



Synergy[®] ***SIS***

Grading Training Module



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November 2015

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Contents

Course Description.....	4
Expected Outcomes	4
Course Prerequisites	4
Using Update Grade Screen to Prepare System for Entering Grades.....	5
Updating Grading Data Using the Class Grade Screen.....	7
Viewing and Changing Grades by Class.....	7
Viewing Attendance by Class.....	8
Viewing and Changing Comments by Class	9
Updating Grading Data Using the Student Grade Screen	10
Viewing and Updating Grades by Student	10
Viewing and Updating Attendance by Student.....	12
Viewing and Changing Comments by Student.....	13
Updating GPAs.....	14
Grading Reports	16
Self-Assessment Checklist	18

Course Description

In this training course, you will learn how to manage the grading process using the Class Grade, Student Grade, and Update Grade screens. You will learn how to add and edit student grades. You will also learn how to override previously posted grades, attendance and comments. You will also learn about the different reports available that relate to Grading data.

Expected Outcomes

After completing this course participants will be able to:

- Select students, grade period, mark type, etc. to filter the data during grading entry or updates
- Add and Edit student grades
- Update Attendance
- Update Grade-Related Comments
- Add and edit Student Course History records
- Use Update Grade to calculate attendance for report cards
- Use Update GPA to calculate GPA's, class rank, current term GPA and honor rolls
- Generate various grading reports

Course Prerequisites

Participants should have the following:

- Log-in Credentials
- Understanding of basic Synergy navigation
- Synergy View and Update security rights

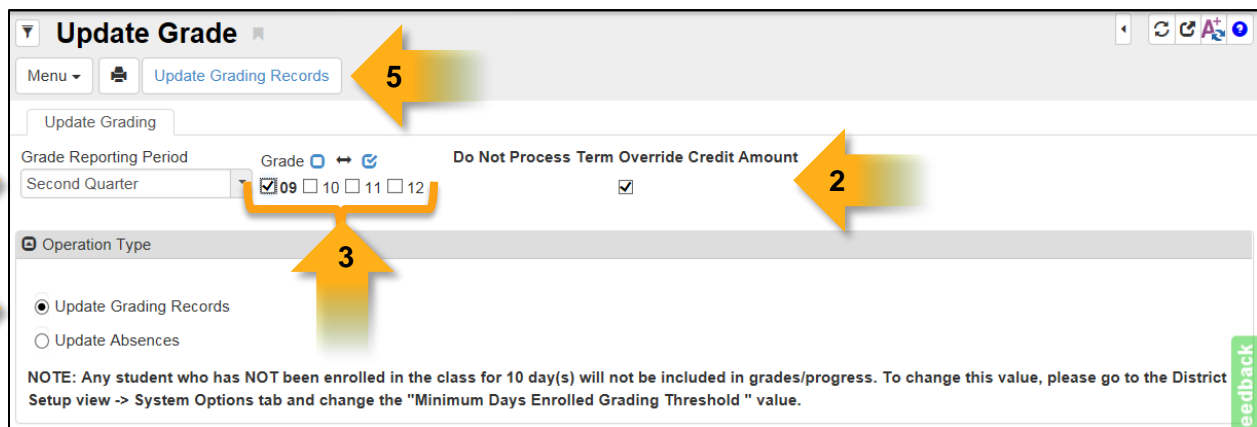
Using Update Grade Screen to Prepare System for Entering Grades

The Update Grade Screen contains two functions: **Update Grading Records** and **Update Absences**.

Updating the grading records adds the sections from the student’s schedule to the **Class Grade** and **Student Grade** screens for students that are eligible for grading. In order for students to be eligible for grading, they must be enrolled in classes during the grade period as defined by the district in the **Grading Setup** screen. The **Update Grade** screen opens the grading period and the fields where the grades are posted by the teachers and may be changed by the office staff.

Updating absences calculates the number of absences for the Grading Period selected based on the definitions in the **Grading Setup** screen. It then enters the totals in the grading screens.

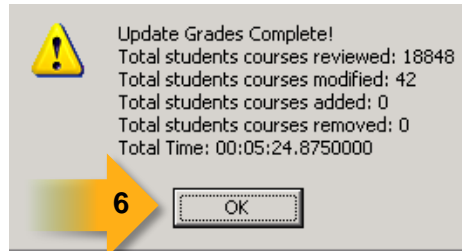
Go to **Synergy SIS > Grading > Update Grade**



To update information:

1. Select a **Grade Reporting Period** to update.
2. If Term Overrides, to ignore credit adjustments for term overrides, check the **Do Not Process Term Override Credit Amount** box.
3. To update all grade levels, leave the **Grade** checkboxes blank. Otherwise, select a specific grade to be updated.
4. Click the desired **Operation Type**. To update grading records with schedules, click the **Update Grading Records** radio button. To update attendance information, click the **Update Absences** radio button.

5. Click the **Update Grading Records** button (above). A **Job Status** window displays. This type of update can take several minutes to run. A verification message describes the results of the update.
6. Click **OK** (below) to dismiss the verification message.



