



COBB COUNTY
SCHOOL DISTRICT



Technology Services

**ELEMENTARY TEACHERS
GRADES 4 & 5**

**SYNERGY TVUE, GRADEBOOK &
REPORT CARD GUIDE**

**2020-2021 VERSION 2
FEBRUARY 2021**



Contents

Logging In	4
Synergy Support and Help Guides	4
TeacherVUE Seating Chart	5
Message Alert to Add New Students to Seating Chart.....	5
Message displays at the top of the seating chart.....	5
I. Entire Class or Section Missing from the Seating Chart.....	5
II. Seating Chart Name	5
III. Resizing and Configuring the Seating Chart.....	6
Attendance Codes (Updated January 2021)	8
SY2020-2021 Attendance Procedures – Per Accountability (Updated January 2021)	8
Record Daily Attendance in Homeroom Only (Choose from 2 methods)	9
I. Take Attendance by Seating Chart	9
II. Take Attendance by List	9
TVUE Reports & Student Detail Options.....	10
TeacherVUE Communication to Parents and Students	11
Elementary Grade Book Setup	12
Grade Book Settings Tab.....	12
Review Class Settings Sub Menu Screen.....	13
Show Letter Grade (Optional).....	14
Create Assignment Types	15
How to Show Hidden Types.....	16
Secure Measure Types on Assignment Types Screen (Optional)	16
Assignment Type Weighting	18
Grade Book Comments.....	19
How To Edit A District Wide Comment	19
To Update an Edit or Delete <i>Edits</i> Made to a District Comment.....	21
How To Add A New Grade Book Comment	22
CTLS Assessments – Imported Assignments	23
Class Selection – Creating Assignments	25
Assignments With Zero Points	28
Editing Assignments	28
Copying Assignments	29
Enter Scores (Grades)	30
Grade Book Filters and Options	31
Grade Book Reports	32
How to Exclude Dropped or Withdrawn Students from Gradebook reports.....	32
Transferring Assignments and Grades due to Schedule Changes (Same teacher only)	33

How to Show Dropped Students in the Grade Book	33
To Transfer Student Grades (Scores)	33
Removing Student Grades from original gradebook section (class).....	35
4 ½ Week Progress Reports.....	36
4th & 5th Grade Report Cards (9-Week Quarter Grades)	36
Complete assignments and ensure grades are accurate in Grade Book Main for each class/section. .	36
Confirm Settings for Grade Book Setup	36
Assignment Weighting Tab	36
Grade Book Settings Tab.....	37
Review Grade Book > Assignments Screen	37
Review Assignments on the Assignments Tab.....	38
<i>Review Subject & Assignment Types (A. Type) Columns for Each Assignment.....</i>	<i>39</i>
Review Score Type, Max Value, & Points Possible Columns For Each Assignment.....	40
Review the Grading Periods Tab.....	41
Report Card Preview Screen: Transfer All Student Marks (Grades)	41
Report Card Preview Screen - Helpful Tips:.....	43
How to Overwrite a Report Card Grade on the Report Card Preview Screen	46
Add Manual Entries to Report Card Matrix	47
Report Card Matrix: Comments.....	48
Complete Report Cards and Comments.....	48
Inactive or Dropped Students Tip:.....	49
Report Card > Student Screen	49
Digital Report Cards in ParentVUE/StudentVUE.....	51
View and Generate Report Cards	52
Selecting Spanish Version Report Cards.....	53
Grade Placement for Next Year	54
How to Identify Correlation and Subject Errors.....	55
How To Make Changes To 4th or 5th Grade Report Cards In A Previous Grading Period	60
Steps (<i>Gradebook Managers have access to complete the teacher steps, if needed.</i>)	60

Logging In

Use the CCSD website > Menu > Staff > Sign-In > Synergy: <http://www.cobbk12.org/>

Or use the direct link to Synergy: <https://synergy.cobbk12.org/>

NOTE: Synergy is available outside the CCSD Network. Users do *not* need VPN to access Synergy when at home or other areas outside of CCSD district locations.

IMPORTANT TIP: ALWAYS allow pop-ups for Synergy. Choose this option before logging in. Pop-ups are used for various processes throughout the application and therefore must be enabled for the software to function properly.

Username: Badge ID

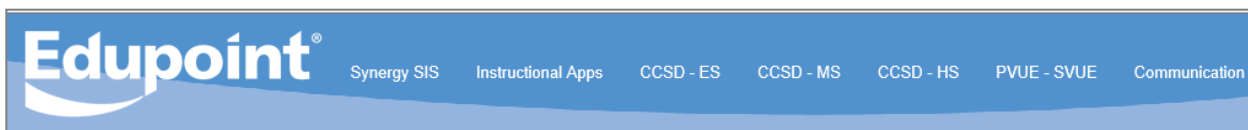
Password: Usual Network Password

Synergy Support and Help Guides

Step 1: Seek solutions in Synergy Help. Select “Help” in the top right corner of the Synergy application.



Fully expand browser window to see the entire help menu. Then, select a link for the desired topic from the Help Menu.



Step 2: Contact School Synergy Representative (Gradebook Manager, Scheduler, PVUE Coordinator, or Attendance Manager/PPO Clerk)

Step 3: Contact the Customer Care Center at 770-426-3330 or Enter a Web Help Ticket at <http://webhelp.cobbk12.org> SELECT **Application** > **Synergy** to be routed to the appropriate support team.

Note – Parent support: For ParentVUE support, parents should always contact the school’s **PVUE Coordinator** and not the central office, Customer Care, or Technology Department. If a school contact is unable to assist a parent, the school contact is to enter a Web Help ticket.

TeacherVUE Seating Chart

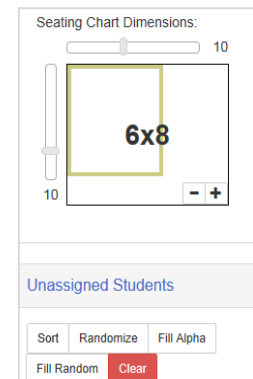
Message Alert to Add New Students to Seating Chart

Message displays at the top of the seating chart.

- If one or more students are missing from the seating chart, **look for a yellow highlighted message that students need to be seated in the chart.** Click the **Edit** button to add them from the Unassigned Students list under the Seating Chart Dimensions.

Alpha - Last, First Edit There are some students who need to be seated in the chart

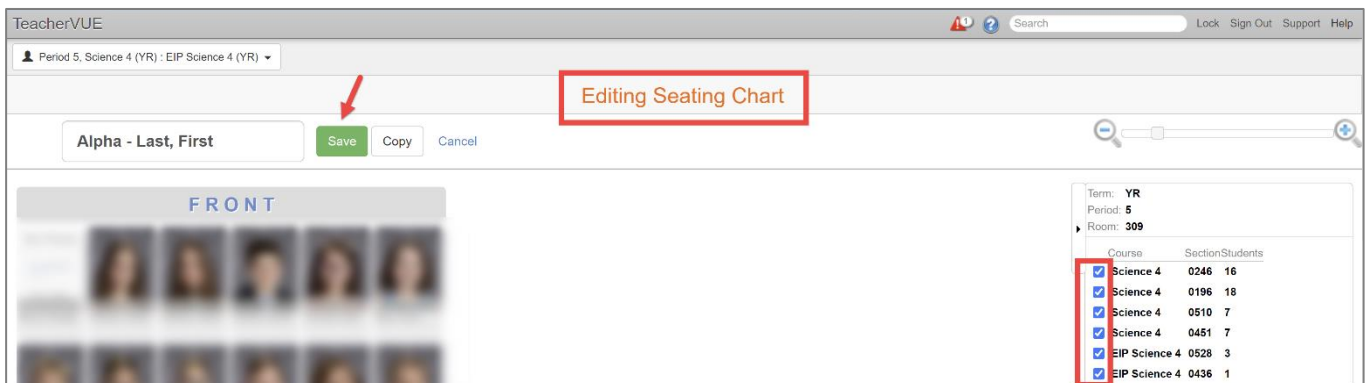
- The list of unassigned students displays underneath the Seating Chart Dimensions. Users will need to scroll down to see the list.
- Add additional columns or rows to the seating area as needed.** (Note: If new students are not saving to seating chart when they are added, review the size of the seating chart. There must be a 'seat' or gray space for the new students to be added.)
- Students may be added in random or alphabetical order.



I. Entire Class or Section Missing from the Seating Chart

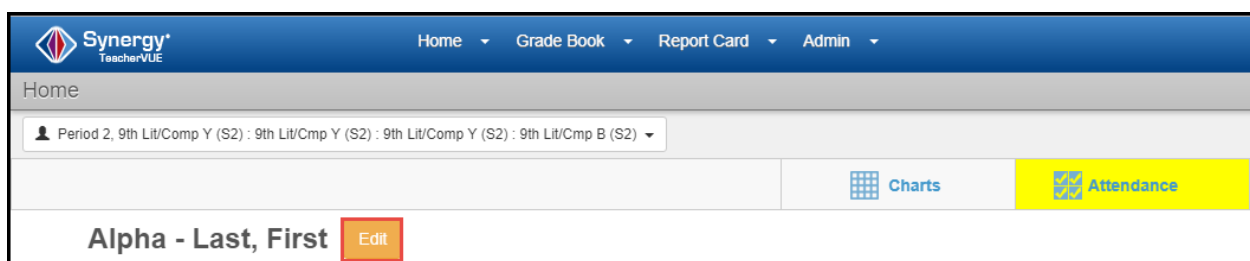
Important: If students are not displaying in the seating chart the small boxes next to the name of the classes may need to be checked.

- Edit** the seating chart and check the **boxes** next to the class name.
- Click **Save**.
- The message to add students to the chart, described above, may display. If so, follow the steps to add the students to the seating chart.



II. Seating Chart Name

- The default 'name' is shown, Alpha – Last, First. The space is not used to enter students to the chart.
- If you would like to rename the seating cheat, click the **Edit** button.



- When in edit mode, a message will display that you are *Editing Seating Chart*.
- The name of the seating chart will become an editable field. This field is meant to be the name of the seating chart, for instance *Homeroom* or *1st Period*.
- Name the seating chart only if desired. It can be left with the default name.
- *The field is not used to enter the name of students to the seating chart. You do not need to enter a student's name into the seating chart name field.*

III. Resizing and Configuring the Seating Chart

- While in edit mode, the size of the seating chart grid can be enlarged or magnified by **sliding the scroll tool** to the right.



- When in edit mode, a **Seating Chart Configuration** area will display.
- Select the desired Student Name Format.
- Select to sort alphabetically, if desired.
- Select if you want to see student photos, student ID's, gender and grade, etc.
- Select to show notifications and birthdays, if desired.

Seating Chart Configuration

Student Name Format

Always Alpha Sorted

Show Student Photos

Show Student ID

Show All Day Attendance

Show Gender and Grade

Show Current Mark

Show Course

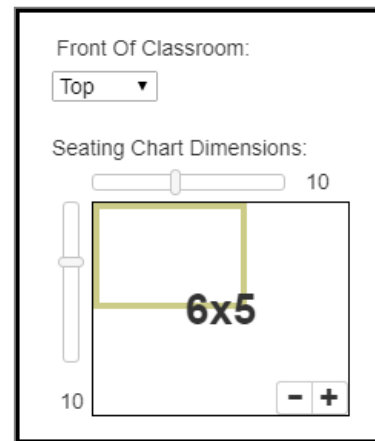
Show Section

Show Notifications

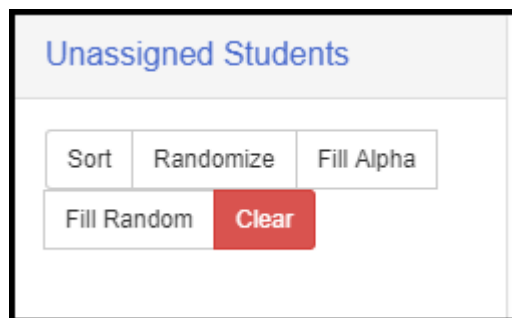
Show Birthdays

Number of days notice

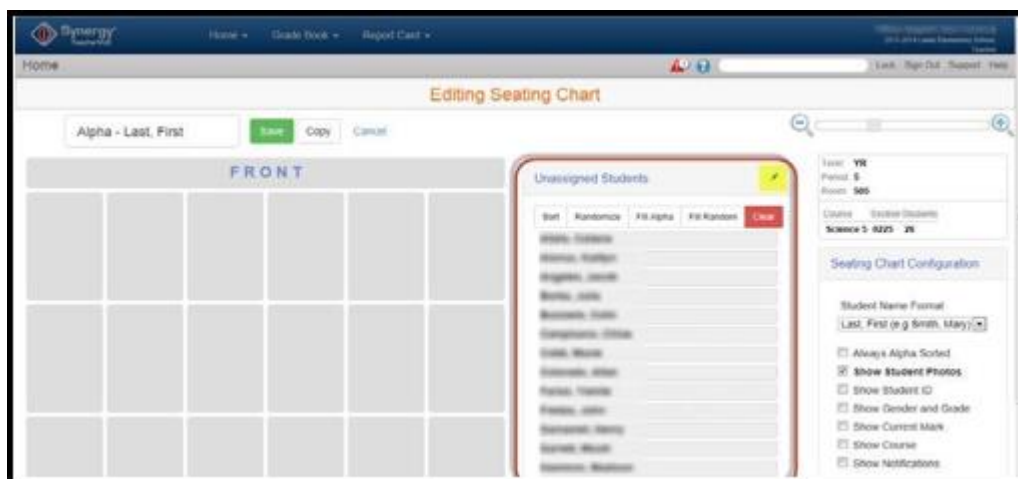
- **Continue to scroll down the page** to see more edit tools and the list of unassigned students in the class.
- In edit mode, you can set the location for the **front of the classroom** and set desired **Seating Chart Dimensions**.
 - Tip: Be sure there are enough rows and gray squares or 'seats' for unassigned students to be added. Use the chart dimensions area to add rows and/or columns for extra 'seats.'



- The **Unassigned Students** list will display at the bottom of the screen. Students in the list need to be added to the seating chart.



- The list of unassigned students can be moved around the screen, if desired.
- Add students to the seating chart by dragging and dropping their names on the grid. Or, click either the **Fill Alpha** button or the **Fill Random** button.
- Click **SAVE** when done.



Attendance Codes (Updated January 2021)

Title	Code	Type	Allow Teacher Entry	Excused or Unexcused
Codes Available in TeacherVUE & for Attendance Clerk				
No Code = Student is physically present in face-to-face class				
Virtual Present: Student is virtually present in remote live session; code counts as present in Synergy	VP	Positive	Yes	P
Absent - Reason Pending: Student is absent from both face-to-face AND remote live session	A	Unverified Absence	Yes	U
Tardy - Reason Pending: Student is tardy in face-to-face class. Tardy is unexcused pending excuse submitted to clerk	T	Unverified Tardy	Yes	U
Virtual Tardy - Reason Pending: Student is tardy to virtual live session. Virtual tardy is unexcused pending excuse submitted to clerk	VT	Unverified Tardy	Yes	U
Not Enrolled *Only available first week of school	NE	Non - Enrollment	Yes	

SY2020-2021 Attendance Procedures – Per Accountability (Updated January 2021)

Teachers will take attendance each school day based solely on how students are attending class that day, *regardless of the learning choice of each student*. This means that a face-to-face student who is attending virtually, regardless of the reason, should not be marked absent. **Teachers should not enter attendance on Wednesdays.**

TVUE Codes Description

(blank)	Student is physically present in face-to-face class.
VP	Student is virtually present in remote live session (code counts as present in Synergy).
A	Student is absent from both face-to-face AND remote live session
T	Student is tardy in face-to-face class. Tardy is unexcused pending excuse submitted to clerk.
VT	Student is tardy to virtual live session. Virtual tardy is unexcused pending excuse submitted to clerk.

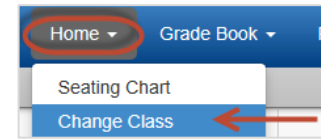
Goals & Rationale for Procedures

1. Encourage class participation from all students.
2. Encourage students to stay home when ill (or potentially ill).
3. Simplify the procedures for taking attendance for teachers.
4. Produce attendance records that clearly reflect who is physically on campus at any given time.

Record Daily Attendance in Homeroom Only (Choose from 2 methods)

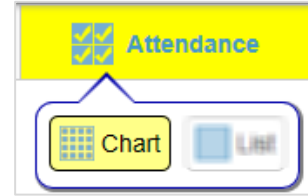
***Teachers can only take attendance for the current school day.**

***If you do not see the Attendance option, you need to change to your Homeroom class. Hover over Home > Select Change Class (or point to the name of the class and select Homeroom from the Class Focus window.)**

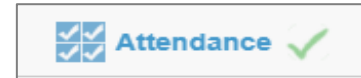


I. Take Attendance by **Seating Chart**

- Hover over **Attendance** & click on **Chart**
The screen changes to 'Taking Attendance' mode.

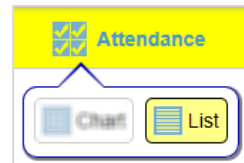


- Click on students' pictures (or picture area) to toggle through options of **virtual present, absent, or tardy**. Continue to click to remove posting if it was entered in error.
- Click **SAVE**. A message displays when attendance is saved.
- The screen will return to seating chart. Green check displays to show Attendance was taken.



II. Take Attendance by **List**

- Hover over Attendance & click on List
- List will default to the current school date.
- Click in the student's cell to toggle through options of **virtual present, absent, or tardy**. Continue to click to erase posting if it was entered in error.
- Click Save to continue marking attendance OR
- Save & Return to complete and return to seating chart. Message displays when attendance is saved and green check displays.

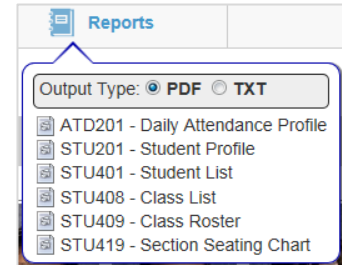


- **Face-to-Face (F2F) students who are present can be left unmarked. If tardy, mark the students tardy.**
- **Effective January 2021, code any student attending a live remote session as VP (Virtual Present). If a virtual student is tardy, mark the student VT, virtual tardy.**

TVUE Reports & Student Detail Options

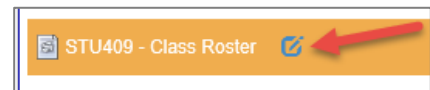
1. Access TeacherVUE Reports from seating chart main screen.

- Hover over **Reports**, in the menu at the top of the screen, to view a list of available reports.
- Reports selected from this list will result in data for the **entire class**.
- Select **Output Type**.
- Click the name of a desired report to run that report. **Report results display on the screen, possibly in a new tab, and can be reviewed or printed, as desired.**



2. Report Interface Option

- Click the icon that displays after the name of the report to open the report interface.
- Enter desired parameters on the report interface.
- Click the Print button at the top of the interface.



Report results display on the screen, possibly in a new tab, and can be reviewed or printed, as desired.

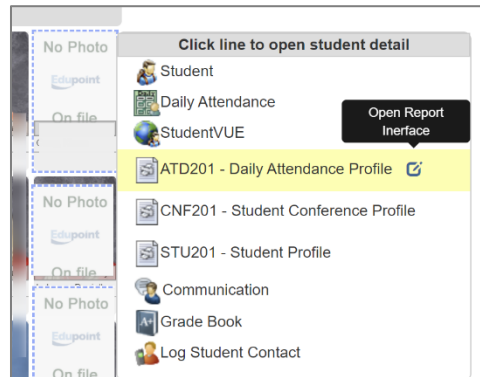
a. Enter **parameters** when specific data is needed.

