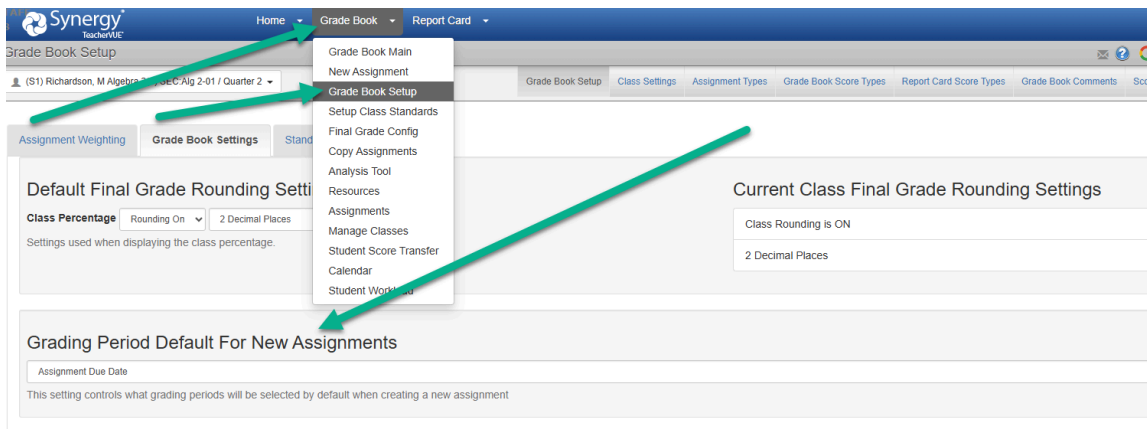


700 Synergy: Manually correct assignment grade periods in TeacherVUE (i.e. Q1 assignments showing in Q2)

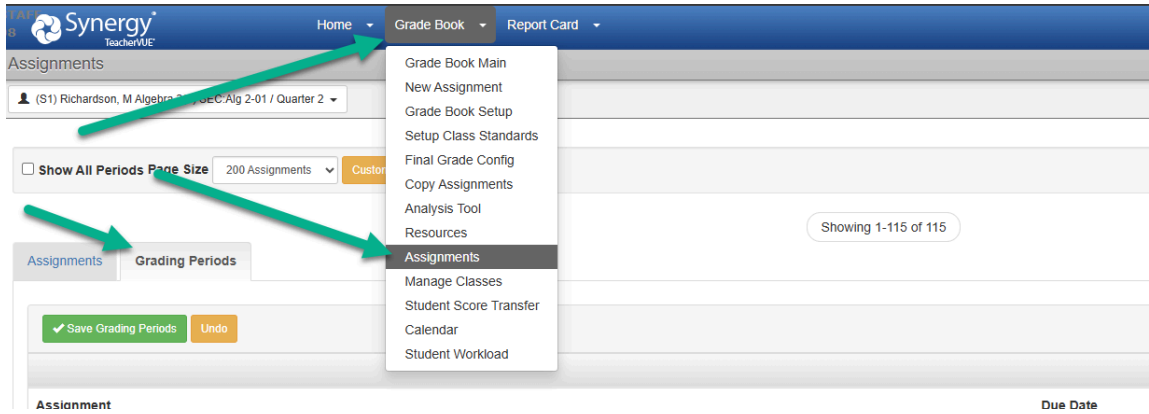
When TeacherVUE is configured so that assignments are automatically categorized by assignment date and grading period dates are set incorrectly in Synergy, assignments may appear in incorrect grading periods. When everything is configured correctly, teachers can rely on the default settings to efficiently and correctly categorize assignments. When that does not happen, the following steps may be helpful.

1. Confirm that new assignments should be placed by their due date (your preference):
Grade Book > Grade Book Setup > Grading Period Default For New Assignments

If this setting is chosen and grading period date ranges are configured correctly in Synergy, all assignments should be automatically placed into the correct grading period(s), Quarter 1, Quarter 2, Semester 1, etc.



2. If not properly configured, assignments may be placed into the incorrect grading period(s). To confirm this,
Grade Book > Assignments > Grading Periods



3. Generally speaking, assignments should not be categorized in two quarters simultaneously.

They should be categorized into a single quarter and the semester in which that quarter occurs.

The screenshot shows a grade book table with columns for 'Due Date', 'All', 'Quarter 1', 'Quarter 2', and 'Semester 1'. The table contains multiple rows of assignments. Annotations include a purple box around the 'Quarter 1' and 'Quarter 2' columns, a yellow arrow pointing to a row where both 'Quarter 1' and 'Quarter 2' are checked, and a red 'X' over the 'Quarter 2' column for several rows. A green arrow points to the 'Semester 1' column header.

Due Date	All	Quarter 1	Quarter 2	Semester 1
11/13/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/30/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/14/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/7/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/7/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/4/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/14/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/12/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/7/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/8/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/5/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/14/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/13/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/6/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/14/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/6/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/6/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/4/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/30/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/29/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/31/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/30/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/29/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/31/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. Uncheck boxes in any incorrect grading period column, and confirm that the boxes are checked in the appropriate columns.

5. Click the (✓ Save Grading Periods) button

Show All Periods Page Size 200 Assignments Custom Assignment Sort

Assignments Grading Periods

✓ Save Grading Periods Undo

Assianment