



COBB COUNTY
SCHOOL DISTRICT



Technology Services

**SYNERGY TVUE,
GRADEBOOK & REPORT
CARD GUIDE
FOR
SEMESTER MIDDLE SCHOOL
AND
HIGH SCHOOL TEACHERS**

February 2021



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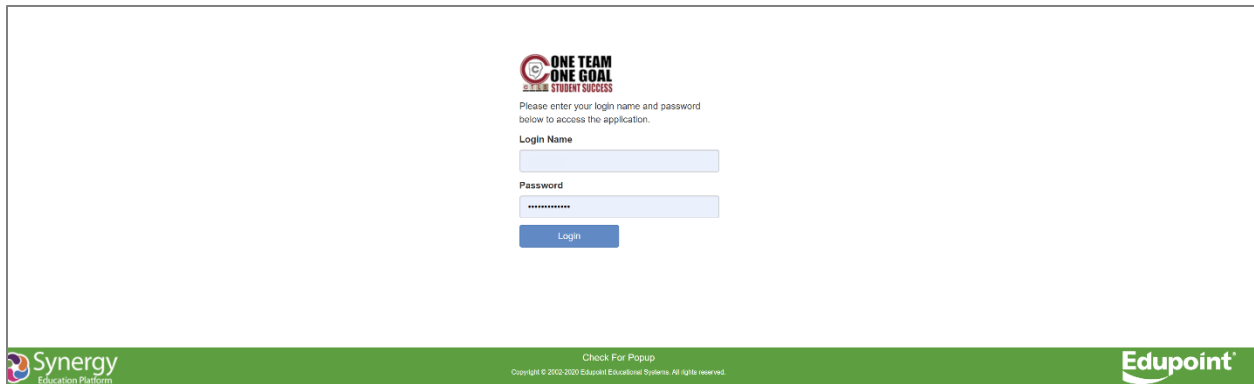
Logging In

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

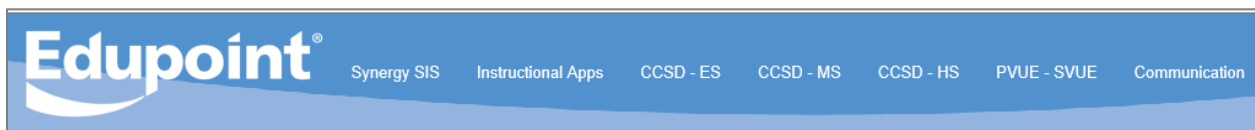
Password: Usual Network Password

Synergy Help

Step 1: Seek solution in Synergy Help. Select “Help” in the upper 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 Menu at the top of the Help screen.



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.

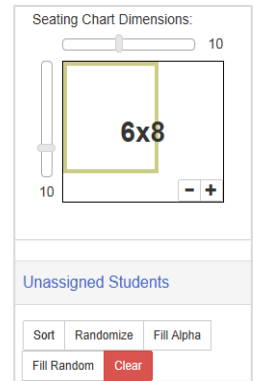
Note – Parent support: For ParentVUE support, parents should always contact the school’s **PVUE Coordinator** and not the central office, Customer Care, or Technology Department. If a school contact is unable to assist a parent, the school contact is to enter a Web Help ticket.

TeacherVUE Seating Chart

- I. Check for Message Alert for New Students (*Displays at the top of the seating chart.*)
 - If one or more students are missing from the seating chart, look for a 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.



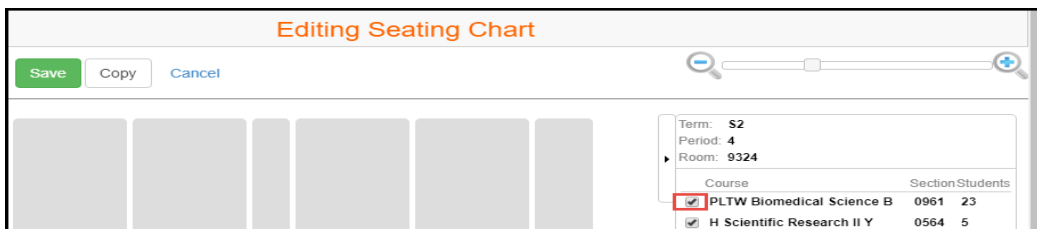
- The list of unassigned students displays underneath the Seating Chart Dimensions. Users will need to scroll down to see the list.
- Add additional columns or rows to the seating area as needed. (Note: If new students are not saving to seating chart when they are added, review the size of the seating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



II. Entire Class or Section Missing from Chart

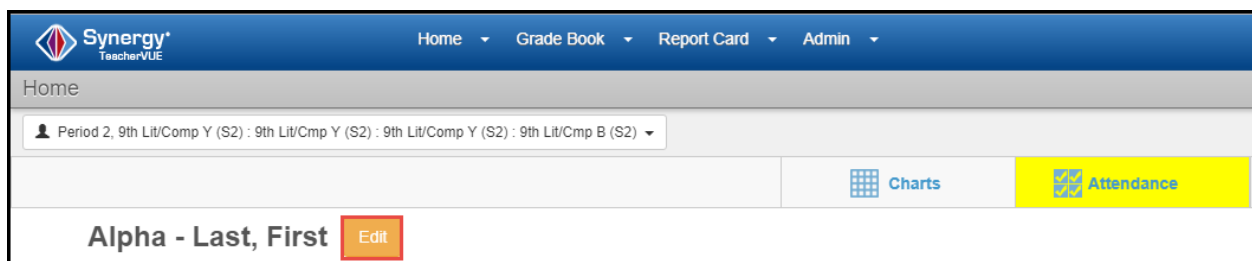
Important: If students are not displaying in the seating chart the small boxes next to the name of the classes may need to be checked.

- **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.

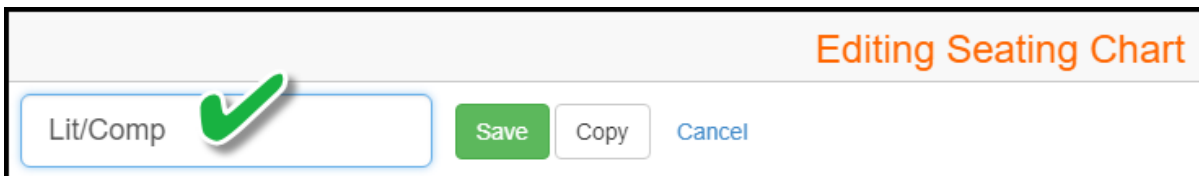
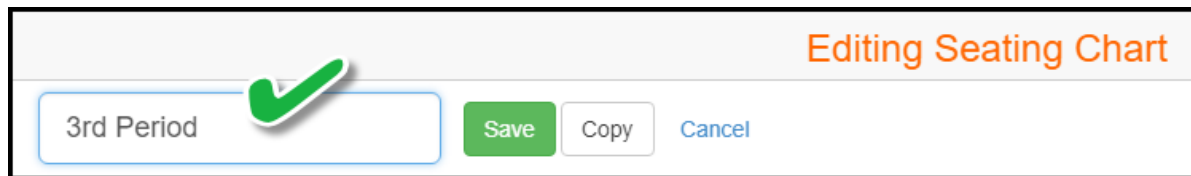
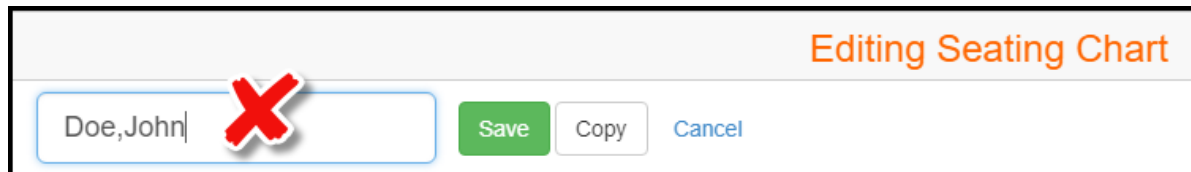
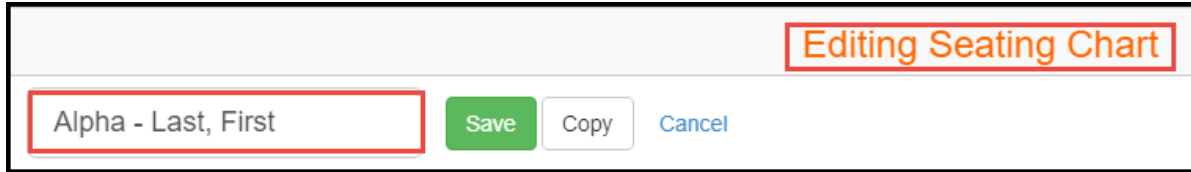


III. Seating Chart Name

- The default 'name' is shown, Alpha – Last, First. The space is not used to add 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.*



IV. 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.
- Course numbers and Section IDs can be selected to display.
- 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 spaces.

Front Of Classroom:

Seating Chart Dimensions:

- +

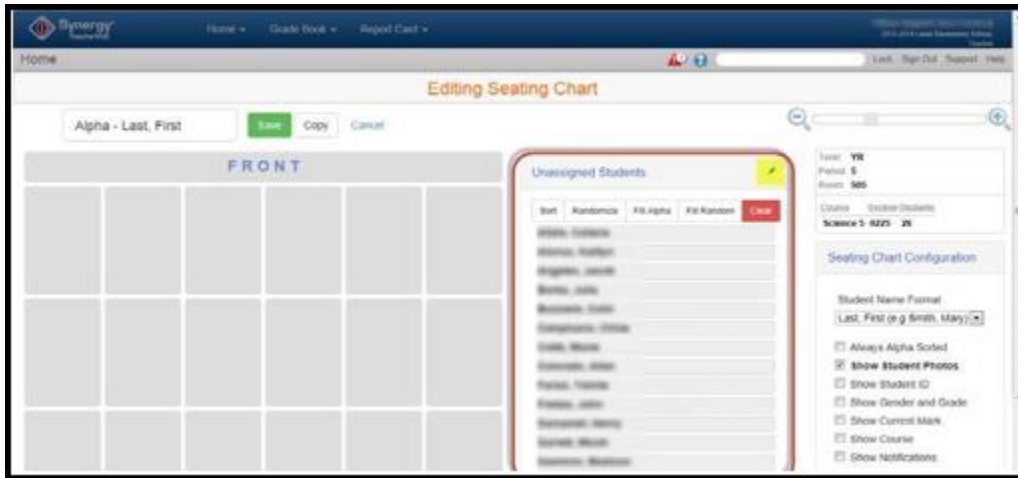
- The **Unassigned Students** list will display at the bottom of the screen. Students in the list need to be added to the seating chart.

Unassigned Students

Sort
Randomize
Fill Alpha

Fill Random
Clear

- The list of unassigned students can be moved around the screen.
- 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 Clerks				
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

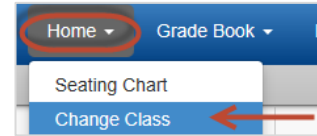
(blank)	Student is physically present in face-to-face class.
VP	Student is virtually present in remote live session (code counts as present in Synergy).
A	Student is absent from both face-to-face AND remote live session
T	Student is tardy in face-to-face class. Tardy is unexcused pending excuse submitted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

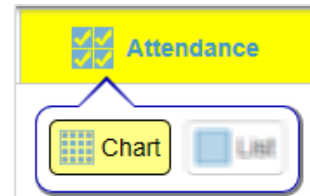
Enter Period Attendance (Choose from 2 methods)

- Teachers can only take attendance for the **current school day**.
- **If an attendance entry or edit for a prior day is needed, contact your school's Attendance PPO Clerk.**
- If you do not see the Attendance option, please speak with your school's scheduler to ensure that the section (class) has been set up as 'Included in Attendance.'
- **Attendance must be taken, within the first 15 minutes of class, in each period of the day unless you are teaching a non-traditional class. During remote learning, attendance procedures may differ.**

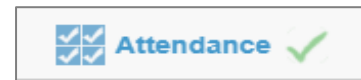


I. Take Attendance by Seating Chart

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

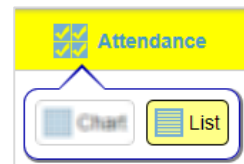


- Click on students' pictures (or picture area) to toggle through options of **virtual present, absent, or tardy**.
- Continue to click to remove posting if it was entered in error.
- Click **SAVE**. A message displays when attendance is saved.
- The screen will return to seating chart. Green check displays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

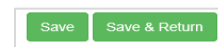


II. Take Attendance by List

- Hover over **Attendance** & click on **List**



- The 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 remove 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.**

Tips for Customizing TeacherVUE Seating Charts

Custom seating charts are an easy way to visibly separate students on the chart within a period, for example by those attending face-to-face from remote learning. Teachers can create multiple seating charts.

The following document describes two options for separating face-to-face and remote students in the seating chart. Please note that taking **attendance by chart** will keep the students visually separated. Selecting the *list* option for attendance will continue display all the students scheduled in the class rather than just those in the custom chart.

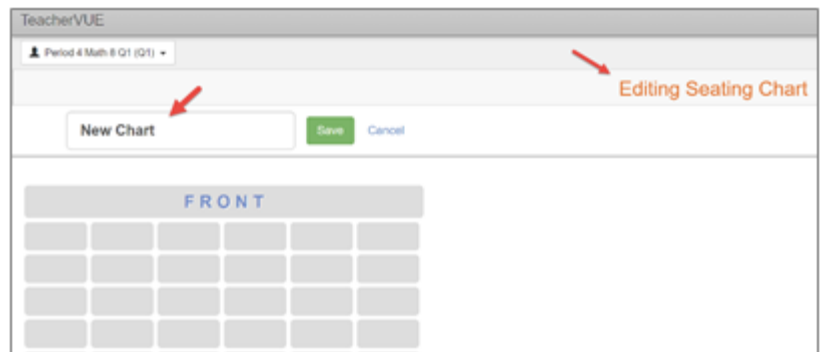
Option 1 – Creating a Custom Seating Chart

Using this option, teachers can create separate seating charts for students scheduled in the same period.