Updating Grading Data Using the Class Grade Screen

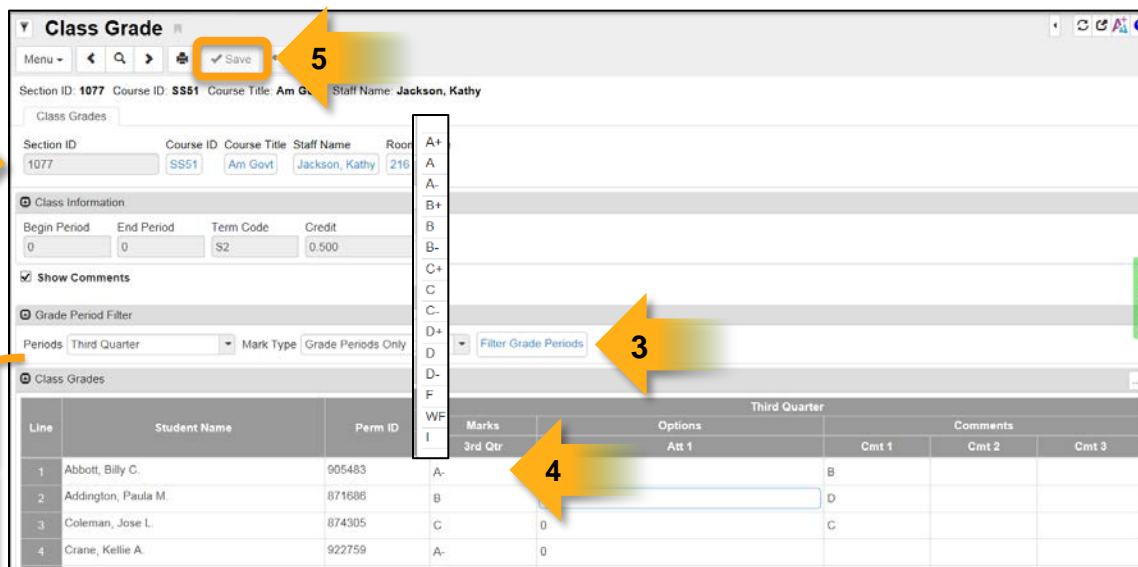
The **Class Grade** screen is used to view an entire course section and edit grades, comments and attendance for multiple students in a class at one time.

Note: This screen should only be used to override previously posted grades, attendance, and comments. This screen should not be considered as the initial posting place for course marks or grades. Once grades are entered, **Synergy SIS** displays the final grade according to the Grading setup and transfers the final grade and course information to the student's course history for use in the transcript using the **Update Course History** screen.

Viewing and Changing Grades by Class

Go to **Synergy SIS > Grading > Class Grade**

1. Find the class record to view.
2. Once a class has been located, a list of the students and their marks display in the **Class Grades** grid. Only grades that have already been posted in a previous grading period will display on this screen.
3. Use the **Periods** and **Mark Type** fields to filter the Grading Period. Click the **Filter Grade Periods** button to make this selection.



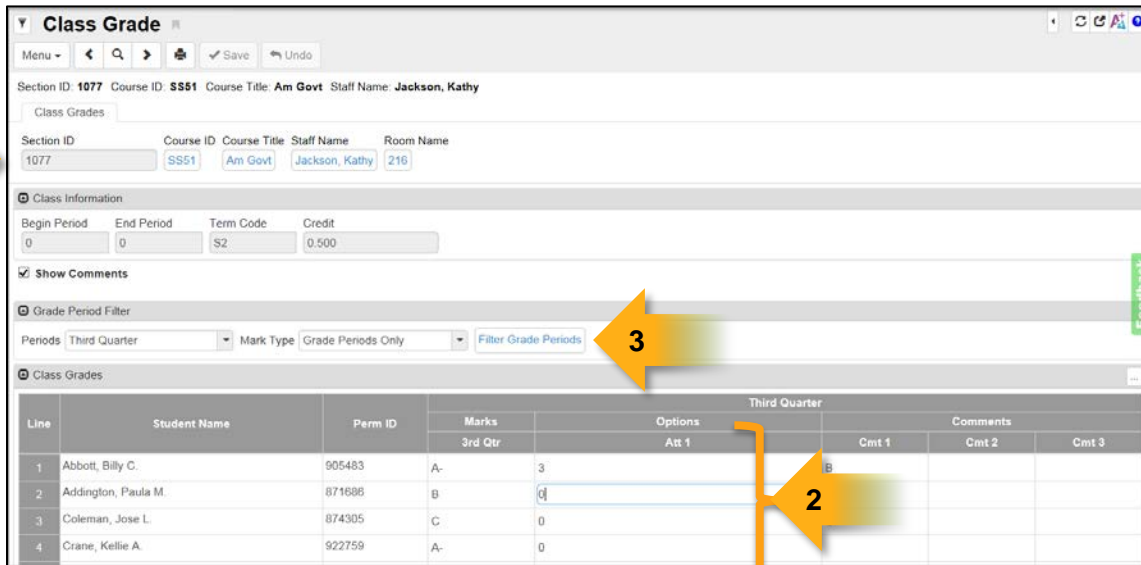
The screenshot shows the 'Class Grade' interface. At the top, there are fields for Section ID (1077), Course ID (SS51), Course Title (Am Govt), and Staff Name (Jackson, Kathy). Below this is a 'Class Grades' section with a table. The table has columns for Line, Student Name, Perm ID, Marks, Options, and Comments. The 'Marks' column has a dropdown menu open, showing grades from A+ to I. A 'Filter Grade Periods' button is visible. At the bottom right, there is a 'Save' button. Numbered callouts 1 through 5 highlight these specific elements.

Line	Student Name	Perm ID	Marks	Options	Comments
1	Abbott, Billy C.	905483	A-		
2	Addington, Paula M.	871698	B		
3	Coleman, Jose L.	874305	C	0	
4	Crane, Kellie A.	922759	A-	0	

4. Once the correct class and students display, you may change a grade by clicking in the box in the **Marks** column, and by selecting a new grade from the drop-down menu. (Or by typing in the grade.) Multiple marks may be available for each grading period, as defined in the **Grading Setup** screen. You may repeat this procedure for multiple students.
5. Click **Save** to apply all the changes made.

Viewing Attendance by Class

The Attendance column, labeled as **Att1** on this screen, is commonly used to track a student's attendance in a particular class.



