Fifth Revision, January 2014

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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

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<td>1</td>
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CONVENTIONS USED IN THIS MANUAL

**Bold Text** - Indicates a button or menu or other text on the screen to click, or text to type.

**Tip** – Suggests advanced techniques or alternative ways of approaching the subject.

**Note** – Provides additional information or expands on the topic at hand.

**Reference** – Refers to another source of information, such as another manual or website

**Caution** – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to rescreen the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.

**Caution**: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option
Chapter One: INTRODUCTION

This chapter covers:

- Overview Of Grade Book
- Using this Guide
- Logging in as a Teacher
- Logging in as a Principal, Specialists, or District Staff
OVERVIEW OF GRADE BOOK

Grade Book allows teachers to track student performance on assessments such as homework, quizzes, and projects. Teachers can also setup online resources in Grade Book such as websites or documents to share with students via the StudentVUE portal. Teachers can determine which assignments to make accessible to parents and students through ParentVUE and StudentVUE, the student and parent portals (if used by the district/school).

The classes, marks, and enrollment information synchronize between Synergy SIS and Grade Book to reduce data entry. Grade Book is not included with the Synergy SIS software and must be purchased separately. This guide illustrates how teachers can create and grade assignments in their classes. There are a number of reports generated from the information. This guide reviews the available reports and shows how to customize and print these reports.

Grade Book can either support standards-based report cards, or utilize the report cards within Synergy SIS. Standards-based report cards grade students on state and school standards, and the report cards are printed from Grade Book. These grades are not synchronized with Synergy SIS. The report cards within Synergy SIS report the grades students received for the sections in which they were enrolled. In order to print the report cards from Synergy SIS, the final grade for each section must be posted from Grade Book to Synergy SIS.

Teachers are assigned to one of two roles within Grade Book, depending on the type of report card used. The Teacher role is for teachers using standards-based report cards, generally elementary school teachers. The Secondary Teacher role is for teachers utilizing the Synergy SIS report cards, generally middle school and secondary teachers. Grade Book screens and functionality are slightly different for each of these two roles and are specified in the different Grade Book user guides.
Using This Guide

The purpose of this guide is to help teachers set up and maintain their Grade Books, and to assist them in completing Report Cards. The chapters in this guide are broken up into two sections: Basic and Advanced. If you want to use the Grade Book on a basic level, refer to the Basic sections of each chapter. However, if you want to know how to use the Grade Book to its full capacity, it is best to read both sections.

This guide outlines the three main phases that you go through when using Grade Book: Setting up Grade Book, Using Grade Book, and Completing Report Cards. The Table of Contents outlines the procedures that are performed at the beginning of the school year, throughout the school year, and at the end of each grading period.

The companion guide, Synergy SIS – Grade Book Administrator Guide, outlines how to synchronize the information between Synergy SIS and Grade Book, and how to configure Grade Book for teachers.
LOGGING IN AS A TEACHER

The very first step you take when using the Grade Book is learning how to access their Grade Book.

Accessing Grade Book as a Teacher

1. Log into the Synergy SIS system using your username and password. A red highlighted box then appears in the middle of the screen.

2. Select the correct semester from the list at the top of the screen.

3. Select the class to be graded or for which attendance is to be recorded by clicking the radio button in the Period column.

4. Click OK. If students were added or dropped from the section, the Acknowledge Adds and Drops screen opens.

Tip: To add the new student(s) to the seating chart, check Add to Chart. This option is selected by default.
5. Click **OK** to acknowledge the student changes. If announcements are available, the District and School Announcements screen opens.

6. Click **Close**. The main screen of the TeacherVUE/Grade Book application displays.

**Tip:** By default, the focus is set to the class in focus in TeacherVUE. To change the focus of Grade Book:

1. Click on the link with the teacher name & class name in the upper left-hand corner of the screen. The **Focus Selections** screen displays.
2. Select the **School Year, School, Enrollment Period, Classes**, and **Grading Period**.
3. Click **Select**.

![Focus Selection screen](image)

*Figure 1.6 – Focus Selection screen*
LOGGING IN AS A PRINCIPAL, SPECIALISTS, OR DISTRICT STAFF

Principals, specialists and other staff not using the TeacherVUE software must access Grade Book directly from within Synergy SIS.

Accessing Grade Book from within Synergy SIS

1. Open the Synergy SIS Navigation Tree by clicking the Tree button near the top of the page.

2. Click Synergy SIS in the tree.
3. Expand branches to locate Synergy SIS > Grade Book > Grade Book Admin Login.
4. Click the Grade Book Admin Login icon, and Open Grade Book appears on the right side of the screen.
5. Click Open Grade Book. Grade Book opens in a new window.
By default, the focus is not set to any class or grading period. A focus must be selected to view class grades. Principals and other staff can view any class to which they have access, but they cannot change the grades.

**Selecting the focus of Grade Book**

1. Select the **School Year**, **School**, **Enrollment Period**, **Class**, and **Grading Period** in the Focus Selections group box.
2. Click **Select**.
Chapter Two: SETUP

This chapter covers:

BASIC:

► Setup Overview
► Setting Up Subjects
► Creating Assignment Types
► Configuring Assignment Scoring Settings
► Setting Grade Book Alerts and Notifications

ADVANCED (Optional):

► Defining Grade Book Score Types
► Configuring Grade Book Comments
► Creating Report Card Score Types
► Setting Up Academic Standards
► Managing Classes
**SETUP OVERVIEW**

Before setting up your Grade Book, it is important to note any default settings your school district has set up in the Grade Book for teachers. There may be defaults set for Assignment Types, Subjects, Grade Book Score Types, Report Card Score Types, and Grade Book Comments.

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

In most elementary schools, most subjects are taught to the same group of children in the same classroom. As an elementary teacher, Edupoint recommends that you create a subject within Grade Book for every subject you teach. This enables you to filter your class by subject areas (Math, Reading, and Science) on the Grade Book Main screen.

Note: Please note that not all teachers may have the access or permissions to create their own subjects within Grade Book. Some teachers may be required to use only subjects created by their district.

Adding Subjects

Note: The My Subjects option on Grade Book Setup screen is only available to elementary teachers.

1. From the Grade Book menu, select Grade Book Setup. The Grade Book Setup screen displays.

2. Click My Subjects. The Subjects screen opens. If your district has set up subjects, they display.
3. Click **NEW**. A new row appears.

4. Enter the **Subject** and the **Sequence**. The sequence is the order in which the subjects are listed in the assignment.

5. Click **INSERT**.

### Editing Subjects

1. Move the mouse over the subject until it appears highlighted.

2. Click Edit. The word **edited** appears shaded orange.
3. Change the Subject or Sequence. The sequence is the order in which the subjects are listed in the assignment.

4. Click SAVE.

Deleting Subjects

1. Move the mouse over the subject until it appears highlighted.

2. Click Delete. The word delete appears shaded red.

3. Click SAVE. A message box confirms the deletion.
4. Click OK.

**Viewing Deleted Subjects**

1. Click **Options**. The subject options display.
2. Select **Show Deleted**. The deleted subjects appear with a note indicating the date they were deleted.

![Figure 2.9 – Showing Deleted Subjects](image)

![Figure 2.10 - Subjects screen, show deleted](image)
CREATING ASSIGNMENT TYPES

Assignment Types are your assignment categories, such as Homework or Quiz. Assignment Types typically include Homework, Projects, Quizzes, Tests, Participation, Reports, Exams, Presentations, etc.

Setting the Default Grading Period for New Assignments

1. From the Grade Book Menu, select Grade Book Setup. The Grade Book Setup screen displays.
2. Select the Grade Book Settings tab.
3. In the Grading Period Default For New Assignments field, select one of the following options:
   - Assignment Due Date - Places new assignments into the grading period in which the assignment due date falls.
   - Assignment Date - Places new assignments into the grading period in which the assignment date falls.
   - Current Period in Grade Book - Places new assignments into the current grading period in Grade Book.
   - My Last Selection – Places new assignments into the grading period based on your last selection.
Adding Assignment Types

Note: Check with your district to see if you are required only to use the district’s default assignment types, or if you are allowed to create and use your own in addition to the ones created by the district.

1. From the Grade Book menu, select Grade Book Setup. The Grade Book Setup screen displays.

2. Click My Assignment Types. The Assignment Types screen displays. If your district has set up assignments, they display.

3. Click NEW. A new row displays.
4. Enter the **Measure Type** and **Sequence**. The sequence is the order in which the assignment types are listed in the assignment screen.

5. If the assignment can have an assigned due date, check **Due Date**.

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

6. Click **Measure Type Color Picker** to select the measure type color. The color picker window opens.

7. Select the color and click **OK**.

8. Click **INSERT**.
Editing Assignment Types

1. Move the mouse over the assignment type until it is highlighted.

![Assignment Types screen, edit](image1)

2. Click Edit. The word *edited* appears shaded orange.

![Assignment Types screen, Edited](image2)

3. Make the necessary changes to the assignment type.
4. Click **SAVE**.
Deleting Assignment Types

1. Move the mouse over the assignment type until it appears highlighted.

```
Assignment Types

<table>
<thead>
<tr>
<th>Measure Type</th>
<th>Sequence</th>
<th>Due Date</th>
<th>Locked</th>
<th>Measure Type Color Picker</th>
</tr>
</thead>
<tbody>
<tr>
<td>PODS DISTRICT WIDE</td>
<td>4</td>
<td>Yes</td>
<td>No</td>
<td>PODS</td>
</tr>
<tr>
<td>Trouble DISTRICT WIDE</td>
<td>1</td>
<td>No</td>
<td>Yes</td>
<td>Trouble</td>
</tr>
<tr>
<td>Prettiness Susan Adams</td>
<td>1</td>
<td>No</td>
<td>No</td>
<td>Prettiness</td>
</tr>
</tbody>
</table>

Figure 2.19 – Assignment Types screen, delete
```

2. Click Delete. The word **deleted** appears shaded red.

```
Assignment Types

<table>
<thead>
<tr>
<th>Measure Type</th>
<th>Sequence</th>
<th>Due Date</th>
<th>Locked</th>
<th>Measure Type Color Picker</th>
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<td>Prettiness Susan Adams</td>
<td>1</td>
<td>No</td>
<td>No</td>
<td>Prettiness</td>
</tr>
</tbody>
</table>

Figure 2.20 - Assignment Type screen, Deleted
```

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

```
Figure 2.21 – Delete Confirmation Message Box
```

4. Click **OK** to delete the assignment type.
Viewing Deleted Assignment Types

1. Click **Options**. The Assignment Type options display.
2. Select **Show Hidden**. The deleted assignment types appear with a note indicating the date they were deleted.

Inheriting District Created Assignments

Some districts create a District Grade Book for the different grade levels at their school. The district can add assignments to each grade level’s District Grade Book, and any assignments added to this Grade Book are pushed down into the teacher’s Grade Book from the district level.

The District chooses whether to make their assignments mandatory for teachers to inherit, or to allow teachers to choose to inherit them. To choose to inherit your district’s non-mandatory District Grade Book:

1. From the **Grade Book** menu, select **Grade Book Setup**. The Grade Book Setup screen displays.
2. Select the **Grade Book Settings** tab.
3. In the District Grade Book Settings group box, select **Inherit Assignments from the District Grade Books**. District-created assignments display in your Grade Book.

Removing District Created Assignments

If your district created a District Grade Book with non-mandatory assignments, you can choose to remove the district assignments from your Grade Book.

1. From the **Grade Book** menu, select **Grade Book Setup**. The Grade Book Setup screen displays.
2. Select the **Grade Book Settings** tab.
3. In the District Grade Book Settings group box, click **Remove District Grade Book Entries**. The system removes the district-created assignments from your Grade Book for the current class.
**Note:** Only the non-mandatory district created assignments are removed from the current class’s Grade Book. To remove the district assignments from other classes:

1. Click the class link in the left corner of the screen.
2. On the Focus Selections screen, select the new class from the **Classes** field.
3. Click **Select**.
4. Follow the process to remove district created assignments.
CONFIGURING ASSIGNMENT SCORING SETTINGS

It is important to understand how the system calculates your students’ progress in order to use Grade Book effectively and to be able to explain a student’s grades to parents and guardians. There are two ways to calculate assignment scores, the Total Points Method and the Weighted Categories Method.

Using the Total Points Method

Teachers who use the Total Points Method base their grades on total point calculation. Every assignment is worth the amount of points assigned to it; assignments are weighted the same. Grades are determined by dividing the number of points earned by total points possible.

Using this method, an example student’s grade is 71.7% for the six assignments the teacher has scored:

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Assignment</th>
<th>Points Earned</th>
<th>Points Possible</th>
<th>Calculation</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOMEWORK (no weight)</td>
<td>Ch 1 HW</td>
<td>0</td>
<td>10</td>
<td>(13/30) x 0.15 = 0.065</td>
<td>6.5%</td>
</tr>
<tr>
<td></td>
<td>Ch 2 HW</td>
<td>8</td>
<td>10</td>
<td>(18/25) x 0.25 = 0.18</td>
<td>18.0%</td>
</tr>
<tr>
<td></td>
<td>Ch 3 HW</td>
<td>5</td>
<td>10</td>
<td>(78/100) x .25 = 0.195</td>
<td>19.5%</td>
</tr>
<tr>
<td>PROJECT (no weight)</td>
<td>Project #1</td>
<td>38</td>
<td>50</td>
<td>(38/50) x .35 = 0.266</td>
<td>26.6%</td>
</tr>
<tr>
<td>JOURNAL (no weight)</td>
<td>Journal #1</td>
<td>18</td>
<td>25</td>
<td>(18/25) x .25 = 0.18</td>
<td>18.0%</td>
</tr>
<tr>
<td>QUIZ/TEST (no weight)</td>
<td>Whales Test</td>
<td>78</td>
<td>100</td>
<td>(78/100) x .25 = 0.195</td>
<td>19.5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>147</strong></td>
<td><strong>205</strong></td>
<td><strong>0.065 + 0.266 + 0.18 + 0.195 = 0.706</strong></td>
<td><strong>71.7%</strong></td>
</tr>
</tbody>
</table>

How was the grade calculated? Total points earned (147) divided by points possible (205) = 71.7%.

Using the Weighted Categories Method

Teachers who use the Weighted Categories Method weight the different assignment categories differently: Homework 15%, Project 35%, Journal 25%, and Quiz/Test 25%.

Each assignment has a point value, which the system calculates into a percentage of the overall category value. Grades are determined by calculating the points earned in each weighted category; for each category this is the sum of the points earned divided by points possible, multiplied by the category weight.

Using this method, the same student’s grade is 70.6% for six assignments in the Grade Book.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Assignment</th>
<th>Points Earned</th>
<th>Points Possible</th>
<th>Calculation</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOMEWORK (15%)</td>
<td>Ch 1 HW</td>
<td>0</td>
<td>10</td>
<td>(13/30) x 0.15 = 0.065</td>
<td>6.5%</td>
</tr>
<tr>
<td></td>
<td>Ch 2 HW</td>
<td>8</td>
<td>10</td>
<td>(18/25) x 0.25 = 0.18</td>
<td>18.0%</td>
</tr>
<tr>
<td></td>
<td>Ch 3 HW</td>
<td>5</td>
<td>10</td>
<td>(78/100) x .25 = 0.195</td>
<td>19.5%</td>
</tr>
<tr>
<td>PROJECT (35%)</td>
<td>Project #1</td>
<td>38</td>
<td>50</td>
<td>(38/50) x .35 = 0.266</td>
<td>26.6%</td>
</tr>
<tr>
<td>JOURNAL (25%)</td>
<td>Journal #1</td>
<td>18</td>
<td>25</td>
<td>(18/25) x .25 = 0.18</td>
<td>18.0%</td>
</tr>
<tr>
<td>QUIZ/TEST (25%)</td>
<td>Whales Test</td>
<td>78</td>
<td>100</td>
<td>(78/100) x .25 = 0.195</td>
<td>19.5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>147</strong></td>
<td><strong>205</strong></td>
<td><strong>0.065 + 0.266 + 0.18 + 0.195 = 0.706</strong></td>
<td><strong>70.6%</strong></td>
</tr>
</tbody>
</table>
How was the grade calculated? Calculate the scores for each category, and then add them. The student earned the following scores for each category: 6.5% (Homework) + 26.6% (Project) + 18.0% (Journal) = 19.5% (Quiz/Test) = 70.6%.

**Setting assignment weights, dropped scores, and default points**

1. From the **Grade Book** menu, select **Grade Book Setup**. The Grade Book Setup screen displays.

2. On the **Assignment Weighting** tab, select the class you want to set up from the **Classes** field. If you plan to set up all of your classes the same way, select any class.

3. Select **Only Show My Types**, if you have created your own assignment types and do not want to use the district default assignment types.

    OR

4. Select **Add My Types to the District Types**, if you are using any of the district assignments types in conjunction with your own assignment types.

5. Set the **Weight (%)** for each assignment type. The sum of all the weights must equal 100%. If you do not use weights, enter 0 for each assignment type.

6. Set the **Drop Scores** allowed for each assignment type. This is the number of scores to drop (exclude) from the final grade calculation. For example, enter 2 for Homework if you...
want to drop the two lowest homework scores. Enter 0 if you do not want to drop any scores.

6. Set the **Default Possible Points** for each assignment type. For example, enter 10 for Homework if most of your homework assignments will be worth 10 points; you can override this value when creating assignments. Enter 0 if you would prefer the system to default to zero.

![Figure 2.24 Grade Book Setup screen, Assignment Weighting tab](image)

7. Select any other classes to which you would like to apply these assignment weights.

8. Click **Update**. A message appears indicating your updates are complete.

**Final Grade Rounding Setting**

Both the Class Percentage and the Class Mark can be rounded. The following is an example of how the rounding settings affect a student’s final grade.