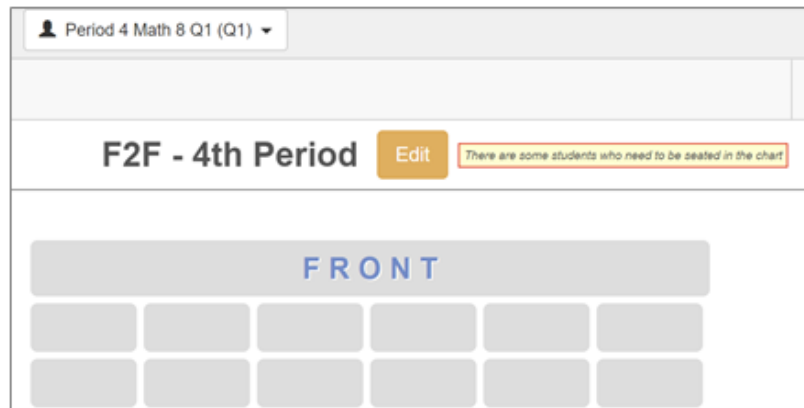
- New charts are added by **period**. Select the desired period to begin.
- In the seating chart, hover over **Charts** at the top of the screen and select **Add Grid**.



- The screen will change to **Editing Seating Chart** mode.
- 'Seats' or gray squares display on the screen.

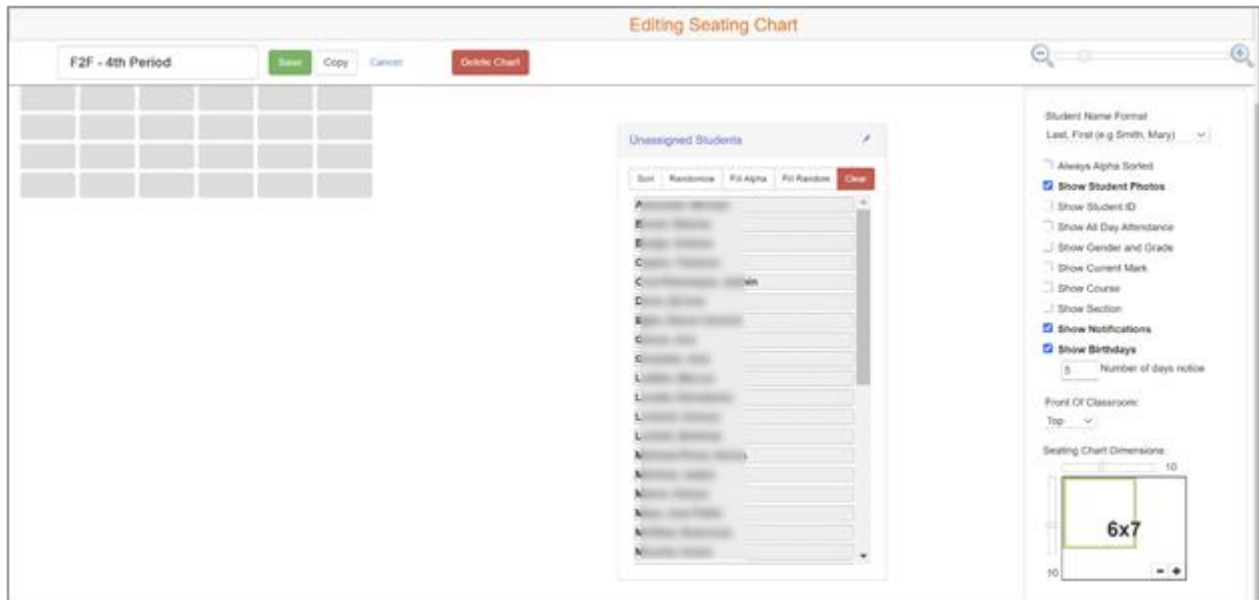


- Add a name for the new chart. For example, **F2F – 4th Period**.
- If the new chart is saved without adding student, the message displays that students need to be seated in the chart.

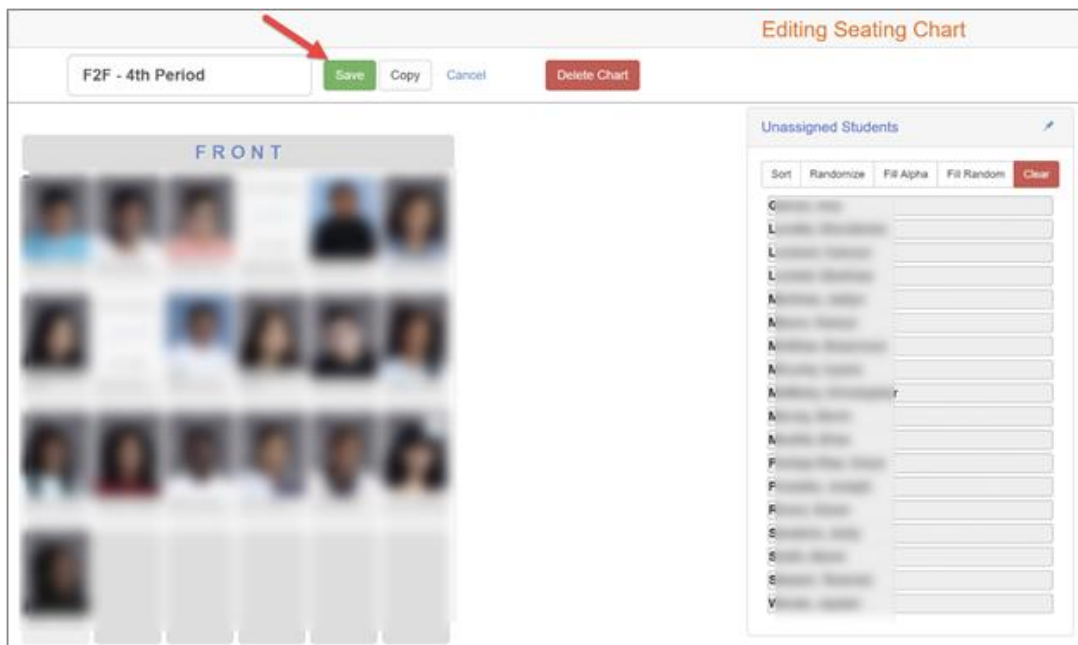


To continue editing the seating chart, click the **Edit** button.

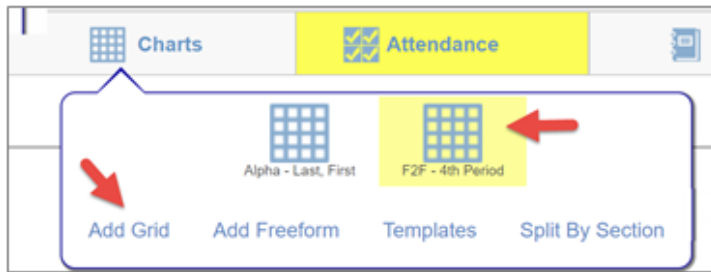
- In edit mode, teachers have the usual seating chart configuration selections and the ability to change the seating chart dimensions to add/remove columns and rows as needed.
- The list of Unassigned Students will display underneath the seating chart dimensions setting and can be moved around on the screen as seen in the screen shot below.
- Add students to a 'seat' or gray square by clicking their names and dragging it to the desired location.



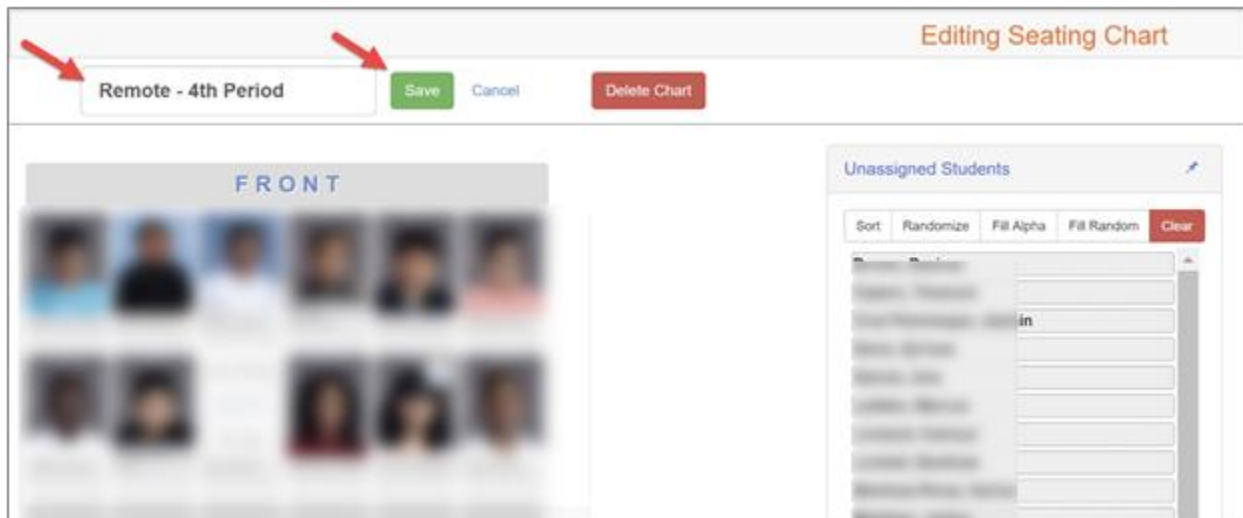
- If the chart is for face-to-face students, add only those names and leave the remote students in the unassigned list. Click **SAVE**.



- To access the face-to-face seating chart, confirm the correct class period is selected and hover over charts in the menu at the top of the screen. The new chart can be identified by the name. Click it to open the chart.
- To create a second chart for the remote students in the same period, click **Add Grid**.

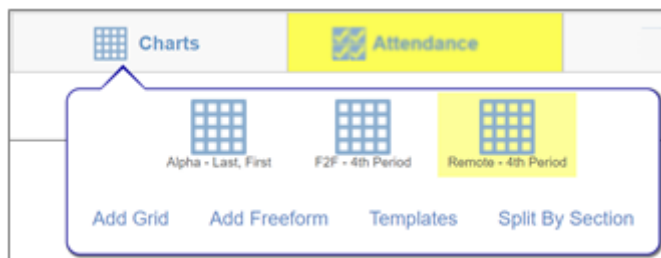


- Follow the same steps listed above using a new name. For example, **Remote – 4th Period**.
- Even though students were already added to the first chart, their names will display in the Unassigned List. Select the remote students’ names to add them to the chart.
- Click **SAVE**.



How to Select a Seating Chart

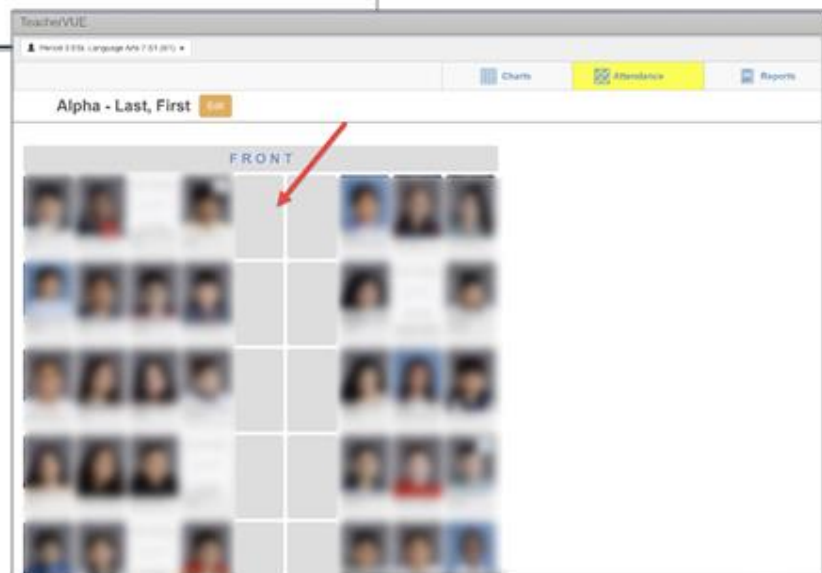
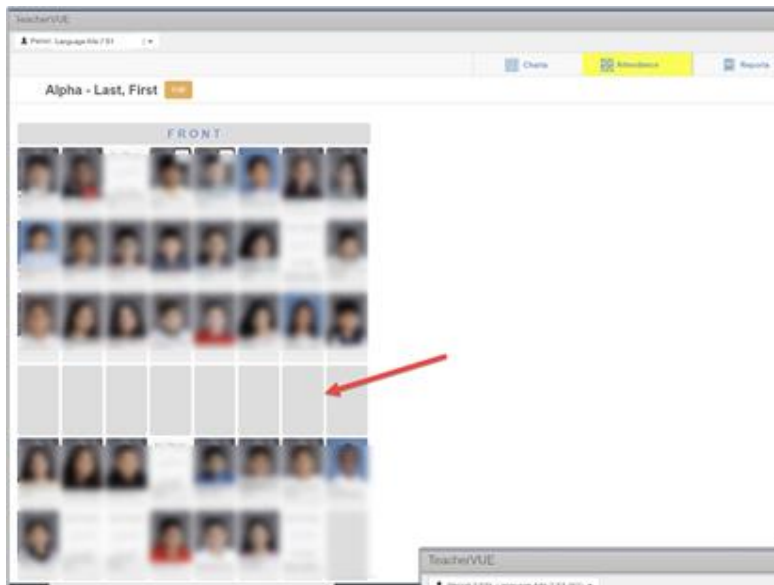
- The charts will display and can be identified by name under the Charts menu at the top of the screen. The chart currently selected to display will show with the yellow highlight.
- Teachers may continue to use the default, *Alpha – Last, First* chart at any time.



Option 2 - Editing the Default Seating Chart

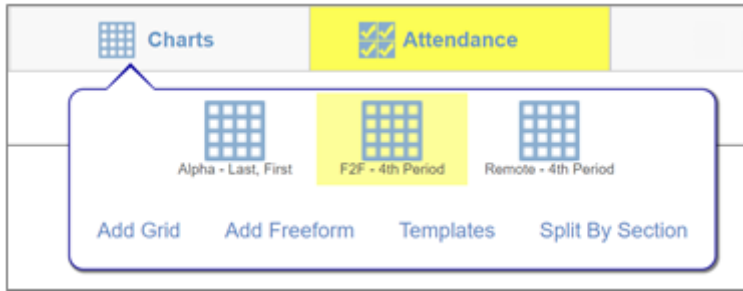
Using the default *Alpha – Last, First* seating chart, teachers can use the drag and drop process to group students separated by blank rows or columns.

- Click the **Edit** button and change to edit mode on the seating chart.
- Confirm the '*Always Alpha Sorted*' option is NOT selected in the Seating Chart Configuration area.
- Select students and move them to different 'seats' or gray squares.
- Group face-to-face students together and remote students together.
- Leave one or two empty rows or columns between the groups.
- *When taking attendance, use the **chart** selection to keep the separation visible.* When the list option is used to take attendance, all the students display in the list.

