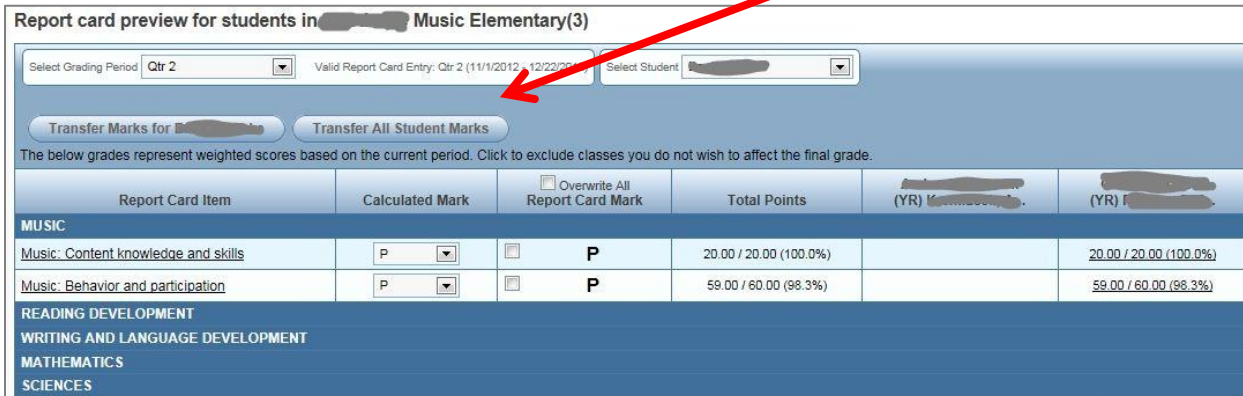


## Transfer Student Marks

Grades calculated in Synergy Grade Book can be transferred to the report card if Report Card Correlations were checked for each assignment.

Once the grading window has opened, open Synergy and click to open the grade book.

1. Select the class.
2. Hover over **Grade Book** and choose **Report Card Preview**.  
NOTE - You will see the calculated grades for the first student for your subject.
3. Click on **Transfer All Student Marks** to get all grades to transfer directly onto the report card.
4. Repeat steps 1-3 for each class.



Report card preview for students in [redacted] Music Elementary(3)

Select Grading Period: Qtr 2 Valid Report Card Entry: Qtr 2 (11/1/2012 - 12/22/2012) Select Student: [redacted]

Transfer Marks for [redacted] Transfer All Student Marks

The below grades represent weighted scores based on the current period. Click to exclude classes you do not wish to affect the final grade.

Report Card Item	Calculated Mark	<input type="checkbox"/> Overwrite All Report Card Mark	Total Points	(YR) [redacted]	(YR) [redacted]
<b>MUSIC</b>					
Music: Content knowledge and skills	P	<input type="checkbox"/>	20.00 / 20.00 (100.0%)		20.00 / 20.00 (100.0%)
Music: Behavior and participation	P	<input type="checkbox"/>	59.00 / 60.00 (98.3%)		59.00 / 60.00 (98.3%)
<b>READING DEVELOPMENT</b>					
<b>WRITING AND LANGUAGE DEVELOPMENT</b>					
<b>MATHEMATICS</b>					
<b>SCIENCES</b>					

## Verify Final Report Card Grades

In many cases, the calculated grade may be “on the bubble” for a student, and you may want to adjust the final grade before the report card is printed. Also, if even one assignment was not correlated correctly, the final grade may not match what shows in the grade book and in ParentVUE.

To verify the calculated grades are accurate and a true representation of each student’s final grade, you can:

- Choose **Print Grade Book** from **Grade Book Reports** for each class.
- Hover over **Report Card** and choose **Report Card Matrix**. The transferred grades will appear in the grid.
- Compare your grade book grades to the matrix grades and make any changes necessary. These changes will reflect on the final report card.

OR

Arrange your grade book side by side with the matrix.

- Open your grade book to the class you want to verify in the matrix.
- Click and drag the title bar of the window and “snap” against the left side of the screen
- Right-click **Grade Book** and choose **Open in New Window**
- Click and drag the title bar of the window and “snap” against the right side of the screen.
- In the right-hand window, hover over **Report Card** and choose **Report Card Matrix**. The transferred grades will appear in the grid.
- Compare your grade book grades on the left to the matrix grades on the right and make any changes necessary. These changes will reflect on the final report card.

