



Synergy[®] ***SIS***

Course History Training Module



Edupoint Educational Systems, LLC
1955 South Val Vista Road, Ste 200
Mesa, AZ 85204
Phone (877) 899-9111
Fax (800) 338-7646

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Course Description

In this training course, you will learn how to view, build and edit a student's course history in Synergy SIS. You will also learn about service learning hours, school attended history, student career plans, CTE programs and student work samples. Finally you will learn about the different reports available that relate to student course history.

Expected Outcomes

After completing this course participants will be able to:

- View a student's course history and class ranking
- Build a course history for transfer students
- View and add graduation requirements
- View and add transcript comments and requests
- View and add student achievements
- View and add comments for elementary students
- View and add district-level waivers
- View and add student service learning hours
- View and add school attended history records
- View and add student career plans, student skills, and interest inventories
- View and add student CTE programs
- View and add student work samples

Course Prerequisites

Participants should have the following:

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

Managing Student Course History

The **Student Course History screen** provides an overview of a student’s academic progress - including courses taken, marks received and his/her conduct. Other information available is GPA, graduation requirements, transcript comments, student achievements, transcript request information, elementary transcript comments and waiver information, standards history and elementary report card history.

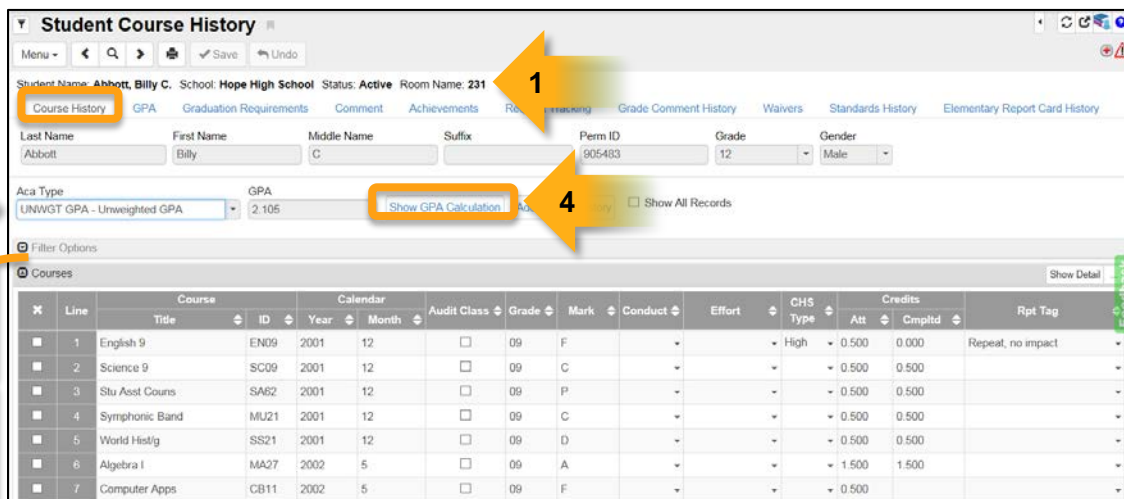
Synergy SIS will automatically enter course history based on the student’s grading records at the end of each term or semester. You may also enter course information manually, in the case of transfer courses, for example.

Go to **Synergy SIS > Course History > Student Course History**

Viewing a Student’s Course History – Course History Tab

The **Course History tab** provides an overview of the student’s academic progress, including courses taken, marks received, and his/her conduct in each course.


1. Find the student record to view.

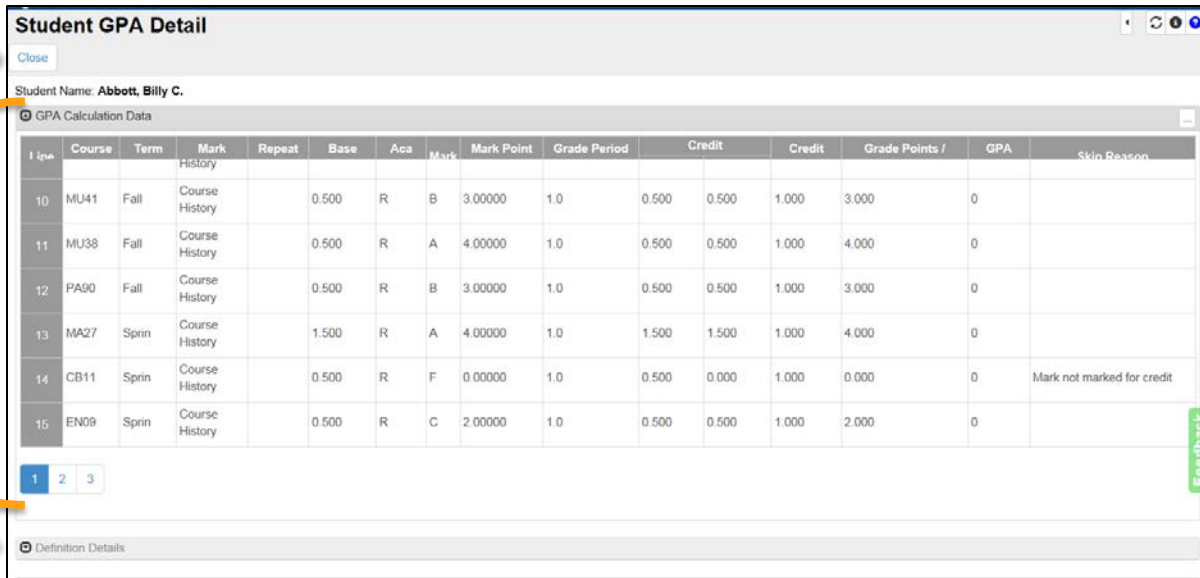


The screenshot shows the 'Student Course History' interface. Callout 1 points to the student name 'Abbott, Billy C.' and school 'Hope High School'. Callout 2 points to the 'Course History' tab. Callout 3 points to the 'Courses' grid. Callout 4 points to the 'Show GPA Calculation' button.

Line	Course Title	ID	Year	Month	Audit Class	Grade	Mark	Conduct	Effort	CHS Type	Att	Cmpltd	Rpt Tag
1	English 9	EN09	2001	12	<input type="checkbox"/>	09	F	-	-	High	0.500	0.000	Repeat, no impact
2	Science 9	SC09	2001	12	<input type="checkbox"/>	09	C	-	-	-	0.500	0.500	-
3	Slu Asst Cours	SA62	2001	12	<input type="checkbox"/>	09	P	-	-	-	0.500	0.500	-
4	Symphonic Band	MU21	2001	12	<input type="checkbox"/>	09	C	-	-	-	0.500	0.500	-
5	World Histg	SS21	2001	12	<input type="checkbox"/>	09	D	-	-	-	0.500	0.500	-
6	Algebra I	MA27	2002	5	<input type="checkbox"/>	09	A	-	-	-	1.500	1.500	-
7	Computer Apps	CB11	2002	5	<input type="checkbox"/>	09	F	-	-	-	0.500	-	-

2. The student’s GPA and GPA definition is displayed below the student information in the **Aca Type** and **GPA** fields. Each district determines which types of GPA calculations they would like to include.
3. Below the GPA on the **Course History** tab is the **Courses** grid that displays a list of the courses in which a student has enrolled. The student course history is displayed in chronological order, beginning with the earliest courses. You may change the display order of the courses by clicking on the sort arrows in each column. You may only sort by one column at a time.
4. To display how that particular GPA has been calculated, click the **Show GPA Calculation** button. The **Student GPA Detail** screen displays (below).

- In the **GPA Calculation Data** grid all of the student's courses displays along with how the GPA is calculated for each course and overall.
- To view the details of the GPA calculation, click the  button on the left side of the **Definition Details** group box title bar.



Student GPA Detail

Close

Student Name: **Abbott, Billy C.**

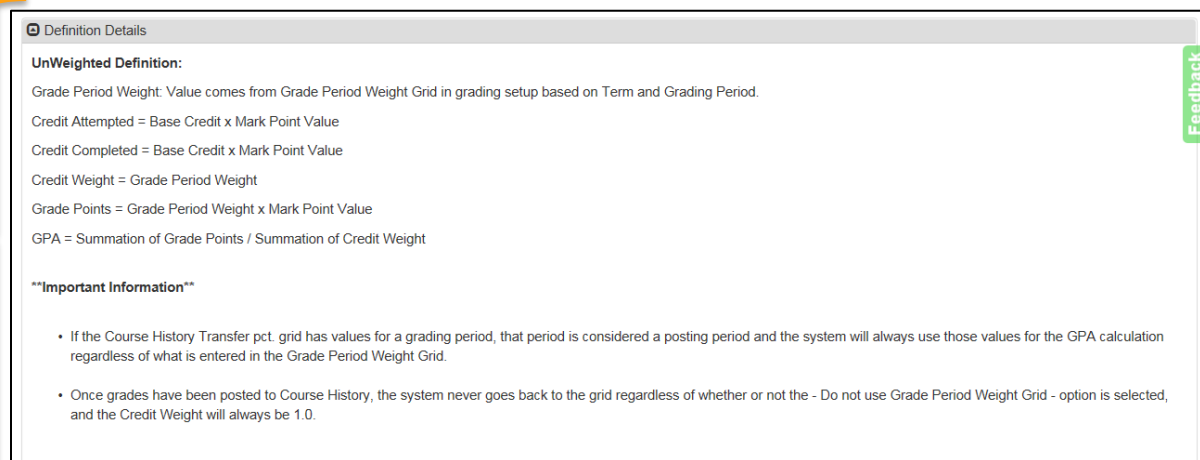
GPA Calculation Data

Line	Course	Term	Mark	Repeat	Base	Aca	Mark	Mark Point	Grade Period	Credit	Credit	Grade Points /	GPA	Skip Reason
10	MU41	Fall	Course History		0.500	R	B	3.00000	1.0	0.500	0.500	1.000	3.000	0
11	MU38	Fall	Course History		0.500	R	A	4.00000	1.0	0.500	0.500	1.000	4.000	0
12	PA90	Fall	Course History		0.500	R	B	3.00000	1.0	0.500	0.500	1.000	3.000	0
13	MA27	Spring	Course History		1.500	R	A	4.00000	1.0	1.500	1.500	1.000	4.000	0
14	CB11	Spring	Course History		0.500	R	F	0.00000	1.0	0.500	0.000	1.000	0.000	Mark not marked for credit
15	EN09	Spring	Course History		0.500	R	C	2.00000	1.0	0.500	0.500	1.000	2.000	0

1 2 3

Definition Details

- The **Definition Details** area will expand and includes detailed calculation information.



Definition Details

UnWeighted Definition:

Grade Period Weight: Value comes from Grade Period Weight Grid in grading setup based on Term and Grading Period.

Credit Attempted = Base Credit x Mark Point Value

Credit Completed = Base Credit x Mark Point Value

Credit Weight = Grade Period Weight

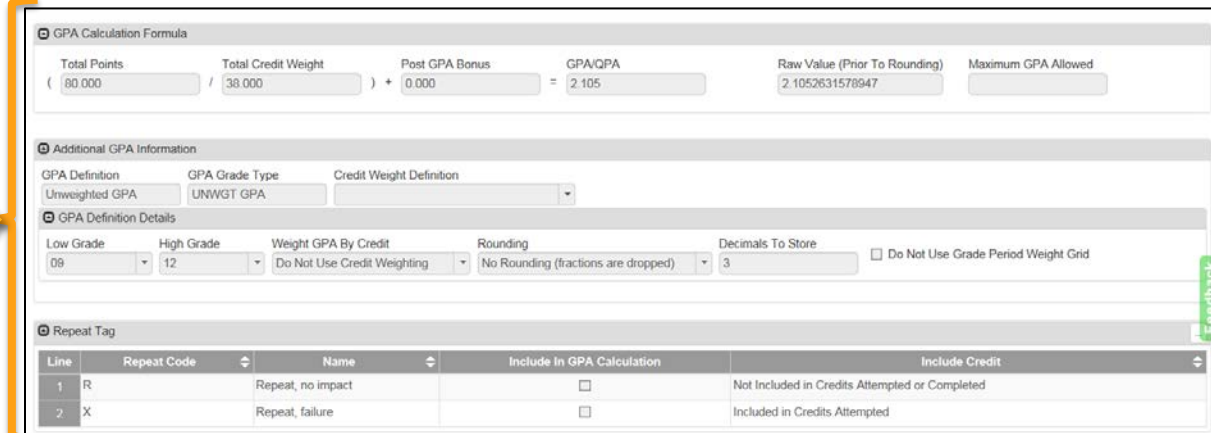
Grade Points = Grade Period Weight x Mark Point Value

GPA = Summation of Grade Points / Summation of Credit Weight

****Important Information****

- If the Course History Transfer pct. grid has values for a grading period, that period is considered a posting period and the system will always use those values for the GPA calculation regardless of what is entered in the Grade Period Weight Grid.
- Once grades have been posted to Course History, the system never goes back to the grid regardless of whether or not the - Do not use Grade Period Weight Grid - option is selected, and the Credit Weight will always be 1.0.

- The **Student GPA Detail** screen also provides details about how the district has decided to calculate the different types of GPAs and how Repeat Tags will be handled.



GPA Calculation Formula

Total Points (80.000) / Total Credit Weight (38.000) + Post GPA Bonus (0.000) = GPA/QPA (2.105)

Raw Value (Prior To Rounding) (2.1052631578947) Maximum GPA Allowed ()

Additional GPA Information

GPA Definition (Unweighted GPA) GPA Grade Type (UNWGT GPA) Credit Weight Definition ()

GPA Definition Details

Low Grade (09) High Grade (12) Weight GPA By Credit (Do Not Use Credit Weighting) Rounding (No Rounding (fractions are dropped)) Decimals To Store (3) Do Not Use Grade Period Weight Grid

Repeat Tag

Line	Repeat Code	Name	Include In GPA Calculation	Include Credit
1	R	Repeat, no impact	<input type="checkbox"/>	Not Included in Credits Attempted or Completed
2	X	Repeat, failure	<input type="checkbox"/>	Included in Credits Attempted

- To close the **Student GPA Detail** screen, click the **Close** button at the top of the screen (as shown on the previous page). You will be returned to the **Course History** tab on the **Student Course History** screen (below).
- In the **Courses** grid, if the list is too long for one page, numbers display at the bottom of the course list. To see the other page(s) of courses, click the numbers. To show all courses on one page, check the **Show All Records** box.
- The **Total Credits Attempted** and **Completed** are also shown at the bottom of the screen. These values will only display if the **Aca Type** field value is indicated.
- If a course was taken by the student more than once (to pass a failed course or to improve the GPA), a code displays in the **Rpt Tag** column.

