



# ***Synergy***<sup>®</sup> ***SIS***

## **Grading Training Module**



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## Course Description

In this training course, you will learn how to manage the grading process using the Class Grade, Student Grade, and Update Grade screens. You will learn how to add and edit student grades. You will also learn how to override previously posted grades, attendance and comments. You will also learn about the different reports available that relate to Grading data.

## Expected Outcomes

After completing this course participants will be able to:

- Select students, grade period, mark type, etc. to filter the data during grading entry or updates
- Add and Edit student grades
- Update Attendance
- Update Grade-Related Comments
- Add and edit Student Course History records
- Use Update Grade to calculate attendance for report cards
- Use Update GPA to calculate GPA's, class rank, current term GPA and honor rolls
- Generate various grading reports

## Course Prerequisites

Participants should have the following:

- Log-in Credentials
- Understanding of basic Synergy navigation
- Synergy View and Update security rights

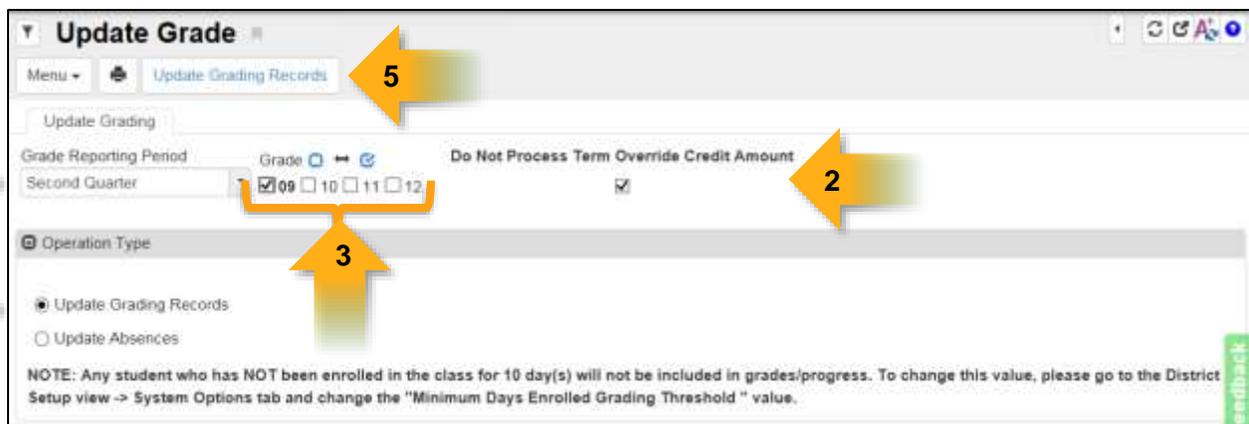
## Using Update Grade Screen to Prepare System for Entering Grades

The Update Grade Screen contains two functions: **Update Grading Records** and **Update Absences**.

Updating the grading records adds the sections (marked: include in grading) from the student's schedule to the **Class Grade** and **Student Grade** screens for students that are eligible for grading. In order for students to be eligible for grading, they must be enrolled in classes during the grade period as defined by the district in the **Grading Setup** screen. The **Update Grade** screen opens the grading period and the fields where the grades are posted by the teachers and may be changed by the office staff.

Updating absences calculates the number of absences for the Grading Period selected based on the definitions in the **Grading Setup** screen. It then enters the totals in the grading screens.

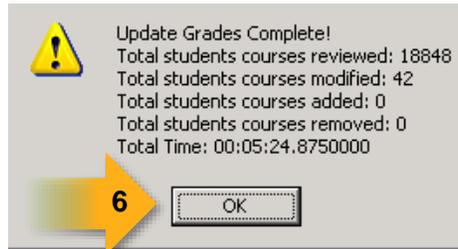
Go to **Synergy SIS > Grading > Update Grade**



To update information:

1. Select a **Grade Reporting Period** to update.
2. If Term Overrides, to ignore credit adjustments for term overrides, check the **Do Not Process Term Override Credit Amount** box.
3. To update all grade levels, leave the **Grade** checkboxes blank. Otherwise, select a specific grade to be updated.
4. Click the desired **Operation Type**. To update grading records with schedules, click the **Update Grading Records** radio button. To update attendance information, click the **Update Absences** radio button.

5. Click the **Update Grading Records** button (above). A **Job Status** window displays. This type of update can take several minutes to run. A verification message describes the results of the update.
6. Click **OK** (below) to dismiss the verification message.



