Synergy SIS©
TeacherVUE
Administrator Guide

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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates. The documentation is being released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
June 2009	1	1	1	Initial release of this document
March 2010	1	1	2	Updated to include changes from the November 2009 release and the February and March 2010 patches.
June 2011	1	1	3	Updated to include changes from the June 2011 release
May 2013	1	1	4	Updated to the 8.0 release
June 2013	1	1	5	Updated for issue #29530 – 8.0.2.0
September 2013	1	1	6	Updated to 8.0.4.0

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CONVENTIONS USED IN THIS MANUAL

Bold Text	**Bold Text** - Indicates a button or menu or other text on the screen to click, or text to type.
	Tip – Suggests advanced techniques or alternative ways of approaching the subject.
	Note – Provides additional information or expands on the topic at hand.
	Reference – Refers to another source of information, such as another manual or website
	Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.

Caution: 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 SIS. 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.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

Chapter One: OVERVIEW

In this chapter, the following topics are covered:

- Overview of the TeacherVUE software
- Implementation considerations

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OVERVIEW OF THE TeacherVUE SOFTWARE

The TeacherVUE software, frequently abbreviated TXP and previously known as Teacher Experience, provides districts with an easy method to give teachers access to just the student information they need. Rather than spending hours modifying and tweaking the security system to adjust the access rights for teachers, the TeacherVUE software can be implemented with just a few steps. It provides access to attendance and grades with customizable security rights and can display any report needed.

This manual illustrates how to setup and configure the TeacherVUE software. The unique security options available for TeacherVUE are also outlined. The companion manual to the Administrator Guide, *Synergy SIS – TeacherVUE User Guide,* illustrates how to view and enter attendance and grades in TeacherVUE, as well as, how to print related reports.

To access the **TeacherVUE**:

1. Login to Synergy SIS with a user account that has the login page set to TeacherVUE.

Figure 1.1 – Synergy SIS Logon Screen

2. When prompted, select the **class** to display by clicking the radio button in front of the class name.

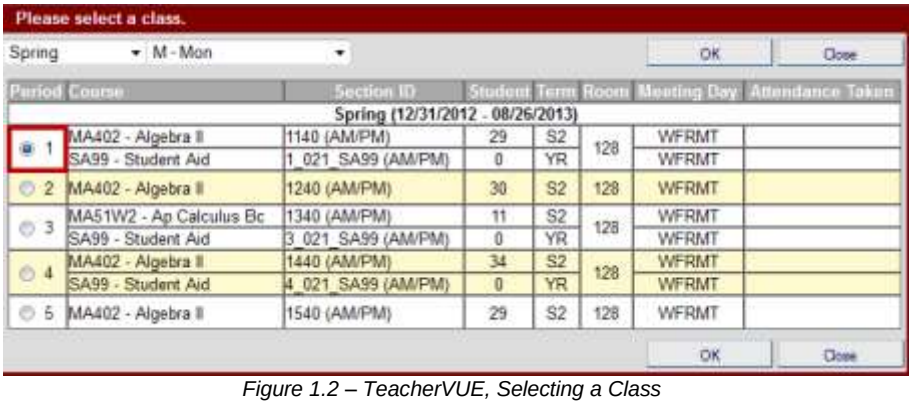

Figure 1.2 – TeacherVUE, Selecting a Class

3. Click the **OK** button to display the class.

The main screen of the TeacherVUE software is the **Seating Chart.** The seating chart shows all the students enrolled in a class, and allows their pictures to be rearranged to illustrate the actual physical seating of the students in the classroom.

Figure 1.3 – TeacherVUE Seating Chart

The **Attendance** screen allows teachers to record the student's attendance using either daily or period attendance.

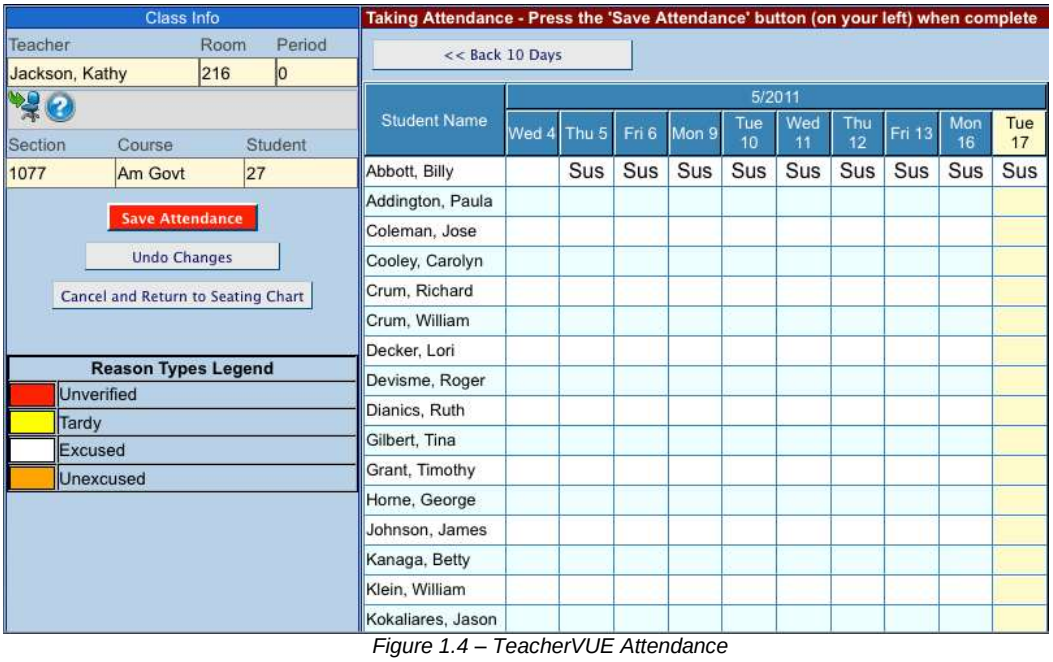

Figure 1.4 – TeacherVUE Attendance

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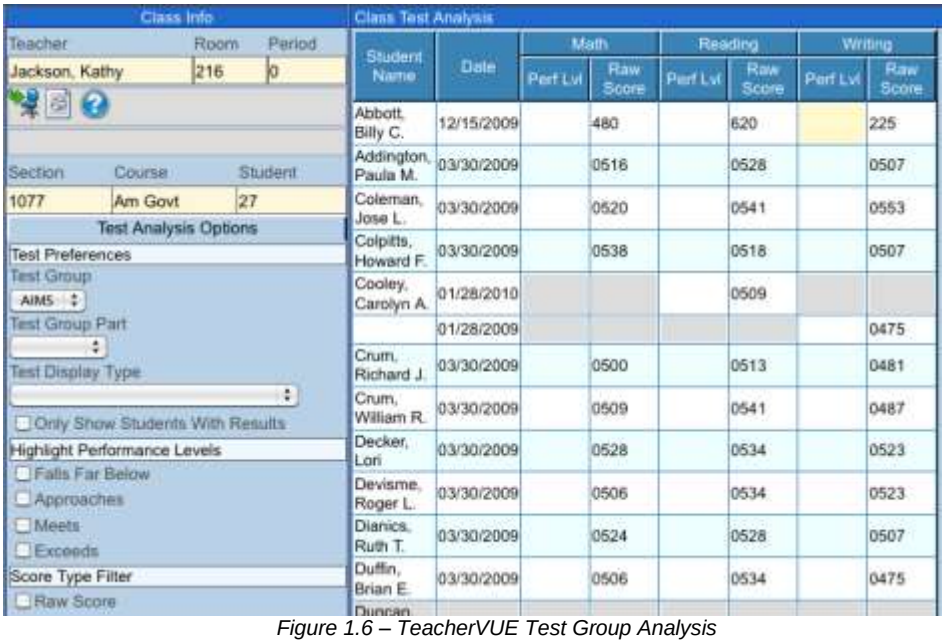
The **Grades** screen gives educators the ability to record the grades for the students in the class as well as any comments the teacher may wish to indicate regarding the student's performance and behavior in the class.

Figure 1.5 – TeacherVUE Grading

There are a number of additional screens located under the icon. The **Test Group Analysis** screen gives the teacher an overview of the students' performance on any critical tests such as a state-required test.



Class Info

Teacher	Room	Period
Jackson, Kathy	216	0

Section	Course	Student
1077	Am Govt	27

Test Analysis Options

Test Preferences

Test Group: AIMS

Test Group Part

Test Display Type

Only Show Students With Results

Highlight Performance Levels

- Falls Far Below
- Approaches
- Meets
- Exceeds

Score Type Filter

- Raw Score

Class Test Analysis

Student Name	Date	Math		Reading		Writing	
		Perf Lvl	Raw Score	Perf Lvl	Raw Score	Perf Lvl	Raw Score
Abbott, Billy C.	12/15/2009		480		620		225
Addington, Paula M.	03/30/2009		0516		0528		0507
Coleman, Jose L.	03/30/2009		0520		0541		0553
Colpitts, Howard F.	03/30/2009		0538		0518		0507
Cooley, Carolyn A.	01/28/2010				0509		
	01/28/2009						0475
Crum, Richard J.	03/30/2009		0500		0513		0481
Crum, William R.	03/30/2009		0509		0541		0487
Decker, Lori	03/30/2009		0528		0534		0523
Devisme, Roger L.	03/30/2009		0506		0534		0523
Dianics, Ruth T.	03/30/2009		0524		0528		0507
Duffin, Brian E.	03/30/2009		0506		0534		0475
Duncan							

Figure 1.6 – TeacherVUE Test Group Analysis

The **ALC** screen is present for Alternative Learning Centers (Schools) for tracking membership and attendance hours.

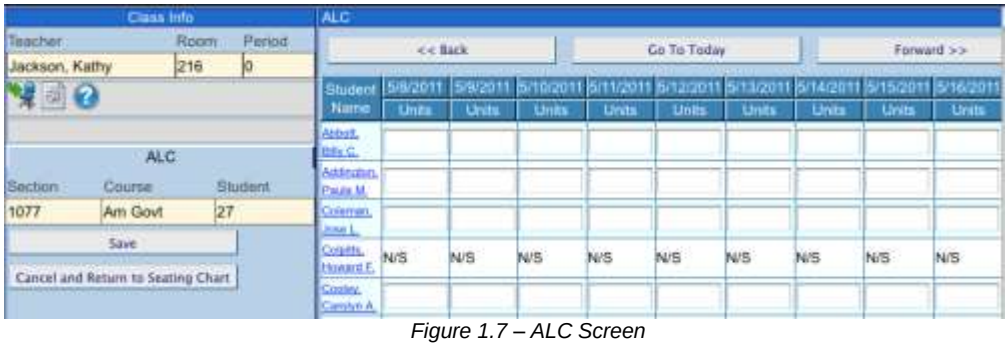


Figure 1.7 – ALC Screen

The **Announcements** screen displays any district or school-wide announcements in Synergy SIS.

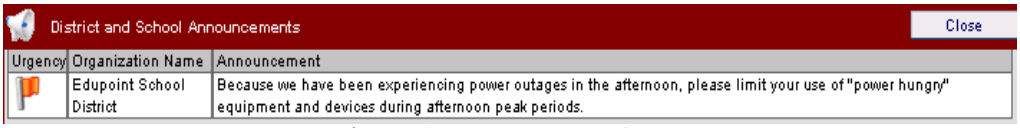


Figure 1.8 – Announcements Screen

The **Communication** screen allows teachers to send emails to parents and students and to post messages for parents and students on the ParentVUE and StudentVUE portals.

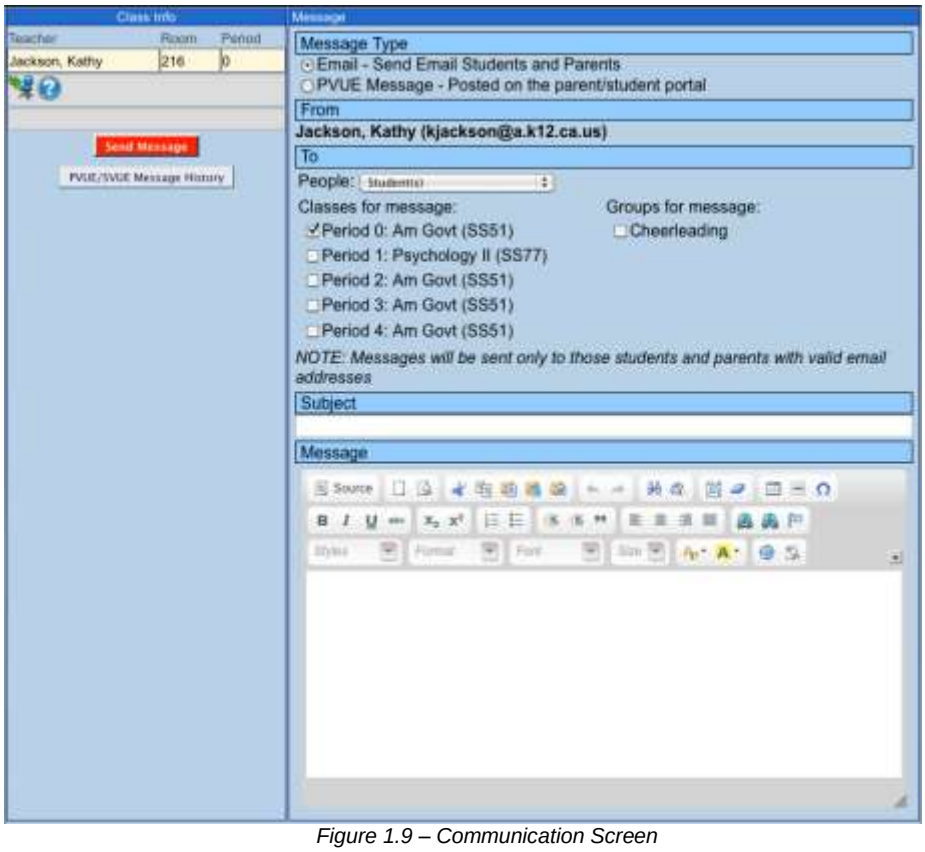


Figure 1.9 – Communication Screen

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The **Grade Book** option provides access to the Grade Book software. This software allows educators to record grades at the assignment level instead of just at the grading period level. The assignments are tallied for each grading period mark and the information is synchronized with the grading information in the main Synergy SIS software. For more information about setting up the Grade Book software, please see the *Synergy SIS – Grade Book Administrator Guide*.

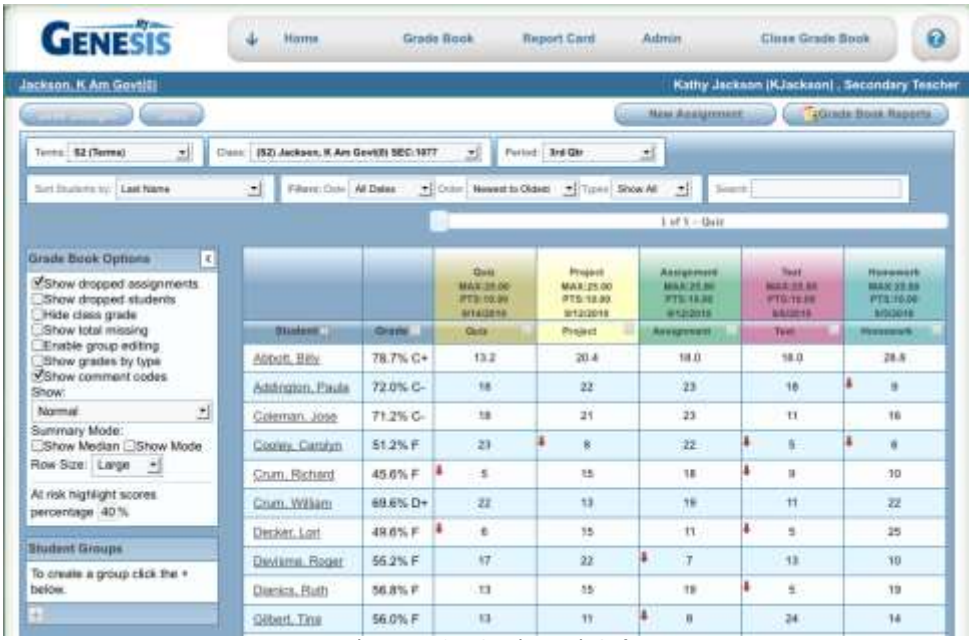

Figure 1.10 – Grade Book Software

The **StudentVUE** screen allows teachers to logon to the StudentVUE portal as a student to view what information is shown to the student.

Figure 1.11 – StudentVUE

The district can also make many of the Synergy SIS **reports** available to teachers through the TeacherVUE software.

Figure 1.12 – TeacherVUE Reports

The teacher can also view the details about any student's demographic information, health records, attendance records, course history records, IEP, or discipline records.

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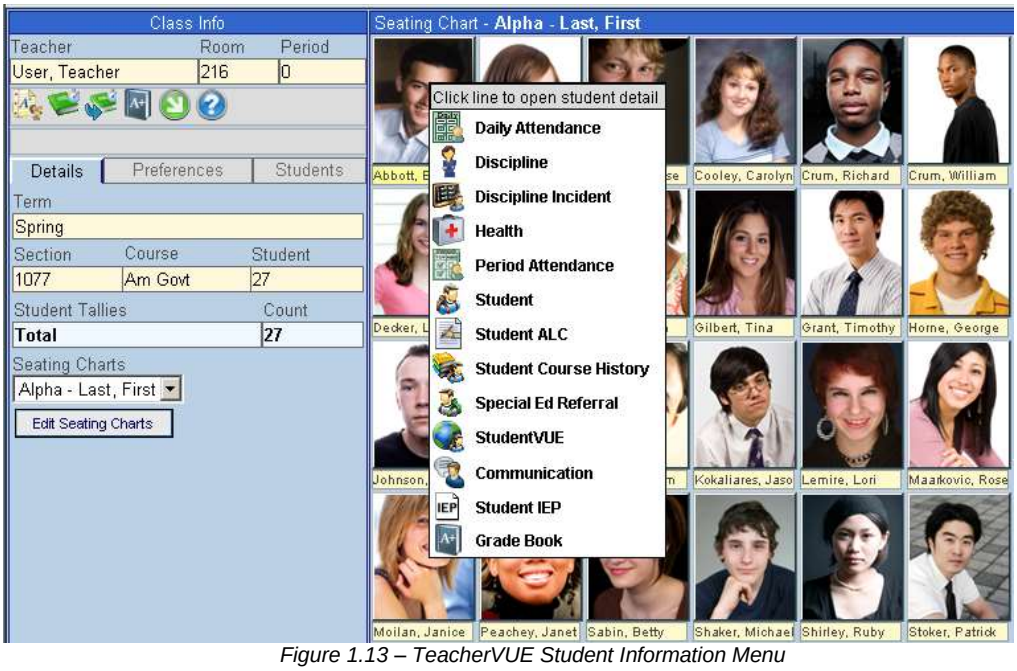

Figure 1.13 – TeacherVUE Student Information Menu

IMPLEMENTATION CONSIDERATIONS

Prior to implementing the TeacherVUE software, the district or school should decide the following issues:

What information do teachers need to be able to see?

When setting up TeacherVUE, administrators need to specify exactly what reports and screens teachers can access. The district and/or school should decide what information should be available to teachers. Any reports can be made available through TeacherVUE, but only certain screens can be accessed through TeacherVUE. The screens available through TeacherVUE are:

- **Daily Attendance** – all information
- **Period Attendance** – all information
- **Discipline** – a summarized view of the Discipline screen
- **Discipline Incident** – a summarized view of the Student Incident screen
- **Health** – the Nurse Visits and Health Conditions tabs only
- **Request for Assistance** – all information
- **Student** – everything but the Other Info and Enrollment & Enrollment History tabs
- **Student ALC** – all information
- **Student Course History** – just the list of the student's previous courses & grades
- **Student IEP** – a PDF of the student's current IEP
- **StudentVUE** – a link to login as the student to the StudentVUE software
- **Test Group Analysis** – all information
- **Grade Book** – all information

If teachers need access to other screens, TeacherVUE can be configured so that the teachers have a dual logon that allows them to switch between the TeacherVUE software and the normal Synergy SIS interface.

In addition, the TeacherVUE software does not allow teachers to change the focus of the software to another school or school year. The focus is fixed to the settings applied in the User Group or User screens. If the teachers need access to multiple schools or multiple school years, the dual logon configuration would be needed as well.

What information do teachers need to be able to update?

