



Synergy SIS[©]

TeacherVUE

User Guide



Edupoint Educational Systems, LLC
1955 South Val Vista Road, Ste 210
Mesa, AZ 85204
Phone (877) 899-9111
Fax (800) 338-7646

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This edition applies to Synergy SIS™ Student Information System software and TeacherVUE© software and all subsequent releases and modifications until indicated with new editions or revisions.

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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. 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
September 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 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
September 2013	1	1	5	Updated to the 8.0.4.0 release

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 & LOGIN

In this chapter, the following topics are covered:

- ▶ Overview of the TeacherVUE software
- ▶ How to logon to the TeacherVUE software

OVERVIEW OF THE TeacherVUE SOFTWARE

The TeacherVUE software, frequently abbreviated TVUE OR 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 just so, 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 view and edit attendance and grades in the TeacherVUE-related screens. Additional information regarding student discipline, tests, and health may also be reviewed from the TeacherVUE software.

The companion manual to the User Guide, *Synergy SIS – TeacherVUE Administrator Guide*, illustrates how to setup and configure the TeacherVUE software. The unique security options available for TeacherVUE are also outlined in that guide.

ACCESSING THE TeacherVUE SOFTWARE

To access the **TeacherVUE** software:

1. Log into the Synergy SIS system using a username and password configured for the TeacherVUE software.



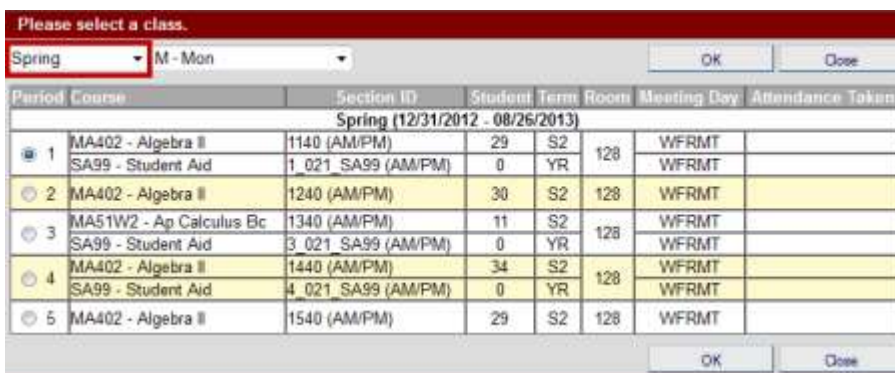
Please enter your login name and password below to access the application.

Login Name

Password

Figure 1.1 – Synergy SIS Log In Page

2. A red highlighted box then appears in the middle of the screen. Select the correct semester from the drop-down list at the top of the screen.



Please select a class.

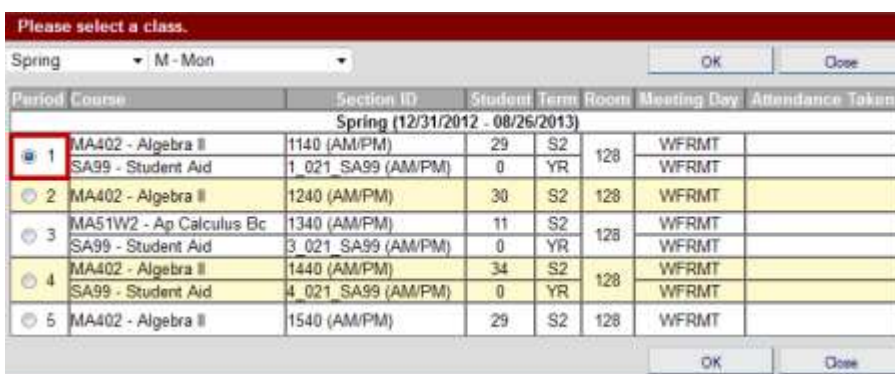
Spring M - Mon OK Close

Period	Course	Section ID	Student	Term	Room	Meeting Day	Attendance Taken
Spring (12/31/2012 - 08/26/2013)							
1	MA402 - Algebra II	1140 (AM/PM)	29	S2	128	WFRMT	
	SA99 - Student Aid	1 021 SA99 (AM/PM)	0	YR		WFRMT	
2	MA402 - Algebra II	1240 (AM/PM)	30	S2	128	WFRMT	
3	MA51W2 - Ap Calculus Bc	1340 (AM/PM)	11	S2	128	WFRMT	
	SA99 - Student Aid	3 021 SA99 (AM/PM)	0	YR		WFRMT	
4	MA402 - Algebra II	1440 (AM/PM)	34	S2	128	WFRMT	
	SA99 - Student Aid	4 021 SA99 (AM/PM)	0	YR		WFRMT	
5	MA402 - Algebra II	1540 (AM/PM)	29	S2	128	WFRMT	

OK Close

Figure 1.2 – Class Selection screen, Confirm Semester

3. Select the class to be graded or for which attendance is to be recorded by clicking the radio button in the **Period** column.



Please select a class.

Spring M - Mon OK Close

Period	Course	Section ID	Student	Term	Room	Meeting Day	Attendance Taken
Spring (12/31/2012 - 08/26/2013)							
1	MA402 - Algebra II	1140 (AM/PM)	29	S2	128	WFRMT	
	SA99 - Student Aid	1 021 SA99 (AM/PM)	0	YR		WFRMT	
2	MA402 - Algebra II	1240 (AM/PM)	30	S2	128	WFRMT	
3	MA51W2 - Ap Calculus Bc	1340 (AM/PM)	11	S2	128	WFRMT	
	SA99 - Student Aid	3 021 SA99 (AM/PM)	0	YR		WFRMT	
4	MA402 - Algebra II	1440 (AM/PM)	34	S2	128	WFRMT	
	SA99 - Student Aid	4 021 SA99 (AM/PM)	0	YR		WFRMT	
5	MA402 - Algebra II	1540 (AM/PM)	29	S2	128	WFRMT	

OK Close

Figure 1.3 – Please Select a Class Screen, Select a Period

- Click **OK**. If students were added or dropped from the section, the **Acknowledge Adds and Drops** screen pops-up. To add the new student(s) to the seating chart, check the box **Add to Chart**. This is automatically checked by default.

Add Date	Add To Chart	Student Name	Class	Student ID	Grade	Gender
09/14/2009	<input checked="" type="checkbox"/>	Abdulbari, Kathy	0123 - 1/2/3 Multi-Age	135578	02	Female

Figure 1.4 – Acknowledge Adds and Drops Screen

- Click **OK** to acknowledge the student changes. If announcements have been entered in Synergy SIS, the Announcements screen pops-up.

Urgency	Organization Name	Announcement
[flag icon]	Edupoint School District	Because we have been experiencing power outages in the afternoon, please limit your use of "power hungry" equipment and devices during afternoon peak periods.

Figure 1.5 – Announcements Screen

- Click **OK** to close the announcements. The main screen of the TeacherVUE software is displayed.

Figure 1.6 – Main Screen, TeacherVUE

DUAL LOG ON

If the teacher's logon is configured to access the normal Synergy SIS interface as well as the TeacherVUE software, the teacher can switch between the TeacherVUE software and the Synergy SIS interface at the click of a button. To access Synergy SIS from the TeacherVUE:

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



Figure 1.7 – Synergy SIS Button

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

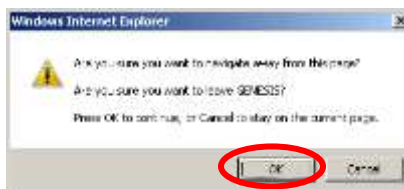


Figure 1.8 – Leaving TeacherVUE Screen Warning Message

3. The Synergy SIS screen appears.



Figure 1.9 – Synergy SIS Screen

To return to the TeacherVUE screen from the main Synergy SIS screen:

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



Figure 1.10 – TVUE Button

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



Figure 1.11 – Leaving Synergy SIS Screen Warning Message

3. Select the desired class to view using the radio buttons in the **Period** column.

Please select a class.

Spring ▼ M - Mon ▼ OK Close

Period	Course	Section ID	Student	Term	Room	Meeting Day	Attendance Taken
Spring (12/31/2012 - 08/26/2013)							
<input checked="" type="radio"/> 1	MA402 - Algebra II	1140 (AM/PM)	29	S2	128	WFRMT	
	SA99 - Student Aid	1 021 SA99 (AM/PM)	0	YR	128	WFRMT	
<input type="radio"/> 2	MA402 - Algebra II	1240 (AM/PM)	30	S2	128	WFRMT	
<input type="radio"/> 3	MA51W2 - Ap Calculus Bc	1340 (AM/PM)	11	S2	128	WFRMT	
	SA99 - Student Aid	3 021 SA99 (AM/PM)	0	YR	128	WFRMT	
<input type="radio"/> 4	MA402 - Algebra II	1440 (AM/PM)	34	S2	128	WFRMT	
	SA99 - Student Aid	4 021 SA99 (AM/PM)	0	YR	128	WFRMT	
<input type="radio"/> 5	MA402 - Algebra II	1540 (AM/PM)	29	S2	128	WFRMT	

OK Close

Figure 1.12 – Please select a class

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



Figure 1.13 – Main Screen, TeacherVUE

When a user with a dual logon signs into Synergy SIS, it can be set to first open TeacherVUE or first open Synergy SIS. By default, it will first open TeacherVUE. Each user can specify their first application to open by:

1. Go to **User Password and Preferences**, found under Synergy SIS > User Preferences.

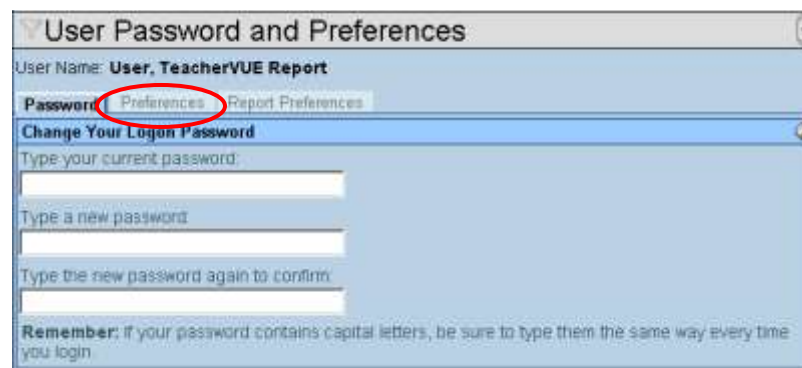


Figure 1.14 – User Password and Preferences Screen

2. Click on the **Preferences** tab.



Figure 1.15 – Preferences Tab, User Password, and Preferences Screen

3. Under the **Preferred Application to Log Into**, select **Synergy SIS**, **Synergy TeacherVUE**, or **Last Application**.
4. If Last Application is selected, the user will be sent to the application they used last before logging off. The last application is indicated in the **Last Log In Page** box.
5. Click the **Save** button at the top of the screen.

CHANGING CLASSES

In the TeacherVUE software, only one class' attendance and grades is displayed. To switch to another section to view its attendance and grades:

1. Return to the main TeacherVUE screen, the Seating Chart, and click the **Change Class** icon.



Figure 1.16 – Seating Chart Screen

2. A red highlighted box appears in the middle of the screen. Select the correct semester from the drop-down list at the top of the screen.

Period	Course	Section ID	Student Term	Rooms	Meeting Day	Attendance Taken
Spring (12/31/2012 - 08/26/2013)						
1	MA402 - Algebra II	1140 (AM/PM)	29	S2	128	WFRMT
	SA99 - Student Aid	1 021 SA99 (AM/PM)	0	YR		WFRMT
2	MA402 - Algebra II	1240 (AM/PM)	30	S2	128	WFRMT
3	MA51W2 - Ap Calculus Bc	1340 (AM/PM)	11	S2	128	WFRMT
	SA99 - Student Aid	3 021 SA99 (AM/PM)	0	YR		WFRMT
4	MA402 - Algebra II	1440 (AM/PM)	34	S2	128	WFRMT
	SA99 - Student Aid	4 021 SA99 (AM/PM)	0	YR		WFRMT
5	MA402 - Algebra II	1540 (AM/PM)	29	S2	128	WFRMT

Figure 1.17 – Class Selection screen, Confirm Semester

3. Select the class to be graded or for which attendance is to be recorded by clicking the radio button in the **Period** column.

Period	Course	Section ID	Student Term	Rooms	Meeting Day	Attendance Taken
Spring (12/31/2012 - 08/26/2013)						
1	MA402 - Algebra II	1140 (AM/PM)	29	S2	128	WFRMT
	SA99 - Student Aid	1 021 SA99 (AM/PM)	0	YR		WFRMT
2	MA402 - Algebra II	1240 (AM/PM)	30	S2	128	WFRMT
3	MA51W2 - Ap Calculus Bc	1340 (AM/PM)	11	S2	128	WFRMT
	SA99 - Student Aid	3 021 SA99 (AM/PM)	0	YR		WFRMT
4	MA402 - Algebra II	1440 (AM/PM)	34	S2	128	WFRMT
	SA99 - Student Aid	4 021 SA99 (AM/PM)	0	YR		WFRMT
5	MA402 - Algebra II	1540 (AM/PM)	29	S2	128	WFRMT

Figure 1.18 – Please Select a Class Screen, Select a Period

4. Click **OK**. The main screen of the TeacherVUE software is displayed for the newly selected class.

Note: If the teacher has classes at more than one school, the selection screen requires the teacher select the school before selecting the term and/or day.



Please select a class.

Grant Elementary Select a term... OK Close

Select an Organization...

Adams Elementary

Grant Elementary

		Section ID	Student	Term	Room	Attendance Taken
Trimester 1 (08/28/2012 - 10/29/2012)						
<input checked="" type="radio"/> 1	0200 - 2nd Grade	0034 (AM/PM)	25	YR	D5	
Trimester 2 (10/30/2012 - 03/01/2013)						
<input type="radio"/> 1	0200 - 2nd Grade	0034 (AM/PM)	25	YR	D5	
Trimester 3 (03/04/2013 - 05/31/2013)						
<input type="radio"/> 1	0200 - 2nd Grade	0034 (AM/PM)	25	YR	D5	

OK Close

GO TO CURRENT CLASS

To view the current class:

1. Return to the main TeacherVUE screen, the Seating Chart, and click the **Go to Current Class** icon.



Figure 1.19 – Seating Chart Screen

2. The main screen of the TeacherVUE software is displayed for the class currently in session for the teacher logged into the software.

Chapter Two: SEATING CHART

In this chapter, the following topics are covered:

- ▶ Viewing the student seating chart
- ▶ Customizing the student seating chart
- ▶ Changing a password

VIEWING THE SEATING CHART

After selecting a class to view, the information for that class loads into the main screen. This is called the Seating Chart screen. Information within the Seating Chart screen appears within two sections. The right side of the screen shows the pictures of the students arranged in rows and columns in the **Seating Chart** section. The **Class Info** section appears on the left side of the screen and shows the basic data regarding the course.



Figure 2.1 – Seating Chart Screen

The **Seating Chart** section can show the student's name, student ID number, gender, grade, and course name as well as the student's picture.



Figure 2.2 – Seating Chart by Alphabet



Note: To view more information about a student, click on the student's picture. A menu of options appears. These options are discussed in another section of this chapter.

The **Class Info** section lists information about the section, such as teacher of the section, room number, and period number. There are also additional tabs that contain further information about the course: Details, Preferences, and Students.

Teacher	Room	Period
Becker A. Allison	101	3

Section	Course	Student
00014587	Geometry	26

Student Tallies	Count
Total	26
Present Today	26
Absent Today	0
Tardy Today	1

Figure 2.3 – Class Info Section

DETAILS

Details regarding a particular class can be found under the Class Info section. These details include the current term, section ID, course name and number of students enrolled.

Section	Course	Student
00014587	Geometry	26

Figure 2.4 – Details Tab

Underneath the Section information, the status of the day's attendance is displayed. If at a daily attendance school that takes attendance twice a day, the status of both the AM and PM attendance is displayed.

Section	Course	Student
1077	Am Govt	27
Attendance not taken for today (AM)		
Attendance not taken for today (PM)		

Figure 2.5 – Attendance Not Taken

Section	Course	Student
1077	Am Govt	27
Attendance taken for today (AM)		
Attendance taken for today (PM)		

Figure 2.6 – Attendance Taken

If at a daily attendance school that only takes attendance once a day, or at a period attendance school, only one status line appears.

Section	Course	Student
1756	Biology	28
Attendance not taken for today		

Figure 2.7 – Attendance Not Taken

Section	Course	Student
1077	Am Govt	27
Attendance taken for today		

Figure 2.8 – Attendance Taken

If **Lunch Counts** are enabled, the status of the lunch counts is displayed beneath the Section information. Lunch counts are only available for the students' homerooms, and they must be enabled as outlined in the *Synergy SIS – TeacherVUE Administrator Guide*.


Section	Course	Student
1077	Am Govt	27
 Lunch counts not taken for today		

Figure 2.9 – Lunch Counts Not Taken


Section	Course	Student
1077	Am Govt	27
 Lunch counts taken for today		

Figure 2.10 – Lunch Counts Taken

The **Student Tallies** information is related to the attendance within that course. It presents information regarding the number of students present, absent, and tardy.

Student Tallies	Count
Total	27
Present Today	27
Absent Today	0
Tardy Today	0

Figure 2.11 – Details Tab, Student Tallies

If logged into TeacherVUE on a non-school day, the details of the students present or absent are not shown. Instead, N/A is displayed in red to indicate that the day is not a valid school day, and no attendance or lunch count status is displayed.

Student Tallies	Count
Total	27
Present Today	N/A*
Absent Today	N/A*
Tardy Today	N/A*
* Today is not a valid school day	

Figure 2.12 – Student Tallies, Non-School Day

The **Seating Charts** screen can be sorted in a number of ways. The default-seating chart is set to sort students in alphabetical order by the student's last name. To create a new seating chart with a different sort order:

1. Click the **Edit Seating Charts** button.



Figure 2.13 – Edit Seating Charts

2. Click the **Add** button.

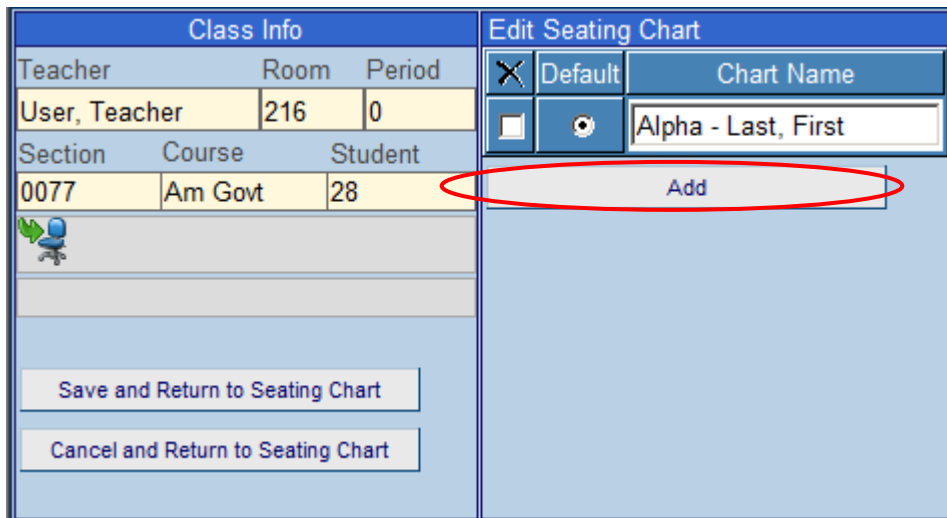


Figure 2.14 – Edit Seating Chart, Add Button

3. A new sorting option appears at the bottom of the list. Enter a name for the new chart in the **Chart Name** column, and select the sort order to be used in the **Type** drop-down list. The sorting options are **Alpha** to sort by alphabetically by student's last name, **Random** to sort students randomly, **Empty** to create an empty seating chart that the teacher can sort manually, or **Freeform** to create a seating chart where the teacher can arrange the chart based on their room configuration.

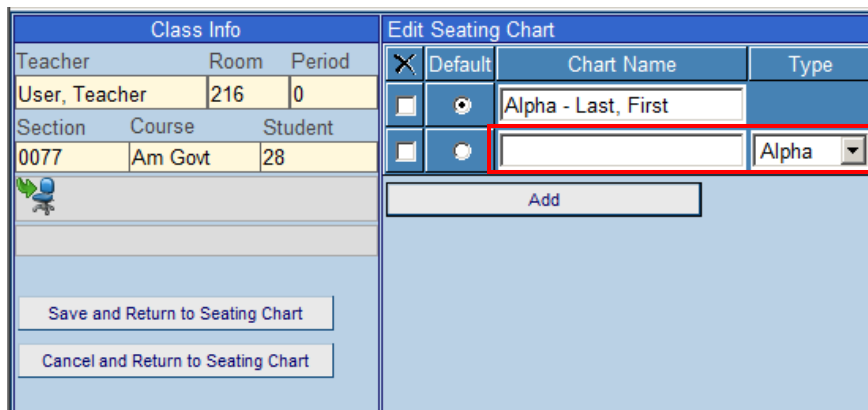


Figure 2.15 – Entering a New Seating Chart

4. To select which seating chart is set as the default-seating chart, click in the radio button in the **Default** column.
5. To delete a seating chart, check the box in the **X** column.

6. To save the changes, click the **Save and Return to Seating Chart** button. To cancel the changes, click the **Cancel and Return to Seating Chart** button.

Figure 2.16 – Save and Return to Seating Chart

7. To switch between seating charts when more than one is available, select the chart to view from the **Seating Charts** drop-down list.

Figure 2.17 – Seating Chart Screen

PREFERENCES

The Preferences tab of the Class Info Section allows the instructor to customize the information displayed in the Seating Chart. The instructor can also change their password here. To access the preferences, click on the Preferences tab.

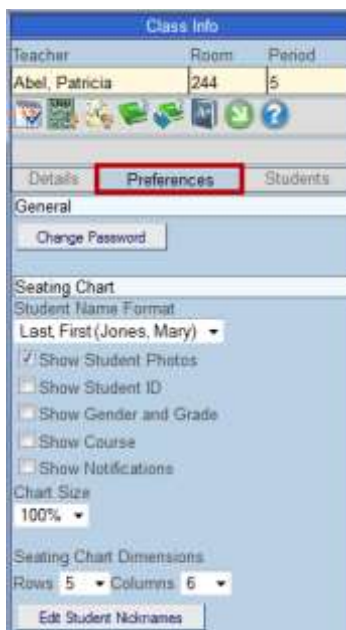


Figure 2.18 – Preferences Tab

When first assigned to the Synergy SIS system, an instructor is given a generic password specific to that district. The password should be changed immediately in order to ensure a teacher's account security. To change the password:

1. On the Preferences tab, click the **Change Password** button.

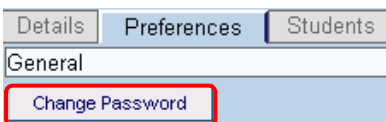


Figure 2.19 – Change Password Button

2. Enter the **Current Password**, and then enter the new password in the **New Password** and **Confirm New Password** boxes.

A screenshot of the 'Change Password' screen. It features a yellow padlock icon with a green checkmark. Below the icon, the title 'Change Password' is displayed. There are three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 2.20 – Change Password Screen

3. Click the **Save** button to change the password.

The information about the student that appears under each student's picture in the Seating Chart can be customized on the Preferences tab.

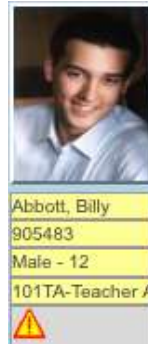


Figure 2.21 – Student Photo with Student Information



Tip: Occasionally, a student's entire name will not fit in the field below their photo. To see their whole name, hover the cursor over their name field.

To customize the information:

1. The format of the students' names can be selected from the **Student Name Format** drop-down list. Names be displayed as **Last, First** (Jones, Mary), **First Last** (Mary Jones), **Last F.** (Jones M.), **First L.** (Mary J.), **First Name** (Mary), **Last Name** (Jones), or **Nickname**.



