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

Synergy™
Education Platform

*Target Audience(s): Secondary Teacher, Administrators*

# Secondary Teachers:  Beginning Grade Book Users

There are three main phases that you will go through:

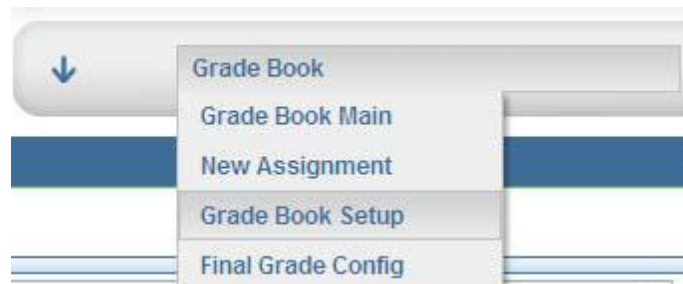**Setup**
**Maintenance**
**Posting Grades**

The table below outlines the things you need to do at the beginning of the term, throughout the term, and at the end of each grading period. NOTE: Based on your school, a term could be a quarter, trimester, semester, or full year.

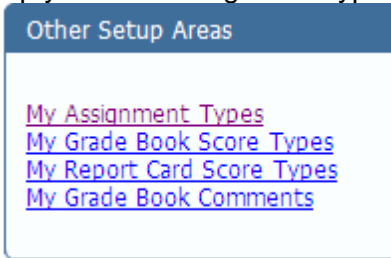| Set Up<br>*Beginning of the Term* | Maintenance<br>*Throughout the term* | Posting Grades<br>*End of Grading Periods*<br>*(progress report and final grades)* |
|---|---|---|
| • Add your Assignment Types (pg.1)<br>• Create some initial assignments (pg. 4)<br>• Test your Grade Book (pg. 5) | • Add/Edit assignments (pg. 6)<br>• Copy assignments (pg. 7)<br>• Enter Scores (pg. 8)<br>• Run Reports (pg. 8)<br>• View a student's grades in your class and other Classes (pg. 10) | • View and edit final grades and comments (pg. 11)<br>• Post Grades (pg. 11) |

## Setup: *Beginning of the Term*

### *Add your assignment types.*

1) Log in to Synergy TeacherVUE. Click the A+ icon to launch Grade Book. A new window with your Grade Book will appear. (The first time you launch it will take longer than normal.)

2) Click the **Grade Book** menu. Select **Grade Book Setup**. This will take you to the setup page.



3) From the **Classes** menu, select the class you want to set up. If you plan to set up all of your classes the same way, select any class.

4) Click **My Assignment Types**. You might see a list of assignment types set up by your district. For ease of use, it is recommended that you set up your own assignment types following these steps.

Other Setup Areas

My Assignment Types
My Grade Book Score Types
My Report Card Score Types
My Grade Book Comments

5) Click **Add New Assignment Type** to add your first assignment type. In the window that appears, do the following:

   i) **Assignment Type:** Enter the name of the assignment type, using ALL CAPS. This is how you will categorize your assignments (HOMEWORK, JOURNAL, PARTICIPATION, PROJECT, QUIZ, TEST, etc.).
   ii) **Sequence:** Assign a sequence number. This is the order your assignment type will display in menus.
   iii) **Due Date:** If this assignment type will have due dates, check the Due Date checkbox. For example, PROJECTS will typically have a due date, but QUIZ and TEST typically will not.
   iv) Click **Insert Assignment Type.** Your first assignment type will appear in the list after any district defined assignment types.

32 Characters Remaining
Assignment Type: HOMEWORK
Sequence: 1
Due Date: ☑

Insert Assignment Type

6) Repeat Step 5a-5d until you have added all of your assignment types (HOMEWORK, JOURNAL, PARTICIPATION, PROJECT, QUIZ, TEST, etc.). As you work, if you need to edit or delete one of your assignment types, click Edit or Remove.