While teachers can see a wealth of information through the TeacherVUE software, they can only update grades and attendance, submit an IEP referral, and update lunch counts. If the teachers need the ability to update other screens such as the Discipline or Student Conference screen, they would need a dual logon as well.

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Who can update grades and attendance records?

The TeacherVUE software can be set up so that only the teacher listed as the primary teacher can enter grades or attendance for a student. If additional staff members work with the teacher to maintain grades or attendance records, they can also be given access to update the records or they can be limited to viewing the records only. Access can be granted on a school or district-wide level, or it can be customized for each class section.

What attendance reasons can be entered by teachers?

Frequently schools and districts limit the attendance reasons a teacher can enter. For example, the teacher may only be able to select Unverified or Tardy. Once the parent has been contacted and the reason for the absence verified, the absence reason is modified by the staff responsible for attendance updates, not the teacher. This system of checks and balances is often recommended by school auditors since attendance records are the basis for school funding. The TeacherVUE software allows each school to determine what absence reasons can be selected by the teacher.

Should the teacher be allowed to send email messages to students and parents and/or post messages in the StudentVUE and ParentVUE portals?

Synergy SIS provides teachers with the opportunity to communicate with students and parents via e-mail directly from within the TeacherVUE software. While this can streamline communications for teachers, care must be taken as these messages may bypass the district's normal e-mail archiving and storage process.

BEFORE STARTING

The TeacherVUE software should be one of the last modules of Synergy SIS to be configured and implemented, as it relies on almost every other area. Prior to setting up the TeacherVUE software, the following areas should be configured:

- **Attendance** – as outlined in the *Synergy SIS – Attendance Administrator Guide*
- **Email** – as outlined in the *Synergy SIS – System Administrator Guide*
- **Grade Book** – as outlined in the *Synergy SIS – Grade Book Administrator Guide*
- **Grading** – as outlined in the *Synergy SIS – Grading Administrator Guide*
- **Discipline** – as shown in the *Synergy SIS – Discipline & Conference Administrator Guide*
- **Tests** – as outlined in the *Synergy SIS – Student Information Administrator Guide*
- **Staff** – as outlined in the *Synergy SIS - System Administrator Guide*
- **Users** – as outlined in the *Synergy SIS - System Administrator Guide*
- **Student Enrollment & Student Classes** – as outlined in the *Synergy SIS – Student Information Administrator Guide*
- **Sections** – as outlined in the *Synergy SIS – Scheduling Administrator Guide*

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Chapter Two: CONFIGURATION

In this chapter, the following topics are covered:

- ► TeacherVUE settings in the District & School Setup
- ► How to setup the Attendance & Grading for TeacherVUE
- ► Configuring sections for TeacherVUE
- ► How to setup a Test Group Analysis
- ► Setting up staff accounts

The TeacherVUE software is not configured in any single screen, but through multiple screens. To access the various setup screens relating to TeacherVUE:

1. Open the **Synergy SIS Navigation Tree** by clicking on the Tree button at the top of the screen.

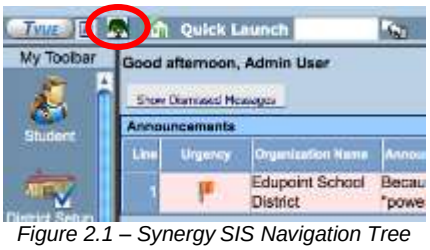

Figure 2.1 – Synergy SIS Navigation Tree

2. Expand the **Synergy SIS** folder by clicking on the blue triangle pointing right, next to the word Synergy SIS. Once clicked, the triangle turns green and points downward.

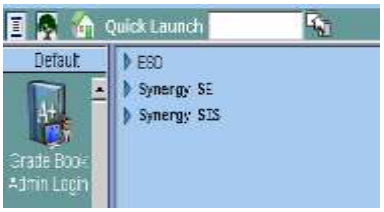

Figure 2.2 – Synergy SIS Folder

Figure 2.3 – Synergy SIS Folder Expanded

3. Under the Synergy SIS folder, open the **Attendance** folder by clicking on the blue triangle pointing right, next to the word Attendance. Once clicked, the triangle turns green and points downward.

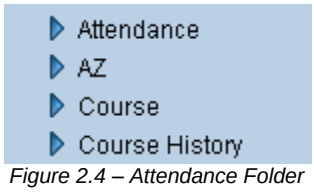

Figure 2.4 – Attendance Folder

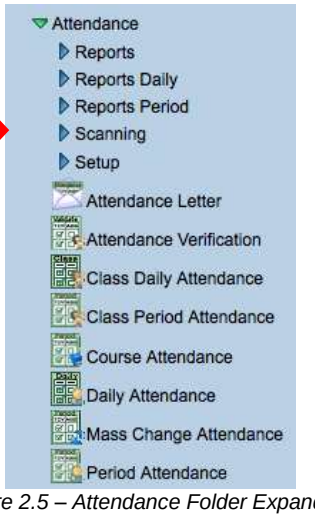

Figure 2.5 – Attendance Folder Expanded

Note: In the rest of the manual, the location of a screen or report in the Navigation Tree (also referred to as the PAD tree) is indicated using ">". The example above would be indicated as **Synergy SIS > Attendance**. This would mean go to the Navigation Tree, click on the Synergy SIS folder, and then click on the Attendance folder.

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ATTENDANCE

The Attendance modules can be customized in four areas for TeacherVUE. First, the **number of days in the past** for which teachers can take attendance can be customized. To set the time span:

1. Go to the **District Setup** screen, found under Synergy SIS > System > Setup.
2. Click on the **TeacherVUE** tab.

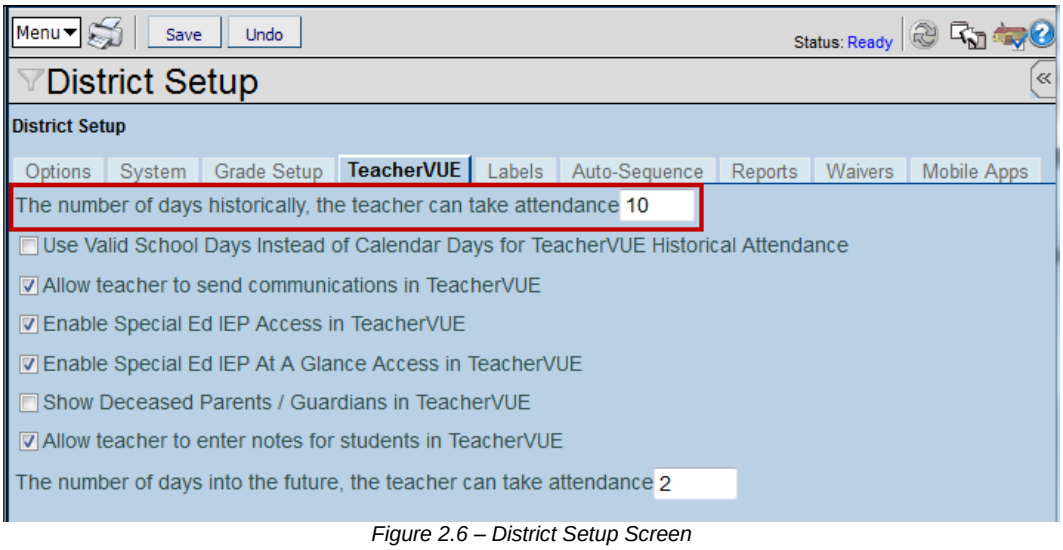


Figure 2.6 – District Setup Screen

3. Enter the **Number of Days** for which the teacher can take attendance in the box provided. For example, if the number of days is set to 2, the teacher can take attendance for today's date and yesterday. If the number is set to 3, the teacher can edit today, yesterday, and the day before yesterday.
4. Click the **Save** button at the top of the screen to save the changes.

The second is the **number of days in the future** that teachers can take attendance can be customized. To set the time span:

1. Go to the **District Setup** screen, found under Synergy SIS > System > Setup.
2. Click on the **TeacherVUE** tab.

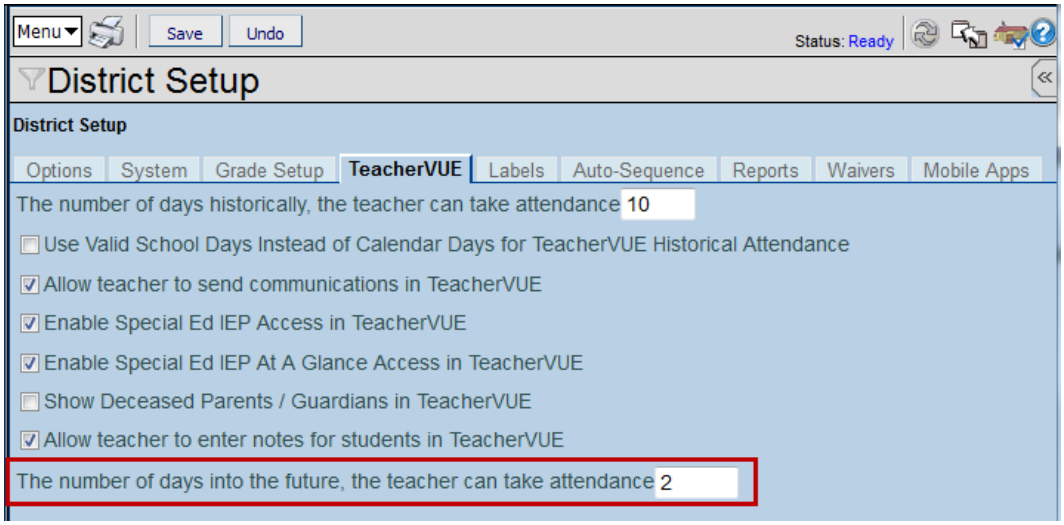
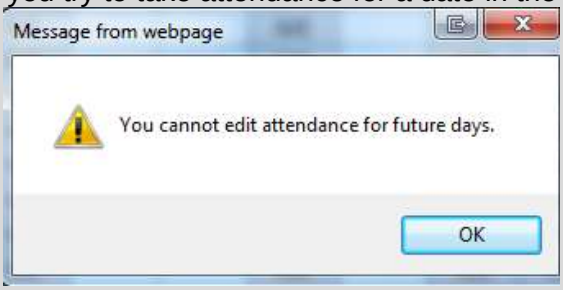


Figure 2.7 – District Setup Screen

3. Enter the **Number of Days** for which the teacher can take attendance in the box provided. For example, if the number of days is set to 2, the teacher can take attendance for today's date and tomorrow. If the number is set to 3, the teacher can edit today, tomorrow, and the day after tomorrow.

Note: If the field is set to zero or left blank, you will receive the following error message if you try to take attendance for a date in the future.



4. Click **Save**.

The third area that can be configured is to select if the system should use only school days (rather than calendar days) to count towards the 'number of days historically the teacher can take attendance' limit. This setting is enforced on the TeacherVUE attendance list screen.

1. On the **TeacherVUE** tab, select the Use Valid School Days Instead of Calendar Days for TeacherVUE Historical Attendance checkbox.

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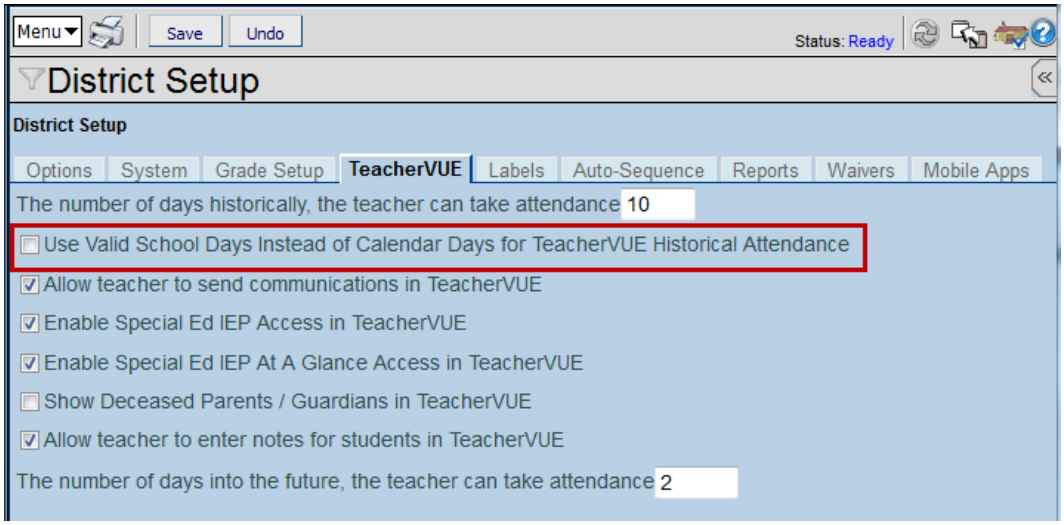

Figure 2.8 – District Setup Screen

2. Click the **Save** button at the top of the screen to save the changes.

The fourth area that can be configured is to select which **absence reasons** may be used in TeacherVUE. The absence reasons are selected by clicking through the possible reasons one by one, so it is advisable to limit the number of reasons in use. The absence reasons are color-coded on the screen to indicate the type of absences reason. The color codes indicate one of four categories of absences: **Unverified, Tardy, Excused, and Unexcused**. More than one reason can be available in each category.

Figure 2.9 – Taking Attendance Screen, TeacherVUE

To select the absence reasons to be used in TeacherVUE:

1. Go to the **District Attendance Code** screen, found under Synergy SIS > Attendance.

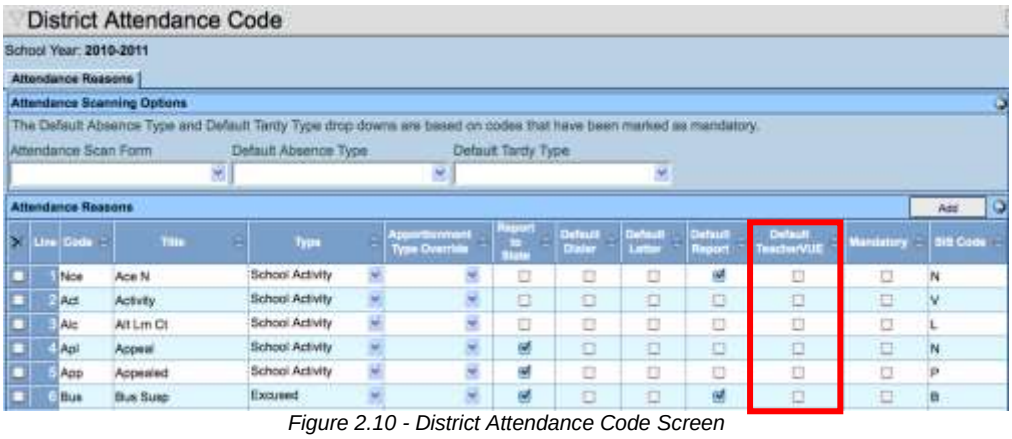

Figure 2.10 - District Attendance Code Screen

2. Check off the reasons in the **Default TeacherVUE** column.
3. Click the **Save** button at the top of the screen to save the changes.
4. Next, go to the **School Attendance Code** screen, found under Synergy SIS > Attendance.

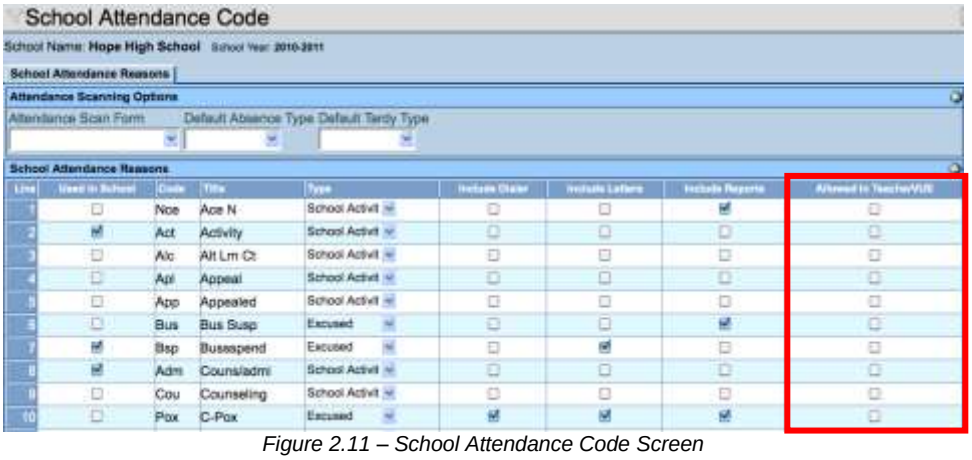

Figure 2.11 – School Attendance Code Screen

5. Check the reasons that can be selected in TeacherVUE in the **Allowed in TeacherVUE** column.
6. Click the **Save** button at the top of the screen to save the changes.

Note: The School Attendance Codes must be configured for each school that uses TeacherVUE.

Note: If the school takes Daily Attendance, and would like TeacherVUE to calculate FTE values for tardies or half day absences, the **Default Tardy FTE (Twice Daily)** value must be defined on the School Attendance Options screen found under Synergy SIS > Attendance > Setup.

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GRADING

The Grading screen in TeacherVUE can be customized by selecting which grading periods can be edited, the timeframe during which grades can be edited, who can edit the grades, and if the credit awarded can be edited. To indicate which grading periods can be modified in TeacherVUE:

1. Go to the **Grading Setup** screen, found under Synergy SIS > Grading > Setup.
2. On the Grade Period Mark Definition tab, click on the first **grading period**.

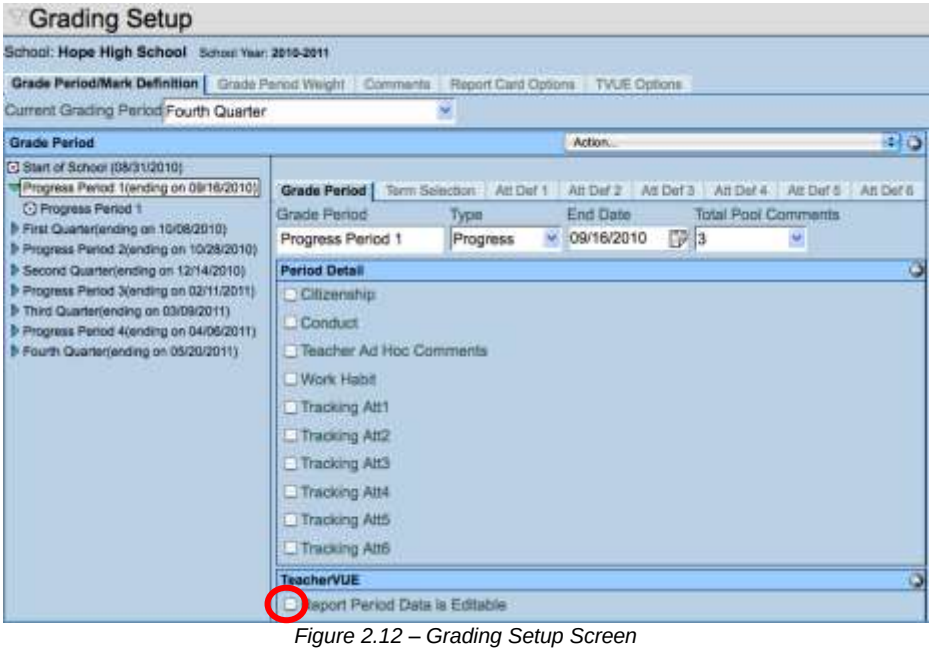

Figure 2.12 – Grading Setup Screen

3. In the Grade Period tab on the right, click on the **Report Period Data is Editable** box to allow the grades for this grading period to be edited in TeacherVUE.
4. Click on each of the grading periods to be edited and check the box.
5. Click the **Save** button at the top of the screen to save the changes.