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

<table>
<thead>
<tr>
<th>Rounding On</th>
<th>Rounding Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole number Only</td>
<td>90%</td>
</tr>
<tr>
<td>1 decimal</td>
<td>90.0%</td>
</tr>
<tr>
<td>2 decimal</td>
<td>89.98%</td>
</tr>
</tbody>
</table>

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

100 – 90 = A
89.99 – 80 = B
79.99 – 70 = C
69.99 – 60 = D
59.99 – below = F

Also, assume that a student has a class percentage of 89.98%, because the class percentage was set to “Rounding On” and “2 decimals.” Here is the affect the **Class Mark** rounding settings have on the final mark.

<table>
<thead>
<tr>
<th>Rounding On</th>
<th>Rounding Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole number Only</td>
<td>90% = A</td>
</tr>
<tr>
<td>1 decimal</td>
<td>90.0% = A</td>
</tr>
<tr>
<td>2 decimal</td>
<td>89.98% = B</td>
</tr>
</tbody>
</table>

**Note:** Please note that not all teachers may have the access to Class Mark rounding options. District level settings control this option.
Rounding Class Percentage

You can specify the type of rounding you want for the overall scores that appear on Grade Book Main.

1. From the Grade Book menu, select Grade Book Setup. The Grade Book Setup screen displays.

![Figure 2.25 Grade Book Setup screen, Grade Book Settings tab](image)

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

You can specify the type of rounding you want to apply to determine which mark to assign.

1. From the Grade Book menu, select Grade Book Setup. The Grade Book Setup screen displays.

![Figure 2.26 Grade Book Setup screen, Grade Book Settings tab](image)

2. Select the Grade Book Settings tab.
3. Set the Class Mark grade rounding to Rounding On or Rounding Off.
4. Select Whole Number Only, 1 Decimal Place, or 2 Decimal Places. The setting applies automatically.
DEFINING GRADE BOOK SCORE TYPES (ADVANCED/OPTIONAL)

Grade Book Score Types are the grading scales used to grade or score assignments. Examples of score type include Letter Grade, Percentage, Raw Score, and Rubric. Your district may have pre-configured score types that you are required to use. If the district allows it, Grade Book enables you to create your own custom score types.

Note: Please note that not all teachers may have the access or permissions to create their own score types. Some teachers may be required to use only their district’s default score types.

Typically, teachers use the raw score scoring method to score assignments. However, in other situations, you may need to use a custom score type, such as a Pass/Fail score type. There are two ways to create a custom score type, adding a new Grade Book Score Type, or copy an existing Grade Book Score Type.

Adding Grade Book Score Type

1. From the Grade Book menu, select Grade Book Setup.

![Grade Book Setup screen, My Grade Book Score Types](image)

2. On the Grade Book Setup screen, select My Grade Book Score Types. The Grade Book Score Types screen opens.

![Grade Book Score Types screen](image)

3. Click ADD SCORE TYPE. The ScoreType Details screen displays.
4. Enter the name of the new score type in the **Score Type** field.
5. Select **Max Value?** to indicate that this score type has a maximum value.
6. Click **SAVE**.
7. Under Score Type Details, click **NEW** to add a score type detail. A new row displays.

8. Enter the **Score**, which is text associated with the score such as A+, Pass, O, and 4.
9. Enter the **Value**, which is the numeric value used to calculate the score.
10. Enter the **Sequence**, which is the order in which the scores display.
11. Click **INSERT**.
Copying Grade Book Score Types

1. On the Grade Book Score Types screen, select the score type to copy by clicking on its name.

   ![Grade Book Score Types](image)

   **Grade Book Score Types**

<table>
<thead>
<tr>
<th>Score Type</th>
<th>Score</th>
<th>Value</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>6</td>
<td>6.000</td>
<td>1</td>
</tr>
<tr>
<td>Raw Score</td>
<td>5</td>
<td>5.000</td>
<td>2</td>
</tr>
<tr>
<td>Raw Score</td>
<td>4</td>
<td>4.000</td>
<td>3</td>
</tr>
<tr>
<td>Raw Score</td>
<td>3</td>
<td>3.000</td>
<td>4</td>
</tr>
<tr>
<td>Raw Score</td>
<td>2</td>
<td>2.000</td>
<td>5</td>
</tr>
<tr>
<td>Raw Score</td>
<td>1</td>
<td>1.000</td>
<td>6</td>
</tr>
</tbody>
</table>

   ![Figure 2.31 – Grade Book Score Types screen](image)

2. Click **Duplicate**. A message box displays to confirm the duplication.

   ![Message from webpage](image)

   **Message from webpage**

   Click OK to continue duplicating this score type.

   ![Figure 2.32 - Confirmation Message](image)

3. Click **OK** to copy the Grade Book Score type. A copy of the score type is added at the bottom of the list with all of the individual scores from the original score type. The copy is indicated by appending *(copy)* to the score type name.
4. Click on the score type name to edit the copy.

The score type name can be edited on the **Score Types Detail** page. Individual scores can also be modified by moving the mouse over the score until it appears highlighted and then clicking Edit.

**Editing Grade Book Score Types**

1. Click the score type title. The Score Type Details screen displays.

2. Under **GB Score Type**, edit the **Score Type** field.
3. Select **Max Value?** to indicate if the score type has a maximum value.
4. Click **SAVE** under GB Score Type.
5. Move the mouse over the score type detail until it appears highlighted.
6. Click Edit. The word **edited** appears shaded orange.
Score Type Details

<table>
<thead>
<tr>
<th>Score</th>
<th>Value</th>
<th>Seq</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>6.0000</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>5.0000</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>4.0000</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3.0000</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>2.0000</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>1.0000</td>
<td>6</td>
</tr>
</tbody>
</table>

Figure 2.35 – Score Type Details screen

7. Edit the score type detail as necessary.
8. Click **SAVE**.

Deleting Grade Book Score Types

Grade Book Score Types

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Score type has no items.</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Wide</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Raw Score</th>
<th>Score type has no items.</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Wide</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6 Point Rubric</th>
<th>Score</th>
<th>Value</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Wide</td>
<td>6</td>
<td>6.0000</td>
<td>1</td>
</tr>
<tr>
<td>Duplicate</td>
<td>5</td>
<td>5.0000</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4.0000</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3.0000</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>2.0000</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1.0000</td>
<td>6</td>
</tr>
</tbody>
</table>

Figure 2.36 – Grade Book Score Types

1. Click a score type title. The Score Type Details screen displays.
2. Click **DELETE**. The system deletes the score type immediately with no confirmation message.

### Viewing Deleted Grade Book Score Types

**Letter Grade**

<table>
<thead>
<tr>
<th>Score</th>
<th>Value</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6.0000</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>5.0000</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>4.0000</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3.0000</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>2.0000</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>1.0000</td>
<td>6</td>
</tr>
</tbody>
</table>

*Figure 2.38 – Grade Book Score Types screen*
CONFIGURING GRADE BOOK COMMENTS  
(ADVANCED/OPTIONAL)

There are two ways that teachers typically use comments within Grade Book. The first way is as a placeholder. You can add a comment to a student’s assignment to indicate that the student was absent for the assignment, the student did not turned it in, or that the student is allowed to make up the assignment later. These comments serve as reminders for you to follow up with the student, and had no impact on their final grade.

The second way to use comments is to affect the student’s score. You can use comments to apply penalties or default points to incomplete or late assignments. Your district may have pre-configured comments that you are required to use. If the district allows it, Grade Book enables you to create your own custom comments.

Note: Please note that not all teachers may have the access or permissions to create their own report card comments. Some teachers may be required to use only their district’s default report card comments.

Adding Comments

1. From the Grade Book menu, select Grade Book Setup.

2. On the Grade Book Setup screen, select My Grade Book Comments. The Grade Book Comments screen appears.
3. Click **NEW**. A new row displays.

![Figure 2.41 – Add new comments](image)

4. Enter the appropriate information in the following fields:
   - **Comment** – the comment name that displays on the drop-down list when entering grades.
   - **SEQ** – the order in which the comment appears on the drop-down list.
   - **Not Scored Value** – the default points given to an assignment when only a comment has been entered, but you have not entered a score for the assignment yet.

   **Note:** When creating comments as placeholder, typically you do not enter a value in the **Not Scored Value** field.

   You can also use the **Not Scored Value** field to enter a default score for an assignment with the specified code. For example, if a student receives a pass (is excused) from doing an assignment for some reason, you use the **Not Scored Value** field to assign a default score for assignments with the comment of Pass (Pa). Or you can assign a default score for any assignments with a Missing (Mi) comment, until a score is entered which overrides the default score.

   The **Not Scored Value** is a point value, not a percentage. So if all of your assignments are 10 points, then enter 10 in the **Not Scored Value** field to give full credit, or 5 to give half credit.

   - **Penalty %** - the amount deducted from the student’s score when this comment is used.

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

   For example, if you enter 30 in the **Penalty %** field for assignments that
receive a comment of Late (La) and you enter a score for a student 10 out of 10 with an La code, upon saving, the system assigns the penalty, and the score will change to 7 points or 70%.

- **Missing Mark** - indicates that this comment is related to missing assignments. If this is checked, assignments marked with this code are displayed as missing on reports, and on the Grade Book Main screen in the Missing column (if the Missing column is enabled.)

- **Comment Code** – the code used in the score entry grid on the Grade Book Main screen. The comment code can be up to three letters or numbers.

  **Tip:** Although you can create comment codes that are a single letter or number, avoid creating comment codes that are also used as letter grades (i.e. ‘A’ for Absent). This prevents inadvertently entering a grade when you meant to add a comment code and vice versa.

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

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

5. Click **INSERT**.

### Editing Comments

1. Move the mouse over the comment until it appears highlighted.

2. Click **Edit**.

3. Edit the fields as necessary.

**Figure 2.42 – Grade Book Comments screen**
Deleting Comments

1. Move the mouse over the comment until it appears highlighted.

2. Click Delete. The word **deleted** appears shaded red.

3. Click **SAVE**. A message box pops-up prompting confirmation of the deletion.
4. Click OK.

**Viewing Deleted Comments**

1. Click **Options**. The Grade Book Comments options display.
2. Select **Show Deleted**. The deleted comments appear with a note indicating the date they were deleted.
CREATING REPORT CARD SCORE TYPES (ADVANCED/OPTIONAL)

Report Card Score Types are the grading scales that teachers use for the report card. Your district may have pre-configured report card score types that you are required to use. If the district allows it, Grade Book enables you to create your own custom report card score types.

**Note:** Please note that not all teachers may have the access or permissions to create their own report card score types. Some teachers may be required to use only their district’s default report card score types.

For example, if you teach kindergarten, first, or second grade, your students’ report cards probably reflect their effort in each subject or standard (such as Outstanding, Satisfactory, and Needs Improvement), rather than a letter grade (A+ or B-) or a rubric score (4.0 or 3.5.) So, if you have a student who has earned three scores on assignments graded with a raw score scale (‘10 of 10’, ‘9 of 10’, and ‘10 of 10’), and you are using an Effort report card type, the students final (overall) grade displays as Outstanding, rather than ‘96.67%’ in Grade Book and on the student’s report card.

**Adding Report Card Score Types**

1. From the Grade Book menu, select **Grade Book Setup**.

   ![Figure 2.48 Grade Book Setup screen, My Grade Book Score Types](image)

3. Click **ADD SCORE TYPE**. The ScoreType Details screen displays.

4. Enter a name for the Report Card Score Type in the **Score Type** field.

5. In the **Initial Value** field, enter the total value for this scale, such as 100 for a percentage scale, or 4.0 for a Rubric scale.

6. Indicate if this grade scale is an interpretation scale in the **Available As Interpretation Scale** field.

7. Select **Hide Final Score** to hide the final grade from the Grade Book Main screen and from printed reports. Only the average grade displays.

8. Click **SAVE**.

9. Under Score Type Details, click **NEW** to add a score type detail. A new row displays.
10. Enter the **Score**, which is text associated with the score such as A+, Pass, O, and 4.

11. Enter the **Low Score**, which is the lowest value in the score range to qualify for this score. For example, in a Rubric, a score within the range of 3.51 to 4.00 would qualify for a score of ‘4’. The low score in that range would be 3.51.

12. Enter the **High Score**, which is the highest value in the score range to qualify for this score. For example, in a Rubric, a score within the range of 3.51 to 4.00 would qualify for a score of ‘4’. The high score in that range would be 4.00.

13. Enter the **Value**, which is the numeric value used to calculate the score.

14. Enter the **SEQ**, which is the order in which the scores are displayed.

15. Enter the **Legend Text**, which is a description of the score, such as ‘O = Outstanding’. The legend appears in ParentVUE and StudentVUE.

16. Click **INSERT**.

### Copying Report Card Score Types

1. On the Report Card Score Types screen, select the score type to copy by clicking on its name.

2. Click **Duplicate**. A message box confirms the duplication.
3. Click **OK**. A copy of the score type is added at the bottom of the list with all of the individual scores from the original score type. The copy is indicated by appending the word **(copy)** to the score type name.

4. Click on the score type title to edit the copy.

    The score type name can be edited on the **Score Types Detail** page. Individual scores can also be modified by moving the mouse over the score until it appears highlighted, and then clicking **Edit**.

**Caution:** The GenesisGrading, GenesisProgressPeriod, GenesisProgressPeriodTA, and GenesisGradingTA score types are used to synchronize the final grades to Synergy SIS, and these score type names should not be modified. The individual scores and ranges can be changed to match the ranges defined in Synergy SIS and used at the district. Teachers can also create a custom score type for their use by duplicating these score types.
Editing Report Card Score Types

1. Click on the score type title on the Report Card Score Types screen. The Score Type Details screen displays.

2. Under RC Score Type, edit the **Score Type** field.

3. In the **Initial Value** field, enter the total value for this scale, such as 100 for a percentage scale, or 4.0 for a Rubric scale.

4. Select if this grade scale is an interpretation scale in the **Available As Interpretation Scale** field.

5. Select **Hide Final Score** to hide the final grade from the Grade Book Main screen and from printed reports. Only the average grade displays.

6. Click **SAVE** under RCScore Type.

7. Move the mouse over the score type detail until it appears highlighted.

8. Click **Edit**. The word **edited** appears shaded orange.

9. Edit the score type detail as necessary.

10. Click **SAVE**.
Deleting Report Card Score Types

Figure 2.57 – Report Card Score Types screen

1. Click a score type title. The Score Type Details screen displays.

Figure 2.58 - Score Type Details screen

2. Click DELETE. The system deletes the score type immediately with no confirmation message.
Viewing Deleted Report Card Score Types

Report Card Score Types

```
<table>
<thead>
<tr>
<th>Score Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Options</td>
<td>5 items</td>
</tr>
<tr>
<td>Show Deleted</td>
<td>Score type has no items.</td>
</tr>
<tr>
<td>Hide Final Score: no</td>
<td></td>
</tr>
<tr>
<td>Duplicate</td>
<td></td>
</tr>
</tbody>
</table>
```

Figure 2.59 – Report Card Score Types screen

1. Click **Options**. The Report Card Score Type options display.
2. Select **Show Deleted**. The deleted Report Card score types appear with a note indicating the date they were deleted.
Setting Overall Grade Type

The Overall Grade Type is the Report Card score type that you would like to apply to the student’s overall class grade. You can select a different Overall Grade Type on a class-by-class basis.

1. From the Grade Book menu, select Grade Book Setup. The Grade Book Setup screen displays.

2. On the Grade Book Setup screen, click My Class Settings. The Class Settings screen displays all your classes.

3. Select a class from the list.

4. Click Edit.

5. Select the Overall Grade Type.

6. Click Save. Grade Book applies the Overall Grade Type to the selected class’ student data.
Setting the Interpretation Scale

The Interpretation Scale minimizes the effect of a low grade on the student’s overall grade in the class. For example, if a student does not turn in an assignment and receives a “0,” the Interpretation Scale can be set to interpret the score of “0” as having a value of “59%.” A “59%” is still within the failing range, but the failing grade has less of an overall impact when the final grade is calculated.

If your district has created a Report Card Score Type that is available as an Interpretation Scale, it will display on the Interpretation Scale drop down list.

If you have the permissions to create your own Report Card Score Types, you can define your own interpretation scales.

1. Create a Report Card Score Type as described in Adding Report Card Score Type with adjusted values.
2. Select Available as Interpretation Scale.
3. From the Grade Book menu, select Grade Book Setup.
4. Select the Grade Book Settings tab.
5. In the Interpretation Scale group box, select an interpretation scale. The Edit screen displays.
6. Click Yes to apply the interpretation scale, including to existing results and final marks within Grade Book.
SETTING UP ACADEMIC STANDARDS 
(ADVANCED/OPTIONAL)

Your state may have adopted specific educational standards that you are required to utilize. Grade Book enables you to associate assignments with specific academic standards, as well as calculate final grades and analyze student performance based on those standards. Your districts can create their standards, and tie them to specific district courses. As a teacher, you can also create your own class standards (objectives.)

When using a standards mode Grade Book, a student’s overall grade can either be determined from traditional assignment data or from standards data. When determining a student’s overall grade from standards data, Grade Book first determines the student’s overall proficiency on each standard assessed.

In order to use academic standards within Grade Book, your district must either load their standards into Grade Book or associate their academic standards to specific courses within Synergy SIS.

Enabling Academic Standards

In order to use Academic Standards in Grade Book, you must enable Standards Mode in your class. Standards Mode is enabled on a class-by-class basis.

1. From the Grade Book menu, select Grade Book Setup. The Grade Book Setup screen displays.

2. On the Grade Book Setup screen, click My Class Settings. The Class Settings screen displays all your classes.
3. Select a class from the list.
4. Click **Edit**.
5. Select **ON** in the **Standards Mode** column.
6. Click **Save**. Grade Book enables standards mode for the selected class' student data.