Student Course History

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

Course History | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | Grade Comment History | Waivers | Standards History | Elementary Report Card History

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

Aca Type: CUM GPA - Cumulative GPA | GPA: 0 | **10**

Filter Options

Course Title: | Course ID: | Year: | Month: | Grade: | Mark: | Conduct: | CHS Type: | Rpt Tag: | **13**

Courses **12**

Line	Course Title	ID	Calendar		Audit Class	Grade	Mark	Conduct	Effort	CHS Type	Credits		Rpt Tag
			Year	Month							Att	Cmpltd	
1	English 9	EN09	2001	12	<input type="checkbox"/>	09	F	-	-	High	0.500	0.000	Repeat, no impact
2	Science 9	SC09	2001	12	<input type="checkbox"/>	09	C	-	-	-	0.500	0.500	-
3	Stu Asst Cours	SA62	2001	12	<input type="checkbox"/>	09	P	-	-	-	0.500	0.500	-
4	Symphonic Band	MU21	2001	12	<input type="checkbox"/>	09	C	-	-	-	0.500	0.500	-
5	World Hist/g	SS21	2001	12	<input type="checkbox"/>	09	D	-	-	-	0.500	0.500	-
6	Algebra I	MA27	2002	5	<input type="checkbox"/>	09	A	-	-	-	1.500	1.500	-
7	Computer Apps	CB11	2002	5	<input type="checkbox"/>	09	F	-	-	-	0.500	-	-
8	English 9	EN09	2002	5	<input type="checkbox"/>	09	C	-	-	-	0.500	0.500	-
9	Science 9	SC09	2002	5	<input type="checkbox"/>	09	D	-	-	-	0.500	0.500	-
10	Symphonic Band	MU21	2002	5	<input type="checkbox"/>	09	B	-	-	-	0.500	0.500	-
11	World Hist/g	SS22	2002	5	<input type="checkbox"/>	09	C	-	-	-	0.500	0.500	-
12	Algebra I	MA27	2002	6	<input type="checkbox"/>	09	D-	-	-	-	1.500	1.500	-
13	English 9	EN09	2002	8	<input type="checkbox"/>	09	B	-	-	-	0.500	0.500	-
14	Alt Geometry	MA31	2002	12	<input type="checkbox"/>	10	C	-	-	-	0.500	0.500	-
15	Beg Guitar	MU29	2002	12	<input type="checkbox"/>	10	D-	-	-	-	0.500	0.500	-
16	Biology	SC49	2002	12	<input type="checkbox"/>	10	F	-	-	-	0.000	-	-
17	Lit Explor	EN51	2002	12	<input type="checkbox"/>	10	F	-	-	-	0.000	-	-
18	March Band	MU41	2002	12	<input type="checkbox"/>	10	B	-	-	-	0.500	0.500	-
19	Symphonic Band	MU38	2002	12	<input type="checkbox"/>	10	A	-	-	-	0.500	0.500	-
20	Thea Arts I	PA90	2002	12	<input type="checkbox"/>	10	B	-	-	-	0.500	0.500	-

11 Total Credits Attempted: 0 Total Credits Completed: 0

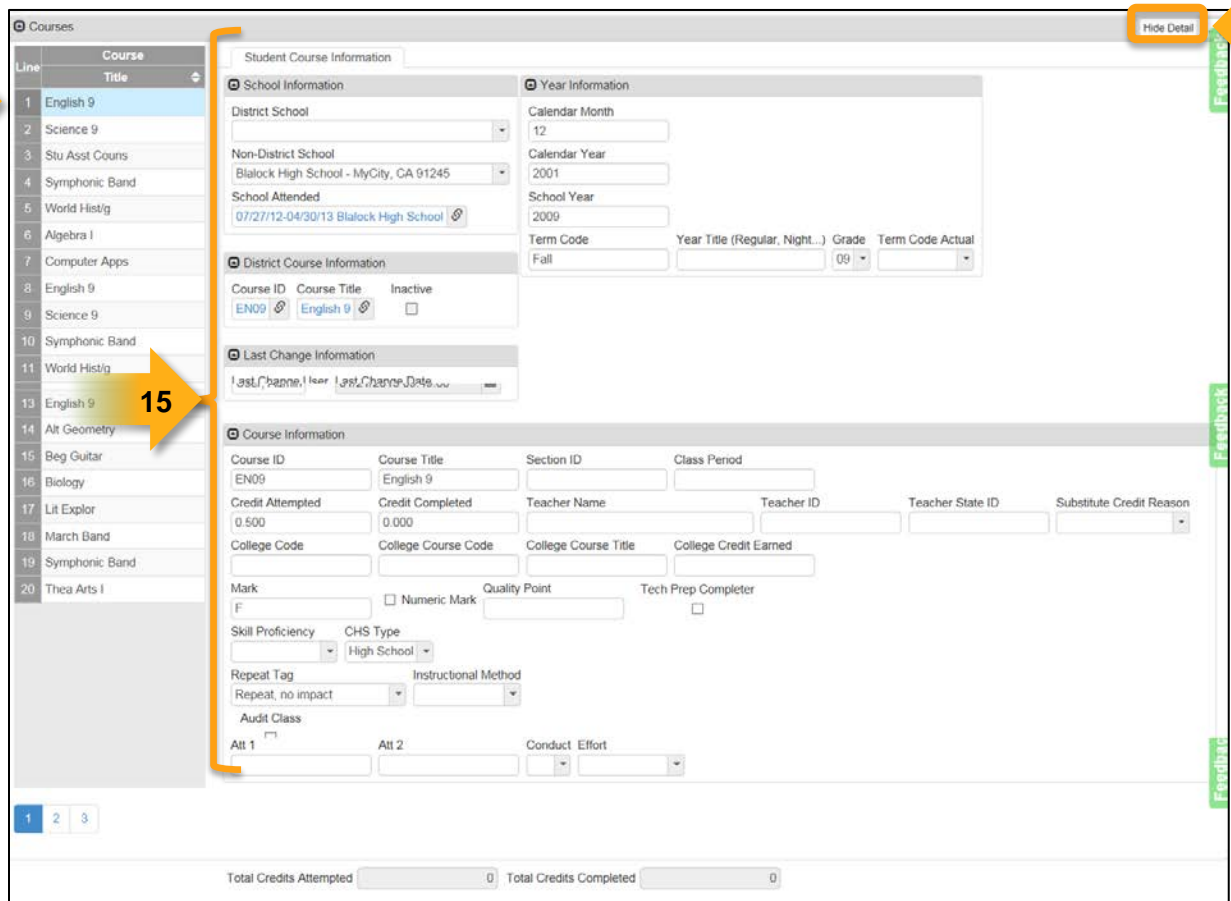
13. The list of courses displayed may also be filtered. In the **Filter Options** section enter information into any or all of the boxes and click the **Filter** button.

14. To display additional information about each course, highlight the specific row and click the **Show Detail** button at the top of the **Courses** section.

14

CHS Type	Credits		Rpt Tag
	Att	Cmpltd	
high	0.500	0.000	Repeat, no impact
	0.500	0.500	

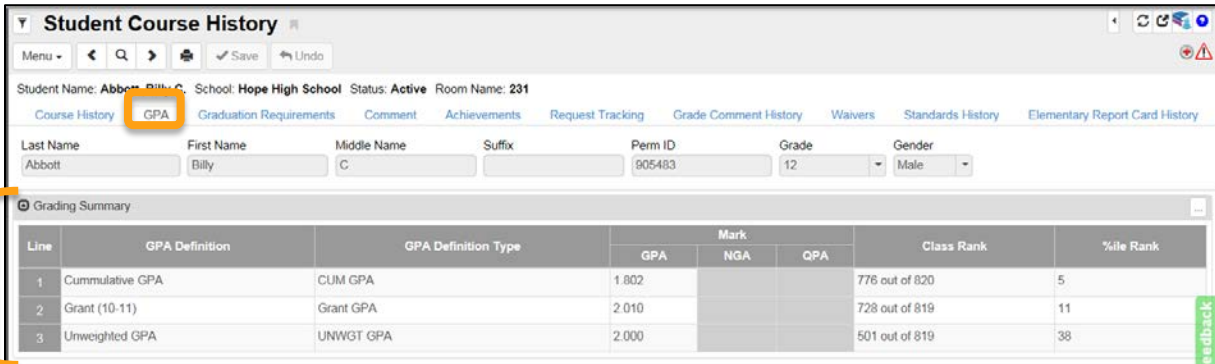
15. The **Detail Screen** displays to the right of the course list (below). The information displayed in the detail screen corresponds to the course highlighted to the left. To move between courses, click the Line number of the course on the left. Detailed explanations of each field in the **Detail Screen** page may be found in the *Course History User Guide*.
16. To collapse the detail display, click the **Hide Detail** button.



The screenshot displays the 'Courses' interface. On the left is a list of courses with columns for 'Line' and 'Course Title'. Course 1, 'English 9', is highlighted. An orange arrow labeled '15' points to this entry. On the right is the 'Detail Screen' for 'English 9', which includes sections for 'Student Course Information', 'School Information', 'Year Information', 'District Course Information', 'Last Change Information', and 'Course Information'. An orange arrow labeled '16' points to the 'Hide Detail' button in the top right corner of the interface. The 'Course Information' section contains various fields such as Course ID (EN09), Course Title (English 9), Section ID, Class Period, Credit Attempted (0.500), Credit Completed (0.000), Teacher Name, Teacher ID, Teacher State ID, Substitute Credit Reason, College Code, College Course Code, College Course Title, College Credit Earned, Mark (F), Quality Point, Tech Prep Completer, Skill Proficiency (High School), Repeat Tag (Repeat, no impact), Instructional Method, and Audit Class (Alt 1, Alt 2, Conduct, Effort). At the bottom, there are fields for 'Total Credits Attempted' (0) and 'Total Credits Completed' (0).

Viewing a Student's GPA and Class Ranking

On the **GPA tab**, the **Student Course History** screen provides the student's GPA and overall class rank. This tab displays all GPA definitions that have been set up by the school or district. This is a view-only screen.



The screenshot shows the 'Student Course History' interface for a student named Abbott, Billy C. at Hope High School. The 'GPA' tab is selected. Below the student information, there is a 'Grading Summary' table with the following data:

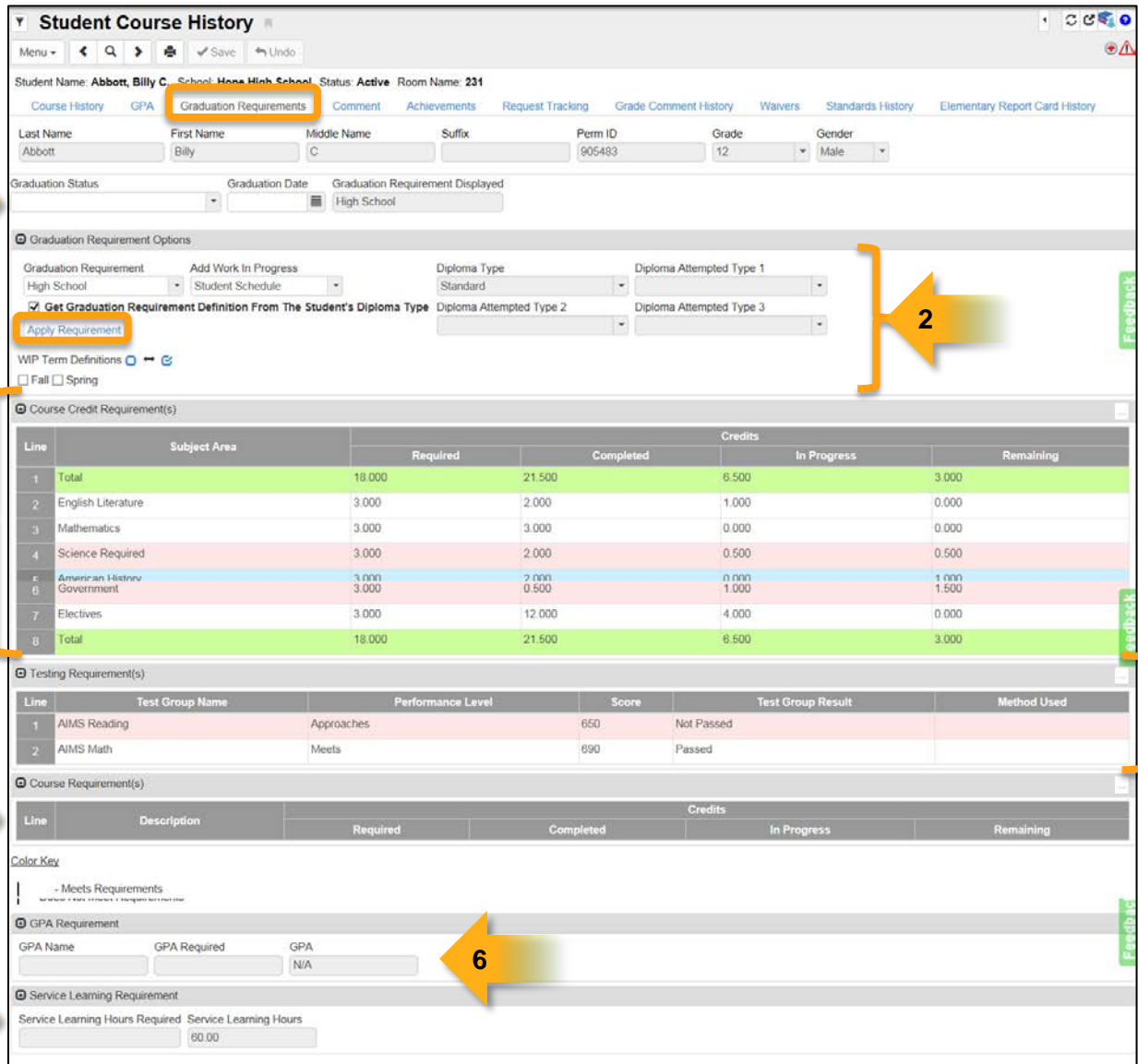
Line	GPA Definition	GPA Definition Type	Mark			Class Rank	%ile Rank
			GPA	NGA	QPA		
1	Cummulative GPA	CUM GPA	1.802			776 out of 820	5
2	Grant (10-11)	Grant GPA	2.010			728 out of 819	11
3	Unweighted GPA	UNWGT GPA	2.000			501 out of 819	38

1. In the **Grading Summary** grid, the different types of GPAs displays. The **GPA Definition** column shows the name assigned for that type.
2. The **GPA Definition Type** column shows the code name assigned to the definition as it has been configured in the **GPA Definition Setup**.
3. The **Mark** column shows the average as defined in the GPA Definition.
4. The **Class Rank** column is based on active students at the student's current grade level at the current school.
5. The **%ile Rank** column shows the class rank as a percentile.

Note: The GPAs shown on this screen are only updated when the **Update GPA** process is run.

Viewing Graduation Requirements – Graduation Requirements Tab

The **Graduation Requirements** tab shows the student’s completion of subject area and credit graduation requirements as well as any tests required for graduation.



The screenshot shows the 'Student Course History' interface for a student named Billy C. Abbott. The 'Graduation Requirements' tab is selected. Callout 1 points to the 'Graduation Status' and 'Graduation Date' fields. Callout 2 points to the 'Graduation Requirement Options' section, including 'High School' and 'Student Schedule' dropdowns, and the 'Apply Requirement' button. Callout 3 points to the 'Course Credit Requirement(s)' table. Callout 4 points to the 'Testing Requirement(s)' table. Callout 5 points to the 'Course Requirement(s)' table. Callout 6 points to the 'GPA Requirement' section. Callout 7 points to the 'Service Learning Requirement' section.

Line	Subject Area	Credits				
		Required	Completed	In Progress	Remaining	
1	Total	18,000	21,500	8,500	3,000	
2	English Literature	3,000	2,000	1,000	0,000	
3	Mathematics	3,000	3,000	0,000	0,000	
4	Science Required	3,000	2,000	0,500	0,500	
5	American History	1,000	2,000	0,000	1,000	
6	Government	3,000	0,500	1,000	1,500	
7	Electives	3,000	12,000	4,000	0,000	
8	Total	18,000	21,500	8,500	3,000	

Line	Test Group Name	Performance Level	Score	Test Group Result	Method Used
1	AIMS Reading	Approaches	650	Not Passed	
2	AIMS Math	Meets	690	Passed	

Line	Description	Credits			
		Required	Completed	In Progress	Remaining

Color Key
 | - Meets Requirements

GPA Requirement
 GPA Name: [] GPA Required: [] GPA: [N/A]

Service Learning Requirement
 Service Learning Hours Required: [] Service Learning Hours: [80.00]

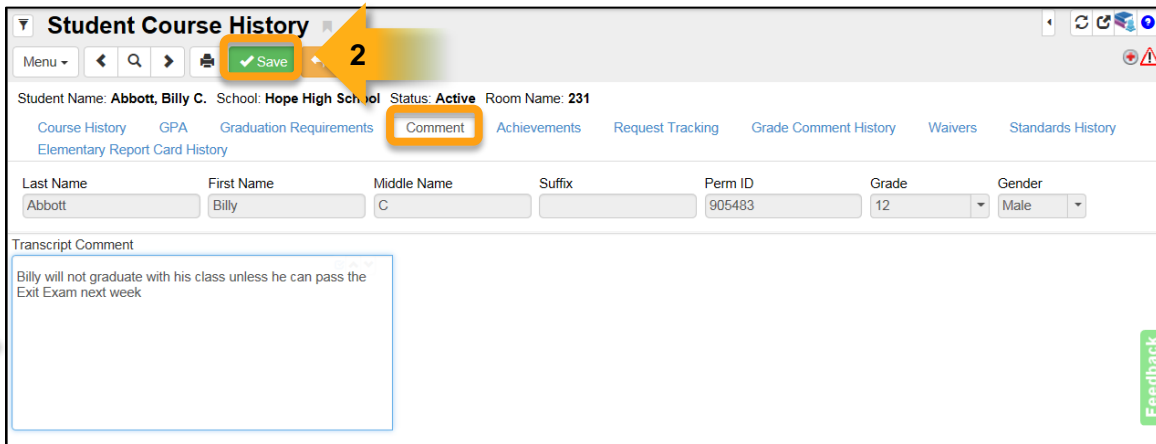
1. If the student has graduated, the student’s **Graduation Status** and **Graduation Date** displays at the top of the screen. The status may be defined to indicate the method of completion, such as **via GED** or **via Standard Requirements**.

