

TeacherVUE User Guide



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About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is released in multiple volumes to meet this commitment.

This document serves as a reference for Edupoint's recommendations and Best Practices for Synergy processes. Due to the complex nature and myriad configurations possible within the Synergy software, it is not feasible to include every possible scenario within this guide.

Conventions Used in This Manual

- **Bold** indicates user interactions such as a button or field on the screen.
- *Italics* indicate the option to select or text to enter.
- Notes, Tips, References, and Cautions display in the margin to provide additional information.



Notes provide additional information about the subject.



Tips suggest advanced options or other ways of approaching the subject.



References list another source of information, such as another manual or website.



Cautions warn of potential problems. Take special care when reading these sections.

Before You Begin

Before installing any of the Edupoint family of software products, be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements.

Software and Document History

Document Version	Release Date	Software Release	Description
8.0	Dec 2018	2019.01	Updates: <ul style="list-style-type: none"> • Updated Logging in as a Substitute in Logging In to TeacherVUE for an email to use in the event of an emergency • Updated Go to Current Class option in Selecting the Class Displayed • Added a note for Interventions in Creating an Incident Referral • Added Viewing Tasks
9.0	Jun 2019	2020	Added Updating Test Results
10.0	Mar 2020	2021	Added Adding a Course Recommendation

Document Version	Release Date	Software Release	Description
11.0	Mar 2021	2022	<p>Updates:</p> <ul style="list-style-type: none">• Added the following in Taking Attendance by List<ul style="list-style-type: none">• A note for Only Show One Day At A Time• A step for Min Trdy• Added Using Class Check In• Updated Taking Attendance by List for past and future attendance• Added a step for Schedule Lock Date in Scheduling Parent Teacher Conferences

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Chapter 1: Overview

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Overview of TeacherVUE Software

TeacherVUE gives teachers the ability to manage all aspects of their classes. Using TeacherVUE, the teachers perform basic, daily tasks, such as:

- Take attendance
- Enter lunch counts
- Communicate directly with students and parents
- Refer a student for special services
- Leave detailed instructions for substitute teachers

TeacherVUE integrates with Synergy SIS and Synergy SE and includes the ParentVUE and StudentVUE modules to engage every stakeholder in the education process to raise student outcomes.

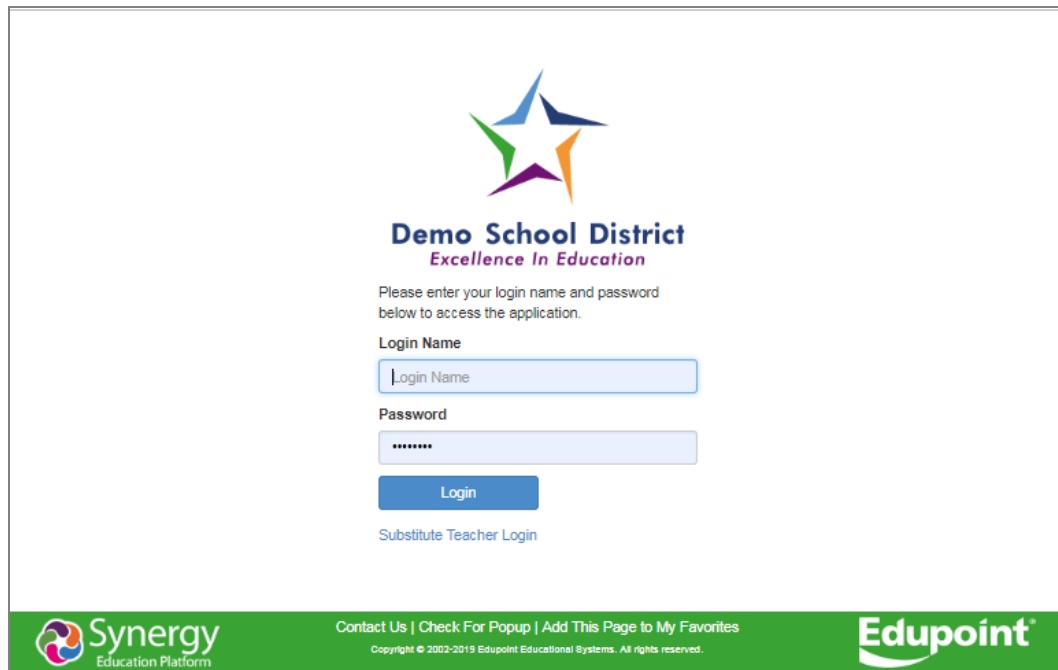
This guide reviews all the functionality available in TeacherVUE. Your district manages which features are available to their teachers and related security settings.

Logging In to TeacherVUE

You can log in to TeacherVUE several different ways. How you access TeacherVUE depends on your role.

Logging in as a Teacher

1. Enter your **Login Name** and **Password** on your district's Synergy SIS home page.



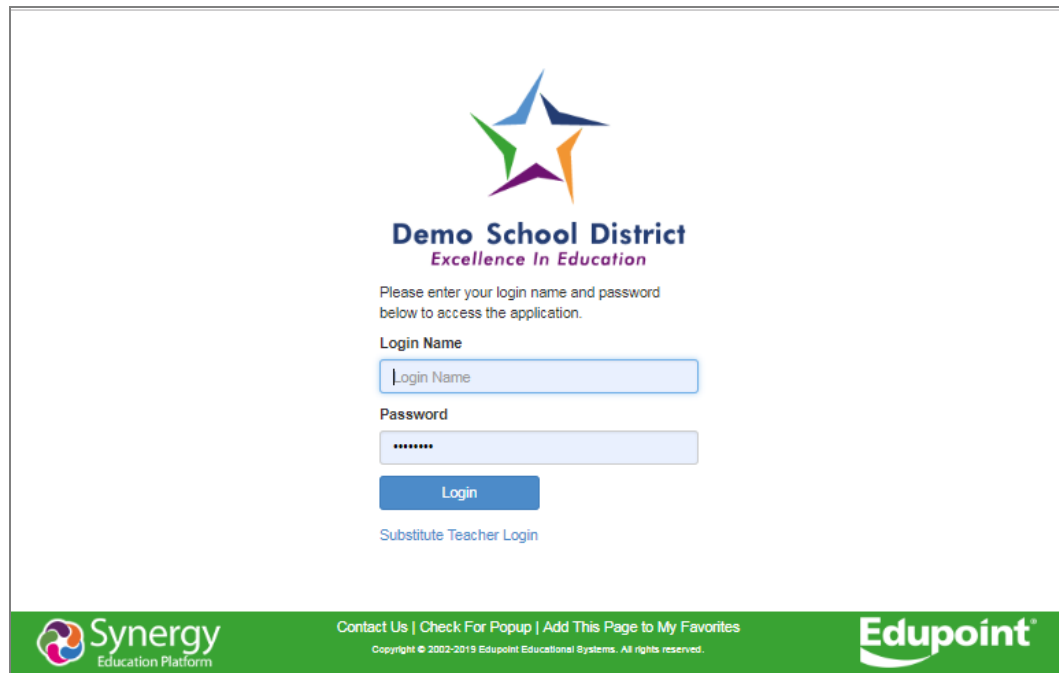
The screenshot shows a login page for 'Demo School District' with the tagline 'Excellence In Education'. It features a colorful star logo at the top. Below the logo, there is a prompt: 'Please enter your login name and password below to access the application.' The form includes a 'Login Name' field with a placeholder 'Login Name', a 'Password' field with a masked password '*****', and a blue 'Login' button. A link for 'Substitute Teacher Login' is located below the button. The footer contains the Synergy Education Platform logo, contact information, and the Edupoint logo.

Synergy SIS Log In Page

2. Click **Login**. TeacherVUE opens and displays the announcements.

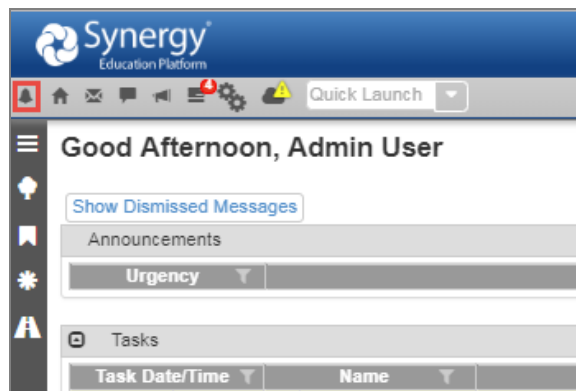
Logging in as an Administrator with TeacherVUE Access

1. Enter your **Login Name** and **Password** on your district's Synergy SIS home page.



Synergy SIS Log In Page

2. Click **Login**. Synergy SIS opens.



Synergy SIS Home Screen

3. Click . TeacherVUE opens and the class selection screen displays.

4. Select a Focus.

Period 1 Psychology II (S2) ▾

Class Focus ▾

School
Hope High School ▾

Terms
Spring ▾

Period	Course	Section ID	Students	Term	Room	Meeting Days	Att Taken
Spring (01/01/2019 - 07/05/2019)							
0	Am Govt	1077	0	S2	216		
1	Psychology II	1189	0	S2	216		
2	Am Govt	1289	0	S2	216		
3	Am Govt	1389	0	S2	216		
4	Am Govt	1489	0	S2	216		

Group Focus ▾

TeacherVUE Home Screen

TeacherVUE opens and displays the announcements and the default Seating Chart for the selected class or group.

District Notifications ×

District and School Announcements

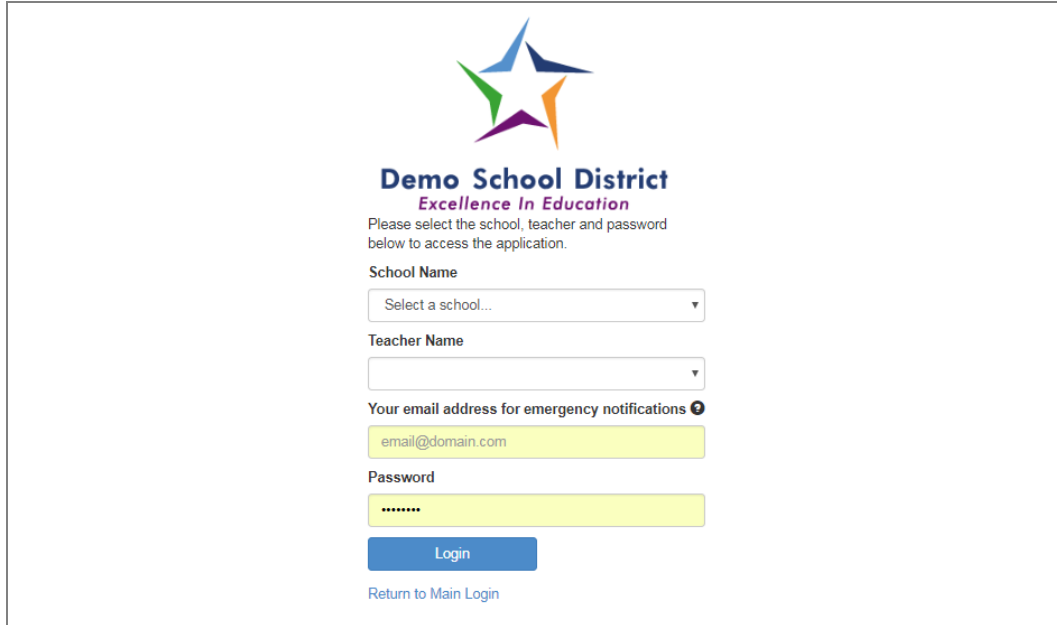
	Edupoint School District	Because we have been experiencing power outages in the afternoon, please limit your use of "power hungry" equipment and devices during afternoon peak periods.	
	Adams Elementary	REMINDER: There will be a D.A.R.E. assembly at 10:30 in the auditorium. For more info, click here www.dare.com	Dismiss

Close

District Notifications Screen

Logging in as a Substitute

1. Click the **Substitute Teacher Login** link on your district's Synergy SIS home page. The screen updates with substitute login options.



The screenshot shows the login interface for Demo School District. At the top is a logo consisting of a five-pointed star with points in blue, green, orange, and purple. Below the logo is the text "Demo School District" in bold, followed by "Excellence In Education" in a smaller font. A message reads: "Please select the school, teacher and password below to access the application." The form includes four input fields: "School Name" (a dropdown menu with "Select a school..." as the placeholder), "Teacher Name" (a dropdown menu), "Your email address for emergency notifications" (a text field with "email@domain.com" and a help icon), and "Password" (a text field with masked characters "*****"). A blue "Login" button is positioned below the password field. At the bottom of the form is a blue link labeled "Return to Main Login".

Synergy SIS Substitute Log In Page

2. Select the **School Name** and **Teacher Name** for the teacher being substituted.
3. Enter your email address that is used in the event of emergencies to send an active list of students to you.
4. Enter the **Password** given to you by the district office.
5. Click **Login**. TeacherVUE opens and displays the announcements and the default Seating Chart for the selected class or group.

6. Click the **Substitute Instructions**.

The screenshot shows a 'FRONT' seating chart with 24 student photos arranged in a 3x8 grid. Some photos are missing, labeled 'No Photo' or 'On file'. To the right, a 'Student Tallies' table shows: Present Today: 29, Absent Today: 0, Tardy Today: 0. A 'Substitute Instructions' pop-up window is highlighted with a red box, containing the following text:

Student Tallies	
Total: 29	
Present Today	29
Absent Today	0
Tardy Today	0

Substitute Instructions
Period 1: 3/4 Grade (0300)
Please cover the following:
Math - Fractions

Seating Chart Screen

The Substitute Instructions for the teacher display:

The screenshot shows a 'Substitute Instructions for: Carroll, Natalie' window. The text inside reads:

Period 1: 3/4 Grade (0300)
Please cover the following:
Math - Fractions
Reading - Nouns and Verbs
Science - The planets in our solar system.

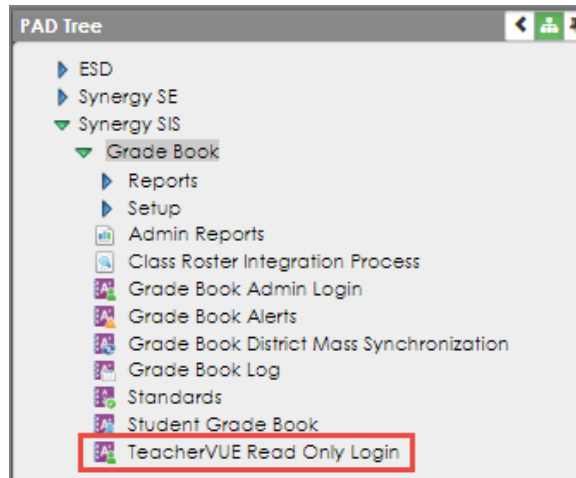
At the bottom of the window are 'Close' and 'Print' buttons.

Substitute Instructions Screen

Logging in with TeacherVUE Read-Only Access

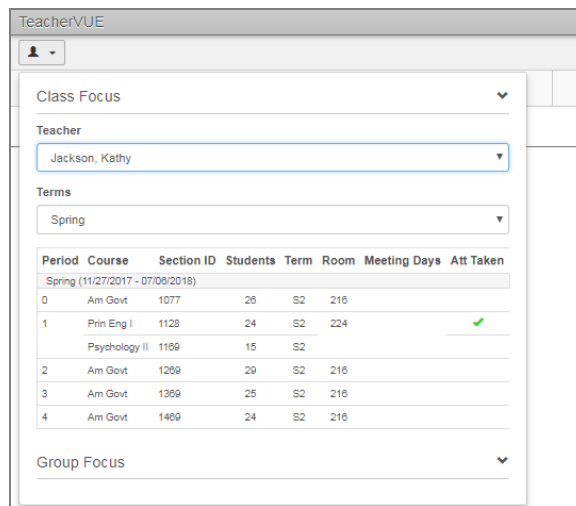
Some users are given access to TeacherVUE to view the information only.

1. Navigate to **Synergy SIS > Grade Book > TeacherVUE Read Only Login**.



PAD Tree

2. Click **Open TeacherVUE**.
3. Focus to a section.



TeacherVUE Home Screen

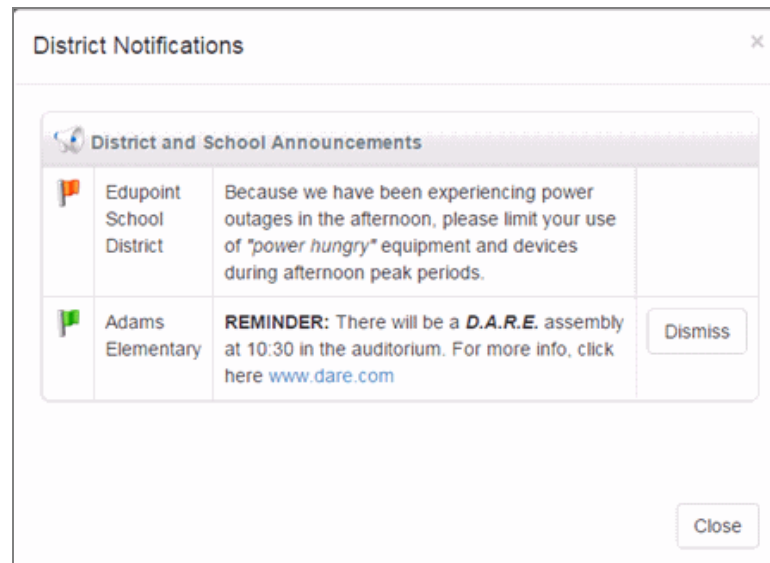
Changing Your Password

1. Select *Change Password* from the **Home** menu.
2. Enter your **Current Password** and the new password in the **New Password** and **Confirm Password** fields.
3. Click **Save**. Your password is changed and a confirmation message displays.

Viewing Announcements

District and School-wide announcements display each time you log in to TeacherVUE. You can review the announcements after you have closed the screen.


1. Select *Announcements* from the **Home** menu.

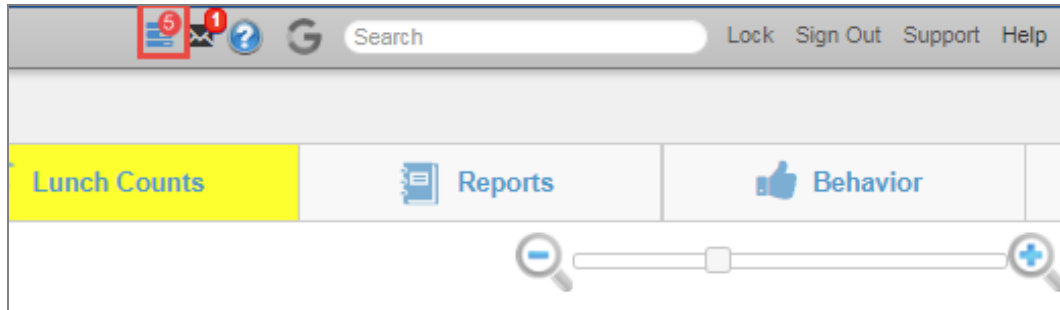


District And School Announcements Screen

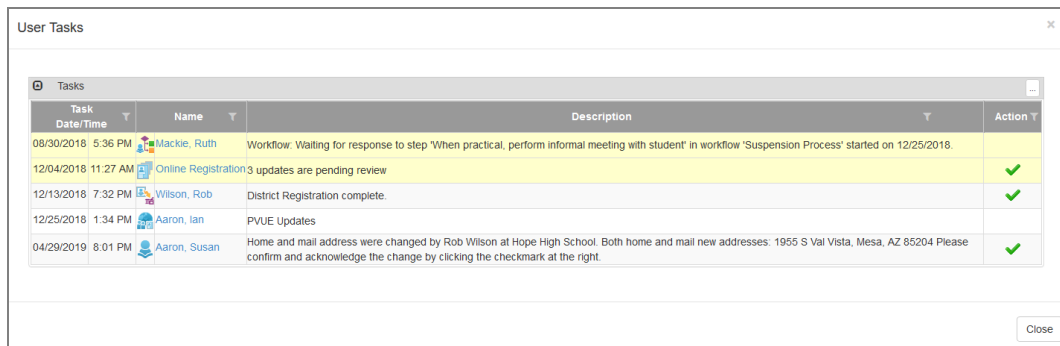
2. Click **Close** to close the announcements.

Viewing Tasks

1. Log in to TeacherVUE.
2. Click  to view the User Tasks.

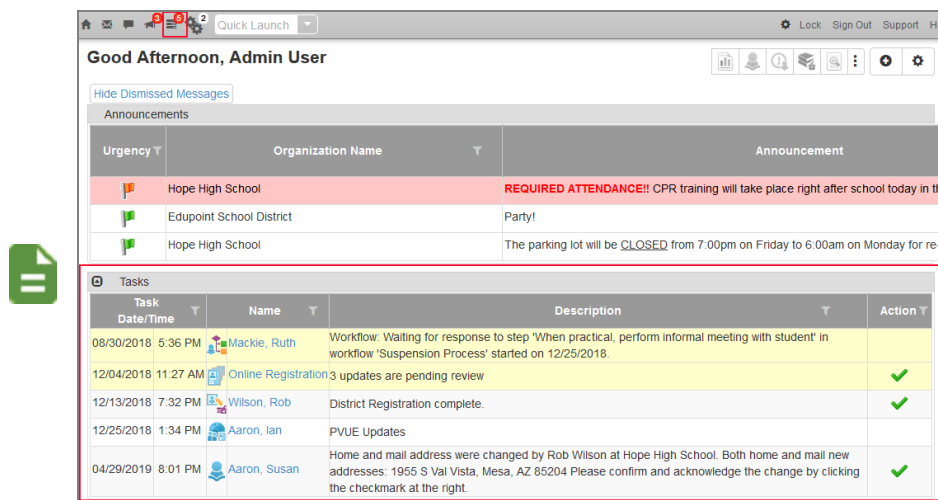


TeacherVUE Seating Chart Screen




User Tasks Screen

The same tasks display on the Home screen if the user has dual login access to Synergy SIS.



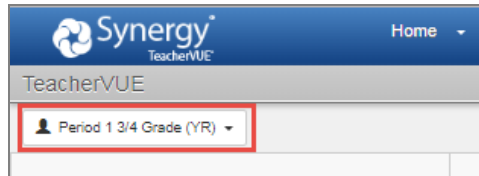
SIS Home Screen

Click  in the **Action** column to remove the task from the list once it is complete.

Selecting the Class Displayed

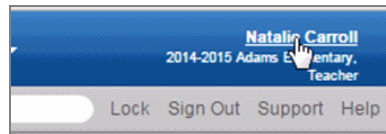
TeacherVUE opens to your current class. You can select another class or group assigned to you after you sign in.

1. Use one of these methods to change your focus:
 - Select from the focus menu.



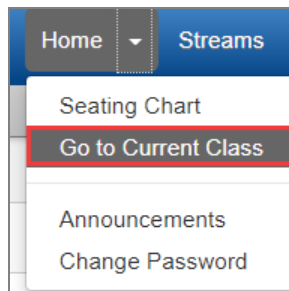
TeacherVUE Home Screen

- Select from your name link.



TeacherVUE Home Screen

- Select *Go to Current Class* from the **Home** menu.



TeacherVUE Home Screen

2. Select the class or group. TeacherVUE displays the Seating Chart for the selected class or group.

Period	Course	Section ID	Students	Term	Room	Meeting Days	Att Taken
2nd Semester (12/02/2014 - 07/31/2015)							
1	Animal Sci	00000000000100 (AM/PM)	1	S2	102	ALL,E,O,A,B,C	
	History	0023-1-01 (AM/PM)	2	YR			
2	Rdg & Writing	005 (AM/PM)	25	YR	117	ALL,E,O,A,B,C	
3	Humanities	004 (AM/PM)	0	YR	117	A,B,C	
4	Life Science	0004 (AM/PM)	12	YR		ALL,E,O,A,B,C	
5	Biology	0005 (AM/PM)	28	YR	117	O,C	

TeacherVUE Home Screen

Accessibility in TeacherVUE

Visually Impaired Teachers

The Seating Chart and Attendance screen are read to the user if JAWS software is enabled.



The Charts option does not display and the Seating Chart defaults to Alpha-Last, First.

Editing the Seating Chart

1. Press the **Space Bar** to edit the Seating Chart. The Seating Chart Configuration menu displays with functions for accessibility user.

Seating Chart Configuration

Student Name Format
Last, First (e.g. Smith, Mary)

Always Alpha Sorted
 Show Student Photos
 Show Student ID
 Show All Day Attendance
 Show Gender and Grade
 Show Current Mark
 Show Course
 Show Section
 Show Notifications
 Show Birthdays
5 Number of days notice

Front Of Classroom:
Top

Unassigned Students

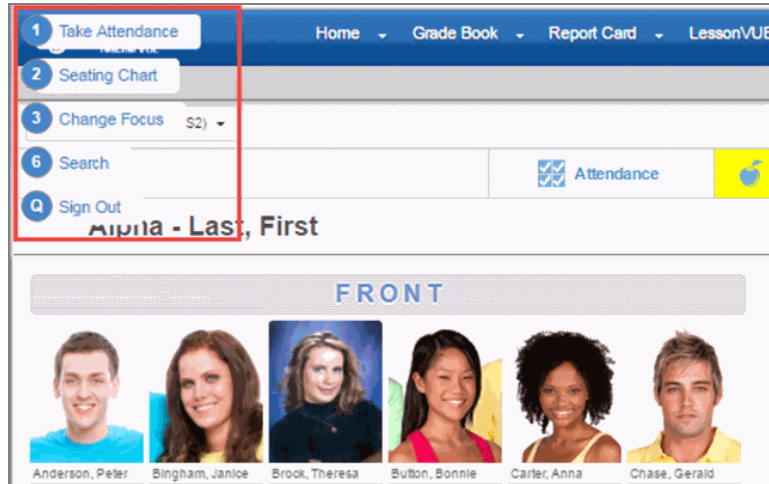
Sort Randomize Fill Alpha
Fill Random Clear

Seating Chart Screen

- Use the up and down arrows to navigate the Seating Chart Configuration menu.
 - Select options using the **Space Bar**.
2. Navigate to Unassigned Students list using the up and down arrows. JAWS reads the name of **Sort**, **Randomize**, **Fill Alpha**, **Fill Random**, and **Clear** buttons.
 3. Press the **Space Bar** to assign students into chart using the method for the button.
 4. Press **Ctrl +S** to save the changes.

Keyboard Shortcuts

Users can use keyboard shortcuts to perform functions by pressing the **CTRL** key and the number or letter next to the function. For example, press **CTRL+1** to take attendance.



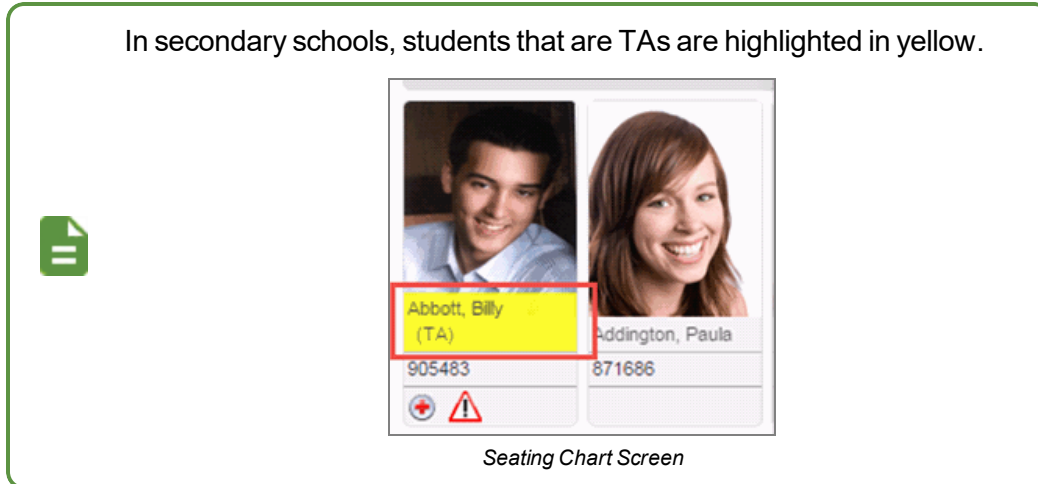
Home Screen

Chapter 2: Working with Seating Charts

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Seating Charts Overview

A Seating Chart displays for the current class arranged in a grid that is in alphabetical order by last name when you open TeacherVUE for the first time. You can edit this Seating Chart or create a new one that reflects the layout of your room.



