



***Synergy*[®] SIS**

TeacherVUE Administrator Guide



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Seventh Revision, April 2014

This edition applies to Synergy[®] SIS 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. The documentation is 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
June 2009	1	1	1	Initial release of this document
March 2010	1	1	2	Updated to include changes from the November 2009 release and the February and March 2010 patches.
June 2011	1	1	3	Updated to include changes from the June 2011 release
May 2013	1	1	4	Updated to the 8.0 release
June 2013	1	1	5	Updated for issue #29530 – 8.0.2.0
September 2013	1	1	6	Updated to 8.0.4.0
April 2014	1	1	7	Updated to 9.0.0.0

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 review 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: INTRODUCTION

In this chapter, the following topics are covered:

- ▶ [Overview of the TeacherVUE Software](#)
- ▶ [Implementation Considerations](#)
- ▶ [Before Starting](#)

OVERVIEW

TeacherVUE and the integrated Grade Book software empowers teachers to excel and students to achieve with classroom and curriculum management technology that organizes and guides informed instruction.

TeacherVUE integrates seamlessly with Synergy SIS and with Synergy SE. In conjunction with the ParentVUE™ and StudentVUE™ modules, TeacherVUE engages every stakeholder in the education process to raise student outcomes.

This manual illustrates how to setup and configure the TeacherVUE software. The companion manual to the Administrator Guide, *Synergy SIS – TeacherVUE User Guide*, illustrates how to view and enter attendance and grades in TeacherVUE, as well as, how to print related reports.

IMPLEMENTATION CONSIDERATIONS

Prior to implementing the TeacherVUE software, the district or school should decide the following issues:

What information do teachers need to be able to see?

When setting up TeacherVUE, administrators need to specify exactly what reports and screens teachers can access. The district and/or school should decide what information should be available to teachers. Any reports can be made available through TeacherVUE, but only certain screens can be accessed through TeacherVUE. The screens available through TeacherVUE are:

- **Daily Attendance** – all information
- **Period Attendance** – all information
- **Discipline** – a summarized view of the Discipline screen
- **Discipline Incident** – a summarized view of the Student Incident screen
- **Health** – the Nurse Visits and Health Conditions tabs only
- **Request for Assistance** – all information
- **Student** – everything but the Other Info and Enrollment & Enrollment History tabs
- **Student ALC** – all information
- **Student Course History** – just the list of the student's previous courses & grades
- **Student IEP** – a PDF of the student's current IEP
- **StudentVUE** – a link to login as the student to the StudentVUE software
- **Test Group Analysis** – all information
- **Grade Book** – all information

If teachers need access to other screens, TeacherVUE can be configured so that the teachers have a dual logon that allows them to switch between the TeacherVUE software and the normal Synergy SIS interface.

In addition, the TeacherVUE software does not allow teachers to change the focus of the software to another school or school year. The focus is fixed to the settings applied in the User Group or User screens. If the teachers need access to multiple schools or multiple school years, the dual logon configuration would be needed as well.

What information do teachers need to be able to update?

While teachers can see a wealth of information through the TeacherVUE software, they can only update grades and attendance, submit an IEP referral, and update lunch counts. If the teachers need the ability to update other screens such as the Discipline or Student Conference screen, they would need a dual logon as well.

Who can update grades and attendance records?

The TeacherVUE software can be set up so that only the teacher listed as the primary teacher can enter grades or attendance for a student. If additional staff members work with the teacher to maintain grades or attendance records, they can also be given access to update the records or they can be limited to viewing the records only. Access can be granted on a school or district-wide level, or it can be customized for each class section.

What attendance reasons can be entered by teachers?

Frequently schools and districts limit the attendance reasons a teacher can enter. For example, the teacher may only be able to select Unverified or Tardy. Once the parent has been contacted and the reason for the absence verified, the absence reason is modified by the staff responsible for attendance updates, not the teacher. This system of checks and balances is often recommended by school auditors since attendance records are the basis for school funding. The TeacherVUE software allows each school to determine what absence reasons can be selected by the teacher.

Should the teacher be allowed to send email messages to students and parents and/or post messages in the StudentVUE and ParentVUE portals?

Synergy SIS provides teachers with the opportunity to communicate with students and parents via e-mail directly from within the TeacherVUE software. While this can streamline communications for teachers, care must be taken as these messages may bypass the district's normal e-mail archiving and storage process.

BEFORE STARTING

The TeacherVUE software should be one of the last modules of Synergy SIS to be configured and implemented, as it relies on almost every other area. Prior to setting up the TeacherVUE software, the following areas should be configured:

- **Attendance** – as outlined in the *Synergy SIS – Attendance Administrator Guide*
- **Email** – as outlined in the *Synergy SIS – System Administrator Guide*
- **Grade Book** – as outlined in the *Synergy SIS – Grade Book Administrator Guide*
- **Grading** – as outlined in the *Synergy SIS – Grading Administrator Guide*
- **Discipline** – as shown in the *Synergy SIS – Discipline & Conference Administrator Guide*
- **Tests** – as outlined in the *Synergy SIS – Student Information Administrator Guide*
- **Staff** – as outlined in the *Synergy SIS - System Administrator Guide*
- **Users** – as outlined in the *Synergy SIS - System Administrator Guide*
- **Student Enrollment & Student Classes** – as outlined in the *Synergy SIS – Student Information Administrator Guide*
- **Sections** – as outlined in the *Synergy SIS – Scheduling Administrator Guide*

Chapter Two: TEACHERVUE GROUPS & ACCOUNTS

In this chapter, the following topics are covered:

- ▶ [Setting up a TeacherVUE Report Account](#)
- ▶ [Adding TeacherVUE Access to User Groups](#)
- ▶ [Enabling Access to the TeacherVUE Mobile App](#)

SETTING UP A TEACHERVUE REPORT ACCOUNT

When generating reports from TeacherVUE, users do not have access to the traditional Synergy SIS report interface. All reports generated via TeacherVUE use default settings saved to a user account. Edupoint recommends creating a user account to store the TeacherVUE report defaults.

Creating Staff and User Records

1. Navigate to **Synergy SIS > Staff > Staff**.

Figure 2.1 – Staff Screen

2. Click **Add**.
The Staff Find screen displays.

Figure 2.2 – Staff Find Screen

3. Enter “User” in the **Last Name** field.
4. Enter “TeacherVUE Report” in the **First Name** field.

5. Click **Find**.
The system searches for an existing staff account that matches the information entered. If the system does not find a record, a message displays.
6. Click **OK** to dismiss the message.

The screenshot shows the StaffFind interface. At the top, there are buttons for 'Find', 'Close', 'Assign', and 'Add New' (highlighted with a red box). Below these is a 'Status: Ready' indicator. The main section is titled 'StaffFind' and contains an 'Assign To School' dropdown menu. Underneath is a section for 'Selection Criteria (Searching Student Information System)' with fields for 'Last Name' (containing 'User'), 'First Name' (containing 'TeacherVUE Report'), 'Gender' (a dropdown menu), and 'Badge Num'. A 'Find Staffs' button is located below this section. At the bottom, there is a table header for 'Staffs' with columns for 'Line', 'Staff Name', 'Gender', and 'BadgeNum'.

Figure 2.3 – Staff Find Screen, Adding a New Staff

7. Click **Add New** to create a new staff account with the values entered.
The Staff (Add) screen opens.

The screenshot shows the Staff (Add) screen. At the top, there are 'Save' and 'Close' buttons. The main section is titled 'Staff'. Below this is a 'General' section (highlighted with a red box) containing fields for 'Last Name' (containing 'User'), 'First Name' (containing 'TeacherVUE Report'), 'Middle Name', 'Suffix', 'Gender' (a dropdown menu), and 'Type' (a dropdown menu). Below the 'General' section is an 'Assign To School' dropdown menu. The next section is 'User Add Information' (highlighted with a red box), which includes a text box with instructions: 'If you want a User record to be created at the same time the Staff record is being added then these 4 fields are mandatory fields. If the fields are left blank then only the Staff record will be created.' Below this are fields for 'User Name', 'Password', 'Confirm Password', and 'Email'. The bottom section is 'Staff Info' and 'Staff Role'. 'Staff Info' includes fields for 'Abbreviated Name', 'Nick Name', 'Social Security Number', 'Badge Number', 'State ID', 'Teacher / Administrator License Number', 'Teacher / Administrator License Prefix', 'Job Title', 'E-Mail', 'Birth Date', 'Birth Month', 'Birth Day', and 'Birth Place'. 'Staff Role' includes a 'Role Type' section with checkboxes for 'Audiology', 'Conference', 'Discipline', 'Health', and 'Rater'.

Figure 2.4 – Staff Screen, Adding

8. Select a **Gender**.
9. Select a staff **Type**.
10. Enter a **User Name** for a user account.
11. Enter a **Password** for a user account.

12. **Confirm** the **Password**.
13. Enter an **Email** for a user account.
14. Click **Save**.
15. Select the **Schools** tab.

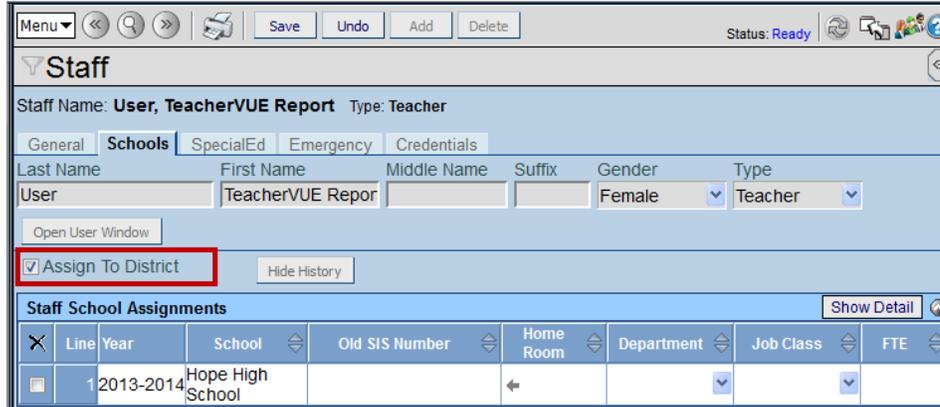


Figure 2.5 – Schools Tab, Staff Screen

16. Select the **Assign To District** option.
17. Click **Save**.

Setting User Access

1. Navigate to **Synergy SIS > System > User > User**.

Figure 2.6 – User Screen

2. Find or scroll to the TeacherVUE User record.

Figure 2.7 - User screen

3. In the **Default Mode** field, select “Edit.”
4. Click Save.
5. Select the User Groups tab.
6. Click Chooser.
The Chooser screen opens.
7. Find and select user groups that allow the user to update at the district level, and/or a user group that has access to all reports used in TeacherVUE.

The user groups display in the User Groups grid on the User screen.

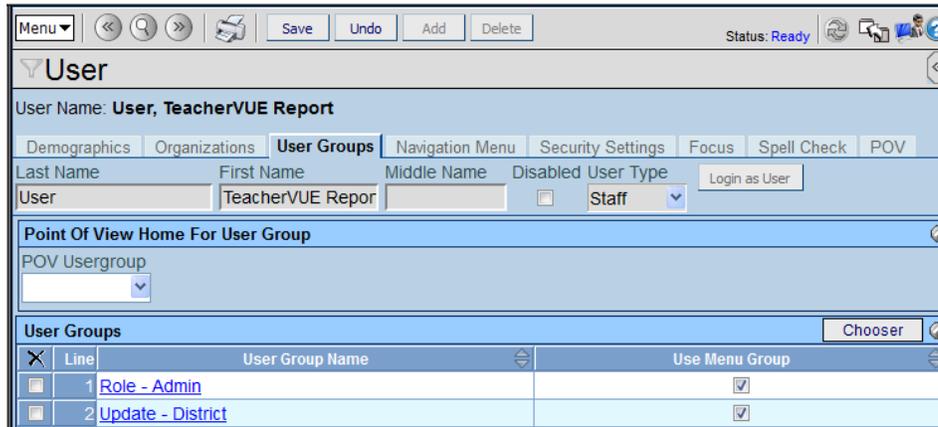


Figure 2.8 – User Groups Tab, User Screen

8. Click **Save**.

Setting User Focus

1. Select the **Focus** tab.

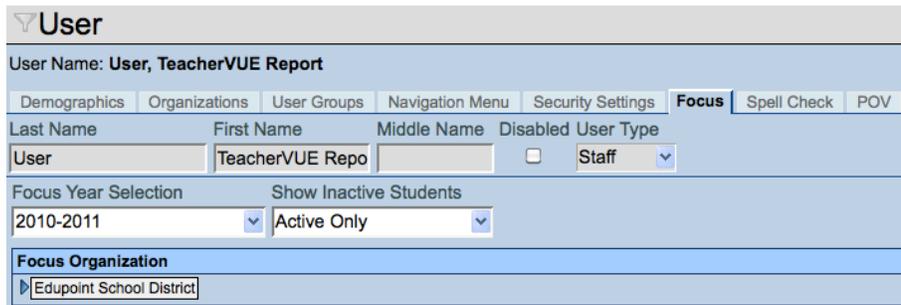


Figure 2.9 – Focus Tab, User Screen

2. Set the **Focus Year Selection** field to the current year.
3. Click **Save**.
The TeacherVUE Report User account is complete.