Figure 2.22 – Seating Chart Options

2. Check the boxes to display the **Student Photos**, **Student ID**, **Gender and Grade**, **Course**, and/or **Notifications**. Notifications are small icons indicating a special condition for the student, like an allergy or custody issue.

The size of the Seating Chart or the number of seats showing within the Seating Chart can be altered as well using the **Chart Size** and **Seating Chart Dimension** functions.

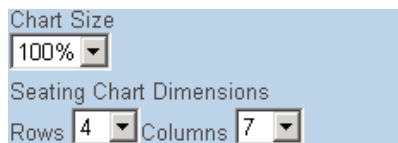


Figure 2.23 – Preferences Tab, Chart Size and Seating Chart Dimensions

1. The **Chart Size** can be set from 50% to 200% in 25% increments. The percentages increase or decrease the size of the student photos and student information displayed in the seating chart.
2. The number of **Rows** and **Columns** displayed in the seating chart can be set to Rows from 1 to 59 and Columns from 1 to 40. The numbers chosen should closely match the seating arrangement of the classroom.



Note: Be sure to set the Seating Chart Dimensions so that there are enough spaces to show all the seats in the room. An example would be a class of 23 students. If the Seating Chart Dimensions are only set to four rows with five columns, this gives only a total of 20 seats. Three students would not be shown in the main Seating Chart screen.

To edit the Student Nicknames:

1. Click **Edit Student Nicknames** on the Preferences tab. The Edit Student Nicknames screen appears.

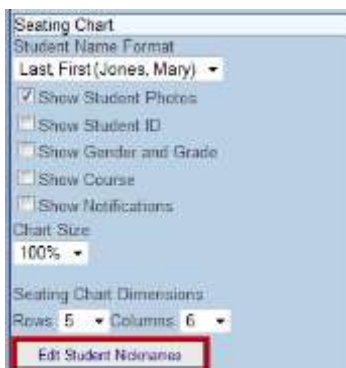


Figure 2.24 – Seating Chart Options

2. Enter the student's nickname in the Nickname column and click the Save and Return to Seating Chart button.

Class Info			Edit Student Nicknames				
Teacher	Room	Period	Type in the student nicknames and press the button 'Save and Return to Seating Chart'				
Becker A., Allison	101	3	Student Name	ID	Gender	Grade	Nickname
00014587	Geometry	26	Aaron, Harold	968257	Male	10	Harry
 			Abbott, Billy	905483	Male	12	Billy
			Acosta, John	150265	Male	11	John
			Adams, Larry	889314	Male	11	Larry
			Aguilar, Stephen	108367	Male	11	Steve
Save and Return to Seating Chart			Caddy, Virginia	889837	Female	11	Ginny
Cancel and Return to Seating Chart			Carlson, Aaron	885943	Male	11	
			Cook, Arthur	889799	Male	11	Artie
			Coombs, Rebecca	874033	Female	12	Becky
			Da Silva, Louis	164937	Male	11	Lou
			Daughtrey, Stephen	957025	Male	10	Steve
			David, Paul	887168	Male	12	

Figure 2.25 - Edit Student Nicknames screen

- On the Preferences tab, select the Nickname option from the **Student Name Format** drop-down field. The seating chart displays the students' nicknames.

Class Info

Teacher	Room	Period
Becker A., Allison	101	3

Details

Preferences

Students

General

Change Password

Seating Chart

Student Name Format

Nickname

▼

☒ Show Student Photos
 ☐ Show Student ID
 ☐ Show Gender and Grade
 ☐ Show Course
 ☐ Show Notifications

Chart Size

100%

▼

Seating Chart Dimensions

Rows

5

Columns

6

Edit Student Nicknames

Seating Chart - Random

Becky	Harry	(Keith)	Becca	Steve	Tine
Billy	Phil	Larry	(Aaron)	(Carl)	John
Ginny	(Brandon)	(Dennis)	Dan	Terry	(Mary)
(Sean)	Pam	(Kelly)	Stevie	Al	(Betty)
Lou	Artie				

Figure 2.26 - Seating Chart displaying nicknames

STUDENTS

The first time a class is opened in the TeacherVUE software, the Seating Chart is display as an empty classroom with gray boxes indicating each seat.

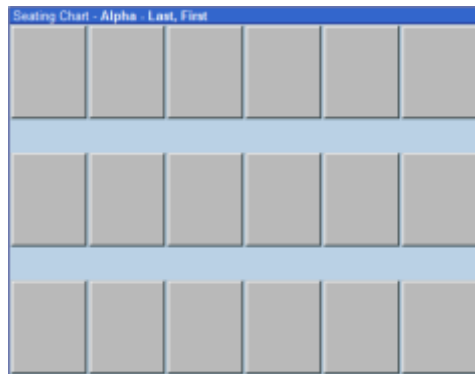


Figure 2.27 – Empty Seating Chart

As students are added to the class, they are **not** automatically added to the seating chart as well. Anytime there are students assigned to the class that have not been added to the seating chart, a message appears in red at the bottom of the Class Info section warning that there are student currently not in the chart.

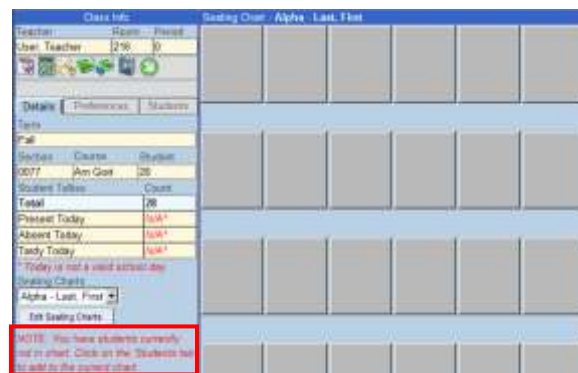


Figure 2.28 – Students Currently Not in Chart Message

To add students to the seating chart:

1. Click on the **Students tab** of the Class Info section.

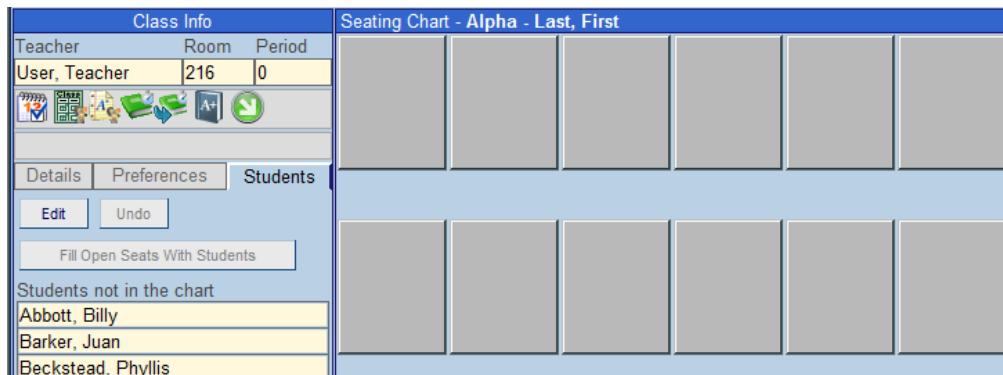


Figure 2.29 – Students Tab, Class Info Section

2. If the Seating Chart Dimensions are set with enough possible seats, then all of the students can be added to the Seating Chart screen. To add students to the Seating Chart screen, click the **Edit** button.

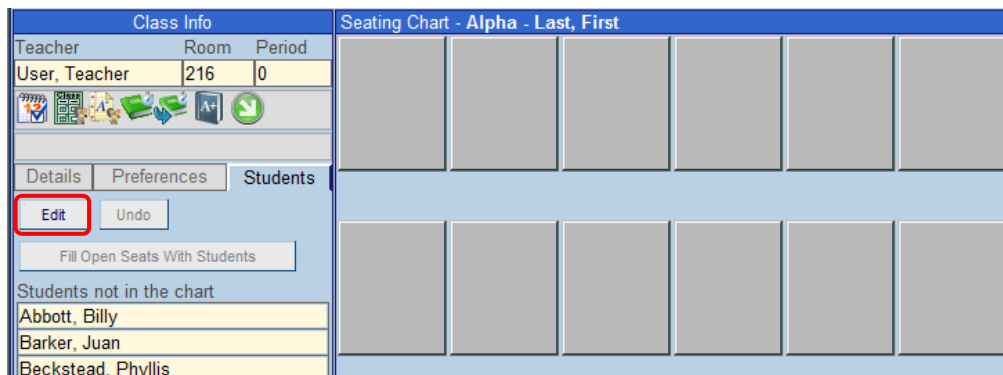


Figure 2.30 – Editing Students

3. To add the students to the seating chart automatically, click the **Fill Open Seats with Students** button.

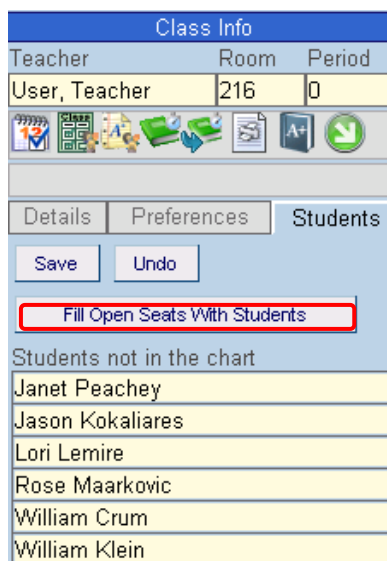


Figure 2.31 – Students Tab, Fill Open Seats with Students

4. **To add the students to the seating chart manually**, click on the student's name in the list of students under **Students not in the chart**, and drag the name to the boxes on the chart. As the name is dragged into the chart area, the name of the student appears in a box under the mouse cursor. Release the mouse when the student's name appears over the correct box.

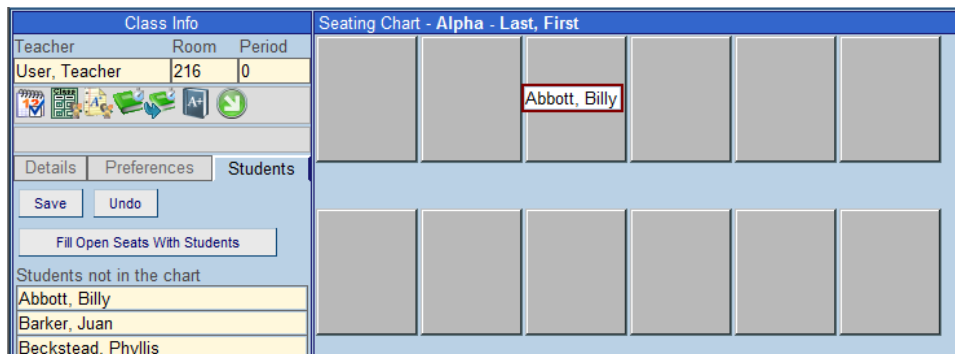


Figure 2.32 – Clicking and Dragging to Arrange the Chart

5. **To rearrange students already placed in the chart**, click on the student's picture and drag it to a new box. The existing student in the new box or empty location is swapped with the first location clicked. **Remember, to make any changes to the chart the Edit button must be clicked first.**
6. Click the **Save** button to save the changes to the seating chart, or click the **Undo** button to cancel the changes.

To create a freeform seating chart:

1. On the Details tab, click **Edit Seating Chart**. The **Edit Seating** chart screen displays.



Figure 2.33 - TeacherVUE seating chart

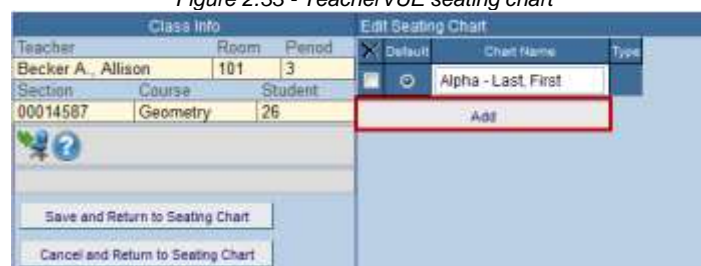


Figure 2.34 - Edit Seating Chart

2. Click the **Add** button. A new row displays.

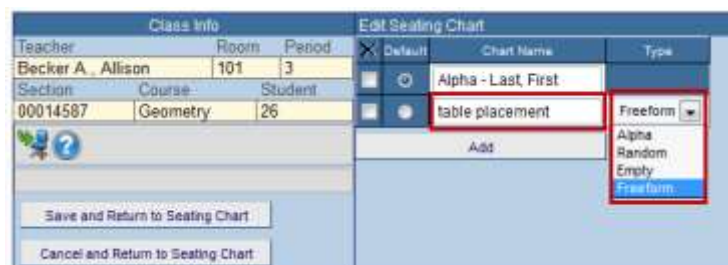


Figure 2.35 - Edit Seating Chart

3. Enter a **Chart Name**.
4. Select **Freeform** from the **Type** drop down list.
5. Click **Save and Return to Seating Chart**.

Figure 2.36 - TeacherVUE seating chart - Details tab

6. Select the freeform seating chart from the **Seating Charts** drop down list. The blank seating chart displays.

Figure 2.37 - Freeform seating chart - Students tab

7. Select the **Student** tab and click **Edit**. The seating chart is in edit mode.

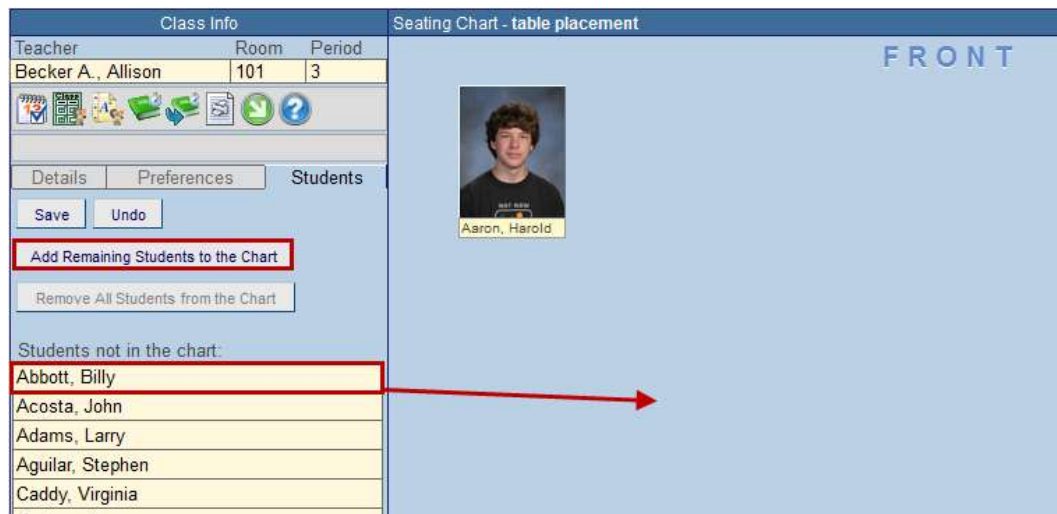


Figure 2.38 - Freeform seating chart - Students tab

8. Select a student's name from the list of **Students not in the chart** and drag it to the empty chart.

OR

Click the **Add Remaining Students to the Chart** to add all the students from the list to the chart.



Figure 2.39 - Freeform seating chart - Students tab

9. Arrange the students by dragging and dropping them in the desired location on the screen.
10. Click **Save**.

Changing the front of the classroom:

- On the Preferences tab, select the direction from the Front of the Classroom drop down list. The “Front” label is moved to the appropriate location on the screen.



Figure 2.40 – Preference tab, Front of the Classroom drop down list

Chapter Three:

VIEWING INDIVIDUAL STUDENT INFORMATION

In this chapter, the following topics are covered:

- ▶ Viewing additional student information from the seating chart
- ▶ Printing individual student reports
- ▶ Sending individual student messages

ADDITIONAL SEATING CHART INFORMATION

From the Seating Chart, additional information about a particular student can be accessed by clicking on the student's picture. This **Student Drop-Down Menu** can include information about the student's demographics, period attendance, daily attendance, health, discipline, ALC attendance, and grades. It can also link to the StudentVUE portal for the student, display the student's Grade Book information, and send an email to the student and parent. The options available are customized by each district. For instructions on how to customize the information available, please see the section on TeacherVUE User Groups in the *Synergy SIS – TeacherVUE Administrator Guide*.

To access additional student information through the seating chart:

1. Click on the picture of the student. A drop down menu of options appears.



Figure 3.1 – Student Information, List of Student Detail Options

2. Click on an option to view the information about the student. The student detail information opens in a new window.

DAILY ATTENDANCE

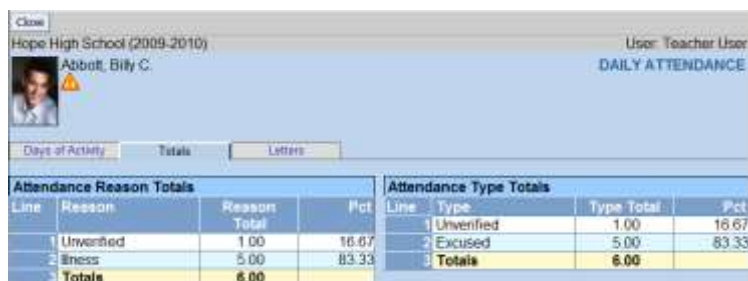
The Daily Attendance screen is generally only available in the list of options for schools taking daily attendance. This screen shows three tabs with information: Days of Activity, Totals, and Letters. The **Days of Activity** tab lists all days for which an absence was recorded for the student. Each absence is recorded with the date of the absences, the day of the week, the code for the absence type, and the amount of the absence. If absences are recorded twice a day, the first half of the day is recorded in the Reason 1 column and the second half of the day is recorded in the Reason 2 column.



Line	Date	Weekday	Reason 1	Abs Amt	Reason 2	Abs Amt
1	03/30/2010	Tuesday				
2	03/10/2010	Wednesday	Ill			
3	03/01/2010	Monday	Unv			
4	02/03/2010	Wednesday				
5	02/01/2010	Monday	Ill			
6	01/27/2010	Wednesday				
7	10/07/2009	Wednesday				
8	10/06/2009	Tuesday				
9	10/05/2009	Monday	Ill			
10	10/02/2009	Friday	Ill			

Figure 3.2 – Days of Activity Tab, Daily Attendance Screen

The **Totals** tab shows the total number of absences recorded for the student by reason and by type of absence reason. It also shows the percentage of each.



Line	Reason	Reason Total	Pct
1	Unverified	1.00	16.67
2	Illness	5.00	83.33
3	Totals	6.00	

Line	Type	Type Total	Pct
1	Unverified	1.00	16.67
2	Excused	5.00	83.33
3	Totals	6.00	

Figure 3.3 – Totals Tab, Daily Attendance Screen

The **Letters** tab lists all attendance letters that were generated for the student. For each letter, the type of letter is listed in the Letter Name column, the number of absence needed to reach the threshold for generating the letter is listed in the Threshold Achieved column, and the date on which the threshold was met is shown in the Date Achieved column.



Line	Letter Name	Threshold Achieved	Date Achieved
1	Absence	1	03/31/2010

Figure 3.4 – Letters Tab, Daily Attendance Screen

PERIOD ATTENDANCE

The Period Attendance screen is generally only available in the list of options for schools taking period attendance. This screen shows three tabs with information: Days of Activity, Totals, and Letters. The **Days of Activity** tab lists all days for which an absence was recorded for the student. Each absence is recorded with the date of the absences, the absence code for each period, and the absence code for the entire day. An N/S in the period indicates the student was not scheduled for a class during the period.

Days of Activity												
Line	Date	All Day Code	Bell Period									
			0	1	2	3	4	5	6	7	8	9
1	03/30/2010								Act	N/S	N/S	N/S
2	03/10/2010	III	III	III	III	III				N/S	N/S	N/S
3	03/01/2010	Unv	Unv	Unv	Unv	Tdy	Tdy	Tdy		N/S	N/S	N/S
4	02/03/2010		Tdy	Tdy	Tdy	Tdy				N/S	N/S	N/S
5	02/01/2010	III	III	III	III	III	III	III	III	N/S	N/S	N/S
6	01/27/2010		Oth	Oth	Tdy					N/S	N/S	N/S
7	10/07/2009									N/S	N/S	N/S
8	10/06/2009									N/S	N/S	N/S
9	10/05/2009	III	III	III	III	III	III		III	N/S	N/S	N/S
10	10/02/2009	III	III	III	III	III	III		III	N/S	N/S	N/S

Figure 3.5 – Period Attendance Screen, Days of Activity Tab

The **Totals tab** shows the total number of absences recorded for the student by reason and by type of absence reason for each bell period as well as overall.

Close

Hope High School (2009-2010) User: Teacher User

Abbott, Billy C.  **PERIOD ATTENDANCE**

Days of Activity Totals Letters

Attendance Reason Totals

Line	Attendance Reason	Bell Period										Total
		0	1	2	3	4	5	6	7	8	9	
1	Unverified	2	2	2	1	1	1	1				10
2	Present/Positive								7	7	7	21
3	Tardy	1	1	2	2	1	1					8
4	Activity							1				1
5	Illness	6	6	6	6	5	2	5				36
6	Other	1	1									2
7	Totals	10	10	10	9	7	4	7	7	7	7	78

Attendance Reason Type Totals


Line	Attendance Type	Bell Period										Total
		0	1	2	3	4	5	6	7	8	9	
1	Unverified	2	2	2	1	1	1	1				10
2	Excused Tardy	1	1	2	2	1	1					8
3	Excused	7	7	6	6	5	2	5				38
4	School Activity							1				1
5	Positive								7	7	7	21
6	Totals	10	10	10	9	7	4	7	7	7	7	78

Figure 3.6 – Period Attendance Screen, Totals tab

The **Letters tab** lists all attendance letters that were generated for the student. For each letter, the type of letter is listed in the Letter Name column, the number of absence needed to reach the threshold for generating the letter is listed in the Threshold Achieved column, and the date on which the threshold was met is shown in the Date Achieved column.

Close

Hope High School (2009-2010) User: Teacher User

Abbott, Billy C.  **PERIOD ATTENDANCE**

Days of Activity Totals Letters

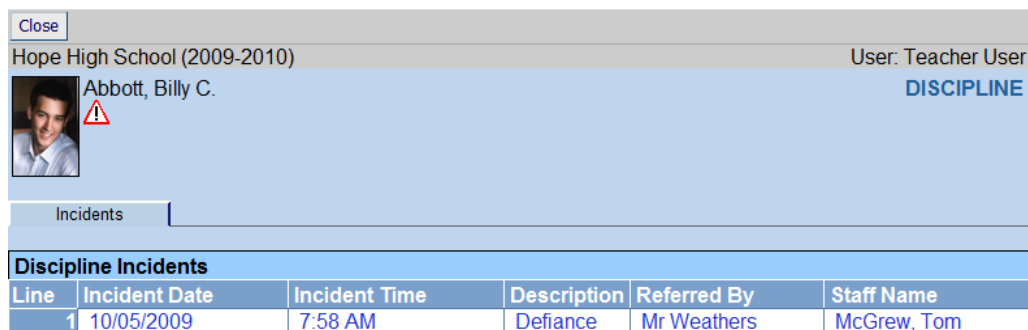
Attendance Letters

Line	Letter Name	Threshold Achieved	Date Achieved
1	Absence	1	03/31/2010

Figure 3.7 – Period Attendance Screen, Letters Tab


DISCIPLINE

The Discipline screen, used by schools using the Discipline module instead of the Discipline Incident module, lists the student's discipline records. The time and date of the incident is provided as well as a description of the incident and person who referred the student for discipline issues.