To enable free-form comments in TeacherVUE:

1. On the Grading Setup screen, click on the **Comments** tab.

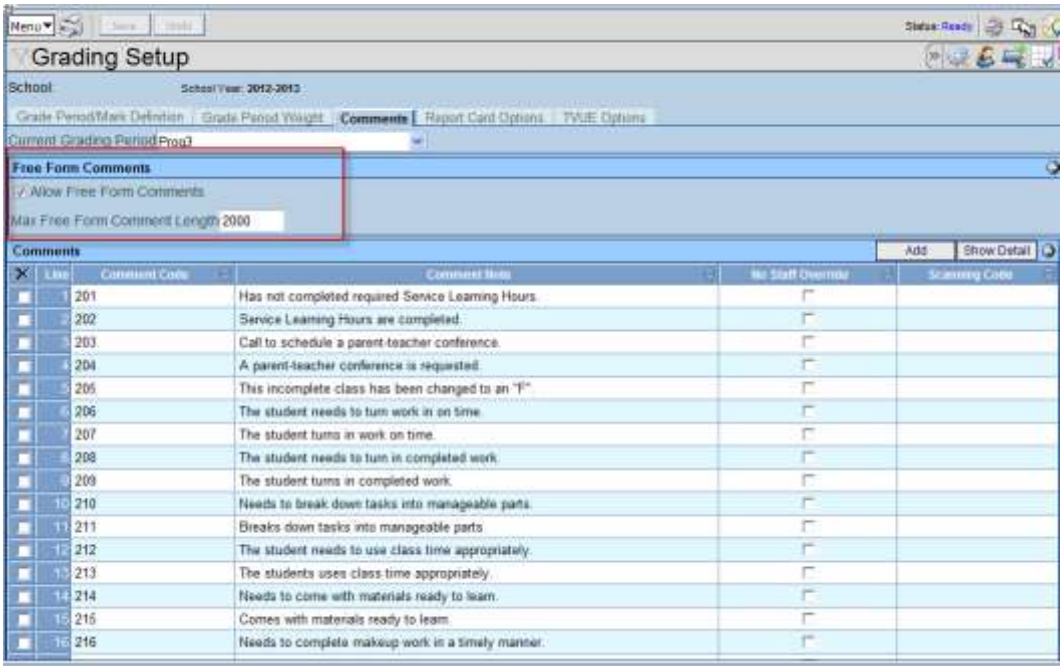

Figure 2.13 - Grading Setup screen, Comments tab

2. Select the **Allow Free Form Comments** checkbox on the **Comments** tab.
3. Enter the maximum length for free form comments. (maximum 2000 characters)
4. Click **Save**. Free form Comments become available in TeacherVUE.

To configure other grading options in TeacherVUE:

1. On the Grading Setup screen, click on the TVUE Options tab.

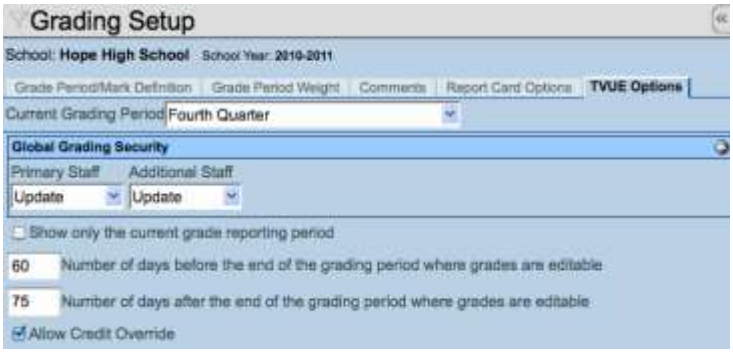

Figure 2.14 – TXP Options Tab, Grading Setup Screen

2. The same Global Grading Security as found under School Setup can be modified on this screen as well. Select the desired security level for **Primary Staff** and **Additional Staff** from the drop-down lists. The security can be set to either **None** for no access to grading records, **View Only** to view the records but not change them, or **Update** to allow the staff to change the grades. The primary staff is teachers listed in the **Staff Name** field for each section. The additional staff is people listed on the **Additional Staff tab** of the Section screen.

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3. The Grading screen can be limited to **Show only the current grade-reporting period** by checking the box.
4. Select the **Number of days before the end of the grading period where grades are editable**.
5. Enter the **Number of days after the end of the grading period where grades are editable.**
6. To allow teachers to change the number of credits awarded for the class, check the **Allow Credit Override** box.
7. Click on the **Save** button at the top of the screen to save the changes.

The **Grading screen** in TeacherVUE also uses the **Marks, Citizenship, Conduct, Work Habits,** and **Comments** that are setup in the Grading module. For instructions on setting up Marks, Citizenship, Conduct, Work Habits, and Comments, please see the *Synergy SIS – Grading Administrator Guide*.

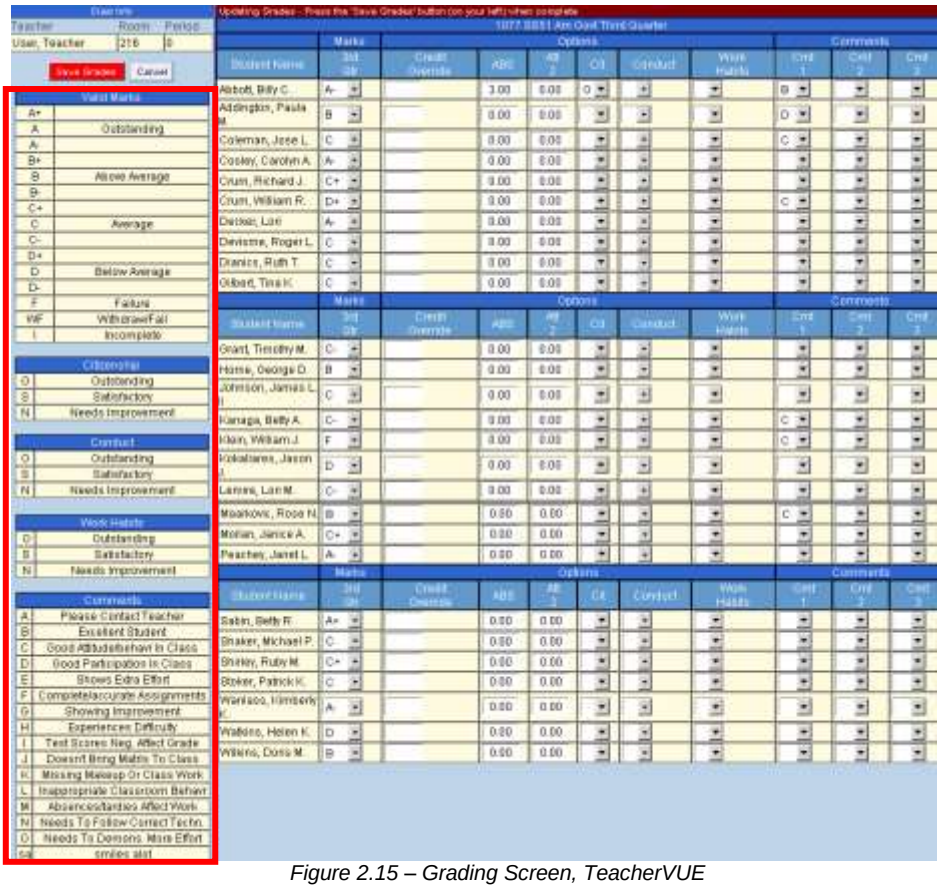
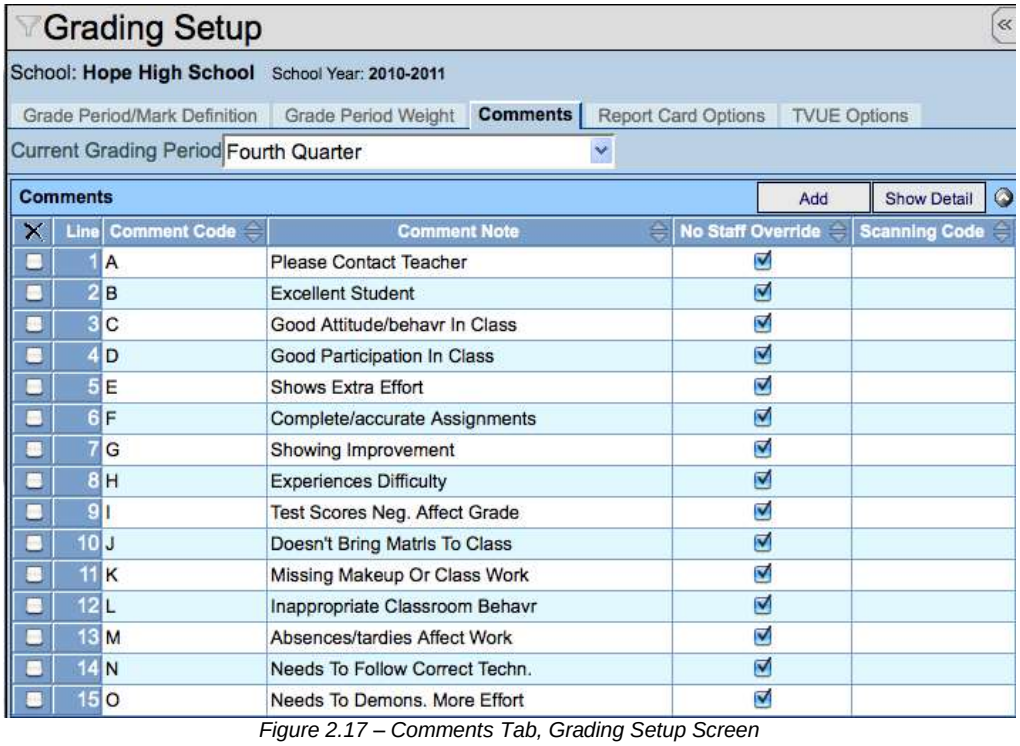


Figure 2.15 – Grading Screen, TeacherVUE

The Marks are setup through the **Mark Definition** screen, found under Synergy SIS > Grading > Setup.

Figure 2.16 – Mark Definition Screen

The Comments are defined on the **Comments tab** of the **Grading Setup screen**, found under Synergy SIS > Grading > Setup.



Line	Comment Code	Comment Note	No Staff Override	Scanning Code
1	A	Please Contact Teacher	☑	
2	B	Excellent Student	☑	
3	C	Good Attitude/behavr In Class	☑	
4	D	Good Participation In Class	☑	
5	E	Shows Extra Effort	☑	
6	F	Complete/accurate Assignments	☑	
7	G	Showing Improvement	☑	
8	H	Experiences Difficulty	☑	
9	I	Test Scores Neg. Affect Grade	☑	
10	J	Doesn't Bring Matrls To Class	☑	
11	K	Missing Makeup Or Class Work	☑	
12	L	Inappropriate Classroom Behavr	☑	
13	M	Absences/tardies Affect Work	☑	
14	N	Needs To Follow Correct Techn.	☑	
15	O	Needs To Demons. More Effort	☑	

Figure 2.17 – Comments Tab, Grading Setup Screen

Reference: For more information about the setup of Marks and Comments, please see the *Synergy SIS – Grading Administrator Guide.*

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TEST GROUP ANALYSIS

The Test Group Analysis screen in TeacherVUE gives teachers an overview of the students' performance on a particular test such as a state-mandated test. To setup the test group analysis screen:

1. Go to the **Test Group Analysis** screen, found under Synergy SIS > Test History > Setup.

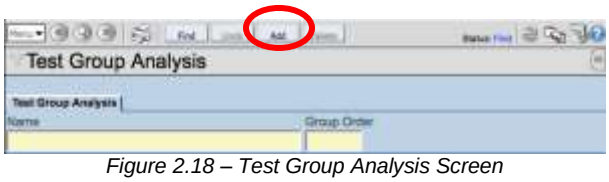

Figure 2.18 – Test Group Analysis Screen

2. Click on the **Add** button at the top of the screen to add a test group. The Test Group Analysis add screen pops-up.

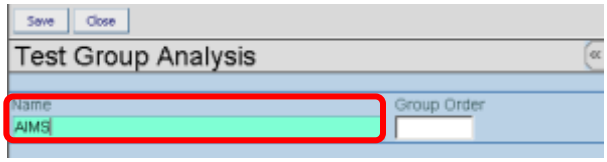

Figure 2.19 – Test Group Analysis Screen, Adding

3. Enter the **Name** of the test group, and assign the group an order number in the **Group Order** box. If multiple test groups are configured, the groups are displayed in this order in the TeacherVUE software.
4. Click the **Save** button at the top of the screen.
5. Next, click the **Add** button in the **Test Analysis Group Parts** section to add a new line. Add enough lines for each part of the test to be analyzed.

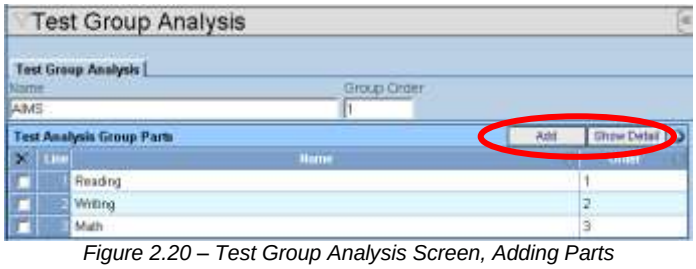

Figure 2.20 – Test Group Analysis Screen, Adding Parts

6. Enter the **Name** of each part. To indicate the order in which the parts should be displayed, enter the **Order** number for each part.
7. Click the **Save** button at the top of the screen to save the parts.
8. Finally, each test analysis group part needs to be mapped to the corresponding test part. To map the test part, click on the **Show Detail** button.

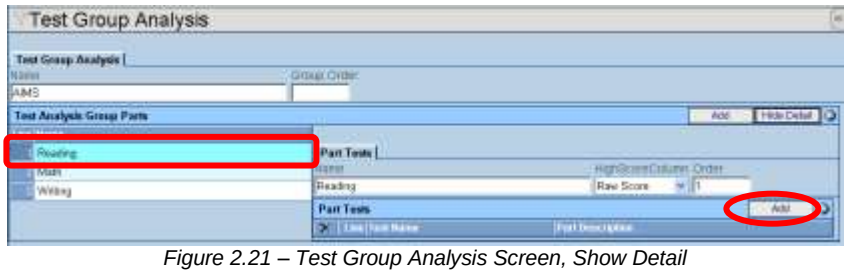

Figure 2.21 – Test Group Analysis Screen, Show Detail

9. Select the **part** to map on the left hand side of the screen, and click the **Add** button in the Part Tests section. The Test Group Analysis Part Test Detail box pops-up.

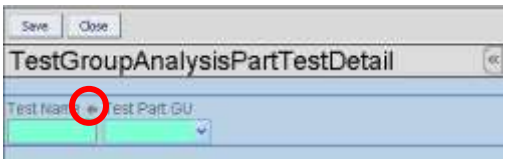

Figure 2.22 – Test Group Analysis Part Test Detail Screen

10. To select the test to be used in the analysis, click on the **gray arrow** next to the Test Name field. The Find Foreign Key box pops-up.

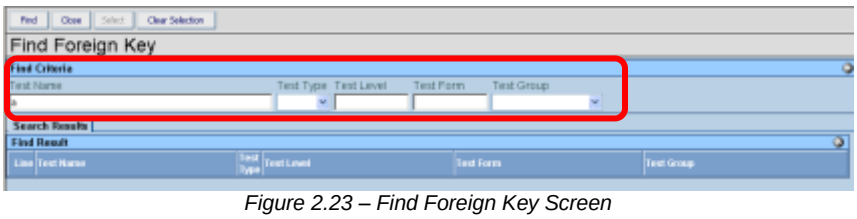

Figure 2.23 – Find Foreign Key Screen

11. Enter the **criteria** by which to find the test, and click the **Find** button. Tests may be searched for by name, type level, form, or group.

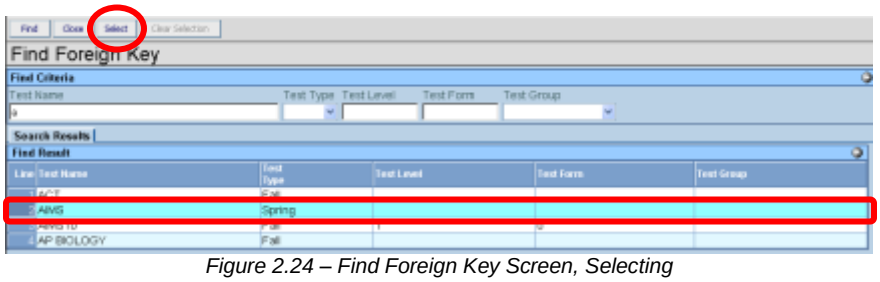

Figure 2.24 – Find Foreign Key Screen, Selecting

12. Once the desired test appears in the Search Results window below, click on the **test** and then click the **Select** button.

13. The name of the test selected appears in the Test Name field of the Test Group Analysis Part Test Detail screen. Select the part of the test that corresponds with the part in the test group analysis from the **Test Part GU** drop-down.

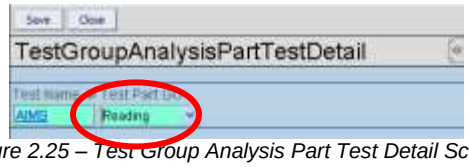

Figure 2.25 – Test Group Analysis Part Test Detail Screen

14. Click the **Save** button at the top of the screen, and the test and part description is listed in the Show Detail screen of the Test Group Analysis. Repeat steps 8-14 for each part of the test to be analyzed.

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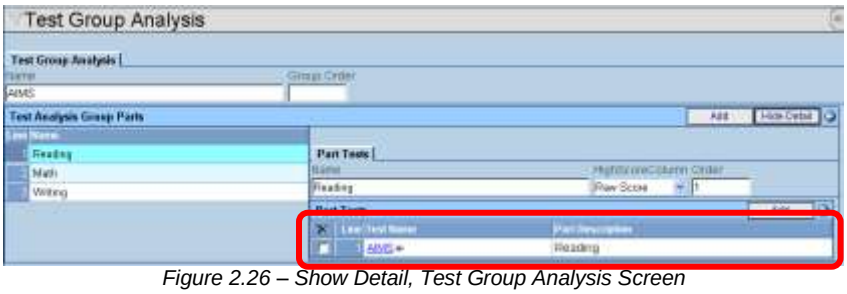

Figure 2.26 – Show Detail, Test Group Analysis Screen

PROCESS SERVER

TeacherVUE reports are generated by the assigned RT Process Server. To designate which RT Process Server will run the TXP reports:

1. Go to the **RT Process Setup** software, found on the server under the All Programs > Edupoint folder.

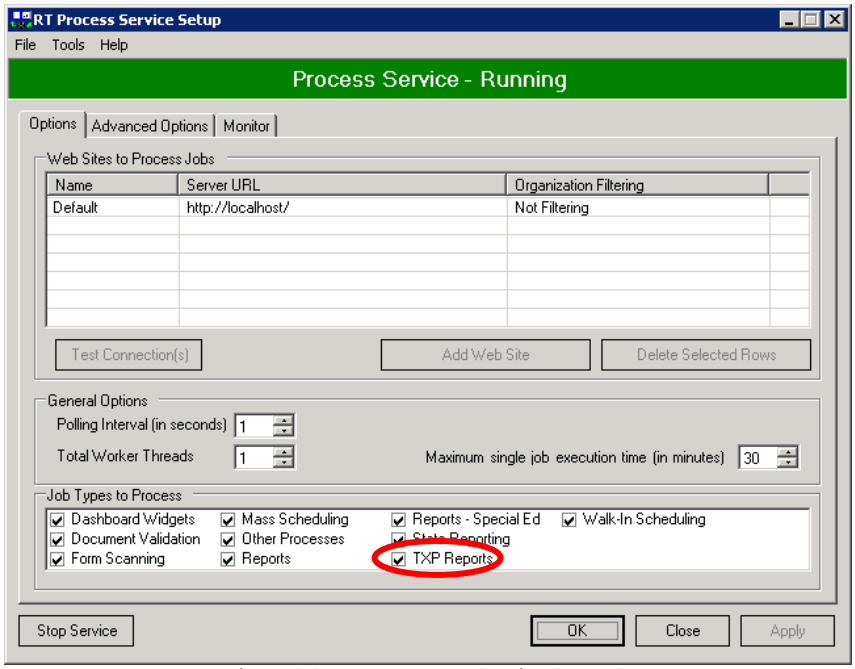

Figure 2.27 – RT Process Service Setup Screen

2. Check the box labeled **TXP Reports**, and click **Apply**.
3. **Stop** and **Restart** the service.

COMMUNICATION

The overall e-mail setup can be found in the **System Configuration** screen, located under the Synergy SIS > System > Setup folder. For instructions on email setup, please see the *Synergy SIS – System Administrator Guide*.

