

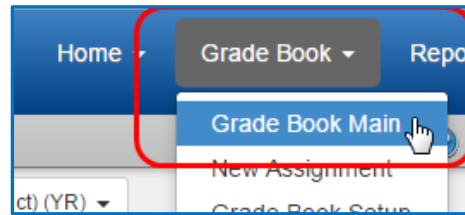
# QUICK REFERENCE GUIDE

## TEACHER INSTRUCTIONS – PRINTING PROGRESS REPORTS

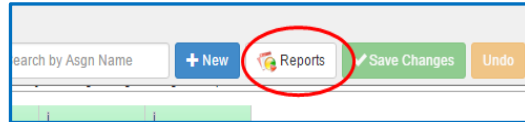
- For progress reports printed during 1<sup>st</sup> semester of 2016-17, verify that you have already completed the steps to recalculate scores for any assignment designated with an ESNU score. Otherwise, your progress reports will not display the correct percentage for ESNU grades.
- In Synergy, progress reports are accessible through TeacherVUE.
- Progress Reports will print all current grades for all currently scheduled classes in one report.

### Access the Summary Progress Report from the Grade Book Main Screen:

1. In your grade book, go to **Grade Book Main**.

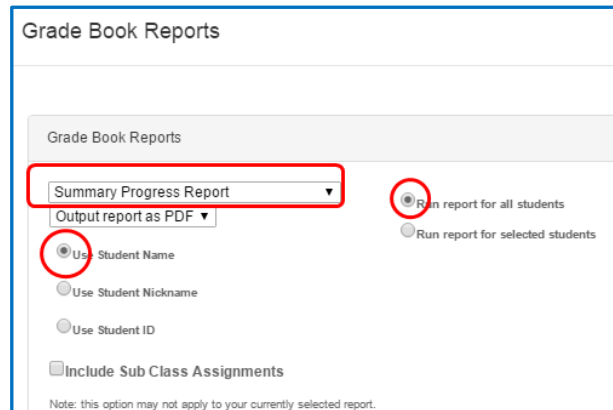


2. Click the **Reports** button in the upper right hand corner of the grade book main screen.



3. Select the **Summary Progress Report** in the report drop down.

Click **Use Student Name** and **Run report for all students**.



# QUICK REFERENCE GUIDE

## TEACHER INSTRUCTIONS – PRINTING PROGRESS REPORTS

### Select Your Options

Scroll down to the Class Progress Report Option and select **Student Name** and **Request Parent Signature**. Then, click **Run Report**.

*The preferred settings may differ from what is shown below. Consult with your local school for guidance on these settings.*

Class Progress Report Options

|                            |   |                |
|----------------------------|---|----------------|
| Dropped Classes Option     | <input type="checkbox"/> Show Dropped Classes   | Header Text    |
| Font Size                  | Default   | << optional >> |
| Page Orientation           | <input type="checkbox"/> Landscape  |                |
| Missing Assignments Option | <input checked="" type="checkbox"/> Show Missing Assignments                              |                |
| Category Detail Option     | <input checked="" type="checkbox"/> Show Category Detail                                  | Footer Text    |
| Order by                   | <input checked="" type="radio"/> Student Name/ Student ID<br><input type="radio"/> Points | << optional >> |
| Parent Signature Option    | <input checked="" type="checkbox"/> Request Parent Signature                              |                |

Run Report

### Print Your Progress Reports

Click the **printer icon** in the upper right hand corner to print your progress reports.

Oced04d2-91ba-4a5a-a6fa-1fe31a63074a.... 1 / 21

### Summary Progress Report

9/3/2016  
Grading Period: Sem1

ID: **98765432** Charlie Brown  
Grade: **03** **Peanuts Elementary School**

6 Week Progress Report Sem 1

|                     |                                   |             |   |
|---------------------|-----------------------------------|-------------|---|
| (S1) Brown. C       | LA/3/READING(1) SEC:23.0014001-27 | 100.0       | 100   |
| Category: Classroom |                                   | Weight 50.0 | Total Assignments: 4    4.00 /4.0    100.0    100 |

Missing or Absent Assignments

| Date      | Assignment Type | Subject | Assignment           | Notes |
|-----------|-----------------|---------|----------------------|-------|
| 8/31/2016 | Classroom       |         | Democracy Read/Links |       |

|                     |                           |             |   |
|---------------------|---------------------------|-------------|---|
| (S1) Brown. C       | MA/3(4) SEC:27.0140001-27 | 99.3        | 99  |
| Category: Classroom |                           | Weight 50.0 | Total Assignments: 3    3.00 /3.0    100.0    100 |
| Category: Summative |                           | Weight 48.0 | Total Assignments: 2    1.97 /2.0    98.5    99   |

|                     |                           |             |   |
|---------------------|---------------------------|-------------|---|
| (S1) Brown. C       | MA/3(4) SEC:27.0140001-27 | 84.4        | 84  |
| Category: Summative |                           | Weight 48.0 | Total Assignments: 1    0.80 /1.0    80.0    80 |
| Category: Classroom |                           | Weight 50.0 | Total Assignments: 3    2.66 /3.0    88.7    89 |

|                     |                           |             |   |
|---------------------|---------------------------|-------------|---|
| (S1) Brown. C       | SC/3(6) SEC:41.0140001-27 | 100.0       | 100   |
| Category: Classroom |                           | Weight 50.0 | Total Assignments: 1    1.00 /1.0    100.0    100 |

|                     |                           |             |   |
|---------------------|---------------------------|-------------|---|
| (S1) Brown. C       | ST/3(7) SEC:45.0040001-27 | 91.2        | 91  |
| Category: Summative |                           | Weight 48.0 | Total Assignments: 2    1.64 /2.0    82.0    82   |
| Category: Classroom |                           | Weight 50.0 | Total Assignments: 3    3.00 /3.0    100.0    100 |

|                     |                                       |             |  |
|---------------------|---------------------------------------|-------------|--|
| (YR) Brown. C       | 3rd/Gr (Conduct)(0) SEC:00.0040000-27 | 95.0        | E  |
| Category: Classroom |                                       | Weight 50.0 | Total Assignments: 2    1.90 /2.0    95.0    E |

For the most up to date grades, please visit the parent portal.

**Parent Signature** \_\_\_\_\_