TeacherVUE User Guide

Synergy®
Education Platform

Edupoint®

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: • 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	Updates:
			
			• Added the following in Taking Attendance by List
			    • 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

Table of Contents

Chapter 1: Overview

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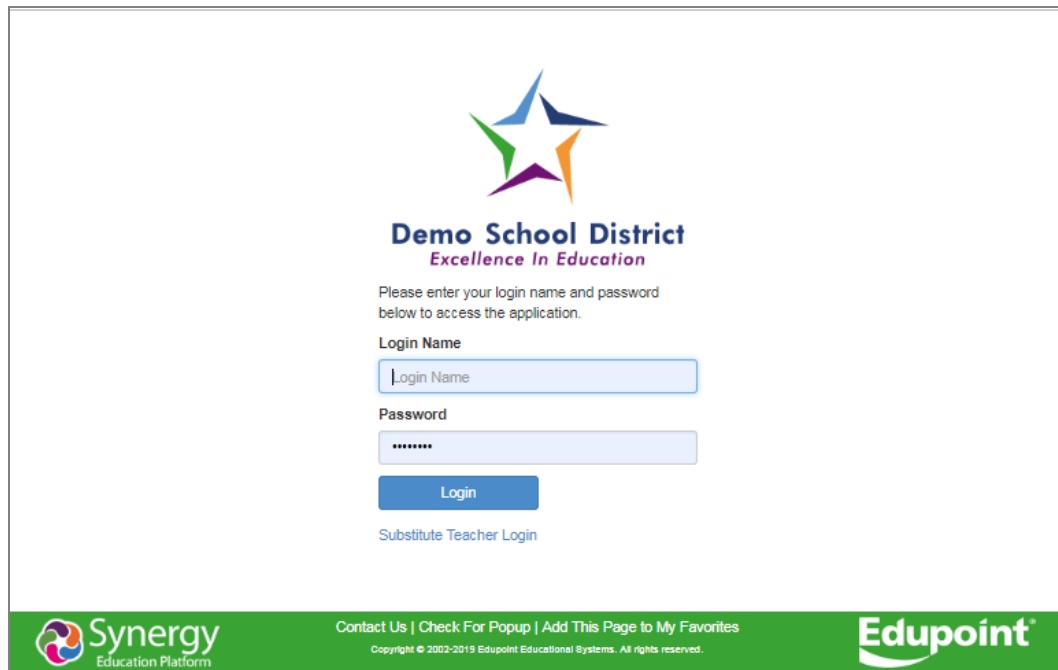
This guide reviews all the functionality available in TeacherVUE. Your district manages which features are available to their teachers and related security settings.

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

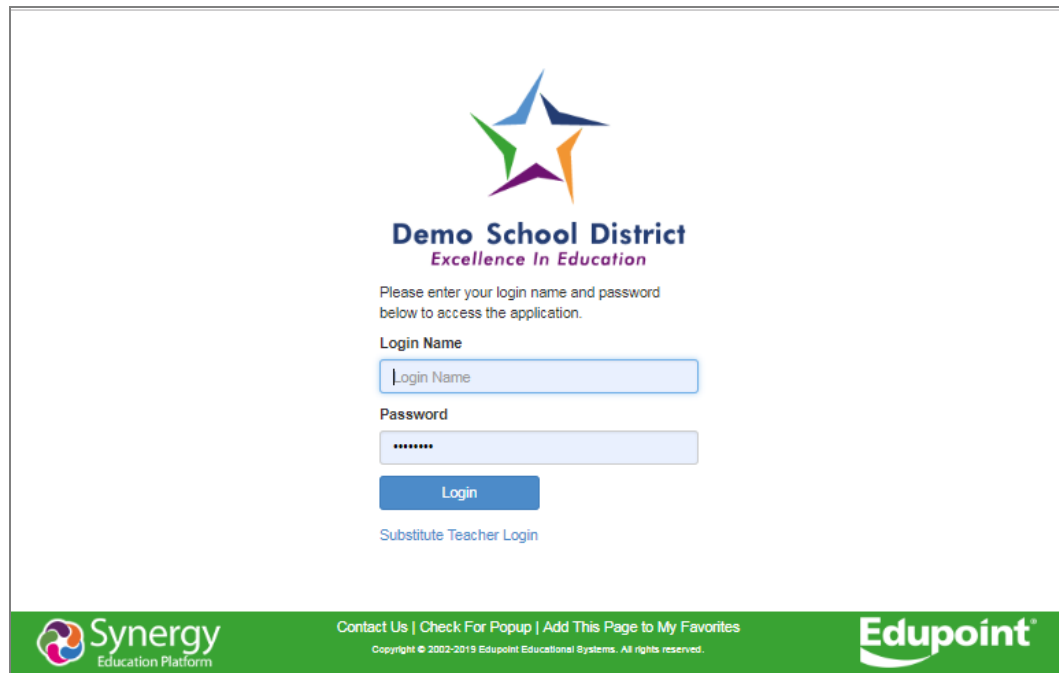1. Enter your **Login Name** and **Password** on your district's Synergy SIS home page.

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.
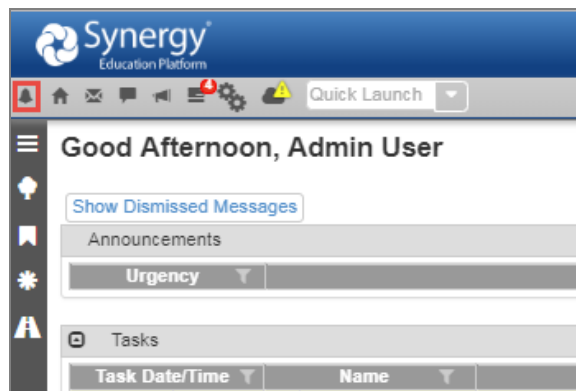
Synergy SIS Home Screen

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

4. Select a **Focus**.

TeacherVUE Home Screen

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

District Notifications Screen

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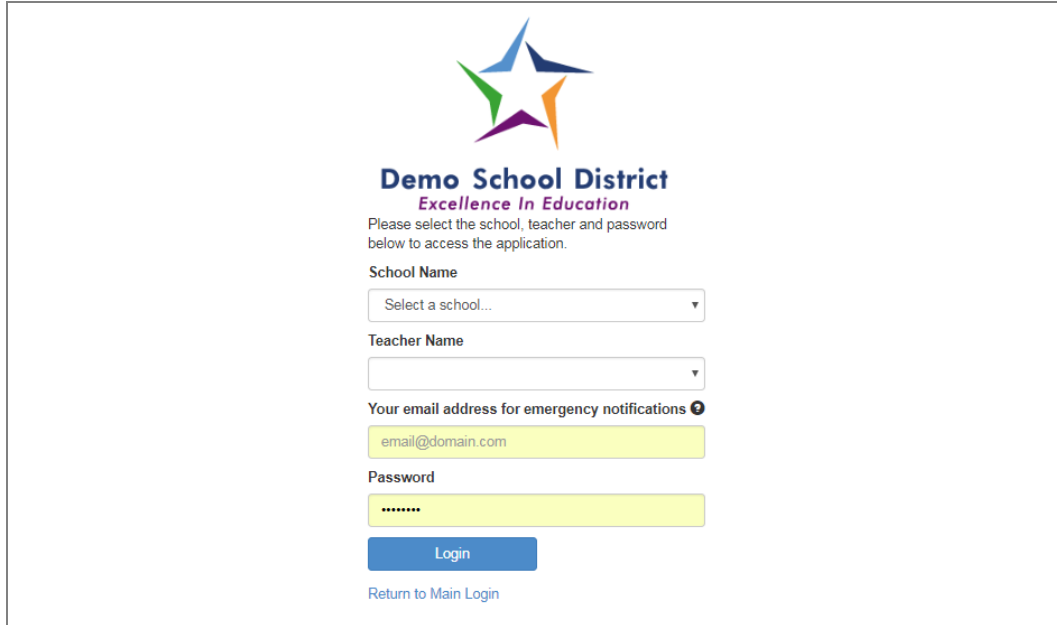
1. Click the **Substitute Teacher Login** link on your district's Synergy SIS home page. The screen updates with substitute login options.

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.**

Seating Chart Screen

The Substitute Instructions for the teacher display:

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**.
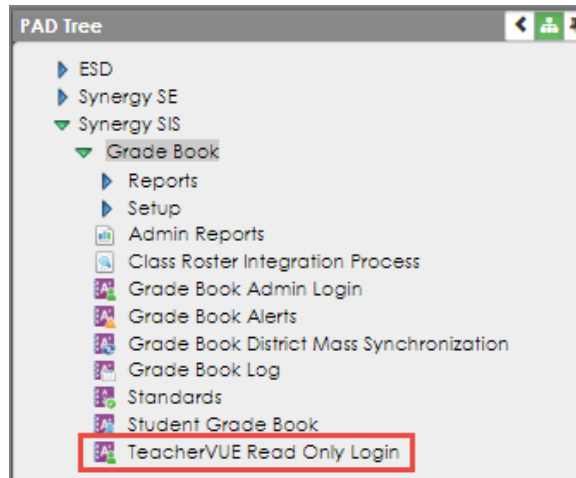
PAD Tree

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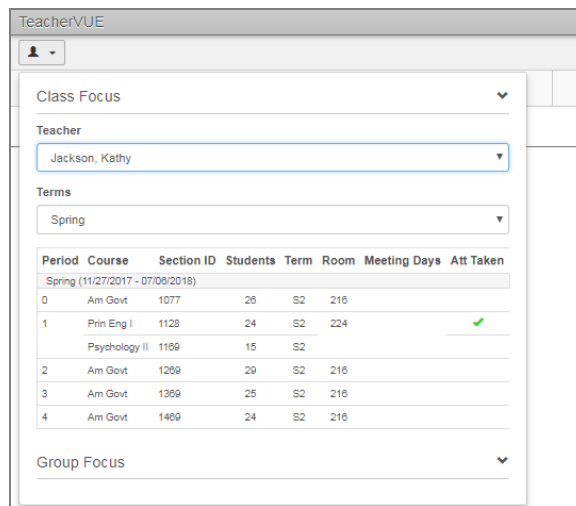
TeacherVUE Home Screen

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.
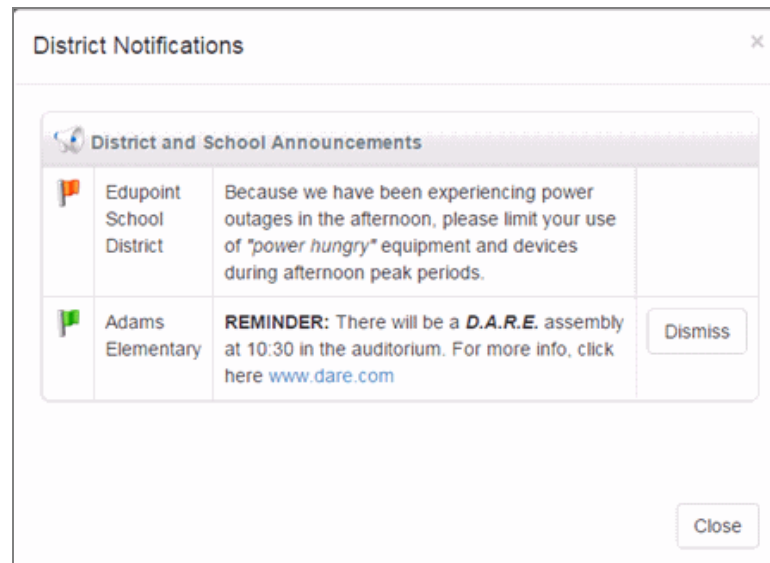
District And School Announcements Screen

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

Viewing Tasks

1. Log in to TeacherVUE.

2. Click ▤ to view the User Tasks.
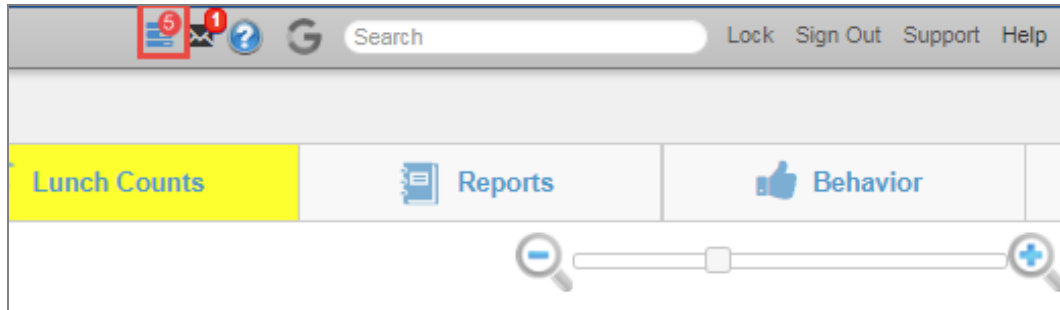
TeacherVUE Seating Chart Screen
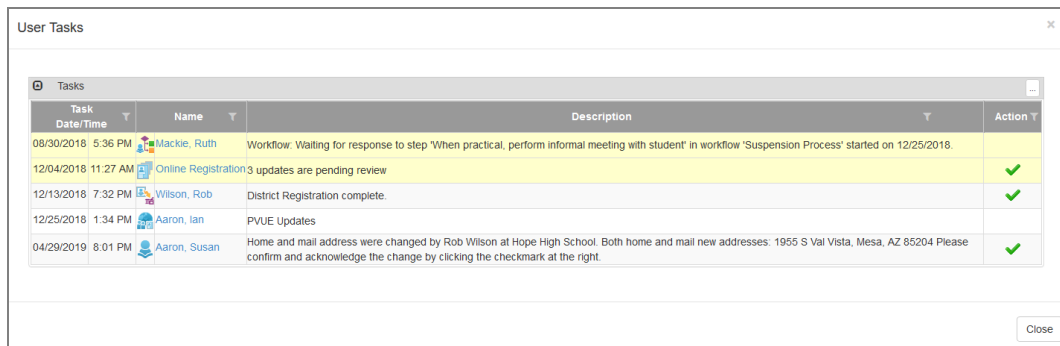
User Tasks Screen

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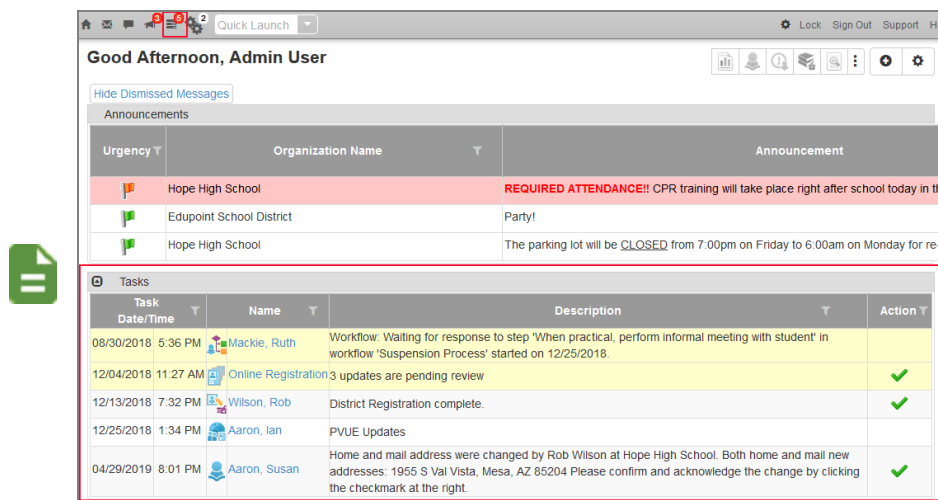
SIS Home Screen

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.
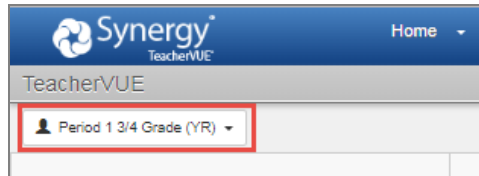
TeacherVUE Home Screen

   - Select from your name link.
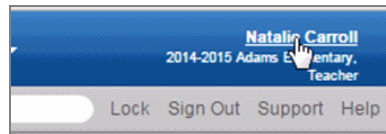
TeacherVUE Home Screen

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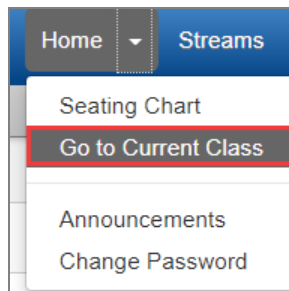
TeacherVUE Home Screen

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

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 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.
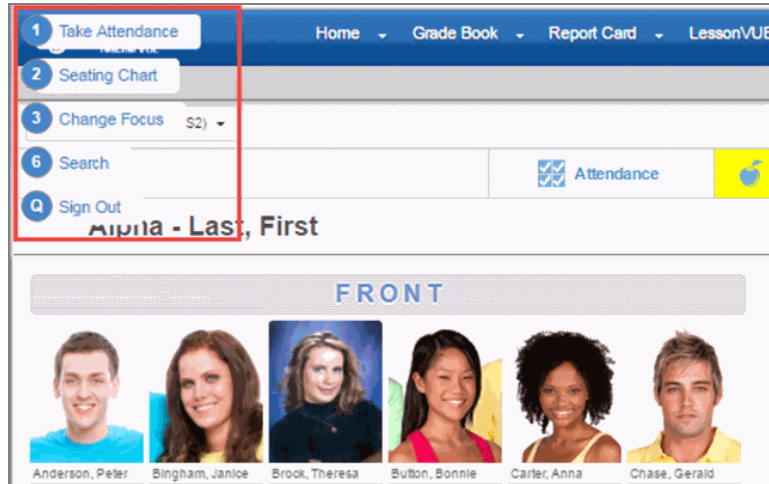
Home Screen

Chapter 2:
Working with Seating Charts

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.