2. Multiple sets of graduation requirements may be defined for a school or district, but the **Graduation Requirements** tab displays only one at a time. Select the display options from the **Graduation Requirements Options** group box as follows:
 - a. Select the desired **Graduation Requirement** from the drop-down menu.
 - b. To include the courses in which the student is currently enrolled, make a selection in the **Add Work In Progress** field. **Student Schedule** displays the credits for all of the student's enrolled courses, and **Student Grades** includes only those courses for which a grade has been entered.
 - c. **Diploma Attempted Types** – If multiple types of diplomas are defined, and the student has expressed interest in earning various types, those are shown here.
 - d. If work in progress is included, check the terms or semesters to use under **WIP Term Definitions**.
 - e. Click the **Apply Requirement** button to display the student's progress toward the selected requirement.
3. The student's progress toward completing the credit requirements displays in the **Course Credit Requirement(s)** section, based on graduation requirements selected under **Graduation Requirement Options**. Because 12th grade requirements can change, Synergy will detect the student's enrollment year and update the data in the grid accordingly.
 - a. **White** = Meets Requirements
 - b. **Pink** = Does Not Meet Requirements (for graduation).
4. Tests that are required for graduation display in the **Testing Requirements** grid. These tests may include tests required by the state as well as other district-defined exams.
5. Specific courses that are required for graduation are displayed in the **Course Requirements** grid.
6. **The GPA Requirement** section shows the GPA definition used to define the requirement, the minimum GPA required, and the student's current GPA.
7. The **Service Learning Requirement** section displays the number of **Service Learning Hours Required** and the total number of **Service Learning Hours** the student has completed.

Viewing/Adding Transcript Comments – Comment Tab

The **Comment** tab allows educators to add comments to be shown in the **Notes** section at the bottom of the student transcript, as defined by district setup options in the **Transcript Definition**.

1. Type the note in the **Transcript Comment** box.
2. Click the **Save** button.



Student Course History

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

Course History | GPA | Graduation Requirements | **Comment** | Achievements | Request Tracking | Grade Comment History | Waivers | Standards History

Elementary Report Card History

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

Transcript Comment

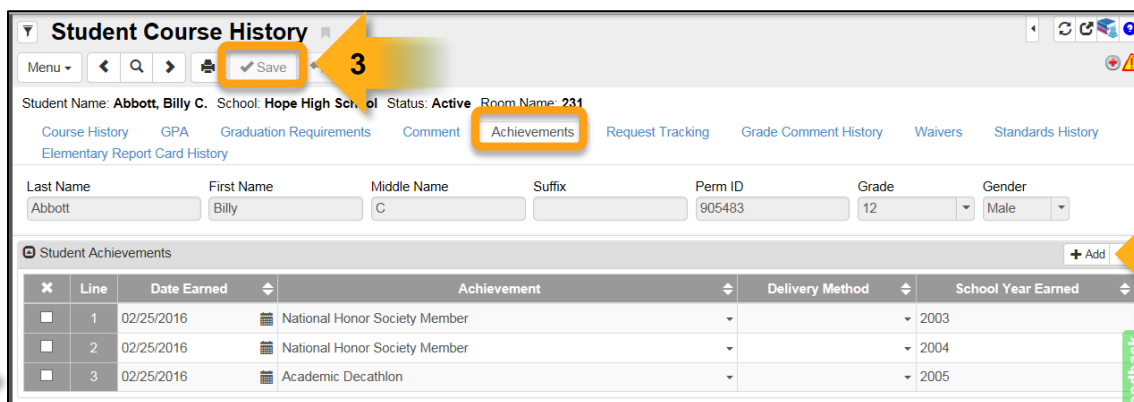
Billy will not graduate with his class unless he can pass the Exit Exam next week

Feedback

Viewing/Adding Student Achievements – Achievements Tab

The **Achievements** tab provides an area where a student’s academic honors may be recorded for display on the transcript.

1. Click the **Add** button.
2. Enter the **Date Earned**, **Achievement name**, **Delivery Method** and **School Year Earned**.
3. Click the **Save** button.



Student Course History

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

Course History | GPA | Graduation Requirements | Comment | **Achievements** | Request Tracking | Grade Comment History | Waivers | Standards History

Elementary Report Card History

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

Student Achievements + Add

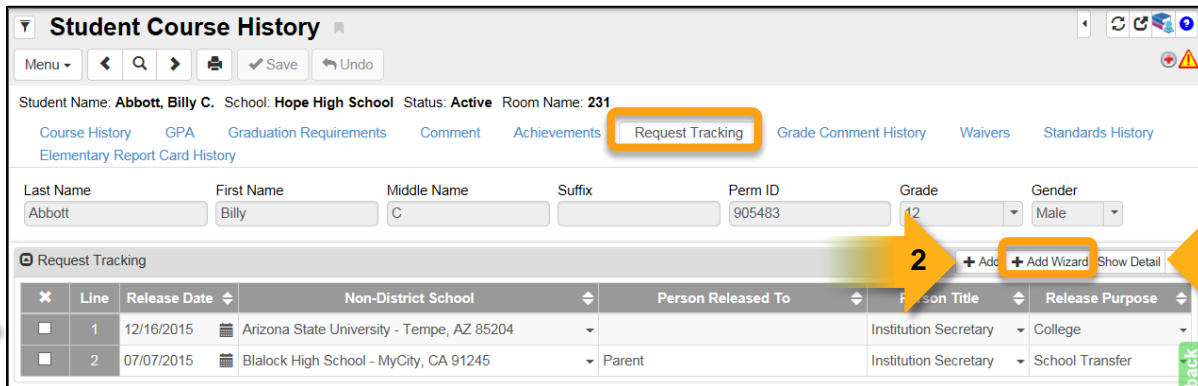
Line	Date Earned	Achievement	Delivery Method	School Year Earned
1	02/25/2016	National Honor Society Member		2003
2	02/25/2016	National Honor Society Member		2004
3	02/25/2016	Academic Decathlon		2005

Feedback

Viewing/Adding Transcript Requests – Request Tracking Tab

The **Request Tracking** tab displays each instance a student’s transcript was sent upon request to a non-district school, such as a college or transfer school.

1. For each request, the date the transcript was released is displayed with the name of the non-district school that made the request. The name and title of the person who made the request and the reason for the request may also be shown.
2. To add a request with details, click the **Add Wizard** button. The **Student Request Tracking Assignment** screen displays (below). This screen allows you to add all information at one time.



Student Course History

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

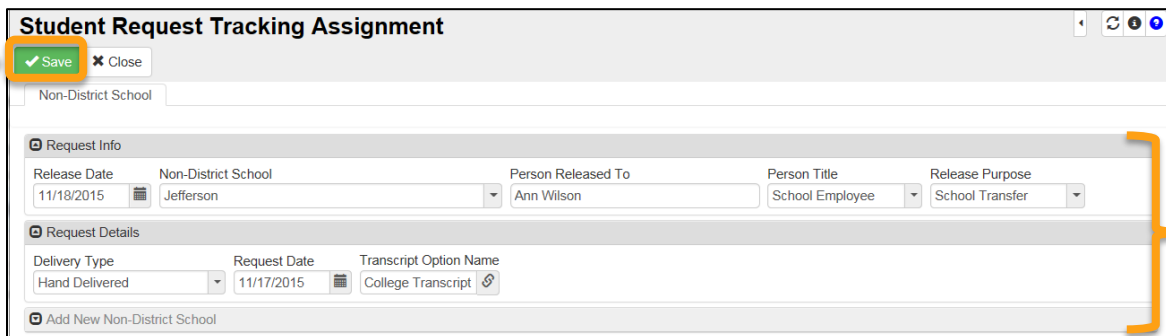
Course History GPA Graduation Requirements Comment Achievements **Request Tracking** Grade Comment History Waivers Standards History
Elementary Report Card History

Last Name: First Name: Middle Name: Suffix: Perm ID: Grade: Gender:

Request Tracking + Add + Add Wizard Show Detail

Line	Release Date	Non-District School	Person Released To	Person Title	Release Purpose
1	12/16/2015	Arizona State University - Tempe, AZ 85204		Institution Secretary	College
2	07/07/2015	Blalock High School - MyCity, CA 91245	Parent	Institution Secretary	School Transfer

3. Also on this screen you can add a new **Non-District School** to the drop-down menu by completing the fields in the **Add New Non-District School** area.
4. Click the **Save** button and you are returned to the **Request Tracking** tab.
5. To view the details about any other record in the **Request Tracking** grid, highlight the line and click the **Show Detail** button (above).



Student Request Tracking Assignment

Non-District School:

Request Info

Release Date: Non-District School: Person Released To: Person Title: Release Purpose:

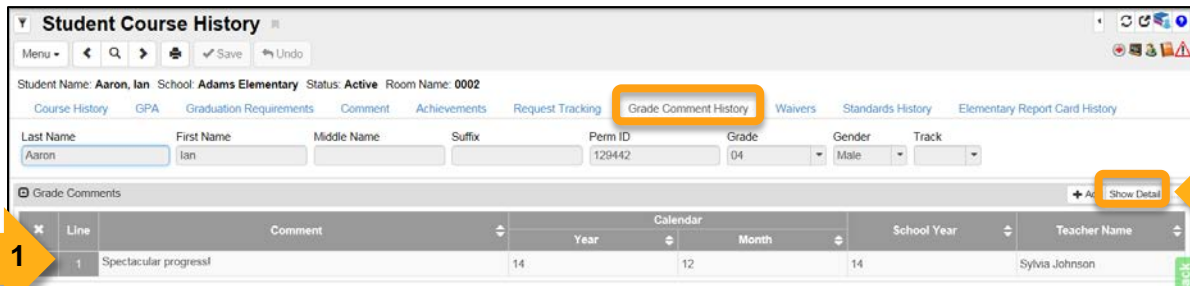
Request Details

Delivery Type: Request Date: Transcript Option Name:

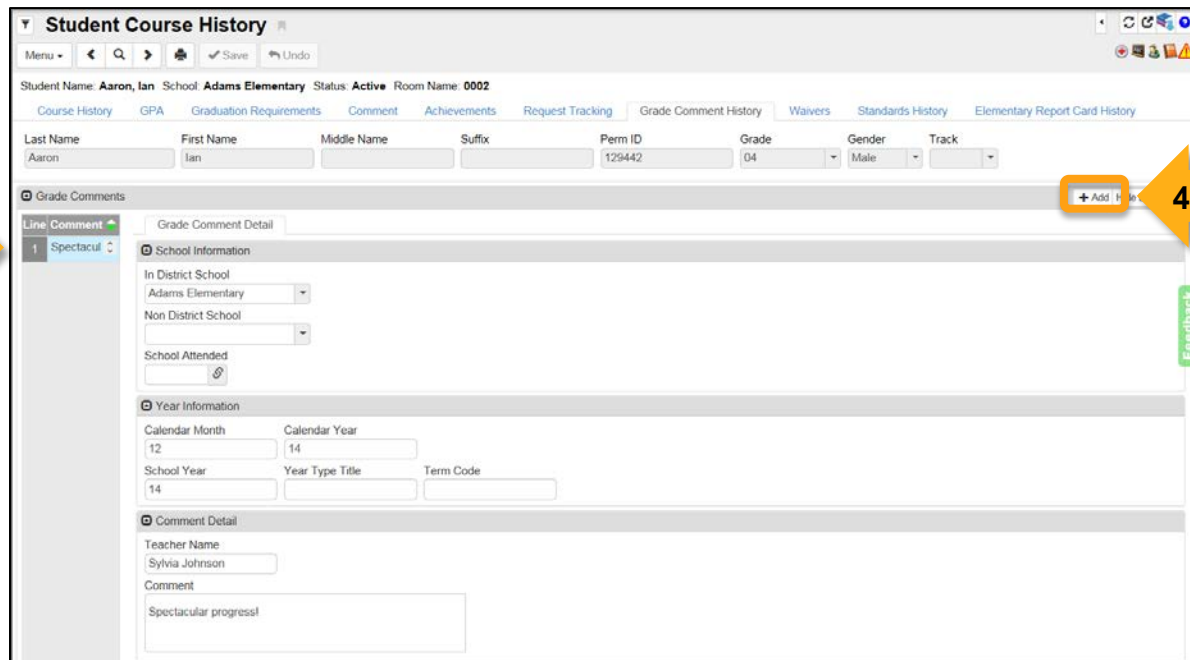
Add New Non-District School

Viewing/Adding Comments for Elem Students – Grade Comment History Tab

The **Grade Comment History** tab adds comments for a grading period on an elementary transcript. **Note:** Comments must be entered in Gradebook and posted to Synergy.



1. For each comment, the month and year, the school year, and the name of the teacher who made the comment displays.
2. To see additional details about the comment, click the **Show Detail** button.



3. Click the line number of the comment to view and move between comments.
4. To add a new comment, click on the **Add** button and the **Student Grade Comment History Add** screen displays (below). The fields highlighted in green are required.
5. Click **Save** (below) to return to the **Comment** tab.

5

Student Grade Comment History Add

School Information In District School <input type="text"/> Non District School <input type="text"/>	Year Information Calendar Month <input type="text"/> Calendar Year <input type="text"/> School Year <input type="text"/> Term Code <input type="text"/> Year Type Title <input type="text"/> Grade <input type="text"/>	Student School Attended School Attended <input type="text"/> Start Date <input type="text"/> End Date <input type="text"/> <input type="checkbox"/> Add New School Attended Record
--	---	--

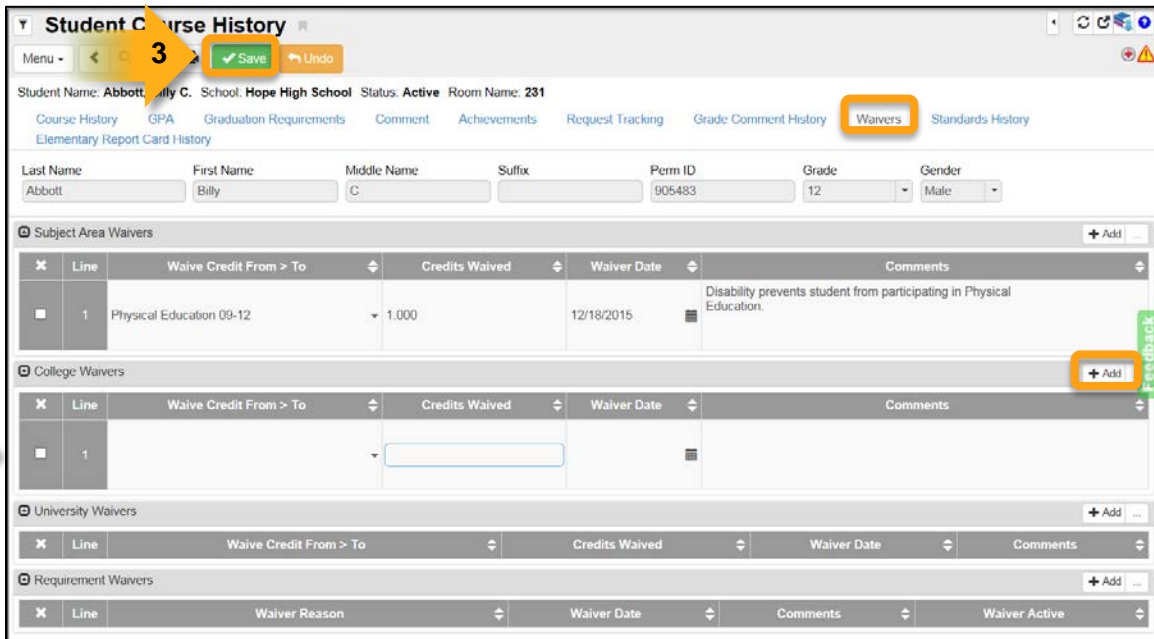
Add New Non-District School				
School Non District Name <input type="text"/>	Filter Type <input type="text"/>	Federal School Code <input type="text"/>	State School Code <input type="text"/>	School Type <input type="text"/>
Address <input type="text"/>	Address 2 <input type="text"/>			
City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>	+4 <input type="text"/>	Phone <input type="text"/> Phone Type <input type="text"/>

Comment
Teacher Name <input type="text"/>
Comment <input type="text"/>

[Feedback](#)

Viewing/Adding District-Level Waivers – Waivers Tab

The **Waivers** tab displays any district waivers to be applied to an individual student’s subject area, or college, or university graduation requirements. Each waiver reduces the number of credits needed for the specified subject area. The credits may be applied to another graduation requirement area, as specified in the **District Setup** screen. The waivers must be set up at the district level before they may be applied to students.

