

Synergy © Streams Collaboration Tool Guide



Edupoint Educational Systems, LLC 1955 South Val Vista Road, Suite 200 Mesa, AZ 85204 (480) 633-7500 Fax (480) 633-7501

First Edition, July 2013

This edition applies to Synergy SIS[™] Student Information System software and the Synergy SE[™] Special Education software and all subsequent releases and modifications until indicated with new editions or revisions.

Edupoint's Synergy SIS Student Information System software and Synergy SE Special Education software and any form of supporting documentation are proprietary and confidential. Unauthorized reproduction or distribution of the software and any form of supporting documentation is strictly prohibited and may result in severe civil and criminal penalties.

Information in this document is provided in connection with Edupoint Educational Systems products. No license to any intellectual property rights is granted by this document.

The illustrations, procedural steps, and sample reports in this manual may be slightly different from the actual software due to modifications in the software based on state requirements and/or school district customization.

The data in this document may include the names of individuals, schools, school districts, companies, brands, and products. Any similarities to actual names and data are entirely coincidental.

Synergy SIS is a trademark of Edupoint Educational Systems, LLC.

Synergy SE is a trademark of Edupoint Educational Systems, LLC.

* Other names and brands may be claimed as the property of others.

Copyright © 2006-2013, Edupoint Educational Systems, LLC. All rights reserved.

TABLE OF CONTENTS

Streams Overview	6	
Enable And Configure Streams	7	
Enable Streams	7	
Enable Streams for ParentVUE /StudentVUE Web Portals	7	
Disable Streams for Parents and Students at Specific Schools	8	
Disable Document Upload Functionality of Parents and Students	9	
CHAPTER TWO: USING STREAMS		. 11
Using Streams Collaboration Tool	12	
Streams Home Page	12	
Group Screen	13	
Posts	15	
Streams to Parents/Students	17	
Stream to Parent/Student	17	
ParentVUE & StudentVUE Web Portal Streams	19	
INDEX		. 21
INDEX OF SCREENS		. 23

BEFORE YOU BEGIN

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. 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.

THIS GUIDE

This document is intended to provide a description of the configuration and usage of the Synergy Streams Collaboration Tool.

Chapter One: STREAMS COLLABORATION TOOL SETUP

In this chapter, the following topics are covered:

- Streams Collaboration Tool Overview
- ► How to Enable and Configure Streams

STREAMS OVERVIEW

The Streams Collaboration Tool allows users to maintain a running dialog with each other within the Synergy education platform, using an easy-to-use and intuitive social media-type interface. Users can create private 'Streams' to communicate with other staff, in addition to being able to create groups where content can be shared with several users at one time. Communication occurs via posts – users can post documents, web links, and text to a Stream, as well as respond to others' posts.

Additionally, to encourage and facilitate home/school collaboration, parents, and students can communicate with school staff via the Streams link icon in various ParentVUE and StudentVUE web portal locations and the Streams tab. This feature is enabled by the school district.



Figure 1-1 Synergy Streams Screen

ENABLE AND CONFIGURE STREAMS

ENABLE STREAMS

1. Navigate to Synergy SIS>System>Setup>District Setup.

♥District Setup				~
District Setup				
Options System Grade Setup	TeacherVUE L	Labels Auto-Sequence	Reports Waivers	Mobile Apps
Enrollment Options				٢
Address Options				٢
Bulk Mailing				٢
Grading Setup				٢
Audit Class Options				٢
Course Options				٢
Other Options				٢
SIS Data Import Options				٢
Graduation Requirements				٢
Communication Options				۵
Enable Streams				
Photo Attach				٢
Security Options				٢

Figure 1-2 District Setup Screen System Tab

- 2. On the System tab, check **Enable Streams** in the Communication Options grid. Enabling this option activates Streams for all users within Synergy SIS.
- 3. Click Save.

The Streams screen can be found in the PAD Tree at Synergy SIS>System>User>Streams.

Users and User Groups can be secured from this screen, if desired, using PAD Security. Teachers, who typically do not have access to Synergy SIS, access Streams via the Streams menu in TeacherVUE Grade Book.

