

TeacherVUE Grade Book-Report Card Students

Quick Reference Guide (QRG) T GB 15.C - S

This document will guide you through the process of posting grades to Synergy SIS from the Report Card Students view in Grade Book.

Business Rules that apply are as follows:

Please call the (School District Support) if you have questions.

PATH SYNERGY SIS→TEACHERVUE→ Grade Book

How to:	Steps:
Access Student Final Grade View	<ul style="list-style-type: none"> ▪ Click Report Card ▪ Select Students. Student Final Grade view opens.
Select Class Options	<ul style="list-style-type: none"> ▪ Uncheck Postable Periods to view all grading periods with calculated student marks. Only Postable Periods can be posted to Synergy SIS ▪ Select Class ▾.
NOTE: District will only allow marks to be posted during valid report card entry date ranges.	
View Student Summary Report	<ul style="list-style-type: none"> ▪ Click student's name. Student Summary Report opens.
View Report Card Score Details	<ul style="list-style-type: none"> ▪ Click students mark. Report Card Score Details view opens. ▪ Click back to report card.
Edit Final Grade and Comments	<ul style="list-style-type: none"> ▪ Click Edit Final Grade and Comments above appropriate grading period. Edit Final Grade and Comments view opens. ▪ To override a student's current grade, select mark from Final Grade. ▪ Select Comments, Work Habits, and Citizenship, if applicable. Click "fill down" arrow to apply selected comments, work habits, and/or citizenship to all students below. ▪ Click Save Changes. ▪ Click back to report card.
Post Grades	<ul style="list-style-type: none"> ▪ Click Post. Grades will post to Synergy SIS and message appears indicating, "Your grades have posted successfully!"