### Loading District Created Standards

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

1. From the Grade Book menu, select **Class Standards**. The Class Standards screen displays.

   ![Class Standards screen](image)

   **Figure 2.70 - Class Standards screen**

2. Select **Load Standards from Course Alignment**. The standards defined at the district level for your course display on the Class Standards screen.
3. Select the standards you would like to use. The selected standards are marked Selected.

4. Click DONE. The standards you selected display under Assignment Standards on the Class Standards screen and are available on the Standards Correlation tab of the New Assignment screen.
Adding Standards from the District Standards Bank

You can select which district created standards are available on the Standards Correlations tab when creating a new assignment. This option enables you to see only the standards that you use most frequently, rather than all the district’s standards.

1. From the Grade Book menu, select **Class Standards**. The Class Standards screen displays.

   ![Figure 2.73 Class Standards screen, Add from District Standards Bank link](image)

2. Select **Add Standards from District Standards Bank**. The All Standards screen displays all the standards that have been loaded by your district.

   ![Figure 2.74 All Standards screen](image)

5. Select the appropriate standards for your grade level and class.

6. Click **DONE**. The standards you selected display under My Objectives link on the Class Standards screen and are available on the Standards Correlation tab of the New Assignment screen.
Figure 2.75 Class Standards screen, Added Standards
Creating Your Class Objectives (Standards)

You can also create your own standards to use in assessing students.

1. From the Grade Book menu, select **Class Standards**. The Class Standards screen displays.

![Figure 2.76 Class Standards screen, Add from District Standards Bank link](image)

2. Select **My Objectives**. The Class Standards screen displays a message stating that no custom standards are setup.

![Figure 2.77 Class Standards screen, Manage My Objectives](image)

3. Click **Manage My Objectives**. A row displays for the new objective.

![Figure 2.78 Class Standards screen, My Objectives row](image)

4. Enter an academic standards code in the **Code** field.
5. Enter a title or description of the standard in the **Standard** field.
6. Click show to display the standard in **ParentVUE/StudentVUE**.
7. Enter a weight for this standard in the **Weight** field. The default weight is 1.
8. Select the way the scores aggregate in the **Agg. Method** field.
9. Select the **Score Type** used when grading by this standard.
10. Click **ADD**.
11. Repeat the previous steps to add additional objectives.

12. When you have entered all your objectives, click **Apply Objectives**. The added objectives displays on the screen with your classes.

13. Under each class (homeroom, linked, breakout/intervention), select the classes to which this standard applies.

14. Click **SAVE**.

**Editing Standards**

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

1. From the Grade Book menu, select **Class Standards**. The Class Standards screen displays.

2. Select the standard from the list under **Class Standards**. The Class Standards screen displays the selected standards.

3. Move the mouse over the standard until it is highlighted.
4. Click Edit. The word edited appears shaded orange.

5. Edit the standard detail as necessary.

6. Click SAVE.

Select Standards Proficiency

1. From the Grade Book menu, select **Grade Book Setup**.
2. Select the **Standards** tab.

3. In the **Standards Proficiency** group box, select a calculation method to determine standard proficiency. The options include:
- **Use District Value** – uses the district-defined value for the selected standard.
- **Power Law** – Marzano’s Power Law is a statistical formula that predicts what the student’s next score will be based on their previous scores.
- **Highest Score** – is based on the student’s highest score for the standard.
- **Last Score** – is based on the student’s last score for the standard.
- **Mean** – calculates the average of the scores. The sum of all the scores is divided by the number of scored items.
- **Median** - calculates scores by sorting all scores in ascending order and determining the grade in the middle.
- **Mode** – uses the most commonly occurring value as the score.
- **No Aggregation** – will not calculate any overall score

### Calculating Final Grade by Standard

You can determine if the final grade is calculated from the current grading period or from the current school year.

1. From the Grade Book menu, select **Grade Book Setup**.
2. Select the **Standards** tab.
3. Select which assignments and standards to include in the final grade calculation. The options include:
   - Only Assignments/Standards from the current grading period
   - All Assignments/Standards from the current school year
MANAGING CLASSES (ADVANCED/OPTIONAL)

Not all elementary teachers teach all subjects to the same group of students all day. Some teachers may have multi-age classroom, some teachers may have students rotate in and out of their classroom for specific subjects, some teachers may share their class with another teacher (co-teach), and some teachers may give a group of students special or intensive instruction within their class. Creating linked classes, creating breakout classes, sharing classes, and creating separate assignment weights and resources for different groups helps to manage these varying teaching scenarios.

Creating a Linked Class

You can create linked classes when you would like to have a separate Grade Book for each subject you teach. Your linked classes appear in the Class field on Grade Book Main screen and other screens. You can create separate category or assignment-type weighting for each of your linked classes, and you can make your individual linked classes available on StudentVUE and ParentVUE.

When you create a linked class, your homeroom students are automatically added to the linked class. Anytime students are added to or dropped from your homeroom class, your linked classes are updated as well.

**Note:** Only students enrolled in your homeroom class can be added to your linked classes. If you would like to add students from another teacher’s homerooms into your class, (for instance, you teach fifth grade and student rotate between your class and another fifth grade teacher’s class for subjects in order to prepare them for middle school class rotations) then you use Breakout classes instead. (See Creating Breakout Classes.)

1. From the Grade Book menu, select Manage Classes.

![Figure 2.86 – Class Manager screen, Related Classes tab](image)
2. Select your homeroom section from the list in the Class Manager section of the screen.
3. On the Related Classes tab, select a subject in the Unlinked Subject column by clicking the blue “plus” button. The system creates a linked class for the selected subject and the class displays under the Related Classes column.

**Caution:** When you create a linked class, any assignments and scores related to that subject move from the homeroom class to the linked class. However, if you unlink the class, the assignments and scores do not move back from the linked class to the homeroom class.

### Creating Breakout or Intervention Classes

In some cases, you may need to add additional classes to your Grade Book for students who are not in your homeroom. In this situation, you can create a breakout or intervention class in order to maintain a separate set of assignments and grades for this group of students.

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

![Image of Grade Book menu](Figure 2.87 Grade Book menu)

1. From the Grade Book menu, select Manage Classes. The Class Manager screen displays.

![Image of Class Manager screen](Figure 2.88 - Class Manager screen)
2. Click **New Class**. The Class Manager group box clears all the fields and becomes editable.

![Class Manager screen](image)

**Figure 2.89 - Class Manager screen**

3. Enter a name in the **Class Name** field.
4. Enter an objective in the **Class Objective** field.
5. Select a **Class Type**, either Grade Book Breakout or Intervention.
6. If there is a homeroom class related to the new class, select it from the **Parent Class** list.

   **OR**

   If no homeroom class is available, select <<none>>. The new class does not display in ParentVUE.

   **Note:** If you select <<none>> in the Parent Class field, you can set assignment weighting, but none of the assignments will display in ParentVUE.

7. Click **Save**. A confirmation message displays and the class appears in the list of available classes. The Student tab becomes available on the Class Manager screen.
Sharing Classes

You can share your homeroom, breakout/ classes, and linked classes with other teachers at your schools. You can manage the other staff’s ability to create assignments, edit score, edit students, etc. If your district uses Streams, Grade Book automatically creates a Class Group for any shared class, enabling all staff associated with the class to maintain a Stream.

1. Click the **Staff** tab. The list of available staff members displays.

   **Note:** The list of staff members you have to choose from depends on your security permission. See the Grade Book Admin Guide for more information on user security.

2. In the **Available Staff** field, click the blue “**plus**” next to the staff member’s name. The staff member’s name moves to the **Additional Staff** column with a list of access rights for the class.

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

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

---

**Note:** If you do not grant the added staff member any permissions, they only can view the shared class will be ‘view-only’ in the shared class. Only the main teacher can modify the class and student setup, grading settings, and add, edit, delete, or post report card grades.

**Tip:** When you add a staff member to a Breakout class, their students become available on the Class Manager > Students tab. You can combine the students from both yours and the other staff member’s classes to create a shared Breakout class.

---

### Adding Students to a Breakout or Intervention Class

![Class Manager screen, Students tab](image)

**Figure 2.91 - Class Manager screen, Students tab**

1. Click the **Student** tab. The list of available students displays.

   **Note:** The pool of students you have to choose from depends on your security permission. See the Grade Book Admin Guide for more information on user security.

2. In the **Available Students** field, select a class or select **<<All Classes>>**.

3. Click the blue “**plus**” next to the student’s name. The student’s name moves to the new class column.
Figure 2.92 - Class Manager screen, Students tab

**Tip:** To remove a student, click the blue “minus” next to the student’s name in the new class column.
Setting Assignment Weighting for Classes

The Assignment Weighting tab enables you to have different assignment type weighting for your linked or shared classes. For example, a math class may have homework, test, and quizzes, but not necessary any projects. In that case, you may choose not to include projects in the overall weight calculation. Perhaps you have a remedial class where students tend to do the majority of their graded work in class. You may weigh the in-class assignments heavier than the homework for just that class. See Configuring Assignment Scoring Settings.

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

1. Select the class from the class list in the Class Manager group box.
2. On the Assignment Weighting tab, set the Weight (%) for each assignment type. The sum of all the weights must equal 100%. If you do not use weights, enter 0 for each assignment type.
3. Set the Drop Scores allowed for each assignment type. This is the number of scores to drop (exclude) from the final grade calculation. For example, enter 2 for Homework if you want to drop the two lowest homework scores. Enter 0 if you do not want to drop any scores.
4. Set the Default Possible Points for each assignment type. For example, enter 10 for Homework if most of your homework assignments will be worth 10 points; you can
override this value when creating assignments. Enter 0 if you would prefer the system to default to zero.

5. Select any other classes to which you would like to apply these assignment weights.

6. Click Update. A message appears indicating your updates are complete.

Creating Class Resources for Classes

1. Select the Class Resources tab on the Class Manager screen.

2. Enter a name for the resource in the Resource Name field.

3. Enter a description in the Resource Description field (up to 500 characters.)

4. Select Parent Portal to display the resource in ParentVUE and StudentVUE.

5. Select the classes or sections to which this resource will be available in the Classes/Sections group box.

6. From the Resource Type list, select either Web Resource to add a link to a website or Document Resource to upload a document for students to download.
   a. If adding a Web Resource, enter the web address of the website in the New Web Resource box. To test the link, click Test URL.
   b. To save the resource, click Insert Link. The resource displays in the table at the bottom of the screen.

OR

a. If adding a Document Resource, click Browse to select the document to upload.

   Text files, Word documents, PDF files, and Excel spreadsheets are just some of the files that can be uploaded.

b. To save the resource, click Upload Document. The resource displays in the table at the bottom of the screen.
**SETTING GRADE BOOK ALERTS AND NOTIFICATIONS**

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

1. From the Grade Book menu, select **Grade Book Setup**.
2. Select the **Grade Book Settings** tab.
3. In the **Class Notification** group box, select the alerts and reminders you would like to receive.

   ![Class Notifications](image.png)

   *Figure 2.94 - Grade Book Setup screen, Grade Book Settings tab*

- **Alert me when students are added** displays a Grade Book alert any time a new student is added.
- **Remind me to delegate new students** applies to teachers who delegate students to other teachers for Report Cards.
- **Remind me when a custom report card is setup** alerts you when your district has created a new report card.
- **Remind me to set final grade config for new students** reminds you to configure the final grade setting for a new student.
Chapter Three: USING GRADE BOOK

This chapter covers:

BASIC USER:

► Creating Assignments
► Setting Grade Book Main Options
► Entering Scores
► Transferring Standards Results
► Utilizing the Student Summary Screen

ADVANCED USER (Optional):

► Importing Assignments
► Creating Resources
► Creating Student Groups
► Setting up a Class Website
► Using the Analysis Tool
► Creating Progress Reports
► Using the Standards Summary Screen
► Running Admin Reports
CREATING ASSIGNMENTS

Assignments are any assessment items on which students are graded in the class, such as homework, tests, quizzes, projects, etc.

Adding Assignments

Assignments are created on the New Assignments screen. The New Assignment screen is accessed from the New Assignment option on the Grade Book menu or the New Assignment button on the Grade Book Main screen.

1. Open the New Assignment screen.

2. Enter the assignment settings and score details. The assignment details are as follows:

   - **Assignment Name**: The name of the assignment. This also displays on ParentVUE/StudentVUE (if enabled.)

   **Note**: The Score Type, Max Score, and Points fields may not be available in Standards Mode, depending on your district’s settings.
• **Description**: The description of the assignment. This also displays on ParentVUE/StudentVUE (if enabled.)

• **Date of Assignment**: The date the assignment was given to students. The default is today’s date.

• **Assignment Category**: The grading category for the assignments. Options include:
  - **Normal** - The assignment will count towards the students’ overall grade.
  - **Extra Credit** – The assignment is an opportunity for the student to improve their overall grade. Extra Credit does not negatively affect their grade.

  **Note**: If an extra credit assignment is part of a weighted assignment category where no ‘Normal’ assignments have been scored yet, the grade book will count the extra credit assignment. It is very important when using extra credit assignments to create them only in assignment categories that have at least one other assignment entered in that assignment category (i.e. Tests).

  - **Not for Grading** - The assignment will not count toward the students’ overall grade.

• **Show in Parent/Student Portal**: Displays the assignment in ParentVUE and StudentVUE (if enabled.) This option is selected by default.

• **Due Date**: The date the assignment is due. The default is today’s date.

• **Assignment Drop Box**: Drop Box allows students to upload completed assignments through StudentVUE. The Drop Box feature must be enabled by your district.

• **Type**: Select an assignment type. The assignment types listed may include district created assignment types as well as any assignment types you may have created. If you have added, it is because you have Add by Types to the District Types selected on Grade Book Setup. If you would only like to see your types listed here, go back to Grade Book Setup and select Only Show My Types.

• **Subject**: Select a subject area.

  **Note**: If your district/school allows you to create additional subjects, any created would be listed here along with the district defaults. Remember, teachers cannot delete district defaults.

• **Score Type**: Select Raw Score, Percentage, or any other Grade Book score types previously created. (See Defining Grade Book Score Types (advanced/optional)).
  - When using the **Raw Score** assignment score type, Max Score and Points must be entered.
  - When using the **Percentage** assignment score type, Points must be entered. When entering scores, they are entered as percentages. For example, if the student earned 9 points out of 10 points possible, the teacher would enter 90 (9/10 = 90%) as the score.

• **Max Score**: Enter the maximum number of points possible on an assignment.
Points: Enter the number of points the assignment is worth in Grade Book. For most assignments, this is the same value as the Max Score. You can also use this field to weight the assignment (see How to Use Assignment Weighting section).

3. Click the **Report Card Correlations** tab. Select the report card area(s) to which this assignment pertains.

   **Note:** Only correlated assignments are included on the Report Card.

Grading Periods tab, if necessary. Select the desired grading period(s) for this assignment.

4. Select any standards associated with this assignment from the **Standards Correlations** tab. (optional)
   
   a. Select the appropriate standards for the assignment in the **Standards Picker** section. Selected standards are labeled **Selected**.

   **Note:** Standards must already have been added by the district for teachers to be able to search for or select them here.

   b. Click **DONE**. The selected standards display under **Assignment Standards**.

5. Select the grading periods for this assignment from the **Grading Periods** tab.

   **Note:** Grading Periods may already be selected based on defaults assigned in Grade Book Setup).

6. Click **Save/Add Another Assignment**. Repeat Steps 1-5 to add more assignments or click **Save** to be taken back to Grade Book Main.
# How to Weight Assignments Using Points

<table>
<thead>
<tr>
<th>No Assignment Weighting</th>
<th>Double Weight</th>
<th>Half Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scenario</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You give an assignment that has 10 questions and you want it to be worth 10 points (no weight).</td>
<td>You give an assignment that has 10 questions but you want it to be worth 20 points (double).</td>
<td>You give an assignment that has 10 questions but you want it to be worth 5 points (half).</td>
</tr>
<tr>
<td><strong>Setup</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="#" alt="Score Type" /></td>
<td><img src="#" alt="Score Type" /></td>
<td><img src="#" alt="Score Type" /></td>
</tr>
<tr>
<td>Max. Score</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Points</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td><strong>Score you write on the assignment</strong></td>
<td>10/10</td>
<td>10/10 (20 points)</td>
</tr>
<tr>
<td><strong>How you key in the score &amp; how it’s calculated</strong></td>
<td>The # of points you key in: <strong>10 (max score)</strong></td>
<td>The # of points you key in: <strong>10 (max score)</strong></td>
</tr>
<tr>
<td></td>
<td>The # of points Synergy gives the student based on calculation: <strong>10 points</strong></td>
<td>The # of points Synergy gives the student based on calculation: <strong>20 points</strong></td>
</tr>
<tr>
<td><strong>Most teachers use this method for the majority of their assignments.</strong></td>
<td><strong>Example of when this method can work for you:</strong> You have a 50-question test worth 200 points. Each question is worth 4 points. You would enter 50 as the Max Score and 200 as the Points. When entering student scores, you will key in the number the student got correct (45, for example) and the Grade Book will calculate the points earned (45 x 4 = 180 points).</td>
<td><strong>Example of when this method will not work for you:</strong> You have a 50-question test worth 200 points. Of those questions, 25 are worth 3 points each (75 points) and the other 25 questions are worth 5 points each (125 points). In this case, because your questions do not have the same point value, you cannot simply enter the number correct because the points earned will depend on which questions he/she got correct. In this case, you would enter 200 as the Max Score and Points, then hand-calculate the score as you grade and key that score into Grade Book.</td>
</tr>
</tbody>
</table>
Copying Assignments

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

1. From the Grade Book menu, click **Copy Assignments**. The Copy Grade Book Assignments screen displays all assignments for the class and grading period currently in focus.