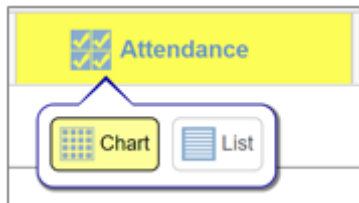


Taking Attendance on a Custom Chart

- Select the desired chart from the menu at the top of the screen.



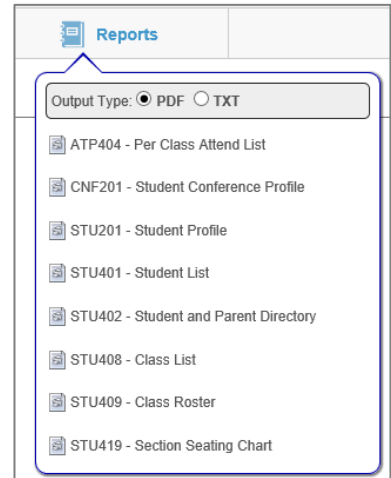
- When the chart displays, hover over Attendance and **select Chart**.
 - **Selecting the list option for attendance will display all the students scheduled in the class rather than just those in the custom chart.**



- Click on students' pictures (or picture area) to toggle through options of absent or tardy. *Continue to click to remove posting if it was entered in error.*
- Click **SAVE**.
- If needed, change the period to select other custom charts to take attendance.

TVUE Reports & Student Detail Options

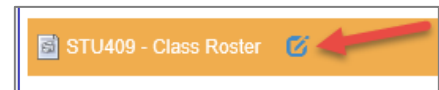
- Access TeacherVUE Reports from seating chart main screen.
 - Hover over **Reports**, in the menu at the top of the screen, to view a list of available reports.
 - Reports selected from this list will result in data for the **entire class**.
 - Select **Output Type** (PDF or TXT)
 - Click the name of a desired 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 **Sort/Output Tab** to select a different file type, for example Excel.
- Click the Print button at the top of the interface.



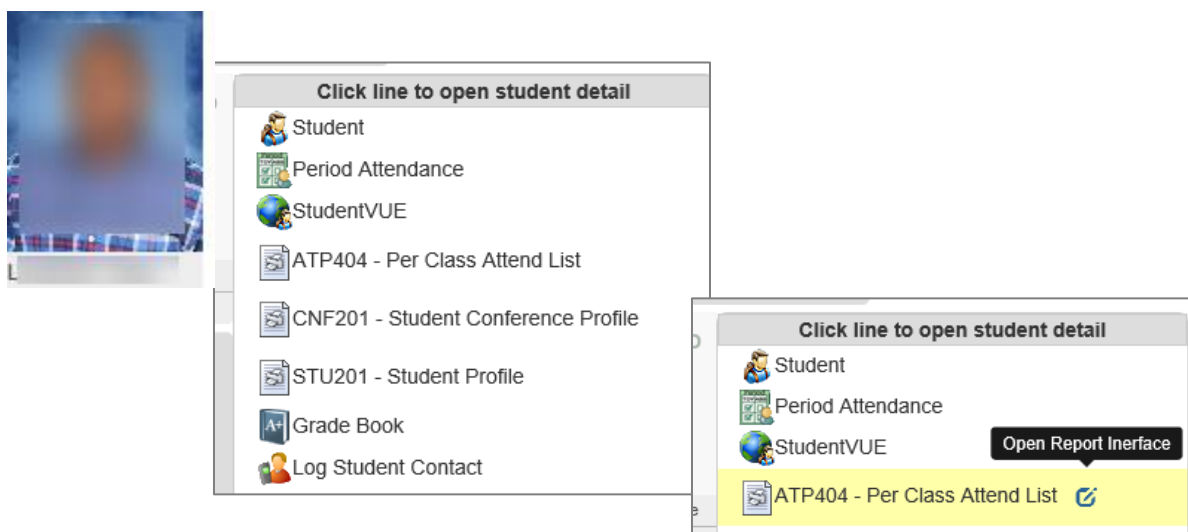
Report results display on the screen, possibly in a new tab, and can be reviewed or printed, as desired.

- Enter **parameters** when specific data is needed.
 - Period Attendance Reports** default to the current day when using the interface. Therefore, edit the dates if information for the entire year or a specific date range is desired. Change additional parameters for different data results.
 - Class Lists**- Teachers may need to enter the section ID or period for the desired class.
 - Class Rosters 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 (or picture area) to view the list of options for an **individual student**.



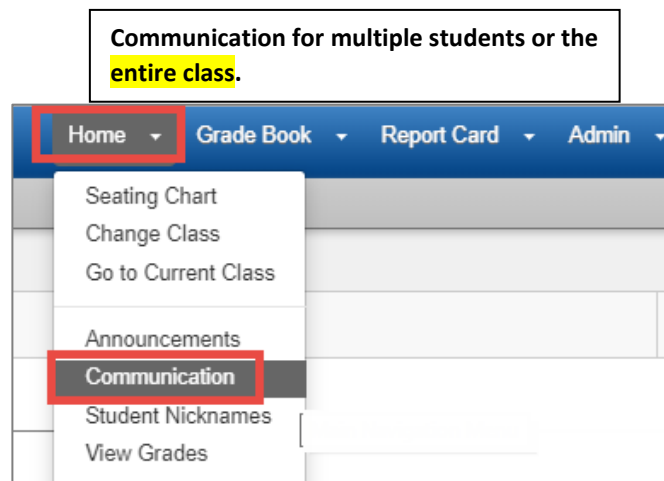
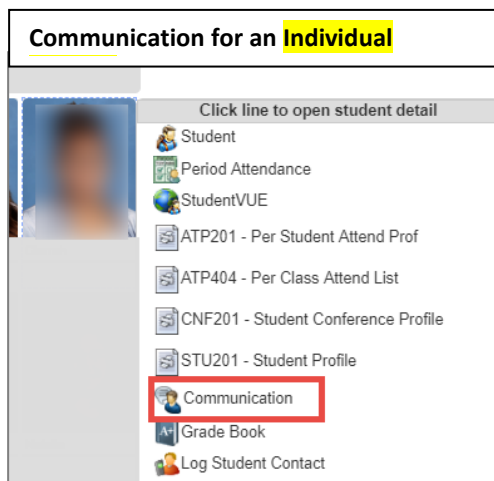
- Click one of the options to open the selected screen or to run the report for that individual student.
- **StudentVUE** gives teachers a view of what students see in StudentVUE.
- Click the icon to the right of a report name to open the report interface.
- If a report interface is selected for an individual student, the data for the student does not need to be entered, simply click the Print button at the top of the interface to run the report for that one student.
 - Period Attendance Reports will default to the current day.
 - Edit the dates and additional parameters, on the interface, for different data results.

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 as a message in their StudentVUE account. A guide with detailed directions for sending communications is in the Synergy Help menu under [CCSD-HS > TVUE Attendance & Gradebook Guides](#).

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 several students/parents or entire sections, select the Communication link from the Home menu.



Grade Book Setup

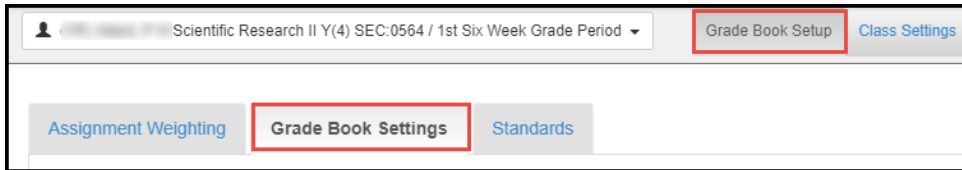
Important: Complete the following *Grade Book Setup* tasks **BEFORE** assignments and grades are added into the gradebook.

Collaborate with your department to use consistent Grade Book Settings, Assignment Types, and Weights.

Reminder: If a new section (class) is created for a teacher after the beginning of a grading period, the teacher will need to follow the steps to set up assignment type weighting for the new sections.

Access Grade Book Setup

- Log-in to TEACHERVUE
- Mouse over **Grade Book** on blue bar at top of screen
- Select **Gradebook Setup**

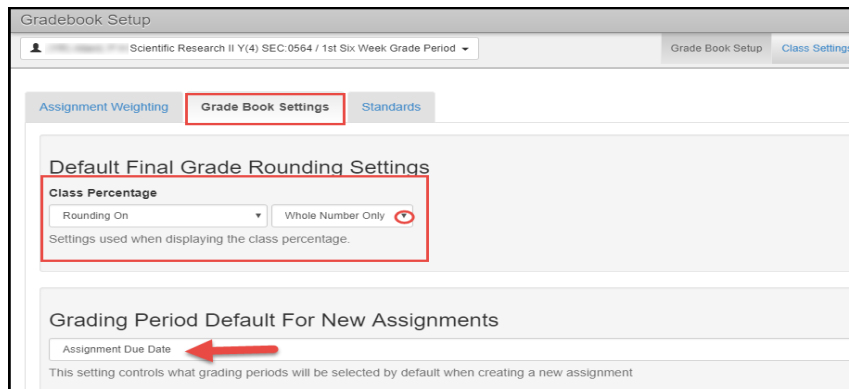


Gradebook Settings Tab

1. Final Grade Rounding Settings & Grading Period Default for New Assignments

Navigate to *Grade Book Setup/Grade Book Settings* tab

- a. Select – **Rounding On** and either **Whole Number Only, 1 or 2 Decimal Place(s)**
 - Use consistency with same departments



- Consider the following examples when making the rounding selection. In each example below, the student's class grade is on the bubble at **89.45%**, but the final calculation will differ depending on the rounding option selected:
 - **Whole Number Only** – Example: The grade calculation rounds to the nearest whole number. Gradebook, PVUE, and SVUE display **89.00%** and the student has a calculated class grade of **89**.

Continued on the next page.

- 1 Decimal Place – Example: The grade calculation rounds up using only one decimal place. Gradebook, PVUE, and SVUE display **89.5%** and the student has a calculated class grade of **90**.
 - 2 Decimal Places – Example: The grade calculation rounds up using two decimal places. Gradebook, PVUE, and SVUE display **89.45%** and the student has a calculated class grade of **89**.
- b. Select **Assignment Due Date** – This setting controls which grading periods will be selected by default when creating a new assignment.
- **It is important to select the setting so that assignments will display in the appropriate Six Week Grading Period AND so the grades will be calculated cumulatively throughout the term.**
 - This setting allows for: (1) point-in-time grade capture for your report card grading periods (you will see a separate grade average for 1st Six Weeks, 2nd Six Weeks, etc.) and (2) cumulative, final grade averages at the end of the grading period to post to transcripts, report cards, and grade history.
- c. Select **Teacher Type Defaults** used for class setting
- 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.’
 - Decide to ‘Only Show My Type,’ or ‘Add My Types to the District Types.’
 - *CTLS Assessments* is a District Type used on imported assignments.

Teacher Type Defaults

Which Assignment Types would you like to use?

Only Show My Types

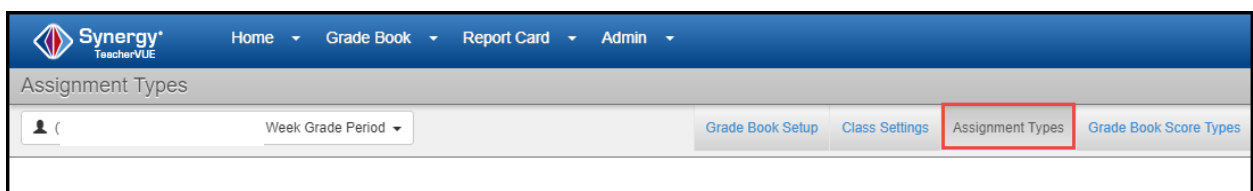
Add My Types to the District Types

This setting will be used as the default for all classes, but can be overridden for individual classes on the Assignment Weighting tab.

Assignment Types


Navigate to *Grade Setup screen > Assignment Types sub menu option*

- Establish **Assignment Types**. These Assignment Types are then available for all classes. Assignment Types will be chosen for individual class sections when Assignment Weighting is applied (instructions are described below).
- **TIP: Keep assignment type names at a high level. Use the actual assignment name for details about specific standards, modules, chapters, or lessons during the grading period.**



1. Create Assignment Types

If you already have assignment types in the gradebook from a prior year, you can use those same types again. Be sure to look for them as 'Hidden' or 'Secured' types and enable them, if desired. No need to create them again. See 'Options' button described below.

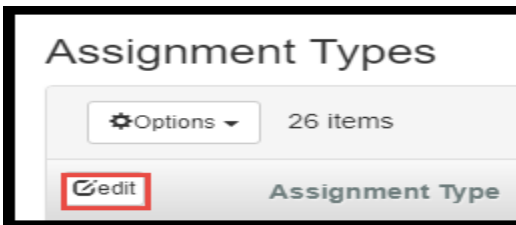
- a. On the Assignment Types screen, click the **New**  button to create new assignment types.
- b. Enter a name for the **Assignment Type**.
- c. Enter **Sequence** (determines order the type appears in new assignment list)
- d. Select **Yes** for Due Date (click on Yes & No to toggle selections.) **Select Yes so, the Due Date will be visible when adding/editing assignments.**



- e. Select a **Color Picker** for the type (recommended) to distinguish different types in the gradebook.
- f. Click **Insert** to add (or update) the new type to the gradebook or **Cancel** to return without adding the new type.