ENABLE STREAMS FOR PARENTVUE /STUDENTVUE WEB PORTALS

	JE Configuration
PVUE Configuration Activation Key Configura	ation Contact / Privacy Contact Course Red
Parent Active Modules	Student Active Modules
Attendance	Attendance
Course Request	Course Request
Course Request Edit Option	Course Request Edit Option
Current Schedule	Current Schedule
Digital Locker	
Digital Eccitor	V Digital Edeker
Streams	Streams
Special Ed	Special Ed
Class Websites	Class Websites

Figure 1-3 ParentVUE and StudentVUE Configuration

- 1. Navigate to Synergy SIS>System>ParentVUE>ParentVUE and StudentVUE Configuration.
- 2. Check Streams in either or both the Parent and Student Active Modules columns.

DISABLE STREAMS FOR PARENTS AND STUDENTS AT SPECIFIC SCHOOLS

1. Change **Focus** to desired school.

	Select Organization:
	Hope High School 💌
	Adams Elementary Central Enrollment Continuation High School Edupoint School District Elsenhower Middle School Franklin High School Grant Elementary
Hope High School Select Organization: Select Year: Show Stud	Hope High School
Year:2012-2013 Hope High School 🔽 2012-2013 🔻 Show Act	tive and Inactive Kennedy High School
Show active and inactive Change Focus	King High School Lincoln Elementary

Figure 1-4 Focus Selection

2. Navigate to Synergy SIS>System>ParentVUE>ParentVUE and StudentVUE School Configuration.

♥ParentVUE and StudentVU	JE School Configuration
School Name: Hope High School School Year: 2	2012-2013
PVUE Configuration Course Requests Opt	ions
Course Request	Course Request
Current Schedule	Current Schedule
Discipline	Discipline
Conference	Conference
Digital Locker	✓ Digital Locker
Streams	Streams
Special Ed	Special Ed
Class Websites	Class Websites

Figure 1-5 ParentVUE and StudentVUE School Configuration Screen

- 3. On the PVUE Configuration tab, check **Streams** in either or both columns to <u>disable</u> this functionality for that school.
- 4. Click Save.
- 5. Repeat this process for each school desired.

DISABLE DOCUMENT UPLOAD FUNCTIONALITY OF PARENTS AND STUDENTS

If the Streams Collaboration Tool is enabled in ParentVUE and/or StudentVUE, the district may wish to disable the ability for parents and students to upload documents. This can be accomplished within TeacherVUE Grade Book.

Synergy* Cocoson Platform V Streams Grade Book Report Card L	essonVUE Admin Vear: 2013-2014 User: Admin User
Synergy Unknown	Lock Sign Out
Global Config Values	
Update	
Warning: There is no validation of data types on these val the correct data type when updating. For boolean value	ues. Please be sure that you enter s be sure to spell out TRUE or FALSE
Keys	Values
boolShowExcusedAssignmentsInParentPortal	False
CanNewAssignmentsBeCreatedByNotGBOwner	False
boolMarkRoundingEnabled	True
boolGradebookShowInactiveDefaultValue	False
ShowReportCardMarksFromAllPeriods	False
SpecialistCanViewHomeRooms	False
ReportCardSpecialistPrefix	Report Card Specialist
boolAllowPreviewToTransferGradesNotInHomeroom	False
boolDisableDelegatedScoreEditingByHomeroomTeacher	False
EnumReportCardPreview_TransferMarksSetting	AllowAllToTransferMarks
boolForceAssignmentReportCardCorrelations	False
boolHideDocumentStreamsUploadFromPVUE	True

Figure 1-6 TeacherVUE Grade Book Config Values Screen

- 1. As a District Admin User, navigate to **TeacherVUE Grade Book>Admin>Config Values.**
- 2. Set **boolHideDocumentStreamsUploadFromPVUE** to **True** to disable document uploads in the ParentVUE and StudentVUE web portals.



Chapter Two: USING STREAMS

In this chapter, the following topics are covered:

- ► Using Streams Collaboration Tool
- Streams to Parents/Students
- ParentVUE & StudentVUE Web Portal Streams
- ► Using the Streams Collaboration Tool

USING STREAMS COLLABORATION TOOL

For users other than teachers, navigate to **Synergy SIS>System>User>Streams** to open the Streams Collaboration Tool. Teachers can access the Streams Collaboration Tool via the Streams menu in TeacherVUE Grade Book.