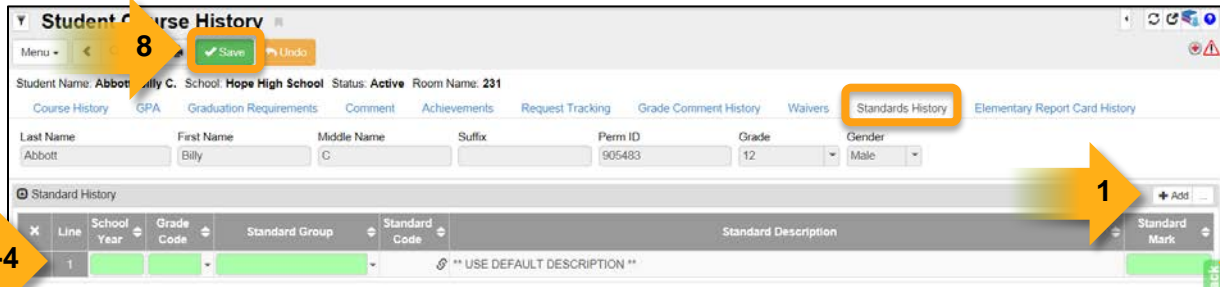



The screenshot shows the 'Student Course History' interface with the 'Waivers' tab selected. At the top, there are navigation buttons: 'Menu', 'Save', and 'Undo'. A yellow arrow labeled '3' points to the 'Save' button. Below the navigation, student information is displayed: Student Name: Abbott, Billy C., School: Hope High School, Status: Active, Room Name: 231. A series of tabs includes 'Course History', 'GPA', 'Graduation Requirements', 'Comment', 'Achievements', 'Request Tracking', 'Grade Comment History', 'Waivers', and 'Standards History'. The 'Waivers' tab is highlighted with a yellow box. Below the tabs, student details are shown in a form: Last Name (Abbott), First Name (Billy), Middle Name (C), Suffix, Perm ID (905483), Grade (12), and Gender (Male). The main area is divided into four sections: 'Subject Area Waivers', 'College Waivers', 'University Waivers', and 'Requirement Waivers'. Each section has a '+ Add' button. A yellow arrow labeled '1' points to the '+ Add' button in the 'College Waivers' section. Below this button, a table is visible with columns for 'Line', 'Waive Credit From > To', 'Credits Waived', 'Waiver Date', and 'Comments'. A yellow arrow labeled '2' points to the 'Credits Waived' column in the first row of the 'College Waivers' table. The 'Subject Area Waivers' section contains one entry: Line 1, Waive Credit From > To: Physical Education 09-12, Credits Waived: 1.000, Waiver Date: 12/18/2015, Comments: Disability prevents student from participating in Physical Education.

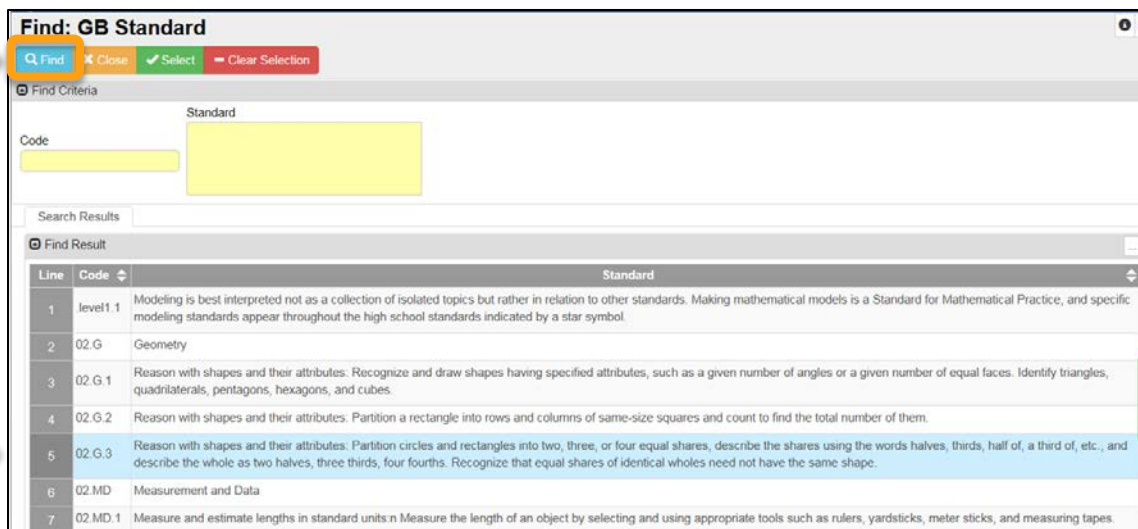
1. To add a waiver, click the **Add** button in the group box title bar for the correct category.
2. Enter the required information such as the **Type** of waiver, **Credits Waived**, **Waiver Date** and **Comments**.
3. Click **Save** at the top of the **Student Course History** screen.

Viewing/Adding Standards History – Standards History Tab

The **Standards History tab** allows users to add standards which a student has met to his/her Course History records.



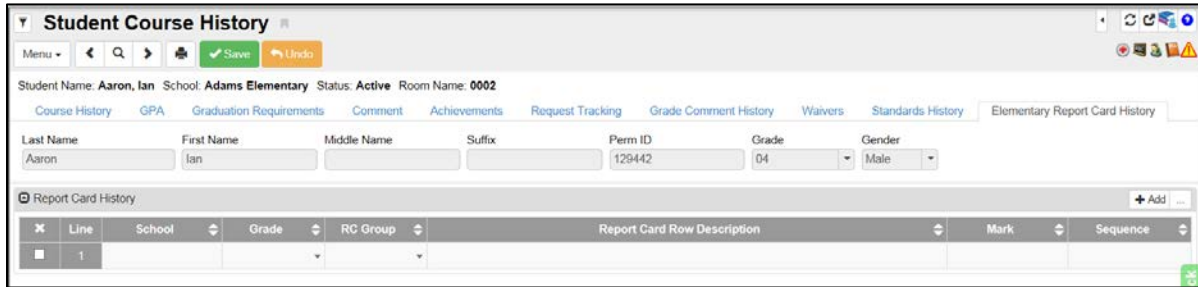
1. To add a Standard, click the Add button.
2. Enter the **School Year** and select the **Grade Code**.
3. Select the **Standard Group** from the drop down menu.
4. To select the **Standard Code**, click the  icon and the **Find: GB Standard** screen displays (below).
5. Enter search criteria and click **Find** to display the standards.
6. Highlight the line of the desired standard and click the **Select** button. The **Standard Description** populates automatically based on your **Code** selection.
7. Enter the **Standard Mark**.
8. Click **Save**.



Note: For more information on standards, please refer to the *Synergy SIS – Grade Book Administrator Guide*.

Viewing/Adding Elem. Report Card History – Elem Rpt Card History Tab

The **Elementary Report Card History tab** displays information used for elementary transcripts and report cards.



Line	School	Grade	RC Group	Report Card Row Description	Mark	Sequence
1						

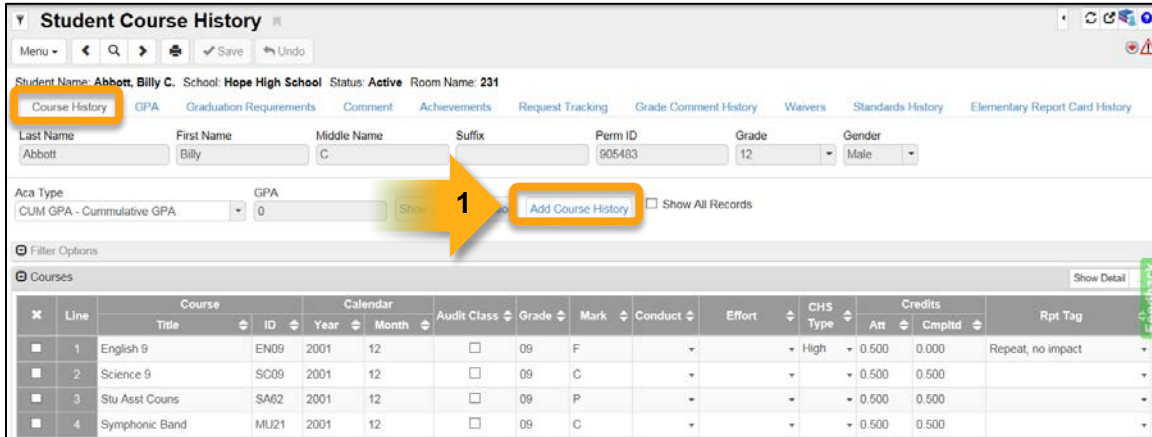
Users enter report card history data including **School, Grade, RC Group, Report Card Row Description, Mark** and **Sequence** information from the elementary school. District setup/establishment of these data elements must be completed in advance.

Note: For more information on report card types, please refer to the *Synergy SIS – Grade Book Administrator Guide*.

Building a Student's Course History

Synergy SIS will automatically build a student's course history when that student has been enrolled and attending courses at your school/district. However, occasionally you have to manually build a student's course history, such as for transfer students.

1. Go to the **Course History** tab and click the **Add Course History** button.



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

Course History | GPA | Graduation Requirements | Comment | Achievements | Request Tracking | Grade Comment History | Waivers | Standards History | Elementary Report Card History

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

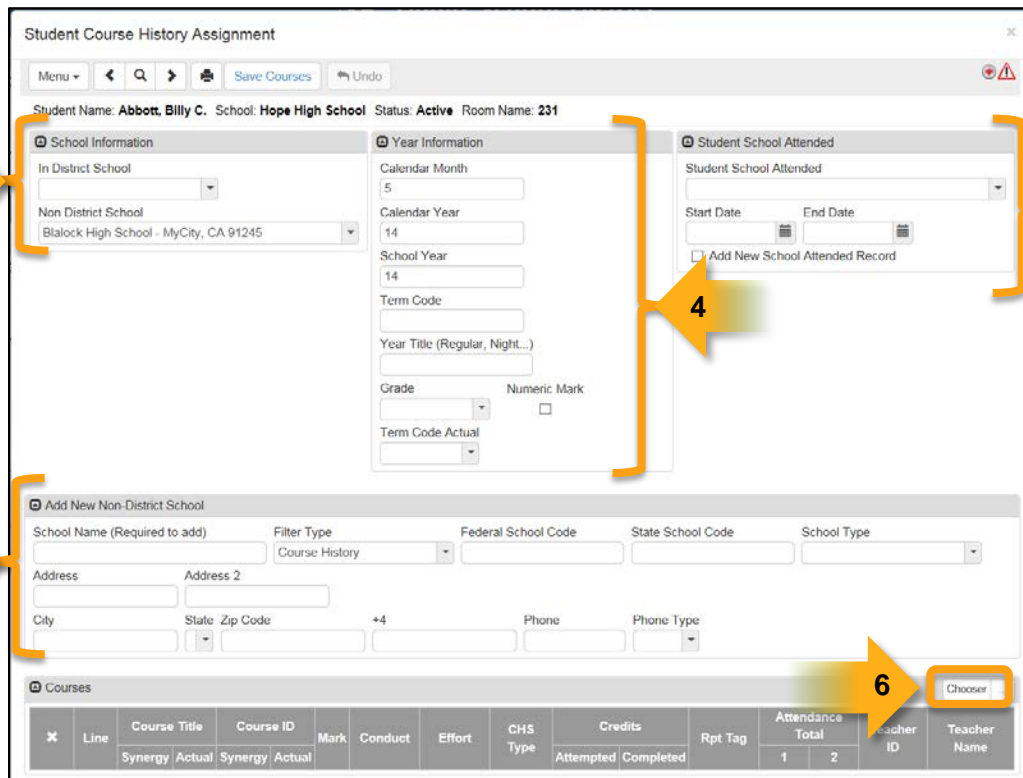
Aca Type: **CUM GPA - Cumulative GPA** GPA: **0** **Show** **1** **Add Course History** Show All Records

Filter Options

Courses Show Detail

* Line	Course Title	ID	Year	Month	Audit Class	Grade	Mark	Conduct	Effort	CHS Type	Credits Att	Credits Cmpltd	Rpt Tag
1	English 9	EN09	2001	12	<input type="checkbox"/>	09	F			High	0.500	0.000	Repeat, no impact
2	Science 9	SC09	2001	12	<input type="checkbox"/>	09	C				0.500	0.500	
3	Stu Asst Cours	SA62	2001	12	<input type="checkbox"/>	09	P				0.500	0.500	
4	Symphonic Band	MU21	2001	12	<input type="checkbox"/>	09	C				0.500	0.500	

The **Student Course History Assignment** window opens.



Student Course History Assignment

Menu | Save Courses | Undo

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

2 School Information

In District School:

Non District School: **Blalock High School - MyCity, CA 91245**

3 Add New Non-District School

School Name (Required to add): Filter Type: **Course History** Federal School Code: State School Code: School Type:

Address: Address 2:

City: State: Zip Code: +4: Phone: Phone Type:

4 Year Information

Calendar Month: **5**

Calendar Year: **14**

School Year: **14**

Term Code:

Year Title (Regular, Night...):

Grade: Numeric Mark:

Term Code Actual:

5 Student School Attended

Student School Attended:

Start Date: End Date:

Add New School Attended Record

6 Courses

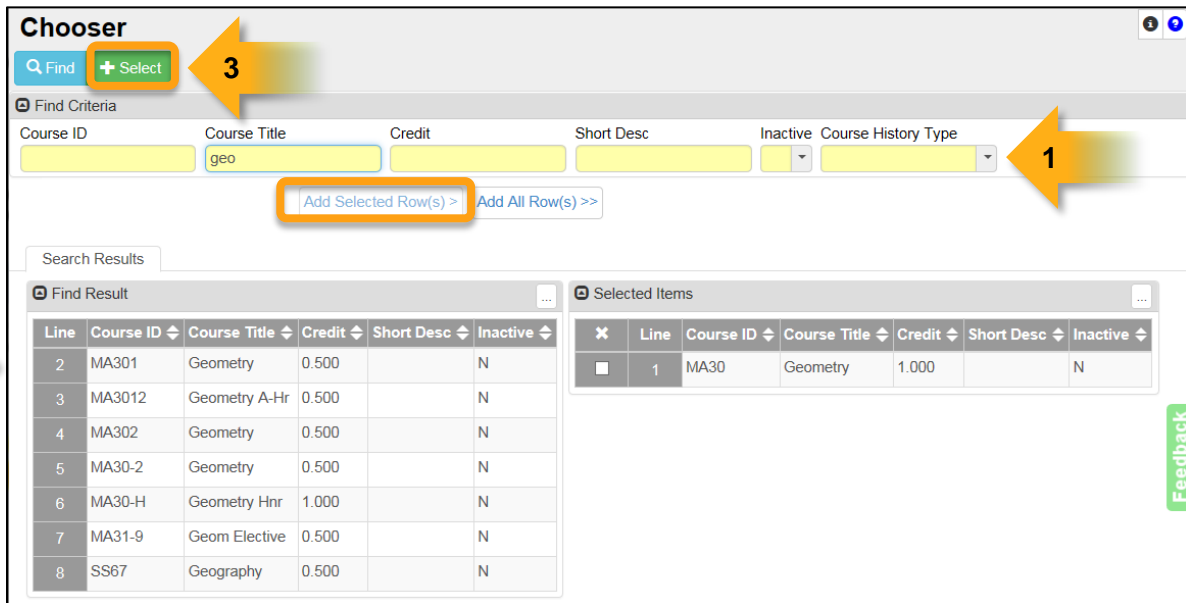
* Line	Course Title	Course ID	Mark	Conduct	Effort	CHS Type	Credits Attempted	Credits Completed	Rpt Tag	Attendance Total	Teacher ID	Teacher Name
1	Synergy	Actual	Synergy	Actual						1	2	

Chooser

2. For transfer students, complete the **School Information** area with data about their school of origin. If the school is outside of the district and does not display in the **Non District School** drop down menu, go to Step 3.
3. In the **Add New Non-District School** group box, manually add the school by completing the fields.
4. Complete the fields in the **Year Information** group box as follows:
 - a. **Calendar Month, Calendar Year** and **School Year** should be when the class was completed and the credits were rewarded. In Synergy, the School Year is always the four digit code of the year that school year began (2013-14 = 2013).
 - b. **Term Code** reflects the term in which the course was completed.
 - c. **Year Title** is the type of session and is entered as *Regular, Night* or *Summer*.
 - d. **Grade** is the student's grade level when he/she completed the course.
 - e. If the transferring school used **Numeric Marks**, check this box.
 - f. For **Term Code Actual**, select the appropriate code used by your school in the drop down menu.
5. To attach the course to a school attended record, select the school of enrollment in the **Student School Attended** list. The **Start Date** and **End Date** are automatically entered based on the enrollment dates for the enrollment selected. If the school attended is not displayed, leave the **Student School Attended** field blank, enter the **Start Date** and **End Date** for the enrollment, and check the **Add New School Attended Record** box.
6. To add the student's courses from his/her transcript, click the **Chooser** button in the **Courses** group box (above).

