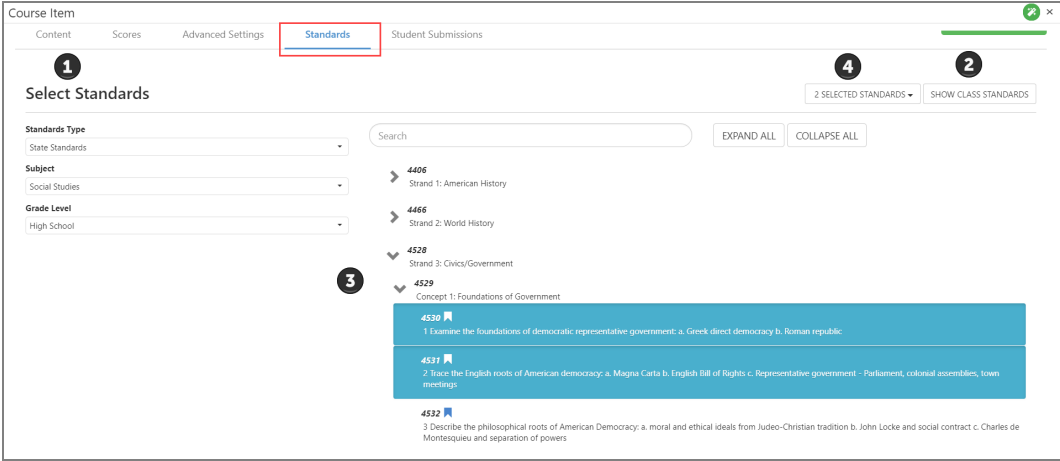


The screenshot shows the 'Class Settings' tab in the 'Grade Book Setup' screen. The 'Standards Mode' toggle is highlighted with a red box and set to 'ON'. The 'Overall Grade From' dropdown is set to 'Standards'. The 'Class Name' is 'Jackson, K Am Govt(0) SEC:0077'.

Grade Book Setup Screen, Class Settings Tab

## Correlating Standards to Assignments

- Select **New Grade Book** from the **Grade Book** menu.
- Create a new assignment or edit an existing assignment.
- Select the **Standards** tab.



The screenshot shows the 'Standards' tab in the 'Course Item' screen. The 'Standards' tab is highlighted with a red box. The 'Standards Type' is set to 'State Standards', 'Subject' is 'Social Studies', and 'Grade Level' is 'High School'. The 'Standards' list shows '4406 Strand 1: American History' and '4466 Strand 2: World History'. The 'Standards Mode' toggle is set to 'ON'.

Course Item Screen, Standards Tab

- Select Standards. ❶
  - Select the **Standards Type**, **Subject**, and **Grade Level**.
- Click **Show Class Standards** or **Show District Standards**. ❷





**Show District Standards** displays the entire district standards bank.

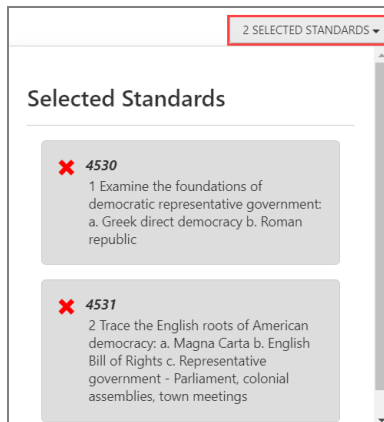
**Show Class Standards** displays only standards that have been selected for the class.



## 6. Select standards or groups of standards. ③

- Click  or **EXPAND ALL** to expand a group of standards.
- Click  or **COLLAPSE ALL** to collapse a group of standards.

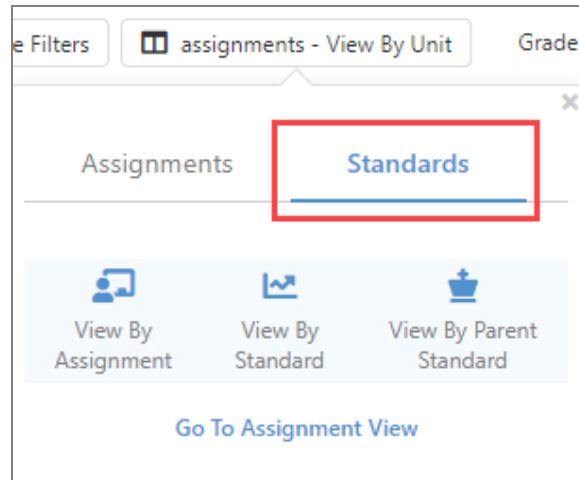
## 7. Select individual standards to correlate them with the assignment. The standards display in Selected Standards. ④

*Course Item Screen, Selected Standards Detail*



## Using Standards Views in New Grade Book

1. Select *New Grade Book* from the **Grade Book** menu.
2. Click the **View By** button and select the **Standards** tab.



*New Grade Book Screen, View By Standards Tab*

- **View By Assignment** – Organizes Grade Book with a focus on assignments. It displays associated standards and a column showing assignment score detail.

Synergy TeacherVUE

(S2) Jackson, K Am Govt(0) SEC:1077 / 3rd Qtr

26 Students

0 Active Filters standards - View By Assignment

Student Name	Score	Mark	Freedom of Information v...	Government of the People by the People	Assignment Score
Abbott, Billy	95.6%	A	4	4	4
Crane, Kellie	93.5%	A	4	4	4
Curry, Arthur	90.5%	A-	4	4	4
Dinah, Esther	92.4%	A-	5	4	4
Gordon, Barbara	89.4%	B+	5	4	4

*New Grade Book Screen, Standards – View By Assignment*



- **View By Standard** – Organizes Grade Book with a focus on Standards. It displays associated assignments and a column showing the overall standard proficiency.



This is the view most in line with standards view in classic Grade Book.

Synergy TeacherVUE

(S2) Jackson, K Am Govt(0) SEC:1077 / 3rd Qtr

26 Students

0 Active Filters standards - View By Standard

Student Name	Score	Mark	4530		4534		4532	
			Government of the...	Preamble to the...	Government of the...	Standard Score	Government of the...	Standard Score
Abbott, Billy	95.6%	A	3		3		3	
Crane, Kellie	93.5%	A	1		1		1	
Curry, Arthur	90.5%	A-	4		4		4	
Dinah, Esther	92.4%	A-	2		2		2	
Gordon, Barbara	89.4%	B+	1		1		1	

New Grade Book Screen, Standards – View By Standard

- **View By Parent Standard** – Organizes New Grade Book to display ‘rollup’ calculations of parent standards. It displays child standards and a column showing the proficiency of the parent standard.

Synergy TeacherVUE

(S2) Jackson, K Am Govt(0) SEC:1077 / 3rd Qtr

26 Students

0 Active Filters standards - View By Parent Standard

Student Name	Score	Mark	4529 Overall				11.RI Overall	
			4530	4534	4532	4531	Standard Score	11.RI.8
Abbott, Billy	95.6%	A	3		3		3	
Crane, Kellie	93.5%	A	1		1		1	
Curry, Arthur	90.5%	A-	4		4		4	
Dinah, Esther	92.4%	A-	2		2		2	
Gordon, Barbara	89.4%	B+	1		1		1	

New Grade Book Screen, Standards – View By Parent Standard



## Entering Scores in New Grade Book

1. Select either *Standards View By Assignment* or *Standards View By Standard*.
2. Enter scores.
3. Click **Save**.

### In Standards –View By Standard:

- The overall Standard Score populates based on the aggregation of the associated assignments when you click **Save**.
- Entering a value in the Standard Score column overrides the calculated standard proficiency and remains for the entire grading period.



Synergy TeacherVUE

(S2) Jackson, K Am Govt(0) SEC:1077 / 3rd Qtr

26 Students

0 Active Filters standards - View By Standard

Student Name	Score	Mark	4530	4534	4532
			Government of the... Preamble to the... Standard Score	Government of the... Standard Score	Government of the... Standard Score
Abbott, Billy	96.1%	A	4	3	3
Crane, Kellie	93.7%	A	1	1	1
Curry, Arthur	90.7%	A-	4	4	4
Dinah, Esther	92.2%	A-	2	2	2
Gordon, Barbara	88.6%	B+	1	1	1

New Grade Book Screen, Standards – View By Standard



Entering scores in the *Standards – View by Parent Standard* overrides the calculated standard proficiency and remains for the entire grading period. Edupoint does not recommend entering scores in this view.



## Entering Scores in Assignment

1. Select the assignment
2. Select the **Scores** tab. The assignment displays with the associated standards.
3. Enter assignment or standards scores.
4. Click **Save**.

Course Item

### Red and Blue States in U.S. Presidential Elections

Normal category, 30 graded, 0 not graded

Content **Scores** Advanced Settings Standards Student Submissions


Student Name	Score	Mark	Red and Blue States in U.S. ...	Comment	Public Note	Private Note
Abbott, Billy	96.3%	A	<div> <div>Assignment</div> <div>Score</div> <div>due: 3/19/20</div> <div>max: 10.00</div> <div>pts: 5.00</div> <div>Project</div> </div>			
Crane, Kellie	93.2%	A	9			
Curry, Arthur	90.5%	A-	9			
Dinah, Esther	92.4%	A-	9			
Gordon, Barbara	89.4%	B+	10			

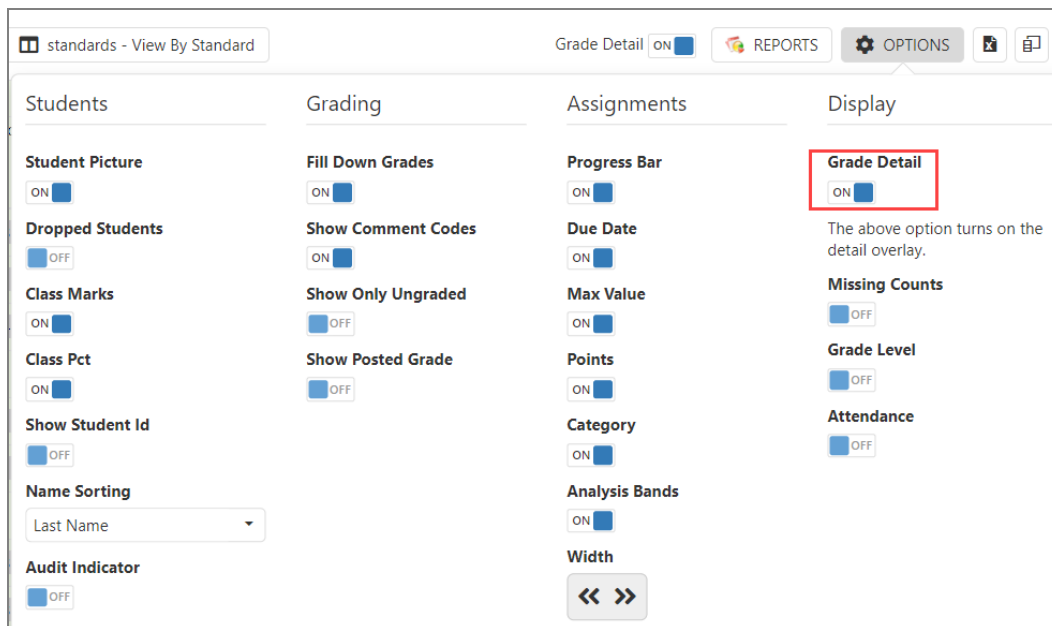
Course Item Screen, Scores Tab



## Entering Scores Using Grade Detail

The **Grade Detail** option provides an option for teachers to quickly enter standards scores, analyze standards data, and enter notes or comment codes. **Grade Detail** provides information from any view (Assignments or Standards) in New Grade Book, and provides different data based on the focus or the field selected.

1. Click  **OPTIONS** in New Grade Book.
2. Toggle **Grade Detail** to **ON**.



The screenshot shows the 'options - View By Standard' screen. At the top, there are tabs for 'standards - View By Standard', 'Grade Detail ON', 'REPORTS', 'OPTIONS', and a help icon. Below the tabs, there are four columns of settings: Students, Grading, Assignments, and Display. The 'Grade Detail' toggle in the Display column is highlighted with a red box and is set to 'ON'. Below it, a note says 'The above option turns on the detail overlay.' Other settings include 'Student Picture' (ON), 'Dropped Students' (OFF), 'Class Marks' (ON), 'Class Pct' (ON), 'Show Student Id' (OFF), 'Name Sorting' (Last Name), 'Audit Indicator' (OFF), 'Fill Down Grades' (ON), 'Show Comment Codes' (ON), 'Show Only Ungraded' (OFF), 'Show Posted Grade' (OFF), 'Progress Bar' (ON), 'Due Date' (ON), 'Max Value' (ON), 'Points' (ON), 'Category' (ON), 'Analysis Bands' (ON), 'Width' (with left and right arrow buttons), 'Missing Counts' (OFF), 'Grade Level' (OFF), and 'Attendance' (OFF).

New Grade Book Screen, Options Menu

3. Select an assignment field. From *Standards – View By Standard*, this is any score field under the assignment name. From *Standards - View By Assignment*, this is any score field under the Assignment Score column. The Grade Detail window displays the standards correlated to the selected assignment.
4. Click the score under the standard description.



5. Select a comment code if needed.

Synergy TeacherVUE

(S2) Jackson, K Am Govt(0) SEC:1077 / 3rd Qtr

26 Students

Student Name	Score	Mark	4530
Abbott, Billy	96.3%	A	4
Crane, Kellie	93.2%	A	1
Curry, Arthur	90.5%	A-	4
Dinah, Esther	92.4%	A-	2
Gordon, Barbara	89.4%	B+	1
Grayson, Dick	65.8%	D	1
Grev, Jean	86.6%	B	4

Fill Score

No Analysis

Abbott, Billy  
Government of the People by the People

Assignment Score: 4

Standards Analysis Notes

4530

1 Examine the foundations of democratic representative government: a. Greek direct democracy b. Roman republic

4 3 2 1 IE

4531

2 Trace the English roots of American democracy: a. Magna Carta b. English Bill of Rights c. Representative government - Parliament, colonial assemblies, town meetings

4 3 2 1 IE

4532

4 4 4 4 4 4

Grade Detail Window

### Using the Analysis Tab in Grade Detail

This tab displays the standards associated with the assignment with a graphical representation of the student's proficiencies per standard. The overall standard proficiency is displayed, along with the aggregation method set on the standard.

1. Select the **Analysis** tab.
2. Select a field for an overall standard proficiency. This automatically opens an Analysis of the Grade Detail, focusing on the selected standard. The overall proficiency of the standard is displayed, along with the aggregation method set, and a graphical representation of the student's proficiencies towards that standard.

Synergy TeacherVUE

(S2) Jackson, K Am Govt(0) SEC:1077 / 3rd Qtr

26 Students

Student Name	Score	Mark	4530
Abbott, Billy	96.3%	A	4
Crane, Kellie	93.2%	A	1
Curry, Arthur	90.5%	A-	4
Dinah, Esther	92.4%	A-	2
Gordon, Barbara	89.4%	B+	1
Grayson, Dick	65.8%	D	1
Grey, Jean	86.6%	B	4

Government of the...

fill

Abbott, Billy  
Government of the People by the People

Assignment Score: 4

Standards Analysis Notes

4530

1 Examine the foundations of democratic representative government: a. Greek direct democracy b. Roman republic

4 3 2 1 IE

4531

2 Trace the English roots of American democracy: a. Magna Carta b. English Bill of Rights c.

4 3 2 1 IE

4532

4 4 4 4 4 4

4/1/2020 5/1/2020 6/1/2020

Power Law

Grade Detail Window, Analysis Tab



## Using the Notes Tab in Grade Detail

1. Select the **Notes** tab.
2. Enter **Public** or **Private Notes** for the student. Public notes display in ParentVUE, StudentVUE, and on some reports.

The screenshot shows the Synergy TeacherVUE interface. On the left, a table lists students with their scores and marks. The student 'Abbott, Billy' is highlighted. On the right, a modal window titled 'Abbott, Billy' is open, showing the 'Notes' tab selected. The modal includes fields for 'Public Notes' and 'Private Notes'. The 'Assignment Score' is displayed as 4. The 'Cmt Codes' section on the right lists LA, AB, MI, INC, LNG, and EX.

Student Name	Score	Mark	4530
Abbott, Billy	96.3%	A	4
Crane, Kellie	93.2%	A	1
Curry, Arthur	90.5%	A-	4
Dinah, Esther	92.4%	A-	2
Gordon, Barbara	89.4%	B+	1
Grayson, Dick	65.8%	D	1
Grey, Jean	86.6%	B	4

Grade Detail Window, Notes Tab







## Using Submissions in New Grade Book

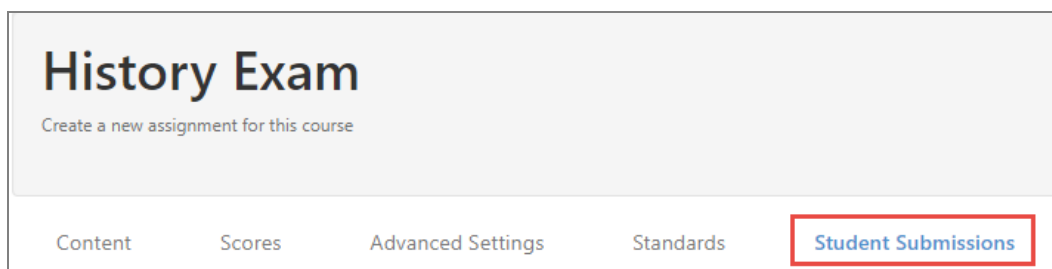
Students can submit classwork using Drop Box Grader or Google Drive in New Grade Book. Teachers can view, score, and provide feedback on student submissions.



See your administrator to set up the required configuration for Google Submissions and Drop Box Grader.

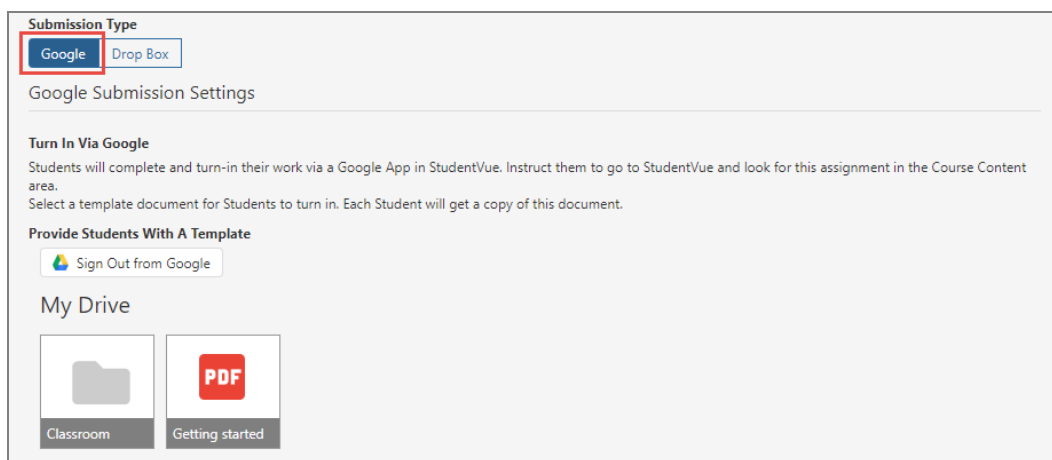
### Setting Up Assignments with Google Submissions

1. Select *New Grade Book* in the **Grade Book** menu.
2. Create a new assignment or edit an existing assignment.
3. Select the **Student Submissions** tab.




*New Grade Book Screen, Student Submissions Tab*

4. Toggle **Enable Online Submission** to **ON**.
5. Select **Google** for **Submission Type**. Information saved on the teacher's Google Drive displays.



*New Grade Book Screen, Student Submissions Tab*

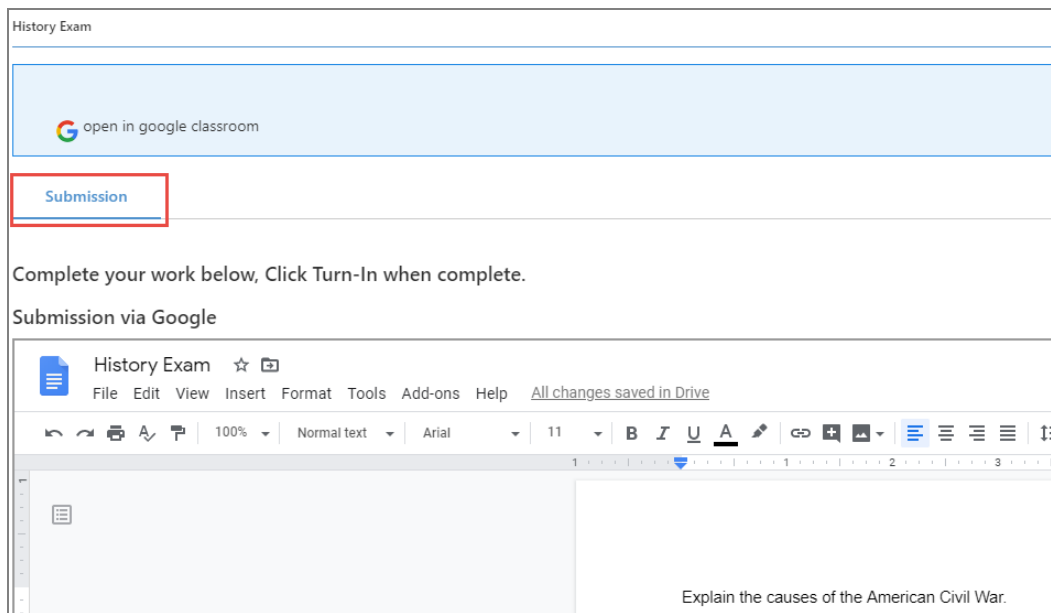
6. Select Google content (Google Doc, Google Sheet, etc.) to embed as the Submission Template. This is the interactive document that is distributed to each student for submission.
7. A preview of the resource displays in a window. Click .
8. Click **Save** if **Autosave** is not enabled.



## Using Student Submissions with Google

Students must be signed in to the browser with their district-provided G Suite email to utilize Google Submissions in StudentVUE.

1. Navigate to **Grade Book** in StudentVUE.
2. Navigate to the applicable course and assignment.
3. Select the **Submission** tab. A copy of the teacher-provided template displays. This copy is editable by the student and is added to the student's Google Drive.



Grade Book Screen, Submission Tab



This document can be edited in StudentVUE or directly in Google. Any changes are made in both locations.

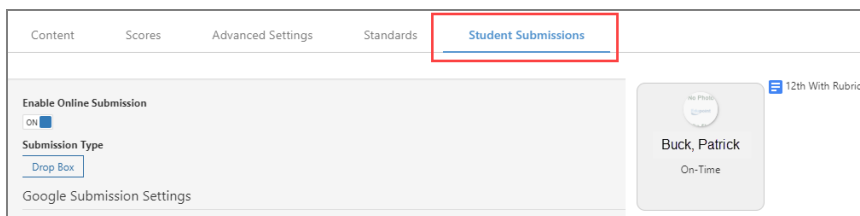
Click  when complete.

Resubmit by clicking  again.



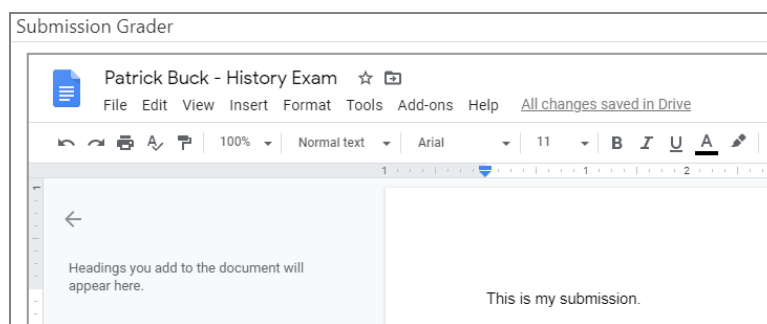
## Grading With Student Submissions

1. Select *New Grade Book* on the **Grade Book** menu.
2. Select the assignment.
3. Select the **Submissions** tab. Student templates with links to their submission display.



*New Grade Book Screen, Student Submissions Tab*

4. Select the Google Doc next to a student's name to open the Submission Grader screen. The Google submission displays. The teacher can edit the Google Doc on the interface.

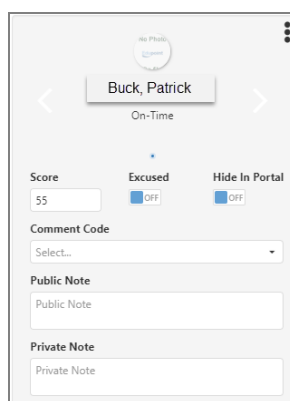


*Submission Grader Screen*

5. Enter a score, assign comments, write public and private notes, and mark assignments as excused and hidden from ParentVUE and StudentVUE as needed.



