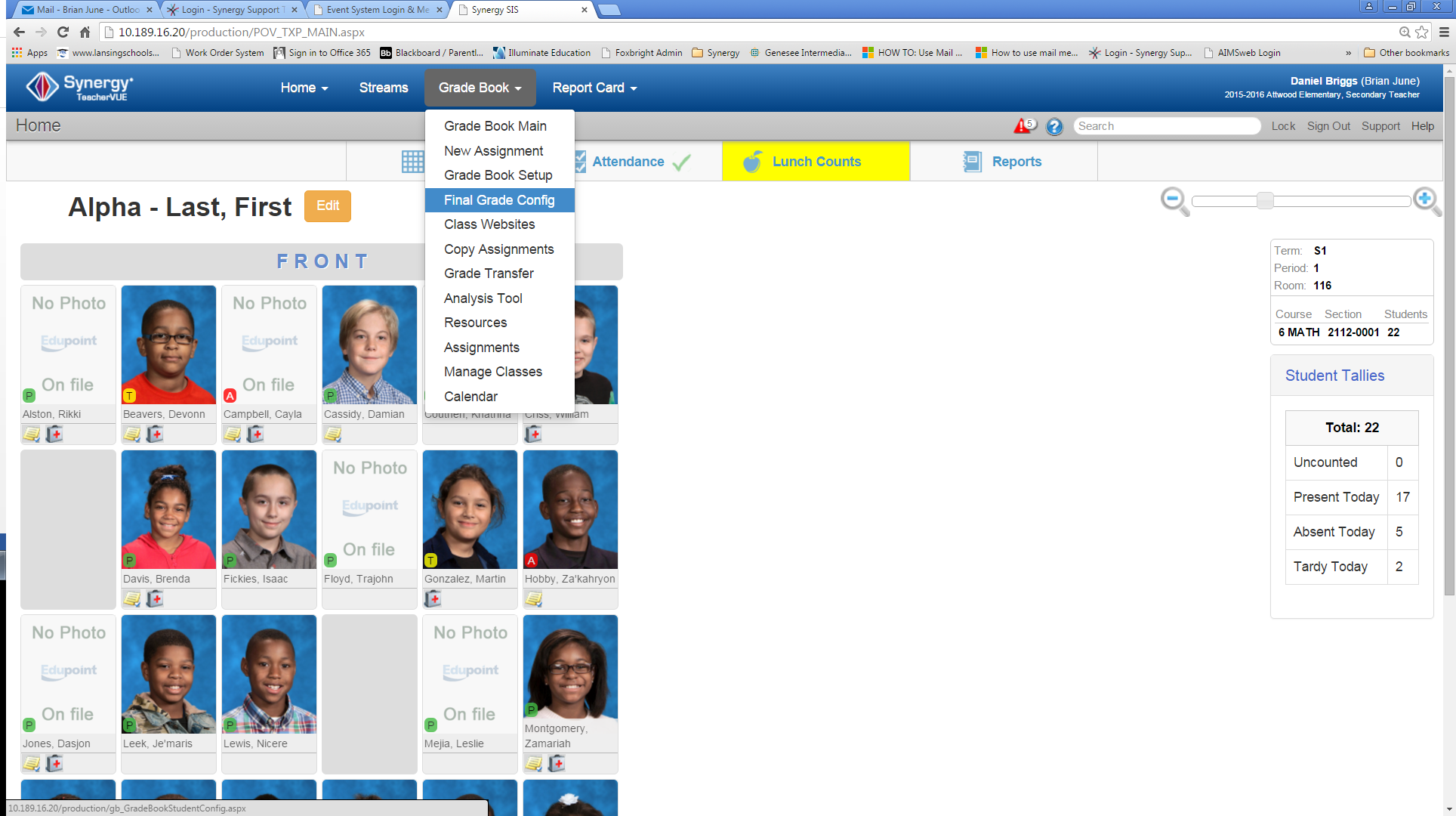
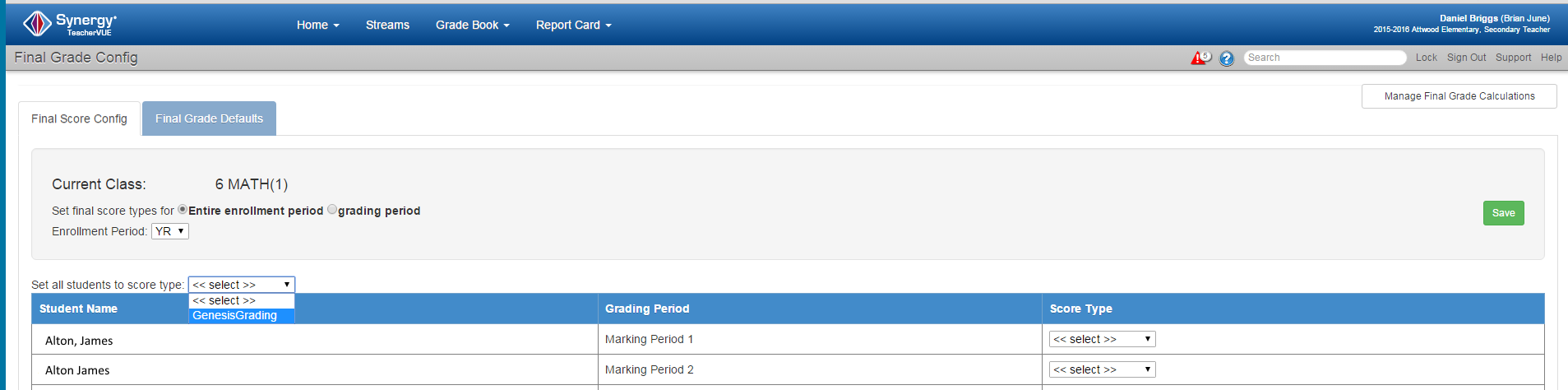
**Synergy – Report Card Final Grades and Comments***Audience:* ***Secondary Teachers, grades 6-12****This document describes how to enter final grades and comments in TeacherVUE.*