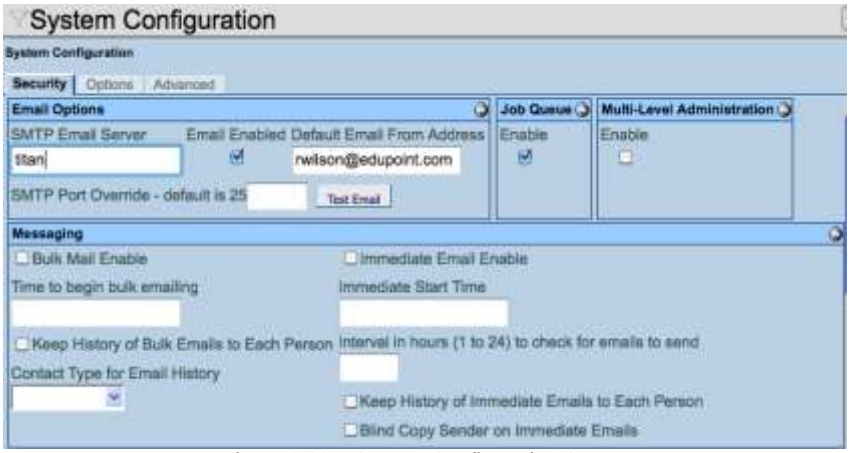

Figure 2.28 – System Configuration Screen

To allow teachers to use the Communication screen

1. Go to the **District Setup** screen, found under Synergy SIS > System > Setup.
2. Click on the **TeacherVUE** tab.

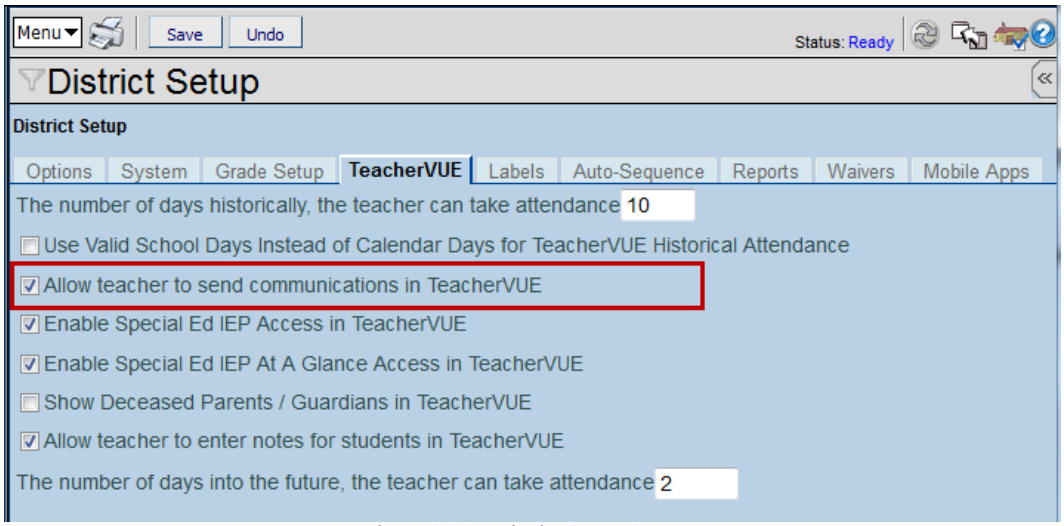

Figure 2.29 – District Setup Screen

3. If teachers are allowed to send e-mail to students & parents from the TeacherVUE software, check the box **Allow Teacher to Send Communications in TeacherVUE**.
4. Click the **Save** button at the top of the screen to save the changes.

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GRADE BOOK & STUDENTVUE

To setup the Grade Book software, please refer to the *Synergy SIS – Grade Book Administrator Guide*. For configuration instructions for the ParentVUE and StudentVUE software, please see the *Synergy SIS – ParentVUE & StudentVUE Administrator Guide*.

ANNOUNCEMENTS

Announcements are entered in the Announcement Tree screen, found under Synergy SIS > System > Announcements. For more information about announcements, please see the *Synergy SIS – System Administrator Guide*.

LUNCH COUNTS

If the school cafeteria finds it helpful, teachers can be setup to take a count of the students in their class who plan to eat in the cafeteria for lunch. TeacherVUE can also take a count of which type of lunch the student plans to purchase. To configure the lunch counts option:

1. Go to the **School Setup** screen, found under Synergy SIS > System > Setup, and click on the **TeacherVUE tab**.

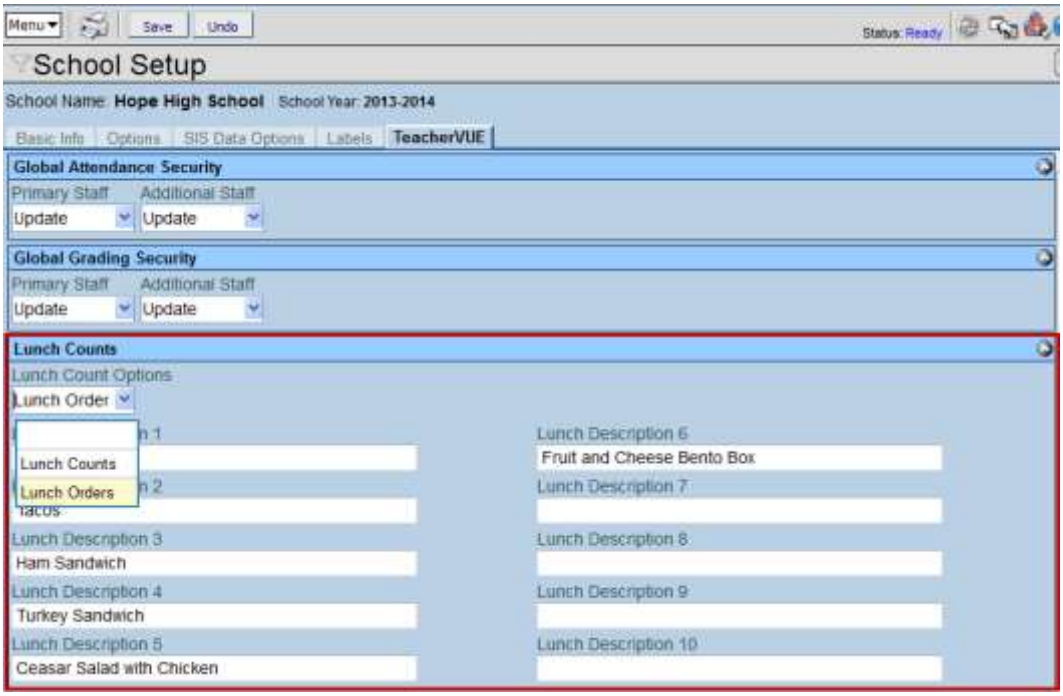

Figure 2.30 – School Setup Screen, TeacherVUE Tab

2. Select the type of lunch count your teachers take in the **Lunch Count Options** field.
    - **Blank** – Lunch Counts does not appear on the Additional Views list.
    - **Lunch Counts** – Teachers take a total lunch count for each lunch item.

- **Lunch Options** – Teachers enter an individual order for each student.

3. Enter a description of the lunch options in the **Lunch Description 1 – 10** fields
4. Click **Save**.

Since this is a school-based setup, the steps above need to be repeated at every school wishing to take lunch counts.

STUDENT GROUPS

Teachers who are responsible for a student group can be given access to the information for the students in the group. They cannot take attendance, post grades, or take lunch counts, but they can make Special Ed Referrals and view all of the same student information that teachers can view for the students in their class. For a teacher to view a group in TeacherVUE:

1. Go to the **Groups** screen, found under Synergy SIS > Student.

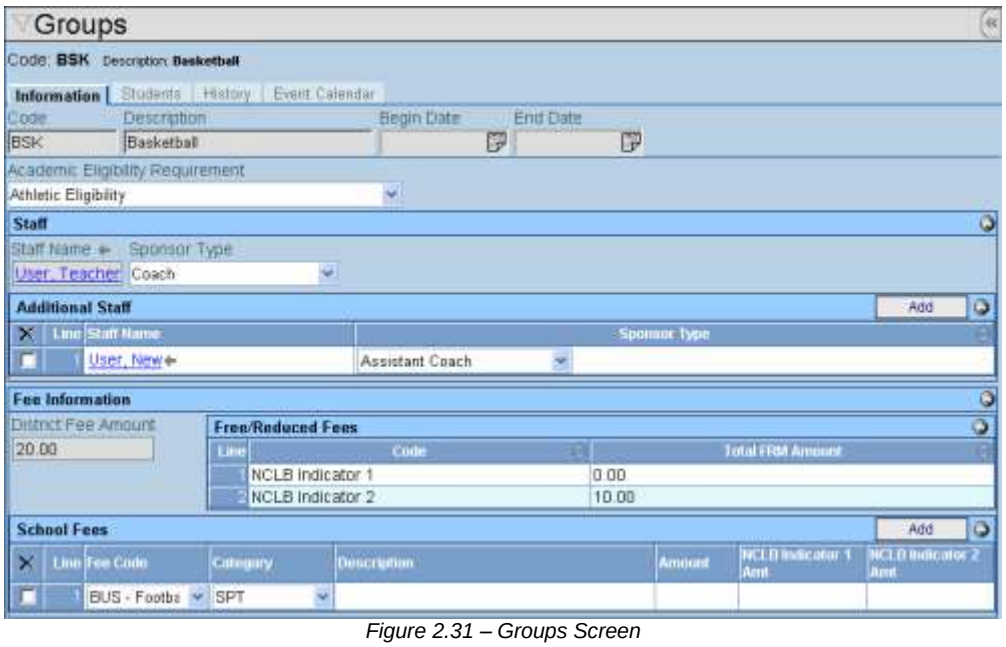

Figure 2.31 – Groups Screen

2. Assign the teacher as the primary staff by clicking on the gray arrow next to **Staff Name**.
3. Staff added to the **Additional Staff** section also has access to the group in TeacherVUE.
4. Click the **Save** button at the top of the screen to save the changes.

For more information about setting up groups, please see the *Synergy SIS – Student Groups Administrator Guide*.

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TEACHERVUE REPORT ACCOUNT

Since teachers using the TeacherVUE software do not have access to the Report Interface when printing a report, all reports printed from the TeacherVUE use the report defaults saved by a specific user account. Any user account may be selected to provide the report default settings, but to ensure consistency in the report setup it is recommended that an account be created specifically to save these report defaults. To setup the TeacherVUE report account:

1. Go to the **Staff** screen, found under Synergy SIS > Staff.

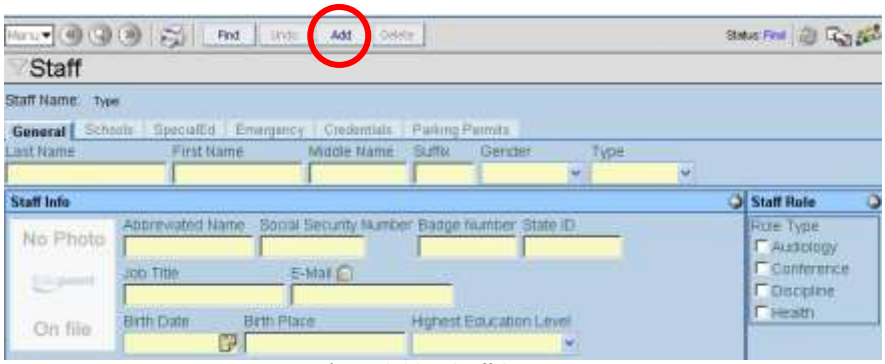

Figure 2.32 – Staff Screen

2. Click the **Add** button at the top of the screen. The Staff Find screen pops-up.

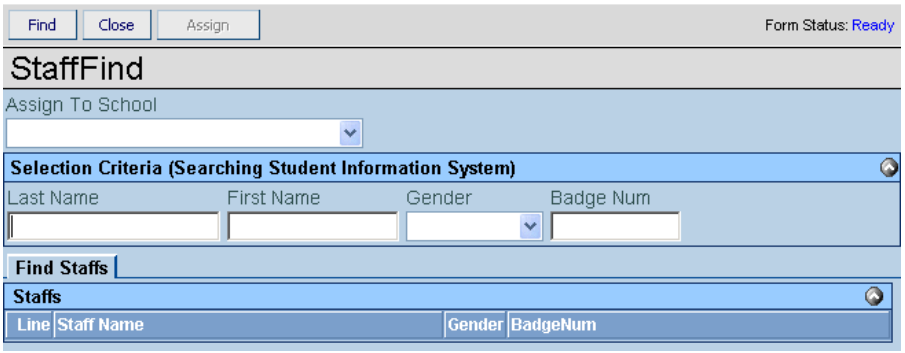

Figure 2.33 – Staff Find Screen

3. Enter ***User*** for the **Last Name**, ***TeacherVUE Report*** for the **First Name**, and select a **Gender**.

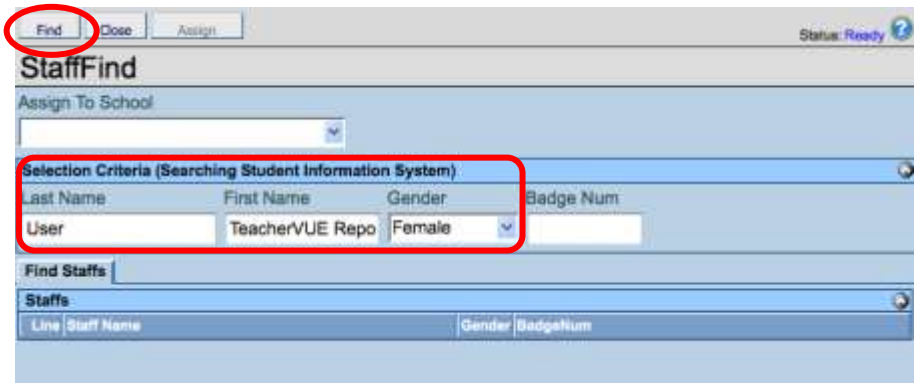

Figure 2.34 – Staff Find with text entered

4. Click the **Find** button. The system looks for an existing staff account matching that information, but should not find one. A box pops-up saying No staff were found. Click the **OK** button to dismiss the message.

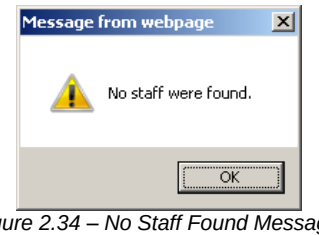

Figure 2.34 – No Staff Found Message.

5. Click the **Add New** button to create a new staff account with the values entered.

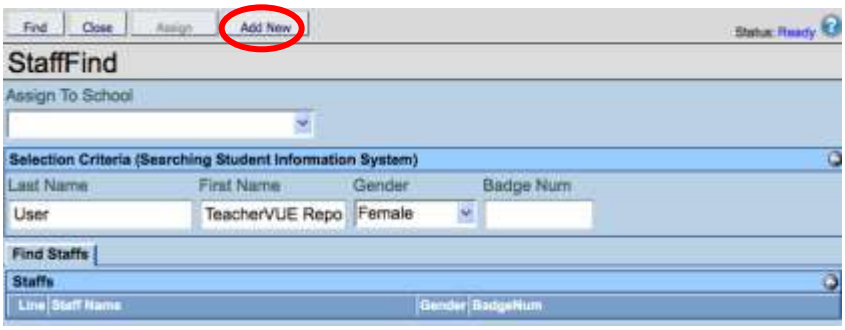

Figure 2.35 – Staff Find Screen, Adding a New Staff

6. The Staff screen pops-up. Select the **Type** of account from the drop-down and click the **Save** button at the top of the screen.

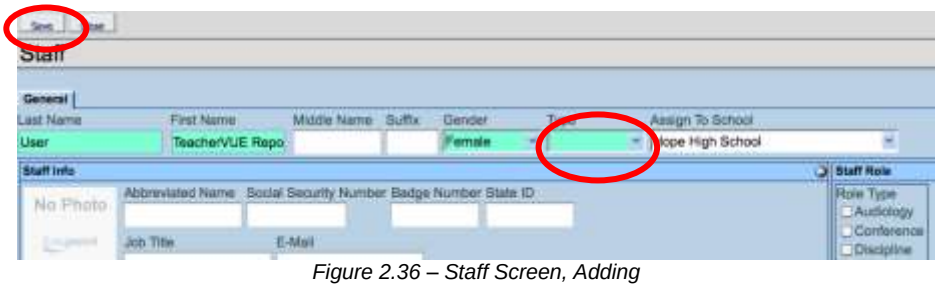

Figure 2.36 – Staff Screen, Adding

7. Click on the **Schools** tab of the new account, and check the box labeled **Assign To District** so that the account is available for all schools.

Figure 2.37 – Schools Tab, Staff Screen

8. Click the **Save** button at the top of the screen to save the changes.

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9. Now that the staff account has been created, the next step is to create the matching user account. To create the TeacherVUE Report user account, go to the **User** screen found under Synergy SIS > System > User.

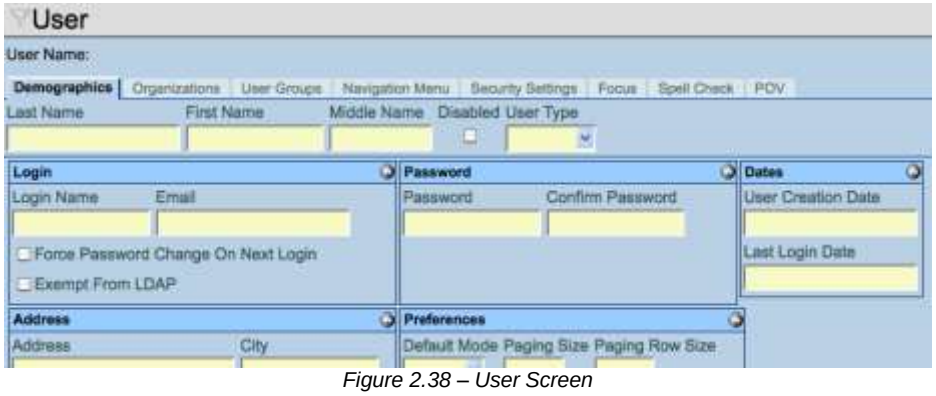

Figure 2.38 – User Screen

10. Click the **Add** button at the top of the screen, and the User Find screen pops-up.

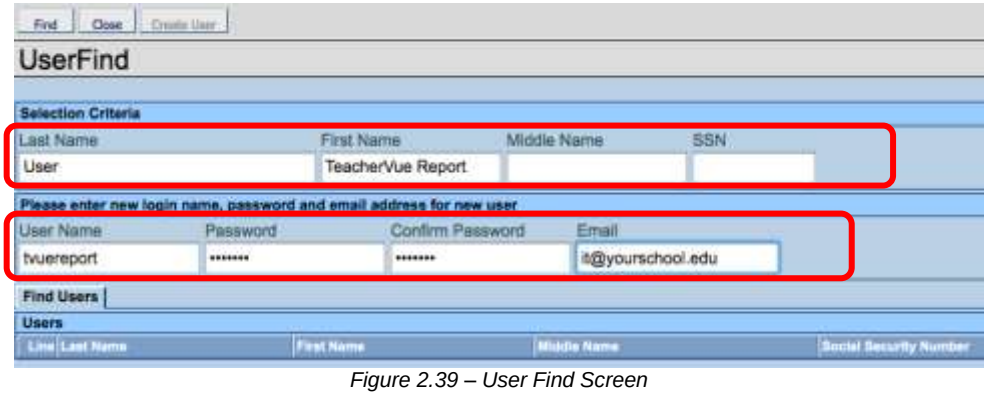

Figure 2.39 – User Find Screen

11. Enter ***User*** as the **Last Name**, and ***TeacherVUE Report*** as the **First Name** in the Selection Criteria boxes to find the staff account created earlier.

12. Enter ***tvuereport*** as the **User Name**, and ***Synergy SIS*** as the **Password** (or any generic password standard at the district). The e-mail can be an account used for receiving status reports such as generic registration or IT e-mail account.

13. Click the **Find** button at the top of the screen.

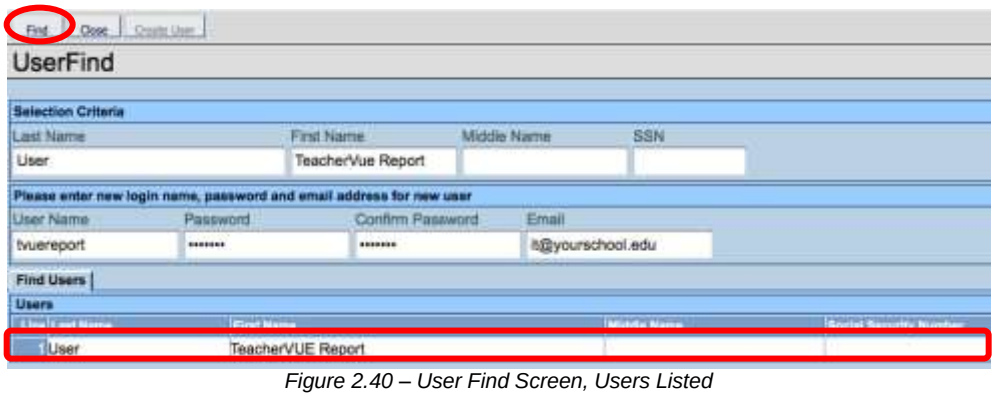

Figure 2.40 – User Find Screen, Users Listed

14. The TeacherVUE Report User should appear at the bottom in the Find Users section. Click on the **TeacherVUE Report User**, and click the **Create User** button at the top of the screen.

