

Synergy Tips

This month's "Tech Tip Tuesday" includes 7 ways to customize special features you may not realize exist in Synergy to increase your productivity. As usual, feel free to email with any questions you may have!

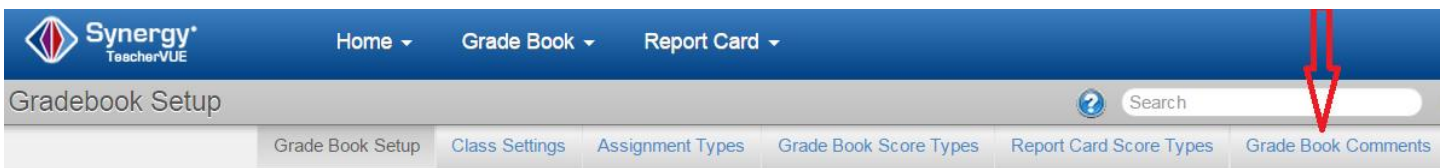
Gradebook Comments

- Making custom comments
- Adding a "standardized" late penalty associated with a comment

Making Custom Comments

As you are aware, you have several standard comments in a dropdown menu from the "Grade Entry" page such as "Absent", "Late", and "Exempt", what you may not know is that you can make custom comments with letter codes to suit your needs.

1. From the gradebook dropdown menu select "Gradebook Setup"
2. Select "Gradebook Comments"




3. Here you will see the standard county comments, but if you want to add your own, select "New" in the top right corner.
4. Enter your comment and create a unique 1 letter code for it. (Example: No online submission = N)
5. Type your custom comment in the comment box and hit save
6. After saving you will be returned to the Gradebook Comments Page and see your custom comments, which will also now appear in your Comment dropdown menu in Grade Entry!

Student	Class Grade	FS Labs & Lab qu	Exclude	Hide in Portal	Comment
	91% 91	9	<input type="checkbox"/>	<input type="checkbox"/>	
	71% 71	6	<input type="checkbox"/>	<input type="checkbox"/>	
	88% 88	9	<input type="checkbox"/>	<input type="checkbox"/>	
		0	<input type="checkbox"/>	<input type="checkbox"/>	
		8	<input type="checkbox"/>	<input type="checkbox"/>	

Class vs Individu:
MAX:10.00
PTS:1.00
8/14/2015

All All

Comment dropdown menu items:
Late (50% Penalty)
Turned nothing in
Absent
Missing/Must make up
Incomplete
Exempt
No online submission



Adding a “Standardized” Late Penalty

If you have a “standardized” late penalty for your course or a certain category you can assign a percent deduction to the “Late” comment.

Comment	SEQ	Not Scored Value	Penalty %	Missing Mark	Comment Code	Remove When Scored
Late (50% Penalty) Paulette Allard	1		50	Yes	L	No





This allows you to enter the full score of the assignment when turned in, BUT will actually apply the penalty and insert a **RED COMMENT** automatically to ParentVUE or StudentVue that says “Late __% penalty”


Example (This is from teacher gradebook, not StudentVue):

1. Shows Score student earned on quiz and entered by teacher,
2. Shows score after automatic deduction (points earned after penalty),
3. Shows the comment that is inserted because “Late” was selected in dropdown menu on grade entry page!

Date	Assignment	Category	Excluded	Drop	Score	Points	Possib	Performance Indicator	Comment
8/5/2015	Simpson Scientific Method Quiz	Bio homework/daily work	✗	✗	8	0.80	1.00	<div style="width: 80%; background-color: #76b82a; height: 10px;"></div>	8
8/14/2015	pH Lab Analysis quiz	Bio Quizzes & Labs	✗	✗	10	5.00	10.00	<div style="width: 100%; background-color: #76b82a; height: 10px;"></div>	10 Late (50% Penalty)

1


2


3


Filters & Options

- Color coding your gradebook
- Sorting assignments newest to oldest
- Make “Comments” code letters appear in the gradebook
- Add a “missing assignment” count column
- Add comment box to main gradebook page instead of “enter grades” page

ALL of the following can be turned on under “Filters & Options”

Color coding

If you want a quick visual of student grades or “where they went wrong”, this option allows you to color code individual grade items. The default (green = good, yellow = average, red = below average) is called “my bands 1” but you can customize the bands and colors if you like (see example).

Example:

Nature of Science SA Lab Test MAX:50.00 PTS:50.00 8/12/2015	UT SCSH1-9 Nature of Science MAX:100.00 PTS:100.00 8/12/2015	Nature of Science Unit Test (SCSh1-9) MAX:100.00 PTS:100.00 8/12/2015	Unit 1 Vocabulary Quiz MAX:15.00 PTS:15.00 8/11/2015	Not For Grading Lab Safety Contract MAX:1.00 PTS:1.00 8/11/2015	Simpson Scientific Method Quiz MAX:10.00 PTS:1.00 8/11/2015
Bio Exams & Projec	Bio UT Quest	Bio Exams & Projec	Bio Quizzes & Labs	Not For Grading	Bio homework/daily
46	74	71	15	1	10
45	96	76	11	1	6
42	96	89	15	1	10
49	88	80	15	1	10

*Note: You will have to select a “Band” for each class, the color code does not default to all courses.