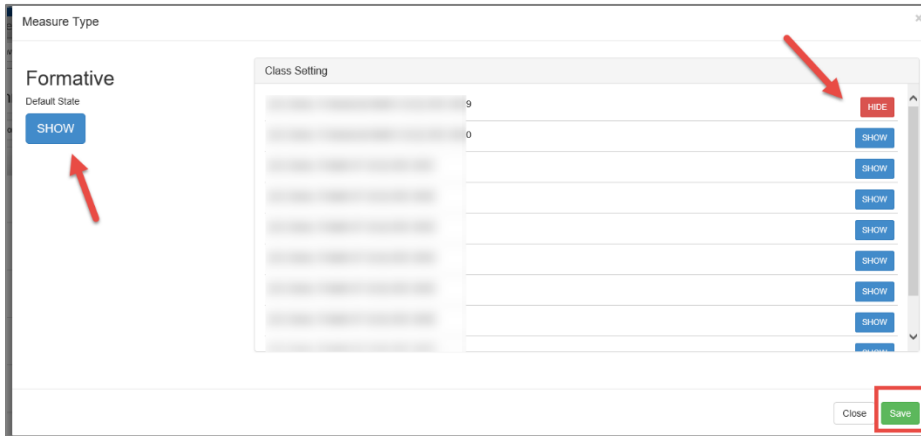
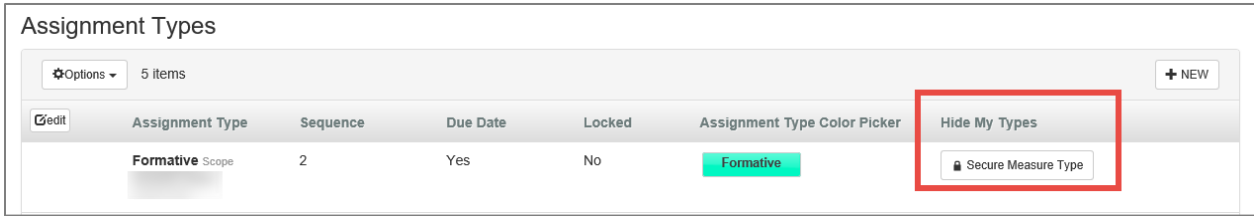
- Assignment Type names can be edited by clicking the **edit button** or hover the mouse in the edit column just to the left of the Assignment Type name.



- g. Click **Options** to show any hidden (deleted) types.
 - If any change is made to a 'hidden' type, it can be saved and used again.
 - Simply toggling the Due Date from Yes to No and **back to YES**, will enable the assignment so it can be Saved and used again in the gradebook.
 - If an assignment type is used and then later deleted, any assignment using that type will display in the gradebook with a 'Hidden Type' message. The assignments need to be edited and a different, weighted type associated so the grades will be included in the class calculation. If it was hidden by accident, unhide it.
 - *Assignment type names can be edited. It is best to run a grade book report prior to making significant assignment type changes to ensure grade calculations are not affected unless that is the desired result.*
 - *Note: Changing weights can affect students' grade calculations.*
- h. Assignment Types can be secured, if desired, by class or section. If a type was previously secured, the 'Hide' option can be changed to 'Show' so the type can be seen and used.

Continued on the next page -

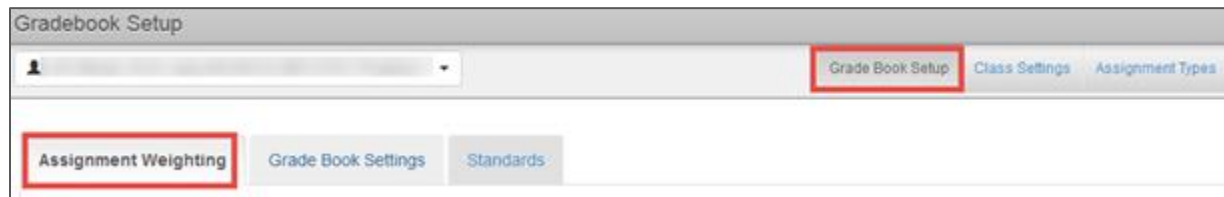
- Click the 'Secure Measure Type' button for a particular assignment type.



- Select a Default State if the same option is desired for all classes. Otherwise, select class settings individually by making a selection using the button to the right of the class name.
- When 'Hide' is selected for an assignment type, it will not display on the weighting tab or show as a selection on a new assignment for that class.
- Do not 'Hide' an assignment type that has weights applied or that is going to have weights applied for any of your classes.

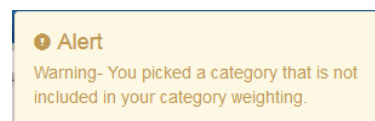
2. *Add Assignment Type Weights (Required at the Beginning of Each New Term)*

Grade Book > Grade Book Setup > Assign Type Weighting Tab

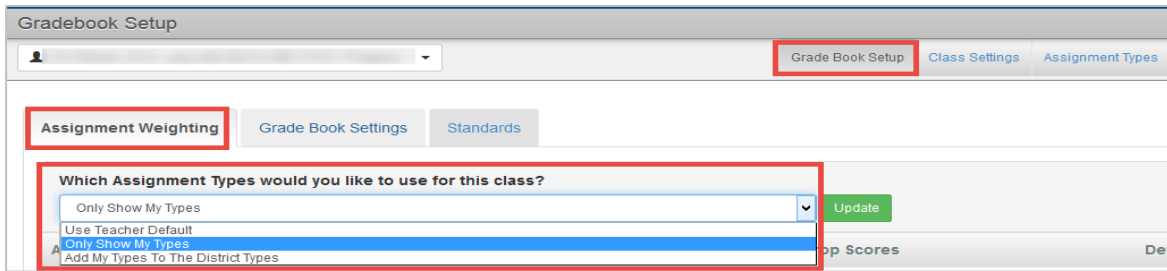


- Assignment Type weighting determines how much weight each type of assignment holds in calculating the final grade. The total weight of all the assignment types should add up to 100%. If weights are left at 0, each type of assignment will automatically receive an equal amount of weight. That is not the desired weight setup in middle or high school.
- Collaborate with your department for consistency.
- **Assignment types weighting** should be set up PRIOR to adding grades on any assignments.

Note: After weighting has been applied, if an assignment type is selected on a new assignment that does *not* have weights applied for the class, the **Alert** message shown will display.



- Select the **Assignment Weighting Tab** to apply the weights.
- Decide if you want to 'Use Teacher Default', 'Only Show My Types' or 'Add My Types to the District Types.'



3. *EOC (End of Course) for Required Courses: Assignment Type Weight Requirements*

- EOC- required classes must set up assignment type weights using the required 20% for the Assignment Type named simply, **EOC**.
- Limit the use of the EOC phrase to the one type that will be used on the one assignment, per class, to enter the exam scores.
- If an assignment type called EOC already exists, use it for any class requiring the EOC test.
- Apply the 20% weight for EACH section (class) that requires the EOC.

4. *Apply Same Weight Settings for All or Selected Classes*

If desired, use the boxes at the bottom of the assignment type list to check the desired classes and apply weights the same for all or selected classes at once. **USE CAUTION and review carefully to ensure you are only selecting EOC-Required classes to add weights for that assignment type.**

Also apply the above settings to the following classes:

Select All Classes:

- (S1) AOC GSE Foundations of Algebra Y(2) SEC:34:
- (S1) AOC US History Y(6) SEC:35:
- (S1) AOC Wid Lit/Comp B(6) SEC:351:
- (S1) AOC Wid Lit/Comp Y(6) SEC:352:
- (S1) AOC World Geography Y(6) SEC:3:
- (S1) GSE Algebra II Y(3) SEC:80((S1) GSE Geometry A(1) SEC:804

Click **Update** to save changes and additions made on the screen.

Assignment Type	Weight (%)	Drop Scores	Default Points Possible	Display Color
CTLs Assessments	0	0	1.00	CTLs Assessments
EOC	20	0	1.00	EOC
Final Exam	0	0	1.00	Final Exam
Formative	20	0	1.00	Formative
Summative Reading	25	0	1.00	Summative Reading
Summative Writing	25	0	1.00	Summative Writing
Vocab	10	0	1.00	Vocab

Scoring Method

Determine your gradebook scoring method: **Raw or Percentage**. Utilize only one method per gradebook.

The scoring method is selected on each assignment. Score Type selection details:

- **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
 - 1) Points: total point value of the assignment. The max value is always 100 on the percentage score type.

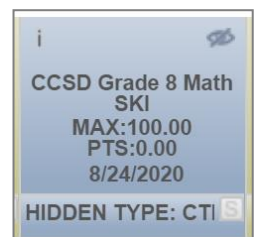
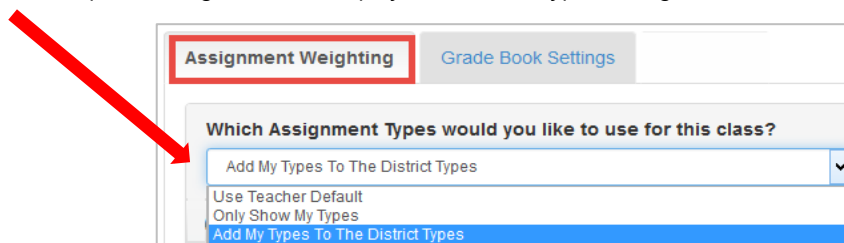
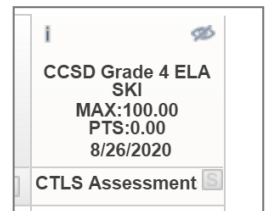
Note: Regardless of the scoring method you select, be sure to **remain consistent** with POINT VALUE throughout your gradebook. Be careful not to value an assignment as 1 point and another assignment as 100 points.

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:

1. **The teacher should Delete the assignment if it is not wanted in the gradebook.** Left click on the assignment name and select 'Delete Assignment.'
2. **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.
- 3. 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.

The screenshot shows the 'Assignment Settings' form. Key elements include:

- Save Assignment** (green button) and **Cancel** (orange button) at the top right.
- Assignment Name:** Middle East Geography
- Date of Assignment:** 8/20/2017
- Description:** (empty text area)
- Assignment Category:** Normal
- Due Date:** 8/20/2017
- Assignment Type:** CTLS Assessments
- Score Type:** Percentage
- Points:** 0.00
- Parent/Student Portal:** Show Assignment in Portal (OFF), Show only when scored (OFF)

Class Selection

Navigate to Grade Book Main. Select the **CORRECT TERM, CLASS & PERIOD** when adding or viewing assignments or to add grades (S1, Q1, YR, and 1st Six Weeks, 2nd Six Weeks, etc.).

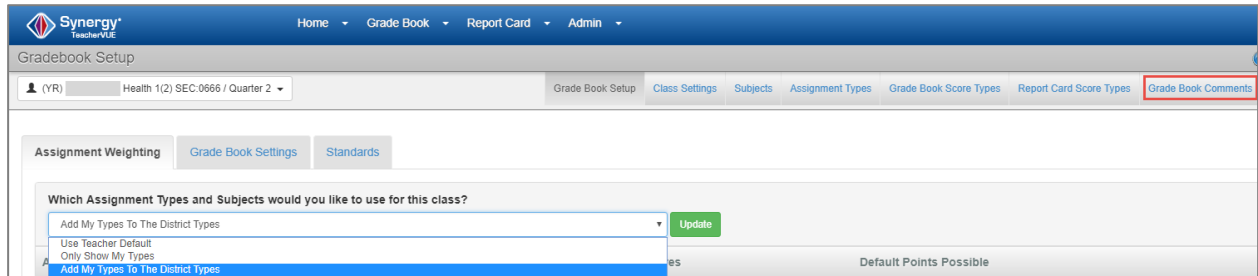
Do not select the EOC Grading/Mark Period to add an assignment. See below for details on how to create an EOC assignment.

The screenshot shows the Synergy TeacherVUE interface. The breadcrumb trail indicates the current selection: (S1) > AP Language (AmLit) Y(2) SEC:0165 / 3rd Six Week Grade Period. The 'Periods' section on the right has '3rd Six Week Grade Period (Grading/Mark Periods)' selected. The main table displays the following data:

Period	Course	Section ID	Students	Term	Room	Att Taken
S1 (08/17/2020 - 12/18/2020)						
2	AP Language (AmLit) Y	0165	26	S1	9124	
3	H Am Lit Comp Y	0166	26	S1	9124	
4	H Am Lit Comp Y	0167	29	S1	9124	

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 created by the district: **Late, Absent, Missing, Incomplete, and Exempt.**

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
	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 any assignments that the teacher wants identified as missing on reports and in ParentVUE and StudentVUE.

Teachers can add new comments or edit these five comments, if desired.

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.

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. Not Scored Value can accept percentage values that will load the percent of the max points instead of a fixed value. Simply add a % after the entered value.

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

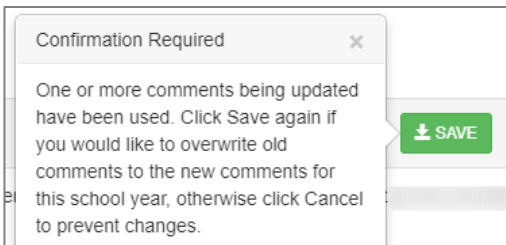
Grade Book Comments

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.

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
edited Incomplete	4			Yes	I	No
Exempt DISTRICT WIDE	5			No	X	No

- The name and 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 is 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.

Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
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	4			No	I	No
Exempt DISTRICT WIDE	5			No	X	No

To Update an Edit or Remove *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.



edit	Comment	SEQ	Not Scored Value	Not Scored Value (Standards)	Penalty %	Missing Mark	Comment Code	Remove When Scored	Hide My Types
	Late Scope Smith <small>Delete Date</small>	1	0			No	L	No	
	Absent Scope DISTRICT WIDE <small>Delete Date</small>	2				Yes	A	Yes	
	Missing Scope DISTRICT WIDE <small>Delete Date</small>	3				Yes	M	Yes	
	Incomplete Scope DISTRICT WIDE <small>Delete Date</small>	4				No	I	No	
	Exempt Scope DISTRICT WIDE <small>Delete Date</small>	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 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
	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.

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.

Grade	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

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.

Grade Book Comments

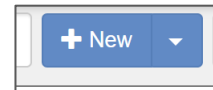
Options 5 Items + INSERT CANCEL

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.

Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
New → <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="No"/>	<input type="text"/>	<input type="text" value="No"/>

Creating New Assignments

- a. From Gradebook Main click the New button.
 - New Assignment view opens
 - Enter **Assignment Name**
 - Enter **Description**, if desired
- b. Select **Assignment Type**. All available types will display, but only use a type applicable to the class. This is especially important when using weights on assignment types.
 - *If an assignment type is selected that is not associated with weights, an **Alert** message will display.



- c. Add **Score Type** selection and details
 - Select Percentage or Raw Score
 - Enter Points or Max Score + Points
- d. Add additional assignment settings
 - Enter **Date of Assignment** or click drop-down and choose from calendar
 - Select **Assignment Category**
 - **Normal** counts points for assignment in both total points earned and total points possible for grade calculation.
 - OR
 - **Extra Credit** counts points for assignment in total points earned, but not total points possible.
 - OR
 - **Not for Grading** does not count points for assignment in either total points earned or total points possible.