There are different types of charts available.

- **Grid** – Use to arrange students in a specific order such as how they are seated in the classroom or alphabetical order

Home

Period 1 Kind Pm (YR)

Charts Attendance Lunch Counts Reports

Alpha - Last, First Edit

FRONT

Agostini, Roy	Alonzo, Andrew	Birkholtz, Juan	Cano, Jane	Duran, Phillip
Farfan, Arthur	Gonzalez, Teresa	Graciano Santiles, Michael	Gutierrez Galvez, Douglas	Guzman, Gary
Haro, Diana				

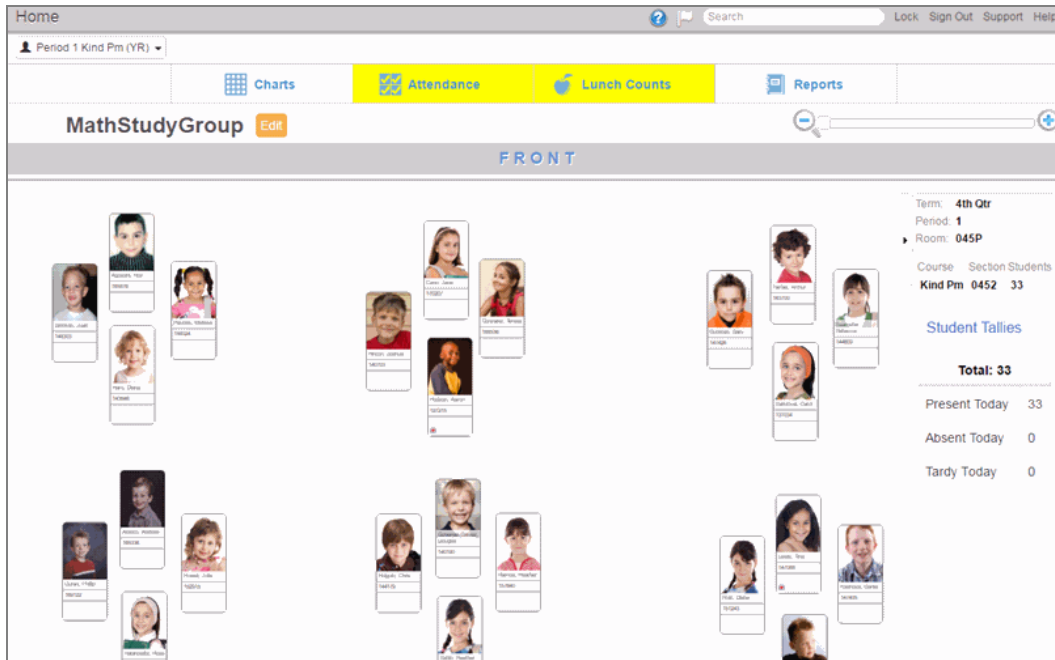
Term: 4th Qtr
Period: 1
Room: 045P
Course Section Students
Kind Pm 0452 33

Student Tallies

Total: 33	
Present Today	33
Absent Today	0
Tardy Today	0

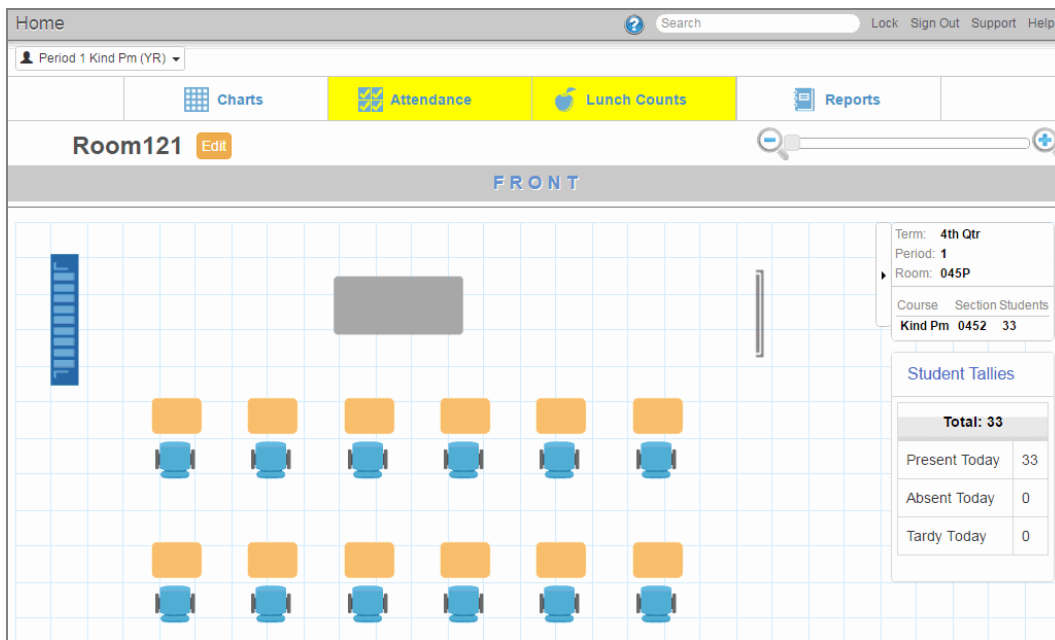
Grid Seating Chart Screen

- **Freeform** – Use to arrange students in students in any manner, such as study groups




Freeform Seating Chart Screen


- **Templates** – Use to create a layout of the classroom furniture that does not change from one class period to the next



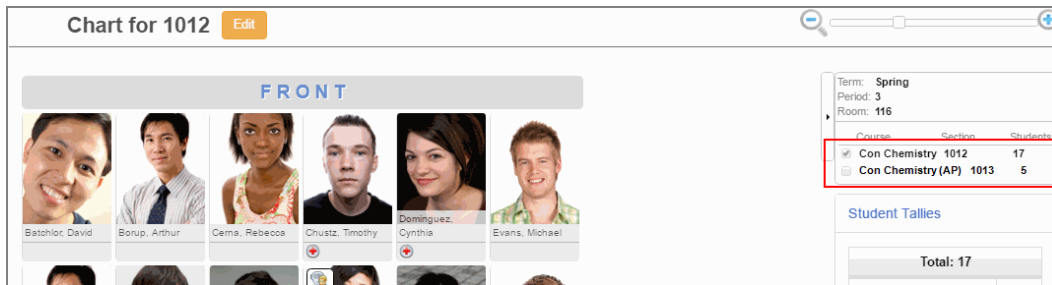
Seating Chart Template Screen



Use the slider to change how much of the room displays on the screen.



- **Split By Section** – Use to automatically create section specific seating charts when multiple sections meet during the same period. Attendance by Chart and Attendance by List only include those students in the sections included in the seating chart.

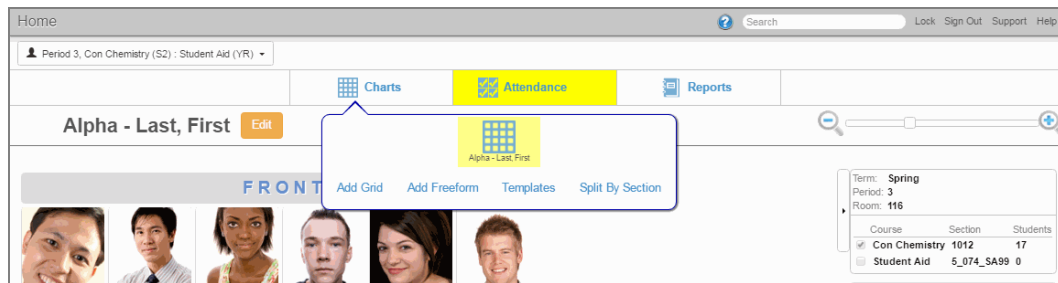


Seating Chart Screen

Creating a New Seating Chart

Create seating charts by [copying an existing seating chart](#), splitting an existing chart into sections, or starting with a blank chart. Teachers can create multiple seating charts. The students can be displayed in a grid or freeform. Freeform charts may use an existing template.

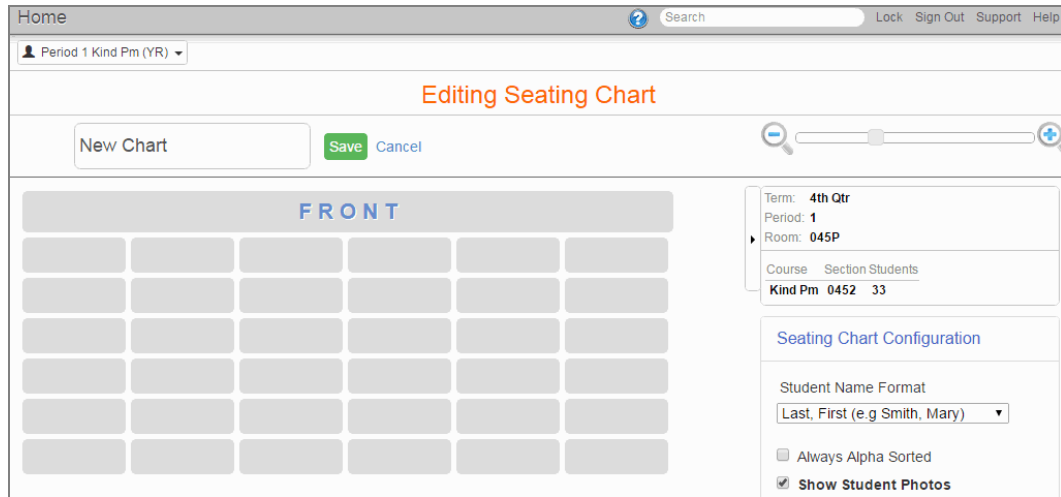
1. Hover over **Charts** on the Seating Chart to view the options.



Seating Chart Screen

2. Select the type of chart to create:

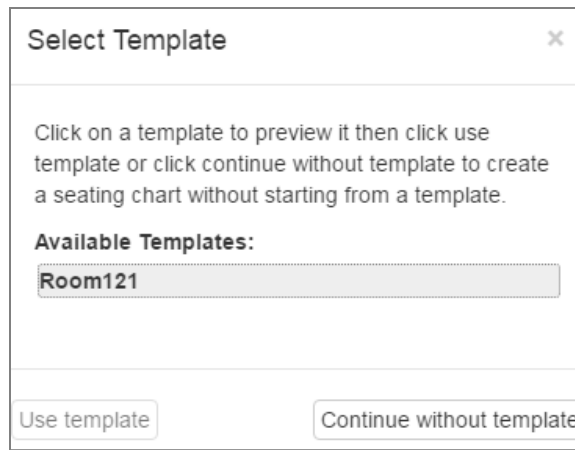
- **Add Grid** – A blank grid chart displays with a list of students.



Blank Grid Seating Chart Screen

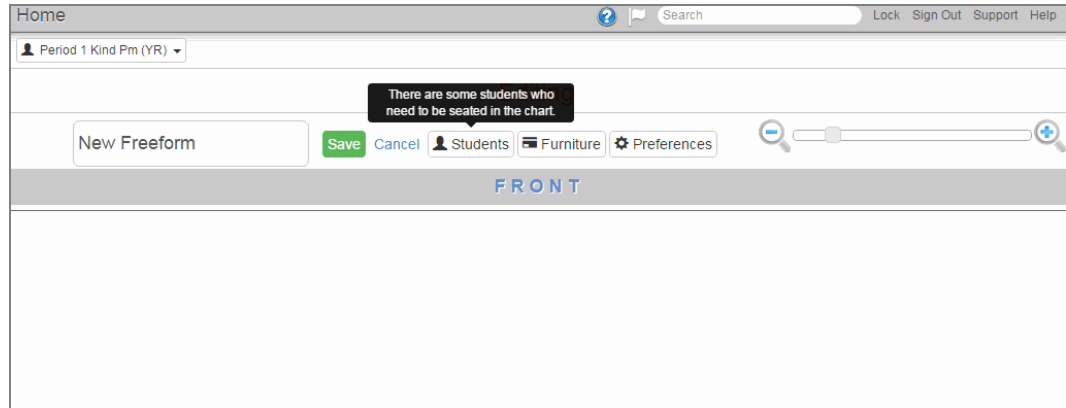
- **Add Freeform**

- Select a template from **Available Templates** to use the template. Click **Use template** or select another template.



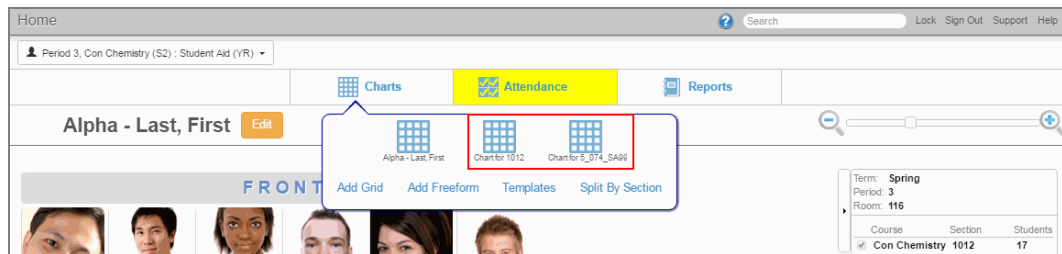
Select Template Screen

- Select **Continue without Template** to display a blank seating chart.



Blank Freeform Seating Chart Screen

- **Split By Section**
 - a. Click **Yes** to the confirmation message. New seating charts create for each section.
 - b. Hover over **Charts** to select a section seating chart.



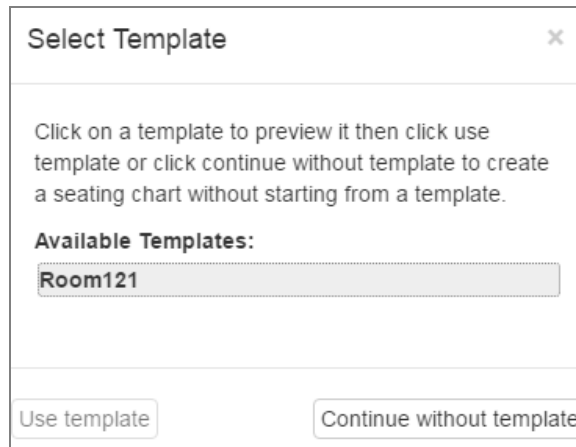
Seating Chart Screen

3. [Edit the seating chart.](#)

Creating a Seating Chart Template

Create a seating chart template to represent the layout of the room or another configuration.

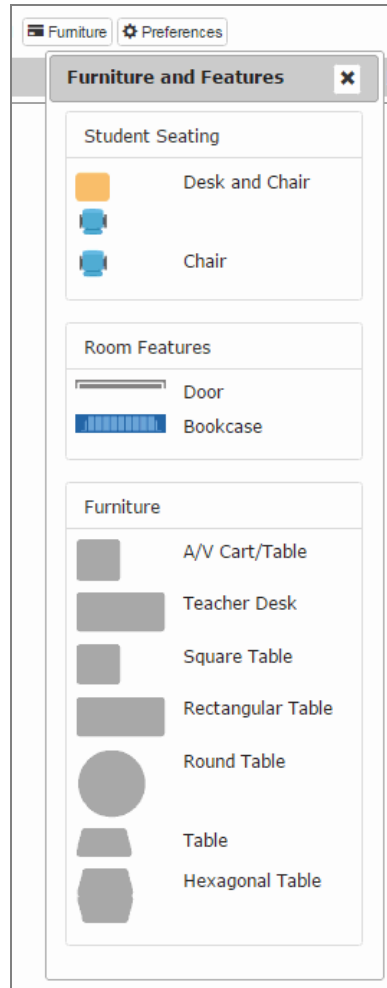
1. Hover over **Charts** and select **Templates**.
2. Click **Templates**.
3. Select an option:



Select Template Window

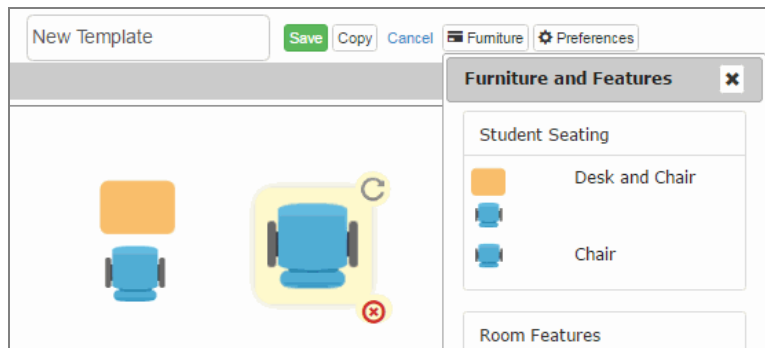
- To create a new template:
 - a. Click **New Template**.
 - b. Enter a **Name**.
 - c. Go to next step.
 - To view an existing template:
 - a. Select an **Available Template**.
 - b. Click **View Template**.
 - To edit an existing template:
 - a. Select an **Available Template**.
 - b. Click **View Template**.
 - c. Click **Edit**.
 - d. Go to next step.
4. Click **Furniture**.

5. Drag and drop **Student Seating**, **Room Features**, and **Furniture** to reflect the furniture arrangement in the classroom.



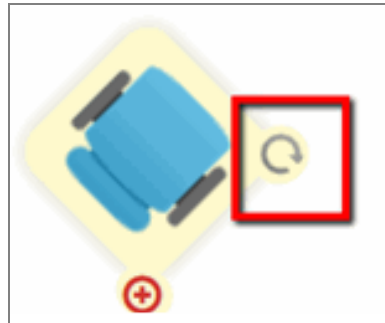
Furniture And Features

- Use the **Desk and Chair** icon and **Chair** icon interchangeably. They both represent the same property within the chart and students populate them the same.





Furniture And Features

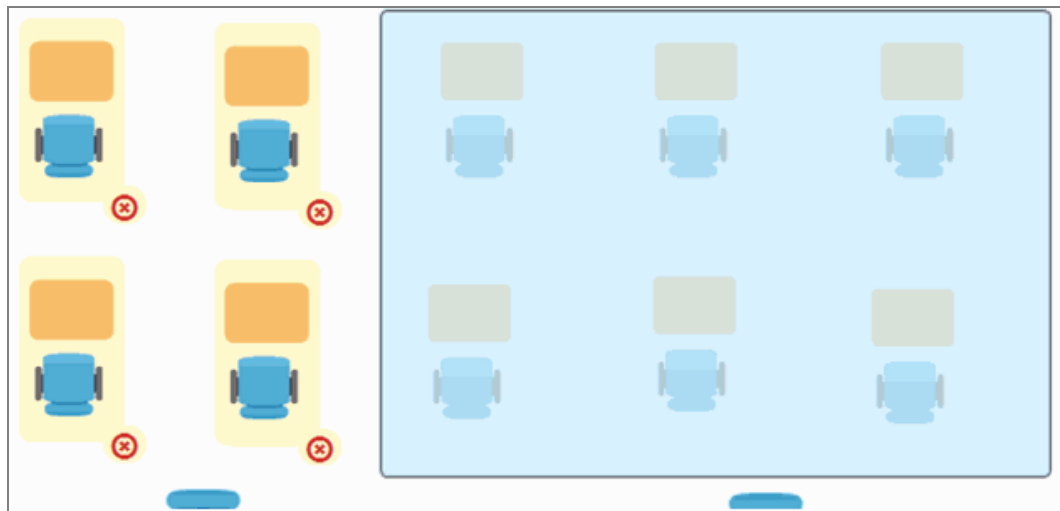
- Use  at the top right corner of the icons to turn furniture to represent the room.



Seating Chart Template

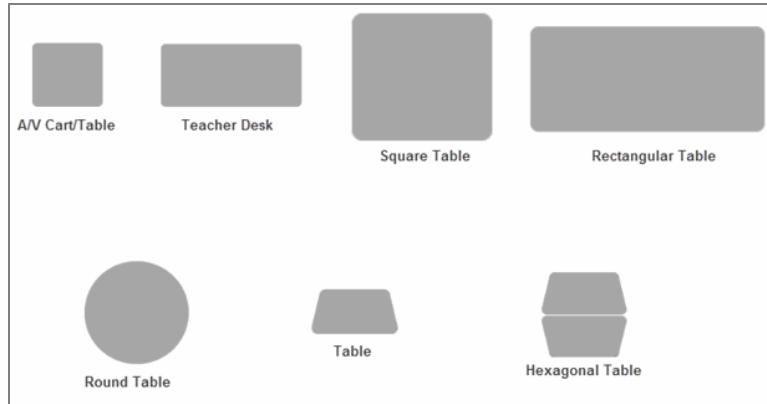
- Use  to delete an icon from the chart.
- Use **Ctrl + C** to copy and **Ctrl + V** to paste an item. Pasted items are selected by default to move them easily.
- Use **Ctrl + Click** or **Left Click and Drag** to select multiple pieces of furniture.

 Do not use **CTRL + Z** or **Esc**. All changes not previously saved are lost.



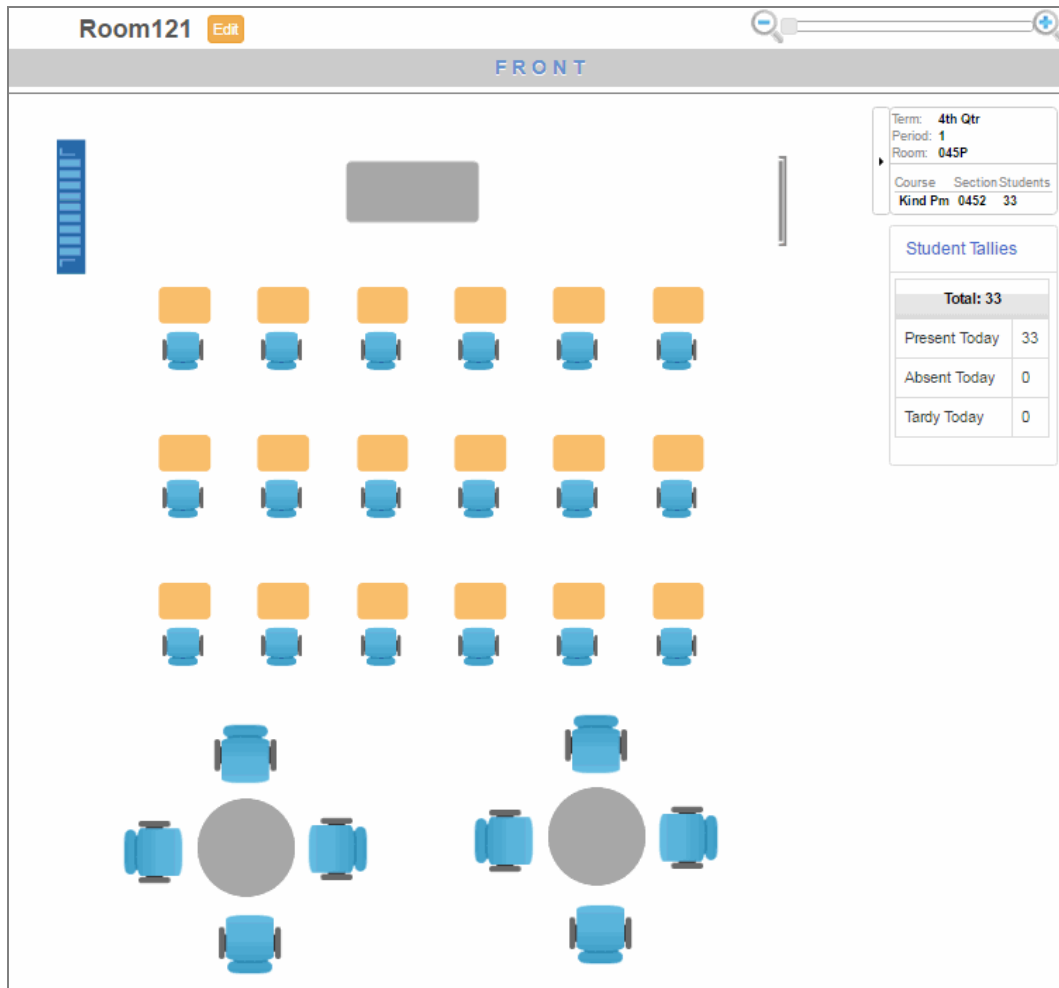
Seating Chart Template

- Additional furniture pieces have different size measurements when placed on the seating chart for ease of identification.



Furniture Identification

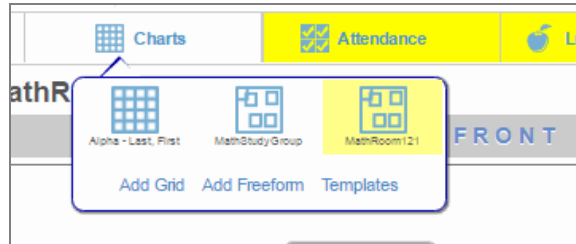
6. Click **Save**.



Seating Chart Template


Selecting a Seating Chart

1. Hover over **Charts** in the Seating Chart. The seating chart options display.




Seating Chart Screen

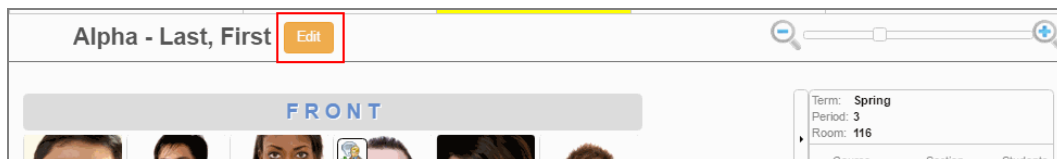
2. Select the seating chart.

 The selected seating chart is the default seating.

Editing a Seating Chart

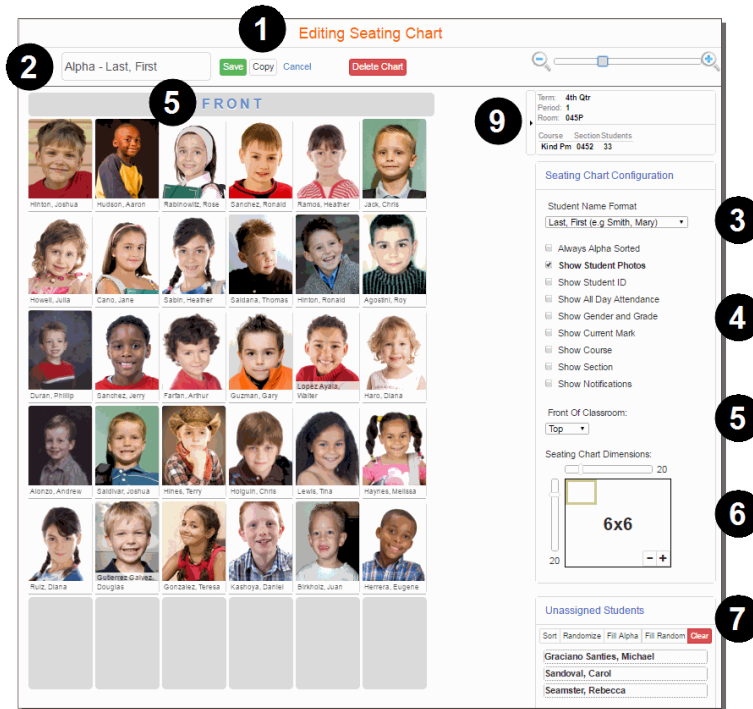
 Do not use **CTRL + Z** or **Esc**. All changes not previously saved are lost.

