



COBB COUNTY
SCHOOL DISTRICT



Technology Services
innovate • empower • together

ELEMENTARY SCHOOL – REPORT CARD ADMINISTRATORS

**GUIDE FOR UPDATING GRADING & ATTENDANCE RECORDS,
RUNNING REPORT CARDS FROM SYNERGY SIS, AND
POSTING TRANSCRIPTS**

**2020 – 2021 VERSION 1
SEPTEMBER 2020**



Table of Contents

OnTrack Pre-Processing Reports..... 4

- SSP6035 – Elementary Assignment Correlation Conditions (4th & 5th Grade Assignments)..... 4
- SSP4667 – ES Report Card Posting Activity..... 5
- SSP4665 – K-5 Missing Marks Report..... 5

OnTrack Grade Reports (Use These Reports for 4th & 5th Grades)..... 6

- SSP4671 – Grade Book Settings 6
- SSP4646 – Assignment Types: Weighting (*Reminder – weighting is not required in elementary.*) 6
- SSP4662 – Assignment Types: Weighting Verification (*Helpful if teachers use assignment type weighting.*) 6
- SSP4655 – Assignments Without Points..... 6
- SSP4641 – Classes Missing Assignment Types..... 7
- SSP4647 – Teacher Grade Book Activity..... 7

4 ½ Week Progress Reports (4th & 5th Grades Only) 7

School Setup Screen: Update Homeroom Data and Select Grading Period..... 8

- Select Grading Period – Grading Options (REQUIRED STEP) 8
- Update Homeroom Data (REQUIRED STEP) 8

Update Grade Screen (REQUIRED STEP) 9

- Update Absences (Required for Attendance to Display on Report Cards)..... 10
- Important Notes..... 11
- Teachers’ Report Card Posting Window..... 11

Spanish Version Report Cards (Grades K – 5)..... 12

- Required Teachers’ Steps 12

Grade Placement for Next Year 13

Processing Report Cards from Synergy SIS - Using the GBK201 13

- Attach the PDF report card document, to students’ records, during the report card processing. Directions are included in the steps below. Attaching the PDF document is the only way to provide a digital Spanish version of students’ report cards. 13
- Steps to enable the Online Report Card – Grade Module, in PVUE/SVUE, are shown on subsequent pages in this guide. 13
- Attach the PDF Report Card Document to be Viewed in ParentVUE/StudentVUE..... 15
- Optional: Save the Setup as Default for GBK201..... 17

Enabling the Online K – 5 Report Cards for PVUE/SVUE: Grade Module 17

- ParentVUE and StudentVUE School Configuration Screen..... 17
- Online Report Cards – ParentVUE and StudentVUE 18
- How to Add Spanish Language Report Cards in ParentVUE/StudentVUE* 19

Attaching a Corrected PDF Document for an Individual Student or Class 20

Accessing Report Cards From the Student Screen – Documents Tab 20

After Report Card Processing..... 21

- Change Grading Period Setting on School Setup screen 21

OnTrack Post-Processing Reports 22

- Final Grade Report – Grades K-3 SSP4669..... 22
- Proficiency Alert Report SSP4668 (Grade Levels K-3) 22
- Course Grades, Report SSP4631 (Grade Levels K-5) 22
- Grade Distribution by Teacher, Report SSP6030 (Grade Levels 4-5) 22
- Grade Distribution by Course, Report SSP6032 (Grade Levels 4-5)..... 22
- Honors Report, SSP4638 (Grade Levels 4-5)..... 22
- Course Failures, SSP4637 (Grade Levels 4-5)..... 22

CSIS Post Transcript Process – Elementary Report Card Administrators..... 23

- Elementary Transcripts are only posted at the end of the school year 23

How to Edit an Elementary Transcript 25

How to Make Changes to 4th or 5th Grade Report Cards in a Previous Grading Period..... 26

- Steps (*Gradebook Managers have access to complete the teacher steps, if needed.*) 26

How To Make Changes To K – 3rd Grade Report Cards In A Previous Grading Period..... 29

How To Make Changes To Report Cards In A Previous School Year 30

- Steps To Follow 30

How To Print Report Cards From A Previous Year – Using GBK201 in Synergy 33

OnTrack Pre-Processing Reports

Navigate to OnTrack in the CCSD Portal

OnTrack: Reports > Grade > ES Pre-Processing Grade Reports

Run these reports PRIOR to printing the report cards to look for potential errors or missing grades.

Please review the Elementary Assignment Correlation Conditions report throughout the grading period to look for assignments that are not correlated correctly or subject assignment errors. Don't wait until report cards are being completed to look for these errors.

The screenshot shows the OnTrack portal interface. At the top, there is a navigation bar with links for Portal Home, Administration, Queries, Students, Teachers, Reports, and Dwelling Search. The Reports menu is open, showing a list of report categories: Assessments, Attendance, Discipline, FTE, General, Grade, Schedules, and System. The 'Grade' category is highlighted with a green box. Below the navigation bar, there is a search bar and a list of reports. The 'Elementary Assignment Correlation Conditions' report is highlighted with a green box. Other reports listed include ES Report Card Posting Activity, K-5 Missing Marks Report, ES Pre-processing Grade Reports, and ES Post-processing Grade Reports.

SSP6035 – Elementary Assignment Correlation Conditions (4th & 5th Grade Assignments)

Report SSP6035 displays incorrect report card correlations and/or incorrect subject selections on assignments. Notify teachers of all errors as soon as possible so the assignments can be corrected.

- The Course Title - Class Name, Subject, and Correlation should all match subject areas.
- There should only be one report card correlation per assignment, and the correlation should match the subject area and grade level of the class.
- There should not be any assignments in the homeroom classes/sections.
- The report can be exported to CSV (saved as Excel) or PDF.
- It is recommended that you run this report often during the grading period to look for assignments that are not correlated correctly or have subject assignment errors. Don't wait until report cards are being completed to run the report. Assignment errors should be corrected as soon as possible.
- Note: If an assignment from a prior grading period is corrected, the grades could potentially change for the students causing a difference in Grade Book calculations and Parent/StudentVUE compared to what was on the report card. Be aware of this in case prior report card grades need to be corrected.
- The SSP6035 Report includes assignments errors correlated to the wrong grade level. The Correlation column, of the report, may display the message '*Missing or Wrong Grade Level.*'

What does this mean?

- A report card correlation may be completely missing, or the assignment could have been copied from a different grade level and is retaining the correlation to that original grade level.

How does the teacher correct the assignment?

1. Using the information provided in the report, go to gradebook for the section listed and find the assignment shown in error.
 2. Click on the assignment and select 'Edit Assignment.'
 3. Review the correlation area of the assignment to determine if it needs to be added or edited.
 4. If the correlation is checked for the appropriate subject (subject matches the name of the class/course) the teacher only needs to **SAVE THE ASSIGNMENT**.
- a. Re-saving the assignment should associate the correlation to the correct grade level and it will no longer display on the Correlation Conditions error report.

Additional information continued on the next page.

- As a reminder, when a new assignment is created, the teacher should select the subject that matches the name of the class. Then, the correlation will automatically be selected for the same subject.
- The report will continue to display assignments that have an incorrect subject associated &/or correlation selected.
- It is possible that an assignment could have an error in the Subject column, of the report, and a Correlation error. Be sure to alert the teacher if that is the case.

SSP4667 – ES Report Card Posting Activity

Report SSP4667 is an alphabetical listing of all teachers responsible for students' report card grades. If students' report card grades are missing for a standard, subject, or manual entry such as Conduct or Handwriting, the students' names will display on the report.

When the teacher completes or posts all the report card grades for a standard or subject, the students' names no longer display, and the number of posted report cards will be listed.

Tip: Set a deadline for all teachers to have report cards completed. Run this report at the deadline to identify teachers who have not met the deadline. Notify teachers of any missing report card grades so they can be added prior to printing the report cards.

SSP4665 – K-5 Missing Marks Report

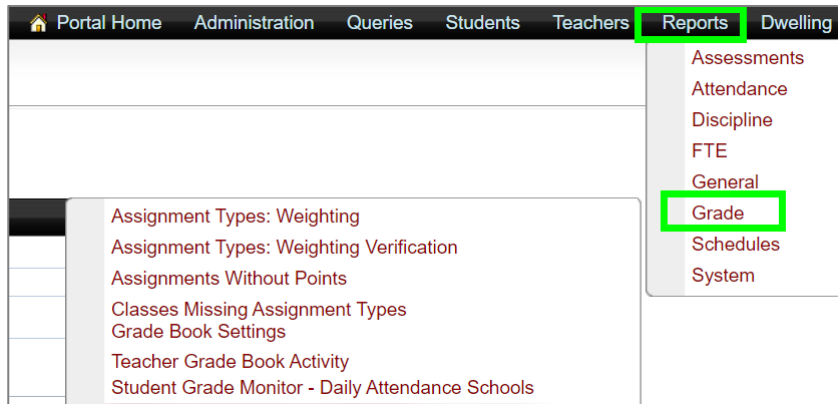
Report SSP4665 displays marks (grades) that are missing on the K-5 report cards. Wait to run this report until after the teachers' deadline to have report cards completed. Notify teachers of any missing grades so they can be added prior to printing report cards.

- The report displays teachers' names alphabetically for homeroom and specials teachers.
- The report includes any subject-area grades that are missing along with manual-entry grades like Conduct, Handwriting, and Reading Level.
- The report can be exported to CSV and saved as an Excel spreadsheet making it easier to filter the data and narrow the results by teacher or by student.
- Specials (Art, Music & PE) display twice on the report. Once for the specials teachers and once for the homeroom teacher. This enables the report to be sorted by the homeroom teacher without missing the specials classes.
- Withdrawn students display with a leave date. Depending on the date a student withdrew, they may still need report card grades. These entries on the report can be ignored if grades are not required.

If a withdrawn student needs a report card, the teacher must 'Show Dropped Students' in the gradebook (under Filters & Options) or 'Show Inactive Students' on the Report Card > Students screen.

OnTrack Grade Reports (Use These Reports for 4th & 5th Grades)

OnTrack → Reports → Grade → *Helpful reports for Grade Book Managers & Report Card Administrators*



SSP4671 – Grade Book Settings

- The report lists teachers, scheduled with a section, and shows their gradebook settings for **Rounding** (Rounding should be **ON**) and **Default for New Assignments** (i.e. *Current Period in Gradebook*.)
 - Tip: Run this report early in the school year to confirm teachers' gradebook settings.

SSP4646 – Assignment Types: Weighting (*Reminder – weighting is not required in elementary.*)

- Parameter: < > 100** Using this parameter, the report displays any class where the assignment type weighting is not equal to 100%.
 - This can happen if a teacher assigns weights, then deletes (or hides) one of the weighted assignment types. This would cause the weighting tab total for the class to be less than 100%.
- Parameter: = 0** Using this parameter, the report will display any class where the assignment type weighting is equal to (zero) 0%.
 - This means that the teacher has not applied any weights on the assignment types for the class. *Reminder - assignment type weighting is not required in elementary schools. It is recommended that teachers on the same grade level in the same school use consistent gradebook setup.*

SSP4662 – Assignment Types: Weighting Verification (*Helpful if teachers use assignment type weighting.*)

This report contains a large amount of data. Reports can be exported to Excel so the data can be filtered/sorted and reviewed by teacher &/or course number to confirm weighting was appropriately applied to the assignment types.

- The report lists every teacher in the school along with the course number of the class and all the assignment types.
- The report also includes the weight percentage associated with the assignment types and the number of assignments used for each type.

SSP4655 – Assignments Without Points

The report displays assignments that have a point value of zero.

- This may not be an error. The teacher may have intentionally entered the point value of zero on a new assignment, to have a record of the grades, without counting the assignment toward the students' class calculation.
 - The teacher may have intentionally left the point value of zero on an imported *CTLS Assessment*.
- Review assignments on the report with the teacher to determine if the assignment should be counted toward the class calculation.
- Helpful Tip: If the teacher wishes to leave an assignment with zero-point value, ask them to mark it 'Not For Grading.'** This will suppress it from the SSP4655 report.

SSP4641 – Classes Missing Assignment Types

This report will display assignments that are using an assignment type that was deleted or hidden on the Grade Book Setup > Assignment Types screen.

- The teacher should associate the assignment with a different assignment type. Alternatively, the teacher can show the hidden assignment types on the Assignment Types screen and edit the hidden type to add it back as an active type.
- If an imported assignment for the district type CTLS Assessments exists in the gradebook and the teacher is not displaying the district types, the assignment will show up with a Hidden Type.

