Synergy ©
Streams Collaboration Tool Guide

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BEFORE YOU BEGIN

The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

THIS GUIDE

This document is intended to provide a description of the configuration and usage of the Synergy Streams Collaboration Tool.

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Chapter One: STREAMS COLLABORATION TOOL SETUP

In this chapter, the following topics are covered:

- Streams Collaboration Tool Overview
- How to Enable and Configure Streams

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STREAMS OVERVIEW

The Streams Collaboration Tool allows users to maintain a running dialog with each other within the Synergy education platform, using an easy-to-use and intuitive social media-type interface. Users can create private 'Streams' to communicate with other staff, in addition to being able to create groups where content can be shared with several users at one time. Communication occurs via posts – users can post documents, web links, and text to a Stream, as well as respond to others' posts.

Additionally, to encourage and facilitate home/school collaboration, parents, and students can communicate with school staff via the Streams link icon in various ParentVUE and StudentVUE web portal locations and the Streams tab. This feature is enabled by the school district.

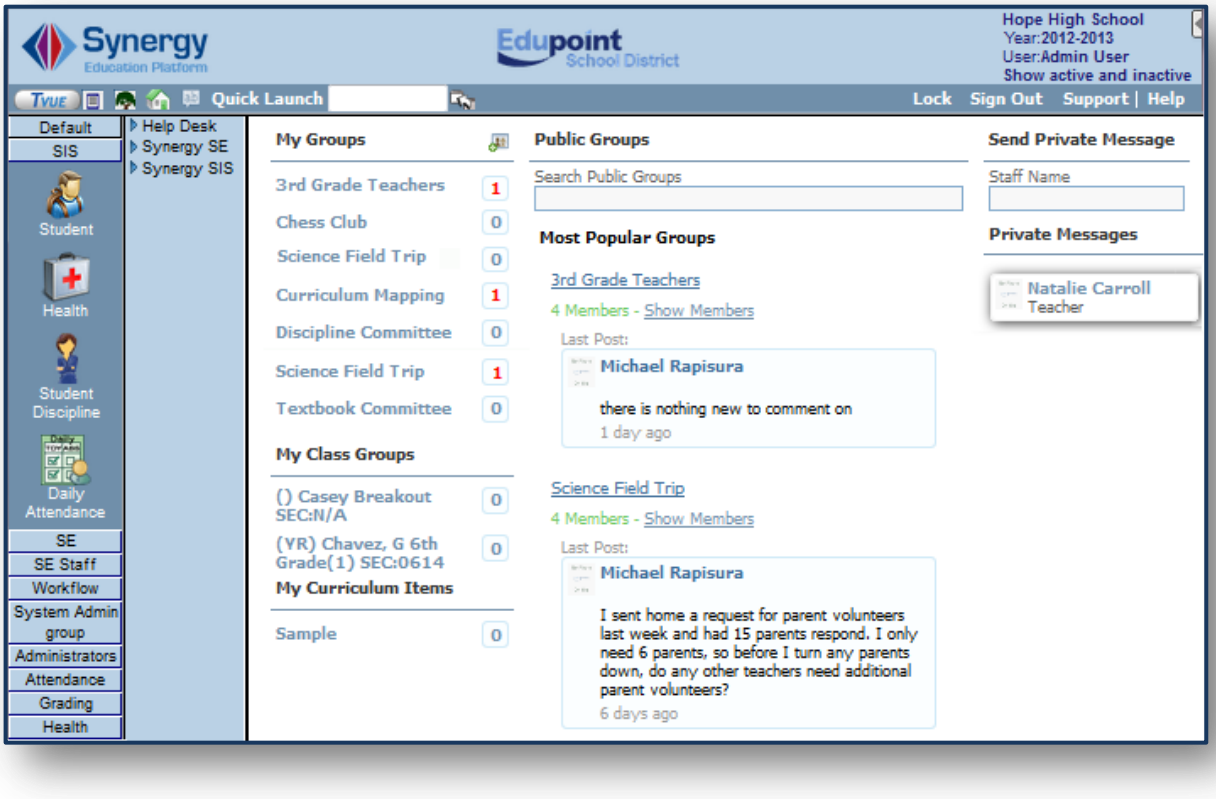

Figure 1-1 Synergy Streams Screen

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ENABLE AND CONFIGURE STREAMS

