SYNERGY GRADE BOOK

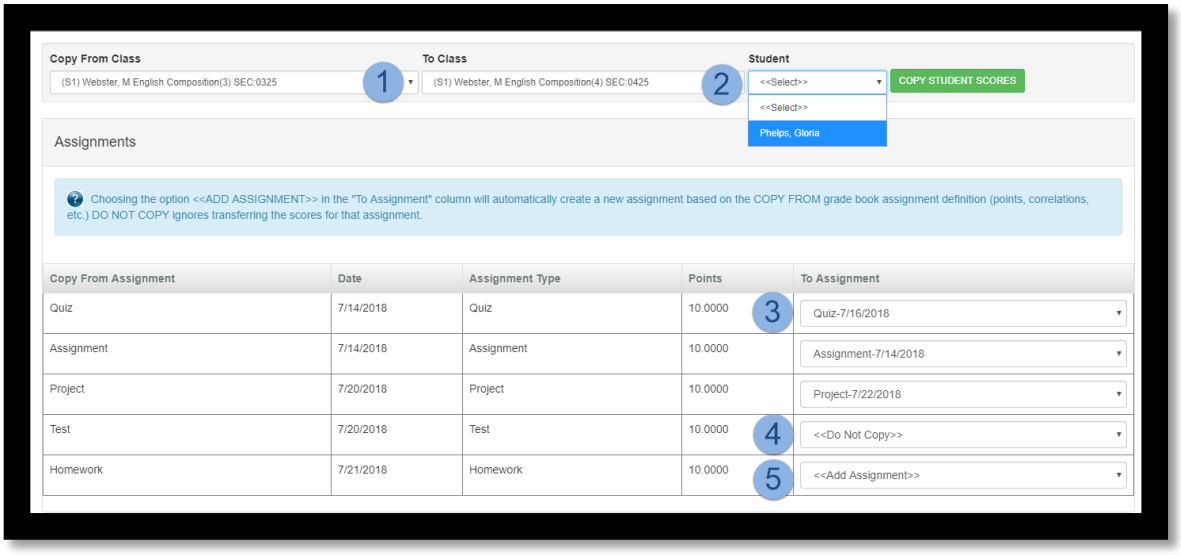
GRADE BOOK TRANSFER STUDENT SCORES

THIS DOCUMENT WILL GUIDE YOU THROUGH THE PROCESS OF TRANSFERRING STUDENT SCORES FOR ONE TEACHER FROM ONE CLASS PERIOD TO ANOTHER.

PATH: SYNERGY GRADE BOOK → GRADE BOOK → TRANSFER STUDENT SCORES

TRANSFER STUDENT SCORES:

Teachers can transfer student scores from one of their existing class periods to another class period taught by the same teacher. Scores can be directly transferred or new assignments can be created for the scores.



Process

1. Choose the class from which the student transferred.
2. Choose the class into which the student transferred. The student can be selected from the Student drop down menu.
3. Choose the Assignments in the grade book into which the scores can be transferred.
4. Choose Do Not Copy if the scores for that assignment should not be transferred.
5. Choose Add Assignment if no appropriate assignment in the new grade book currently exists and an entirely new assignment should be created for the student's scores.
   Note: This will create a new assignment in the grade book. Other students who do not have scores for that assignment can be excluded, or the assignment can be left blank for those students. The assignment can also be hidden from ParentVUE and StudentVUE, for the students who do not have scores.
   A new screen will prompt teachers to review the transfer settings before continuing. Choose Continue With Copy.