2. Using the menus, select the **school year**, **class type**, **class**, and **grading period** from which the assignments are copied.

3. Either select the individual assignment to copy, or select **All** to select all assignments.

4. Click **Next**. A list of all the classes for the school year and grading period displays.

5. Select the **School Year** and/or **Period** of the classes you would like to display in the **Copy To** list.

6. Select the classes to which you want to copy the assignments.
7. Click Next.

8. Select a Date Option.
   a. Select **Copy Original Dates** to use the original assignment’s dates.
   b. Click **Finish**.
   OR
   a. Select **I’ll Edit the Dates** to enter new dates. The **Assignment Date** and **Due Date** display.
   b. Enter dates.
   c. Click **Finish**.

**Editing Assignments**

Any assignments can be edited until it has student scores associated with it. After scores are entered for the assignment, the system only allows certain aspects of the assignment to be edited.

**Editing a single assignment**

1. From Grade Book Main, click the assignment title. A menu displays.
2. Select **Edit Assignment**. The **Assignment** screen displays.
3. Make appropriate changes.
4. Click **Save**.

OR

1. From the Grade Book Menu, select **Assignments**. The Assignments List screen displays the assignments for the class currently in focus.

   **Note**: To change classes or grading periods, use the lists to make selections.

![Assignment List Filters](image)

   *Figure 3.7 - Assignment List screen*

2. Edit an individual assignment by making the change(s) directly into the boxes for that assignment.
3. Click **Save Changes**.

**Editing multiple assignments**

1. From the Grade Book Menu, select **Assignments**. The Assignments List screen displays the assignments for the class currently in focus.

   **Note:** To change classes or grading periods, use the lists to make selections.

2. Select the assignments requiring the change by checking the boxes for only those assignment rows.

   **Tip:** Select the All check box to select all assignments.

3. Enter the change that you want applied to the assignments in the top row (example: Due Date change to 2/20/2013).

4. Click the **green down arrow** to apply the change to all selected assignments.
5. Click **Save Changes**.

### Verifying or Change Grading Periods for Multiple Assignments

1. Select the **Grading Periods** tab. The **Assignment Grading Period** grid displays.

```
Figure 3.12 - Assignments List screen, Grading Periods tab
```

2. Check the boxes to add an assignment to correct grading periods.

```
Note: The grading periods currently assigned are checked and labeled Included.
```

3. Click **Save Grading Periods**.

### Deleting Assignments

1. From Grade Book Main, click the assignment title. A menu displays.
2. Select **Delete Assignment**. A confirmation message displays.
3. Click **Delete**.

```
Caution: When deleting an assignment, student scores and resources that have been issued for that assignment are also deleted. You cannot retrieve these scores and resources.
```
IMPORTING ASSIGNMENTS (ADVANCED/OPTIONAL)

There may be times when you need to import class scores into Grade Book. The Grade Book Import screen enables you to use a pre-formatted Excel document to import your assignments and scores to Grade Books.

You can generate the Excel document from the Grade Book Import screen - student names and IDs are pre-populated in the document, along with a sheet providing instructions for completing the process. The import screen validates all data and provides information to remedy any errors prior to importing your assignments and scores.

1. On the Grade Book Menu, select Grade Book Import.

![Figure 3.13 - Grade Book Import screen](image)

2. Click Download Sample File. The system generates a formatted file with the student information pre-populated.

![Figure 3.14 - Sample file](image)

3. Select the Instructions tab. It displays instructions on how to complete the import process.
4. Complete the **Import Template** tab of the file.

**Note:** If importing more than one assignment, the students’ names and student IDs can be copied and repeated on the worksheet.

Scores can be entered either using percentages (ex: 90%) or using points earned/points possible (90/100). When using percentages, the ‘Points’ value of the assignment is set to 100. When using points earned/points possible, the ‘Points’ value of the assignments is set equal to the points possible entered on the worksheet. No other score types are supported at this time.

The assignment name, assignment description, measure_type, assignment_date, and subject fields must be completed for each line that is to be imported. If these fields are not complete, the corresponding line(s) will not be imported.

5. **Save** the Excel file.
6. On the **Grade Book Import** screen, click **Browse**.
7. Select the file and click **OK**.
8. Select uploads option in the **Upload Import File** box:
   - **Add Assignments Not Found in Current Class** - only imports assignments that do not currently exist in Grade Book for the class in focus.
   - **Ignore Unknown Columns in File** - ignores any columns not required by the import tool.
• **Overwrite Existing Score** — overwrites any existing scores found for the assignment.

9. Click **Upload Import File**. When the system uploads the file, any errors with the file or format display.

**Note:** In the **Review Import File** box, the status displays the number of errors, if any. In the **Import File Status** box, each error displays, identifying the error and the row number where the error is located on the import file.

---

10. Resolve any errors. Once all errors have been resolved, the Review Import File status changes to **OK: Ready for Import** and the **Import Data** button become available.

---

11. Click **Import Data**. Once the import is complete, the Import File Status changes to **OK: File Import Success!**
The assignment and score appear in Grade Book Main, tied to the appropriate grading periods as defined in Grading Setup.
CREATING RESOURCES (ADVANCED/OPTIONAL)

You can add a link to a website or a document as a resource for an individual assignment or for your entire class in general. Students and parents can download these resources through StudentVUE and ParentVUE.

![Figure 3.20 - StudentVUE, Gradebook Assignment Detail](image1)

**Adding Assignment Resources**

1. Click on the name of the assignment on the **Grade Book Main** screen. A menu appears.

   ![Figure 3.21 - Grade Book Main screen, Assignment menu](image2)

2. Select **Create Assignment Resources**. The Create Assignment Resources screen displays.

3. Enter a name for the resource in the **Resource Name** field.

4. Enter a description in the **Resource Description** field (up to 500 characters.)

5. Select the **Parent Portal** check box, to display the resource in ParentVUE and StudentVUE.

6. Select the classes or sections to which this resource will be available in the **Classes/Sections** group box.

7. From the **Resource Type** list, select either **Web Resource** to add a link to a website or **Document Resource** to upload a document for students to download.
   a. If adding a **Web Resource**, enter the web address of the website in the **New Web Resource** box. To test the link, click **Test URL**.

![Table 3.22 - Gradebook Assignment Detail](image3)
b. To save the resource, click **Insert Link**. The resource displays in the table at the bottom of the screen.

OR

a. If adding a **Document Resource**, click **Browse** to select the document to upload.

Text files, Word documents, PDF files, and Excel spreadsheets are just some of the files that can be uploaded.

b. To save the resource, click **Upload Document**. The resource displays in the table at the bottom of the screen.

### Viewing or Deleting Assignment Resources

Note: Once an assignment resource had been added to an assignment, it can only be viewed or deleted. Unlike class resources, assignment resources cannot be edited.

1. From the Grade Book menu, click **Resources**.
2. Click the **Assignment Resources** tab. The Assignment Resources grid displays.

![Figure 3.22 - Resources screen, Assignment Resources tab](image)

3. Click **View Resource** to open the resource.

Tip: Resources can be grouped by the different columns. If you would like to see the resources by Subject for example, click on that column’s name and drag it to the top row where it states ‘**Drag a Column Header Here to Group by That Column**’. When grouped by a column, the resource can be viewed for each value in the column by clicking on the plus sign next to the column title.

OR

1. Click **Delete** to delete the resource.

Caution: No confirmation box displays before the deletion.
Adding Class Resources

1. Select Resources from the Grade Book menu. The Resources screen displays.
2. On the Class Resources tab, select a class or section from the Class/Section field.
3. Enter a name for the resource in the Resource Name field.
4. Enter a description in the Resource Description field (up to 500 characters.)
5. Select the Parent Portal check box, to display the resource in ParentVUE and StudentVUE.
6. Select the classes or sections to which this resource will be available in the Classes/Sections group box.
7. From the Resource Type list, select either Web Resource to add a link to a website or Document Resource to upload a document for students to download.
   a. If adding a Web Resource, enter the web address of the website in the New Web Resource box. To test the link, click Test URL.
   b. To save the resource, click Insert Link. The resource displays in the table at the bottom of the screen.
OR
   a. If adding a Document Resource, click Browse to select the document to upload.
      Text files, Word documents, PDF files, and Excel spreadsheets are just some of the files that can be uploaded.
   b. To save the resource, click Upload Document. The resource displays in the table at the bottom of the screen.

Modifying Class Resources

1. Select Resources from the Grade Book menu. The Resources screen displays.

2. Click View Resource at the bottom of the Class Resources tab to open the attached resource.

   OR
1. Click **Edit.** The editable resource info displays in the grid.

![Figure 3.25 - Resources screen, Edit Resources](image)

OR

![Figure 3.26 - Resources screen, Delete Resources](image)

1. Click **Delete.**

**Caution:** No confirmation box displays before the deletion.
SETTING GRADE BOOK MAIN OPTIONS

Grade Book Main is where students’ assignments, scores, and overall grade display for each class. The following section covers how to use filters on Grade Book Main, how to set your Grade Book Main preferences, and how to change your student or assignment sort order.

By default, Grade Book Main sorts by student. It can also sort by students’ overall grades by clicking the small gray square within the column header. Once sorted, the gray square at the top of the column displays an arrow instead of an S. This arrow indicates the direction of the sort, either ascending or descending. To switch the direction of the sort, click on the square with the arrow again. The direction of the arrow and the direction of the sort reverse.

Using Grade Book Main Filters

The information on the Grade Book Main screen can also be filtered by using the menus at the top of the screen.

- **Term** - Filters by the school term, such as a semester or quarter.
- **Class** - Switch to the records for another class from the list.
- **Period** - Select the records for another grading period.
- **Grade** - Filters by assignments for a particular grade level. The default shows all grade levels.
- **Subject** - Filters assignments by subject. The default shows all subjects for the class.
- **Mode** – If Standards Mode is selected, enables you to switch the display between standard or assignment mode. (See
- **Show Summary Score** – This option only displays in Standard mode. It displays the true calculated score for the standard.
- **Date** - Filters the assignments by date. The default shows all dates.
- **Type** - Displays a particular type of assignment such as a quiz or homework. The default is to show all assignment types.
- **Report Card Item** - Filters assignments by their related report card items. The default shows all assignments.
- **Search** - Use keyword searches to locate assignments. Enter all or part of the assignment name in the Search box. As the name is typed, the potential matches will appear in a drop-down list below the Search box.
Setting Grade Book Main Preferences

Additional options are available on the Grade Book Options panel. Expand the panel by clicking on the arrow next to the Grade Book Main grid. Once you have opened the options menu, the following choices appear:

**Sort Students by** - Enables teachers to change the order students are listed. By default, students sort by Last Name. They can also be sorted by First Name, Student ID, Nickname, or custom sorting options.

**Assignment Order** - By default assignments display on the Grade Book grid from Oldest to Newest (left to right). This can also be changed to either Newest to Oldest, or the Custom Sort Order as set on the Assignments screen.

**Show dropped students** - Students dropped from the class still display in the grid. A line through their name and the word drop in red indicates dropped students.

**Hide class grade** - The Grade column, which shows the student’s overall grade in the class, is not shown.

**Show total missing** - The Missing column is added to the grid that shows the total number of assignments that a particular student has not completed.

**Enable group editing** - Allows student groups to be edited through Grade Book.

**Show grades by type** - The grid displays the grades for the assignment types in addition to the grades for the individual assignments.

**Show comment codes** - Comment codes are displayed after the score for the assignment, and the score and code are in bold.

**Enable assignment note entry** – Allows you to enter a public or private note associated with a student’s assignment.

**Always Show Student ID** – Displays the Student ID next to their name.
Show - Selects how the assignment scores display. Normal displays the raw score. Percentage shows the score as a percentage of the total points. Points show the total points. Available Comments (such as Late, Absent, Missing, Incomplete, Language, or Extra Credit) shows scores with the selected comment highlighted in the grid in orange.

Analysis Bands – Applies the selected Analysis Band to the Grade Book Main screen.

Summary Mode - Select either Show Median and/or Show Mode to display the median score or the mode for the class at the bottom of each assignment column.

Row Size - Adjusts the size of each row in the grid. The row size can be Large, Medium, or Small.

At risk highlight scores percentage - By default, at risk students are defined as those students with a score of 50% or below for either an assignment or overall. Change the percentage used to determine an “at risk” student by entering the new number.

Changing the Student Sort Order on Grade Book Main

A custom student sort order can also be created by using either Custom Sorting First Name or Custom Sorting Last Name from the Sort Students by menu in Grade Book Options.

When using custom sorting, the student list first is sorted by either first name or last name (depending on the custom sort option selected). You can then drag and drop the student names on screen into a different order.

Click on the student’s name, and drag it to its new position. Once the student list is in the desired order, click Save Changes. When new students are added to a class, they appear at the top of the list.

Changing Assignment Sort Order on Grade Book Main

1. On the Grade Book menu, select Assignments.
2. On the Assignments screen, click Custom Assignment Sort. The Sort Assignments screen displays.
3. Drag the assignment in the desired order.
4. Click **Save**. The system reorders the assignments on both the Assignments screen and the Grade Book Main screen.
CREATING STUDENT GROUPS (ADVANCED/OPTIONAL)

You can create student groups when you would like to break your Grade Book up by any type of groupings. For example, you may have high, medium, and low reading groups in your class and creating student groups for these will allow you to view, edit, or enter scores for each group separately. Also, you can create Breakout classes using these groups to maintain separate assignments for each group.

Creating Student Groups

1. From Grade Book Main, expand the Grade Book Options menu by clicking the right arrow.

2. Under the Grade Book Options, check Enable group editing.

3. In the Student Groups section, click on the plus (+) sign. The New Group field appears.

4. Enter the New Group name, and click Add. The new group displays in the Student Group section.

5. Click on the plus sign next to the group name to add a subgroup. Only subgroups are used as filters.
6. Enter a name for the subgroup and click the **Add** button. Run through the same step if you have multiple groups.

![Figure 3.35 - Student Groups](image)

7. Click on the **plus** sign in front of the subgroup to begin assigning students to the subgroup. The students then appear with a plus sign in front of their names.

![Figure 3.36 - Student Groups](image)

8. Click on the **plus** sign next to the student name to assign the student to the subgroup. As students are added, their names are added underneath the subgroup. The plus sign turns into a minus sign, and their names are highlighted blue. Click the **minus** sign to remove the student from the subgroup.

![Figure 3.37 - Grade Book Main screen, Student Groups](image)
Viewing by Group in Grade Book Main

1. Once all students have been added to their correct groups, from the Grade Book Options menu, uncheck Enable Group Editing.

2. Click on the name of the subgroup in the Student Groups section. Grade Book Main displays only those students, their assignments, and scores.

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

3. Click the blue minus sign next to the active subgroup title to inactivate the current subgroup and return to viewing all students in Grade Book Main.

Creating a Breakout Class from a Student Group

1. With the subgroup active, click Convert to Class. A message box displays confirming the conversion.

   **Figure 3.39 - Student Groups**

   **Figure 3.40 - Grade Book Main screen**

2. Click OK to create the class. The class displays under the Class list on Grade Book Main. See Managing Classes (Advanced/optional).
Figure 3.41 - Confirmation Message

Are you sure you want to create a class from this student group?
Chapter Three

**SETTING UP A CLASS WEBSITE (ADVANCED/OPTIONAL)**

Teacher Class Websites enables you to create custom, class specific postings, and homework assignments in Grade Book. Parents and students can view these postings and assignments in ParentVUE and StudentVUE. You also have the option to create custom topics to help organize your postings. After a Class Website Post has been created it can viewed by parents and students in ParentVUE and StudentVUE on the Website tab.

A teacher can post directions, helpful hints, or additional resources.

The website displays all homework assignments that have yet to be scored during the current year or current semester depending upon the length of the class.
Adding a Topic to the Class Website

1. Select the Teacher Class Website option from the Grade Book menu. The Class Website page opens.

2. Click the New link under the Topics heading. The New Topic field displays.

3. Enter a New Topic.

4. Click INSERT to save. The new topic appears under the Topics heading.

**Note:** You can only edit or delete topic you created. If you delete a topic all the posts stored in that topic are deleted as well.
Adding a Post to the Class Website

1. Select a topic under the **Topics** heading. Any posts related to the topic display.

![Figure 3.50 - Class Website screen]

2. Click **NEW**. A blank post displays.

![Figure 3.51: Class Website Post screen - new post]

3. Enter a headline in the **Post Headline** field.
4. Enter the content in the **Post Content** field.

![Figure 3.52: Class Website Post screen - new post cont.]

5. Select the **Is Visible** checkbox to make it visible to students and parents.
6. Click the **Insert** link to save and post. The new post heading and content display under the Announcements heading with green Posted label in Grade Book.

   ![Figure 3.53: Class Website Post screen - posted](image)

**Editing a post**

1. Move the mouse over the post until it is highlighted.

   ![Figure 3.54: Class Website Post screen - edit post](image)

2. Click Edit. The word **edited** appears shaded orange.

   ![Figure 3.55: Class Website Post screen - edit post cont.](image)
3. Make the necessary changes to the post.
4. Click **SAVE**.

**Note:** Save any changes to the post before adding a document or picture. You can only add documents from the **Edit** screen. You must create and save a new Class Website Post before adding a document or picture to the post.

### Attaching a Document or Picture to a Post

1. From the Edit screen, click **Upload New Document**. The **Upload a Document** window opens.

2. Click **Choose Document**.

3. Select a document and click **Upload**. Grade Book adds the document to your post and you return to the **Class Website Post** page. The document icon appears under your post.
Deleting a Post

1. Move the mouse over the post until it appears highlighted.

2. Click Delete. The word deleted appears shaded red.

3. Click SAVE. A message confirms the deletion.

4. Click OK to delete the post.
ENTERING SCORES

There are two ways to enter scores in Grade Book. You can enter scores in assignment mode or in standards mode. You are able to toggle between these two modes on the Grade Book Main screen.

