How to Log into and Navigate SyncGrades

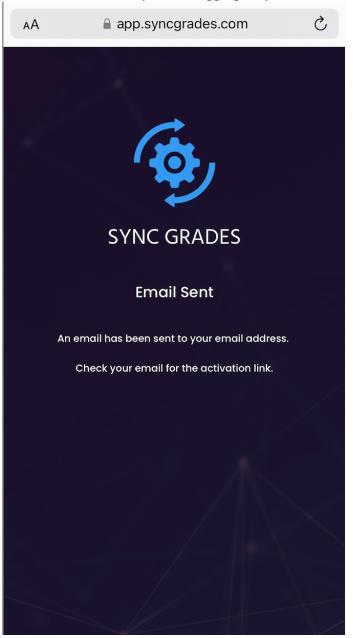
- 1. Open the **web browser** on your computer or cell phone (there is no app to download).
- 2. Go to <u>syncgrades.com</u> and click the blue "Login" button.

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New membe	rs: Get a free 14 day trial of SyncGrades for free! <u>Unlock your trial now!</u> : Ø in Y
SYNC GRADES	
	Login
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3. Type your **email address** into the black box that says "email." It **must** be the same email you use for your **NYC Schools Account.**

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4. If it's the first time you are logging in, you will automatically be taken to this page:



Go to your email and click the activation link. It will ask you to set a password.

5. Once you login, you will see this page:

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23K644	Eagle Academy for Young Men II	
2022-2023	Term 1	
Sep 7th 202	22 - Jan 26th 2023	

6. Clicking on the 3 lines on the top left will open the menu on the side. (Note: On a computer, you will always see this menu on the side. On a phone, click on those 3 lines at any time on any screen to get back to the menu.)

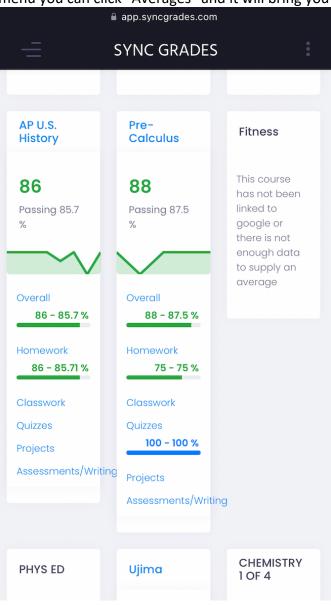
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7. Clicking on "Official Schedule" will open up your scholar's schedule, which looks like this:

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School: 238	94	8	bool Year: 2022		Tem ID: 1					
Names Sorted By: 1	Student Name		uleri in . elect Option: All Students		Grade Level: 07		Official Class: 701 Room: 310		Courselor: Ornit Room# Yes	
Period	Monday		Tustay		Wednesday		Thursday		Friday	
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In your scholar's account, you can zoom in to see it better. This is where you will find the **names of your scholar's educators.** Note that for some reason, they aren't on any other page.

8. Now you've seen his schedule, you want to see how he's doing in his classes. Back at the menu you can click "Averages" and it will bring you to a page that looks like this:



9. If you click on the Blue name of the class, another window will open up with assignments:

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0	Class	Classwork					
0	Quizze	es			_		
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0	Asses	sments/	Writing				
					- 1		
Gr	ade	Date	Assignment	Worth	Status		
	-	Thu Sep, 29th	8-07 Finding Angles Homework	Max Points: 10 Weight: 1	Missing		
	-	Wed Sep, 28th	8-06 Practice with Trig Ratios Homework	Max Points: 10 Weight: 1	Missing		

10. You can also go back to the Menu and click Assignments. Then you will see something that looks like this. You can click on the down arrow next to the class name to choose another class.

		Mat	h 7 (MMSM7-2))		\sim
АА	app.syncgrades.com ♂	Ass	ignments	All Time		~
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Assignr	ments All Time 🖤	100	Behavior/Profe Category: Behavior/Profes		Sat, Oct 1st, 2022 ON TIME	4/4 CREATED
	Marking Period 1 Thu, Sep 8th - Fri, Jan 27th	100	Homework #12 Category: Home		Sat, Oct 1st, 2022 ON TIME	4/4 CREATED
	Marking Period 2 Sat, Oct 29th - Fri, Dec 9th	86	Quiz #1 Category: Quizz	res	Fri, Sep 30th, 2022 ON TIME	12/14 CREATED
	Marking Period 3 Sat, Dec 10th - Fri, Jan 27th	78	Quiz #2 Category: Quizz	zes	Fri, Sep 30th, 2022 ON TIME	7/9 CREATED

Again, if you want to know which educator teaches a certain course, go back to your scholar's Official Schedule.

11. When it's Progress Report time, you will be able to get the Progress Report yourself right from this platform. If you go back to the menu and click Progress Report, you will be able to download it. You will also see your scholar's overall average.

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Progress Repo	orts
Marking Period 1	Α
Overall Average	95.1% Honors

When it's Report Card time, you will be able to do the same thing by clicking Official Report Card on the menu.

12. Have questions about a particular grade? **Reach out directly to your scholar's educator!** Again, you can find the educators' names on your scholar's Official Schedule. To find an educator's email address, go to our website: <u>eagleacademybk.org/eagle-staff</u>