Class Grade

Section ID: 1077 Course ID: SS51 Course Title: Am Govt Staff Name: Jackson, Kathy

Class Grades

Section ID	Course ID	Course Title	Staff Name	Room Name
1077	SS51	Am Govt	Jackson, Kathy	216

Class Information

Begin Period: 0 End Period: 0 Term Code: S2 Credit: 0.500

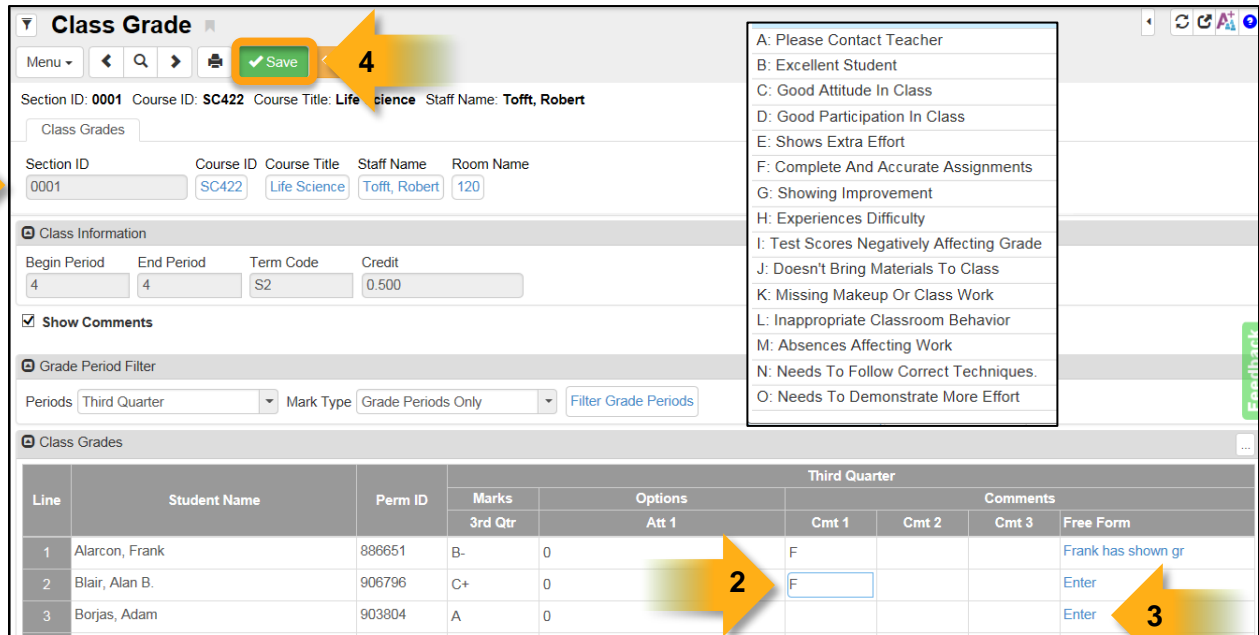
Grade Period Filter

Periods: Third Quarter Mark Type: Grade Periods Only Filter Grade Periods

Line	Student Name	Perm ID	Marks		Options			Comments		
			3rd Qtr	Att 1	Att 1	Cmt 1	Cmt 2	Cmt 3		
1	Abbott, Billy C.	905483	A-	3	B					
2	Addington, Paula M.	871686	B	0						
3	Coleman, Jose L.	874305	C	0						
4	Crane, Kellie A.	922759	A-	0						

1. Find the class record to view.
2. A student's attendance displays for the term indicated by the **Period** and **Mark Type** drop downs in the **Grade Period Filter** group box.
3. To view a different grading period, change the values in the drop downs and click the **Filter Grade Periods** button.

Viewing and Changing Comments by Class



Class Grade

Section ID: 0001 Course ID: SC422 Course Title: Life Science Staff Name: Tofft, Robert

Class Grades

Section ID	Course ID	Course Title	Staff Name	Room Name
0001	SC422	Life Science	Tofft, Robert	120

Class Information

Begin Period	End Period	Term Code	Credit
4	4	S2	0.500

Show Comments

Grade Period Filter

Periods: Third Quarter Mark Type: Grade Periods Only [Filter Grade Periods](#)

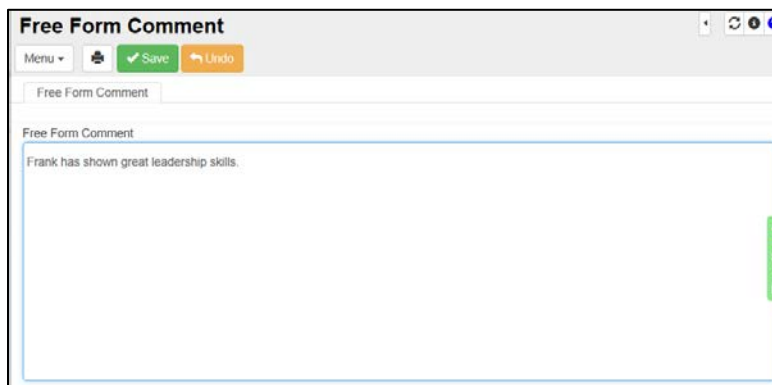
Class Grades

Line	Student Name	Perm ID	Marks	Options	Third Quarter			Comments	
					3rd Qtr	Att 1	Cmt 1		Cmt 2
1	Alarcon, Frank	886651	B-	0		F			Frank has shown gr
2	Blair, Alan B.	906796	C+	0		F			Enter
3	Borjas, Adam	903804	A	0					Enter

Comment Legend:

- A: Please Contact Teacher
- B: Excellent Student
- C: Good Attitude In Class
- D: Good Participation In Class
- E: Shows Extra Effort
- F: Complete And Accurate Assignments
- G: Showing Improvement
- H: Experiences Difficulty
- I: Test Scores Negatively Affecting Grade
- J: Doesn't Bring Materials To Class
- K: Missing Makeup Or Class Work
- L: Inappropriate Classroom Behavior
- M: Absences Affecting Work
- N: Needs To Follow Correct Techniques.
- O: Needs To Demonstrate More Effort

1. Find the class record to view and update.
2. To select a district-established comment from the drop-down menu, click on a comment field (**Cmt1, Cmt2, etc.**) and select the desired comment code from the drop-down menu.
3. If your district allows entry of customized comments, click the **Enter** hyperlink for the student and when the **Free Form Comment** screen displays (below) type in your comment and click **Save**.
4. Repeat these steps for additional students, if desired. Click **Save** at the top of the **Class Grade** screen.