Note about course credits: You may not give a student anticipated credit. You must only enter credits that have been completed. Also, if the student's transcript has an entire school year of completed courses, but the credits were awarded by term or semester, you must mirror the transcript and enter the credits in this screen by term or semester, and not all at one time.

Note about building course history: If you encounter a course that does not correspond exactly with your list of courses in Synergy, select the most equivalent course possible.



Chooser

Find

Find Criteria

Course ID Course Title Credit Short Desc Inactive Course History Type

Search Results

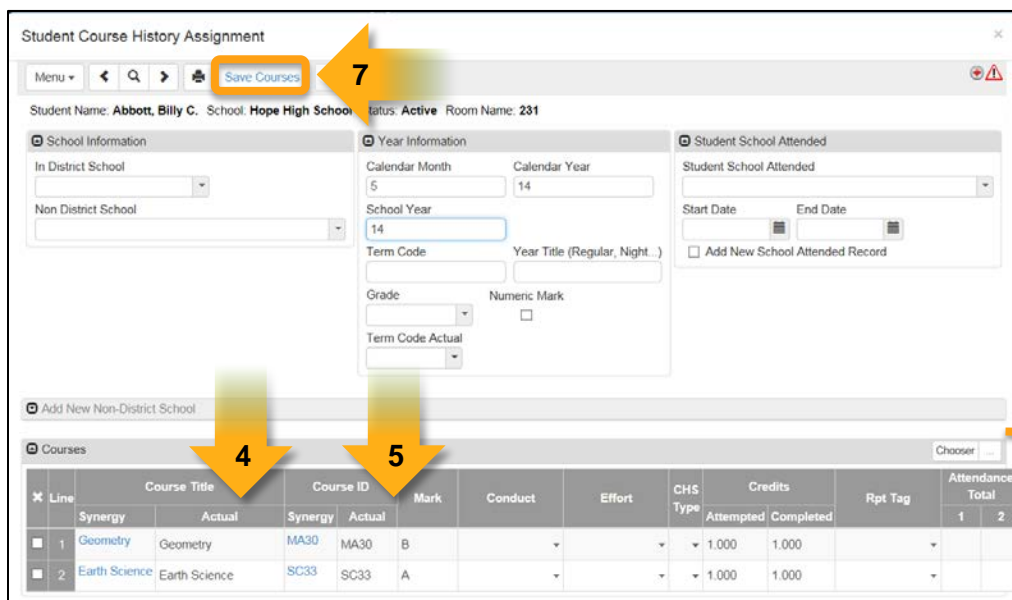
Find Result

Line	Course ID	Course Title	Credit	Short Desc	Inactive
2	MA301	Geometry	0.500		N
3	MA3012	Geometry A-Hr	0.500		N
4	MA302	Geometry	0.500		N
5	MA30-2	Geometry	0.500		N
6	MA30-H	Geometry Hnr	1.000		N
7	MA31-9	Geom Elective	0.500		N
8	SS67	Geography	0.500		N

Selected Items

Line	Course ID	Course Title	Credit	Short Desc	Inactive
1	MA30	Geometry	1.000		N

1. When the **Chooser** screen displays, enter search criteria in one of the yellow search fields and click **Find**.
2. A list of the matching courses in Synergy displays. Highlight the closest match to the course the student completed at his/her previous school, and click **Add Selected Row(s)**. Repeat this process for each course that you wish to add to the student's course history.
3. When all the courses have been added to the **Selected Items** grid, click the **Select** button at the top of the screen to return to the **Student Course History Assignment Screen**. All the courses that were selected display in the **Courses** grid (below).



Student Course History Assignment

Menu

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

School Information

Year Information

Student School Attended

Add New Non-District School

Courses

Line	Course Title		Course ID		Mark	Conduct	Effort	CHS Type	Credits		Rpt Tag	Attendance Total	
	Synergy	Actual	Synergy	Actual					Attempted	Completed		1	2
1	Geometry	Geometry	MA30	MA30	B			1.000	1.000				
2	Earth Science	Earth Science	SC33	SC33	A			1.000	1.000				

4. Change the course names under the **Course Title - Actual** fields to reflect how they display on the transcript from the transfer school by clicking inside the field(s).
5. Change the course ID under the **Course ID – Actual** fields to reflect how they display on the transcript from the transfer school by clicking inside the field(s).
6. Continue to complete the fields on the **Courses** grid according to the information provided on the transcript, including **Mark, Conduct, Effort, CHS Type, Credits, Attendance** and **Teacher** information. If their transfer transcript indicates the course is a repeat credit, indicate the reason in the **Rpt Tag** drop down. The **Mark** field is required. **Note: CHS Type** must be correctly indicated or courses will not display correctly on the transcript.
7. Once all information is entered, click the **Save Courses** button at the top of the screen. A message displays confirming the number of courses successfully added to this student's course history.
8. Repeat this process for each term or semester if needed. When finished, click the **Red X** button to close the window and return to the **Student Course History** screen.

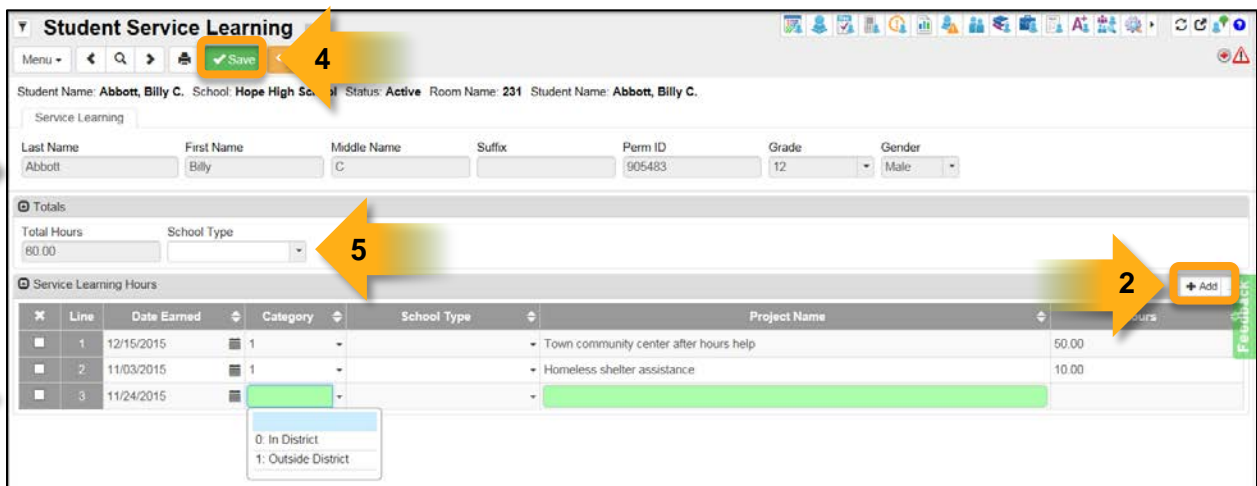
Managing Service Learning Hours

Viewing/Adding Service Learning Hours

Synergy will record student participation in service learning activities. Sometimes these hours are required for high school graduation. To record the hours a student has spent working on a service learning project:

Go to **Synergy SIS > Course History > Student Service Learning**

1. Find the student record to view .
2. The screen displays previous information about service hours earned. To add a new record, click the **Add** button. A blank line displays at the bottom of the **Service Learning Hours** grid.
3. Enter the **Date Earned**, **Category**, **School Type**, **Project Name** or a brief description of the activity, and the **Hours** earned.
4. Click the **Save** button.
5. The **Total Hours** field updates automatically with the new hours earned.



Student Service Learning

Menu - [Navigation icons] [Save] [4]

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

Service Learning

Last Name: First Name: Middle Name: Suffix: Perm ID: Grade: Gender:

Totals

Total Hours: School Type:

Service Learning Hours

Line	Date Earned	Category	School Type	Project Name	Hours
1	12/15/2015	1		Town community center after hours help	50.00
2	11/03/2015	1		Homeless shelter assistance	10.00
3	11/24/2015				

0: In District
1: Outside District

[Add]

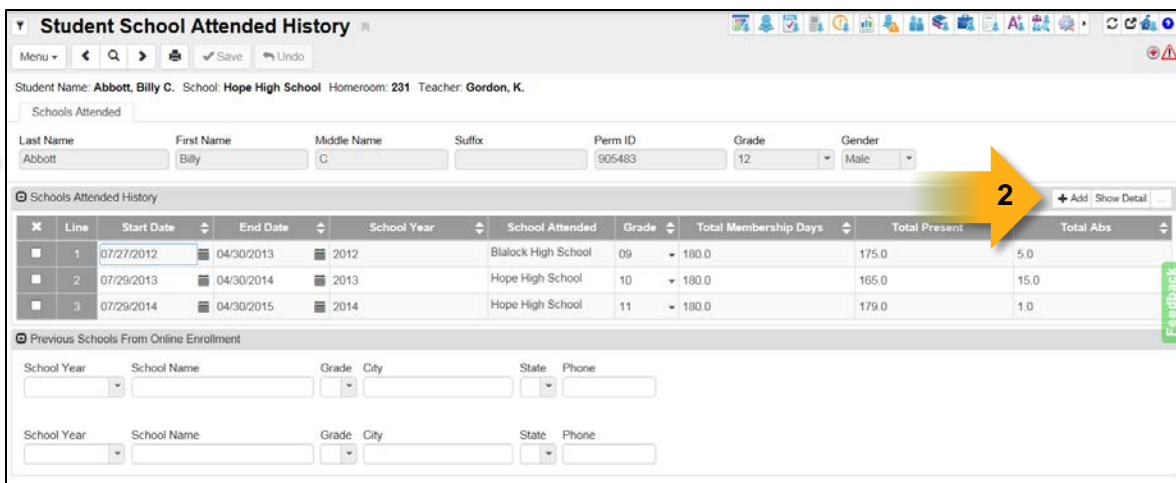
Managing School Attended History

Viewing/Adding School Attended History

Student School Attended History displays schools that a student has previously attended, either in or out of the district. For in-district schools, these records may be added in bulk using the **Update Student Course History** screen. For non-district schools and in other circumstances, you may add history manually.

Go to **Synergy SIS > Course History > Student School Attended History**

To record a student’s school attended history:



Student School Attended History

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **231** Teacher: **Gordon, K.**

Schools Attended

Last Name: First Name: Middle Name: Suffix: Perm ID: Grade: Gender:

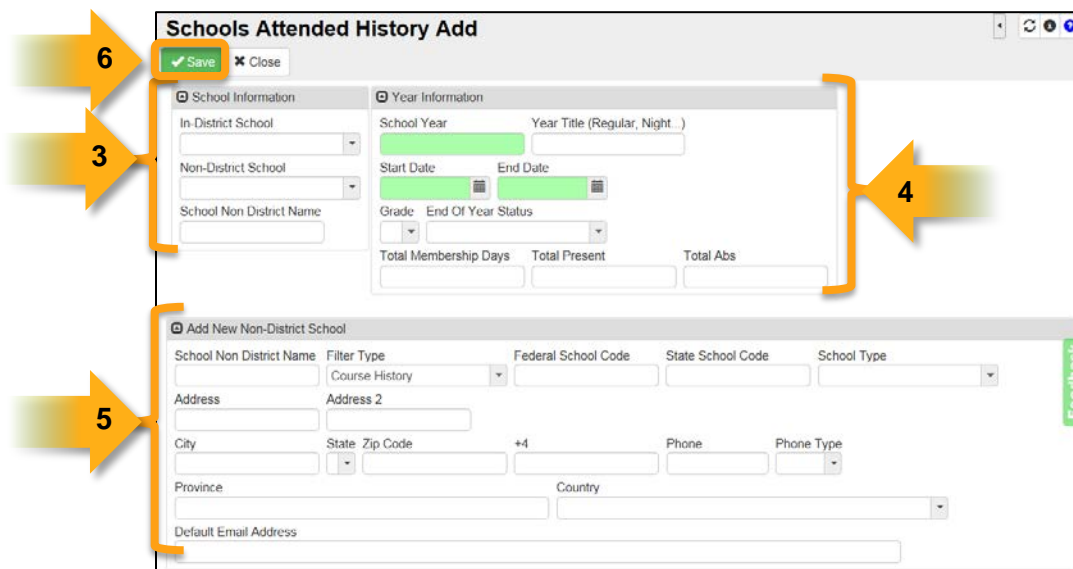
Line	Start Date	End Date	School Year	School Attended	Grade	Total Membership Days	Total Present	Total Abs
1	07/27/2012	04/30/2013	2012	Bialock High School	09	175.0	5.0	5.0
2	07/29/2013	04/30/2014	2013	Hope High School	10	180.0	165.0	15.0
3	07/29/2014	04/30/2015	2014	Hope High School	11	180.0	179.0	1.0

Previous Schools From Online Enrollment

School Year: School Name: Grade: City: State: Phone:

School Year: School Name: Grade: City: State: Phone:

1. Find the student history record to view .
2. Click the **Add** button. The **Schools Attended History Add** screen displays.



Schools Attended History Add

School Information

In-District School:

Non-District School:

School Non District Name:

Year Information

School Year: Year Title (Regular, Night):

Start Date: End Date:

Grade: End Of Year Status:

Total Membership Days: Total Present: Total Abs:

Add New Non-District School

School Non District Name: Filter Type: Federal School Code: State School Code: School Type:

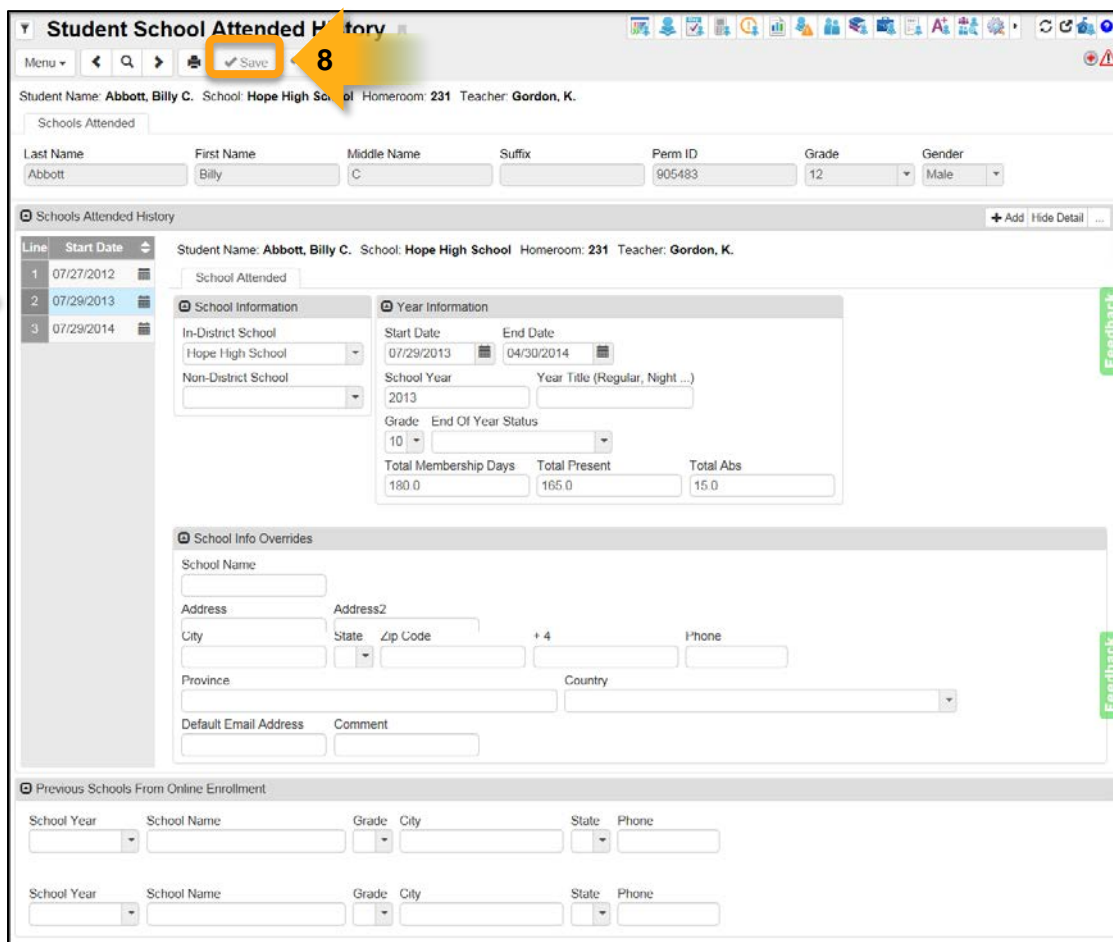
Address: Address 2:

City: State: Zip Code: +4: Phone: Phone Type:

Province: Country:

Default Email Address:

3. Complete the fields in the **School Information** group box. Depending on your district setup, you may have drop-down menus to choose from, or you may need to go to a **Find** screen to locate and select the school information.
4. Enter the **Year Information**, including the **School Year**, **Start** and **End Dates**, **Grade**, **End of Year Status**, **Total Membership Days**, **Total Days Present** and **Total Days Absent**.
5. For a non-district school, if the school name does not display in the drop-down menu or on the **Find** screen, complete all the information in the **Add New Non-District School** group box.
6. Click **Save**. You are returned to the **Schools Attended History** screen and the records are added to the bottom of the grid.
7. To edit previously entered records, highlight the desired row and click the **Show Detail** button (below).
8. A detail view displays (below) and you may edit the information and click the **Save** button at the top of the screen.