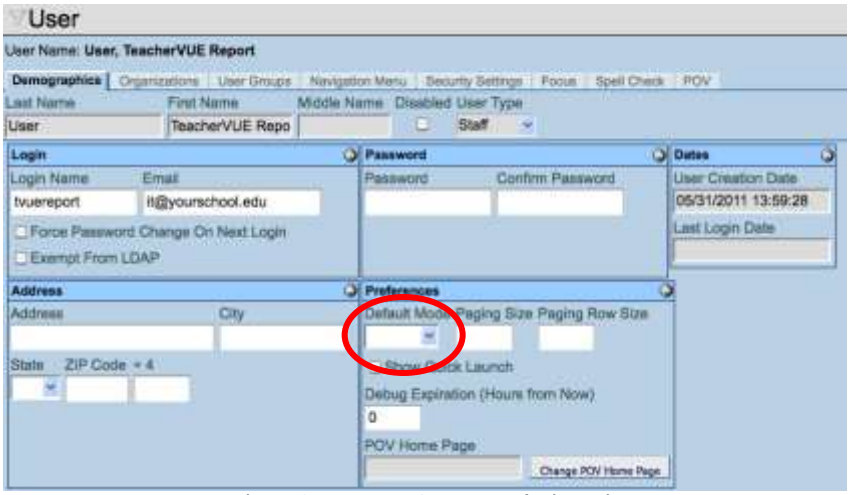

Figure 2.41 – User Screen, Default Mode

15. Select **Edit** from the **Default Mode** drop-down list and click **Save**.

16. Click on the **User Groups** tab. Add the user group that allows the account to **update at the district level**, and the user group that has **access to all reports** used in TeacherVUE. Once the groups have been added, click the Save button at the top of the screen.

Figure 2.42 – User Groups Tab, User Screen

17. Click on the **Focus** tab. Set the focus to the first school and select the current year.

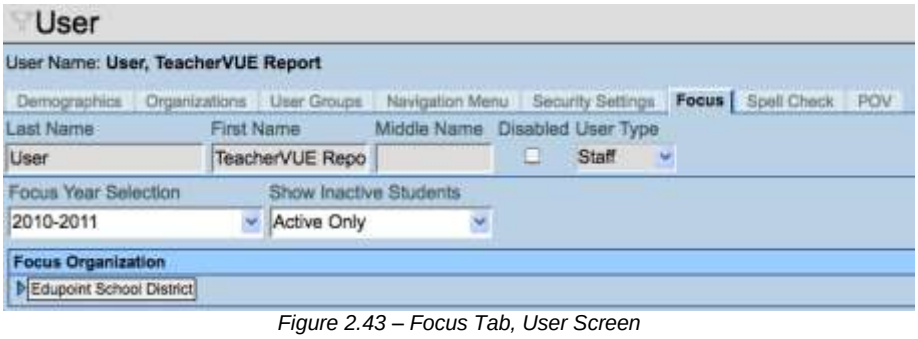

Figure 2.43 – Focus Tab, User Screen

18. Click the **Save** button at the top of the screen and the TXP Report User account is complete.

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After the account has been created, logon to Synergy SIS with the new TeacherVUE Report account. Click on each report that is used in the TeacherVUE software and select the options to be used in the Report Interface.

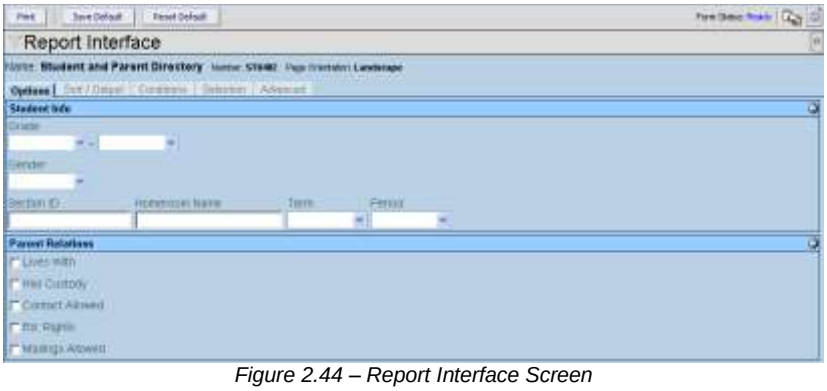

Figure 2.44 – Report Interface Screen

Once the options have been selected, click on the **Save Default** button at the top of the screen. **This should be done for each school as well for each report, since report defaults are saved at the school level and not the district level.**

For more information about creating staff accounts, see the chapter on Staff in the *Synergy SIS – System Administrator Guide*. User accounts are also covered in this guide in the chapter on Users.

TEACHERVUE USER GROUPS

To make it easier to manage the TeacherVUE software, it is recommended that three different user groups be setup with the default TeacherVUE settings. By setting up user groups, users only need to be added to the appropriate group instead of adding all of the settings to each individual user. Three groups are needed:

- **Role - TVUE Admin** – for administrators who wish to access all of the classes using the TeacherVUE software
- **Role - TVUE Daily Attendance** – for teachers at schools using daily attendance
- **Role - TVUE Period Attendance** – for teachers at school using period attendance

To create the **TVUE Admin** user group:

1. Go to the **User Groups** screen, found under Synergy SIS > System > User.
2. Click on the **Add** button at the top of the screen.

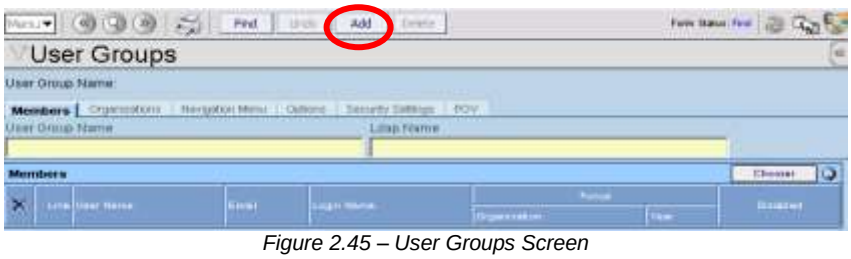

Figure 2.45 – User Groups Screen

3. Enter **Role - TVUE Admin** as the User Group Name and click the Save button.

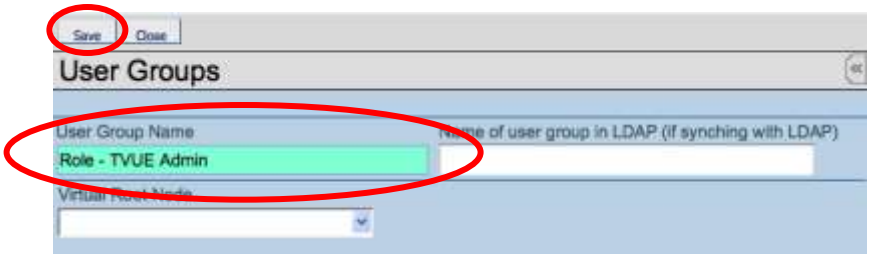

Figure 2.46 – User Groups Add Screen

4. Leave the Organizations tab blank, and click on the **Navigation Menu** tab.

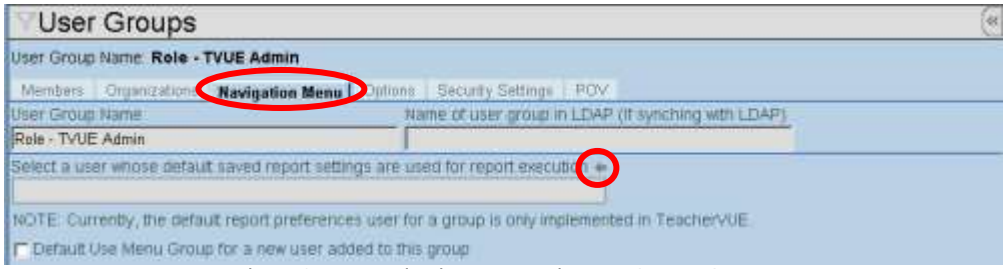

Figure 2.47 – Navigation Menu Tab, User Groups Screen

5. Click on the **gray arrow** in the section labeled **Select a user whose default saved report setting are used for report execution**.

6. The **Find: RevUser** screen pops-up.

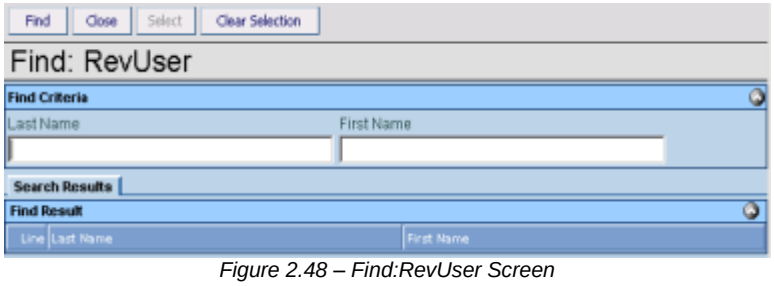

Figure 2.48 – Find:RevUser Screen

7. Enter ***User*** as the **Last Name** and ***TeacherVUE Report*** as the **First Name** to select the account created using the TeacherVUE Report Account section in this chapter.

8. Click the **Find** button, and the TeacherVUE Report User should appear at the bottom of the screen in the Find Result section.

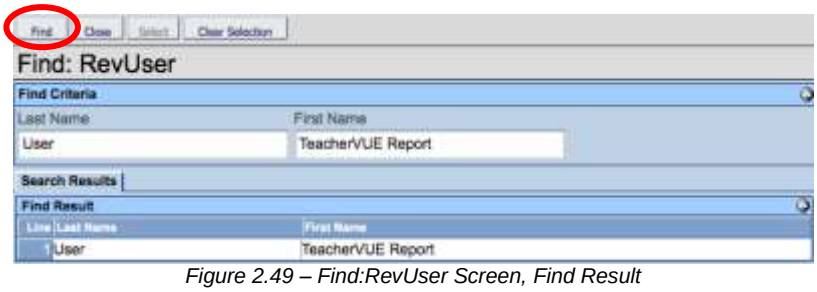

Figure 2.49 – Find:RevUser Screen, Find Result

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9. Click on the user and then click the **Select** button. The User, TeacherVUE Report appears in the **Select a user…** box.

Figure 2.50 – User Groups, Navigation Menu Tab, Report User

10. To use the Navigation Menu created in steps 12-20 for any new users assigned to this group automatically, check the box **Default Use Menu Group for a New User Added to This Group**.
11. Click the **Save** button at the top of the screen to save the changes.
12. To create the navigation tree to be used in TeacherVUE for this user group, select **Add Group** from the **Action…** drop-down list.

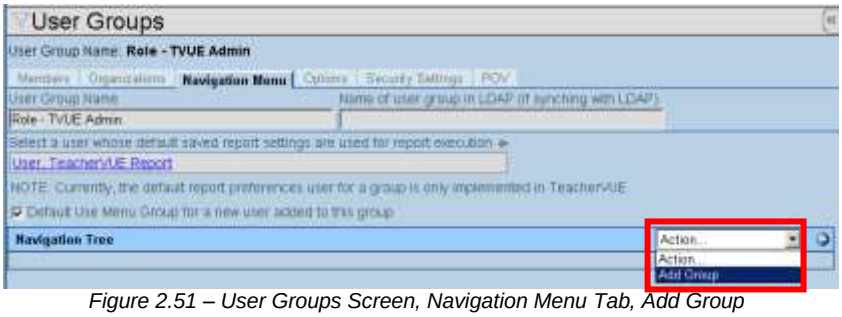

Figure 2.51 – User Groups Screen, Navigation Menu Tab, Add Group

13. Enter ***TVUE*** for the **Name** and click the **Save** button.

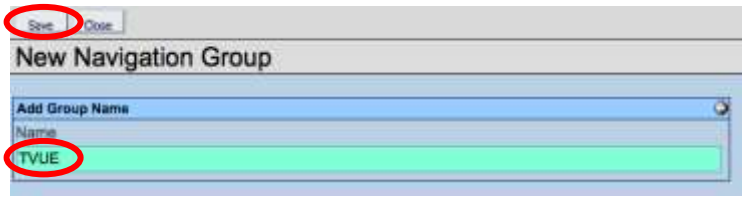

Figure 2.52 – New Navigation Group Screen

14. To add the screens and reports to the group, click **Add View to TVUE** from the **Action…** drop-down list.

Figure 2.53 - User Groups Screen, Navigation Menu Tab, Add View

15. In the Add View screen, click on the **View Lookup** drop-down list to display all of the screens. To scroll through the screens, click on the up or down arrows.

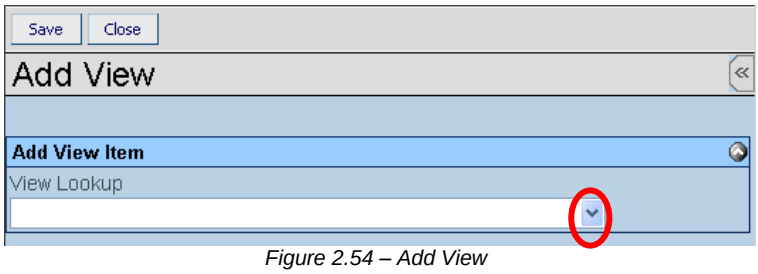

Figure 2.54 – Add View

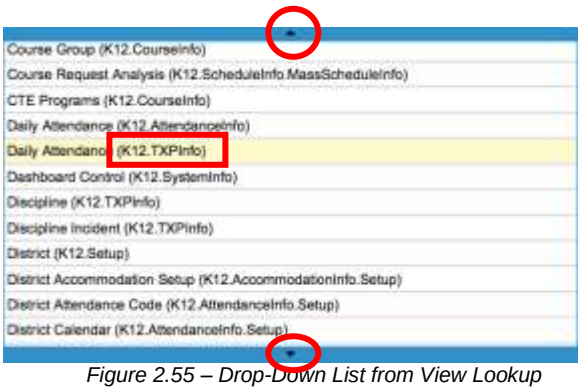

Figure 2.55 – Drop-Down List from View Lookup

16. Select one of the TeacherVUE screens from the list. TeacherVUE screens show **(K12.TXPInfo)** following the name of the screen.

17. Click the **Save** button at the top of the screen.

Figure 2.56 – Add View, Saving

18. The added screen appears in the navigation tree under the TVUE group.

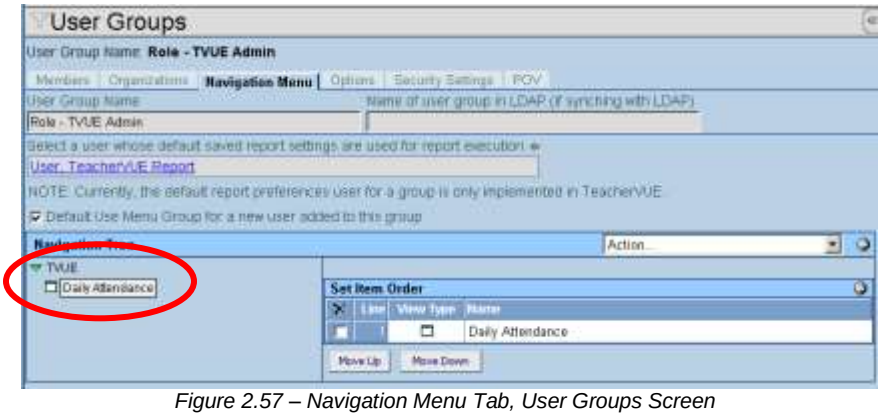

Figure 2.57 – Navigation Menu Tab, User Groups Screen

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19. To add another screen, click back on to the **TXP** Group, and select **Add View to TXP** from the **Action…** drop-down list.

Figure 2.58 – User Groups Screen, Navigation Menu Tab, Adding Another Screen

20. Continue to add screens and reports as needed to the TXP group. The available TeacherVUE screens and commonly used reports are:

Screens

- Daily Attendance or Period Attendance
- Discipline or Discipline Incident
- Health
- Special Ed Referral
- Student (Demographics)
- Student ALC (for districts in Minnesota)
- Student Course History
- StudentVUE

Common Reports

- STU408 - Class Student
- STU401 - Student List
- STU402 - Student and Parent Directory
- STU403 - Student Directory By Street Address
- STU410 - Emergency Contact Directory
- STU201 - Student Profile
- STU409 - Daily Class Attendance List
- ATP404 - Period Class Attendance List
- ATD403 - Daily Absent List
- ATP406 - Period Class Attendance Form
- STU204 - Student Transcript
- STU802 - Student Mailing Labels
- STU419 - Section Seating Chart

Note – In addition to appearing in the list of reports available from the Execute Report icon in TeacherVUE, any Grading reports selected also appear on the View Grades screen. Reports for individual students such as the Student Profile or Discipline Profile appear in both the list of options available when clicking a student's photo as well as the reports list on the Execute Report icon. Available individual student reports include:

- ATD201 – Daily Attendance Profile
- ATD202 – Daily Attendance Minutes Profile
- ATP201 – Period Student Attendance Profile
- FEE201 – Student Fee Profile
- HLT202 – Student Immunization Profile
- IDS201 – Student Discipline Profile
- SLP201 – Student Service Learning Profile
- STU201 – Student Profile

21. When the Navigation Tree is complete, click on the **Options** tab.

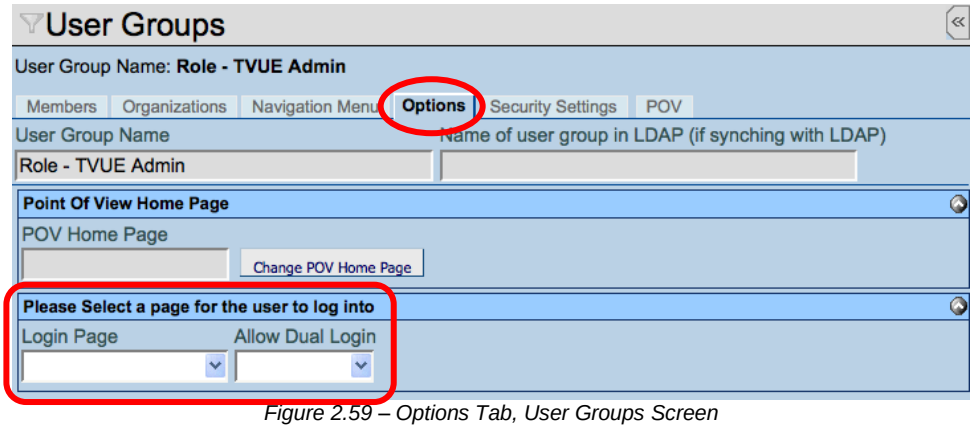

Figure 2.59 – Options Tab, User Groups Screen

22. Select **Teacher Experience** from the **Login Page** drop-down list. Since most administrators also need access to the regular Synergy SIS screen, select **Yes** from the **Allow Dual Login** drop-down list. When a Dual Login is set, a button appears at the top of the TeacherVUE screen titled Synergy SIS. When clicked, the user is taken to the regular Synergy SIS screen. At the top of the Synergy SIS screen, a button titled TXP takes the user back to the TeacherVUE screen.