Close

Hope High School (2009-2010) User: Teacher User

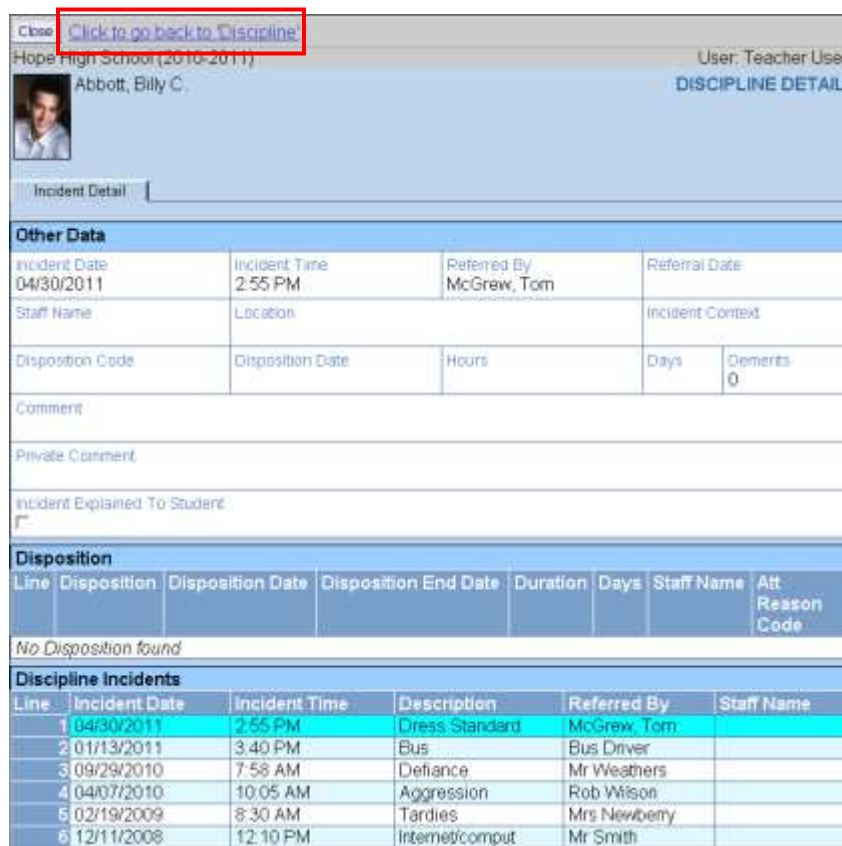
Abbott, Billy C.  [DISCIPLINE](#)

Incidents

Discipline Incidents					
Line	Incident Date	Incident Time	Description	Referred By	Staff Name
1	10/05/2009	7:58 AM	Defiance	Mr Weathers	McGrew, Tom

Figure 3.8—Discipline Screen

Clicking on any of the blue underlined details of a discipline incident brings up the details of the incident.



Close [Click to go back to Discipline](#)

Hope High School (2010-2011) User: Teacher User

Abbott, Billy C. [DISCIPLINE DETAIL](#)

Incident Detail

Other Data					
Incident Date	Incident Time	Referred By	Referral Date		
04/30/2011	2:55 PM	McGrew, Tom			
Staff Name	Location			Incident Context	
Disposition Code	Disposition Date	Hours	Days	Demerits	
				0	
Comment					
Private Comment					
Incident Explained To Student					
<input type="checkbox"/>					

Disposition							
Line	Disposition	Disposition Date	Disposition End Date	Duration	Days	Staff Name	Att Reason Code
No Disposition found							

Discipline Incidents					
Line	Incident Date	Incident Time	Description	Referred By	Staff Name
1	04/30/2011	2:55 PM	Dress Standard	McGrew, Tom	
2	01/13/2011	3:40 PM	Bus	Bus Driver	
3	09/29/2010	7:58 AM	Defiance	Mr Weathers	
4	04/07/2010	10:05 AM	Aggression	Rob Wilson	
5	02/19/2009	8:30 AM	Tardies	Mrs Newberry	
6	12/11/2008	12:10 PM	Internet/comput	Mr Smith	

Figure 3.9 – Discipline Detail

To return to the main Discipline screen, click on the link at the top of the screen.

DISCIPLINE INCIDENT

The Discipline Incident screen, used by schools using the Discipline Incident module instead of the Discipline module, lists all of the discipline incidents in which the student was involved. For each incident, it displays the date and time of the incident, the role the student played in the incident such as offender or victim, a brief description of the incident, who referred the student, and the staff member that managed the incident.

Close

Hope High School (2009-2010) User: Teacher User

Abbott, Billy C.  **DISCIPLINE INCIDENT**

Incidents

Line	Incident Date	Incident Time	Incident Role	Description	Referred By	Entered By
1	03/05/2010	8:00 PM	Offender	Fight after the football game at Hope HS.	Jones, Mike	McGrew, Tom

Figure 3.10 – Discipline Incident Screen

Clicking on any of the blue underlined details of a discipline incident brings up the details of the incident.

Close [Click to go back to Discipline Incident](#)

Hope High School (2009-2010) User: Teacher User

Abbott, Billy C. **DISCIPLINE INCIDENT DETAIL**

Incident Detail

Other Data				
Incident Role Offender	Incident Date 03/05/2011	Incident Time 7:15 PM	Referred By Jones, David	Referral Date 03/10/2011
Staff Name Wilson, Rob	Incident Contact Code Outside School Hrs, Non-sch Sp	Incident Contact Comment		
Description	Disposition Date	Hours 0	Days 3.00	Demerits 0
Incident Comment				
Student Incident Comment				
Exposed To Student <input type="checkbox"/>	Injuries Sustained <input type="checkbox"/>	Serious Bodily Injury <input type="checkbox"/>	Injury Description	

Violations			
Line 1	Violation Number 2	Violation Aggression > Fighting	Notify Law Enforcement <input checked="" type="checkbox"/>

Dispositions								
Line	Disposition Number	Description	Disposition Date	Start Date	End Date	Hours	Staff Name	Attendance Reason Code
1	3	Disciplinary Hearing	05/15/2011	03/11/2011	03/15/2011		User, Teacher	

Discipline Incidents						
Line	Incident Date	Incident Time	Incident Role	Description	Referred By	Entered By
No Discipline Incidents found						

Figure 3.11 – Discipline Incident Detail


To return to the main Discipline Incident screen, click on the link at the top of the screen.

HEALTH

The Health screen shows two types of information. The **Nurse Visits** tab lists information about each time a student has visited the school nurse, including the date and time of the visit, the code assigned to the type of visit, and who referred the student to the nurse.

Close

Hope High School (2008-2009) User: Teacher User

Abbott, Billy C.  [HEALTH](#)

Nurse Visits [Conditions](#)

Nurse Visits					
Line	Date	Time		Health Code	Referred By
		In	Out		
1	12/15/2008	8:15 AM	8:45 AM	Nursing Assessment/Treatment/Illness	self

Figure 3.12 – Health Screen, Nurse Visits Tab

Clicking on any of the blue underlined details of a nurse visit brings up the details of the visit.

Close [Click to go back to Health](#)

Hope High School (2010-2011) User: Teacher User

Abbott, Billy C. [HEALTH DETAIL](#)

Nurse Visit Detail

Other Data		
Health Code	Time In	Time Out
Nursing Assessment/Treatment/Illness	8:15 AM	8:45 AM
Staff Name	Referred By	Follow Up
Vesta, Cindy	self	11/01/2010
Parent Contact Attempted	Parent Contact Made	
Subjective/Objective		
Student complained of stomach pains.		
Assessment/Plan		
Provided place for student to lay down; after 20 minutes, student felt better and returned to class.		

Incident Codes	
Line	Clinical Code
1	00100-Nursing Assessment/Treatment/Illness

Nurse Visits					
Line	Date	Time		Health Code	Referred By
		In	Out		
1	01/19/2011	8:15 AM	9:15 AM	Asthma	self
2	10/01/2010	8:15 AM	8:45 AM	Nursing Assessment/Treatment/Illness	self

Figure 3.13 – Health Detail

To return to the main Health screen, click on the link at the top of the screen.

The **Conditions** tab lists all medical alerts and health conditions for the student, including the start and end date for the condition, the code assigned to the condition, and a description of the condition is usually included in the Comments field.

Close

Hope High School (2008-2009) User: Teacher User

Abbott, Billy C. **HEALTH**

Nurse Visits Conditions

Health Conditions				
Line	Start Date	End Date	Condition Code	Comment
1	08/22/2005		Medical Alert	ASTHMA
2	08/17/2005		Medical Alert	ADHD
3			Medical Alert	OCCASIONAL ASTHMA, SCOLIOSIS, ADHD

Figure 3.14 – Health Screen, Conditions Tab

REQUEST FOR ASSISTANCE

If the district uses the special education software Synergy SE, the companion product to Synergy SIS, the Special Ed Referral screen can give teachers the ability to refer a student for Special Education evaluation & determination of eligibility directly from TeacherVUE.

The teacher fills out the form, indicating the **Comment Teacher** and **Reason For Referral**, and then saves the form. The teacher can also highlight the areas in which the student is having problems in the **Reading, Written, Spelling, Math, Content Area, Communication, Behavior, and Motor Skills** boxes. They can also describe what interventions they have tried in the **Intervention** box. The **Save** button is located at the top of the form.

Save Close

Adams Elementary (2012-2013) User: Natalie Carroll

No Photo Charley, Jacqueline C. REQUEST FOR ASSISTANCE

Referral

Other Data

Submit completed document for review Status
Submit ▼ Open

Comment Reviewer

Comment Teacher

Reason For Referral

Motor Skills

Intervention

Figure 3.15 – Request for Assistance screen

Once the form is saved, the data will be entered into the GENAZ 01 Referral Document in Synergy SE. The special ed team can then edit the information as necessary.

STUDENT

The **Student** screen includes several tabs for information about the student's Demographics, Parent/Guardian, Emergency, Classes, Documents, and Access. The **Demographics** tab includes both the student's basic demographic information such as the student's address, homeroom, counselor, and home language, as well as a list of all phone numbers associated with the student.

Close

Hope High School (2009-2010) User: Teacher User

Abbott, Billy C. STUDENT

Demographics Parent/Guardian Emergency Classes Documents Access

Student Information

Student Name	Billy C. Abbott	Birth Date	05/13/1992	Gender	Male	Grade	12	Assigned Special Needs	Hispanic
Last Name (exactly)	Abbott	Home Language	Spanish	Home Room	Teacher User	Counselor Name	Jos Diaz	Home Address	1953 S Val Vista Dr Mesa, AZ 85234
First Name (exactly)	Billy	Home Address	1953 S Val Vista Dr Mesa, AZ 85234	Phone Numbers					

Phone Numbers

Relationship	Name	Phone Number	Phone Type	Comments
Self	Abbott, Billy C.	480-555-1214	Home	
Mother	Aaron, Kathleen	480-555-1214	Home	Has Custody, Lives With
		480-555-3456	Cell	Has Custody, Lives With
Father	Aaron, Phillip	480-555-6767	Cell	Lives With
		602-333-4874	Work	Lives With
		480-555-1214	Home	Lives With
Friend	Darryl King	480-555-1962	Home	
Relative	Lauretta Jones	480-555-1545	Home	
Doctor	Mesa Peds	948-555-0831	Office	

Figure 3.16 – Student Profile, Demographics Tab

On the **Parent/Guardian** tab, names and phone numbers for all parents and guardians for the student are listed in the Parent/Guardian section. Any siblings enrolled within the school or district are listed in the Siblings section.

Close

Hope High School (2009-2010) User: Teacher User

Abbott, Billy C. STUDENT

Demographics Parent/Guardian Emergency Classes Documents Access

Parent / Guardians

Line	Relation	Parent Name	Phone	Lives With	Has Custody	Ed. Rights	Mailings Allowed
1	Mother	Aaron, Kathleen	480-555-1214	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Father	Aaron, Phillip	480-555-6767	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Siblings

Line	Student Name	Gender	Street Address	City	Grade	School
1	Aaron, Ian	Male	1953 S Val Vista Dr	Mesa	04	Adams Elementary
2	Aaron, Susan	Female	1953 S Val Vista Dr	Mesa	K	Adams Elementary
3	Aaron, Theresa	Female	1953 S Val Vista Dr	Mesa	01	Adams Elementary

Figure 3.17 – Student Profile, Parent/Guardian Tab




Note: If the option is selected during setup, deceased parents of the student may also be listed on this tab.

On the **Emergency tab**, names and phone numbers for the people to contact in case of an emergency with the student are listed within the Emergency Contacts section. Any doctor information is found within the Physician Information section.

Close

Hope High School (2009-2010) User: Teacher User

Abbott, Billy C. **STUDENT**



Demographics Parent/Guardian **Emergency** Classes Documents Access

Emergency Contacts

Line	Name	Relationship	Home		Work		Other		
			Phone	Extn	Phone	Extn	Type	Phone	Extn
1	Lauretta Jones	Relative	480-555-1545						
2	Darryl King	Friend	480-555-1962						

Physician Information

Physician Name Mesa Peds	Phone 949-555-0831
-----------------------------	-----------------------

Comment
Billy's doctor likes to see him at his Mesa office.


Figure 3.18 – Student Profile, Emergency Tab

The sections in which the student is enrolled for the current term are listed on the **Classes** tab.

Close

Hope High School (2009-2010) User: Teacher User

Abbott, Billy C. **STUDENT**



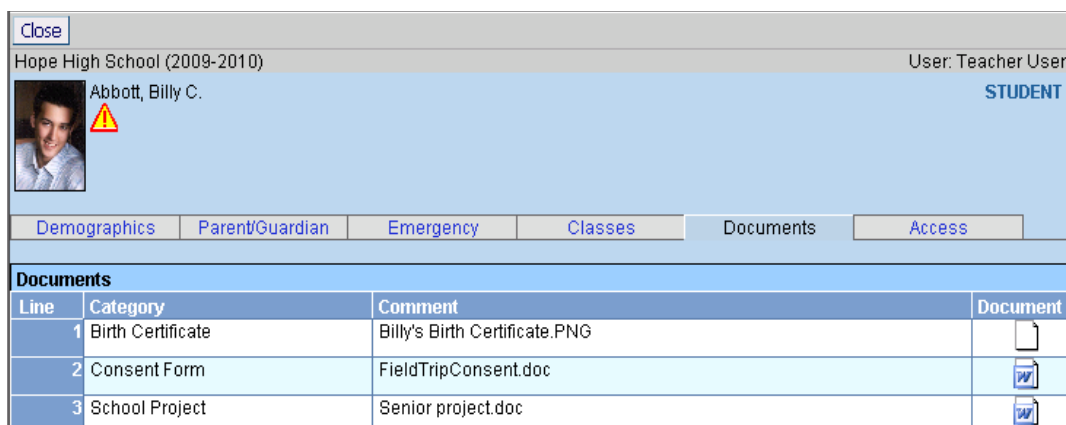
Demographics Parent/Guardian Emergency **Classes** Documents Access

Student's Current Classes

Line	Period		Term Code	Section ID	Course Title	Teacher Name	Room	Enter Date
	Beg	End						
1	0	0	S2	1077	Am Govt	User, Teacher	216	09/01/2009
2	1	1	S2	1116	Prin Eng III	User, Teacher	231	09/01/2009
3	2	2	YR	0258	Intermediate Acting	Gardner, David	409	09/01/2009
4	3	3	S2	1963	Weight Trn Boys	Joseph, Thomas	ANNX	09/01/2009
5	4	4	S2	1435	Prin&prac Econ	Patenge, Sara	131	09/01/2009
6	5	5	S2	1875	Rt 5th Per	Rel Time, Rel Time	No Room	09/01/2009
7	6	6	S2	1876	Rt 6th Per	Rel Time, Rel Time	No Room	09/01/2009


Figure 3.19 – Student Profile, Classes Tab

The **Documents** tab lists any school documents, such as the student's birth certificate or a field trip consent form, that have been uploaded to the student's record. To view the uploaded document, click on the icon in the Document column.



Close

Hope High School (2009-2010) User: Teacher User

Abbott, Billy C.  STUDENT

Demographics Parent/Guardian Emergency Classes Documents Access

Documents




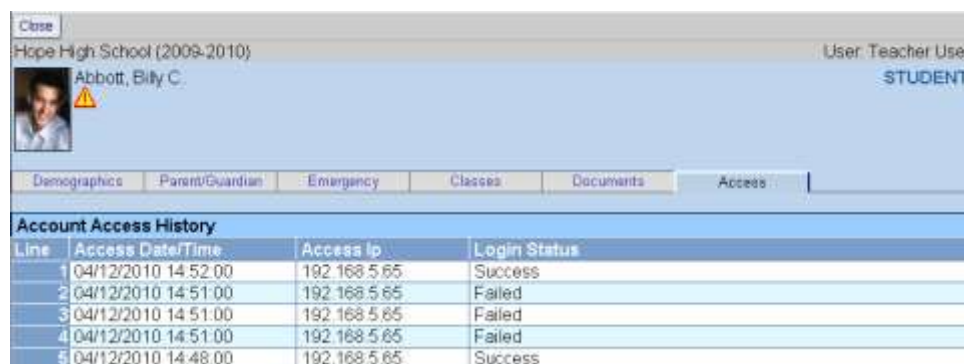
Line	Category	Comment	Document
1	Birth Certificate	Billy's Birth Certificate.PNG	
2	Consent Form	FieldTripConsent.doc	
3	School Project	Senior project.doc	


Figure 3.20 – Student Profile, Documents Tab

For schools using the StudentVUE software, the **Access** tab provides a history of the times a student logged in to the StudentVUE software. It also lists information about the IP Address used to access the student's account as well as the Login Status.



Close

Hope High School (2009-2010) User: Teacher User

Abbott, Billy C.  STUDENT

Demographics Parent/Guardian Emergency Classes Documents Access

Account Access History

Line	Access Date/Time	Access Ip	Login Status
1	04/12/2010 14:52:00	192.168.5.65	Success
2	04/12/2010 14:51:00	192.168.5.65	Failed
3	04/12/2010 14:51:00	192.168.5.65	Failed
4	04/12/2010 14:51:00	192.168.5.65	Failed
5	04/12/2010 14:48:00	192.168.5.65	Success

Figure 3.21 – Student Profile, Access Tab

STUDENT ALC

The Student ALC screen tracks student participation in Area Learning Center programs for Minnesota public school students.

The screenshot shows the 'STUDENT ALC' interface. At the top, there are buttons for 'Save', 'Undo', and 'Close'. Below these, the school year '(2009-2010)' is displayed on the left, and 'User: Teacher User' is on the right. A student profile for 'Abbott, Billy C.' is shown with a small photo and a warning icon. Below the profile is a search bar labeled 'ALC'. The main section is a table with the following data:

Line	Edit	Date	Units	Unit Weight	Comment	Posted
1	Edit	09/06/2009	4.00	1.0		<input type="checkbox"/>

An 'Add' button is located at the bottom right of the table.

Figure 3.22 – Student ALC Screen

To add a record:

1. Click the **Add** button, and a new line will appear above the list of ALC participation.

The 'Other Data' form contains the following fields:

Date	Units	Unit Weight	Comment
9/28/2009		1.0	

Figure 3.23 - Adding an ALC Record

2. Enter the **Date** on which the student participated in the program in MM/DD/YY format, or click on the Calendar button to select the date.
3. Enter the number of **Units** in which the student attended.
4. Enter the weight to assign to the units recorded in the **Unit Weight** column. Units may be either hours or minutes. If minutes were recorded, the Unit Weight would be 60. If hours were recorded in the Units column, the Unit Weight would be 1.
5. Enter any notes about the student's participation in the **Comment** box.
6. Click the **Add** button to save the new record.

To edit a record:

1. Click the **Edit** button, and the data will appear above the list of ALC participation.

The 'Other Data' form shows the edited record:

Date	Units	Unit Weight	Comment
9/28/2009	2.00	1.0	

Below the form, the ALC table is updated:

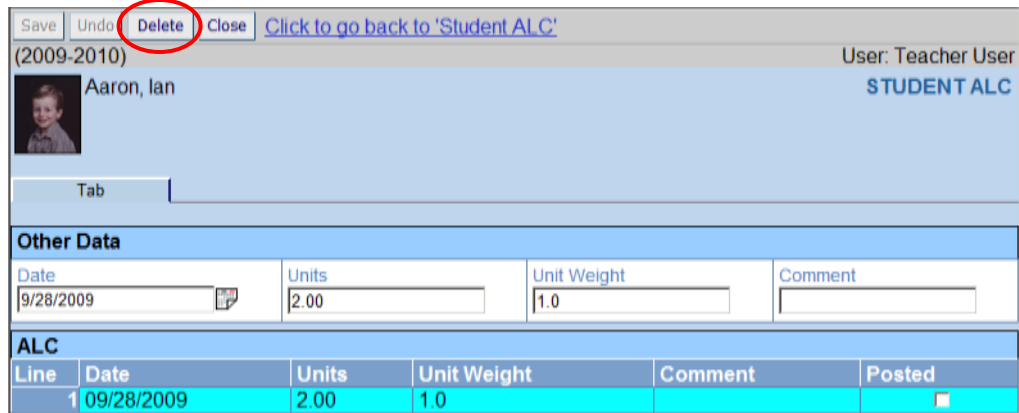
Line	Date	Units	Unit Weight	Comment	Posted
1	09/28/2009	2.00	1.0		<input type="checkbox"/>

Figure 3.24 – Editing an ALC Record

2. Make the changes in the line above, and click the **Save** button to save the changes.

To delete a record:

1. Click the **Edit** button next to the record to be deleted.



The screenshot shows the TeacherVUE interface for a student record. At the top, there are buttons for 'Save', 'Undo', 'Delete' (circled in red), and 'Close'. A link 'Click to go back to 'Student ALC'' is also present. The student's name is 'Aaron, Ian' and the user is 'Teacher User'. Below this is a section for 'Other Data' with fields for 'Date' (9/28/2009), 'Units' (2.00), 'Unit Weight' (1.0), and 'Comment'. At the bottom is a table titled 'ALC' with columns: Line, Date, Units, Unit Weight, Comment, and Posted. The table contains one record with Line 1, Date 09/28/2009, Units 2.00, Unit Weight 1.0, and the Posted column is checked.

Line	Date	Units	Unit Weight	Comment	Posted
1	09/28/2009	2.00	1.0		<input checked="" type="checkbox"/>

Figure 3.25 – Deleting an ALC Record

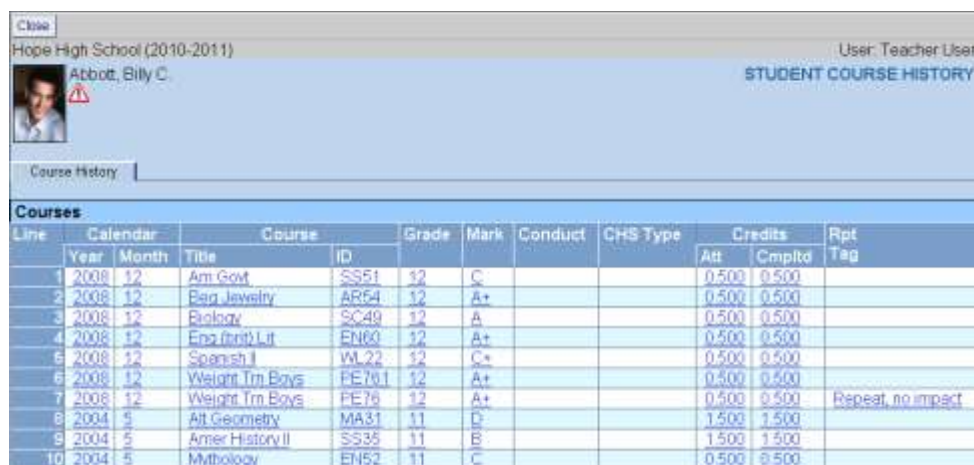
2. Click the **Delete** button at the top of the screen to delete the record.

Once a record has been posted to course history and the student has received credit for the course, the **Posted** column will be checked and the record can no longer be edited.

If the section is an independent study course, the units and unit weight are used to calculate the number of Membership Hours submitted to MARSS. Seat-based courses do not use the units to calculate the data sent to MARSS.

STUDENT COURSE HISTORY

The Student Course History is most applicable for teachers in secondary schools. It shows a list of all the previous courses that the student has taken, and lists when the student took the course and the grade they received.