SSP4647 – Teacher Grade Book Activity

The report will display the dates that teachers last created an assignment and entered grades into the gradebook for each of their classes. In addition, it lists the number of assignment types (categories) used in each class.

Run the report weekly to review teachers' activity.

4 ½ Week Progress Reports (4th & 5th Grades Only)

Currently, K – 3rd grade teachers do not use the Synergy gradebook and are unable to create progress reports using Synergy.

4th & 5th grade teachers will run progress reports from the Synergy **gradebook**. 4th & 5th grade homeroom teachers can run the **Summary Progress Report** from their homeroom class. The report will include progress grades for every subject area, regardless of who teaches the students, as long as there is a gradebook calculation in the class. **Currently, the progress reports cannot be viewed in ParentVUE/StudentVUE.**

The teachers' steps are listed below.

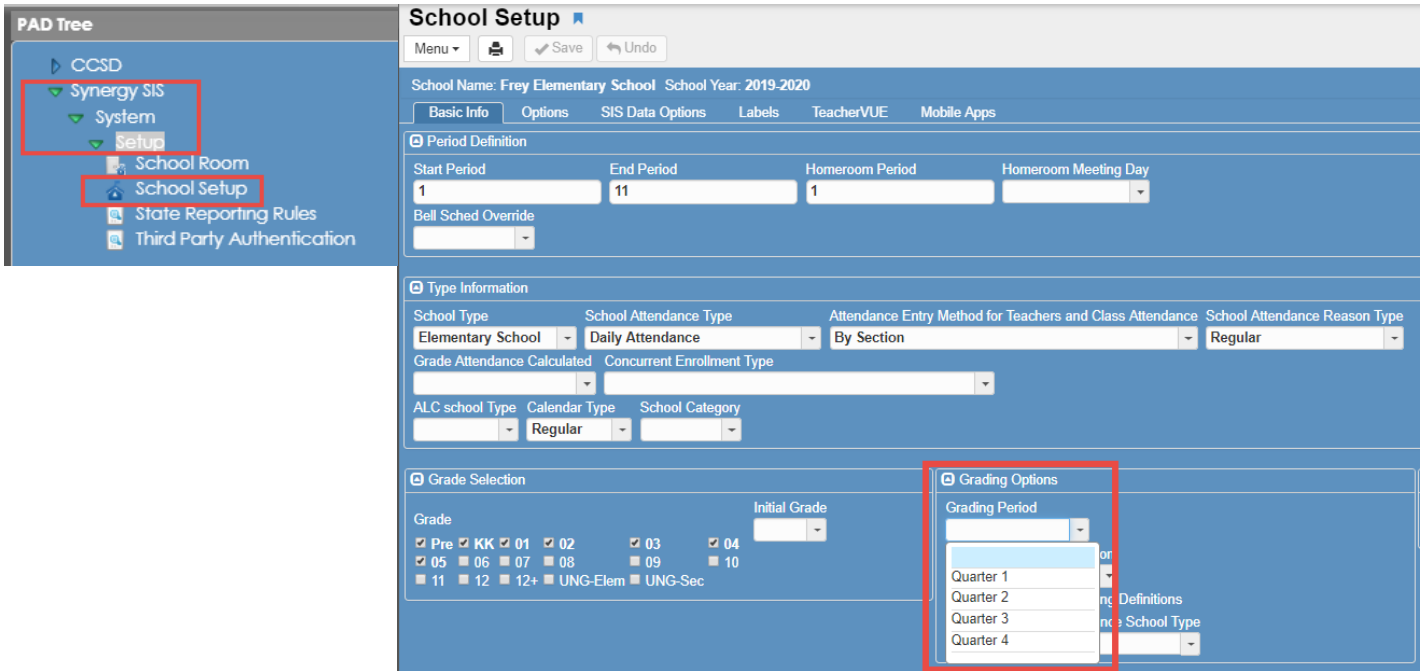
- Navigate to Gradebook Main – select the Homeroom section (class).
- Click the **Reports** button located in the upper right corner of the screen. The Grade Book Reports window will display.
- Select **Summary Progress Report** and **Run for All Students**.
- Check the box to *Show Missing Assignments*,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

School Setup Screen: Update Homeroom Data and Select Grading Period

Navigation: PAD Tree → Synergy SIS → System → Setup → School Setup

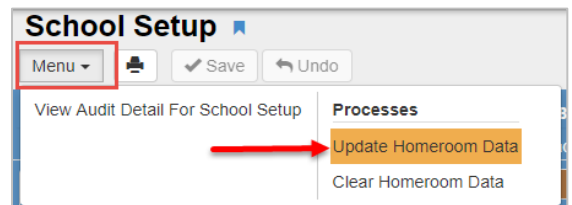
Select Grading Period – Grading Options (REQUIRED STEP)

1. Ensure the correct term (Quarter) needed for report card processing is selected in the **Grading Options** section of the **School Setup** screen. Select the correct quarter, if necessary, and click the **Save** button at the top of the screen.

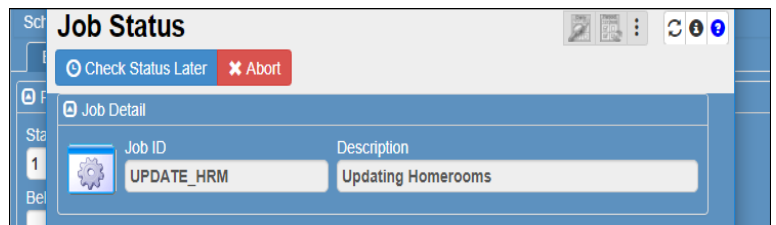


Update Homeroom Data (REQUIRED STEP)

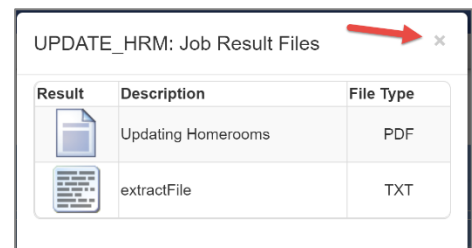
1. Run this required step *before* the Update Grade process, described on the next page.
2. Point the mouse to the **Menu** button in the top, left side of the **School Setup** screen.
3. Click on the Processes > **Update Homeroom Data** link.



4. Wait while the process runs.



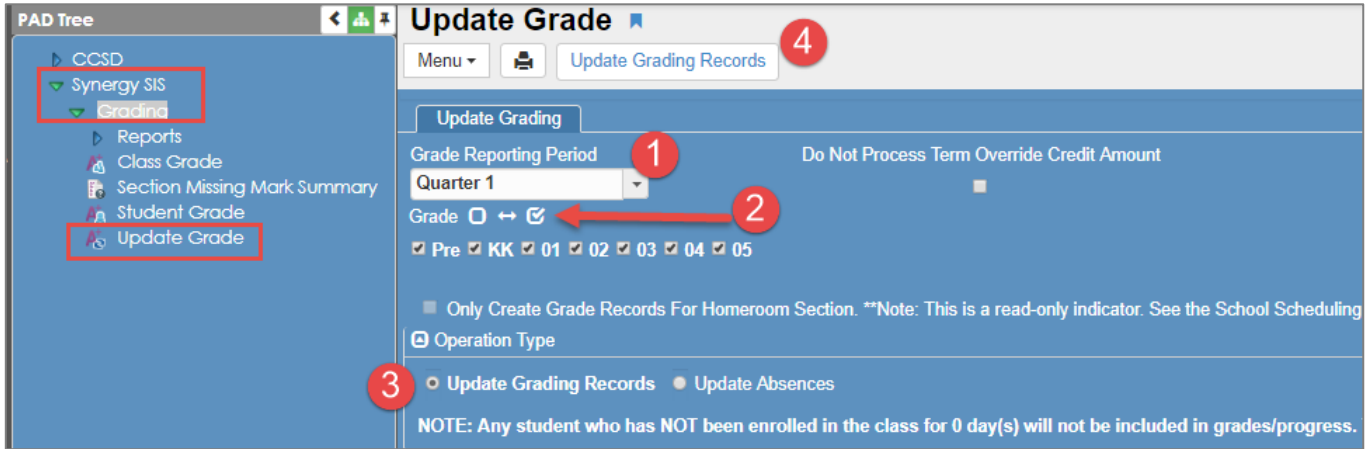
5. When the process completes, a message box will display. Click the 'x' to close the window.



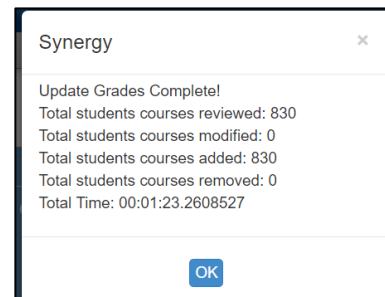
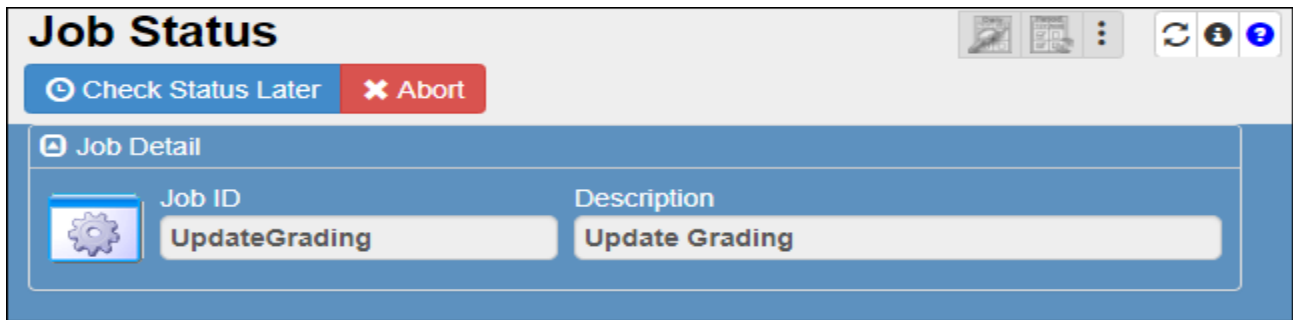
Update Grade Screen (REQUIRED STEP)

Navigation: PAD Tree → Synergy SIS → Grading → Update Grade

1. Confirm the correct grading period, needed for the current report card processing, displays in the **Grade Reporting Period** menu. If not, follow the steps above to select the correct quarter on *School Setup*.



2. Click the box, *with* a check, next to **Grade**. This will select all the grade level boxes.
 - o Update Grading Records is required for [all grade levels K-5](#).
3. Click the radial option next to **Update Grading Records** under Operation Type.
4. Click **Update Grading Records** at the top of the screen.
 - o Wait for process to complete. A **Job Status** window will display while the process is running.
 - o When the process completes, a second window will open to notify Update Grade Complete.
 - o Click **OK** to close the windows.

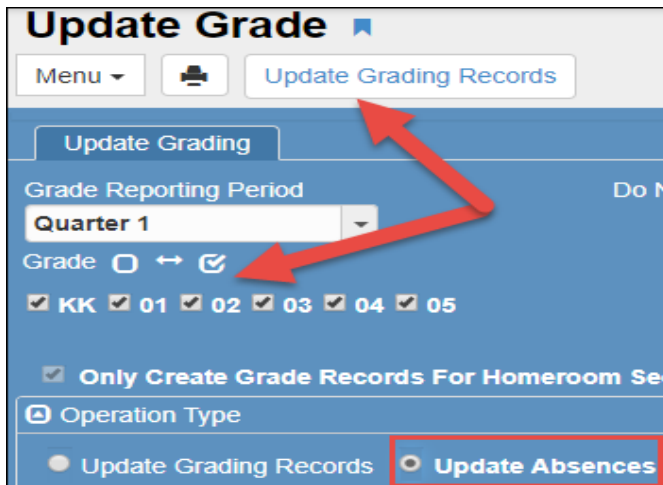


Update Absences (Required for Attendance to Display on Report Cards)

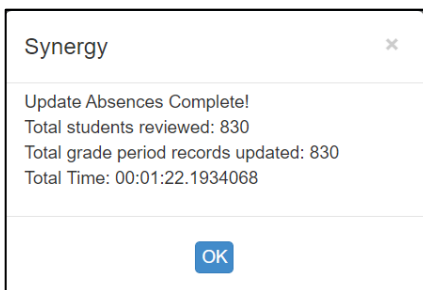
Wait until all attendance has been entered for the *entire* grading period before running the Update Absences step.

Return to this screen at the end of (or after) the grading period ends to Update Absences.