## Updating Grading Data Using the Class Grade Screen

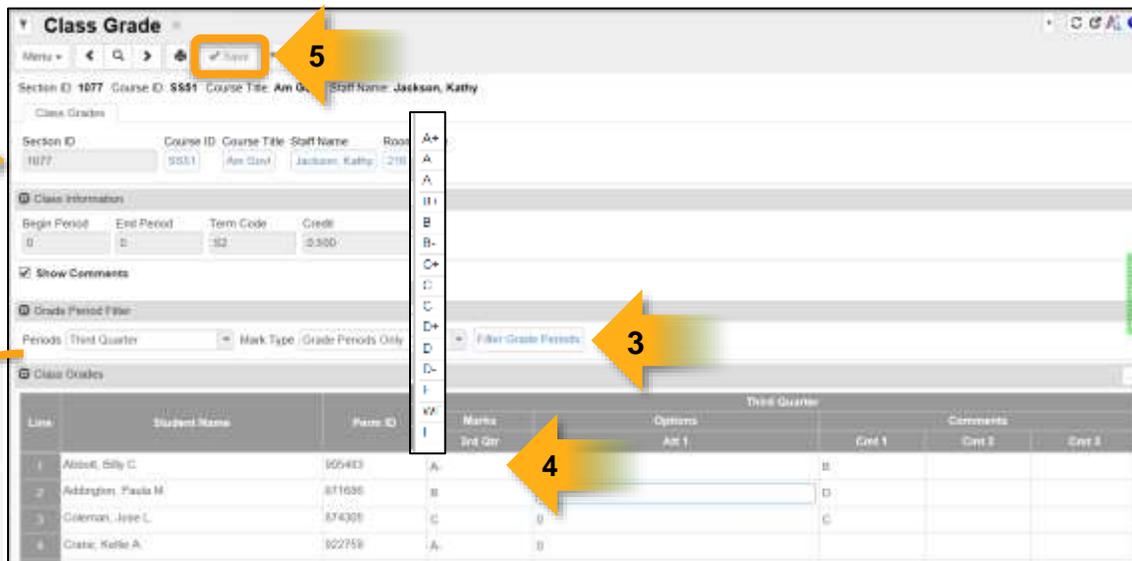
The **Class Grade** screen is used to view an entire course section and edit grades, comments and attendance for multiple students in a class at one time.

**Note:** This screen should only be used to override previously posted grades, attendance, and comments. This screen should not be considered as the initial posting place for course marks or grades. Once grades are entered, **Synergy SIS** displays the final grade according to the Grading setup and transfers the final grade and course information to the student's course history for use in the transcript using the **Update Course History** screen.

### Viewing and Changing Grades by Class

Go to **Synergy SIS > Grading > Class Grade**

1. Find the class record to view.
2. Once a class has been located, a list of the students and their marks display in the **Class Grades** grid. Only grades that have already been posted in a previous grading period will display on this screen.
3. Use the **Periods** and **Mark Type** fields to filter the Grading Period. Click the **Filter Grade Periods** button to make this selection.

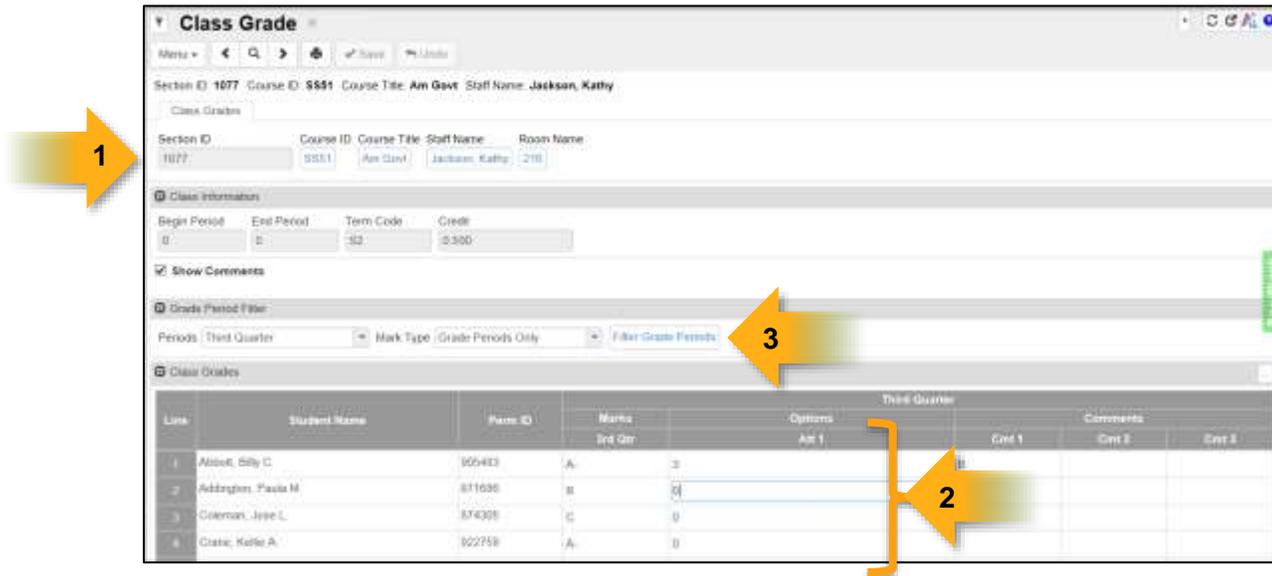


Line	Student Name	Pass ID	Marks	Options	Comments
1	Alford, Billy C.	955483	A	Aut 1	
2	Addington, Paula M.	871636	B		
3	Colman, Jesse L.	874305	C		
4	Crane, Kelle A.	922758	A		

4. Once the correct class and students display, you may change a grade by clicking in the box in the **Marks** column, and by selecting a new grade from the drop-down menu. (Or by typing in the grade.) Multiple marks may be available for each grading period, as defined in the **Grading Setup** screen. You may repeat this procedure for multiple students.
5. Click **Save** to apply all the changes made.