Line	Calendar		Course		Grade	Mark	Conduct	CHS Type	Credits		Rpt Tag
	Year	Month	Title	ID					Att	Cmpltd	
1	2008	12	Am Govt	SS51	12	C			0.500	0.500	
2	2008	12	Reg Jewelry	AR64	12	A+			0.500	0.500	
3	2008	12	Biology	SC49	12	A			0.500	0.500	
4	2008	12	Eng (Int'l) Lit	EN60	12	A+			0.500	0.500	
5	2008	12	Spanish I	WL22	12	C+			0.500	0.500	
6	2008	12	Weight Trn Boys	PE701	12	A+			0.500	0.500	
7	2008	12	Weight Trn Boys	PE76	12	A+			0.500	0.500	Repeat, no impact
8	2004	5	Alt Geometry	MA31	11	D			1.500	1.500	
9	2004	5	Amer History II	SS35	11	B			1.500	1.500	
10	2004	5	Mythology	EN52	11	C			0.500	0.500	

Figure 3.26 – Student Course History

STUDENTVUE

The StudentVUE menu item links to the StudentVUE portal, and logs the teacher into the portal as the student. This enables the teacher to view the information in Synergy SIS as the student sees it from the StudentVUE portal. For more information about the StudentVUE software, please see the *Synergy SIS – ParentVUE & StudentVUE Parent & Student Guide*.



Figure 3.27 – StudentVUE Portal

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. The IEP is displayed in a PDF format, and may be printed or saved.


Edupoint School District					
Individualized Education Program					
Phone: Fax:					
Student Name: Abbott, Billy C.		Home Phone: ###-###-####		Date: 01/03/2011	
Date Of Birth: 05/12/1993		Home Address: 1960 S Val Vista Dr			
Student No.: 905483		Mesa, AZ 85234			
Age 18	Gender Male	Grade 12	Home School Hope High School		Attending School Hope High School
Ethnicity Hispanic		Primary Language - Date Determined		Home Language - Date Determined Spanish	
Parent/Guardian					
Name Kathleen Aaron		Home Phone ###-###-####		Name Phillip Aaron	
Address 1960 S Val Vista Dr		Work Phone		Home Phone 480-555-1214	
Mesa, AZ 85234		Emergency Phone ###-###-####		Address 1960 S Val Vista Dr	
		Mesa, AZ 85234		Work Phone 602-333-4874	
				Emergency Phone 480-555-6767	
Interpreter Needed: <input type="checkbox"/> Y <input type="checkbox"/> N IEP Review Due Date : 01/02/2012 Re-evaluation Due Date:					
Eligible:					
The student and parents have been informed of his/her rights under IDEA. These rights will transfer from the parents to the student at age 18. Parent Initial _____ Student Initial _____					
B. IEP Team Members					
The following were in attendance:					
Names		Position		Signature/Date	
District Rep		Present		District Representative	
Interpreter		Present		Individual to Interpret Instructional Implications of Evaluation Results	
Non-attending team members: If a required team member did not attend, please include an IEP attendance Form.					
C. PERTINENT MEDICAL INFORMATION					
Takes medication:		<input type="checkbox"/> Y <input type="checkbox"/> N			
Fever above 103 degrees:		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			
Has your child ever been diagnosed with ADD/Attention Deficit/Hyperactivity Disorder:		<input type="checkbox"/> Y <input type="checkbox"/> N			
Significant illness:		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			
Difficulty eating or drinking:		<input type="checkbox"/> Y <input type="checkbox"/> N			
Seizure:		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			
Wears glasses:		<input type="checkbox"/> Y <input type="checkbox"/> N			
Vision problems:		<input type="checkbox"/> Y <input type="checkbox"/> N			
Surgery/Hospitalization:		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			
Wears hearing aids:		<input type="checkbox"/> Y <input type="checkbox"/> N			
Hearing problems:		<input type="checkbox"/> Y <input type="checkbox"/> N			
Ever had tubes in ears:		<input type="checkbox"/> Y <input type="checkbox"/> N			
Has your child ever been treated for other medical/psychiatric disorders:		<input type="checkbox"/> Y <input type="checkbox"/> N			
Edupoint School District - Individualized Education Program					
Page 1 of 6					

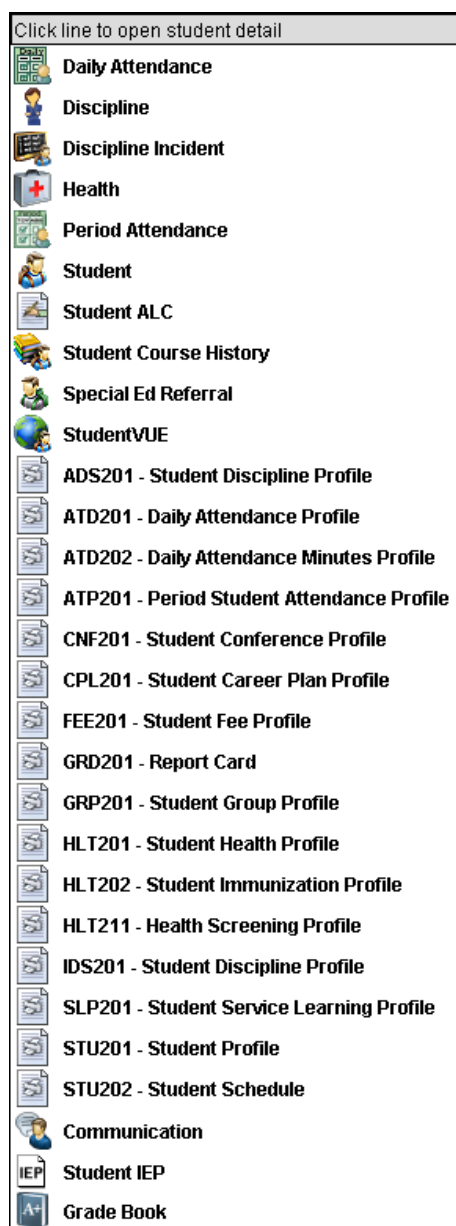
Figure 3.28 – Student IEP



Caution: The Student IEP must be finalized before it becomes available through TeacherVUE.

INDIVIDUAL STUDENT REPORTS

If individual student reports have been added to the list of reports available in the TeacherVUE software (by adding them to the Navigation Menu for the TeacherVUE User Group), these reports appear both in the list of available reports and as an option on the list of screens available by clicking on the student photo.



To print a report for a specific student, simply click on the name of the report from the list of options that appears when the student's photo is clicked. All reports are run with the default options configured for the TeacherVUE Report User. To customize the reports, they must be run from the regular Synergy SIS interface. For more information about these reports, please see the guide that covers the information contained in the report. For example, for grading reports please refer to the *Synergy SIS – Grading User Guide*.

COMMUNICATION TO A STUDENT

The Communication screen allows an email to be sent from the teacher to the student, to the custodial parent, or both. Clicking on Communication from the menu on the student's photo allows a message to be sent to an individual student and/or parent. To send a message to all students and their parents, access the Communication screen from the Additional Screens icon on the menu.

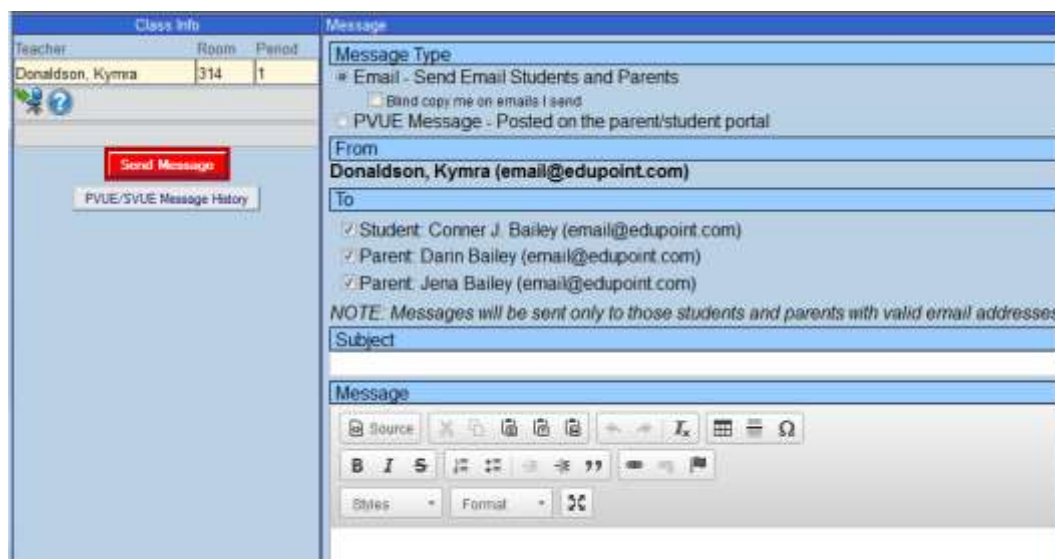


Figure 3.29 – Communication Screen

To send a message to an individual student:

1. Select the **Message Type** by clicking on the radio button in front of the correct option. The **Email** option sends an email to the parent and/or student selected. The **PVUE Message** option posts the message notice on the home page of the ParentVUE and/or StudentVUE portal.

Recent Events



Events for Billy:
[Attendance notes for 04/09/2010, 04/08/2010, 04/07/2010](#)
 Teacher User - Test Message (4/13/2010)
 Home School: Hope High School

Figure 3.30 – Message Notice on StudentVUE

2. The message is automatically configured to be sent to both the student and their parent. To send the message to only the student or only the parent, uncheck the appropriate box in the **To** section.
3. Enter a **Subject** for the message.

4. Enter the **Message** in the box provided. The message is sent in HTML format, and the format of the message may be customized by using the buttons above the message box. The button options are:



Figure 3.31 – Message Format Buttons

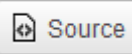
























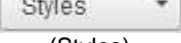




 (Source)	Toggles HTML code on and off. When the button is clicked on, the message is shown in HTML code format. When off, the message is shown as it will appear on screen.
 (Cut)	Deletes the selected text from its current location, and the removed text can be placed elsewhere using the Paste button.
 (Copy)	Copies the selected text for placement in another location in the message using the Paste button.
 (Paste)	Places the last copied or cut text in the current location of the cursor. The pasted text is inserted in the same format as when it was copied or cut.
 (Paste As Plain Text)	Inserts the last copied or cut text as text only without any previous formatting.
 (Paste From Word)	<p>When inserting text that has been copied from Microsoft Word into any HTML format (as this message is), Word inserts “bad” HTML code as well. To clean out the “bad” code from Word and insert the clean text, click the Paste From Word button and paste the text in the box that pops-up. Check the box to Remove Styles definitions and click OK.</p> 
 (Undo)	Undo the last action.
 (Redo)	Redo the action that was previously undone.
 (Remove Format)	Removes all formatting from the selected text.

Figure 3.32 – Paste From Word

 (Table)	<p>Inserts a table with the specifications entered in the Table Properties box that pops-up when the button is clicked.</p>  <p><i>Figure 3.33 – Table Properties Box</i></p>
 (Line)	<p>Inserts a horizontal line.</p>
 (Symbol)	<p>Inserts a special character or symbol.</p>
 (Bold)	<p>Bolds the selected text.</p>
 (Italic)	<p>Italicizes the selected text.</p>
 (Strikethrough)	<p>Runs a line through the middle of the selected text.</p>
 (Numbers)	<p>Formats the selected text in a numbered list.</p>
 (Bullets)	<p>Formats the selected text in a bulleted list.</p>
 (Decrease Indent)	<p>Reduces the indent of previously indented text.</p>
 (Indent)	<p>Indents the selected text.</p>
 (BlockQuote)	<p>Indents text to both the left and the right.</p>
 (Hyperlink)	<p>Inserts a link to a website.</p>
 (Remove Link)	<p>Removes a link to a website.</p>
 (Anchor)	<p>Creates an anchor, or bookmark, for the selected text that can then be used to create a link from another part of the text.</p>
 (Styles)	<p>Select a preformatted custom text style from the drop-down arrow.</p>
 (Normal)	<p>Select a standard text style such as Heading 1 from the drop-down arrow.</p>

 (Font)	Select the font to be used for the selected text.
 (Size)	Select the size to be used for the selected text.
 (Maximize)	Brings up the message in a larger window to help when editing long messages.

- To send the message, click on the Send Message button.

To see a list of the messages that have been posted for the student and/or parent on the ParentVUE (PVUE) and/or StudentVUE (SVUE) portals:

- Click the **PVUE/SVUE Message History** button.

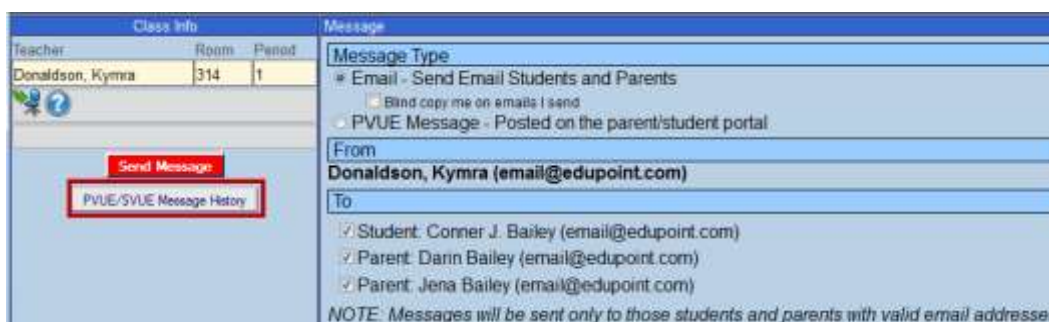


Figure 3.34 – Message History

- A list of the posted messages appears. To remove a message from the portal, check the box in the **X** column next to the message, then click the **Remove Selected Messages** button.

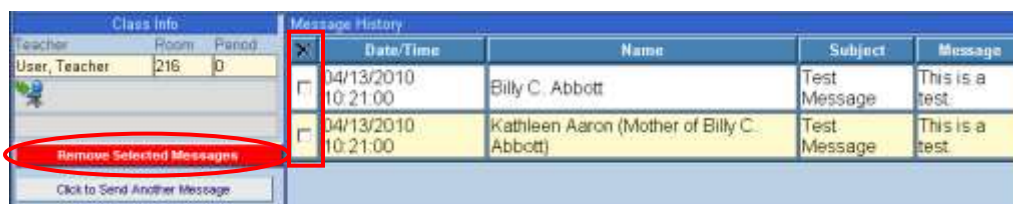


Figure 3.35 – List of Posted Messages

- To return to the Communication screen, click the **Click to Send Another Message** button. To return to the Seating Chart, click the **Seating Chart** button.

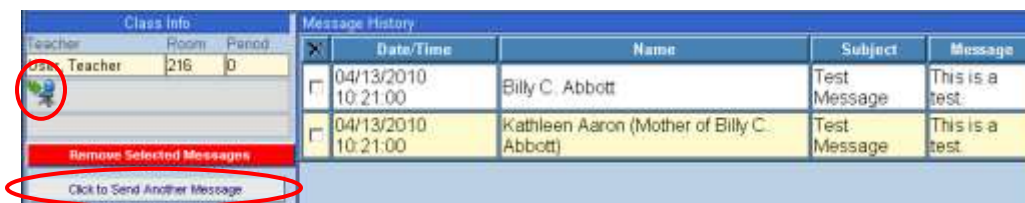


Figure 3.36 – Closing Message History

GRADE BOOK

Grade Book is integrated into TeacherVUE. The top menu bar gives you direct access to all the Grade Book functionality without having to toggle between Grade Book and TeacherVUE screen. The Grade Book 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 working with the Grade Book software, please see the *Synergy SIS – Grade Book Elementary User Guide* and the *Grade Book Secondary User Guide*.



Figure 3.37 – Grade Book menu bar

NOTES ABOUT STUDENTS

Teachers can view, add, edit, and delete notes for a specific student. The notes are recorded with the date and time they were entered. If the note is marked as private, only the teacher who entered the note can view it. If it is not marked as private, an icon shows on all other TeacherVUE charts for the same date. Public notes about students entered in TeacherVUE can also be viewed on the Notes tab of the Student screen within Synergy SIS and vice versa. Student notes are specific to the school year.

To add notes about a student:

1. Hover over the student picture to see the **Add Note** icon.



Figure 3.38 - Add Note icon

2. Click the **Add Note** icon to open the **Add Note** screen.



Figure 3.39 - Add Note screen

3. Check **Do Not Share Comment with Other Teachers** to mark note as private.



Note: If notes are not marked as private, an icon shows on all other TeacherVUE charts where this student appears, and on the Notes tab of the Student screen with Synergy SIS.

4. Enter the text for the note.
5. Click **Save**. The **Note** icon changes to reflect the number of notes attached to a student. The number on the **Notes** icon only reflects the number of notes created on the current date and viewable by the user.



Figure 3.40 - Added Note icon

To view, add, edit, or delete a note:

1. Hover and click the **Add Note** icon on the student's picture.
2. To add a new note, select **Add Note** button on **Notes** screen.
3. To view a note, click the **Magnifying Glass** icon on the **Notes** screen.
4. To edit an existing note, select **Pencil** icon on **Notes** screen.
5. To delete an existing note, select **X** icon on **Notes** screen.



Note: A note can be marked as private or not private from Notes screen.

Actions	Date	Time	Comment	Teacher	Private
X	05/06/2013	11:18 AM	This is a test of the student note system.	Carroll, Natalie	<input type="checkbox"/>
X	05/06/2013	11:22 AM	This student was seen at the nurse's office for the third day in a row.	User, Admin	<input type="checkbox"/>
X	01/04/2013	4:40 PM	test	Carroll, Natalie	<input type="checkbox"/>

Figure 3.41 - Note History screen

CONTACT FOR A STUDENTS

Teachers can record when they have contacted or attempted to contact a parent or guardian regarding a student. The contact record displays on the Contact Log tab of the Student screen in TeacherVUE. It also displays on the Student Contact Log tab of the Student screen in both Synergy SIS and Synergy SE. To add a contact record:

1. Click on the student picture to see the student detail list.



Figure 3.42 – Log Student Contact

2. Select the Log Student Contact option. The Contact Details screen displays.

A screenshot of the 'Contact Details' screen. The title bar says 'Contact Details'. Below it, the name 'Bahena, Joshua' is displayed. There are four input fields: 'Contact Date' (09/23/2013), 'Contact Time' (03:31 pm), 'Person Contacted' (empty), and 'Outcome' (a dropdown menu). Below these fields is a large text area for 'Comment'. At the bottom, there are two buttons: 'Log Contact' and 'Cancel'.

Figure 3.43 – Contact Details screen

3. Select the Contact Date. The default value is today's date.
4. Enter the Contact Time. The default is the current time.
5. Enter the Person Contacted or the person you attempted to contact.
6. Select the outcome. The options are Made Contact or Left Message.
7. Enter a comment regarding the situation or the outcome of the contact.
8. Click **Log Contact**. The contact record displays on the Contact Log tab of the Student screen in TeacherVUE. It also displays on the Student Contact Log tab of the Student screen in both Synergy SIS and Synergy SE.

Chapter Four:

WORKING WITH ALL STUDENTS

In this chapter, the following topics are covered:

- ▶ Viewing information for all students in a class
- ▶ Printing reports for all students
- ▶ Sending messages to all students in a class

STUDENT GROUPS

If the teacher has been designated as one of the staff working with a student group, this group is available for viewing with TeacherVUE. To view the students in the groups and their information, choose the group instead of selecting a class when changing classes or logging in to TeacherVUE.

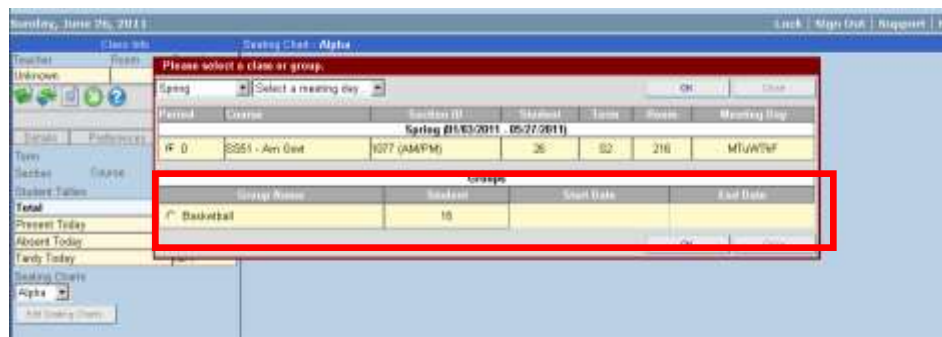


Figure 4.1 – Selecting a Student Group

Once the group has been selected, all of the normal student information is available such as the Student drop-down menus and individual student reports, as well as the reports for the entire group. Attendance, grades, and lunch counts cannot be modified or shown.

ADDITIONAL MENU INFORMATION

Additional student information can also be viewed from the menu of icons displayed in the Class Info section.



Figure 4.2 – Class Info Section, Menu Icons



Take Attendance By Chart is covered in Chapter Five.

Take Attendance By List is covered in Chapter Five.

View Grades is covered in Chapter Six.

Change Class is covered in Chapter One.

Go To Current Class is covered in Chapter One.

Execute Report is reviewed later in this chapter.

Additional screens lists other menu options, which are outlined later in this chapter

Online Help is also shown if context-sensitive help is configured for Synergy SIS. This brings up the help screen in a separate window.

REPORTS

Any number of reports can be printed from the TeacherVUE software. The list of available reports is setup by each district, as outlined in the *Synergy SIS – TeacherVUE Administrator Guide*. These reports print for every student in the class currently in focus, with the options saved as default under the TVUE Report User as outlined in the Administrator Guide. To print an available report:

1. Click the **Execute Report** icon.



Figure 4.3 – Execute Report Icon

2. The report can be generated as a **PDF** file or in text (**TXT**) format. Select the desired type of output by clicking the radio button in front of the output type.

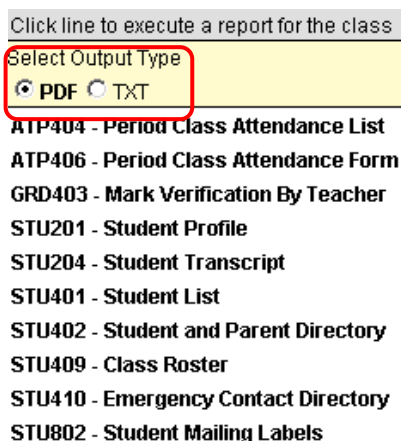


Figure 4.4 – Execute Report Menu, Select Output Type

3. Select the report to be executed by clicking on the name of the report.

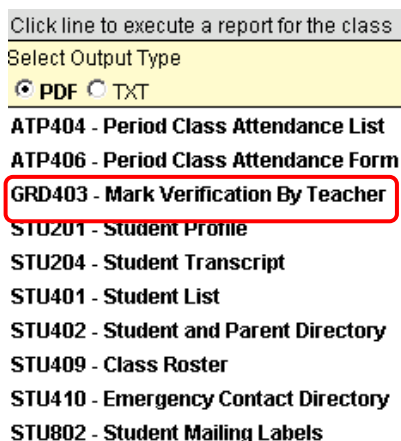


Figure 4.5 – Execute Report Menu, Select a Report

4. A progress screen appears as the report is being generated. The status line is updated throughout the process until the report can be viewed.

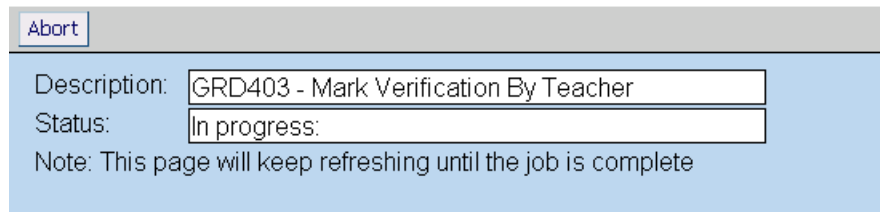


Figure 4.6 – Execute Report, Progress Screen

5. Once the report is generated, a dialog box offers the options to **Open**, **Save**, or **Cancel** the report. Click Open to view the report, or Save to save it to the computer.