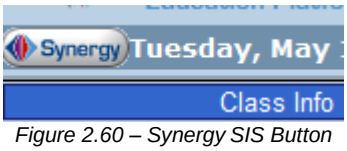

Figure 2.60 – Synergy SIS Button

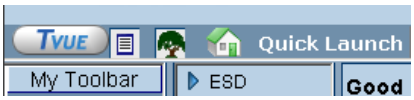

Figure 2.61 – TVUE Button

23. Click the **Save** button at the top of the screen to save the changes.
24. Click on the **Security Settings** tab.

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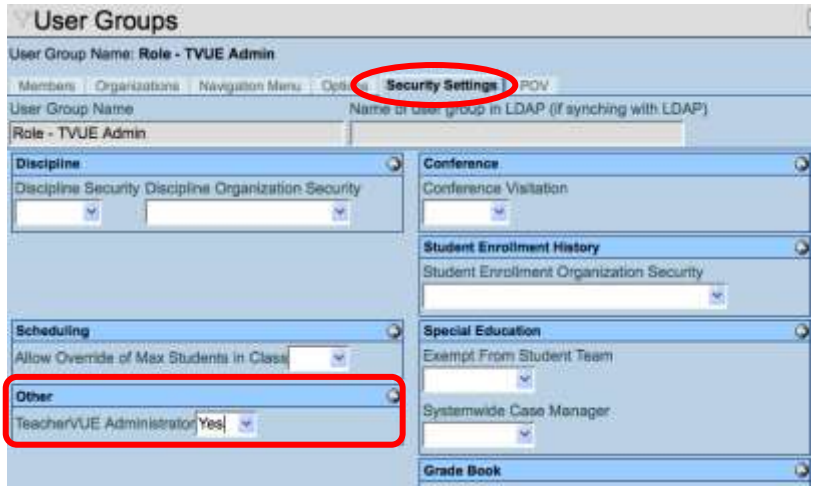

Figure 2.62 – Security Settings Tab, User Groups Screen

25. In the Other section, select **Yes** from the **TeacherVUE Administrator** drop-down list. When a user is designated as a TeacherVUE administrator, all of the usual functions are present in the TeacherVUE software. The only difference is that the user can select any teacher's class instead of just the classes for which the user is teaching.

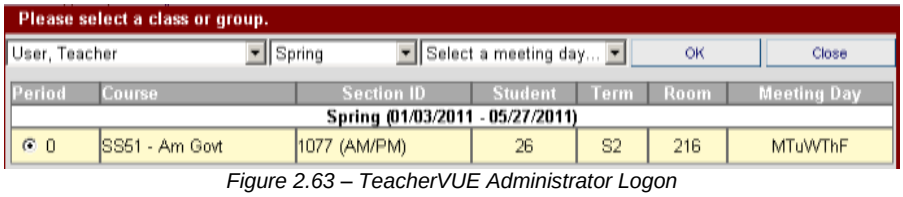

Figure 2.63 – TeacherVUE Administrator Logon

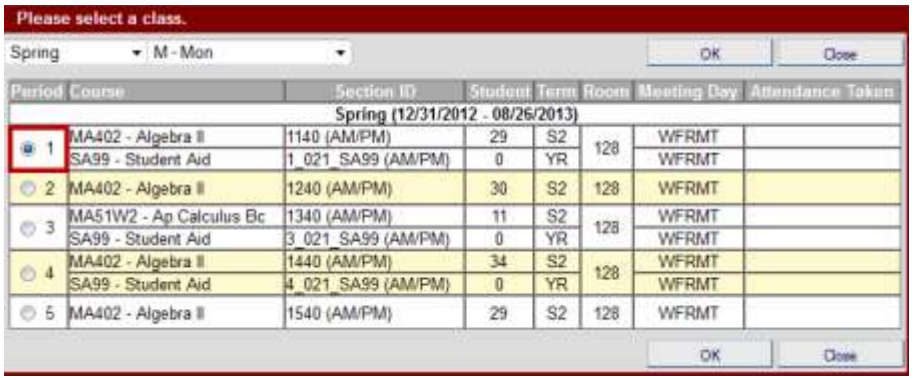

Figure 2.64 – Non-Administrator Logon

26. Click the **Save** button at the top of the screen to save the changes.

Caution: If a user group is set up to allow dual logon, the Navigation Menu created in the user group used for TeacherVUE is not used in the regular Synergy SIS screen. The Navigation Menu to be used in the Synergy SIS screen must be created in a separate user group.

To setup the **TVUE Daily Attendance** User Group, follow the instructions for creating the TVUE Admin group with the following changes:

1. In step 2, enter **Role – TVUE Daily Attendance** as the **User Group Name**.
2. In step 14, only select the **Daily Attendance** screen. Do not add the Period Attendance screen.
3. In step 21, the **Allow Dual Logon** is probably set to No unless the users in this group need access to other schools or other screens.
4. In step 24, select No from the **TeacherVUE Administrator** drop-down list.

To setup the **TVUE Period Attendance** User Group, follow the instructions for creating the TXP Admin group with the following changes:

1. In step 2, enter **Role – TVUE Period Attendance** as the **User Group Name**.
2. In step 14, only select the **Period Attendance** screen. Do not add the Daily Attendance screen.
3. In step 21, the **Allow Dual Logon** is probably set to No unless the users in this group need access to other schools or other screens.
4. In step 24, select No from the **TeacherVUE Administrator** drop-down list.

For more information about creating user groups, see the chapter on User Groups in the *Synergy SIS – System Administrator Guide*.

TEACHERVUE USERS

Once the report account and the user groups have been configured, teachers and administrators can now be setup to use the TeacherVUE software. To configure a teacher's account to access the TeacherVUE software:

1. Go to the **User** screen, found under Synergy SIS > System > User.

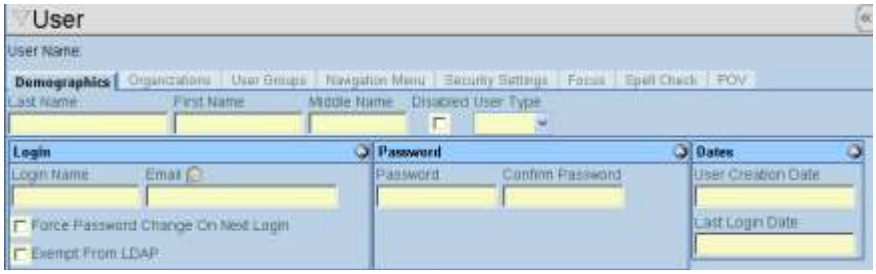

Figure 2.65 – User Screen

2. Find the teacher's user account using either the **Scroll** buttons or **Find** mode.

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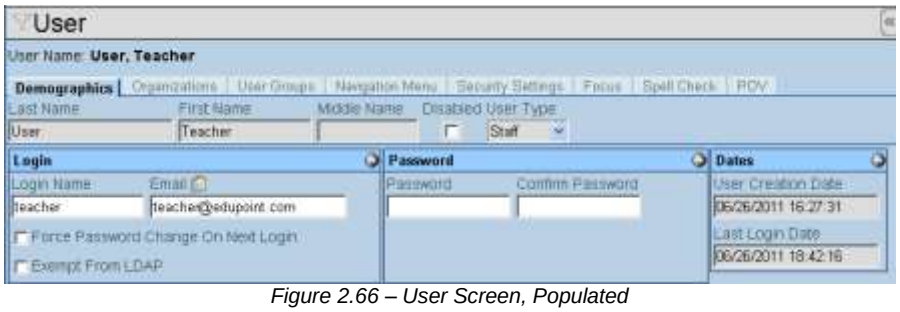

Figure 2.66 – User Screen, Populated

3. Click on the **User Groups** tab, and then click on the **Chooser** button.

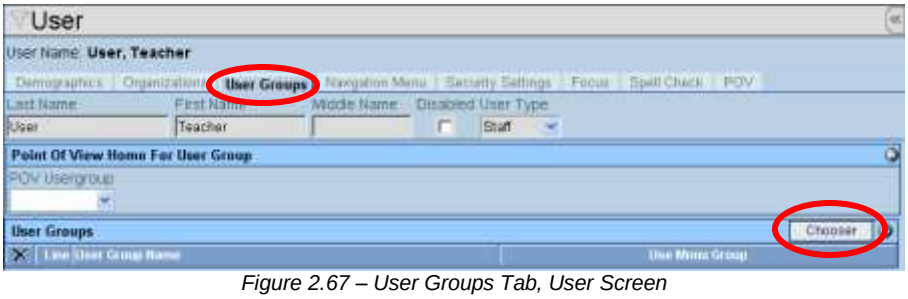

Figure 2.67 – User Groups Tab, User Screen

4. In the Chooser screen, enter ***Role – TVUE Daily Attendance or Period Attendance*** in the **User Group Name** field (the beginning of the names of the user groups created in the section on TeacherVUE User Groups) and click the **Find** button.

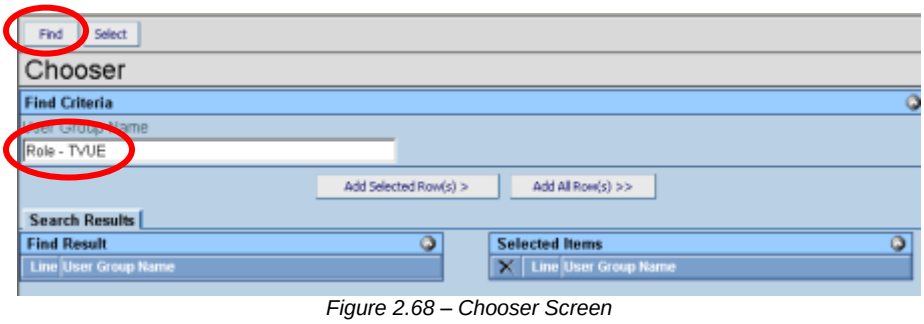

Figure 2.68 – Chooser Screen

5. The three groups created should appear in the Find Results section. Click on either the **Daily Attendance** or **Period Attendance** group, depending on the teacher, and then click the **Add Selected Row(s)>** button.

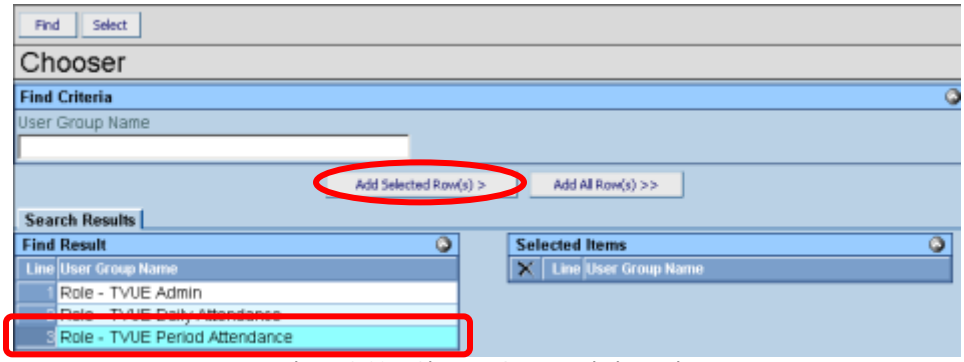

Figure 2.69 – Chooser Screen, Find Results

6. The selected group moves to the Selected Items section. Click the **Select** button at the top of the screen to choose the group.

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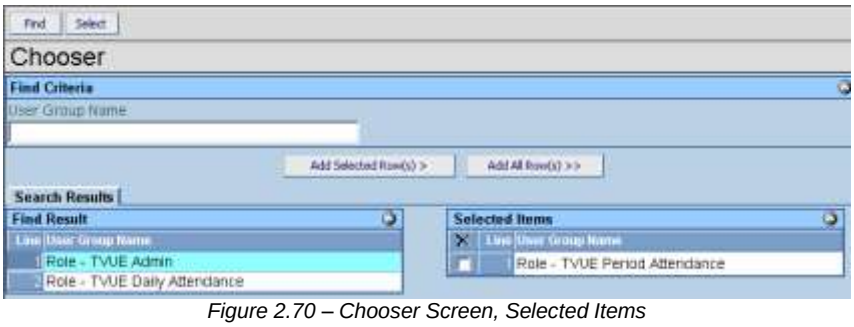

Figure 2.70 – Chooser Screen, Selected Items

7. Check the box in the **Use Menu Group** column for the TXP group.

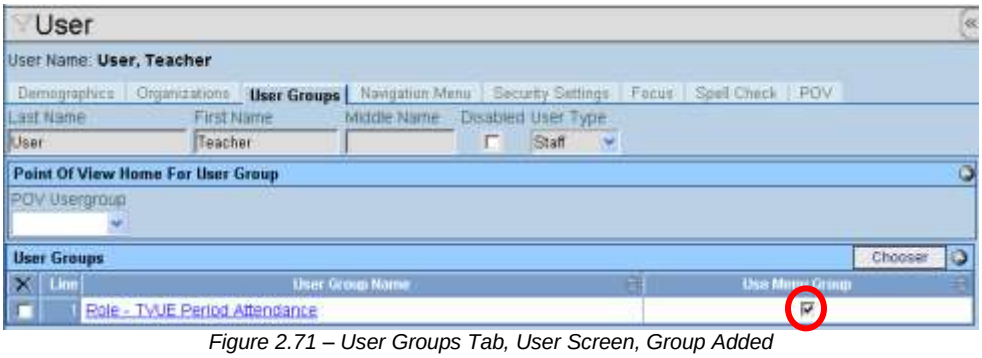

Figure 2.71 – User Groups Tab, User Screen, Group Added

8. Add the user group that sets the teacher's access rights to a school such as Update – High School using the Chooser button as well. Do not use the menu group from this group.

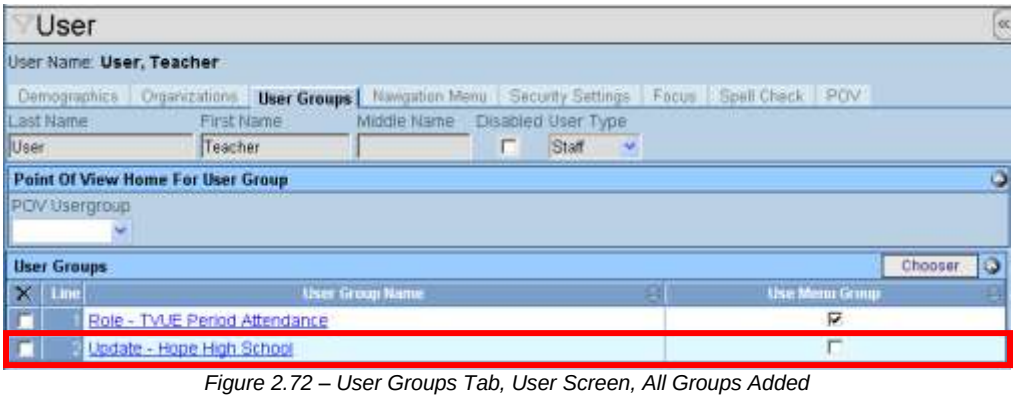

Figure 2.72 – User Groups Tab, User Screen, All Groups Added

9. Click the **Save** button at the top of the screen to save the changes.

To setup a user account to be an **administrator for TeacherVUE**, follow the instructions for setting up a teacher account with the following change:

1. In step 5, choose the **Role – TVUE Admin** group instead of the Daily or Period Attendance group.

Caution: If a user group is set up to allow dual logon, the Navigation Menu created in the user group used for TeacherVUE is not used in the regular Synergy SIS screen. The Navigation Menu to be used in the

> Synergy SIS screen must be created in a separate user group. If either the teachers or administrators are using a dual logon, be sure to add the user group that has the Synergy SIS navigation menu as well as the TVUE user group.

For more information about creating and modifying users, see the chapter on Users in the *Synergy SIS – System Administrator Guide*.

STUDENT IEP

If the district uses the special education software Synergy SE, the companion product to Synergy SIS, the district may make the finalized IEP available to teachers through TeacherVUE for those special ed students in their classes. To give teachers access to the IEP:

1. Go to the **District Setup** screen, found under Synergy SIS > System > Setup.
2. Click on the **TeacherVUE** tab.

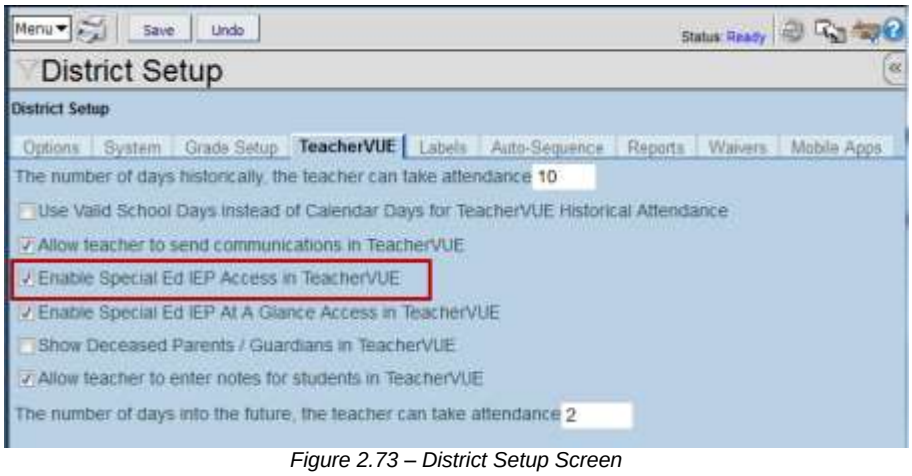

Figure 2.73 – District Setup Screen

3. Check the box **Enable Special Ed IEP Access in TeacherVUE.**
4. Click the **Save** button at the top of the screen to save the changes.

REQUEST FOR ASSISTANCE

If the district uses the special education software Synergy SE, the companion product to Synergy SIS, the district allow teachers to request assistance for a student. When a request is approved, it is copied to the GENAZ01 in Synergy SE. To give teachers access to the Request for Assistance feature:

1. Navigate to **Synergy SIS > System > Setup > Task Definition**.
2. Select the **Enable** checkbox for the Request for Assistance module.

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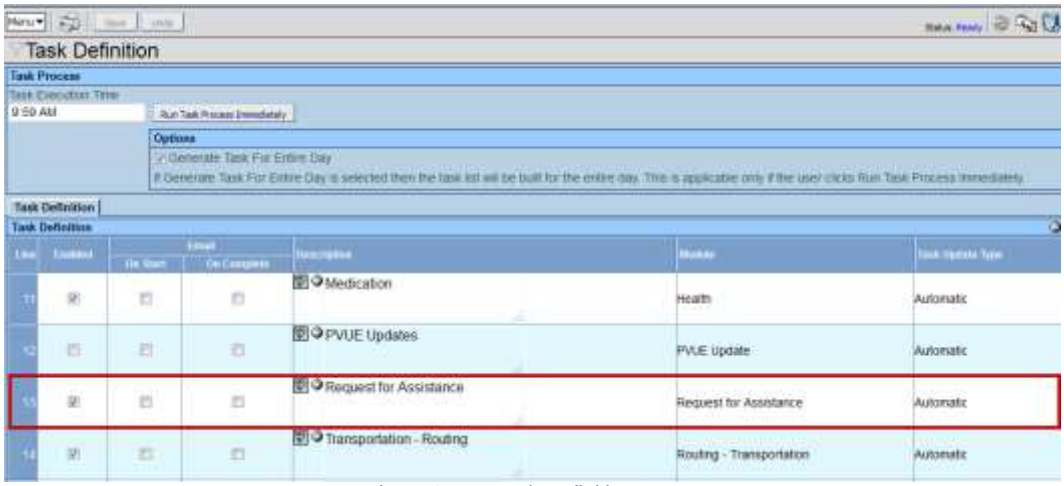

Figure 2.74 - Task Definition screen

3. Enter a description (if none is displayed.)
4. Click the **Save** button.
5. Navigate to **Synergy SIS > System > User > User** or to **Synergy SIS > System > User > User Groups**, and select the **POV** tab.
6. In the Task Module section, select the **Request for Assistance** checkbox for all the teachers and staff members that will be entering the requests.