The rubric displays below these fields if you are grading with a rubric. You can enter the rubric score directly on the interface, and the score scales accordingly.



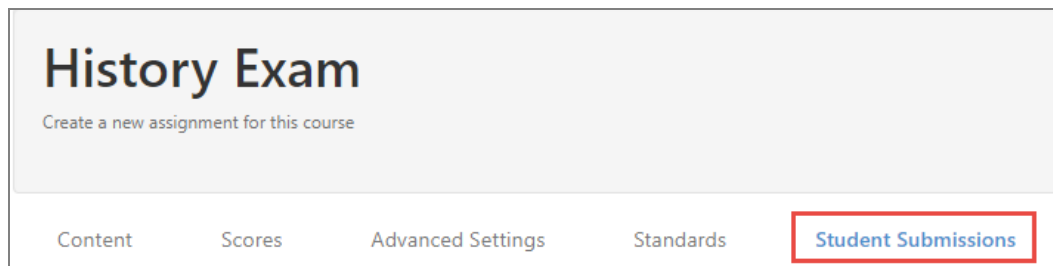
*Submission Grader Screen*

6. Click **Save** if **Autosave** is not enabled.
7. Navigate to the next student by clicking either arrow, or close the screen.



## Setting Up Assignments with Drop Box Grader

1. Select *New Grade Book* from the **Grade Book** menu.
2. Create a new assignment or edit an existing assignment.
3. Select the **Student Submissions** tab.



*New Grade Book Screen, Student Submissions Tab*


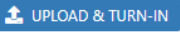
4. Toggle **Enable Online Submission** to **ON**.
5. Select **Drop Box** for **Submission Type**. Drop Box Submission Settings display.

A screenshot of the 'Drop Box Submission Settings' form. At the top, under 'Submission Type', there are two buttons: 'Google' and 'Drop Box'. The 'Drop Box' button is highlighted with a red rectangular box. Below this is the 'Drop Box Submission Settings' section. It includes a 'Turn In Via Drop Box' section with a description: 'Students turn-in their work via the Drop Box in StudentVue. Instruct them to go to StudentVue and look for this assignment in the Course Content area. There will be a button to select one or many documents to upload. Once uploaded those documents will appear here for examination and grading.' Below this are three date pickers: 'Drop Box Open Date' (set to 3/13/2020), 'Drop Box Close Date' (set to 3/14/2020), and 'Drop Box Doc Limit' (set to 'Select...').

*New Grade Book Screen, Student Submission Tab*

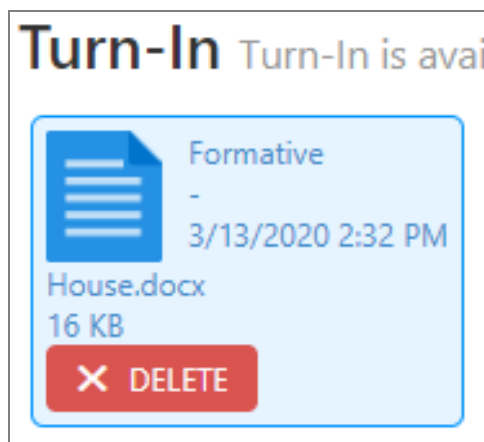
6. Select **Drop Box Open Date**, **Drop Box Close Date**, and **Drop Box Doc Limit** options as needed.
7. Click **Save** or if **Autosave** is not enabled.

## Using Student Submissions with Drop Box Grader

1. Navigate to **Grade Book** in StudentVUE.
2. Navigate to the applicable course and assignment.
3. Select the **Submission** tab. The Drop Box Grader Turn-In instructions and selection displays.
4. Click  to upload a file from the computer, or drag and drop a file from the computer. The uploaded file displays in the File section.
5. Click .



6. A window with the document information displays upon submission.

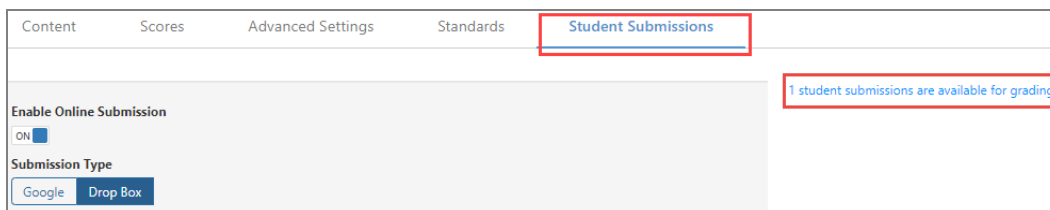


*Turn-In Window*

7. Close the window.

### **Grading with Drop Box Grader**

1. Select *New Grade Book* in the **Grade Book** menu.
2. Select the assignment.
3. Select the **Student Submissions** tab.
4. Click the **student submissions available for grading** link.



*New Grade Book Screen, Student Submissions Tab*





## Chapter 5: Monitoring Student Performance

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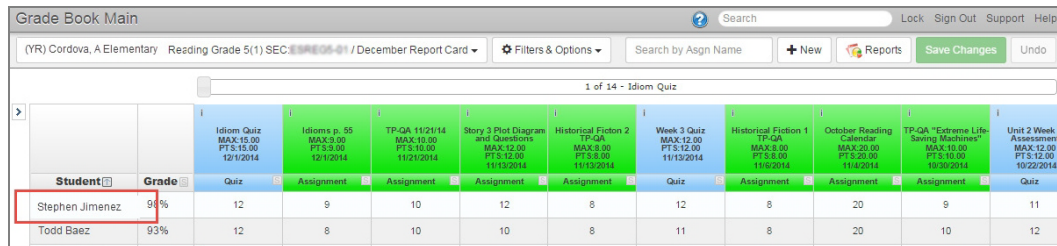
Using the Student Summary Screen .....	231
Using the Student Profile Screen .....	234
Using the Standards Screen .....	244
Using the Analysis Tool .....	249
Using the Analysis Dashboard .....	258
Running Admin Reports .....	261



## Using the Student Summary Screen

The Student Summary screen presents a detailed overview of both student performance in your class and student performance in other classes (if scheduled to other sections).

### Accessing the Student Summary



Student	Grade	Idiom Quiz MAX:15.00 PTS:15.00 12/1/2014	Idioms p. 95 MAX:3.00 PTS:3.00 12/1/2014	TP-QA 11/21/14 MAX:15.00 PTS:15.00 11/21/2014	Story 3 Plot Diagram and Questions MAX:12.00 PTS:12.00 11/19/2014	Historical Fiction 2 TP-QA MAX:8.00 PTS:8.00 11/19/2014	Week 3 Quiz MAX:12.00 PTS:12.00 11/13/2014	Historical Fiction 1 TP-QA MAX:8.00 PTS:8.00 11/6/2014	October Reading Calendar MAX:20.00 PTS:20.00 11/6/2014	TP-QA "Extreme Life Saving Machine" MAX:10.00 PTS:10.00 10/30/2014	Unit 2 Week 2 Assessment MAX:12.00 PTS:12.00 10/22/2014
Stephen Jimenez	94%	12	9	10	12	8	12	8	20	9	11
Todd Baez	93%	12	8	10	10	8	11	8	20	10	12

Grade Book Main Screen

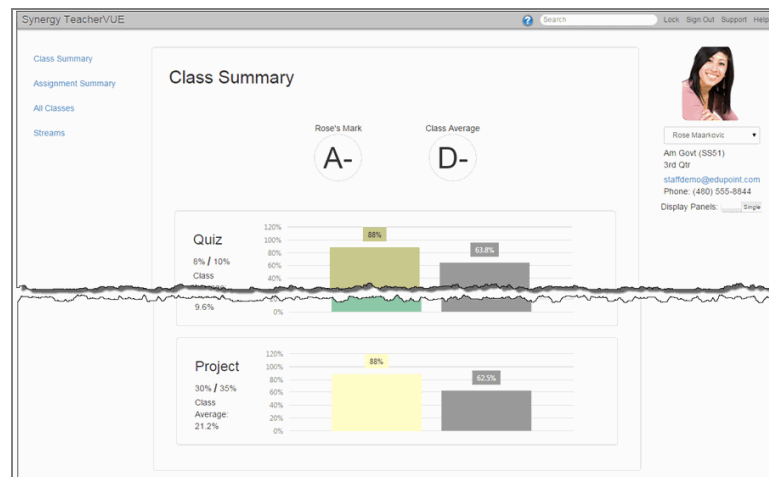
Select a student's name from the Grade Book Main or Enter Grade Book Scores screens. The Student Summary screen opens.



Student names are links.

Assignment types must be assigned to the subject.

- The Class Summary displays the student's performance, the class average, and their performance in each assignment type category.



Student Summary Screen, Class Summary Tab



- Select **Assignment Summary** to display the student's performance on individual assignments. You can:
  - Rearrange the order that the information displays by dragging and dropping the column headers
  - Edit the student's scores and notes on the Assignment Summary.



Select **Standards** to enter scores based on standards.

The screenshot shows the 'Assignment Summary' interface in Synergy TeacherVUE. It includes a sidebar with navigation links (Class Summary, Assignment Summary, All Classes, Streams), a main content area with filters and a data table, and a user profile sidebar on the right. Numbered callouts identify key features: 1. School Year dropdown, 2. Class Filter dropdown, 3. Type radio buttons (Assignments, Standards), 4. Grading Periods radio buttons (Current, All), 5. Student selection dropdown, 6. Export links (XLS, PDF), 7. Column header drag area, 8. Column headers for sorting, 9. Search bar.

Date	Assignment	Category	Excluded	Drop	Score	Points	Possib	Performance Indicator
8/1/2014	Project	Project	✗	✗	22	8.80	10.00	<div></div>
8/2/2014	Quiz	Quiz	✗	✗	22	8.80	10.00	<div></div>
8/4/2014	Assignment	Assignment	✗	✗	25	10.00	10.00	<div></div>

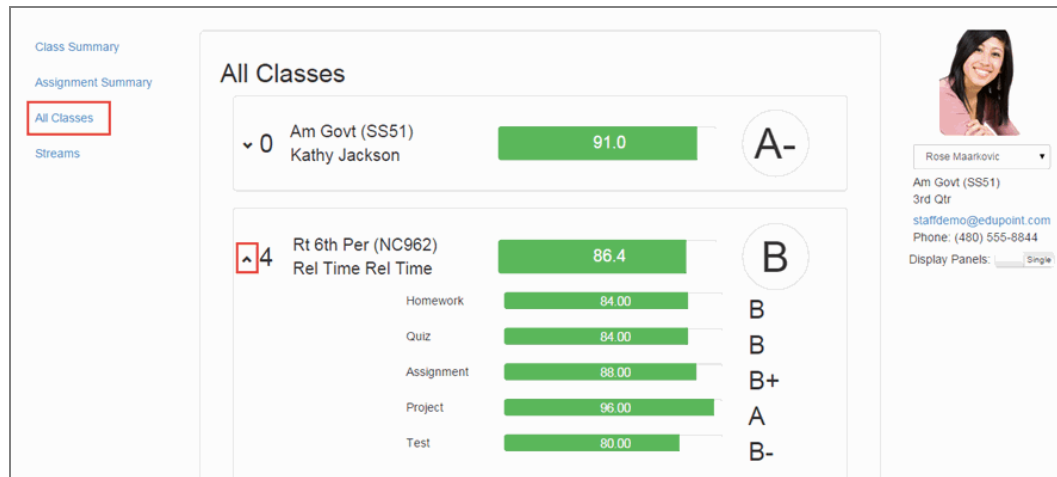
*Student Summary Screen, Assignment Summary Tab*

Use the filters to change the view.

- **School Year** – Select the school year. ①
- **Class Filter** – Select another class and/or grading period to view the student's performance on assignments. ②
- **Type** – Select how to view the summary, either Assignments or Standards. ③
- **Grading Periods** – Select the Current grading period or All. ④
- Select another student. ⑤
- Export – Export the assignment summary by clicking the **XLS** or **PDF** link. ⑥
- **Filter** – Drag column headings to filter the results by that column. ⑦
- Sort – Click the column heading to sort the rows in ascending or descending order. ⑧
- Search — Enter a keyword to search for all assignments with that keyword or use the arrow to make a selection. ⑨

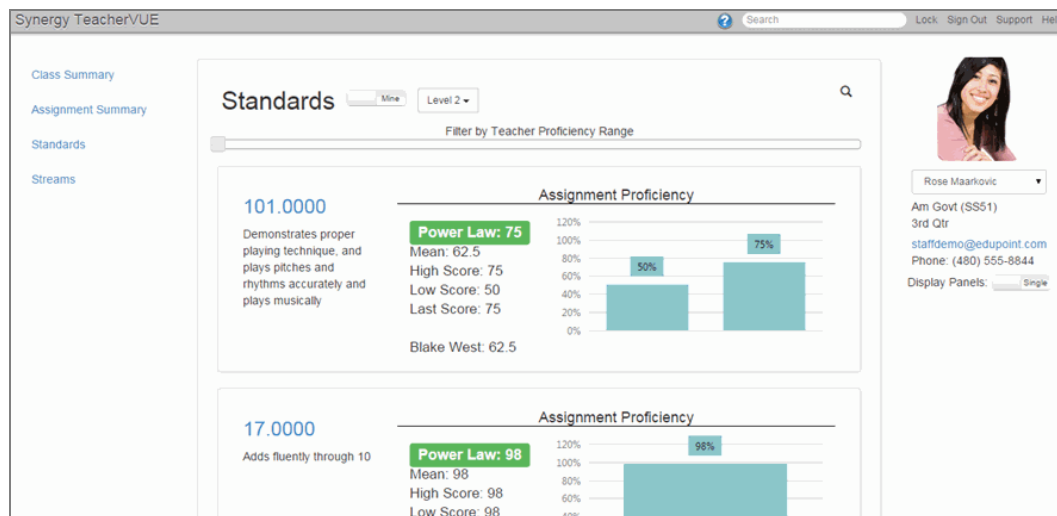


- Select **All Classes** to display how a student is performing in all of their classes. Click the arrows to view performance in the class by Assignment Type.



Student Summary, All Classes Tab

- Select **Standards** to display the student's performance based on the selected standards associated with the class assignments. Each column displays a different standard, with the Mean, Mode, Last Score, Highest Score and Power Law totals for the standard at the bottom of each column.



Student Summary Screen, Standards Tab



This view is only available if assignments have standards correlated and the standards have been scored.

Power Law is a mathematical formula that looks at how students performed on previous assessments and tries to predict how a student would score if they were assessed today. As a result, this formula can be used as an indicator of a student's current mastery of standards. In order to return a Power Law score, more than one assignment must be present and no assignments can be scored a zero. Scoring Standards using a rubric is helpful, though not required, when using Power Law to calculate overall grades.



## Using the Student Profile Screen

The Student Profile screen provides student summary information across multiple data domains. This screen is available to both Synergy SIS and New Grade Book users.

### Accessing a Student Profile in Grade Book

1. Navigate to **Grade Book > New Grade Book**.
2. Click a student name.

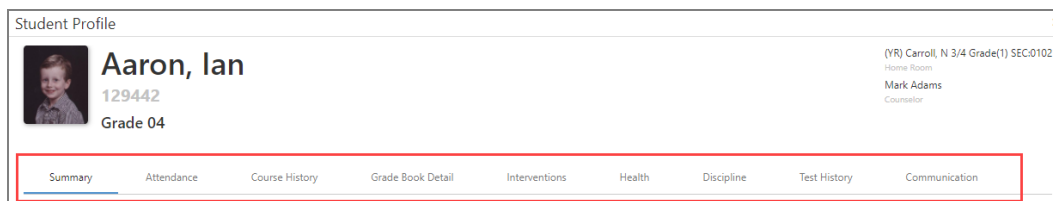
The screenshot shows the 'New Grade Book Screen' for (YR) Carroll, N 3/4 Grade(1) SEC:0102 / 1st Qtr. It displays a table with 29 students and 31 assignments. The table is organized into columns for different assignment types and their scores. The first three columns are 'No Unit', 'Reading/Language Arts', and 'Pct'. The 'No Unit' column includes 'TE Assessment', 'Item Type Test', 'Subtract Whole...', and 'Total'. The 'Reading/Language Arts' column includes 'Interesting Introduction', 'Fact or Opinion P...', 'Types of Sentences', 'Parts of Speech...', 'All about Nouns', and 'Pili Pra'. The 'Pct' column shows the percentage of assignments completed. The table lists three students: Aaron, Ian (42.9%), Alejandrez, Willie (30.5%), and Allen, Stephanie (95.7%). Aaron, Ian's row is highlighted with a red box.

Student Name	Pct	No Unit	Reading/Language Arts	Pct
Aaron, Ian	42.9%	6	5	2
Alejandrez, Willie	30.5%	0	5	3
Allen, Stephanie	95.7%	0	3	5

New Grade Book Screen

## Basic Navigation

**Summary, Attendance, Course History, Grade Book Detail, Interventions, Health, Discipline, Test History, and Communication** tabs are available on the Student Profile screen in both Synergy SIS and New Grade Book.

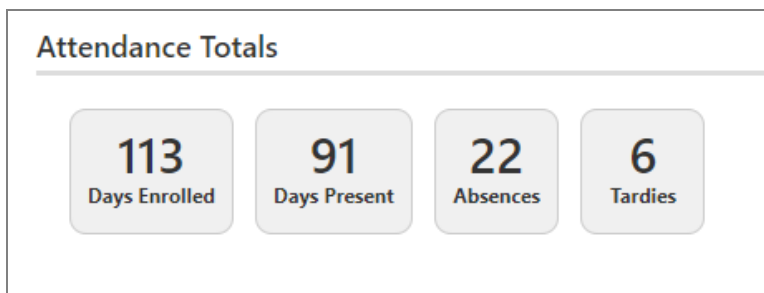


Student Profile Screen

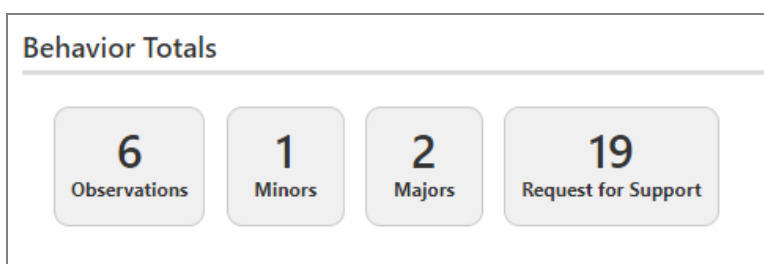


## Summary Tab

The **Summary** tab provides Attendance Totals, Behavior Totals, General Information, Emergency Contacts, Current Schedule, Enrollment History, and Student Groups data.



Student Profile Screen, Summary Tab



Student Profile Screen, Summary Tab

**General Information**

<b>Gender</b> M	<b>Ethnicity</b> White	<b>Birthday</b> 2/12/2010
<b>Home Language</b> Spanish	<b>Phone</b> 480-555-1214	<b>Email</b> staffdemo@mail.localserver.com
<b>Address</b> 1955 S Val Vista Dr Mesa, AZ 85204	<b>Mailing Address</b> 1955 S Val Vista Dr Mesa, AZ 85204	

**Parent**  
Aaron, Phillip

**Email**  
staffdemo@mail.localserver.com

**Address**  
1955 S Val Vista Dr  
Mesa, AZ 85204

**Phone Numbers**  
480-555-6767 (C)

**Responsible**  
Yes

**Contact Allowed**  
Yes

**Ed Rights**  
Yes

**Released To**  
Yes

**Enrolling Parent**  
Yes

**Parent**  
Jones, Jonathon

**Email**  
staffdemo@mail.localserver.com

**Address**  
1957 S Val Vista Dr  
Mesa, AZ 85204

**Phone Numbers**  
623-555-1234 (H)

**Responsible**  
No

**Contact Allowed**  
Yes

**Ed Rights**  
No

**Released To**  
No

**Enrolling Parent**  
No

**Parent**  
Aaron, Kathleen

**Email**  
staffdemo@mail.localserver.com

**Address**  
1955 S Val Vista Dr  
Mesa, AZ 85204

**Phone Numbers**  
480-555-1214 (H)

**Responsible**  
Yes

**Contact Allowed**  
Yes

**Ed Rights**  
Yes


**Released To**  
Yes

Student Profile Screen, Summary Tab




Emergency Contacts			
Name	Language	Phone Numbers	Relationship
Joe Smith		N/A (M) 602-555-1785 (H)	Neighbor
Christopher Johnson		N/A (M) 480-555-7788 (H)	Relative
Christina Acosta		N/A (M) 480-555-1212 (H)	Neighbor

*Student Profile Screen, Summary Tab*

Current Schedule							
School 							
Course Id	Course Title	Room Name	Staff	Term	Period	grade	
▼ School: Adams Elementary							
0300	3/4 Grade	0002	Carroll, Natalie	YR	2nd Qtr		

*Student Profile Screen, Summary Tab*

Enrollment History					
Drag a column header here to group by that column 					
School	Grade	School Year	Leave Code	Leave Date	
Adams Elementary		2020-2021			
Adams Elementary		2019-2020			

*Student Profile Screen, Summary Tab*

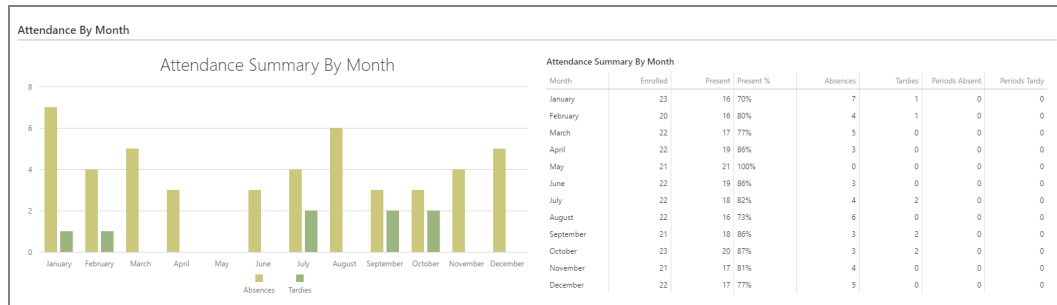
Student Groups				
Drag a column header here to group by that column				
Group	Enter Date	Leave Date	Eligibility Required	
After School Program	06/12/2019		<input type="checkbox"/>	
Student Council	09/22/2019		<input type="checkbox"/>	

*Student Profile Screen, Summary Tab*

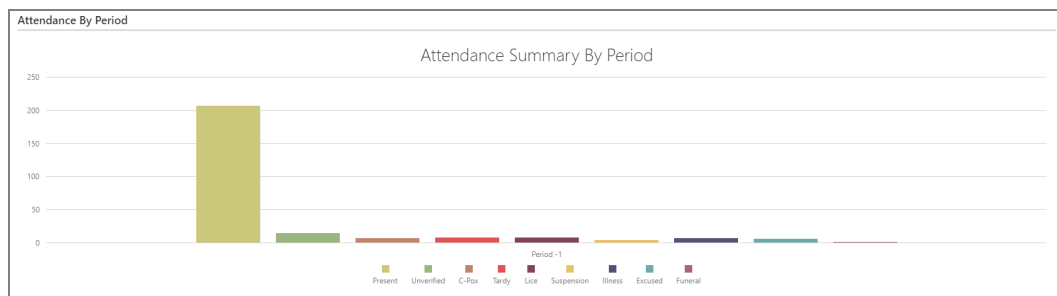


## Attendance Tab

The **Attendance** tab displays Attendance Summary By Month, Attendance Summary By Period, Grid (by date), and Calendar data.