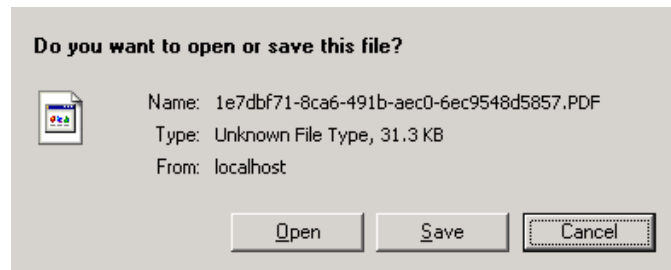


Figure 4.7 – Open, Save, or Cancel Report

For more information about these reports, please see the guide that covers the information contained in the report. For example, for grading reports please refer to the *Synergy SIS – Grading User Guide*.

TEST GROUP ANALYSIS

The **Test Group Analysis** screen shows the test results for all students in the section for a specific test such as a state-required test. How to setup which tests are displayed is outlined in the *Synergy SIS – TeacherVUE Administrator Guide*. To view the test results for all students:

1. Click on the **Additional Screens** icon.



Figure 4.8 – Additional Screens Icon

2. A drop down list appears. Click on the **Test Group Analysis** option.

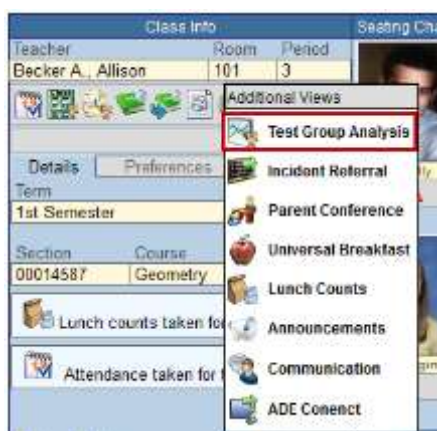


Figure 4.9 – Additional Screens, Test Group Analysis Selection

3. The **Test Group Analysis** screen is displayed. This screen contains two areas of information. The **Test Analysis Options** gives the teacher the ability to filter the test results that are displayed, and the **Class Test Analysis** shows the test results for the students.

Class Info			Class Test Analysis							
Teacher	Room	Period	Student Name	Date	Math Part Lit	Raw Score	Reading Part Lit	Raw Score	Writing Part Lit	Raw Score
Becker A., Allison	101	13	Abbott, Billy C.	12/16/2008		480	Well Above Standard	520	Well Below Standard	225
			Addington, Paula M.	03/31/2008		0516		0528		0507
			Coleman, Jose L.	03/31/2008		0520		0541		0553
			Colpitts, Howard F.	03/31/2008		0538		0518		0507
			Cooley, Carolyn A.	01/29/2009				0509		
				01/30/2009						0475
			Crum, Richard J.	03/31/2008		0500		0513		0481
			Crum, William R.	03/31/2008		0509		0541		0487
			Decker, Lori	03/31/2008		0528		0534		0523
			Davis, Roger L.	03/31/2008		0506		0534		0523
			Danics, Ruth T.	03/31/2008		0524		0528		0507
			Duffin, Brian E.	03/31/2008		0506		0534		0475
			Duncan, Wayne G.							
			Fish, Howard D.	03/31/2008		0477		0518		0489
			Gibert, Tina K.	03/31/2008		0520		0534		0553
			(Gonzalez, Rebecca A.)	03/31/2008		0447		0432		0485
			Grant, Timothy M.	03/31/2009		0476				
				03/31/2008		0472		0493		
			Home, George D.	03/31/2008		0544		0548		0523

Figure 4.10 – Test Group Analysis Screen

To customize what test information is displayed adjust the settings in the **Test Analysis Options** as follows:

Test Analysis Options

Test Preferences

Test Group
AIMS

Test Group Part
[blank]

Test Display Type
Show All

☐ Only Show Students With Results

Highlight Performance Levels

☒ Well Below Standard
☐ Below Standard
☐ Meets Standard
☐ Above Standard
☐ Well Above Standard

Score Type Filter

☐ Raw Score

Figure 4.11 – Test Group Analysis, Class Demographics

1. Select which **Test Group** to display.
2. If the test selected from the Test Group drop-down list is a part-based test, select which **Test Group Part** to display. If left blank, all parts are displayed.
3. Select which test results should be displayed from the **Test Display Type** drop-down list. The options are **Show Highest Score**, **Show Most Recent**, or **Show All**. If left blank, all test scores are displayed.
4. To remove students without results from screen, check the box **Only Show Student with Results**.
5. To highlight certain performance levels in a different color to make it easier to see which students have “passed” the test, check the boxes for the **Performance Levels** to be highlighted.
6. To select which types of scores are displayed, check the box in front of each type of score in the **Score Type Filter** section.

Samples of the possible test results that can be displayed are shown below:

Class Test Analysis			
Student Name	Date	Math	
		Perf Lvl	Raw Score
Abbott, Billy C.	04/12/2009	Well Below Standard	324
	10/15/2008	Well Below Standard	279

Figure 4.12 – Test Group Analysis Screen, Test Results

Class Test Analysis											
Student Name	Date	Math					English Language Arts				
		Perf Lvl	RS	SS	PC	Test	Perf Lvl	RS	SS	PC	Test
Abbott, Billy C.	04/28/2008	Basic	42	353	65	Algebra	Proficient	67	420	89	
	04/30/2007	Basic	45	357	69	Geometry	Proficient	66	439	88	
	05/02/2006	Basic	45	398	69.23	Algebra	Proficient	63	411	84	
	04/29/2005	Basic	47	379	72	GR07	Proficient	67	411	81	

Figure 4.13 – Test Group Analysis Screen, Test Results

From the Test Group Analysis screen, the **Test Analysis Report** can be printed as well. To print the report:

1. Click the **Print Test Analysis Report** icon.

Class Info			Class Test Analysis			
Teacher	Room	Period	Student Name	Date	Math	
User, Teacher	216	0			Perf Lvl	Raw Score
Section Course	Student					
1077	American Government		Abbott, Billy C.	04/12/2009	Well Below Standard	324
				10/15/2008	Well Below Standard	279

Figure 4.14 – Print Test Analysis Icon

2. A progress screen appears as the report is being generated. The status line is updated as the report is processed until the report can be viewed.

Description: TST403 - Class Test Analysis
Status: In progress:
Note: This page will keep refreshing until the job is complete

Figure 4.15 – Print Test Analysis Report, Progress Screen

3. Once the report is generated, a dialog box offers the options to **Open**, **Save**, or **Cancel** the report.

Do you want to open or save this file?




Name: 709d5cb6-dc9e-4f7b-af23-da1b3df07c95.PDF
Type: Unknown File Type, 29.5 KB
From: localhost

Figure 4.16 – Open, Save, or Cancel Report

4. Click **Open** to view the report.



Hope High School
Class Test Analysis

Year: 2008-2009
Report: TST403

Teacher Name User, Teacher	Section ID 1077	Period 0	Course ID 3361	Course Title American Government	Room 216
-------------------------------	--------------------	-------------	-------------------	-------------------------------------	-------------

Student Name	Date	AIMS	
		Reading	Raw Score
Abbott, Billy C.	04/12/2009	Well Below Standard	343
	10/15/2008	Well Below Standard	279

Figure 4.17 – Class Test Analysis Report

To return to the main seating chart screen from the Test Group Analysis screen:

1. Click the **Return to Seating Chart** icon.



Class Info			Class Test Analysis			
Teacher	Room	Period	Student Name	Date	Math	
User, Teacher	216	0			Perf Lvl	Raw Score
Section Course		Student				
1077	American Government	27	Abbott, Billy C.	04/12/2009	Well Below Standard	324
 				10/15/2008	Well Below Standard	279

Figure 4.18 – Return to Seating Chart Icon

ALC

The **ALC** screen tracks membership and attendance hours for Alternative Learning Centers (Schools). This data is used to create the MARSS Extract for Minnesota. To enter ALC data for the entire class:

1. Click on the **Additional Screens** icon.



Figure 4.19 – Additional Screens Icon

2. A drop down list appears. Click on the **ALC** option. The ALC screen for the class opens.

Class Info			ALC									
Teacher	Room	Period	<< Back Go To Today Forward >>									
Jackson, Kathy	216	0	Student Name	5/8/2011	5/9/2011	5/10/2011	5/11/2011	5/12/2011	5/13/2011	5/14/2011	5/15/2011	5/16/2011
			Units	Units	Units	Units	Units	Units	Units	Units	Units	Units
			Abbott, Billy C.									
			Adkins, Paula M.									
			Coleman, Jesse L.									
			Cordts, Howard E.	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S
			Cooling, Carolyn A.									

Figure 4.7 – ALC Screen

3. Enter the ALC units for students on the appropriate days.
4. Click **Save**.

INCIDENT REFERRAL

The Incident Referral option enables teachers to enter a Discipline Incident Referral from within TeacherVUE. The incident referral is then forwarded to the appropriate staff member to handle and resolve with the student. To create an incident referral:

1. Click on the **Additional Screens** icon.



Figure 4.20 – Additional Screens Icon

2. A drop down list appears. Click on the **Incident Referral** option. The Incident Referral screen opens.

 A screenshot of the 'Incident Referral' screen. The screen has a title bar 'Incident Details' and a main heading '1. Describe the incident in the field below and make sure all fields have data.' Below this is a section 'Discipline Incident Data' with fields for 'Incident Date' (5/10/2013), 'Incident Time' (10:41 AM), 'Refer To' (Wilson, Rob), 'Incident Context Code' (During School Hrs), and 'Incident Location' (Classroom). Below this is a large text area for 'Incident Referral Description'. Further down are three sections: '2. Select one or more violations from the "Select Violations" list.' with a 'Select Violations' dropdown and a table of violations; '3. Select one or more students from the "Select Students" list.' with a 'Select Students' dropdown and a table of students; and '4. Select any interventions that apply from the "Select Interventions" list.' with a 'Select Interventions' dropdown and a table of interventions.

Figure 4.21 – Incident Referral Screen

3. Enter the Discipline Incident Data, including the date, time, the person it should be referred to, when it occurred in terms of during school hours or at a school sponsored event, and where it occurred.

 A screenshot of the 'Discipline Incident Details' section of the Incident Referral screen. It shows the 'Discipline Incident Data' section with the same fields as Figure 4.21: 'Incident Date' (5/10/2013), 'Incident Time' (10:41 AM), 'Refer To' (Wilson, Rob), 'Incident Context Code' (During School Hrs), and 'Incident Location' (Classroom). Below this is the 'Incident Referral Description' text area.

Figure 4.22 – Discipline Incident Details

4. Enter the description of what happened in the **Incident Referral Description** field.

2. Select one or more violations from the "Select Violations" list.

Line	Violation

Figure 4.23 - Select Violations

5. Select a violation from the **Select Violation** drop-down list.

3. Select one or more students from the "Select Students" list.

Line	Student	Role	Comment
1	Chavez, Carl E.	Offender	

Figure 4.24 - Select Students

6. Select the student or students involved in the incident from the Select Students drop-down list. The student is added to the Students grid. Once in the Students grid, select the student's role in the incident and add any comments desired.

4. Select any interventions that apply from the "Select Interventions" list.

Line	Intervention	Comment
1	Corrected/Warned	

Figure 4.25 - Select Interventions

7. Select the intervention performed to stop or because of the incident from the Select Interventions drop-down list. The selected intervention is added to the Interventions grid, where you can add any comments desired.

1. Des...

Discipline

Incident 2

5/10/2

Incident 3

Figure 4.26 - Refer Incident button

8. Click the Refer Incident button. A confirmation message display indicating that the incident has been successfully referred to the person in the Refer To field. The incident also displays on the Discipline Incidents screen within TeacherVUE.

Incident Successfully Referred

Click to Return to Seating Chart

Click to Refer Another Incident

Figure 4.27 - Confirmation Message

Close

Adams Elementary (2013-2014)

Chavez, Carl E.

User: Natalie Carroll

DISCIPLINE INCIDENT

Line	Edit	Incident Date	Incident Time	Incident Role	Description	Referred By	Entered By
1	Edit	05/10/2013	10:41 AM	Offender	Carl was caught lying about losing his homework	Carroll, Natalie	Wilson, Rob

Figure 4.28 - Discipline Incident screen

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 enable within PAD Security for teachers to use this feature. To document a parent teacher conference:

1. Click on the **Additional Screens** icon.



Figure 4.29 – Additional Screens Icon

2. A drop down list appears. Click on the **Parent Conference** option. The Parent Teacher Conference screen opens.

Class Info			Parent Teacher Conference		
Teacher	Room	Period	Conference Date: 09/18/2013		
Becker A., Allison	101	3	Student Name	Parent Conference	Comment
Term: 1st Semester Section: 00014587 Course: Geometry Student: 26 Save Cancel			Aaron, Harold		
			Abbott, Billy		
			Acosta, John		
			Adams, Larry		
			Aguilar, Stephen		
			Caddy, Virginia		
			Carlson, Aaron		
			Cook, Arthur		
			Coombs, Rebecca		
			Da Silva, Louis		
			Daughtrey, Stephen		
			Davis, Carl		
			Eddy, Dennis		
			Ellis, Sean		
			Ellsworth, Betty		
			Faleval, Teresa		
			Gan, Pamela		
			Grimes, Daniel		
Hsin, Christina					
Miller-Haskell, Philip					
Rhieu, Kelly					
Richardson, Keith					
Sharma, Rebecca					

Figure 4.30 – Parent Teacher Conference Screen

3. Click the **Parent Conference** field for the student whose parents you are meeting today. The word "Yes" appears in the field.
4. Enter a comment about the meeting in the **Comment** field, if desired.

Class Info			Parent Teacher Conference		
Teacher	Room	Period	Student Name	Parent Conference	Comment
Becker A., Allison	101	3	Aaron, Harold		
			Abbott, Billy		
			Acosta, John	YES	John may need a tutor to catch up after missing one week of ...
			Adams, Larry		
			Aguilar, Stephen		
			Caddy, Virginia	YES	recommend an advanced placement class for next year.
			Carlson, Aaron		
			Cook, Arthur		
			Coombs, Rebecca	YES	Parents concerned with the amount of time spent on
			Da Silva, Louis		
			Daughtrey, Stephen		
			Davis, Carl		
			Eddy, Dennis	YES	Suggested to parents that Dennis help tutor struggling
			Ellis, Sean		
			Elsworth, Betty		
			Faleval, Teresa		
			Gan, Pamela	YES	Communicated to parents that Pamela is right on target. No
			Grimes, Daniel		
			Hain, Christina		
			Miller-Haskell, Philip		
			Rhieu, Kelly	YES	Kelly is a shy student. Would encourage her to participate

Figure 4.31 - Parent Teacher Conference Screen

- Click **Save**. The parent teacher conference information is also displayed on the Student Conference screen.

Student Conference							
Student Name: Eddy, Dennis T. School: Hope High School Status: Active Homeroom: 101							
Last Name		First Name		Middle Name	Suffix	Perm ID	Grade
Eddy	Dennis	T				902894	10
Conference Code		Parent Meeting -					
Conference Code (or Higher)							
Conference							
X	Date	Description	Meeting Date	Time	Referred By	Staff Name	
		Parent Teacher Conference	09/18/2013			Becker A., Allison	

Figure 4.32 - Student Conference Screen

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. To track Universal Breakfast participation:

- Click on the **Additional Screens** icon.

Class Info		
Teacher	Room	Period
Becker A., Allison	101	3

Figure 4.33 – Additional Screens Icon

2. A drop down list appears. Click on the **Universal Breakfast** option. The Universal Breakfast screen opens.

The screenshot shows the 'Parent Teacher Conference Screen'. It is divided into two main sections: 'Class Info' and 'Universal Breakfast'.

Class Info:

Teacher	Room	Period
Becker A., Allison	101	3

Below this, there is a 'Term' dropdown set to '1st Semester'. A table shows 'Section', 'Course', and 'Student' information:

Section	Course	Student
00014587	Geometry	26

At the bottom of the 'Class Info' section are 'Save' and 'Cancel' buttons.

Universal Breakfast:

Student Name	Universal Breakfast
Aaron, Harold	
Abbott, Billy	YES
Acosta, John	
Adams, Larry	
Aguilar, Stephen	
Caddy, Virginia	
Carlson, Aaron	
Cook, Arthur	
Coombs, Rebecca	
Da Silva, Louis	
Daughtrey, Stephen	
Davis, Carl	
Eddy, Dennis	
Ellis, Sean	

Figure 4.34 – Parent Teacher Conference Screen

3. Click the **Universal Breakfast** field for the student who participated in the Universal Breakfast program today. The word “Yes” appears in the field.
4. Click **Save**. The Universal Breakfast participation information is also displayed on the Student Meal screen.

The screenshot shows the 'Student Meal' screen. At the top, it says 'Menu' and 'Status: Ready'. Below is the 'Student Meal' title.

Student Name: **Aaron, Harold N.** School: **Hope High School** Status: **Active** Homeroom: **101**

Meal Options:

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade
Aaron	Harold	Nicholas		968257	10

Below the table is a 'Meal Option' dropdown menu set to 'Universal Breakfast'.

Meals:

Line	Meal Date	Meal Description
1	10/18/2013	Universal Breakfast

Figure 4.35 - Student Meal Screen

ANNOUNCEMENTS

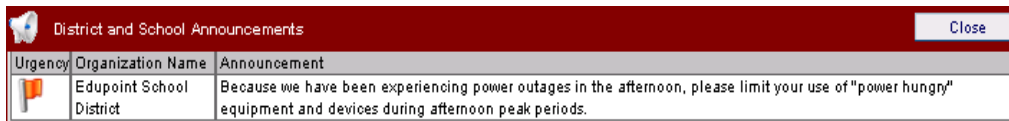
District and school-wide announcements are displayed to teachers each time they logon to the TeacherVUE software. To review these announcements after logon:

1. Click on the **Additional Screens** icon. A drop down list appears.



Figure 4.36 – Additional Screens Icon

2. Select the **Announcements** option. The **Announcement** screen is displayed.
3. This screen will show any district or school-wide messages.




Urgency	Organization Name	Announcement
	Edupoint School District	Because we have been experiencing power outages in the afternoon, please limit your use of "power hungry" equipment and devices during afternoon peak periods.

Figure 4.37 – Announcement Screen

4. To close the announcements and return to the main screen, click the **Close** button.

COMMUNICATION TO MULTIPLE STUDENTS

The Communication screen from the Additional Screens menu allows an email to be sent from the teacher to all students in any of the teacher's classes. To send an e-mail:

1. Click on the **Additional Screens** icon.



Figure 4.38 – Additional Screens Icon

2. A drop down list appears. Click on the **Communication** option.

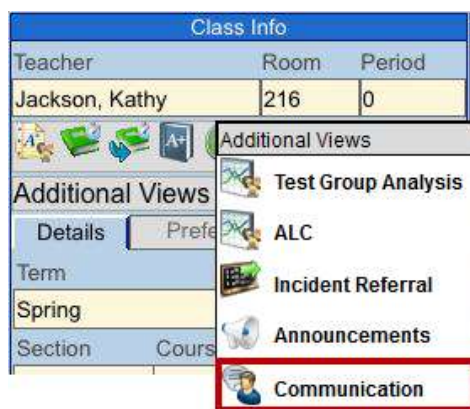


Figure 4.39 – Additional Screens Menu

3. The **Communication** screen is displayed.

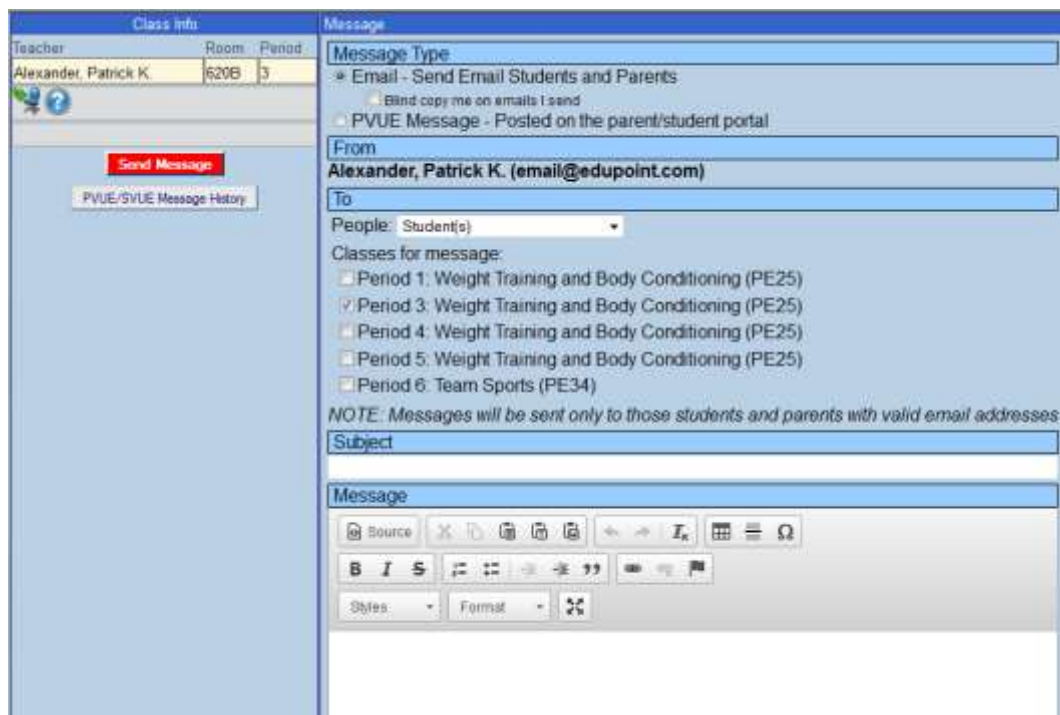


Figure 4.40 – Communication Screen

4. Select the **Message Type** by clicking on the radio button in front of the correct option. The **Email** option sends an email to the parents and/or students selected. The teacher can also select to be blind copied on the emails they send. The **PVUE Message** option posts the message notice on the home page of the ParentVUE and/or StudentVUE portal for the selected students and/or parents.

Recent Events



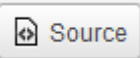




Events for Billy:
 Attendance notes for 04/09/2010, 04/08/2010, 04/07/2010
 Teacher User - Test Message (4/13/2010)
 Home School: Hope High School













Figure 4.41 – Message Notice on StudentVUE

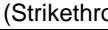










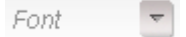


5. The message is automatically configured to be sent to the students in the class in focus. To send it to the parents, or both the students and the parents, select the option from the **People** drop-down list.
6. To send the message to multiple classes, check the boxes in front of the **classes**.
7. Enter a **Subject** for the message.
8. Enter the **Message** in the box provided. The message is sent in HTML format, and the format of the message may be customized by using the buttons above the message box. The button options are:



Figure 4.42 – Message Format Buttons

 (Source)	Toggles HTML code on and off. When the button is clicked on, the message is shown in HTML code format. When off, the message is shown as it will appear on screen.
 (Cut)	Deletes the selected text from its current location, and the removed text can be placed elsewhere using the Paste button.
 (Copy)	Copies the selected text for placement in another location in the message using the Paste button.
 (Paste)	Places the last copied or cut text in the current location of the cursor. The pasted text is inserted in the same format as when it was copied or cut.
 (Paste As Plain Text)	Inserts the last copied or cut text as text only without any previous formatting.

 (Paste From Word)	<p>When inserting text that has been copied from Microsoft Word into any HTML format (as this message is), Word inserts “bad” HTML code as well. To clean out the “bad” code from Word and insert the clean text, click the Paste From Word button and paste the text in the box that pops-up. Check the box to Remove Styles definitions and click OK.</p>  <p><i>Figure 4.43 – Paste From Word</i></p>
 (Undo)	Undo the last action.
 (Redo)	Redo the action that was previously undone.
 (Remove Format)	Removes all formatting from the selected text.
 (Table)	<p>Inserts a table with the specifications entered in the Table Properties box that pops-up when the button is clicked.</p>  <p><i>Figure 4.44 – Table Properties Box</i></p>
 (Line)	Inserts a horizontal line.
 (Symbol)	Inserts a special character or symbol.
 (Bold)	Bolds the selected text.
 (Italic)	Italicizes the selected text.
	Runs a line through the middle of the selected text.