In secondary schools, students that are TAs are highlighted in yellow.

Seating Chart Screen
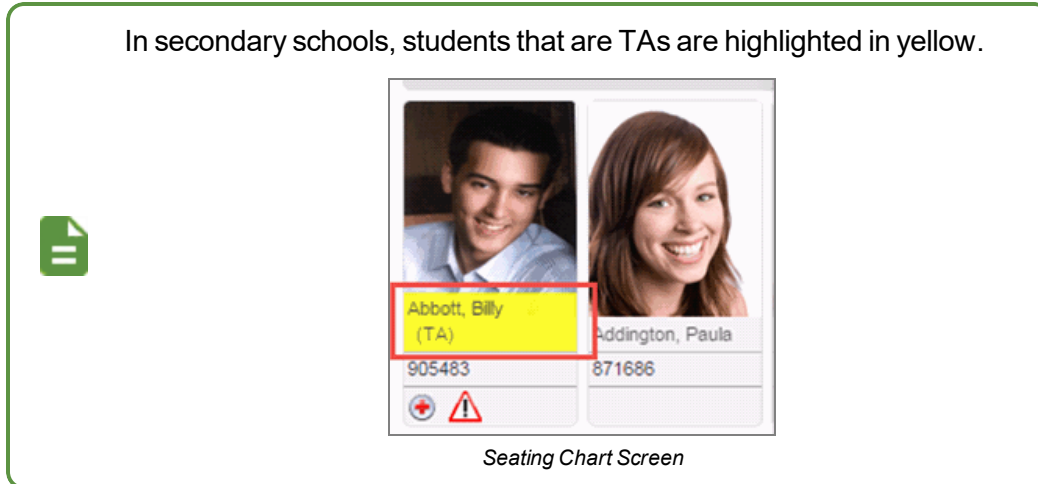
There are different types of charts available.

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

Grid Seating Chart Screen

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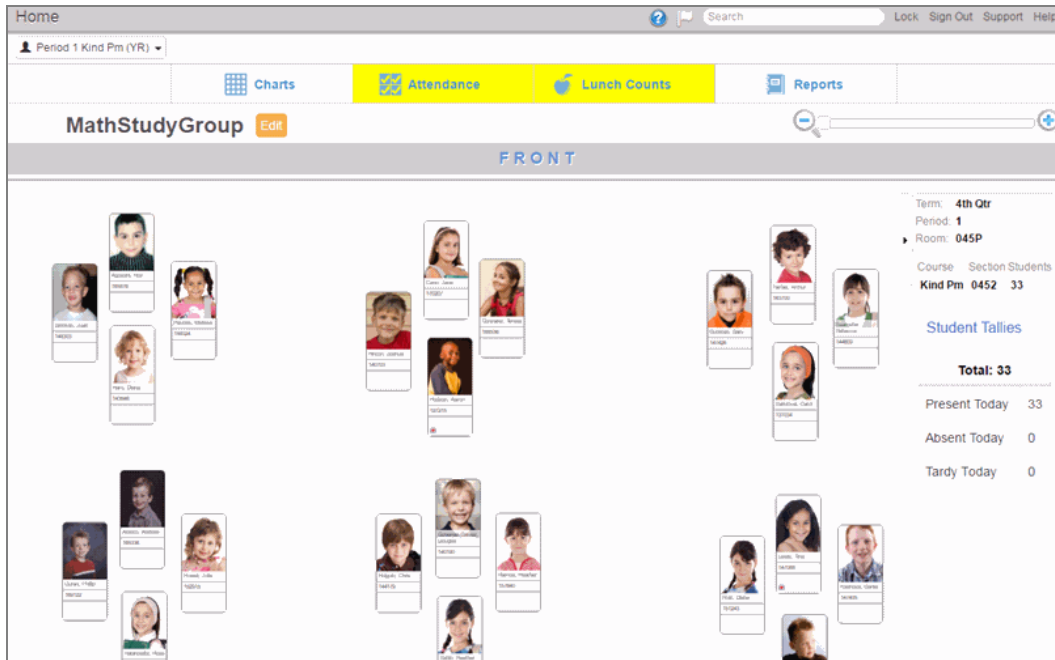
Freeform Seating Chart Screen

- **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.
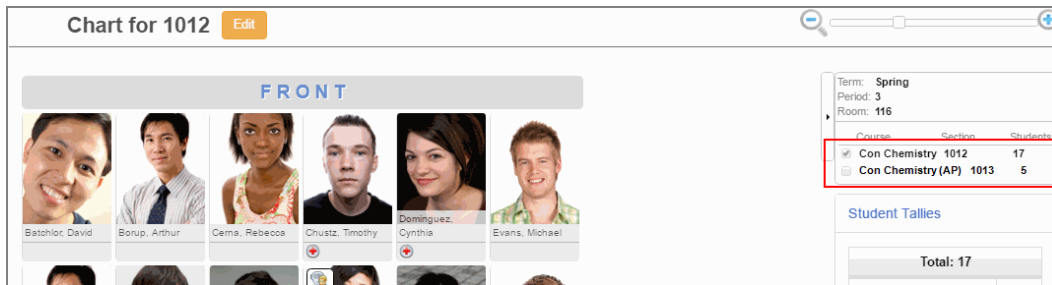
Seating Chart Screen

Creating a New Seating Chart

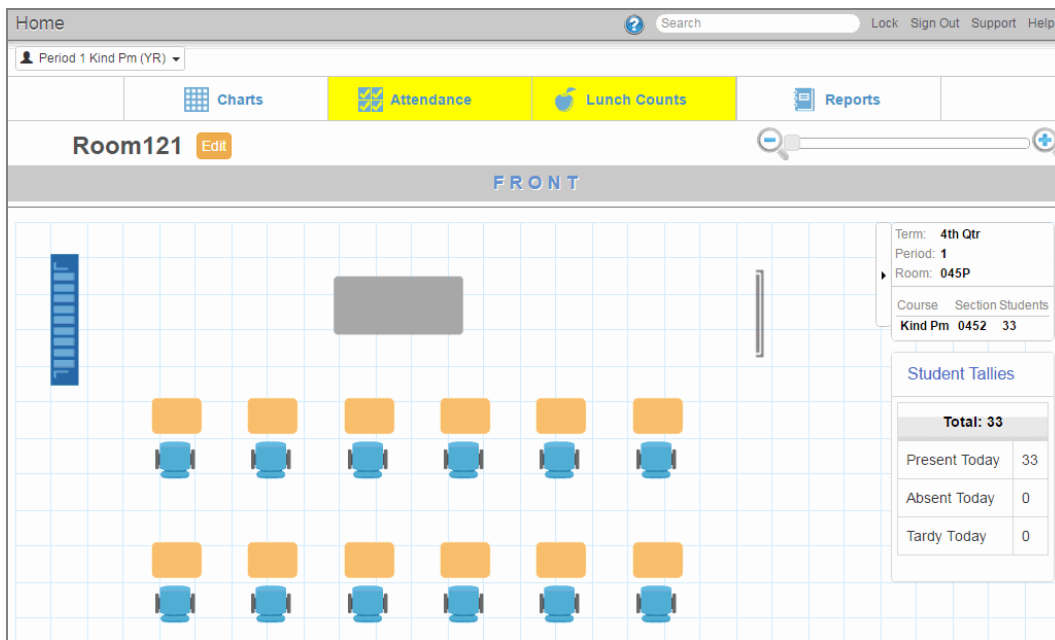Create seating charts by copying an existing seating chart, splitting an existing chart into sections, or starting with a blank chart. Teachers can create multiple seating charts. The students can be displayed in a grid or freeform. Freeform charts may use an existing template.

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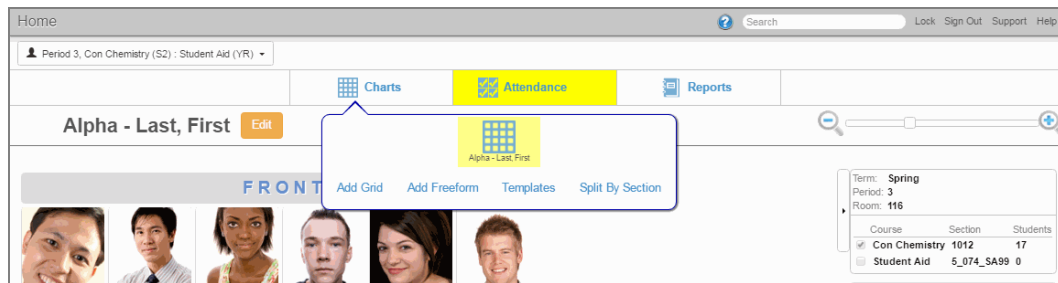
Seating Chart Screen

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.
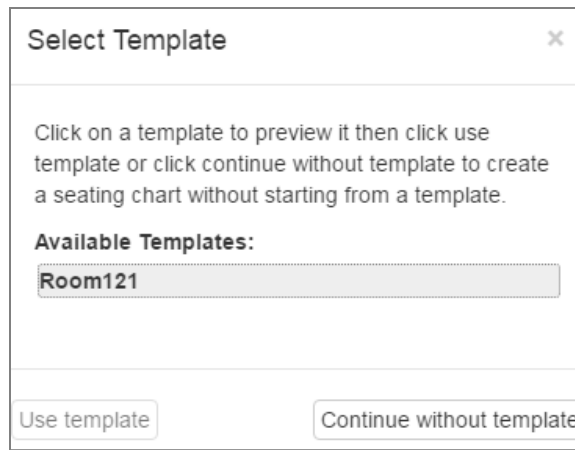
Select Template Screen

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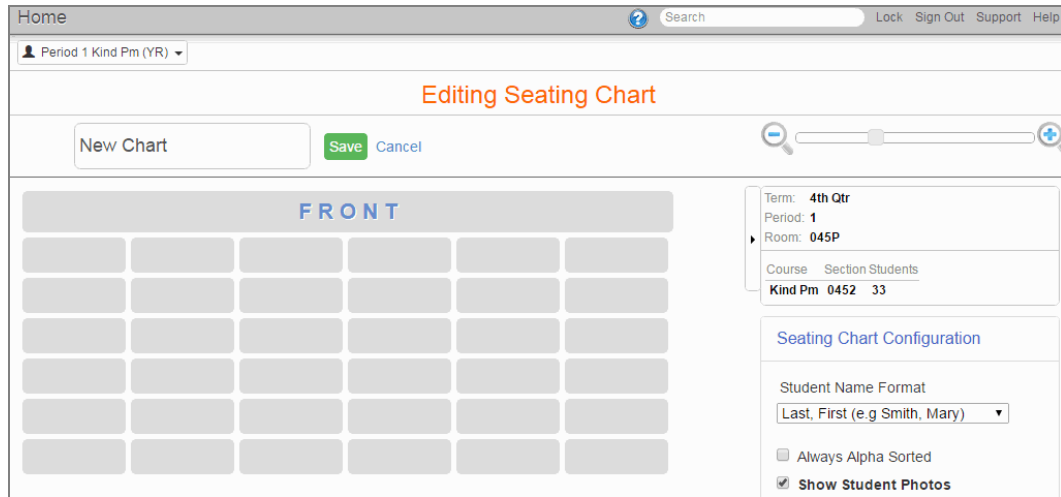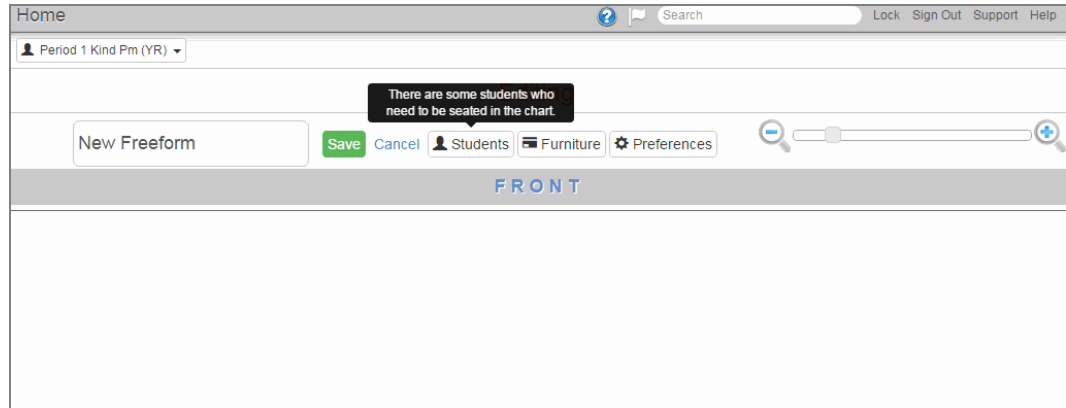

Blank Freeform Seating Chart Screen

- **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**.

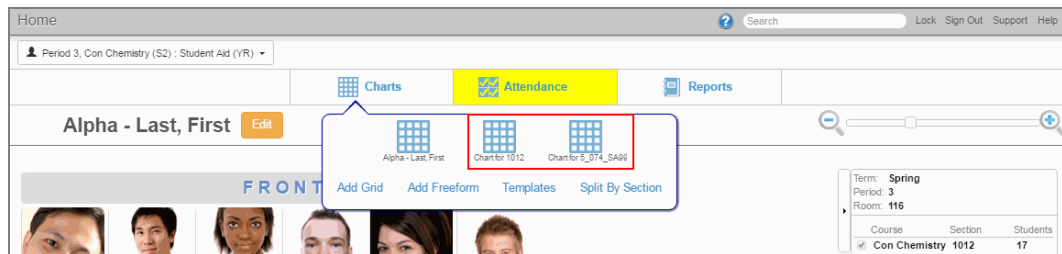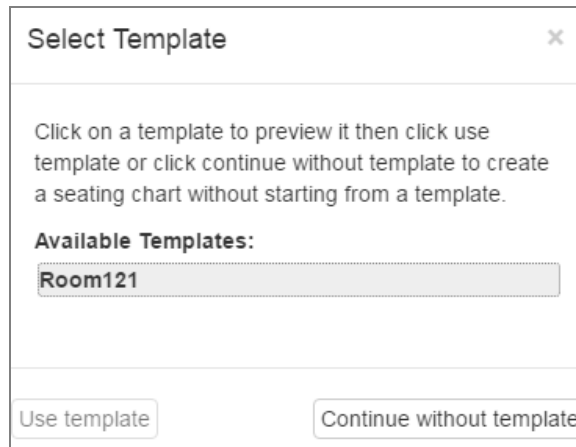3. Select an option:

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.
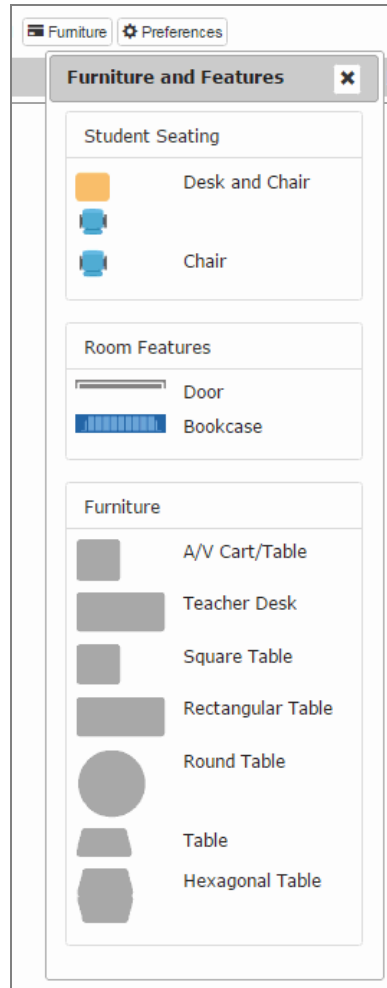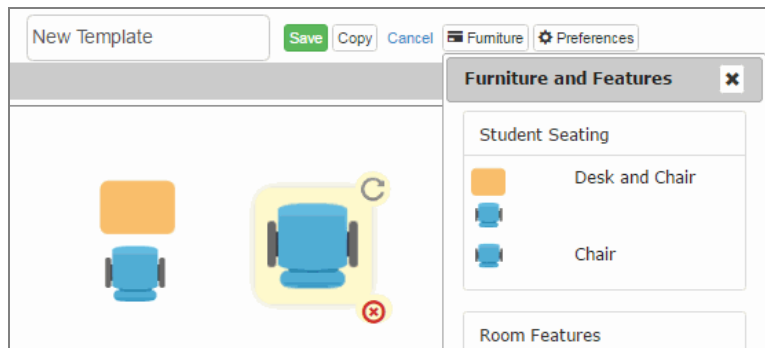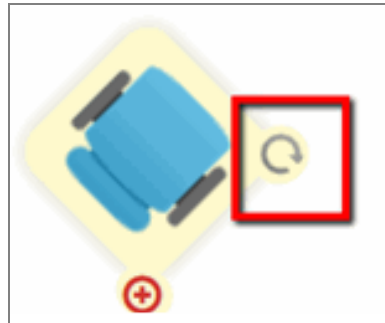