## Viewing Attendance by Class

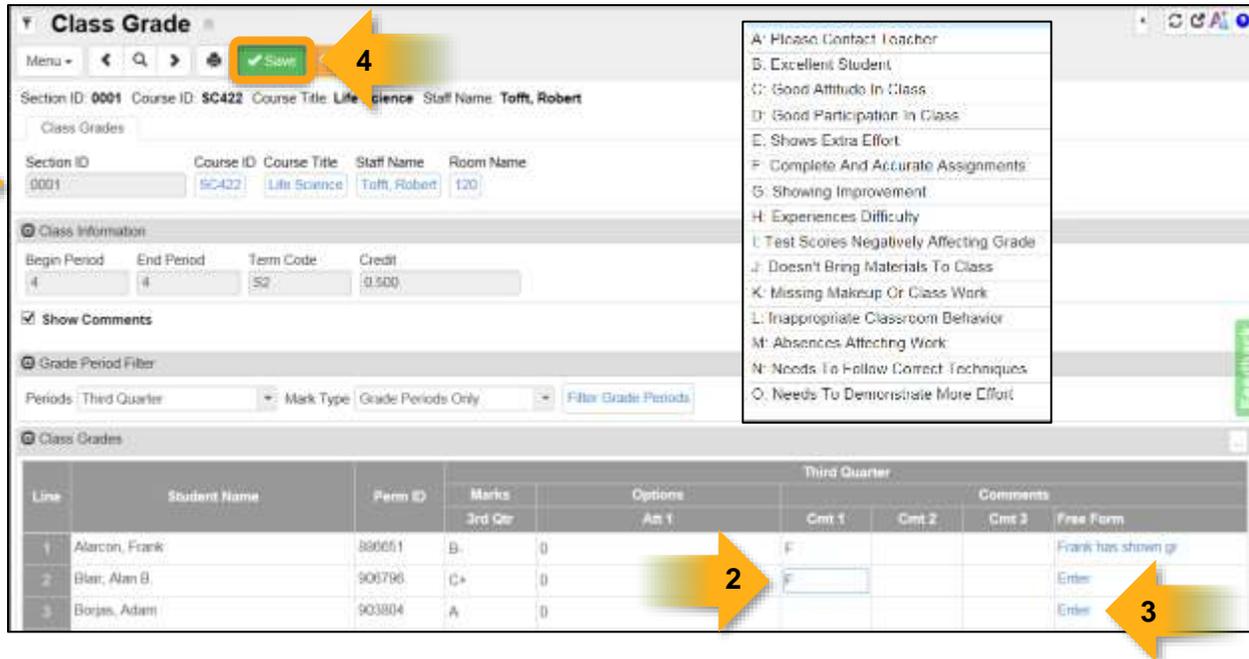
The Attendance column, labeled as **Att1** on this screen, is commonly used to track a student's attendance in a particular class.



The screenshot shows the 'Class Grade' interface. At the top, it displays 'Section ID 1077', 'Course ID 5551', and 'Course Title Am Govt'. Below this is a search bar for 'Class Grades' with a yellow arrow labeled '1' pointing to it. The 'Class Information' section shows 'Begin Period 0', 'End Period 5', 'Term Code 32', and 'Credit 3.00'. The 'Grade Period Filter' section has 'Periods Third Quarter' and 'Mark Type Grade Periods Only', with a yellow arrow labeled '3' pointing to the 'Filter Grade Periods' button. The 'Class Grades' table has columns for 'Line', 'Student Name', 'Pass ID', 'Marks', 'Options', 'This Quarter', and 'Comments'. The 'Options' column contains 'Att 1'. A yellow arrow labeled '2' points to the 'Att 1' column. The table lists four students: Abbott, Billy C. (Pass ID 955403, Mark A-), Addington, Paula M. (Pass ID 871636, Mark B), Coleman, Jesse L. (Pass ID 874308, Mark C), and Clark, Kelle A. (Pass ID 822759, Mark A-).

1. Find the class record to view.
2. A student's attendance displays for the term indicated by the **Period** and **Mark Type** drop downs in the **Grade Period Filter** group box.
3. To view a different grading period, change the values in the drop downs and click the **Filter Grade Periods** button.

## Viewing and Changing Comments by Class



The screenshot shows the 'Class Grade' interface. At the top, there is a 'Save' button (callout 4). Below it, the class information is displayed: Section ID: 0001, Course ID: SC422, Course Title: Life Science, Staff Name: Toft, Robert. A 'Class Grades' table is shown with columns for Line, Student Name, Form ID, Marks, Options, and Comments. The 'Comments' column has sub-columns for Cmt 1, Cmt 2, Cmt 3, and Free Form. A dropdown menu is open, showing various comment codes (A through O). Callout 1 points to the 'Class Grades' section. Callout 2 points to the 'Cmt 1' field for student Alarcon, Frank. Callout 3 points to the 'Enter' link in the 'Free Form' column for the same student. Callout 4 points to the 'Save' button.

1. Find the class record to view and update.
2. To select a district-established comment from the drop-down menu, click on a comment field (**Cmt1, Cmt2, etc.**) and select the desired comment code from the drop-down menu.
3. If your district allows entry of customized comments, click the **Enter** hyperlink for the student and when the **Free Form Comment** screen displays (below) type in your comment and click **Save**.
4. Repeat these steps for additional students, if desired. Click **Save** at the top of the **Class Grade** screen.