Free Form Comment

Free Form Comment

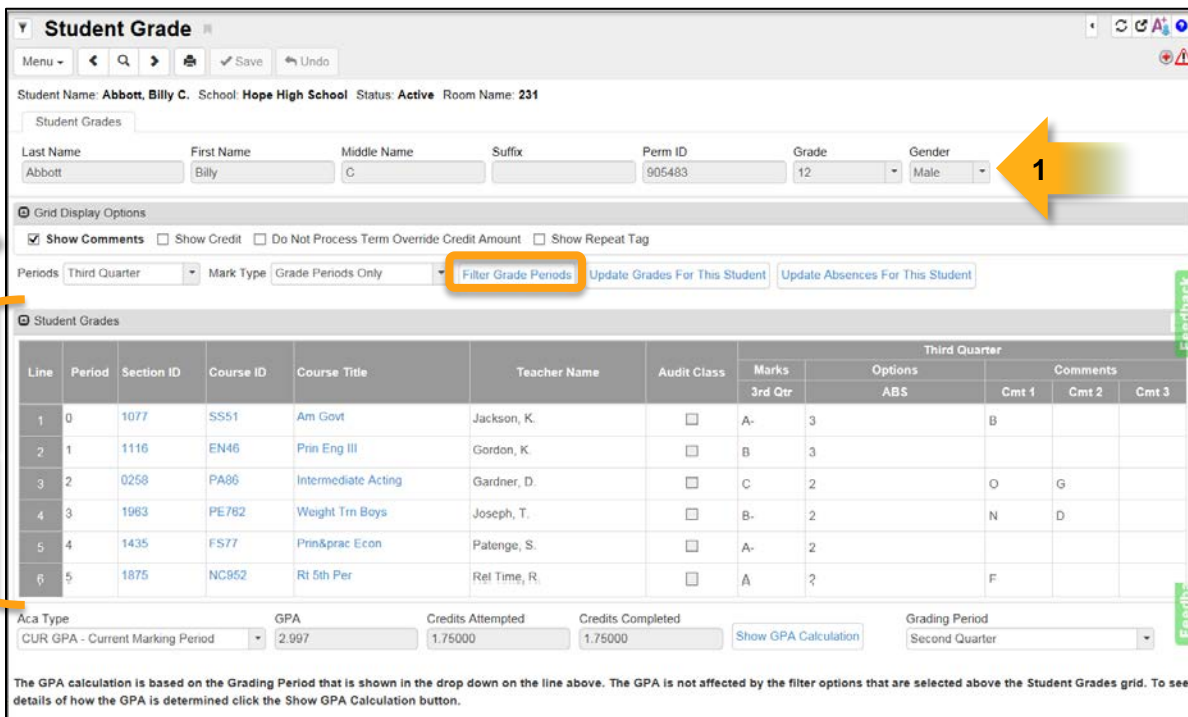
Frank has shown great leadership skills.

Updating Grading Data Using the Student Grade Screen

The **Student Grade** screen is used to update an individual student's grades, attendance and comments for multiple courses. You may also print report cards and generate other reports from this screen.

Viewing and Updating Grades by Student

Go to **Synergy SIS > Grading > Student Grade**



Student Grade

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **231**

Student Grades

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

1

Grid Display Options

Show Comments Show Credit Do Not Process Term Override Credit Amount Show Repeat Tag

Periods: **Third Quarter** Mark Type: **Grade Periods Only** **Filter Grade Periods** **Update Grades For This Student** **Update Absences For This Student**

2

Student Grades

Line	Period	Section ID	Course ID	Course Title	Teacher Name	Audit Class	Third Quarter					
							Marks	Options	Comments			
							3rd Qtr	ABS	Cmt 1	Cmt 2	Cmt 3	
1	0	1077	SS51	Am Govt	Jackson, K.	<input type="checkbox"/>	A-	3		B		
2	1	1116	EN46	Prin Eng III	Gordon, K.	<input type="checkbox"/>	B	3				
3	2	0258	PA86	Intermediate Acting	Gardner, D.	<input type="checkbox"/>	C	2		O	G	
4	3	1963	PE782	Weight Trn Boys	Joseph, T.	<input type="checkbox"/>	B-	2		N	D	
5	4	1435	FS77	Prn&prac Econ	Palenge, S.	<input type="checkbox"/>	A-	2				
6	5	1875	NCS52	Rt 5th Per	Rel Time, R.	<input type="checkbox"/>	A	?		F		

