SYNERGY GRADE BOOK

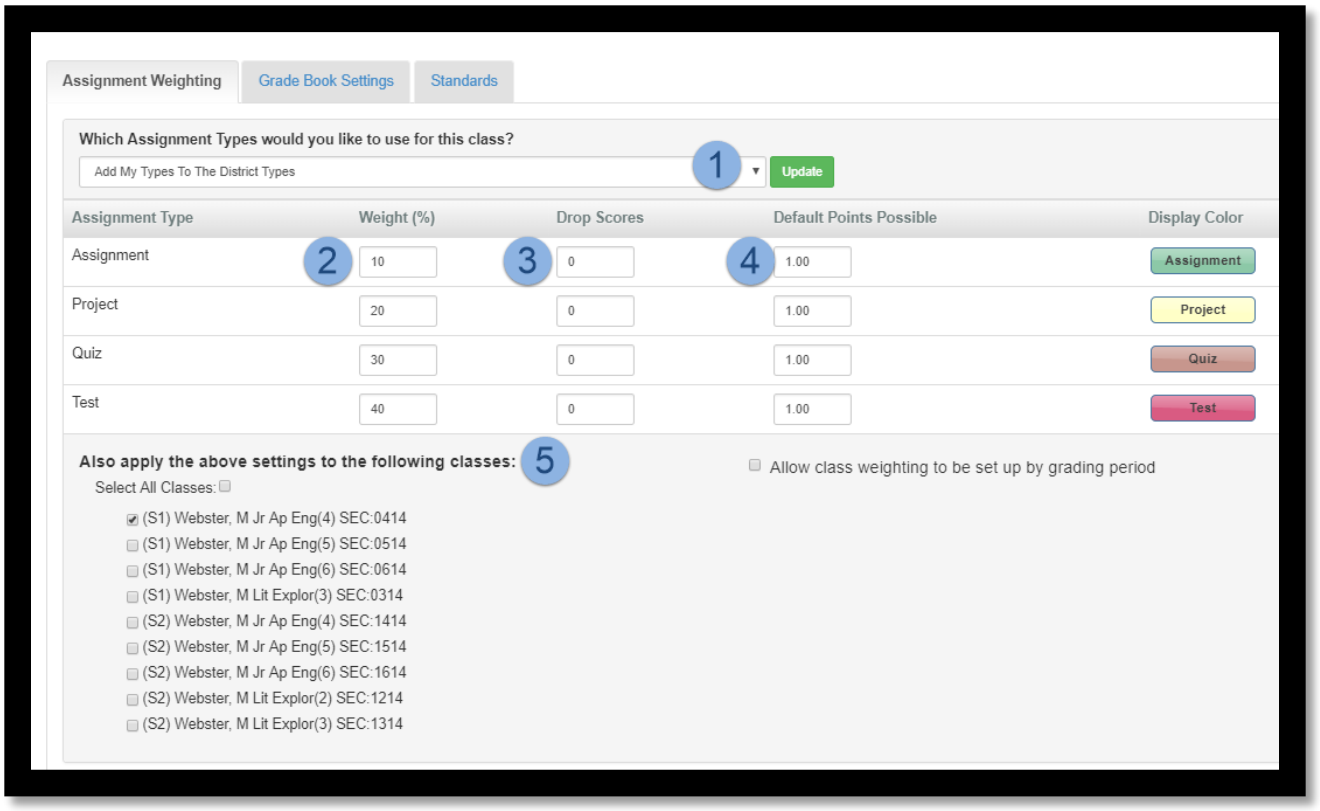
GRADE BOOK SETUP: ASSIGNMENT WEIGHTING

THIS DOCUMENT WILL GUIDE YOU THROUGH THE PROCESS OF SETTING ASSIGNMENT CATEGORY WEIGHTING

PATH: SYNERGY GRADE BOOK → GRADE BOOK → GRADE BOOK SETUP

ASSIGNMENT WEIGHTING:

Teachers can determine the percentage weight of assignment categories in the grade book, set drop scores, set default possible points and apply changes to multiple classes.



Process

1. Teachers can set the Assignment Types to use teacher default, only show teacher-created assignment types or add teacher-created assignment types to the district default types.
2. Set a percentage weight for each category. The percentage weights must total 100%. If no weighting is used in the class, set the weight for all assignment types to 0. The system will default to no weighting.
3. Set the grade book to automatically drop low scores from a student's calculation. It is recommended to set the drop scores at the end of a grading period.
4. Set the default points possible for new assignments in that category. Teachers may consider using either default points possible or assignment weighting by category, but not both. If using assignment weighting, the default points possible can remain at 1.00.
5. If applicable, teachers can apply the weighting or default points possible settings to multiple classes.