Synergy 9.0

Resources:

1. Videos: <http://streamingcobb.cobbk12.org>  (at this time there are 4 videos, should be adding more)

Login using username/password (same as laptop)

2. Support Materials: <http://synergysupport.cobbk12.org/>

Or from Cobb County Home Page – Employees , Intranet/Support Site, Synergy Support

Seating Charts:

1. Charts

2. Seating Chart Configuration – Add grid or add freedom (doesn’t have to be rows/columns)

3. You can change the way you view your seating chart – pictures, names, gender, grade, etc. You can also change the order of the dates – ascending, descending.

4. Home drop down – you can enter nicknames of students

5. Edit – from any seating chart already made - allows you to make adjustments from current seating chart

6. Student detail – click on student picture to get more information regarding student

Home:

1. Communication – allows you to email a class – students and/or parents.

Reports:

1. 7 various reports – this is where you can print your seating charts.

Attendance:

1. Chart or List

A = absent (if it’s prearranged they may already be defaulted to absent)

~~T = we do not use this one~~

TE = tardy excused (comes in late with a pass)

TU = tardy unexcused (just strolls in late for no good reason)

\*NE = Not Enrolled (only used at beginning of the semester when you haven’t seen a student yet)

2. Summary on right hand side

3. When you change classes, it will help remind you which classes you may have forgotten to take attendance in by placing a check mark.

Gradebook/Assignment Types:

1. DO NOT DELETE ANY ASSIGNMENT TYPES – EVER!!!!!!!

Ex. 2nd semester you don’t need a “projects” category anymore. You can’t delete it because it still

needs to be there for 1st semester.

2. Assignment Types – allows you to change sequence or colors

Gradebook/set-up:

1. Assignment weighting

2. Grade book settings

Whole Numbers Only

Gradebook/comments:

1. I personally use “Exempt, no, x, no”

It does not help/hurt their grade, it does not show as a missing mark (from reports), it does not remove

the x when a grade is there for the student.

Gradebook/main:

1. Filters & options – “Super-secret window”

I do “At risk highlight scores – percentage 80%” and “Assignment order: Newest to oldest”

2. Search for assignments – new feature

3. Reports – 12 options and then there are options within each those options

I like “Detailed progress report” for parent conferences and “Blank grade book” for my hardcopy

gradebook

Gradebook/Main/Assignments:

1. Add New

2. If you do a point system use “raw score.” The Max score and Points must equal each other.

3. You can select multiple classes by using “Sections.”

4. Grading periods check to make sure these are defaulting for you –

1st 6 weeks – Check 1st, 2nd, 3rd

2nd 6 weeks – Check 2nd, 3rd

3rd 6 weeks – Check 3rd

EOCT – Check 3rd, EOCT

5. There are 2 ways to record grades – Save Assignment OR Save/Enter Scores (This one allows you to add comments.)

6. Grades MUST be consistent. Either use all percentages or all raw scores – do not mix your grades!!!!!

7. If you leave a grade blank – it will not help/hurt their grade.

Gradebook/Dashboard:

1. Statistical information for you