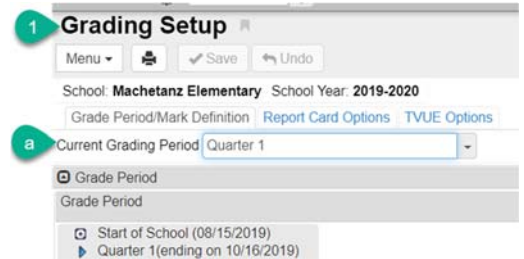# SARC Grading & Report Card Guide

Verify Grading Setup/Current Period is Accurate

1. Go to **Synergy SIS** > **Grading Setup**
   a. Verify that the **Current Grading Period** selection is the **Grading Period** grades are being posted for
      - This alters TVUE posting options

Update Absence/Tardy Totals (On Report Cards & In TVUE)

1. Go to **Synergy SIS** > **Grade Book > Reports > GBK201**
2. Select: **Run Update Records and Update Absences**
3. Verify the **Reporting Period** is correct
4. Click **Print**

To Print Report Cards (Hard Copy)

1. Go to **Synergy SIS** > **Grade Book > Reports > GBK201**
2. Under **Student Info** select the students to generate report cards for
   a. Individual Student, by Grade Level(s)
3. **Teacher Filter**: to print for specific teacher
4. **Options**:
   a. **Include Students Not Marked Complete**: in TVUE SARC Report Cards are marked complete when teachers are done entering grades – if this is not being used by teachers make sure to check this box
5. Verify **Reporting Period** is accurate
6. Click **Print**

To Print Report Cards (Electronic Copy to PVUE/Student Documents Tab)

1. Input all the necessary selections as noted above
2. Under Options **UNCHECK Batch Process**
3. A box: **Other Options** appears
   a. Select the checkbox: **Archive to Student Documents**
   b. **Attach Type**: allows you to select to include all parents, only those who want a printed copy or only those who chose an electronic copy (during Online Registration)
      i. *It is required that ALL report card copies that are distributed be attached electronically so please select All when completing this process)*
   c. **Document Category**: Report Card
   d. **Doc Comment**: the grading period (i.e. Quarter 1)
   e. **Parent Guardian Options**: Select filtering options
   f. Click "**Print**"
   g. Go to **Student Screen** > **Documents Tab** to verify
   h. Please Note: You can complete this process as frequently as needed and each time it will override the previously posted report card as long as the 'Current Grading Period' selection on the Grading Setup screen remains the same. Once you move to the next Grading Period a new line will post.