Student School Attended History

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **231** Teacher: **Gordon, K.**

Schools Attended

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

Schools Attended History

Line	Start Date	Student Name	School	Homeroom	Teacher
1	07/27/2012	Abbott, Billy C.	Hope High School	231	Gordon, K.
2	07/29/2013	Abbott, Billy C.	Hope High School	231	Gordon, K.
3	07/29/2014	Abbott, Billy C.	Hope High School	231	Gordon, K.

Year Information

Start Date: 07/29/2013 End Date: 04/30/2014

School Year: 2013 Year Title (Regular, Night ...)

Grade: 10 End Of Year Status

Total Membership Days: 180.0 Total Present: 165.0 Total Abs: 15.0

School Info Overrides

School Name: _____

Address: _____ Address2: _____

City: _____ State: _____ Zip Code: _____ +4 _____ Phone: _____

Province: _____ Country: _____

Default Email Address: _____ Comment: _____

Previous Schools From Online Enrollment

School Year	School Name	Grade	City	State	Phone
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Managing Student Career Plans

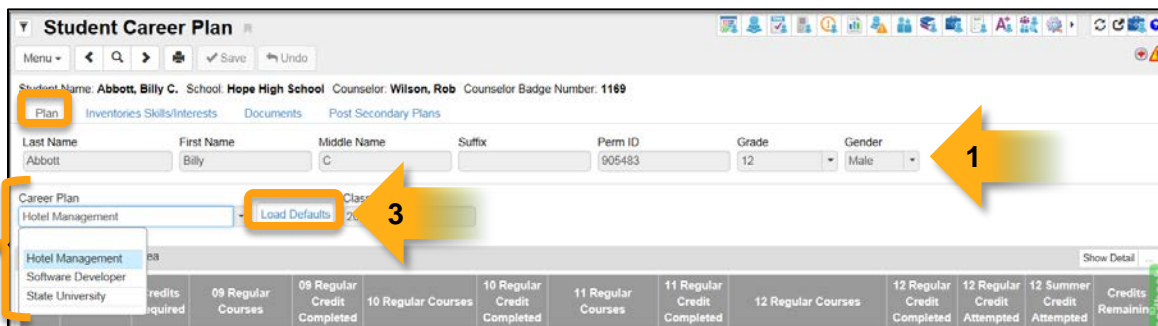
The **Student Career Plan** screen displays the courses a student must complete to graduate with the career plan selected, and monitors the student’s course completion progress. It may also display a student’s interests and skill inventories, store related documents, and outline their post-secondary plans.

Go to **Synergy SIS > Course History > Student Career Plan**

Viewing/Adding a Career Plan – the Plan Tab

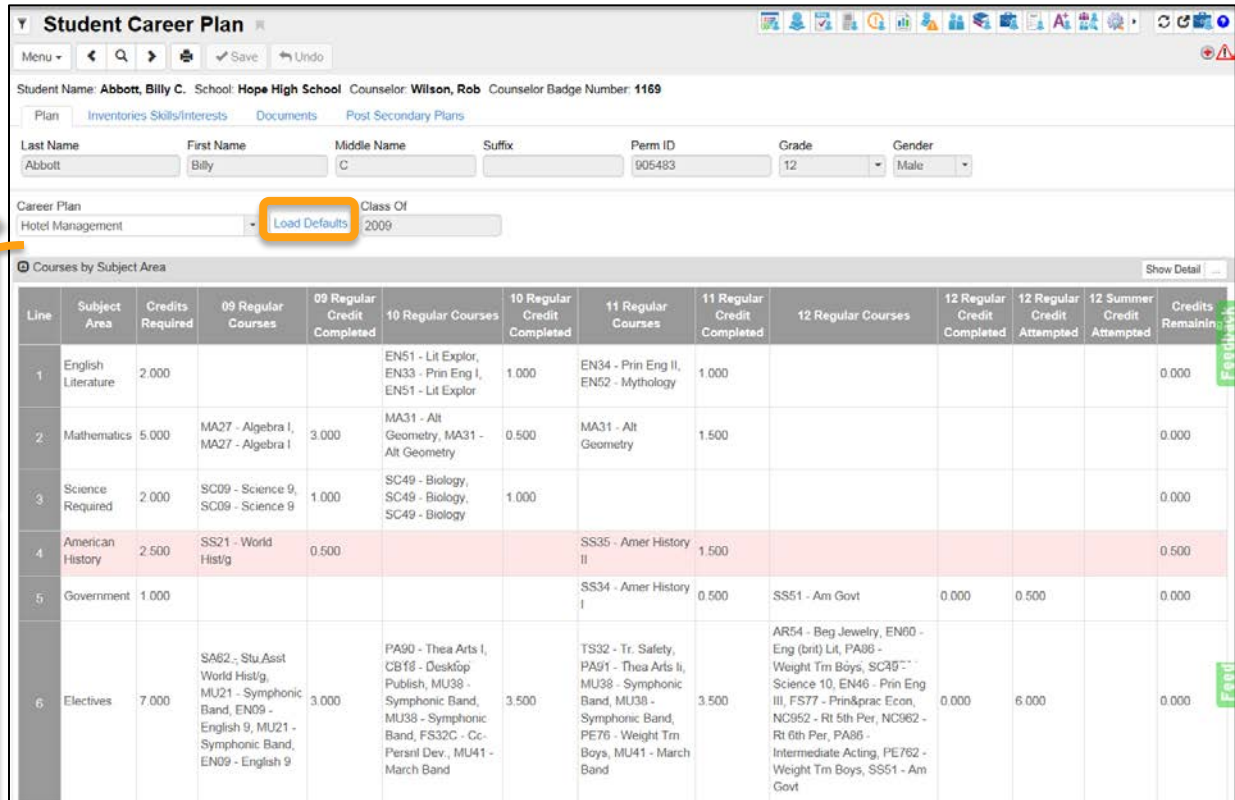
To view or add a Career Plan:

1. Locate the student record to view .
2. On the **Plan tab**, select the desired **Career Plan** from the drop down menu.
3. Click the **Load Defaults** button to show the courses needed for this career plan.



Note: If replacing a prior career plan, click the **OK** button in the message box when prompted to replace the current plan with the new selection. To create and edit a career plan itself, please refer to the **Career Plan** and the **Career Plan Course Group** screens in the *Synergy SIS Course History Administrator Guide*.

- The courses listed in the career plan, and any courses the student has taken that count toward the graduation requirement specified by the career plan, display in the **Courses by Subject Area** grid. Courses are grouped by grade level. Requirements that have not yet been fulfilled are highlighted in pink.

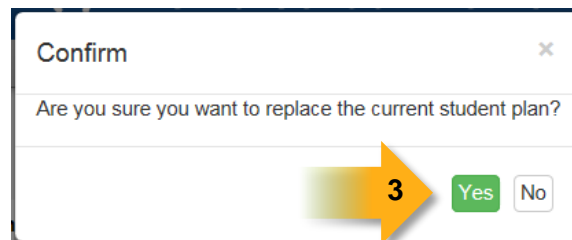


Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Wilson, Rob** Counselor Badge Number: **1169**

Plan: **Hotel Management** Load Defaults Class Of: **2009**

Line	Subject Area	Credits Required	09 Regular Courses	09 Regular Credit Completed	10 Regular Courses	10 Regular Credit Completed	11 Regular Courses	11 Regular Credit Completed	12 Regular Courses	12 Regular Credit Completed	12 Regular Credit Attempted	12 Summer Credit Attempted	Credits Remaining
1	English Literature	2.000			EN51 - Lit Explor, EN33 - Prin Eng I, EN51 - Lit Explor	1.000	EN34 - Prin Eng II, EN52 - Mythology	1.000					0.000
2	Mathematics	5.000	MA27 - Algebra I, MA27 - Algebra I	3.000	MA31 - Alt Geometry, MA31 - Alt Geometry	0.500	MA31 - Alt Geometry	1.500					0.000
3	Science Required	2.000	SC09 - Science 9, SC09 - Science 9	1.000	SC49 - Biology, SC49 - Biology, SC49 - Biology	1.000							0.000
4	American History	2.500	SS21 - World Histg	0.500			SS35 - Amer History II	1.500					0.500
5	Government	1.000					SS34 - Amer History I	0.500	SS51 - Am Govt	0.000	0.500		0.000
6	Electives	7.000	SA62 - Stu Asst World Histg, MU21 - Symphonic Band, EN09 - English 9, MU21 - Symphonic Band, EN09 - English 9	3.000	PA90 - Thea Arts I, CB18 - Desktop Publish, MU38 - Symphonic Band, MU38 - Symphonic Band, FS32C - Cc-Persnl Dev, MU41 - March Band	3.500	TS32 - Tr. Safety, PA91 - Thea Arts II, MU38 - Symphonic Band, MU38 - Symphonic Band, PE76 - Weight Tm Boys, MU41 - March Band	3.500	AR54 - Beg Jewelry, EN60 - Eng (brit) Lit, PA86 - Weight Tm Boys, SC39 - Science 10, EN46 - Prin Eng III, FS77 - Prin&prac Econ, NC952 - Rt 5th Per, NC962 - Rt 6th Per, PA86 - Intermediate Acting, PE762 - Weight Tm Boys, SS51 - Am Govt	0.000	6.000		0.000

- To add and view a different career plan on this student's record, select a different career plan under the **Career Plan** field drop-down menu and click the **Load Defaults** button.
- A message box displays asking you to confirm that you want to replace the current career plan with a new one. Click the **YES** button.



Confirm ✕

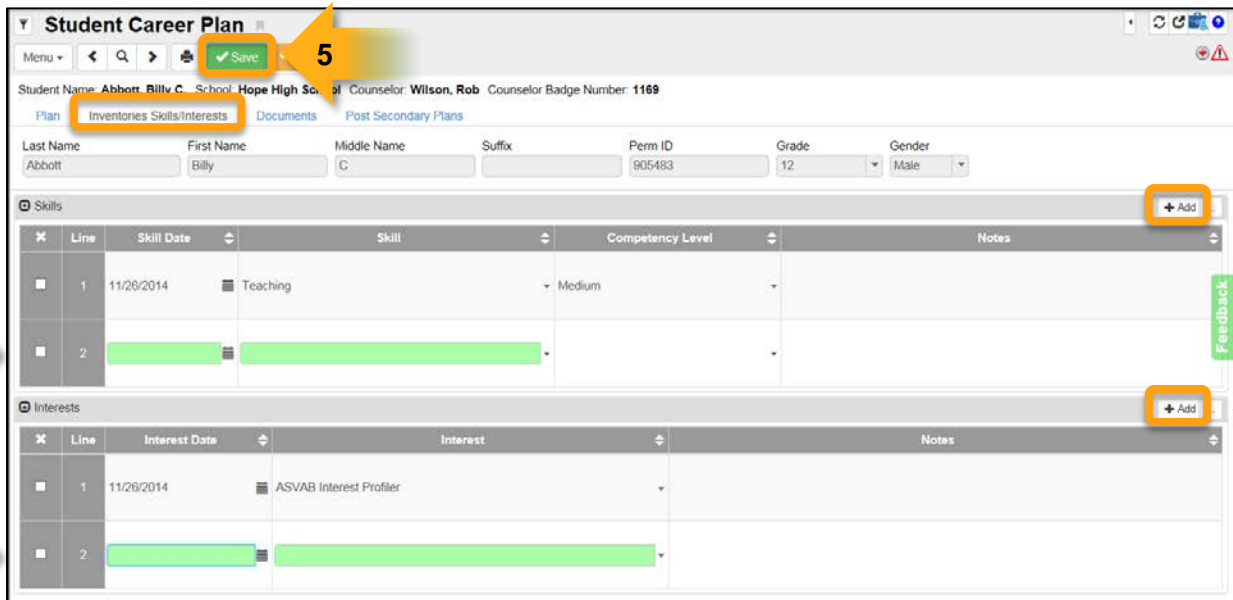
Are you sure you want to replace the current student plan?

Yes
No

Viewing/Adding Skills & Interests – Inventories Skills/Interests Tab

Using the **Inventories Skills/Interests tab**, you may list the skills in which the student wants to build competency, and you may also detail a student’s interests.

1. To add a skill in which the student wants to build competency, click the **Add** button in the **Skills** section. A blank line is added to the bottom of the grid.
2. Complete the **Skill Date**, select a **Skill** from the drop-down menu, select the **Competency Level** and enter any **Notes**.
3. To add a record of a completed interest inventory taken by the student, click the **Add** button in the **Interests** section. A new blank line is added.
4. Enter the date the inventory was taken in the **Interest Date** column, the type of interest inventory taken in the **Interest** column, and enter any **Notes**.
5. Click the **Save** button at the top of the screen.



The screenshot shows the 'Student Career Plan' interface for a student named Abbott, Billy C. The 'Inventories Skills/Interests' tab is selected. The interface is divided into two main sections: 'Skills' and 'Interests'. Each section has a table with columns for Line, Date, Skill/Interest, Competency Level, and Notes. There are '+ Add' buttons at the end of each table. A 'Save' button is located at the top left of the interface. Numbered callouts (1-5) point to these specific elements: 1 points to the '+ Add' button in the Skills section, 2 points to the first row in the Skills table, 3 points to the '+ Add' button in the Interests section, 4 points to the first row in the Interests table, and 5 points to the 'Save' button.

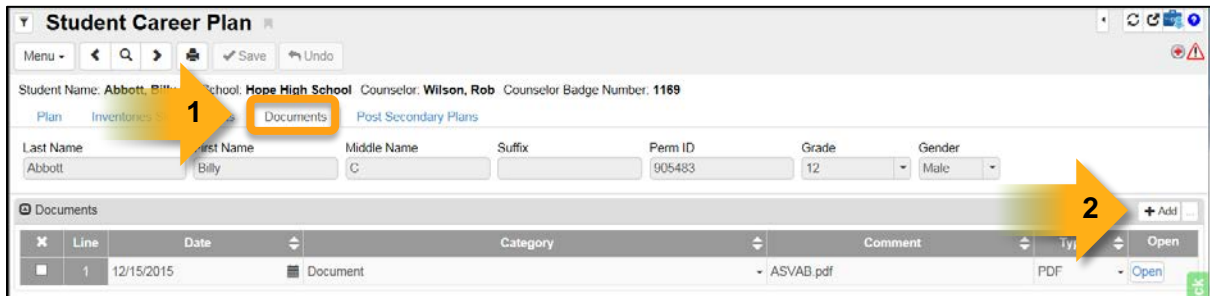
Line	Skill Date	Skill	Competency Level	Notes
1	11/28/2014	Teaching	Medium	
2				

Line	Interest Date	Interest	Notes
1	11/28/2014	ASVAB Interest Profiler	
2			

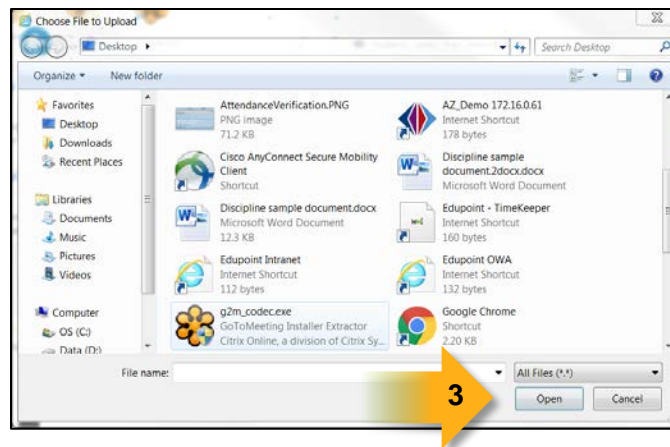
Viewing/Adding Related Documents – Documents Tab

You may attach important documents relating to a student’s career plan using the **Documents** tab.

