SYNERGY GRADE BOOK

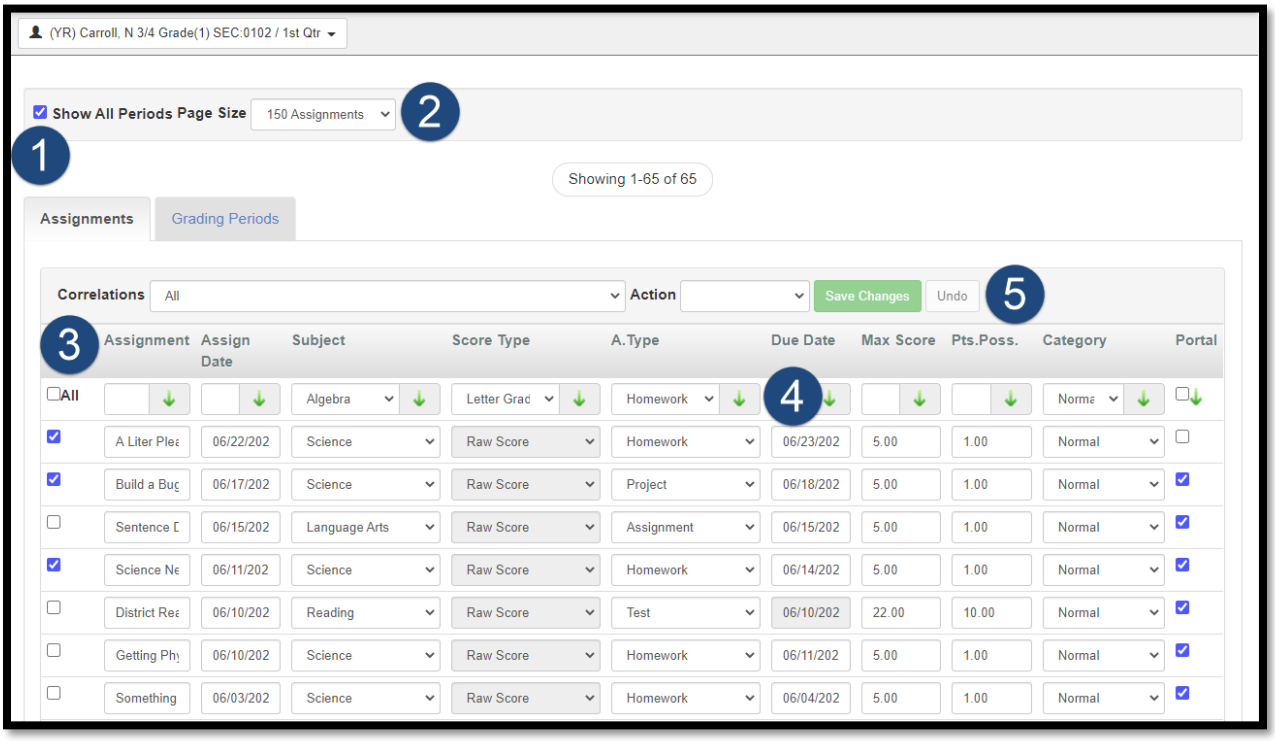
ASSIGNMENT LISTING

THIS DOCUMENT WILL GUIDE YOU THROUGH THE PROCESS OF MAKING MASS CHANGES TO ASSIGNMENTS ON THE ASSIGNMENT LISTING SCREEN.

PATH: SYNERGY GRADE BOOK → GRADE BOOK → ASSIGNMENT LISTING

ASSIGNMENT LISTING:

Teachers can review assignments and make mass changes to assignments in their grade books, including to subjects for elementary teachers, as well as max score, points, and visibility in StudentVUE and ParentVUE. Teachers can also change the grading period in which assignments are included.



Process

1. Select “Show All Periods” to show all assignments for all grading periods.
2. Select the number of assignments to show on the page in the “Page Size” drop down.
3. Apply changes to the assignment individually by adjusting the assignment name, assignment date, subject, score type*, assignment type, due date, max score, points possible, category, and visibility in StudentVUE and ParentVUE on the individual assignment. If making changes to multiple assignments simultaneously, select the assignments in the check box on the left, then make changes in the first row.
4. If making changes to multiple assignments simultaneously, use the green fill down arrow at the top of the column to apply the changes to the selected assignments.
5. Select “Save Changes” to apply all changes to the assignment.

*Note: Score Type cannot be changed one scores have been entered for students.

