



Synergy[™]

Student Information System

Synergy SIS[©]

ParentVUE & StudentVUE

Administrator Guide



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

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ABOUT THIS MANUAL

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

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

Software and Document History

Date	Volume	Edition	Revision	Content
May 2008	1	1	-	Initial release of this document
November 2010	1	1	2	Updated to include changes from the November 2009 release and the June 2010 release.
June 2011	1	1	3	Updated to include changes from the June 2011 release
August 2012	1	1	4	Updated Role Permission table data

CONVENTIONS USED IN THIS MANUAL

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.



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



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



Reference – Refers to another source of information, such as another manual or website



Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

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



Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

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

Chapter One: OVERVIEW

This chapter covers the following topics:

- ▶ Overview of the features of the ParentVUE & StudentVUE software modules
- ▶ Implementation considerations
- ▶ Sample messages

OVERVIEW OF THE ParentVUE & StudentVUE SOFTWARE

The ParentVUE & StudentVUE software allows parents and students to view their own information stored in Synergy SIS. The parents can only see their children's information and cannot see other students' information. The parents and students can only screen information. They cannot make changes to their records. Changes to a student's record will still be processed through the normal district procedures.

There are several types of information the district can share with parents and students. In the software configuration, the district has control over what information is viewable. The information available is:

- The main screen of the ParentVUE & StudentVUE software is the Home page. The home page shows all the students associated with the parent and recent events. **Recent Events** are notices of student-specific events such as grades issued, end of grading period, conferences, etc. **District Announcements** shows event notices and announcements for the entire school district.

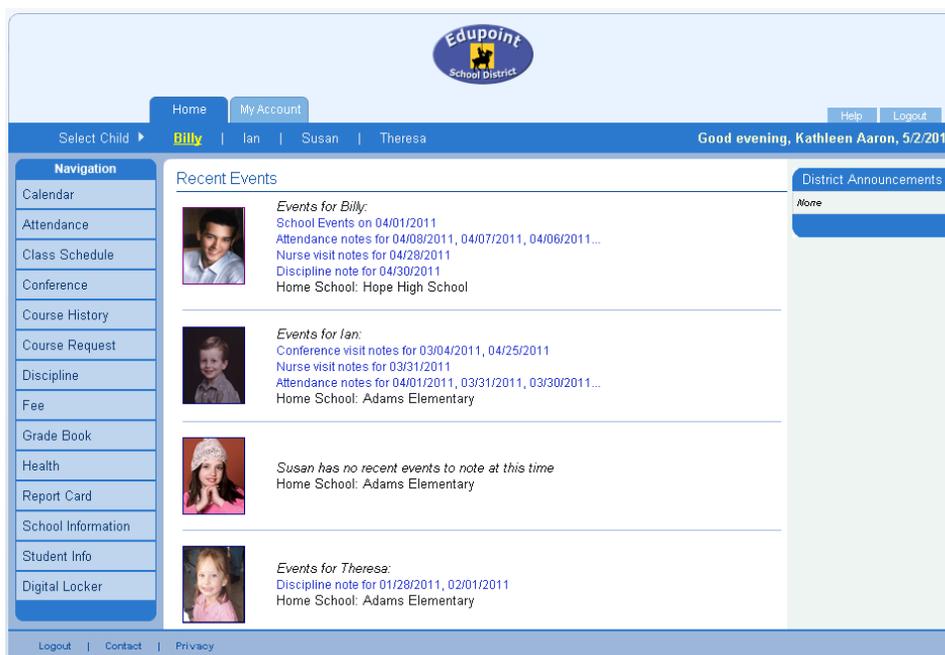


Figure 1.1 – ParentVUE & StudentVUE, Main Screen

- Calendar** – the school calendar lists assignments from the Gradebook for the student listed, school holidays and other school events. The calendar can be screened by day, week or month.

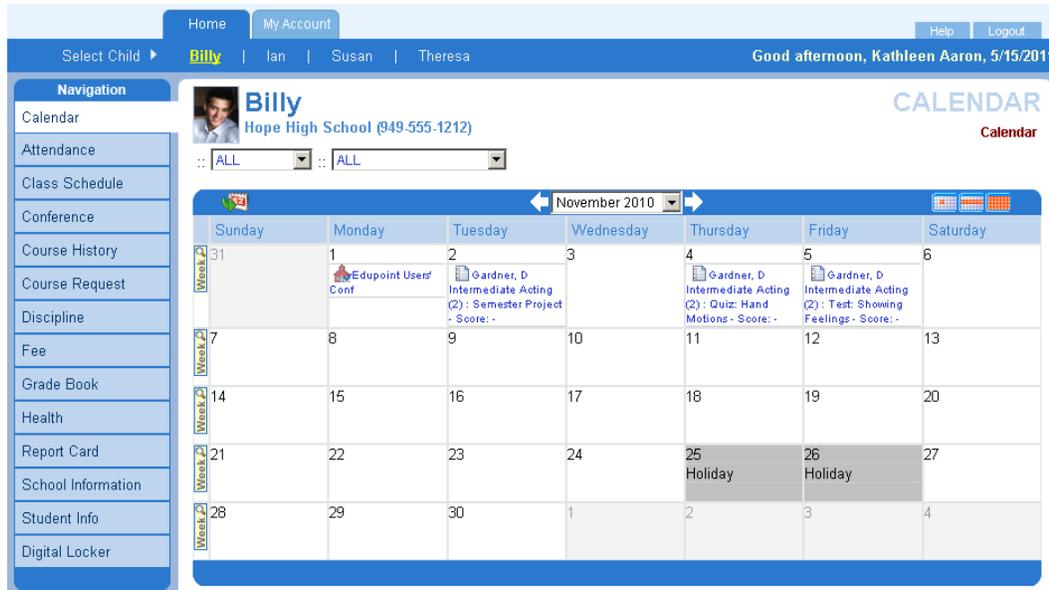


Figure 1.2 – ParentVUE & StudentVUE, Calendar Screen

- Attendance** - student attendance information either by calendar or list



Figure 1.3 – ParentVUE & StudentVUE, Attendance Screen

- **Class Schedule** – current class schedule



Figure 1.4 – ParentVUE & StudentVUE, Class Schedule Screen

- **Conference** - student conference information. Conferences are defined as non-disciplinary meetings with counselors, teachers, or school administrative staff.

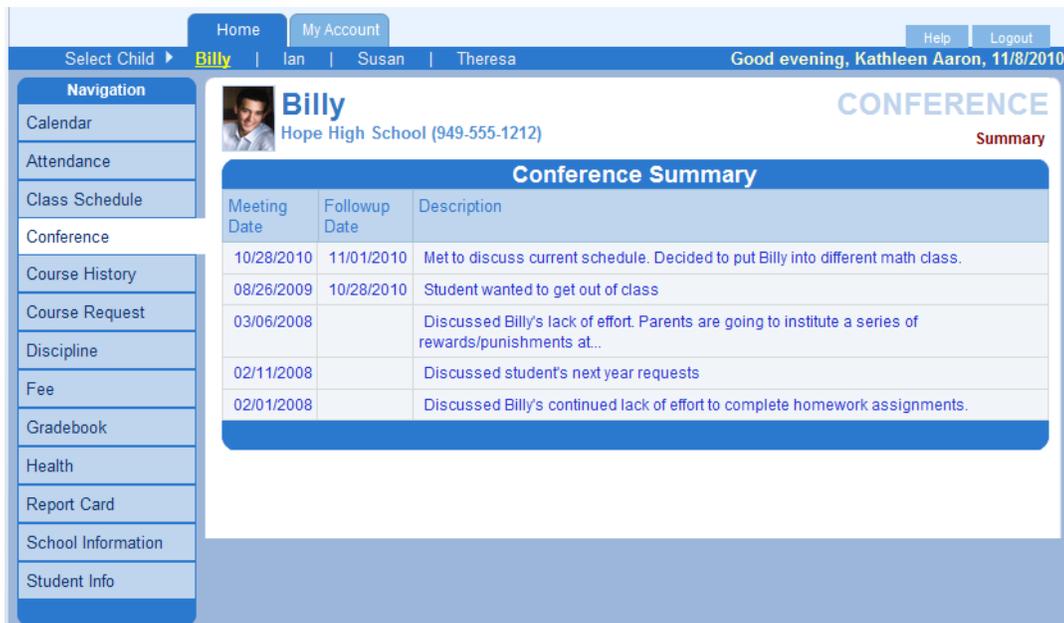


Figure 1.5 – ParentVUE & StudentVUE, Conference Screen

- **Course History** – student course history (the course and grade information that appears on the transcripts)

Navigation

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Gradebook
- Health
- Report Card
- School Information
- Student Info

Home | **My Account** | **Help** | **Logout**

Select Child: **Billy** | Ian | Susan | Theresa | Good afternoon, Kathleen Aaron, 5/7/2010

Billy
Hope High School (949-555-1212)

COURSE HISTORY
Summary | Graduation Status

Student Course History

Course Title (ID)	Mark	Credit Attempted	Credit Completed
Hope High School Year: 2002 Grade:09 Term:Spring			
Algebra I (MA27)	A	1.50	1.50
Computer Apps (CB11)	F	0.50	0.00
English 9 (EN09)	C	0.50	0.50
Science 9 (SC09)	D	0.50	0.50
Symphonic Band (MU21)	B	0.50	0.50
World Hist/g (SS22)	C	0.50	0.50
Hope High School Year: 2002 Grade:09 Term:Summer			
Algebra I (MA27)	D-	1.50	1.50
English 9 (EN09)	B	0.50	0.50
Hope High School Year: 2002 Grade:10 Term:Fall			
Alt Geometry (MA31)	C	0.50	0.50
Beg Guitar (MU29)	D-	0.50	0.50
Biology (SC49)	F	0.00	0.00
Lit Explor (EN51)	F	0.00	0.00
March Band (MU41)	B	0.50	0.50
Symphonic Band (MU38)	A	0.50	0.50

Figure 1.6 – ParentVUE & StudentVUE, Course History

- **Course Requests** – selected course requests, alternate elective requests and graduation status summary.

Navigation

- Calendar
- Attendance
- Class Schedule
- Conference
- Course History
- Course Request
- Discipline
- Fee
- Gradebook
- Health
- Report Card
- School Information
- Student Info

Home | **My Account** | **Help** | **Logout**

Select Child: **Billy** | Ian | Susan | Theresa | Good afternoon, Kathleen Aaron, 5/7/2010

Billy
Hope High School (949-555-1212)
2009-2010 School Year, Grade: 12
Counselor: Joe Dutz

COURSE REQUEST

Welcome to the Sample District's online course request selection web site! Please review the course requests selected below. Make all desired changes and when finished, lock in your choices.

Selected Course Requests
Click here to change course requests | Lock Course Requests

Selection Time Period: 7/1/2009 - 8/30/2010

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
1	(NC)	Rt 5th Per	NC952	Yes		0.50		Currently enrolled
2	(PA)	Intermediate Acting	PA66	Yes		0.50		Taken: 12/2009 (C) Currently enrolled
3	English	Prin Eng III	EN46			0.50		Currently enrolled
4	Family and Consumer Sciences	PrinSprac Econ	F377	Yes		0.50		Currently enrolled
5	Physical Education	Weight Trn Boys	PE762	Yes		0.50		
6	Science	Biology	SC492			0.50		Currently enrolled
7	Science	Biology	SC492			0.50		Currently enrolled
8	Social Studies	Am Govt	SS51			0.50		Taken: 12/2009 (C) Currently enrolled
						Total Credit	4.00	

Alternate Elective Requests (in preference order) - Select at least 1 alternate

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
1	Art	Beg Drawing	AR83	Yes		0.50		
2	Art	Beg Jewelry	AR54	Yes		0.50		Taken: 12/2009 (A+)
3	Art	Beg Ceramics	AR41	Yes		0.50		

Click here to change course requests | Lock Course Requests

Graduation Status Summary

Subject Area	Credit				
	Required	Completed	In Progress	Credit for Requested Courses	Remaining
Government	1.00	1.00	0.00	0.00	0.00
Electives	7.00	13.00	3.00	4.00	0.00

Figure 1.7 – ParentVUE & StudentVUE, Course Request Screen

- **Discipline** - student discipline information, including a drill-down link to view the details of the discipline incident

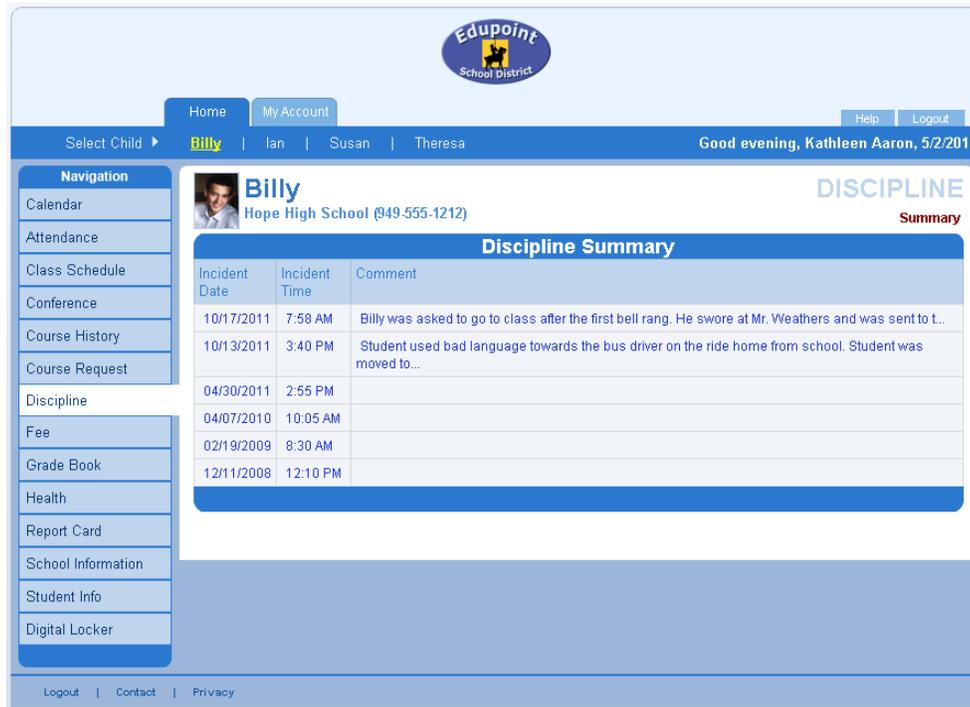


Figure 1.8 – ParentVUE & StudentVUE, Discipline Screen

- **Fee** – fees either paid or that need to be paid by the student

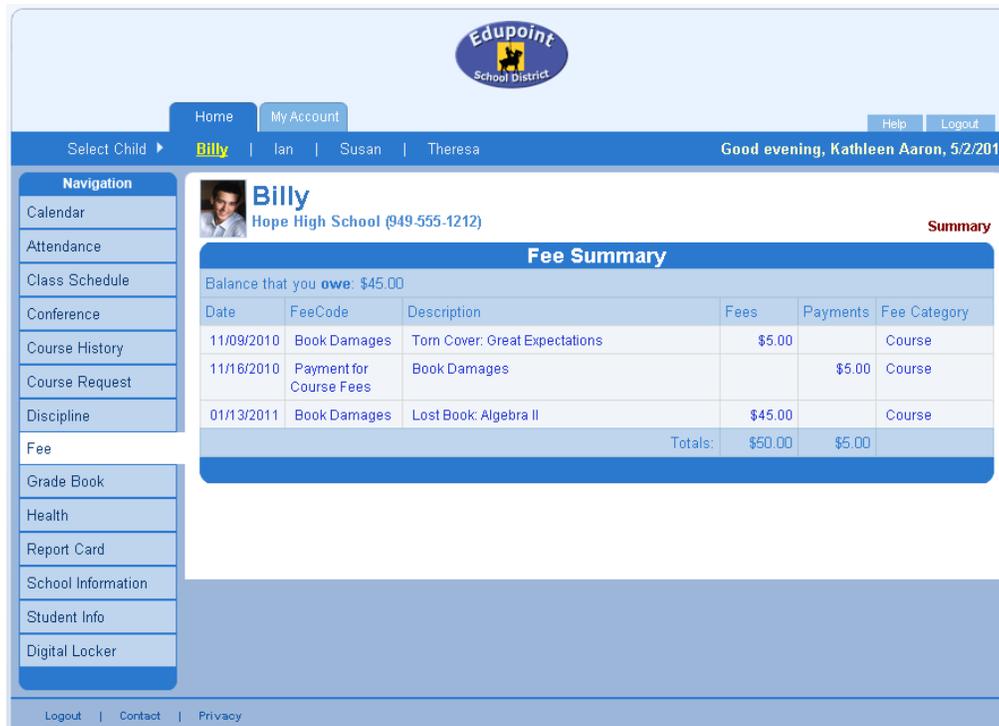


Figure 1.9 – ParentVUE & StudentVUE, Fee Screen

- **Gradebook** - current grade information. Parents and students can also select other grade periods to view as permitted by the district configuration.



Figure 1.10 – ParentVUE & StudentVUE, Gradebook Screen,

- **Health** - student health information such as visits to the nurse, recorded health conditions and immunizations

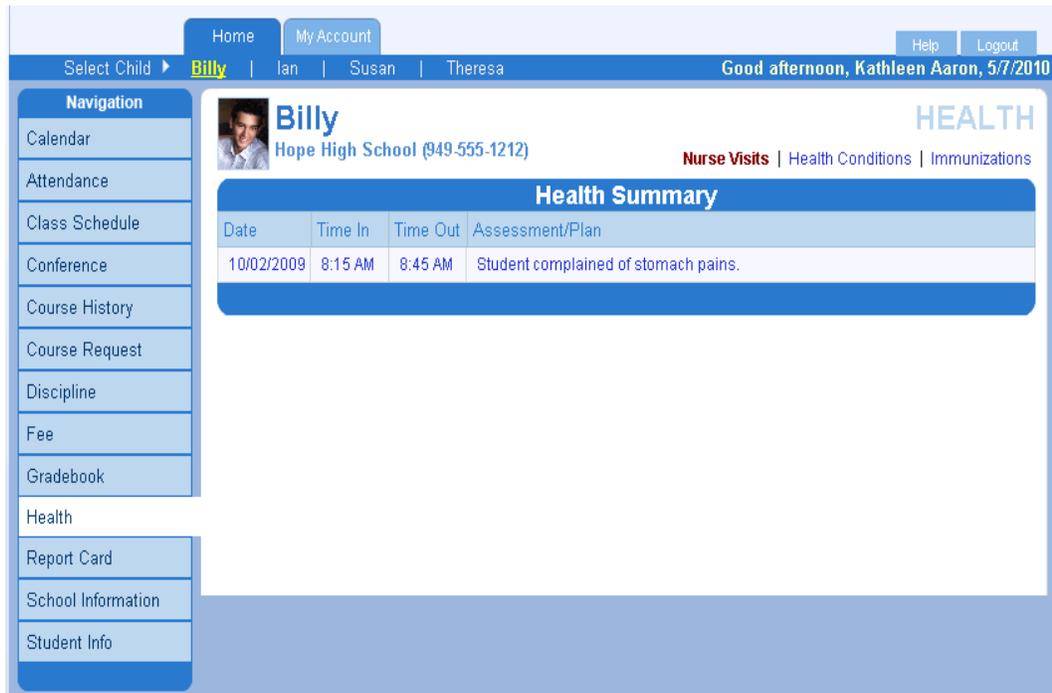


Figure 1.11 – ParentVUE & StudentVUE, Health Screen

- **Report Card** – student grades for either grading or progress periods, as defined in the Grading Setup screen.

Period	Course Title	Room Name	Teacher	Marks 3rd Qtr	Conduct	Citizenship	Work Habits
0	Am Govt (S551)	216	Teacher User	A-		0	
Comments: Excellent Student							
1	Prin Eng III (EN46)	231	Teacher User	C-		S	
2	Intermediate Acting (PA6)	409	David Gardner	C		N	
Comments: Needs To Demons. More Effort Showing Improvement							
3	Biology (SC492)	121	Anne Edelstein				
3	Weight Trn Boys (PE762)	ANNX	Thomas Joseph	B-		S	
Comments: Needs To Follow Correct Techn. Good Participation In Class							
4	Prin&prac Econ (FS77)	131	Sara Patenge	A-		0	
5	Rt 6th Per (NC952)	No Room	Rel Time Rel Time	A		0	
Comments: Shows Extra Effort							
6	Biology (SC492)	P-18	Teacher User				
6	Rt 6th Per (NC962)	No Room	Rel Time Rel Time	A		0	

A+	
A	Outstanding
A-	
B+	
B	Above Average
B-	
C+	
C	Average

Figure 1.12 – ParentVUE & StudentVUE, Report Card Screen

- **School Information** – school-level events and notices that are entered into a separate screen. This does not pull information from the current school calendar. This will also give parents and students a list of the staff at the student’s school and the staff contact information.

Principal Principal User	School Name Hope High School	Address 123 Main St Phoenix, AZ 85694
Phone 949-555-1212	Fax 949-555-1213	vWebsite URL www.edupoint.com

Staff Name	Job Title	Phone	Extension
Aderson, Gordon	Teacher		
Adm Office, Adm Office	Teacher		
Andrews, Mark	Teacher		
Arthur A., Andrea	Teacher		
Attend Office, Attend Off	Teacher		
Atwood S., Sharon	Teacher		
Audio Visual, Audio Visual	Teacher		

Figure 1.13 – ParentVUE & StudentVUE, Scholl Information Screen

- **Student Info** - student demographic and emergency information. Parents can also submit address and phone changes, subject to final rescreen by district staff.

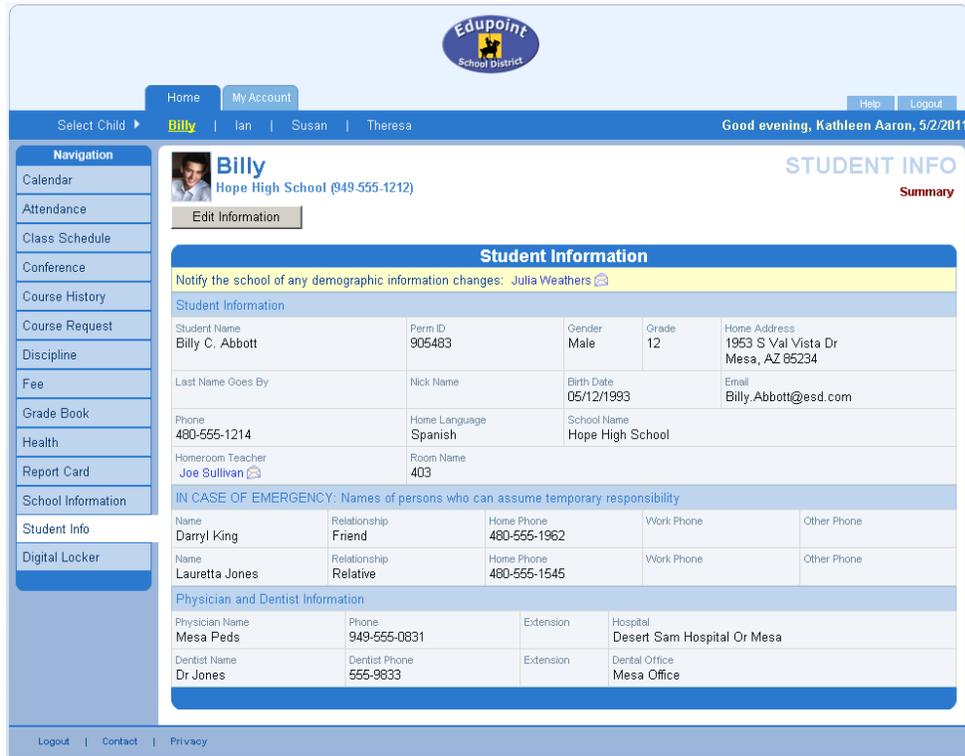


Figure 1.14 – ParentVUE & StudentVUE, Student Info Screen

- **Digital Locker** – files that have been uploaded by the student for assignments in the grade book

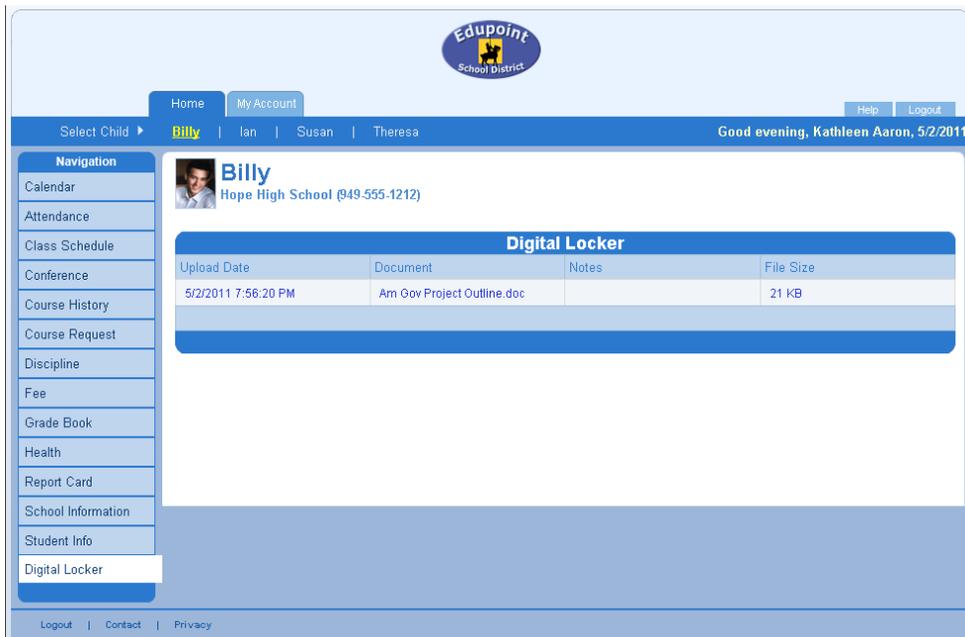


Figure 1.15 – ParentVUE & StudentVUE, Digital Locker Screen

- **My Account** - provides account detail and options.

