Synergy® SIS
TeacherVUE User Guide

Edupoint Educational Systems, LLC
1955 South Val Vista Road, Ste 210
Mesa, AZ 85204
Phone (877) 899-9111
Fax (800) 338-7646

Volume 01, Edition 01, Revision 06 **April 2014**
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Document Number: SISTXUG-010103

Sixth Revision, April 2014

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The screens, 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.

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ABOUT THIS MANUAL

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

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

Software and Document History

Date	Volume	Edition	Revision	Content
September 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 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
September 2013	1	1	5	Updated to the 8.0.4.0 release
April 2014	1	1	6	Updated to the 9.0.0.0 release

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.

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Chapter One: OVERVIEW

In this chapter, the following topics are covered:

- Overview of the TeacherVUE Software
- Logging into TeacherVUE
- Viewing Announcements
- Selecting the Class Displayed
- Returning to Your Current Class

OVERVIEW OF THE TeacherVUE SOFTWARE

The TeacherVUE software gives teachers the ability to manage all aspects of their classes easily. Using TeacherVUE, teachers can do basic, daily tasks, such as take attendance and enter lunch counts, as well as communicate directly with students and parents, refer a student for special services, and leave detailed instructions for substitute teachers.

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

The companion manual to the User Guide, *Synergy SIS – TeacherVUE Administrator Guide,* illustrates how to setup and configure the TeacherVUE software.

For the 9.0 software release, Edupoint redesigned the TeacherVUE interface to be more intuitive and user friendly. While the look has significantly changed, you will find much of the functionality familiar.

Throughout this manual, we use the following terms to describe features and locations within TeacherVUE.

Figure 1.1 TeacherVUE Home screen

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LOGGING INTO TEACHERVUE

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

Logging in as a Teacher

1. On your district's Synergy SIS home page, enter your login name.

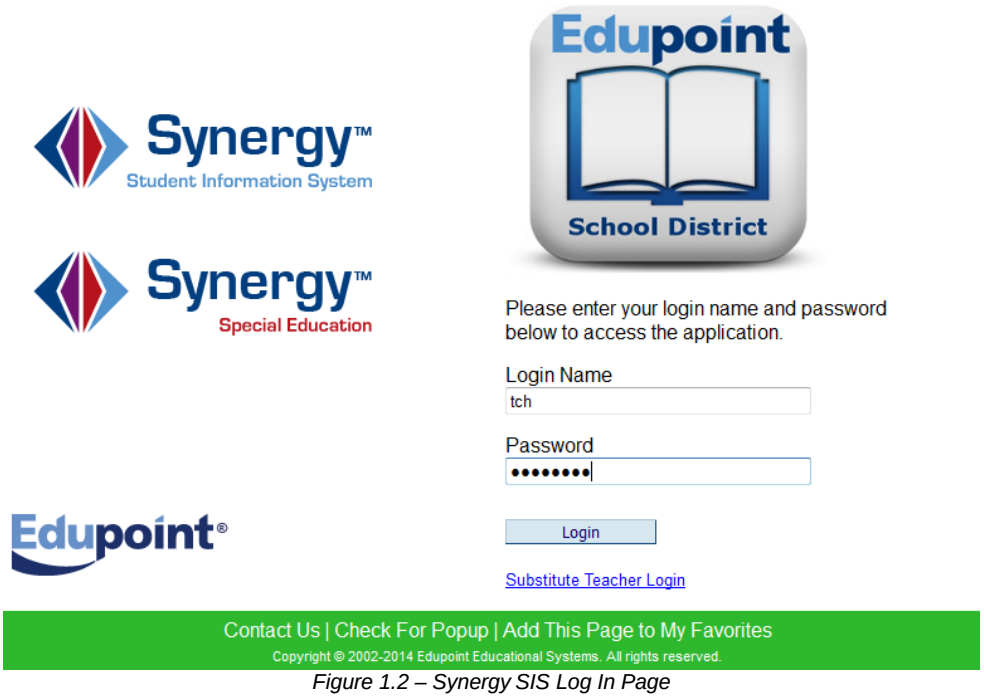

Figure 1.2 – Synergy SIS Log In Page

2. Enter your password.
3. Click **Login**.
   TeacherVUE opens and displays the announcements.

Logging in as an Administrator with TeacherVUE Access

1. On your district's Synergy SIS home page, enter your login name.

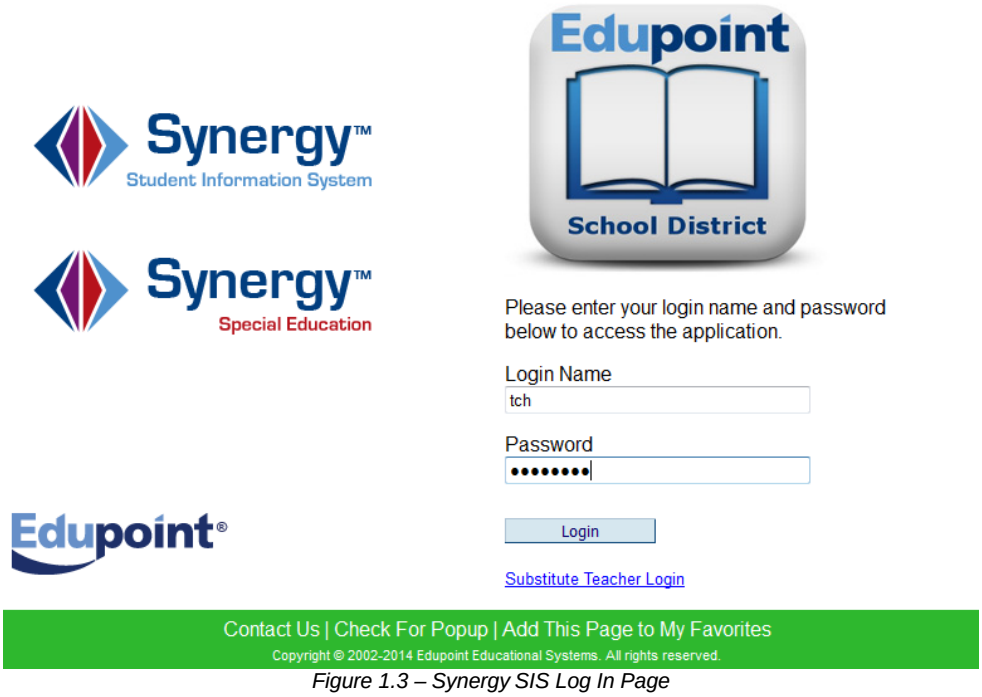

Figure 1.3 – Synergy SIS Log In Page

2. Enter your password.
3. Click **Login**.
   Synergy SIS opens.

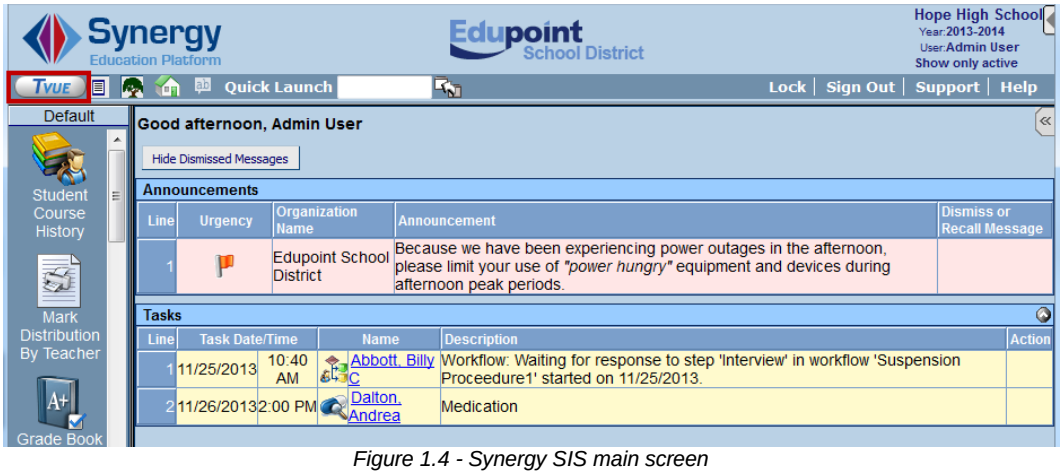

Figure 1.4 - Synergy SIS main screen

4. Click **TVUE**.
   TeacherVUE opens.

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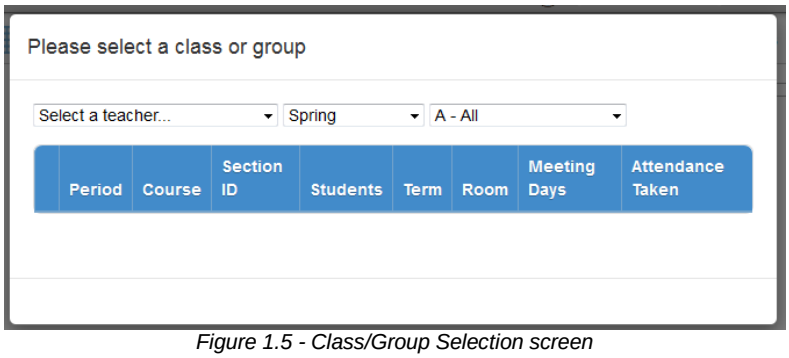

Figure 1.5 - Class/Group Selection screen

5. Select a **teacher**.
6. Select a **term**.
7. Select a **class** or **group**.
   The TeacherVUE home screen displays the seating chart for the selected class or group.

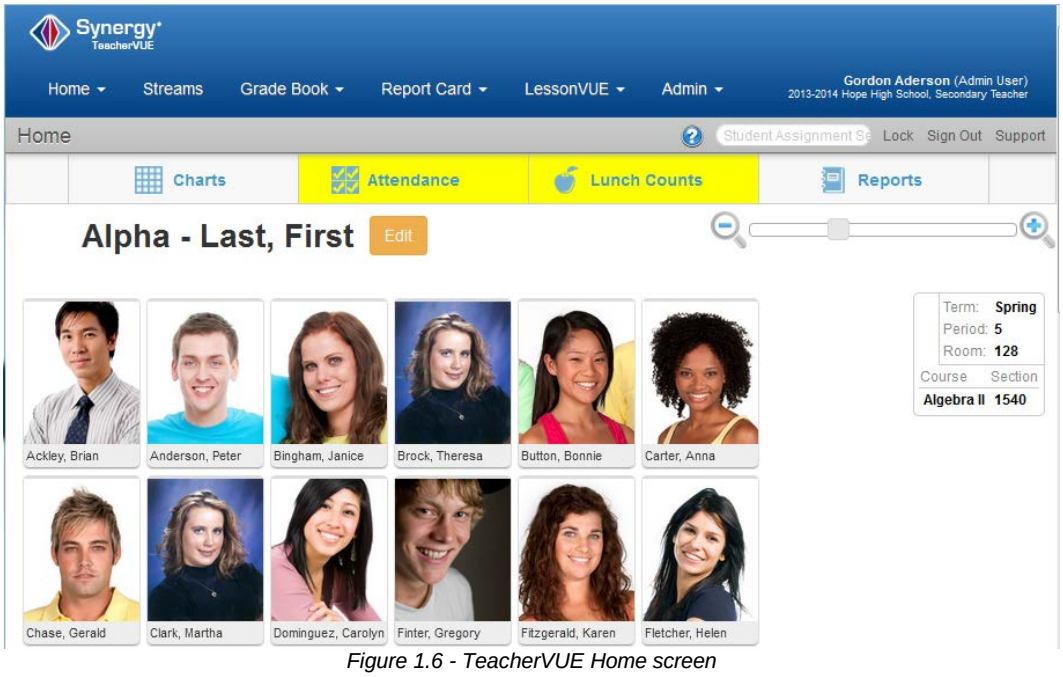

Figure 1.6 - TeacherVUE Home screen

Logging in as a Substitute

1. On your district's Synergy SIS home page, click the **Substitute Teacher Login** link.

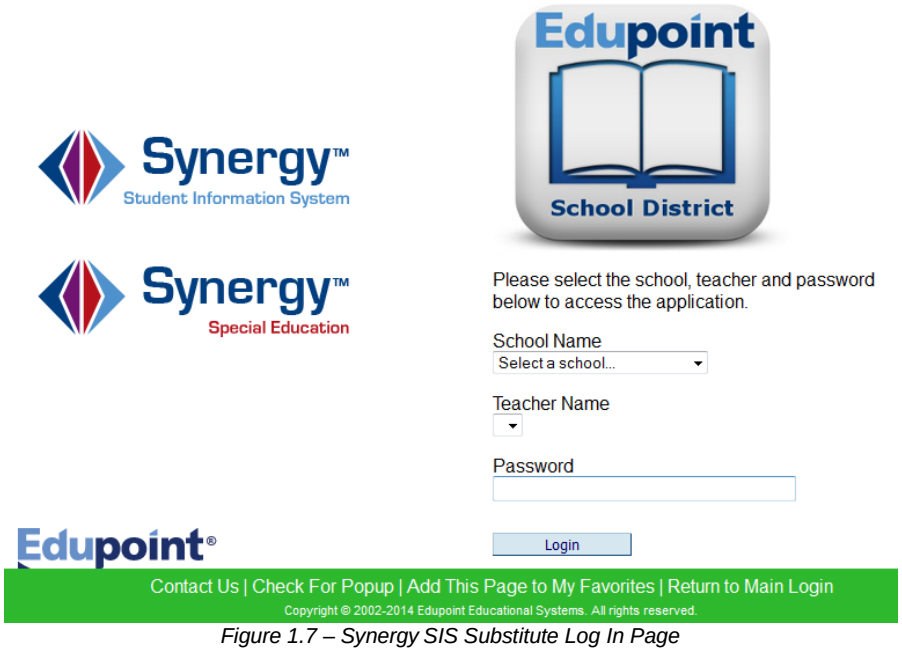

Figure 1.7 – Synergy SIS Substitute Log In Page

2. Select the **School Name** for which you are substitute teaching.
3. Select the **Teacher Name** for whom you are substituting.
4. Enter the **Password** given to you by the district office.
5. Click **Login**.
   TeacherVUE opens and displays the announcements.

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VIEWING ANNOUNCEMENTS

The system displays the District and School-wide announcements each time you log in to the TeacherVUE software.

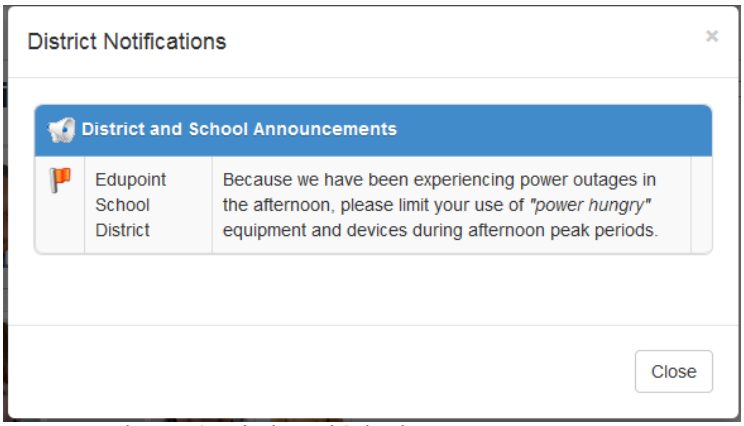

Figure 1.8 - District and School Announcements screen

Occasionally, you may want to review the announcements after you have closed the screen.

1. Select the **Home** menu.
2. Click the **Announcements** option.
   The **District and School Announcements** screen displays.
3. Close the announcements by clicking **Close** or the x in the corner of the screen.

SELECTING THE CLASS DISPLAYED

By default, TeacherVUE opens to your current class. Once signed in, you can select another class or group assigned to you.

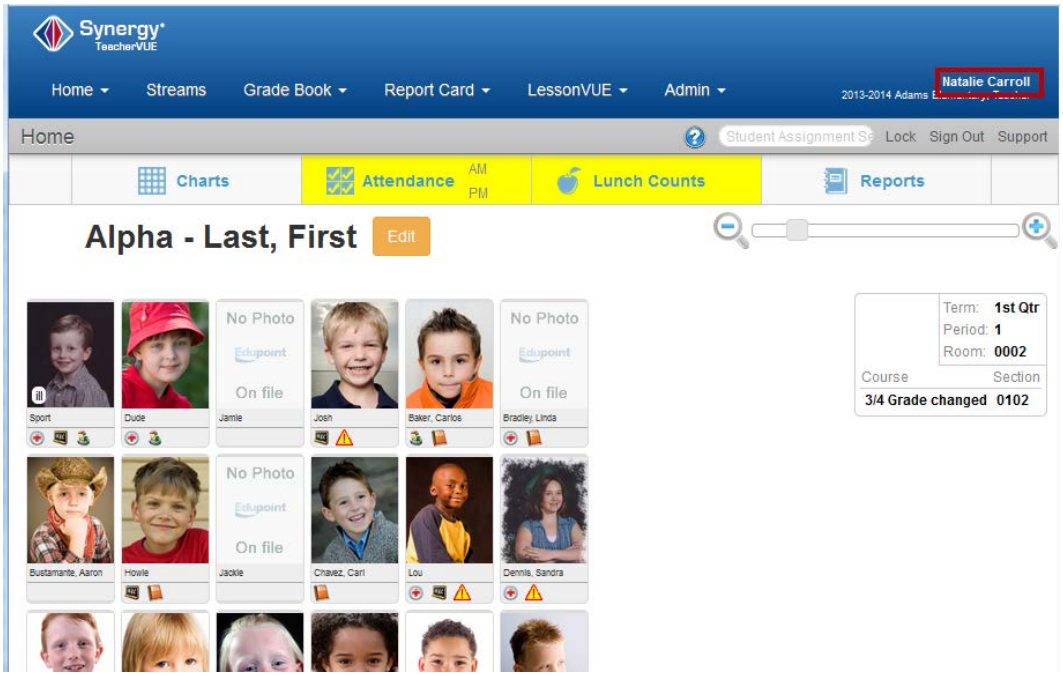

Figure 1.9 - TeacherVUE Home screen

1. On the TeacherVUE home screen, select your **name link**.

   OR

   From the **Home** menu, select the **Change Class** option.
   A list of your assigned classes and groups displays.

2. Select the class or group.
   The TeacherVUE home screen displays the seating chart for the selected class or group.

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RETURNING TO YOUR CURRENT CLASS

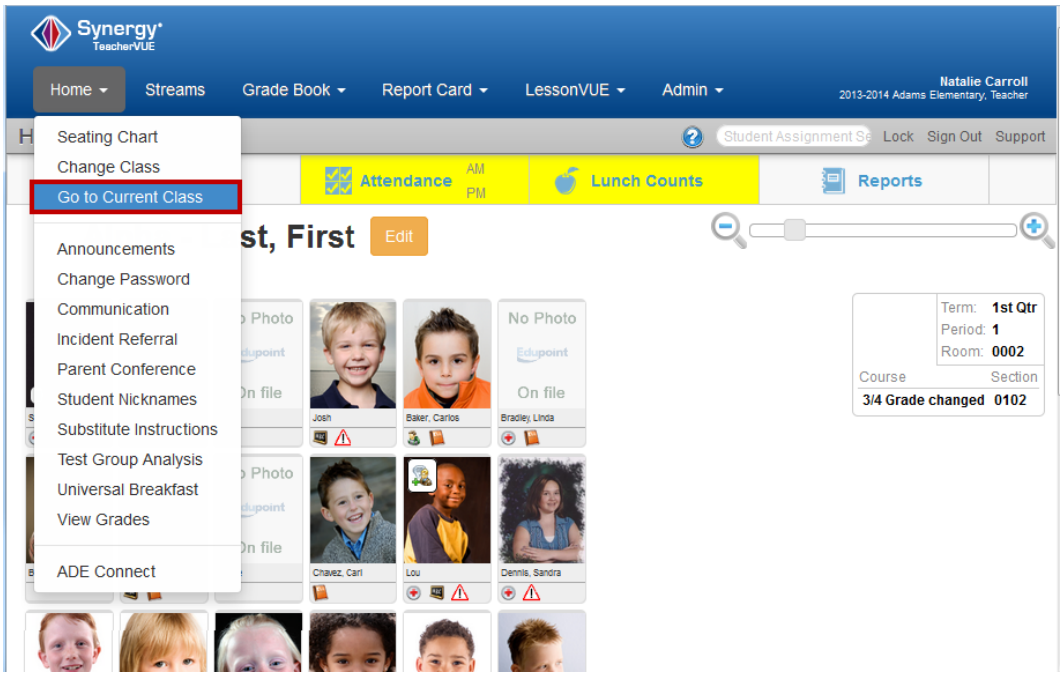

Figure 1.10 - TeacherVUE Home screen -- Home menu

- From the **Home** menu, select the **Go to Current Class** option.
  The TeacherVUE main screen displays the seating chart for your current class.

Chapter Two:
WORKING WITH SEATING CHARTS

In this chapter, the following topics are covered:

- Editing the Seating Chart
- Creating a New Grid Seating Chart
- Creating a Freeform Seating Chart
- Selecting a Seating Chart
- Copying a Seating Chart
- Using Student Nicknames

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When you open TeacherVUE for the first time, the system displays a seating chart for the current class arranged in alphabetical order by last name. You can edit this seating chart or create a new one. You are not limited to keeping your students in a grid. You can configure your seating chart to reflect the layout of your room or any group arrangement using the freeform option.

EDITING THE SEATING CHART

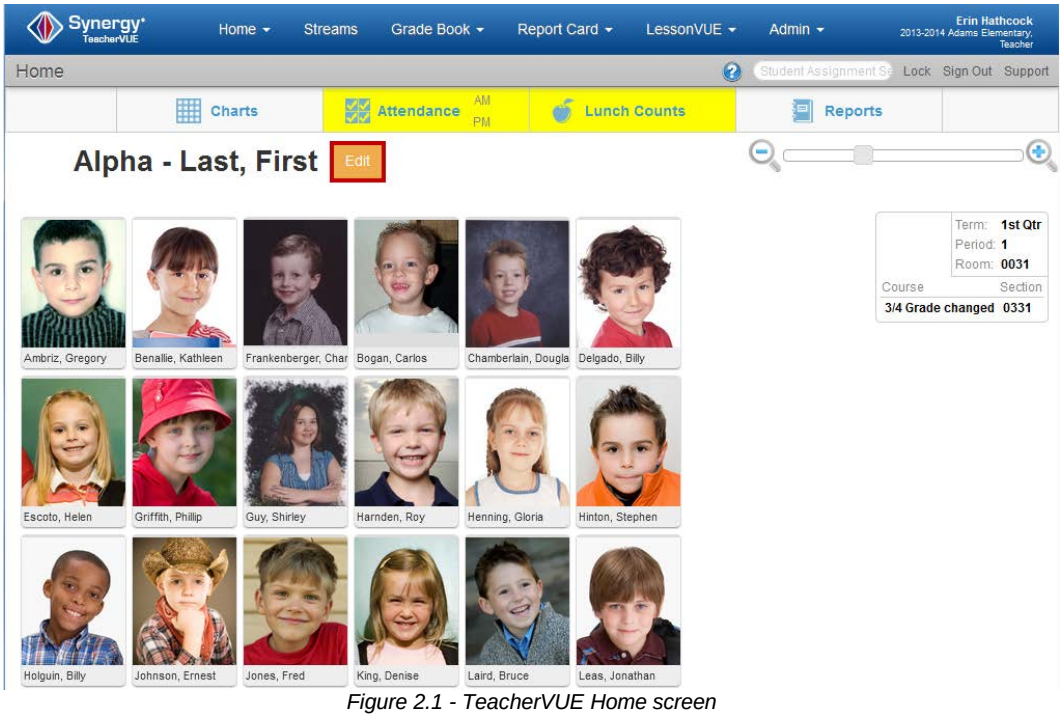

Figure 2.1 - TeacherVUE Home screen

1. On the TeacherVUE home screen, click **Edit**.
   The Editing Seating Chart screen displays.

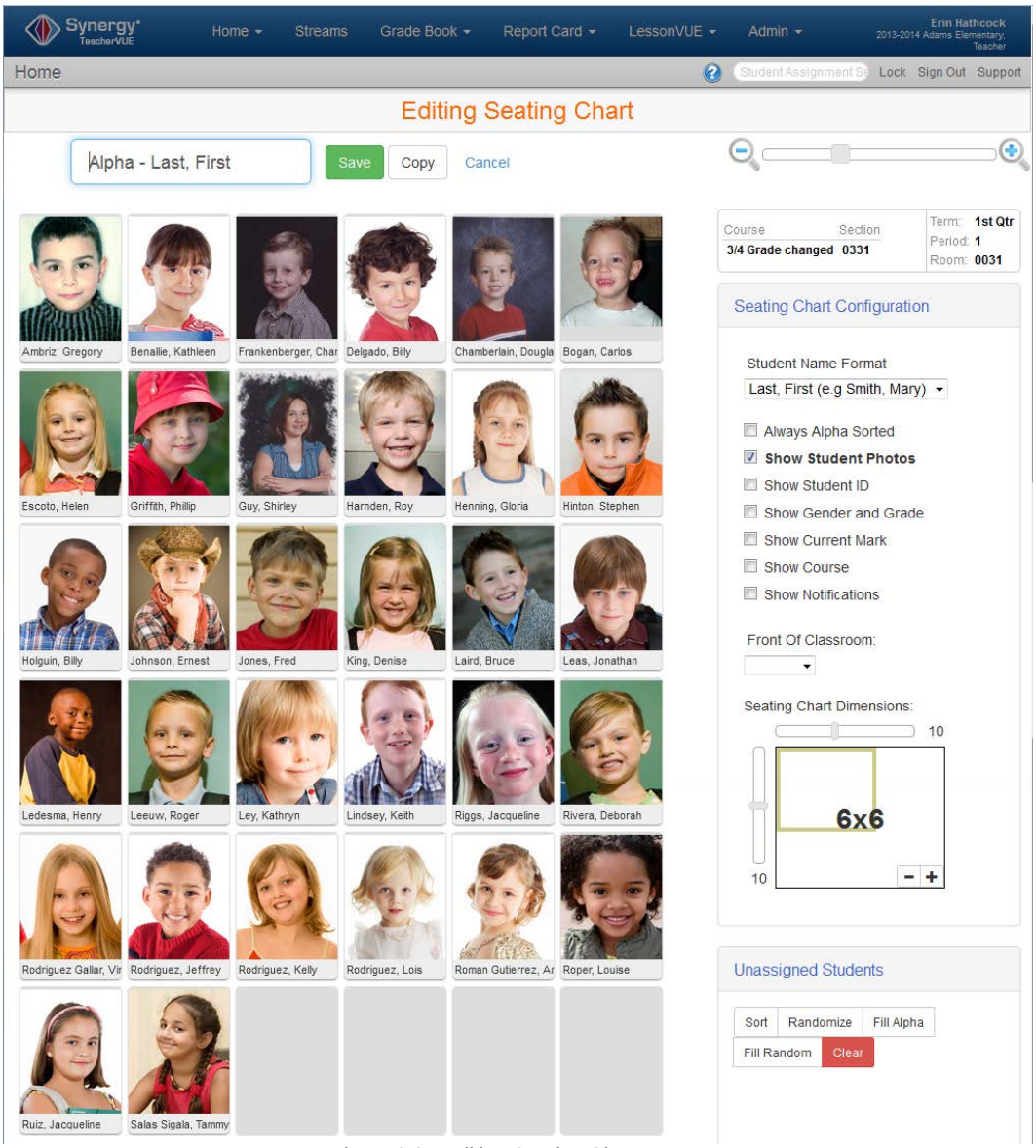

Figure 2.2 - Editing Seating Chart screen

2. Edit the seating chart name.
3. Select the **Student Name Format**.
4. Select the **Seating Chart Configuration** options.
5. Set the location of the **Front of Classroom**.
6. Set the **Seating Chart Dimensions**.
7. Add students to the seating chart using one of the following methods:
   - **Drag and Drop** – drag an individual from the Unassigned Students list and drop them anywhere in the seating chart.
   - **Fill Alpha** – the system places all the students in the seating chart in alphabetical order.

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- **Fill Random** – the system places all the students in the seating chart in random order.

8. Arrange the seating chart using one of the following methods:
   - **Drag and Drop** – drag an individual student from their current spot and drop them anywhere in the seating chart.
   - **Sort** – the system arranges all the students currently in the seating chart in alphabetical order.
   - **Fill Random** – the system arranges all the students currently in the seating chart in random order.
9. Click **Save**.

CREATING A NEW GRID SEATING CHART

1. On the TeacherVUE home screen, click **Charts**.
   The seating chart options display.

Figure 2.3 - TeacherVUE Home screen

2. Select **Add Grid**.
   The Edit Seating Chart screen opens.

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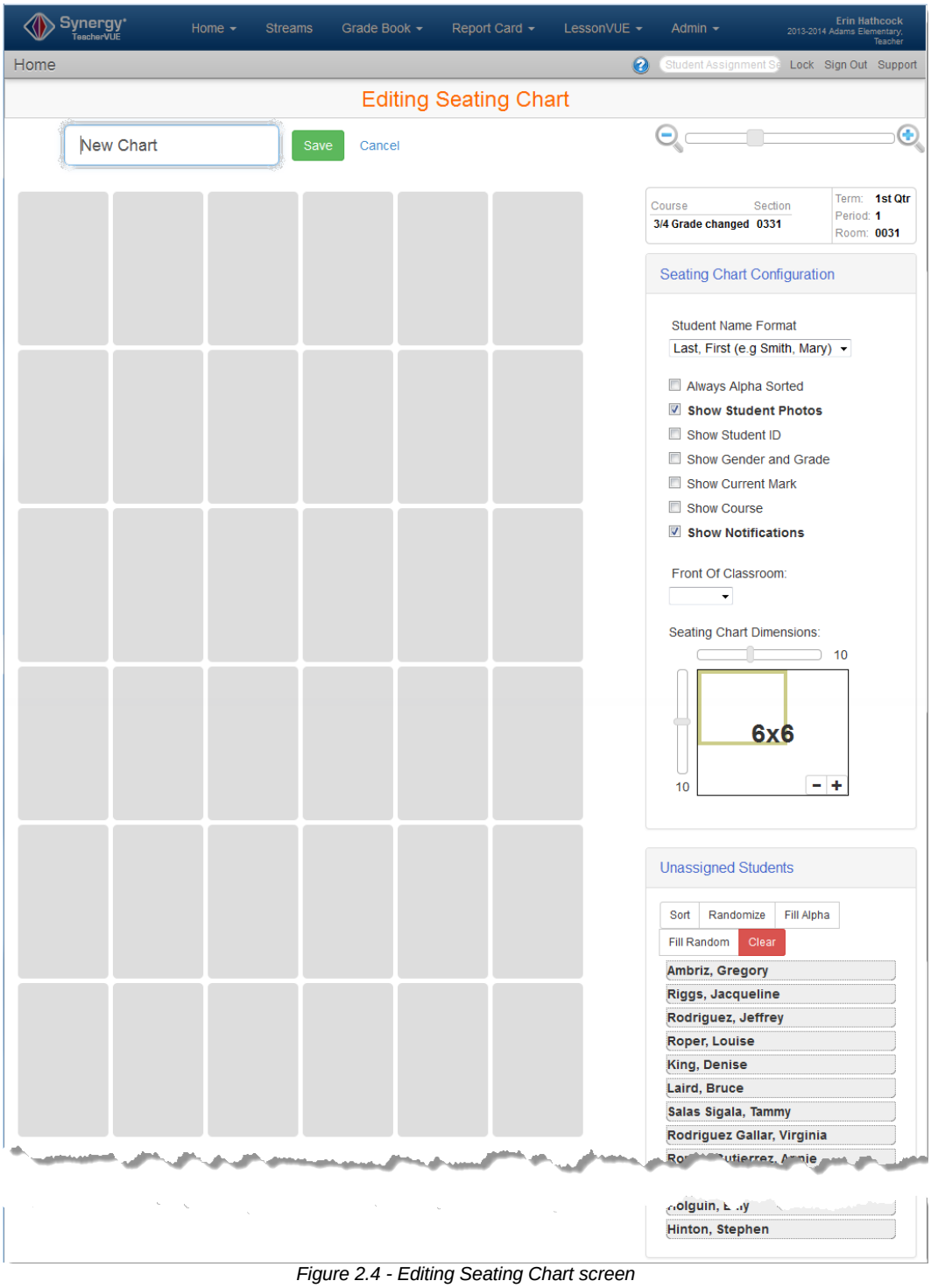

Figure 2.4 - Editing Seating Chart screen

3. Enter the seating chart name.
4. Select the **Student Name Format**.
5. Select the **Seating Chart Configuration** options.
6. Set the location of the **Front of Classroom**.

7. Set the **Seating Chart Dimensions**.
8. Add students to the seating chart using one of the following methods:
   - **Drag and Drop** – drag an individual from the Unassigned Students list and drop them anywhere in the seating chart.
   - **Fill Alpha** – the system places all the students in the seating chart in alphabetical order.
   - **Fill Random** – the system places all the students in the seating chart in random order.
9. Arrange the seating chart using one of the following methods:
   - **Drag and Drop** – drag an individual student from their current spot and drop them anywhere in the seating chart.
   - **Sort** – the system arranges all the students currently in the seating chart in alphabetical order.
   - **Fill Random** – the system arranges all the students currently in the seating chart in random order.
10. Click **Save**.

