SYNERGY GRADE BOOK

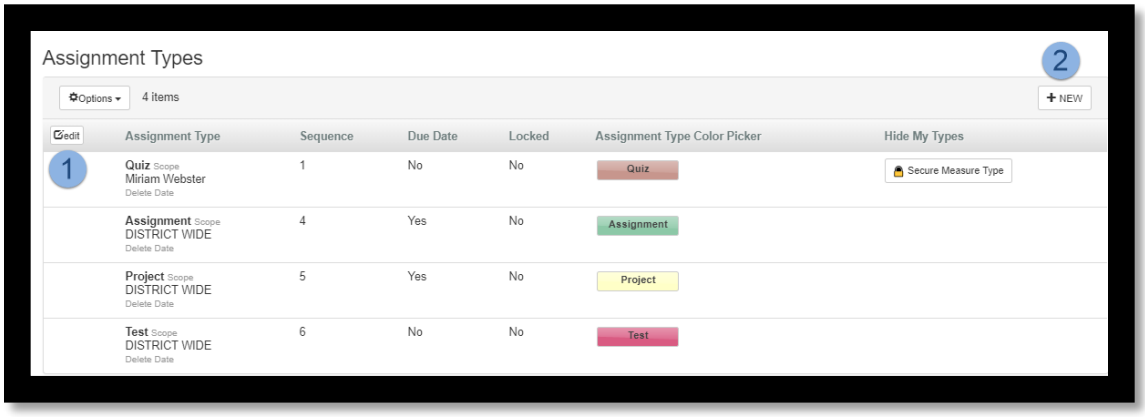
GRADE BOOK SETUP: ASSIGNMENT TYPES

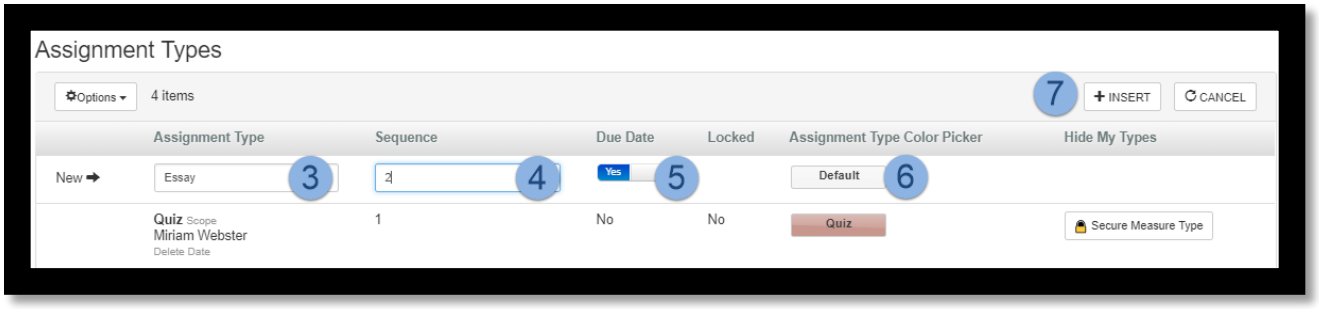
THIS DOCUMENT WILL GUIDE YOU THROUGH THE PROCESS OF SETTING UP ASSIGNMENT TYPES

PATH: SYNERGY SIS → GRADE BOOK → GRADE BOOK SETUP → ASSIGNMENT TYPES

ASSIGNMENT TYPES:

This page allows teachers to view district assignment types and create new assignment types, if available.





Grade Book Setup, Assignment Types screen

Process

1. Choose Edit to edit assignment types created by the teacher.
2. Choose New to create new assignment types.
3. Add the assignment type name.
4. Determine the position of the assignment type in the drop down menu when creating a new assignment in Grade Book.
5. Determine if the assignment type should allow due dates that are different from the assigned date.
6. Choose Default to open the color selector to change the assignment type color.
7. Choose Insert to insert the new assignment type to the list.