Setting Report Defaults

1. Log into Synergy SIS with the TeacherVUE Report User account login name and password.
2. Select a report frequently used in TeacherVUE.
Commonly used reports include:
 - STU408 - Class Student
 - STU401 - Student List
 - STU402 - Student and Parent Directory
 - STU403 - Student Directory By Street Address
 - STU410 - Emergency Contact Directory
 - STU201 - Student Profile
 - STU409 - Daily Class Attendance List
 - ATP404 - Period Class Attendance List
 - ATD403 - Daily Absent List
 - ATP406 - Period Class Attendance Form
 - STU204 - Student Transcript
 - STU802 - Student Mailing Labels
 - STU419 - Section Seating Chart
3. Select the options on the report interface.
Keep in mind, the system uses the options you select as the defaults every time it runs this report in TeacherVUE.

The screenshot shows the 'Report Interface' window for the 'Student and Parent Directory' report. The window title is 'Report Interface' and it includes buttons for 'Print', 'Save Default', and 'Reset Default'. The 'Form Status' is 'Ready'. The report name is 'Student and Parent Directory' and the number is 'STU#82'. The page orientation is 'Landscape'. The interface has several sections:

- Options:** Includes tabs for 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'.
- Student Info:** Contains dropdown menus for 'Grade' and 'Gender', and input fields for 'Section ID', 'Homeroom Name', 'Term', and 'Period'.
- Parent Relations:** Contains checkboxes for 'Lives With', 'Has Custody', 'Contact Allowed', 'Ed. Rights', and 'Mailings Allowed'.

Figure 2.10 – Report Interface Screen

4. Click **Save Default**.
5. Repeat the process for every report and for every school.

For more information about creating staff accounts, see the chapter on Staff in the *Synergy SIS – System Administrator Guide*.

ADDING TEACHERVUE ACCESS TO USER GROUPS

Usually two roles should have access to features and reports from within TeacherVUE; elementary teachers and secondary teachers. Edupoint recommends that you create a separate user group for each role. You can define the default TeacherVUE settings for each user group and then add users to the group. Your district may already have an applicable user group defined. If not, Edupoint recommends creating the following user groups.

- **TVUE Elementary** – for teachers at elementary schools or using daily attendance
- **TVUE Secondary** – for teachers at secondary schools or using period attendance

For more information about creating user groups, see the *Synergy SIS – System Administrator Guide*.

Using Default TeacherVUE Report Settings

1. Navigate to **Synergy SIS > System > User > User Groups**.
2. Scroll to or find the appropriate user group.
3. Select the **Navigation** tab.

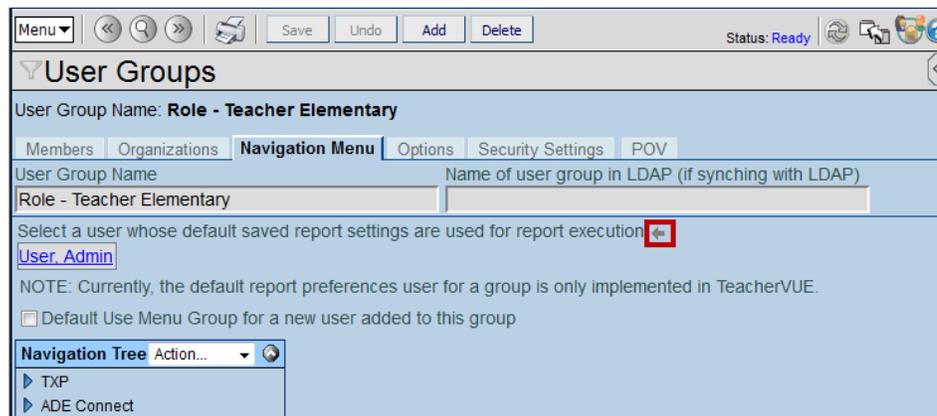


Figure 2.11 – Navigation Menu Tab, User Groups Screen

4. Click the **gray arrow** in the section labeled **Select a user whose default saved report setting are used for report execution**.
The **Find: RevUser** screen opens.
6. Find and select the TeacherVUE Report User account.
7. Click **Save**.

Adding Screens to TeacherVUE

1. From the **Action** menu, select **Add Group**.
The New Navigation Group screen opens.

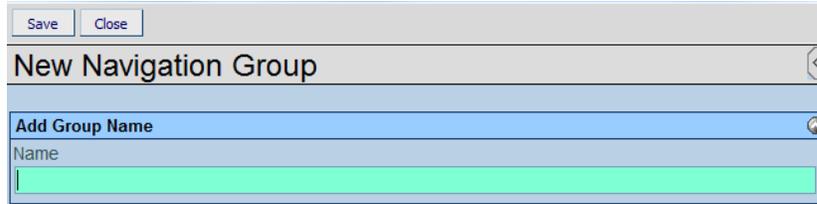


Figure 2.12 - New Navigation Group screen

2. Enter a **Name**, such as TVUE.
3. Click **Save**.
The TeacherVUE node displays in the Navigation Tree list.
4. From the **Action** menu, select **Add View to TVUE**.
The Add View screen opens.
5. Select a TeacherVUE screen in the View Lookup field.
TeacherVUE screens have **(K12.TXPIInfo)** following the screen name.
6. Click **Save**.
The screen name displays under the TVUE node on the Navigation Tree list.
7. Repeat the process for all applicable screens.
Available TeacherVUE screens include:
 - Daily Attendance
 - Discipline
 - Discipline Incident
 - Health
 - Incident Referral
 - Period Attendance
 - Request for Assistance
 - Student
 - Student Course History
 - StudentVUE (K12.PXP)

Adding Reports to TeacherVUE

1. Select the TVUE node under the Navigation Tree on the **Navigation Menu** tab.
2. From the **Action** menu, select **Add Reports to TVUE**.
The Add Report screen opens.
3. Select a report in the **Report Lookup** field.
4. Click **Save**.
The report name displays under the TVUE node on the Navigation Tree list.
5. Repeat the process for all desired reports.
Commonly used reports include:
 - STU408 - Class Student
 - STU401 - Student List
 - STU402 - Student and Parent Directory
 - STU403 - Student Directory By Street Address
 - STU410 - Emergency Contact Directory
 - STU201 - Student Profile
 - STU409 - Daily Class Attendance List
 - ATP404 - Period Class Attendance List
 - ATD403 - Daily Absent List
 - ATP406 - Period Class Attendance Form
 - STU204 - Student Transcript
 - STU802 - Student Mailing Labels
 - STU419 - Section Seating Chart

Note – In addition to appearing in the list of reports available from the Execute Report icon in TeacherVUE, any Grading reports selected also appear on the View Grades screen. Reports for individual students such as the Student Profile or Discipline Profile appear in both the list of options available when clicking a student’s photo as well as the reports list on the Execute Report icon. Available individual student reports include:



- ATD201 – Daily Attendance Profile
- ATD202 – Daily Attendance Minutes Profile
- ATP201 – Period Student Attendance Profile
- FEE201 – Student Fee Profile
- HLT202 – Student Immunization Profile
- IDS201 – Student Discipline Profile

- SLP201 – Student Service Learning Profile
- STU201 – Student Profile

Setting User Groups Login Preferences

1. Select the **Options** tab.

The screenshot shows the 'User Groups' interface with the 'Options' tab selected. The 'User Group Name' is 'Role - Teacher Elementary'. The 'Login Page' dropdown is set to 'Teacher Experience' and the 'Allow Dual Login' dropdown is set to 'Yes'. The 'Log in Preferences' section shows 'Preferred Application To Log Into' set to 'Synergy SIS'.

Figure 2.13 – Options Tab, User Groups Screen

2. In the **Login Page** field, select **Teacher Experience** to have TeacherVUE launch as soon as the user logs in. Usually this is selected for teachers.
3. In the **Allow Dual Login** field, select **Yes** to allow users to access to both Synergy SIS and TeacherVUE. Usually this is selected for administrators.
4. Click **Save**.

Setting User Group as TeacherVUE Administrators

When you designate a user or user group user as TeacherVUE administrators, they have access to all the features others users have in TeacherVUE. An administrator has access to any teacher's class in their organization.

An administrator can take attendance, modify grade, and take lunch counts for students if they have the appropriate security rights. However, they do not see the Student drop-down menu or the Reports menu. All other screens are available. For more information about the information and functions in TeacherVUE, please see the *Synergy SIS – TeacherVUE User Guide*.

1. Select the **Security Settings** tab.

The screenshot shows the 'User Groups' screen with the 'Security Settings' tab selected. The 'User Group Name' is 'Role - Admin'. The 'Other' section is highlighted with a red box, showing the 'TeacherVUE Administrator' dropdown menu set to 'Yes' and the 'AdminVUE User' dropdown menu set to 'Yes'.

Figure 2.14 – Security Settings Tab, User Groups Screen

2. In the **TeacherVUE Administrator** field, select **Yes**.
3. Click **Save**.



Caution: If a user group is set up to allow dual logon, the Navigation Menu created in the user group used for TeacherVUE is not used in the regular Synergy SIS screen. The Navigation Menu to be used in the Synergy SIS screen must be created in a separate user group.

For more information about creating users and adding users to user groups, please see the *Synergy SIS – System Administrator Guide*.

ENABLING ACCESS TO THE TEACHERVUE MOBILE APP

Districts can allow their teachers to access TeacherVUE via the mobile application on their iPhone or iPad.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **Mobile Apps** tab.



Figure 2.15 - District Setup screen

3. *Uncheck* the **TeacherVUE App** checkbox.
4. Click **Save**.

Chapter Three:

GENERAL CONFIGURATION

In this chapter, the following topics are covered:

- ▶ [Designating a Process Server](#)
- ▶ [Configuring Attendance](#)
- ▶ [Setting Up Grading](#)
- ▶ [Enabling Test Group Analysis](#)
- ▶ [Enabling Lunch Counts](#)
- ▶ [Configuring Universal Breakfast](#)
- ▶ [Showing All Parent Information](#)

The TeacherVUE software is not configured in any single screen, but through multiple screens. Use the Synergy SIS PAD Tree to access all the necessary screens.



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 > Attendance**. This would mean go to the Navigation Tree, click on the Synergy SIS folder, and then click on the Attendance folder.

DESIGNATING A PROCESS SERVER

TeacherVUE reports are generated by the assigned RT Process Server.

1. Navigate to the **RT Process Setup** software, found on the server under the All Programs > Edupoint folder.

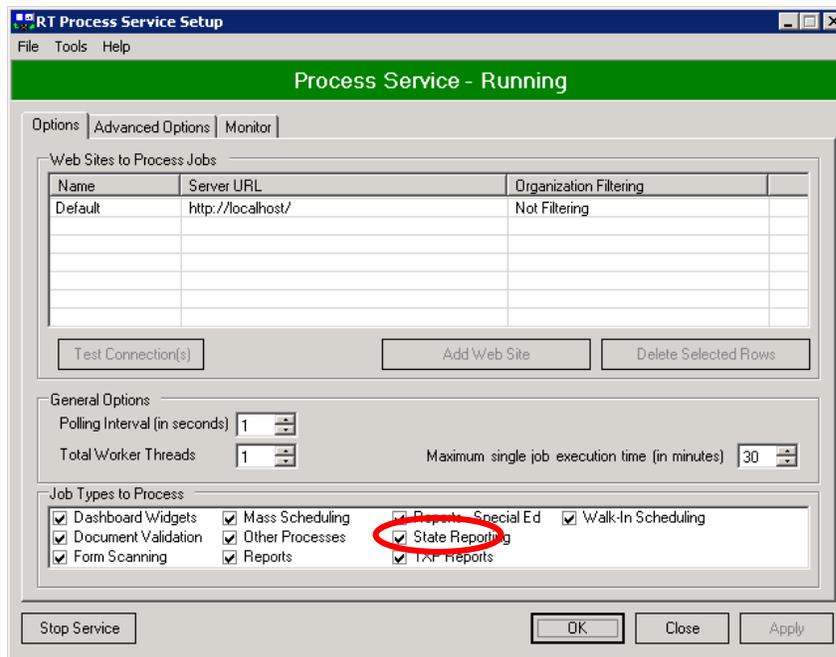


Figure 3.1 – RT Process Service Setup Screen

2. Check the box labeled **TXP Reports**.
3. Click **Apply**.
4. **Stop** and **Restart** the service.

CONFIGURING ATTENDANCE

You can configure Attendance in four areas for TeacherVUE.

Configuring Historical Days

You can customize the number of days in the past for which teachers can take attendance.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **TeacherVUE** tab.

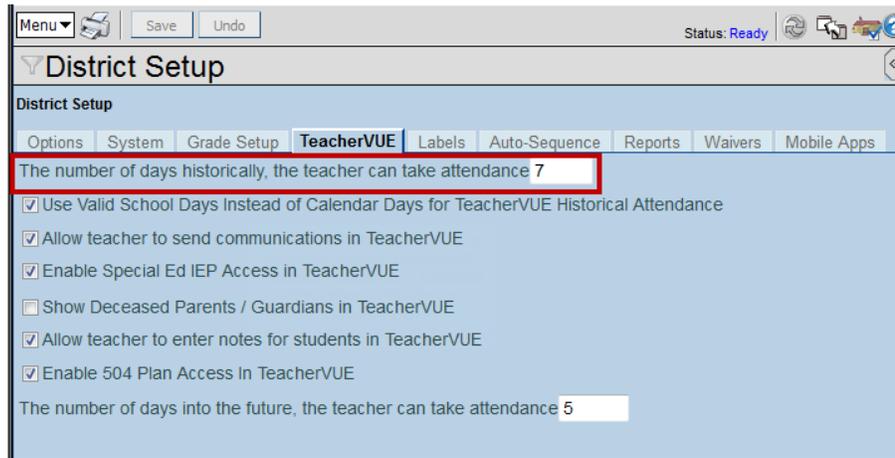


Figure 3.2 – District Setup Screen

3. Enter the **Number of Days Historically** for which the teacher can take attendance.

For example, if the number of days is set to 2, the teacher can take attendance for today's date and yesterday. If the number is set to 3, the teacher can edit today, yesterday, and the day before yesterday.