- *Daily Attendance Profile (ATD201)* - edit the date range as desired.
- *Class Roster (STU409)* for subs- Teachers will enter the Start Date and number of weeks needed for the report. Substitute teachers will use this report to take attendance when the regular classroom teacher is absent.

Report Interface Sample A

Report Interface Sample B

3. Left click on a student's picture to view the list of options for an **individual student**.
- Click one of the options to open the selected screen or to run the report for that individual student.
 - Note: StudentVUE gives teachers a view of what students see in StudentVUE.
 - Click the icon to the right of a report name to open the report interface.
- Report results display on the screen, possibly in a new tab, and can be reviewed or printed, as desired.**



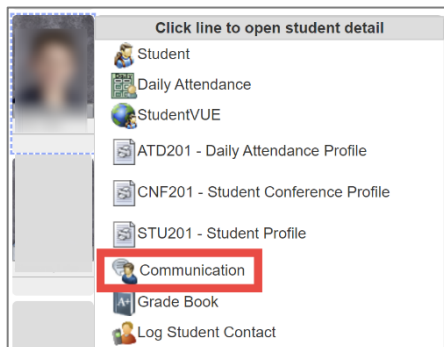
TeacherVUE Communication to Parents and Students

Email communication can be sent from TeacherVUE. Students receive the email in their O365 account and in StudentVUE messages.

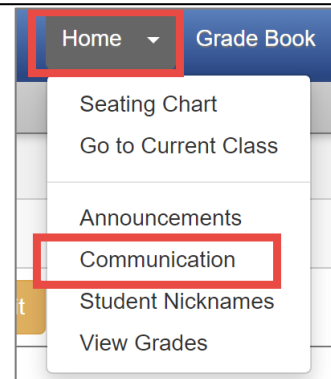
If communication is needed for an individual parent and/or student, select the Communication link by clicking the student's picture or area where a picture would display.

To send communication to multiple students/parents or entire sections, select the Communication link from the Home menu.

Communication for an **Individual Student**



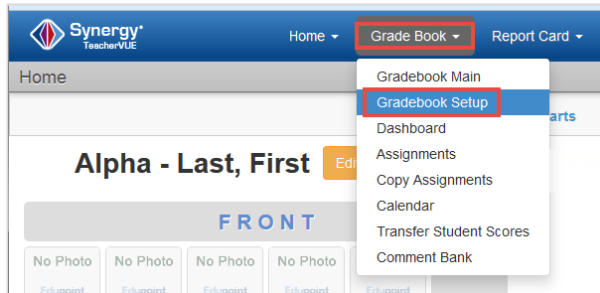
Communication for multiple students or the **entire class.**



Elementary Grade Book Setup

Important! Verify completion of the following gradebook setup tasks BEFORE adding your first gradebook assignment.

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



Collaborate with your grade level/team, and school admin to use consistent Grade Book Settings, Assignment Types, and Weights.

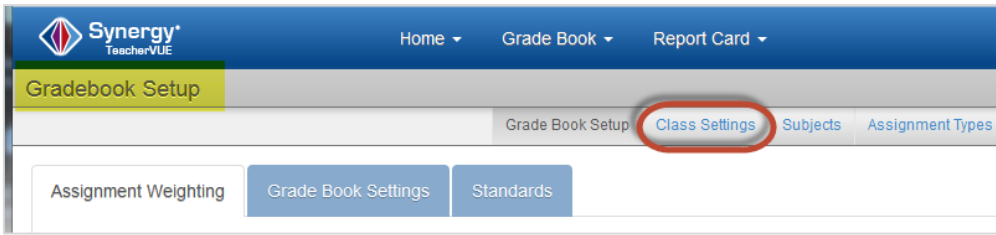
Grade Book Settings Tab

From the Gradebook Setup screen, select the Grade Book Settings tab, and follow steps A – E described below.

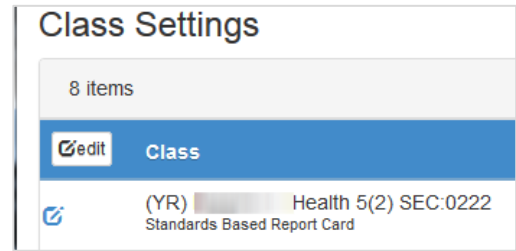
- A. Click the **Grade Book Settings Tab**
- B. In the Final Grade Rounding Settings section, select **Rounding On**.
- C. Next, select one of the following rounding settings -
 - **Whole Number Only**
 - **1 Decimal Place**
 - **2 Decimal Places**
- D. In the Grading Period Default For New Assignments section, select **Current Period in Grade Book**.
 - ✓ It is important to select this setting and then select the correct grading period in Grade Book Main when creating new assignments.
 - ✓ This setting allows for quarterly reporting of the yearlong courses for elementary students.
- E. Select an option in the Teacher Type Defaults section. Which Assignment Types would you like to use?
 - ✓ **Only Show My Types** or **Add My Types to the District Types**.

Review Class Settings Sub Menu Screen

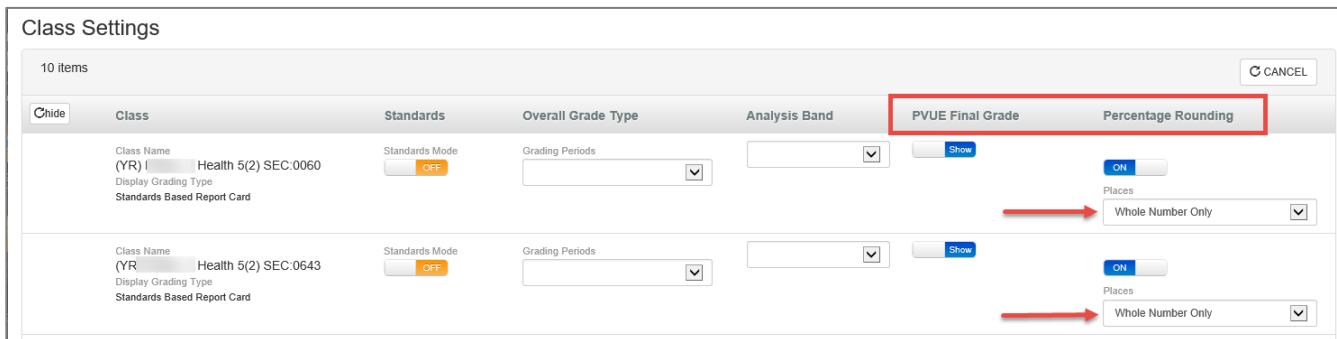
- A. Navigate to Grade Book > Gradebook Setup.
- B. Click on the **Class Settings** sub menu.



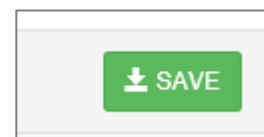
- C. On the Class Settings Tab, click the Edit button to enable all classes to edit mode.



- D. On the right side of the screen, review the columns PVUE Final Grade and the Percentage Rounding. Scroll down the screen to review all classes -
 - Toggle to Show the final grade in ParentVUE (recommended)
 - Review each Rounding setting so it is ON and matches the selection made on the Grade Book Setting Tab (described earlier in this guide).



- E. If changes are made on the screen, SAVE button is enabled. Click Save.



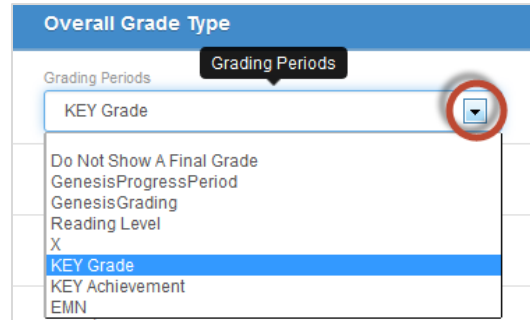
Show Letter Grade (Optional)

If teachers would like to see a letter grade next to students' numeric grade, follow the steps below for Grade Book Setup.

Student	Grade
...	99% A
...	70% D
...	87% B
...	92% A

On the Gradebook Setup > Class Settings submenu screen, follow the steps above to enable edit mode.

- A. A drop-down menu will become available for the Overall Grade Type field.
- B. Select KEY Grade from the drop-down list. Click the **SAVE** button.



- Add the KEY Grade option to any class in for the letter grade to display for that class.
- The KEY Grade option can be removed, and the Overall Grade Type returned to the default, *Do Not Show A Final Grade* option at any time.

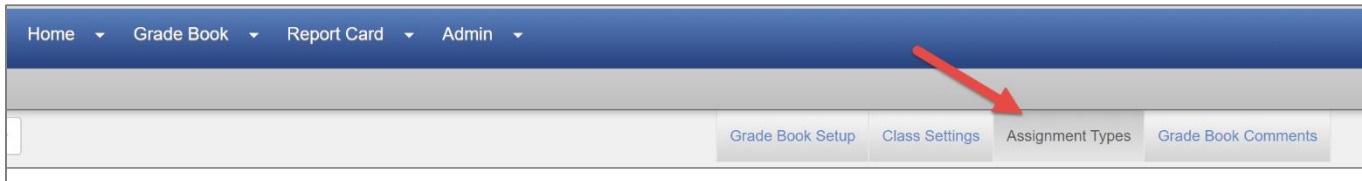
- C. CCSD currently is not utilizing the Standards Mode on the Class Settings screen. Please keep the OFF selection for all classes.

Class Settings			
8 Items			
Edit	Class	Standards Mode	Overall Grade Type
	(YR) Health 5(2) SEC:0222 Standards Based Report Card	OFF	Grading Periods KEY Grade
	(YR) Homeroom 5(1) SEC:0221 Standards Based Report Card	OFF	Grading Periods Do Not Show A Final Grade
	(YR) Language Arts 5(3) SEC:0223 Standards Based Report Card	OFF	Grading Periods Do Not Show A Final Grade
	(YR) Language Arts 5(3) SEC:0532 Standards Based Report Card	OFF	Grading Periods Do Not Show A Final Grade
	(YR) Mathematics 5(6) SEC:0226 Standards Based Report Card	OFF	Grading Periods Do Not Show A Final Grade
	(YR) Reading 5(4) SEC:0224 Standards Based Report Card	OFF	Grading Periods Do Not Show A Final Grade
	(YR) Science 5(5) SEC:0225 Standards Based Report Card	OFF	Grading Periods Do Not Show A Final Grade
	(YR) Social Studies 5(7) SEC:0227 Standards Based Report Card	OFF	Grading Periods Do Not Show A Final Grade

- Be sure to click the SAVE button if changes or selections are made.

Create Assignment Types

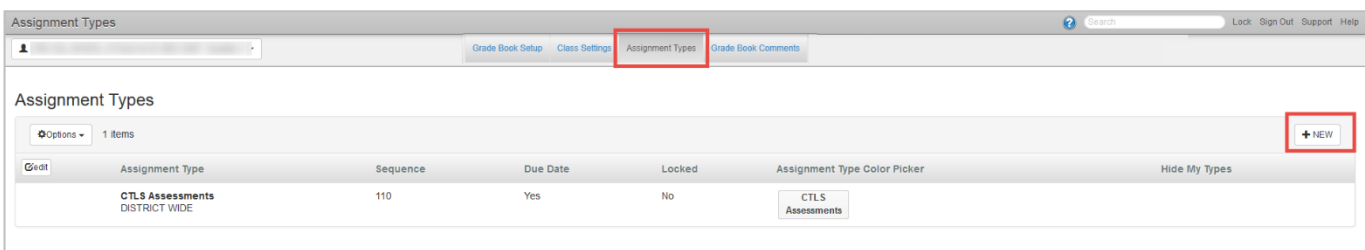
New teachers must establish Assignment Types. Once created, assignment types are available for all the teacher's classes. Assignment Types will be chosen for individual class sections as needed, when weighting is utilized.



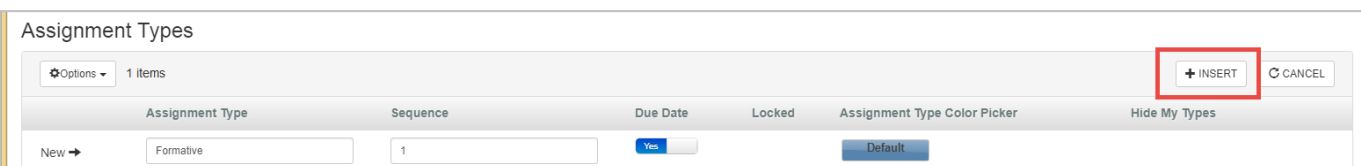
A. Click the **Assignment Types** sub menu.

- The District has created one Assignment Type, called *CTLS Assessments*, which will display on this screen only if teachers select 'Add My Types to the District Types.' CTLS Assessment is the type added on assignments imported to the gradebook from CTLS.

B. Add new types by clicking the **NEW** button.

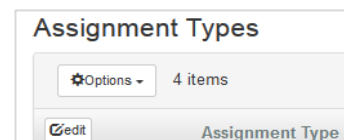


- Enter the name of the **Assignment Type**
- Enter **Sequence** (determines the order that the type appears in new assignment list)
- Select **Yes** for Due Date (click on Yes & No to toggle selections.)
The **Due Date** field will be visible when creating new assignments.
- Select a color using the **Color Picker** for the type (*recommended*) to distinguish different types in the gradebook.
- Click **Insert** to add (or update) the new type to the gradebook or **Cancel** to return without adding the new type.



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

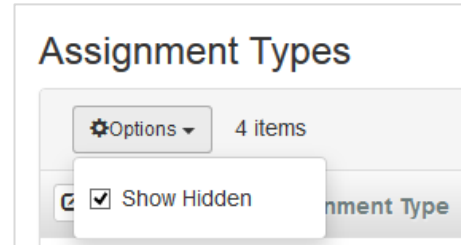
- Edit Assignment Type names by clicking the **edit** button or hover mouse in the edit column just to the left of the Assignment Type name.



How to Show Hidden Types

Click **Options** to show any hidden assignment types.

Check the box to **Show Hidden**.



If you have any hidden types, they will display on the screen when this option is selected. Follow the steps above to edit any types you want to use again. Make a change to the type, simply remove a letter from the name and add it back, to enable the SAVE button. This action will make the assignment type active again so it can be used on assignments.

If an assignment type has been used on an assignment and is then hidden at any time during the school year – the assignment needs to be edited and a different, non-hidden type selected.

Be sure that the Weighting Tab in Gradebook Setup still equals 100% for all assignment types in **all classes** if the gradebook is being used for assignments. Changing a type to 'hidden' can affect the total weight percentage when weighting is utilized.

Secure Measure Types on Assignment Types Screen (Optional)

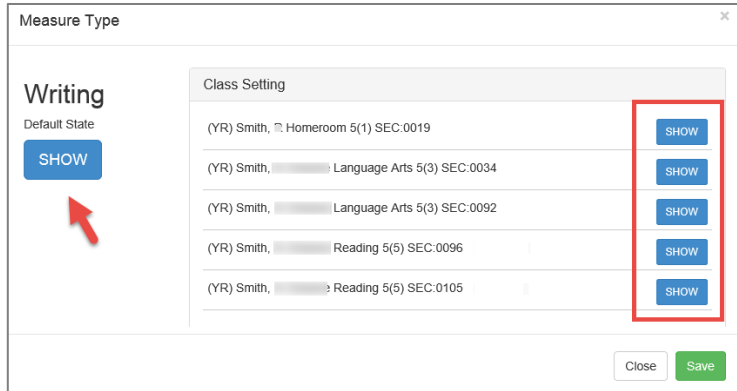
- If desired, assignment types can be secured, by section or class.
- Navigate to the Gradebook Setup > Assignment Types screen.
- Click the **Secure Measure Type** button for an assignment type.

Assignment Types						
Options 4 items						
[edit]						
Assignment Type	Sequence	Due Date	Locked	Assignment Type Color Picker	Hide My Types	
Classwork Scope: Smith Delete Date	1	Yes	No	Classwork	Secure Measure Type	
Assessment Scope: Smith Delete Date	2	Yes	No	Assessment	Secure Measure Type	
Writing Scope: Smith Delete Date	3	Yes	No	Writing	Secure Measure Type	
CTLs Assessments Scope: DISTRICT WIDE Delete Date	100	Yes	No	CTLs Assessments		

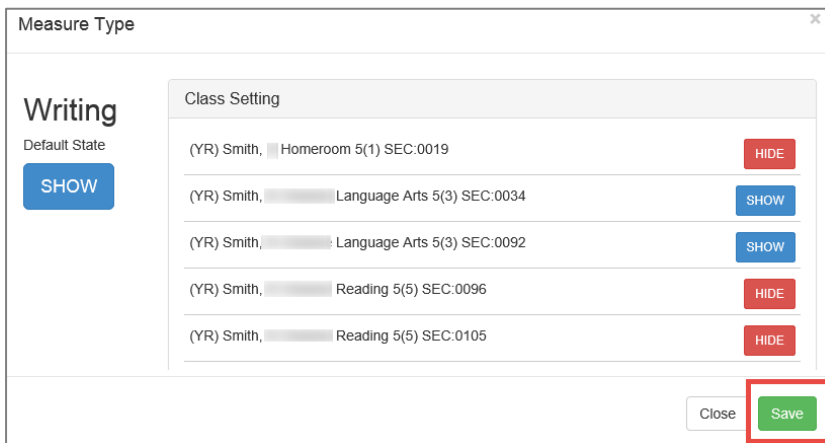
- The teacher's sections will be listed with the option to **Show or Hide** the selected assignment type. Selections are made by class.
- Change the **Default State** option for all classes, if desired.

Continued on the next page.

- Click the Show/Hide button, for any class, to change the option for the selected assignment type.

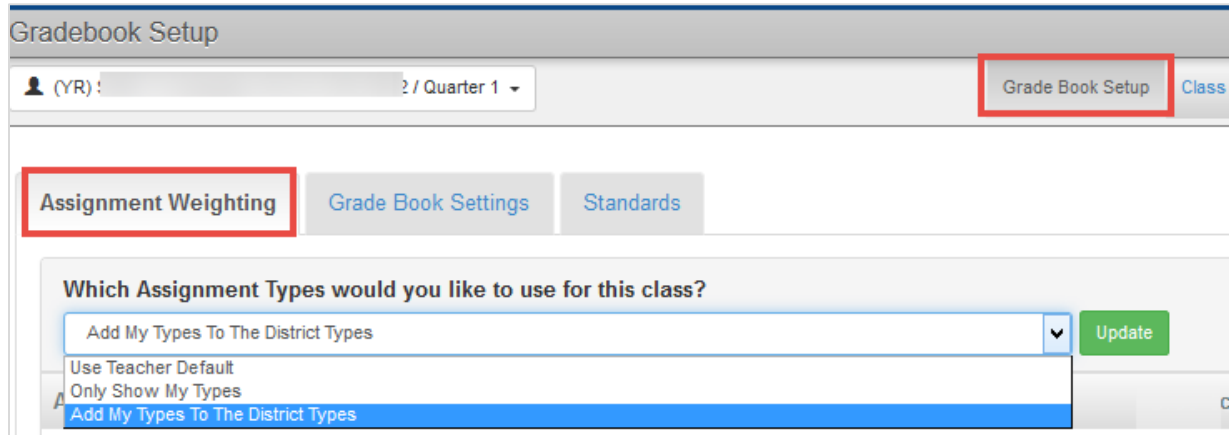


- Click **Save** when all selections are made.

