Grade Book User Guide - Secondary

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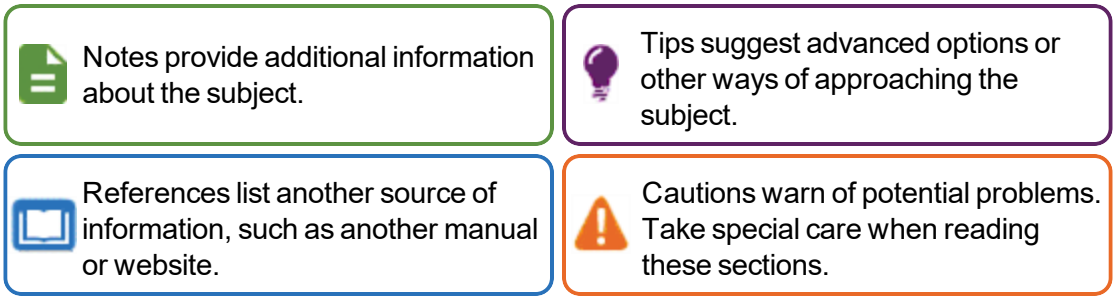
About This Manual

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.



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:
			• Updated Setting Grade Book Main Options for viewing Curriculum Maps
			• Updated Class Manager for:
			  • Added note about Additional Staff to **Can Edit Scores**
			  • Removed **Show Deleted Classes** option
			• Removed Excluding, hiding in Portal, Notes, and Comments from Using Standards Mode in Entering Scores.

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Document Version	Release Date	Software Release	Description
8.0	Dec 2017	2018.01	Updates: • Added *Grade Book and Google Classroom* • Added *Recording Activity Notes* • Updated *Creating Progress Reports* for the **Include Dropped Classes** option. • Clarified how standards transfer in *Transferring Student Scores*
9.0	Jun 2018	2019	Updates: • Updated *Grade Book and Google Classroom* for Google Classroom synchronization options • You can now enter four digits and four decimal places when *Entering Scores* • Updated *Quick Assignments* for disabling Google Sync. • Added **Show Section ID** and **Course Name** to *Filters, Options, and Sorting* in *Setting Grade Book Main Options* • Added *Configuring Standards* in *District Grade Book Setup* • Added *Adding Accommodations* to *Entering Scores*
10.0	Dec 2018	2019.01	Updates: • Updated Configuring Academic Standards with new options for Auto Fill Standards Scores • Updated Assignments to include new options when copying assignments • Added *Other Settings* to Configuring Grade Book Score Types to change the drop-down to a text box when entering rubric scores • Updated Transferring Student Scores for *(All Matching Students)* option • Updated Setting Up a Class Website for editing methods • Updated Detailed Progress Report for new Charts options • Updated Grade Book and Google Classroom with new General Options settings and Assignment Synchronization

Document Version	Release Date	Software Release	Description
11.0	Jun 2019	2020	Updates: • Added a note to Adding Assignments updating Show only when scored functionality • Updated Using Assignment Listing Screen to include additional page size options • Added content to existing note about **Invalid Value Entered!** message in Using the Grade Book Main Screen in Entering Scores • Added note to Using Standards Mode in Entering Scores about enhanced navigation in Standards View • Added New Grade Book with Rich Course Content • Added Using the Student Profile Screen • Added Class Standards Report to Creating Reports
12.0	Mar 2020	2021	Updates: • Added Using Student Workload • Added District Course Curriculum • Reorganized content and added Using New Grade Book as its own chapter • Updated Using New Grade Book to include Quick Filters and View By options • Added Using Standards-Based Grading • Added Using Submissions in New Grade Book • Added Google Docs and Rich Course Content in Google Drive

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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.

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Logging in to Grade Book

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

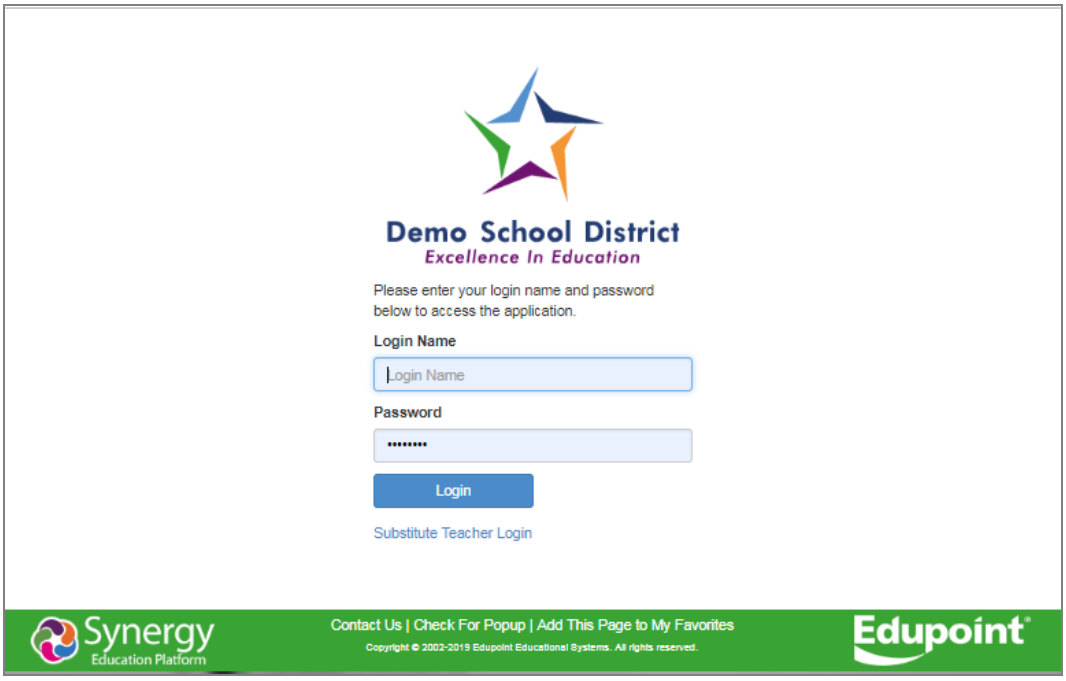
- Teachers and Staff with TeacherVUE access – Log into Grade Book through TeacherVUE. .

> 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

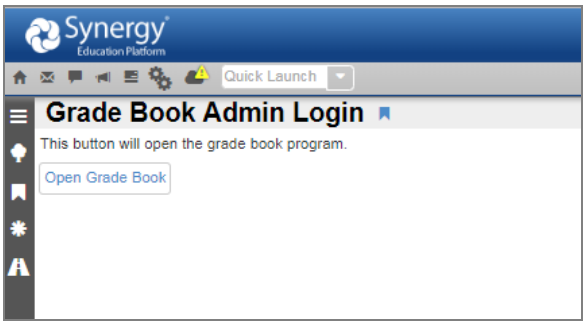
1. Enter your **Login Name** and **Password**.
2. Click **Login**.



Synergy Log In Screen

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

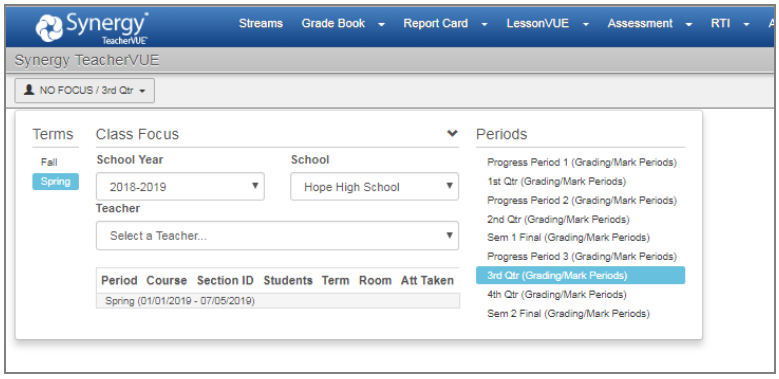
4. With a school and school year selected, click **Open Grade Book**.



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**.

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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

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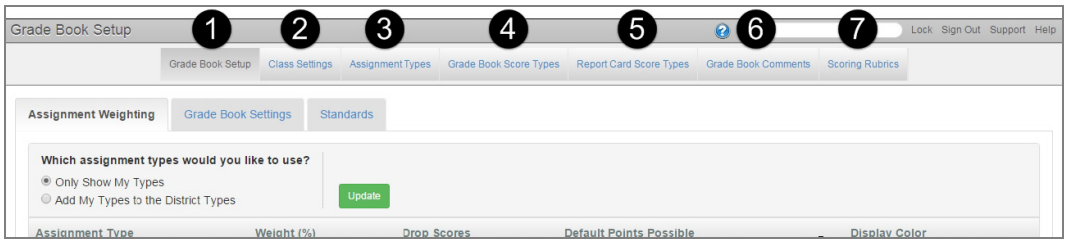
Grade Book Setup

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:

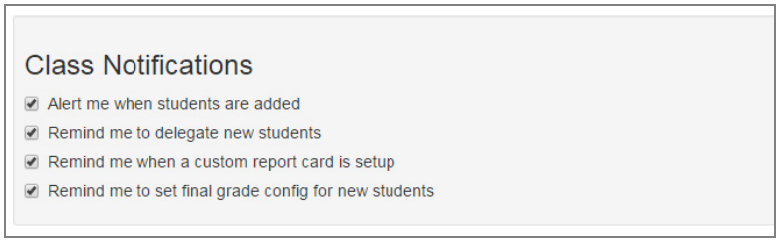
> Not all teachers have the access or permission to create their own items in the Grade Book Setup screen. Some teachers may be required to use only subjects created by their district.

- **Grade Book Setup** – Teachers use the **Assignment Weighting**, **Grade Book Settings**, and **Standards** tabs to configure their classes. ❶
- **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. ❷
- **Assignment Types** – Configure assignment types. ❸
- **Grade Book Score Types** – Define grading scales used to grade or score assignments. ❹
- **Report Card Score Types** – Define report card types. ❺
- **Grade Book Comments** – Define comments used in report cards. ❻
- **Scoring Rubrics** – Teachers use Scoring Rubrics to create rubrics used with Drop Box Grader. ❼

Grade Book Alerts and Notifications

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.



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

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.

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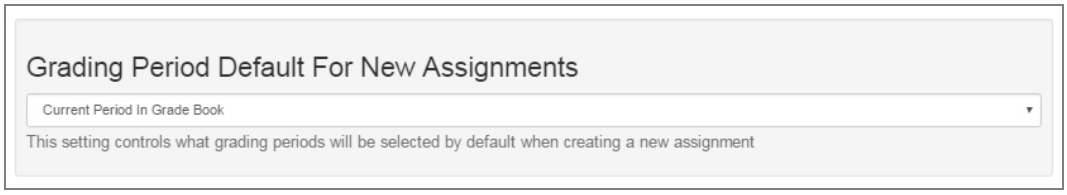
Setting the Default Grading Period for New Assignments

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.



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.

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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/Decimal	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 x 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 x 5	2	
Journal	10	2	6/10	60% / 0.6	0.6 x 2	1.2	
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 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

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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 x .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 x .15	6	
Journal	25%	10	6/10	60% / 0.6	0.6 x .25	15	
Homework	35%	5	5/5 3/5 4/5	12/15= 80%/0.8	0.8 x .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 x .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 x .25	10	
Journal	25%	10	6/10	60% / 0.6	0.6 x .25	15	
Homework	25%	5	5/5 3/5 4/5	12/15= 80%/0.8	0.8 x .25	20	

Scenario 6

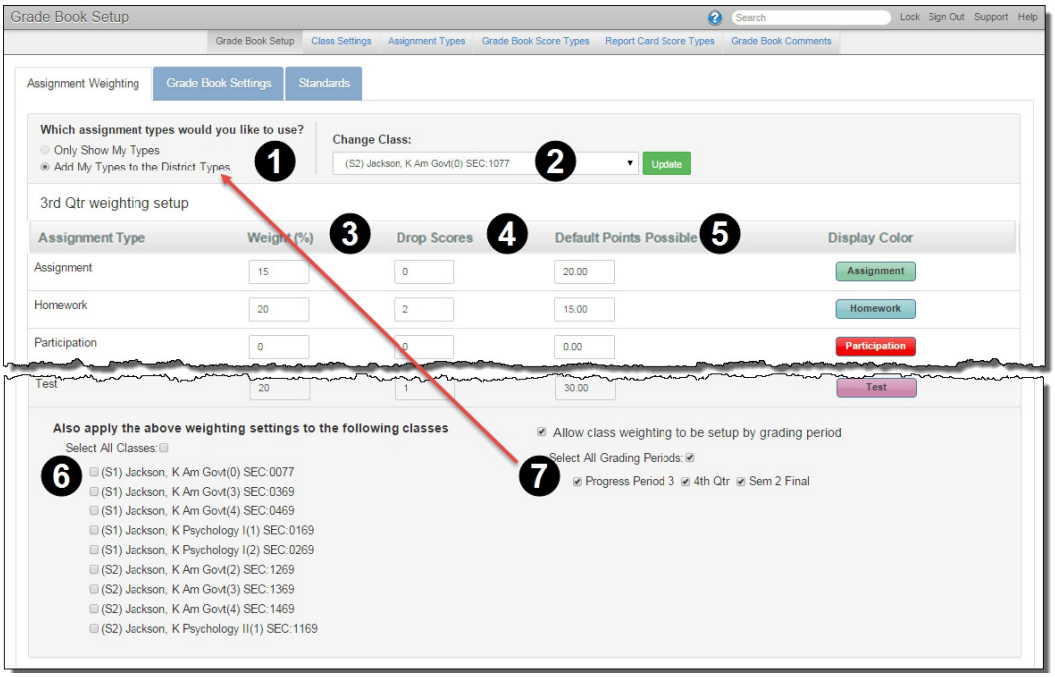
Setting Assignment Weights, Dropped Scores, and Default Points

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 Screen, Assignment Weighting Tab

1. Select the **Assignment Weighting** tab.
2. Select the assignment types you want to see. ❶
   - **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**. ❷

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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. ❸
    - **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. ❹
    - **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* of you would prefer to default the points to zero. ❺
5. Select any other classes to apply these assignment weights. ❻
    - 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. ❼
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.

	Rounding On	**Rounding Off**
Whole number Only	90%	89%
1 decimal	90.0%	89.9%
2 decimal	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:

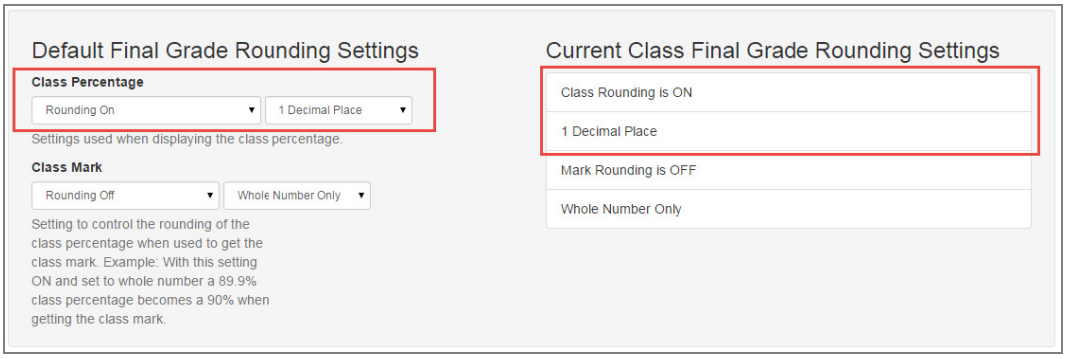
	Rounding On	**Rounding Off**
Whole number Only	A - 90%	B - 89%
1 decimal	A - 90.0%	B - 89.9%
2 decimal	B - 89.98%	B - 89.97%

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.



Grade Book Setup Screen, Grade Book Settings Tab

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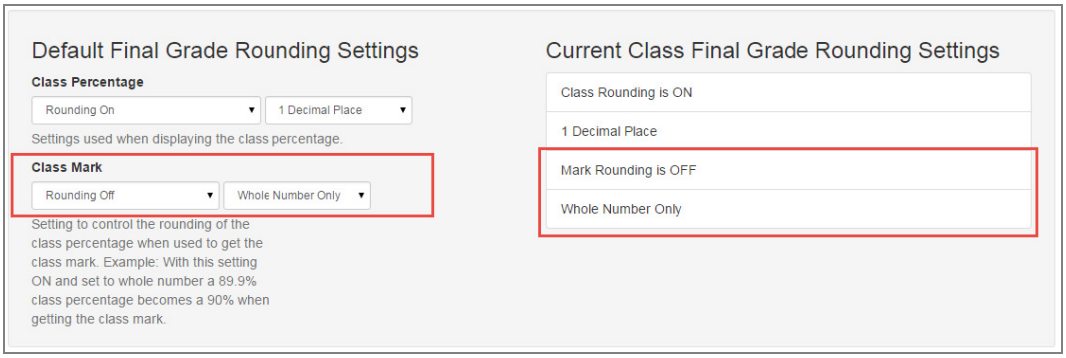
Rounding Class Mark Default

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.



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.

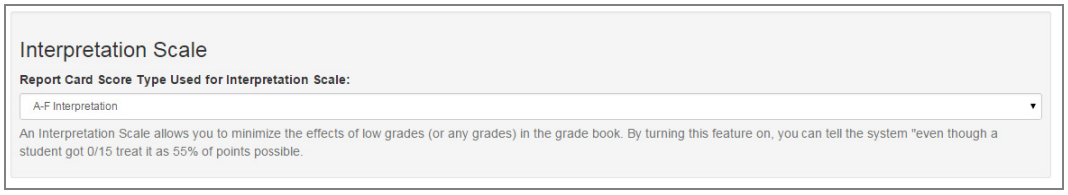
Student	Class Grade	Book Report 4 MAX:100.00 PTS:100.00 1/28/2013 Project
Andrade, Chris	89.0% B+	89
Baez, Todd	100.0% A+	96
Barraza, Ronald	59.0% F	0
Barthlow, Cheryl	89.0% B+	89

Interpreted Grade On Grade Entry Screen

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

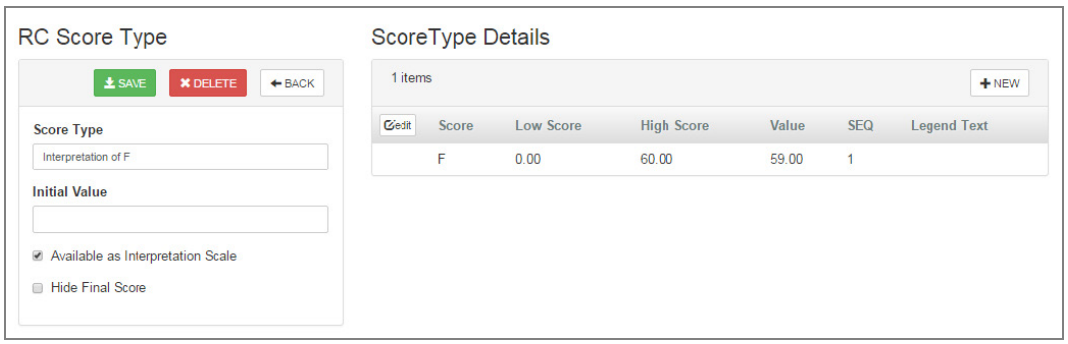
Interpreted Grade On Grade Book Main Screen

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**.



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**.

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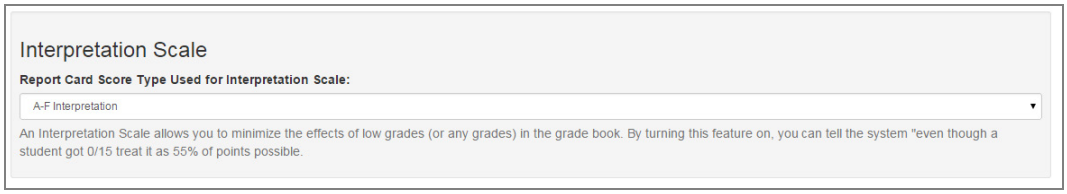
- To use an interpretation scale:
  1. Select the **Grade Book Settings** tab on the Grade Book Setup screen.
  2. Select an interpretation scale. A confirmation dialog displays.



Grade Book Setup Screen, Grade Book Settings Tab

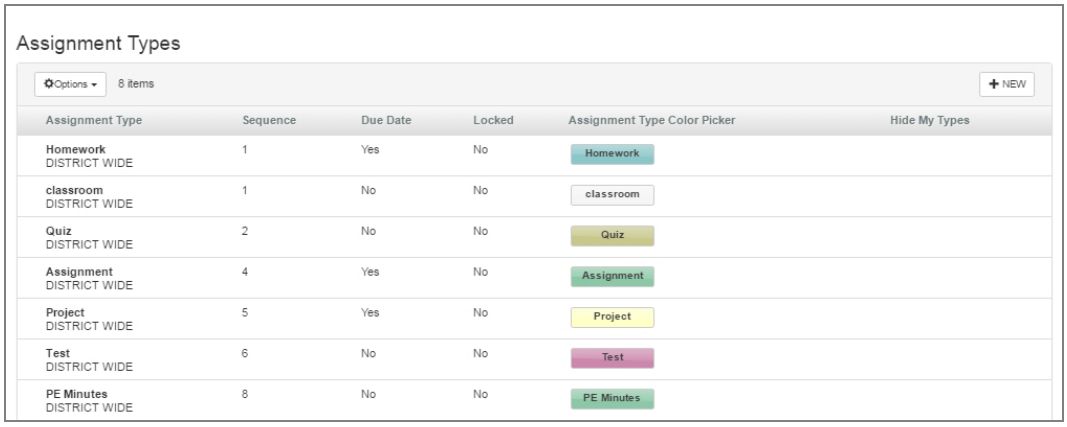
  3. Click **Yes** to apply the interpretation scale to existing results and final marks within Grade Book.

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.



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.

Grade Book Setup Screen, Assignment Types Tab

3. Define the Assignment Type:
   - Enter the **Measure Type** and **Sequence**.

     > The sequence is the order that the assignment types display when working with assignments.

   - 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.

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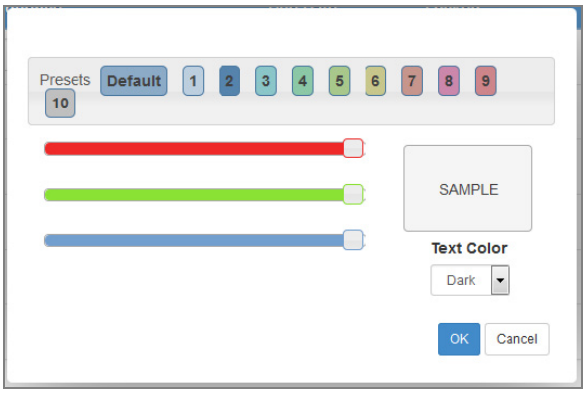
- Select a color to identify the assignment type.
  a. Click **Default** in the **Measure Type Color Picker**. The color picker window opens.
  b. Select the color and click **OK**.



Color Picker Window

4. Click **+INSERT**.

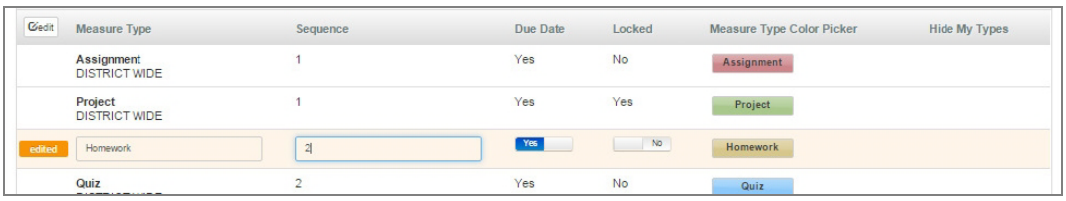
Editing Assignment Types

> 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 edit to open all rows for editing or to open a single row.

Grade Book Setup Screen, Assignments Type Tab

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



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.

Grade Book Setup Screen, Assignment Types Tab

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

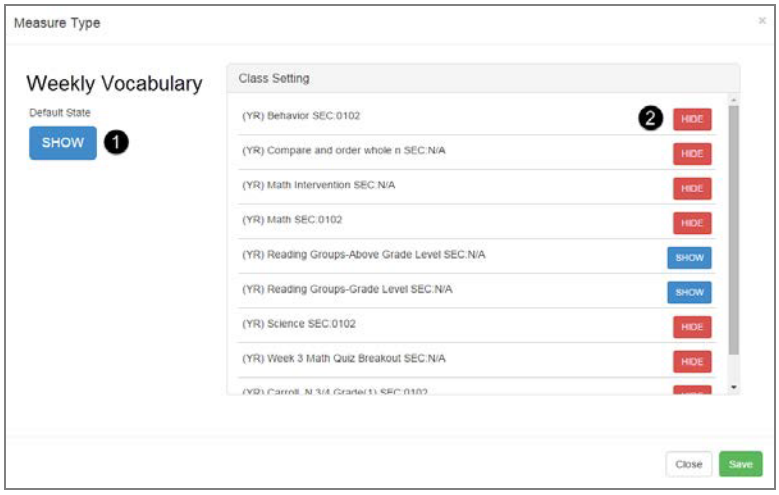
Grade Book Setup Screen, Assignment Types Tab

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 Screen

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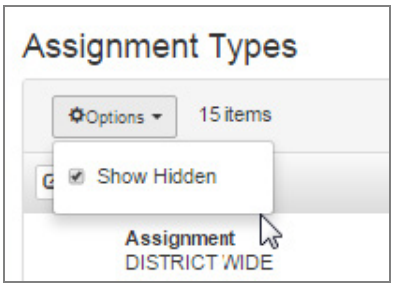
2. Determine the classes that use the Assignment Type.
    - Default State – Toggle between **Show** and **Hide**. ❶
    - Class Setting – Toggle between **Show** and **Hide** if different from the Default State. ❷
3. Click **Save**.

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.

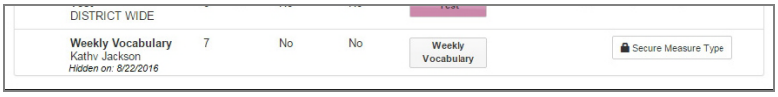
Grade Book Setup Screen, Assignment Types Tab

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 Secure Measure Type and change the settings to reinstate a hidden Assignment Type.



Grade Book Setup Screen, Assignment Types Tab

Configuring Grade Book Score Types

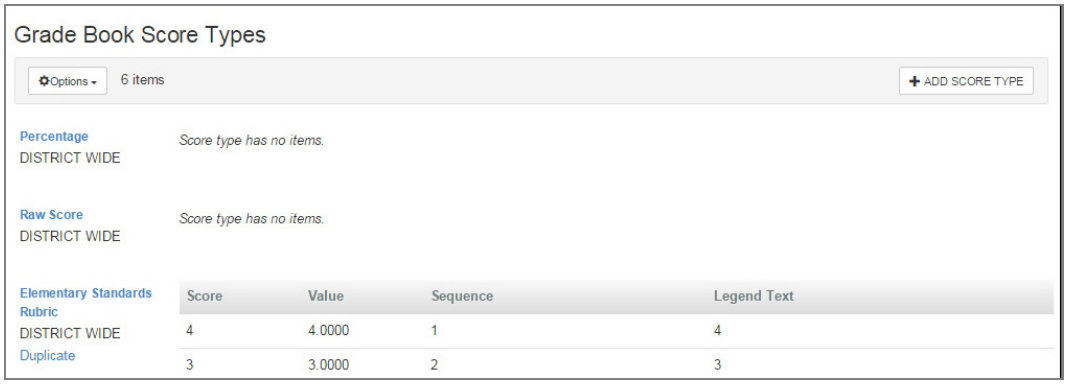
Grade Book Score Types are the grading scales used to grade or score assignments. These are different than Report Card Score Types because they do not use a range for the score. Examples of Grade Book Score Types include Letter Grade, Percentage, Raw Score, and Rubric. Grade Book comes with some pre-configured 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 Setup Screen, Grade Book Score Types Tab

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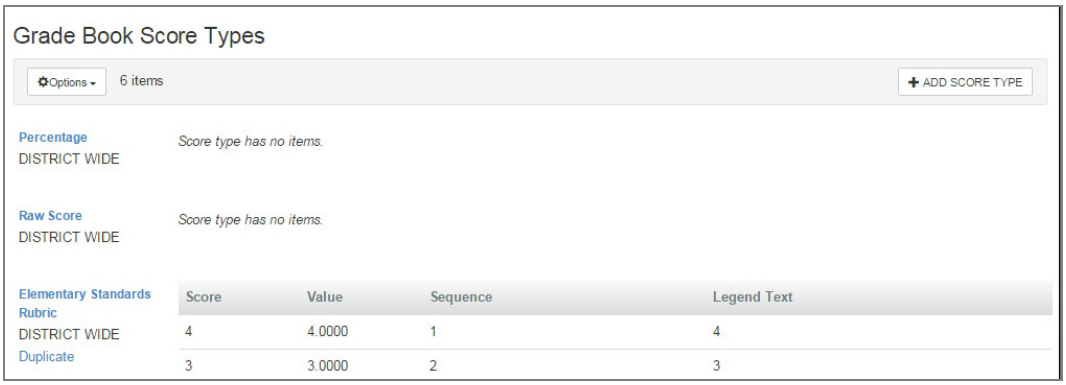
Adding Grade Book Score Types

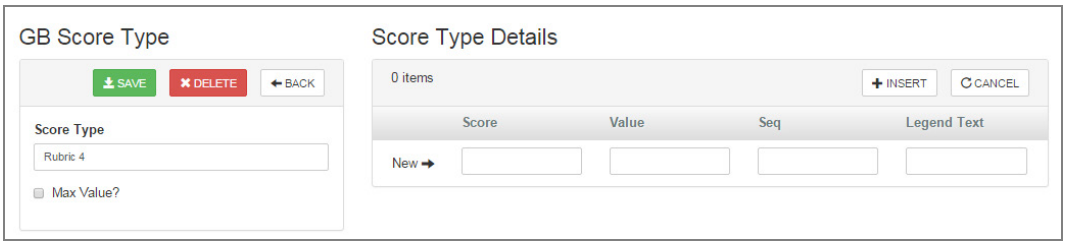
1. Select the **Grade Book Score Types** tab in the Grade Book Setup screen.
2. Click **+ADD SCORE TYPE**.



Grade Book Score Types 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

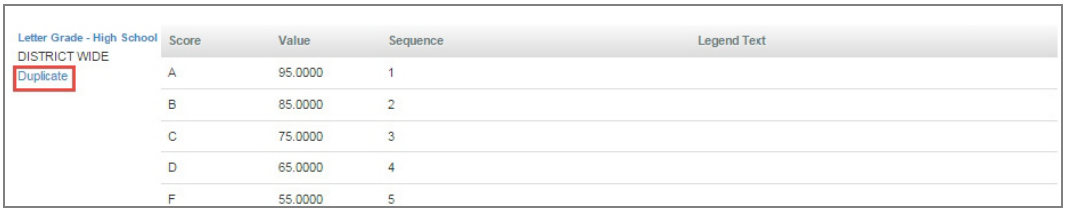


GB Score Type Screen

6. Click **+INSERT**.

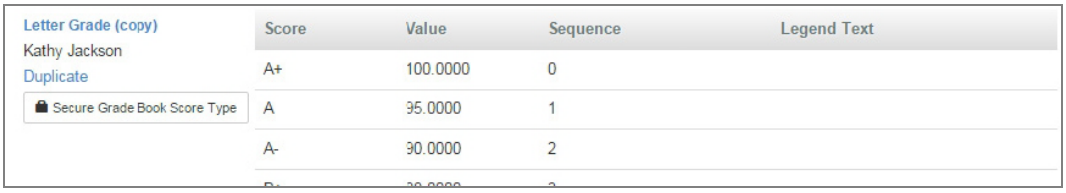
Copying Grade Book Score Types

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.



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.



Grade Book Setup Screen, Grade Book Score Types Tab

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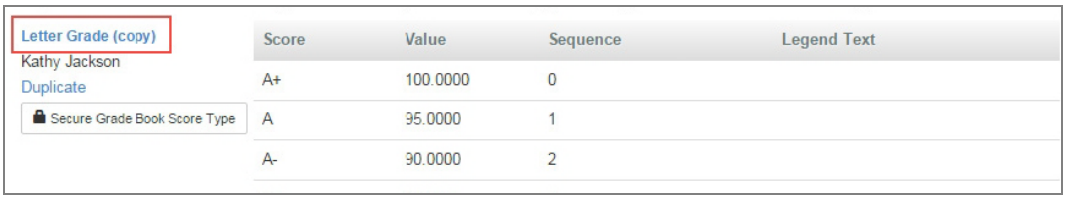
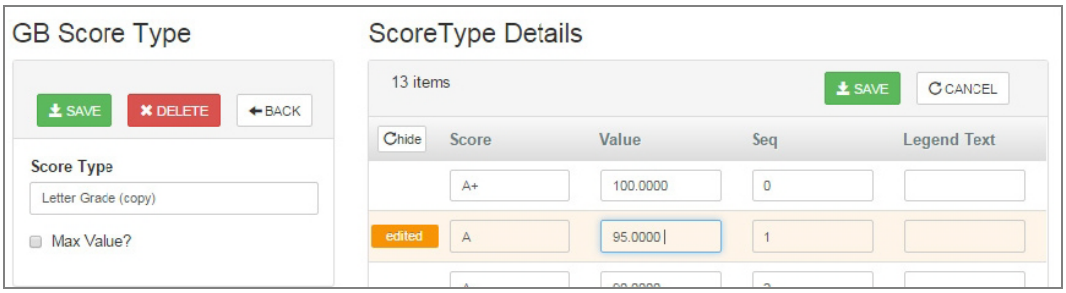
Editing Grade Book Score Types

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.



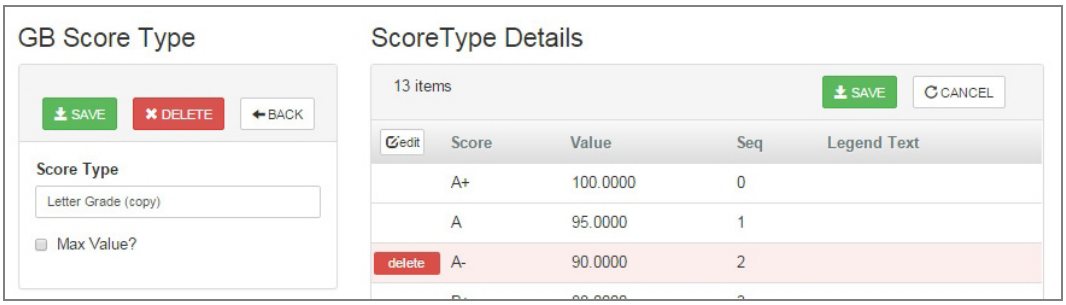
Grade Book Setup Screen, Grade Book Score Types Tab

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 edit. The Score Type Detail rows open for editing.
     a. Make the necessary changes. The edited icon displays in the row.
     b. Click **Save** under Score Type Details.



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

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

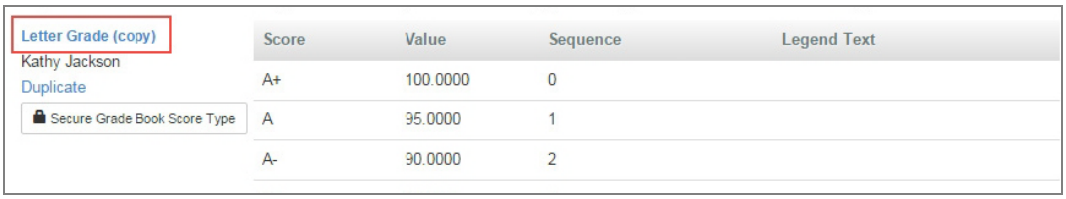


Grade Book Setup Screen, Grade Book Score Types Tab, GB Score Type

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.



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

3. Click **Delete**.

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

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

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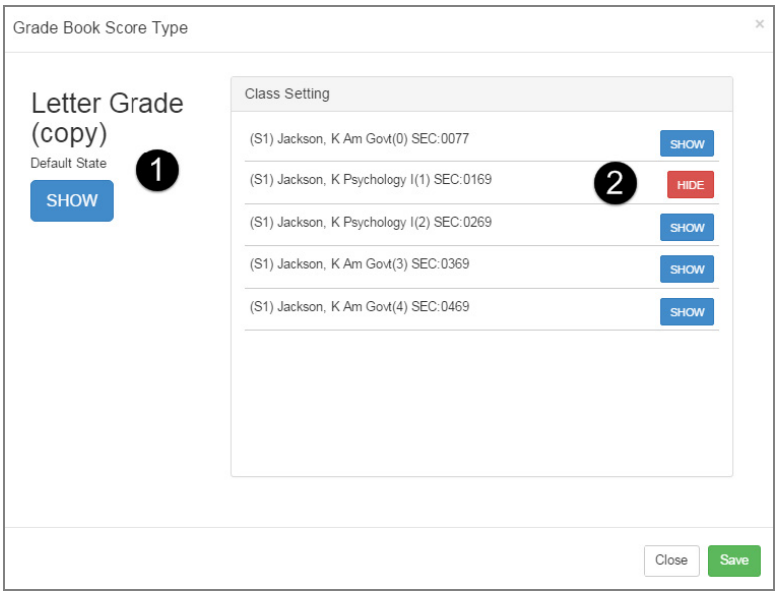
Hiding Grade Book Score Types

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.

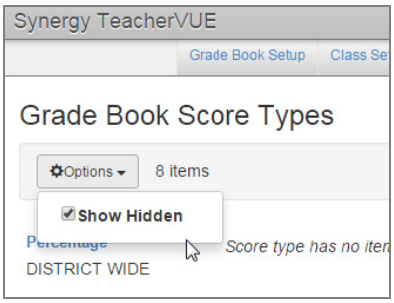


Grade Book Score Type Screen

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**.

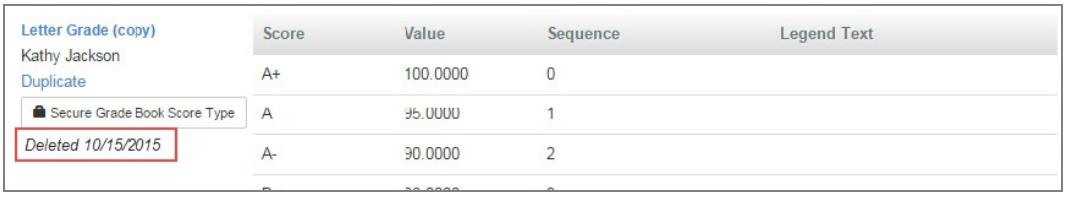
Viewing Deleted or Hidden Grade Book Score Types

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

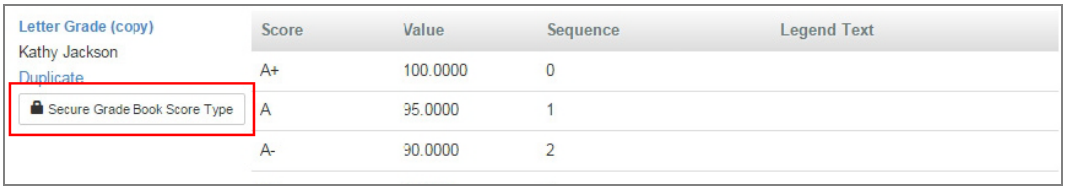
The deleted Grade Book Score Types display with a note indicating the date they were deleted.



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.



Grade Book Setup Screen, Grade Book Score Types Tab

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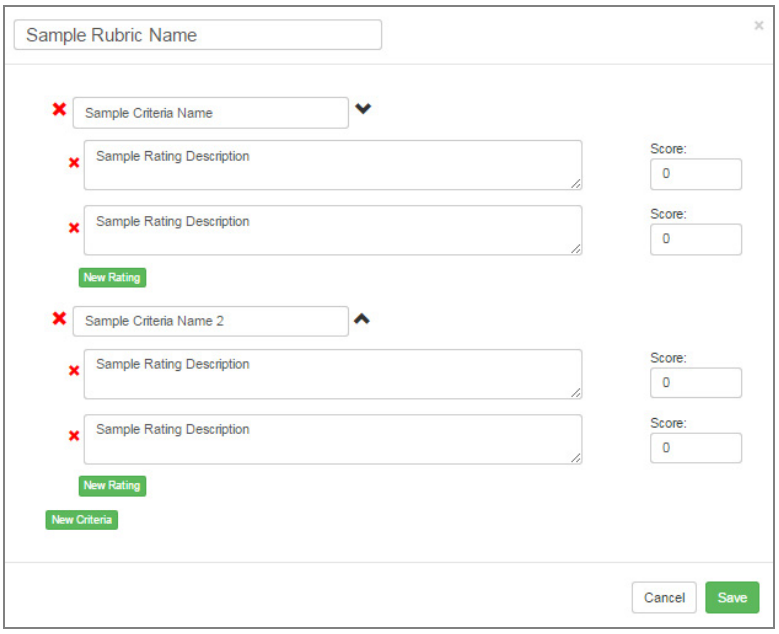
Defining Scoring Rubrics

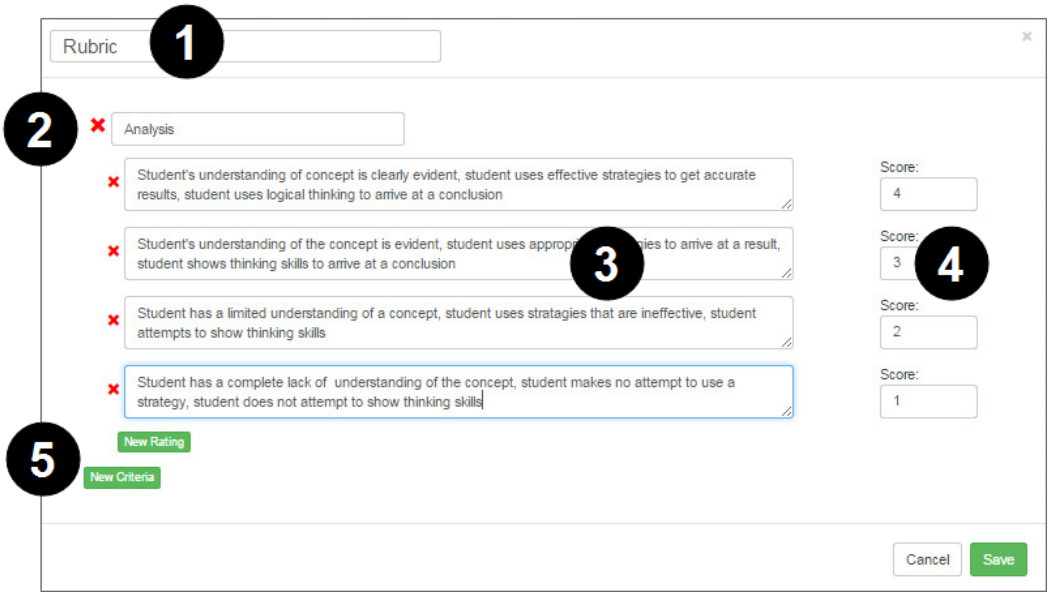
Scoring Rubrics are used to grade or score assignments.

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.



Grade Book Setup Screen, Scoring Rubric Tab, Rubric Definition

2. Define the rubric:
    - Rubric Name ❶
    - Criteria Name ❷
    - Rating Descriptions ❸ and Scores ❹



Grade Book Setup Screen, Scoring Rubric Tab, Rubric Definition

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

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

Click ✖ 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

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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.

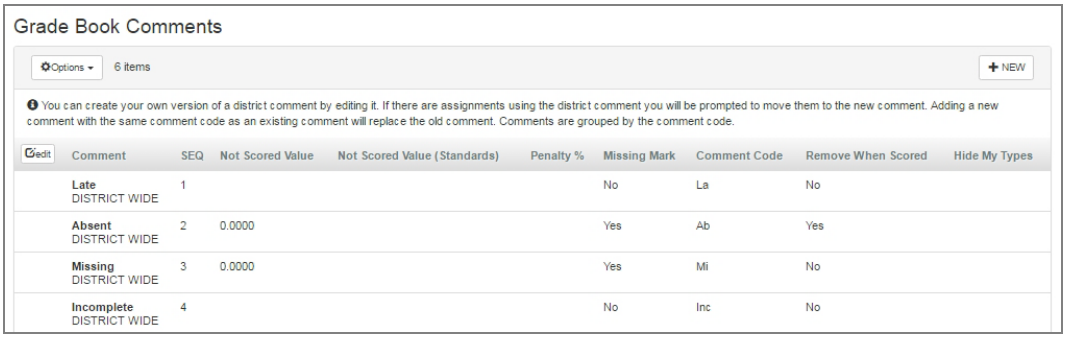
Teachers add comments:

- 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 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.

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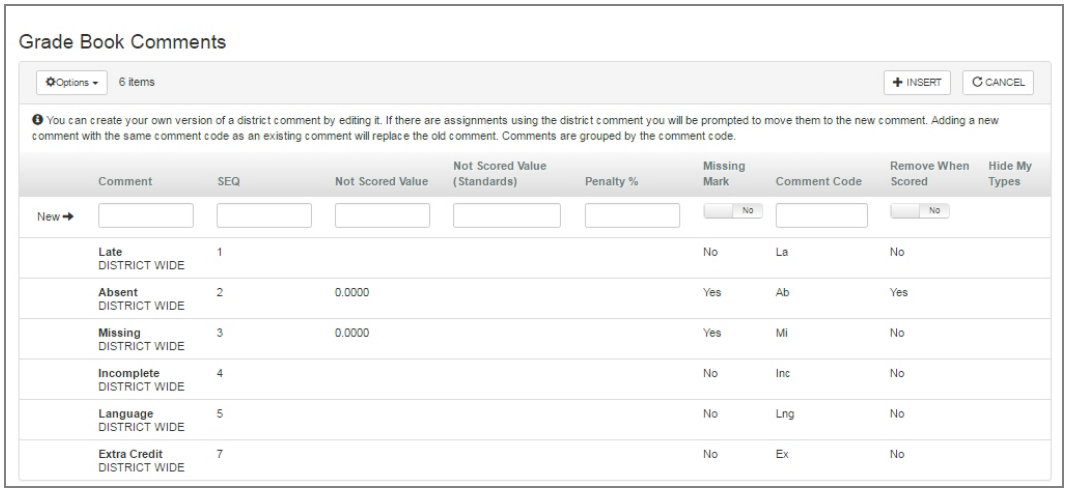
- **Removed When Scored** – Removes the code when a score is entered for the assignment.

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

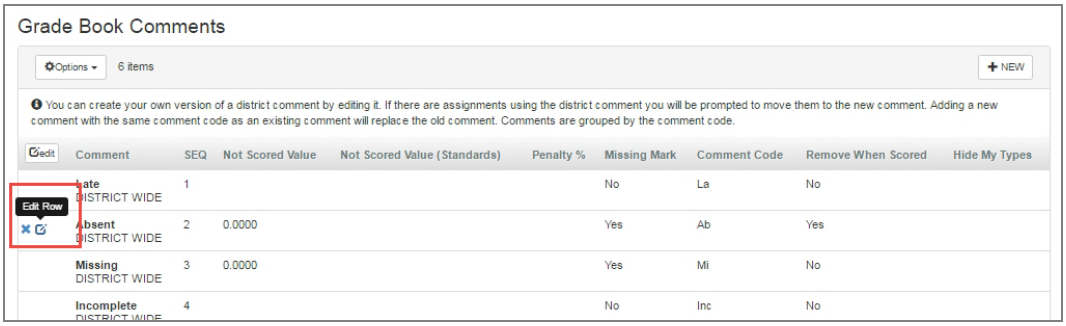


Grade Book Setup Screen, Grade Book Comments Tab

4. Click **+INSERT**.

Editing Comments

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



Grade Book Setup Screen, Grade Book Comments Tab

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

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.

Grade Book Setup Screen, Grade Book Comments Tab

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

Grade Book Setup Screen, Grade Book Comments Tab

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

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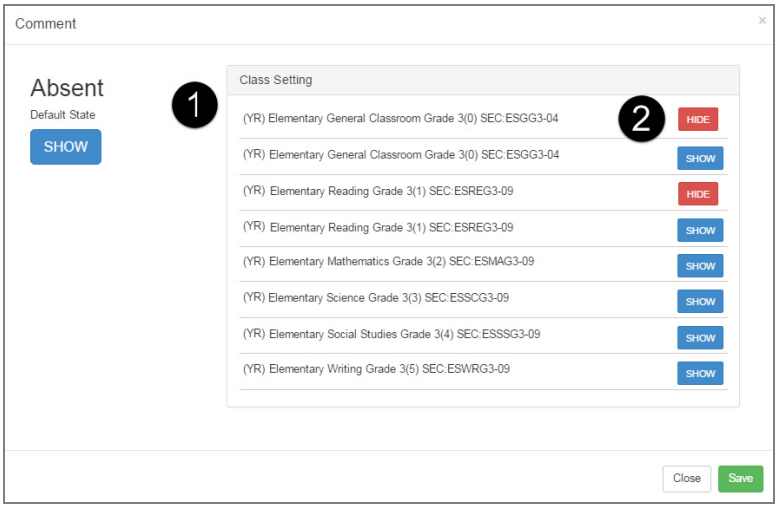
Hiding Comments

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

1. Click Secure Comment.

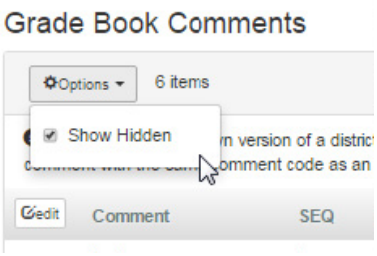


Comment Screen

2. Determine the classes that use the Comment.
   - 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**.

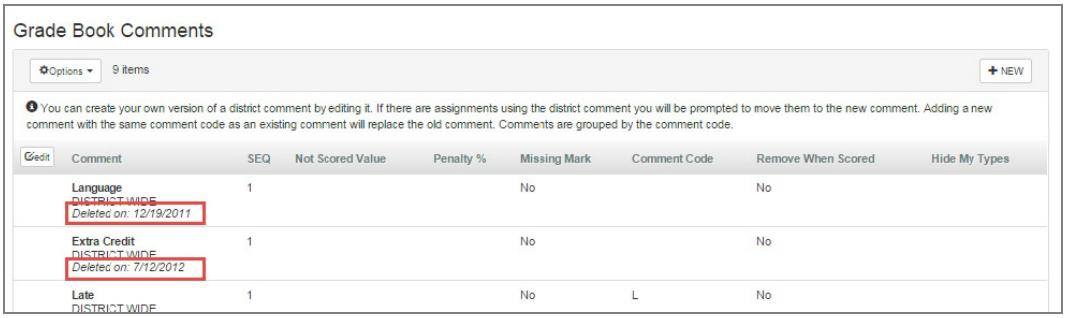
Viewing Deleted or Hidden Comments

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



Grade Book Setup Screen, Grade Book Comments Tab

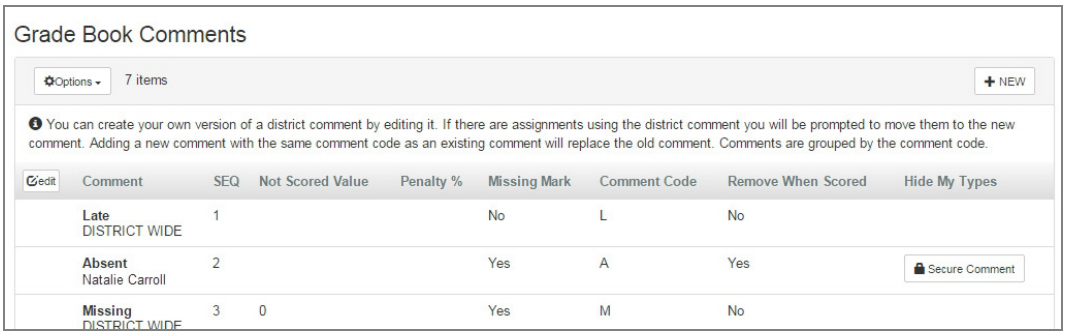
The deleted subjects display with a note indicating the date they were deleted.



Grade Book 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 Setup Screen, Grade Book Comments Tab

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Configuring Report Card Score Types

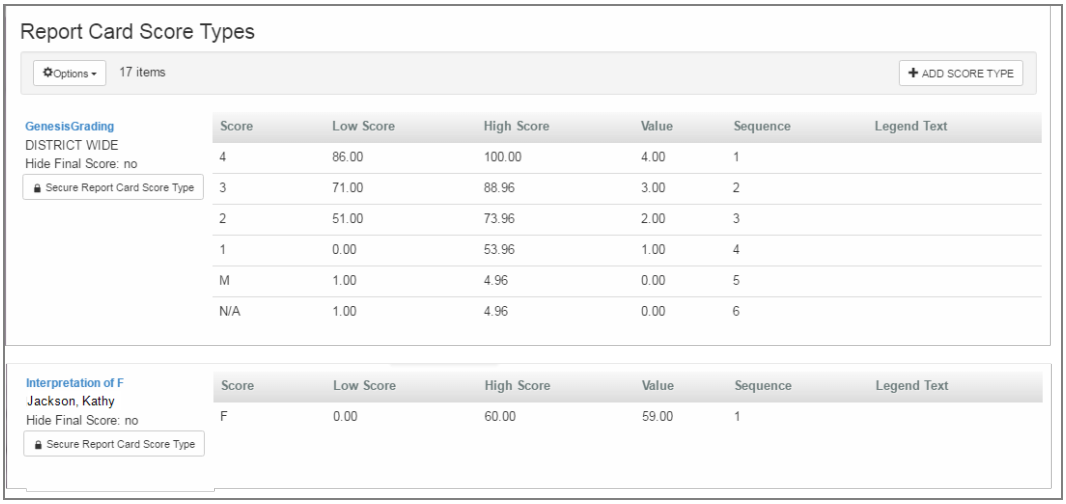
Report Card Score Types are the grading scales that teachers use for the report card.

Secondary school teachers:

- Use the district defined report card types.
- Can create and modify interpretation scales
- Can create Report Card Sore 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.

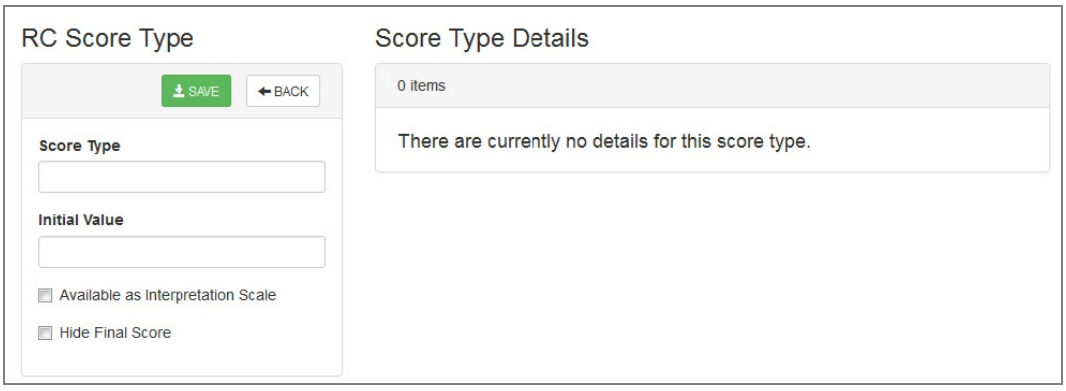
Adding an Interpretation Scale Report Card Type

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



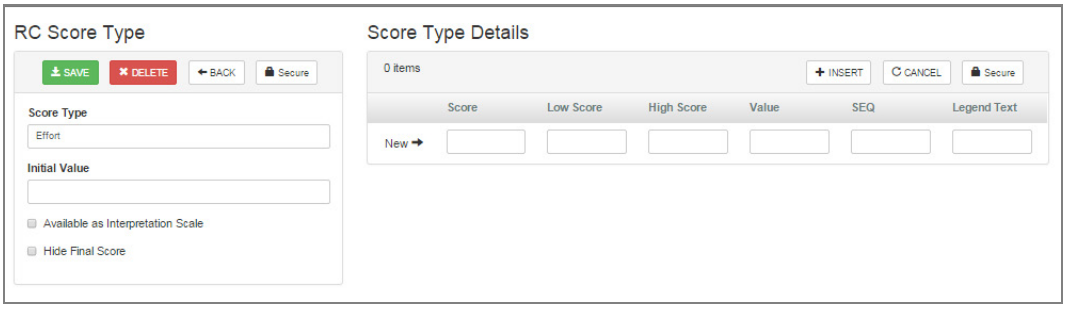
Grade Book Setup Screen, Report Card Score Types Tab

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



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.



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

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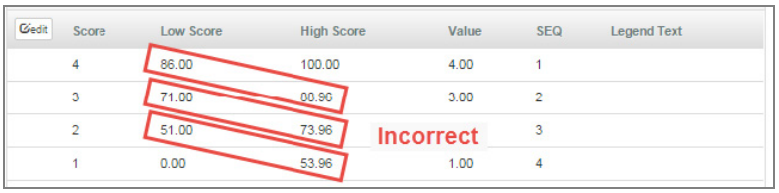
5. Define the Score:
    - **Score** – Enter the text that displays as the grade, such as A+, Pass, O, or 4.
    - **Low Score** – Enter the lowest value in the score range to qualify for this score.

      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.

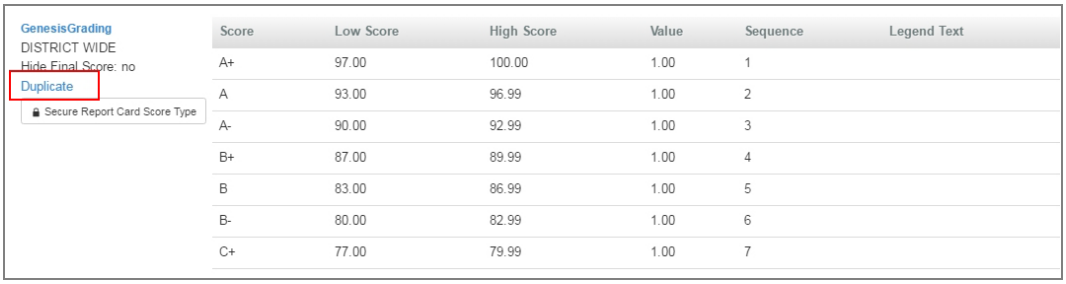
      

    - **Value** – Enter the numeric value used to calculate the score.
    - **SEQ** – Enter the number to indicate the order to display the scores.
    - **Legend Text** – Enter a description of the score that displays in ParentVUE and StudentVUE. For example, O = Outstanding.
6. Click **+INSERT** or **Save**.
7. Repeat until all scores are defined.

Copying Report Card Score Types

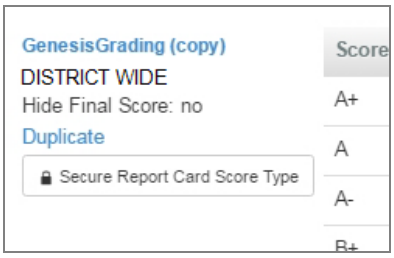
> Secondary Report Card Score Types must be created by copying a GenesisGrading or GenesisProgress Report Card Score Type.

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.



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.



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.

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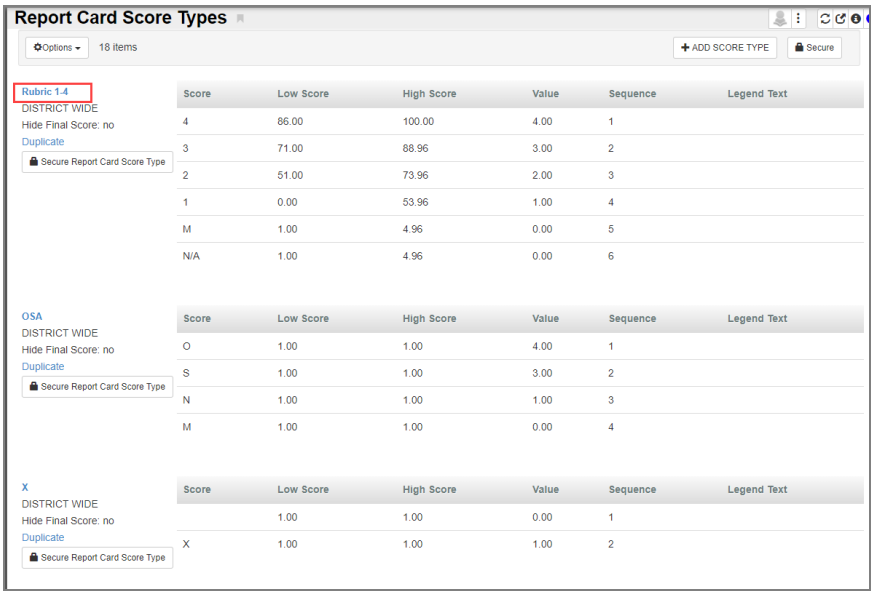
Editing Report Card Score Types

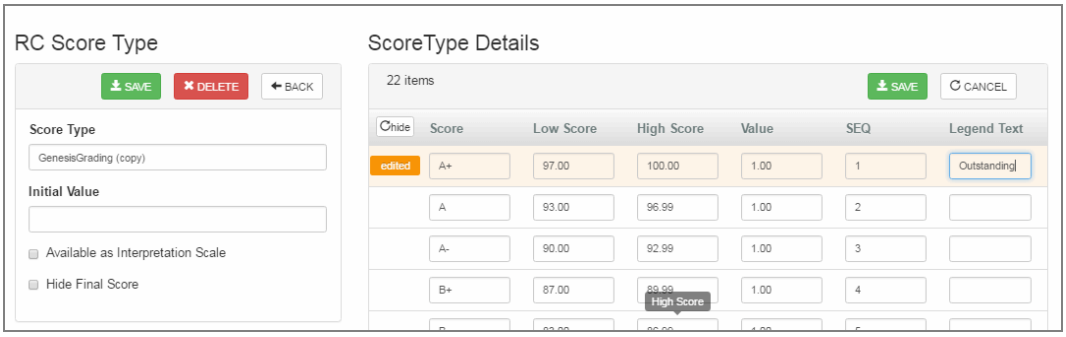
1. Navigate to **Synergy SIS > Grade Book > Setup > Report Card Score Types**.
2. Click a Score Type link (**Rubric 1-4**, for example) to open the RC Score Type screen.



Report Card Score Types 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 Edit in the header.
>
> The rows display edited when changes are made..

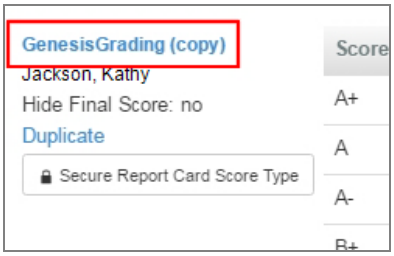


Grade Book Setup Screen, Report Card Score Types Tab, RC Score Type Details

3. Click **Save**.

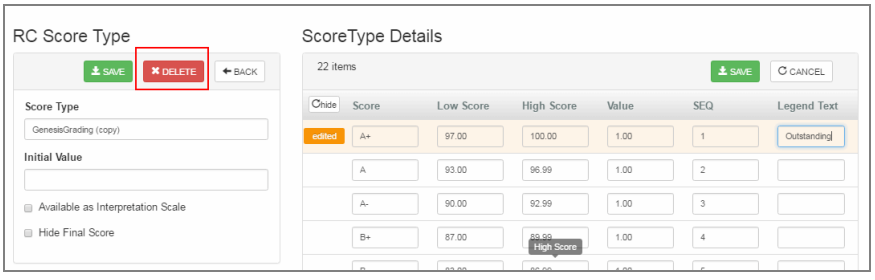
Deleting Report Card Score Types

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.

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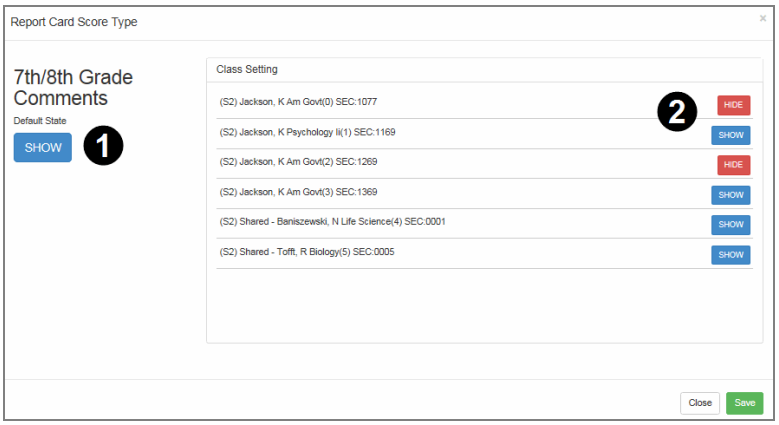
Hiding Report Card Score Types

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.

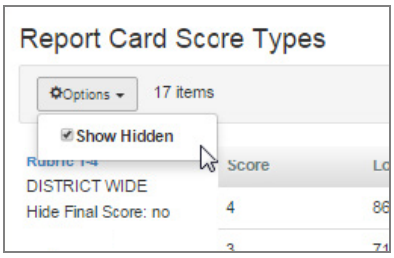


Report Card Score Type Screen

2. Determine the classes that use the Report Card 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 Report Card Score Types

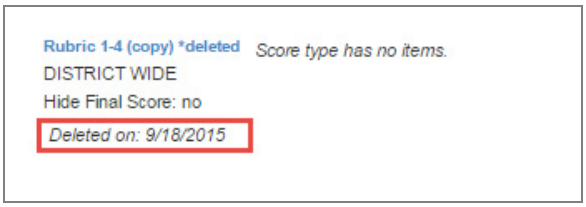
1. Select the **Report Card Score Types** tab in the Grade Book Setup screen.
2. Select *Show Hidden* in **Options**.



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

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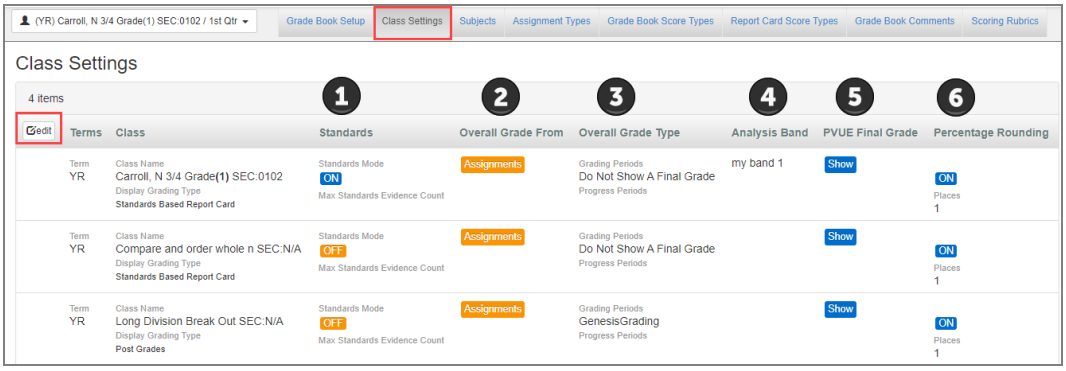
Configuring Class Settings

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 Edit.
3. Set the class settings:



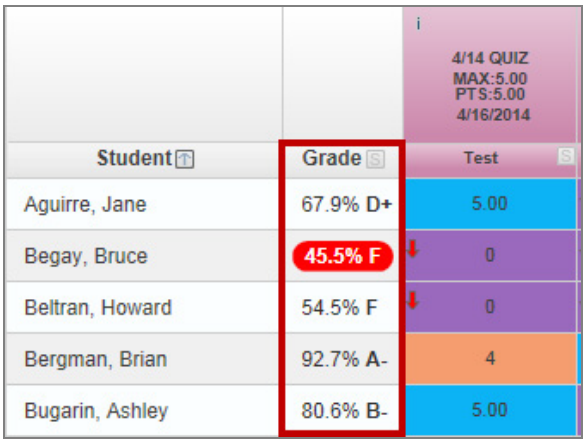
Grade Book Setup Screen, Class Setup Tab

- **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. Term Weighting can be used. See Configuring Assignment Scoring Settings.

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

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



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.❹
- **PVUE Final Grade** – Toggle to determine whether or not to show the final grade on ParentVUE.❺
- **Percentage Rounding** – Toggle to determinewhether 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*.❻

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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.

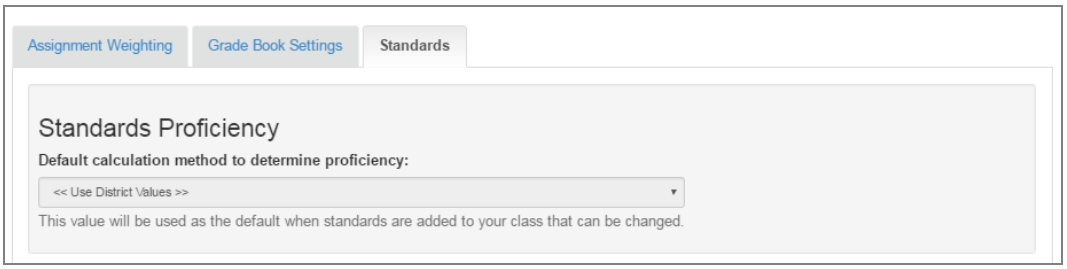
Enable Standards Mode in Grade Book Setup to use Academic Standards in Grade Book. Standards Mode is enabled on a class-by-class basis.

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.



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.

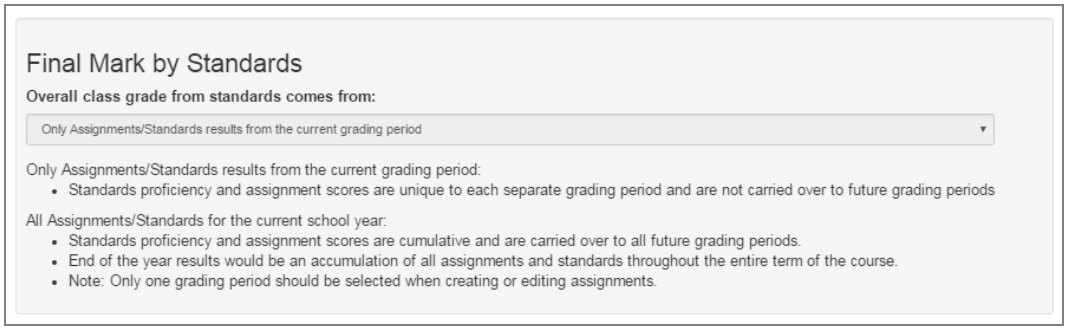
1. Select the **Standards** tab in Grade Book Setup.
2. Select **Automatically Score Standards from Assignment Scores**.
   - *Never* – Select to never automatically fill standards
   - *Always Fill All Standard Scores* – Select to always fill from the assignment scores
   - *Only When One Standard Correlated*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

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.