- e. Enter the **Due Date** or click drop-down and choose from calendar
 - As long as the teacher’s gradebook setup is set to *Assignment Due Date*, as described earlier in the *Gradebook Setting Tab* chapter, the assignment will be placed in the appropriate grading periods.
- ***It is important to enter the assignment due date as a date within the correct grading period. When a new assignment is created, the due date defaults to the day the assignment is created.***
- ***Edit the due date as needed for accurate placement of the assignment.*** If a due date is not entered, the assignment entry date is used by default. (*Refer to the current year’s CCSD Staff Use Calendar for the grading period dates.*)

Note: The Due Date is important and determines which grading periods will be selected automatically on the new assignment.

Date of Assignment
8/9/2018

Assignment Category
Normal

Due Date
8/9/2018

Parent/Student Portal
Show Assignment in Portal
 ON
Show only when scored
 OFF

- f. The checks for the grading periods will be automatic when using the *Assignment Due Date* setting.

Semester Schools - Grading Period Checks on Assignments

Assignment Due Date by Class Term	Grading Period Marks for Assignment					
	1 st 6 wks	2 nd 6 wks	3 rd 6 wks	4 th 6 wks	5 th 6 wks	6 th 6 wks
S1 due 1 st 6 weeks	X	X	X			
S1 due 2 nd 6 weeks		X	X			
S1 due 3 rd 6 weeks			X			
Q1 due 1 st 6 weeks	X	X	X			
Q1 due 2 nd 6 weeks		X	X			
Q2 due 2 nd 6 weeks		X	X			
Q2 due 3 rd 6 weeks			X			
YR due 1 st 6 weeks	X	X	X	X	X	X
YR due 2 nd 6 weeks		X	X	X	X	X
YR due 3 rd 6 weeks			X	X	X	X
YR due 4 th 6 weeks				X	X	X
YR due 5 th 6 weeks					X	X
YR due 6 th 6 weeks						X
S2 due 4 th 6 weeks				X	X	X
S2 due 5 th 6 weeks					X	X
S2 due 6 th 6 weeks						X
Q3 due 4 th 6 weeks				X	X	X
Q3 due 5 th 6 weeks					X	X
Q4 due 5 th 6 weeks					X	X
Q4 due 6 th 6 weeks						X

- g. Select **Show in Parent &/or Student Portal** to show assignment details and grades in PARENTVUE and STUDENTVUE

- Click on **On/Off** to toggle selections.

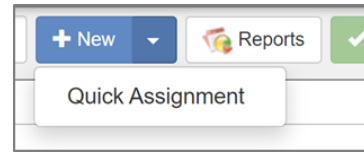


- h. Select the **Sections Tab** to add the assignment to multiple sections (classes.)
- i. Select **Grading Periods Tab**
 - Verify Grade Period for assignment. (The check is automatic and based on the Due Date of the assignment.)
 - Only the EOC assignment will need to have a manual check placed in the EOC Period.

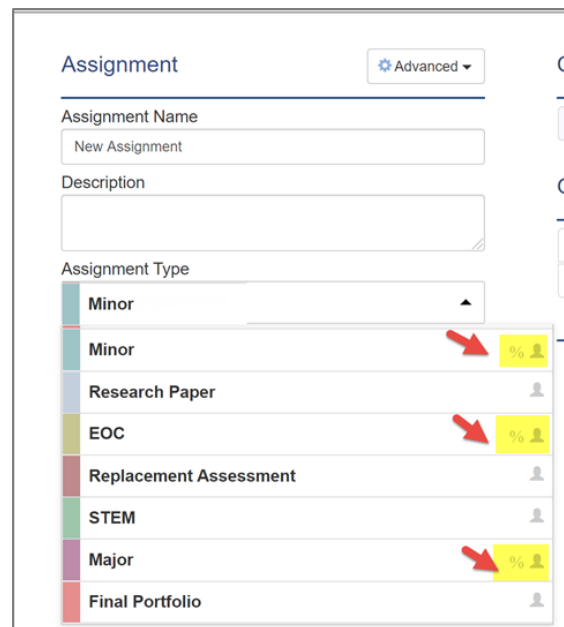
Creating New Assignments Using Quick Assignment

- a. From Gradebook Main click the drop-down on the New button. Select **Quick Assignment**.

- Quick Assignment view opens
 - Enter **Assignment Name**
 - Enter **Description**, if desired.



- b. Select a weighted **Assignment Type**.
 - All available types will display.
 - The weighted types, for the selected class, display the **% sign**.
 - It is important to choose an Assignment Type that is weighted for the selected class.
 - **If an assignment type is selected that is not associated with weights, the assignment will not count toward students' class calculation.*



- c. **Select Score Type** – use consistent score types within the class.
 - Percentage – enter Points
 - Raw Score – enter Max Score and Points
- d. **Enter Assignment Date and Assignment Due Date**

Assignment Type: Minor

Score Type: Percentage Points: 1.00

Assignment Date: 9/21/2020 Due Date: 9/22/2020

Assignment Type: Minor

Score Type: Raw Score Max Score: 100.00 Points: 100.00

Assignment Date: 9/21/2020 Due Date: 9/22/2020

- e. The Assignment *Due Date* determines the Grading Periods that are **automatically** checked on the assignment.
- If the teacher’s gradebook setup is set to *Assignment Due Date*, as described earlier in the *Gradebook Setting Tab* chapter, the assignment will be placed in the appropriate grading periods.
 - **Edit the due date as needed for accurate placement of the assignment.** A new *assignment date* defaults to the current date. **Ensure both the assignment date and due date are accurate.** (Refer to the current year’s CCSD Staff Use Calendar for the grading period dates.)

The screenshot shows the 'Assignment' form with the 'Due Date' field highlighted by a red arrow. The 'Due Date' is set to 9/22/2020. The 'Assignment Date' is 9/21/2020. The 'Grading Periods' section shows three periods selected: 1st Six Week Grade Period, 2nd Six Week Grade Period, and 3rd Six Week Grade Period. The 'Advanced' dropdown is also visible.

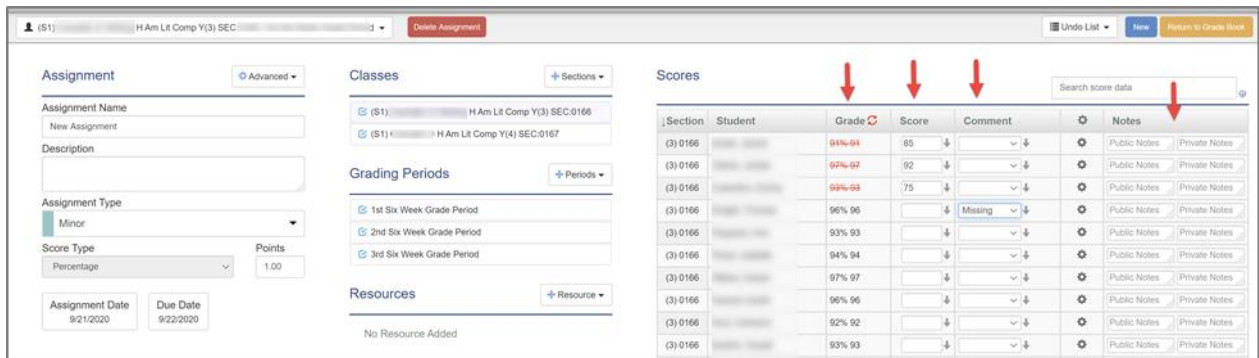
- f. Use the **Advanced** drop-down options to select **Normal or Not for Grading**. Assignments will default to Normal. Select **Parent/Student Portal** options.

The screenshot shows the 'Assignment' form with the 'Advanced' dropdown menu open. The 'Assignment Category' options are Normal, Extra Credit, and Not for Grading. The 'Parent/Student Portal' options are Show in Parent/Student Portal (ON), Show in Portal Date, and Show only when scored (OFF).

- g. Select additional classes the Sections drop-down, if desired. The assignment will be added to the other classes’ gradebooks when they are selected on the quick assignment screen.

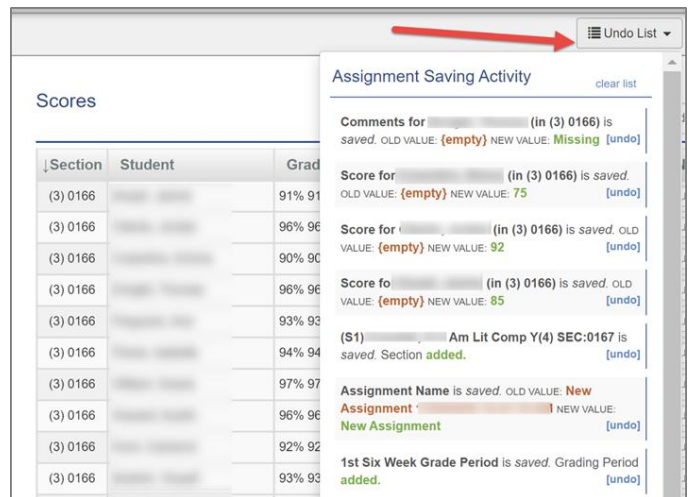
The screenshot shows the 'Classes' and 'Grading Periods' sections of the Assignment form. The 'Sections' dropdown menu is open, showing two entries: (S1) (AmLit) Y(2) SEC:0166 and (S1) H Am Lit Comp Y(4) SEC:0167. The 'Grading Periods' section shows three periods selected: 1st Six Week Grade Period, 2nd Six Week Grade Period, and 3rd Six Week Grade Period.

- h. Students from the selected classes display in an alphabetical list grouped by section. Enter **scores, comments, and notes** in the columns provided.
- Click the **refresh icon** in the Grade column to update students' class calculation.
 - When entries are complete, even if all scores are not entered, click the orange button labeled **Return to Grade Book**.

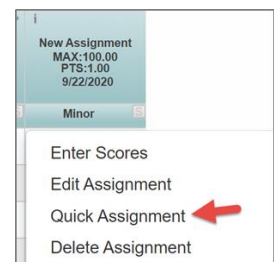


- i. Click the **Undo List** to view the activity on the quick assignment, and options to undo any saved entries.

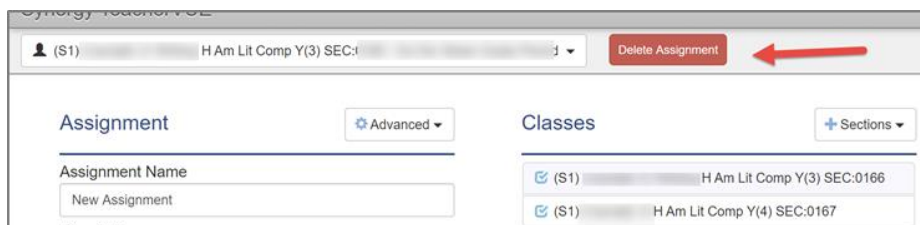
- The Undo list only displays after an entry or change is made on the quick assignment screen.



- j. To access the quick assignment screen from the gradebook, click and select **Quick Assignment**.
- The same quick assignment view, listing all students and any scores, comments or notes already entered, will display.



NOTE: Returning to the gradebook will add the quick assignment even if all options were not selected or complete. The assignment can be deleted as usual from gradebook main, or on the quick assignment screen when the **Delete Assignment** option is visible.



EOC Assignment (End Of Course): EOC-Required Courses

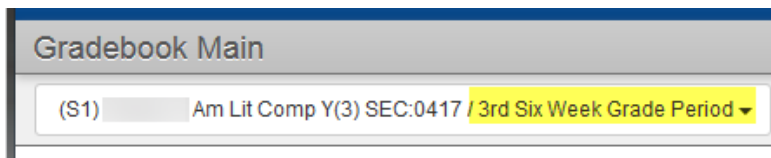
Name the assignment **EOC** and use the **EOC Assignment Type**.

Do not use the phrase **EOC** for any other assignments.

- A single assignment should be created in the appropriate grading period that will be used to enter the EOC test grades.
- Enter the **due date** for the EOC assignment as a date within the correct grading period, as explained in chapter above, *Creating New Assignments*.
- Quarter 1 EOC assignment will have a due date during the *2nd Six Weeks*
- Quarter 2 EOC assignment will have a due date during the *3rd Six Weeks*
- Semester 1 EOC assignment will have a due date during the *3rd Six Weeks*
- Quarter 3 EOC assignment will have a due date during the *5th Six Weeks*
- Quarter 4 EOC assignment will have a due date during the *6th Six Weeks*
- Semester 2 EOC assignment will have a due date during the *6th Six Weeks*
- Yearlong EOC assignment will have a due date during the *6th Six Weeks*

In addition to the automatic grading period selection on the assignment, you must manually check the EOC grade period for the single EOC assignment needed for the required class.

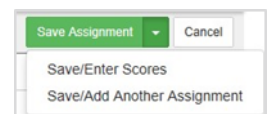
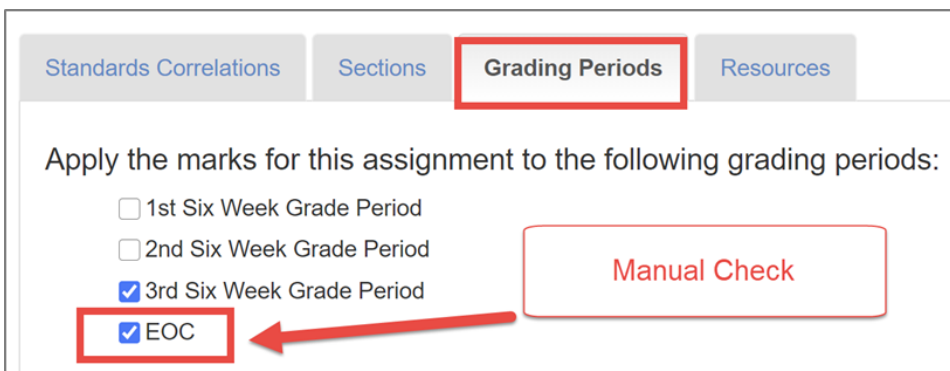
For example, on a **Semester 1 EOC-Required course**, create the assignment with a due date during the 3rd Six Weeks, when the EOC test is given. It is important to create the assignment in the 3rd Six Weeks period grade book so the exam grade will be included in the students' overall class calculation. The correct grading period check will automatically display for the 3rd Six Weeks based on the due date.



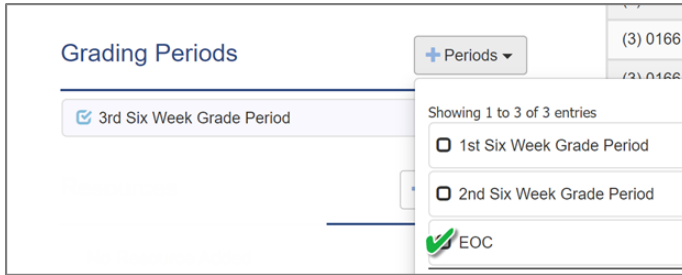
Create the EOC assignment in the correct Six Weeks grade book with the appropriate due date.