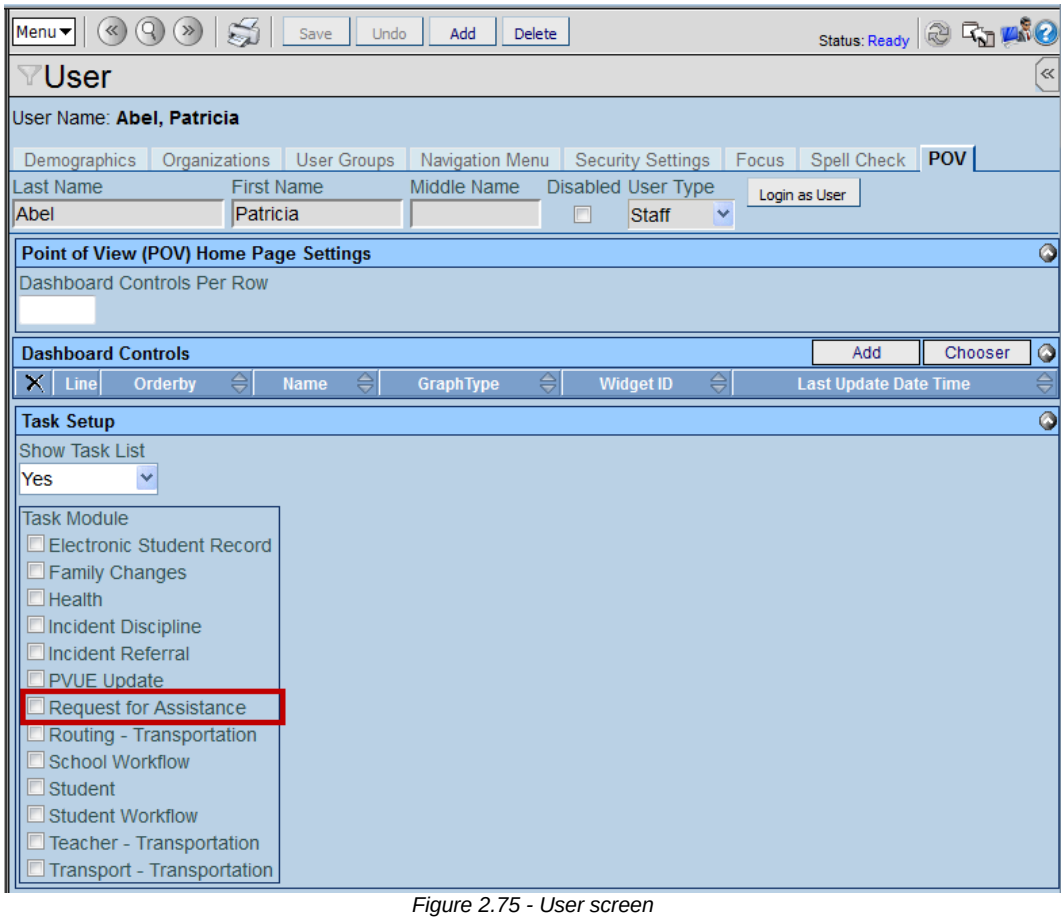

Figure 2.75 - User screen

7. Click the **Save** button.

NOTES ABOUT STUDENTS

The district can allow teachers to add, edit, and delete notes about students in TeacherVUE for students in their classes. Those notes can be shared with other teachers, if desired. The notes entered in TeacherVUE are also recorded on the Notes tab of the Student screen within Synergy SIS. To give teachers the ability to add notes:

1. Go to the **District Setup** screen, found under Synergy SIS > System > Setup.
2. Click on the **TeacherVUE** tab.

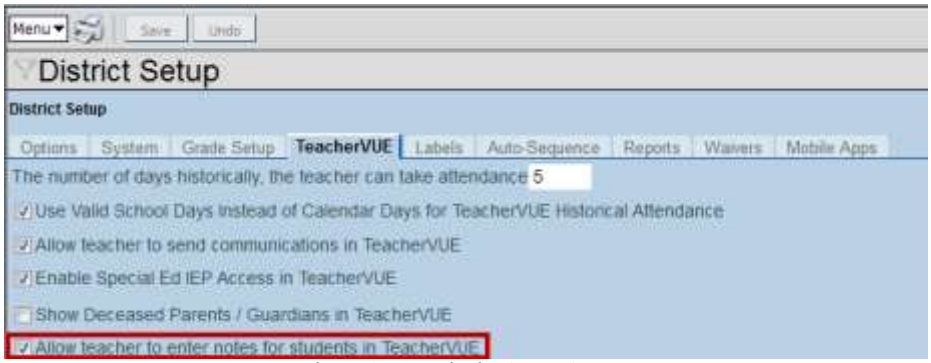

Figure 2.76 – District Setup Screen

3. Check the box **Allow teacher to enter notes for students in TeacherVUE.**
4. Click the **Save** button at the top of the screen to save the changes.

STUDENT DETAILS

The district can allow the names of a student's deceased parents or guardians to be listed on the Student Details screen within TeacherVUE. To display that information on the Student Detail screen within TeacherVUE:

1. Go to the **District Setup** screen, found under Synergy SIS > System > Setup.
2. Click on the **TeacherVUE** tab.

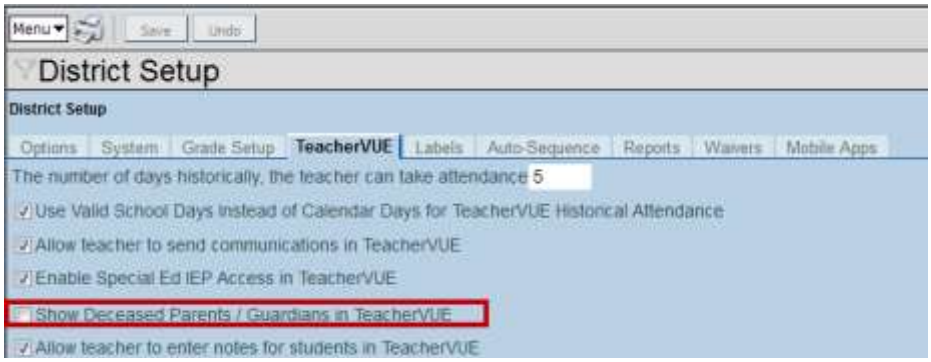

Figure 2.77 – District Setup Screen

3. Check the box **Show Deceased Parents/Guardians in TeacherVUE.**
4. Click the **Save** button at the top of the screen to save the changes.

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DISCIPLINE INCIDENTS

Teachers have the ability to report discipline incidents through TeacherVUE. The district must enable specific teachers to report an incident and determine which codes they are allowed to report.

1. Navigate to Synergy SIS > Discipline Incident > Setup > District Discipline Code Setup
2. Find or scroll to an Incident Code.

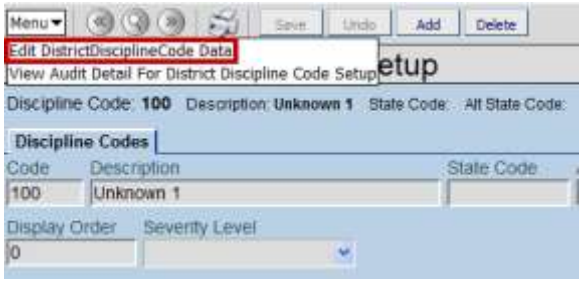

Figure 2.78 - District Discipline Code Setup screen

3. From the **Menu** dropdown, select the **Edit DistrictDisciplineCode Data** option.

4. Select the **Include In TeacherVUE** checkbox.
5. Click the **Save** button.
6. Repeat steps 1 through 3 for each Incident Code that will be used by the teachers.
7. Navigate to **Synergy SIS > System > Setup > Task Definition**.
8. Select the **Enable** checkbox for the Incident Referral module.

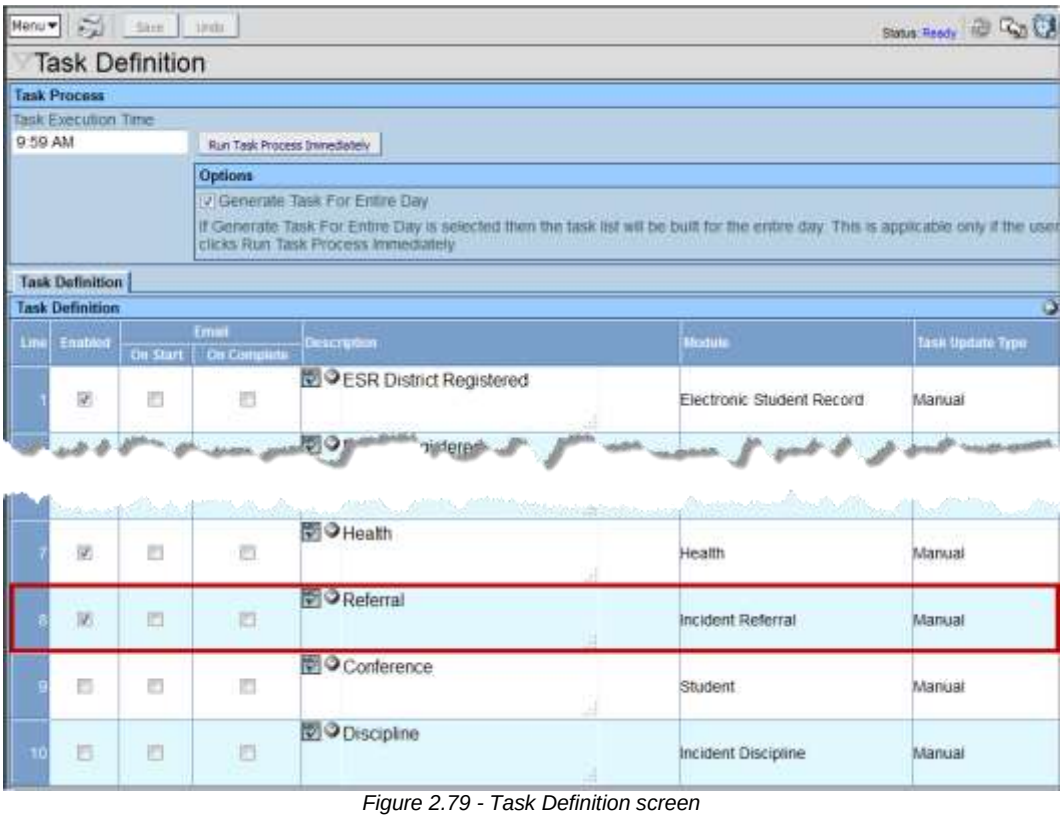

Figure 2.79 - Task Definition screen

9. Enter a description (if none is displayed.)
10. Click the **Save** button.
11. Navigate to **Synergy SIS > Staff > Staff**.
12. Select the **Conference** checkbox in the Staff Role section for all the teachers or staff members that will be entering the referrals.

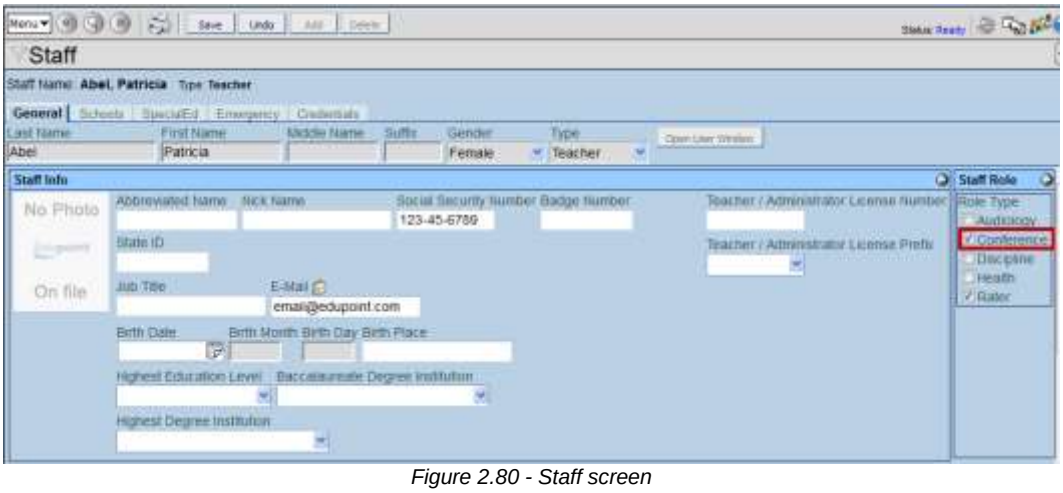

Figure 2.80 - Staff screen

13. Click the **Save** button.
14. Navigate to **Synergy SIS > System > User > User**, and select the **POV** tab.
15. In the Task Module section, select the **Incident Referral** checkbox for all the teachers and staff members that will be entering the referrals.

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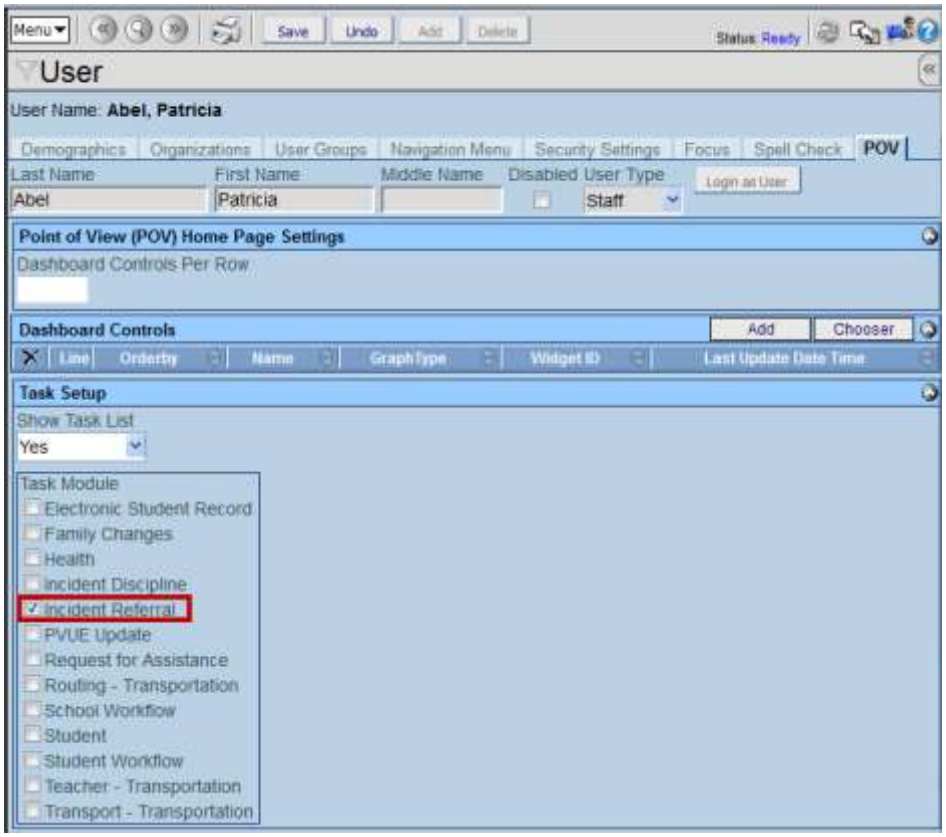

Figure 2.81 - User screen

16. Click the **Save** button.
17. Navigate to **Synergy SIS > System > Setup > School Setup**.
18. On the TeacherVUE tab, select the person to whom the referral will be sent in the **Incident Referral Default Refer To** drop-down field.

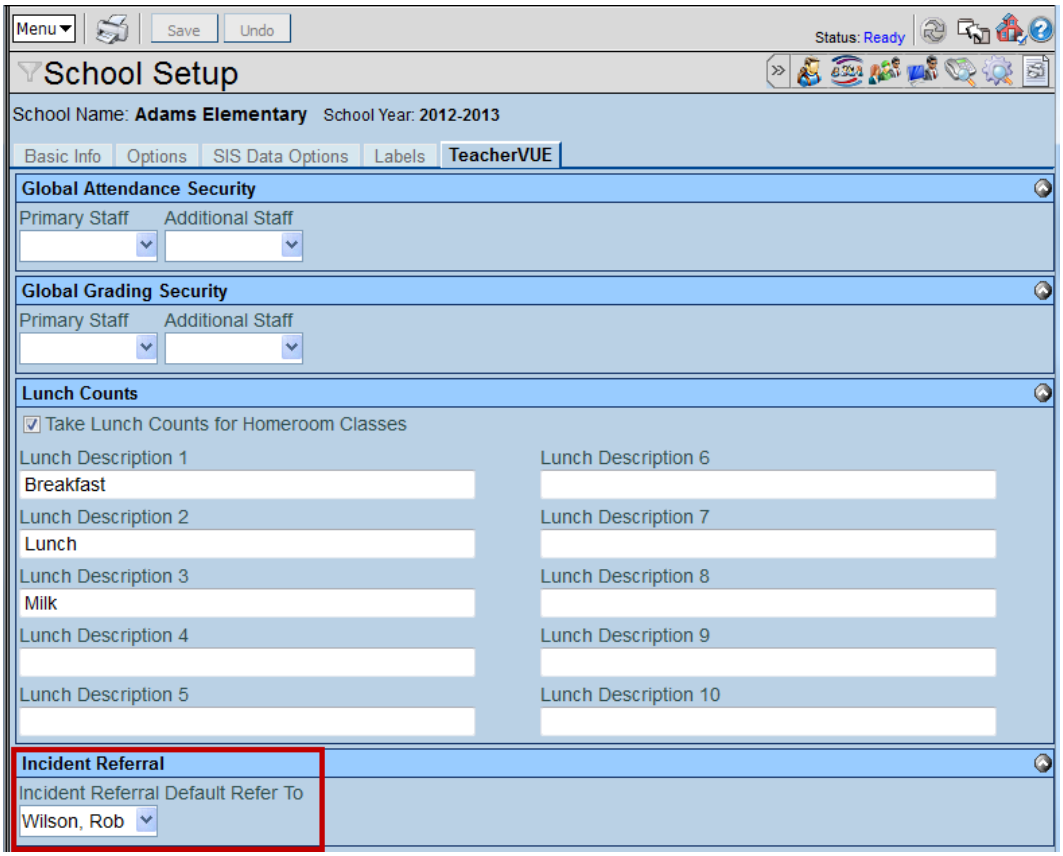

Figure 2.82 - School Setup screen

19. Click **Save**.

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PARENT CONFERENCE

Teachers have the ability to document parent teacher conference within TeacherVUE. The parent teacher conference recorded in TeacherVUE also displays on the Student Conference screen in Synergy. The district must have a code for parent teacher conferences defined the Conference Visitation Codes and the menu option enabled within PAD Security for teachers to use this feature.

1. Navigate to **Synergy SIS > Student > Setup > Conference Visitation Code**.

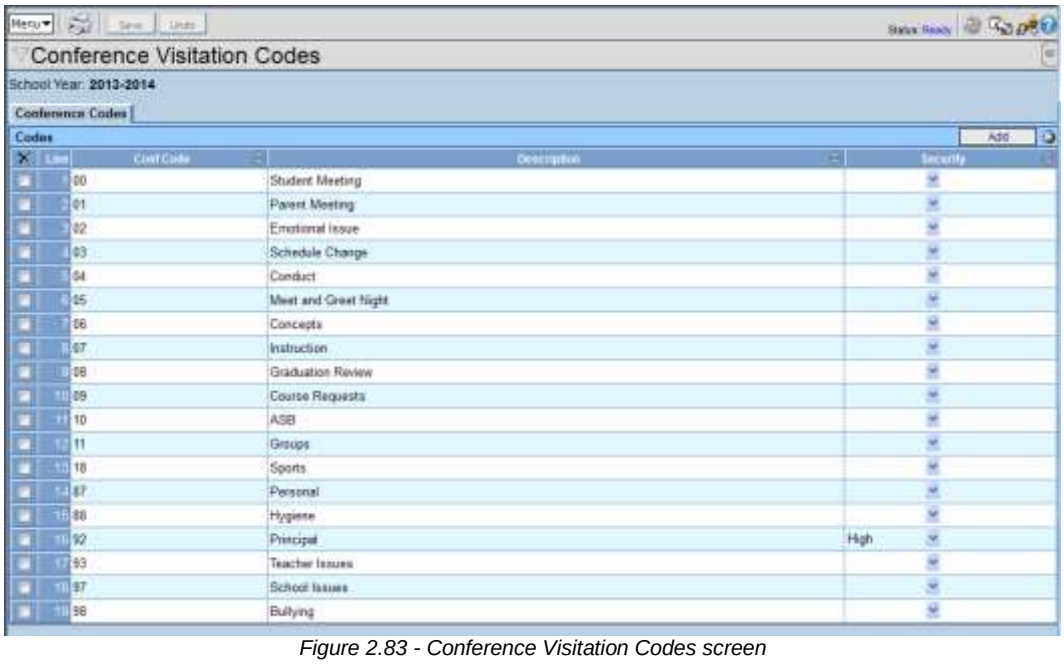

Figure 2.83 - Conference Visitation Codes screen

2. Click **Add**. A new row appears in the grid.
3. Enter **PTC** in the **Conf Code** column
4. Enter **Parent Teacher Conference** in the **Description** column.
5. Click **Save**.
6. Navigate to **Synergy SIS > System > Security > PAD Security**.
7. On the PAD Security screen, navigate to **Synergy SIS > TeacherVUE Views > TXP.aspx**. The security definition for K12.TXPInfo.TXP.aspx displays.