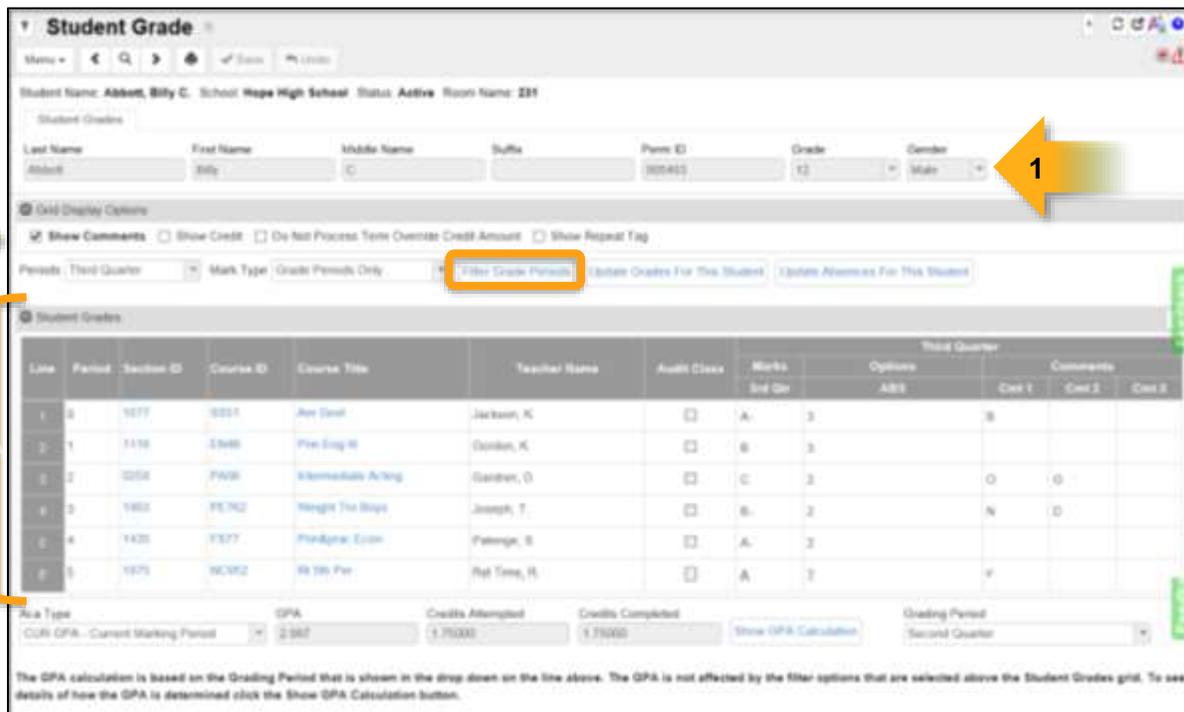
The 'Free Form Comment' screen displays a text area with the pre-filled comment: "Frank has shown great leadership skills". There is a 'Save' button at the top right of the screen.

## Updating Grading Data Using the Student Grade Screen

The **Student Grade** screen is used to update an individual student's grades, attendance and comments for multiple courses. You may also print report cards and generate other reports from this screen.

### Viewing and Updating Grades by Student

Go to **Synergy SIS > Grading > Student Grade**



**Student Grade**

Student Name: Abbott, Billy C. School: Hope High School Status: Active Room Name: Z81

Student Grades

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Abbott Perm ID: 000402 Grade: 12 Gender: Male

**Grid Display Options**

Show Comments  Show Credit  Do Not Process Term Overlap Credit Amount  Show Repeat Tag

Periods: Third Quarter Mark Type: Grade Periods Only **Filter Grade Periods** Update Grades For This Student Update Absences For This Student

Line	Period	Section ID	Course ID	Course Title	Teacher Name	Audit Class	Marks	Third Quarter			
								Options	Comments		
							1st Gr	A/B	Com 1	Com 2	
1	3	1077	0001	Am. Govt	Jackson, K	<input type="checkbox"/>	A-	3			
2	1	1116	0046	Pre-Eng II	Donnan, K	<input type="checkbox"/>	B	3			
3	2	0254	FA06	Intermediate Acting	Gardner, D	<input type="checkbox"/>	C	3		O	O
4	3	1863	PE702	Weight Training	Joseph, T	<input type="checkbox"/>	B-	3		N	D
5	4	1430	7377	Philosophy: Econ	Parsons, S	<input type="checkbox"/>	A-	3			
6	5	1075	0002	US 19th Cen	Red Tiers, R	<input type="checkbox"/>	A	3			F