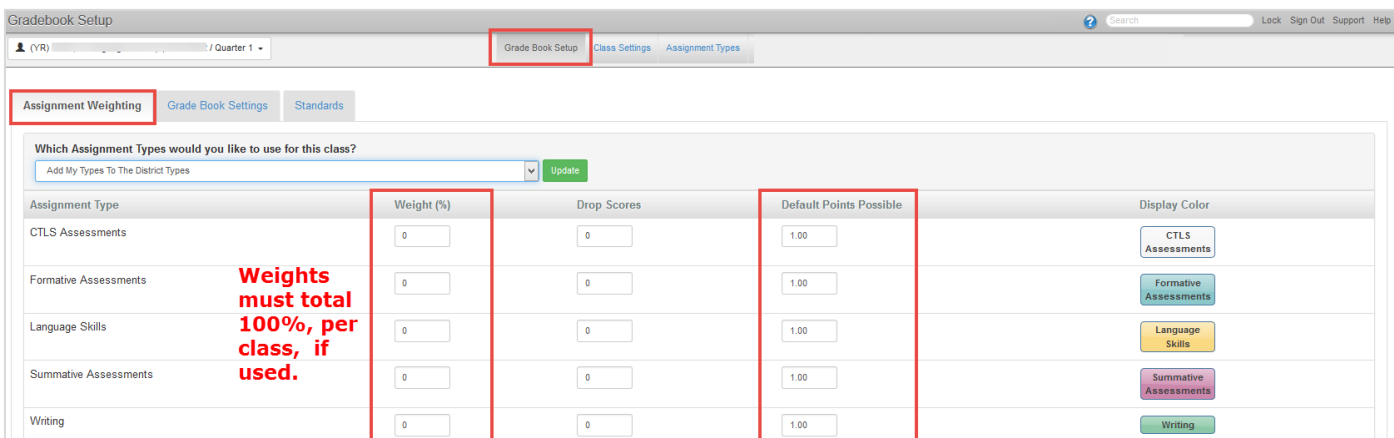


Assignment Type Weighting

- A. After all assignment types are created, click the **Grade Book Setup** link and select the **Assignment Weighting Tab**.
- All **assignment types weighting** should be set up PRIOR to adding grades on assignments.
 - Changing weights on assignment types after grades have been entered could result in grade calculation changes.
 - Elementary schedules are yearlong, and therefore changing the weights at any time during the school year could change students' calculated grades – even in a prior quarter/grading period.
- B. Decide if you want to 'Use Teacher Default', 'Only Show My Types' or 'Add My Types to the District Types.'

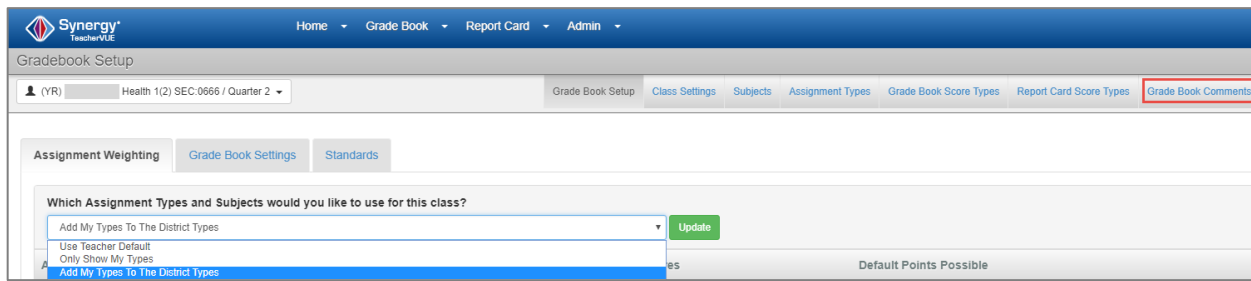


- C. The district does NOT require elementary teachers to use assignment type weighting. If all types are left at zero weight, the assignments will be evenly averaged together to determine the students' overall grade calculation.
- It is recommended that teachers at the same school and grade level set up assignment types using the same weights to keep consistency within the building.
 - If used, **weights** must total **100%** for each class.
- D. Add **Default Points Possible**, if desired. If left at zero, the points will need to be added each time a new assignment is created.
- E. Click the green **Update** button to save all weight settings.



Grade Book Comments

- Navigate to Grade Book > Grade Book Setup
- Click on Grade Book Comments



How To Edit A District Wide Comment

The following comments have been set by the district. Teachers can add new comments or edit these five comments, if desired.

Credit	Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
	Late DISTRICT WIDE	1			No	L	No
	Absent DISTRICT WIDE	2			Yes	A	Yes
	Missing DISTRICT WIDE	3			Yes	M	Yes
	Incomplete DISTRICT WIDE	4			No	I	No
	Exempt DISTRICT WIDE	5			No	X	No

The Missing comment must be added on assignments that the teacher wants identified as missing on reports and in ParentVUE and StudentVUE.

1. To edit all comments, click the Edit button to enable all District Comments.
2. To edit a single comment, hover the cursor over the name of the comment. An Edit icon will display in the column to the left of the name.
3. Click the Edit icon to make changes to the comment.

Credit	Comment	SEQ	Not Scored Value	Not Scored Value (Standards)	Penalty %	Missing Mark	Comment Code	Remove When Scored	Hide My Types
	Late DISTRICT WIDE <small>Scope: District Wide</small> <small>Delete: Date</small>	1				No	L	No	
	Absent DISTRICT WIDE <small>Scope: District Wide</small> <small>Delete: Date</small>	2				Yes	A	Yes	
	Missing DISTRICT WIDE <small>Scope: District Wide</small> <small>Delete: Date</small>	3				Yes	M	Yes	
	Incomplete DISTRICT WIDE <small>Scope: District Wide</small> <small>Delete: Date</small>	4				No	I	No	
	Exempt DISTRICT WIDE <small>Scope: District Wide</small> <small>Delete: Date</small>	5				No	X	No	

4. The comment fields are enabled when the Edit icon is clicked and can be edited as follows:

Grade Book Comments

Options 5 items SAVE CANCEL

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

Edit	Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
	Late DISTRICT WIDE	1			No	L	No
	Absent DISTRICT WIDE	2			Yes	A	Yes
	Missing DISTRICT WIDE	3			Yes	M	Yes
edit	Incomplete	4			Yes	I	No
	Exempt DISTRICT WIDE	5			No	X	No

- The name of the comment can be changed.
 - The sequence of the comment can be changed.
 - A value can be added to the Not Scored Value column.
 - A Penalty Percent can be added (When a value is added, if used along with a grade, the final assignment grade will be penalized based on the percent entered in the Grade Book Comments section.)
5. To change the Missing Mark selection, click on the word **No** or **Yes** to toggle from one to the other.
 6. If you want a **comment to remain on the assignment when scores (grades) are added**, toggle to **No** in the *Remove When Scored* column.
 7. The code displayed in the grade book can be changed. There is a *maximum of three characters*. To change whether the code is removed after a score is added, click on the word No or Yes to toggle from one to the other.
 8. When all edits have been entered, click **SAVE** at the top right of the screen. Confirmation may be required if the comment has already been used on assignments.
 - Depending on the edits made, a new row may display listing a new comment and the teacher’s name.
 - Alternatively, the same row may appear as before, but will display the teacher’s name in the place of *District Wide*. If the penalty option is edited on a District Wide comment, the percentage will display next to the name of the comment.

Grade Book Comments

Options 5 items + NEW

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

Edit	Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
x edit	Late (10% Penalty) Tiffany	1		10	No	L	No
	Absent DISTRICT WIDE	2			Yes	A	Yes
	Missing DISTRICT WIDE	3			Yes	M	Yes
	Incomplete DISTRICT WIDE				No	I	No
	Exempt DISTRICT WIDE				No	X	No

edit Comment

x edit **Late (10% Penalty)**
Tiffany

To Update an Edit or Delete *Edits* Made to a District Comment

1. Hover the cursor over the name of the comment to see the delete and edit icons.
Click the edit icon to make changes to the options for a comment.
Click the X (delete) icon to delete edits made by the teacher and to revert to the District Comment.



Credit	Comment	SEQ	Not Scored Value	Not Scored Value (Standards)	Penalty %	Missing Mark	Comment Code	Remove When Scored	Hide My Types
	Late Scope DISTRICT WIDE Delete Date Smith	1	0			No	L	No	Secure Comment
	Absent Scope DISTRICT WIDE Delete Date	2				Yes	A	Yes	
	Missing Scope DISTRICT WIDE Delete Date	3				Yes	M	Yes	
	Incomplete Scope DISTRICT WIDE Delete Date	4				No	I	No	
	Exempt Scope DISTRICT WIDE Delete Date	5				No	X	No	

2. If the delete icon is clicked, the user will see the message *delete* display next to the comment name.
3. Click **SAVE** at the top, right of the screen.
4. If the comment was originally a District Wide comment, it will not actually be deleted, but will revert to the original comment set up at the district level.
5. If a comment is deleted that was not originally a District Wide comment, it will be completely deleted from the list.

Grade Book Comments

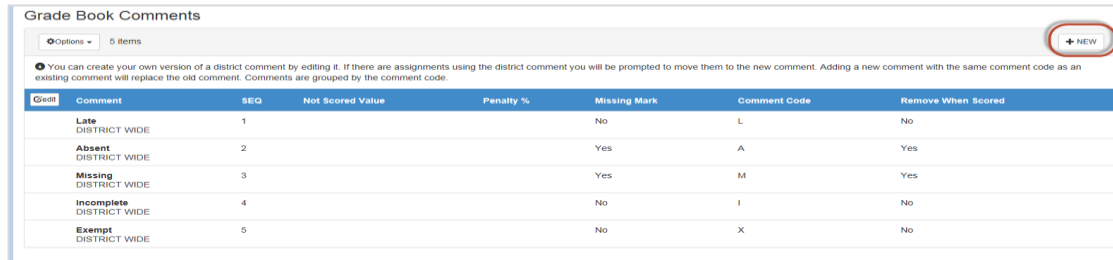
Options 6 items SAVE CANCEL

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

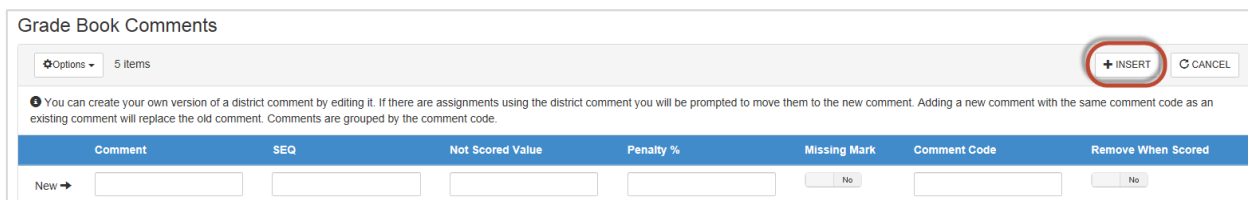
Credit	Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
	Late DISTRICT WIDE	1			No	L	No
	Absent DISTRICT WIDE	2			Yes	A	Yes
	Missing DISTRICT WIDE	3			Yes	M	Yes
	Incomplete Tiffany	4			Yes	V	No
	Incomplete (10% Penalty) Tiffany	4		10	No	I	No
	Exempt DISTRICT WIDE	5			No	X	No

How To Add A New Grade Book Comment

1. Click **NEW** to create a new comment. Any comment added by a teacher will only be visible for that one teacher.



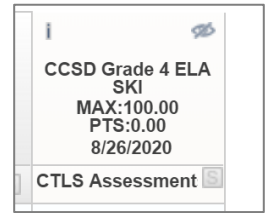
2. Enter a name for the comment, the sequence, along with the rest of the information.
3. Click **INSERT** to add the new comment to the list.



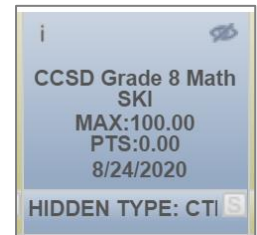
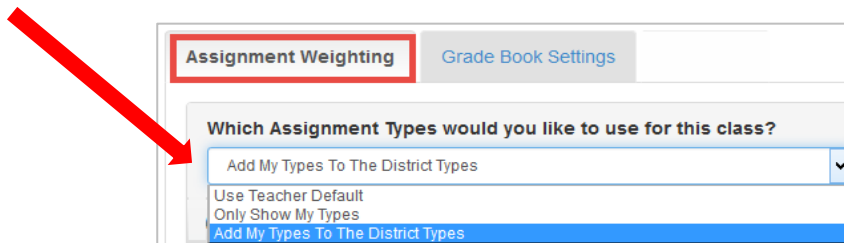
CTLS Assessments – Imported Assignments

In order to decrease the data entry workload for teachers, CTLS assessments will automatically be imported into teachers' gradebooks. This import does not mean that teachers must count the assessments for grades. Teachers will need to determine if they want their assessments to be formative or summative in nature. All assessments should be used to inform instruction.

When a CTLS Assessment (EX: Touchstone assessment or any other assessment given through CTLS) is added to a teacher's gradebook during the nightly cycle, the assignment uses the **Percentage Score Type**, with a Max Score of **100** and Point value of **0** (zero.) The assignment defaults as hidden from PVUE and SVUE.



Note: Hidden Type – If the teacher is not displaying the District Assignment Type called CTLS Assessments, the imported assignment will display as a Hidden Type in the gradebook.



Teacher Action Required – Either Delete or Edit the Assignment:

- The teacher should *Delete* the assignment if it is not wanted in the gradebook.** Left click on the assignment name and select 'Delete Assignment.'
- If the assignment is not deleted, the teacher should *Edit* the assignment.** Left click on the assignment name and select 'Edit Assignment.'
 - If the assignment is **NOT** going to count:
 - Choose the Assignment Category "**Not for Grading.**"
 - The Point value can be left at zero.
 - The assignment can remain hidden from the PVUE & SVUE portals.
 - If the assignment **IS** going to count toward a grade:
 - Edit the Point value, as desired.**
 - You will be unable to change the imported assignment to Raw Score. The assignment can remain as the Percentage score type even if Raw Score is used on all other assignments. However, please **remain consistent with the point value given to this imported assignment so it will calculate appropriately in the overall grade.**
 - Confirm the Assignment Type, selected for the assignment, has weights applied.**
 - If teachers are using the District Assignment Type CTLS Assessments, it must have weights.
 - If teachers are using their own assignment types, select a weighted type for the class.
 - Confirm that the Subject and Report Card Correlation are correct on the assignment.**
 - The subject and correlation of the CTLS imported assignment must match the class subject.
 - Do **not** add additional correlations to the assignment.
- If an assessment is repeated for the same student, **gradebook scores will not be overwritten.** Teachers must make manual updates to the gradebook scores, if desired.

Note: Elementary teachers are not required to use assignment type weighting. If all assignment types are left at zero weight, the assignments will be evenly averaged together to determine the students' overall grade calculation. For consistency, it is recommended that teachers at the same school and grade level set up assignment types using the same weights.

The screenshot shows the 'Assignment Settings' form. The following fields are highlighted with red boxes:

- Save Assignment** (button)
- Assignment Name**: Middle East Geography
- Assignment Category**: Normal
- Assignment Type**: CTLS Assessments
- Points**: 0.00
- Date of Assignment**: 8/20/2017
- Due Date**: 8/20/2017

Grade Book Assignment

Reading 5(5) SEC 0096 / Quarter 1 | Assignment in (YR) : Reading 5(5) SEC 0096

TYPE	POINTS	# ASGN.
assessment	2.00	2

Assignment Settings

Assignment Name: Reading Q1 Touchstone

Date of Assignment: 8/15/2018

Description

Assignment Category: Normal

Due Date: 8/15/2018

Assignment Type: CTLS Assessments

Subject: Reading

Score Type: Percentage

Points: 0

Parent/Student Portal

Show Assignment in Portal: ON

Show only when scored: OFF

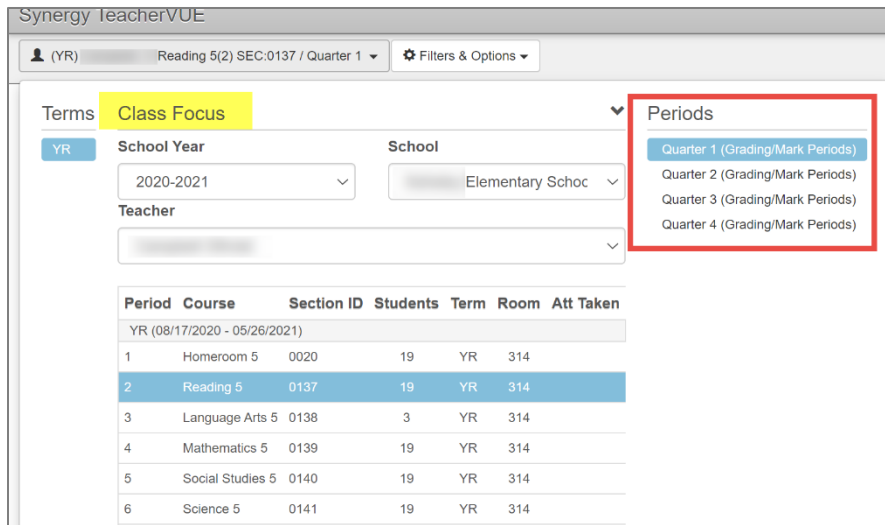
Report Card Correlations | Standards Correlations | Grading Periods | Resources

Report Card Items		Cobb County 05 2018-19
		25 Students
Nine Week Report card		
READING	<input type="checkbox"/> All ->	<input checked="" type="checkbox"/>
ENGLISH/LANGUAGE ARTS	<input type="checkbox"/> All ->	<input type="checkbox"/>
MATHEMATICS	<input type="checkbox"/> All ->	<input type="checkbox"/>
SOCIAL STUDIES	<input type="checkbox"/> All ->	<input type="checkbox"/>
SCIENCE	<input type="checkbox"/> All ->	<input type="checkbox"/>
HEALTH	<input type="checkbox"/> All ->	<input type="checkbox"/>
ART Achievement	<input type="checkbox"/> All ->	<input type="checkbox"/>
MUSIC Achievement	<input type="checkbox"/> All ->	<input type="checkbox"/>
PHYSICAL EDUCATION Achievement	<input type="checkbox"/> All ->	<input type="checkbox"/>

Class Selection – Creating Assignments

Navigate to Grade Book Main and select the correct **Quarter & Class**.

- Elementary classes will always be a YR (year) Term.
- It is important to select the correct PERIOD (Quarter 1, 2, 3 or 4) when adding, editing, or viewing assignments or to add grades into any assignments.
- Click on the name of the desired class to select it.
- **DO NOT CREATE ASSIGNMENTS IN THE HOMEROOM SECTION.**



Elementary School Grading Periods: The checks for the grading periods will be automatic, on all new assignments, when using Current Period in Grade Book. Steps are described in the Grade Book setup portion of this document.

