



# ***Synergy*® SIS**

## **TeacherVUE User Guide**



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### **Sixth Revision, April 2014**

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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](mailto:support@edupoint.com) or by phone at 1-877-899-9111 option 1.

# 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.



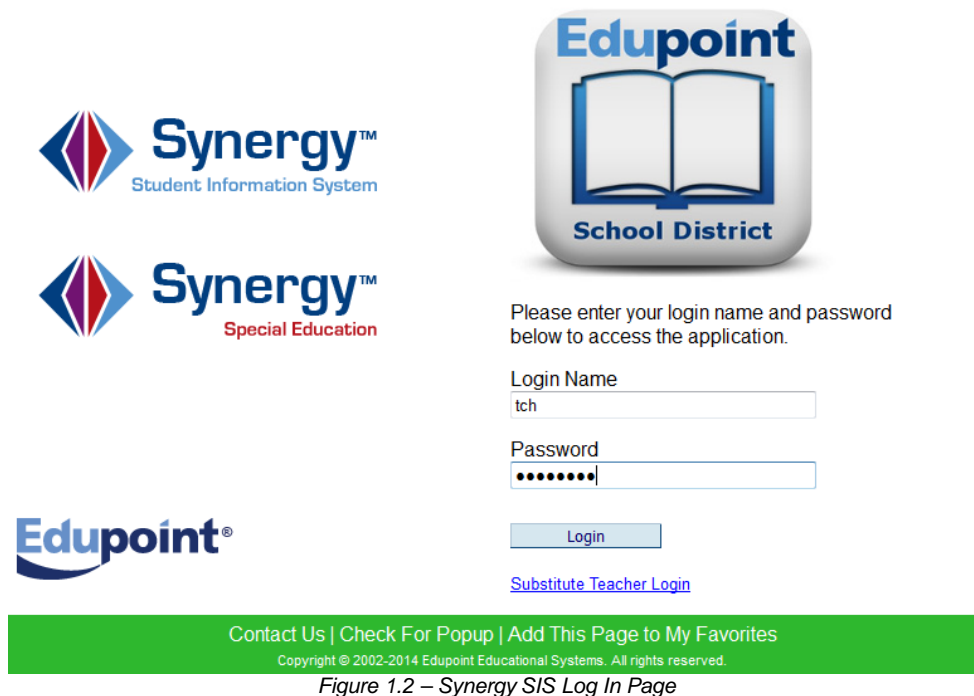
Figure 1.1 TeacherVUE Home screen

# 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.



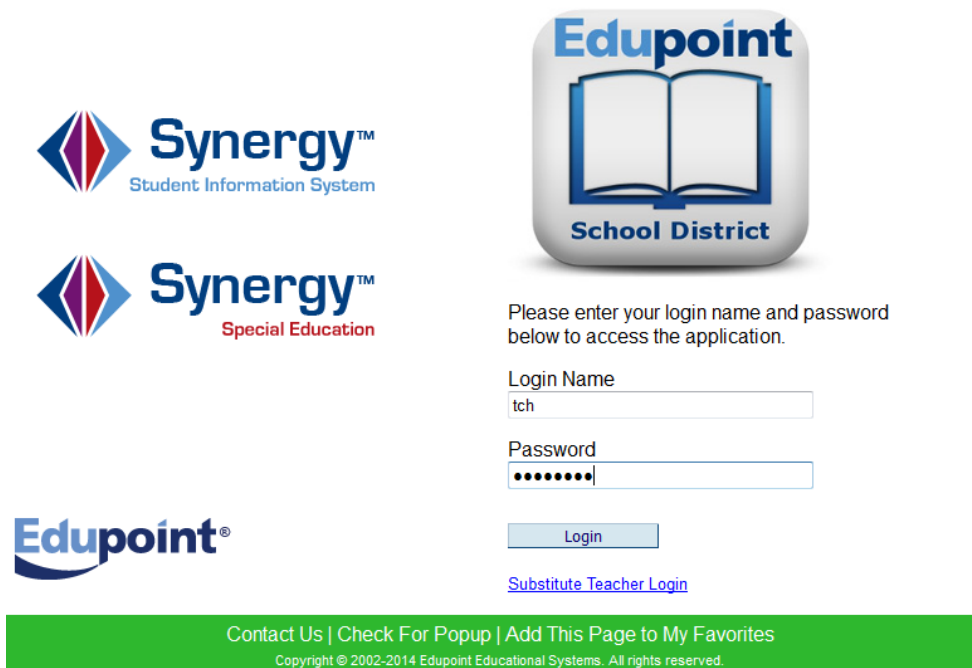
The screenshot shows the Synergy SIS Log In Page. On the left, there are two Synergy logos: 'Synergy™ Student Information System' and 'Synergy™ Special Education'. Below these is the Edupoint logo. On the right, there is a large Edupoint School District logo featuring an open book. Below this logo, the text reads: 'Please enter your login name and password below to access the application.' There are two input fields: 'Login Name' with the text 'tch' and 'Password' with masked characters. A 'Login' button is below the password field. A link for 'Substitute Teacher Login' is also present. At the bottom, a green bar contains the text: 'Contact Us | Check For Popup | Add This Page to My Favorites' and 'Copyright © 2002-2014 Edupoint Educational Systems. All rights reserved.'

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

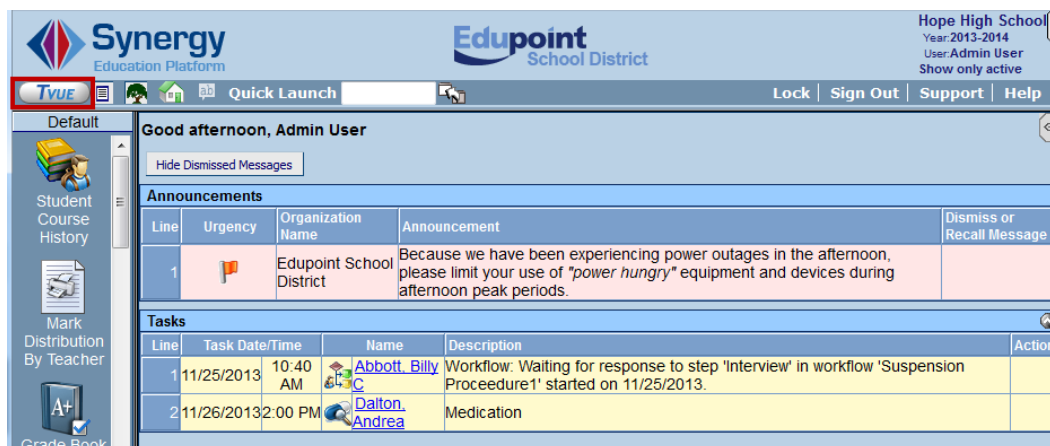
1. On your district's Synergy SIS home page, enter your login name.



The login page features the Synergy Student Information System and Special Education logos on the left. On the right is the Edupoint School District logo. Below the logos is a login form with the text "Please enter your login name and password below to access the application." The form includes fields for "Login Name" (containing "tch") and "Password" (masked with dots). A "Login" button is positioned below the password field, and a "Substitute Teacher Login" link is below it. At the bottom, a green banner contains links: "Contact Us | Check For Popup | Add This Page to My Favorites" and a copyright notice: "Copyright © 2002-2014 Edupoint Educational Systems. All rights reserved."

Figure 1.3 – Synergy SIS Log In Page

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



The main screen displays the Synergy Education Platform header with the Edupoint School District logo. The user is logged in as "Admin User" at "Hope High School" for the "Year: 2013-2014". A sidebar on the left contains icons for TVUE, Student Course History, Mark Distribution By Teacher, and Grade Book. The main content area shows a greeting "Good afternoon, Admin User" and a "Hide Dismissed Messages" button. Below this are two sections: "Announcements" and "Tasks".

Line	Urgency	Organization Name	Announcement	Dismiss or Recall Message
1		Edupoint School District	Because we have been experiencing power outages in the afternoon, please limit your use of "power hungry" equipment and devices during afternoon peak periods.	

Line	Task Date/Time	Name	Description	Action
1	11/25/2013 10:40 AM	Abbott, Billy	Workflow: Waiting for response to step 'Interview' in workflow 'Suspension Procedure1' started on 11/25/2013.	
2	11/26/2013 2:00 PM	Dalton, Andrea	Medication	

Figure 1.4 - Synergy SIS main screen

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

Please select a class or group

Select a teacher... ▼ Spring ▼ A - All ▼

Period	Course	Section ID	Students	Term	Room	Meeting Days	Attendance Taken

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.

**Synergy<sup>®</sup> TeacherVUE**

Home ▾ Streams Grade Book ▾ Report Card ▾ LessonVUE ▾ Admin ▾ Gordon Aderson (Admin User)  
2013-2014 Hope High School, Secondary Teacher

Home ? Student Assignment Set Lock Sign Out Support

Charts Attendance Lunch Counts Reports

**Alpha - Last, First** Edit

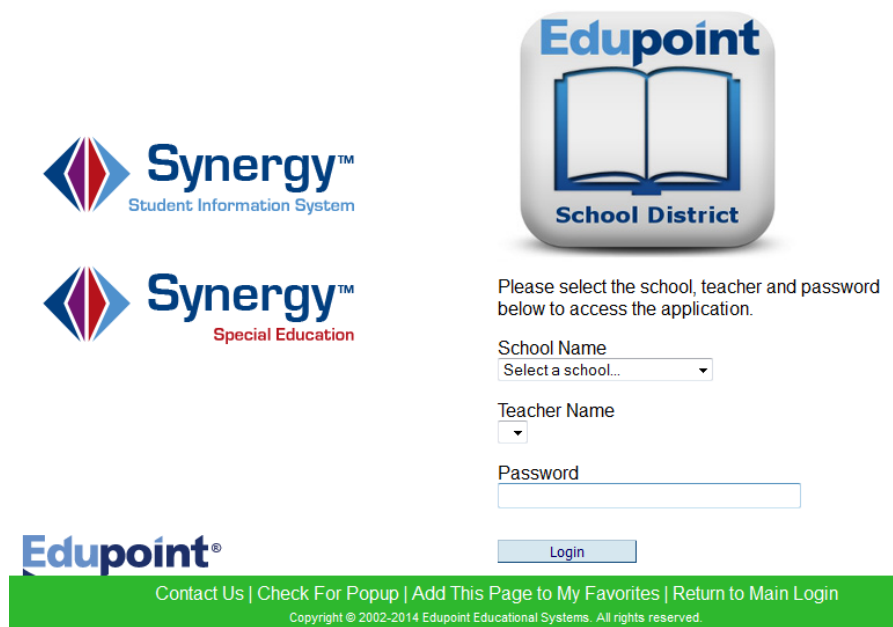
Term: **Spring**  
Period: **5**  
Room: **128**

Course Section  
**Algebra II 1540**

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.



**Synergy™**  
Student Information System

**Synergy™**  
Special Education

**Edupoint**  
School District

Please select the school, teacher and password below to access the application.

School Name  
Select a school...

Teacher Name  
▼

Password

Login

Contact Us | Check For Popup | Add This Page to My Favorites | Return to Main Login  
Copyright © 2002-2014 Edupoint Educational Systems. All rights reserved.

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.



## VIEWING ANNOUNCEMENTS

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

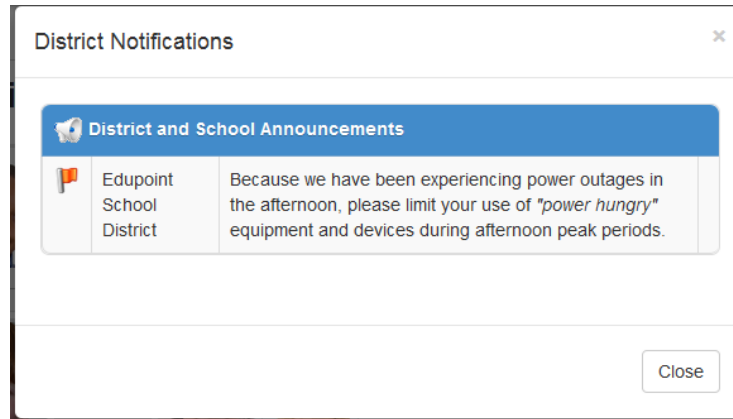


Figure 1.8 - District and School Announcements screen

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.

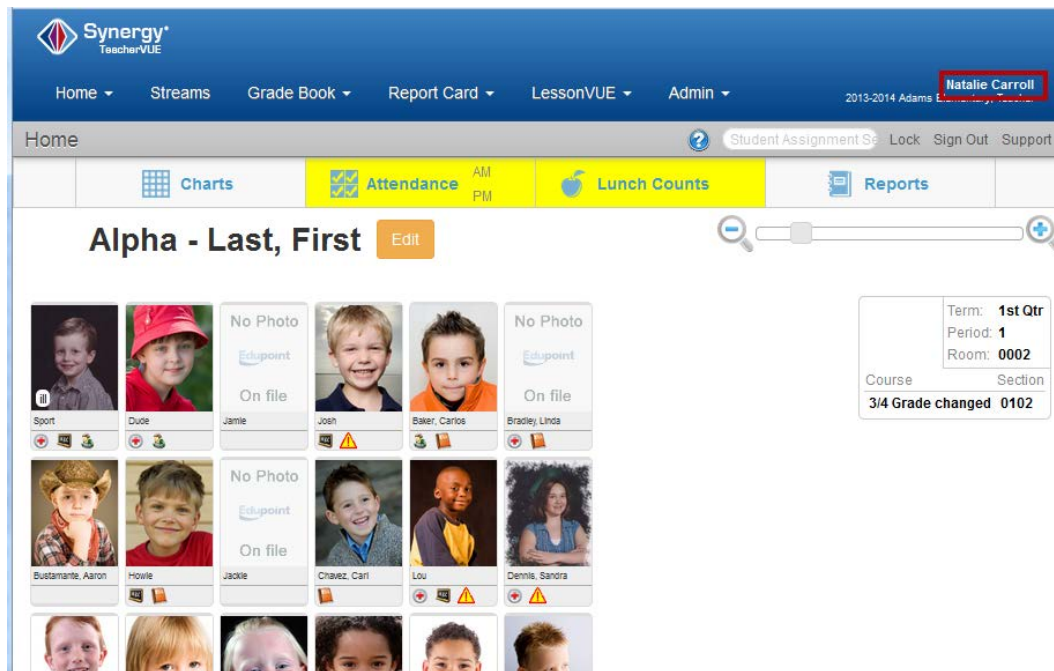


Figure 1.9 - TeacherVUE Home screen

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.

# RETURNING TO YOUR CURRENT CLASS

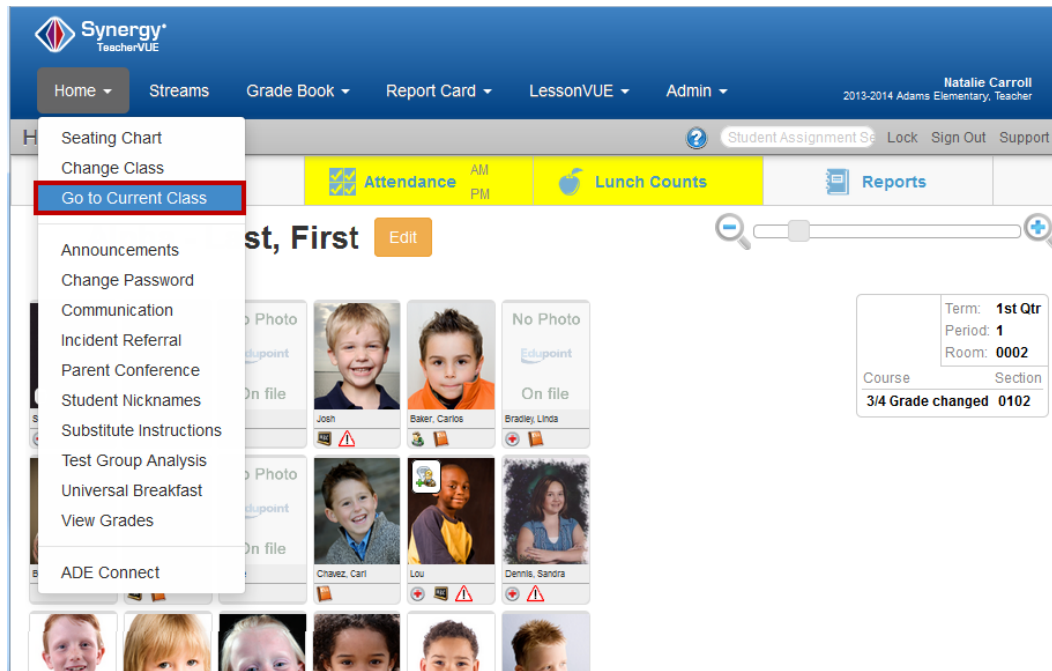


Figure 1.10 - TeacherVUE Home screen -- Home menu

- 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](#)

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

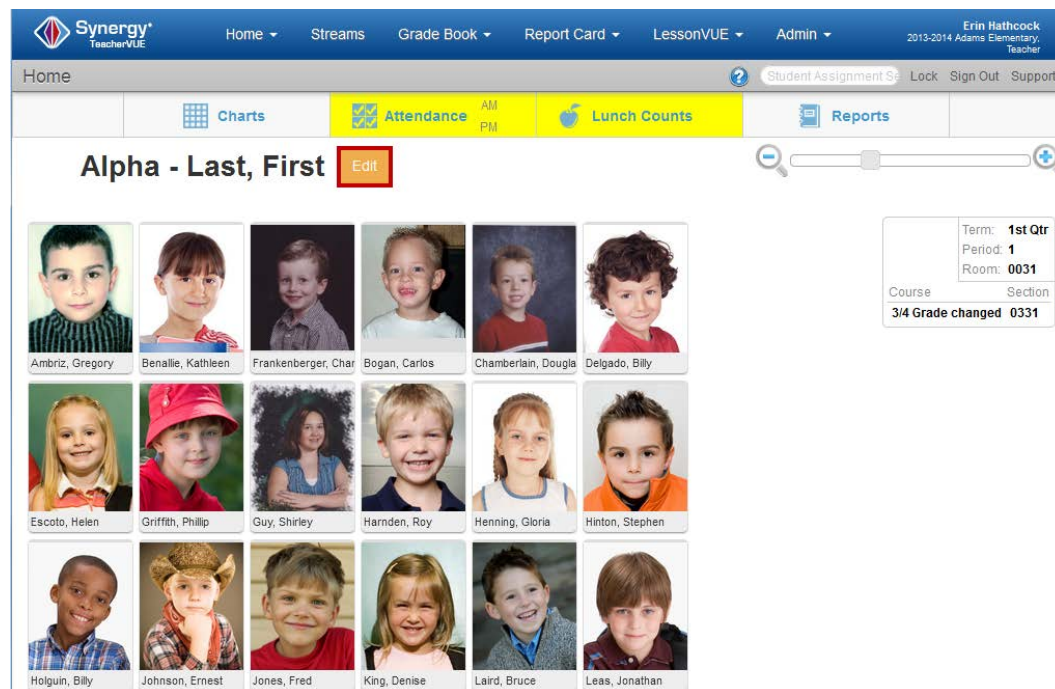


Figure 2.1 - TeacherVUE Home screen

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

The screenshot displays the 'Editing Seating Chart' interface in the Synergy TeacherVUE system. The top navigation bar includes links for Home, Streams, Grade Book, Report Card, LessonVUE, and Admin. The user is logged in as Erin Hathcock, a 2013-2014 Adams Elementary Teacher. The main title is 'Editing Seating Chart'. Below the title, there is a search bar with the text 'Alpha - Last, First' and buttons for Save, Copy, and Cancel. A zoom slider is also present. The seating chart itself is a 6x6 grid of student photos. To the right of the grid, the 'Seating Chart Configuration' section includes options for Student Name Format (set to 'Last, First (e.g. Smith, Mary)'), checkboxes for 'Always Alpha Sorted', 'Show Student Photos' (checked), 'Show Student ID', 'Show Gender and Grade', 'Show Current Mark', 'Show Course', and 'Show Notifications'. Below these are settings for 'Front Of Classroom' and 'Seating Chart Dimensions' (set to 10x10). At the bottom right, the 'Unassigned Students' section has buttons for 'Sort', 'Randomize', 'Fill Alpha', 'Fill Random', and 'Clear'.

