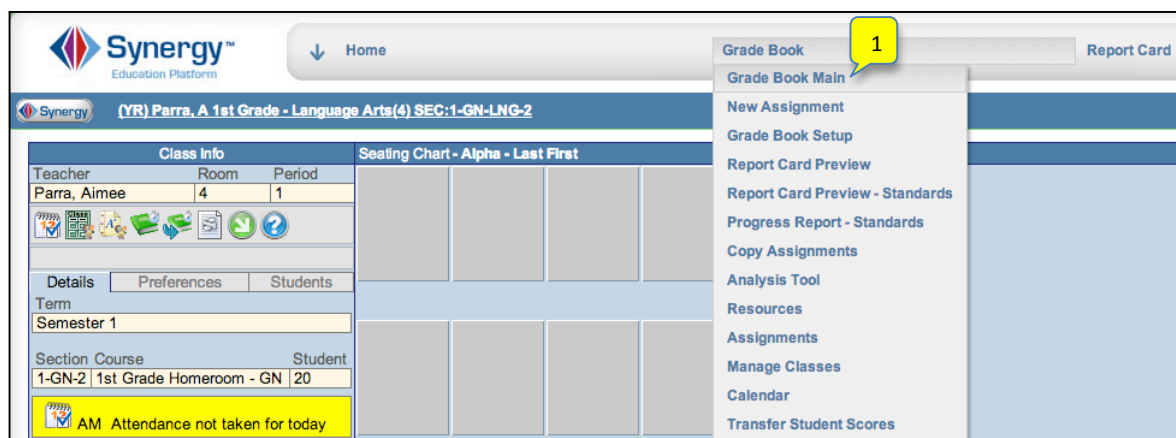
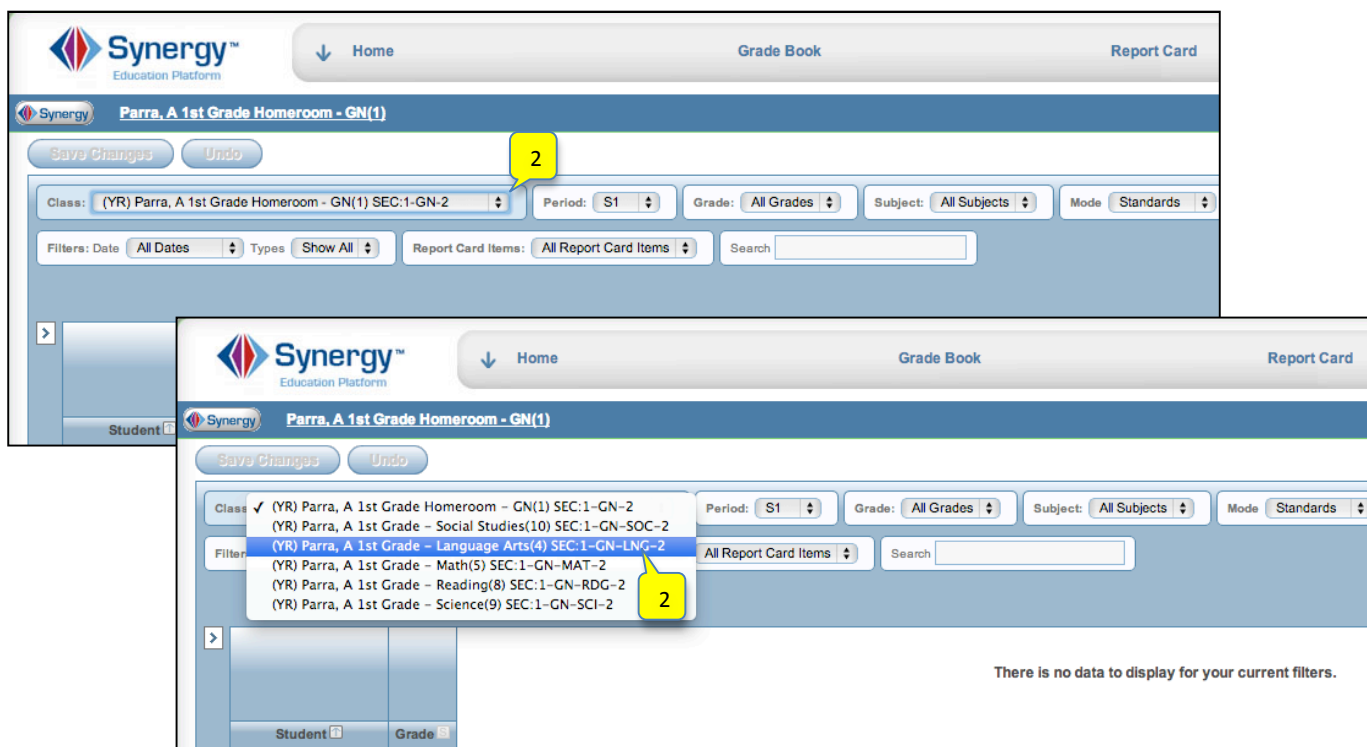