5. Navigate to the **Update Grade** screen, to update absences.
 - a. Be sure that the Update Grading Records was already completed. (See previous step.)
 - b. Confirm **all grade level boxes** are checked.
 - c. Click the radial option next to **Update Absences**.
 - d. Click **Update Grading Records** at the top of the screen. Wait while the process runs.



- e. When the process completes a message window will display the number of updated records.
- f. Click **OK** to close the message window.
- g. Close the Job Result window.



Result	Description	File Type
	Update Grading	TXT
	extractFile	TXT

- h. When the message window close, the Update Grade screen is visible again.

Both of the processes on the Update Grade screen can be re-run, if needed.

Important Notes

Be sure the **School Setup screen** is set to the correct Grading Period (quarter) needed for report cards. Teachers will be unable to complete report cards unless the appropriate quarter displays on the setup screen.

The **Update Homeroom Data** process (on the School Setup screen) **MUST** be completed before the two steps on the Update Grade screen will process correctly.

The Update Grading Records process is required before teachers can complete report cards and typically can be run about 14 days prior to the last day of the grading period.

Complete the Update Absences process **on or after** the last day of the grading period to allow for complete recording of all attendance - absences and tardies, for the entire grading period. If done on the last day of the grading period, all attendance should be complete for the entire grading period before the Update Absences process.

Repeat the processes above, if needed, to update missed homeroom records or attendance.

Teachers' Report Card Posting Window

The District report card window for teachers is 14 days before and after the end of the quarter. In January, the window is extended to allow enough time for teachers to complete report cards after the winter holiday break. Consult the CCSD Staff Use calendar for actual grading period (nine-week quarter) dates.

If teachers need to correct report cards due to grade changes, **and it is past the 14-day window**, please enter a help ticket or contact a member of the Synergy Team and request the report card window be opened to allow the teacher to re-post.

If new students enroll or if schedules change after Update Grading Records is completed, the process must be repeated for the changes to display in the gradebook and report card screens for the teachers. Run the Update Homeroom Data process FIRST, and then run the Update Grading Records again.

Additionally, a gradebook sync will be required for schedule changes to display in the teachers' gradebook and on report card screens.

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

Administrators should review the Pre-Processing Reports in OnTrack prior to processing the report cards.

Spanish Version Report Cards (Grades K – 5)

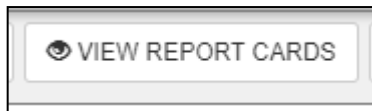
Required Teachers' Steps

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

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

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

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



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

Report Card View

(YR) Homeroom 1(1) SEC:0005 / Quarter 1 OPTIONS BACK TO STUDENTS GENERATE CLASS REPORT CARDS GENERATE BLANK REPORT CARDS **SAVE LANGUAGE SETTINGS**

Print Report Cards For: (YR) Homeroom 1(1) SEC:0005

Student Name	Language	Quarter 1	Quarter 2
View	Spanish	Complete	Complete

If teachers generate their own class report card files, continue with the next steps.

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

When the settings 2 – 4 above are complete, Grade Book Managers can generate Spanish versions of the report card using the GBK201 – Standards Based Report Card screen in Synergy SIS, without going into the teachers' gradebooks.

Grade Placement for Next Year

The areas to add grade placement information, for the next school year, are located in the bottom right corner of the report cards. Two examples are shown here.

Information in this area must be **handwritten** on the individual printed report cards, and therefore will **NOT** display on the digital report card screen or on the PDF documents added to PVUE/SVUE. This area cannot be completed using any options from the teachers' gradebook.

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

Processing Report Cards from Synergy SIS - Using the GBK201

Use the information below to process school-wide report cards, for one or more grade levels, for one teacher's class, or for an individual student.

Attach the PDF report card document, to students' records, during the report card processing. Directions are included in the steps below. Attaching the PDF document is the only way to provide a digital Spanish version of students' report cards.

Steps to enable the Online Report Card – Grade Module, in PVUE/SVUE, are shown on subsequent pages in this guide.

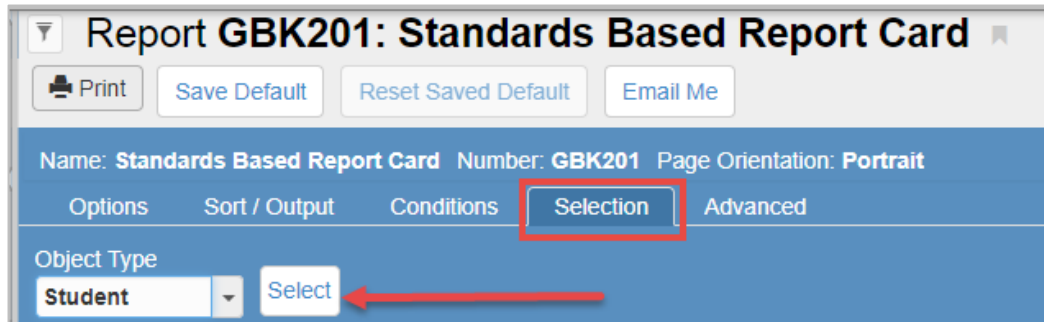
Quick Launch → GBK201 or Navigation: PAD Tree → Synergy SIS → Grade Book → Reports → GBK201

The **GBK201 Report Interface** screen will display. The **Options Tab** (below) allows different options for creating the report card file.

Select options or leave blank for **school-wide report cards sorted by Grade Level/Teacher Name/Student Name.**

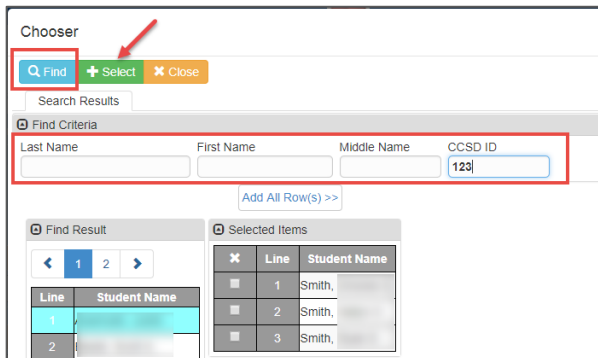
- **By single student** (For an option to process a **list** of students, see the **Selection** tab info below.)
 - Enter the student's ID **or** Name in the fields provided in the Student Info section.
- **By grade level(s)**
 - Enter the desired grade level(s) in the fields provided in the *Student Info* section.
- **By teacher**
 - Use the drop down menu in the *Teacher Filters* section to select a homeroom teacher.

- **For a list of students**, use the **Selection** tab to process report cards for a list of students. (Only use this step if printing for a specific list of students. When an entire homeroom is needed, use the teacher drop down instead.)
 - Click on the **Selection** tab.
 - Choose **Student** from the **Object Type** drop down menu and click the **Select** button.



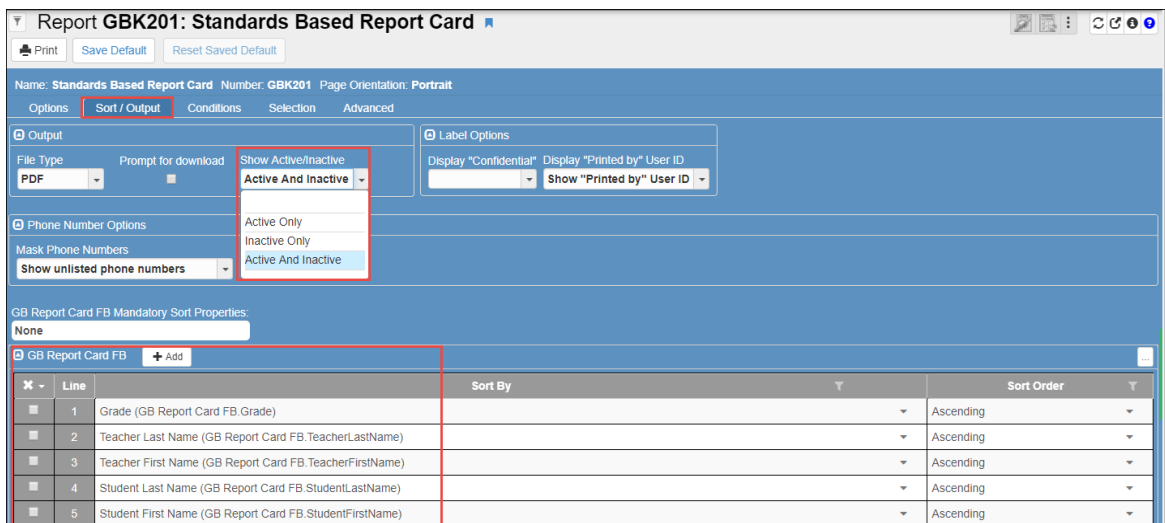
Use the **Chooser** screen to find students by name *or* ID number.

- Enter criteria in the appropriate field and click the **Find** button. Click students' names on the **Find Results** side of the screen to move them to the **Selected Items** side.
- When all students display on the **Selected Items** side of the **Chooser** screen,
- Click the **Select** button to return to the Report Interface. Continue the steps to process.



Select any of the options described above or **leave all blank for school-wide report cards** sorted by *Grade Level/Teacher Name/Student Name*. Processing school-wide report cards will take several minutes.

Sort/Output Tab displays the default sort options for the report. (Continue with the steps on the next page.)

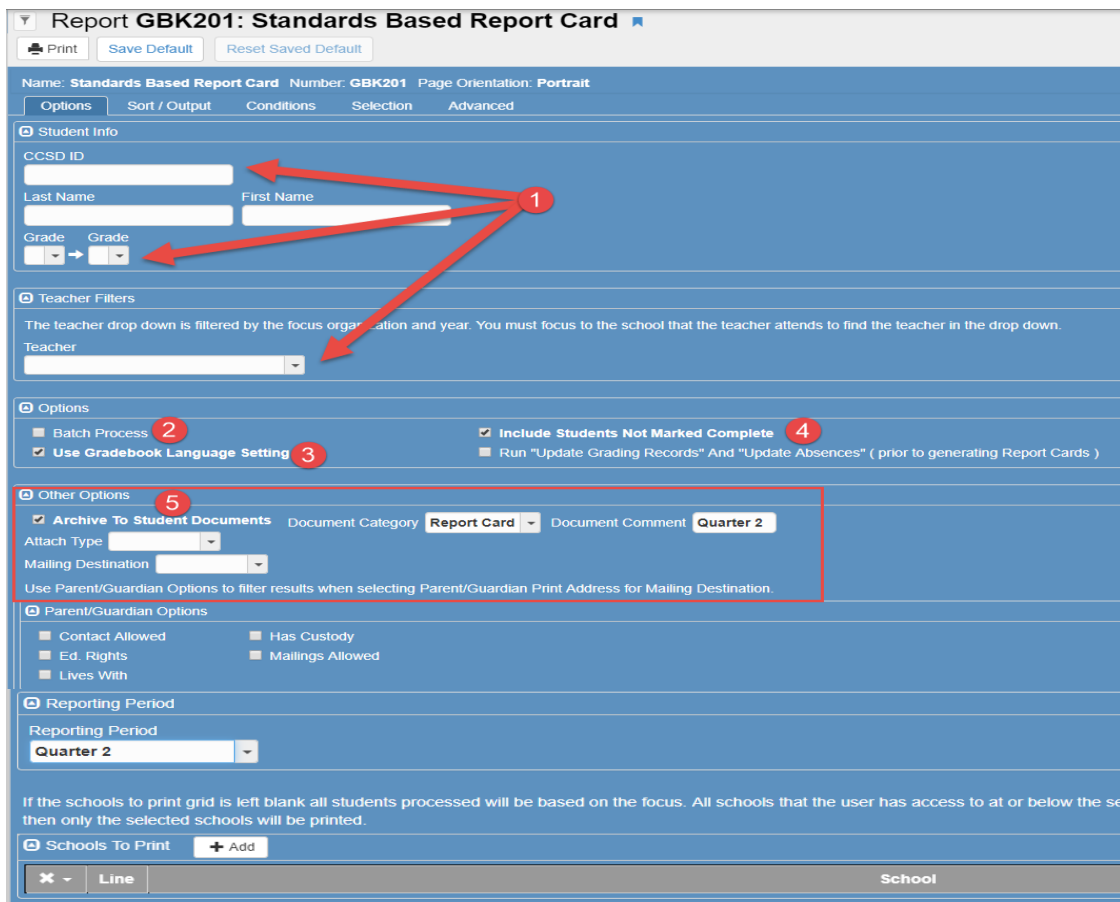


Continue with the steps below to complete the setup on the GBK201, before processing the report cards. The next steps will attach the PDF documents to the students' records so they can be viewed in PVUE/SVUE.