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.

- **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.

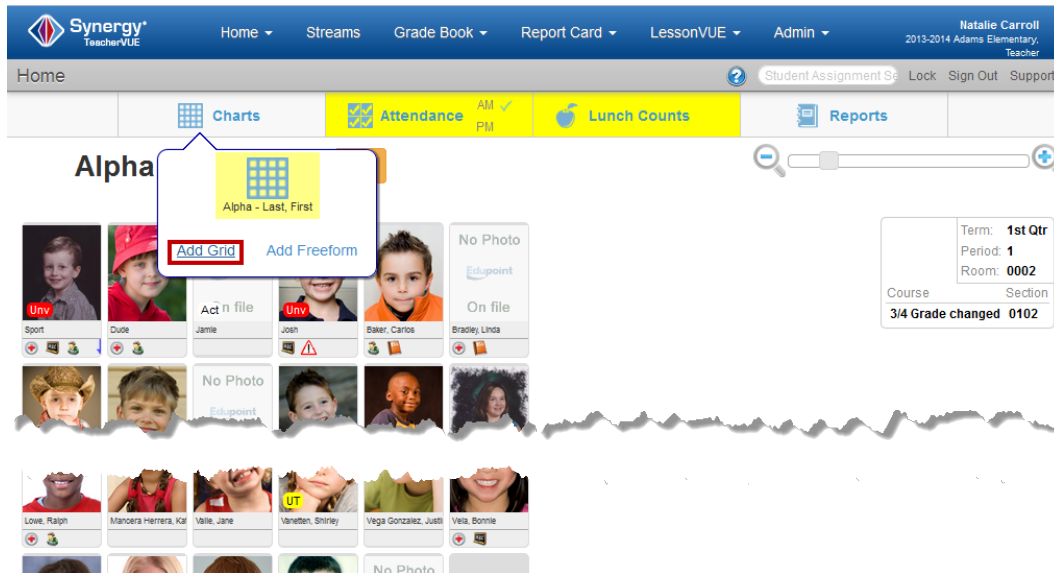


Figure 2.3 - TeacherVUE Home screen

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



**Synergy TeacherVUE** Home Streams Grade Book Report Card LessonVUE Admin 2013-2014 Adams Elementary Teacher Erin Hathcock

Home Student Assignment S Lock Sign Out Support

## Editing Seating Chart

New Chart Save Cancel

Course Section Term: 1st Qtr  
3/4 Grade changed 0331 Period: 1  
Room: 0031

### Seating Chart Configuration

Student Name Format  
Last, First (e.g. Smith, Mary)

☐ Always Alpha Sorted  
☒ Show Student Photos  
☐ Show Student ID  
☐ Show Gender and Grade  
☐ Show Current Mark  
☐ Show Course  
☒ Show Notifications

Front Of Classroom:  
▼

Seating Chart Dimensions:  
10 10 6x6 - +

### Unassigned Students

Sort Randomize Fill Alpha  
Fill Random Clear

Ambriz, Gregory  
Riggs, Jacqueline  
Rodriguez, Jeffrey  
Roper, Louise  
King, Denise  
Laird, Bruce  
Salas Sigala, Tammy  
Rodriguez Gallar, Virginia  
Rosa, Gutierrez, Annie  
Polguin, E. J.  
Hinton, Stephen

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**.

## CREATING A FREEFORM SEATING CHART

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

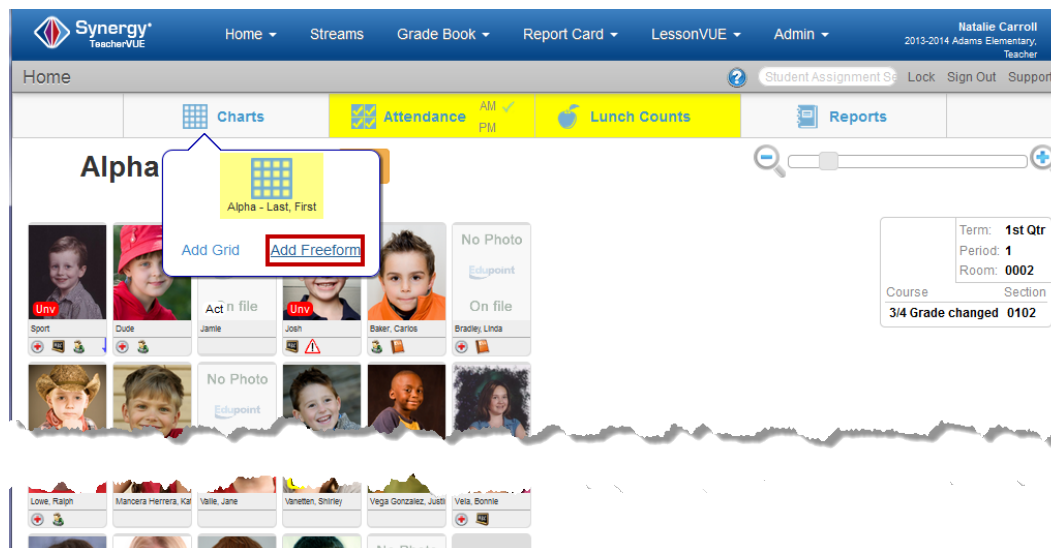


Figure 2.5 - TeacherVUE Home screen

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

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.

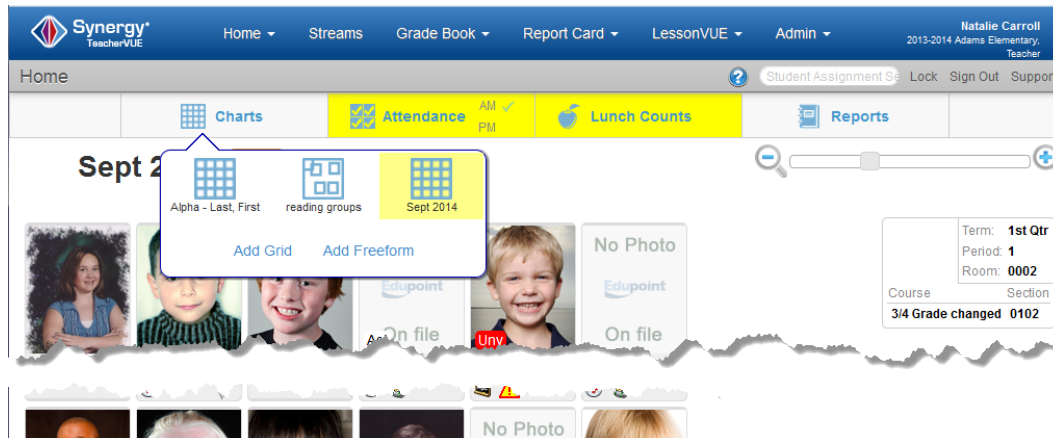


Figure 2.7 - TeacherVUE Home screen

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.

## 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.

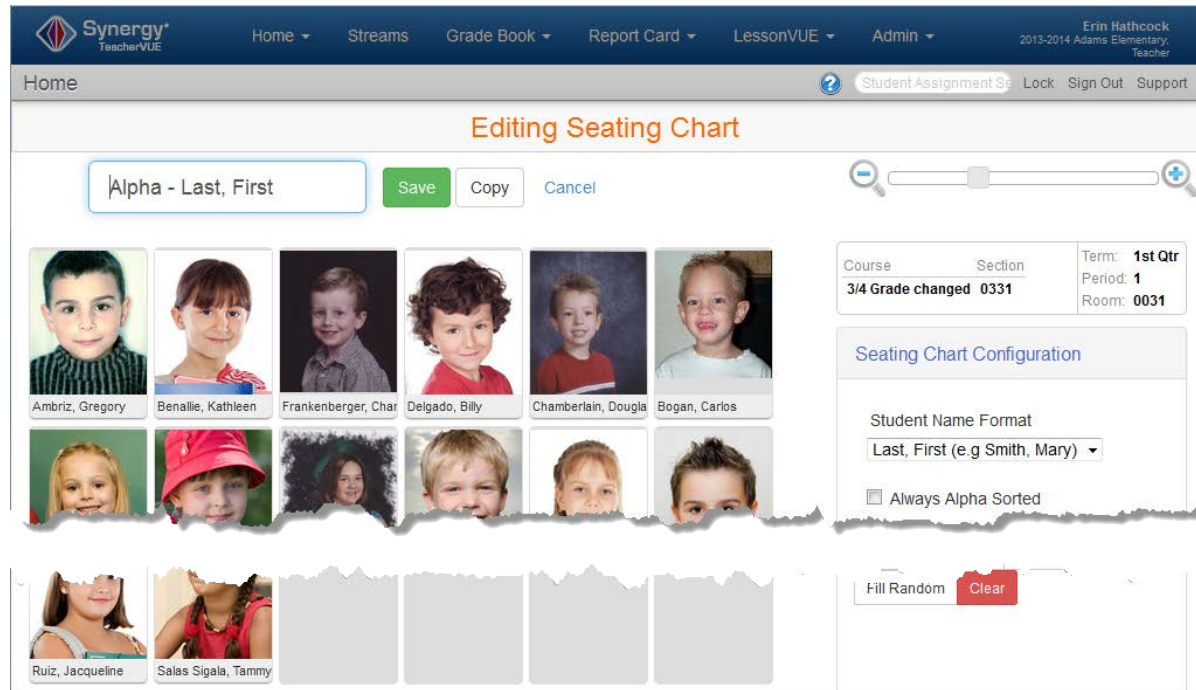


Figure 2.8 - Editing Seating Chart screen

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**.



# 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.

Student Name	Nickname
Collum, Evelyn	
Davis, Virginia	Ginny
Dugaw, Brian	
Figueroa, Patricia	
Finley, Sarah	
Gonzalez, Nicholas	
Gunnell, Ruby	
Healy, Phillip	
Johnson, Patrick	
Miller, Stephanie	

Term: **Spring**  
Period: **1**  
Room: **216**  
Course: **Psychology II** Section: **1169**

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.

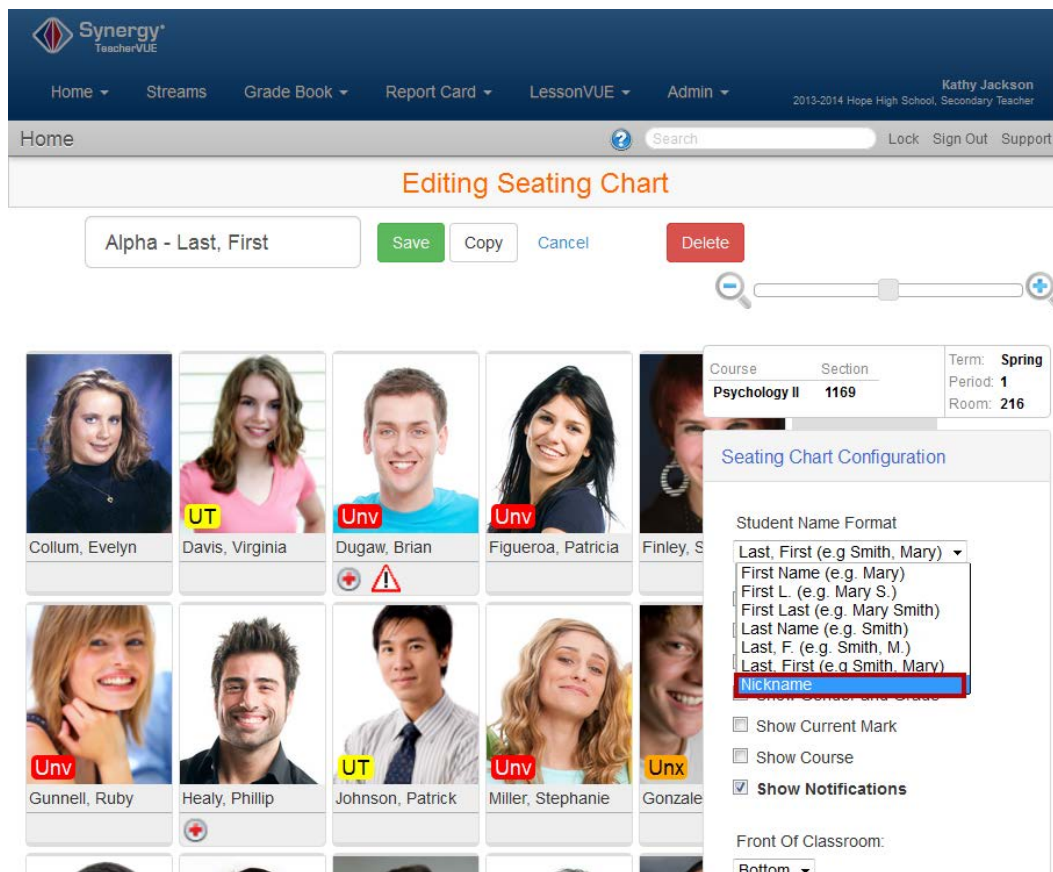


Figure 2.10 - Editing Seating Chart screen

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

# 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.

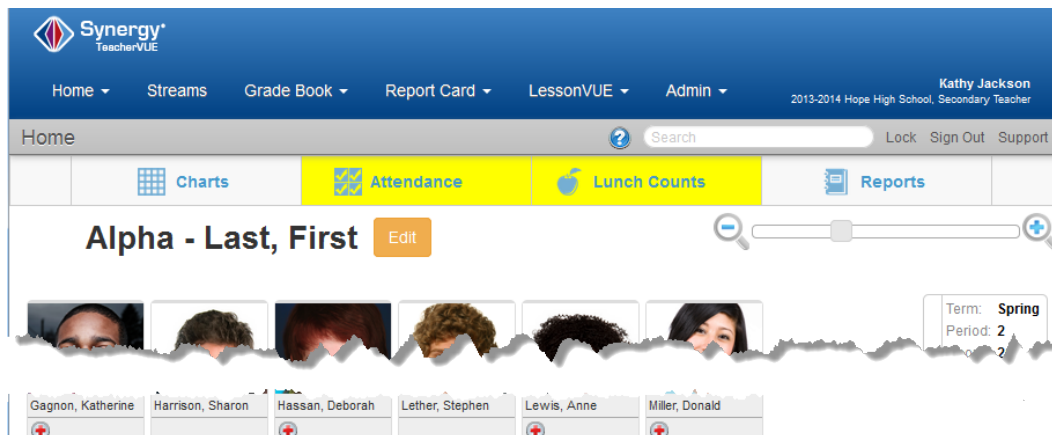


Figure 3.1 - TeacherVUE Home screen

## TAKING ATTENDANCE BY CHART

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

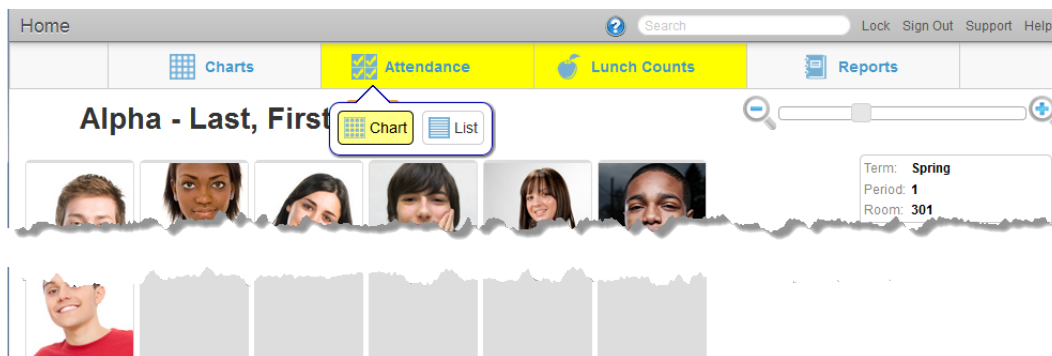


Figure 3.2 - TeacherVUE Home screen - Attendance options

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

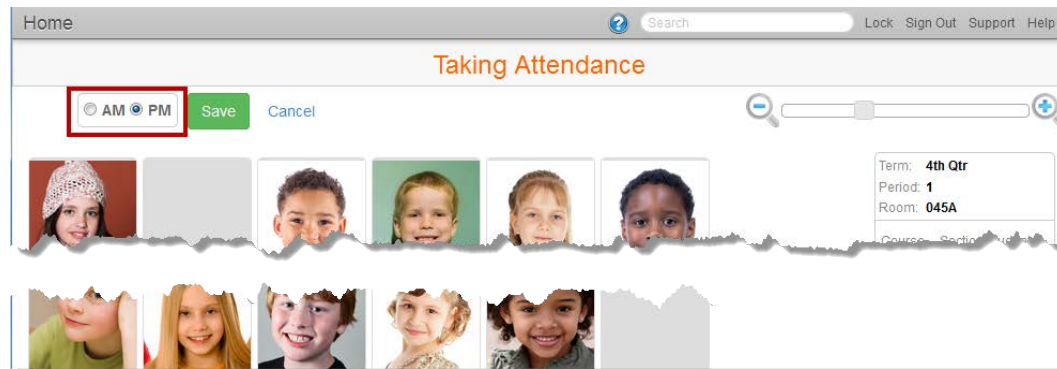


Figure 3.3 - Taking Attendance screen - AM and PM options

- 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.