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CREATING A FREEFORM SEATING CHART

1. On the TeacherVUE home screen, click **Charts**.
   The seating chart options display.

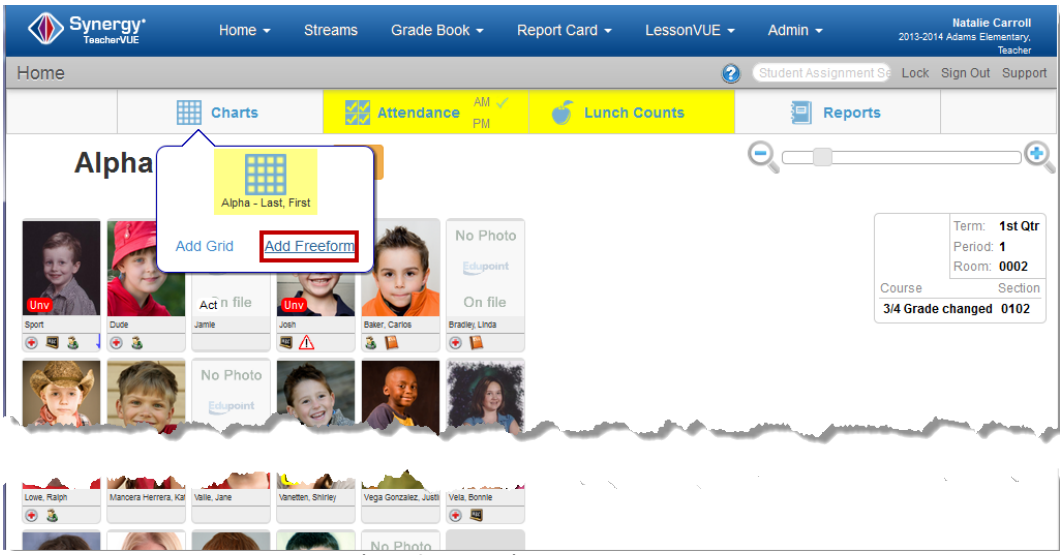

Figure 2.5 - TeacherVUE Home screen

2. Select **Add Freeform**.
   The Edit Seating Chart screen opens.

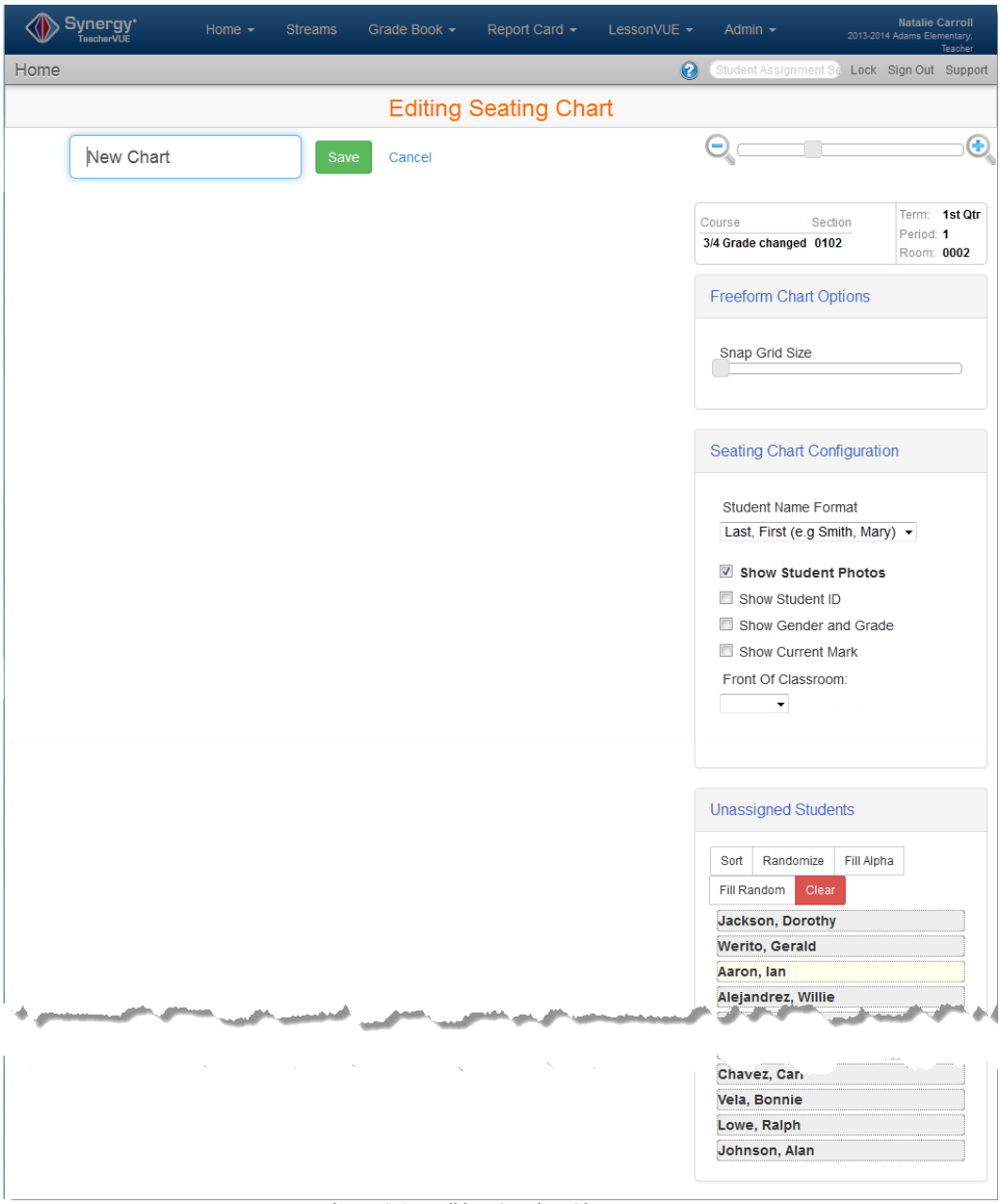

Figure 2.6 - Editing Seating Chart screen

3. Enter the seating chart name.
4. Set the **Snap Grid Size**. A grid displays on the blank seating chart.
5. Select the **Student Name Format**.
6. Select the **Seating Chart Configuration** options.
7. Set the location of the **Front of Classroom**.
8. Set the **Seating Chart Dimensions**.
9. Add students to the seating chart using one of the following methods:
   - **Drag and Drop** – drag an individual from the Unassigned Students list and drop

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them anywhere in the seating chart.

- **Fill Alpha** – the system places all the students in the seating chart in alphabetical order.
- **Fill Random** – the system places all the students in the seating chart in random order.

10. Arrange the seating chart using one of the following methods:
    - **Drag and Drop** – drag an individual student from their current spot and drop them anywhere in the seating chart.
    - **Sort** – the system arranges all the students currently in the seating chart in alphabetical order.
    - **Fill Random** – the system arranges all the students currently in the seating chart in random order.
11. Click **Save**.

SELECTING A SEATING CHART

1. On the TeacherVUE home screen, click **Charts**.
   The seating chart options display.

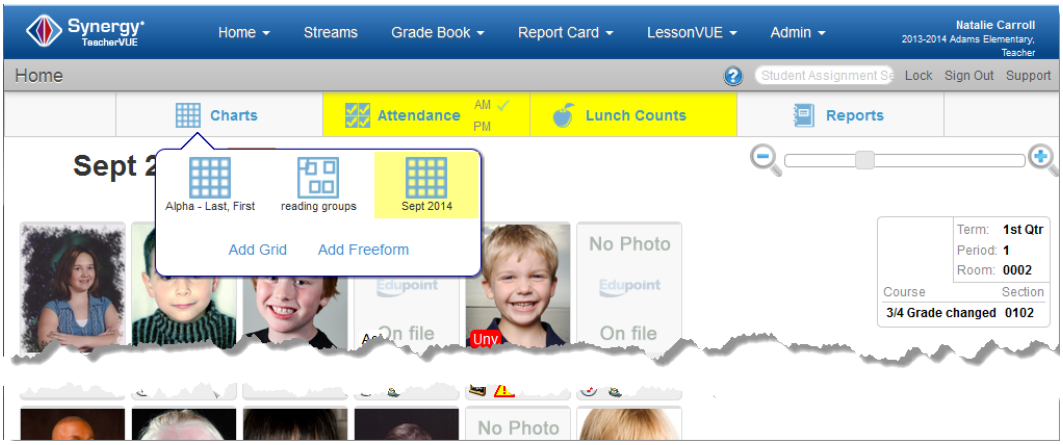

Figure 2.7 - TeacherVUE Home screen

2. Select the seating chart.
   The selected seating chart displays. The selected seating chart is the default seating chart displayed every time you log into TeacherVUE, until you select another.

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COPYING A SEATING CHART

1. On the TeacherVUE home screen, click **Charts**.
   The seating chart options display.
2. Select the seating chart to copy.
   The seating chart displays.
3. Click **Edit**.
   The Editing Seating Chart screen displays.

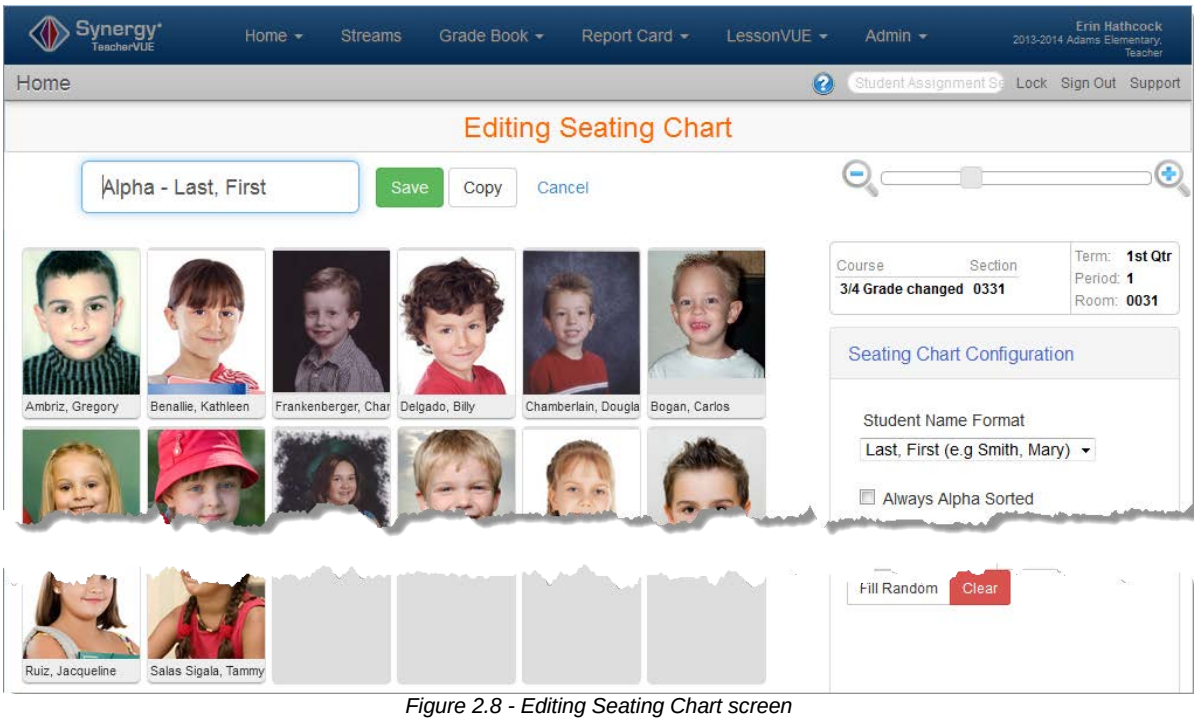

Figure 2.8 - Editing Seating Chart screen

4. Click **Copy**.
   A copy of the selected seating chart displays.
5. Edit the seating chart name.
6. Select the **Student Name Format**.
7. Select the **Seating Chart Configuration** options.
8. Set the location of the **Front of Classroom**.
9. Set the **Seating Chart Dimensions**.
10. Add students to the seating chart using one of the following methods:
    - **Drag and Drop** – drag an individual from the Unassigned Students list and drop them anywhere in the seating chart.
    - **Fill Alpha** – the system places all the students in the seating chart in alphabetical order.
    - **Fill Random** – the system places all the students in the seating chart in random

order.

11. Arrange the seating chart using one of the following methods:
    - **Drag and Drop** – drag an individual student from their current spot and drop them anywhere in the seating chart.
    - **Sort** – the system arranges all the students currently in the seating chart in alphabetical order.
    - **Fill Random** – the system arranges all the students currently in the seating chart in random order.
12. Click **Save**.

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USING STUDENT NICKNAMES

You can record students' nicknames or preferred names and have them display on the seating chart.

Entering Student Nicknames

1. From the **Home** menu, select the **Student Nicknames** option.
   The Student Nicknames screen displays.

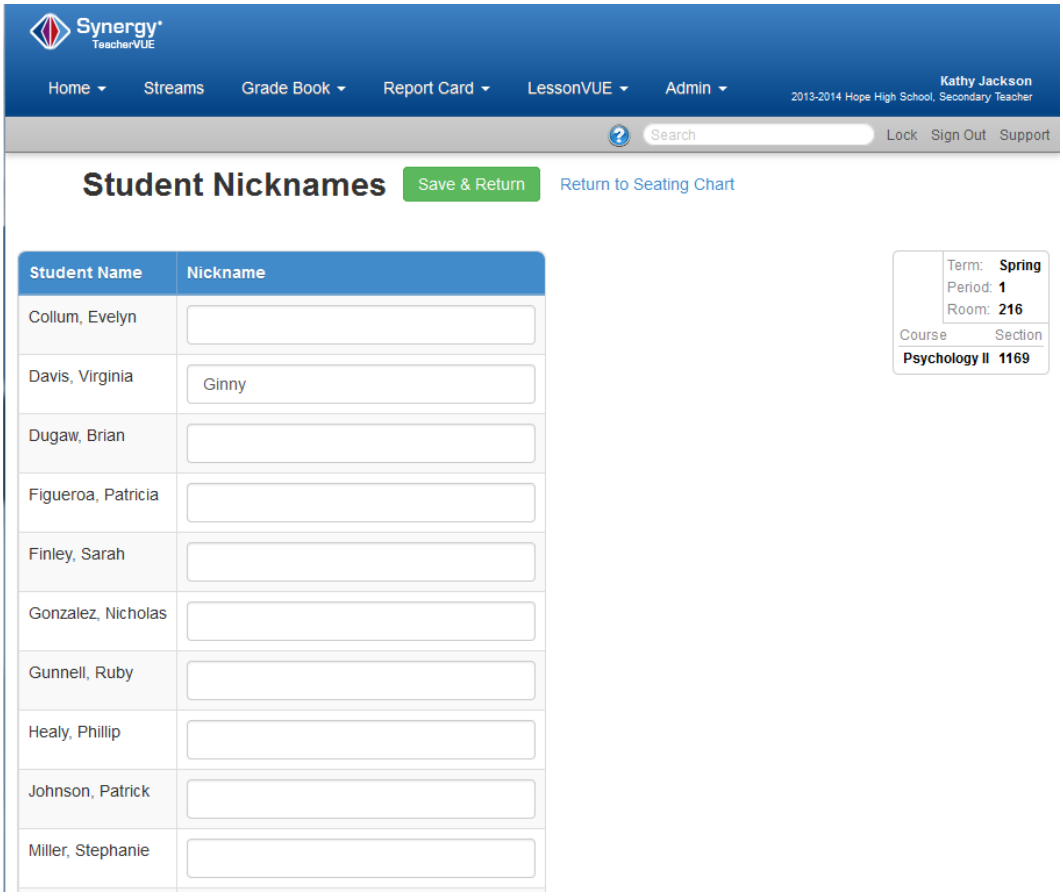

Figure 2.9 - Student Nicknames screen

2. Enter the students' nicknames.
3. Click **Save & Return**.

Displaying Student Nicknames

1. Select the seating chart on which you want to display the student nicknames.
2. On the TeacherVUE Home screen, click **Edit**.
   The Editing Seating Chart screen displays.

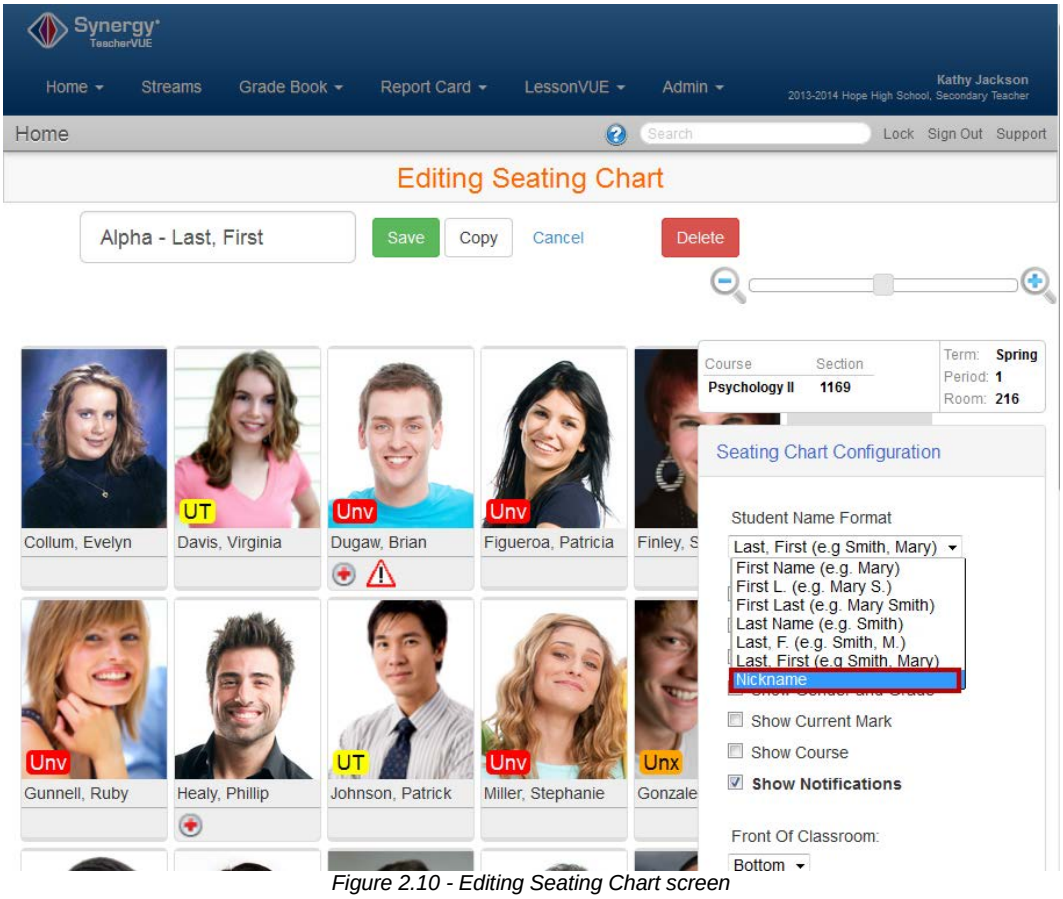

Figure 2.10 - Editing Seating Chart screen

3. From the **Student Name Format** field, select **Nicknames**.
4. Click **Save**.
   The selected seating chart displays the students' nicknames.

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Chapter Three: TAKING ATTENDANCE

In this chapter, the following topics are covered:

- Taking Attendance By Chart
- Taking Attendance By List
- Taking Supplemental Instruction Attendance
- Viewing a Student's Daily Attendance Record
- Viewing a Student's Period Attendance Record

When you log into TeacherVUE, the system alerts you need to take attendance by highlighting the Attendance button in yellow.

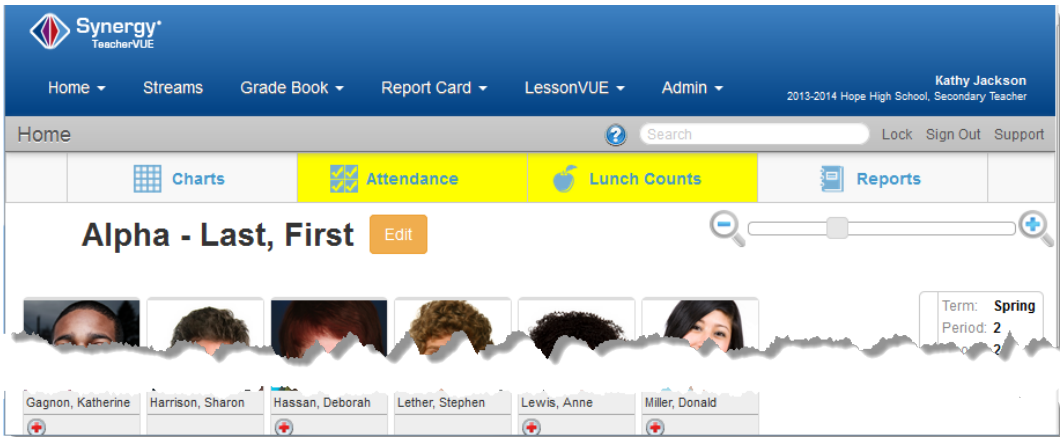

Figure 3.1 - TeacherVUE Home screen

TAKING ATTENDANCE BY CHART

1. Click **Attendance**.
   The attendance options display.

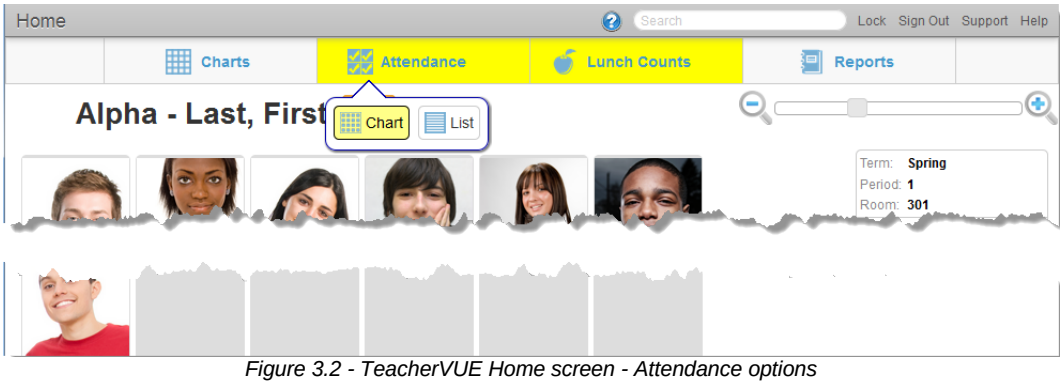

Figure 3.2 - TeacherVUE Home screen - Attendance options

2. Click **Chart**.
   The Taking Attendance screen displays.
3. If the class requires both morning and afternoon attendance, select the appropriate setting.

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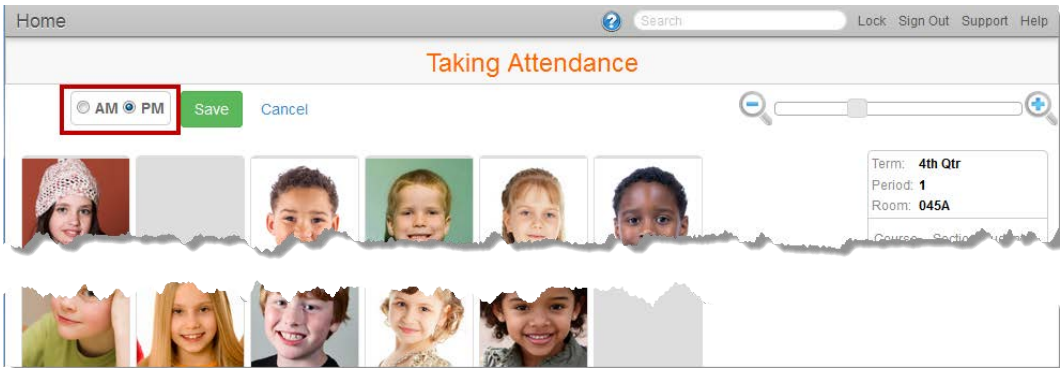

Figure 3.3 - Taking Attendance screen - AM and PM options

4. Click on a student to toggle through attendance reasons. Only mark students who are absent or tardy. All unmarked students are considered present.
   The color-coded and abbreviated reason code displays.

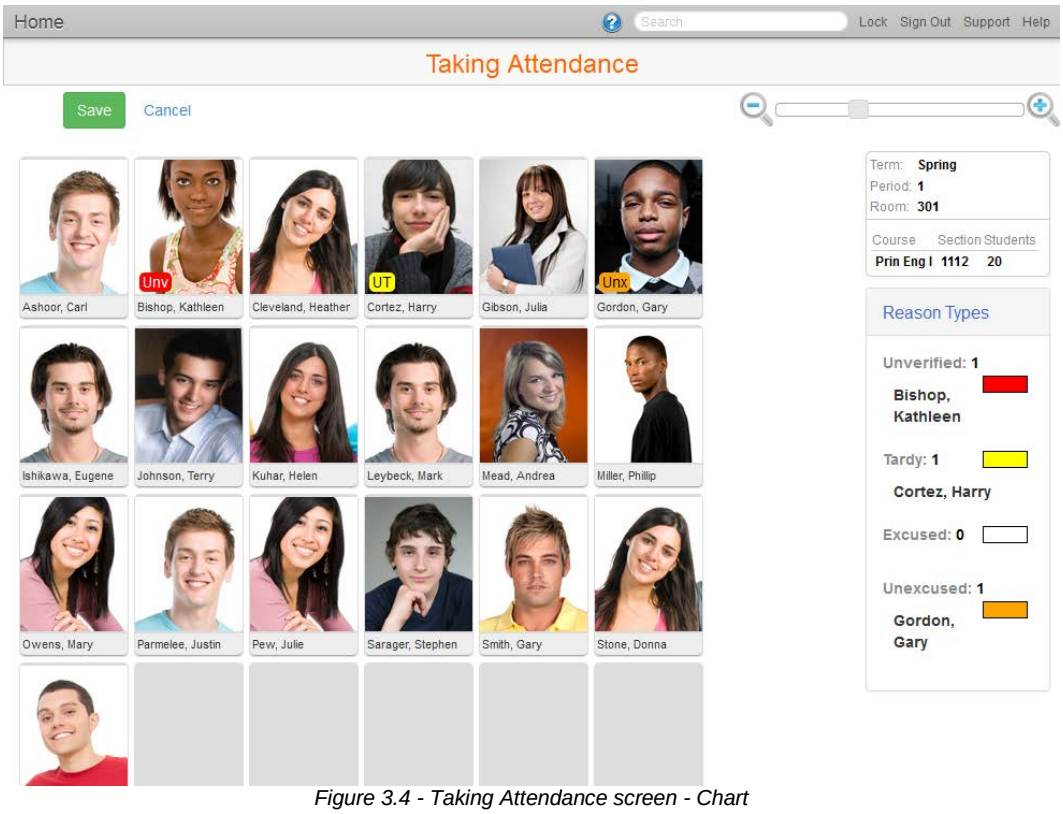

Figure 3.4 - Taking Attendance screen - Chart

Note - The Reason Types legend displays the color-coded absence types, along with the current students assigned the type.

5. Click **Save**.
   You return to the TeacherVUE Home screen and the Attendance button displays a green checkmark indicating that attendance has been taken today.

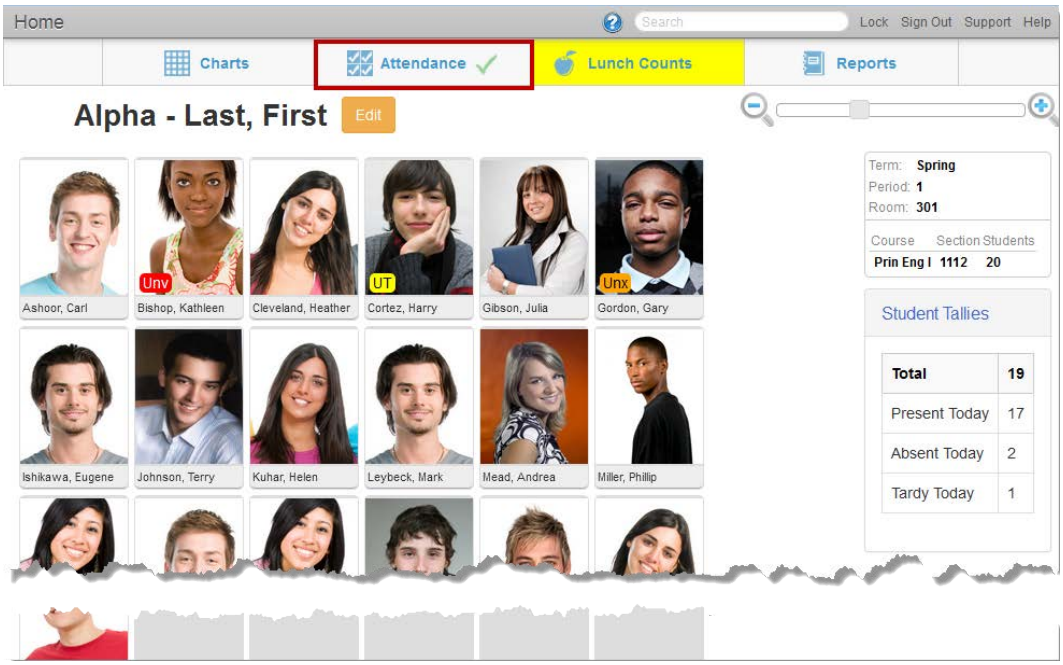

Figure 3.5 - TeacherVUE Home screen - Attendance confirmation

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TAKING ATTENDANCE BY LIST

1. Click **Attendance**.
   The attendance options display.

Figure 3.6 - TeacherVUE Home screen

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

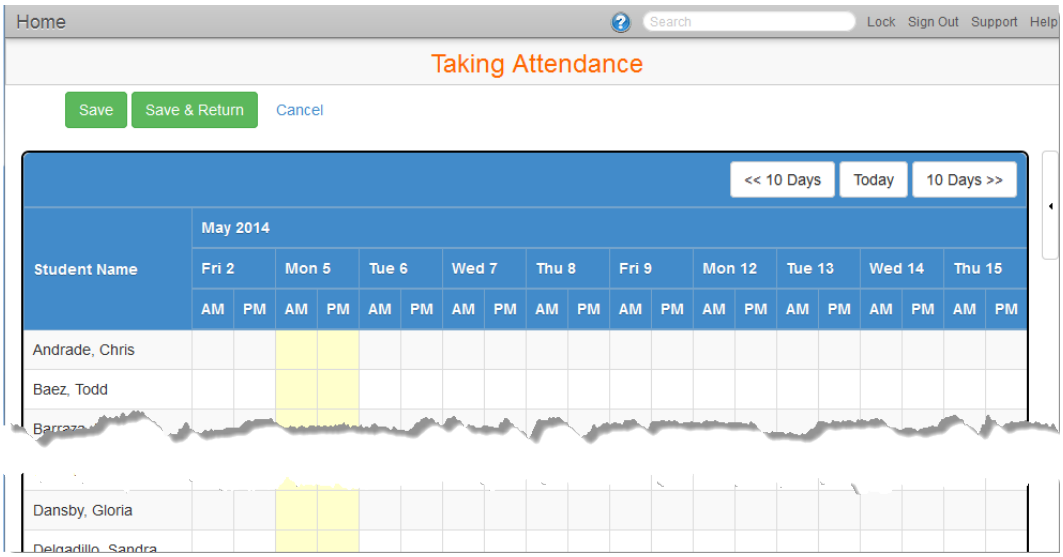

Figure 3.7 - Taking Attendance screen - List

3. Select the appropriate date.

> **Note -** Depending on your district settings, you may be allowed to record attendance for past and future days.

4. Click on the student's row under the correct date to toggle through attendance reasons. Only mark students who are absent or tardy. All unmarked students are considered present. The color-coded and abbreviated reason code displays.

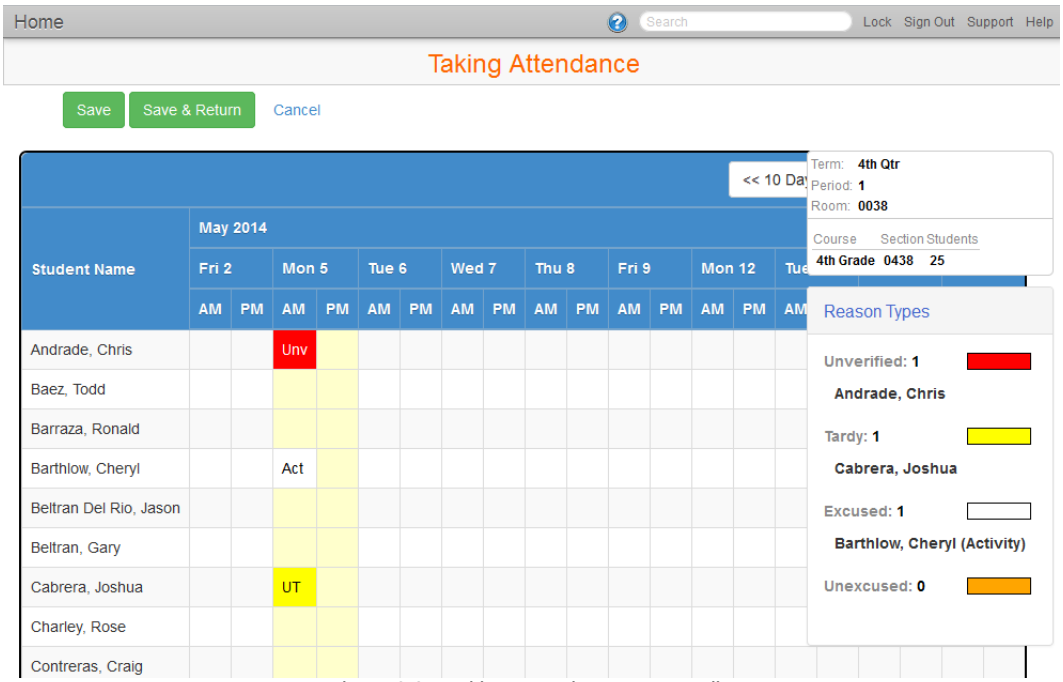

Figure 3.8 - Taking Attendance screen - list

Note - The Reason Types legend displays the color-coded absence types, along with the current students assigned the type.

5. Click **Save**.

   OR

   Click **Save & Return**.
   You return to the TeacherVUE Home screen and the Attendance button displays a green checkmark indicating that attendance has been taken today.

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TAKING SUPPLEMENTAL INSTRUCTION ATTENDANCE

Supplemental Instruction is a program specific to California schools and districts. The supplemental instructional classes are scheduled outside of the regular school day, and the attendance that is reported to the state is positive (number of minutes attended) instead of negative (number of absences). Synergy SIS captures the attendance for supplemental instruction programs and submits reported attendance to the state.

1. Click **Attendance**.
   The attendance options display.
2. Click **Chart**.
   The Taking Attendance screen displays.
   - If the class requires both morning and afternoon attendance, select the appropriate setting.

     OR

   Click **List**.
   The Taking Attendance screen displays.

   - Select the appropriate date.

Note - Depending on your district settings, you may be allowed to record attendance for past and future days.

3. Click on the student's row or picture to toggle through attendance reasons until the positive code appears. Only mark students who are present.