Furniture And Features

- 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.
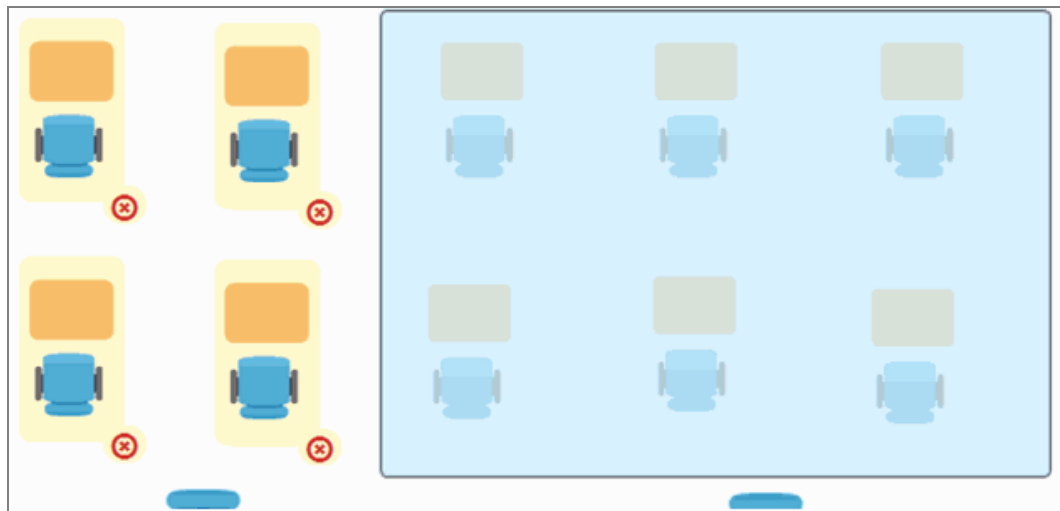
Seating Chart Template

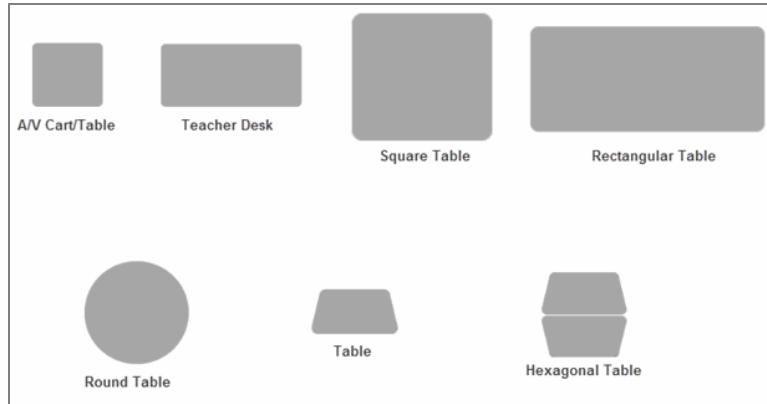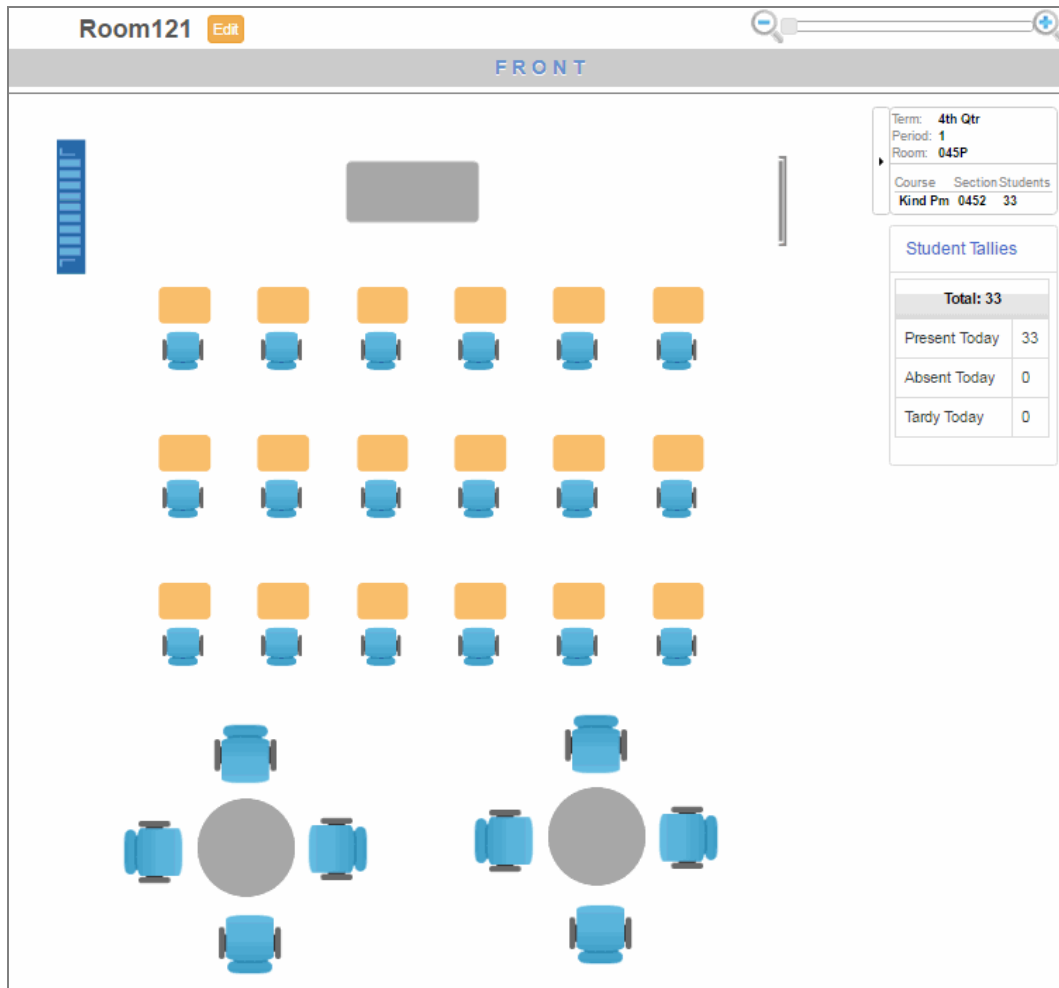- Additional furniture pieces have different size measurements when placed on the seating chart for ease of identification.
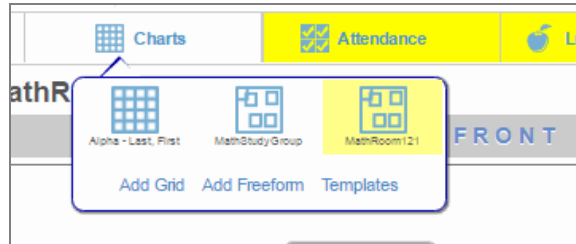

Furniture Identification

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.
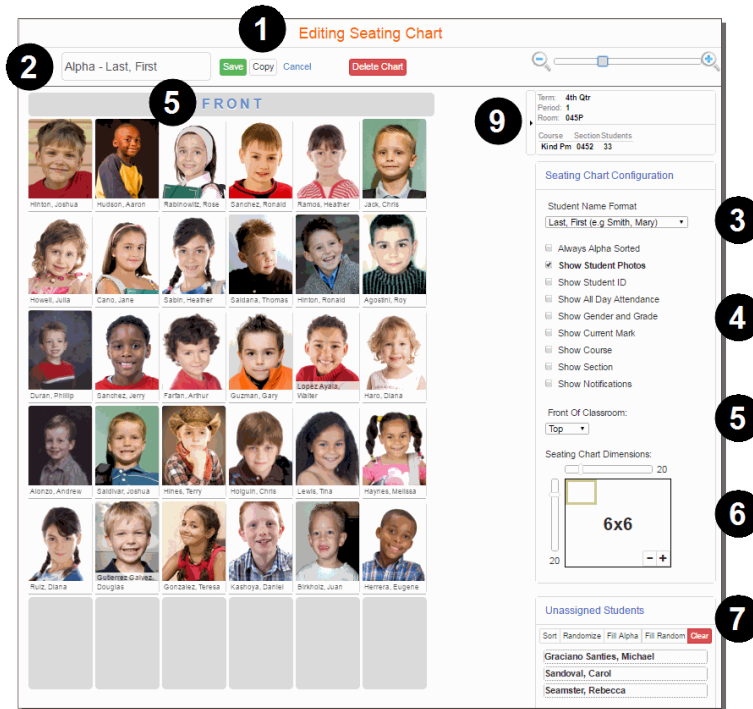
Editing a Seating Chart

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

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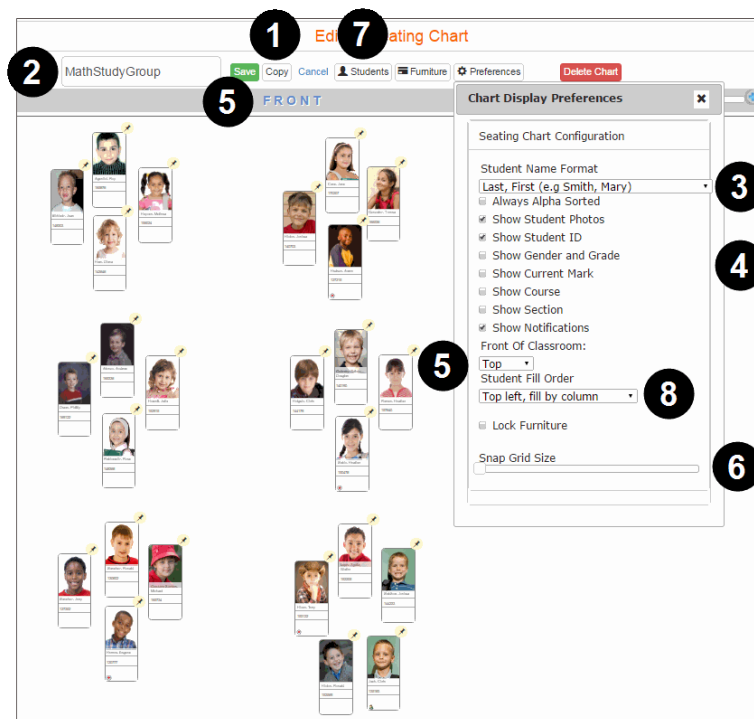2. Click **Edit**.
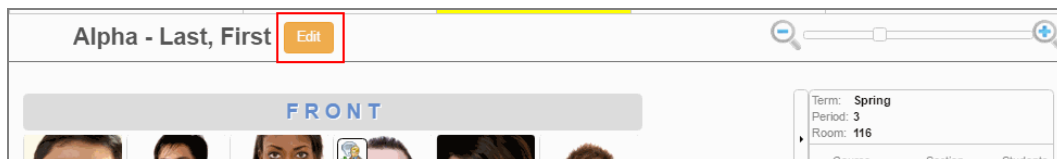
Seating Chart Screen

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.
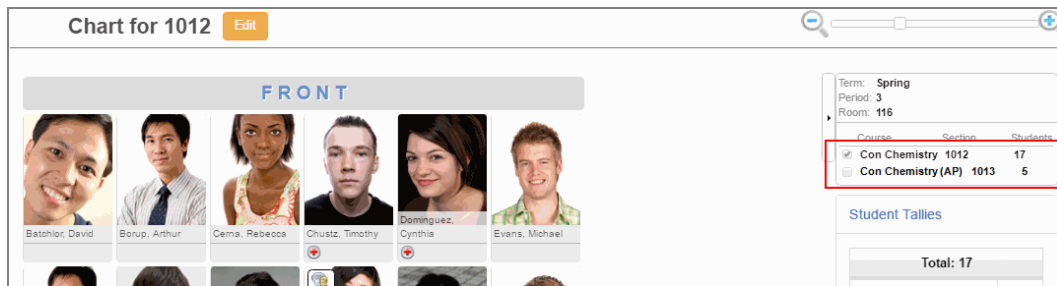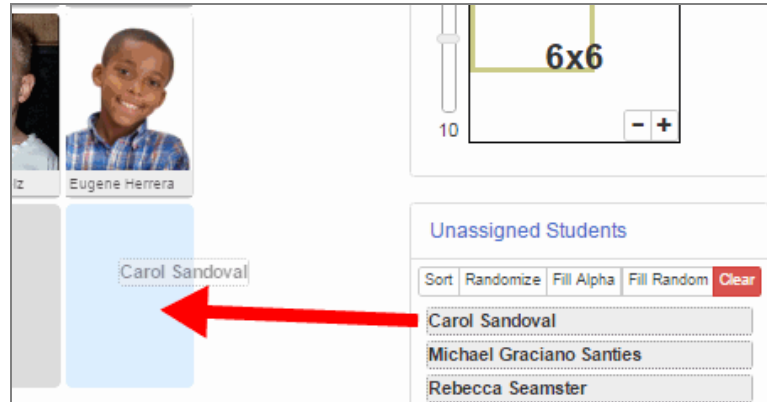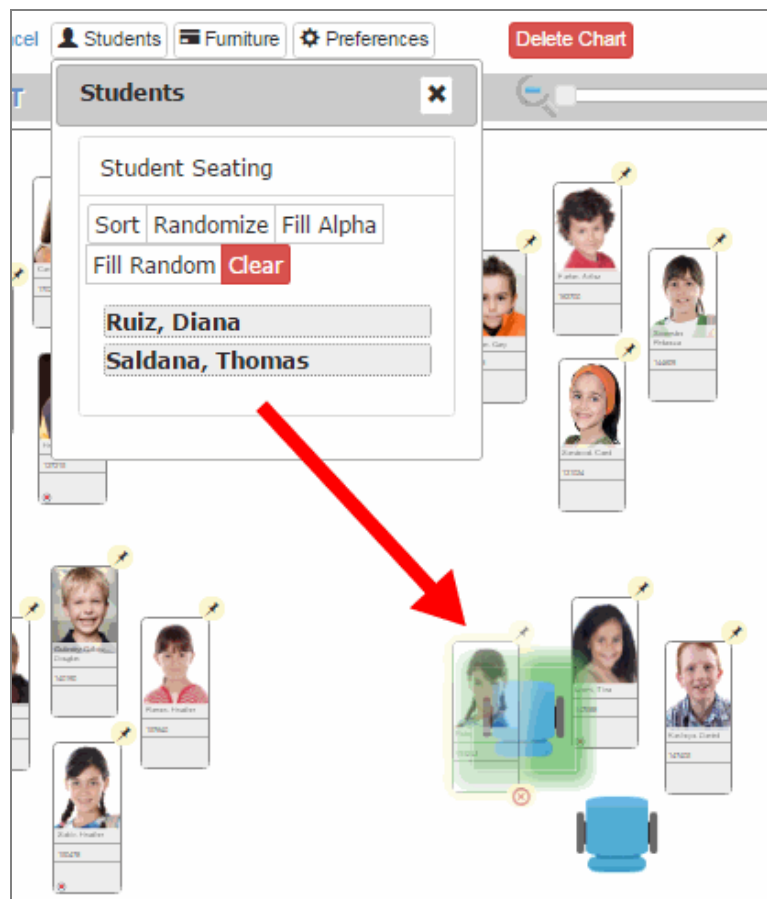

Seating Chart Screen

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

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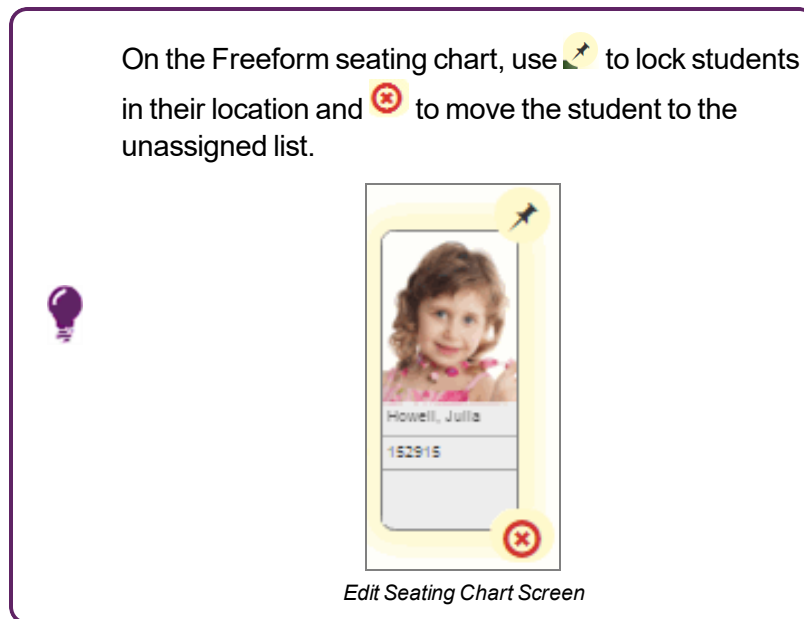

Edit Seating Chart Screen, Grid Seating Chart

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.