Student Profile Screen, Attendance Tab



Student Profile Screen, Attendance Tab

**Grid**

Term	Course	Bell Period Number	Period Start	Period End	Code	Description	Attendance Type
Term: (Continues on the next page)							
Course: (Continues on the next page)							
-1		6/30/2020, 12:00 AM	7/1/2020, 12:00 AM			Present	Daily
-1		6/29/2020, 12:00 AM	6/30/2020, 12:00 AM			Present	Daily
-1		6/26/2020, 12:00 AM	6/27/2020, 12:00 AM			Present	Daily
-1		6/25/2020, 12:00 AM	6/26/2020, 12:00 AM			Present	Daily
-1		6/24/2020, 12:00 AM	6/25/2020, 12:00 AM			Present	Daily
-1		6/23/2020, 12:00 AM	6/24/2020, 12:00 AM			Present	Daily
-1		6/22/2020, 12:00 AM	6/23/2020, 12:00 AM			Present	Daily
-1		6/19/2020, 12:00 AM	6/20/2020, 12:00 AM			Present	Daily
-1		6/18/2020, 12:00 AM	6/19/2020, 12:00 AM			Present	Daily
-1		6/17/2020, 12:00 AM	6/18/2020, 12:00 AM			Present	Daily
-1		6/16/2020, 12:00 AM	6/17/2020, 12:00 AM			Present	Daily
-1		6/15/2020, 12:00 AM	6/16/2020, 12:00 AM	Lic	Lice	Lice	Daily

Student Profile Screen, Attendance Tab

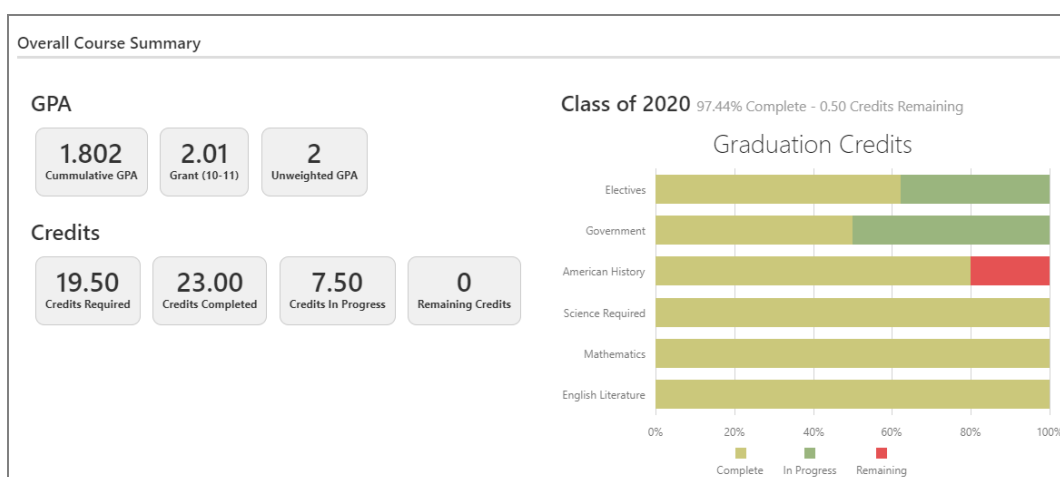


Calendar					
<div> <div>&lt;</div> <div>2-8 December 2019</div> <div>&gt;</div> </div>					
	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6
11:00 AM	Period: 3 - Illness	Period: 3 - Present	Period: 3 - Tardy	Period: 3 - Present	Period: 3 - Present
12:00 PM	Period: 4 - Illness	Period: 4 - Present	Period: 4 - Present	Period: 4 - Present	Period: 4 - Present
1:00 PM	Period: 5 - Present	Period: 5 - Present	Period: 5 - Present	Period: 5 - Present	Period: 5 - Present
2:00 PM	Period: 6 - Illness	Period: 6 - Present	Period: 6 - Present	Period: 6 - Present	Period: 6 - Present
3:00 PM	Period: 7 - Present	Period: 7 - Present	Period: 7 - Present	Period: 7 - Present	Period: 7 - Present

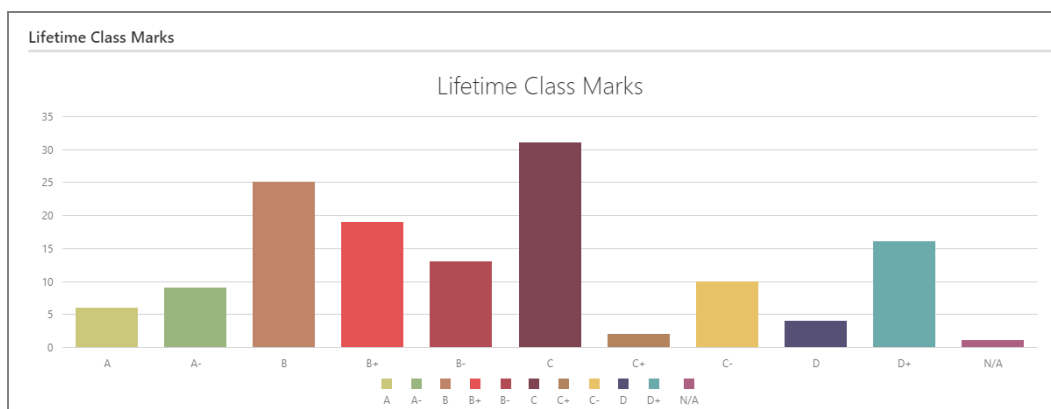
Student Profile Screen, Attendance Tab

## Course History Tab

The **Course History** tab includes Overall Course Summary, Lifetime Class Marks, and Transcript data.



Student Profile Screen, Course History Tab



Student Profile Screen, Course History Tab




Transcript

Year	School	Type	Course	Term	Mark	Credit Att	Credit Comp
	Q	Q	Q	Q	Q	Q	Q
Year: 2011							
	Eisenhower Middle School	Middle School	English Literature	S1	B	0.50	0.50
Year: 2012							
	Eisenhower Middle School	Middle School	Pre-Algebra	S2	B	1.00	1.00
	Blalock High School	High School	English 9	Fall	F	0.50	0.00
	Blalock High School	High School	Science 9	Fall	C	0.50	0.50
	Blalock High School	High School	Stu Asst Cours	Fall	P	0.50	0.50
	Blalock High School	High School	Symphonic Band	Fall	C	0.50	0.50
	Blalock High School	High School	World Hist/g	Fall	D	0.50	0.50
Year: 2013 (Continues on the next page)							
	Hope High School	High School	Algebra I	Spring	A	1.50	1.50
	Hope High School	High School	Computer Apps	Spring	F	0.50	0.00
	Hope High School	High School	English 9	Spring	C	0.50	0.50
	Hope High School	High School	Science 9	Spring	D	0.50	0.50
	Hope High School	High School	Symphonic Band	Spring	B	0.50	0.50
	Hope High School	High School	World Hist/g	Spring	C	0.50	0.50
	Hope High School	High School	Algebra I	SMR	D-	1.50	1.50

Student Profile Screen, Course History Tab

## Grade Book Detail Tab

The **Grade Book Detail** tab displays Class Grade, Category Grades, and Assignment data display for the selected class and grading period.



**Abbott, Billy C**  
 905483  
 Grade 12

(S1) Pearl, A Beg Jewelry(1) SEC:0106  
 Home Room  
 Rob Wilson  
 Counselor

Summary

Attendance

Course History

**Grade Book Detail**

Interventions

Health

Discipline

Test History

Communication

Classes

(S1) Jackson, K' Am Govt(0) SEC:0077

Periods

Progress Period 1

Student Profile Screen, Grade Book Detail Tab

Class Grade	
Billy's Mark	Class Average
<b>B+</b>	<b>B</b>

Student Profile Screen, Grade Book Detail Tab





Student Profile Screen, Grade Book Detail Tab

**Assignments**

Date	Assignment Name	Subject	Excused	Drop	Score	Points	Points Possible	Performance
<b>Category: Assignment</b>								
11/14/2019	80's America	Algebra	<input type="checkbox"/>		15	15.0000000000	20	<div><div></div></div>
10/30/2019	Democratic ideals i...		<input type="checkbox"/>		10	1.0000000000	1	<div><div></div></div>
10/24/2019	Heart of the US Go...	Algebra	<input type="checkbox"/>		4	75.0000000000	75	<div><div></div></div>
10/18/2019	Challenges of the A...		<input type="checkbox"/>		9	0.9000000000	1	<div><div></div></div>
10/16/2019	Types of Democracy		<input type="checkbox"/>		10	10.0000000000	10	<div><div></div></div>
10/8/2019	Declaration of Inde...		<input checked="" type="checkbox"/>		8	0.8000000000	1	<div><div></div></div>
8/28/2019	Ratification of the ...		<input type="checkbox"/>		24	9.6000000000	10	<div><div></div></div>
<b>Category: Homework</b>								
11/11/2019	Federalism and the...	Algebra	<input type="checkbox"/>		20	20.0000000000	25	<div><div></div></div>
11/7/2019	Constitution Amen...	History	<input type="checkbox"/>		20	10.0000000000	10	<div><div></div></div>
10/24/2019	90's America		<input type="checkbox"/>				100	<div><div></div></div>
10/24/2019	2000's America		<input type="checkbox"/>		90	90.0000000000	100	<div><div></div></div>
10/22/2019	Judicial Branch	Algebra	<input type="checkbox"/>		90	90.0000000000	100	<div><div></div></div>
10/18/2019	The Preamble	Algebra	<input type="checkbox"/>		0	0.0000000000	100	<div><div></div></div>
10/10/2019	Relationship Betwe...		<input type="checkbox"/>		5.33	0.5330000000	1	<div><div></div></div>
<b>Category: Project</b>								
10/23/2019	Government Power...	Algebra	<input type="checkbox"/>		4	100.0000000000	100	<div><div></div></div>
<b>Category: Quiz (Continues on the next page)</b>								

Student Profile Screen, Grade Book Detail Tab



## Interventions Tab



A separate license for the MTSS product is required to access the **Interventions** tab. This tab is not visible without the additional license.

The **Interventions** tab displays MTSS and Check In Check Out data.

**MTSS**

Plan Type: ↑ ▾

Goal Sta... ▾ Area Of Concern ▾ Goal ▾ Outcome Success ▾ Outcome Type ▾ Outcome Action ▾ Outcome Notes ▾

Q Q Q (All) Search...

Plan Type: Tier 2

10/18/2019	Reading	Achieve Decoding Score of ...	<input type="checkbox"/>			
10/18/2019	Reading	By the end of the 12 week p...	<input type="checkbox"/>			

Plan Type: Tier 3

9/13/2019	Ela	Reach a Lexile level of 1400	✓	Met goal and exited	Exit from Program	Billy met the goal for 3 cons...
-----------	-----	------------------------------	---	---------------------	-------------------	----------------------------------

▼ Create Filter

**Check In Check Out**

Start Date: 2019-09-23

End Date: 2019-12-13

Respectful

Responsible

Safe

Student Profile Screen, Intervention Tab

## Health Tab

The **Health** tab displays student Conditions and Immunization data.

**Conditions**

Drag a column header here to group by that column

Condition Code	Date Entered	Start Date	End Date	Comment
Q	Q	Q	Q	Q
Medical Alert				ADHD
Medical Alert				OCCASIONAL ASTHMA, SCOLIOSIS, AD...
Medical Alert				ASTHMA
Peanut Allergy				

Student Profile Screen, Health Tab

**Immunizations**

**Summary**

Drag a column header here to group by that column

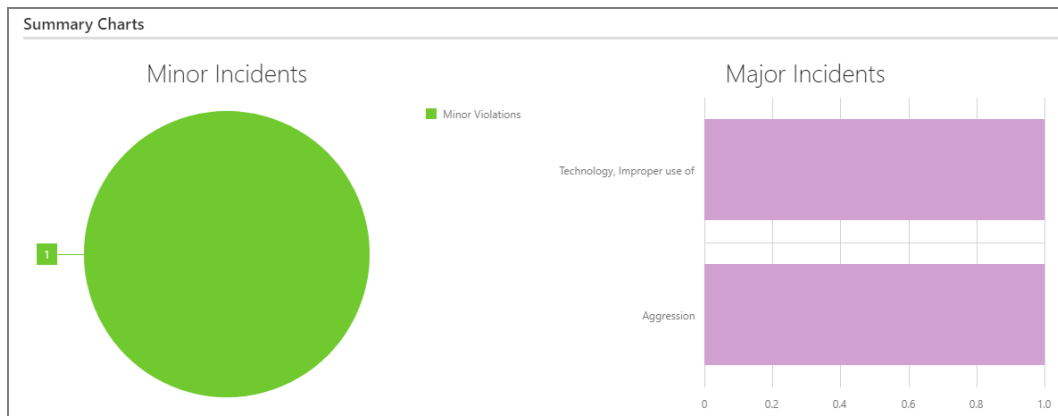
Name	Status as of 12/5/2019	Dosage Information					
		0	1	2	3	4	5
Q	Q	Q	Q	Q	Q	Q	Q
Polio	Compliant	12/03/2012	11/29/2014	01/02/2016	02/03/2017	03/07/2018	
Td	Compliant	07/12/2019					
DTP/DTaP/DT	Compliant	12/03/2012	11/29/2014	01/02/2016	02/03/2017	03/07/2018	
MMR	Not Compliant	03/07/2018					
HIB	Not Compliant	12/03/2012	11/29/2014	02/03/2017	03/07/2018		
HBV 2 DOSE	Not Compliant	09/28/2017	12/30/2017				
HBV	Not Compliant						
Varicella	Not Required	12/28/2019					
Varicella 13 +	Not Required						
Hepatitis A	Not Required	05/29/2006	05/30/2006				

Student Profile Screen, Health Tab



## Discipline Tab

The **Discipline** tab displays Summary Charts and All Discipline Events data.



Student Profile Screen, Discipline Tab

All Discipline Events

Drag a column header here to group by that column

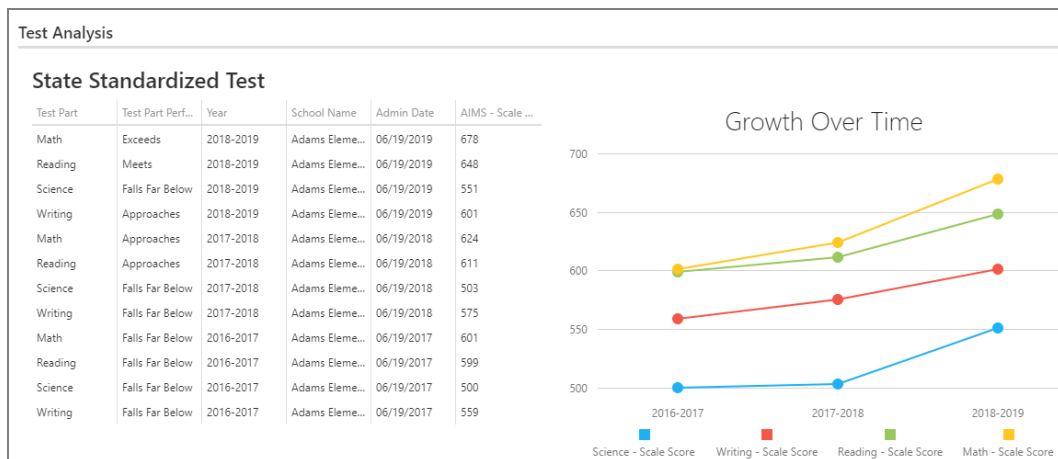
Search...

Type	Incident Date	Role	Violation	Notes	Result	Location	Time Out From Class	Referred By
MINOR	7/19/2019	Offender	Minor Violations	Student was talking lo...	Corrected/Warned		0	Natalie Carroll
MAJOR	7/19/2019	Offender	Aggression	Student was punching ...				Patricia Abel
MAJOR	7/10/2019	Offender	Technology, Improper ...	Student was caught wit...				John Smith

Student Profile Screen, Discipline Tab

## Test History Tab

The **Test History** tab displays Test Analysis and Test History data.



Student Profile Screen, Test HistoryTab



Test History

Year ▼					
Test Name ▼	Test Part ▼	Performance ▼	Score Type ▼	Score ▼	
Q	Q	Q	Q	Q	
▼ Year: 2019					
CST	Mathematics	Falls Far Below	Raw Score	28	
CST	Mathematics	Falls Far Below	Scale Score	289	
CST	Mathematics	Falls Far Below	National Percentile	43	
CST	Eng/ Language Arts	Falls Far Below	Raw Score	25	
CST	Eng/ Language Arts	Falls Far Below	Scale Score	273	
CST	Eng/ Language Arts	Falls Far Below	National Percentile	30	
CST	History	Meets	Raw Score	45	
CST	History	Meets	Scale Score	326	
CST	History	Meets	National Percentile	70	
CST	Science	Exceeds	Raw Score	50	
CST	Science	Exceeds	Scale Score	401	
CST	Science	Exceeds	National Percentile	90	
▼ Year: 2018 (Continues on the next page)					
Arizona HS Exit Exam	Reading	Meets	Scale Score	648	
Arizona HS Exit Exam	Reading	Meets	Raw Score	16	
Arizona HS Exit Exam	Math	Exceeds	Scale Score	678	
Arizona HS Exit Exam	Math	Exceeds	Raw Score	17	

Student Profile Screen, Test HistoryTab

## Communication Tab

The **Communication** tab displays the Communication History for the student.

Communication History						
Drag a column header here to group by that column						
Contact	Person Contacted	Contact By	Contact Type	Outcome	Comment	
Date ▼	Time ▼					
6/15/2020	4:12 PM	Ian Aaron	Rob Wilson	Synergy Mail		
10/14/2019	10:15 AM	Mrs. Aaron	Mr. Smith - Playground Supervisor	Phone	Made Contact	Contact parent about missing pe...
9/21/2019	1:45 PM	Mrs. Aaron	Mr. Jones - Librarian	Letter	Made Contact	Contacted parent about student ...
3/18/2020	2:15 PM	Mrs. Aaron	Mr. Jones - Librarian	Phone	Made Contact	Contacted parent regarding over...
9/30/2019	2:22 PM	Mr. Aaron	Rob Wilson	Phone	Made Contact	Contacted parent about student ...
8/30/2019	12:20 PM	Mrs. Aaron	Rob Wilson	Phone	Made Contact	Contacted parent about student ...
10/16/2019	3:30 PM	Mr. Aaron	Mr. Jones - Librarian	Phone	Made Contact	Contact parent about small tunne...
9/6/2019	9:20 AM	Mr. Aaron	Mr. Smith - Playground Supervisor	Phone	Left Message	Contacted parent about student l...
8/21/2019	11:15 AM	Mr. Aaron	Mr. Jones - Librarian	Phone	Made Contact	Contacted parent about student ...

Student Profile Screen, Communication Tab



## Using the Standards Screen

The Standard Summary screen presents a detailed overview of the standards used in your class and the class' performance on the standards.

### Accessing the Standards Summary

- Select *Standards* from the **Grade Book** menu.

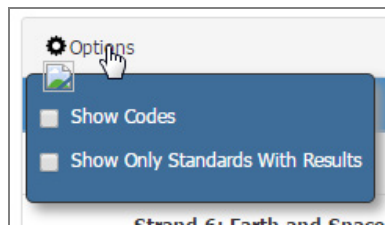
The screenshot shows the 'Standards' screen in a web application. At the top, there is a navigation bar with a user profile, a search bar, and links for 'Lock', 'Sign Out', 'Support', and 'Help'. Below the navigation bar, the main content area is titled 'Standards'. On the left side, there is a sidebar with a tree view of 'Class Standards' under 'My Objectives'. The main area displays a table of standards. The table has columns for 'Standard', 'Count', and 'Performance Indicator'. The first standard listed is 'Strand 1: Number and Operations' with a count of 4 and a performance indicator of 11.39. The second standard is 'Concept 1: Number Sense' with a count of 4 and a performance indicator of 16.81. The third standard is 'Compare and order benchmark fractions.' with a count of 5 and a performance indicator of 4.67. Numbered callouts 1 through 7 are placed over the interface: 1 points to the 'Standards' menu item in the top navigation bar; 2 points to the 'Class Standards' sidebar; 3 points to the 'Standard' column header; 4 points to the 'Options' button; 5 points to the 'New Assignment' button; 6 points to the 'New Assessment' button; and 7 points to the 'Performance Indicator' column.

Standards Screen

- **Class** – Select a class to view the standards summary. ❶
- **Class Standards** – Displays the standards selected or created on the Class Standards screen. ❷ See [Configuring Academic Standards](#).
  - Select a standard to display the standard and related concepts display in the Standards Summary table.
- **Standards Summary table** – Displays the standard, the count of assignments tied to the standard and the class' performance on the standard. ❸
  - Select a standard that has performance indicators to view the Standard Details screen.



- **Options** – Select an option: ④
  - **Show Codes** – Select to display the standard codes.
  - **Show Only Standards With Results** – Select to display only the standards with performance indicators.
    - **+New Assignment** – Select to [create a new assignment related to the standard](#). ⑤
    - **+New Assessment** – Select to create a new assessment related to the standard. ⑥



Standards Screen



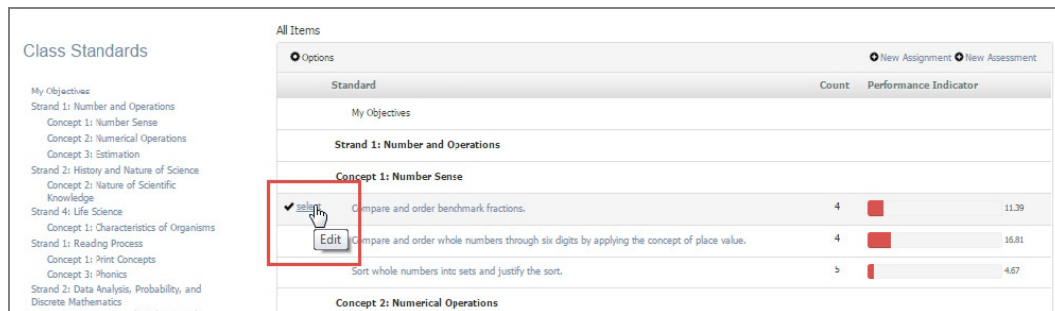
A separate license for the Assessment product is required to access this functionality. See the *Synergy SIS – Assessment User Guide* for more information.

- Select to [view the Standards Detail screen](#) ⑦.



## Create Assignments from the Standards Summary Screen

1. Select a standard to select it. The **Selected** icon displays.

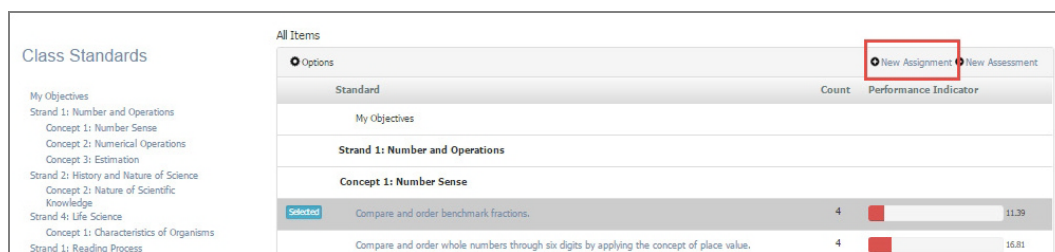


The screenshot shows the 'Standards Screen' with a table of standards. A red box highlights the 'Selected' icon next to the standard 'Compare and order benchmark fractions.'.

Class Standards		All Items		Options		New Assignment		New Assessment	
Standard	Count	Performance Indicator							
My Objectives									
Strand 1: Number and Operations									
Concept 1: Number Sense									
Compare and order benchmark fractions.	4	11.39	Selected						
Compare and order whole numbers through six digits by applying the concept of place value.	4	16.81							
Sort whole numbers into sets and justify the sort.	3	4.67							
Concept 2: Numerical Operations									

Standards Screen

2. Click **New Assignment**.

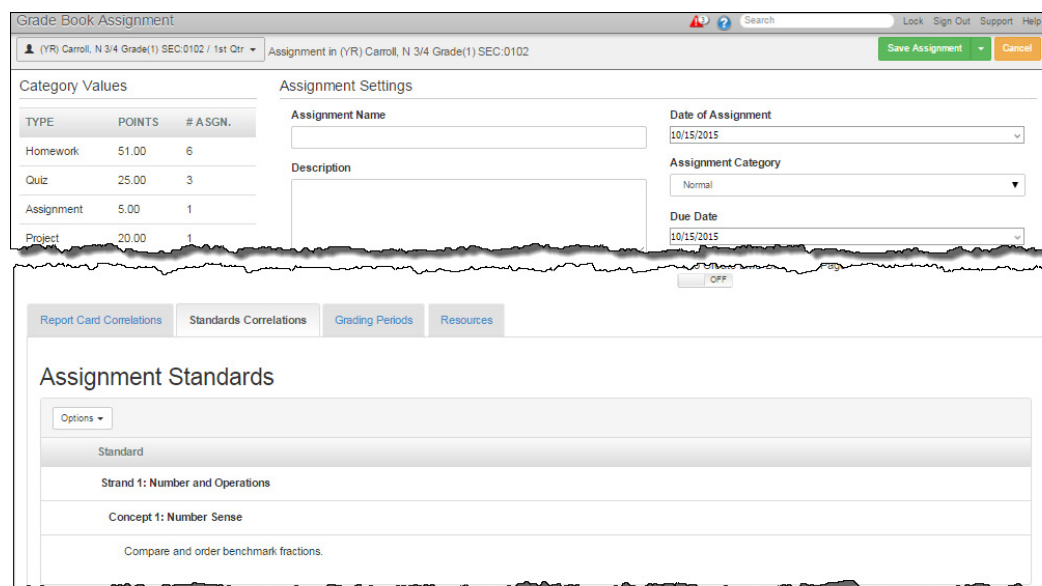


The screenshot shows the 'Standards Screen' with the 'New Assignment' button highlighted. The standard 'Compare and order benchmark fractions.' is now selected, indicated by a 'Selected' icon.