1. Select the seating chart on the TeacherVUE home screen.
2. Click **Edit**.

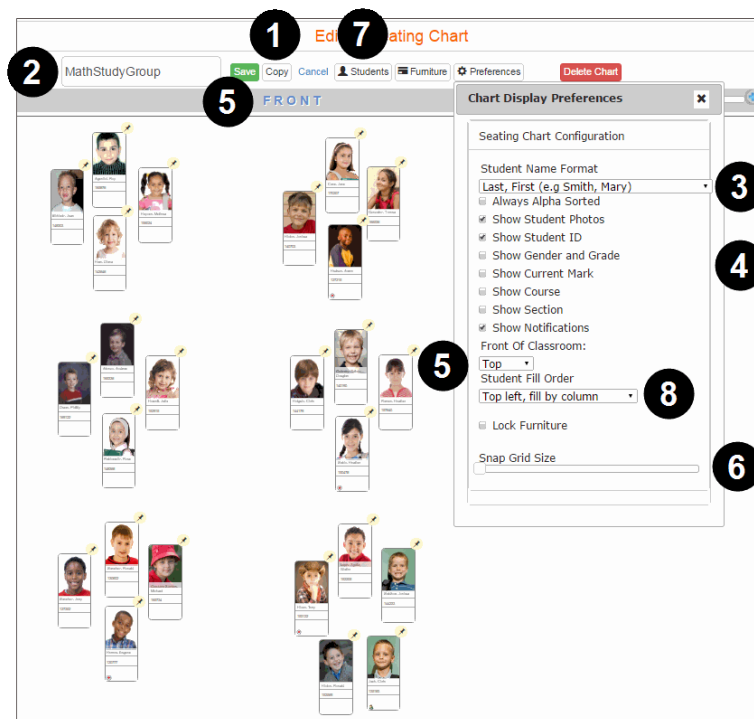


Seating Chart Screen

The Editing Seating Chart screen displays.

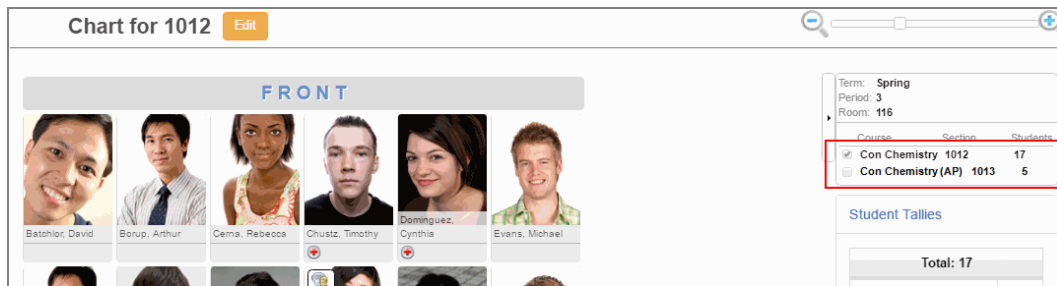


Editing Seating Chart Screen, Grid Seating Chart



Editing Seating Chart Screen, Freeform Seating Chart

3. Click **Copy** to create a copy of the selected chart, if needed. ❶
4. Edit the seating chart name, if needed. ❷
5. Select the **Seating Chart Configuration** options.
 - Select the Student Name Format. ❸
 - Set the view options. ❹
 - Set the location of the **Front of Classroom**. ❺ The front of the classroom displays on the seating chart.
 - Use the slide bars to set the **Seating Chart Dimensions** or the **Grid Size**. ❻
6. Select a section when multiple sections meet during the same period to create separate seating charts for each section, if needed. The students not in that section no longer display in the chart.

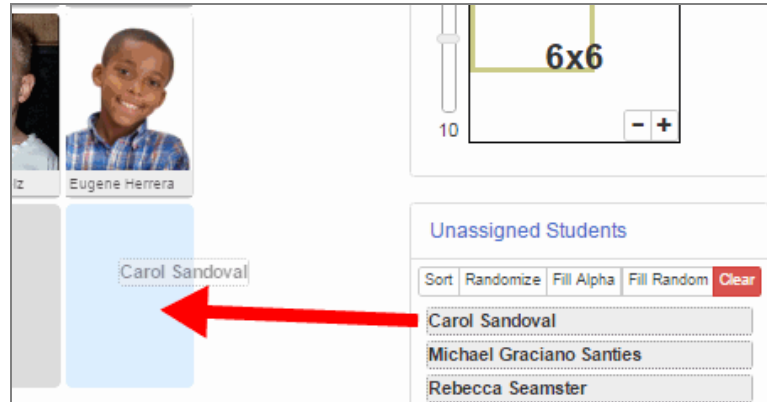


Seating Chart Screen

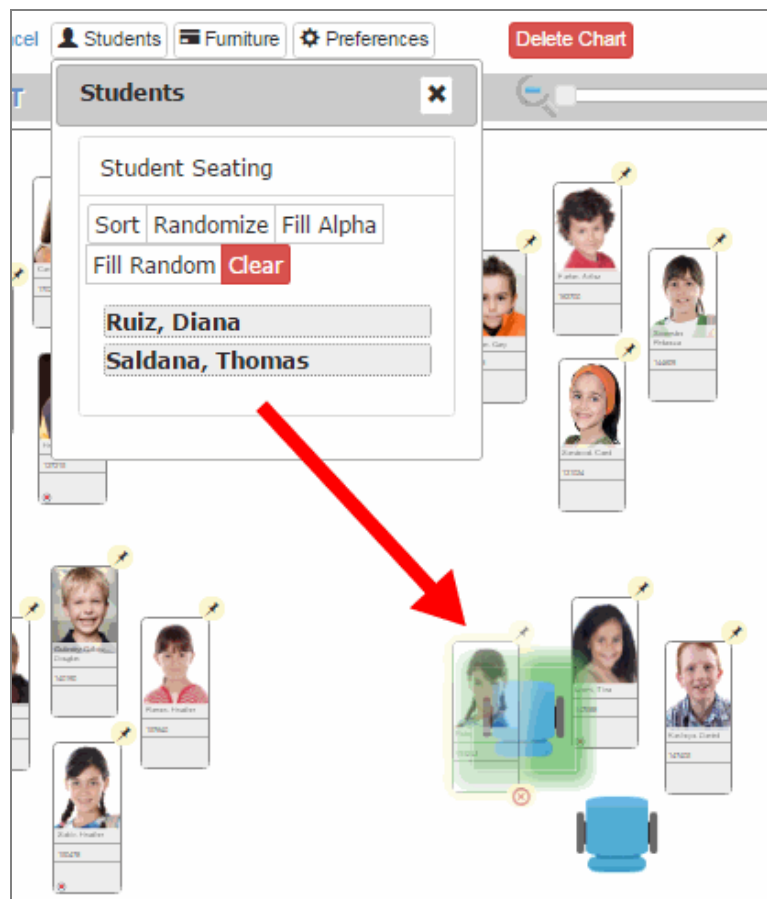
7. Arrange the students in the seating chart using one of the following methods: 7

- **Drag and Drop:**

- Unassigned students – Drag an individual from the **Unassigned Students** list and drop them anywhere in the seating chart.

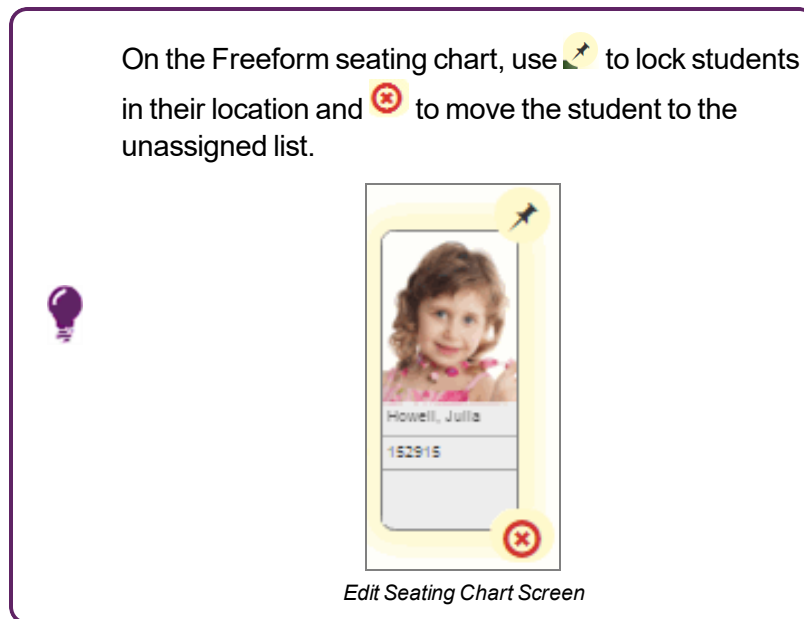


Edit Seating Chart Screen, Grid Seating Chart




Edit Seating Chart Screen, Freeform Seating Chart


- Assigned students – Drag an individual student from their current spot and drop them anywhere in the seating chart.



- **Sort** – Sort the current students by name.
- **Randomize** – Place the current students in random order.
- **Fill Alpha** – Place all the students in the seating chart in alphabetical order.
- **Fill Random** – Place all the students in the seating chart in random order.



Hide the configuration options by clicking the arrow on the Grid seating chart. 

- **Student Fill Order** – Select the fill order for the students on the Freeform seating chart. 

8. Click **Save**.

Using Student Nicknames

Record student nicknames or preferred names to have them display on the seating chart.

1. Select *Student Nicknames* from the **Home** menu.

Student Name	ID	Nickname
Agostini, Roy	165876	Buddy
Alonzo, Andrew	165336	
Birkholtz, Juan	148303	
Cano, Jane	170207	Stacy
Duran, Philip	169122	

Student Nicknames Screen


2. Enter the students' nicknames.
3. Click **Save & Return**. The Home screen seating chart displays.

Select *Nickname* from **Student Name Format** to display nicknames on the seating chart. See [Editing Seating Chart](#).



Edit Seating Chart Screen






Pronunciation of Student's Names

You can listen to the pronunciation of the student's name. The parent or student records the student's name using ParentVUE or StudentVUE mobile apps. The  icon displays below the student's image if a recording of the student's name is available.



Seating Chart

In the Seating Chart:

1. Hover over . The symbol changes to .
2. Click . The recording plays and the symbol changes to .
3. Click  to stop listening.

Chapter 3: Taking Attendance


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Attendance Notification

The **Attendance** button highlights in yellow to remind you to take attendance when you log in to TeacherVUE.

Districts may choose to take:

- Positive attendance, marking students who are present
- Negative attendance to mark students who are not present such as absent or tardy


You cannot overwrite attendance taken by the office.

Taking Attendance by Chart

- The Seating Chart for later periods in the day displays a yellow border around the student photo for students who were marked absent or tardy in an earlier period that same day.



Seating Chart Screen

- An option to display the All Day Code under the student's photo is available under Seating Chart Configuration when taking attendance for High School.

Seating Chart Configuration

Student Name Format

Always Alpha Sorted

Show Student Photos

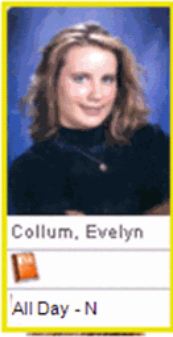
Show Student ID

Show All Day Attendance

Show Gender and Grade

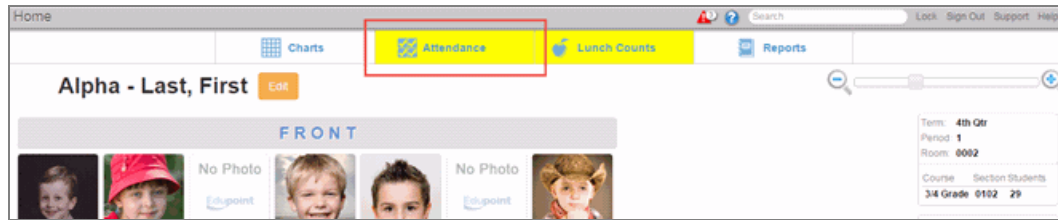
Show Current Mark

Show Course



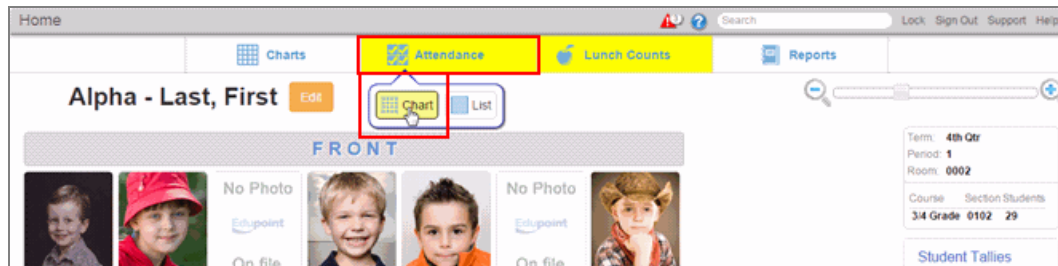
Seating Chart Configuration And Student Photo

1. Hover over **Attendance**. The attendance options display.



TeacherVUE Home Screen

2. Click **Chart**. The Taking Attendance screen displays.



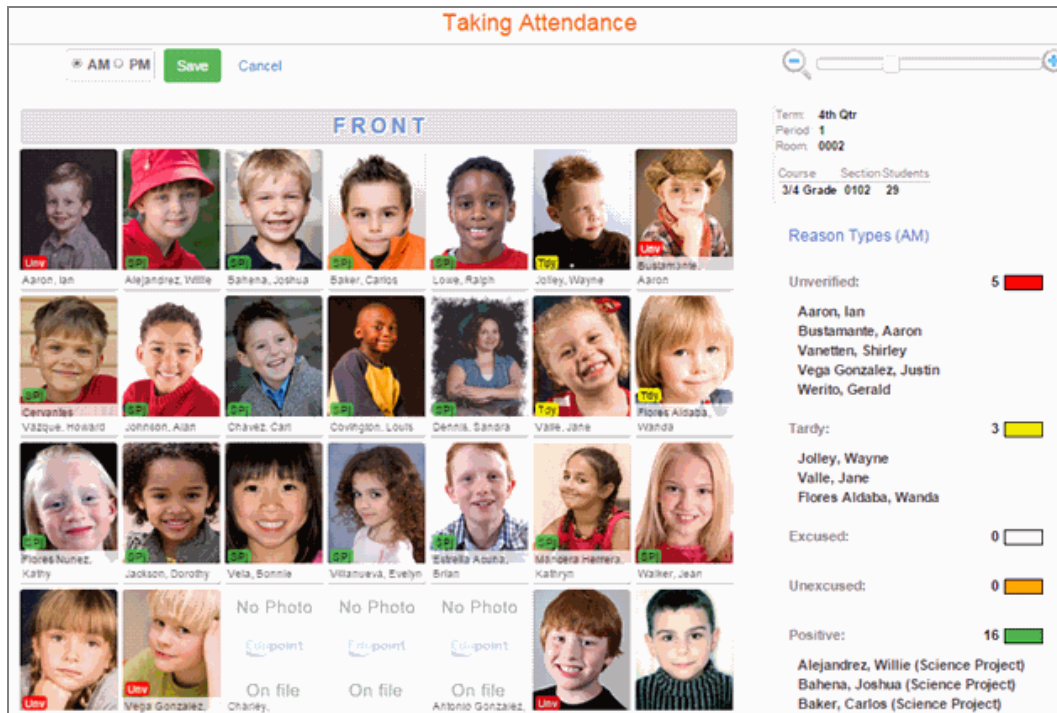
TeacherVUE Home Screen

3. Select the appropriate setting if the class requires both morning and afternoon attendance.



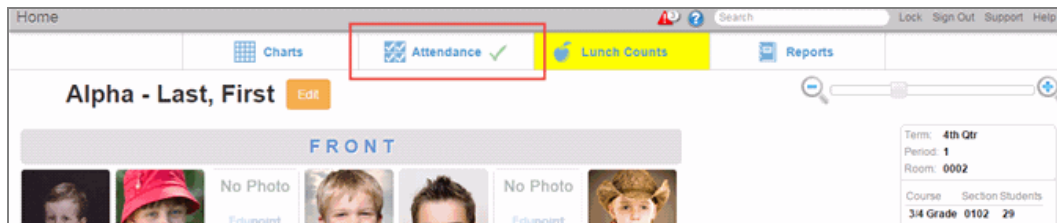
Taking Attendance Screen

- Select a student to toggle through attendance reasons. The color-coded and abbreviated reason code displays and the student's name displays under **Reason Types**.




Taking Attendance Screen, Chart

- Click **Save**. The TeacherVUE Home screen displays and the **Attendance** button displays a green check mark indicating that attendance was taken today.



TeacherVUE Home Screen

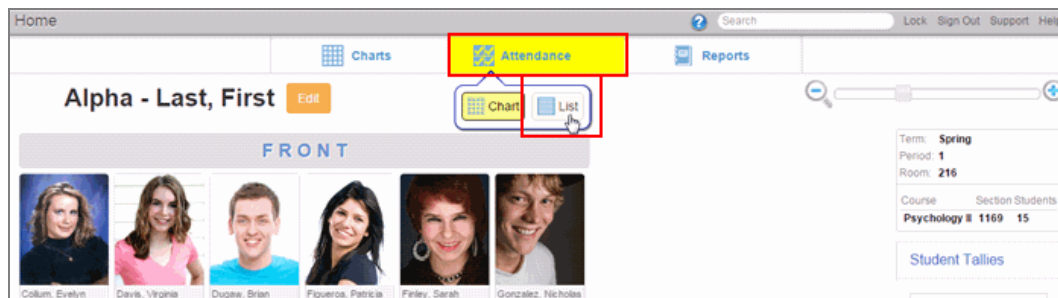
 The attendance code displays for the teachers in later periods, but they cannot edit the student's attendance when sections are excluded from the attendance.

Taking Attendance by List



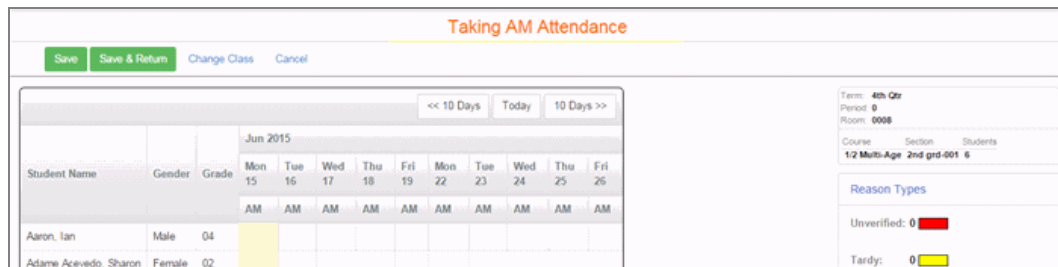
To test attendance functionality, prior to the start date of the school, staff can log in to TeacherVUE and take attendance using List for the first day of school.

1. Hover over **Attendance**. The attendance options display.
2. Click **List**.



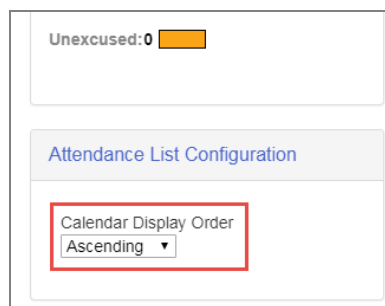
TeacherVUE Home Screen

3. Select the appropriate date.



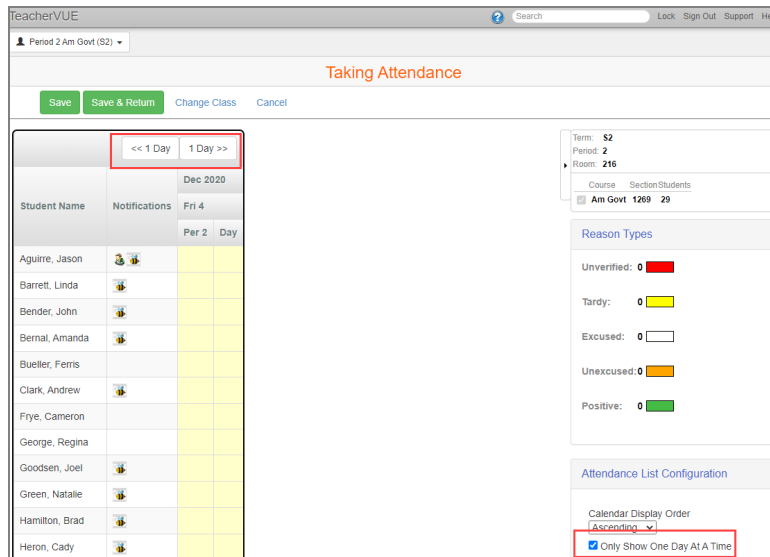
Taking Attendance Screen, List

- You can change how the dates display by selecting *Ascending* or *Descending* in **Calendar Display Order**.



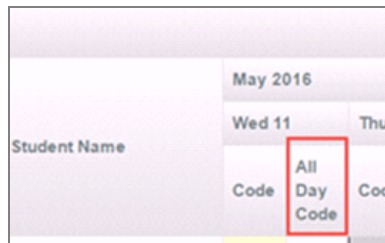
Taking Attendance Screen, List

- Teachers can take attendance for only one day by selecting **Only Show One Day At A Time**. Teachers can scroll forward and backward through dates one day at a time.



Taking Attendance Screen, List

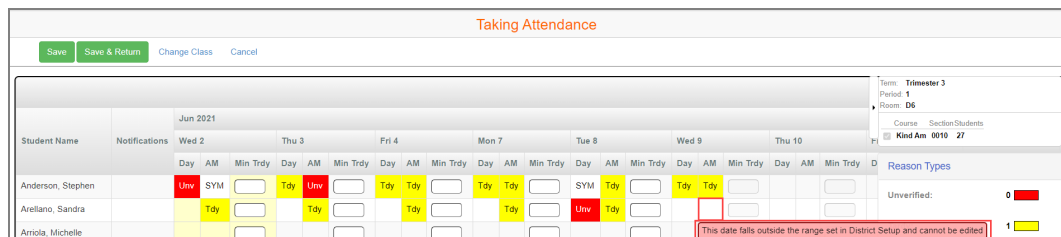
- An **All Day Code** column displays depending on your district settings.



Taking Attendance Screen, List

- The teacher can take attendance for future and for the past as set up on the School Setup screen or the District Setup screen.

If a teacher takes attendance for future for more than the days set up on the School Setup screen or the District Setup screen from the current date (Wed, June 2nd in this example), a message displays to the teacher stating that *This date falls outside the range set in District Setup and cannot be edited*.



Taking Attendance Screen, List

If a teacher takes attendance in past for more than the days set up on the School Setup screen or the District Setup screen from the current date (Wed, June 2nd in this example), a message displays to the teacher stating that *This date falls outside the range set in District Setup and cannot be edited.*

Taking Attendance Screen, List

- Click the field for the student under the correct date to toggle through the attendance reasons. The color-coded and abbreviated reason code displays and the student's name displays under **Reason Types**.

Taking Attendance Screen, List

- Enter the minutes in **Min Trdy** if needed.

Taking Attendance Screen, List

The **Min Tardy** column displays only if **Track Minutes Tardy** is selected on the School Attendance Options screen.



School Attendance Options

Menu Save Undo

Attendance Options

Real-Time

Daily Attendance Options

Attendance Type: Twice a Day

Use Absence Amount:

Track Minutes Tardy:

School Attendance Options Screen

You can enter **Min Trdy** for the days you can enter attendance for a student. This value is set up on the **TeacherVUE** tab of the District Setup screen.

The maximum digits allowed to enter for **Min Trdy** is 3.

6. Click **Save** or **Save & Return**. The Attendance button displays a green check mark on the Seating Chart indicating you took attendance.

Home

Charts Attendance Reports

Alpha - Last, First Edit

FRONT

Term: Spring
 Period: 1
 Room: 216
 Course: Psychology II 1169 15
 Section Students

Student Tallies

Collum, Evelyn
 Davis, Virginia
 Dugan, Brian
 Figueroa, Patricia
 Finley, Sarah
 Gonzalez, Nicholas

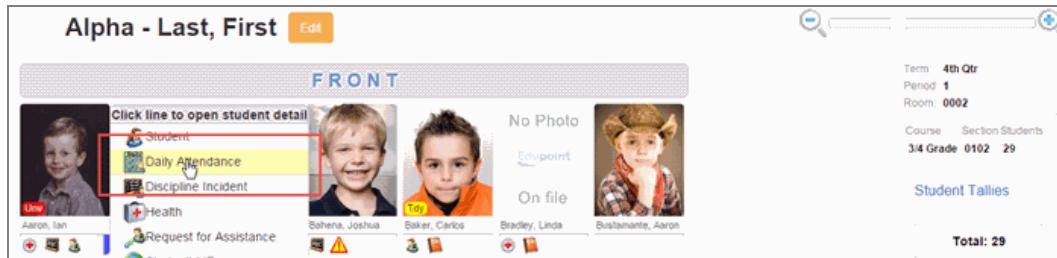
TeacherVUE Home Screen



The attendance code displays for teachers in later periods when sections are excluded from attendance, but they cannot edit the student's attendance.

Viewing a Student's Daily Attendance Record

1. Select a student in the Seating Chart to see the Student Options.



Seating Chart Screen

2. Select **Daily Attendance**. The student's Daily Attendance record displays. This information is read-only.

- The **Days of Activity** tab lists the days the student has an absence code recorded.

Line	Date	Weekday	Reason 1	Abs Amt	Reason 2	Abs Amt
1	06/01/2015	Monday			P	
2	05/06/2015	Wednesday	EXC			
3	04/07/2015	Tuesday	ACT		ACT	
4	03/12/2015	Thursday	Unv			
5	03/06/2015	Friday	Unx			

Daily Attendance Screen

- Select a line and click **Show Detail** to view the details for that incident.

Line	Date	Attendance Detail																
1	08/20/2015																	
2	08/04/2015																	
3	08/03/2015	<table border="1"> <thead> <tr> <th>Reason 1</th> <th>Absence Amount</th> <th>Arrival Time</th> <th>Departure Time</th> </tr> </thead> <tbody> <tr> <td>Positive</td> <td>0.50</td> <td></td> <td></td> </tr> <tr> <th>Reason 2</th> <th>Absence Amount</th> <th colspan="2">Total Minutes Attended</th> </tr> <tr> <td></td> <td></td> <td colspan="2"></td> </tr> </tbody> </table>	Reason 1	Absence Amount	Arrival Time	Departure Time	Positive	0.50			Reason 2	Absence Amount	Total Minutes Attended					
Reason 1	Absence Amount	Arrival Time	Departure Time															
Positive	0.50																	
Reason 2	Absence Amount	Total Minutes Attended																

Daily Attendance Screen, Days Of Activity Detail

- The **Totals** tab displays the student's total number for each absence reason and the type.

Daily Attendance
 Aaron, Ian

Days of Activity | **Totals** | Letters

Attendance Reason Totals			
Line	Reason	Reason Total	Pct
1	Activity	3.50	13.59
2	Doctor App	0.50	1.94
3	Excused	4.25	16.50
4	Health	0.50	1.94
5	Illness	4.00	15.53
6	Ace N	0.50	1.94
7	Positive	0.50	1.94
8	Suspension	0.00	0.00
9	Unverified	5.25	20.39
10	Unexcused	4.75	18.45
11	Tardy	2.00	7.77
12	Totals	25.75	

Attendance Type Totals			
Line	Type	Type Total	Pct
1	Unverified	5.25	20.39
2	Unexcused Tardy	2.00	7.77
3	Excused	8.75	33.98
4	School Activity	4.50	17.48
5	Unexcused	4.75	18.45
6	Positive	0.50	1.94
7	Totals	25.75	

Daily Attendance Screen, Totals Tab

- The **Letters** tab lists the letters that were sent regarding the student's absences. The following displays for each letter:
 - **Letter Name** – Type of letter
 - **Threshold Achieved** – Number of absences needed to reach the threshold for generating the letter
 - **Date Achieved** – Date that the threshold was met

Daily Attendance
 Aaron, Ian

Days of Activity | Totals | **Letters**

Attendance Letters			
Line	Letter Name	Threshold Achieved	Date Achieved
1	Absence	1	08/18/2015

Daily Attendance Screen, Letters Tab

Viewing a Student's Period Attendance Record

1. Select a student in the Seating Chart to see the Student Options.



Seating Chart Screen

2. Select **Period Attendance**. The student's Period Attendance record displays. This information is read-only.
 - The **Days of Activity** tab lists all days the student has an absence recorded and the:
 - Date of the absences
 - Absence code for each period
 - All Day Code, if used



An N/S in the period indicates the student was not scheduled for a class during the period.

The screenshot shows the 'Period Attendance' screen for Bobby Abbott. It has tabs for 'Days of Activity', 'Totals', and 'Letters'. The 'Days of Activity' tab is selected, showing a table with columns for Line, Date, All Day Code, and Bell Period (1-10).

