## SEMESTER & HIGH SCHOOL TEACHERS: GRADE BOOK SETUP & NEW ASSIGNMENTS (Overview)

**Set the Grade Book Settings and Assignment Type Weighting before adding grades for the students.**

Synergy has a **New Grade Book** with some helpful new features.  Please read this document closely as some steps may differ from last year.

- This document will help in setting up grade book and creating new assignments to begin the school year.
- The attached document, New Grade Book Overview, outlines additional features and tools that will enhance the gradebook experience.

1. *Grade Book Setup:*  After logging into TeacherVUE, mouse over Grade Book and click on **Gradebook Setup.**
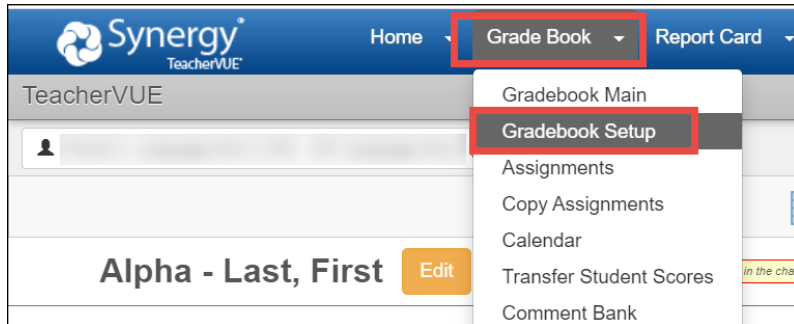
> **Collaborate with your department to use consistent Grade Book Settings, Assignment Types, and Weights.**