Grade Book Setup Screen, Standards Tab

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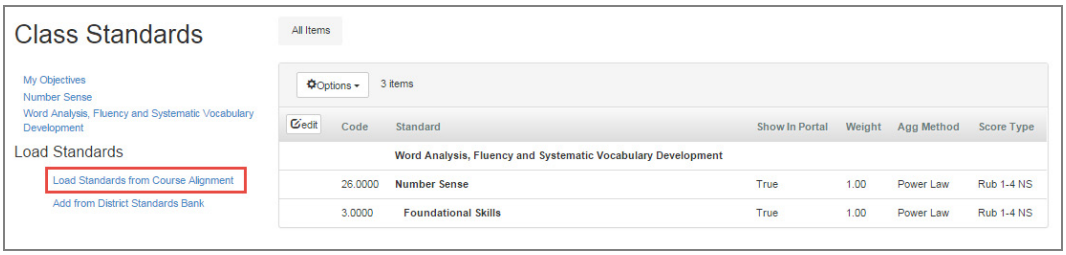
Loading District Created Standards

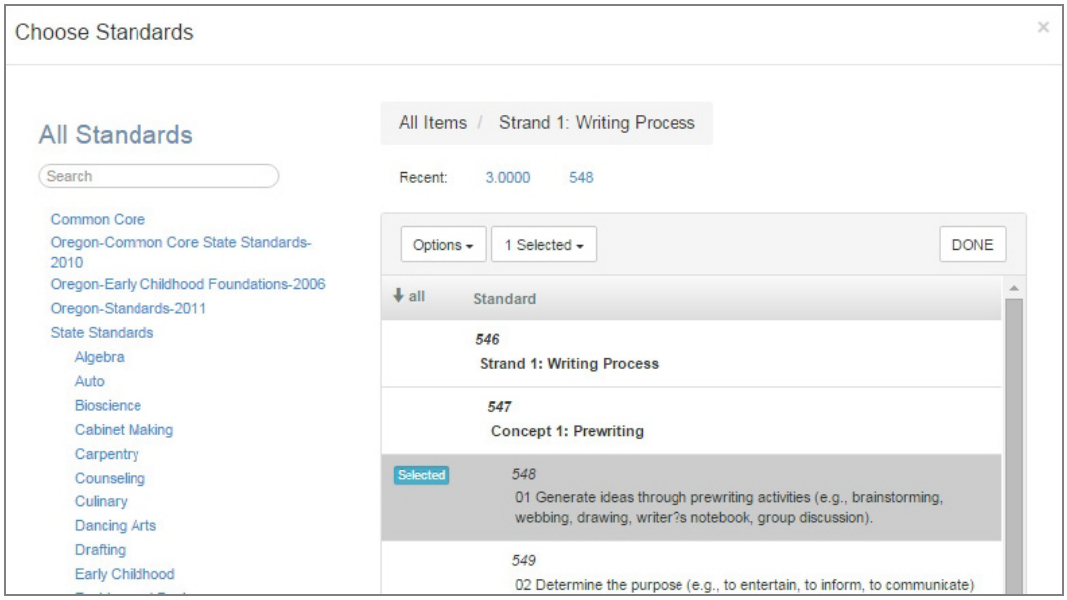
You can download the associated standards into Grade Book if your district has aligned their standards to the courses within Synergy SIS. You can use these standards, modify, or delete them.

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.



Class Standards Screen

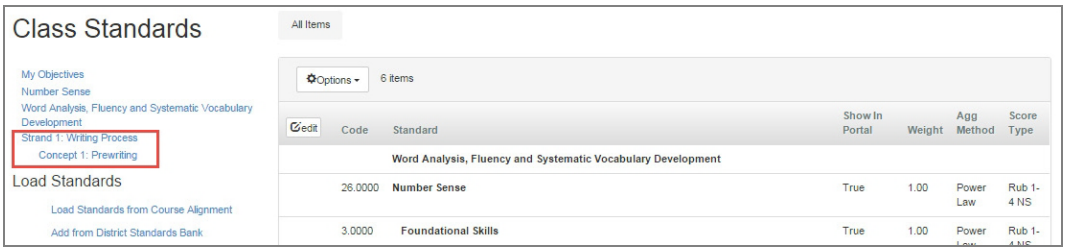
   - **Add from District Standards Bank** – Select this option to select the district standards you want to use in your course. The Choose Standards screen displays with all the standards that have been loaded by your district.



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.



Class Standards Screen

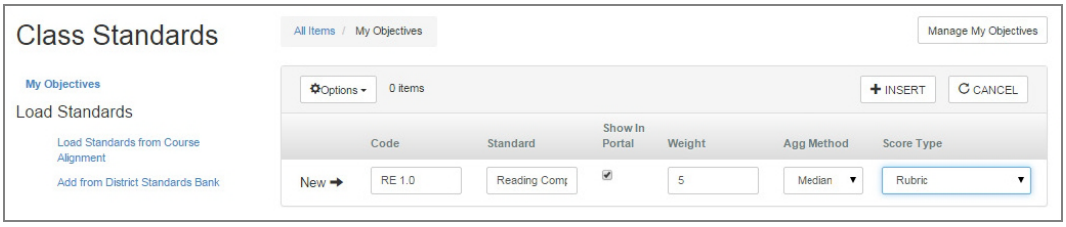
Creating Your Class Objectives (Standards)

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.

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



Class Standards Screen, My Objectives Tab

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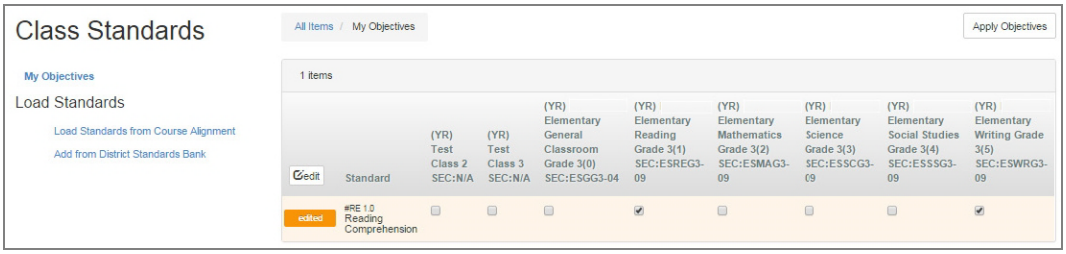
6. Click in the row or edit in the header. Options display under your classes.
   a. Select the classes that apply to the objective. The edited icon displays on the row.
   b. Click **SAVE**.



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.

Class Standards Screen

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

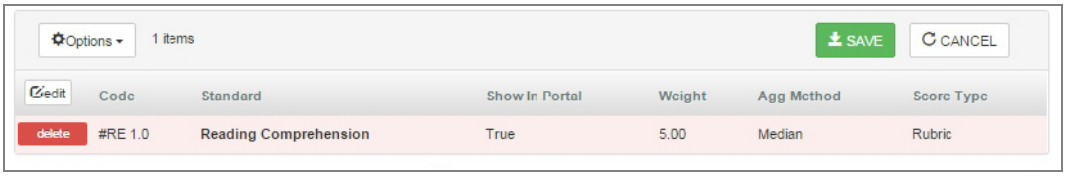
1. Select the standard from the list under Class Standards. The Class Standards screen displays the selected standards.
2. Delete the standard or objective.

Delete One Standard or Objective

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

Class Standards Screen

The delete 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.

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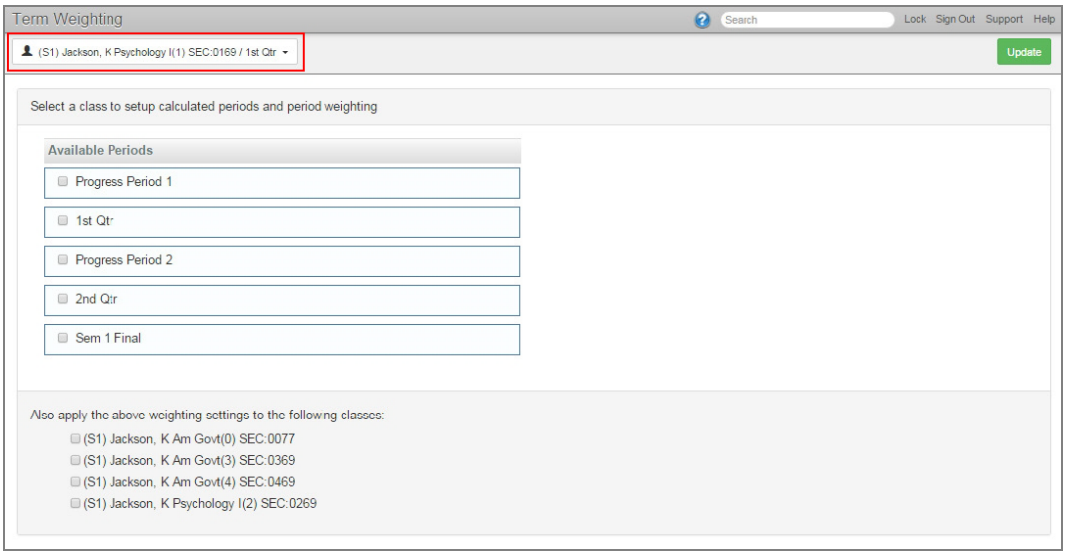
Configuring Term Weighting

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.

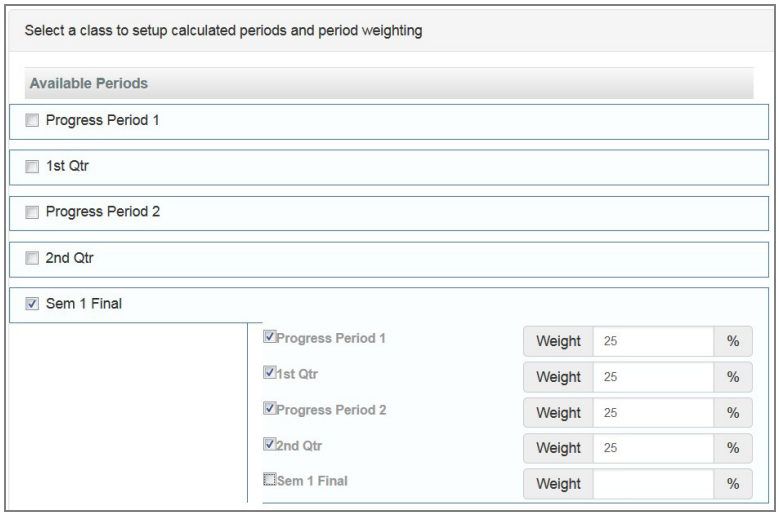
1. Select *Term Weighting* from the **Report Card** menu. The Term Weighting screen opens.
2. Select the class in the focus selector.



Term Weighting 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.



Term Weighting Screen

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

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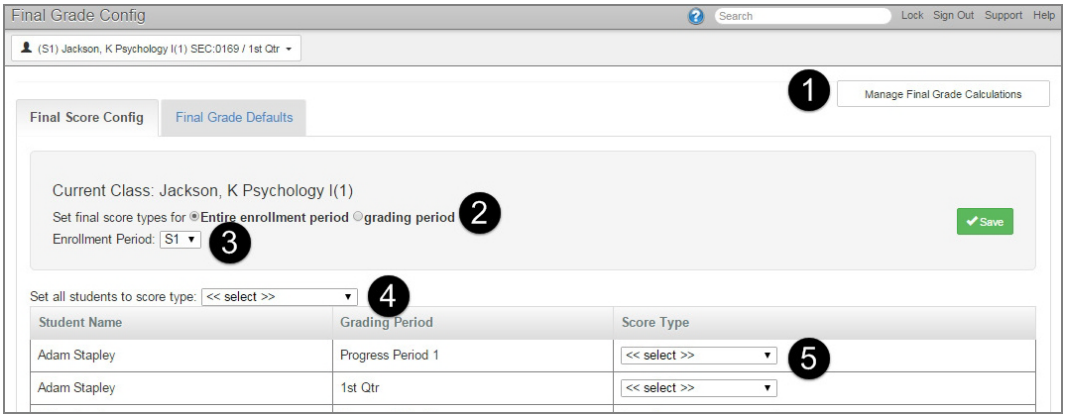
Configuring Final Grade Defaults

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.

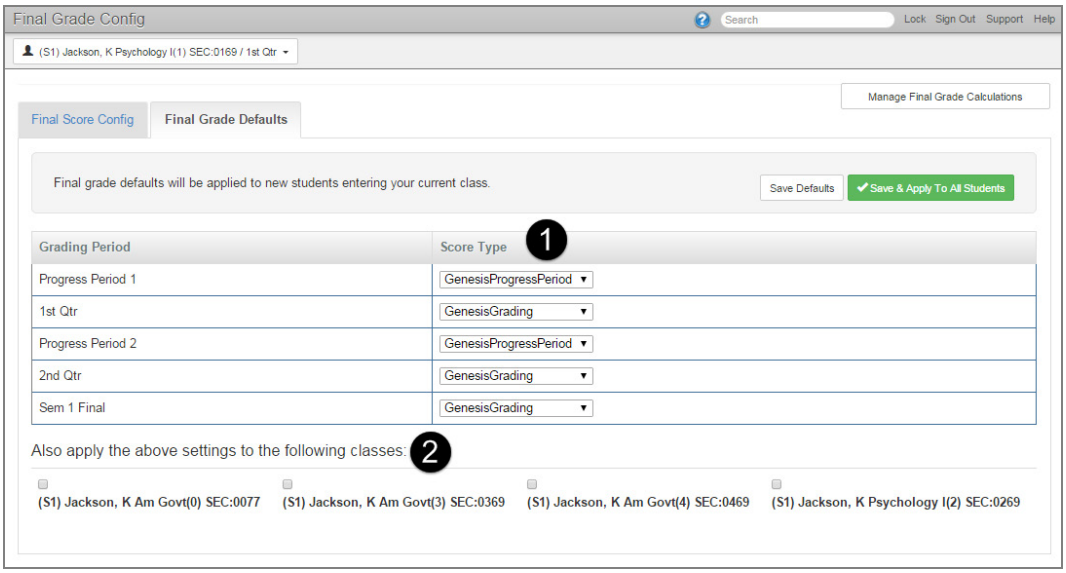


Final Grade Config Screen, Final Grade Config Tab

- **Manage Final Grade Calculations** ❶ – Select to go to the Report Card Score Types tab in Grade Book Setup.
- **Set final score types for** ❷ – Select one of the options:
  - **Entire enrollment period** ❸ – Select the **Enrollment Period**. The student section displays the students with all available grading periods for the enrollment period.
  - **Grading period** ❸ – Select the **Grading Period**. The student section displays the students with the select grading period.
- **Set all students to score type** ❹ — Select the report card score type for all students. he student section displays the selected Score Type.
- **Score Type** ❺ – 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 Screen, Final Grade Defaults Tab

- **Score Type** – Select a score type for each grading period. ❶
- **Also apply the above setting to the following classes** – Select other classes that should use the same settings. ❷

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.

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Chapter 3: Using Grade Book

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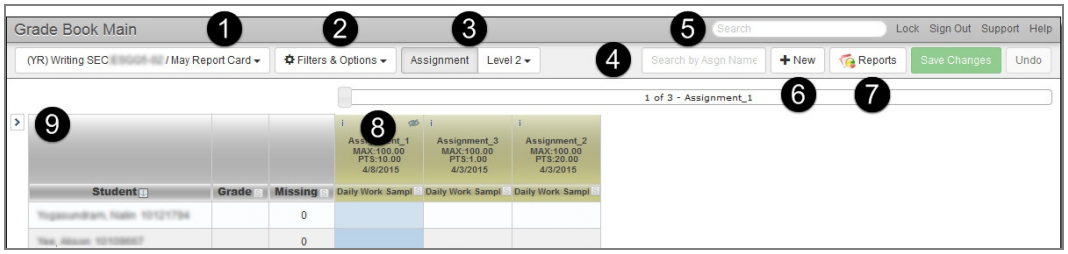
Setting Grade Book Main Options

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

Accessing Grade Book Main

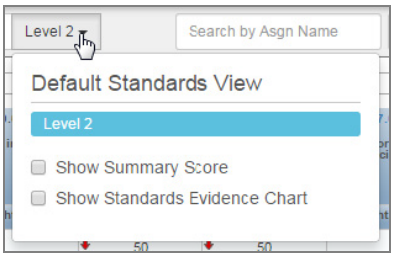
Select *Grade Book Main* from the **Grade Book** menu. The Grade Book Main screen displays:



Grade Book Main Screen

You can perform the following from this screen.

- Focus the screen to a specific grading period of a class. ❶
- Configure the Grade Book Main screen **Filters & Options**. ❷
- Toggle between showing assignments and the default standards view using **Assignment/Level**. ❸

> 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**. ❹ 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** . ❺ 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. ❻
- Click **Reports** to run Grade Book Reports. ❼

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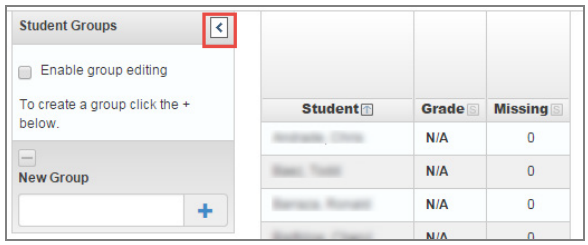
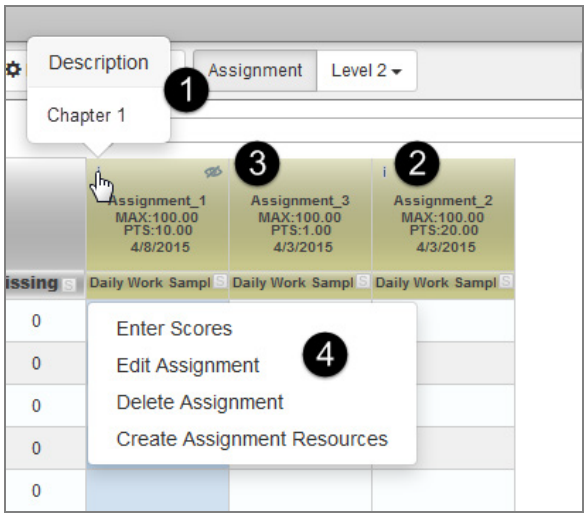
- Toggle between viewing the assignments for a class and the standards and associated assignments for a class using *Assignments/Standards*. ❽
- Use Student Groups to **Enable group editing**, create student groups through Grade Book. ❾

Click the left arrow to view the Student Group settings

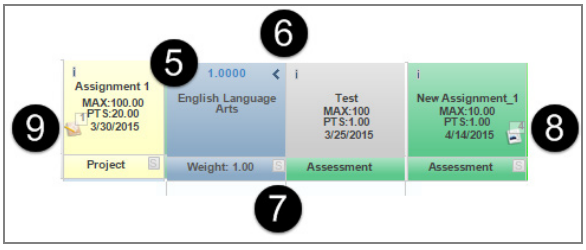


Grade Book Main Screen

Grade Book Main uses symbols to identify content:

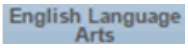
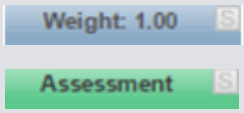


Assignment Menus

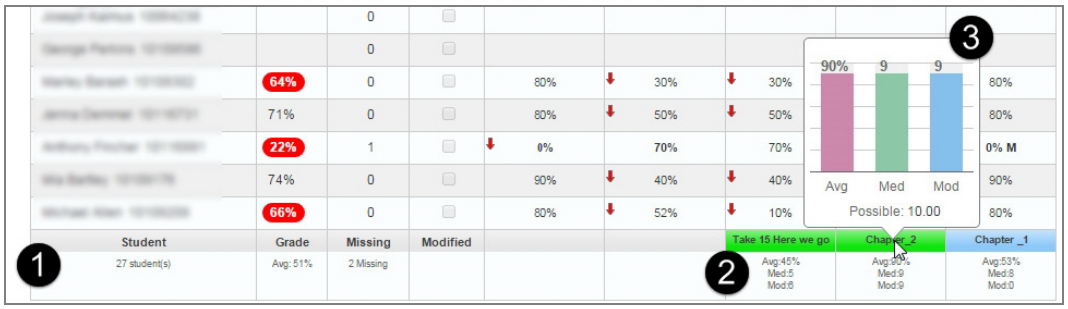


Standards With Assignments

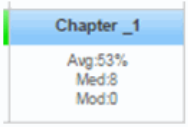
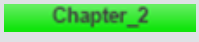
Item	Description	Std	Asgn
	Click to see ❷ the description of the assignment ❶ and to access the assignment menu. ❹		X
	NOT shown in ParentVUE/StudentVUE ❸		X
	Notifies the teacher that there are items uploaded to the drop box. ❽		X
	Notifies the teacher that there are resources uploaded for the assignment. ❾		X

Item	Description	Std	Asgn
	Click to sort the column. Toggles between ascending and descending order. ❼ See also Sorting.	X	X
	Click to see the assignments associated with a standard. ❻	X	
	Click the standard name to view the description of the standard. ❶	X	
	Click the lower bar to view the edit menu. ❹	X	X
	Click the standard number to view the child standards ❺	X	
	Excluded scores display **e** 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. ❶



Grade Book Main Screen

Item	Description	Std	Asgn
	Displays the average, median, and/or mode for the class ❷ based on **Filter & Option** settings		X
	Click to see the average, median, and/or mode for the class as a bar chart. ❸		X

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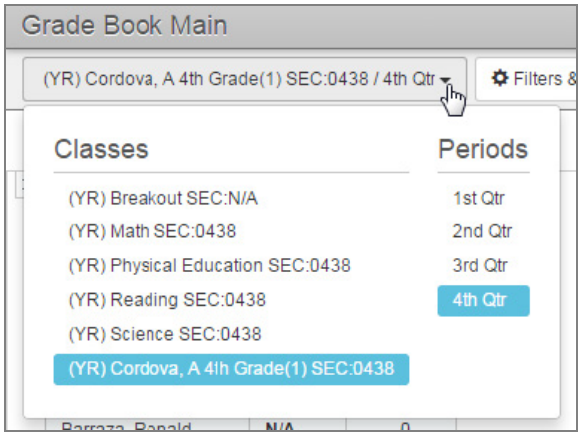
Focusing Grade Book Main

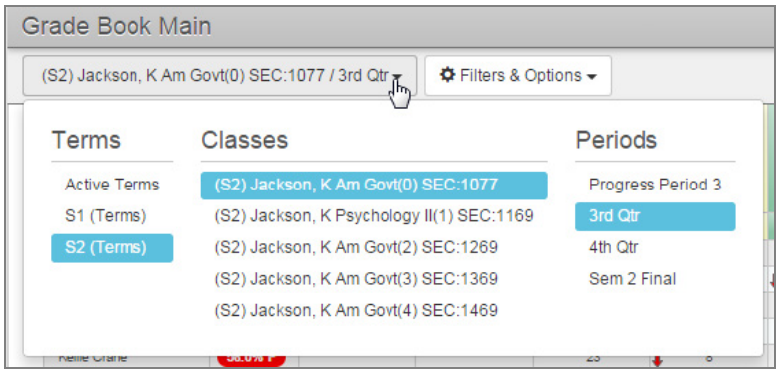
Teachers use a drop-down to focus the Grade Book Main screen to a specific Class and Period and/or Term if used.

- **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.

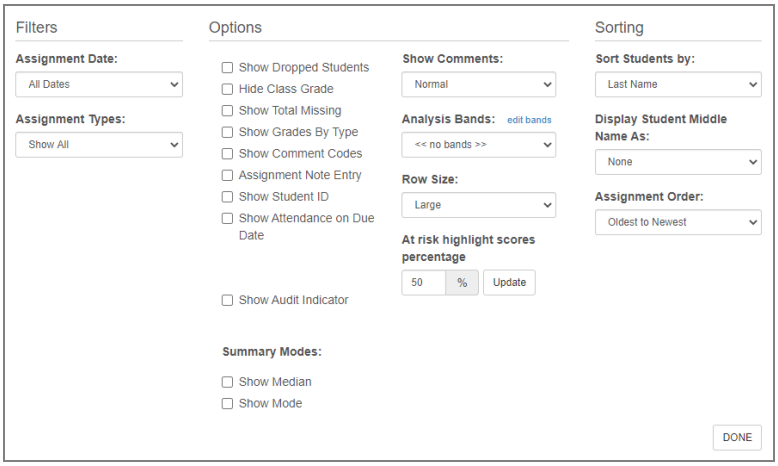


Grade Book Main Screen

Filters, Options, and Sorting

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

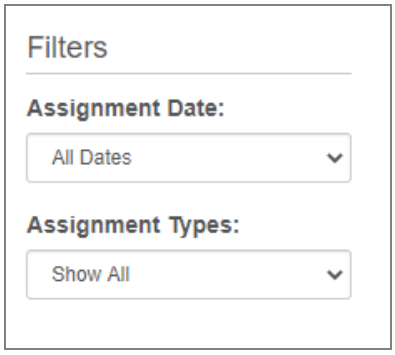
- Use filters on Grade Book Main
- Set your Grade Book Main preferences
- Change your student or assignment sort order



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.



Grade Book Main Screen

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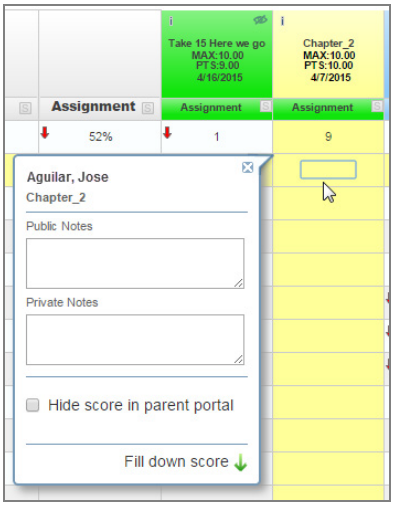
Options

> 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.

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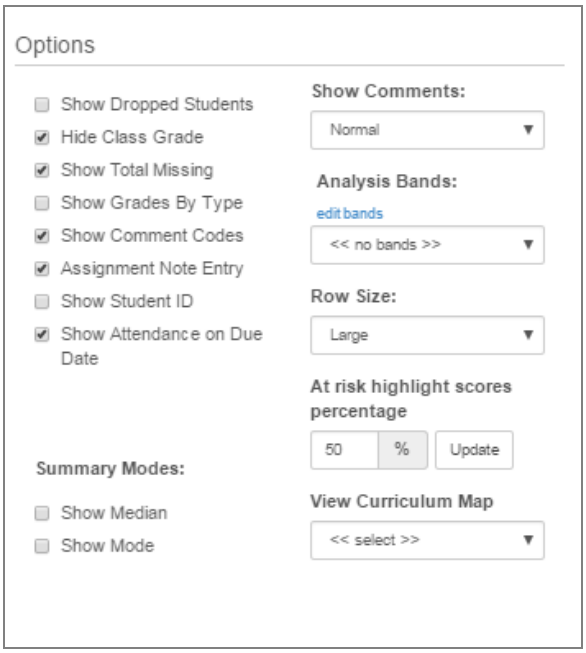
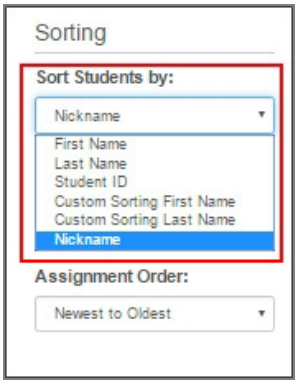
- **View Curriculum Map** – Allows users who have access to Curriculum Maps to view the maps



Gradde 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.

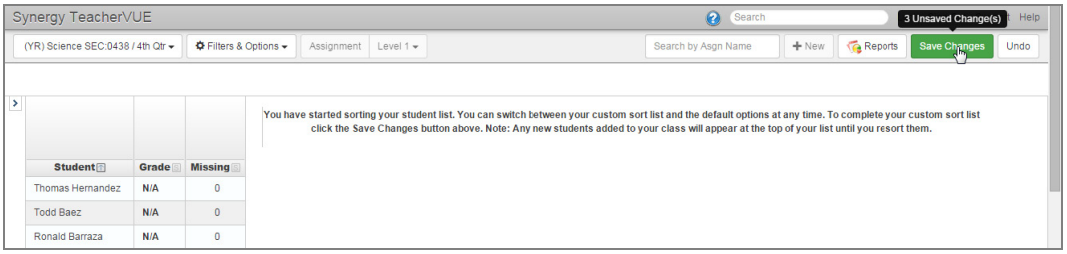


Grade Book Main Screen, Filters And Options

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.

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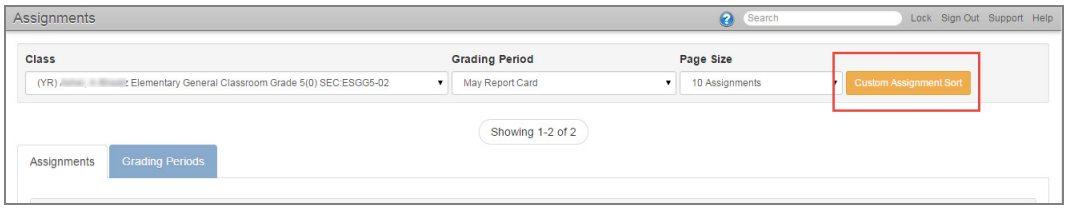
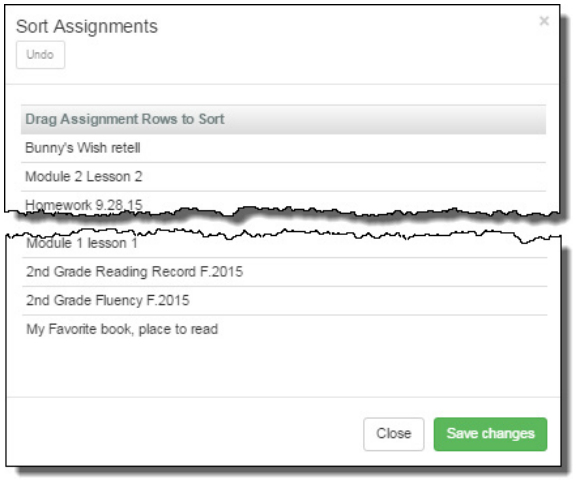
4. Select *Assignments* from the **Grade Book** menu.



Assignment Screen, Custom Sort Order

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



Sort Assignments Screen

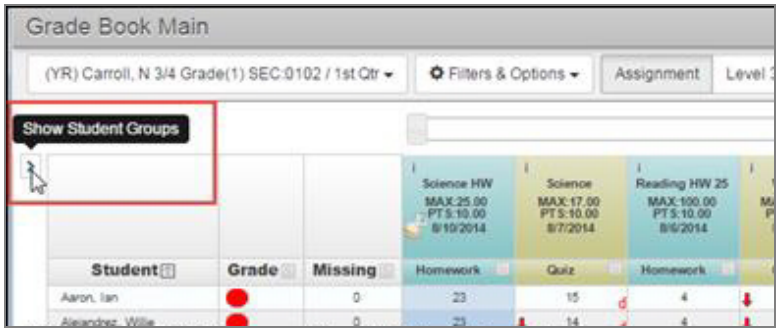
6. Drag the assignments to the appropriate order.
7. Click **Save Changes**. Grade Book reorders the assignments on both the Assignments screen and the Grade Book Main screen.

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.

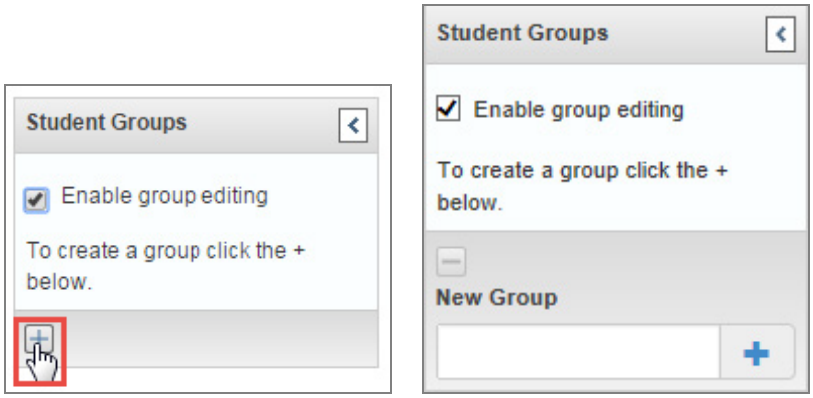
Creating Student Groups

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

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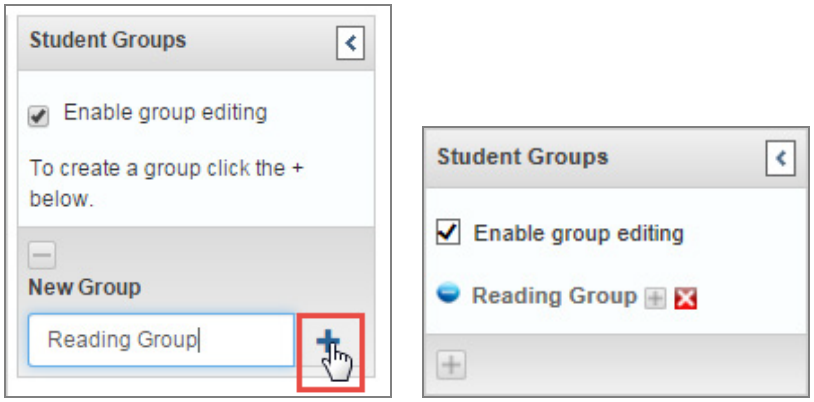
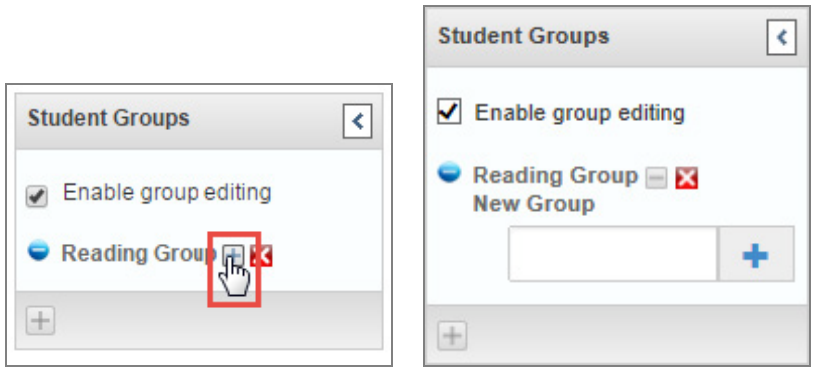
4. Enter the **New Group** name and click +. The new group displays in the Student Groups area.



Grade Book Main Screen, Student Groups

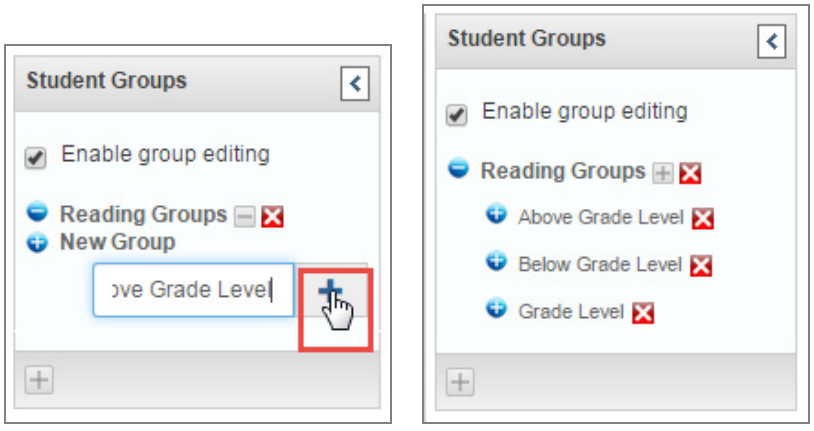
5. Click ⊞ next to the group name to add a subgroup.

Use subgroups as filters.



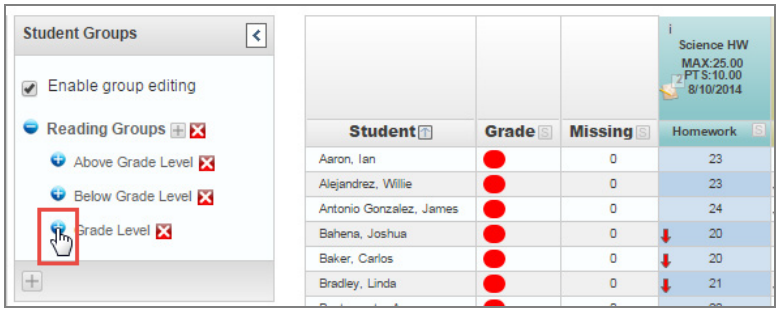
Grade Book Main Screen, Student Groups

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



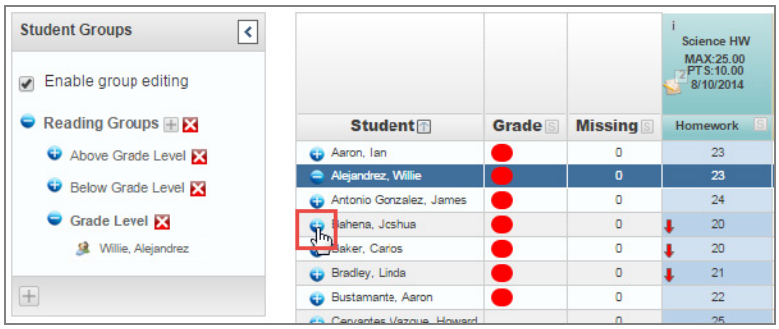
Grade Book Main Screen, Student Groups

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



Grade Book Main Screen, Student Groups

8. 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.



Grade Book Main Screen, Student Groups

> Click to remove the student from the subgroup.

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

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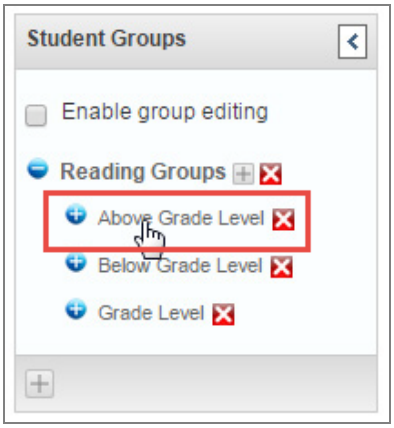
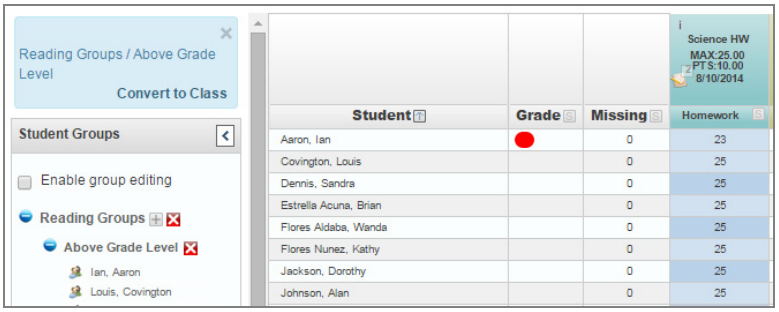
Viewing by Group in Grade Book Main

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.



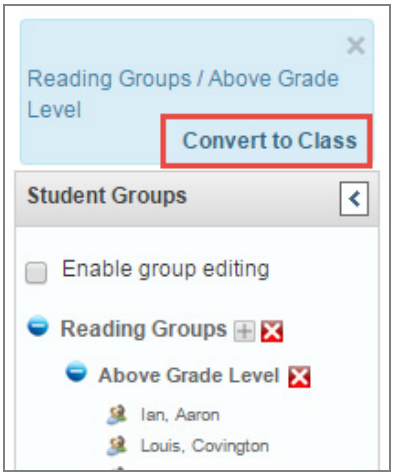
Grade Book Main, Displaying Subgroup

> 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

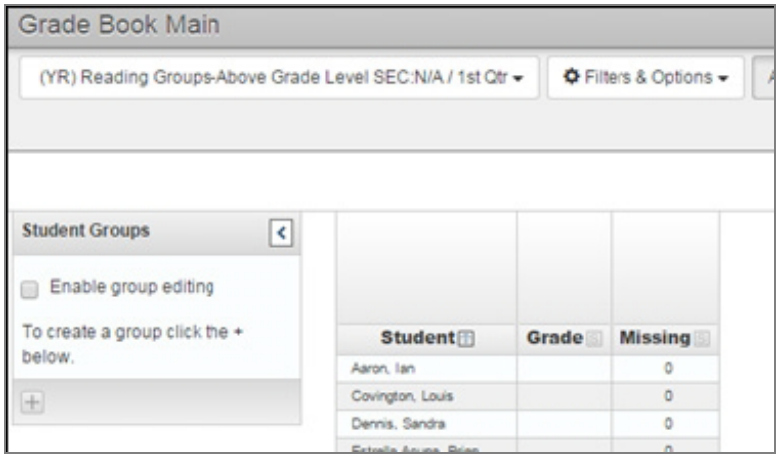
1. Click **Convert to Class** with a subgroup active. A message box displays confirming the conversion.



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

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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:

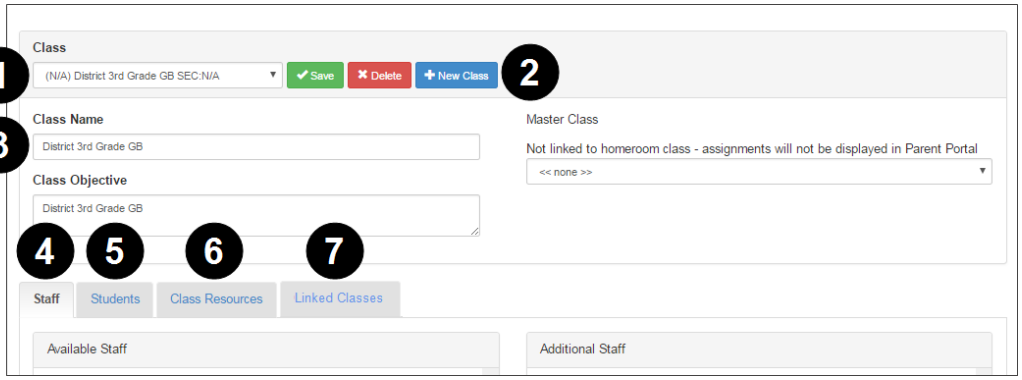
- Share their class with another teacher (co-teach)
- Give a group of students special or intensive instruction within their class

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.



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.

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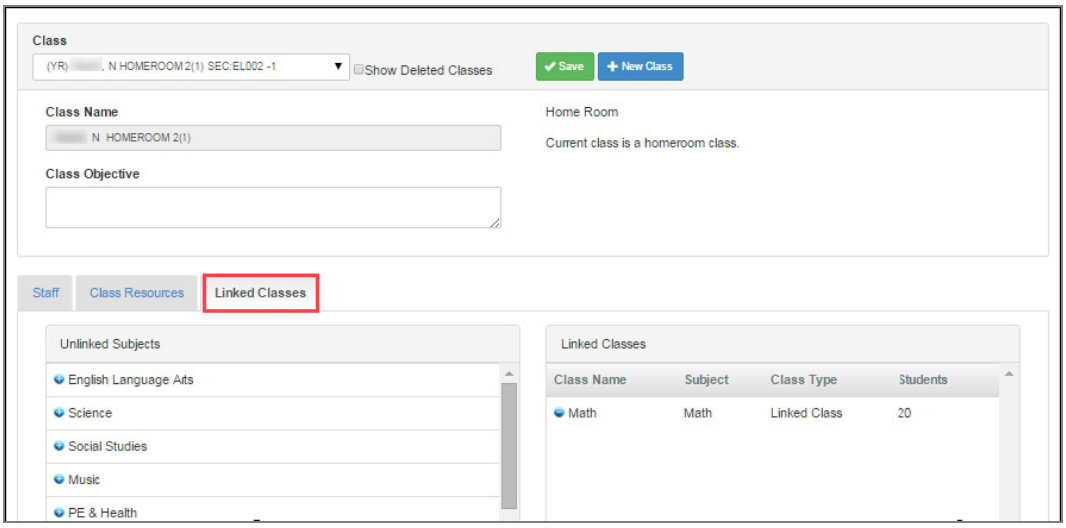
3. Select subjects:

   - 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.

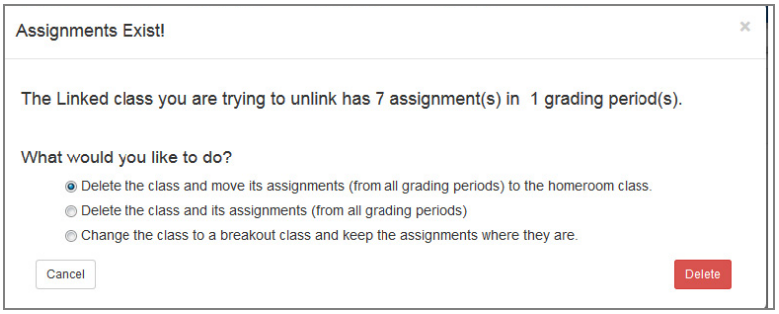


Manage Classes Screen, Linked Classes Tab

   - To remove subjects:

     a. 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.

     b. Select an option:



Remove Linked Class With Assignments

     c. Click **Delete**.

Creating Breakout or Intervention Classes

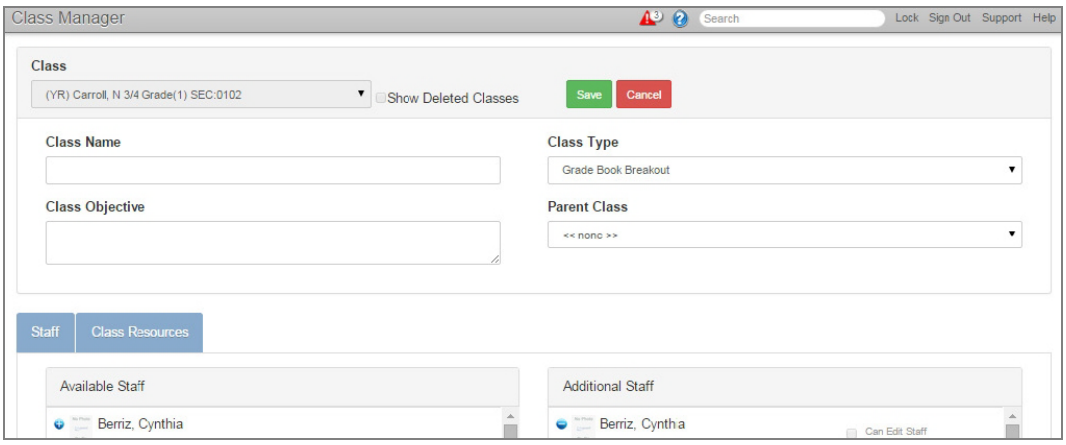
Breakout or Intervention classes:

- 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.

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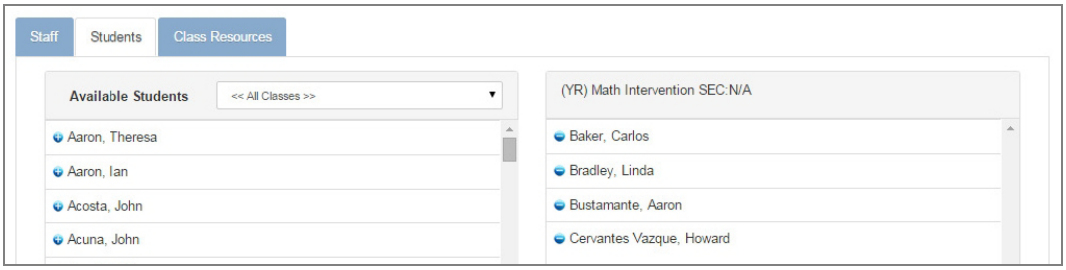
Adding Students to a Breakout or Intervention Class

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

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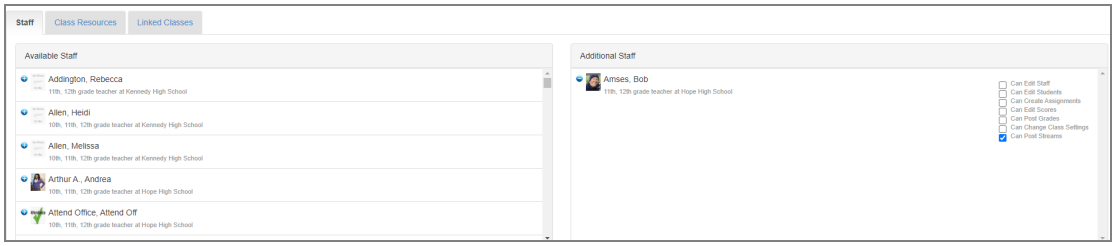
- **Can Post Streams** – Gives permission to create and maintain communications threads within Streams



Manage Classes Screen

Assignments

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

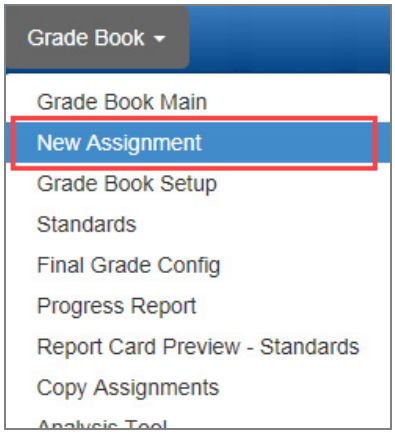
- Homework
- Projects
- Quizzes
- Tests
- Reports
- Exams
- Presentations

You can create new assignments from these screens:

- Grade Book Assignment
- Standards
- Grade Book Main
- Quick Assignments

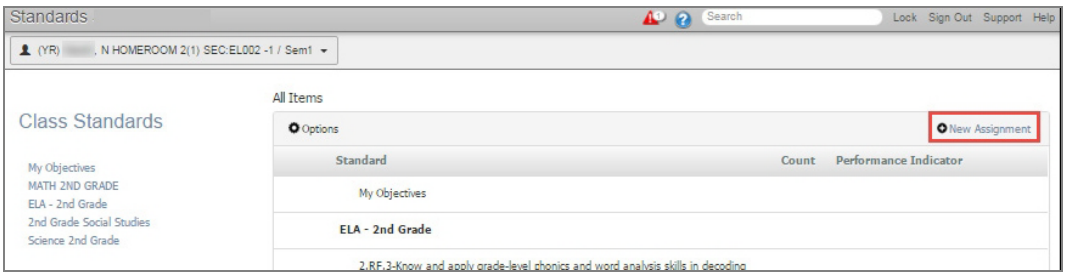
Adding Assignments

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

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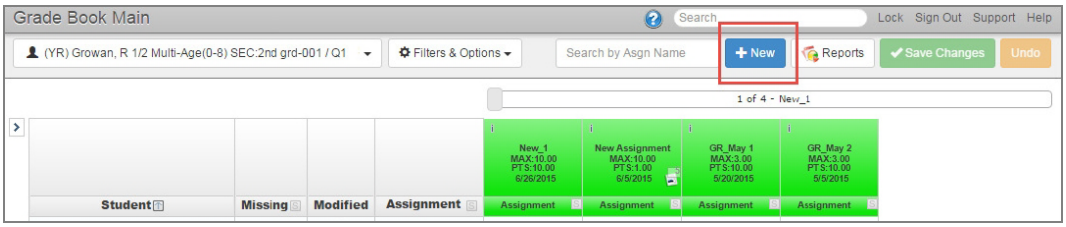
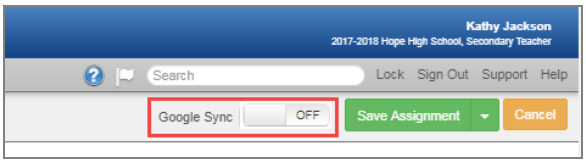
- Click **New** on Grade Book Main.



Grade Book Main Screen

2. 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

> Assignement Name and Descripton 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.

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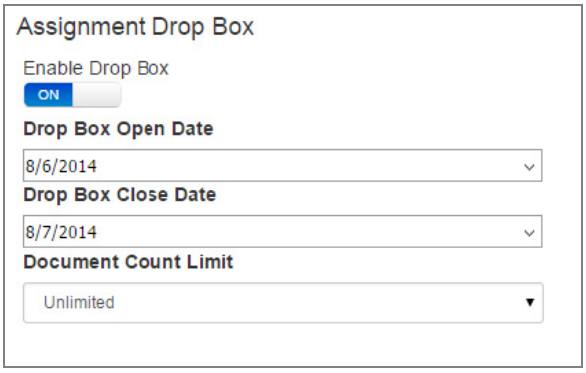
- Parent/Student Portal – Displays the assignment in ParentVUE and StudentVUE if enabled. Select an option.
  - **Show Assignment in Portal**: This option is selected by default.
  - **Show only when scored**

    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.

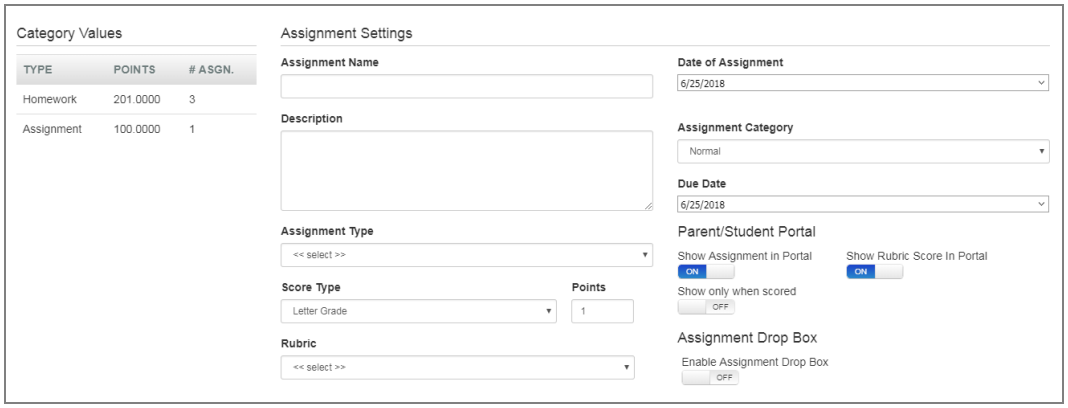


Assignment Drop Box

Enable Drop Box 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.



New Assignment Screen

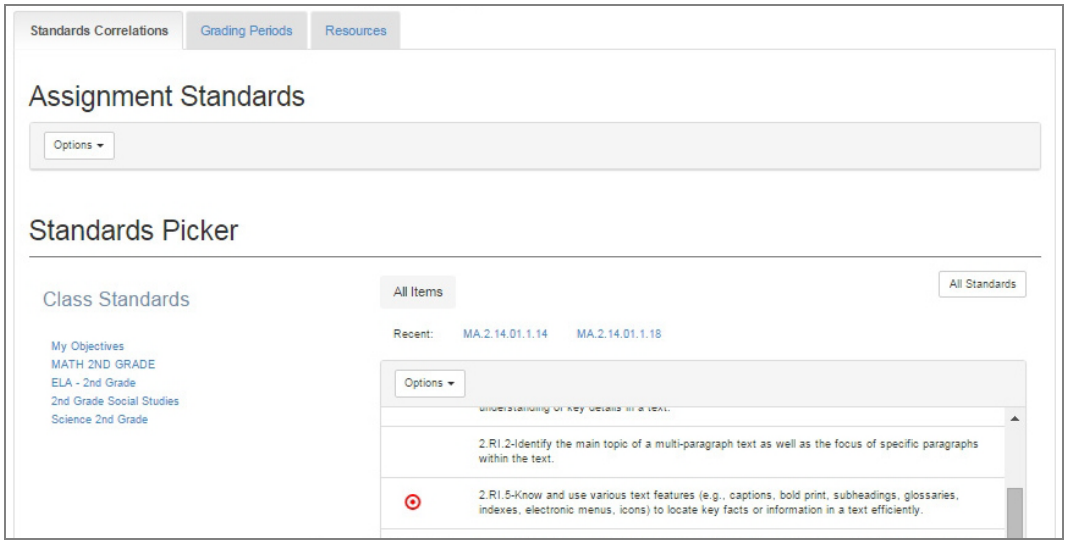
Standards Correlations

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.



New Assignment Screen

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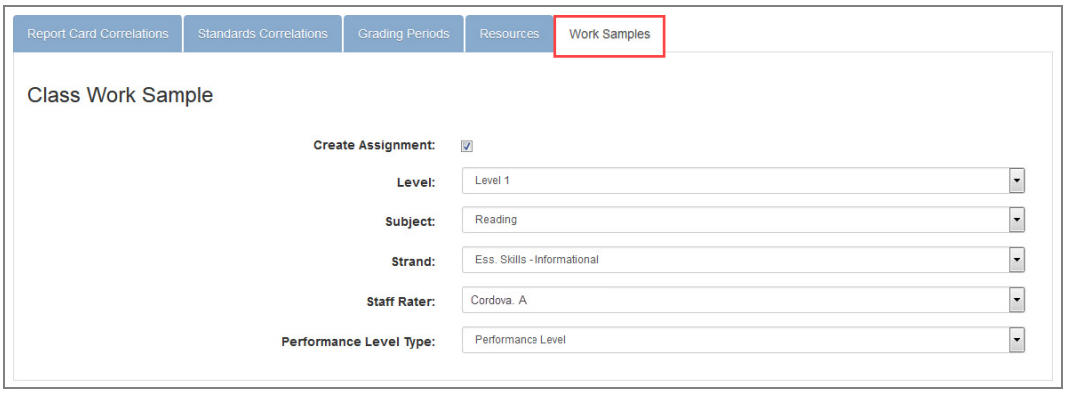
Grading Periods

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**.



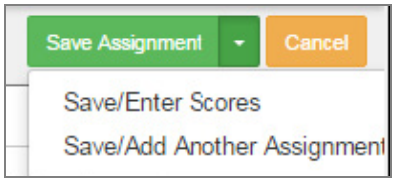
New Assignment Screen, Work Samples Tab

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*.

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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.

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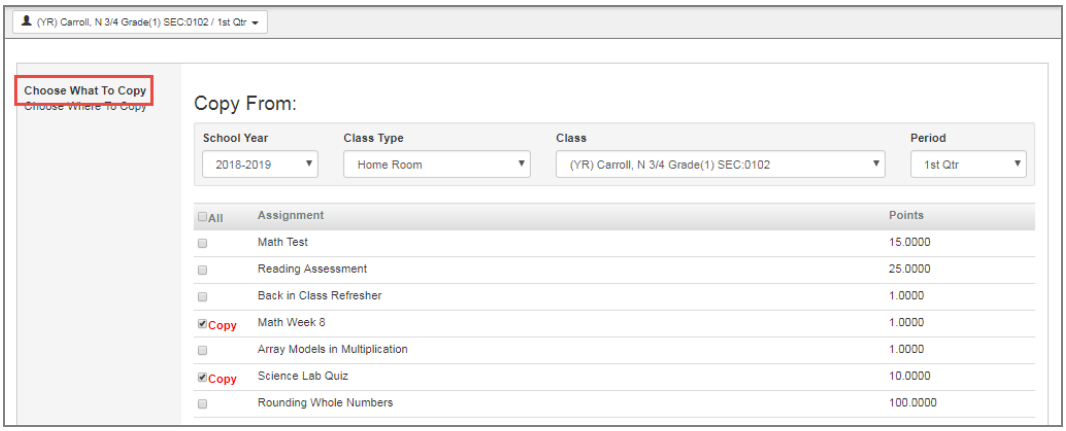
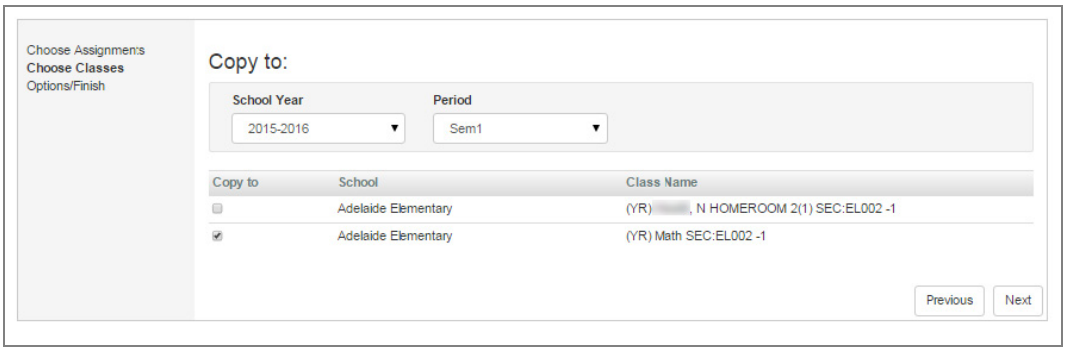
2. Click **Choose What to Copy** to select the assignments to copy.
    a. Select the **School Year**, **Class Type**, **Class**, and **Grading Period** that the assignments are copied from.
    b. Select the individual assignment to copy or select **All** to select all assignments.
    c. Click **Next**.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



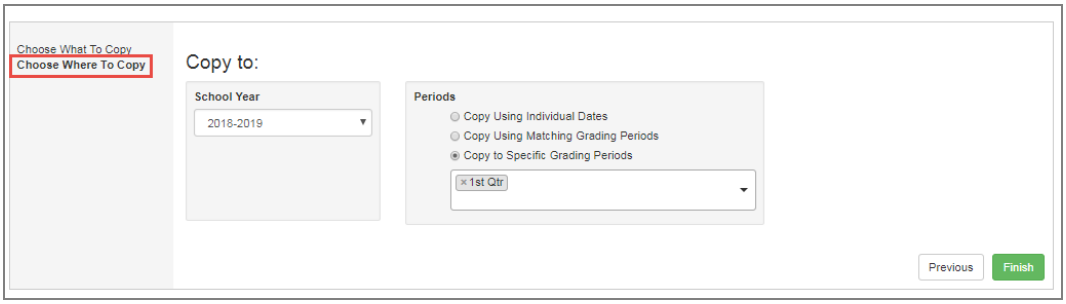
Copy Assignments Screen

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 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.

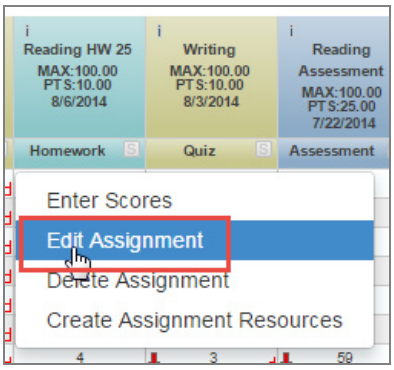
Editing Assignments

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

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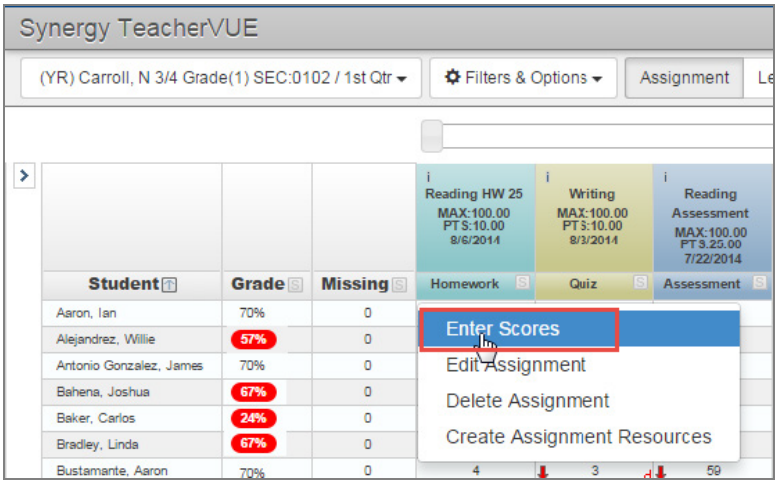
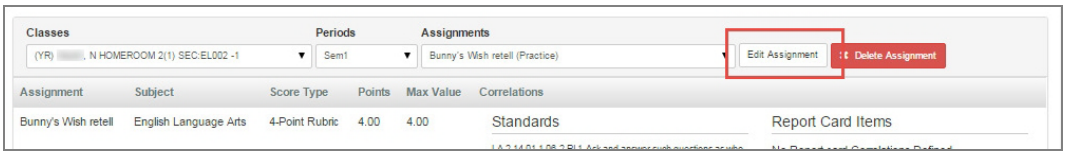
- From the Enter Grade Book Scores screen:
  a. Select the name of the assignment and select *Enter Scores* in Grade Book Main. The Enter Grade Book Scores screen for the selected assignment displays.



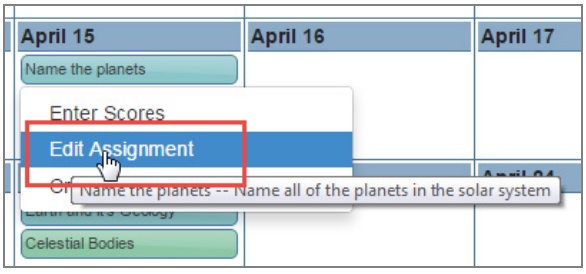
Grade Book Main Screen

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



Enter Grade Book Scores Screen

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

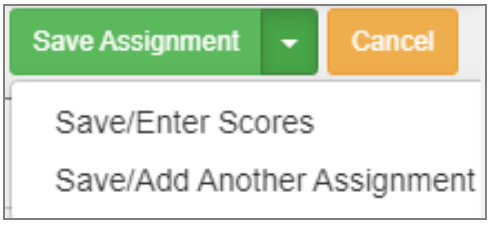


CalendarScreen

- From the Assignment Listing screen, see Using Assignment Listing Screen.

2. Make appropriate changes.
3. There are three ways to dave 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.

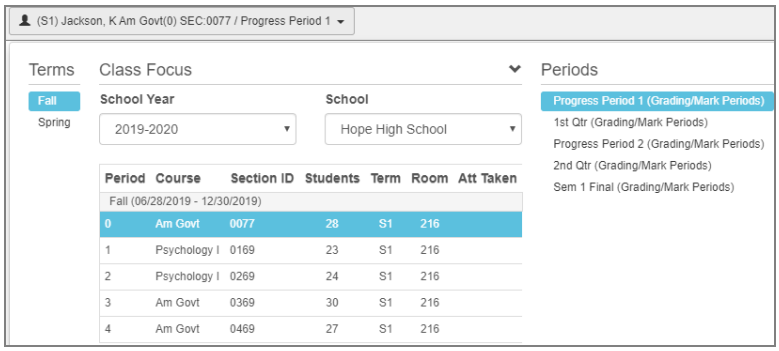
- Select *Save/Add Another Assignment* to save the assignment and repeat the steps above to create another assignment.



New Assignment Screen

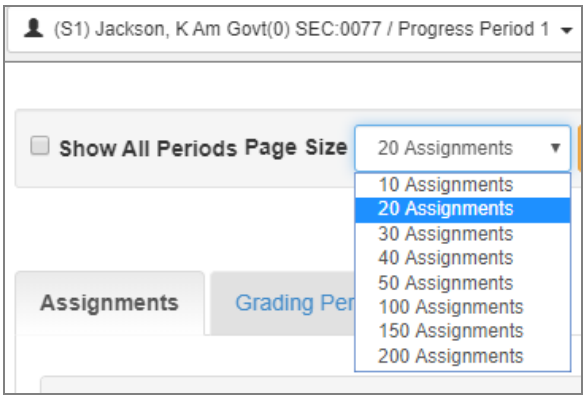
Using Assignment Listing Screen

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



Assignment Listing Screen

3. Select the number of assignments to display.



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.

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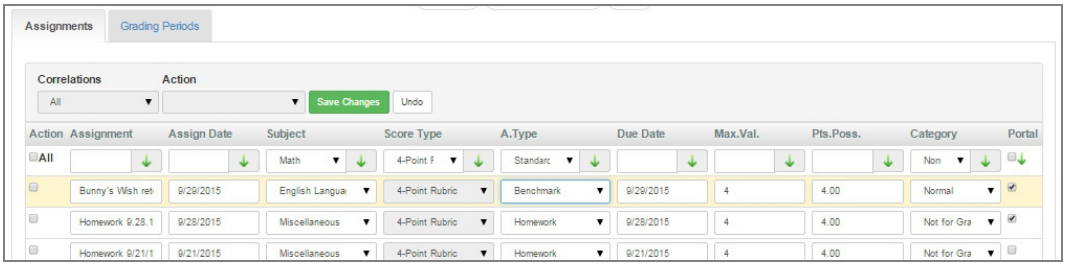
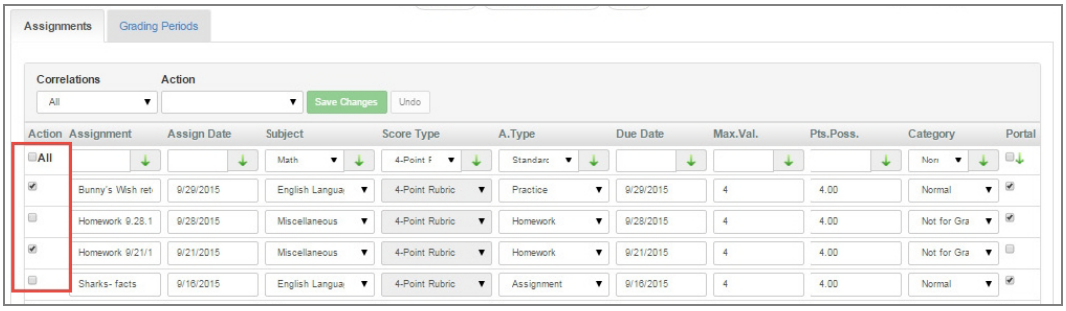
- To edit a single assignment, make the changes directly in the row for the assignment.