ENABLE STREAMS

1. Navigate to **Synergy SIS>System>Setup>District Setup**.

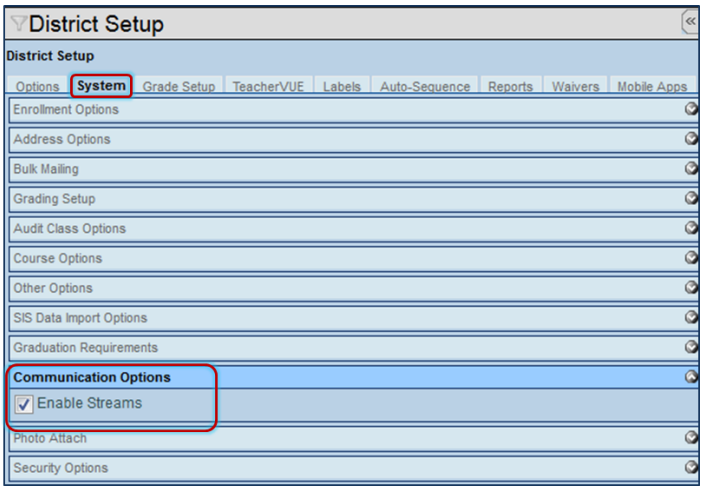

Figure 1-2 District Setup Screen System Tab

2. On the System tab, check **Enable Streams** in the Communication Options grid. Enabling this option activates Streams for all users within Synergy SIS.
3. Click **Save.**

The Streams screen can be found in the PAD Tree at Synergy SIS>System>User>Streams.

Users and User Groups can be secured from this screen, if desired, using PAD Security. Teachers, who typically do not have access to Synergy SIS, access Streams via the Streams menu in TeacherVUE Grade Book.

ENABLE STREAMS FOR PARENTVUE /STUDENTVUE WEB PORTALS

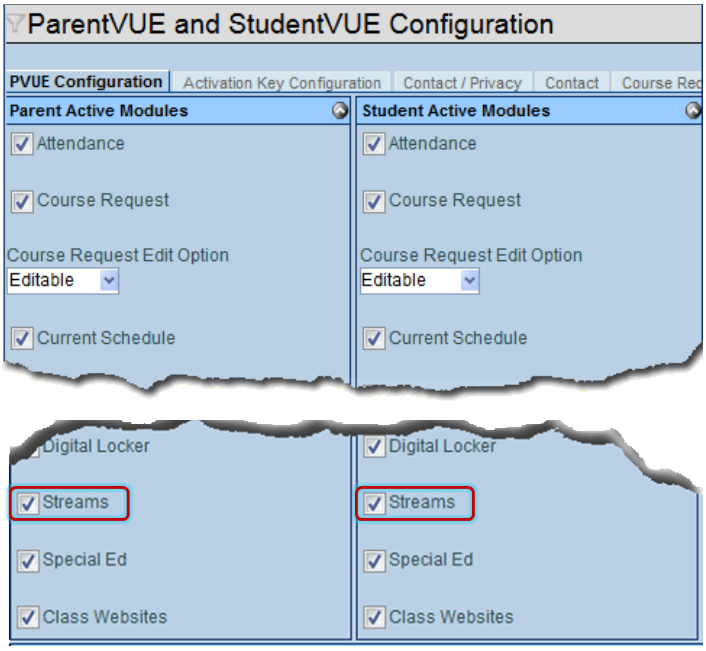

Figure 1-3 ParentVUE and StudentVUE Configuration

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1. Navigate to Synergy **SIS>System>ParentVUE>ParentVUE and StudentVUE Configuration.**
2. Check **Streams** in either or both the Parent and Student Active Modules columns.