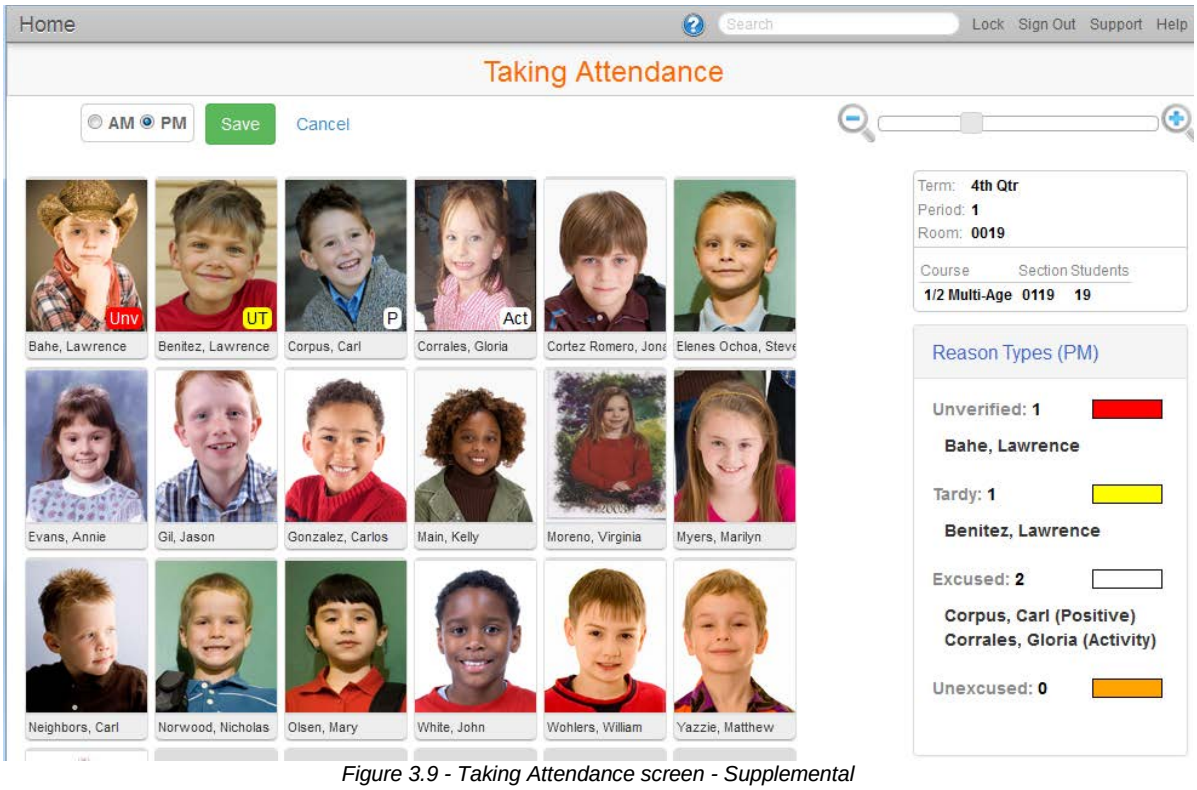

Figure 3.9 - Taking Attendance screen - Supplemental

4. Click **Save**.
   You return to the TeacherVUE Home screen.

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VIEWING A STUDENT'S DAILY ATTENDANCE RECORD

1. On the **Home** screen seating chart, click on a student.
   The student detail options display.

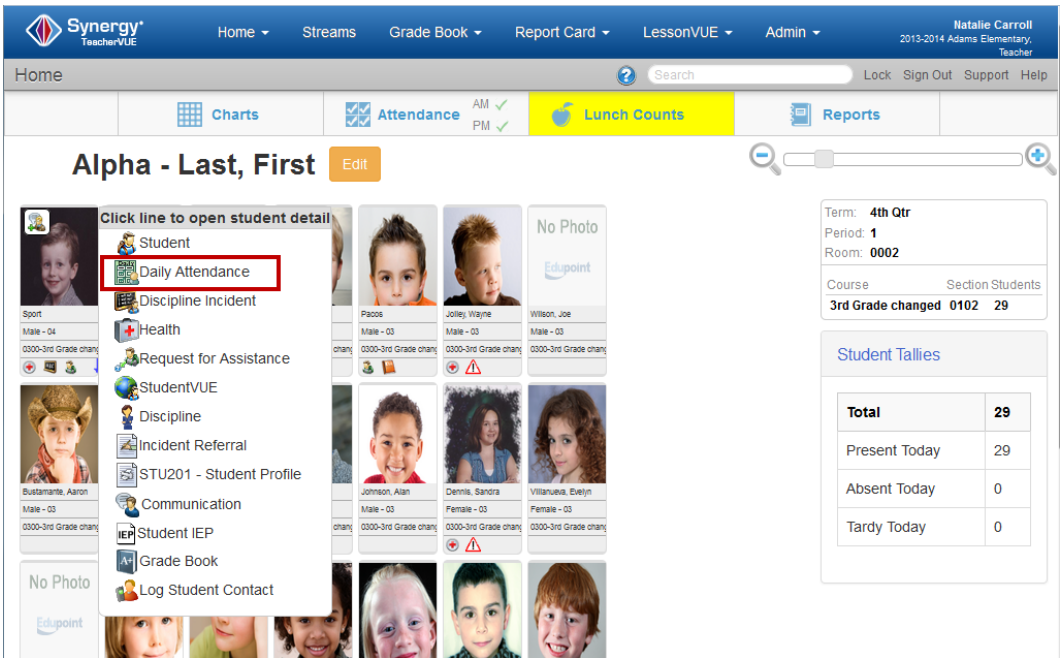
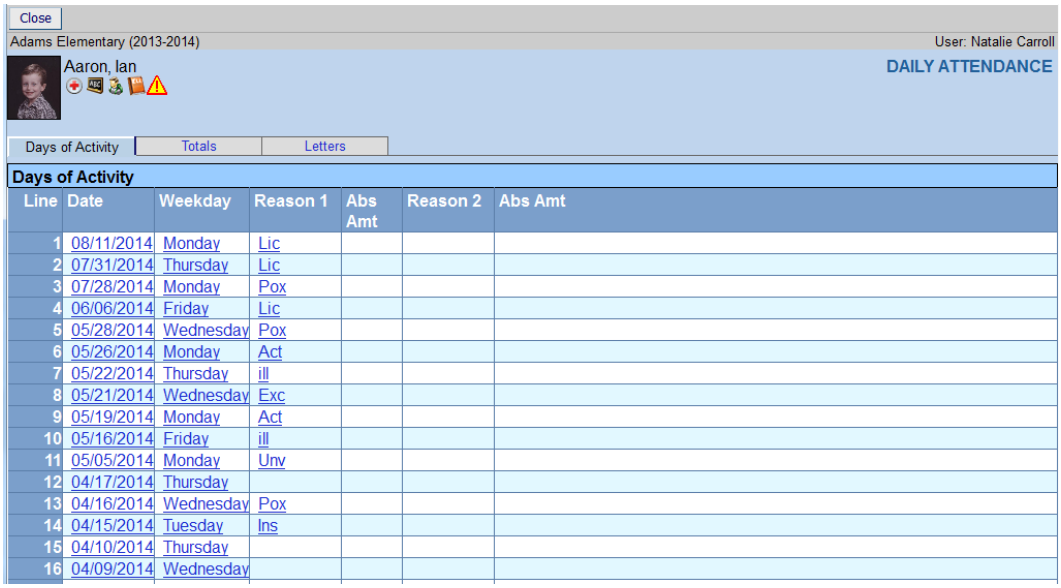


Figure 3.10 - TeacherVUE Home screen, Student options

2. Click **Daily Attendance**.
   The student's daily attendance record displays. This information is read only.

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



Line	Date	Weekday	Reason 1	Abs Amt	Reason 2	Abs Amt
1	08/11/2014	Monday	Lic			
2	07/31/2014	Thursday	Lic			
3	07/28/2014	Monday	Pox			
4	06/06/2014	Friday	Lic			
5	05/28/2014	Wednesday	Pox			
6	05/26/2014	Monday	Act			
7	05/22/2014	Thursday	ill			
8	05/21/2014	Wednesday	Exc			
9	05/19/2014	Monday	Act			
10	05/16/2014	Friday	ill			
11	05/05/2014	Monday	Unv			
12	04/17/2014	Thursday				
13	04/16/2014	Wednesday	Pox			
14	04/15/2014	Tuesday	Ins			
15	04/10/2014	Thursday				
16	04/09/2014	Wednesday				

Figure 3.11 - Daily Attendance screen - Days of Activity tab

Note – Click on a date or code to view the details for that incident.

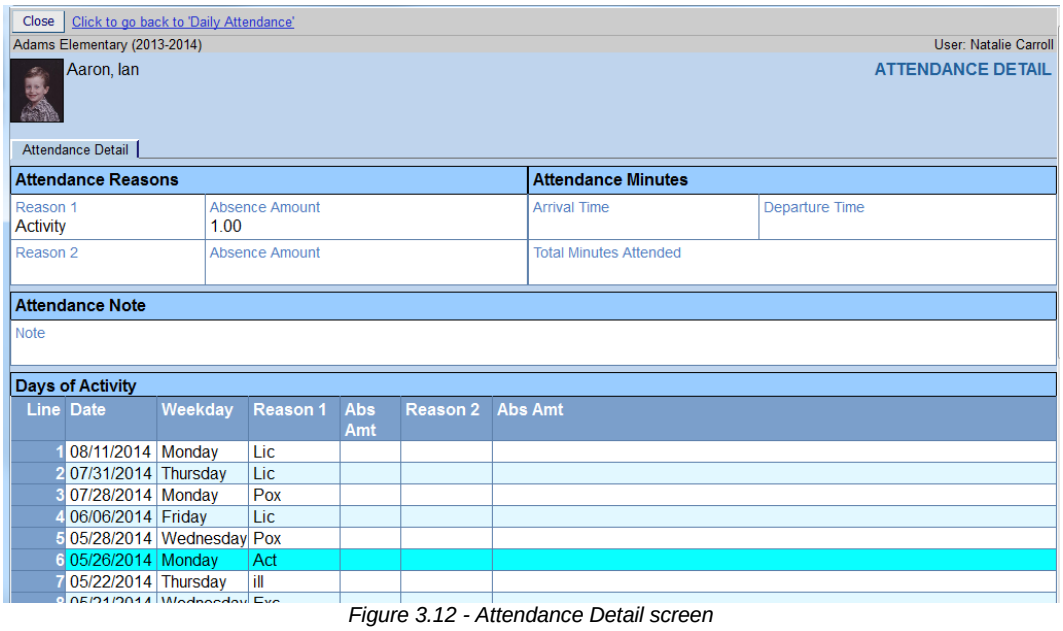


Figure 3.12 - Attendance Detail screen

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

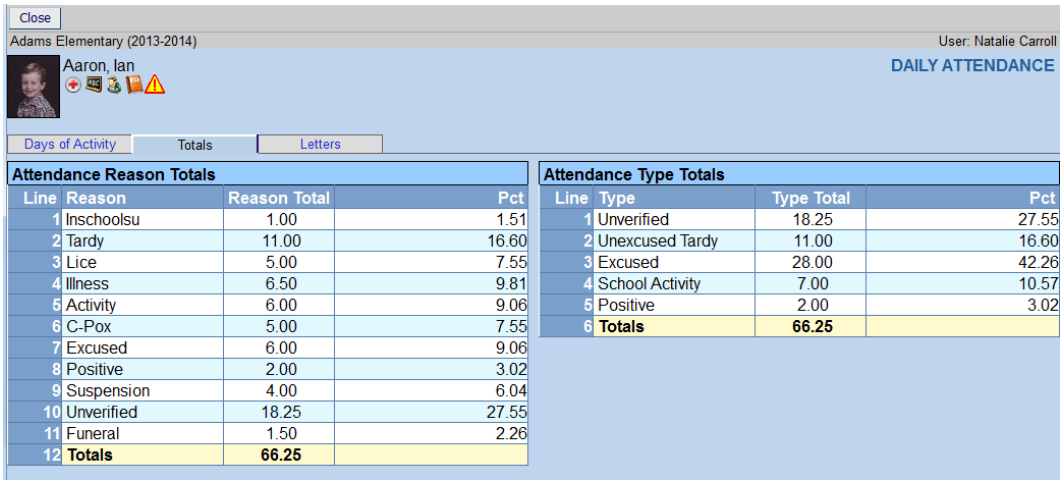


Figure 3.13 – Daily Attendance screen, Totals tab

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- The **Letters** tab lists the letters the system has sent regarding the student's absences. For each letter, the type of letter is listed in the Letter Name column, the number of absence needed to reach the threshold for generating the letter is listed in the Threshold Achieved column, and the date on which the threshold was met is shown in the Date Achieved column.

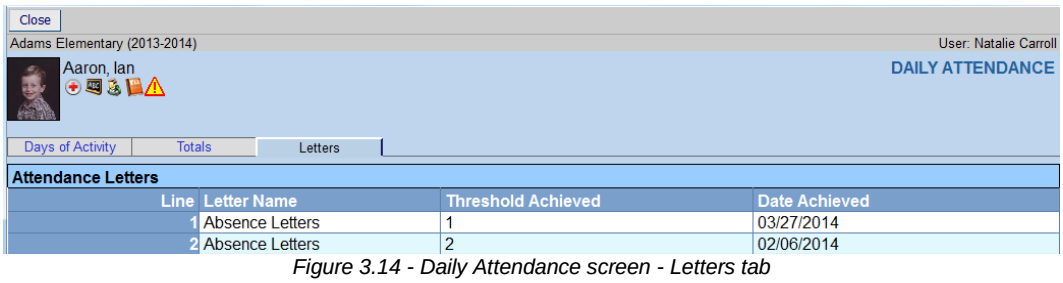


Figure 3.14 - Daily Attendance screen - Letters tab

VIEWING A STUDENT'S PERIOD ATTENDANCE RECORD

1. On the Home screen seating chart, click on a student.
   The student detail options display.

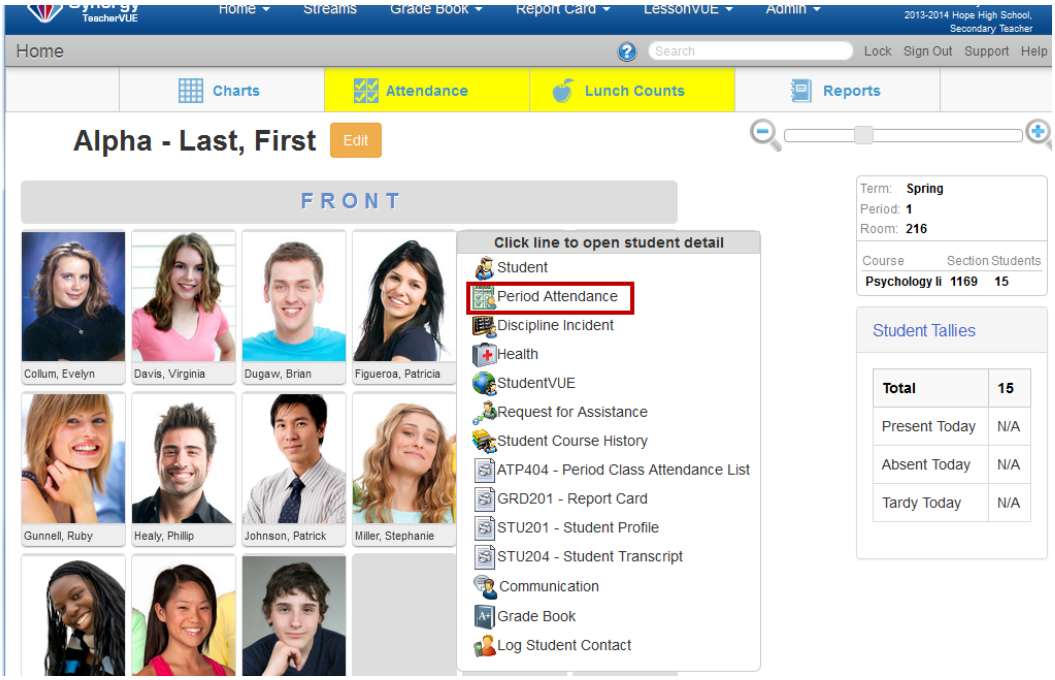
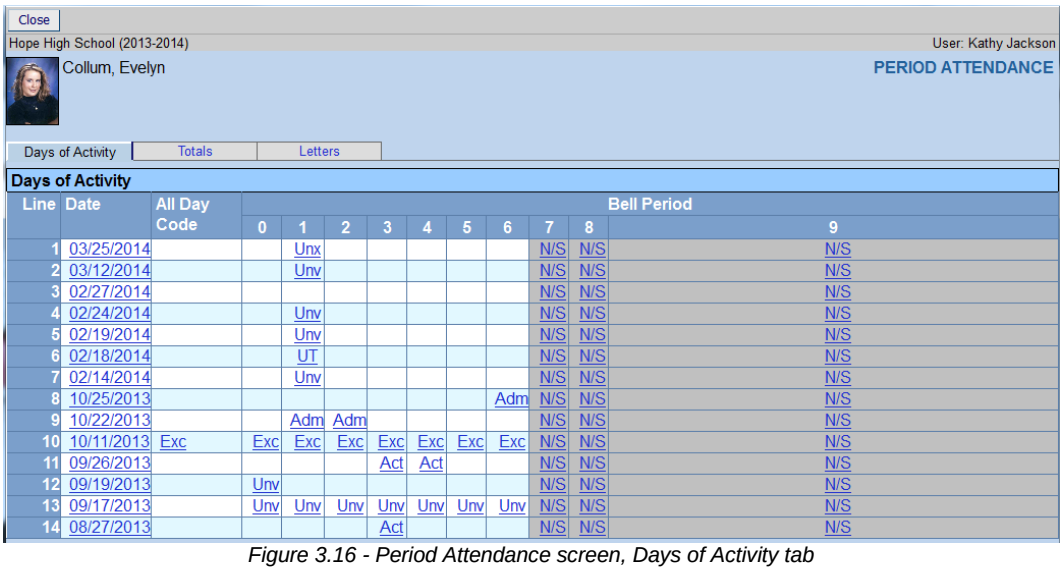


Figure 3.15 - TeacherVUE Home screen, Student options

2. Click **Period Attendance**.
   The student's period attendance record displays. This information is read only.

   - The **Days of Activity tab** lists all days for which an absence was recorded for the student. Each absence is recorded with the date of the absences, the absence code for each period, and the absence code for the entire day. An N/S

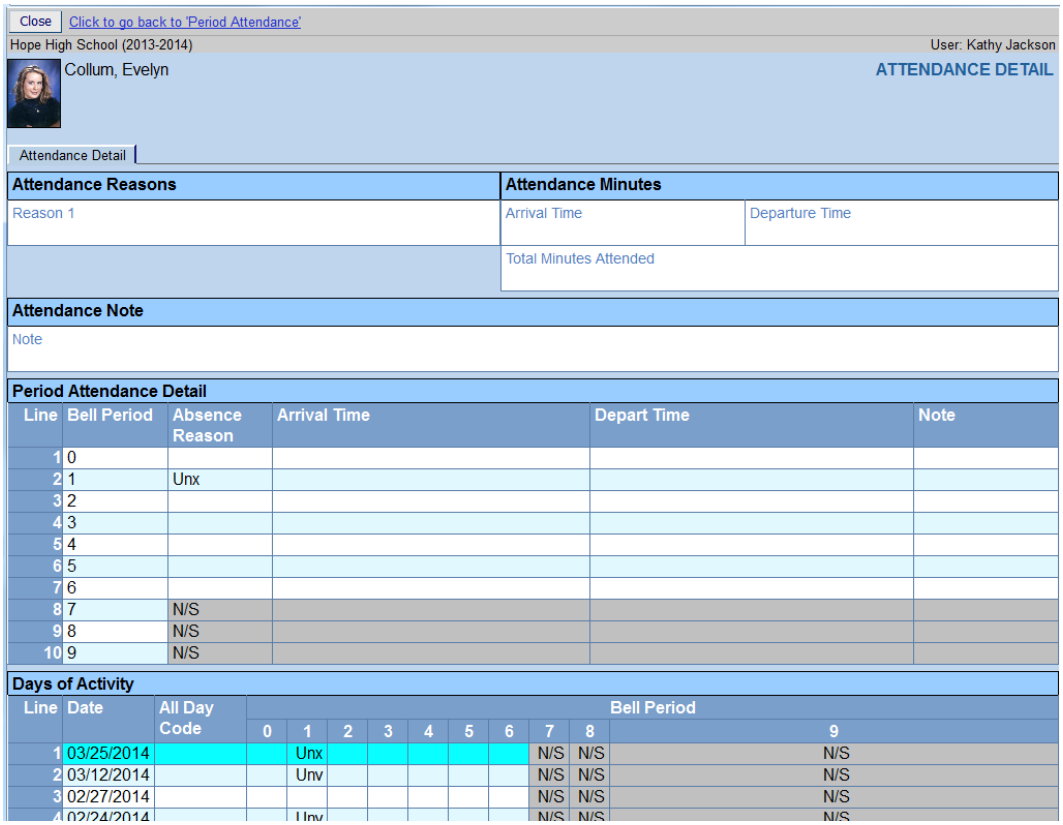
in the period indicates the student was not scheduled for a class during the period.



Line	Date	All Day Code	Bell Period 0	1	2	3	4	5	6	7	8	9
1	03/25/2014			Unx						N/S	N/S	N/S
2	03/12/2014			Unv						N/S	N/S	N/S
3	02/27/2014									N/S	N/S	N/S
4	02/24/2014			Unv						N/S	N/S	N/S
5	02/19/2014			Unv						N/S	N/S	N/S
6	02/18/2014			UT						N/S	N/S	N/S
7	02/14/2014			Unv						N/S	N/S	N/S
8	10/25/2013								Adm	N/S	N/S	N/S
9	10/22/2013			Adm	Adm					N/S	N/S	N/S
10	10/11/2013	Exc	Exc	Exc	Exc	Exc	Exc	Exc	Exc	N/S	N/S	N/S
11	09/26/2013					Act	Act			N/S	N/S	N/S
12	09/19/2013		Unv							N/S	N/S	N/S
13	09/17/2013		Unv	Unv	Unv	Unv	Unv	Unv	Unv	N/S	N/S	N/S
14	08/27/2013					Act				N/S	N/S	N/S

Figure 3.16 - Period Attendance screen, Days of Activity tab

Note – Click on a date or code to view the details for that incident.



Line	Bell Period	Absence Reason	Arrival Time	Depart Time	Note
1	0				
2	1	Unx			
3	2				
4	3				
5	4				
6	5				
7	6				
8	7	N/S			
9	8	N/S			
10	9	N/S			

Days of Activity

Line	Date	All Day Code	Bell Period 0	1	2	3	4	5	6	7	8	9
1	03/25/2014			Unx						N/S	N/S	N/S
2	03/12/2014			Unv						N/S	N/S	N/S
3	02/27/2014									N/S	N/S	N/S
4	02/24/2014			Unv						N/S	N/S	N/S

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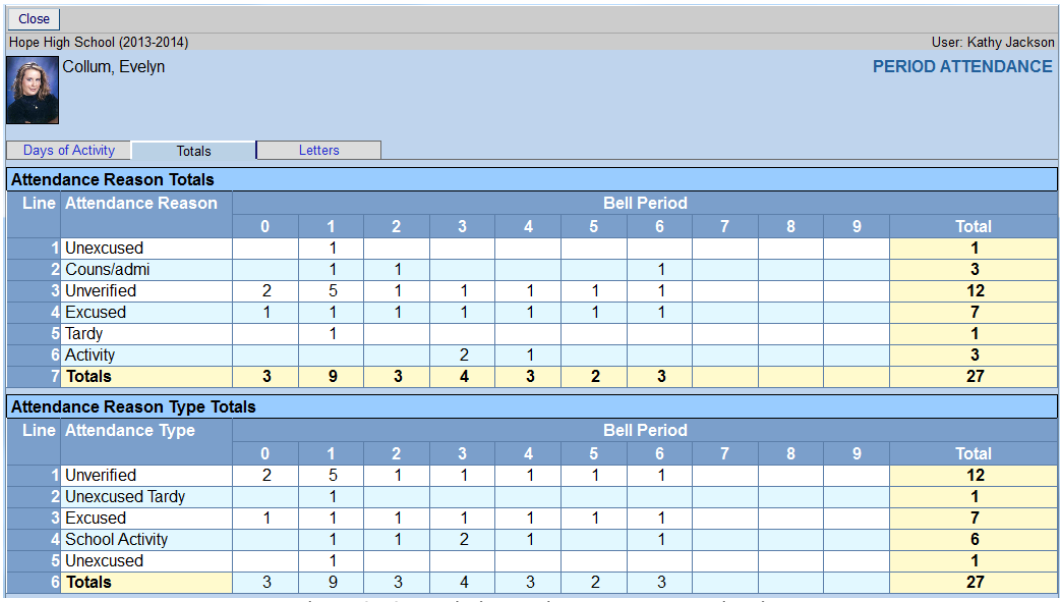
Figure 3.17 - Attendance Detail screen

- The **Totals tab** shows the total number of absences recorded for the student by reason and by type of absence reason for each bell period as well as overall.



Attendance Reason Totals

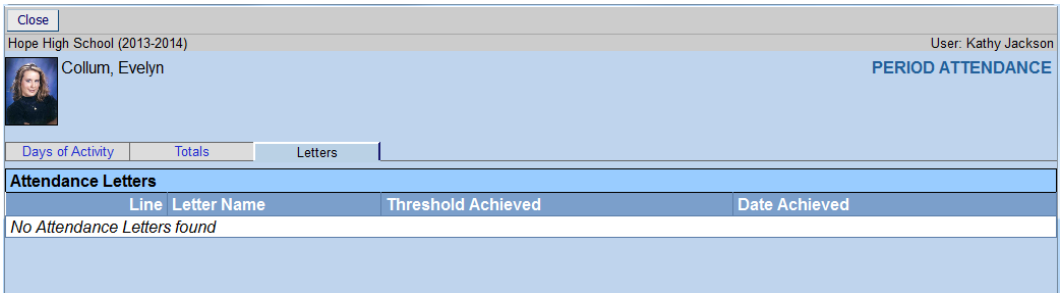
Line	Attendance Reason	Bell Period 0	1	2	3	4	5	6	7	8	9	Total
1	Unexcused		1									1
2	Couns/admi		1	1				1				3
3	Unverified	2	5	1	1	1	1	1				12
4	Excused	1	1	1	1	1	1	1				7
5	Tardy		1									1
6	Activity				2	1						3
7	**Totals**	**3**	**9**	**3**	**4**	**3**	**2**	**3**				**27**

Attendance Reason Type Totals

Line	Attendance Type	Bell Period 0	1	2	3	4	5	6	7	8	9	Total
1	Unverified	2	5	1	1	1	1	1				12
2	Unexcused Tardy		1									1
3	Excused	1	1	1	1	1	1	1				7
4	School Activity		1	1	2	1		1				6
5	Unexcused		1									1
6	**Totals**	3	9	3	4	3	2	3				27

Figure 3.18 - Period Attendance screen, Totals tab

- The **Letters tab** lists all attendance letters the system generated for the student. For each letter, the type of letter is listed in the Letter Name column, the number of absence needed to reach the threshold for generating the letter is listed in the Threshold Achieved column, and the date on which the threshold was met is shown in the Date Achieved column.



Attendance Letters

Line	Letter Name	Threshold Achieved	Date Achieved
No Attendance Letters found			

Figure 3.19 - Period Attendance screen, Letters tab

Chapter Four: TAKING LUNCH & UNIVERSAL BREAKFAST COUNTS

In this chapter, the following topics are covered:

- Taking Lunch Counts
- Recording Universal Breakfast

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

TAKING LUNCH COUNTS

When you log into TeacherVUE, the system alerts you need to take lunch counts by highlighting the Lunch Counts button in yellow.

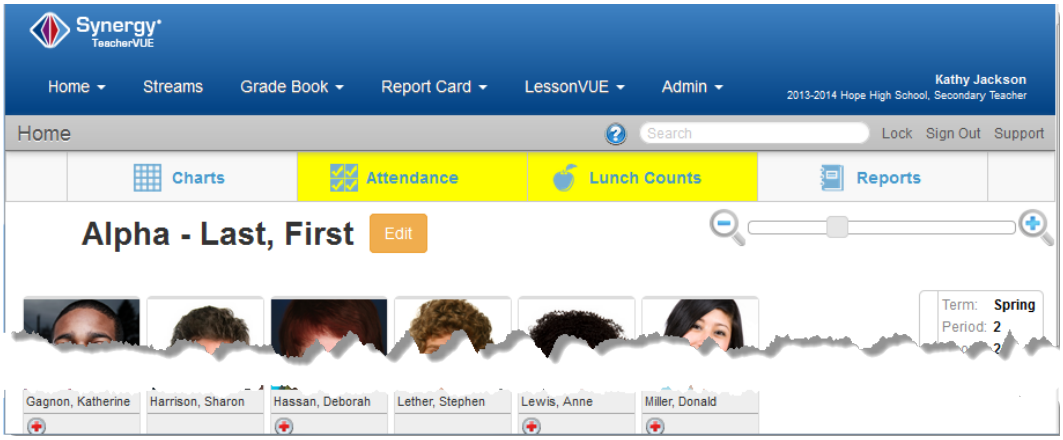

Figure 4.1 - TeacherVUE Home screen

1. Click **Lunch Counts**.
   The Taking Lunch Counts screen displays. Depending on your district's setting, you may be able to take a lunch count for each student or you may be able to take a total count per lunch item.

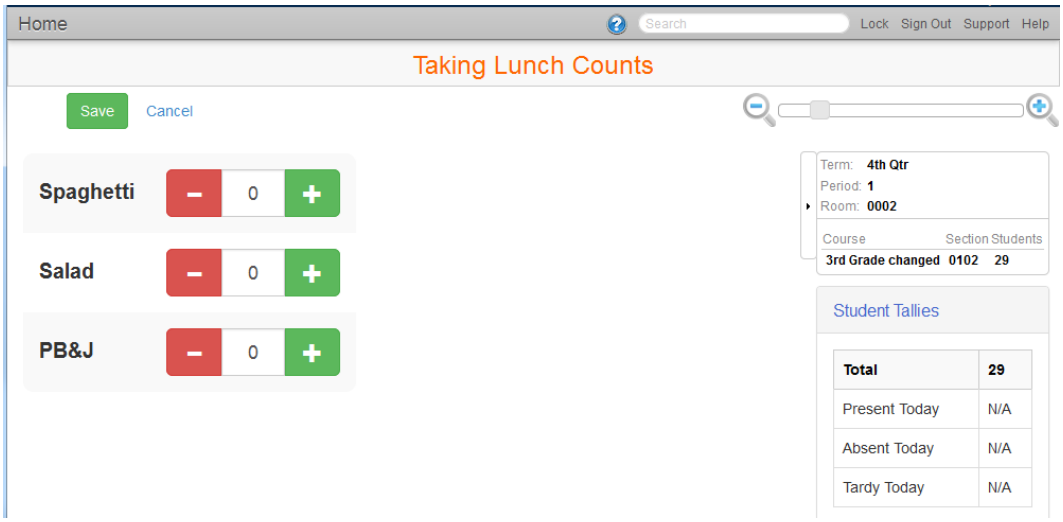

Figure 4.2 - Taking Lunch Counts screen, Total Count per Item

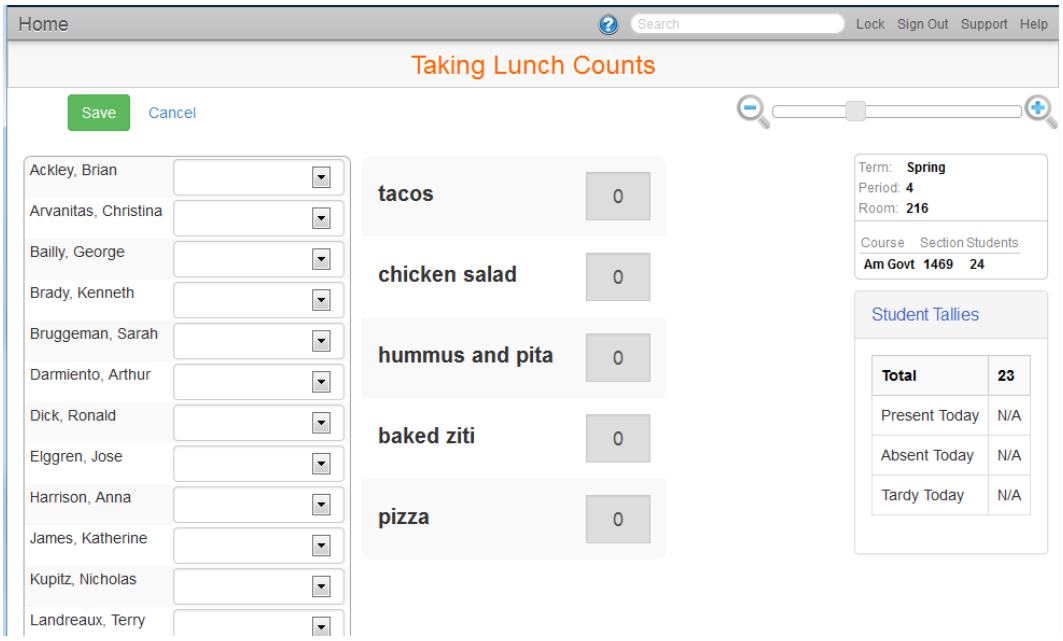

Figure 4.3 - Taking Lunch Counts, Individual Orders

2. Enter the lunch counts.
3. Click **Save**.
   The system intakes that lunch counts have been taken by displaying a green checkmark next to the Lunch Counts icon.

Recording 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 this feature.

1. From the **Home** menu, select **Universal Breakfast**.
   The Universal Breakfast screen displays.

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

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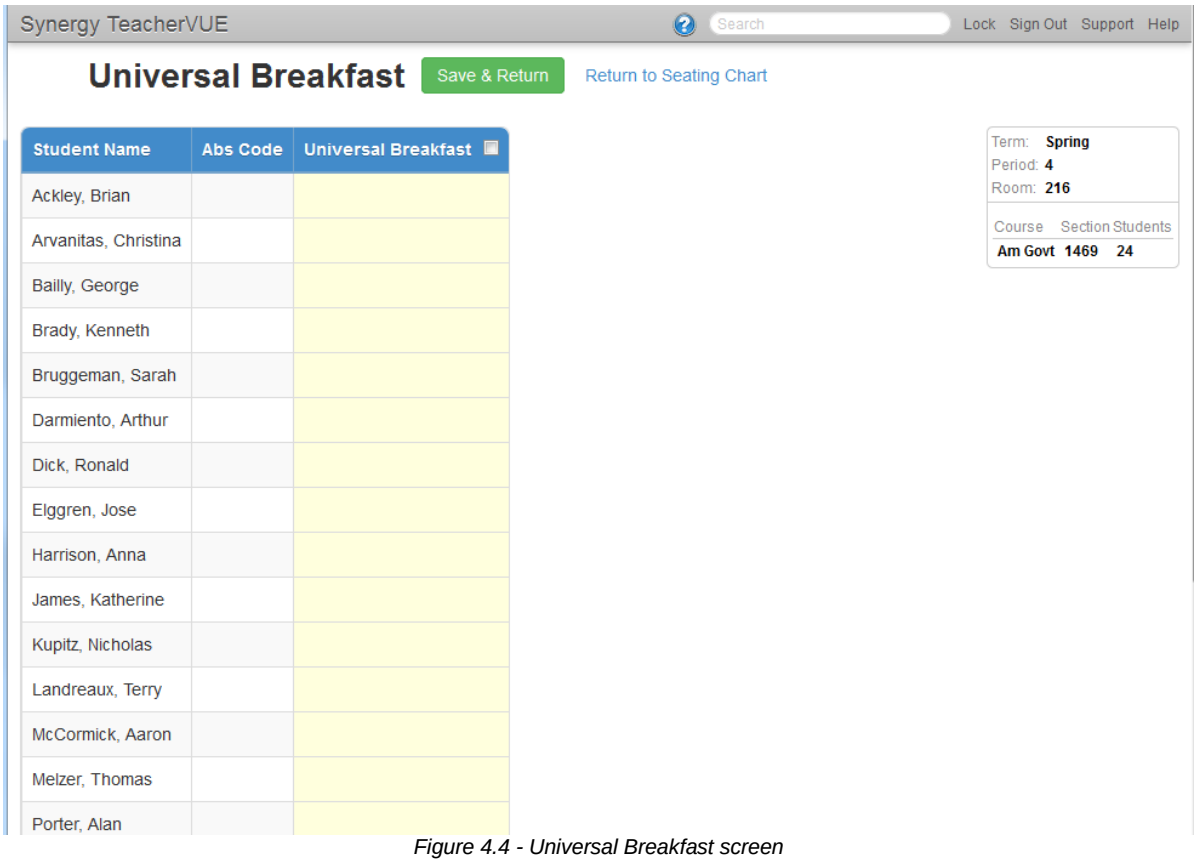

Figure 4.4 - Universal Breakfast screen

2. Select the student that participated in universal breakfast today.

   OR

   Select the **Universal Breakfast** checkbox to mark that all the students participated.

3. Click **Save & Return**. The system displays a message indicating that Universal Breakfast has been recorded for today.

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

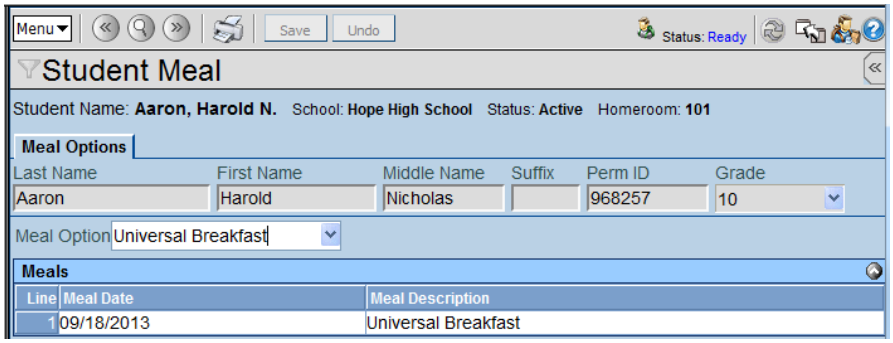

Figure 4.5 - Student Meal Screen

Chapter Five: COMMUNICATING USING TEACHERVUE

In this chapter, the following topics are covered:

- Emailing a Class or Group
- Emailing Individual Students and Parents
- Logging Contact Regarding a Student
- Recording Parent Teacher Conferences
- Using Notes About Students
- Leaving Instructions for Substitute Teachers

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EMAILING A CLASS OR GROUP

You can send a mass email message out to your assigned classes and groups, including their parents through TeacherVUE.

1. From the **Home** menu, select **Communication**.
   The Communication screen displays.

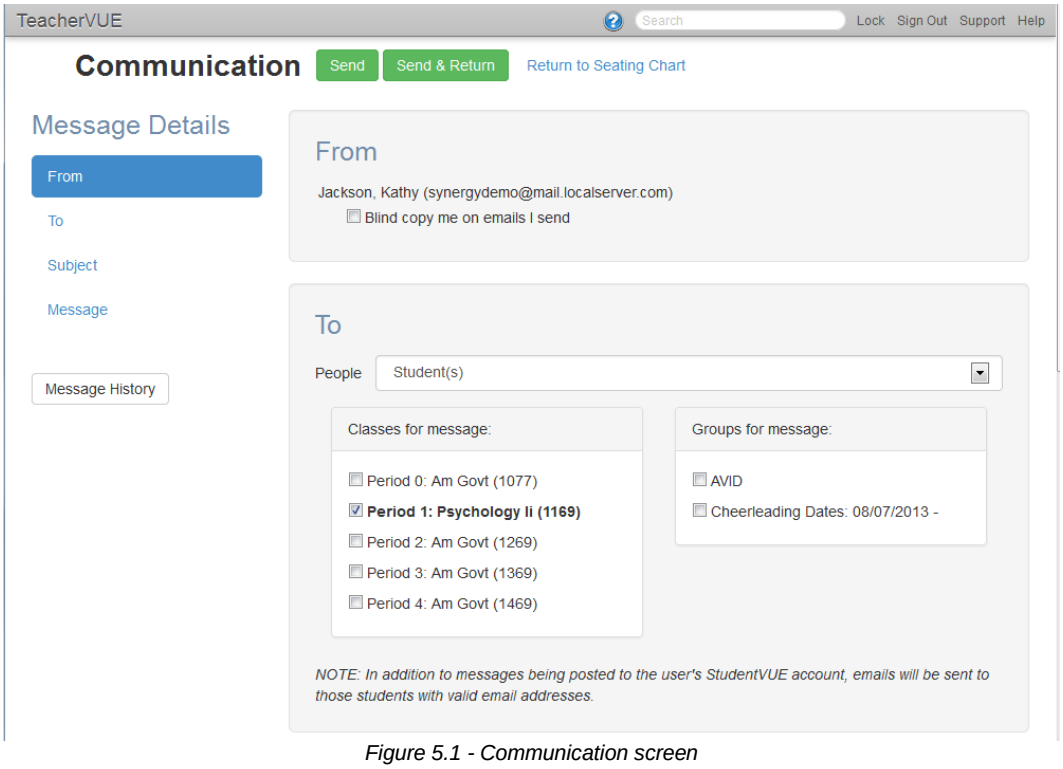

Figure 5.1 - Communication screen

2. Select the **Blind copy me on emails I send** option to receive a copy of this email.
3. In the **People** field, select to whom you are sending the email.
   - Students
   - Parents
   - Bother Students and Parents
4. Select the classes and/or groups to whom you are sending the email.