**To Set Final Grade Configurations:**

* From the **Grade Book** Menu, Select **Final Grade Config** (please see below).



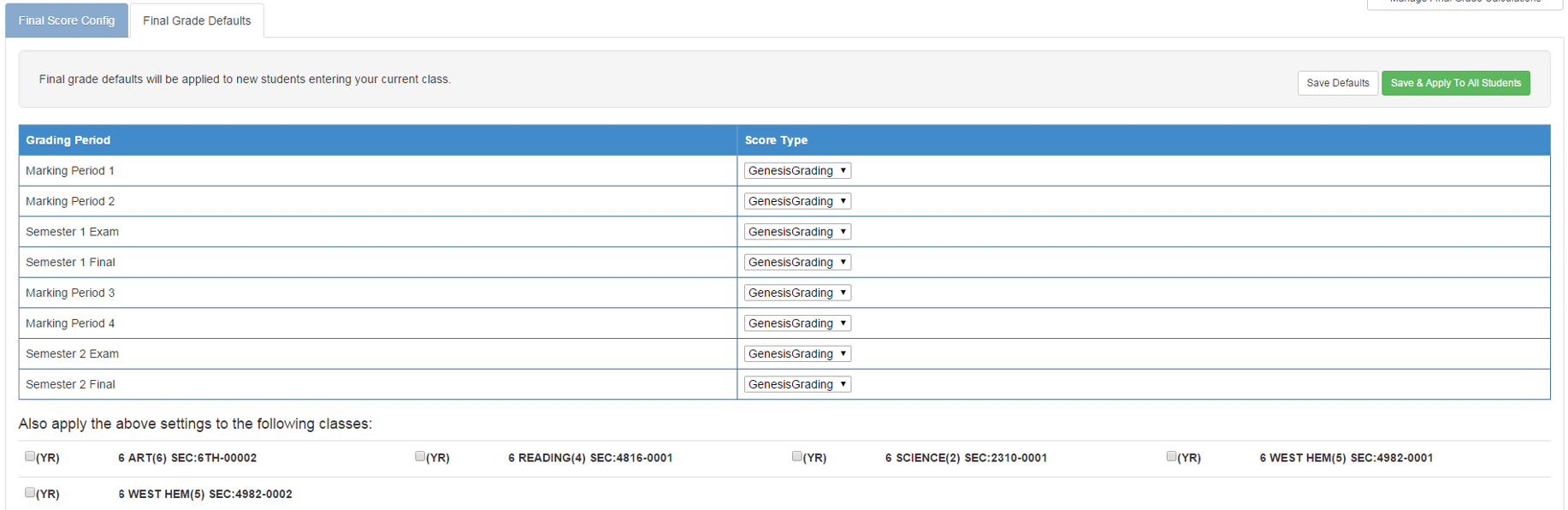
* From the dropdown box named S**et all students to score type**, choose the report card score type **(i.e. Genesis Grading)**.

****

* Click the Save button Save button to apply changes.

