GENESEE INTERMEDIATE SCHOOL DISTRICT
Technology & Media Services/GenNET
2413 West Maple Avenue
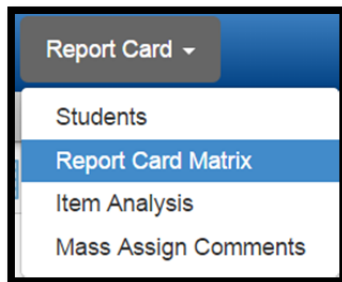Flint, Michigan 48507-3493
(810) 591-4436

Target Audience(s): Elementary Teachers
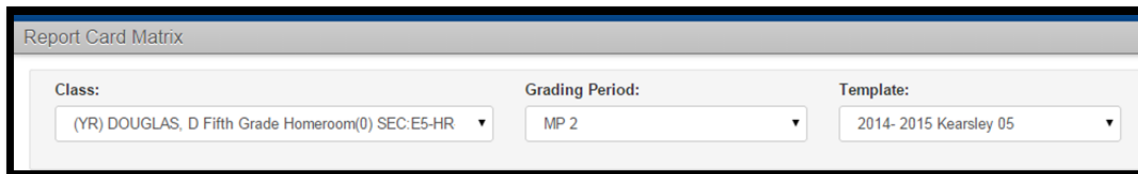
Synergy: Report Card Matrix

In this tip-sheet, you will learn how to add report card grades using the Report Card Matrix.
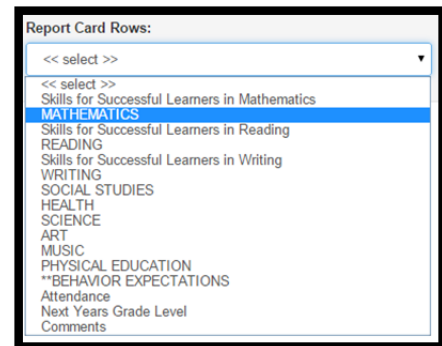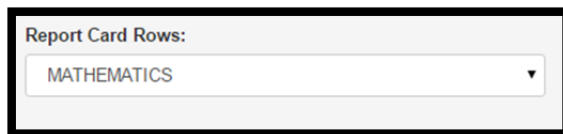
STEP ONE: FIND THE REPORT CARD MATRIX

- To find the Report Card Matrix, go to your **Grade Book**. Hover over **Report Card** and then select **Report Card Matrix.**

- A new page will generate. Select **Class**, **Template**, and your **Grading Period.**

- Once those are selected, a new drop down box will open up entitled **Report Card Rows**. Select the subject you wish to work on.

STEP TWO: ADDING SCORES

- To add a grade and other teacher's name, select the class.
- Under the first column entitled (fill in subject area) **Teacher** next to the student's name, write the teacher's name. Fill out the grades appropriately. The ⬇ button allows you to enter a score and then **auto-fill** the grades below with the same score.

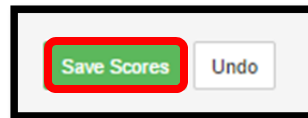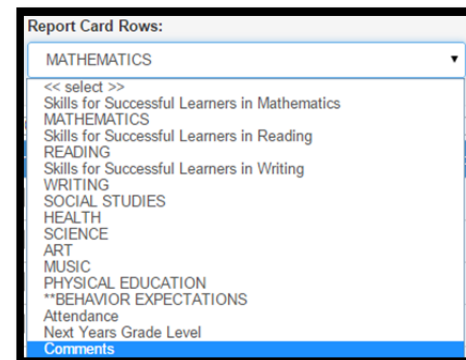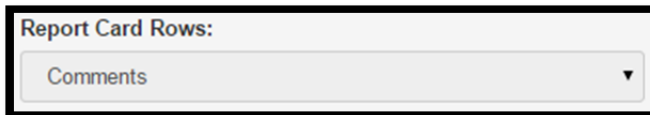| Student	MATHEMATICS Teacher (Leave ...		Writes, interprets, and eva...		Analyzes patterns and relat...		Understands the place value...		Performs operations with mu...		Uses equivalent fractions a...		Interprets fractions as div...	
COLLINS, BILL	Mrs. Clemons	↓	▼	↓	▼	↓	▼	↓	▼	↓	▼	↓	▼	↓
COLLINS, DAN	Mrs. Clemons	↓	▼	↓	▼	↓	▼	↓	▼	↓	▼	↓	▼	↓

1 of 14 - MATHEMATICS Teacher (Leave ...

- Click on Save Scores to save the information.

[**Save Scores** | Undo]

STEP THREE: ADDING COMMENTS

Report Card Rows:

| MATHEMATICS |
| << select >> |
| Skills for Successful Learners in Mathematics |
| MATHEMATICS |
| Skills for Successful Learners in Reading |
| READING |
| Skills for Successful Learners in Writing |
| WRITING |
| SOCIAL STUDIES |
| HEALTH |
| SCIENCE |
| ART |
| MUSIC |
| PHYSICAL EDUCATION |
| **BEHAVIOR EXPECTATIONS |
| Attendance |
| Next Years Grade Level |
| **Comments** |

- Select Comments from the **Report Card Rows**.

Report Card Rows:

| Comments ▼ |

- A new screen will appear. You can add comments in the **Comments Fields**. You can copy and paste comments to each student.

Class:	Grading Period:	Template:	Report Card Rows:	
(YR) DOUGLAS, D Fifth Grade Homeroom(0) SEC:E5-HR ▼	MP 2 ▼	2014- 2015 Kearsley 05 ▼	Comments ▼	Save Scores Undo

Student	Comments
COLLINS, BILL	Bill is making a lot of improvements, however, his penmanship needs extract practice. 1514 Characters Remaining
COLLINS, DAN	Dan is making a lot of improvements, however, his penmanship needs extract practice. 1515 Characters Remaining

- Click on Save Scores to save the information.

[**Save Scores** | Undo]