When creating the new EOC assignment, click on the *Grading Periods* tab and **MANUALLY CHECK THE BOX NEXT TO EOC. SAVE.

This step is required so the EOC grade will display on the report cards and transcripts.



On the **Quick Assignment** screen, use the Periods drop-down to select **EOC**. This is a manual selection for the EOC.



- The EOC assignment should be the *ONLY* assignment that displays if EOC is selected from the Periods menu.
- ONE EOC assignment (per class) should be added for a course requiring the EOC exam.

If a course does not require an EOC, DO NOT create an EOC assignment & DO NOT check the EOC Grading Period on any of the assignments.

Synergy TeacherVUE

(S1) Am Lit Comp Y(3) SEC:0166 / EOC Filters & Options

Terms: S1, S2
 Class Focus: School Year: 2020-2021, School: High School

Periods: 1st Six Week Grade Period (Grading/Mark Periods), 2nd Six Week Grade Period (Grading/Mark Periods), 3rd Six Week Grade Period (Grading/Mark Periods), EOC (Grading/Mark Periods)

Period	Course	Section ID	Students	Term	Room	Att Taken
S1 (08/17/2020 - 12/18/2020)						
2	AP Language (AmLit) Y	0165	26	S1	9124	
3	H Am Lit Comp Y	0166	28	S1	9124	
4	H Am Lit Comp Y	0167	29	S1	9124	

(S1) H Am Lit Comp Y(3) SEC:0166 / EOC

Student	Grade	EOC
	85% 85	85
	92% 92	92
	95% 95	95
	77% 77	77

EOC MAX:100.00 PTS:1.00 12/10/2020

Note: Quarter Classes

Assignments for **Quarter 1** classes, with a due date during the 2nd Six Weeks, will automatically be checked for the 2nd AND 3rd Six Weeks.

- The check in the 3rd Six Weeks is required so that the final grade in the class will display on the semester report card and on the students' transcripts in CSIS.

Assignments for **Quarter 3** classes, with a due date during the 5th Six Weeks, will automatically be checked for the 5th AND 6th Six Weeks.

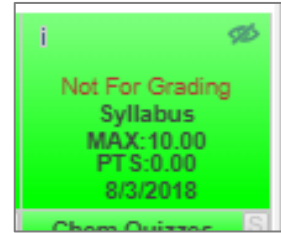
- The check in the 6th Six Weeks is required so that the final grade in the class will display on the semester report card and on the students' transcripts in CSIS.

Assignments With Zero Points

Assignments may be created, with a zero-point value, for tracking students' assignments or grades on a task, but not with the intention of counting the assignment toward an overall class calculation.

Similarly, an imported CTLS Assessment assignment imports with a value of zero points. Teachers may want to keep the value at zero, so it does not count toward the students' class grade.

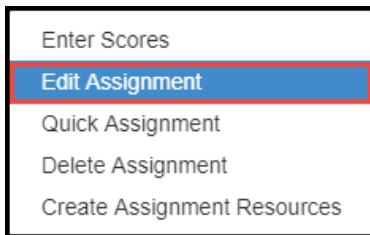
If the zero-point value is intentional, please select the option '**Not For Grading**' on the assignment so it will not display on administrative reports looking for assignments without points.



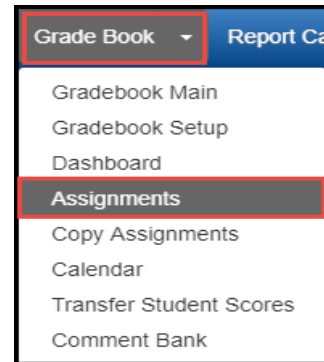
The assignment also can be hidden from PVUE/SVUE, if desired.

Editing Assignments

- 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.



- To edit multiple assignments, use the **Assignments Screen**, if desired.
 - Mouse over **Grade Book** on blue menu at top of screen.
 - Select **Assignments**. Assignments screen opens.




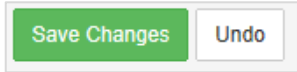
- To edit multiple assignments:
 - Check the assignments to be modified under **Action** column.

Action	Assignment	Assign Date	Score Type	A.Type	Due Date	Max Score	Pts.Poss.	Category	Portal
<input type="checkbox"/>	American Dream Paragraph Drafts	02/16/2018	Raw Score	Writing	02/16/2018	10.00	10.00	Normal	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Analysis of 4 Freedoms Images	02/14/2018	Raw Score	Reading	02/14/2018	10.00	10.00	Normal	<input checked="" type="checkbox"/>

Edit options include:

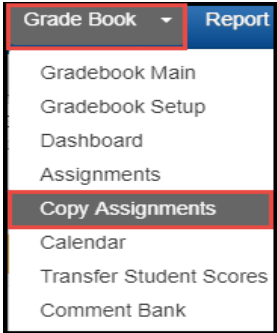
- Edit **Assignment Name**
- Edit **Assign Date** or click field to locate assignment date on calendar
- Edit **Score Type** (only editable if no grades have been entered on the assignment)
- Edit **Assignment Type** using a selection from the drop-down
- Edit **Due Date** or click in field to locate assignment due date on calendar
- Edit **Max Score** (if raw score was used)
- Edit **Points Possible** for assignment. **Points Possible** is the amount of points assignment is worth in Grade Book

- Edit **Category** (Normal/Not for Grading)
- Use  if all assignments need to be changed
- Check **Parent Portal** to display assignment and grading information in **PARENTVUE**
- Click **Save Changes** or **Undo**
- **Select Grading Periods/Confirm**



Copying Assignments

1. Mouse over **Grade Book** on blue menu at top of screen.
 - Select **Copy Assignments**
2. Follow steps:
 - Select School Year
 - Class Type = Home Room (always make this selection)
 - Select a Class (to copy FROM)
 - **Use caution on EOC Assignment and for EOC-required classes.**
3. Select assignment(s)




Copy From:

School Year	Class Type	Class	Period
2020-2021	Home Room	AP Language (AmLit) Y(2) SEC:0165	1st Six Week Grade Perio

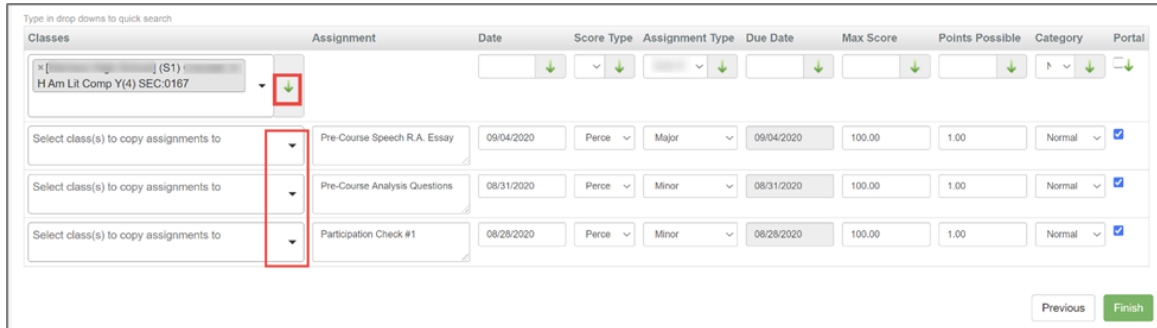
- Check box(es) to left of assignment(s) to copy in assignment grid
- Check All to select all assignments
- Click Next

<input type="checkbox"/> All	Assignment	Points
<input checked="" type="checkbox"/> Copy	Participation Check #1	1.0000
<input checked="" type="checkbox"/> Copy	Pre-Course Analysis Questions	1.0000
<input checked="" type="checkbox"/> Copy	Pre-Course Speech R.A. Essay	1.0000



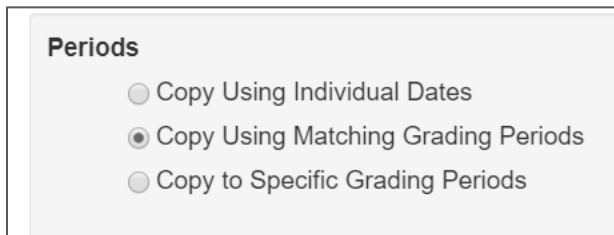
4. Select class(es) to copy the assignment to
 - Select the class(es) to copy assignments to. Use the green arrow to fill down selections, if desired.
 - Review classes carefully for class name, period, and term (semester)
5. Edit assignment date(s) as needed.

Important: If copying to a new grading period or school year, you **MUST edit the assignment dates appropriately.**



6. Select the option 'Copy Using Matching Grading Period.'

Important: If copying to a new grading period or school year, you **MUST edit the assignment dates appropriately.**



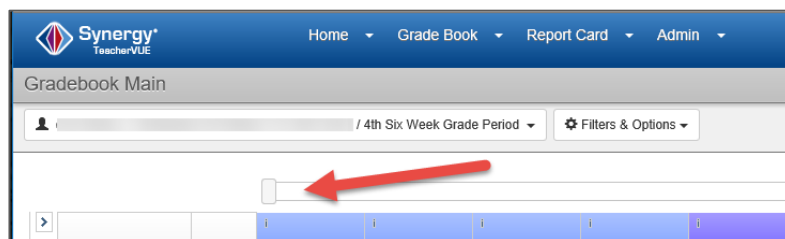
7. Click Finish

After assignments are copied, it is recommended that teachers navigate to the Gradebook > Assignments screen. Click the Grading Periods Tab. Review the grade periods that are checked for the assignments to confirm all are correct.

Enter Scores (Grades)

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

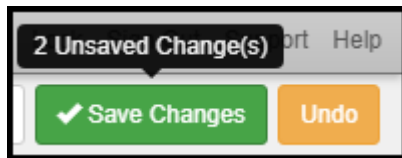
1. Enter scores in Grade Book (**Option 1**)
 - Mouse over **Grade Book** and select **Grade Book Main** on blue menu at top of screen. Grade Book Main view opens.
 - Locate the assignment on Grade Book Main where scores need to be entered
 - Click the **scroll tool**, located below Grade Book Filters & Options, to scroll forward or backward through assignments if necessary.



- Click in cell under assignment column for a specific student.

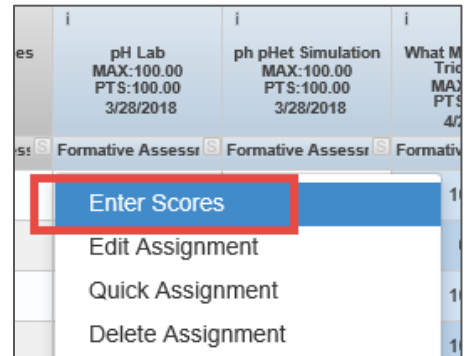
i	i	i	i
Light of a Different Color MAX:100.00 PTS:100.00 2/2/2018	Practical Applications of The MAX:100.00 PTS:100.00 2/6/2018	Light Waves Summative MAX:100.00 PTS:100.00 2/8/2018	Sound Waves Lab stations MAX:100.00 PTS:100.00 2/14/2018
Formative Assess	Formative Assess	Summative Asses	Formative Assess
↓ 0.00	↓ 0.00	72.00	100.00
↓ 0.00	↓ 0.00	96.00	100.00
100.00	100.00	84.00	100.00
100.00	86	92.00	100.00
↓ 0.00	↓ 0.00	96.00	100.00

- Yellow highlighting helps locate the appropriate assignment and row.
- Enter the score 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. Enter Scores from **Enter Grade Book Scores** screen (Option 2)

- From Grade Book Main, click on an assignment column header for desired assignment and select **Enter Scores**. Assignment Score Entry view opens.



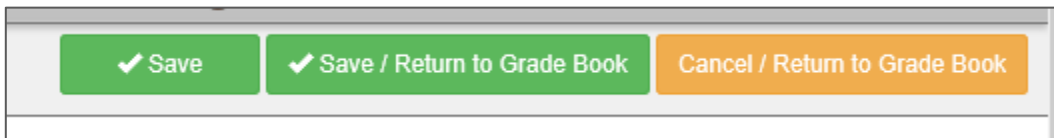
Student	Class Grade	pH Lab MAX:100.00 PTS:100.00 3/28/2018	Exclude	Hide in Portal	Comment	Notes
	80% 80	↑ 102 ↓	<input type="checkbox"/>	<input type="checkbox"/>		Public Notes Private Notes
	88% 88	100 ↓	<input type="checkbox"/>	<input type="checkbox"/>		Public Notes Private Notes
	96% 96	100 ↓	<input type="checkbox"/>	<input type="checkbox"/>		Public Notes Private Notes
	99% 99	100 ↓	<input type="checkbox"/>	<input type="checkbox"/>		Public Notes Private Notes

- Enter an assignment score in corresponding row for a student
 - If entered score exceeds 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 field or 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 -

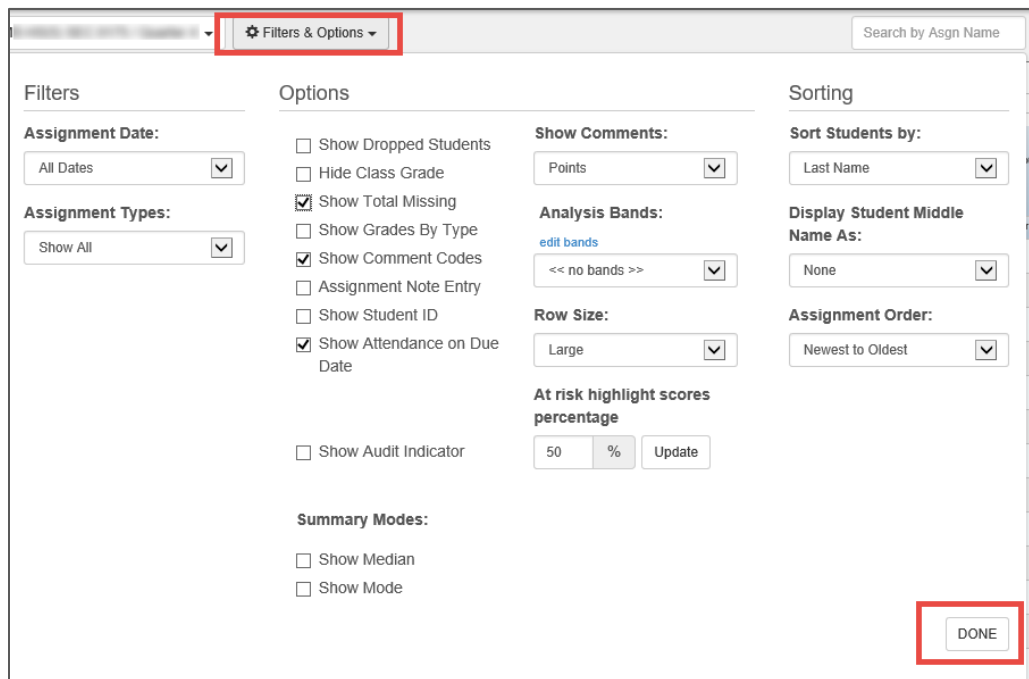
OR

- 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



Grade Book Filters and Options

- The **Filters & Options** menu is an option in Grade Book main.
- Click the Filters & Options button located just to the right of the Class name.
- Options available include **show dropped students**, show student ID's, setting percentage for at risk students, **show comment codes and total missing assignments**, show audit indicator, along with student and assignment sorting.
- Click **Done** to close the Filters & Options window.