Attach the PDF Report Card Document to be Viewed in ParentVUE/StudentVUE

It is recommended that schools attach a PDF version of the report card, thus allowing parents and students the ability to view the report card on their **mobile devices**. This will also allow parents and students the option to print a copy of the report card from ParentVUE/StudentVUE.

- During the processing step, the documents will attach to the students' Synergy record and enables the printing option for report cards in PVUE/SVUE and ability to view the report cards on their mobile devices.
 - After processing the report cards, print copies (if desired) &/or save the PDF file for future reference.
1. Refer to the directions on the prior pages to select specific students, classes, or leave blank for school-wide report cards. Then, continue with the required steps below.
 2. **Uncheck** the Batch Process box, which enables the **Other Options** area of the report card. This box may need to be checked and unchecked again to view settings that were previously entered.
 3. Check the box to **Use Gradebook Language Setting**. A check in this box is required for the PDF report cards to process in the Spanish language. Currently, Spanish is the only additional language available in Synergy.
 - a. The teachers' required steps, to set up the Spanish language, are on previous pages in this guide.
 - b. **If the language-setting box is not checked**, only English versions will generate for all students regardless of language setting saved in the teachers' gradebook.



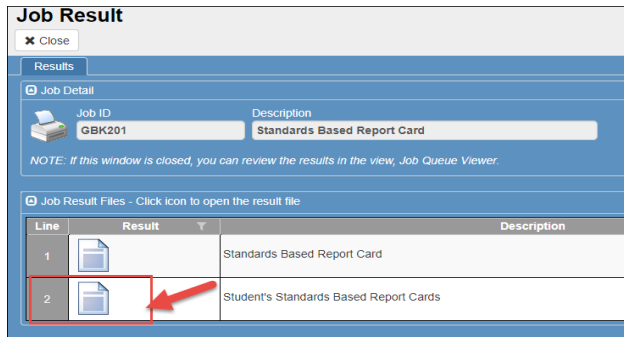
4. Check the box to **Include Students Not Marked Complete**. (Checking this box will process and attach incomplete report cards. Confirm all teachers have actually completed their report cards using the OnTrack > Pre-Processing *Missing Marks Report*, prior to processing.)
5. In the **Other Options** area, check **Archive to Student Documents**, select **Report Card** for the **Document Category** and enter a **Document Comment** (example: *Quarter 2*). Please continue to the next page.

Click the **Print** button at the top of the report. *Wait* while the report runs. The process may take a few minutes. When the job is complete, the **Job Result** window displays on the screen.

- Click the *paper icon* in the second row to open the report card file.
- **Save the PDF file for future reference.** If a paper format is needed, it can be printed.
- *Always review the report card file on the screen before saving or printing to paper.*
- **Reminder: K-3 Digital report cards are designed for 2-sided, ledger-size paper.**

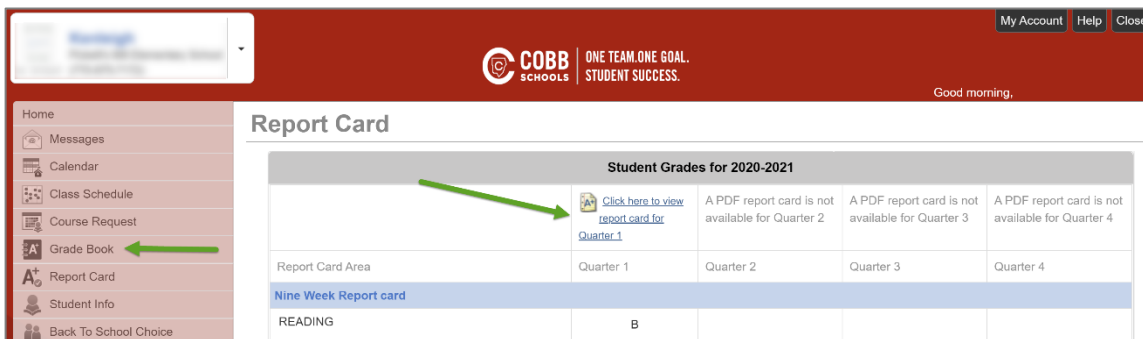
Printing Tips:

- Use a copier that has a ledger-sized paper tray to avoid feeding the paper into the by-pass tray.
- Processing one K-3 teacher at a time may be easier when a printed format is needed.



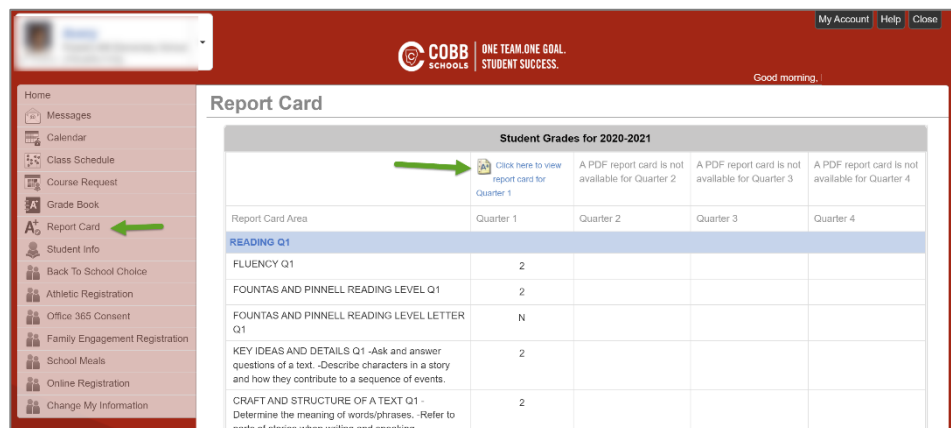
The steps above will process report cards for the school or specified students/class/grade levels that were selected on the GBK201 (as a PDF file). **IN ADDITION**, it adds the report card document to PVUE/SVUE at the same time.

After selecting the Report Card link in PVUE/SVUE, parents and student can click the icon or link (see below) to open a printable PDF of a student’s report card. The PDF is used to view students’ report cards on **mobile devices**.



The PDF option is available for all grade levels.

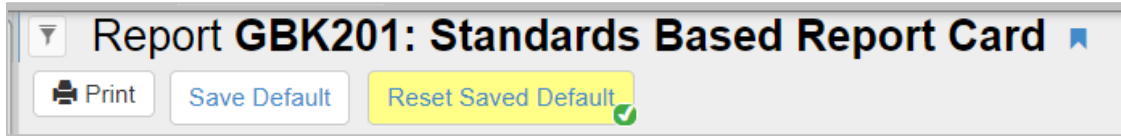
- 4th – 5th grade (shown above)
- K – 3rd grade (shown at right)



Optional: Save the Setup as Default for GBK201

TIP: The settings on the report card interface can be saved as a default. *If a default is saved, remember to update the Document Comment prior to printing future report cards.*

Once a default is saved the yellow highlight displays. Click the highlighted button to reset the report to the original status.



Enabling the Online K – 5 Report Cards for PVUE/SVUE: Grade Module

After processing school-wide report cards for the Quarter grading periods, the **Grade** module can be enabled allowing parents and students an online view of the report card from ParentVUE and StudentVUE.

Note: The Grade Module can be left enabled throughout the year. Or, it can be disabled while teachers are working on report cards each quarter, then enabled after all teachers have completed.

- *When Grade is checked on the school configuration screen – the module is disabled. See the screen shot below.*

When teachers complete the Quarter report cards, the students must be marked complete, moving the students’ names to the right side of the Report Card > Students screen.

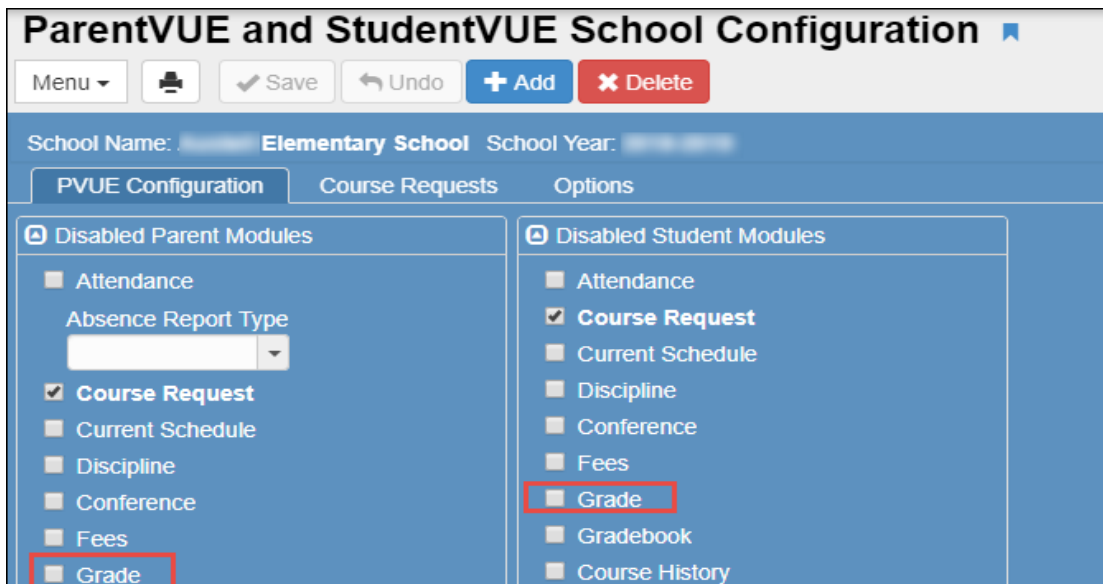
This step is required for the report card grades to display in PVUE and SVUE on the Report Card screen.

ParentVUE and StudentVUE School Configuration Screen

Quick Launch → ParentVUE and StudentVUE School Configuration screen

PAD Tree → Synergy SIS → System → ParentVUE → ParentVUE and StudentVUE School Configuration

1. **UNCHECK** the Grade module to **enable** the online report card view for parents and students.
2. **CHECK** the Grade module to **disable** the online report card view for the parents and students.
3. Click **Save**.

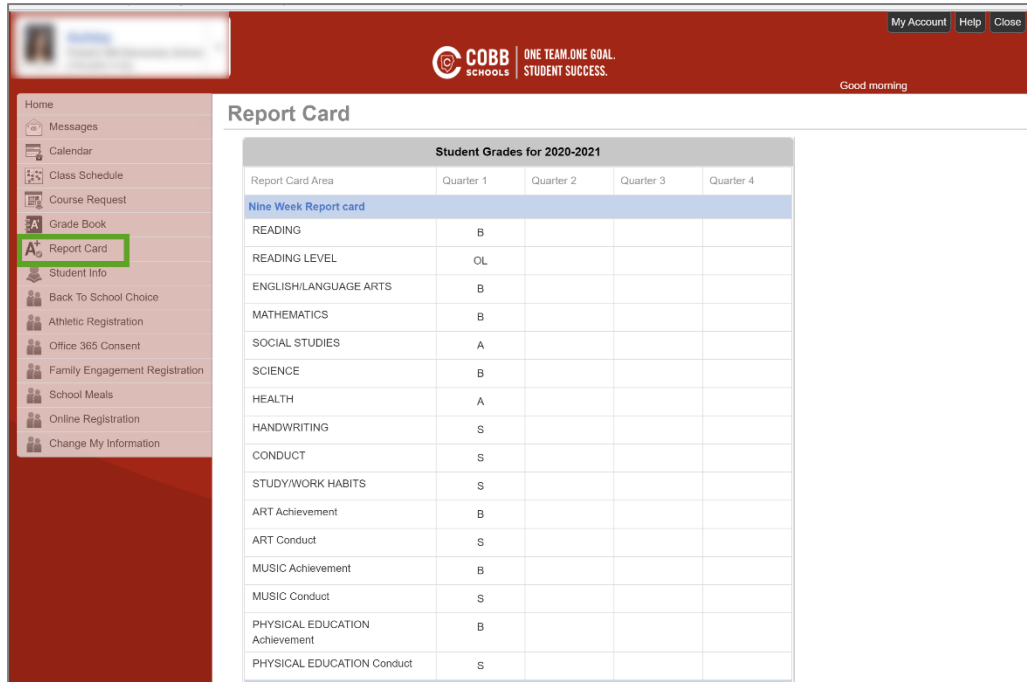


Online Report Cards – ParentVUE and StudentVUE

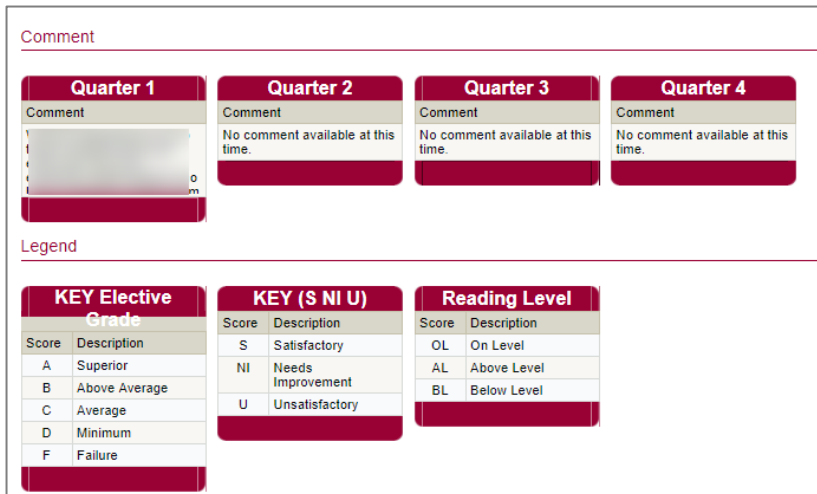
When the Grade Module is enabled, as described on the previous page, parents and students will see students’ report cards using the **Report Card** link in the PVUE/SVUE menu. In the example below, the grades display **when using a computer**, but the PDF document was not attached.

