

## Remove District Grade Book Assignments

### Please Note:

Once these are removed, you will need to contact the district if you need to have them added back in.

1. When you are logged into Grade Book, choose Grade Book Setup from the Grade Book menu in the top navigation.
2. Choose the correct course from the Class Focus drop-down menu.
3. Select the Grade Book Settings tab.
4. Click on Remove District Grade Book Entries.

The screenshot shows the Synergy TeacherVUE interface. At the top, the navigation bar includes 'Home', 'Grade Book', 'Report Card', 'LessonVUE', and 'Assessment'. The 'Grade Book' menu is open, showing options like 'Grade Book Main', 'New Assignment', 'Grade Book Setup', 'Report Card Preview by Standards', 'Class Standards', 'Standards Analysis', 'Transfer Standards Score', 'Copy Assignments', 'Progress Report', 'Analysis Tool', 'Resources', 'Assignments', 'Manage Classes', and 'Calendar'. A red dashed arrow labeled '1' points to 'Grade Book Setup'. Below the navigation, the 'Grade Book Setup' page is displayed. The 'Class Focus' dropdown menu is open, showing 'INTERVENTION SPED LANGUAGE ARTS(8) SEC:6913 / Tri 2 Gr'. A red dashed arrow labeled '2' points to this dropdown. The 'Grade Book Settings' tab is selected, and a red dashed arrow labeled '3' points to it. The 'Default Final Grade Rounding Settings' section shows 'Rounding On' set to '1 Decimal Place'. The 'Grading Period Default For New Assignments' section shows 'Current Period in Grade Book'. The 'Teacher Type Defaults' section shows 'Add My Types to the District Types' selected. The 'District Grade Book Settings' section shows 'Inherit Assignments from District Grade Books' checked. A red dashed arrow labeled '4' points to the 'Remove District Grade Book Entries' button.