

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



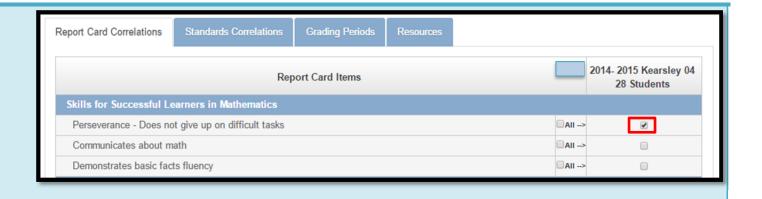
Target Audience(s): Elementary Teachers

## **Synergy: Report Cards Checklist**

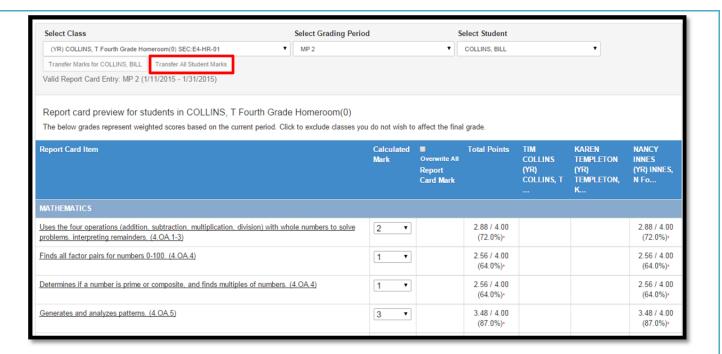
In this tip-sheet, you will learn what necessary steps you need to take in order to complete report cards.

Tie assignments to a report card correlation.

(Grade Book > New Assignment)



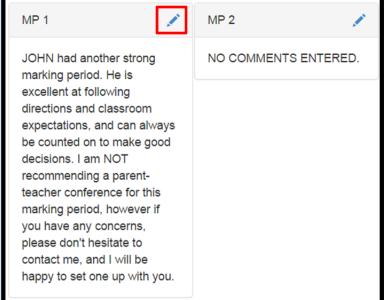
2 Transfer grades to the report card. (Grade Book > Report Card Preview)

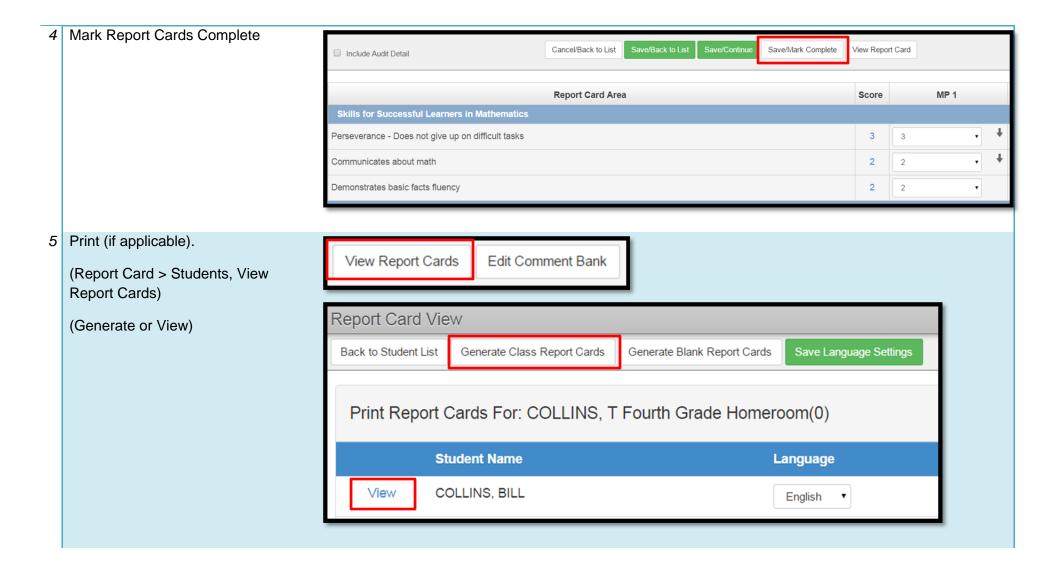


3 Edit and/or finalize grades and comments.

(Report Card > Students, Select student name)







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