SYNERGY GRADE BOOK

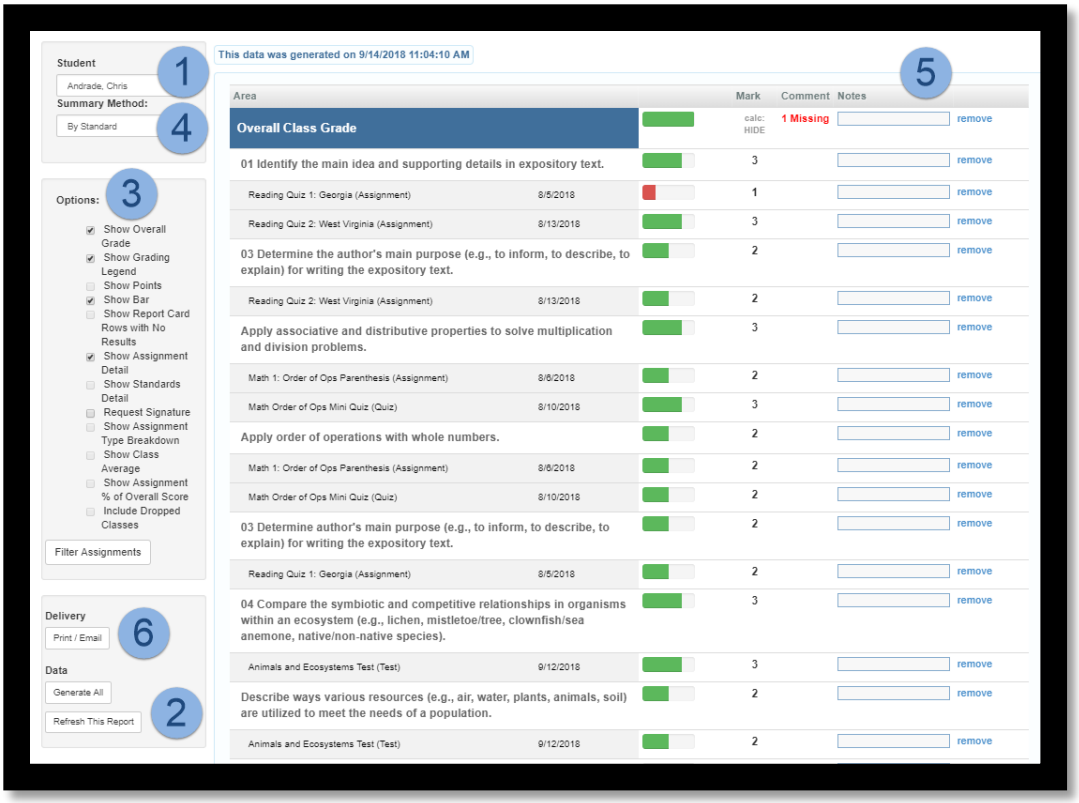
GRADE BOOK PROGRESS REPORTS

THIS DOCUMENT WILL GUIDE YOU THROUGH THE PROCESS OF CREATING AND PRINTING PROGRESS REPORTS.

PATH: SYNERGY GRADE BOOK → GRADE BOOK → PROGRESS REPORT

PROGRESS REPORT:

Teachers can create progress reports for individual students or an entire class of students. Teachers can filter the progress report to show a wide range of class information.



Process

1. If printing a progress report for a single student, choose the student in the drop down. If printing progress reports for an entire class, begin at step 2.
2. Choose Generate All to generate current scores for all students.
   Choose Refresh This Report to generate data for only the current listed student in the drop down in number 1.
3. Choose various filters in the options column and choose Filter Assignments at the bottom of the column.
4. Choose to view the progress report by preferred summary method.
5. Add comments, if necessary.
6. Choose Print/Email delivery method to navigate to the delivery method screen.