Grade Book Reports

1. From Grade Book Main, click on the Reports icon in the upper right section of the screen.



- The Grade Book Reports window will display. Several reports are available from the drop-down menu.
2. Select a 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)
 - Tip: If dropped students are displayed in Gradebook Main, they will print as part of the class in Grade Book Reports.
 3. Some report options allow for an Excel output. Click the **Output** drop-down to select options.
 4. Click **Run Report** at the bottom right of the window. PDF will display on screen.

Grade Book Reports

Grade Book Reports

Detailed Progress Report ▼

Output report as PDF ▼

Font Size Row Height

Run report for current Class
 Run report for all students
 Run report for all Assignments

Run report for "at risk" students
 Run report for selected Assignments

Run report for selected students

Use Student Name
 Use Student Nickname
 Use Student ID

Include Sub Class Assignments

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

Student Progress Options

<p>Report Detail</p> <p>Assignment Detail Options</p> <p>Include Not For Grading Assignments</p> <p>Class Average Chart</p> <p>Show Score Type Options</p> <p>Page Orientation</p> <p>Request Parent Signature</p>	<p><input checked="" type="radio"/> Detailed</p> <p><input type="radio"/> Summary Only</p> <p><input checked="" type="checkbox"/> Show Notes</p> <p><input checked="" type="checkbox"/> Show Comments</p> <p><input type="checkbox"/> Show Assignment Description</p> <p><input type="checkbox"/> Show Due Date</p> <p><input type="checkbox"/> Include Not For Grading</p> <p><input type="checkbox"/> Show Chart</p> <p><input checked="" type="checkbox"/> Show Mark</p> <p><input checked="" type="checkbox"/> Show Points</p> <p><input checked="" type="checkbox"/> Show Percentage</p> <p><input type="checkbox"/> Landscape</p> <p><input checked="" type="checkbox"/> Show Signature Box</p>	<p>Header Text</p> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <p>Footer Text</p> <div style="border: 1px solid #ccc; height: 40px;"></div>
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Cancel
Run Re

Synergy Report Card Posting – Steps for Semester Middle & High Teachers

Complete Assignments and Ensure Grades are Accurate in Grade Book Main

Review every class to confirm all assignments and grades are entered and complete.

*****IMPORTANT NOTE*** DO NOT display dropped students when posting report cards. If a grading record exists, on the SIS side for the student, a grade WILL post to the report card. In the unlikely event that a posted grade for a dropped student is required, pay close attention to ensure that only the correct student is checked for posting on the Report Card > Student screen.**

Confirm Setup for Rounding: Grade Book > Grade Book Settings Tab

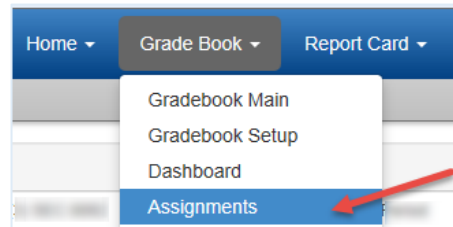
Navigation: **Grade Book** → **Gradebook Setup**

Click the **Grade Book Settings** tab

- Confirm settings are: Class Percentage: ***Rounding On and desired decimal place***
 - *Whole Number, 1 Decimal Place, or 2 Decimal Places*

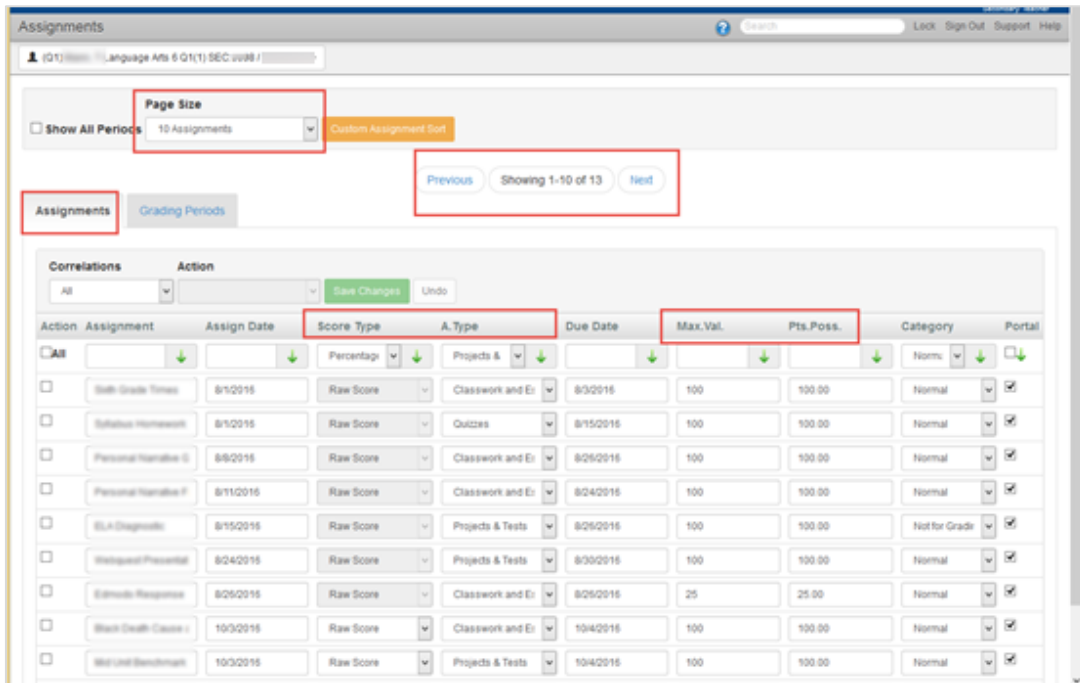
Review Assignments

Select **Grade Book** → **Assignments**



- Review Assignments on the **Assignments** tab. Click the **Page Size** drop-down menu to display up to 50 assignments on the screen. Alternatively, click the **Next** button to go to the next page and view more assignments.
- The top row is the **header row**. It lists the Assignment Names, Score Types, the Assignment Types available, Due Dates on assignments, 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.
- Review score type used on all assignments. (Raw Score OR Percentage, or both if using CTLS Assessments.)
 - The score type cannot be changed if grades have been entered for the assignment.
- Confirm the assignment types (A. Type) used are weighted types for the selected class.
- Review the Max Value and Points Possible for consistency and accuracy.
 - Some assignments may have mistakenly been saved with **zero** as the point value.

- Changes can be made directly on the Assignments screen. Click **Save Changes**.



Select Grading Periods Tab

Confirm the appropriate **Grading Periods** are selected for all assignments in each class. (Be sure all assignments display on the screen or go to the next page if necessary.)

- When *Assignment Due Date* is the default setting for new assignments, the checks for the grading periods are done automatically.

Only one assignment should be checked for the EOC grading period for **each** class that requires an EOC.

		Grading Periods			
		1st Six Week Grade Period	2nd Six Week Grade Period	3rd Six Week Grade Period	EOC
Assignment	Due Date	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
EOC	12/10/2020	<input type="checkbox"/> All	<input type="checkbox"/>	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included
New Assignment	11/4/2020	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included	<input type="checkbox"/>
CCSD Am. Lit. Q1 Mini Touchstone #2	10/5/2020	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included	<input type="checkbox"/>
Pre-Course Speech R.A. Essay	9/4/2020	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included	<input type="checkbox"/>
Pre-Course Analysis Questions	8/31/2020	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included	<input type="checkbox"/>
Participation Check #1	8/28/2020	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Included	<input checked="" type="checkbox"/> Included	<input type="checkbox"/>

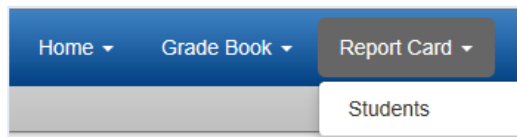
Assignment grades are cumulative throughout the term of the class.

When the Grade Book Setup is set to *Assignment Due Date* for new assignments (see the Grading Periods checked on assignments table shown earlier in this document) the correct grading period will automatically be checked as new assignments are created.

If the Grade Book Setup is changed after assignments have already been added to the gradebook, review the assignments on the Grade Book > Assignments screen so the appropriate grading periods can be manually added, if needed.

Enter Conduct, Comments & Post Grades to Report Card

Select Report Card → Students



Click on **Edit Final Grade and Comments**. (Note: The grading period options to post will increase as the school year progresses.)

SEMESTER 1
 1st Six Weeks
 2nd Six Weeks
 3rd Six Weeks
 EOC Grading Period

SEMESTER 2
 4th Six Weeks
 5th Six Weeks
 6th Six Weeks
 EOC Grading Period

Post	Student	Grade Level	ABS	TDY	
<input checked="" type="checkbox"/> All					Edit Final Grade and Comments 1st Six Week Grade Period
<input checked="" type="checkbox"/> post		Grade 11	0.00	0.00	84 Calc: 84 (84%)

The screen to enter conduct and comments and to Post will display.

(1) Enter Comments and Conduct

- The green arrows allow for easy fill-down of the same selection, and then make any necessary changes to individual students' comments or conduct.
- If no overrides or edits are needed, or after all are entered –

(2) Click Save Changes

(3) CLICK POST (wait until a message displays that grades have posted successfully.)

Change to the next class using the Class drop-down menu. Repeat steps 1 – 3 for all classes.

The screenshot shows the Synergy TeacherVUE interface for editing final grades and comments. At the top, there is a search bar and navigation links. Below that, the class selection is set to 'AP Language (AmLit) Y(2) SEC:0165 / 1st Six Week Grade Period'. A 'Save Changes' button is highlighted with a red circle and the number 2. A 'Post' button is highlighted with a red box and the number 3. The main table has columns for Student, Calc %, Current Grade, Final Grade, Comment 1, and Conduct. The 'Comment 1' and 'Conduct' columns have dropdown menus with green arrows, highlighted with a red box and the number 1. Below the table, there is a list of comments with columns for Type, Code, and Comment.

Calculated Grades Over 100

If Edits or Overrides are needed on a final grade, select the appropriate choice from the steps below:

- To override a calculated grade, use the drop-down menu in the **Final Grade** column to make a selection.
- REQUIRED: Override any calculated grade that is greater than 100** by selecting 100 from the **Final Grade** drop-down. *Calculated grades over 100 will not post to report cards or to transcripts.*
 - The rest of the students' grades will post, but the student(s) with the grade over 100 will not have a grade for that class.

Details

- When teachers post from the *Edit Final Grade and Comments* screen, calculated grades over 100 will not post. There is no notification that alerts the teacher of any unposted grades.
- Returning to the Report Card > Student screen, if a grade did not post then a message will display as the results: **Mark Not Valid** while other students show the score that did post to the report card.

Grade Summary

H Am Lit Comp Y(3) SEC:0166 / 1st Six Week Grade Period

Postable Periods only show postable grading periods Valid Posting Dates

Post	Student	Grade Level	ABS	TDY	Final Grade
<input checked="" type="checkbox"/>	[Redacted]	Grade 11			101 Calc: 101 (101%) Last Posted: 11/4/2020 3:57 PM Last Post Results: Mark Not Valid
<input checked="" type="checkbox"/>	[Redacted]	Grade 11	0.00	0.00	95 Calc: 95 (95%) Last Posted: 11/4/2020 3:57 PM Last Post Results: Posted 95 (95)
<input checked="" type="checkbox"/>	[Redacted]	Grade 11	0.00	0.00	95 Calc: 95 (95%) Last Posted: 11/4/2020 3:57 PM Last Post Results: Posted 95 (95)

- When teachers post from the Report Card > Students screen (shown above), an Alert will display in the top right area of the screen. The error will list invalid marks and the students' names
- In the example shown, the teacher attempted to post a grade of 101 for a student.

Alert

An error has occurred during posting of your grades:
Invalid Mark '101' for student: A
(07BAE0EB-AF07-4AD1-8779-28CCA858B065)

When the teacher's **View Grades** screen is reviewed in TeacherVUE, all the grades posted except the students who had calculated grades over 100.

TeacherVUE

Period 3, H Am Lit Comp Y (S1)

Grades for: 1st Six Weeks

0926 23.2510003 H Am Lit Comp Y

Student Name	Alerts	Marks		Options			Comments
		1st Six Week Grade Period	ABS	TDY	Conduct	Cmt 1	
[Redacted]			0.00	0.00	S	S1	
[Redacted]		95	0.00	0.00	S	S1	
[Redacted]		95	0.00	0.00	S	S1	

How To Override A Calculated Grade Over 100

From the Report Card > Students screen, click the button for **Edit Final Grade and Comments**.

- To override the grades greater than 100, click in the **Final Grade** drop-down and select 100.
- The gradebook calculated grade continues to display in the Calc % column.