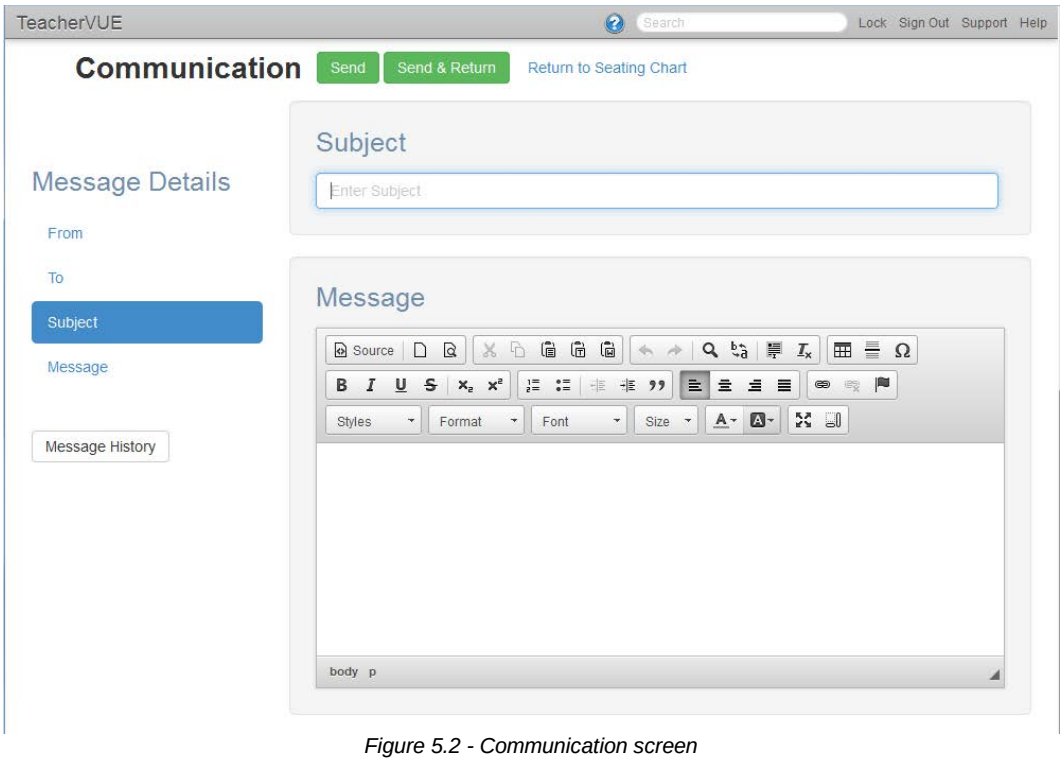

Figure 5.2 - Communication screen

5. In the **Subject** field, enter the email subject.
6. In the **Message** field, enter and format the message.

This table explains the formatting buttons available in the Message field.

Source (Source)	Toggles HTML code on and off. When the button is clicked on, the message is shown in HTML code format. When off, the message is shown as it will appear on screen.
(Cut)	Deletes the selected text from its current location and the removed text can be placed elsewhere using the Paste button.
(Copy)	Copies the selected text for placement in another location in the message using the Paste button.
(Paste)	Places the last copied or cut text in the current location of the cursor. The pasted text is inserted in the same format as when it was copied or cut.
(Paste As Plain Text)	Inserts the last copied or cut text as text only without any previous formatting.
(Paste From Word)	When inserting text that has been copied from Microsoft Word into any HTML format (as this message is), Word inserts “bad” HTML code as well. To clean out the “bad” code from Word and insert the clean text, click the Paste From Word button and paste the text in the box that

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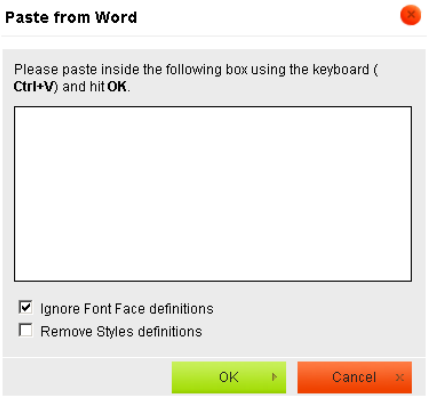
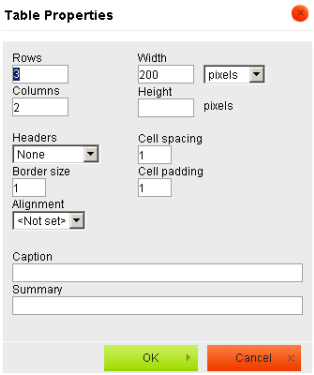
	pops-up. Check the box to **Remove Styles definitions** and click **OK**.  *Figure 5.3 – Paste From Word*
(Undo)	Undo the last action.
(Redo)	Redo the action that was previously undone.
(Remove Format)	Removes all formatting from the selected text.
(Table)	Inserts a table with the specifications entered in the Table Properties box that pops-up when the button is clicked.  *Figure 5.4 – Table Properties Box*
(Line)	Inserts a horizontal line.
(Symbol)	Inserts a special character or symbol.

(Bold)	Bolds the selected text.
(Italic)	Italicizes the selected text.
(Strikethrough)	Runs a line through the middle of the selected text.
(Numbers)	Formats the selected text in a numbered list.
(Bullets)	Formats the selected text in a bulleted list.
(Decrease Indent)	Reduces the indent of previously indented text.
(Indent)	Indents the selected text.
(BlockQuote)	Indents text to both the left and the right.
(Hyperlink)	Inserts a link to a website.
(Remove Link)	Removes a link to a website.
(Anchor)	Creates an anchor, or bookmark, for the selected text that can then be used to create a link from another part of the text.
Styles (Styles)	Select a preformatted custom text style from the drop-down arrow.
Normal	Select a standard text style such as Heading 1 from the drop-down arrow.
Font (Font)	Select the font to be used for the selected text.

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Size (Size)	Select the size to be used for the selected text.
(Maximize)	Brings up the message in a larger window to help when editing long messages.

7. Click **Send**.

   OR

   Click **Send & Return**.

   The system sends the message to the recipients' email addresses and posts it to ParentVUE and StudentVUE. The system also displays a message indicating that the message has been posted. The message is also stored in Message History. If you selected **Send and Return**, the system returns you to the TeacherVUE Home screen.

Viewing Previously Sent Group Messages

1. From the **Home** menu, select **Communication**.
   The Communication screen displays.

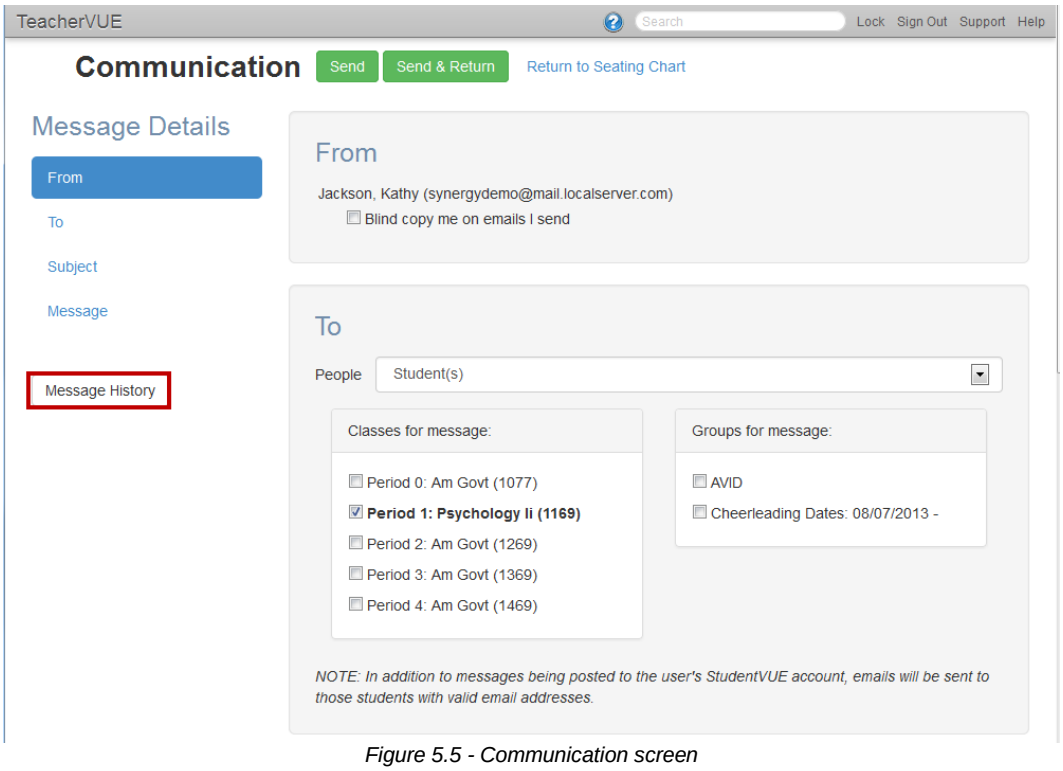

Figure 5.5 - Communication screen

2. Click **Message History**.
   The Communication History screen displays all the mass emails you have sent, including the date, time, recipients, subject, and message.

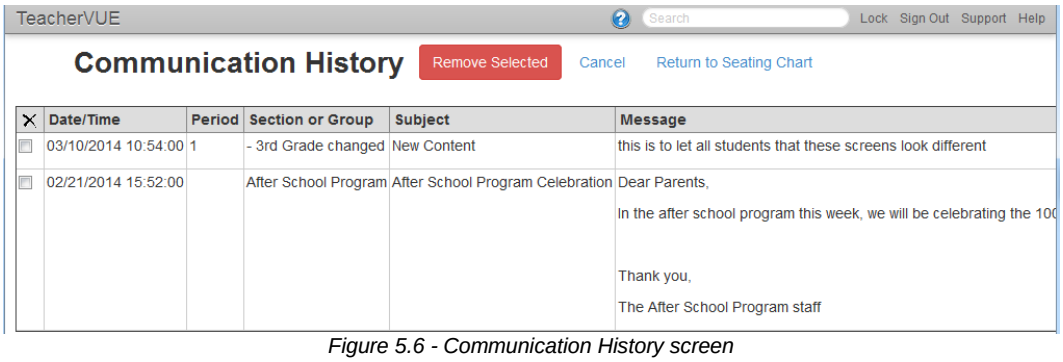

Figure 5.6 - Communication History screen

3. Click **Return to Seating Chart**.

Deleting Previously Sent Group Messages

The message is only deleted from the list on the Communication History screen. The system does not recall the message or delete it from any servers.

1. From the **Home** menu, select **Communication**.
   The Communication screen displays.

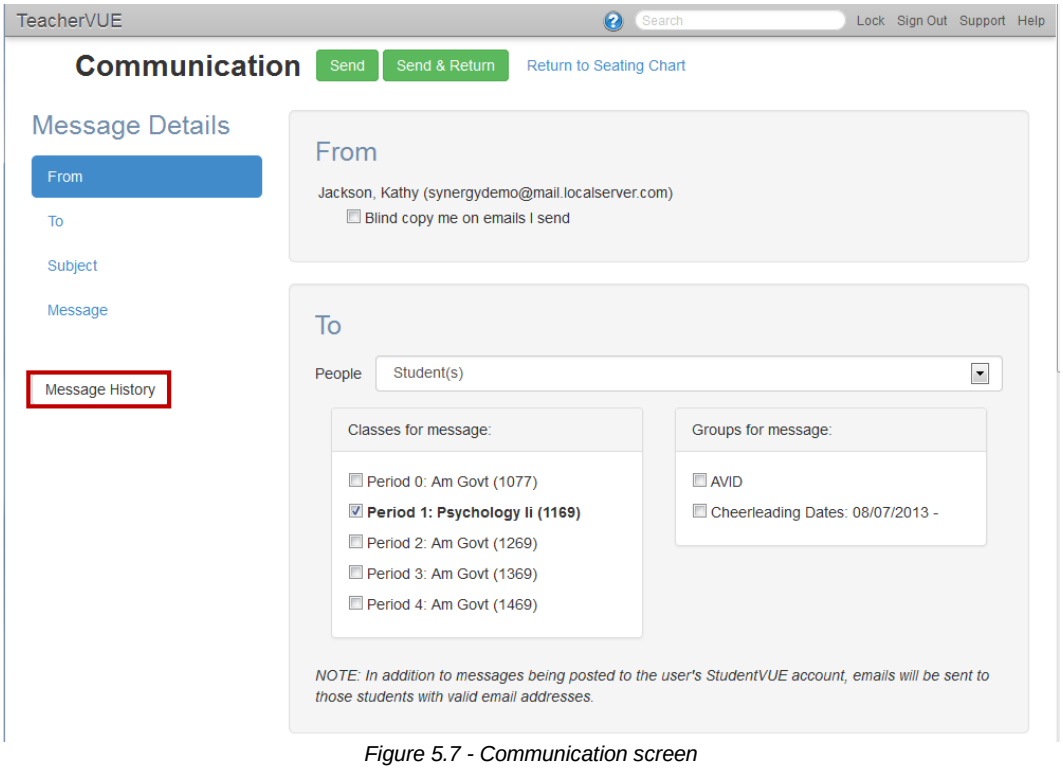

Figure 5.7 - Communication screen

2. Click **Message History**.

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The Communication History screen displays all the mass email you have sent.

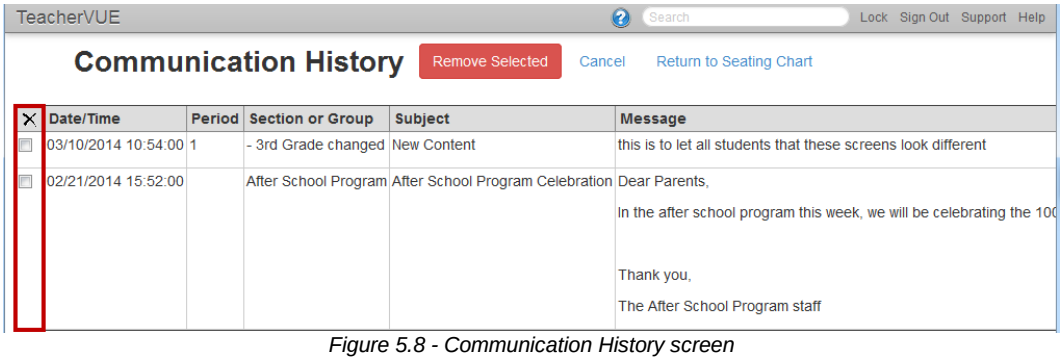

Figure 5.8 - Communication History screen

3. Select the checkbox next to the message to delete.
4. Click **Remove Selected**.
   The system deletes the message from the Communication History list.

EMAILING INDIVIDUAL STUDENTS AND PARENTS

You can send an individual email message out to a student and/or their parents through TeacherVUE.

1. Click on a student in the seating chart.
   The Student Options list displays.

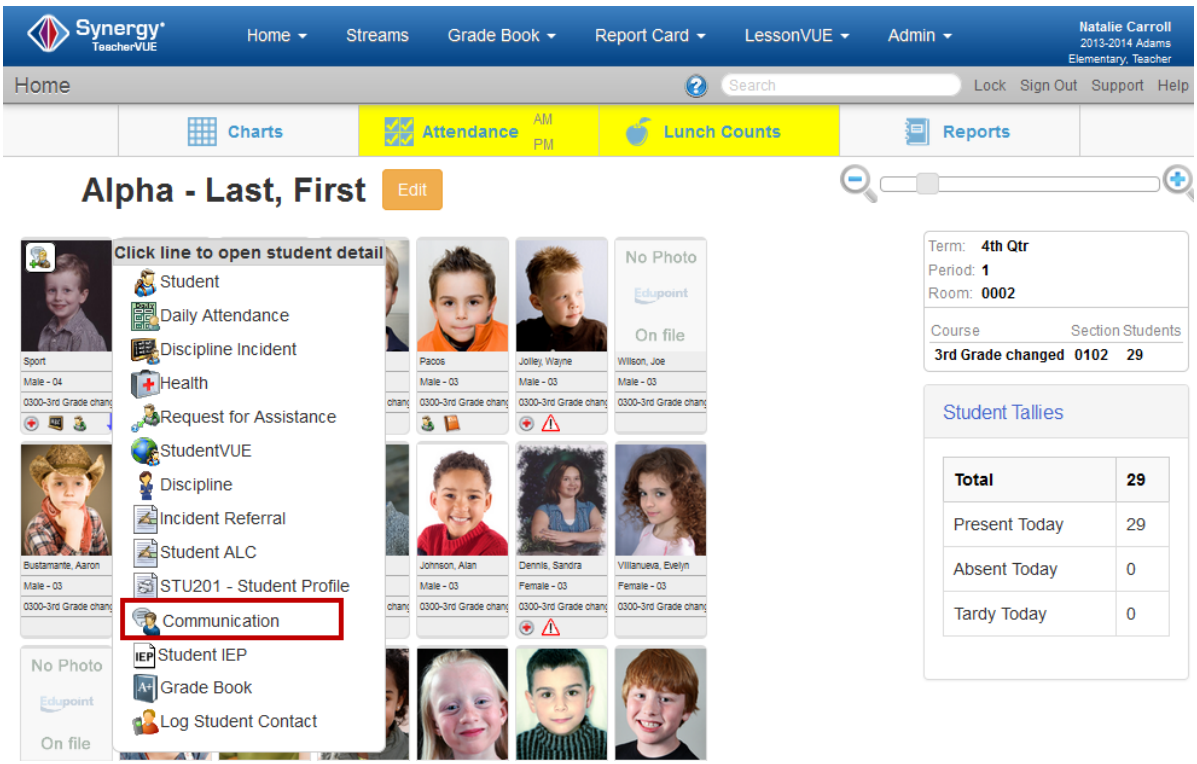

Figure 5.9 - TeacherVUE Home screen, Student options

2. Select **Communication**.
   The Communication screen displays.

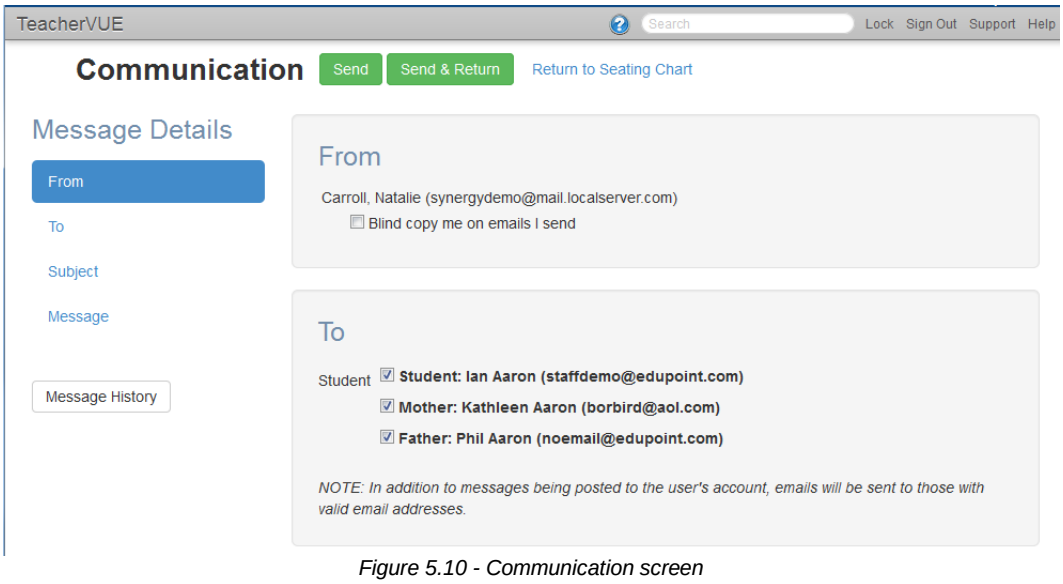

Figure 5.10 - Communication screen

3. Select the **Blind copy me on emails I send** option to receive a copy of this email.
4. Select to whom you are sending the email.

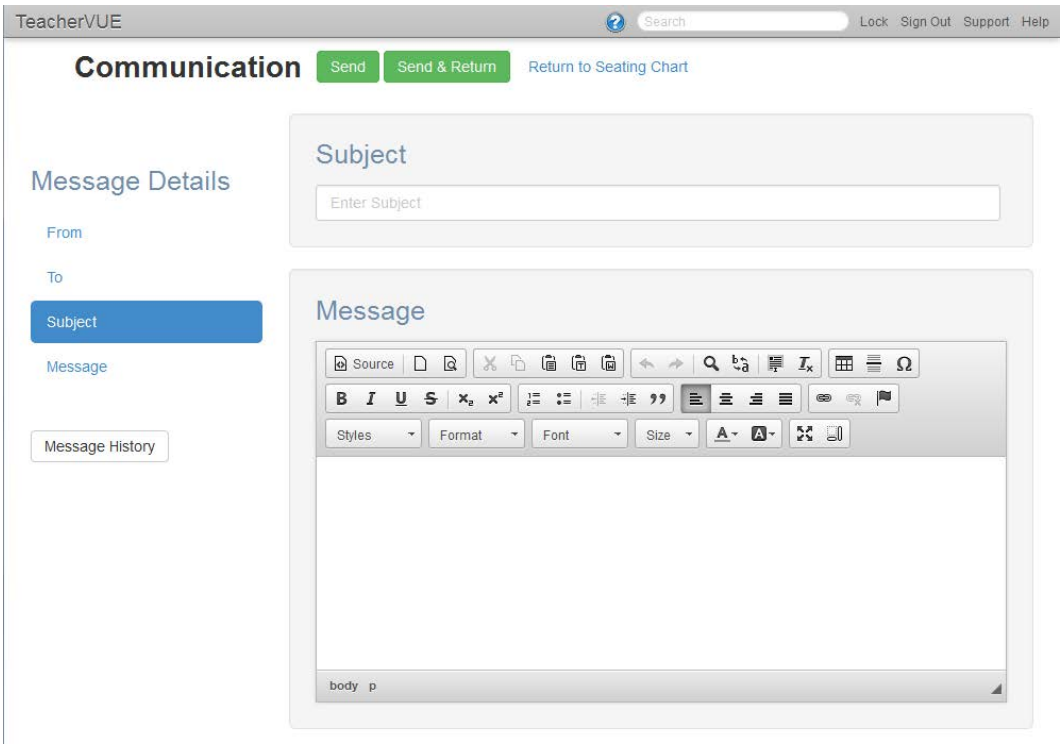

Figure 5.11 - Communication screen

5. In the **Subject** field, enter the email subject.
6. In the **Message** field, enter and format the message.

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7. Click **Send**.

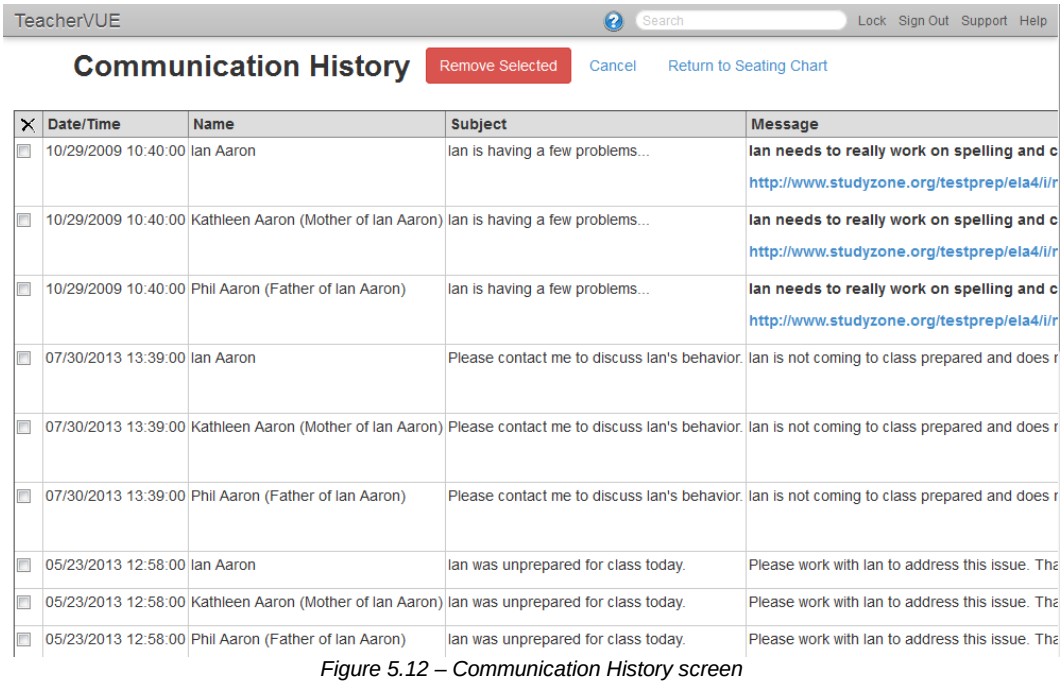
   OR

   Click **Send & Return**.

   The system sends the message to the recipients' email addresses and posts it to ParentVUE and/or StudentVUE. The system also displays a message indicating that the message has been posted. The message is also stored in Message History. If you selected **Send and Return**, the system returns you to the TeacherVUE Home screen.

Viewing Previously Sent Messages to Individuals

1. Click on a student in the seating chart.
   The Student Options list displays.
2. Select **Communication**.
   The Communication screen displays.
3. Click **Message History**.
   The Communication History screen displays all the mass emails you have sent, including the date, time, recipients, subject, and message.



	Date/Time	Name	Subject	Message
	10/29/2009 10:40:00	Ian Aaron	Ian is having a few problems...	Ian needs to really work on spelling and c http://www.studyzone.org/testprep/ela4/i/r
	10/29/2009 10:40:00	Kathleen Aaron (Mother of Ian Aaron)	Ian is having a few problems...	Ian needs to really work on spelling and c http://www.studyzone.org/testprep/ela4/i/r
	10/29/2009 10:40:00	Phil Aaron (Father of Ian Aaron)	Ian is having a few problems...	Ian needs to really work on spelling and c http://www.studyzone.org/testprep/ela4/i/r
	07/30/2013 13:39:00	Ian Aaron	Please contact me to discuss Ian's behavior.	Ian is not coming to class prepared and does r
	07/30/2013 13:39:00	Kathleen Aaron (Mother of Ian Aaron)	Please contact me to discuss Ian's behavior.	Ian is not coming to class prepared and does r
	07/30/2013 13:39:00	Phil Aaron (Father of Ian Aaron)	Please contact me to discuss Ian's behavior.	Ian is not coming to class prepared and does r
	05/23/2013 12:58:00	Ian Aaron	Ian was unprepared for class today.	Please work with Ian to address this issue. Tha
	05/23/2013 12:58:00	Kathleen Aaron (Mother of Ian Aaron)	Ian was unprepared for class today.	Please work with Ian to address this issue. Tha
	05/23/2013 12:58:00	Phil Aaron (Father of Ian Aaron)	Ian was unprepared for class today.	Please work with Ian to address this issue. Tha

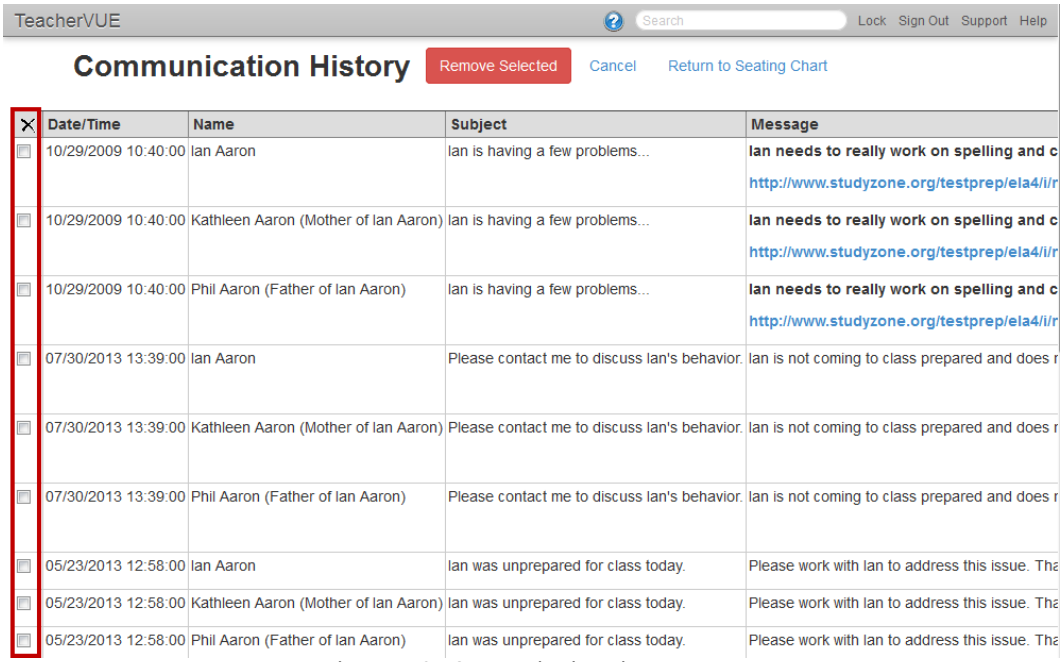
Figure 5.12 – Communication History screen

4. Click **Return to Seating Chart**.

Deleting Previously Sent Messages to Individuals

The message is only deleted from the list on the Communication History screen. The system does not recall the message or delete it from any servers.

1. Click on a student in the seating chart.
   The Student Options list displays.
2. Select **Communication**.
   The Communication screen displays.
3. Click **Message History**.
   The Communication History screen displays all the mass email you have sent.



	Date/Time	Name	Subject	Message
	10/29/2009 10:40:00	Ian Aaron	Ian is having a few problems...	**Ian needs to really work on spelling and c** http://www.studyzone.org/testprep/ela4/i/r
	10/29/2009 10:40:00	Kathleen Aaron (Mother of Ian Aaron)	Ian is having a few problems...	**Ian needs to really work on spelling and c** http://www.studyzone.org/testprep/ela4/i/r
	10/29/2009 10:40:00	Phil Aaron (Father of Ian Aaron)	Ian is having a few problems...	**Ian needs to really work on spelling and c** http://www.studyzone.org/testprep/ela4/i/r
	07/30/2013 13:39:00	Ian Aaron	Please contact me to discuss Ian's behavior.	Ian is not coming to class prepared and does r
	07/30/2013 13:39:00	Kathleen Aaron (Mother of Ian Aaron)	Please contact me to discuss Ian's behavior.	Ian is not coming to class prepared and does r
	07/30/2013 13:39:00	Phil Aaron (Father of Ian Aaron)	Please contact me to discuss Ian's behavior.	Ian is not coming to class prepared and does r
	05/23/2013 12:58:00	Ian Aaron	Ian was unprepared for class today.	Please work with Ian to address this issue. Tha
	05/23/2013 12:58:00	Kathleen Aaron (Mother of Ian Aaron)	Ian was unprepared for class today.	Please work with Ian to address this issue. Tha
	05/23/2013 12:58:00	Phil Aaron (Father of Ian Aaron)	Ian was unprepared for class today.	Please work with Ian to address this issue. Tha

Figure 5.13 - Communication History screen

4. Select the checkbox next to the message to delete.
5. Click **Remove Selected**.
   The system deletes the message from the Communication History list.

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LOGGING CONTACT REGARDING A STUDENT

You can record when you have contacted or attempted to contact a parent or guardian regarding a student. The contact record displays on the Contact Log tab of the Student screen in TeacherVUE. It also displays on the Student Contact Log tab of the Student screen in both Synergy SIS and Synergy SE.

1. Click on a student in the seating chart.
   The Student Options list displays.

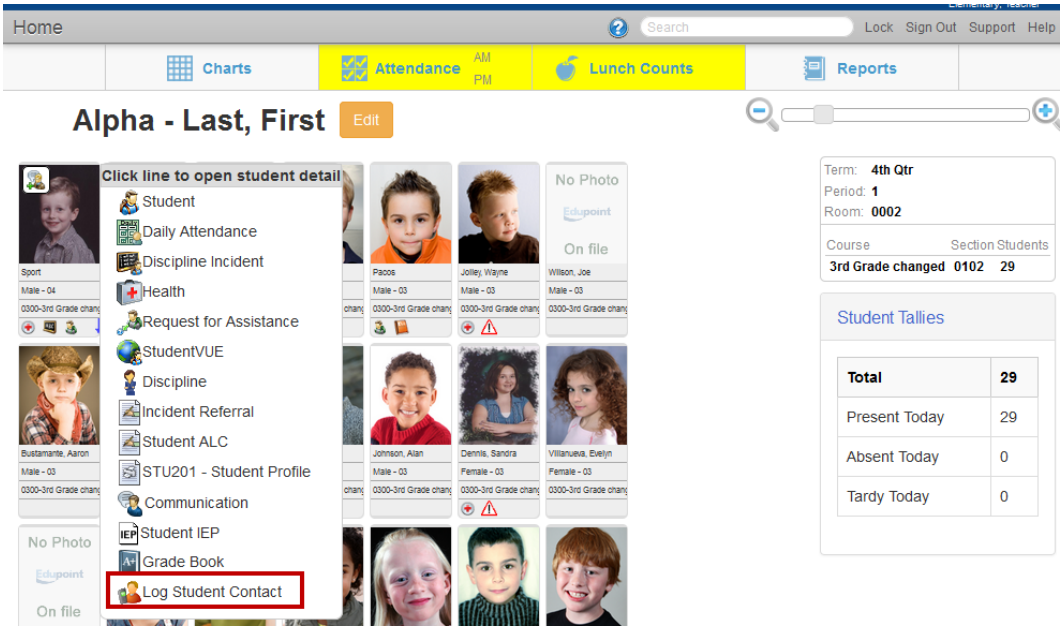

Figure 5.14 - TeacherVUE Home screen, Student options

2. Select **Log Student Contact**.
   The Contact Details screen displays.

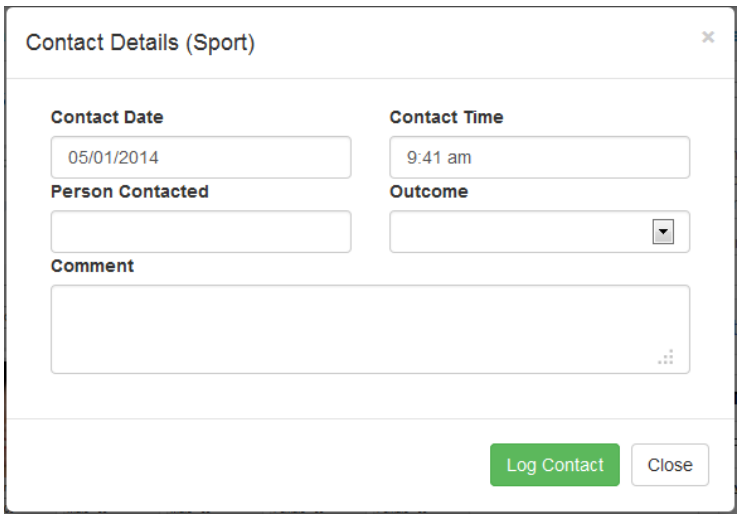

Figure 5.15 - Contact Details screen

3. The system automatically populates the **Contact Date** and **Contact Time** fields with the current date and time. Edit the fields as necessary.
4. Enter the **Person Contacted**.
5. Select the **Outcome** of the contact.
6. Enter a **Comment** regarding the reason and/or details of the contact.
7. Click **Log Contact**.
   The system logs the contact in TeacherVUE and in the student's recond in Synergy SIS.