Assignment Date Falls during:	Grading Periods			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1 st 9 Weeks	X			
2 nd 9 Weeks		X		
3 rd 9 Weeks			X	
4 th 9 Weeks				X

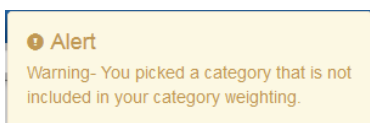
Refer to the District *Staff Use Calendar*, created annually, for the elementary grading period dates. Confirm the correct Period or Quarter is selected when creating new assignments.

Follow the steps described below each time a new assignment is created.

1. From Gradebook Main click the **New** button.
 - New Assignment view opens.
 - Enter **Assignment Name**.
 - Enter Description, if desired.
2. Select **Assignment Type** – All assignment types will display; therefore, use care when making a selection if weights have been associated with the assignment types.



If an assignment type is selected that is not associated with weights, an **Alert** message will display.



If a class does not have weights applied, the Alert message will not display.

- **Note:** If all assignment types are left at zero for the selected class, assignments will receive an equal amount of weight. There is **not** a district requirement for elementary teachers to add weights. *Teachers should be consistent with the rest of their grade level.*

3. Select a **Subject**.

- **Subjects on assignments MUST match the subject of the class.** (Example: If selected class is Language Arts, the subject on the assignment must be English/Language Arts.)

4. Select a **Score Type**

Determine your gradebook scoring method: **Percentage OR Raw Score**. **Utilize only one method** per gradebook. Your scoring method is selected on each assignment.

- **Raw Score:** Complete two fields on the new assignment
 - 1) Max Score: maximum point value of the assignment.
 - 2) Points: total point value of the assignment added to overall gradebook total value.
 Raw Score example: Max Score = 100 / Points = 100. The assignment is worth 100.
- **Percentage:** Complete one field on the new assignment
 - 3) Points: total point value of the assignment. The max value is always 100 on the percentage score type.

Note: Regardless of the scoring method you select, be sure to **remain consistent** with POINT VALUE throughout your gradebook to ensure correct grade calculations. Be careful not to value an assignment as 1 point and another assignment as 100 points.

5. **Enter Date of Assignment** or click dropdown and choose from calendar.

- a. The date, on new assignments, will default to the current date.

6. Select **Assignment Category**:

- a. **Normal** counts points for assignment in both total points earned and total points possible for grade calculation.

OR

- b. **Extra Credit** (*not recommended*)

OR

- c. **Not for Grading** *does not count* points for assignment in either the total points earned or the total points possible.

7. Edit the **Due Date of Assignment**

- a. **Note:** **Due Date** will not be visible if assignment type selected does not have 'Yes' selected for the due date option on the Assignment Types screen.
- b. The due date, on new assignments, will default to the current date.

8. Toggle **ON/OFF** selection to determine if the assignment will show in **ParentVUE & StudentVUE**.

Parent/Student Portal

Show Assignment in Portal

ON

Show only when scored

ON

- a. **Note:** If an assignment does not display in PVUE or SVUE, parents and students may not understand how students' grades are being calculated since they will see the overall grade but not all the assignments.

Continued on the next page.

9. **Confirm Report Card Correlation** (The selection is automatic when the Subject is selected - #3 above.)
Confirm correlation box is checked and that it matches the subject and class in focus.

Report Card Correlations		Standards Correlations	Grading Periods	Resources
Report Card Items		Cobb County 05 2017-18 18 Students		
Nine Week Report card				
READING	<input type="checkbox"/>	All ->	<input type="checkbox"/>	
ENGLISH/LANGUAGE ARTS	<input checked="" type="checkbox"/>	All ->	<input checked="" type="checkbox"/>	
MATHEMATICS	<input type="checkbox"/>	All ->	<input type="checkbox"/>	
SOCIAL STUDIES	<input type="checkbox"/>	All ->	<input type="checkbox"/>	
SCIENCE	<input type="checkbox"/>	All ->	<input type="checkbox"/>	
HEALTH	<input type="checkbox"/>	All ->	<input type="checkbox"/>	
ART Achievement	<input type="checkbox"/>	All ->	<input type="checkbox"/>	
MUSIC Achievement	<input type="checkbox"/>	All ->	<input type="checkbox"/>	
PHYSICAL EDUCATION Achievement	<input type="checkbox"/>	All ->	<input type="checkbox"/>	

- Correlations **MUST** be checked on EVERY assignment for the assignment grades to count on report cards.
- The correlation **MUST** match the subject of the class (i.e.: if math, use math correlation ONLY.)
- Only **ONE** correlation should be used on each assignment.

10. **Select Grading Periods Tab**

- Verify Grade Period for assignment (The checkmark for the quarter will be **automatic** and matches the quarter selected in Gradebook Main.)

Report Card Correlations	Standards Correlations	Grading Periods
Apply the marks for this assignment to the following grading periods:		
<input type="checkbox"/> Quarter 1	<input type="checkbox"/> Quarter 2	<input checked="" type="checkbox"/> Quarter 3
<input type="checkbox"/> Quarter 4		

11. When all selections and entries are complete, click the **Save Assignment** button.

Grade Book Assignment

(YR) Smith, Language Arts 5(3) SEC.0034 / Quarter 1 - Assignment in (YR) Smith, Language Arts 5(3) SEC.0034

Lock Sign Out Support Help

[Save Assignment](#) [Cancel](#)

Category Values	Assignment Settings												
<table border="1"> <thead> <tr> <th>TYPE</th> <th>POINTS</th> <th># ASGN.</th> </tr> </thead> <tbody> <tr> <td>Classwork</td> <td>3.00</td> <td>3</td> </tr> <tr> <td>Assessment</td> <td>3.00</td> <td>3</td> </tr> <tr> <td>CTLS Assessments</td> <td>0.00</td> <td>1</td> </tr> </tbody> </table>	TYPE	POINTS	# ASGN.	Classwork	3.00	3	Assessment	3.00	3	CTLS Assessments	0.00	1	<p>Assignment Name Propositional Phrase Book</p> <p>Date of Assignment 9/14/2017</p> <p>Description</p> <p>Assignment Type Assessment <input checked="" type="checkbox"/></p> <p>Subject English/Language Arts</p> <p>Score Type Percentage <input checked="" type="checkbox"/> Points 1.00</p> <p>Assignment Category Normal</p> <p>Due Date 9/14/2017</p> <p>Parent/Student Portal Show Assignment in Portal <input checked="" type="checkbox"/> Show only when scored <input type="checkbox"/></p>
TYPE	POINTS	# ASGN.											
Classwork	3.00	3											
Assessment	3.00	3											
CTLS Assessments	0.00	1											

Report Card Correlations	Standards Correlations	Grading Periods	Resources
Report Card Items		Cobb County 05 2017-18 18 Students	
Nine Week Report card			
READING	<input type="checkbox"/>	All ->	<input type="checkbox"/>
ENGLISH/LANGUAGE ARTS	<input checked="" type="checkbox"/>	All ->	<input checked="" type="checkbox"/>
MATHEMATICS	<input type="checkbox"/>	All ->	<input type="checkbox"/>
SOCIAL STUDIES	<input type="checkbox"/>	All ->	<input type="checkbox"/>
SCIENCE	<input type="checkbox"/>	All ->	<input type="checkbox"/>
HEALTH	<input type="checkbox"/>	All ->	<input type="checkbox"/>
ART Achievement	<input type="checkbox"/>	All ->	<input type="checkbox"/>
MUSIC Achievement	<input type="checkbox"/>	All ->	<input type="checkbox"/>
PHYSICAL EDUCATION Achievement	<input type="checkbox"/>	All ->	<input type="checkbox"/>
ATTENDANCE			

Assignments With Zero Points

Assignments may be created, with a zero-point value, for tracking students' grades but not with the intention of counting the assignment toward an overall class calculation. Similarly, an imported CTLS Assessment assignment will have a value of zero. Teachers may want to keep the value at zero, so it does not count toward the students' class grade. The assignment can be hidden from PVUE/SVUE, if desired.

If the zero-point value is intentional, please select the option '**Not For Grading**' for the assignment.

Editing Assignments

Single Assignment

- To edit a single assignment (from Gradebook Main) left click on the name of the assignment where an edit is needed. Select **Edit Assignment** from the drop-down that will appear. Be sure to save after editing.


Multiple Assignments

- To edit multiple assignments, use the **Assignments Screen**
 - Hover over **Grade Book** on blue menu at top of screen.
 - Select **Assignments**. Assignments screen opens.
 - The **Page Size** can be set to show up to 50 assignments.

Note: The top row is a header row used to select options for the assignments shown listed below. Check the *All* box on the row for any assignment that needs to be updated to the option selected in the header row.

Action
<input checked="" type="checkbox"/> All
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Edit options include:

- Edit **Assignment Name**
- Edit **Assign Date** or click field to locate assignment date on calendar.
- Edit **Subject** (the Subject should always match the class – i.e.: If math class, use math subject.)
- Select **Score Type** (only editable if no grades have been entered on the assignment.)
- Select **Category (Assignment Type)** from dropdown.
- Edit **Due Date** or click in field to locate assignment due date on calendar.
- Edit **Max. Val.** (if raw score was used).
- Edit **Points Possible** for assignment. **Points Possible** is the number of points an assignment is worth in Grade Book.
- Edit **Type**.
- Use  if all assignments need to be changed.
- Check **Parent Portal** to display assignment and grading information in **PARENTVUE**.
- Select **Grading Periods/Confirm**
- Click Save Changes or Undo

<input type="button" value="Save Changes"/>	<input type="button" value="Undo"/>
---	-------------------------------------

Copying Assignments

Use caution when copying assignments. Review all copied assignments and edit as needed to ensure the appropriate subject and correlation are associated.

Class Title, Subject, & Correlation must match.

1. Access Copy Assignments View
 - Hover over **Grade Book** on blue menu at top of screen.
 - Select **Copy Assignments**
2. Follow steps:
 - Select School Year (***ALWAYS review to confirm date was edited if copying from prior year.***)
 - Class Type = Home Room (always make this selection)
 - Select Class (to copy FROM)
 - Select Period = Quarter
3. Select assignment(s)
 - Check box(es) to left of assignment(s) to copy in assignment grid
 - Check All to select all assignments
 - Click Next
4. Select class(es) to copy the assignment to
 - Select School Year
 - Select Periods
 - Select class(es) to copy assignments to from drop-down in top row. Green arrow to fill down.
 - Click Next
5. Edit assignment date(s) Note: **If copying to a new grading period, edit the assignment dates appropriately.**
Always confirm the date is for the current school year and current grading period.
 - Edit as needed - Subject/Assignment Type/Due Dates/Max Score/Points/Category
6. Click Finish

NOTES:

- **When an assignment is copied from one subject to a different subject, the teacher must edit each copied assignment individually to change the correlation.**

STEPS:

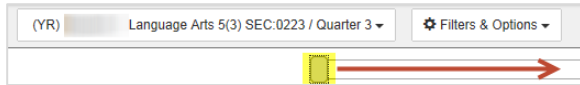
7. From Gradebook Main, click on the copied assignment and select 'Edit Assignment.' Review that the subject associated, on the assignment, matches the name of the class.
8. Scroll to the Correlation area. Confirm there is only ONE box checked in the correlation area and that the subject matches the name of the class.
9. If the assignment was copied, click **SAVE** when reviewing it in edit mode, even if no changes were made. This will ensure the assignment is correlated correctly.

Enter Scores (Grades)

There are two options to enter scores/grades: Grade Book Main View/Assignment Score Entry

1. (Option 1) Enter scores in Grade Book

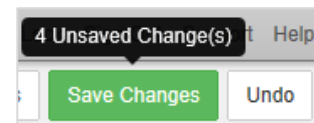
- Hover over **Grade Book** on blue menu at top of screen, select **Grade Book Main**. Grade Book Main view opens.
- Locate the assignment on Grade Book Main for which to enter scores.
- Click the scroll tool below Grade Book filters to scroll forward or backward through assignments.



Research Paper - Famous Inventor MAX: 100.00 PTS: 1.00 4/30/2014	Spelling Contract MAX: 100.00 PTS: 2.00 4/30/2014
Writing Craft	Spelling
100	
100	
100	
100	

- Click in cell under assignment column for a specific student.
- Yellow highlights help locate the appropriate assignment and row.
- Enter scores for assignment.
- A red score indicates that it is not saved.

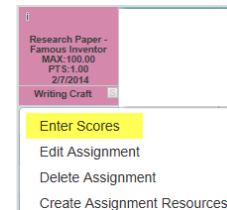
- A count of unsaved changes is kept at the top of the screen.
- Click **Save Changes** to add the grades or **Undo** to cancel all entries.



2. (Option 2) Enter Scores in Grade Book

Access Assignment Score Entry View

- From Grade Book Main, click on an assignment column header for desired assignment and select **Enter Scores**. Assignment Score Entry view opens (screen shot below.)
- Enter an assignment score in corresponding row for a student.
 - If entered score exceeds the Max Points value, a “Red Arrow” will appear in score box to indicate score is above Max Points - - this is not an error.
 - Press ENTER or TAB to advance to next student.
 - Enter score and click **Green Fill Down Arrow** to fill down a score. All score boxes will be populated with the same score. Individual scores can then be entered in place of filled down score.
- Select corresponding box in **Exclude** column to exclude assignment from calculating in student’s grade **OR**
- Select **ALL** to exclude assignment for all students.
- Select corresponding box in **Portal** column to hide assignment for students in PARENTVUE.
- Enter public or private notes, if desired.
- Click **Save** or **Save/Return to Grade Book**.



Enter Grade Book Scores

Language Arts 5(3) SEC:0034 / Quarter 1

Save Save / Return to Grade Book Cancel / Return to Grade Book

Classes	Periods	Assignments				
Language Arts 5(3) SEC:0034	Quarter 1	Mentor Sentence Quiz #1 (Word Work)	Edit Assignment	Delete Assignment		
Assignment	Subject	Score Type	Points	Max Value	Correlations	
Mentor Sentence Quiz #1	English:Language Arts	Percentage	1.00	100.00	Standards No Standards Correlations Defined	
Report Card Items ENGLISH:LANGUAGE ARTS						

Student	Class Grade	Word Work	Exclude	Hide in Portal	Comment	Notes
	100%	101	<input type="checkbox"/>	<input type="checkbox"/>		Public Notes Private Notes
	88%	88	<input type="checkbox"/>	<input type="checkbox"/>		Public Notes Private Notes
	88%	88	<input type="checkbox"/>	<input type="checkbox"/>		Public Notes Private Notes

Grade Book Filters and Options

- Click the **Filters & Options** button in Grade Book main, just to the right of the class selection, to see Grade Book Filters and Grade Book Options.
- Options available include **showing dropped students**, showing student ID's, setting percentage for at risk students, **showing comment codes**, along with student and assignment sorting.
- Click **Done** to close the Filters & Options window.

Gradebook Main
(YR) Language Arts 4(3) SEC:0230 / Quarter 2 ▾
⚙️ Filters & Options ▾

Filters

Grade:
All Grades ▾

Subject:
All Subjects ▾

Assignment Date:
All Dates ▾

Assignment Types:
Show All ▾

Report Card Items:
All Report Card Items ▾

Options

Show Dropped Students
 Hide Class Grade
 Show Total Missing
 Show Grades By Type
 Show Comment Codes
 Assignment Note Entry
 Show Student ID
 Show Attendance on Due Date
 Show Section ID
 Show Course Name
 Show Audit Indicator

Summary Modes:

Show Median
 Show Mode

Sorting

Show Comments:
Normal ▾

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

Row Size:
Large ▾

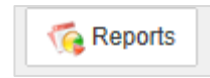
At risk highlight scores percentage
50 %

Sort Students by:
Last Name ▾

Display Student Middle Name As:
None ▾

Assignment Order:
Newest to Oldest ▾

Grade Book Reports



- From Grade Book Main, click on the **Reports** icon in the upper right area of the screen.
 - The Grade Book Reports window will display. Several reports are available from the drop-down menu.
- Select** desired report from Grade Book Reports drop-down menu.
 - Detailed Progress Report** (progress for selected class only)
 - Summary Progress Report** (includes **all** classes for the student)
Use Summary Progress for quarterly progress reports.
- Click **Run Report** at the bottom right of the report window. PDF will display on screen.
Tip: If dropped students are displayed in Grade Book Main, they **will** print as part of the class in Grade Book Reports.

How to Exclude Dropped or Withdrawn Students from Gradebook reports

- Select the desired report from the drop-down list.
- Select to run the report for the current class or selected classes (check all classes desired)
- Select to run the report for selected students. This choice enables checkboxes to display next to each student's name. Check the students you wish to include in the report. Dropped or withdrawn students can remain unchecked and will remain so until they are checked.

Grade Book Reports

Grade Book Reports

Blank Grade Book

Output report as PDF

Use Student Name

Use Student Nickname

Use Student ID

Include Sub Class Assignments

Note: this option may not apply to your currently selected report.

Run report for current Class
 Run report for all students

Run report for selected Classes
 Run report for selected students

Note: this option can take several minutes longer to execute.

<input checked="" type="checkbox"/>	Pers Fitness B(2)-SEC:0779	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Pers Fitness B(3)-SEC:0780	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Pers Fitness B(4)-SEC:0781	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Pers Fitness B(5)-SEC:0782	<input checked="" type="checkbox"/>

Blank Gradebook Options

Print Extra Lines at the bottom of the report Show Extra Lines

Print In Landscape Print In Landscape

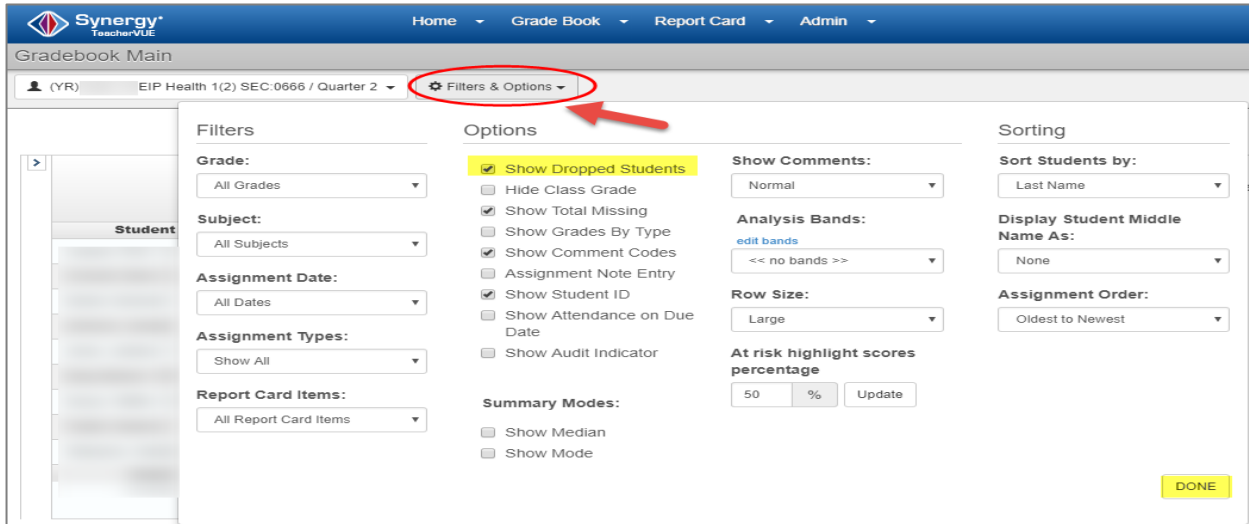
Include Overall Grade Include Overall Grade

Transferring Assignments and Grades due to Schedule Changes (Same teacher only)

How to Show Dropped Students in the Grade Book

The grades for withdrawn or dropped students are in the original section where the students were scheduled.