GENERATING PROGRESS REPORTS FOR K-2 GRADES

- From the TeacherVue window, hover your cursor over the “Grade Book” link located at the top of the screen; select the “Grade Boom Main” option from the drop down.

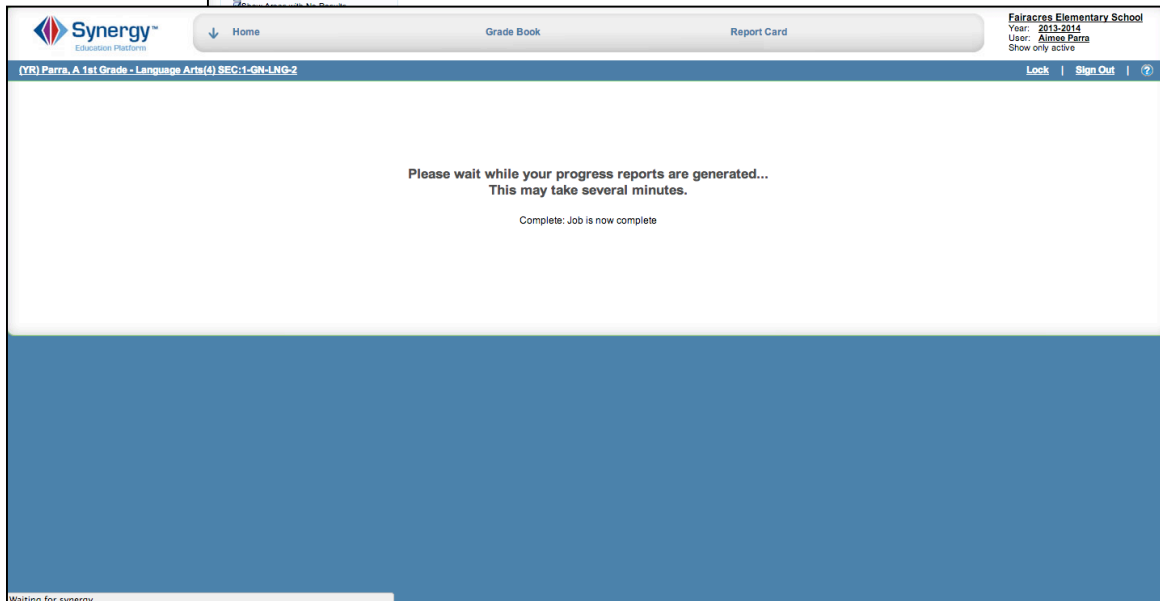
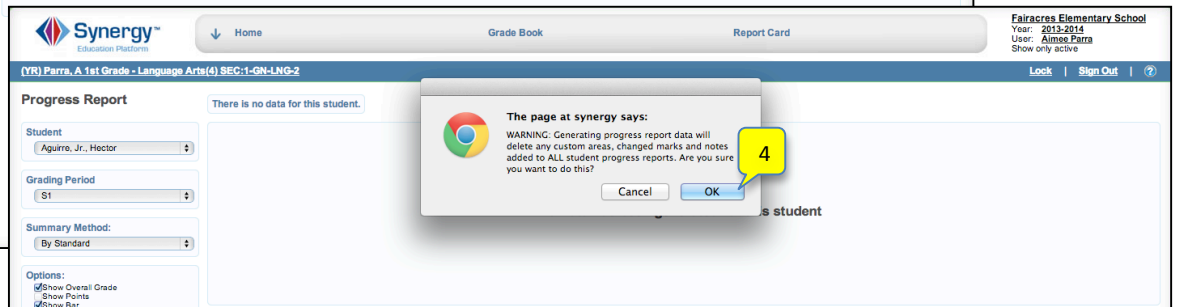
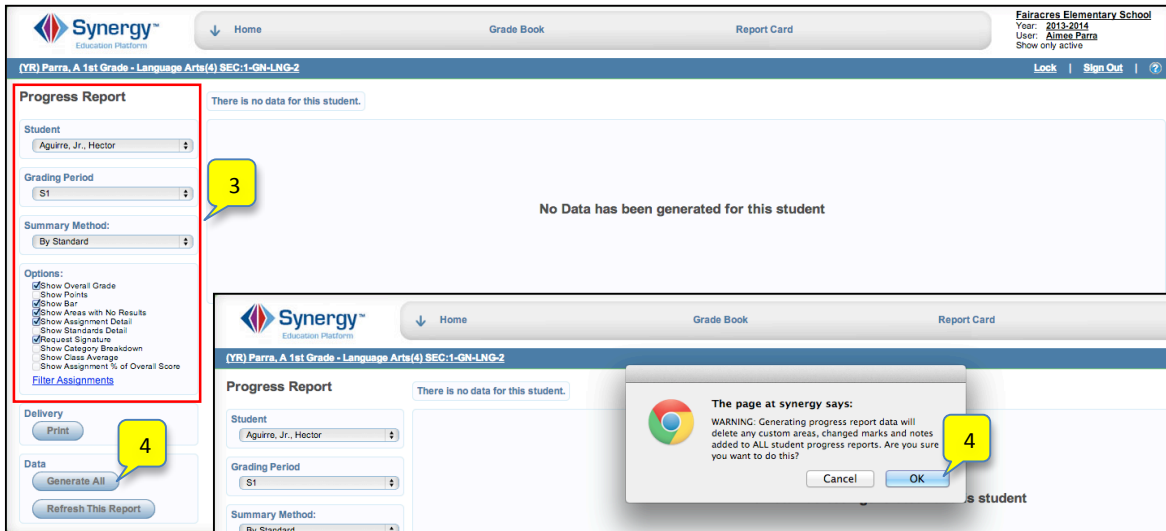