Using Assignment Mode

There are two ways to enter scores in Assignment Mode. The first is to enter scores right into Grade Book Main for each assignment. This method is best to use when you have just a few scores to enter for just a few students. For example, when an assignment has already been scored and you need to enter a few remaining scores for students who were absent or are turning the assignment late. See Entering Scores on the Grade Book Main screen.

The second way to enter scores is by using the Assignment Score Entry screen. This method is best to use when you want to be able to enter scores for multiple students at one time. This method features a fill down feature that will save time when entering scores. See Entering Scores on the Assignment Score Entry screen.

The following items are things to keep in mind when adding student scores in Assignment mode.

Blank Cells – The system assumes that blank cells are simply assignments that do not have a score entered yet. If no score is entered, the student's grade is not be affected by that assignment. Blank cells do not automatically equate to a score of zero. Comment codes are used to indicate if an student was absent, excused from the assignment, or if the assignment is missing. See Configuring Grade Book Comments (advanced/optional) and Using Grade Book Comments.

Extra Credit - Besides creating assignments that are marked with the Extra Credit assignment category, teachers can also give students extra credit is by keying in more points than the assignment is worth. For example, if the Max Score on an assignment is 20 and you want to give the student 5 additional points for extra credit, key in 25 as the student's score. The grade book will figure out what percentage increase will apply to the student's overall grade. This method only applies to assignments with raw score or percentage scores. The extra credit cannot be more than twice the high score value.

Red d’s - The red lowercase d’s on the Grade Book Main screen represent the assignments that have been dropped. If a teacher has chosen to drop scores in Grade Book Setup, then the red lowercase d’s appear for the students for which that assignment is their lowest (Test, Quiz, etc.).

Red downward pointing arrows - The red arrow on assignment scores indicate the assignment has received an “at-risk” score. Teachers set an at-risk percentage in their Grade Book options that will help them determine the students who are receiving low scores.
Entering Scores on the Grade Book Main screen

1. From the Grade Book menu, select **Grade Book Main**. The Grade Book Main screen displays.

2. On Grade Book Main, select **Assignments** from the **Mode** field to switch to Assignment Mode.

3. Click on any score box on the screen. The selected box turns yellow, and a cursor appears.

4. Enter the score in the appropriate format (e.g. letter grade, raw score, percentage, rubric).

   **Note**: The system displays an error message if the score is in the wrong format.

   The scores appear red until they are saved.

5. Click **Save Changes**.

Entering Scores on the Assignment Score Entry screen

1. Click on the name of the assignment on the Grade Book Main screen. A menu appears.
2. Select **Enter Scores**. The **Assignment Score Entry** screen for the selected assignment displays.

   **Note:** The Exclude, Hide in Portal, Comment, and Notes fields may not be available in Standards Mode, depending your district’s settings.

3. Enter the student scores for the assignment in the column underneath the assignment name.

   **Tip:** To enter the same grade for all students for the assignment, enter the grade in the first student’s line and then click the green arrow **ONCE** to copy that score to all students below that line.

   If a majority of students received the same score except for a few, first enter the scores for the students with different scores, click **Save**, then from the top of the list enter the score all of the rest of the students earned and click the green arrow. Clicking the green arrow once fills in the rest of the blank cells without overriding the scores that had already been saved.

   Clicking the green arrow **TWICE** overrides all previously entered scores.

4. Select **Exclude** to exclude a score from the final class grade calculation.
5. Select **Portal** to display this score on ParentVUE and StudentVUE.

6. Select any applicable comment code for the assignment from the **Comment** list.

7. Enter any applicable notes about the assignment in **Notes**. **Public Notes** display in ParentVUE and StudentVUE. **Private Notes** are only available to school personnel.

8. Click **Save**.

**Editing Scores on the Grade Book Main screen**

1. Click on any score box on the **Grade Book Main** screen. The selected box turns yellow, and the text in the box becomes highlighted.

![Figure 3.66 - Grade Book Main screen](image)

2. Edit the score.

3. Click **Save Changes**.

**Editing Scores on the Assignment Score Entry screen**

1. Click on the name of the assignment on the Grade Book Main screen. A menu appears.

![Figure 3.67 - Grade Book Main screen, Assignment menu](image)

2. Select **Enter Scores**. The Assignment Score Entry screen for the selected assignment displays.

3. Make appropriate changes to the student’s scores.

4. Click **Save Changes**.
Using Standards Mode

The following items are things to keep in mind when adding student scores in Standards mode.

Scores shown for each standard will be the calculated average of all assignments graded by standard using the calculation method selected in Class Standards screen.

When entering scores for an assignment with standards tied to it, only the overall assignment grade is used for overall grade calculations and for output on reports. Scores entered for Standards are used for analysis on the Standards tab of the Student Summary.

Entering Scores on the Score Entry screen

The system calculates the student’s performance on the standard, based on their assignment score.

1. Click on the name of the standard on the Grade Book Main screen. A menu appears.

![Figure 3.68 - Grade Book Main screen, Assignment menu]

2. Select Enter Scores. The Score Entry screen displays the selected standard.

![Figure 3.69 - Assignment Score Entry screen]

3. Enter the student scores for the assignment in the column underneath the assignment name.
Tip: To enter the same grade for all students for the assignment, enter the grade in the first student’s line and then click the green arrow **ONCE** to copy that score to all students below that line.

If a majority of students received the same score except for a few, first enter the scores for the students with different scores, click **Save**, then from the top of the list enter the score all of the rest of the students earned and click the green arrow. Clicking the green arrow once fills in the rest of the blank cells without overriding the scores that had already been saved.

Clicking the green arrow **TWICE** overrides all previously entered scores.

4. Click the **arrow** next to the standard column to expand the scoring columns.

![Figure 3.70 - Assignment Score Entry screen](image)

5. Select **Exclude** to exclude a score from the final class grade calculation.

6. Select **Hide in Portal** to hide this score from ParentVUE and StudentVUE.

7. Select any applicable comment code for the assignment from the Comment list.

8. Enter any applicable notes about the assignment in **Notes**. **Public Notes** display in ParentVUE and StudentVUE. **Private Notes** are only available to school personnel.

9. Click **Save**. A message displays confirming that the system saved the scores, and the it populates the standard’s score based calculations of the assignment scores.

![Figure 3.71 - Assignment Score Entry screen](image)
**Tip:** You can view assignments that are associated with the standard on the Grade Book Main screen by clicking the arrow at the top of the standard. However, you cannot enter assignment score on Grade Book Main.

Also, if you hover over the i symbol in the left corner, a description of the assignment or standard displays.

**Note:** After scores have been entered for the standard, the results can be analyzed by clicking the Analyze Standard Results on the Score Entry screen. See Using the Standards Summary Screen (advanced/optional).
Overriding Calculated Standard Scores on the Grade Book Main screen

You can override the student's system-calculated score on the standard associated.

1. From the Grade Book menu, select **Grade Book Main**. The Grade Book Main screen displays.

2. On Grade Book Main, select **Standards** from the **Mode** field. Only assignments aligned with standards display.

3. Click on any score box on the screen. The selected box turns yellow, and a cursor appears.

4. Enter the score to override the calculated standard score.

5. Click **Save Changes**.
Editing Scores in Standards Mode

1. Click on the name of the assignment on the Grade Book Main screen. A menu appears.

   ![Grade Book Main screen, Assignment menu](image)

   *Figure 3.73 - Grade Book Main screen, Assignment menu*

2. Select **Enter Scores**. The **Assignment Score Entry** screen for the selected assignment displays.

3. Make appropriate changes to the student’s scores.

4. Click **Save Changes**. The system recalculates the standards score.

Scoring Drop Box Assignments

If students have turned in assignments through the StudentVUE Digital Drop Box, you can access and score these assignments on the **Assignment Score Entry** screen.

1. On Grade Book Main, click the assignment header for the assignment with a drop box. A menu displays.

2. Select **Enter Scores**. The Assignment Score Entry screen for the selected assignment displays and the Box column indicates which students have submitted the assignment using the digital drop box.

   ![Assignment Score Entry screen](image)

   *Figure 3.74 - Assignment Score Entry screen*

3. Click on the icon in the **Box** column. The file information displays.
4. Click on the document name to open the document.
5. View and score the document. See Entering Scores in Assignment Mode.

**Using Grade Book Comments**

Using Grade Book Comments is a great way for you to track why assignments might have a blank score or if a student turned in an assignment late. See Configuring Grade Book Comments (advanced/optional).

**Entering Comments on the Grade Book Main screen**

1. From the Grade Book menu, select Grade Book Main. The Grade Book Main screen displays.
2. Open the Grade Book Options by clicking on the arrow next to the Grade Book Main grid.
3. Select Show comment codes.
4. Click on any score box on the screen. The selected box turns yellow, and a cursor appears.

5. Enter the score and/or comment code.

**Note:** If no score is available, the comment code can be entered alone.
6. Click **Save Changes**.

**Clearing Comments with Scores on the Grade Book Main screen**

1. Click on the comment to edit.
2. Re-enter the score, followed by a space, followed by an exclamation mark "!".
3. Click **Save Changes**. The comment is removed and the score remains.

**Clearing Comments without Scores on the Grade Book Main screen**

1. Click on the comment to edit.
2. Enter an exclamation mark "!".
3. Click **Save Changes**. The comment is removed and the cell is blank.

**Clearing Excluded Comments with Scores on the Grade Book Main screen**

1. Click on the comment to edit.
2. Re-enter the score, then a space, then an exclamation mark and ex "!ex".
3. Click **Save Changes**.

**Clearing Excluded Comments without Scores on the Grade Book Main screen**

1. Click on the comment to edit.
2. Enter an exclamation mark and ex "!ex".
3. Click **Save Changes**.

**Entering or Editing Comments on the Enter Scores screen**

1. Click on the name of the assignment on the **Grade Book Main** screen. A menu appears.
2. Select **Enter Scores**. The Assignment Score Entry screen for the selected assignment displays.

3. Enter, edit, or remove the comment from the **Comment** menu.

4. Click **Save**.
USING THE CALENDAR (ADVANCED/OPTIONAL)

The Calendar screen provides you with a convenient overview of all previous or upcoming assignments for a particular class or for all your classes. The assignments can also be managed from the Calendar screen.

The Calendar screen is accessed by selecting the Calendar option from the Grade Book menu.

Filtering the Calendar

You can use the filters at the top of the calendar to select the information displayed.

- **Select Class** filters the which class’ assignments are displayed on the calendar.
- **Category** (assignment types) filters the type of assignments that are displayed.
- **Assign Date** displays the date the assignment was distributed to students.
- **Points Possible** displays the total number of point the assignment is worth when calculating the final grade.
- **Month** selects the calendar month and year.
Entering Assignment Scores from the Calendar screen

1. Click on the assignment on the Calendar screen. A drop-down menu appears.

![Calendar screen, Assignment Drop-Down Menu](image)

2. Select **Enter Scores**. The Assignment Score Entry screen for the selected assignment is displayed.

![Enter Scores screen](image)

3. Enter the **grades** and other details for the assignment. See **Entering Scores on the Assignment Score Entry screen**.

4. Click **Save**.
Editing Assignments from the Calendar screen

1. Click on the assignment on the Calendar screen. A drop-down menu appears.

![Calendar screen, Assignment Drop-Down Menu](Image)

2. Select **Edit Assignment**. The Assignment Summary screen for the selected assignment is displayed.

![Assignment Summary screen](Image)

3. Modify the assignment as needed. See **Editing Assignments**.

4. Click **Save Assignment**.
Adding Resources to Assignments from the Calendar screen

1. Click on the assignment on the Calendar screen. A drop-down menu appears.

   ![Calendar screen, Assignment Drop-Down Menu](Image)

   **Figure 3.85 - Calendar screen, Assignment Drop-Down Menu**

2. Select **Create Assignment Resources**. The Create Assignment Resource screen for the selected assignment is displayed.

   ![Create Assignment Resources screen](Image)

   **Figure 3.86 – Create Assignment Resources screen**

3. Add resources to the assignment as needed. See [Adding an assignment resource](#). Once it has been successfully uploaded, it will appear below in the resource list.
TRANSFERRING STANDARDS RESULTS

The Standards Transfer Screen enables you to transfer a student’s attained proficiency level on standards in another class to your current class for a given grading period. The system looks for any standard results for the currently selected grading period in other classes that match a standard in your Class Standards list.

1. From the Grade Book menu in Grade Book, click Transfer Student Standards. The Transfer Standards Proficiency Levels screen displays.

![Figure 3.87 – Transfer Standards Proficiency Levels screen](image)

2. Select the Subject.

3. Click on the selected student’s name. The Transfer Standards chooser opens. All the student’s standards results for all their classes display.

![Figure 3.88 - Transfer Standards screen](image)

NOTE: To view the assignments associated with the standard, click Show Assignment.

4. Select the Transfer check box to indicate the standards to transfer for this student.

5. Click Transfer Standards. You are returned to the Transfer Standards Proficiency Levels screen.

6. Click Save. Your grade book contains the selected standards and assignments.
USING THE ANALYSIS TOOL (ADVANCED/OPTIONAL)

The Grade Book Analysis Tool screen displays the overall points, possible points, and percentage of points earned for each student. Student grades can be organized and sorted using this tool and then analyzed for a deeper analysis of the student or class’ performance.

Once defined, customized views of the students’ grades can be saved for future use. Values that are considered “at risk” are highlighted in red.

Setting Up Analysis Bands

Analysis bands are quick ways to group students based on their performance. Bands can be used to monitor a student’s whose grades need to meet a particular threshold for eligibility to participate in certain school programs such as sports or student council.

1. From the Grade Book Menu, select Analysis Tool. The Analysis Bands screen opens.

![Figure 3.89 - Analysis Bands screen](image)

2. Click New under the Analysis Bands heading.

![Figure 3.90 - Analysis Band screen](image)

3. Enter a name for the band.
4. Click Insert. The new band appears on the list.
5. Select the new band from the list.
6. Click **New** under the **Band Details** heading.

![Analysis Bands](image1)

**Figure 3.91 - Analysis Band screen**

7. Fill in the **Mark**, **Low Score**, **High Score**, and **Display Color** fields.

8. Click **Insert**.

### Applying Analysis Bands

1. Select Grade Book Setup from the **Grade Book** menu. The Grade Book Setup screen displays.

![Grade Book Setup](image2)

**Figure 3.92 Grade Book menu, Grade Book Setup option**

2. On the Grade Book Setup screen, click **My Class Settings**. The Class Settings screen displays all your classes.

![Class Settings](image3)

**Figure 3.94 - Class Setting screen**
3. Select a class from the list.
4. Click **Edit**.
5. Select the band from the **Analysis Band** list.
6. Click **Save**. Grade Book applies the band to the selected class’ student data.

**Using the Analysis Tool**

1. Select **Analysis Tool** from the Grade Book Menu. The Grade Book Analysis Tool screen displays an overview of student performance for the class.

![Grade Book Analysis Tool](image)

*Figure 3.95 - Grade Book Analysis Tool screen*

2. Use the **Analysis By** list to select to analyze items by assignment, report card item, or standard.
3. Select **Show Performance Bands** to display the student’s performance against predefined bands.
4. Check **Show All Classes** to include the data from all classes for each student for the school year.
5. Customize the data displayed in the grid clicking on a heading and dragging it to the space above the grid. The relative data displays under the heading in the grid.
The column headings including the Points, Possible, and % columns, can be reordered by dragging and dropping them to the left and right.

6. Filter the data within columns by using the arrows on the column headings. Select the data to include and click OK.

7. Adjust the order in which the data is displayed in the columns by selecting the order arrow on the column heading. Up is for ascending. Down is for descending.

8. Hide columns by right clicking on the column heading, and selecting Hide from the list.

9. Show column headings by right-clicking and selecting Show Field List from the list. The PivotGrid Field List box displays. Click and drag the column heading back into position.
Saving a screen

1. Once the data is filtered and sorted, enter a name for the screen in Create a New View.
2. Click Save View. The My Views list includes the saved screen.

Accessing a previously saved screen

- Select the previously saved screen from the My Views list.

Deleting a screen

1. Select the screen from the My Views list.
2. Click Remove View.

Exporting data from the current screen

- Export the screen as by clicking either XLS or PDF.
UTILIZING THE STUDENT SUMMARY

The Student Summary screen presents a detailed overview of both student performance in your class, and student performance in other classes (if scheduled to other sections).

Accessing the Student Summary

1. From the Grade Book Main screen, click on a student’s name. The student’s names are underlined links. The Student Summary screen opens.

![Grade Book Main screen](image)

The Class tab of the Student Summary screen displays the following:

- **Category Summary** - A graph of the student’s score by assignment type.
- **Subject Summary** - A graph of the student’s performance by subject and in relation to the rest of the class.
- **Detailed Score List** - A list of all individual assignments for the student for the current class & current grading period.
The **Show Summary Detail** link at the top of the screen displays the **Scores by Assignment Type** table and **Scores by Subject** table. These tables offer detailed views of the information presented in the Category Summary and Subject Summary graphs. The

**Viewing Student Summary for All Classes**

The **All Classes** tab lists a summary of all the student’s classes. Clicking the **plus** sign opens the Class detail, which lists the student’s scores and grade by Report Card Area.

![Figure 3.101 Student Summary screen, Class tab](image)

![Figure 3.102 - Student Summary screen, All Classes tab](image)
Viewing Student Summary by Standards

The **Standards** tab on the **Student Summary** screen displays the student’s performance based on the selected standards associated with the class assignments. Each column displays a different standard, with the Mean, Mode, Last Score, Highest Score and Power Law totals for the standard at the bottom of each column.