The PVUE/SVUE screen displays the report card grades in English only. (When a Spanish version is needed, the PDF document, processed in Spanish, must be attached so it can be viewed in PVUE/SVUE.)

- Even if the module is enabled - Teachers must move the students to the ‘complete’ area on the **Report Card > Students** screen before the grades display on the screen for parents and students.



The Comment and Legend areas also display.



Continued on the next page.

The **K-3 Standards-Based Digital Report Cards** also display in PVUE and SVUE when the Grade module is enabled, and students are marked complete. **(To view quarters 2, 3, and 4, parents and students must scroll down on the PVUE/SVUE screen to locate the standards for the different quarters.)**

- In the examples below and on the previous page, the Grade Module is enabled. However, the PDF report card document is not attached in either of the screen shots.

Report Card Area	Quarter 1	Quarter 2	Quarter 3	Quarter 4
READING Q1				
FLUENCY Q1	2			
FOUNTAS AND PINNELL READING LEVEL Q1	2			
FOUNTAS AND PINNELL READING LEVEL LETTER Q1	N			
KEY IDEAS AND DETAILS Q1 - Ask and answer questions of a text. -Describe characters in a story and how they contribute to a sequence of events.	2			
CRAFT AND STRUCTURE OF A TEXT Q1 - Determine the meaning of words/phrases. -Refer to parts of stories when writing and speaking.	2			
WRITING Q1				

Steps to attach the PDF report card documents are listed in the **Processing Report Card from Synergy SIS - Using the GBK201** section earlier in this document.

How to Add Spanish Language Report Cards in ParentVUE/StudentVUE

- Teachers must save the Spanish language setting in TVUE for all students that require a Spanish version.
 - The required teachers’ steps are listed earlier in this document.
- Before processing the report cards**, on the GBK201, grade book managers must check the box to **Use Gradebook Language Setting**. (If this box is *not* checked, an English version will generate for all students regardless of which language setting is saved in the teachers’ gradebook
- When steps 1 and 2 above are followed, and the PDF report card document is attached, then parents and students will be able to view the Spanish version using the PDF document.

Attaching a Corrected PDF Document for an Individual Student or Class

The process to add the report card documents can be repeated and should be repeated if students' report card grades change after the first process is completed.

If edits are made to students' report cards after attaching the PDF documents, a copy of the revised report card should be added to ParentVUE and StudentVUE.

Follow the steps in the section of this guide, *Processing Report Cards from Synergy SIS - Using the GBK201*, to process the report cards for an **individual student, a grade level, a teacher, or a list of students.**

Accessing Report Cards From the Student Screen – Documents Tab

When report cards are attached to the students' records, they can be accessed on the Synergy **Student Screen**. This is helpful for administrators and clerical staff.

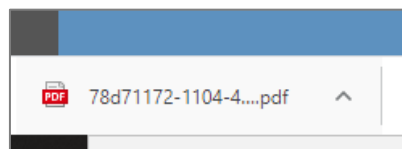
Quick Launch → Student

PAD Tree → Synergy SIS → Student → Student

- Navigate to the Student screen and search for the student by name or ID.
- Click the **Documents Tab** to view attached report cards.
- Click the icon in the Doc Type column to view a copy of that report card.
- If the PDF file does not open automatically, look in the bottom left area of the screen to locate the file. Click it to open the PDF.

The screenshot shows the 'Student' screen with the 'Documents' tab selected. The table below lists report cards with columns for Line, Doc Date, Doc Category, Doc Comment, Doc Type, Visible in PVUE, and Acknowledgement Required. The 'Doc Type' column and its PDF icons are highlighted with a red box.

Line	Doc Date	Doc Category	Doc Comment	Doc Type	Visible in PVUE	Acknowledgement Required
1	10/16/2018	Report Card	Quarter 1	[PDF Icon]	<input type="checkbox"/>	<input type="checkbox"/>
2	01/14/2019	Report Card	Quarter 2	[PDF Icon]	<input type="checkbox"/>	<input type="checkbox"/>
3	03/25/2019	Report Card	Quarter 3	[PDF Icon]	<input type="checkbox"/>	<input type="checkbox"/>
4	05/24/2019	Report Card	Quarter 4	[PDF Icon]	<input type="checkbox"/>	<input type="checkbox"/>
5	10/14/2019	Report Card	Quarter 1	[PDF Icon]	<input type="checkbox"/>	<input type="checkbox"/>
6	01/15/2020	Report Card	Quarter 2	[PDF Icon]	<input type="checkbox"/>	<input type="checkbox"/>



After Report Card Processing

Change Grading Period Setting on School Setup screen

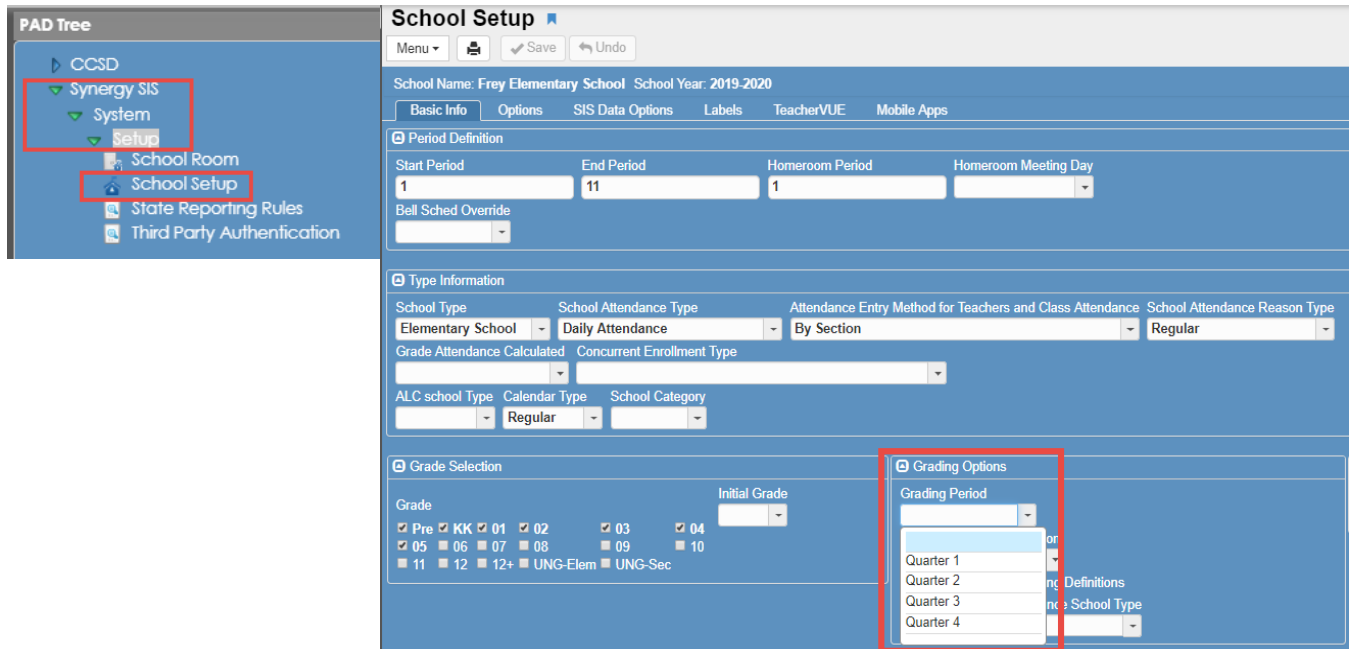
Quick Launch → School Setup

Navigation: PAD Tree → Synergy SIS → System → Setup → School Setup

After the report cards have been processed and **all necessary corrections are complete**, change the School Setup selection in the Grading Period drop down to the actual current period.

At the end of the year, leave the selection at Quarter 4.

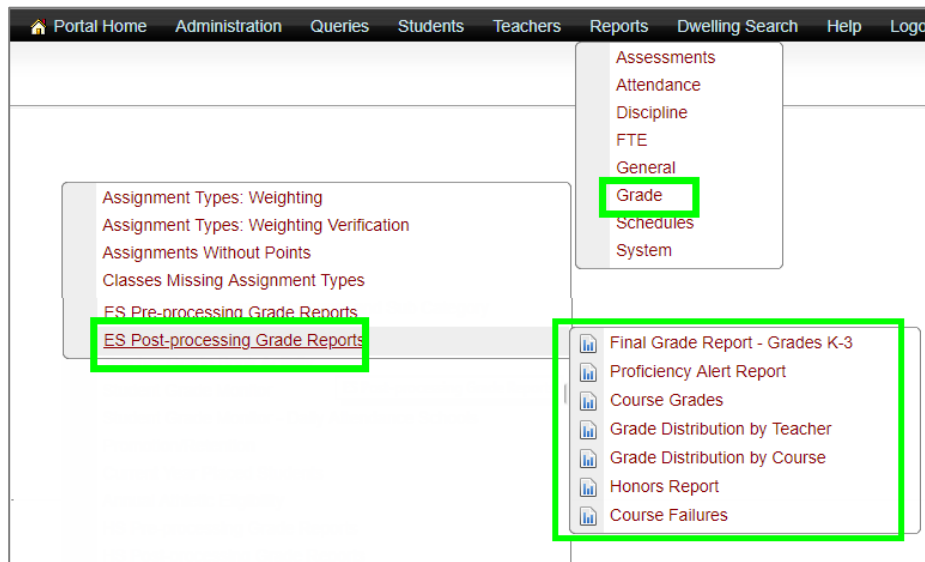
Select the new grading period and click the **Save** button at the top of the screen.



OnTrack Post-Processing Reports

Navigate to OnTrack in the CCSD Portal

OnTrack: Reports > Grade > ES Post-Processing Grade Reports -



Final Grade Report – Grades K-3 SSP4669

The report will display grades of E, M, and N entered on the Quarter 4 report cards by teachers in grades K, First, Second, and Third. *This report will only have data at the end of the school year, for Quarter 4.*

Proficiency Alert Report SSP4668 (Grade Levels K-3)

The report identifies Kindergarten through Third grade students that have report card grades of **All 1's and 2's** or **All 1's**. The report can be sorted by Student Name, Course Title, Teacher Name or Grade Level.

Note: The report does not include report card grades for Art, Music, or Physical Education.

Course Grades, Report SSP4631 (Grade Levels K-5)

Report SSP4631, Elementary School Course Grades, will display all posted report card grades for students and can be sorted by Student Name, Course Title, Teacher Name or Grade Level.

- Exported to CSV, this report is a great resource for quickly identifying student grades and reading levels.

Grade Distribution by Teacher, Report SSP6030 (Grade Levels 4-5)

Report SSP6030 shows a breakdown of all posted report card grades, sorted by teacher.

Grade Distribution by Course, Report SSP6032 (Grade Levels 4-5)

Report SSP6032 shows a breakdown of all posted grades sorted by course & grade level.

Honors Report, SSP4638 (Grade Levels 4-5)

Parameters for the Elementary Honors Report can include or exclude student conduct grades.

- The report can be run for students who received all A's or A's and B's and will be grouped by grade level.

