ParentVUE and StudentVUE 2.0
User Guide

Release 2019

June 2018
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About This Manual

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

This document serves as a reference for Edupoint’s recommendations and Best Practices for Synergy processes. Due to the complex nature and myriad configurations possible within the Synergy software, it is not feasible to include every possible scenario within this guide.

Conventions Used in This Manual

- **Bold** indicates user interactions such as a button or field on the screen.
- *Italics* indicate the option to select or text to enter.
- Notes, Tips, References, and Cautions appear in the margin to provide additional information.

Before You Begin

Before installing any of the Edupoint family of software products, be sure to review the system requirements and make sure the district’s computer hardware and software meet the minimum requirements.

Software and Document History

<table>
<thead>
<tr>
<th>Document Version</th>
<th>Release Date</th>
<th>Software Release</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Jun 2018</td>
<td>2019</td>
<td>Initial release of this document</td>
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Overview

Parents and students access ParentVUE and StudentVUE using a web browser. A user name and password provide secure access.

ParentVUE

ParentVUE offers a single sign-on to view school information for all of the siblings, regardless of the grade level or school of attendance. You log in once to see all of your children’s school information. ParentVUE offers access to the student and classroom information and different types of communication from the school or district for each child. Parents see their children’s information only and cannot see other students’ information.

ParentVUE Home Screen

After logging on to the web portal or activating an account, parents see the Home tab of the ParentVUE portal.

If an Acknowledgment is available, it displays before the Home screen.

- The Navigation bar contains links to display records for the selected child.  
- Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. Click a link for more detailed information.  
- Parents use the focus menu to select from the children actively enrolled in the district.  

ParentVUE Home Page
• Streams allows parents to communicate with teachers, if enabled.

ParentVUE Streams Tab

• The My Account tab accesses your account information.

ParentVUE Account Information Page

• The Help tab directs you to the Help screen, which contains information provided by the district.

• The Online Registration tab opens Online Registration, if available.
Chapter 1: Overview

- All screens contain Logout, Contact, and Privacy links.
- Your district might support additional languages. If so, select one at the bottom of the ParentVUE screen.  

Changing the language at the bottom of the ParentVUE screen only changes the language on the interface. To change the language for email notifications, see Managing Your Account.

- You can enable Accessibility Mode, if needed.
StudentVUE

StudentVUE offers single sign-on access to student and classroom information and offers different types of communication from the school or district. Students can only see their information only and cannot see the records of other students. If your parents have a ParentVUE account, they can access your information.

StudentVUE Home Screen

After logging on to the web portal or activating an account, students see the Home tab of the StudentVUE portal.

If an Acknowledgment is available, it displays before the Home screen.

- The Navigation bar contains links to display your records. ①
- Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. ② Click a link for more detailed information.
- Streams allows students to communicate with teachers, if enabled. ③
The My Account tab accesses your account information.

The Help tab directs you to the Help screen, which contains information provided by the district.

The Online Registration tab opens Online Registration, if available.

All screens contain Logout, Contact, and Privacy links.

Your district might support additional languages. If so, select one at the bottom of the StudentVUE screen.

You can enable Accessibility Mode, if needed.

Viewing Acknowledgements

Acknowledgements notify parents and students of documents that require a response to confirm that they have viewed the document.

Certain acknowledgements only display for students in a specific grade level.
After logging into ParentVUE or StudentVUE, the Acknowledgement page displays a message with a downloadable document to view.

1. Click the link to download the document.
2. Read the document.
3. Select the appropriate response.

Not all acknowledgements allow you to decline or skip a response.

- Some acknowledgements require an electronic signature before you click agree or decline. Enter your name as it displays in the upper right hand corner of the screen.
- If you skip an acknowledgement, the message displays the next time you log in.

After you reply, a list of Acknowledged Documents is available on the My Account and Documents pages. It displays the Date, Time, Document, and their Response to the acknowledgement.

If the Student Info screen is missing mandatory data, the screen opens for you to update the information before viewing other screens in ParentVUE.
Managing Account Information

Logging In to Your Account

1. Open the web address provided by the school district.

![ParentVUE and StudentVUE Access Screen](image)

ParentVUE And StudentVUE Access Screen

2. Select the preferred language at the bottom, if necessary. The screen default is English.

3. Select an option:
   - Parents – Click I am a parent >>. The ParentVUE Account Access screen opens.
   - Students – Click I am a student >>. The StudentVUE Account Access screen opens.
4. Log in to your account.

