



# SYNERGY GRADE BOOK REPORT CARD

## SECONDARY REPORT CARD

THIS DOCUMENT WILL GUIDE YOU THROUGH THE PROCESS OF POSTING GRADES IN A SECONDARY GRADE BOOK.

PATH: SYNERGY GRADE BOOK → REPORT CARD → STUDENTS

### STUDENTS:

This page allows teachers to view final grades, override calculated scores, add comments to the report card, and post grades.

Post	Student	Grade Level	ABS	Edit Final Grade and Comments Progress Period 1
<input checked="" type="checkbox"/> All				
<input checked="" type="checkbox"/> post	Aguilar, Roger	Grade 12		B- Calc: B- (82.0%)
<input checked="" type="checkbox"/> post	Batchelor, Judy	Grade 12		A+ Calc: A+ (99.5%)
<input checked="" type="checkbox"/> post	Batchlor, David	Grade 12		B- Calc: B- (80.3%)

Process

1. Choose Edit Final Grade and Comments to adjust student scores and add report card comments.
2. Optional: View an individual student's percentage in each assignment category.

Process

3. Edit final student scores, if necessary.
4. If available, add comments from comment bank or free form comments.
5. Save Changes
6. Choose Post.  
Grades can be posted multiple times within the grading window. Once grades have been posted, a time stamp appears under the student score in the Edit Final Grade and Comments column on the previous page.

Student	Calc %	Current Grade	Final Grade	Comment 1	Comment 2	Comment 3	Citizenship	Conduct	Work Habits
Aguilar, Roger ID: 001071 Calculated Grade: B-	82.0	B-	B	G	M				
Batchelor, Judy ID: 839447 Calculated Grade: A+	99.5	A+		J	N				