Line	Date	All Day Code	Bell Period											
			1	2	3	4	5	6	7	8	9	10		
1	08/18/2015	XXX	Umv	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S
2	08/17/2015	XXX		N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S	N/S

Period Attendance Screen

- Select a line and click **Show Detail** to view the details for that incident.

The screenshot shows the 'Days of Activity Detail' for Bobby Abbott. It displays a table with columns for Line, Date, and Attendance Detail. The first row is selected, showing 'UNVERIFIED XXX' as the reason and empty fields for arrival and departure times.

Line	Date	Attendance Detail
1	08/18/2015	UNVERIFIED XXX
2	08/17/2015	

Below the table, there are sections for 'Attendance Reasons', 'Attendance Minutes', and 'Attendance Note'.

Period Attendance Screen, Days Of Activity Detail

- The **Totals** tab shows the total number of absences recorded for the student by **Attendance Reason** and **Attendance Type** for each **Bell Period** and overall **Total**.

Period Attendance
 Abbott, Bobby

Days of Activity **Totals** Letters

Attendance Reason Totals

Line	Attendance Reason	Bell Period										Total	
		1	2	3	4	5	6	7	8	9	10		
1	Unverified	1											1
2	Totals	1											1

Attendance Reason Type Totals

Line	Attendance Type	Bell Period										Total	
		1	2	3	4	5	6	7	8	9	10		
1	Unverified	1											1
2	Totals	1											1

Period Attendance Screen, Totals Tab

- The **Letters** tab lists all attendance letters the system generated for the student. The following displays for each letter:
 - **Letter Name** – The type of letter
 - **Threshold Achieved** – The number of absences needed to reach the threshold for generating the letter.
 - **Date Achieved** – The date on which the threshold was met.

Period Attendance
 Abbott, Bobby

Days of Activity Totals **Letters**

Attendance Letters

Line	Letter Name	Threshold Achieved	Date Achieved
1	Absence	1	09/18/2015

Period Attendance Screen, Letters Tab

Using Class Check In

The Class Check In screen allows teachers to track students who are in distance learning.



1. Select *Class Check In* from the **Home** menu. This opens the Class Check In screen.



The Class Check In screen opens for the current focus section and for the current date. If there are overlapping sections in TeacherVUE, the screen displays all students for both sections, irrespective of if the section is enabled from the seating chart.

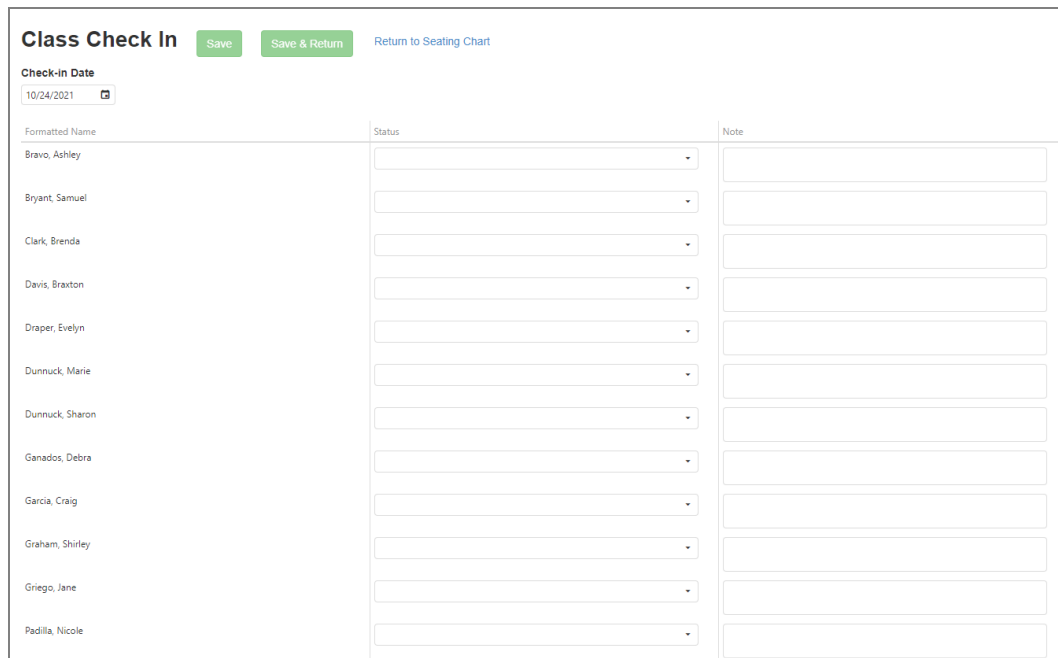
2. Select a valid school day for **Check In Date** to display the list of students on that day in the Class Check In section. The current date displays by default.
3. Select a **Status**.



Hover over the **Status** drop-down and click  to automatically fill the **Status** drop-downs below with the option selected. For example, if you selected *Not Checked In (default)* in the first drop-down and click , the drop-downs below display *Not Checked In (default)*.



4. Enter a **Note** if needed.



Formatted Name	Status	Note
Bravo, Ashley	<input type="text"/>	<input type="text"/>
Bryant, Samuel	<input type="text"/>	<input type="text"/>
Clark, Brenda	<input type="text"/>	<input type="text"/>
Davis, Braxton	<input type="text"/>	<input type="text"/>
Draper, Evelyn	<input type="text"/>	<input type="text"/>
Dunnuck, Marie	<input type="text"/>	<input type="text"/>
Dunnuck, Sharon	<input type="text"/>	<input type="text"/>
Ganados, Debra	<input type="text"/>	<input type="text"/>
Garcia, Craig	<input type="text"/>	<input type="text"/>
Graham, Shirley	<input type="text"/>	<input type="text"/>
Griego, Jane	<input type="text"/>	<input type="text"/>
Padilla, Nicole	<input type="text"/>	<input type="text"/>

Class Check In Screen

5. Click **Save** or click **Save & Return**.

Chapter 4: Taking Lunch and Universal Breakfast

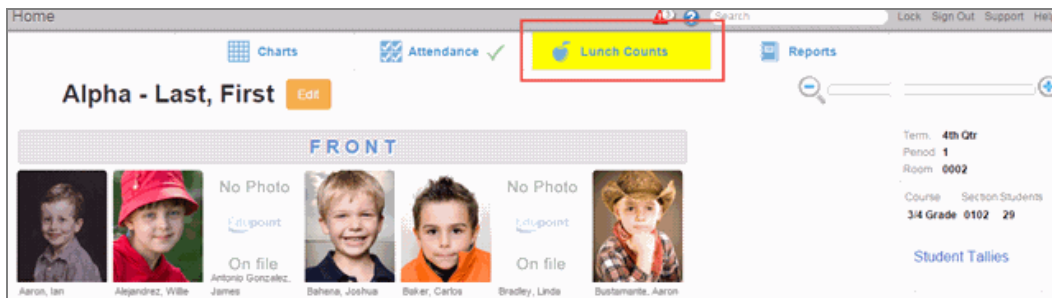
Overview	52
Taking Lunch Counts	52
Recording Universal Breakfast	53

Overview

You may be able to take lunch counts for your class or record your students' participation in a Universal Breakfast program depending on your district's settings.

Taking Lunch Counts

The **Lunch Counts** button highlights in yellow to remind you to take lunch counts when you log in to TeacherVUE.



TeacherVUE Home Screen

1. Click **Lunch Counts**.
2. Enter the lunch counts:
 - Use the plus or minus buttons to enter the number to take total count for each lunch item.

Term:	4th Qtr
Period:	1
Room:	0002
Course:	3rd Grade
Section Students:	changed 0102 29

Student Tallies	
Total	29
Present Today	N/A
Absent Today	N/A
Tardy Today	N/A

Taking Lunch Counts Screen, Total Count Per Item

- Use the drop-down to select a lunch choice for each student. The total lunch count for each item updates.

Student Name	Lunch Choice	Count
Ackley, Brian		
Arvanitas, Christina		
Bailly, George		
Brady, Kenneth		
Bruggeman, Sarah		
Darmiento, Arthur		
Dick, Ronald		
Elggren, Jose		
Harrison, Anna		
James, Katherine		

tacos	0
chicken salad	0
hummus and pita	0
baked ziti	0
pizza	0

Term:	Spring
Period:	4
Room:	216
Course:	Am Govt
Section:	1469
Students:	24


Student Tallies	
Total	23
Present Today	N/A
Absent Today	N/A
Tardy Today	N/A

Taking Lunch Counts, Individual Orders

3. Click **Save**. A green check mark displays next to the **Lunch Counts** button indicating you took lunch counts.

Recording Universal Breakfast

Universal Breakfast is any program that offers free breakfast to all students.



The Universal Breakfast screen displays the attendance codes for today. Do not mark students who are not present as having participated in Universal Breakfast today.

1. Select *Universal Breakfast* from the **Home** menu.
2. Select the student that participated in universal breakfast today.
 - Click the field in **Universal Breakfast** column to select for individual students.

Student Name	Abs Code	Universal Breakfast
Aguirre, Jason		
Arnold, Jason		
Bailey, Evelyn		YES
Beck, Eric		
Bernal, Amanda		YES
Brooks, Amy		

Term:	S2-Q4
Period:	2
Room:	216
Course:	Am Govt
Section:	1269
Students:	29

Universal Breakfast Screen

- Select the **Universal Breakfast** option to select for all students.

Student Name	Abs Code	Universal Breakfast
Aguirre, Jason		YES
Arnold, Jason		YES
Bailey, Evelyn		YES
Beck, Eric		YES
...		...

Term: **S2-Q4**
 Period: **2**
 Room: **216**
 Course: **Am Govt** Section: **1269** Students: **29**

Universal Breakfast Screen

3. Click **Save & Return**. A message displays indicating that Universal Breakfast was recorded for today.

The Universal Breakfast participation information also displays on the Student Meal screen in Synergy SIS .

Student Meal

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **403**

Meal Options

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483**

Grade: **12**

Meal Option: **Universal Breakfast**

Student Meal Screen

Chapter 5: Printing Reports

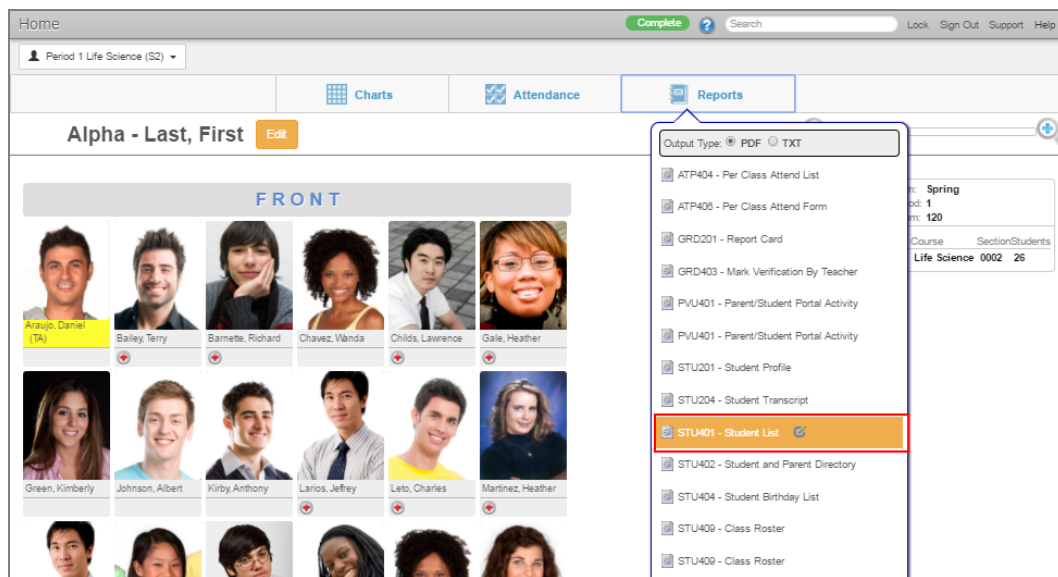
Printing Reports	56
Printing Class Reports	56
Printing Individual Student Reports	58

Printing Reports

You can print reports from TeacherVUE for an individual student or for all the students in your class or group. The reports available to you depend on your district's settings.

Printing Class Reports


1. Click **Reports** on the TeacherVUE Home screen. The list of available reports displays.
2. Select a report output type, either **PDF** or **TXT**.
3. Select the report.



TeacherVUE Home Screen



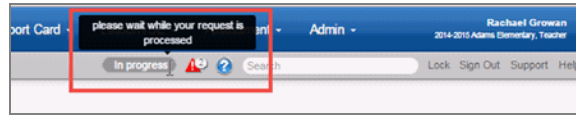
The report uses the default report user's settings defined by the district.

Click  to access the Report Interface and select other options. Use this option to save your own defaults.





See the *Synergy SIS – Reports Guide* for more information on each report.

The status displays at the top of the screen.



TeacherVUE Home Screen

 An error could mean that defaults were not saved for the report for the default user. Click  to access the Report Interface screen and enter the required information.

The report displays in the selected format.

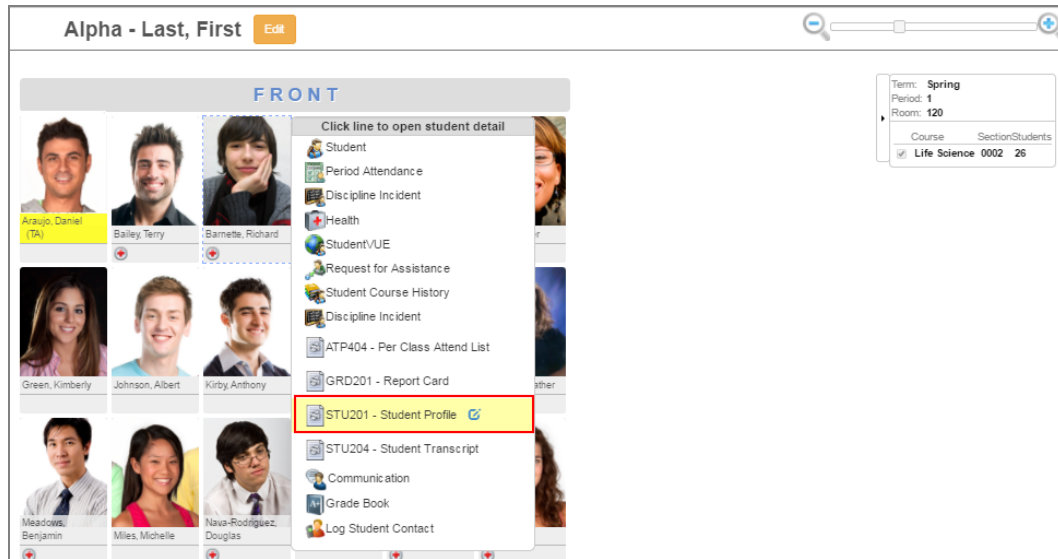
Student Name	Perm ID	Grade	Birth Date
Araujo, Daniel J.	120700	10	01/02/2001
Bailey, Terry W.	901518	10	02/13/2001
Barnette, Richard N.	904593	10	02/14/2001
Chavez, Wanda	909375	10	05/04/2001
Childs, Lawrence C.	902878	10	07/31/2001
Gale, Heather S.	103202	10	05/23/2001
Green, Kimberly	877362	12	03/22/1999
Johnson, Albert T.	887842	10	02/02/2001
Kirby, Anthony O.	952382	10	06/14/2001
Larios, Jeffrey F.	832781	12	03/07/1999
Leto, Charles A.	928213	10	07/14/2001
Martinez, Heather M.	904932	10	04/16/2001
Meadows, Benjamin J.	102705	10	08/31/2001
Miles, Michelle M.	901553	10	03/02/2001
Nava-Rodriguez, Douglas	954140	11	08/23/2000
Oliver, Angela L.	142112	11	03/06/2000
Packer, Janice S.	889221	11	02/08/2000
Patino, Amy M.	894666	10	02/06/2001
Rhoton, Lawrence A.	869042	10	12/03/2000
Rivas, Clarence E.	157820	10	08/31/2001
Rivera-Quintana, Aaron Iv	158976	11	05/14/2000
Rodriguez, Willie R.	110076	10	12/09/2000
Rowley, Jesse S.	903436	10	12/20/2000
Sanchez, Paula L.	122066	10	01/21/2001
Scally, Walter W.	908408	10	01/10/2001
Standage, Billy	889959	10	03/19/2001

Printed by Robert Toffi at 06/07/2017 8:44 AM Edupoint School District

Student List Report Output

Printing Individual Student Reports


1. Select a student from the Seating Chart to see the student detail options.
2. Select the report.



Seating Chart Screen



The report uses the default report user's settings defined by the district.

Click  to access the Report Interface and select other options. Use this option to save your own defaults.




See the *Synergy SIS – Reports Guide* for more information on each report.

The status displays at the top of the screen.




TeacherVUE Home Screen



An error could mean that defaults were not saved for the report for the default user. Click  to access the Report Interface screen and enter the required information.

The report displays in the selected format.

		Hope High School Student Profile		Year: 2016-2017 Report: STU201	
Barnette, Richard N. – Homeroom: 311					
General Information					
Student Name Barnette, Richard N.		Perm ID 904593		Grade 10	
State ID 0001254316		Last Name Goes By		Preferred First Name	
Birth Date 02/14/2001		Birth Place Mesa Az		Enter Date 07/05/2016	
Home Phone 480-555-6833		Home Language English		Resolved Race/Ethnicity White	
Home Address 818 N Kachina Ci Mesa, AZ 85620			Mailing Address 818 N Kachina Ci Mesa, AZ 85620		
Bus Routes: AM Bus: <u>0512</u> AM K bus to home: _____ PM Bus: <u>0422</u> PM K bus to school: _____ Day Care: _____					
Custodial Information					
Mother Barnette, Sarah		Employer Mps:entz Elementary		<input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Mailings Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Ed. Rights	
Address: 818 N Kachina Ci Mesa, AZ 85620			E-Mail: person@mail.qasynerylocalqa05vm.com		
Phone Type: Work		Phone: 480-555-3472		Extension: _____	
				<input type="checkbox"/> Primary <input type="checkbox"/> Not Listed <input type="checkbox"/> Contact Phone	
Phone Type: Home		Phone: 480-555-6833		Extension: _____	
				<input type="checkbox"/> Primary <input type="checkbox"/> Not Listed <input type="checkbox"/> Contact Phone	
Step-Father Barnette, Robert		Employer Mps:ishikawa Elementary		<input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Mailings Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Ed. Rights	
Address: 818 N Kachina Ci Mesa, AZ 85620			E-Mail: person@mail.qasynerylocalqa05vm.com		
Phone Type: Home		Phone: 480-555-6833		Extension: _____	
				<input type="checkbox"/> Primary <input type="checkbox"/> Not Listed <input type="checkbox"/> Contact Phone	
Phone Type: Cell		Phone: 480-555-8242		Extension: _____	
				<input type="checkbox"/> Primary <input type="checkbox"/> Not Listed <input type="checkbox"/> Contact Phone	
Phone Type: Work		Phone: 480-555-9472		Extension: _____	
				<input type="checkbox"/> Primary <input type="checkbox"/> Not Listed <input type="checkbox"/> Contact Phone	
Health Conditions					
Condition Medical Alert				Start Date 07/06/2012	
Comment BIPOLAR ON MEDS					
Condition Medical Alert				Start Date 07/06/2012	
Comment ADHD ON MEDS					
IN CASE OF EMERGENCY: Names of persons who can assume temporary responsibility					
Name Jackie Jordan		Relationship Relative		Home Phone 480-395-7483	
				Work Phone	
				Other Phone	
Printed by Robert Tofft at 06/07/2017 8:29 AM Edupoint School District Page 1 of 2					

Student Profile Report Output

Chapter 6: Communicating Using TeacherVUE

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Using Notes About Students	79
Leaving Instructions for Substitute Teachers	81

Sending Messages

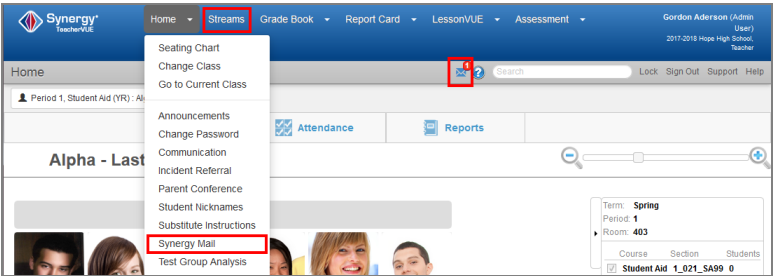
You can send a message from TeacherVUE to:

- [Your assigned classes and groups and their parents.](#)
- [An individual student and their parents.](#)

Pressing the **Send** button:

- Posts the messages in ParentVUE/StudentVUE for the selected recipients
- Sends an email to the selected recipients

You can also use Synergy Mail and Streams. See the *Synergy SIS – Communications Guide* for more information.

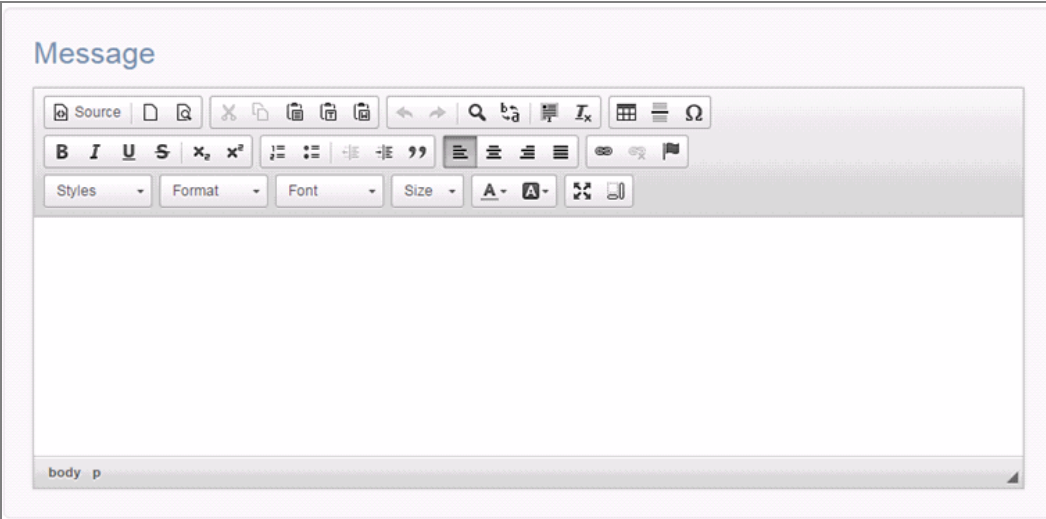


The screenshot shows the TeacherVUE Home Screen. At the top, there is a navigation bar with 'Home', 'Streams', 'Grade Book', 'Report Card', 'LessonVUE', and 'Assessment'. A dropdown menu is open under 'Streams', listing options like 'Seating Chart', 'Change Class', and 'Go to Current Class'. The 'Synergy Mail' option is highlighted with a red box. Below the menu, there are sections for 'Alpha - Last' and 'Attendance' reports. The bottom right corner shows 'Term: Spring', 'Period: 1', 'Room: 403', and 'Student Aid: 1_021_SA99 0'.

TeacherVUE Home Screen

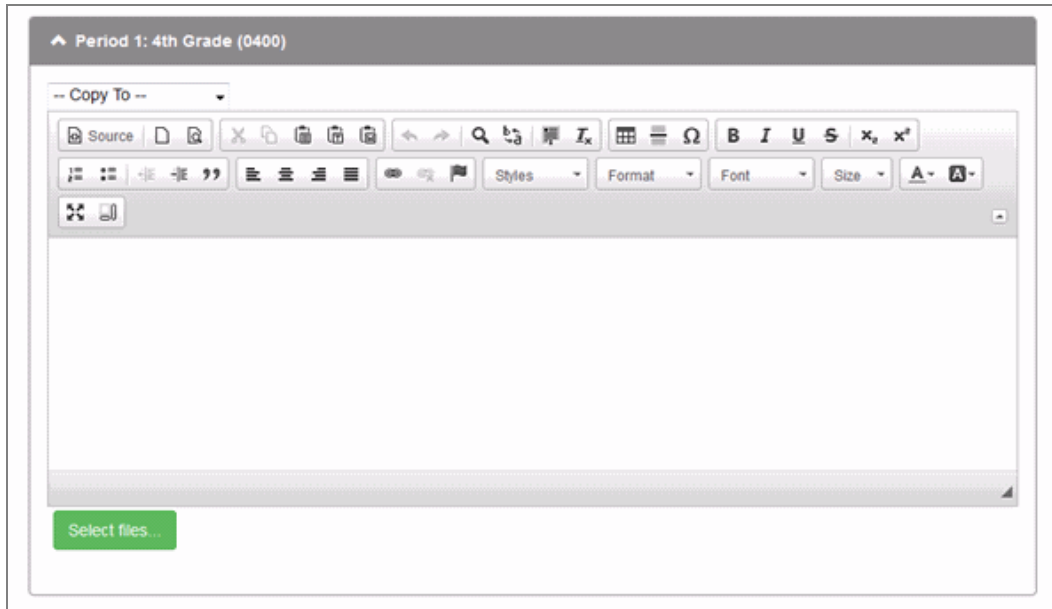
Formatting Window

This section describes the formatting window used to create curriculum templates and content for curriculum elements. The formatting uses a CKEditor.








The screenshot shows the 'Message Formatting Window'. It features a CKEditor interface with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough), alignment, bulleted and numbered lists, indentation, link, unlink, and undo/redo. Below the toolbar are dropdown menus for 'Styles', 'Format', 'Font', and 'Size', followed by color selection tools. The main area is a large text input field. At the bottom left, the text 'body p' is visible.


Message Formatting Window

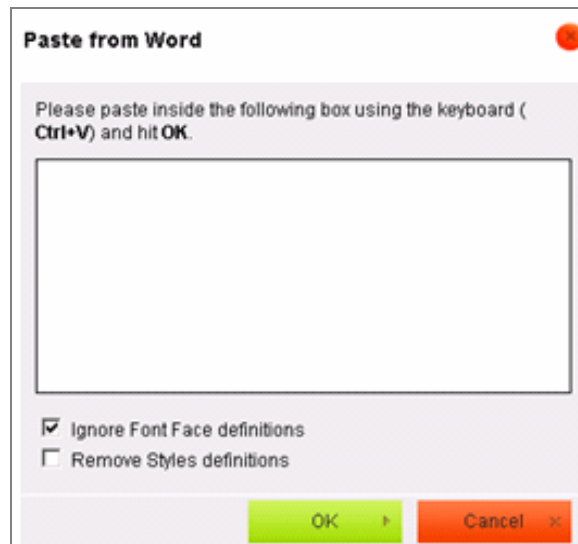


Substitute Instructions Formatting Window



The formatting and editing tools available for creating templates and content are:

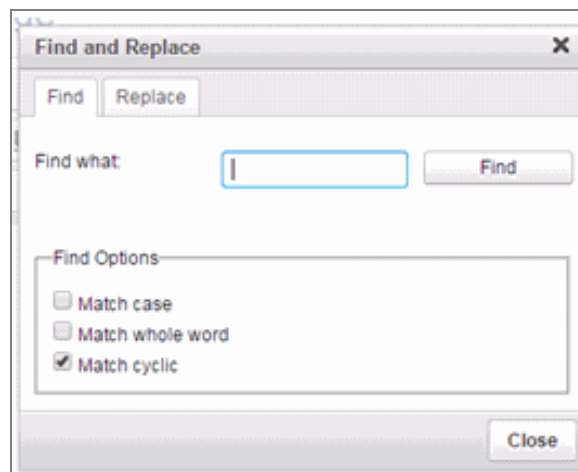
-  **Source** – Toggles the view between WYSIWYG (What You See Is What You Get) and HTML editing mode. The HTML tags such as <p> or display when editing in HTML. For example, a heading using the Heading 1 style displays as: <h1>Heading</h1>.
-  **New Page** – Clears unsaved changes
-  **Preview** – Previews the template design
-  **Cut, Copy, and Paste** – Cuts, copies, or pastes the selected text
-  **Paste as Plain Text** – Pastes the text as plain text with no formatting. This is helpful when copying from other programs that may have hidden HTML formatting, such as other web pages or Microsoft Outlook.

-  **Paste From Word** – Inserts text copied from Microsoft Word and allows you to edit the text to remove erroneous HTML code that Microsoft Word inserts.
 - a. Paste the text in the pop-up box.
 - b. Select **Remove Styles definitions** if needed.
 - c. Click **OK**.




