To help the configuration process, the following worksheet can document the chosen settings for key views.

**Basic InfoTab**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Period Definition*** | | | | | | | | | | | |
| Start Period | | | | | | | |  | | | |
| End Period | | | | | | | |  | | | |
| Homeroom Period | | | | | | | |  | | | |
| ***Type Information*** | | | | | | | | | | | |
| School Type | | | | | | | |  | | | |
| School Attendance Type | | | | | | | |  | | | |
| School Attendance Taken | | | | | | | |  | | | |
| School Category | | | | | | | |  | | | |
| Allow Concurrent Enrollment | | | | | | | | ❑ | | | |
| ***Grade Selection*** | | | | | | | | | | | |
| □ Pre | | | □ K | □ 01 | □ 02 | | | | □ 03 | | □ 04 |
| □ 05 | | | □ 06 | □ 07 | □ 08 | | | | □ 09 | | □ 10 |
| □ 11 | | | □ 12 | □ 12+ | □ UNG Elem | | | | □ UNG Sec | |  |
| ***Grading Options*** | | | | | | | | | | | |
| Grading Period | | | | | |  | | | | | |
| ***Rollover Defaults*** | | | | | | | | | | | |
| Enter Code | | | | | |  | | | | | |
| Enter Date | | | | | |  | | | | | |
| ***Term Definition*** | | | | | | | | | | | |
| Term # | Term Name | | | Term Begin Date | | | Term End Date | | | Current Term Codes | |
|  |  | | |  | | |  | | |  | |
|  |  | | |  | | |  | | |  | |
|  |  | | |  | | |  | | |  | |
|  |  | | |  | | |  | | |  | |
| ***Track Selection (This is setup on the District Setup>Options>Organization Year Tree>District Tracks*** | | | | | | | | | | | |
| Order | | Name | | | | | | | | | |
|  | |  | | | | | | | | | |
|  | |  | | | | | | | | | |
| ***Other Info*** | | | | | | | | | | | |
| Exclude from State Reporting | | | | | | ❑ | | | | | |
| ***Generic Teacher Aide Course*** | | | | | | | | | | | |
| Course ID | | | | | |  | | | | | |
| Course Title | | | | | |  | | | | | |

**OPTIONS TAB INFORMATION**

The School Setup Options Tab has several links to views. For SynergySIS you need to make sure you have setup a District Calendar and School Calendar for each school. You can use the links on this view to Opt In to the School Attendance Codes, School Courses, and School Discipline Codes. You will also want to set up the School Room view and the School Groups for your schools to use this information.

**SIS DATA OPTIONS TAB INFORMATION**

The SIS Data Options tab of the School Setup view sets up the link to the previous student information system (SIS) for conversion to SynergySIS.

|  |  |
| --- | --- |
| ***SIS Options*** | |
| Old SIS Number |  |
| Next Available SIS Number |  |
| Path to SIS Data Files |  |
| Conversion Server |  |
| Push back to old SIS system (Y/N) | □ |

**LABELS TAB INFORMATION**

Use the Labels tab of the School Setup view to set the default label definition to be used when printing report cards. The label definitions need to be defined first. Default grading label may be set at the district level, also.

|  |  |
| --- | --- |
| ***Grading Labels*** | |
| Default Grading Label |  |

**TeacherVUE TAB INFORMATION**

The TeacherVUE tab of the School Setup view configures the grading and attendance security used in SynergySIS.

|  |  |
| --- | --- |
| ***Global Attendance Security*** | |
| Primary Staff |  |
| Additional Staff |  |
| ***Global Grading Security*** | |
| Primary Staff |  |
| Additional Staff |  |