My Account Setup

Instructions: Modify your account information below and press Update Account to apply the changes. To change your password click here: [Change Password](#)

Update Account Cancel

Account Detail and Options

Personal Information: NOTE - This information is changeable only by the school office staff. Contact the school directly to change your personal information.

Name	User ID	Home Address	Mail Address	Phone Numbers
Kathleen Aaron	kaaron	1903 S Val Vista Dr Mesa, AZ 85234	Same as Home Address	* Home: 480-555-1214 (not listed) * Cell: 480-555-3456 (not listed) * Indicates primary contact phone

Auto Notify: Check the events below for which Parent Experience will e-mail information to you when an event occurs for any of your children.

Attendance *Notify me when my child is tardy or misses a class*

Discipline *Notify me when my child has a discipline occurrence*

Nurse *Notify me when my child visits the school nurse for any reason*

Grades *Notify me when my child's current term grades are posted*

Gradebook *Notify me with my child's gradebook scores*

Send Messages Every:

Only Send Messages when Grades are below: %

Auto Notify E-Mail: Enter the e-mail addresses (primary is required) that you want all active notifications sent to

Primary E-Mail:

E-Mail #2:

E-Mail #3:

E-Mail #4:

E-Mail #5:

Update Account Cancel

Account Access History

Date Accessed	Time Accessed	Logged in Successful?	IP Address Accessed From
06/27/2011	1:07 PM	Yes	192.168.5.18
06/15/2011	11:59 AM	Yes	192.168.5.18
06/15/2011	8:17 AM	Yes	192.168.5.18

Figure 1.16 – ParentVUE & StudentVUE, My Account Tab

Parents and students can enter several types of information through the ParentVUE & StudentVUE software. Parents can setup auto notifications and parents and students can make online course requests. Parents can also submit updates of their contact and demographic information. Students can submit digital files to complete assignments outlined in the teacher's grade book.

Auto Notifications

Students and parents can be set up to receive auto-notifications of certain changes in the student data in Synergy SIS. When enabled, Synergy SIS will automatically send an e-mail to the student or parent e-mail address on file notifying the parent and student of the change. Parents can self-select which notifications to receive and edit their e-mail address(es). Students and parents can receive 5 different notifications. The available notifications are:

- **Attendance** – Students and parents are notified any time the student is marked absent or tardy
- **Discipline** – Students and parents are notified any time a discipline incident is entered for the student(s)
- **Nurse** – Students and parents are notified any time notes are entered into the Nurses Log
- **Grades** – Students and parents are notified any time a grade is entered
- **Class** – Students and parents are notified when the student's schedule is changed.

- **Gradebook** – Students and parents are notified once a week when the student's Gradebook scores fall below a certain percentage.

Online Course Requests

Parents and students can also screen and/or edit course requests for the class schedule. The district can control the types of courses available for selection, when the course requests can be made and other options.

IMPLEMENTATION CONSIDERATIONS

As planning begins for the implementation of the ParentVUE & StudentVUE software, there are many things to consider. Below is a list of items to discuss with the district administration.

Information Available

- What information should be included on the website for parents and students? Should the same information be available to parents and students? For example, the district may not want to display the discipline information to parents.
- The information displayed to students and parents can be filtered by time period. All the data can be displayed, or just the current school year, or even just the current school year at the current school. As this decision is made, it may be a good time to rescreen the data in Synergy SIS. Is it "parent-ready"? Sometimes staff write very frank notes when documenting student issues. The district may need some time to make staff aware of the parent's access to the staff's write-ups.
- Each discipline code and conference code is assigned a security value in Synergy SIS ranging from Lowest to Highest. The parent and student discipline and conference security for the website can be set to match these values. For example, if a parent's security value is set to Low the parent will be able to see all incidents with a code value of low or lowest. The parent will not be able to see the other incidents. What should the parent see? It might also be a good time to rescreen the security set on these codes.
- The district may have multiple graduation requirements, but only one can be set as the default for the website. Which graduation requirement should be shown?
- There are 6 auto-notifications that can be offered to parents and students – attendance, discipline, health, grade, class change, and Grade Book. What auto-notifications should be activated?

Student, District & School Events Listings

- On the home page, recent events are shown for the student such as the end of the grading period, attendance events, and discipline events. How far back by days and how far in the future should the system display events?

- Calendars of both school and district announcements and events are also displayed. Who will maintain and add information for the school and district event lists?
- Which type of school and district events should be included?

Online Course Requests

- Should students and parents be able to edit the course requests or only screen the requests?
- What are the dates during which the requests can be made?
- Should the minimum and maximum number of requests be counted by number of classes or number of credits? And what should the minimum and maximum numbers be?
- What types of classes can students request? Core, Elective or Non-Core?
- Should the students register for courses or classes?
- Should the requests be monitored? Should these requests be rescreened by a counselor before the student “locks in” the request?
- Some of these values (dates, classes available, minimum/maximum requests) can be customized separately for the schools and the district. Do different values need to be set at the school and district level, or do the same defaults apply to the entire district?

Website Customization

There are areas where customized pages/messages can be created for display on the website for students and parents. What should these messages say?

- Message for the Contact page
- Message for the Privacy page

Updating Student Information

- Should parents be allowed to submit updates to their children’s demographic information?
- All updates must be rescreened by a staff member at each school. These staff members are notified via email when an update has been submitted so that they can rescreen it. Which staff member at each school should take on this responsibility?

Digital Locker

- Student files can quickly take up a lot of space on district servers. How much space should be allocated to each student for their digital locker files?
- Student files are frequently infected with viruses. What measures will the district take to ensure digital locker files are free from viruses?

- ❑ With the submission of electronic files, cheating and plagiarism become even easier for students. What steps will the district take to ensure the integrity of student submissions?

Parent and Student Logons

- ❑ How will the system be introduced to parents and students and how will the logon information (activation keys) be distributed? Will the activation keys be sent out to all parents and students or will the keys only be distributed upon request? Synergy SIS provides an activation key letter for parents and students that can be customized and distributed either individually or in bulk.
- ❑ How will this information be distributed on an ongoing basis to new parents and students?
- ❑ Activation keys can be set to expire after a set amount of days for added security. Should an expiration time be set? If so, who will handle requests for a new activation key if the key expires before the parent or student logs on?
- ❑ What URL should be setup for the ParentVUE and StudentVUE website? How will this be integrated into the district's existing web offerings?
- ❑ Student usernames and passwords have 3 different options. Students can use an activation key, or usernames created by the district, or the usernames and passwords can even be integrated into the Active Directory/LDAP structure and use the LDAP username and password. Which option fits the district best? Parents can also be set up to use their existing account in LDAP or use an activation key.

Parent & Student Technical Support

- ❑ When a parent or student has questions about the ParentVUE & StudentVUE software, what office should be called?
- ❑ On the parent & student website, there is a link to click to retrieve the account password. The parent or student enters their e-mail address and their password is sent to their e-mail address. This e-mail is customizable and the district needs to decide what the subject line, e-mail message and return e-mail address will be.
- ❑ There is also a space for a message to provide instructions when the parent or student encounters an error.
- ❑ A customizable Help message is available on the parent and student website as well. What should the help message to say?

Other Considerations

- ❑ Now that parents and students will be looking directly at the exact information in Synergy SIS, there may be an initial rush of calls and questions about information in the system. The district may want to plan for an increase in the number of requests for changes to demographics, etc.



Reference: Additional details about the setup of the ParentVUE & StudentVUE software and the information needed can be found in the chapter on *Configuration* found in this manual.

SAMPLE MESSAGES

In the ParentVUE & StudentVUE software, there are many locations where a customized message needs to be entered for display on the website for parents and students. Below is a list of the message areas with a corresponding sample message.

Message Area	Sample
Grade Book Not Shown	Our teachers are updating student grades at this time. Grades will be available online starting June 5.
Parent Activation Key Letter	<p>Welcome to ParentVUE!</p> <p>ParentVUE is a wonderful tool to monitor your child's education. It will provide you with the latest information about your child's attendance and grades. To logon to the website for the first time:</p> <ol style="list-style-type: none"> 1. Please enter the website name below into the browser. We support either Internet Explorer or Firefox as a browser. 2. On the logon page, click on the link that states "I am a parent". 3. On the following page, click on the Activate My Account link. 4. In the next screen enter the first name, last name and activation key exactly as it appears below. 5. Click on the Go to Step 2 button. 6. The system will prompt you to select your own username and password. The password must have a minimum of 6 characters, and can consist of numbers and letters. 7. Also enter your primary e-mail address. This address will be used to recover your password if you lose it. 8. Click on Complete Account Activation to finish setting up the account. <p>We hope you enjoy this new tool! Please let us know if you have any questions by contacting us at 888-555-1212.</p>

Student Activation Key Letter	<p>Welcome to StudentVUE!</p> <p>StudentVUE is a wonderful tool to monitor the progress of your education. It will provide you with the latest information about your attendance and grades as well as show the upcoming school and district deadlines and events. You can also find information about conferences, disciplinary incidents, visits to the nurse and progress towards graduation.</p> <p>To logon to the website for the first time:</p> <ol style="list-style-type: none"> 1. Please enter the website name below into the browser. We support either Internet Explorer or Firefox as a browser. 2. On the logon page, click on the link that states "I am a student". 3. On the following page, click on the Activate My Account link. 4. In the next screen enter the first name, last name and activation key exactly as it appears below. 5. Go to Step 2 button. 6. The system will prompt you to select your own username and password. The password must have a minimum of 6 characters and can consist of numbers and letters. 7. Click on Complete Account Activation to finish setting up the account. <p>We hope you enjoy this new tool! Please let us know if you have any questions by contacting us at 888-555-1212.</p> <p>Sincerely, Edupoint School District</p>
Contact page	<p>To request any changes to the data found on this site, please contact our registration department by e-mail at registration@ourschool.org. For a list of all staff contact information at our district, please visit our website at http://www.school.org/contacts.html.</p>
Privacy page	<p>We take the privacy seriously and we have implemented numerous physical and technological safeguards to protect all parent and student data. If you suspect the privacy has been violated, please contact us immediately at (888) 555-1212.</p> <p>To help us protect the information, please do not share your username and password with anyone!</p>
Help Message	<p>For assistance with this website, please take a look at the user guide found at http://www.ourschool.org/manual.html. If you can't find what you are looking for, you may contact our Technical Support department at (888) 555-1212 or via e-mail at support@ourschool.org.</p>

Forgot Password e-mail	<p>Subject: ParentVUE & StudentVUE Password</p> <p>Message: Dear FULL_NAME,</p> <p>We received a request for the password associated with this e-mail address. If you did not request to have the password reset, please contact our district office at (888) 555-1212.</p> <p>The username for this account is: USER_ID</p> <p>The password for this account is: PASSWORD</p> <p>Thank you for using the ParentVUE & StudentVUE software. We hope it helps you monitor the student's progress. If you ever have any questions or suggestions for improvement, please don't hesitate to contact us.</p> <p>Sincerely,</p> <p>Edupoint School District</p>
Additional Errors message	front office of your school
District/School Course Request Greeting	<p>Thank you for using our online course request system. Course requests are now being accepted for the Fall semester. The last date to make a request is September 1. Requests will be processed on a first-come, first-serve basis and the final schedule will be distributed on September 3.</p> <p>To finalize the selection, don't forget to lock in the requests!</p>
District/School Course Request Search Page Message	To make a course request, search for a class below. To help narrow the search, you can filter classes by school, type of class (Core, Elective, Non-Core), keywords, etc. You may only select courses. The final section assignment will be determined by the guidance office. You may select up to 6 courses.

Chapter Two: INSTALLATION

This chapter covers the following topics:

- ▶ Recommended systems configuration
- ▶ How to download the latest release
- ▶ Pre-installation preparation
- ▶ Software installation steps
- ▶ Post-installation changes

RECOMMENDED SYSTEMS CONFIGURATION

The ParentVUE & StudentVUE software is designed to be accessed by parents and students over the Internet. Therefore, the server on which it is installed must be exposed to the Internet as well. To ensure security, the recommended configuration is:

1. Set up a stand-alone server outside the network in a DMZ.
2. Configure a secure connection from the stand-alone server to the database server, either using a second NIC card or setting up a route through the firewall.
3. If the district needs more than one server, purchase a network load balancing device that supports “sticky” sessions such as BIG IP from F5 or Cisco’s devices. Microsoft’s built-in load balancing is only sufficient for low volume traffic and Microsoft Clustering is not supported.



Reference: For more information about the recommended hardware configuration for all of the Edupoint software products, please see the *Synergy SIS – System Installation Guide*.

PRE-INSTALLATION PREPARATION

Prior to installing the ParentVUE & StudentVUE software, please follow the guidelines in the *Synergy SIS – System Installation Guide* for preparing a **web server**.



Caution: If the district plans to use a single web server for ParentVUE/StudentVUE and the main Synergy SIS software, the ParentVUE/StudentVUE software does NOT need to be installed. It is included as part of the main Synergy SIS installation. Just point parents & students to the Login_PXP.aspx page for the main ParentVUE/StudentVUE page.

DATABASE CONFIGURATION

Since the ParentVUE & StudentVUE software is accessing data in the main Synergy SIS database, it is necessary to modify security in the database software. The modifications will create a logon/user with read-only access and limited update capabilities to student information for use by the ParentVUE & StudentVUE software.

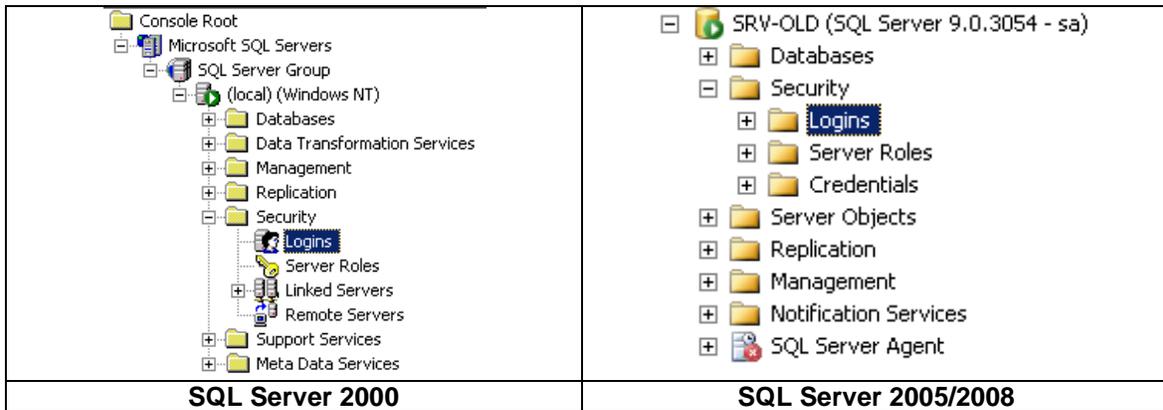
To set the access rights in SQL Server for the ParentVUE & StudentVUE software:

1. Add a logon for a user named PXP with db_databasereader access.
2. Create a role called PXP_Users in the Synergy SIS database.

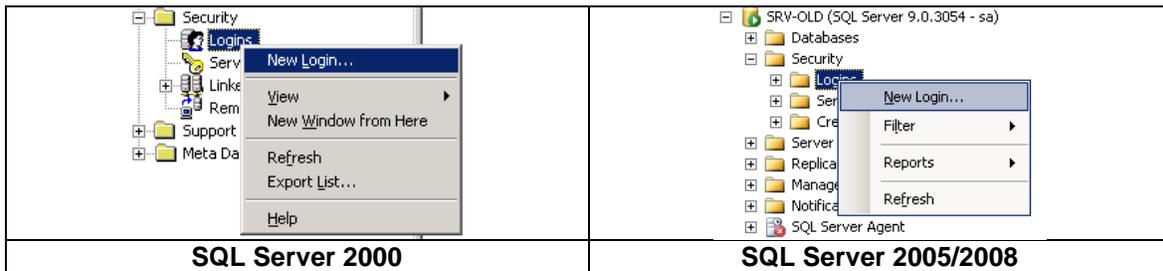
If the district uses Oracle 9i, please contact the Edupoint technical support team for instructions at support@edupoint.com or call 1-877-899-9111 option 1.

Adding a Login to Microsoft SQL Server 2000/2005/2008

1. In SQL Server 2000 Enterprise Manager/SQL Server 2005/2008 Management Studio, expand the Security menu to find the **Logins** option.

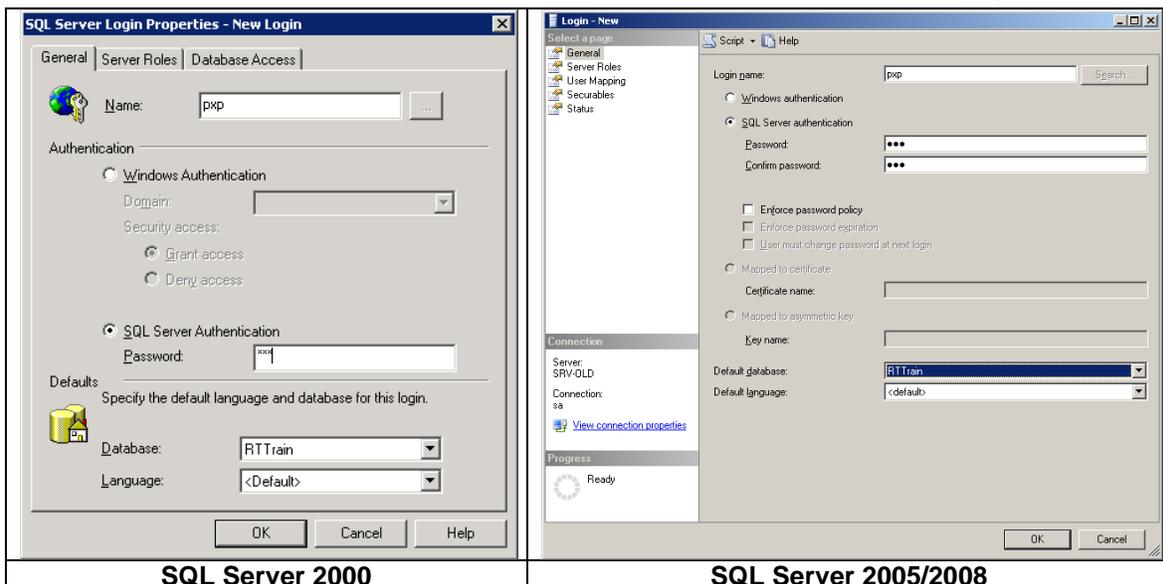


2. Right-click on **Logins** and choose **New Login**.

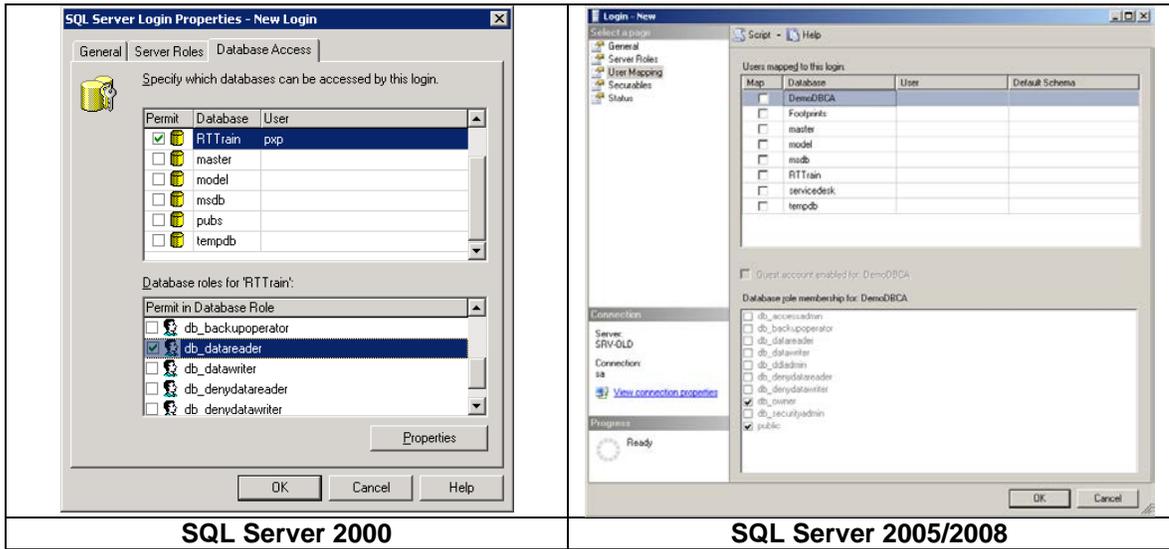


3. In the Login Properties box, enter the following:

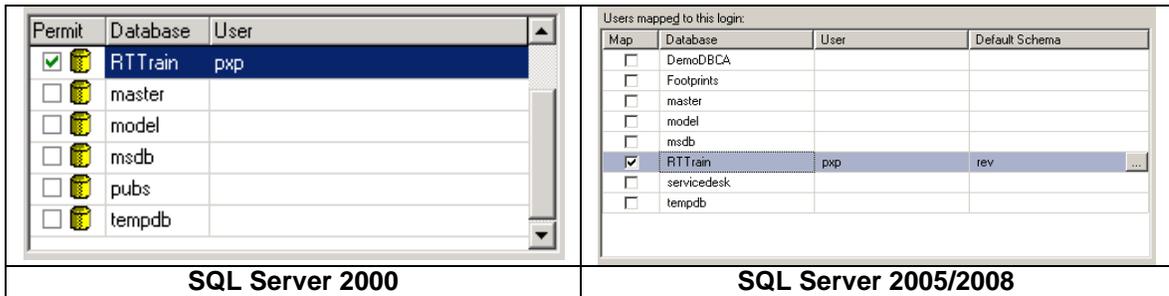
Name: pxp
Choose: SQL Server Authentication
Password: pxp
Database: Change to the Synergy SIS database name (RT...)
SQL 2005/2008: Uncheck Enforce Password Policy



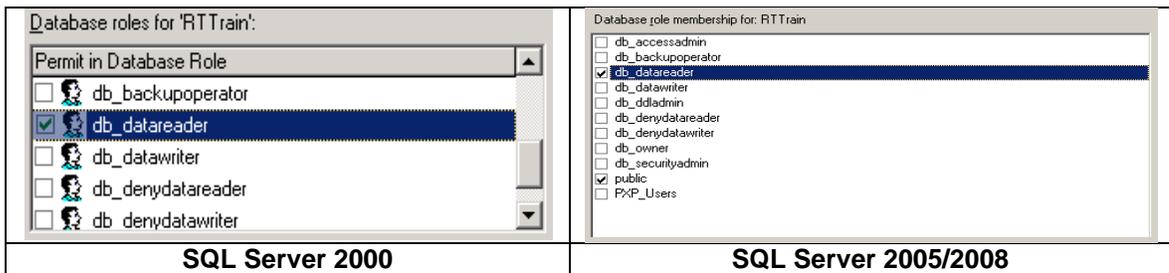
- Click the **Database Access** tab. In SQL Server 2005/2008 click the **User Mapping** option.



- In the Database grid, **check the name of the Synergy SIS database (RT...)** and enter the username **PXP**. For SQL Server 2005/2008, enter the default schema as **rev**.



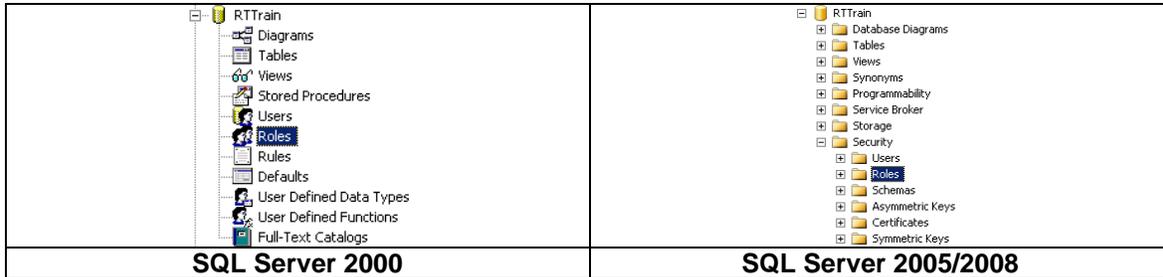
- In the Database roles for the selected database, check the **db_datareader** role.



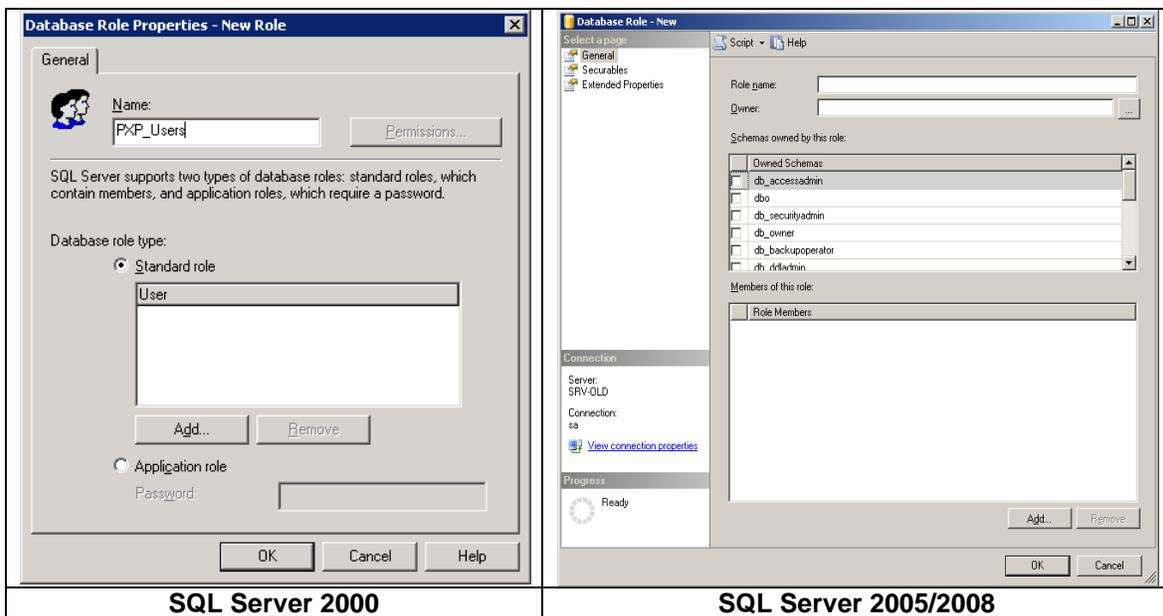
- Click the **OK** button on the dialog box.