4. Click **Save**.

Configuring Future Days

You can customize the number of days in the future for which teachers can take attendance.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **TeacherVUE** tab.

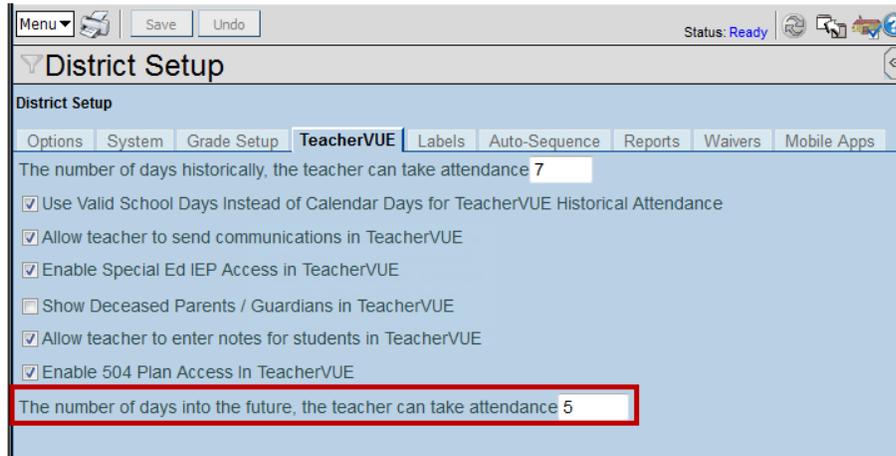
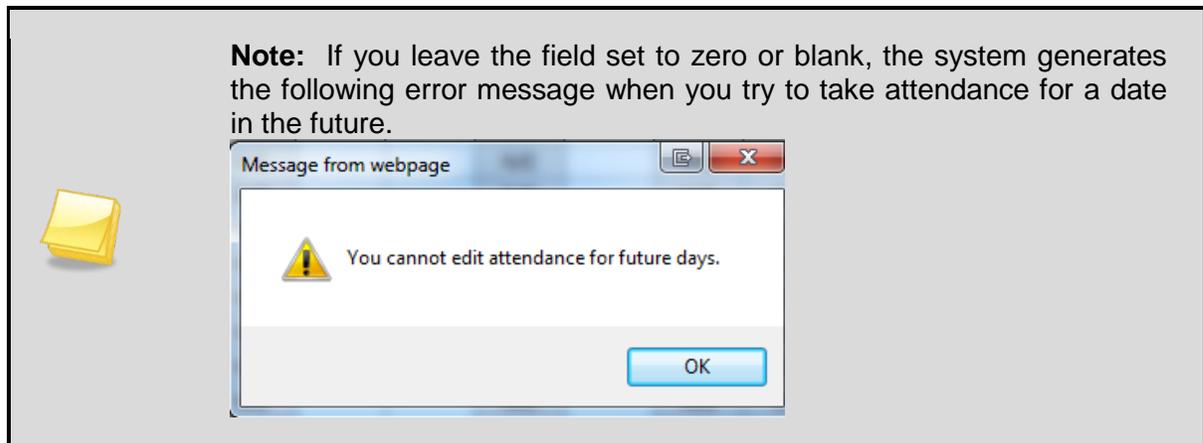


Figure 3.3 – District Setup Screen

3. Enter the **Number of Days into the Future** for which the teacher can take attendance.

For example, if the number of days is set to 2, the teacher can take attendance for today's date and tomorrow. If the number is set to 3, the teacher can edit today, tomorrow, and the day after tomorrow.

4. Click **Save**.



Using Valid School Days

You can designate that the system use only school days (rather than calendar days) to count towards the 'number of days historically the teacher can take attendance' limit. This setting is enforced on the TeacherVUE attendance list screen.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **TeacherVUE** tab.

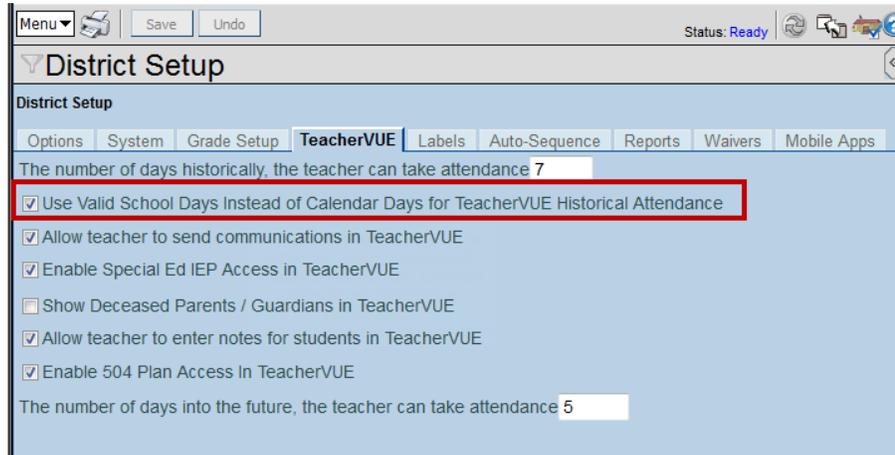


Figure 3.4 – District Setup Screen

3. Select the **Use Valid School Days Instead of Calendar Days for TeacherVUE Historical Attendance** option.
4. Click **Save**.

Selecting Absence Reasons

You can select which absence reasons teachers use in TeacherVUE. Teachers select the absence reasons by clicking through the possible reasons one by one, so it is best to limit the number of reasons used. The absence reasons are color-coded on the screen to indicate the type of absences reason. The color codes indicate one of four categories of absences: Unverified, Tardy, Excused, and Unexcused. More than one reason can be available in each category.

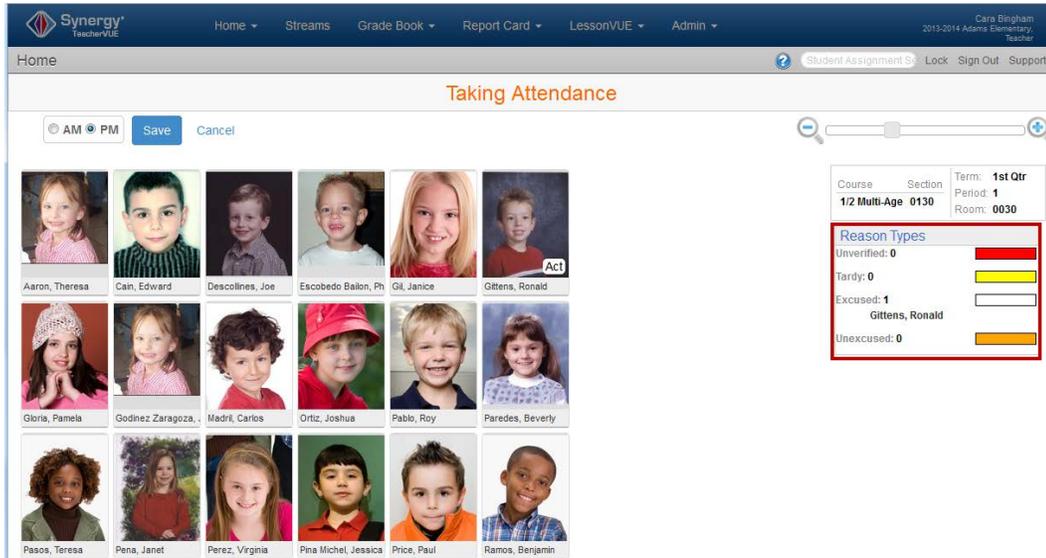


Figure 3.5 – Taking Attendance Screen, TeacherVUE

1. Navigate to **Synergy SIS > Attendance > District Attendance Code**

Line Code	Title	Type	Apportionment Type Override	Report to State	Default Dialer	Default Letter	Default Report	Default TeacherVUE	Default Unv Breakfast	Default AdminVUE	Code Group 1	Code Group 2	Mandatory	SIS Code
1 Nce	Ace Ni	School Activity												N
2 Act	Activity	School Activity												V
3 Alc	Alt Lrn Ct	School Activity												L
4 Apl	Appeal	School Activity												N
5 App	Appealed	School Activity												P
6 Bus	Bus Susp	Excused												B
7 Bsp	Bussuspend	Excused												B
8 Adm	Couns/admi	School Activity												C
9 Cou	Counseling	School Activity												C
10 Pox	C-Pox	Excused												C
11 Det	Detention	School Activity												D
12 Dr	Doctor App	Excused												X
13 Tdx	Exc Tardy	Excused Tardy												P
14 E	Exc Tardy	Excused Tardy												E
15 Et	Exc Tardy	School Activity												E

Figure 3.6 - District Attendance Code Screen

- In the **Default TeacherVUE** column, select the absence reasons.
- Click **Save**.

4. Navigate to **Synergy SIS > Attendance > School Attendance Code**.

Line	Used in School	Code	Title	Type	Include Dialer	Include Letters	Include Reports	Allowed in TeacherVUE	Allow Universal Breakfast	Allowed in AdminVUE	Code Group 1	Code Group 2
1	<input checked="" type="checkbox"/>	LIT	Tardy	Unexcused T	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	Unx	Unexcused	Unexcused	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>	Unv	Unverified	Unverified	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	Nce	Ace N	School Activi	<input type="checkbox"/>							
5	<input checked="" type="checkbox"/>	Act	Activity	School Activi	<input type="checkbox"/>							
6	<input type="checkbox"/>	Alc	Alt Lrn Ct	School Activi	<input type="checkbox"/>							
7	<input type="checkbox"/>	Api	Appeal	School Activi	<input type="checkbox"/>							
8	<input type="checkbox"/>	App	Appealed	School Activi	<input type="checkbox"/>							
9	<input type="checkbox"/>	Bus	Bus Susp	Excused	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input checked="" type="checkbox"/>	Bsp	Busspend	Excused	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input checked="" type="checkbox"/>	Adm	Counsradmi	School Activi	<input type="checkbox"/>							
12	<input checked="" type="checkbox"/>	Cou	Counseling	School Activi	<input type="checkbox"/>							
13	<input type="checkbox"/>	Pox	C-Pox	Excused	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	<input type="checkbox"/>	Det	Detention	School Activi	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	<input type="checkbox"/>	Dr	Doctor App	Excused	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	<input type="checkbox"/>	Tdx	Exc Tardy	Excused Tarc	<input type="checkbox"/>							
17	<input checked="" type="checkbox"/>	E	Exc Tardy	Excused Tarc	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3.7 – School Attendance Code Screen

5. In the **Allowed in TeacherVUE** column, select the absence reasons.
6. Click **Save**.

Note: You must configure the School Attendance Codes each school in your district using TeacherVUE.

Note: If the school takes Daily Attendance, and would like TeacherVUE to calculate FTE values for tardies or half day absences, the **Default Tardy FTE (Twice Daily)** value must be defined on the School Attendance Options screen found under Synergy SIS > Attendance > Setup.

SETTING UP GRADING

The Grading screen in TeacherVUE can be customized by selecting which grading periods can be edited, the timeframe during which grades can be edited, who can edit the grades, and if the credit awarded can be edited.

Allowing Grades to be Modified in TeacherVUE

1. Navigate to **Synergy SIS > Grading > Setup > Grading Setup**.
2. On the **Grade Period/Mark Definition** tab, select a **Grade Period**.
The Grade Period detail tabs display.

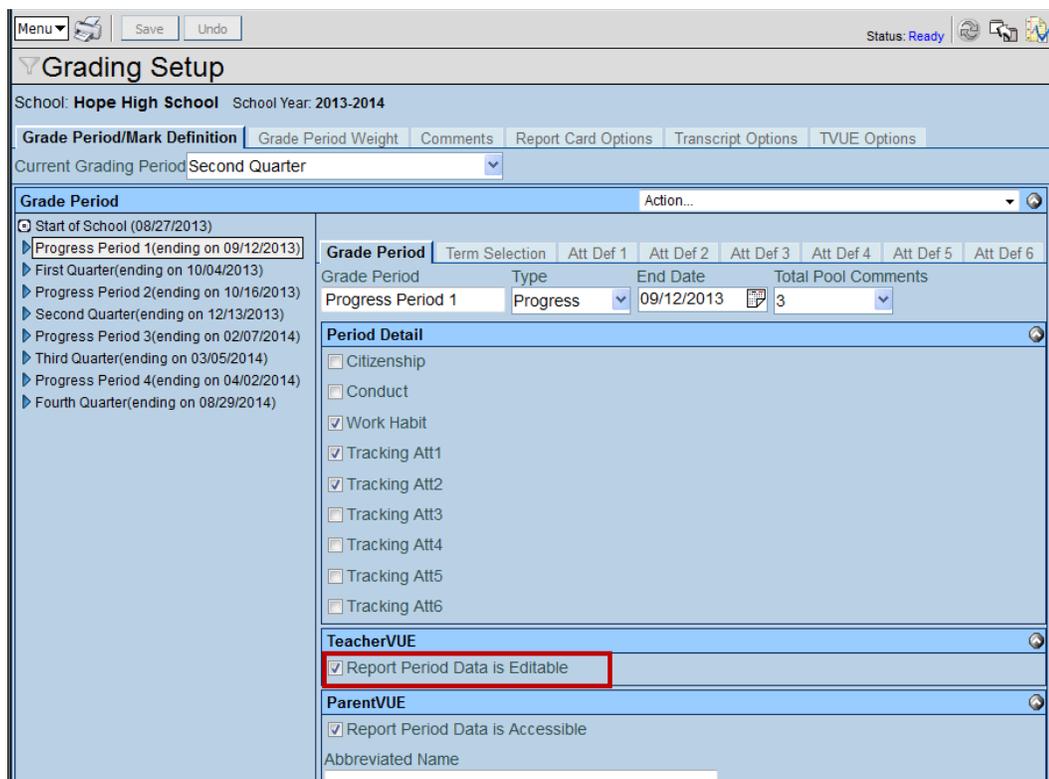


Figure 3.8 – Grading Setup Screen

3. Select the **Report Period Data is Editable** option to allow teachers to edit the grades for this grading period in TeacherVUE.
4. Click **Save**.
5. Repeat for all applicable reporting periods.