> On the Freeform seating chart, use ✎ to lock students in their location and ⊗ to move the student to the unassigned list.
>
>
>
> *Edit Seating Chart Screen*

- **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. ❾

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

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 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

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.
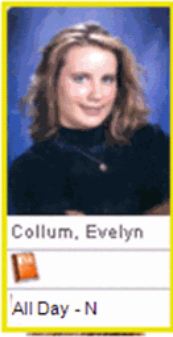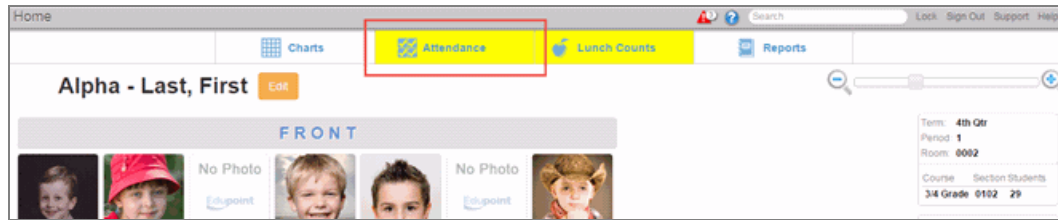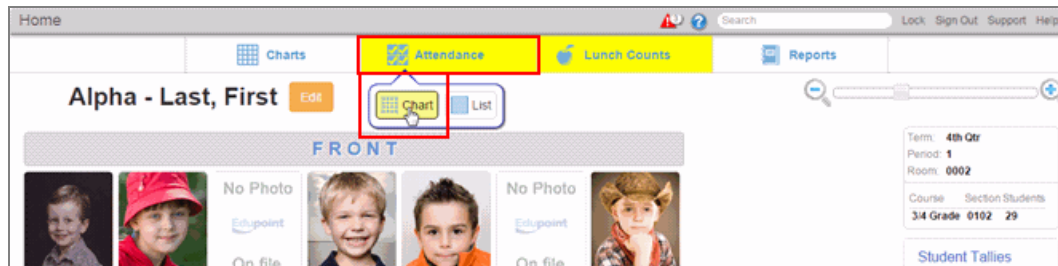

Seating Chart Configuration And Student Photo

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

TeacherVUE Home Screen

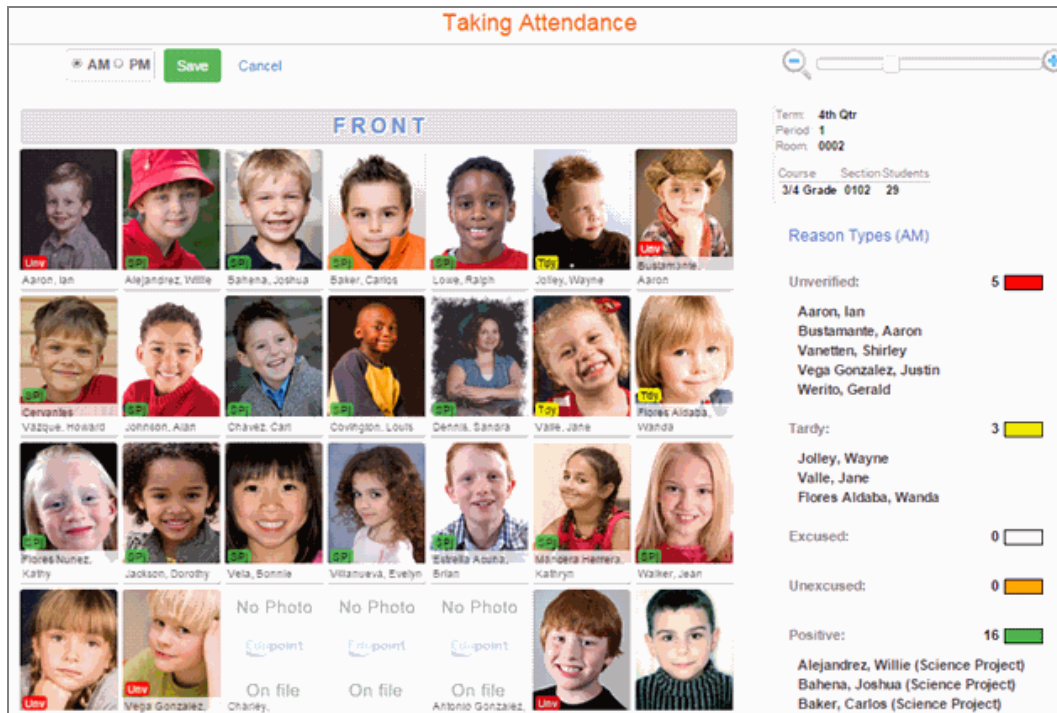2. Click **Chart**. The Taking Attendance screen displays.

TeacherVUE Home Screen

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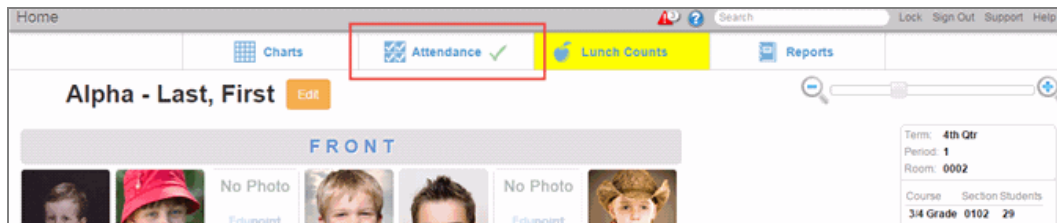

Taking Attendance Screen

4. 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

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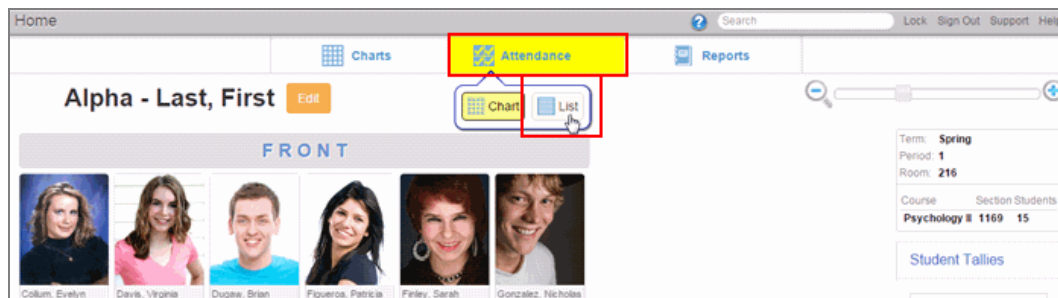

TeacherVUE Home Screen

> 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.
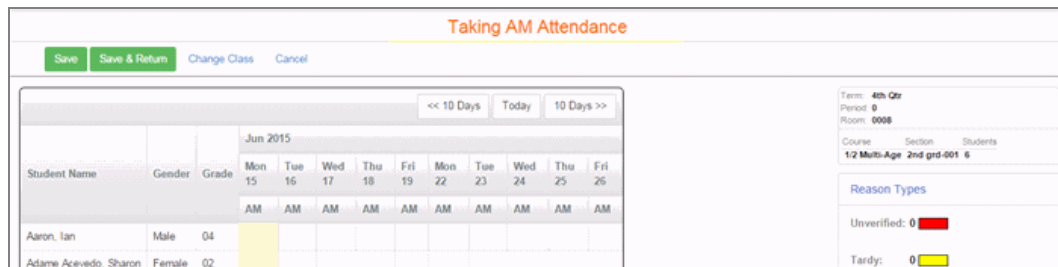
Taking Attendance by List

> 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.
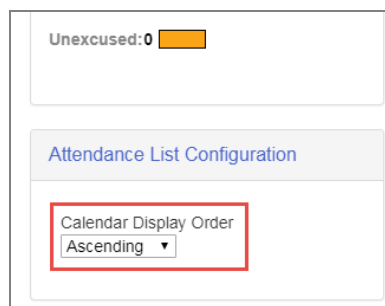2. Click **List**.

*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**.
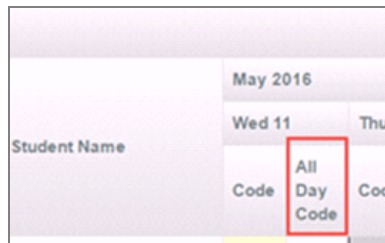

Taking Attendance Screen, List

- 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.
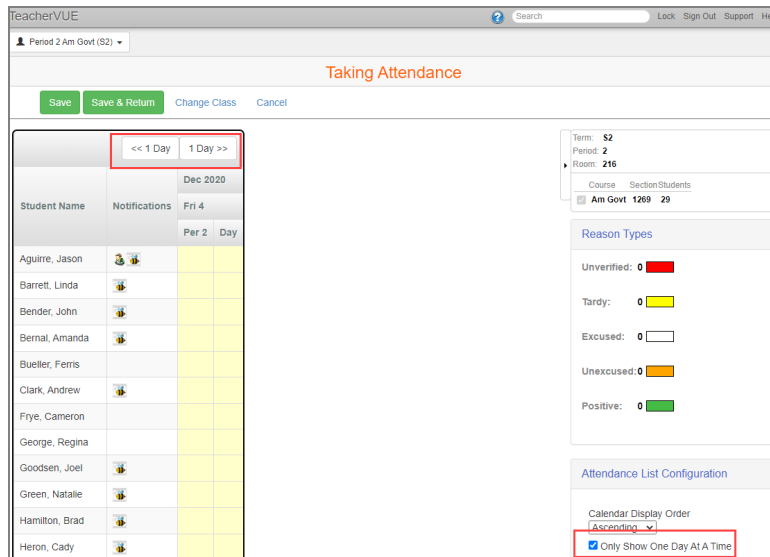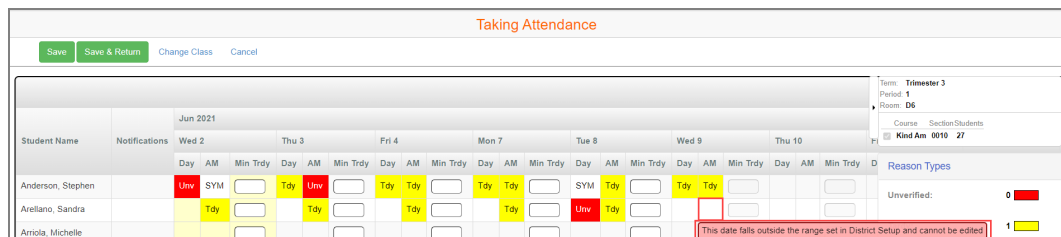

Taking Attendance Screen, List

- 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

4. 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

5. 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 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.

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.
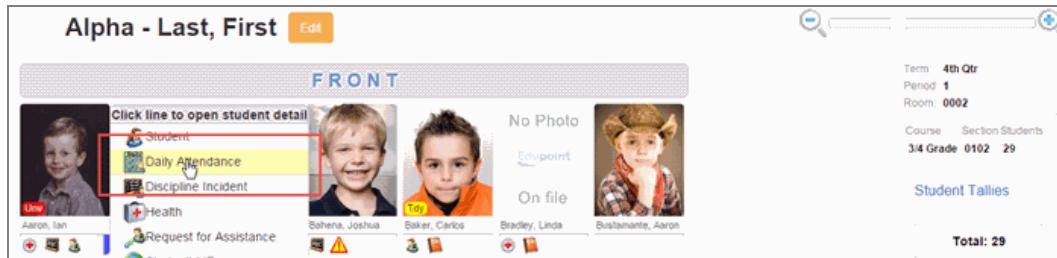
Seating Chart Screen

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.

Daily Attendance Screen

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

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 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 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.

Period Attendance Screen

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

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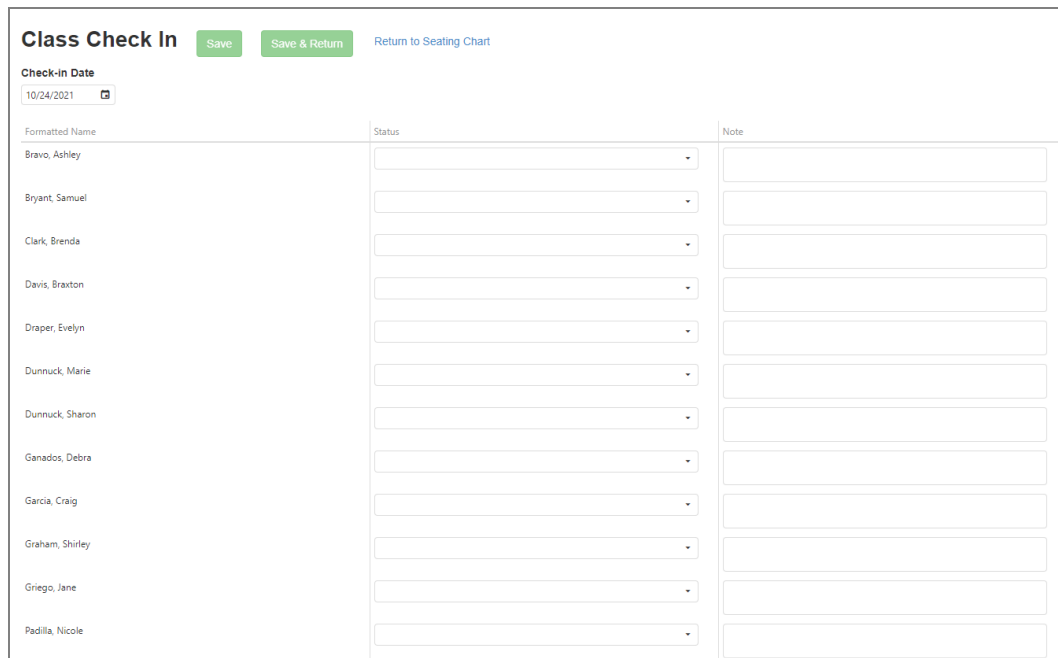
2. Select a valid school day for **Check In Date** to display the list of students on that day in the Class Check In section. The current date displays by default.

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)*.
    >
    > | Status | click once to fill down empty values twice to overwrite values |
    > | --- | --- |
    > | Not Checked In (default) ⌄ ↓ | |

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

*Class Check In Screen*

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

Chapter 4:
Taking Lunch and Universal Breakfast

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.
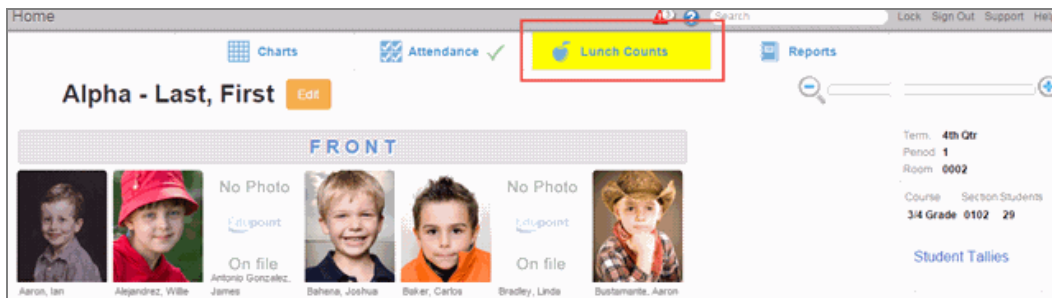
TeacherVUE Home Screen

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.

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.

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.

Universal Breakfast Screen

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

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 Screen

Chapter 5:
Printing Reports

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.
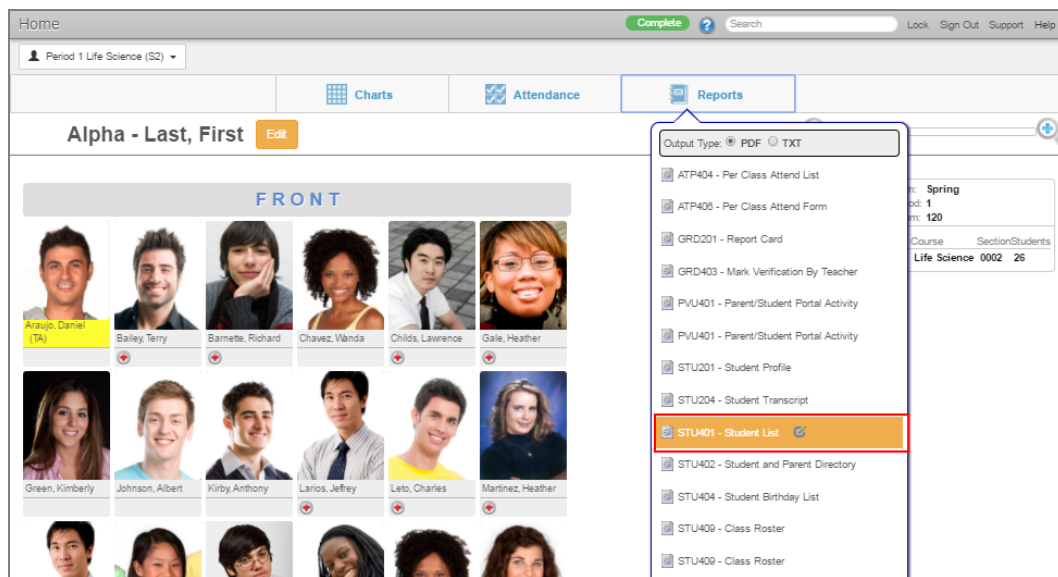
TeacherVUE Home Screen

> 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 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.