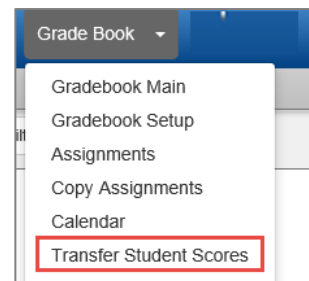
- In the original section (class) in the Grade Book, click the **Filters & Options** button.
- Next, click the **Show Dropped Students** option. The dropped students will appear, with a line through their names and the message 'drop.' Any grades the students received in the class will be seen.
- Click **Done** to close the *Filters & Options* window.
- Prior to transferring any grades*, it is highly recommended the teacher run a **Detailed Progress Report** from the gradebook in case any problems occur during the transfer process



To Transfer Student Grades (Scores)

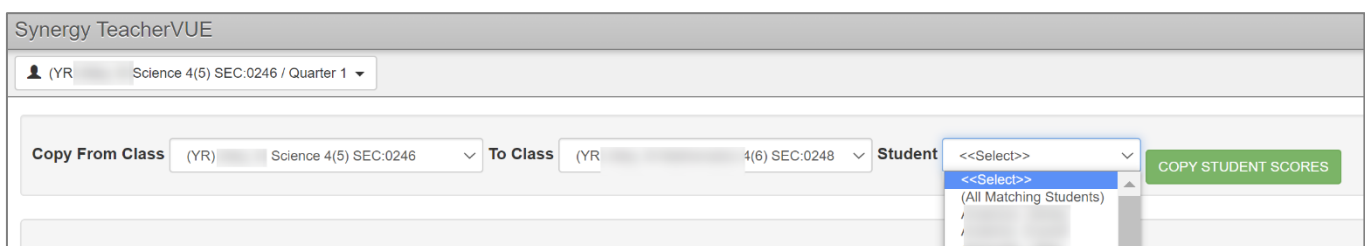
- Hover over Grade Book
- Select **Transfer Student Scores**

Note: Assignments can be copied during this process.



Options to select: Copy From Class, To Class, and Student AND Assignments to Copy

- You can transfer grades for individual students or for all matching students. The system will not allow you to copy students' grades into a section unless the students are scheduled in that section.
- Select the class to copy **FROM**.
- Select the class to copy **TO**.
 - Select the first student from the **Student** drop-down list or select **All Matching Students**, if needed.
 - The **Student** list will display all students who are or were scheduled in both classes selected.



- The student(s) may be dropped from the first class.

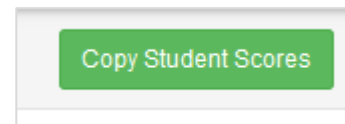
- D. For the first student you copy, (or if All Matching Students is selected) it is required that you choose **Add Assignment** from the **To Assignment** drop-down (in the **Assignments** section). Repeat this step for each assignment you wish to copy.

- E. If the assignment title already displays in the **To Assignment** field, that means the assignment is already part of the section and does not need to be copied again. (Confirm the names of the assignments match **exactly**.)

Copy From Assignment	Date	Assignment Type	Points	To Assignment
December Assignment	12/19/2013	Language Skills (Spelling, Grammar)	100.00	December Assignment-12/19/2013
Research Paper - Famous Inventor	4/30/2014	Writing Craft	1.00	Research Paper - Famous Inventor -4/30/2014
Spelling Contract	4/30/2014	Spelling	2.00	Spelling Contract -4/30/2014

- F. Confirm the From Class, To Class, and Student fields are all correct.
 G. Confirm the 'Add Assignment' message displays (if assignment name isn't already displayed.)

- H. Click the **Copy Student Scores** button to transfer grades.



- I. A transfer Student Scores window will display. **REVIEW** and click **Continue With Copy** or Cancel.

The confirmation window will close, and the gradebook where the scores were transferred will open. Review the copied assignments to ensure the dates, points, etc. are all correct for the class the assignments were copied to. **The Subject and Correlation options MUST be edited when the assignment is copied if the subject of the 'transferred-to' class differs from that of the original.**

Removing Student Grades from original gradebook section (class)



OPTIONAL – If you do not want the student’s original section and grades to print on Synergy gradebook reports or to be available for report cards, the individual grades must be deleted in the original section. (In the case of a student transferring from a Gen Ed class to an EIP class, for example.)

WARNING – Verify the grades were transferred to the new class for the student **prior** to deleting grades from the dropped class. (Look at the student’s new section in Grade Book main.)

To delete the grade:

- Open the **Grade Book main** screen for the original, dropped class.
- Click on the actual **grade** for the dropped student in the assignment column. It will highlight yellow.
- Click **delete** to remove the grade.

Gradebook Main						
(YR)	Language Arts 5(3) SEC:0223 / Quarter 4			Filters & Options		
Student	Grade	Missing	December Assignment MAX:100.00 PTS:100.00 12/19/2013	Research Paper - Famous Inventor MAX:100.00 PTS:100.00 4/30/2014	Spelling Contract MAX:100.00 PTS:100.00 4/30/2014	
11	95% drop	0	90	100	100	

- The **number of changes** will be tracked at the top, right side of the screen.
- Click on **Save Changes** at the top of the gradebook.
The student will continue to display with the *drop* message, but no longer has grades in the class.

4 ½ Week Progress Reports

4th & 5th grade teachers will run progress reports from Gradebook Main.

4th & 5th grade homeroom teachers can run the **Summary Progress Report** from their homeroom class. The report will include progress grades for every subject area, regardless of who teaches the students, if there is a gradebook calculation in the class.

The teacher's steps are listed below.

- Navigate to Gradebook Main – select the Homeroom section (class.)
- Click the **Reports** button located in the upper right corner of the screen. The Grade Book Reports window will display.
- Select **Summary Progress Report** and **Run for All Students**.
- Check the box to *Show Missing Assignments*, if desired.
 - Please note that teachers will need to **add the 'Missing' comment**, in the place of an assignment grade, for it to display as missing on the progress report.
- Click the **Run Report** button at the bottom of the Grade Book Reports window.
- The output will default to PDF, and the report results may open in a new browser tab. You may need to click the PDF file to open the results.
- Print the report and distribute as required by the district staff use calendar and local school administration.

4th & 5th Grade Report Cards (9-Week Quarter Grades)

Complete assignments and ensure grades are accurate in Grade Book Main for each class/section.

Confirm Assignment Types match the correct Assignment Weighting for each class/section. (If weighting is used)

NOTE: The district window for teachers to work on report cards is **14 days before and after the end of a Quarter grading period**. The window can be extended, and always will be in January after the winter holiday break to allow for report card grade entry. If you are attempting to enter report card grades more than 14 days before the end of the Quarter, speak with your Report Card Administrator to find out if the district needs to extend the window for your school or if you should wait to begin working on the report card entries & grades.

Confirm Settings for Grade Book Setup

Assignment Weighting Tab

Navigation: **Grade Book** → **Gradebook Setup** → **Assignment Weighting Tab**

- If weights are used for assignment types, the total weight must total 100% for each class. If weights are not used, the assignments will average together for the overall grade calculation.
- The district does not require elementary assignment type weighting. Local schools may decide, but it is recommended that the same grade levels use the same weights for consistency.

Grade Book Settings Tab

Navigation: **Grade Book** → **Gradebook Setup**

Click the **Grade Book Settings** tab

- Confirm settings are: Class Percentage: ***Rounding On and desired decimal place selected***
 - *Whole Number, 1 Decimal Place, or 2 Decimal Places (Keep consistency within grade levels.)*
- Grading Period Default For New Assignments: ***Current Period in Grade Book (REQUIRED setting for elementary teachers)***
 - *Be sure to focus to the appropriate Grading Period when creating new assignments.*

The screenshot shows the 'Gradebook Setup' interface. At the top, there are three tabs: 'Assignment Weighting', 'Grade Book Settings' (which is highlighted with a red box), and 'Standards'. Below the tabs, there are two main sections. The first section is titled 'Final Grade Rounding Settings' and contains a yellow box with two dropdown menus: 'Rounding On' and 'Whole Number Only'. Below these menus is the text 'Settings used when displaying the class percentage.' The second section is titled 'Grading Period Default For New Assignments' and contains a yellow box with the text 'Current Period In Grade Book'. Below this box is the text 'This setting controls what grading periods will be selected by default when creating a new assignment'.

Review Grade Book > Assignments Screen

Review Report Card Correlations, Subject Associations, Assignment Types, Score Types, Max Points, and Points Possible

Navigation: **Grade Book** → **Assignments** (*Increase page size, if needed, for optimal viewing.*)

- Review assignments on the Assignments tab.
 - ✓ The Course Title or Class Name, Subject, and Correlation should all match the class's subject area.
 - ✓ The Correlation subject should match the subject of the course and class.
 - ✓ There should only be one report card correlation per assignment, and the correlation should match the subject area of the class.

NOTE: An Assignment Type may be referred to as a Measure Type on some Synergy screens.

Complete all the following steps for EACH core class by using the Class Focus window to select classes directly on the Assignments screen. These are examples of how your assignments screen should look. If you have problems refer to the last section of this user guide, How to Identify Correlation and Subject Errors.

NOTE: Assignments should NOT be added to the Homeroom class.

Review Assignments on the Assignments Tab

Select a class from the Class Focus window to begin. Classes must be reviewed one at a time.

- 1) Click the **Page Size** drop-down to increase the number of assignments that display on one page.
- 2) Notice the total number of assignments for the selected class.
- 3) The top row is the **header row**. It lists the Subjects, Score Types, and Assignment Types available, and displays Max Value and Points Possible for each assignment. The green arrows allow for easy fill-down if the assignments below need to be changed.
- 4) Click the **Correlations** drop-down list.
 - Assignments should only be correlated to **the one subject** area for the class selected.
 - The Correlations drop-down should contain only two items, (1) **All** and (2) the **one correlation to the subject area** of the class in the current view. (Correct example shown below.)
 - If the only selection in the **Correlations** drop-down is '**All**,' this means that none of the assignments were correlated to the report card. Return to the gradebook and edit EACH assignment to the correct report card correlation.
 - Select **All** from the correlations drop-down. (In the example below, there are **16** assignments in the class, so selecting **All** will display all 16 of the assignments.)

Synergy TeacherVUE

Mathematics 4(6) SEC.0197 / Quarter 1

Show All Periods Page Size: 40 Assignments Custom Assignment Sort

Showing 1-16 of 16

Assignments Grading Periods

Correlations: All Action Save Changes Undo

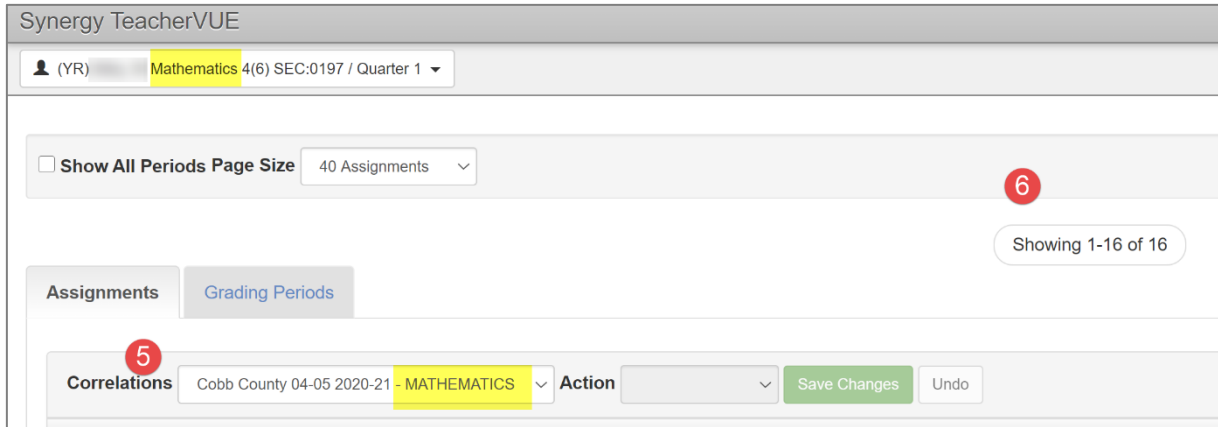
Action	Assign	Date	Subject	Score Type	A.Type	Due Date	Max Score	Pts.Poss.	Category	Portal
<input type="checkbox"/>	All		Reading	Percentage	Check-ups				Normal	<input type="checkbox"/>
<input type="checkbox"/>	All About Me Math poster	08/17/2020	Mathematics	Raw Score	Classwork	08/17/2020	100.00	1.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CCSD Grade 4 Math SKI	08/25/2020	Mathematics	Percentage	CTLS Assesmer	08/25/2020	100.00	0.00	Normal	<input type="checkbox"/>
<input type="checkbox"/>	CCSD Fourth Grade Touchstone Qui	08/28/2020	Mathematics	Percentage	CTLS Assesmer	08/28/2020	100.00	0.00	Normal	<input type="checkbox"/>
<input type="checkbox"/>	Xtra Math week of 8/31-5/6	08/31/2020	Mathematics	Percentage	Classwork	08/31/2020	100.00	1.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Xtra Math week of 9/7 - 9/13	09/07/2020	Mathematics	Percentage	Classwork	09/07/2020	100.00	1.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Math Check-up 9/11	09/11/2020	Mathematics	Percentage	Assessments	09/11/2020	100.00	1.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mixed Review 9/18	09/18/2020	Mathematics	Percentage	Assessments	09/18/2020	100.00	1.00	Normal	<input checked="" type="checkbox"/>

Stay on the Assignments screen and follow the important steps below.

IMPORTANT STEPS BELOW TO CONFIRM CORRECT CORRELATION FOR ALL ASSIGNMENTS.

- 5) Next, select the **Subject Correlation** from the correlations drop-down .
 - In the example below, Mathematics is selected.
 - Since this is a Mathematics class, the correlation must be for Mathematics only.
- 6) All **16** assignments continue to display confirming all **16** of them are correctly correlated.

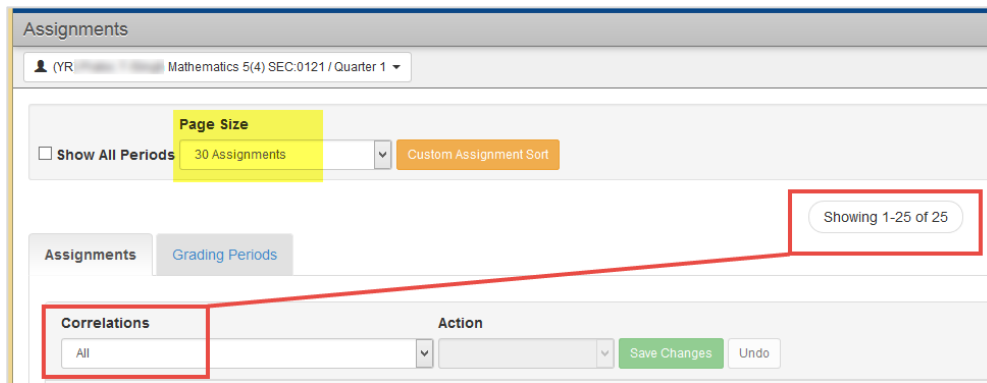
The total number of assignments should EQUAL the total number of assignments correlated to the class subject.



Review Subject & Assignment Types (A. Type) Columns for Each Assignment

Increase **Page Size** as needed. Change to the next page, if necessary, to view all the assignments in the class.

- 1) Confirm that **All** is selected from the Correlations drop-down so that the total number of assignments display.



- 2) Review the **Subject** column for each assignment.

- The **Subject** for every assignment should match the class; in the example below is *Mathematics*.

Action	Assignment	Assign Date	Subject	Score Type	A.Type	Due Date	Max.Val.	Pts.Poss.	Category	Portal
<input type="checkbox"/>	pgs. 13-14	8/3/2016	Mathematics	Percentage	Classwork	8/3/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	pgs. 19-20	8/4/2016	Mathematics	Percentage	Classwork	8/4/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	pgs. 25-26	8/5/2016	Mathematics	Percentage	Classwork	8/5/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	pgs. 31-32	8/8/2016	Mathematics	Percentage	Classwork	8/8/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Check My Progress pg. 35-36	8/11/2016	Mathematics	Percentage	Assessments	8/11/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	pgs. 39-40	8/11/2016	Mathematics	Percentage	Classwork	8/11/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	pgs. 45-46	8/12/2016	Mathematics	Percentage	Classwork	8/12/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	pgs. 51-52	8/15/2016	Mathematics	Percentage	Classwork	8/15/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	pgs. 57-58	8/16/2016	Mathematics	Percentage	Classwork	8/16/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Review pgs. 57-59	8/17/2016	Mathematics	Percentage	Classwork	8/17/2016	100	100.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Chapter 1 test	8/18/2016	Mathematics	Percentage	Assessments	8/18/2016	100	100.00	Normal	<input checked="" type="checkbox"/>

- 3) Next, review the **Assignment Type (A. Type) column** for each assignment.
- Confirm that the types used were assignment types weighted for the selected class, **if weights are being used.**
 - a. If weighting is not used, the assignments will all average together evenly.
 - When weights are associated, if types other than those weighted for the selected class are used, the assignments will not count toward the students' report card grades.

Review Score Type, Max Value, & Points Possible Columns For Each Assignment

Increase **Page Size** as needed. Change to the next page, if necessary, to view all the assignments in the class.

- 1) Confirm that **All** is selected from the Correlations drop-down so that the total number of assignments display
- 2) Review the **Score Types column** for each assignment. Raw Score OR Percentage or both if using CTLS Assessments (imported assignments from CTLS.)
 - Once grades have been added to an assignment, the Score Type cannot be change. If grade calculations are incorrect, run a report from the gradebook to have a record of the assignment grades. Delete the students' grades on the assignment. Now the Score Type can be changed, and afterwards re-enter the grades for the students.
- 3) Review the **Max Value and Points Possible** columns for consistency. If one assignment is counting 100 times more than others, it will cause confusing and possibly inaccurate grade calculations.
 - If the max value and points possible need edits, they can be changed directly on this screen.
 - Enter the correct values and click **Save Changes**.

Score Type	A. Type	Due Date	Max.Val.	Pts.Poss.
Percentage	Classwork			
Percentage	Classwork	8/3/2016	100	100.00
Percentage	Classwork	8/4/2016	100	100.00
Percentage	Classwork	8/5/2016	100	100.00
Percentage	Classwork	8/8/2016	100	100.00
Percentage	Assessments	8/11/2016	100	100.00
Percentage	Classwork	8/11/2016	100	100.00
Percentage	Classwork	8/12/2016	100	100.00
Percentage	Classwork	8/15/2016	100	100.00
Percentage	Classwork	8/16/2016	100	100.00
Percentage	Classwork	8/17/2016	100	100.00
Percentage	Assessments	8/18/2016	100	100.00

ASSIGNMENTS:

If your screens do not appear as outlined in the previous section, refer to the end of this document for instructions on how to correct correlation and subject errors.

