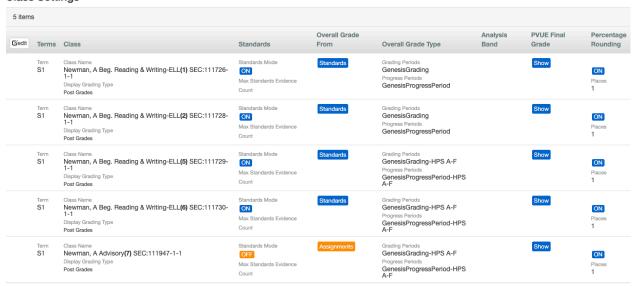
Grading, Synergy and Advisory

Here is a cheat sheet to set up/enter grades for your advisory for the 2019-2020 year. All advisories are on a "PASS/NC" and students are required to complete a self-assessment and evidence journaling, one artifact for storyfolio and their two conferences in order to pass.

To set up your gradebook:

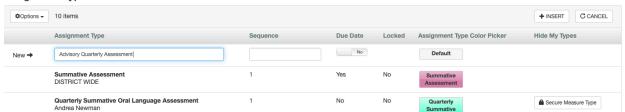
- 1. Go to "GRADEBOOK SETUP"
- 2. Make sure your advisory class is set to "assignments"

Class Settings



- Then go to "assignment tabs and select "NEW"
 - a. Type in the box "advisory Quarterly Assessment

Assignment Types

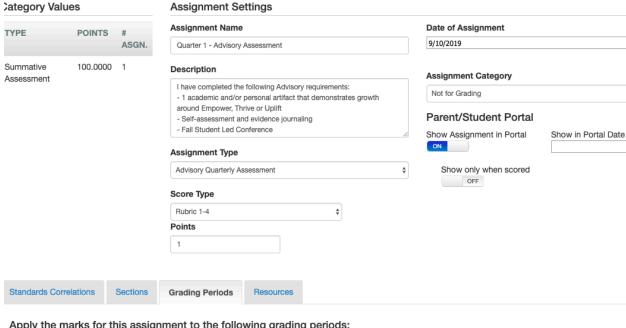


4. Select "INSERT" and sequence it as "5" (it just places it at the bottom)

To enter your quarterly advisory grade:

- 5. Go back to "GRADEBOOK MAIN" and make sure you are on your advisory
- Select "NEW"
 - a. Assignment name should be "Quarter_-Advisory Assessment"
 - b. Description should be as follows (feel free to copy/paste)
 I have completed the following Advisory requirements:

- 1 academic and/or personal artifact that demonstrates growth around Empower, Thrive or Uplift
- Self-assessment and evidence journaling
- Fall Student Led Conference
- c. Assignment category should be "not for grading"
- d. Assignment type select "advisory quarterly assessment
- e. Score type "rubric 1-4"
- f. Points should be one



Apply the marks for this assignment to the following grading periods:



- 7. When entering grades
 - a. Give a 4 if student has completed all necessary requirements
 - b. Give a 1 if a student has not
 - Feel free to add public comments around progress.
- 8. AT GRADING PERIODS: use assignment/gradebook to determine PASS/NC for students