Adding a Role in SQL Server 2000/2005/2008

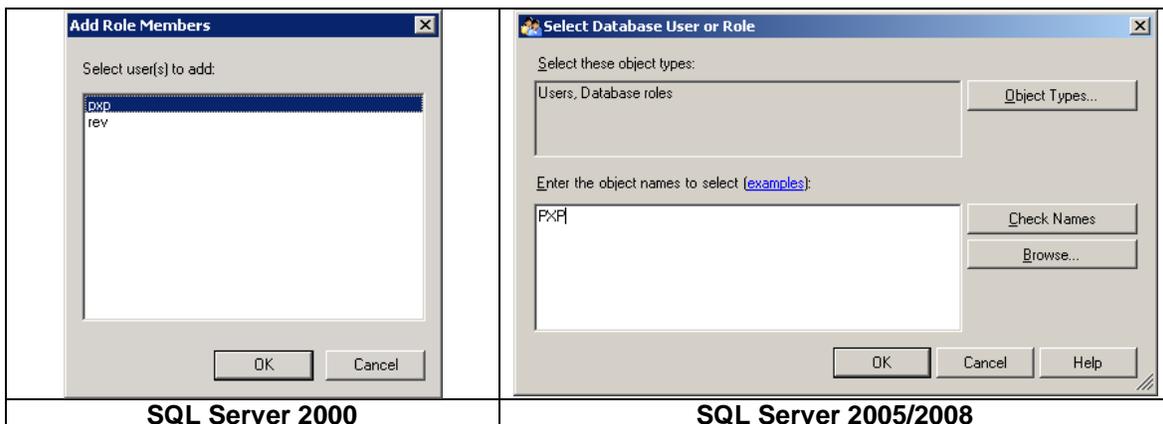
1. Expand the Database folder for the Synergy SIS database and find the **Roles** property. In SQL 2005/2008, this is found under the Security folder.



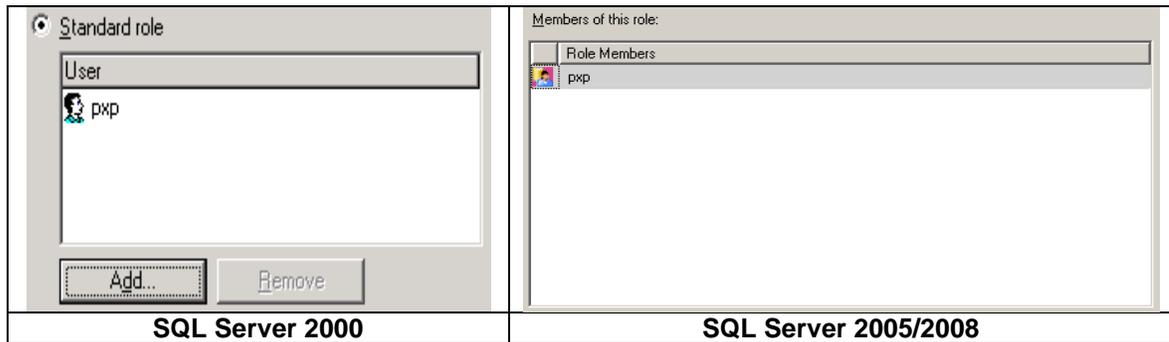
2. Right-click the **Roles** property and select **New Database Role...** from the menu. The software displays the Database Role Properties dialog box.



3. Enter **PXP_Users** in the Name field, ensure the **Standard role** radio button is selected (not available in 2005/2008), and click the **Add...** button. The software displays the Add Role Members dialog box.



4. Click the **PXP** user to select it (in 2005/2008 type it) and then click the **OK** button on the dialog box. The PXP_Users role now appears in the Roles grid of the Roles property.



5. The steps to edit the role permissions are very different between SQL 2000 and SQL 2005/2008. Follow the appropriate column below to add the permissions in the table below.

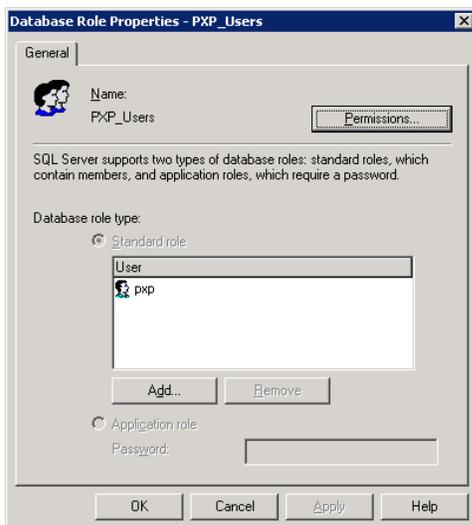
Table Name	Permissions
EPC_PARENT_PXP	Insert, Update
EPC_SCH_YR_OPT_SCHED	Update
EPC_STU_SCH_YR	Update
EPC_STU_SCHD_REQUEST	Delete, Insert, Update
EPC_STU_SCHD_REQUEST_ALT	Delete, Insert, Update
EPC_STU_YR	Update
REV_AUDIT_TRAIL	Delete, Insert, Update
REV_AUDIT_TRAIL_PROP	Delete, Insert, Update
REV_DATASET_FILTER	Delete, Insert, Update
REV_USER_NON_SYS	Update
REV_USER_NON_SYS_ACT	Delete, Insert
REV_VER	Insert
REV_VER_FILE	Insert
REV_VER_FILE_DEPLOY_STATUS	Insert
REV_WEB_FARM_SERVER	Delete, Insert, Update

Steps for SQL 2000

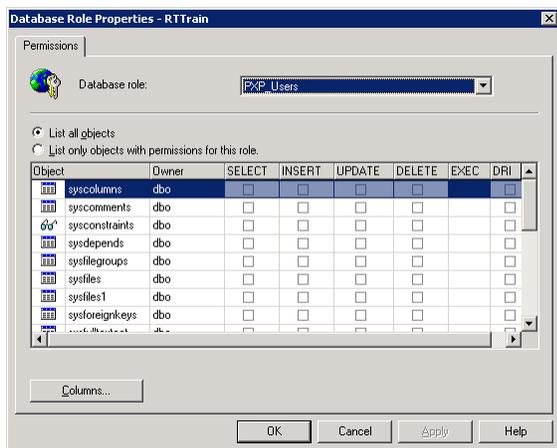
6. Click **OK** to add the role. In the Roles screen the new role PXP_Users should appear on the right.



7. Double-click on the new **PXP_Users** role.

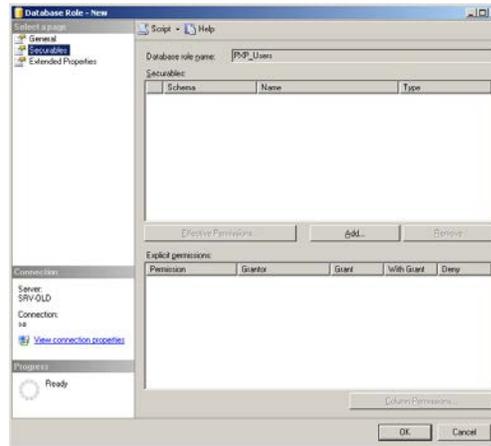


8. Click the **Permissions** button.



Steps for SQL 2005/2008

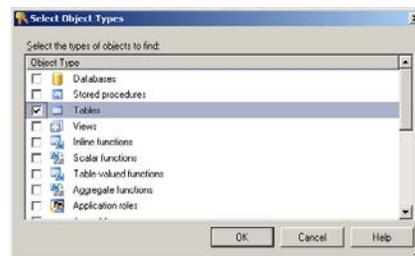
6. Click the **Securables** option.



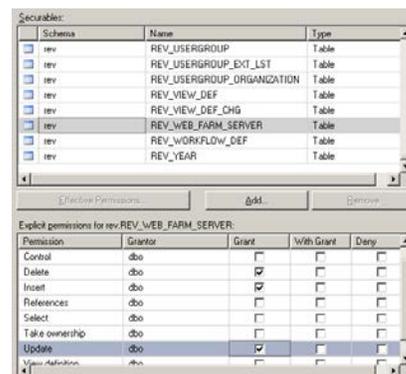
7. Click the **Add** button, or in 2008 click the **Search** button.



8. Choose **All objects of the types...** and click **OK**.



9. Check **Tables** and click **OK**.



9. For each table in the list above, scroll through the grid to find the **table**. Check the boxes for the **permissions** listed.

10. For each table in the list above, find the **table** at the top of the screen and double-click on it. In the Permissions box at the bottom of the screen, check the **Grant** box for the permissions listed.

11. Click **OK**, and then click **OK** again to close all dialog boxes.

SOFTWARE INSTALLATION STEPS

To install the ParentVUE & StudentVUE software:

1. Find the location where the ZIP file has been extracted.
2. In the extracted folder, locate the **PXPSetup** folder (or **PXP64Setup** for 64-bit installations). Expand this folder to find and open the **Pre** sub-folder.
3. In the Pre sub-folder, double-click the **InstallUserPrompt.exe** file. The software displays the Install Wizard dialog box with the Welcome dialog box.

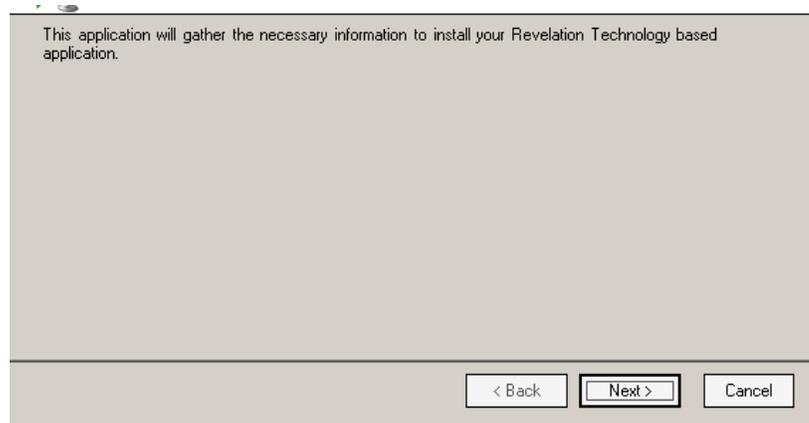


Figure 2.1 – Welcome Screen

4. Click the **Next** button.

- The software displays the Install Wizard Step 1: License Key dialog box. Enter the **Organization Name**, **Localization** and **License Key** values in the appropriate fields in the dialog box. This is the same license key as the main Synergy SIS software.

Figure 2.2 – Install Wizard Step 1: License Key

- Click the **Next** button, and the software displays the Install Type dialog box.

Figure 2.3 – Install Wizard Step 2: Install Type

- Select the **Additional Web Server (Web Farm Servers 2+)** radio button, and click the **Next** button. The software displays the Database Settings dialog box.

Figure 2.4 – Database Type

8. Choose the **type of database** used for the Synergy SIS installation - either the Microsoft SQL Server 2000+ database or Oracle 9i database.

For SQL Server 2000+

The screenshot shows the 'Database Type' section with 'Microsoft SQL Server 2000+' selected. The 'Connection Information' section contains the following fields: 'Database Server Name (or tcp/ip address)' with 'SRV-OLD', 'Database Name' with 'RTTrain', 'User ID' with 'pxp', 'Password' with 'pxp', and 'Confirm Password' with 'pxp'. A 'Test Database Connection' button is located below the fields. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

Figure 2.5 – Install Wizard Step 3 SQL Server 2000+

For Oracle 9i

The screenshot shows the 'Database Type' section with 'Oracle 9i' selected. The 'Connection Information' section contains the following fields: 'Database Server Name (or tcp/ip address)' with 'SRV-OLD', 'User ID' with 'pxp', 'Password' with 'pxp', and 'Confirm Password' with 'pxp'. A 'Test Database Connection' button is located below the fields. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

Figure 2.6 – Install Wizard Step 3 Oracle 9i

- Enter the **server name** or TCP/IP address in the *Database Server Name* field.
- Enter the **Database Name** in *Database Name* field.
- Enter **pxp** in the *User ID* field, the *Password* and *Confirm Password* fields.
- Enter the **server name** or TCP/IP address in the *Database Server Name* field.
- Enter **pxp** in the *User ID* field, the *Password* and *Confirm Password* fields.

9. Click the **Test Database Connection** button. The software displays the Connection Succeeded dialog box.



Figure 2.7 – Connection Succeeded Dialog Box

10. Click **OK** and then click the **Next** button on the Install Wizard dialog box. The software displays the Finish dialog box.

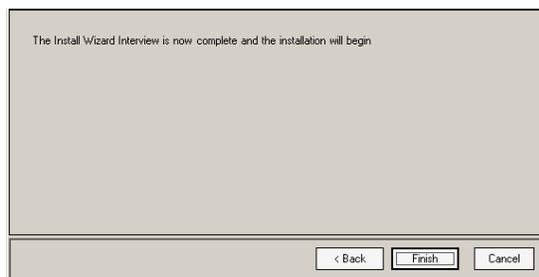


Figure 2.8 – Finish Button

11. Click the **Finish** button and the following web site warning dialog box may appear.

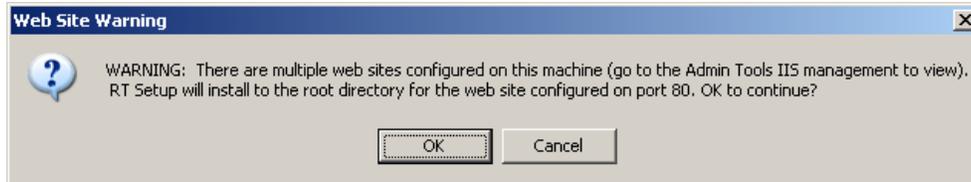


Figure 2.9 – Web Site Warning Dialog Box

12. This occurs if multiple websites are installed on the server. Go ahead and click **OK** and the Edupoint Parent Experience dialog box will appear.

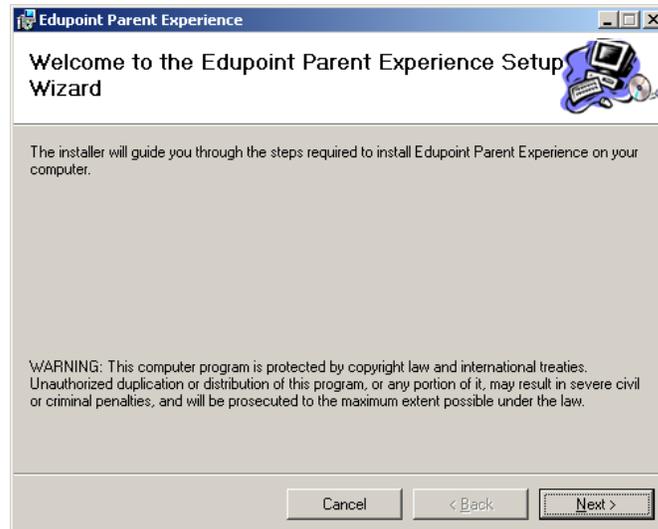


Figure 2.10 – Welcome to Edupoint Parent Experience Setup Wizard

13. Click the **Next** button. The software displays the Select Installation Address dialog box.

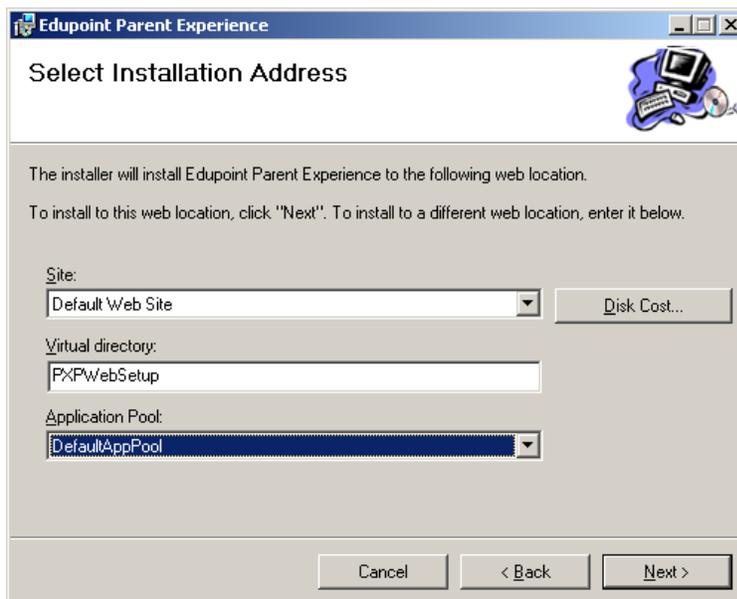


Figure 2.11 – Select Installation Address

14. Leave the defaults or the folder name for the installation may also be changed. To set a different folder location, change the name of the Virtual directory. This will be the name of the folder installed into the root of the Default Web Site. The Virtual

Directory field may also be left blank to install the software to the root of the folder/website. This determines the URL for accessing the software.

15. Click the **Next** button. The software displays the Confirm Installation dialog box.

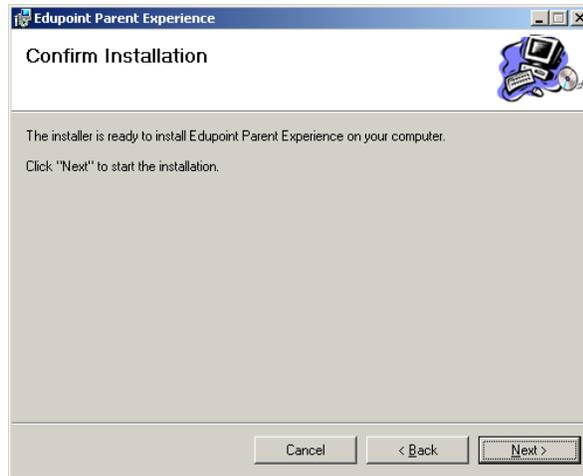


Figure 2.12 – Confirm Installation

16. Click the **Next** button. The software displays the Installing Edupoint Parent Experience dialog box.



Figure 2.13 – Installing Edupoint Parent Experience

17. Once complete, the software displays the Installation Complete dialog box.

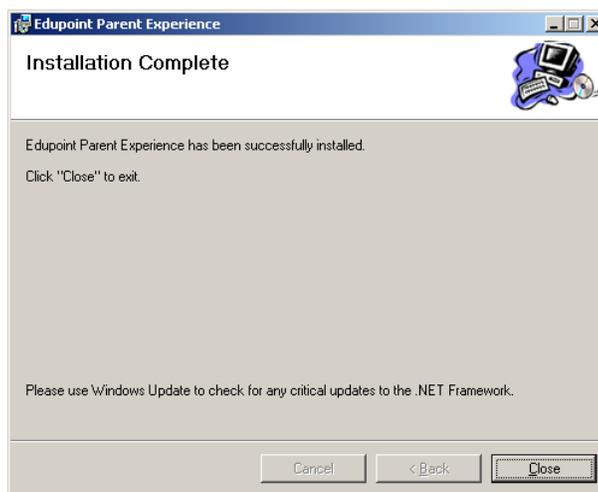


Figure 2.14 – Installation Complete

18. Click the **Close** button to close the dialog box.

The ParentVUE & StudentVUE software is now installed! As new releases are completed, the exact same steps above will be followed to install updated software.



Note: All Synergy SIS/Synergy SE modules must be uninstalled and reinstalled with each new release, as the core software that each module uses is updated each time. However, the settings entered during installation are saved so the information will not need to be re-entered during a re-install (for example, the license key is saved). To uninstall the ParentVUE & StudentVUE software, click on Add/Remove Programs and uninstall the software titled **Edupoint ParentVUE**.



Tip: To make the website easier to locate by students and parents, the district may want to create an alias for the location of the PXP folder with a “friendly” name. Whatever URL is created for this folder will be printed on the parents’ and students’ activation notices from Synergy SIS.

Chapter Three: CONFIGURATION & SETUP

This chapter covers how to configure:

- ▶ The information available to parents and students
- ▶ E-mail notifications
- ▶ Online course requests
- ▶ Customized messages and web pages
- ▶ Parent and student logons

ParentVUE AND StudentVUE CONFIGURATION SCREEN

The majority of the setup and configuration for the ParentVUE & StudentVUE software is entered into the ParentVUE and StudentVUE Configuration Screen. To access the ParentVUE and StudentVUE Configuration screen:

1. Make sure the focus is set to a school. To check the focus, look in the top right-hand corner of the screen. If it shows the name of the district instead of a school click on the district name and select a school instead.
2. Open the **Synergy SIS Navigation Tree** by clicking on the Tree button at the top of the screen.

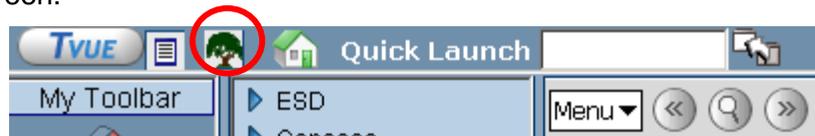


Figure 3.1 – Synergy SIS Navigation Tree

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

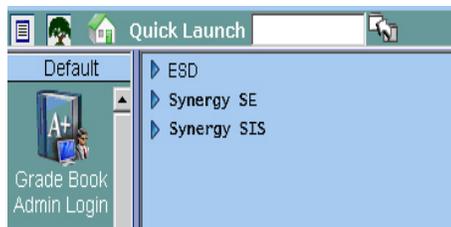


Figure 3.2 – Synergy SIS Folder

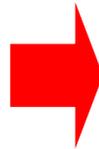


Figure 3.3 – Synergy SIS Folder Expanded

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

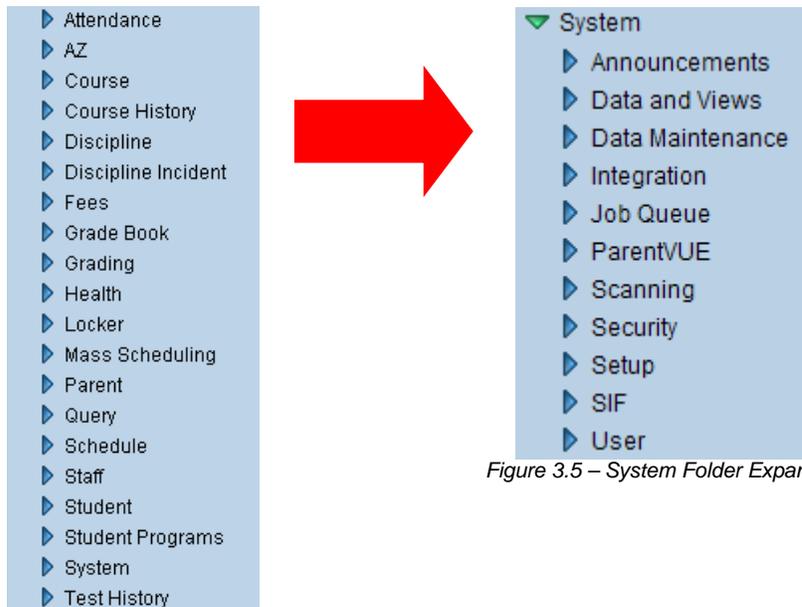


Figure 3.4 – Systems Folder

Figure 3.5 – System Folder Expanded

5. Under the System folder, open the **ParentVUE** folder by clicking on the blue triangle pointing right, next to the word ParentVUE. Once clicked, the triangle turns green and points downward.

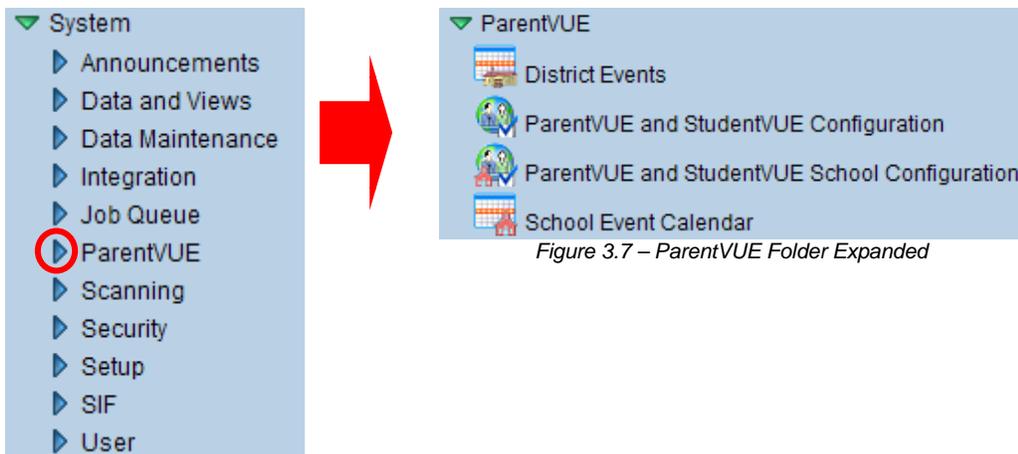


Figure 3.6 – ParentVUE Folder

Figure 3.7 – ParentVUE Folder Expanded



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

6. Four screens are available under the ParentVUE folder:
 - **District Events** – to add district events to the parent and student website
 - **ParentVUE and StudentVUE Configuration** – to setup the options and configuration for the ParentVUE and StudentVUE software
 - **ParentVUE and StudentVUE School Configuration** – to override the district-level settings for the online course requests and configure school-level settings.
 - **School Event Calendar** – to add school-specific events to the parent and student website.
7. Click on the **ParentVUE and StudentVUE Configuration** screen to continue the setup.