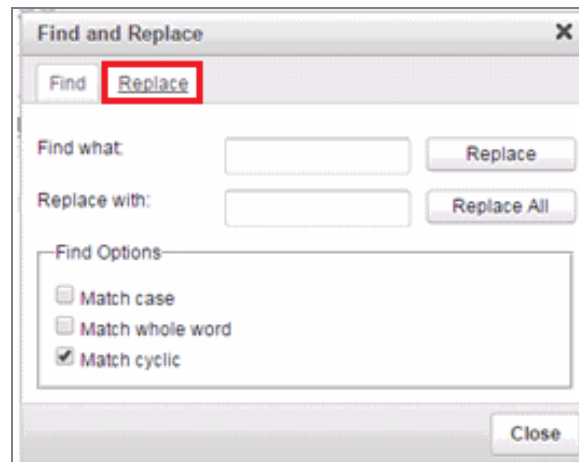
Paste From Word Window

-  **Undo and Redo** – Undoes the last action or redoes the last action
-  **Find** – Searches for text



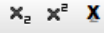












Find And Replace Window

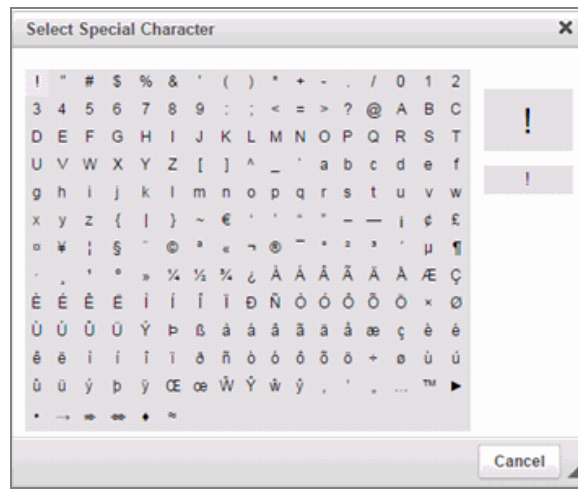
-  **Replace** – Replaces text





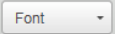






Find And Replace Window, Replace Tab

-  **Select All** – Selects all content in the formatting window
-  **B I U S Bold, Italic, Underline, or Strikethrough** – Formats the selected text as bold, italic, underline, or strikethrough
-  **Subscript and Superscript** – Inserts subscript or superscript text
-  **Remove Format** – Clears all formatting for the selected text
-  **Insert/Remove Numbered or Bulleted List** – Formats the selected paragraphs as numbers or bullets
-  **Increase or Decrease Indent, Outdent** – Indents or outdents the selected paragraph
-  **Blockquote** – Indents the paragraph on both sides
-  **Align Left, Center, Align Right, or Justify** – Aligns text per the setting
-  **Insert Hyperlink or Remove Hyperlink** – Inserts or removes a link to a website or email address
-  **Anchor** – Inserts a place that you can link to inside the template
-  **Table** – Inserts a table
-  **Insert Horizontal Line** – Inserts a horizontal line

-  **Insert Special Character** – Inserts a special character such as a copyright mark or currency symbol



Select Special Character Window

-  **Text Style** – Selects a built-in format for the selected text
-  **Paragraph Style** – Selects a built-in format for the selected paragraph
-  **Font** – Selects a font for the selected content
-  **Size** – Selects a font size for the selected content
-  **Text Color** – Applies the selected color to the text
-  **Background Color** – Highlights the text with the selected color
-  **Maximize** – Maximizes the editing window
-  **Show Blocks** – Shows the content inside of blocks
-  **About CKEditor** – Lists information about the CKEditor (the HTML text editor used to edit the content)

Sending Messages to a Class or Group



Teachers who have only Groups, but not sections assigned to them have access to *Communication* from the **Home** menu.

1. Select *Communication* from the **Home** menu.
2. Select the **Blind copy me on emails I send** option to receive a copy of this email, if needed.

The screenshot shows the 'Communication' interface. At the top, there are buttons for 'Send', 'Send & Return', and 'Return to Seating Chart'. Below this is the 'Message Details' section with a sidebar containing 'From', 'To', 'Subject', 'Message', and 'Message History'. The 'From' field is filled with 'Jackson, Kathy (synergydemo@mail.localserver.com)' and has a checkbox for 'Blind copy me on emails I send'. The 'To' field has a dropdown menu set to 'Student(s)'. Below the dropdown are two columns of selection options: 'Classes for message' and 'Groups for message'. Under 'Classes for message', there are five options: 'Period 0: Am Govt (1077)', 'Period 1: Psychology II (1169)' (which is checked), 'Period 2: Am Govt (1269)', 'Period 3: Am Govt (1369)', and 'Period 4: Am Govt (1469)'. Under 'Groups for message', there are two options: 'AVID' and 'Cheerleading Dates: 08/07/2013 -'. A note at the bottom states: 'NOTE: In addition to messages being posted to the user's StudentVUE account, emails will be sent to those students with valid email addresses.'

Communication Screen

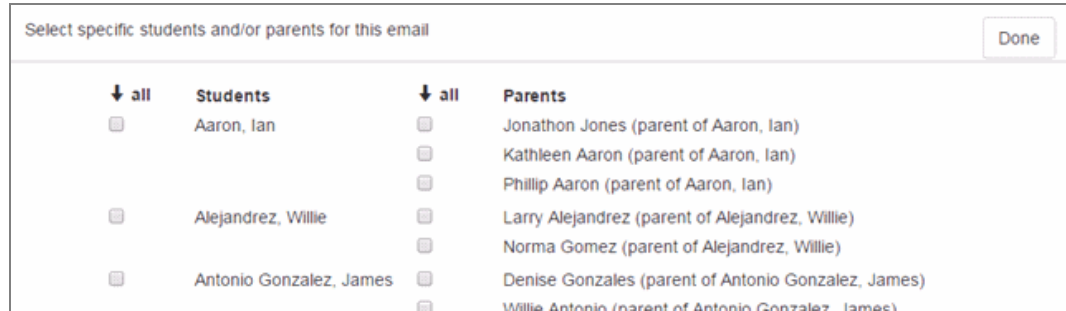
3. Select who to send the email to:

This screenshot is a close-up of the 'To' field area. It shows the 'People' dropdown menu set to 'Student(s)'. Below it are two columns of selection options: 'Classes for message' and 'Groups for message'. Under 'Classes for message', there is one option: 'Period 1: 3/4 Grade (0102)' which is checked. Under 'Groups for message', there is one option: 'After School Program' which is checked. The same note from the previous screenshot is visible at the bottom: 'NOTE: In addition to messages being posted to the user's StudentVUEaccount, emails will be sent to those studentswith valid email addresses.'

Communication Screen

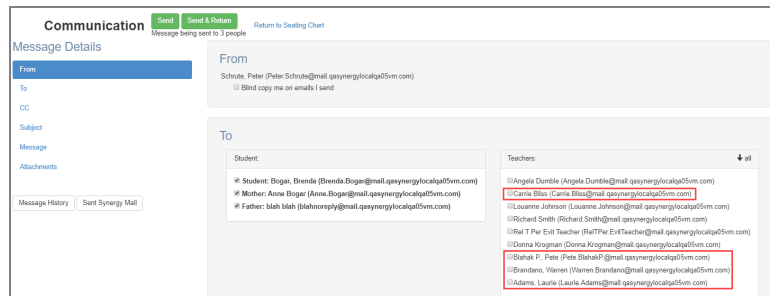
- To send to a group of students or parents:
 - a. Select who should receive the email in **People**.
 - b. Select the **Class** and or **Group** to receive the message.

- To send to specific students and parents:
 - a. Select *Specific Student(s) and/or Parent(s)* in **People**. The selection page displays.
 - b. Select specific people or select all by using **↓ all**.



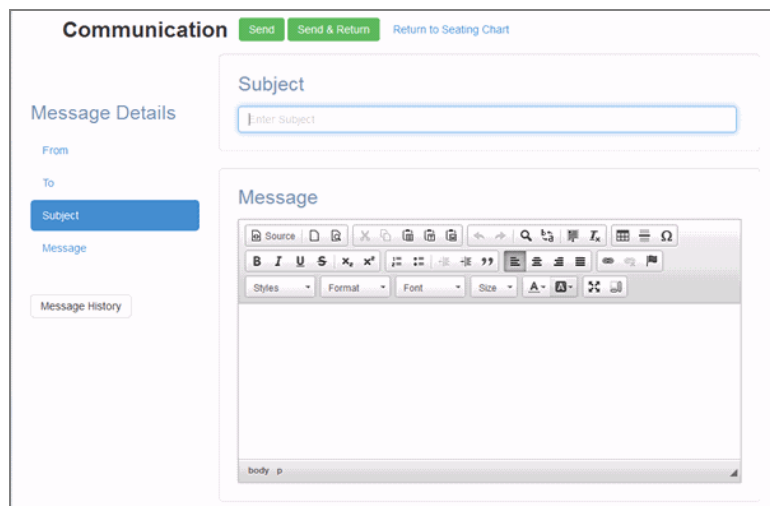
Communication Screen

- c. Click **Done**.
4. Type the name of the Staff Member you want to send a copy of the email to and select from the list displayed, if needed.



Communication Screen

5. Enter the message **Subject**.



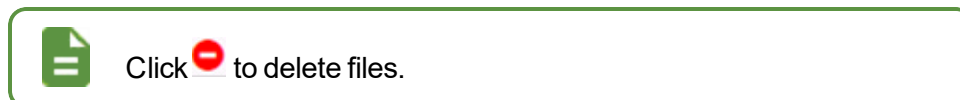
Communication Screen

6. Enter and [format the Message](#).

7. Attach documents to the message, if needed:
 - a. Click **Select Files**.
 - b. Locate the file and click **Open**.



Communication Screen



8. Click one of the following:
 - **Send** to remain on the Communication page
 - **Send & Return** to go to the Home screen

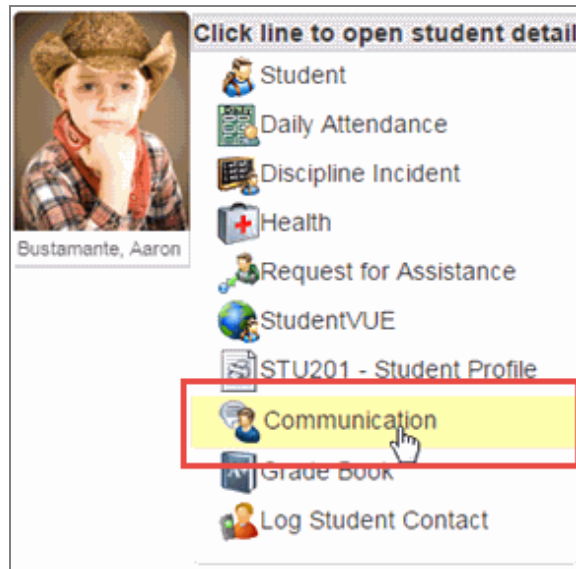
TeacherVUE:

- Emails the message and posts the message to ParentVUE and StudentVUE of the selected recipients
- Displays a message indicating that the message has been posted
- Stores the message in Message History

Sending Messages to Individual Students and Parents

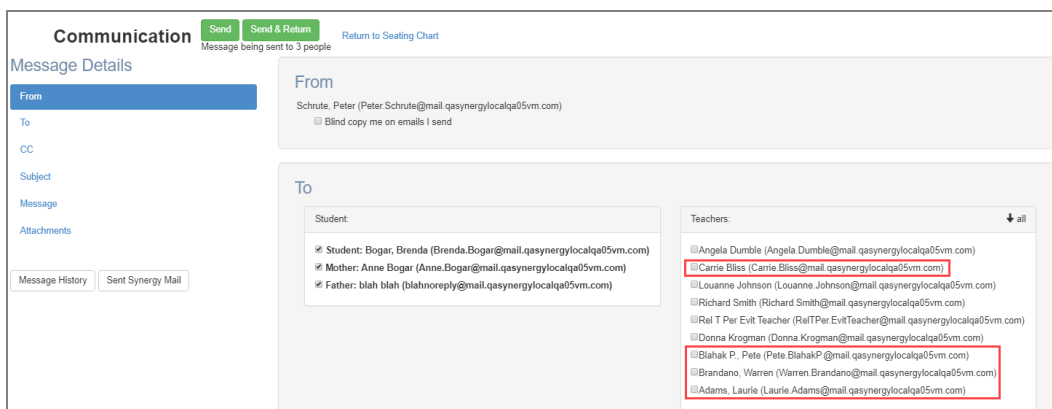
You can send a message to an individual student and their parents. The message sends an email to the parents of record and posts a message in ParentVUE/StudentVUE.

1. Select a student in the Seating Chart to see the Student Options.
2. Select *Communication*.



Seating Chart Screen

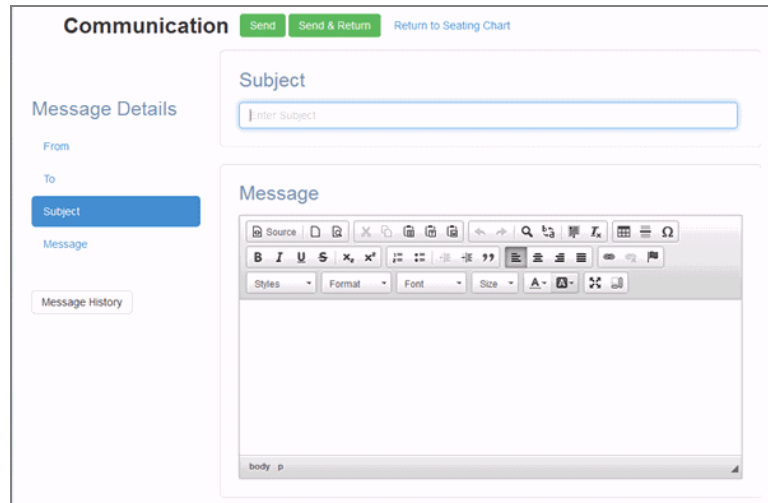
3. Select the **Blind copy me on emails I send** option to receive a copy of this email, if needed.
4. Select who to send the email to in **Student** and **Teachers** including additional staff.



Communication Screen

1. Enter the message **Subject**.

2. Enter and [format the Message](#).

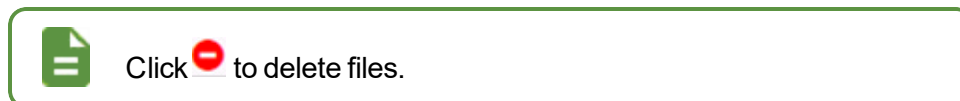


Communication Screen

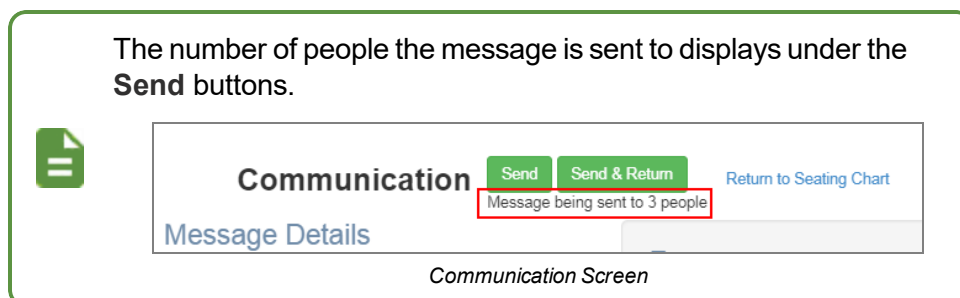
3. Attach documents to the message, if needed:
- Click **Select Files**.
 - Locate the file and click **Open**.



Communication Screen



4. Click one of the following:
- **Send** to remain on the Communication page
 - **Send & Return** to go to the Home screen



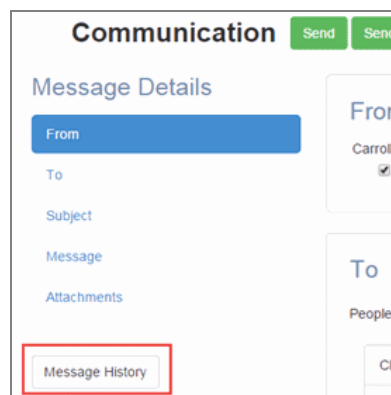
Communication Screen

TeacherVUE:

- Emails the message and posts the message to ParentVUE and StudentVUE of the selected recipients
- Displays a message indicating that the message has been posted
- Stores the message in Message History

Working with Previously Sent Messages

1. Select *Communication* from the **Home** menu.
2. Click **Message History** to view messages and details about the message, such as date, time, recipients, etc.




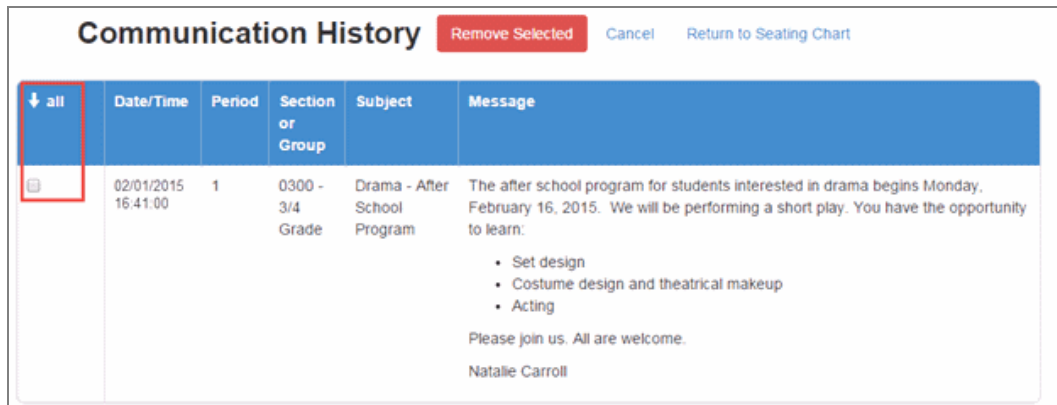
Communication Screen





All messages sent are listed including group/class messages and copies sent to parents when viewing an individual student's message history.

Removing Message from Communication History

1. Select the message to delete or click  **all**.



 all	Date/Time	Period	Section or Group	Subject	Message
	02/01/2015 16:41:00	1	0300 - 3/4 Grade	Drama - After School Program	The after school program for students interested in drama begins Monday, February 16, 2015. We will be performing a short play. You have the opportunity to learn: <ul style="list-style-type: none">• Set design• Costume design and theatrical makeup• Acting Please join us. All are welcome. Natalie Carroll

Communication History Screen

2. Click **Remove Selected**. TeacherVUE deletes the message from the Communication History list.



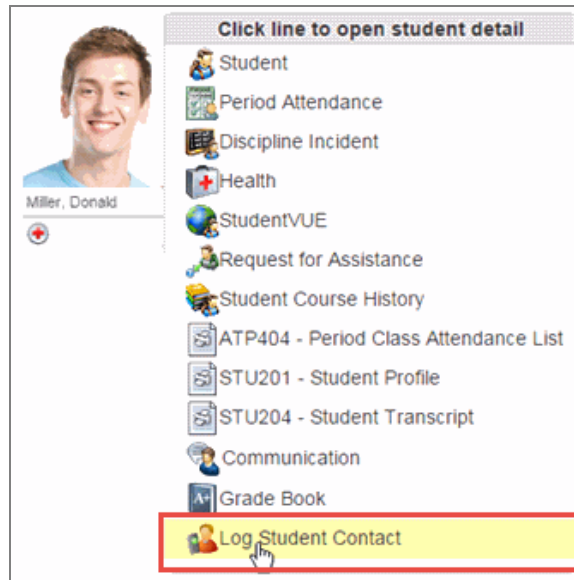
TeacherVUE does not recall the message or delete it from any servers. The message is deleted from the Communication History only.

3. Click **Return to Seating Chart** to exit Communication History.

Logging Contact Regarding a Student

Create records when you make or attempt to make contact a parent or guardian regarding a student. The contact record displays on the **Contact Log** tab of the Student screen in TeacherVUE, Synergy SIS, and Synergy SE.

1. Select a student in the Seating Chart to see the Student Options.



Seating Chart Screen

2. Select *Log Student Contact*.

The screenshot shows a 'Contact Details (Miller, Donald)' form. It has several input fields: 'Contact Date' with the value '05/18/2015', 'Contact Time' with '10:21 am', 'Person Contacted' with 'Father', and 'Outcome' with a dropdown menu showing 'Left Message'. There is a 'Comment' text area containing the text 'Contacted father that Don is eligible for Honor Society.'. At the bottom right, there are two buttons: a green 'Log Contact' button and a white 'Close' button.

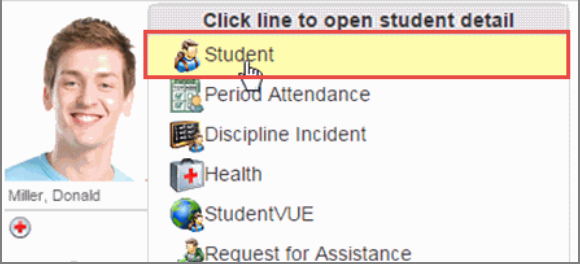
Contact Details Screen

3. Edit the **Contact Date** and **Contact Time**, if needed.
4. Enter the **Person Contacted**.
5. Select the **Outcome** of the contact.
6. Enter a **Comment** regarding the reason and/or details of the contact.

7. Click **Log Contact**. The contact displays in TeacherVUE and in the student's record in Synergy SIS.

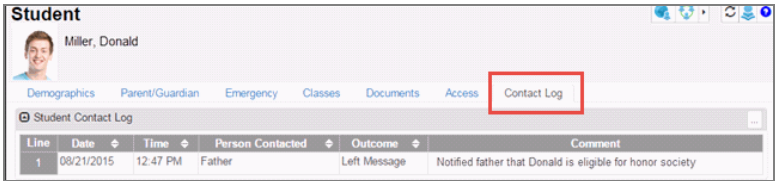
To view the log,

- a. Select *Student* in the **Student Options**.



Seating Chart Screen

- b. Select the **Contact Log** tab.



Student Screen, Contact Log Tab

Line	Date	Time	Person Contacted	Outcome	Comment
1	09/21/2015	12:47 PM	Father	Left Message	Notified father that Donald is eligible for honor society

Scheduling Parent Teacher Conferences

Schedule parent teacher conferences in TeacherVUE.



The parent teacher conference recorded in TeacherVUE also displays on the Student Conference screen in Synergy SIS.

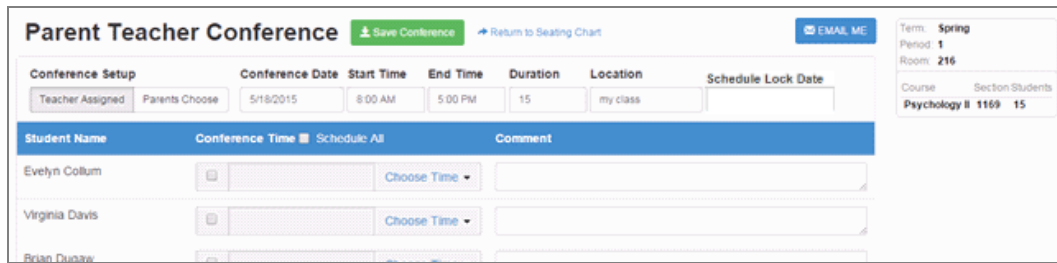
1. Select *Parent Conference* from the **Home** menu. The Parent Teacher Conference screen displays.
2. Select the **Conference Date, Start Time, End Time, Duration, and Location**.



The time displayed is in increments of the selected duration.

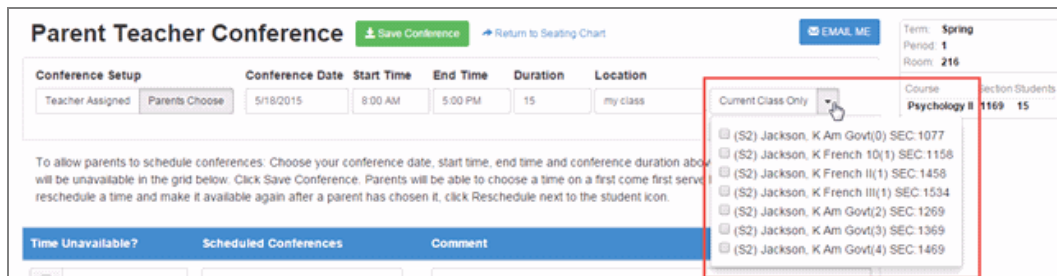
Select a different day and time to schedule a conference at a different time.

3. Select the **Schedule Lock Date**. Once the date is set, the Conferences are locked from that date going forward.



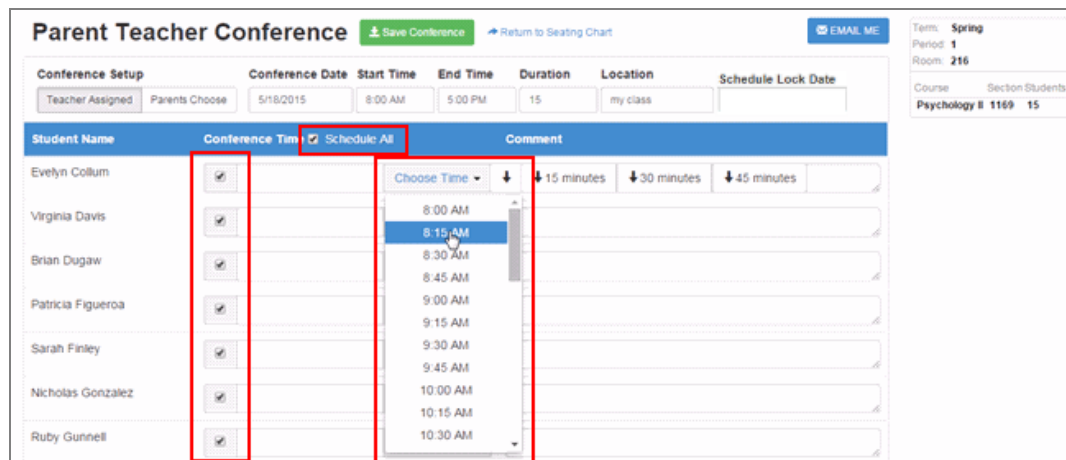
Parent Teacher Conference Screen

4. (Secondary only) Select the class to schedule.



Parent Teacher Conference Screen

5. Select who is selecting the time:
 - **Teacher Assigned** – The teacher selects a time for the parent conference. The selected time displays on the **Conference** tab in ParentVUE.
 - a. Select individual students whose parents you are scheduling with or select **Schedule ALL** at the top of the column to select all students.
 - b. Select a time from **Choose Time**.



Parent Teacher Conference Screen

- c. Click **Save Conference**.



You can populate the other time slots for the same time or in single, double, or triple the **Duration** setting by selecting a down arrow after you select a time for the first appointment.

- **Parent Choose** – The parent selects a time from the **Conference** tab in ParentVUE.
 - a. Click **Update Grid**. A confirmation dialog displays a warning that any changes previously made will be cleared.
 - b. Click **OK**.
 - c. Select times that you do not want the parents to schedule conferences in the **Time Unavailable** column.

Parent Teacher Conference [Save Conferences](#) [Return to Seating Chart](#) [EMAIL ME](#)

Term: Spring
 Period: 1
 Room: 216
 Course: Section Students
 Psychology II 1169 15

Conference Setup
 Teacher Assigned: Parents Choose
 Conference Date: 5/18/2015
 Start Time: 8:00 AM
 End Time: 5:00 PM
 Duration: 15
 Location: my class
 Current Class Only

UPDATE GRID

To allow parents to schedule conferences: Choose your conference date, start time, end time and conference duration above. Check any times that you will be unavailable in the grid below. Click Save Conference. Parents will be able to choose a time on a first come first serve basis. If you need to reschedule a time and make it available again after a parent has chosen it, click Reschedule next to the student icon.