RECORDING PARENT TEACHER CONFERENCES

You have the ability to document parent teacher conference within TeacherVUE. The parent teacher conference recorded in TeacherVUE also displays 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 enable within PAD Security to use this feature.

1. Select the **Home** menu.
2. Click the **Parent Conference** option.
   The **Parent Teacher Conference** screen displays.

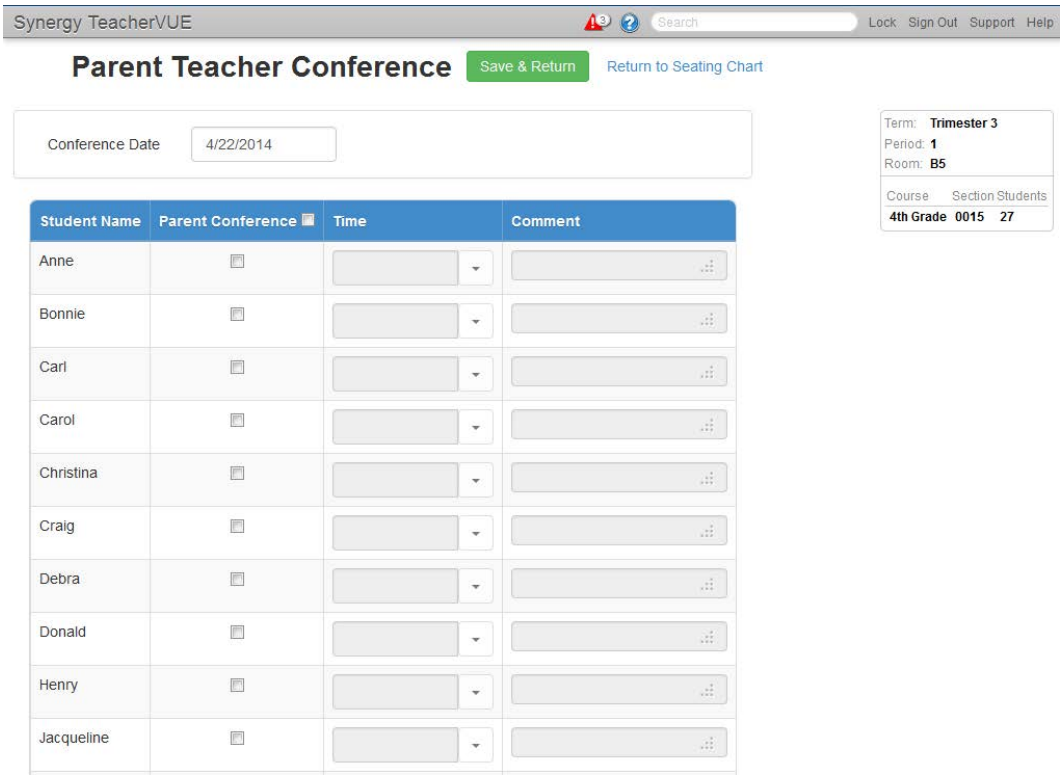

Figure 5.16 – Parent Teacher Conference screen

3. Select the **Conference Date**.

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4. In the **Parent Conference** column, select the student whose parents you are meeting today. Or select the checkbox at the top of the column to select all the students.
5. Select a **Time**.

> **Note -** After you select a time for the first appointment, you can populate the other time slots in half hour, hour, or two hour increments.

6. Enter a comment about the meeting in the **Comment** field, if desired.
7. Click **Save & Return.** The system also displays the parent teacher conference information on the Student Conference screen.

USING NOTES ABOUT STUDENTS

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

If the note is marked as private, only the person who entered the note can view it. Public notes about students entered in TeacherVUE are also available on the Notes tab of the Student screen within Synergy SIS and vice versa. Student notes are specific to the school year.

Adding a Note

1. Hover over the student picture in the seating chart to see the **Add Note** icon.

Figure 5.17 - Add Note icon

2. Click the **Add Note** icon.
   The **View Note** screen opens.

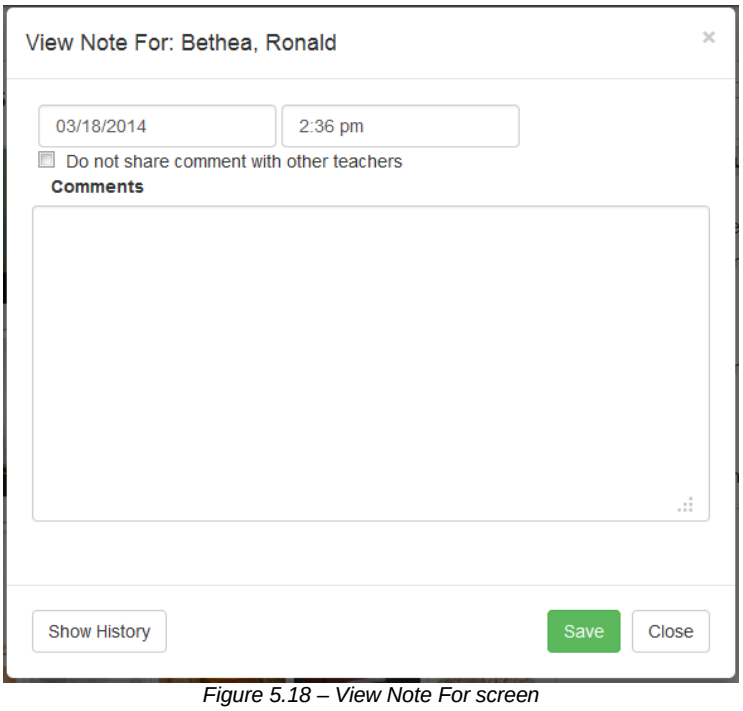

Figure 5.18 – View Note For screen

Note - If the student already has notes and you would like to add a new one:

1. Click on the note icon. The notes for the student display.
2. Click **New**. The View Note screen opens.

3. Select the date and time of the note.
   The system defaults to the current date and time.
4. Check **Do Not Share Comment with Other Teachers** to mark note as private.

Note - If notes are not marked as private, an icon shows on all other TeacherVUE charts where this student appears, and on the Notes tab of the Student screen with Synergy SIS.

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

Figure 5.19 - Added Note icon

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Viewing a Note for Today

- Click the **Note** icon on the student's picture.
  The Notes For the student screen displays.

Figure 5.20 - Notes For screen

TIP - You can expand the **Comment** area on the **Notes For** screen by hovering over it.

Viewing Previous Notes for a Student

1. Hover over the student picture in the seating chart to see the **Add Note** icon.

Figure 5.21 - Add Note icon

2. Click the **Add Note** icon.
   The **View Note** screen opens.

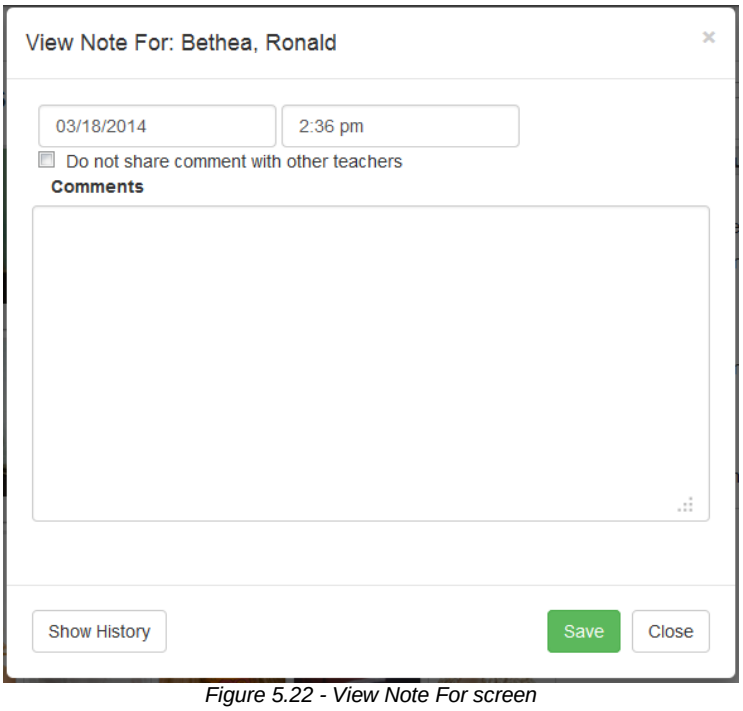

Figure 5.22 - View Note For screen

3. Click **Show History**.
   The **Notes For** screen displays all the notes for the student.

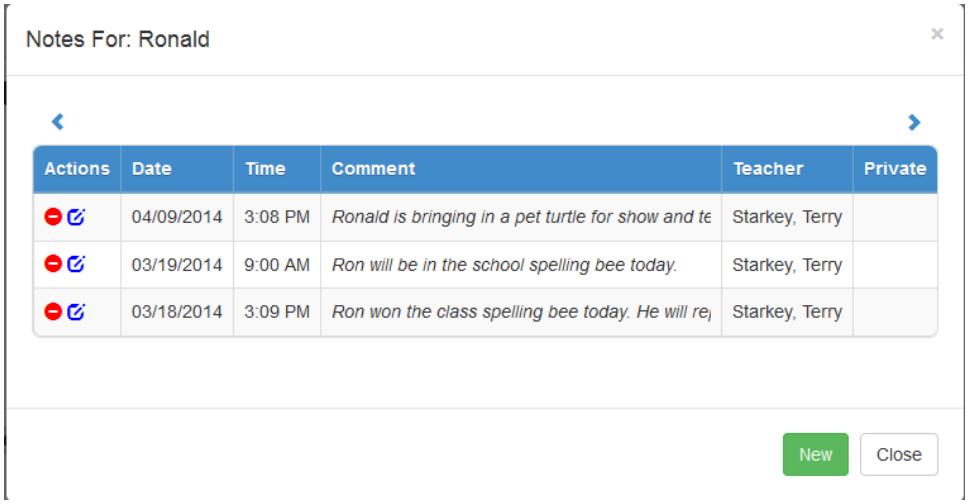

Figure 5.23 - Notes For screen

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Editing Student Notes

1. Click the **Add Note** or Note icon.
   The **Notes For:** screen opens.

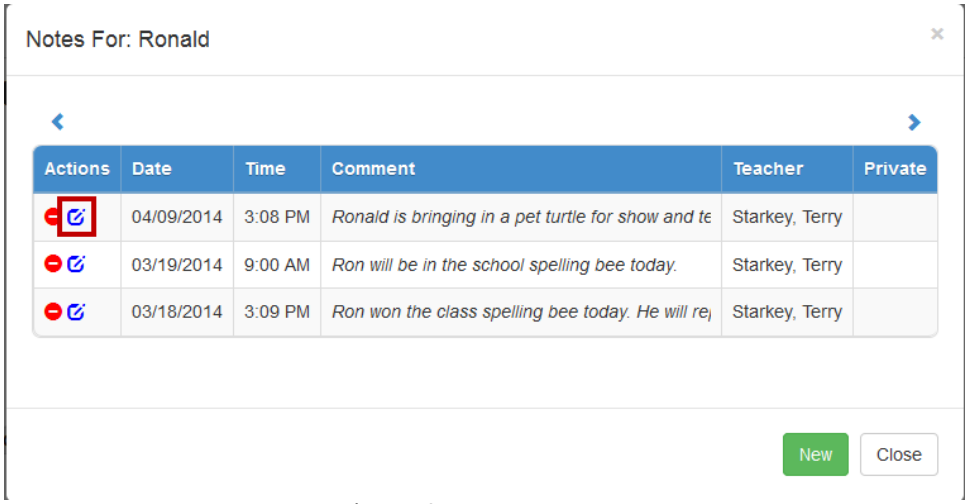

Figure 5.24 - Notes For screen

2. Click on the **Edit** icon next to the appropriate note.
   The Edit Notes For: screen displays.

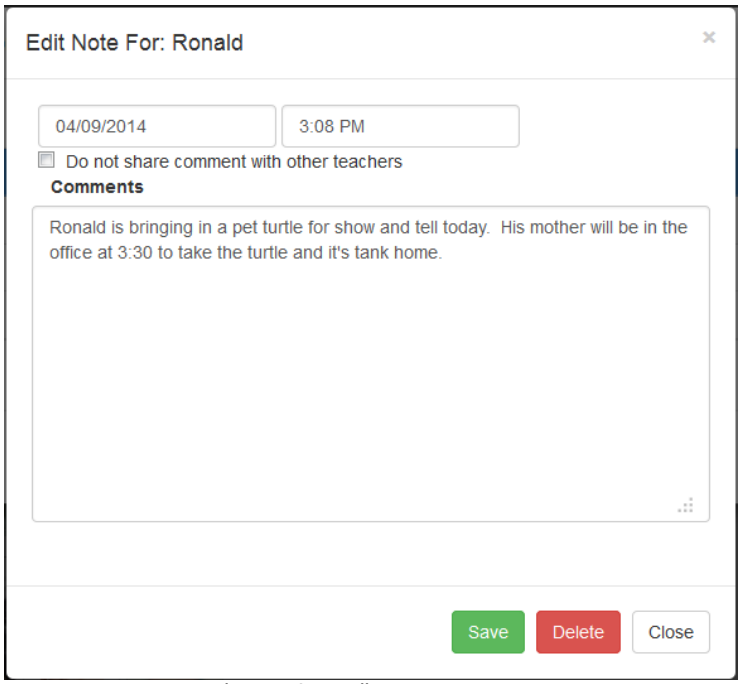

Figure 5.25 - Edit Note For screen

3. Edit the note as needed.
4. Click **Save**.

Deleting Student Notes

1. Click the **Add Note** or Note icon.
   The **Notes For:** screen opens.

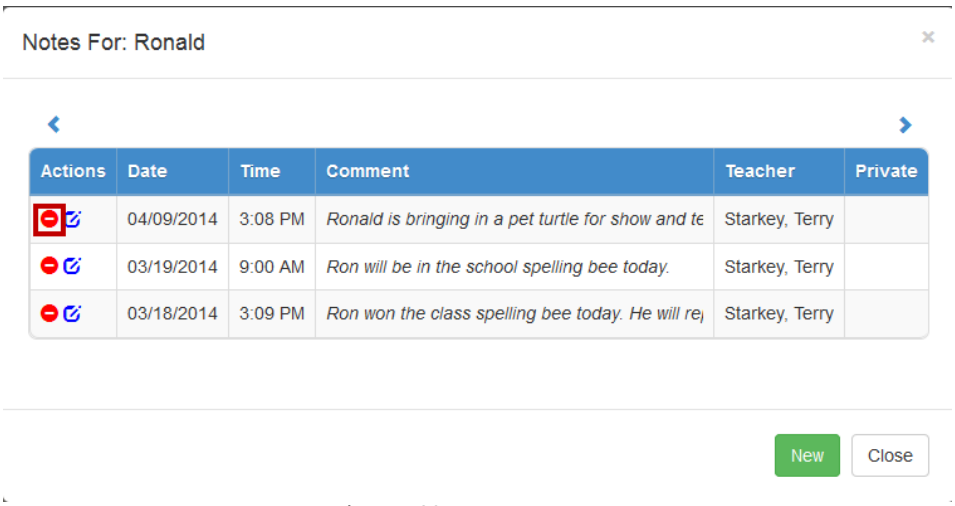

Figure 5.26 - Notes For screen

2. Click on the **Delete** icon next to the appropriate note.
   A confirmation window displays.

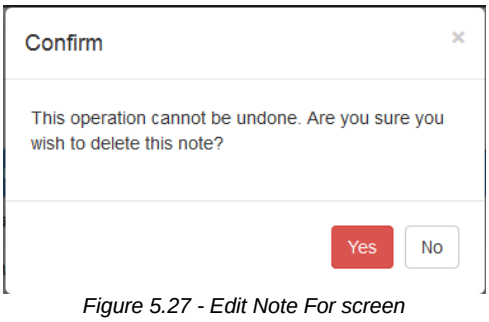

Figure 5.27 - Edit Note For screen

3. Click **Yes**.
   The system removes the note the list.

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LEAVING INSTRUCTIONS FOR SUBSTITUTE TEACHERS

1. Select the **Home** menu.
2. Click the **Substitute Instructions** option.
   The **Substitute Instructions** screen displays.

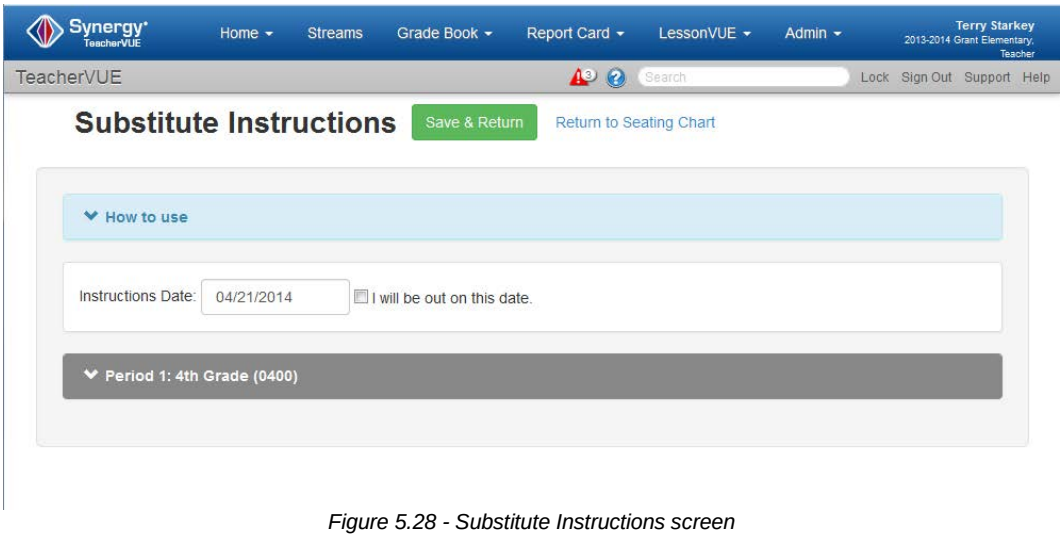

Figure 5.28 - Substitute Instructions screen

3. Select the **Instructions Date**. You are leaving instructions for this day.
4. Click **I will be out on this date**.
   The system indicates to the administrative staff that you will require a substitute on this date.
5. Select the class or period.

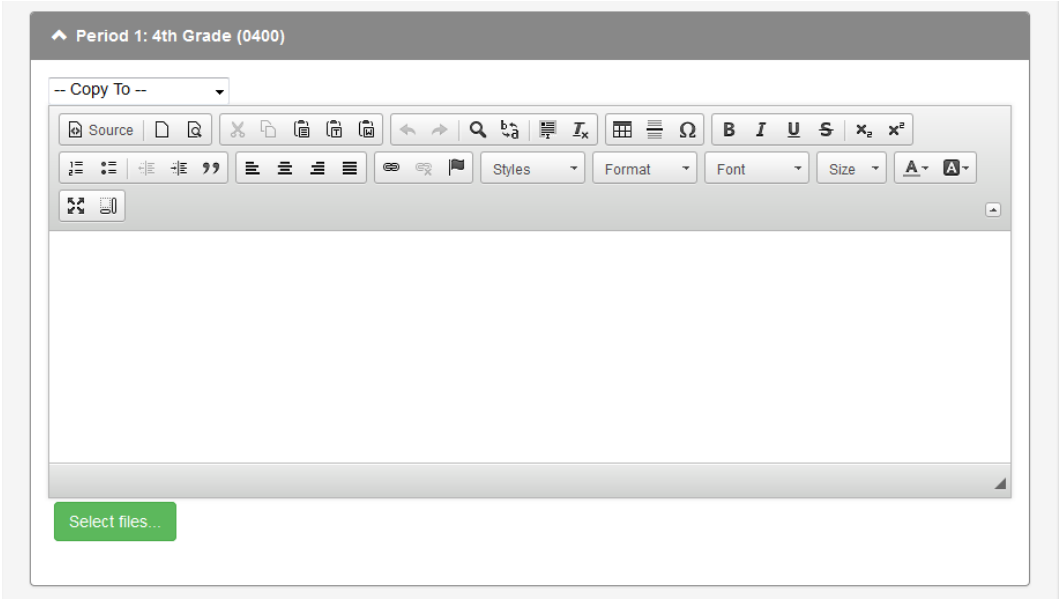

Figure 5.29 - Substitute Instruction screen

6. Enter and format the instructions for the substitute.
7. Click **Select files**… to include a file with the instructions. This can be a worksheet, test, resource, video, etc. (optional)

> **Note –** The attachment cannot exceed 2 MB.

8. Click on the **Copy To** menu to copy the instructions to multiple classes or periods. (optional)
9. Click **Save and Return**.
   You are returned to the seating chart and the instructions display in the Substitute Instructions field, when the substitute teacher logs into TeacherVUE on the selected date.

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Chapter Six:
VIEWING TEST RESULTS & GRADES

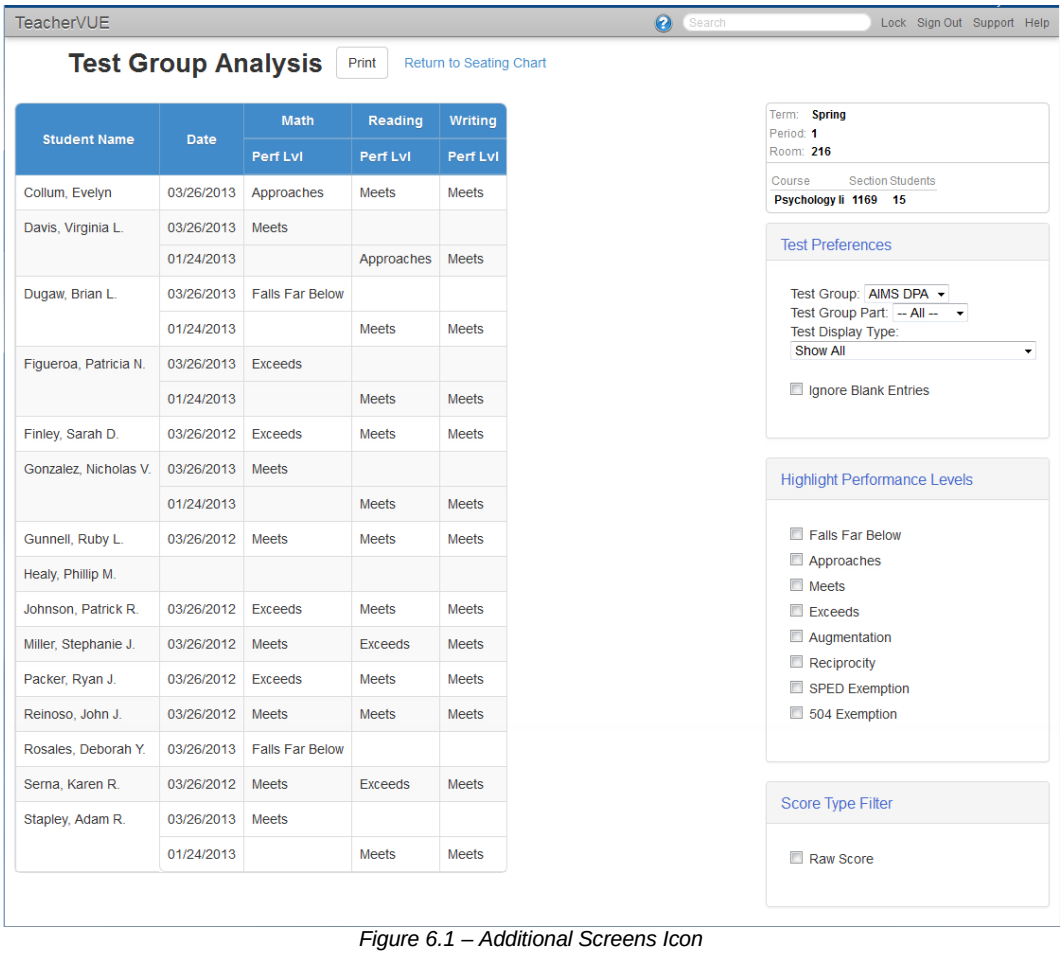
In this chapter, the following topics are covered:

- Viewing Test Group Analysis
- Viewing Grades
- Updating Grades

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

VIEWING TEST GROUP ANALYSIS

1. From the **Home** menu, select **Test Group Analysis**.
   The Test Group Analysis screen displays.



Student Name	Date	Math	Reading	Writing
		Perf Lvl	Perf Lvl	Perf Lvl
Collum, Evelyn	03/26/2013	Approaches	Meets	Meets
Davis, Virginia L.	03/26/2013	Meets		
	01/24/2013		Approaches	Meets
Dugaw, Brian L.	03/26/2013	Falls Far Below		
	01/24/2013		Meets	Meets
Figueroa, Patricia N.	03/26/2013	Exceeds		
	01/24/2013		Meets	Meets
Finley, Sarah D.	03/26/2012	Exceeds	Meets	Meets
Gonzalez, Nicholas V.	03/26/2013	Meets		
	01/24/2013		Meets	Meets
Gunnell, Ruby L.	03/26/2012	Meets	Meets	Meets
Healy, Phillip M.				
Johnson, Patrick R.	03/26/2012	Exceeds	Meets	Meets
Miller, Stephanie J.	03/26/2012	Meets	Exceeds	Meets
Packer, Ryan J.	03/26/2012	Exceeds	Meets	Meets
Reinoso, John J.	03/26/2012	Meets	Meets	Meets
Rosales, Deborah Y.	03/26/2013	Falls Far Below		
Serna, Karen R.	03/26/2012	Meets	Exceeds	Meets
Stapley, Adam R.	03/26/2013	Meets		
	01/24/2013		Meets	Meets

Figure 6.1 – Additional Screens Icon

2. Use the filters to control the information displayed.
3. Click **Print** to print the analysis results.

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VIEWING GRADES

1. From the **Home** menu, select **View Grades**.
   The Grades For: screen displays the grades for the current class.

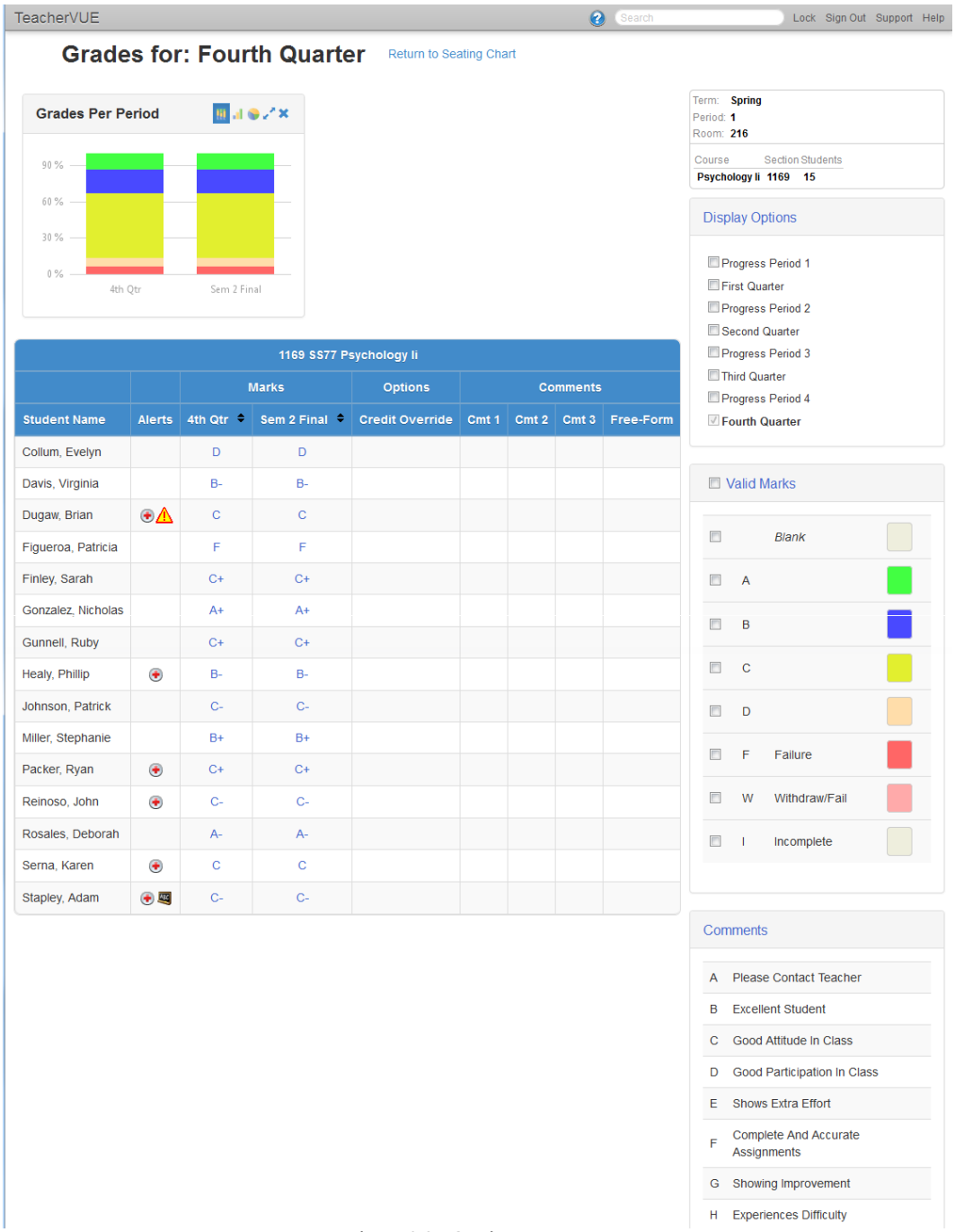

Figure 6.2 - Grades For screen

2. Use the filters to control the information displayed.
3. Use the graphs to view the data compiled as charts.

UPDATING GRADES

Your district may allow you to edit grades and/or add comments through TeacherVUE. If this functionality is enabled, you see an edit button at the top of the Grades For: screen.

Caution: The View Grades screen in TeacherVUE shows the posted grades from Grade Book. If the grades are updated in TeacherVUE, they will not match the Grade Book grades and if the grades are re-posted from Grade Book, the TeacherVUE changes will be overridden.

1. From the **Home** menu, select **View Grades**.
   The Grades For: screen displays the grades for the current class.

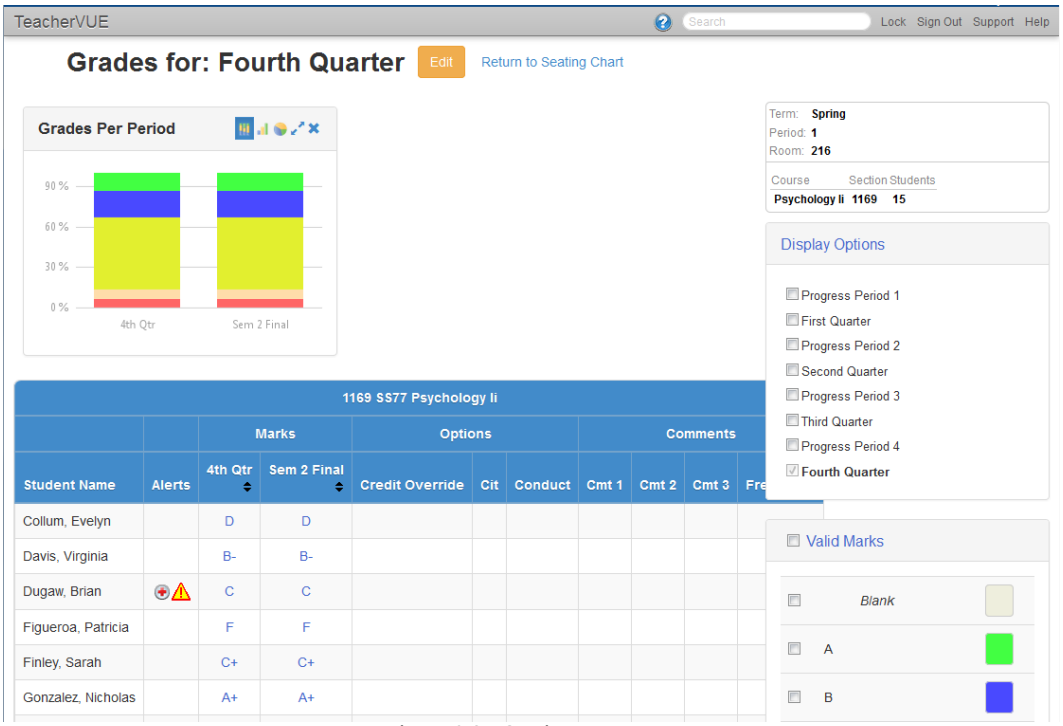

Figure 6.3 - Grades For screen

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

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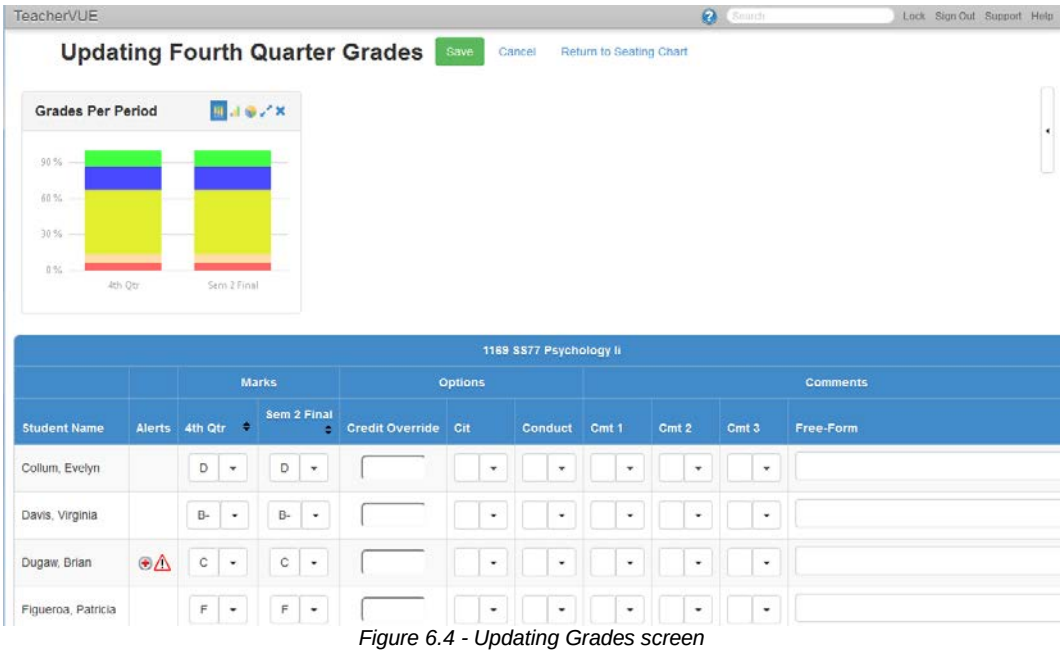

Figure 6.4 - Updating Grades screen

3. Edit the grades as needed.

> **Note -** You can fill in grades down a column by clicking the green down arrow.

