

Synergy Grade Book – Staff Posting Grades

Unlike previous school years, there will not be a grade verification period. Before, grades were moved between two different systems (GradeQuick to SMP or Standard Score to SPM) making the verifications by the secretarial staff necessary. Now, it is all one system where the teacher makes the corrections.

The 1st marking period reporting period is open. Please see below how to 1) do any grade overrides, 2) input Cardinal Code as well as canned comments and 3) post grades for report cards. You will notice that the list for the canned comments has been drastically reduced. This has been approved by the 5-12 principals as a starting point and can be adjusted moving forward. None of the narrative (typed) comments that have been entered in the Grade Book will appear on the report card.

ALL GRADES MUST BE POSTED BY NOVEMBER 5TH, 2012

1. Open the Synergy Grade Book
2. Report Card -> Students
3. Student Final Grades Screen:

Notes:

- Use the Class dropdown to change class periods
- Click on the letter grade to get an overview of how it was calculated
- Click on the student name for another overview of how the grade was calculated

Grade Overrides

4. Click Edit Final Grade and Comment hyperlink

Student	Calc %	Current Grade	Final Grade	Comment 1	Comment 2	Comment 3
[Hidden]	80.3	B-	[Dropdown]	C01 [Dropdown]	G01 [Dropdown]	G02 [Dropdown]
[Hidden]	84.1	B	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Hidden]	84.2	B	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Hidden]	82.9	B-	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Hidden]	92.1	A-	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]

5. To override the grade, use the drop down box in the Final Grade column. You will still be able to see the calculated grade beneath the student name

6. Select your common codes. Comment 1 is reserved for the Cardinal Code. Comment 2 – 5 are for canned comments. (see the next page)
7. If you select a comment and then click the green arrow, that comment will fill in all of the boxes with your selection.
8. Click Save Changes to save your grade overrides and comments
9. Click “back to report card” to return to the Student Final Grades screen
10. Click the Post button to send your grades to the Synergy SIS. You can Post your grades as many times as you like until the end of the marking period. If you get an error indicating that your grades did not post, please submit a Help Desk ticket.
11. Select another class and repeat the process

Comment Code	Comment
C01	CC4-Exceeds expectations/nearly all days
C02	CC3-Meets expectations/most days
C03	CC2-Meets expectations/some days
C04	CC1-Does not meet expectations/most days
G01	Excellent all-around student.
G02	Good work habits.
G03	Takes pride in work.
G04	Courteous and cooperative.
G05	Shows respect for others.
G06	Tries very hard.
G07	Works to his/her ability.
G08	Participates in discussions.
G09	Dependable and reliable.
G10	Positive benefit to class
G11	Good attitude.
G12	Poor test and/or quiz scores.
G13	Needs study time at home.
G14	Does not complete assignments.
G15	Capable of doing better.
G16	Does not use planner effectively.
G17	Lacks organizational skills.
G18	Modified curriculum