Assignment Listing Screen

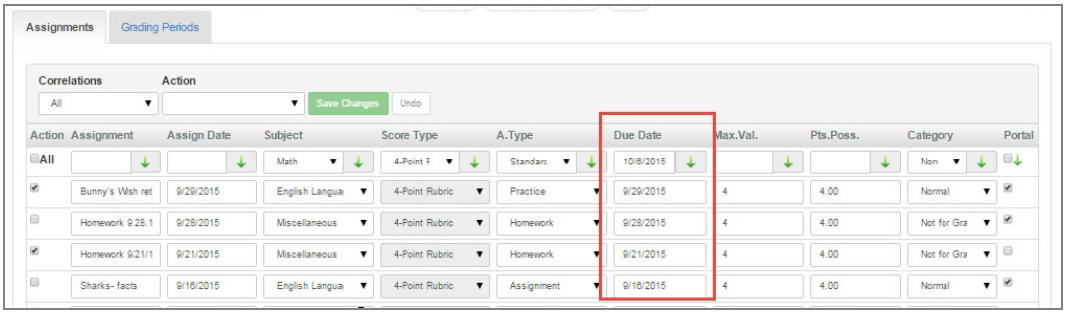
- To edit multiple assignments:
  a. Select the assignments requiring the change or select **All**.



Assignment LIsting Screen

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

  c. Click ↓ to apply the change to all selected assignments.

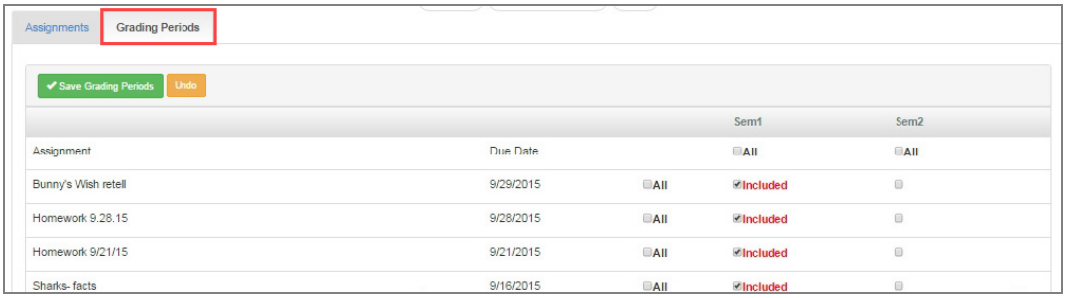


Assignment Listing Screen

5. 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 Listing Screen, Grading Periods Tab

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

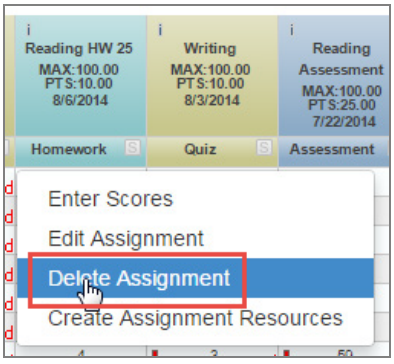
Deleting Assignments

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

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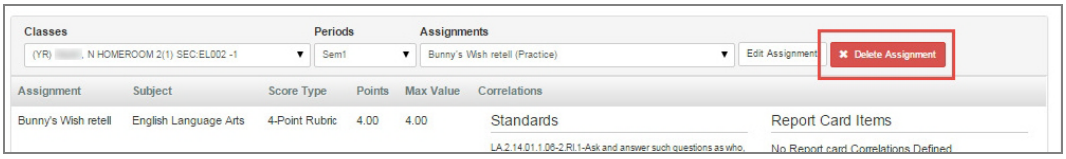
- From Enter Grade Book Scores screen for the assignment, click **Delete Assignment**.



Enter Grade Book Scores Screen

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

Quick Assignments

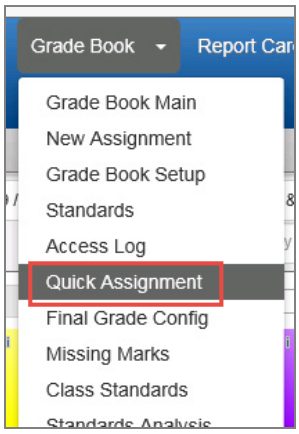
The Quick Assignment screen allows saving assignments and scores across multiple classes, while saving all data entries in real-time.

- 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:

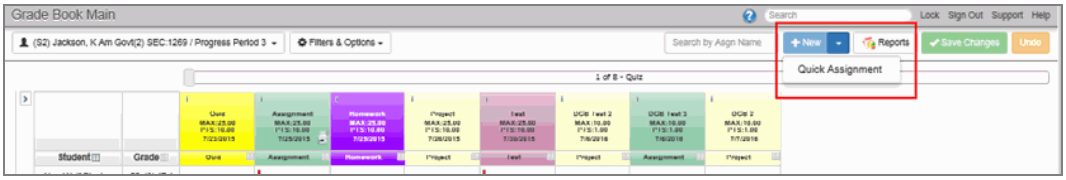
Quick Assignment Screen, Delete Confirmation

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

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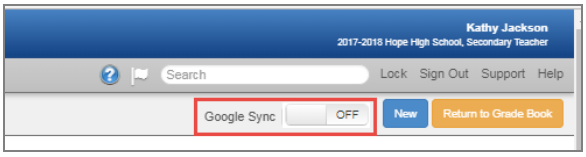
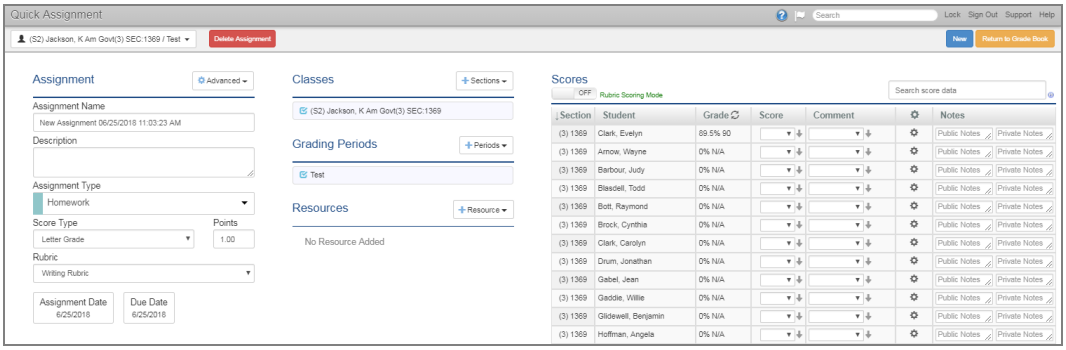
2. Define the assignment.

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.

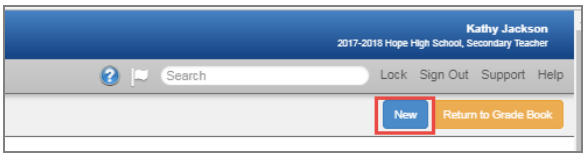


Quick Assignment Screen



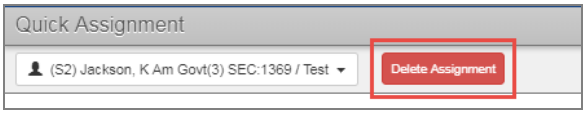
Quick Assignment Screen

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



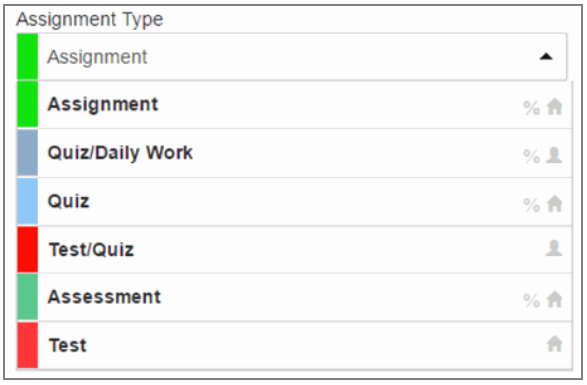
Quick Assignment Screen

- 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**.

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- **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.

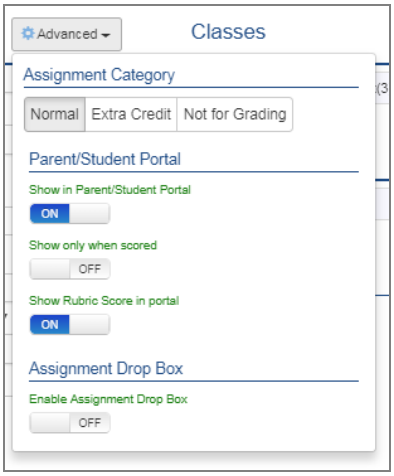
> This is the same value as the **Max Score** for most assignments.
>
> Extra Credit assignment allow values of *0.1* and higher.
>
> See Configuring Assignment Scoring Settings to weight the assignment.

> **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:



Quick Assignment Screen

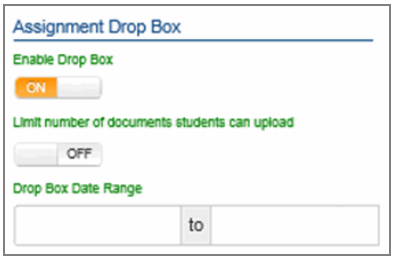
- Assignment Category – Select the grading category for the assignments. Options include:

- **Normal** – Select if the assignment count towards the student's overall grade.
- **Extra Credit** – Select is 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.

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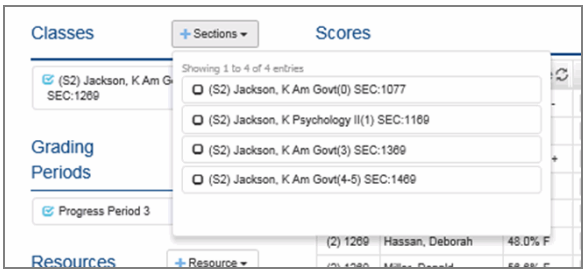
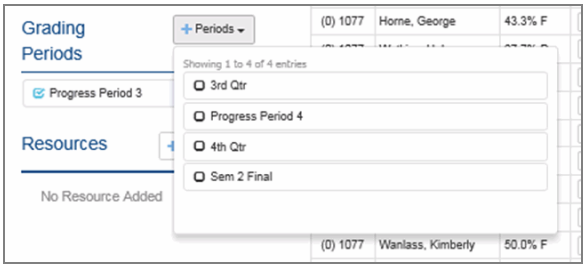
4. Select the Classes for the assignment from **Sections**.



Quick Assignment Screen

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

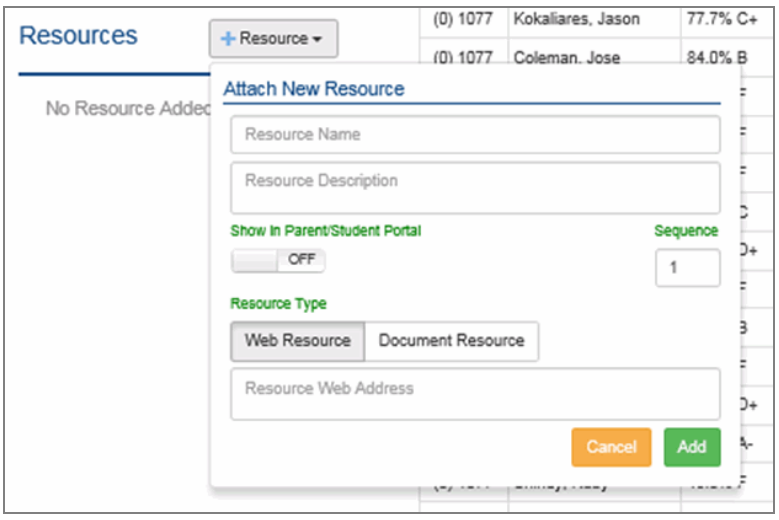
5. Select the Grading Period for the assignment from **Periods**.



Quick Assignment Screen

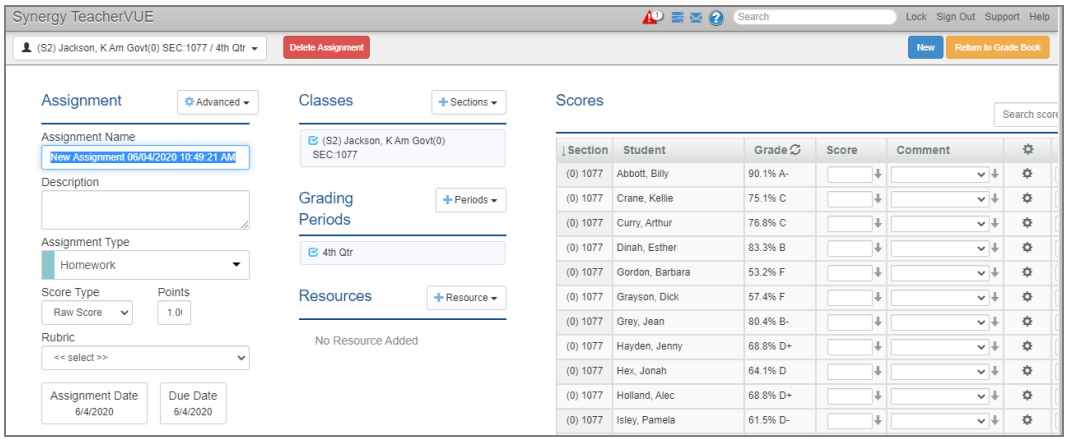
Select it from the list of added periods to remove a Grading Period.

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



Quick Assignment Screen, Resources

See Resources for more information.



Quick Assignment Screen

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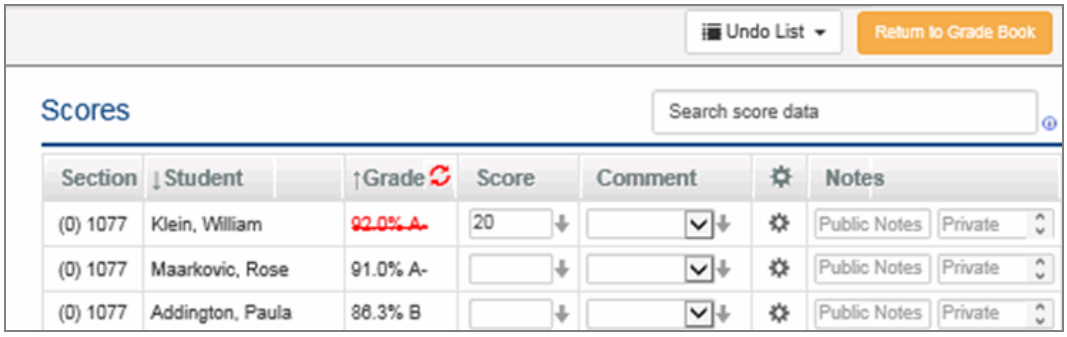
Scoring Quick Assignments

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

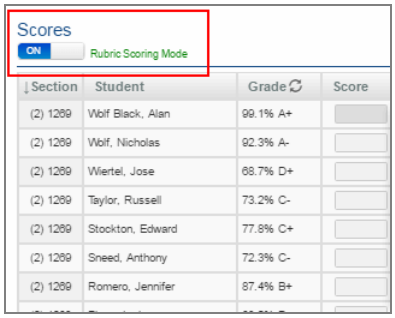


Quick Assignment Screen, Scores

- 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.

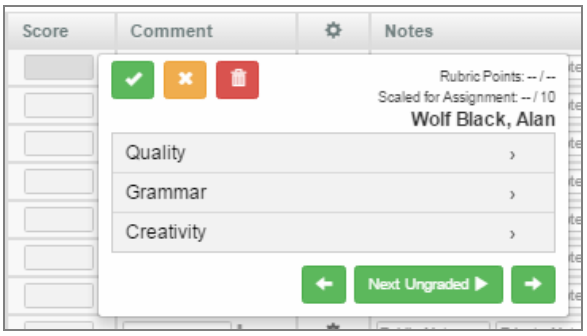
Scoring a Quick Assignment

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.



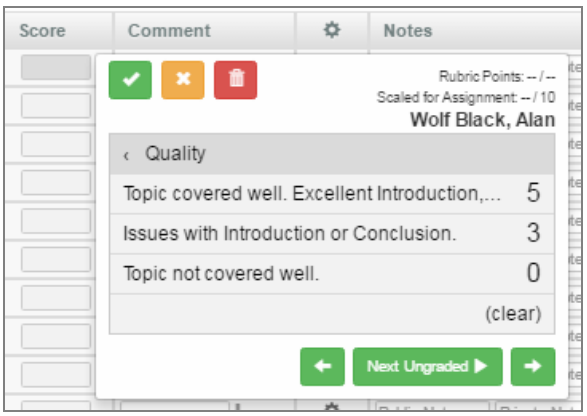
Quick Assignment Screen

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



Quick Assignment Screen

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



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 ← , Next Ungraded ▶ , or → , or anywhere outside of the scoring rubric window saves the student's score for the assignment.
- Click Next Ungraded ▶ 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.

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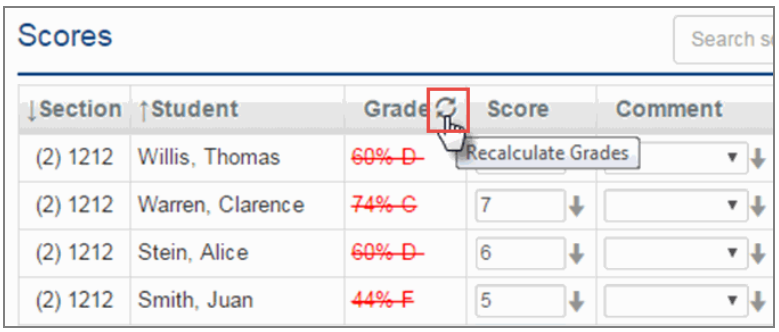
2. Click to recalculate all of the overall **Grades** of the students in the class.

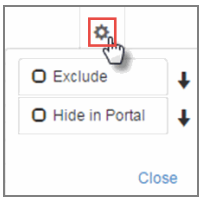
> Marking a student **EXCLUDED** from an assignment or entering a comment with a not scored value requires a recalculation.



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:

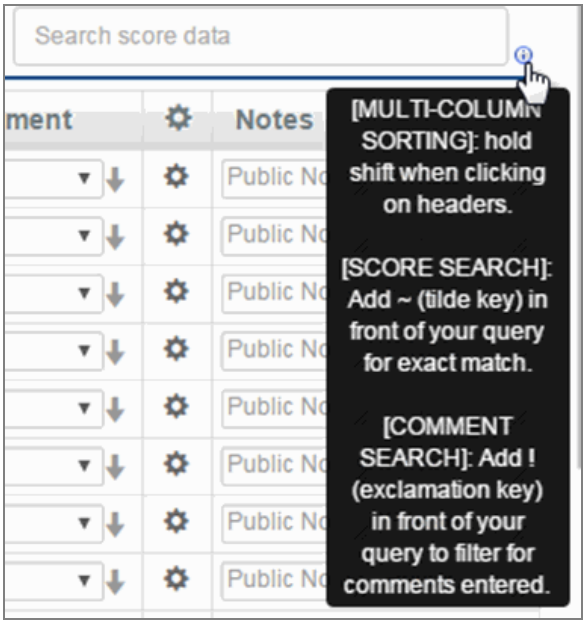
– Student **Excluded** from the assignment

– 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

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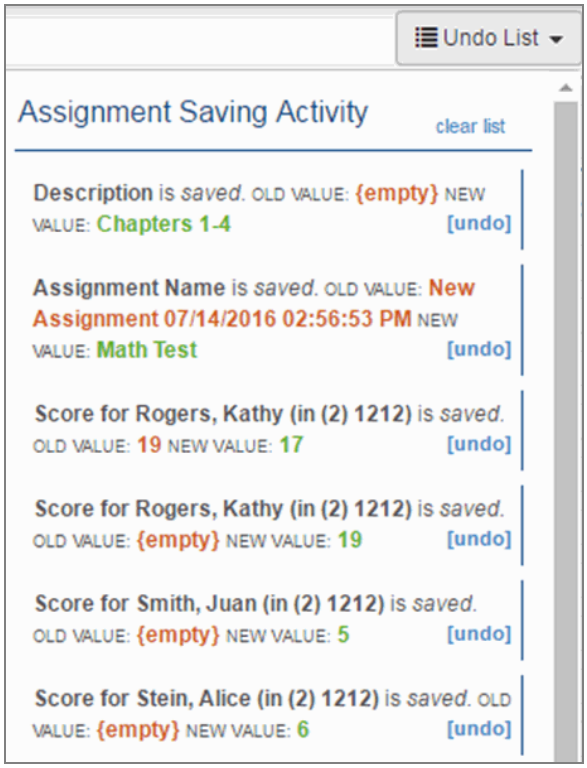
Undo List

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.

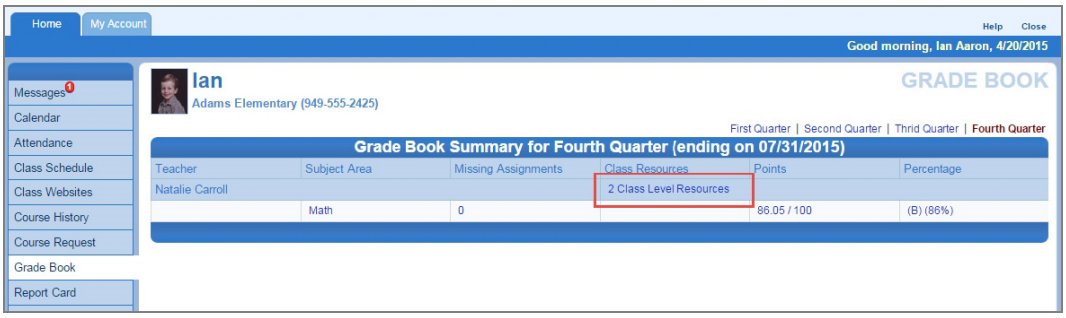


Quick Assignment Screen

Resources

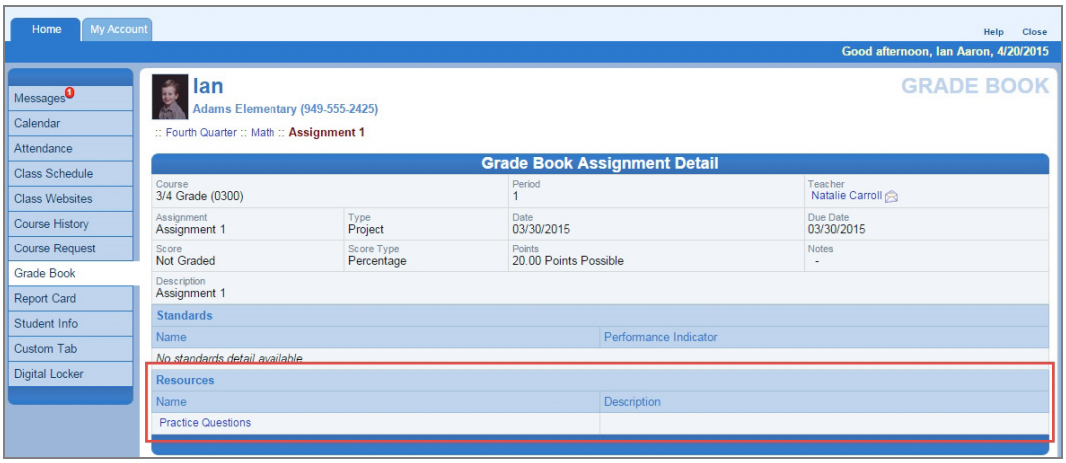
Add resources such as a website or a document for a class or assignment. Students and parents can download resources through StudentVUE and ParentVUE in the **Grade Book** tab.

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



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.



StudentVUE, Grade Book Assignment Page

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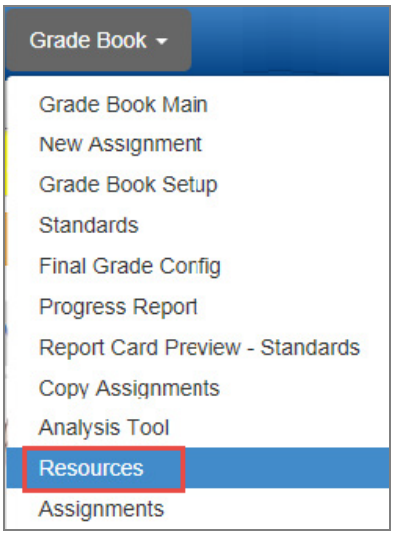
Creating Resources

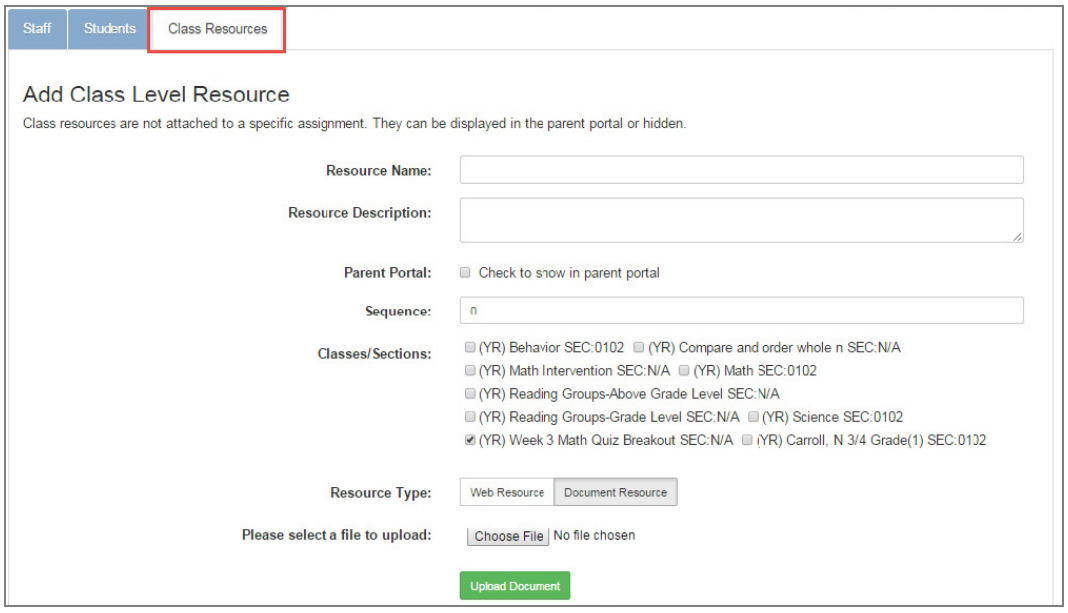
Electronic resources such as document files or web pages may be attached to a class or assignment.

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



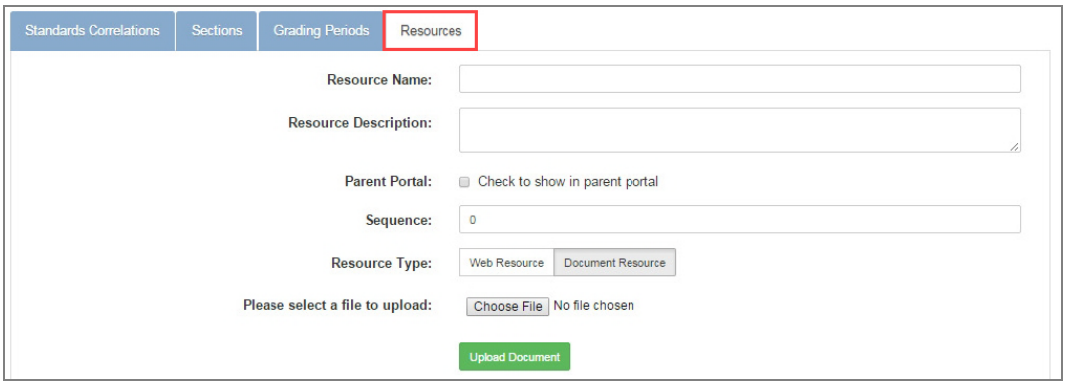
Grade Book Menu

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



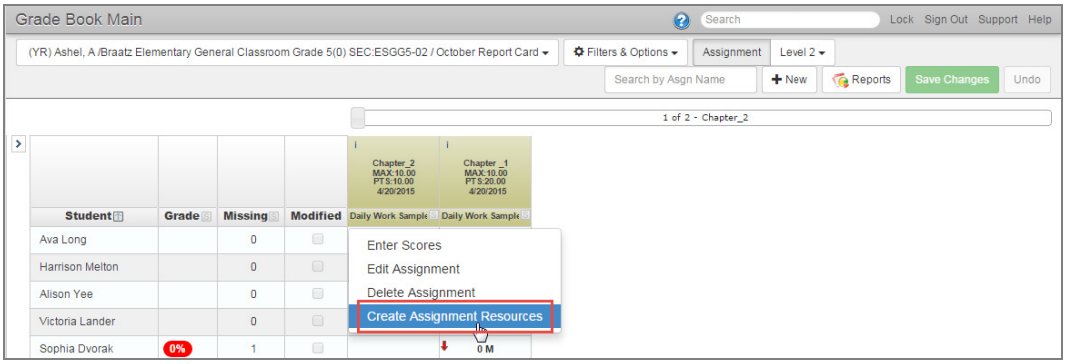
Class Manager Screen, Class Resources Tab

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



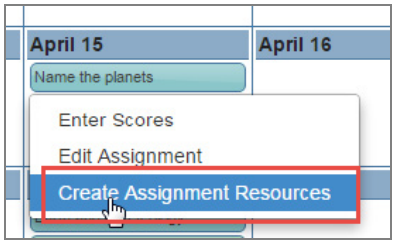
Grade Book Assignment Screen, Resources Tab

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



Grade Book Main Screen

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



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.

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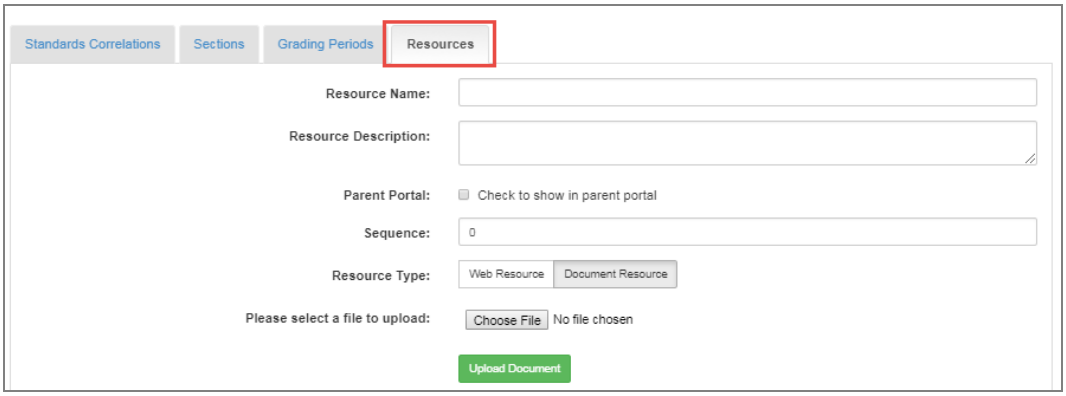
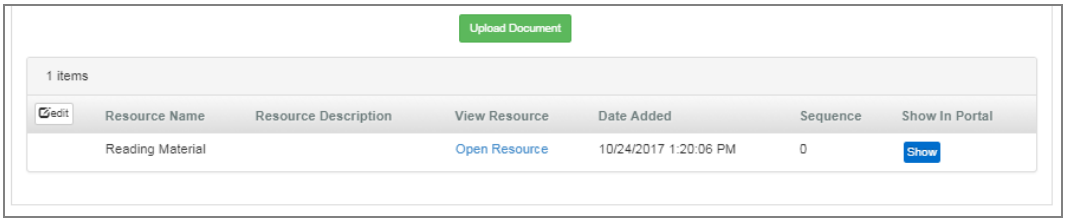
6. Select the **Classes/Sections** that use this resource.
7. Select the **Resource Type**:
   - Select **Web Resource** to enter a website to use with the assignment.
     a. Enter the **New Web Resource** URL.
     b. Click Test URL.
     c. Click Insert Link. The resource displays at the bottom of 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.



Assignment Screen, Resources Tab

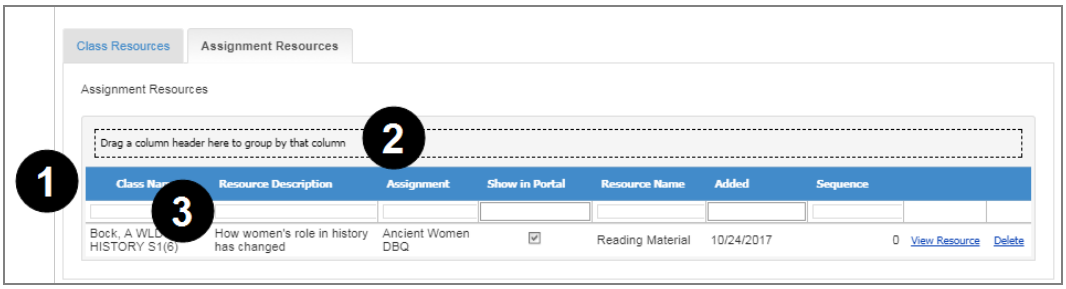
Viewing Resources

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.



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.



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. ❶
> - Enter a value to filter the column. ❷ For example Math.
> - Drag a column header into box to group the results. ❸

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.

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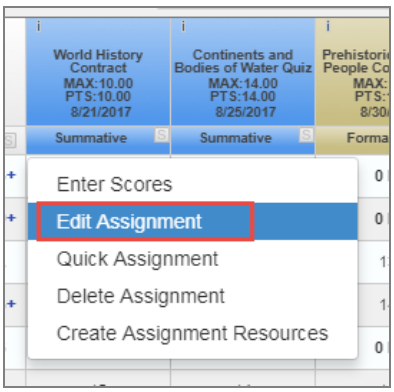
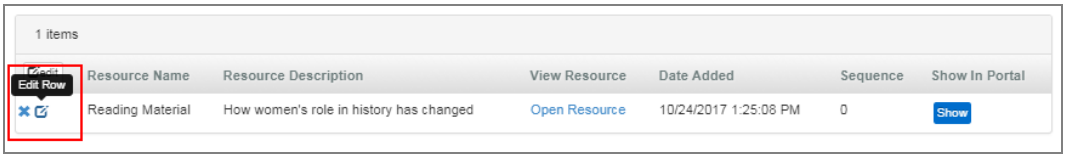
Modifying Resources

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.



Grade Book Main Screen, Resources Tab

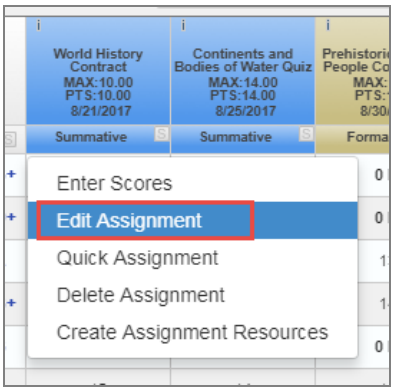
2. Edit the resource name or description and whether to show it in ParentVUE and StudentVUE. The icon displays on the row.

Grade Book Main Screen, Resources Tab

3. Click **Save**.

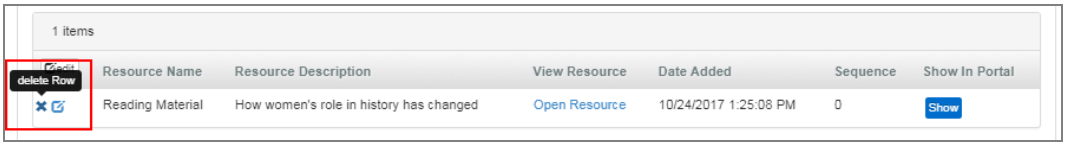
Deleting Resources

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.



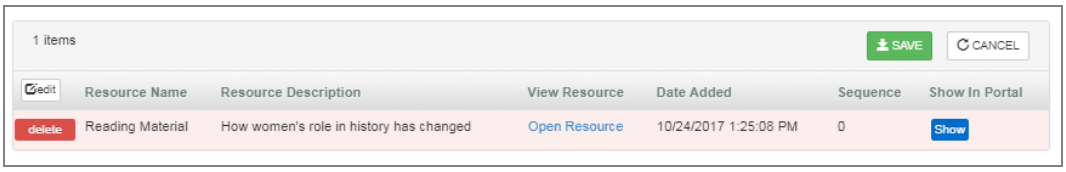
Grade Book Main Screen

     b. Select the **Resources** tab.
     c. Click ✖.



Grade Book Main Screen, Resources Tab

The delete icon displays on the row.



Grade Book Main Screen, Resources Tab

2. Click **Save**.

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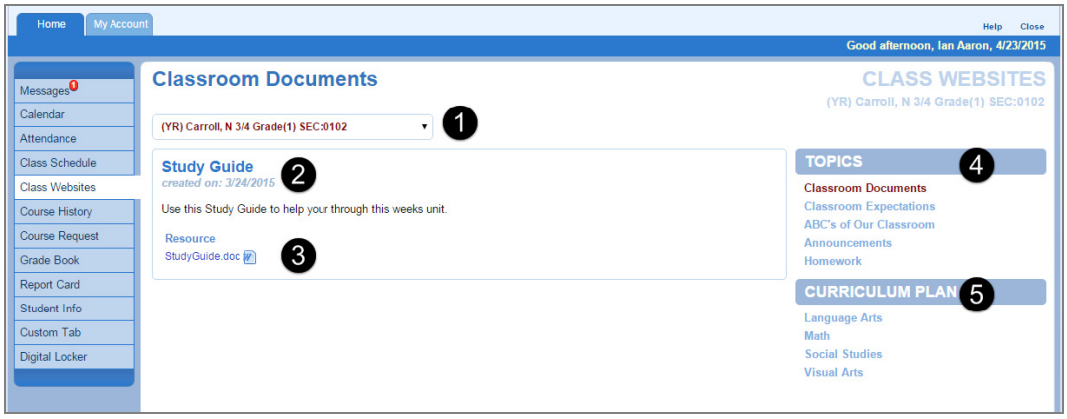
Setting Up a Class Website

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. ❶
- **Posts** – Displays the information regarding the post. ❷
- **Resources** – Displays the electronic files uploaded to the website that the students can use. ❸
- **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. ❹
- **Curriculum Plan** – Curriculum items created using LessonVUE display under this banner. ❺

The Teacher Class Website Entry Screen

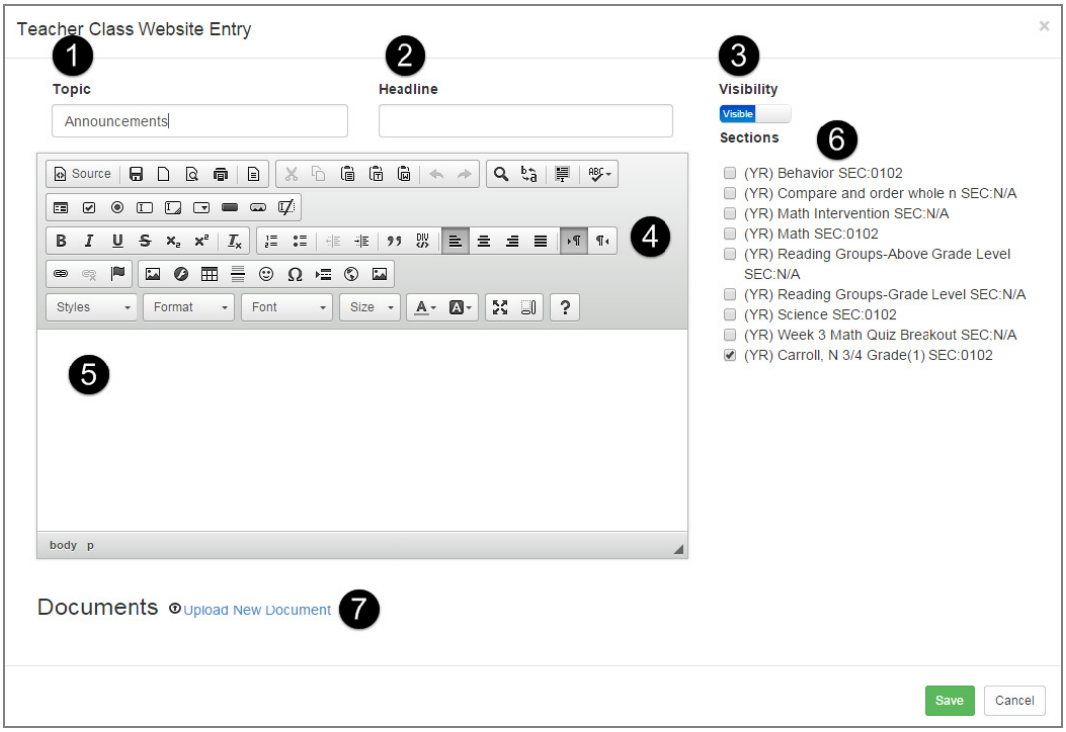
This section describes the Teacher Class Website Entry screen formatting window used to create website posts and topics. The information in the formatting window displays slightly different in ParentVUE/StudentVUE.

> 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.

Class Website, Select Topic

2. Format the post.



Teacher Class Website Entry Screen

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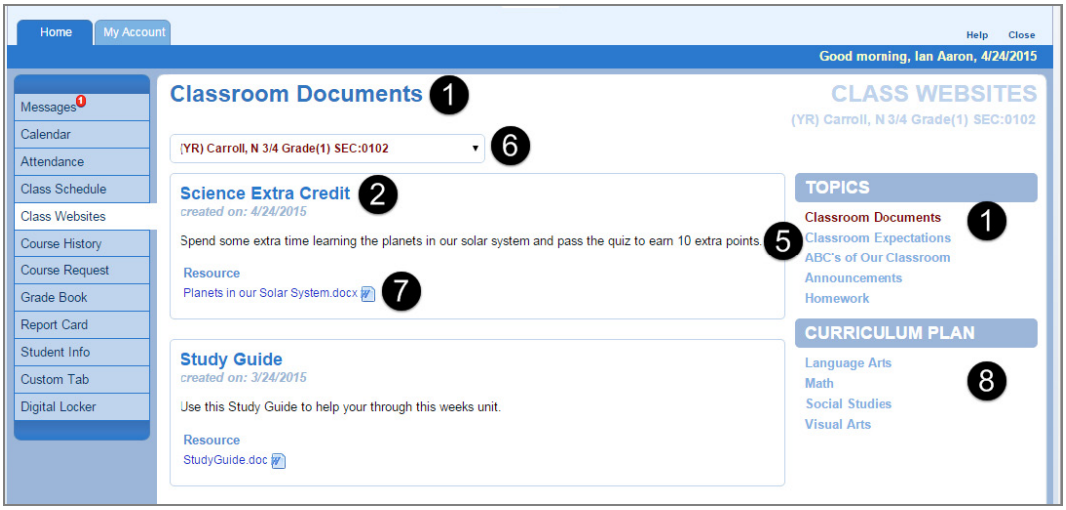
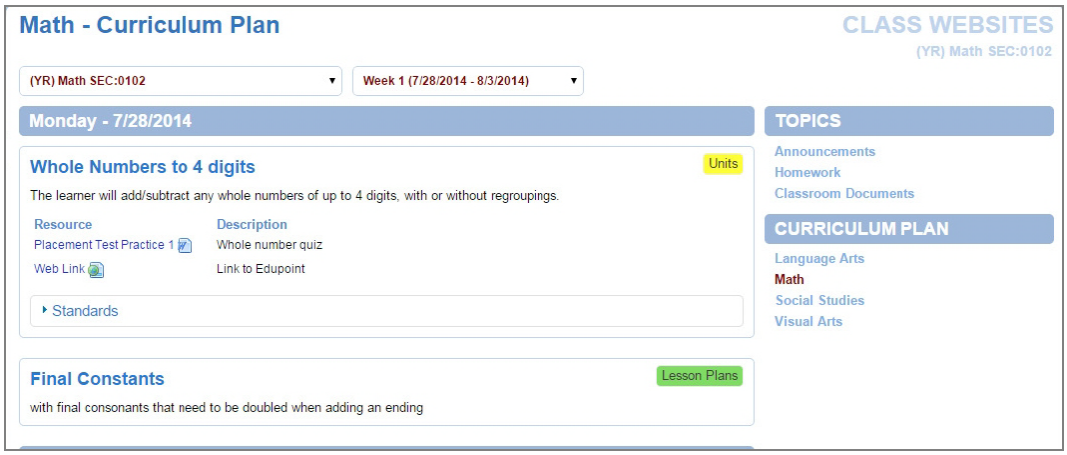


Class Websites, StudentVUE

- **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. ❺
- **Section** – Select the class/section that the post applies. ❻
- **Documents** – Upload resources for the post. ❼
- Curriculum Plan –The curriculum elements display if your district uses LessonVUE. ❽

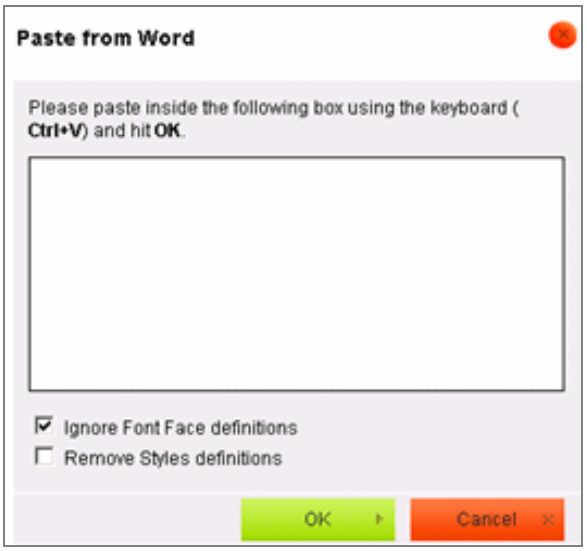


Curriculum Plan, StudentVUE

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

- Source **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

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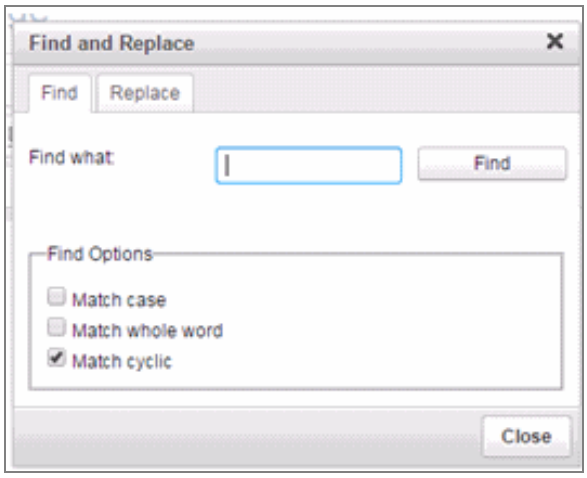
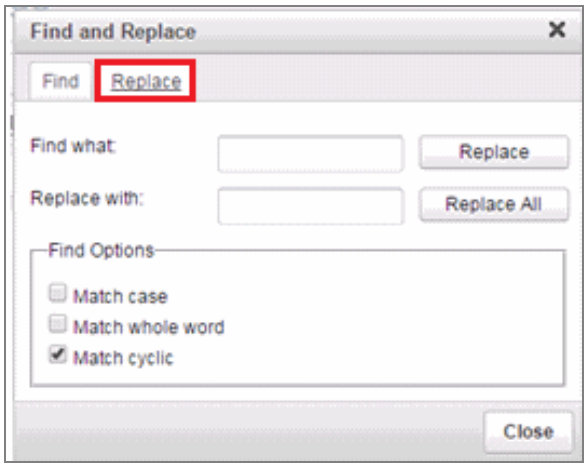
- **Find** – Searches for text



Find And Replace Window

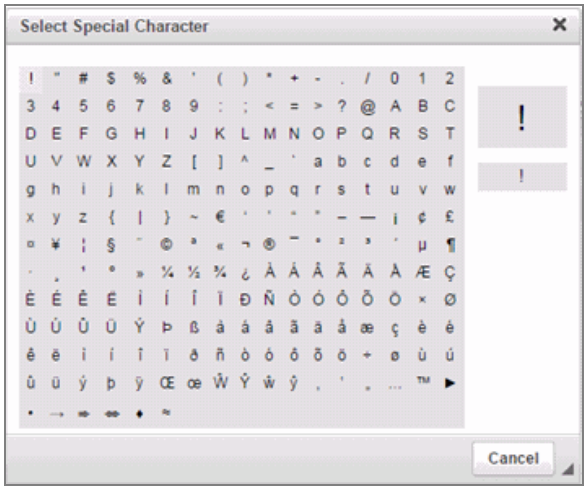
- **Replace** – Replaces text



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 Horizonal 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

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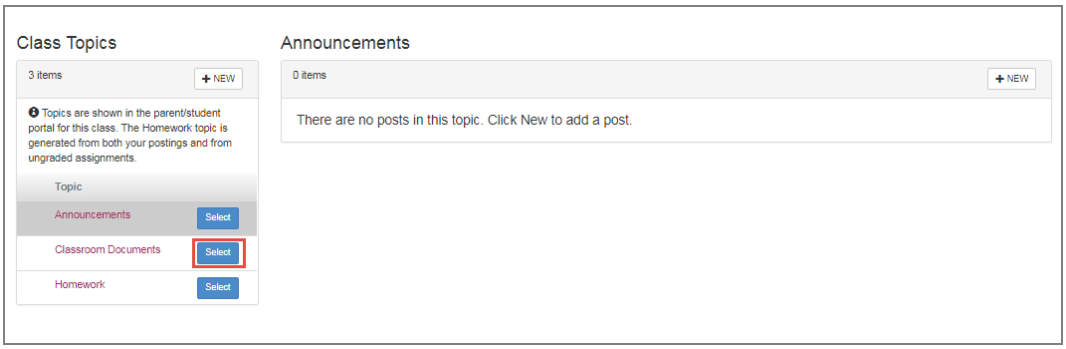
- **Maximize** – Maximizes the editing window
- **Show Blocks** – Shows the content inside of blocks
- **About CKEditor** – Lists information about the CKEditor (the HTML text editor used to edit the content)

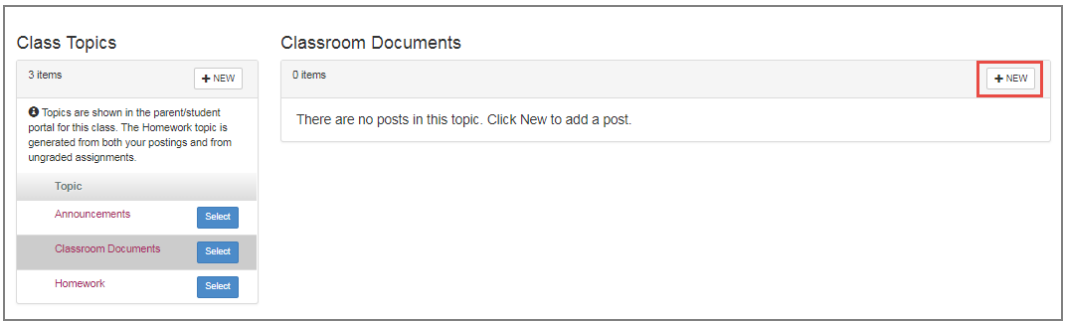
Creating Posts and Custom Topics

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

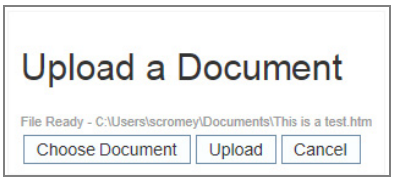
Teacher Class Website Entry Screen

> 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.

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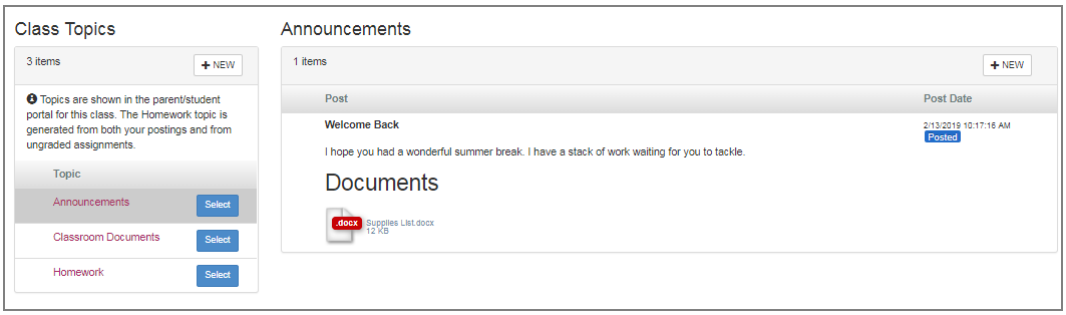
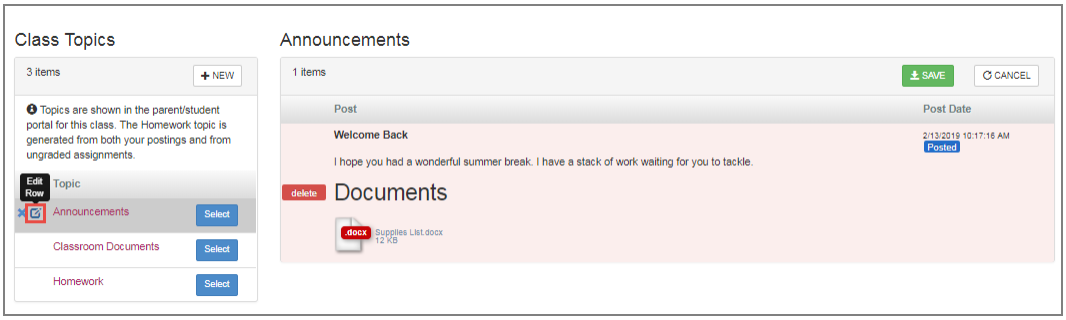
4. Click **Save**. The new post heading and content display under the topic heading with blue Posted label in Grade Book.



Class Website Screen

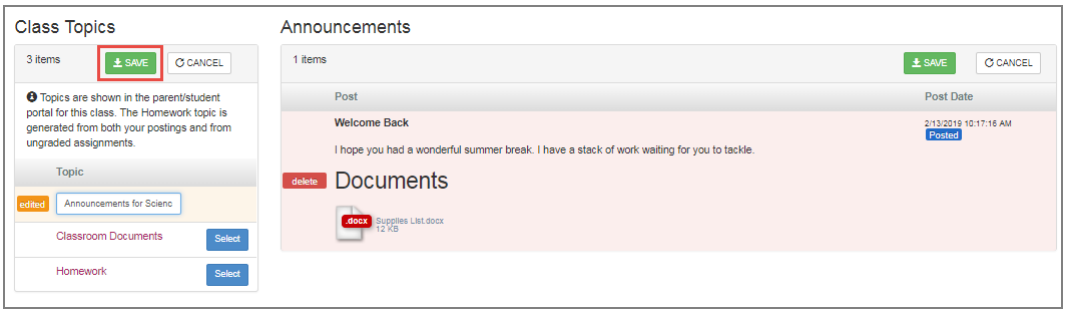
Changing Topic Name

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



Class Websites Screen

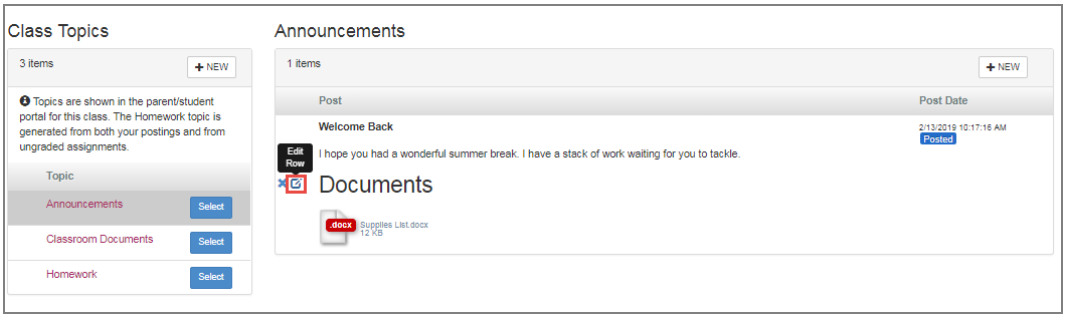
3. Edit the name. The icon displays on the row.
4. Click **Save**.



Class Websites Screen

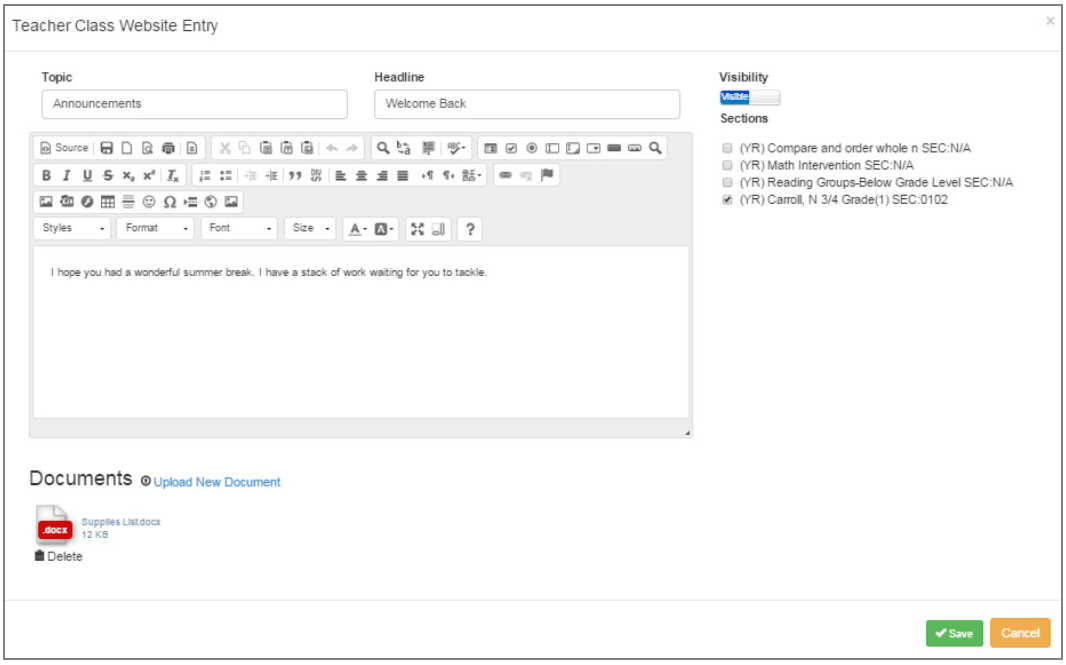
Editing a Post

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

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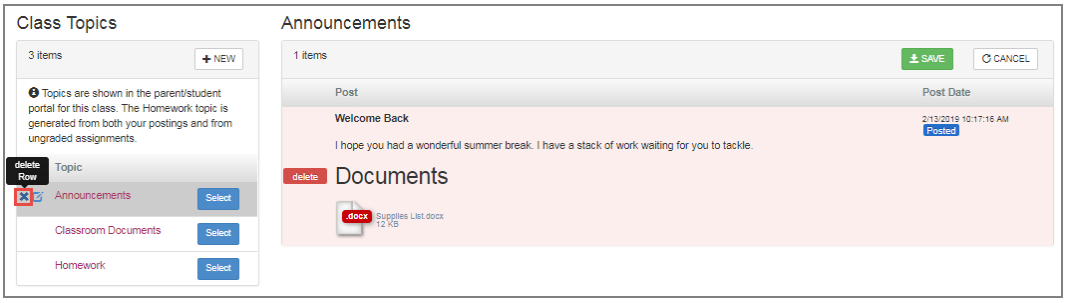
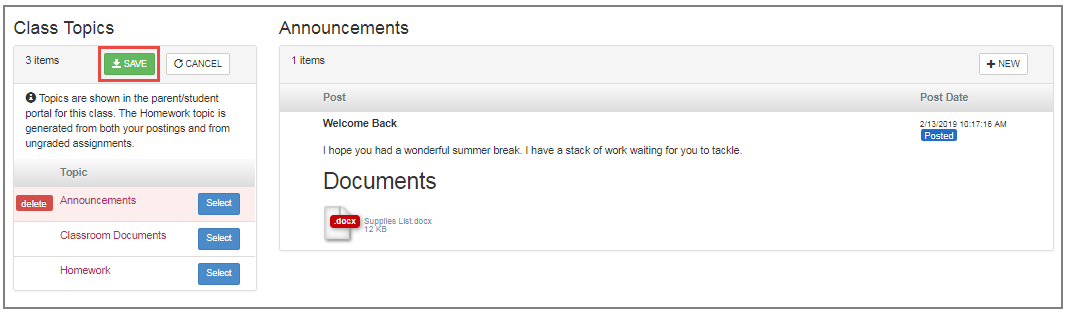
Deleting Topics

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.

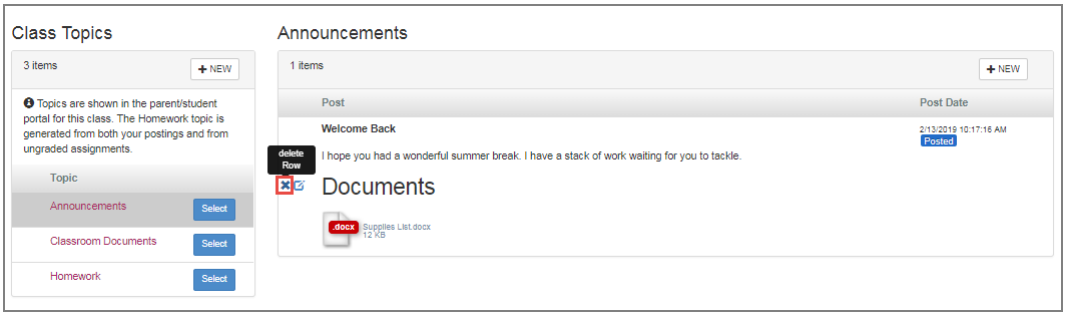


Class Websites Screen

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

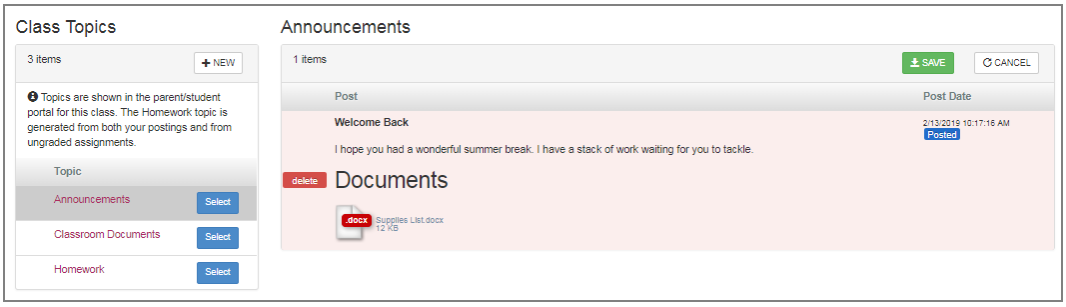
Deleting a Post

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.



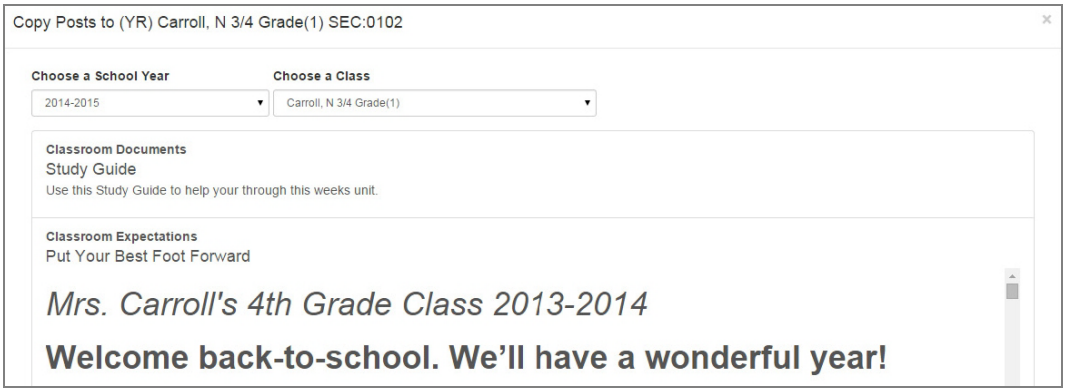
Class Website Screen

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

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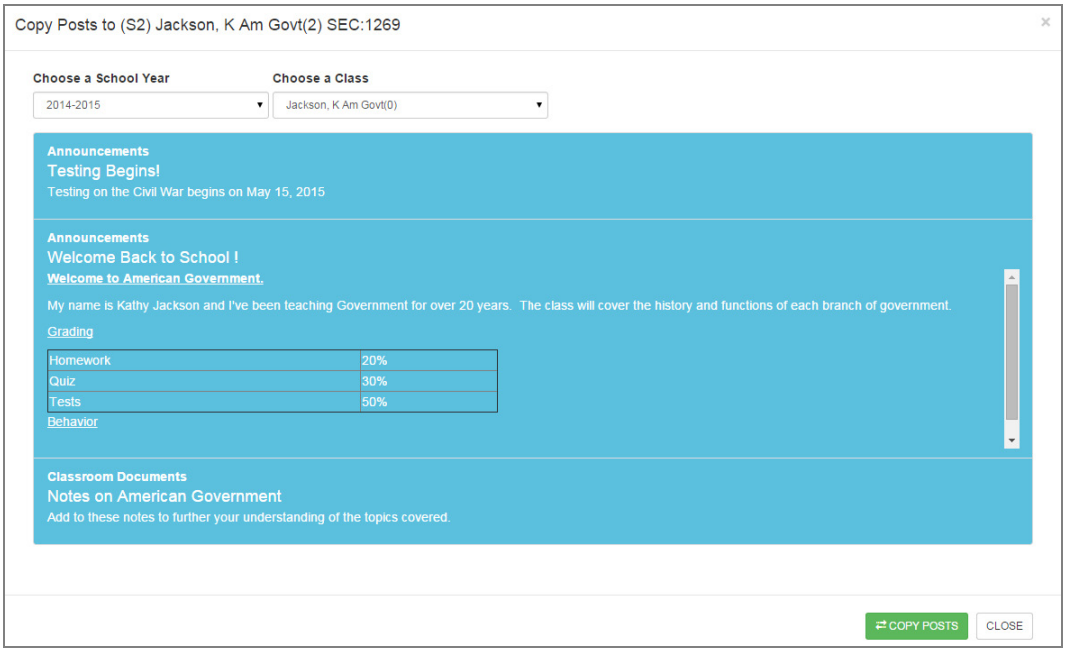
2. Choose a **School Year**, **Class**, and the posts to copy.

> Selected posts are highlighted in blue.



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.

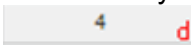
- **Enter scores directly into Grade Book Main** – Use this method when you have just a few scores to enter for just a few students. For example, when an assignment has already been scored and you need to enter a few remaining scores for students who were absent or are turning the assignment late.
- **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.

- **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.

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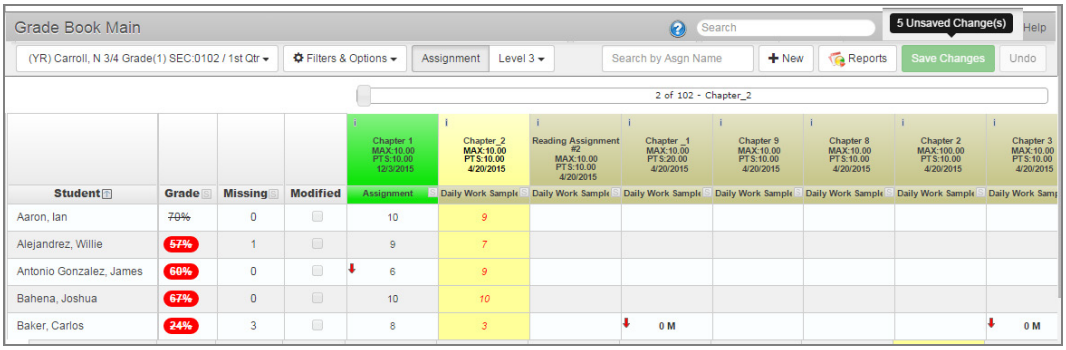
Using Assignment Mode

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

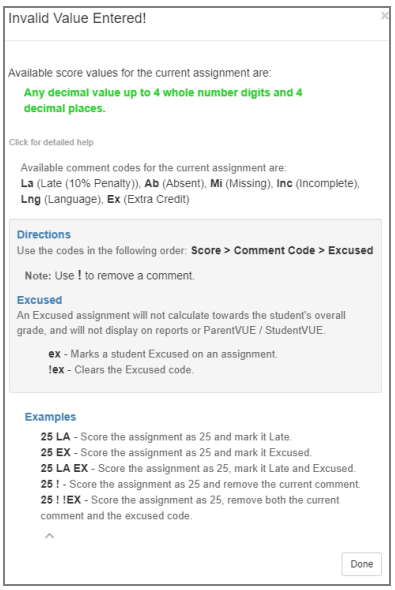
1. Click in any score box on the Grade Book Main screen. The column turns yellow and a cursor displays. If a score was already entered, the score is highlighted.



Grade Book Main 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**.

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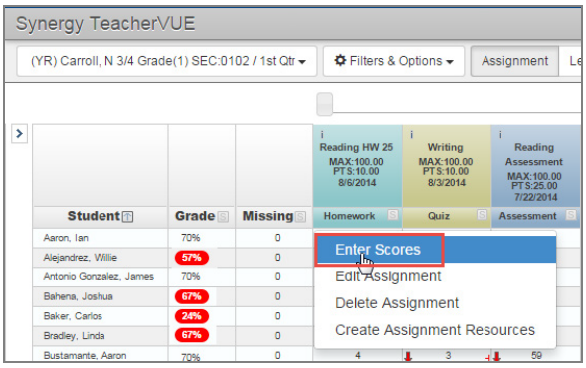
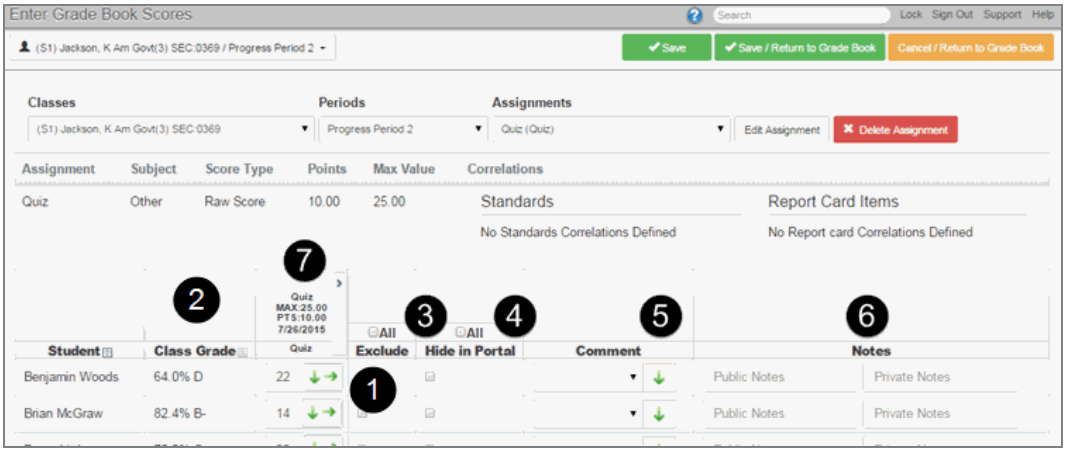
Using the Enter Grade Book Scores Screen

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).