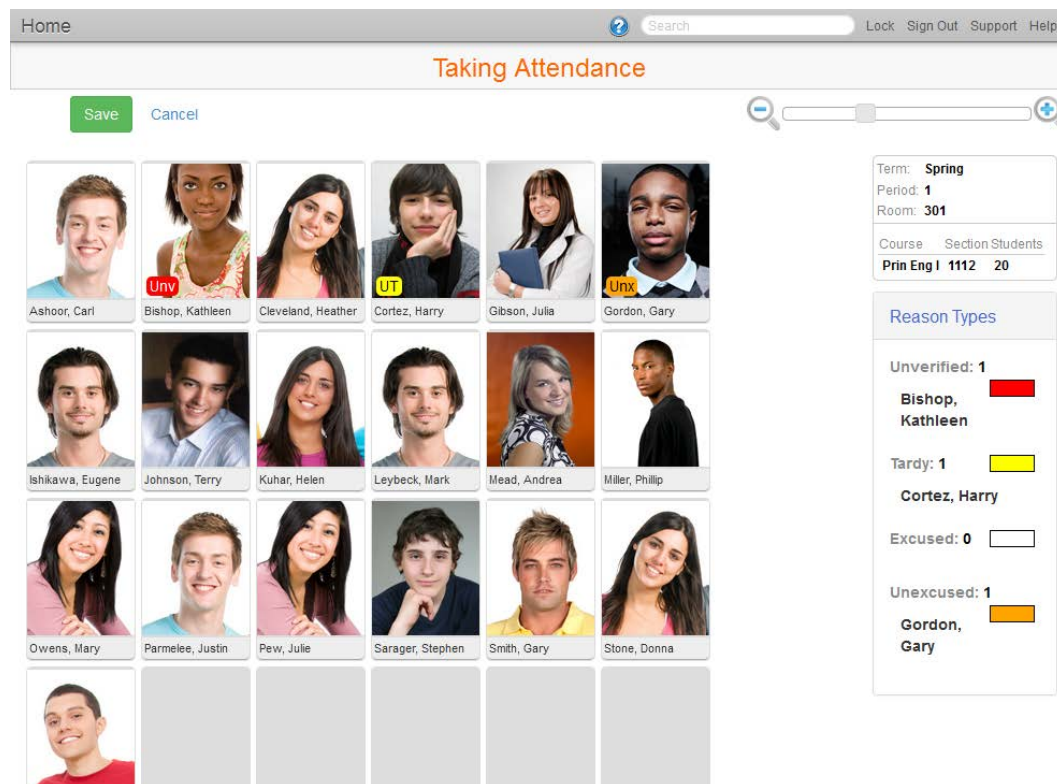


Figure 3.4 - Taking Attendance screen - Chart



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

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

Home

Charts Attendance Lunch Counts Reports

Alpha - Last, First Edit

Term: Spring  
Period: 1  
Room: 301  
Course Section Students  
Prin Eng I 1112 20

Student Tallies

Total	19
Present Today	17
Absent Today	2
Tardy Today	1

Figure 3.5 - TeacherVUE Home screen - Attendance confirmation

## TAKING ATTENDANCE BY LIST

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

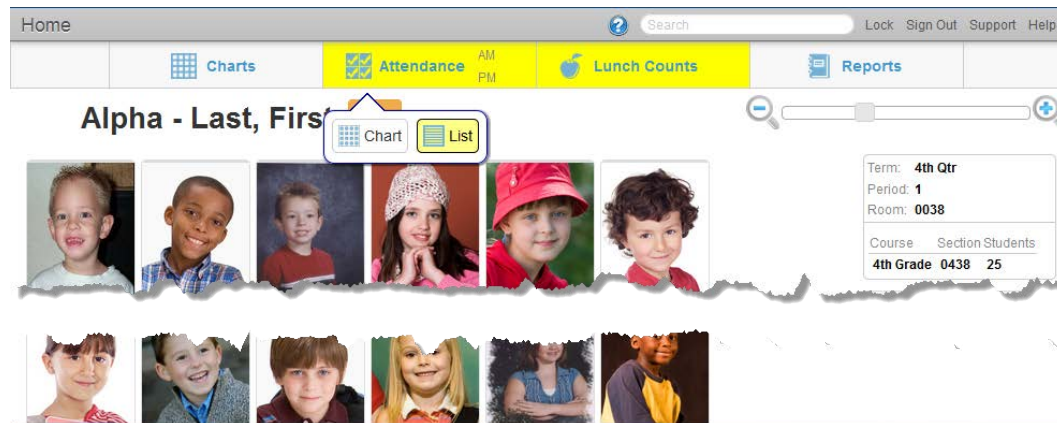


Figure 3.6 - TeacherVUE Home screen

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

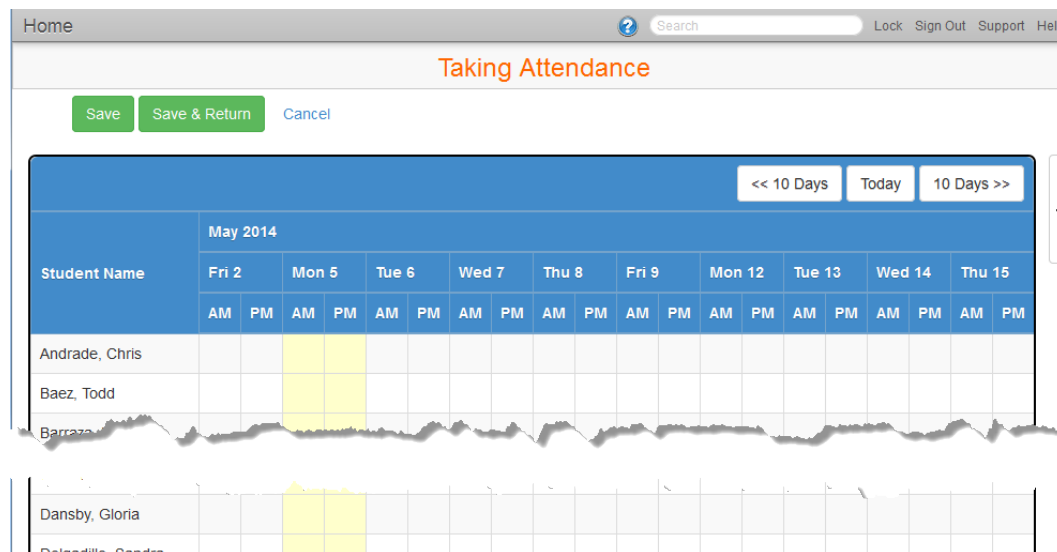


Figure 3.7 - Taking Attendance screen - List

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.

Home ? Search Lock Sign Out Support Help

## Taking Attendance

Save Save & Return Cancel

Student Name	May 2014															
	Fri 2		Mon 5		Tue 6		Wed 7		Thu 8		Fri 9		Mon 12		Tue 13	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	
Andrade, Chris			Unv													
Baez, Todd																
Barraza, Ronald																
Barthlow, Cheryl				Act												
Beltran Del Rio, Jason																
Beltran, Gary																
Cabrera, Joshua				UT												
Charley, Rose																
Contreras, Craig																

Term: 4th Qtr  
Period: 1  
Room: 0038

Course: 4th Grade    Section: 0438    Students: 25

**Reason Types**

Unverified: 1 Unv  
Andrade, Chris

Tardy: 1 Act  
Cabrera, Joshua

Excused: 1   
Barthlow, Cheryl (Activity)

Unexcused: 0 UT

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.



## 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.

Home ? Search Lock Sign Out Support Help

## Taking Attendance

AM PM Save Cancel

Bahe, Lawrence	Benitez, Lawrence	Corpus, Carl	Corrales, Gloria	Cortez Romero, Jon	Elenes Ochoa, Steve
Evans, Annie	Gil, Jason	Gonzalez, Carlos	Main, Kelly	Moreno, Virginia	Myers, Marilyn
Neighbors, Carl	Norwood, Nicholas	Olsen, Mary	White, John	Wohlers, William	Yazzie, Matthew

Term: 4th Qtr  
Period: 1  
Room: 0019

Course	Section	Students
1/2 Multi-Age	0119	19

### Reason Types (PM)

Unverified: 1   
Bahe, Lawrence

Tardy: 1   
Benitez, Lawrence

Excused: 2   
Corpus, Carl (Positive)  
Corrales, Gloria (Activity)

Unexcused: 0

Figure 3.9 - Taking Attendance screen - Supplemental

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

## VIEWING A STUDENT'S DAILY ATTENDANCE RECORD

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

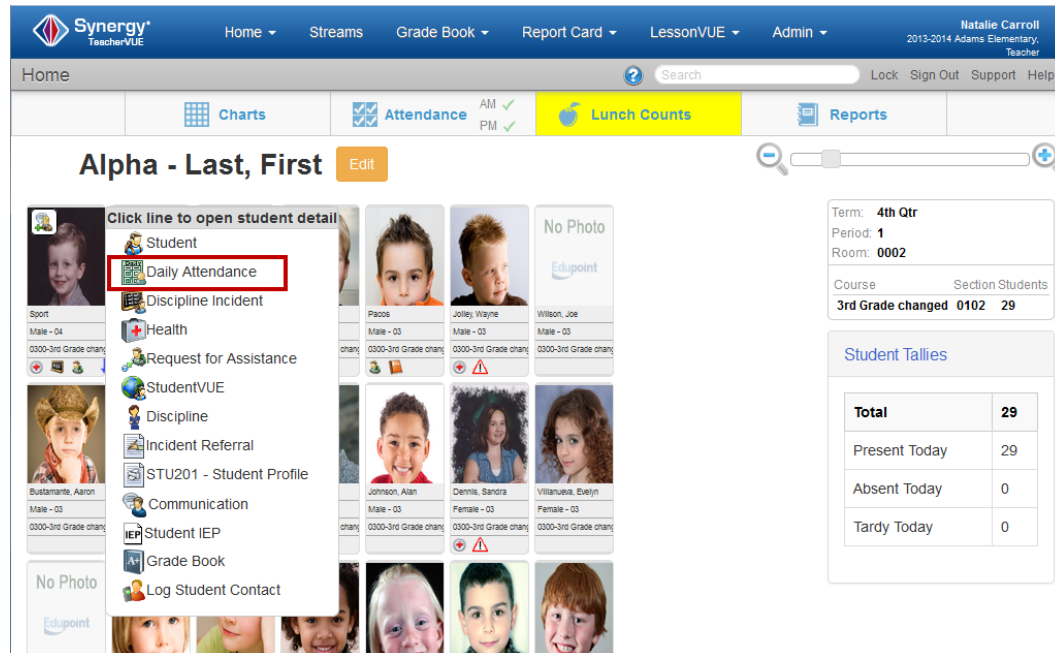


Figure 3.10 - TeacherVUE Home screen, Student options

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.

Close

Adams Elementary (2013-2014) User: Natalie Carroll

**Aaron, Ian** **DAILY ATTENDANCE**

Days of Activity Totals Letters

Days of Activity						
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.

Close [Click to go back to 'Daily Attendance'](#)

Adams Elementary (2013-2014) User: Natalie Carroll

Aaron, Ian **ATTENDANCE DETAIL**

Attendance Detail

Attendance Reasons		Attendance Minutes	
Reason 1 Activity	Absence Amount 1.00	Arrival Time	Departure Time
Reason 2	Absence Amount	Total Minutes Attended	

**Attendance Note**

Note

**Days of Activity**

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			

Figure 3.12 - Attendance Detail screen

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

Close

Adams Elementary (2013-2014) User: Natalie Carroll

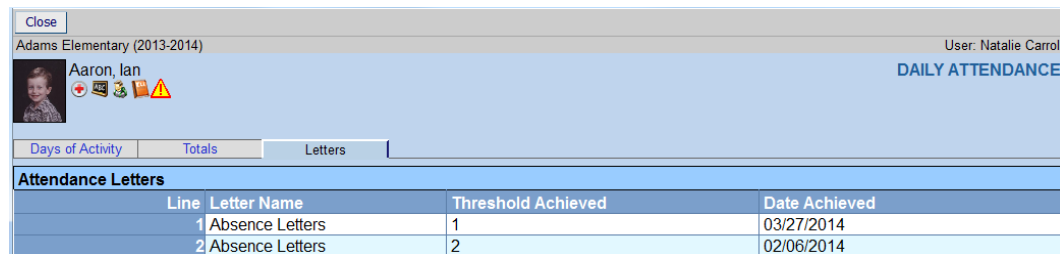
Aaron, Ian **DAILY ATTENDANCE**

Days of Activity Totals Letters

Attendance Reason Totals				Attendance Type Totals			
Line	Reason	Reason Total	Pct	Line	Type	Type Total	Pct
1	Inschools	1.00	1.51	1	Unverified	18.25	27.55
2	Tardy	11.00	16.60	2	Unexcused Tardy	11.00	16.60
3	Lice	5.00	7.55	3	Excused	28.00	42.26
4	Illness	6.50	9.81	4	School Activity	7.00	10.57
5	Activity	6.00	9.06	5	Positive	2.00	3.02
6	C-Pox	5.00	7.55	6	<b>Totals</b>	<b>66.25</b>	
7	Excused	6.00	9.06				
8	Positive	2.00	3.02				
9	Suspension	4.00	6.04				
10	Unverified	18.25	27.55				
11	Funeral	1.50	2.26				
12	<b>Totals</b>	<b>66.25</b>					

Figure 3.13 – Daily Attendance screen, Totals tab

- 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.

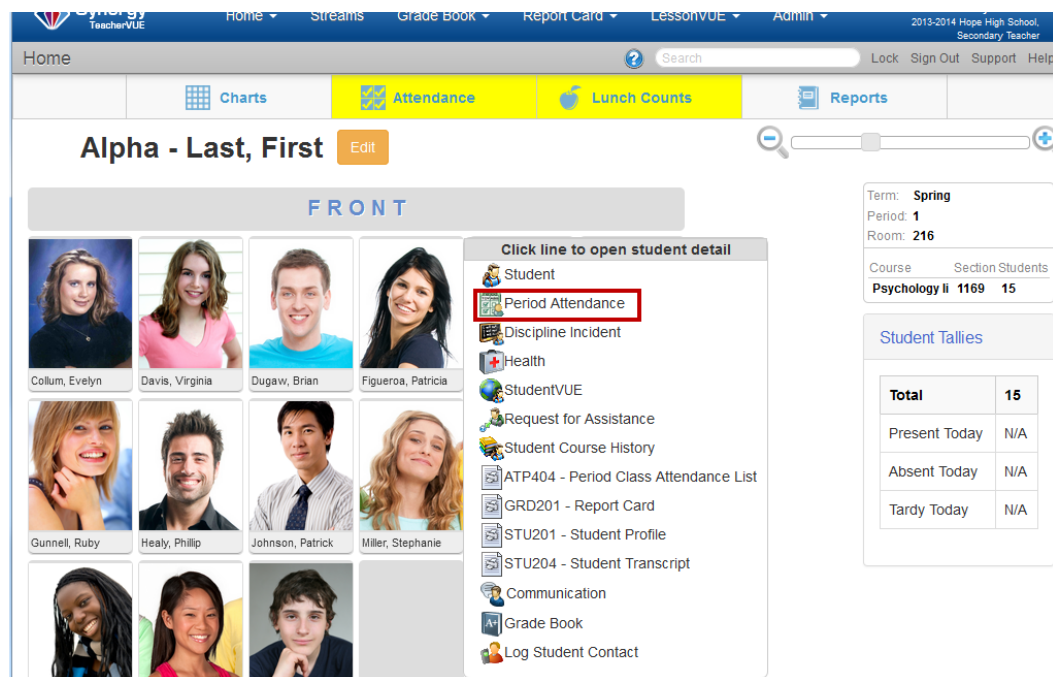


Line	Letter Name	Threshold Achieved	Date Achieved
1	Absence Letters	1	03/27/2014
2	Absence Letters	2	02/06/2014

Figure 3.14 - Daily Attendance screen - Letters tab

## VIEWING A STUDENT'S PERIOD ATTENDANCE RECORD

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



Alpha - Last, First [Edit](#)

**FRONT**

Click line to open student detail

- Student
- Period Attendance**
- Discipline Incident
- Health
- StudentVUE
- Request for Assistance
- Student Course History
- ATP404 - Period Class Attendance List
- GRD201 - Report Card
- STU201 - Student Profile
- STU204 - Student Transcript
- Communication
- Grade Book
- Log Student Contact

Term: **Spring**  
Period: **1**  
Room: **216**

Course: **Psychology II 1169** Section: **15** Students

**Student Tallies**

<b>Total</b>	<b>15</b>
Present Today	N/A
Absent Today	N/A
Tardy Today	N/A

Figure 3.15 - TeacherVUE Home screen, Student options

- 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





## Chapter Four: TAKING LUNCH & UNIVERSAL BREAKFAST COUNTS

In this chapter, the following topics are covered:

- ▶ [Taking Lunch Counts](#)
- ▶ [Recording Universal Breakfast](#)



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.

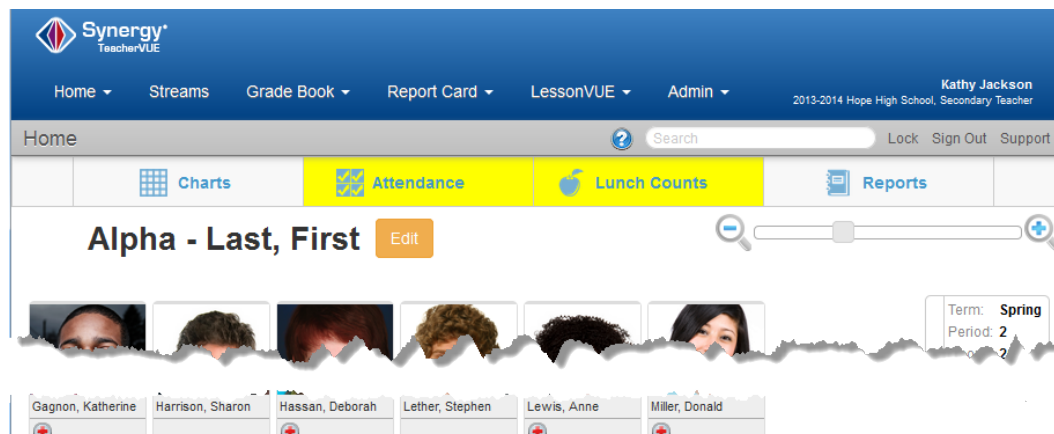


Figure 4.1 - TeacherVUE Home screen

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.

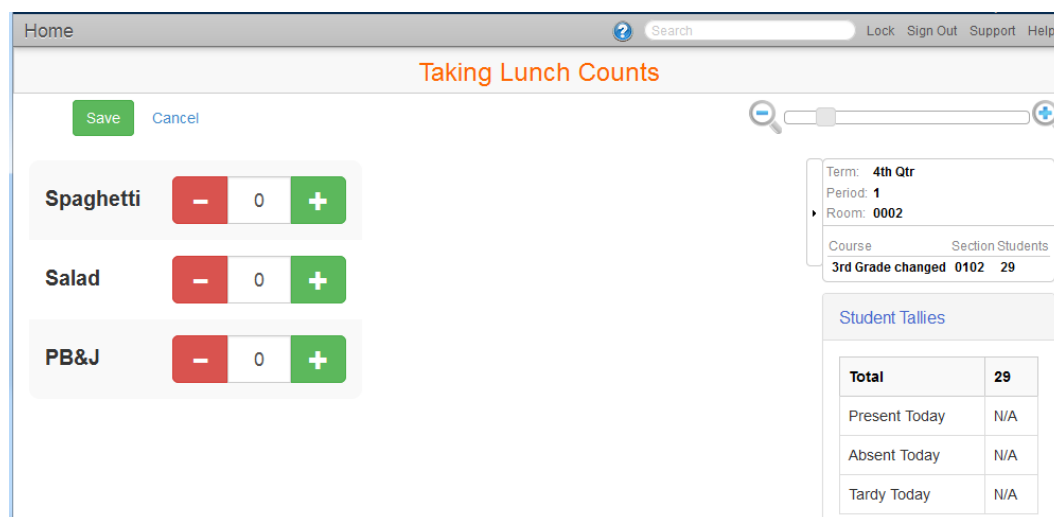


Figure 4.2 - Taking Lunch Counts screen, Total Count per Item

Home Search Lock Sign Out Support Help

## Taking Lunch Counts

Save Cancel

Student	Lunch Item	Count
Ackley, Brian	tacos	0
Arvanitas, Christina	chicken salad	0
Bailly, George	hummus and pita	0
Brady, Kenneth	baked ziti	0
Bruggeman, Sarah	pizza	0
Darmiento, Arthur		
Dick, Ronald		
Elggren, Jose		
Harrison, Anna		
James, Katherine		
Kupitz, Nicholas		
Landreaux, Terry		

Term: **Spring**  
 Period: **4**  
 Room: **216**

Course	Section	Students
Am Govt	1469	24

**Student Tallies**

<b>Total</b>	<b>23</b>
Present Today	N/A
Absent Today	N/A
Tardy Today	N/A

Figure 4.3 - Taking Lunch Counts, Individual Orders

- Enter the lunch counts.
- 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.