![Figure 3.103 - Student Summary screen, Standards tab](image-url)

Additional filters can be applied to help with analyzing the information displayed. These include:

- **Display Score Type** - By default, scores display by Points Earned/Points Possible (Percentage). This filter allows the selection of a different score types by selecting from this menu.
- **Apply Analysis Band** - Using this filter highlights the scores that fall within selected Analysis Band.
- **Subjects** - Filters the standards by Subject.
- **Parent Items** - Filters the sub-categories by the Parent standard.

**Note:** Power Law is a mathematical formula that looks at how students performed on previous assessments and tries to predict how a student would score if they were assessed today. As a result, this formula can be used as an indicator of a student’s current mastery of standards. In order to return a Power Law score, more than one assignment must be present and no assignments can be scored a ‘0’. Scoring Standards using a Rubric is helpful, though not required, when using Power Law to calculate overall grades.
CREATING PROGRESS REPORTS (ADVANCED/OPTIONAL)

The Progress Report screen enables you to create customizable progress reports, which can emailed or printed for distribution. Information can be aggregated by Report Card Row or by Section. Options include the ability to show points, progress bar, assignment detail, category breakdown, class average, assignment percentage of overall score, and parent signature request. You can filter the assignments displayed in the progress report using the Filter Assignments functionality.

Generating Progress Reports

1. In the Grade Book menu, select Progress Report. The Progress Report screen opens.

2. Select a student from the Student field.

3. Select a Grading Period.
4. Select a **Summary Method**. Options include:

- **Report Card Rows** – Typically used by elementary schools (Standard Based Report Cards)
- **By Section** – Typically used by secondary schools (Report Cards from Synergy SIS)
- **By Standard** – Used by both elementary and secondary schools (Summary Method)

5. Select report output options: (options vary depending on the Summary Method selected):

- **Show Overall Grade** - Adds a row at the top that shows Overall Class Grade
- **Show Points** - Adds a column that shows points earned/possible by assignment, category, and class.
- **Show Bar** - Adds a column that provides a visual indicator for performance by assignment, category, and class.
- **Show Areas with No Results** - Includes rows on the progress report when no results are found.
- **Show Assignment Detail** - Includes assignments results on the progress report.
- **Show Standards Detail** - Includes standards results on the progress report.
- **Request Signature** - Adds a signature line for parents to sign acknowledging receipt.
- **Show Category Breakdown** - Includes category level detail on the progress report output.
- **Show Class Average** - Adds a column that displays the class average for each assignment, category, and class.
- **Show Assignment % of Overall Score** - Adds a column that displays the impact of each assignment and category in the overall grade.

![](image.png)

*Figure 3.106: Progress Report screen - Filter Assignments link*

6. Click **Filter Assignments** (optional.) The Filter Assignments screen opens.
7. Select the **Start Date** and **End Date** by which to filter assignments (optional.)
8. Select assignments to include in the report output.
9. Click **Apply**.
10. Click **Back to Progress Report Data**.
11. Click **Generate All** to produce/refresh progress reports for all students in the current class.
   OR
   Click **Refresh This Report** to produce/refresh data for the selected student.

**Removing Items from the Progress Report**

- Click **Remove** to remove the selected item from the report output. The removed item does not display on the printed or emailed report

**Note**: Removed items are restored to the report when it is refreshed.
Adding Custom Items to the Progress Report

You can add custom items to appear on your individual student’s progress reports.

1. Scroll to the bottom of the Progress Report screen. The new item row is the last row on the screen.
2. Enter an item name.
3. Add Notes, if desired.
4. Click Add New Item. This new item appears on the currently selected student’s progress report.

Tip: To reposition the newly created item (within other custom items only), click within the row, and drag up or down to the desired position. You only can reposition custom items.

Delivering Progress Reports

2. Enter Report Header Text (optional.) This text appears on all generated student progress reports.
3. Enter **Report Footer Text** (optional.) This text appears on all generated student progress reports.

![Filters](image)

**Figure 3.112: Filters**

4. Click **Include Student Marks** (optional.) The Overall Grade marks display.

5. Select marks. The system emails or prints progress reports for students with the selected marks only.

**Tip:** If emailing reports, select **Include Parents, Include Students, Include Copy to** in order to identify which individuals should receive the progress report email. If **Include Copy to** is selected, add **Copy Email To** email address(es) to the appropriate students within the grid. Multiple email addresses can be added, separated by a comma or semicolon.

![Progress Report](image)

**Figure 3.113: Copy Email To**

6. Select students for whom the progress reports are printed or emailed by clicking the check box next to their names.
8. Click **Print** to produce PDF version progress reports.

Tip: To produce a PDF version of the progress report for a single student, click **Print** in the student’s row.

OR

Click **Email** to email progress reports to the recipients identified in the Email group box.

Tip: To email the progress report for a single student to the recipients identified in the Email group box, click **Email** in the student row. Selected student and parent recipients must have valid email addresses on the Parent and Student screens in Synergy. Also, parents must have Educational Rights checked on the Parent/Guardian tab of the Students screen for parents to receive emails.

After emailing progress reports, any students without valid email addresses are flagged in the Status column. Click **Print Non Emailed** to generate PDF versions of the progress reports for these students.
**USING THE STANDARDS SUMMARY SCREEN (ADVANCED/OPTIONAL)**

The Standard Summary screen presents a detailed overview of the standards used in your class and the class’ performance on the standards.

**Accessing the Standards Summary**

- Select **Standards Summary** from the **Grade Book** menu. The Standards Summary screen opens.

The Standards Summary screen displays the following:

- **Class Standards list** – displays the standards selected or created on the Class Standards screen. See [Setting Up Academic Standards (advanced/optional)](#).

- **Standards Summary table** – display the standard, the count of assignments tied to the standard and the class’ performance on the standard.
Filtering the Standards Summary

- Under **Class Standards**, select a specific standard. That standard and any related concepts displays in the **Standards Summary** table.

You can also filter so that only standards with results display.

1. Click **Options**.
2. Select **Show Only Standards With Results**. Only standards with performance indicators display in the Standards Summary table.
Create Assignments from the Standards Summary Screen

1. Click on a standard to select it. The word **Selected** displays.

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

---

Figure 3.120 - Summary Standards screen

Figure 3.121 - New Assignment screen
Viewing Standards Details

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

• On the Standards Summary screen, click the standard link. The Standard Detail screen displays.

**Note:** Only standards with assignments and results are available as hyperlinks.

The Standard Detail screen displays the following:

• **Standard** – displays the full text of the selected standard.
• **Band** – select the analysis band to apply to the standard’s proficiency results.
• **Standards Proficiency Band Analysis** – displays the class’ proficiency on the standard based on the selected analysis band.

• **Assignment Details** – displays individual students’ performances on the assignments associated with the standard and their proficiency on the standard itself.

**Creating a Breakout Class from the Standard Detail screen**

You may want to create a breakout class based on students’ proficiency level on the standard, in order to provide additional instruction or support. You can select students individually

3. Select the students to include in the breakout class by clicking the blue plus (+) symbol next to their name.

OR

Use the **Auto Select** slider. The system automatically selects students whose proficiency level falls in the designated range.

4. Click **Create Breakout Class**. The Class Manager screen displays and the Students tab is prepopulated with the students selected. See [Creating Breakout or Intervention Classes](#).
RUNNING ADMIN REPORTS (ADVANCED/OPTIONAL)

Admin Reports are SQL-based reports created by your district and made available to specific users (such as Elementary Teachers, Principals, Specialists.) Your district sets your ability to access Admin Reports and which reports you can run.

1. From the Grade Book menu, click Admin Reports. The Admin Reports screen displays.

2. Click on the report name to view the results.

3. Drag the column headers to arrange or filter results. (optional)

4. Export the report in xls format by clicking the XLS link.
Chapter Four: Creating Report Cards

This chapter covers:

BASIC USER:

- Standards Based Report Cards
- Using Report Card Preview to Transfer Marks
- Entering Report Card Grades
- Entering Report Card Comments
- Marking Report Cards Complete
- Printing Report Cards

ADVANCED USER (Optional):

- Assigning Report Card Types to Individual Students
- Adding Report Card Comments en Masse
- Viewing Missing Marks
- Non-English Report Cards
- Report Card Delegation
- Using Report Card Item Analysis


**CREATING STANDARDS BASED REPORT CARDS**

If your district has had Standards-Based Report Cards added to the Synergy Grade Book, then you will print these report cards for your students from Grade Book. Teachers do not have to be actively using the Grade Book to complete their report cards from Grade Book. The different processes of how to complete report cards for teachers who do use the Grade Book vs. those who do not, will be listed in this chapter.

Some districts may not have Standards-Based Report Cards uploaded to Synergy Grade Book. In these districts, Elementary teachers will use the same process that Secondary teachers to complete their grades.

For Elementary teachers using Standards-Based Report Cards, the following workflow will help guide you in the process of completing report cards:

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Use Report Card Preview</td>
<td>If you have been actively using the Grade Book to enter assignments, correlate the assignments to report card rows, and enter scores for students, be sure to complete this step. Doing so will take the calculated Grade Book grade for the current grading period and copy it to the report card, saving you from having to key in grades manually.</td>
</tr>
<tr>
<td>2</td>
<td>Enter Report Card Grades</td>
<td>If you have not created, correlated, and scored assignments report card rows, then you will have to enter grades for your students manually. The three ways to enter report card grades are:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Report Card Matrix</strong> - Allows you to enter grades for the whole class from one screen en masse.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Classic Report Card Entry Mode</strong> - Allows you to enter grades for each student individually.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Report Card Wizard</strong> - Allows you to enter grades for each student with additional student data not available in Classic Mode.</td>
</tr>
<tr>
<td>3</td>
<td>Enter Report Card Comments</td>
<td>You will enter report card comments into the Comment box for the current grading period. You may also create and add commonly used comments to a Comment Bank.</td>
</tr>
<tr>
<td>4</td>
<td>Mark Report Cards Complete</td>
<td>You must complete this step to allow the office to print report cards from Synergy. Every student who should receive a report card must be marked complete.</td>
</tr>
<tr>
<td>5</td>
<td>Select Bilingual Report Cards (optional)</td>
<td>If your district/school prints report cards in any language other than English, you must identify the students who receive non-English report cards.</td>
</tr>
</tbody>
</table>
ASSIGNING REPORT CARD TYPES TO INDIVIDUAL STUDENTS (ADVANCED/OPTIONAL)

Usually, you will select one report card template for your whole class when creating reports. However, there may be situations where you need to select a different report card for certain students. For example, if you are teaching in a multi-age classroom, you may assign one report card template for all your 1st grade students, and another one for all your 2nd grade students.

1. Click Report Card Student Template from the Grade Book menu. The Student Report Card Templates screen displays.

2. Select a template for a student from the Template list.

   **Note:** The district creates all the report card templates and sets the Default Template.

3. Click Save.
USING REPORT CARD PREVIEW TO TRANSFER MARKS

The Report Card Preview screen is used by teachers who have been actively using the Grade Book (creating/scoring assignments) to view students overall performance by report card area, by class.

Additionally, teachers can view the assignments correlated to each report card area for each student. From this screen, the Homeroom teacher can determine whether to exclude certain classes from the overall grade calculation by report card area, as well as to override the final grades that will be transferred to the report cards.

After any/all adjustments are made, teachers will either transfer marks to the report card for students individually, or transfer marks for all students at once.

Viewing and modify the grades on the Report Card Preview screen


   Note: By default, the grading period in focus is displayed. To change the Grading Period, select it from the list.

2. Select a student from the Select Student list. The student’s marks appear on the screen.
The **Calculated Mark** (which can be overridden), the **Report Card Mark** (the mark currently on the students Report Card), the **Total Points Earned/Total Points Possible (%)**, and each class’ **Total Points Earned/Total Points Possible (%)** are displayed for each report card area.

Any score with an asterisk (*) indicates that category weighting was used to calculate the final grade.

**Viewing Assignments for Report Card area**

- Click on the report card area hyperlink to view assignments used to determine the final grade for a given report card area. The assignments use to calculate the overall marks display.

![Figure - Report Card Area screen](image-url)
Excluding a Class from the Overall Grade Calculation

If the student’s report card is derived from their scores in multiple classes, the homeroom teacher can choose to exclude a class from the student’s final grade calculation.


   ![Grade Book menu]

   *Figure 4.3– Reviewing Student Marks*

   **Note:** By default, the grading period in focus is displayed. To change the **Grading Period**, select it from the list.

2. Select a student from the **Select Student** list. The student’s marks appear on the screen.

   ![Student marks]

   *Figure 4.4– Reviewing Student Marks*

3. Click the box corresponding to the class/report card area to exclude. The box turns pink, indicating it is excluded, and the **Total Points** calculation changes.
Overriding the Final Mark

The final mark displayed on the Report Card Preview screen is the system-calculated score. You can override the final mark by entering another.

1. Select the desired mark for the report card item from the **Calculate Mark** list.

2. Click **Overwrite** next to the report card mark.

3. Click **Transfer Marks for <Student Name>**. The overwritten grade appears on the student's report card.

Transferring Marks to the Report Card of an Individual Student

- Select **Transfer Marks for <Student Name>** to transfer the currently selected students marks to their report card. A confirmation message is displayed.
Transferring Marks for All Students

4. Select Transfer All Student Marks. A confirmation window opens.

![Figure 4.8 – Rescreening Student Marks]

Are you sure you want to transfer all student marks to the report card? This will override any marks previously entered and will take a few minutes.

![Figure 4.9– Rescreening Student Marks]

4. Click OK.
5. From the Report Card menu, select Students.
6. Select a student from the list.

![Figure 4.10 - Student Report Card Preview]

7. Verify the marks transferred.
ENTERING REPORT CARD GRADES

There are three methods for entering student grades onto the report cards. These include:

- Using the **Report Card Matrix** to enter grades for the whole class by report card areas/rows en masse.
- Using **Classic Mode** to enter students’ grades one by one for the different report card areas/rows.
- Using the **Report Card Wizard** to enter students’ grades individually using additional data only available on this screen.

**Using the Report Card Matrix**

If you have report card rows that you have not correlated to any assignments in Grade Book, you can use this screen to assign grades to multiple students.

2. Select the class from the **Select Class** list.
3. Choose the name of the report card from the **Select Template** list. This is generally a grade level name.
4. Modify the grading period by choosing an option from the **Select Grading Period** list.
5. Select the **Report Card Rows** to display. The list of students in the class appears along with the report card areas for which the teacher is responsible.
6. Enter student grades.
7. Click **Save Scores**.

**Tip**: To give same score to all the students in the class, select the score from the list, and click the green arrow to fill all the fields below.
Using Classic Report Card Mode

If you need to enter or change student’s report cards individually, you can use Classic Report Card Mode.


2. Select Classic from the Report Card Entry Mode list.
**Note:** To view inactive students as well as active, check the **Show Inactive** box. The Grading Period displayed can also be changed by selecting a different period from the drop-down list.

![Figure - Report Cards Not Complete](image1)

3. Select a student’s name. The student’s report card is displayed.

![Figure – Student Report Card](image2)

**Note:** The marks transferred are displayed in the **Score** column and in the drop-down list for the current grading period. If a report card line was not correlated to an assignment, these will be blank.

4. Overwrite any scores necessary from the list in the current grading period column.

5. Save any changes.
Using the Report Card Wizard

The Report Card Wizard enables you to assign final grades by Report Card Area. When assigning grades using this screen, you have additional information not available in the Classic Report Card Mode.

A graph breaks down the student assignment scores, providing a visual model on which to help base grading. The Highest Score, Lowest Score, Median, Mode, Mean, and Power Law information displays for all assignments related to that report card area. The assignments that correlate to the selected Report Card Areas display at the bottom of the screen. Once you select the score for that area, the Wizard automatically moves to the next Report Card Area and refreshes the information show on the screen.

1. From the Report Card Menu, click **Students**.

2. Select **Wizard** from the **Report Card Entry Mode** list.

3. Click on a student name from the **Report Cards Not Complete Grid**. The Wizard opens, enabling you to navigate through the items on the report card by selecting an area from the Report Card Area box.

4. Select a report card item from the **Report Card Area** list. A breakdown of student information is shown next to the report card area. This provides the user a graph of how the student did in that content area along with the student calculated mean/median/mode score. The Highest Score, Last Score, and Power Law attributed to the area are also shown. Previous report card scores for the content area are depicted underneath the graph along with the assignments tied to the report card area.
Note: Due to the nature of Power Law calculations, scores do not display if any assignment has been marked a ‘0’ OR if there is not more than one scored assignment in the report card area.

5. Select the desired grade/score next to the graph window. Once you select a score, it transfers to the Report Card Area.

Note: Once an area is completed, the previously selected score is highlighted blue, indicating the mark has already been assigned to the report card.

After assigning the grade/score, the view automatically advances to the next Report Card Area on the list. When all areas have been addressed the teacher may view the report card by clicking View Report Card. Otherwise, teachers may Mark as Done. Once marked as complete, the next student is shown in the Wizard view. Selecting View Report Card opens a dialogue box asking you for permission to open or save the report card in PDF format.
ENTERING REPORT CARD COMMENTS

Before marking report cards complete, you may want to enter report card comments for each student.


2. Select Classic from the Report Card Entry Mode list.

3. Select a student’s name.

4. From the student’s report card screen, click Go To Comments Area (or just scroll to the bottom of this screen).

5. Click the Edit link in the Grading Period box to edit the comments. The Comment screen displays.
6. Enter the comments to display on the report card in the top box.