Sorting Assignments Newest to Oldest

To save time and keep from having to scroll through your entire semester of grades to get to your most recent column, select “Assignment Order” and pick “Newest to Oldest”; this will move your most recent assignments to the far left, front of your main gradebook page!

Making Comment Codes Visible in Gradebook

If you use the dropdown comments in “Grade entry” but you do not see the letter codes in your gradebook, put a checkmark in the “Show Comment Codes” box.

Filters

Assignment Date:
All Dates ▾

Assignment Types:
Show All ▾

Options

- Show Dropped Students
- Hide Class Grade
- Show Total Missing
- Show Grades By Type
- Show Comment Codes
- Assignment Note Entry
- Show Student ID

Example:

SFS1 Intro to Forensics MC MAX:100.00 PTS:100.00 8/20/2015	Starved Rock Murders Reading MAX:10.00 PTS:1.00 8/14/2015	Class vs Individual Lab Check MAX:10.00 PTS:1.00 8/14/2015	Observation Reflection MAX:10.00 PTS:1.00 8/14/2015	History of Forensics MAX:10.00 PTS:1.00 8/11/2015	Not For Grading Lab Safety Contract MAX:10.00 PTS:1.00 8/5/2015	Rookie Training MAX:10.00 PTS:1.00 8/5/2015	Identifying Variables MAX:10.00 PTS:1.00 8/5/2015	Introduce Yourself Discussion MAX:10.00 PTS:1.00 8/5/2015
Exams FS	FS Daily class & Hc	FS Labs & Lab quiz	FS Daily class & Hc	FS Daily class & Hc	Not For Grading	FS Daily class & Hc	FS Daily class & Hc	FS Daily class & Hc
87	9	9	10	10	10	10	10	10
A	0	0	0	0	M	X	X	X

Adding Missing Assignments Column

If you want to make a quick assessment whether or not a student has any missing assignments, instead of scrolling through the entire gradebook, you can easily insert a “Missing Assignment” column that will keep a tally of any grade items with a comment code that you have “turned on” to be recorded as missing.

Filters

Assignment Date:
All Dates

Assignment Types:
Show All

Options

- Show Dropped Students
- Hide Class Grade
- Show Total Missing
- Show Grades By Type
- Show Comment Codes
- Assignment Note Entry
- Show Student ID

This will insert a column in the gradebook.

Student	Grade	Missing	SFS1 Intro to Forensics MC MAX:100.00 PTS:100.00 8/20/2015	Starved Rock Murders Reading MAX:10.00 PTS:1.00 8/14/2015	Class vs Individual Lab Check MAX:10.00 PTS:1.00 8/14/2015	Observation Reflection MAX:10.00 PTS:1.00 8/14/2015	History of Forensics MAX:10.00 PTS:1.00 8/11/2015	Not For Grading Lab Safety Contract MAX:10.00 PTS:1.00 8/5/2015
	91% 91	0	Exams FS	FS Daily class & Hc	FS Labs & Lab quiz	FS Daily class & Hc	FS Daily class & Hc	Not For Grading
	83% 83	0	87	9	9	10	10	10
	72% 72	0	81	8	8	10	10	10
	0% 0	2	70	7	7	10	10	10
			A	0	0	0	0	0
								M

To associate a comment with a “Missing Mark”, be sure to go back to Grade Book Comments and say “Yes” to turn the tally on.

Add Comment Box to Main Gradebook Page

If you want to enter quick comments when entering grades without going to the Grade Entry page, select “Assignment Note Entry” and “Done”.

Filters

Assignment Date:

All Dates

Assignment Types:

Show All

Options

- Show Dropped Students
- Hide Class Grade
- Show Total Missing
- Show Grades By Type
- Show Comment Codes
- Assignment Note Entry
- Show Student ID

Now on your main gradebook page, when you want to enter a grade you will have the option of adding a comment.

Example:

	94% 94	0	83	10	10	10	10
Name, Student	87% 87	0	91	9			10
	90% 90	0	89	10			0
	89% 89	0	81	9			10
	42% 42	0	79	5			9
	77% 77	0	79	4			10
	94% 94	0	82	9			10
	91% 91	0	89	9			10
	94% 94	0	81	9			10
	85% 85	0	86	8			10
	91% 91	0	88	10			10
	69% 69	0	73	9			7
	98% 98	0	95	9	10	10	10

Student Name

Starved Rock Murders Reading

Public Notes

Private Notes

Hide score in parent portal

Fill down score ↓