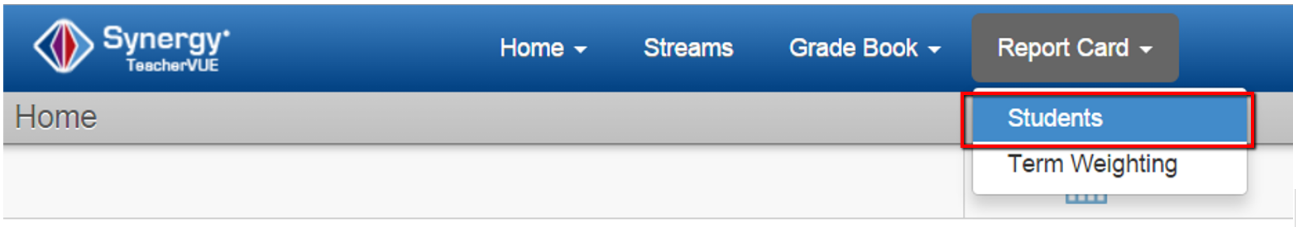
**To Set Final Defaults for New Students:**

* Choose the Final Grade Defaults tab.
* Select the **Score type** for the Grading periods (i.e. **GenesisGrading**).
* Select any other sections to apply the default settings.
* Choose **Save Defaults** or click **Save & Apply To All Students**, to apply these defaults to all current and new students.

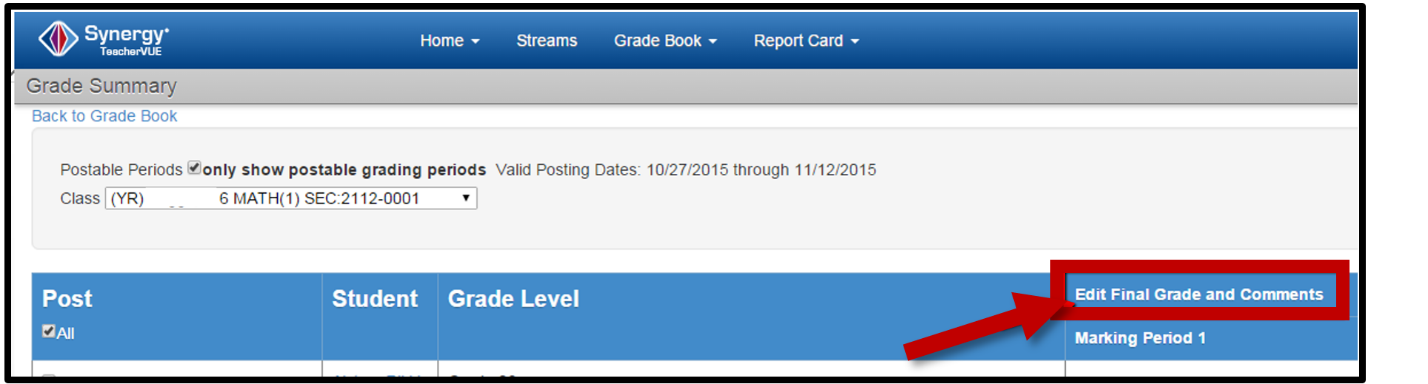
****

**To Enter Report Card Final Grades and Comments**

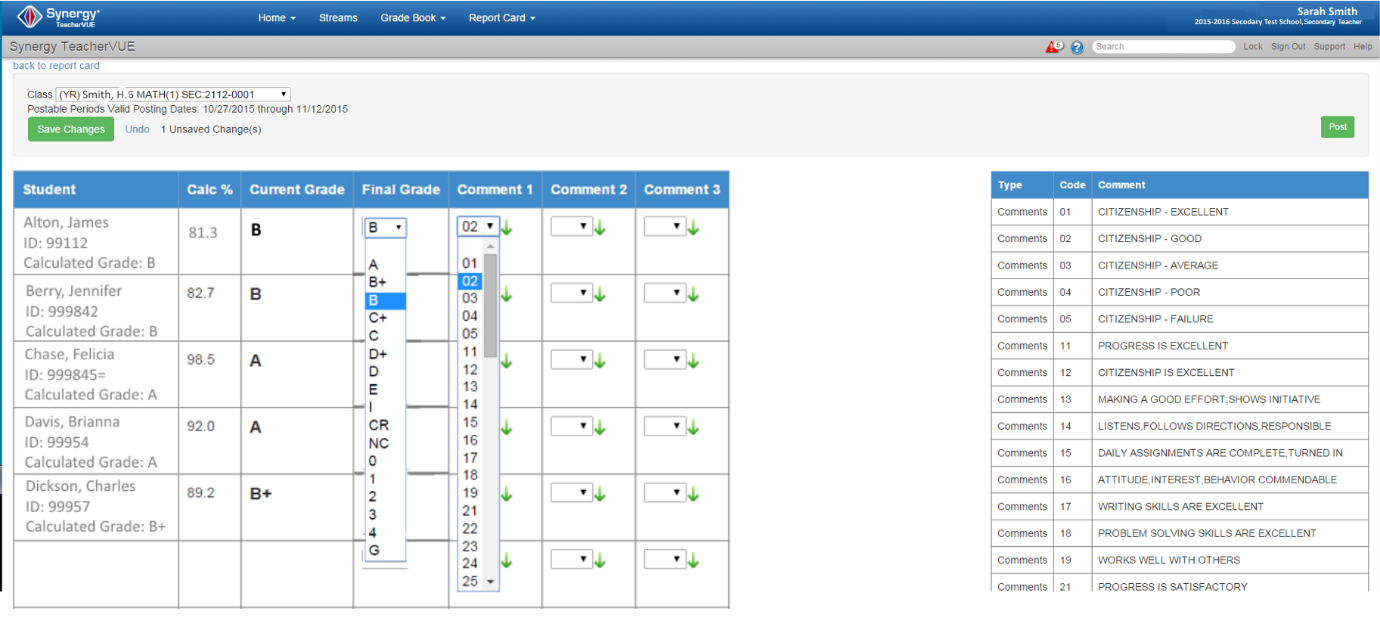
* Choose the **Report Card** menu from TeacherVUE. Select **Students (see below)**.



