

Synergy Gradebook Cheat Sheet

- I. Logging in to synergy: <https://synergy.micase.org/LCD>
 - A. Use your 1st initial and last name (username)
 - B. 1st and last initial, then type 123456 (password)
 - C. To *change your password* go to HOME >> CHANGE PASSWORD

- II. Taking Attendance
 - A. Click Attendance found in the upper center of the screen.
 - B. Click the empty space next to the name for the proper color that matches the correct code.

- III. Creating a Seating Chart
 1. Mover your browser over to the word "Home" found on the upper left hand corner.
 2. Scroll down to "Change Class" and click on it.
 3. Select the class that you want to create a seating chart for.
 4. Mover your browser over the word "Grid" and click on "Add Grid"
 5. Give the seating chart a name, i.e "Chemistry A 1st Period"
 6. Along the right side of the screen as you scroll down is information that can be included on the seating chart. Click the boxes for any information that you would like to include on your chart.
 7. For "Front of the Classroom" click on the arrow regarding where you would like that to be shown on your classroom.
 8. Create the dimension for you classroom by using the bars to the left and right of the square with the numerical dimensions inside.
 9. Drag the names of the students to the gray rectangles to create the seating chart.
 10. Hint: you can drag the entire class roster next the blank seating chart to make it a little bit more user friendly.
 11. Hit the green "Save button" to save the chart.

- IV. Setting Up the Grade Book
 1. Mover your browser over the word "Gradebook," scroll down and click on "Grade Book Setup."

2. Click on "Assignment Types" located in the upper center part of the screen.
3. At this point you may use the District Assignment Types or you can add your own. If you would like to add your own click on "New."
4. If you want your own category, type in your category description and sequence number. Since there are already 7 types of categories, your first sequence number will be "8" for your new category.
5. Now click "Insert." Once a category is inserted, it is there permanently.
6. Repeat steps 4-5 for any additional categories.
7. Click on "Grade Book Setup."
8. Click on "Add My Types to the District Types."
9. Click on the green "Update" button.
10. Assign percentages to the categories that you are using.
11. All percentages must add up to 100% before you can leave this page.

V. Putting in a New Assignment

1. Move your browser over "Gradebook" and click on "New Assignment"
2. Fill in Assignment Name and complete the following information: Category (choose using the drop down box), Max Score, Points (These will more than likely be the same), Date of Assignment, and Due Date.
3. Click on the green "Save Assignment" and you are done.

VI. Putting in Grades

1. Move your browser over Grade Book and click on "Grade Book Main."
2. At this point you can enter the grades on this screen. Once all the grades are entered click on "Save Changes."
3. Another way to enter grades: On the "Grade Book Main" screen click on the assignment.
4. Click on "Enter Scores."
5. Enter the scores in the correct spot for each name.
6. Click on "Save" or "Save/Return to Grade Book."