   - If you already have an account, enter the User Name and Password. Click Login.

   **If you forgot your password:**
   1. Click Forgot your password? Click here.
   2. Enter the primary email address. A message is sent to that email address with the username and password information. If you encounter any issues, contact your school.

   ![StudentVUE Account Access Screen](image)

   - If you have an activation key, see Account Creation.
**Account Creation Using Activation Keys**

Use the following steps if your school district provided you with an activation key to create an account.

The following steps use the StudentVUE screens. The ParentVUE screens are similar. Use these steps to create a ParentVUE account. You can also complete these steps using the mobile version of ParentVUE or StudentVUE.

1. Click **More Options**.
2. Click **Activate Account**.

![StudentVUE Account Access Screen](image-url)
3. Click I Accept after reading the Privacy Statement to agree to it.

![StudentVUE Step 1 Of 3: Privacy Statement Screen](image)

4. Enter First Name, Last Name, and Activation Key as provided in the Activation Key Letter. The first name and last name must exactly match the information in the letter.

5. Click Continue to Step 3.

![StudentVUE Step 2 Of 3: Sign In With Activation Key Screen](image)

6. Enter the User Name that was provided or create a unique User Name. An error message displays if someone is already using the user name entered.

7. Enter a Password and re-enter it in Confirm Password. The password must be a minimum of 6 characters in length and can consist of numbers and letters, but not special characters. The password is case-sensitive.
8. (Parents Only) Enter the Primary E-Mail address.

   ![StudentVUE Step 3 Of 3: Choose User Name And Password Screen](image)

9. Click Complete Account Activation.

**Forgot Your Password**

1. Click More Options.
2. Click Forgot Password.

   ![Login Screen](image)
3. Enter the primary email address. ParentVUE/StudentVUE sends a message to that email address with the username and password information and a link to change your password.

4. Click Send Email.

![Forgot Password Screen](image)

5. Open the email.

6. Click the link to change your password.

![Forgot Password Email Sample](image)
7. Enter the First Name, Last Name, New Password, and Confirm New Password.

⚠️ Enter your name exactly as it displays on the account.

8. Click Change Password.

My Account Password Screen

A message indicating that the application made the changes successfully displays.

My Account Password Screen
Managing Your Account

The Account Information page differs between parents and students. Both screens allow you to change your password, update email addresses, and view your login history. Parents can define which type of emails to receive, how often they want to receive them, and other information as the district permits.

ParentVUE Account Information Page

1. Select the My Account tab.
2. Make updates to your account as needed.
   - Click Change Password to change your password.
   - Decide which notifications to receive and how often in the Auto-Notify section.
   - Add or edit your email addresses.
   - Change your First Name, Last Name, Employer, and Primary Language if available on the screen.

   Changing the Primary Language also changes the language of email notifications sent from ParentVUE.

3. Click Update Account.
**StudentVUE My Account Page**

1. Select the My Account tab.

2. Make updates to your account as needed.
   - Click Change Password to change your password.
   - Add or edit your email addresses.

3. Click Update Account.
Chapter 2: Student Information

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Managing Student Info

The Student Info page displays the student’s demographic information. The Student Info page in ParentVUE also displays the emergency contact and physician information.

Parents can make changes to their child’s information if the district allows. If the district does not allow parents to make changes, they must notify the school of any changes to make. Students cannot make changes.

![ParentVUE Student Info Page]
1. Click **Student Info** on the Navigation bar.

2. Click **Edit Information** to make changes to the student’s information, if enabled.

   To notify the school of any demographic information changes, click the staff name to send a Stream message or click the Email icon to send an email.

3. Edit the fields.
4. Click Save Changes.

After submitting a change, the school staff must review and accept the change before the information updates. The date of the Student Info update displays at the top of the screen.

You cannot submit further changes until the school staff accepts the pending changes.