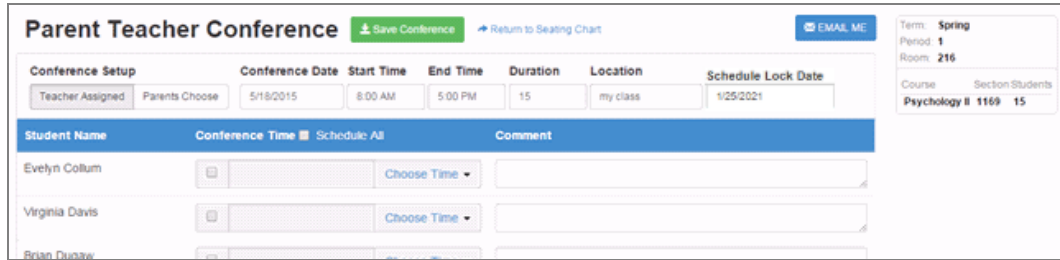
Time Unavailable?	Scheduled Conferences	Comment
<input type="checkbox"/> 8:00 AM	Available	
<input checked="" type="checkbox"/> 8:15 AM	unavailable	
<input checked="" type="checkbox"/> 8:30 AM	unavailable	
<input type="checkbox"/> 8:45 AM	Available	

Parent Teacher Conference Screen

- d. Enter **Comments**, if needed.
 - e. Click **Save Conference**. The **Parent Conferences** tab in ParentVUE/StudentVUE displays the conference information.
6. [Email parents that conferences were scheduled.](#)

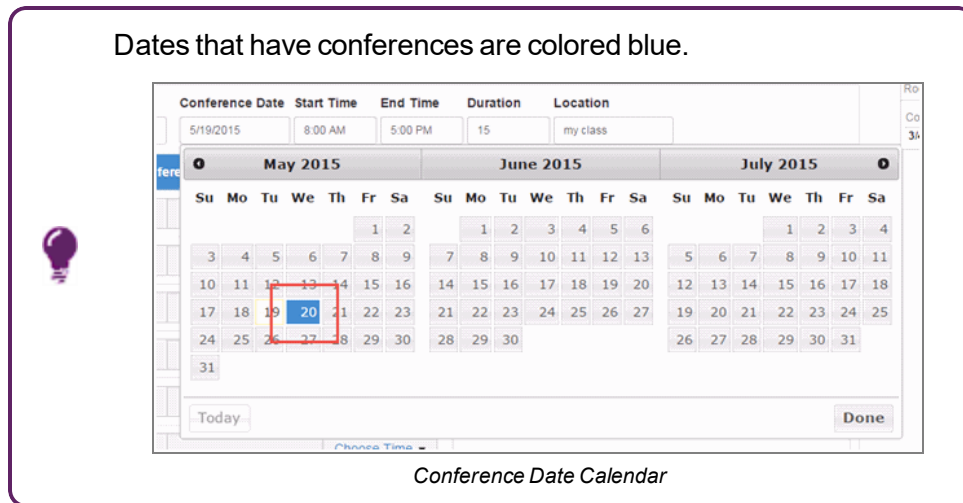
Changing Parent Teacher Conferences

1. Select *Parent Conference* from the **Home** menu. The Parent Teacher Conference screen displays.



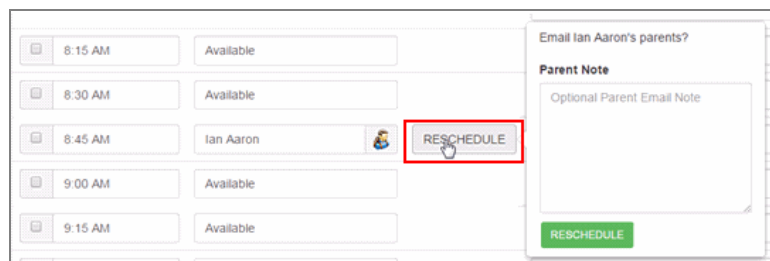
Parent Teacher Conference Screen

2. Locate the conference in the **Conference Date** calendar. The Parent Teacher Conference window opens.



Conference Date Calendar

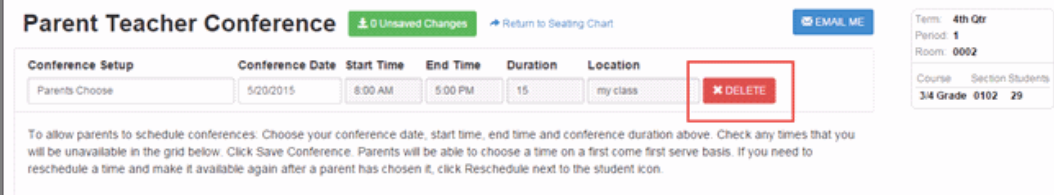
- To reschedule a conference:
 - a. Select **Reschedule** next to the student. The Email parents window opens.



Parent Teacher Conference Screen

- b. Enter a note and click **Reschedule**. The time is marked Available.

- To delete a conference:
 - a. Click **Delete**. A confirmation dialog displays.



The screenshot shows the 'Parent Teacher Conference' interface. At the top, there is a title 'Parent Teacher Conference' with a green '0 Unsaved Changes' indicator and a blue 'Return to Seating Chart' link. On the right, there is an 'EMAIL ME' button and a sidebar with course information: Term: 4th Qtr, Period: 1, Room: 0002, Course: 3-4 Grade, Section: 0102, Students: 29. The main form has a table with columns: Conference Setup, Conference Date, Start Time, End Time, Duration, and Location. The 'Parents Choose' row shows a date of 5/20/2015, start time of 8:00 AM, end time of 5:00 PM, duration of 15, and location of 'my class'. A red box highlights a 'DELETE' button with a red 'X' icon in the 'Location' column. Below the table, there is a paragraph of instructions: 'To allow parents to schedule conferences: Choose your conference date, start time, end time and conference duration above. Check any times that you will be unavailable in the grid below. Click Save Conference. Parents will be able to choose a time on a first come first serve basis. If you need to reschedule a time and make it available again after a parent has chosen it, click Reschedule next to the student icon.'

Parent Teacher Conference Screen

- b. Click **OK**.

Using Notes About Students

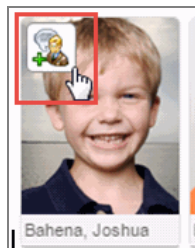
You can view, add, edit, and delete notes for a specific student. The note is accessible by any teacher with a class the student is enrolled in, unless the note is marked as private.



All notes about students entered in TeacherVUE are also available in Synergy SIS on the **Notes** tab of the Student screen. Student notes are specific to the school year.

Working with Notes

1. Hover over the student picture in the Seating Chart and select the **Add Note** icon.



Seating Chart Screen

- The **View Note** screen opens if no previous notes exist for the current day.

View Note For Screen

Click **Show History** to view notes from a different day. The note history for the student displays.

Notes For: Ronald

Actions	Date	Time	Comment	Teacher	Private
	04/09/2014	3:08 PM	Ronald is bringing in a pet turtle for show and te	Starkey, Terry	
	03/19/2014	9:00 AM	Ron will be in the school spelling bee today.	Starkey, Terry	
	03/18/2014	3:09 PM	Ron won the class spelling bee today. He will re	Starkey, Terry	

New Close

Notes For Screen

- The Notes For screen opens displaying the note history, if previous notes exist.

Notes For: Bahena, Joshua

Actions	Date	Time	Comment	Teacher	Private
	05/18/2015	10:29 AM	Joshua seems distracted today. There are a lot	Carroll, Natalie	

New Close

Notes For Screen

- Hover over the Comment section to view a long comment.

Notes For: Bahena, Joshua

Actions	Date	Time	Comment	Teacher	Private
	05/18/2015	10:29 AM	Joshua seems distracted today. There are a lot of animals in the classroom for show and tell.	Carroll, Natalie	

New Close


Notes For Screen

- Click **New** to add a note. The View Note screen opens.
- Click to edit a note.
- Click and click **Yes** in the confirmation dialog to delete the note. TeacherVUE removes the note from the list. No further action is required.

2. Select the date and time of the note. The system defaults to the current date and time.

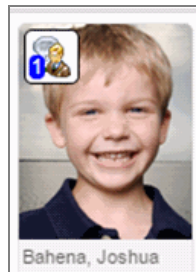
3. Select **Do Not Share Comment with Other Teachers** to mark a note as private.

If **Do not share comment with other teachers** is not selected, an icon displays on the seating charts of all teachers who have this student and on the **Notes** tab of the Student screen in Synergy SIS .

 If **Do not share comment with other teachers** is selected, the icon only displays on the seating chart of the teacher who wrote the note. It also displays on the **Notes** tab of the Student screen, but only those users who have access are able to view it.

Notes created on the seating chart or on the **Notes** tab of the student screen cannot be seen by students or parents.

4. Enter the text for the note.
5. Click **Save**. The Note icon reflects the number of notes attached to a student today.



Seating Chart Screen

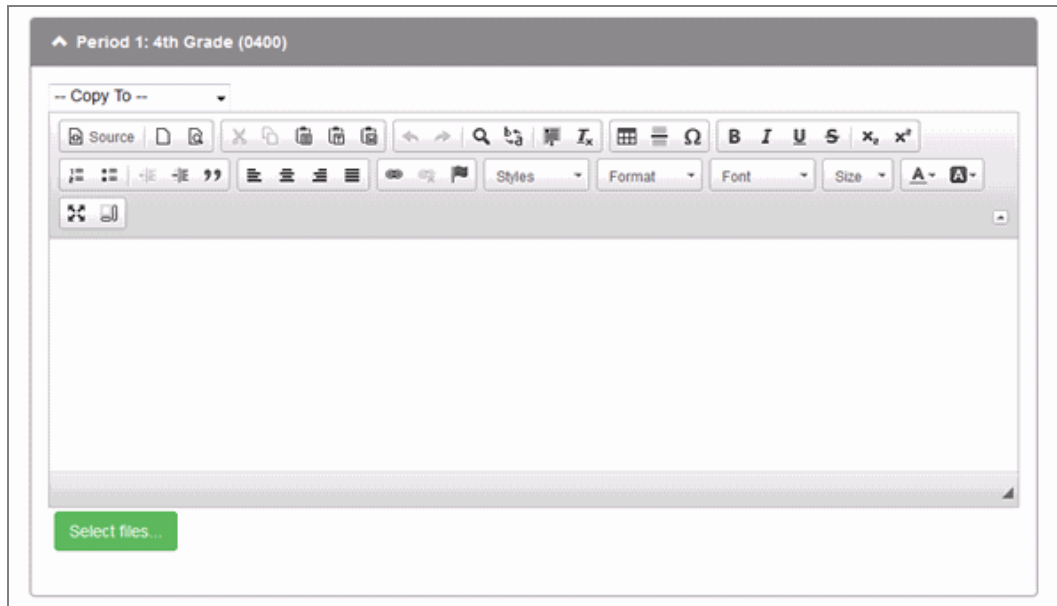
Leaving Instructions for Substitute Teachers

1. Select *Substitute Instructions* from the **Home** menu.

Substitute Instructions Screen

2. Select the **Instructions Date** for the day you are leaving instructions.
3. Select **I will be out on this date**. TeacherVUE indicates to the administrative staff that you require a substitute on this date.

4. Select the class or period. The formatting window displays.



Substitute Instruction Screen

5. [Enter and format the instructions](#) for the substitute.
6. Click **Select files** to include files for the substitute teacher.



The attachment cannot exceed 2 MB and can any electronic files such as a worksheet, test, resource, video.

7. Select **Copy To** to copy the instructions to multiple classes or periods and make a selection.
 - *All Courses* – Copies the instructions to all of your courses including the ones that currently have Substitute Instructions
 - *All Blank Instructions* – Copies the instructions to your courses that do not currently have Substitute Instructions
 - *Course Group* – Copies instructions to a specific set of courses
 - *Periods* – Copies instructions to a specific period

8. Click **Save and Return**. The Seating Chart displays.

The instructions display in the **Substitute Instructions** field when a substitute teacher logs in for your class on the selected date.

The screenshot displays the 'Seating Chart Screen' with the following details:

- Grid Header:** FRONT
- Grid Content:** A 3x6 grid of student photos. Some photos are missing, indicated by 'No Photo' or 'On file' text.
- Student Tallies:**

Total: 29	
Present Today	29
Absent Today	0
Tardy Today	0
- Substitute Instructions:**

Substitute Instructions
 Period 1: 3rd Grade (3:00)
 Please cover the following:
 Math - Fractions

Seating Chart Screen

Chapter 7: Viewing Test Results and Grades

Viewing Test Group Analysis	85
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Viewing Test Group Analysis

The Test Group Analysis screen displays the class test results for a specific test such as a state-required test. The tests that display on the Test Group Analysis screen are determined by your district.

1. Select *Test Group Analysis* from the **Home** menu.

Test Group Analysis

[Print](#)
[Return to Seating Chart](#)

Student Name	Date	Math
		Perf Lvl
Aguirre, Jason K.	02/10/2014	Meets
Arnold, Jason K.	02/10/2014	Meets
Bailey, Evelyn	02/10/2014	Falls Far Below
Beck, Eric T.	02/10/2014	Exceeds
Bernal, Amanda N.	12/11/2013	Meets
Brooks, Amy M.	02/10/2014	Approaches
Chavira, Linda J.	02/10/2014	Meets
Coffey, Mary M.	02/10/2014	Approaches
Davis, Gloria J.	02/10/2014	Meets
Dillon, Lori K.		
Ellsworth, Laura A.	02/10/2014	Approaches
Ethington, Margaret L.	02/10/2014	Meets
Gagnon, Katherine M.	02/10/2014	Meets
Harrison, Sharon M.	02/10/2014	Meets
Hassan, Deborah A.	02/10/2014	Meets
Lether, Stephen G.		
Lewis, Anne R.		
Miller, Donald D.	02/10/2014	Meets
Miller, Louis D.	02/10/2014	Exceeds
Payne, Nancy A.	02/10/2014	Meets

Term: S2-Q4
 Period: 2
 Room: 216

Course: Section Students
 Am Govt 1269 29

Test Preferences

Test Group: AIMS DPA
 Test Group Part: Math
 Test Display Type: Show All

Ignore Blank Entries

Highlight Performance Levels

Falls Far Below
 Approaches
 Meets
 Exceeds
 Augmentation
 Reciprocity
 SPED Exemption
 504 Exemption

Score Type Filter

Raw Score

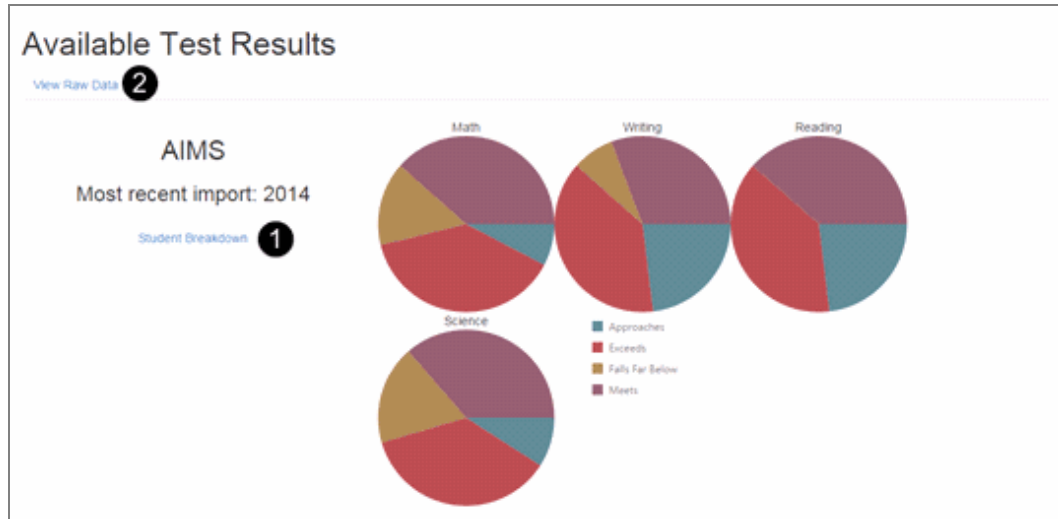
Test Group Analysis Screen

2. Use the **Test Preferences**, **Highlight Performance Levels**, and **Score Type Filter** to control the information displayed in:
3. Click **Print** to print the analysis results.

Viewing Test Group Analysis 2

The Test Group Analysis 2 screen displays the class test results in a graphical presentation for a specific test such as a state-required test. The tests that display on the Test Group Analysis 2 screen are determined by your district.

1. Select *Test Group Analysis 2* from the **Home** menu. The Available Test Results screen displays.



Test Group Analysis 2 Screen

- Select **Student Breakdown** to see results by student. **1**



Student Breakdown Screen

- Select **View Raw Data** **2** to group or filter the data for analysis using one of the following methods:

Back to Test Results

Raw Data

Export To Excel **5** Export to PDF **5**

Drag a column header here to group by that column **6**

3 Student Name	Test Group Name	Test Date	Test Part Name 4	Performance	Score	Score Description
Crane, Kellie	AIMS	6/27/2016 12:00:00 AM	Math	Meets	649	Scale Score
Crane, Kellie	AIMS	6/27/2016 12:00:00 AM	Math	Meets	16	Raw Score
Home, George	SAT	8/3/2016 12:00:00 AM	Math		600	Raw Score
Gilbert, Tina	SAT	10/2/2015 12:00:00 AM	Math		600	Raw Score
Gilbert, Tina	SAT	2/2/2016 12:00:00 AM	Math		580	Raw Score
Gilbert, Tina	SAT	4/1/2016 12:00:00 AM	Math		650	Raw Score
Dianics, Ruth	SAT	9/2/2015 12:00:00 AM	Math		450	Raw Score
Dianics, Ruth	AIMS DPA	2/2/2015 12:00:00 AM	Writing	Meets	0507	Raw Score
Kale, Patricia	AIMS DPA	1/31/2013 12:00:00 AM	Writing	Meets	0516	Raw Score
Kaipelea, Susan	AIMS DPA	2/2/2015 12:00:00 AM	Writing	Meets	0469	Raw Score

1 2 3 4 5 6 7 11 12 13

Raw Data Screen

- Click the header to sort the column in ascending or descending order. **3**
- Enter a value to filter the column **4**, for example, Math.
- Drag a column header into box to group the results. **5**
- Export the results to Excel or a PDF. **6**

Updating Test Results

Your district may allow you to edit test results in TeacherVUE. An **Add/Edit** button displays at the top of the Grade Book Test Score Entry screen if this functionality is enabled.

Viewing Tests/Test Results in TeacherVUE

1. Navigate to **Grade Book > Test Score Entry**.
2. Enter the name of the test to view scores for in the **Search for a Test** search box. Any tests with test parts that are marked *Allow Score Entry for TeacherVUE* are available for selection.
3. Select the test from the results returned. Test results for the current focus class display in View Mode.



Only User Groups with View or Update rights defined on the Test Definition User Group Security screen for a given test can view tests and test results in TeacherVUE.

Name	Perm ID	Test Date	US HIST Raw Score
Q	Q	Q	
Abbott, Billy	905483	1/2/2020	5
Crane, Kellie	922759	1/2/2020	4
Curry, Arthur	877344	1/2/2020	4
Dinah, Lance	873951	1/2/2020	4
Duncan, Wayne	165996	1/2/2020	3
Fish, Howard	138067	1/2/2020	4
Gordon, Barbara	121590	1/2/2020	5
Grayson, Dick	867200	1/2/2020	3
Grey, Jean	871686	1/2/2020	5

Grade Book Test Score Entry Screen – View Mode

Creating a New Test Instance in TeacherVUE

1. Navigate to **Grade Book > Test Score Entry**.
2. Select the test for score entry.
3. Click the **Add/Edit** button.
4. Select a **Date**. Students from the current focus class display for the selected test/date. Scores can be entered for any parts/score types configured for score entry within TeacherVUE.

5. Enter the test scores.

To use the **Fill Down** arrow:

- Click once to fill blank rows below with the selected score.
- Click twice to overwrite existing scores below with the selected score.

6. Click **Save**.

Only User Groups with Update and Add rights defined on the Test Definition User Group Security screen for a given test can create and score new test instances in TeacherVUE.

Name	Perm ID	Test Date	BIOLOGY Raw Score
CL	CL	CL	
Crane, Kellie	922799	No Test	
Curry, Arthur	877344	No Test	
Dinah, Lance	873951	No Test	
Gordon, Barbara	121590	No Test	
Grayson, Dick	867200	No Test	
Grey, Jean	871686	No Test	
Hayden, Jenny	879867	No Test	

Grade Book Test Score Entry Screen – Full Edit Mode

Entering/Updating Scores on Existing Test Instances

1. Navigate to **Grade Book > Test Score Entry**.
2. Select the test for score entry.
3. Add/update test scores from the Test Data grid in one of the following ways:
 - Click the Add/Edit button and select the **Date**
 - Click the date hyperlink on one of the student test data rows displayed

Students with existing scores from the current focus class display for the selected test/date. User Groups with Add rights defined on the Test Definition User Group Security screen for the selected test see all students on the data grid, regardless of whether they have existing scores or not.

To use the **Fill Down** arrow:

- Click once to fill blank rows below with the selected score.
- Click twice to overwrite existing scores below with the selected score.

4. Click **Save**.



Only User Groups with Update and Add rights defined on the Test Definition User Group Security screen for a given test can create and score new test instances in TeacherVUE.

AP BIOLOGY - Full Edit Mode
6/3/2019

Name	Perm ID	Test Date	BIOLOGY Raw Score
Crane, Kellie	922759	6/3/2019	3
Curry, Arthur	877344	6/3/2019	3
Dinah, Lance	872951	6/3/2019	2
Gordon, Barbara	121590	6/3/2019	1
Grayson, Dick	867200	6/3/2019	2

Grade Book Test Score Entry Screen – Full Edit Mode

Viewing Grades



The grades display in TeacherVUE if your district uses Grade Book. Use Grade Book to make changes to grades. See the *Synergy SIS – Grade Book Elementary User Guide* and the *Synergy SIS – Grade Book Secondary User Guide*.

1. Select **View Grades** from the **Home** menu. The screen displays the grades for the current class.

Grades for: Fourth Quarter

0007 SC-492 Biology

Student Name	Alerts	Marks		Credit Override	Options					Comments		
		4th Qtr	Sem 2 Final		ABS	TDY	Conduct	Work Habits	Cmt 1		Cmt 2	Cmt 3
Alkazer, Eugene		B	B									
Baltzhelder, Jesse		C	C									
Bogar, Brenda	⊕	C-	C-									
Brenneman, Janice		C	C									
Coleman, Gloria		D	D									
Danielson, Kenneth	⊕	C+	C+									
Frutos, Rachel		C-	C-									
Fultz, Laura	⊕	C-	C-									
Guthrie, Robert	⊕	C+	C+									
Harris, Ann	⊕	C-	C-									
Hebel, Anthony		B-	B-									

Term: Spring
 Period: 6
 Room: 120
 Course: SectionStudents
 Biology 0007 23

Display Options

- Progress
- First Quarter
- First Six Weeks
- Second Quarter
- Progress Period 3
- Third Quarter
- Progress Period 4
- Fourth Quarter

Mark Categories

- A
- A+
- A-

View Grades Screen

2. Use the filters such as **Display Options**, **Mark Categories**, and **Valid Marks** to control the information displayed.
3. Use to view the data compiled as charts.

Updating Grades

Your district may allow you to edit grades and/or add comments using TeacherVUE. An **Edit** button displays at the top of the Grades For: screen if this functionality is enabled.

Update grades in Grade Book if your district uses Grade Book because:

- Grades updated in TeacherVUE will not match Grade Book.
- Any changes made to grades in TeacherVUE are lost if grades are reposted in Grade Book.

1. Select *View Grades* from the **Home** menu. The screen displays the grades for the current class.

1269 SS51 Am Govt									
Student Name	Alerts	Marks		Options			Comments		
		4th Qtr	Sem 2 Final	Credit Override	Att 1	Cit	Cmt 1	Cmt 2	Cmt 3
Aguirre, Jason		A+	A+						
Arnold, Jason		A	A						
Bailey, Evelyn		C-	C-						
Beck, Eric		B-	B-						
Bernal, Amanda		B-	B-						
Brooks, Amy		D	D						
Chavira, Linda		C	C						
Coffey, Mary		C	C						
Davis, Gloria		A-	A-						
Dillon, Lori		A-	A-						

Grades For Screen

2. Click **Edit**. The Updating Grades screen displays.

1269 SS51 Am Govt									
Student Name	Alerts	Marks		Options			Comments		
		4th Qtr	Sem 2 Final	Credit Override	Att 1	Cit	Cmt 1	Cmt 2	Cmt 3
Aguirre, Jason		A+ ▾	A+ ▾						
Arnold, Jason		A ▾	A ▾						
Bailey, Evelyn		C- ▾	C- ▾						
Beck, Eric		B- ▾	B- ▾						
Bernal, Amanda		B- ▾	B- ▾						
Brooks, Amy		D ▾	D ▾						
Chavira, Linda		C ▾	C ▾						

Updating Grades Screen

3. Edit the grades as needed.



Use the green arrow to use the same grade in any empty cells below the current cell in a column.

4. Enter comments:

- Select the comment from **Comment**, if available.
- Enter a comment in the **Free Form Comment** field.



Scroll to the bottom of the screen to view the available comments and their codes.

Comments might be split into categories such as Conduct or Citizenship.

Click the green arrow to fill the comment down to all the other students.

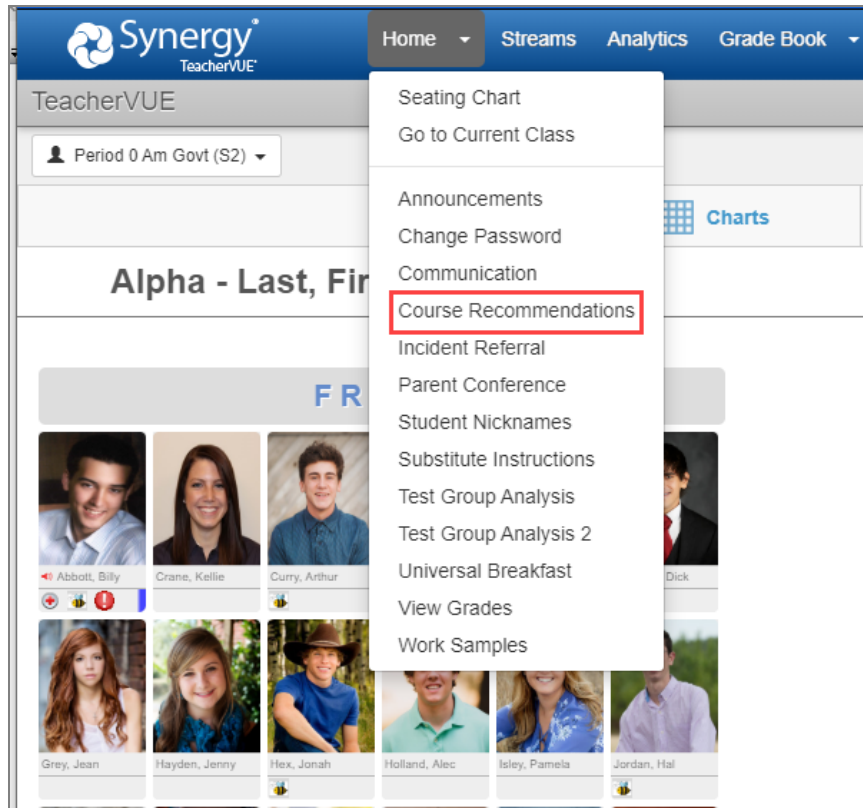
5. Click **Save**.

Chapter 8: Adding Course Recommendations

Adding a Course Recommendation	94
--------------------------------------	----

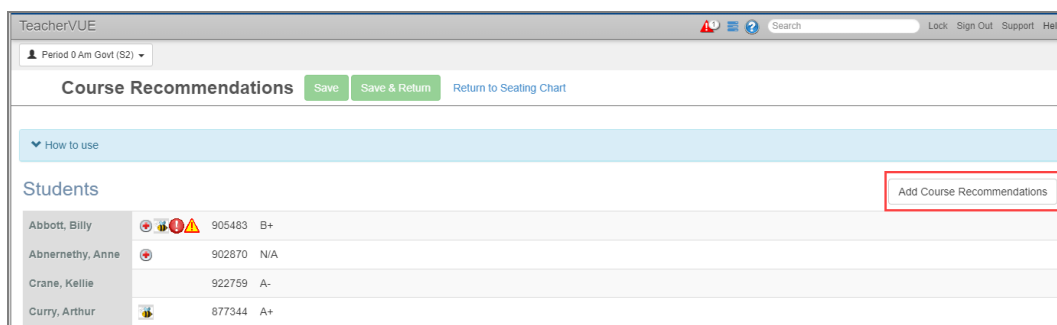
Adding a Course Recommendation

1. Log in to TeacherVUE.
2. Select a class.
3. Select *Course Recommendations* from the **Home** menu to open the Course Recommendations screen that lists all students in the class and their current grades.