DISABLE STREAMS FOR PARENTS AND STUDENTS AT SPECIFIC SCHOOLS

1. Change **Focus** to desired school.

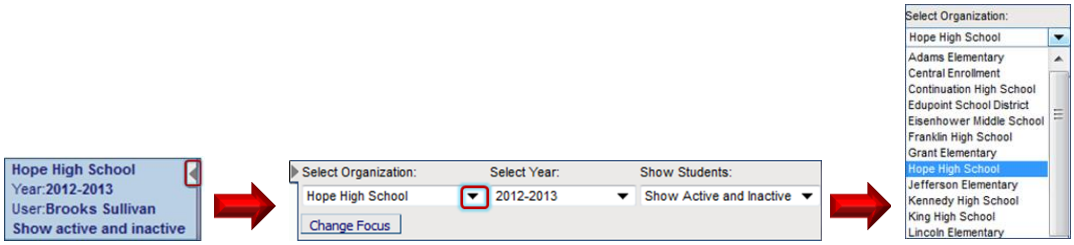

Figure 1-4 Focus Selection

2. Navigate to **Synergy SIS>System>ParentVUE>ParentVUE and StudentVUE School Configuration.**

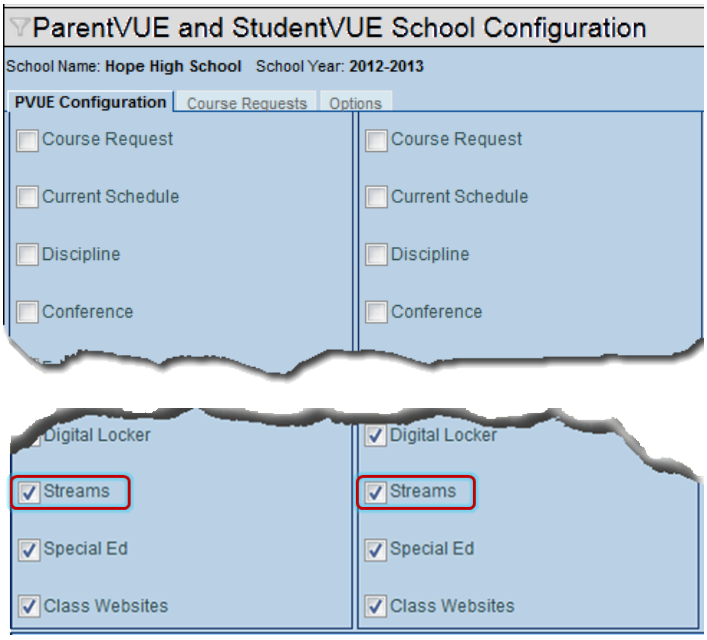

Figure 1-5 ParentVUE and StudentVUE School Configuration Screen

3. On the PVUE Configuration tab, check **Streams** in either or both columns to *disable* this functionality for that school.
4. Click **Save.**
5. Repeat this process for each school desired.

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DISABLE DOCUMENT UPLOAD FUNCTIONALITY OF PARENTS AND STUDENTS

If the Streams Collaboration Tool is enabled in ParentVUE and/or StudentVUE, the district may wish to disable the ability for parents and students to upload documents. This can be accomplished within TeacherVUE Grade Book.

Figure 1-6 TeacherVUE Grade Book Config Values Screen

1. As a District Admin User, navigate to **TeacherVUE Grade Book>Admin>Config Values.**
2. Set **boolHideDocumentStreamsUploadFromPVUE** to **True** to disable document uploads in the ParentVUE and StudentVUE web portals.

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Chapter Two:
USING STREAMS

In this chapter, the following topics are covered:

- Using Streams Collaboration Tool
- Streams to Parents/Students
- ParentVUE & StudentVUE Web Portal Streams
- Using the Streams Collaboration Tool

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USING STREAMS COLLABORATION TOOL

For users other than teachers, navigate to **Synergy SIS>System>User>Streams** to open the Streams Collaboration Tool. Teachers can access the Streams Collaboration Tool via the Streams menu in TeacherVUE Grade Book.

STREAMS HOME PAGE

The Streams Home Page displays the user's Groups, Class Groups, and a list of any unread private messages. A list of the most popular Public groups, displaying the most recent post in each one, runs down the center of the screen. A search function to locate a stream is available.

