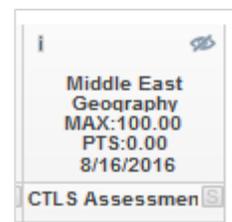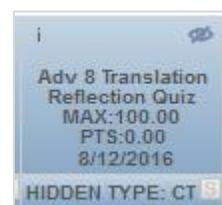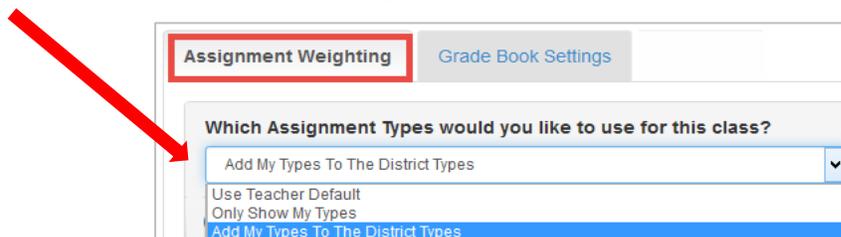# CTLS Assessment Scores Imported into Synergy

In order to decrease the data entry workload for teachers, CTLS assessments will automatically be imported into teachers' gradebooks. This import does not mean that teachers have to count the assessments for grades. Teachers will need to determine if they want their assessments to be formative or summative in nature. All assessments should be used to inform instruction.

Please be aware that SGM (Student Growth Measure) Pre-Tests are NOT imported into the gradebook.

When a CTLS Assessment (EX: Touchstone assessment or any other assessment given through CTLS) is added to a teacher's gradebook during the nightly cycle, the assignment uses the **Percentage Score Type**, with a Max Score of **100** and Point value of **0** (zero.) The assignment defaults as hidden from PVUE and SVUE.

Note: Hidden Type – If the teacher is not displaying the District Assignment Type called CTLS Assessments, the imported assignment will display as a Hidden Type in the gradebook.

Teacher Action Required – Either Delete or Edit the Assignment:

1. **The teacher should *Delete* the assignment if it is not wanted in the gradebook.** Left click on the assignment name and select 'Delete Assignment.'
2. **If the assignment is not deleted, the teacher should *Edit* the assignment.** Left click on the assignment name and select 'Edit Assignment.'
   - If the assignment is **NOT** going to count:
     - Choose the Assignment Category *"**Not for Grading**."*
     - The Point value can be left at zero.
     - The assignment can remain hidden from the PVUE & SVUE portals.
   - If the assignment **IS** going to count toward a grade:
     - **Edit the Point value, as desired.**
     - You will be unable to change the imported assignment to Raw Score. The assignment can remain as the Percentage score type even if Raw Score is used on all other assignments. However, please **remain consistent with the point value given to this imported assignment so it will calculate appropriately in the overall grade.**
     - **Confirm the Assignment Type, selected for the assignment, has weights applied**.
       - If teachers are using the District Assignment Type CTLS Assessments, it must have weights.
       - If teachers are using their own assignment types, select a weighted type for the class.

Note: Elementary teachers are not required to use assignment type weighting. If all assignment types are left at zero weight, the assignments will be evenly averaged together to determine the students' overall grade calculation. For consistency, it is recommended that teachers at the same school and grade level set up assignment types using the same weights.