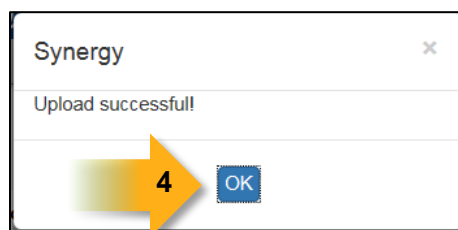
1. Navigate to the **Documents** tab.
2. Click the **Add** button in the **Documents** section.



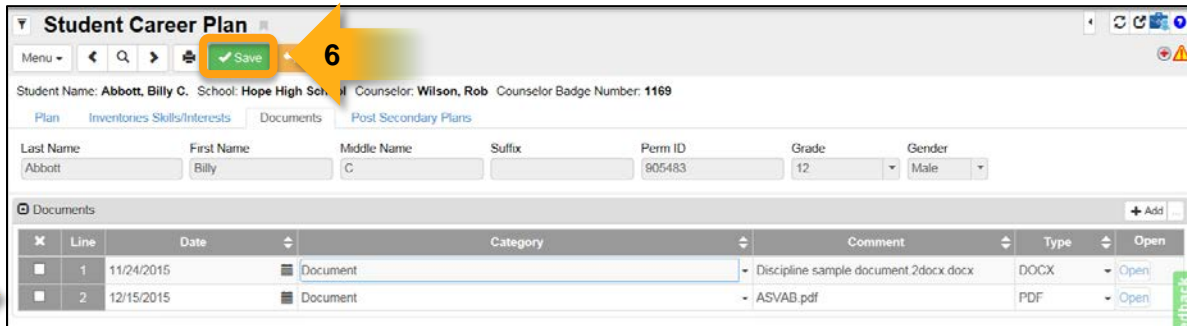
3. The **Choose File to Upload** screen opens up in a separate window. Browse until you locate and click on the document, then click the **Open** button.



4. Once the upload is successful, a status window will display (below). Click the **OK** button.



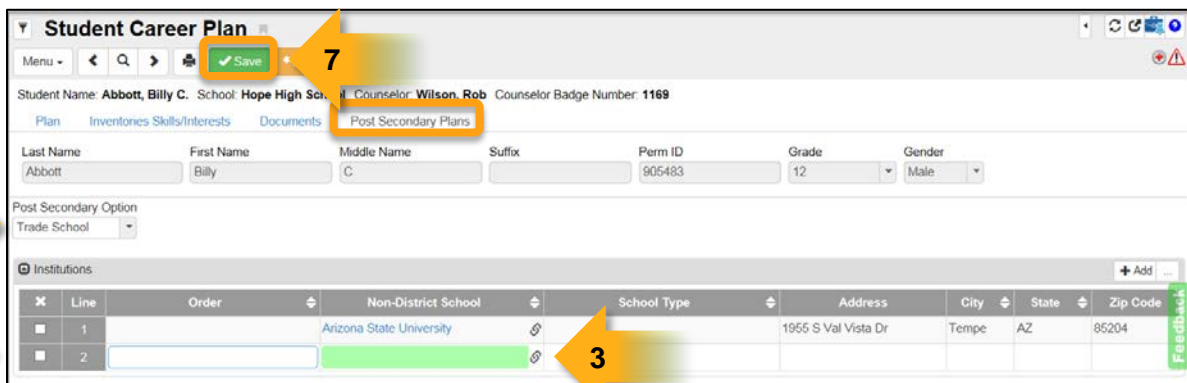
- The document displays in the **Documents** grid, with a default of today's date. Change the **Date** if desired, select a **Category** for the document, and add any additional comments if desired. **Note:** by default, the name of the file displays in the **Comment** field but this may be changed if desired.
- Click the **Save** button at the top of the screen.




Viewing/Adding Post Secondary Plans – Post Secondary Plans Tab

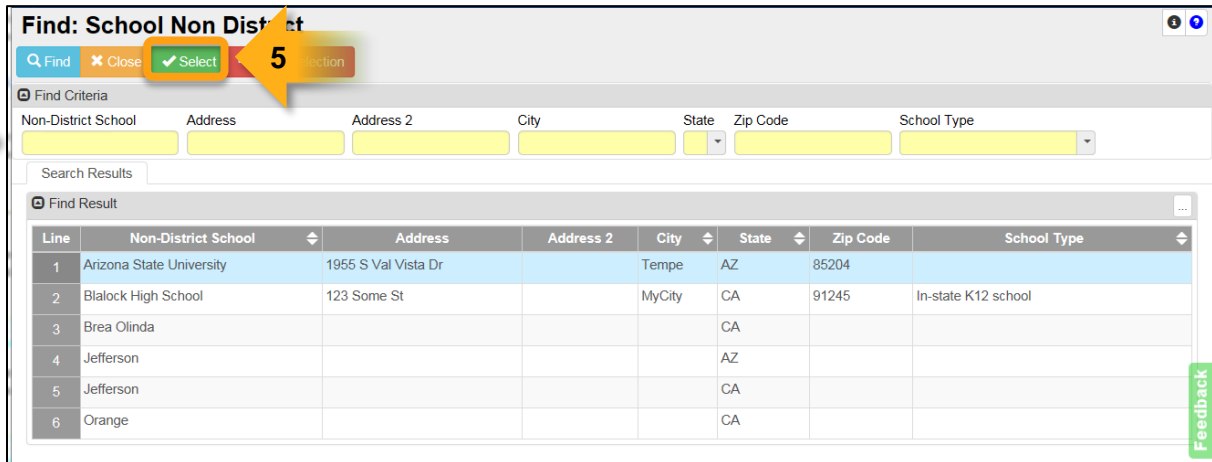
You may document a student's post secondary plans as part of his/her career plan.

- On the **Post Secondary Plans** tab, select the student's plan from the **Post Secondary Option** drop-down menu.
- To list a school the student plans to attend after high school, click the **Add** button in the **Institutions** section. A new blank line is added to the **Institutions** grid.



- Click the  icon gray arrow in the **Non-District School** column to select a school. The **Find: SchoolNonDistrict** screen opens (below).

4. Enter all or part of the **Non-District School** name and any other search criteria, and click the **Find** button. (If the school is not listed, users with needed permissions can add it in **Synergy SIS >System > Setup Non-District School**.)
5. Click the school, and click the **Select** button to add it to the **Institutions** grid.



Find: School Non District

Find Close Select Add

Find Criteria

Non-District School Address Address 2 City State Zip Code School Type

Search Results

Find Result

Line	Non-District School	Address	Address 2	City	State	Zip Code	School Type
1	Arizona State University	1955 S Val Vista Dr		Tempe	AZ	85204	
2	Blalock High School	123 Some St		MyCity	CA	91245	In-state K12 school
3	Brea Olinda				CA		
4	Jefferson				AZ		
5	Jefferson				CA		
6	Orange				CA		

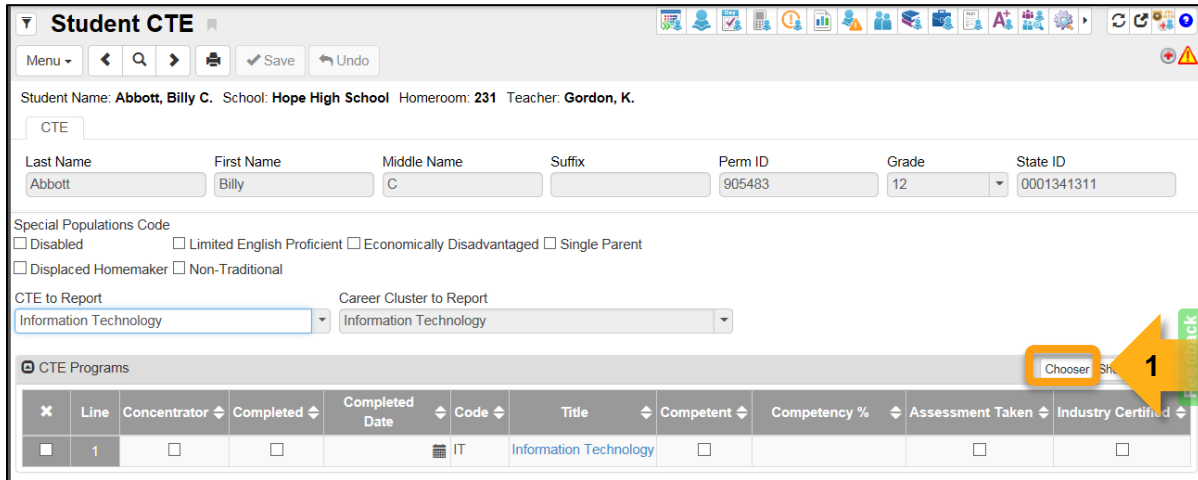
Feedback

6. If more than one school is listed, enter numbers to specify the **Order** in which they display (above).
7. Click the **Save** button at the top of the screen.

Managing CTE Programs

Manually Adding CTE Programs

CTE programs may either be automatically assigned to students based on their courses, or the programs may be manually assigned. To manually assign a program: Go to **Synergy SIS > Course History > Student CTE**



Student CTE

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **231** Teacher: **Gordon, K.**

CTE

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** State ID: **0001341311**

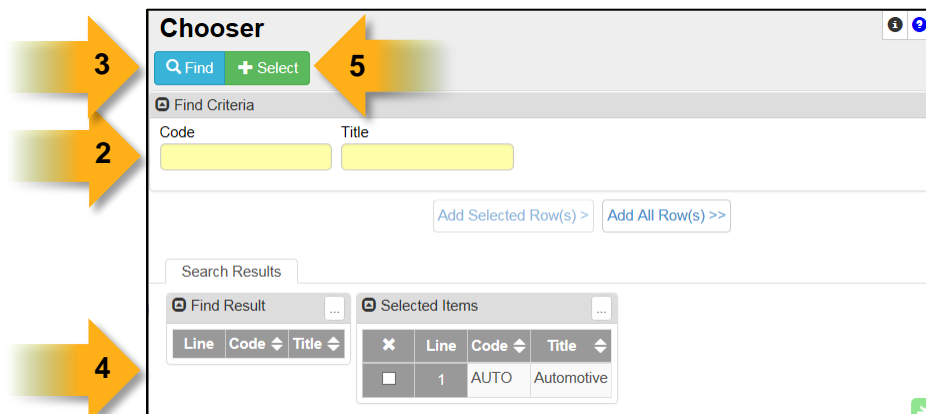
Special Populations Code
 Disabled Limited English Proficient Economically Disadvantaged Single Parent
 Displaced Homemaker Non-Traditional

CTE to Report: **Information Technology** Career Cluster to Report: **Information Technology**

CTE Programs

×	Line	Concentrator	Completed	Completed Date	Code	Title	Competent	Competency %	Assessment Taken	Industry Certified
☐	1		<input type="checkbox"/>		IT	Information Technology	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

1. Click the **Chooser** button. The **Chooser** screen opens in a separate window.
2. In the **Find Criteria** group box, enter all or part of the **CTE program Code** or **Title** (below).
3. Click the **Find** button. All programs that match the find criteria display in the **Find Result** grid.
4. Under the **Find Result** grid, click a program to add to the **Selected Items** grid. You may also use the **Add Selected Row(s)>** or **Add All Row(s) >>** buttons to add multiple programs.
5. Click the **Select** button. The program is automatically added to the bottom of the **CTE Programs** grid on the **Student CTE** screen.



Chooser

Find **Select**

Find Criteria

Code: Title:

Add Selected Row(s) > **Add All Row(s) >>**

Search Results


Find Result

Line	Code	Title

Selected Items

×	Line	Code	Title
☐	1	AUTO	Automotive

Student CTE



Menu
Save
10

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **231** Teacher: **Gordon, K.**

CTE

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade
Abbott	Billy	C		905483	12

State ID
0001341311

Special Populations Code

Disabled Limited English Proficient Economically Disadvantaged Single Parent

Displaced Homemaker Non-Traditional

CTE to Report Career Cluster to Report

Information Technology Information Technology

7-8

CTE Programs Chooser Show Detail ...

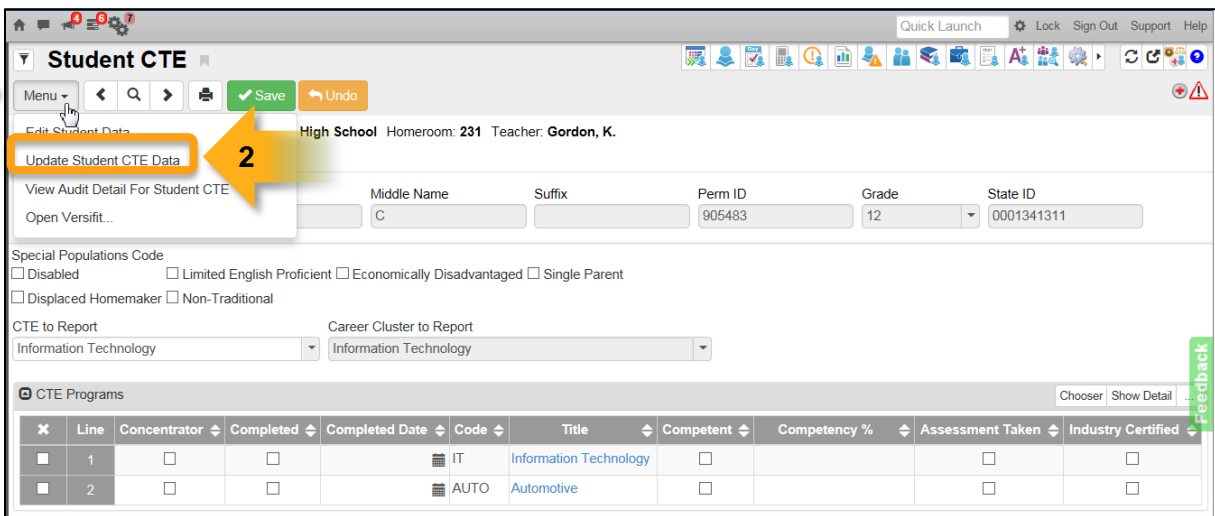
×	Line	Concentrator	Completed	Completed Date	Code	Title	Competent	Competency %	Assessment Taken	Industry Certified
<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>		IT	Information Technology	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>		AUTO	Automotive	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

6. Select any **Special Populations Code** to which the student belongs by checking the appropriate box.
7. In the **CTE to Report** list, click the student's main CTE program.
8. If the CTE program is associated with more than one career cluster, in the **Career Cluster to Report** list, select the cluster to be reported.
9. For each program listed under **CTE Programs**:
 - a. If the student has finished the program, check the **Completed** box and enter the **Completed Date**.
 - b. Check the **Concentrator**, **Competent**, **Assessment Taken**, and **Industry Certified** boxes if applicable.
 - c. Rate the student's competency in the program area using the **Competency %** field.
10. Click the **Save** button at the top of the screen.