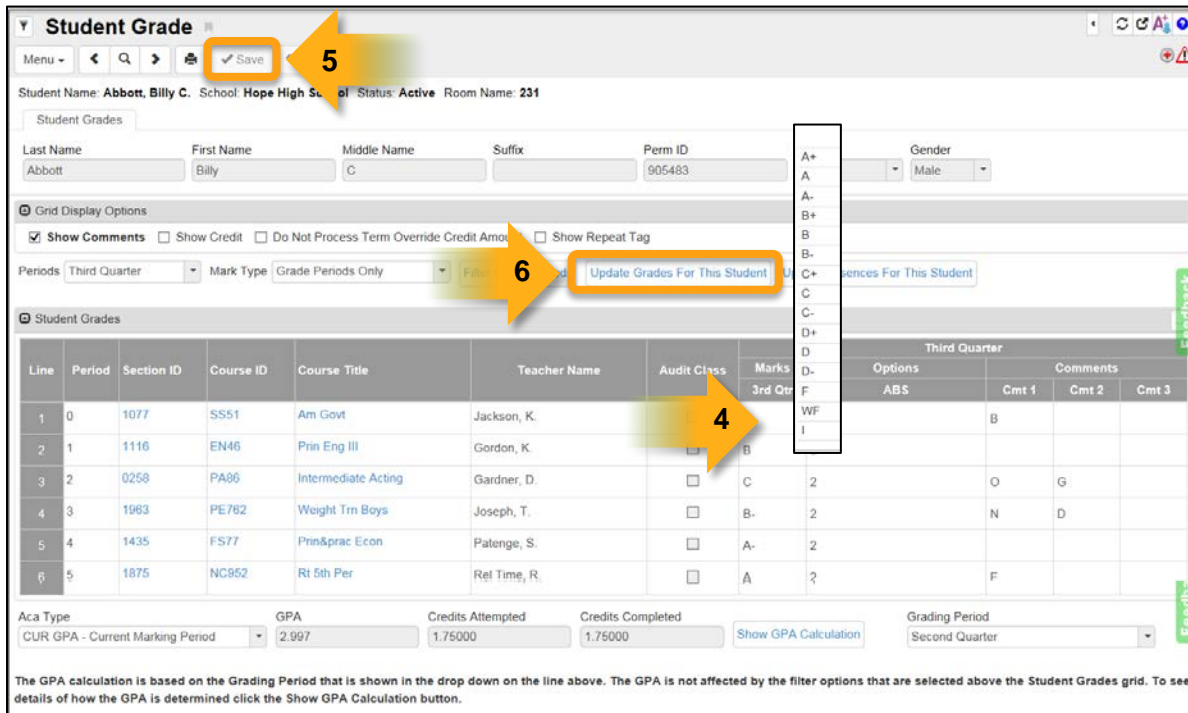
3

Aca Type: **CUR GPA - Current Marking Period** GPA: **2.997** Credits Attempted: **1.75000** Credits Completed: **1.75000** **Show GPA Calculation** Grading Period: **Second Quarter**

The GPA calculation is based on the Grading Period that is shown in the drop down on the line above. The GPA is not affected by the filter options that are selected above the Student Grades grid. To see details of how the GPA is determined click the Show GPA Calculation button.

1. Find the student record to view.
2. Once the student record is located, his/her schedule, grade marks, attendance and comment information display in the **Student Grades** grid for the grading period selected. Only grades that have already been posted will display on this screen.
3. In the **Grid Display Options** area, you may filter which columns to display. You may also select the **Grading Periods** (term) and **Mark Type** options (Grade Periods Only or Progress Periods Only) to filter the Grading Period. Click the **Filter Grade Periods** button to apply the filters.

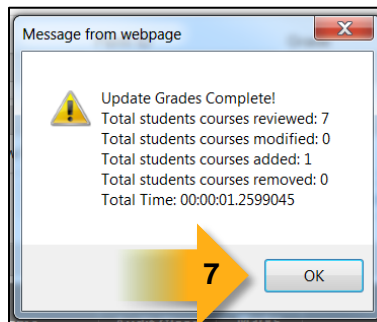
4. To change a grade mark, click in the box in the **Marks** column, and select a new grade from the drop-down menu. Multiple marks may be available for each grading period, as defined in the **Grading Setup** screen. You may repeat this procedure for multiple students.
5. Click **Save** to apply all the changes made.
6. If a student has had a schedule change or is brand new to the school, click the **Update Grades for this Student** button to add course records to the student's grading record.



The screenshot shows the 'Student Grade' interface for a student named Billy C. Abbott. The interface includes a 'Save' button (annotated with a yellow arrow and the number 5), a 'Update Grades For This Student' button (annotated with a yellow arrow and the number 6), and a 'Marks' column in the 'Student Grades' table (annotated with a yellow arrow and the number 4). The table lists courses such as 'Am Govt', 'Prin Eng III', 'Intermediate Acting', 'Weight Trn Boys', 'Prin&prac Econ', and 'Rt 5th Per' with their respective marks and teachers.

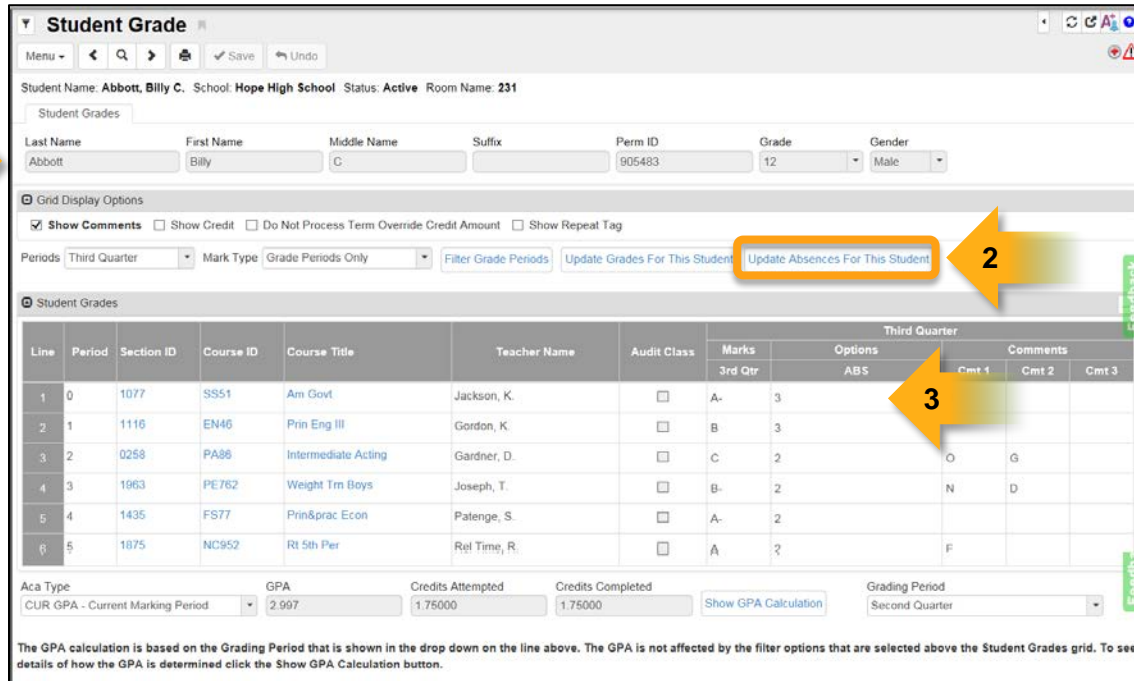
Line	Period	Section ID	Course ID	Course Title	Teacher Name	Audit Class	Marks
1	0	1077	SS51	Am Govt	Jackson, K.	<input type="checkbox"/>	
2	1	1116	EN46	Prin Eng III	Gordon, K.	<input type="checkbox"/>	B
3	2	0258	PA96	Intermediate Acting	Gardner, D.	<input type="checkbox"/>	C 2
4	3	1963	PE782	Weight Trn Boys	Joseph, T.	<input type="checkbox"/>	B- 2
5	4	1435	FS77	Prin&prac Econ	Patenge, S.	<input type="checkbox"/>	A- 2
6	5	1875	NC952	Rt 5th Per	Rel Time, R.	<input type="checkbox"/>	A ?

