



ABC Grading & Report Card Guide

When teachers post grades for students the posted grades are referred to as *Grading Records*. The ability for teachers to post grading records from TeacherVUE into Synergy SIS is not available until a process is run called "Update Grade". Once this process is run, the *Grading Records* are created in Synergy that allows the teacher to click on the *Post* button in their grade book and allows for manual grade entries/maintenance in Synergy SIS by registrars/office staff. This window remains open until 10 days past the grading period.

The screen "Update Grade" also includes the "Update Attendance" process. This process totals all student absences and tardies that print on Report Cards and appear on the grading screens in Synergy.

To Open the Grading Records for Teachers/Grade Entry:

1. Go to **Synergy SIS > Grading Setup**
 - a. Verify that the **Current Grading Period** selection is the **Grading Period** you are wanting to update
2. Go to **Synergy SIS > Grading > Update Grade**
 - b. Select the **Grading Period** you are wanting to update
 - c. Select the **Grade Levels** to include
 - d. Select **Update Grading Records**
 - e. Click the button at the top: **Update Grading Records**
 - f. The process will run
 - g. To verify it was successful, navigate to **Synergy SIS > Grading > Student Grade**
 - If you can click in the column for the **Grading Period** you updated and select a Grade, then the process was successful and if it is within the allotted timeframe Teachers will be able to post grades in TVUE.

1 Grading Setup

Menu Save Undo

School: Machetanz Elementary School Year: 2019-2020

Grade Period/Mark Definition Report Card Options TVUE Options

a Current Grading Period Quarter 1

Grade Period

Start of School (08/15/2019)

Quarter 1(ending on 10/16/2019)

2 Update Grade

Menu Update Grading Records

Update Grading

Grade Reporting Period Do Not Process

b Quarter 1

c Grade Pre KG 1 2 3 4 5

Only Create Grade Records For Homeroom Section. **Note:

d Operation Type

Update Grading Records Update Absences

NOTE: Any student who has NOT been enrolled in the class Threshold " value.

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

1. Go to **Synergy SIS > Grading > Update Grade**
 - a. Select the **Grading Period** you are wanting to update
 - b. Select the **Grade Levels** to include
 - c. Select **Update Absences**
 - d. Click the button at the top: **Update Grading Records**
 - e. The process will run
 - f. *Make sure to complete this immediately prior to printing report cards to capture the most accurate data*

1 Update Grade

Menu Update Grading Records

Update Grading

Grade Reporting Period Do Not Process

a Quarter 1

b Pre KG 1 2 3 4 5

Only Create Grade Records For Homeroom Section

c Operation Type

Update Grading Records Update Absences

To Print Report Cards (Hard Copy)

- Go to **Synergy SIS > Grading > Reports > Individual > GRD201** (Which redirects to GRD203)
- In the **Period Range** box select the **Starting Period** and **Ending Period** (i.e. P1 to Q1 to include both grades)
- If you'd like to Include GPAs in the 1st GPA drop down select the GPA you'd like to print
 - Please Note: if you are printing GPAs on Report Cards, you'll want to make sure you run the process: **Update GPA**
- Select all other desired criteria
 - Footer Option**
 - Mailing Options** (expand to see all options for Destination/Return address)
 - Parent Guardian Options**
 - Report Card Content Options:**
 - Title Override** allows the input of a unique title
 - Comments 1/2** allow additional comments (i.e. Be sure to check ParentVUE for an electronic copy!)
 - Checkboxes to include/suppress criteria (GPA, Credits, etc.)
 - Period Display Option** to choose to print ALL classes or only those with a posted grade
 - Display Concurrent:** To Show concurrent classes/grades
- Student Info** selection to include individual student or specific grade levels
- Click: **Print**

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

- Input all the necessary selections as noted above
- Click on the Tab: **Sort/Output**
- The bottom box **“Attach PDF to Students”**
 - Select the checkbox: **Attach to Student**
 - 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)
 - It is required that ALL report card copies that are distributed be attached electronically so please select All when completing this process*
 - Document Category:** Report Card
 - Doc Comment:** the grading period (i.e. Quarter 1)
 - Click **“Print”**
 - Go to **Student Screen > Documents Tab** to verify
 - 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.