- 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.

Student Name	Abs Code	Universal Breakfast
Ackley, Brian		
Arvanitas, Christina		
Bailly, George		
Brady, Kenneth		
Bruggeman, Sarah		
Darmiento, Arthur		
Dick, Ronald		
Elggren, Jose		
Harrison, Anna		
James, Katherine		
Kupitz, Nicholas		
Landreaux, Terry		
McCormick, Aaron		
Melzer, Thomas		
Porter, Alan		

Term: **Spring**  
 Period: **4**  
 Room: **216**  
  
 Course    Section    Students  
**Am Govt   1469   24**

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.

**Student Meal**

Student Name: **Aaron, Harold N.**    School: **Hope High School**    Status: **Active**    Homeroom: **101**

**Meal Options**

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade
Aaron	Harold	Nicholas		968257	10

Meal Option: Universal Breakfast

**Meals**

Line	Meal Date	Meal Description
1	09/18/2013	Universal Breakfast

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](#)

## 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.

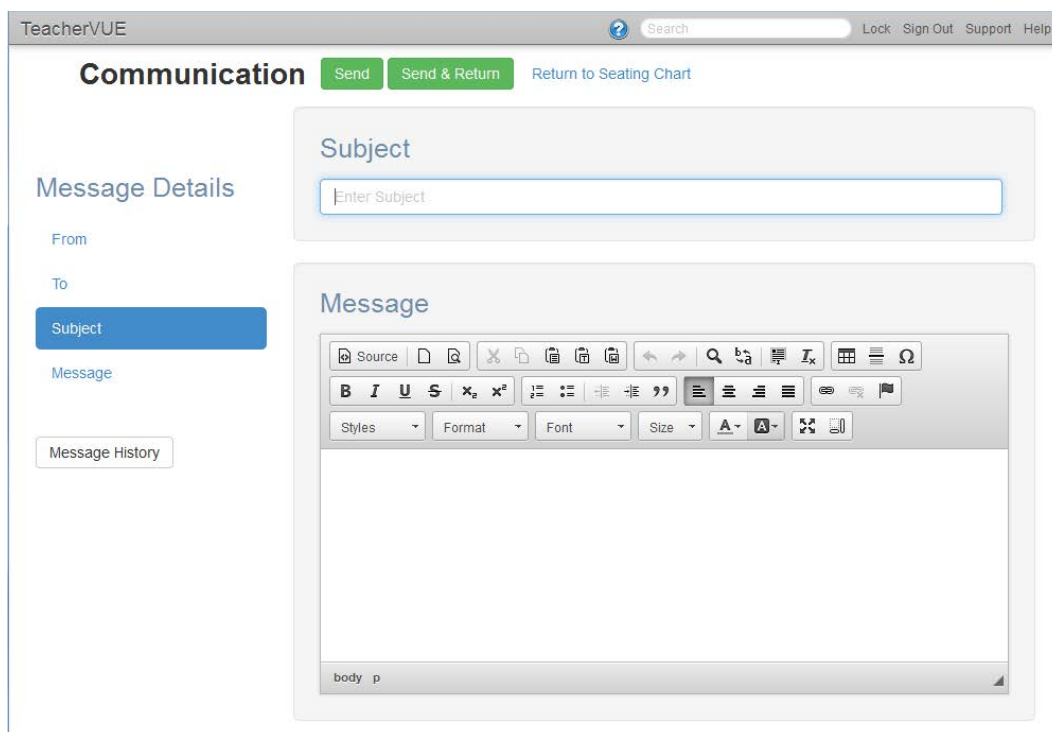
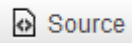





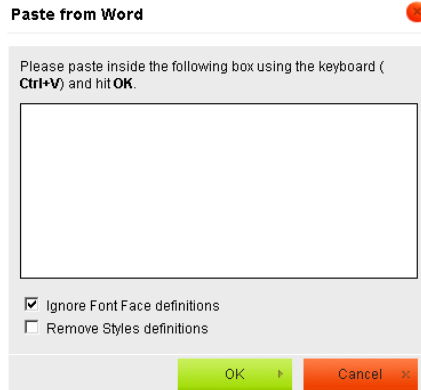




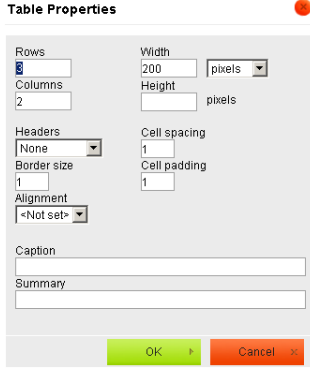
















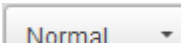

Figure 5.2 - Communication screen

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)	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

	<p>pops-up. Check the box to <b>Remove Styles definitions</b> and click <b>OK</b>.</p>  <p>The 'Paste from Word' dialog box has a title bar with a close button. The main text says 'Please paste inside the following box using the keyboard (Ctrl+V) and hit OK.' Below this is a large empty text box. At the bottom, there are two checkboxes: 'Ignore Font Face definitions' (checked) and 'Remove Styles definitions' (unchecked). At the very bottom are 'OK' and 'Cancel' buttons.</p> <p><i>Figure 5.3 – Paste From Word</i></p>
 (Undo)	Undo the last action.
 (Redo)	Redo the action that was previously undone.
 (Remove Format)	Removes all formatting from the selected text.
 (Table)	<p>Inserts a table with the specifications entered in the Table Properties box that pops-up when the button is clicked.</p>  <p>The 'Table Properties' dialog box has a title bar with a close button. It contains several input fields: 'Rows' (set to 3), 'Columns' (set to 2), 'Width' (set to 200 pixels), 'Height' (empty), 'Headers' (set to None), 'Border size' (set to 1), 'Alignment' (set to &lt;Not set&gt;), 'Cell spacing' (set to 1), and 'Cell padding' (set to 1). There are also text boxes for 'Caption' and 'Summary'. At the bottom are 'OK' and 'Cancel' buttons.</p> <p><i>Figure 5.4 – Table Properties Box</i></p>
 (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)	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)	Select the font to be used for the selected text.



 (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.

- 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

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

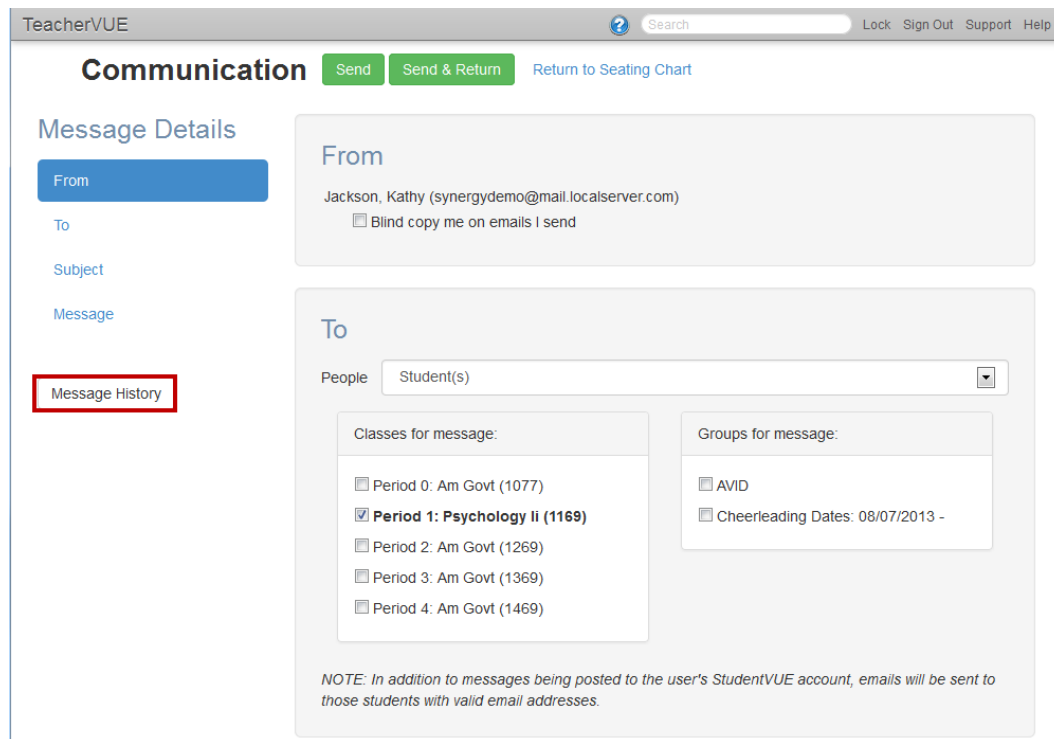


Figure 5.5 - Communication screen

2. Click **Message History**.

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

✕	Date/Time	Period	Section or Group	Subject	Message
<input type="checkbox"/>	03/10/2014 10:54:00	1	- 3rd Grade changed	New Content	this is to let all students that these screens look different
<input type="checkbox"/>	02/21/2014 15:52:00		After School Program	After School Program Celebration	Dear Parents, In the after school program this week, we will be celebrating the 100  Thank you, The After School Program staff

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.

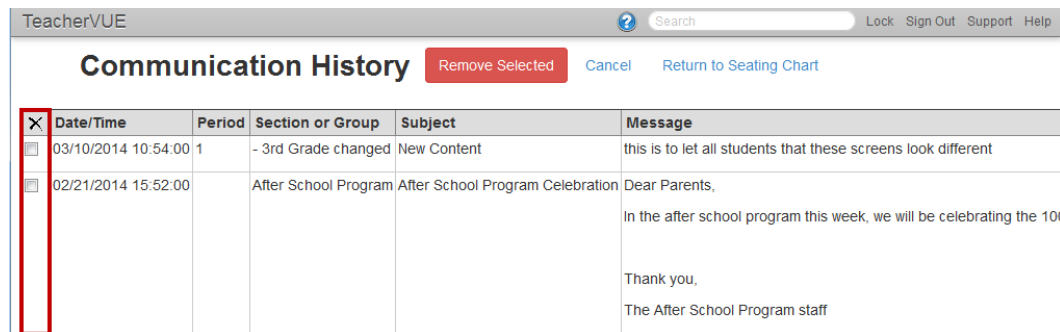
1. From the **Home** menu, select **Communication**.

The Communication screen displays.

Figure 5.7 - Communication screen

2. Click **Message History**.

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



	Date/Time	Period	Section or Group	Subject	Message
<input checked="" type="checkbox"/>	03/10/2014 10:54:00	1	- 3rd Grade changed	New Content	this is to let all students that these screens look different
<input type="checkbox"/>	02/21/2014 15:52:00		After School Program	After School Program Celebration	Dear Parents,  In the after school program this week, we will be celebrating the 100  Thank you,  The After School Program staff

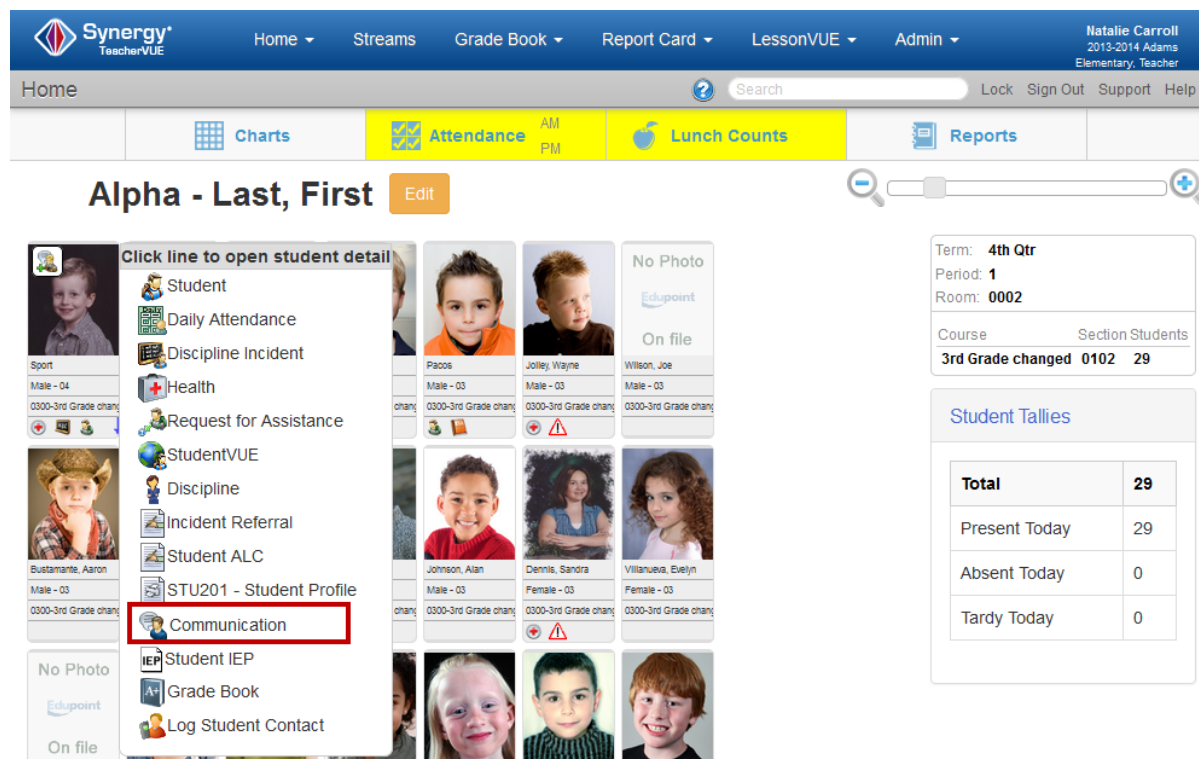
Figure 5.8 - Communication History screen

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.



**Alpha - Last, First** Edit

Click line to open student detail

- Student
- Daily Attendance
- Discipline Incident
- Health
- Request for Assistance
- StudentVUE
- Discipline
- Incident Referral
- Student ALC
- STU201 - Student Profile
- Communication**
- IEP Student IEP
- Grade Book
- Log Student Contact

Term: **4th Qtr**  
Period: **1**  
Room: **0002**

Course: **3rd Grade changed** Section Students: **0102 29**

**Student Tallies**

Total	29
Present Today	29
Absent Today	0
Tardy Today	0

Figure 5.9 - TeacherVUE Home screen, Student options

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

The screenshot shows the TeacherVUE Communication screen. At the top, there is a header bar with the TeacherVUE logo, a search bar, and links for Lock, Sign Out, Support, and Help. Below the header, the main title is 'Communication', followed by 'Send' and 'Send & Return' buttons, and a link to 'Return to Seating Chart'. On the left side, there is a 'Message Details' sidebar with links for 'From', 'To', 'Subject', and 'Message'. The 'From' link is selected. The main content area shows the 'From' field with the text 'Carroll, Natalie (synergydemo@mail.localserver.com)' and a checkbox for 'Blind copy me on emails I send'. Below this is the 'To' field, which lists three recipients: 'Student: Ian Aaron (staffdemo@edupoint.com)', 'Mother: Kathleen Aaron (borbird@aol.com)', and 'Father: Phil Aaron (noemail@edupoint.com)'. A note at the bottom states: 'NOTE: In addition to messages being posted to the user's account, emails will be sent to those with valid email addresses.'

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.

The screenshot shows the TeacherVUE Communication screen with the 'Subject' and 'Message' fields. The 'Subject' field is a text input box with the placeholder text 'Enter Subject'. Below it is the 'Message' field, which contains a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, indentation, and other functions. Below the toolbar is a large text area for entering the message content. The 'Message' field is currently empty.

Figure 5.11 - Communication screen

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

- 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

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

TeacherVUE				
<div> <span>?</span> Search           <span>Lock</span> <span>Sign Out</span> <span>Support</span> <span>Help</span> </div>				
Communication History				
<div> <span>Remove Selected</span> <span>Cancel</span> <span>Return to Seating Chart</span> </div>				
✕	Date/Time	Name	Subject	Message
<input type="checkbox"/>	10/29/2009 10:40:00	Ian Aaron	Ian is having a few problems...	Ian needs to really work on spelling and c <a href="http://www.studyzone.org/testprep/ela4/i/r">http://www.studyzone.org/testprep/ela4/i/r</a>
<input type="checkbox"/>	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 <a href="http://www.studyzone.org/testprep/ela4/i/r">http://www.studyzone.org/testprep/ela4/i/r</a>
<input type="checkbox"/>	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 <a href="http://www.studyzone.org/testprep/ela4/i/r">http://www.studyzone.org/testprep/ela4/i/r</a>
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	05/23/2013 12:58:00	Ian Aaron	Ian was unprepared for class today.	Please work with Ian to address this issue. Tha
<input type="checkbox"/>	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
<input type="checkbox"/>	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

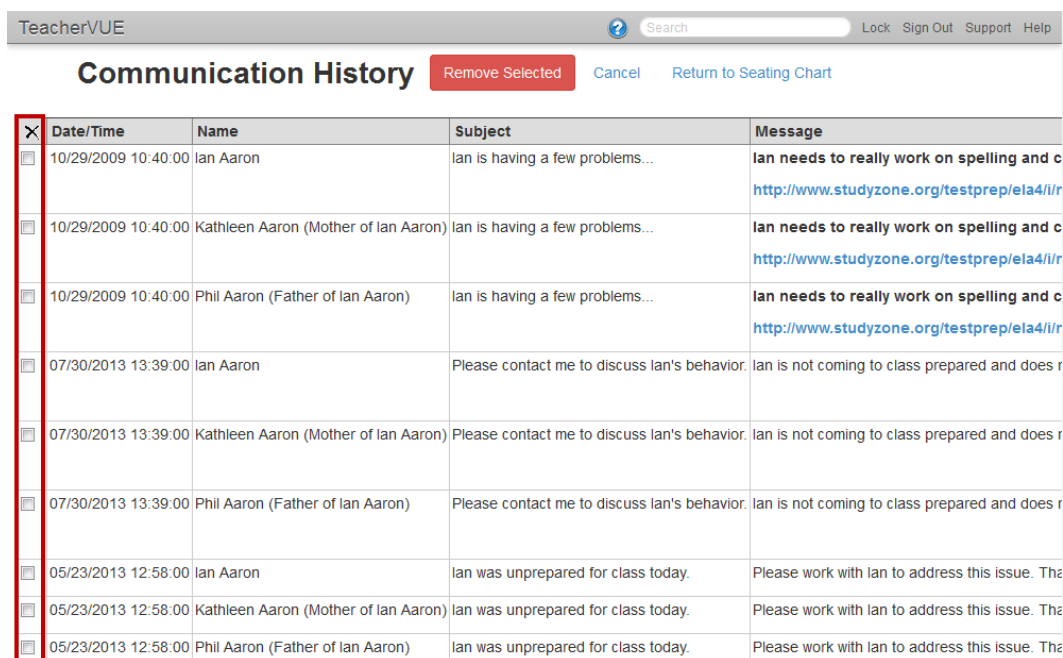
Figure 5.12 – Communication History screen

- 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
<input type="checkbox"/>	10/29/2009 10:40:00	Ian Aaron	Ian is having a few problems...	Ian needs to really work on spelling and c <a href="http://www.studyzone.org/testprep/ela4/i/r">http://www.studyzone.org/testprep/ela4/i/r</a>
<input type="checkbox"/>	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 <a href="http://www.studyzone.org/testprep/ela4/i/r">http://www.studyzone.org/testprep/ela4/i/r</a>
<input type="checkbox"/>	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 <a href="http://www.studyzone.org/testprep/ela4/i/r">http://www.studyzone.org/testprep/ela4/i/r</a>
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	05/23/2013 12:58:00	Ian Aaron	Ian was unprepared for class today.	Please work with Ian to address this issue. The
<input type="checkbox"/>	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. The
<input type="checkbox"/>	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. The

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.