7) Optional, but suggested: If you want to color-code your assignment types, click on the assignment type within the Display Color column, select a color, then click OK. NOTE: You can pick from 10 built-in colors or use the sliders to create custom colors. *Display color may be disabled by the district.*

| HOMEWORK Michael Reilly | 1 | ☑ | HOMEWORK | Edit | Remove |
| JOURNAL Michael Reilly | 2 | ☑ | JOURNAL | Edit | Remove |
| PROJECT Michael Reilly | 3 | ☑ | PROJECT | Edit | Remove |
| QUIZ/TEST Michael Reilly | 4 | ☐ | QUIZ/TEST | Edit | Remove |

8) After you have added all of your assignment types and color-coded them, click the Grade Book menu and navigate back to **Grade Book Setup**.

9) **IMPORTANT!** Click **Only Show My Types**. This will hide any district-defined assignment types from this screen and later when you add assignments.



10) For each assignment type that you added, set the weight, number of scores to drop, and default points possible. *Assignment weighting may be disabled by the district.*

   i) **Weight (%) (OPTIONAL):** Enter the weight for each assignment type. The sum of the weights must equal 100%. If you do not use weights, enter 0 for each assignment type.

   ii) **Drop Scores (OPTIONAL):** If desired, enter the number of scores to drop from the 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.

   iii) **Default Points Possible (OPTIONAL):** If desired, enter the default points for an 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. Leave these as 0.00 if you would prefer the system to default to zero.



| Assignment Type | Weight (%) | Drop Scores | Default Points Possible | Display Color |
|---|---|---|---|---|
| HOMEWORK | 15 | 2 | 10.00 | HOMEWORK |
| JOURNAL | 25 | 1 | 25.00 | JOURNAL |
| PROJECT | 35 | 0 | 0.00 | PROJECT |
| QUIZ/TEST | 25 | 0 | 0.00 | QUIZ/TEST |

11) Are you using the same setup for any of your other classes? If so, click the checkboxes to apply the settings to other classes.

Also apply the above weighting settings to the following classes:

☑ (YR) _____ 11(3) SEC:0075-05 | ☑ (YR) _____ 11(5) SEC:0075-03 | ☑ (YR) _____ 9(4) SEC:0146-09 | ☑ (YR) _____ 9(6) SEC:0146-14

12) **IMPORTANT!** Click **Update**. A message will appear to indicate that your updates are complete. If you need to create a different setup for other classes, repeat Steps 3-12.

## *Create Some Initial Assignments*

1) From the main screen of Grade Book, click **New Assignment** at the top-right of the screen. Or go to the Grade Book menu and select New Assignment.

2) For the new assignment, enter the assignment settings and score details:

| Assignment Name | |
|---|---|
| HW Ch 1 | |
| **Description** | |
| Homework for Chapter 1. Answer Questions 1-8 on p.12. | |

| Assignment Settings | |
|---|---|
| Date of Assignment | |
| 7/16/2012 | |
| Assignment Category | |
| Normal | |
| ☑ Show in Parent/Student Portal | |

| Due Date |
|---|
| 7/23/2012 |

| Type | HOMEWORK |
|---|---|
| Grading | ⦿ Overall Grade Only<br>◯ Overall Grade and Standards |
| Score Type | Raw Score |
| Max. Score | 10.00 |
| Points | 10.00 |

a. **Assignment Name:** Type a name. Consider using naming conventions (HW Ch 1, HW Ch 2, HW Ch 3) for consistency.

b. **Description:** Enter a description. If your school uses ParentVUE/StudentVUE, it is helpful to write a useful description.

c. **Date of Assignment:** This is the date that you are assigning the homework, project, test, etc.

d. **Assignment Category:** Select Normal, Extra Credit, or Not for Grading.

e. **Show in Parent/Student Portal:** By default, the assignment will be included in ParentVUE/StudentVUE. Be sure to uncheck this box if you want to wait on including the assignment.

f. **Due Date:** Enter the due date, if applicable. This field only appears if the assignment type (HOMEWORK, PROJECT, etc.) is set to track due dates.

g. **Type:** Select an assignment type. NOTE: If you are seeing the district-created assignment types in addition to the ones you added, it is because you did not select **Only Show My Types** on the Grade Book Setup screen.

h. **Grading:** Leave this at Overall Grade Only. Only change this option to Overall Grade and Standards if your district/school has loaded Standards into the Grade Book.

i. **Score Type:** Select Raw Score or Percentage. *If you select Raw Score, you must enter a Max Score and Points.*

j. **Max Score:** Max Score is only available if you select Raw Score as the score type. This is the number of points possible on an assignment.