Figure 3.8 – ParentVUE and StudentVUE Configuration Screen

INFORMATION AVAILABLE

The controls for the information available to parents and students through the ParentVUE & StudentVUE software is on the **PVUE Configuration** tab of the ParentVUE and StudentVUE Configuration screen. This is the default tab opened when the ParentVUE and StudentVUE Configuration screen is first opened.

Active Modules

To control what information is available to parents and students check and uncheck the modules listed under Parent/Student Active Modules. Different modules can be activated for parents and students. There is also a setting to control whether the parent and student can edit the course requests or simply screen the requests.

1. To activate a module, click in the **checkbox** next to the module.
2. To control the editing capabilities for Course Requests, click on the drop-down under Course Request Edit Option and select either **Editable** or **Read-Only**

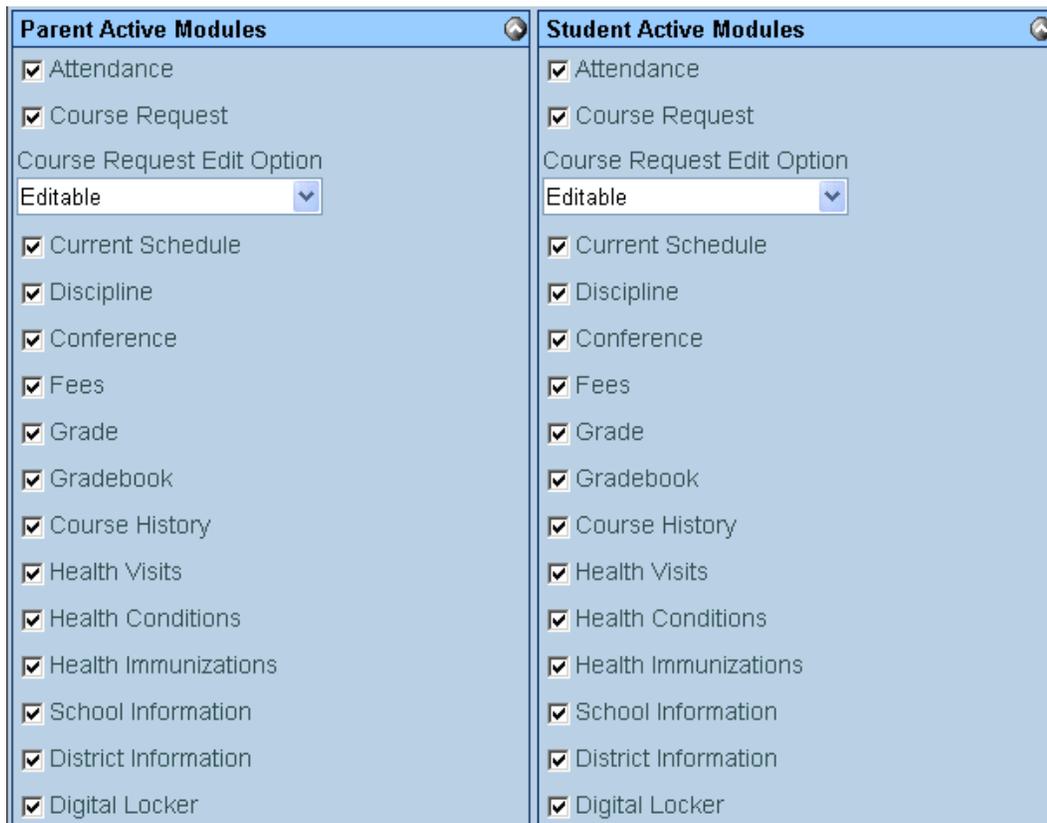


Figure 3.9 – Parent and Student Active Modules

The information available in each module is:

- **Attendance** - student attendance information either by calendar or list. Absence types are aggregated into 3 categories for display – *Excused*, *Tardy*, and *Unexcused*.
- **Course Request** – a list of the classes requested by the student for the following semester.

- **Current Schedule** - current class schedule
- **Discipline** - student discipline information, including a drill-down link to view the details of the discipline incident
- **Conference** - student conference information. Conferences are defined as non-disciplinary meetings with counselors, teachers, or school administrative staff.
- **Fees** – fees either paid or need to be paid by the student
- **Grade** – current grade information. Parents and students can also select other grade periods to view, as permitted by the district configuration.
- **Gradebook** – current grade information. Parent and students can also select other grade periods to view as permitted by the school district configuration. This can show details of class assignments and also allow students to submit files to a digital drop box for an assignment.
- **Course History** – student course history (the course and grade information that appears on the transcripts)
- **Health Visits** – student health information such as visits to the nurse, recorded health conditions, and immunizations
- **Health Conditions** – a list of permanent or temporary health conditions that the student has such as diabetes or allergies
- **Health Immunizations** – a list of the immunizations the student has received
- **School Information** – school-level events and notices. This will also give parents and students a list of the staff at the school with contact information.
- **District Information** – district-level events and notices
- **Digital Locker** – files that the student has uploaded. This is basically an electronic portfolio, or e-portfolio, where students can store their digital work. Files to be submitted for assignments are uploaded in a separate area within the StudentVUE portal specific to the assignment in the grade book for which the file is submitted.

Student Information & Digital Locker

The Student Information section controls the demographic information, such as address and phone numbers, about the student that is displayed in the ParentVUE and StudentVUE portal. It also controls which parents or guardians have access to the student's demographic information, and whether or not parents can submit updates to the demographic information. The Digital Locker is an area where students can upload files for storage, commonly referred to as an e-portfolio or electronic portfolio.

To control the size of the **Digital Locker**:

1. Enter the number in megabytes (MB) which can be used for file storage by each student in the **Digital Locker Size Limit** box. This is cumulative across all schools and years. Since files are stored in the Synergy SIS database in binary format, this impacts both database size and server hard drive space needed.

Student Information Display Options

Digital Locker Size Limit (in MB) 5

Student Info Filter
Educational Rights

If no value is selected then the default value of "Has Custody" is the value used to determine the amount of Student Information that will be displayed.

Student Info - Only show limited student demographic information for Students

Suppress Home Room Information. Typically used in between school years to not show elementary home room assignments until the school district is ready to share this information with parents and students.

Allow parents to edit specified data

If this option is selected, Tasks will NOT be generated automatically unless the PVUE UpdateTask process has been Enabled in the Task Definition screen. If Tasks are not enabled, Edits will only show up in the Review PVUE Updates screen.

Select edit view for PVUE editing: K12.PXP.StudentInfoUpdate

Email header for content update notifications
[PXP_MainImmediate](#)

Figure 3.10 – Student Information Display Options – Digital Locker

2. To control if the Digital Locker is active or inactive, check the Digital Locker boxes for the parent and/or student in the **Active Modules** section above.



Caution: Files that students upload are not checked for viruses at the time of the upload. The files, however, are only stored in the database in binary format and are not stored on the server hard drive. It is recommended that staff download and scan all student files prior to opening them.

Student Information Display

To control who can see student demographic information and what information is displayed:

1. By default, only the parents that have the “**Has Custody**” checkbox selected on the Parent/Guardian tab of the Student screen can see any of the student’s information. This includes the student’s demographic information as well as any of the other active modules.

Figure 3.11 – Student Information Display Options – Student Information Display

2. To select a different checkbox to control which parent can see the student’s information through ParentVUE, select the name of the checkbox from the **Student Info Filter** drop-down.
3. To limit the amount of demographic information the students can see (the parents can always see everything), check the box labeled **Student Info – Only Show Limited Student Demographic Information For Students**. If checked, students will only see their Name, Perm ID, Gender, and Grade.
4. To remove the student’s homeroom information from ParentVUE and StudentVUE, check the **Suppress Home Room Information** box. This is frequently used before the student schedules are finalized for the term or year so that parents do not see temporary homeroom assignments.
5. The Student Info page is always available through the ParentVUE and StudentVUE menu, and cannot be turned off in the Active Modules.

Demographic Information Update

Parents can also be allowed to submit updates to their children's demographic information, including addresses, phone number, physician & dentist information, and emergency contact information. The updates from the parent do not change the information immediately. Instead, a staff member at each school must rescreen and accept the changes before the changes are saved to Synergy SIS.

To allow parents to submit updates to student information:

1. Check the box labeled **Allow Parents to Edit Specified Data**. At this point, districts cannot select what information can be updated. Additional fields can be added for screening using the Screen Change screen. Grids & group boxes inside other group boxes cannot be added as these will cause an error. For more information about adding fields to views, please see the *Synergy SIS – System Administrator Guide*.

Figure 3.12 – Student Information Display Options – Student Information Update

2. Choose the screen that staff will use to rescreen and edit the updates submitted by parents from the **Select Edit Screen for PVUE Editing** drop-down. Currently only one screen is available – K12.PXP.StudentInfoUpdate.
3. When a parent submits an update, the staff member at the school responsible for rescreening these updates can be notified either via **e-mail**, by a **task** listed on the Home page of Synergy SIS, or by both methods.

To setup the e-mail notification:

1. Setup an email to be used for the notification. This can either be one of the generic e-mails setup for use in ParentVUE, or one setup specifically for notifying staff of updates. The notifications will be sent using the Immediate Delivery option. For instructions on setting up e-mail notifications for ParentVUE, please see the section later in this chapter on E-mail.
2. Select the e-mail to be used by clicking on the gray arrow next to **Email Header for Content Update Notifications**.

- The Find: Email Content screen pops-up. Enter all or part of the Content Namespace, Content Key, or Default Language and click the **Find** button to list the e-mail headers available.

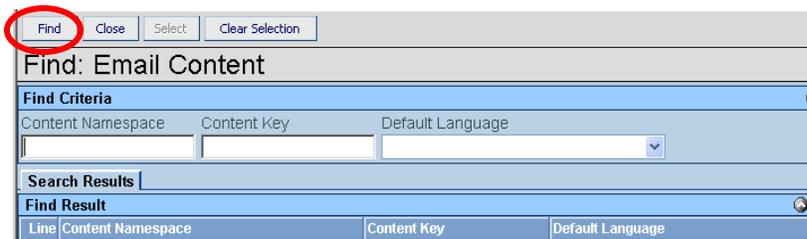


Figure 3.13 – Find: Email Content, Finding

- Click on the email header to use and click the **Select** button at the top of the screen. To clear the current selection without selecting a new e-mail header, click the Clear Selection button at the top of the Find: Email Content screen.

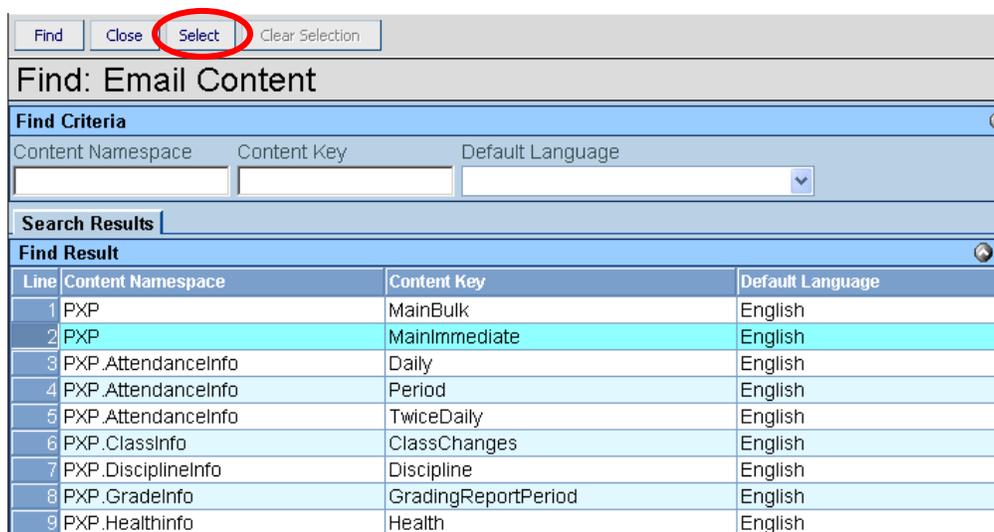


Figure 3.14 – Find: Email Content, Selecting

- The name of the email header will be listed in the box under Email Header for Content Update Notifications. Click the **Save** button at the top of the screen to save the changes.
- Go to the **ParentVUE and StudentVUE School Configuration** screen, found under Synergy SIS > System > ParentVUE.
- Click on the **Options** tab.

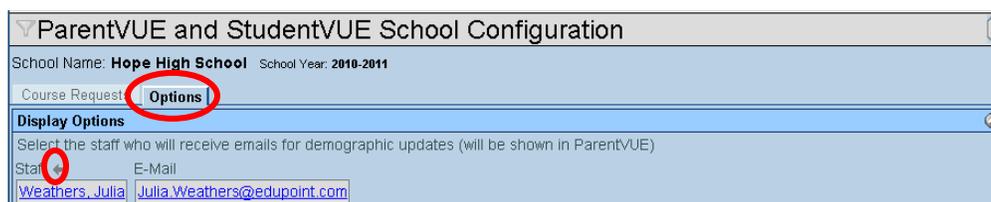
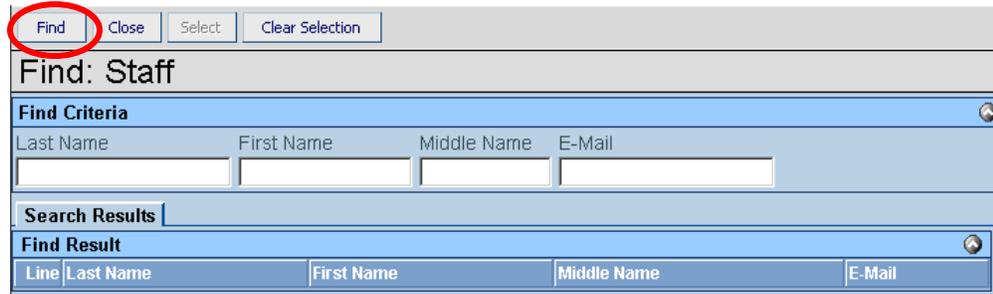


Figure 3.15 – ParentVUE and StudentVUE School Configuration Screen, Options Tab

- To select the staff who will receive the e-mail notifications, click the **gray arrow** next to Staff.

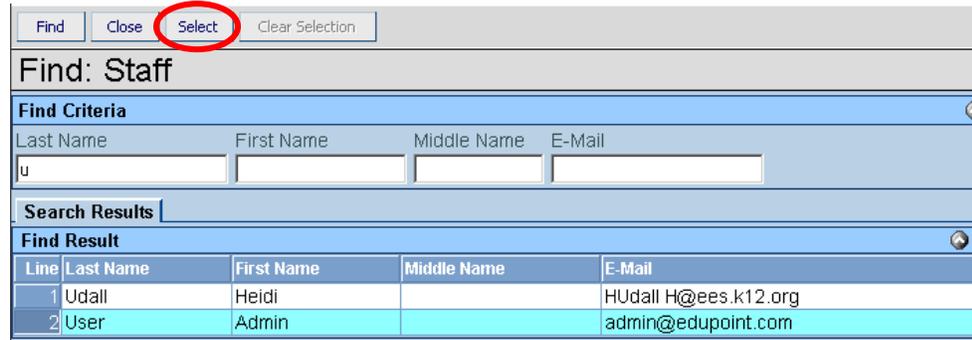
9. The Find: Staff screen pops-up in a new window. Enter all or part of the staff member's Last Name, First Name, Middle Name, and/or E-mail address and click the **Find** button.



The screenshot shows the 'Find: Staff' interface. At the top, there are four buttons: 'Find', 'Close', 'Select', and 'Clear Selection'. The 'Find' button is circled in red. Below the buttons is the title 'Find: Staff'. Underneath is a section titled 'Find Criteria' with four input fields: 'Last Name', 'First Name', 'Middle Name', and 'E-Mail'. Below that is a 'Search Results' section with a 'Find Result' table. The table has columns for 'Line', 'Last Name', 'First Name', 'Middle Name', and 'E-Mail'.

Figure 3.16 – Find: Staff Screen

10. The list of staff members meeting the criteria entered appears in the Find Result grid. Click on the staff member's name and click the **Select** button. To clear the current selection without selecting a new staff member, click the Clear Selection button at the top of the Find: Staff screen.



The screenshot shows the 'Find: Staff' interface with search results. The 'Select' button is circled in red. The 'Find Criteria' section has 'u' entered in the 'Last Name' field. The 'Find Result' table is populated with two rows:

Line	Last Name	First Name	Middle Name	E-Mail
1	Udall	Heidi		HUdall H@ees.k12.org
2	User	Admin		admin@edupoint.com

Figure 3.17 – Find: Staff Screen, Selecting

11. The name and e-mail address of the staff member now responsible for monitoring these updates will also appear on the Student Info page in ParentVUE and StudentVUE. In addition to receiving update notifications, parents and students will have the ability to send e-mail messages directly to this staff member by clicking on their e-mail address on the Student Info page.
12. Click the **Save** button at the top of the screen.
13. Next, change the focus to a different school and select the staff member for that school. Each school should have a staff member selected to receive update notifications.



Reference: Once the staff member receives the notification, they will need to go to the **Rescreen PVUE Updates** screen to process the updates from the parents. For instructions on rescreening the updates, see the section titled Rescreening Student Information Changes in Chapter Four of this guide.

To setup the task notification:

1. The PVUE notification task is automatically created in Synergy SIS, but it is not turned on. To turn on this task, go to the **Task Definition** screen, found under Synergy SIS > System > Setup.

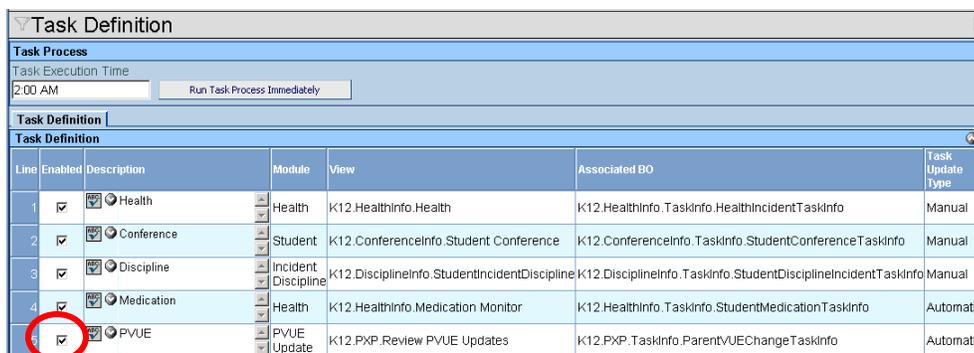


Figure 3.18 – Task Definition Screen

2. Check the box in the **Enabled** column for the PVUE update.
3. Click the **Save** button at the top of the screen.
4. Once the task has been turned on, the designated staff member also needs to turn on the task display for their home page. To turn on the display of the ParentVUE update task, go to the **User** screen, found under Synergy SIS > System > User.

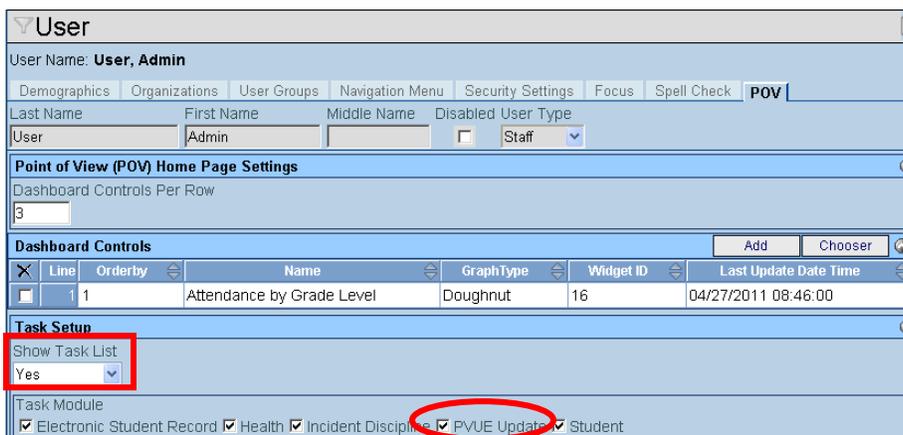


Figure 3.19 – User Screen, POV Tab

5. Select **Yes** from the **Show Task List** drop-down if not selected already.
6. Check the box labeled **PVUE Update**, and click the **Save** button at the top.
7. The task then appears on the home page for that user.

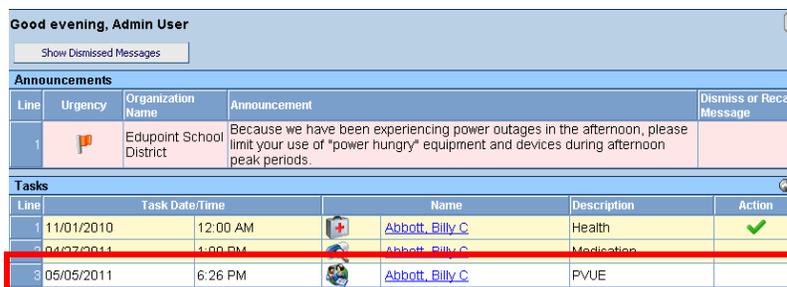


Figure 3.20 – Home Page, PVUE Task

Grade Book & Digital DropBox

If the Grade Book is shown to students and parents, the district may want to turn it off during the periods when teachers are finalizing their grades. To turn off the display of the grade book temporarily during this time:

1. Enter the **number of days** before the end of the grading period to disable the grade book display. The end of the grading period is defined in the Grading Setup screen, found under Synergy SIS > Grading > Setup.

Figure 3.21 – Grade Book Options

2. Enter the **message** to display in ParentVUE and StudentVUE while the grade book display is turned off. The message may be checked for spelling by clicking on the SpellCheck  button at the top of the message box.
3. Teachers can also add a digital drop box for their assignments in the Grade Book if the **Enable Teachers To Use Digital Drop Box for Assignments** is checked. A digital drop box lets students upload a digital file to satisfy the requirements of an assignment. For example, a student could upload a Microsoft Word file in StudentVUE to fulfill a book report assignment.



Note: The Digital Drop Box is separate from the Digital Locker. The drop boxes are only used to upload files to be submitted for an assignment, and the files uploaded do not count towards the size of the Digital Locker and they are not listed in the Digital Locker. However, as with the Digital Locker, these files are stored in the Synergy SIS database in binary file format, and they will impact both database size and server hard drive space.

Also note that files that the student uploads are not checked for viruses at the time of the upload. The files, however, are only stored in the database in binary format and are not stored on the server hard drive. It is recommended that staff download and scan all student files prior to opening them.

User Defined Modules

User-defined modules allow districts to add links to district-created modules for the ParentVUE and StudentVUE portal. Each “module” points to a different website URL. To add a user-defined module:

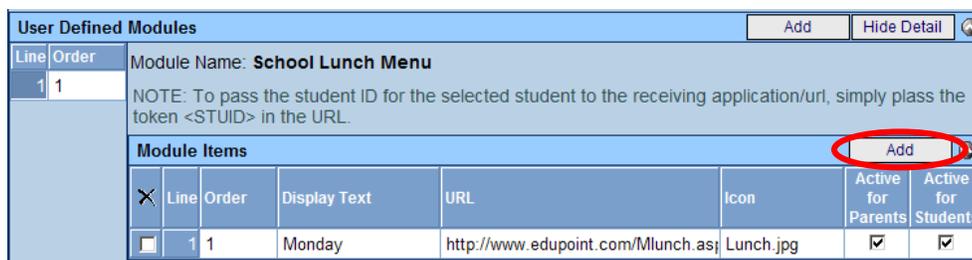
1. Click on the **Add** button. A new line appears.



User Defined Modules					Add	Show Detail
Line	Order	Module Name	Active for Parents	Active for Students		
1	1	School Lunch Menu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Figure 3.22 - User Defined Modules

2. Enter the order in which the modules should appear in the **Order** column.
3. Enter the name for the module which will appear in the menu for the ParentVUE and StudentVUE software in the **Module Name** column.
4. Check the boxes in the **Active For Parents** and/or **Active for Students** to select who may use the new module.
5. Click the **Save** button at the top of the screen.
6. Once the module has been saved, click on the **Show Detail** button to create the link(s) for each module.
7. To add the links to the new module, click the **Add** button in the Module Items section.



User Defined Modules							Add	Hide Detail
Line	Order	Module Name: School Lunch Menu						
1	1	NOTE: To pass the student ID for the selected student to the receiving application/url, simply pass the token <STUID> in the URL.						
Module Items							Add	
Line	Order	Display Text	URL	Icon	Active for Parents	Active for Students		
1	1	Monday	http://www.edupoint.com/MLunch.asp	Lunch.jpg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Figure 3.23 - Adding Module Items

8. Enter the order in which the modules should appear in the **Order** column.
9. Enter the name for the link which will appear in the menu for the ParentVUE and StudentVUE software in the **Display Text** column.
10. Enter the full URL path to the page in the **URL** box.
11. To show an icon for the item, enter the name and location of the jpg for the icon in the **Icon** box.
12. Check the boxes in the **Active For Parents** and/or **Active for Students** to select who may use the link.
13. Click the **Save** button at the top of the screen.



Note: The Active and User-Defined Modules configuration are the only configuration options where different options can be setup for parents and students. All other options apply to both parents and students.

Also notice that Student Information is not in the list of modules to activate. Student Information is a default module that is always included and cannot be deactivated.

Security

The district can also control which conference and discipline incidents parents and students can screen by using the security filter. Each discipline code and conference code is assigned a security value in Synergy SIS ranging from Lowest to Highest. For example, if a parent's security value is set to Low, the parent will be able to see all incidents with a code value of Low or Lowest. The parent will not be able to see the other incidents. The possible values in security are **Lowest, Low, Medium, High, and Highest**.

Security can also be set at the field level. To restrict parent and student access to certain fields create a user in Synergy SIS and then modify that user's security to restrict the fields. This user is then selected as the model for parent and student security. For example, the district may not want to display the description field for the Discipline screen. Create a user that does not have access to that field, and then select that user as the model.