## 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.

The screenshot shows the TeacherVUE Home screen. At the top, there's a navigation bar with 'Home', 'Charts', 'Attendance', 'Lunch Counts', and 'Reports'. Below this, a section titled 'Alpha - Last, First' displays a grid of student photos and names. A sidebar on the left lists various options for a selected student, including 'Log Student Contact', which is highlighted with a red rectangle. On the right, there's a summary box showing 'Term: 4th Qtr', 'Period: 1', 'Room: 0002', and a 'Student Tallies' table.

Term:	4th Qtr
Period:	1
Room:	0002
Course	Section Students
3rd Grade changed	0102 29

Student Tallies	
Total	29
Present Today	29
Absent Today	0
Tardy Today	0

Figure 5.14 - TeacherVUE Home screen, Student options

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

The screenshot shows the 'Contact Details (Sport)' screen. It contains several input fields: 'Contact Date' (05/01/2014), 'Contact Time' (9:41 am), 'Person Contacted' (empty), 'Outcome' (dropdown menu), and 'Comment' (text area). At the bottom right, there are two buttons: 'Log Contact' and 'Close'.

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 record 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.

Student Name	Parent Conference	Time	Comment
Anne	<input type="checkbox"/>		
Bonnie	<input type="checkbox"/>		
Carl	<input type="checkbox"/>		
Carol	<input type="checkbox"/>		
Christina	<input type="checkbox"/>		
Craig	<input type="checkbox"/>		
Debra	<input type="checkbox"/>		
Donald	<input type="checkbox"/>		
Henry	<input type="checkbox"/>		
Jacqueline	<input type="checkbox"/>		

Figure 5.16 – Parent Teacher Conference screen

3. Select the **Conference Date**.



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.

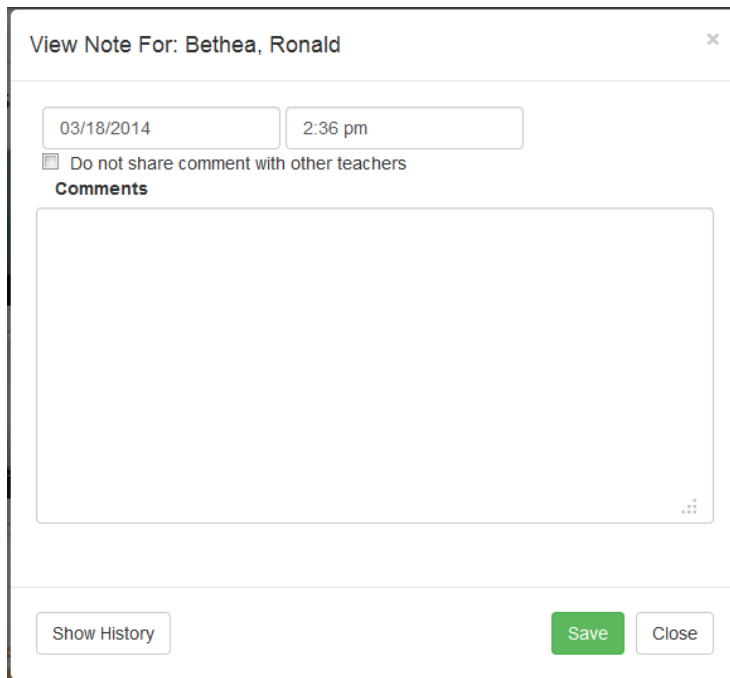


Figure 5.18 – View Note For screen



**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

## 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.

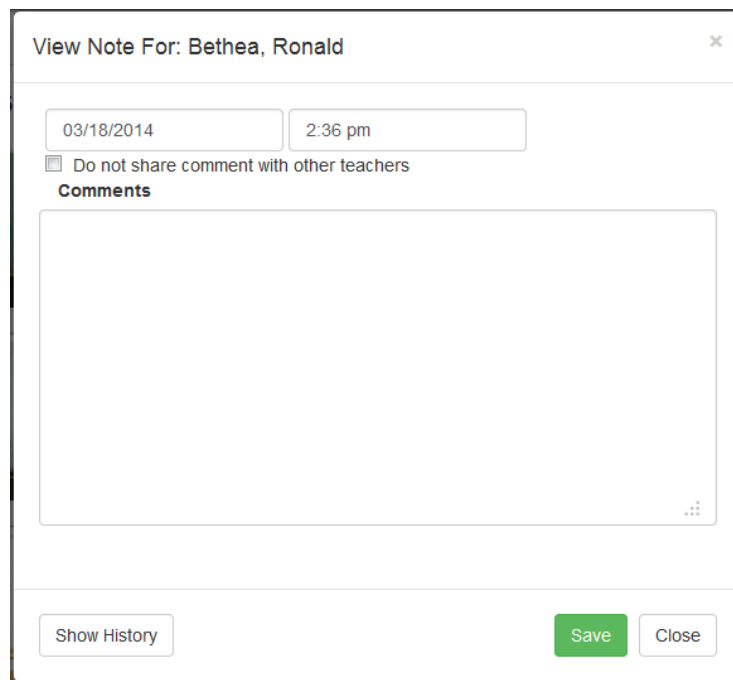
## Viewing Previous Notes for a Student

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



Figure 5.21 - Add Note icon

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



View Note For: Bethea, Ronald

03/18/2014 2:36 pm

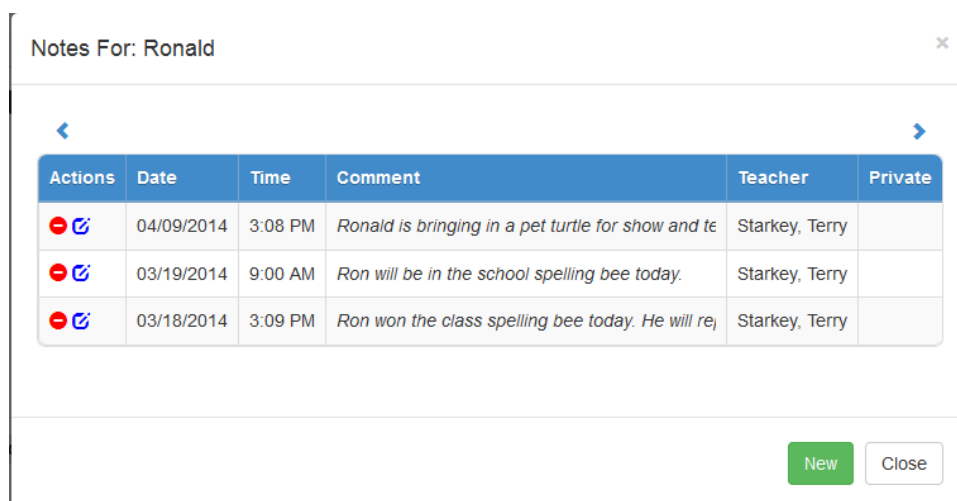
☐ Do not share comment with other teachers

**Comments**




Show History Save Close

Figure 5.22 - View Note For screen

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



Notes For: Ronald

Actions	Date	Time	Comment	Teacher	Private
	04/09/2014	3:08 PM	Ronald is bringing in a pet turtle for show and te	Starkey, Terry	
	03/19/2014	9:00 AM	Ron will be in the school spelling bee today.	Starkey, Terry	
	03/18/2014	3:09 PM	Ron won the class spelling bee today. He will re	Starkey, Terry	

New Close

Figure 5.23 - Notes For screen

## Editing Student Notes

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

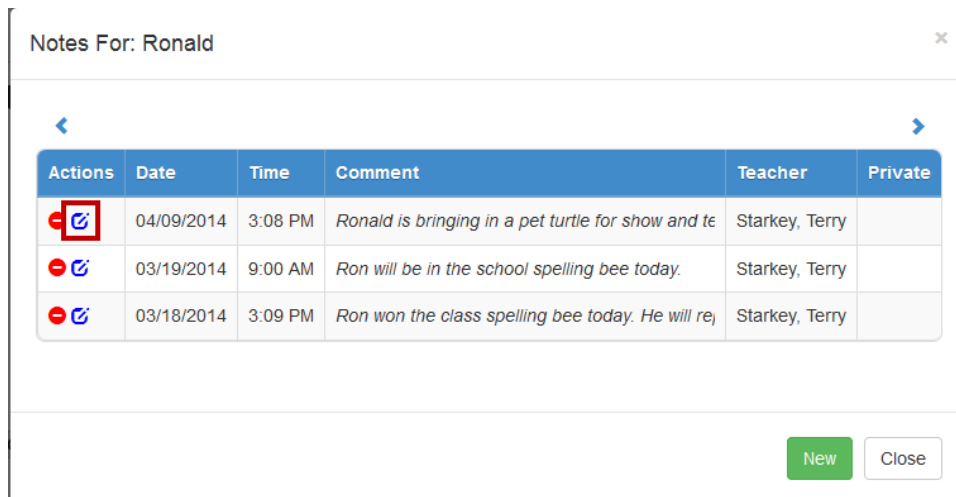


Figure 5.24 - Notes For screen

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

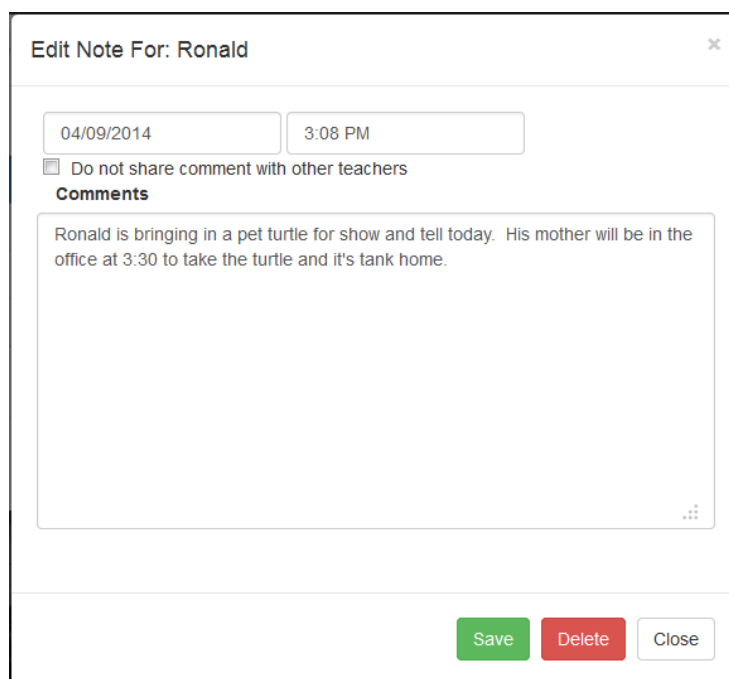


Figure 5.25 - Edit Note For screen

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.

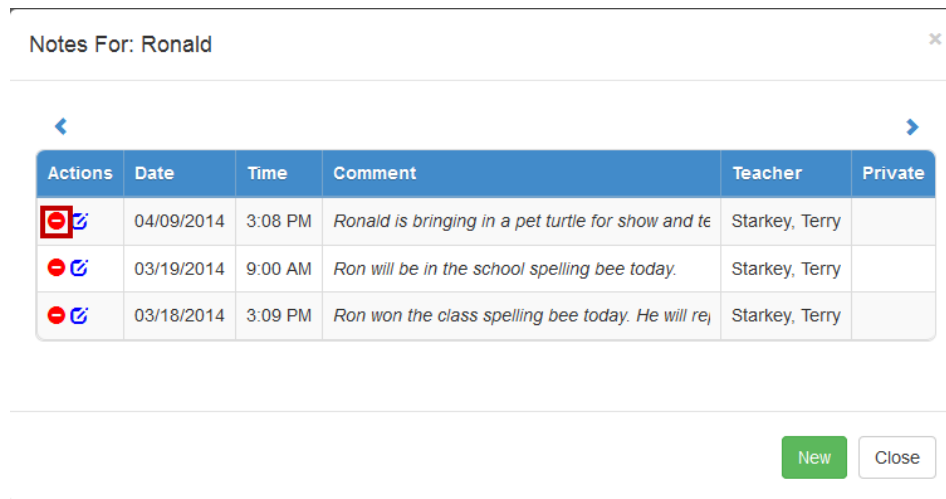


Figure 5.26 - Notes For screen

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

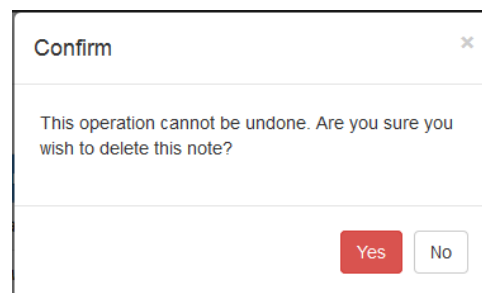
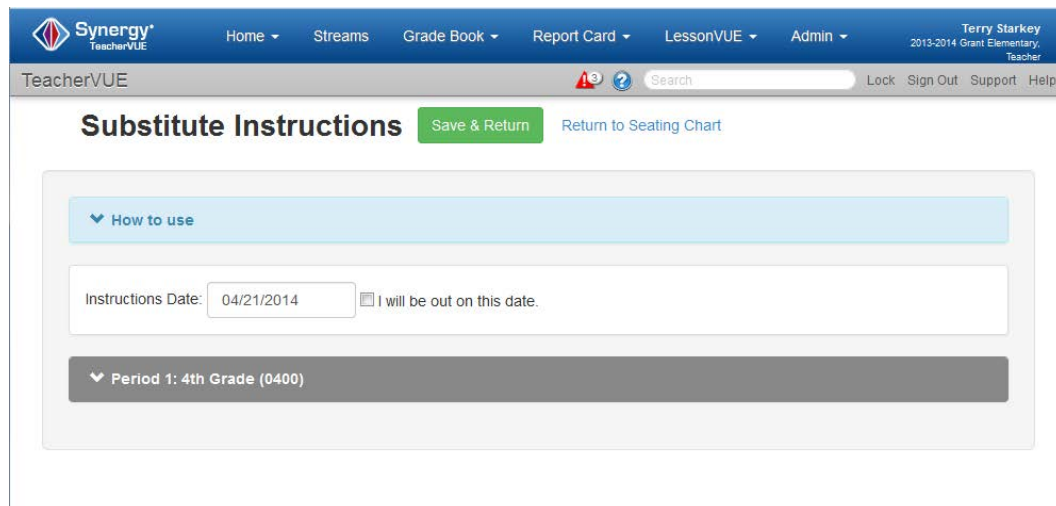


Figure 5.27 - Edit Note For screen

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

## LEAVING INSTRUCTIONS FOR SUBSTITUTE TEACHERS

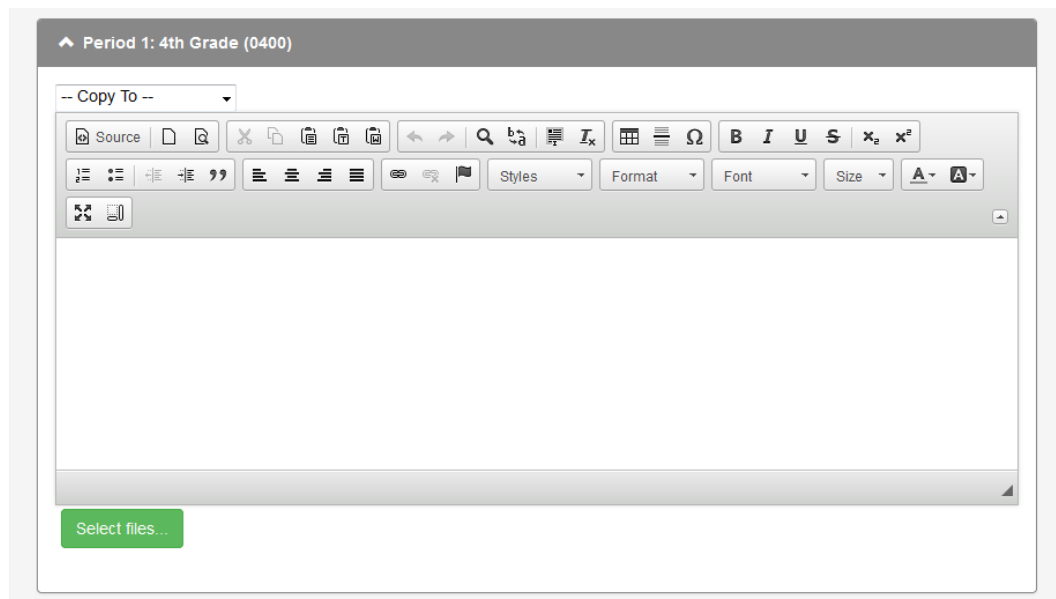
1. Select the **Home** menu.
2. Click the **Substitute Instructions** option.  
The **Substitute Instructions** screen displays.



The screenshot shows the TeacherVUE interface. The top navigation bar includes links for Home, Streams, Grade Book, Report Card, LessonVUE, and Admin. The user's name, Terry Starkey, and the school, 2013-2014 Grant Elementary, are displayed. The main heading is "Substitute Instructions". Below this, there are two buttons: "Save & Return" and "Return to Seating Chart". A section titled "How to use" contains a form with an "Instructions Date:" field set to "04/21/2014" and a checkbox labeled "I will be out on this date." Below the form is a dropdown menu showing "Period 1: 4th Grade (0400)".

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.



The screenshot shows the "Period 1: 4th Grade (0400)" section of the Substitute Instructions screen. It features a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, and other functions. Below the toolbar is a large text area for entering instructions. At the bottom left of the text area is a green button labeled "Select files...".