STREAMS HOME PAGE

The Streams Home Page displays the user's Groups, Class Groups, and a list of any unread private messages. A list of the most popular Public groups, displaying the most recent post in each one, runs down the center of the screen. A search function to locate a stream is available.

My Groups	- 1	Public Groups	Send Private Message
King High School Forum	0	Search Public Groups	Staff Name
Principal Forum	0	Most Popular Groups	Private Messages
My Class Groups		Classroom Management	You have no private messages.
You currently are not a member of	f any classes.	3 Members - Show Members	
		Last Post: Natalie Carroll Post classroom managemeent ideas here 35 days ago	
		King High School Forum	
		1 Members - <u>Show Members</u>	
		Last Post: Admin User Any ideas for the Christmas party?	

Figure 2-1 Streams Screen Home Page

CREATE NEW GROUP

1. Click the icon 🕮 to the right of **My Groups**.



Figure 2-2 Streams Screen Home Page

2. Enter a New Group Name and click Create Group.

My Groups	JE Public Groups
King High School Forum	New Group Name "How To" Stream
Principal Forum	Create Group Cancel
My Class Groups	

Figure 2-3 Streams Screen Home Page

NOTE: My Class Groups are created when a teacher creates a 'shared class' within TeacherVUE Grade Book. Any additional staff added to a shared class are automatically added as members. Additional Synergy staff can be added to Class groups, also.

GROUP SCREEN

The user who created the group is the Group Admin. They may edit the membership. However, a person may always remove themself from a group or join a public group.

EDIT GROUP PROPERTIES

1. Click **Edit** to the right of Group Members.



Private Messages 0

Figure 2-4 Streams Group Screen

The user who created the group is the group owner or Group Admin. They may edit the membership. However, a person may always remove themself from a group or join a public group.

2. Check **Group is Public** to allow any users in the district to join the group. If this box is unchecked, only staff members added by the group owner can participate in the group.

Chess Club Anyone can join this gr	Dup.	Chess Club Only Group Admins C	DReturn t an Invite New Members.
*Staff Search	School Filter	*Staff Search	School Filter
Group Members Gr	oup is Public Delete This Group	Group Members	Group is Public Delete This Group



Edit Group Members

- 1. To add a staff member, enter partial or complete name in **Staff Search**. The screen begins to display a list of records matching criteria entered. The more information entered, the more the list is narrowed down.
- 2. Enter the school name in School Filter to limit the search to that school.
- 3. Click 🗱 to the left of Staff Name. An option box displays.





4. Check or uncheck additional filters to refine the search.

- 5. Click 🐺 again to save the selection and close the box.
- 6. Click on the name when it displays in the list. The list closes. The Staff Member tile displays below the staff name.
- 7. Grab and drag the tile to the group member's box.

No Prote David Cervantez Con the	
No Photo DocuMA	Cervantez
up Members	COLO DESte The Group []

Figure 2-7 Streams Group Screen



8. To remove members from the group, drag the staff member name to the Recycle Bin.

group members.	No Photo Natalie Carroll
Admin User UNKNOWN	No Photo Constant Carroll Con file
No Photo Expense On file	

Figure 2-8 Streams Group Screen

BReturn to Stream 9. Click when finished.

JOIN OR LEAVE PUBLIC GROUP

1. Enter search criteria in Search Public Groups. Public Groups that contain the search criteria will be returned.

NOTE: If Search Public Groups does not display in the center of the screen, click \checkmark .



Figure 2-9 Streams Group Screen

- 2. Click on the name of the desired group. The public group screen opens.
- 3. To join the group, click Join Group.



Figure 2-10 Streams Group Screen

4. To leave a group, click **Leave**.

Posts

Posts and replies to posts (known as Comments) can be with single individuals - Private Message, or many at once - Public Group Stream.

PRIVATE MESSAGES

SEND POST

1. Enter the **Staff Name** of the individual to private message in the **Send Private Message** area. Partial matches will return based on text entered.