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.

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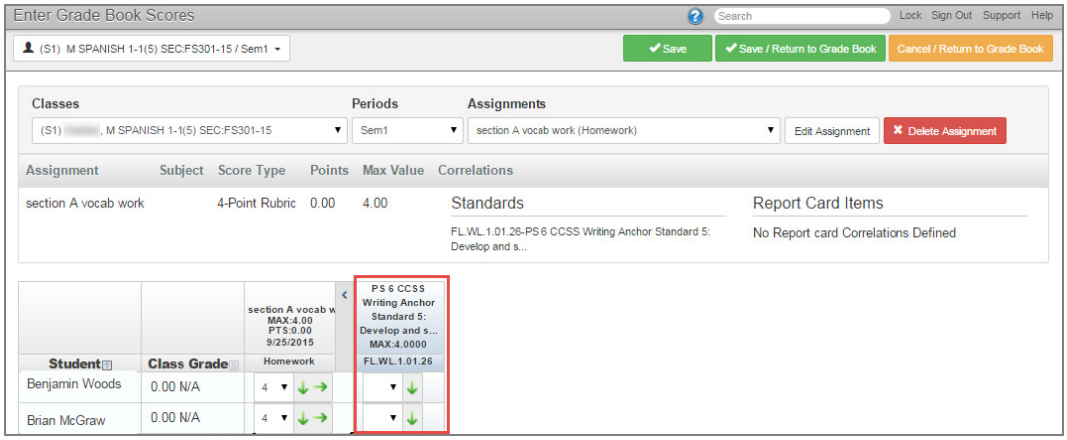
- Click ▶ to view the standards associated with the assignment. ❼ See Using Standards Mode.



Enter Grade Book Scores, Standards Screen

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

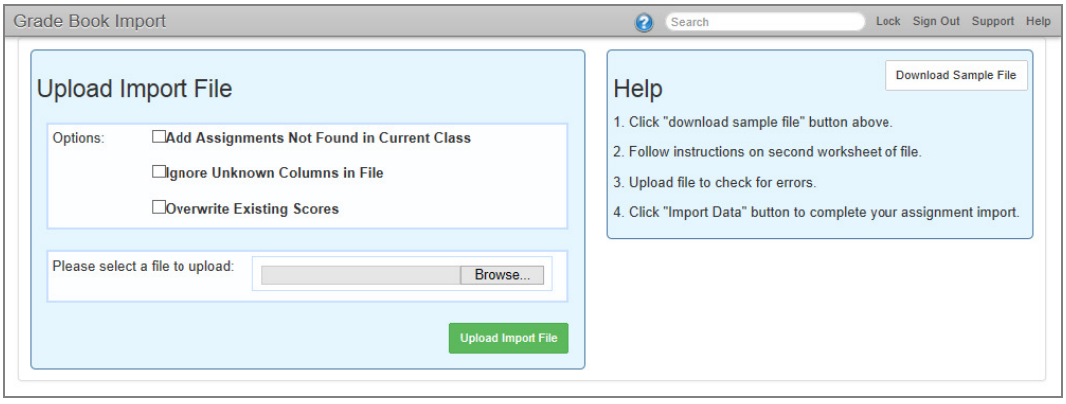
Importing Assignment Scores

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.

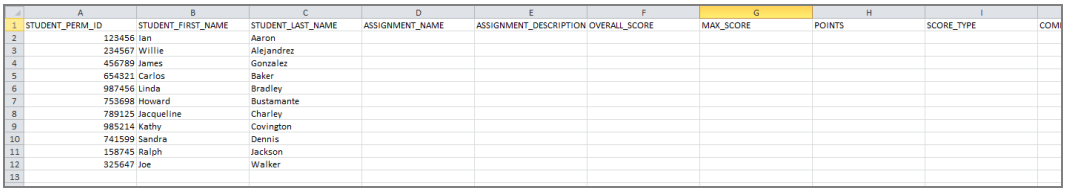
1. Select *Grade Book Import* from the **Grade Book** menu or **Import Assignments** on the District Grade Book screen. The Grade Book Import screen displays.



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
1	STUDENT_PERM_ID	STUDENT_FIRST_NAME	STUDENT_LAST_NAME	ASSIGNMENT_NAME	ASSIGNMENT_DESCRIPTION	OVERALL_SCORE	MAX_SCORE	POINTS	SCORE_TYPE
2	123456	Ian	Aaron						
3	234567	Willie	Alejandrez						
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 Exce file l 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 maximumvalue 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*.

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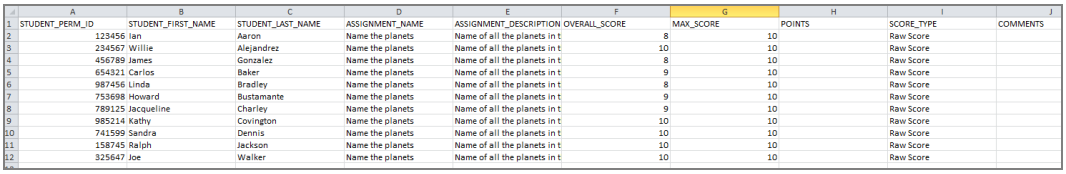
- Data must be entered in the following columns for each line that is imported:

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
1	STUDENT_PERM_ID	STUDENT_FIRST_NAME	STUDENT_LAST_NAME	ASSIGNMENT_NAME	ASSIGNMENT_DESCRIPTION	OVERALL_SCORE	MAX_SCORE	POINTS	SCORE_TYPE	COMMENTS
2	123456	Ian	Aaron	Name the planets	Name of all the planets in t	8	10		Raw Score	
3	234567	Willie	Alejandrez	Name the planets	Name of all the planets in t	10	10		Raw Score	
4	456789	James	Gonzalez	Name the planets	Name of all the planets in t	8	10		Raw Score	
5	654321	Carlos	Baker	Name the planets	Name of all the planets in t	9	10		Raw Score	
6	987456	Linda	Bradley	Name the planets	Name of all the planets in t	8	10		Raw Score	
7	753698	Howard	Bustamante	Name the planets	Name of all the planets in t	9	10		Raw Score	
8	789125	Jacqueline	Charley	Name the planets	Name of all the planets in t	9	10		Raw Score	
9	985214	Kathy	Covington	Name the planets	Name of all the planets in t	10	10		Raw Score	
10	741599	Sandra	Dennis	Name the planets	Name of all the planets in t	10	10		Raw Score	
11	158745	Ralph	Jackson	Name the planets	Name of all the planets in t	10	10		Raw Score	
12	325647	Joe	Walker	Name the planets	Name of all the planets in t	10	10		Raw Score	

Sample File

d. Save the Excel file.

3. Import the Excel spreadsheet into Grade Book.

a. Click Choose File on the Grade Book Import screen.

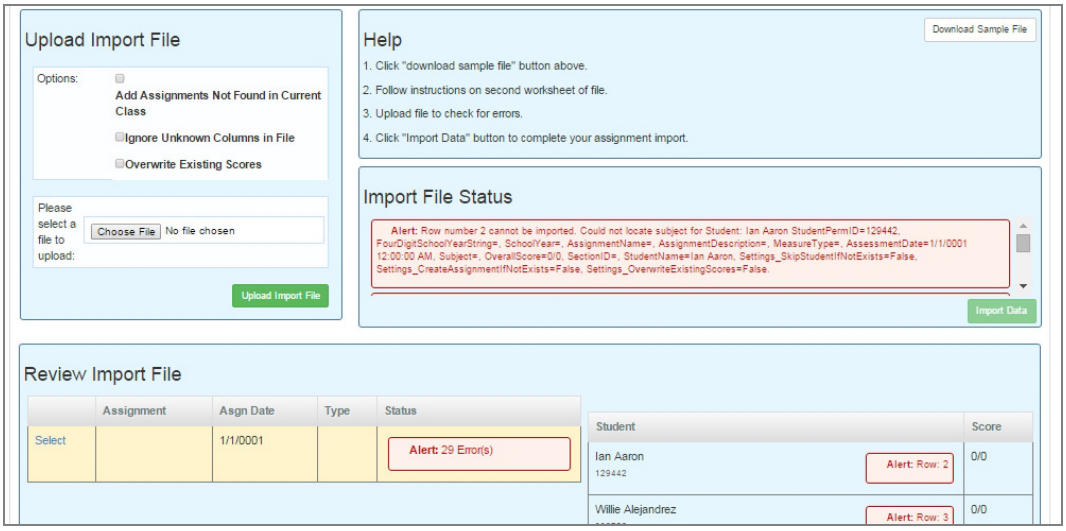
b. Select the Excel file.

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.

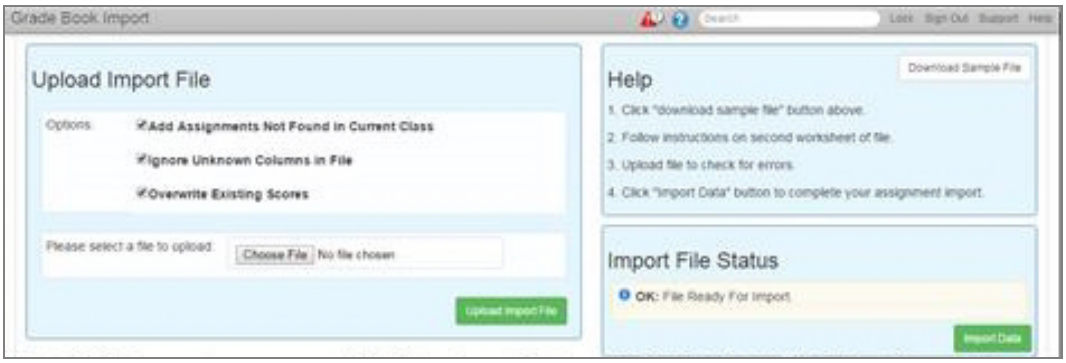
4. Click **Upload Import File**. When Grade Book uploads the file, any errors with the file or format display.

> 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.



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.



Grade Book Import Screen

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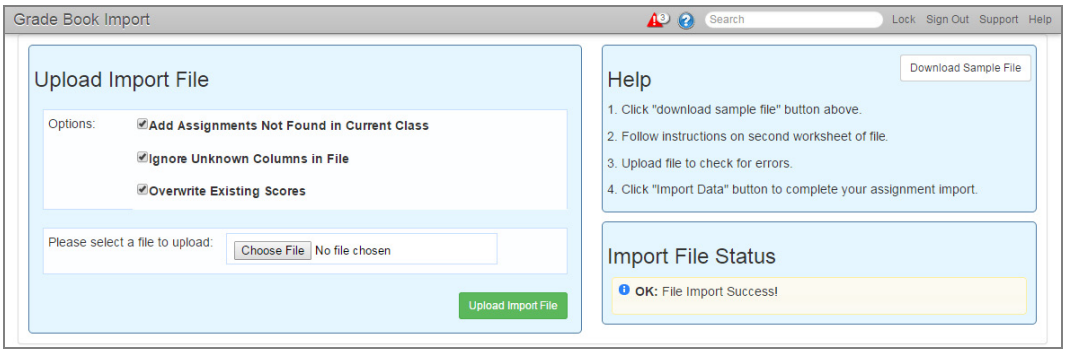
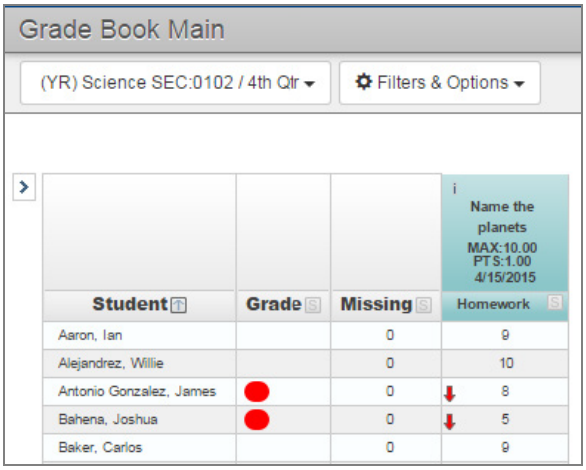
6. Click **Import Data**. Once the import is complete, the Import File Status changes to *OK: File Import Success!*



Grade Book Import Screen

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



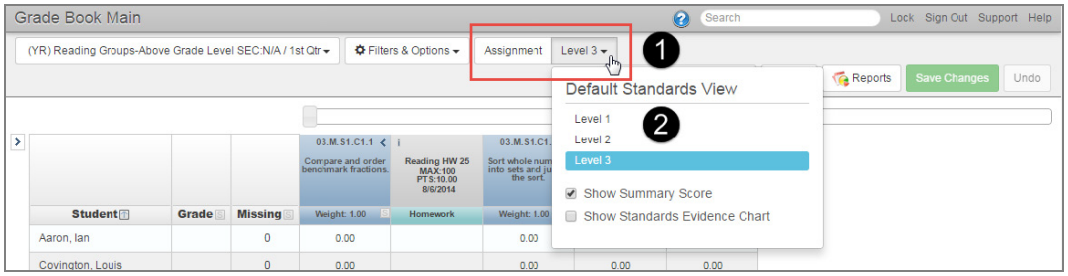
Grade Book Main Screen

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.

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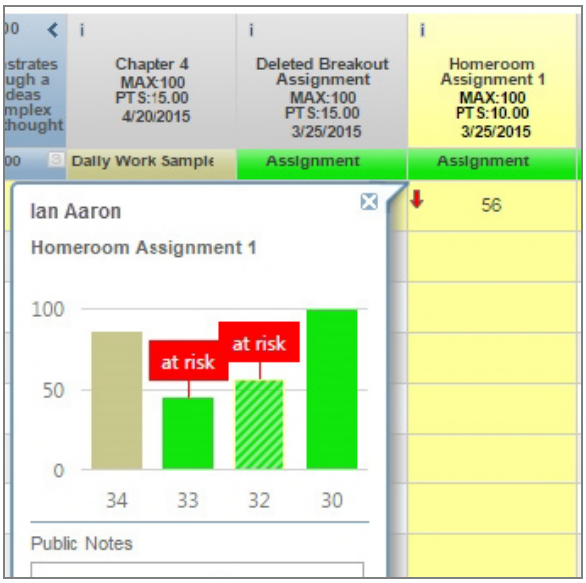
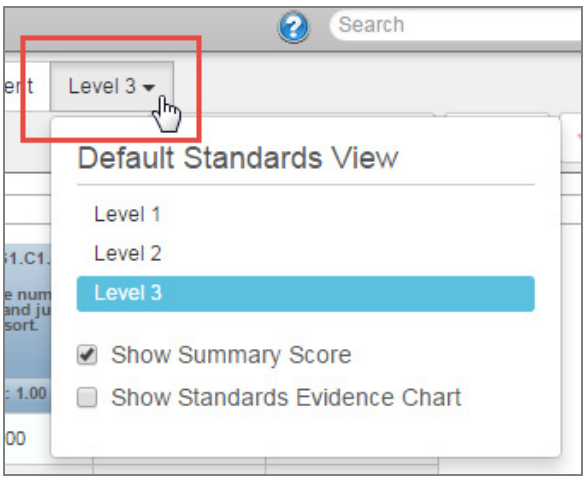
- **Show Standards Evidence Chart** – Shows a bar graph of all scored assignments. The selected assignment is striped. The colors represent the Assignment Type.



Grade Book Main Screen, Standards Evidence Chart

Using Grade Book Main Screen

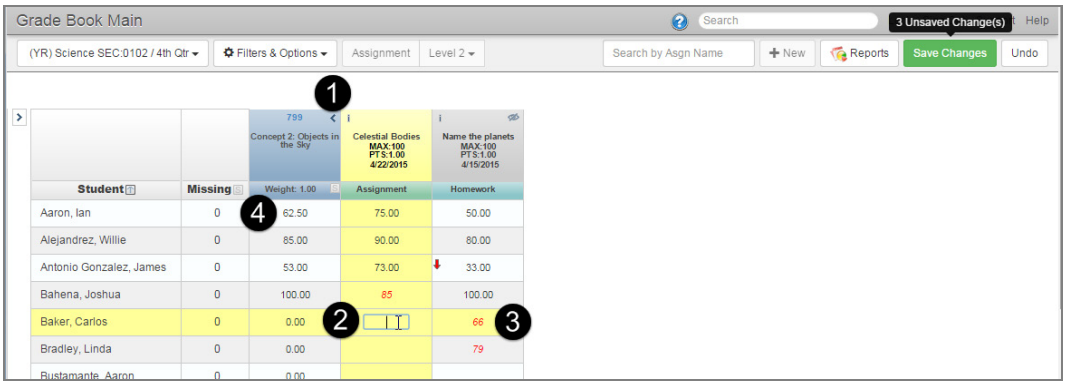
1. Set the Default Standards View:
   - Set the Standard level to see the standard level.
   - Select **Show Summary Score** to display the calculated score for the standard, if needed.
   - Select **Show Standards Evidence Chart** to see a chart showing the assignment results that contributed to the 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. ❶

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



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.

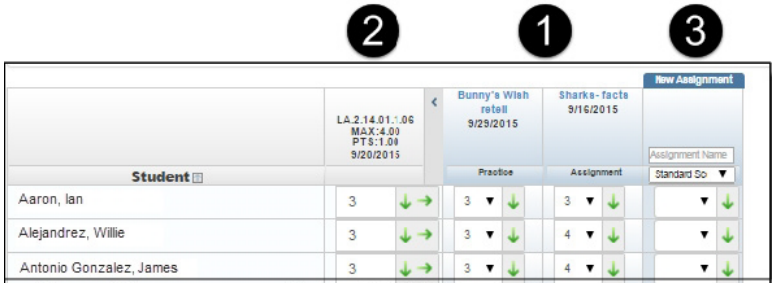
> Grade Book displays an error message if the score is in the wrong format. The scores are **red** until they are saved. ❸
>
> The assignment may apply to more than one standard.
>
> The standard may have more than one assignment.
>
> The score shown in the standard column is an aggregate of all the 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



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

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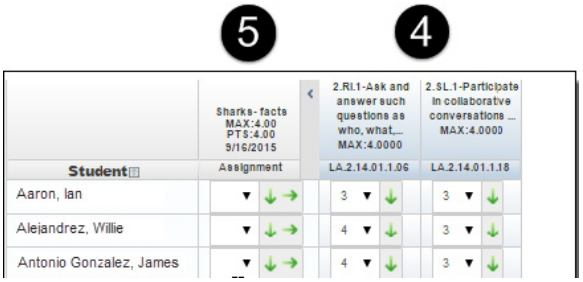
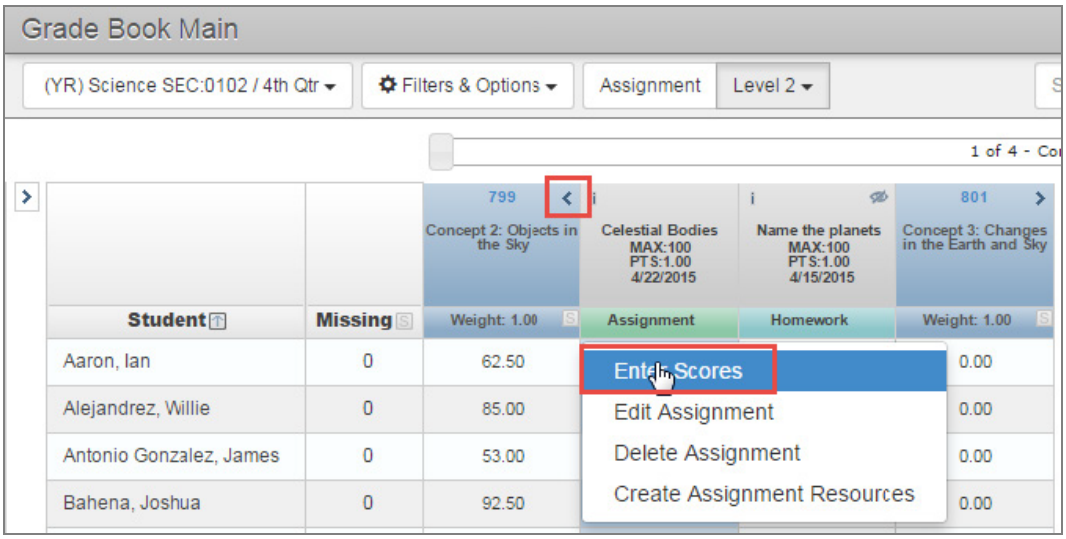
- Assignment – Use to score multiple standards ❹ assigned to an assignment. ❺



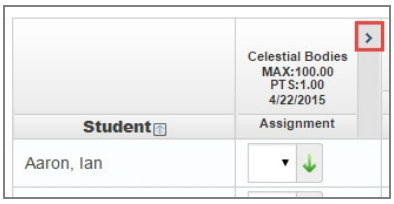
Enter Scores From Assignment

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 Screen

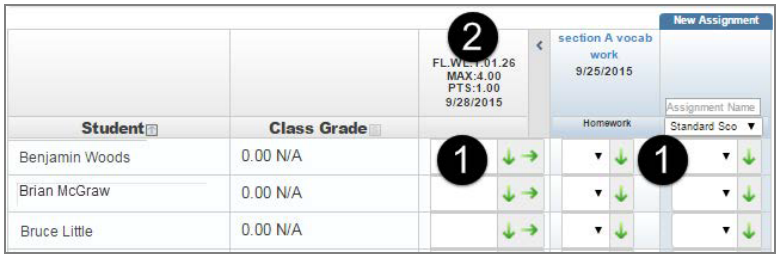
3. Select ▸ in assignment view to view the standards associated to the assignment. The standards for the assignment display.



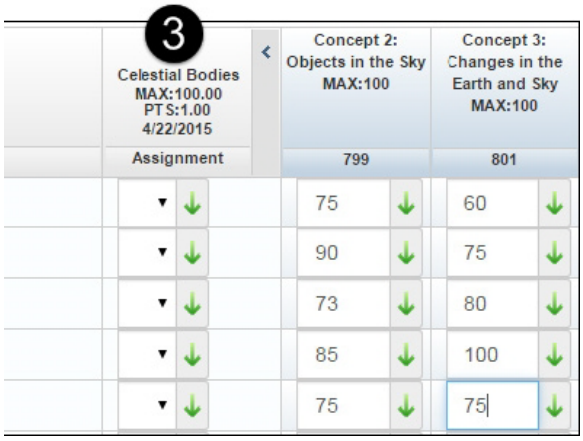
Enter Grade Book Scores From Assignment

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.



Enter Grade Book Scores, Assignments From Standard



Enter Grade Book Scores, Standards From Assignment

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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

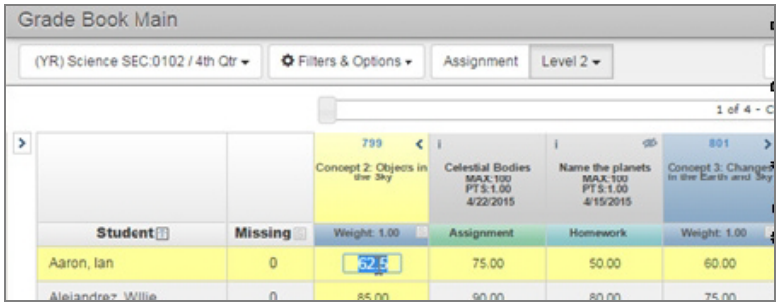
5. Click **Save** or **Save / Return to Gradebook**. A message displays confirming the scores were saved and the standard's score is populated based on the calculation of the assignment scores.

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.

Enter Grade Book Scores Screen

Overriding Calculated Standard Scores on the Grade Book Main Screen

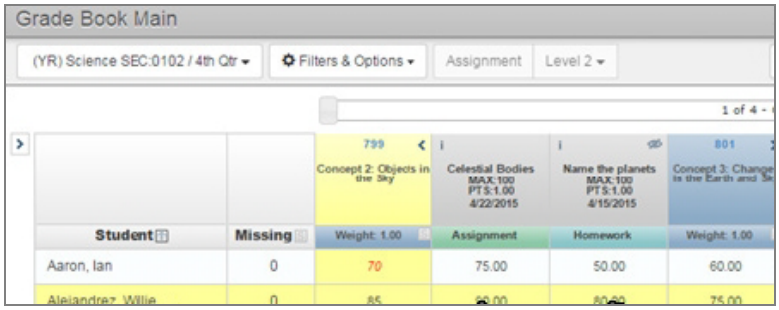
1. Select the score box to override in Grade Book Main. The selected box turns yellow and a cursor displays.



Grade Book Main Screen

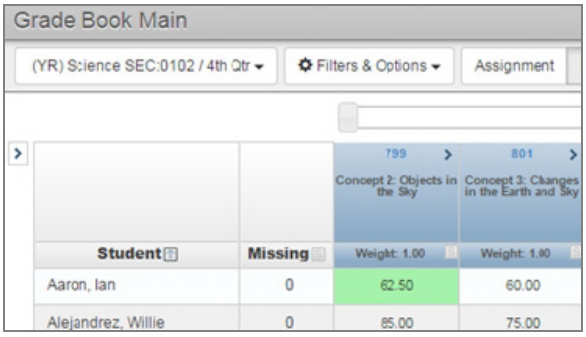
Select > to view the associated assignments.

2. Enter the score to override the calculated standard score. The value turns red.



Grade Book Main Screen

3. Click **Save Changes**. The overridden field turns green.



Grade Book Main Screen

Clear the field and click **Save Changes** to remove the overridden score. Grade Book recalculates the standard score value.

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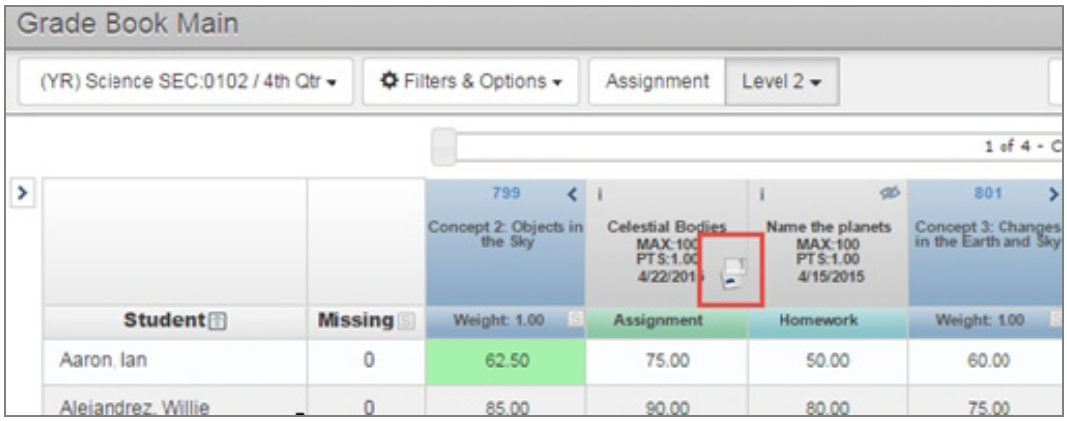
Scoring Drop Box Assignments

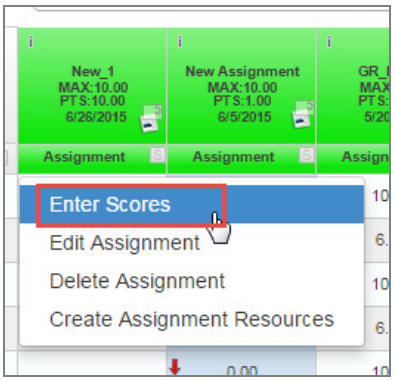
Grade Book Main displays an icon next to the assignment to notify you that a student has uploaded a document to score when using the Digital Drop Box or Drop Box Grader.



Grade Book Main Screen

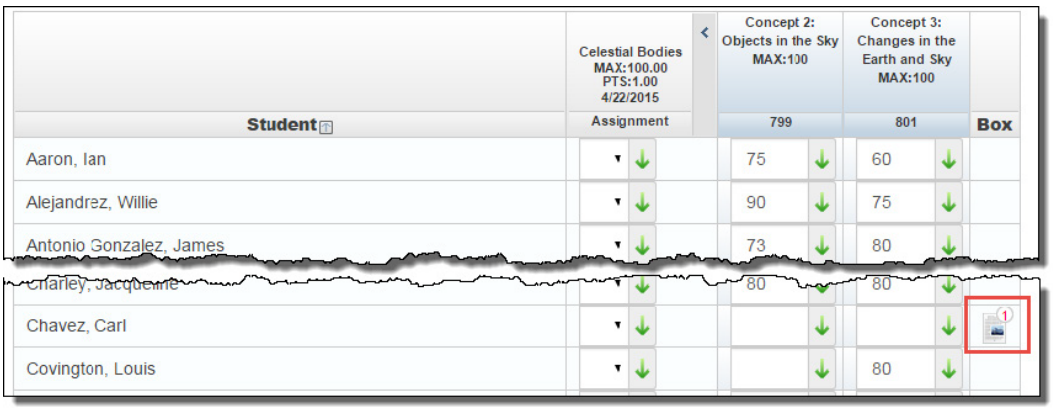
Not Using Drop Box Grader

1. Click the assignment header for the assignment with a drop box and select *Enter Scores*.

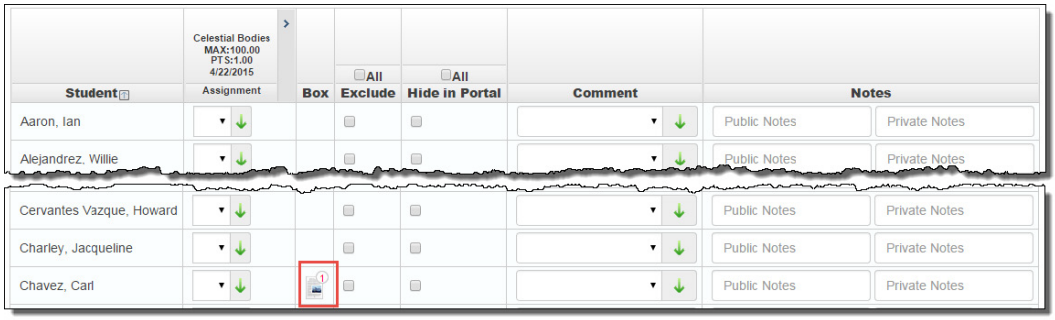


Grade Book Main Screen

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.

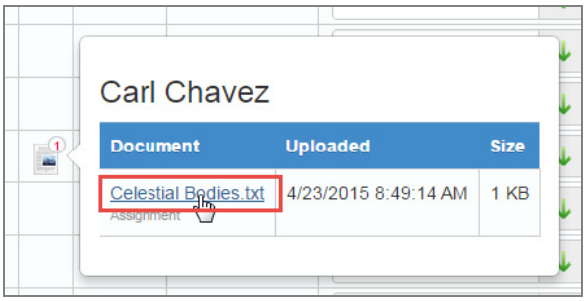


Enter Grade Book Scores By Standard Screen



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.

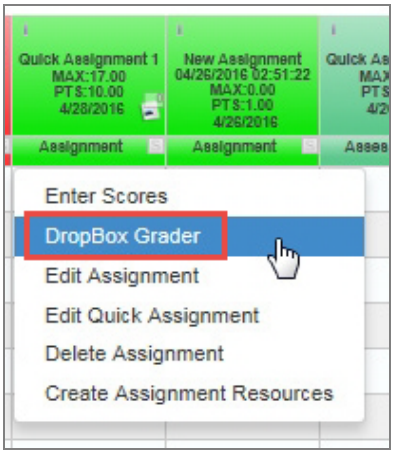


Digital Drop Box Window

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

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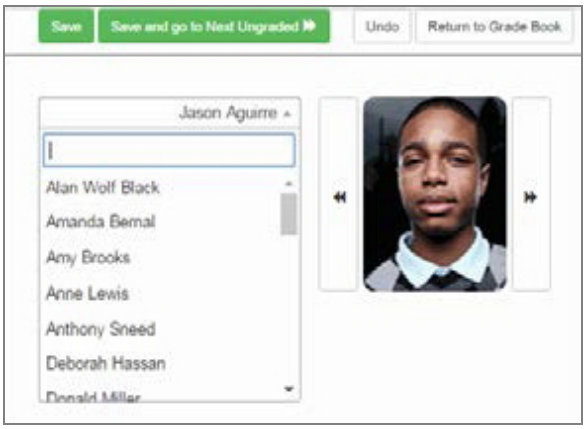
2. Select a student from the list or enter a keyword in the search field to find a student.



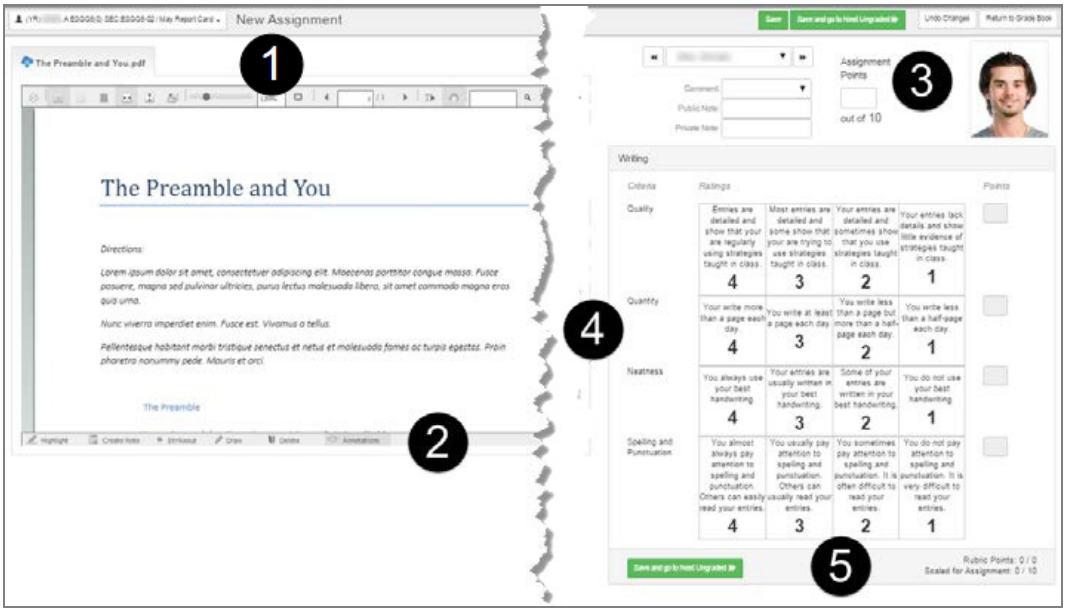
DropBox Grader Student Search

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. ❺

> 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.



Scoring Screen

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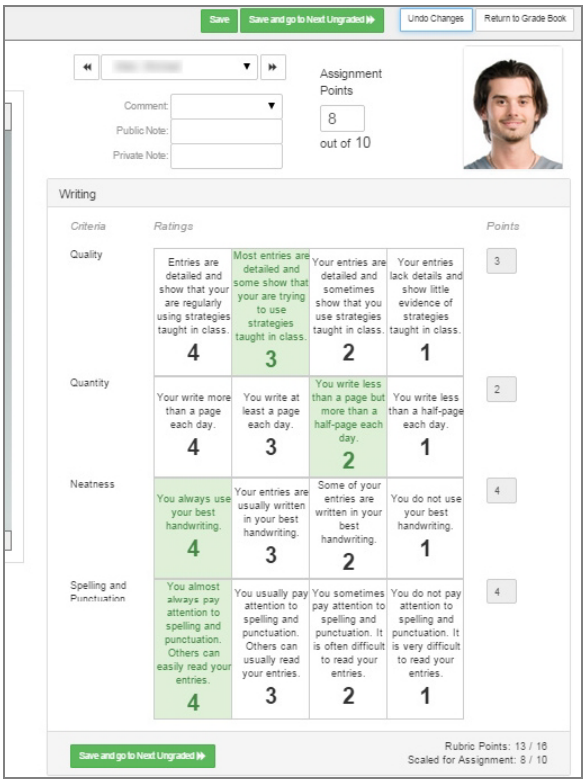
3. Score the assignment:
    - Select the boxes that represent the score for the assignment.

> 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.



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 *<score><space><comment_code>*	55 Ab	55.00 Ab
Enter a comment without a score	Enter *<comment_code>*	La	La
Remove a comment and retain a score	Enter *<score><space>!*	10 !	10.00
Remove a comment and leave cell blank	Enter *!*	!	
Include an excluded score	Enter *<score><space>!ex*	10 !ex	10.00
Include without a score	Enter *!ex*	!ex	
Exclude without a score	Enter *ex*	ex	
Exclude with a score	Enter *<score><space> ex*	55 ex	55.00

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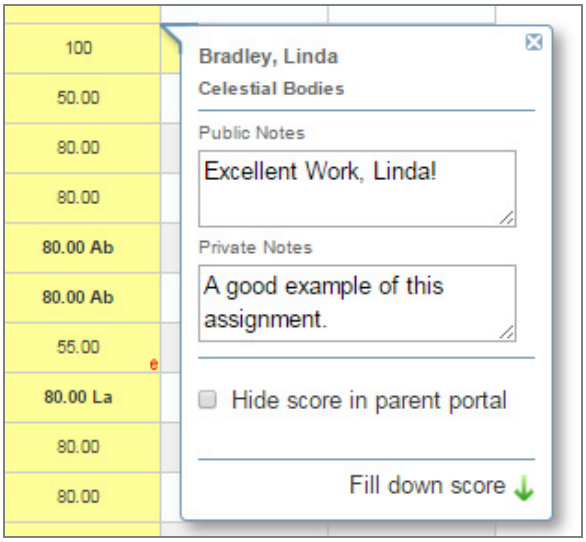
3. Enter public or private notes.
   - **Public Notes** – Enter a comment that displays on ParentVUE and StudentVUE.
   - **Private Notes** – Enter a comment that displays only to staff.
   - **Hide score in parent portal** – Select to hide score in ParentVUE.
   - **Fill down score** – Click to insert the same comment for all students below.



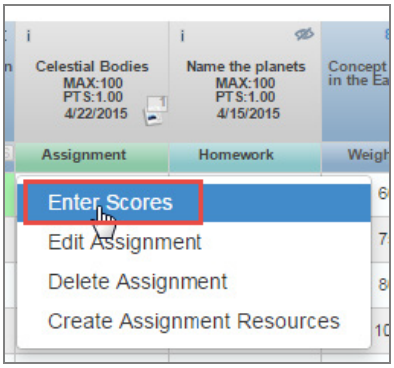
Grade Book Main Screen, Comments Window

Set the Filters & Options for Assignment Note Entry in Grade Book Main.

4. Click **Save Changes**.

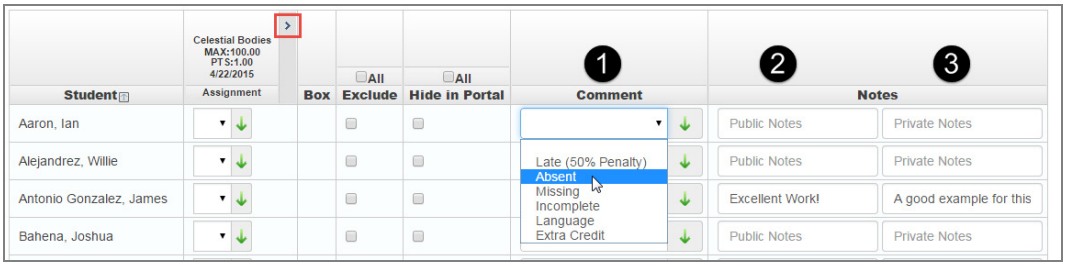
Using Enter Grade Book Scores Screen

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.



Enter Grade Book Scores Screen

2. Enter, edit, or remove comments.
   - **Comment** – Use the drop-down to use a Grade Book Comment. ❶
   - Notes:
     - **Public Notes** – Enter a comment that displays on ParentVUE and StudentVUE. ❷
     - **Private Notes** – Enter a comment that displays only to staff. ❸

> Click › to view standards.

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

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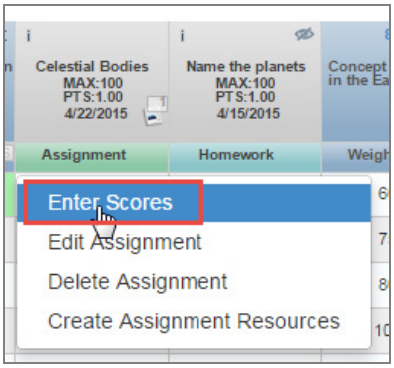
Adding Accommodations

Teachers add accommodations for an assignment using **Private Notes** or **Public Notes**.

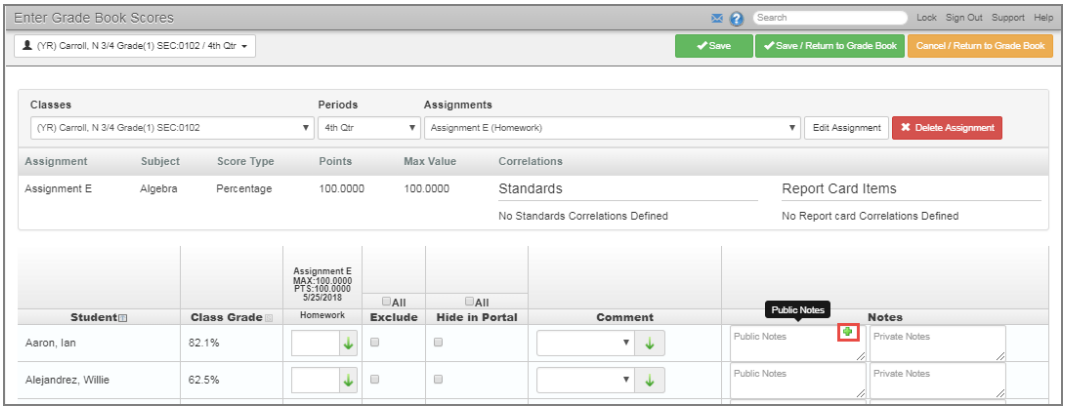
1. Select *Enter Scores*. The Enter Grade Book Scores screen for the selected assignment or standard displays.



Grade Book Main Screen

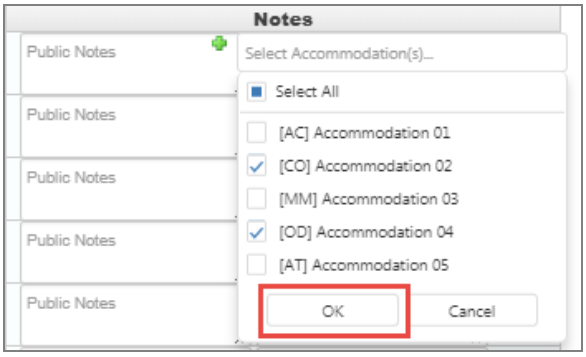
The Enter Grade Book Scores screen for the selected assignment or standard displays.

2. Click in a **Public Notes** or **Private Notes**.



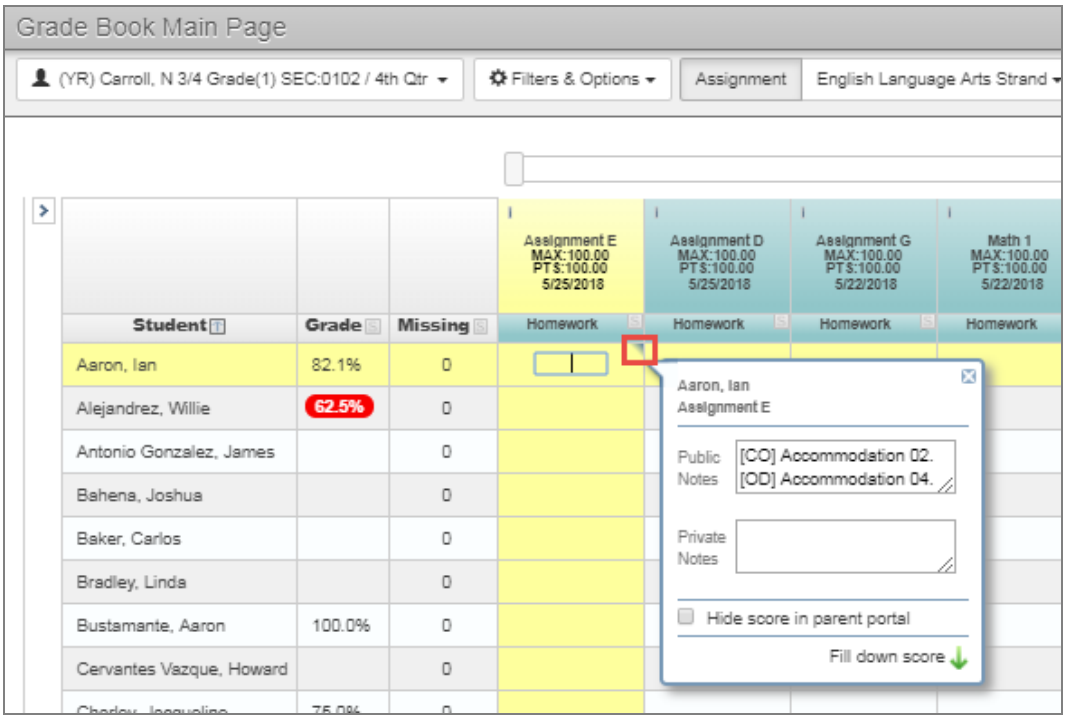
Enter Grade Book Scores Screen

3. Select the accommodations.
4. Click **OK**.



Enter Grade Book Scores Screen

5. Click **Save**. The accommodations display in Grade Book Main when you click .



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.

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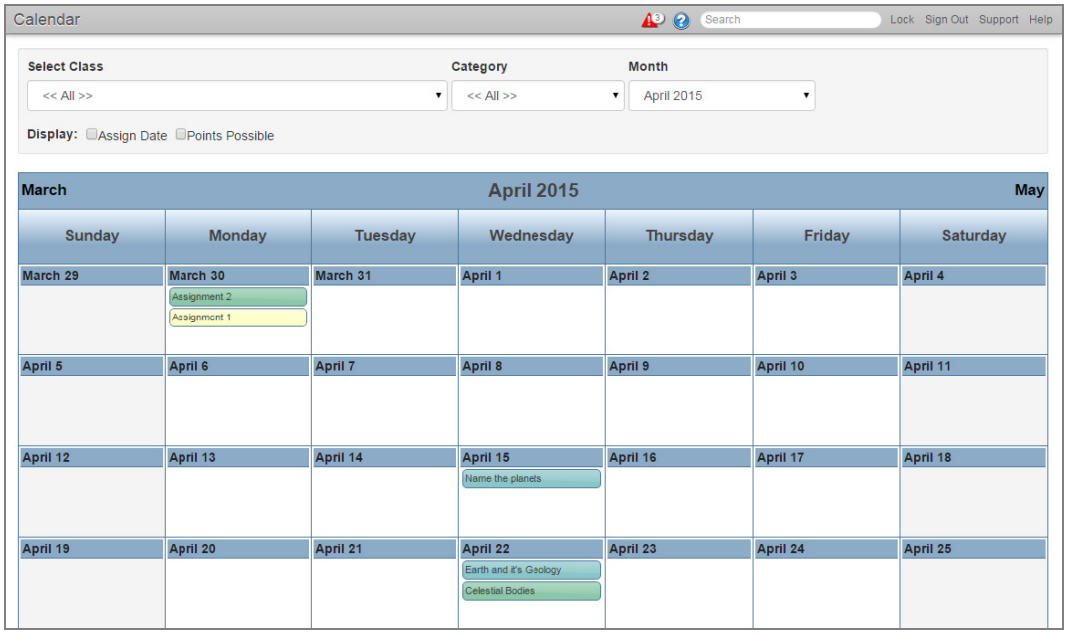
Using the Calendar

You can perform the following from the Calendar screen:

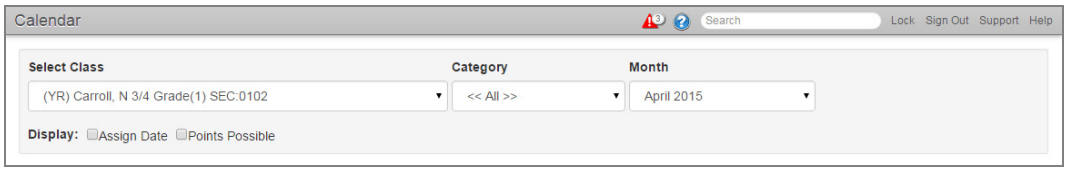
- View all previous or upcoming assignments
- Access an assignment to enter scores, edit the assignment, or create assignment resources



Calendar Screen

Filtering the Calendar

Use the filters at the top of the calendar to select the information displayed.



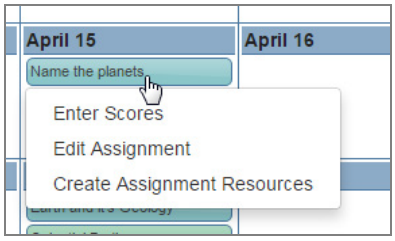
Calendar Screen

- **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

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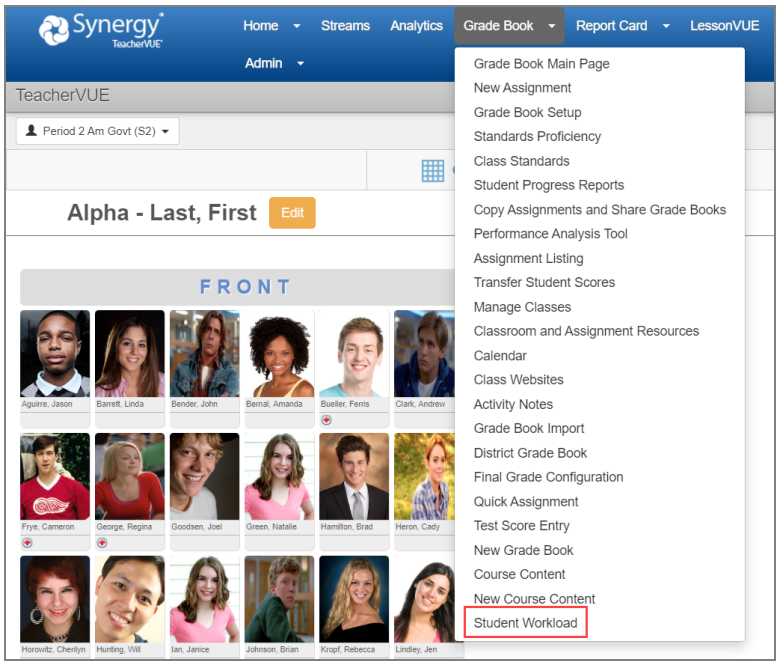
Using Student Workload

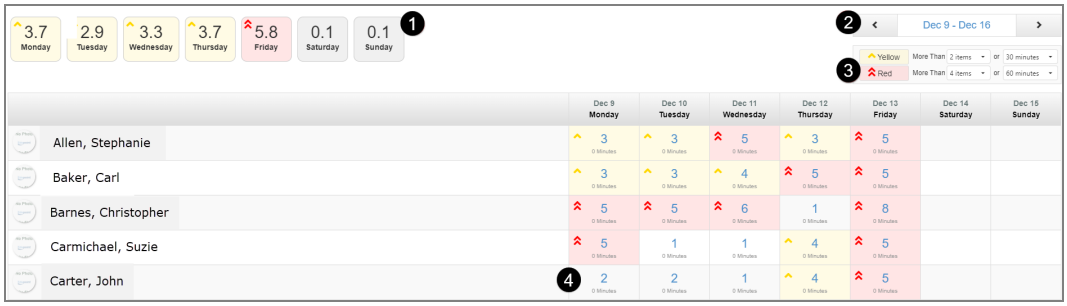
The Student Workload screen provides a week-at-a-glance of the total item count and time duration for students in their other classes.

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. ❸
- Student Summary Card – Hover on an individual tile of a student, and a breakdown of items by class and assignment type displays. ❹

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Transferring Standards Results

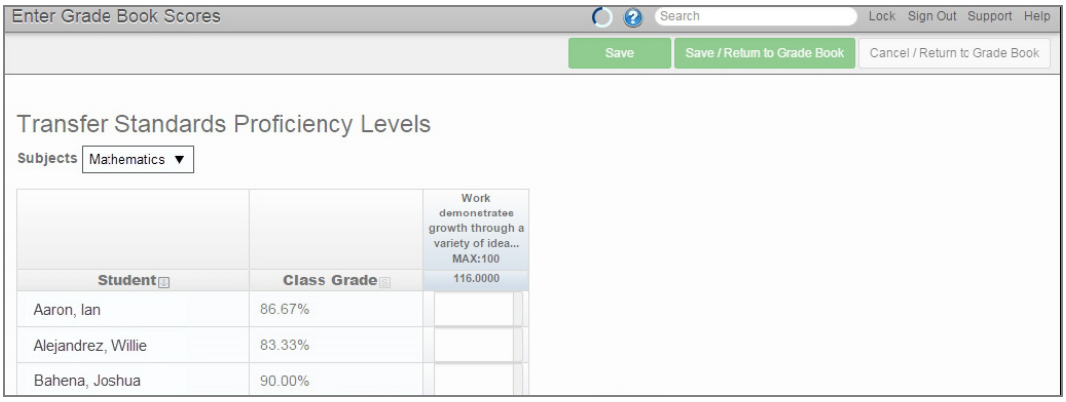
The Transfer Standards screen enables you to transfer the student's proficiency level on standards to your current class.

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

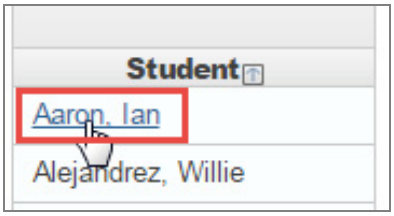
To transfer standard results:

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.



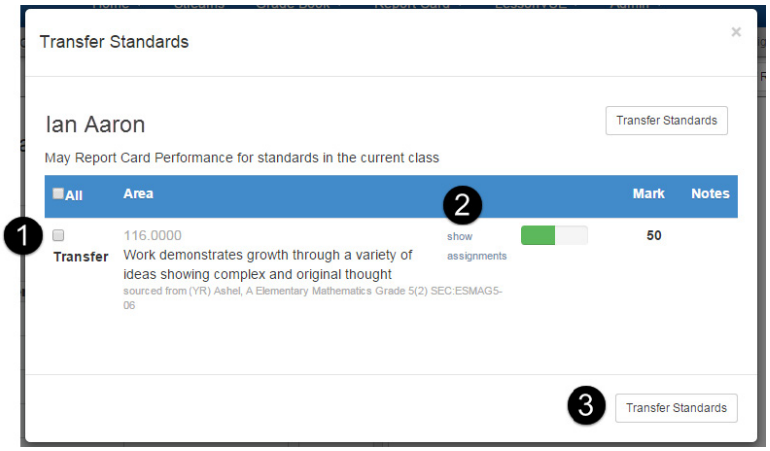
Transfer Standards Proficiency Levels Screen

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 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**.

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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.

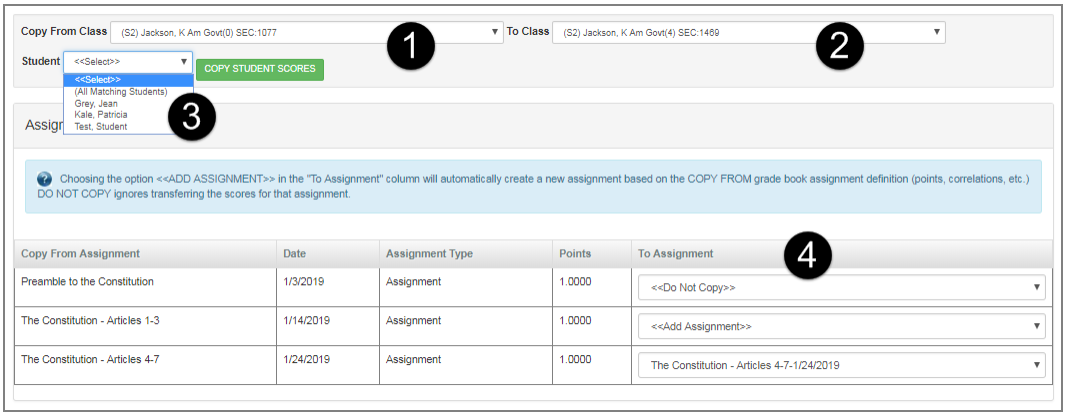
   - Assignment in the class the score is transferred to.

     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.



Transfer Student Grade Book Scores Screen

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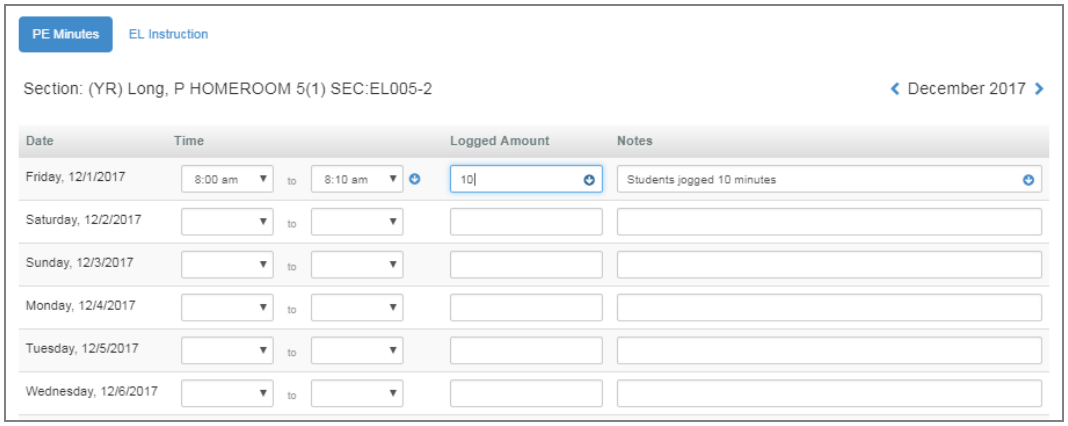
Recording Activity Notes

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.



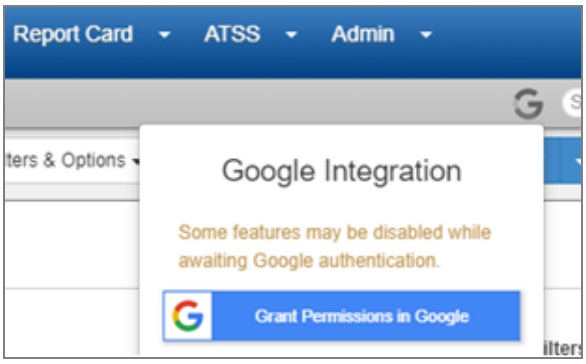
Activity Notes Screen

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

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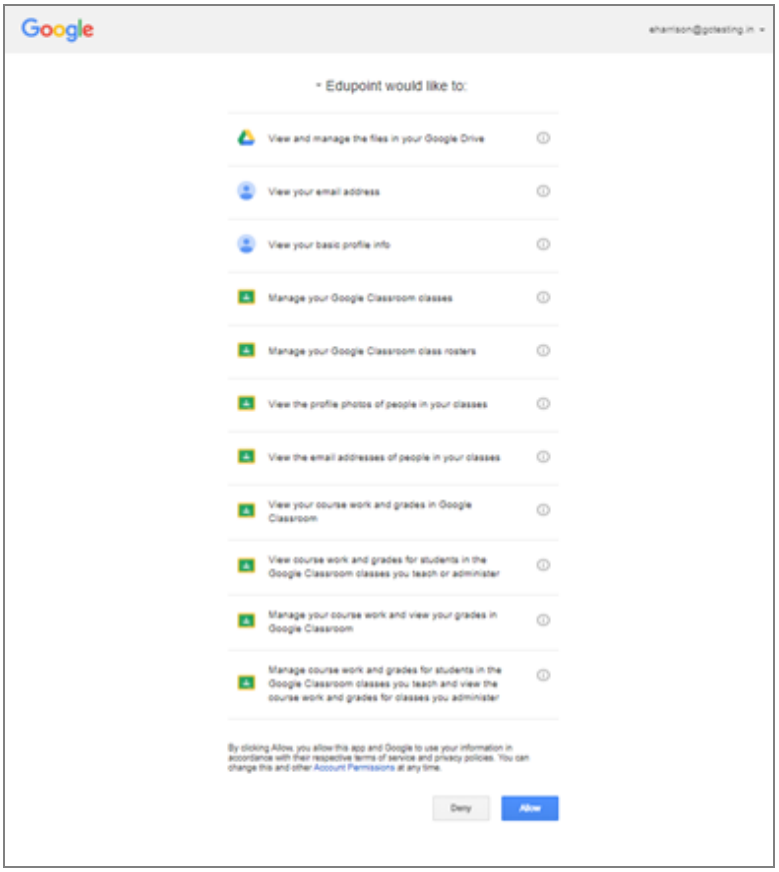
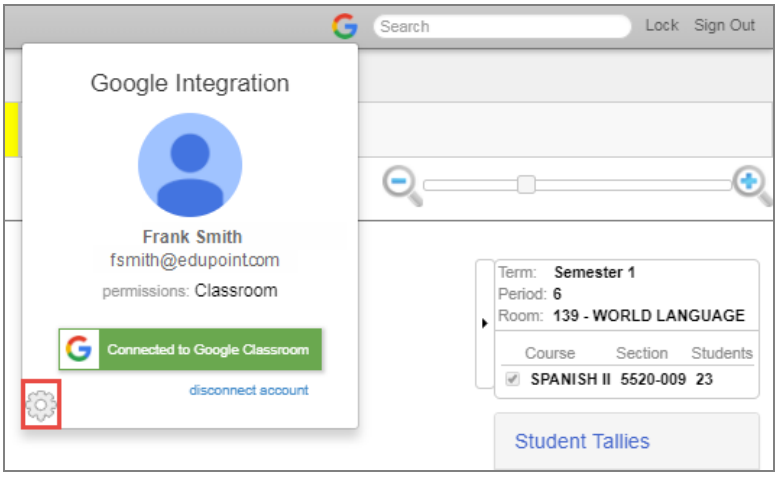
3. Click **Allow**. displays.



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.

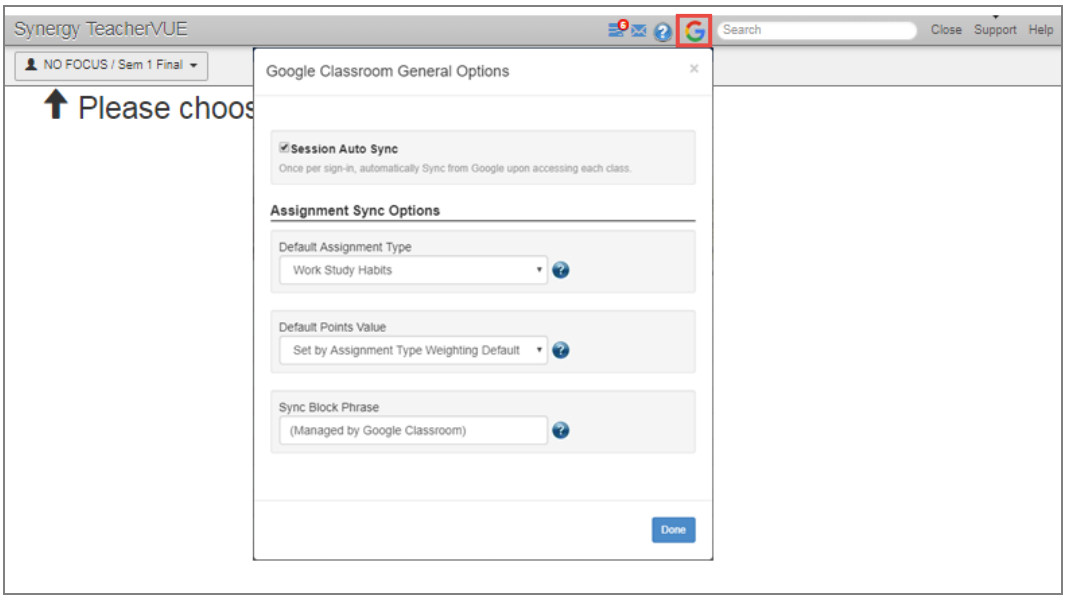
- *Set to a Specific Number* – Set the Points value to the number entered.
- *Set by Assignment Type Weighting Default* – Follow the default value set for the Assignment Type on the **Assignment Type Weighting** tab of the Grade Book Setup screen.

> 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**.

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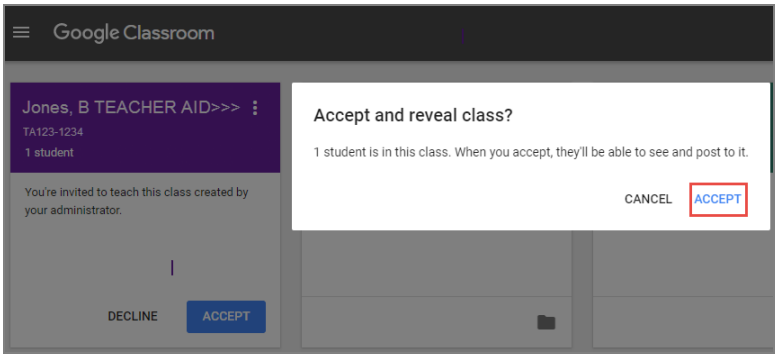
Enabling Google Classroom

1. Select *Grade Book Setup* from **Grade Book** menu.
2. Select the **Class Settings** tab.
3. Click edit.
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

Grade Book Main Screen

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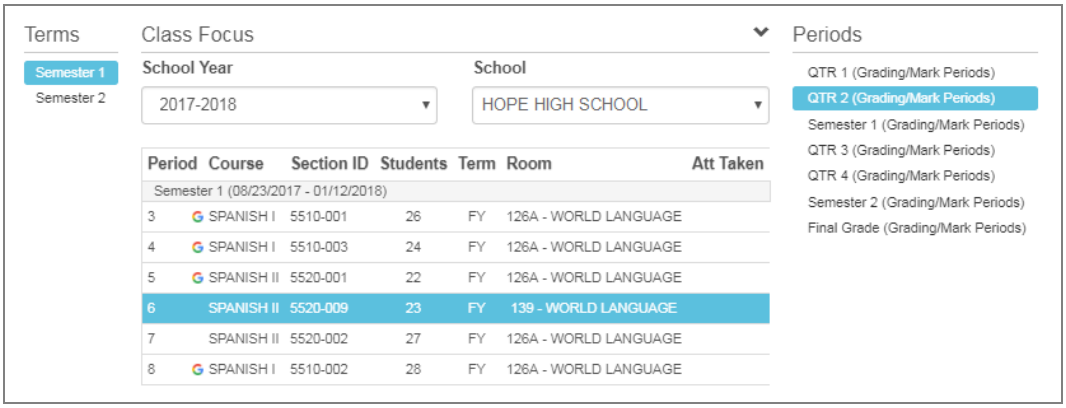
Viewing Google Classroom from Grade Book Main

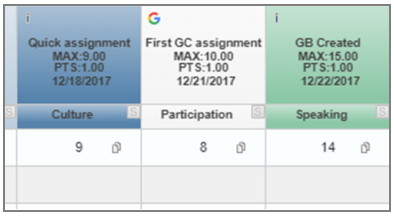
1. Select *Grade Book Main* from **Grade Book** menu.

> Classes enabled and synchronized for Google Classroom display G.

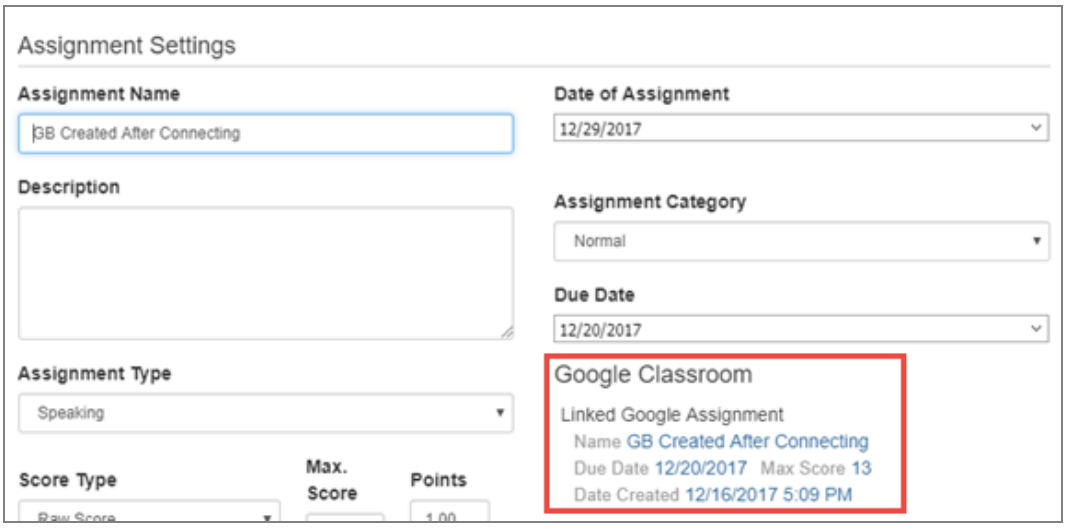


Grade Book Focus

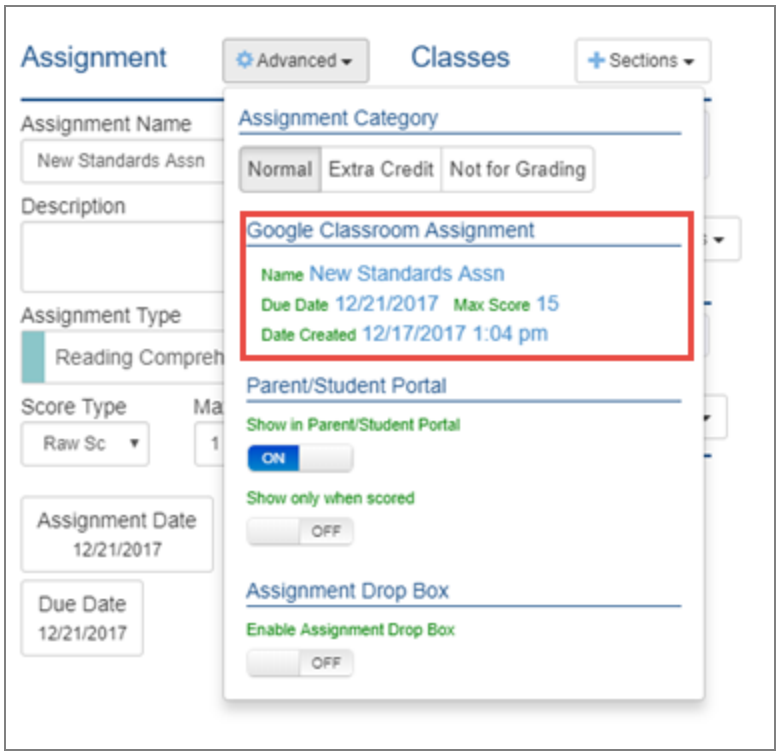
2. Select a Google enabled class.
3. Select an assignment created in Google Classroom.