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.



# 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.

The screenshot shows the TeacherVUE interface for Test Group Analysis. At the top, there's a header with 'TeacherVUE', a search bar, and links for 'Lock', 'Sign Out', 'Support', and 'Help'. Below the header, the title 'Test Group Analysis' is displayed with 'Print' and 'Return to Seating Chart' buttons. The main content area features a table of student performance data. To the right of the table are three panels: 'Test Preferences', 'Highlight Performance Levels', and 'Score Type Filter'.

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

**Test Preferences**

Term: **Spring**  
 Period: **1**  
 Room: **216**

Course: **Psychology II** Section Students: **1169 15**

Test Group: **AIMS DPA**  
 Test Group Part: **-- All --**  
 Test Display Type: **Show All**  
☐ Ignore Blank Entries

**Highlight Performance Levels**

☐ Falls Far Below  
☐ Approaches  
☐ Meets  
☐ Exceeds  
☐ Augmentation  
☐ Reciprocity  
☐ SPED Exemption  
☐ 504 Exemption

**Score Type Filter**

☐ Raw Score

Figure 6.1 – Additional Screens Icon

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

# VIEWING GRADES

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

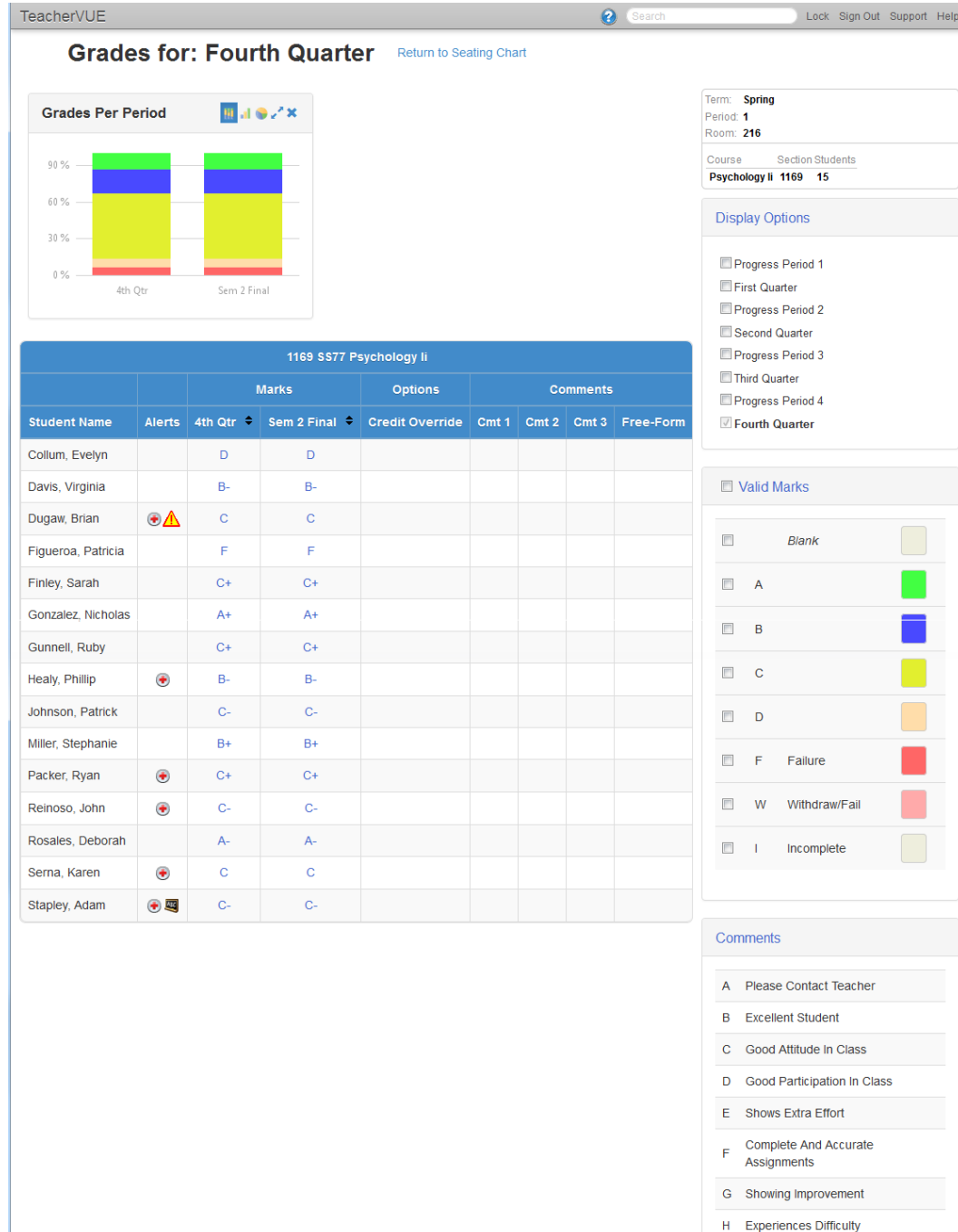


Figure 6.2 - Grades For screen

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.

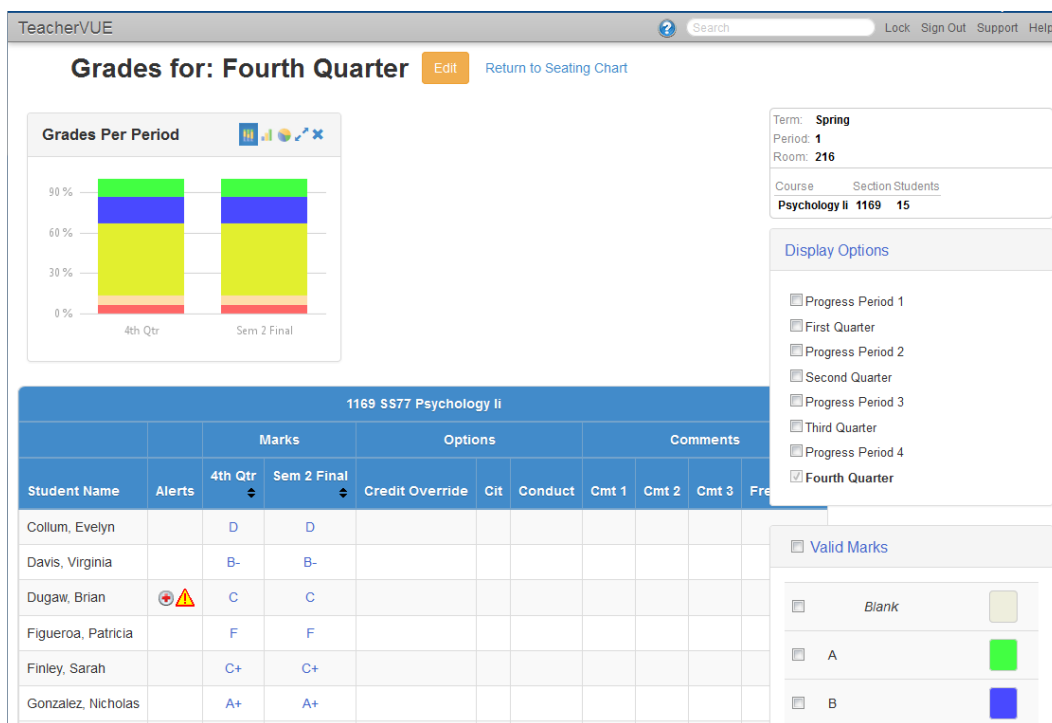


Figure 6.3 - Grades For screen

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

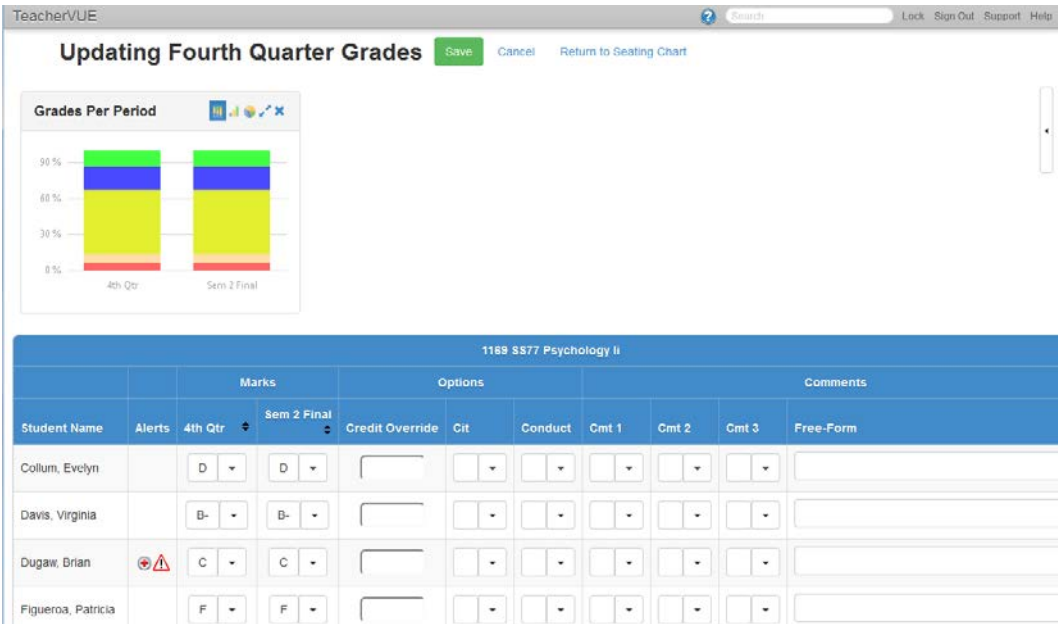



Figure 6.4 - Updating Grades screen

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](#)

## 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.

The screenshot shows the TeacherVUE Home screen. At the top, there is a navigation bar with links: Home, Streams, Grade Book, Report Card, LessonVUE, and Admin. Below this is a search bar and a status bar with 'Lock', 'Sign Out', 'Support', and 'Help'. The main content area is titled 'Alpha - Last, First' with an 'Edit' button. Below the title is a seating chart labeled 'FRONT'. The chart displays 12 student portraits in a 3x4 grid. The students are: Collum, Evelyn; Davis, Virginia; Dugaw, Brian; Figueroa, Patricia; Gunnell, Ruby; Healy, Phillip; Johnson, Patrick; Miller, Stephanie; Rosales, Deborah; Serna, Karen; Stapley, Adam; and an empty space. A red box highlights the 'Student' option in the 'Click line to open student detail' menu. To the right of the seating chart is a sidebar with 'Term: Spring', 'Period: 1', 'Room: 216', 'Course: Psychology II', and 'Section Students: 1169 15'. Below this is a 'Student Tallies' table.


Student Tallies	
Total	15
Present Today	N/A
Absent Today	N/A
Tardy Today	N/A

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.

Close

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

 Figueroa, Patricia N. **STUDENT**

Demographics Parent/Guardian Emergency Classes Documents Access Contact Log

**Student Information**

Student Name	Patricia N. Figueroa	Perm ID	126521	Gender	Female	Grade	11	Resolved Race/Ethnicity	Hispanic
Last Name Goes By	Nick Name	Birth Date	08/02/1997	Email	staffdemo@edupoint.com				
Home Language	English	Homeroom Teacher	Kathy Jackson	Home Room	216	Counselor Name	Gordon Aderson		
Home Address	1716 N Ridge Ci Mesa, AZ 85620		Mail Address	1716 N Ridge Ci Mesa, AZ 85620					

**Phone Numbers**


Relationship	Name	Phone Number	Phone Type	Comment
Self	Figueroa, Patricia N.	480-555-8833	Home	
Mother	Figueroa, Debra			No parent contact allowed.
Father	Figueroa, Joe	602-555-7463	Cell	Has Custody, Lives With
		480-555-7461	Work	Has Custody, Lives With
		480-555-8833	Home	Has Custody, Lives With
Step-Mother	Figueroa, Phyllis	480-555-8326	Work	Has Custody, Lives With
		480-555-8833	Home	Has Custody, Lives With
Relative	Connie Canava	480-919-3464	Home	
Relative	Paul Figueroa	480-135-0888	Home	
Doctor	Dr Strong		Office	

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.

Close

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

 Figueroa, Patricia N. **STUDENT**

Demographics Parent/Guardian Emergency Classes Documents Access Contact Log

**Parent / Guardians**

Line	Relation	Parent Name	Phone	Lives With	Contact Allowed	Ed. Rights	Has Custody	Mailings Allowed	Enrolling Parent	Release To
1	<a href="#">Mother</a>	<a href="#">Figueroa, Debra</a>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<a href="#">Father</a>	<a href="#">Figueroa, Joe</a>	<a href="#">480-555-8833</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<a href="#">Step-Mother</a>	<a href="#">Figueroa, Phyllis</a>	<a href="#">480-555-8326</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Deceased Parent / Guardians**

Line	Relation	Parent Name
No Deceased Parent / Guardians found		

**Siblings**

Line	Student Name	Gender	Street Address	City	Grade	School
No Siblings found						

Figure 7.3 - Student screen, Parent/Guardian tab




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



Close [Click to go back to 'Student'](#)

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

 Figueroa, Patricia N. **STUDENT PARENT / GUARDIAN DETAIL**

Demographics [Access](#)

### Parent Information

Parent Name Figueroa, Debra	Title	Email staffdemo@edupoint.com
Employer	Job Title	US Citizen <input type="checkbox"/>
Resolved Race/Ethnicity		Deceased <input type="checkbox"/>
Home Address 4224 Larchmontess Phoenix, AZ 85694	Mail Address	Work Address

### Parent Phone Numbers

Line	Primary	Type	Phone	Extension	Not Listed	Contact
No Parent Phone Numbers found						


### Parent / Guardians

Line	Relation	Parent Name	Phone	Lives With	Contact Allowed	Ed. Rights	Has Custody	Mailings Allowed	Enrolling Parent	Release To
1	Mother	Figueroa, Debra		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Father	Figueroa, Joe	480-555-8833	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Step-Mother	Figueroa, Phyllis	480-555-8326	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Close [Click to go back to 'Student'](#)

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

 Figueroa, Patricia N. **STUDENT PARENT / GUARDIAN DETAIL**

Demographics [Access](#)

### Account Access History

Line	Access Dt	Access Ip	Login Status
No Account Access History found			

### Parent / Guardians


Line	Relation	Parent Name	Phone	Lives With	Contact Allowed	Ed. Rights	Has Custody	Mailings Allowed	Enrolling Parent	Release To
1	Mother	Figueroa, Debra		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Father	Figueroa, Joe	480-555-8833	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Step-Mother	Figueroa, Phyllis	480-555-8326	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

Close

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

 Figueroa, Patricia N. **STUDENT**

Demographics [Parent/Guardian](#) **Emergency** [Classes](#) [Documents](#) [Access](#) [Contact Log](#)

### Emergency Contacts

Line	Name	Relationship	Home		Work		Other			
			Phone	Extn	Phone	Extn	Type	Phone	Extn	
1	Connie Canava	Relative	480-919-3464							
2	Paul Figueroa	Relative	480-135-0888							

### Physician Information

Physician Name Dr Strong	Phone
Comment 04 TYL	


Figure 7.6 - Student screen, Emergency tab

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

Close

Hope High School (2013-2014)

User: Kathy Jackson



Figueroa, Patricia N.

STUDENT

Demographics

Parent/Guardian

Emergency

Classes

Documents

Access

Contact Log

Student's Current Classes

Line	Period	Term	Section	Course	Teacher Name	Room	Enter Date
Beg	End	Code	ID	Title			
1 0	0	S2	1869	Rel Time A Hr	Rel Time, Rel Time	No Room	08/27/2013
2 1	1	S2	1169	Psychology li	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 li	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.



<div>Close</div>					
Hope High School (2013-2014)				User: Kathy Jackson	
		Figueroa, Patricia N.			
STUDENT					
Demographics		Parent/Guardian	Emergency	Classes	Documents
		Access	Contact Log		
Documents					
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.

Close

Hope High School (2013-2014)

User: Kathy Jackson



Figueroa, Patricia N.

STUDENT

Demographics

Parent/Guardian

Emergency

Classes

Documents

Access

Contact Log

Account Access History

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.

Close

Hope High School (2013-2014)

User: Kathy Jackson



Figueroa, Patricia N.

STUDENT

Demographics

Parent/Guardian

Emergency

Classes

Documents

Access

Contact Log

Student Contact Log

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

## VIEWING A STUDENT'S HEALTH RECORD

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

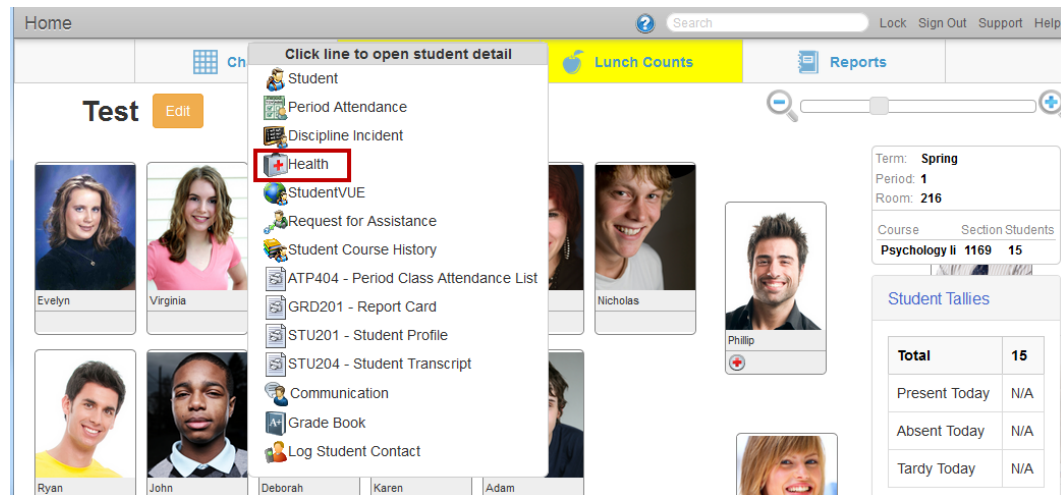


Figure 7.11 - TeacherVUE Home screen, Student options

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

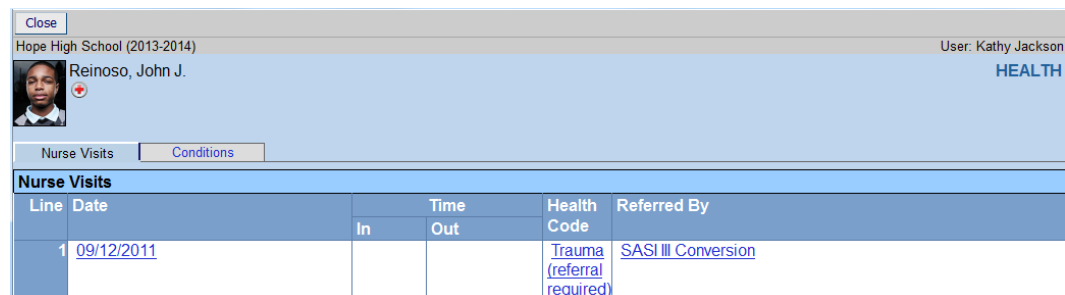


Figure 7.12 - Health screen, Nurse Visits tab

- 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.