2. When the Gradebook Setup screen displays, follow steps A – E described below.
   - A. Click the **Grade Book Settings Tab**
   - B. In the Final Grade Rounding Settings section, select *Rounding On*.
   - C. **Consider the following examples when making the rounding selection.  In each example below, the student's class grade is on the bubble at 89.45%, but the final calculation will differ depending on the rounding option selected:**
     - ➤ *Whole Number Only* – Example:  The grade calculation rounds to the nearest whole number.  Gradebook, PVUE, and SVUE display **89.00% and the student has a calculated class grade of 89.**
     - ➤ *1 Decimal Place* – Example:  The grade calculation rounds up using only one decimal place.  Gradebook, PVUE, and SVUE display **89.5% and the student has a calculated class grade of 90.**
     - ➤ *2 Decimal Places* – Example:  The grade calculation rounds up using two decimal places.  Gradebook, PVUE, and SVUE display **89.45% and the student has a calculated class grade of 89**.
   - D. In the Grading Period Default For New Assignments section, select ***Assignment Due Date.***
     - ✓ It is important to select this setting so that assignments will display in the appropriate Six Week Grading Period AND so the grades will be calculated cumulatively throughout the term.
     - ✓ This setting allows for: *(1)* point-in-time grade capture for your report card grading periods (you will see a separate grade average for 1st Six Weeks, 2nd Six Weeks, etc.) and *(2)* cumulative, final grade averages at the end of the grading period to post to transcripts, report cards, and grade history.
   - E. Select an option in the Teacher Type Defaults section.  Which Assignment Types would you like to use?
     - ✓ *Only Show My Types* **or** *Add My Types to the District Types*
     - ✓ The District has created one Assignment Type, called *CTLS Assessments,* which will display on this screen only if teachers select 'Add My Types to the District Types.'
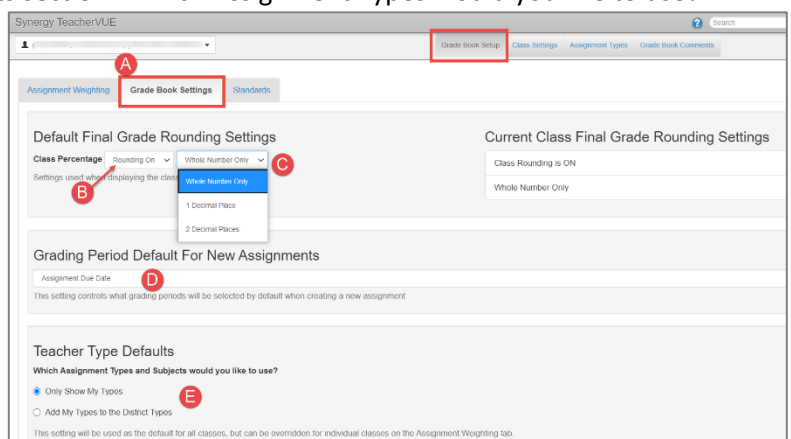
3. *Class Settings:*
- Click the **Class Settings** sub-menu. Review all class options to confirm they match what was selected on the Grade Book Settings Tab.
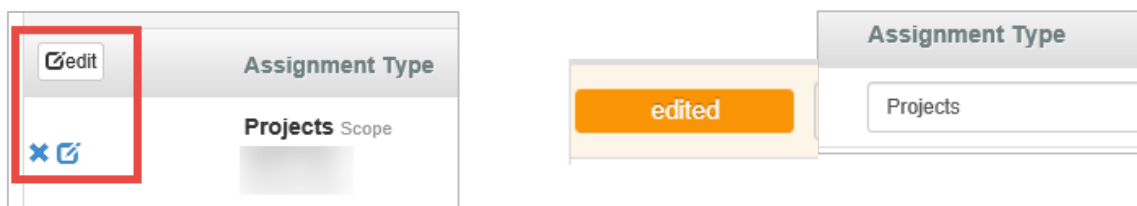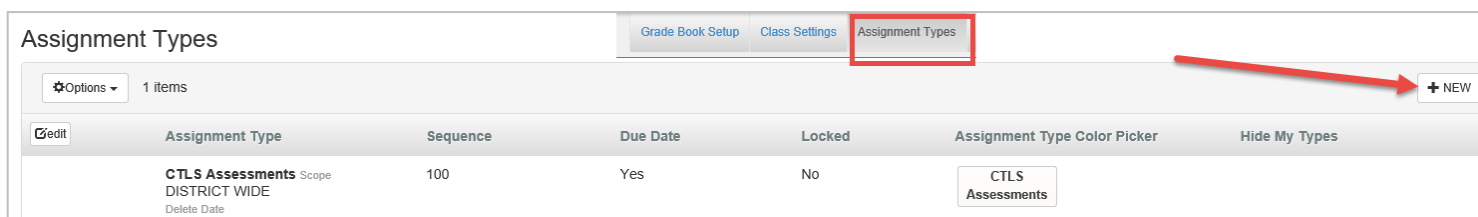


4. *Assignment Types:*
- Click the **Assignment Types** sub-menu. As previously mentioned, the District has created one Assignment Type, called *CTLS Assessments,* which will display on this screen only if teachers select 'Add My Types to the District Types.'
- ***Returning teachers*** should review existing types to decide it they will be used for the current school year.
- NOTE: Prior year's types may be hidden. Click the **Options** button and check to '**Show Hidden**' to view all types. *DO NOT attempt to unhide or use hidden District Wide assignment types.*
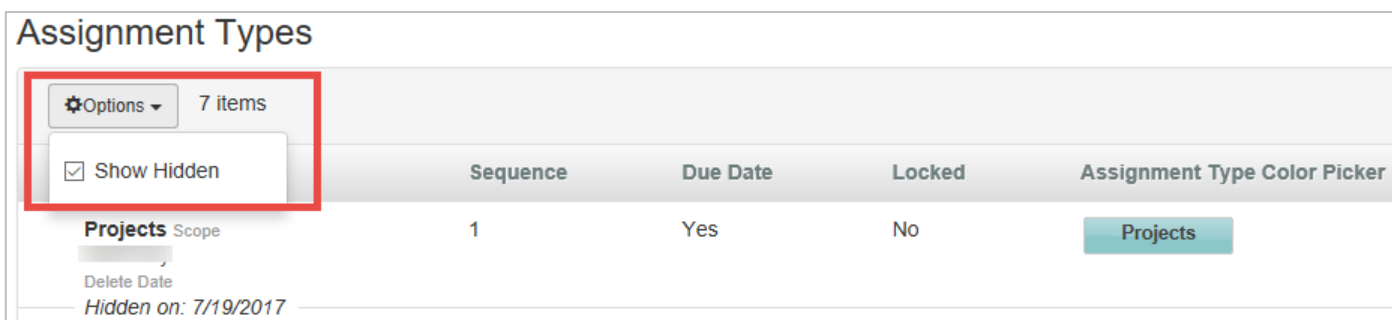