Class Standards		All Items		Options		New Assignment		New Assessment	
Standard	Count	Performance Indicator							
My Objectives									
Strand 1: Number and Operations									
Concept 1: Number Sense									
Compare and order benchmark fractions.	4	11.39	Selected						
Compare and order whole numbers through six digits by applying the concept of place value.	4	16.81							

Standards Screen

The Grade Book Assignment screen displays with the selected standard pre-populated on the **Standards Correlations** tab. See [Creating Assignments](#).



The screenshot shows the 'Grade Book Assignment' screen. The 'Standards Correlations' tab is selected, showing the 'Assignment Standards' section. The standard 'Compare and order benchmark fractions.' is pre-populated in the 'Standard' field.

**Grade Book Assignment**

Assignment in (YR) Carroll, N 3/4 Grade(1) SEC:0102 / 1st Qtr

**Category Values**

TYPE	POINTS	# A SGN.
Homework	51.00	6
Quiz	25.00	3
Assignment	5.00	1
Project	20.00	1

**Assignment Settings**

Assignment Name:

Description:

Date of Assignment: 10/15/2015

Assignment Category: Normal

Due Date: 10/15/2015

**Assignment Standards**

Options:

Standard: Strand 1: Number and Operations

Concept 1: Number Sense

Compare and order benchmark fractions.

Grade Book Assignment Screen (from Standards)



## Viewing Standards Details

The Standards Detail screen displays the standard and the class' performance on the standard as a whole and as individuals.

1. Select *Standards* from the **Grade Book** menu.
2. Click the standard link.



Only standards with assignments and results are available as hyperlinks.

Class Standards

My Objectives

- Strand 1: Number and Operations
  - Concept 1: Number Sense
  - Concept 2: Numerical Operations
  - Concept 3: Estimation
- Strand 2: History and Nature of Science
  - Concept 2: Nature of Scientific Knowledge
- Strand 4: Life Science
  - Concept 1: Characteristics of Organisms
- Strand 1: Reading Process
  - Concept 1: Print Concepts

All Items

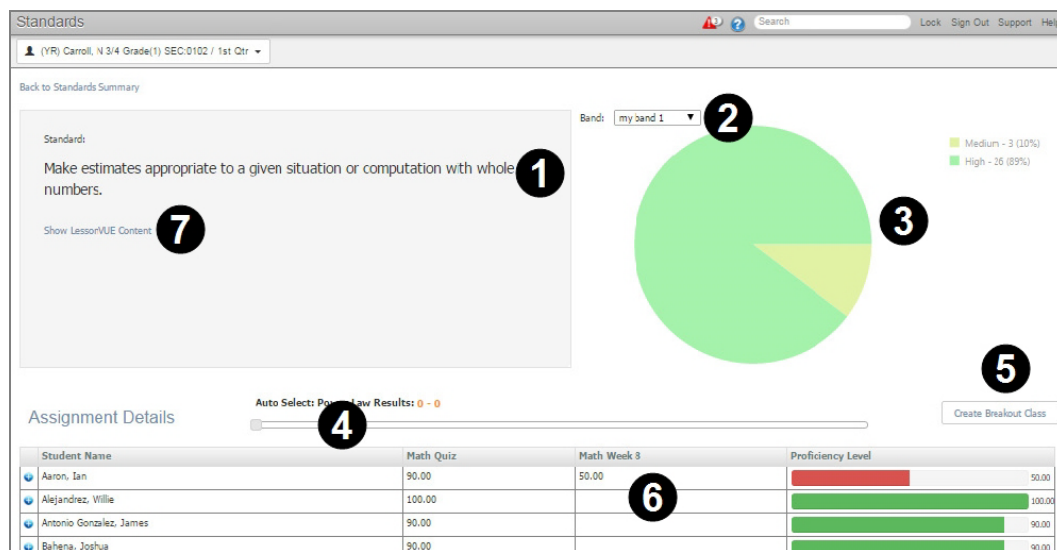
Options

New Assignment New Assessment

Standard	Count	Performance Indicator
My Objectives		
Strand 1: Number and Operations		
Concept 1: Number Sense		
✓ select Compare and order benchmark fractions.	4	11.39
Compare and order benchmark fractions.	4	15.81
Compare and order benchmark fractions.	5	4.67

Standards Screen

The Standard Detail screen displays.



Standards Detail Screen

- Standard – Displays the full text of the selected standard ①.
- Band – Select the analysis band to apply to the standard's proficiency results ②.
- Standards Proficiency Band Analysis – Displays the class' proficiency on the standard based on the selected analysis band ③.



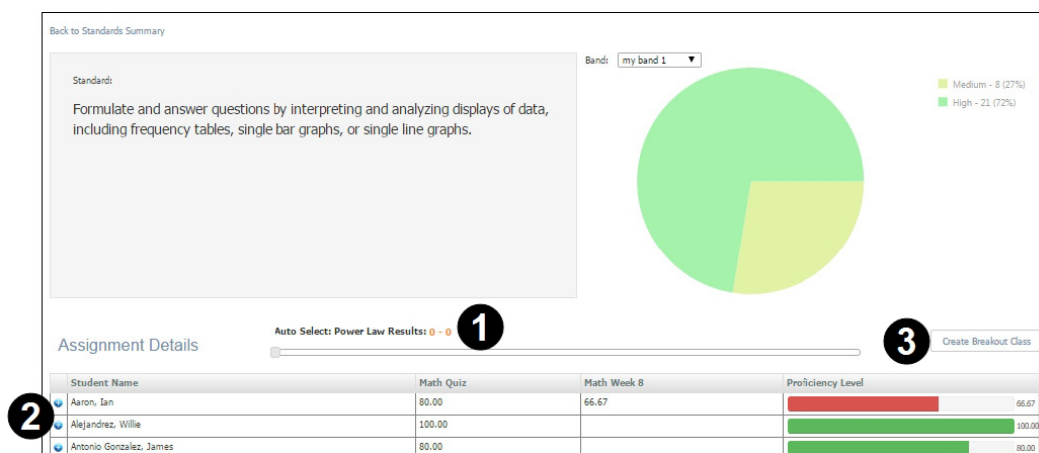
- Auto Select slider – Selects the students that fall into the range on the standard aggregate method ④.
- **Create Breakout Class** – Select to [create a breakout class](#). ⑤
- Student – Displays the performance of a student on the assignments associated with the standard and their proficiency on the standard itself. ⑥
- **Show LessonVUE Content** – Displays content from LessonVUE if your district uses LessonVUE. ⑦



See the *Synergy SIS – LessonVUE User Guide* for more information.

## Creating a Breakout Class from the Standard Detail Screen

You may want to create a breakout class based on proficiency level of students on the standard to provide additional instruction or support. You can select students individually or based on proficiency level.



1. Select the students to include in the breakout class by:
  - Using the **Auto Select** slider ①. Students whose proficiency level falls in the designated range display.
  - Click **+** next to their name. ②
2. Click **Create Breakout Class**. ③ The Class Manager screen displays and the **Students** tab is pre-populated with the students selected. See [Creating Breakout or Intervention Classes](#).



## Using the Analysis Tool

The Grade Book Analysis Tool screen displays the overall points, possible points, and percentage of points earned for each student. Values considered *at risk* highlight in **red**.

- You can organize and sort student grades using this tool to help analyze the grades for a deeper analysis of the student or class performance.
- You can save customized views of the students' grades for future use.

Analysis bands are a quick way to group students based on their performance. Use bands to monitor students whose grades need to meet a particular threshold for eligibility to participate in certain school programs such as sports or student council.

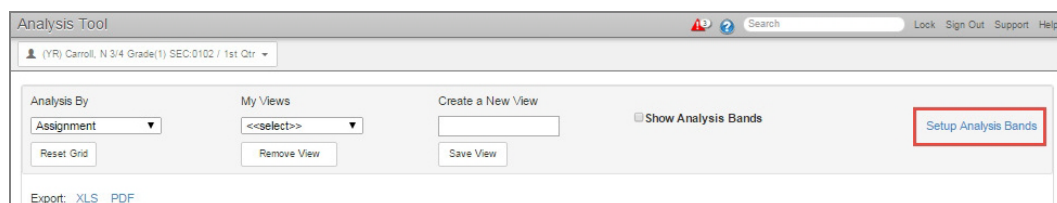
Analysis Bands display on the Grade Book Main screen and in the Analysis Tool. Teachers apply Analysis Bands in the Grade Book Setup screen on the **Class Settings** tab.



Analysis Bands also display in other areas of the system such as Assessments and Analytics.

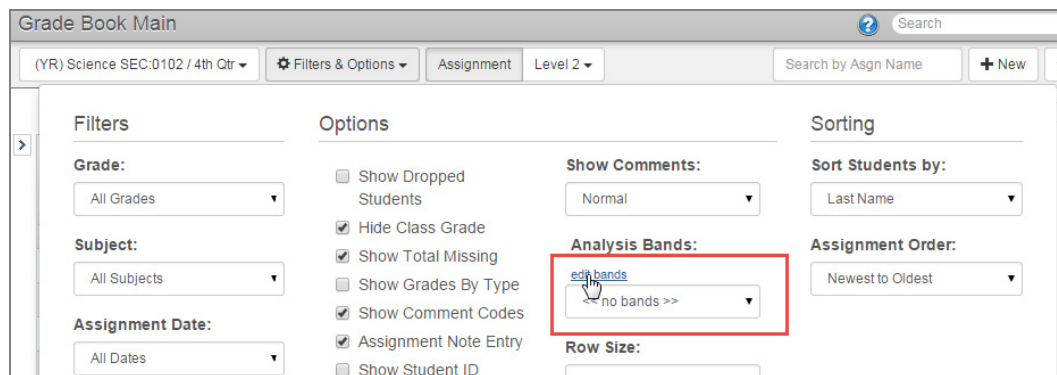
## Configuring Analysis Bands

1. Open the Analysis Bands screen:
  - a. Select *Analysis Tool* from the Grade Book menu.
  - b. Click **Setup Analysis Bands**.



Analysis Tool Screen

2. Select **edit bands** from **Filters & Options** in Grade Book Main.



Grade Book Main Screen

3. Enter a name for the band.



- Click **+INSERT**. The new band displays on the list.

The screenshot shows the 'Analysis Bands' interface. On the left, the 'Analysis Bands' panel has a '+ INSERT' button highlighted with a red box. Below it is a 'New →' button and a text input field. On the right, the 'District Details' panel shows a table with 3 items. The table has columns: Mark, Low Score, High Score, and Display Color. The table contains three rows: High (75.00, 100.00, High), Medium (50.00, 74.00, Medium), and Low (0.00, 49.00, Low). The 'Display Color' column shows colored buttons for each band.

Mark	Low Score	High Score	Display Color
High	75.00	100.00	High
Medium	50.00	74.00	Medium
Low	0.00	49.00	Low

*Analysis Bands Screen*

## Defining Analysis Bands

Select the band to define. The Details panel for the band displays.

### Add a New Band

- Click **+ New** in the Details panel.

The screenshot shows the 'Analysis Bands' interface. On the left, the 'Analysis Bands' panel has a '+ NEW' button. On the right, the 'Reading Details' panel has a '+ NEW' button highlighted with a red box. The 'Reading Details' panel also contains a message: 'No band details yet.'

*Analysis Bands Screen*

- Complete the **Mark**, **Low Score**, and **High Score** fields.



Do not have numeric gaps. For example:

Band 1 – 0-59

Band 2 – 60-79

Band 3 – 80-100

- Click **Display Color** to use the Color Picker to define the color for the band.





4. Click **Insert**.

The screenshot shows the 'Analysis Bands' screen. On the left, there's a sidebar with 'Bands', 'District', and 'Reading' options. The main area is titled 'Reading Details' and contains a table with columns: Mark, Low Score, High Score, and Display Color. The 'INSERT' button is highlighted with a red box. Below the table, there's a 'New' button and a 'Default' button.

Analysis Bands Screen

## Edit Band Details

1. Select  to edit one row or  in the header to open all fields for editing.

The screenshot shows the 'Analysis Bands' screen. On the left, there's a sidebar with 'Bands', 'District', and 'Reading' options. The main area is titled 'Reading Details' and contains a table with columns: Mark, Low Score, High Score, and Display Color. The 'Edit Row' button is highlighted with a red box. Below the table, there's a 'New' button and a 'Default' button.

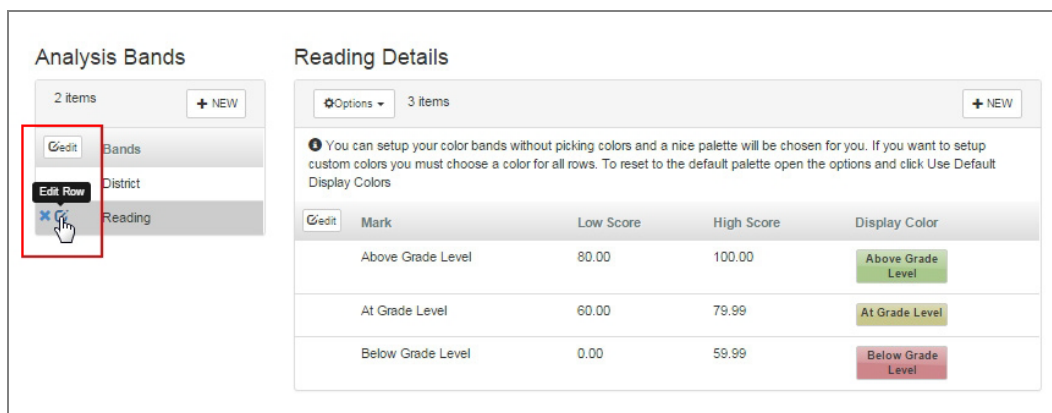
Analysis Bands Screen

2. Make the changes. The  icon displays on edited rows.
3. Click **Save**.



## Edit Analysis Band Name


1. Select  to edit one row or  in the header to open all fields for editing.



The screenshot shows the 'Analysis Bands' section on the left and the 'Reading Details' table on the right. In the 'Analysis Bands' section, the 'Edit Row' button is highlighted with a red box. The 'Reading Details' table has a header with an 'edit' icon and a '+ NEW' button. The table contains three rows: 'Above Grade Level', 'At Grade Level', and 'Below Grade Level', each with 'Low Score', 'High Score', and 'Display Color' columns.

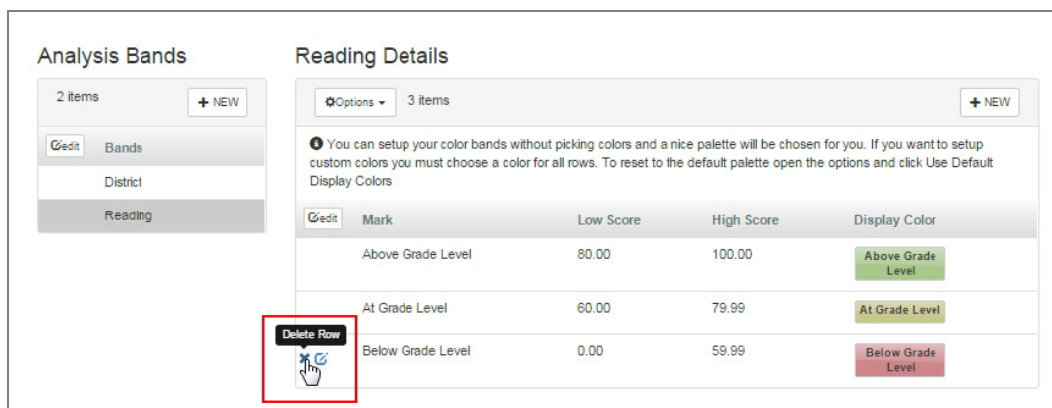
edit	Mark	Low Score	High Score	Display Color
	Above Grade Level	80.00	100.00	Above Grade Level
	At Grade Level	60.00	79.99	At Grade Level
	Below Grade Level	0.00	59.99	Below Grade Level

*Analysis Bands Screen*

2. Make the changes. The  icon displays on edited rows.
3. Click **Save**.

## Delete a Band

1. Select  next to the row. The  icon displays on the row.



The screenshot shows the 'Analysis Bands' section on the left and the 'Reading Details' table on the right. In the 'Analysis Bands' section, the 'Delete Row' button is highlighted with a red box. The 'Reading Details' table has a header with a 'delete' icon and a '+ NEW' button. The table contains three rows: 'Above Grade Level', 'At Grade Level', and 'Below Grade Level', each with 'Low Score', 'High Score', and 'Display Color' columns.

delete	Mark	Low Score	High Score	Display Color
	Above Grade Level	80.00	100.00	Above Grade Level
	At Grade Level	60.00	79.99	At Grade Level
	Below Grade Level	0.00	59.99	Below Grade Level

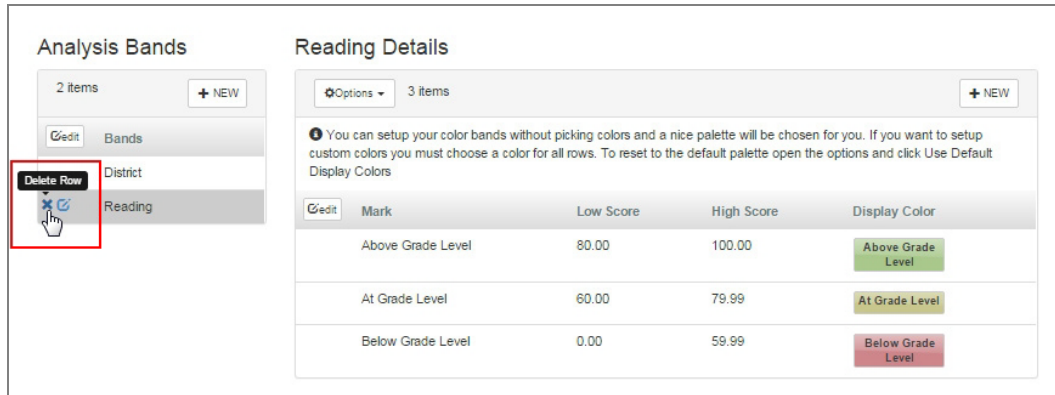
*Analysis Bands Screen*

2. Click **Save**. A confirmation message displays.
3. Click **OK**.



## Delete an Analysis Band

1. Select  next to the row. The  icon displays on the row.



Analysis Bands Screen

2. Click **Save**. A confirmation dialog displays.
3. Click **OK**.

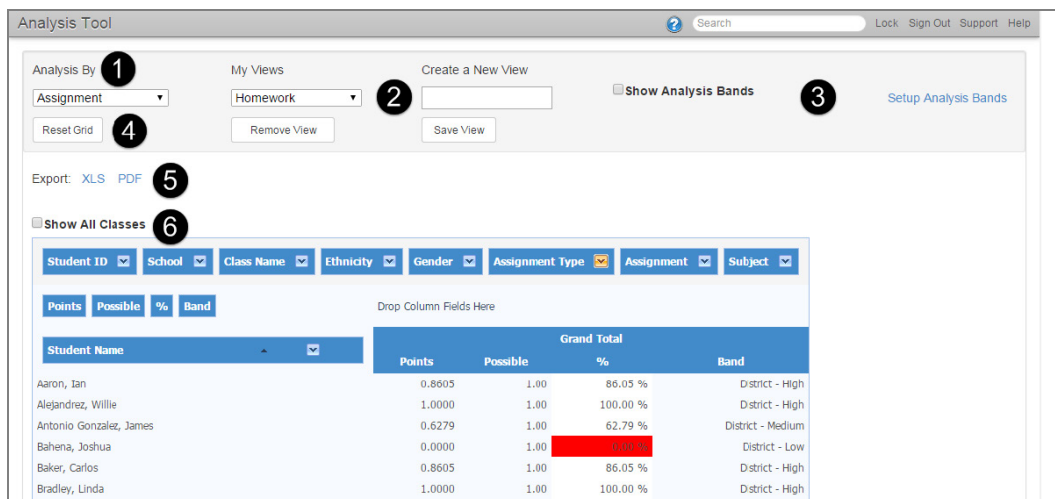


Apply analysis bands to classes using the [Class Setting tab](#) in Grade Book Setup.

## Using the Analysis Tool

As a teacher, you must be focused to a school and class in order to use the Analysis Tool.

1. Select **Analysis Tool** from the **Grade Book** menu. The Analysis Tool screen opens.



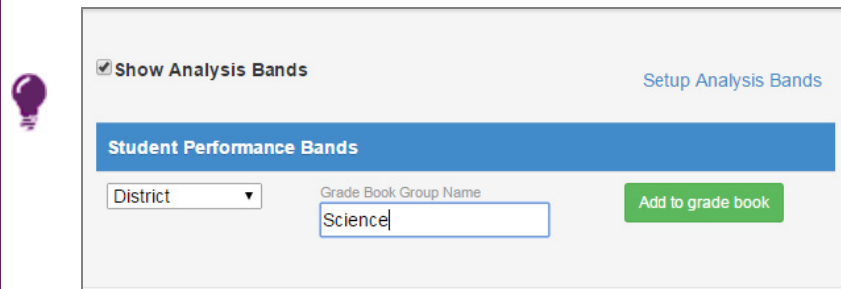
Analysis Tool Screen



## 2. Select the filters.

- **Analysis By** – Select to analyze by assignment, report card area, standard, or final mark/category. ❶
- **My Views** – Use with the associated buttons and field to create views based on filters you set up. ❷
- **Show Analysis Bands** – Select to display the student's performance against predefined bands. ❸

You can create Student Groups when showing Analysis Bands by entering a **Grade Book Group Name** and clicking **Add to grade book**.



❶ Show Analysis Bands [Setup Analysis Bands](#)

**Student Performance Bands**

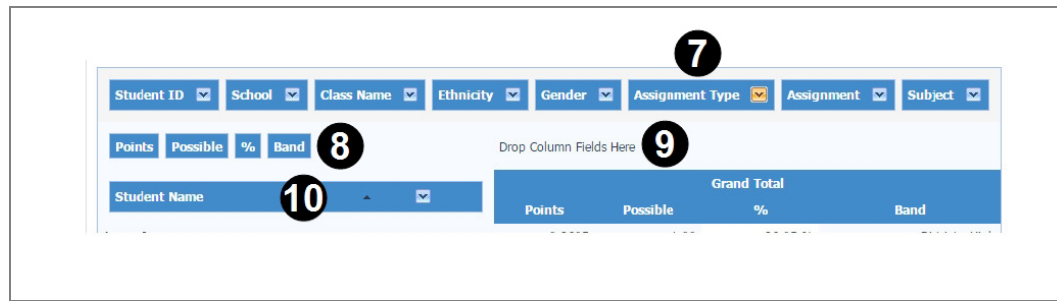
District   
Science

*Analysis Tool Screen*

- **Reset Grid** – Use to clear all filters. ❹
- **Export** – Export the screen using either the **XLS** or **PDF** link. ❺
- **Show All Classes** – Select to include the data from all classes for each student for the school year. ❻

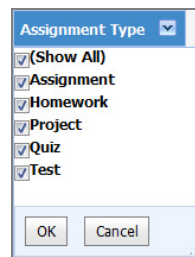


3. Customize the data displayed.



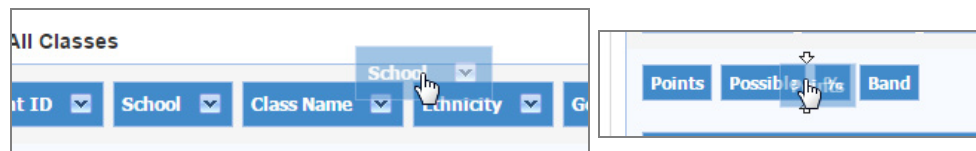
Analysis Tool Screen

- Filter the data within columns by using the arrows on the column headings and click OK. 7



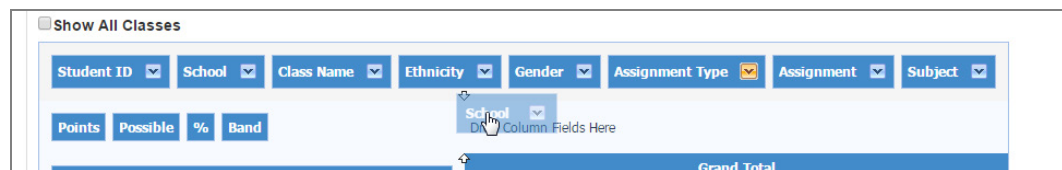
Analysis Tool Screen

- Drag and drop the column headings including the **Points**, **Possible**, **%**, and **Band** columns, to the left and right to reorder them. 8



Analysis Tool Screen

- Drag a heading into the space above the grid to display the relative data for the heading in the grid. 9

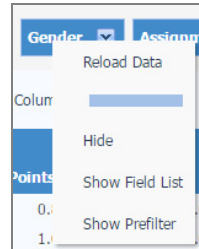


Analysis Tool Screen

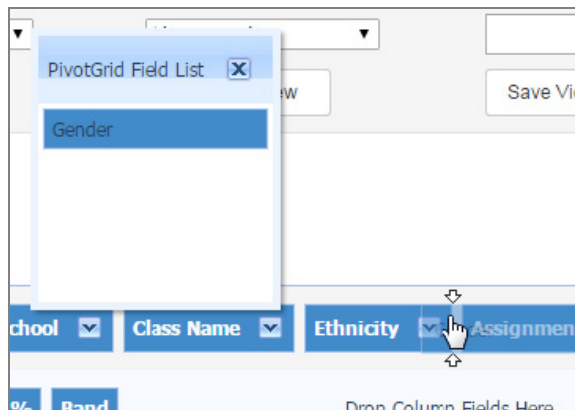
- Select the arrow on the column heading to adjust whether the data is displayed in ascending or descending order. 10



- Right-click the column header to change the information displayed:
  - *Hide* – Select to hide the filter list.
  - *Show Field List* – Select to show the PivotGrid Field List to drag the hidden filter lists back into position.