> They display G. Assignments created in Google Classroom are locked and cannot be edited from Grade Book, by default.
>
> 
>
>
> *Grade Book Main*

Google Classroom information displays on the New Assignment and Quick Assignment screens after an assignment synchronizes to Google Classroom.



New Assignment Screen



Quick Assignment Screen

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Assignment Synchronization

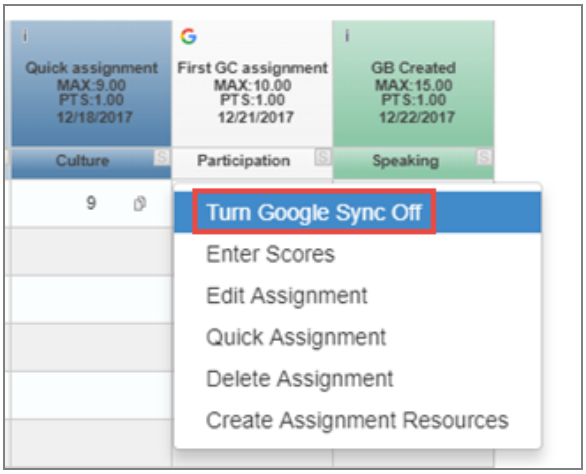
You can set Synergy Grade Book assignments to not synchronize to Google Classroom following its creation. This removes the assignment from in Google Classroom and prevents future synchronization of the assignment into Google Classroom.

A message displays on the Class Settings screen if Student Roster Syncing is not enabled.

Grade Book Setup Screen, Class Settings Tab

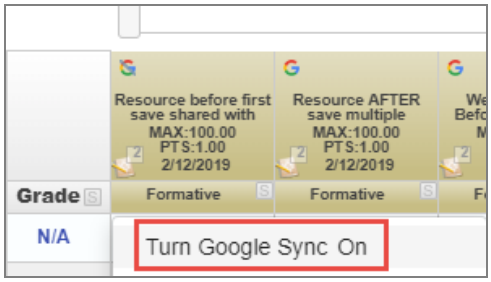
Deleting Grade Book assignments also deletes the assignment from Google Classroom, after performing a Google Sync.

- 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.

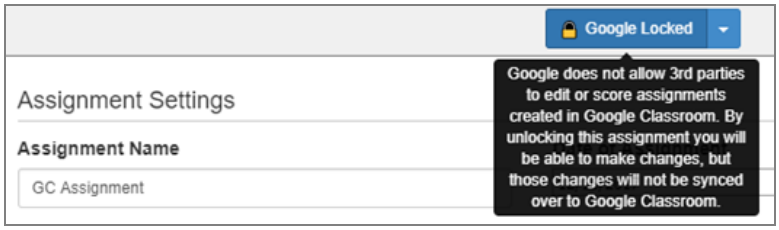


Grade Book Main Screen

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.

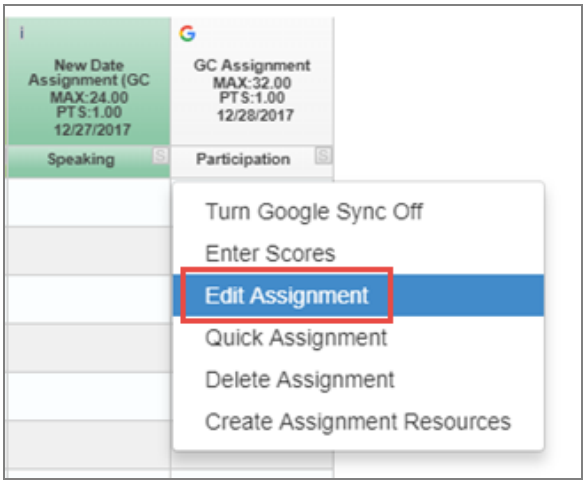
Unlocking Google Assignments

Unlocking Google Classroom assignments may cause the assignments to go out-of-sync.



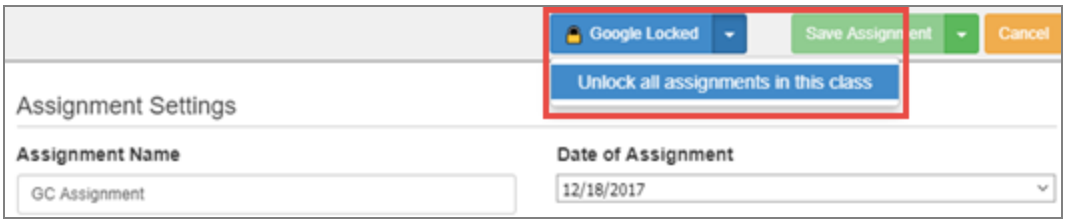
Assignments Screen

- 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

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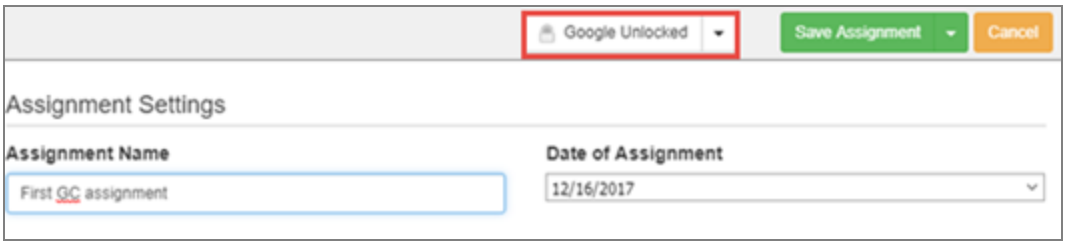
When assignments are unlocked:

- displays on Grade Book Main for unlocked Google assignments

Grade Book Main Screen

-

displays on the New Assignment screen for unlocked assignments.



New Assignment Screen

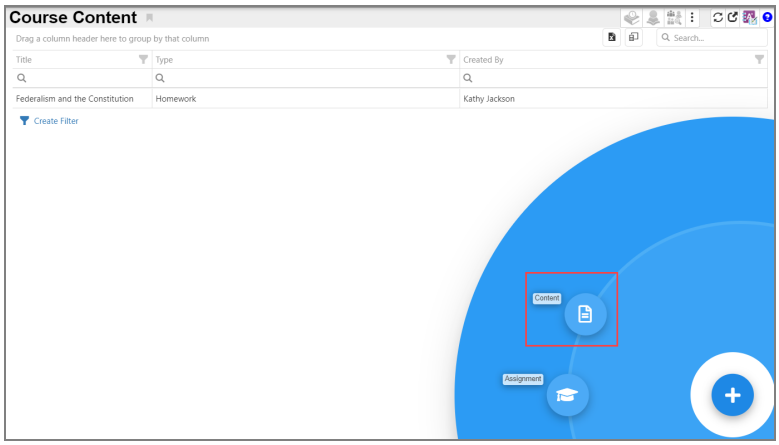
District Course Curriculum

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.

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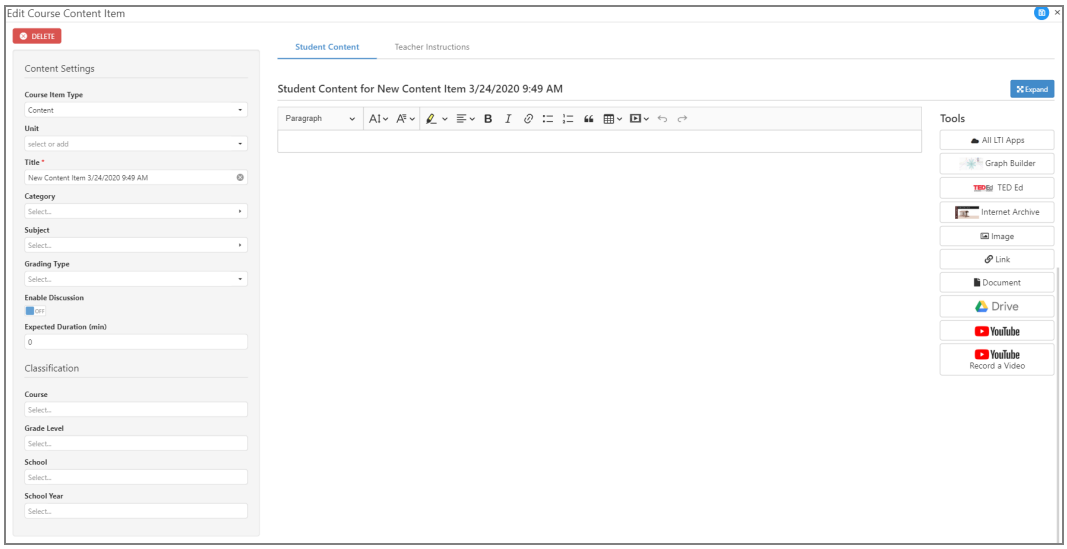
6. Add content to the **Student Content** and **Teacher Instructions** tabs as needed.

> 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.

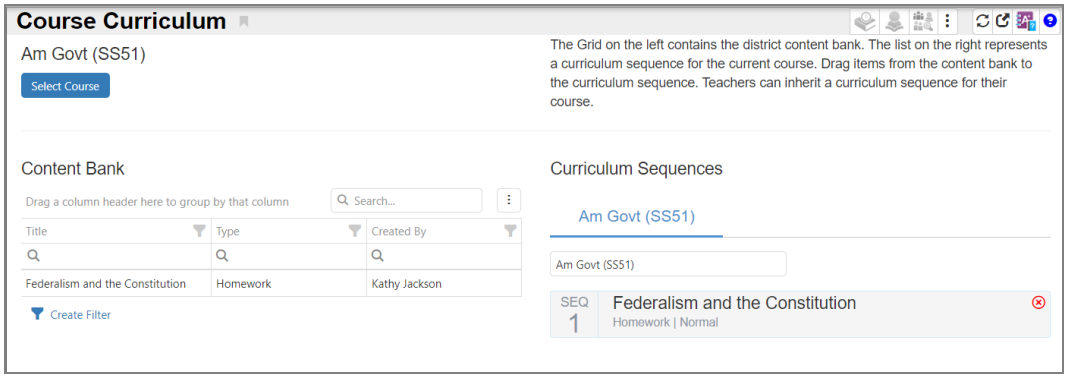
Course Curriculum Window

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.

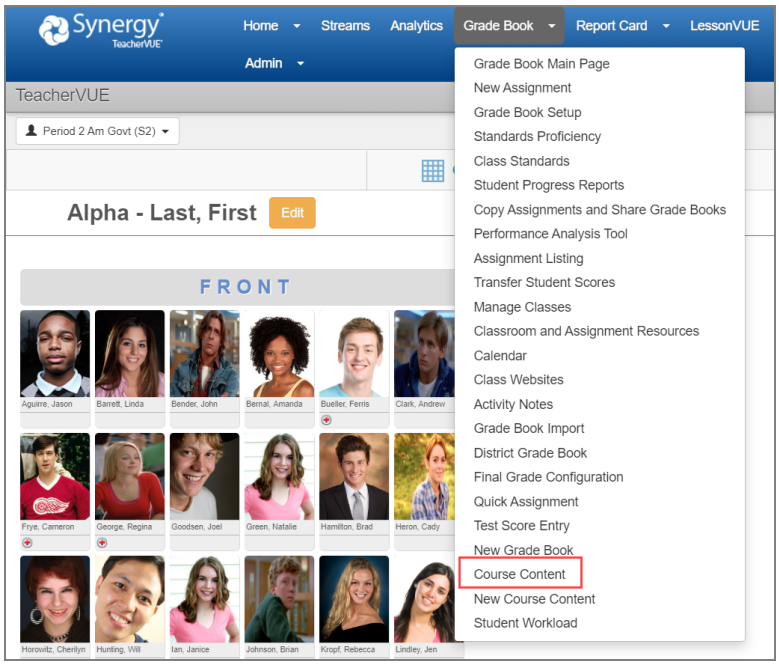
4. Drag and drop items to re-sequence, or remove items as necessary using ⊗ in Curriculum Sequences.



Course Curriculum Screen

Inheriting a Curriculum Sequence

1. Log in to TeacherVUE.
2. Select *Course Content* from the **Grade Book** menu.



TeacherVUE Home Screen

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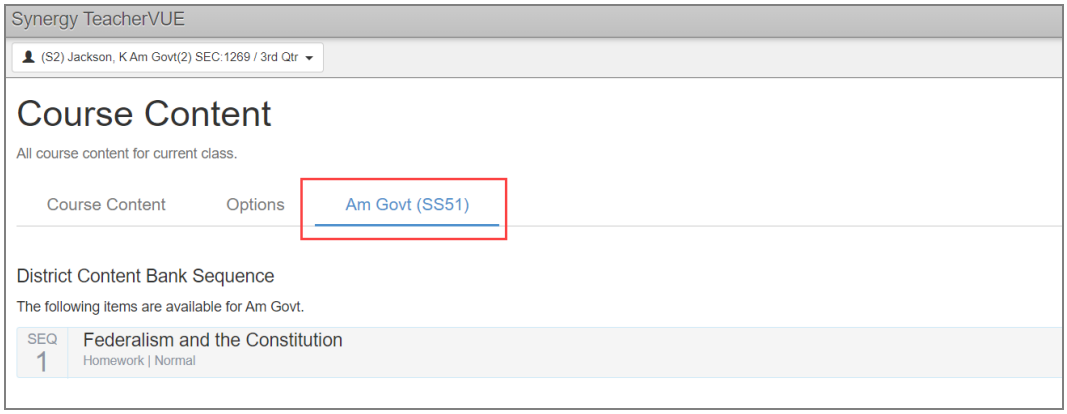
3. Select the course tab. The Course Content created by the district displays on this tab in the recommended sequence.

> The course tab only displays if the district has created Course Content for the course.

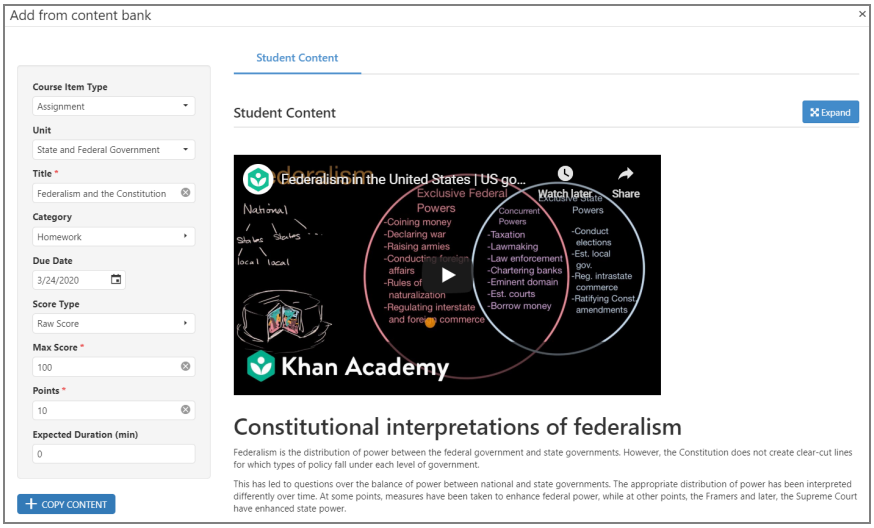


Course Content Screen, Course Tab

Using Content from Course Curriculum

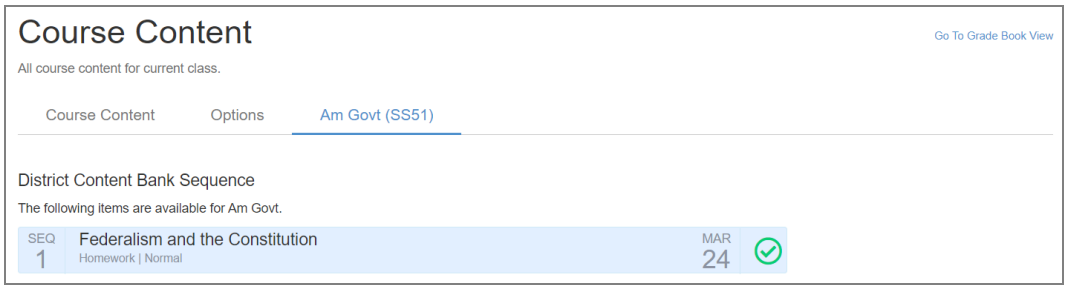
Teachers can add content from Course Curriculum to their own classes.

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 Window

3. The item from the District Content Bank displays with a green check mark and the date it was added.



TeacherVUE Course Content Screen

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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

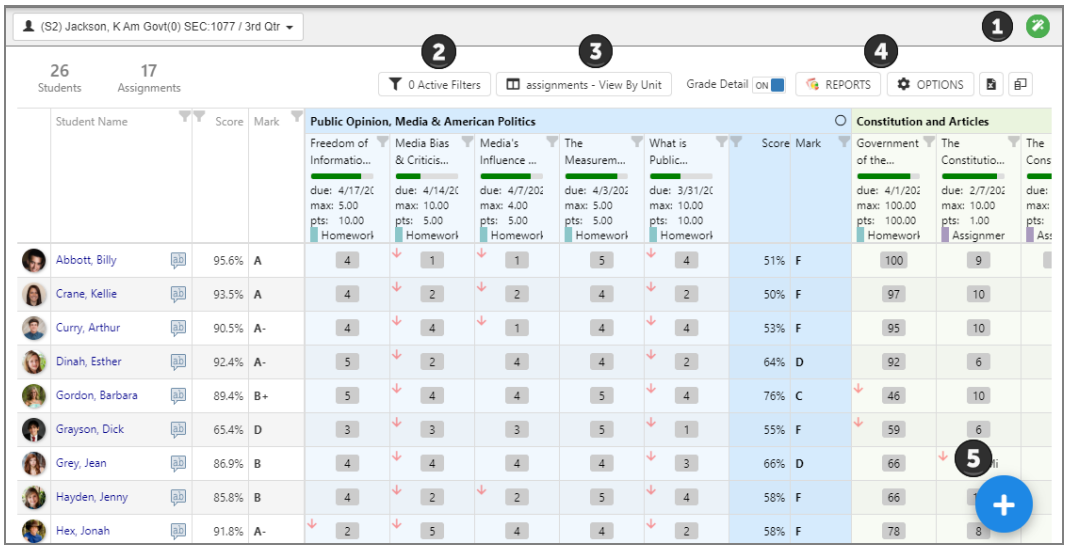
On the New Grade Book screen, teachers can:

- 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.



New Grade Book Screen

Enabling Autosave

1. Right-click .
2. Select **ON** or **OFF** to enable/disable the **Autosave** feature.

New Grade Book Screen - Autosave

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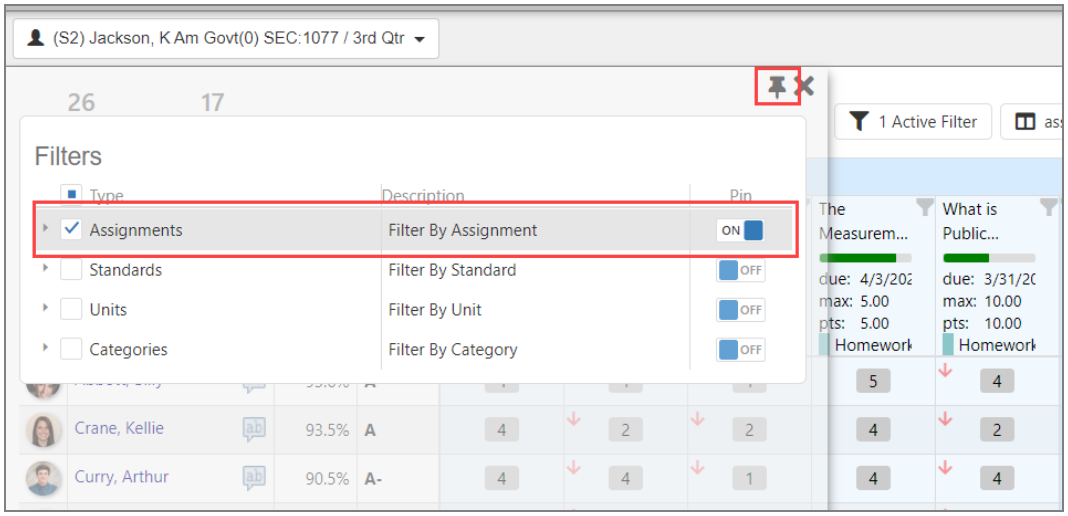
Using Quick Filters ❷

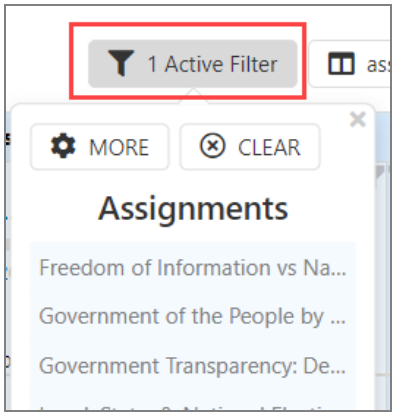
1. Click 0 Active Filters to open the Filters window.
2. Select entire categories (**Assignments**, for example) or expand the category to select specific items as a filter.

> Grade Book reloads with the selected filter options and the Quick Filter button diplays 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



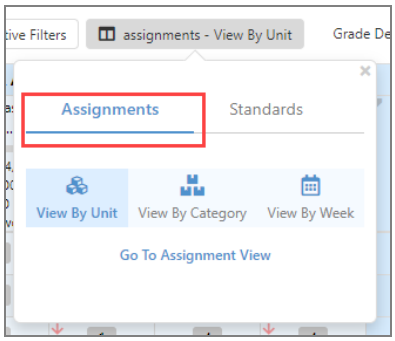
Quick Filter Detail

> Click MORE to re-open the Filters window.
>
> Click CLEAR to remove active filters. Grade Book reloads to display all information.

Using View By ❸

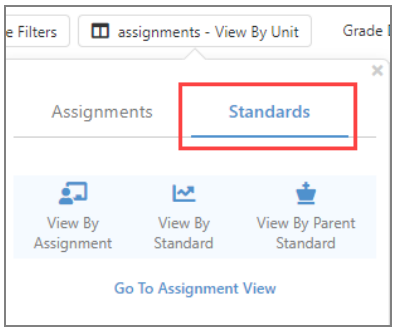
The View By button has an **Assignments** tab and a **Standards** tab.

- 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 ❹

- 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 date in an Excel spreadsheet.
- Click to include and exclude columns.

Adding Course Content ❺

- Click to add an **Assignment**, **Content**, and a **Syllabus**. See Course Content for additional information.

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New Grade Book Options

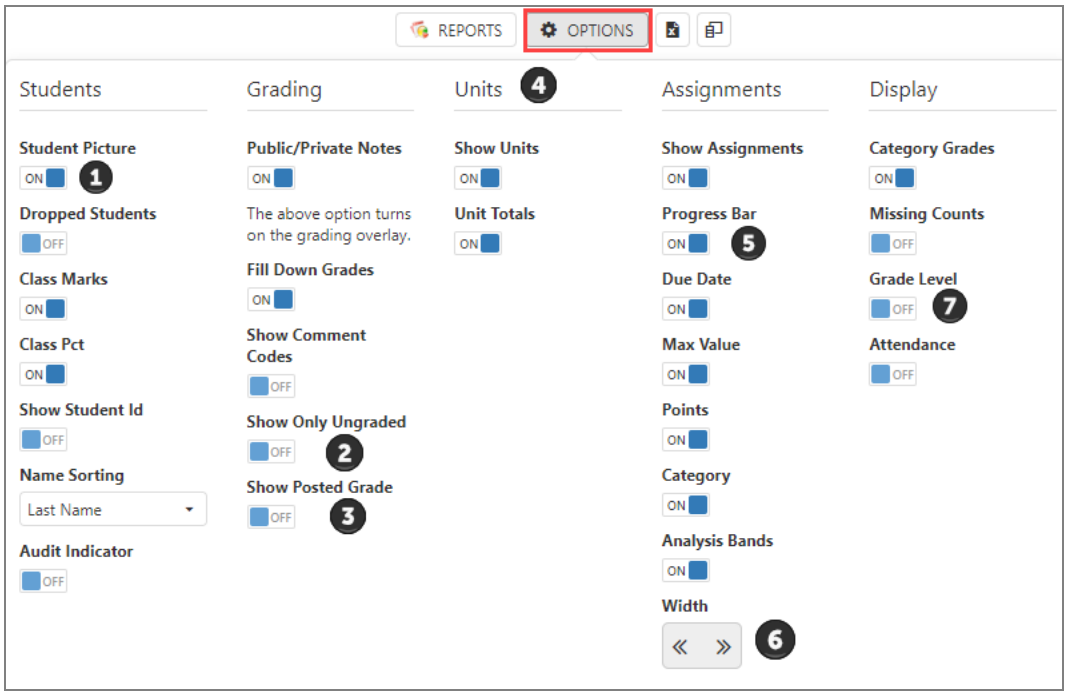
New Grade Book allows teachers to customize their Grade Book. Select OPTIONS to make modifications.

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.

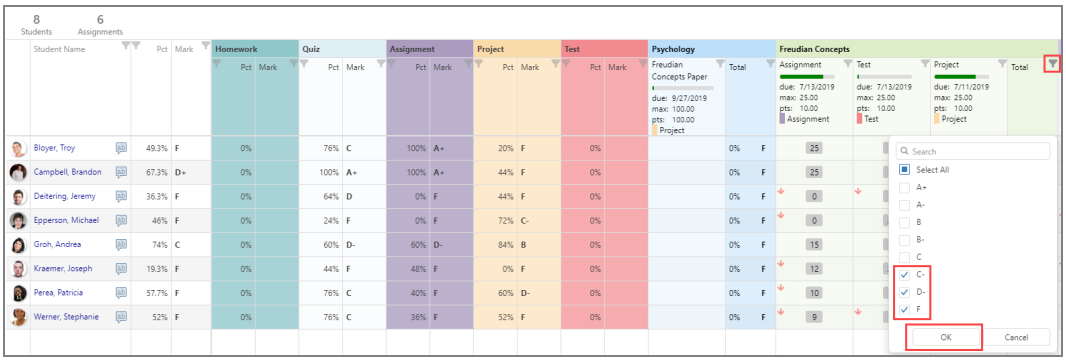


New Grade Book Screen

Sorting and Filtering

The New Grade Book grid allows teachers to sort and filter by every column.

1. Select and column header (except the title of and assignment or unit). Grade Book sorts in asscending or descending order by that column.
2. Select the icon and select items from the list to filter the Grade Book.
3. Clik **OK** to refresh Grade book using the selected filter options icon.



New Grade Book Screen – Filtering

Signing out and back in, or re-loading New Grade Book, refreshes all sort/filter options.

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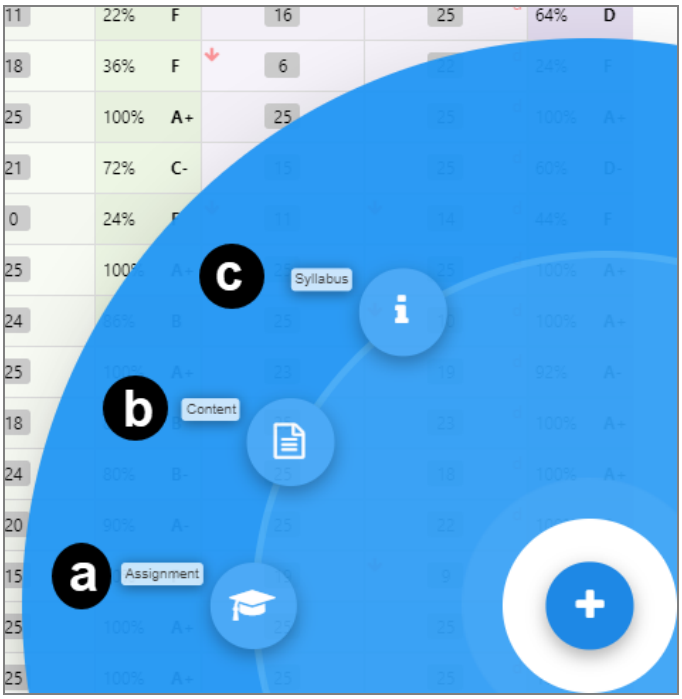
Course Content

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.

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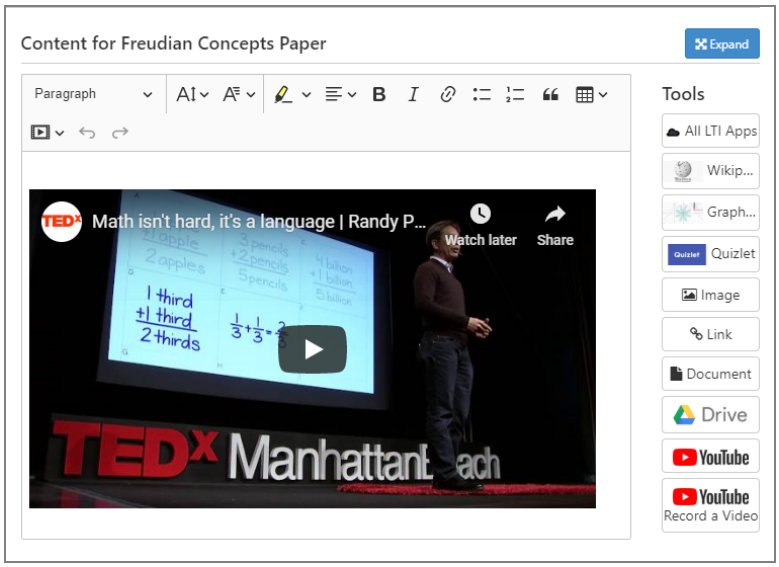
Adding Rich Course Content

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.



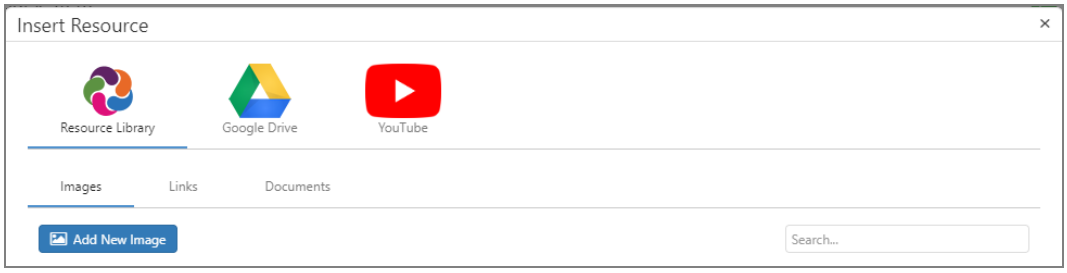
Course Content Screen

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.

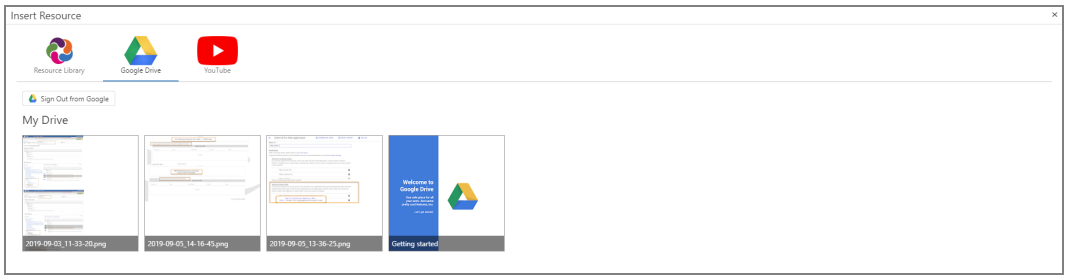


Teacher Resource Library

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 ok to proceed.

> If you are not signed in to the browser using your district-provided G Suite email address, click Sign in and complete the authentication process.

4. A Google Doc is automatically created. Create the Google Doc as needed or click Choose Document to load a previously created Google Doc.

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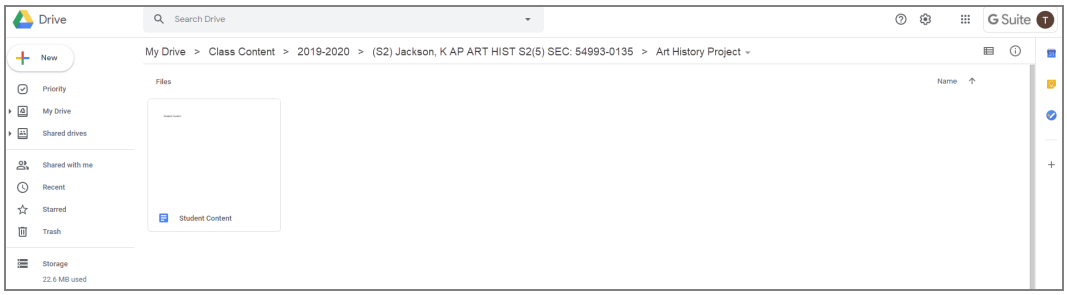
5. Click Open In New Tab to open the Google Doc in a separate tab. This opens the document to edit as needed.

> 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.

1. Navigate to http://drive.google.com.
2. Locate the **Class Content** folder.
3. Navigate through the school year folder to find the class(es) and assignment(s) where Google Docs were created.

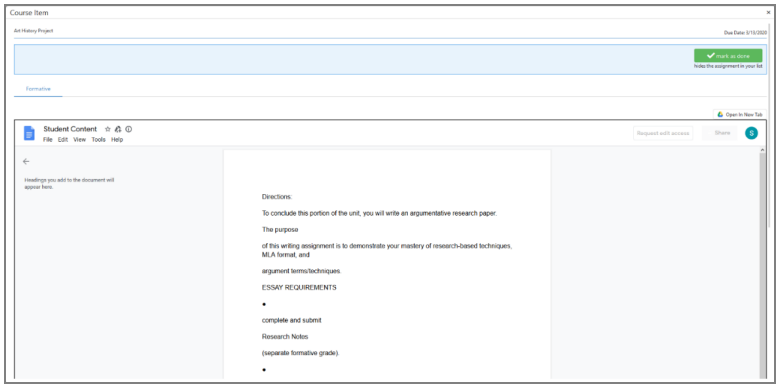


Google Drive

Google Docs in ParentVUE and StudentVUE

1. Select **Grade Book** in ParentVUE or StudentVUE.
2. Select the class and assignment where the Google Doc rich course content is available. The Google Doc displays.

> The Goggle Doc is read-only for students and parents.



Course Item Screen

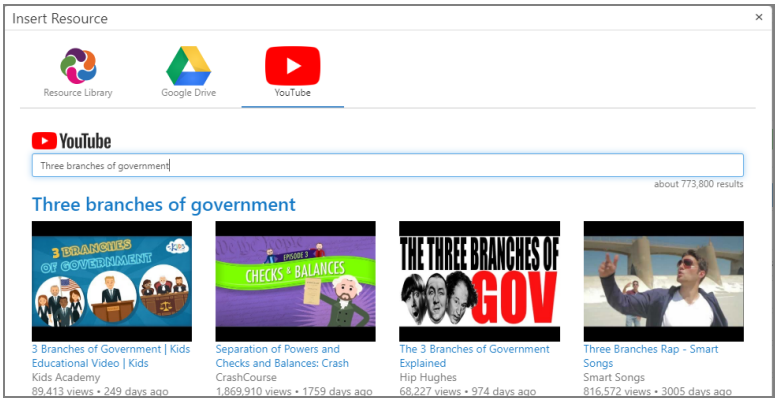
Configuring Rich Content Features

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.

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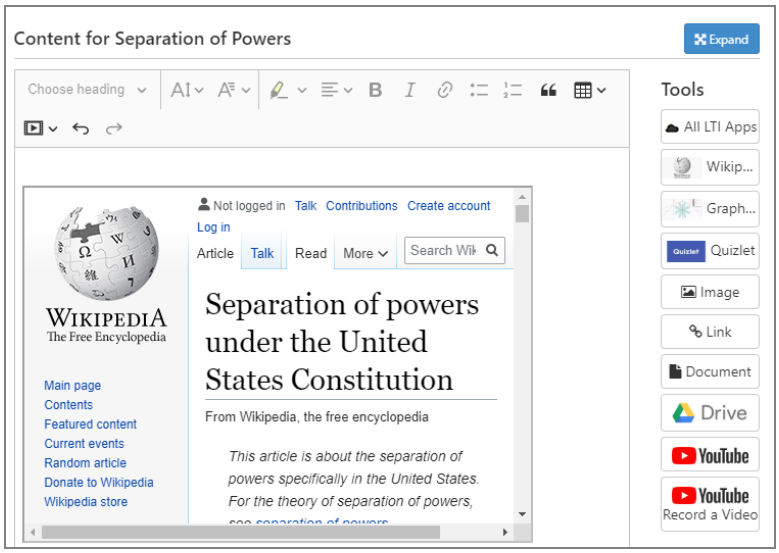
4. Add content to the assignment or Course Content.



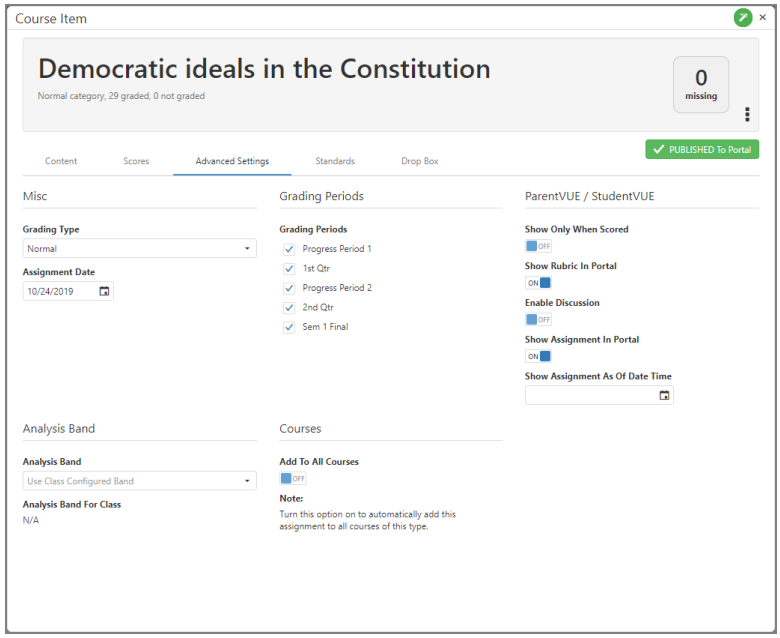
Embedded LTI Content

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 Screen, Advanced Settings Tab

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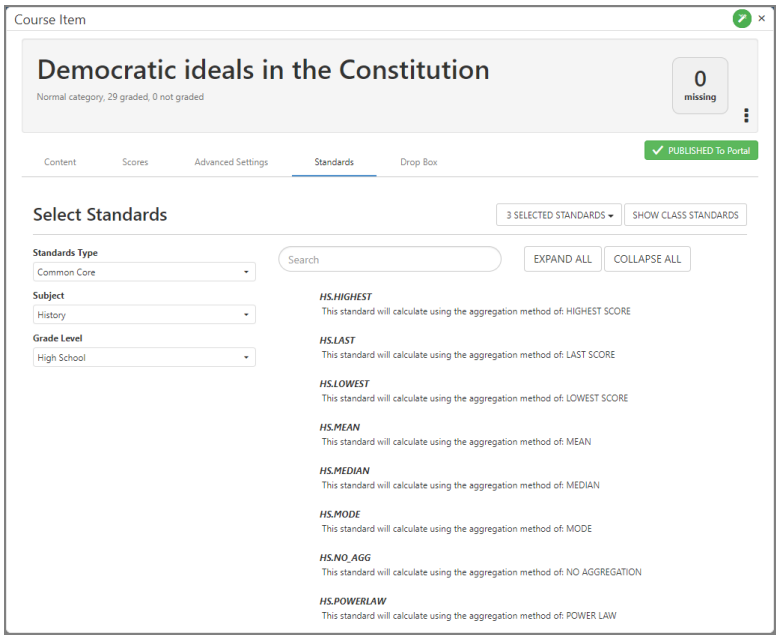
Standards

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.



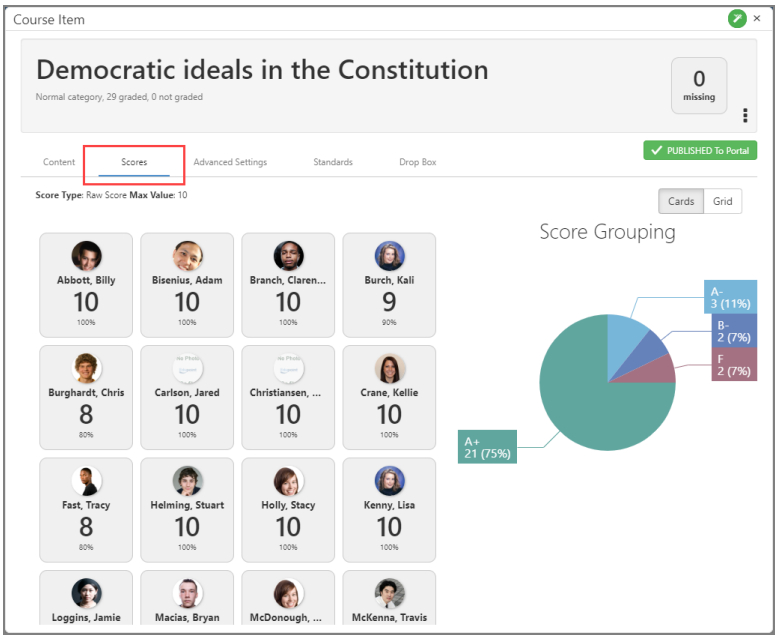
Course Item Screen, Standards Tab

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

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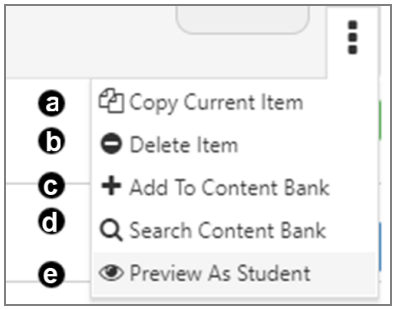
Course Content Bank

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.

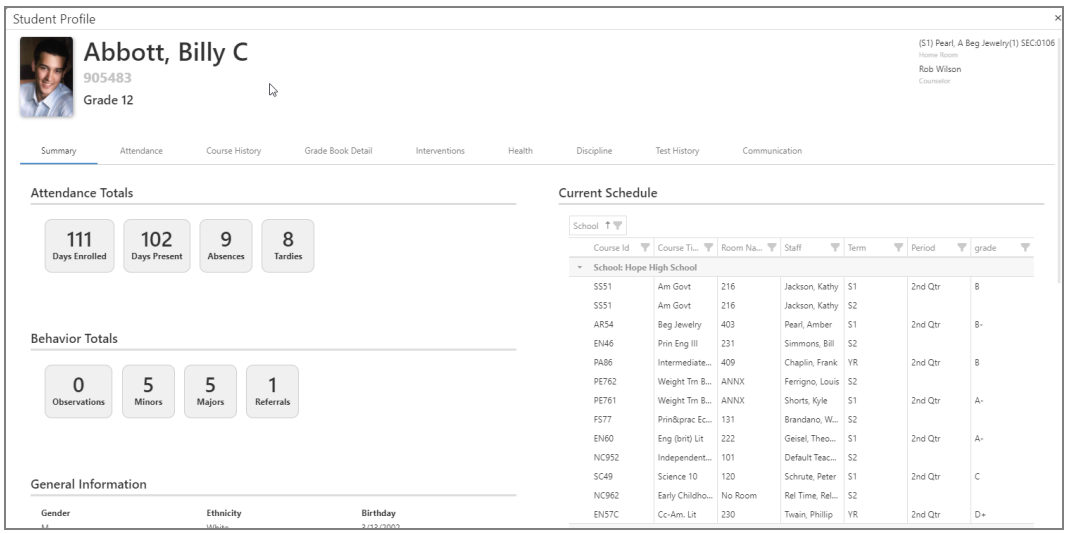
1. Select the ⋮ link from an Assignment or Course Content.
2. Select an option. Teachers can:
    a. **Copy Current Item** – Copy all rich content to a new item that can be set as an assignment or as Course Content for use.
    b. **Delete Item** – Remove the Course Content or assignment from Grade Book.
    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.



Student Profile Screen

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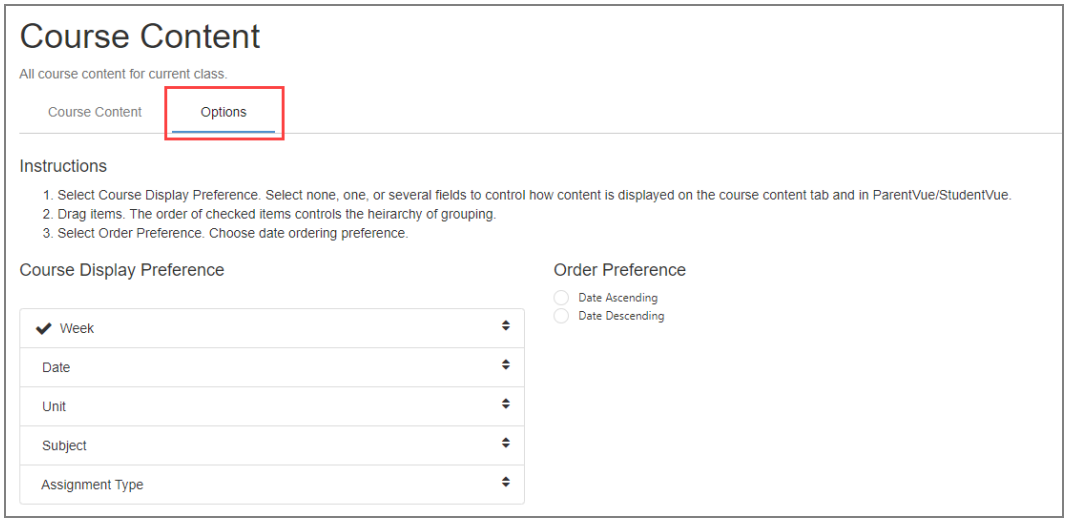
Course Content Screen

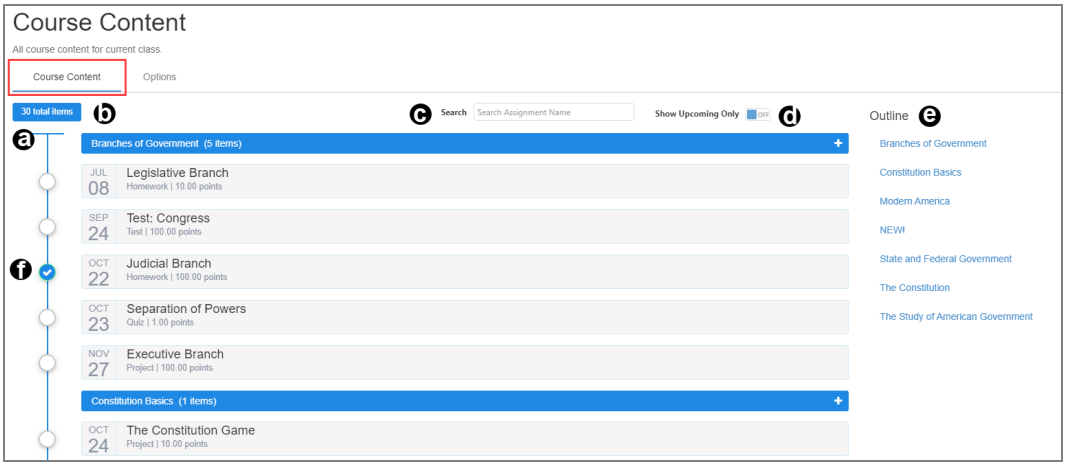
The Course Content screen contains all of the Course Content for a teacher's section. Teachers can create additional Assignments and Course Content Items by clicking . Content is organized by the teacher through the **Options** tab. This organization is how the students view the course content through 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.



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:
    a. Total amount of Course Content in the focused section
    b. Content organized by teacher's customized layout
    c. Search field to find any Course Content provided to the students
    d. Toggle to show only upcoming assignments
    e. An outline of the Course Content
    f. An indicator that that the assignment was completely scored



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.

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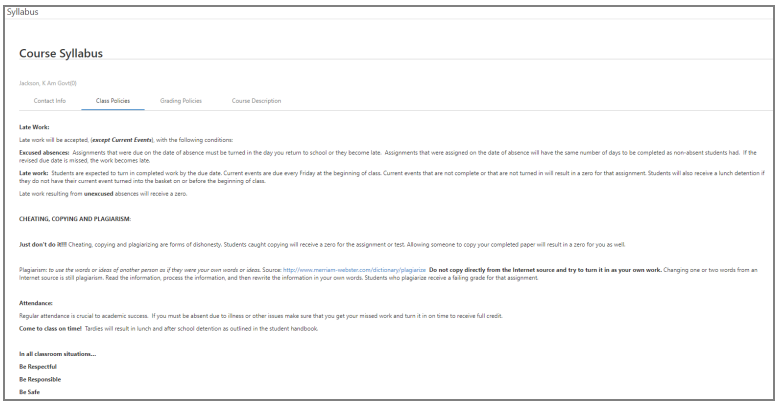
ParentVUE and StudentVUE

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.'

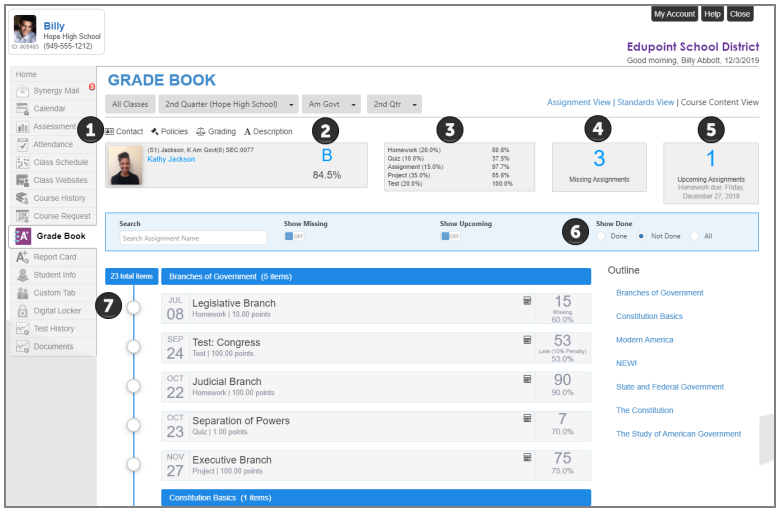
The Course Content view of ParentVUE and StudentVUE displays the following information:

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

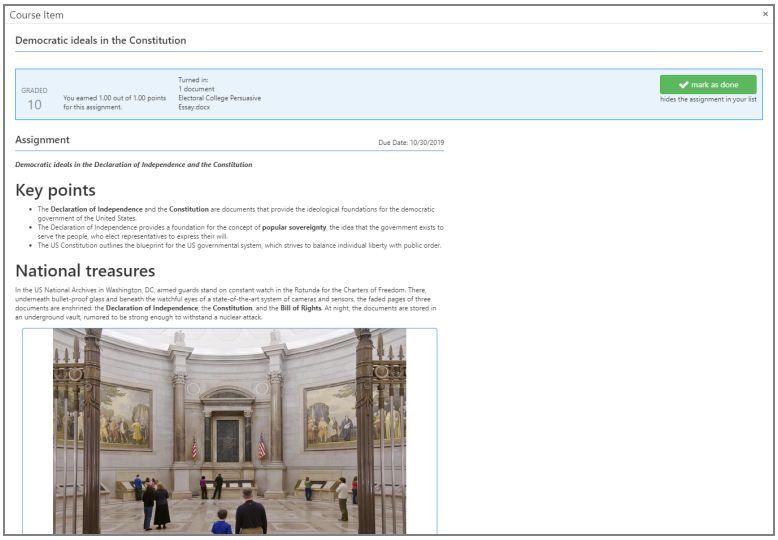
2. Overall class mark and percentage
3. Breakdown by assignment category
4. Number of missing assignments – Can be toggled to show only assignments that are missing
5. Upcoming assignments – Can be toggled to only show assignments with a future due date
6. Show Done filter – Displays or hides assignments 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

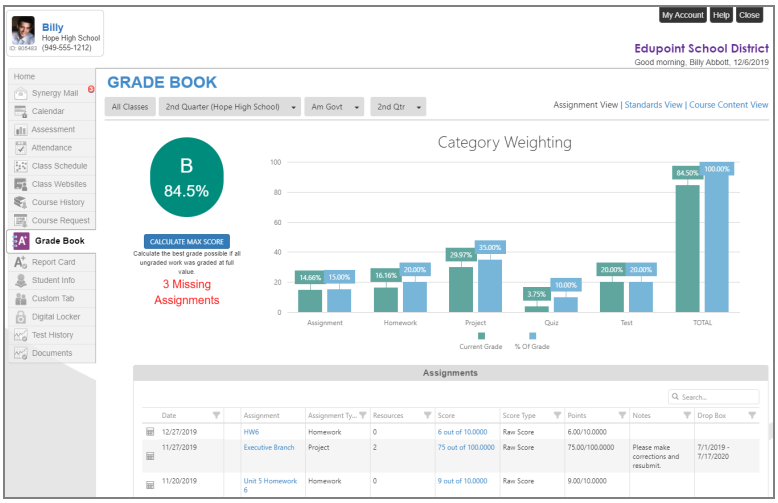
By selecting the name of a Course Content Assignment/Item, students can access further information. This allows students to access all resources as provided by the teacher including text, videos, and LTI applications.



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.



StudentVUE Assignment View

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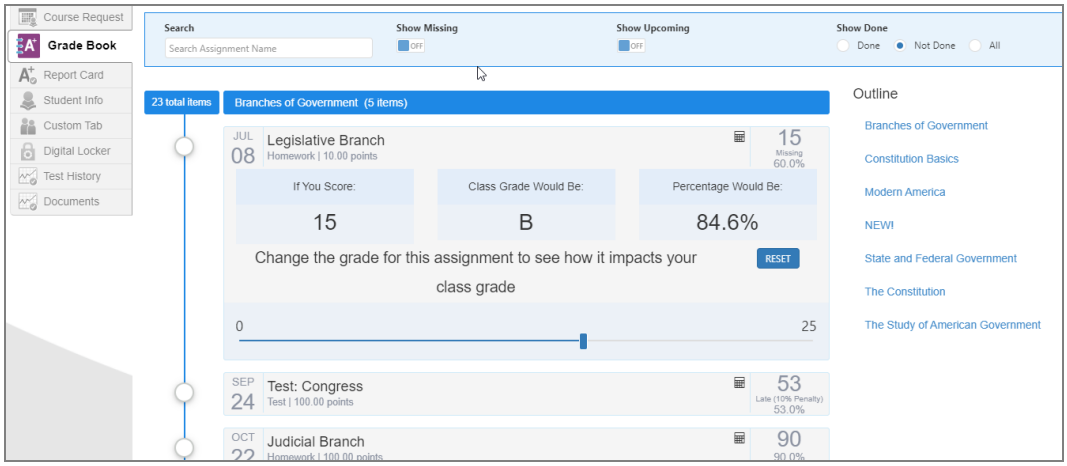
"What If?" Calculator

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.

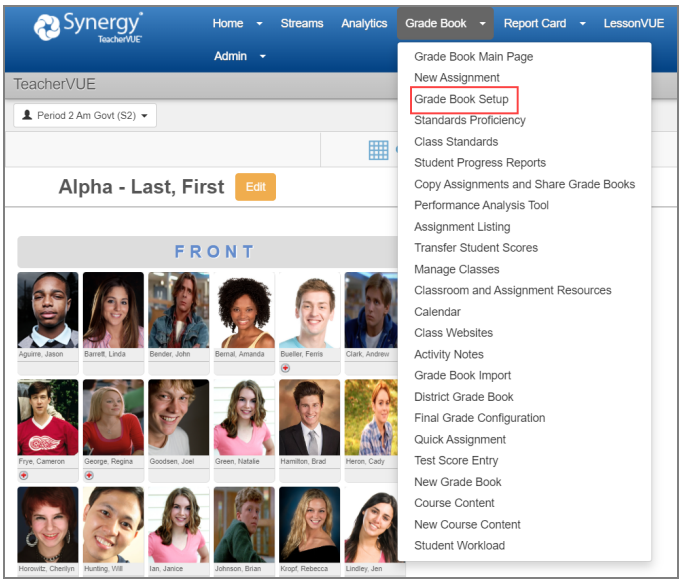


StudentVUE "What If" Calculator

Using Standards-Based Grading in New Grade Book

Enabling Standards Mode

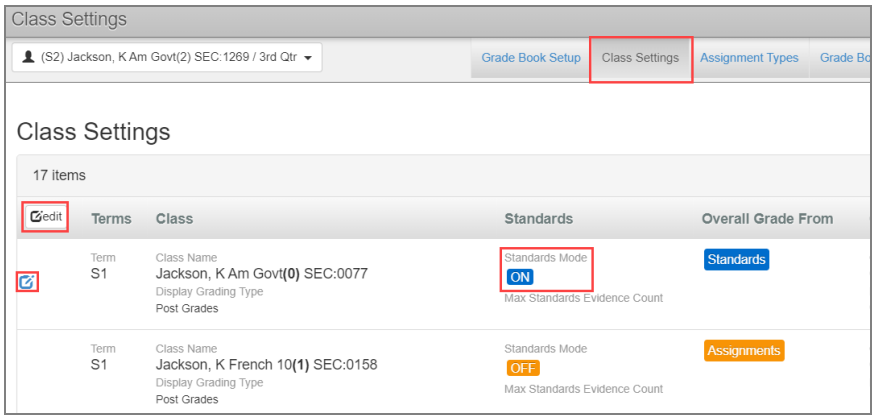
1. Log in to TeacherVUE.
2. Select *Grade Book Setup* from the **Grade Book** menu.



TeacherVUE Home Screen

3. Select the **Class Settings** tab.

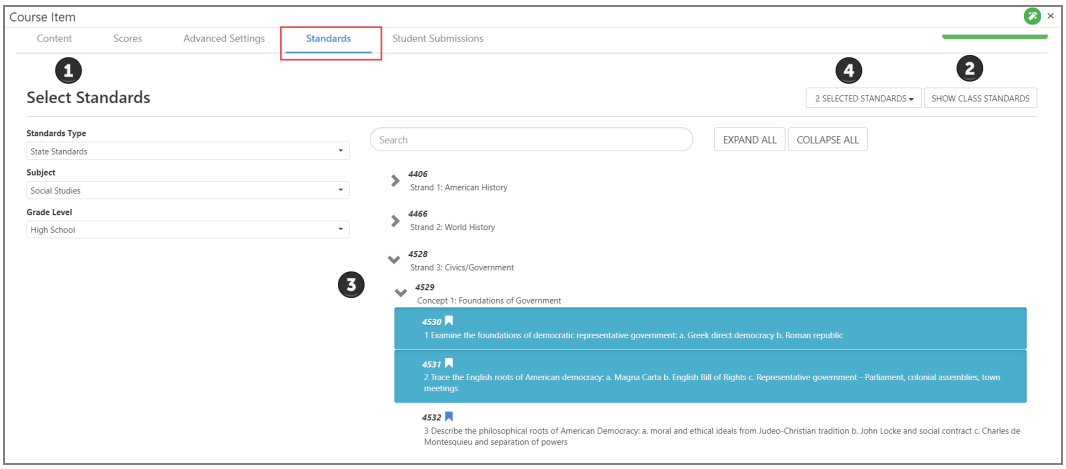
4. Click edit to edit all classes or click to edit an individual class.
5. Toggle **Standards Mode** to *ON*.
6. Click **Save**.



Grade Book Setup Screen, Class Settings Tab

Correlating Standards to Assignments

1. Select *New Grade Book* from the **Grade Book** menu.
2. Create a new assignment or edit an existing assignment.
3. Select the **Standards** tab.



Course Item Screen, Standards Tab

4. Select Standards. ❶
   - Select the **Standards Type**, **Subject**, and **Grade Level**.
5. 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.

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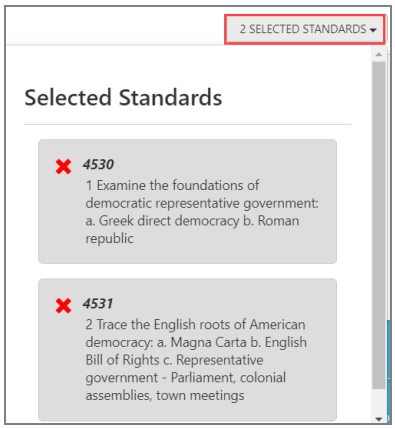
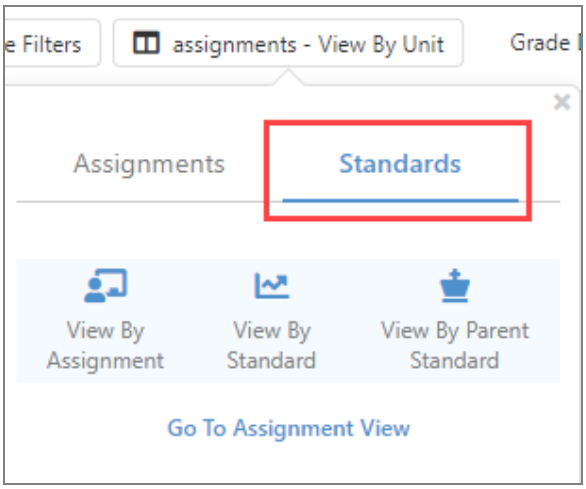
6. Select standards or groups of standards. ❸
   - Click or EXPAND ALL to expand a group of standards.
   - Click or COLLAPSE ALL to collapse a group of standards.
7. Select individual standards to correlate them with the assignment. The standards display in Selected Standards. ❹



Course Item Screen, Selected Standards Detail

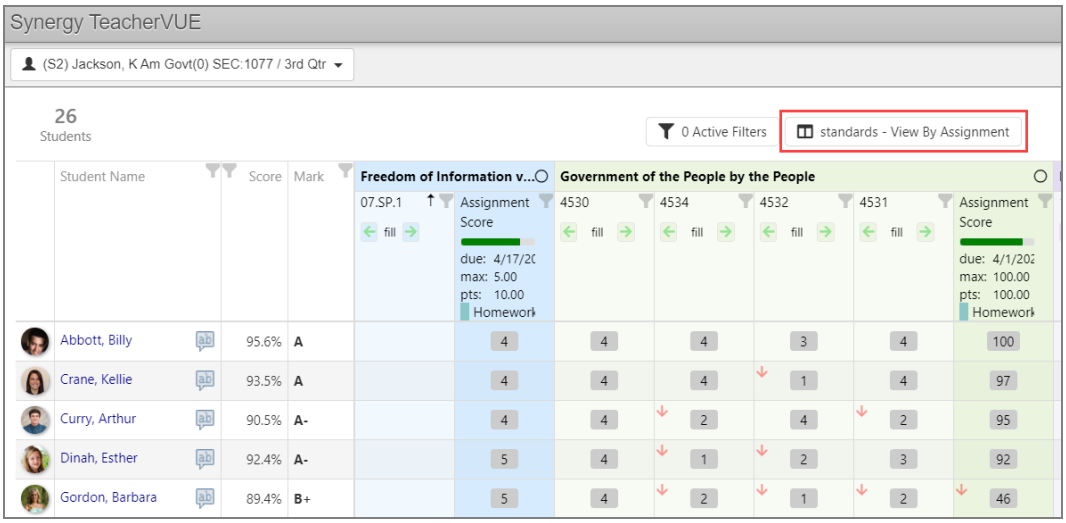
Using Standards Views in New Grade Book

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.



New Grade Book Screen, Standards – View By Assignment

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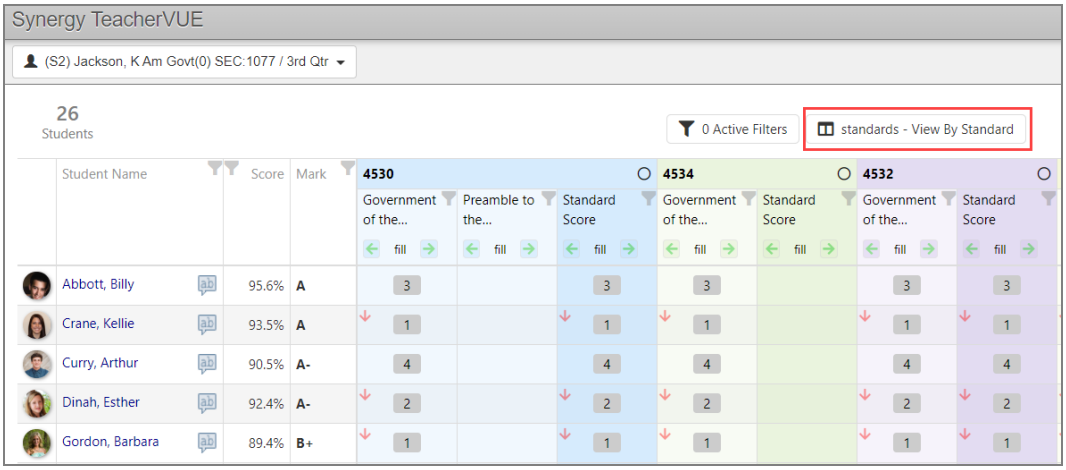
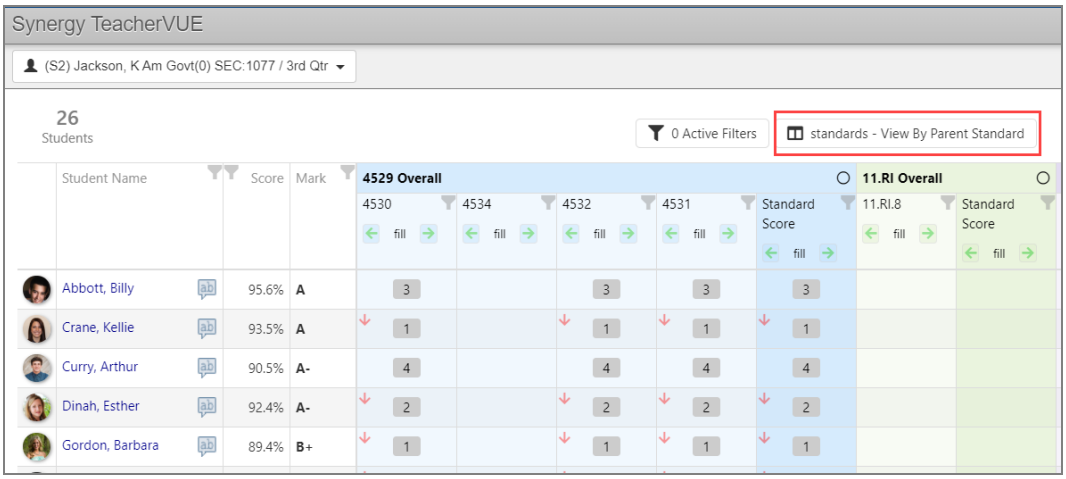
- *View By Standard* – Organizes Grade Book with a focus on Standards. It displays associated assignments and a column showing the overall standard proficiency.

> This is the view most in line with standards view in classic Grade Book.



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.



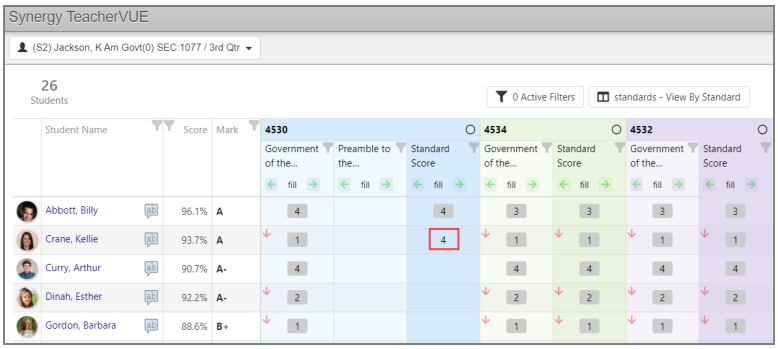
New Grade Book Screen, Standards – View By Parent Standard

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.



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.

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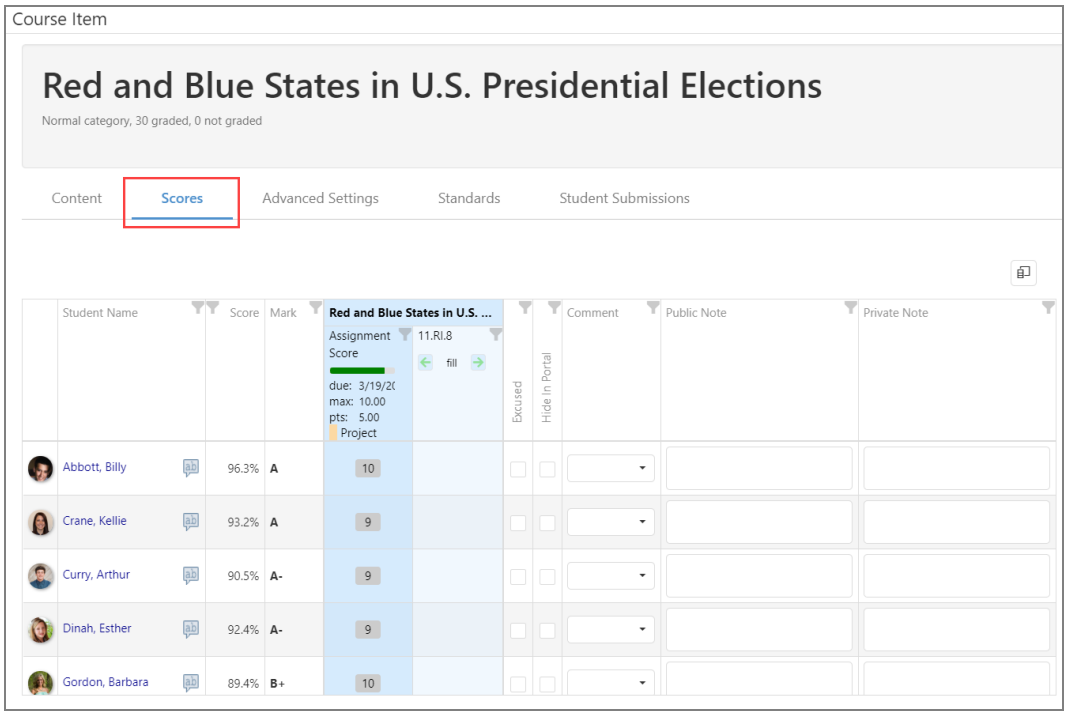
Entering Scores in Assignment

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**.