7. A confirmation message will display confirming the update (below). Click **OK** to acknowledge completion of the process.



Viewing and Updating Attendance by Student

The Attendance column, labeled as **Att1** on this screen, is commonly used to track a student's attendance in any particular class. This data may also be updated from this screen.



Student Grade

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **231**

Student Grades

Last Name: **Abbott** First Name: **Billy** Middle Name: **C.** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Grid Display Options

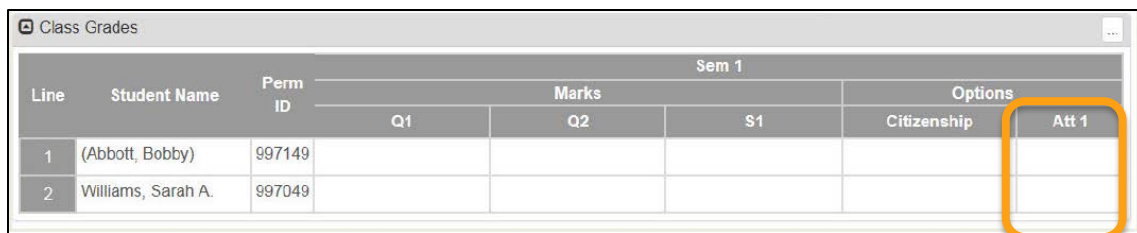
Show Comments Show Credit Do Not Process Term Override Credit Amount Show Repeat Tag

Periods: **Third Quarter** Mark Type: **Grade Periods Only** [Filter Grade Periods](#) [Update Grades For This Student](#) [Update Absences For This Student](#)

Line	Period	Section ID	Course ID	Course Title	Teacher Name	Audit Class	Marks	Third Quarter			
								Options	Cmt 1	Cmt 2	Cmt 3
1	0	1077	SS51	Am Govt	Jackson, K.	<input type="checkbox"/>	A-	3			
2	1	1116	EN46	Prin Eng III	Gordon, K.	<input type="checkbox"/>	B	3			
3	2	0258	PA86	Intermediate Acting	Gardner, D.	<input type="checkbox"/>	C	2	O	G	
4	3	1963	PE762	Weight Trn Boys	Joseph, T.	<input type="checkbox"/>	B-	2	N	D	
5	4	1435	FS77	Prin&prac Econ	Patenge, S.	<input type="checkbox"/>	A-	2			
6	5	1875	NC952	Rt 5th Per	Rel Time, R.	<input type="checkbox"/>	A	2	F		

Aca Type: **CUR GPA - Current Marking Period** GPA: **2.997** Credits Attempted: **1.75000** Credits Completed: **1.75000** [Show GPA Calculation](#) Grading Period: **Second Quarter**

The GPA calculation is based on the Grading Period that is shown in the drop down on the line above. The GPA is not affected by the filter options that are selected above the Student Grades grid. To see details of how the GPA is determined click the Show GPA Calculation button.

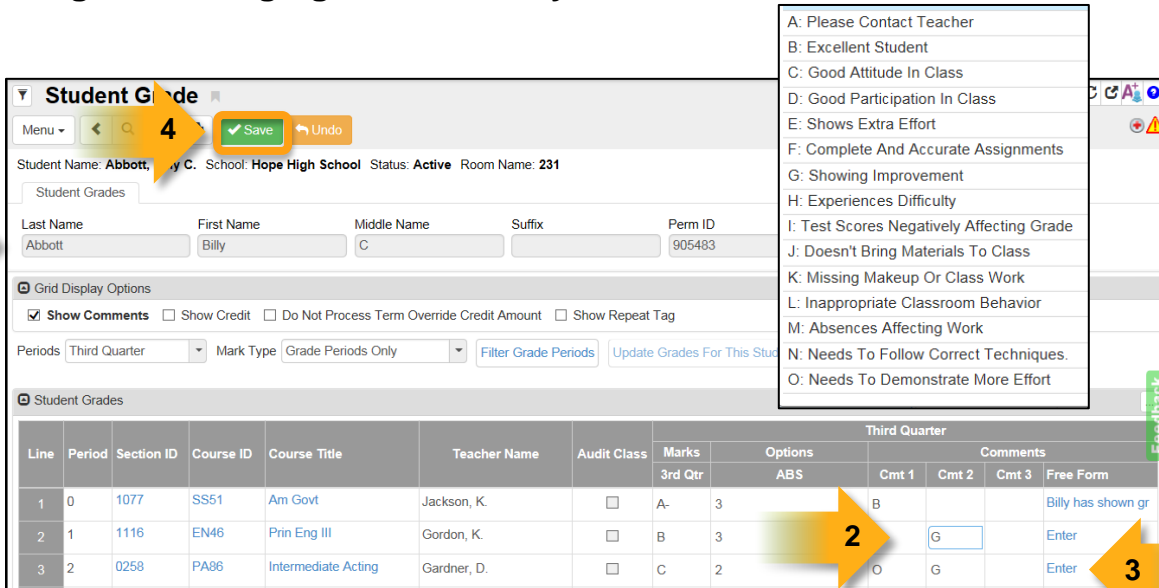


Class Grades

Line	Student Name	Perm ID	Sem 1			Options
			Q1	Q2	S1	
1	(Abbott, Bobby)	997149				Citizenship Att 1
2	Williams, Sarah A.	997049				

1. Find the student record to view.
2. If a student has had a schedule change or is brand new to the school, click the **Update Absences for this Student** button to add absence information to the student's grading record.
3. Attendance information displays in the **ABS** column. Repeat these steps for additional students, if necessary. **Note:** The title of the *Attendance Column* may be customized during Grading Setup. Another common title is **Att1** or **Absences**.