Student Profile Report Output

Chapter 6:
Communicating Using
TeacherVUE

Sending Messages

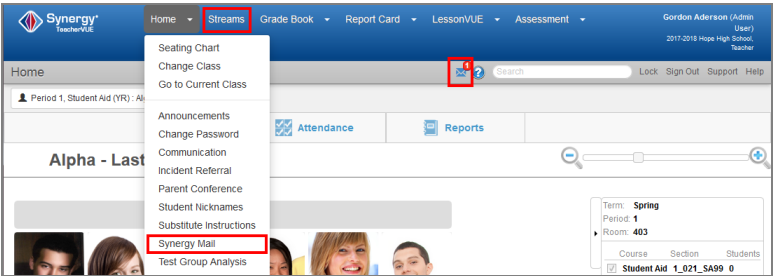You can send a message from TeacherVUE to:

- 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.
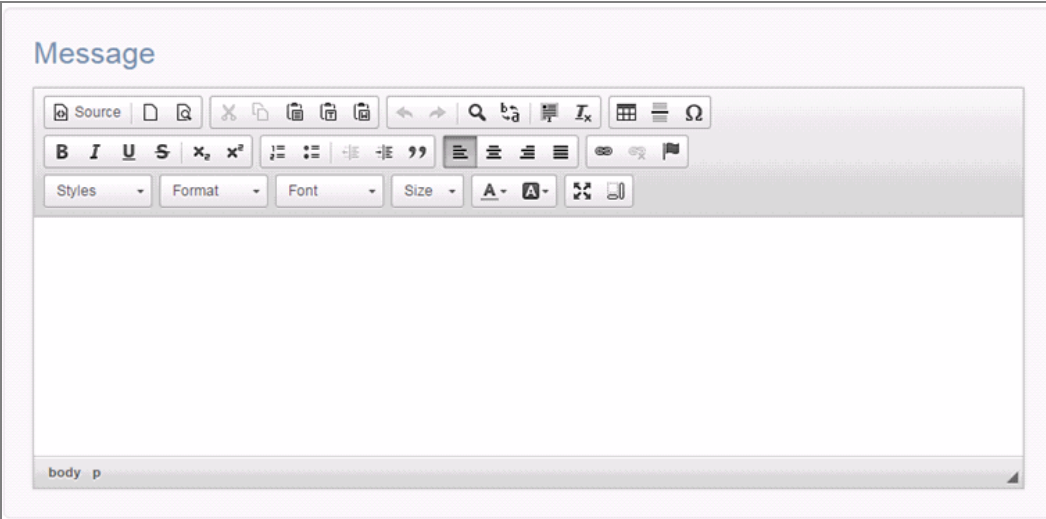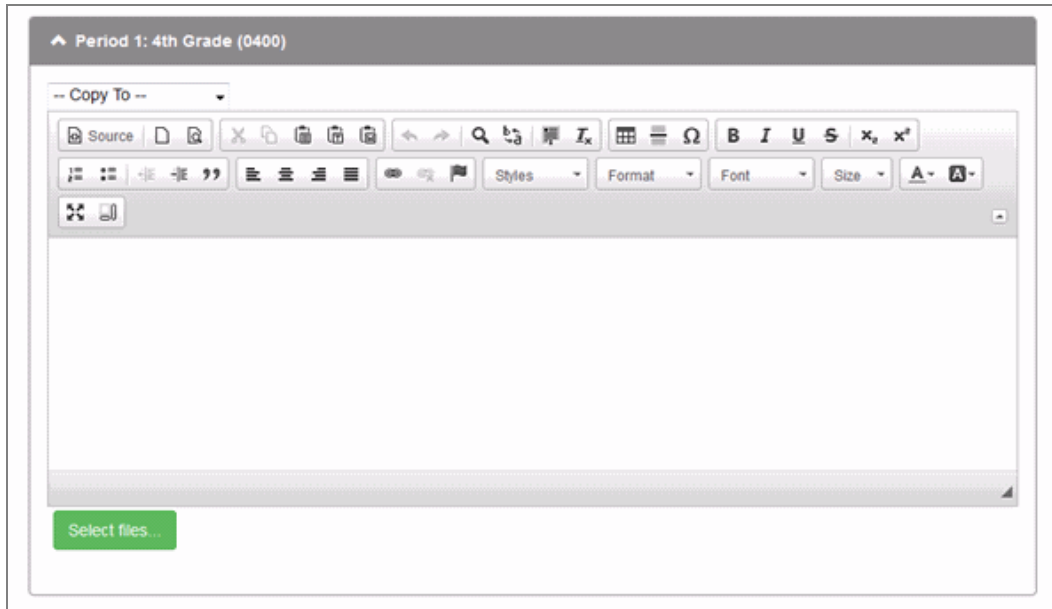>
>
>
> *TeacherVUE Home Screen*

Formatting Window

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

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 <b> 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**.
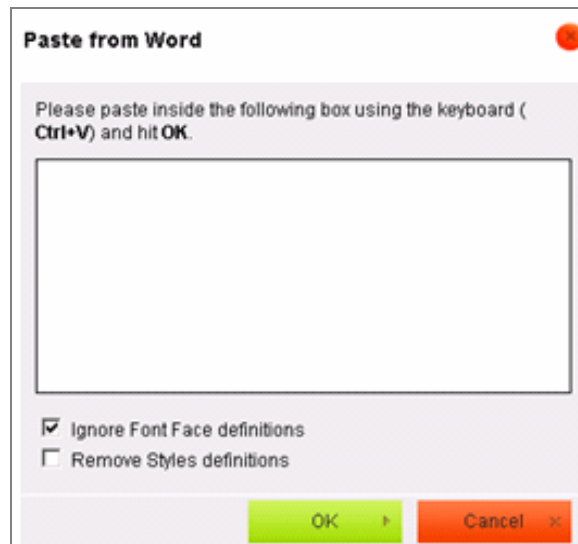
Paste From Word Window

- **Undo** and **Redo** – Undoes the last action or redoes the last action

- **Find** – Searches for text

Find And Replace Window

- ![icon] **Replace** – Replaces text
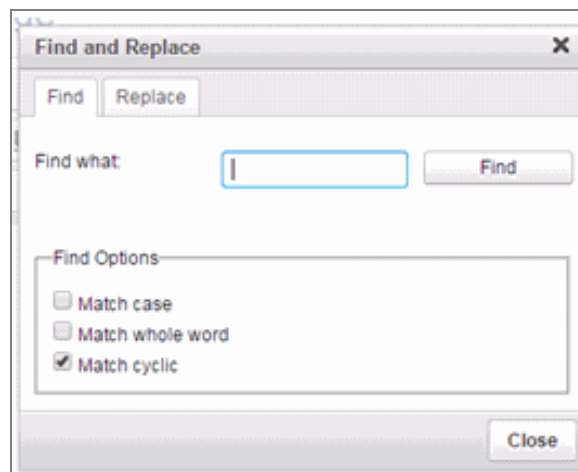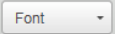
Find And Replace Window, Replace Tab

- ![icon] **Select All** – Selects all content in the formatting window

- ![icon] **Bold, Italic, Underline, or Strikethrough** – Formats the selected text as bold, italic, underline, or strikethrough
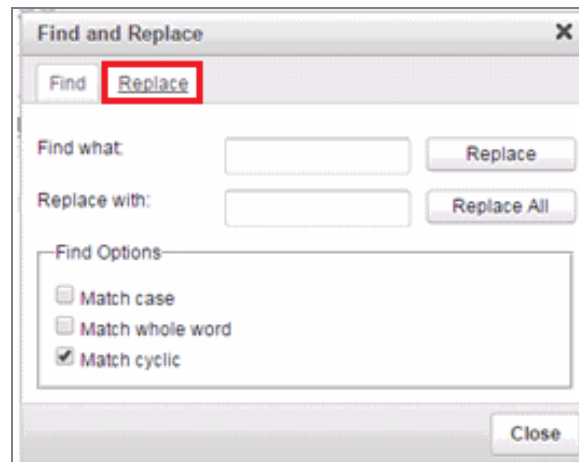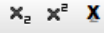
- ![icon] **Subscript and Superscript** – Inserts subscript or superscript text

- ![icon] **Remove Format** – Clears all formatting for the selected text

- ![icon] **Insert/Remove Numbered** or **Bulleted List** – Formats the selected paragraphs as numbers or bullets

- ![icon] **Increase** or **Decrease Indent, Outdent** – Indents or outdents the selected paragraph

- ![icon] **Blockquote** – Indents the paragraph on both sides

- ![icon] **Align Left, Center, Align Right,** or **Justify** – Aligns text per the setting

- ![icon] **Insert Hyperlink** or **Remove Hyperlink** – Inserts or removes a link to a website or email address

- ![icon] **Anchor** – Inserts a place that you can link to inside the template

- ![icon] **Table** – Inserts a table

- ![icon] **Insert Horizonal Line** – Inserts a horizontal line

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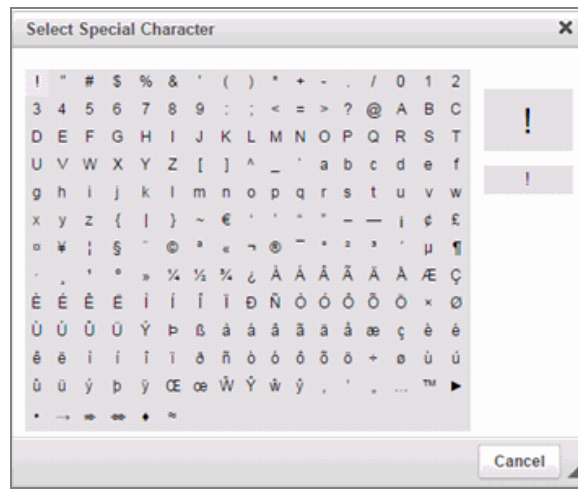
Select Special Character Window

- Styles **Text Style** – Selects a built-in format for the selected text

- Normal **Paragraph Style** – Selects a built-in format for the selected paragraph

- Font **Font** – Selects a font for the selected content

- Size **Size** – Selects a font size for the selected content

- A⁻ **Text Color** – Applies the selected color to the text

- A⁻ **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.

Communication Screen

3. Select who to send the email to:

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** .
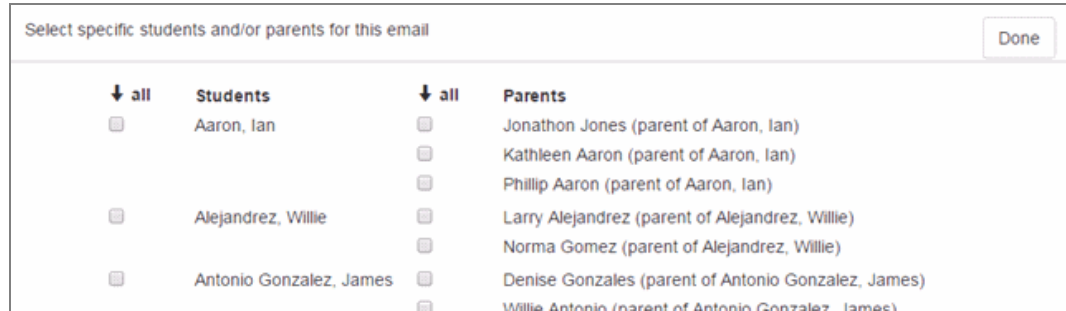
Communication Screen

  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.
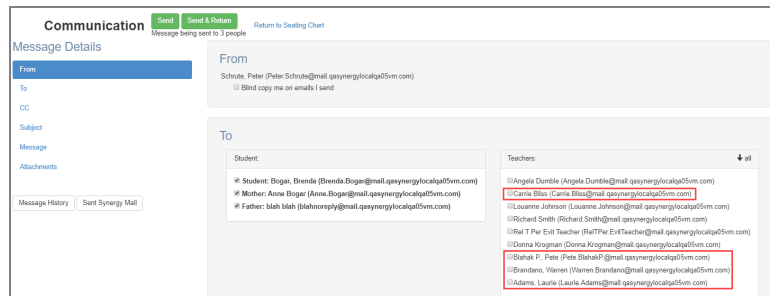
Communication Screen

5. Enter the message **Subject**.
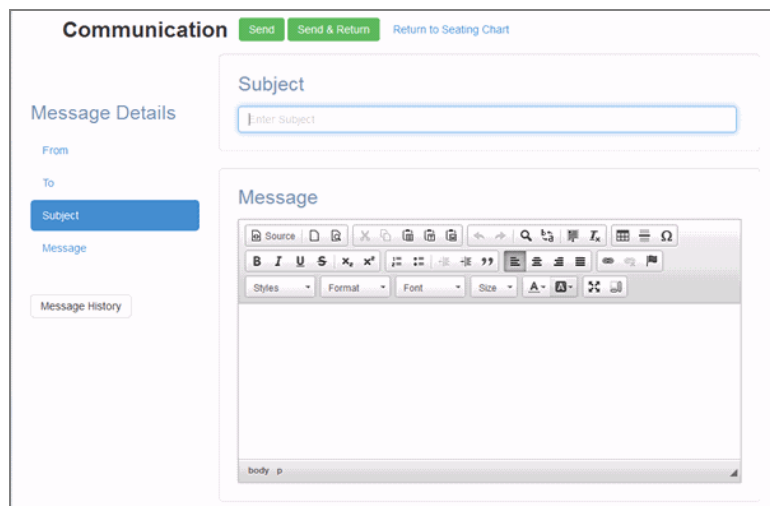
Communication Screen

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

> Click 🛑 to delete files.
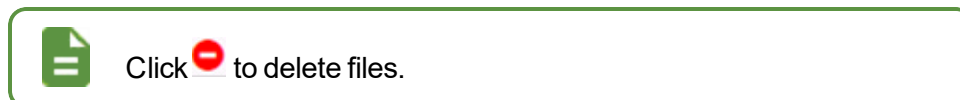
8. Click one of the following:

    - **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*.
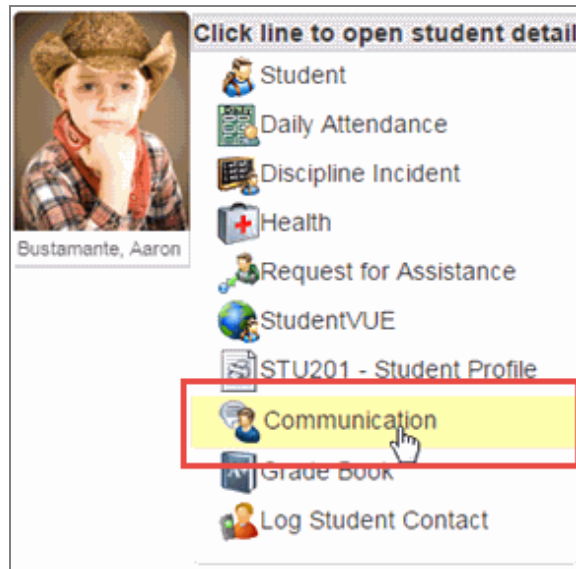
Seating Chart Screen

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.
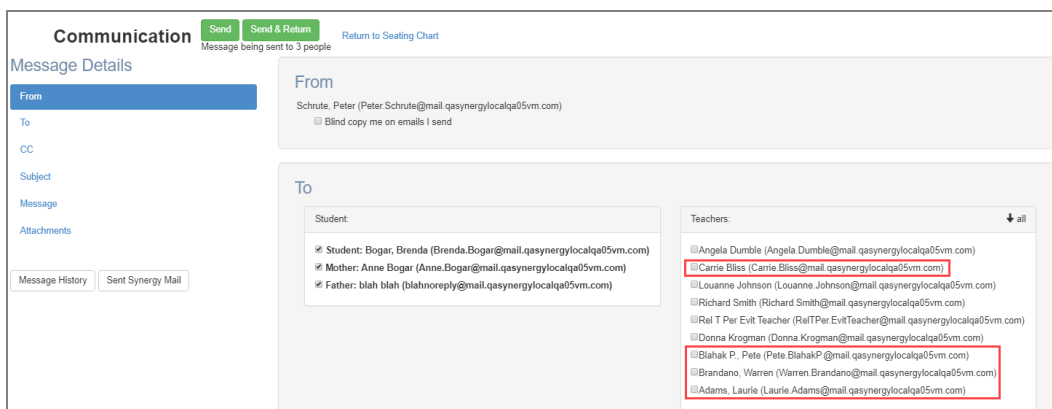
Communication Screen

1. Enter the message **Subject**.

2. Enter and format the Message.
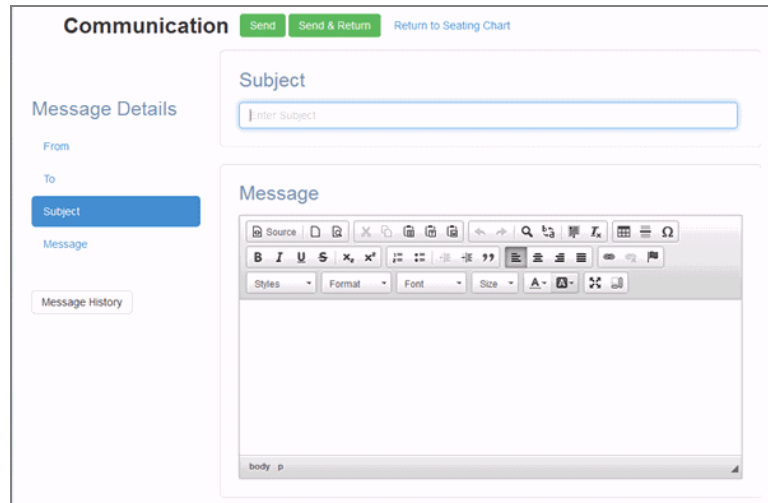
Communication Screen

3. Attach documents to the message, if needed:

   a. Click **Select Files**.

   b. Locate the file and click **Open**.

Communication Screen

> Click 🔴 to delete files.