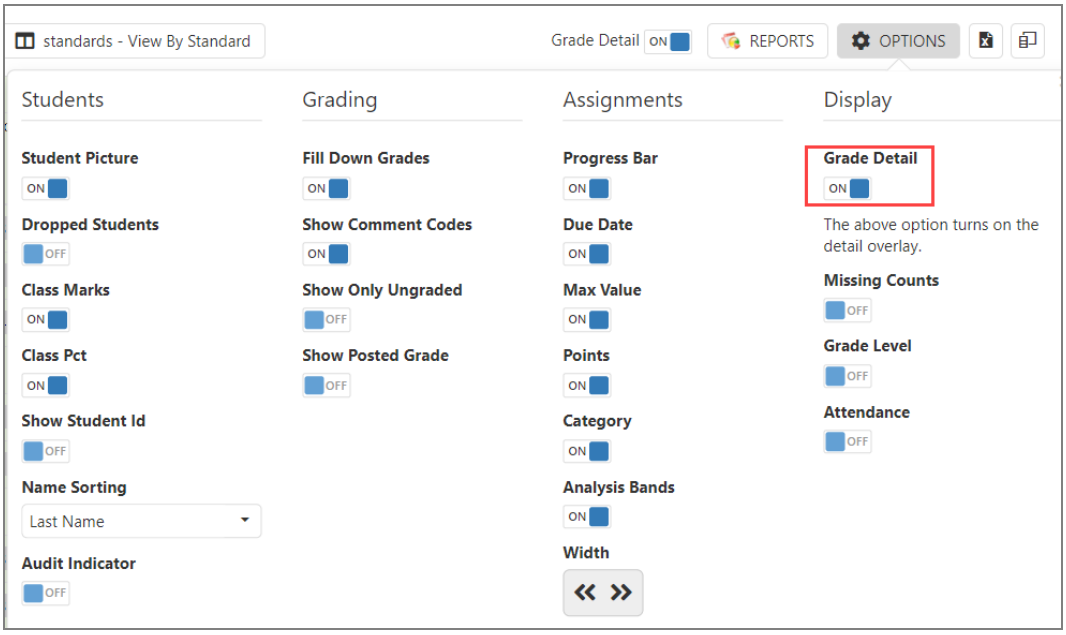


Course Item Screen, Scores Tab

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*.



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.

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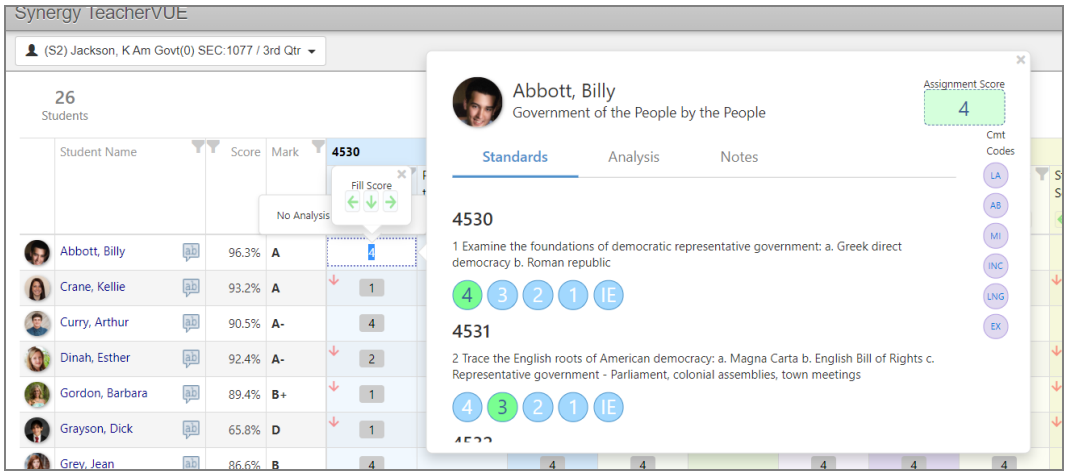
5. Select a comment code if needed.

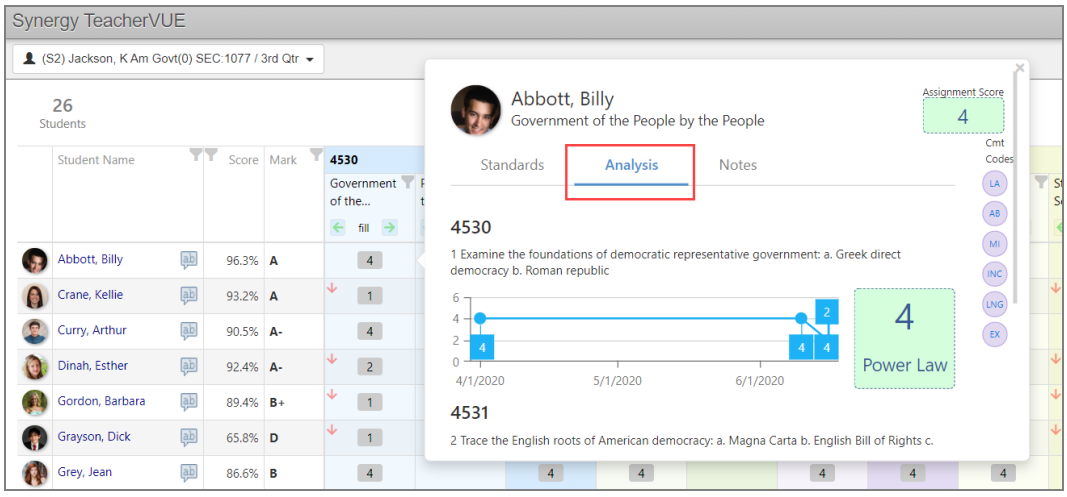


Grade Detail Window

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.

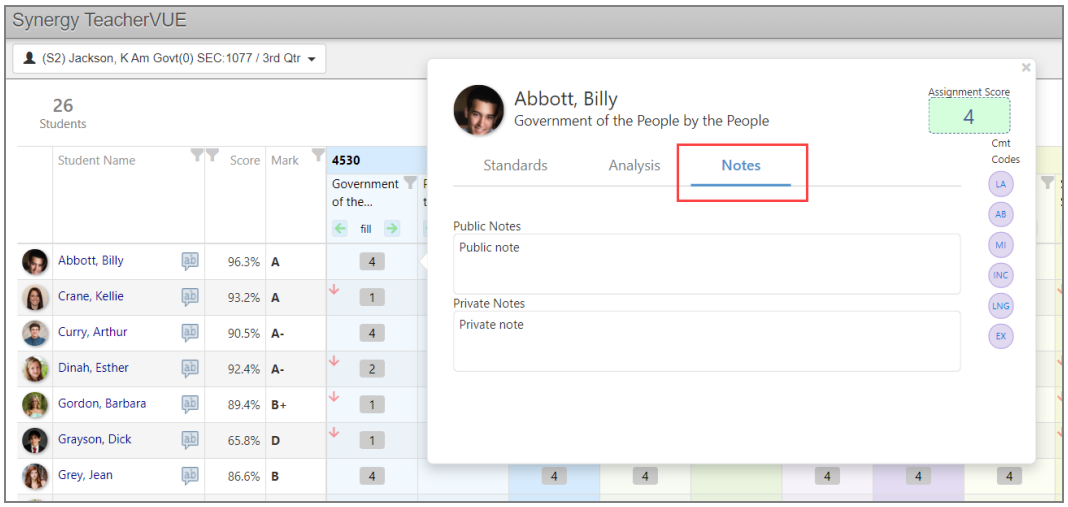
1. Select the **Analysis** tab.
2. Select a field for an overall standard proficiency. This automatically opens an Analysis of the Grade Detail, focusing on the selected standard. The overall proficiency of the standard is displayed, along with the aggregation method set, and a graphical representation of the student's proficiencies towards that standard.



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.



Gradde Detail Window, Notes Tab

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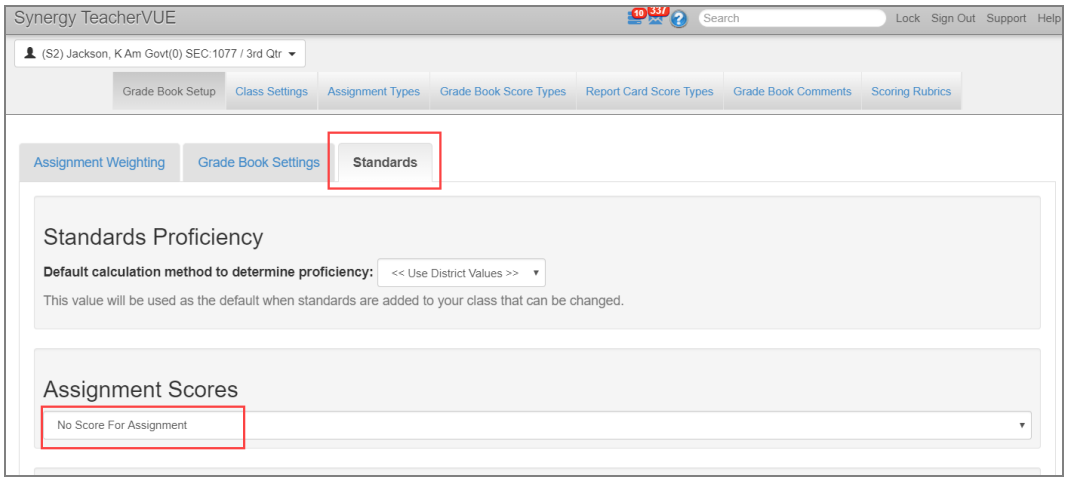
Limiting to Standards-Only Scoring

The **No Score For Assignment** option allows New Grade Book to only accept standard scores. This prevents teachers from keeping track of overall assignment scores.

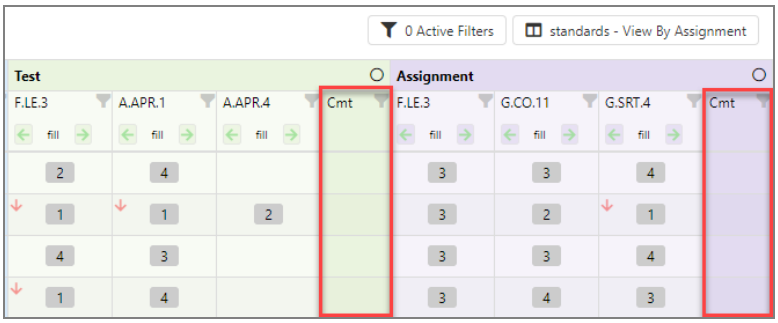
1. Select *Grade Book Setup* from the **Grade Book** Menu.
2. Select the **Standards** tab.
3. Select *No Score For Assignment* in **Assignment Scores** to limit New Grade Book to only allow a standards score.



Grade Book Setup Screen, Standards Tab

The **Assignments** tab does not display when **No Score For Assignment** is selected.

The overall assignment score column is replaced with a **Comment (Cmt)** column to allow New Grade Book comments to be saved for the assignment when in *Standards – View By Assignment*.



New Grade Book Screen, Standards – View By Assignment

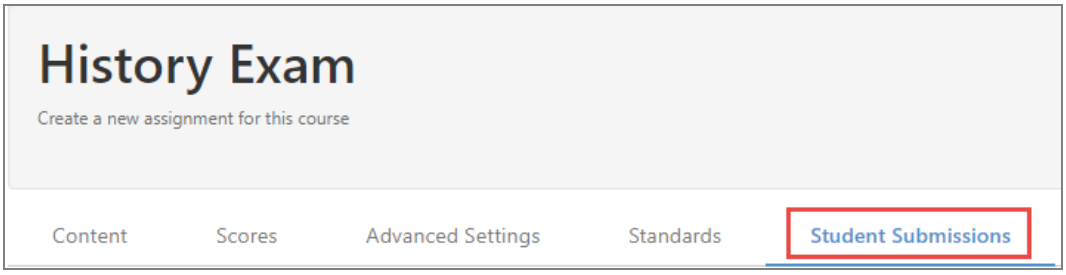
Using Submissions in New Grade Book

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.

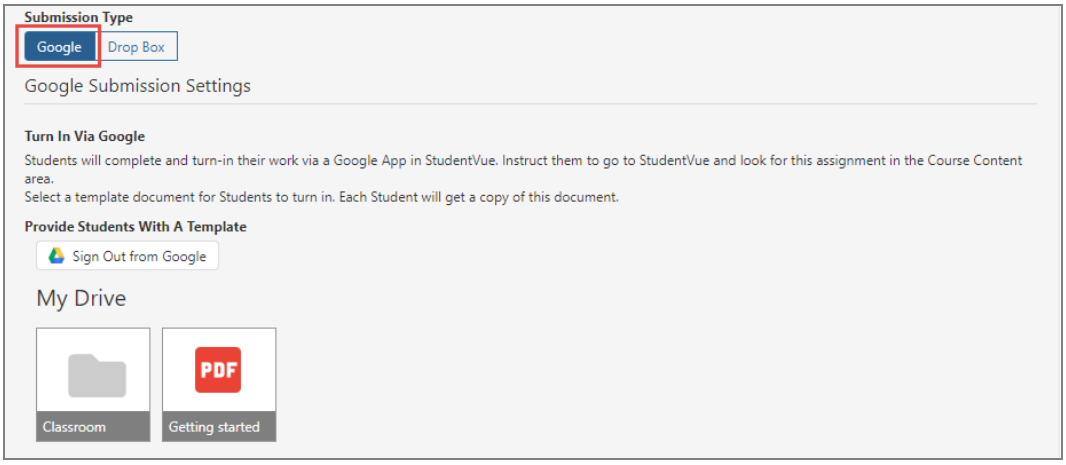
Setting Up Assignments with Google Submissions

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 Select This Resource.
8. Click **Save** if **Autosave** is not enabled.

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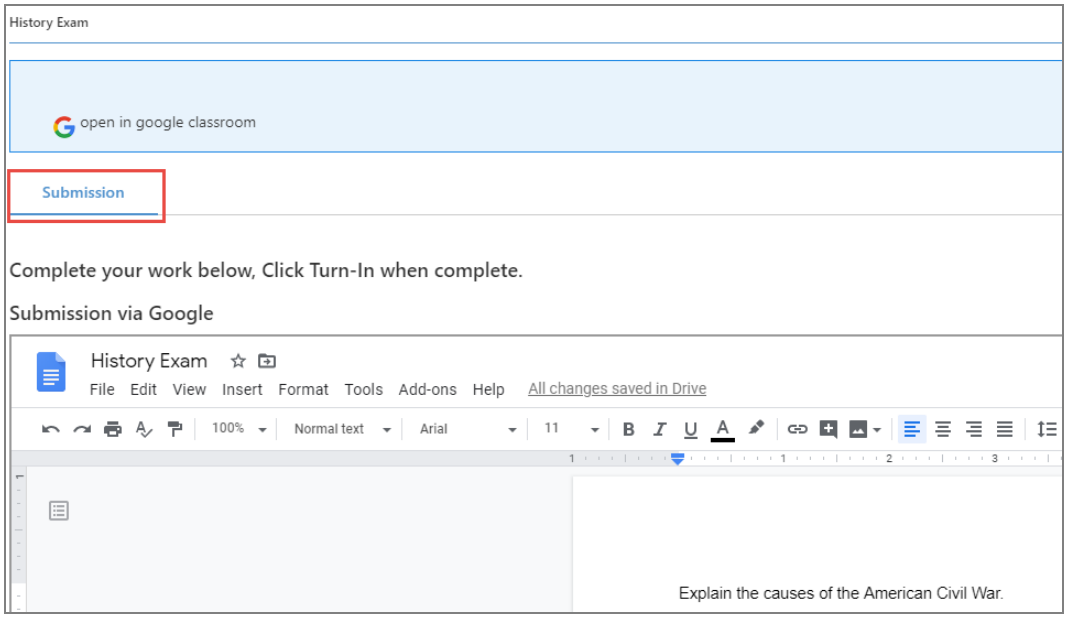
Using Student Submissions with Google

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

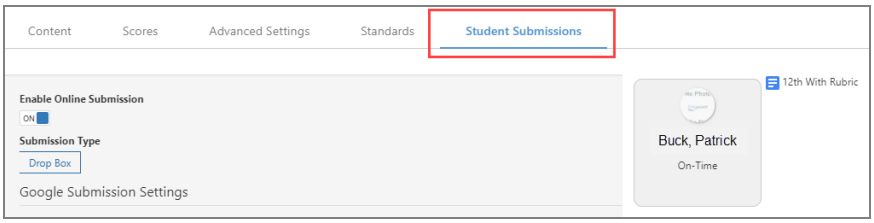
This document can be edited in StudentVUE or directly in Google. Any changes are made in both locations.

Click TURN-IN when complete.

Resubmit by clicking TURN-IN again.

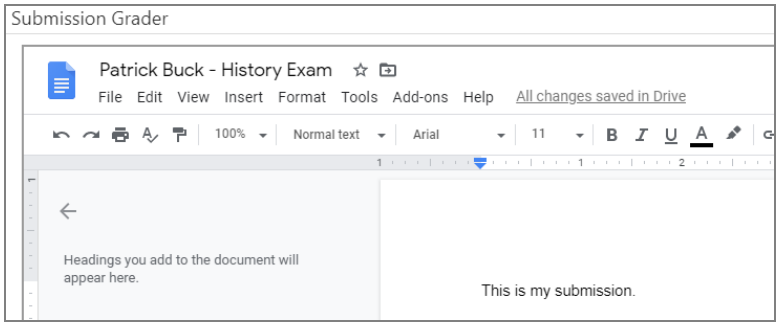
Grading With Student Submissions

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

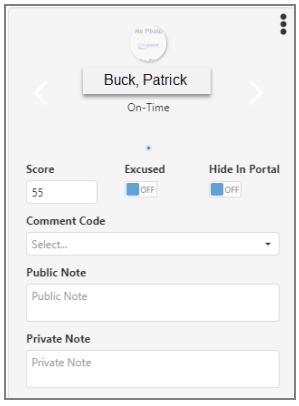
4. Select the Google Doc next to a student's name to open the Submission Grader screen. The Google submission displays. The teacher can edit the Google Doc on the interface.



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.

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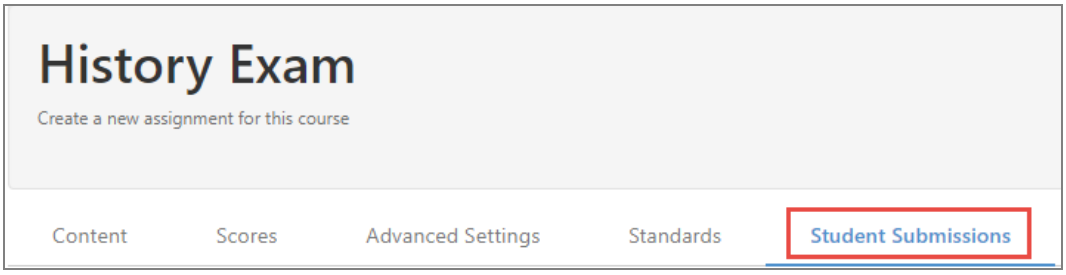
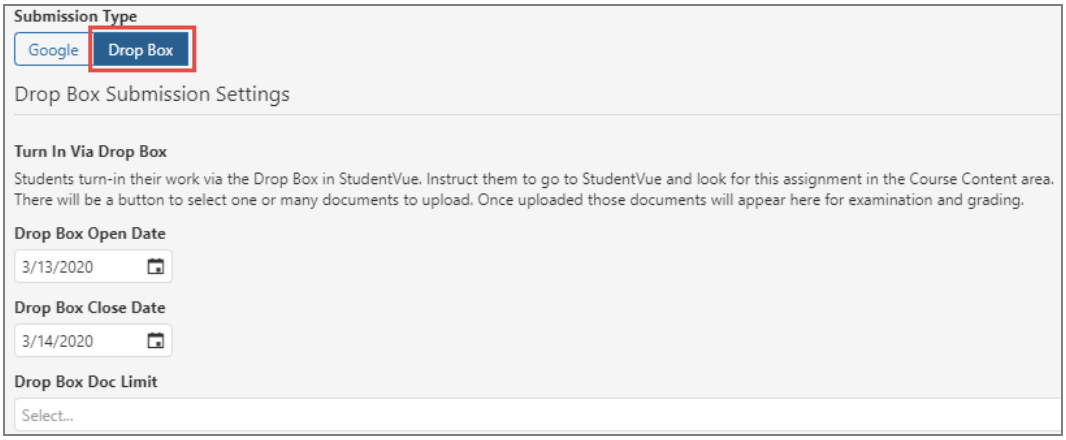
Setting Up Assignments with Drop Box Grader

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.



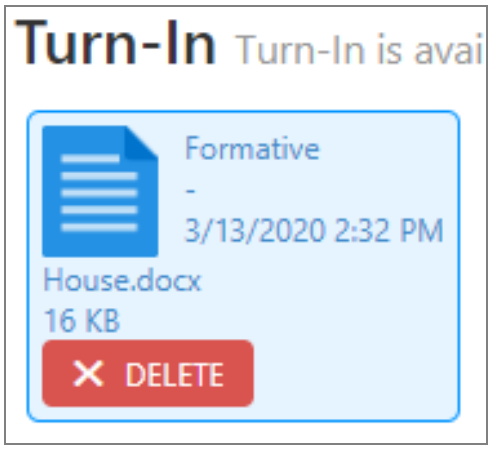
New Grade Book Screen, Student Submission Tab

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 Select File To Turn-In 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 UPLOAD & TURN-IN.

6. A window with the document information displays upon submission.

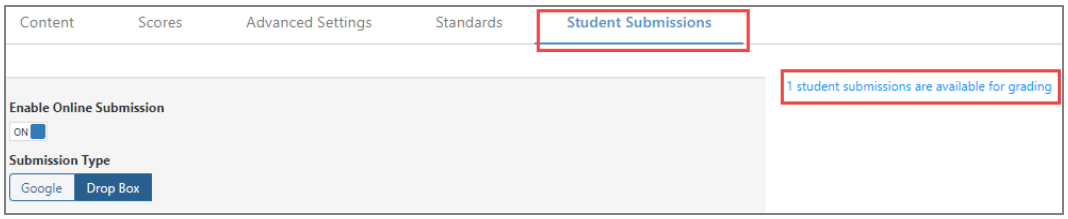


Turn-In Window

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

See Scoring Drop Box Assignments for additional information.

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Chapter 5: Monitoring Student Performance

Using the Student Summary Screen 231
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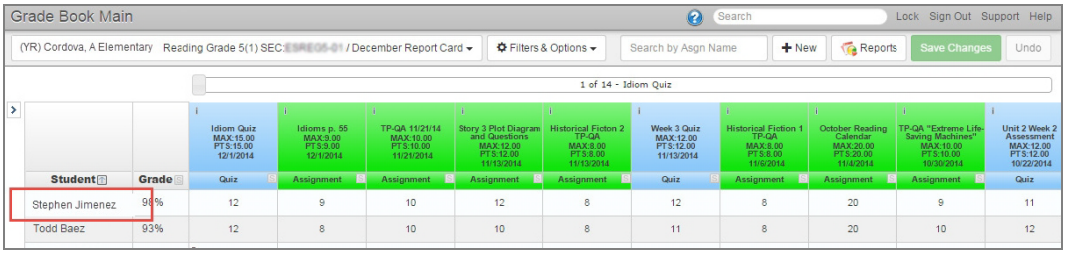
Using the Analysis Dashboard 258
Running Admin Reports 261

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

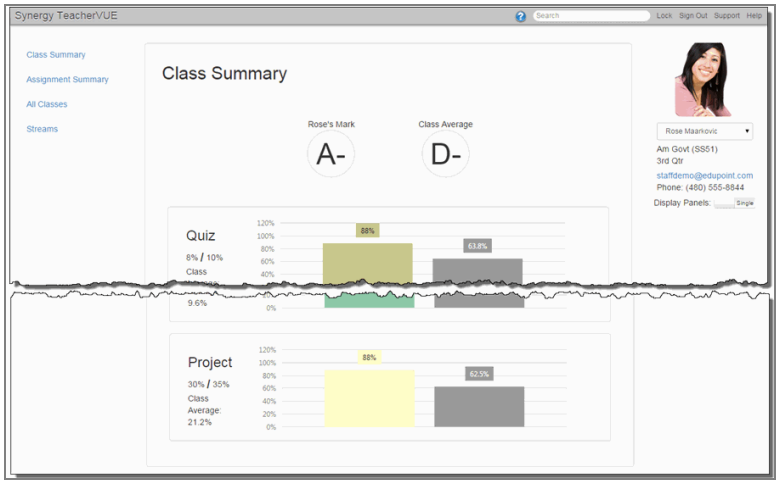


Grade Book Main Screen

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

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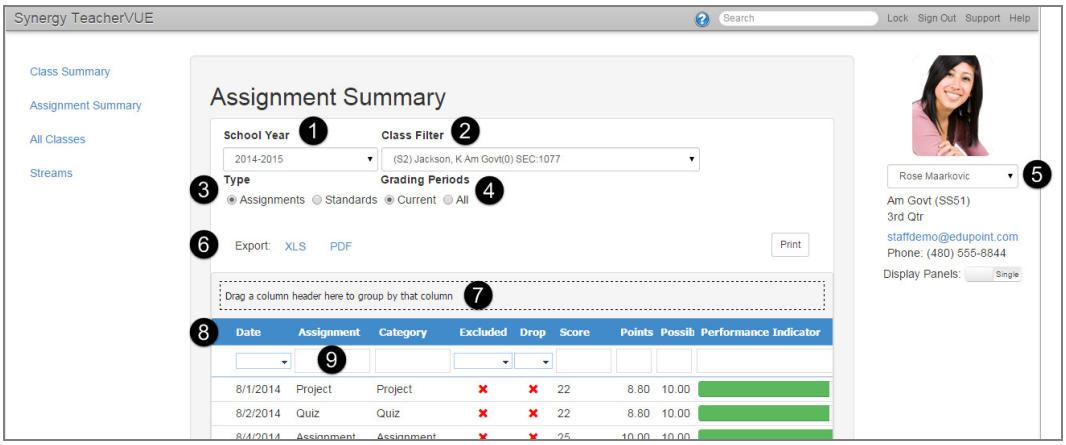
- Select **Assignment Summary** to display the student's performance on individual assignments. You can:
  - Rearrange the order that the information displays by dragging and dropping the column headers
  - Edit the student's scores and notes on the Assignment Summary.

> Select **Standards** to enter scores based on standards.

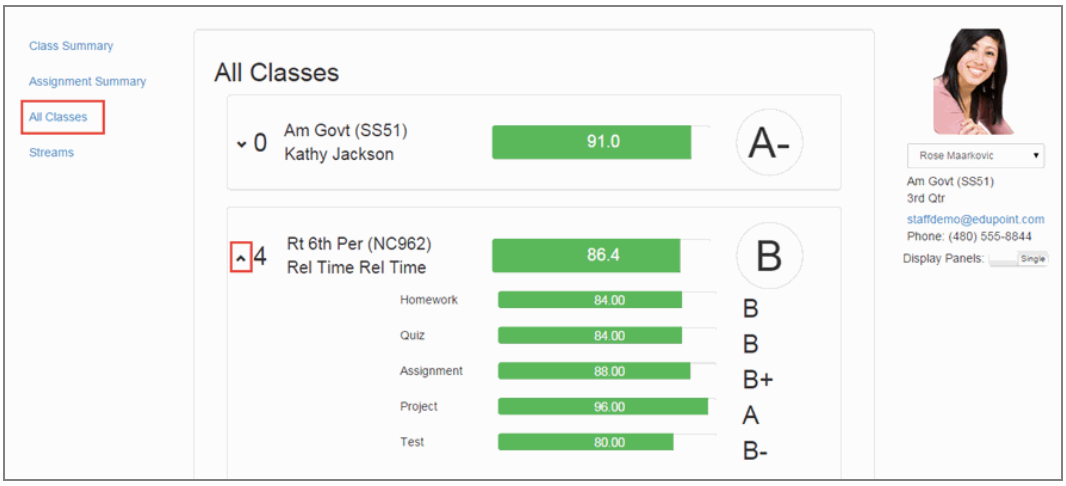


Student Summary Screen, Assignment Summary Tab

Use the filters to change the view.

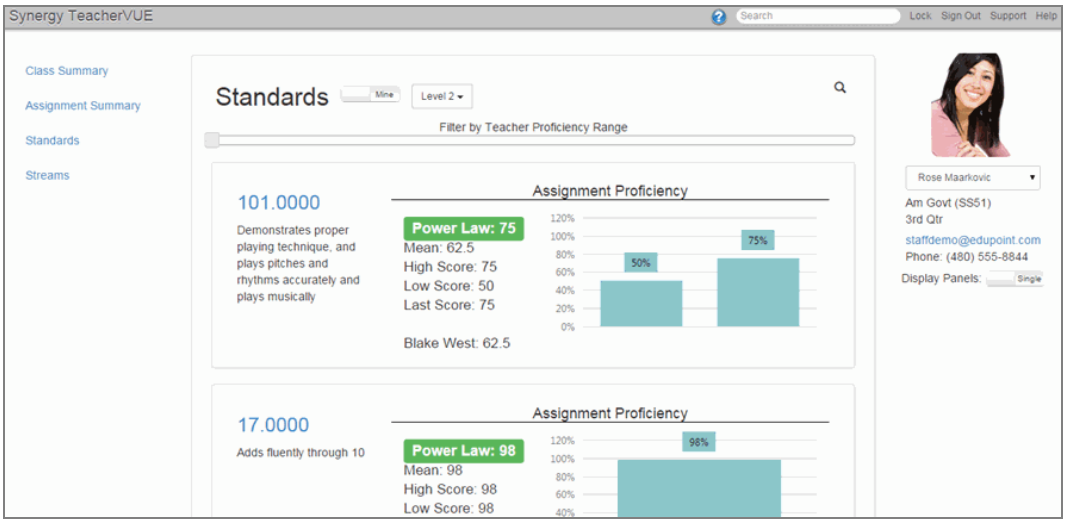
- **School Year** – Select the school year. ❶
- **Class Filter** – Select another class and/or grading period to view the student's performance on assignments. ❷
- **Type** – Select how to view the summary, either Assignments or Standards. ❸
- **Grading Periods** – Select the Current grading period or All. ❹
- Select another student. ❺
- Export – Export the assignment summary by clicking the **XLS** or **PDF** link. ❻
- **Filter** – Drag column headings to filter the results by that column. ❼
- Sort – Click the column heading to sort the rows in ascending or descending order. ❽
- Search — Enter a keyword to search for all assignments with that keyword or use the arrow to make a selection. ❾

- 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.

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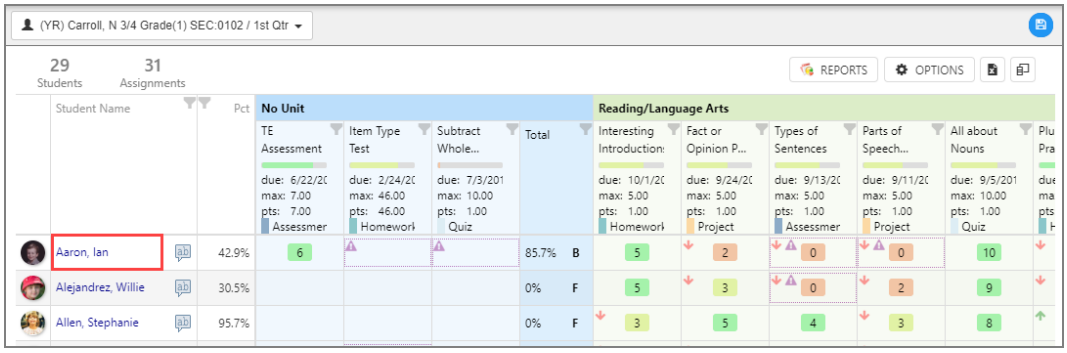
Using the Student Profile Screen

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

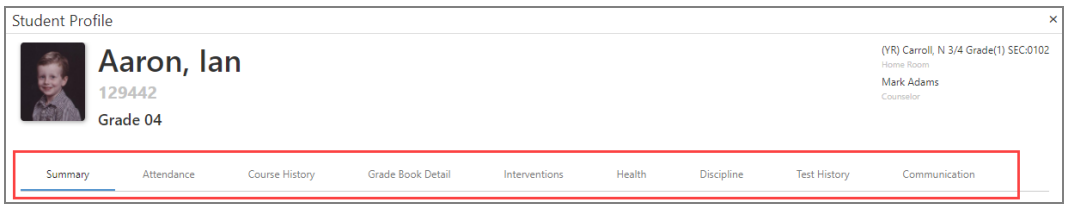
1. Navigate to **Grade Book > New Grade Book**.
2. Click a student name.



New Grade Book Screen

Basic Navigation

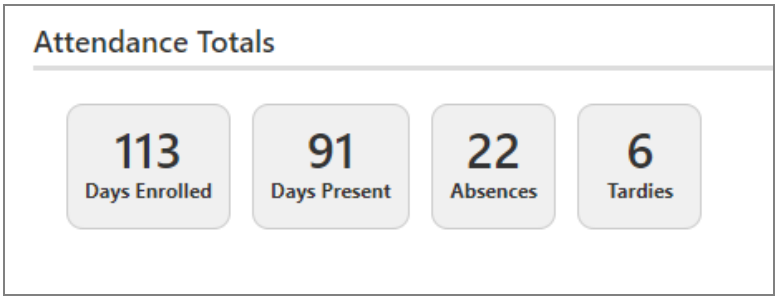
Summary, **Attendance**, **Course History**, **Grade Book Detail**, **Interventions**, **Health**, **Discipline**, **Test History**, and **Communication** tabs are available on the Student Profile screen in both Synergy SIS and New Grade Book.



Student Profile Screen

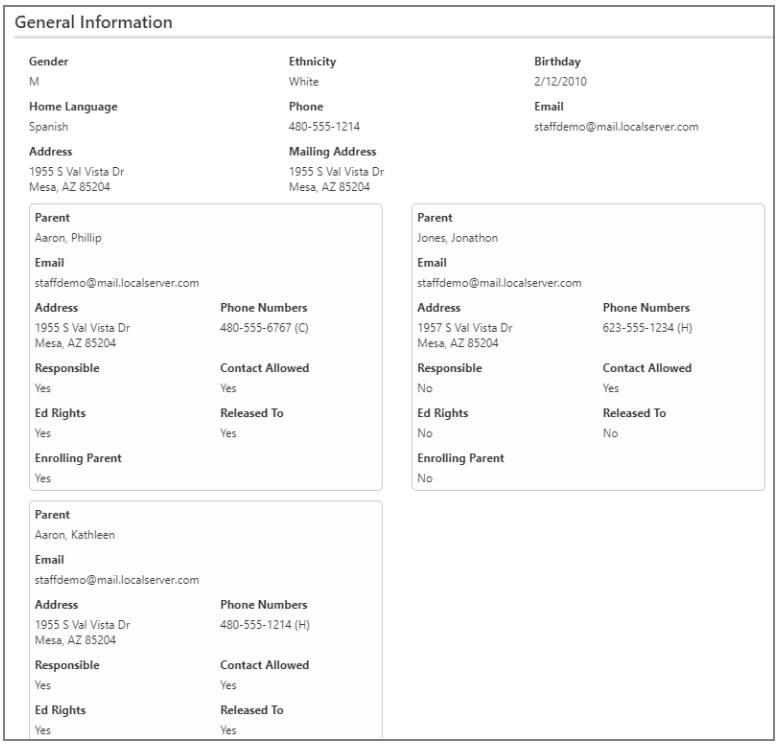
Summary Tab

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



Student Profile Screen, Summary Tab

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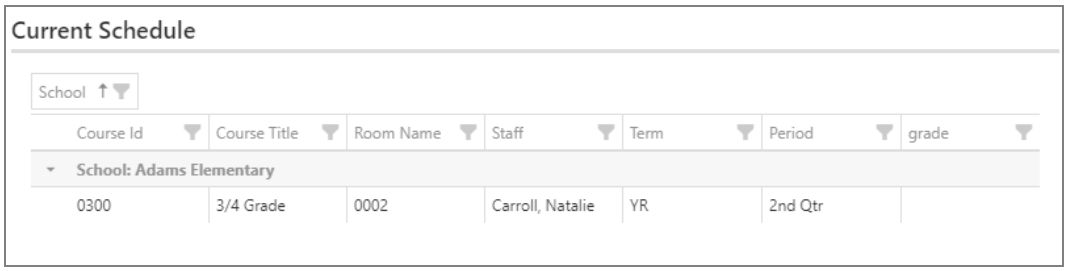
Emergency Contacts

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

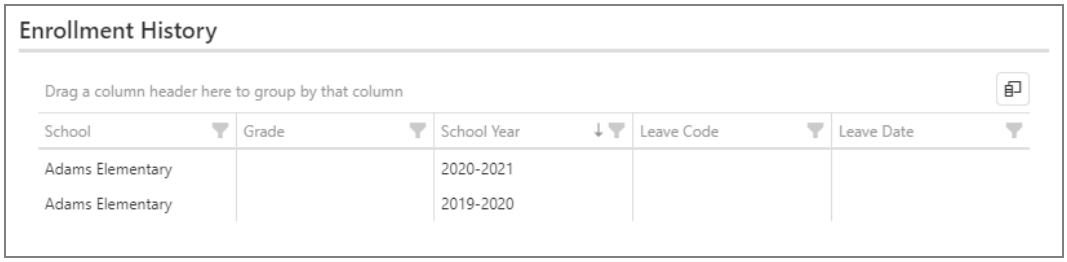


Current Schedule

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

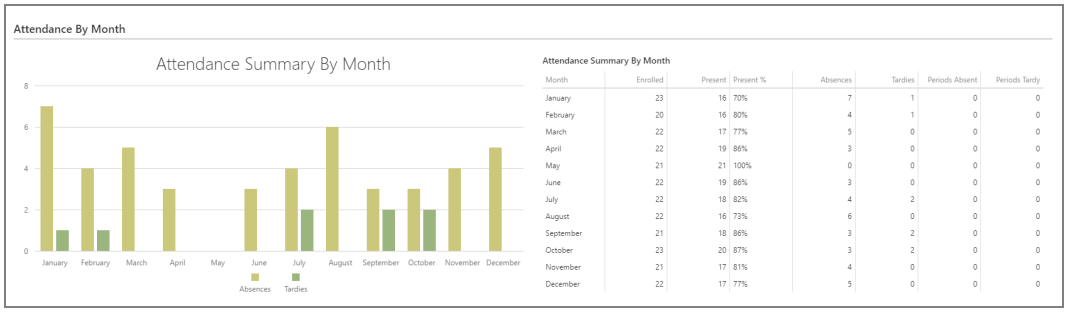
Drag a column header here to group by that column

Group	Enter Date	Leave Date	Elligibility Required
After School Program	06/12/2019		
Student Council	09/22/2019		

Student Profile Screen, Summary Tab

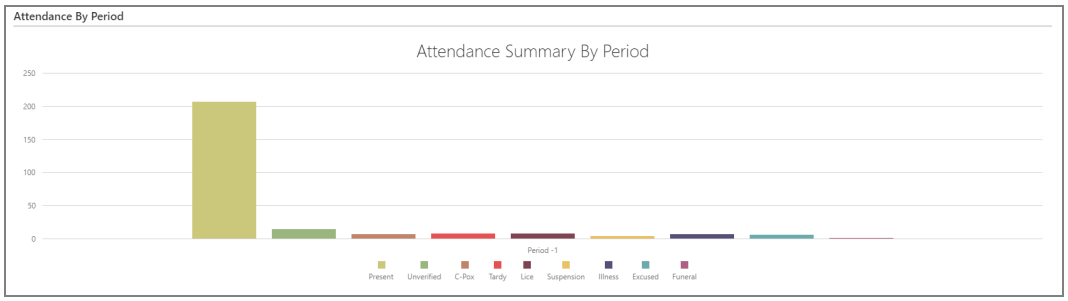
Attendance Tab

The **Attendance** tab displays Attendance Summary By Month, Attendance Summary By Period, Grid (by date), and Calendar data.

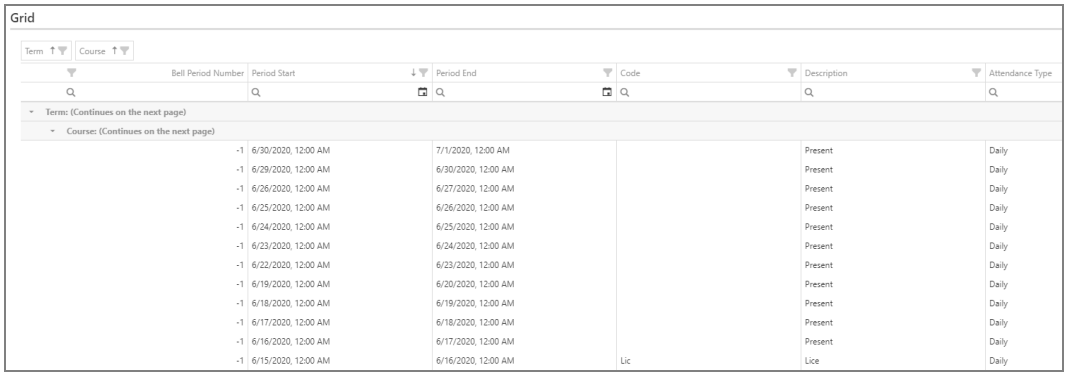


Month	Enrolled	Present	Present %	Absences	Tardies	Periods Absent	Periods Tardy
January	23	16	70%	7	1	0	0
February	20	16	80%	4	1	0	0
March	22	17	77%	5	0	0	0
April	22	19	86%	3	0	0	0
May	21	21	100%	0	0	0	0
June	22	19	86%	3	0	0	0
July	22	18	82%	4	2	0	0
August	22	16	73%	6	0	0	0
September	21	18	86%	3	2	0	0
October	23	20	87%	3	2	0	0
November	21	17	81%	4	0	0	0
December	22	17	77%	5	0	0	0

Student Profile Screen, Attendance Tab



Student Profile Screen, Attendance Tab



Bell Period Number	Period Start	Period End	Code	Description	Attendance Type
-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	Daily

Student Profile Screen, Attendance Tab

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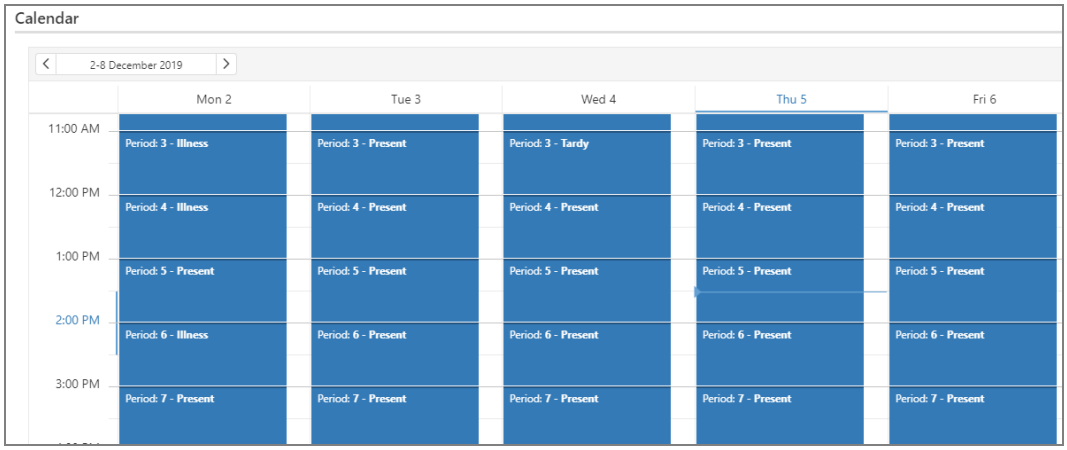
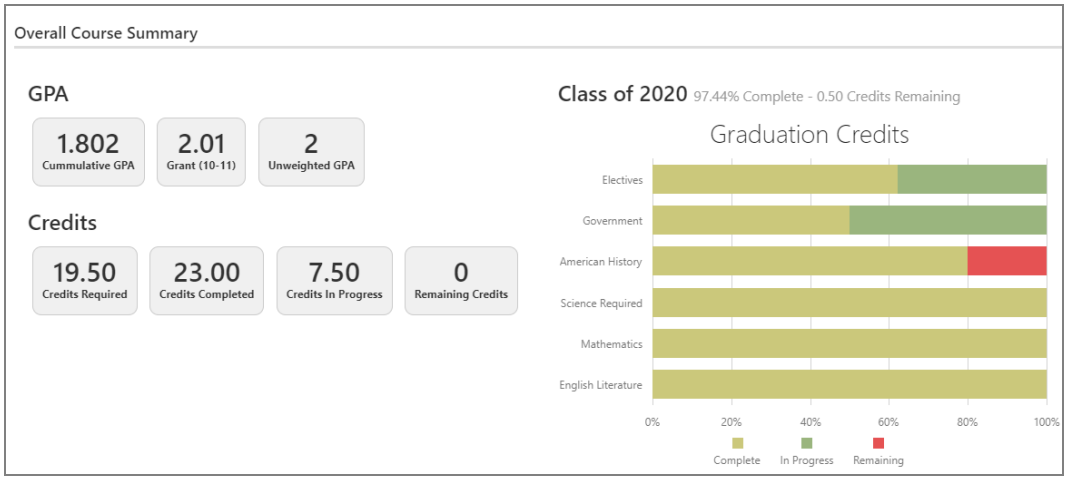


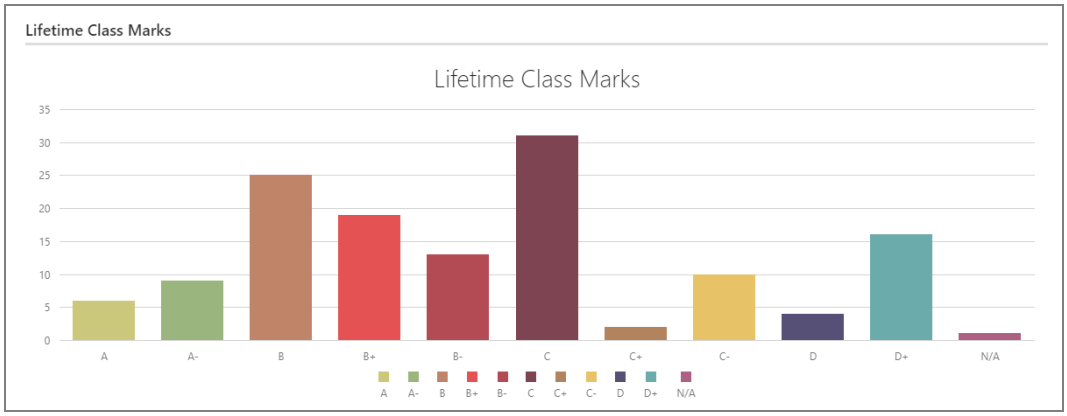
Student Profile Screen, Attendance Tab

Course History Tab

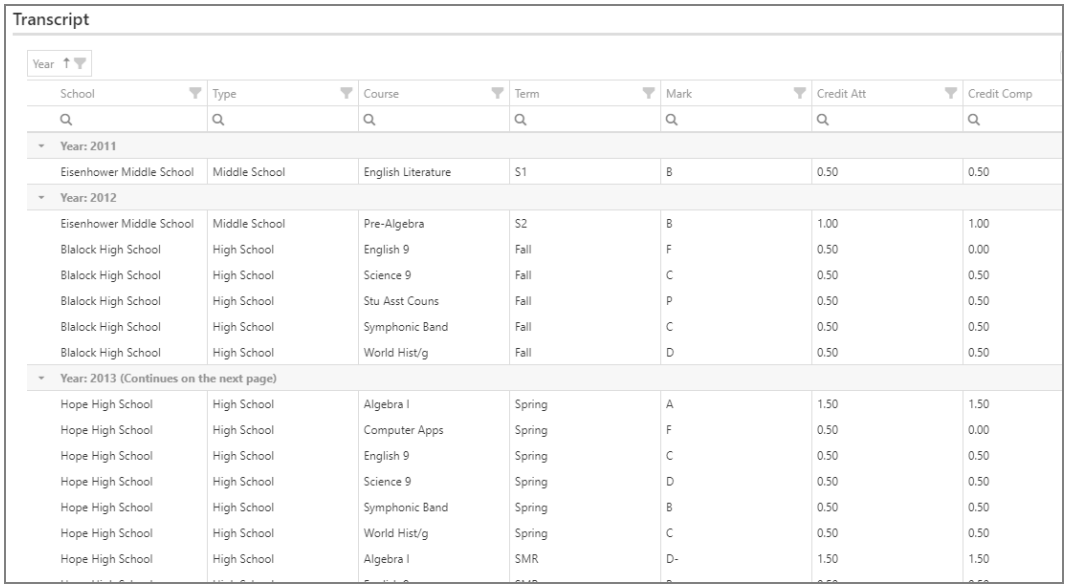
The **Course History** tab includes Overall Course Summary, Lifetime Class Marks, and Transcript data.



Student Profile Screen, Course History Tab



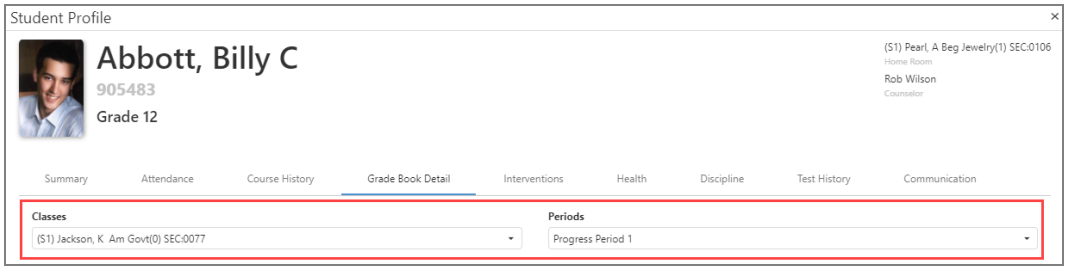
Student Profile Screen, Course History Tab



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.



Student Profile Screen, Grade Book Detail Tab

Student Profile Screen, Grade Book Detail Tab

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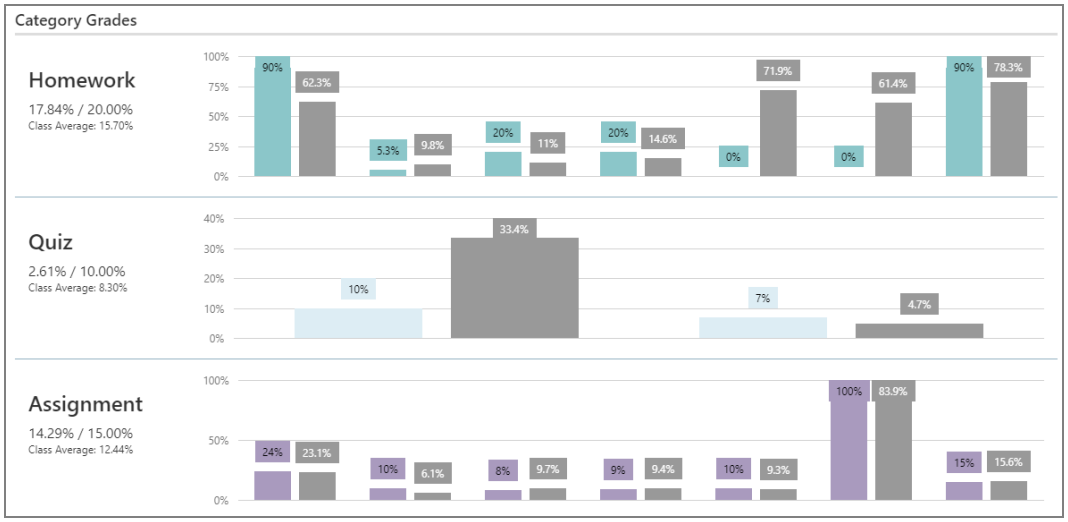
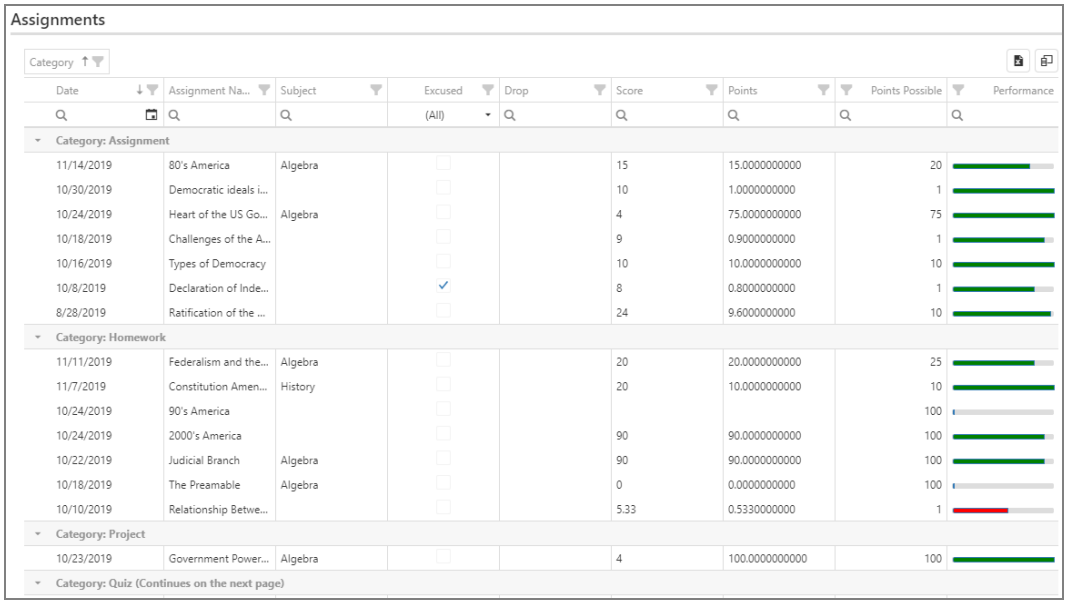


Student Profile Screen, Grade Book Detail Tab

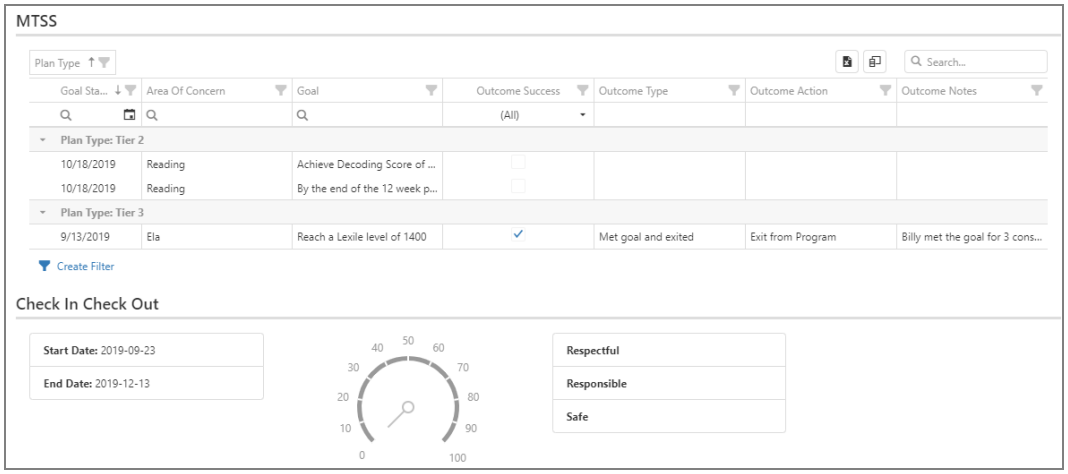


Student Profile Screen, Grade Book Detail Tab

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.

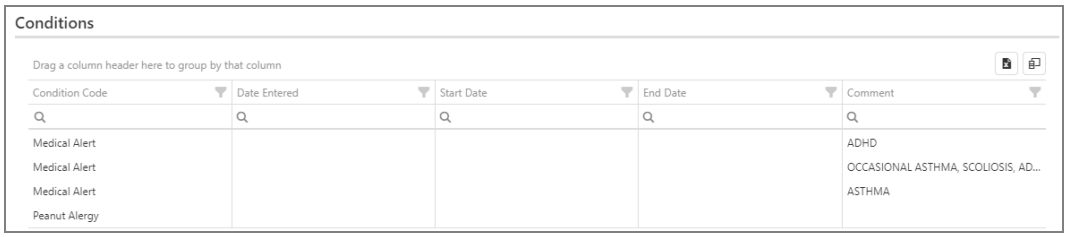
The **Interventions** tab displays MTSS and Check In Check Out data.



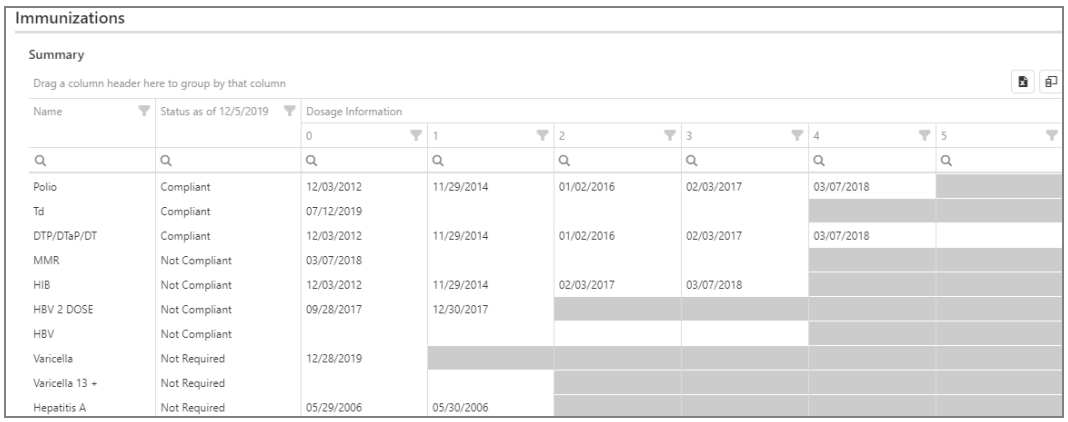
Student Profile Screen, Intervention Tab

Health Tab

The **Health** tab displays student Conditions and Immunization data.



Student Profile Screen, Health Tab



Student Profile Screen, Health Tab

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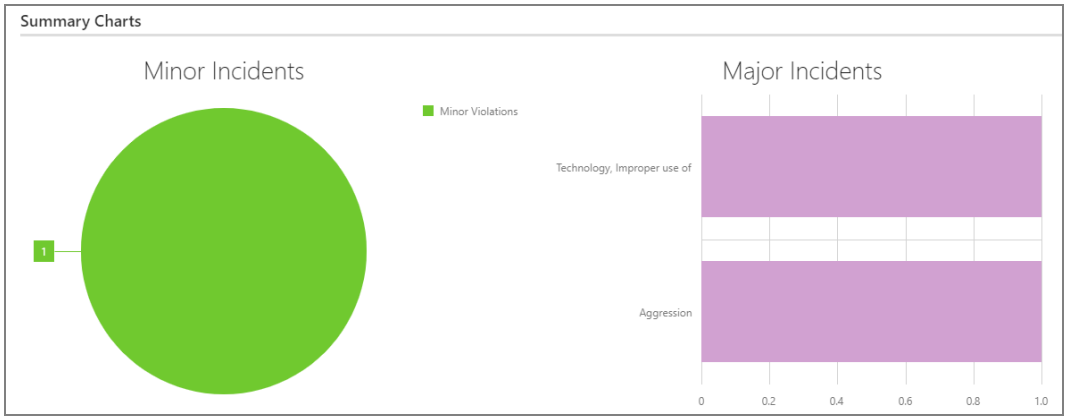
Discipline Tab

The **Discipline** tab displays Summary Charts and All Discipline Events data.

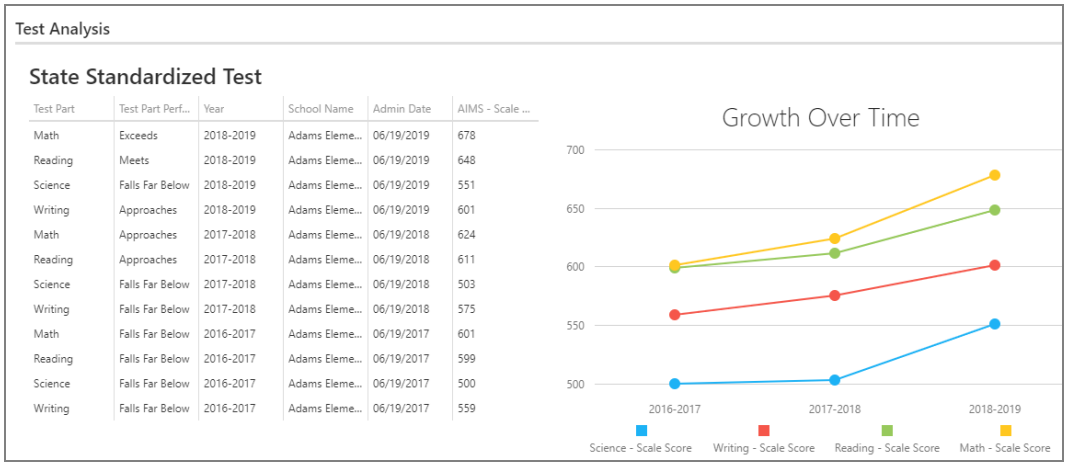


Student Profile Screen, Discipline Tab

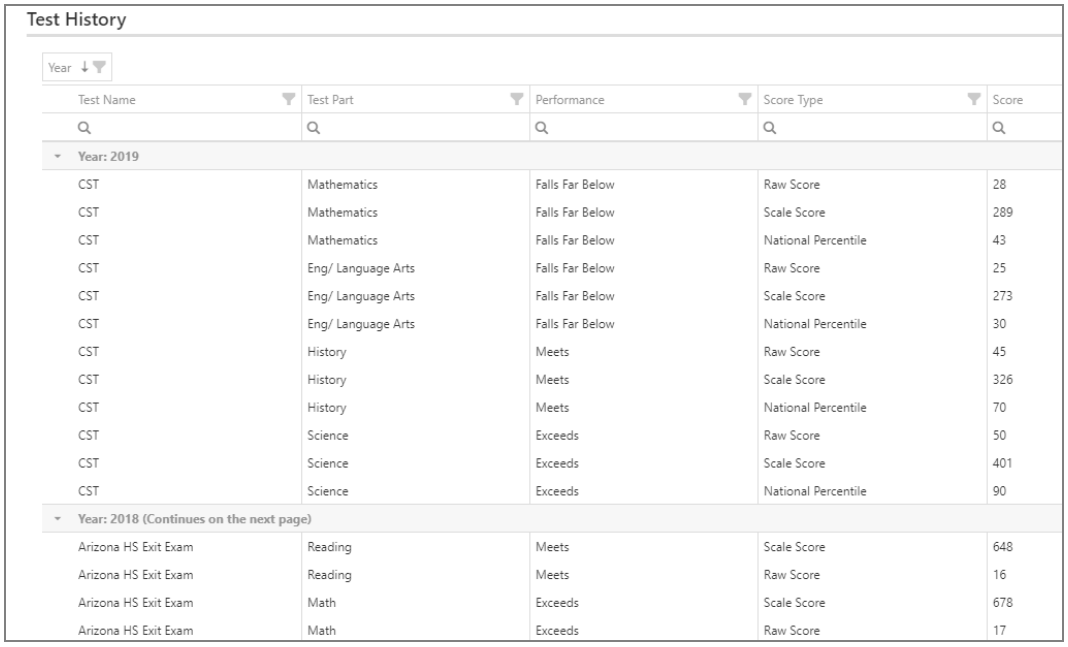
Student Profile Screen, DisciplineTab

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
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 Date	Contact Time	Person Contacted	Contact By	Contact Type	Outcome	Comment
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

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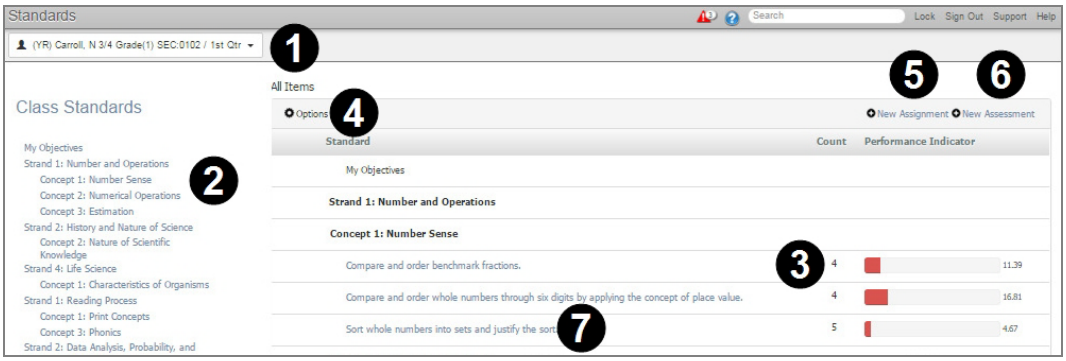
Using the Standards Screen

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.



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: ❹
  - **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. ❺
    - **+New Assessment** – Select to create a new assessment related to the standard. ❻

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 ❼.

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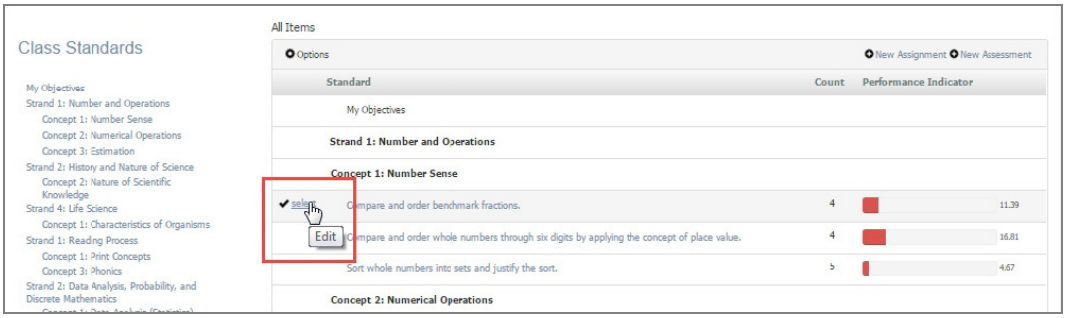
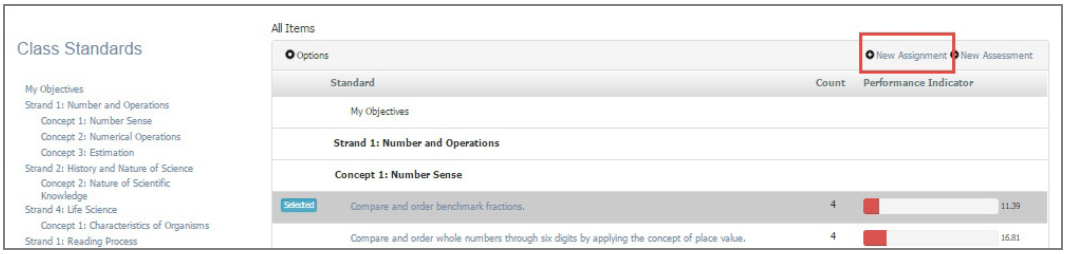
Create Assignments from the Standards Summary Screen

1. Select a standard to select it. The Selected icon displays.



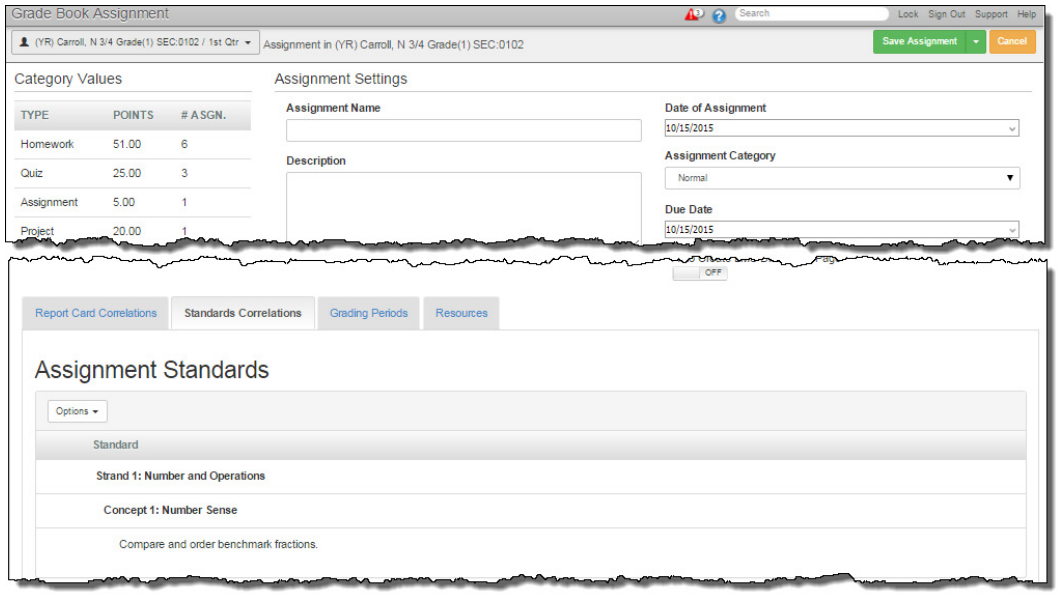
Standards Screen

2. Click **New Assignment**.



Standards Screen

The Grade Book Assignment screen displays with the selected standard pre-populated on the **Standards Correlations** tab. See Creating Assignments.



