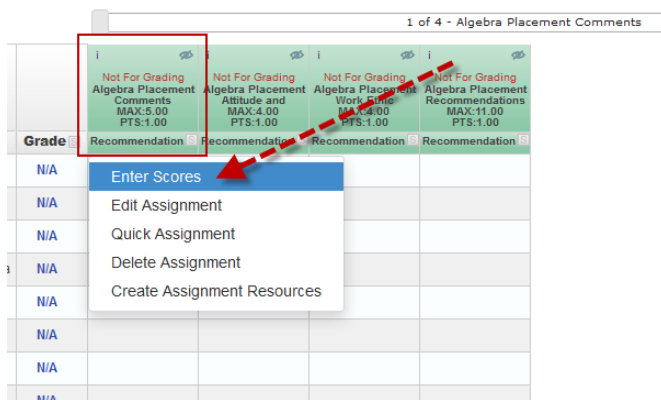


Entering Algebra Placement Information

1. Access your Grade Book in Synergy.
2. Select the class you need to enter scores for in the upper left hand corner. **Choose P4 under Periods.**
3. You will find 4 columns for entering Algebra Placement information – Comments, Attitude and Independence, Work Ethic, and Placement Recommendations.
4. Click in the title box and choose **Enter Scores** from the drop-down.



5. On the Enter Grade Book Scores page, make the appropriate selection from the drop-down list for each student.

		Algebra Placement MAX:4.00 PTS:1.00 2/8/2017	<input type="checkbox"/> All
Class Grade	Recommendation	Exclude	
0.0% N/A	Advanced	<input type="checkbox"/>	
0.0% N/A	Proficient	<input type="checkbox"/>	
0.0% N/A		<input type="checkbox"/>	
0.0% N/A	Advanced	<input type="checkbox"/>	
0.0% N/A	Proficient	<input type="checkbox"/>	
0.0% N/A	Near Prof	<input type="checkbox"/>	
0.0% N/A	Beg Steps	<input type="checkbox"/>	
0.0% N/A	No Evid	<input type="checkbox"/>	

Comments: Record any considerations you have for the student from the following choices.

CAP MOT - Capable but needs to be motivated.

CAP ABS - Capable but had many absences.

CHAL - Needs to be challenged.

GRD/SKILL - Grade does not reflect high level of math skills.

STRUG – Works hard but struggles.

Attitude/Independence, and Work Ethic Give a rating to summarize student performance in each area.

Recommendations: Choose the appropriate course that you recommend for each student.

6. Click **Save/Return to Grade Book**.