Synergy SIS™

AdminVUE Administrator & User Guide

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Volume 01, Edition 01, Revision 01 **September 2013**
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Document Number: SISADVG-051713

First Revision, September 2013

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ABOUT THIS GUIDE

This guide illustrates how to set up and use the AdminVUE mobile application for the iPad and iPhone.

Document History

Date	Volume	Edition	Revision	Content
May 2013	1	1	0	Initial release of this document
September 2013	1	1	1	Updated to release version 8.0.4.0 Added Security information.

CONVENTIONS USED IN THIS GUIDE

Bold Text **Bold Text** - Indicates a button, menu or other screen element to touch.

Tip – Suggests advanced techniques or alternative ways of approaching the subject.

Note – Provides additional information or expands on the topic at hand.

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Chapter One: FEATURES AND SETUP

This chapter covers:

- Features
- Hardware and Software Requirements
- Setting Up AdminVUE

FEATURES

The AdminVUE app gives school administrators access to student information and functions for which mobility is required.

With AdminVUE, you can

- Search for students by name or ID. See page 18.
- Scan student ID card barcodes to view student records. See page 17.
- See student attendance records, grades, discipline incidents, and schedule. See page 19.
- Scan student ID card barcodes to record tardiness. See page 21.
- Print re-admit passes on a portable printer. See page 23.
- Create an Emergency Class Roster report and have rosters with attendance information emailed to staff. See page 26.
- See staff schedules. See page 14.
- Enter incident reports. See page 30.
- See lists of students by bus route. See page 14.

HARDWARE AND SOFTWARE REQUIREMENTS

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

Due to camera limitations, barcode scanning on the iPod Touch is not recommended.

For barcode scanning, Edupoint recommends printing student ID cards on a laser printer.

Supported printers for AdminVUE re-admit passes:

- Star Micronics SM-T300 (wireless)
- Star Micronics SM-S220i (Bluetooth)

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

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

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SETTING UP ADMINVUE

AdminVUE is available by default on the district's web server, but access is granted only those users who are given permission, either individually or based on group membership.

Setup in Synergy

To ensure that AdminVUE is available in the district:

1. In Synergy, go to **Synergy SIS > System > Setup > District Setup**.
2. On the **Mobile Apps** tab, make sure that the **AdminVUE** box is not checked.

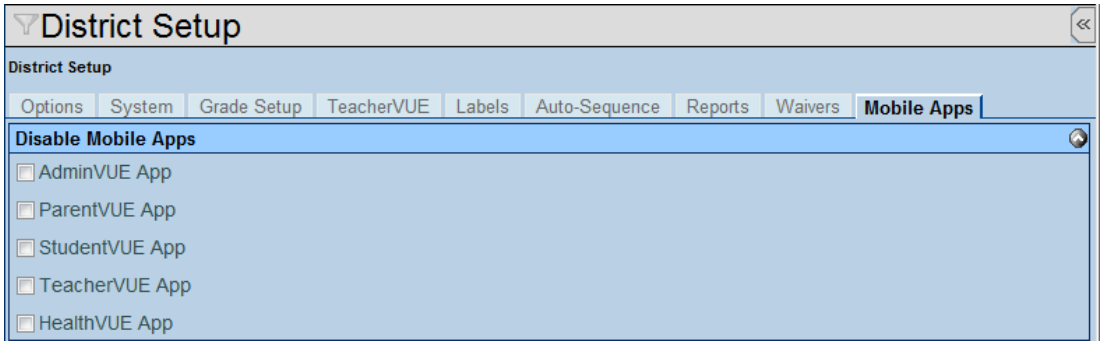

Figure 1.1 – District Setup screen

To grant access to AdminVUE for a group:

1. In Synergy, go to **Synergy SIS > System > User > User Groups** and find the desired group.
2. Click the **Security Settings** tab.
3. Under **Other**, in the **AdminVUE User** list, click **Yes**.

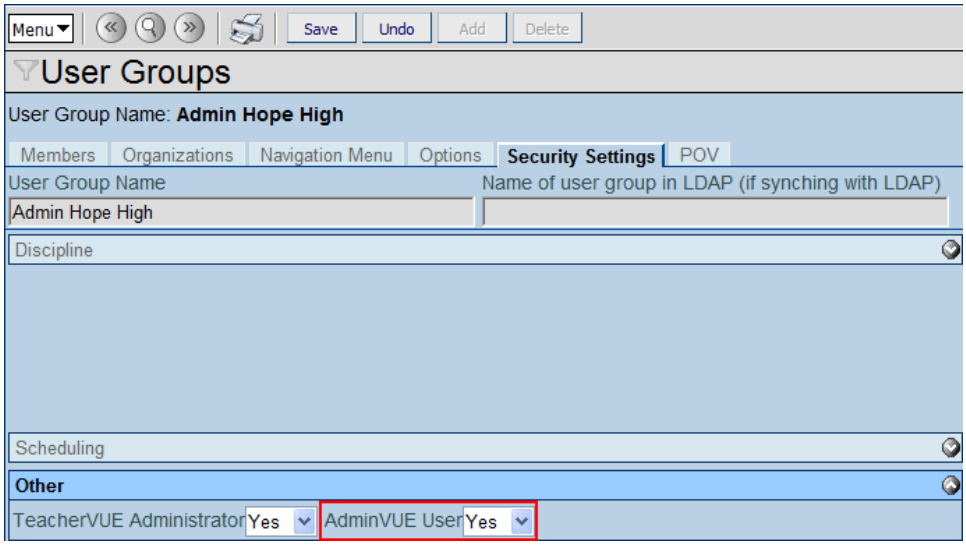

Figure 1.2 – User Groups screen, Security Settings tab

4. Click **Save**.

To grant access to AdminVUE for a user:

1. In Synergy, go to **Synergy SIS > System > User > User** and find the desired user.
2. Click the **Security Settings** tab.
3. Under **Other**, in the **AdminVUE User** list, click **Yes**.