SYNERGY GRADE BOOK

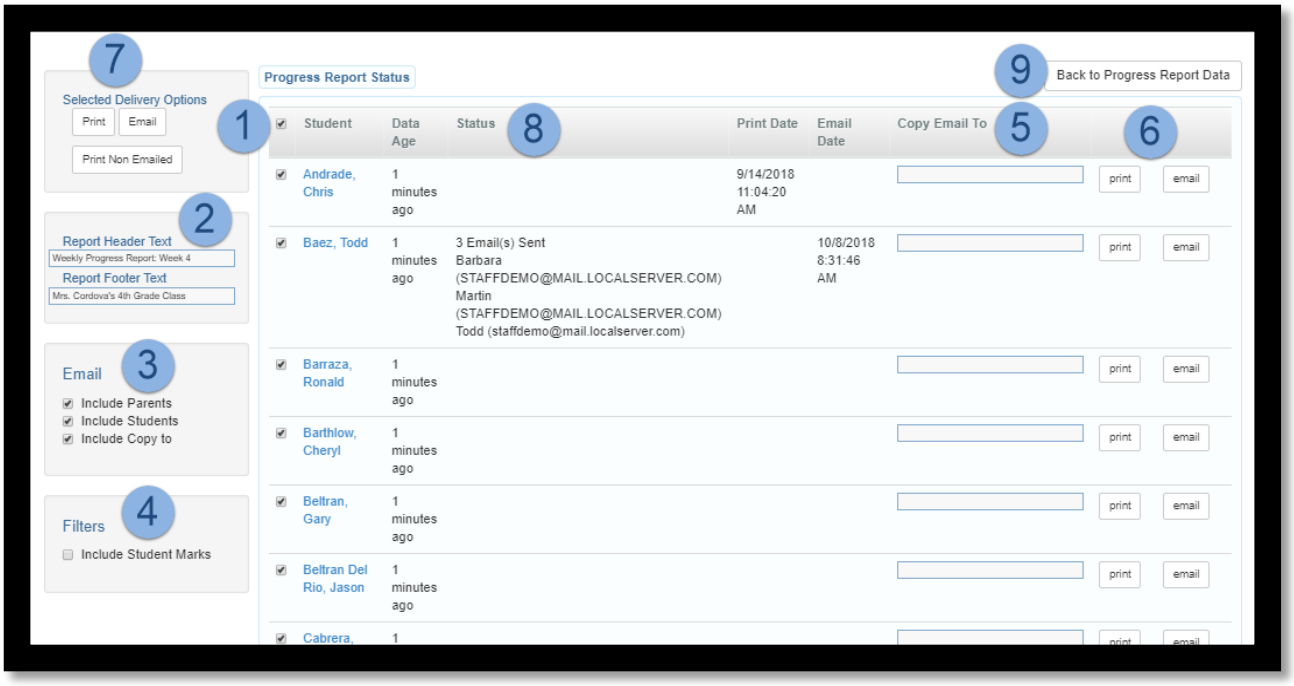
GRADE BOOK PROGRESS REPORTS DELIVERY

THIS DOCUMENT WILL GUIDE YOU THROUGH THE PROCESS OF PRINTING AND EMAILING PROGRESS REPORTS.

PATH: SYNERGY GRADE BOOK→ GRADE BOOK → PROGRESS REPORT → DELIVERY

PROGRESS REPORT:

Teachers can choose delivery options for progress reports for individual students or an entire class of students. Teachers can email or print progress reports to students, parents and additional staff members.



Process

1. Choose a single student or select all students by choosing the Student check box.
2. Type a Report Header or Report Footer (Optional).
3. Choose to include parents, students or any other recipients by using the Copy Email To option.
4. Choose additional filters, if appropriate.
5. Teachers can type emails of additional staff members who should receive the student's progress report in the Copy Email To line.
6. Choose Print or Email to print or email single student progress reports.
7. Choose Print or Email to print or email progress reports for all students in the class. Choose Print Non Emailed to print all emailed progress reports that were non-deliverable by email.
8. View the Status of emailed progress reports. Any progress reports that were non-deliverable by email will show a message indicating the email was not delivered.
9. Choose Back to Progress Report Data to return to the list of students on the Progress Report Data page.