4. Enter a **Free-Form Comment** or a **Comment Code**, depending on which your district has enabled.
5. Click **Save**.

Chapter Seven:
VIEWING A STUDENT RECORDS

In this chapter, the following topics are covered:

- Viewing a Student's Demographic, Family, and Emergency Contact Information
- Viewing a Student's Health Record
- Viewing a Student's Course History

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VIEWING A STUDENT'S DEMOGRAPHIC, FAMILY, AND EMERGENCY CONTACT INFORMATION

1. On the Home screen seating chart, click on a student.
   The student detail options display.

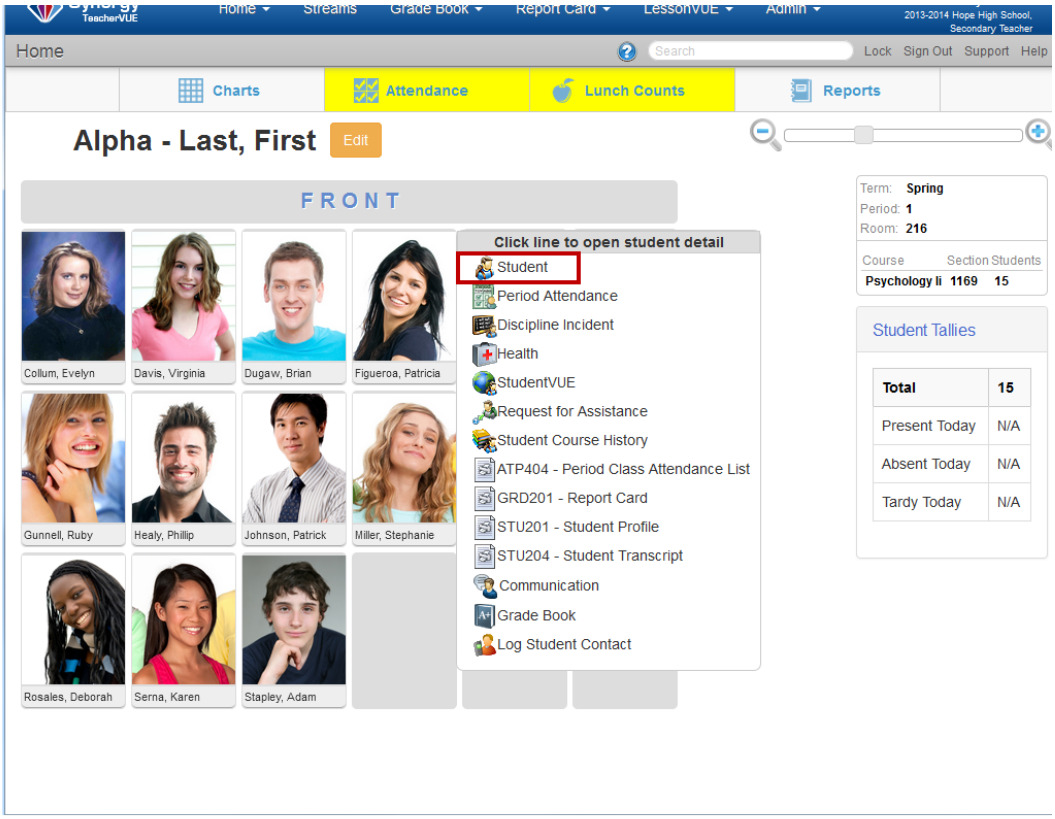

Figure 7.1 - TeacherVUE Home screen, Student options

2. Click **Student**.
   The Student record displays. This information is read only.
   - The **Demographics** tab displays the student's personal and contact information.

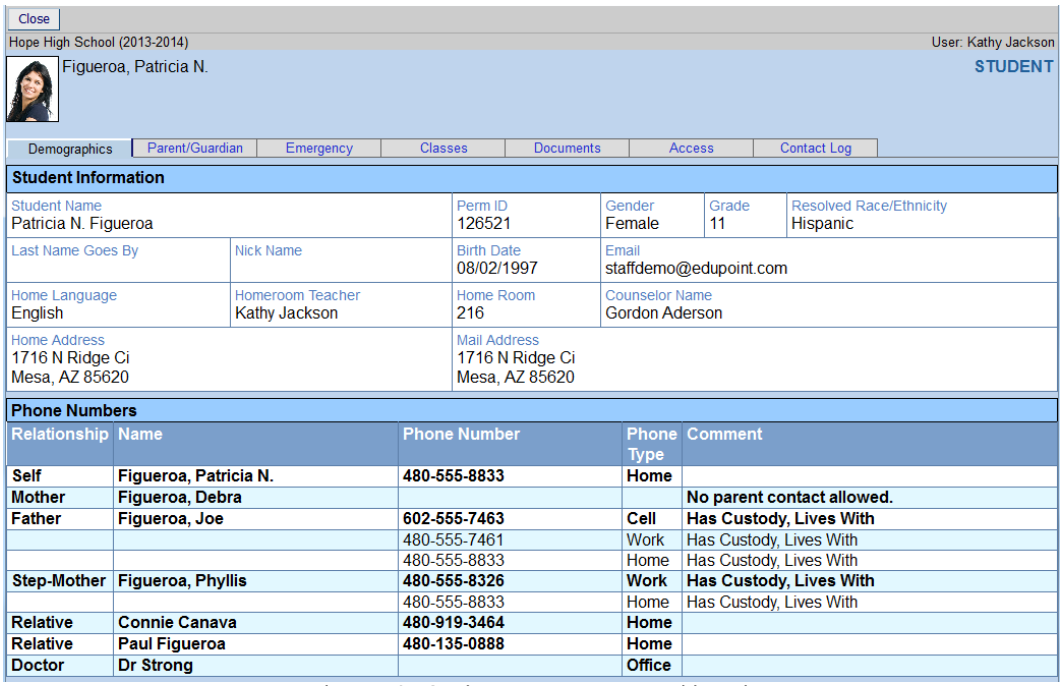

Figure 7.2 - Student screen, Demographics tab

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

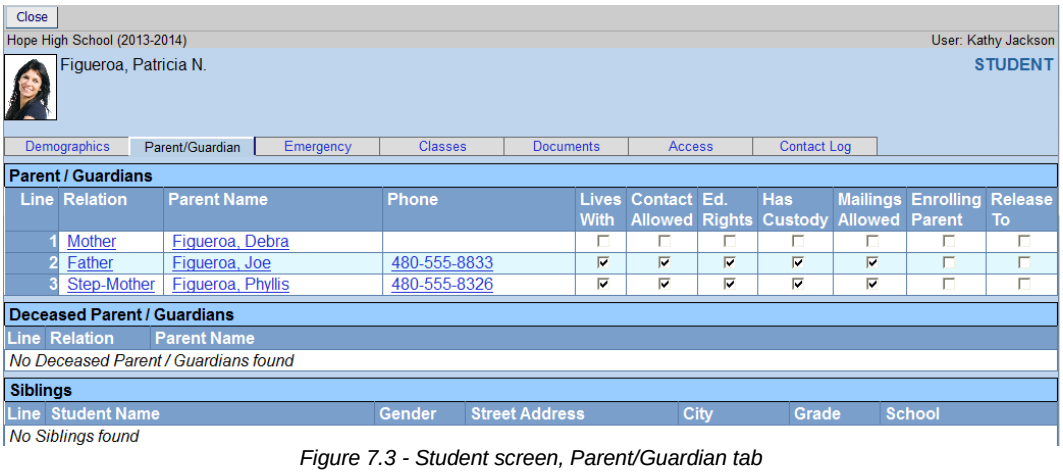

Figure 7.3 - Student screen, Parent/Guardian tab

Note - Click on a parent or guardian display the demographic and access information for that individual.

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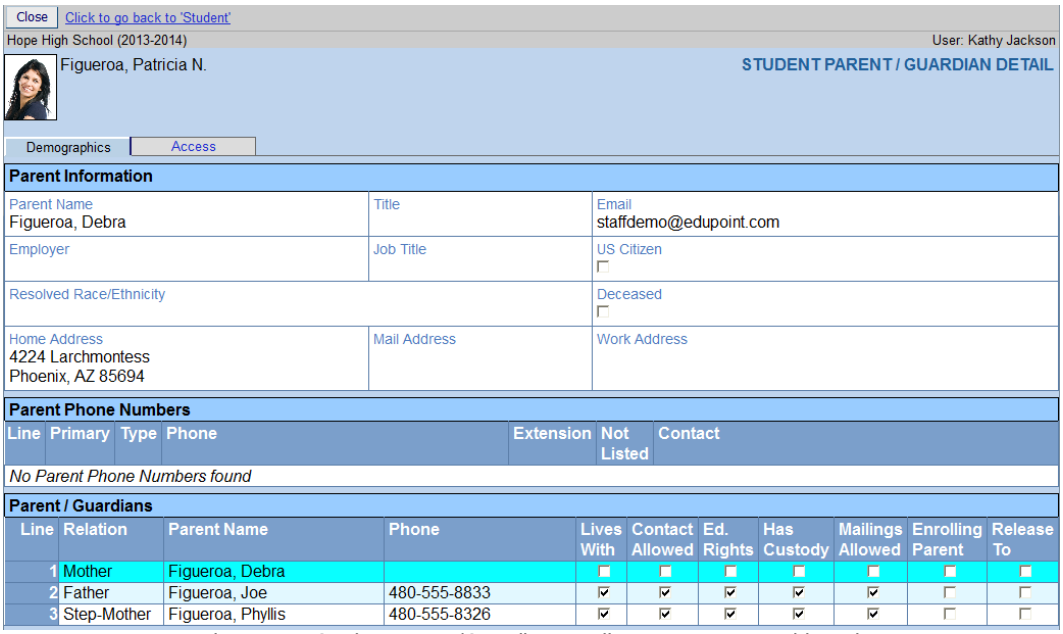


Figure 7.4 - Student Parent/Guardian Detail screen, Demographics tab

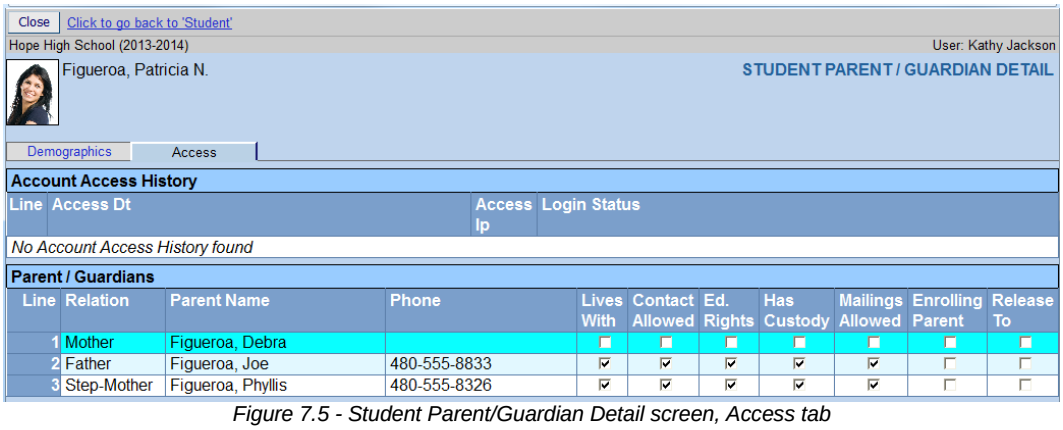


Figure 7.5 - Student Parent/Guardian Detail screen, Access tab

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

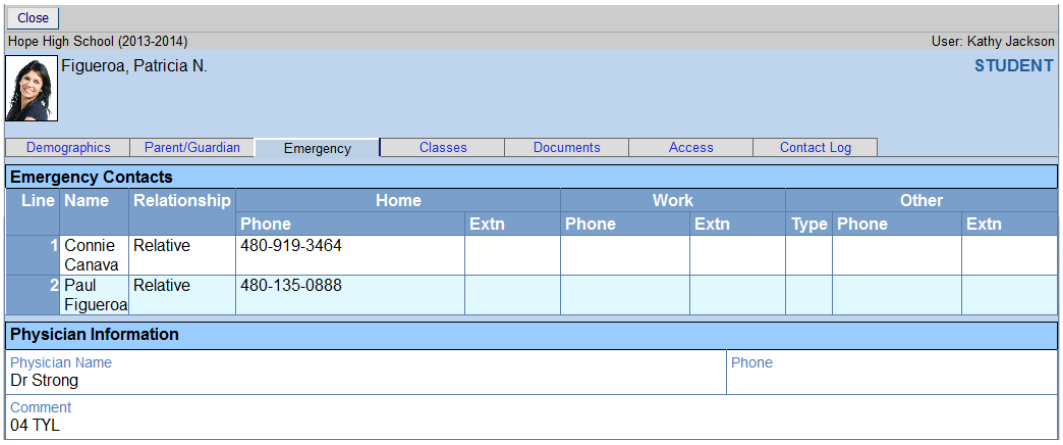
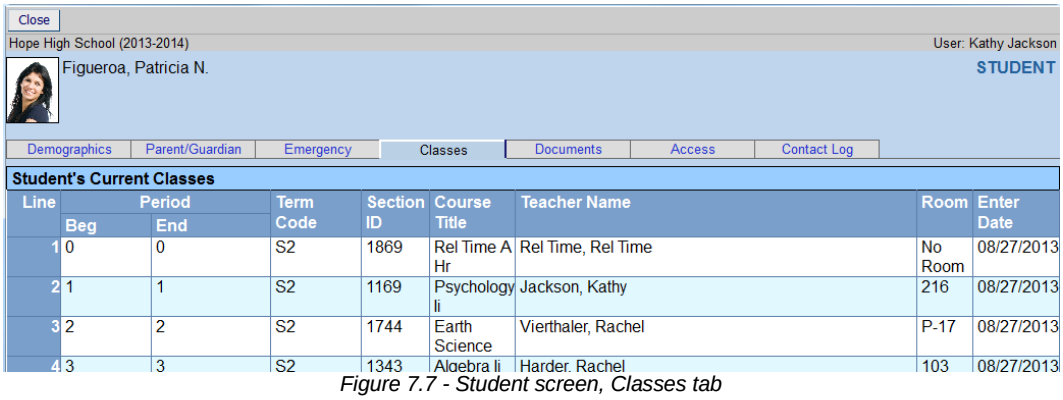


Figure 7.6 - Student screen, Emergency tab

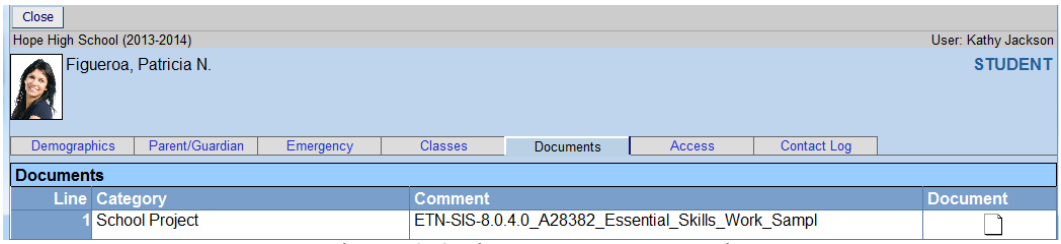
- The **Classes** tab lists the student's current classes.



Line	Period Beg	Period End	Term Code	Section ID	Course Title	Teacher Name	Room	Enter Date
1	0	0	S2	1869	Rel Time A Hr	Rel Time, Rel Time	No Room	08/27/2013
2	1	1	S2	1169	Psychology Ii	Jackson, Kathy	216	08/27/2013
3	2	2	S2	1744	Earth Science	Vierthaler, Rachel	P-17	08/27/2013
4	3	3	S2	1343	Algebra Ii	Harder, Rachel	103	08/27/2013

Figure 7.7 - Student screen, Classes tab

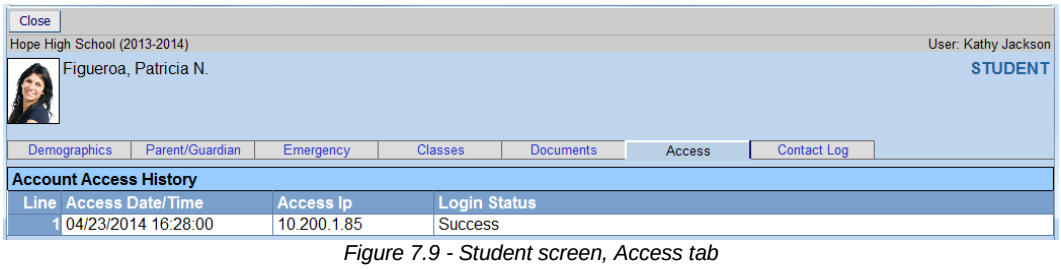
- The **Documents** tab displays any documents the student has in the system. Click on a document to display it.



Line	Category	Comment	Document
1	School Project	ETN-SIS-8.0.4.0_A28382_Essential_Skills_Work_Sampl	

Figure 7.8- Student screen, Documents tab

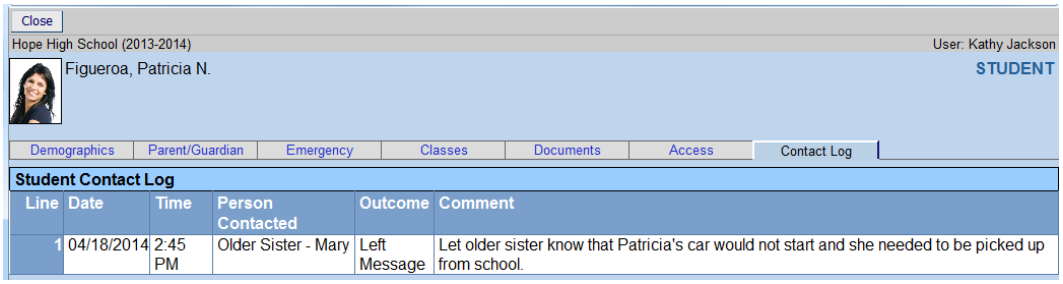
- The **Access** tab lists all the times the student has accessed the system via StudentVUE.



Line	Access Date/Time	Access Ip	Login Status
1	04/23/2014 16:28:00	10.200.1.85	Success

Figure 7.9 - Student screen, Access tab

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



Line	Date	Time	Person Contacted	Outcome	Comment
1	04/18/2014	2:45 PM	Older Sister - Mary	Left Message	Let older sister know that Patricia's car would not start and she needed to be picked up from school.

Figure 7.10 - Student screen, Contact Log tab

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VIEWING A STUDENT'S HEALTH RECORD

1. On the Home screen seating chart, click on a student.
   The student detail options display.

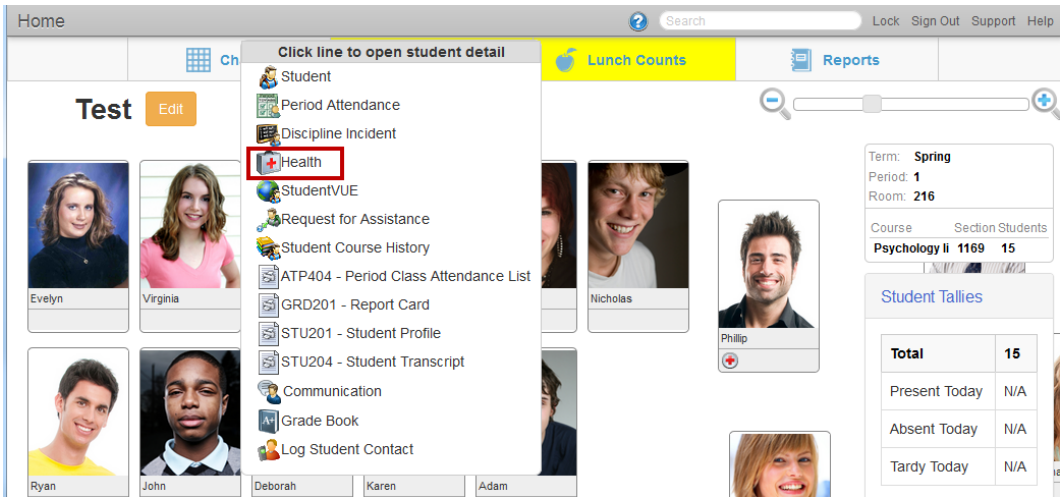

Figure 7.11 - TeacherVUE Home screen, Student options

2. Click **Health**.
   The student's health record displays. This information is read only.

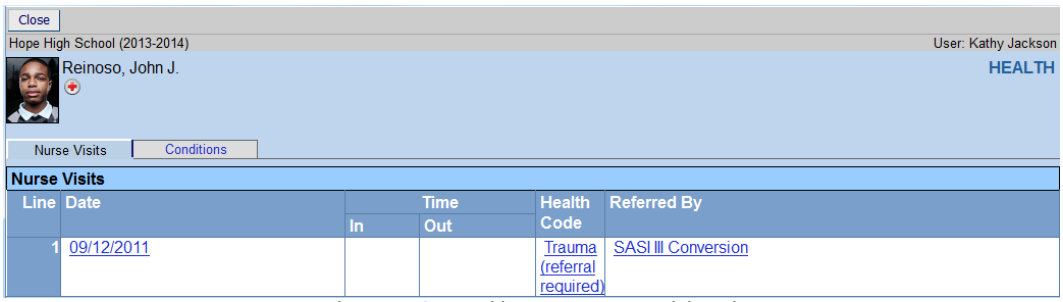

Figure 7.12 - Health screen, Nurse Visits tab

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

  Click on a nurse visit to view the details.

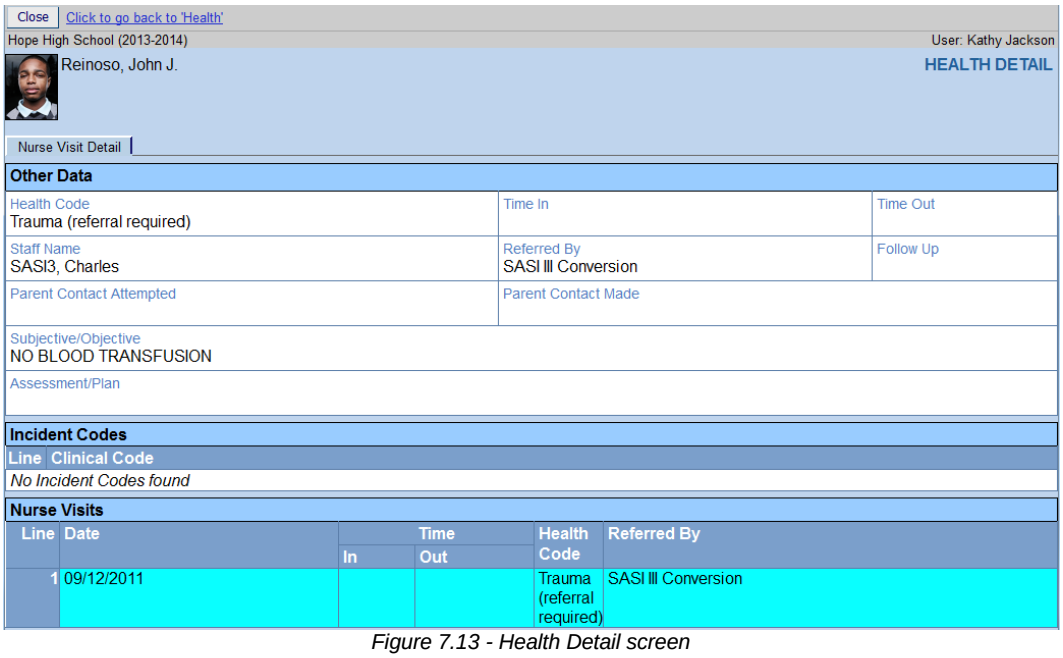

Figure 7.13 - Health Detail screen

- The **Conditions** tab lists all medical alerts and health conditions for the student, including the start and end date for the condition, the code assigned to the condition, and a description of the condition is usually included in the Comments field.

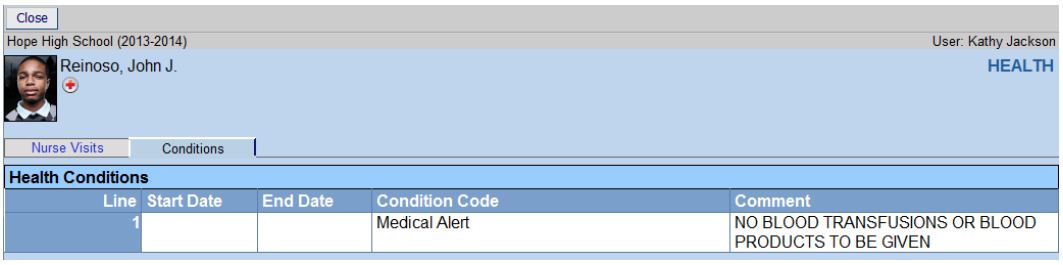

Figure 7.14 – Health Screen, Conditions Tab

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VIEWING A STUDENT'S COURSE HISTORY

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

1. On the Home screen seating chart, click on a student.
   The student detail options display.

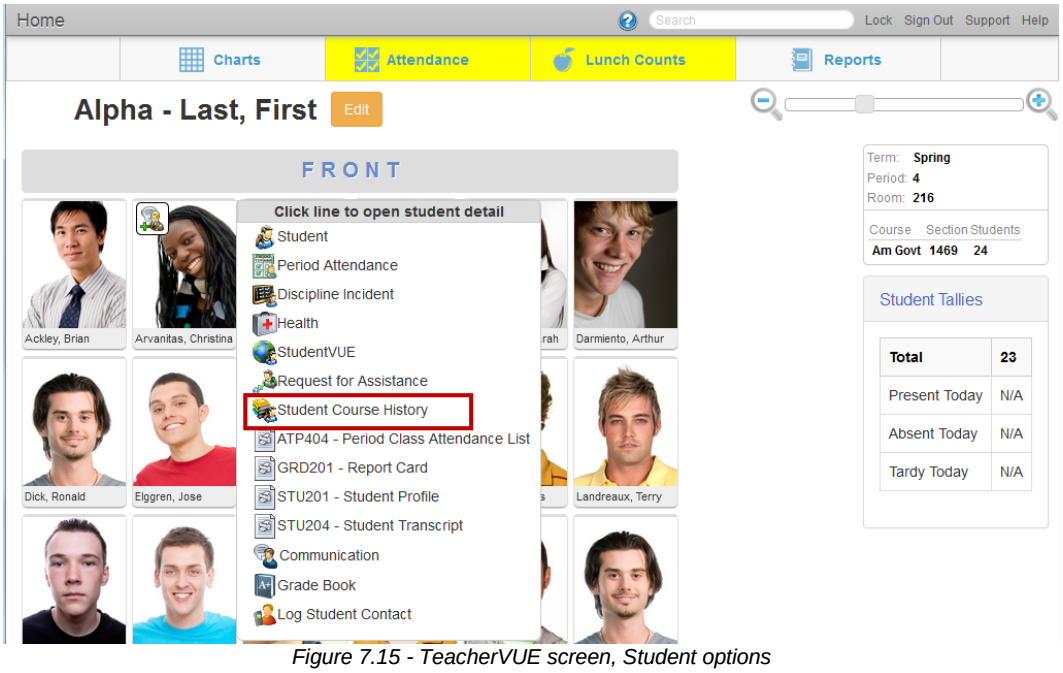
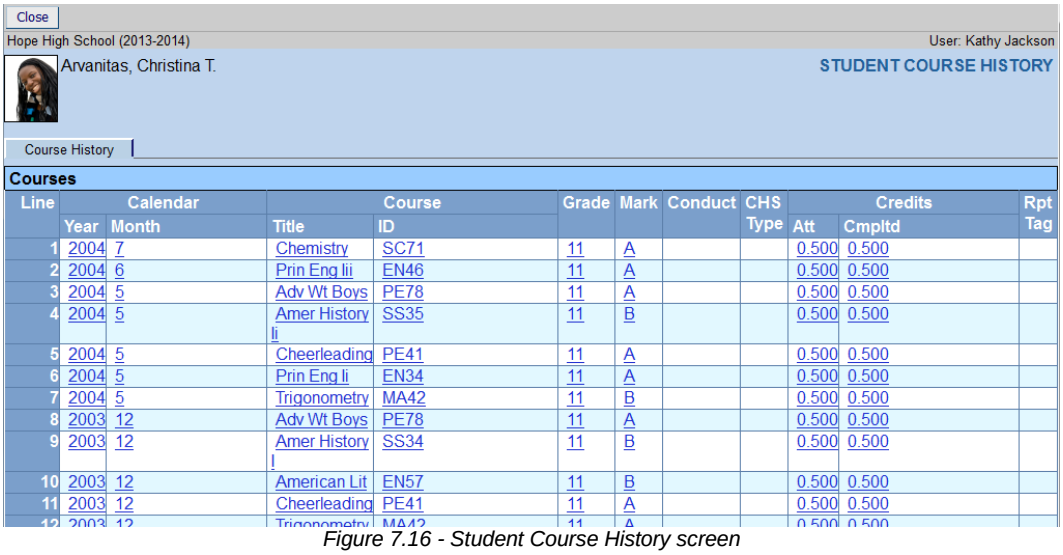


Figure 7.15 - TeacherVUE screen, Student options

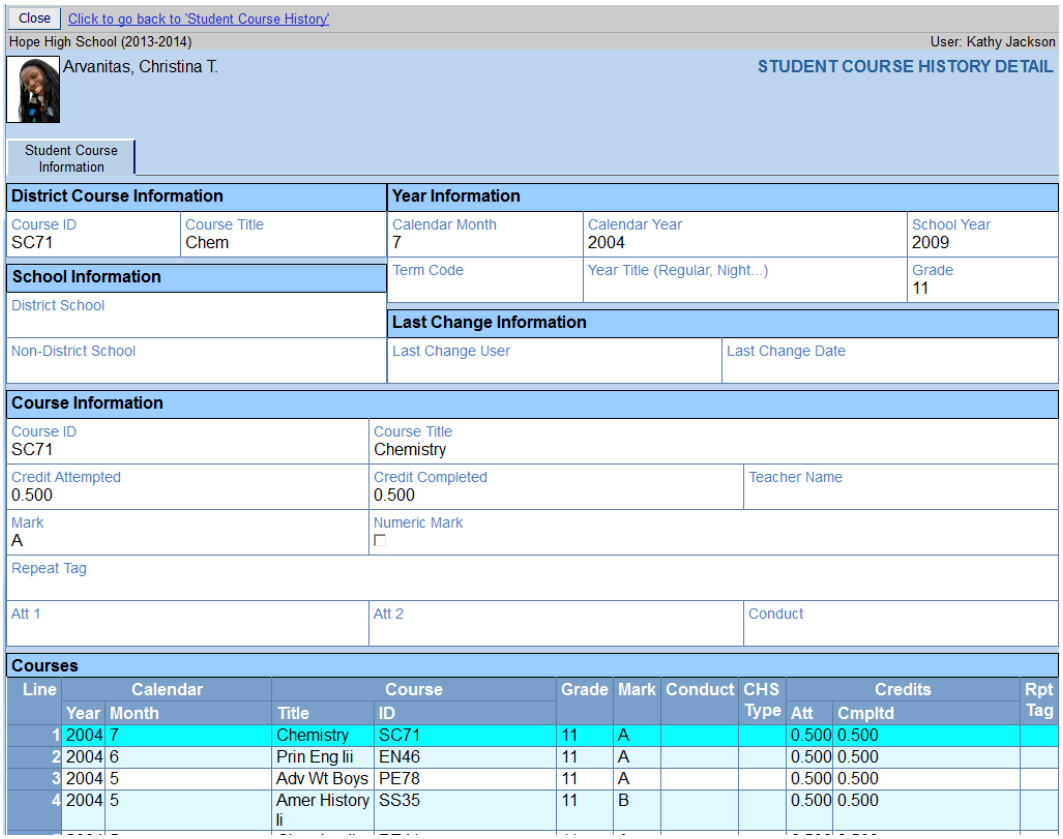
2. Click **Student Course History**.
   The student's course history record displays. This information is read only.



Line	Calendar		Course		Grade	Mark	Conduct	CHS Type	Credits		Rpt Tag
	Year	Month	Title	ID					Att	Cmpltd	
1	2004	7	Chemistry	SC71	11	A			0.500	0.500	
2	2004	6	Prin Eng Iii	EN46	11	A			0.500	0.500	
3	2004	5	Adv Wt Boys	PE78	11	A			0.500	0.500	
4	2004	5	Amer History Ii	SS35	11	B			0.500	0.500	
5	2004	5	Cheerleading	PE41	11	A			0.500	0.500	
6	2004	5	Prin Eng Ii	EN34	11	A			0.500	0.500	
7	2004	5	Trigonometry	MA42	11	B			0.500	0.500	
8	2003	12	Adv Wt Boys	PE78	11	A			0.500	0.500	
9	2003	12	Amer History I	SS34	11	B			0.500	0.500	
10	2003	12	American Lit	EN57	11	B			0.500	0.500	
11	2003	12	Cheerleading	PE41	11	A			0.500	0.500	
12	2003	12	Trigonometry	MA42	11	A			0.500	0.500	

Figure 7.16 - Student Course History screen

3. Click on a course record to view the details.



Close | Click to go back to 'Student Course History'

Hope High School (2013-2014) User: Kathy Jackson

Arvanitas, Christina T.

STUDENT COURSE HISTORY DETAIL

Student Course Information

District Course Information

Course ID	Course Title
SC71	Chem

Year Information

Calendar Month	Calendar Year	School Year
7	2004	2009
Term Code	Year Title (Regular, Night...)	Grade
		11

School Information

District School

Non-District School

Last Change Information

Last Change User	Last Change Date

Course Information

Course ID	Course Title	
SC71	Chemistry	
Credit Attempted	Credit Completed	Teacher Name
0.500	0.500	
Mark	Numeric Mark	
A		
Repeat Tag		
Att 1	Att 2	Conduct

Courses

Line	Calendar		Course		Grade	Mark	Conduct	CHS	Credits		Rpt
	Year	Month	Title	ID				Type	Att	Cmpltd	Tag
1	2004	7	Chemistry	SC71	11	A			0.500	0.500	
2	2004	6	Prin Eng Iii	EN46	11	A			0.500	0.500	
3	2004	5	Adv Wt Boys	PE78	11	A			0.500	0.500	
4	2004	5	Amer History Ii	SS35	11	B			0.500	0.500	

Figure 7.17 – Student Course History Detail

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Chapter Eight: MANAGING DISCIPLINE

In this chapter, the following topics are covered:

- Creating an Incident Referral
- Viewing a Student's Discipline Record

CREATING AN INCIDENT REFERRAL

The Incident Referral option enables teachers to enter a Discipline Incident Referral from within TeacherVUE. The system forwards the referral to the appropriate staff member to handle and resolve with the student.

1. Select the **Home** menu.
2. Click the **Incident Referral** option.
   The **Incident Referral** screen displays.

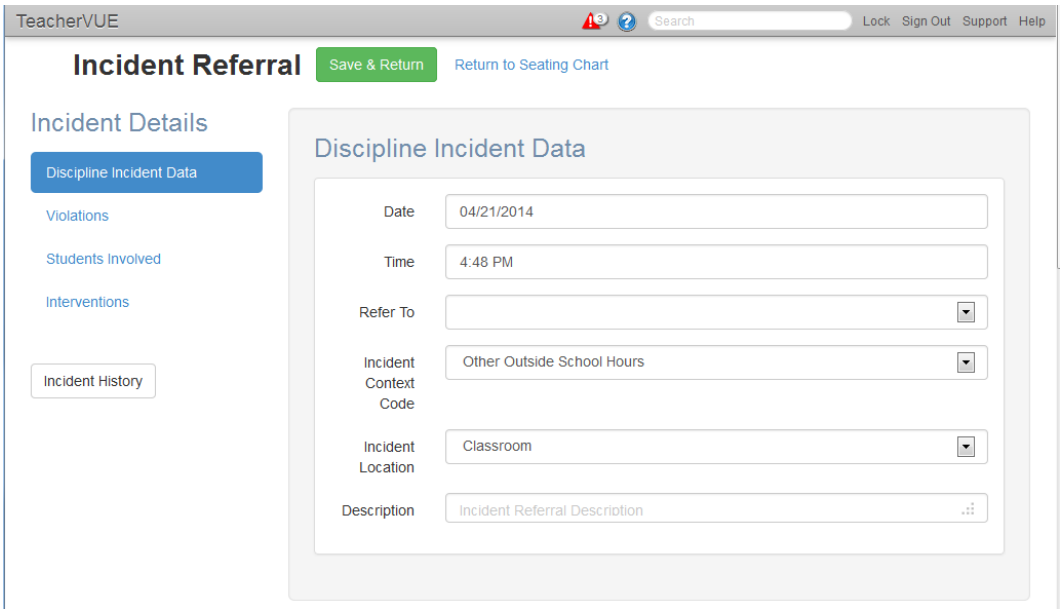

Figure 8.1 - Incident Referral screen, Discipline Incident Data section

3. Enter the **Discipline Incident Data**.
   The **Date** and **Time** fields default to the current date and time.

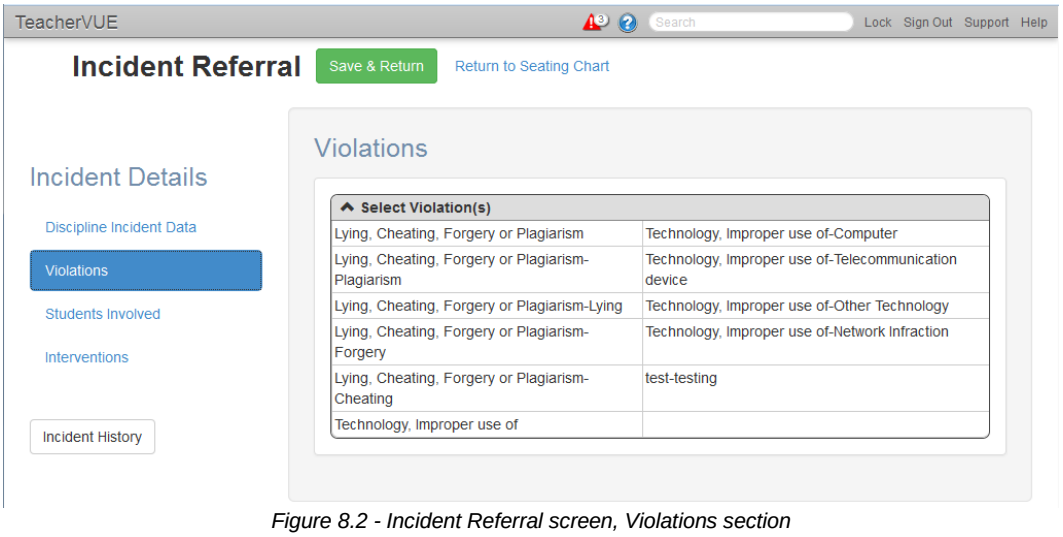

Figure 8.2 - Incident Referral screen, Violations section

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4. Select the **Violations**.