- To reactivate a hidden type so it to can be used again, click the **Edit** button, or point the mouse in the edit column next to the name of the type desired. Either action enables the type for editing. Make any change to the type – even if you delete a letter and add it back. Confirm Due Date option is **YES**. When all changes have been made, click **SAVE**.



- New teachers must create their own assignment types by clicking the **NEW** button.

- Enter the **Name** of the new assignment type, enter the **Sequence** which refers to the order the type will appear in the list when creating a new assignment, select *YES* for the **Due Date** option, and select a custom color (**recommended**) so the assignment will be easily identified in the gradebook.
- Click the **INSERT** button when all options are set.



**NOTE:** If the course requires an End of Course exam (EOC), create <mark>**one**</mark> assignment type named simply **EOC**.
- <mark>DO NOT create an assignment type called EOC if you do not teach an EOC-required course.</mark>

**TIP:** Keep assignment type names at a high level. Use the actual assignment name for details about standards, modules, chapters, or lessons during the grading period.

### Assignment Type Weighting:
- After creating the new assignment types, click the **Grade Book Setup tab** and select the **Assignment Weighting Tab** to apply the weights.
- Decide if you want to '*Use Teacher Default*', '*Only Show My Types*' or '*Add My Types to the District Types.*'



- **Weights must total 100%** for each class. Collaborate with your school, department &/or team for consistency.
- **\*\*IMPORTANT**: Apply appropriate 20% weight for EOC-required courses.
    - If teaching both EOC-required & non-required, leave EOC assignment type weight at zero for non-required classes.
- Add **Default Points Possible**. If left at zero, the points will need to be added each time a new assignment is created.
- Click **Update** to save changes and additions made on the screen.

5. *Class Selection for Creating New Assignments:*
   - Navigate to Grade Book Main and select the CORRECT **TERM**, **CLASS** & **PERIOD** for each class when adding or viewing assignments or to add grades (S1, Q1, YR, and 1st Six Weeks, 2nd Six Weeks, etc.).
   - Semester schedules may include Quarter and Yearlong classes.

   Do not select the EOC Grading/Mark Period to add an assignment. See below for details on how to create an EOC assignment.



6. *Grading Periods Check Marks for Assignments:* Semester Schools

   The checks for the grading periods will be automatic when using the *Assignment Due Date* setting described in section 2.D. of this document. Confirm this setting was selected in Gradebook Setup before creating assignments.

| Assignment Due Date by Class Term | Grading Period Marks for Assignments | | | | | |
|---|---|---|---|---|---|---|
| | 1st 6 wks | 2nd 6 wks | 3rd 6 wks | 4th 6 wks | 5th 6 wks | 6th 6 wks |
| S1 due 1st 6 weeks | X | X | X | | | |
| S1 due 2nd 6 weeks | | X | X | | | |
| S1 due 3rd 6 weeks | | | X | | | |
| Q1 due 1st 6 weeks | X | X | X | | | |
| Q1 due 2nd 6 weeks | | X | X | | | |
| Q2 due 2nd 6 weeks | | X | X | | | |
| Q2 due 3rd 6 weeks | | | X | | | |
| YR due 1st 6 weeks | X | X | X | X | X | X |
| YR due 2nd 6 weeks | | X | X | X | X | X |
| YR due 3rd 6 weeks | | | X | X | X | X |
| YR due 4th 6 weeks | | | | X | X | X |
| YR due 5th 6 weeks | | | | | X | X |
| YR due 6th 6 weeks | | | | | | X |
| S2 due 4th 6 weeks | | | | X | X | X |
| S2 due 5th 6 weeks | | | | | X | X |
| S2 due 6th 6 weeks | | | | | | X |
| Q3 due 4th 6 weeks | | | | X | X | X |
| Q3 due 5th 6 weeks | | | | | X | X |
| Q4 due 5th 6 weeks | | | | | X | X |
| Q4 due 6th 6 weeks | | | | | | X |