Viewing and Changing Comments by Student



Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **231**

Student Grades

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483**

Grid Display Options
 Show Comments Show Credit Do Not Process Term Override Credit Amount Show Repeat Tag

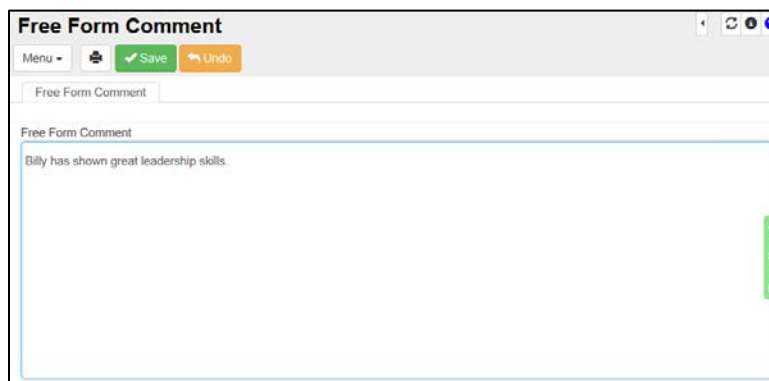
Periods: **Third Quarter** Mark Type: **Grade Periods Only** [Filter Grade Periods](#) [Update Grades For This Student](#)

Line	Period	Section ID	Course ID	Course Title	Teacher Name	Audit Class	Marks	Options	Third Quarter			Comments	
									3rd Qtr	ABS	Cmt 1		Cmt 2
1	0	1077	SS51	Am Govt	Jackson, K.	<input type="checkbox"/>	A-	3		B			Billy has shown gr
2	1	1116	EN46	Prin Eng III	Gordon, K.	<input type="checkbox"/>	B	3		G			Enter
3	2	0258	PA86	Intermediate Acting	Gardner, D.	<input type="checkbox"/>	C	2		O	G		Enter

Comment Legend:

- A: Please Contact Teacher
- B: Excellent Student
- C: Good Attitude In Class
- D: Good Participation In Class
- E: Shows Extra Effort
- F: Complete And Accurate Assignments
- G: Showing Improvement
- H: Experiences Difficulty
- I: Test Scores Negatively Affecting Grade
- J: Doesn't Bring Materials To Class
- K: Missing Makeup Or Class Work
- L: Inappropriate Classroom Behavior
- M: Absences Affecting Work
- N: Needs To Follow Correct Techniques.
- O: Needs To Demonstrate More Effort

1. Find the student record you wish to view.
2. To select a district-established comment from the drop-down menu, click in a comment field for the correct section (**Cmt1, Cmt2, etc.**) and select the desired comment code from the drop-down menu.
3. If your district allows entry of customized comments, click the **Enter** hyperlink for the section and when the **Free Form Comment** screen displays (below) type in your comment and click **Save**.
4. Repeat these steps for additional students, if desired. Click **Save** at the top of the **Student Grade** screen.



Free Form Comment

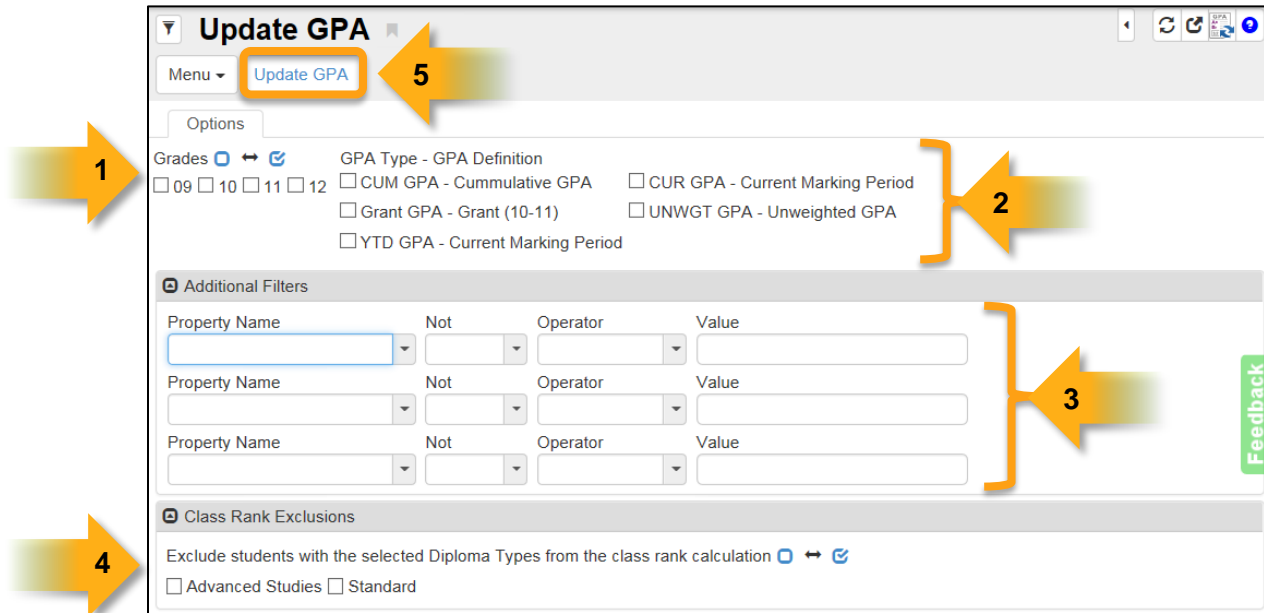
Free Form Comment

Billy has shown great leadership skills.

Updating GPAs

The **Update GPA** screen is used to update students' Grade Point Averages after you have made changes to grade marks. It is also used to update GPAs during periodic update periods as established by the District.