Viewing School Information

- Click School Information on the Navigation bar to view a directory of the student’s school.
- Click the Website URL to go to the school’s website.
- Click the Email link in the School Staff Contact List to email a member of staff.
Viewing Health Information

The Health page lists the student’s visits to the school nurse, their health conditions, and immunization record.

1. Click Health on the Navigation bar.

   ![Health Summary Table]

   **Health Summary**
   - Date | Time In | Time Out | Assessment Plan
   - 06/07/2018 | | | Possible heat stroke
   - 06/01/2018 | 10:30 AM | 10:35 AM |  
   - 05/30/2018 | | |  
   - 05/30/2018 | 7:15 AM | 7:30 AM | Billy needs to come in every morning to check symptoms
   - 05/18/2018 | 1:00 PM | 2:00 PM | Provided breathing treatment.

   **Health Page**

   2. Click the record link in the Health Summary to view the Nurse Visit Detail. This displays the assessment of the student’s condition, the action taken, and the name of the staff who recorded the visit.

   ![Nurse Visit Detail]

   **Nurse Visit Detail**
   - Date: 06/07/2018
   - Time In: | Time Out: |
   - School Name: Hope High School
   - Assessment Plan: Possible heat stroke
   - Staff Name: Mark Andrews

   **Health Page, Nurse Visit Detail**
3. Click Health Conditions to view the Health Condition Summary. This displays the student’s health conditions, such as asthma or allergies.

![Health Condition Summary]

4. Click Immunizations to view the Immunization Summary. This displays a record indicating compliance and non-compliance for immunizations.

![Immunization Summary]
Viewing Course History Information

The Course History page displays all of a secondary student’s courses, the grades received for all years and all schools, the cumulative GPA, and graduation ranking.

1. Click Course History on the Navigation bar.

   The Mark column displays an indicator when a student withdraws from a course.

   ![Course History Page](image)
2. Select Detail to view additional detail for Graduation Status, Test Requirements, or Student Course History.

The Graduation Status section provides detailed credit and test requirement information, if appropriate to the student’s school grade level.

This is the same information that displays on the student’s transcript.

---

### Graduation Status Class of 2009

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Progress</th>
<th>Subject Area</th>
<th>Required</th>
<th>Completed</th>
<th>In Progress</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Literature</td>
<td>100.0%</td>
<td>English Literature</td>
<td>3.00</td>
<td>3.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Mathematics</td>
<td>100.0%</td>
<td>Mathematics</td>
<td>3.00</td>
<td>3.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Science Required</td>
<td>100.0%</td>
<td>Science Required</td>
<td>2.00</td>
<td>2.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>American History</td>
<td>100.0%</td>
<td>American History</td>
<td>2.00</td>
<td>2.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Government</td>
<td>100.0%</td>
<td>Government</td>
<td>0.50</td>
<td>0.50</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Electives</td>
<td>100.0%</td>
<td>Electives</td>
<td>3.00</td>
<td>17.00</td>
<td>1.50</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Test Requirements

- AIMS Reading: 650 Approaches (03/13/2016)
- AIMS Math: 690 Meets (03/13/2016)

---

### Course History Page

3. Select Detail in the Student Course History section. Each course displays with the Mark earned, Credit Attempted, and Credit Completed.

---

### Student Course History

<table>
<thead>
<tr>
<th>Grade 9</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Mark</th>
<th>Credit Attempted</th>
<th>Credit Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology High School Year: 2012 Fall, Fall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science (SC18)</td>
<td>C</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>Health (HSC12)</td>
<td>P</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>TRN (M/21)</td>
<td>C</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>World History (SH21)</td>
<td>D</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>Tokyo High School Year: 2012 Fall, Spring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English (ENG11)</td>
<td>C</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>Science 2 (SC21)</td>
<td>D</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>AP Calculus (M/21)</td>
<td>B</td>
<td>0.50</td>
<td>0.50</td>
</tr>
<tr>
<td>World History (SH23)</td>
<td>C</td>
<td>0.50</td>
<td>0.50</td>
</tr>
</tbody>
</table>
Viewing Discipline Information

The Discipline page displays all of the student’s discipline events. The summary of events shows the Incident Date, Incident Time, Incident Role, and Comment to describe the incident.