Close [Click to go back to 'Health'](#)

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

Reinoso, John J. **HEALTH DETAIL**

Nurse Visit Detail

**Other Data**

Health Code Trauma (referral required)	Time In	Time Out
Staff Name SASI3, Charles	Referred By SASI III Conversion	Follow Up
Parent Contact Attempted	Parent Contact Made	
Subjective/Objective NO BLOOD TRANSFUSION		
Assessment/Plan		

**Incident Codes**

Line Clinical Code  
No Incident Codes found

**Nurse Visits**

Line	Date	Time		Health Code	Referred By
		In	Out		
1	09/12/2011			Trauma (referral required)	SASI III Conversion

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.

Close

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

Reinoso, John J. **HEALTH**

Nurse Visits **Conditions**

**Health Conditions**

Line	Start Date	End Date	Condition Code	Comment
1			Medical Alert	NO BLOOD TRANSFUSIONS OR BLOOD PRODUCTS TO BE GIVEN

Figure 7.14 – Health Screen, Conditions Tab

## VIEWING A STUDENT'S COURSE HISTORY

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

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

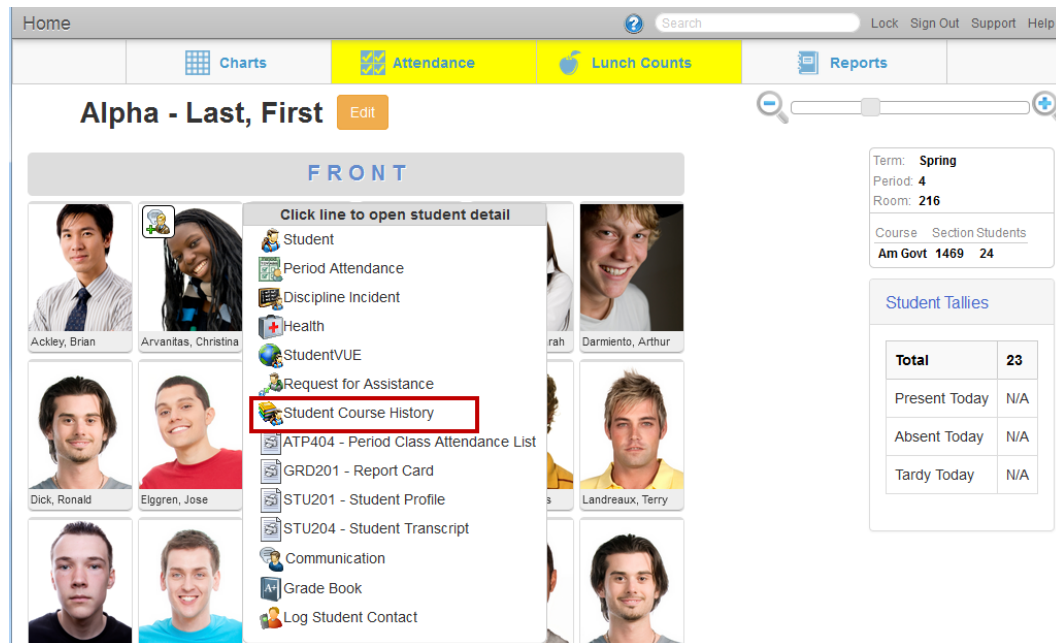


Figure 7.15 - TeacherVUE screen, Student options

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


Close											
Hope High School (2013-2014)											
User: Kathy Jackson											
STUDENT COURSE HISTORY											
Arvanitas, Christina T.											
Course History											
Courses											
Line	Calendar		Course		Grade	Mark	Conduct	CHS	Credits		Rpt Tag
	Year	Month	Title	ID				Type	Att	Compltd	
1	2004	7	Chemistry	SC71	11	A			0.500	0.500	
2	2004	6	Prin Eng li	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	SS35	11	B			0.500	0.500	
5	2004	5	Cheerleading	PE41	11	A			0.500	0.500	
6	2004	5	Prin Eng li	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	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		Year Information								
Course ID SC71	Course Title Chem	Calendar Month 7	Calendar Year 2004	School Year 2009						
School Information		Term Code	Year Title (Regular, Night...)	Grade 11						
District School										
Non-District School										
Last Change Information										
		Last Change User	Last Change Date							
Course Information										
Course ID SC71		Course Title Chemistry								
Credit Attempted 0.500	Credit Completed 0.500	Teacher Name								
Mark A	Numeric Mark <input type="checkbox"/>									
Repeat Tag										
Att 1	Att 2	Conduct								
Courses										
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	

Figure 7.17 – Student Course History Detail

# 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.

The screenshot shows the 'Incident Referral' screen in TeacherVUE. The left sidebar contains 'Incident Details' with links for 'Discipline Incident Data' (selected), 'Violations', 'Students Involved', 'Interventions', and 'Incident History'. The main area is titled 'Discipline Incident Data' and contains several input fields: 'Date' (04/21/2014), 'Time' (4:48 PM), 'Refer To' (dropdown), 'Incident Context Code' (Other Outside School Hours), 'Incident Location' (Classroom), and 'Description' (Incident Referral Description). At the top of the main area are buttons for 'Save & Return' and 'Return to Seating Chart'.

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.

The screenshot shows the 'Incident Referral' screen in TeacherVUE, specifically the 'Violations' section. The left sidebar is the same as in Figure 8.1, but 'Violations' is now selected. The main area is titled 'Violations' and contains a table with a header 'Select Violation(s)'. The table has two columns: the first column lists various types of violations, and the second column lists the corresponding technology-related violations.

Select Violation(s)	
Lying, Cheating, Forgery or Plagiarism	Technology, Improper use of-Computer
Lying, Cheating, Forgery or Plagiarism-Plagiarism	Technology, Improper use of-Telecommunication device
Lying, Cheating, Forgery or Plagiarism-Lying	Technology, Improper use of-Other Technology
Lying, Cheating, Forgery or Plagiarism-Forgery	Technology, Improper use of-Network Infraction
Lying, Cheating, Forgery or Plagiarism-Cheating	test-testing
Technology, Improper use of	

Figure 8.2 - Incident Referral screen, Violations section



#### 4. Select the **Violations**.

The screenshot shows the 'Incident Referral' screen in TeacherVUE. The 'Students Involved' section is active. It features a table with columns for Student, Role, and Comment. The student 'Billie, Christina J.' is selected as the 'Offender'. Below the table is a search bar labeled 'Find A Student' and a list of students to choose from.

Student	Role	Comment
Billie, Christina J.	Offender	

Find A Student

Select Student(s)			
(Aaron, Ian)	Ewbank, Kimberly B.	Mabe, Janet A.	Riley, Sara L.
Alligood, Carol K.	Fierro, Henry J.	Martinez, Todd A.	Salgado, Maria
Alvarez, Lawrence E.	Haaser, Jennifer A.	McGivney, Debra S.	Sirota, Anne A.
Barajas, Rachel S.	Hale, Ryan D.	McKinney, Jacqueline L.	Torres, William
Berry, Justin L.	Ibarra, Donald J.	Mobley, Louise P.	Wilson, Norma L.
Bethea, Ronald A.	Kiholm, Pamela J.	Pagnozzi, Bonnie L.	Zuder, Carl J.
Billie, Christina J.	Lippincott, Kathryn M.	Regalado, Craig	

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**.

The screenshot shows the 'Incident Referral' screen in TeacherVUE. The 'Interventions' section is active. It features a table with columns for Intervention and Comment. The 'Interventions' button is highlighted in the left sidebar. Below the table is a list of interventions to choose from.

Intervention	Comment

Select Interventions(s)

Corrected/Warned	Lunch Detention
Changed Seating	After School Detention
Conference with Student	Guidance Referral
Called Parent	Other

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.

TeacherVUE

Incident Referral

Save & Return Return to Seating Chart

Incident Details

Discipline Incident Data

Violations

Students Involved

Interventions

Incident History

Date 04/21/2014

Time 4:48 PM

Refer To

Incident Context Code Other Outside School Hours

Incident Location Classroom

Description Incident Referral Description

Figure 8.5 - Incident Referral screen

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

TeacherVUE

Incident Referral History

Return to Incident Referral Return to Seating Chart

Date	ID	Description	
03/10/2014	91	this student was disruptive in class	▼
02/21/2014	80	Student was caught copying from another student's test.	▼

Figure 8.6 - Incident Referral History screen

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

TeacherVUE

?

Search

Lock Sign Out Support Help

Incident Referral History

Return to Incident Referral

Return to Seating Chart

Date	ID	Description	
03/10/2014	91	this student was disruptive in class	<div>▲</div>

Incident ID: 91

Incident Date: 03/10/2014

Incident Time: 10:53 AM

Referred To: Wilson, Rob

Incident Details

Context: Other During School Hours

Location: Classroom

Violations: Technology, Improper use of > Computer

Description: this student was disruptive in class

Students Involved

Student	Role	Comment
Bradley, Linda R.	Offender	
Flores Nunez, Kathy V.	Bystander or witness	
Vela, Bonnie M.	Bystander or witness	

Interventions

Intervention	Comment
Changed Seating	
Called Parent	

02/21/2014	80	Student was caught copying from another student's test.	<div>▼</div>
------------	----	---	--------------

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.

The screenshot shows the TeacherVUE Home screen. At the top is a navigation bar with links: Home, Streams, Grade Book, Report Card, LessonVUE, and Admin. The user is logged in as Kathy Jackson, 2013-2014 Hope High School, Secondary Teacher. Below the navigation bar is a search bar and links for Lock, Sign Out, Support, and Help. The main content area is titled "Alpha - Last, First" with an "Edit" button. Below this is a "FRONT" section showing a grid of student portraits. To the right of the grid is a list of options to "Click line to open student detail": Student, Period Attendance, Discipline Incident (highlighted with a red box), Health, StudentVUE, Request for Assistance, Student Course History, ATP404 - Period Class Attendance List, GRD201 - Report Card, STU201 - Student Profile, STU204 - Student Transcript, Communication, Grade Book, and Log Student Contact. To the right of the options list is a "Student Tallies" section showing a table with columns "Total" and "15". The table rows are: Present Today (N/A), Absent Today (N/A), and Tardy Today (N/A).

Figure 8.8 - TeacherVUE Home screen, Student options

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


Close							
Hope High School (2013-2014)							
User: Kathy Jackson							
DISCIPLINE INCIDENT							
Figueroa, Patricia N.							
Incidents							
Discipline Incidents							
Line	Edit	Incident Date	Incident Time	Incident Role	Description	Referred By	Entered By
1	Edit	09/30/2013	2:33 PM	Offender	"Hi"	Jackson, Kathy	Craft, Chris
2	Edit	03/20/2014	3:19 PM	Offender		User, Admin	Craft, Chris

Figure 8.9 - Discipline Incident screen

## 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 Offender	Incident Date 09/30/2013	Incident Time 2:33 PM	Referred By Jackson, Kathy	Referral Date 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 <input type="checkbox"/>	Injuries Sustained <input type="checkbox"/>	Serious Bodily Injury <input type="checkbox"/>	Injury Description
--	--	---	--------------------

**Violations**

Line	Violation Number	Violation	Notify Law Enforcement
1	43	Assault	<input type="checkbox"/>
2	56	Defiance	<input checked="" type="checkbox"/>
3	55	Deadly Weapon	<input type="checkbox"/>
4	1	Lying, Cheating, Forgery or Plagiarism > Forgery	<input type="checkbox"/>

**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](#)

# 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.

The screenshot shows the TeacherVUE Home screen. At the top, there's a navigation bar with links: Home, Streams, Grade Book, Report Card, LessonVUE, and Admin. The user is logged in as Kathy Jackson, a Secondary Teacher at Hope High School, 2013-2014. Below the navigation bar, there are tabs for Charts, Attendance, Lunch Counts, and Reports. The main content area is titled 'Alpha - Last, First' with an 'Edit' button. It displays a seating chart labeled 'FRONT' with student portraits and names: Collum, Evelyn; Davis, Virginia; Dugaw, Brian; Figueroa, Patricia; Gunnell, Ruby; Healy, Phillip; Johnson, Patrick; Miller, Stephanie; Rosales, Deborah; Serna, Karen; and Stapley, Adam. A dropdown menu is open for the selected student, listing various options: Student, Period Attendance, Discipline Incident, Health, StudentVUE, Request for Assistance (highlighted with a red box), Student Course History, ATP404 - Period Class Attendance List, GRD201 - Report Card, STU201 - Student Profile, STU204 - Student Transcript, Communication, Grade Book, and Log Student Contact. On the right side, there's a sidebar with 'Term: Spring', 'Period: 1', 'Room: 216', and a table for 'Psychology II 1169' showing 15 students. Below that is a 'Student Tallies' section with a table showing 'Total' as 15, and 'Present Today', 'Absent Today', and 'Tardy Today' all as N/A.

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.



## 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.

The screenshot shows the TeacherVUE Home screen. At the top, there is a navigation bar with links: Home, Streams, Grade Book, Report Card, LessonVUE, and Admin. The user is logged in as Natalie Carroll, 2013-2014 Adams Elementary Teacher. Below the navigation bar, there are tabs for Charts, Attendance, Lunch Counts, and Reports. The main area displays a seating chart for 'Alpha - Last, First'. A student is selected, and a context menu is open with the following options: Student, Daily Attendance, Discipline Incident, Health, Request for Assistance, StudentVUE, Discipline, Incident Referral, Student ALC, STU201 - Student Profile, Communication, **IEP Student IEP** (highlighted with a red box), Grade Book, and Log Student Contact. On the right side, there is a sidebar with student information: Term: 4th Qtr, Period: 1, Room: 0002, Course, and Section Students. Below this is a 'Student Tallies' table.

Student Tallies	
Total	29
Present Today	N/A
Absent Today	N/A
Tardy Today	N/A

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		<b>Individualized Education Program</b>			
Student Name: Aaron, Ian Date Of Birth: 04/12/2002 Student No.: 129442		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 - State Determined		Home Language - State Determined	
Hispanic		English		English	
Parent/Guardian					
Name		Home Phone		Name	
Kathleen Aaron		###-###-####		Philip Aaron	
Address		Work Phone		Home Phone	
1959 S Val Vista Dr				480-555-1214	
Mesa, AZ 85234		Emergency Phone		Address	
		###-###-####		1959 S Val Vista Dr	
				Work Phone	
				602-333-4567	
				Emergency Phone	
				480-655-6767	
IEP Review Due Date: 11/08/2012      Re-evaluation Due Date: 11/10/2014 Interpreter Needed: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N					
Eligible: <input checked="" type="checkbox"/> 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>B. IEP Team Members</b> The following were in attendance:					
Names	Consulted	Position	Signature/Date		
Aaron, Ian		Student			
x	Present	District Representative			
		Individual to Interpret			
x	Present	Instructional Implications of Evaluation Results			

Edupoint School District - Individualized Education Program

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Figure 9.4 - Student IEP



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

# 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.

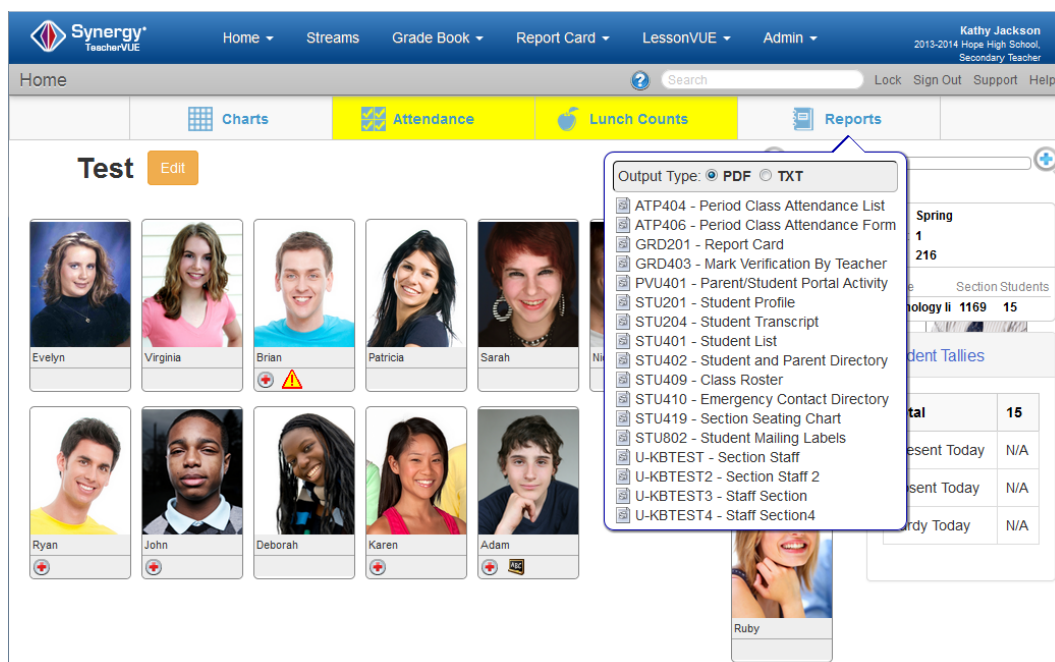


Figure 10.1 - TeacherVUE Home screen - Reports

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

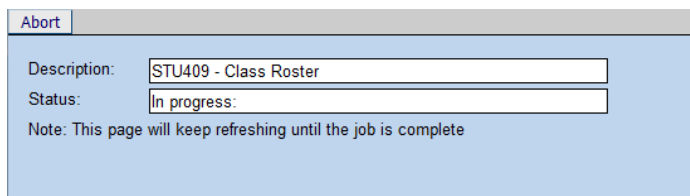



Figure 10.2 - Report Status screen



### 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		
1 Collin, Belya	874453																1	
2 Davis, Virginia L.	915033																2	
3 Degaw, Brian L.	906745																3	
4 Figueroa, Patricia N.	126521																4	
5 Finley, Sarah D.	879916																5	
6 Gonzalez, Nicholas V.	878296																6	
7 Grunell, Ruby L.	874015																7	
8 Healy, Philip M.	967885																8	
9 Johnson, Patrick R.	887728																9	
10 Miller, Stephanie J.	951351																10	
11 Packer, Ryan J.	874407																11	
12 Rehoso, John J.	137924																12	
13 Rosales, Deborah Y.	158870																13	
14 Sena, Karen R.	873378																14	
15 Stapley, Adam R.	889772																15	

**Legend**

Acc = Absent	Can = Can't Attend	Lic = Lick	Is = Is	Unk = Unknown	Adm = Administrative
Ch = Other	Bus = Bus Stop	Vac = Vacation	U = Unexcused	Unk = Unknown	Exc = Excused
W = Withdrawn	Cou = Counseling	S = Sick/Early	UT = Unexcused	Ad = Absent	Su = Suspension
Sup = Supervised	Fun = Funeral	Hol = Holiday	Vac = Vacation	Sta = Staff Displacement	Non = Non-Scheduled
Dis = Other	Em = Emergency	Em = Emergency	Sup = Supplemental	NIS = Not Enrolled	NIS = Not Scheduled