 (Strikethrough)	
 (Numbers)	Formats the selected text in a numbered list.
 (Bullets)	Formats the selected text in a bulleted list.
 (Decrease Indent)	Reduces the indent of previously indented text.
 (Indent)	Indents the selected text.
 (BlockQuote)	Indents text to both the left and the right.
 (Hyperlink)	Inserts a link to a website.
 (Remove Link)	Removes a link to a website.
 (Anchor)	Creates an anchor, or bookmark, for the selected text that can then be used to create a link from another part of the text.
 (Styles)	Select a preformatted custom text style from the drop-down arrow.
 (Normal)	Select a standard text style such as Heading 1 from the drop-down arrow.
 (Font)	Select the font to be used for the selected text.
 (Size)	Select the size to be used for the selected text.
 (Maximize)	Brings up the message in a larger window to help when editing long messages.

9. To send the message, click on the **Send Message** button.

To see a list of the messages that have been posted for the students and/or parents on the ParentVUE (PVUE) and/or StudentVUE (SVUE) portals:

1. Click the **PVUE/SVUE Message History** button.

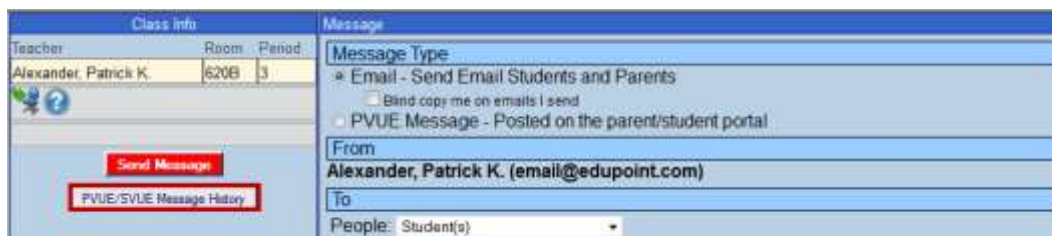


Figure 4.45 – Message History

2. A list of the posted messages appears. To remove a message from the portal, check the box in the **X** column next to the message, then click the **Remove Selected Messages** button.

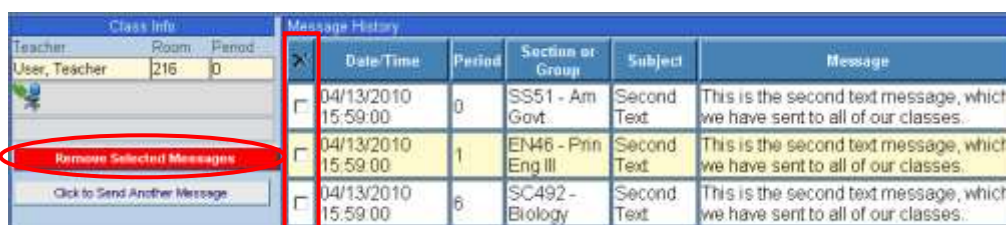


Figure 4.46 – List of Posted Messages

3. To return to the Communication screen, click the **Click to Send Another Message** button. To return to the Seating Chart, click the **Seating Chart** button.



Figure 4.47 – Closing Message History

Chapter Five: TAKING ATTENDANCE

In this chapter, the following topics are covered:

- ▶ Taking attendance with the seating chart
- ▶ Taking attendance by a student list
- ▶ Taking supplemental attendance

ATTENDANCE NOTIFICATION

When a teacher logs in to the TeacherVUE software, the software notifies the teacher if attendance has not been taken for today's date in the Class Info section of the main TeacherVUE screen. The message appears in bright yellow below the section information.

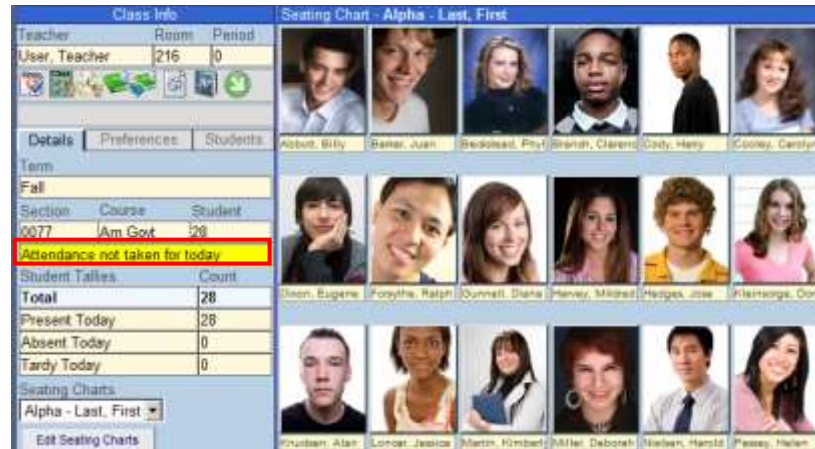


Figure 5.1 – Attendance Notification Message

For schools taking daily attendance twice a day, the message specifies which part of the day is still missing attendance.

Attendance not taken for today (AM)
 Attendance not taken for today (PM)

Figure 5.2 – Daily Attendance Message

Even if all students are present, the teacher must take attendance by either chart or list as explained later in this chapter. Once the teacher has saved the attendance records, the message on the Detail tab changes to "Attendance taken for today" and the Class Selection screen indicates that attendance was taken also.



Figure 5.3 – Attendance Taken for Today Message

Period	Course	Section ID	Student	Term	Room	Meeting Day	Attendance Taken
1	0300 - 3/4 Grade	0102 (AM/PM)	29	YR	0002	CDEAB	✓
1	0120 - 1/2 Multi-Age	0119 (PM)	19	YR	0019	CDEAB	
2	EN04 - English 04	2002 (AM/PM)	7	YR	0003	CDEAB	
3	ESC04 - Science 4th Grade	2003 (PM)	6	YR	0003	CDEAB	

Group Name	Student	Start Date	End Date
After School Program	11	11/05/2012	05/15/2013

Figure 5.4 – Class Selection screen, Attendance Taken column

TAKING ATTENDANCE BY CHART

Attendance can be taken for the current date by using the Seating Chart. If attendance needs to be taken for a previous school day, the Take Attendance By List function should be used. It is discussed later in this chapter. To take attendance using the seating chart:

1. Click on the **Take Attendance by Chart** icon.

Class Info			Seating Chart - Alpha - Last, First		
Teacher	Room	Period			
Jackson, Kathy	216	0			
<div> </div>			<div> </div>		
<div> Details Preferences Students </div>			<div> 905483 871686 874305 Male - 12 Female - 12 Male - 12 101TA-Teacher A SS51-Am Govt SS51-Am Govt </div>		
<div> Term: Spring Section: Course Student </div>			<div> </div>		

Figure 5.5 – Seating Chart Screen, Class Info

2. A **Reason Types Legend** appears under the Class Info area. This legend shows the color-coding used for the absence types available. The absence types available are configured during the district & school setup, as outlined in the *Synergy SIS – TeacherVUE Administrator Guide*.

Class Info		Taking Attendance - Press the 'Save Attendance' button (on your left) when complete											
Teacher	Room	<div> </div>											
User, Teacher	216	<div> 905483 871686 874305 902759 872047 908140 872018 Male - 11 Female - 12 Male - 12 Female - 12 Male - 12 Male - 12 Female - 12 SS51-American SS51-American SS51-American SS51-American SS51-American SS51-American SS51-American </div>											
<div> Save Attendance Cancel Taking AM Attendance </div>		<div> </div>											
<div> Lee Deder Roger Derrima Ruth Derrima Tina O'Brien Timothy Grant Robb Striley Patrick Cooker 875202 874322 874322 872000 872000 874322 872000 Female - 12 Male - 12 Female - 12 Female - 12 Male - 12 Female - 12 Male - 12 SS51-American SS51-American SS51-American SS51-American SS51-American SS51-American SS51-American </div>													

Figure 5.6 – Reason Types Legend

- For daily attendance schools that take attendance twice a day, use the drop down arrow to select what **time of day** that attendance is being taken.

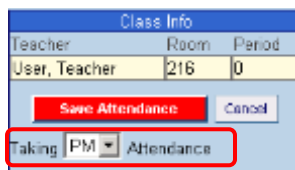


Figure 5.7 – Taking PM Attendance

- Click on the student's picture to mark the student as absent or tardy. Continue clicking until the correct code appears.



Figure 5.8 – Marking Attendance by Seating Chart

- When all absences have been recorded, click the **Save Attendance** button. **Even if no students are absent, be sure to click the Save Attendance button to record that attendance has been taken.** To cancel any changes that have been made, click the **Cancel** button.



Note: Only students who are tardy or absent from the class should be marked. Those students who are present do not have any code appear in the lower left hand corner of their student picture.

- Once the attendance has been saved, the screen returns to the main Seating Chart screen.



Figure 5.9 – Main Seating Chart Screen

TAKING ATTENDANCE BY LIST

Taking attendance by using the student list allows the teacher to take attendance for the current school day or return to previous school days. To take attendance by list:

1. Click on the **Take Attendance by List** icon.

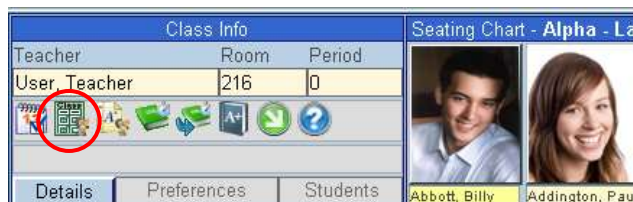


Figure 5.10 – Seating Chart Screen, Class Info

2. A **Reason Types Legend** appears under the Class Info area. This legend shows the color-coding used for the absence types available. The absence types available are configured during the district & school setup, as outlined in the *Synergy SIS – TeacherVUE Administrator Guide*.

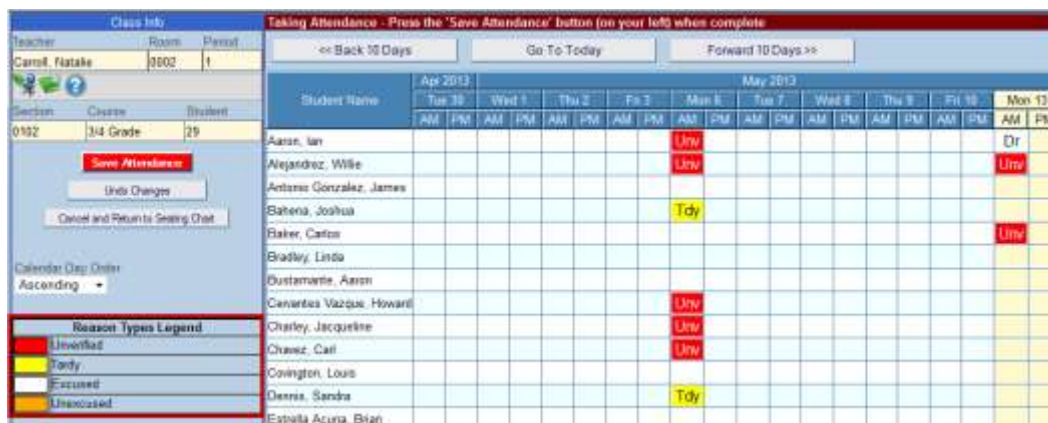


Figure 5.11 – Reason Types Legend

3. For **daily attendance schools** taking attendance twice a day, two columns appear under each date – one for the AM session and one for the PM session. Daily attendance schools taking attendance only once a day only show the date column. Days that the school is not in session, or days on which the student was not enrolled are grayed out with the notation N/E (for not enrolled). Today's date is highlighted in pale yellow. Supplemental attendance days that are not active for this class are noted with SUP.

Student Name	8/2009		9/2009		10/2009		11/2009		12/2009		1/2010		2/2010		3/2010		4/2010		5/2010		6/2010		7/2010	
	Mon 31		Tue 1		Wed 2		Thu 3		Fri 4		Sat 5		Sun 6		Mon 7		Tue 8		Wed 9		Thu 10		Fri 11	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Aaron, Ian	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
Alejandro, Willie	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
Antonio Gonzalez, James	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
Bahena, Joshua	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
Baker, Carlos	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
Bradley, Linda	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
Bustamante, Aaron	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E

Figure 5.12 – Taking Daily Attendance By List

4. For **period attendance schools**, a column for each date is listed. Days that the school is not in session, or days on which the student was not enrolled are grayed out with the notation N/E (for not enrolled). Today's date is highlighted in pale yellow. Supplemental attendance days that are not active for this class are noted with SUP.

Student Name	8/2009			9/2009						
	Thu 27	Fri 28	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7
Abbott, Billy	N/E	N/E	N/E					Sup	Sup	
Barker, Juan	N/E	N/E	N/E					Sup	Sup	
Beckstead, Phyllis	N/E	N/E	N/E					Sup	Sup	
Branch, Clarence	N/E	N/E	N/E					Sup	Sup	
Cody, Harry	N/E	N/E	N/E					Sup	Sup	
Cooley, Carolyn	N/E	N/E	N/E					Sup	Sup	
Dixon, Eugene	N/E	N/E	N/E	Unv				Sup	Sup	
Forsythe, Ralph	N/E	N/E	N/E					Sup	Sup	
Gunnell, Diana	N/E	N/E	N/E					Sup	Sup	

Figure 5.13 – Taking Daily Attendance By List

5. To change the order in which the calendar days display, select either Ascending (chronologically to today) or Descending (from today back) in the **Calendar Day Order** drop-down list.

The screenshot shows the 'Class Info' screen with the following details:

- Teacher:** Carroll, Natalie
- Room:** 0002
- Period:** 1
- Section:** 0102
- Course:** 3/4 Grade
- Student:** 29
- Buttons:** Save Attendance, Undo Changes, Cancel and Return to Seating Chart
- Calendar Day Order:** Ascending (highlighted with a red box)
- Reason Types Legend:**
 - Unverified (Red)
 - Tardy (Yellow)
 - Excused (White)
 - Unexcused (Orange)

6. If attendance for a different date needs to be marked, the **Back 10 Days**, **Go to Today**, and **Forward 10 Days** buttons at the top of the attendance list can be used to navigate to the desired date. Most schools limit attendance recording to within 3 to 5 days of the current date, but past attendance records may be viewed.

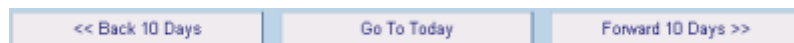


Figure 5.14 – Switching Attendance Dates

7. Once all of the attendance has been recorded, click on the **Save Attendance** button to save the attendance and return to the main Seating Chart screen. To undo any changes, but remain in the Attendance List, click the **Undo Changes** button. To undo any changes and return to the main Seating Chart screen, click the **Cancel and Return to Seating Chart** button.

Figure 5.15 – Saving Attendance

TAKING SUPPLEMENTAL ATTENDANCE

When taking supplemental attendance, the student is marked present instead of absent. Supplemental attendance is always taken by period. Currently supplemental attendance may only be recorded by taking attendance by list. To record supplemental attendance:

1. Click on the **Take Attendance by List** icon.

Figure 5.16 – Seating Chart Screen, Class Info

2. The **Present** reason does not appear in the Reason Types Legend, but it is available for recording attendance. Click in the box for the date and student that attended for the supplemental class until the reason **PRE** appears in white.

Figure 5.17 – Taking Supplemental Attendance By List

3. Once all of the attendance has been recorded, click on the **Save Attendance** button to save the attendance and return to the main Seating Chart screen. To undo any changes but remain in the Attendance List, click the **Undo Changes** button. To undo any changes and return to the main Seating Chart screen, click the **Cancel and Return to Seating Chart** button.

TAKING LUNCH COUNTS

If **Lunch Counts** are enabled, the status of the lunch counts is displayed beneath the Section information. Lunch counts are only available for the students' homerooms, and they must be enabled as outlined in the *Synergy SIS – TeacherVUE Administrator Guide*. To fill out the Lunch Counts:

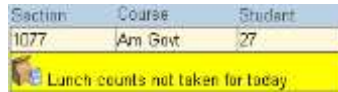


Figure 5.18 – Lunch Counts Not Taken



Figure 5.19 - Additional Views

1. Click on the Lunch counts not taken for today bar.

OR

Select the Lunch Count option from the Additional Views menu. The Lunch Count Entry screen appears.

Note – If your school is setup for lunch counts, the Lunch Count information appears on the screen.

Class Info		
Teacher	Room	Period
Becker A., Allison	101	3

Term		
Section	Course	Student
00014587	Geometry	26

Lunch Count Entry	
Enter your classroom lunch counts below:	
Pizza	<input type="text"/>
Tacos	<input type="text"/>
Ham Sandwich	<input type="text"/>
Turkey Sandwich	<input type="text"/>
Caesar Salad with Chicken	<input type="text"/>
Fruit and Cheese Bento Box	<input type="text"/>

Save Lunch Count Cancel

Figure 5.20 - Lunch Count

If your school is setup to take individual lunch orders, the Lunch Order information appears on the screen.

Class Info		
Teacher	Room	Period
Becker A., Allison	101	3

Term		
Section	Course	Student
00014587	Geometry	26

Student Name	Lunch Option
Aaron, Harold	<input type="text"/>
Abbott, Billy	<input type="text"/>
Acosta, John	<input type="text"/>
Adams, Larry	<input type="text"/>
Aguilar, Stephen	<input type="text"/>
Caddy, Virginia	<input type="text"/>
Carlson, Aaron	<input type="text"/>
Cook, Arthur	<input type="text"/>
Coombs, Rebecca	<input type="text"/>
Da Silva, Louis	<input type="text"/>

Save Lunch Count Cancel

Figure 5.21 - Lunch Order

2. Enter the lunch count totals or individual lunch orders.

Class Info		
Teacher	Room	Period
Teacher User	216	0

Term		
Section	Course	Student
1077	Am Govt	27

Save Lunch Count Cancel

Figure 5.22 – Lunch Count Entry

3. Click **Save Lunch Count**. The Lunch Counts Saved message appears. The message changes to “Lunch counts taken for today.”

Section	Course	Student
1077	Am Govt	27

Lunch counts taken for today

Figure 5.23 – Lunch Counts Taken

Chapter Six: VIEWING & EDITING GRADES

In this chapter, the following topics are covered:

- ▶ Viewing student grades
- ▶ Updating student grades
- ▶ Printing the grades report
- ▶ What is the Grade Book?

VIEWING GRADES

Marks, or grades, for each student may be viewed and edited within the TeacherVUE software. To access the student grades:

1. Click the **View Grades** icon.



Figure 6.1 – Seating Chart Screen, Class Info

2. There are two main sections within the View Grades screen. The **Class Info** section shows the details of the different codes that are shown for the grades, and allows the teacher to set preferences for how the grades are viewed. The **Grades** section displays the marks for each student.

Class Info			Grades for Fourth Quarter				
Teacher	Room	Period	0102 0306 3/4 Grade Fourth Quarter				
Carroll, Natalie	0002	1	Student Name	Marks	Options		Comments
				4th Qtr	All 1	Cd	Free Form
			Aaron, Ian				
			Alejandroz, Willie JR				
			Arriaga Gonzalez, James D.				
			Bahena, Joshua		14.00		
			Baker, Carlos W.				
			Bradley, Linda R.				
			Bustamante, Aaron				
			Cervantes Vazquez, Howard				
			Charley, Jacqueline C.				
			Chavez, Carl E.				
Valid Marks			Student Name	Marks	Options		Comments
A+	Outstanding		Covington, Louis L.				
A			Dennis, Sandra M.				
A-			Estrella Acuna, Brian C.				
B+	Above Average		Flores Aldaba, Wanda				
B			Flores Muniz, Kathy V.				
B-			Jackson, Dorothy P.				
C+	Average		Johnson, Alan M.				
C			Jolley, Wayne S.				
C-			Lowe, Ralph T.				
D+	Below Average		Mancera Herrera, Kathryn				
D							
D-							
F	Failure						
WF	Withdraw/Fail						
I	Incomplete						
1	Failing						
2	Needs Improvement						
3	Below Average						
4	Average						
5	Above Average						
6	Excellent						

Figure 6.2 – View Grades screen

3. In the Class Info section are two tabs: Details and Preferences. Upon opening the View Grades area, the default tab is the **Details tab**. Within the Details tab, legends for the codes for Valid Marks, Citizenship, Conduct, Work Habits, and Comments are shown. The codes available are setup at the district and school level. Refer to the *Synergy SIS – Grading Administrator Guide* for further details regarding setup and configuration of the grades.

- **Valid Marks** refers to the letter grade that can be issued for a student.
- Students can be assessed on other items outside of the academic arena. Some of those arenas include Citizenship, Conduct, and Work Habits. **Citizenship** refers to the student's overall performance in the course, including grade and interactions with students and staff. **Conduct** refers to only a student's interactions with students and staff. **Work Habits** refers to a student's tendency to complete work in its entirety and within a timely manner.
- The **Comments** area refers to specific items about a student's performance in the class whether positive or negative. In the figure below, there are letters associated with various levels of performance. Several comments may be entered for each student in a class, depending on the configuration of the grading setup for the school.

Details		Preferences
Valid Marks		
A+		
A	Outstanding	
A-		
B+		
B	Above Average	
B-		
C+		
C	Average	
C-		
D+		
D	Below Average	
D-		
F	Failure	
WF	Withdraw/Fail	
I	Incomplete	
Citizenship		
O	Outstanding	
S	Satisfactory	
N	Needs Improvement	
Conduct		
O	Outstanding	
S	Satisfactory	
N	Needs Improvement	
Work Habits		
O	Outstanding	
S	Satisfactory	
N	Needs Improvement	
Comments		
A	Please Contact Teacher	
B	Excellent Student	
C	Good Attitude/Behavior In Class	
D	Good Participation In Class	
E	Shows Extra Effort	
F	Complete/Accurate Assignments	
G	Showing Improvement	
H	Experiences Difficulty	
I	Test Scores Neg. Affect Grade	
J	Doesn't Bring Matrls To Class	
K	Missing Makeup Or Class Work	
L	Inappropriate Classroom Behavr	
M	Absences/Tardies Affect Work	
N	Needs To Follow Correct Techn.	
O	Needs To Demons. More Effort	

4. The **Preferences** tab within the Class Info area allows the user to change the grading period being viewed on the main screen. The current grading period is automatically checked.

Details	Preferences
<input type="checkbox"/>	Progress Period 1
<input type="checkbox"/>	First Quarter
<input type="checkbox"/>	Progress Period 2
<input type="checkbox"/>	Second Quarter
<input type="checkbox"/>	Progress Period 3
<input checked="" type="checkbox"/>	Third Quarter
<input type="checkbox"/>	Progress Period 4
<input checked="" type="checkbox"/>	Fourth Quarter

Figure 6.3 – Screen Grades, Preferences Tab

5. To add the information for a different grading period to the screen on the main screen, **check the box** next to the grading period to be displayed.

6. The Grades section is automatically updated to show the information for the current grading period as well as the new grading period added.

Class Info			Grades for: Fourth Quarter			
Teacher	Room	Period				
User, Teacher	216	0				
<div> </div> <div> <div>Details</div> <div>Preferences</div> <div> <input type="checkbox"/> Progress Period 1 <input type="checkbox"/> First Quarter <input type="checkbox"/> Progress Period 2 <input type="checkbox"/> Second Quarter <input type="checkbox"/> Progress Period 3 <input checked="" type="checkbox"/> Third Quarter <input type="checkbox"/> Progress Period 4 <input checked="" type="checkbox"/> Fourth Quarter </div> </div>			Student Name	Third Quarter	4th Qtr	Sem 2 Final
			Abbott, Billy C.	3rd Qtr: A-	B	B
			Addington, Paula M.	3rd Qtr: B	A-	A-
			Coleman, Jose L.	3rd Qtr: C	B	B
			Cooley, Carolyn A.	3rd Qtr: A-	A+	A+
			Crum, Richard J.	3rd Qtr: C+	C-	C-
			Crum, William R.	3rd Qtr: D+	D	D
			Decker, Lori	3rd Qtr: A-	F	F
			Devisme, Roger L.	3rd Qtr: C	D	D
			Dianics, Ruth T.	3rd Qtr: C	F	F
			Gilbert, Tina K.	3rd Qtr: C	C+	C+

Figure 6.4 – Updated Screen of Main Screen

7. In the **Grades section**, information regarding the student name, marks, options, and comments can be found. The boxes within this main screen are not available for editing within View Grades. To edit these boxes, the Update Grades screen must be activated. Updating Grades is discussed later in this chapter.