Reference: For instructions on how to create a user in Synergy SIS and modify security, please see the *Synergy SIS – System Administrator Guide* and the *Synergy SIS – Security Administrator Guide*. For more information about Discipline & Conference security, please see the *Synergy SIS – Discipline & Conferences Administrator Guide*.

1. The Security options are located on the **PVUE Configuration** tab of the **ParentVUE and StudentVUE Configuration** screen. To adjust the **security level** of the discipline or conferences, click on the **drop-down** under the correct heading and select the desired level.
2. To select the **user name to model BO security**, click on the **gray arrow** pointing to the name of the option. **Find** the user name using the criteria at the top, **click on the name** and click **Select**.



Figure 3.24 – Security Section

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

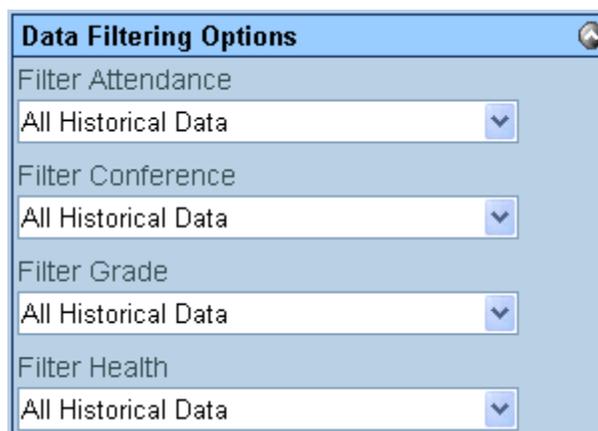
Filtering

Filtering allows further control over what information parents and students can see. Four of the modules can also be filtered by time. Access can be given to:

- **All Historical Data** – all data contained in Synergy SIS in that screen (Attendance, Conference, etc.)
- **Current School Year** – the data for the active school year
- **Current School Year Current School** – the data for the active school year for the school in which the student is currently enrolled

The four modules that can be filtered are **Attendance**, **Conference**, **Grade**, and **Health**.

1. To modify the filter settings, select the desired option under the name of the module using the **drop-down** list. The **Filter** settings are located on the **PXP Configuration** tab.



Data Filtering Options	
Filter Attendance	All Historical Data
Filter Conference	All Historical Data
Filter Grade	All Historical Data
Filter Health	All Historical Data

Figure 3.25 – Data Filtering Options Section

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

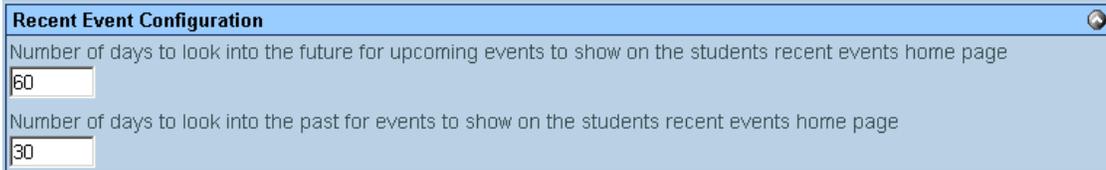


Caution: The Conference option filters both the conference and the discipline incidents available.

Student, District, and School Events

Using the **District Events** screen and the **School Event Calendar** screen (explained in the next chapter), district or school events can be added for display on the parent and student website. **Student Events** are auto-generated notices on the home page of student-specific events such as grades issued, end of grading period, conferences, etc. To modify how many events are displayed on the home page for both parents and students, events can be filtered by time. Events are year-specific and only the current year's events are displayed, as defined by the active year set in Synergy SIS.

1. To modify how many **future events** are displayed, enter the **number of days** in the **top box** of the Recent Event Configuration box. The **Recent Event Configuration** box can be found on the **PVUE Configuration** tab of the **ParentVUE and StudentVUE Configuration** screen.
2. To modify how many past events are displayed, enter the **number of days** in the **bottom box** of the **Recent Event Configuration** box.



The screenshot shows a window titled "Recent Event Configuration". It contains two text input fields. The first field is labeled "Number of days to look into the future for upcoming events to show on the students recent events home page" and contains the value "60". The second field is labeled "Number of days to look into the past for events to show on the students recent events home page" and contains the value "30".

Figure 3.26 – Recent Event Configuration Section

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



Note: All events are still available when the parent or student clicks on the School or District Event menus. This option only controls what appears on the home page. Some events are considered **auto-events** and will automatically appear. For example, an announcement will automatically be generated announcing the end of the grading period. Any changes to the student's data will also generate auto-events that will be listed on the home page, as defined by the date range set above.

Graduation Requirements

Sometimes, a school or district may have more than one graduation requirements definition. However, only one requirement can be used to display subject area credit and testing requirements. Selection of the graduation definition will affect the subject area credit grid in the Course History and Online Course Request screens in ParentVUE and StudentVUE.

1. To select which graduation requirements definition to use for the website, select the **drop-down** box in the Graduation Monitoring Option box and choose the definition to use. The **Graduation Monitoring Option** box can be found on the **PVUE Configuration** tab of the **ParentVUE and StudentVUE Configuration** screen.

The image shows a screenshot of a web-based configuration window titled "Graduation Monitoring Option". The window has a light blue background and a title bar with a close button. Below the title bar, the text "Select Graduation Definition to Show in ParentVUE" is displayed. Underneath, there is a drop-down menu currently showing "High School". Below the menu are two checked checkboxes: "Show All GPAs" and "Show Class Ranks with GPAs".

Figure 3.27 – Graduation Monitoring Option Section

2. To show all of the GPAs configured for the district, check the box **Show All GPAs**.
3. To display the student's class rank, check the box **Show Class Ranks with GPAs**.
4. Click the **Save** button at the top of the screen to save the changes.

Grading Periods

If the parents and students have the Grade or Grade Book module active, the grading periods will also need to be activated. To turn on a grading period for screening in the ParentVUE and StudentVUE website:

1. Click on the **Grading Setup** screen, found under Synergy SIS > Grading > Setup. Click on the name of the **grade period** to display.

The screenshot displays the 'Grading Setup' interface for Hope High School, School Year 2010-2011. The left sidebar shows a tree view of grading periods, with 'Progress Period 1' selected. The main panel shows the configuration for 'Progress Period 1', including 'Term Selection' (Progress), 'End Date' (09/16/2010), and 'Total Pool Comments' (3). The 'ParentVUE Experience' section is highlighted with a red box, containing a checkbox for 'Report Period Data is Accessible' and a text field for 'Abbreviated Name'.

Figure 3.28 – Grading Setup Screen

2. In the **ParentVUE Experience** box at the bottom, click the checkbox labeled **Report Period Data is Accessible**.
3. To display the grading period on the website with a different, shorter name, enter the grading period name in the box labeled **Abbreviated Name**.
4. Click on each grading period to display and repeat steps 3 and 4.
5. Click the **Save** button at the top of the screen to save the changes.

Staff

On the School Information page, the teachers and counselors are listed with their e-mail address, phone number, and room. This information is pulled from the Staff screen. To edit the information displayed, modify the information entered on the Staff screen.

The screenshot shows the 'Staff' screen for a user named 'User, TeacherVUE Report' who is a 'Teacher'. The 'General' tab is selected, showing fields for Last Name (User), First Name (TeacherVUE Report), Middle Name, Suffix, Gender (Female), and Type (Teacher). Below this are sections for Staff Info, Race and Ethnicity, Home Address, and Phone Numbers. The 'Other Info' section is expanded, showing fields for Current Hire Date, Current Exit Date, Exclude From State Reporting, and Do Not Display in ParentVUE (which is circled in red). Other fields include Default Position Status, Default Job Class, Default Assignment Type, FTE (1.00), District Personnel, Years In District, Years Of Educational Service, ELL Indicator, and Language Of Instruction.

Figure 3.29 - Staff Screen

To remove the staff from the School Information page in ParentVUE and StudentVUE entirely, check the **Do Not Display in ParentVUE** box in the Other Info section. Teachers and counselors will still appear as the teacher of record of the class or as the counselor to contact in course requests.

E-MAIL

Parents and students can be set up to receive auto-notifications of certain changes in the student data in Synergy SIS. When this data is entered into Synergy SIS, the system will automatically send an e-mail to the parent or student e-mail address on file notifying the parents and/or students of the change.



Caution: For auto-notifications to work, e-mail must be enabled in the Synergy SIS System Configuration screen which can be found in Synergy SIS > Setup > System Configuration. The IP address or fully qualified domain name of the e-mail server is also needed to setup the e-mail options, and a default email address entered.

System Configuration

System Configuration

Security | Options | Advanced

Email Options

SMTP Email Server Email Enabled Default Email From Address

titan rwilson@edupoint.com

SMTP Port Override - default is 25

Immediate and/or Bulk Mail must also be enabled on the System Configuration screen. For more information about district email options and setup, please see the *Synergy SIS – System Administrator Guide*.

Messaging

Bulk Mail Enable Immediate Email Enable

Time to begin bulk emailing Immediate Start Time Interval in hours (1 to 24) to check for emails to send

Keep History of Bulk Emails to Each Person Keep History of Immediate Emails to Each Person

Contact Type for Email History Blind Copy Sender on Immediate Emails

Parents and students can receive 6 different notifications. The available notifications are:

- **Attendance** – a notice is sent any time the student(s) are marked absent or tardy
- **Discipline** – a notice is sent any time a discipline incident is entered for the student(s)
- **Health** – a notice is sent any time notes are entered into the Nurses Log
- **Grade** – a notice is sent any time a grade is entered
- **Class Change** – a notice is sent any time the student drops or adds a class
- **Gradebook** – Students and parents are notified once a week when the student's Gradebook scores fall below a certain percentage.

The e-mail is sent to the address(es) recorded in the Parent and Student screens. Staff can enter and change the e-mail addresses there or the parents can also enter and modify their own e-mail addresses from the parent website. Students cannot enter or change their e-mail addresses. Up to 5 e-mail addresses can be recorded for the parents and one e-mail address for the students.

PVUE Email Configuration

E-mail messages may also be sent immediately or in bulk. Bulk messages are sent only once a day, where immediate messages are sent as quickly as once an hour. To configure PVUE email options:

1. Click on the **Email tab** of the ParentVUE and StudentVUE Configuration screen.

Figure 3.30 - Email Configuration Options

2. Enter the **time to start the immediate email** and the **time to start the bulk email**. For immediate mail, also enter how often mail will be sent in hour in the **Interval** box.
3. Select the user account from which to send the email messages by clicking on the **gray arrow** next to **From User**.
4. The Find: RevUser screen pops-up in a new window. Enter all or part of the user's Last Name, First Name, and/or E-mail address and click the **Find** button.

Figure 3.31 – Find: RevUser Screen

- The list of users meeting the criteria entered appears in the Find Result grid. Click on the staff member's name and click the **Select** button. To clear the current selection without selecting a new staff member, click the Clear Selection button at the top of the Find: RevUser screen.

Find: RevUser

Find Criteria

Last Name: u First Name: Email:

Search Results

Find Result

Line	Last Name	First Name	Email
1	User	Admin	admin@edupoint.com
2	User	Test	test@edupoint.com

Figure 3.32 – Find: RevUser Screen, Selecting

- To select the message format for the bulk and immediate messages, click the **gray arrow** next to **Email Content for Bulk (or Immediate) Delivery Type**.
- The Find: Email Content screen pops-up. Enter all or part of the Content Namespace, Content Key, or Default Language and click the **Find** button to list the e-mail headers available.

Find: Email Content

Find Criteria

Content Namespace: Content Key: Default Language:

Search Results

Find Result

Line	Content Namespace	Content Key	Default Language
1	PXP	MainBulk	English
2	PXP	MainImmediate	English
3	PXP.AttendanceInfo	Daily	English
4	PXP.AttendanceInfo	Period	English
5	PXP.AttendanceInfo	TwiceDaily	English
6	PXP.ClassInfo	ClassChanges	English
7	PXP.DisciplineInfo	Discipline	English
8	PXP.GradeInfo	GradingReportPeriod	English
9	PXP.HealthInfo	Health	English

Figure 3.33 – Find: Email Content, Finding

- Click on the email header to use and click the **Select** button at the top of the screen. To clear the current selection without selecting a new e-mail header, click the Clear Selection button at the top of the Find: Email Content screen.

Find: Email Content

Find Criteria

Content Namespace: Content Key: Default Language:

Search Results

Find Result

Line	Content Namespace	Content Key	Default Language
1	PXP	MainBulk	English
2	PXP	MainImmediate	English
3	PXP.AttendanceInfo	Daily	English
4	PXP.AttendanceInfo	Period	English
5	PXP.AttendanceInfo	TwiceDaily	English
6	PXP.ClassInfo	ClassChanges	English
7	PXP.DisciplineInfo	Discipline	English
8	PXP.GradeInfo	GradingReportPeriod	English
9	PXP.HealthInfo	Health	English

Figure 3.34 – Find: Email Content, Selecting

9. The message formats for all notifications may be customized using the **Email Content screen** under Synergy SIS > System > Setup. For more information about customizing email messages, please see the section later in this chapter titled Customizing E-mail Notifications.
10. Click the **Save** button at the top of the screen.

Auto-Notification Configuration

To turn on auto-notifications for students and parents:

1. Scroll to the bottom of the **Email** tab of the **ParentVUE** and **StudentVUE Configuration** screen.

Active Email Notifications

NOTE: Bulk delivery will occur once a day. The processing will begin as defined above. Immediate Email Monitoring processing occurs as noted above. The processing places all outgoing generated emails in a queue to be sent during the next defined email cycle (bulk or immediate) as defined in System Configuration.

Attendance Enabled

Email Delivery Type
Immediate

Daily Attendance Content
[PXP.AttendanceInfo.Daily](#)

Select the reason codes to include during communication

<input type="checkbox"/> ILL - Ill (EXC)	<input type="checkbox"/> EXC - Excused (EXC)
<input type="checkbox"/> FLU - Flu (EXC)	<input type="checkbox"/> VAC - Vacation (EXC)
<input type="checkbox"/> UNV - Unverified (UNE)	<input type="checkbox"/> EXP - Expelled (UNE)
<input type="checkbox"/> UTD - Unexcused Tardy (TAR)	<input type="checkbox"/> FTP - Field Trip (ACT)
<input type="checkbox"/> UNX - Unexcused (UNE)	<input type="checkbox"/> TDY - Tardy (TDY)
<input type="checkbox"/> SUS - Suspended (UNE)	

Twice Daily Attendance Content
[PXP.AttendanceInfo.TwiceDaily](#)

Period Attendance Content
[PXP.AttendanceInfo.Period](#)

Last Processed Attendance Immediate Emails
[Empty text box]

Grade Enabled

Email Delivery Type
Bulk

Grade Content
[PXP.GradeInfo.GradingReportPeriod](#)

Last Processed Grade Immediate Emails
[Empty text box]

Health Enabled

Email Delivery Type
Bulk

Health Content
[PXP.HealthInfo.Health](#)

Last Processed Health Immediate Emails
[Empty text box]

Discipline Enabled

Email Disc Div Code
Bulk

Discipline Content
[PXP.DisciplineInfo.Discipline](#)

Last Processed Discipline Immediate Emails
[Empty text box]

Gradebook Enabled

Gradebook Content
[PXP.MainImmediate](#)

Figure 3.35 – Active Email Notifications Section

2. For each type of message, check the box in front of the type to enable it, such as Health Enabled or Discipline Enabled.

3. For each type of message, select whether to deliver the email in Bulk or Immediate from the **Email Delivery Type** drop-down.
4. Select the message format for each type of message by clicking the **gray arrow** next to Health (or Discipline, etc.) **Content**. Find the message format using the criteria at the top of the **Find** box, click on the name of the message, and click **Select**.
5. The message formats for all notifications may be customized using the **Email Content screen** under Synergy SIS > System > Setup. For more information about customizing email messages, please see the section later in this chapter titled Customizing E-mail Notifications.
6. If sending attendance messages, check the absence reasons that will trigger a message.
7. Click the **Save** button, at the top of the screen, to save the changes.



Note: E-mail notifications can also be activated or de-activated for parents on an individual basis. This is covered in the next chapter in *Modifying Parent & Student Settings*. Parents can also self-select which auto-notifications to receive.

Customizing Email Notifications

Several different types of e-mail notifications can be sent out on a daily basis from Synergy SIS to parents and students. Most of these notifications are sent from the ParentVUE and StudentVUE system. Each of these notifications can be customized at the district level. The district can control the subject of e-mail, as well as the message body of the e-mail. To create the district e-mail notifications:

1. Go to the **Email Content** screen, found under Synergy SIS > System > Setup.

Figure 3.36 – Email Content Screen

2. To add a new e-mail message, click the **Add** button at the top of the screen.

3. A new Email Content screen pops-up. Enter the **Content Namespace** and **Content Key**. A list of the default e-mails needed by ParentVUE is shown below.

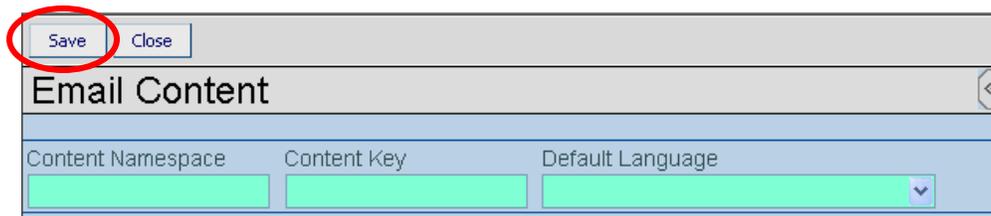


Figure 3.37 – Email Content Screen, Adding

Content Namespace	Content Key
PXP	MainBulk
PXP	MainImmediate
PXP.AttendanceInfo	Daily
PXP.AttendanceInfo	Period
PXP.AttendanceInfo	TwiceDaily
PXP.ClassInfo	ClassChanges
PXP.DisciplineInfo	Discipline
PXP.GradeInfo	GradingReportPeriod
PXP.HealthInfo	Health
PVUE.Student Info Changes	ParentVUE

4. Select the **Default Language** to be used from the drop-down list.
5. Click the **Save** button at the top of the screen.
6. To add the e-mail messages, click the **Add** button in the Content Sections grid. For each type of e-mail message, multiple languages may be configured. The student’s home language will then determine the language used for the e-mail that is sent.

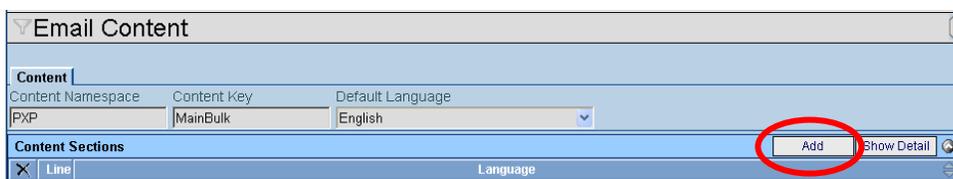


Figure 3.38 – Email Content Screen, Adding a Message

7. The Email Content Detail box pops-up. Select the **Language** to be used in the e-mail message from the drop-down list.

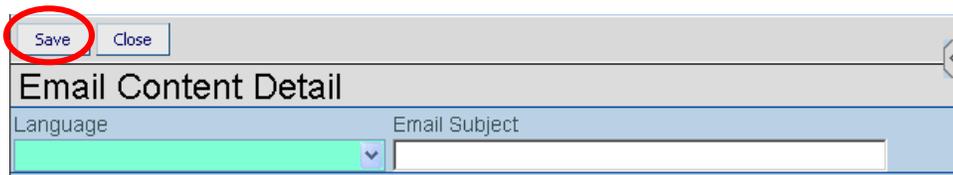


Figure 3.39 – Email Content Detail Screen

8. Enter the subject of the email in the **Email Subject** box. Variables such as the student name or district name can also be used in the subject. A list of possible variables is shown at the end of this section of the guide.
9. Click the **Save** button at the top of the screen to save the new message.

10. To add the message body, click on the **Show Detail** button.
11. Message can be entered either by uploading an existing HTML document, or uploading an existing Text document. Once an HTML document has been uploaded, it can be edited directly in Synergy SIS using the built-in HTML editor.

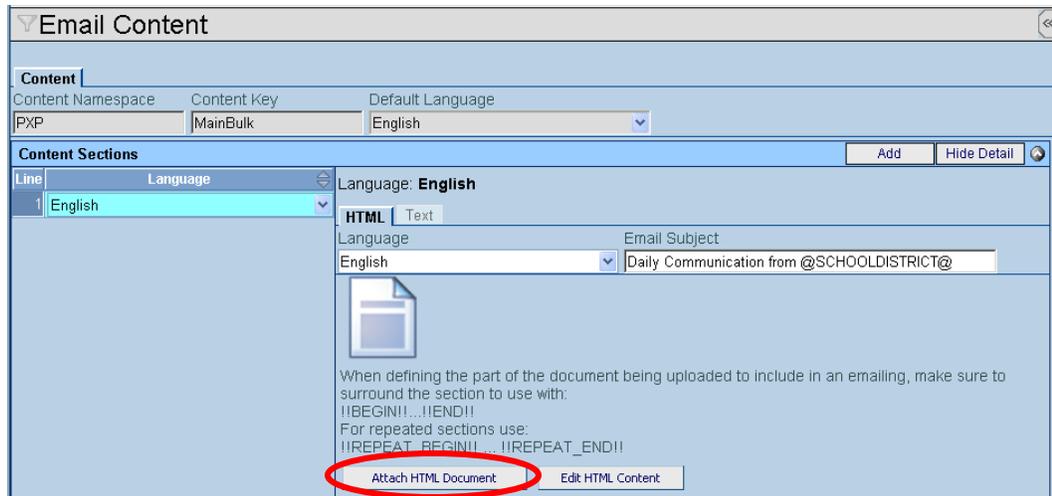


Figure 3.40 - Email Content Screen, Detailed Screen

12. To upload an existing HTML document and send the message in HTML format, click on the **Attach HTML Document** button. The document must be in an e-mail message HTML format instead of a web page format, and to indicate the beginning and ending of the message the tags **!!BEGIN!!** and **!!END!!** must be added. To add a section that repeats such as a table of attendance information, mark the beginning and ending of that section with **!!REPEAT_BEGIN!!** and **!!REPEAT_END!!**
13. The HTML Document box pops-up. Click the **Browse...** button to locate the document, and then select the document.

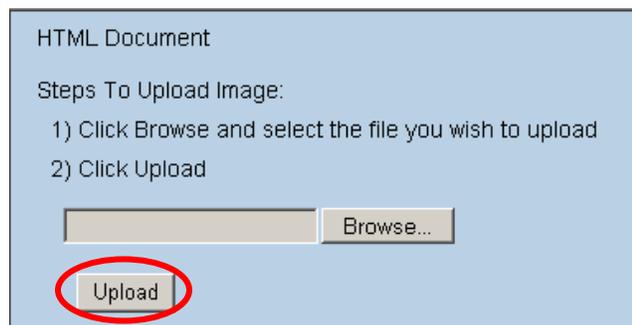


Figure 3.41 – HTML Document Screen

14. Once the document is listed in the Browse box, click the **Upload** button.
15. When the document has been successfully uploaded, a message box pops-up stating that the upload was successful. Click the **OK** button.



Figure 3.42 – Message Box

16. To upload an existing Text document and send the message in Text format, click on the **Text** tab.

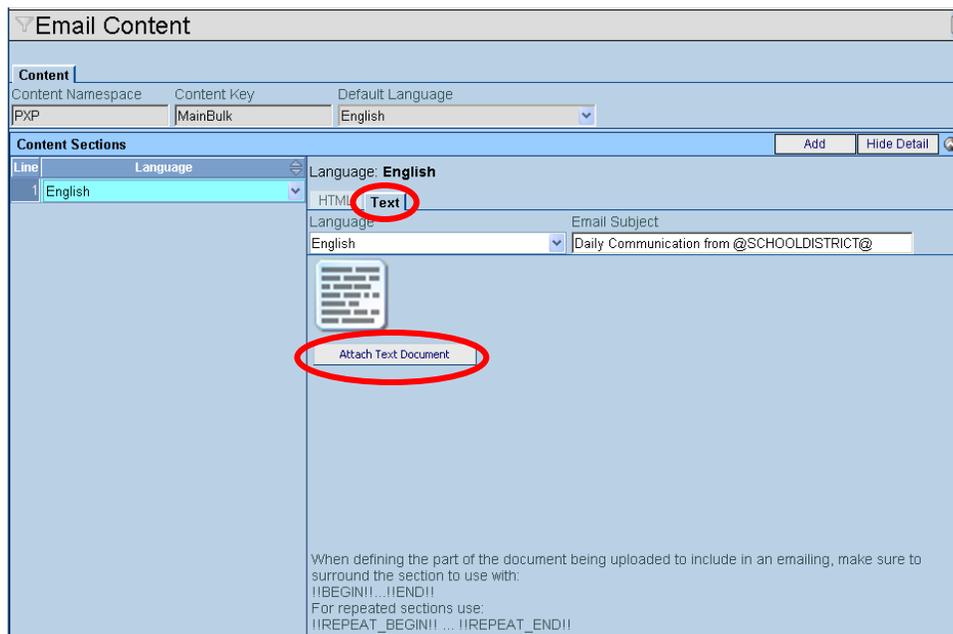


Figure 3.43 – Email Content Screen, Detailed Screen, Text Tab

17. Click on the **Attach Text Document** button. The document must be in text format, and to indicate the beginning and ending of the message the tags **!!BEGIN!!** and **!!END!!** must be added. To add a section that repeats such as a table of attendance information, mark the beginning and ending of that section with **!!REPEAT_BEGIN!!** and **!!REPEAT_END!!**
18. The Text Document box pops-up. Click the **Browse...** button to locate the document, and then select the document.



Figure 3.44 – Text Document Upload

19. Once the document is listed in the Browse box, click the **Upload** button.
20. When the document has been successfully uploaded, a message box pops-up stating that the upload was successful. Click the **OK** button.



