SYNERGY GRADE BOOK

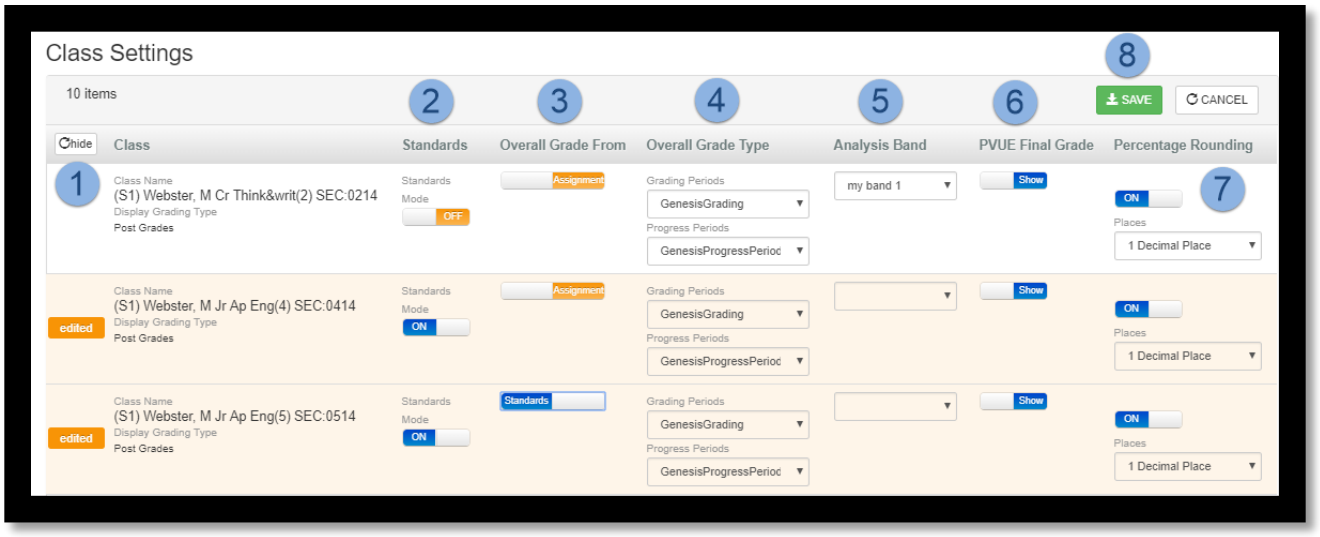
GRADE BOOK SETUP: CLASS SETTINGS

THIS DOCUMENT WILL GUIDE YOU THROUGH THE PROCESS OF CONFIGURING CLASS SETTINGS IN GRADE BOOK SETUP.

PATH: SYNERGY GRADE BOOK → GRADE BOOK → GRADE BOOK SETUP → CLASS SETTINGS

CLASS SETTINGS:

This page allows teachers to turn on standards view, change the source of overall grade, determine if the final grade is visible in ParentVUE, and determine rounding for specific classes. This is also where teachers can initialize Google Classroom for specific classes. (See video documentation for Google Classroom initialization).



Grade Book Setup, Class Settings screen

Process

1. Choose Edit to edit all classes.
2. Turn Standards view on or off.
3. Determine if the student's overall score is determined from Assignments or Standards scores.
4. Determine the overall grade type. *Please note that GenesisGrading is the default setting, even if the selection is left blank.* ***Teachers often do not need to select anything here and can leave this drop down as is.*** *Check with your district or administrator to confirm if your settings differ from Genesis Grading.*
5. Teachers can set a preferred analysis band to view their grade book.
6. Determine if the final score will be visible in ParentVUE and StudentVUE. This setting is often set to Hide for elementary teachers using a specialized report card.
7. Teachers can determine the percentage rounding for each class, if each class has unique settings. This can also be configured on the Grade Book Settings tab.
8. Save class settings.