* Next, Click the **Edit Final Grade and Comments** link (see below).



* Select **Final Grade** from drop down menu.
* Enter **Comment 1**, **Comment 2**, and **Comment 3** Comments from the Drop Down menu. Comment Code descriptions are listed on the right side of the screen. If needed, click the green fill-down arrow to fill multiple columns with the same comment code.

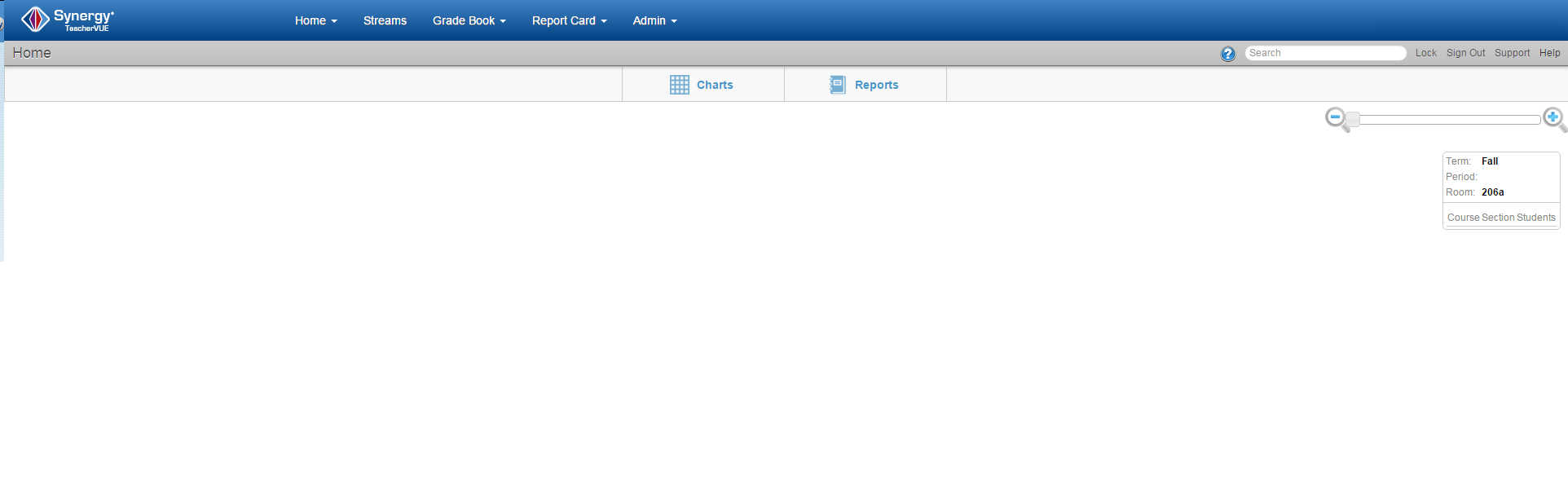


* Click the green Save Changes button button to record changes in the gradebook.
* Click the Post Post button button to submit the final grades to the SIS. **You should see a message indicating that you have successfully posted your grades.**

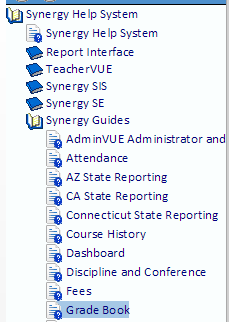
*.*

**How to Access the Gradebook Online Help Document:**

* To access Gradebook Online Help, click the Help button from the Teacher Vue screen (see below).



* The Help Screen appears (below).
* Click **Synergy Guides**. Choose **Grade Book**.
* The user guide screen opens.



**Sources:** Synergy: Gradebook Secondary Manual

End of document.