Review the Grading Periods Tab

Navigation: **Grade Book** → **Assignments** screen

- Select the **Grading Periods** tab.
- Increase the **Page Size** to see more assignments on the screen.
- Confirm the appropriate **Quarter** (Grading Period) is selected for each assignment.
- Repeat the Grading Period review for each class by selecting classes from the **Class Focus window**.
- If edits are required, the boxes for the correct grading period can be checked and, if necessary, the incorrect boxes unchecked.
- If any changes are made, click the **Save Grading Periods** button before leaving the screen.

Assignments

Mathematics 5(4) SEC:0121 Quarter 1

Page Size: 30 Assignments

Showing 1-25 of 25

All assignments should be checked for the current grading period. Refer to the Staff Use calendar for exact dates of the grading periods.

Assignment	Due Date	Quarter 1	Quarter 2	Quarter 3	Quarter 4
pgs. 13-14	8/3/2016	<input checked="" type="checkbox"/> Included	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
pgs. 19-20	8/4/2016	<input checked="" type="checkbox"/> Included	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
pgs. 25-26	8/5/2016	<input checked="" type="checkbox"/> Included	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
pgs. 31-32	8/8/2016	<input checked="" type="checkbox"/> Included	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
Check My Progress pg. 35-36	8/11/2016	<input checked="" type="checkbox"/> Included	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
pgs. 39-40	8/11/2016	<input checked="" type="checkbox"/> Included	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
pgs. 45-46	8/12/2016	<input checked="" type="checkbox"/> Included	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
pgs. 51-52	8/15/2016	<input checked="" type="checkbox"/> Included	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All

Report Card Preview Screen: Transfer All Student Marks (Grades)

Navigation: **Report Card** → **Report Card Preview**

Home ▾ Grade Book ▾ Report Card ▾

- Students
- Report Card Matrix
- Report Card Preview

Steps begin on the next page.

Point the mouse to the class name to display the **Class Focus** window.

- Select **Homeroom** from the **Class Focus** window. Homeroom **must be selected** to complete the elementary report cards.

If the homeroom class is not in the Class Focus list, **alert your school's scheduler** to change the section to **Include In Grading**. An overnight synchronization is required to update the gradebook and report card screens.

A District-wide sync runs at 4:00 AM each Monday through Friday during the school year.

- 1) Confirm that the correct **grading period (Quarter)** is selected from the Class Focus window.

The screenshot shows the 'Report Card Preview' interface. At the top, there is a header with a user icon and the text '(YR) Homeroom 5(1) SEC:0016 / Quarter 1'. Below this is a 'Class Focus' window with a table of classes. The first row is highlighted in blue and has a red box around it. To the right of the table is a 'Periods' dropdown menu with a red circle containing the number '1' above it. The dropdown menu is open, showing four options: 'Quarter 1 (Grading/Mark Periods)', 'Quarter 2 (Grading/Mark Periods)', 'Quarter 3 (Grading/Mark Periods)', and 'Quarter 4 (Grading/Mark Periods)'. The first option is selected.

Period	Course	Section ID	Students	Term	Room	Att Taken
1	Homeroom 5	0016	27	YR	315	
2	Health 5	0060	27	YR	315	
3	Language Arts 5	0120	15	YR	315	
3	Language Arts 5	0465	8	YR	315	
4	Mathematics 5	0121	17	YR	315	

- 2) Click **Transfer Student Marks**, for the student in focus in the **Select Student drop-down**, to transfer grades from the grade book to the report card for that **one student**.
If grades are transferred one student at a time, select the next student from the **Select Student** drop-down.
- 3) **OR** Click **Transfer All Student Marks** to transfer **all** students' grades from the grade book to the report card.

Note: If desired, teachers can exclude grades from calculating on the final report card grade. **(This feature is described in detail on the following pages.)**

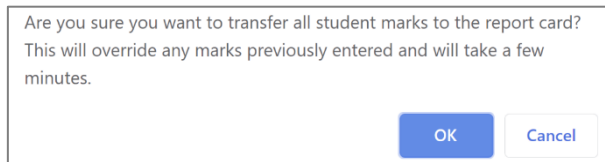
The screenshot shows the 'Report Card Preview' interface. At the top, there is a header with a user icon and the text '(YR) Homeroom 5(1) SEC:0016 / Quarter 1'. Below this is a 'Select Student' dropdown menu with a red box around it. To the right of the dropdown menu are two buttons: 'Transfer Marks for Williams' and 'Transfer All Student Marks'. Red arrows point from the number '2' to the 'Transfer Marks for Williams' button and from the number '3' to the 'Transfer All Student Marks' button. Below the buttons is a text field with the value 'Williams' and a dropdown arrow. Below the text field is the text 'Valid Report Card Entry: Quarter 1 (9/7/2016 - 10/21/2016)'. Below this is a section titled 'Report card preview for students in Homeroom 5(1)' with a yellow highlight. Below the title is a yellow highlight with the text 'The below grades represent weighted scores based on the current period. Click to exclude classes you do not wish to affect the final grade.'

If you choose to transfer marks for all students (entire class) at once, a web message will display.

- Click OK

A message will display during the transfer process, which may take several minutes.

When complete, a message alerts you that the marks have been transferred to the report card.



Report Card Preview Screen - Helpful Tips:

- Click on the name of any Subject in the Report Card Item column to view a list of all the assignments being used to calculate the selected student's grade.
- The list of assignments will open in a new window. In the example below, in an English/Language Arts class, all the subjects listed are Language Arts. This is correct.
- All section numbers display along with the class name. The list can be used to review all assignments for a class if the student has grades in more than one class.

ENGLISH/LANGUAGE ARTS							
Class	Measure	Date	Type	Score	Points	Notes	
(YR) [redacted] SEC:0329	Language Arts 4(3)	8/20/2014	Writing Craft	90	90.00 / 100.00 (90%)		
(YR) [redacted] SEC:0329	Language Arts 4(3)	8/20/2014	Writing Craft	90	90.00 / 100.00 (90%)		
(YR) [redacted] SEC:0329	Language Arts 4(3)	8/15/2014	Writing Craft	95	95.00 / 100.00 (95%)		
(YR) [redacted] SEC:0329	Language Arts 4(3)	8/15/2014	Language Skills	95	95.00 / 100.00 (95%)		

Click here to close.

- The red asterisk indicates that the **Total Points** are calculated using weights assigned to the class in Grade Book Setup. If no asterisk appears, weights were not assigned to the class/section.

Report Card Item	Calculated Mark	<input type="checkbox"/> Overwrite All Report Card Mark	Total Points
Nine Week Report card			
<u>READING</u>	A		6.02 / 7.00 (90%)*
<u>ENGLISH/LANGUAGE ARTS</u>	C		3.60 / 5.00 (79%)*
<u>MATHEMATICS</u>	C		7.15 / 9.00 (79%)*
<u>SOCIAL STUDIES</u>	F		3.15 / 4.00 (61%)*
<u>SCIENCE</u>	A		3.54 / 4.00 (91%)*
<u>HEALTH</u>	A		3.00 / 3.00 (100%)*

- If grades appear in more than one column for a subject, this could mean more than one class is correlating one or more assignments to that subject area.
- **Another reason** a student will have two classes (or more) displaying grades for the same subject is if the student had a schedule change during the grading period and has grades in both classes.
- Grades can be excluded, by class/section, on the Report Card Preview screen. However, it is best to review the **Grade Book → Assignments** screen to look for potential assignment correlation errors. **An assignment should only be correlated to one subject area.**
- In the example below, the student has grades for English/Language Arts in two different classes. The grades are being averaged together to determine the student’s report card grade for the subject.

Report Card Preview

Search Lock Sign Out Support Help

(YR) Home room 4(1) SEC:0177 / Quarter 1

Select Student

Davis, [Name] Transfer Marks for Davis, [Name] Transfer All Student Marks

Report card preview for students in [Name] Home room 4(1)

The below grades represent weighted scores based on the current period. [Click to exclude classes you do not wish to affect the final grade.](#)

Report Card Item	Calculated Mark	Overwrite All	Total Points	(YR)	(YR)	(YR)	(YR)	(YR)	(YR)
	Report Card Mark								
Nine Week Report card									
READING	A		4.50 / 5.00 (90%)					4.50 / 5.00 (90%)	
ENGLISH/LANGUAGE ARTS	C		7.44 / 9.00 (79%)		1	2.04 / 3.00 (69%)			2
MATHEMATICS	C		3.18 / 4.00 (77%)					3.18 / 4.00 (77%)	
SOCIAL STUDIES	B		1.71 / 2.00 (87%)			1.71 / 2.00 (87%)			
SCIENCE	B		2.39 / 3.00 (80%)			2.39 / 3.00 (80%)			
HEALTH	A		2.00 / 2.00 (100%)						2.00 / 2.00 (100%)

- Mouse over the grades in the class (column) you wish to exclude from the student’s report card grade. A message will display, ‘Click to exclude this class in calculating the final mark.’

ENGLISH/LANGUAGE ARTS	C		7.44 / 9.00 (79%)					2.04 / 3.00 (69%)	
MATHEMATICS	C		3.18 / 4.00 (77%)						

Click to exclude this class in calculating the final mark

- Click on the grades for the class (column) you wish to exclude from the student’s final grade.
- The excluded field will turn pink (see example on the next page.)
- The calculated mark may change depending on the excluded grade’s effect on the average.
- If all grades are left, they will be averaged together to get the final calculated mark. This may be desired if a student was scheduled with two different teachers (or same teacher, but two sections) during a grading period.
 - Note: It is best to determine the reason two or more classes display grades rather than simply exclude grades. Two or more classes that contain grades for a single subject could be an indication of potential correlation errors. **All** students’ grades in the class could be affected when correlation errors occur.

More information continued on the next page.

- In the example below, when the class grade with the average of 69% is excluded, the student’s overall calculation changed from 79% (screen shots above) to 83% (shown below).
- *Having grades in the same subject in more than one class can affect the student’s overall subject average.*

Report Card Item	Calculated Mark	<input type="checkbox"/> Overwrite All	Total Points	Report Card Mark	(YR)	(YR)	(YR)	(YR)	(YR)	(YR)
Nine Week Report card										
READING	A		4.50 / 5.00 (90%)					4.50 / 5.00 (90%)		
ENGLISH/LANGUAGE ARTS	B		5.40 / 6.00 (83%)					2.04 / 3.00 (69%)		5.40 / 6.00 (83%)

*****IMPORTANT NOTE*****

IMPORTANT NOTE: If Art, Music and PE teachers do not enter assignments and grades into the grade book, there will be no achievement grades from these classes to transfer. Therefore, the specialists or the homeroom teachers will manually enter the Achievement grades for Art, Music and Physical Education directly onto the Report Card Matrix.

How to Overwrite a Report Card Grade on the Report Card Preview Screen

If grades are changed or if additional assignments and grades are added in the gradebook **after marks are transferred to the report card**, the Report Card Preview screen should be reviewed. If the new calculated mark is different from the report card mark, the grade should be overwritten and transferred to the report card again.

Navigation: **Report Card** → **Report Card Preview**

Steps correspond to the numbered items in the screenshot below.

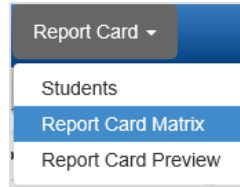
- 1) Compare the **Calculated Mark** column with the **Report Card Mark** column.
- 2) If differences appear, as shown below, **check the box** next to the Report Card Mark grade to overwrite it with the new, calculated mark.
- 3) The **Overwrite All** box at the top of the Report Card Mark column can be checked if numerous grades need to be overwritten.
- 4) It is recommended that overwrites are transferred **by individual student** instead of all at once. Review the grades for each student before they are transferred. Click the **Transfer Marks** button for the student currently selected.
- 5) **Select the next student** from the drop-down list and repeat the four steps above to review grades. Continue the process until all students' grades have been reviewed and overwritten, if necessary.

The screenshot shows the 'Report Card Preview' interface for 'Homeroom 5(1) SEC.0019 / Quarter 1'. At the top, there is a 'Select Student' dropdown menu (callout 5) and a 'Transfer Marks for' button (callout 4). Below this, a table displays report card items with columns for 'Report Card Item', 'Calculated Mark', 'Overwrite All Report Card Mark' (callout 3), and 'Total Points'. The 'Overwrite All' checkbox is checked. The table lists items like READING, ENGLISH/LANGUAGE ARTS, MATHEMATICS, SOCIAL STUDIES, SCIENCE, and HEALTH. For ENGLISH/LANGUAGE ARTS, the 'Calculated Mark' is 'B' (callout 1) and the 'Report Card Mark' is 'C' (callout 2). The 'Overwrite All' checkbox is checked for this row.

Report Card Item	Calculated Mark	<input checked="" type="checkbox"/> Overwrite All Report Card Mark	Total Points	Reference Mark 1	Reference Mark 2	Reference Mark 3	Reference Mark 4	Reference Mark 5	Reference Mark 6	Reference Mark 7
READING	B	<input type="checkbox"/>	3.49 / 4.00 (87%)		3.49 / 4.00 (87%)					
ENGLISH/LANGUAGE ARTS	B	<input checked="" type="checkbox"/>	3.98 / 5.00 (80%)	2.41 / 3.00 (80%)				1.57 / 2.00 (79%)		
MATHEMATICS	B	<input type="checkbox"/>	6.26 / 7.00 (89%)			6.26 / 7.00 (89%)				
SOCIAL STUDIES	B	<input type="checkbox"/>	2.80 / 3.00 (88%)				2.80 / 3.00 (88%)			
SCIENCE	A	<input type="checkbox"/>	3.00 / 3.00 (100%)					3.00 / 3.00 (100%)		
HEALTH	A	<input type="checkbox"/>	0.95 / 1.00 (95%)							0.95 / 1.00 (95%)

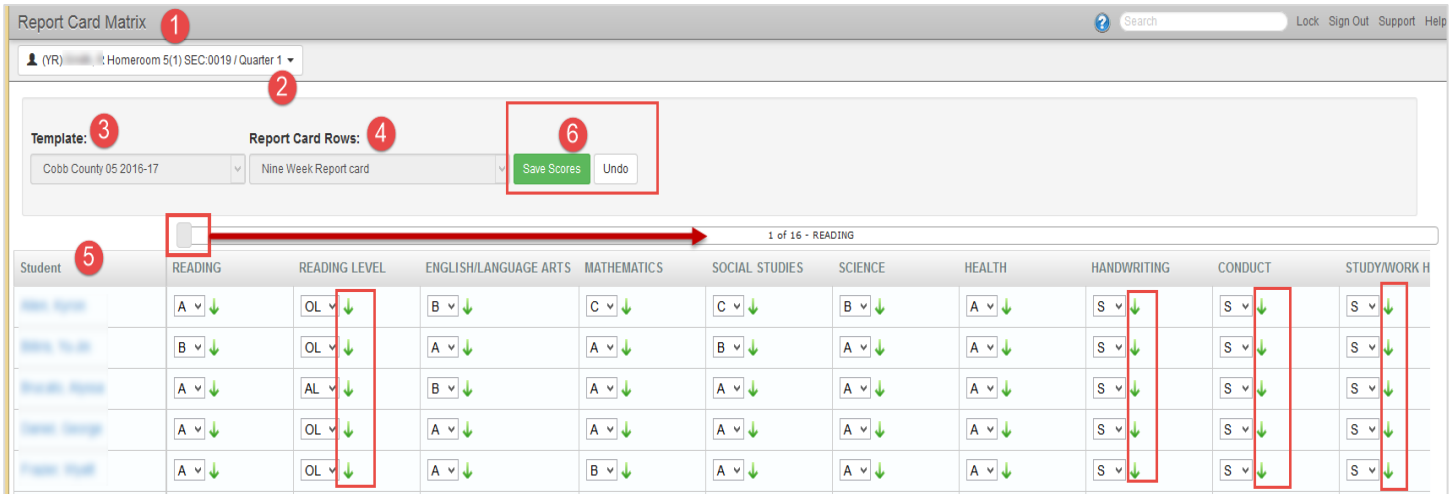
Add Manual Entries to Report Card Matrix

Navigation: **Report Card** → **Report Card Matrix**



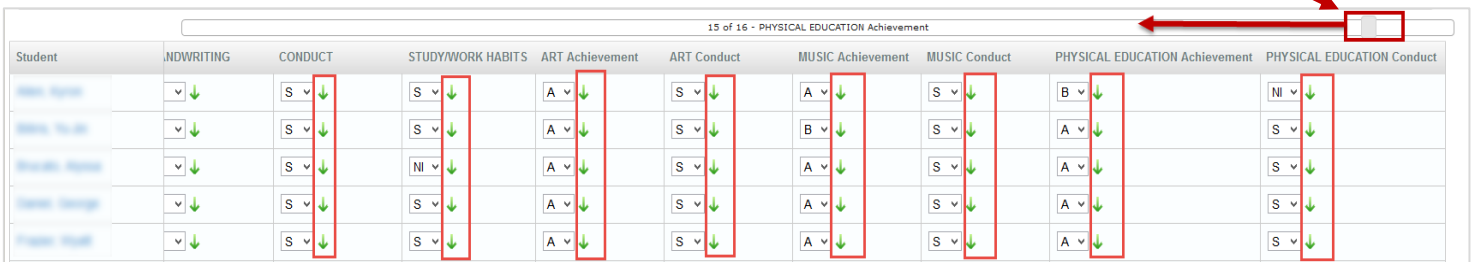
The Report Card Matrix screen will open.

- 1) Confirm you are in the Homeroom class.
- 2) Confirm you are in the current Grading Period (**Quarter**)
- 3) Select **Template** → Cobb County (Grade Level/Current Year)
- 4) Select **Report Card Rows** → Nine Week Report card (or **Comments** if entering comments)



To view all the columns available for grades, use the **Slider Tool** located at the top and bottom of the screen to scroll right and left.

- 5) Grades that were transferred on the Preview screen will display with the appropriate subjects for all students.



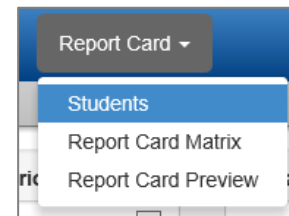
- **Manual scores to enter - Reading Level, Handwriting, Conduct, Study/Work Habits, *Art Achievement & Conduct, *Music Achievement & Conduct, and *Physical Education Achievement & Conduct.**
 - ***IMPORTANT NOTE:** If Art, Music, and PE teachers do not enter assignments and grades into the grade book, there will be no Achievement grades on the Preview screen, in those classes, for the homeroom teacher to transfer. Therefore, the specialists, or the homeroom teachers, will need to manually enter the Achievement grades for Art, Music and Physical Education *directly onto the Report Card Matrix* screen.
 - **Art, Music, and PE** teachers can enter the Achievement & Conduct scores on the matrix screen *BEFORE the rest of the marks are transferred, if desired.* (Be sure to save scores for each class.)
 - **The green arrow allows** for easy fill-down of the same selection.
- 6) Click **Save Scores** after all manual entries.

Report Card Matrix: Comments

Comments Tip: Comments can be entered using the Report Card Matrix Screen by selecting **Comments** from the drop-down menu instead of Nine Week Report Card. A **green arrow, on the screen**, allows for easy fill-down of the same comment – or perhaps a beginning sentence for each students' report card.

When using the matrix screen to add comments, be sure to **click Save Scores often** so that data is not lost if the application should time out.