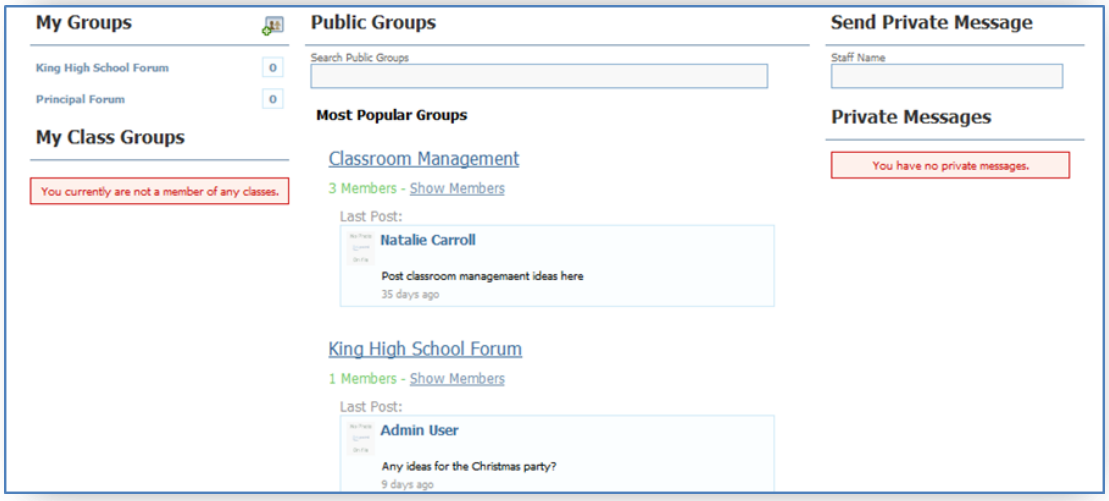

Figure 2-1 Streams Screen Home Page

CREATE NEW GROUP

1. Click the icon to the right of **My Groups**.

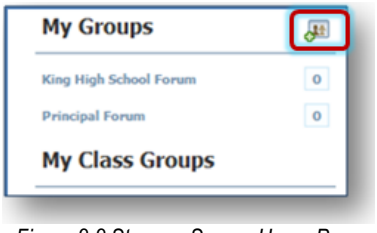

Figure 2-2 Streams Screen Home Page

2. Enter a **New Group Name** and click **Create Group**.

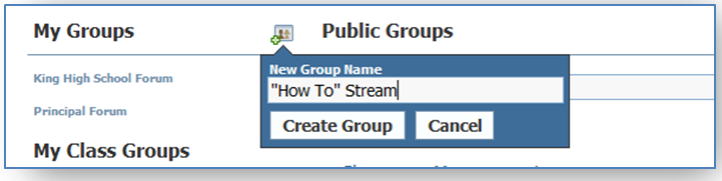

Figure 2-3 Streams Screen Home Page

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NOTE: My Class Groups are created when a teacher creates a 'shared class' within TeacherVUE Grade Book. Any additional staff added to a shared class are automatically added as members. Additional Synergy staff can be added to Class groups, also.

GROUP SCREEN

The user who created the group is the Group Admin. They may edit the membership. However, a person may always remove themself from a group or join a public group.

EDIT GROUP PROPERTIES

1. Click **Edit** to the right of Group Members.

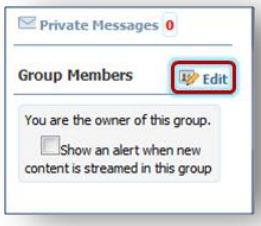

Figure 2-4 Streams Group Screen

The user who created the group is the group owner or Group Admin. They may edit the membership. However, a person may always remove themself from a group or join a public group.

2. Check **Group is Public** to allow any users in the district to join the group. If this box is unchecked, only staff members added by the group owner can participate in the group.

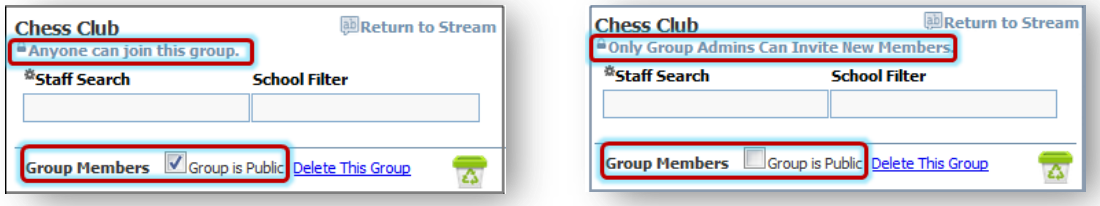

Figure 2-5 Streams Group Screen

Edit Group Members

1. To add a staff member, enter partial or complete name in **Staff Search**. The screen begins to display a list of records matching criteria entered. The more information entered, the more the list is narrowed down.
2. Enter the school name in **School Filter** to limit the search to that school.
3. Click ⚙ to the left of **Staff Name.** An option box displays.