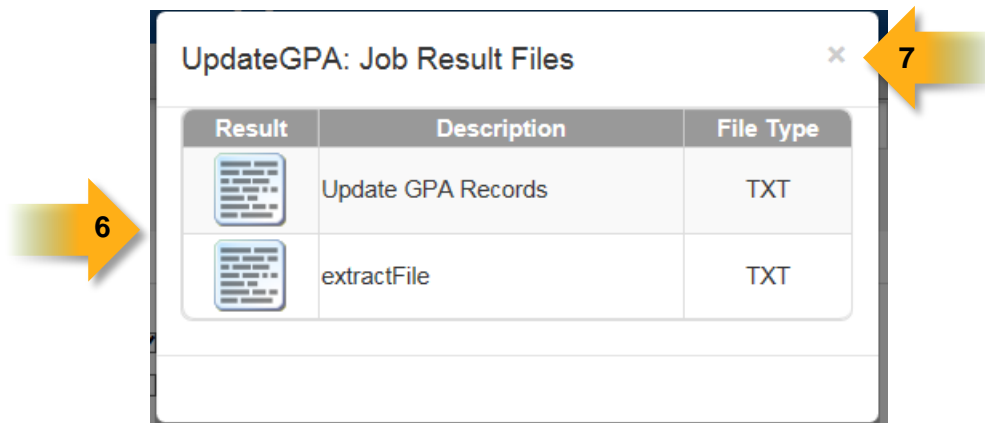
Go to **Synergy SIS > Grading > Update GPA**



The screenshot shows the 'Update GPA' interface. At the top, there is a 'Menu' dropdown with 'Update GPA' selected, indicated by callout 5. Below the menu is an 'Options' section with callout 1 pointing to the 'Grades' section, which includes checkboxes for grades 09, 10, 11, and 12. To the right of the grades are checkboxes for 'GPA Type - GPA Definition' including CUM GPA, CUR GPA, Grant GPA, UNWGT GPA, and YTD GPA, with callout 2 pointing to this group. Below the options is an 'Additional Filters' section with callout 3 pointing to three rows of filters, each with 'Property Name', 'Not', 'Operator', and 'Value' fields. At the bottom is a 'Class Rank Exclusions' section with callout 4 pointing to a checkbox for excluding students and a list of 'Advanced Studies' and 'Standard' diploma types. A 'Feedback' button is visible on the right side of the screen.

1. Indicate the grade levels for which you wish to run the update or leave blank for all grades.
2. Indicate the **GPA Types/GPA Definitions** for which you wish to run the update. These types are established by the district during Grading Setup.
3. Select any additional filters you may wish to run from the drop-down menus under the **Additional Filters** group box. Here you can select 3 different properties and run conditional updates based on values. For example, you could select "Grade Exit Code...NOT....Equal To....P". This operation would exclude from the GPA update any students with a Grade Exit Code = P.
4. Under **Class Rank Exclusions**, indicate if you wish to exclude certain students with selected Diploma Types. The types indicated here are established by the district during Grading Setup.
5. Click the **Update GPA** button to perform the update.

6. A **Job Result** screen will display. On this screen you may access text files with details about the update result. Students whose records were updated will be listed with limited information about each student. In the reports below, Update GPA Records is a result file message that you may ignore. If there were students whose records could not be updated, a list of those students will appear second. Third is the extract file which lists all student records that have been updated and details about the updates.
7. Click the **X** to return to the **Update GPA** screen.



Grading Reports

There are three types of Grading Reports available:

- **Individual Reports** print out information about a single student per page, but may be printed for multiple students at one time.
- **List Reports** generate summaries for multiple students.
- **Summary Reports** present numerical report summaries.

Most Commonly Used Reports

GRD403 – Mark Verification by Teacher report prints a list of student marks for each teacher's section. The report can also include all of the comments and absences as defined in the Grading Setup screen.

GRD201 - The Report Card produces a customized report card that can be mailed to the students' home addresses. This report is highly customizable and the format is generally established by the District during setup.

GRD402 – Mark Failing List report prints a list of students with failing grades for the specified grading period.

GRD417 – Eligibility Report prints a list of students by grade level and specifies if they meet the eligibility definition selected. If the student does not meet the eligibility definition criteria, the report lists the reason why.

GRD603 – Sections Missing Marks List report prints a list of sections (classes) which are missing marks in the student grading record.

Other Reports You May Find Useful

Path: Synergy SIS > Grading > Reports > List

GRD401 – Mark Listing by Student report prints a list of all of the sections & marks for each student. It can be printed for a single grading period or a single section.

GRD407 – Mark Exception Report prints a list of students with the specified mark.

GRD410 - The Mark Distribution By Teacher report prints a list of teachers and their mark distribution information.

GRD411 – Mark Distribution By Course report prints a list of courses and summarizes the distribution of marks awarded by each teacher. It shows both the number of each mark awarded, and the percentage those marks equal of all the marks issued by that teacher. The average GPA for that period's classes is also reported for each teacher.

GRD413 – Honor Roll Report prints a list of the students who have met the criteria for the honor roll definition selected for the report.

GRD415 - Student School Rank report prints a list of students by grade level with their GPA and class rank. The report also includes the credits attempted and completed.

GRD418 – Eligibility Detail Report prints a list of students with a detailed list of each student's classes and marks for the selected grading period.

GRD419 – Class Grading Form report prints a form for each section that can be used by teachers to record student marks. It includes 10 blank columns to be used for section-specific test results, as well as a column where the final mark for the class can be recorded.

Path: Synergy SIS > Grading > Reports > List

GRD602 – Mark Distribution By Ethnicity report prints a list of all the ethnic codes in use at the school, and totals the number of each type of marks earned by students with that ethnic code. The report also shows the percentage each mark represents in the total of the marks for each ethnic group.

Self-Assessment Checklist

When attendees complete Grading training they will be able to:

- Use the Update Grade Screen to Prepare System for Entering Grades
- Update Grading Data Using the Class Grade Screen
 - Viewing and changing student grades by class
 - Viewing attendance by class
 - Viewing and changing comments by class
- Update Grading Data Using the Student Grade Screen
 - Viewing and updating grades by student
 - Viewing and updating attendance by student
 - Viewing and changing comments by student
- Update GPAs
 - Filtering by grade levels and GPA type
 - Adding additional filters based on the values of specific data properties
- Generate Grading Reports
 - Generating commonly used reports
 - Generating other reports