Enabling Free Form Comments in TeacherVUE

1. Navigate to **Synergy SIS > Grading > Setup > Grading Setup**.
2. Select the **Comments** tab.
3. Select the **Allow Free Form Comments** option.

The screenshot shows the 'Grading Setup' interface for 'Hope High School' in the '2013-2014' school year. The 'Comments' tab is selected, and the 'Current Grading Period' is 'Second Quarter'. Under the 'Free Form Comments' section, the 'Allow Free Form Comments' checkbox is checked and highlighted with a red box. Below this, a table lists various comment codes and notes.

Line	Comment Code	Comment Note	No Staff Override	Scanning Code
1	A	Please Contact Teacher	<input checked="" type="checkbox"/>	
2	B	Excellent Student	<input checked="" type="checkbox"/>	
3	C	Good Attitude In Class	<input checked="" type="checkbox"/>	
4	D	Good Participation In Class	<input checked="" type="checkbox"/>	
5	E	Shows Extra Effort	<input checked="" type="checkbox"/>	
6	F	Complete And Accurate Assignments	<input checked="" type="checkbox"/>	
7	G	Showing Improvement	<input checked="" type="checkbox"/>	
8	H	Experiences Difficulty	<input checked="" type="checkbox"/>	
9	I	Test Scores Negatively Affecting Grade	<input checked="" type="checkbox"/>	
10	J	Doesn't Bring Materials To Class	<input checked="" type="checkbox"/>	
11	K	Missing Makeup Or Class Work	<input checked="" type="checkbox"/>	
12	L	Inappropriate Classroom Behavior	<input checked="" type="checkbox"/>	
13	M	Absences Affecting Work	<input checked="" type="checkbox"/>	
14	N	Needs To Follow Correct Techniques.	<input checked="" type="checkbox"/>	
15	O	Needs To Demonstrate More Effort	<input checked="" type="checkbox"/>	

Figure 3.9 - Grading Setup screen, Comments tab

4. Click **Save**.

Configuring Grading Security in TeacherVUE

1. Navigate to **Synergy SIS > Grading > Setup > Grading Setup**.
2. Select the **TVUE Options** tab.

The screenshot shows the 'Grading Setup' screen for 'Hope High School' in the '2013-2014' school year. The 'TVUE Options' tab is active. The 'Current Grading Period' is set to 'Second Quarter'. Under 'Global Grading Security', both 'Primary Staff' and 'Additional Staff' are set to 'Update'. The 'Show only the current grade reporting period' checkbox is unchecked. Under 'Grading Period Thresholds', the first threshold is '1' day before the end of the grading period, and the second is '1' day after the end of the grading period. The 'Allow Credit Override' checkbox is checked.

Figure 3.10 – TVUE Options Tab, Grading Setup Screen

3. Select the grading security for primary teacher (staff) in the **Primary Staff** field.
 - **None** – the user has no access to grading records in TeacherVUE.
 - **View Only** – the user only has access to view grading records in TeacherVUE.
 - **Update** – the user has access to enter, view, and edit grades in TeacherVUE.
4. Select the grading security for any additional teacher or staff member in the **Additional Staff** field.
5. Select the **Show only the current grade-reporting period** option to limit the grades displayed to those in the current grading period.
6. Enter the **Number of days before the end of the grading period where grades are editable**.
7. Enter the **Number of days after the end of the grading period where grades are editable**.
8. Select the **Allow Credit Override** option to allow teachers to change the number of credits awarded for the class.
9. Click **Save**.

ENABLING TEST GROUP ANALYSIS

The Test Group Analysis screen in TeacherVUE gives teachers an overview of the students' performance on a particular test such as a state-mandated test.

Creating a Test Analysis Group

1. Navigate to **Synergy SIS > Test History > Setup > Test Group Analysis**.

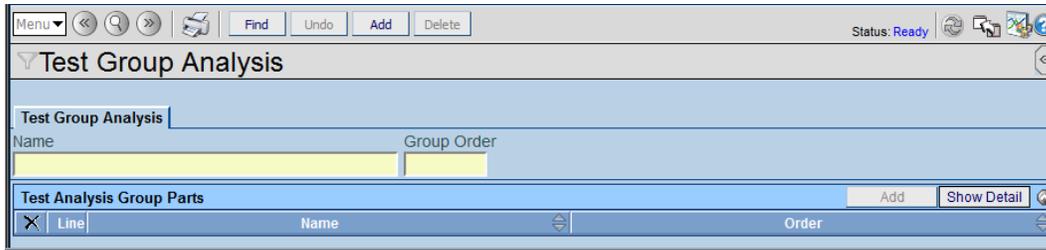


Figure 3.11 – Test Group Analysis Screen

2. Click **Add**.
The Test Group Analysis (Add) screen displays.

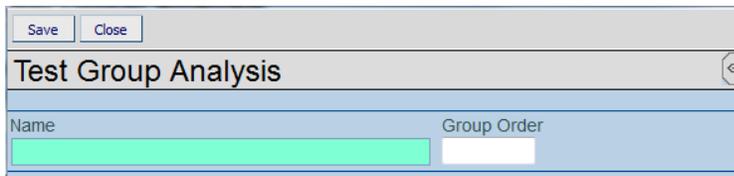


Figure 3.12 – Test Group Analysis Screen, Adding

3. Enter the test group **Name**.
4. Assign a **Group Order** number.

Note: The Group Order number determines the order in which the test groups display.

5. Click **Save**.
You are returned to the main Test Group Analysis screen.

Adding Parts to a Test Group

1. Click **Add** on the **Test Analysis Group Parts** grid.
A new line displays in the grid.

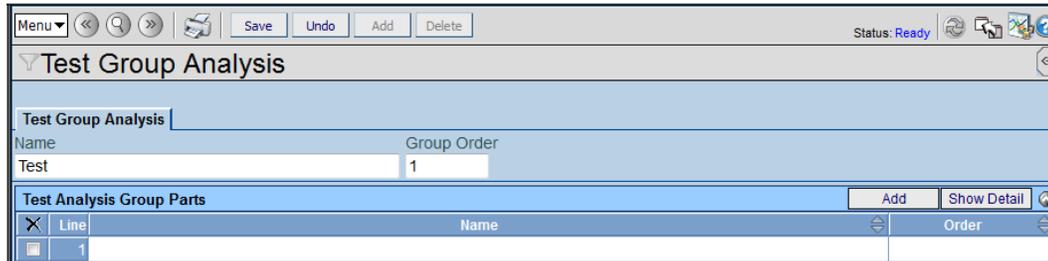


Figure 3.13 – Test Group Analysis Screen, Adding Parts

2. Enter a test part **Name**.
3. Assign an **Order**.
4. Click **Save**.
5. Repeat the process to add all tests to the test group.

Adding Test Parts

1. Select the test part from the **Test Analysis Group Parts** grid.
2. Click **Show Details**.
The **Part Tests** detail tab displays.

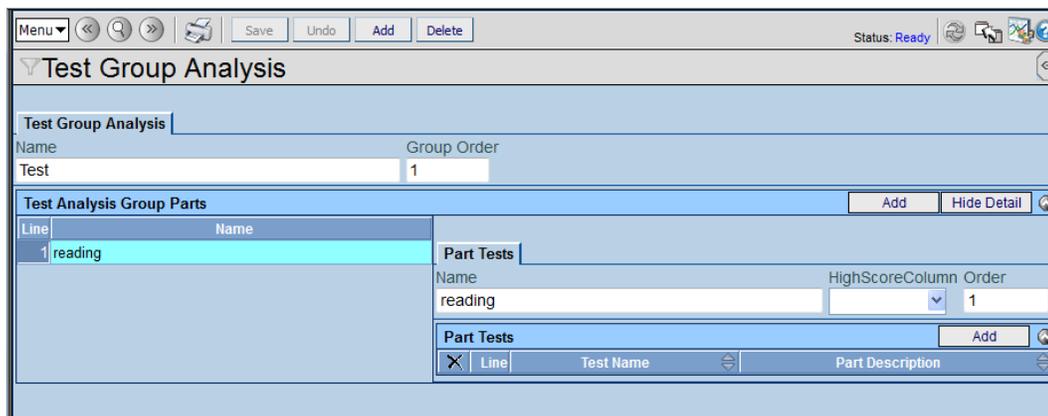


Figure 3.14 – Test Group Analysis Screen, Show Detail

3. Select the **High Score Column** (optional).
4. Click **Add** on the **Part Tests** grid.
The **Test Group Analysis Part Test Detail** screen displays.
5. Click the gray arrow next to the **Test Name** field.
The **Find: Test** screen displays.
6. Find and select a test.
7. Select a test part from the **Test Part GU** field.

8. Click **Save**.
The test and part description display in the Part Tests grid.
9. Repeat the process for each part of the test.

ENABLING LUNCH COUNTS

Schools can enable teachers to take a count of the students in their class who plan to eat in the cafeteria for lunch. TeacherVUE also enables teachers to take a count of the specific lunch items each class orders.

1. Navigate to Synergy SIS > System > Setup > School Setup.
2. Select the TeacherVUE tab.

Figure 3.15 – School Setup Screen, TeacherVUE Tab

3. Select the type of lunch count your teachers take in the **Lunch Count Options** field.
 - **Blank** – Lunch Counts does not appear on the Additional Views list.
 - **Lunch Counts** – Teachers take a total count for each lunch item.
 - **Lunch Options** – Teachers enter an individual order for each student.
4. Enter a description of the lunch options in the **Lunch Description 1 – 10** fields
5. Click **Save**.
6. Repeat the process for every school using lunch counts.

CONFIGURING UNIVERSAL BREAKFAST

Universal Breakfast is any program that offers free breakfast to all students, regardless of economic status TeacherVUE enables teachers to note which students are taking advantage of Universal Breakfast. This information can then be used for planning future food purchases, or to track program participation against student performance and attendance data. The district must enable the menu option within PAD Security for teachers to use this feature.

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. On the PAD Security screen, navigate to **Synergy SIS > TeacherVUE Views > TXP.aspx**. The security definition for K12.TXPInfo.TXP.aspx displays.

The screenshot shows the PAD Security configuration interface. The 'Product Access Definition Security' section is active, displaying the configuration for 'K12.TXPInfo.TXP.aspx'. The 'Access' tab is selected, showing a table of access settings for various user groups.

Line	User Group Name	Tab Access	Access
1	Public		
2	Role - Teacher Secondary	1 Button	Edit Seating Charts
3	Role - Teacher Elementary Sandbox	2	Log Student Contact
4	Role - Teacher Secondary Sandbox	3	Open Grade Book Icon
5	Admin Hope High	4	Parent Conference
6		5	Universal Breakfast
		6	View Grades Icon

Figure 3.16 - PAD Security screen

3. Select the **User Group** that you would like to give access to the Universal Breakfast functionality from the **User Group Name** column.
4. Click **Show Detail**.
The Tab Access displays for the selected role.
5. Select the **Yes** option for **Universal Breakfast**.
6. Click **Save**.

SHOWING ALL PARENT INFORMATION

You can allow the names of a student's deceased parents or guardians to be listed on the Student Details screen within TeacherVUE.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **TeacherVUE** tab.

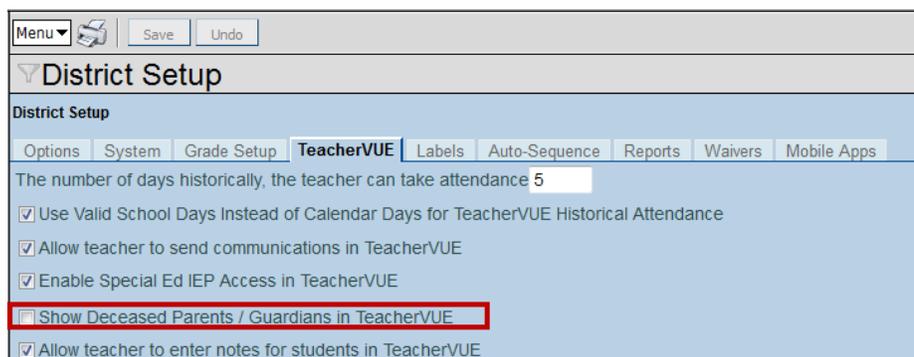


Figure 3.17 – District Setup Screen

3. Check the box **Show Deceased Parents/Guardians in TeacherVUE**.
4. Click **Save**.

Chapter Four: COMMUNICATION

In this chapter, the following topics are covered:

- ▶ [Enabling Emails to Students and Parents](#)
- ▶ [Allowing Notes About Students](#)
- ▶ [Reporting Discipline Incidents](#)
- ▶ [Documenting Parent Conference](#)

ENABLING EMAILS TO STUDENTS AND PARENTS

Teachers can use the Communication screen within TeacherVUE to send emails directly to students and their parents and/or guardians.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **TeacherVUE** tab.