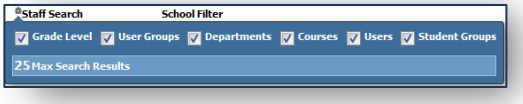

Figure 2-6 Streams Group Screen

4. Check or uncheck additional filters to refine the search.

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5. Click again to save the selection and close the box.
6. Click on the name when it displays in the list. The list closes. The Staff Member tile displays below the staff name.
7. Grab and drag the tile to the group member's box.

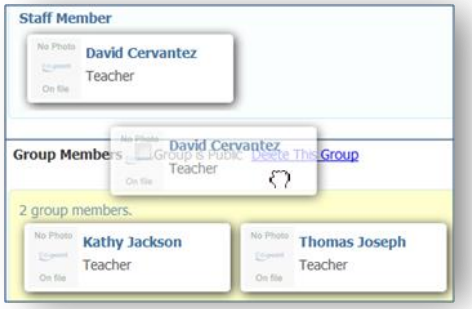

Figure 2-7 Streams Group Screen

8. To remove members from the group, drag the staff member name to the Recycle Bin.

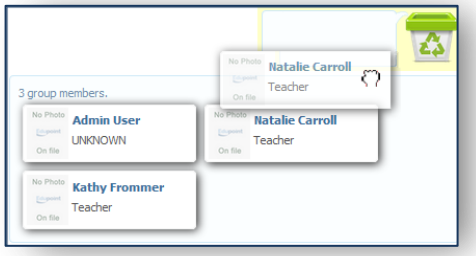

Figure 2-8 Streams Group Screen

9. Click Return to Stream when finished.

JOIN OR LEAVE PUBLIC GROUP

1. Enter search criteria in **Search Public Groups**. Public Groups that contain the search criteria will be returned.

NOTE: If Search Public Groups does not display in the center of the screen, click .

Figure 2-9 Streams Group Screen

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2. Click on the name of the desired group. The public group screen opens.
3. To join the group, click **Join Group.**

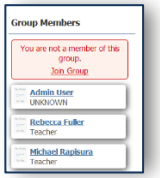

Figure 2-10 Streams Group Screen

4. To leave a group, click **Leave.**

POSTS

Posts and replies to posts (known as Comments) can be with single individuals - Private Message, or many at once - Public Group Stream.

PRIVATE MESSAGES

SEND POST

1. Enter the **Staff Name** of the individual to private message in the **Send Private Message** area. Partial matches will return based on text entered.

NOTE: If Send Private Message does not display on the right, click in the center of the screen.

2. Select the desired staff from the drop-down. The staff member's tile displays.
3. Click on the staff name to send a private message.
4. Click inside the **Write to Stream...** box and enter the message to post. Posts can be up to 4000 characters and can include web addresses, which will be converted to clickable links.
5. Click to check spelling, if desired. Incorrect spellings are underlined.

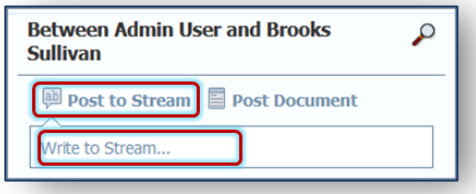

Figure 2-11 Streams Screen Home Page

6. When finished, click Post.

REPLY TO POST/ATTACH COMMENT

1. To reply to a post or enter additional comments to your post
2. Enter the message in **Write a comment . . . .**
3. Click Post.