Course Failures, SSP4637 (Grade Levels 4-5)

Report SSP4637, Elementary School Course Failures, can be sorted by Student Name, Course Title, Teacher Name or Grade Level and displays any posted failure grade.

Please note: Run the OnTrack Post-Processing Reports after each grading period, and save as desired. If report card grades are edited, run Post Reports again to get the latest information for school files.

Save an electronic version of all Quarter 4 (end-of-year), Post Processing reports for future reference. Reports can be saved as PDF and (CSV)-Excel.

IMPORTANT NOTE: Post Processing Reports from prior years are not available.

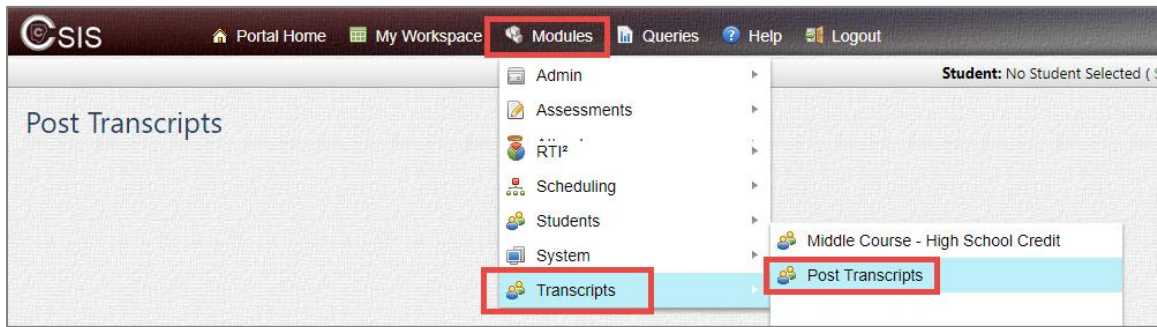
CSIS Post Transcript Process – Elementary Report Card Administrators

Elementary Transcripts are only posted at the end of the school year

Elementary transcripts only need to be posted at the end of every school year, **after** all report cards and final grade entries are complete. Complete the transcript posting process, for all grade levels at your school, in the CSIS Transcripts Module of the CCSD Portal.

- 1) Log into the CCSD Portal. Click CSIS from the main menu.
- 2) Navigate to the *Post Transcript* screen.

CCSD Portal → CSIS → Modules → Transcripts → Post Transcripts



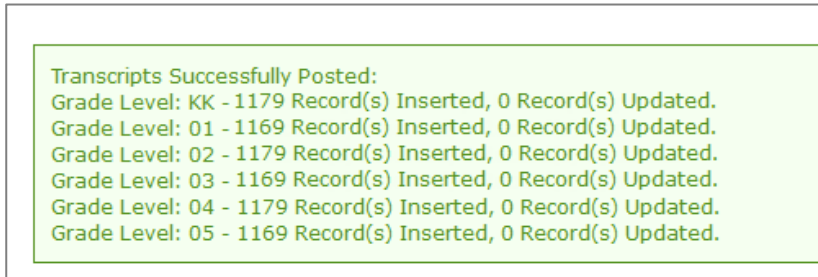
- a. The Post Transcripts screen will display.
- b. Click the **Post Transcripts** button **one** time.



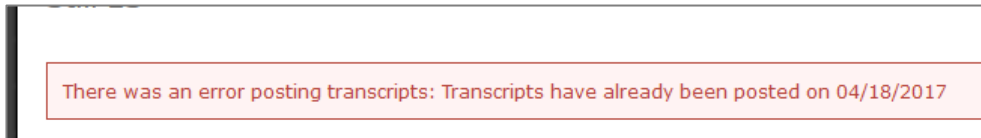
A spinner icon will display while the grades are loading to the transcripts. Please wait until this process is complete.



- c. A message will display when the process is complete and successful.



- 3) Elementary transcripts are posted one time at the end of each school year. If additional attempts are tried after a successful process, a message will display like the one shown below.



- 4) If your school's transcripts need to be re-posted, please contact the Customer Care Center or enter a Web Help Ticket. Someone from the Synergy Team will assist you.

How to Edit an Elementary Transcript

After posting transcripts, if numerous edits are needed, such as an entire grade level or more, submit a request to re-post transcripts for the entire school. For individual edits, follow the steps below.

Administrators should keep a record of all manual transcript changes.

- 1) Log into the CCSD Portal. Click CSIS from the main menu.
- 2) Navigate to the *Transcript Maintenance* screen.

CCSD Portal → CSIS → Modules → Transcripts → Transcript Maint

- 3) Search for a student using the search menu. The student transcript screen will display.
- 4) Click the **edit pencil** (shown below) for the year and subject that needs to be edited.

a. In some grade levels, the edit pencil displays only after the transcripts are posted.

SCHOOL	YR	TERM	GRADE LEVEL	COURSE ID	COURSE TITLE	FINAL GRADE	TEACHER	ENTEREDBY
DEPARTMENT: LA READING								
	Elementary School	2016	YR	01	23.0012000	Reading 1	M	Elementary School
	Elementary School	2017	YR	02	23.1013072	Reading 2	N	Elementary School
	Elementary School	2018	YR	03	23.1014000	EIP Reading 3	M	Elementary School
	Elementary School	2019	YR	04	23.1016000	EIP Reading 4	87	Elementary School
	Elementary School	2015	YR	KK	23.0011000	Reading K	M	Elementary School
DEPARTMENT: LANGUAGE ART								
	Elementary School	2016	YR	01	23.0020000	Language Arts 1	M	Elementary School
	Elementary School	2017	YR	02	23.0030000	Language Arts 2	N	Elementary School
	Elementary School	2018	YR	03	23.1040000	EIP Language Arts 3	M	Elementary School
	Elementary School	2019	YR	04	23.1050000	EIP Language Arts 4	89	Elementary School
	Elementary School	2015	YR	KK	23.0010000	Language Arts K	M	Elementary School

- 5) The **Transcript Edit** window will display.
 - a. Change the course number, if needed. Click the **search icon** to find the correct course number.
 - b. Edit the **Final Grade**, if needed. (Enter *E, M, or N* for K- 3 grade levels. **Numerical** grades are required for levels 4-5).
 - c. Select a different teacher from the drop down, if needed.
 - d. Click **Submit** to save edits and close the window. Cancel will close the screen without saving.
- 6) Repeat by searching for additional students and editing as needed.

Transcript Edit - SIS203W

Edit Transcript Record for [Student Name] - 1

* = Required

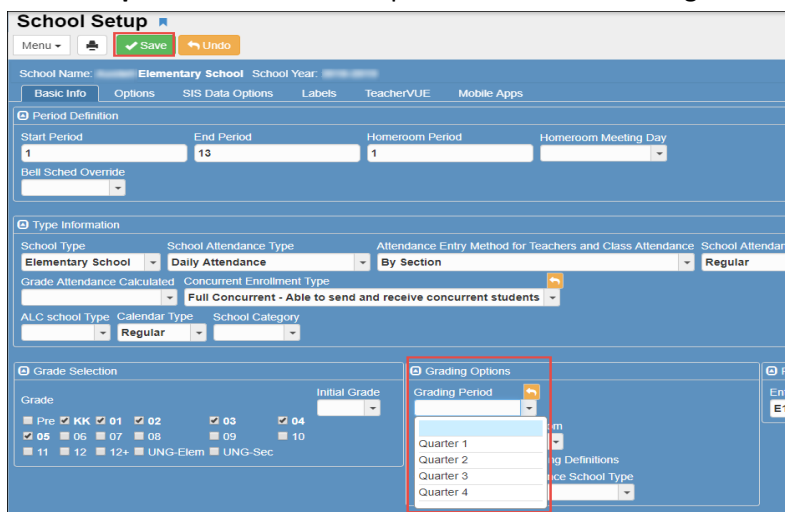
Enrollment School: <input type="text" value="Elementary School"/>	Credit School: <input type="text" value="Elementary School"/>
Course: * <input type="text" value="23.1016000"/>	Section: * <input type="text" value="0396"/>
Grade Level: * <input type="text" value="04"/>	Final Grade: * <input type="text" value="87"/>
Credit: * <input type="text" value="0"/> <small>(Valid range 0.00 to 3)</small>	EOCT: <input type="text" value="0"/>
<input type="checkbox"/> Transfer Course <input type="checkbox"/> Taken In Middle School <input type="checkbox"/> High School Credit	School Year: <input type="text" value="2019"/> Term: * <input type="text" value="YR"/>
	Attempted Credit: * <input type="text" value="0"/> <small>(Valid range 0.00 to 3)</small>
	Teacher: * <input type="text" value="f"/>
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

How to Make Changes to 4th or 5th Grade Report Cards in a Previous Grading Period

- Teachers can make edits to report cards during the current school year. The normal default setting allows teachers access to edit report cards for 14 calendar days past the end of the grading period. Once the 14-day window has passed, **an administrator should enter a Web Help ticket with a request to extend the report card window for a specific quarter.**
 - Please note that in January, the district will automatically extend the teachers’ window to allow sufficient time for teachers to complete, distribute, and edit Q2 report cards. The window will normally remain open for 5 days past the January distribution day. Refer to the District’s *Staff Use Calendar* for actual dates.
 - Local schools may prefer that the Grade Book Manager/Report Card Administrator make the report card updates, regardless of the number of days past the end of the grading period. If using this method, once the teacher makes necessary grade book edits, the Grade Book Manager/Report Card Administrator can make the report card changes themselves without the need to extend the teachers’ window.
- It is recommended that the grade book’s final quarter grade calculation match the grades that students receive on the nine-week (quarter) report card. If assignment errors or grade entry errors are found after the report card completion/distribution, teachers should return to the gradebook for the class and make necessary assignment corrections. Then, the homeroom teacher will review the report card grades and re-transfer/overwrite or manually edit grades as needed. **Be aware that changes made to an assignment could potentially change grades for all students in the class.**

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

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

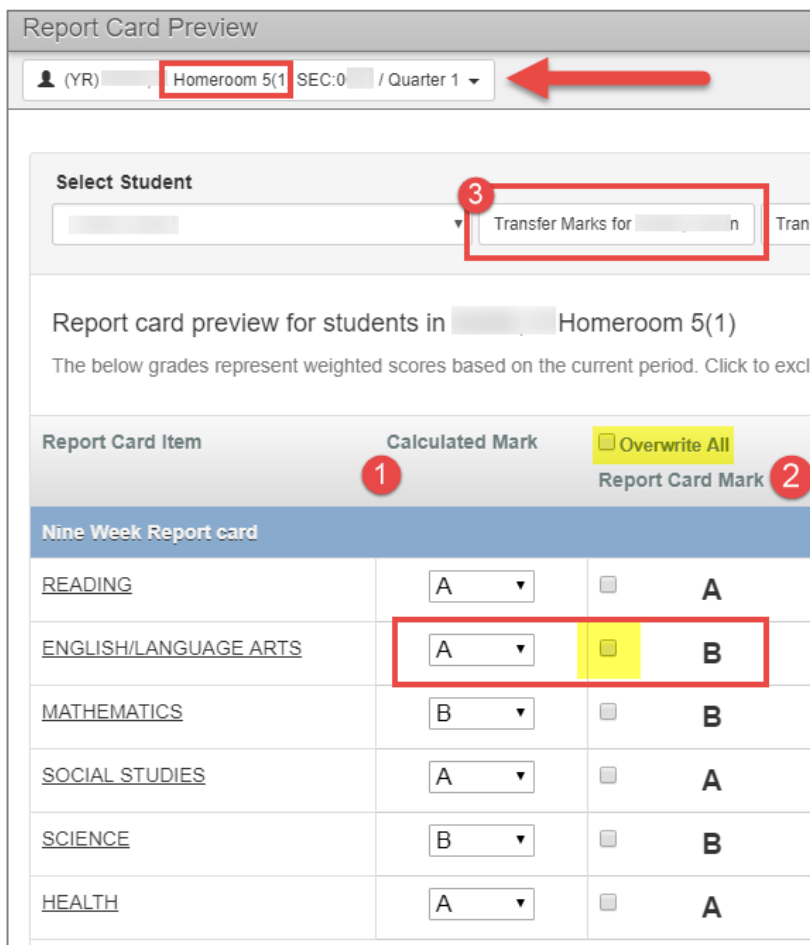


- Administrator:** If it is more than 14 days past the end of the grading period needed for changes, enter a Web Help ticket to request the report card edit window be extended. This will allow the teacher to edit the report card. Please list all details in the ticket: **Grading Period** that the changes need to be changed, **Teacher’s Name**, and **classes or sections** being edited in the gradebook.