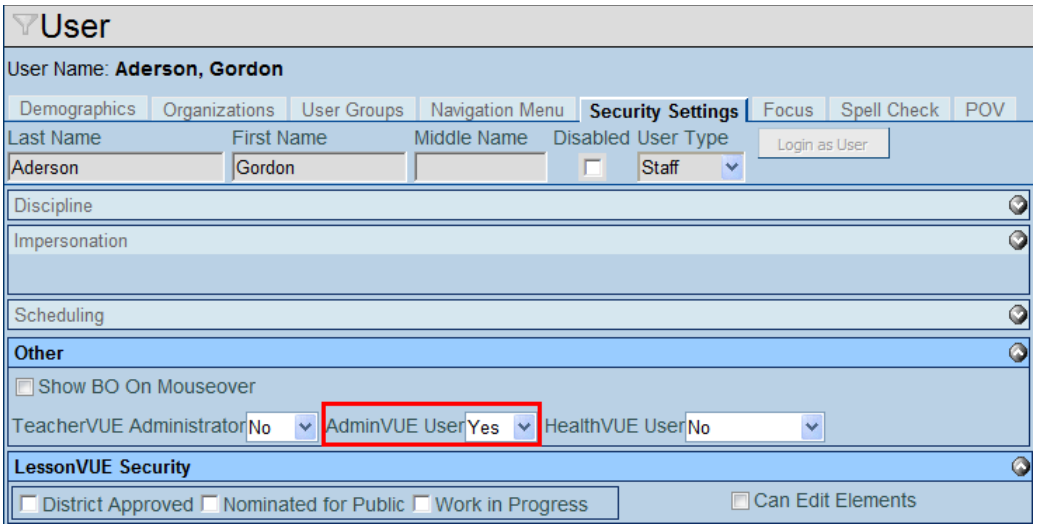

Figure 1.3 – User screen, Security Settings tab

4. Click **Save**.

If you will scan student ID cards to record attendance, you can configure which attendance codes are available on your device. These are the same codes available in TeacherVUE.

1. In Synergy, go to **Synergy SIS > Attendance > Setup > School Attendance Code**.
2. In the **Default Tardy Type** list, click the code to appear in AdminVUE by default, and in the **Allowed in TeacherVUE** column, check the box for each code to be available in AdminVUE.

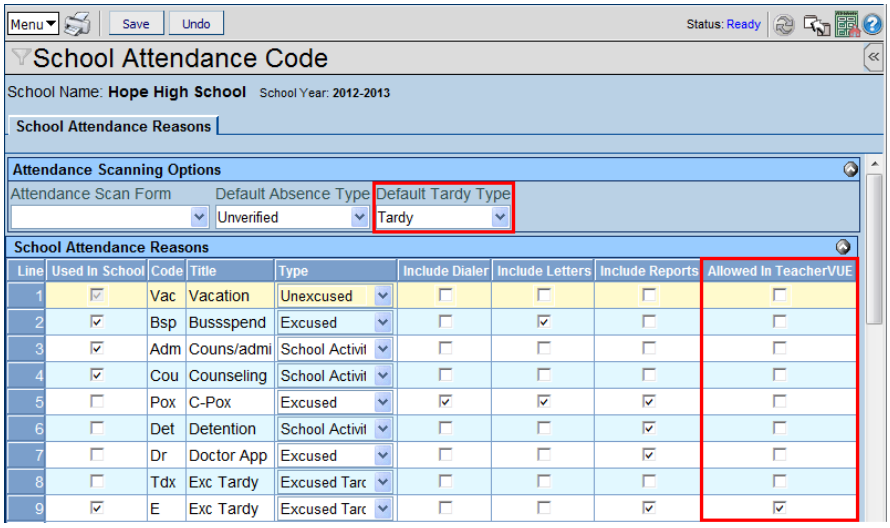

Figure 1.4 – School Attendance Code screen

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Setup on a Device

To set up AdminVUE on a device:

1. Download the AdminVUE app from iTunes: https://itunes.apple.com/us/app/adminvue/id447849457
2. Follow the instructions provided during the download to install the app.
3. Start the app.