1. Click Discipline on the Navigation bar.

<table>
<thead>
<tr>
<th>Incident Date</th>
<th>Incident Time</th>
<th>Incident Role</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/29/2018</td>
<td>2:00 PM</td>
<td>Victim</td>
<td></td>
</tr>
<tr>
<td>05/29/2018</td>
<td>2:00 PM</td>
<td>Offender</td>
<td>Billy shoved another student who then pushed Billy.</td>
</tr>
<tr>
<td>05/29/2018</td>
<td>9:52 AM</td>
<td>Offender</td>
<td></td>
</tr>
<tr>
<td>04/20/2018</td>
<td>7:30 PM</td>
<td>Offender</td>
<td></td>
</tr>
<tr>
<td>03/08/2018</td>
<td>2:06 PM</td>
<td>Offender</td>
<td></td>
</tr>
</tbody>
</table>

Discipline Summary Page
2. Click the incident link to see additional details about the incident. The Discipline Detail displays the associated staff member and the Discipline Disposition Summary section, if applicable.

   **Discipline Summary**

<table>
<thead>
<tr>
<th>Incident Date</th>
<th>Incident Time</th>
<th>Incident Role</th>
<th>Referred By</th>
<th>Staff Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/29/2018</td>
<td>2:00 PM</td>
<td>Offender</td>
<td>Adams, Laurie</td>
<td>Julia Weathers</td>
</tr>
</tbody>
</table>

   **Location**
   Hallway/Stairwell

   **Incident Context Code**
   Afternoon Classes

   **School Name**
   Hope High School

   **Violations**
   Fighting

   **Comment**
   Billy shoved another student who then pushed Billy.

   **Discipline Disposition Summary**

<table>
<thead>
<tr>
<th>Disposition Date</th>
<th>Start Date</th>
<th>End Date</th>
<th>Description</th>
<th>Staff Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/30/2018</td>
<td>05/30/2018</td>
<td>05/30/2018</td>
<td>Out of School Suspe...</td>
<td>Julia Weathers</td>
</tr>
</tbody>
</table>

   *Discipline Page, Discipline Detail*

3. Click Summary to return to the original screen.
Viewing Special Education Information

The Special Education page displays the student’s Individualized Education Plan (IEP) and Progress Reports if a student is receiving services. The page also displays listing the Next Annual Review Date and the Next Reevaluation Date.

1. Click Special Ed on the Navigation bar.

2. Click the date link to view a PDF of the current IEP or Progress Report. You can use your browser to print or save a copy of the PDF files.
Chapter 2: Student Information

Viewing Documents

The Documents page displays all documents attached for the student.

- **Parent acknowledgements** for documents display on the My Account tab.

1. Click Documents on the Navigation bar.
2. Click the Document link to view the document.
# Chapter 3: Classroom Information

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viewing Attendance Information</td>
<td>36</td>
</tr>
<tr>
<td>Viewing the Class Schedule</td>
<td>39</td>
</tr>
<tr>
<td>Using Digital Locker</td>
<td>41</td>
</tr>
<tr>
<td>Viewing Report Cards</td>
<td>43</td>
</tr>
<tr>
<td>Viewing Grade Book</td>
<td>44</td>
</tr>
<tr>
<td>Taking Assessments</td>
<td>49</td>
</tr>
<tr>
<td>Viewing Class Websites</td>
<td>65</td>
</tr>
<tr>
<td>Viewing Test History</td>
<td>67</td>
</tr>
</tbody>
</table>
Viewing Attendance Information

The Attendance page displays the student’s attendance records. Information displays in two main sections. The Attendance Calendar displays a visual record of absences for the student. The Totals by Course and Period section displays attendance totals by course and period. You can also view the attendance total by days in the Days of Attendance section.

1. Click Attendance in the Navigation bar.

### ATTENDANCE

#### Attendance Calendar

The Attendance Calendar displays a visual record of absences for the student.

#### Totals By Course

- Am Govt
- Beg Drawing
- Beg Jewelry
- Beg Photo
- Cc-Am. Lit
- Eng (brit) Lit
- Expl Agric

#### Totals By Period

Attendance Page
2. Click the right or left arrows to scroll between months, or select the Focus menu to select a month to view.