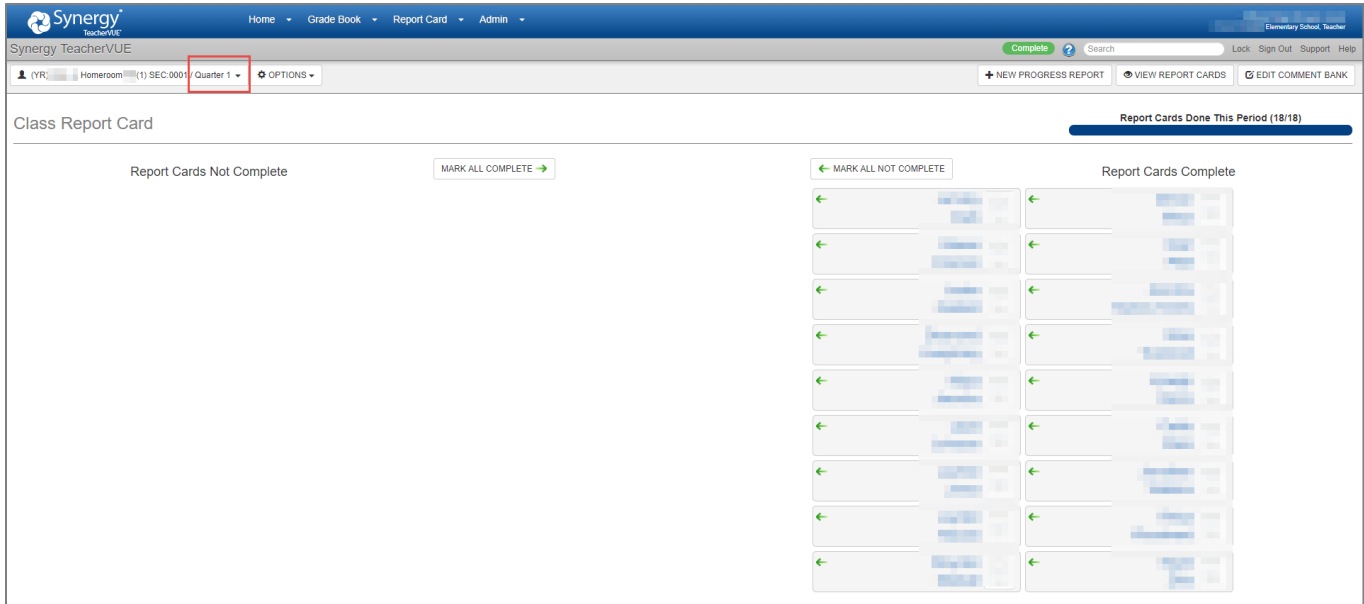
- **Classroom Teacher:** Open the gradebook for the appropriate class and grading period. Make any necessary edits to the assignment(s) and/or grade(s). SAVE changes.

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

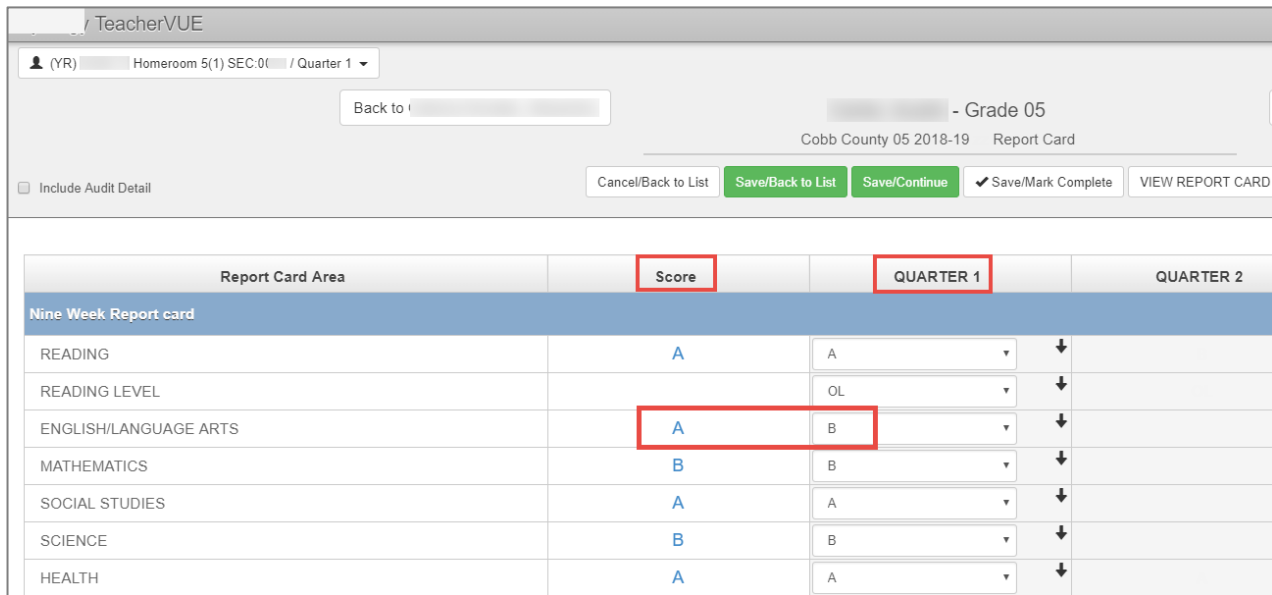
- **Homeroom Teacher:** Navigate to **Report Card > Report Card Preview** (select the Homeroom Class for appropriate quarter/grading period) Review students’ grades, individually, to determine if the report card mark (grade) needs to be overwritten after the assignment correction. *See the screen shot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



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



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

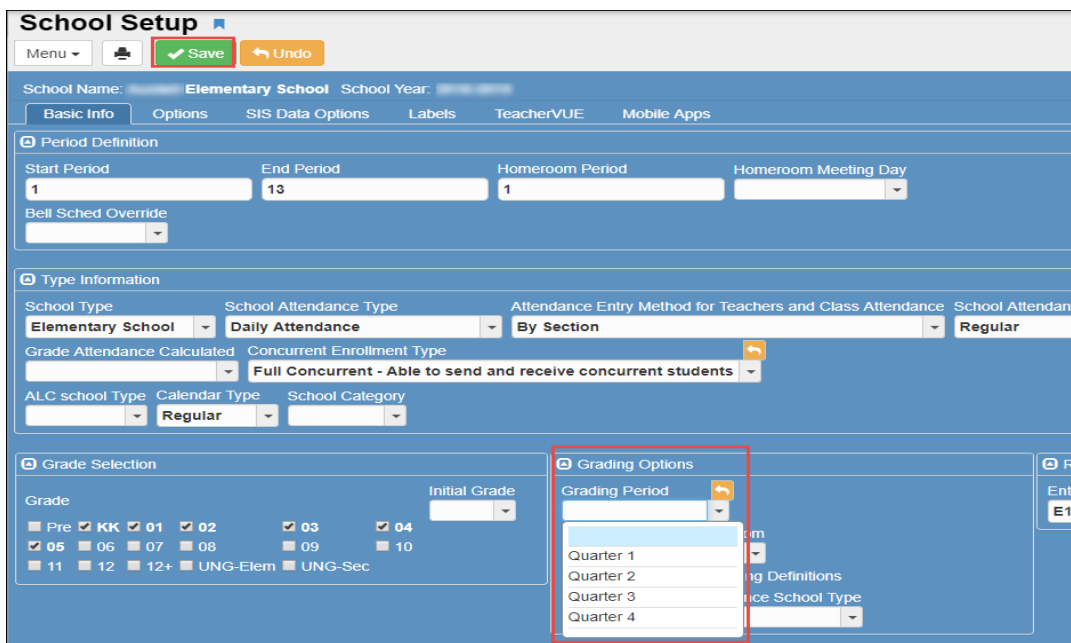


- Click the **View Report Card** button to view and print the updated report card, if needed. Notify the administrator when you are finished with all edits.
- **Teacher or Administrator:** The teacher or the administrator can run and print a new report card, as needed.
- **Administrator:** If the school has attached the report card PDF documents to the students, so they are visible in ParentVUE/StudentVUE, the edited report card needs to be attached. Follow the steps in this guide to attach the report card document for a single student, a list of students, or for an entire homeroom class.
- **Administrator:** When all report cards are complete and edits finished, the **School Setup screen** can be set to the current grading period. Notify Technology (through Web Help ticket entered) that the report card changes are complete, and the teacher-edit window can be reset to the normal 14-day setting.

How To Make Changes To K – 3rd Grade Report Cards In A Previous Grading Period

Since teachers in grades K – 3 do not use the gradebook for assignments, changes only need to be made on the report card or matrix screen if needed.

- Teachers can make edits to report cards during the current school year. The normal default setting allows teachers access to edit report cards for 14 calendar days past the end of the grading period. Once the 14-day window has passed, **an administrator should enter a Web Help ticket with a request to extend the report card window for a specific quarter.**
 - Please note that in January, the district will automatically extend the teachers’ window to allow sufficient time for teachers to complete, distribute, and edit Q2 report cards. The window will normally remain open for 5 days past the January distribution day. Refer to the District’s *Staff Use Calendar* for actual dates.
- **Administrator:** Review and change (if needed) the current grading period on the **School Setup** screen to match the period in which the changes are needed.



- **Teacher:** Once the School Setup screen is set to the grading period needed for the change, and the window is open, the teacher can open the Report Card Matrix or Report Card > Students screen. Make any needed changes and save.
- **Teacher or Administrator:** The teacher or the administrator can run and print a new report card, as needed.
- **Administrator:** If the school has attached the report card PDF documents to the students, so they are visible in ParentVUE/StudentVUE, the edited report card needs to be attached. Follow the steps in this guide to attach the report card document for a single student, a list of students, or for an entire homeroom class.
- **Administrator:** When all report cards are complete and edits finished, the **School Setup** screen can be set to the current grading period. Notify Technology (through Web Help ticket entered) that the report card changes are complete, and the teacher-edit window can be reset to the normal 14-day setting.

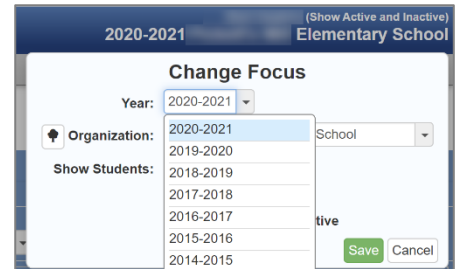
How To Make Changes To Report Cards In A Previous School Year

If a report card grade from a previous school year needs to be edited, the Grade Book Manager/School Administrator will be required to make the changes.

- Report cards can be edited for any grade level, K – 5.
- There will be no way to change the assignments or grades in the 4th or 5th grade teacher’s gradebooks once a new school year begins. The updates will be directly on the report card.
- Administrators should keep complete documentation of all grade changes on file.
- Update the student’s permanent folder with a copy of the new report card.
- Edit the student’s transcript using the directions provided in this guide.

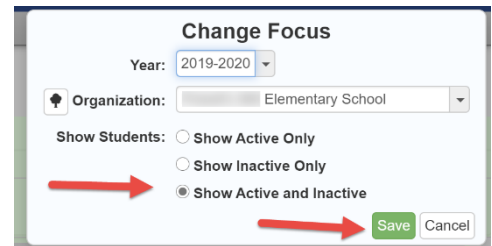
Steps To Follow

- Click in the area of the school name and the **Change Focus** window will display.



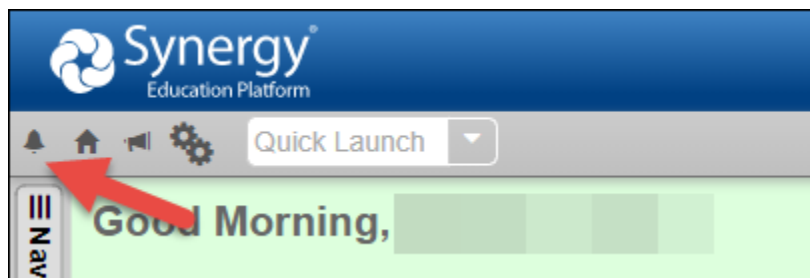
- Select the school year from the Year dropdown.

- Select ‘Show Active and Inactive’ students and click **Save**.