**Tips:**

- To add an existing comment from the Comment Bank to the student’s report card, click the Select link next to the comment.
- When adding new comments to the Comment Bank, use a Swap Tag along with the comment. The Swap Tag for student name is <<Name>>, for he/she enter <<he>> or <<she>>, and
- To delete the comments and start over, click the Clear Comments button.
- Use the Check Spelling button to run a spell check.

7. Save any changes. Comments display in the Comments Area of the report card.

**Tip:** To see how the finished report card appears, click on the View Report Card button. The report card prints in PDF format and displays on the screen in a separate window. You can print the individual report card from this window as well.
**ADDING REPORT CARD COMMENTS EN MASSE (ADVANCED/OPTIONAL)**

The **Mass Assign Comments** screen enables teachers to assign comments; district created or comments they create themselves, to multiple students at the same time. These comments display on the students’ report cards.

**Note:** Please note that not all teachers may have access to Mass Assign Comments or permissions to create their own comments. Some teachers may be required to use only their district’s comment bank.

Creating a Comment Bank

1. From the Admin menu in Grade Book, click **Comment Bank**. The **Comment Bank** screen displays.

2. Click **Add New Comment**. The Comment screen displays.
3. Enter the comment.

**Note:** You can use place the following student name or pronoun placeholder codes in your comments and the system will replace the appropriate name or pronoun text.

<<He>> <<She>> <<him>> <<her>> <<his>>
<<Name>> <<Userswap>> <<userswap>>

For example, <<Name>> was a pleasure to have in class.

The Swap Type field on the Mass Assign Comments screen exchanges either the Name or the Pronoun placeholders in the comment. The "Userswap" placeholders enable you to use both a Name and Pronoun placeholder in the same sentence.

For example, I hope <<Userswap>> has a good summer. <<He>> was a pleasure to have in class.

4. Enter a **Start Date** and **End Date**, to make the comments available only during a set time period.

5. Click **Save Comment**.
Editing Comments

1. From the Admin menu in Grade Book, click Comment Bank. The Comment Bank screen displays.

2. Click Edit for the comment to modify. The Comment screen displays.

3. Modify the comment.

Note: You can use place the following student name or pronoun placeholder codes in your comments and the system will replace the appropriate name or pronoun text.
<<He>>  <<She>>  <<him>>  <<her>>  <<his>>
<<Name>>  <<Userswap>>  <<userswap>>

For example, <<Name>> was a pleasure to have in class.
The **Swap Type** field on the Mass Assign Comments screen exchanges either the Name or the Pronoun placeholders in the comment. The “Userswap” placeholders enable you to use both a Name and Pronoun placeholder in the same sentence.

For example, I hope <<Userswap>> has a good summer. <<He>> was a pleasure to have in class.

4. Enter a **Start Date** and **End Date**, to make the comments available only during a set time period.

5. Click **Save Comment**.

### Commenting on Students Report Cards


2. Click on one or more students to assign a comment. Selected students appear outlined in red.
3. Filter the available comments using the **Language**, **Subject**, **Author**, and **Swap Type** fields.

4. Click on the comments to be added to the report card.

5. Drag the comment onto the selected student. The comment displays next to the selected student.

**NOTE:** To delete a single comment added to a student, place your mouse over the desired comment. Click to remove the underlined comment. To remove all comments added to a student, click the red X in the upper right hand corner.
6. Click **Save**.
VIEWING MISSING MARKS (ADVANCED/OPTIONAL)

The Missing Marks screen shows missing grades (marks) on the Standards Based Report Card. You can filter the information displayed to help narrow results. The missing marks screen links to the Report Card screen, enabling you to access and complete student’s report cards by clicking on their name.

Viewing Marks Missing on Report Cards

1. From the Report Card menu, click Missing Marks. The Report Card Missing Mark screen displays students with missing marks on their report card for the selected grading period.

   ![Figure 4.21 - Report Card Missing Mark screen](image)

2. Drag the column headers to arrange or filter results. (optional)

3. Click a student name. The Report Card screen for the selected student displays.

   ![Figure 4.22 - Report Card screen - Classic Mode](image)

4. Enter the missing marks to complete the report card. See Using Classic Report Card Mode.
MARKING REPORT CARDS COMPLETE

At the end of each grading period, report cards must be marked complete. The method used will depend on how your final grades were entered onto the report cards.

Marking Report Cards Complete Individually

1. From the Report Card Menu, select Students.
2. From the Report Cards Not Complete column, click on an individual student report card.
3. Enter/edit grades/comments.
4. Click Save/Mark Complete. This moves the student to the Report Cards Complete column on this screen.

Marking Report Cards Complete Individually Using the Green Arrows

1. From the Report Card Menu, select Students.
2. Click the green arrow next to any student’s names. This moves the student from the Report Cards Not Complete column to the Report Cards Complete column.
Marking the whole class complete

If you used the Report Card Preview screen to transfer marks from the Grade Book onto the student’s report cards, you may opt to use the **Mark All Complete** button after making any adjustments.

1. From the Report Card Menu, select **Students**.

   ![Figure 4.25 - Student Report Cards](image)

2. Click the **Mark all complete** link from the **Report Cards Not Complete** grid. This moves all students from the **Report Cards Not Complete** column to the **Report Cards Complete** column.

**PRINTING REPORT CARDS**

Once report cards are complete, you can view and print to a PDF.

![Figure 4.26 - Student Report Cards screen](image)

1. On the Students screen, click **View Report Cards**. The View Report Cards screen displays, listing all of the students in the class, and showing the status of their report card for each grading period.
2. Click **View** next to the student’s name to view or print the student’s report card. The student’s report card displays as a PDF in a separate window.

OR

Click **Generate Class Report Cards** to view and print the report cards for the whole class., A report card for each student prints. If the student’s report card is not complete, a blank report card prints. The report cards print to a single PDF file that displays in a separate window.

**Tip:** To generate blank report cards to fill out manually, click **Generate Blank Report Cards**. A blank pdf report card for each student displays in a separate window. Use this option when you must fill out report cards by hand instead of printed with the information from Grade Book.
NON-ENGLISH REPORT CARDS (ADVANCED/OPTIONAL)

If the district adds report cards in any languages other than English, you must indicate which students receive the non-English report cards.

1. From the Report Card Menu, select Students.

2. Click View Report Cards.

3. Change the language in the Language list for any students receiving a non-English Report Card.

4. Click Save Language Settings.
REPORT CARD DELEGATION (ADVANCED/OPTIONAL)

Homeroom teachers will use the Report Card Delegation screen when they need to assign specific report card areas/rows to other teachers for grading purposes. Teachers can delegate by student, or class, depending on their needs. This screen can be used to grant report card access to teachers that do not have students in their classes. It can also be used by the Homeroom teacher to restrict access for the other teachers to only the report card areas they are responsible for. Two examples of when this screen should be used:

**Example 1:** Mrs. Smith is responsible for the Reading report card rows for Emily, a student in Mr. Jones’ class. Emily is not in Mrs. Smith’s class; however, she needs to be able to enter Emily’s grades for Reading. Mr. Jones, the Homeroom teacher, can grant access to Emily’s Reading Report Card rows to Mrs. Smith using the Report Card Delegation view.

**Example 2:** Mrs. Smith and Mr. Jones rotate their students – Mr. Jones is the Homeroom teacher and Mrs. Smith is the Reading teacher. Both teachers, by default, have access to all report card areas for their students, but it has been decided that Mrs. Smith should only have access to the rows of the report card she is directly responsible for - Reading. Mr. Jones can restrict Mrs. Smith’s report card access to Reading report card rows only. Mr. Jones, as the Homeroom teacher, maintains access to all report card areas for the students in his Homeroom class.

**Note:** The Report Card Delegation screen utilizes Homeroom data for students, as defined in Synergy SIS. This screen is intended for use by Homeroom teacher. Only teachers are able to delegate rows for students in their Homeroom class. Please verify that a Homeroom period has been defined in School Setup and that the “Update Homeroom Data” process has been run at least once.

**Additional Staff:** There may be times when teachers or other school/district staff (who do not have any classes assigned to them in Synergy) will need access to entering grades for student’s report cards. The school/district must set these teachers up as Report Card Specialists, and the Homeroom teacher will have access to delegating report card rows to these teachers/staff from the Report Card Delegation screen as well. These teachers/staff, because they do not have any classes scheduled, will log into the Grade Book though Grade Book Admin Login and select the class(es) delegated to them from the focus screen.
Delegating Report Card Items


2. Select the **Report Card Template** to assign rows for the desired grade level.

3. Select the student to delegate or select **<<All Students on Selected Report Card>>** selected.

4. Select the grading period or select **<<All>>** to delegate all grading periods.

5. Delegate a section by typing the responsible teacher’s name in the **Teacher Assigned** column. A list of possible matches displays.

6. Select the teacher’s name from this list. The selected name populates the Teacher Assigned column for the appropriate row(s).

**Note:** If the name was entered in a “Parent” row, the teacher’s name also appears in the Teacher Assigned column for all rows that are “Children” of that row. In the example below, the teacher’s name was entered in “Reading/LanguageArts,” which is a primary area/category (“Parent”) on the report card with several subcategories (“Children”). Upon selection, the teacher’s name is also populated in each subcategory: Word Analysis, Word Recognition, etc…
7. Click **Save**. The system delegates the selected rows to the teacher identified in the Teacher Assigned column.

**Accessing Delegated Report Card Items**

Once the Homeroom teacher has finished delegating student’s report card rows to the other teacher, the other teacher can access the student’s report card rows (that have been delegated to them) in two ways.

If the delegated students are also scheduled in this teacher’s class:

1. Select **Students** from the Report Card menu.
2. Select the delegated students from the student report card list. The teacher only see rows of the report card made available to them by the Homeroom teacher.

If the delegated students are not scheduled to any of the teacher’s classes:

1. Select **Students** from the Report Card menu.
2. Select the delegated class from the **Delegated Classes** list. Students from the delegated class display in the student report card list.
Enter Grades for Delegated Report Card Items

1. Select a student from the student report card list. For the selected student, only assigned (or “delegated”) rows appear on the Mark Entry screen.

2. Enter grades.

3. Click Save/Mark Complete. The Homeroom teacher can verify all marks entered for a student by viewing the Mark Entry screen. Any rows that have been marked complete by other teachers/specialists appear with a checkmark to the right of the assigned mark.
USING REPORT CARD ITEM ANALYSIS (ADVANCED/OPTIONAL)

The Report Card Item Analysis screen displays your class’s performance on items listed on their report cards. You can filter the information displayed Report Card type and Grading Period.

- Access the Report Card Item Analysis screen, by selecting the Item Analysis option from the Report Card menu.

Viewing the Class Chart

The Chart tab of the Report Card Item Analysis screen displays your whole class’ performance on individual report card line items. You can sort the display either Average Score or Report Card Row. Clicking on a report card line item opens the Grid of Scores tab for that item.
Viewing the Grid of Scores

The **Grid of Scores** tab of the Report Card Item Analysis screen displays individual student’s score on selected report card line items. The **Report Card Item** list controls which report card line item display. You can rearrange and filter the results using the column headings. Export the displayed results by clicking on either the **XLS** or **PDF** links.

![Image of Grid of Scores tab](image.png)

*Figure 4.39 - Report Card Item Analysis, Grid of Scores tab*
Analyzing Report Card Items

The Analysis tab of the Report Card Item Analysis screen enables you to select the way the system analyzes your class data. Options include:

- **Student Overview** – displays each student’s score on each report card item.
- **Class Average** - displays the class’ average score on each report card item.
- **Class Gender** - displays each gender’s average score on each report card item.
- **Class Ethnicity** - displays each ethnicity’s average score on each report card item.
- **Subject Average** - displays each student’s average score by subject.

![Figure 4.40 - Report Card Item Analysis, Analysis tab](image)

You can rearrange and filter the results using the column headings. Export the displayed results by clicking on either the **XLS** or **PDF** links.
Chapter Five: WORKING AS A SPECIALIST

This chapter covers:

► Understanding Specialist Designations
► Entering Grades as a Specialist
UNDERSTANDING SPECIALIST DESIGNATIONS

Frequently in an elementary school, there may be instructors who teach a specific subject to students from several classes or grades. Examples of these types of teachers include art or music teachers, physical education teachers, reading intervention teachers, or speech therapists.

These teachers might not be assigned their own class sections within Synergy SIS. Teachers assigned their own sections in Synergy SIS are called **Section Specialists**. Teachers not assigned their own sections in Synergy (but still need to enter grades for students) are called **Report Card Specialists**.

Since they have their own classes, **Section Specialists**, access Grade Book through TeacherVUE, and can maintain their own Grade Book for their assigned sections. On the report card, they can only modify the areas/rows of the report card assigned to their area of specialty. See [Logging in as a Teacher](#).

**Report Card Specialists**, because they do not have their own classes, need to log into Grade Book through the Grade Book Admin Login screen in Synergy SIS. These Specialists do not have the ability to maintain their own Grade Book, and can only use Grade Book to modify the sections of the report card assigned to their area of specialty. See [Logging in as a Principal, Specialists, or District Staff](#).
ENTERING GRADES AS A SPECIALIST

When Report Card Specialists log in to Grade Book, the Report Card Matrix screen displays. Section Specialists must access the screen through the Report Card menu. Once in the Report Card Matrix screen, the specialists can enter their grades.

2. Select the teacher’s class from the Select Class list.

3. Select the report card from the Select Template list. This is generally a grade level name.
4. Choose the grading period from the Select Grading Period list. The list of students in the class appears, along with the report card items/areas for which the specialist is responsible.
5. Select the students’ grade from the list.
6. Click Save Scores.
This chapter covers:

► Running Grade Book Reports
RUNNING GRADE BOOK REPORTS

1. Navigate to the Grade Book Main screen.

2. Click Grade Book Reports. The Grade Book Reports screen opens.

3. Select a report from the report list.

4. Select the report options.
5. Click **Run Report**.

**Detailed Progress Report**

The Detailed Progress Report displays each student's current overall progress in class, as well as overall progress by assignment category. Assignment details can also be included in this report.

Filter this report using the following settings:

- **Output** – Outputs the report to a PDF file.
- **Font Size** - Font size must be between 8pt and 14pt.
- **Row Height** - Row Height for the report grids must be between 15 pixels and 45 pixels.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
• **User Student** – Student identified by student id.

• **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.

• **Run Report for current Class** - Includes only the current class.

• **Run Report for all Students** - Includes all students in the selected class.

• **Run report for “at risk” students** - Includes only “at risk” students (as defined by the teacher on the Grade Book Options tab.)

• **Run report for selected students** – Includes only selected students in the report.

• **Run report for all Assignments** – Includes all assignments.

• **Run report for selected Assignments** – Includes only selected assignments in the report.

• **Report Detail:**
  - **Detailed** - adds Assignment Detail below Summary area, displaying a list of assignments with date, mark, points, percentage, assignment category, and assignment name.
  - **Summary Only** - excludes details.

• **Include Assignment/Grade Notes and Comments:**
  - **Show Notes** - displays “Public” notes for assignments on report output.
  - **Show Comments** - displays comments teacher assigned to student for a given assignment.
  - **Show Assignment Description** - displays assignment description.

• **Include Not For Grading Assignments** - Filters report output to hide/display Not For Grading Assignments.

• **Class Average Chart - Show Chart** adds chart to top of report indicating selected student’s overall class performance in relation to overall class average.

• **Show Score Type Options** - Select options/details to display for each assignment.

• **Request Parent Signature** - Shows Signature Box adds “Parent Signature” line to bottom of report.

• **Header Text** - Text entered in this text box appears above the Assignment Detail.

• **Footer Text** - Text entered in this text box appears below the Assignment Detail.
### Detailed Progress Report

07/15/2013  
Grading Period: Qtr 4

**Student:** 

**Class:** 

**Teacher:** 

<table>
<thead>
<tr>
<th>Area</th>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>A</td>
<td>90.00</td>
</tr>
<tr>
<td>Homework</td>
<td>B</td>
<td>81.00</td>
</tr>
<tr>
<td>Quiz</td>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>Assignment</td>
<td>C</td>
<td>71.00</td>
</tr>
<tr>
<td>Overall Class Grade</td>
<td>C+</td>
<td>77.14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Assignment</th>
<th>Points</th>
<th>Name</th>
<th>Comment</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/02/13</td>
<td>Homework</td>
<td>Social Studies</td>
<td>720 / 10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/13</td>
<td>Quiz</td>
<td>Math</td>
<td>100 / 10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/13</td>
<td>Assignment</td>
<td>Reading</td>
<td>630 / 10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/13</td>
<td>Assignment</td>
<td>Silence</td>
<td>600 / 10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/13</td>
<td>Test</td>
<td>Test</td>
<td>800 / 10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/13</td>
<td>Test</td>
<td>Math</td>
<td>800 / 10.00</td>
<td>100 (100.00%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/13</td>
<td>Test</td>
<td>Math</td>
<td>800 / 10.00</td>
<td>100 (100.00%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/13</td>
<td>Assignment</td>
<td>Assignment (Math)</td>
<td>600 / 10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/13</td>
<td>Assignment</td>
<td>Assignment (Math)</td>
<td>600 / 10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Parent Signature**

---

*Figure 6.4 Detailed Progress Report*
Summary Progress Report

The Summary Progress Report displays the student’s current progress in class. Progress by assignment category can also be included in this report.

Filter this report using the following settings:

- **Output** – Outputs the report to a PDF file.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
- **Missing Assignments Option** - Selecting Show Missing Assignments adds a “Missing or Absent Assignments” box to the report. This box shows the date, assignment type, and assignment name of any assignment that is missing.
- **Category Detail Option** - Selecting Show Category Detail adds an assignment category-level detail to the report. This includes information about the number of
assignments; points earned/points possible, percentage of points earned, and mark earned, by assignment category.