Figure 1.5 – Login screen

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

Figure 1.6 – Settings

6. Tap **Ok** to dismiss the success message, and tap **Done**.

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Chapter Two:
OVERVIEW OF THE APP

This chapter covers:

- Logging In
- Overview

LOGGING IN

1. Launch the AdminVUE app.

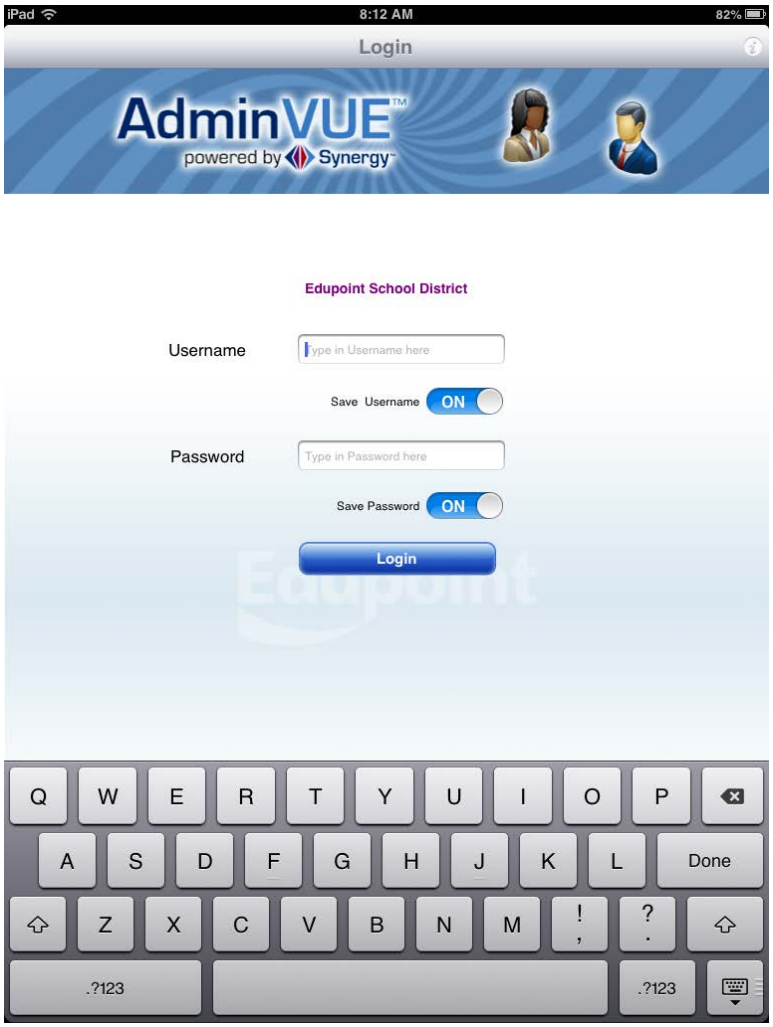

Figure 2.1 –Login screen

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 AdminVUE.

3. Tap **Login**.

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GETTING STARTED

The screen that appears when you log in is **Search/Scan**. It has three main areas.

Menu

Search

Critical functions

Figure 2.2 – Search/Scan screen

Menu

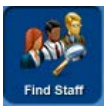
Tap to open a menu that provides access to seven functions.

Figure 2.3 – Menu

Settings: Set preferences that are unlikely to change. See page 29.

Change Focus: Change to another school or organization.

Incidents: Add discipline incident records. See page 30.



Find Staff: Search for staff records.

Bus Route: Get a list of students for a bus route.

View Attendance: Get a summary of attendance updates made by scanning student ID cards. See page 22.

Voice Commands: On a device that supports Siri, use voice recognition to interact with AdminVUE. For example, you can tap the **Student ID** field and speak to search.

Search

Enter at least the first few letters of a student's **Last Name** or **First Name**, or enter an entire **Student ID**, to find a student's record. See Chapter Three.

Critical Functions

At the bottom, buttons enable three key functions:

Bar Code Scan: Scan a student ID card to locate the student's record. See Chapter Three.

Tdy Record: Scan a student ID card to record a student's attendance status (typically "Tardy"). See Chapter Four.

Emergency Report: In the event of an evacuation, create an Emergency Class Roster report and have rosters with attendance information emailed to staff. See Chapter Five.

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LOGGING OUT

To log out, tap **Login** or **Logout** on the **Search/Scan** screen.

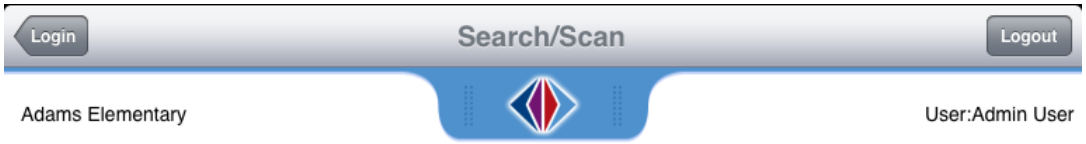

Figure 2.4 – Logging out

Chapter Three: STUDENTS

This chapter covers:

- Scanning a Student
- Searching for a Student
- Available Information

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You can locate student records in many ways. Most straightforward are scanning student ID cards and searching by name or student ID number. You can also locate a record by listing the students who ride a particular school bus or take a class from a particular teacher.

When you locate a student's record, the **Class Info** screen is displayed, with the student's schedule and grades. Tap a class to see a list of students in that class, or tap **More** to see more information about the student (see page 19).