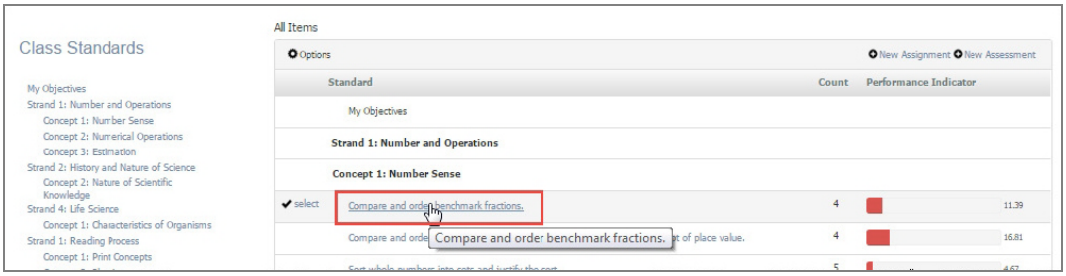
Grade Book Assignment Screen (from Standards)

Viewing Standards Details

The Standards Detail screen displays the standard and the class' performance on the standard as a whole and as individuals.

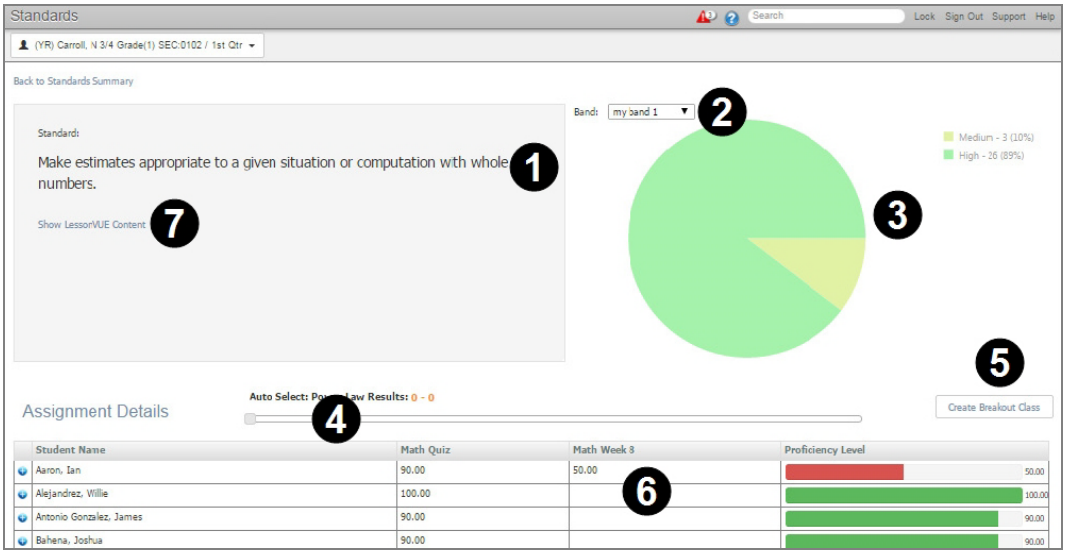
1. Select *Standards* from the **Grade Book** menu.
2. Click the standard link.

> Only standards with assignments and results are available as hyperlinks.



Standards Screen

The Standard Detail screen displays.



Standards Detail Screen

- Standard – Displays the full text of the selected standard ❶.
- **Band** – Select the analysis band to apply to the standard's proficiency results ❷.
- Standards Proficiency Band Analysis – Displays the class' proficiency on the standard based on the selected analysis band ❸.

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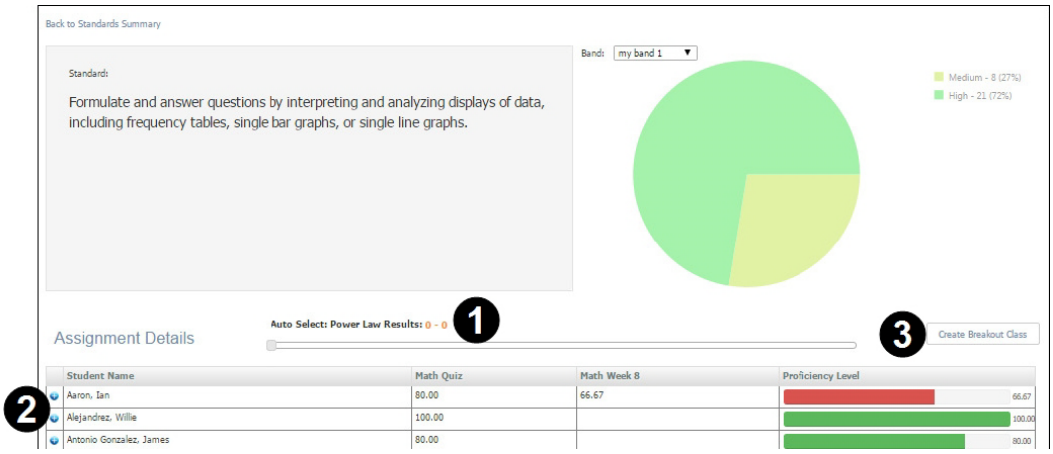
- Auto Select slider – Selects the students that fall into the range on the standard aggregate method ❹.
  - **Create Breakout Class** – Select to create a breakout class. ❺
  - Student – Displays the performance of a student on the assignments associated with the standard and their proficiency on the standard itself. ❻
  - **Show LessonVUE Content** – Displays content from LessonVUE if your district uses LessonVUE. ❼

> 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.



Standards Detail Screen

1. Select the students to include in the breakout class by:
   - Using the **Auto Select** slider ❶. Students whose proficiency level falls in the designated range display.
   - Click + next to their name. ❷
2. Click **Create Breakout Class**. ❸ 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.

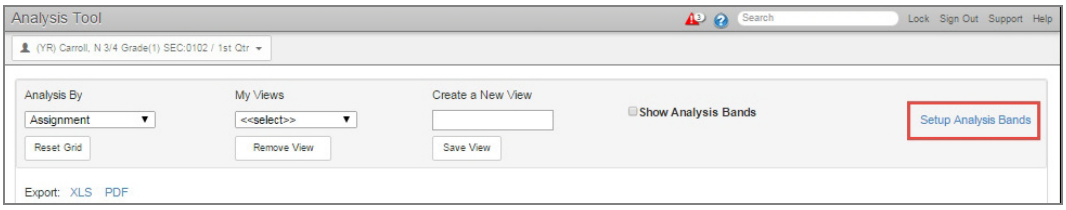
Analysis bands are a quick way to group students based on their performance. Use bands to monitor students whose grades need to meet a particular threshold for eligibility to participate in certain school programs such as sports or student council.

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.

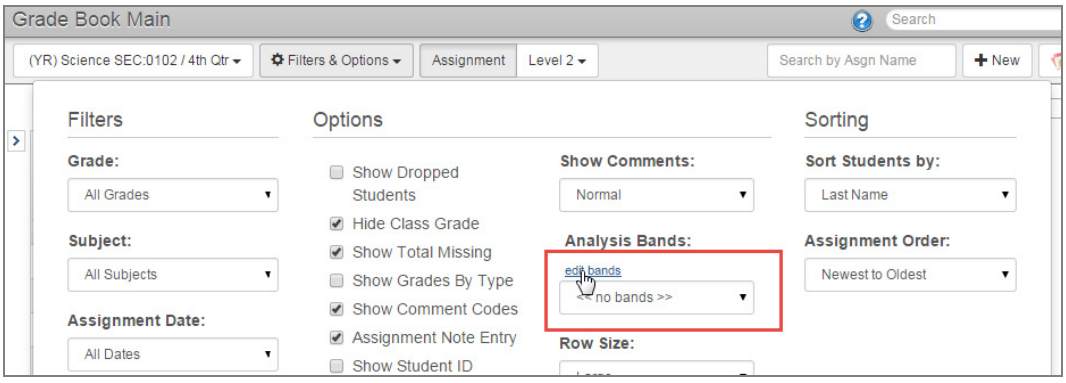
Configuring Analysis Bands

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.

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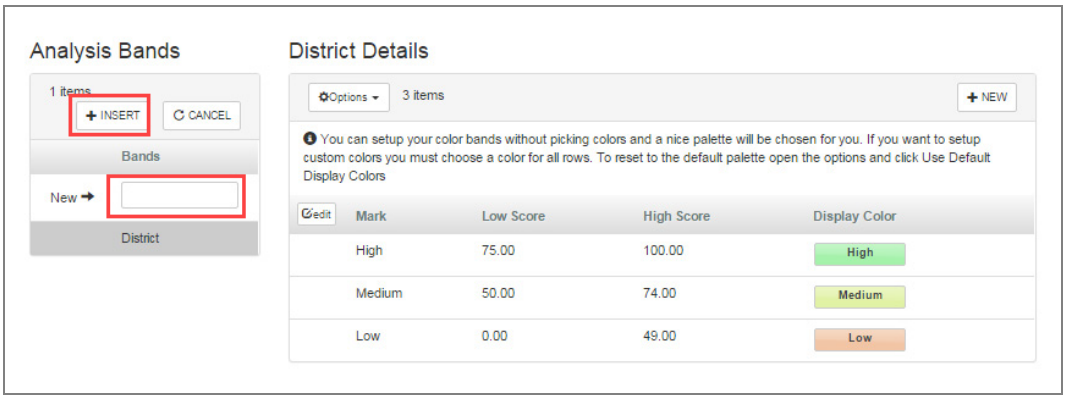
4. Click **+INSERT**. The new band displays on the list.



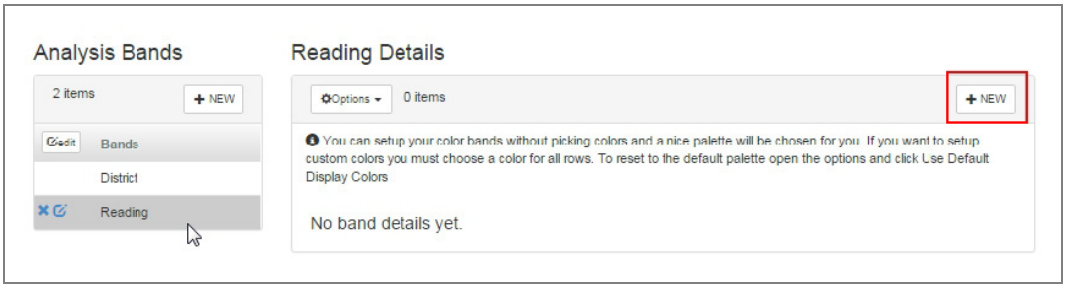
Analysis Bands Screen

Defining Analysis Bands

Select the band to define. The Details panel for the band displays.

Add a New Band

1. Click **+ New** in the Details panel.



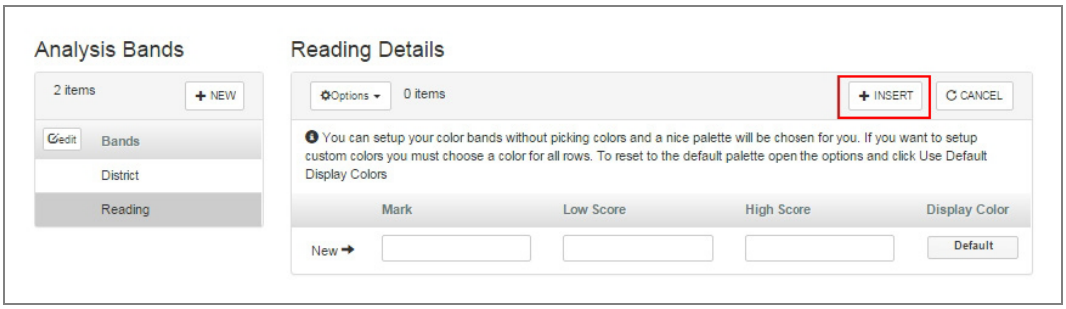
Analysis Bands Screen

2. 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

3. Click **Display Color** to use the Color Picker to define the color for the band.

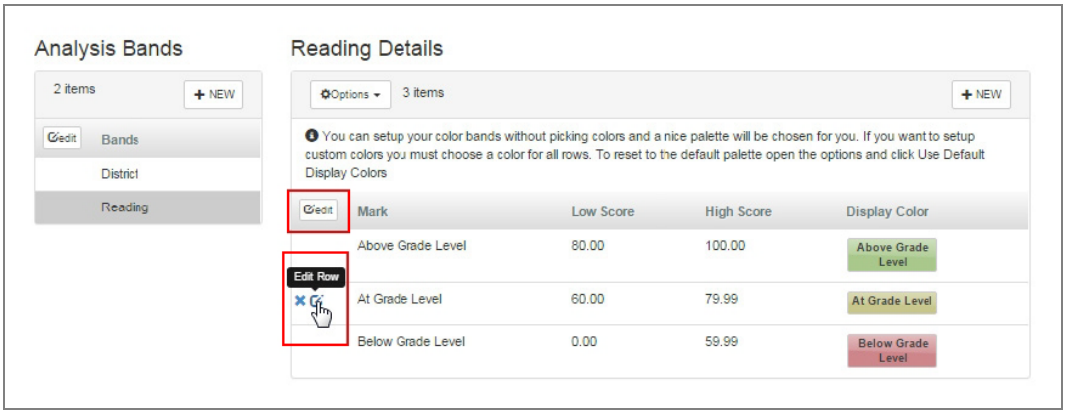
4. Click **Insert**.



Analysis Bands Screen

Edit Band Details

1. Select to edit one row or Edit in the header to open all fields for editing.



Analysis Bands Screen

2. Make the changes. The edited icon displays on edited rows.
3. Click **Save**.

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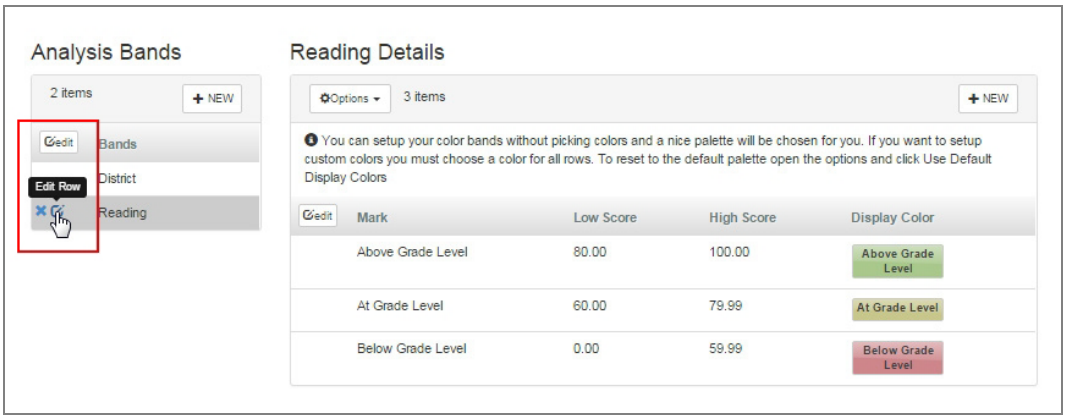
Edit Analysis Band Name

1. Select to edit one row or edit in the header to open all fields for editing.

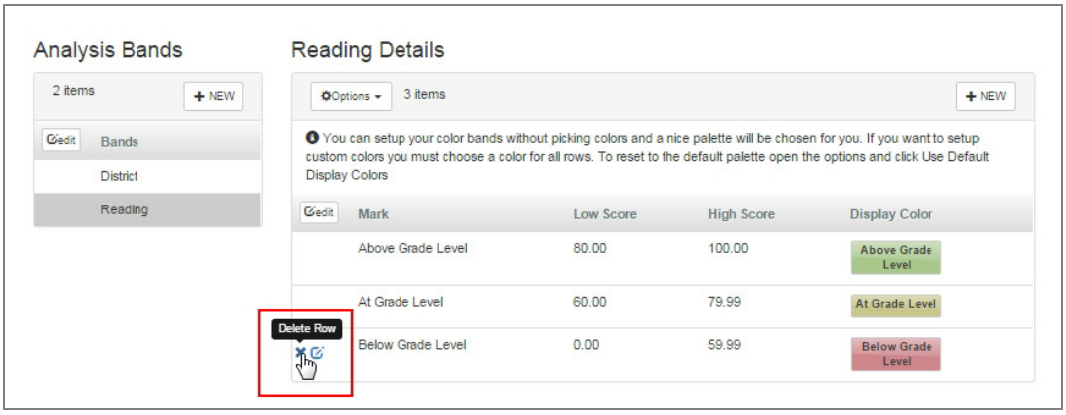


Analysis Bands Screen

2. Make the changes. The edited icon displays on edited rows.
3. Click **Save**.

Delete a Band

1. Select next to the row. The delete icon displays on the row.

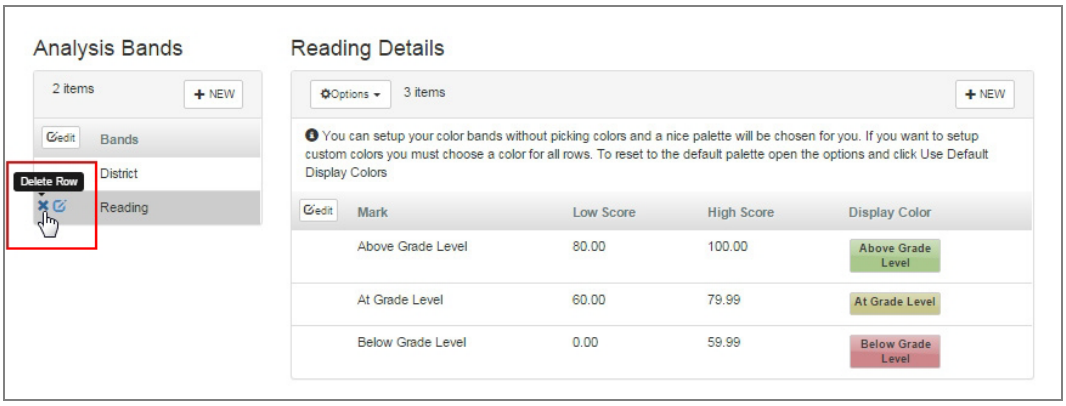


Analysis Bands Screen

2. Click **Save**. A confirmation message displays.
3. Click **OK**.

Delete an Analysis Band

1. Select ✖ next to the row. The delete icon displays on the row.



Analysis Bands Screen

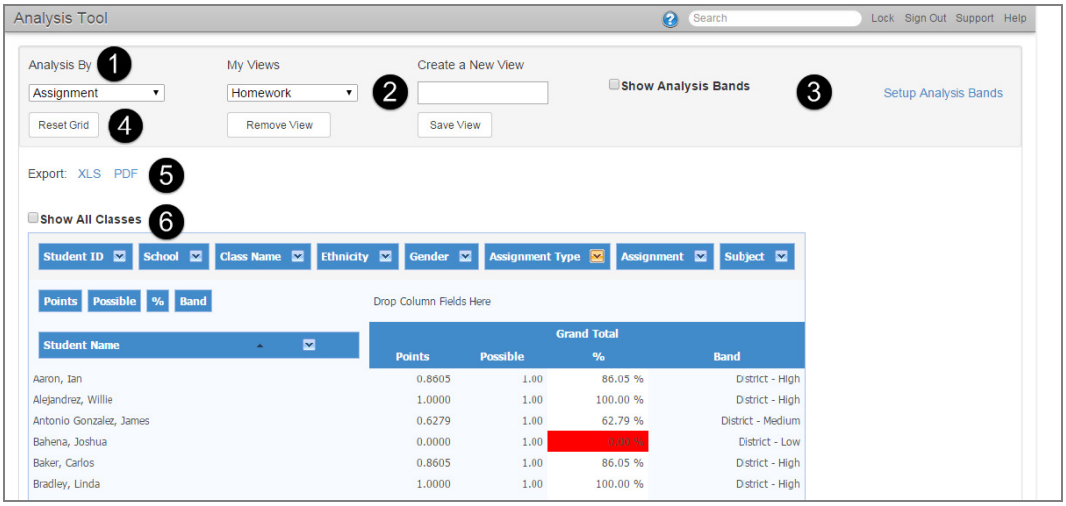
2. Click **Save**. A confirmation dialog displays.
3. Click **OK**.

> 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

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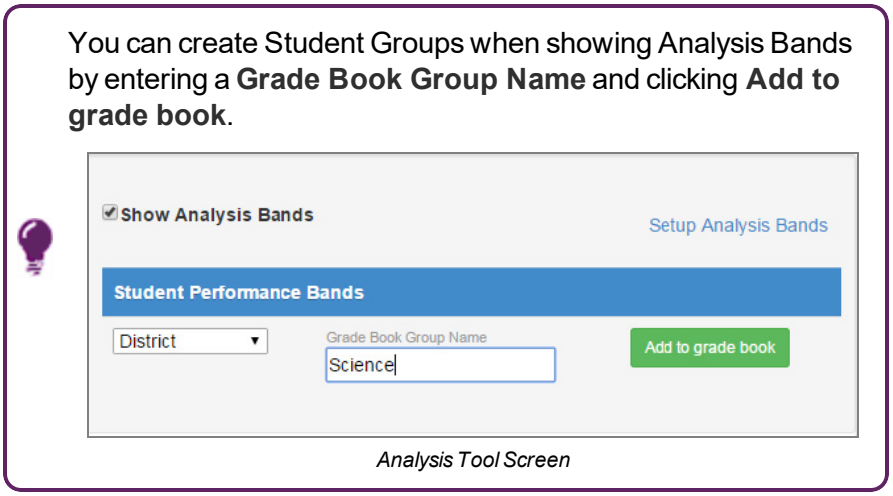
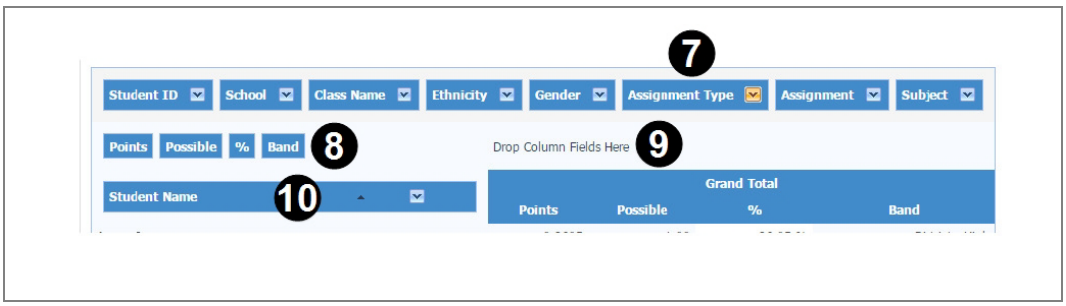
2. Select the filters.
   - **Analysis By** – Select to analyze by assignment, report card area, standard, or final mark/category. ❶
   - **My Views** – Use with the associated buttons and field to create views based on filters you set up. ❷
   - **Show Analysis Bands** – Select to display the student's performance against predefined bands. ❸



Analysis Tool Screen

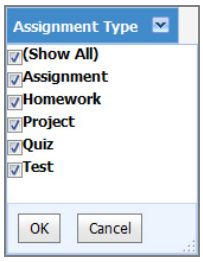
   - **Reset Grid** – Use to clear all filters. ❹
   - Export – Export the screen using either the **XLS** or **PDF** link. ❺
   - **Show All Classes** – Select to include the data from all classes for each student for the school year. ❻

3. Customize the data displayed.



Analysis Tool Screen

- Filter the data within columns by using the arrows on the column headings and click **OK**. ❼

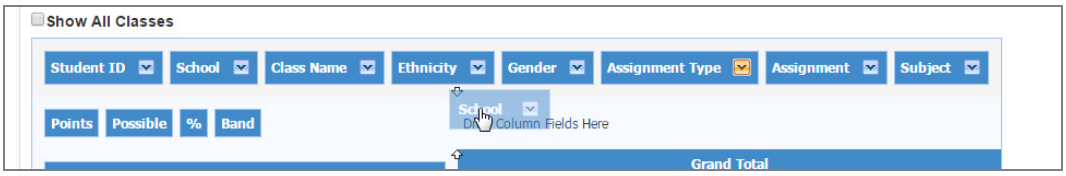


Analysis Tool Screen

- Drag and drop the column headings including the **Points**, **Possible**, **%**, and **Band** columns, to the left and right to reorder them. ❽

Analysis Tool Screen

- Drag a heading into the space above the grid to display the relative data for the heading in the grid. ❾



Analysis Tool Screen

- Select the arrow on the column heading to adjust whether the data is displayed in ascending or descending order. ❿

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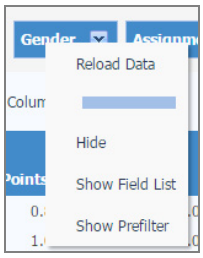
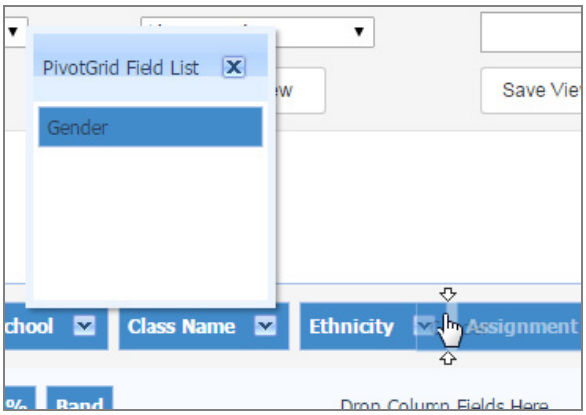
- Right-click the column header to change the information displayed:
  - *Hide* – Select to hide the filter list.
  - *Show Field List* – Select to show the PivotGrid Field List to drag the hidden filter lists back into position.

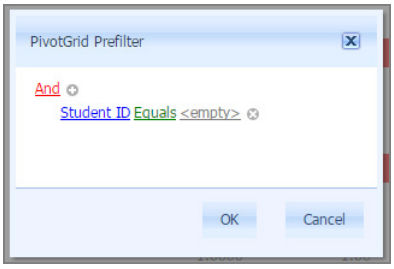


Analysis Tool Screen

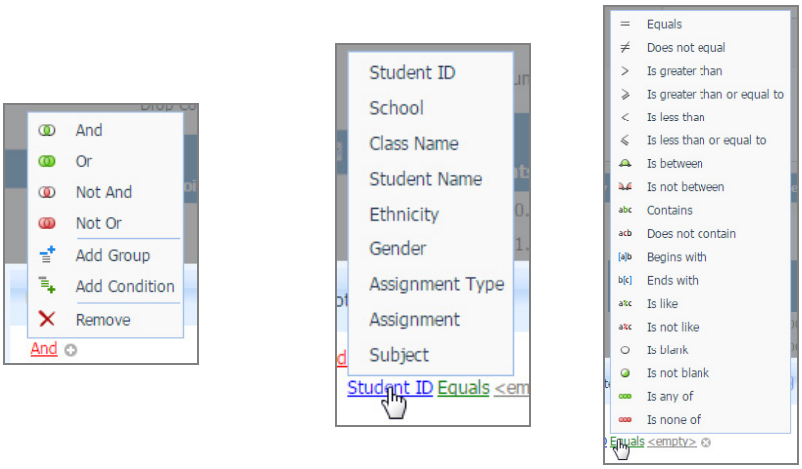


Analysis Tool Screen

- *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:
  a. Enter a name for the screen in **Create a New View**.
  b. 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:
  a. Select the screen from **My Views**.
  b. Click **Remove View**.

Exporting Data from the Current Screen

Export the data as it displays on the screen by clicking either **XLS** or **PDF**.

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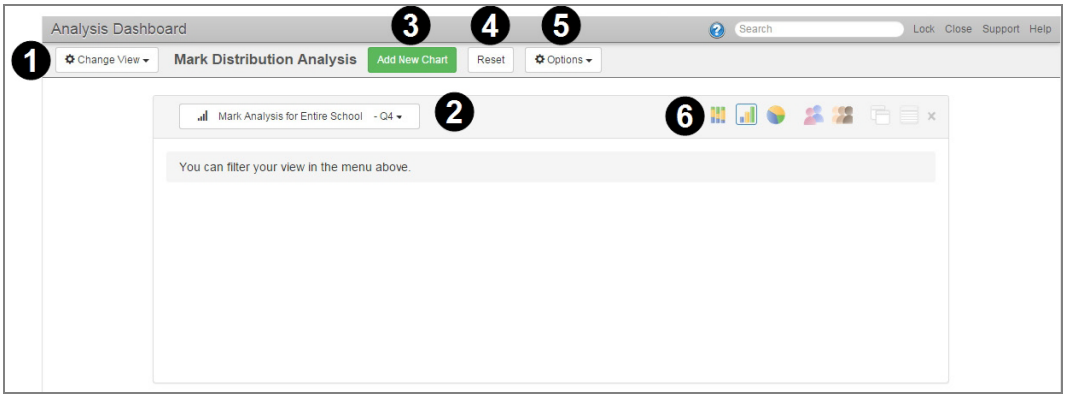
Using the Analysis Dashboard

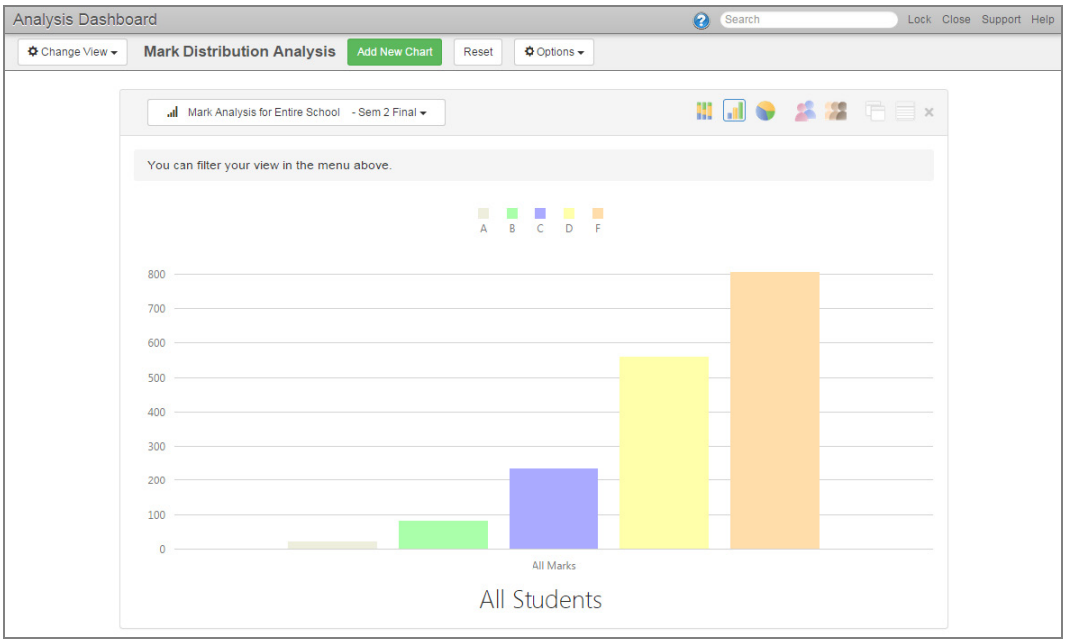
The Analysis Dashboard enables district administrators and principals to view Mark Distribution, Assessment, and Test History results for an entire school. The Analysis Dashboard uses dynamic filters to define the analysis parameters. The data can be viewed in bar or pie charts or be filtered by gender 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. ❶



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.

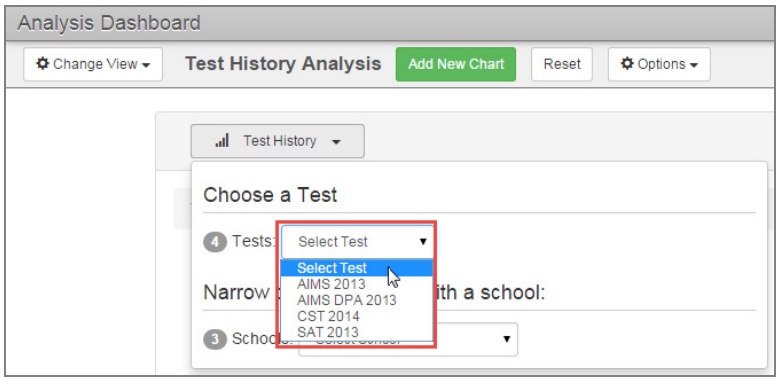
- *Assessment Results* – Displays the scores and number of students that received those scores on assessments created by the school or district.

> 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.

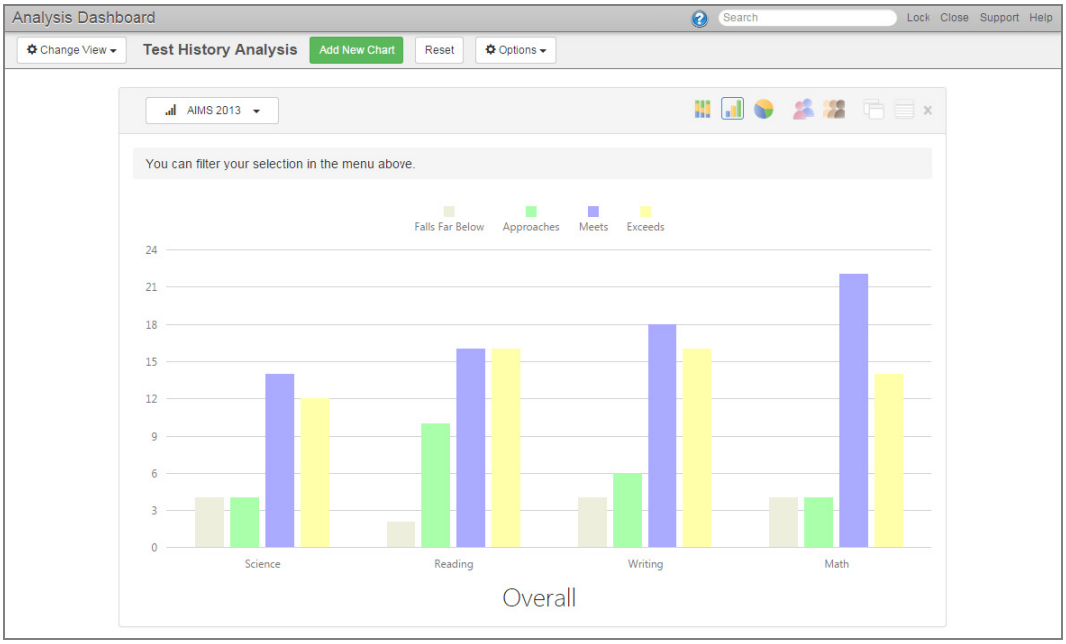
3. Use the dynamic filter to select the chart's focus. ❷

> Additional filters display as selections are made.



Analysis Dashboard Screen

The data displayed on the dashboard changes to match the filters.



Analysis Dashboard Screen

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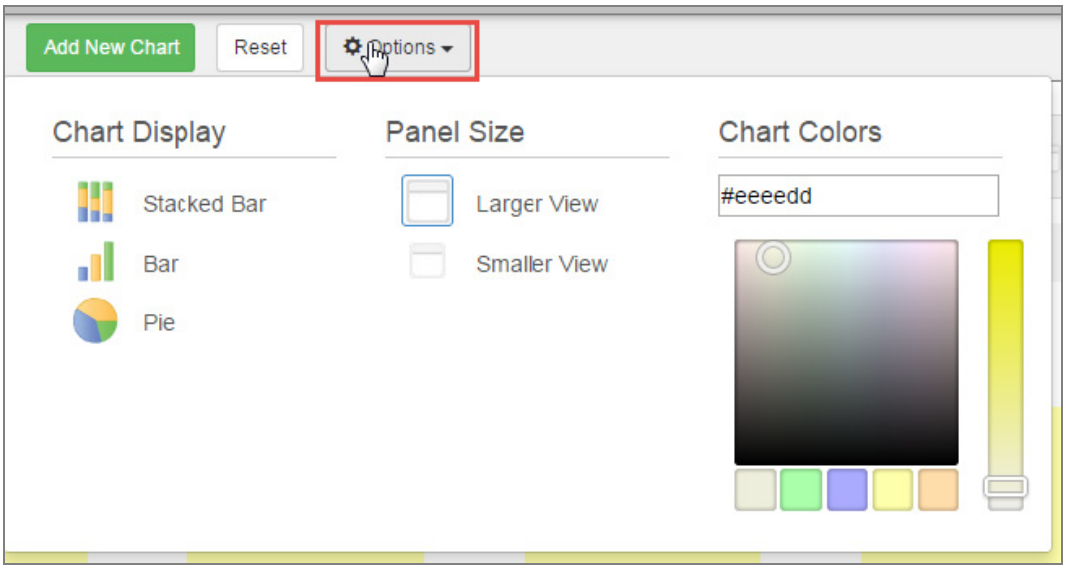
4. Select the type of chart. ❸

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. ❹
6. Click **Reset** to remove all filters and selections. ❺
7. Click **Options** to: ❻
   - Change the **Chart Display**
   - Select the **Panel Size**
   - Select **Chart Colors**



Analysis Tool Screen

Running Admin Reports

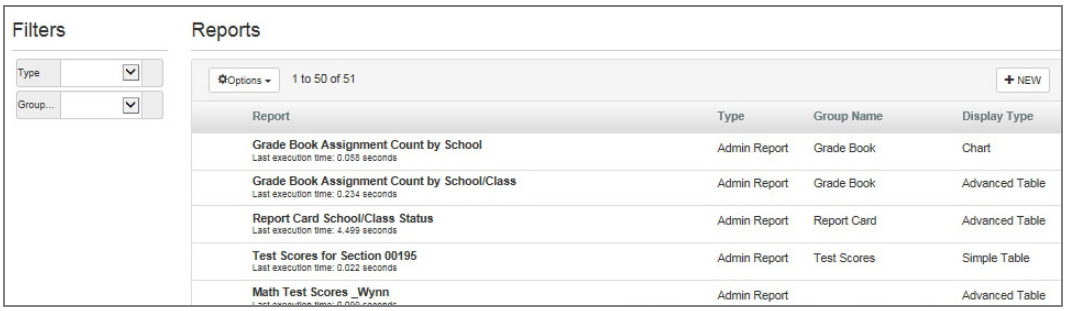
> Users without access to Grade Book can access Admin Reports from **Synergy SIS > Grade Book > Admin Reports**.

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

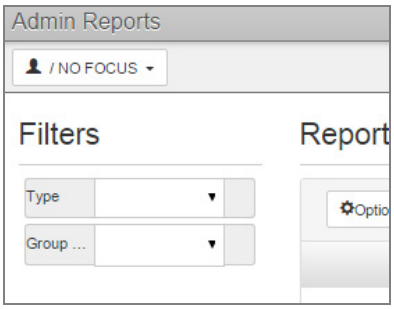
Running the Reports

1. Select *Admin Reports* in the **Admin** menu.



Admin Reports Screen

2. Use the filters to locate the report.



Admin Reports Screen

3. Select the report name. The report displays.

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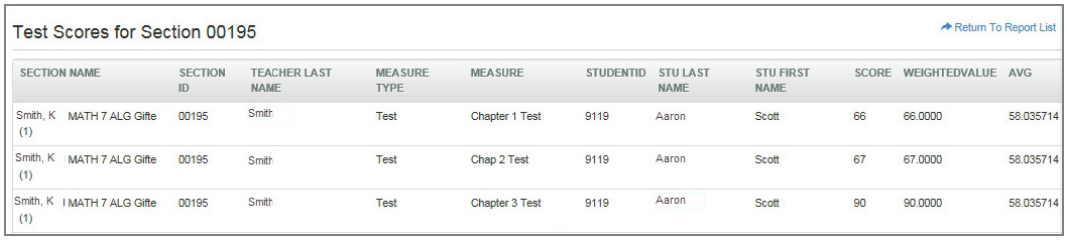
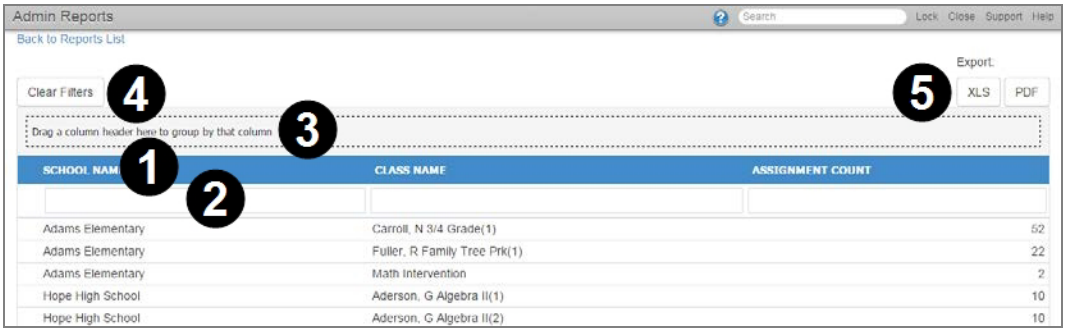
- Viewing a Simple Table Report:

> You can only view reports in Simple Table format. They cannot be exported into XLS or PDF.



Simple Table Report

- Viewing an Advanced Table Report:



Advanced Table Report

a. 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. ❶
- Enter a value to filter the column. ❷ Click **Clear Filters** to remove. ❸
- Drag a column header into box to group the results. ❹

b. Export the report in Excel or PDF format. ❺

- Viewing a Chart Report:

> You can only view reports in Chart format. They cannot be exported into XLS or PDF.

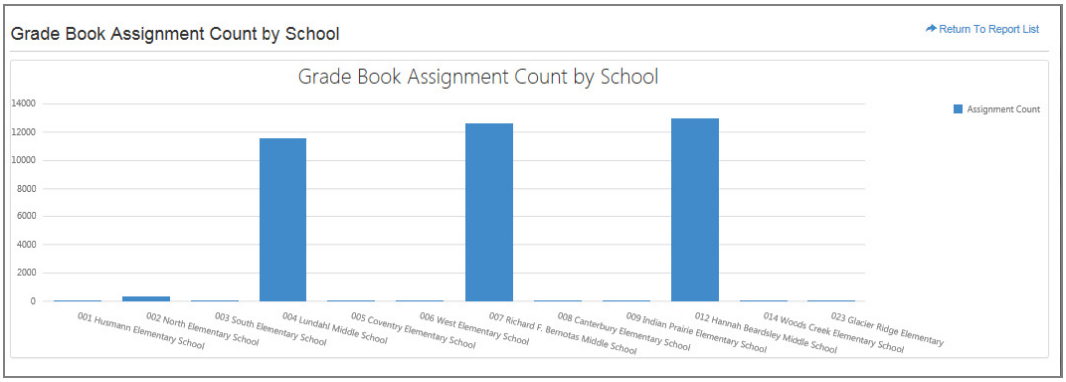


Chart Report

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Chapter 6: Progress Reports and Report Cards

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.

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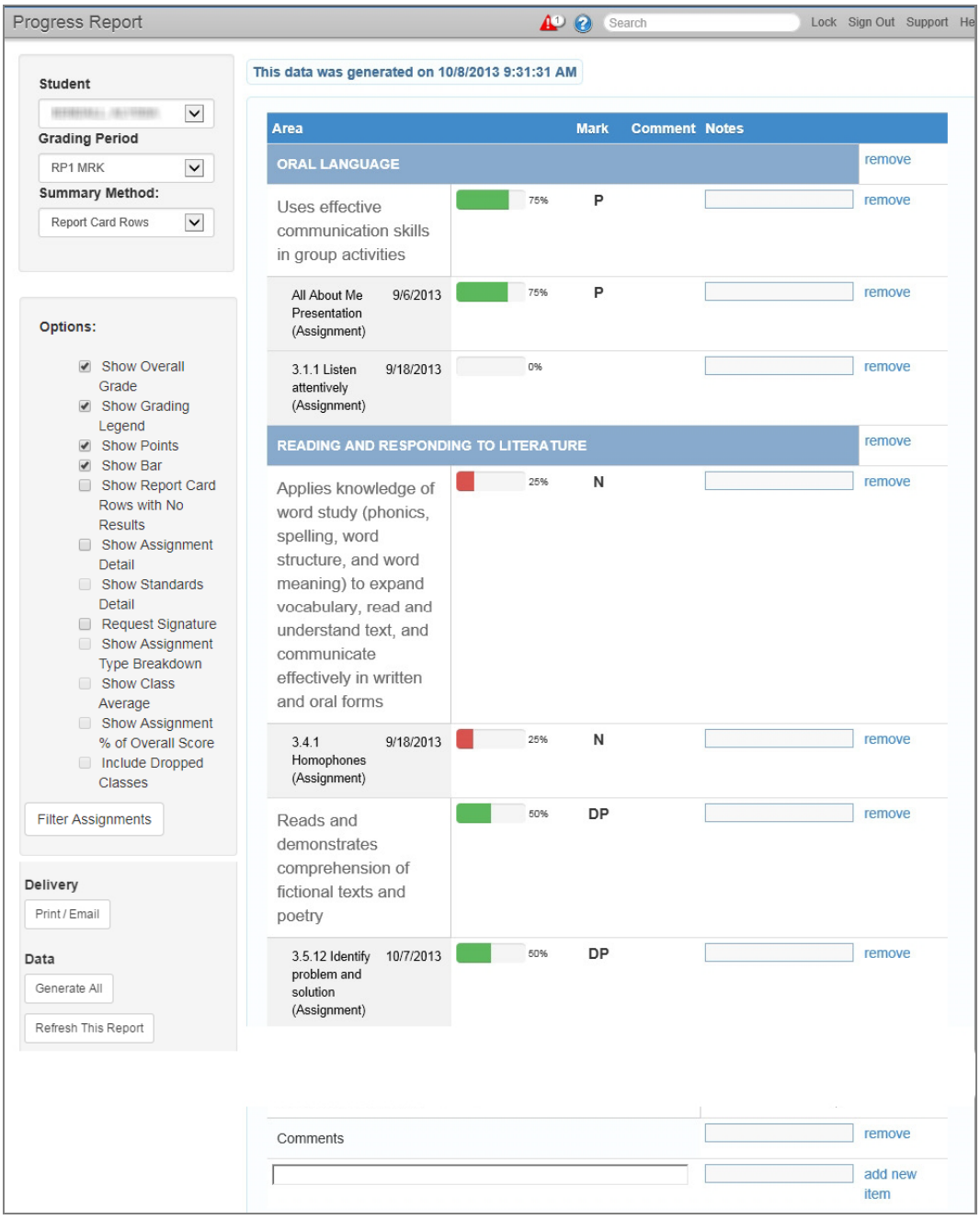
Generating Progress Reports

1. Select *Student Progress Report*s from the **Grade Book** menu.



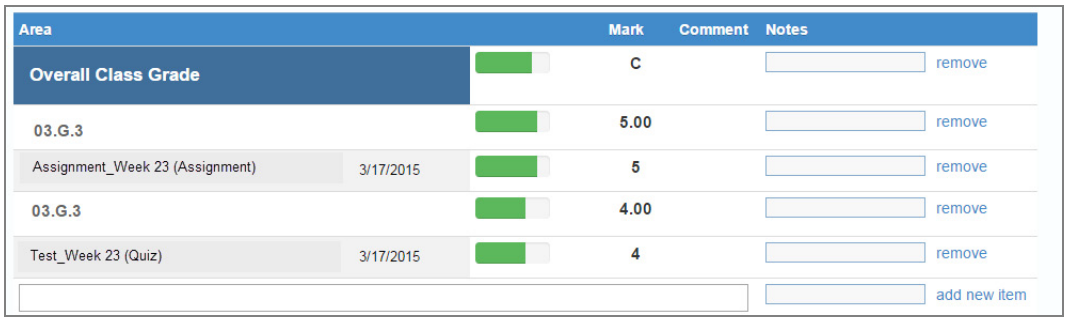
Progress Report Screen

2. Select a **Student**.
3. Select a **Grading Period**.

4. Select a **Summary Method**.

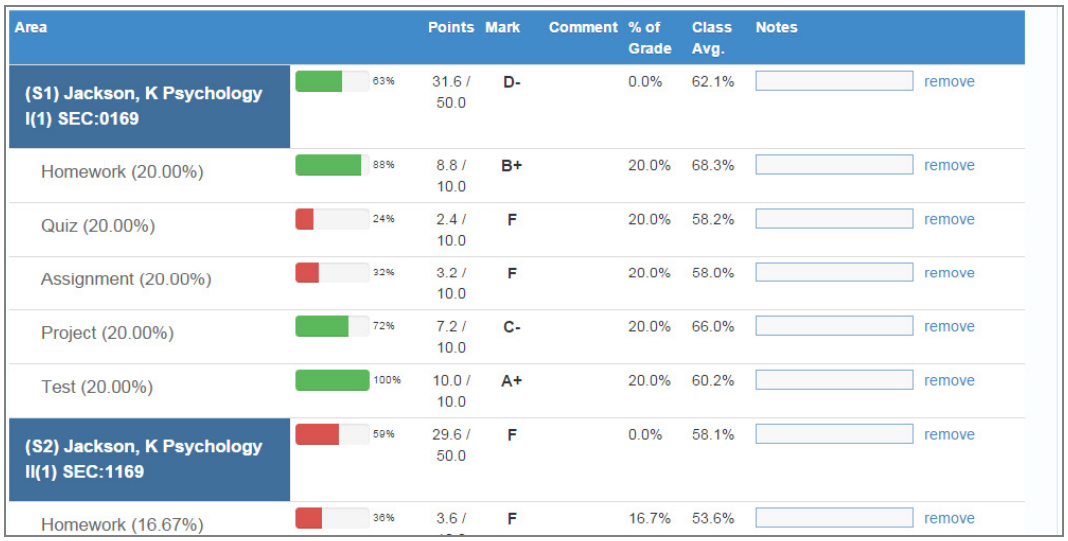
> Click **Refresh This Report** when changing the selection to update the Progress Report data.

- *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)



Progress Report Screen, Summary Method - By Standard

- *Class Summary* – Shows the class and subject scores



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

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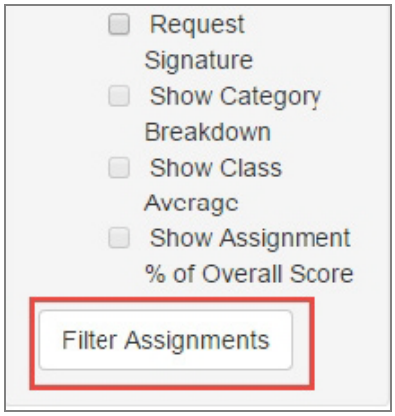
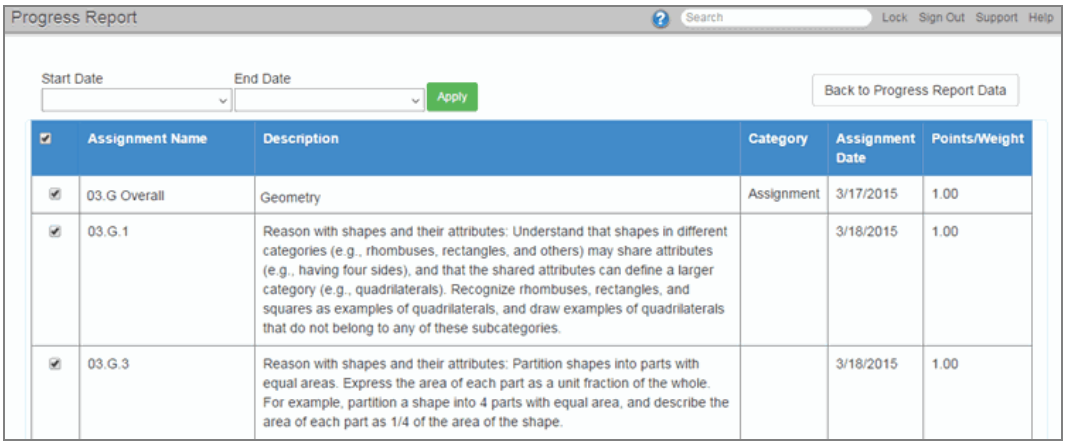
- **Show Report Card Rows with No Results** – Displays the report card rows where no scores were entered
- **Show Assignment Detail**– Includes assignments results on the progress report
- **Show Standards Detail**– Includes standards results on the progress report
- **Request Signature**– Adds a signature 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**.



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 neded.

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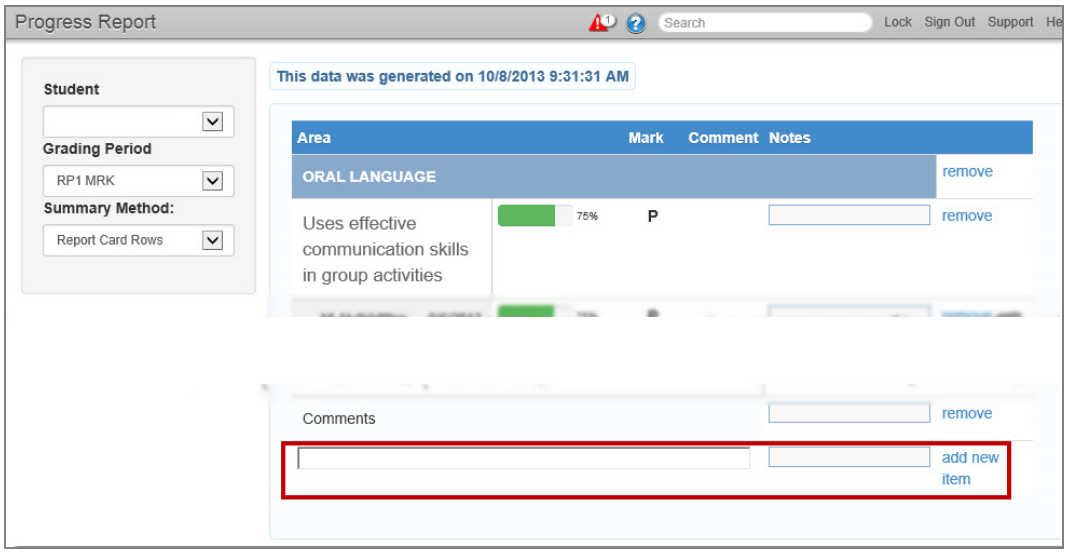
d. Click **add new item**. This new item displays on the currently selected student's progress report.

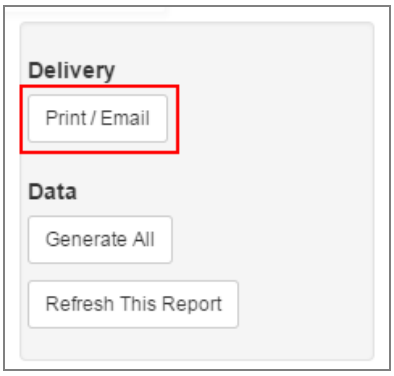


Progress Report Screen

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.

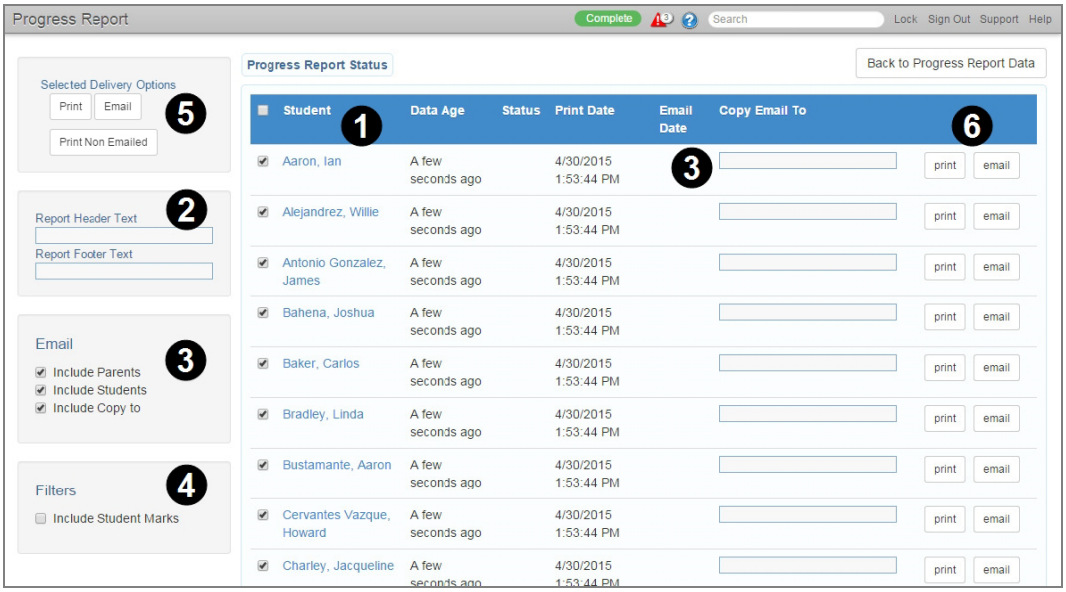
Delivering Progress Reports

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

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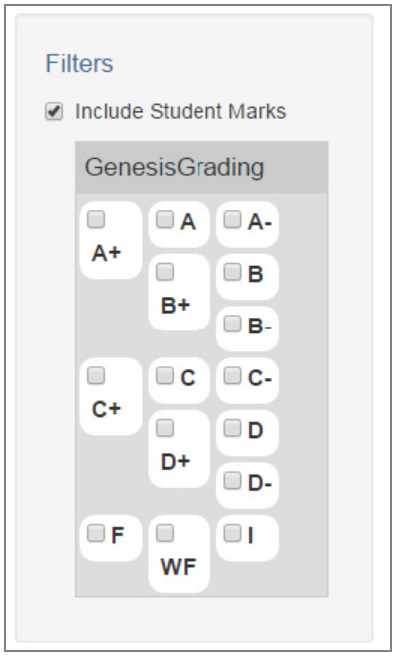
- **Email** – Select the individuals that receive the progress report email if needed. ❸

> 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. ❹
  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

2. Select Delivery Options. ❺

- Click print 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 email to email progress reports to the recipients identified under Email. ❻

> 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.

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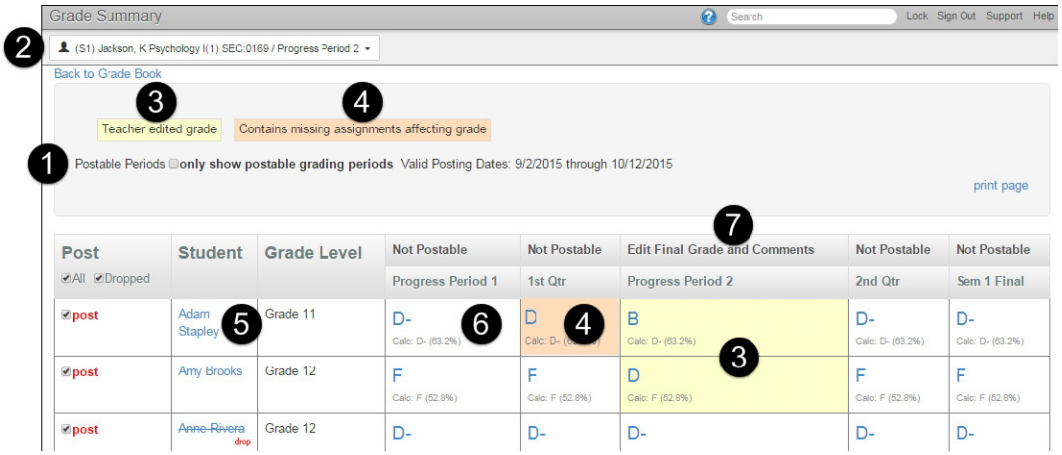
Viewing Final Grades

- Select *Students* from the **Report Card** menu. The Grade Summary screen displays with calculated final grades.

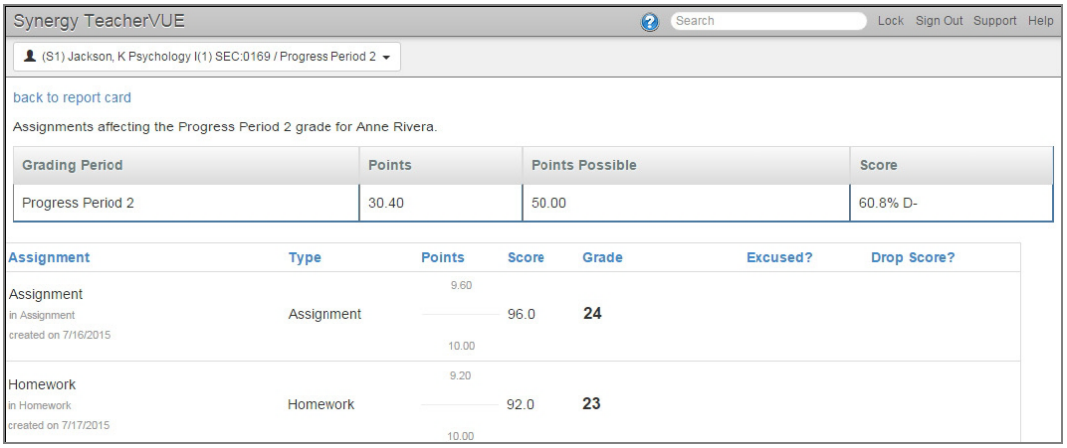
> - Calculated final grades display on the Grade Summary screen once the teacher enters at least one assignment with scores for students.
> - Dropped students display if you select the **Show Dropped Students** option in Grade Book Main.



Grade Summary Screen

- **Postable Periods** – Clear **only show postable grading periods** to display all grading periods. ❶
- Class – Select a grading period. The current grading period displays by default. ❷
- Teacher edited grade – Displays if the teacher changed the calculated grade – The calculated grade still displays ❸
- Contains missing assignments affecting grade – Displays if there is a missing assignment ❹
- **Student** – Select the student's name to display the Student Summary for that student. ❺

- Click the current grade to see a breakdown of the student's overall grade calculation for the selected grading period. ❻ The Grade Breakdown screen displays.



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 ❼

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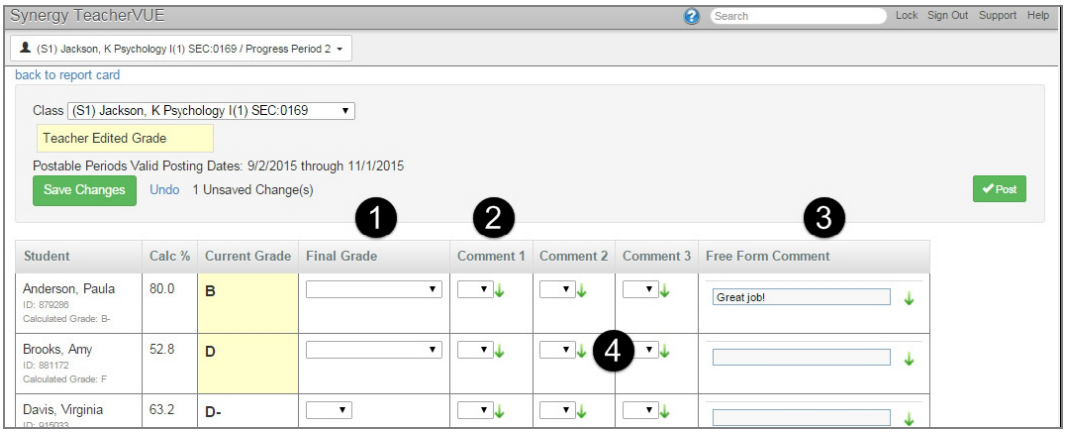
Editing Final Grades and Comments

1. Click **Edit Final Grade and Comments** on the Grade Summary screen.

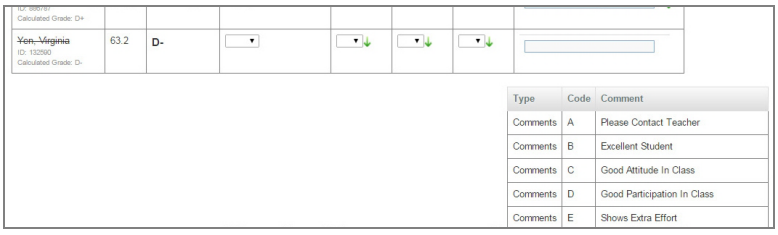


Edit Final Grades And Comments Screen

- **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.
>
> 
>
>
> *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.

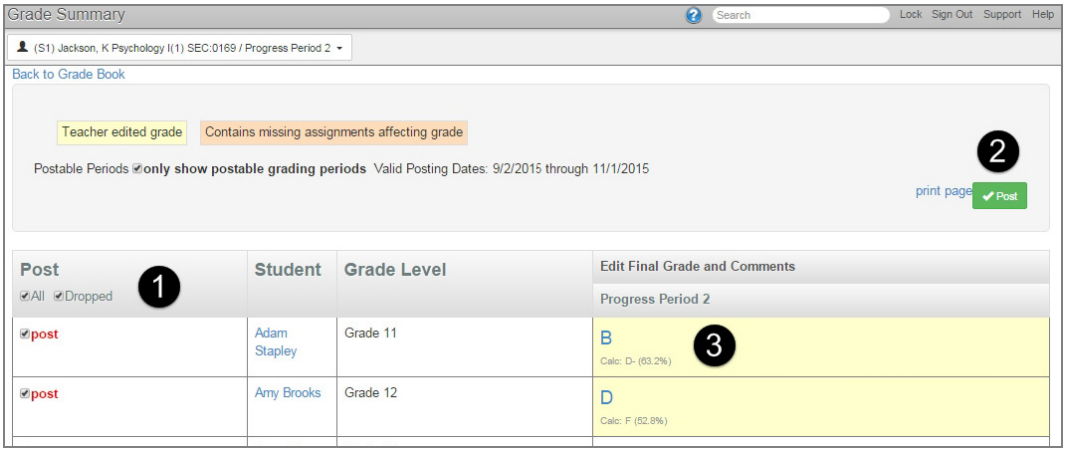
Posting Grades

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.

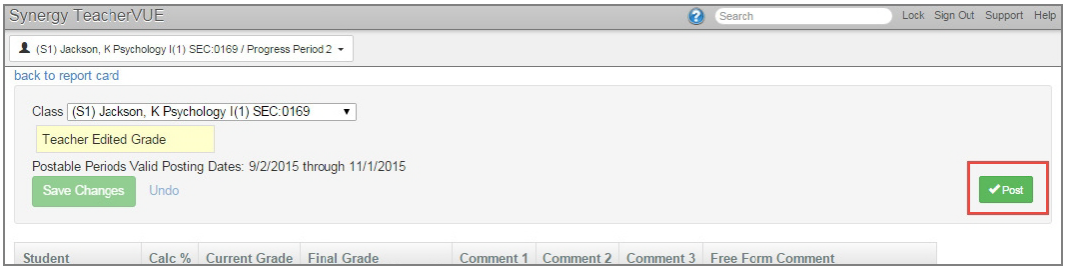


Grade Summary Screen

- 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**.



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.

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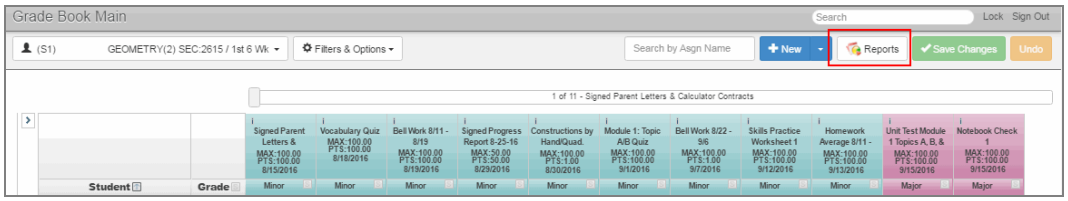
Chapter 7:
Creating Reports

Running Grade Book Reports **279**

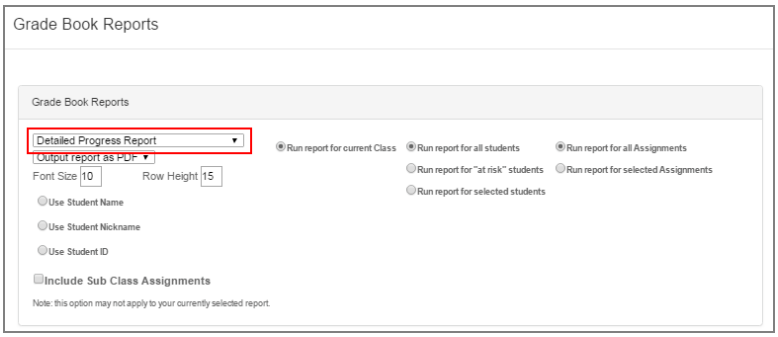
Running Grade Book Reports

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

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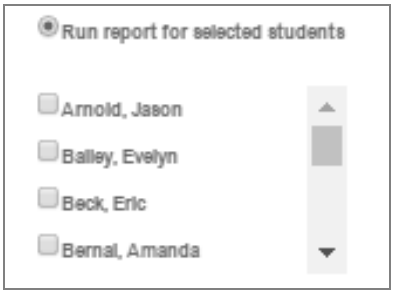
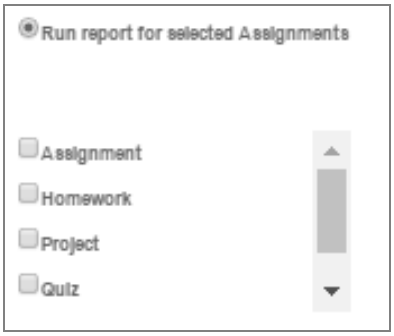
- **Run report for all Students** – Includes all students in the selected class
- **Run report for "at risk" students** – Includes only *at risk* students (as defined by the teacher on the **Grade Book Options** tab)
- **Run report for selected students** – Includes only students selected in the list in the report



Grade Book Reports Screen

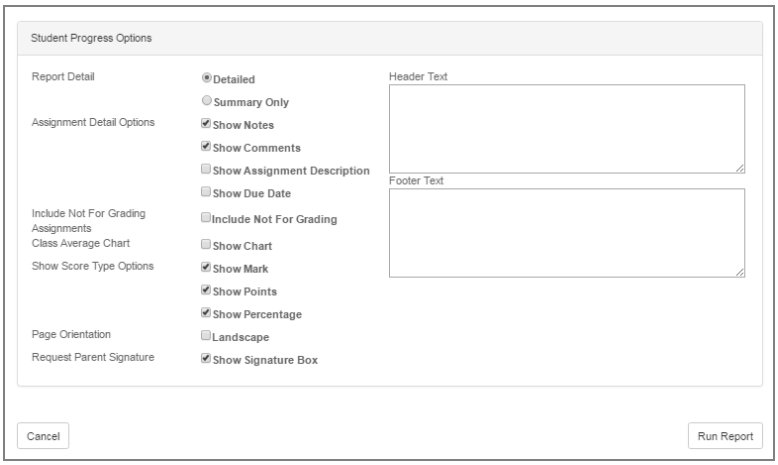
- **Run report for all Assignments** – Includes all assignments
- **Run report for selected Assignments** – Includes only assignments selected from the list in the report



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.