Figure 3.45 – Message Box

To edit the message directly in the built-in HTML Editor:

1. Click on the **HTML tab**.

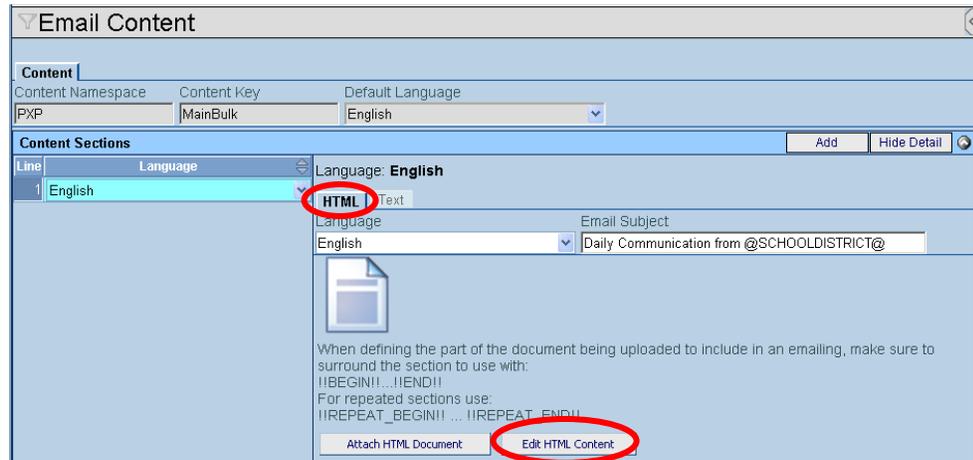


Figure 3.46 – Email Content, Editing

2. Click the **Edit HTML Content** button.
3. The Edit HTML Content window pops-up. The message may be directly edited by typing in the Edit window. The `!!BEGIN!!...!!END!!` tags are not shown in the WYSIWYG editor window.

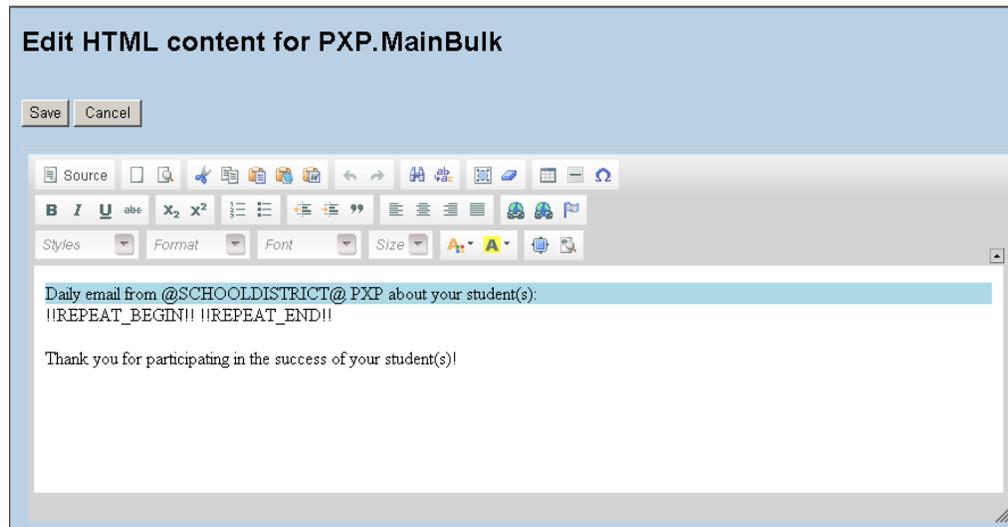


Figure 3.47 – Editing HTML Content

4. To edit the message in HTML code, click the **Source** button. When editing in HTML, the `!!BEGIN!!...!!END!!` tags are shown. To return to a “WYSIWYG” (What You See Is What You Get) style of editing, click the Source button again.
5. Other editing tools are:
 - **New Page** – deletes the existing message
 - **Prescreen** – opens the message in a new window
 - **Cut, Copy & Paste** – cuts, copies, or pastes the selected text

-  **Paste as Plain Text** – this pastes the text as plain text with no formatting. This is helpful when copying from other programs which may have hidden HTML formatting, such as other web pages or Microsoft Outlook.
-  **Paste From Word** – this cleans up text that has been copied from a Microsoft Word document before pasting it into the message. Word in particular adds a lot of hidden HTML formatting to its text.
-  **Undo and Redo** – undo the last action, or redo the last action
-  **Find and Replace** – find and/or replace the specified text in the message
-  **Select All** – select the entire message
-  **Clear Format** – clear all formatting for the selected text
-  **Table** – insert a table
-  **Horizontal Line** – insert a horizontal line
-  **Insert Special Character** – insert a special character such as a copyright mark or currency symbol
-  **Bold, Italic, Underline, or Strikethrough** – format the selected text as bold, italic, underline, or strikethrough
-  **Subscript or Superscript** – format selected text as subscript or superscript
-  **Numbering or Bulleting** – format the selected paragraphs as numbers or bullets
-  **Indent, Outdent or Blockquote** – indent or outdent the selected paragraph. Blockquote indents the paragraph on both sides.
-  **Left, Center, Right, or Justify** – format the selected paragraphs as left, center, right or justified text.
-  **Insert or Remove Hyperlink** – insert or remove a website link
-  **Anchor** – insert a link to a place inside the message
-  **Text Style** – select a built-in format for the selected text
-  **Paragraph Style** – select a built-in format for the selected paragraph
-  **Font** – select a font for the selected text
-  **Size** – select the size for the selected text

-  **Text Color** – select a color for the selected text
 -  **Background Color** – select a background color for the selected text, similar to highlighting
 -  **Maximize** – maximize the editing window
 -  **Show Blocks** – show the formatting divisions within the message
6. Click the **Save** button at the top of the screen to save any changes.

To add messages in additional languages:

1. Click on the **Add** button in the Content Sections grid.



Figure 3.48 – Adding Additional Languages

2. Select a different language, and follow the steps to create a custom message in the new language.

Sample Email Content for ParentVUE & StudentVUE

Below is a table listing sample messages that can be used for the various notifications in ParentVUE. Save them to a text file and then upload them as an HTML file.

Content Key	Subject	Message
MainBulk	Daily Communication from @SCHOOLDISTRICT@	<pre><p><style type="text/css">.{font-family: arial}</style></p> <div> <div style="background-color: #add8e6"> Daily email from @SCHOOLDISTRICT@ PXP about your student(s):</div> !!REPEAT_BEGIN!! !!REPEAT_END!!

 Thank you for participating in the success of your student(s)!</div></pre>
MainImmediate	ParentVUE Notification	<pre><p><style type="text/css">.{font-family: arial}</style></p> <div> <div style="background-color: #add8e6"> Notification from @SCHOOLDISTRICT@ about your student(s):</div> !!REPEAT_BEGIN!! !!REPEAT_END!!
 Thank you for participating in the success of your student(s).</div></pre>

Daily	Daily Absence Notification	<pre> <p><style type="text/css">.{font-family: arial}</style> !!BEGIN!!</p> <hr /> <p>@STUDENTNAME@ was @ABS@ today at @SCHOOL@. !!END!!</p> </pre>
Period	Period Absence Notification	<pre> <p><style type="text/css">.{font-family: arial}</style> !!BEGIN!!</p> <hr /> <p>@STUDENTNAME@ had the following attendance today at @SCHOOL@:</p> <table width="300"><tbody> <tr class="tblhead"> <td>Period</td><td>Attendance</td> </tr> !!REPEAT_BEGIN!! <tr> <td>@PERIOD@</td><td>@ABS@</td> </tr> !!REPEAT_END!! </tbody></table><p>!!END!!</p> </pre>
TwiceDaily	Daily Absence Notification	<pre> <p><style type="text/css">.{font-family: arial}</style> !!BEGIN!! @STUDENTNAME@ had the following attendance today at @SCHOOL@:</p> <table border="1" cellpadding="0" cellspacing="0" width="300"><tbody> <tr class="tblhead"> <td>Morning</td><td>Afternoon</td> </tr> <tr> <td>@ABS1 @</td><td>@ABS2 @</td> </tr> </tbody></table><p>!!END!!</p> </pre>
ClassChanges	Class Changes	<pre> <p><style type="text/css">.{font-family: arial}</style> !!BEGIN!!</p> <hr /> <p>@STUDENTNAME@ had class changes today. Here are the details:</p> <table width="300"><tbody> <tr class="tblhead"> <td>Add/Drop</td> <td>School</td> <td>Period</td> <td>Course</td> <td>Teacher</td> <td>Room</td> <td>Term</td> </tr> !!REPEAT_BEGIN!! <tr> <td>@ADDDROP@</td> <td>@SCHOOL@</td> <td>@PERIOD@</td> <td>@COURSEIDANDTITLE @</td> <td>@TEACHER @</td> <td>@ROOM@</td> <td>@TERM@</td> </tr> !!REPEAT_END!! </tbody></table><p>!!END!!</p> </pre>

Discipline	Discipline Incident Notification	<pre> <p><style type="text/css">.{font-family: arial}</style> !!BEGIN!!</p> <hr /> <p>@STUDENTNAME@ had a discipline incident today at @SCHOOL@. Here are the details:</p> <table> !!REPEAT_BEGIN!! <tbody> <tr> <td>Time Occurred: @TIMEOFEVENT@
 Referred by: @REFERREDBY@
 Description: @DESCRIPTION@</td> </tr> !!REPEAT_END!! </tbody> </table> <p>!!END!!</p> </pre>
GradingReport Period	Notification of Grades	<pre> <p><style type="text/css">.{font-family: arial}</style> !!BEGIN!!</p> <hr /> <p>@STUDENTNAME@ has a grading period, @REPORTPERIOD@, ending soon at @SCHOOL@. Check ParentVUE for current grades! !!END!!</p> </pre>
Health	Notification of Nurse's Visit	<pre> <p><style type="text/css">.{font-family: arial}</style> !!BEGIN!!</p> <hr /> <p>@STUDENTNAME@ was visited the nurses office today at @SCHOOL@. Here are the details:</p> <table> !!REPEAT_BEGIN!! <tbody> <tr> <td>Time visited: @TIMEIN@ - @TIMEOUT@
 Referred by: @REFERREDBY@
 Description: @DESCRIPTION@</td> </tr> !!REPEAT_END!! </tbody> </table> <p>!!END!!</p> </pre>

E-mail Variables

Variables that can be used within email subjects or messages to be filled in with data from Synergy SIS are:

Variable	Description
@SCHOOLDISTRICT@	The name of the district
@STUDENTNAME@	The student's first and last name
@SCHOOL@	The name of the school where the student attends
@ABS@	The absence reason for either daily or period attendance absences
@PERIOD@	The period number
@ABS1@, @ABS2@	The absence reasons for AM and PM attendance
@ADDDROP@	Either Add or Drop for the section
@COURSEIDANDTITLE@	The course ID and course title
@TEACHER@	The teacher's name of the section
@ROOM@	The room name of the section
@TERM@	The term name in which the section is taught
@TIMEOFEVENT@	The time of a discipline incident
@REFERREDBY@	The staff who referred the student, either for a discipline incident or a nurse's visit
@DESCRIPTION@	A description of either a discipline incident or a nurse's visit
@REPORTPERIOD@	The grading period
@TIMEIN@, @TIMEOUT@	The time in and time out for a nurse's visit



Reference: For more information about customizing e-mail content, please see the full description in the manual titled *Synergy SIS – System Administrator Guide*.

ONLINE COURSE REQUESTS

If the Online Course Request module has been activated and set to editable through the PVUE Configuration tab, the course requests will need to be configured to specify which courses are available for selection and when students and parents can make these changes. In addition to the values specified in this configuration, the system will also check course pre-requisites and previous classes taken by the student.

1. To modify the setup for online course requests, click on the **Course Requests** tab of the **ParentVUE and StudentVUE Configuration** screen.

The screenshot shows the 'ParentVUE and StudentVUE Configuration' screen with the 'Course Requests' tab selected. The 'Course Request Details' section includes a dropdown for 'Request School Year' (2011-R), 'Open Request Window' (06/30/2010), and 'Close Request Window' (08/29/2011). Below this is a 'Greeting' text area and a 'Search Page Message' text area. The 'Minimum Credit and Minimum Class Count' section has a 'Minimum Selection Type' dropdown (Course Request Count), 'Minimum Class Count' (8), and 'Minimum Credit' (empty). The 'Additional Options' section includes 'Alternate Minimum' (1), 'Alternate Maximum' (2), 'Prereq Required to Select Request' (checkbox), 'Request Type' (All), 'Registration Type' (Course), and 'Show Graduation Requirement Credit Grid' (checkbox). The 'Password' section has a 'Setting' dropdown (Unmonitored) and a 'Password' field (33333333). A 'Property Order' table is at the bottom with columns for 'Line', 'Field Order', and 'Property', and an 'Add' button.

Figure 3.49 – ParentVUE and StudentVUE Configuration Screen, Course Request Tab

Course Request Time Period

The first step is to indicate when course requests can be made and for what year. This will need to be changed for each time period in which the Online Course Requests module is used. To set the course request time period:

1. In the **Course Requests** tab of the **ParentVUE and StudentVUE Configuration** screen, select the **School Year** from the drop-down.
2. Enter the first date that requests are accepted in the **Open Request Window**.
3. Enter the last date that requests are accepted in the **Close Request Window**.

The screenshot shows the 'Course Requests Details' section with the following values: 'Request School Year' is 2007-R, 'Open Request Window' is 05/14/2008, and 'Close Request Window' is 05/31/2008. Each date field has a calendar icon next to it.

Figure 3.50 – Course Requests Details

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

Course Request Greeting Message & Search Page Message

To customize the messages parents and students see when accessing the Course Request window, enter a greeting and a search page message.

- The **Greeting** message is designed to give the parents and students information about school and district policies for course requests. It may be helpful to mention the open and close dates for requests, to inform parents how requests are processed and to include any relevant dates. A sample message is available on page 19 of this manual.
- The **Search Page Message** provides information about what courses are available for selection and how to search for a course. A sample message is available on page 19 of this manual.

To enter a customized greeting or search page message:

1. In the **Course Requests** tab of the **ParentVUE and StudentVUE Configuration** screen, enter the text of the greeting message in the **Greeting** box.

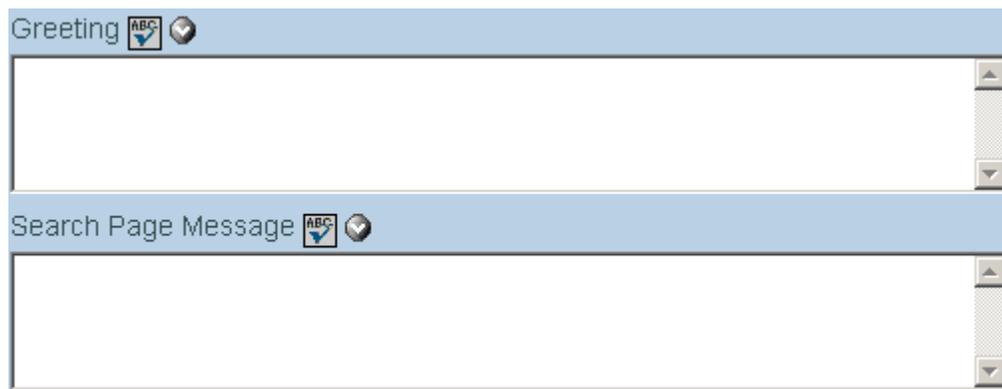


Figure 3.51 – Greeting and Search Page Message Box

2. Enter the text of the search page message in the **Search Page Message** box.
3. **Spell check** either message by click on the  icon at the top of the box.
4. Standard **HTML** code can also be used for additional formatting options.
5. Click the **Save** button at the top of the screen to save the changes.

Courses Available

Several options are available to control which courses are available for selection by parents and students on the **Course Requests** page. The options are:

- How to count the number of requests – count either the number of courses selected or the number of credits selected
- What is the minimum and maximum number of credits/courses that students can request
- Should students select an alternate course in case their first choice is not available

- What types of courses are available –select either Core, Electives, or Non-Core. To control the category assigned to the course see the section titled *Course-Specific Options*
- What type of registration is allowed – course-based or class-based



Note: Only course-based registration is supported at this time. Class-based registration will be available in a future release.

Once students or parents make their course requests, the requests need to be locked in to finalize their selections. Once their selections have been locked in, their requests cannot be edited. When the parents or students click the **Lock In Course Requests** button, the requests are checked to ensure the minimum/maximum course request settings and alternate course request settings are met. If the minimum/maximum values for the courses and alternate courses are not correct the requests cannot be locked in. Students and parents will be prompted to change their request to meet the settings.

Course requests can also be set to be monitored. For example, the district may only want students to make course requests in a lab environment where the student's selections would be monitored. Students could still select the courses, but a monitor would then need to enter a password to confirm the selections before the requests are locked in. If a parent or student has selected a course in which the pre-requisite is not met, but the monitor enters the password to lock in the selections, the course is checked off as "pre-requisite not required". The course requests are considered Validated once the monitor password has been entered.

To modify the locked in and validated status of course requests, please see the section in the next chapter titled *Modifying Parent and Student Settings*.

To modify the courses available:

1. In the **Course Requests** tab of the **ParentVUE and StudentVUE Configuration** screen, select the drop down under **Minimum Selection Type** to choose whether to count by course or credit. Choose **Course Request Count** to count by course and **Course Credit** to count by credit.
2. If Credit Request Count is selected, it is recommended to turn on **Show Graduation Requirement Credit Grid** by checking the box below.
3. Enter the **Minimum Class Count** or **Minimum Credit**, depending on the choice above. This includes all courses, not just those made available for student or parent selection.
4. Enter the **Maximum Requests**.
5. Enter the **Alternate Minimum** number of course requests required to be selected and the **Alternate Maximum** number of course requests.
6. Check the **Prereq Required to Select Request** box to require all pre-requisites be fulfilled before a course is selected.
7. Select the **Request Type** from the drop-down to choose **All**, **Core Only**, **Elective Only** or **Non-Core** courses. Non-Core are electives or courses with a blank type. See the section in this chapter titled *Course-Specific Options* for instructions on how to modify the request type for each district course.
8. Set the type of registration allowed by clicking on the drop down under **Registration Type** and select either **Course** or **Class**.
9. Check the Show Graduation Requirement Credit Grid to display the student's graduation requirements progress on the course request page.
10. To set a monitored registration, click on the drop-down under Setting and choose **Monitored Requires Password**. Enter a password in the **Password** box. If the registration is not monitored, select **Unmonitored**.
11. Click the **Save** button at the top of the screen to save the changes.

The screenshot displays the 'ParentVUE and StudentVUE Configuration' interface, specifically the 'Course Requests' tab. The interface is organized into several sections:

- Course Request Details:** Includes fields for 'Request School Year' (2011-R), 'Open Request Window' (06/30/2010), and 'Close Request Window' (08/29/2011). There are also sections for 'Greeting' and 'Search Page Message'.
- Minimum Credit and Minimum Class Count:** A section with a note: 'Minimum Credit and Minimum Class Count could be mandatory depending on the value selected in the Selection Type drop down'. It contains three columns: 'Minimum Selection Type' (set to 'Course Request Count'), 'Minimum Class Count' (set to '3'), and 'Minimum Credit'.
- Additional Options:** Contains 'Alternate Minimum' (set to '1') and 'Alternate Maximum' (set to '2') fields. A checkbox for 'Prereq Required to Select Request' is checked. It also includes 'Request Type' (set to 'All'), 'Registration Type' (set to 'Course'), and a checkbox for 'Show Graduation Requirement Credit Grid' which is checked.
- Password Section:** A section titled 'Password could become mandatory based on Setting selected'. It has a 'Setting' dropdown (set to 'Unmonitored') and a 'Password' text box containing '33333333'.
- Property Order:** A section at the bottom with a 'Property' dropdown and an 'Add' button.

Figure 3.52 – ParentVUE and StudentVUE Configuration Screen, Course Requests Tab

Property Order

To customize the course list and course search page, the order in which the columns are displayed and sorted can be changed. The available fields are:

- **Course Category** – the course department, for example Math
- **Course ID** – the course ID, for example MU29
- **Course Title** – the course title, for example Beg Guitar
- **Elective** – Yes if this is an elective course, otherwise blank
- **College Prep** – Yes if this is an college prep course, otherwise blank
- **Credit** – number of credits, for example 0.50
- **Term Override** – Yes if there is a term override for the course, otherwise blank

To set a custom order for these properties:

1. In the **Course Requests** tab of the **ParentVUE and StudentVUE Configuration** screen, scroll to the bottom.
2. In the **Property Order** box, click **Add**. A blank line will appear.
3. Enter the **field order** (a number from 1 to 7), and select the **Property** from the drop-down. The numbers selected must be in order with no gaps.
4. Click the **Save** button at the top of the screen to save the changes.

The screenshot shows the 'ParentVUE and StudentVUE Configuration' interface. At the top, there is a 'Menu' dropdown, a 'Save' button (circled in red), and an 'Undo' button. The status bar indicates 'Status: Ready'. Below the title bar, there are tabs for 'PVUE Configuration', 'Activation Key Configuration', 'Contact / Privacy', 'Contact', 'Course Requests' (selected), and 'Email'. The 'Course Requests' tab is active, showing several sections: 'Course Request Details', 'Minimum Credit and Minimum Class Count could be mandatory depending on the value selected in the Selection Type drop down', 'Additional Options', and 'Password could become mandatory based on Setting selected'. The 'Property Order' section is expanded, showing a table with columns 'Line', 'Field Order', and 'Property'. The table contains three rows: Line 1 with Field Order 1 and Property 'Course ID'; Line 2 with Field Order 2 and Property 'Course Title'; and Line 3 with Field Order 3 and Property (blank). An 'Add' button is located to the right of the table.

Line	Field Order	Property
1	1	Course ID
2	2	Course Title
3		

Figure 3.53 –Course Requests Tab, Property Order Section

Course Request School-Level Configuration

To accommodate different school calendars and different course policies, the district may want to configure the online course request at a school level as well as at a district level. Any values entered into the school-level configuration will override any options that are set at a district level. If the values are left blank, the district-level configuration will apply. To configure the school-level course requests:

1. Set the focus to a school.
2. Click on the **ParentVUE and StudentVUE School Configuration** screen, found under Synergy SIS > System > ParentVUE.
3. All of the same district-level options outlined above are available at the school-level.

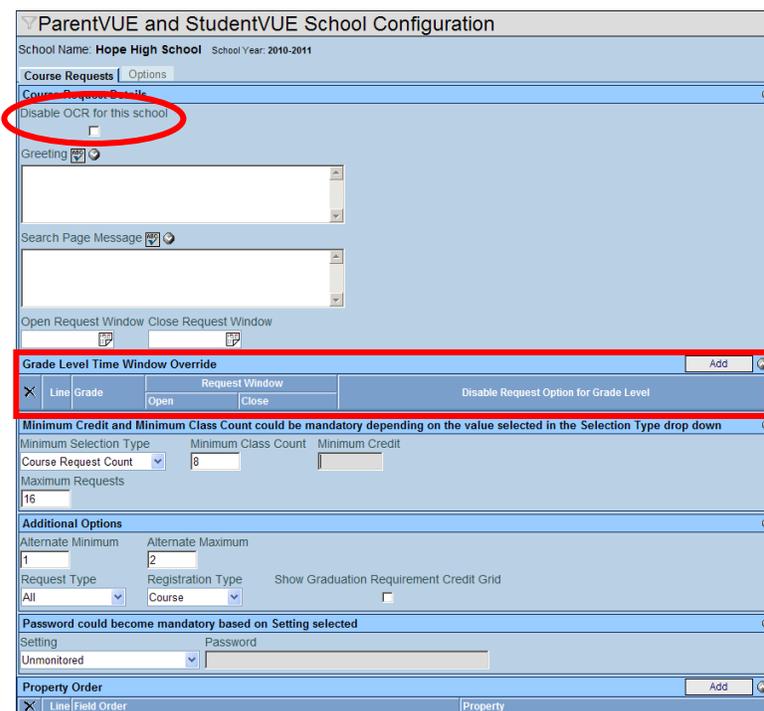


Figure 3.54 - ParentVUE and StudentVUE School Configuration

4. Online course requests may also be disabled for a specific school by checking the **Disable OCR for this school** checkbox.
5. The Open and Close dates for requests may also be specified by grade level for the school, or online course requests may be disabled for a particular grade. To customize online course requests by grade level, click the **Add** button in the **Grade Level Time Window Override** section.

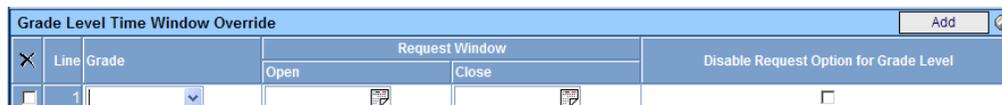


Figure 3.55 - Grade Level Time Window Override

6. Select the **Grade**, and then either adjust the **Open** and **Close** dates by clicking the Calendar buttons or **Disable the Request Option** by clicking the checkbox.
7. Click the **Save** button at the top of the screen to save any changes.

Course-Specific Options

In the District Course screen, the individual course settings can be modified to change how the course will appear in the Online Course Requests. Courses can be restricted by grade separately from the general course restrictions and the type of course (Core or Elective) can be selected. To modify an individual course:

1. Click on the **District Course** screen, found under Synergy SIS > Course
2. Enter either the **Course ID, Course Title or Course Short Title** and click the **Find** button to select the course to be customized.

The screenshot shows the 'District Course' screen for Course ID 0700. The 'Course' tab is active, displaying a table with columns for Course ID, Course Title, Course Short Title, Mandatory, and Inactive. Below the table are sections for 'Course Info' and 'Scheduling Options'. The 'Course Info' section includes fields for Course Duration, Department, College Prep, Credit, and Max Credit, along with checkboxes for Teacher Aide, Extended Day, College Approved, and Distance Learning Course. The 'Scheduling Options' section includes a Duplicate Request dropdown and a Schedule Priority dropdown. The 'ParentVUE Options' section includes Grade Range Low, Grade Range High, and Schedule Priority dropdowns, and a checkbox for 'Do not show in online course requests (PVUE/SVUE)'.