4. Click one of the following:

   - **Send** to remain on the Communication page
   - **Send & Return** to go to the Home screen
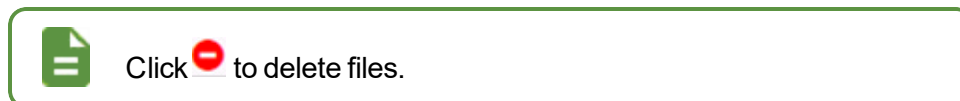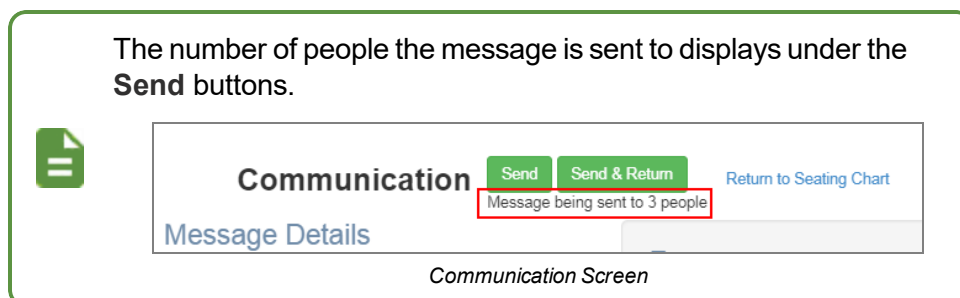
> The number of people the message is sent to displays under the **Send** buttons.
>
>
>
> *Communication Screen*

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.
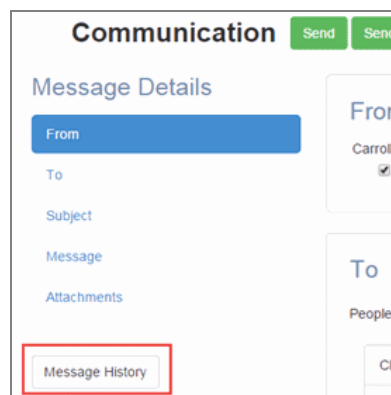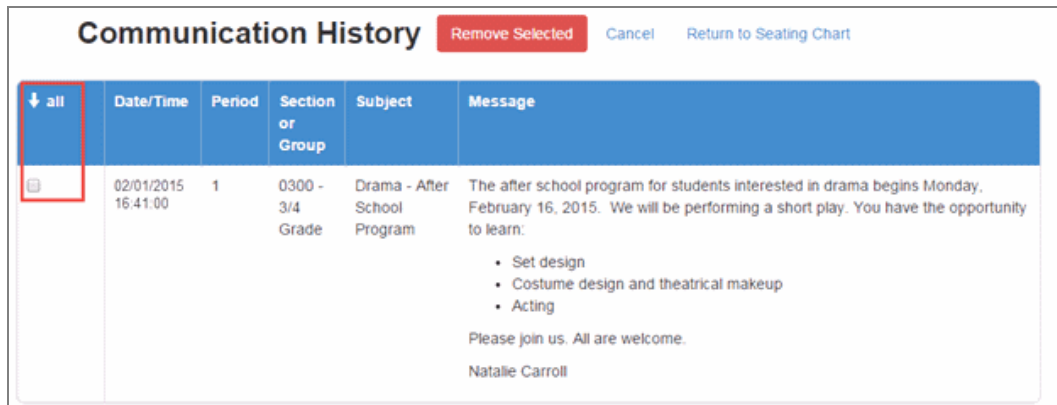
Communication Screen

> 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** .

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.
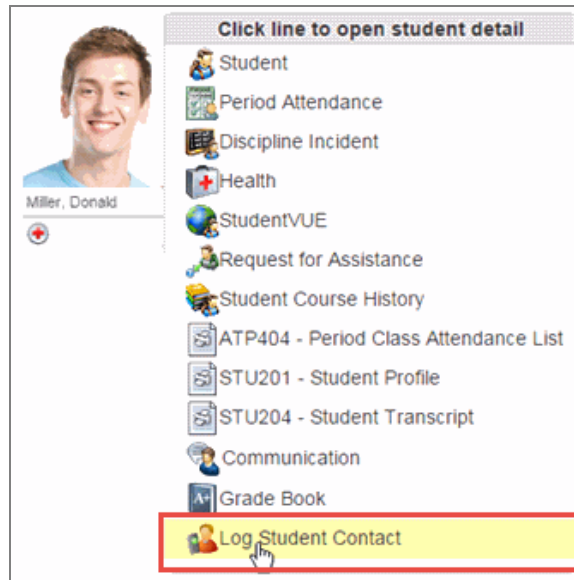
Seating Chart Screen

2. Select *Log Student Contact*.
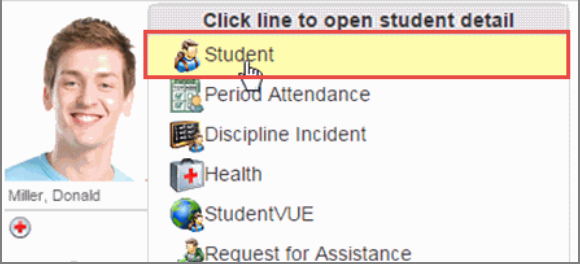
Contact Details Screen

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.
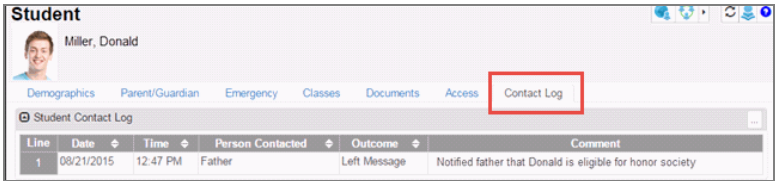
To view the log,

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

Seating Chart Screen

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

Student Screen, Contact Log Tab

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.
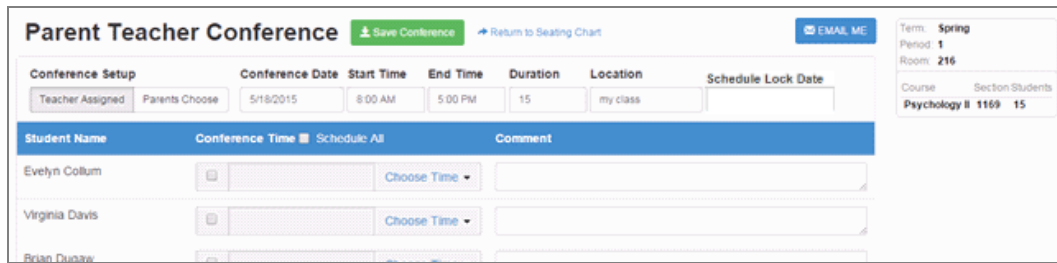
Parent Teacher Conference Screen

4. (Secondary only) Select the class to schedule.
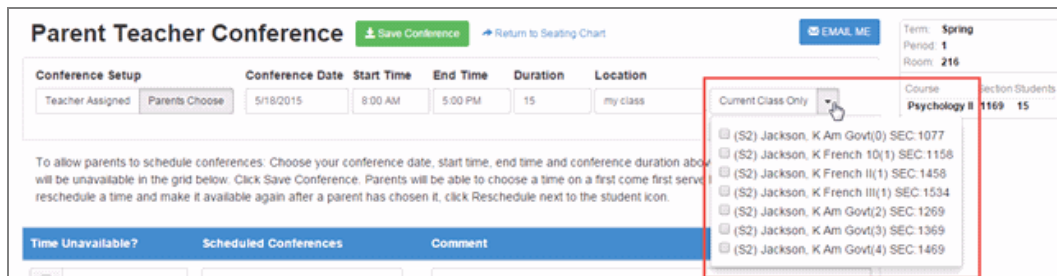
Parent Teacher Conference Screen

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**.
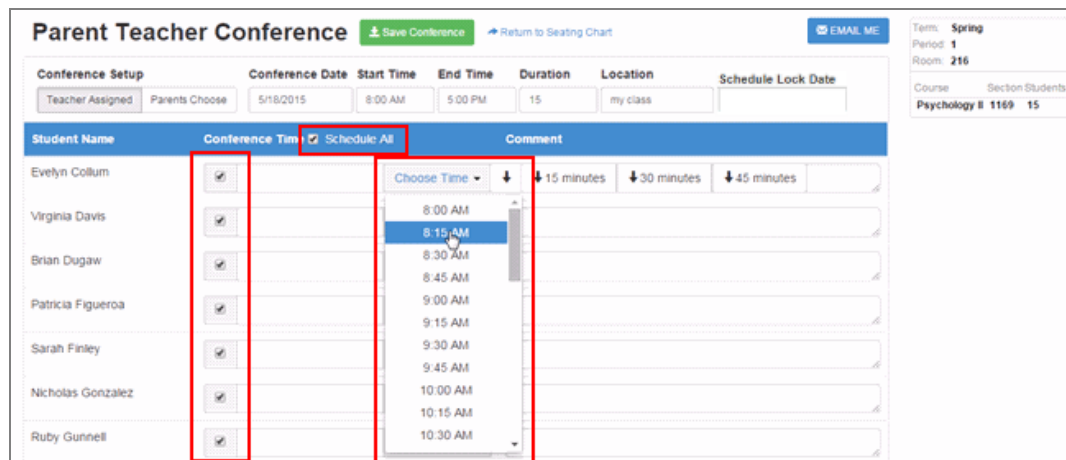
Parent Teacher Conference Screen

   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 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.
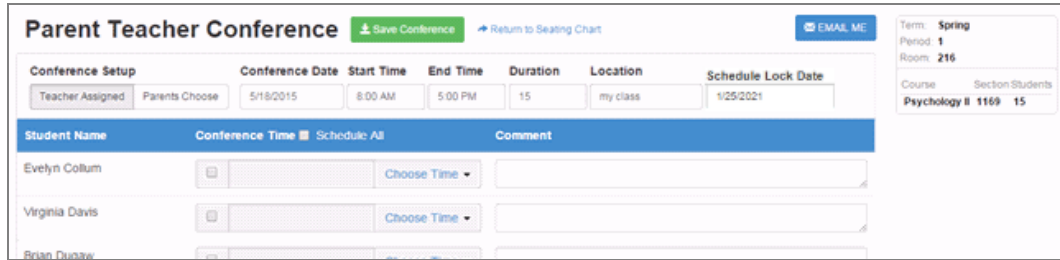
Parent Teacher Conference Screen

2. Locate the conference in the **Conference Date** calendar. The Parent Teacher Conference window opens.
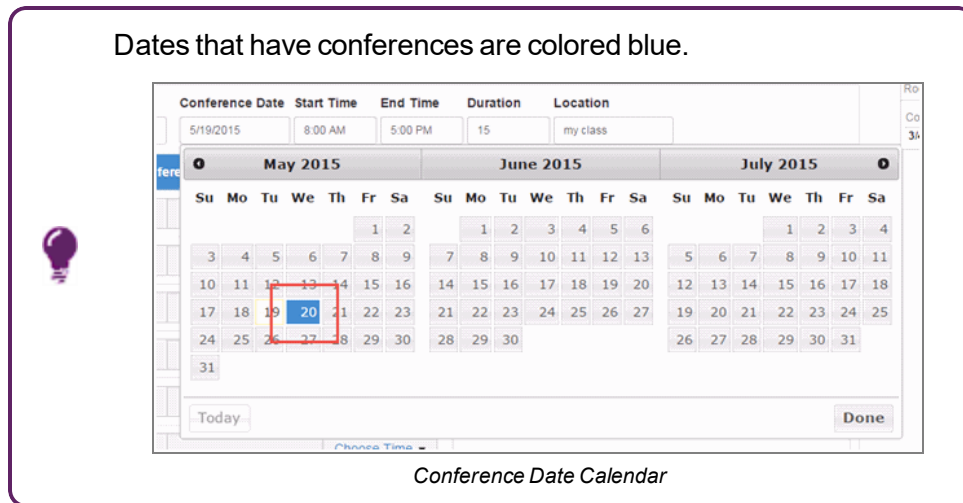
Conference Date Calendar
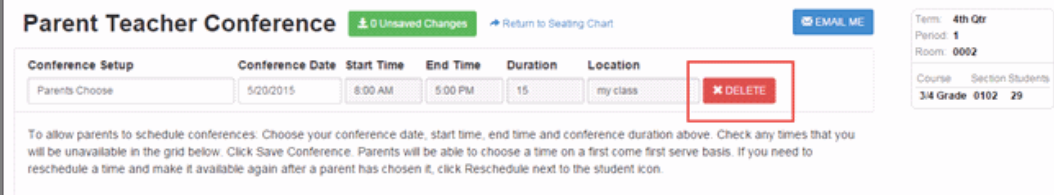
- To reschedule a conference:
   a. Select **Reschedule** next to the student. The Email parents window opens.
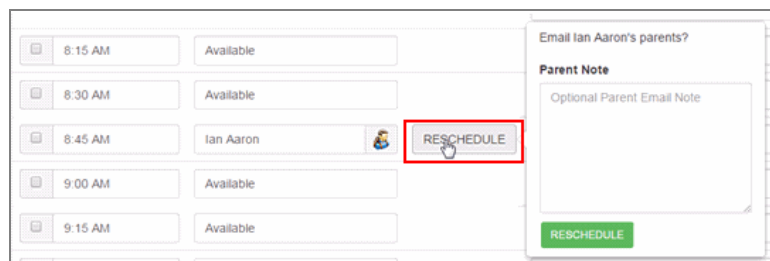
Parent Teacher Conference Screen

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

- To delete a conference:

    a. Click **Delete**. A confirmation dialog displays.

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.
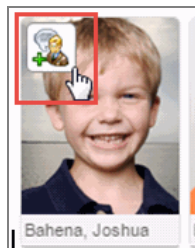
Seating Chart Screen

- 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.
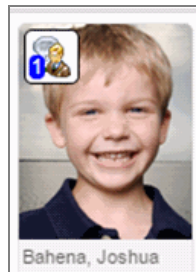

Seating Chart Screen

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.
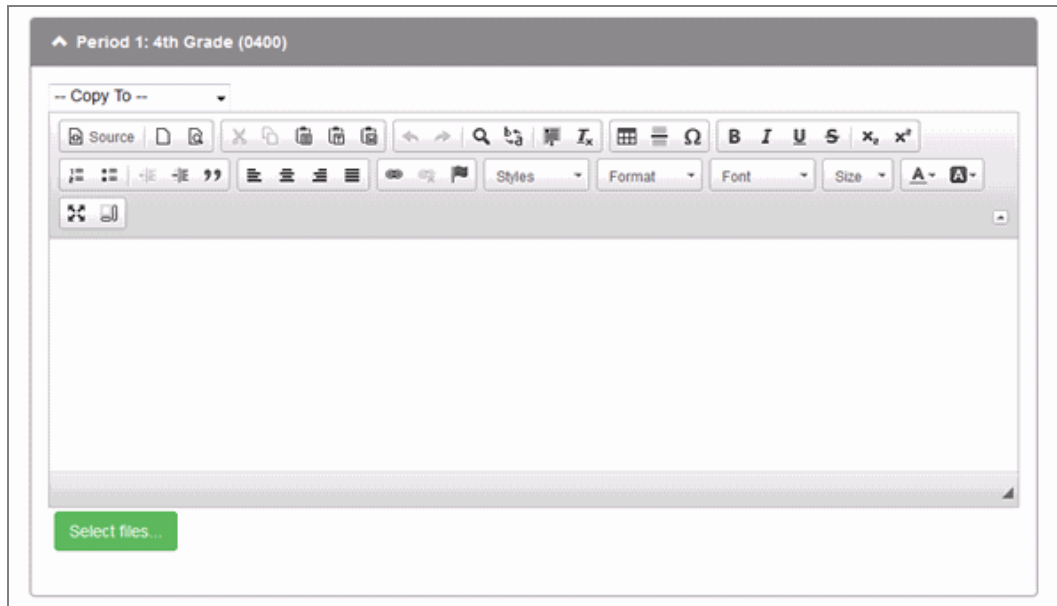
Substitute Instruction Screen

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.
>
>
>
> *Seating Chart Screen*

Chapter 7:
Viewing Test Results and Grades

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 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.
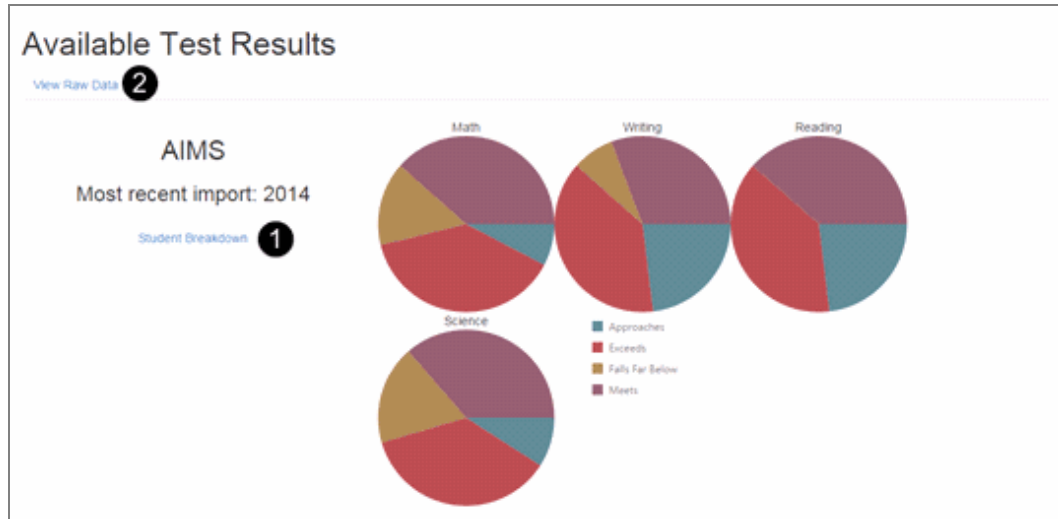
Test Group Analysis 2 Screen

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

Student Breakdown Screen

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

Raw Data Screen

- Click the header to sort the column in ascending or descending order. ❸

- Enter a value to filter the column ❹ , for example, Math.