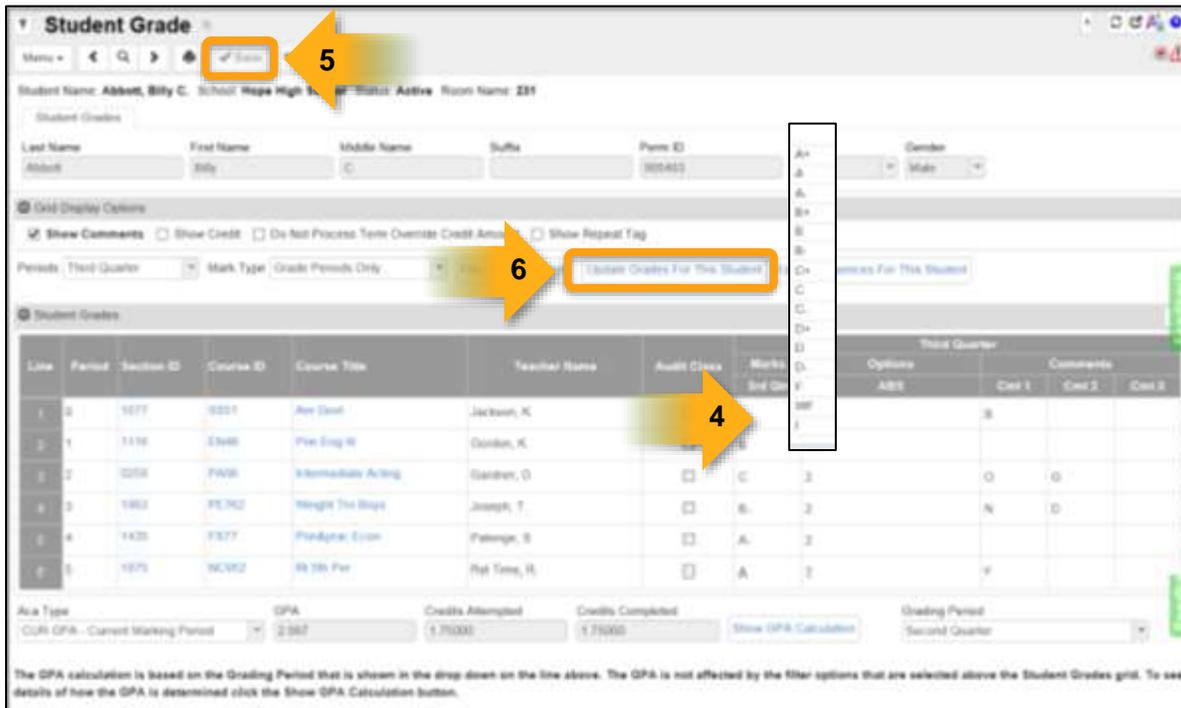
Acia Type: GPA: Credits Attempted: Credits Completed: Grading Period: Second Quarter

CUR GPA - Current Marking Period: 2.992 1.75000 1.75000 Show GPA Calculation

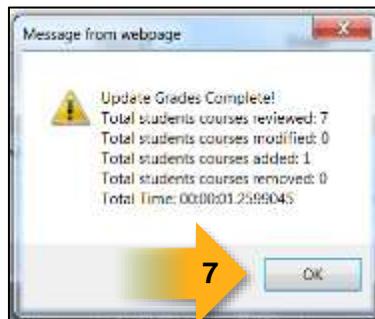
The GPA calculation is based on the Grading Period that is shown in the drop down on the line above. The GPA is not affected by the filter options that are selected above the Student Grades grid. To see details of how the GPA is determined click the Show GPA Calculation button.

1. Find the student record to view.
2. Once the student record is located, his/her schedule, grade marks, attendance and comment information display in the **Student Grades** grid for the grading period selected. Only grades that have already been posted will display on this screen.
3. In the **Grid Display Options** area, you may filter which columns to display. You may also select the **Grading Periods** (term) and **Mark Type** options (Grade Periods Only or Progress Periods Only) to filter the Grading Period. Click the **Filter Grade Periods** button to apply the filters.

4. To change a grade mark, click in the box in the **Marks** column, and select a new grade from the drop-down menu. Multiple marks may be available for each grading period, as defined in the **Grading Setup** screen. You may repeat this procedure for multiple students.
5. Click **Save** to apply all the changes made.
6. If a student has had a schedule change or is brand new to the school, click the **Update Grades for this Student** button to add course records to the student's grading record.

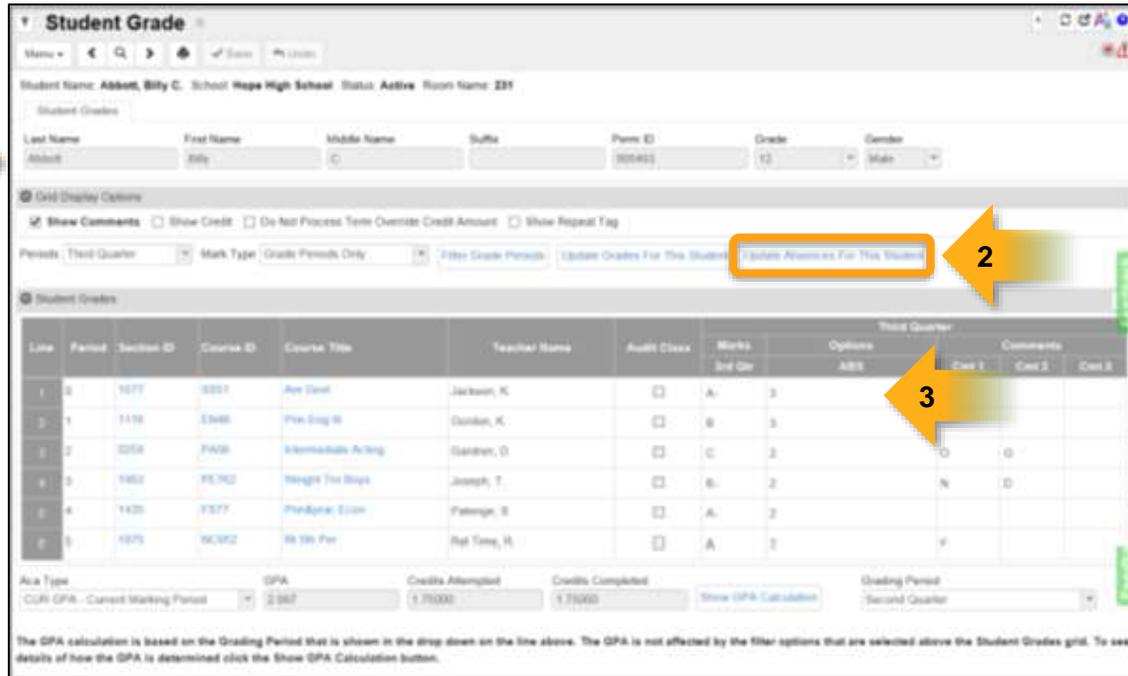


7. A confirmation message will display confirming the update (below). Click **OK** to acknowledge completion of the process.