Figure 3.56 – District Course Screen

3. Under **Schedule Priority**, use the drop-down to select **Core** or **Elective** for the type of course.

The screenshot shows the 'District Course' screen for Course ID 0700, Course Title Speech. The 'Course' tab is active, displaying a table with columns for Course ID, Course Title, Course Short Title, Mandatory, and Inactive. Below the table are sections for 'Course Info' and 'Scheduling Options'. The 'Course Info' section includes fields for Course Duration, Department, College Prep, Credit, and Max Credit, along with checkboxes for Teacher Aide, Extended Day, College Approved, and Distance Learning Course. The 'Scheduling Options' section includes a Duplicate Request dropdown and a Schedule Priority dropdown. The 'ParentVUE Options' section includes Grade Range Low, Grade Range High, and Schedule Priority dropdowns, and a checkbox for 'Do not show in online course requests (PVUE/SVUE)'. Red boxes highlight the 'Schedule Priority' dropdown (set to 'Elective (Low)') and the 'ParentVUE Options' section.

Figure 3.57 – District Course Screen, Course Tab

4. In the box titled **ParentVUE Options**, select the highest and lowest grade using the dropdown boxes under **Grade Range Low** and **Grade Range High**. To choose a class priority, select either Core or Elective from the **Schedule Priority** dropdown box. To not display the course as an option in online courses requests, check the **Do Not Show in Online Course Requests** box.

WEBSITE CUSTOMIZATION

Other customizations can be made to the website that parents and students screen. These are controlled from the **ParentVUE and StudentVUE Configuration** screen found under Synergy SIS > System > ParentVUE.

Contact Page, Privacy Page, & Help Message

On all web pages, there are links to a privacy page, a contact page and a help page.

- The **Contact** message lists general contact information for parents and students needing additional assistance. A sample message is available on page 18.
- The **Privacy** message outlines the district's standard privacy policy. A sample message is available on page 18.
- The **Help** message provides assistance in using the system. A sample message is available on page 18.

To enter a customized contact, privacy or help page message:

1. Click on the **Contact/Privacy** tab of ParentVUE and StudentVUE Configuration screen.
2. Enter the text of the contact message in the **Content for the PXP Contact Page** box. Either type the message in the box directly or copy and paste it.
3. Enter the text of the privacy message in the **Content for the PXP Privacy Page** box. Either type the message in the box directly or copy and paste it.
4. Enter the text of the help message in the **Help Message** box. Either type the message in the box directly or copy and paste it from another source.
5. **Spell check** any of the messages by clicking on the  icon at the top of the box.
6. Standard **HTML** code can also be used for additional formatting options.

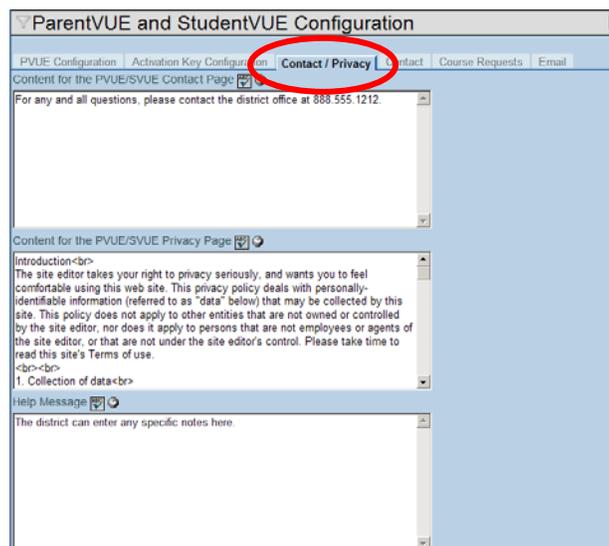


Figure 3.58 – ParentVUE and StudentVUE Configuration Screen, Contact/Privacy Tab

PARENT & STUDENT LOGONS

Parent and student logons are handled separately from the regular User screen in Synergy SIS. Parent and student logons can either be self-created using an activation key, or be copied from a district's existing parent & student accounts in an LDAP system. Student logon information is stored in the StudentVUE screen, and parent logon information is stored on the ParentVUE tab of the Parent screen. More information about the ParentVUE tab and the StudentVUE screen can be found in the next chapter. Parent and student logons are configured in the **ParentVUE and StudentVUE Configuration** screen found under Synergy SIS > System > ParentVUE

Parent Logons

If using the activation key method, parents are given an activation key which is a 7 digit letter and number combination randomly created by the Synergy SIS system. Each activation key is unique and linked to the parent's information in Synergy SIS. The parents then use the **activation key** and their **first** and **last names** as listed in Synergy SIS on the ParentVUE website to authenticate their identity. The parents are then prompted to enter a username and password. The username must be unique and the password must be 6 characters or more. The password can contain letters or numbers, but not symbols. For a complete walk-through of the activation process, please see the manual *Synergy SIS – ParentVUE & StudentVUE Parent & Student Guide*.

As part of the activation process, the parents are also required to enter their primary e-mail address. This e-mail address is used if the parents need to retrieve their password and for other e-mail communication through Synergy SIS.

To assist with distributing the activation keys to parents, Synergy SIS has an activation key letter which contains all the information the parents need to sign on to the site. It includes the activation key, the parent's first & last names as entered in Synergy SIS, and the website URL. A customized message with instructions about the district's specific policies, etc. can also be included.

Activation keys can also be set to expire in a given number of days to increase security. Since the parent is given a written copy of the key, the letter could be lost or otherwise discovered by someone other than the parent.

If parents already have their own usernames and password in an **LDAP** system like Active Directory, the parent can use their existing password. The ParentVUE & StudentVUE web server would also need access to the LDAP directory. To use the same usernames as the LDAP system, these usernames would need to be imported into Synergy SIS using the Generic Conversion program, but the passwords would remain in the LDAP directory.

To configure the setup of the activation keys:

1. Click on the **Activation Key Configuration** tab of ParentVUE and StudentVUE Configuration screen.

ParentVUE and StudentVUE Configuration

PVUE Configuration **Activation Key Configuration** Contact / Privacy Contact Course Requests Email

Parent Activation Key Message and Creation

Parent Activation Key Message

Welcome to ParentVUE!

We hope you use the capability that you find here to facilitate your child's education. ParentVUE is a wonderful tool to establish a communication channel between the home and the school.

Use the information found below to login to ParentVUE for the first time and please let us know how we might make your experience better in the future.

ParentVUE URL

http://localhost/PXP/Login_PXP.aspx

Number of Days before key expires (0=never)

10

This will create an activation code for all parents, in the current focus, that have:

(a) not already had an activation key created for them that is still valid or

(b) have not logged into the ParentVUE system.

Create Parent Activation Keys

Select the relationship attributes below to filter parents for whom keys will be created.

NOTE: Educational Rights is always evaluated (parent must have Educational Rights). In addition to Educational Rights, all other selected attributes below must match as well

Lives With Has Custody Contact Allowed Mailings Allowed

Figure 3.59 – ParentVUE and StudentVUE Configuration Screen, Activation Key Configuration

2. To customize the message on the activation key letter, enter the custom message in the box labeled **Parent Activation Key Message**. A sample message is on page 17 of this guide.
3. Enter the URL for the ParentVUE website in the box labeled **ParentVUE URL**. The default page is **Login_PXP.aspx** which is for both parents and students. To link directly to the parent logon, use the page **Login_Parent_PXP.aspx**.
4. Enter the **number of days** the key remains active in the box labeled Number of Days. Enter 0 if the key never expires.
5. To create activation keys for all parents with ACTIVE students enrolled in the school currently selected (the focus), click on the **Create Parent Activation Keys** button. If activation keys were created previously, this process will not only create keys for new parents who don't have a key, but will also create a new key for any parent who has not activated an account.
6. Select the **relationship** parents must have with the student to see them in ParentVUE by checking the Lives With, etc. boxes.



Note: The parents must have Educational Rights checked for at least one student for a key to be created. Activation keys may also be created on an individual basis for a parent using the Parent screen. This is covered in *Modifying Parent & Student Settings*.

To setup the type of password authentication for parents:

1. Click on the **PVUE Configuration** tab.

Figure 3.60 - Parent Account Setup

2. Select PVUE/SVUE Password from the **Parent Authentication Option** drop-down to use the ParentVUE password.
3. To use LDAP, select **LDAP** from the Parent Authentication Option drop-down. Enter the **LDAP domain name** (for example, esd) and **server path** (for example, LDAP://pdc.esd.local) in the boxes provided.
4. Click the **Save** button at the top of the screen to save the configuration.

Student Logons

Student logons can use the same activation key method as setup for the parents or if the district has already created logons for the students the current logons can be used. The three options are:

- The activation key method outlined above, where the students use the activation key to create a username and password
- Students use an activation key to create a password, but a username can already be created and assigned. The usernames can be imported from another system using the Generic Conversion program. For more information about using the Generic Conversion program, please see the manual titled *Synergy SIS – Data Conversion Guide*.
- If students already have their own usernames and password in an LDAP system like Active Directory, the student can use their existing username and password. Usernames would need to be imported into Synergy SIS using the Generic Conversion program, but the passwords would remain in the LDAP directory. The ParentVUE & StudentVUE web server would also need access to the LDAP directory.

To configure the logon method for student accounts:

1. Click on the **PVUE Configuration** tab of the ParentVUE and StudentVUE Configuration screen.

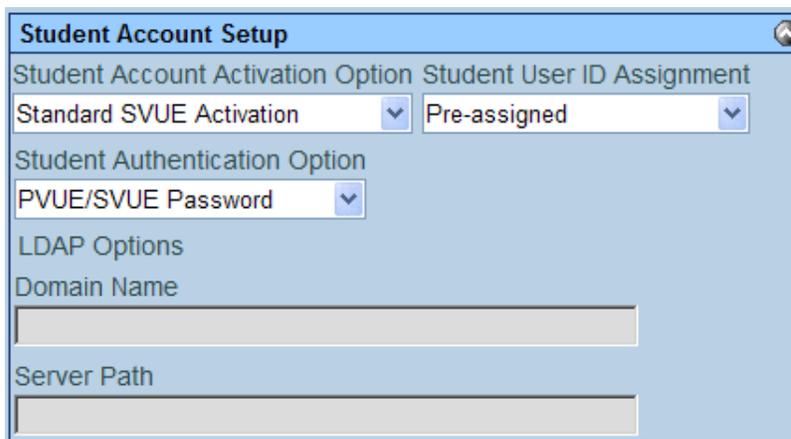
The screenshot shows a window titled "Student Account Setup". It contains several configuration options: "Student Account Activation Option" with a dropdown menu set to "Standard SVUE Activation"; "Student User ID Assignment" with a dropdown menu set to "Pre-assigned"; "Student Authentication Option" with a dropdown menu set to "PVUE/SVUE Password"; "LDAP Options" section containing "Domain Name" and "Server Path" text input fields.

Figure 3.61 – Student Account Setup Section

2. Select the **Student Account Activation Option** using the drop-down. Choose **All Accounts are active** for LDAP integration, or select **Standard SVUE Activation** to use an activation key for either the username/password or password only.
3. Choose the type of **Student User ID Assignment** by clicking on the drop-down. Select **User Created** if the students will use the activation key to create a username, or select **Pre-Assigned** if the usernames will be imported.
4. Select the **Student Authentication Option** by using the drop-down. Choose **LDAP** if LDAP will be used for authentication and **PVUE/SVUE Password** with the other methods.
5. For **LDAP** integration, enter the **LDAP domain name** (esd, for example) and **server path** (LDAP://pdc.esd.local, for example) in the boxes provided to complete the student account setup.

To use an activation key method for the students, the student setup will need to be configured similarly to the parent setup. To configure the setup of the activation keys for the students:

1. Click on the **Activation Key Configuration** tab of ParentVUE and StudentVUE Configuration screen.

The screenshot shows the 'ParentVUE and StudentVUE Configuration' interface. The 'Activation Key Configuration' tab is selected and highlighted with a red circle. Below the tabs, the 'Student Activation Key Message and Creation' section is expanded. It contains a text area with the message: 'Welcome to StudentVUE! We hope you will use this web access to your school records to help with your overall education in the Genesis School'. Below the message is a text box for the 'StudentVUE URL' containing 'http://localhost/PXP/Login_PXP.aspx'. There is also a text box for 'Student Activation Key Expiration' with the value '10'. At the bottom of the section is a button labeled 'Create Student Activation Keys'.

Figure 3.62 – ParentVUE and StudentVUE Configuration, Activation Key Configuration Tab

2. To customize the message on the activation key letter, enter the custom message in the box labeled **Student Activation Key Message**. Either type the message in the box directly or copy and paste it from another source. A sample message is on page 18 of this guide.
3. Enter the URL for the ParentVUE and StudentVUE website in the box labeled **StudentVUE URL**. The default page is **Login_PXP.aspx** which is for both parents and students. To link directly to the parent logon, use the page **Login_Student_PXP.aspx**.
4. Enter the **number of days** the key remains active in the box labeled Number of Days. Enter 0 if the key never expires.
5. To create activation keys for all ACTIVE students enrolled in the school currently selected (the focus), click on the **Create Student Activation Keys** button. If activation keys were created previously, this process will not only create keys for new students who don't have a key, but also create a new key for any student who has not activated an account.
6. **Spell check** the message by clicking on the  icon at the top of the box.
7. Click the **Save** button at the top of the screen to save the changes..



Note: Activation keys can be created on an individual basis for a student using the StudentVUE screen. This is covered in the next chapter in *Modifying Parent & Student Settings*.

Forgot Password E-mail & Other Errors Message

If parents or students forget their password, the password can be retrieved automatically by clicking on the link **Forgot Password** underneath the logon area on the website. When the link is clicked, the site asks for their primary e-mail address. Once confirmed, an e-mail is sent to that account with the password information.

The e-mail that is sent to parents and students with the password information can also be customized. To customize the **Forgot Password** e-mail message:

1. Click on the **Contact** tab of the **ParentVUE and StudentVUE Configuration** screen.

ParentVUE and StudentVUE Configuration

PVUE Configuration | Activation Key Configuration | Contact / Privacy | **Contact** | Course Requests | Email

Forgot Password Detail

Return e-mail address for Forgot Password notification

Subject line for Forgot Password Email

Forgot Password Detail

Thank you FIRST_NAME for using the District's ParentVUE to stay involved in your child's education.

Your login credentials are:
 User ID: USER_ID
 Password: PASSWORD

If you have any further questions please contact the administrator at 888.555.1212.

This Forgot Password Message allows replacement of the following key fields (must be typed in exactly as they appear):
 LAST_NAME - User's last name
 FIRST_NAME - User's first name
 PASSWORD - User's password
 FULL_NAME - User's formatted full name e.g. Mary Smith
 USER_ID - User's login ID

NOTE: Any combination of the above replacement keys can be used. They can also be used more than once

Additional Errors

Note the entity to contact in the event of a general error or warning: e.g. School, District, Student Management Office, etc.

For assistance with the ParentVUE and StudentVUE portal, please contact the front office of your school.

Figure 3.63 – Forgot Password Detail, Contact Tab

2. Enter the **e-mail address** to be used as the sender of the e-mail message in the **Return e-mail address for Forgot Password notification** box. All replies to the **Forgot Password** e-mail will be sent to this address, so be sure it is an e-mail address that is monitored frequently for a quick response to parent and student questions.
3. Enter the **subject line** for the e-mail in the **Subject Line** box and the **text of the message** in the **Forgot Password Detail** box. A sample message can be found on page 19. The following fields can be used to create a customized message:

- LAST_NAME – parent/student last name
 - FIRST_NAME – parent/student first name
 - PASSWORD – parent/student password
 - FULL_NAME – parent/student formatted full name
 - USER_ID – parent/student username
4. **Spell check** the message by clicking on the  icon at the top of the box.
 5. Click the **Save** button at the top of the screen to save the changes.

There is also a place to enter a customized message to parents and students who receive an error on the website. This message appears after the explanation of the error. For example, if a parent or student account is disabled (the student is inactive or the parent is no longer linked to any active students) the following message shows:

The account has been disabled. Please contact the [ADDITIONAL_ERRORS_MESSAGE_GOES_HERE](#) if you believe the account needs to be enabled.

The additional errors message is placed where the [ADDITIONAL_ERRORS_MESSAGE_GOES_HERE](#) variable is located. A sample message is included on page 19. To customize the additional errors message:

1. Enter the text of the message in the **Additional Errors** box.
2. **Spell check** the message by clicking on the  icon at the top of the box.
3. Standard **HTML** code can also be used for additional formatting options.
4. Click the **Save** button at the top of the screen to save the changes.



Caution: Don't forget to save the changes each time a different tab or screen is clicked. The **Save** button is located at the top of the screen.

Chapter Four: IMPLEMENTATION & MAINTENANCE

This chapter covers how to:

- ▶ Add district and school events
- ▶ Print activation key letters
- ▶ Setup new parent & student logons
- ▶ Modify parent & student settings

ADDING DISTRICT & SCHOOL EVENTS

Now that the ParentVUE & StudentVUE software has been configured, district and school events need to be entered for display on the home page and in the District and School Events menus.

To add a district event:

1. Click on the **District Events** screen, found under Synergy SIS > System > ParentVUE.
2. The District Events screen has five elements, or fields to be completed:
 - **Event Date** – date of the event
 - **Event Time** – time of the event
 - **Short Desc** – a short description of the event
 - **Short Title** – a title for the event which is used as a header for the event display
 - **Long Desc** – a long description of the event which will be displayed when the event link is clicked

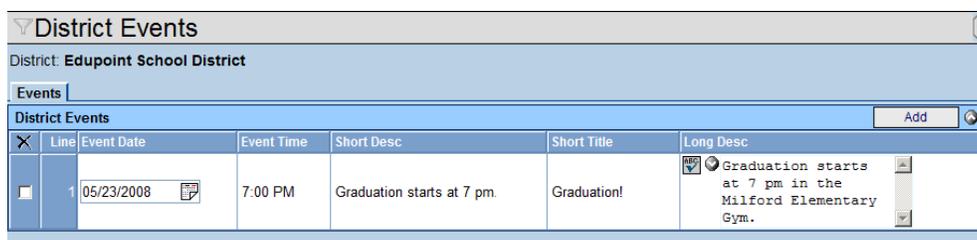


Figure 4.1 – District Events Screen

3. To add an event, click the **Add** button. A new row will appear.

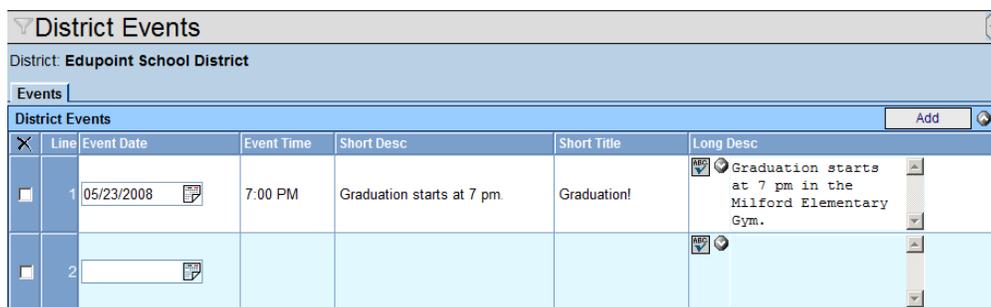


Figure 4.2 – District Events Screen, Events Tab

4. **Spell check** the long description by clicking on the  icon at the upper left-hand corner of the field.
5. Click the **Save** button at the top of the screen to save the changes.

To modify an event, click on the text, make the changes, and click the **Save** button.

To delete an event, check the **checkbox** underneath the X column, and click the **Save** button.

To add or modify school-level events using the Calendar:

1. Click on the **School Event Calendar** screen, found under Synergy SIS > System > ParentVUE.
2. The School Event Calendar has two tabs for adding and modifying school events. The **Calendar** tab, which shows events by month, is on the first tab. The second tab is for the **Event List** tab, which lists all entered events.

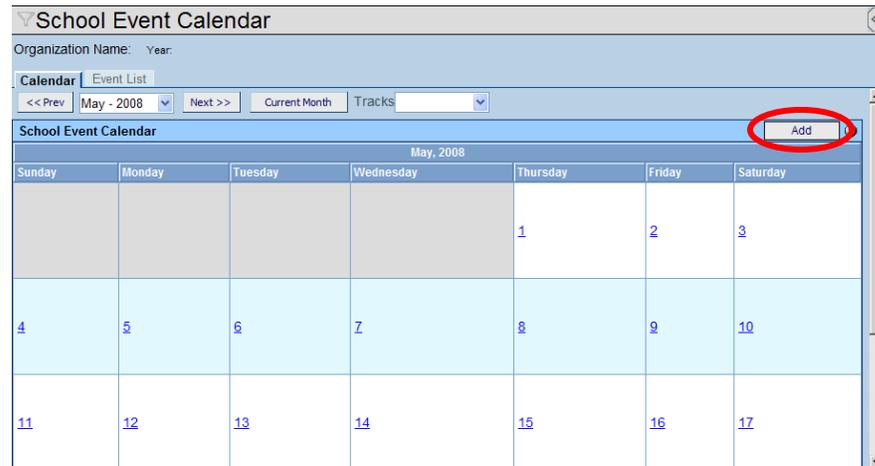


Figure 4.3 – School Event Calendar Screen

3. To find a date in the calendar, either scroll through the calendar using the **Prev** and **Next** buttons or use the **drop-down list** in between the buttons to pick a specific month. Return to the current month at any time by clicking the **Current Month** button.

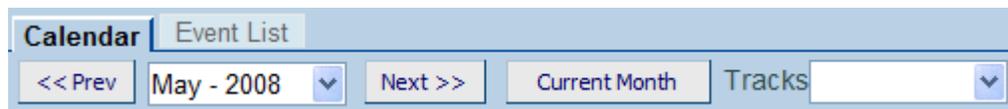


Figure 4.4 – School Event Calendar Screen, Calendar Tab

4. Events can also be added that apply to only one track. To filter by **Track**, select the drop-down and choose the track. To return to viewing all events, select the blank track.
5. To add an event, click the **Add** button.

The screenshot shows the 'SchoolEventCalendarDetailAdd' form. It has 'Save' and 'Close' buttons at the top. The form is divided into sections. The 'Event Data' section contains:

- Type: A dropdown menu.
- Event Date: A date picker field.
- Event Time: A time picker field.
- Short Description: A text input field.
- Short Title: A text input field.
- Long Description: A large text area with a 'Rich Text' icon.

 The 'Tracks' section at the bottom contains four checkboxes labeled 'Track 1', 'Track 1', 'Track 2', and 'Track 2'.

Figure 4.5 – Add SchoolEventCalendarDetailAdd

- The two mandatory fields that must be completed are the **Event Date** and a **Short Title**. The Short Title is what will appear in the calendar. The rest of the details will only appear if the Short Title is clicked.
- The rest of the fields can also be completed depending on the event. A **Type** may be selected either Announcement, Event, or Important Announcement. Other possibilities include an **Event Time**, a **Short Description**, and a **Long Description**. The Long Description may be checked for spelling by clicking on the  button. To make the event track-specific, check the **Tracks** to which it applies.



Note: The Short Description is generally what parents and students will see on the home page in addition to the Short Title. If the short description is short enough, parents and students may see the first few words of the long description, but the long description is usually only viewable if the link to the event is clicked.

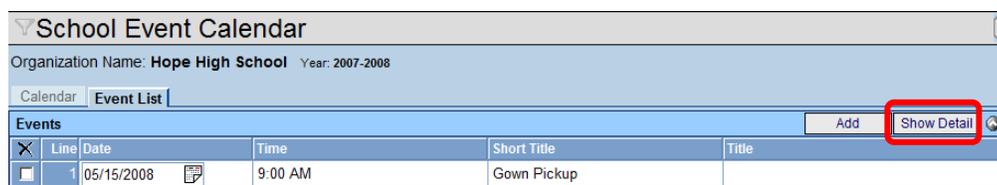
- Click the **Save** button at the top of the screen to save the changes.

To modify an event using the Calendar, click the event to modify in the calendar, make the changes and click the **Save** button.

To delete an event, use the **Event List** tab, click in the box under the X and click on the **Save** button.

To add or modify school-level events using the Event List:

- Click on the **Event List** tab. It will show a list of all school-level events sorted by date, with the date, time, short title and title (short descriptions).



Line	Date	Time	Short Title	Title
1	05/15/2008	9:00 AM	Gown Pickup	

Figure 4.6 – School Event Calendar, Event List Screen

- Edit the fields in the list by clicking in the field and modifying the text. To edit the other details, click the **Show Detail** button.

- In the detailed screen, the **Type**, **Long Description** and **Tracks** for the highlighted event can now be edited. To edit a different event, click on the event on the left-hand side of the screen.

The screenshot shows the 'School Event Calendar' interface for 'Hope High School' in the year 2009-2010. The 'Event List' tab is active, displaying a table of events:

Line	Date	
1	01/12/2010	
2	01/21/2010	
3	04/02/2010	

The 'Event Data' form for the selected event (Line 1) includes the following fields:

- Type:** Event
- Event Date:** 01/12/2010
- Event Time:** 6:00 PM
- Short Description:** PTSO Meeting
- Short Title:** PTSO Meeting
- Long Description:** Meeting in the Library to discuss upcoming events
- Tracks:** Track 1, Track 2 (each with a checkbox)

Figure 4.7 – School Event Calendar Screen, Event List Tab, Event Data

- To return to the list screen, click the **Hide Detail** button.
- To save the changes, click the **Save** button.
- Events can be added in the same manner, as with the Calendar screen, by clicking the **Add** button.

To delete an event, check the **checkbox** underneath the X column and click the **Save** button.



Figure 4.8 – Checkbox



Caution: Synergy SIS security settings may need to be modified to allow staff to modify district and school events, since the screens are located in the Setup folder in Synergy SIS .