- **Order by:**
  - **Student Name/Student ID** - prints the Summary Progress Reports in alpha or numeric order. If “Hide Student Name” is selected, the report will print in numeric order, by Student ID.
  - **Points** – prints the Summary Progress Reports by student, in order of student points earned, highest to lowest.

- **Request Parent Signature** - Shows Signature Box adds “Parent Signature” line to bottom of report.

- **Header Text** - Text entered in this text box appears above the Assignment Detail.

- **Footer Text** - Text entered in this text box appears below the Assignment Detail.
### Summary Progress Report

**7/15/2013**  
**Grading Period: Qtr 4**

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
<th>Total Assignments</th>
<th>2 7.7.14</th>
<th>27</th>
<th>C+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>100.00</td>
<td>2</td>
<td>91.00</td>
<td>100</td>
<td>A+</td>
</tr>
<tr>
<td>Homework</td>
<td>100.00</td>
<td>2</td>
<td>91.00</td>
<td>100</td>
<td>B-</td>
</tr>
<tr>
<td>Quiz</td>
<td>100.00</td>
<td>1</td>
<td>41.00</td>
<td>100</td>
<td>F</td>
</tr>
<tr>
<td>Assignment</td>
<td>100.00</td>
<td>2</td>
<td>71.00</td>
<td>100</td>
<td>C+</td>
</tr>
</tbody>
</table>

---

**Parent Signature**

---

*Figure 6.6 Summary Progress Report*
Summary Progress Report By Report Card Area

The Summary Progress Report by Report Card Area displays current progress in class, broken down by report card area, by student. Report Card areas in this report are defined by the school’s actual report card.

Filter this report using the following settings:

- **Output** – Outputs the report to a PDF file.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run report for selected Classes** – Includes selected classes in the report.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
- **Request Parent Signature** - Shows Signature Box adds "Parent Signature" line to bottom of report.
- **Header Text** - Text entered in this text box appears above the Assignment Detail.
- **Footer Text** - Text entered in this text box appears below the Assignment Detail.

---

### Grade Book Elementary User Guide

**Chapter Six**

---

**Students Progress Report**

<table>
<thead>
<tr>
<th>Report Card Area</th>
<th>Points</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>READING</strong></td>
<td>15.00/20.00</td>
<td>75.00%</td>
</tr>
<tr>
<td><strong>Math</strong></td>
<td>14.00/10.00</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>10.00/10.00</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>7.00/10.00</td>
<td>70.00%</td>
</tr>
</tbody>
</table>

---

**Figure 6.8 Summary Progress Report by Report Card Area**

---

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Print Grade Book

The Print Grade Book Report displays a printable version of the Grade Book. Students are listed on the report as well as their performance on each assignment.

Note: If Grade Book is set to Standards mode on the Grade Book Main screen, the Grade Book prints standards. If Grade Book is set to Assignments on the Grade Book Main scree, the Grade Book prints assignments.

Filter this report using the following settings:

- **Output** – Outputs the report to a PDF file or an Excel spreadsheet.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run report for selected Classes** – Includes selected classes in the report.
### Figure 6.10 Print Grade Book

<table>
<thead>
<tr>
<th>Student</th>
<th>Grade</th>
<th>Subject</th>
<th>Test</th>
<th>Assignment</th>
<th>Reading</th>
<th>Class</th>
<th>Chapter</th>
<th>Homework</th>
<th>Project</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Math</td>
<td>92.0</td>
<td>85.0</td>
<td>90.0</td>
<td>7</td>
<td>5</td>
<td>80.0</td>
<td>80.5</td>
<td>70.0</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Science</td>
<td>88.0</td>
<td>90.0</td>
<td>92.0</td>
<td>6</td>
<td>4</td>
<td>85.0</td>
<td>85.5</td>
<td>75.0</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>English</td>
<td>75.0</td>
<td>80.0</td>
<td>85.0</td>
<td>5</td>
<td>3</td>
<td>70.0</td>
<td>70.5</td>
<td>65.0</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>History</td>
<td>65.0</td>
<td>70.0</td>
<td>75.0</td>
<td>4</td>
<td>2</td>
<td>50.0</td>
<td>50.5</td>
<td>55.0</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Social</td>
<td>55.0</td>
<td>60.0</td>
<td>65.0</td>
<td>3</td>
<td>1</td>
<td>40.0</td>
<td>40.5</td>
<td>45.0</td>
</tr>
</tbody>
</table>

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Blank Grade Book

The Blank Grade Book Report displays a blank, printable version of the Grade Book. Each student is listed on the report as well as blank columns to add new assignments and scores.

Filter this report using the following settings:

- **Output** – Outputs the report to a PDF file or an Excel spreadsheet.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run report for selected Classes** – Includes selected classes in the report.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
- **Print Extra Lines at the bottom of the report** - Adds blank lines to the bottom of the report. This allows you to write in new or transferred students’ names.
- **Print in Landscape** – Displays the report in Landscape orientation.
- **Include Overall Grade** – Includes the students’ current overall grade in the class.
## Grade Book Grid

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Average</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>235241</td>
<td>77.14</td>
<td>C+</td>
</tr>
<tr>
<td>2704562</td>
<td>82.49</td>
<td>B</td>
</tr>
<tr>
<td>230032</td>
<td>85.00</td>
<td>B+</td>
</tr>
<tr>
<td>240776</td>
<td>75.07</td>
<td>C+</td>
</tr>
<tr>
<td>231710</td>
<td>73.23</td>
<td>B</td>
</tr>
<tr>
<td>2145907</td>
<td>71.63</td>
<td>C</td>
</tr>
<tr>
<td>240727</td>
<td>71.43</td>
<td>C+</td>
</tr>
<tr>
<td>3200561</td>
<td>82.96</td>
<td>B</td>
</tr>
<tr>
<td>238510</td>
<td>80.00</td>
<td>B</td>
</tr>
<tr>
<td>241022</td>
<td>82.96</td>
<td>B</td>
</tr>
<tr>
<td>201532</td>
<td>82.96</td>
<td>B</td>
</tr>
<tr>
<td>135364</td>
<td>82.96</td>
<td>B</td>
</tr>
<tr>
<td>40001</td>
<td>82.96</td>
<td>B</td>
</tr>
<tr>
<td>2379832</td>
<td>82.96</td>
<td>B</td>
</tr>
<tr>
<td>241913</td>
<td>82.96</td>
<td>B</td>
</tr>
<tr>
<td>2499001</td>
<td>82.96</td>
<td>B</td>
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<td>24072</td>
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<td>234564</td>
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<td>B</td>
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<td>249508</td>
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<td>B</td>
</tr>
<tr>
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<td>82.96</td>
<td>B</td>
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<tr>
<td>246358</td>
<td>82.96</td>
<td>B</td>
</tr>
<tr>
<td>240717</td>
<td>82.96</td>
<td>B</td>
</tr>
<tr>
<td>230150</td>
<td>82.96</td>
<td>B</td>
</tr>
<tr>
<td>245541</td>
<td>82.96</td>
<td>B</td>
</tr>
<tr>
<td>236234</td>
<td>82.96</td>
<td>B</td>
</tr>
</tbody>
</table>

*Figure 6.12 Blank Grade Book*
Assignment Detail Report

The Assignment Detail Report displays each student’s performance, by assignment. The students’ marks, points earned/points possible, and notes are displayed in this report.

Filter this report using the following settings:

- **Output** – Outputs the report to a PDF file or Excel spreadsheet.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run report for selected Classes** – Includes selected classes in the report.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for “at risk” students** - Includes only “at risk” students (as defined by the teacher on the Grade Book Options tab.)
• **Run report for selected students** – Includes only selected students in the report.
• **Run report for all Assignments** – Includes all assignments.
• **Run report for selected Assignments** – Includes only selected assignments in the report.
• **Request Parent Signature** - Shows Signature Box adds “Parent Signature” line to bottom of report.
• **Header Text** - Text entered in this text box appears above the Assignment Detail.
• **Footer Text** - Text entered in this text box appears below the Assignment Detail.
## Assignment Results

### 07/01/2013

<table>
<thead>
<tr>
<th>Student</th>
<th>Mark</th>
<th>Points</th>
<th>Notes</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3902x1</td>
<td>40</td>
<td>4.00</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>270462</td>
<td>82</td>
<td>8.00</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>29625c</td>
<td>82</td>
<td>8.00</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-077-6</td>
<td>73</td>
<td>7.30</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-06716</td>
<td>88</td>
<td>8.80</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-9007</td>
<td>90</td>
<td>9.00</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-07337</td>
<td>88</td>
<td>8.80</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-09511</td>
<td>99</td>
<td>9.90</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-29610</td>
<td>88</td>
<td>8.80</td>
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<tr>
<td>2-10222</td>
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<td></td>
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<td>2-07814</td>
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<td>8.80</td>
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</tr>
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<td>2-08801</td>
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<td>10.00</td>
<td></td>
</tr>
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<td>2-37383</td>
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<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-1813</td>
<td>88</td>
<td>8.80</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-09904</td>
<td>88</td>
<td>8.80</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-07342</td>
<td>88</td>
<td>8.80</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-94664</td>
<td>88</td>
<td>8.80</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-00744</td>
<td>90</td>
<td>9.00</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-09908</td>
<td>88</td>
<td>8.80</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-10220</td>
<td>88</td>
<td>8.80</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-47358</td>
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<td>8.80</td>
<td>10.00</td>
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</tr>
<tr>
<td>2-07777</td>
<td>88</td>
<td>8.80</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-37383</td>
<td>90</td>
<td>9.00</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-6291</td>
<td>88</td>
<td>8.80</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>2-96238</td>
<td>89</td>
<td>8.90</td>
<td>10.00</td>
<td></td>
</tr>
</tbody>
</table>

Figure 6.14 Assignment Detail Report
Student Missing Assignments Report

The Student Missing Assignments Report displays a list of all Missing or Absent Assignments, by student. The date, assignment type, assignment name, and notes display for any assignment marked as “Missing” or “Absent” in the Grade Book.

Filter this report using the following settings:

- **Output** – Outputs the report to a PDF file or Excel spreadsheet.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run report for selected Classes** – Includes selected classes in the report.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
• **Request Parent Signature** - Shows Signature Box adds “Parent Signature” line to bottom of report.

• **Header Text** - Text entered in this text box appears above the Assignment Detail.

• **Footer Text** - Text entered in this text box appears below the Assignment Detail.

![Student Missing Assignments Report]

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment Type</th>
<th>Subject</th>
<th>Assignment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/10/2018</td>
<td>Test</td>
<td>Language</td>
<td>Make Tests</td>
<td></td>
</tr>
</tbody>
</table>

**Parent Signature**

*Figure 6.16 Student Missing Assignments Report*
Missing Assignments Summary Report

The Missing Assignments Summary Report displays a list of all students with Missing or Absent Assignments. The student name, date, assignment type, assignment name, and notes are displayed for any assignment marked as “Missing” or “Absent” in the Grade Book.

Filter this report using the following settings:

- **Output** – Outputs the report to a PDF file or Excel spreadsheet.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run report for selected Classes** – Includes selected classes in the report.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
- **Request Parent Signature** - Shows Signature Box adds “Parent Signature” line to bottom of report.
- **Header Text** - Text entered in this text box appears above the Assignment Detail.
- **Footer Text** - Text entered in this text box appears below the Assignment Detail.

![Missing Assignment Summary Report](image)

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
<th>Type</th>
<th>Assignment</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>05/10/2013</td>
<td>Test</td>
<td>Test</td>
<td></td>
</tr>
<tr>
<td>Jane</td>
<td>03/20/2013</td>
<td>Homework</td>
<td>Homework</td>
<td>497</td>
</tr>
<tr>
<td>Bob</td>
<td>05/20/2013</td>
<td>Homework</td>
<td>Homework</td>
<td>498</td>
</tr>
</tbody>
</table>

*Figure 6.18 - Missing Assignment Summary Report*
Class Summary Report

The Class Summary Report summarizes each student’s performance in class. Overall Grade (percentage and mark), performance in each assignment type (percentage and mark), and number of missing assignments are displayed on this report.

- **Output** – Outputs the report to a PDF file.
- **Font Size** - Font size must be between 8pt and 14pt.
- **Row Height** - Row Height for the report grids must be between 15 pixels and 45 pixels.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
### Figure 6.20 - Class Summary Report

<table>
<thead>
<tr>
<th>Student</th>
<th>Overall Grade</th>
<th>Missing</th>
</tr>
</thead>
<tbody>
<tr>
<td>23241</td>
<td>77.14 C+</td>
<td>1</td>
</tr>
<tr>
<td>27542</td>
<td>80.40 B</td>
<td></td>
</tr>
<tr>
<td>26802</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>24075</td>
<td>75.07 C</td>
<td></td>
</tr>
<tr>
<td>27279</td>
<td>80.30 B</td>
<td></td>
</tr>
<tr>
<td>240067</td>
<td>71.42 C</td>
<td>1</td>
</tr>
<tr>
<td>240707</td>
<td>71.42 C</td>
<td>1</td>
</tr>
<tr>
<td>222884</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>222885</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>24462</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>20414</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>205364</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>24061</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>227650</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>244693</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>246071</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>247940</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>244694</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>247941</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>20008</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>24462</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>24062</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>240777</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>222195</td>
<td>80.06 B</td>
<td></td>
</tr>
<tr>
<td>240254</td>
<td>80.06 B</td>
<td></td>
</tr>
</tbody>
</table>
Detailed Progress Report By Subject

The Detailed Progress Report by Subject displays current performance in each subject area, by student. This report displays the points earned / points possible, percentage of points earned, and grade mark (if selected) in each subject area. Performance by assignment type and on specific assignments can also be displayed in this report.

- **Output** – Outputs the report to a PDF file.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
- **Include Results from All Teachers** - Include assignment results from all teachers or only teacher in current focus.
• **Include Not For Grading Assignments** - Filters report output to include/exclude Not For Grading assignments.

• **Hide Letter Grade** - Selecting Hide Letter Grade results in the letter grade not displaying in subject totals and assignment type totals if selected.

• **Request Parent Signature** - Adds “Parent Signature” line to the bottom of the report.

• **Show Assignment Areas** - Displays each assignment type, by subject area, and student’s overall performance in them. Points earned / points possible, percentage of points earned, and letter grade (if selected) are reported for each assignment type.

• **Show Assignments By Subject** - Displays list of all assignments in given subject and student’s performance on them. If Show Assignment Areas is selected, assignments are broken down by assignment type. Date, assignment name, score (and percentage), and points earned / points possible are displayed for each.

• **Header Text** - Text entered in this text box will appear below the school’s name.

• **Footer Text** - Text entered in this text box will appear below the Progress Report box.
# Progress Report

**Monday, July 15, 2013**

<table>
<thead>
<tr>
<th>Student</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Language Arts</strong></td>
<td><strong>16.00 / 20.00 = 80.00 (A-)</strong></td>
</tr>
<tr>
<td><strong>Homework</strong></td>
<td><strong>9.00 / 10.00 = 90.00 (A)</strong></td>
</tr>
<tr>
<td>06/06/2013</td>
<td>HW1</td>
</tr>
<tr>
<td>06/16/2013</td>
<td>Test</td>
</tr>
<tr>
<td>01/11/2013</td>
<td>Math</td>
</tr>
<tr>
<td>01/27/2013</td>
<td>Test</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
<td><strong>10.00 / 10.00 = 100.00 (A+)</strong></td>
</tr>
<tr>
<td><strong>Assignments</strong></td>
<td><strong>6.00 / 6.00 = 60.00 (B)</strong></td>
</tr>
<tr>
<td>01/10/2013</td>
<td>Reading</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td><strong>8.00 / 10.00 = 80.00 (B-)</strong></td>
</tr>
<tr>
<td><strong>Assignments</strong></td>
<td><strong>8.00 / 10.00 = 80.00 (B)</strong></td>
</tr>
<tr>
<td>01/10/2013</td>
<td>Science</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td><strong>7.20 / 10.00 = 72.00 (C-)</strong></td>
</tr>
<tr>
<td><strong>Assignments</strong></td>
<td><strong>7.30 / 10.00 = 73.00 (C+)</strong></td>
</tr>
<tr>
<td>06/13/2013</td>
<td>Social studies</td>
</tr>
</tbody>
</table>

---

**Parent Signature**

---

*Figure 6.22 - Detailed Progress Report by Subject*
Chart: Assignment Student Performance

The Chart: Assignment Student Performance displays a graphic chart of a class’ performance on an assignment. The chart is broken down by student.

![Chart: Assignment Student Performance Interface](image)

**Figure 6.23 - Chart: Assignment Student Performance Interface**

- **Output** – Outputs the report to a PDF file.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
- **Select assignments to Chart** – Includes only selected assignments in the report.
Figure 6.24 - Student Assignment Results Chart
Chart: Class Grade

The Chart: Class Grade displays a graphic chart of all the students in a class’ performance as a whole to date. The chart is broken down by student.

![Chart: Class Grade Interface](image)

Figure 6.25 - Chart: Class Grade Interface

- **Output** – Outputs the report to a PDF file.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
Figure 6.26 - Class Grade Chart
Chart: Class Category Summary

The Chart: Class Category Summary displays a graphic chart of a class’ performance on assignment types to date. The chart is broken down by student.

- **Output** – Outputs the report to a PDF file.
- **Use Student Name** - Student identified by name.
- **User Student Nickname** – Student identified by nickname.
- **User Student** – Student identified by student id.
- **Include Sub Class Assignments** - Includes Sub Class Assignments, as well as main class assignments.
- **Run Report for current Class** - Includes only the current class.
- **Run Report for all Students** - Includes all students in the selected class.
- **Run report for selected students** – Includes only selected students in the report.
Figure 6.28 - Class Category Summary Chart
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