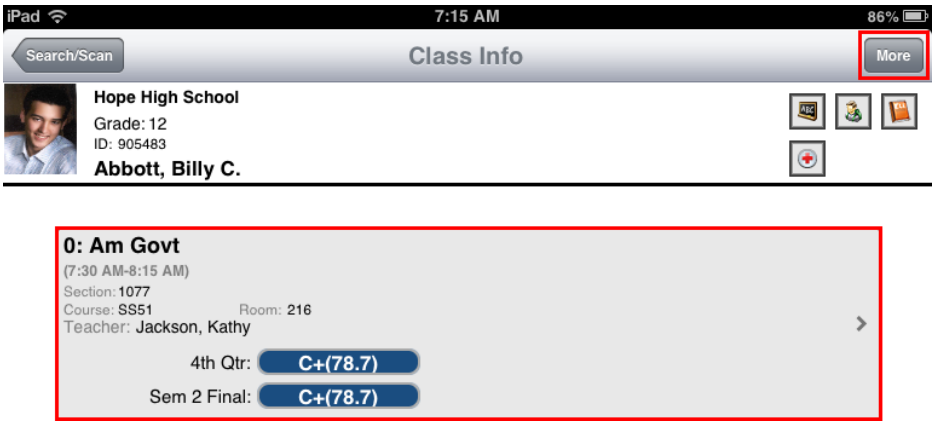

Figure 3.1 – Class Info screen

SCANNING A STUDENT

To scan a student ID card to see the student's record:

1. At the bottom of the **Search/Scan** screen, tap **Bar Code Scan**.

Figure 3.2 – Bar Code Scan button

2. Point the camera at the barcode.

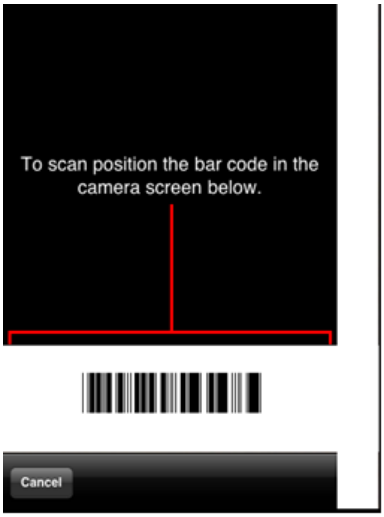

Figure 3.3 – Scanning a student

SEARCHING FOR A STUDENT

To search for a student's record:

1. On the **Search/Scan** screen, enter at least the first few letters of a student's **Last Name** or **First Name**, or enter an entire **Student ID**, and tap **Search**.

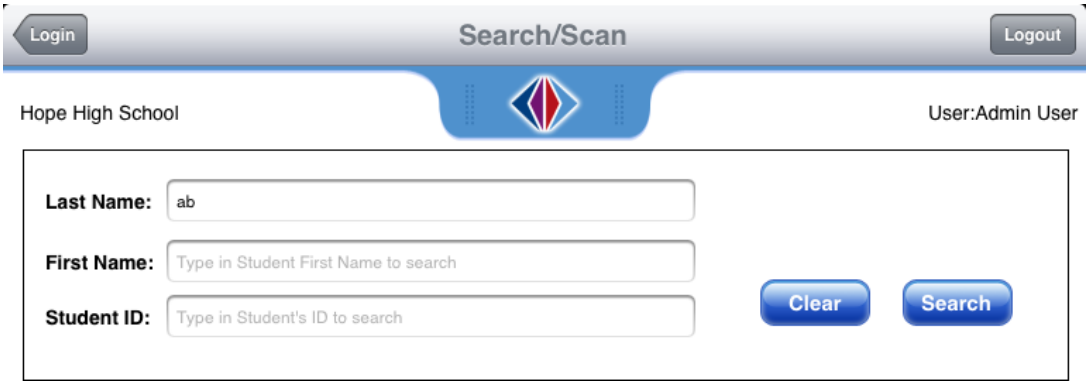

Figure 3.4 – Search/Scan screen

2. In the list of students matching the search criteria, tap the desired student.

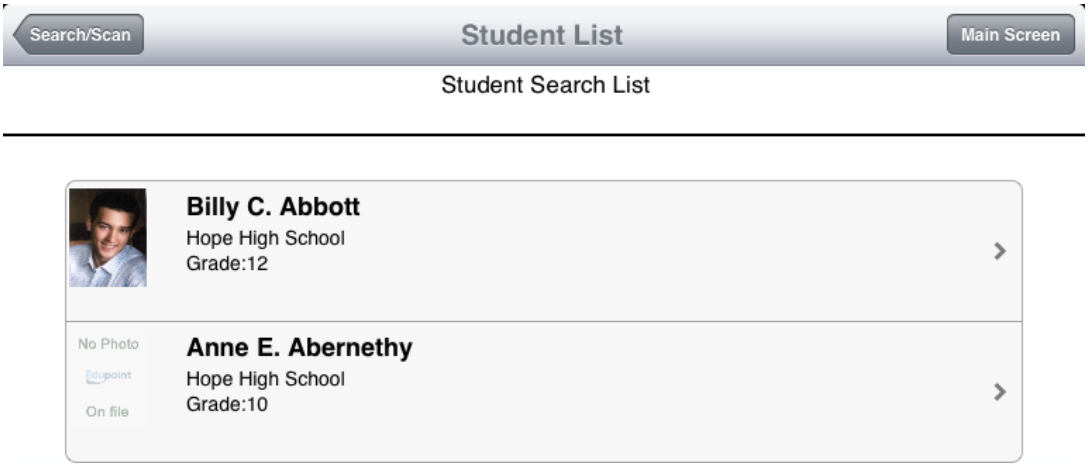

Figure 3.5 – Student List search results

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AVAILABLE INFORMATION

Once you locate a student's record, the following information is available.