- Click on the “Class” field to select a different subject area, then hover your cursor over the “Grade Book” link again and select the “Progress Report – Standards” option from the drop down window.



Synergy Resource Guide

- In the “Progress Report” section, select the following options:
 - Student Field – Leave alone, Synergy will display the first student in the alphabet for the subject area section.
 - Grading Period – Select the “S1” term
 - Summary Method – By Standards
 - Options – Check the “Show Overall Grade,” “Show Bar,” “Show Areas with No Results,” and “Request Signature.” DO NOT select “Show Assignment Detail.”
- Click on the “Generate All” button to generate the progress report for the selected subject area. A pop up window will appear stating: “WARNING: Generating progress report data will delete any custom areas, changed marks and notes added to ALL student progress reports. Are you sure you want to do this?” Click on the “Ok” button.



Synergy Resource Guide

- All assignments and scores entered in the grade book will be displayed to the right of the screen. Click on the “Print” button to print individual or all student progress reports.

This data was generated on 10/10/2013 8:00:07 PM

Area	Mark	Missing	Notes
Overall Class Grade	N/A		
Reading Foundational Skills	3		
Spelling Test (Test) 8/30/2013	3		
Spelling Test (Test) 9/6/2013	3		
Spelling Test (Test) 9/13/2013	3		
Spelling Test (Test) 9/30/2013	3		
Writing	3		
Spelling Test (Test) 8/30/2013	3		
Spelling Test (Test) 9/6/2013	3		
Spelling Test (Test) 9/19/2013	3		
Handwriting (Test) 9/27/2013	3		
Spelling Test (Test) 9/30/2013	3		

Delivery

- In the “Selected Delivery Options” section, click on the “Print” button to print the progress reports for all selected students or click on the “print” link to print individual progress reports. **NOTE:** Repeat Steps 2-6 to generate progress reports for the other subject areas.

Progress Report Status

Student	Data Age	Status	Print Date	Email Date	Copy Email To
<input checked="" type="checkbox"/> Aquino, Jr., Hector	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Alvarez, Michael	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Alvarez, Michael	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Armijo, Kayleigh	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Armijo, Kayleigh	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Barrett, Kaitlyn	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Barrett, Kaitlyn	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Calderazzo, Michael	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Calderazzo, Michael	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Castaneda, Jaedee	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Castaneda, Jaedee	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Chavez, Dominick	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Chavez, Dominick	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Dominguez, Elexis	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Dominguez, Elexis	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Fedden, Snyder	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Fedden, Snyder	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Gama, Elias	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Gama, Elias	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email
<input checked="" type="checkbox"/> Hudson, David	A few seconds ago		10/10/2013 8:00:46 PM		<input type="text"/> print email

Selected Delivery Options

Report Header Text

Report Footer Text

Email
 Include Parents
 Include Students
 Include Copy to

Filters
 Include Student Marks