7. **NEW FEATURE 2022-23 - *Creating New Assignments***:  After selecting the correct Grading Period, follow the steps described below each time a new assignment is created.  In Grade Book > Gradebook Main, click on the Blue Plus sign in the lower right corner of your screen.  Click on Assignment.
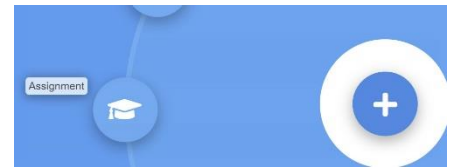
A. *The steps below correspond to the screen shot from the* ==**Content tab**==.

1) Under **Title**, add an assignment name.  The name will default to New Item and date created.

2) Edit the **Assignment Date**, if needed.
   - The date, on new assignments, will default to the current date.

3) Edit the **Due Date of Assignment**, if needed.
   - A new assignment will be recorded in the grading period associated with the *Due Date* on the assignment according to the chart on the previous page.
   - ***When a new assignment is created, the due date defaults to the day the assignment is created.***
   - ***It is important to enter the assignment due date as a date within the correct grading period.***
   - ==***Edit the due date as needed for accurate placement of the assignment.***==  If a due date is not entered, the assignment entry date is used by default.  *(Refer to the current year's CCSD Staff Use Calendar for the grading period dates.)*
   - Assignments can be added to multiple sections at once. See #9 in Advanced Settings tab section on the next page.
   - Students' grades should be cumulative through the quarter, semester, or year – depending on how the classes are scheduled.

4) **Unit** is a new options feature available for organizing assignments.

5) Select a **Category**, or Assignment Type

6) Select a **Score Type** – either *Percentage* or *Raw Score*

7) Apply **Points** for Max Score Value.
   - **Be consistent** throughout the gradebook with point values to ensure appropriate grade calculations.
   - *Example*:  Don't assign one assignment '100' points and others only '1' point.

8) **Expected Duration** for the student to complete the assignment.

9) **Remember Last Settings** used to create an assignment.

**Note:  The Due Date is important and determines which grading periods will be selected <u>automatically</u> on the new assignment.**

B. *Advanced Settings tab*:   Teachers can review and adjust the assignment's *grading periods* and create optional details for new assignments in the *Grade Book*, including assignment calculation category, visibility in *ParentVUE* and *StudentVUE*, and analysis bands.
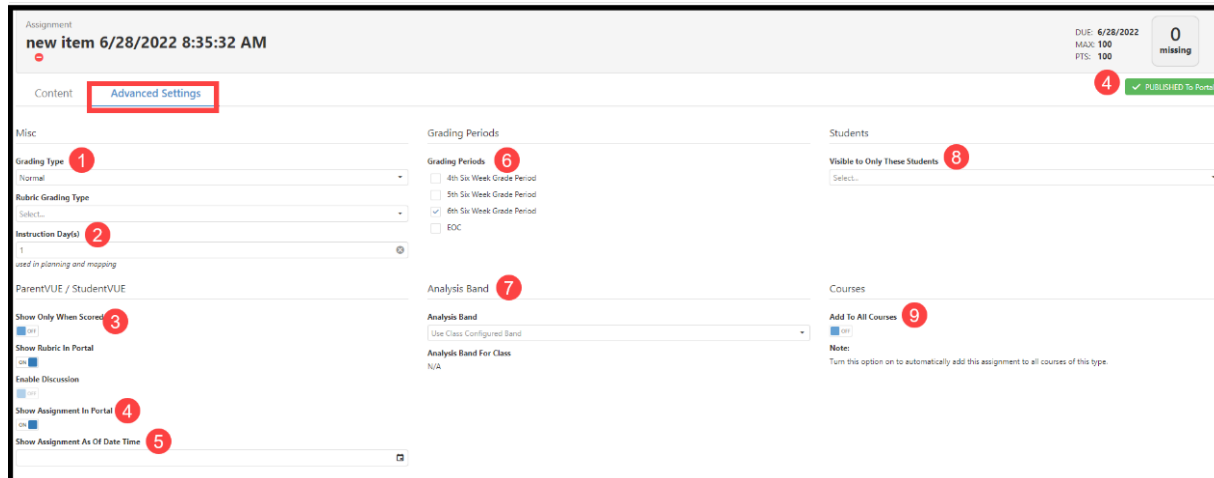


