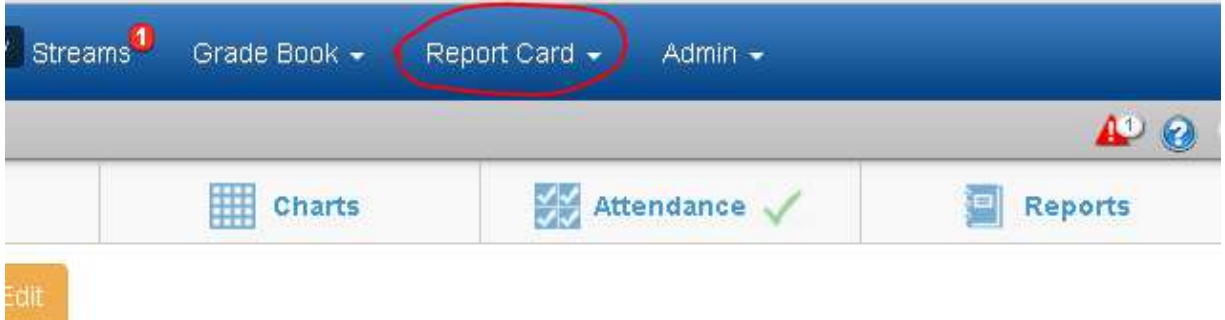
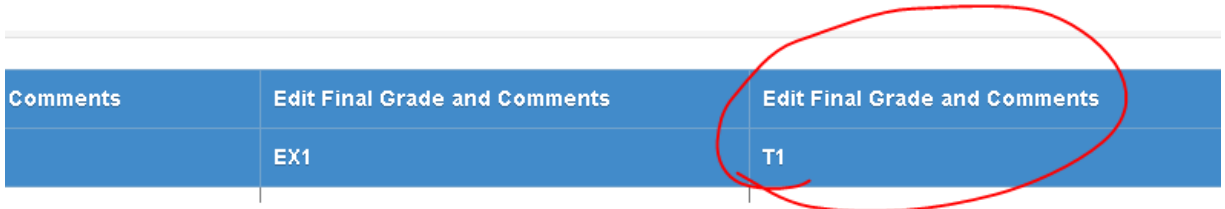


How to Mark report cards in Synergy.

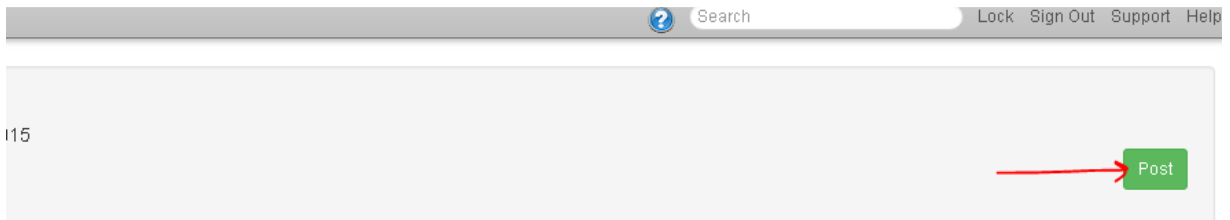
1. Click on Report Card then Students



2. Click on the edit button on Trimester 1 to look through and add comments. There is no spell check in comments.



3. For each class, you can add up to two “Pool Comments” and a “free form” comment. If you have a student who is receiving accommodations, one of your comments must be “Student work in this class is accommodated.....” from the free form comments.
4. When all of your edits are complete, in order for the grades to appear on the report card, you must push the green “post button”



Comment 1	Comment 2
▼ ↓	▼ ↓

Type	Code	Comment
Comments	01	Excellent effort and performance
Comments	02	Good contributor to class

If you have any trouble including final grades showing up as N/A don't hesitate to call me.