Grades for: Fourth Quarter					
0102 0300 3/4 Grade Fourth Quarter					
Student Name	Marks	Options		Comments	
	4th Qtr	Att 1	Cit	Cmt 1	Free-Form
Aaron, Ian					
Alejandroz, Willie JR					
Antonio Gonzalez, James D.					
Bahena, Joshua		14.00			
Baker, Carlos W.					
Bradley, Linda R.					
Bustamante, Aaron					
Cervantes Vazque, Howard					
Charley, Jacqueline C.					
Chavez, Carl E.					

Figure 6.5 – View Grades screen, Grades Section

8. The first column contains the **students' names**. They are listed in alphabetical order with the last name showing first and then the first name.

Student Name
Abbott, Billy C.
Addington, Paula M.
Coleman, Jose L.

Figure 6.6 – Grades Section, Student Name Column

9. The next block of columns is labeled **Marks**. A mark is the grade given for a grading period. More than one mark may be available for a given grading period. The marks available are configured in the Grading Setup screen, as outlined in the *Synergy SIS – Grading Administrator Guide*.

Marks	
4th Qtr	Sem 2 Final
B	B
A-	A-
B	B

Figure 6.7 – Grades Section, Marks Columns

10. The **Options** area of the Grades section contains a variety of information. This includes Credit Override, Attendance, and notes regarding student performance (Citizenship, Conduct, and Work Habits). **Credit Override** allows a change to the credit amount issued for a course. The **Attendance** columns, shown here as Excused and Unexcused Absences, can be customized to show a different column title as well as automatically summarize the absences recorded for the student. The attendance may also be manually entered. The **Citizenship**, **Conduct**, and **Work Habits** columns show letters that correspond to the legend shown in the Details tab.

Options					
Credit Override	Excused Absences	Unexcused Absences	Cit	Conduct	Work Habits
	12.00	4.00	S	S	N
	0.00	1.00			
	0.00	1.00			

Figure 6.8 – Grades Section, Options Columns

11. The **Comments** area can display a customized number of columns to capture additional comments regarding a student's performance within that particular class. The letters placed within these columns correspond with the Comments legend shown in the Details tab.

Comments		
Cmt 1	Cmt 2	Cmt 3
A		

Figure 6.9 – Grades Section, Comments Columns

12. The **Free-Form Comments** area displays comment text entered by the teacher for this student.

Comments	
Free-Form	

Figure 6.10 – Grades Section, Free-form Comments Column

UPDATING GRADES

To update the student grades:

1. From the View Grades screen, click on the **Update Grades** icon found in the Class Info section.

Updating Grades - Press the 'Save Grades' button (on your left) when complete					
0102 0300 3/4 Grade Fourth Quarter					
Student Name	Marks	Options			Comments
	4th Qtr	Att 1	Cit	Cmt 1	Free-Form
Aaron, Ian					
Alejandroz, Willie JR					
Antonio Gonzalez, James D.					
Bahena, Joshua		14.00			
Baker, Carlos W.					
Bradley, Linda R.					
Bustamante, Aaron					

Figure 6.11 – View Grades screen, Update Grades icon



Caution: If using the Grade Book, the Grades section in TeacherVUE shows the posted grades from Grade Book. If the grades are updated in TeacherVUE, they will not match the Grade Book grades and if the grades are re-posted from Grade Book, the TeacherVUE changes will be overridden.

2. In the **Grades section**, all of the boxes turn white instead of gray, and become either drop down menus or editable boxes.

Updating Grades - Press the 'Save Grades' button (on your left) when complete												
1077 S551 American Government Fourth Quarter												
Student Name	Marks			Options					Comments			
	4th Qtr	2nd 2	Class Override	Excused Absences	Unauthorized Absences	Ct	Conduct	Prob. Holds	Cmt 1	Cmt 2	Cmt 3	
Abbott, Billy C.	B	B		12.00	4.00	S	S	N	A			
Addington, Paula M.	A	A		8.00	1.00							
Coleman, Jose L.	B	B		8.00	1.00							

Figure 6.12 – Update Grades screen, Grades Section

3. To change a mark, comment, or any other drop-down list field, click the black drop down menu arrow and select the appropriate letter or enter the appropriate text.

Updating Grades - Press the	
Student Name	4th Qtr
Abbott, Billy C.	B
Addington, Paula M.	B
Coleman, Jose L.	C+
Cooley, Carolyn A.	C-
Crum, Richard J.	D
Crum, William R.	D-
Decker, Lori	F

Figure 6.13 – Update Grades screen, Drop Down Menus

- To change an editable box such as Credit Override or the Attendance columns, click in the box and enter the information.

Updating Grades - Press the 'Save Grades' button (on your left)

Student Name	Marks		Credit Override
	4th Qtr	Sem 2 Final	
Abbott, Billy C.	B	B	1.00
Addington, Paula M.	A-	A-	

Figure 6.14 – Update Grades screen, Editable Box

- When all the grade information has been entered or changed, click the **Save Grades** button. To cancel any changes that have been made, click the **Cancel** button. The Grades section returns to the View Grades screen, where the boxes are shaded gray and cannot be edited.

Updating Grades - Press the 'Save Grades' button (on your left) when complete

9017, 9051 and Q41 Final Semester

Student Name	Marks		Credit Override	Attendance			Extracurricular		
	4th Qtr	Sem 2 Final		PM 1	PM 2	PM 3	PM 4	PM 5	PM 6
Abbott, Billy C.	A	B	1.00						
Baker, Juan B.	B								
Beckstead, Phyllis M.	C								
Branch, Clarence L.	A+								
Colby, Henry D.	B+								
Cosley, Carolyn A.	B-								
Dixon, Eugene B.	C								
Fingthe, Ralph C. II	A-								
Gunnell, Diane L.	C								
Henry, Mikheil J.	B+								

Figure 6.15 – Save Grades and Cancel

GRADE-RELATED REPORTS

If grade-related reports have been added to the list of reports available in the TeacherVUE software (by adding them to the Navigation Menu for the TeacherVUE User Group), these reports appear both in the list of available reports from the main Seating Chart screen and as an option on the list of reports available in the View Grades screen. For more information about specific reports, please see the *Synergy SIS – Grading User Guide*. To print a grade-related report:

1. Click the **Execute Report** icon.



Figure 6.16 – Execute Report Icon

2. The report can be generated as a **PDF** file or in text (**TXT**) format. Select the output type by clicking on the radio buttons.

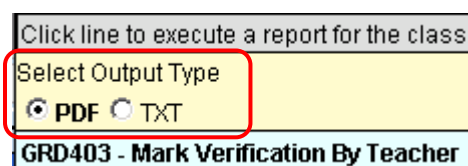


Figure 6.17 – Execute Report, Select Output Type

3. Click on the report to be printed.

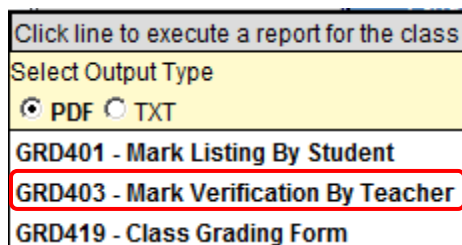


Figure 6.18 – Execute Report, Select a Report

4. A progress screen appears as the report is being generated. The status line is updated as the report is processed until the report can be viewed.

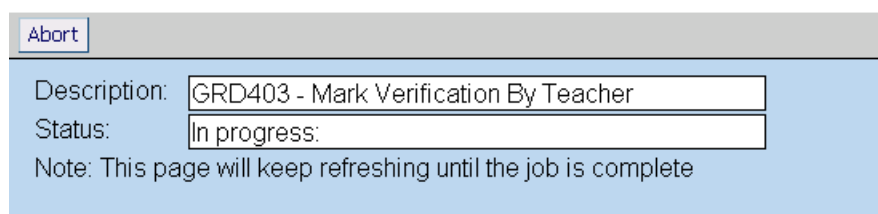


Figure 6.19 – Execute Report, Progress Screen

5. Once the report is generated, a dialog box offers the options to **Open**, **Save**, or **Cancel** the report.

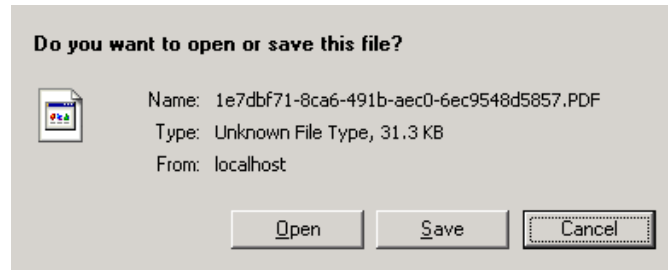


Figure 6.20 – Open, Save, or Cancel Report

6. Click **Open** to view the report, or click **Save** to save the report to the computer.

Hope High School
Mark Verification By Teacher
Fourth Quarter

Year: 2008-2009

Report: GRD403

Teacher: User, Teacher

Period: 0 Section ID: 1077 Course: SS81 American Government

Student Name	SIS Number	4th Gr	5th Gr	6th Gr	7th Gr	8th Gr	9th Gr	10th Gr	11th Gr	12th Gr	Credit	Comments
Abbott, Billy C.	905483	B	B	S	S	N					0.250	A - Please Contact Teacher
Adkins, Paula M.	971888	A-	A-								0.1	250
Adkins, Jose L.	974365	B	B								0.1	250
Adkins, Carolyn A.	922759	A+	A+								0.0	250
Adkins, Richard J.	972047	C-	C-								0.0	250
Adkins, William B.	972044	D	D								0.1	250
Adkins, Lori	975202	F	F								0.0	250
Adkins, Roger L.	171330	D	D								0.2	250
Adkins, Ruth T.	974332	F	F								1.2	250
Gilbert, Tina K.	121590	C+	C+								0.0	250
Gilbert, Timothy M.	967200	D	D								1.1	250
Harris, George D.	988799	C	C								0.4	250
Johnson, James L. II	977344	C	C								0.1	250
Karaga, Betty A.	974087	D	D								0.1	250
Klein, William J.	973376	A	A								0.0	250
Kokachian, Jason J.	974228	C-	C-								1.0	250
Lentini, Lori M.	973951	F	F								1.0	0.250
Maslovski, Rose N.	973094	F	F								0.0	250
Mohr, James A.	973016	D	D								0.0	250
Peaslee, Janet L.	103055	A	A								0.0	250
Salon, Barry R.	972017	C	C								0.0	250
Shaw, Michael R.	968146	B+	B+								0.0	250
Shelley, Rudy M.	914972	B+	B+								0.0	250
Shuler, Patrick K.	972561	B-	B-								0.0	250
Vandusen, Kimberly K.	974914	A+	A+								0.0	250
Vandusen, Helen K.	974342	C	C								0.0	250
Wilkins, Doris M.	979967	C	C								0.0	250

Printed by Teacher User at 07/10/2010 12:47 PM

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Figure 6.21 – Screen Grades, Mark Verification By Teacher Report

RETURN TO SEATING CHART

To return to the main Seating Chart screen from the View Grades screen, click on the **Return to Seating Chart** icon in the Class Info section.

Class Info			Guides for: First Quarter												
Teacher:	Room:	Period:	SS7 SS81 Am Govt First Quarter												
User Teacher	216	0													
			Student Name		Mark	Credit Course			Options		Work History		Comments		
			1st Qtr	2nd Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr
<div>Details</div> <div>Preferences</div>			Valid Marks												
A+			Outstanding												
A															
B+															
B			Above Average												
B-															
C+															
C			Average												
D															
F															
I															
O															
U															
V															
W															
X															
Y															
Z															

Figure 6.22 – Return to Seating Chart icon

ACCESSING GRADE BOOK

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 working with the Grade Book software, please see the *Synergy SIS – Grade Book User Guide*. To access the Grade Book:

1. Click on the **Grade Book icon** from the main Seating Chart screen.



Figure 6.23 – Seating Chart Screen

2. The **Grade Book screen** pops-up in a separate window.

Jackson, K. Am Govt(0)		Kathy Jackson (KJackson) - Secondary Teacher				
New Assignment Grade Book Reports						
Term	Class	Period				
82 (Term)	(82) Jackson, K. Am Govt(0) SEC 1077	885 GR				
Sort Students by	Filter by Date	Order	Rowset to Display	Type	Show All	Search
Last Name	All Dates	Order	Rowset to Display	Type	Show All	Search
La F S - Data						
Student	Grade	Quiz	Project	Assignment	Test	Homework
		MAX: 25.00 PTS: 10.00 5/15/2016	MAX: 25.00 PTS: 10.00 5/15/2016	MAX: 25.00 PTS: 10.00 5/15/2016	MAX: 25.00 PTS: 10.00 5/15/2016	MAX: 25.00 PTS: 10.00 5/15/2016
		Quiz	Project	Assignment	Test	Homework
Abbott, Billy	78.7% C+	13.2	20.4	18.0	18.0	28.8
Addington, Paula	72.0% C-	16	20	23	18	9
Coleman, Jose	71.2% C-	16	21	23	11	10
Cooley, Carolyn	61.2% F	23	8	22	8	8
Crum, Richard	45.0% F	8	16	18	9	10
Crum, William	68.0% D+	22	13	19	11	22

Figure 6.24 – Grade Book Screen

Chapter Seven: USING THE TEACHERVUE MOBILE APP

In this chapter, the following topics are covered:

- ▶ Mobile App Features
- ▶ Hardware and Software Requirements
- ▶ Setup on a Device

FEATURES

The TeacherVUE Mobile App gives school administrators access to student information and functions for which mobility is required. Much of the functionality available in the desktop version of TeacherVUE.

With the TeacherVUE mobile app you can

- Create and modify seating charts
- View student information
- Add Notes to a student
- Create an Incident Referral
- Take Attendance
- Take lunch counts
- Access Grade Book

HARDWARE AND SOFTWARE REQUIREMENTS

TeacherVUE is compatible with iPhone, iPod touch, and iPad with iOS 4.3 or later. It is optimized for iPhone 5.

User login requires the same name and password used for Synergy.




Note – Your TeacherVUE screens might not look exactly like those shown in this guide. Screen layouts vary slightly by device.

SETUP ON A DEVICE

To set up TeacherVUE on a device:

1. Download the TeacherVUE app from iTunes:
<https://itunes.apple.com/us/app/teachervue/id412056651>
2. Follow the instructions provided during the download to install the app.
3. Start the app.



4. Tap the Settings icon  in the lower left corner.
5. Enter the URL of the district's web server, and tap **Test**.



6. Tap **Ok** to dismiss the success message, and tap **done**.
7. Tap **Save** and then close the **Settings** window by tapping the 'X'.

LOGGING IN

1. Launch the TeacherVUE app.



2. Enter your Synergy **Username** and **Password**.



Tip: Set the **Save Username** and **Save Password** options to **Yes** to skip this step the next time you use TeacherVUE.

3. Tap **Login**.

GETTING STARTED

The screen that appears when you log in is **District and School Announcements**.

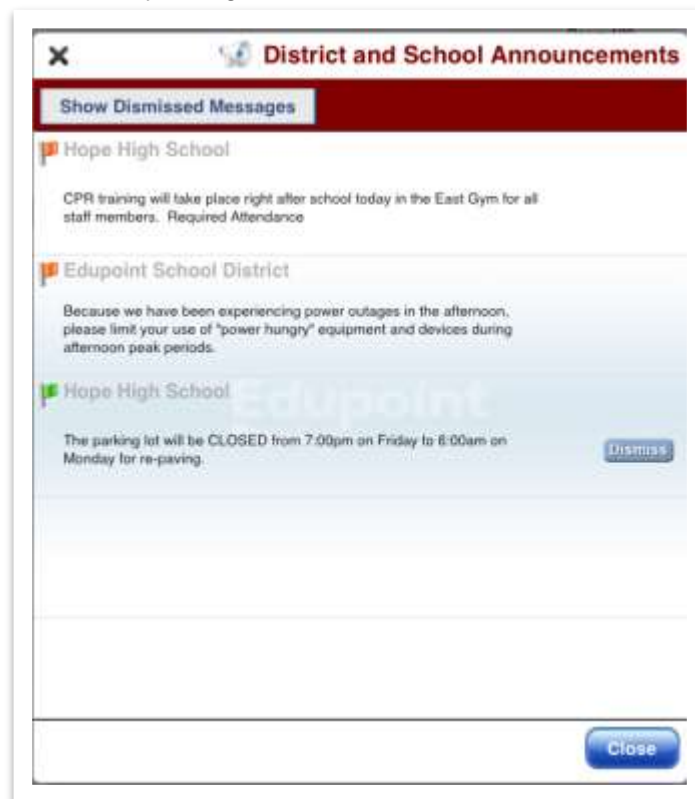
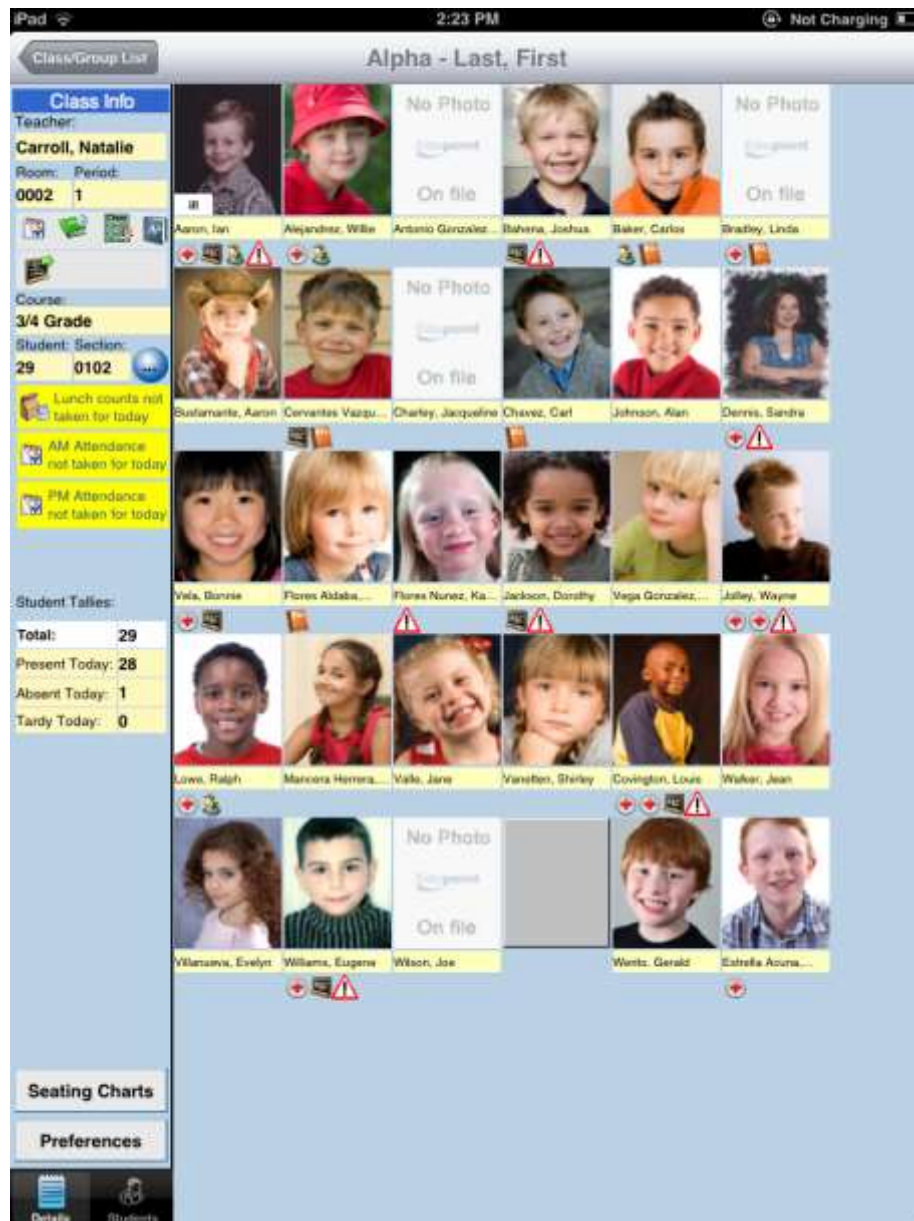


Figure 7.1 - District and School Announcements screen

Once you close the District and School Announcements screen, the **Class/Group Selection** screen displays.

Period	Course	Section ID	Count	Term	Room
Period:1	Ap Biology	SC46W-1-000000000001	1	YR	Meeting Day:M-T-W-R-F
Period:5	Biology	0007	25	S2	Room: 120 Meeting Day:M-W-F-R-T
Period:9	Life Science	0004	17	S2	Room: 120 Meeting Day:M-W-F-R-T

Selecting a class or group from the list opens the **Details** tab of the **Class Info** screen.



The Details tab provides access to the following functions.



Attendance by Chart: Enables the teacher to take attendance by seating chart. See page 109.



Change Class: Returns the user to the Class/Group list.



Attendance by List: Enables the teacher to take attendance by student list. See page 110.



Grade Book: Access Grade Book to enter grades or create assignments. See page 113.



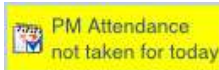
Incidents: Add discipline incident records. See page **Error! Bookmark not defined..**



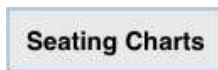
Class Details: Displays student totals for the class.



Lunch Counts: Enables teacher to enter the daily lunch count for their class. See page 112.



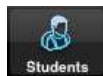
Attendance Reminders: Alerts teachers to enter class attendance.



Seating Charts: Enables teachers to select new or modify existing seating charts. See page 108.



Preferences: Selects how the seating chart is arranged and what information is displayed. See page 108.



The Students tab provides access to additional functions.



Add New Chart: Enables the teacher to add a new seating chart. See page 106.



Edit Chart: Allows the teacher to edit the current seating chart.

Tapping a student photo or placeholder on the seating chart provides access to the following functions.



Student: Displays student information and Emergency Contacts. See page 119.



Notes: Enables teachers to view and create notes for a student. See page 120.

SEATING CHART

Adding a seating chart

1. Select a class section from the **Class/Group List** screen. The class section screen displays.



Figure 7.2 - Student tab

1. On the Students tab, tap **Add New Chart**. The **Add/Edit Chart** screen displays.



Figure 7.3 - Add/Edit Chart screen

2. In the **Type** column, select a chart type.
3. Enter a name in the **Chart Name** field.
4. Click **Save and Return**. The new seating chart is created.

Editing a freeform seating chart

1. On the **Details** tab, click **Seating Charts**. The **Select Chart** screen displays.



Figure 7.4 - Select Chart screen

2. Select a freeform seating chart.



Figure 7.5 - Freeform Edit Chart screen

3. Set the **Edit Chart** option to **ON**.
4. To add a student from the list of students not in the chart, touch a name on the list and drag it to the seating chart.
5. To move a student, touch the student photo for three seconds and drag the student photo to the new position on the chart.
6. Click **Save Chart**.



Note: Clicking the question mark symbol (?) on the Edit Chart screen, opens the help screen, which contains instructions and illustrations of how to edit the chart in freeform mode.