    *k.* **Points:** This is the number of points the assignment is worth in Grade Book. You can use this field to weight the assignment (see information below).

3) Click the **Sections** tab, if necessary. Select the other sections to which you want to add the assignment.

| Standards Correlations | **Sections** | Grading Periods |
| --- | --- | --- |

☑(YR) ▭ 9(1) SEC:0146-24    ☐(YR) ▭ 11(5) SEC:0075-03
☐(YR) ▭ 11(3) SEC:0075-05    ☑(YR) ▭ 9(6) SEC:0146-14
☑(YR) ▭ 9(4) SEC:0146-09

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

5) Click **Save/Add Another Assignment**. Repeat Steps 1-5 to add more assignments.

## *Test Your Grade Book*

Test your Grade Book by entering fake scores for some assignments. Here are two methods to try.

| METHOD 1: Enter scores on Grade Book Main. | METHOD 2: Enter scores by assignment. |
| --- | --- |
| ▪ Click the Grade Book menu. Select Grade Book Main. Select a class and grading period.<br>▪ Pick an assignment to play with. Key in a variety of scores in the cells. Leave some blank. Blanks in place of a score in the Grade Book do not affect the student's grade. If you do not enter a score, the student's grade will not be affected by that assignment.<br>▪ Notice as you enter the scores, they appear in red italic text. This means you have not saved them yet.<br>▪ Click Save Changes at the top of the screen.<br>   ( Save Changes )  ( Undo )  [ 20 Unsaved Change(s) ] | ▪ From Grade Book Main, click the header of an assignment. Select Enter Scores.<br>▪ Key in a handful of scores for various students.<br>▪ Test the fill down function. In the first cell, enter a score and click the green arrow once. This will set any blank to that score. Click the green arrow a second time. This will set *all* cells (including ones with values) to that score.<br>▪ Practice blanking out the scores by entering a blank in the first cell then clicking the green arrow twice to enter blanks in all cells.<br>▪ If desired, re-enter scores for this assignment.<br>▪ Click Save/Return to Grade Book. This takes you back to Grade Book Main. |

**Maintenance:** *Throughout the Term*

***Add/edit assignments:***   Use Grade Book Main and the Assignments screen to maintain your Synergy Grade Book.

**Q: I need to add a new assignment. How should I do this?**

**A:** Follow the same steps as when you created your initial assignments. Refer to p.10 for directions. See the tip on the next page for mass creating assignments using the **Copy Assignments** screen.

**Q: How can I edit an assignment?**

**A:** You can edit an assignment from **Grade Book Main** or from **Assignments**.

**From Grade Book menu > Grade Book Main:** Select a class and grading period. Click the header of the desired assignment, then select **Edit Assignment** from the menu. On the screen that appears, make your changes and click **Save Assignment**. NOTE: Once you have entered scores for the assignment, you cannot edit the score type.

**From Grade Book menu > Assignments:** Select a class and grading period. This screen will list all of the assignments you have created for that class.

- **To make mass changes to all assignments,** click the Action All checkbox. In the empty fields above your assignments, enter the change you would like to apply to all assignments. Click the green arrow to apply the change to all assignments. Click Save Changes.
- **To edit selected assignments,** click the checkboxes next to the desired assignments. In the empty fields above your assignments, enter the change you would like to apply to the selected assignments. Click the green arrow to apply the change. Click Save Changes.

**Q: How do I delete an assignment?**

**A:** In Grade Book Main, select a class and grading period. Click the header of the desired assignment, then select **Edit Assignment** from the menu. On the screen that appears, click **Delete Assignment**. A message will appear asking you if you are sure you want to delete the assignment. Click **Yes**.

**Q: What are assignment resources? How do I add them?**

**A:** You can add a link to a website or upload a document (PDF, for example) to an assignment. If your school uses ParentVUE/StudentVUE, the parent or student can access these assignment resources when viewing the assignment through their portal. To add an assignment resource, navigate to **Grade Book menu > Grade Book Main.** Select a class and grading period. Click the header of the desired assignment, then select **Add Resource** from the menu. Enter the resource name, description, whether to show it in the parent portal, then select **Web Resource** or **Document Resource** from the menu. For a web resource, enter the website and click **Insert Link**. For a document resource, use the browse button to navigate to and select the document, then click **Upload Document**.