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed by: Kathy Jackson at 04/28/2014 9:30 AM      Bipoint School District      Page 1 of 1

Figure 10.3 – Report

## PRINTING INDIVIDUAL STUDENT REPORTS

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

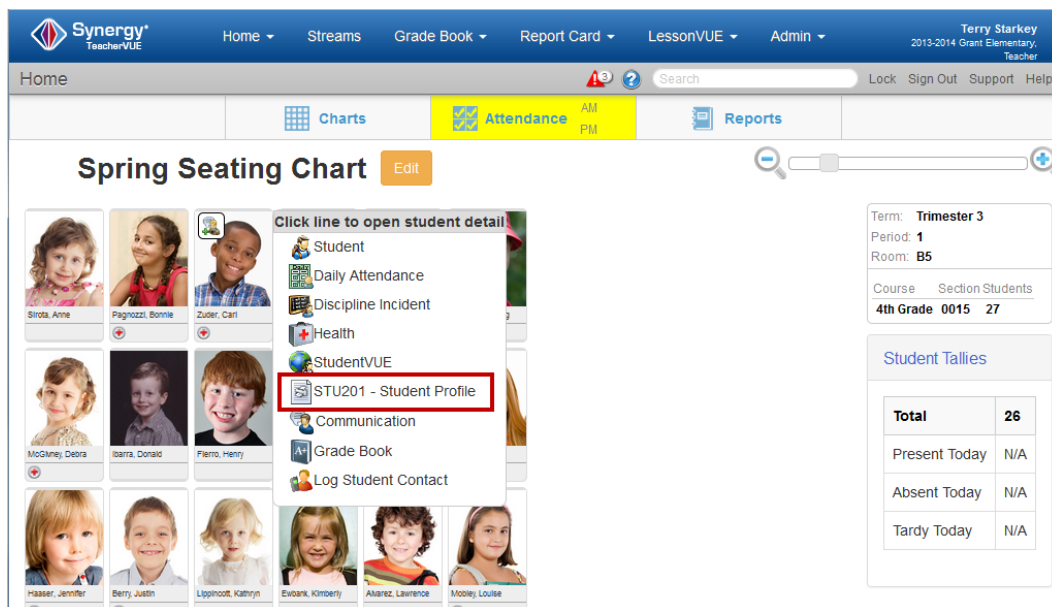


Figure 10.4 - TeacherVUE Home screen, Student options

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

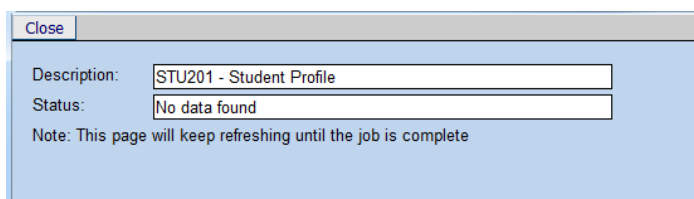


Figure 10.5 - Report Status screen

Edupoint		Grant Elementary Student Profile		Year: 2013-2014 Report: STU01	
Zuder, Carl J. -- Homeroom: B5					
<b>General Information</b>					
Student Name Zuder, Carl J.		Perm ID 996054		Gender M	Grade 04
State ID 0000751056		Last Name Goes By		Nick Name	
Birth Date 02/19/2004	Birth Place Chandler, Az	Leave Date	Enter Date 08/27/2013		
Home Phone 480-555-3838	Home Language English	Resected Race/Ethnicity White			
Home Address 2527 S Patterson Mesa, AZ 85614			Mailing Address Mesa, AZ 85614		
Bus Routes: AM Bus: _____ PM Bus: _____ AM K bus to home: _____ PM K bus to school: _____ Day Care: _____					
<b>Custodial Information</b>					
Mother Zuder, Julie		Employer Catering & Pet Sitting		<input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Mailings Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Ed. Rights	
Address: 2527 S Patterson Mesa, AZ 85614		E-Mail staffdemo@edupoint.com			
Phone Type: Home	Phone: 480-555-3838	Extension:	<input type="checkbox"/> Primary <input type="checkbox"/> Not Used <input type="checkbox"/> Contact Phone		
Phone Type: Cell	Phone: 480-555-8228	Extension:	<input type="checkbox"/> Primary <input type="checkbox"/> Not Used <input type="checkbox"/> Contact Phone		
Father Zuder, Eugene		Employer Self (painter)		<input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Mailings Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Ed. Rights	
Address: 2527 S Patterson Mesa, AZ 85614		E-Mail staffdemo@edupoint.com			
Phone Type: Work	Phone: 480-555-3838	Extension:	<input type="checkbox"/> Primary <input type="checkbox"/> Not Used <input type="checkbox"/> Contact Phone		
Phone Type: Home	Phone: 480-555-3838	Extension:	<input type="checkbox"/> Primary <input type="checkbox"/> Not Used <input type="checkbox"/> Contact Phone		
Phone Type: Cell	Phone: 480-555-3838	Extension:	<input type="checkbox"/> Primary <input type="checkbox"/> Not Used <input type="checkbox"/> Contact Phone		
<b>Health Conditions</b>					
Condition Medical Alert		Start Date 09/22/2010			
Comment ASTHMA					
<b>IN CASE OF EMERGENCY:</b> Names of persons who can assume temporary responsibility					
Name Gloria Bordes	Relationship Relative	Home Phone 480-623-6831	Work Phone	Other Phone	
Name Yin Cutler	Relationship Grand-M other	Home Phone 480-536-1820	Work Phone	Other Phone	
Physician: Mesa Pediatrics Phone: _____					
Printed by Terry Stahley at 04/08/2014 10:18 AM Bishop's School District Page 1 of 2					

Figure 10.6 – Report

# Chapter Eleven:

## ACCESSING GRADE BOOK & STUDENTVUE

In this chapter, the following topics are covered:

- ▶ [Accessing Grade Book](#)
- ▶ [Accessing StudentVUE](#)



## 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*.

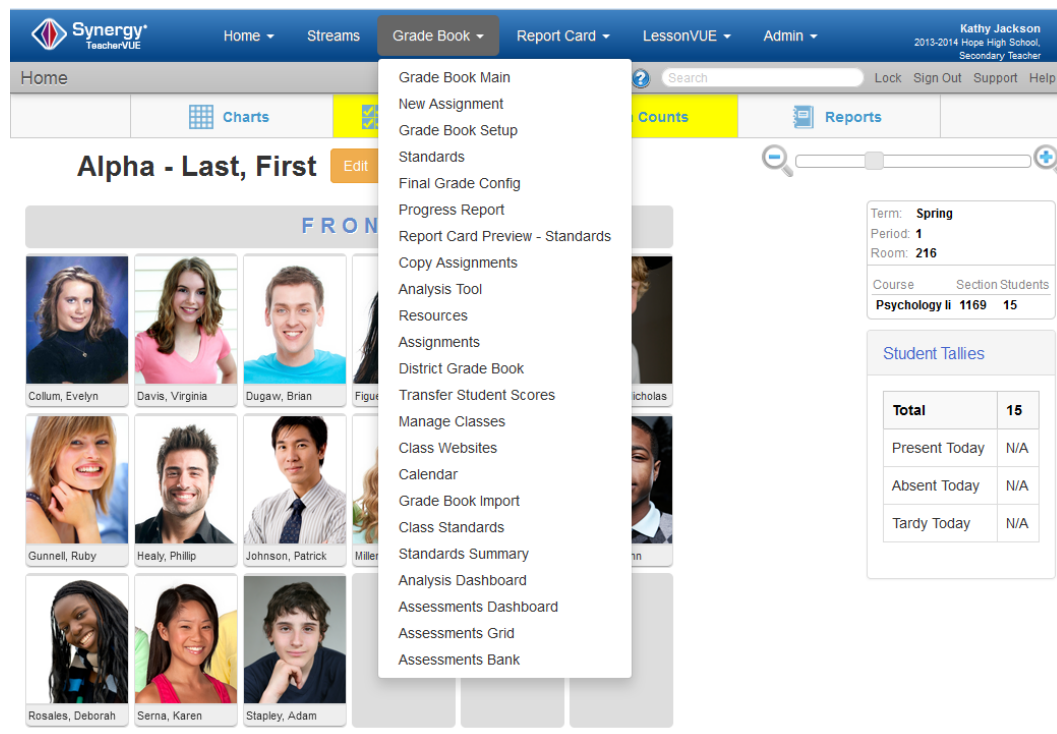


Figure 11.1 – TeacherVUE Home screen

## 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.

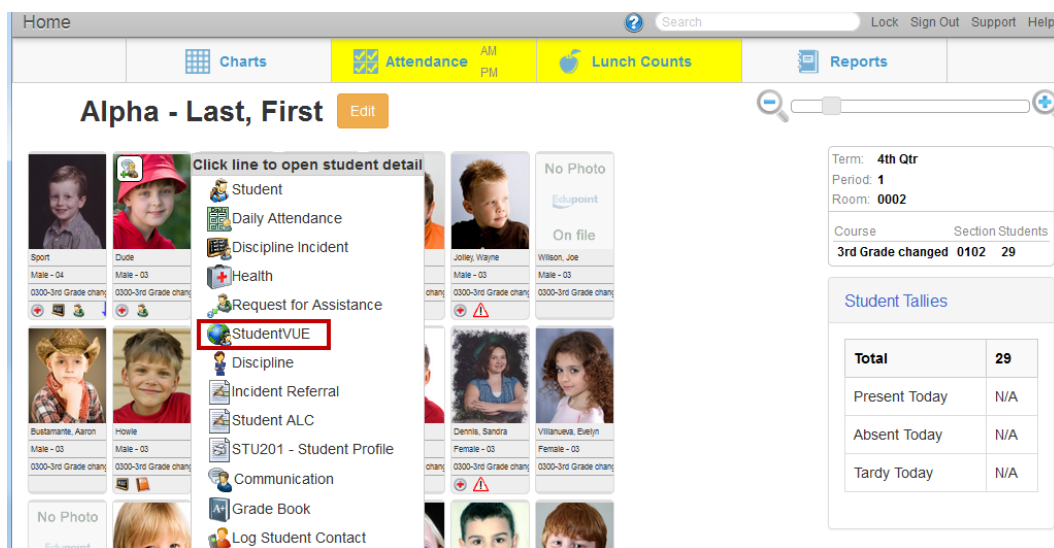


Figure 11.2 - TeacherVUE Home screen, Student options

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

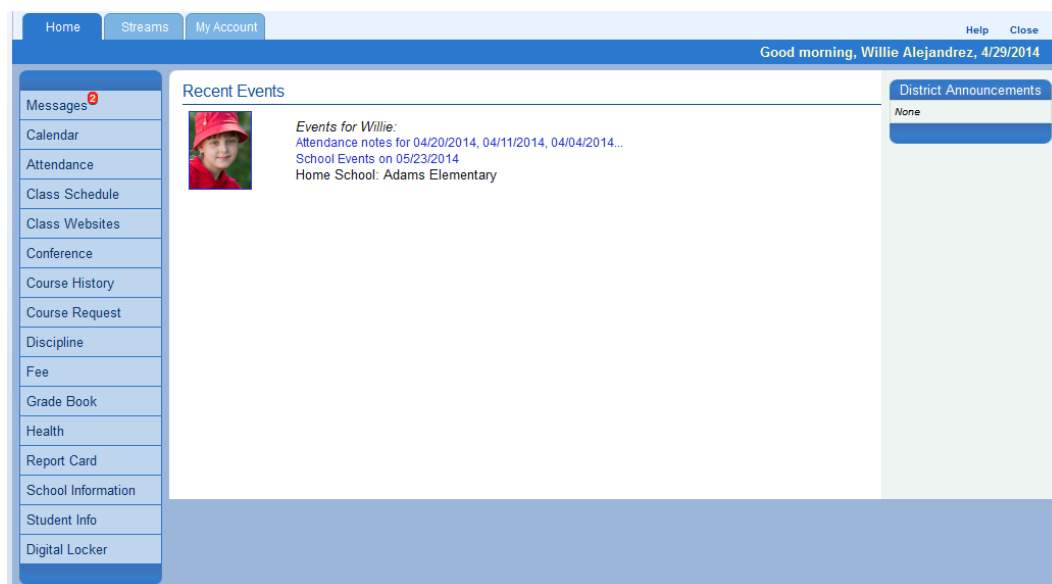


Figure 11.3 - StudentVUE

# 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.

Student Name	4/19/2014	4/20/2014	4/21/2014	4/22/2014	4/23/2014	4/24/2014	4/25/2014	4/26/2014	4/27/2014	4/28/2014
(Aaron, Ian)	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
(Ahmad, Keith N.)	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
Alligood, Carol K.	7.5									
Alvarez, Lawrence E.	6									
Barajas, Rachel S.	7.5									
Berry, Justin L.	7.5									
Bethea, Ronald A.	6									
Billie, Christina J.	7.5									

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.

Student Name	4/19/2014	4/20/2014	4/21/2014	4/22/2014	4/23/2014	4/24/2014	4/25/2014	4/26/2014	4/27/2014
(Aaron, Ian)	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E

Figure 12.2 - Alternative Learning Center screen, Confirmation message

# ENTERING ALC ATTENDANCE FOR A STUDENT

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

TeacherVUE

Alternative Learning Center Save Return

<< Back Go To Today Forward >>

Student Name	4/19/2014	4/20/2014	4/21/2014	4/22/2014	4/23/2014	4/24/2014	4/25/2014	4/26/2014	4/27/2014
(Aaron, Ian)	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
(Ahmad, Keith N.)	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
Alligood, Carol K.	7.50								
Alvarez, Lawrence E.	6.00								
Barajas, Rachel S.	7.50								
Berry, Justin L.	7.50								
Bethea, Ronald A.	6.00								

Term: Trimester 3  
Period: 1  
Room: B5  
Course: 4th Grade  
Section: 0015  
Students: 27

Figure 12.3 - Alternative Learning Center screen

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

Save Undo Close

(2013-2014) User: Terry Starkey

Alvarez, Lawrence E. **STUDENT ALC**

ALC

ALC Add

Line	Edit	Date	Units	Unit Weight	Comment	Posted
1	Edit	04/19/2014	6.00	1.0		

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.

Line	Edit	Date	Units	Unit Weight	Comment	Posted
1	<a href="#">Edit</a>	04/19/2014	6.00	1.0	excused for appt	<input type="checkbox"/>
2	<a href="#">Edit</a>	04/28/2014	7.50	1.0		<input type="checkbox"/>

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.

Student Name	4/19/2014	4/20/2014	4/21/2014	4/22/2014	4/23/2014	4/24/2014	4/25/2014	4/26/2014	4/27/2014
(Aaron, Ian)	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
(Ahmad, Keith N.)	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
Alligood, Carol K.	7.50								
Alvarez, Lawrence E.	6.00								
Barajas, Rachel S.	7.50								
Berry, Justin L.	7.50								
Bethea, Ronald A.	6.00								
Billie, Christina J.	7.50								

Term: Trimester 3  
 Period: 1  
 Room: B5  
 Course: 4th Grade 0015  
 Students: 27

Figure 12.6 - Alternative Learning Center screen

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

Line	Edit	Date	Units	Unit Weight	Comment	Posted
1	<a href="#">Edit</a>	04/19/2014	6.00	1.0		<input type="checkbox"/>

Figure 12.7 - Student ALC screen

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

## Deleting a Student's ALC Record

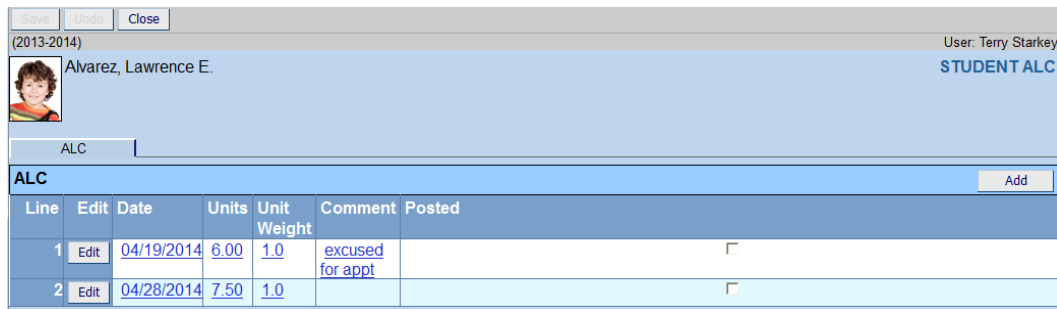
Once the system posts a record to course history and the student has received credit for the course, the **Posted** column is checked. You cannot delete posted records.

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

Student Name	4/19/2014	4/20/2014	4/21/2014	4/22/2014	4/23/2014	4/24/2014	4/25/2014	4/26/2014	4/27/2014
(Aaron, Ian)	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
(Ahmad, Keith N.)	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E	N/E
Allgood, Carol K.	7.50								
Alvarez, Lawrence E.	6.00								
Barajas, Rachel S.	7.50								
Berry, Justin L.	7.50								

Figure 12.8 - Alternative Learning Center screen

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



Save Undo Close

(2013-2014) Alvarez, Lawrence E. User: Terry Starkey

STUDENT ALC

ALC

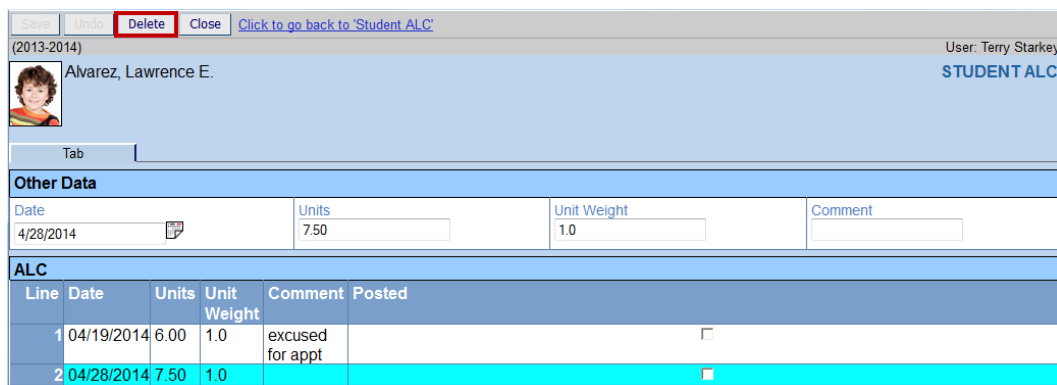
Line	Edit	Date	Units	Unit Weight	Comment	Posted
1	Edit	04/19/2014	6.00	1.0	excused for appt	
2	Edit	04/28/2014	7.50	1.0		

Add

Figure 12.9 - Student ALC screen

3. Click **Edit**.

The Other Data fields display for the line you selected to edit.



Save Undo Delete Close Click to go back to 'Student ALC'

(2013-2014) Alvarez, Lawrence E. User: Terry Starkey

STUDENT ALC

Tab

Other Data

Date 4/28/2014 Units 7.50 Unit Weight 1.0 Comment

ALC

Line	Date	Units	Unit Weight	Comment	Posted
1	04/19/2014	6.00	1.0	excused for appt	
2	04/28/2014	7.50	1.0		

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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