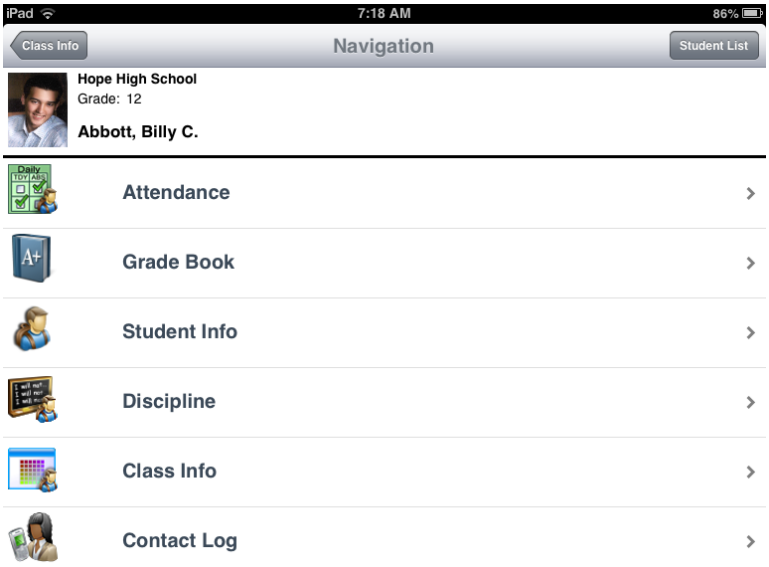

Figure 3.6 – Navigation screen for a student

Attendance: Period-by-period attendance. The courses and teachers display, as do links for emailing the teachers.

Grade Book: The student's grades for the current school year. Details for each course – scores on each assignment and test – are available.

Student Info: Demographic information and parent/guardian and emergency contact information.

Discipline: Records of incidents in which the student has been involved. You can add a new incident here as well.

Class Info: The student's schedule.

Contact Log: Records of contact between staff members and the student's parents/guardians.

Chapter Four: ATTENDANCE

This chapter covers:

- Scanning Student IDs to Update Attendance
- Viewing and Sharing Scanned Attendance
- Printing Re-Admit Passes

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SCANNING STUDENT IDS TO UPDATE ATTENDANCE

AdminVUE uses your device's camera to scan barcodes on student ID cards and update the Synergy database with attendance status (usually Tardy). You can also print re-admit passes with a portable printer (see page 23).

1. At the bottom of the **Search/Scan** screen, tap **Change**, and select the attendance code to enter for scanned students.

Figure 4.1 – Change button for attendance code

2. Tap **Tdy Record**.

Figure 4.2 – Tdy Record button

3. Point the camera at the barcode on the student ID card.

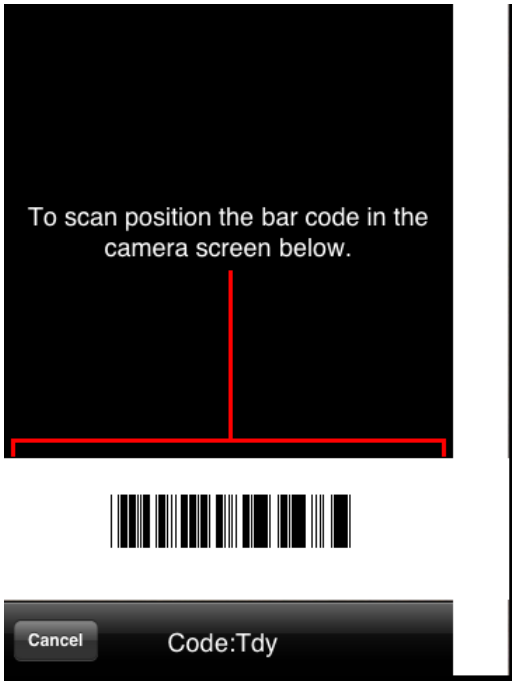

Figure 4.3 – Scanning a tardy student

The barcode is detected and the student marked tardy. With a portable printer attached and enabled, a tardy slip (re-admit pass) prints automatically. (See page 23.)

4. On the screen that appears, tap **Close** if you are finished, **Print** to manually print a re-admit pass, or **Scan next student** to scan again.