**Q: Where can I go to make sure I put my assignments in the correct grading periods?**

**A:** Go to **Grade Book menu > Assignments**. Select a class and grading period. Click the Grading Periods tab. Verify that all of your assignments have been included in the proper grading periods. Make fixes as necessary.

*Copy assignments:*  *Copy assignments from other classes, grading periods, and school years. Complete Steps 1-5.*

1. Click the **Grade Book** menu. Select **Copy Assignments**.

2. **Which assignments do you want to copy?** Using the menus, select the desired school year, class type, class, and/or grading period. Click the checkboxes next to the assignments you want to copy. Click **Next** (at the bottom of the screen).

| ☐All | Assignment |
|---|---|
| ☑Copy | Emerson's "Nature" Questions |
| ☐ | Vocab Quiz |
| ☐ | First grading period blog entries |
| ☑Copy | Self Reliance Response Questions |
| ☑Copy | Walden Quotes Chart |

3. **Where do you want to copy these assignments to?** Using the menus, select the desired school year and grading period. Click the checkboxes next to the desired classes. Click **Next**.

| Copy to | | |
|---|---|---|
| ☑ | (YR) | 11(3) SEC:0075-05 |
| ☑ | (YR) | 11(5) SEC:0075-03 |
| ☐ | (YR) | 9(1) SEC:0146-24 |
| ☐ | (YR) | 9(4) SEC:0146-09 |
| ☐ | (YR) | 9(6) SEC:0146-14 |

4. **Which assignment date do you want to use?** Either keep the original date(s) or enter your own date.

**Date Options**

○Copy original dates
◉I'll edit the dates. Set them to:

8/31/2012

5. Click **Finish**.

## *Enter Scores*

**Q: How do I enter scores for assignments?**

**A:** To enter scores, **use Grade Book Main** or select an individual assignment by clicking on the assignment header and choosing **Enter Scores**. The table below shows the best screen to use for particular circumstances.

| I want to....... | Use This Method | |
|---|---|---|
| | **Grade Book Main** | **By Assignment** |
| Key in scores for any assignment using a spreadsheet view | ● | |
| Use a fill feature to quickly and easily fill scores | | ● |
| Exclude (excuse) an assignment | ● | ● |
| Hide an assignment from ParentVUE/StudenftVUE | | ● |
| Add notes related to the student's assignment | | ● |
| Enter codes to track missing and late assignments | ● | ● |

*Run Reports:* To run reports, click Grade Book Reports at the top-right of Grade Book Main. The table below describes the reports you can generate, how they print (PDF, Excel), and your print options by class, student, and assignment.

| Report | Description | Prints as | Which Class | | Which Students | | | Which Assignment | |
|---|---|---|---|---|---|---|---|---|---|
| | | | Run for current class | Run for selected classes | Run for all students | Run for "At Risk" students | Run for selected students | Run for all assignments | Run for selected assignments |
| Detailed Progress Report | Prints by student. Displays the student's current overall progress in class, as well as overall progress by assignment category. Assignment details can also be included in this report. | PDF | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Summary Progress Report | Prints by student. Displays the student's current progress in the current class or other teacher's classes. Progress by assignment category can also be included in this report. | PDF | | | ✓ | | ✓ | | |
| Print Grade Book Report | Displays a printable version of the Grade Book. Lists students and the scores entered for each assignment. | PDF Excel | ✓ | ✓ | ✓ | | ✓ | | |
| Blank Grade Book Report | Displays a blank, printable version of the Grade Book. Lists students and blank columns. Great for recording scores to later key in to Grade Book. | PDF Excel | ✓ | ✓ | ✓ | | ✓ | | |