1) Set the **Grading Type**: *Normal* assignments will be included in the calculation of a student's score; *Extra Credit* assignments can only positively impact a student's grade; *Not for Grading* assignments will not be included in the calculation of a student's score and will be marked in *ParentVUE* and *StudentVUE* as "*Not for Grading*"; *Content* indicates the assignment will not have a score type nor be graded and is for delivering student content only.

2) Set the number of **Instructional Days** for this assignment. This information <u>can be viewed by teachers only</u> on the Course Content Calendar tab for curriculum planning purposes.

3)  **Show Only When Scored** when toggled on, will display the assignment for only students who have a score. Any student without a score in Grade Book will not see the assignment in **ParentVUE/StudentVUE**.

4) **Show Assignment in Portal/Published To Portal** will display the assignment in *ParentVUE* and *StudentVUE* when toggled on or clicked. This is the default setting.

5) **Show Assignment As of Date Time** sets a date and time in which the assignment will be published in *ParentVUE* and *StudentVUE*. Note: the assignment must also have ***Show Assignment in Portal set to "ON."***

6) Review or modify the **Grading period** in which the assignment will be calculated.

7) Set an **Analysis band** here to view student scores in the color-coded lens of the analysis band. (Information on how to create an Analysis Band can be found in the attached ***New Grade Book Overview***.)

8) **Visible to only these students** allows teachers to create an assignment for specific students only.

9) **Add to All Courses** will allow this assignment to be added to additional sections or grade books.

8. ***NEW FEATURE 2022-23 - Saving Options***
   - There is a new autosave feature.  To enable, right click the Save icon and switch the Autosave toggle to On.  The green wand will appear.  When Autosave is turned off, the red unsaved changes button must be selected to record all changes.
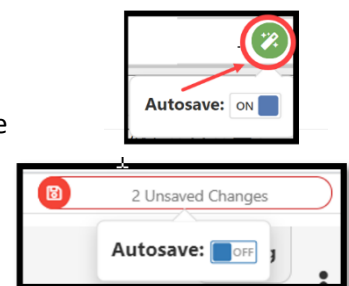
9. *EOC Assignment (End Of Course):* <mark>**EOC-Required Courses**</mark>

*Name the assignment **EOC** and use the **EOC** Assignment Type. Do not use the phrase EOC for any other assignments.*

A <u>single</u> assignment, per required class, should be created in the **appropriate grading period** that will be used to enter the EOC test grades.

***Enter the **due date** for the EOC assignment as a date within the correct grading period, as explained below.

- ✓ Quarter 1 EOC assignment will have a due date during the *2<sup>nd</sup> Six Weeks*
- ✓ Quarter 2 EOC assignment will have a due date during the *3<sup>rd</sup> Six Weeks*
- ✓ Semester 1 EOC assignment will have a due date during the *3<sup>rd</sup> Six Weeks*
- ✓ Quarter 3 EOC assignment will have a due date during the *5<sup>th</sup> Six Weeks*
- ✓ Quarter 4 EOC assignment will have a due date during the *6<sup>th</sup> Six Weeks*
- ✓ Semester 2 EOC assignment will have a due date during the 6<sup>th</sup> Six Weeks
- ✓ Yearlong EOC assignment will have a due date during the 6<sup>th</sup> Six Weeks