EDIT POST

1. Posts can be edited after posting by hovering over the post and clicking the pencil .

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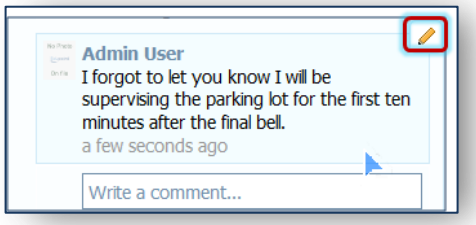

Figure 2-12 Streams Screen Home Page

2. Click **Update** when finished.

POST DOCUMENT

1. To post a document, click **Post Document**.

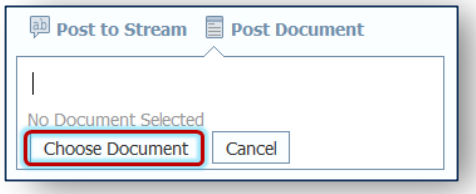

Figure 2-13 Streams Screen Home Page

2. Click **Choose Document** and locate the document to upload.
3. Click **Upload and Post** to upload the selected document.

PUBLIC GROUP STREAMS

1. Posting to a Public Group Stream will follow the same steps as above.
2. If you are not a member of the group or it is not in the Most Popular Groups list, use **Search Public Groups** at the top of the screen to find it. Only public groups display.

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STREAMS TO PARENTS/STUDENTS

Teachers can initiate Streams with parents and students from TeacherVUE Grade Book.

STREAM TO PARENT/STUDENT

Within TeacherVUE Grade Book,

1. On Grade Book Main, click a student's name to open the Student Summary screen.

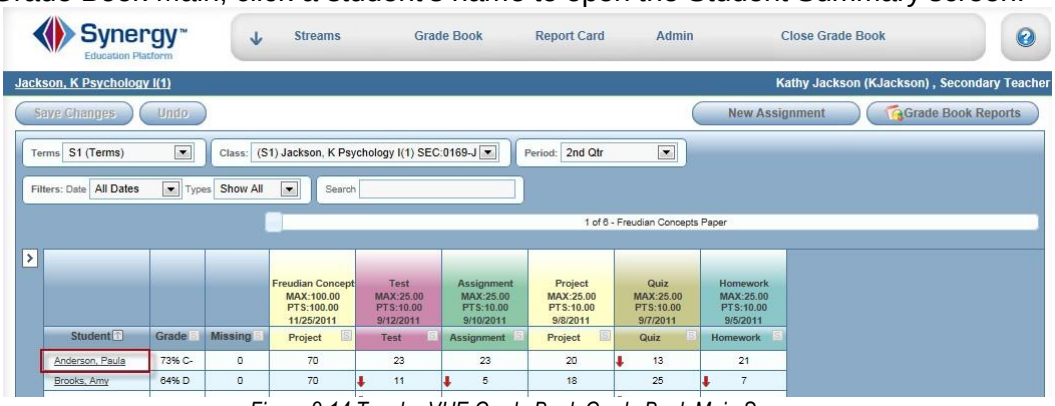

Figure 2-14 TeacherVUE Grade Book Grade Book Main Screen

2. On the Student Summary screen, click the **Streams** tab.

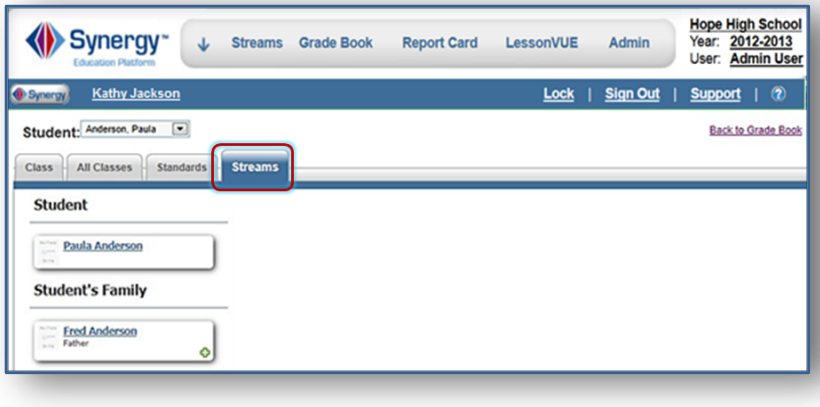

Figure 2-15 Grade Book Student Summary Screen Streams Tab

3. To Stream a student or student's family member, click on their name in the tile.

NOTE: Any parent/guardian with Educational Rights in Synergy SIS displays as a member of the Student's Family.