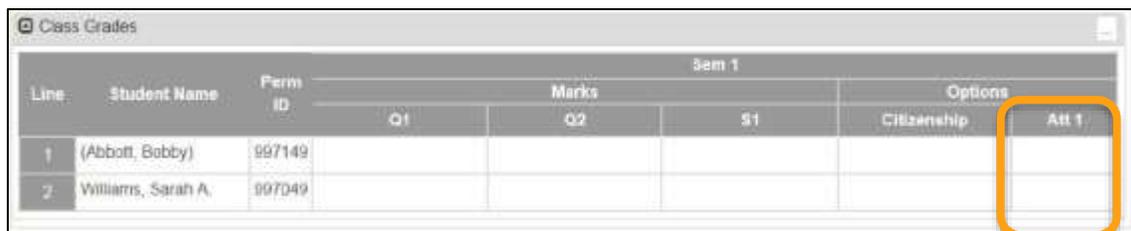
## Viewing and Updating Attendance by Student

The Attendance column, labeled as **Att1** on this screen, is commonly used to track a student's attendance in any particular class. This data may also be updated from this screen.



The screenshot shows the 'Student Grade' interface for a student named Abbott, Billy C. The interface includes a student information header, a 'Student Grades' section with a table, and a GPA calculation section at the bottom. Three orange arrows with numbers 1, 2, and 3 point to specific elements: arrow 1 points to the student's name in the header; arrow 2 points to the 'Update Absences for This Student' button; and arrow 3 points to the 'ABS' column in the Student Grades table.

Line	Period	Section ID	Course ID	Course Title	Teacher Name	Audit Class	Marks	Options	Third Quarter		
									Att	Class 1	Class 2
1	3	1077	3221	Art Genl	Jackson, K	<input type="checkbox"/>	A	3			
2	1	1110	2360	Pre Eng II	Gordon, K	<input type="checkbox"/>	B	3			
3	2	3228	7920	Intermediate Acting	Gardner, D	<input type="checkbox"/>	C	3			
4	3	1802	7570	Weight Training	Joseph, T	<input type="checkbox"/>	B	2		N	D
5	4	1420	7577	Principles Econ	Falanga, S	<input type="checkbox"/>	A	2			
6	5	1075	9092	99 9th Per	Pat Time, R	<input type="checkbox"/>	A	2			F

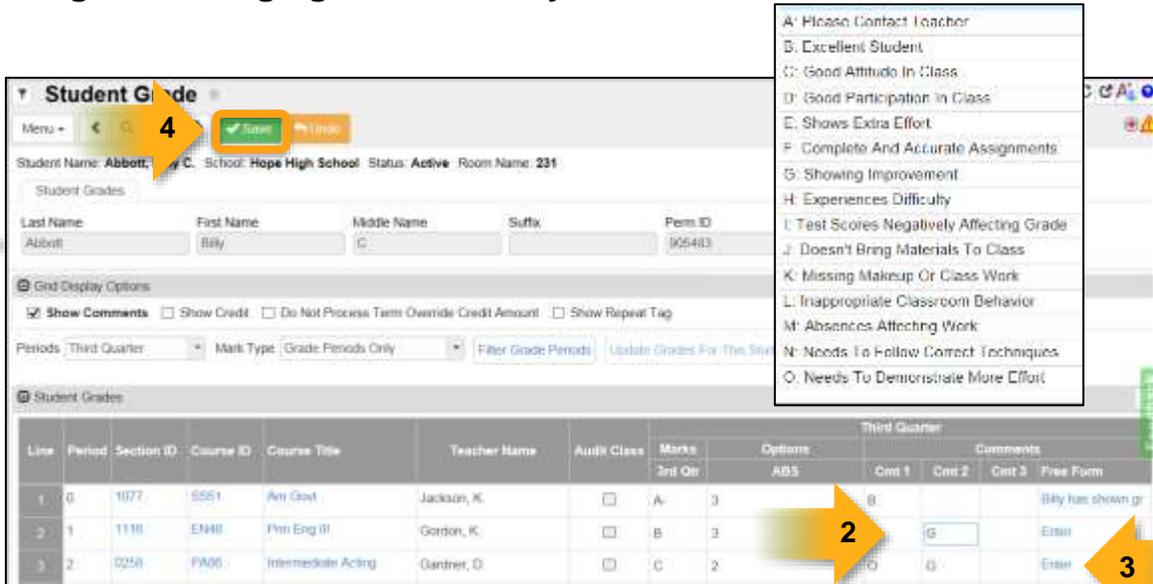


The screenshot shows the 'Class Grades' interface for a student named (Abbott, Bobby). The interface includes a table with columns for Line, Student Name, Perm ID, Marks (Q1, Q2, S1), and Options (Citizenship, Att 1). An orange box highlights the 'Att 1' column.

Line	Student Name	Perm ID	Sem 1			Options	
			Q1	Q2	S1	Citizenship	Att 1
1	(Abbott, Bobby)	997149					
2	Williams, Sarah A.	997049					

1. Find the student record to view.
2. If a student has had a schedule change or is brand new to the school, click the **Update Absences for this Student** button to add absence information to the student's grading record.
3. Attendance information displays in the **ABS** column. Repeat these steps for additional students, if necessary. **Note:** The title of the *Attendance Column* may be customized during Grading Setup. Another common title is **Att1** or **Absences**.

