

## VIEWING AND EDITING FINAL GRADES

At the end of each grading period, you check that all assignments are graded and then view, edit, and post grades. The final grades for each grading period are copied from Grade Book to Synergy SIS. Report Cards print from Synergy.

For assignments to be counted towards the overall grade, all assignments must be added to the correct grading periods. It is very important to check that you have included assignments to the grading periods in which they belong.

1. From the **Grade Book** menu, select the **Assignments** option.
2. On the **Grading Periods** tab, check that all assignments have been included in the correct grading periods.

Checking this before posting grades ensures all necessary assignments are included on the progress reports or report cards.

3. Click **Save Grading Periods**.

Also before posting grades, verify that that all your students have scores and/or comments added for all assignments on the Grade Book Main screen.

### Viewing Final Grades

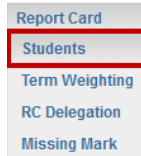


Figure 4.1 - Report Card menu

1. From the **Report Card** menu, select **Students**. As long as the teacher has entered at least one assignment with scores for students, calculated final grades display on the Student Final Grades screen.

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**Student Final Grades**

Teacher Edited Grade    Contains Incomplete Assignment(s)

Postable Periods  only show postable grading periods    Valid Posting Dates: 5/23/2013 through 12/7/2013    Post

Class: (S2) Darber Consumer Math(1) SEC:1570

Post <input checked="" type="checkbox"/> All	Student	Grade Level	Edit Final Grade and Comments	Edit Final Grade and Comments	Edit Final Grade and Comments
			Qtr 4	Exam	Sem 2
<input checked="" type="checkbox"/> post	<a href="#">Brvce Johnston</a>	Grade 09	5 Calc: 5 (5.01)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Matthew Wilson</a>	Grade 09	3 Calc: 3 (3.44) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Randy Quinonez</a>	Grade 12	2 Calc: 2 (2.88) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Jason Carter</a>	Grade 09	2 Calc: 2 (2.92) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Caitlin Grimh</a>	Grade 12	2 Calc: 2 (2.85) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Spence Jacobson</a>	Grade 10	3 Calc: 3 (3.00) 2 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)

Figure 4.2 - Student Final Grades screen

- The current grading period displays by default.
  - Unchecking “**only show postable grading periods**” displays all grading periods.
  - If Term Weighting has been setup for the class, the weighting calculation will appear beneath the final grade.
  - Clicking on a student’s name link will display the Student Summary for that student.
2. Click on the current grade link to see a breakdown of the student’s overall grade calculation for the selected grading period.

Assignments affecting the Qtr 4 grade for Matthew

Grading Period	Points	Points Possible	Score
Qtr 4	58.68	81.00	4.35 4

Assignment	Type	Points	Score	Grade	Excused?	Drop Score?
Jason 2 in Homework created on 7/15/2013	Homework	0.00 10.00	0.00	<b>Not Graded</b>		
This is a new one too in Homework created on 7/15/2013	Homework	0.00 10.00	0.00	<b>Not Graded</b>		
Testing Missing in Homework created on 7/15/2013	Homework	7.00 10.00	70.00	<b>7</b>		
New in Homework created on 7/15/2013	Homework	7.00 10.00	70.00	<b>7</b>		
Jason's New Assignment in Homework created on 5/8/2013	Homework	8.50 10.00	85.00	<b>8.5</b>		
Test Assignment in Homework created on 4/18/2013	Homework	9.20 10.00	92.00	<b>9.2</b>		
Transfer Standards in Homework created on 7/22/2013	Homework	100.00 100.00	100.00	<b>100</b>		
Open Book Test for Math in Test created on 7/10/2013	Test	8.00 10.00	80.00	<b>8</b>		
Math Test in Test created on 7/10/2013	Test	10.00 10.00	100.00	<b>10</b>		
lets test this in Assignment created on 7/16/2013	Assignment	0.98 1.00	98.00	<b>98</b>		
test in Retest created on 5/16/2013	Retest	0.00 10.00	0.00	<b>0</b>		
test assignment in Retest created on 2/25/2013	Retest	8.00 10.00	80.00	<b>8</b>		

Figure 4.3 - Grade Breakdown screen

## Editing Final Grades and Comments

1. From the **Report Card** menu, select **Students**. As long as the teacher has entered at least one assignment with scores for students, calculated final grades display on the Student Final Grades screen.

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Student Final Grades

Teacher Edited Grade Contains Incomplete Assignment(s)

Postable Periods  only show postable grading periods Valid Posting Dates: 9/23/2013 through 12/7/2013 Post

Class (S2) Darber Consumer Math(1) SEC:1570

Post	Student	Grade Level	Edit Final Grade and Comments	Edit Final Grade and Comments	Edit Final Grade and Comments
<input checked="" type="checkbox"/> All			Qtr 4	Exam	Sem 2
<input checked="" type="checkbox"/> post	<a href="#">Bryce Johnston</a>	Grade 09	5 Calc: 5 (5.01)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Matthew Wilson</a>	Grade 09	3 Calc: 3 (3.44) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Randy Quinonez</a>	Grade 12	2 Calc: 2 (2.58) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Jason Carter</a>	Grade 09	2 Calc: 2 (2.32) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Caitlin Grimh</a>	Grade 12	2 Calc: 2 (2.58) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Spence Jacobson</a>	Grade 10	3 Calc: 3 (3.00) 2 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)

Figure 4.4 - Student Final Grades screen

2. Click the Edit Final Grade and Comments link. The Student Grades screen for the selected grading period display.

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Student grades for Qtr 4 2012-2013 in Darber Consumer Math(1)