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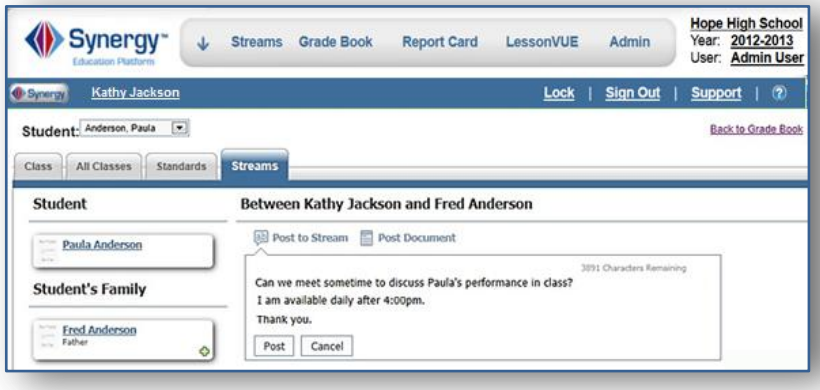

Figure 2-16 Grade Book Student Summary Screen Streams Tab

4. Enter the text to post and click **Post**.

Teachers can return to the Streams tab in the Student Summary at any time to review Stream activity between themselves and students/parents. Additionally, anytime a student or parent Streams the teacher, these messages will appear on the Private Message area on the main **Streams** page (accessible in the Streams menu within TeacherVUE Grade Book)

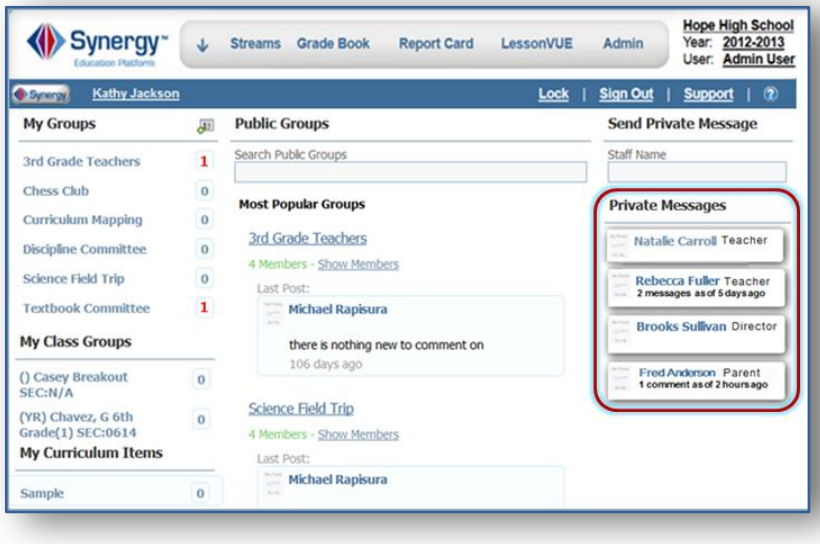

Figure 2-17 Grade Book Streams Screen

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PARENTVUE & STUDENTVUE WEB PORTAL STREAMS

If enabled, Parents and Students can access Streams via the Streams tab in the ParentVUE and StudentVUE web portals.

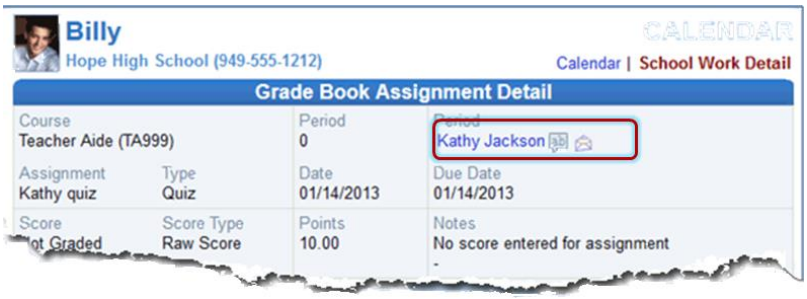

Figure 2-18 Calendar Detail Screen

Throughout the various StudentVUE screens, the teachers and staff that the student is associated with have their names displayed in blue, as in the example above. This is a convenient communication link to promote contact between home and school.