## Viewing and Changing Comments by Student



The screenshot shows the 'Student Grade' interface. At the top, there is a 'Save' button (highlighted with a green box and arrow 4) and a 'Grade' button. Below this, student information is displayed: Student Name: Abbott, J. C., School: Hope High School, Status: Active, Room Name: 231. A 'Student Grades' section contains a table with columns: Last Name, First Name, Middle Name, Suffix, Perm ID. Below the table are 'Grid Display Options' including 'Show Comments', 'Show Credit', 'Do Not Process Term Override Credit Amount', and 'Show Repeat Tag'. A 'Periods' dropdown is set to 'Third Quarter' and 'Mark Type' is 'Grade Periods Only'. A 'Student Grades' table is shown with columns: Line, Period, Section ID, Course ID, Course Title, Teacher Name, Audit Class, Marks, Options, and Comments. The table has three rows of data. A dropdown menu is open over the 'Comments' column, listing comment codes from A to O. Arrows 1, 2, and 3 point to the 'Save' button, a comment field in the table, and the dropdown menu respectively.

1. Find the student record you wish to view.
2. To select a district-established comment from the drop-down menu, click in a comment field for the correct section (**Cmt1, Cmt2, etc.**) and select the desired comment code from the drop-down menu.
3. If your district allows entry of customized comments, click the **Enter** hyperlink for the section and when the **Free Form Comment** screen displays (below) type in your comment and click **Save**.
4. Repeat these steps for additional students, if desired. Click **Save** at the top of the **Student Grade** screen.

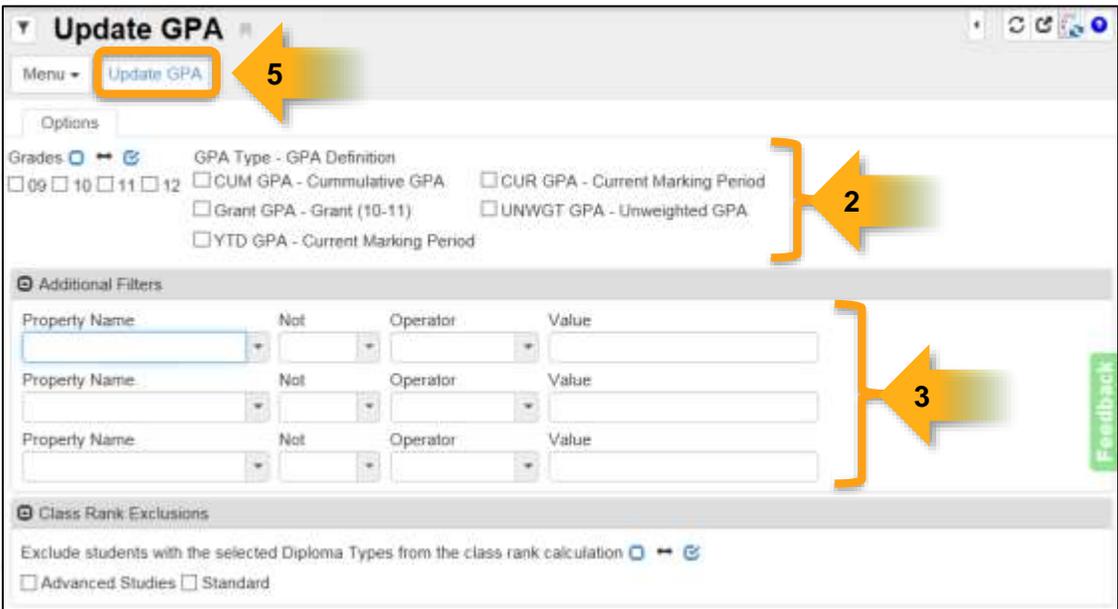


The 'Free Form Comment' screen displays a text input field containing the text 'Billy has shown great leadership skills.' At the top of the screen, there is a 'Save' button and a 'Grade' button.

## Updating GPAs

The **Update GPA** screen is used to update students' Grade Point Averages after you have made changes to grade marks. It is also used to update GPAs during periodic update periods as established by the District.

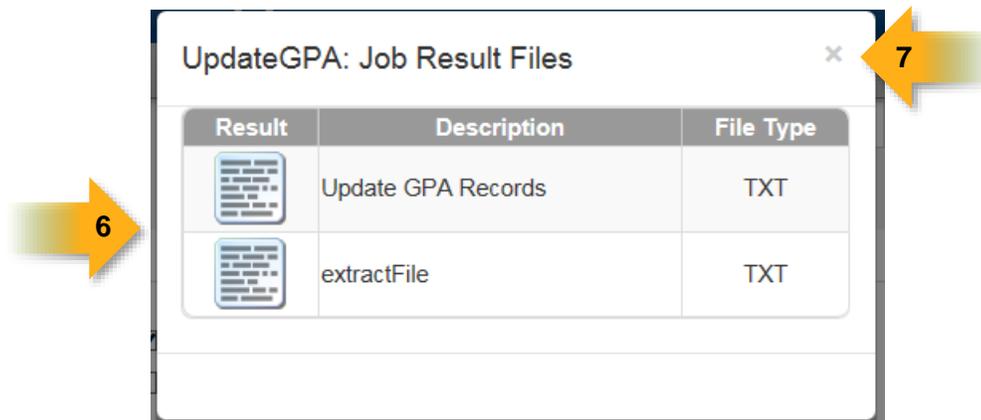
Go to **Synergy SIS > Grading > Update GPA**