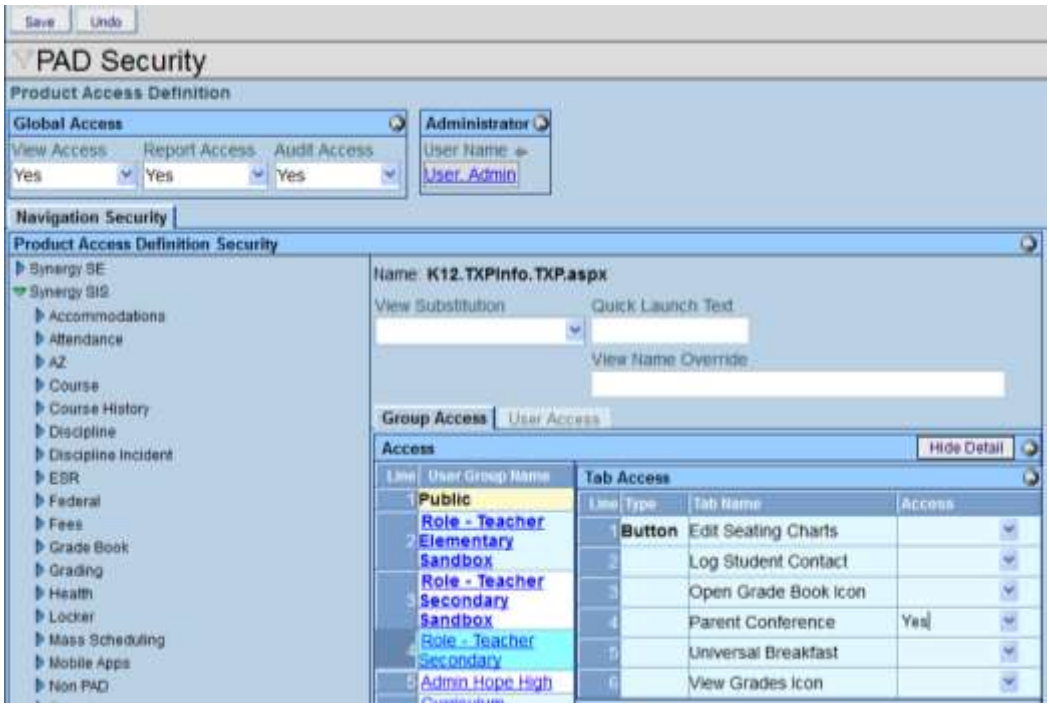

Figure 2.84 - PAD Security screen

8. Select the **User Group** that you would like to give access to the Parent Teacher Conference functionality from the User Group Name column.
9. Click **Show Detail**. The Tab Access displays for the selected role.
10. Select the **Yes** option for **Parent Conference**.
11. Click **Save**.

UNIVERSAL BREAKFAST

Universal Breakfast is any program that offers free breakfast to all students, regardless of economic status TeacherVUE enables teachers to note which students are taking advantage of Universal Breakfast. This information can then be used for planning future food purchases, or to track program participation against student performance and attendance data. The district must enable the menu option within PAD Security for teachers to use this feature.

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. On the PAD Security screen, navigate to **Synergy SIS > TeacherVUE Views > TXP.aspx**. The security definition for K12.TXPInfo.TXP.aspx displays.

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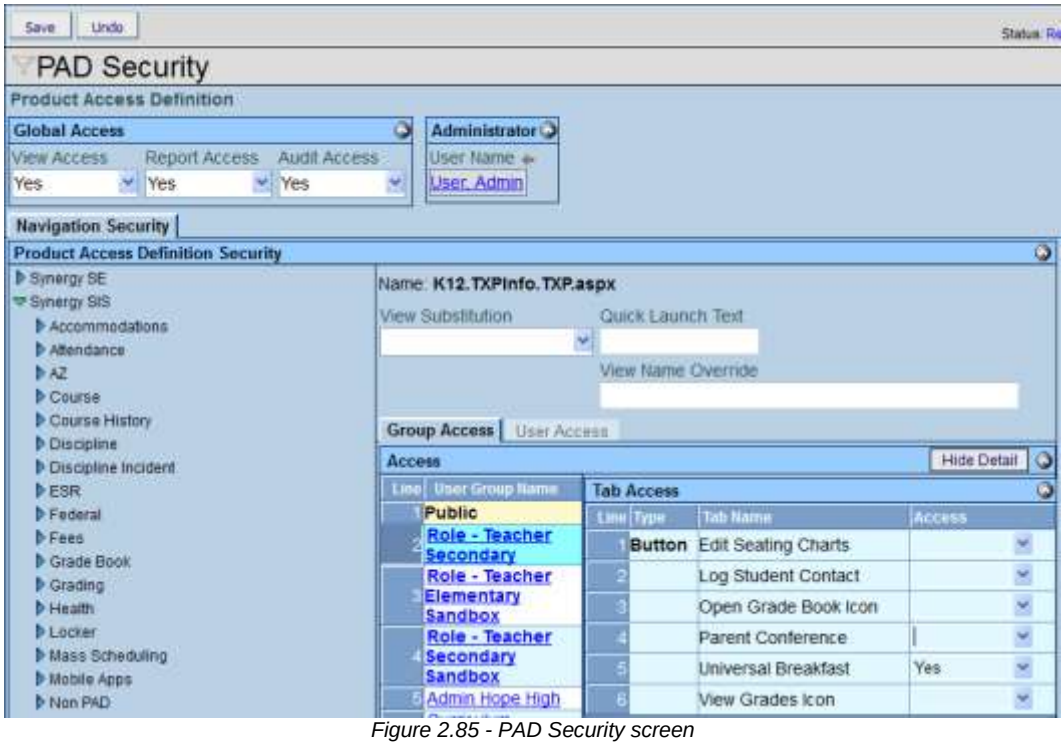

Figure 2.85 - PAD Security screen

3. Select the **User Group** that you would like to give access to the Universal Breakfast functionality from the User Group Name column.
4. Click **Show Detail**. The Tab Access displays for the selected role.
5. Select the **Yes** option for **Universal Breakfast**.
6. Click **Save**.

TEACHERVUE MOBILE APP

Districts can allow their teachers to access TeacherVUE via the mobile application on their iPhone or iPad. To allow access:

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **Mobile Apps** tab.

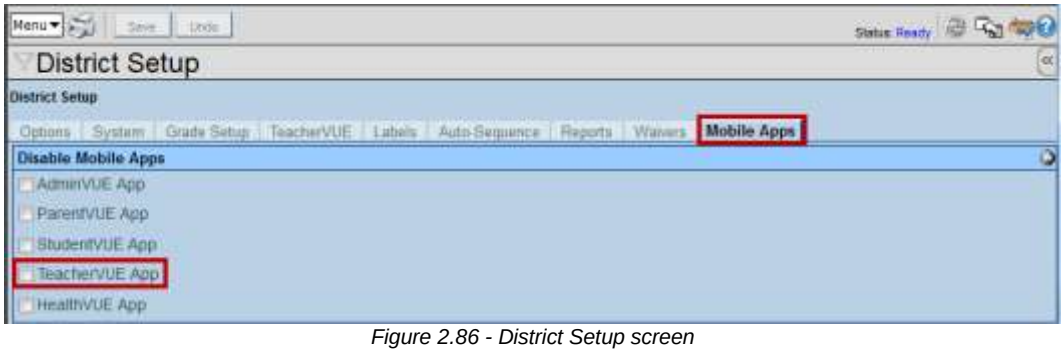

Figure 2.86 - District Setup screen

3. *Uncheck* the TeacherVUE App checkbox.
4. Click the **Save** button.

TEACHERVUE ADMIN

When an account has been designated a TeacherVUE admin account, that staff can log on as any teacher in TeacherVUE for the organizations to which they have access. To logon to TeacherVUE as an admin:

1. Click the **TVUE** button at the top left-hand side of the screen.

Figure 2.87 – TVUE Button

2. A warning message may appear. Click OK or select **Leave Page**.

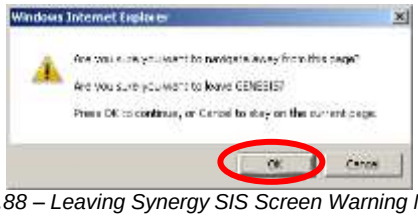

Figure 2.88 – Leaving Synergy SIS Screen Warning Message

3. Select the desired teacher's class to view using the drop-down menus at the top of the box and the radio buttons in the **Period** column.

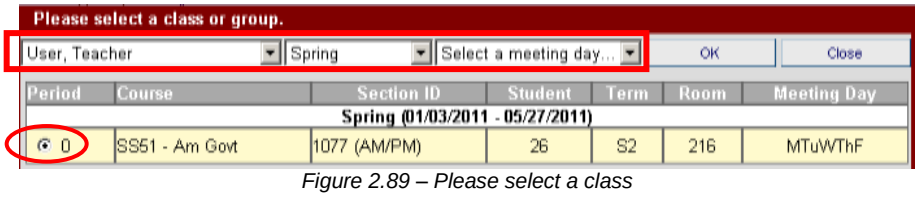

Figure 2.89 – Please select a class

4. Click **OK**. The main TEACHERVUE screen appears.

Figure 2.90 – Main Screen, TEACHERVUE

An administrator can take attendance, modify grade, and take lunch counts for students if they have the appropriate security rights. However, they do not see the Student drop-down menu or the Reports menu. All other screens are available. For more information about the information and functions in TeacherVUE, please see the *Synergy SIS – TeacherVUE User Guide*.

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Chapter Three: SECURITY

In this chapter, the following topics are covered:

- Where security for TeacherVUE may be defined

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Security for TeacherVUE is defined by two options: the PAD Security screen and the Security Definition screen as usual, and the built-in security for TeacherVUE outlined below. The PAD Security and Security Definition screens are found under Synergy SIS > System > Security. How each of these screens work and how security is defined is covered in detail in the *Synergy SIS - Security Administrator Guide*. This chapter outlines where the security for TeacherVUE may be defined in the Security Definition screen.

GRADING & ATTENDANCE SECURITY

The overall security level for attendance and grading is set at a school level, so these steps must be repeated for each school using TeacherVUE. To configure the overall security:

1. Go to the **School Setup** screen, found under Synergy SIS > System > Setup.
2. Click on the **TeacherVUE** tab.

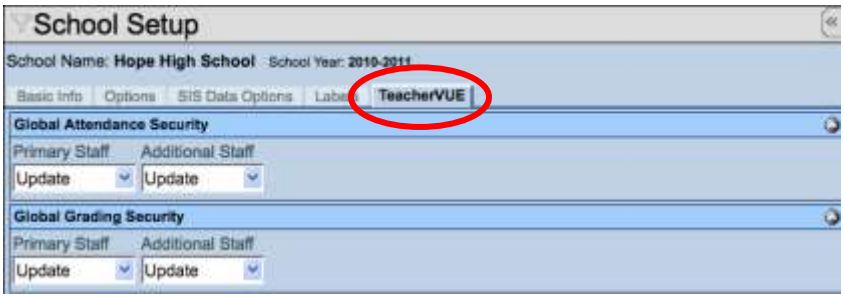

Figure 3.1 – School Setup Screen

3. In the **Global Attendance Security** section, select the desired security level for **Primary Staff** and **Additional Staff** from the drop-down lists. The security can be set to either **None** for no access to attendance records, **View Only** to view the records but not change them, or **Update** to allow the staff to change the attendance.

   The primary staff are the teachers listed in the **Staff Name** field for each section.

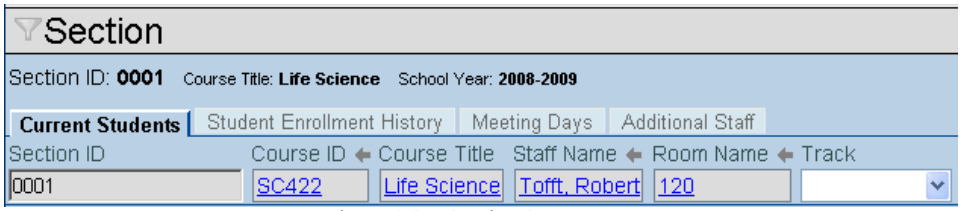

Figure 3.2 – Section Screen

   The additional staff are the people listed on the **Additional Staff tab** of the Section screen.

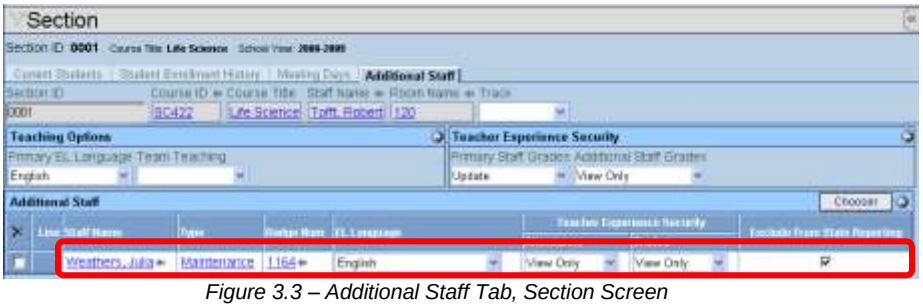

Figure 3.3 – Additional Staff Tab, Section Screen

4. In the **Global Grading Security** section, also select the desired security level for **Primary Staff** and **Additional Staff** from the drop-down lists. The security can be set to either **None** for no access to grading records, **View Only** to view the records but not change them, or **Update** to allow the staff to change the grades.
5. Click the **Save** button at the top of the screen to save the settings.

SECTION SECURITY

While the security for the Grading and Attendances screens in TeacherVUE can be set on a global level across the school, the security can also be customized for each section. To customize the Attendance and Grading section for a section:

1. Go to the **Section** screen, found under Synergy SIS > Schedule.

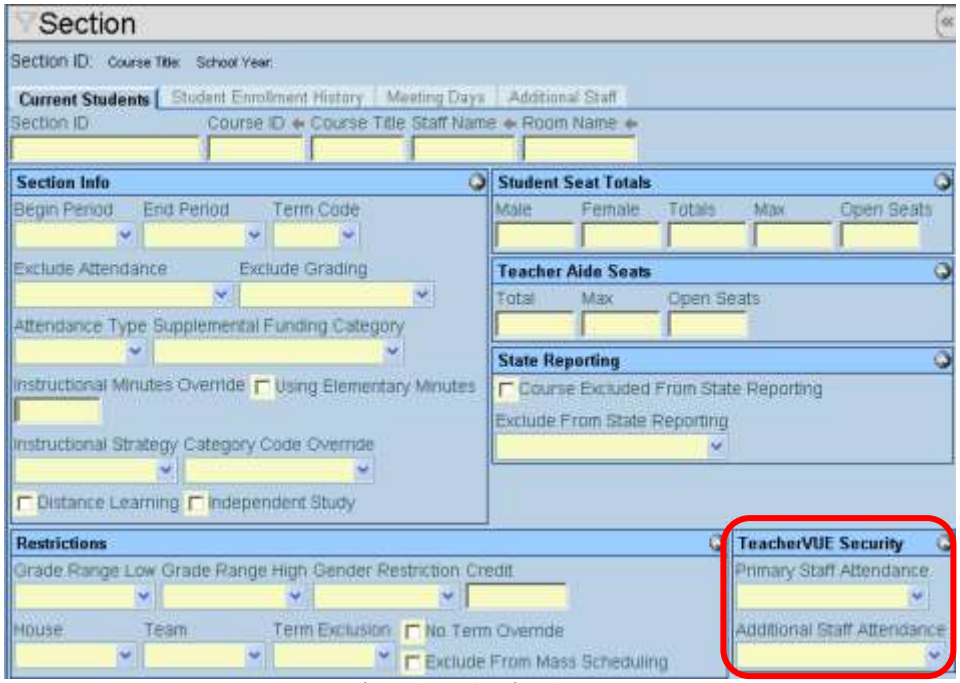

Figure 3.4 – Section Screen

2. On the Current Students tab in the Teacher Experience Security section, select the desired security level for the **Attendance** for this section for **Primary Staff** and **Additional Staff** from the drop-down lists. The security can be set to either **None** for no access to attendance records, **View Only** to view the records but not change them, or **Update** to allow the staff to change the attendance. The primary staff is the teachers listed in the **Staff Name** field for each section. The additional staff is the people listed on the **Additional Staff tab** of the Section screen.
3. Click the **Save** button at the top of the screen to save the changes.

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4. Next, click on the **Additional Staff tab** of the Section screen.

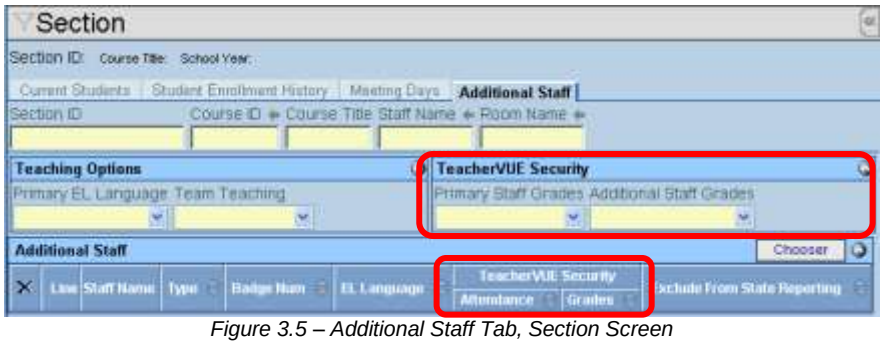

Figure 3.5 – Additional Staff Tab, Section Screen

5. Customize the **Grading** security in the TeacherVUE Security section by selecting the desired security level for this section for **Primary Staff** and **Additional Staff** from the drop-down lists. The security can be set to either **None** for no access to grading records, **View Only** to view the records but not change them, or **Update** to allow the staff to change the grades. The primary staff are the teachers listed in the **Staff Name** field for each section. The additional staff are the people listed on the **Additional Staff tab** of the Section screen.
6. For the additional staff listed on this tab, the security can even be customized per individual. To customize the Attendance and Grading security for each additional staff member, select the desired security level in the Attendance and Grades drop-down lists. The security can be set to either **None**, **View Only**, or **Update**.
7. Click the **Save** button at the top of the screen to save the settings.

PAD SECURITY

Within the PAD Security screen, the following screens can be secured:

- Daily Attendance
- Discipline
- Discipline Incident
- Health
- Period Attendance
- Special Ed Referral
- Student
- Student ALC
- Student Course History

Figure 3.6 – PAD Security

The **TXP.aspx** controls the entire TeacherVUE application.

SECURITY WITHIN THE SECURITY DEFINITION SCREEN

The **Days of Activity tab** of either the Period Attendance or Daily Attendance screen for each student can be controlled with the following security node:

K12.TXPInfo.DaysOfActivityGrid

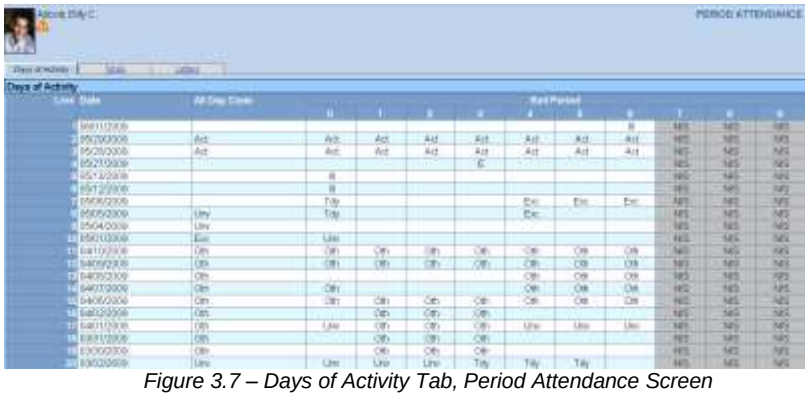

Figure 3.7 – Days of Activity Tab, Period Attendance Screen

The **Totals tab** of either the Period Attendance or Daily Attendance screen for each student can be controlled with the following security nodes:

- **K12.TXPInfo.AttendanceReasonGrid** – controls the Attendance Reason Totals section.
- **K12.TXPInfo.AttendanceTypeGrid** – controls the Attendance Reason Type Totals section.

Figure 3.8 – Totals Tab, Period Attendance Screen

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The following security nodes do not provide a visible change in security on the screens:

- K12.TXPInfo.Setup.TXPreferences
- K12.TXPInfo.AttendanceDailyUI
- K12.TXPInfo.AttendancePeriodUI
- K12.TXPInfo.DisciplineIncidentUI
- K12.TXPInfo.HealthUI
- K12.TXPInfo.SpecialEdReferral
- K12.TXPInfo.StudentGroupsUI
- K12.TXPInfo.TXClass
- K12.TXPInfo.TXClassSeatingChart
- K12.TXPInfo.TXClassSection
- K12.TXPInfo.TXPStudentUI
- K12.TXPInfo.TXPWebServices

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