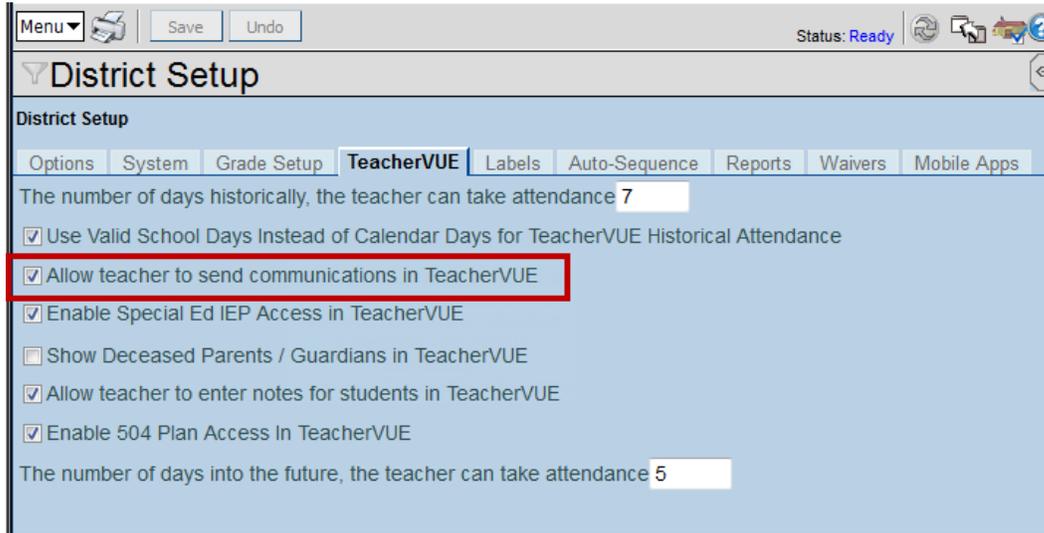


Figure 4.1 – District Setup Screen

3. Select the **Allow Teacher to Send Communications in TeacherVUE** option.
4. Click **Save**.

ALLOWING NOTES ABOUT STUDENTS

You can allow teachers to add, edit, and delete notes about students in TeacherVUE for students in their classes. Teachers can share the notes with other teachers, if desired. The notes entered in TeacherVUE also display on the Notes tab of the Student screen within Synergy SIS.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **TeacherVUE** tab.

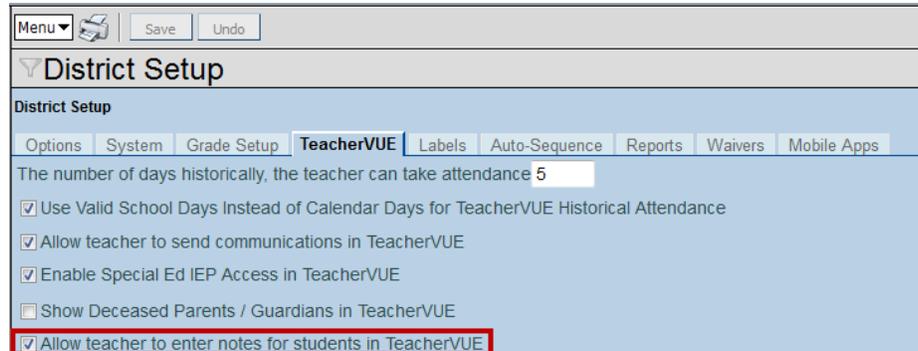


Figure 4.2 – District Setup Screen

3. Check the **Allow teacher to enter notes for students in TeacherVUE** option.
4. Click **Save**.

REPORTING DISCIPLINE INCIDENTS

Teachers have the ability to report discipline incidents through TeacherVUE. You must enable specific teachers to report an incident and determine which codes they can report. Setup is a multi-step process.

Including District Discipline in TeacherVUE

1. Navigate to **Synergy SIS > Discipline Incident > Setup > District Discipline Code Setup**.
2. Find or scroll to an Incident Code.

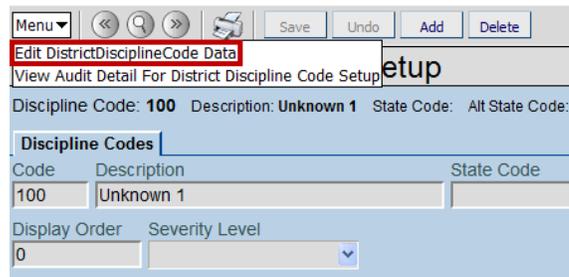


Figure 4.3 - District Discipline Code Setup screen

3. From the **Menu** dropdown, select the **Edit DistrictDisciplineCode Data** option.



4. Select the **Include In TeacherVUE** checkbox.
5. Click **Save**.
6. Repeat the process to enter each Incident Code used by teachers.

Enabling Incident Referrals

1. Navigate to **Synergy SIS > System > Setup > Task Definition.**
2. Select the **Enable** checkbox for the Incident Referral module.

The screenshot shows the 'Task Definition' screen. At the top, there is a 'Menu' dropdown, 'Save', and 'Undo' buttons. The status is 'Ready'. Below the title bar, there is a 'Task Process' section with a 'Task Execution Time' of 9:59 AM and a 'Run Task Process Immediately' button. An 'Options' section contains a checked checkbox for 'Generate Task For Entire Day' with a note: 'If Generate Task For Entire Day is selected then the task list will be built for the entire day. This is applicable only if the user clicks Run Task Process Immediately.'

The main section is a table titled 'Task Definition' with the following data:

Line	Enabled	Email		Description	Module	Task Update Type
		On Start	On Complete			
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ESR District Registered	Electronic Student Record	Manual
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health	Health	Manual
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Referral	Incident Referral	Manual
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conference	Student	Manual
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discipline	Incident Discipline	Manual

Figure 4.4 - Task Definition screen

3. Enter a description (if none is displayed.)
4. Click **Save**.

Enabling Staff Members to Enter Referrals

1. Navigate to **Synergy SIS > Staff > Staff**.
2. Select the **Conference** checkbox in the Staff Role section for all the teachers or staff members that enter referrals.

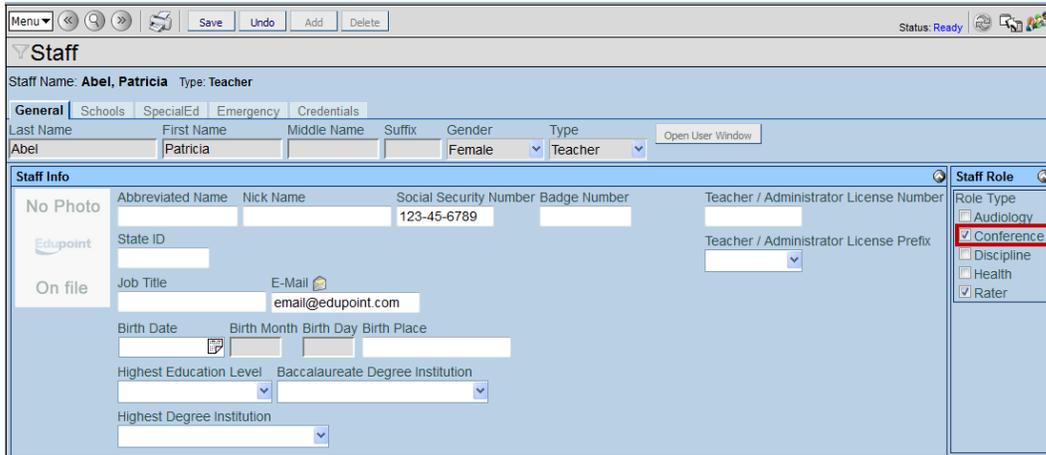


Figure 4.5 - Staff screen

3. Click **Save**.
4. Navigate to **Synergy SIS > System > User > User**, and select the **POV** tab.
5. In the Task Module section, select the **Incident Referral** checkbox for all the teachers and staff members that will be entering the referrals.

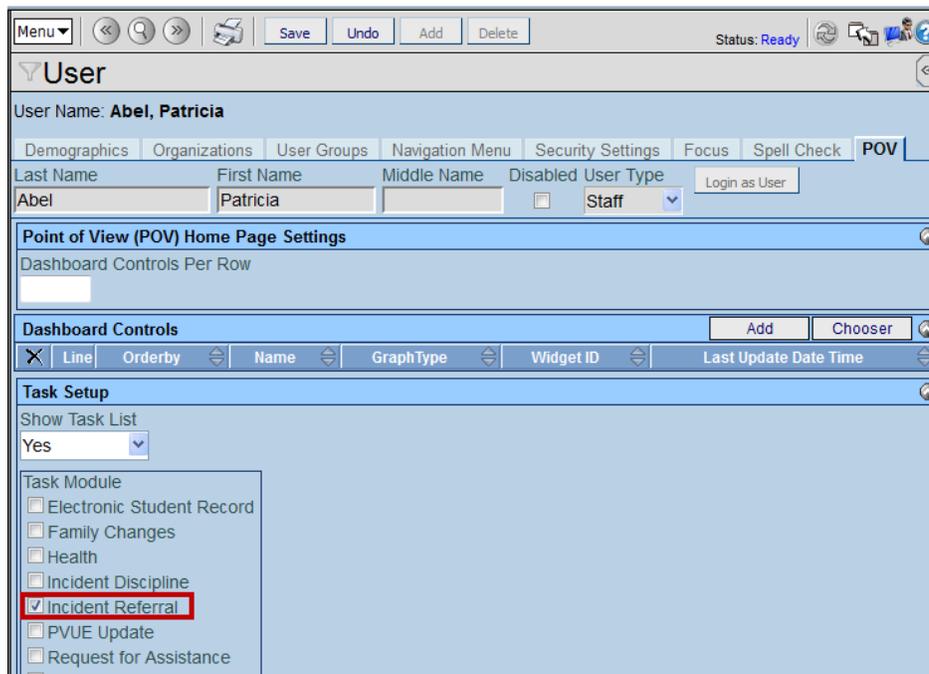
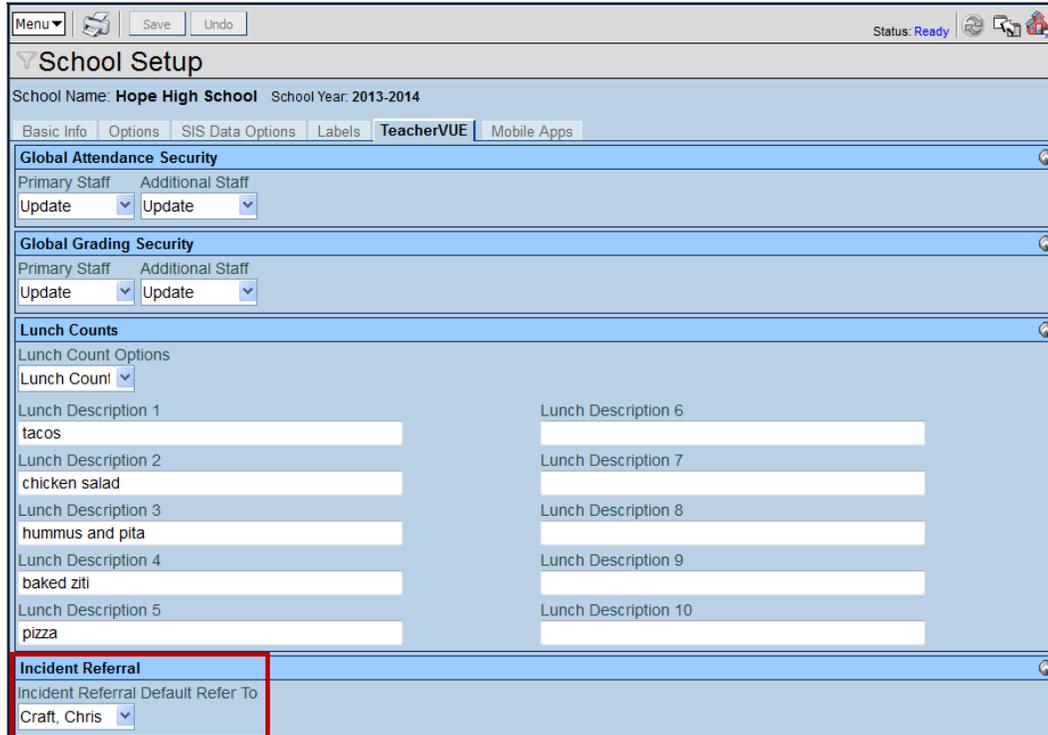


Figure 4.6 - User screen

6. Click **Save**.

Designate Staff Member to Receive Referrals

1. Navigate to **Synergy SIS > System > Setup > School Setup**.
2. On the TeacherVUE tab, select the person to whom the referral is sent in the **Incident Referral Default Refer To** field.



The screenshot shows the 'School Setup' interface for 'Hope High School' in the '2013-2014' school year. The 'TeacherVUE' tab is active. The 'Incident Referral' section is highlighted with a red box, showing the 'Incident Referral Default Refer To' dropdown menu set to 'Craft, Chris'.