The screenshot shows the 'Update GPA' interface. At the top, there is a 'Menu' dropdown with 'Update GPA' selected, indicated by callout 5. Below this is the 'Options' section, which includes a 'Grades' section (callout 1) with checkboxes for 09, 10, 11, and 12. The 'GPA Type - GPA Definition' section (callout 2) contains checkboxes for CUM GPA - Cumulative GPA, CUR GPA - Current Marking Period, Grant GPA - Grant (10-11), UNWGT GPA - Unweighted GPA, and YTD GPA - Current Marking Period. The 'Additional Filters' section (callout 3) has three rows, each with a 'Property Name' dropdown, a 'Not' checkbox, an 'Operator' dropdown, and a 'Value' text input. The 'Class Rank Exclusions' section (callout 4) includes a checkbox to 'Exclude students with the selected Diploma Types from the class rank calculation' and two sub-options: 'Advanced Studies' and 'Standard'. A 'Feedback' button is visible on the right side of the screen.

1. Indicate the grade levels for which you wish to run the update or leave blank for all grades.
2. Indicate the **GPA Types/GPA Definitions** for which you wish to run the update. These types are established by the district during Grading Setup.
3. Select any additional filters you may wish to run from the drop-down menus under the **Additional Filters** group box. Here you can select 3 different properties and run conditional updates based on values. For example, you could select "Grade Exit Code...NOT....Equal To....P". This operation would exclude from the GPA update any students with a Grade Exit Code = P.
4. Under **Class Rank Exclusions**, indicate if you wish to exclude certain students with selected Diploma Types. The types indicated here are established by the district during Grading Setup.
5. Click the **Update GPA** button to perform the update.

6. A **Job Result** screen will display. On this screen you may access text files with details about the update result. Students whose records were updated will be listed with limited information about each student. In the reports below, Update GPA Records is a result file message that you may ignore. If there were students whose records could not be updated, a list of those students will appear second. Third is the extract file which lists all student records that have been updated and details about the updates.
7. Click the **X** to return to the **Update GPA** screen.



## Grading Reports

There are three types of Grading Reports available:

- **Individual Reports** print out information about a single student per page, but may be printed for multiple students at one time.
- **List Reports** generate summaries for multiple students.
- **Summary Reports** present numerical report summaries.

### Most Commonly Used Reports

**GRD403 – Mark Verification by Teacher** report prints a list of student marks for each teacher's section. The report can also include all of the comments and absences as defined in the Grading Setup screen.

**GRD201 - The Report Card** produces a customized report card that can be mailed to the students' home addresses. This report is highly customizable and the format is generally established by the District during setup.

**GRD402 – Mark Failing List** report prints a list of students with failing grades for the specified grading period.

**GRD417 – Eligibility Report** prints a list of students by grade level and specifies if they meet the eligibility definition selected. If the student does not meet the eligibility definition criteria, the report lists the reason why.

**GRD603 – Sections Missing Marks List** report prints a list of sections (classes) which are missing marks in the student grading record.

### Other Reports You May Find Useful

**Path: Synergy SIS > Grading > Reports > List**

**GRD401 – Mark Listing by Student** report prints a list of all of the sections & marks for each student. It can be printed for a single grading period or a single section.

**GRD407 – Mark Exception Report** prints a list of students with the specified mark.

**GRD410 - The Mark Distribution By Teacher** report prints a list of teachers and their mark distribution information.

**GRD411 – Mark Distribution By Course** report prints a list of courses and summarizes the distribution of marks awarded by each teacher. It shows both the number of each mark awarded, and the percentage those marks equal of all the marks issued by that teacher. The average GPA for that period's classes is also reported for each teacher.

**GRD413 – Honor Roll Report** prints a list of the students who have met the criteria for the honor roll definition selected for the report.

**GRD415 - Student School Rank** report prints a list of students by grade level with their GPA and class rank. The report also includes the credits attempted and completed.

**GRD418 – Eligibility Detail Report** prints a list of students with a detailed list of each student's classes and marks for the selected grading period.

**GRD419 – Class Grading Form** report prints a form for each section that can be used by teachers to record student marks. It includes 10 blank columns to be used for section-specific test results, as well as a column where the final mark for the class can be recorded.

**Path: Synergy SIS > Grading > Reports > List**

**GRD602 – Mark Distribution By Ethnicity** report prints a list of all the ethnic codes in use at the school, and totals the number of each type of marks earned by students with that ethnic code. The report also shows the percentage each mark represents in the total of the marks for each ethnic group.

## Self-Assessment Checklist

When attendees complete Grading training they will be able to:

- Use the Update Grade Screen to Prepare System for Entering Grades
- Update Grading Data Using the Class Grade Screen
  - Viewing and changing student grades by class
  - Viewing attendance by class
  - Viewing and changing comments by class
- Update Grading Data Using the Student Grade Screen
  - Viewing and updating grades by student
  - Viewing and updating attendance by student
  - Viewing and changing comments by student
- Update GPAs
  - Filtering by grade levels and GPA type
  - Adding additional filters based on the values of specific data properties
- Generate Grading Reports
  - Generating commonly used reports
  - Generating other reports