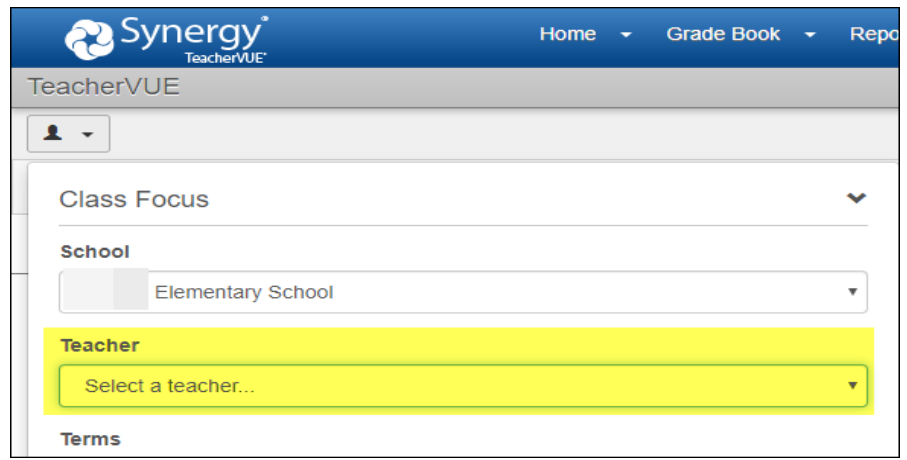


- The Synergy screen color will change to green indicating the focus to a prior school year.

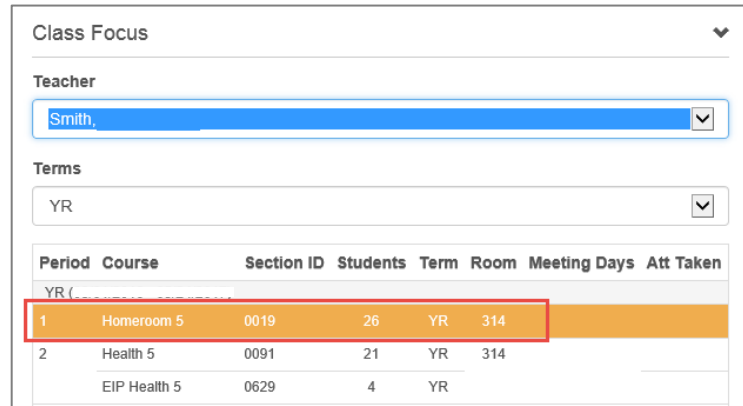
- Click on the **TVUE** icon.



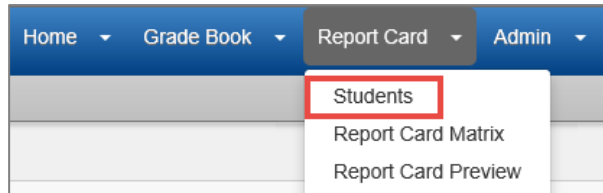
- Select the **teacher** from the drop-down menu.



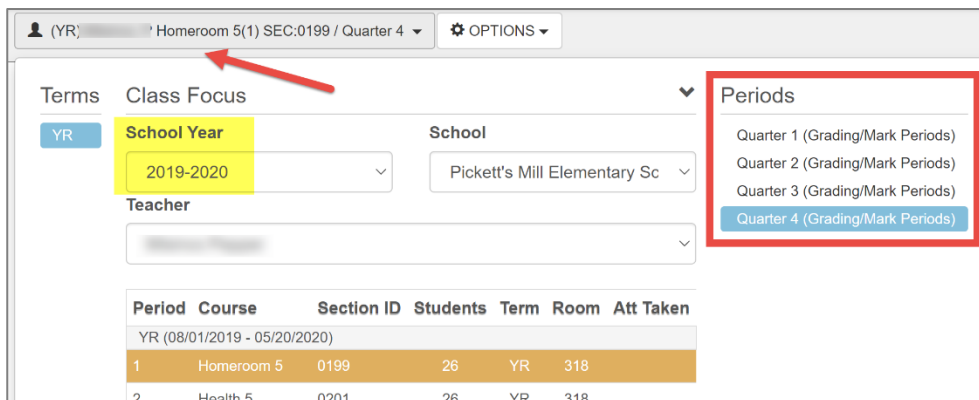
- Select **Homeroom** from the class list.
- You must click on the Homeroom class to select it.



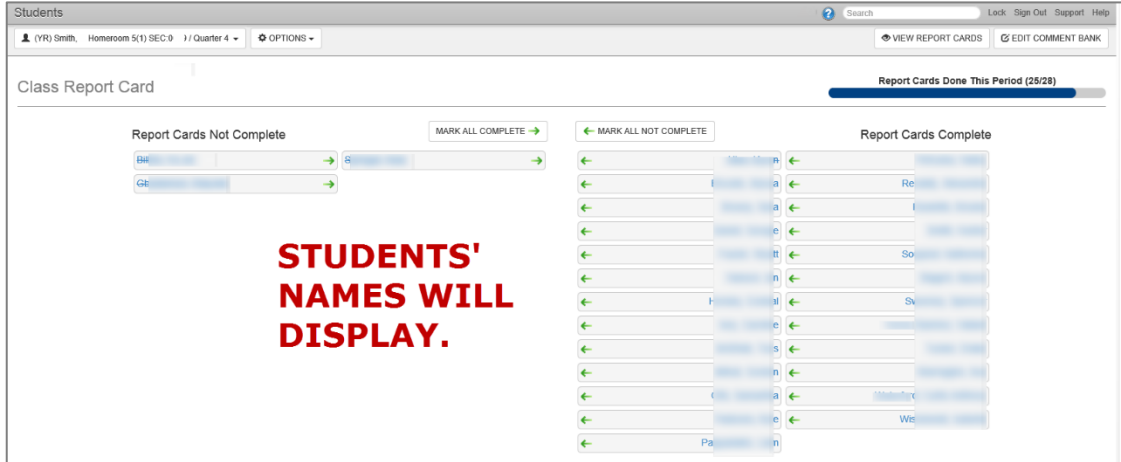
- Select **Report Card > Students** from the main menu.



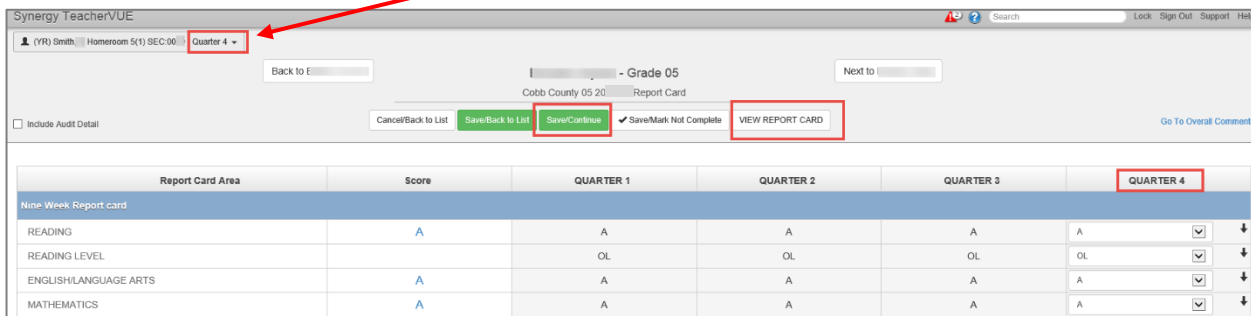
- When the Students screen opens, point the mouse at the name of the class to open the **Class Focus** window. Confirm the **School Year** is correct. Change it using the dropdown, if needed.
- Select the **Quarter** (Period) needed from the Class Focus dropdown.



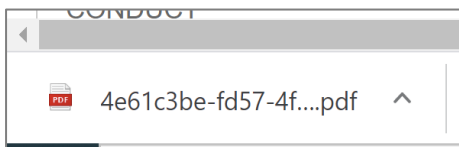
- Click the **name of the student** who needs grades edited.



- The report card will open for the student.
- The selected Quarter will display in the class focus window and will have dropdowns enabled for grades.



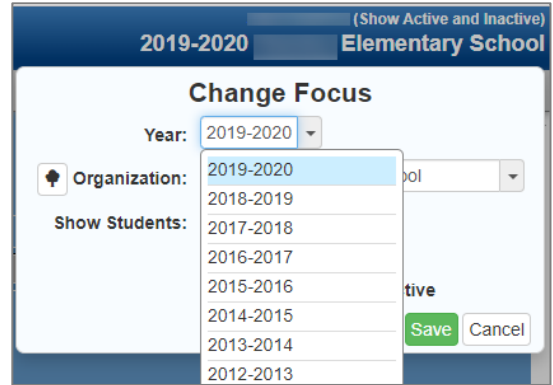
- Make all necessary **edits**.
- Click the **Save/Continue** button.
 - Click the **View Report Card** button to see a copy of the report card. (Only English language report cards are produced from this screen.)
- *Please wait* while the report card processes. The PDF file will display in the bottom left of the Synergy screen. Click to open the PDF. Print &/or save as desired.



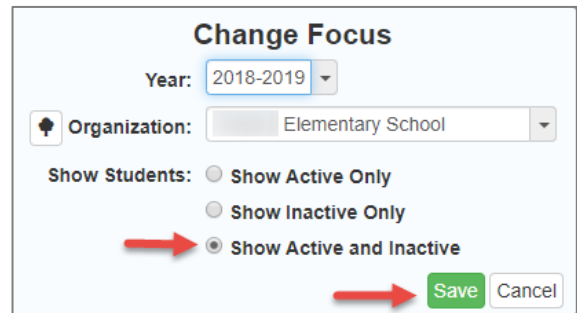
How To Print Report Cards From A Previous Year – Using GBK201 in Synergy

- Click in the area of the school name and the **Change Focus** window will display.

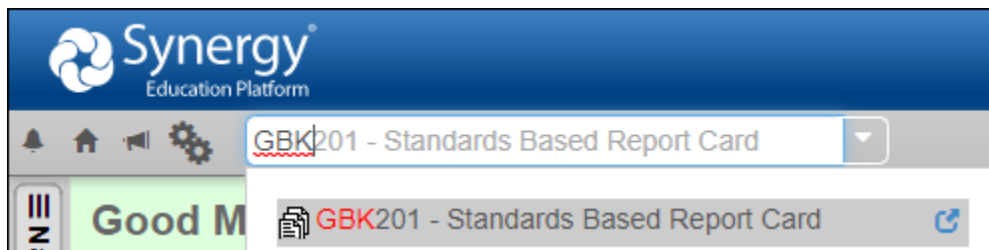
- Select the school year from the Year dropdown.



- Select 'Show Active and Inactive' students and click **Save**.



- The Synergy screen color will change to green indicating the focus to a prior school year.
- Enter **GBK201** into Quick Launch and click on the name of the report when it displays.
 - Or use **Navigation: PAD Tree → Synergy SIS → Grade Book → Reports → GBK201**



Steps continued on next page

- On the **GBK201** Report Interface select from the following options:
 - Enter the student’s ID or student’s name to print a report card for a single student.
 - Enter grade level(s) to print for one or more grade levels.
 - Select a teacher from the teacher drop down to print class report cards for that teacher.

In the **Options** section of the report:

- Check the box to **Include Students Not Marked Complete**.
- Check the box to **Print in Home Language**, if Spanish Language is needed.
- Select Quarter 4 in the Grading Period.
- Click Print at the top of the screen.
- Wait while the report processes.

Report GBK201: Standards Based Report Card

Print Save Default Reset Saved Default

Name: **Standards Based Report Card** Number: **GBK201** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Student Info

CCSD ID
 Last Name First Name
 Grade Grade

Teacher Filters

The teacher drop down is filtered by the focus organization and year. You must focus to the school that the teacher attends to find the teacher in the drop down.

Teacher

Options

Batch Process Include Students Not Marked Complete
 Use Gradebook Language Setting Run "Update Grading Records" And "Update Absences" (prior to generating Report Cards)

Reporting Period

Reporting Period
 Quarter 4

- When the Job Result window displays, click the icon in the second row to open the PDF file.
 - Print and/or save as desired.

Job Result

Close

Results

Job Detail

Job ID: GBK201 Description: Standards Based Report Card

NOTE: If this window is closed, you can review the results in the view, Job Queue Viewer.

Job Result Files - Click icon to open the result file

Line	Result	Description
1		Standards Based Report Card
2		Student's Standards Based Report Cards

BE SURE TO CHANGE YOUR SYNERGY FOCUS BACK TO THE CURRENT YEAR WHEN YOU ARE FINISHED.

Please enter a Web Help ticket anytime additional assistance is needed. Select **Application > Synergy** on the ticket so it will be routed to the Synergy Team for quick and accurate tech assignment.