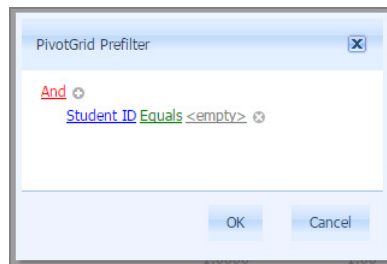
*Analysis Tool Screen*



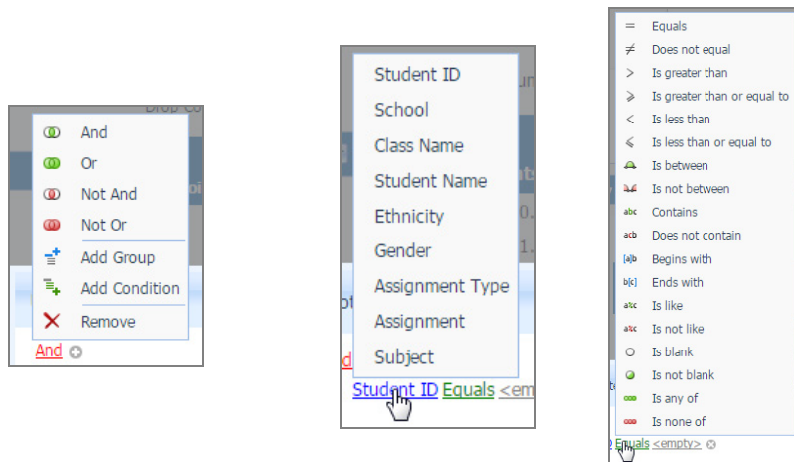
*Analysis Tool Screen*



- **Show Prefilter** – Select to use the column, conditions, and operators to filter the analysis information.



Analysis Tool Screen



## Using Views

You can save the view for use in other classes after the data is filtered and sorted.

- To create a new view:
  - Enter a name for the screen in **Create a New View**.
  - Click **Save View**. The saved screen can be selected from **My Views**.
- To use a previously saved view, select the previously saved screen from **My Views**.
- To delete a view:
  - Select the screen from **My Views**.
  - Click **Remove View**.

## Exporting Data from the Current Screen

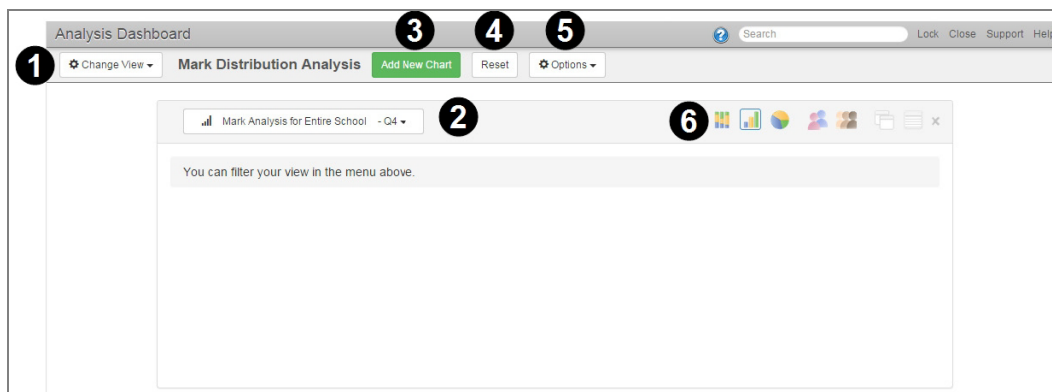
Export the data as it displays on the screen by clicking either **XLS** or **PDF**.



## Using the Analysis Dashboard

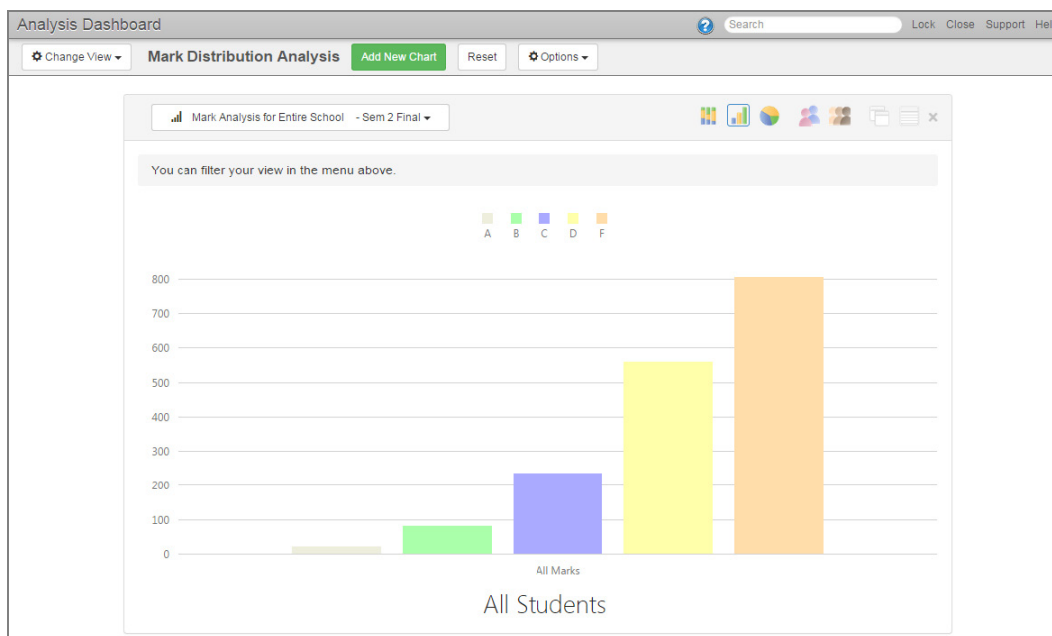
The Analysis Dashboard enables district administrators and principals to view Mark Distribution, Assessment, and Test History results for an entire school. The Analysis Dashboard uses dynamic filters to define the analysis parameters. The data can be viewed in bar or pie charts or be filtered by gender or ethnicity.

1. Select *Analysis Dashboard* from the **Admin** menu. The Analysis Dashboard screen displays the Mark Distribution Data by default.



Analysis Dashboard Screen

2. Click **Change View** to select another view. ①



Analysis Dashboard Screen

- *Mark Distribution* – Displays the overall grades and the number of students that received that mark. Normally used with section-based grading in secondary schools.



- **Assessment Results** – Displays the scores and number of students that received those scores on assessments created by the school or district.



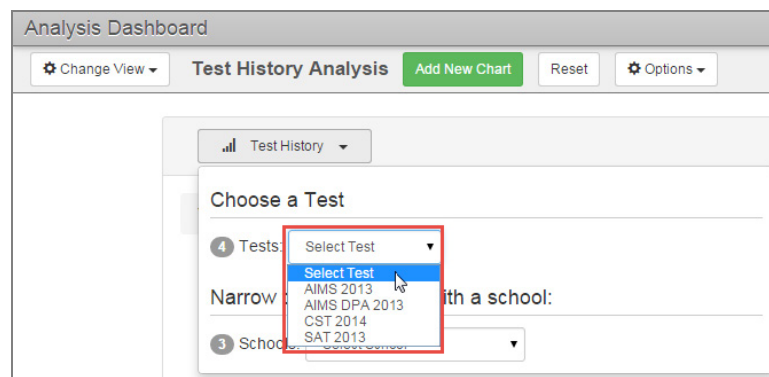
A separate license for the Assessment product is required to access Assessment Results. See the [Synergy SIS – Assessment User Guide](#) for additional information.

- **Test History** – Displays the scores and number of students that received those scores on tests imported to Grade Book.

### 3. Use the dynamic filter to select the chart's focus. ②

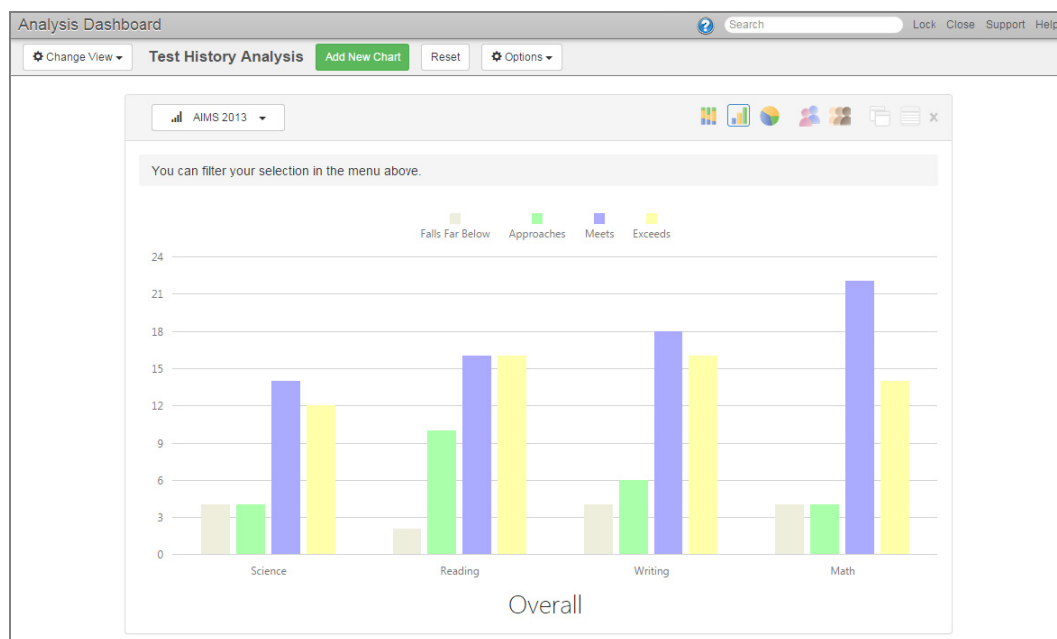


Additional filters display as selections are made.



Analysis Dashboard Screen

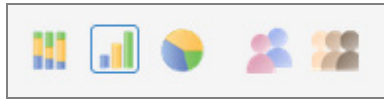
The data displayed on the dashboard changes to match the filters.








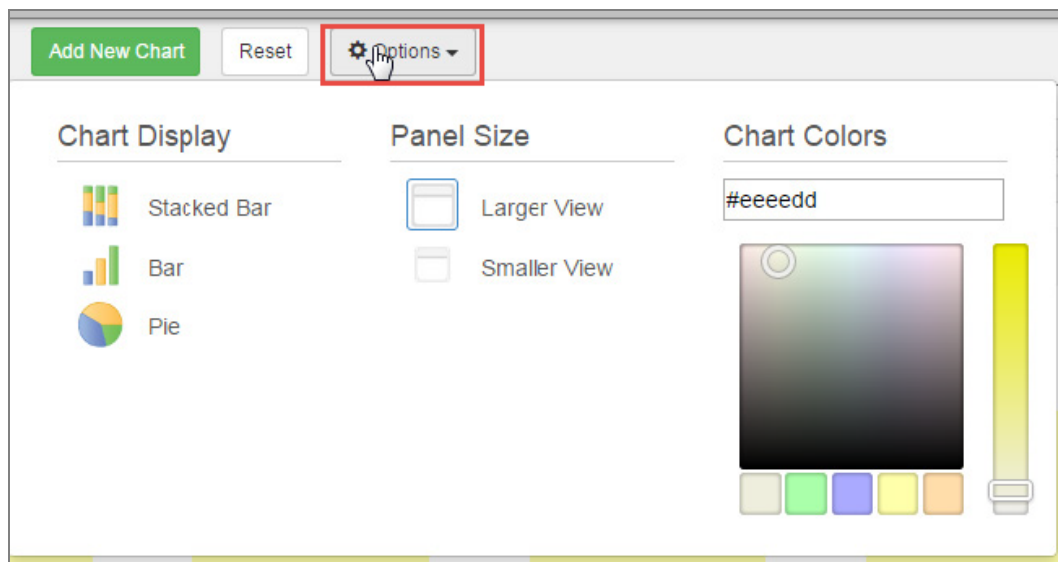
Analysis Dashboard Screen



## 4. Select the type of chart. ③

*Analysis Dashboard Screen, Chart Types*

- Full Stacked Bar Chart 
  - Bar Graph 
  - Pie Chart 
  - Gender Breakout 
  - Ethnicity Breakout 
5. Click **Add New Chart** to add additional charts to the bottom of the screen. Select different filters to perform a comparison. ④
6. Click **Reset** to remove all filters and selections. ⑤
7. Click **Options** to: ⑥
- Change the **Chart Display**
  - Select the **Panel Size**
  - Select **Chart Colors**

*Analysis Tool Screen*



## Running Admin Reports



Users without access to Grade Book can access Admin Reports from **Synergy SIS > Grade Book > Admin Reports**.

Admin Reports are SQL-based reports created by your district and made available to specific users (such as teachers, principals, and specialists.) Your district sets your ability to access Admin Reports and the reports that you can run. Admin Reports can be:

- A Simple Table that does not allow you to manipulate the results
- An Advanced Table that allows you to manipulate the results

### Running the Reports

1. Select *Admin Reports* in the **Admin** menu.

Filters		Reports		
Type	<input type="text"/>	Options 1 to 50 of 51		
Group...	<input type="text"/>			
		Report	Type	Group Name
		Grade Book Assignment Count by School <small>Last execution time: 0.058 seconds</small>	Admin Report	Grade Book
		Grade Book Assignment Count by School/Class <small>Last execution time: 0.234 seconds</small>	Admin Report	Grade Book
		Report Card School/Class Status <small>Last execution time: 4.499 seconds</small>	Admin Report	Report Card
		Test Scores for Section 00195 <small>Last execution time: 0.022 seconds</small>	Admin Report	Test Scores
		Math Test Scores _Wynn <small>Last execution time: 0.005 seconds</small>	Admin Report	
				Display Type
				Chart
				Advanced Table
				Advanced Table
				Simple Table
				Advanced Table

Admin Reports Screen

2. Use the filters to locate the report.

Admin Reports

/ NO FOCUS

Filters

Type

Group ...

Report

Options

Admin Reports Screen

3. Select the report name. The report displays.



- Viewing a Simple Table Report:



You can only view reports in Simple Table format. They cannot be exported into XLS or PDF.

Test Scores for Section 00195

[Return To Report List](#)

SECTION NAME	SECTION ID	TEACHER LAST NAME	MEASURE TYPE	MEASURE	STUDENTID	STU LAST NAME	STU FIRST NAME	SCORE	WEIGHTEDVALUE	AVG	
Smith, K (1)	MATH 7 ALG Gifte	00195	Smith	Test	Chapter 1 Test	9119	Aaron	Scott	66	66.0000	58.035714
Smith, K (1)	MATH 7 ALG Gifte	00195	Smith	Test	Chap 2 Test	9119	Aaron	Scott	67	67.0000	58.035714
Smith, K (1)	MATH 7 ALG Gifte	00195	Smith	Test	Chapter 3 Test	9119	Aaron	Scott	90	90.0000	58.035714

*Simple Table Report*

- Viewing an Advanced Table Report:

Admin Reports

Back to Reports List

Export:

Clear Filters

4

5

Drag a column header here to group by that column

3

1

2

SCHOOL NAME	CLASS NAME	ASSIGNMENT COUNT
Adams Elementary	Carroll, N 3/4 Grade(1)	52
Adams Elementary	Fuller, R Family Tree Prk(1)	22
Adams Elementary	Math Intervention	2
i Hope High School	Aderson, G Algebra II(1)	10
Hone High School	Aderson, G Algebra II(2)	10

*Advanced Table Report*

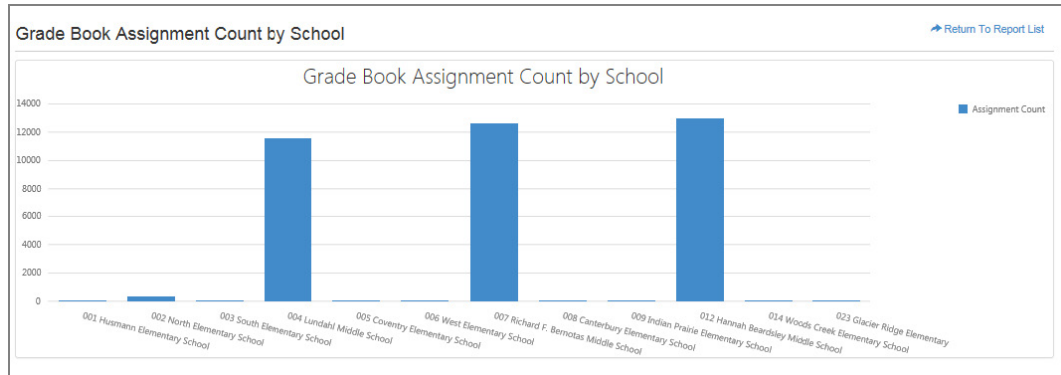
- Group or filter the data for analysis using one of the following methods:
  - Click the header to sort the column in ascending or descending order. **1**
  - Enter a value to filter the column. **2** Click **Clear Filters** to remove. **3**
  - Drag a column header into box to group the results. **4**
- Export the report in Excel or PDF format. **5**



- Viewing a Chart Report:



You can only view reports in Chart format. They cannot be exported into XLS or PDF.



*Chart Report*



## Chapter 6: Progress Reports and Report Cards

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Creating Progress Reports .....	265
Posting Final Grades .....	273



## Creating Progress Reports

The Progress Report screen enables you to create progress reports that you can customize and email or print for distribution. Information aggregates by Report Card Row or by Section. Options include the ability to show:

- Points
- Progress bar
- Assignment detail
- Category breakdown
- Class average
- Assignment percentage of overall score
- Parent signature request

You can filter the assignments displayed in the progress report using the Filter Assignments functionality.



## Generating Progress Reports

1. Select *Student Progress Reports* from the **Grade Book** menu.

Progress Report

This data was generated on 10/8/2013 9:31:31 AM

**Student**

RP1 MRK

**Grading Period**

RP1 MRK

**Summary Method:**

Report Card Rows

**Options:**

☒ Show Overall Grade

☒ Show Grading Legend

☒ Show Points

☒ Show Bar

☐ Show Report Card Rows with No Results

☐ Show Assignment Detail

☐ Show Standards Detail

☐ Request Signature

☐ Show Assignment Type Breakdown

☐ Show Class Average

☐ Show Assignment % of Overall Score

☐ Include Dropped Classes

Filter Assignments

**Delivery**

Print / Email

**Data**

Generate All

Refresh This Report

Area	Mark	Comment	Notes
<b>ORAL LANGUAGE</b> <a href="#">remove</a>			
Uses effective communication skills in group activities	75%	P	<a href="#">remove</a>
All About Me Presentation (Assignment)	75%	P	<a href="#">remove</a>
3.1.1 Listen attentively (Assignment)	0%		<a href="#">remove</a>
<b>READING AND RESPONDING TO LITERATURE</b> <a href="#">remove</a>			
Applies knowledge of word study (phonics, spelling, word structure, and word meaning) to expand vocabulary, read and understand text, and communicate effectively in written and oral forms	25%	N	<a href="#">remove</a>
3.4.1 Homophones (Assignment)	25%	N	<a href="#">remove</a>
Reads and demonstrates comprehension of fictional texts and poetry	50%	DP	<a href="#">remove</a>
3.5.12 Identify problem and solution (Assignment)	50%	DP	<a href="#">remove</a>

Comments

[remove](#)

[add new item](#)

Progress Report Screen

2. Select a **Student**.
3. Select a **Grading Period**.



4. Select a **Summary Method**.

Click **Refresh This Report** when changing the selection to update the Progress Report data.

- **By Section** – Typically used by secondary schools that use report cards from Synergy SIS
- **By Standard** – Displays a summary of the scores based on the standards. (Summary Method)

Area		Mark	Comment	Notes
<b>Overall Class Grade</b>	<div><div></div></div>	C		<input type="text"/> remove
03.G.3	<div><div></div></div>	5.00		<input type="text"/> remove
Assignment_Week 23 (Assignment)	3/17/2015 <div><div></div></div>	5		<input type="text"/> remove
03.G.3	<div><div></div></div>	4.00		<input type="text"/> remove
Test_Week 23 (Quiz)	3/17/2015 <div><div></div></div>	4		<input type="text"/> remove
<input type="text"/>				<input type="text"/> add new item

Progress Report Screen, Summary Method - By Standard

- **Class Summary** – Shows the class and subject scores

Area		Points	Mark	Comment	% of Grade	Class Avg.	Notes
<b>(S1) Jackson, K Psychology I(1) SEC:0169</b>	<div><div></div> 63%</div>	31.6 / 50.0	D-		0.0%	62.1%	<input type="text"/> remove
Homework (20.00%)	<div><div></div> 88%</div>	8.8 / 10.0	B+		20.0%	68.3%	<input type="text"/> remove
Quiz (20.00%)	<div><div></div> 24%</div>	2.4 / 10.0	F		20.0%	58.2%	<input type="text"/> remove
Assignment (20.00%)	<div><div></div> 32%</div>	3.2 / 10.0	F		20.0%	58.0%	<input type="text"/> remove
Project (20.00%)	<div><div></div> 72%</div>	7.2 / 10.0	C-		20.0%	66.0%	<input type="text"/> remove
Test (20.00%)	<div><div></div> 100%</div>	10.0 / 10.0	A+		20.0%	60.2%	<input type="text"/> remove
<b>(S2) Jackson, K Psychology II(1) SEC:1169</b>	<div><div></div> 59%</div>	29.6 / 50.0	F		0.0%	58.1%	<input type="text"/> remove
Homework (16.67%)	<div><div></div> 36%</div>	3.6 / 10.0	F		16.7%	53.6%	<input type="text"/> remove

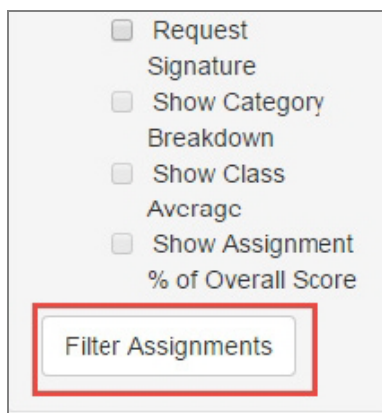
Progress Report Screen, Summary Method - Class Summary

5. Select report output options: (options vary depending on the **Summary Method** selected):

- **Show Overall Grade**– Adds a row at the top that shows Overall Class Grade
- **Show Grading Legend** – Adds a legend that displays the score types used for the class to the progress report when **Show Overall Grade** is selected
- **Show Points**– Adds a column that shows points earned/possible by assignment, category, and class
- **Show Bar**– Adds a column that provides a visual indicator for performance by assignment, category, and class



- **Show Report Card Rows with No Results** – Displays the report card rows where no scores were entered
  - **Show Assignment Detail**– Includes assignments results on the progress report
  - **Show Standards Detail**– Includes standards results on the progress report
  - **Request Signature**– Adds a signature line for parents to sign acknowledging receipt
  - **Show Category Breakdown**– Includes category level detail on the progress report output.
  - **Show Class Average**– Adds a column that displays the class average for each assignment, category, and class
  - **Show Assignment % of Overall Score**– Adds a column that displays the impact of each assignment and category in the overall grade
  - **Include Dropped Classes** – Includes dropped classes in the progress report when **Summary Method** is set to *Class Summary*
6. Click **Filter Assignments** to open the Filter Assignments screen.