NOTE: If Send Private Message does not display on the right, click \checkmark in the center of the screen.

- 2. Select the desired staff from the drop-down. The staff member's tile displays.
- 3. Click on the staff name to send a private message.
- 4. Click inside the **Write to Stream...** box and enter the message to post. Posts can be up to 4000 characters and can include web addresses, which will be converted to clickable links.
- 5. Click plice to check spelling, if desired. Incorrect spellings are underlined.

t rost to otream ∎ ro		F .
	or boounien	

Figure 2-11 Streams Screen Home Page

6. When finished, click Post

REPLY TO POST/ATTACH COMMENT

- 1. To reply to a post or enter additional comments to your post
- 2. Enter the message in Write a comment
- 3. Click Post .

EDIT POST

1. Posts can be edited after posting by hovering over the post and clicking the pencil \checkmark .



Figure 2-12 Streams Screen Home Page

2. Click Update when finished.

POST DOCUMENT

1. To post a document, click **Post Document**.

Dest to Stream	Post Document
No Document Selecte	d
Choose Document	Cancel

Figure 2-13 Streams Screen Home Page

- 2. Click Choose Document and locate the document to upload.
- 3. Click Upload and Post to upload the selected document.

PUBLIC GROUP STREAMS

- 1. Posting to a Public Group Stream will follow the same steps as above.
- 2. If you are not a member of the group or it is not in the Most Popular Groups list, use **Search Public Groups** at the top of the screen to find it. Only public groups display.

STREAMS TO PARENTS/STUDENTS

Teachers can initiate Streams with parents and students from TeacherVUE Grade Book.

STREAM TO PARENT/STUDENT

Within TeacherVUE Grade Book,

1. On Grade Book Main, click a student's name to open the Student Summary screen.

-	Education Plat	'gy™	4	Streams	Grad	le Book	Report Card	Admin	Close C	Grade Book	0
Jacks	on, K Psychology	<u>(1(1)</u>							Kathy Ja	ackson (KJackson) , Se	condary Teacher
Sa	ve Ghanges	Undo)					(New Assignment	t Grade Be	ook Reports
Ten	ms S1 (Terms)		Class: (S	\$1) Jackson, K Psy	chology I(1) SEC	:0169-J 💌 🛛 F	Period: 2nd Qtr				
Filte	ers: Date All Dates	💌 Тур	es Show All	Search							
							1 of 6 -	Freudian Concepts	Paper		
>				Freudian Concept MAX:100.00 PTS:100.00 11/25/2011	Test MAX:25.00 PTS:10.00 9/12/2011	Assignment MAX:25.00 PTS:10.00 9/10/2011	Project MAX:25.00 PTS:10.00 9/8/2011	Quiz MAX:25.00 PTS:10.00 9/7/2011	Homework MAX:25.00 PTS:10.00 9/5/2011		
	Student	Grade	Missing	Project 📓	Test 🔄	Assignment	Project 🔳	Quiz	Homework		
	Anderson, Paula	7396 C-	0	70	23	23	20	13	21		
	Brooks, Amy	6496 D	0	70	11	↓ 5	18	25	7		

Figure 2-14 TeacherVUE Grade Book Grade Book Main Screen

2. On the Student Summary screen, click the Streams tab.

Synergy"	Streams Grade Book	Report Card	LessonVUE	Admin	Hope High School Year: 2012-2013 User: Admin User
Synerry Kathy Jackson			Lock	Sign Out	Support 2
Student: Anderson Paula Class All Classes Standards Student Student Student's Family Fred Anderson Fabor	Streams				Back to Grade Book

Figure 2-15 Grade Book Student Summary Screen Streams Tab

3. To Stream a student or student's family member, click on their name in the tile.

NOTE: Any parent/guardian with Educational Rights in Synergy SIS displays as a member of the Student's Family.