Global Attendance Security	
Primary Staff	Additional Staff
Update	Update

Global Grading Security	
Primary Staff	Additional Staff
Update	Update

Lunch Counts	
Lunch Count Options	
Lunch Count	
Lunch Description 1	Lunch Description 6
tacos	
Lunch Description 2	Lunch Description 7
chicken salad	
Lunch Description 3	Lunch Description 8
hummus and pita	
Lunch Description 4	Lunch Description 9
baked ziti	
Lunch Description 5	Lunch Description 10
pizza	

Incident Referral	
Incident Referral Default Refer To	
Craft, Chris	

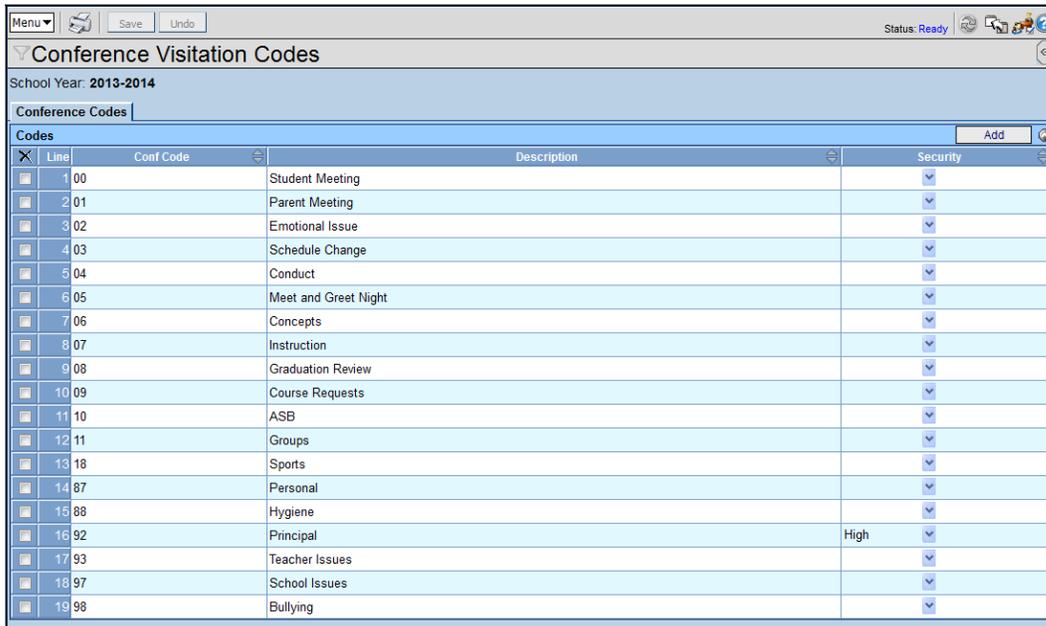
Figure 4.7 - School Setup screen

3. Click **Save**.

DOCUMENTING PARENT CONFERENCE

Teachers have the ability to document parent teacher conference within TeacherVUE. The parent teacher conferences recorded in TeacherVUE also display on the Student Conference screen in Synergy. The district must have a code for parent teacher conferences defined the Conference Visitation Codes and the menu option enabled within PAD Security for teachers to use this feature.

1. Navigate to **Synergy SIS > Student > Setup > Conference Visitation Code.**



Line	Conf Code	Description	Security
1	00	Student Meeting	
2	01	Parent Meeting	
3	02	Emotional Issue	
4	03	Schedule Change	
5	04	Conduct	
6	05	Meet and Greet Night	
7	06	Concepts	
8	07	Instruction	
9	08	Graduation Review	
10	09	Course Requests	
11	10	ASB	
12	11	Groups	
13	18	Sports	
14	87	Personal	
15	88	Hygiene	
16	92	Principal	High
17	93	Teacher Issues	
18	97	School Issues	
19	98	Bullying	

Figure 4.8 - Conference Visitation Codes screen

2. Click **Add**. A new row appears in the grid.
3. Enter **PTC** in the **Conf Code** column
4. Enter **Parent Teacher Conference** in the **Description** column.
5. Click **Save**.
6. Navigate to **Synergy SIS > System > Security > PAD Security**.
7. On the PAD Security screen, navigate to **Synergy SIS > TeacherVUE Views > TXP.aspx**. The security definition for K12.TXPInfo.TXP.aspx displays.

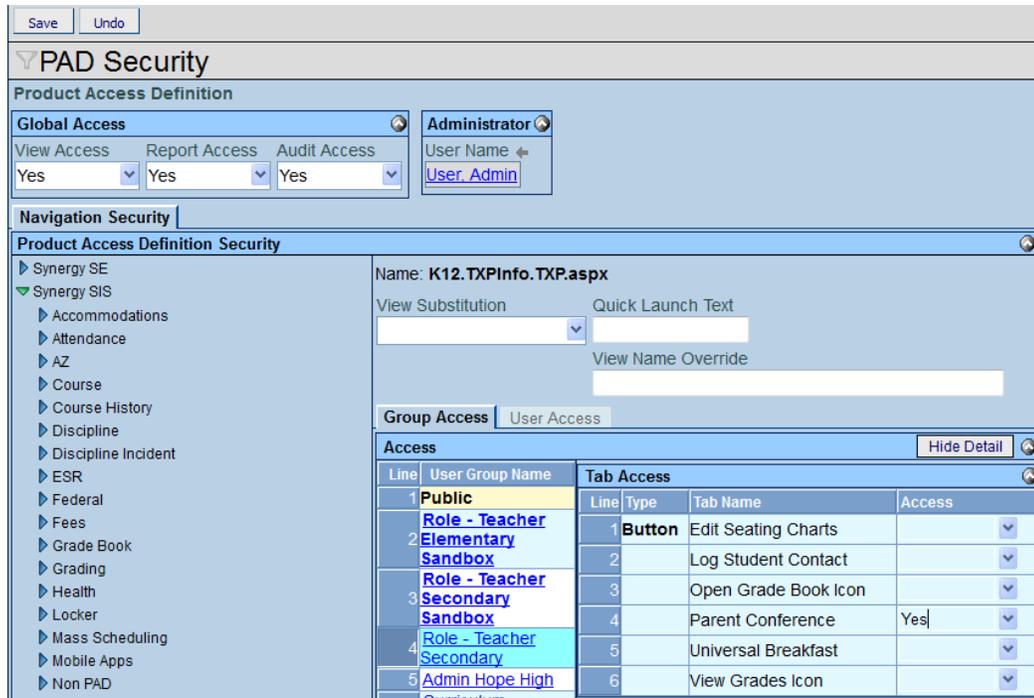


Figure 4.9 - PAD Security screen

8. Select the **User Group** that you would like to give access to the Parent Teacher Conference functionality from the User Group Name column.
9. Click **Show Detail**.
The Tab Access displays for the selected role.
10. Select the **Yes** option for **Parent Conference**.
11. Click **Save**.

Chapter Five: SUBSTITUTE TEACHERS

In this chapter, the following topics are covered:

- ▶ [Setting up a Substitute Teacher Account](#)
- ▶ [Enabling Substitute Teacher Processing](#)
- ▶ [Generating Individual Substitute Passwords](#)
- ▶ [Generating A Common Substitute Password](#)
- ▶ [Printing Substitute Slips](#)

TeacherVUE enables you to give short-term substitute teacher limited access to TeacherVUE in order to do basic, everyday tasks, such as taking attendance or lunch counts. Teacher can also leave substitutes detailed instructions, which substitutes can access when they log into their temporary TeacherVUE accounts.

SETTING UP A SUBSTITUTE TEACHER ACCOUNT

Edupoint recommends creating a general user account for all short-term subs with limited access to TeacherVUE functionality.

Creating Staff and User Records

1. Navigate to **Synergy SIS > Staff > Staff**.

The screenshot shows the 'Staff' screen in TeacherVUE. At the top, there is a toolbar with buttons for 'Menu', 'Find', 'Undo', 'Add' (highlighted with a red box), and 'Delete'. Below the toolbar, the 'Staff' section is visible, including a 'Staff Name' field and a 'Type' dropdown. There are tabs for 'General', 'Schools', 'SpecialEd', 'Emergency', and 'Credentials'. The 'General' tab is active, showing fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Gender', and 'Type'. Below these fields is an 'Open User Window' button. The 'Staff Info' section contains fields for 'Abbreviated Name', 'Nick Name', 'Social Security Number', 'Badge Number', 'State ID', 'Teacher / Administrator License Number', 'Teacher / Administrator License Prefix', 'Job Title', and 'E-Mail'. The 'Staff Role' section on the right has a 'Role Type' dropdown with options: 'Audiology', 'Conference', 'Discipline', 'Health', and 'Rater'.

Figure 5.1 – Staff Screen

2. Click **Add**.
The Staff Find screen displays.

The screenshot shows the 'StaffFind' screen. At the top, there are buttons for 'Find', 'Close', and 'Assign', and a 'Form Status: Ready' indicator. Below these is the 'StaffFind' title and an 'Assign To School' dropdown menu. The 'Selection Criteria (Searching Student Information System)' section contains fields for 'Last Name', 'First Name', 'Gender', and 'Badge Num'. Below this is a 'Find Staffs' button. At the bottom, there is a table header for 'Staffs' with columns for 'Line', 'Staff Name', 'Gender', and 'BadgeNum'.

Figure 5.2 – Staff Find Screen

3. Enter "Teacher" in the **Last Name** field.
4. Enter "Substitute" in the **First Name** field.
5. Click **Find**.
The system searches for an existing staff account that matches the information entered. If the system does not find a record, a message displays.
6. Click **OK** to dismiss the message.

The screenshot shows the StaffFind interface. At the top, there are buttons for 'Find', 'Close', 'Assign', and 'Add New' (highlighted with a red box). Below these is a 'Status: Ready' indicator. The main section is titled 'StaffFind' and includes an 'Assign To School' dropdown. A 'Selection Criteria (Searching Student Information System)' section contains fields for 'Last Name' (teacher), 'First Name' (substitute), 'Gender' (dropdown), and 'Badge Num' (text input). Below this is a 'Find Staffs' section with a 'Staffs' table. The table has columns for 'Line', 'Staff Name', 'Gender', and 'BadgeNum'.

Figure 5.3 – Staff Find Screen, Adding a New Staff

- Click **Add New** to create a new staff account with the values entered. The Staff (Add) screen opens.

The screenshot shows the Staff (Add) screen. At the top, there are 'Save' and 'Close' buttons. The main section is titled 'Staff' and includes a 'General' tab. The 'General' section has fields for 'Last Name' (teacher), 'First Name' (substitute), 'Middle Name', 'Suffix', 'Gender' (dropdown), and 'Type' (dropdown). Below this is an 'Assign To School' dropdown. A 'User Add Information' section has a note: 'If you want a User record to be created at the same time the Staff record is being added then these 4 fields are mandatory fields. If the fields are left blank then only the Staff record will be created.' Below this note are fields for 'User Name', 'Password', 'Confirm Password', and 'Email'. The 'Staff Info' section has fields for 'Abbreviated Name', 'Nick Name', 'Social Security Number', 'Badge Number', 'State ID', 'Teacher / Administrator License Number', 'Teacher / Administrator License Prefix', 'Job Title', 'E-Mail', 'Birth Date', 'Birth Month', 'Birth Day', 'Birth Place', 'Highest Education Level', and 'Baccalaureate Degree Institution'. The 'Staff Role' section has checkboxes for 'Audiology', 'Conference', 'Discipline', 'Health', and 'Rater'.

Figure 5.4 – Staff Screen, Adding

- Select a **Gender**.
- In the staff **Type** field, select Substitute.
- Enter a **User Name** for a user account.
- Enter a **Password** for a user account.
- Confirm** the **Password**.
- Enter an **Email** for a user account.
- Click **Save**.
- Select the **Schools** tab.

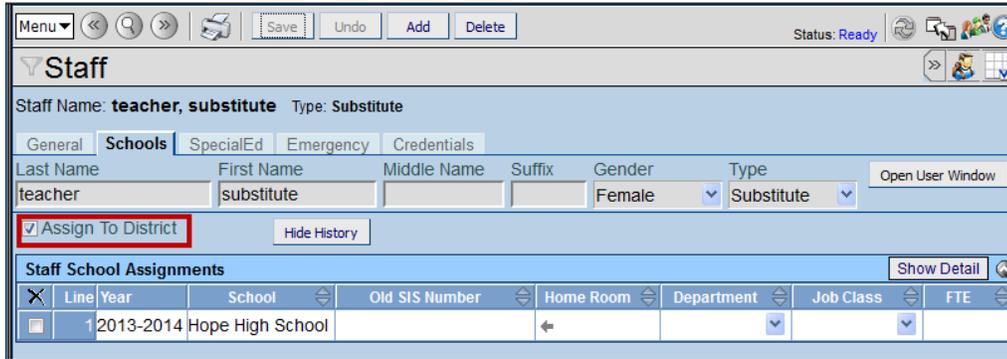


Figure 5.5 – Schools Tab, Staff Screen

16. Select the **Assign To District** option.
17. Click **Save**.

Setting User Access

1. Navigate to **Synergy SIS > System > User > User**.

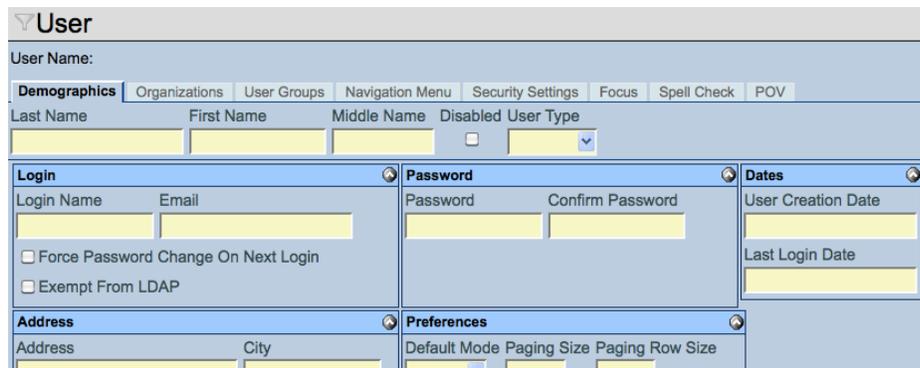


Figure 5.6 – User Screen

2. Find or scroll to the Substitute Teacher record.

The screenshot shows the 'User' screen for a user named 'teacher, substitute'. The 'Demographics' tab is selected. The 'Login' section includes a checkbox for 'Exempt From LDAP' which is checked. The 'Preferences' section has a dropdown for 'Default Mode' set to 'Inquiry'. The 'Dates' section shows the 'User Creation Date' as 02/18/2014 15:04:34.