*Progress Report Screen*



- a. Filter the assignments by the **Start Date** and **End Date** if needed.
- b. Select assignments to include in the report output.
- c. Click **Apply**.
- d. Click **Back to Progress Report Data**.

<input checked="" type="checkbox"/>	Assignment Name	Description	Category	Assignment Date	Points/Weight
<input checked="" type="checkbox"/>	03.G Overall	Geometry	Assignment	3/17/2015	1.00
<input checked="" type="checkbox"/>	03.G.1	Reason with shapes and their attributes: Understand that shapes in different categories (e.g., rhombuses, rectangles, and others) may share attributes (e.g., having four sides), and that the shared attributes can define a larger category (e.g., quadrilaterals). Recognize rhombuses, rectangles, and squares as examples of quadrilaterals, and draw examples of quadrilaterals that do not belong to any of these subcategories.		3/18/2015	1.00
<input checked="" type="checkbox"/>	03.G.3	Reason with shapes and their attributes: Partition shapes into parts with equal areas. Express the area of each part as a unit fraction of the whole. For example, partition a shape into 4 parts with equal area, and describe the area of each part as 1/4 of the area of the shape.		3/18/2015	1.00

Filter Assignments Screen

4. Click **remove** to remove the selected item from the report output if needed. The removed item does not display on the printed or emailed report. Removed items are restored to the report when it is refreshed.



Removed items are restored to the report when it is refreshed.

5. Click an option.
  - **Generate All** – Select to produce/refresh progress reports for all students in the current class.
  - **Refresh This Report** – Select to produce/refresh data for the selected student.
6. Add custom items to display on your individual student's progress reports if needed.



Refreshing or regenerating the reports removes custom items.

- a. Scroll to the bottom of the Progress Report screen. The new item row is the last row on the screen.
- b. Enter an item name.
- c. Add **Notes** if needed.



- d. Click **add new item**. This new item displays on the currently selected student's progress report.

The screenshot shows the 'Progress Report' interface. On the left, there are filters for 'Student', 'Grading Period' (set to 'RP1 MRK'), and 'Summary Method' (set to 'Report Card Rows'). The main area displays a table with columns: 'Area', 'Mark', 'Comment', and 'Notes'. A row for 'ORAL LANGUAGE' is visible, showing a green progress bar at 75%, a 'P' mark, and a 'remove' button. Below the table, there is a 'Comments' section with a text input field and a 'remove' button. A red rectangular box highlights the 'add new item' button located at the bottom right of the 'Comments' section.

Area	Mark	Comment	Notes
ORAL LANGUAGE	75%	P	<a href="#">remove</a>

Comments:  [remove](#) [add new item](#)

*Progress Report Screen*

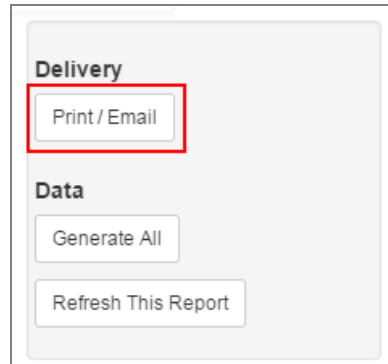


Reposition the newly created item by selecting the row and dragging up or down to the appropriate position if adding more than one custom item. Only custom items can be repositioned.



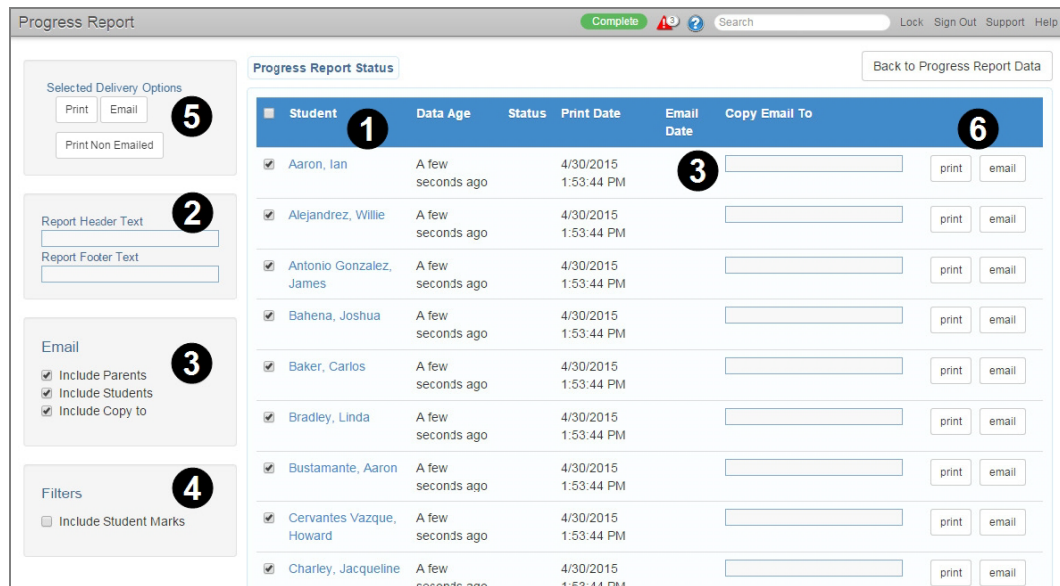
## Delivering Progress Reports

1. Click **Print/Email** on the Progress Report screen.



Progress Report Screen

The Progress Report Status screen opens.



Progress Report Status Screen

- Select the students that you want to print progress reports for. ❶
- Enter **Report Header Text** and **Report Footer Text** if needed. This text displays on all generated student progress reports. ❷



- **Email** – Select the individuals that receive the progress report email if needed. ③



Add the **Copy Email To** email address if *Include Copy to* is selected. Add multiple email addresses by separating addresses with a comma or semicolon.

- Select Filters, if needed. ④
  - a. **Include Student Marks** — Select to show the Overall Grade mark on the progress report.
  - b. Select marks to email or print progress reports for students with the selected marks only.

Filters

☒ Include Student Marks

GenesisGrading

<input type="checkbox"/> A+	<input type="checkbox"/> A	<input type="checkbox"/> A-
	<input type="checkbox"/> B+	<input type="checkbox"/> B
		<input type="checkbox"/> B-
<input type="checkbox"/> C+	<input type="checkbox"/> C	<input type="checkbox"/> C-
	<input type="checkbox"/> D+	<input type="checkbox"/> D
		<input type="checkbox"/> D-
<input type="checkbox"/> F	<input type="checkbox"/> WF	<input type="checkbox"/> I

Filters


## 2. Select Delivery Options. ⑤

- Click  to produce PDF version progress reports.



Click **Print** in the student's row to produce a PDF version of the progress report for a single student.



- Click  to email progress reports to the recipients identified under Email. ⑥



Click **Email** in the student row to email the progress report to the recipients for a single student.



Selected student and parent recipients must have valid email addresses on the Parent and Student screens in Synergy.

Parents must have Educational Rights selected on the **Parent/Guardian** tab of the Students screen for parents to receive emails.

Any students without valid email addresses are flagged in the Status column after emailing progress reports. Click **Print Non Emailed** to generate PDF versions of the progress reports for these students.

## Posting Final Grades

At the end of each grading period, the teacher:

1. [Verifies the assignments are associated to the correct grading period and checks that all assignments are graded.](#)
2. [Views and edits the grades.](#)
3. [Posts the grades to Synergy SIS.](#)

## Verifying Assignments

Checking the assignments posted to the correct grading period before posting grades ensures all necessary assignments are included on the progress reports or report cards and counted towards the overall grade.

1. Select *Assignments* from the **Grade Book** menu.
2. Select the **Grading Periods** tab.
3. [Check that all assignments have been included in the correct grading periods](#)
4. [Verify all assignments have scores and/or comments](#) on Grade Book Main.



## Viewing Final Grades

- Select *Students* from the **Report Card** menu. The Grade Summary screen displays with calculated final grades.



- Calculated final grades display on the Grade Summary screen once the teacher enters at least one assignment with scores for students.
- Dropped students display if you select the **Show Dropped Students** option in Grade Book Main.

Grade Summary

(S1) Jackson, K Psychology II (1) SEC:0169 / Progress Period 2

Back to Grade Book

Teacher edited grade Contains missing assignments affecting grade

Postable Periods ☐ only show postable grading periods Valid Posting Dates: 9/2/2015 through 10/12/2015

print page

Post	Student	Grade Level	Not Postable Progress Period 1	Not Postable 1st Qtr	Edit Final Grade and Comments Progress Period 2	Not Postable 2nd Qtr	Not Postable Sem 1 Final
<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Dropped							
<input checked="" type="checkbox"/> post	Adam Stapley	Grade 11	D- Calc: D- (63.2%)	D- Calc: D- (63.2%)	B Calc: D- (63.2%)	D- Calc: D- (63.2%)	D- Calc: D- (63.2%)
<input checked="" type="checkbox"/> post	Amy Brooks	Grade 12	F Calc: F (52.8%)	F Calc: F (52.8%)	D Calc: F (52.8%)	F Calc: F (52.8%)	F Calc: F (52.8%)
<input checked="" type="checkbox"/> post	Anne Rivera <small>drop</small>	Grade 12	D-	D-	D-	D-	D-

Grade Summary Screen

- **Postable Periods** – Clear **only show postable grading periods** to display all grading periods. ①
- **Class** – Select a grading period. The current grading period displays by default. ②
- **Teacher edited grade** – Displays if the teacher [changed the calculated grade](#) – The calculated grade still displays ③
- **Contains missing assignments affecting grade** – Displays if there is a missing assignment ④
- **Student** – Select the student's name to display the [Student Summary](#) for that student. ⑤



- Click the current grade to see a breakdown of the student's overall grade calculation for the selected grading period. ⑥ The Grade Breakdown screen displays.

Synergy TeacherVUE Search Lock Sign Out Support Help

(S1) Jackson, K Psychology I(1) SEC:0169 / Progress Period 2

[back to report card](#)

Assignments affecting the Progress Period 2 grade for Anne Rivera.

Grading Period	Points	Points Possible	Score
Progress Period 2	30.40	50.00	60.8% D-

Assignment	Type	Points	Score	Grade	Excused?	Drop Score?
Assignment in Assignment created on 7/16/2015	Assignment	9.60	96.0	24		
Homework in Homework created on 7/17/2015	Homework	9.20	92.0	23		

Grade Breakdown Screen

- If any assignments are tagged *Not Graded*, [score the assignment](#).
- If Term Weighting was setup for the class, the weighting calculation displays beneath the final grade.



A	Overall Grade	Calc: A
A	Progress 4	25.00 (3.42)
B	Progress 5	25.00 (3.11)
B	Progress 6	25.00 (2.96)
A	Semester 2 Final	25.00 (100.00)

Last Posted: 1/20/2015 9:40 AM Last Post Results:

Grade Summary Screen, Term Weighting

- Edit Final Grade and Comments** – [Click to edit the final grades or add comments](#) ⑦



## Editing Final Grades and Comments

1. Click **Edit Final Grade and Comments** on the Grade Summary screen.

Synergy TeacherVUE

(S1) Jackson, K Psychology I(1) SEC:0169 / Progress Period 2

back to report card

Class (S1) Jackson, K Psychology I(1) SEC:0169

Teacher Edited Grade

Postable Periods Valid Posting Dates: 9/2/2015 through 11/1/2015

Save Changes Undo 1 Unsaved Change(s) Post

Student	Calc %	Current Grade	Final Grade	Comment 1	Comment 2	Comment 3	Free Form Comment
Anderson, Paula ID: 879286 Calculated Grade: B-	80.0	B					Great job!
Brooks, Amy ID: 881172 Calculated Grade: F	52.8	D					
Davis, Virginia ID: 945939	63.2	D-					

*Edit Final Grades And Comments Screen*

- **Final Grade** – Select the new grade to override or change a student's final grade. ❶




Select *Clear Manual Score* to use the calculated score.

- Enter comments:
- Select the **Comment** if available. ❷
- Enter a **Free Form Comment** if needed. ❸

- Scroll to the bottom of the screen to view the available comments and their codes.

Type	Code	Comment
Comments	A	Please Contact Teacher
Comments	B	Excellent Student
Comments	C	Good Attitude In Class
Comments	D	Good Participation In Class
Comments	E	Shows Extra Effort

*Edit Final Grades And Comments Screen*

- Comments can be split into categories such as Conduct or Citizenship.
- Click  to fill the comment down to all the other students.

❹

2. Click **Save Changes**. The changed grades are shaded yellow.



## Posting Grades

Once teachers have completed reviewing the final grades, the teacher post the grades to Synergy SIS from the Grade Summary or Edit Final Grades and Comments screen.

### On the Grade Summary Screen

- Select the students in the **Post** column. All students are selected by default. ❶



- A dropped option displays in the Post column if you select **Show Dropped Students** in Grade Book Main. Deselect **Dropped** to exclude dropped students.
- Clear the **All** option and individually select the students to post to post for only a few students.

Post	Student	Grade Level	Edit Final Grade and Comments
<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Dropped			Progress Period 2
<input checked="" type="checkbox"/> post	Adam Stapley	Grade 11	B Calc: D- (83.2%)
<input checked="" type="checkbox"/> post	Amy Brooks	Grade 12	D Calc: F (52.8%)

Grade Summary Screen

- Click **Post**. ❷ A confirmation message displays when grades post successfully. Results display in the Edit Final Grade and Comments column. ❸

### On the Edit Final Grades and Comments Screen

- Click **Post**.

Student	Calc. %	Current Grade	Final Grade	Comment 1	Comment 2	Comment 3	Free Form Comment
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Edit Final Grades And Comments Screen

A confirmation message displays when grades post successfully. Results display in the **Edit Final Grade and Comments** column on the Grade Summary screen.



## Chapter 7: Creating Reports

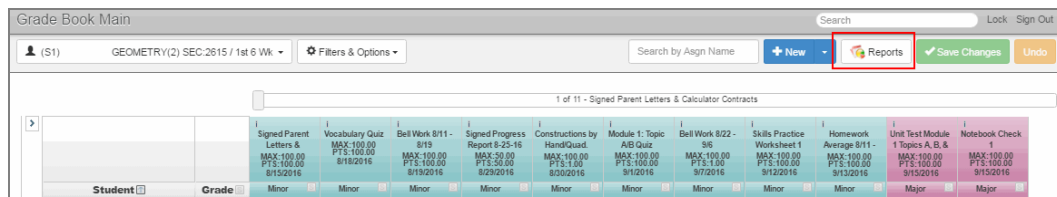
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Running Grade Book Reports .....	279
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## Running Grade Book Reports

1. Click **Reports** on the Grade Book Main screen. The Grade Book Reports screen opens.



Grade Book Main Screen

2. Select a report from the report list.

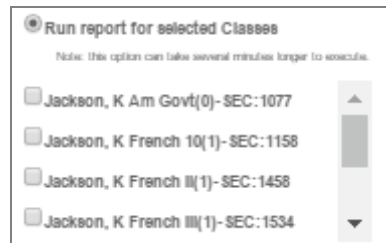
Grade Book Reports Screen

3. Select the Grade Book Reports options.



The options displayed vary based on the report selected.

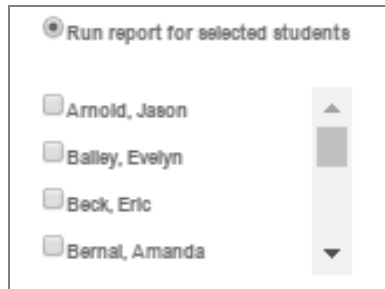
- **Use Student Name** – Student identified by name
- **Use Student Nickname** – Student identified by nickname
- **Use Student ID** – Student identified by student id
- **Include Sub Class Assignments** – Includes Sub Class Assignments, as well as main class assignments
- **Run report for all Classes** – Includes all classes
- **Run report for current Class** – Includes only the current class
- **Run report for selected Class** – Includes only classes selected in the list in the report



Grade Book Reports Screen

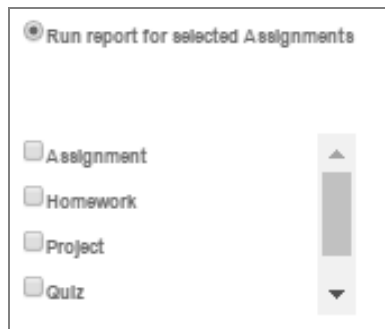


- **Run report for all Students** – Includes all students in the selected class
- **Run report for “at risk” students** – Includes only *at risk* students (as defined by the teacher on the **Grade Book Options** tab)
- **Run report for selected students** – Includes only students selected in the list in the report



Grade Book Reports Screen

- **Run report for all Assignments** – Includes all assignments
- **Run report for selected Assignments** – Includes only assignments selected from the list in the report



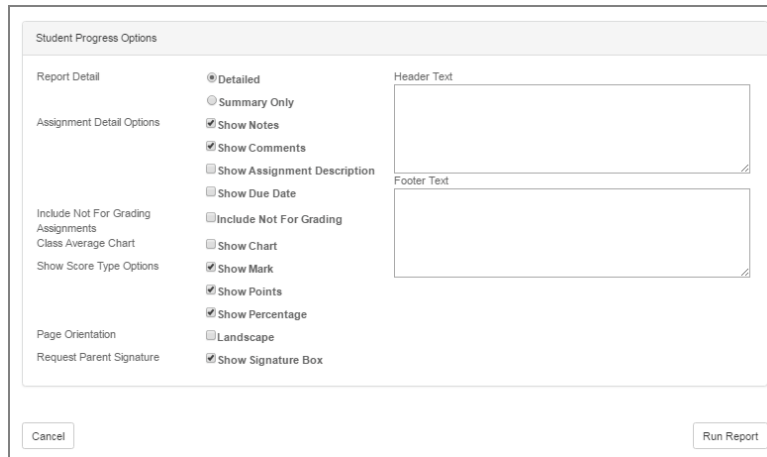
Grade Book Reports Screen



All reports can be printed as a PDF. Select reports can also be printed as an Excel worksheet.



## 4. Select the report options.

The screenshot shows a dialog box titled "Student Progress Options". It contains several sections of settings. On the left, there are labels for "Report Detail", "Assignment Detail Options", "Include Not For Grading Assignments", "Class Average Chart", "Show Score Type Options", "Page Orientation", and "Request Parent Signature". In the center, there are radio buttons for "Detailed" (selected) and "Summary Only", and checkboxes for "Show Notes", "Show Comments", "Show Assignment Description", "Show Due Date", "Include Not For Grading", "Show Chart", "Show Mark", "Show Points", "Show Percentage", "Landscape", and "Show Signature Box". On the right, there are two text input areas labeled "Header Text" and "Footer Text". At the bottom, there are "Cancel" and "Run Report" buttons.*Grade Book Reports Screen*

See report description for details.

Some reports allow Headers and Footers be added to the report:



- **Header Text** - Text entered in this text box displays above the report detail.
- **Footer Text** - Text entered in this text box displays below the report detail.

5. Click **Run Report**.



## Detailed Progress Report

The Detailed Progress Report displays:

- Each student's current overall progress in class
- Overall progress by assignment category
- Assignment details if selected
- Charts if selected

The screenshot shows the 'Grade Book Reports' interface. At the top, there's a section for 'Grade Book Reports' with a dropdown menu set to 'Detailed Progress Report' and an 'Output report as PDF' dropdown. Below this are radio buttons for 'Run report for current Class', 'Run report for all students', and 'Run report for all Assignments'. There are also radio buttons for 'Run report for "at risk" students', 'Run report for selected Assignments', and 'Run report for selected students'. A 'Font Size' input field is set to 8. Below that are radio buttons for 'Use Student Name', 'Use Student Nickname', and 'Use student ID'. There's a checkbox for 'Include Sub Class Assignments' with a note: 'Note: this option may not apply to your currently selected report.' Below this is a section for 'Student Progress Options'. It has a 'Report Detail' section with radio buttons for 'Detailed' (selected) and 'Summary Only'. There's an 'Assignment Detail Options' section with checkboxes for 'Show Notes', 'Show Comments', 'Show Assignment Description', and 'Show Due Date'. There's an 'Include Not For Grading Assignments' checkbox and a 'Page Orientation' section with a 'Landscape' checkbox. There's a 'Charts' section with a 'Show Chart(s)' checkbox and a list of options: 'Category Summary', 'Category Percentages', 'Category Points', 'Overall Grade & Category Breakdown', and 'Student vs. Class Average'. There's a 'Selected' dropdown menu. There's a 'Show Score Type Options' section with checkboxes for 'Show Mark', 'Show Points', and 'Show Percentage'. There's a 'Request Parent Signature' section with a 'Show Signature Box' checkbox. At the bottom, there are 'Cancel' and 'Run Report' buttons.

*Detailed Progress Report Interface Screen*

### Grade Book Reports Options

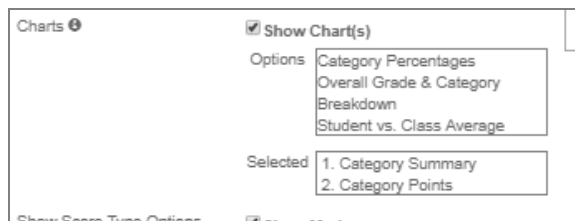
- **Font Size** – Font size must be between 8pt and 14pt.
- **Row Height** – Row Height for the report grids must be between 15 pixels and 45 pixels.

### Student Progress Options

- **Report Detail:**
  - **Detailed** – Adds assignment detail below the Summary area, displaying a list of assignments with date, mark, points, percentage, assignment category, and assignment name.
  - **Summary Only** – Excludes details.



- Assignment Detail Options:
  - **Show Notes** – Displays Public Notes for assignments on report output.
  - **Show Comments** – Displays comments teacher assigned to student for a given assignment.
  - **Show Assignment Description** – Displays assignment description.
  - **Show Due Date** – Displays the due date for assignments
- Include Not For Grading Assignments:
  - **Include Not For Grading** – Filters report output to hide/display assignments marked Not For Grading.
- Charts:
  - **Show Chart(s)** – Adds charts to top of report
  - **Options** – Select the charts in the order you want them to display on the report.