Click on the teacher's name or the icon next to it, to begin or continue a **Stream**.

Streams are accessible by clicking the **Streams** tab, also.

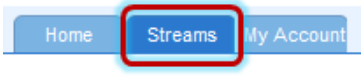

Figure 2-19 StudentVUE Tabs

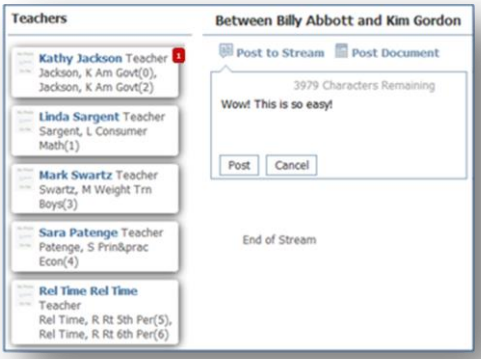

Figure 2-20 Streams Screen

A red icon indicates the number of unread messages from a teacher. Simply type your message in the box and when finished, click **Post.**

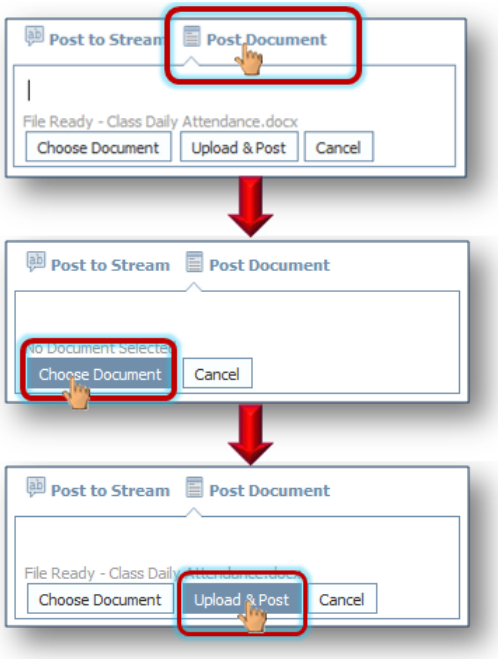

Figure 2-21 Stream Document Post

Documents, Excel files and pictures may be posted, as well.

1. Click **Post Document.**

2. Click **Choose Document.** Then browse to where the file is located on your computer and select it. *File Ready - Name of Document* displays in the box.

3. Click **Upload & Post.** Once the upload is complete, you are identified as the person who posted it. The name, type, size of the document, and time of upload are displayed, also.

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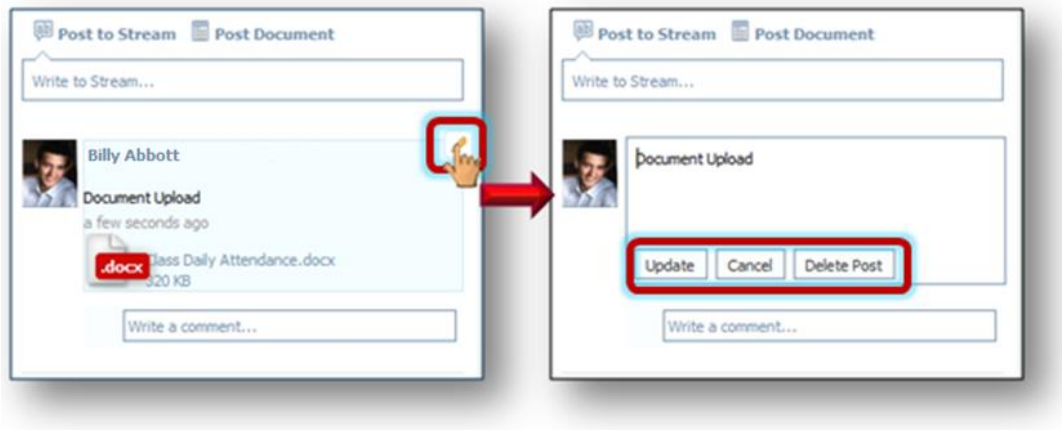

Figure 2-22 Stream Document Post Edit

Posted items may be updated or deleted.

1. Click .
3. Select **Update, Cancel,** or **Delete Post.**

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