Selecting Seating Charts

1. On the Details tab, tap **Seating Charts**. The Select Chart list displays.

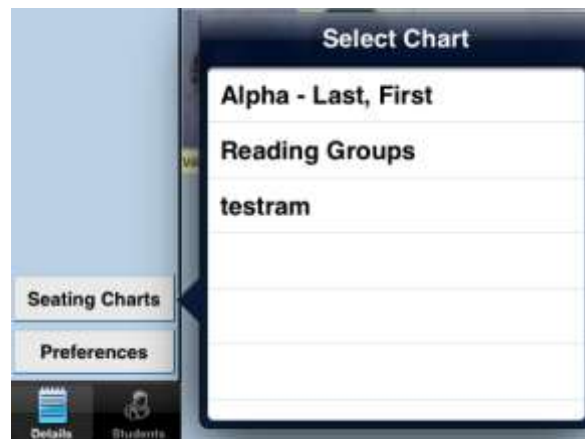


Figure 7.6 - Select Chart list

2. Select a chart from the list.

Setting Seating Chart Preferences

1. On the Details tab, tap **Preferences**. The Preferences screen opens.

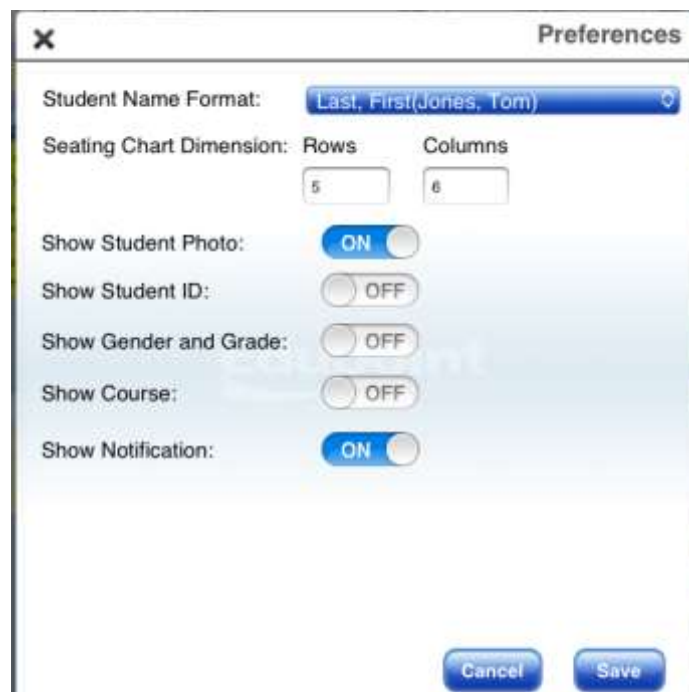


Figure 7.7 - Preferences screen

2. Set the preferences.
3. Tap **Save**.

ATTENDANCE

Taking attendance by seating chart

1. Tap the attendance by chart icon . The attendance screen displays.

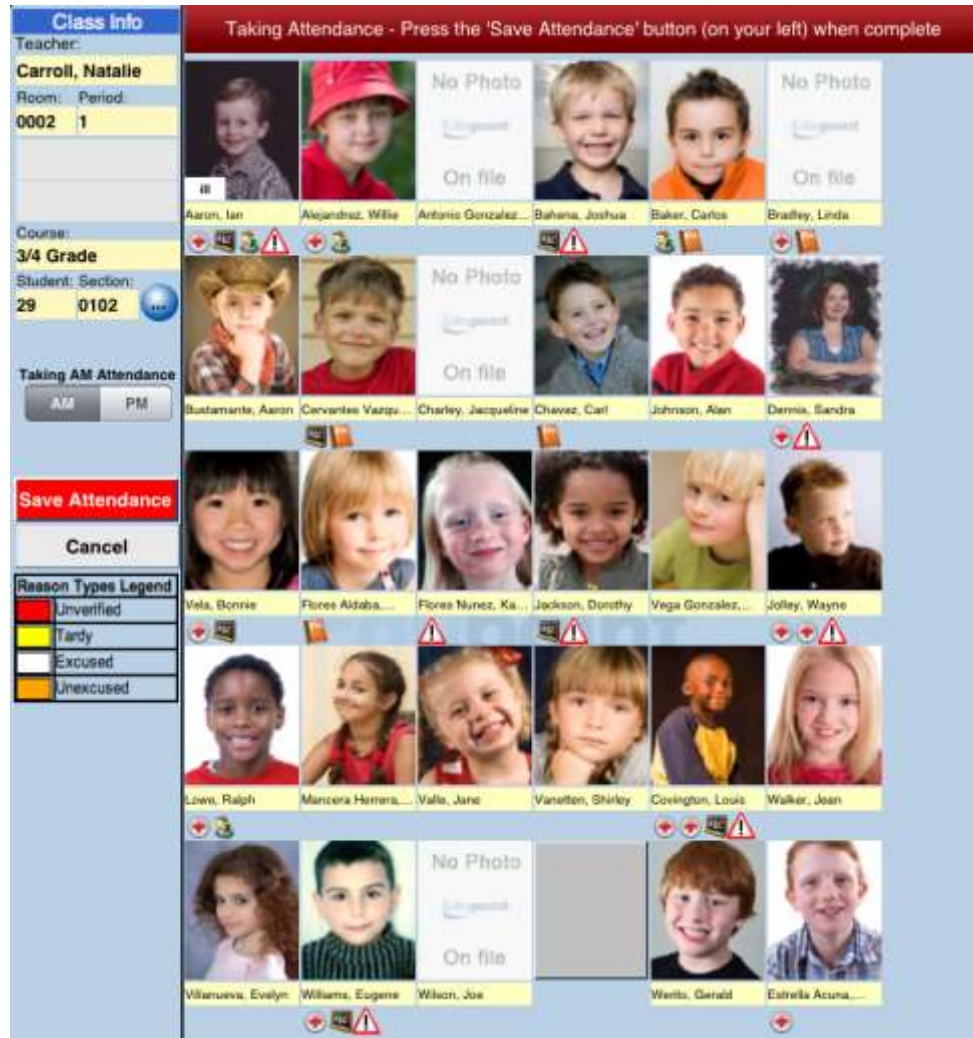


Figure 7.8 - Attendance screen

2. Tap on the student's photo or placeholder to set their attendance. Tapping multiple times scrolls through the available attendance options.
3. Tap **Save Attendance**.

Taking attendance by list

1. Tap the attendance by list icon . The attendance list displays.

Alpha - Last, First

Attendance

Friday, May 17, 2013

User: Carroll, Natalie

Teacher: Carroll, Natalie

Room: 0002 Period: 1

Section: 0102 Course: 3/4 Grade

Student: 29

Save Attendance

Undo Changes

Cancel and Return

Taking Attendance - Press the 'Save Attendance' button (on your left) when complete

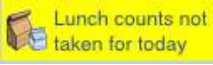
Fr. 05/17/2013

Student Name	ID	Gender	Grade	AM	PM
Aaron, Ian	129442	Male	04	ill	
Alejandrez, Willie	992706	Male	03		
Antonio Gonzalez, James	105613	Male	03		
Bahena, Joshua	129454	Male	03		
Baker, Carlos	151640	Male	03		
Bradley, Linda	147414	Female	03		
Bustamante, Aaron	130333	Male	03		
Cervantes Vazque, Howard	115224	Male	03		
Charley, Jacqueline	148409	Female	03		
Chavez, Carl	134653	Male	03		
Covington, Louis	133538	Male	03		
Dennis, Sandra	992710	Female	03		
Estrella Acuna, Brian	139086	Male	03		
Flores Aldaba, Wanda	154975	Female	03		
Flores Nunez, Kathy	167937	Female	03		
Jackson, Dorothy	133258	Female	03		
Johnson, Alan	158343	Male	03		
Jolley, Wayne	131024	Male	03		
Lowe, Ralph	153981	Male	03		
Mancera Herrera, Kathryn	156774	Female	03		
Valle, Jane	152380	Female	03		
Vanetten, Shirley	129844	Female	03		
Vega Gonzalez, Justin	143418	Male	03		
Vela, Bonnie	126823	Female	03		
Villanueva, Evelyn	149861	Female	03		
Walker, Jean	150747	Female	03		
Werito, Gerald	145377	Male	03		
Williams, Eugene	139100	Male	03		

Figure 7.9 - Attendance screen

2. Tap on the student's row to set their attendance. Tapping multiple times scrolls through the available attendance options.
3. Tap **Save Attendance**.

LUNCH COUNTS

1. Tap the lunch count icon . The Lunch Count Entry screen displays.



Enter your classroom lunch counts below:	
Breakfast	0
Lunch	0
Milk	0
Item 4	0
Item 5	0
Item 6	0
Item 7	0
Item 8	0
Item 9	0
Item 10	0

Cancel Save


Figure 7.10 - Lunch Count Entry screen

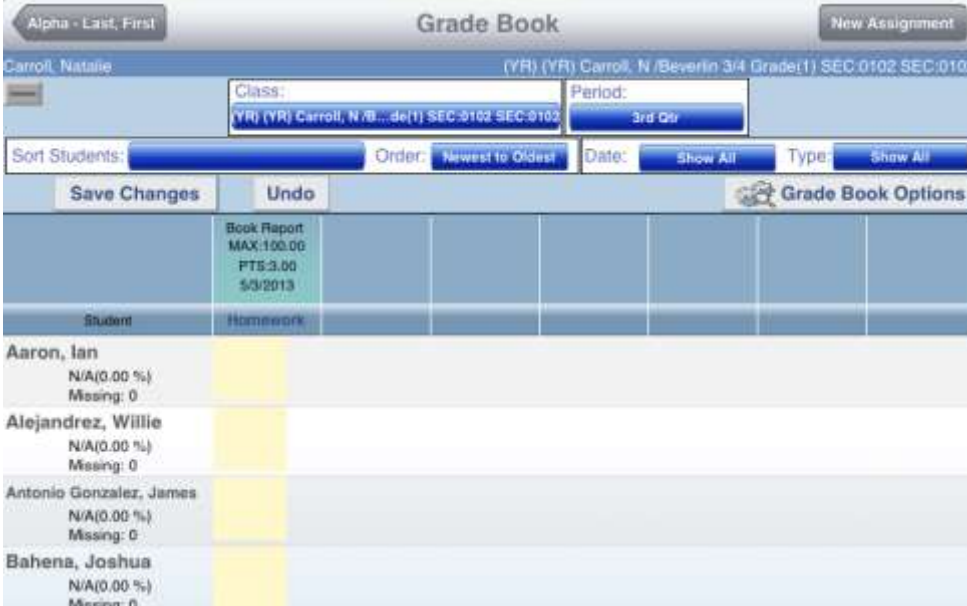
2. Enter the lunch counts for the class.
3. Click **Save**.

GRADE BOOK

In the mobile version of Grade Book, teachers can view their classes, add assignments, enter scores for assignments, and view student summary information in the Grade Book module.

Sorting/Filtering Data

- Tap the Grade Book icon . The Grade Book Main screen displays. On the Grade Book Main screen, sorts/filters exist for Term, Class, Period, Students, Order, Date, and Type.



Student	Book Report	MAX:100.00	PTS:3.00	5/3/2013
Aaron, Ian	N/A(0.00 %)	Missing: 0		
Alejandrez, Willie	N/A(0.00 %)	Missing: 0		
Antonio Gonzalez, James	N/A(0.00 %)	Missing: 0		
Bahena, Joshua	N/A(0.00 %)	Missing: 0		

Figure 7.11 - Grade Book Main screen

Setting Grade Book Options

1. From the Grade Book Main screen, tap the **Grade Book Options** button. The **Grade Book Options** window opens.
2. Set the Grade Book options.

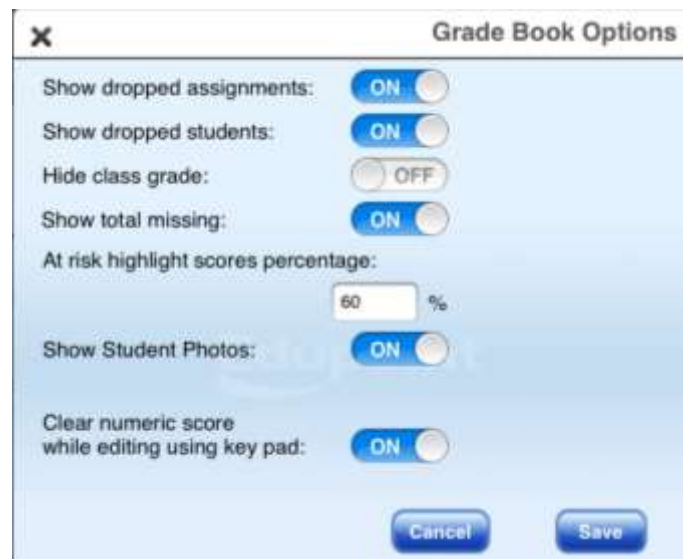
The image shows a 'Grade Book Options' dialog box with a light blue background. At the top left is a close button (X) and at the top right is the title 'Grade Book Options'. The options are listed vertically: 'Show dropped assignments:' with a toggle switch set to 'ON'; 'Show dropped students:' with a toggle switch set to 'ON'; 'Hide class grade:' with a toggle switch set to 'OFF'; 'Show total missing:' with a toggle switch set to 'ON'; 'At risk highlight scores percentage:' with a text input field containing '60' and a '%' symbol; 'Show Student Photos:' with a toggle switch set to 'ON'; and 'Clear numeric score while editing using key pad:' with a toggle switch set to 'ON'. At the bottom right are two buttons: 'Cancel' and 'Save'.

Figure 7.12 - Grade Book Options

3. Click **Save**.

Adding New Assignments:

1. From Grade Book Main screen, click the **New Assignment** button. The **New Assignment** screen opens.



Note: The New Assignment screen available in the mobile version of Grade Book is designed for quick entry of assignments – it does not include all functionality that exists in the web-based version of Grade Book. Any options that are not available in mobile version Grade Book can be set when you access the web-based version. The following options are not available when creating new assignments in mobile version of Grade Book:

- Assignments cannot be correlated to Report Card Areas.
- Assignments cannot be correlated to Standards.
- Drop Box options are not available.

Grade Book **New Assignment**

Jackson, Kathy ((S1) Jackson, K. Am Govt(0) SEC:0077)

Assignment: Congress

Description:

Assignment Settings:

Date of Assignment: 12-20-2011

Assignment Category: Normal

Show in Parent/Student Portal: ON

Type: Homework

Grading: Overall Grade Only Overall Grade & Standards

Score Type: Raw Score

Max. Score: 100 Point: 10

Grading Period:	Sections:
Progress Period 1	(S1) Jackson, K. Am Govt(0) SEC:0077
1st Qtr	(S2) Jackson, K. Am Govt(0) SEC:1077
Progress Period 2	(S1) Jackson, K. Psychology I(1) SEC:0169-J
2nd Qtr	(S2) Jackson, K. Psychology II(1) SEC:1169
Sem 1 Final	(S1) Jackson, K. Psychology I(2) SEC:0269

Close Save

Figure 7.13 - New Assignment screen

2. Enter desired assignment details.
3. Click **Save**.

Entering Scores

1. To enter assignment scores, click on the desired student/assignment cell. A **Score** window appears.

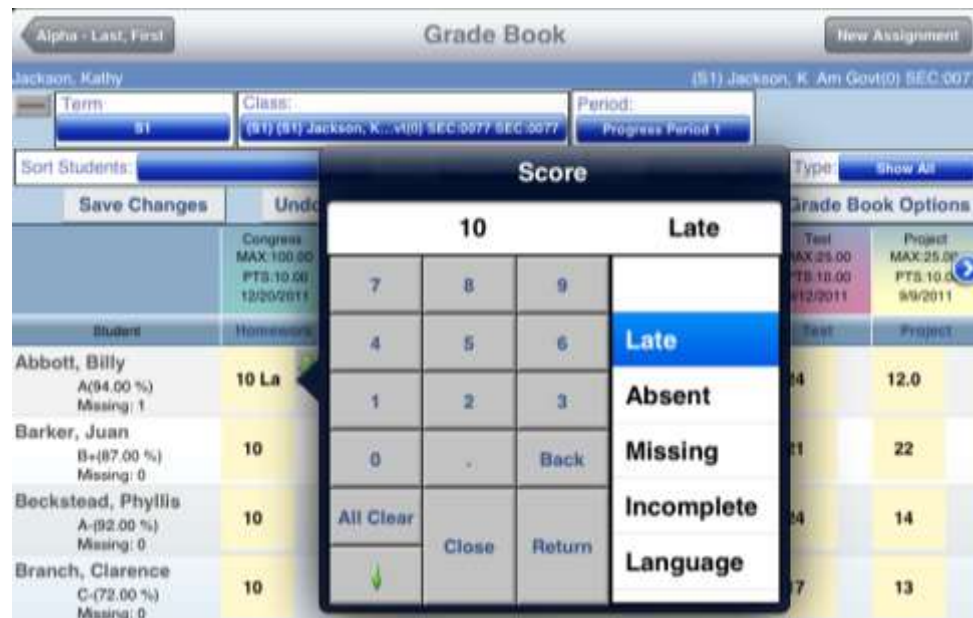


Figure 7.14 - Score screen

For numeric score types, a numeric keypad allows for score entry. For rubric score types, the rubric items will be available for selection. Grade Book Comments (i.e.: Late, absent, etc...) can also be added on the Score entry popup. Finally, a green 'fill-down' arrow is available to fill all scores below (and including) the selected cell with the selected value.

2. Enter desired scores.
3. Click **Return** to advance to the next student's cell. Click **Close** to return to Grade Book Main.

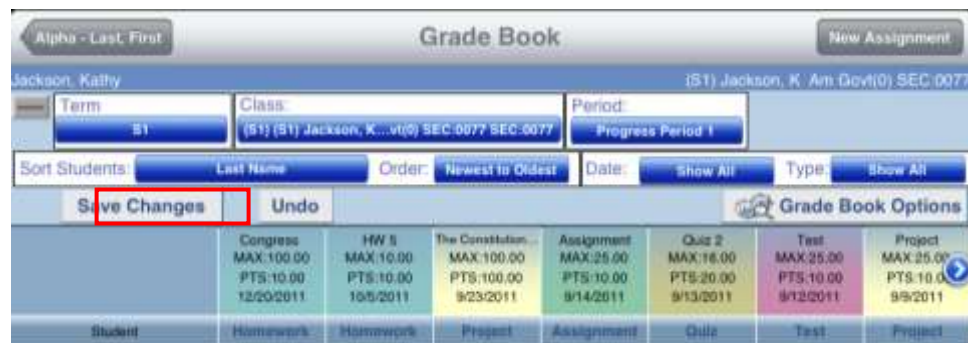


Figure 7.15 - Grade Book Main screen

4. Click **Save Changes**.

Viewing Student Score Details

- To view student score details, click on a student's name from the Grade Book Main screen. The **Student Score Details** screen opens. Information on this screen is view-only.

The Grade Book Main screen displays a list of students and their scores across various assignments. The student **Abbott, Billy** is highlighted with a red box. The screen includes filters for Term, Class, and Period, and options to sort students and show all data.

Student	Congress MAX:100.00 PTS:10.00 12/20/2011	HW 5 MAX:10.00 PTS:10.00 10/5/2011	The Constitution... MAX:100.00 PTS:100.00 9/23/2011	Assignment MAX:25.00 PTS:10.00 9/14/2011	Quiz 2 MAX:16.00 PTS:20.00 9/13/2011	Test MAX:25.00 PTS:10.00 9/12/2011	Project MAX:25.00 PTS:10.00 9/9/2011
Abbott, Billy A(96.00 %) Missing: 1	100 La	10		24	18.0	24	12.0
Barker, Juan B+(87.00 %) Missing: 0	100	9		24	14	21	22

Figure 7.16 - Grade Book Main screen

The Student Score Details screen for **Abbott, Billy** shows the overall score and a detailed list of scores for each assignment. The overall score is A (96.00%).

Overall Score:

Student Points:	60.50
Points Possible:	70.00
Progress Grade: (Total Points)	A

Detailed Score List:

Date	Assignment	Type	Mark	%	Points	Public	Private
12/20/2011	Congress	Homework	100	100.00	10.00	ISS on 12/20.	
	Exclude: <input type="checkbox"/>						
10/5/2011	HW 5	Homework	10	100.00	10.00		
	Exclude: <input type="checkbox"/>						
9/23/2011	The Constitution Project	Project		0.00			
	Exclude: <input type="checkbox"/>						
9/14/2011	Assignment	Assignment	24	96.00	9.00		
	Exclude: <input type="checkbox"/>						
9/13/2011	Quiz 2	Quiz	18.0	112.50	22.00		
	Exclude: <input type="checkbox"/>						
9/12/2011	Test	Test	24	96.00	9.00		
	Exclude: <input type="checkbox"/>						

Figure 7.17 - Student Score Details screen

STUDENT INFORMATION

To view student information and emergency contacts:

1. Tap on a student's photo or placeholder on the TeacherVUE seating chart screen. The **Selection Menu** opens.



Figure 7.18 - TeacherVUE Selection Menu

2. Select **Student**. The **Student Info** screen displays. Information on this screen is view-only.

Alpha - Last, First

Student Info

User: Carroll, Natalie

STUDENT

Emergency Contacts

Student Information

Student Name: Ian Aaron	Perm ID: 129442	Gender: Male	Grade: 04
Last Name Goes by:	Nick Name: Junior	Birth Date: 04/11/2003	Email: Ian.Aaron@esd.com
Home Language: English	Home Room Teacher: Natalie Carroll	Home Room: 0002	Counselor Name: Mark Andrews
Home Address: 1955 S Val Vista Dr Mesa, AZ 85234	Mail Address: 1955 S Val Vista Dr Mesa, AZ 85234	Resolved/Race Ethnicity: Hispanic	

Phone Numbers

Relationship	Name	Phone	Phone Type	Comment
Self	Aaron, Ian	480-555-1214	Home	
Doctor	Dr Paul Scholtz	949-555-3434	Office	
Self	Aaron, Ian	480-775-1212	Mobile	
Mother	Aaron, Kathleen	480-555-1214	Home	Has Custody, Lives With
		480-555-3456	Cell	
Father	Aaron, Philip	602-333-4874	Work	Has Custody, Lives With
		480-555-6767	Cell	
		480-555-1214	Home	
Step-Father	Jones, Jonathon			
Relative	Christopher Johnson	480-555-7788	Home	
		602-555-1234	Work	
		602-555-1234	Other	
Neighbor	Christina Acosta	480-555-1212	Home	

Figure 7.19 - TeacherVUE Student Info screen

3. Tap the **Emergency Contacts** button to view the **Emergency Contacts** screen.

Name	Relationship	Home		Work		Other		
		Phone	Extn	Phone	Extn	Type	Phone	Extn
Christopher Johnson	Relative	480-555-7788		602-555-1234				
Christina Acosta	Neighbor	480-555-1212						

Figure 7.20 - TeacherVUE Emergency Contacts

NOTES

To view student notes:

1. Tap on a student's photo or placeholder on the TeacherVUE seating chart screen. The **Selection Menu** opens.



Figure 7.21 - TeacherVUE Selection Menu

2. Select **Notes**. The **Notes** screen displays. Any notes for the selected student appear in left side of the screen.

Figure 7.22 - TeacherVUE Notes screen

3. Tap on the note to view it.



To add a note:

1. Tap the **Add** button on the **Notes** screen. The **Add Notes** screen opens.





Figure 7.23 - Add Notes screen

2. Enter the note in the **Comments** field.
3. Select if the comment can be viewed by other teachers or staff.
4. Tap **Save**. The new note appears on the left side of the Notes screen.

INCIDENT REFERRAL

1. Tap the incident icon . The Add Incident screen displays.

Alpha - Last, First

Add Incident

Describe the incident in the fields below and make sure all fields have data.

Incident Date: 05-17-2013 **Incident Time:** 02:25 PM

Refer To: [Empty field]

Incident Location: [Empty field] [Camera icon]

Incident Context: [Empty field]

[Add Violations]

0 Student(s) selected. [Add Students]

[Description]

[Add Intervention]

Cancel Save

* indicate mandatory fields

Figure 7.24 - Attendance screen

2. Enter the incident details in the appropriate fields.
3. Tap the camera icon to attach photos or video to the incident referral.
4. Tap **Save**. Once the discipline referral has been processed and recorded as a discipline incident, the discipline incident alert icon displays under the student's photo or placeholder.



Figure 7.25 - Discipline Incident alert icon

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