*Detailed Progress Report Interface Screen*

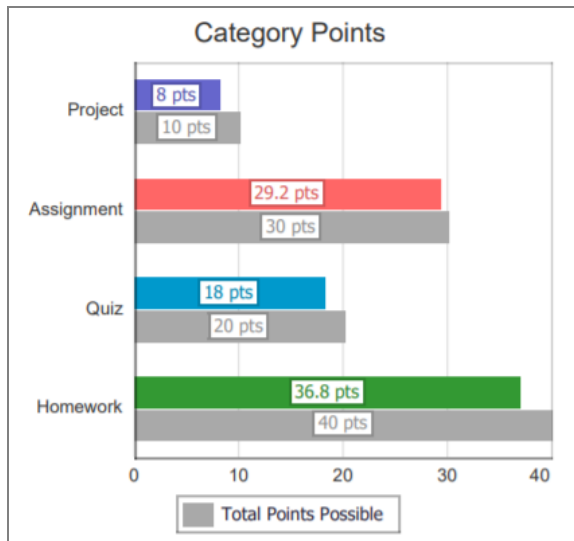
- **Category Summary** – Shows the student's total points, percentage, mark in each assignment category, total missing assignments, and overall class grade

Category Summary			
Category	Points	%	Mark
Homework	36.80/40	92.0%	A-
Quiz	18/20	90.0%	A-
Assignment	29.20/30	97.3%	A+
Project	8/10	80.0%	B-
Missing Assignments: 1			
Overall Class Grade		92.0%	A-

*Category Summary Chart Output*

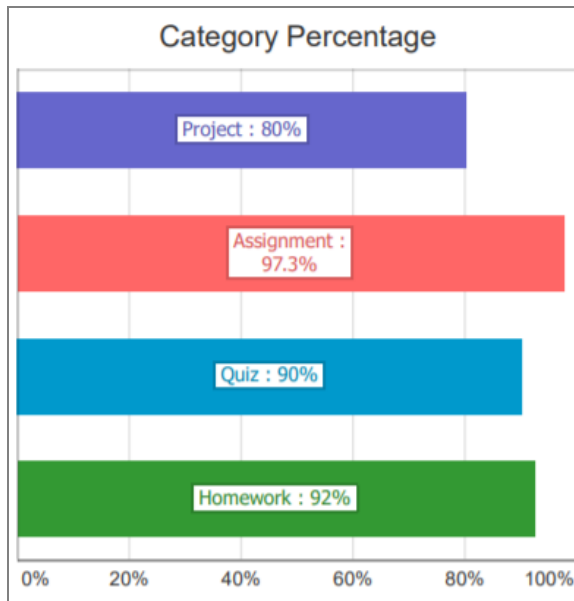


- *Category Points* – Shows a stacked bar graph of the student's earned points by assignment category compared to the total possible points in each category



Category Points Output

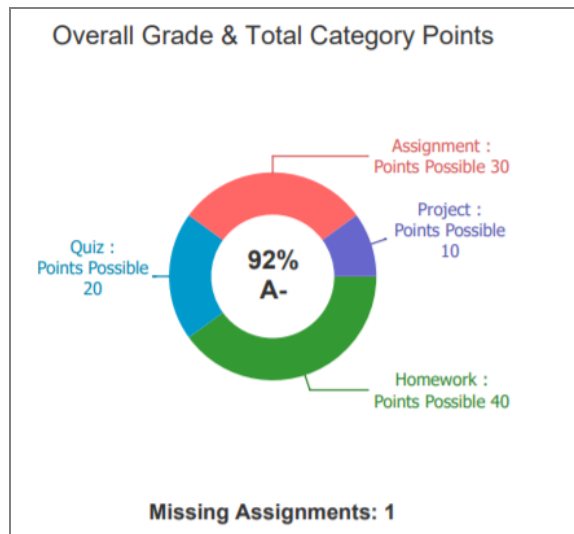
- *Category Percentages* – Shows a stacked bar graph of the student's percentage performance in each assignment category



Category Percentages Output

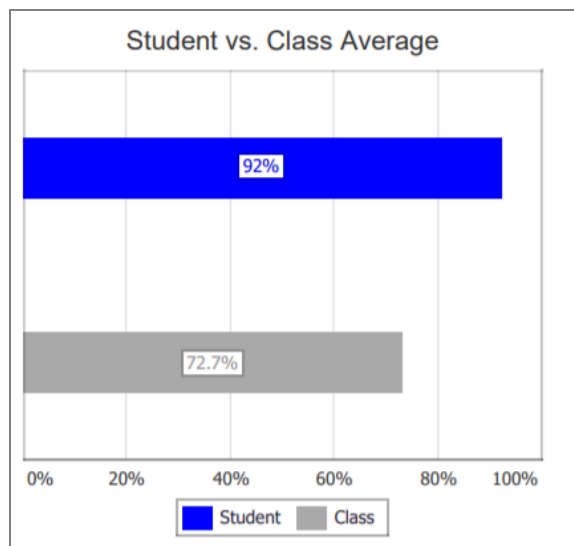


- **Overall Grade & Category Breakdown** – Shows a pie chart of the total points possible per assignment category with the student's overall percentage score and the student's total missing assignments.



Overall Grade & Category Output

- **Student vs. Class Average** – Shows a stacked bar graph of the student's total percentage score compared to the class average percentage score



Student Vs. Class Average Output

- **Show Score Type Options** – Select options/details to display for each assignment: **Show Mark**, **Show Points**, and **Show Percentage**.
- **Page Orientation**
  - **Landscape** – Prints the page in landscape orientation.
- **Request Parent Signature:**
  - **Show Signature Box** – Adds **Parent Signature** line to bottom of report.



**Detailed Progress Report**

02/10/2017

Grading Period: 3rd Qtr

Student: **Anderson, Paula**Class: **(YR) Jackson, K Cc-Persnl Dev.(7) SEC:0010**ID: **879286**Teacher: **Kathy Jackson**Grade: **12**

Area	Grade	Score
Homework	C-	72.0
Quiz	B-	80.0
Assignment	F	24.0
Project	B+	88.0
Test	D	64.0
<b>Overall Class Grade</b>	<b>D</b>	<b>65.6</b>

Date Assigned	Category	Assignment	Points	Mark	Comment	Note
7/18/2016	Quiz	Quiz	8.00 / 10.00	20 (80.0%)		
7/20/2016	Test	Test	6.40 / 10.00	16 (64.0%)		
7/24/2016	Project	Project	8.80 / 10.00	22 (88.0%)		
7/25/2016	Assignment	Assignment	2.40 / 10.00	6 (24.0%)		
7/26/2016	Homework	Homework	7.20 / 10.00	18 (72.0%)		

**Parent Signature** \_\_\_\_\_*Detailed Progress Report Output*



## Summary Progress Report

The Summary Progress Report displays the student's current progress in class. Progress by assignment category can also be included in this report.

The screenshot shows the 'Grade Book Reports' interface. At the top, there's a section titled 'Grade Book Reports' containing a dropdown menu set to 'Summary Progress Report' and an 'Output report as PDF' dropdown. Below these are radio buttons for 'Run report for all students' (selected) and 'Run report for selected students'. Further down are radio buttons for 'Use Student Name', 'Use Student Nickname', and 'Use Student ID'. A checkbox for 'Include Sub Class Assignments' is also present, with a note below it stating 'Note: this option may not apply to your currently selected report.' Below this is a section titled 'Class Progress Report Options'. It contains several options: 'Dropped Classes Option' with a checkbox for 'Show Dropped Classes'; 'Font Size' with a dropdown set to 'Default'; 'Page Orientation' with a checkbox for 'Landscape'; 'Missing Assignments Option' with a checked checkbox for 'Show Missing Assignments'; 'Category Detail Option' with a checked checkbox for 'Show Category Detail'; 'Order by' with radio buttons for 'Student Name/ Student ID' (selected) and 'Points'; and 'Parent Signature Option' with a checked checkbox for 'Request Parent Signature'. To the right of these options are two text input fields labeled 'Header Text' and 'Footer Text'. At the bottom left is a 'Cancel' button and at the bottom right is a 'Run Report' button.

*Summary Progress Report Interface Screen*

### Class Progress Report Options:

- Dropped Classes Option:
  - **Show Dropped Classes** – Add the dropped classes to the report.
- **Font Size** – Adjusts the font size 1-3 point sizes.
- Page Orientation:
  - **Landscape** – Prints the page in landscape orientation.
- Missing Assignments Option:
  - **Show Missing Assignments** – Adds a Missing or Absent Assignments box to the report. This box shows the date, assignment type, and assignment name of any assignment that is missing.



- Category Detail Option:
  - **Show Category Detail** – Adds assignment category-level detail to the report. This includes information about the number of assignments, points earned/points possible, percentage of points earned, and mark earned by assignment category.
- Order by:
  - **Student Name/Student ID** – Prints the Summary Progress Reports in alpha or numeric order. If **Hide Student Name** is selected, the report prints in numeric order, by Student ID.
  - **Points** – Prints the Summary Progress Reports by student, in order of student points earned, highest to lowest.
- Parent Signature Option:
  - **Show Signature Box** – Adds **Parent Signature** line to bottom of report.

Summary Progress Report					
2/10/2017					
Grading Period: 3rd Qtr					
<b>Boschee, Teresa</b>			<b>Kathy Jackson</b>		
ID: 888853			Hope High School		
Grade: 12					
<b>(S2) Rel Time, R Rt 5th Per(5) SEC:1875</b>					<b>72.8</b>
					<b>SETUP</b>
Category: Homework	Weight 100.0	Total Assignments: 1	8.40 /10.0	84.0	SETUP
Category: Quiz	Weight 100.0	Total Assignments: 1	7.60 /10.0	76.0	SETUP
Category: Assignment	Weight 100.0	Total Assignments: 1	8.40 /10.0	84.0	SETUP
Category: Project	Weight 100.0	Total Assignments: 1	2.00 /10.0	20.0	SETUP
Category: Test	Weight 100.0	Total Assignments: 1	10.00 /10.0	100.0	SETUP
<b>(S2) Rel Time, R Rt 6th Per(6) SEC:1876</b>					<b>68.0</b>
					<b>SETUP</b>
Category: Homework	Weight 100.0	Total Assignments: 1	2.40 /10.0	24.0	SETUP
Category: Quiz	Weight 100.0	Total Assignments: 1	9.60 /10.0	96.0	SETUP
Category: Assignment	Weight 100.0	Total Assignments: 1	8.40 /10.0	84.0	SETUP
Category: Project	Weight 100.0	Total Assignments: 1	7.20 /10.0	72.0	SETUP
Category: Test	Weight 100.0	Total Assignments: 1	6.40 /10.0	64.0	SETUP
<b>(YR) Jackson, K Cc-Persnl Dev.(7) SEC:0010</b>					<b>57.6</b>
					<b>F</b>
Category: Homework	Weight 100.0	Total Assignments: 1	6.40 /10.0	64.0	D
Category: Quiz	Weight 100.0	Total Assignments: 1	4.80 /10.0	48.0	F
Category: Assignment	Weight 100.0	Total Assignments: 1	5.20 /10.0	52.0	F
Category: Project	Weight 100.0	Total Assignments: 1	3.60 /10.0	36.0	F
Category: Test	Weight 100.0	Total Assignments: 1	8.80 /10.0	88.0	B+
<b>Parent Signature</b> _____					

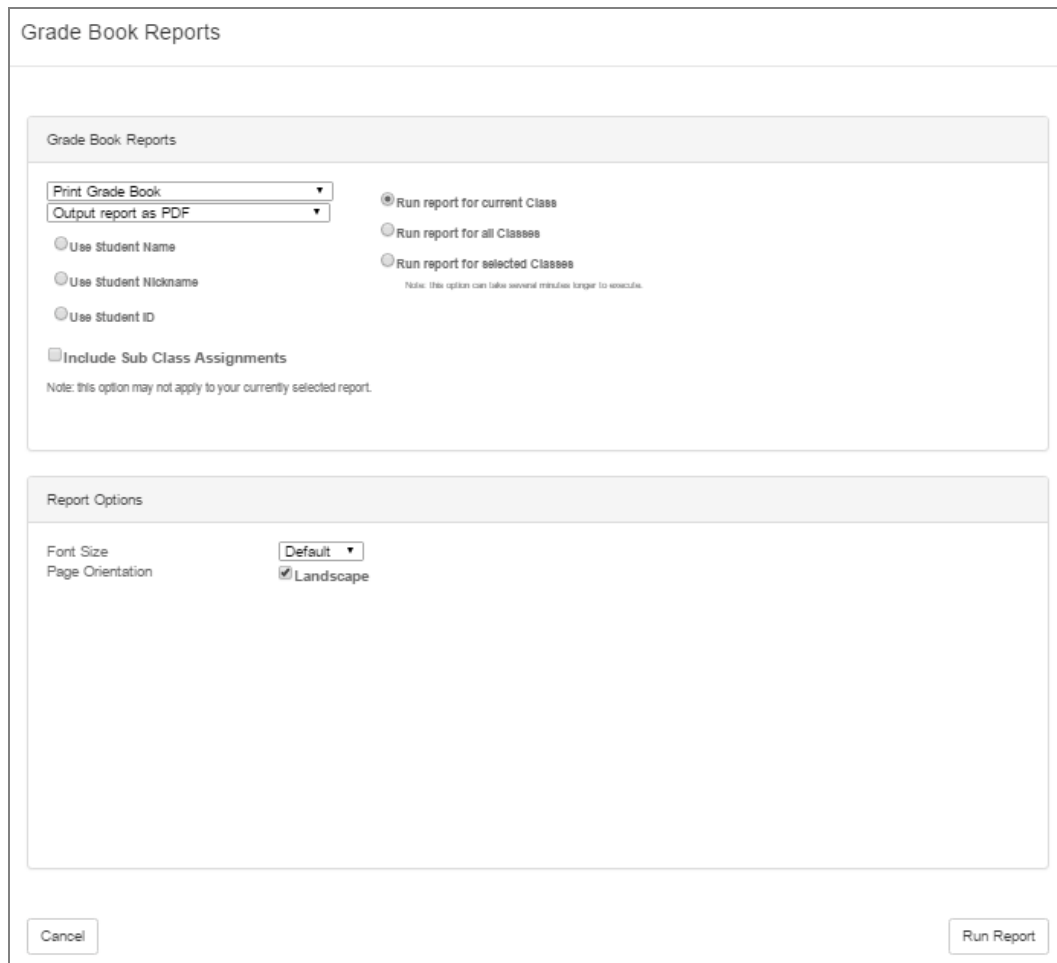
Summary Progress Report Output



## Print Grade Book

The Print Grade Book Report displays a printed version of the Grade Book. Students are listed on the report with their performance on each assignment. The detail is based on the setting in the Grade Book Main screen:

- Grade Book prints standards if Standards mode.
- Grade Book prints assignments if Assignments.



The screenshot shows the 'Grade Book Reports' interface. It has a title bar 'Grade Book Reports' and a main content area. The content area is divided into two sections: 'Grade Book Reports' and 'Report Options'. The 'Grade Book Reports' section contains two dropdown menus: 'Print Grade Book' (set to 'Print Grade Book') and 'Output report as PDF' (set to 'Output report as PDF'). Below these are four radio buttons: 'Run report for current Class' (selected), 'Run report for all Classes', 'Run report for selected Classes' (with a note: 'Note: this option can take several minutes longer to execute.'), and 'Use Student Name', 'Use Student Nickname', and 'Use Student ID'. There is also a checkbox for 'Include Sub Class Assignments' with a note: 'Note: this option may not apply to your currently selected report.' The 'Report Options' section contains 'Font Size' (set to 'Default') and 'Page Orientation' (set to 'Landscape'). At the bottom are 'Cancel' and 'Run Report' buttons.

Grade Book Reports

Grade Book Reports

Print Grade Book  
Output report as PDF

☒ Run report for current Class  
☐ Run report for all Classes  
☐ Run report for selected Classes  
Note: this option can take several minutes longer to execute.

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

☐ Include Sub Class Assignments  
Note: this option may not apply to your currently selected report.

Report Options

Font Size: Default  
Page Orientation: ☒ Landscape

Cancel Run Report

*Print Grade Book Report Interface Screen*



- **Font Size** – Adjusts the font size 1-3 point sizes.
- **Page Orientation**:
  - **Landscape** – Prints the page in landscape orientation.

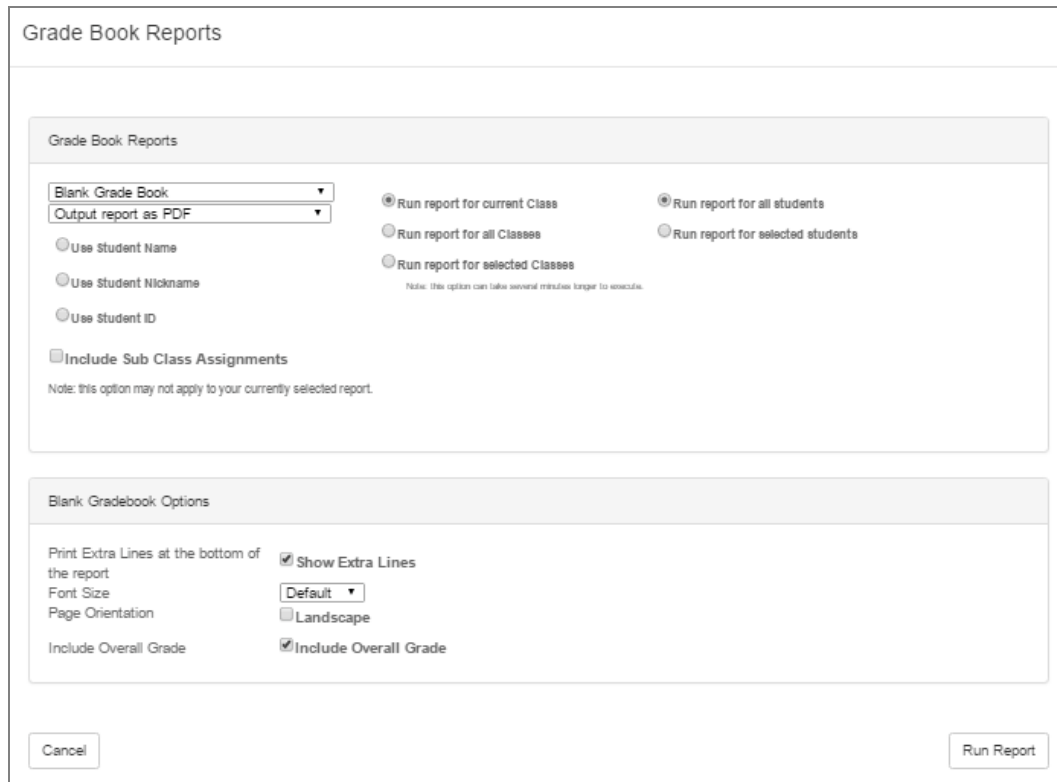
(YR) Jackson, K Cc-Persnl Dev.(7) SEC:0010 Page 1 of 1						
Student	Grade	Project MAX:25.00 PTS:10.00 7/25/2016 Project	Homework MAX:25.00 PTS:10.00 7/25/2016 Homework	Test MAX:25.00 PTS:10.00 7/24/2016 Test	Assignment MAX:25.00 PTS:10.00 7/22/2016 Assignment	Quiz MAX:25.00 PTS:10.00 7/17/2016 Quiz
Sowards, Jack	77.6 C+	22	21	25	12	17
Sowards, Philip	61.6 D+	14	18	24	8	13
Shahidinejad, Christine	75.2 C	19	16	18	23	18
Pace, Terry	57.6 F	9	18	14	7	24
Nichols, Harry	69.6 D+	24	25	5	16	17
Lee, Martha	52.8 F	12	17	12	18	7
Krieg, Marie	66.4 D	23	7	21	24	8
Keller, Bruce	64.0 D	22	24	5	22	7
Harrison, Anna	54.4 F	17	8	24	9	10
Giles, Louise	53.6 F	14	13	14	5	21
Buchanan, Rebecca	59.2 F	18	6	9	20	21
Boschae, Teresa	57.6 F	9	16	22	13	12
Barratt, Teresa	71.2 C-	18	23	14	13	21
Banks, Gloria	88.8 B+	23	23	22	22	21
Anderson, Paula	65.6 D	22	18	16	6	20

*Print Grade Book Report Output*



## Blank Grade Book

The Blank Grade Book Report displays a blank printed version of the Grade Book. Each student is listed on the report as well as blank columns to add new assignments and scores.



The interface is titled "Grade Book Reports" and is divided into two main sections: "Grade Book Reports" and "Blank Gradebook Options".

**Grade Book Reports Section:**

- There are two dropdown menus: "Blank Grade Book" (set to "Blank Grade Book") and "Output report as PDF" (set to "PDF").
- There are six radio button options for running the report:
  - ☒ Run report for current Class
  - ☐ Run report for all Classes
  - ☐ Run report for selected Classes
  - ☒ Run report for all students
  - ☐ Run report for selected students
  - ☐ Run report for selected students (Note: this option can take several minutes longer to execute.)
- There are three radio button options for student identification:
  - ☐ Use Student Name
  - ☐ Use Student Nickname
  - ☐ Use Student ID
- There is a checkbox for "Include Sub Class Assignments" (unchecked). A note below it states: "Note: this option may not apply to your currently selected report."

**Blank Gradebook Options Section:**

- There is a checkbox for "Print Extra Lines at the bottom of the report" (checked).
- There is a checkbox for "Show Extra Lines" (checked).
- There is a dropdown menu for "Font Size" (set to "Default").
- There is a checkbox for "Page Orientation" (set to "Landscape").
- There is a checkbox for "Include Overall Grade" (checked).

At the bottom of the interface, there are two buttons: "Cancel" and "Run Report".

*Blank Grade Book Report Interface Screen*



**Blank Grade Book Options**

- Print Extra Lines at the bottom of the report:
  - **Show Extra Lines** – Adds blank lines to the bottom of the report to allow you to write new or transferred students' names.
- **Font Size** – Adjusts the font size 1-3 point sizes.
- Page Orientation:
  - **Landscape** – Prints the page in landscape orientation.
- Include Overall Grade:
  - **Include Overall Grade** – Includes the students' current overall grade in the class.

Grade Book Grid														
Hope High School					2/10/2017					Grading Period: 3rd Qtr				
(YR) Jackson, K Cc-Persnl Dev. (7) SEC:0010														
Anderson, Paula	65.6 D													
Banks, Gloria	88.8 B+													
Barratt, Teresa	71.2 C-													
Boschee, Teresa	57.6 F													
Buchanan, Rebecca	59.2 F													
Giles, Louise	53.6 F													
Harrison, Anna	54.4 F													
Keller, Bruce	64.0 D													
Krieg, Marie	66.4 D													
Lee, Martha	52.8 F													
Nichols, Harry	69.6 D+													
Pace, Terry	57.6 F													
Shahidinejad, Christine	75.2 C													
Sowards, Jack	77.6 C+													
Sowards, Philip	61.6 D-													

*Blank Grade Book Report Output*



## Assignment Detail Report

The Assignment Detail Report displays each student's performance by assignment including the:

- Student marks
- Points earned/points possible
- Notes

The screenshot displays the 'Grade Book Reports' interface. At the top, there's a header 'Grade Book Reports'. Below it, a section titled 'Grade Book Reports' contains several configuration options. On the left, there are two dropdown menus: 'Assignment Detail Report' and 'Output report as PDF'. To the right of these are several radio button options for running the report: 'Run report for current Class', 'Run report for all Classes', 'Run report for selected Classes', 'Run report for all students', 'Run report for "at risk" students', 'Run report for selected students', 'Run report for all Assignments', and 'Run report for selected Assignments'. A note states: 'Note: this option can take several minutes longer to execute.' Below these are three more radio buttons: 'Use Student Name', 'Use Student Nickname', and 'Use Student ID'. There is also a checkbox for 'Include Sub Class Assignments' with a note: 'Note: this option may not apply to your currently selected report.' The 'Report Options' section follows, with a note: 'Note: these options are generic and may not apply to your currently selected report.' It includes 'Font Size' (set to 'Default'), 'Page Orientation' (with 'Landscape' selected), and 'Request Parent Signature' (with 'Show Signature Box' checked). There are two large text input areas for 'Header Text' and 'Footer Text'. At the bottom, there are 'Cancel' and 'Run Report' buttons.

Grade Book Reports

Grade Book Reports

Assignment Detail Report  
Output report as PDF

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

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

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

☐ Include Sub Class Assignments  
Note: this option may not apply to your currently selected report.

Report Options

Note: these options are generic and may not apply to your currently selected report.

Font Size: Default  
Page Orientation: ☐ Landscape  
Request Parent Signature: ☒ Show Signature Box

Header Text

Footer Text

Cancel Run Report

Assignment Detail Report Interface Screen



## Report Options

- **Font Size** – Adjusts the font size 1-3 point sizes.
- **Page Orientation**:
  - **Landscape** - Prints the page in landscape orientation.
- **Request Parent Signature**:
  - **Show Signature Box** - Adds **Parent Signature** line to bottom of report.

Assignment Results 02/10/2017				
Kathy Jackson		(YR) Jackson, K Cc-Persnl Dev.(7) SEC:0010		
Homework	Homework	7/26/2016		
Student	Mark	Points	Comment	Status
Anderson, Paula	18	7.20 / 10.00		
Banks, Gloria	23	9.20 / 10.00		
Barratt, Teresa	23	9.20 / 10.00		
Boschee, Teresa	16	6.40 / 10.00		
Buchanan, Rebecca	6	2.40 / 10.00		
Giles, Louise	13	5.20 / 10.00		
Harrison, Anna	8	3.20 / 10.00		
Keller, Bruce	24	9.60 / 10.00		
Krieg, Marie	7	2.80 / 10.00		
Lee, Martha	17	6.80 / 10.00		
Nichols, Harry	25	10.00 / 10.00		
Pace, Terry	18	7.20 / 10.00		
Shahidinejad, Christine	16	6.40 / 10.00		
Sowards, Jack	21	8.40 / 10.00		
Sowards, Philip	18	7.20 / 10.00		

*Assignment Detail Report Output*



## Student Missing Assignments Report

The Student Missing Assignments Report displays a list of all Missing or Absent Assignments, by student, including the:

- Date
- Assignment type
- Assignment name
- Notes

The screenshot shows the 'Grade Book Reports' interface. At the top, there's a header 'Grade Book Reports'. Below it, a section titled 'Grade Book Reports' contains two dropdown menus: 'Student Missing Assignments Report' and 'Output report as PDF'. To the right of these are four radio button options: 'Run report for current Class' (selected), 'Run report for all students' (selected), 'Run report for all Classes', and 'Run report for selected students'. Below these are three more radio button options: 'Use Student Name', 'Use Student Nickname', and 'Use Student ID'. A checkbox labeled 'Include Sub Class Assignments' is also present, with a note below it stating 'Note: this option may not apply to your currently selected report.' Below this section is a 'Report Options' section. It includes 'Font Size' (set to 'Default'), 'Page Orientation' (with a 'Landscape' checkbox), and 'Request Parent Signature' (with a 'Show Signature Box' checkbox). To the right of these are two text input fields: 'Header Text' and 'Footer Text'. At the bottom left is a 'Cancel' button, and at the bottom right is a 'Run Report' button.