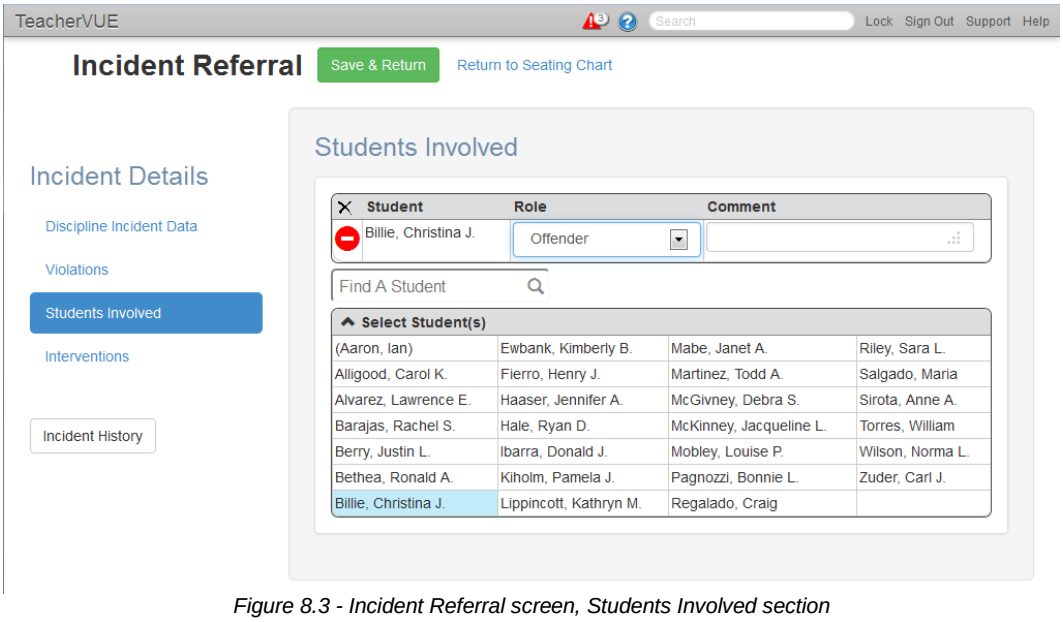

Figure 8.3 - Incident Referral screen, Students Involved section

5. Select the **Students Involved**.
   The system displays students currently in your class. If the students involved are not in your class, use the search option.
6. Select the student's **Role** in the incident and add any necessary **Comments**.

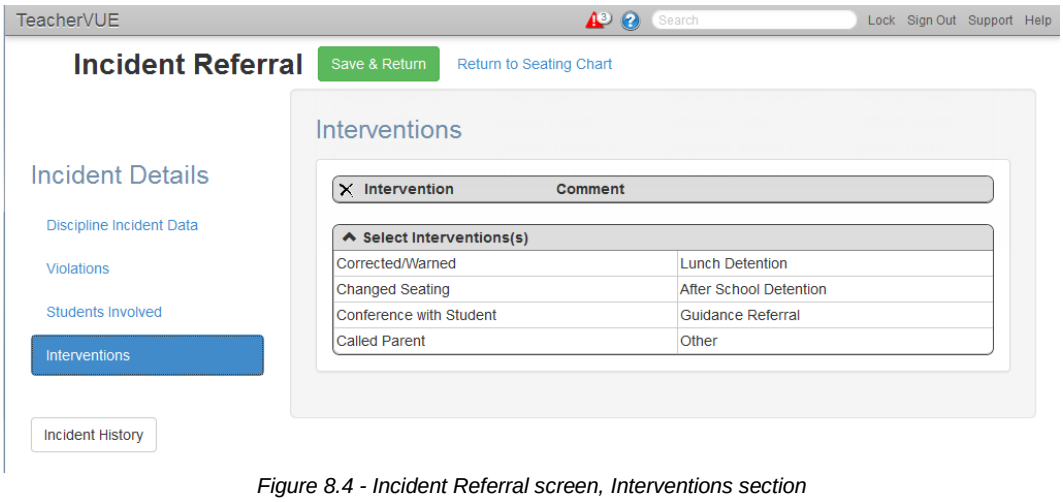

Figure 8.4 - Incident Referral screen, Interventions section

7. Select the **Interventions** performed for the incident and add any necessary comments.
8. Click **Save & Return**.
   The system refers the incident to the staff member designated and adds it to the incident referral history. Administrative staff can access the incident record by navigating to either the Incidents screen or Student Incident screen in Synergy SIS.

Viewing Previous Incident Referrals

You can also view previous incident referrals.

1. Select the **Home** menu.
2. Click the **Incident Referral** option.
   The **Incident Referral** screen displays.

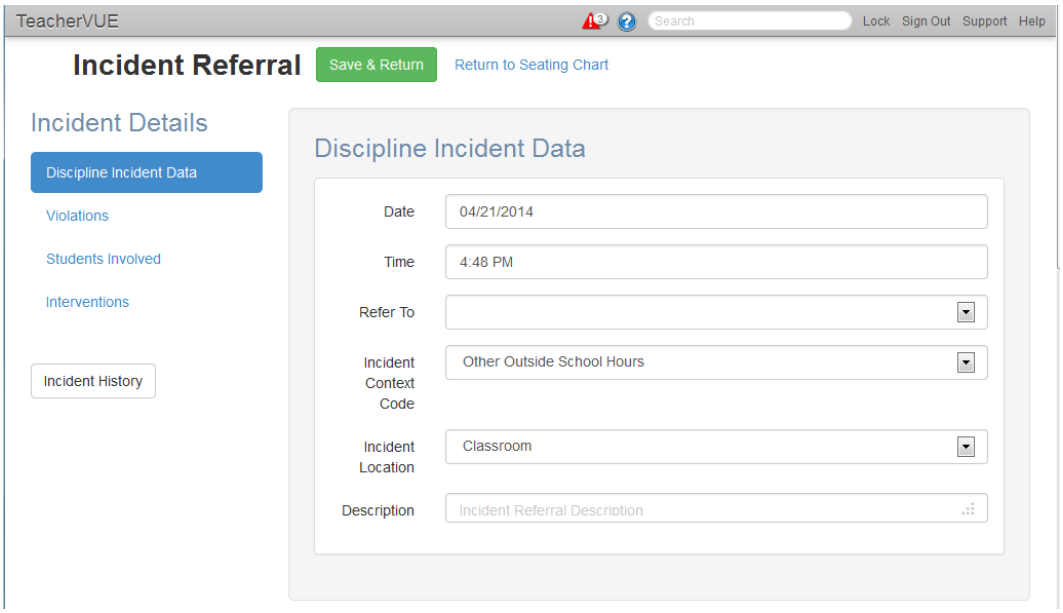

Figure 8.5 - Incident Referral screen

3. Click **Incident History**.
   The **Incident Referral History** screen displays.

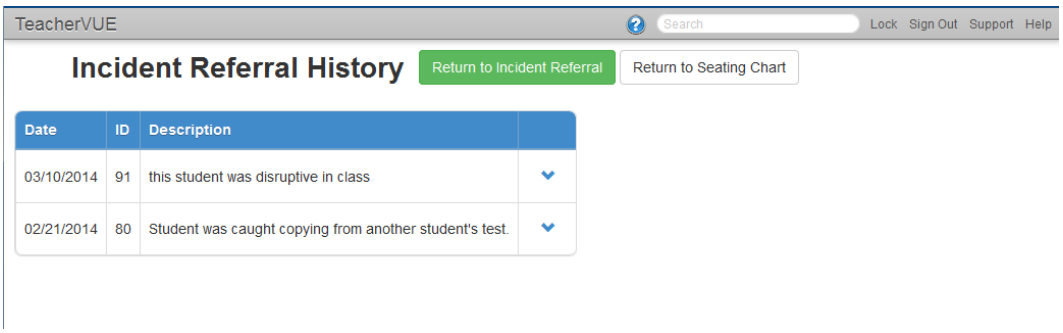

Figure 8.6 - Incident Referral History screen

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

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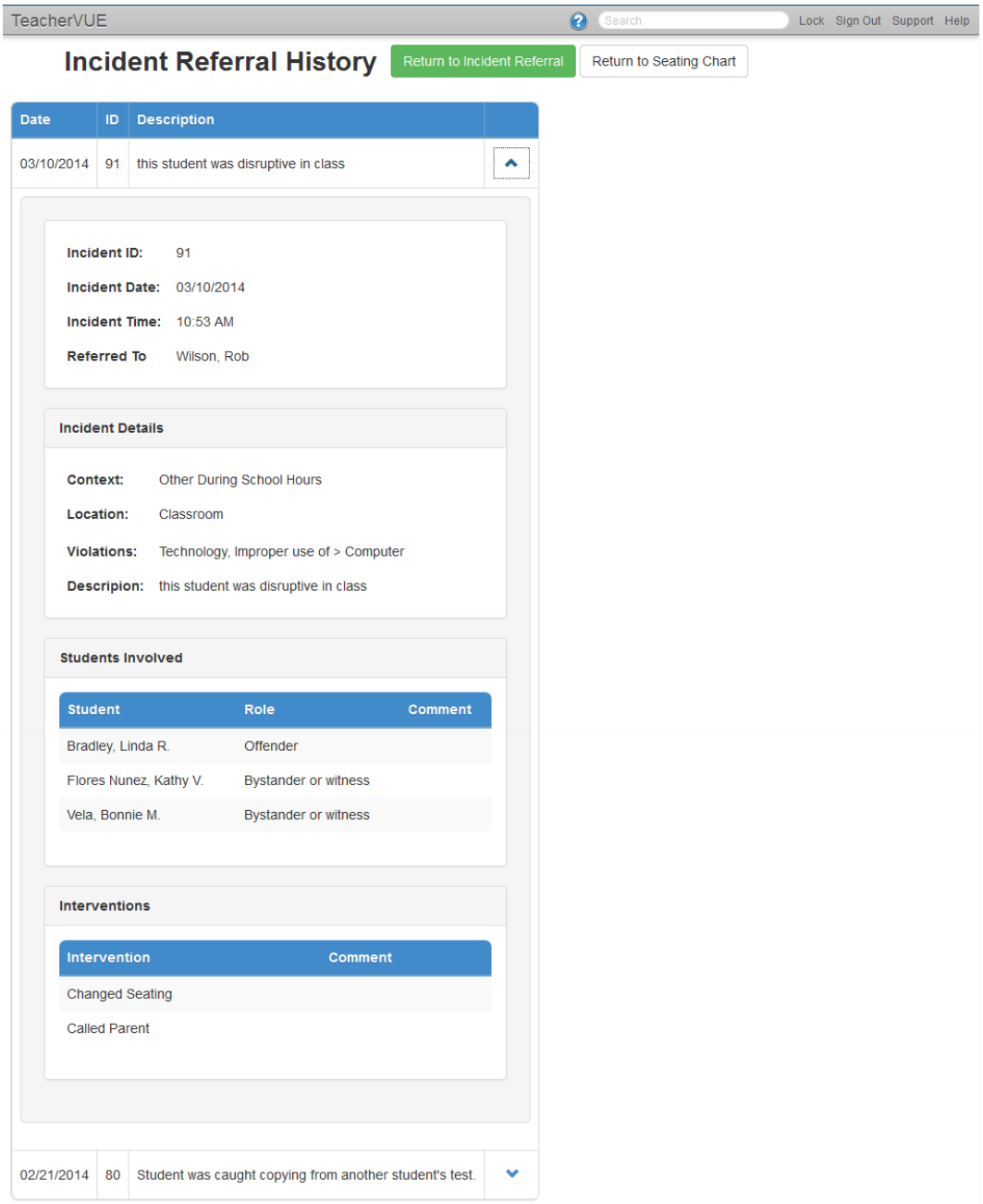

Figure 8.7 - Incident Referral History screen

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

VIEWING A STUDENT'S DISCIPLINE RECORD

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

1. On the **Home** screen seating chart, click on a student.
   The student detail options display.

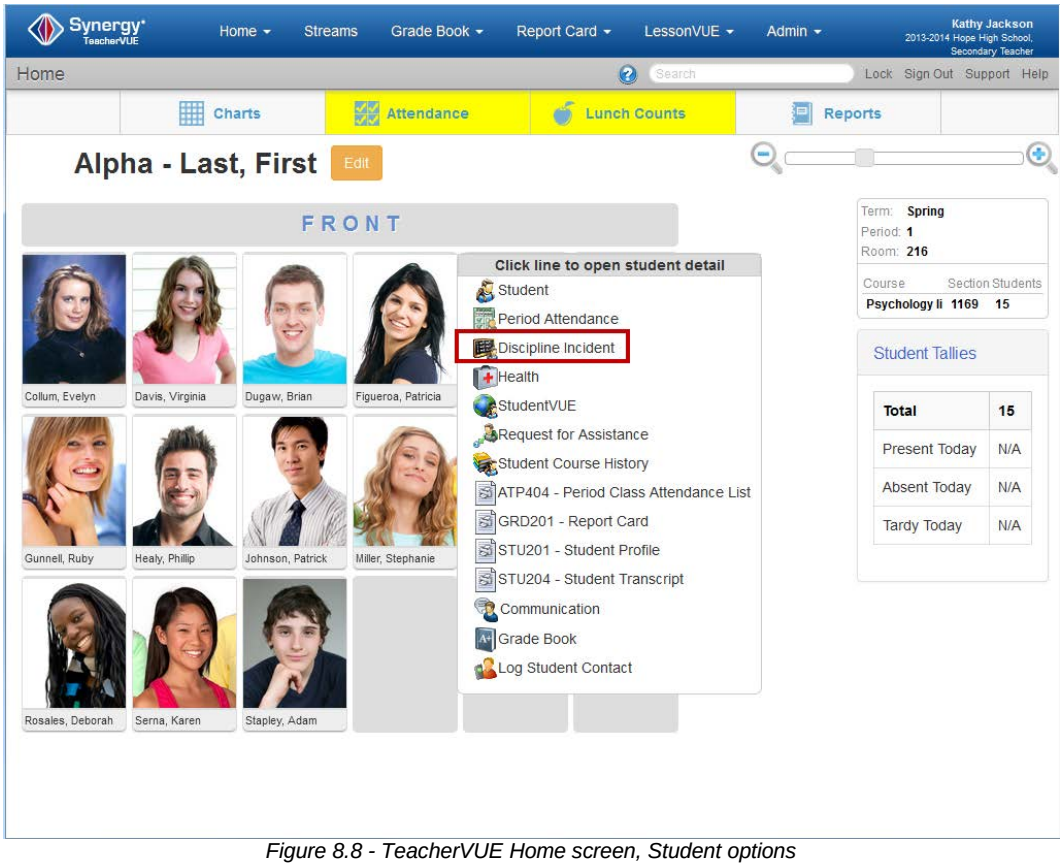

Figure 8.8 - TeacherVUE Home screen, Student options

2. Click **Discipline Incident**.
   The student's discipline incident record displays. This information is read only.

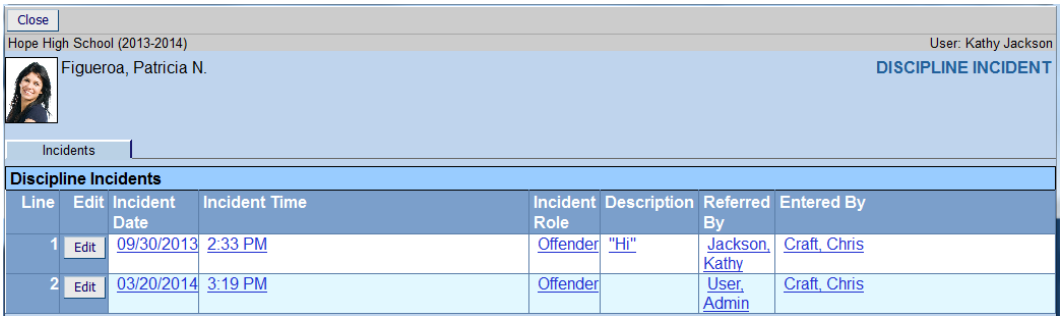

Figure 8.9 - Discipline Incident screen

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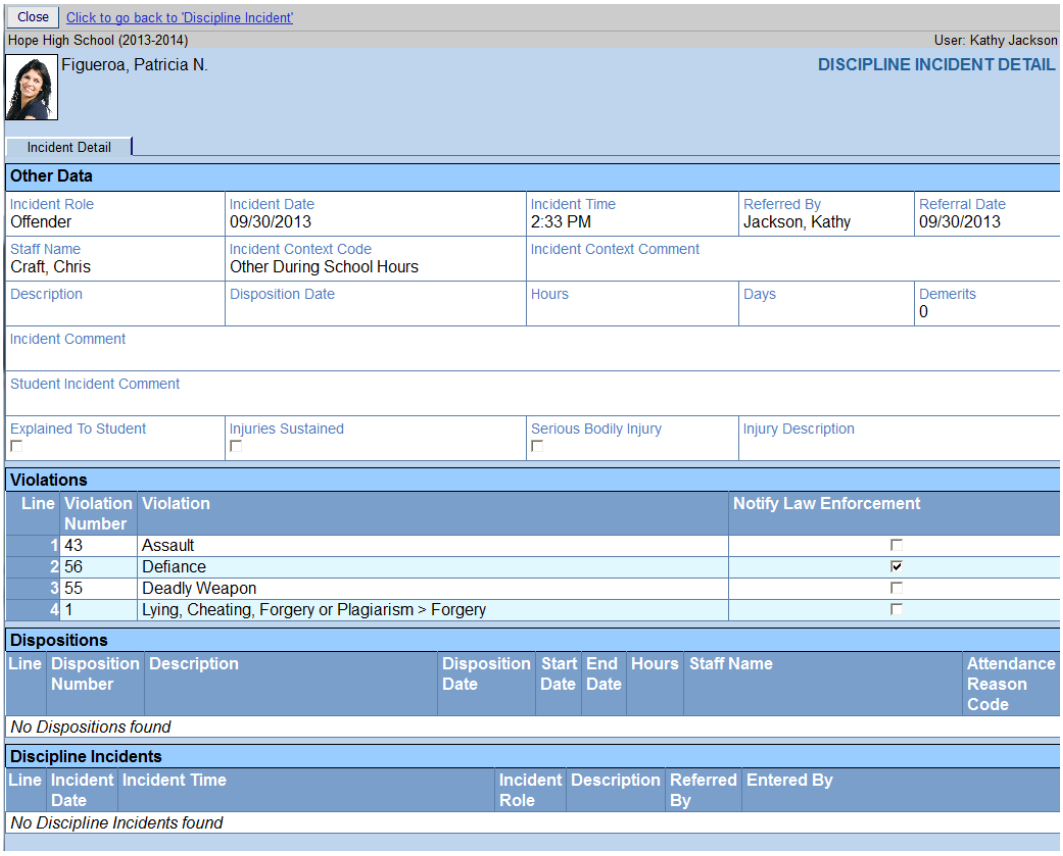
3. Click on an incident to view the details.



Close | Click to go back to 'Discipline Incident'

Hope High School (2013-2014) User: Kathy Jackson

Figueroa, Patricia N.

DISCIPLINE INCIDENT DETAIL

Incident Detail

Other Data

Incident Role	Incident Date	Incident Time	Referred By	Referral Date
Offender	09/30/2013	2:33 PM	Jackson, Kathy	09/30/2013
Staff Name: Craft, Chris	Incident Context Code: Other During School Hours	Incident Context Comment		
Description	Disposition Date	Hours	Days	Demerits: 0
Incident Comment				
Student Incident Comment				
Explained To Student: ☐	Injuries Sustained: ☐	Serious Bodily Injury: ☐	Injury Description	

Violations

Line	Violation Number	Violation	Notify Law Enforcement
1	43	Assault	☐
2	56	Defiance	☑
3	55	Deadly Weapon	☐
4	1	Lying, Cheating, Forgery or Plagiarism > Forgery	☐

Dispositions

Line	Disposition Number	Description	Disposition Date	Start Date	End Date	Hours	Staff Name	Attendance Reason Code
No Dispositions found								

Discipline Incidents

Line	Incident Date	Incident Time	Incident Role	Description	Referred By	Entered By
No Discipline Incidents found						

Figure 8.10 - Discipline Incident Detail

Chapter Nine:
USING SPECIAL EDUCATION FEATURES

In this chapter, the following topics are covered:

- Referring a Student for Special Education Assistance
- Viewing a Student's IEP

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Referring a Student for Special Education Assistance

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

1. On the Home screen seating chart, click on a student.
   The student detail options display.

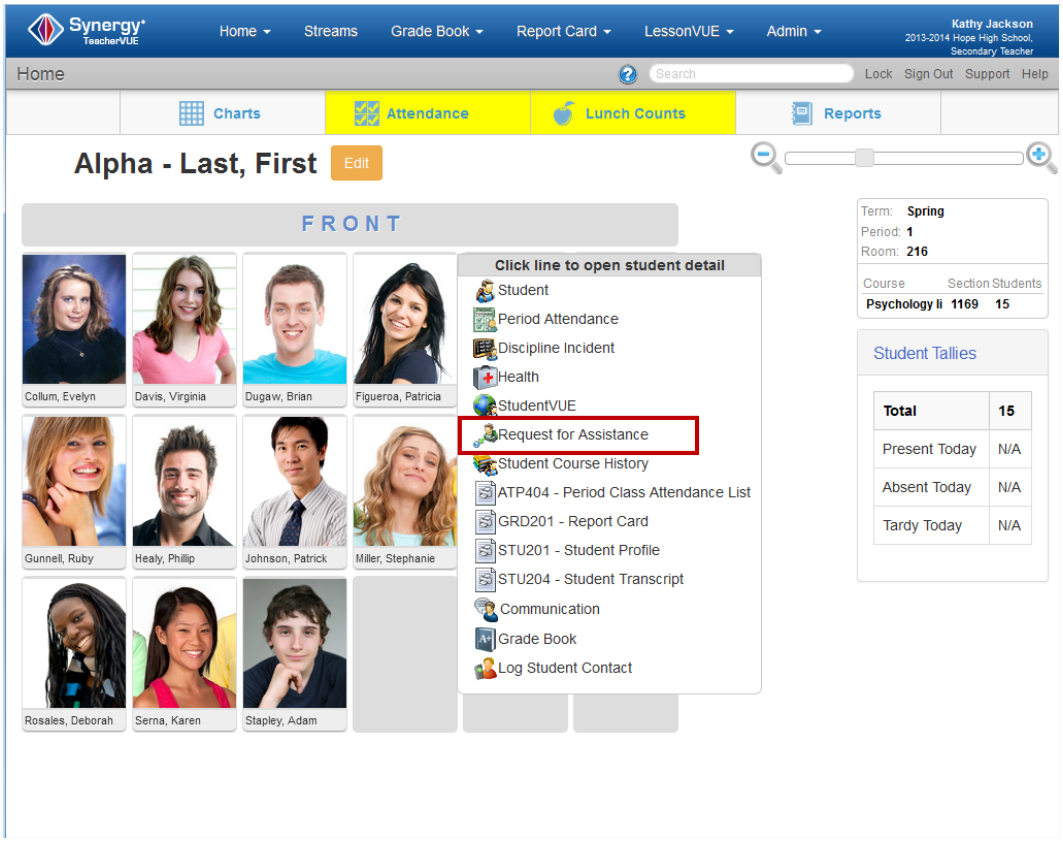

Figure 9.1- TeacherVUE Home screen, Student options

2. Select **Request for Assistance**.
   The Request For Assistance screen displays.

Figure 9.2 - Request For Assistance screen

3. In the **Submit completed document for review** field, select **Submit**.
4. Enter your **Comments** regarding the referral.
5. Enter your **Reason for Referral**.
6. Enter any issues the student may be experiencing with **Reading**.
7. Enter any issues the student may be experiencing with **Written** work.
8. Enter any issues the student may be experiencing with **Math**.
9. Enter any issues the student may be experiencing with **Content Area** work.
10. Enter any issues the student may be experiencing with **Communication**.
11. Enter any issues the student may be experiencing with **Behavior**.
12. Enter any issues the student may be experiencing with **Motor Skills**.
13. Enter any issues the student may be experiencing with **Reading**.
14. Enter any **Interventions** that have performed for this student.
15. Click **Save**.
    The form becomes read only.

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VIEWING A STUDENT'S IEP

If your district uses Synergy SE and you have students receiving special education services in your class, you can view a student's Individualized Education Program (IEP) in TeacherVUE.

1. On the Home screen seating chart, click on a student.
   The student detail options display.

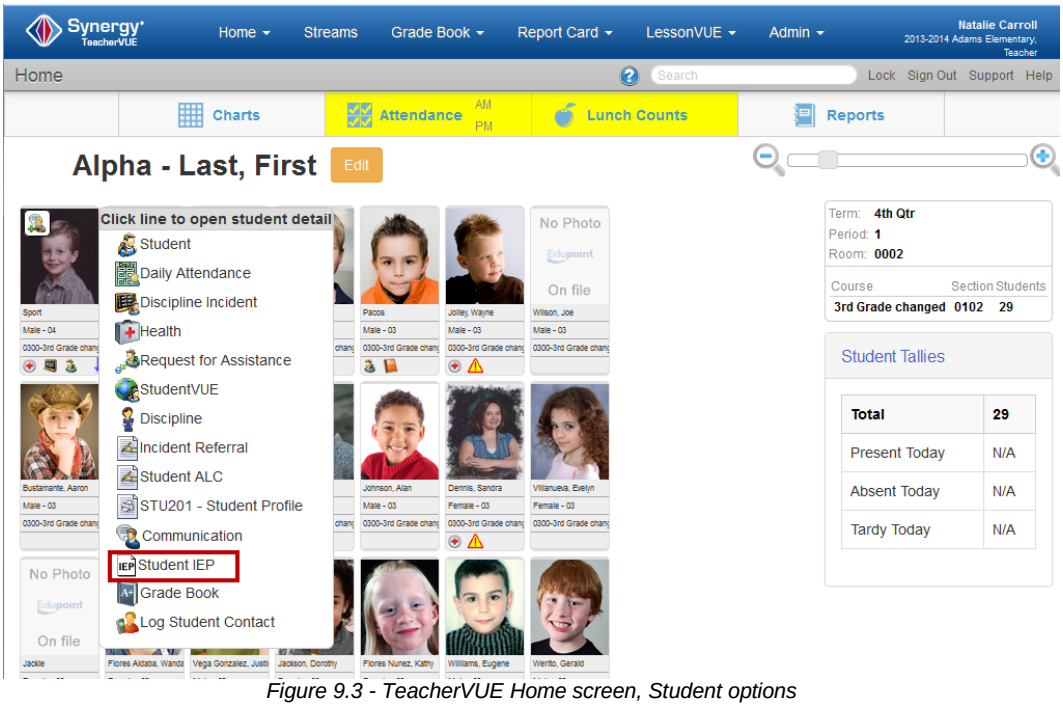
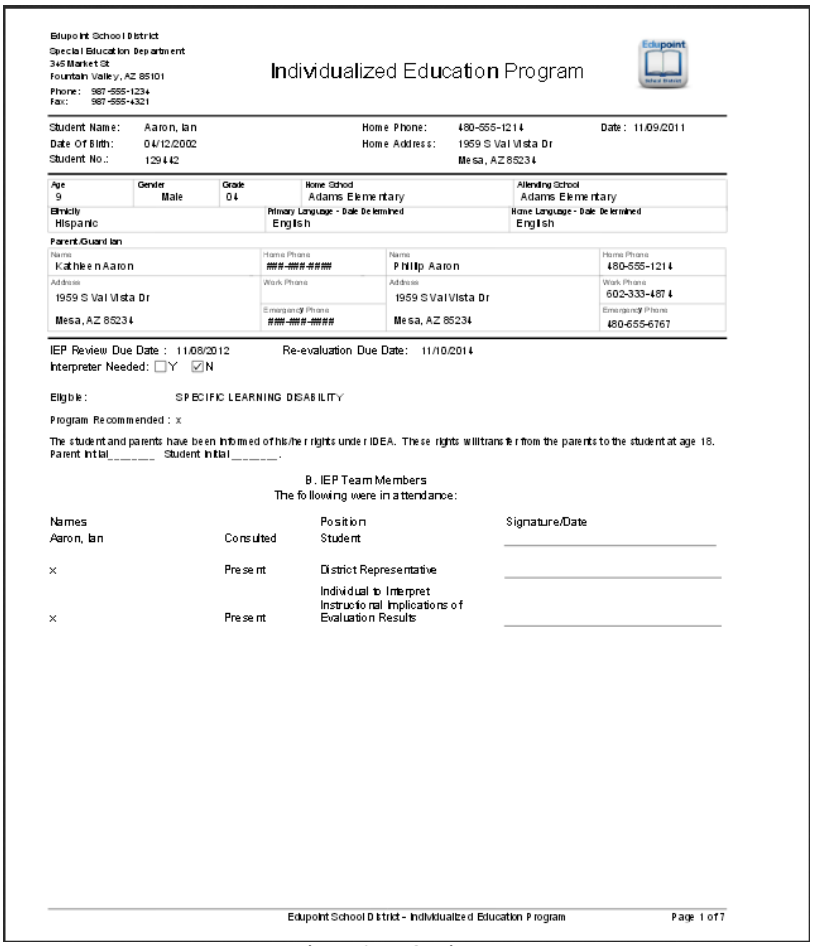


Figure 9.3 - TeacherVUE Home screen, Student options

2. Select **Student IEP**.
   The student's IEP displays in PDF format.



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

Individualized Education Program

Student Name: Aaron, Ian
Date Of Birth: 04/12/2002
Student No.: 1294 42

Home Phone: 480-555-1214
Home Address: 1959 S Val Vista Dr
Mesa, AZ 85234

Date: 11/09/2011

Age	Gender	Grade	Home School	Attending School
9	Male	04	Adams Elementary	Adams Elementary

Ethnicity	Primary Language - Date Determined	Home Language - Date Determined
Hispanic	English	English

Parent/Guardian

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

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

Eligible: SPECIFIC LEARNING DISABILITY

Program Recommended : x

The student and parents have been informed of his/her rights under IDEA. These rights will transfer from the parents to the student at age 18.
Parent Initial_____ Student Initial_____.

B. IEP Team Members
The following were in attendance:

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

Edupoint School District - Individualized Education Program Page 1 of 7

Figure 9.4 - Student IEP

Caution: The Student IEP must be finalized before it becomes available through TeacherVUE.

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Chapter Ten: PRINTING REPORTS

In this chapter, the following topics are covered:

- Printing Class Reports
- Printing Individual Student Reports

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

PRINTING CLASS REPORTS

1. On the TeacherVUE Home screen, click **Reports**.
   The list of available reports displays.

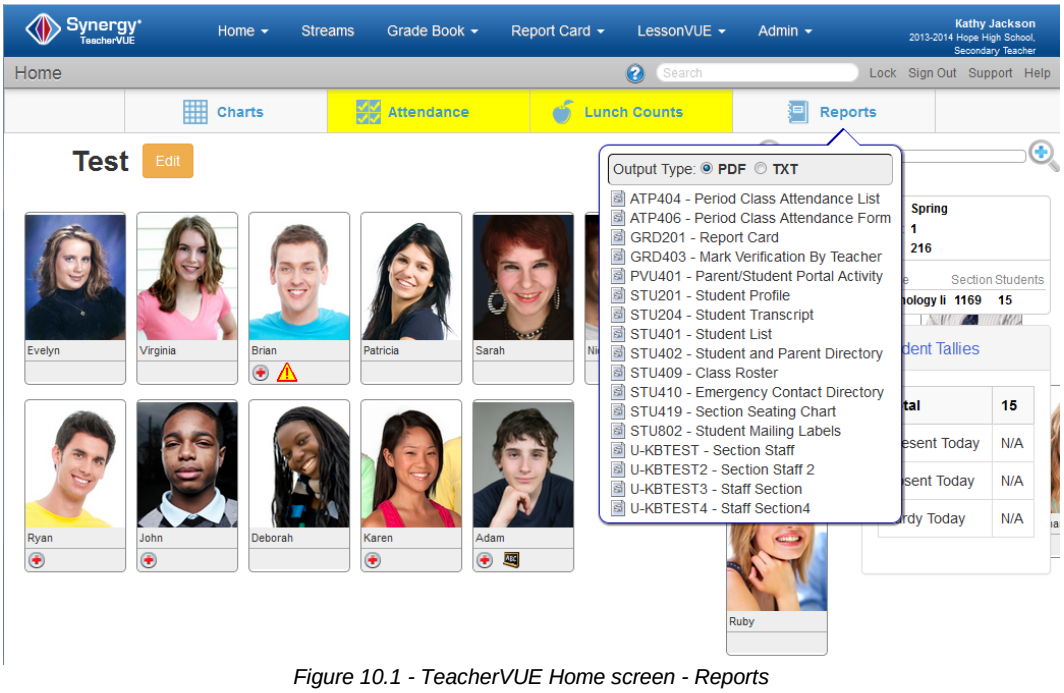

Figure 10.1 - TeacherVUE Home screen - Reports

2. Select a repot output type, either **PDF** or **TXT**.
3. Select a report.
   The status screen displays the reports progress. The report displays in the selected format.