Figure 5.7 - User screen

3. Select the **Exempt From LDAP** option.
4. In the **Default Mode** field, select **Inquiry**.
5. Click **Save**.

Setting User Focus

1. Select the **Focus** tab.

The screenshot shows the 'User' screen with the 'Focus' tab selected. The 'Focus Year Selection' is set to '2013-2014' and 'Show Inactive Students' is set to 'Active Only'. The 'Focus Organization' dropdown is set to 'Edupoint School District'.

Figure 5.8 – User screen, Focus tab

2. Set the **Focus Year Selection** field to the current year.
3. Click **Save**.
The Substitute Teacher account is complete.

ENABLING SUBSTITUTE TEACHER PROCESSING

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.

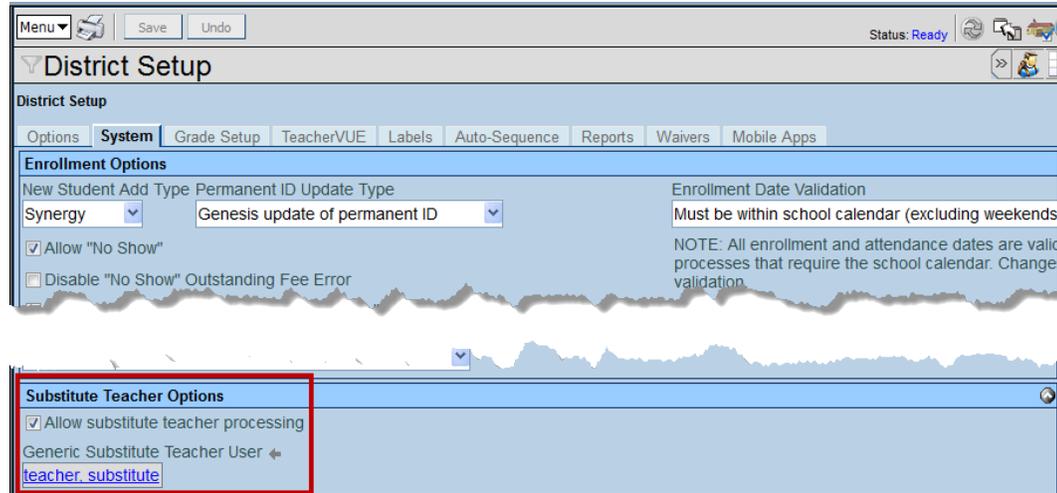


Figure 5.9 - District setup screen, System tab

3. Select the **Allow substitute teacher processing** option.
4. Click the grey arrow next to the **Generic Substitute Teacher User** label. The Find: RevUser screen displays.
5. Find and select the Substitute Teacher user account.
6. Click **Save**.

GENERATING INDIVIDUAL SUBSTITUTE PASSWORDS

1. Navigate to **Synergy SIS > Staff > Substitute Teacher Assignment**.
2. Select the **Date** the substitute is needed.
3. Select the teachers that require substitutes on the selected date.
4. Click **Save**.
The system displays a password for each substitute in the **Password** column.

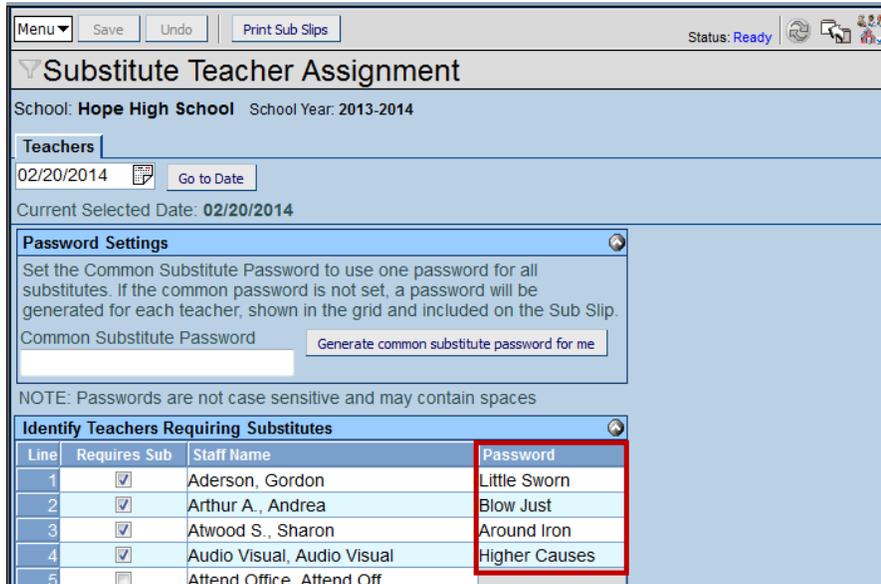


Figure 5.10 - Substitute Teacher Assignment screen

GENERATING A COMMON SUBSTITUTE PASSWORD

1. Navigate to **Synergy SIS > Staff > Substitute Teacher Assignment**.
2. Select the **Date** the substitute is needed.
3. Select the teachers that require substitutes on the selected date.
4. Click **Generate common substitute password for me**.
The system generates a common password to be used by all substitutes on the selected date.

Menu Save Undo Print Sub Slips Status: Ready

Substitute Teacher Assignment

School: **Hope High School** School Year: 2013-2014

Teachers

02/20/2014 Go to Date

Current Selected Date: **02/20/2014**
Using Common Substitute Password: **Blast Soul**

Password Settings

Set the Common Substitute Password to use one password for all substitutes. If the common password is not set, a password will be generated for each teacher, shown in the grid and included on the Sub Slip.

Common Substitute Password **Generate common substitute password for me**

NOTE: Passwords are not case sensitive and may contain spaces

Identify Teachers Requiring Substitutes

Line	Requires Sub	Staff Name
1	<input checked="" type="checkbox"/>	Aderson, Gordon
2	<input checked="" type="checkbox"/>	Arthur A., Andrea
3	<input checked="" type="checkbox"/>	Atwood S., Sharon

Figure 5.11 - Substitute Teacher Assignment screen

5. Click **Save**.

PRINTING SUBSTITUTE SLIPS

1. Navigate to **Synergy SIS > Staff > Substitute Teacher Assignment**.
2. Select the **Date** the substitute is needed.

Menu Save Undo **Print Sub Slips** Status: Ready

Substitute Teacher Assignment

School: **Hope High School** School Year: **2013-2014**

Teachers

02/20/2014 Go to Date

Current Selected Date: **02/20/2014**

Password Settings

Set the Common Substitute Password to use one password for all substitutes. If the common password is not set, a password will be generated for each teacher, shown in the grid and included on the Sub Slip.

Common Substitute Password

NOTE: Passwords are not case sensitive and may contain spaces

Identify Teachers Requiring Substitutes

Line	Requires Sub	Staff Name	Password
1	<input checked="" type="checkbox"/>	Aderson, Gordon	Little Sworn
2	<input checked="" type="checkbox"/>	Arthur A., Andrea	Blow Just
3	<input checked="" type="checkbox"/>	Atwood S., Sharon	Around Iron
4	<input checked="" type="checkbox"/>	Audio Visual, Audio Visual	Higher Causes
5	<input type="checkbox"/>	Attend Office, Attend Off	
6	<input type="checkbox"/>	Baniszewski, Nancy	
7	<input type="checkbox"/>	Bayer M., Michelle	
8	<input type="checkbox"/>	Becker A., Allison	
9	<input type="checkbox"/>	Becker C., Chris	
10	<input type="checkbox"/>	Behm A., Angela	
11	<input type="checkbox"/>	Bellus G., Genice	
12	<input type="checkbox"/>	Blackburn M., Matt	
13	<input type="checkbox"/>	Blahak P., Pete	
14	<input type="checkbox"/>	Blasdel W., Wendy	

Figure 5.12 - Substitute Teacher Assignment screen

3. Click **Print Sub Slips**.
The system generates a Substitute Teacher Slip for each substitute for the selected date. The Slip includes the teacher they are substituting for, the classes, and their TeacherVUE password.

Edupoint		Hope High School Substitute Teacher Slip 02/20/2014			Year: 2013-2014 Report: SUB401		
Client Name Aderson, Gordon				Password Few Right <small>Passwords are not case sensitive and may contain spaces</small>			
Period	Start	End	Room Name	Section ID	Course ID	Course	Total Students
0	7:30 AM	8:15 AM					
1	8:30 AM	9:05 AM	128	1140	MA 402	Algebra II	29
			101	AG29-1-1	AG29	Exp/Agric	0
			403	1_021_SA99	SA99	Student Aid	0
2	9:10 AM	9:55 AM	128	1240	MA 402	Algebra II	30
3	10:00 AM	10:45 AM	128	1340	MAS1W2	Ap Calculus B c	11
			403	3_021_SA99	SA99	Student Aid	0
			403	4_021_SA99	SA99	Student Aid	0
4	10:50 AM	11:35 AM	128	1440	MA 402	Algebra II	34
			403	4_021_SA99	SA99	Student Aid	0
			403	1540	MA 402	Algebra II	0
5	11:40 AM	12:25 PM	128	1540	MA 402	Algebra II	30
6	12:30 PM	1:15 PM					
7	1:20 PM	2:05 PM					
8	2:10 PM	2:55 PM					
9	3:00 PM	3:45 PM					

Figure 5.13 - SUB401 Report - Substitute Teacher Slip

Chapter Six: SPECIAL ED RELATED FEATURES

In this chapter, the following topics are covered:

- ▶ [Giving Access to the Student IEP](#)
- ▶ [Enabling Request for Assistance](#)

GIVING ACCESS TO THE STUDENT IEP

If your district uses Edupoint's special education companion product Synergy SE, you can make the finalized IEP available to teachers through TeacherVUE. This is especially useful for teachers who have mainstreamed special education students in their class.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **TeacherVUE** tab.

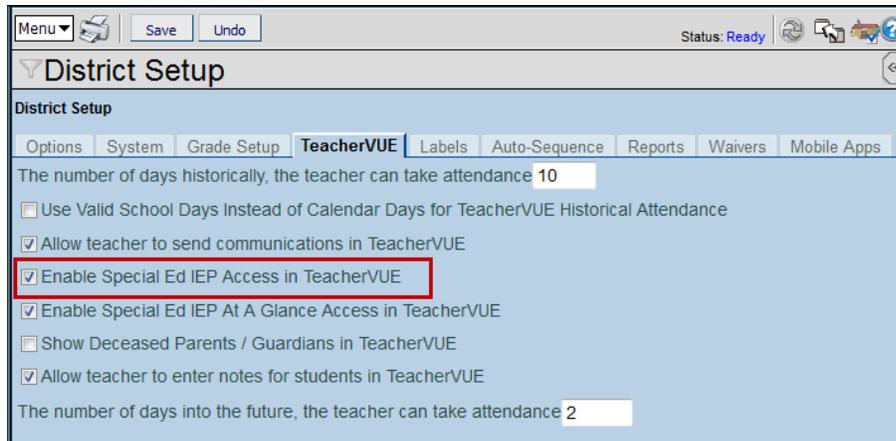


Figure 6.1 – District Setup Screen

3. Check the box **Enable Special Ed IEP Access in TeacherVUE**.
4. Click **Save**.

ENABLING REQUEST FOR ASSISTANCE

Districts using Synergy SE can give teachers the ability to request assistance for a student from within TeacherVUE. When the request is approved, it is copied to the student's record in Synergy SE.

1. Navigate to **Synergy SIS > System > Setup > Task Definition**.
2. Select the **Enable** checkbox for the Request for Assistance module.

Line	Enabled	Email		Description	Module	Task Update Type
		On Start	On Complete			
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medication	Health	Automatic
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PVUE Updates	PVUE Update	Automatic
13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Request for Assistance	Request for Assistance	Automatic
14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation - Routing	Routing - Transportation	Automatic

Figure 6.2 - Task Definition screen

3. Enter a description (if none displays.)
4. Click **Save**.
5. Navigate to **Synergy SIS > System > User > User** or to **Synergy SIS > System > User > User Groups**, and select the **POV** tab.
6. In the Task Module section, select the **Request for Assistance** checkbox.