Synergy*	↓ Streams Grade Book Report Card LessonVUE Admin Year: 2012-2013 User: Admin Use
Synenzy Kathy Jackson	Lock Sign Out Support ⑦
Student: Anderson, Paula 💌 Class All Classes Standa Student	Back to Grade Boo Rds Streams Between Kathy Jackson and Fred Anderson
Paula Anderson	Post to Stream Post Document
Student's Family	Can we meet sometime to discuss Paula's performance in class? I am available daily after 4:00pm. Thank you.
and and	Post Cancel

Figure 2-16 Grade Book Student Summary Screen Streams Tab

4. Enter the text to post and click **Post**.

Teachers can return to the Streams tab in the Student Summary at any time to review Stream activity between themselves and students/parents. Additionally, anytime a student or parent Streams the teacher, these messages will appear on the Private Message area on the main **Streams** page (accessible in the Streams menu within TeacherVUE Grade Book)



Figure 2-17 Grade Book Streams Screen

PARENTVUE & STUDENTVUE WEB PORTAL STREAMS

If enabled, Parents and Students can access Streams via the Streams tab in the ParentVUE and StudentVUE web portals.

Billy Hope Hid	gh School (949-55	5-1212)	CALENDAR Calendar I, School Work Detail
	G	rade Book As	signment Detail
Course Teacher Aide (T Assignment Kathy quiz	A999) Type Quiz	Period 0 Date 01/14/2013	Feriod Kathy Jackson 顾 合 Due Date 01/14/2013
Score tot Graded	Score Type Raw Score	Points 10.00	Notes No score entered for assignment

Figure 2-18 Calendar Detail Screen

Throughout the various StudentVUE screens, the teachers and staff that the student is associated with have their names displayed in blue, as in the example above. This is a convenient communication link to promote contact between home and school.

Click on the teacher's name or the icon present to it, to begin or continue a **Stream**.

Streams are accessible by clicking the Streams tab, also.



Figure 2-19 StudentVUE Tabs

A red icon indicates the number of unread messages from a teacher. Simply type your message in the box and when finished, click **Post.**



Figure 2-21 Stream Document Post



Figure 2-20 Streams Screen

Documents, Excel files and pictures may be posted, as well.

- 1. Click Post Document.
- 2. Click **Choose Document.** Then browse to where the file is located on your computer and select it. *File Ready Name of Document* displays in the box.
- Click Upload & Post. Once the upload is complete, you are identified as the person who posted it. The name, type, size of the document, and time of upload are displayed, also.

Chapter Two

rite to Stream	Write to Stream
Billy Abbott	bocument Upload
a few seconds ago docx Jass Daily Attendance.docx 320 KB	Update Cancel Delete Post
Write a comment	Write a comment

Figure 2-22 Stream Document Post Edit

Posted items may be updated or deleted.

- 1. Click 🥖.
- 3. Select Update, Cancel, or Delete Post.

INDEX

Caution, 4 Synergy SE, 2



INDEX OF SCREENS

Figure 1-1 Synergy Streams Screen
Figure 1-2 District Setup Screen System Tab
Figure 1-3 ParentVUE and StudentVUE Configuration7
Figure 1-4 Focus Selection
Figure 1-5 ParentVUE and StudentVUE School Configuration Screen
Figure 1-6 TeacherVUE Grade Book Config Values Screen9
Figure 2-1 Streams Screen Home Page12
Figure 2-2 Streams Screen Home Page12
Figure 2-3 Streams Screen Home Page
Figure 2-4 Streams Group Screen
Figure 2-5 Streams Group Screen
Figure 2-6 Streams Group Screen
Figure 2-7 Streams Group Screen
Figure 2-8 Streams Group Screen
Figure 2-9 Streams Group Screen
Figure 2-10 Streams Group Screen
Figure 2-11 Streams Screen Home Page15
Figure 2-12 Streams Screen Home Page16
Figure 2-13 Streams Screen Home Page16
Figure 2-14 TeacherVUE Grade Book Grade Book Main Screen17
Figure 2-15 Grade Book Student Summary Screen Streams Tab
Figure 2-16 Grade Book Student Summary Screen Streams Tab18
Figure 2-17 Grade Book Streams Screen
Figure 2-18 Calendar Detail Screen
Figure 2-19 StudentVUE Tabs
Figure 2-20 Streams Screen
Figure 2-21 Stream Document Post
Figure 2-22 Stream Document Post Edit