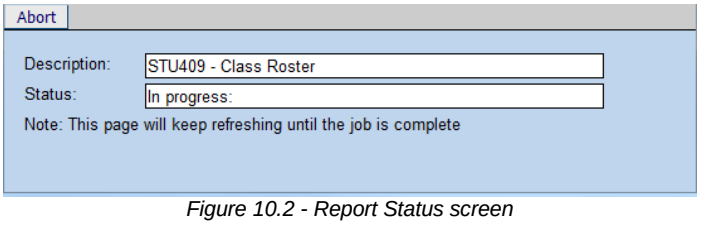

Figure 10.2 - Report Status screen

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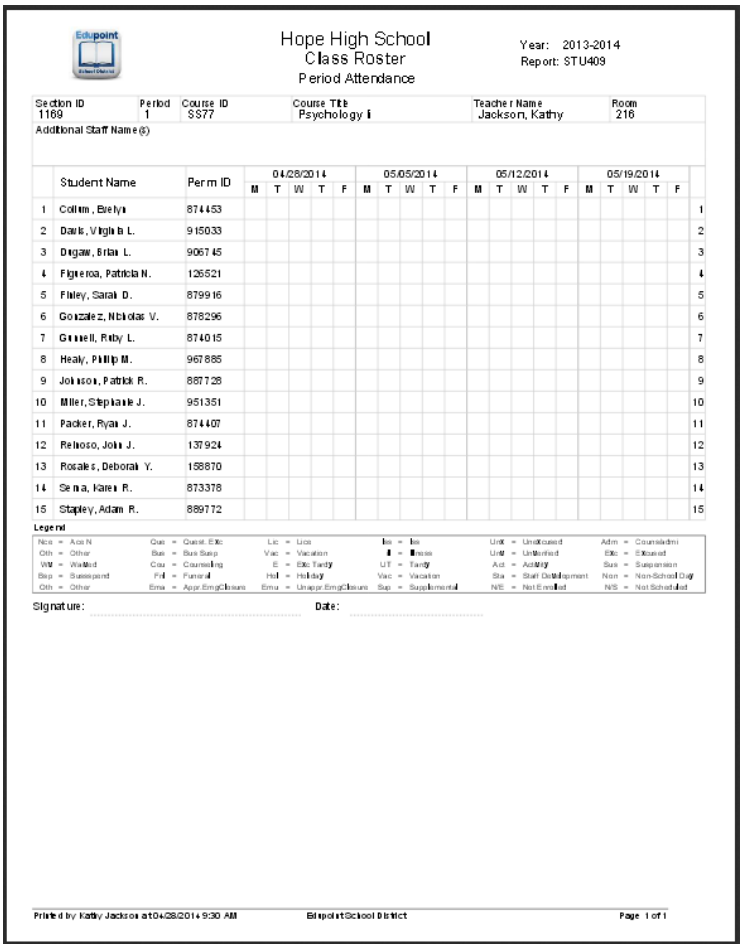

Hope High School
Class Roster
Period Attendance

Year: 2013-2014
Report: STU409

Section ID	Period	Course ID	Course Title	Teacher Name	Room
1169	1	SS77	Psychology I	Jackson, Kathy	216

Additional Staff Name(s)

	Student Name	Perm ID	04/28/2014					05/05/2014					05/12/2014					05/19/2014					
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
1	Collum, Evelyn	874453																					1
2	Davis, Virginia L.	915033																					2
3	Dugaw, Brian L.	906745																					3
4	Figueroa, Patricia N.	126521																					4
5	Finley, Sarah D.	879916																					5
6	Gonzalez, Nicholas V.	878296																					6
7	Grunwell, Ruby L.	874015																					7
8	Healy, Phillip M.	967885																					8
9	Johnson, Patrick R.	887728																					9
10	Miller, Stephanie J.	951351																					10
11	Packer, Ryan J.	874407																					11
12	Reinoso, John J.	137924																					12
13	Rosales, Deborah Y.	158870																					13
14	Serna, Karen R.	873378																					14
15	Stapley, Adam R.	889772																					15

Legend

Nce	=	Acc N	Gue	=	Guest. Etc	Lic	=	Lics	Ine	=	Ine	Unk	=	Unexcused	Adm	=	Counselor Admi
Oth	=	Other	Bus	=	Bus Susp	Vac	=	Vacation	U	=	Unexc	Unv	=	Unverified	Etc	=	Excused
WM	=	Walked	Cou	=	Counseling	E	=	Etc Tardy	UT	=	Tardy	Act	=	Activity	Sus	=	Suspension
Sep	=	Suspend	Fnl	=	Funeral	Hol	=	Holiday	Vac	=	Vacation	Sta	=	Staff Dev elopment	Non	=	Non-School Day
Oth	=	Other	Ema	=	Appr.EmgClosure	Emu	=	Unappr.EmgClosure	Sup	=	Supplemental	N/E	=	Not Enrolled	N/S	=	Not Scheduled

Signature: ..... Date: .....

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Figure 10.3 – Report

PRINTING INDIVIDUAL STUDENT REPORTS

1. On the Home screen seating chart, click on a student.
   The student detail options display.

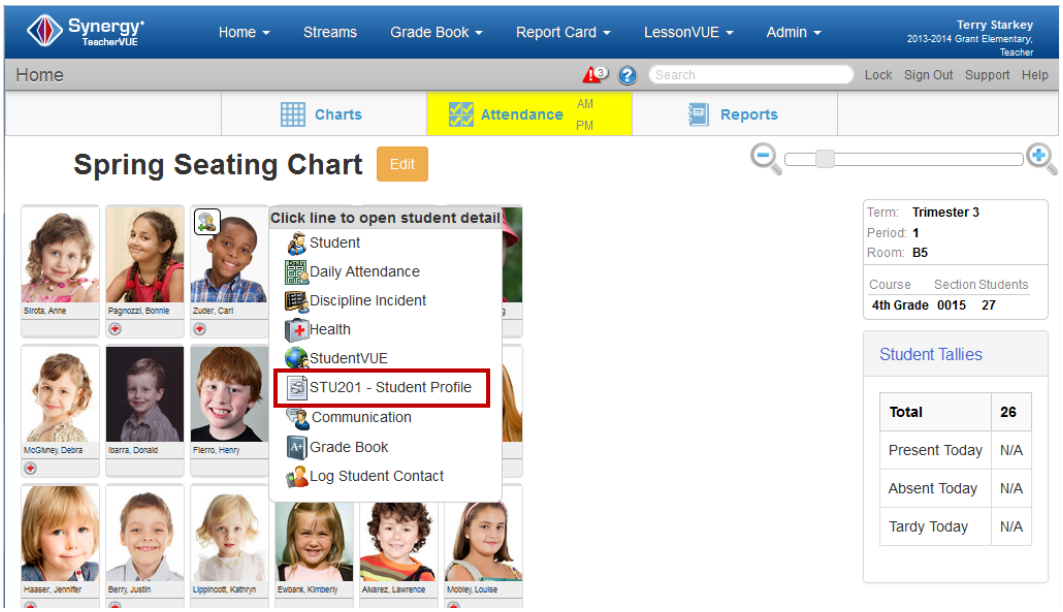

Figure 10.4 - TeacherVUE Home screen, Student options

2. Select the report from the student options.
   The status screen displays the reports progress. The report displays in the selected format.

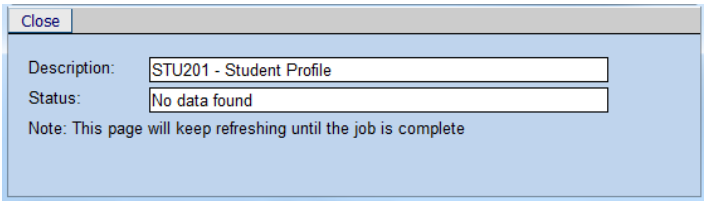

Figure 10.5 - Report Status screen

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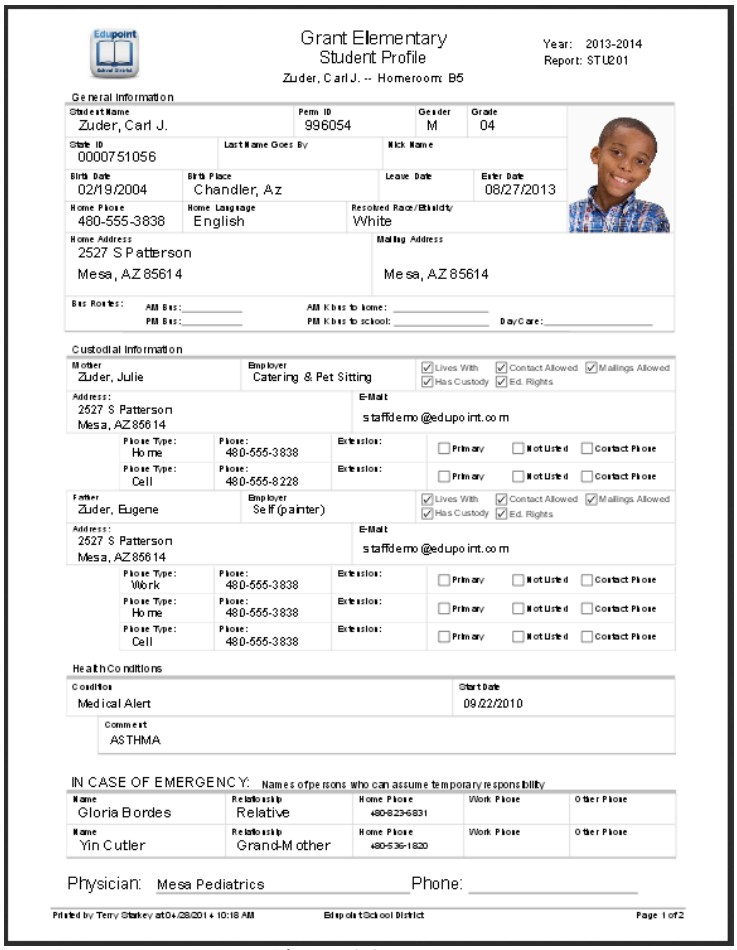

Grant Elementary
Student Profile
Zuder, Carl J. -- Homeroom: B5

Year: 2013-2014
Report: STU201

General Information

Student Name	Perm ID	Gender	Grade
Zuder, Carl J.	996054	M	04

State ID	Last Name Goes By	Nick Name
0000751056		

Birth Date	Birth Place	Leave Date	Enter Date
02/19/2004	Chandler, Az		08/27/2013

Home Phone	Home Language	Resolved Race/Ethnicity
480-555-3838	English	White

Home Address: 2527 S Patterson, Mesa, AZ 85614
Mailing Address: Mesa, AZ 85614

Bus Routes: AM Bus:_____ PM Bus:_____ AM Kids to home: _____ PM Kids to school: _____ DayCare:_____

Custodial Information

Mother: Zuder, Julie — Employer: Catering & Pet Sitting — ☑ Lives With ☑ Contact Allowed ☑ Mailings Allowed ☑ Has Custody ☑ Ed. Rights
Address: 2527 S Patterson, Mesa, AZ 85614 — E-Mail: staffdemo@edupoint.com

Phone Type:	Phone:	Extension:	
Home	480-555-3838		☐ Primary ☐ Not Listed ☐ Contact Phone
Cell	480-555-8228		☐ Primary ☐ Not Listed ☐ Contact Phone

Father: Zuder, Eugene — Employer: Self (painter) — ☑ Lives With ☑ Contact Allowed ☑ Mailings Allowed ☑ Has Custody ☑ Ed. Rights
Address: 2527 S Patterson, Mesa, AZ 85614 — E-Mail: staffdemo@edupoint.com

Phone Type:	Phone:	Extension:	
Work	480-555-3838		☐ Primary ☐ Not Listed ☐ Contact Phone
Home	480-555-3838		☐ Primary ☐ Not Listed ☐ Contact Phone
Cell	480-555-3838		☐ Primary ☐ Not Listed ☐ Contact Phone

Health Conditions

Condition	Start Date
Medical Alert	09/22/2010

Comment: ASTHMA

IN CASE OF EMERGENCY: Names of persons who can assume temporary responsibility

Name	Relationship	Home Phone	Work Phone	Other Phone
Gloria Bordes	Relative	480-623-6831		
Yin Cutler	Grand-Mother	480-536-1820		

Physician: Mesa Pediatrics Phone: _____

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Figure 10.6 – Report

Chapter Eleven: ACCESSING GRADE BOOK & STUDENTVUE

In this chapter, the following topics are covered:

► Accessing Grade Book
► Accessing StudentVUE

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ACCESSING GRADE BOOK

TeacherVUE and Grade Book software have been integrated. Selecting the Grade Book menu provides access to all the Grade Book features.

Grade Book allows educators to record grades at the assignment level instead of just at the grading period level. The assignments are tallied for each grading period mark and the information is synchronized with the grading information in the main Synergy SIS software.

For more information about working with the Grade Book software, please see the *Synergy SIS – Grade Book Elementary User Guide* and the *Grade Book Secondary User Guide*.

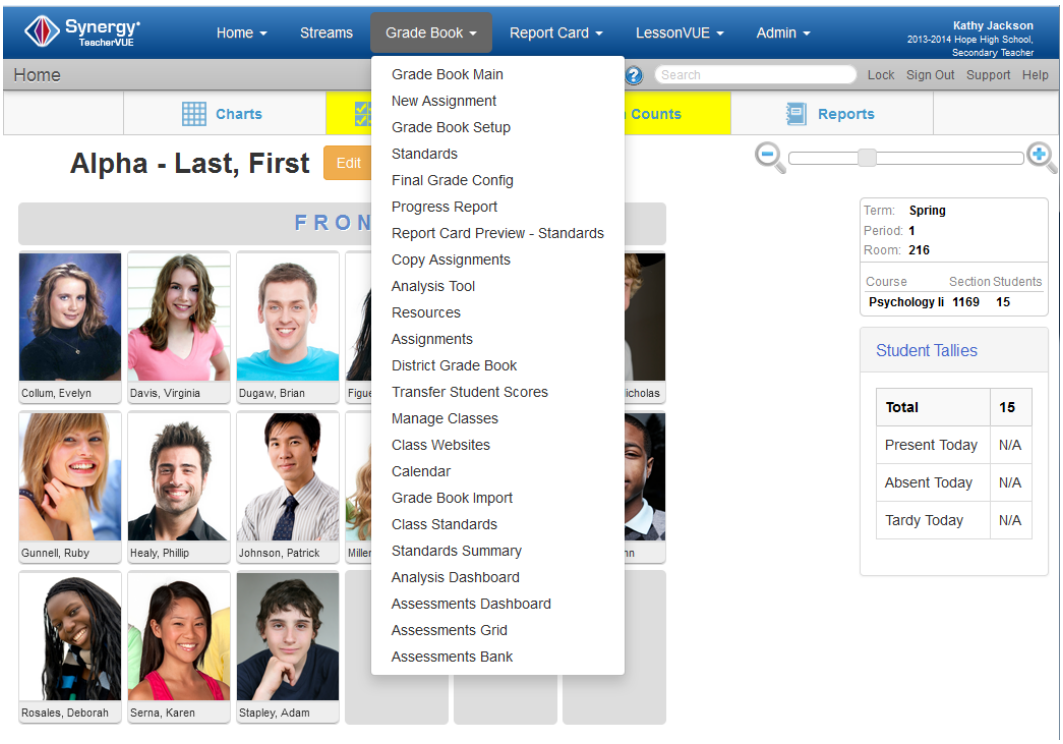

Figure 11.1 – TeacherVUE Home screen

ACCESSING STUDENTVUE

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

For more information about the StudentVUE software, please see the *Synergy SIS – ParentVUE & StudentVUE Parent & Student Guide*.

1. On the Home screen seating chart, click on a student.
   The student detail options display.

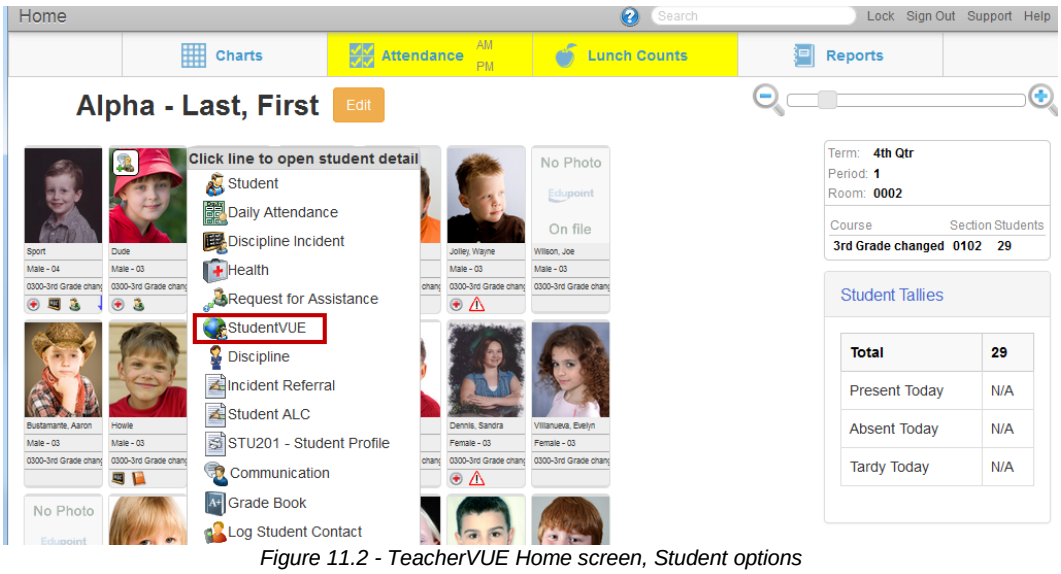

Figure 11.2 - TeacherVUE Home screen, Student options

2. Select **StudentVUE**.
   You are logged into the student's StudentVUE account.

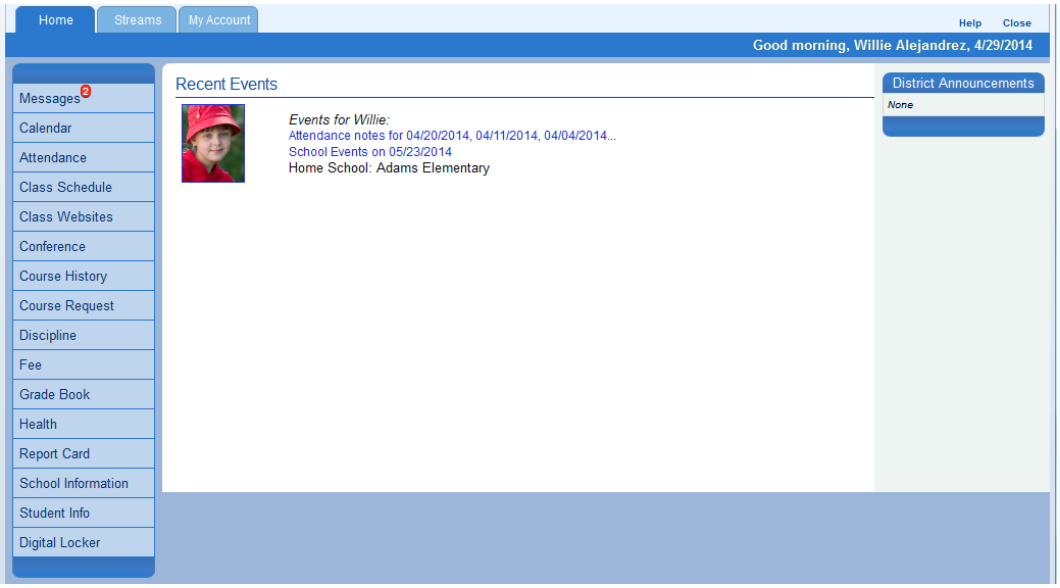

Figure 11.3 - StudentVUE

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Chapter Twelve: WORKING WITH AREA LEARNING CENTERS (ALC)

In this chapter, the following topics are covered:

- Recording ALC Attendance for the Class
- Entering ALC Attendance for a Student

Area Learning Centers (ALC) offer alternative education programs for the Minnesota Department of Education. The TeacherVUE Alternative Learning Center screen tracks students' attendance hours at an Area Learning Centers. The system pulls this data into the MARSS Extract for Minnesota.

RECORDING ALC ATTENDANCE FOR THE CLASS

1. From the **Home** menu, select **ALC**.
   The Alternative Learning Center screen displays.

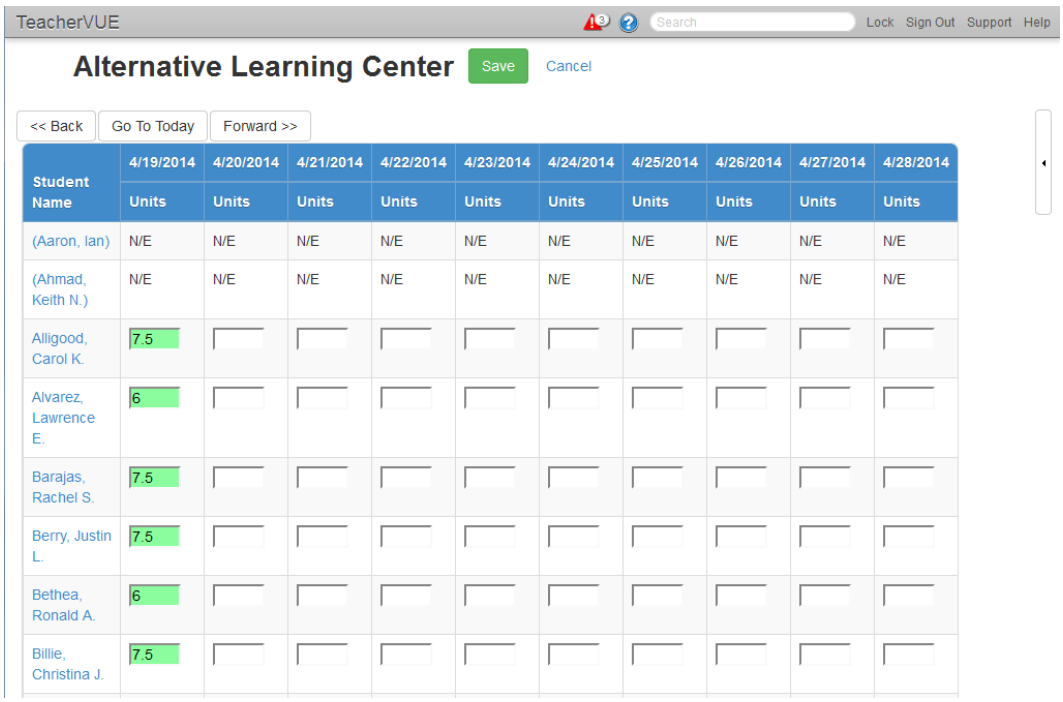

Figure 12.1 - Alternative Learning Center screen

2. Enter the number of units for each student in the appropriate date column.
3. Click **Save**.
   The system indicates that the data saved correctly.

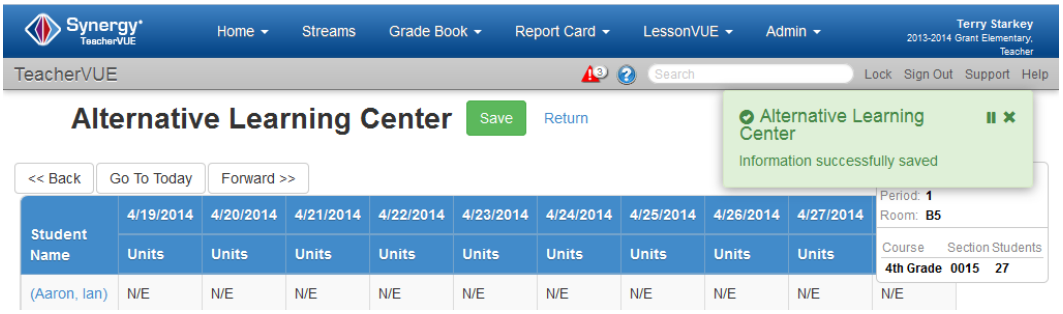

Figure 12.2 - Alternative Learning Center screen, Confirmation message

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ENTERING ALC ATTENDANCE FOR A STUDENT

1. From the **Home** menu, select **ALC**.
   The Alternative Learning Center screen displays.

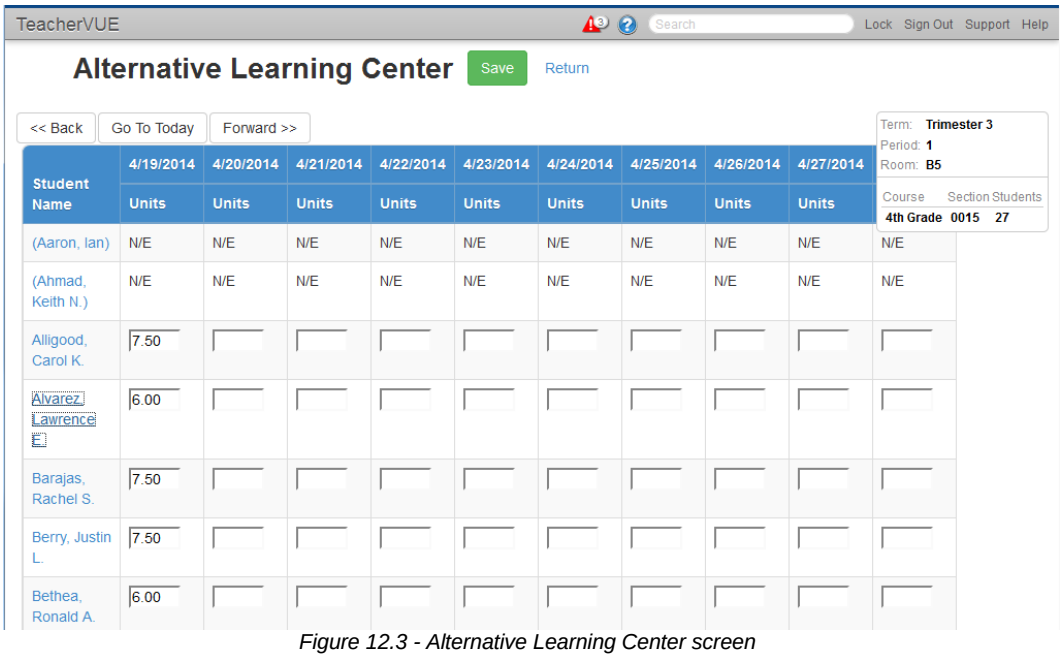

Figure 12.3 - Alternative Learning Center screen

2. Click on a student's name.
   The Student ALC screen opens.

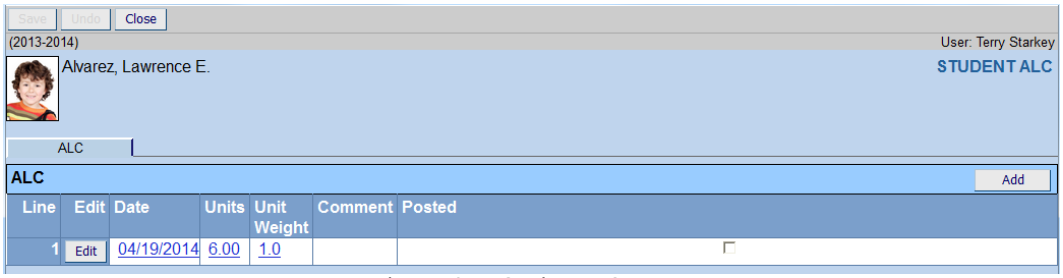

Figure 12.4 - Student ALC screen

3. Click **Add**.
   The Other Data fields display.
4. Enter the **Date**.
5. Enter the **Units**.
6. Enter the **Unit Weight**.

Note - Units may be either hours or minutes. If minutes were recorded, the Unit Weight would be 60. If hours were recorded in the Units column, the Unit Weight would be 1.

If the section is an independent study course, the units and unit weight are used to calculate the number of Membership Hours submitted to MARSS. Seat-based courses do not use the units to calculate the data sent to MARSS.

7. Enter a **Comment** (optional.)
8. Click **Add**.
   The system adds the data to the Student ALC screen and to the ALC screen.

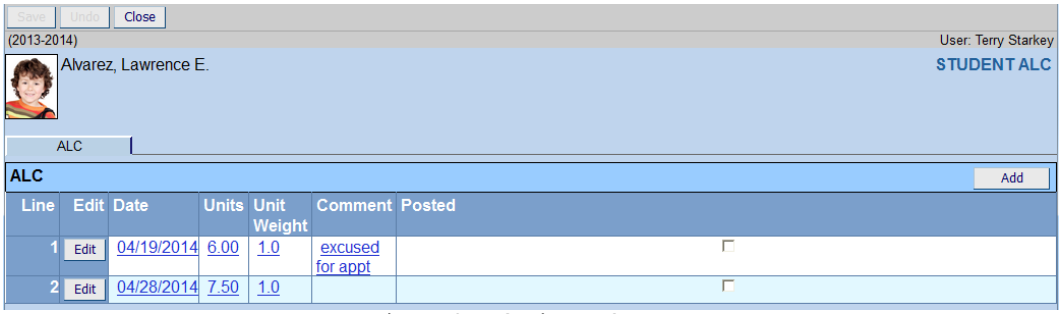

Figure 12.5 - Student ALC screen

Editing a Student's ALC Record

Once the system posts a record to course history and the student has received credit for the course, the **Posted** column is checked. You cannot edit posted records.

1. From the **Home** menu, select **ALC**.
   The Alternative Learning Center screen displays.

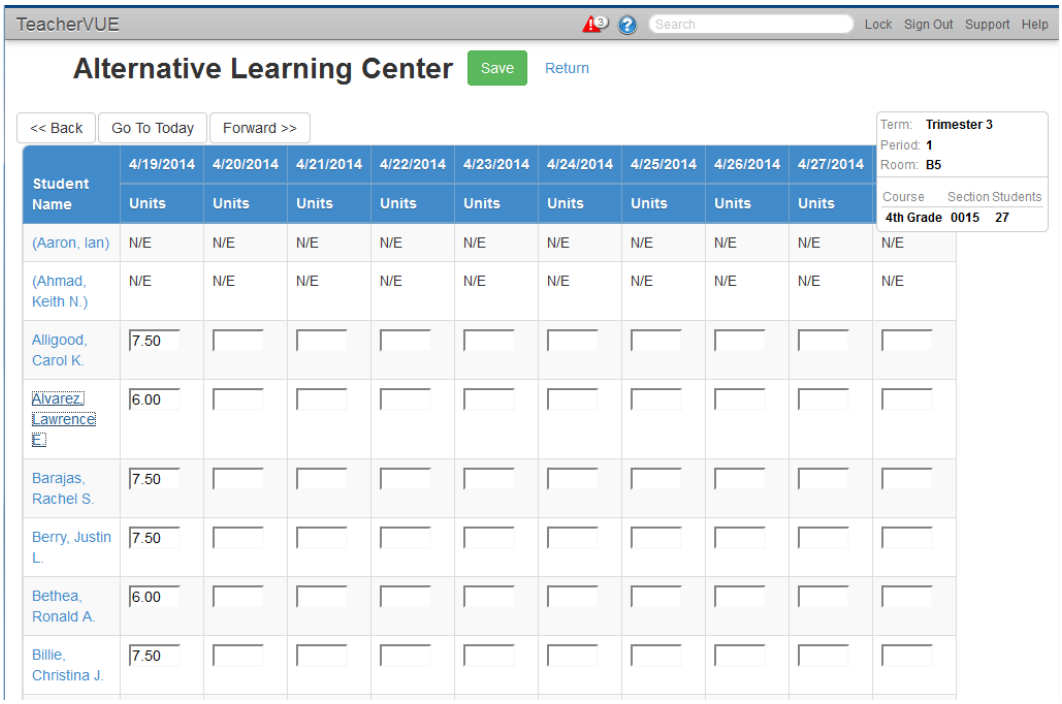

Figure 12.6 - Alternative Learning Center screen

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2. Click on a student's name.
   The Student ALC screen opens.

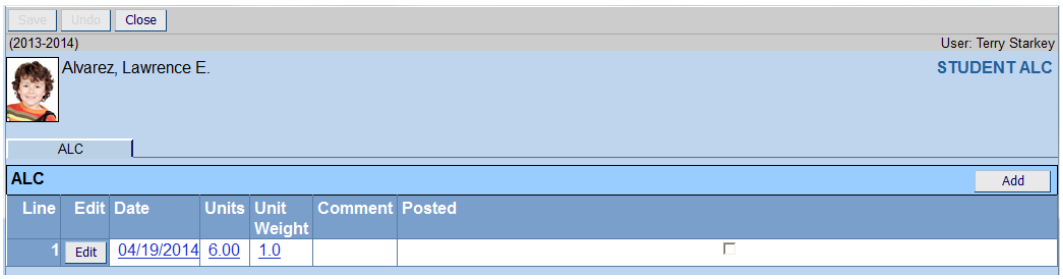

Figure 12.7 - Student ALC screen

3. Click **Edit**.
   The Other Data fields display for the line you selected to edit.
4. Edit the appropriate fields.
5. Click **Save**.
   The system displays the edited data to the Student ALC screen and to the ALC screen.

Deleting a Student's ALC Record

Once the system posts a record to course history and the student has received credit for the course, the **Posted** column is checked. You cannot delete posted records.

1. From the **Home** menu, select **ALC**.
   The Alternative Learning Center screen displays.

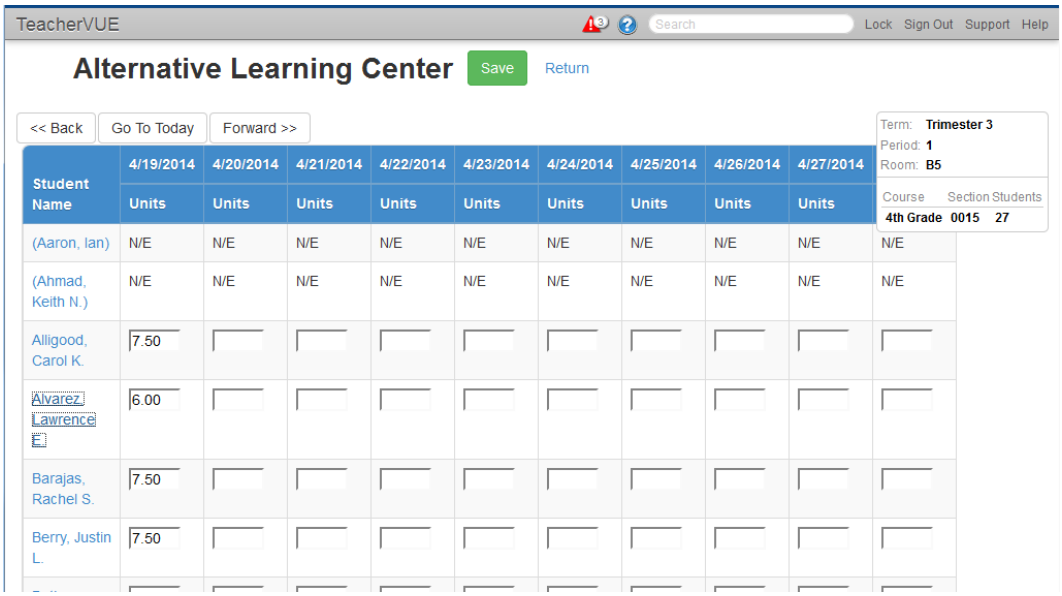

Figure 12.8 - Alternative Learning Center screen

2. Click on a student's name.
   The Student ALC screen opens.

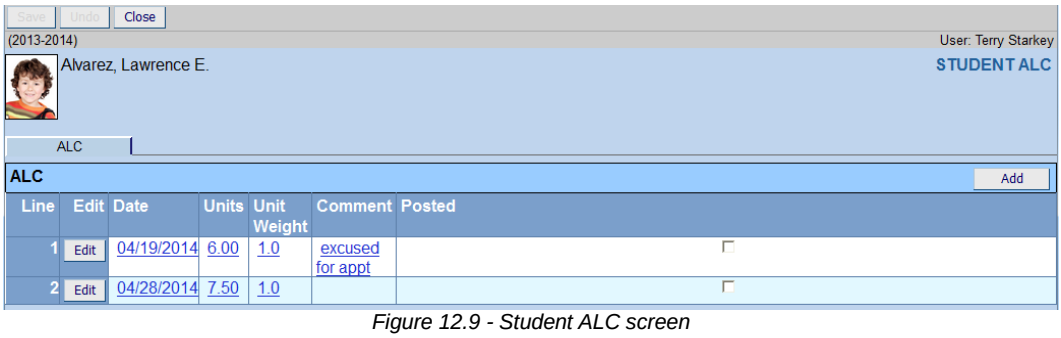

Figure 12.9 - Student ALC screen

3. Click **Edit**.
   The Other Data fields display for the line you selected to edit.

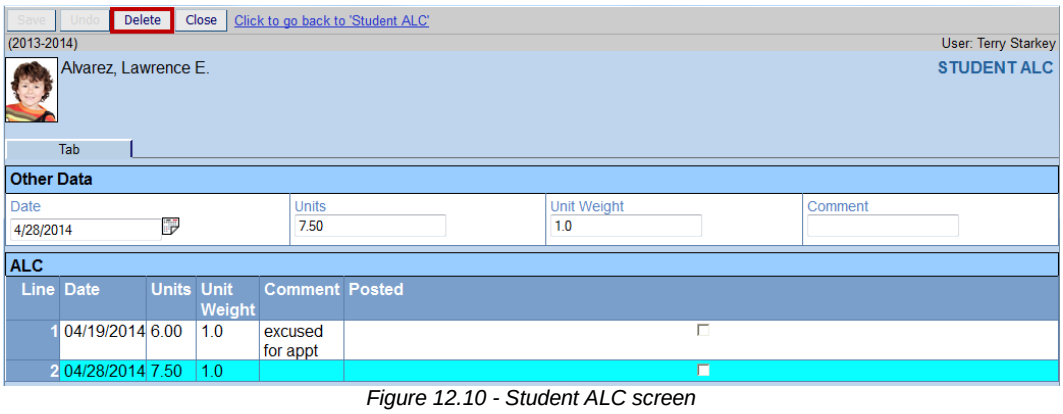

Figure 12.10 - Student ALC screen

4. Click **Delete**.
   A confirmation message displays.
5. Click **OK**.
   The system deletes the record from the Student ALC screen and to the ALC screen.

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