Figure 4.4 – Scan results

VIEWING AND SHARING SCANNED ATTENDANCE

To email or print a list of students scanned for attendance:

1. On the **Search/Scan** screen, tap to open the menu, and tap **View Attendance**.

Figure 4.5 – View Attendance button

2. On the **Attendance List** screen, change the date, if desired, to see scans for another date.

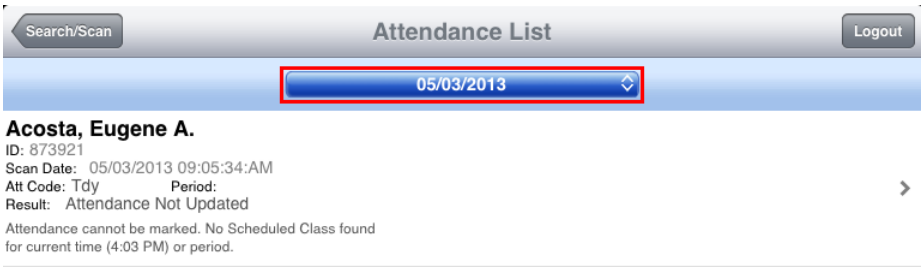

Figure 4.6 – Attendance List, changing date

3. Tap a student to see details of the scan of that student.
4. At the bottom of the screen, tap **Email List** to email the list of students, or tap **Print List** to print the list through AirPort.

Figure 4.7 – Attendance List, emailing or printing

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PRINTING RE-ADMIT PASSES

With an attached portable printer, you can print re-admit passes for students scanned as tardy.

Figure 4.8 – Re-admit pass

As described starting on page 21, the passes can print automatically each time you scan a tardy student, or you can choose to print or not print a pass after each scan.

Printer options:

Printer	Connection	Paper Width
Star Micronics SM-T300	Wireless LAN	3 inches
Star Micronics SM-S220i	Bluetooth*	2 inches

* If using Bluetooth, pair the printer with your device before doing AdminVUE printer configuration.

To configure a portable printer:

1. On the **Search/Scan** screen, tap to open the menu, and tap **Settings**.

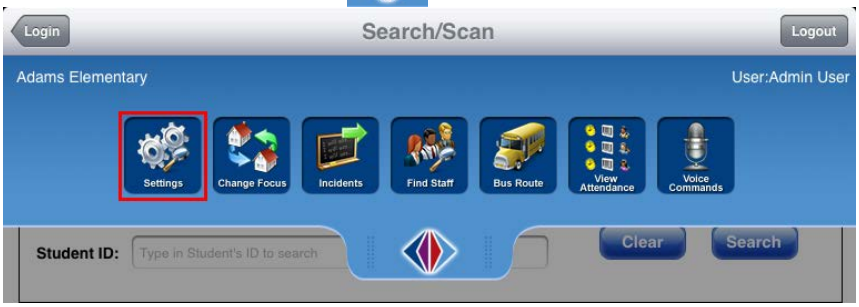

Figure 4.9 – Settings button

2. Tap **Printer Setup**.

Figure 4.10 – Settings screen, Printer Setup button

3. Turn **Using Bluetooth Printer** on or off and select **Printer Paper Size** according to the table on page 23.

Figure 4.11 – Portable Printer Setup screen

4. If using a wireless LAN connection, enter the **Printer IP** address.
5. Tap **Connect**.
6. Tap **Test Print** to confirm the configuration.

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To configure automatic or manual printing:

1. On the **Search/Scan** screen, tap to open the menu, and tap **Settings**.

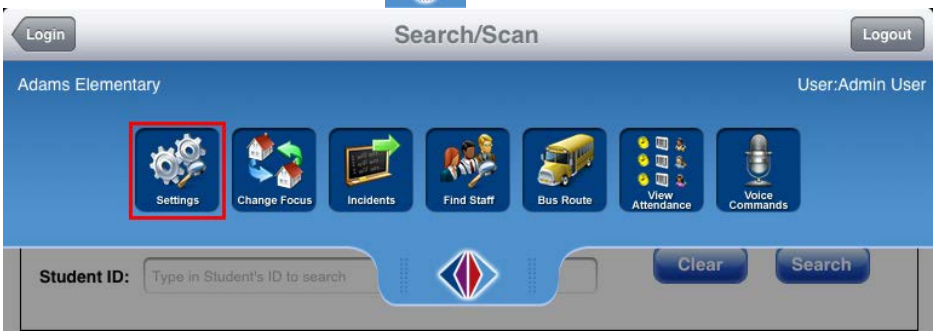

Figure 4.12 – Settings button

2. Turn **Print Re-Admit Pass** on for automatic printing or off for manual printing.

Figure 4.13 – Settings screen

Chapter Five:
EMERGENCY CLASS ROSTER

This chapter covers:

- Running an Emergency Class Roster Report

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Synergy's STU809 – Emergency Class Roster report emails to each teacher a class list for a specific period of the day.

To run an Emergency Class Roster report:

1. On the **Search/Scan** screen, tap **Emergency Report**.

Figure 5.1 – Emergency Report button

2. Tap to "break the glass."

Figure 5.2 – Running an Emergency Class Roster report

3. Select a **Period To Run Emergency Report**, and tap the **Push** button.

Figure 5.3 – Running an Emergency Class Roster report

Chapter Six: OTHER TASKS

This chapter covers:

- Changing Settings
- Adding Incidents
- Adding Photographs

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CHANGING SETTINGS

To change settings:

1. On the **Search/Scan** screen, tap to open the menu, and tap **Settings**.

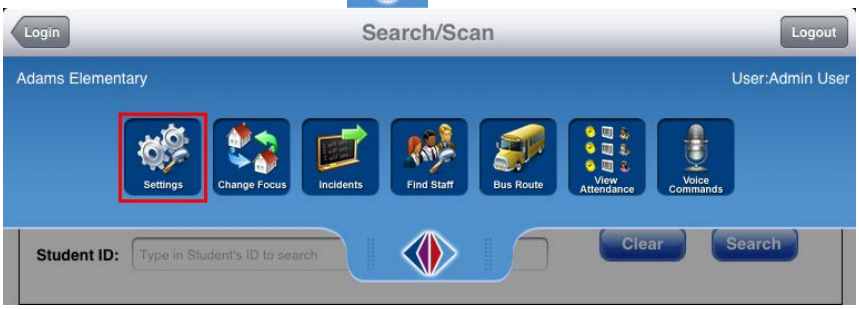

Figure 6.1 – Settings button

2. Change settings, and tap **Done**.

Figure 6.2 – Settings screen

Setting	Description
Printer Setup	See page 23.
Show all notification icons	Turns on and off the display of individual alert icons on the **Class Info** screen for students. If this is off, multiple alerts are represented by a single **Notifications** icon.
Sound	Turns the scanning sound on and off.
Vibration	Turns the scanning vibration on and off.

Setting	Description
Print Re-Admit Pass	See page 23.
Use Bell Schedule Time	For a school using period attendance, turns on and off whether AdminVUE determines the period for attendance based on the time of day.
Select Alarm Sound	Determines the sound for the Emergency Class Roster report.

ADDING INCIDENTS

To add an incident:

1. On the **Search/Scan** screen, tap to open the menu, and tap **Incidents**.

Figure 6.3 – Incidents button

2. Complete the form, including highlighted fields and the buttons with red asterisks (**Add Violations**, **Add Students**, and **Description**), and tap **Save**.

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Notes

- You can tap the camera icon to add a photograph of the scene to the incident record.
- When you tap **Add Students** to add students to the incident record, you can scan student ID cards to do so.

ADDING PHOTOGRAPHS

You can add a photograph to the record of a student or staff member.

1. At the bottom of the **Class Info** screen for a student or the **Class List** screen for a staff member, click **Attach Photo** to take a photo or **Camera Roll** to select a stored photo.

Figure 6.4 – Attaching a photo

2. Take or attach the photo.

You can also attach a photo to an incident report, as described above.

Chapter Seven: SECURITY

In this chapter, the following topics are covered:

- Where security for AdminVUE may be defined

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Security for AdminVUE is defined on the PAD Security screen. How the PAD Security screen works and how security is defined is covered in detail in the *Synergy SIS - Security Administrator Guide*. This section describes how to define AdminVUE security.

You can restrict a user group or an individual user's access to certain components within AdminVUE.

Restricting a User Group's Access

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. On the PAD Security screen, navigate to **Synergy SIS > Mobile Apps > AdminVUE Security**.
3. On the Group Access tab, select a **User Group**.
4. Click **Show Detail**. The list of AdminVUE components displays.
5. Select a value in the **Access** field of the component in order to restrict it.