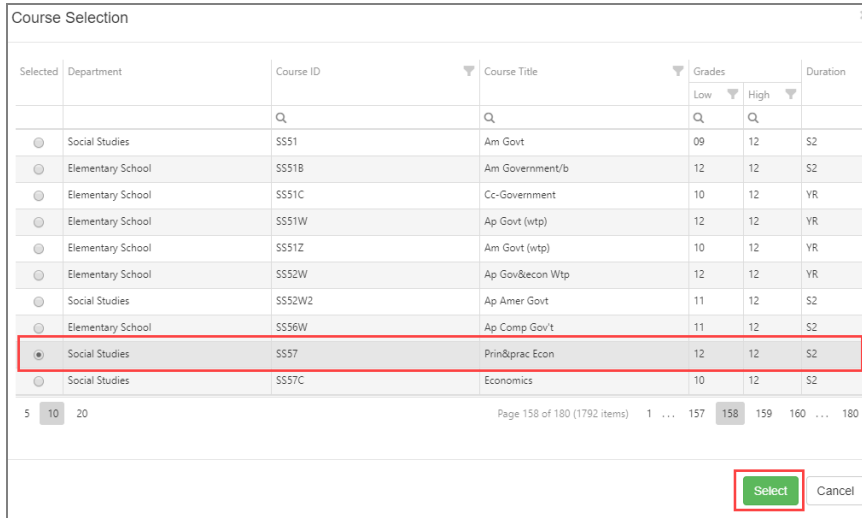
TeacherVUE Home Screen

4. Click **Add Course Recommendations** to open the Course Selection window.



TeacherVUE Course Recommendations Screen

5. Select a course.
6. Click **Select**. The course displays on the Course Recommendations screen.

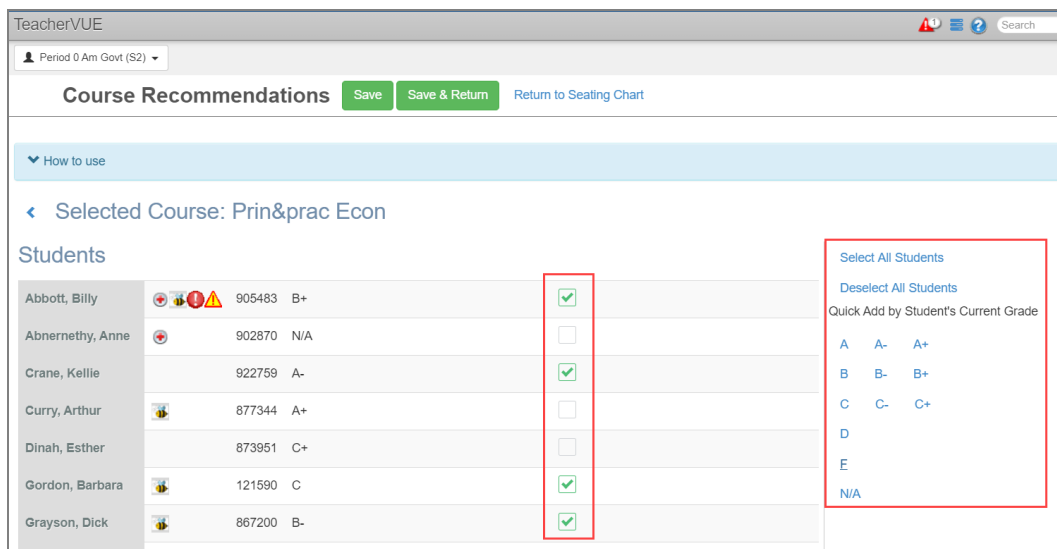


Course Selection Window

7. Select the students for the course.

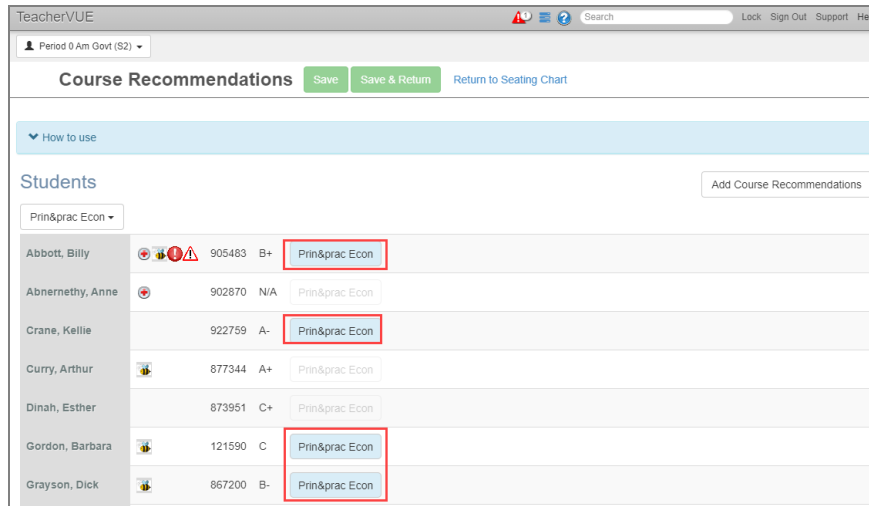
To select students:

- Select to select students individually.
- Click **Select All Students** or **Deselect All Students**.
- Select student grades in **Quick Add by Student's Current Grade**.



TeacherVUE Course Recommendations Screen

8. Click **Save**. The recommended course is highlighted in blue.

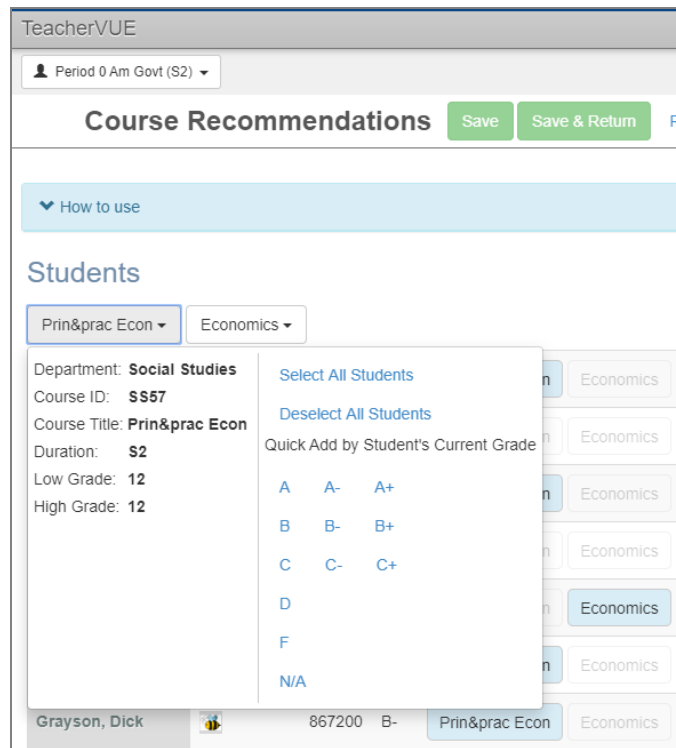


TeacherVUE Course Recommendations Screen

You can add additional courses if needed by repeating steps 4-8.

You can use the course drop-down menu to add or remove recommendations.

The recommendations display on the **Teacher Course Recommendations** tab of the Schedule Request screen once the teacher saves them.



TeacherVUE Course Recommendations Screen

Chapter 9: Student Records

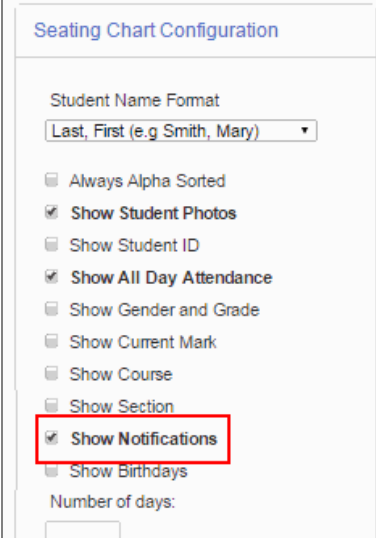
Viewing Student Notifications	98
Viewing Student's Demographics, Family, and Emergency Contact Information	101
Viewing a Student's Health Record	104
Viewing a Student's Course History	106

Viewing Student Notifications

Student Notifications

Student notifications display under a student's photo in the Seating Chart and next to their photo in other screens.

1. Click **Edit** on the Seating Chart.
2. Verify **Show Notifications** is selected.



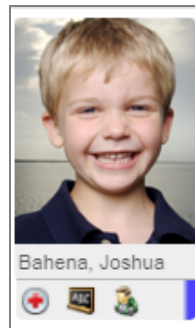
The screenshot shows a dialog box titled "Seating Chart Configuration". It contains several settings:

- Student Name Format: Last, First (e.g. Smith, Mary)
- Always Alpha Sorted
- Show Student Photos
- Show Student ID
- Show All Day Attendance
- Show Gender and Grade
- Show Current Mark
- Show Course
- Show Section
- Show Notifications
- Show Birthdays
- Number of days: [input field]

Editing Seating Chart Screen

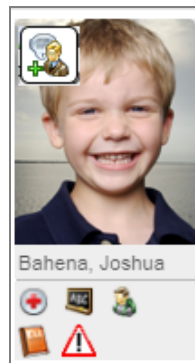
The student notifications display under a student on the Seating Chart.

- A blue indicator displays if a student has more notifications than can display in the bar.



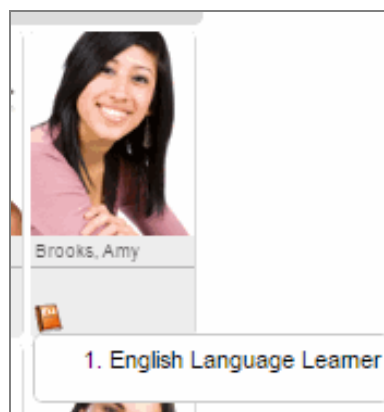
Seating Chart Screen

Hover over the notifications bar to view all notifications.



Seating Chart Screen

- Click a notification icon to view the details.

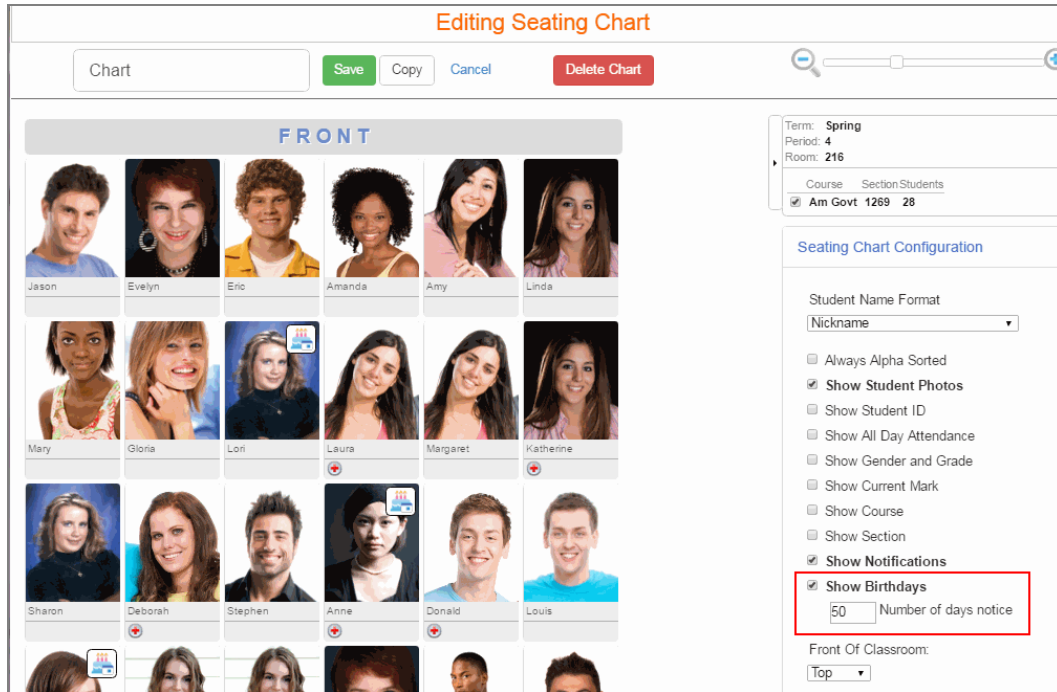


Seating Chart Screen

Student's Birthdays

Student birthdays display on the student's photo in the Seating Chart.

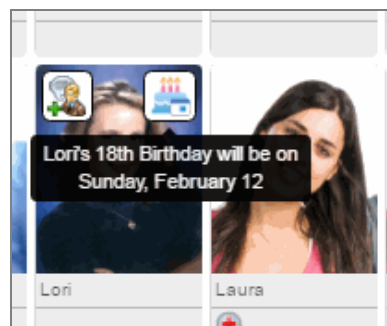
1. Click **Edit** on the Seating Chart.
2. Verify **Show Birthdays** is selected.
3. Indicate the **Number of days** in the future to view upcoming birthdays.



Editing Seating Chart Screen

On the Seating Chart

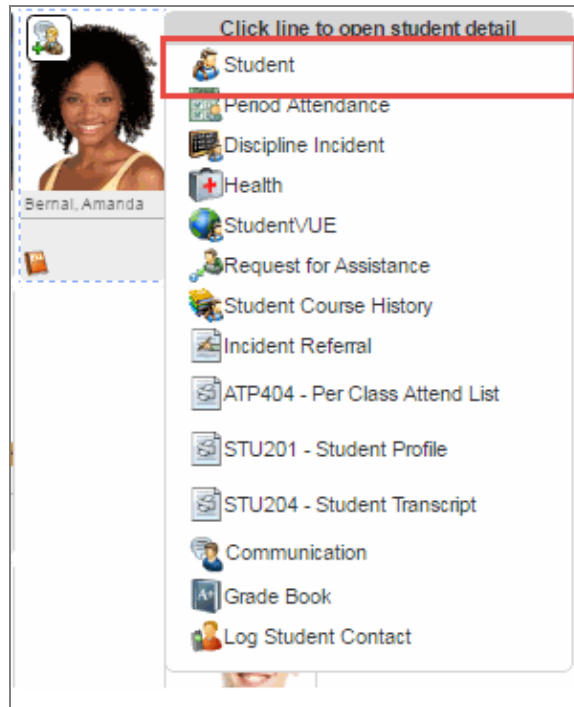
- 🎂 indicates the student has a birthday in the near future.
- 🎂 indicates the student has a birthday today.
- Click the icon to view when the student's birthday is and how old the student will be.



Seating Chart Screen

Viewing Student's Demographics, Family, and Emergency Contact Information

1. Select a student in the Seating Chart to see the Student Options.



Seating Chart Screen

2. Select *Student* to open the Student screen. This information is read-only.
 - The **Demographics** tab displays the student's personal and contact information.

Student
 Packer, Janice S.

Demographics | Parent/Guardian | Emergency | Classes | Documents | Access | Contact Log

Student Information

Student Name: Janice S. Packer | Perm ID: 889221 | Grade: 11 | Resolved Race/Ethnicity: White

Last Name Goes By: | Preferred First Name: | Birth Date: 02/08/2000 | Email: person@mail.qasynergy.localqa05vm.com

Home Language: English | Homeroom Teacher: Rel T Per Evit Teacher | Home Room: SEM | Counselor Name: Marcia Kneisley | Administrator Name: Cindy Beriz

Home Address: 1453 E Kramer St, Mesa, AZ 85620 | Mail Address: Mesa, AZ 85620

Phone Numbers

Relationship	Name	Phone Number	Phone Type	Comment
Self	Packer, Janice S.	480-555-5834	Home	
Father	Packer, Ralph	480-555-7710	Cell	Has Custody, Lives With
		480-555-5834	Home	Has Custody, Lives With
		480-555-7228	Work	Has Custody, Lives With
Mother	Packer, Susan	480-555-4217	Cell	Has Custody, Lives With
		480-555-5834	Home	Has Custody, Lives With
Friend	Don Horne	480-627-7835	Home	
Relative	Lori Polkus	480-519-7834	Home	
Doctor	Kent Hatfield, Md	949-555-0964	Office	

Student Screen

- The **Parent/Guardian** tab displays the student's parents and guardians, their contact rights, and any siblings in the district.

Line	Relation	Parent Name	Phone	Lives With	Contact Allowed	Ed. Rights	Has Custody	Mailings Allowed	Enrolling Parent	Release To
1	Mother	Bernal, Nicole	480-555-8926	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Father	Bernal, Scott	480-555-8926	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student Screen, Parent/Guardian Tab

- Click **Show Detail** to display the demographic and access information for that individual.

Student Screen, Parent/Guardian Tab, Parent/Guardian Detail

Additional tabs display depending on your security settings when viewing a parent's detail:

- Demographics**
- Children**
- ParentVUE**
- Parent Contact**
- Survey**

- The **Emergency** tab lists the student's emergency contact information including physician's information.

Student
 Bernal, Amanda N.

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

Emergency Contacts

*	Line	Call Order	Name	Release To	Relationship	Home		Work		Other	
						Phone	Extn	Phone	Extn	Type	Phone
	1		Curt/eileen Pendleton		Relative	480-185-5855		480-385-5229		CELL	
	2		Heidi/Justin Humphries		Relative	480-137-8987		480-155-1390		CELL	

Physician Information

Doc: Dr Strong Casa Blanca Clinic
 Phone: 949-555-0615

Comment: 04 TYL

Student Screen, Emergency Tab

- The **Classes** tab lists the student's current classes.

Student
 Bernal, Amanda N.

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

Student's Current Classes

*	Line	Period		Term Code	Section ID	Course Title	Teacher Name	Room	Enter Date
		Begin	End						
	1	0	0	S2	1870	Rel Time A Hr	Rel Time, Rel Time	No Room	07/14/2015
	2	1	1	S2	1116	Prin Eng III	Gordon, Kim	231	07/14/2015
	3	2	2	S2	1269	Am Govt	Jackson, Kathy	216	07/14/2015
	4	3	3	S2	1013	Env Science 2nd	Blasdel W., Wendy	124	07/14/2015
	5	4	4	S2	1934	Weight Tm Boys	Swartz, Mark	ANNX	07/14/2015
	6	5	5	S2	1875	Rt 5th Per	Rel Time, Rel Time	No Room	07/14/2015
	7	6	6	S2	1876	Rt 6th Per	Rel Time, Rel Time	No Room	07/14/2015

Student Screen, Classes Tab

- The **Documents** tab displays any documents available for the student. Select a document to display it.

Student
 Bernal, Amanda N.

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

Documents

Line	Category	Comment	Document
1	Personal Document	GRD203	

Student Screen, Documents Tab

- The **Access** tab lists all the times the student accessed StudentVUE.

Student
 Bernal, Amanda N.

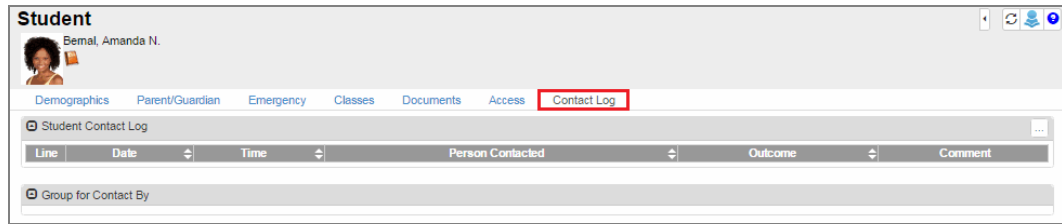
Demographics Parent/Guardian Emergency Classes Documents **Access** Contact Log

Account Access History

Line	Access Date/Time	Access Ip	Login Status
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Student Screen, Access Tab

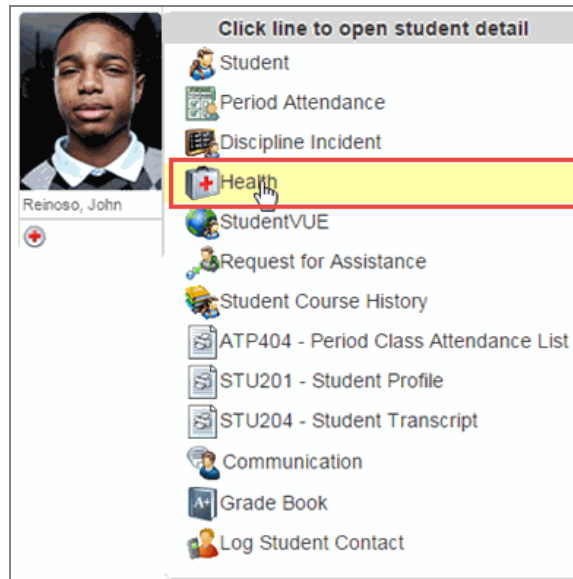
- The **Contact Log** tab lists all contact made regarding or on behalf of the student.



Student Screen, Contact Log Tab

Viewing a Student's Health Record

1. Select a student in the Seating Chart to see the Student Options.
2. Select *Health* to open the student's Health screen. This information is read-only.



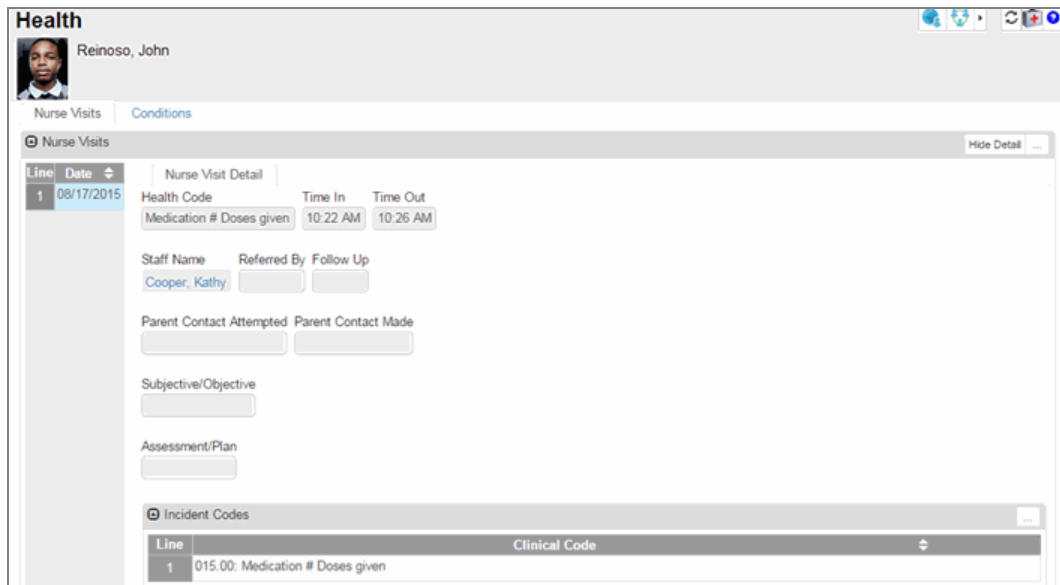
Seating Chart Screen



Health Screen

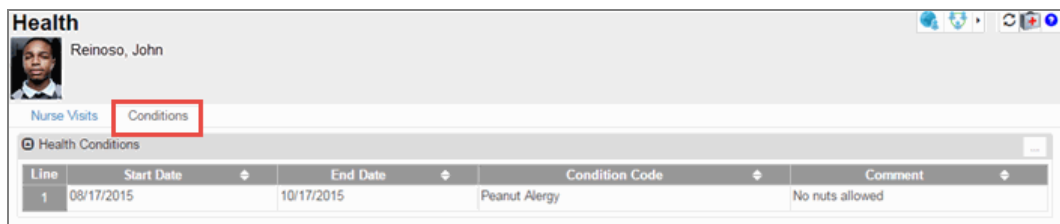
- The **Nurse Visits** tab lists information about each time this student visited the school nurse, including:
 - The date and time of the visit
 - The code assigned to the type of visit
 - Who referred the student to the nurse

Select a nurse visit and click **Show Details** to view the details.



Health Screen, Nurse Visits Detail

- 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
 - A description of the condition is usually included in the **Comments** field

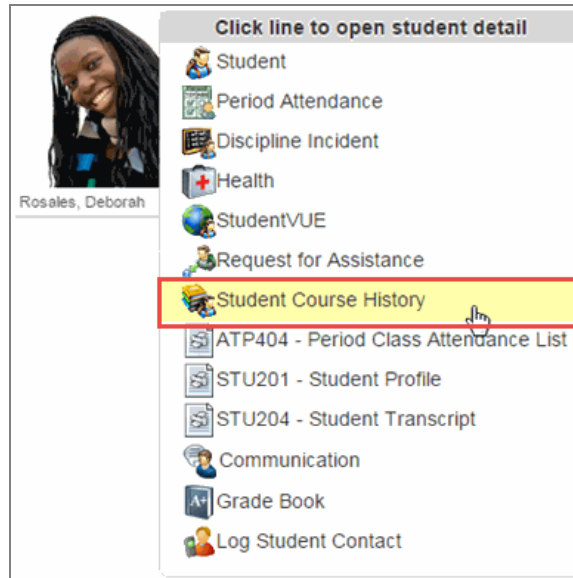


Health Screen, Conditions Tab

Viewing a Student's Course History

Secondary teachers can view a student's course history, including all the previous courses that the student has taken, when they student took the course, and the grade they received.

1. Select a student in the Seating Chart. The student detail options display.
2. Select *Student Course History* to open the Student Course History screen. This information is read-only.



Seating Chart Screen

3. Click **Show Detail** to view details about the course.

Student Course History
 Rosales, Deborah

Course History

Courses Show Detail

Line	Year	Month	Title	ID	Grade	Mark	Conduct	CHS Type	Att	Cmpitd	Rpt Tag
1	2014	12	Animal Sci	AG31	10	A+		Jr. High School	1.000	1.000	
2	2003	1	HE Conversion	H999HS	09	A		High School	0.500	0.500	
3	2003	1	SC Conversion	C999HS	09	C		High School	0.500	0.500	

Student Course History Screen

Student Course History
 Rosales, Deborah

Course History

Courses Hide Detail

Student Course Information

Line	Year	Calendar
1	2014	
2	2003	
3	2003	

District Course Information

Course ID	Course Title
AG31	Animal Sci

Year Information

Calendar Month	Calendar Year	School Year
12	2014	2014

School Information

District School	Non-District School
Hope High School	

Last Change Information

Term Code	Year Title (Regular, Night...)	Grade
S1	Regular	10
Last Change User	Last Change Date	

Course Information

Course ID	Course Title
AG31	Animal Sci

Student Course History, Courses Detail

Chapter 10: Managing Discipline

Creating an Incident Referral	109
Viewing Previous Incident Referrals	111
Viewing a Student's Discipline Record	113

Creating an Incident Referral

Teachers enter discipline incidents in the Incident Referral screen. TeacherVUE forwards the referral to the appropriate staff member to handle and resolve with the student.

1. Select *Incident Referral* from the **Home** menu.
2. Enter the **Discipline Incident Data**. The **Date** and **Time** fields default to the current date and time.

The screenshot shows the 'Incident Referral' screen. At the top, there are buttons for 'Save & Return' and 'Return to Seating Chart'. On the left, under 'Incident Details', there are links for 'Discipline Incident Data' (highlighted in blue), 'Violations', 'Students Involved', 'Interventions', and 'Incident History'. The main area is titled 'Discipline Incident Data' and contains the following fields:

- Date: 04/21/2014
- Time: 4:48 PM
- Refer To: [Dropdown menu]
- Incident Context Code: Other Outside School Hours
- Incident Location: Classroom
- Description: Incident Referral Description

Incident Referral Screen

3. Click **Violations**.

The screenshot shows the 'Incident Referral' screen with the 'Violations' tab selected. The 'Incident Details' sidebar now highlights 'Violations'. The main area is titled 'Violations' and contains a table with a 'Select Violation(s)' header:

Select Violation(s)	
Lying, Cheating, Forgery or Plagiarism	Technology, Improper use of-Computer
Lying, Cheating, Forgery or Plagiarism-Plagiarism	Technology, Improper use of-Telecommunication device
Lying, Cheating, Forgery or Plagiarism-Lying	Technology, Improper use of-Other Technology
Lying, Cheating, Forgery or Plagiarism-Forgery	Technology, Improper use of-Network Infraction
Lying, Cheating, Forgery or Plagiarism-Cheating	test-testing
Technology, Improper use of	

Incident Referral Screen

4. Click **Students Involved**.

- Select the student's **Role** in the incident and comments related to the **Role**.
- Select a **Motivation/Description** and enter any additional details.