*Student Missing Assignments Report Interface Screen*



## Report Options

- **Font Size** – Adjusts the font size 1-3 point sizes.
- Page Orientation:
  - **Landscape** – Prints the page in landscape orientation.
- Request Parent Signature:
  - **Show Signature Box** – Adds **Parent Signature** line to bottom of report.

**Student Missing Assignments Report**  
2/10/2017  
Grading Period: 1st 6 Wk

Abbott, Philip  
ID: 123456  
Grade: 10

James Brown  
(1st 6 Wk) GEOMETRY(2) SEC:2615

---

Date	Assignment Type	Subject	Assignment	Notes
8/30/2016	Minor		Constructions by Hand/Quad. Angle Sum Practice In Class Assignment	

**Parent Signature** \_\_\_\_\_

*Student Missing Assignments Report Output*



## Missing Assignments Summary Report

The Missing Assignments Summary Report displays a list of all students with Missing or Absent Assignments. The report includes the:

- Student name
- Date
- Assignment type
- Assignment name
- Notes

The screenshot shows the 'Grade Book Reports' interface. At the top, there's a title 'Grade Book Reports'. Below it, a section titled 'Grade Book Reports' contains a dropdown menu set to 'Missing Assignment Summary Report' and another dropdown set to 'Output report as PDF'. To the right of these are three radio button options: 'Run report for current Class' (selected), 'Run report for all students' (selected), and 'Run report for selected students'. Below these are three more radio button options: 'Use Student Name' (selected), 'Use Student Nickname', and 'Use Student ID'. A checkbox labeled 'Include Sub Class Assignments' is also present, with a note below it stating 'Note: this option may not apply to your currently selected report.' Below this section is a 'Report Options' section. It includes a 'Font Size' dropdown set to 'Default', a 'Page Orientation' dropdown set to 'Landscape', and a checkbox for 'Request Parent Signature' which is checked. To the right of these are two text input fields: 'Header Text' and 'Footer Text'. At the bottom left is a 'Cancel' button, and at the bottom right is a 'Run Report' button.

*Missing Assignments Summary Report Interface Screen*



## Report Options

- **Font Size** – Adjusts the font size 1-3 point sizes.
- **Page Orientation**:
  - **Landscape** – Prints the page in landscape orientation.
- **Request Parent Signature**:
  - **Show Signature Box** – Adds **Parent Signature** line to bottom of report.

# Missing Assignment Summary Report

Missing or Absent Assignments

2/10/2017

Grading Period: 1st 6 Wk

**(1st 6 Wk) GEOMETRY(2) SEC:2615**

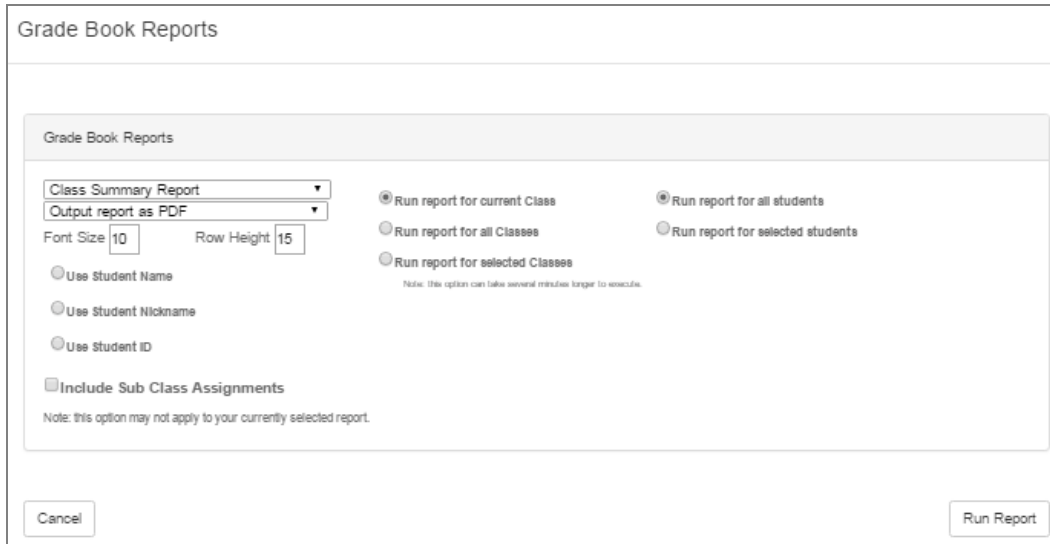
Student	Date	Type	Assignment	Notes
Abbott, Billy	08/30/2016	Minor	Constructions by Hand/Quad. Angle Sum Practice In Class Assignment	
Abbott, Billy	09/12/2016	Minor	Skills Practice Worksheet 1	
Abbott, Billy	08/29/2016	Minor	Signed Progress Report 8-25-16	
Barrett, Dennis	09/12/2016	Minor	Skills Practice Worksheet 1	
Case, Mary	08/18/2016	Minor	Vocabulary Quiz	
Case, Mary	08/29/2016	Minor	Signed Progress Report 8-25-16	
Case, Mary	09/12/2016	Minor	Skills Practice Worksheet 1	
Downton, Abby	08/29/2016	Minor	Signed Progress Report 8-25-16	
Downton, Abby	09/12/2016	Minor	Skills Practice Worksheet 1	
Downton, Abby	08/30/2016	Minor	Constructions by Hand/Quad. Angle Sum Practice In Class Assignment	
Downton, Abby	09/15/2016	Major	Notebook Check 1	
Early, George	08/18/2016	Minor	Vocabulary Quiz	
Early, George	09/12/2016	Minor	Skills Practice Worksheet 1	
Early, George	08/29/2016	Minor	Signed Progress Report 8-25-16	

*Missing Assignment Summary Report Output*



## Class Summary Report

The Class Summary Report summarizes each student's performance in class. Overall Grade (percentage and mark), performance in each assignment type (percentage and mark), and number of missing assignments are displayed on this report.



The interface for generating a Class Summary Report. It includes a dropdown menu for 'Class Summary Report' and 'Output report as PDF'. There are input fields for 'Font Size' (set to 10) and 'Row Height' (set to 15). Several radio button options are available: 'Run report for current Class' (selected), 'Run report for all students', 'Run report for all Classes', 'Run report for selected students', and 'Run report for selected Classes'. A note states: 'Note: this option can take several minutes longer to execute.' There are also checkboxes for 'Use Student Name', 'Use Student Nickname', 'Use Student ID', and 'Include Sub Class Assignments'. A note at the bottom states: 'Note: this option may not apply to your currently selected report.' Buttons for 'Cancel' and 'Run Report' are at the bottom.

Class Summary Report Interface Screen

### Grade Book Reports Options

- **Font Size** – Font size must be between 8pt and 14pt.
- **Row Height** – Row Height for the report grids must be between 15 pixels and 45 pixels.

Class Summary Report							
2/10/2017 8:59:34 AM							
Grading Period: 3rd Qtr							
<b>Class:</b>	(YR) Jackson, K Co-Persnl Dev.(7) SEC:0010						
<b>Teacher:</b>	Kathy Jackson						
Student	Overall Grade	Homework 100.0	Quiz 100.0	Assignment 100.0	Project 100.0	Test 100.0	Missing
Anderson, Paula	65.6 D	72.0 C-	80.0 B-	24.0 F	88.0 B+	64.0 D	
Banks, Gloria	88.8 B+	92.0 A-	84.0 B	88.0 B+	92.0 A-	88.0 B+	
Barratt, Teresa	71.2 C-	92.0 A-	84.0 B	52.0 F	72.0 C-	56.0 F	
Boschee, Teresa	57.6 F	64.0 D	48.0 F	52.0 F	36.0 F	88.0 B+	
Buchanan, Rebecca	59.2 F	24.0 F	84.0 B	80.0 B-	72.0 C-	36.0 F	
Giles, Louise	53.6 F	52.0 F	84.0 B	20.0 F	56.0 F	56.0 F	
Harrison, Anna	54.4 F	32.0 F	40.0 F	36.0 F	68.0 D+	96.0 A	
Keller, Bruce	64.0 D	96.0 A	28.0 F	88.0 B+	88.0 B+	20.0 F	
Krieg, Marie	66.4 D	28.0 F	32.0 F	96.0 A	92.0 A-	84.0 B	
Lee, Martha	52.8 F	68.0 D+	28.0 F	72.0 C-	48.0 F	48.0 F	
Nichols, Harry	69.6 D+	100.0 A+	68.0 D+	64.0 D	96.0 A	20.0 F	
Pace, Terry	57.6 F	72.0 C-	96.0 A	28.0 F	36.0 F	56.0 F	
Shahidinejad, Christine	75.2 C	64.0 D	72.0 C-	92.0 A-	76.0 C	72.0 C-	
Sowards, Jack	77.6 C+	84.0 B	68.0 D+	48.0 F	88.0 B+	100.0 A+	
Sowards, Philip	61.6 D-	72.0 C-	52.0 F	32.0 F	56.0 F	96.0 A	

Class Summary Report Output



## Chart - Assignment Student Performance

The Assignment Student Performance chart displays a graphic chart of the performance of a class on an assignment by student.

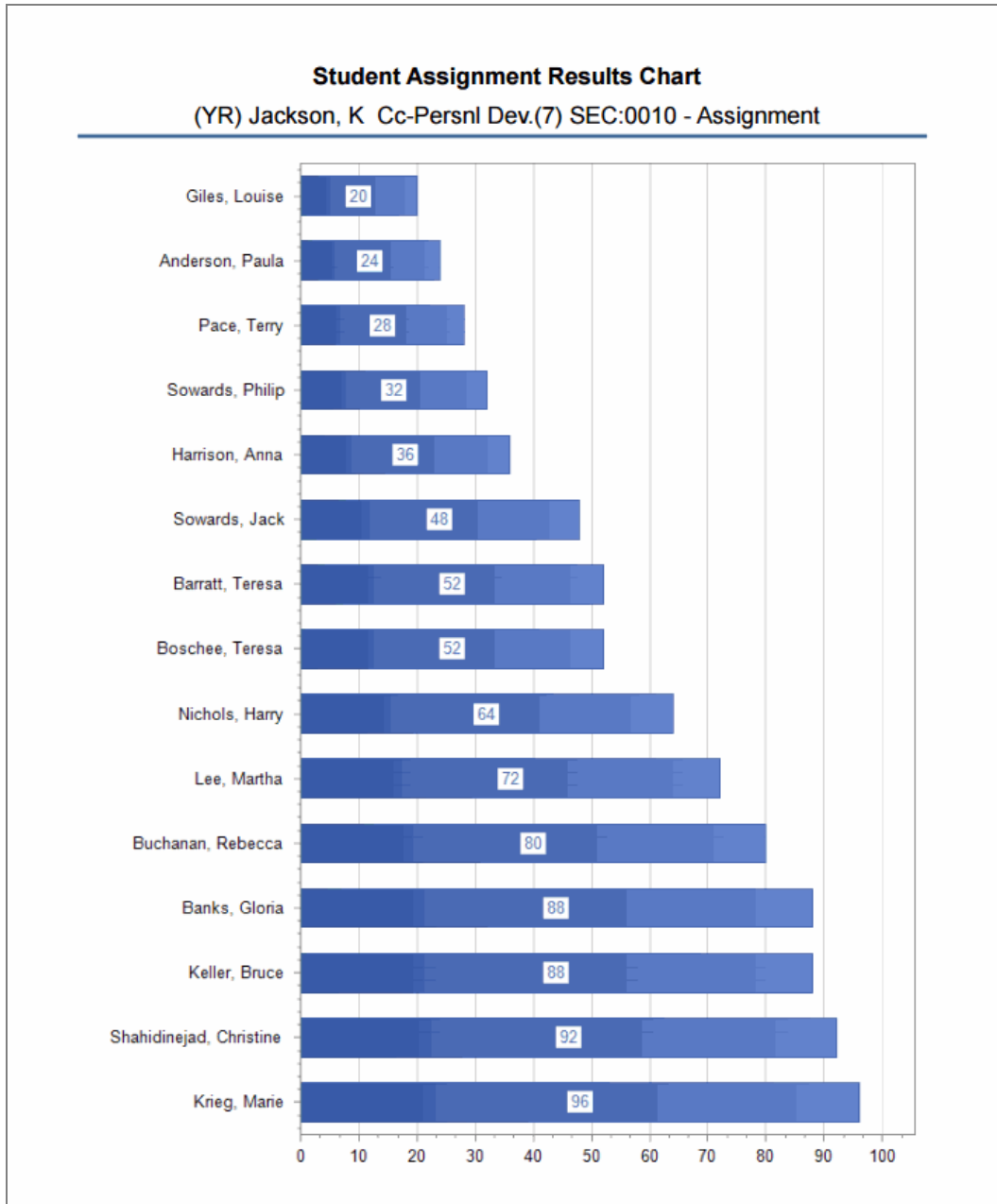
The screenshot shows the 'Grade Book Reports' interface. At the top, there's a header 'Grade Book Reports'. Below it, a sub-header 'Grade Book Reports' is visible. The main area contains several options for configuring the report. On the left, there's a dropdown menu for 'Chart: Assignment Student Performance' and another for 'Output report as PDF'. Below these are three radio buttons: 'Use Student Name', 'Use Student Nickname', and 'Use Student ID'. There's also a checkbox for 'Include Sub Class Assignments' with a note below it: 'Note: this option may not apply to your currently selected report.' On the right, there are three radio buttons: 'Run report for current Class', 'Run report for all students', and 'Run report for selected students'. Next to these is a section titled 'Select assignment to Chart:' with a list of assignments: 'Bell Work 1/4 - 1/13', 'Exponential Eqs. Not Requiring Logs Kuta Software Worksheet', and 'Homework Average-Unit 4'. At the bottom left is a 'Cancel' button, and at the bottom right is a 'Run Report' button.

Chart: Assignment Student Performance Report Interface Screen

### Grade Book Reports Options

- **Select assignments to Chart** – Includes only the assignments selected in the list.





*Student Assignment Results Chart Output*



## Chart - Class Grade

---

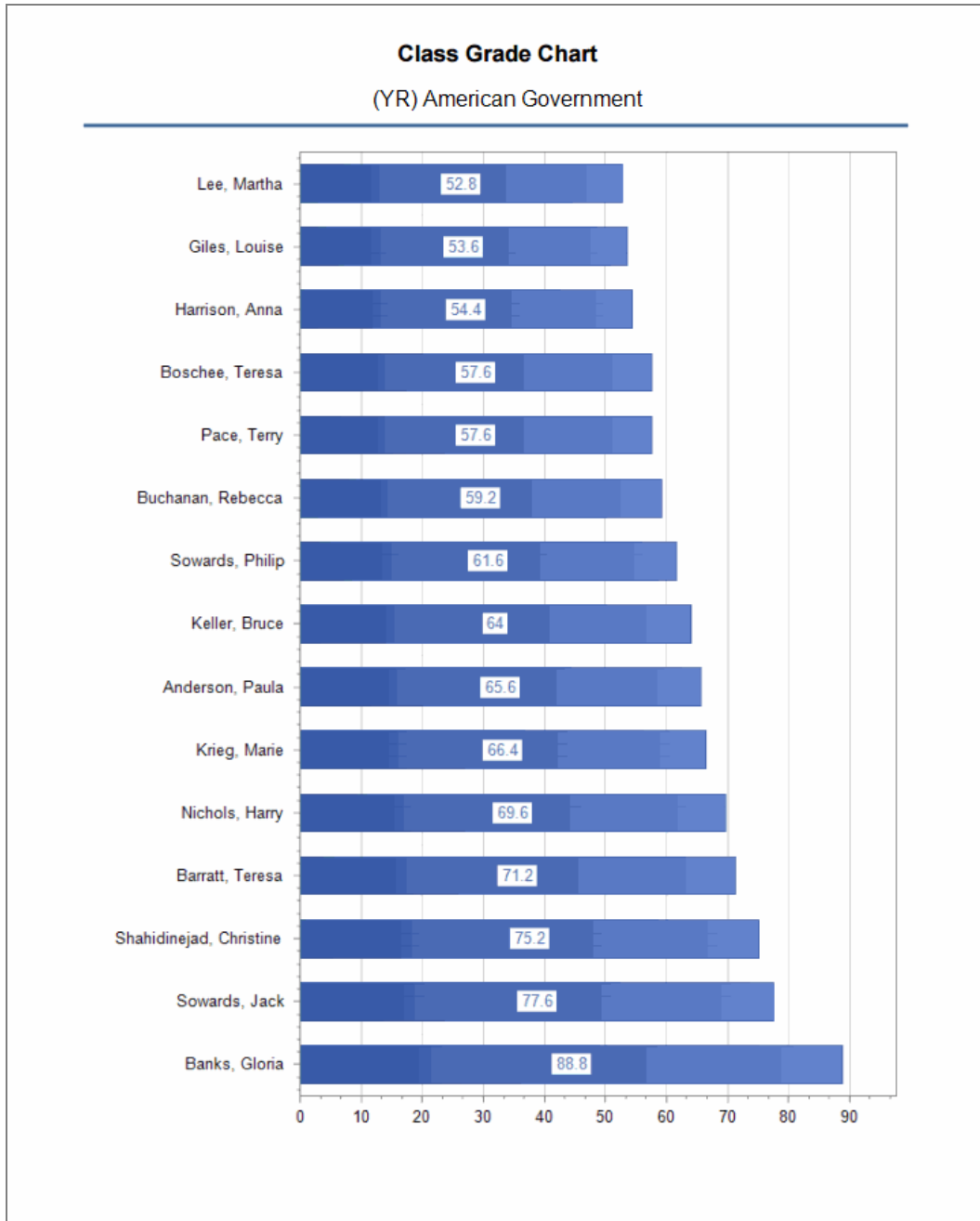
The Class Grade Chart displays a graphic chart of the student's grade to date.

The image shows a software interface titled "Grade Book Reports". It contains a form with the following elements:

- A dropdown menu labeled "Chart: Class Grade".
- A dropdown menu labeled "Output report as PDF".
- Four radio button options:
  - ☒ Run report for current Class
  - ☒ Run report for all students
  - ☐ Use Student Name
  - ☐ Use Student Nickname
  - ☐ Use Student ID
  - ☐ Run report for selected students
- A checkbox labeled "Include Sub Class Assignments".
- A note below the checkbox: "Note: this option may not apply to your currently selected report."
- Two buttons at the bottom: "Cancel" on the left and "Run Report" on the right.

*Chart: Class Grade Report Interface Screen*





*Class Grade Chart Output*



## Class Standards Report

The Class Standards Report provides a summary of the standards assessed in class, including the:

- Number of evidence per standard assessed
- Class average of each standard
- Breakdown of class performance as set in an analysis band

The screenshot shows a web interface for generating reports. At the top, there's a header "Grade Book Reports". Below it, a form titled "Grade Book Reports" contains several options: a dropdown menu set to "Class Standards", another dropdown set to "Output report as PDF", and three radio buttons: "Use Student Name" (selected), "Use Student Nickname", and "Use Student ID". Below this is a section titled "Class Standards Report Options" with two checkboxes: "Hide Code Column" and "Show Summary Values". At the bottom left is a "Cancel" button, and at the bottom right is a "Run Report" button.

*Class Standards Report*

### Report Options

- **Hide Code Columns** – Hides the standard Code Column in the report
- **Show Summary Values** – Displays detail on the student proficiencies







## Chart - Class Category Summary

The Class Category Summary Chart displays a graphic chart of the performance of a class on by assignment types to date by student.

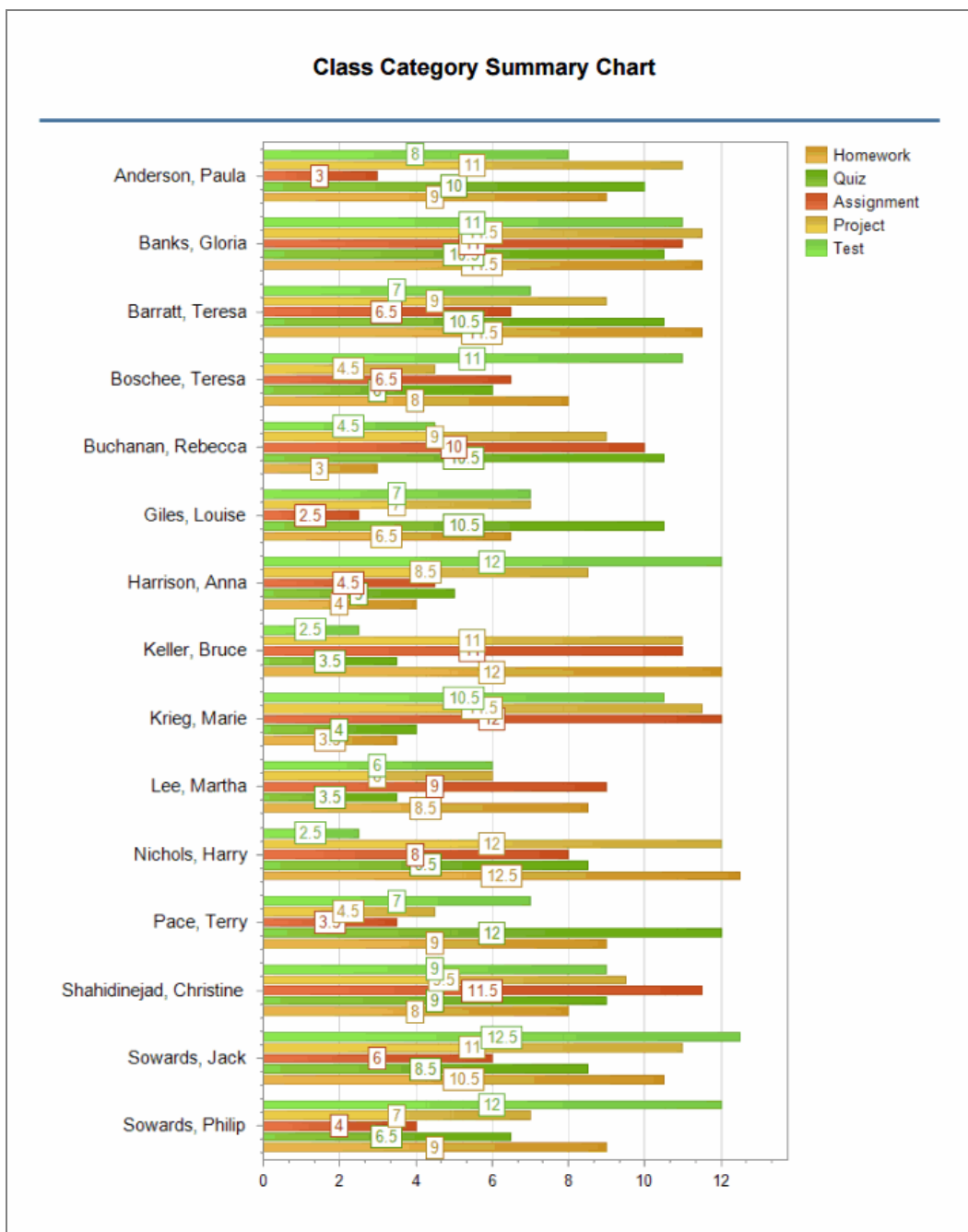
The screenshot shows the 'Grade Book Reports' interface. At the top, there's a header 'Grade Book Reports'. Below it, a form titled 'Grade Book Reports' contains the following elements:

- A dropdown menu set to 'Chart: Class Category Summary'.
- An 'Output report as PDF' dropdown.
- Four radio button options for report scope: 'Run report for current Class' (selected), 'Run report for all students', 'Run report for selected students', and 'Run report for selected students'.
- Three radio button options for student identification: 'Use Student Name' (selected), 'Use Student Nickname', and 'Use Student ID'.
- A checkbox labeled 'Include Sub Class Assignments'.
- A note: 'Note: this option may not apply to your currently selected report.'

At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Run Report' on the right.

*Chart: Class Category Summary Report Interface Screen*





Class Category Summary Chart Output