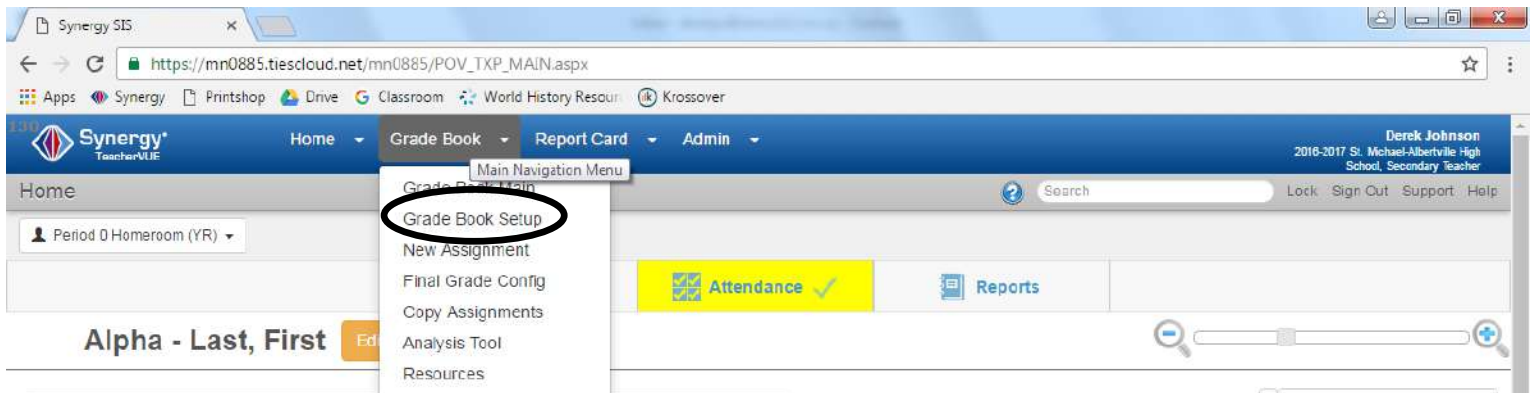
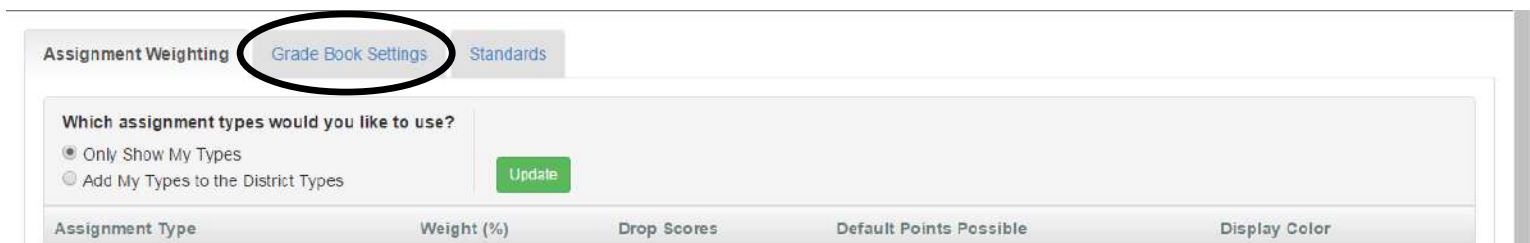


Synergy Grade Book Settings

Step 1: Hover over “Grade Book” tab and click “Grade Book Setup”



Step 2: Click on “Grade Book Settings” - it should be the second tab in the middle of the screen



Step 3: Using the drop down menus, select “Rounding On” and “2 Decimal Places” for Class Percentage and “Rounding On” and “Whole Number Only” for Class Mark. You do not need to adjust any of the other settings on this page.