- Drag a column header into box to group the results. ❺

- Export the results to Excel or a PDF. ❻

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
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.

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.

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.

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.

Grades For Screen

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

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

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.
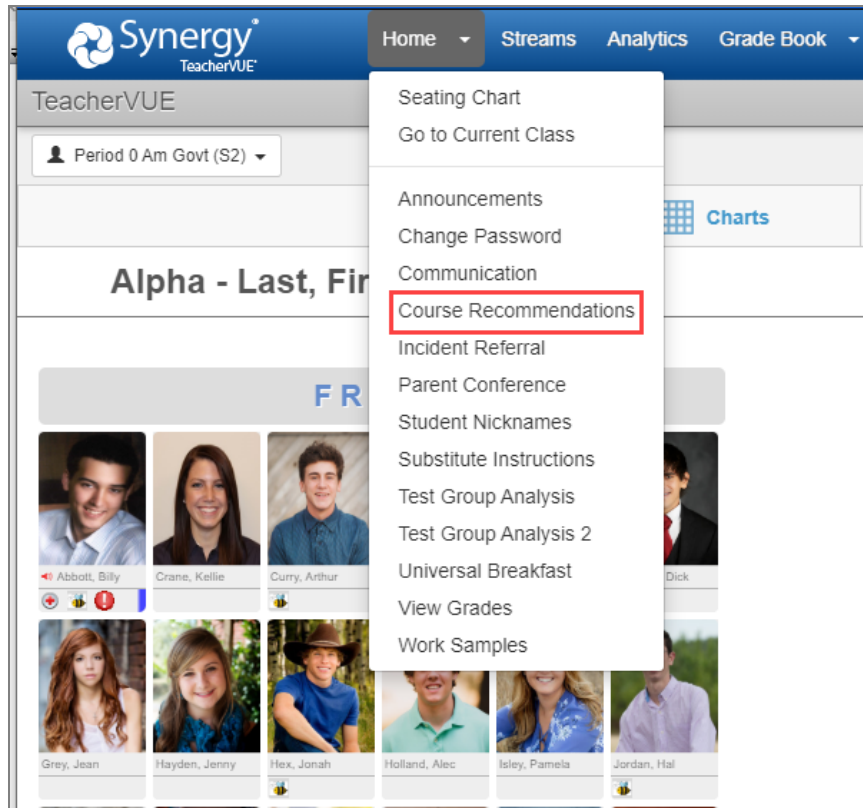
TeacherVUE Home Screen

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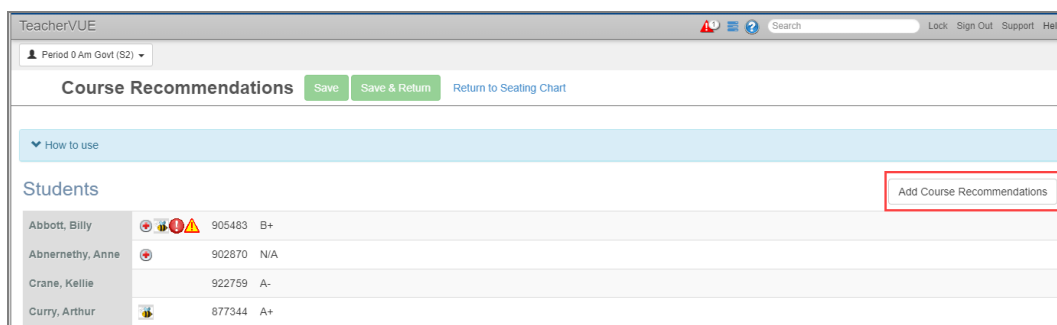
TeacherVUE Course Recommendations Screen

5. Select a course.

6. Click **Select**. The course displays on the Course Recommendations screen.
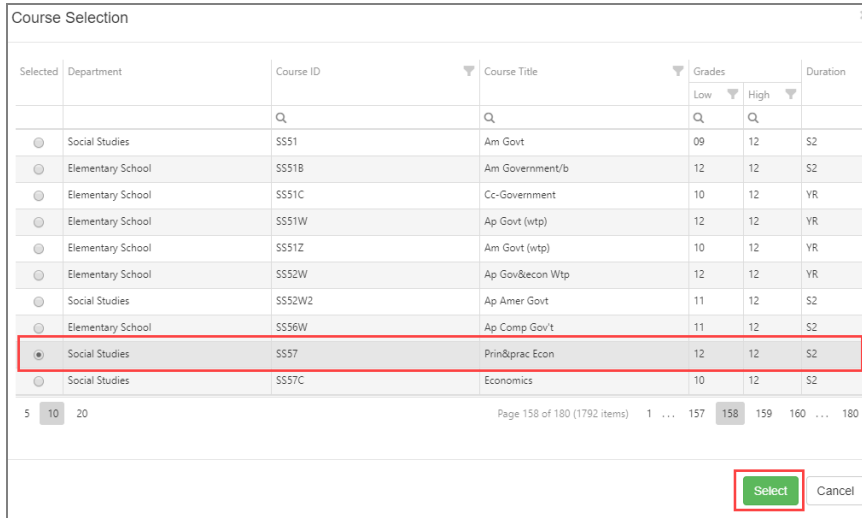
Course Selection Window

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**.
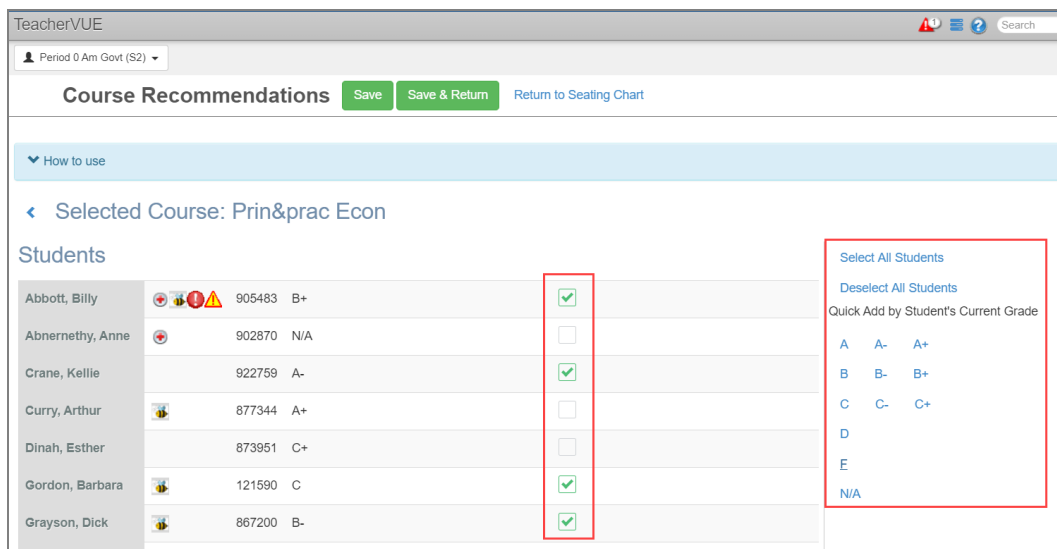
TeacherVUE Course Recommendations Screen

8. Click **Save**. The recommended course is highlighted in blue.
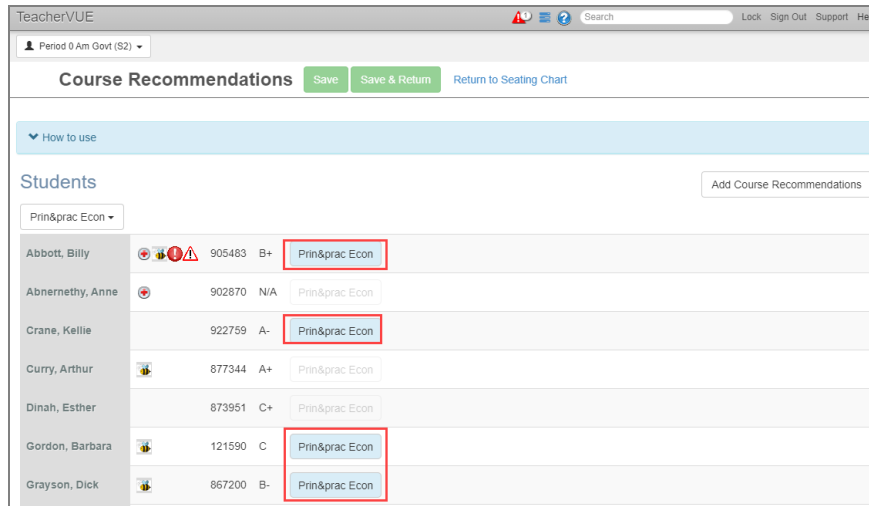
TeacherVUE Course Recommendations Screen

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.
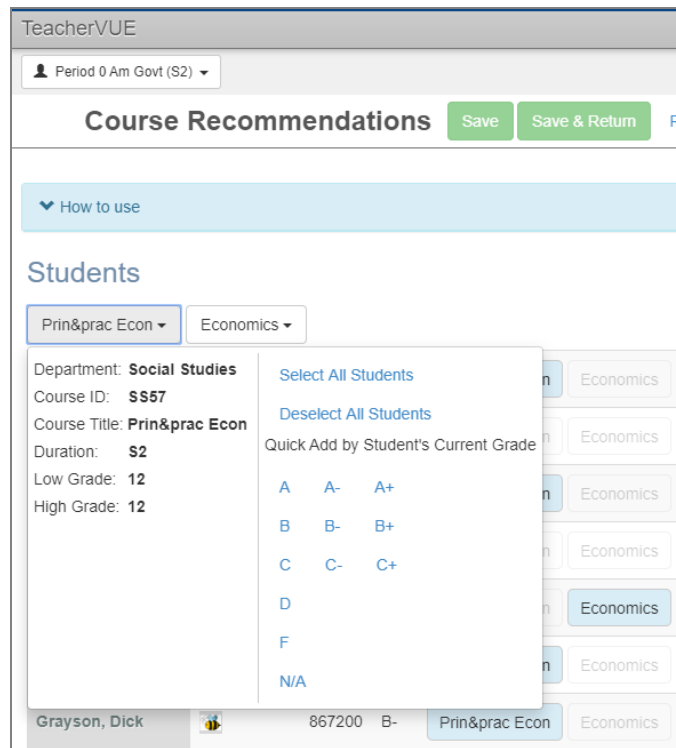
TeacherVUE Course Recommendations Screen

Chapter 9:
Student Records
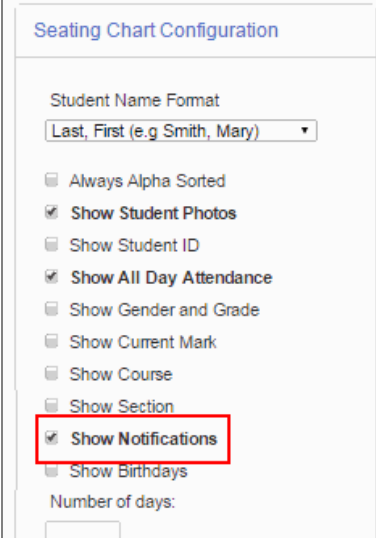
Viewing Student Notifications

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.

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.
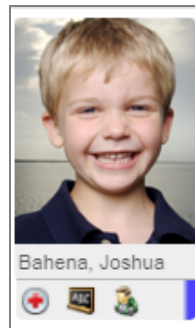
Seating Chart Screen

Hover over the notifications bar to view all notifications.
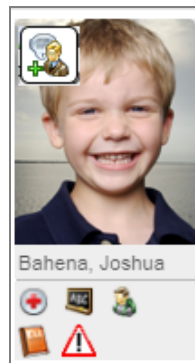
Seating Chart Screen

- Click a notification icon to view the details.
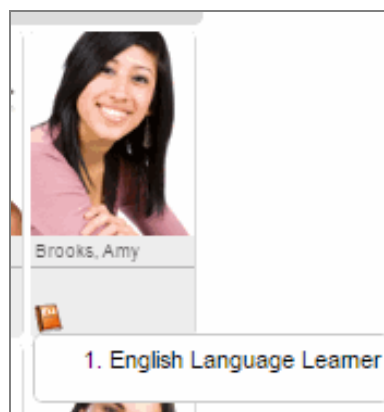
Seating Chart Screen

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.
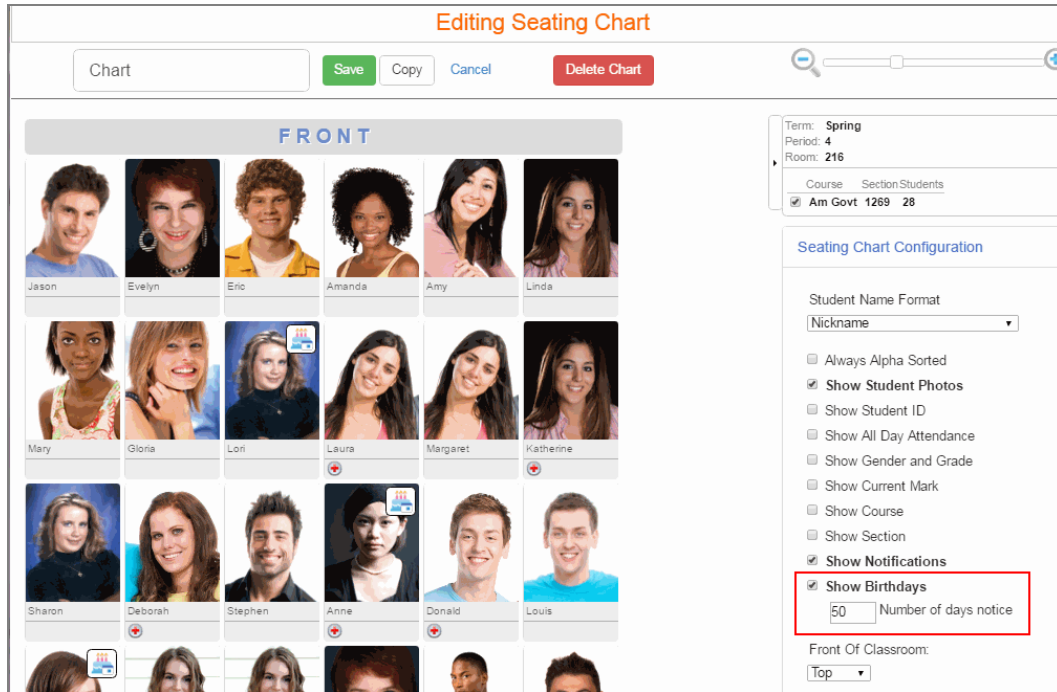
Editing Seating Chart Screen

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.
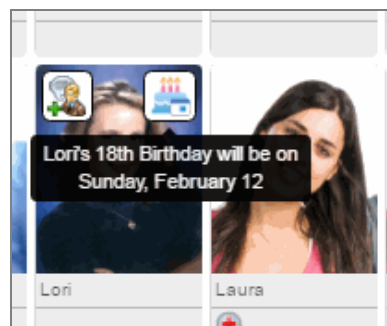
Seating Chart Screen

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

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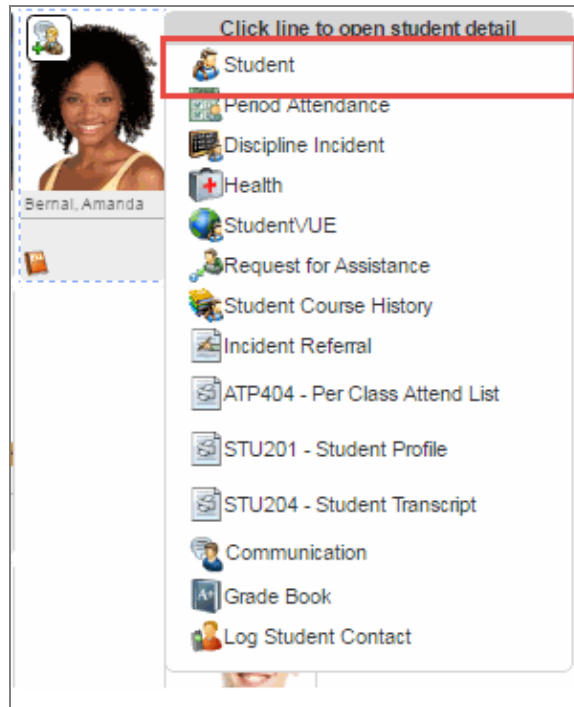
Seating Chart Screen

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 Screen

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

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 Screen, Emergency Tab

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

Student Screen, Classes Tab

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

Student Screen, Documents Tab

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

Student Screen, Access Tab

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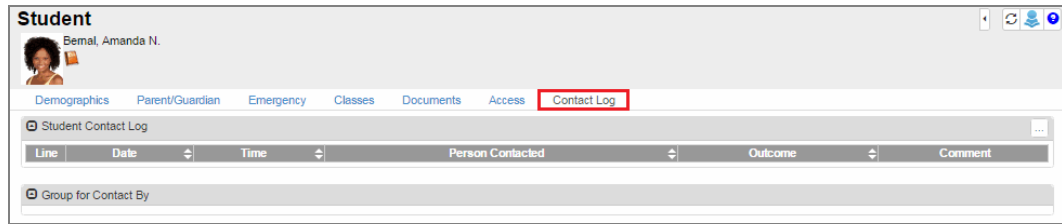
Student Screen, Contact Log Tab