Student	Comments:
A	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>
D	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>



Complete Report Cards and Comments

Navigation: **Report Card** → **Students**

Click the Options button to make the following selections:

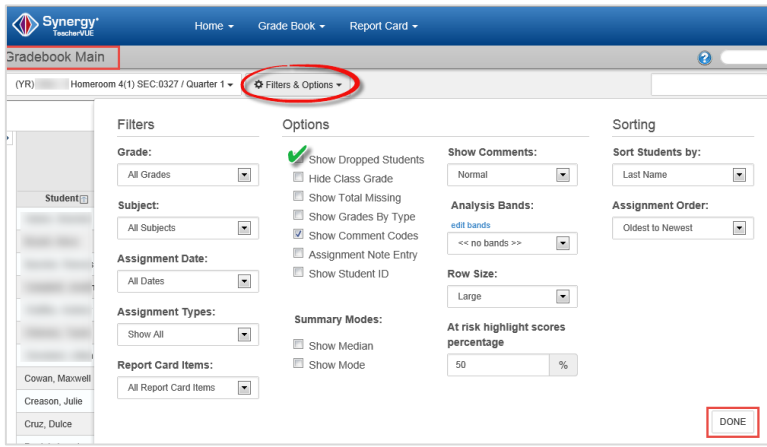
- Report Card Entry Mode: **Classic is recommended.**
- Check the box to **Show Inactive Students**, if needed. (More details below)
- Check the box to Hide Student Pictures, if desired.

Check the box next to **Show Inactive Students** if you want to see dropped or withdrawn students in the report card list. The box should be checked if a report card is needed for a dropped or withdrawn student.

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

Inactive or Dropped Students Tip:

Showing Dropped students in the Grade Book Main **Filters & Options** window (below) will also show dropped students on the report card screens. Additionally, showing Dropped Students on the Report Card > Students screen (above) will show dropped students in Grade Book Main. The options are in different locations but work the same.



Report Card > Student Screen

Review grades and review or enter Comments for each student. As each student's report card is complete, move it to the right side of the screen in the *Complete* section

- Select a student's report card screen by clicking on the student's name.
- **When the report card displays on the screen, confirm accuracy of all the report card entries.**
 - Any grade (manual or transferred from the gradebook) can be edited on this screen by the teacher – for the current grading period only.
 - Grade Book managers can edit grades & comments on this screen for any grading period.

Report Card Area	Score	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Reading	A	A			
Reading Level		AL			
English/Language Arts	F	F			
Mathematics	C	C			
Social Studies	F	F			
Science	B	B			
Health	A	A			
Handwriting		S			
Conduct		S			
Study/Work Habits		S			
Art Achievement		A			
Art Conduct		S			
Music Achievement		A			
Music Conduct		S			
Physical Education Achievement		A			
Physical Education Conduct		S			
ATTENDANCE:					
Days Absent:		1.00			
Days Tardy:		0.00			

Comments for Quarter 1: is off to a great start to 5th grade. Demonstrates mastery of skills and concepts. Actively participates in class and group work.





Comments for Quarter 2: NO COMMENTS ENTERED.

Comments for Quarter 3: NO COMMENTS ENTERED.

Comments for Quarter 4: NO COMMENTS ENTERED.

- Go to the **Comments** Area at the bottom of the screen.
 - Click the **Edit icon** for the current quarter (grading period.)

- Teachers can enter or edit comments only for the current grading period.

Quarter 1		Quarter 2		Quarter 3		Quarter 4	
is off to a great start in 5th grade. Demonstrates mastery of skills and concepts. Actively participates in class and group work.		NO COMMENTS ENTERED.		NO COMMENTS ENTERED.		NO COMMENTS ENTERED.	

- Add comments.
- Click **Save Comments** then **Close** to return to the report card. (Scroll down on the screen to view the Save & Close options.)

Close
Save Comments

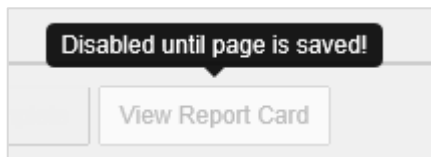
Back to /

Anderson, [redacted] - Grade 04
 Cobb County 04-05 2020-21 Report Card

Next to /

Cancel/Back to List
Save/Back to List
Save/Continue
✓ Save/Mark Not Complete
VIEW REPORT CARD

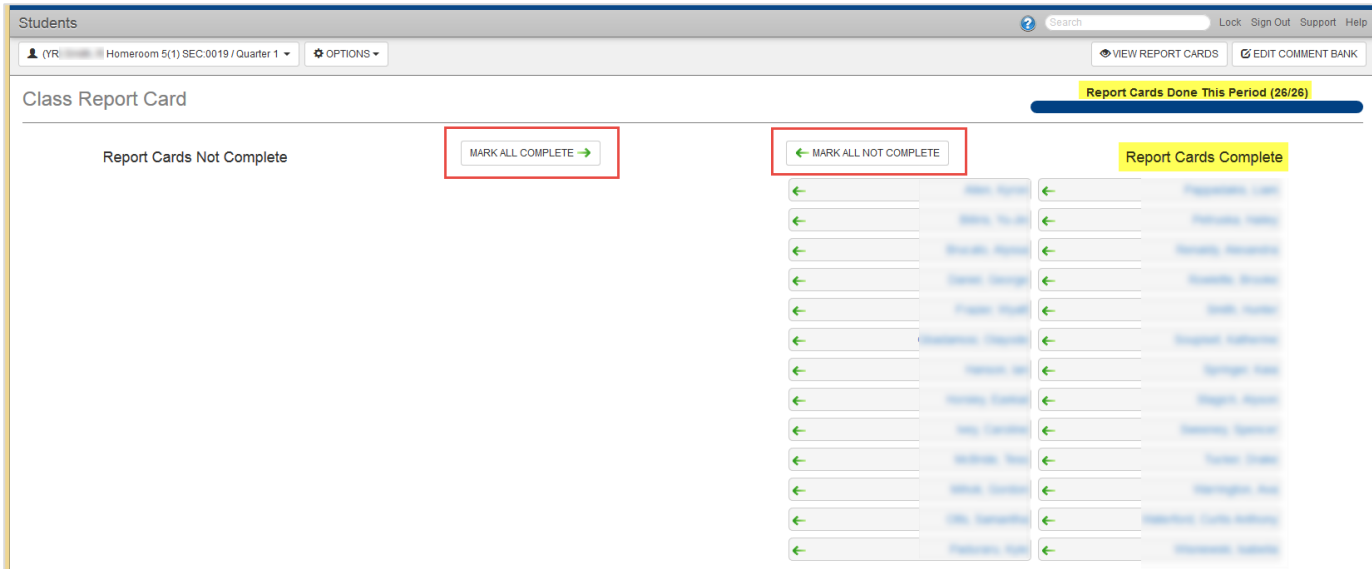
- Click **Save/Mark Complete** to move the student’s name to the right/complete area.
- **Save & Back to List** returns you to the list but does not mark the student complete.
- **Cancel/Back to List** returns you to the list of students without saving anything for the current student.
- **View Report Card** option isn’t available until the page is saved, IF changes were made.



- When you are finished reviewing and updating the report cards, all of the students’ names should appear on the right, *complete* side of the Report Card > Students screen.
 - Use the **Mark All Complete/Mark All Not Complete** buttons to move all students at one time.

See the next page for additional information.

- Use the green arrow next to a student’s name to move that individual student.



Digital Report Cards in ParentVUE/StudentVUE

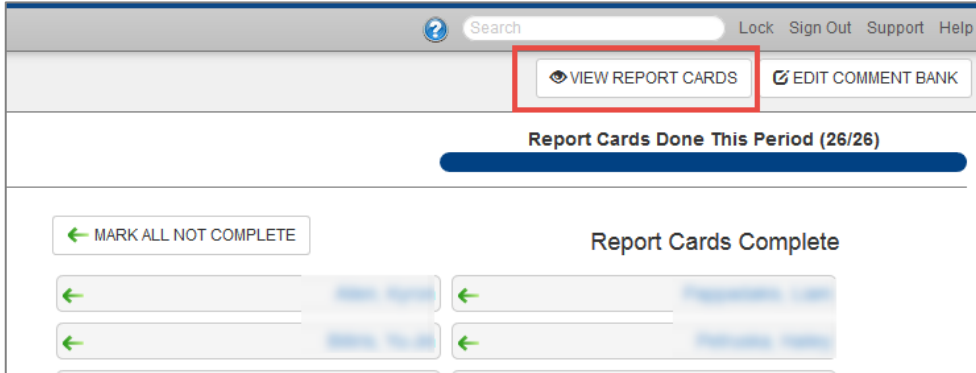
When your school’s Administrator or ParentVUE Coordinator has enabled the online report card option in ParentVUE and StudentVUE, as soon as a student’s name is moved to the complete side of the screen, parents and students will immediately be able to view the digital report card grades.

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

View and Generate Report Cards

From the Report Card > Students screen, click **View Report Cards**.

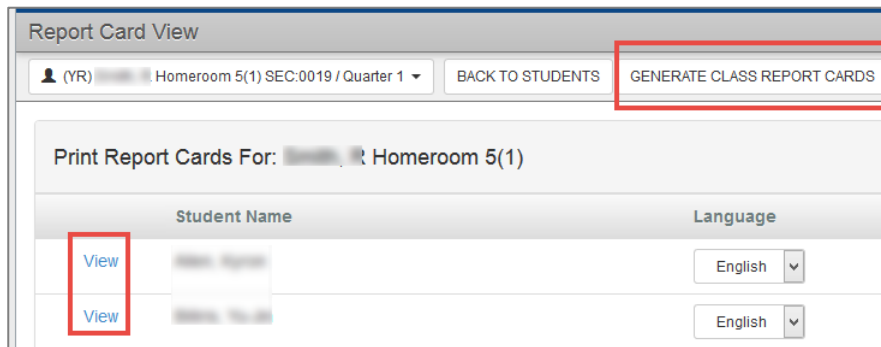
- The teacher can print report cards. Additionally, the Report Card Administrator can print report cards from the report card interface screen in Synergy SIS.
- It is a local school decision who prints the report cards.



Click **Generate Class Report Cards** to generate a report card file for the entire class.

To generate a report card for one student, click **View** next to the student's name.

- *If a Spanish version is needed, see the next section of this guide before generating report cards.*



A PDF file of the report cards will open on the screen. **Review the file on screen before printing** to confirm all report cards are accurate and complete. If inactive students' report cards were generated but are not needed in the class report card file, uncheck the option to *Show Inactive Students*, and generate the class file again. To print the report card file, hover the mouse near the bottom or upper portion of the

PDF and click on the printer icon.



Placement on the PDF depends on the browser being used.



The PDF file can be saved to a school shared drive, if desired.

It is recommended that an electronic file of the Quarter 4 report card (end of year) be saved for each homeroom class.

(Note: Grade Book Managers have access to save a PDF file for the entire school using the GBK201 Report.)

It is recommended that each teacher save a copy of the Gradebook Report, Print Grade Book for all classes at the end of each grading period – after all edits/additions are complete.

The report can be run for the current class, ALL classes, or for specifically selected classes. Make desired class selections prior to printing the report.

Selecting Spanish Version Report Cards

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

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

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

1. Navigate to Report Card > Students and click **View Report Cards** located in the upper right corner of the screen.



2. Confirm that the **Homeroom** class is selected for the current quarter.
3. Select **Spanish** in the language dropdown for students who need that format.
4. Click the green button to **Save Language Settings**.

The screenshot shows the 'Report Card View' interface. At the top, there is a navigation bar with a dropdown menu for '(YR) Homeroom 1(1) SEC:0005 / Quarter 1', an 'OPTIONS' button, and three main buttons: 'BACK TO STUDENTS', 'GENERATE CLASS REPORT CARDS', and 'GENERATE BLANK REPORT CARDS'. A green 'SAVE LANGUAGE SETTINGS' button is on the right. Below this is a section for 'Print Report Cards For: (YR) Homeroom 1(1) SEC:0005'. A table displays student data with columns for 'Student Name', 'Language', 'Quarter 1', and 'Quarter 2'. A 'View' link is next to the student name, and a dropdown menu for 'Language' is set to 'Spanish'. Red circles with numbers 2 through 6 highlight these specific elements.

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

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

Grade Placement for Next Year

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

A rectangular box with a double border. Inside the box, the text 'Grade Placement Next Year:' is written in a bold, sans-serif font.

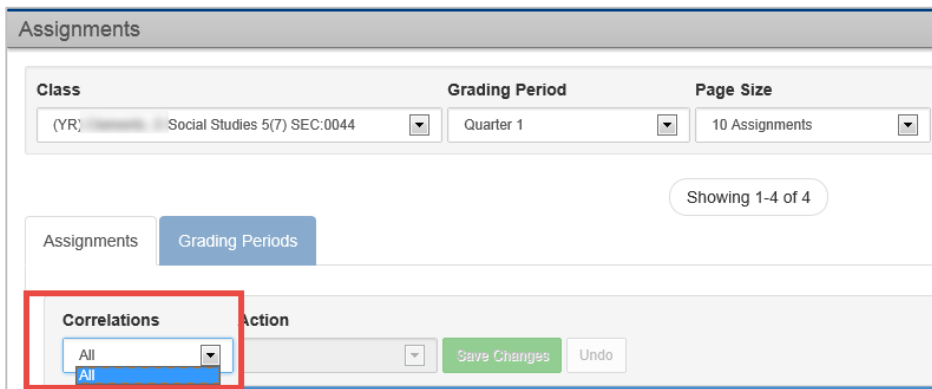
The best practice is for all teachers to use the **free-form comments** to communicate the next year's grade placement at the end of the school year. Since the report cards are available online, the comments **will** display in PVUE/SVUE. Additionally, in the event that a printed report card cannot be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

How to Identify Correlation and Subject Errors

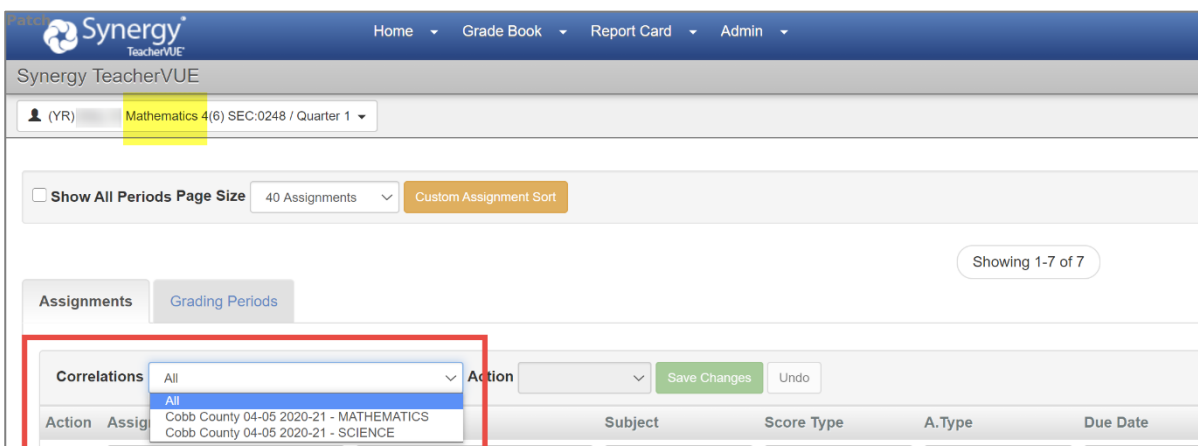
Three common mistakes occur with correlations. (1) **None** of the assignments are correlated, (2) **More than one** subject correlation is used on a single assignment, or (3) **Some** of the assignments are not correlated or are not correlated correctly. Correlation errors must be corrected in Grade Book main on the actual assignments. To Correct: From Grade Book > Main - click on the assignment and select *Edit Assignment*.

- If the only selection in the **Correlations** drop-down is '**All**,' this means that **none** the assignments were correlated to the report card.
 - In the example below, all the Social Studies assignments need to be correlated to Social Studies.
 - Return to **Grade Book > Gradebook Main** – Social Studies class to edit each of the assignments and add the Social Studies correlation.

Correlations are done in Grade Book Main on each individual assignment.



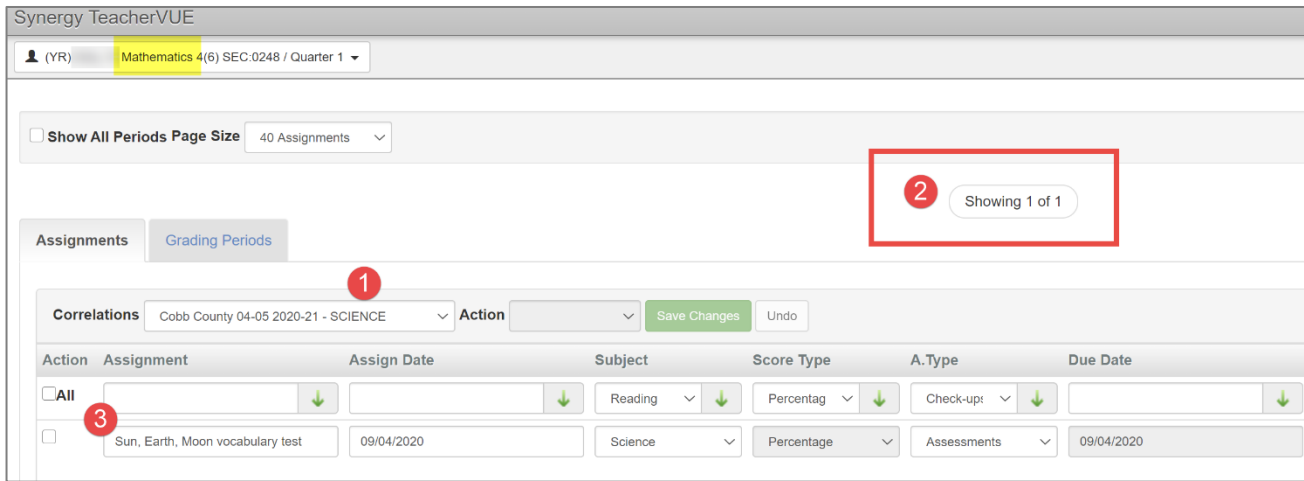
- If more than one subject correlation is in the **Correlations** drop-down, this means one or more assignments were correlated to a different subject area.
 - In the example below, there are seven total assignments in the selected Math class. In the **Correlations** drop-down there are assignments correlated to Math and Science.
 - Since this is a Math class, all the **assignments should only be correlated to Math**.



- To easily identify the incorrectly correlated assignment(s),
 1. Select the *incorrect* correlation in the **Correlations** drop-down (in the examples above & below, *Science* is incorrect).