| Report | Description | Prints as | Which Class | | Which Students | | | Which Assignment | |
|---|---|---|---|---|---|---|---|---|---|
| | | | Run for current class | Run for selected classes | Run for all students | Run for "At Risk" students | Run for selected students | Run for all assignments | Run for selected assignments |
| Assignment Detail Report | Prints by assignment. For each assignment, the students' marks, points earned/points possible, and notes are displayed. | PDF Excel | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Student Missing Assignments Report | Prints by student. Returns students with missing assignments. The date, assignment type, assignment name, and notes are displayed for any assignment marked as Missing or Absent using comment codes. | PDF Excel | ✓ | ✓ | ✓ | | ✓ | | |
| Missing Assignment Summary Report | Displays a list of all students with missing assignments. The student name, date, assignment type, assignment name, and notes are displayed for any assignment marked as Missing or Absent using comment codes. | PDF Excel | ✓ | ✓ | ✓ | | ✓ | | |
| Class Summary Report | Summarizes each student's performance in class. Displays Overall Grade (percentage and mark), performance in each assignment type (percentage and mark), and number of missing assignments. | PDF Excel | ✓ | ✓ | ✓ | | ✓ | | |
| Assignment Student Performance CHART | Displays student results for a selected assignment as a bar chart. Includes the student's overall percentage score for the selected assignment. | PDF | ✓ | | ✓ | | ✓ | | |
| Class Grade CHART | Displays overall student class grade as a bar chart. Includes the student's current overall percentage grade in class. | PDF | ✓ | | ✓ | | ✓ | | |
| Class Category Summary CHART | Displays overall student scores by assignment type as a bar graph (one bar per assignment type). Includes the student's current overall percentage by assignment type. | PDF | ✓ | | ✓ | | ✓ | | |
| Class Grade Distribution CHART | Shows the distribution of class grades (using the grading scale) as a bar graph. | PDF | ✓ | | | | | | |

## *View A Student's Grades in your Class and Other Classes*

**1)** Click the **Grade Book** menu. Select **Grade Book Main**. Select the desired class.

**2)** Click any student's name using the links on the left side of the screen.

| Student ⬆ | Grade Ⓢ | Syllabus<br>MAX:1.00<br>PTS:1.00<br>9/7/2012<br>Homework Ⓢ | 1.1 WS<br>MAX:1.00<br>PTS:1.00<br>9/7/2012<br>Homework Ⓢ | Friday Check<br>MAX:1.00<br>PTS:1.00<br>9/7/2012<br>Homework Che Ⓢ | 1.2 HW: 17,19, 25,<br>29, 35, 37, 47, 49,<br>MAX:1.00<br>PTS:1.00<br>9/10/2012<br>Homework Ⓢ |
|---|---|---|---|---|---|
|  | 81.9% B- | 1 | 1 | 1 | 1 |

**3)** Review the information.

**a. Class tab.** Shows the student's grade for your class, broken down by assignment type. There is also a detailed score list that shows all individual assignments for the student in this class and grading period. Click XLS or PDF to export the information (or click the Print button).