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.
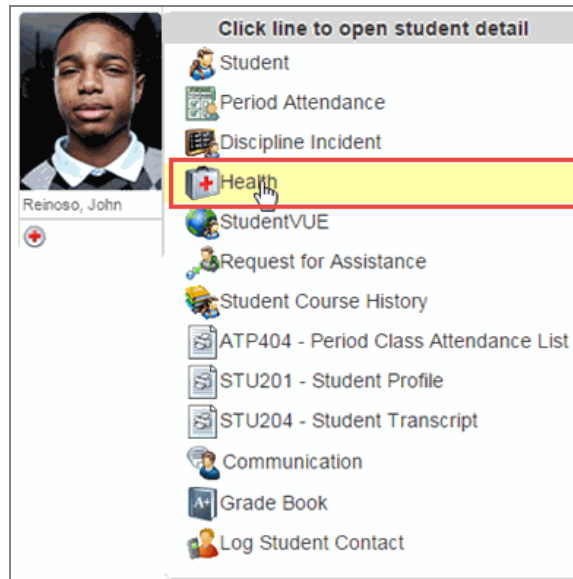
Seating Chart Screen

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.
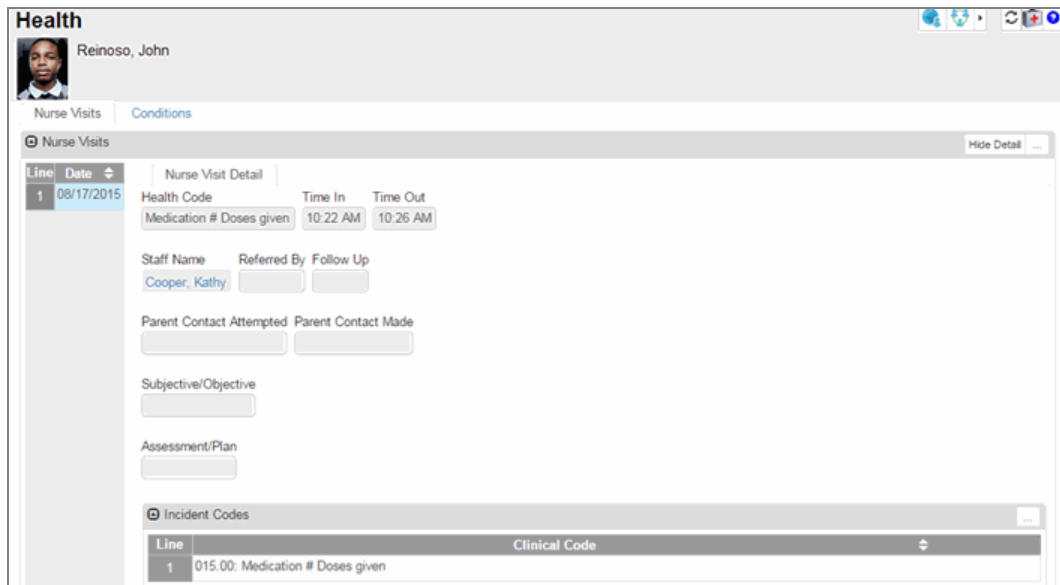
Health Screen, Nurse Visits Detail

- 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
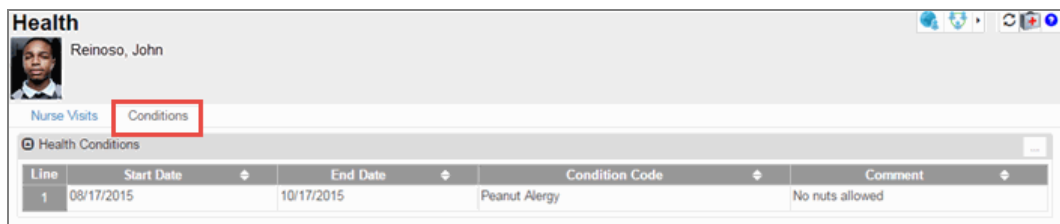
Health Screen, Conditions Tab

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.
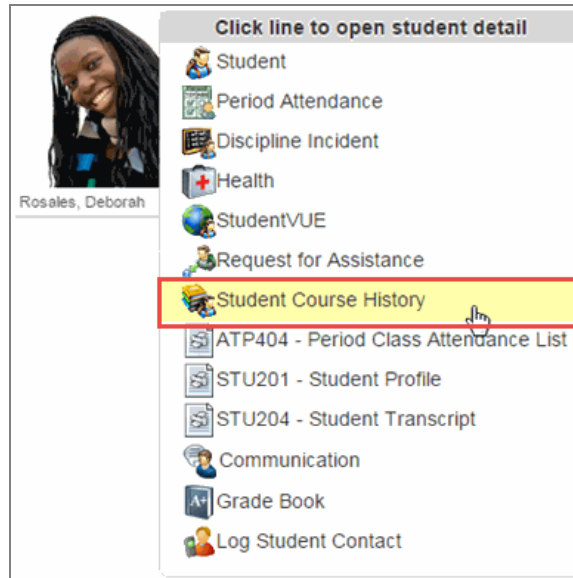
Seating Chart Screen

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

Student Course History Screen

Student Course History, Courses Detail

Chapter 10:
Managing Discipline

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.

Incident Referral Screen

3. Click **Violations**.

Incident Referral Screen

4. Click **Students Involved**.

    a. Select the student's **Role** in the incident and comments related to the **Role**.

    b. 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.

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 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.
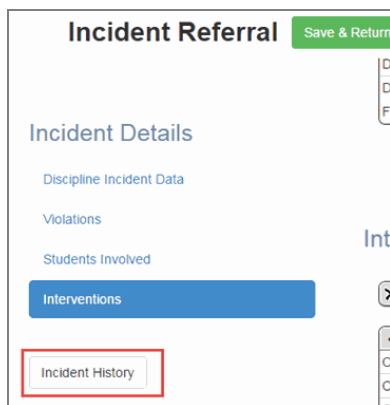
Incident Referral Screen

The Incident Referral History screen displays.

Incident Referral History Screen

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

Incident Referral History Screen

4. 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.
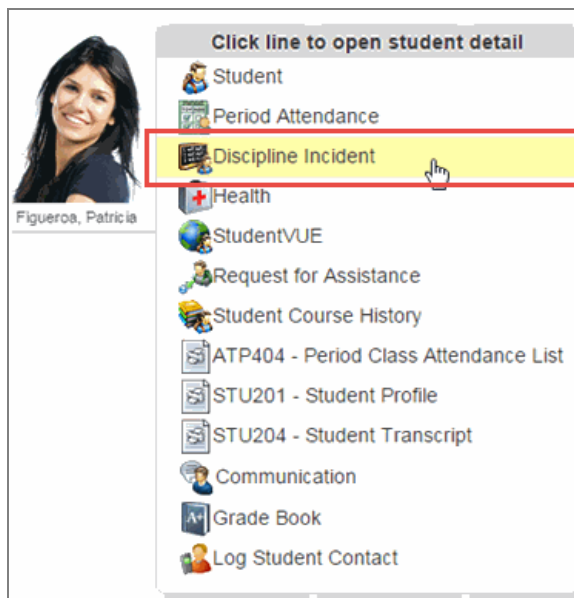
TeacherVUE Home Screen, Student Options

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

Discipline Incident Screen
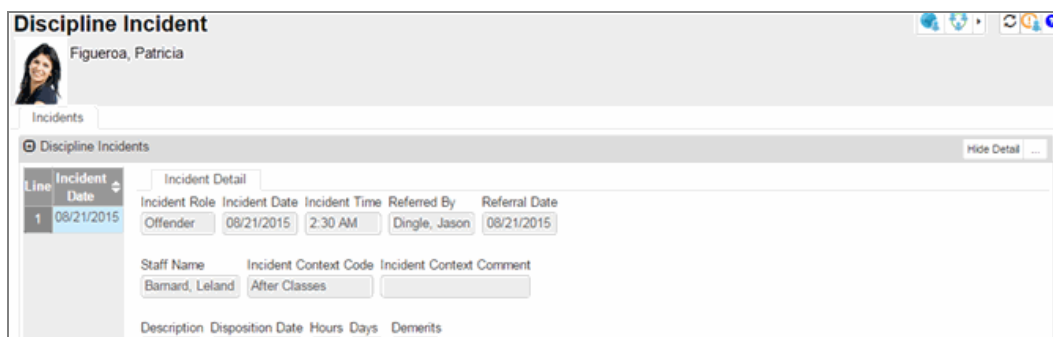
Discipline Incident Screen, Discipline Incidents Detail

Chapter 11:
Using Special Education Features

Referring a Student for Special Education

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*.
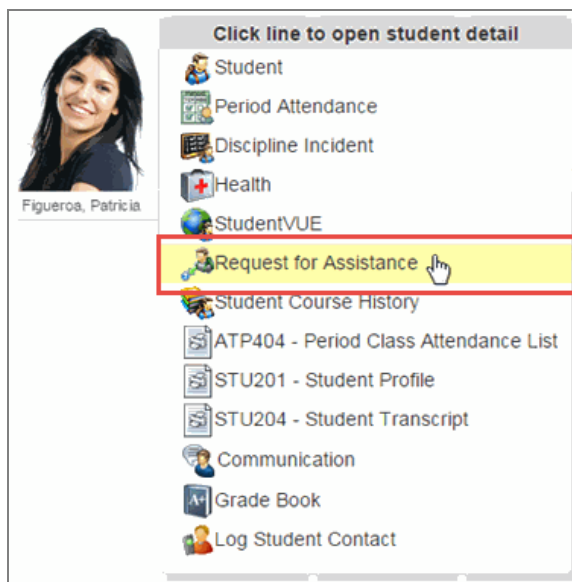
Seating Chart Screen

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 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

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.

TeacherVUE Home Screen

Chapter 12:
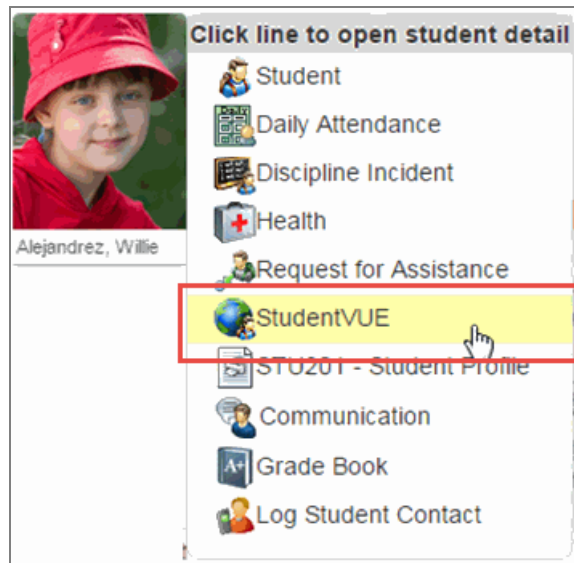# Accessing StudentVUE and Grade Book

Accessing StudentVUE

Accessing StudentVUE through TeacherVUE enables you to view what the student sees when they log in to their StudentVUE account.
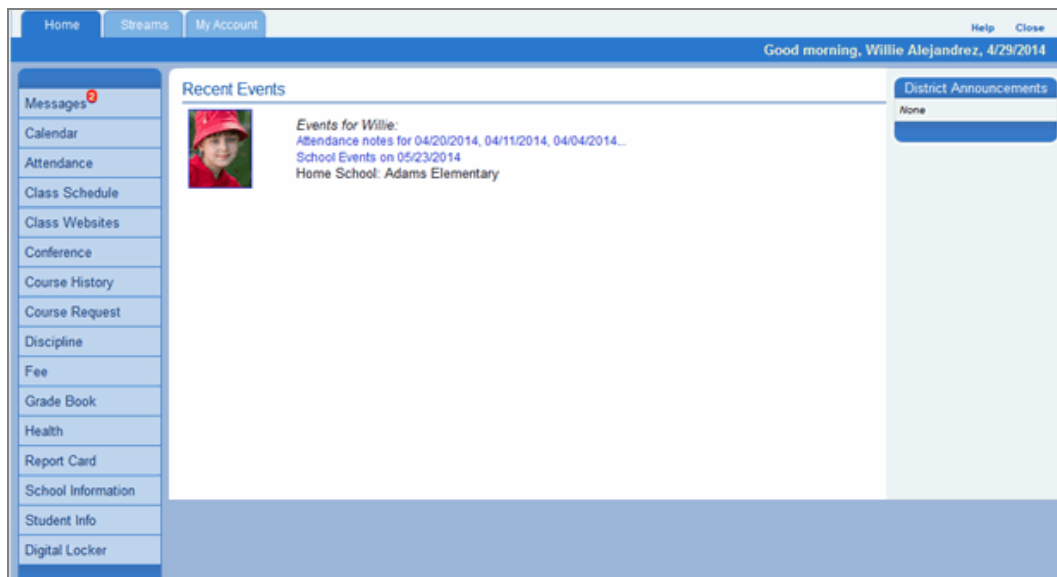
> See the *Synergy SIS – ParentVUE and StudentVUE 1.0 User Guide* or *Synergy SIS – ParentVUE and StudentVUE 2.0 User Guide* for more information about the StudentVUE software.

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.
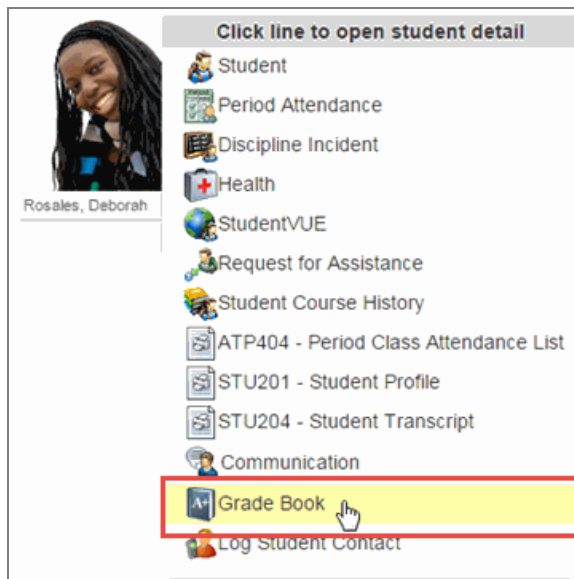
Seating Chart Screen
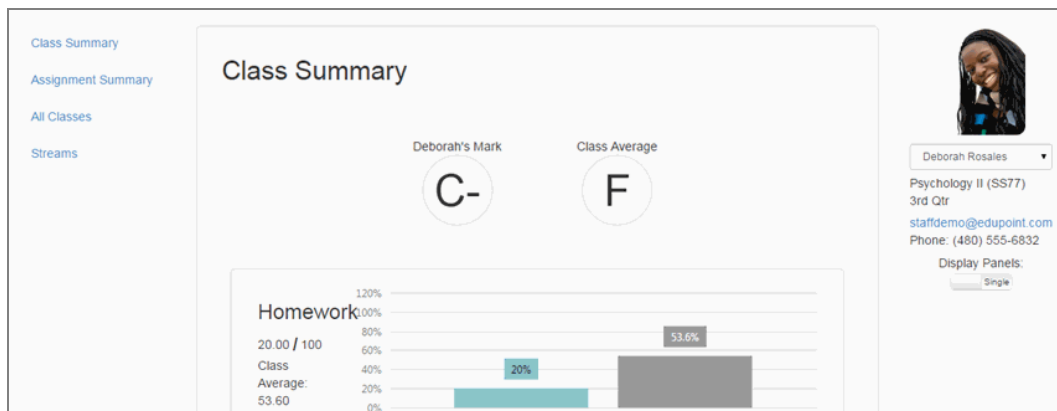
Grade Book Student Summary Screen

Chapter 13:
Work Samples

Using Work Samples

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.

Class Work Samples Screen

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

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 Screen

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

Student Work Samples Screen

3. Click the arrow to close Class and Display Options to display all the column headers, if needed.
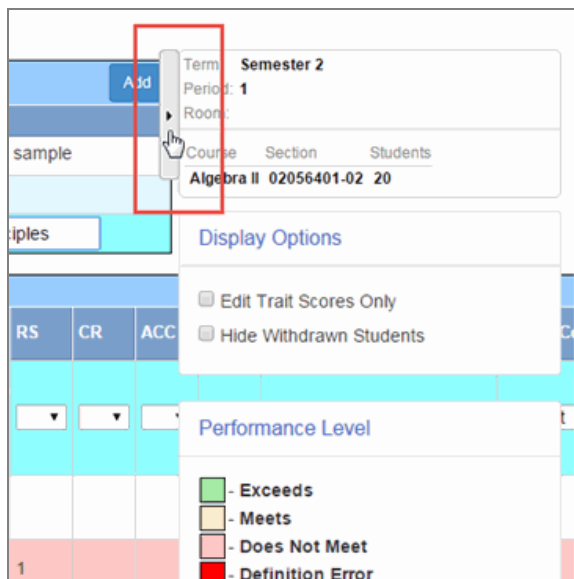
Student Work Samples Screen

4. Select a row to open for editing.

Class Work Samples Screen

5. Complete the fields.

6. 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 .