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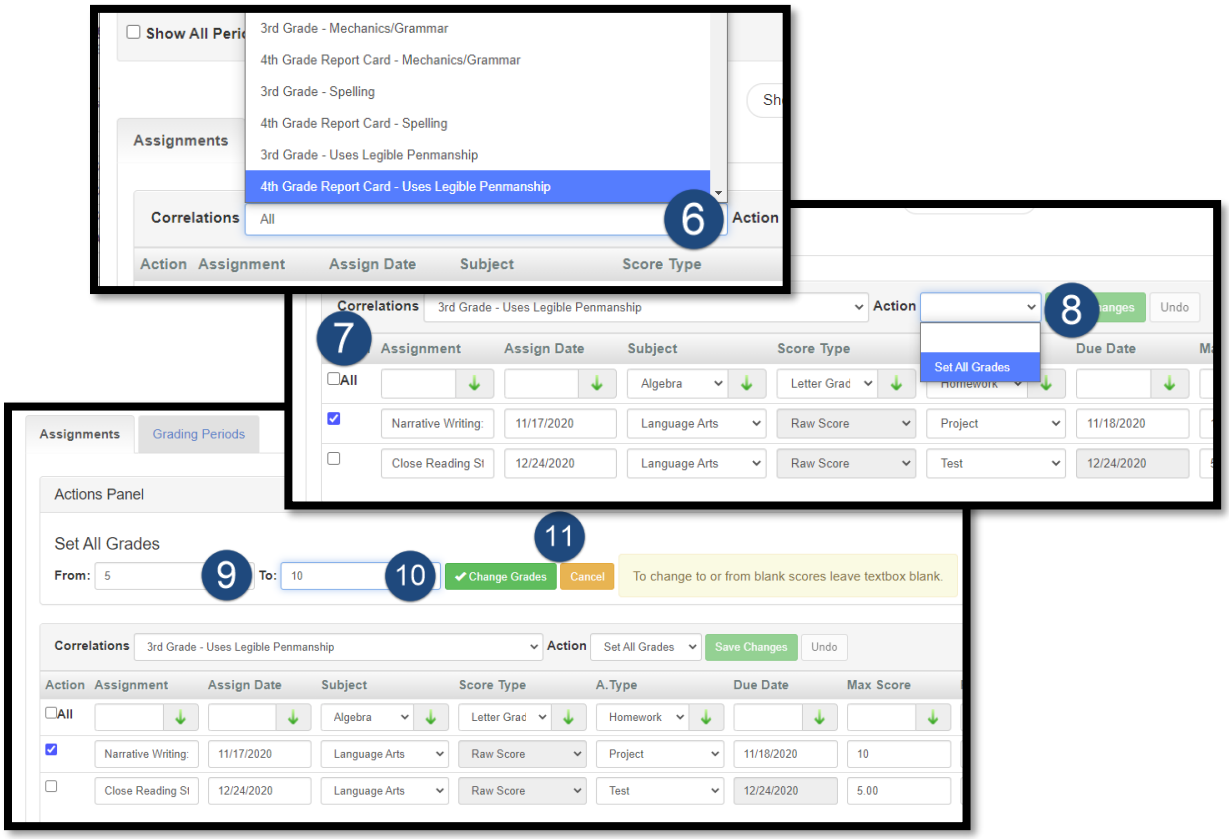
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Process

6. Elementary teachers using Report Card correlations may adjust scores using the Correlations drop down. Select the report card correlation to filter to specific assignments.
7. Both elementary and secondary teachers can adjust scores for assignments by selecting the assignment from the list.
8. Select the "Set All Grades" option in the Action drop down.
9. Set the grade in the "From" text field.
10. Set the grade to change student grades to in the "To" field.
11. Select "Change Grades" to apply the changes to student scores in the grade book*.

*Note: The system will warn teachers that the changes will apply to all applicable student scores and cannot be undone.

SYNERGY GRADE BOOK

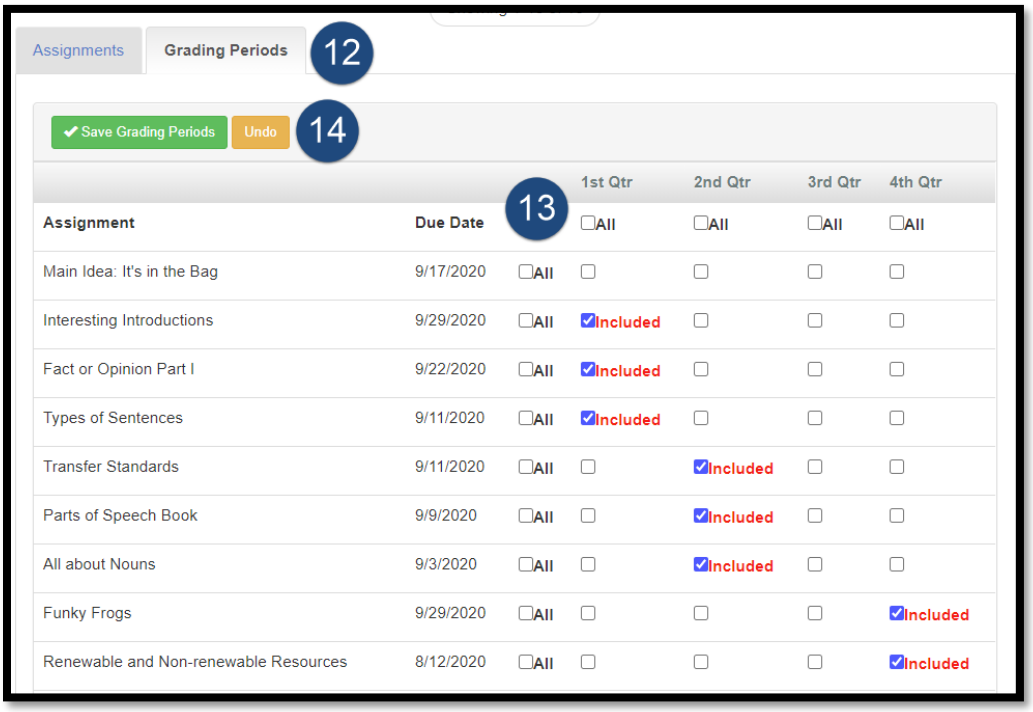
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GRADING PERIODS:

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Process

12. Select the Grading Periods tab to view the grading periods in which each assignment is included.
13. If an assignment should be included in a different or an additional grading period, select the appropriate grading period for that assignment. To include all assignments in the list in the same grading period, select the "All" button at the top of the grading period column. To include a single assignment in all grading periods, select the "All" button in the row for that assignment.*
14. Select "Save Grading Periods" to save any changes made to grading periods for assignments.

*Note: The appropriate selections for grading periods depends on the school grading setup. Teachers may need to check with their district if multiple grading periods should be selected for a single assignment.