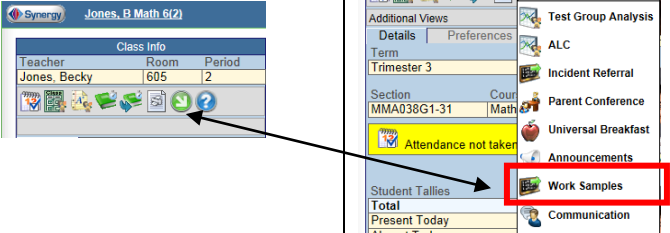




Class Work Sample Entry in Synergy TeacherVue

Class Work Sample entry in Synergy is very new development. You may find some functionality to be irritating but we ask for your patience as we continue to work through it with the vendor. This is definitely a "Work In Progress".

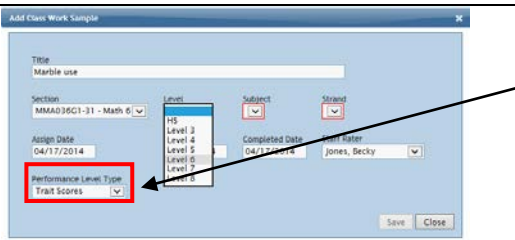
1. From TeacherVue click on the green circle Additional Views arrow. In the drop-down you will see Work Samples as an option.



2. On the Class Work Sample History List begin by clicking the Add button to create your work sample.

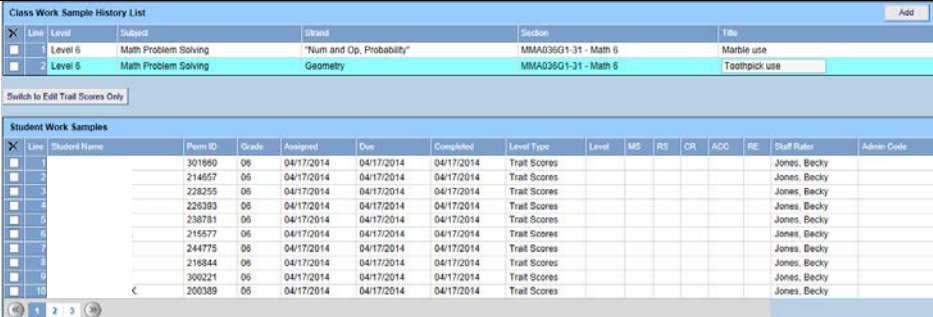


3. Enter all fields of the Add Class Work Sample screen and click the Save button.

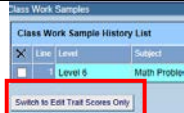


Choose Trait Scores for the Performance Level Type.

4. To enter scores for your class click on the desired line from the Class Work Sample History List. A list of students will appear.



5. Before entering scores click the button “Switch to Edit Trait Scores Only” located under the Class Work Sample History List.



Trait scores drop-down lists will appear and can be populated by using your keyboard to type the score number or your mouse to choose the value. Each field can be advanced through using your Tab key if you prefer keyboard shortcuts. Notice you may not see your entire class listed on the screen but you will have additional pages to scroll through located at the bottom of your student list.

Line	Level	Subject	Strand	Section	Title
1	Level 6	Math Problem Solving	"Num and Op, Probability"	MMA036G1-31 - Math 6	Marble use

Switch to Edit Trait Scores Only

Line	Student Name	Perm ID	Grade	Assigned	Date	Completed	Level Type	Level	MS	RS	CR	ACC	RE	Staff Ruler	Admin Code
1		301660	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores	4	5	5	4	6	Jones, Becky		
2		214657	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores	3	2	2	1	4	Jones, Becky		
3		228255	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores	5	2	4	3	1	Jones, Becky		
4		226393	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores	5	5	6	6	4	Jones, Becky		
5		238781	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores	2	3	2	3	4	Jones, Becky		
6		215577	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores						Jones, Becky		

6. Once you have finished you will click the red Save button on the left of your screen. We **highly** recommend that you save your work before scrolling through to your next page of students on your Student Work Samples list.

Upon saving the Performance Level is automatically calculated. The Performance Level Legend is located at the bottom of your screen. (As in Step #4 above you must choose the desired work sample from the Class Work Sample History List to see your students.)

Line	Level	Subject	Strand	Section	Title
1	Level 6	Math Problem Solving	"Num and Op, Probability"	MMA036G1-31 - Math 6	Marble use

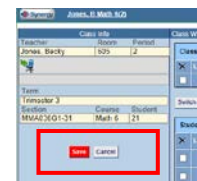
Switch to Edit Trait Scores Only

Line	Student Name	Perm ID	Grade	Assigned	Date	Completed	Level Type	Level	MS	RS	CR	ACC	RE	Staff Ruler	Admin Code
1		301660	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores	Meets	4	5	5	4	6	Jones, Becky	
2		214657	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores	Does Not Meet	3	2	2	1	4	Jones, Becky	
3		228255	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores	Does Not Meet	5	2	4	3	1	Jones, Becky	
4		226393	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores	Meets	5	5	6	6	4	Jones, Becky	
5		238781	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores	Does Not Meet	2	3	2	3	4	Jones, Becky	
6		215577	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores						Jones, Becky		
7		244775	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores						Jones, Becky		
8		216844	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores						Jones, Becky		
9		300221	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores						Jones, Becky		
10		200389	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores						Jones, Becky		

Performance Level Legend

- Exceeds
- Meets
- Does Not Meet
- Definition Error

7. Be aware that clicking the delete box to the left of the Class Work Sample History List will delete not only the work sample but the scores that have been entered when you Save the screen.



Line	Level	Subject	Strand	Section	Title
1	Level 6	Math Problem Solving	"Num and Op, Probability"	MMA036G1-31 - Math 6	Marble use

8. The “delete” box to the left of the student name in the Student Work Samples section of the screen will remove any scores that have been entered for the student. The student will not be deleted from the list.

Line	Student Name	Perm ID	Grade	Assigned	Date	Completed	Level Type	Level	MS	RS	CR	ACC	RE	Staff Ruler	Admin Code
1		301660	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores	Meets	4	5	5	4	6	Jones, Becky	
2		214657	06	04/17/2014	04/17/2014	04/17/2014	Trait Scores	Does Not Meet	3	2	2	1	4	Jones, Becky	