Postable Periods Valid Posting Dates: 5/23/2013 through 12/7/2013 Post

Class (S2) Darber Consumer Math(1) SEC:1570 Save Changes Undo

Student	Calc %	Current Grade	Final Grade	Free Form Comment
Akers, Randy Calculated Grade: 4	4.54	4	<input type="text"/>	<input type="text"/>
Carter, Caitlin Calculated Grade: 4	4.35	4	<input type="text"/>	<input type="text"/>
Grimh, Spencer Calculated Grade: 4	4.92	4	<input type="text"/>	<input type="text"/>
Jacobson, Matt Calculated Grade: 4	4.42	4	<input type="text"/>	<input type="text"/>
Johnston, Bryce Calculated Grade: 3	3.99	3	<input type="text"/>	<input type="text"/>
Quinonez, Jason Calculated Grade: 4	4.35	4	<input type="text"/>	<input type="text"/>
Wilson, Lynnze Calculated Grade: 3	3.81	3	<input type="text"/>	<input type="text"/>

3. Select the new grade from the **Final Grade** field to override or change a student's final grade.
4. Enter a comment in the **Free Form Comment** field. Click the green arrow to fill the comment down to all the other students.

OR

Select the comment from the **Comment** field, if available.

5. Click **Save Changes**.

## POSTING GRADES

Once all final grades have been reviewed, edited (if necessary), and comments have been entered, the teacher can post grades from the Student Final Grades screen or the Student Grades screen.

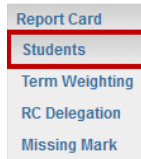


Figure 4.5 - Report Card menu

1. Click the **Report Card** menu, and select the **Students** option. The Student Final Grades screen displays.
2. Select the students to post grade by selecting them in the **Post** column.

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**Student Final Grades**

Teacher Edited Grade Contains Incomplete Assignment(s)

Postable Periods  only show postable grading periods Valid Posting Dates: 5/23/2013 through 12/7/2013

Class (S2) Darber Consumer Math(1) SEC:1570

Post <input checked="" type="checkbox"/> All	Student	Grade Level	Edit Final Grade and Comments	Edit Final Grade and Comments	Edit Final Grade and Comments
			Qtr 4	Exam	Sem 2
<input checked="" type="checkbox"/> post	<a href="#">Brvce Johnston</a>	Grade 09	5 Calc: 9 (9.01)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Matthew Wilson</a>	Grade 09	3 Calc: 3 (3.44) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Randy Quinonez</a>	Grade 12	2 Calc: 2 (2.88) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Jason Carter</a>	Grade 09	2 Calc: 2 (2.92) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Caitlin Grimh</a>	Grade 12	2 Calc: 2 (2.88) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Spence Jacobson</a>	Grade 10	3 Calc: 3 (3.00) 2 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)

Figure 4.6 - Student Final Grades screen

3. Click **Post**. A confirmation message displays when grades post successfully. An error message displays if there is a problem posting grades.

OR

1. From the **Report Card** menu, select **Students**. The Student Final Grades screen displays.

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**Student Final Grades**

Teacher Edited Grade    Contains Incomplete Assignment(s)

Postable Periods  only show postable grading periods    Valid Posting Dates: 5/23/2013 through 12/7/2013   

Class: (S2) Darber Consumer Math(1) SEC:1570

Post <input checked="" type="checkbox"/> All	Student	Grade Level	Edit Final Grade and Comments	Edit Final Grade and Comments	Edit Final Grade and Comments
			Qtr 4	Exam	Sem 2
<input checked="" type="checkbox"/> post	<a href="#">Bryce Johnston</a>	Grade 09	5 Calc: 5 (5.01)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Matthew Wilson</a>	Grade 09	3 Calc: 3 (3.44) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Randy Quinonez</a>	Grade 12	2 Calc: 2 (2.88) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Jason Carter</a>	Grade 09	2 Calc: 2 (2.92) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Caitlin Grimh</a>	Grade 12	2 Calc: 2 (2.85) 1 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)
<input checked="" type="checkbox"/> post	<a href="#">Spence Jacobson</a>	Grade 10	3 Calc: 3 (3.00) 2 incomplete assignment(s)	N/A Calc: N/A (N/A)	N/A Calc: N/A (N/A)

Figure 4.7 - Student Final Grades screen

- Click the **Edit Final Grade and Comments** link. The Student Grades screen for the selected grading period display.

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Student grades for Qtr 4 2012-2013 in Darber Consumer Math(1)

Postable Periods Valid Posting Dates: 5/23/2013 through 12/7/2013   

Class: (S2) Darber Consumer Math(1) SEC:1570       

Student	Calc %	Current Grade	Final Grade	Free Form Comment
Akers, Randy Calculated Grade: 4	4.54	4	<input type="text"/>	<input type="text"/>
Carter, Caitlin Calculated Grade: 4	4.35	4	<input type="text"/>	<input type="text"/>
Grimh, Spencer Calculated Grade: 4	4.92	4	<input type="text"/>	<input type="text"/>
Jacobson, Matt Calculated Grade: 4	4.42	4	<input type="text"/>	<input type="text"/>
Johnston, Bryce Calculated Grade: 3	3.99	3	<input type="text"/>	<input type="text"/>
Quinonez, Jason Calculated Grade: 4	4.35	4	<input type="text"/>	<input type="text"/>
Wilson, Lynnze Calculated Grade: 3	3.81	3	<input type="text"/>	<input type="text"/>

- Click **Post**. A confirmation message displays when grades post successfully. An error message displays if there is a problem posting grades.