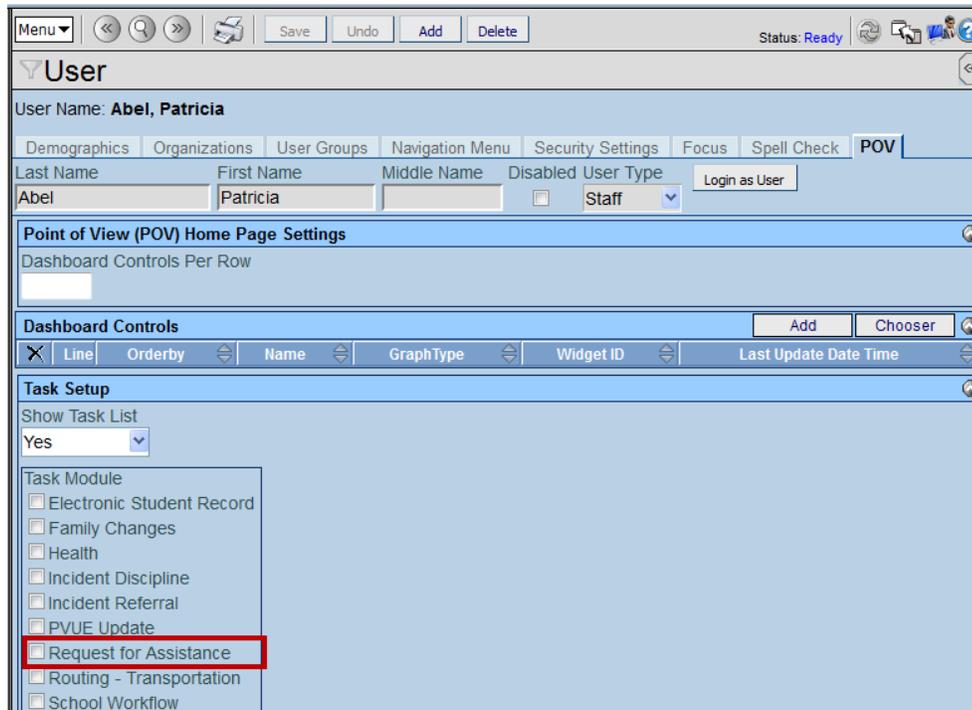


Figure 6.3 - User screen

7. Click **Save**.

Chapter Seven: SECURITY

In this chapter, the following topics are covered:

- ▶ [Setting Grading & Attendance Security](#)
- ▶ [Setting Security for Individual Sections](#)
- ▶ [Setting Security for Additional Staff](#)
- ▶ [Securing TeacherVUE Screen in PAD Security](#)
- ▶ [Using Security Definition for TeacherVUE](#)

SETTING GRADING & ATTENDANCE SECURITY

You can set what type of teacher can enter attendance or update grades within TeacherVUE. The overall security level for attendance and grading is set at the individual school. You will need to repeat this process for every school in your district.

1. Navigate to **Synergy SIS > System > Setup > School Setup**.
2. Select the **TeacherVUE** tab.

The screenshot shows the 'School Setup' interface for 'Hope High School' in the '2013-2014' school year. The 'TeacherVUE' tab is active. The 'Global Attendance Security' section has two dropdown menus for 'Primary Staff' and 'Additional Staff', both currently set to 'Update'. The 'Global Grading Security' section also has two dropdown menus for 'Primary Staff' and 'Additional Staff', both currently set to 'Update'. Below these are 'Lunch Counts' options, including a dropdown for 'Lunch Count Options' and ten text input fields for 'Lunch Description 1' through 'Lunch Description 10'.

Figure 7.1 – School Setup Screen

3. In the **Primary Staff** field for Global Attendance Security, select the security level.
 - **None** – no access to student attendance within TeacherVUE.
 - **View Only** – only view the attendance records within TeacherVUE.
 - **Update** – ability to view and record attendance within TeacherVUE.
4. In the **Additional Staff** field for Global Attendance Security, select the security level.
5. In the **Primary Staff** field for Global Grading Security, select the security level.
 - **None** – no access to student grading within TeacherVUE.
 - **View Only** – only view the grading records within TeacherVUE.
 - **Update** – ability to view and record student grades within TeacherVUE.
6. In the **Additional Staff** field for Global Grading Security, select the security level.
7. Click **Save**.

SETTING SECURITY FOR INDIVIDUAL SECTIONS

While the security for the Attendances screens in TeacherVUE can be set on a global level across the school, you can also set teachers access to attendance information for an individual section.

1. Navigate to **Synergy SIS > Schedule > Section**.

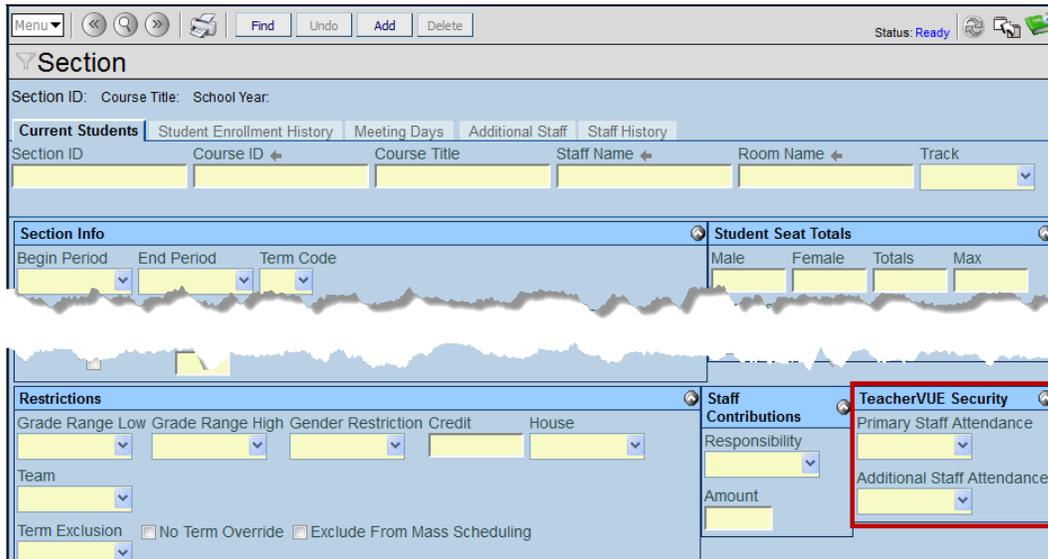


Figure 7.2 – Section Screen

2. In the **Primary Staff Attendance** field, select the security level.
 - **None** – no access to student attendance within TeacherVUE.
 - **View Only** – only view the attendance records within TeacherVUE.
 - **Update** – ability to view and record attendance within TeacherVUE.
3. In the **Additional Staff Attendance** field, select the security level. (This applies to all additional staff members for this section.)
4. Click **Save**.
5. Select the **Additional Staff** tab.

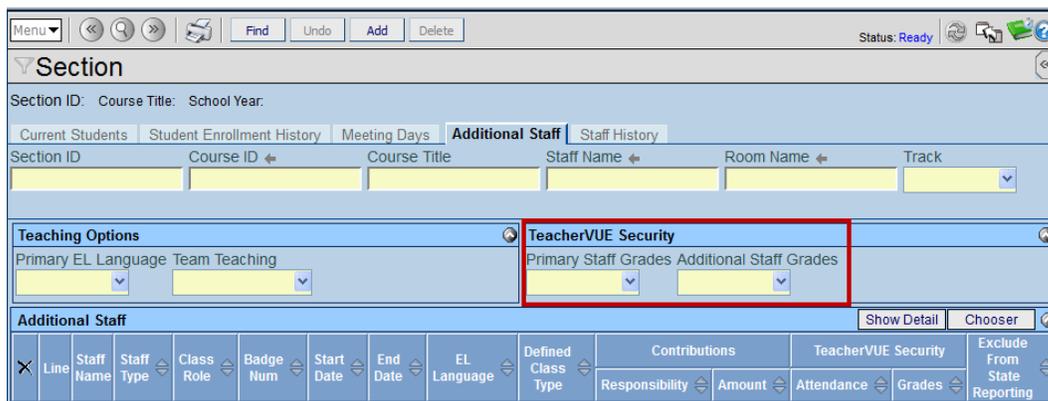


Figure 7.3 – Additional Staff Tab, Section Screen

6. In the **Primary Staff Grades** field, select the security level.
 - **None** – no access to student grading within TeacherVUE.
 - **View Only** – only view the grading records within TeacherVUE.
 - **Update** – ability to view and record student grades within TeacherVUE.
7. In the **Additional Staff Grades** field, select the security level. (This applies to all additional staff members for this section.)
8. Click **Save**.

SETTING SECURITY FOR ADDITIONAL STAFF

In addition to restricting who can access attendance and grading information within TeacherVUE on a global level and by section, you can also restrict individual additional staff members' access. This is useful when you have more than one additional staff member assigned to a section and you want to give them different access levels to TeacherVUE. Remember, this setting only applies to the additional staff members for this specific section. This is not a permanent restriction and does not follow staff members to other sections.

1. Navigate to **Synergy SIS > Schedule > Section**.
2. Select the **Additional Staff** tab.

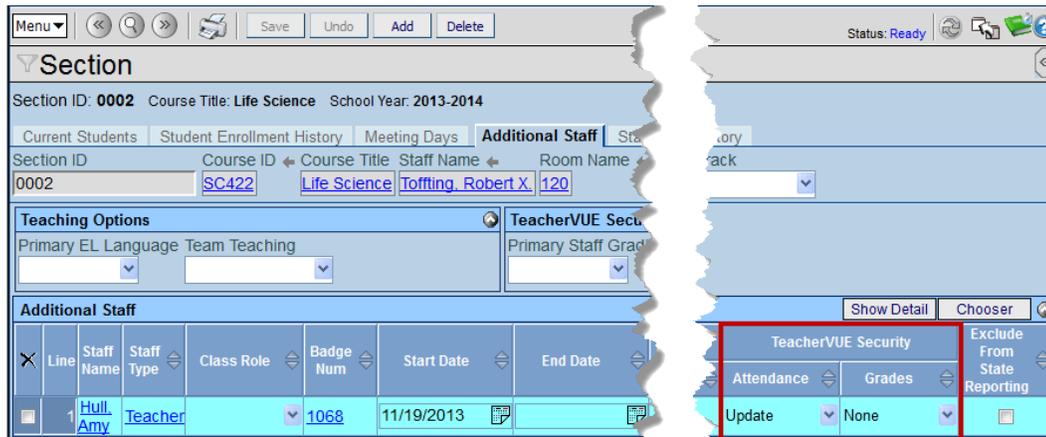


Figure 7.4 – Section Screen

3. In the **Additional Staff** grid, select the security level for the additional staff member in the **Attendance** column.
 - **None** – no access to student attendance within TeacherVUE.
 - **View Only** – only view the attendance records within TeacherVUE.
 - **Update** – ability to view and record attendance within TeacherVUE.
4. Select the security level for the additional staff member in the **Grades** column.
5. Click **Save**.

SECURING TEACHERVUE SCREEN IN PAD SECURITY

You can secure the following TeacherVUE screens using PAD Security:

- Daily Attendance
- Discipline
- Discipline Incident
- Health
- Incident Referral
- Period Attendance
- Request for Assistance
- Student
- Student ALC
- Student Course History

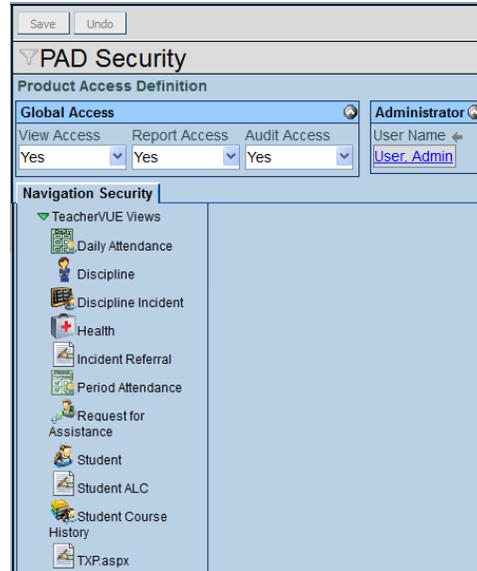


Figure 7.5 – PAD Security

The **TXP.aspx** controls the entire TeacherVUE application.

Please see the Security Administrator Guide for instructions on securing individual screens using PAD Security.

USING SECURITY DEFINITION FOR TEACHERVUE

You can define the type of security and access users and user groups have to individual grids, fields, and sections within the TeacherVUE screens using Security Definition. Please see the Security Administrator Guide for instructions on securing individual features and fields using Security Definition.

The following is a list of the items that you can secure in TeacherVUE using Security Definition.

Feature	Tab	Screen	Location within Security Definition
Days of Activities grid	Days of Activities	Period Attendance/Daily Attendance	K12.TXPIInfo.DaysOfActivityGrid
Attendance Reason Totals section	Totals tab	Period Attendance/Daily Attendance	K12.TXPIInfo.AttendanceReasonGrid
Attendance Reason Type Totals section	Totals tab	Period Attendance/Daily Attendance	K12.TXPIInfo.AttendanceTypeGrid
	TeacherVUE	District Setup (within Synergy SIS)	K12.TXPIInfo.Setup.TXPreferences
		Daily Attendance	K12.TXPIInfo.AttendanceDailyUI
		Period Attendance	K12.TXPIInfo.AttendancePeriodUI
		Discipline Incident	K12.TXPIInfo.DisciplineIncidentUI
		Heath	K12.TXPIInfo.HealthUI
		Request for Assistance	K12.TXPIInfo.SpecialEdReferral
			K12.TXPIInfo.SpecialEdReferralUI
			K12.TXPIInfo.StudentGroupsUI
			K12.TXPIInfo.TXClass
		Seating Chart	K12.TXPIInfo.TXClassSeatingChart
			K12.TXPIInfo.TXClassSection

			K12.TXPIInfo.TXPGBWebServices
		Student	K12.TXPIInfo.TXPStudentUI
			K12.TXPIInfo.TXPWebServices

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