The students currently in your class display. Use the search option if the students involved are not in your class.

Student	Role / Comment	Motivation / Description
Bailey, Terry W.	Offender	Adult Attention - To gain teacher or other adult attention.

Find A Student

Select Student(s)			
Araujo, Daniel J.	Johnson, Albert T.	Nava-Rodriguez, Douglas A.	Rodriguez, Wille R.
Bailey, Terry W.	Kirby, Anthony O.	Oliver, Angela L.	Rowley, Jesse S.
Barnette, Richard N.	Larios, Jeffrey F.	Packer, Janice S.	Sanchez, Paula L.
Chavez, Wanda	Leto, Charles A.	Patino, Amy M.	Scally, Walter W.
Childs, Lawrence C.	Martinez, Heather M.	Rhoton, Lawrence A.	Standage, Billy
Gale, Heather S.	Meadows, Benjamin J.	Rivas, Clarence E.	
Green, Kimberly	Miles, Michelle M.	Rivera-Quintana, Aaron M.	

Incident Referral Screen

5. Click **Interventions** to select the interventions performed for the incident and add any necessary comments.

You must select an intervention to save the incident referral.

Incident Referral [Save & Return](#) [Return to Seating Chart](#)

Incident Details

Discipline Incident Data

Violations

Students Involved

Interventions

Incident History

Intervention	Comment
Select Interventions(s)	
Corrected/Warned	Lunch Detention
Changed Seating	After School Detention
Conference with Student	Guidance Referral
Called Parent	Other

Incident Referral Screen

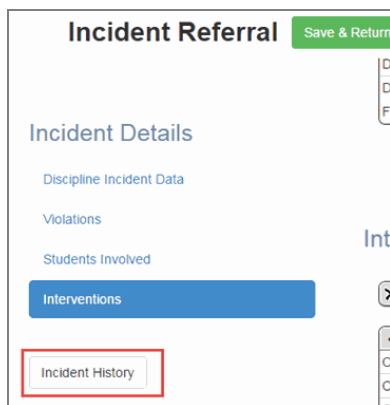
6. Click **Save & Return**. TeacherVUE refers the incident to the designated staff member and adds it to the incident referral history.

Administrative staff can access the incident record by navigating to either the Incidents screen or Student Incident screen in Synergy SIS.

Viewing Previous Incident Referrals

You can also view previous incident referrals.

1. Select *Incident Referral* from the **Home** menu.
2. Click **Incident History** on the Incident Referral screen.



Incident Referral Screen

The Incident Referral History screen displays.

 A screenshot of the 'Incident Referral History' screen. At the top right are two buttons: 'Return to Incident Referral' (green) and 'Return to Seating Chart' (white). Below the title is a table with the following data:

Date	ID	Description	
03/10/2014	91	this student was disruptive in class	▼
02/21/2014	80	Student was caught copying from another student's test.	▼

Incident Referral History Screen

- Expand an incident to see the full record. The record is read-only.

The screenshot displays the 'Incident Referral History' interface. At the top, there are two buttons: 'Return to Incident Referral' (highlighted in green) and 'Return to Seating Chart'. Below this is a table with columns 'Date', 'ID', and 'Description'. The first row shows '03/10/2014', '91', and 'this student was disruptive in class'. An expand icon is visible to the right of the description. Below the table, the incident details are shown in a read-only format:

- Incident ID:** 91
- Incident Date:** 03/10/2014
- Incident Time:** 10:53 AM
- Referred To:** Wilson, Rob

The 'Incident Details' section includes:

- Context:** Other During School Hours
- Location:** Classroom
- Violations:** Technology, Improper use of > Computer
- Description:** this student was disruptive in class

The 'Students Involved' section contains a table:

Student	Role	Comment
Bradley, Linda R.	Offender	
Flores Nunez, Kathy V.	Bystander or witness	
Vela, Bonnie M.	Bystander or witness	

The 'Interventions' section contains a table:

Intervention	Comment
Changed Seating	
Called Parent	

At the bottom of the screen, another row from the table is visible: '02/21/2014', '80', and 'Student was caught copying from another student's test.' with a collapse icon.

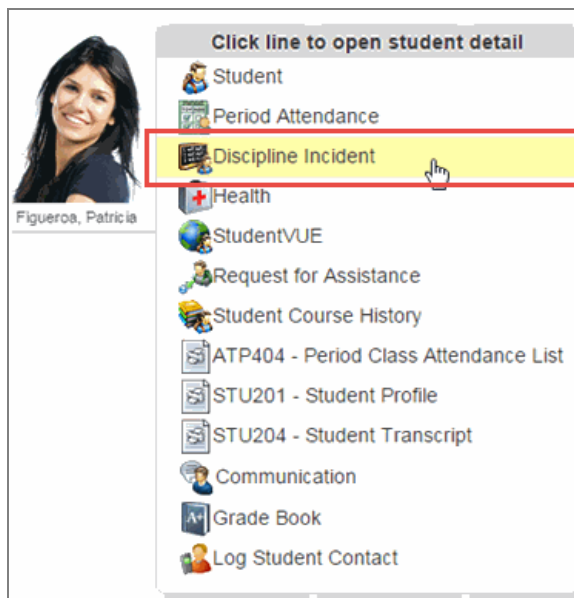
Incident Referral History Screen

- Click **Return to Incident Referral** or **Return to Seating Chart**.

Viewing a Student's Discipline Record

The Discipline screen lists the student's discipline records including the time and date of the incident, a description of the incident, and person who referred the student for discipline issues.

1. Select a student in the Seating Chart to see the Student Options screen.
2. Select *Discipline Incident* to open the student's Discipline Incident screen. This information is read-only.

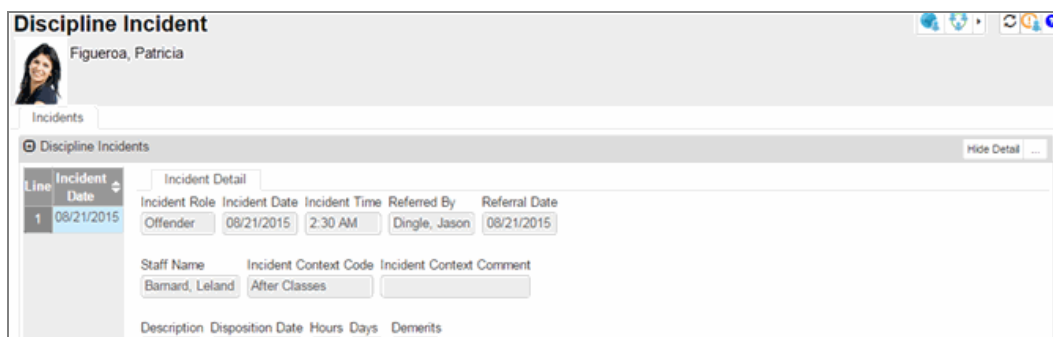


TeacherVUE Home Screen, Student Options

3. Select an incident and click **Show Detail** to view the details.



Discipline Incident Screen



Discipline Incident Screen, Discipline Incidents Detail

Chapter 11: Using Special Education Features

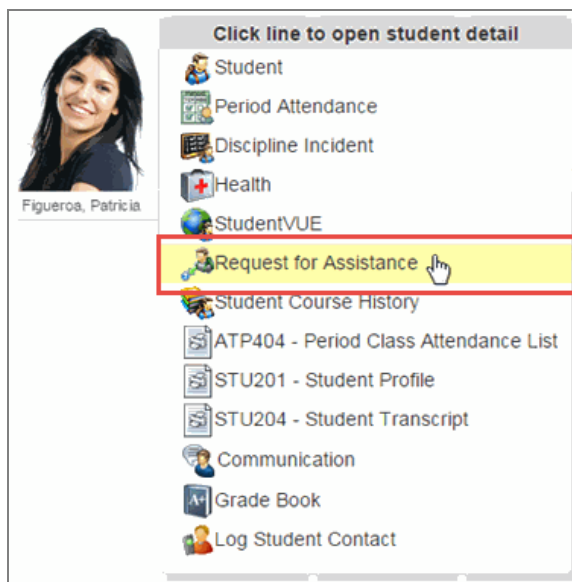
Referring a Student for Special Education	115
Viewing a Student's Special Education Documents	117

Referring a Student for Special Education

You can use the Request for Assistance screen to refer a student for a Special Education evaluation and determination of eligibility directly from TeacherVUE if your district uses Synergy SE. Once you save the request, the data transfers to the GENAZ 01 – Referral Document in Synergy SE. The special education team can then edit the information as necessary.

 Synergy SE is a separate product that requires an additional license.

1. Select a student in the Seating Chart to see the Student Options.
2. Select *Request for Assistance*.



Seating Chart Screen

3. Complete the fields:

- Select **Submit** in **Submit completed document for review**.
- Enter your comments regarding the referral in **Comment Teacher**.
- Enter your **Reason for Referral**.
- Enter any issues the student may be experiencing in the appropriate section.
- Enter any **Interventions** performed for this student.

Request for Assistance

Figueroa, Patricia

Save Undo Close

Referral

Submit completed document for review Status

Open

Comment Reviewer

Comment Teacher

Reason For Referral

Reading

Request For Assistance Screen

4. Click **Save**. The form becomes read-only.

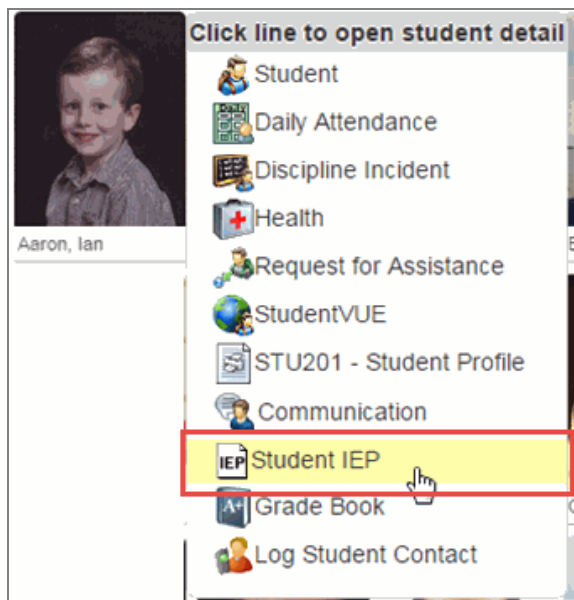
Viewing a Student's Special Education Documents

If your district uses Synergy SE and you have students receiving special education services in your class, you can view the special education documents in TeacherVUE when they are finalized in Synergy SE:

- *Student IEP* – This document provides a detailed version of the student's Individualized Education Program.
- *IEP-At-A-Glance* – This document provides an abbreviated version of the student's Individualized Education Program (IEP). It contains critical elements from the IEP that may be useful in planning instruction in the classroom.
- *BIP* – This document describes the Behavior Intervention Plan for the student.
- *FBA* – This document describes the Functional Behavioral Assessment for the student.
- *504 Plan* – This document defines the modifications and accommodations needed for students with disabilities to have an opportunity perform at the same level as their peers. It may include such things as wheelchair ramps and blood sugar monitoring.

Viewing Documents

1. Select a student in the Seating Chart to see the Student Options.
2. Select a document. The student's document displays in PDF format.



Seating Chart Screen

Edupoint School District
 Special Education Department
 345 Market St
 Fountain Valley, AZ 85101
 Phone: 987-555-1234
 Fax: 987-555-4321

Individualized Education Program

Student Name: **Aaron, Ian** Home Phone: **480-555-1214** Date: **11/09/2011**
 Date Of Birth: **04/12/2002** Home Address: **1959 S Val Vista Dr**
 Student No.: **129442** **Mesa, AZ 85234**

Age	Gender	Grade	Home School	Attending School
9	Male	04	Adams Elementary	Adams Elementary
Ethnicity		Primary Language - Date Determined		Home Language - Date Determined
Hispanic		English		English

Parent/Guardian		Name		Home Phone	
Name		Name		Home Phone	
Kathleen Aaron		Phillip Aaron		480-555-1214	
Address		Address		Work Phone	
1959 S Val Vista Dr		1959 S Val Vista Dr		602-333-4874	
Mesa, AZ 85234		Mesa, AZ 85234		Emergency Phone	
Emergency Phone		Emergency Phone		Emergency Phone	
###-###-####		###-###-####		480-555-6767	

IEP Review Due Date : 11/08/2012 Re-evaluation Due Date: 11/10/2014
 Interpreter Needed: Y N

Eligible: SPECIFIC LEARNING DISABILITY
 Program Recommended : x

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	Consulted	Position	Signature/Date
Aaron, Ian	Present	Student	_____
x	Present	District Representative	_____
x	Present	Individual to Interpret Instructional Implications of Evaluation Results	_____

Student IEP Output

You can view special education documents if you are a staff member assigned to a group of special education eligible students if you are focused to the group.



Class Focus ▼

Terms

4th Qtr ▼

Period	Course	Section ID	Students	Term	Room	Meeting Days	Att Taken
4th Qtr (01/29/2018 - 07/06/2018)							
1	3/4 Grade	0102	29	YR	0002		

Group Focus ▲

Group Name	Students	Start Date	End Date
Groups			
After School Program	14		

TeacherVUE Home Screen

Chapter 12: Accessing StudentVUE and Grade Book

Accessing StudentVUE	120
Accessing Grade Book Student Summary	121

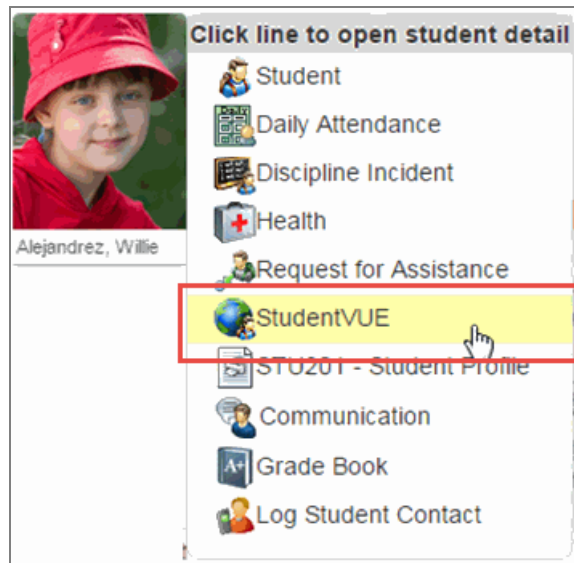
Accessing StudentVUE

Accessing StudentVUE through TeacherVUE enables you to view what the student sees when they log in to their StudentVUE account.

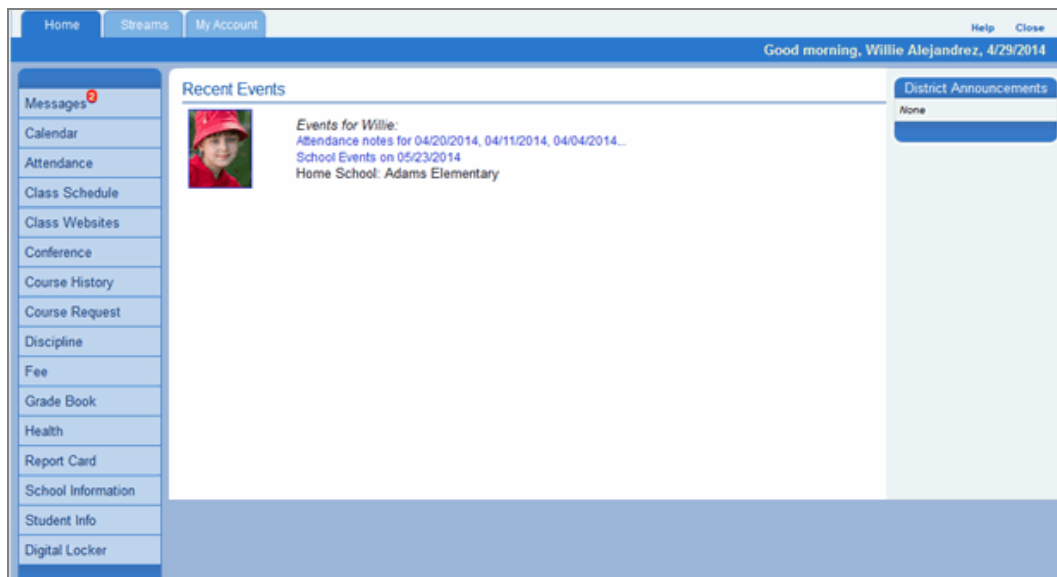


See the *Synergy SIS – ParentVUE and StudentVUE 1.0 User Guide* or *Synergy SIS – ParentVUE and StudentVUE 2.0 User Guide* for more information about the StudentVUE software.

1. Select a student from the Seating Chart to see the Student Options.
2. Select *StudentVUE*.




Seating Chart Screen



StudentVUE 1.0 Screen

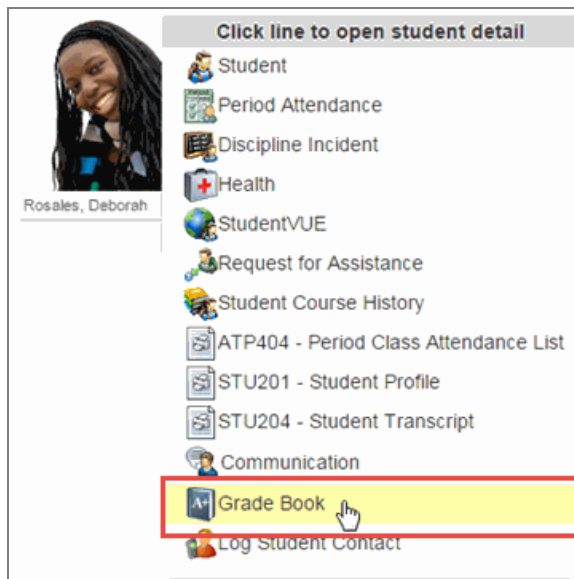
Accessing Grade Book Student Summary

Accessing the Grade Book Student Summary through TeacherVUE presents a detailed overview of both student performance in your class and student performance in other classes (if scheduled to other sections).

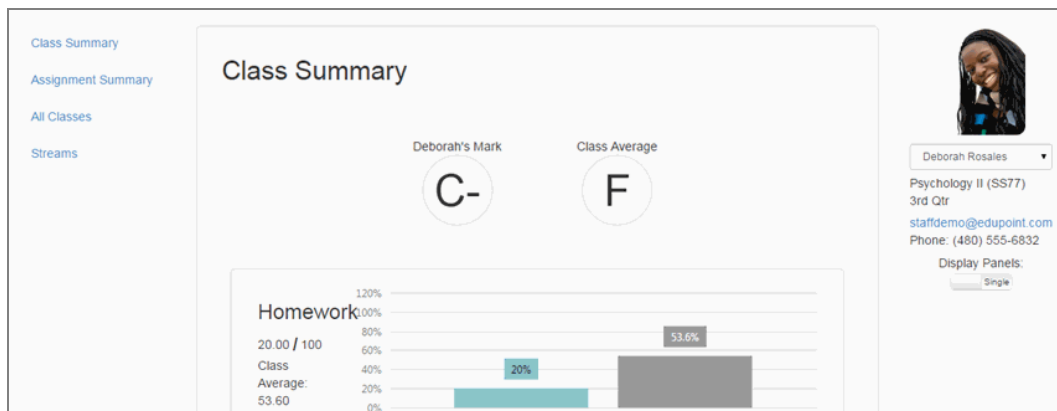


See the *Synergy SIS – Grade Book Elementary User Guide* and the *Synergy SIS – Grade Book Secondary User Guide* for more information about working with the Grade Book.

1. Select a student on the Seating Chart to see the Student Options.
2. Select *Grade Book*. The Student Summary for the student displays.



Seating Chart Screen



Grade Book Student Summary Screen

Chapter 13: Work Samples

Using Work Samples	123
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Using Work Samples

Work samples are representative samples of individual student work, such as a research paper, statistical experiment, or speaking presentation.

Adding Work Samples

1. Select *Work Samples* from the **Home** menu.

The screenshot shows the 'Class Work Samples' interface. At the top, there are buttons for 'Save & Return', 'Save', and 'Return to Seating Chart'. Below this is a 'Class Work Sample History List' table with columns: Line, Level, Subject, Strand, Section, and Title. The table contains three rows of data. To the right of the history list is a sidebar with 'Term: Semester 2', 'Period: 1', 'Room:', 'Course Section Students: Algebra II 02056401-02 20', 'Display Options' (with checkboxes for 'Edit Trait Scores Only' and 'Hide Withdrawn Students'), and 'Performance Level' (with a legend for Exceeds, Meets, Does Not Meet, and Definition Error).

Line	Level	Subject	Strand	Section	Title
1	HS	Math Problem Solving	Measurement (not state)	02056401-02 - Algebra II	Algebra working sample
2	Level 3	Math Problem Solving	Calculations & Estimation	02056401-02 - Algebra II	Student testing
3	HS	Math Problem Solving	Measurement (not state)	02056401-02 - Algebra II	test - PL

Class Work Samples Screen

2. Click **Add** to open the Add Class Work Sample screen.

The screenshot shows the 'Add Class Work Sample' form. It includes fields for Title, Section (dropdown menu showing '02056401-02 - Algebra II'), Level (dropdown menu), Completed Date (text input showing '05/19/2015'), Staff Rater (dropdown menu showing 'Valway, Scott'), and Performance Level Type (dropdown menu showing 'Trait Scores'). At the bottom right, there are 'Save' and 'Close' buttons.

Add Class Work Sample Screen

3. Complete the fields:

- **Title** – Enter a title for the work sample.
- **Section**
- **Level** – Select from list
- **Subject** – Select from list
- **Strand** – If your district uses standards, select from list.
- Select the dates from the calendar.
- **Staff Rater** – Select a member of staff to rate the work samples.
- **Performance Level Type.**

4. Click **Save**.

Editing Student Work Samples

To enter performance levels or trait scores to Student Work Samples:

1. Select *Work Samples* from the **Home** menu.

Class Work Samples Save & Return Save Return to Seating Chart

Class Work Sample History List							Add
Line	Level	Subject	Strand	Section	Title		
1	HS	Math Problem Solving	Measurement (not state)	02056401-02 - Algebra II	Algebra working sample		
2	Level 3	Math Problem Solving	Calculations & Estimation	02056401-02 - Algebra II	Student testing		
3	HS	Math Problem Solving	Measurement (not state)	02056401-02 - Algebra II	test - PL		

Term: Semester 2
Period: 1
Room:

Course Section Students
Algebra II 02056401-02 20

Display Options

Edit Trait Scores Only
 Hide Withdrawn Students

Performance Level

Exceeds
 Meets
 Does Not Meet
 Definition Error

Student Work Samples										
Line	Student Name	Perm ID	Grade	Assigned	Due	Completed	Level Type	Level	Staff Rater	Admin Code
1	(Abney Walker, Avery-Kira A.)	642802	11	01/14/2015	01/14/2015	01/14/2015	Performance Level	Exceeds	Valway, Scott	Absent
2	Appel, Erin L.	228041	11	01/14/2015	01/14/2015	01/14/2015	Performance Level		Valway, Scott	
3	Armenta, Maria G.	200356	11	01/14/2015	01/14/2015	01/14/2015	Trait Scores	Does Not Meet	1	1
4	Arnold, Alexandria S.	228180	11	01/14/2015	01/14/2015	01/14/2015	Performance Level		Valway, Scott	

Class Work Samples Screen

2. Select a Work Sample from the **Class Work Sample History List**. The student work samples display.

Class Work Samples Save & Return Save Return

Class Work Sample History List							Add
Line	Level	Subject	Strand	Section	Title		
1	HS	Math Problem Solving	Measurement (not state)	02056401-02 - Algebra II	Algebra working sample		
2	HS	Math Problem Solving	Measurement (not state)	02056401-02 - Algebra II	Math Principles		
3	Level 3	Math Problem Solving	Calculations & Estimation	02056401-02 - Algebra II	Student testing		

Term: Semester 2
Period: 1
Room:

Course Section Students
Algebra II 02056401-02 20

Display Options

Edit Trait Scores Only
 Hide Withdrawn Students

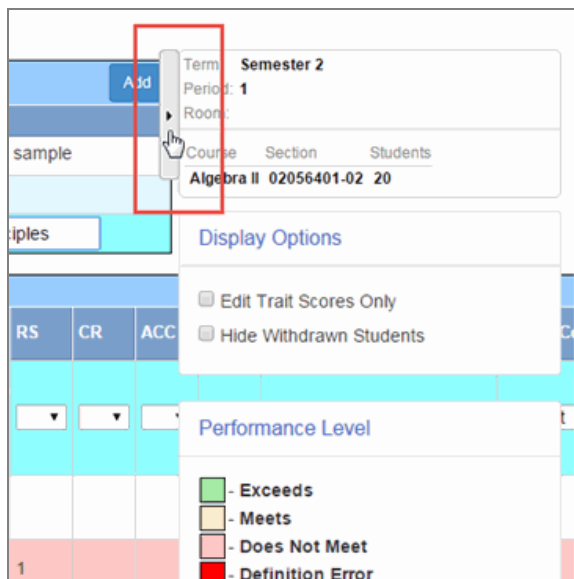
Performance Level

Exceeds
 Meets
 Does Not Meet
 Definition Error

Line	Student Name	Perm ID	Grade	Assigned	Due	Completed	Level Type	Level	MS	RS	CR	ACC	RE	Staff Rater	Admin Code
1	(Abney Walker, Avery-Kira A.)	642802	11	01/14/2015	01/14/2015	01/14/2015	Performance Level	Exceeds						Valway, Scott	Absent
2	Appel, Erin L.	228041	11	01/14/2015	01/14/2015	01/14/2015	Performance Level							Valway, Scott	
3	Armenta, Maria G.	200356	11	01/14/2015	01/14/2015	01/14/2015	Trait Scores	Does Not Meet	1	1				Valway, Scott	
4	Arnold, Alexandria S.	228180	11	01/14/2015	01/14/2015	01/14/2015	Performance Level							Valway, Scott	

Student Work Samples Screen

- Click the arrow to close Class and Display Options to display all the column headers, if needed.



Student Work Samples Screen

- Select a row to open for editing.


Class Work Samples Save & Return Save [Return to Seating Chart](#)

Class Work Sample History List							Add
Line	Level	Subject	Strand	Section	Title		
1	HS	Math Problem Solving	Measurement (not state)	02056401-02 - Algebra II	Algebra working sample		
2	Level 3	Math Problem Solving	Calculations & Estimation	02056401-02 - Algebra II	Student testing		
3	HS	Math Problem Solving	Measurement (not state)	02056401-02 - Algebra II	Measuring Principles		

Student Work Samples										
Line	Student Name	Perm ID	Grade	Assigned	Due	Completed	Level Type	Level	Staff Rater	Admin
1	Smith, Alexa Marie E	642802	11	01/14/2015	01/14/2015	01/14/2015	Performance Level	Exceeds	Jones, Kathy	Absent
2	Moody, Doug	228041	11	01/14/2015	01/14/2015	01/14/2015	Performance Level		Jones, Kathy	
3	Wilson, Mike	200356	11	01/14/2015	01/14/2015	01/14/2015	Trait Scores	Does Not Meet	Jones, Kathy	
4	Cruise, Jon	228180	11	01/14/2015	01/14/2015	01/14/2015	Performance Level		Jones, Kathy	

Class Work Samples Screen

- Complete the fields.
- Save the changes.
 - Click **Save** to save the changes and remain on the Class Work Samples screen.
 - Click **Save & Return** to return to the Seating Chart

 The edited Student Work Sample record also displays on the Student Work Sample History screen in Synergy SIS .