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**.

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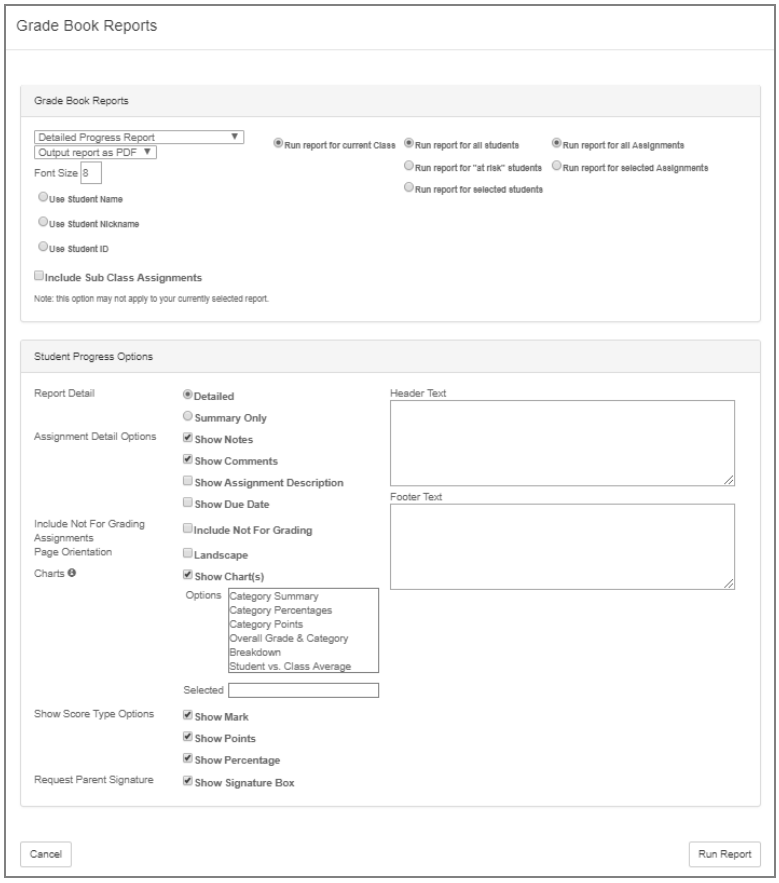
Detailed Progress Report

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



Detailed Progress Report Interface Screen

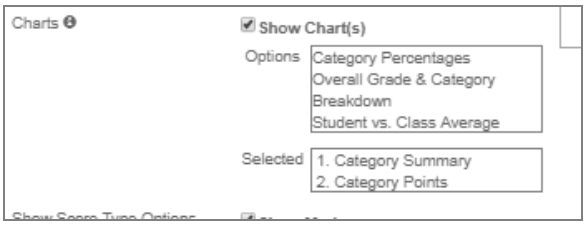
Grade Book Reports Options

- **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

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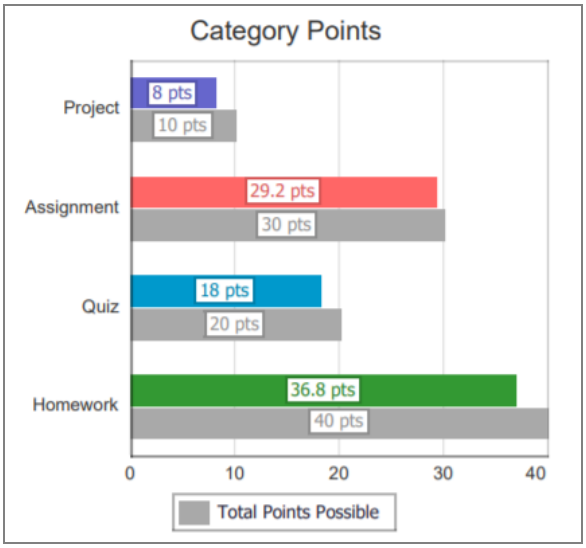
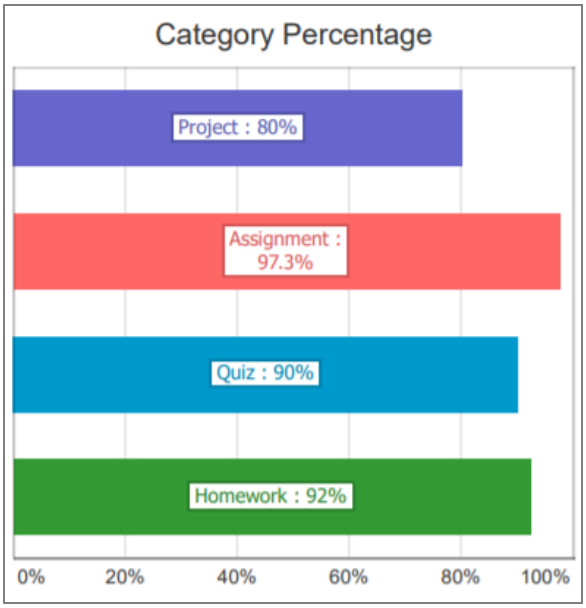
- *Category Points* – Shows a stacked bar graph of the student's earned points by assignment category compared to the total possible points in each category



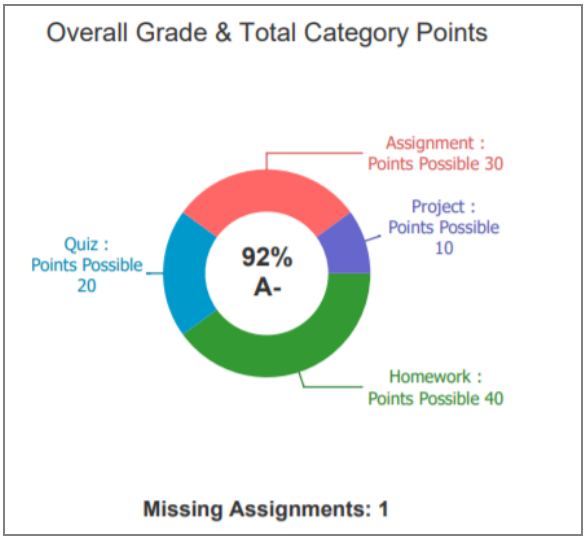
Category Points Output

- *Category Percentages* – Shows a stacked bar graph of the student's percentage performance in each assignment category



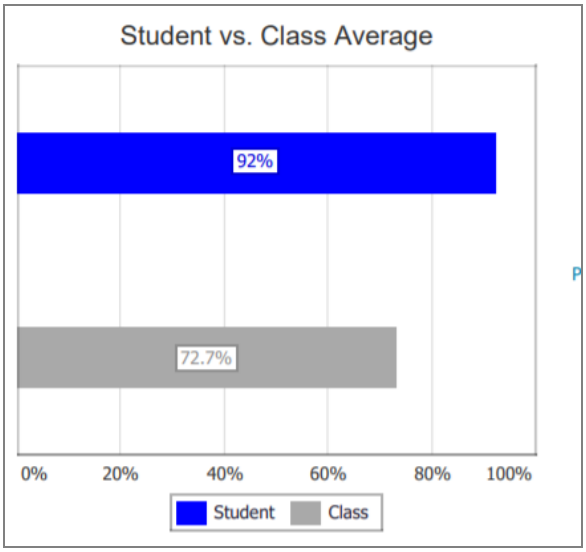
Category Percentages Output

- *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.

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Detailed Progress Report
02/10/2017
Grading Period: 3rd Qtr

Student: **Anderson, Paula**
ID: **879286**
Grade: **12**

Class: **(YR) Jackson, K Cc-Persnl Dev.(7) SEC:0010**
Teacher: **Kathy Jackson**

Area	Grade	Score
Homework	C-	72.0
Quiz	B-	80.0
Assignment	F	24.0
Project	B+	88.0
Test	D	64.0
Overall Class Grade	**D**	**65.6**

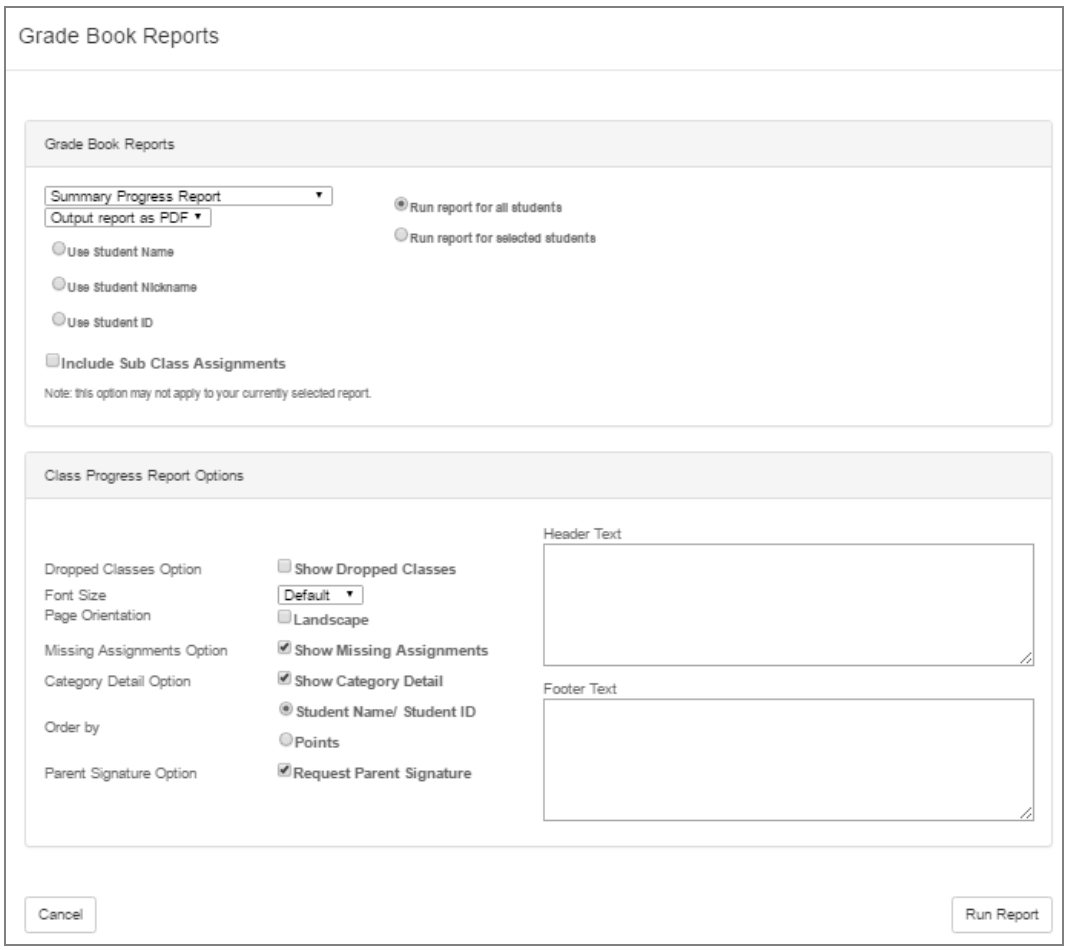
Date Assigned	Category	Assignment	Points	Mark	Comment	Note
7/18/2016	Quiz	Quiz	8.00 / 10.00	20 (80.0%)		
7/20/2016	Test	Test	6.40 / 10.00	16 (64.0%)		
7/24/2016	Project	Project	8.80 / 10.00	22 (88.0%)		
7/25/2016	Assignment	Assignment	2.40 / 10.00	6 (24.0%)		
7/26/2016	Homework	Homework	7.20 / 10.00	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.



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.

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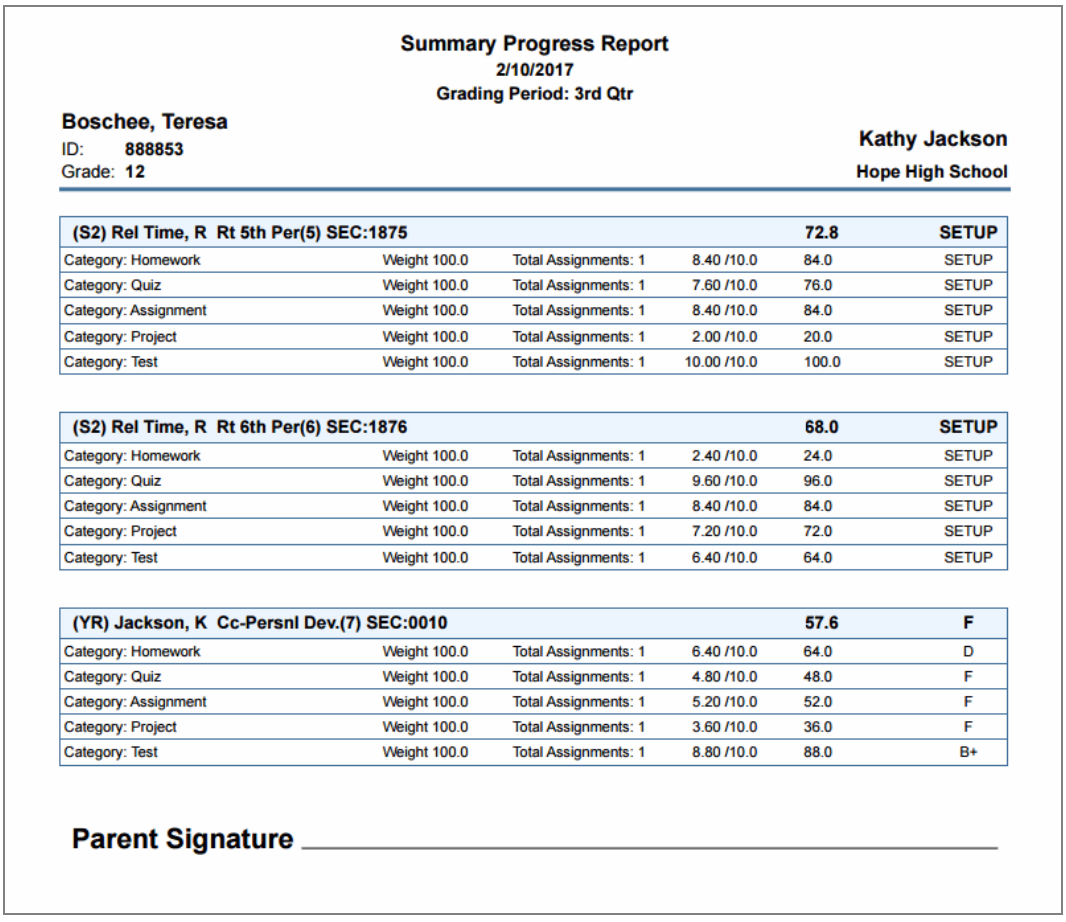
- Category Detail Option:
  - **Show Category Detail** – Adds assignment category-level detail to the report. This includes information about the number of assignments, points earned/points possible, percentage of points earned, and mark earned by assignment category.
- Order by:
  - **Student Name/Student 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

Boschee, Teresa
ID: **888853**
Grade: **12**

Kathy Jackson
Hope High School

(S2) Rel Time, R Rt 5th Per(5) SEC:1875				**72.8**	**SETUP**
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

(S2) Rel Time, R Rt 6th Per(6) SEC:1876				**68.0**	**SETUP**
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

(YR) Jackson, K Cc-Persnl Dev.(7) SEC:0010				**57.6**	**F**
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+

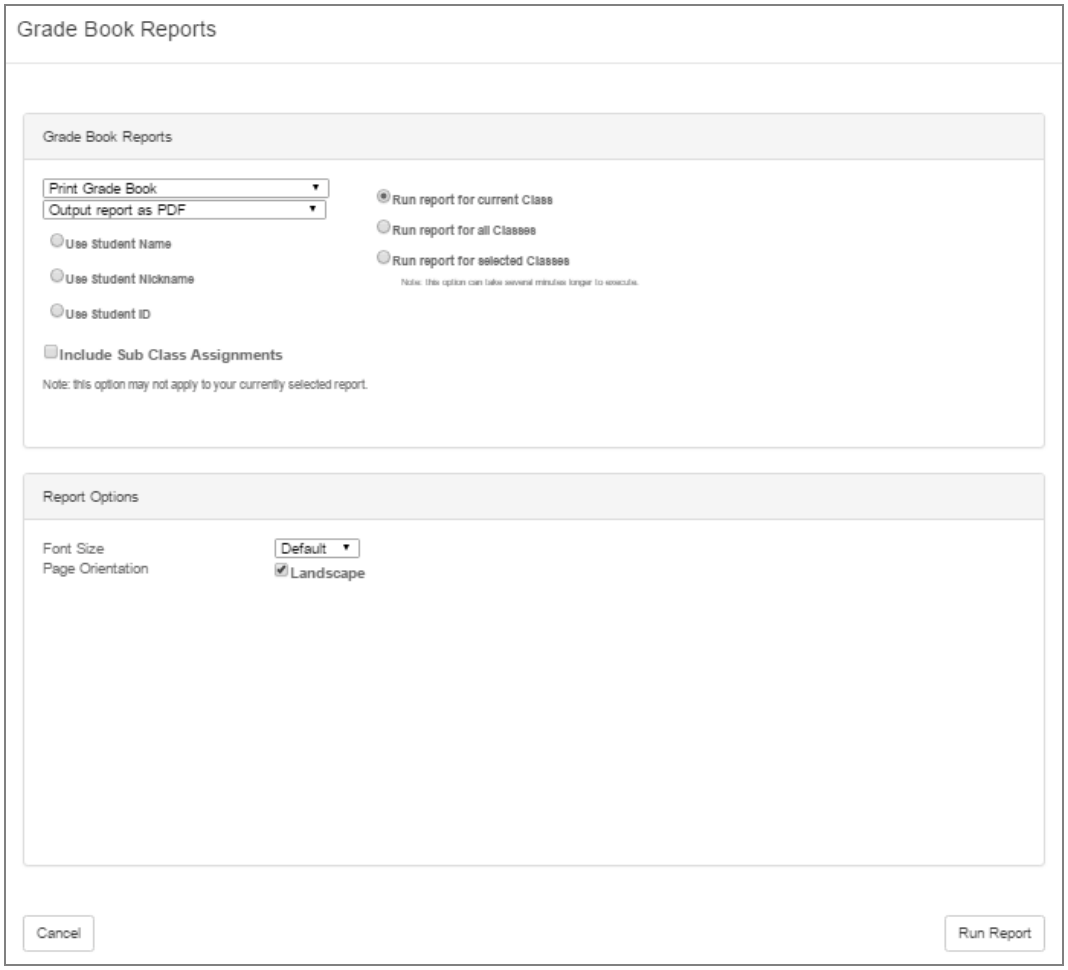
Parent Signature _____

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.



Print Grade Book Report Interface Screen

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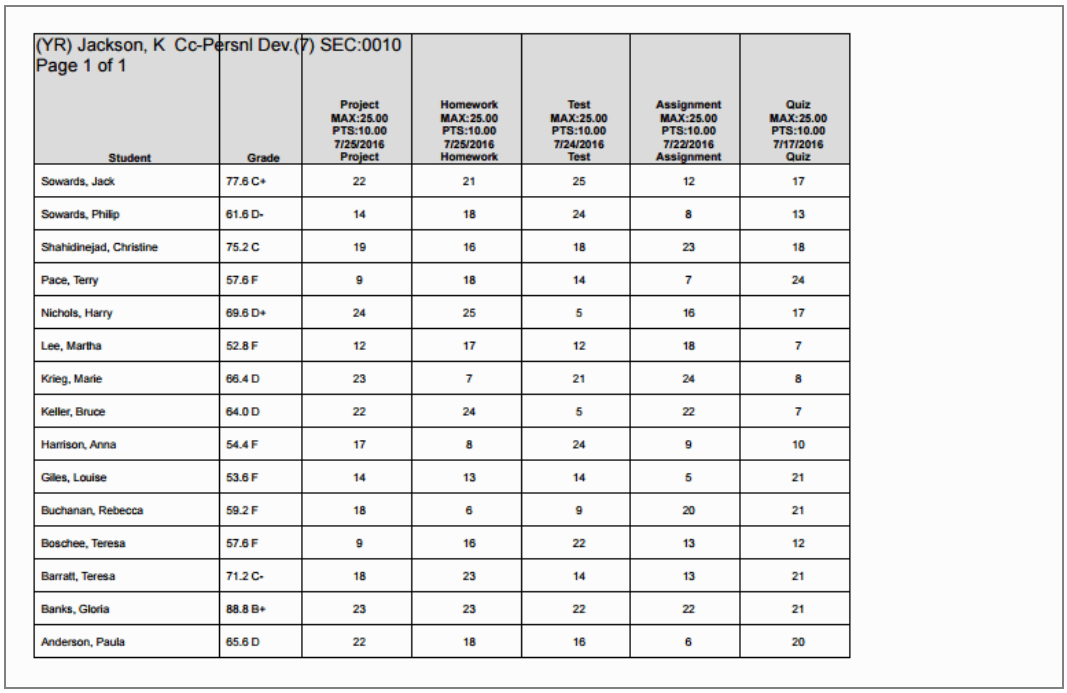
- **Font Size** – Adjusts the font size 1-3 point sizes.
- Page Orientation:
  - **Landscape** – Prints the page in landscape orientation.



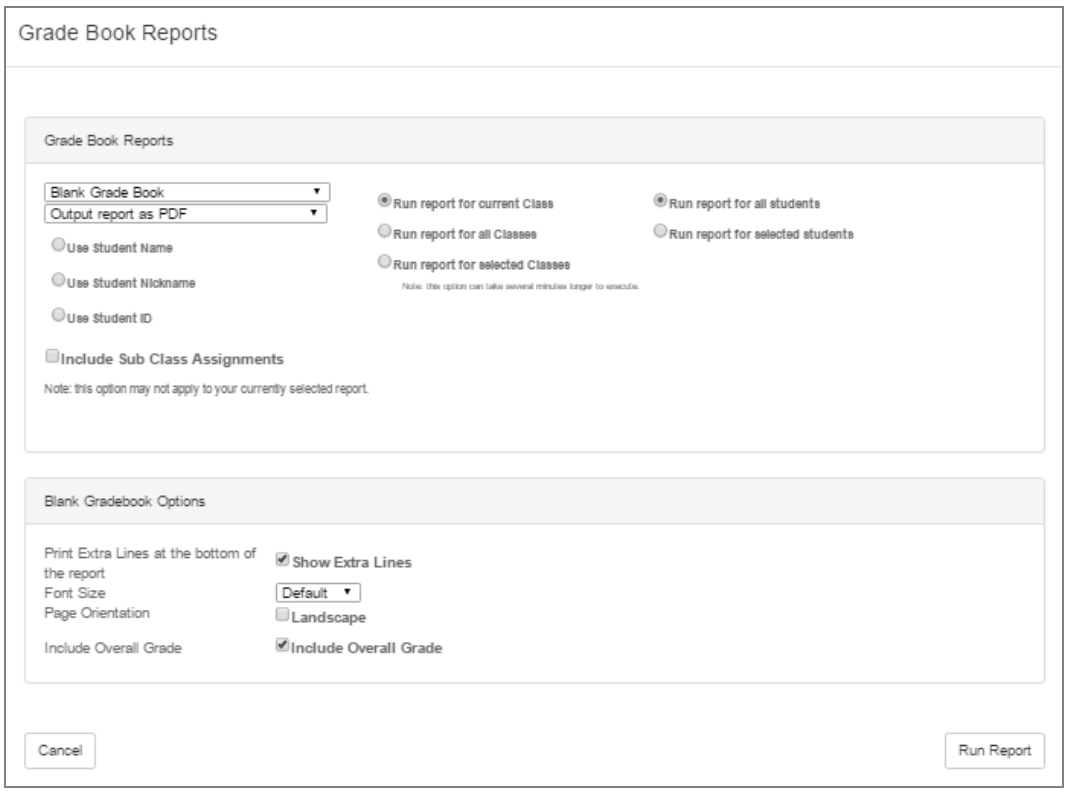
(YR) Jackson, K Cc-Persnl Dev.(7) SEC:0010
Page 1 of 1

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
Boschee, 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.



Blank Grade Book Report Interface Screen

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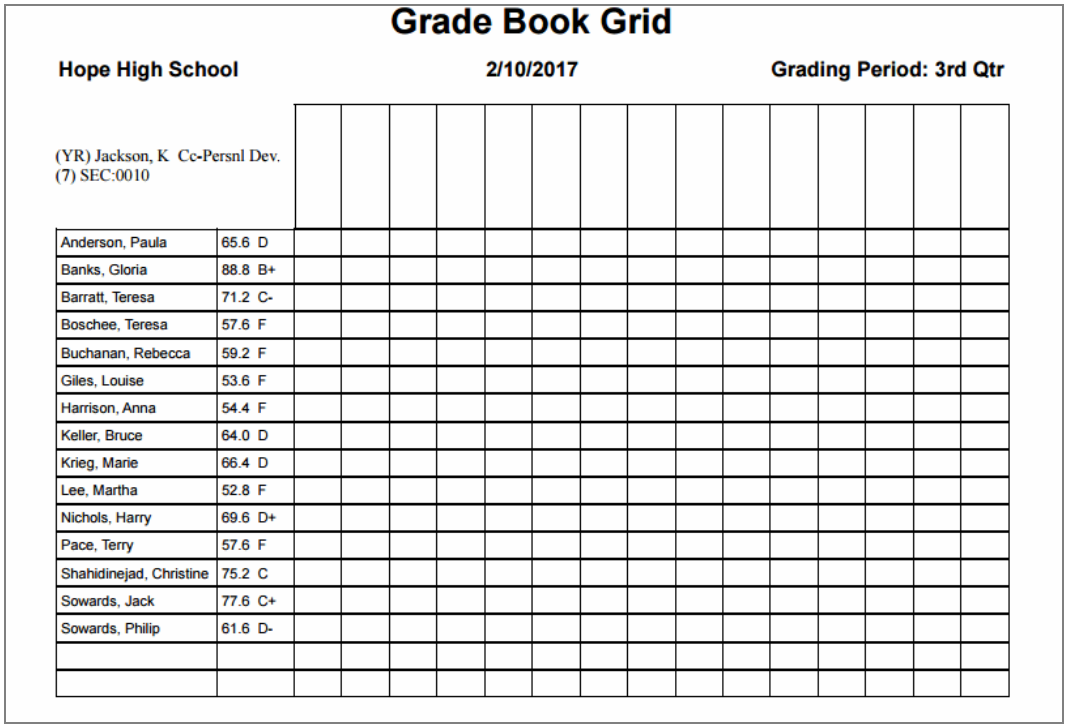
Blank Grade Book Options

- 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

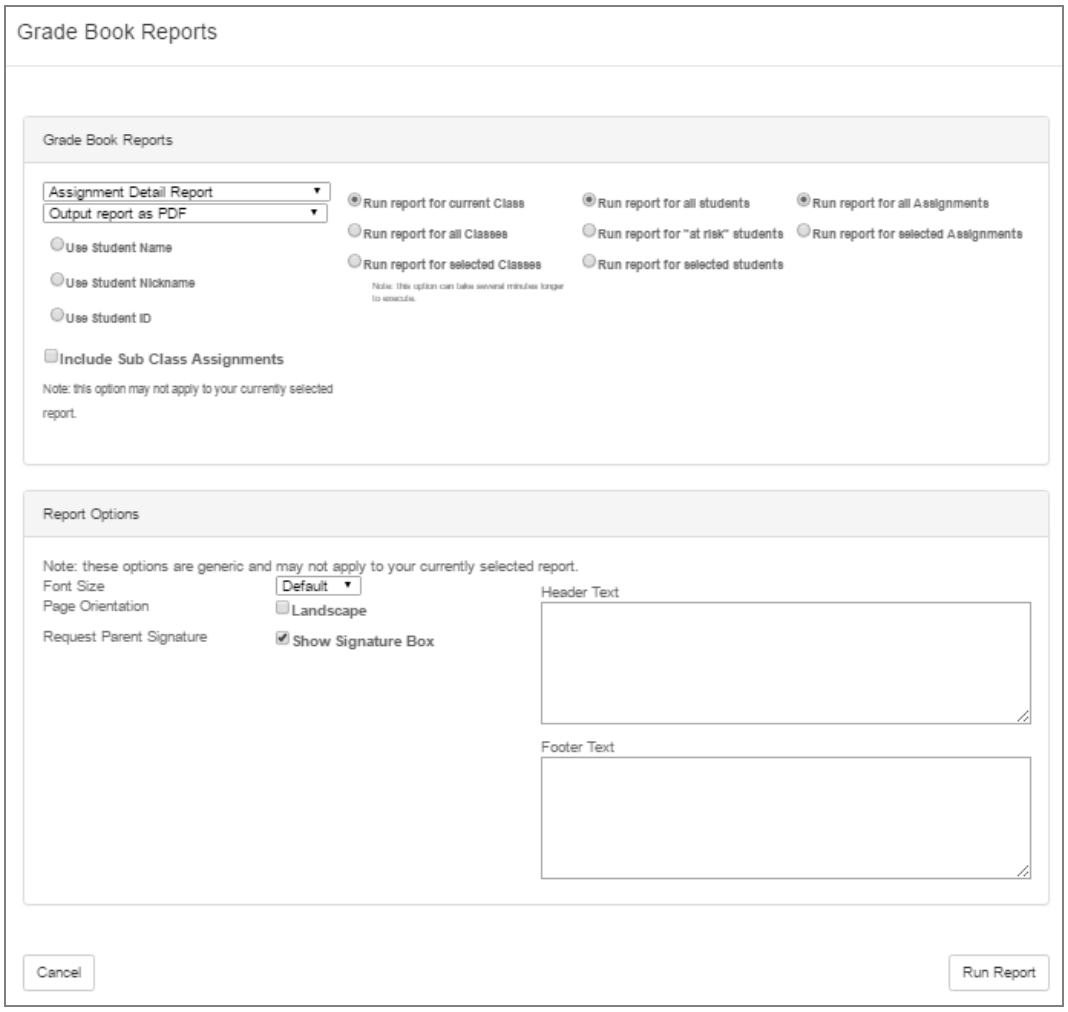
Anderson, Paula	65.6 D															
Banks, Gloria	88.8 B+															
Barratt, Teresa	71.2 C-															
Boschee, Teresa	57.6 F															
Buchanan, Rebecca	59.2 F															
Giles, Louise	53.6 F															
Harrison, Anna	54.4 F															
Keller, Bruce	64.0 D															
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



Assignment Detail Report Interface Screen

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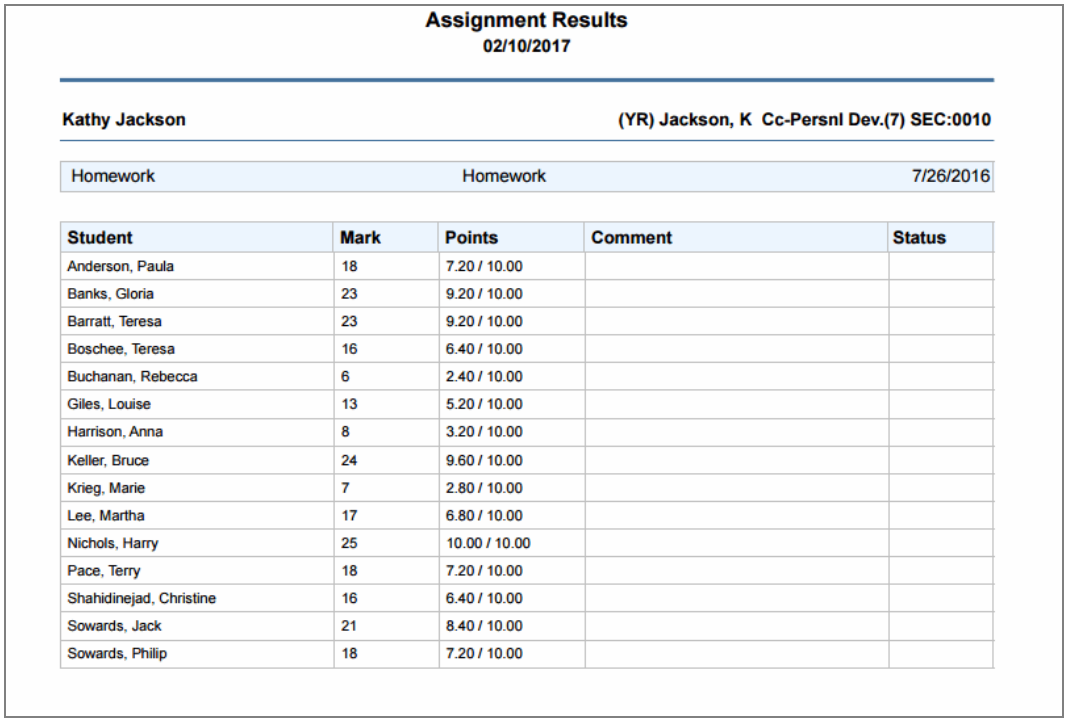
Report Options

- **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

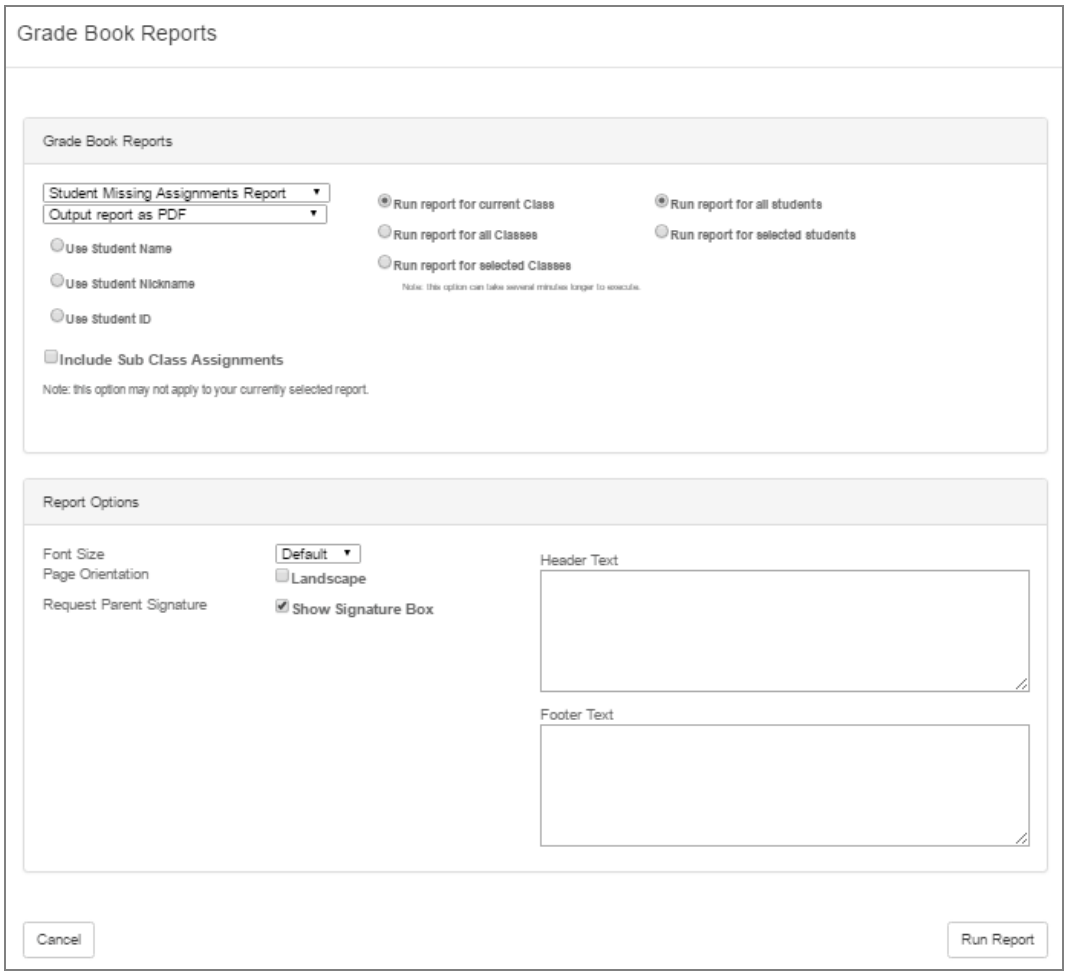
Student	Mark	Points	Comment	Status
Anderson, Paula	18	7.20 / 10.00		
Banks, Gloria	23	9.20 / 10.00		
Barratt, Teresa	23	9.20 / 10.00		
Boschee, Teresa	16	6.40 / 10.00		
Buchanan, Rebecca	6	2.40 / 10.00		
Giles, Louise	13	5.20 / 10.00		
Harrison, Anna	8	3.20 / 10.00		
Keller, Bruce	24	9.60 / 10.00		
Krieg, 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



Student Missing Assignments Report Interface Screen

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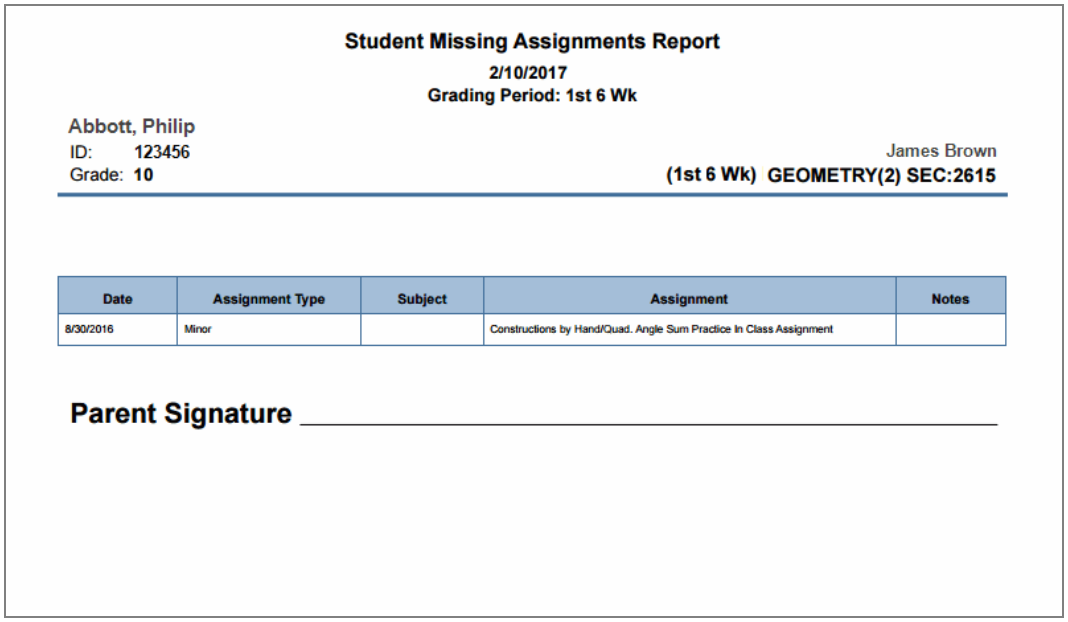
Report Options

- **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	

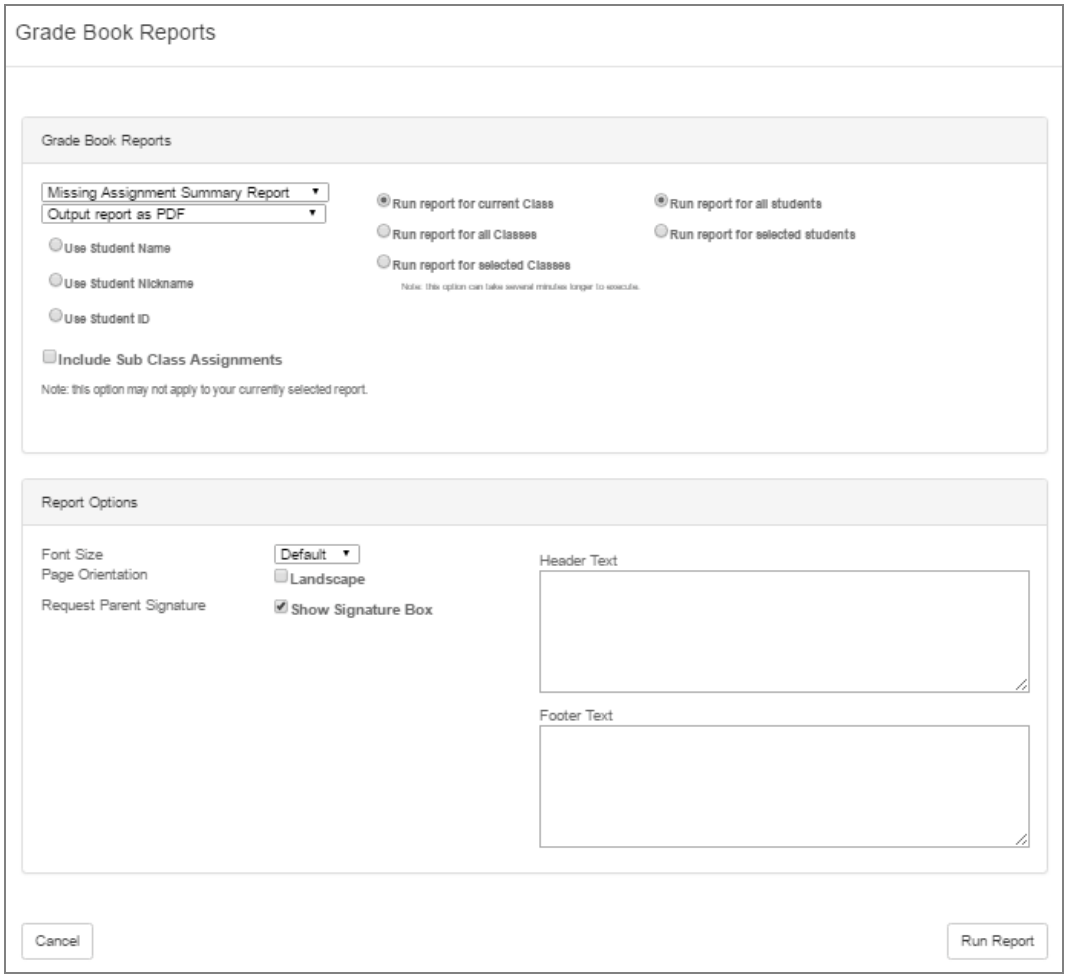
Parent Signature _____

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



Missing Assignments Summary Report Interface Screen

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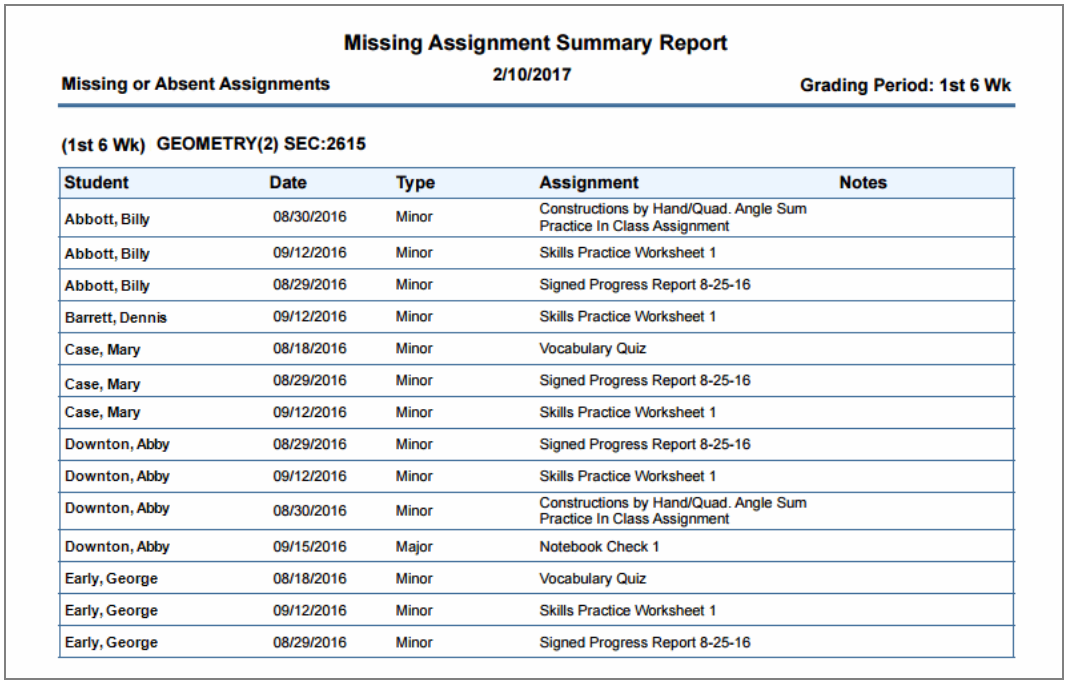
Report Options

- **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**

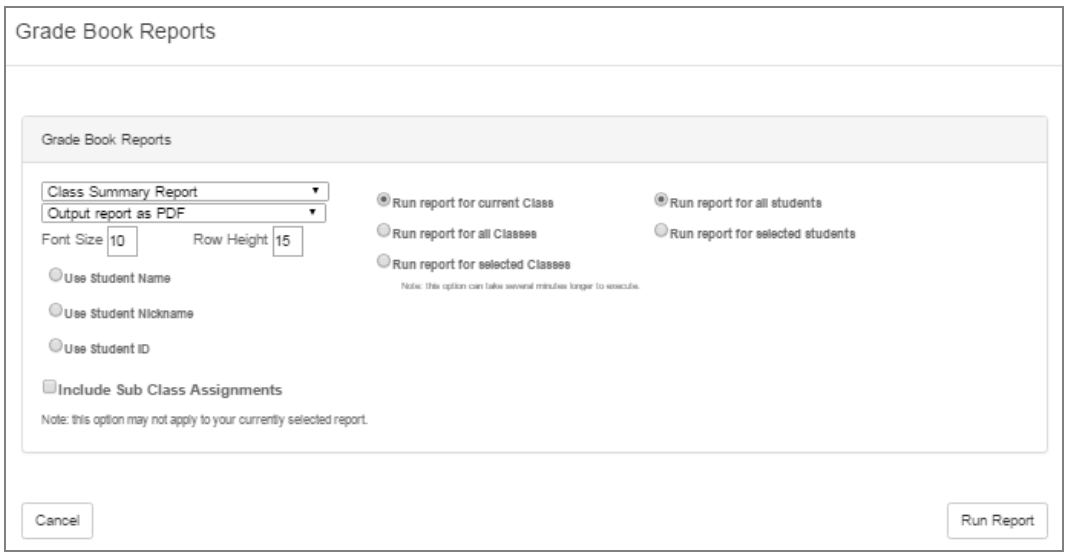
(1st 6 Wk) GEOMETRY(2) SEC:2615

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.



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

Class: (YR) Jackson, K Cc-Persnl Dev.(7) SEC:0010
Teacher: 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

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Chart - Assignment Student Performance

The Assignment Student Performance chart displays a graphic chart of the performance of a class on an assignment by student.

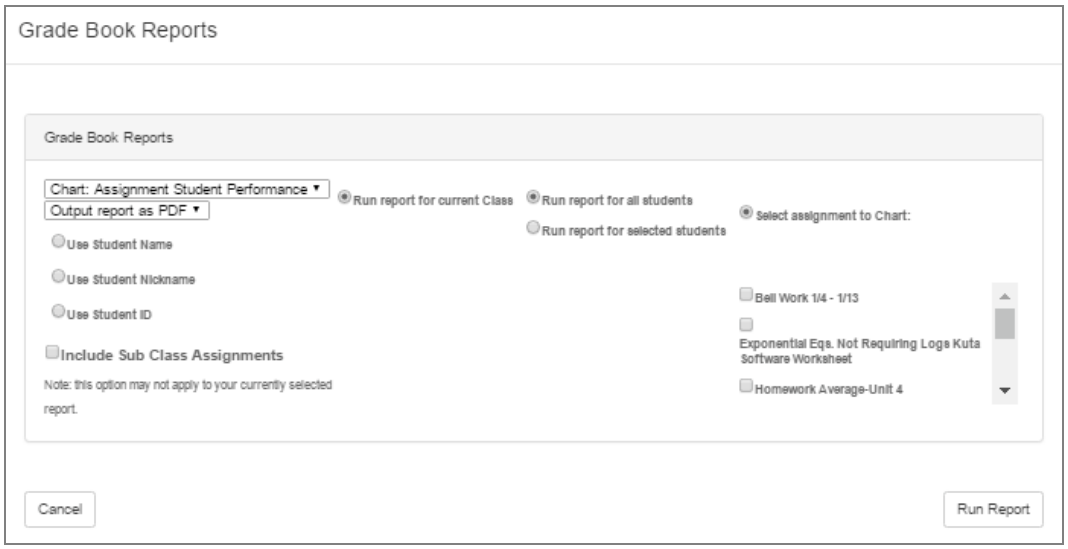
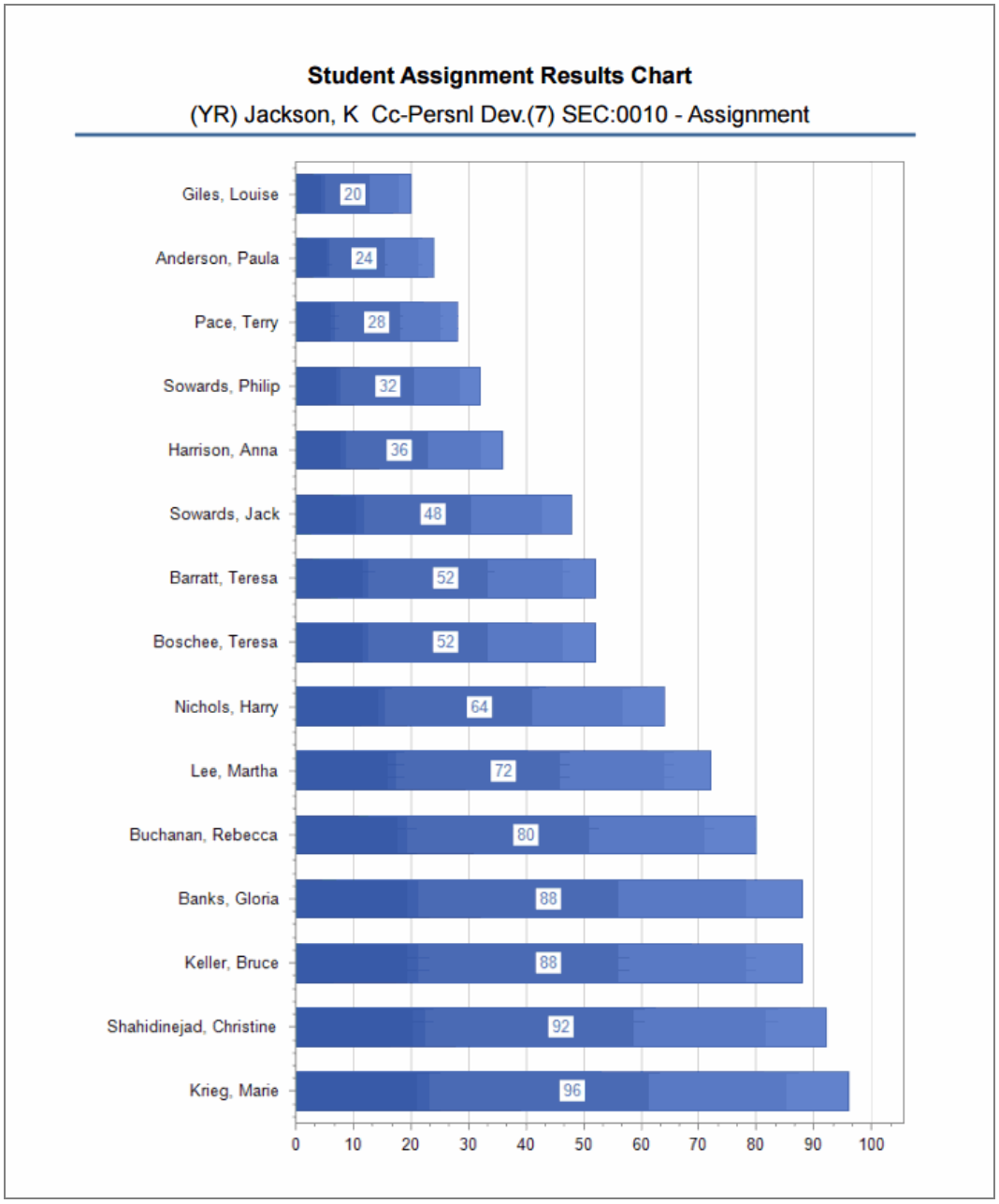


Chart: Assignment Student Performance Report Interface Screen

Grade Book Reports Options

- **Select assignments to Chart** – Includes only the assignments selected in the list.



Student Assignment Results Chart Output

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Chart - Class Grade

The Class Grade Chart displays a graphic chart of the student's grade to date.

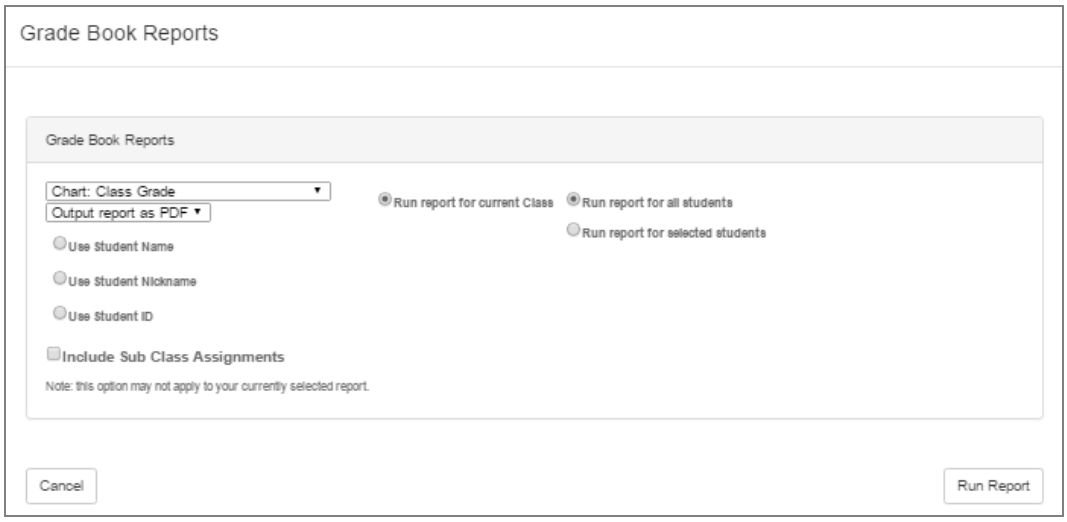
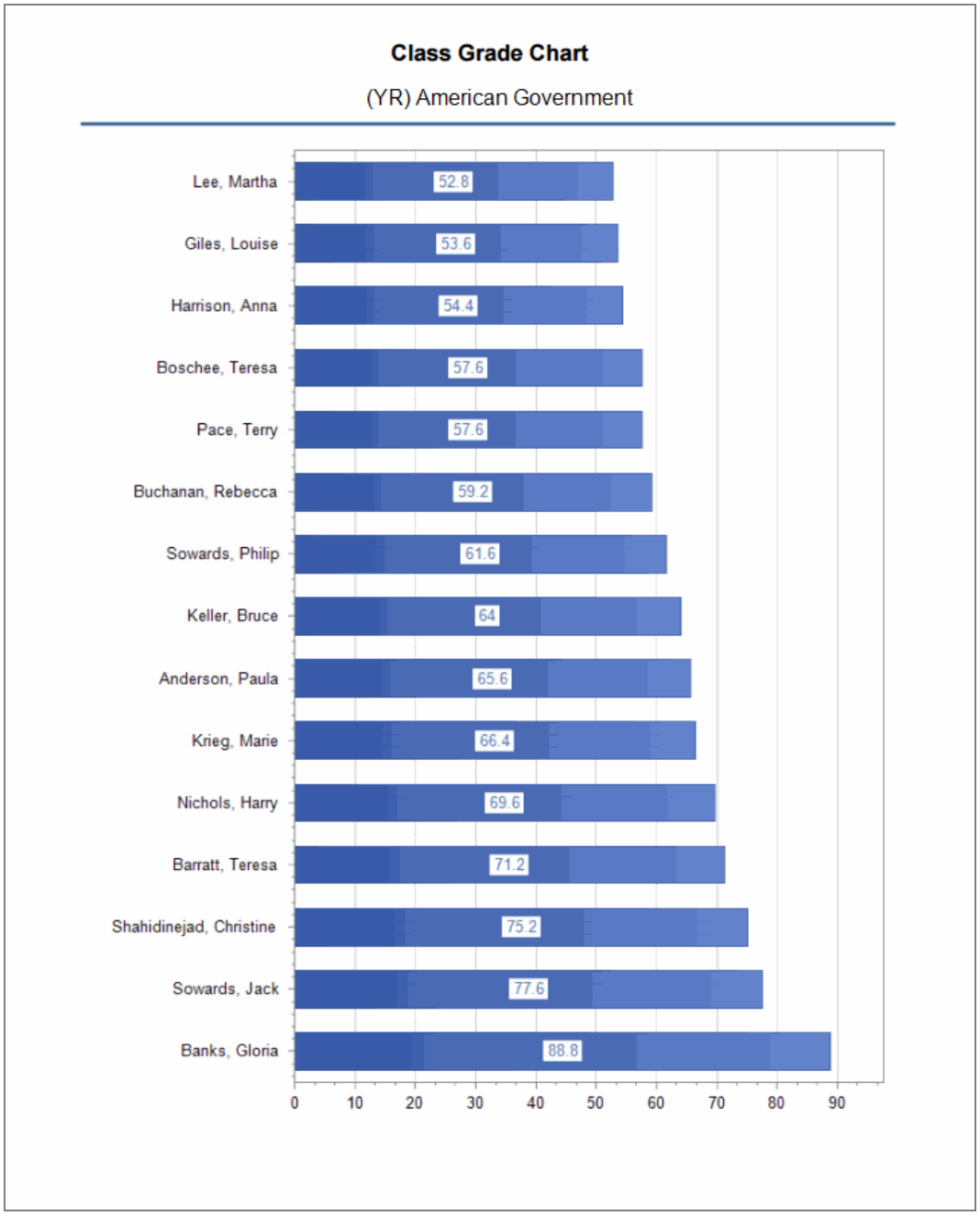


Chart: Class Grade Report Interface Screen



Class Grade Chart Output

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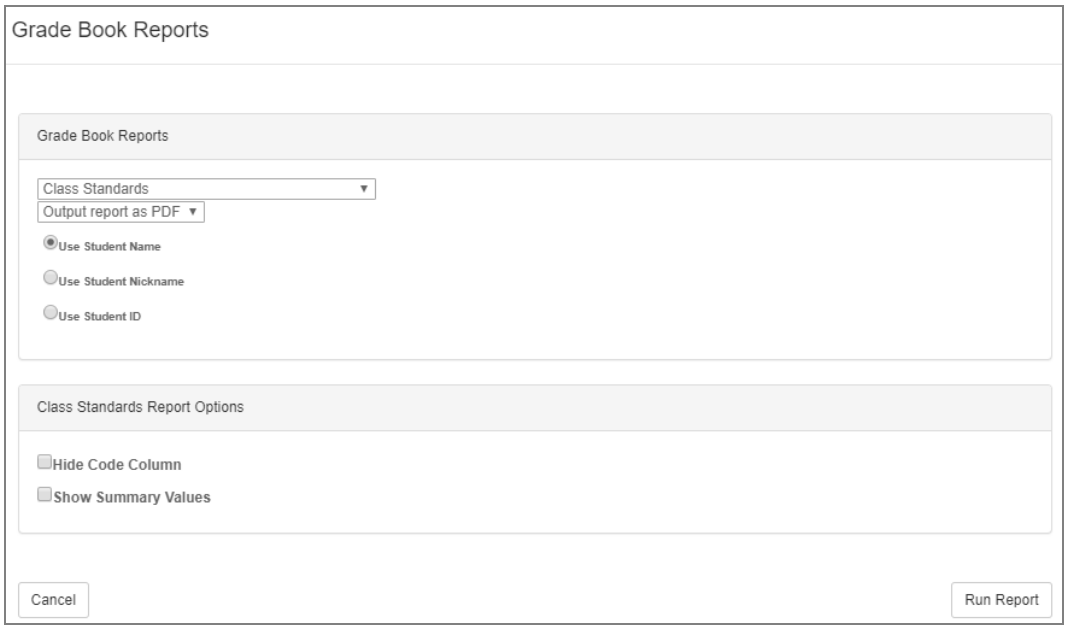
Class Standards Report

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



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

Adams Elementary
Class Standards Report
Grading Period: 1st Qtr

Year: 2019-2020

Class	Teacher	Date
(YR) Carroll, N 3/4 Grade(1) SEC:0102	**Natalie Carroll**	**12/9/2019**

High Medium Low

Code	Standard	Evidence	Average	Student Breakdown by Analysis Bands
03.M.S1.C1	Concept 1: Number Sense	2	2.66	18 6 5
03.M.S1.C1.1	Compare and order benchmark fractions.	4	2.21	5 17 7
03.M.S1.C1.2	Compare and order whole numbers through six digits by applying the concept of place value.	4	2.28	4 17 8
03.M.S1.C1.6	Sort whole numbers into sets and justify the sort.	3	2.66	23 2 4
03.M.S1.C2.1	Add and subtract whole numbers to four digits	2	3.72	27 1 1
03.M.S1.C3.1	Make estimates appropriate to a given situation or computation with whole numbers.	3	2.41	12 15 2
03.M.S2.C1.1	Collect, record, organize, and display data using frequency tables, single bar graphs, or single line graphs.	1	2.69	18 8 3
03.M.S2.C1.2	Formulate and answer questions by interpreting and analyzing displays of data, including frequency tables, single bar graphs, or single line graphs.	1	3	1
03.M.S4.C1.2	Describe sequences of 2-dimensional figures created by increasing the number of sides, changing size, or changing orientation.	1	2	1
03.NF.1	Develop understanding of fractions as numbers: Understand a fraction 1/b as the quantity formed by 1 part when a whole is partitioned into b equal parts; understand a fraction a/b as the quantity formed by a parts of size 1/b.	2	2.33	1 1 1
03.NF.2	Develop understanding of fractions as numbers: Understand a fraction as a number on the number line; represent fractions on a number line diagram. a. Represent a fraction 1/b on a number line diagram by defining the interval from 0 to 1 as the whole and partitioning it into b equal parts. Recognize that each part has size 1/b and that the endpoint of the part based at 0 locates the number 1/b on the number line. b. Represent a fraction a/b on a number line diagram by marking off a lengths 1/b from 0. Recognize that the resulting interval has size a/b and that its endpoint locates the number a/b on the number line.	1	4	1

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Student Name	ID	03.M.S1.C1	03.M.S1.C1.1	03.M.S1.C1.2	03.M.S1.C1.6	03.M.S1.C2.1	03.M.S1.C3.1	03.M.S2.C1.1	03.M.S2.C1.2	03.M.S4.C1.2
Aaron, Ian	129442	3	2	3	3	4	3	4	3	2
Alejandrez, Willie	992706	3	2	2	3	4	3	3		
Allen, Stephanie	167937	2	1	2	2	4	2	4		
Bahena, Joshua	129454	3	4	2	3	3	2	3		
Baker, Carlos	151640	2	2	2	3	4	3	2		
Burch, Kali	148409	1	1	1	1	3	1	3		
Burghardt, Christopher	997008	2	2	1	1	2	2	1		
Bustamante, Aaron	130333	2	1	2	2	4	2	2		
Cervantes Vazque, Howard	115224	1	2	3	3	4	2	3		
Chavez, Carl	134653	1	2	2	3	3	3	4		
Covington, Louis	133538	4	2	2	3	4	2	3		
Estrella Acuna, Brian	139086	2	2	1	3	4	2	2		
Flores Aldaba, Wanda	154975	3	2	2	3	4	2	1		
Jackson, Dorothy	133258	1	1	2	3	4	2	3		
Johnson, Alan	158343	3	2	2	3	4	3	2		
Jolley, Wayne	131024	2	2	2	3	4	2	1		
Lowe, Ralph	153981	3	3	2	3	4	3	3		
Mancera Herrera, Kathryn	156774	3	2	2	3	4	2	4		
McKenna, Travy	105613	4	3	4	3	4	3	3		
Sabye, Gennifer	147414	3	2	2	3	4	1	3		
Valle, Jane	152380	3	2	2	3	4	3	2		
Vandenham, Hanna	992710	1	1	3	1	4	2	4		
Vanetten, Shirley	129844	4	2	2	3	4	2	3		
Vega Gonzalez, Justin	143418	3	2	2	3	4	2	3		
Vela, Bonnie	126823	4	4	2	3	4	4	3		
Villanueva, Evelyn	149861	4	1	2	3	4	4	2		
Walker, Jean	150747	3	3	2	3	4	2	2		
Werito, Gerald	145377	4	1	2	3	4	3	2		

Class Standards Report Output

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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.

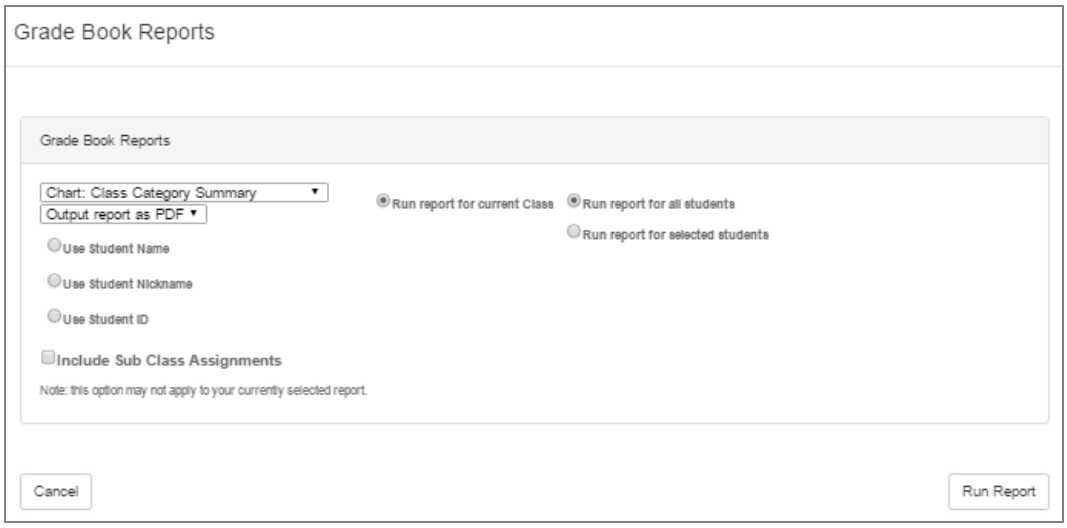
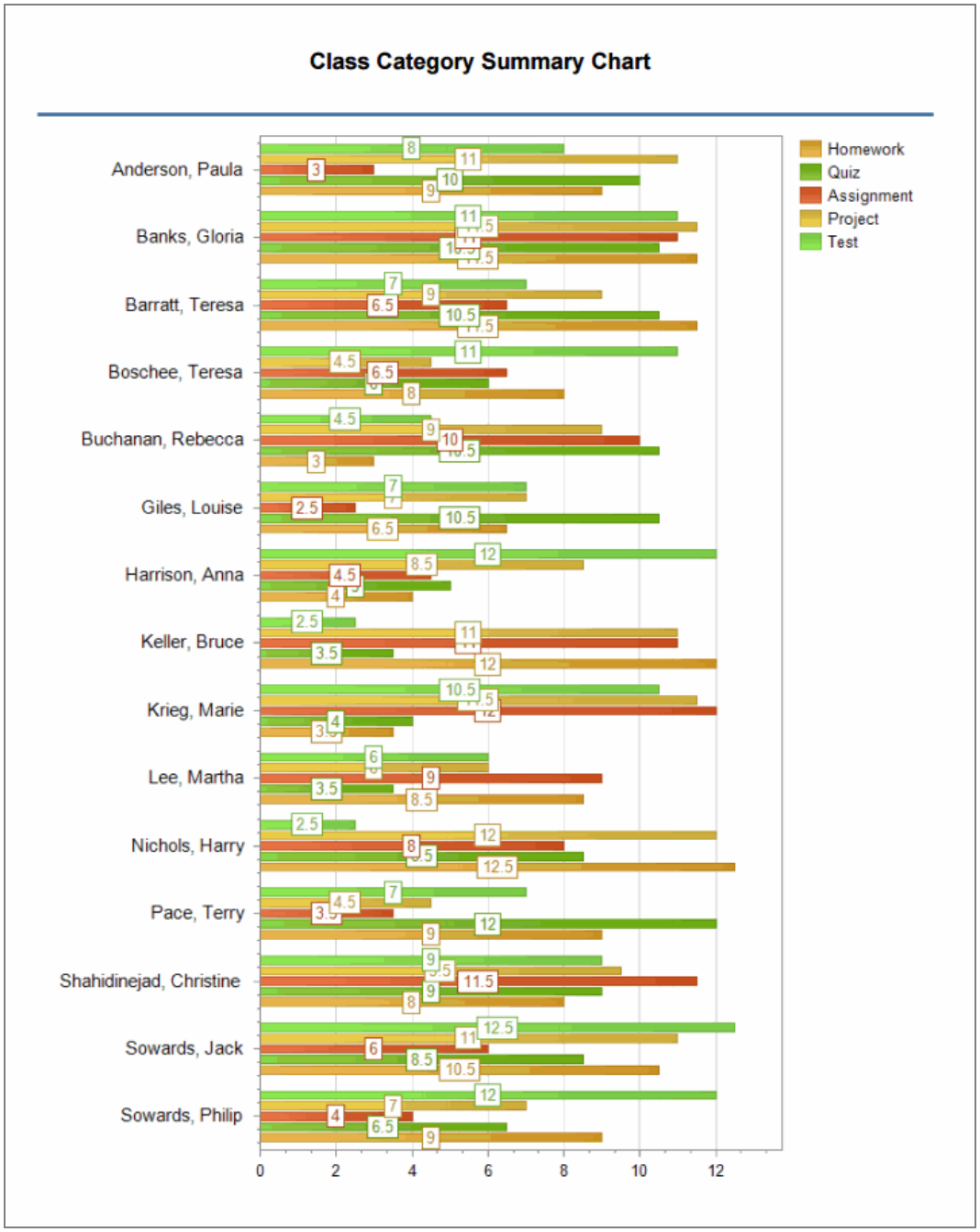


Chart: Class Category Summary Report Interface Screen



Class Category Summary Chart Output

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