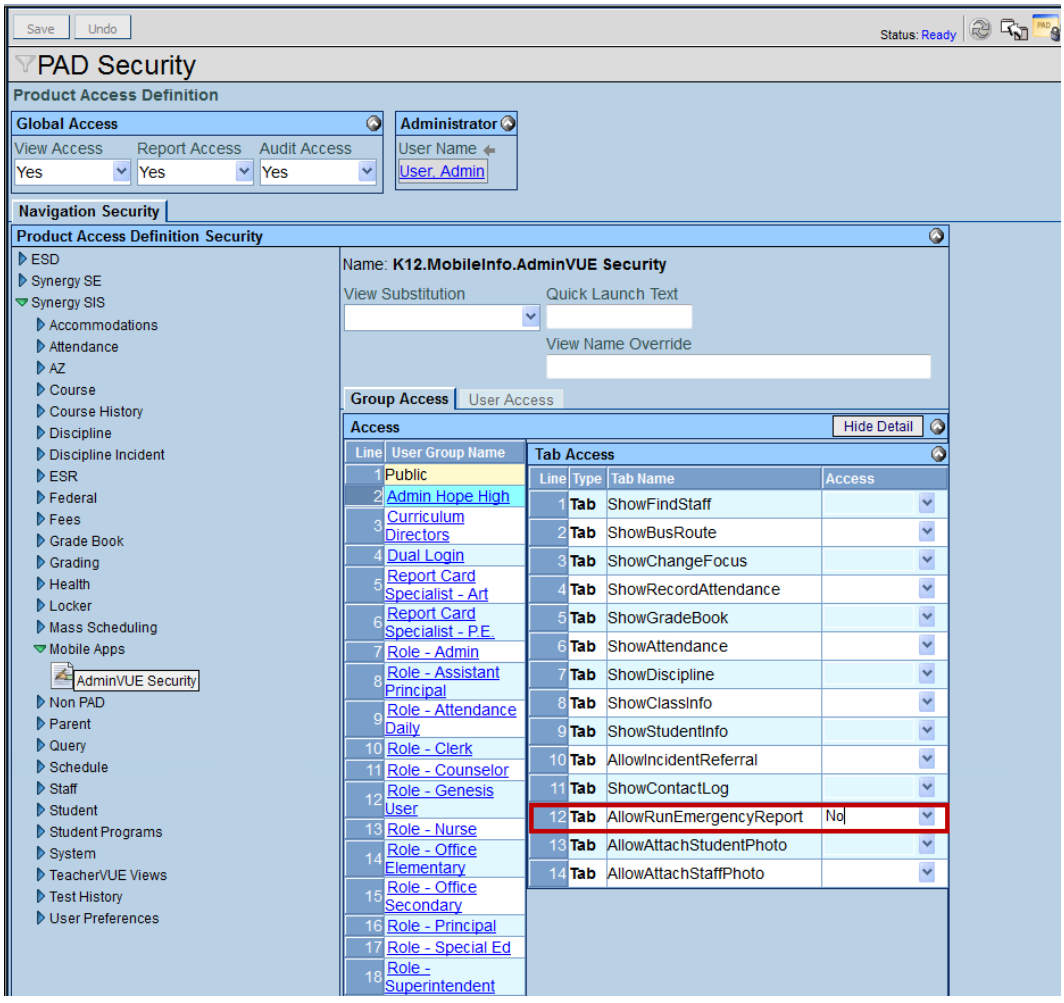

Figure 7.1 - PAD Security – AdminVUE Security - Group Access tab

6. Click **Save**. The AdminVUE security rules are reflected in the AdminVUE mobile app for the selected users.

Restricting an Individual's Access

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. On the PAD Security screen, navigate to **Synergy SIS > Mobile Apps > AdminVUE Security**.
3. On the User Access tab, select **Add**. The **Find: RevUser** screen opens.
4. Find and select a user on the **Find: RevUser** screen.
5. Click **Select**. The user name displays in the Access grid on the User Access tab.
6. Select a value in the **Access** field of the select user to restrict their overall access to AdminVUE.

   OR

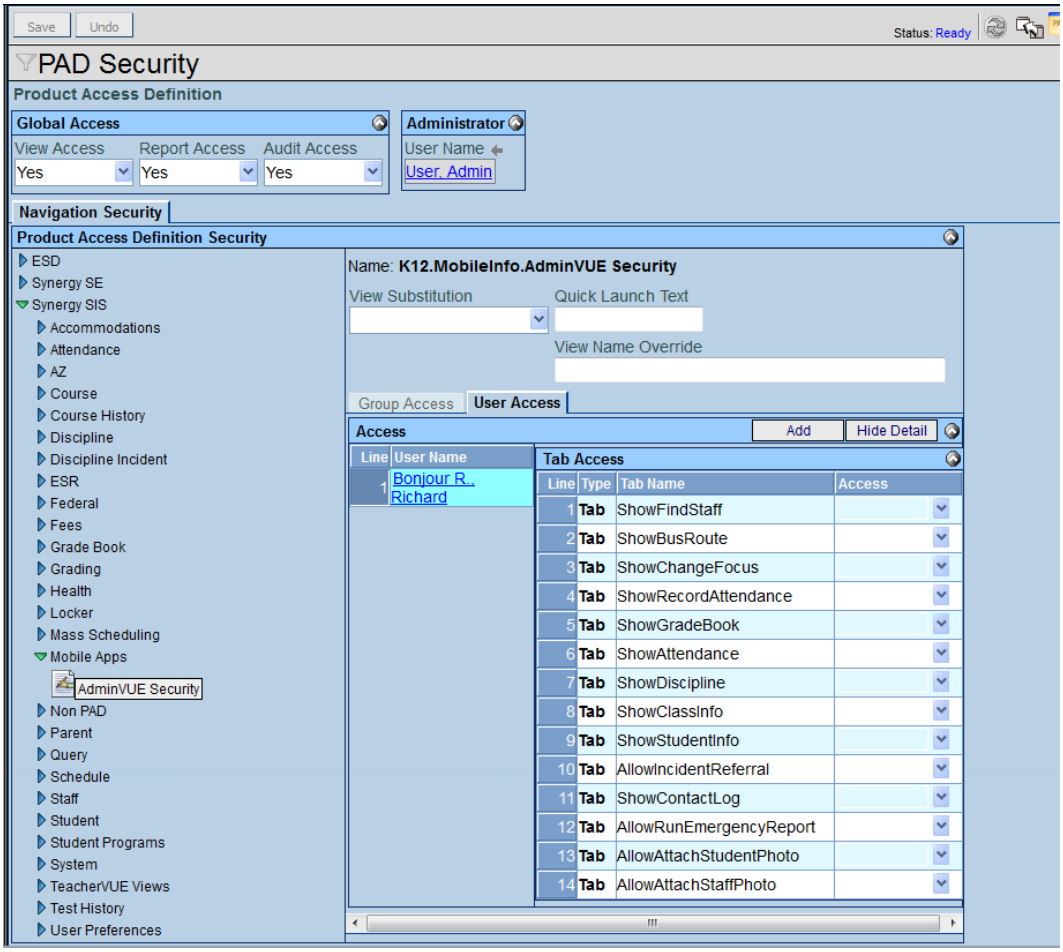

Figure 7.2 - PAD Security – AdminVUE Security – User Access tab

   a. Click **Show Detail**. The list of AdminVUE components displays.

   b. Select a value in the **Access** field of the component in order to restrict it.

7. Click **Save**. The AdminVUE security rules are reflected in the AdminVUE mobile app for the selected users.

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