PRINTING ACTIVATION LETTERS

Once the activation keys have been generated, the keys need to be distributed to the parents and students. It is recommended that the letters be distributed during face-to-face meetings to validate the parent/student identity. Letters mass-mailed to the homes could easily fall into the wrong hands and given the criticality of the data contained in the ParentVUE & StudentVUE software it is important to safeguard the security of the data.

To print the parent activation letters in bulk:

1. Click on the **PVU202 – Parent Activation Key Letter** report, found under Synergy SIS > Parent > Reports > Individual. The standard report interface, for the activation key letter, can either print all letters by leaving all fields blank or can print groups of letters by student perm ID, grade or first and last name. The sort order used, output type, etc. can also be modified as with all reports. Just one letter can be printed by entering the student Perm ID.

The screenshot shows a web-based report interface titled "Report Interface". At the top, it displays "Name: Parent Activation Key Letter", "Number: PVU202", and "Page Orientation: Portrait". Below this are tabs for "Options", "Sort / Output", "Conditions", "Selection", and "Advanced". The "Options" tab is active. Under "Student Info", there are input fields for "Perm ID", "Last Name", and "First Name", and a dropdown menu for "Grade". Under "Parent Relationship", there are four checkboxes: "Lives With", "Has Custody", "Mailings Allowed", and "Contact Allowed".

Figure 4.9 – Parent Activation Key Letter, PVU202 Report Interface

Another way to print individual parent activation key letters is:

1. Click on the **Parent** screen, found under Synergy SIS > Parent,
2. In the Parent screen, select the parent using the **Find** function.
3. At the top of the Parent screen, click on the **Menu** and choose **Reports, Print Activation Key**. This will print the letter for the parent selected.

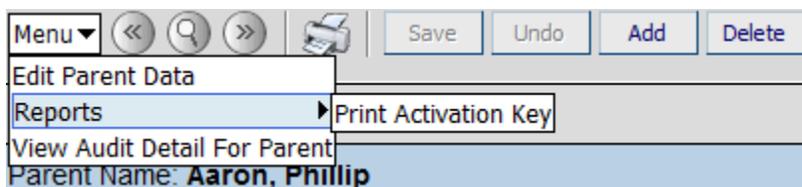


Figure 4.10 – Menu Screen

To print student activation key letters in bulk:

1. Click on the **PVU203 – Student Activation Key Letter** report, found under Synergy SIS > Student > Reports > Individual.
2. The standard report interface, for the activation key letter, can either print all letters by leaving all fields blank, or can print groups of letters by student perm ID, grade or first and last name. The sort order used, output type, etc. can also be modified as with all reports. Just one letter can be printed by entering the student Perm ID.

Figure 4.11 – Student Activation Key Letter – PVU203 Report Interface

Another way to print individual student activation key letters is:

1. Click on the **StudentVUE** screen, found under Synergy SIS > Student..
2. In the **StudentVUE** screen, select the student by using the Find function.
3. At the top of the StudentVUE screen, click on the **Menu** and choose **Reports, Print Activation Key**. This will print the letter for the parent selected.

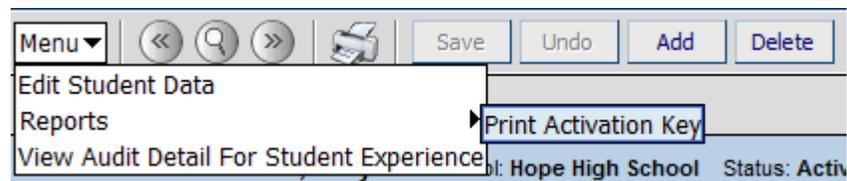


Figure 4.12 –StudentVUE Menu Screen

ADDING NEW PARENT AND STUDENT LOGONS

After the initial distribution of activation keys, the district will want to give activation key letters to new parents and students upon enrollment. Instead of creating activation keys for everyone again, activation keys can be created for new parents and students individually.

To create a new activation key for an individual parent:

1. Click on the **Parent** screen, found under Synergy SIS > Parent
2. Lookup the parent using the **Find** function.
3. Click on the **ParentVUE** tab.

Parent Name: **Aaron, Kathleen**

Demographics | Children | **ParentVUE** | Parent Contact

Last Name: Aaron | First Name: Kathleen | Middle Name: | Suffix: | Title: |

Activation Key Management

Activation Key: xxx5D4V

Key Valid Until: 07/03/2011 18:09:34

Date Activation Key Used: |

ParentVUE ID

User ID: kaaron

Notify Options

Attendance

Discipline

Health

Grade

Class Change

Gradebook

Send Messages Every: Friday

Only send messages when grades are below: 75 %

Email Addresses

Email 1: kaaron@edupoint.com

Email 2: |

Email 3: |

Email 4: |

Email 5: |

Account Activation

ParentVUE Account Disabled:

Parent Access History

Line	Access Dt	Access Ip	Login Status
1	06/27/2011 13:07:00	192.168.5.18	Success
2	06/15/2011 11:59:00	192.168.5.18	Success

Figure 4.13 – Parent Screen

4. Click on the **Create Activation Key** button.

To create a new activation key for an individual student:

1. Click on the **StudentVUE** screen, found under Synergy SIS > Student
2. Lookup the parent using the **Find** function.
3. Click on the **Create Activation Key** button.

The screenshot shows the StudentVUE interface for a student named Abbott, Billy C. The interface includes fields for Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, and Gender. Below these fields are sections for 'Activation Key Management', 'Account Activation', 'Student Experience ID', and 'Online Course Request Status'. The 'Create Activation Key' button in the 'Activation Key Management' section is highlighted with a red box.

Figure 4.14 – StudentVUE Screen

MODIFYING PARENT AND STUDENT SETTINGS

After the activation keys have been distributed, and parents and students begin using the ParentVUE & StudentVUE software, a few changes may need to be made to the parent and student individual accounts. These changes may include:

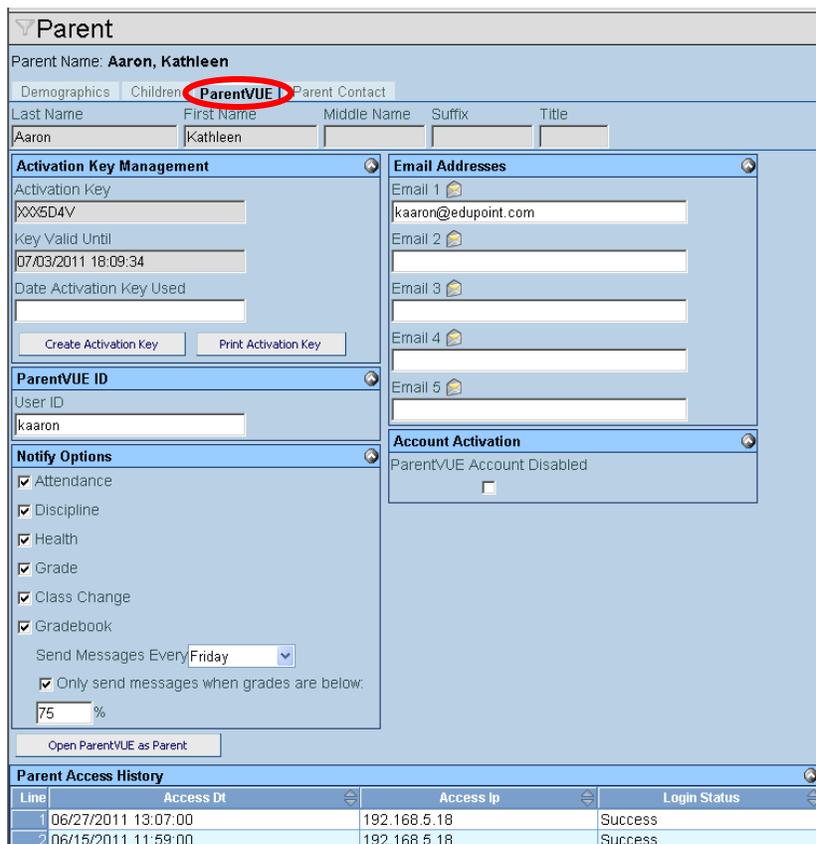
- Edit parent e-mail addresses
- Disable parent and student website accounts
- Look up usernames
- Turn on or off e-mail notifications for parents
- Edit which children a parent can monitor
- Lock course requests to prevent changes for all of a student's classes or just one class
- Unlock course requests
- Validate or un-validate course requests when monitoring is enabled



Note: When a student is withdrawn from a school the student's account is automatically disabled. Upon re-enrollment, at that school or at a different school in the district, the account will automatically be reactivated with the same settings.

To modify or lookup parents' website information:

1. Click on the **Parent** screen found under Synergy SIS > Parent.
2. Lookup the parent using the **Find** function.
3. Click on the **ParentVUE** tab.



Parent Name: **Aaron, Kathleen**

Demographics | Children | **ParentVUE** | Parent Contact

Last Name: Aaron | First Name: Kathleen | Middle Name: | Suffix: | Title: |

Activation Key Management

Activation Key: XXX5D4V

Key Valid Until: 07/03/2011 18:09:34

Date Activation Key Used: |

Create Activation Key | Print Activation Key

ParentVUE ID

User ID: kaaron

Notify Options

Attendance

Discipline

Health

Grade

Class Change

Gradebook

Send Messages Every: Friday

Only send messages when grades are below: 75 %

Open ParentVUE as Parent

Email Addresses

Email 1: kaaron@edupoint.com

Email 2: |

Email 3: |

Email 4: |

Email 5: |

Account Activation

ParentVUE Account Disabled:

Parent Access History

Line	Access Dt	Access Ip	Login Status
1	06/27/2011 13:07:00	192.168.5.18	Success
2	06/15/2011 11:59:00	192.168.5.18	Success

Figure 4.15 – Parent Screen, ParentVUE Tab

4. To add or change the e-mail addresses, modify the e-mail addresses in the **Email Addresses** box.
5. To look up the username, look in the **User ID** field in the ParentVUE ID box.
6. To change the **Notify Options** settings, the notifications can be turned on and off by checking and un-checking the boxes next to each notify option.
7. To disable the account, click the box labeled **ParentVUE Account Disabled**.
8. Note that the activation key's expiration date is displayed (if an expiration time has been configured) in the **Key Valid Until** field. The date the username and password is created is stored in the **Date Activation Key Used** field.
9. The **Parent Access History** shows the time and date the parent has accessed the ParentVUE website, the IP address of the computer used for access, and if they successfully logged on or not.
10. To see the ParentVUE site as that parent, click the **Open ParentVUE as Parent** button. This is helpful in diagnosing problems.

To change which parents can screen a child's information:

1. Click on the **Student** screen, found under Synergy SIS > Student..
2. Lookup the student using the **Find** function.
3. Click on the **Parent/Guardian** tab.

Student Name: **Abbott, Billy C.** School: Hope High School Homeroom: Teacher:

Demographics **Parent/Guardian** Other Info Emergency Enrollment Enrollment History Classes Documents Student Contact Log

Last Name First Name Middle Name Suffix Perm ID Grade Gender Track
Abbott Billy C 905483 12 Male

Parents and Guardians Add Show Detail

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

Siblings

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

Figure 4.16 – Student, Parent Guardian Tab

4. To allow a parent to see the child's information in the ParentVUE, check the box **Ed.Rights** (Educational Rights). To turn off access, uncheck the box. In the example above, Kathleen can see Billy's information, but Phillip cannot.



Tip: Educational rights may also be modified using the Parent screen. Click on the Children tab, and check/uncheck the Ed. Rights box. This is helpful if the educational rights for multiple children assigned to one parent need to be modified.

To modify or lookup students' website information:

1. Click on the **StudentVUE** screen, found under Synergy SIS > Student.
2. Look up the student using the **Find** function.

StudentVUE

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

Activation Key Access

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Activation Key Management

Activation Key: T9W3W4Z

Key Valid Until: [] Date Activation Key Used: []

Buttons: Create Activation Key, Print Activation Key

Account Activation

StudentVUE Account Disabled:

Student Experience ID

User ID: []

Online Course Request Status

Locked In ParentVUE Locked In Date: Yes [] 04/01/2011 13:41:00

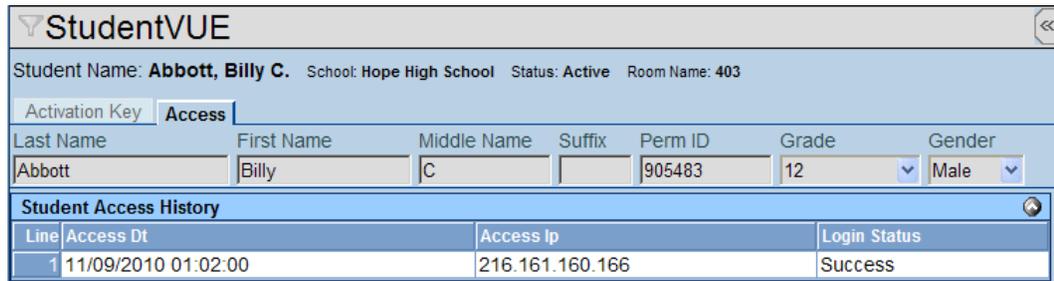
Validated ParentVUE Validated Date: Yes [] 04/01/2011 13:41:00

Open StudentVUE as Student

Figure 4.17 – StudentVUE Screen

3. To look up the username, look in the **User ID** field in the StudentVUE ID box.
4. To disable the account, click the box labeled **StudentVUE Account Disabled**.
5. Note that the activation key's expiration date is displayed (if an expiration time has been configured) in the **Key Valid Until** field. The date the username and password is created is stored in the **Date Activation Key Used** field.
6. To lock all of the course requests so that the student or parent can no longer change the requests, choose **Yes** in the drop-down labeled **Locked In** under Online Course Request Status. To unlock, choose No. Note that the last date the courses were locked is recorded in the **ParentVUE Locked in Date** field.
7. To validate the requests (in a monitored environment), choose **Yes** in the drop down labeled **Validated** under Online Course Request Status. Choose No to un-validate. Note that the last date the courses were validated is recorded in the **ParentVUE Validated Date** field.
8. To see the StudentVUE site as that parent, click the **Open StudentVUE as Student** button. This is helpful in diagnosing problems.

- To view the time and dates the student has logged into the StudentVUE website, click on the **Access** tab. It also shows the IP address of the computer used for access, and if they successfully logged on or not



StudentVUE

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

Activation Key **Access**

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Student Access History

Line	Access Dt	Access Ip	Login Status
1	11/09/2010 01:02:00	216.161.160.166	Success

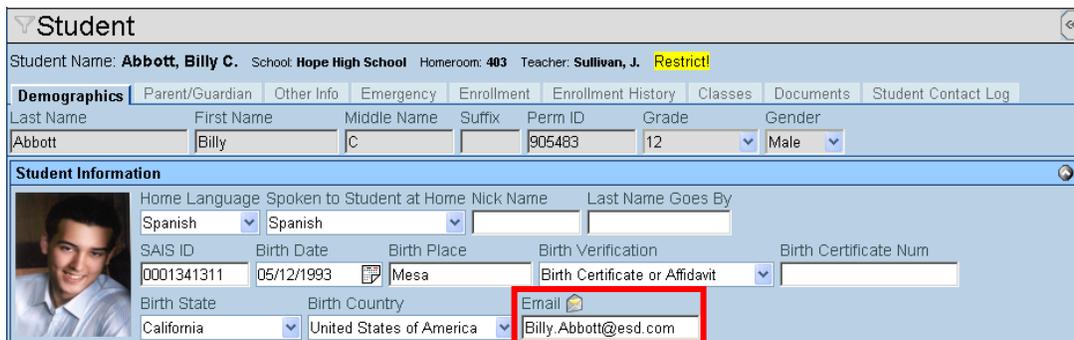
Figure 4.18 - Access Tab, StudentVUE



Tip: Notice that parent and student passwords are never shown on screen. The only way a parent or student can recover a lost password is through the Forgot Password link on website. However, the e-mail address can be changed if the e-mail address in the record is no longer valid.

To add or change student e-mail addresses:

- Click on the **Student** screen found under Synergy SIS > Student.
- Look up the student using the **Find** function.



Student

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **403** Teacher: **Sullivan, J.** **Restrict!**

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Documents Student Contact Log

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Student Information

Home Language Spoken to Student at Home Nick Name Last Name Goes By

Spanish Spanish

SAIS ID Birth Date Birth Place Birth Verification Birth Certificate Num

0001341311 05/12/1993 Mesa Birth Certificate or Affidavit

Birth State Birth Country Email

California United States of America Billy.Abbott@esd.com

Figure 4.19 – Student Screen, Demographics Tab

- Modify the e-mail address in the **Email** box.

To lock/unlock individual course requests:

1. Click on the **Schedule Request** screen found under Synergy SIS > Mass Scheduling.
2. Look up the student using the **Find** function.

The screenshot shows the 'Schedule Request' interface for student Abbott, Billy C. The 'Student Requests' table is visible, with the 'Course Request Lock' column highlighted by a red box. The table contains the following data:

Line	Course ID	Course Title	Term Override	Alternate Course	Pre-Req Not Required	Course Request Lock
1	AR54	Beg Jewelry		←	<input type="checkbox"/>	<input type="checkbox"/>
2	EN46	Prin Eng III		←	<input type="checkbox"/>	<input type="checkbox"/>

Figure 4.20 – Schedule Request Screen

3. To lock a specific course, check the box labeled **Course Request Lock**.
4. To lock or validate all courses (an alternate method from using the StudentVUE screen), click on the **Options** tab.

The screenshot shows the 'Schedule Request' interface for student Abbott, Billy C. The 'Options' tab is selected, and the 'ParentVUE Information' section is highlighted by a red box. The 'ParentVUE Information' section contains the following data:

Locked In	ParentVUE Locked In Date	Validated	ParentVUE Validated Date
Yes	04/01/2011 13:41:00	Yes	04/01/2011 13:41:00

Figure 4.21 – Schedule Request Screen, Options Tab

5. To lock all the student's course requests, choose **Yes** using the drop-down labeled **Locked In**. Student requests may also be unlocked by selecting No.
6. To validate a student's course requests (used in a monitored environment), choose **Yes** using the drop-down labeled **Validated**. Requests can also be un-validated by selecting No.

RESCREENING STUDENT INFORMATION CHANGES

The staff member who is responsible for rescreening the updates to student demographic information submitted by parents can receive notification of these updates by either e-mail or the task list on the home page of Synergy SIS, or both. These notifications are configured as outlined in the Student Information section of Chapter Three of this guide.

If notified by the task list, a **task** will appear on the home page of Synergy SIS for each update submitted.

Line	Task Date/Time	Name	Description	Action	
1	11/01/2010	12:00 AM	Abbott, Billy C	Health	✓
2	04/27/2011	1:00 PM	Abbott, Billy C	Medication	
3	05/05/2011	6:26 PM	Abbott, Billy C	PVUE	

Figure 4.22 – PVUE Update Task

If either the **icon** or the **student's underlined name** is clicked on in the task, the Rescreen PVUE Updates screen will pop-up focused on the student needing a rescreen of demographic updates.

To rescreen the updates requested by parents:

1. Go to the **Rescreen PVUE Updates** screen, found under Synergy SIS > Student.

Figure 4.23 – Rescreen PVUE Updates Screen

2. Find the student using either the Scroll buttons or Find mode. To find the first student requesting an update, click the **Change >** button at the top of the screen. To move backwards through the requests, click the **<<Change** button.

- Above the Changes grid, the **Date and Time** the updates were requested is shown, as well as name of the **Parent/Guardian** who requested the updates.

The screenshot shows the 'Review PVUE Updates' interface for student Abbott, Billy C. at Hope High School. The 'Date / Time of the change' is 05/05/2011 18:27:00, and the 'Parent / Guardian making the change' is Kathleen Aaron. Below this is a 'Changes' grid with the following data:

Line	BO Name	Property	Current Value	New Value	Accept/ Reject	Reason for Rejecting
1	K12.EmergencyInfo.Physician	DentalOffice	Mesa Office	Family Dental		
2	K12.EmergencyInfo.Physician	Hospital	Desert Sam Hospital Or Mesa	Good Samaritan		
3	K12.EmergencyInfo.Physician	Name	Mesa Peds	Valley Pediatrics		
4	K12.EmergencyInfo.Physician	Phone	949-555-0831	888-555-8500		
5	K12.Student	HomeLanguage	01-Spanish	00-English		
6	Revelation.RevPersonPhone	Phone	480-555-1214	800-555-1214		

Figure 4.24 – Rescreen PVUE Updates Screen, Updates Requested

- In the Changes grid, it lists each piece of information that the parent/guardian has requested to be updated and shows the current value and the requested updated value. To accept the change, select **Accept** from the **Accept/Reject** drop-down.

The screenshot shows the 'Review PVUE Updates' interface with the 'Save' button circled in red at the top. The 'Changes' grid is updated with the following data:

Line	BO Name	Property	Current Value	New Value	Accept/ Reject	Reason for Rejecting
1	K12.EmergencyInfo.Physician	DentalOffice	Mesa Office	Family Dental	Accept	
2	K12.EmergencyInfo.Physician	Hospital	Desert Sam Hospital Or Mesa	Good Samaritan	Accept	
3	K12.EmergencyInfo.Physician	Name	Mesa Peds	Valley Pediatrics	Accept	
4	K12.EmergencyInfo.Physician	Phone	949-555-0831	888-555-8500	Accept	
5	K12.Student	HomeLanguage	01-Spanish	00-English	Reject	Please fill out a new home language
6	Revelation.RevPersonPhone	Phone	480-555-1214	800-555-1214	Accept	

Figure 4.25 – Rescreen PVUE Updates Screen, Accepting Updates

- To reject the change, select **Reject** from the **Accept/Reject** drop-down and enter the reason for rejecting the change in the **Reason for Rejecting** column. To check the reason for spelling, click on the SpellCheck button.
- Once all of the changes have been marked as either accepted or rejected, click the **Save** button at the top of the screen.
- After the changes have been saved, the updates need to be processed before the changes will be applied to the student's record. To update the student's record, click the **Process Updates** button.

- Once the updates have been processed, the changes are moved to the History tab and the PVUE Updates tab is cleared.

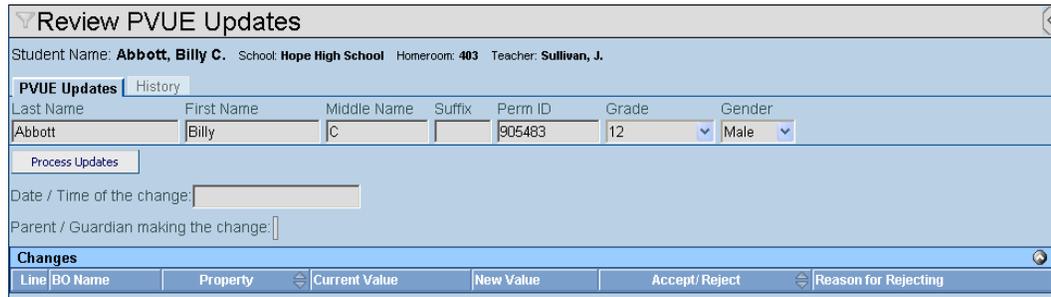


Figure 4.26 – Rescreen PVUE Updates Screen, Updates Processed

- To move to the next student requesting an update at the school in focus, click on the **Change >** or **<<Change** buttons at the top of the screen to move forward or backward to the next update request.

To rescreen previous changes to a student’s information:

- Find the student using either the Scroll buttons or Find mode in the Rescreen PVUE Updates screen.
- Click on the **History** tab. All previous updates submitted by parents are listed by date submitted. For each update, it lists the date and time the changes were submitted and the name of the parent/guardian who submitted the changes. It also shows the date and time the updates were processed and the name of the staff member who processed the updates.

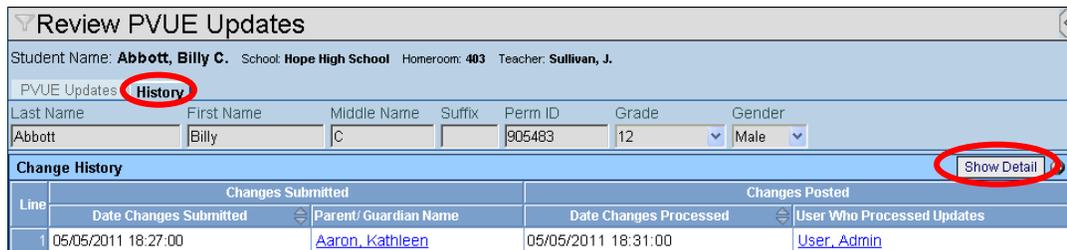


Figure 4.27 – Rescreen PVUE Updates Screen, History Tab

- To see the details of the updates, click the **Show Detail** button.

- Click on the date the update was submitted on the left side of the screen, and a list of the information changed in the update is shown on the right side. The detail shows the property that was updated, the old and new values, whether the change was accepted or rejected, and if it was rejected it lists the reason for the rejection.

Review PVUE Updates

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **403** Teacher: **Sullivan, J.**

PVUE Updates | **History**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Change History Hide Detail

Line	Changes Submitted	Date Changes Submitted	Parent/ Guardian Name: Aaron, Kathleen			
1		05/05/2011 18:27:00	User Who Processed Changes: User, Admin Date/Time Changes Processed: 05/05/2011 18:31:00			

Changed Values

Line	Name	Property	Old Value	New Value	Accept Reject	Reason
1	K12.EmergencyInfo.Physician	DentalOffice	Mesa Office	Family Dental	Accept	
2	K12.EmergencyInfo.Physician	Hospital	Desert Sam Hospital Or Mesa	Good Samaritan	Accept	
3	K12.EmergencyInfo.Physician	Name	Mesa Peds	Valley Pediatrics	Accept	
4	K12.EmergencyInfo.Physician	Phone	949-555-0831	888-555-8500	Accept	
5	K12.Student	HomeLanguage	01-Spanish	00-English	Reject	Please fill out a new home language form.
6	Revelation.RevPersonPhone	Phone	480-555-1214	800-555-1214	Accept	

Figure 4.28 – Rescreen PVUE Updates Screen, History Tab, Detailed Screen

- To return to the main screen, click the **Hide Detail** button.

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