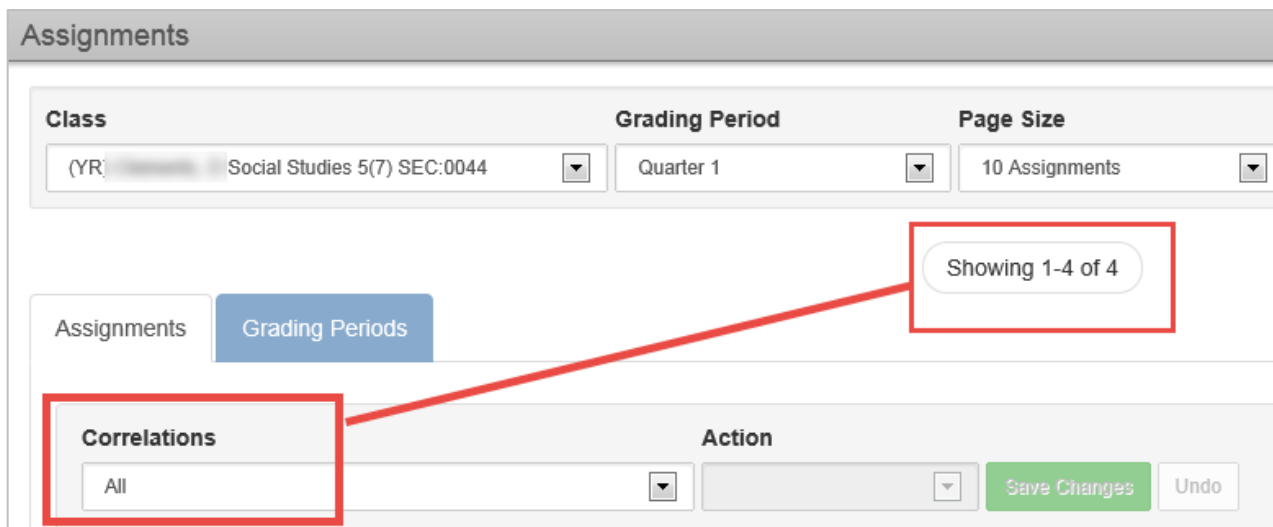
Please continue to the next page.

2. Notice now that only one assignment displays.
3. Take note of any assignments that needs to be corrected. In this example below, it is an assignment called *Sun, Earth, Moon vocabulary test*.



TO CORRECT: Return to **Grade Book > Gradebook Main – Math class** to edit the assignment and remove the Science correlation associated with the Math assignment. While making the correction, ensure that the assignment is checked or remains checked for the Math correlation.
Correlations are done in Grade Book Main on each individual assignment.

- To determine if some correlations are missing or are incorrect, click on the **All** Correlation to determine the total number of assignments in the selected class. When all assignments in the example below are selected, there are **four** assignments.



- Next, select the correct correlation for the class, in the example below it is Social Studies.
 - 1) When all the Social Studies Correlations display,
 - 2) Notice that only two assignments are in the list.
 - 3) The two assignments listed are correctly correlated to Social Studies. That means that the two other assignments (not currently in view) are incorrectly correlated or not correlated at all.

Assignments

Class: (YR) Social Studies 5(7) SEC:0044 | Grading Period: Quarter 1 | Page Size: 10 Assignments

Showing 1-2 of 2

Correlations: Cobb County COB000015 - SOCIAL STUDIES

Action	Measure	Assign Date	Subject	Score Type	Category
<input type="checkbox"/> All			Reading	Percentage	Assessments
<input type="checkbox"/>	Classwork - C	8/31/2014	Social Studies	Percentage	Classwork
<input type="checkbox"/>	Chap 1 Test	8/31/2014	Social Studies	Percentage	Assessments

TO CORRECT: Return to **Grade Book > Gradebook Main** – Social Studies class to edit the assignments and correctly correlate them to Social Studies.

Correlations are done in Grade Book Main on each individual assignment.

- Review the **Subject association column** for each assignment in all classes. Each assignment’s subject should match the class subject. *(Reminder: The top row is a header row.)*
 - 1) In the example below, **ALL** assignments are displayed in the Mathematics class.
 - 2) Some of the assignments are incorrectly associated to the Social Studies subject.

Assignments

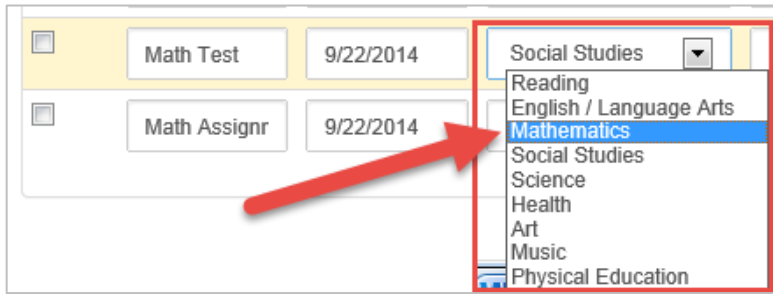
Class: (YR) Mathematics 4(4) SEC:0330 | Grading Period: Quarter 1 | Page Size: 10 Assignments

Showing 1-4 of 4

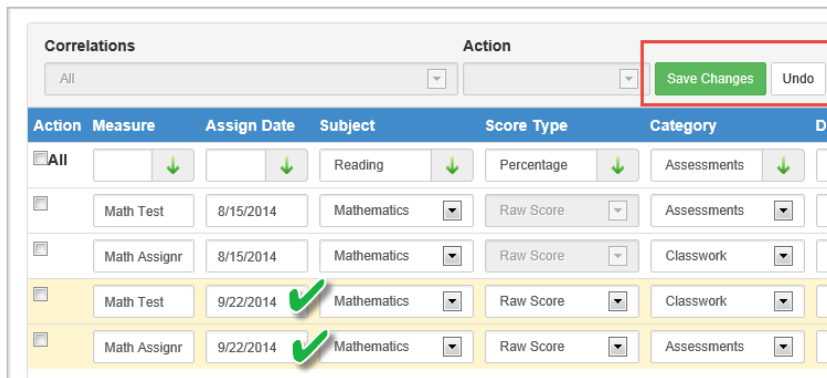
Correlations: All

Action	Measure	Assign Date	Subject	Score Type	Category
<input type="checkbox"/> All			Reading	Percentage	Assessments
<input type="checkbox"/>	Math Test	8/15/2014	Mathematics	Raw Score	Assessments
<input type="checkbox"/>	Math Assignr	8/15/2014	Mathematics	Raw Score	Classwork
<input type="checkbox"/>	Math Test	9/22/2014	Social Studies	Raw Score	Classwork
<input type="checkbox"/>	Math Assignr	9/22/2014	Social Studies	Raw Score	Assessments

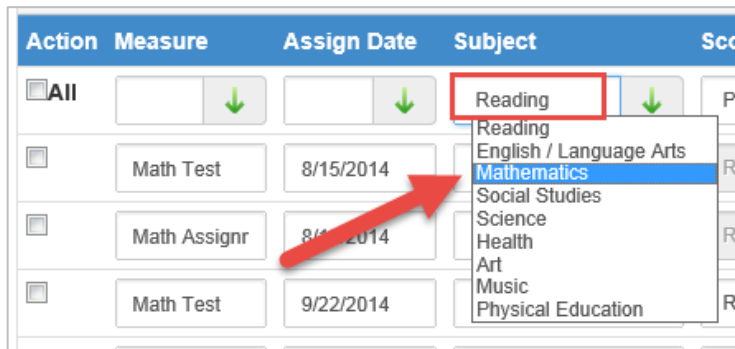
- Subject errors can be corrected right on the Assignments screen. Click the drop-down arrow next to the incorrectly assigned subject and select the correct subject area.



- Make all needed corrections.
- **Save Changes** (clicking *Undo* removes all changes made on the screen since the last save.)



- Another way to correct the **Subject** on the Assignments screen is to use the *header row*.
 - Select the correct subject in the header row. To view subject selections, click inside the field of the header row where the word *Reading* displays.



- Check all rows that need to be updated.
- Click the green arrow to fill in the Subject area with the correct selection from the header row.
 - The edited rows will highlight for easy review. If correct, click the **Save Changes** button. If incorrect, click the Undo button.

Action	Measure	Assign Date	Subject
<input type="checkbox"/> All	<input type="text"/>	<input type="text"/>	Mathematics
<input type="checkbox"/>	Math Test	8/15/2014	Mathematics
<input type="checkbox"/>	Math Assignr	8/15/2014	Mathematics
<input checked="" type="checkbox"/>	Math Test	9/22/2014	Social Studies
<input checked="" type="checkbox"/>	Math Assignr	9/22/2014	Social Studies

Correlations				Action			
<input type="text" value="All"/>				<input type="text"/>			
				<input type="button" value="Save Changes"/>		<input type="button" value="Undo"/>	
Action	Measure	Assign Date	Subject	Score Type	Category	Due Date	
<input type="checkbox"/> All	<input type="text"/>	<input type="text"/>	Mathematics	Percentage	Assessments	<input type="text"/>	
<input type="checkbox"/>	Math Test	8/15/2014	Mathematics	Raw Score	Assessments	8/15/2014	
<input type="checkbox"/>	Math Assignr	8/15/2014	Mathematics	Raw Score	Classwork	8/15/2014	
<input checked="" type="checkbox"/>	Math Test	9/22/2014	Mathematics	Raw Score	Classwork	9/22/2014	
<input checked="" type="checkbox"/>	Math Assignr	9/22/2014	Mathematics	Raw Score	Assessments	9/22/2014	

How To Make Changes To 4th or 5th Grade Report Cards In A Previous Grading Period

- Teachers can make edits to report cards during the current school year only. The normal default setting allows teachers access to edit report cards for 14 calendar days past the end of the grading period. Once the 14-day window has passed, **an administrator should enter a Web Help ticket with a request to extend the report card window for a specific quarter.**
 - Please note that in January, the district will automatically extend the teachers' window to allow enough time for teachers to complete, distribute, and edit Q2 report cards. The window will normally remain open about a week past the January distribution day. Refer to the District's *Staff Use Calendar* for actual dates.
 - Local schools may decide that they prefer the report card changes be made by the Grade Book Manager/Report Card Administrator regardless of the number of days past the end of the grading period. If this decision is made, once the teacher makes necessary grade book edits, the Grade Book Manager/Report Card Administrator can make the report card changes themselves without the teacher window being extended or re-opened.
- It is recommended that the grade book's final quarter grade calculation match the grades students receive on the nine-week (quarter) report card. If assignment errors or grade entry errors are found after the report card completion/distribution, teachers should return to the gradebook for the class and make necessary assignment corrections. Then, the homeroom teacher will review the report card grades and re-transfer/overwrite or manually edit grades as needed. **Be aware that changes made to an assignment could potentially change grades for all students in the class.**

Steps (*Gradebook Managers have access to complete the teacher steps, if needed.*)

- Discussion:** The classroom teacher should discuss any necessary assignment edits with the grade book manager and/or the report card administrator prior to making any adjustments in the grade book. If the classroom teacher and the homeroom teacher are not the same, include both teachers.
- Administrator:** If the 14-day period is available for the teacher to make report card changes, the grade book manager or report card administrator needs to review and change (if needed) the current grading period on the **School Setup** screen to match the period in which the changes are needed.

The screenshot shows the 'School Setup' interface. The 'Grading Options' section is highlighted with a red box. It includes a 'Grading Period' dropdown menu with 'Quarter 1' selected. Below it are four radio button options for 'Quarter 1', 'Quarter 2', 'Quarter 3', and 'Quarter 4'. To the right of these options are labels for 'Grading Definitions', 'Attendance', and 'School Type'.

- Administrator:** If it is more than 14 days past the end of the grading period needed for changes, enter a Web Help ticket to request the report card edit window be extended. This will allow the teacher to edit the report

card. Please list all details in the ticket: **Grading Period** that the changes need to be changed, **Teacher's Name**, and **classes or sections** being edited in the gradebook.

- **Classroom Teacher:** Open the gradebook for the appropriate class and grading period. Make any necessary edits to the assignment(s) and/or grade(s). SAVE changes.

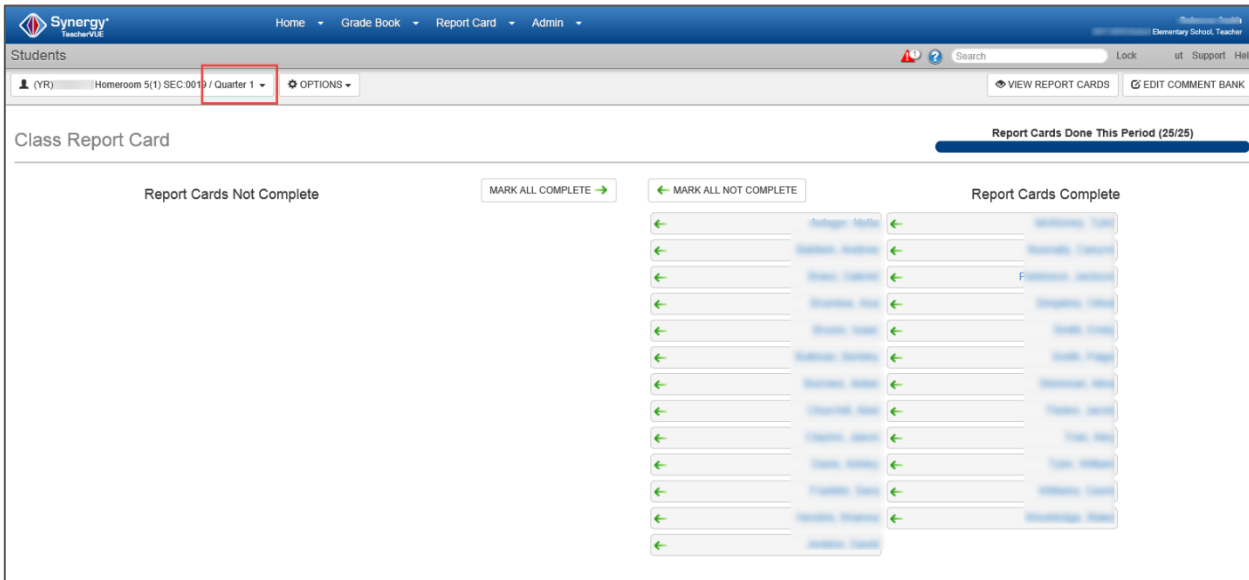
The homeroom teacher will need to review and overwrite student's report cards. This can be done from the Report Card Preview screen or the Report Card > Students screen.

- **Homeroom Teacher:** Navigate to **Report Card > Report Card Preview** (Homeroom Class for appropriate quarter/grading period) Review students' grades, individually, to determine if the report card mark (grade) needs to be overwritten after the assignment correction. *See the screen shot and steps below.*
 - Start by reviewing grades for the first student in the **Select Student** dropdown.
 - **Column #1** (below) shows gradebook calculations. **Column #2** (below) shows grades currently on the student's report card.
 - Notice that this student has a calculated ELA grade of 'A' after assignment changes were made. The report card mark (grade) is currently a 'B.'
 - To overwrite one or more report card grades, check the box at the top of column 2 to **Overwrite All**, or **check the box next to the grade** that needs to be overwritten. See **yellow highlights** below.
 - With overwrite checks in place; click the button to **Transfer Marks for the one student**, shown at number **3** below.
 - After the grades are transferred and overwritten, select the next student in the list and follow the same process until all students' grades have been reviewed and overwritten if needed.
 - **By reviewing students one-by-one, teachers can confirm report card grades are accurate.**

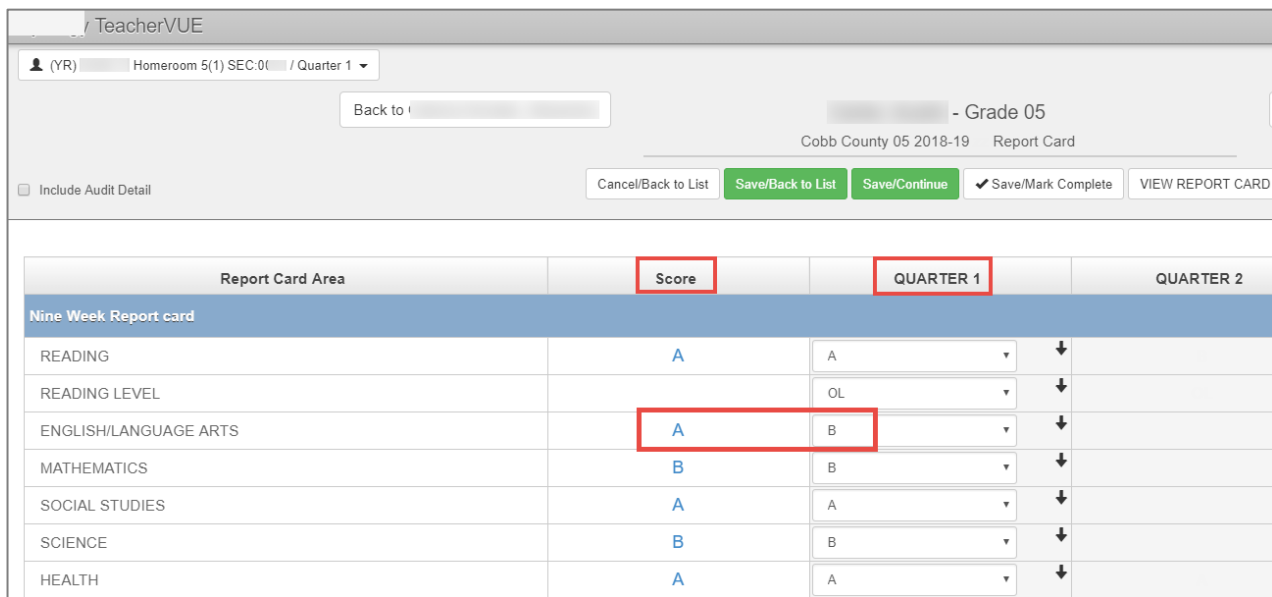
The screenshot shows the 'Report Card Preview' interface for 'Homeroom 5(1) SEC:0 / Quarter 1'. It features a 'Select Student' dropdown menu with a 'Transfer Marks for' button (annotated with a red circle '3'). Below this is a table titled 'Report card preview for students in Homeroom 5(1)'. The table has columns for 'Report Card Item', 'Calculated Mark' (annotated with a red circle '1'), and 'Report Card Mark' (annotated with a red circle '2'). A yellow box highlights the 'Overwrite All' checkbox and the 'Report Card Mark' column. The table lists subjects: READING, ENGLISH/LANGUAGE ARTS, MATHEMATICS, SOCIAL STUDIES, SCIENCE, and HEALTH. The 'ENGLISH/LANGUAGE ARTS' row is highlighted in yellow, showing a calculated mark of 'A' and a report card mark of 'B'. A red box highlights the 'A' dropdown and the 'B' report card mark in this row.

Report Card Item	Calculated Mark	<input type="checkbox"/> Overwrite All	Report Card Mark
Nine Week Report card			
READING	A	<input type="checkbox"/>	A
ENGLISH/LANGUAGE ARTS	A	<input checked="" type="checkbox"/>	B
MATHEMATICS	B	<input type="checkbox"/>	B
SOCIAL STUDIES	A	<input type="checkbox"/>	A
SCIENCE	B	<input type="checkbox"/>	B
HEALTH	A	<input type="checkbox"/>	A

- **Homeroom Teacher:** Instead of using the Report Card Preview screen, teachers may prefer to use the report card view. Navigate to **Report Card > Students**. Select the homeroom class for appropriate quarter (grading period).
 - Click on the student’s name to view the report card.



- Compare the grades in the **Score** column (these are the gradebook calculations) to the report card grades shown in the **Quarter** column. Make necessary edits to the report card grades using the dropdown and/or to comments as needed. **Save**.



- Click the **View Report Card** button to view and print the updated report card, if needed. Notify the administrator when you are finished with all edits. (Only English language report cards are produced from this screen.)
- **Administrator:** Change the **School Setup** grading period back to the current period.
 - Notify Technology (through the Web Help ticket entered) the report card changes are complete, and the teacher-edit window can be reset to the normal 14-day setting.