Synergy TeacherVUE

(S1) H Am Lit Comp Y(3) SEC:0166 / 1st Six Week Grade Period

Class: (S1) H Am Lit Comp Y(3) SEC:01

Postable Periods Valid Posting Dates: 6/18/2020 through 1/2/2021

Save Changes Undo 1 Unsaved Change(s) Post

Student	Calc %	Current Grade	Final Grade	Comment 1	Conduct
	101	101	100	S1	S

Calculated Grade: 101

Type	Code	Comment
Comment	N1	Consistent progress
Comment	N10	Late assignments

- When an override selection is made, and appears in the Final Grade column, it will post to the report card instead of the calculated grade. (Note: PVUE and SVUE will continue to display the calculated grade from the gradebook.)
- Click **Save Changes** (green button above).
- The highlighted message (below), **Teacher Edited Grade**, will display if a grade is overridden. The grade to post will display in the **Current Grade** column.
- After all entries are made and saved, click the Post button (shown below.)**

Synergy TeacherVUE

(S1) Am Lit Comp Y(3) SEC:0166 / 1st Six Week Grade Period

Class: (S1) H Am Lit Comp Y(3) SEC:01

Teacher Edited Grade

Postable Periods Valid Posting Dates:

Save Changes Undo Post

Student	Calc %	Current Grade	Final Grade	Comment 1	Conduct
	101	100		S1	S

Calculated Grade: 101

Type	Code	Comment
Comment	N1	Consistent progress
Comment	N10	Late assignments

(Important Note: PVUE and SVUE will continue to display the calculated grade from the gradebook.)

Changing Classes: Every Section (Class) Must be Posted

Change classes using the drop-down – Class Focus menu and **repeat steps** for all sections (classes) until comments, conduct, and grades are **saved** and **posted** for all classes.

Period	Course	Section ID	Students	Term	Room	Att Taken
S1 (08/17/2020 - 12/18/2020)						
2	AP Language (AmLit) Y	0165	26	S1	9124	
3	H Am Lit Comp Y	0166	26	S1	9124	
4	H Am Lit Comp Y	0167	29	S1	9124	

BE SURE TO SAVE CHANGES AND CLICK POST FOR EACH CLASS.

IF GRADES ARE NOT POSTED, THEY WILL NOT APPEAR ON THE REPORT CARD.

*******CAUTION***** CAUTION***** CAUTION***** CAUTION*******

If any edits or additions are made in the gradebook, causing grade differences, **THE GRADES MUST BE POSTED AGAIN** for the updated grades to appear on the report card.

How To Clear An Edited Or Overridden Grade

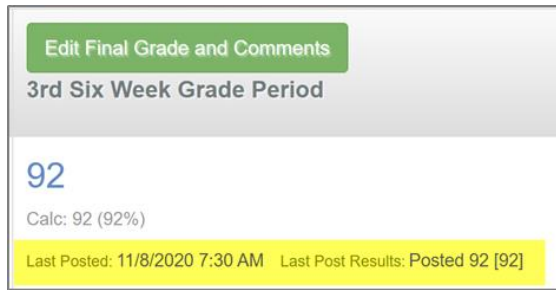
If changes are necessary, or to clear edited or overridden grades –

1. Select **Clear Manual Score** from the drop-down menu.
2. Click Save Changes button.
3. Click the **Post** button to post all changes to the report card.

Student	Calc %	Current Grade	Final Grade	Comment 1	Conduct
[Student Name]	103	100	[Clear Manual Score]	S1	S
Calculated Grade: 103					
[Student Name]	100	100	0	S1	S
Calculated Grade: 100			1		
			2		

Posting Date/Time Message

The Report Card → Students screen will display the **Last Date/Time** posted and the grade posted for each student.



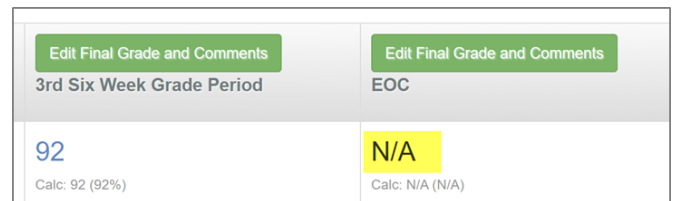
Important End-Of-Semester Posting Information & EOC Grades

At the end of Semesters 1 and 2 (the end of the 3rd and 6th Six Weeks), the EOC will be visible on the **Report Card > Students** screen. **Only classes requiring an EOC should see grades in the EOC column on the Report Card > Students screen.**

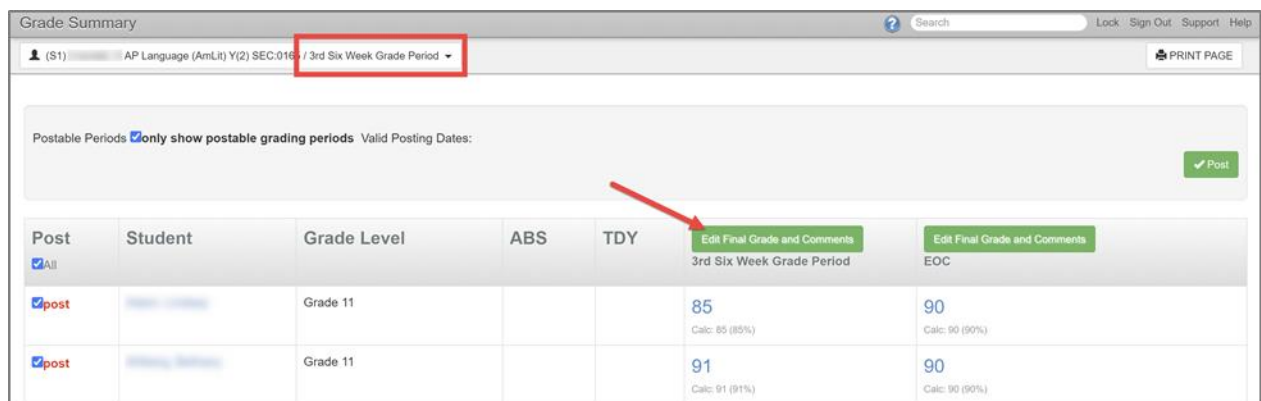
All EOC grades must be posted so they appear on report cards and transcripts. After navigating to the Report Card > Students screen, EOC will be seen alongside the regular grading period. Exam grades that were entered on the EOC assignment will display in the EOC column.

If the EOC is not required for a class, the EOC grading period will still display on the Report Card → Students screen. No scores will appear (**N/A displays**) and can be ignored during the posting process.

Non-EOC classes should NOT have assignments or grades in the EOC grading period. N/A will display instead.



At the end of the semester, select the *Edit Final Grade and Comments* link **for the 3rd or 6th Six Week grade period ONLY**. Do **NOT** select the link for the EOC period. EOC grades, for required classes, will post with the Semester grades

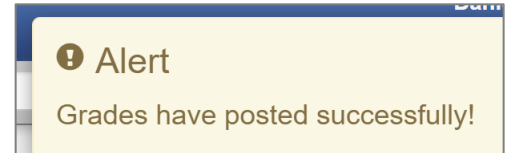
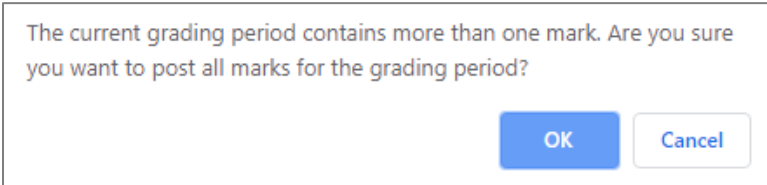


Follow the steps provided on the previous pages to Enter Comments and Conduct using the drop-down menu.

Message Seen When Posting for Semester 1 or Semester 2

When posting at the end of the 3rd and 6th Six Weeks, teachers may see a message that the grading period contains more than one mark.

Click OK to proceed so the grades will post. Wait for an alert message to display that grades posted successfully.

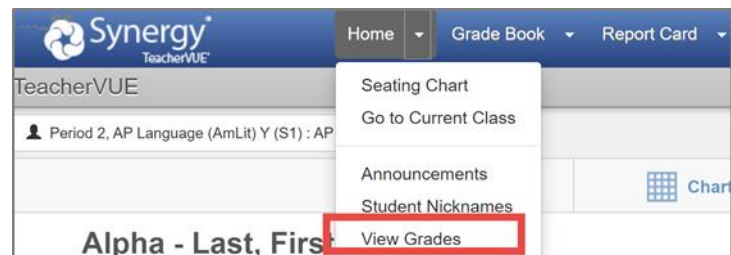


Review Grades in TeacherVUE on View Grades Screen

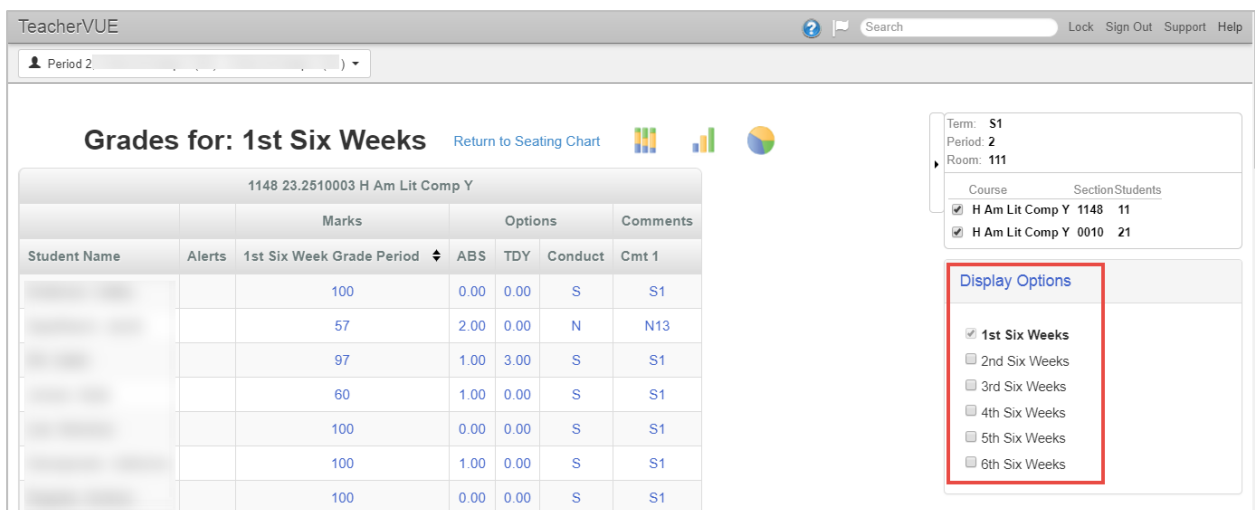
After all sections are posted, please review entries on the View Grades screen.

Select Home → **View Grades**

- The View Grades screen will display.



- Review posted grades, comments, & conduct. If edits or additions are required, please return to Report Cards → Students. Make changes and **post again**.



- Change the **Display Options** by clicking the grading period boxes.
- Select **Home → Change Class**, or use the Class Focus window, to view a different section.
- Repeat steps until all classes in all periods have been reviewed.**

Important Reminders

- 1 ***If grade changes or additions on a report card are required, please return to the Report Card → Students screen (Edit Final Grade and Comments) make changes and click Save Changes. Then, CLICK THE POST BUTTON TO POST CHANGES TO THE REPORT CARD.***

- 2 ***Anytime changes are made in the gradebook, or on the posting screen, POST again to update the report cards . Contact the gradebook manager at your school if grade changes are needed in a prior grading period.***

- 3 ***It is recommended that each teacher save a copy of the Detailed Progress Report or the Print Grade Book Report for all classes at the end of each grading period – after all edits/additions are complete.***

Print Grade Book – Grade Book Report

The Print Grade Book report can be run for single class, for selected classes, or for all classes.

Grade Book Reports

Grade Book Reports

▾

▾

Run report for current Class

Run report for all Classes

Run report for selected Classes

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

Use Student Name

Use Student Nickname

Use Student ID

Include Sub Class Assignments

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

High School Teachers

Important Notes for High School teachers who teach Quarter Classes

- Enter conduct and comments, prior to posting, as required by your local school.
- Post the grades, as listed below, even if there were no changes made to the grades since the last grading period.
- **Q1** grades need to be posted to the 1st, 2nd, **AND** 3rd Six Weeks report cards.
 - If the class requires an EOC, the **EOC grading period** will post during the 3rd Six Weeks.
- **Q2** grades need to be posted to the 2nd, **AND** 3rd Six Weeks report cards.
 - If the class requires an EOC, the **EOC grading period** will post during the 3rd Six Weeks.
- **Q3** grades need to be posted to the 4th, 5th, **AND** 6th Six weeks report cards.
 - If class requires an EOC, the **EOC grading period** will post during the 6th Six Weeks.
- **Q4** grades need to be posted to the 5th, **AND** 6th Six weeks report cards.
 - If the class requires an EOC, the **EOC grading period** will post during the 6th Six Weeks.
- For final grades to be picked up in the *Post Transcripts* process, they must be posted during the 3rd and 6th Six Weeks Grading Periods.

Important Notes for ALL High School teachers

- Enter conduct and comments, prior to posting, as required by your local school.
- Semester, Quarter, **AND** Yearlong classes grades' are posted **EVERY Six Weeks**.
- Be sure that you click the **Post** button for each class to ensure the grades display on the report cards.
- Grades are posted to the transcripts **only at the end of each semester**. Therefore, POSTING to report cards *for any class* during the semester is required during the semester **and** at the end of the semester grading period.
- **Yearlong classes** do not post to transcripts until the end of the year, but they still need to be posted to the report card each grading period.

See the next page for Semester Middle School information

SEMESTER Middle School Teachers

Important Notes for Middle School teachers who teach nine-week, Quarter classes

- Enter conduct and comments, prior to posting, as required by your local school.
- Post the grades, as listed below, even if there were no changes made to the grades since the last grading period.
- Post grades for **Q1** to the 1st, 2nd, **AND** 3rd Six Weeks report cards.
- Post grades for **Q2** classes to the 2nd, **AND** 3rd Six Week report cards.
- Post grades for **Q3** classes to the 4th, 5th, **AND** 6th Six weeks report cards.
- Post grades for **Q4** classes to the 5th, **AND** 6th Six weeks report cards.
- Grades are posted to the transcripts **only at the end of each semester**. Therefore, POSTING to report cards *for any class* during the semester is required during the semester **and** at the end of the semester grading period.

Important Notes for ALL Semester Middle School teachers

- Enter conduct and comments, prior to posting, as required by your local school.
- Nine Week (Quarter), Semester, AND Yearlong classes grades' are posted **EVERY Six Weeks**.
- Be sure that you click the **Post** button for each class to ensure the grades display on the report cards.
- **Yearlong classes** do not post to transcripts until the end of the year, but they still need to be posted to the report card each grading period.
- For any **high school course that requires an EOC**, post the EOC grading period during the **6th Six Weeks**.
- Grades are posted to the transcripts **only at the end of each semester**. Therefore, POSTING to report cards *for any class* during the semester is required during the semester **and** at the end of the semester grading period.