

FAQs About Synergy

How do we code assignments so they don't count against students?

What happens when we leave a blank score for a student?

The district wide setup of Gradebook allows you to place a comment with each assignment. Unless you change the Not Scored Value or Penalty %, a blank score is not averaged in with other assignments. If you want to impose a penalty or give the student a zero or other averaged score, then you can put such values into either of those two places.

Standards based grading should assess only the standards. In general, not turning in an assignment may be better assessed in the effort grade rather than the standard.

For example, if a student does not complete an assignment, leave it blank and comment it, or if this is one of only a few assignments, give it a 1 on the rubric scale or a 55% in percentage. A similar type score can be given for a raw score-approximately ½ of total points. This is called creating an interpretation scale and will more accurately reflect the student's ability on a standard than the drop dead score of zero.

How do Max Points and Points affect the weight of an assignment?

Max Points generally reflect the number of items on a test. If you have 20 spelling words, you may want to set Max Points at 20. The Points box below that allows you to weigh the assignment compared to others of the same type. Suppose you have daily bell work. Some days there may be 5 problems but other times only one. To make both assignments worth the same, set points to the same value. If you make every normal assignment during the year worth the same amount, then you can make a larger or more complex assignment worth 2, 3, 4, times as much by giving it a 2, 3, or 4 in the Points box.

If you want to weigh one assignment type more than another, such as tests worth more than classroom assignments, you can set that in the Grade Book Setup and the Assignment Weighting Tab.

Can I print a blank report card?

*Yes. Select the Grade Book and then the Report Card Tab. Select **Students** from the drop down menu. On the left is a box labeled Report Card. Select **View Report Cards**. On the toolbar above the Names heading is a tab that says **Generate Blank Report Cards**. Student and teacher names will appear on the Report Card but no grades will appear.*

How do we tie assessments to standards? How do we enter quiz/tests that cover more than one standard? Can I have individual help?

Please contact your coach.

Will PE, science, art, etc. have grades rather than the 1-4 rubric system?

The K-6 report card is set up for the 1-4 rubric system in all subjects. The 7-12 report card uses a modified letter-grade system. The only exception is 1-6 will be available for entering work samples.

How do we hide that annoying Class Grade % column? How can we alphabetize by first name? How do we create student groups?

- 1) Open up your Grade book- you should see your alpha list of kids and any assignment columns you have entered*
- 2) Look for the white arrow that should be near the top of that alpha list*
- 3) Click on the arrow, and a whole box of options will appear. It has many customizations in it.*
- 4) To hide the % click the **Hide Class Grade** box and it will remove the percentage from your view!*
- 5) There are multiple options that can be accessed from here.*

How will attendance data be transferred to the Report Card?

Attendance will be loaded into the report cards by the district office during the final grading reporting period window.

How often do my Grade Book entries sync to ParentVue?

Each night at midnight the systems will sync all data.

My grade book reports show letter grades. How can I get it to show the 1-4 grade rubric rather than letter grades?

*Select the **Grade Book** tab and choose **Final Grade Config**. Select the **Final Grade Setup** tab and choose **Grading Scale**. There are a lot of choices...If you want to change all grading to the 1-4 rubric, go to **Final Grade Defaults** and change each grading period to **Grading Scale** as well.*

How to have the grade book report print 1-4 rather than letter grades on any Gradebook report:

- 1) Go to the grade book main. Under **grade book setup**, select **Final Grade Config**.*
- 2) Select **Set all students to score type**. Change to **Grading Scale**. (most were set to Genesis grading instead)*
- 3) Save and go to **Grade Book Reports**. It should show the rubric scale with percentage rather than a letter grade.*

NEW Reports

There is a new Progress Report that has been released today within Synergy Gradebook you may want to look at:

- 1) Open your Grade Book*
- 2) Under the Grade Book Tab the drop down of options appears*
- 3) The last choice on the list is **Progress Report**. When that screen opens you will see options on the side for checking which information you would like on your report. The options are:
 - a. Student- if you want a particular student, select it here**

- b. Grading Period- select the grading period which you would like to print a report for
 - c. Summary Method- Choose Report Card Rows
 - d. Options- you get to select here which information you want
 - e. Delivery- Guides you to Print
 - f. Data- Generate All- prints out reports for all of your class
- 4) Refresh this report- if you have made changes to the Options box since you last printed- refresh the report to get updated information
- 5) Once you have selected the options you want, you then hit the **Generate Data** key in the **Data** box towards the bottom of the page- your class progress reports

Report to show progress in individual standards:

When you open Synergy grade book

- Click on a child's name that is underlined ---- a cool graph comes up
- There are three tabs above the graph (Class, All Classes, Standards)
- You can print the graph from there- a great way to show a parent where their kid is in comparison to the rest of the class- OR
- Standards Tab- shows the students' progress in each standard you have tied an assignment to
 - You can customize the information to be displayed in a 1-4 rubric score if you'd like by choosing an option from the drop down Display Score Type box- if you choose Grading Scale- it will convert the percentage into the rubric correlation

ENTERING A WORK SAMPLE- Grades K-6

You can do this in two ways:

Entering through the REPORT CARD MATRIX

- 1) Open Grade Book
- 2) On the top tool bar select Report Card and go to the Report Card Matrix
- 3) Select the class for which you are entering work samples

- 4) Select the template- i.e. (Coos Bay 01,06, etc.)
- 5) Report Card Rows: A drop down menu of report card areas is displayed. Scroll down until you see the work sample for which you are entering scores
- 6) Your list of students in your class will appear along with each trait for that work sample and a drop down menu for scoring
- 7) Save

Entering Scores by Student

- 1) Open Grade Book
- 2) On the top navigation bar go to Report Card
- 3) Drop down to *Students*
- 4) On the left side select a Report Entry Mode- "Classic" mode is the easiest
- 5) Select Grading Period
- 6) Select Student from list- the student's report card should then appear
- 7) Scroll down to the Report Card area for the work sample you are entering
- 8) Use the drop down menu to enter scores
- 9) Save

ENTERING A WORK SAMPLE- Grade 7-8

The district requires 3 writing samples over the year as well as one each for mathematics, science and speech. These can be done in any subject, class or advisory. A suggestion is that you "spread the wealth" and not have all writing and the speech work sample come from Language Arts.

To enter the score into the grade book:

Create an assignment called "Math Work Sample" or "Writing Work Sample #1", or similar for each work sample. There is an option to make the grade count toward the classroom grade or be marked "Not for Grading" - *In the near future you may want these to be embedded within the curriculum.*

Since 4 is a pass in the rubric for each area of the work sample, set the max score to 4 times the number of areas. (Ex. Writing has 6 so set max score to 24, which is 6 times 4.) Give the student the sum of the 6 scored areas. It is possible that a score can exceed 24 and you can record this in Synergy. This is okay. The state does not stipulate that we have to record each individual area. If a student receives all "5s" then the score would be recorded as a 30. Once scores are entered into the grade book in Synergy you may store or dispose of the paper copies as directed by your building administrator.