In addition to the automatic grading period selection on the assignment, <u>you must <span style="color:red">manually</span> check the EOC grade period for the EOC assignment.</u>

For example, on a ***Semester 1 EOC-Required course***, create the assignment with a due date during the 3<sup>rd</sup> Six Weeks, when the EOC test is actually given. It is important to create the assignment in the 3<sup>rd</sup> Six Weeks period grade book so the EOC grade will be included in the students' overall class calculation. The correct grading period check will automatically display for the 3<sup>rd</sup> Six Weeks based on the due date.
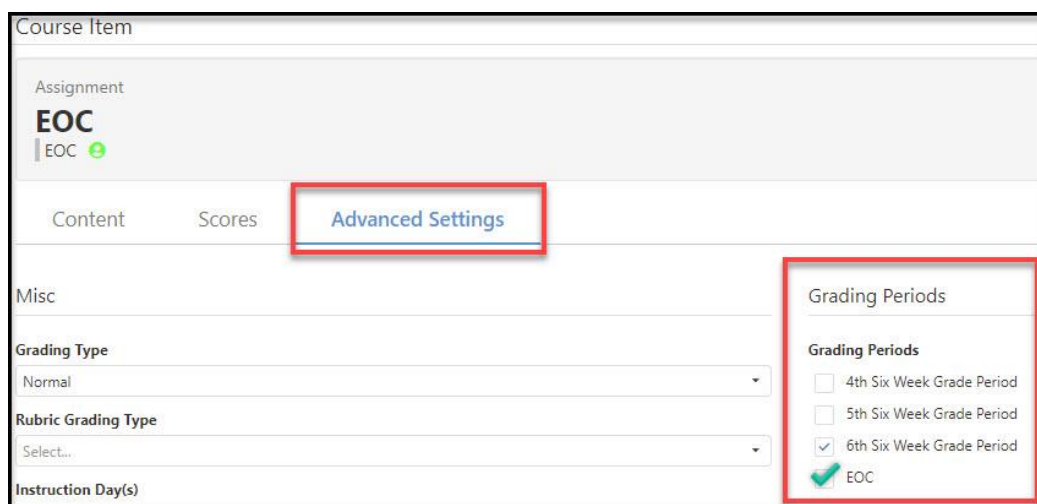


> **Create the EOC assignment in the correct Six Weeks grade book with the appropriate due date.**

**When creating the new EOC assignment, click on the *Advanced Settings* tab and <span style="color:red">**MANUALLY CHECK THE BOX NEXT TO EOC**</span> under Grading Periods. SAVE Assignment.

This step is required so the EOC grade will display on the report cards and post to transcripts.

The EOC assignment should be the *ONLY* assignment that displays if EOC is selected from the Periods menu for a course requiring the EOC test.

If a course does not require an EOC, DO NOT create an EOC assignment & DO NOT check the EOC Grading Period on any of the assignments.



If a class requires an EOC, in Grade Book main, there should only be ONE assignment created called simply *EOC*. Use this ONE assignment to record students' EOC test scores. The assignment must also display in the appropriate *Six Weeks gradebook* since the assignment must count 20% of the students' overall grade calculation.

10. *Additional Information for Quarter Classes*
- Assignments for **Quarter 1** classes, with a due date during the 2ⁿᵈ Six Weeks, will automatically be checked for the 3ʳᵈ Six Weeks. This is required so that the final grade in the class will display on the semester report card and post to the students' transcripts in CSIS.
- Assignments for **Quarter 3** classes, with a due date during the 5ᵗʰ Six Weeks, will automatically be checked for the 6ᵗʰ Six Weeks. This is required so that the final grade in the class will display on the semester report and post to the students' transcripts in CSIS.

11. *Synergy Support Guides*
- Please refer to Synergy Support located on the Cobb Technology SharePoint site for more user guides and documentation.
- Guides are updated throughout the year, so please check often for new versions.
- The quick link to Cobb Technology-Synergy Support can be found on the Help Link in the Synergy application, in the top right corner of the screen.