**b. All Classes tab.** Shows a summary of the student's grades in all his/her other classes. To see the student's assignments and scores in any class, click on the plus sign next to the class. There will only be assignments, scores, and overall grades listed for other classes if the teacher created assignments and used Grade Book. If the other teachers at your school do not actively use Grade Book, the grades you see may not be current. For best practice, all teachers should actively use the Grade Book so other teachers and administrators see the most up-to-date student grades.
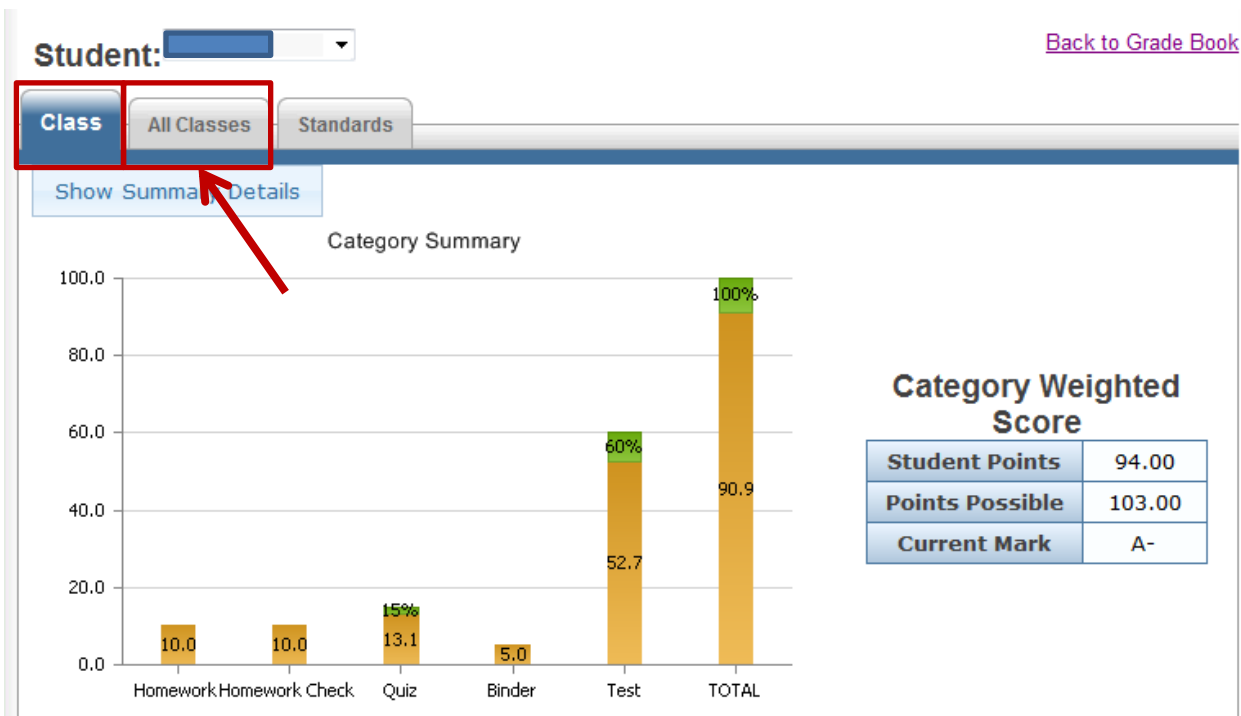
## Secondary Teachers: Reviewing and Posting Grades

***View final grades and add comments.***
*At the end of the grading period, view the final grades and add comments. Complete Steps 1-5.*

1. **REMINDER:** Check that you have included all assignments into the grading periods in which they belong. To do this, go to the Grade Book menu. Click **Assignments**. Click the **Grading Periods Tab**. Checking this before posting grades will ensure all assignments from this grading period are included in the progress report or report card.

2. **REMINDER:** Change all blanks in your Grade Book to zeros. Because blanks do not affect a student's grades, it is essential that you change all blanks to zeros before posting grades so the student's final grade reflects the missing assignments. To do this in mass, go to the Grade Book menu and select **Assignments**. Click the **Action All** checkbox. From the Action menu, select **Set All Grades**. To change all blanks to zeros, leave the from field blank and enter a 0 in the to field. Click **Change Grades**. Click **OK** to confirm. Go back to Grade Book Main to confirm that you no longer have blank scores.

3. Click the **Report Card** menu. Select **Students**. As long as you have entered assignments and scores for all students, you should see the calculated final grade listed for each student. The current grading will display by default. (Later if you come back to this screen to view grades, uncheck the **Postable Periods** checkbox to see all grading periods for the student.)

4. To edit the final grade or add comments, click **Edit Final Grade and Comments**. The Edit Final Grade screen will display. Review the grades. If necessary, change any final grades to override the calculated grade. Enter comments for each student. NOTE: The list of comments is created by your district or school.
5. Click **Save Changes**. Click **Back to Report Card**.

***Post grades.***
*After you have reviewed the final grades and added comments, post your grades. Complete Steps 1-2.*

1. Click the **Report Card** menu. Click **Students**.

2. Did you verify all grades, enter comments, and make any necessary changes? If so, click **Post**. You will receive a confirmation message stating that grades posted successfully.

- **Don't see a Post button?** If there is no Post button, it is because your district or school has not opened the window to allow you to post. Contact your office for more information.

- **Receiving errors when trying to post?** If multiple teachers receive errors when attempting to post, this is caused by the office staff not running the Update Grade process when opening the grading window for teachers. Contact your office for more information.