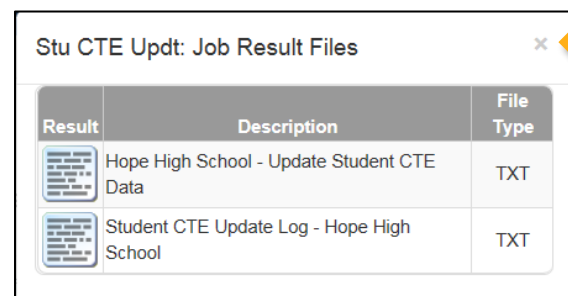
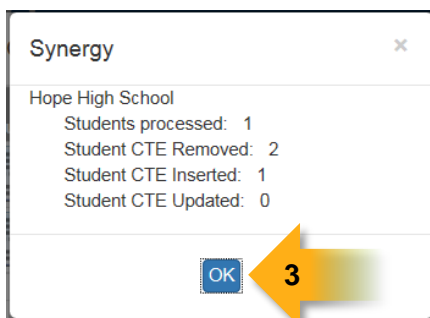
Automatically Adding CTE Programs

Automatic assignment of a CTE program to a student’s record happens when a student is enrolled in a CTE course and the update process is run. The CTE update process can be run in bulk, or run individually for one student. The **Update Student CTE** screen assigns CTE programs to all students at the school in focus, as described in the *Synergy SIS – Course History Administrator Guide*. To automatically assign a CTE program to one student only:

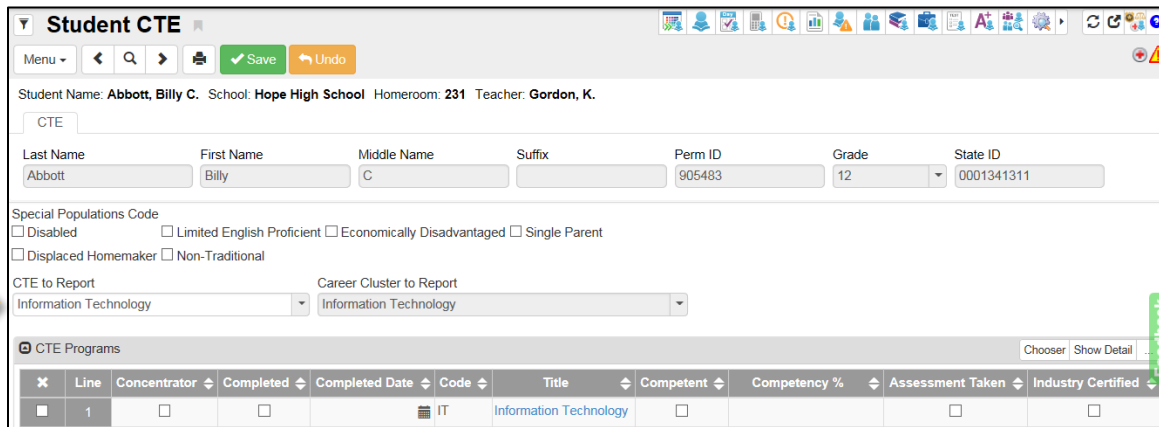
1. Click on the **Menu** button at the top of the **Student CTE** screen.



2. Select **Update Student CTE Data**.
3. A status message will display with the job results. Click **OK** to dismiss the message.
4. You may open and review the text files of the **Job Result**. Click the **X** to close the screen.



- If the student has completed or is currently enrolled in any courses assigned to a CTE program, the program is added to the **Student CTE** screen. If only one program is found, it is also automatically entered as the **CTE To Report**.



Student CTE

Menu

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **231** Teacher: **Gordon, K.**

CTE

Last Name: First Name: Middle Name: Suffix: Perm ID: Grade: State ID:

Special Populations Code
 Disabled Limited English Proficient Economically Disadvantaged Single Parent
 Displaced Homemaker Non-Traditional

CTE to Report: Career Cluster to Report:

CTE Programs

Line	Concentrator	Completed	Completed Date	Code	Title	Competent	Competency %	Assessment Taken	Industry Certified
1	<input type="checkbox"/>	<input type="checkbox"/>		IT	Information Technology	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Managing Student Work Samples

A work sample is individual student output that may demonstrate proficiency in a skill. Typically, a work sample is assessed using defined criteria. Work samples can be essays, speaking presentations, responses to open-ended math problems, or almost any other form of work. Information about defining work samples is in the *Synergy SIS Course History Administrator Guide*.

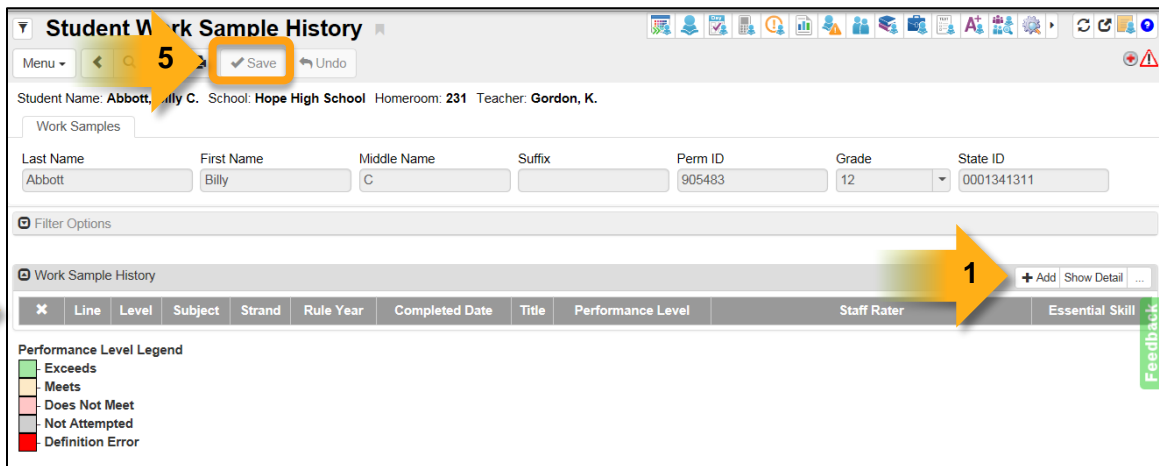
In Synergy, you define work samples in a hierarchy:

Level > Subject > Strand > Definition Duration > Trait > Score

Viewing/Adding a Student Work Sample

The **Student Work Sample History** screen contains information about all work samples, from all years, for the selected student. You may add work samples and filter the display of work samples by level, subject, strand, completion date, performance level, and whether the skill demonstrated by the work sample is considered essential or non-essential.

Go to **Synergy SIS > Course History > Student Work Sample History**



Student Work Sample History

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **231** Teacher: **Gordon, K.**

Work Samples

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** State ID: **0001341311**

Filter Options

Work Sample History

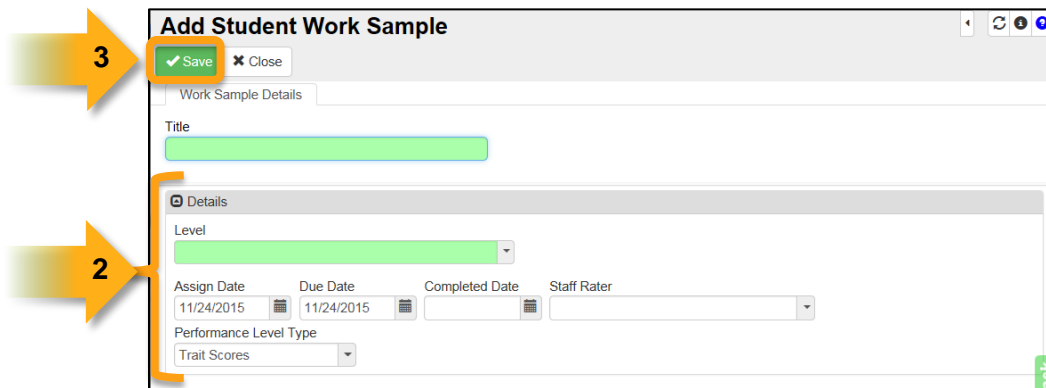
✕	Line	Level	Subject	Strand	Rule Year	Completed Date	Title	Performance Level	Staff Rater	Essential Skill
---	------	-------	---------	--------	-----------	----------------	-------	-------------------	-------------	-----------------

Performance Level Legend

- Exceeds
- Meets
- Does Not Meet
- Not Attempted
- Definition Error

+ Add Show Detail ...

1. Click the **Add** button (above). The **Add Student Work Sample** screen displays.



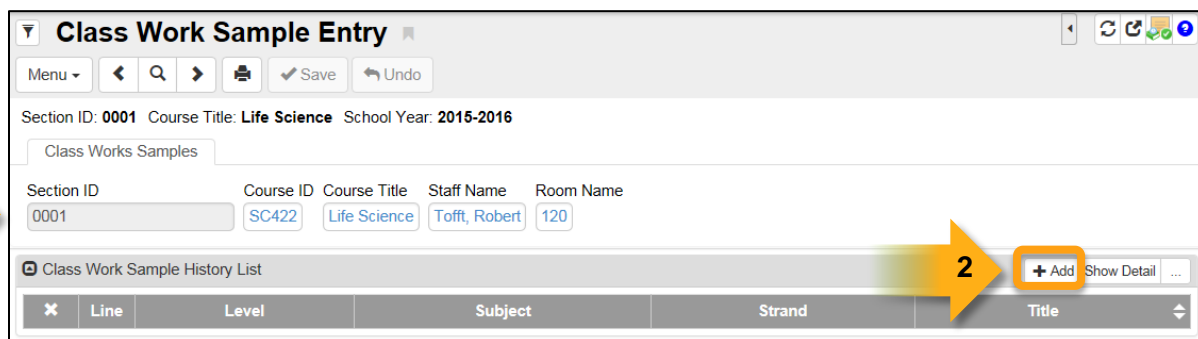
2. On the **Add Student Work Sample** screen, enter **Title**, **Level**, and **Performance Level Type** (above). If the work is completed, enter the **Completed Date** and **Staff Rater**.
3. Click **Save** to return to the **Student Work Sample History** screen.
4. The entry is added to the **Work Sample History** grid (above).
5. Click the **Save** button.

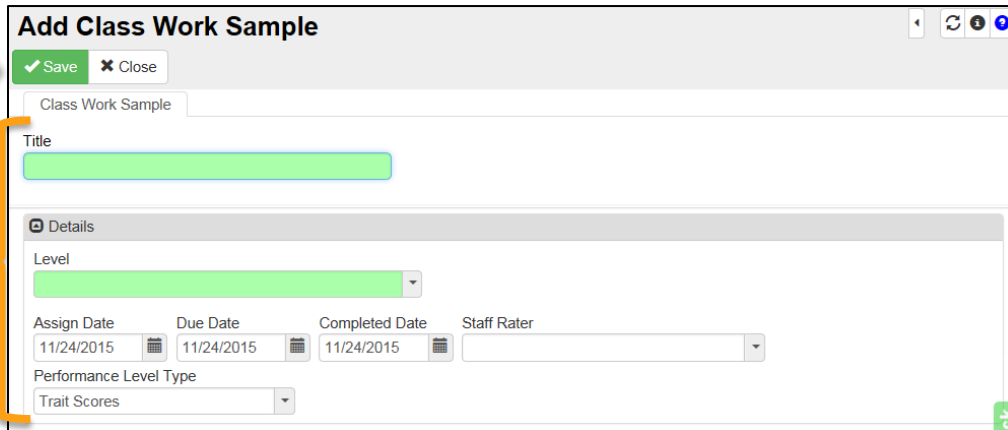
Viewing/Adding a Class Work Sample

On the **Class Work Sample Entry** screen you may view and enter work samples for all students in a class section. Work samples entered here also display on the **Student Work Sample History** screen for each student in the class, but the reverse does not apply.

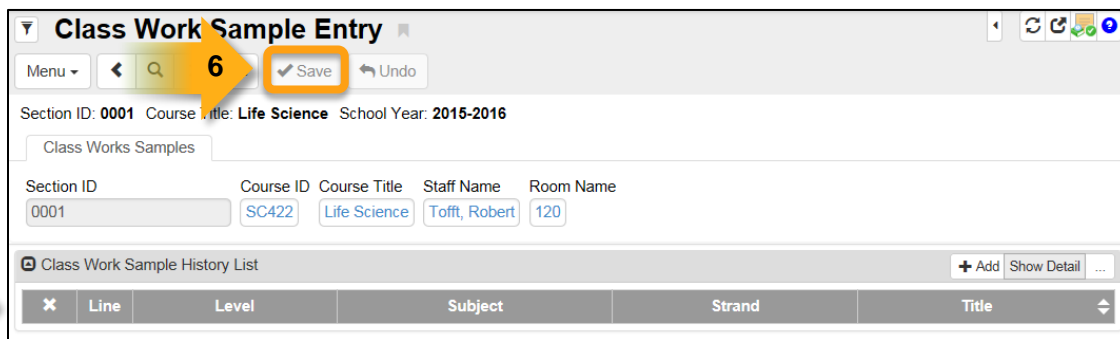
Go to **Synergy SIS > Course History > Class Work Sample Entry**

1. Find the class section you wish to view.
2. Once the desired section is displayed, click the **Add** button. The **Add Class Work Sample** screen displays (next page).





3. Enter the work sample **Title**, as well as any **Details** including **Level**, **Assign Date**, **Due Date**, **Completed Date**, **Staff Rater** and **Performance Level Type** (above).
4. Click **Save** to return to the **Class Work Sample Entry** screen (below).
5. The work sample record is added to the **Class Work Sample History List** grid.
6. Click the **Save** button.



Course History Reports

There are three types of Course History 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

CHS202 – Student Graduation Requirements Profile report prints out the complete student course history with a summary of the credits needed by subject area. This report may be customized and filtered.

CHS404 – Student Graduation Check report presents all of the requirements needed for graduation with the detail of the student's progress in meeting those requirements. It may show the complete course history, a summary of the test results, the GPA and class rank, the total service learning hours, and the credit progress in each of the subject areas. The data may also be filtered.

CPL201 – Student Career Plan Profile report lists each of the subject areas required for graduation, and shows which courses have been completed, those currently in the student's schedule, and those courses planned for each subject area. This report may be filtered to print just for one student, or for every student meeting the criteria specified.

CTE403 – CTE Completer Profile report details a student's progress towards completion of their career and technical education requirements. (Writer's note: best guess - could not find samples in the User Guides or the Report Guides and could not get the report to generate....please verify)

CTE401 – CTE Program Participant List report lists all students participating in a CTE Program. The report is grouped by Program Code and Course Code, and also shows if the student participates in any Student Needs Program, or had limited English proficiency (LEP).

STU204 – Student Transcript report may be customized to fit the needs of each school and/or district. Transcripts may contain the following: the student's courses, grade marks, test history, service learning hours, extracurricular achievements, GPA and class rank information. You customize the transcript through the **Student Transcript Options** screen. However, at the time the report is printed, the student transcripts may be printed in groups by setting the criteria in the **Student Info** section.

Other Reports You May Find Useful

Individual Reports

Path: Synergy SIS > Course History > Reports > Individual

STU209 – Student Standards Transcript report prints the Elementary Student Transcript used for Standards-based grading.

List Reports

Path: Synergy SIS > Course History > Reports > List

CHS401 – Student Credit Check report prints a list of students with the total of their credits attempted and completed. It is designed to generate a list of students who are falling behind in their credit totals.

CHS402 – Graduation Requirement List report prints a list of students that either meet the graduation requirements or don't meet the requirements, depending on the criteria used to print the report.

CHS403 – Repeat Course report prints a list by student of each course that has been taken more than once by a particular student, and gives the dates and mark by student for each attempt at a course.

CHS405 – Locally Awarded Verified Credits report identifies students eligible for locally awarded verified credits. It lists students who have a specified diploma type and have failed selected tests more than once, but with scores very near passing.

CHS406 – Student Grad Req Exception List report shows a list of students that are deficient in their subject area graduation requirements. For each student the subject areas and credit details are shown.

CHS407 – Work Samples by Class report prints the work samples for a particular class.

CHS408 – Work Samples by Year report prints work samples for the current school year.

CHS409 – Work Samples by Student report prints a single student's work samples.

SLP401 – Student Service Learning List report prints a list of students and their service learning hours. The user may filter by date range and total hours threshold. The report includes the student name, perm ID, grade, gender and total hours.

Self-Assessment Checklist

When attendees complete Course History training they will be able to:

- Manage Student Course History by
 - Viewing/Adding Student Course History
 - Building a Course History for a Transfer Student
 - Viewing GPA and Class Ranking
 - Viewing/Adding Graduation Requirements
 - Viewing/Adding Transcript Comments
 - Viewing/Adding Elementary Student Comments
 - Viewing/Adding District-Level Waivers
- Manage Service Learning Hours by
 - Viewing/Adding Service Learning Hours
- Manage School Attended History by
 - Viewing/Adding School Attended History
- Manage Student Career Plans by
 - Viewing/Adding a Career Plan on a Student's Record
 - Viewing/Adding Student Skills and Interest Inventory Information
 - Viewing/Adding Related Documents
 - Viewing/Adding Post Secondary Plans
- Manage CTE Programs by
 - Manually Adding CTE Programs
 - Automatically Adding CTE Programs
 - Changing enrollment record information
- Manage Student Work Samples by
 - Viewing/Adding a Student Work Sample
 - Viewing/Adding a Class Work Sample
- Viewing Course History Reports
 - Print STU204 Student Transcript
 - Print CHS402 – Graduation Requirement List
 - Print Other Course History Reports