3. Hover over a course in the Totals by Course section to view absence details.
4. Select Detail in the Days of Attendance section. The icons indicate the attendance information for that period and date.
Viewing the Class Schedule

The Class Schedule page lists the period, course title, room name, and the teacher for each class. Secondary schedule information displays all courses the student takes in the semester.

Class Schedule Page

Elementary schedule information typically displays only one course in the class schedule, labeled with the student's grade.
Chapter 3: Classroom Information

1. Click Class Schedule in the Navigation bar.

2. Click the Term abbreviation (for example, Fall, Spring, 1st Qtr, 2nd Qtr) to view a different semester’s schedule.
   - The schedule lists the Period, Course Title, Room Name, and the Teacher for each class.
   - The staff member associated with the incident displays as a communication link.
   - The Class Schedule displays the Rotation Days for each course if the school has rotation days defined.

---

### Class Schedule

#### Hope High School Student Schedule for Fall (07/04/2016 - 11/23/2016)

<table>
<thead>
<tr>
<th>Period</th>
<th>Rotation Days</th>
<th>Course Title</th>
<th>Room Name</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>U, K, A</td>
<td>Teacher Aide</td>
<td>120</td>
<td>Robert Toft</td>
</tr>
<tr>
<td>2</td>
<td>U, K, A</td>
<td>Beg Jewelry</td>
<td>403</td>
<td>Joe Sullivan</td>
</tr>
<tr>
<td>3</td>
<td>U, K, A</td>
<td>Beg Photo</td>
<td>404</td>
<td>Thorne Schubert</td>
</tr>
<tr>
<td>4</td>
<td>U, K, A</td>
<td>Eng (vrt) Lit</td>
<td>222</td>
<td>Joan Snyder</td>
</tr>
<tr>
<td>6</td>
<td>U, K, A</td>
<td>Science 10</td>
<td>120</td>
<td>Robert Toft</td>
</tr>
<tr>
<td>7</td>
<td>U, K, A</td>
<td>9th Eng-Corr</td>
<td>230</td>
<td>Kathy Nunes</td>
</tr>
</tbody>
</table>

---

Class Schedule Page
Using Digital Locker

The Digital Locker page lists all files uploaded for online storage. These files can be drafts of papers or other works in progress. Only students can upload documents to the Digital Locker.

- If your district uses Grade Book, files that students submit for a specific assignment are stored in Grade Book, not Digital Locker. See Viewing Grade Book for more information.

1. Click Digital Locker in the Navigation bar. The Digital Locker displays the date of upload, the file name, notes about the file entered by the student, and the size of the file.

2. Click the Document name to download a copy of the file.

   Click Remove to remove a document.

3. Use the browser to print or save a copy of the file.
4. Click Browse to locate the document on your computer.
5. Click **Upload**. The screen displays the details of the upload.

![Digital Locker Screenshot](image)

### Digital Locker

<table>
<thead>
<tr>
<th>Upload Date</th>
<th>Document</th>
<th>Notes</th>
<th>File Size</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/21/2015 10:13:04 AM</td>
<td>Constitution doc</td>
<td></td>
<td>37 KB</td>
<td>Remove</td>
</tr>
<tr>
<td>10/21/2015 10:12:51 AM</td>
<td>FreudPaper doc</td>
<td></td>
<td>34 KB</td>
<td>Remove</td>
</tr>
</tbody>
</table>

71 KB out of 2MB used.

Maximum upload file size is 2 MB.

Browse... PermissionForm.docx

Upload

**StudentVUE Digital Locker Page**
Viewing Report Cards

Select Report Card on the Navigation bar to view the Report Card page to see grades for each term and progressive periods.

- Section-based report cards display the period, course title, room name, teacher, marks, conduct, citizenship, and work habits. A grade legend displays at the bottom of the screen.

![Report Card Page](image1)

- Standards-based report cards display the standard and the associated mark. These are typically used in elementary schools.

![Report Card Page](image2)

- Select Click here to view report card for <<term/period>> to print the report card for the current term or period. This only displays if a PDF report card is available for the term.
Viewing Grade Book

If your district uses Grade Book, the Grade Book page allows parents and students to keep track of grades, assignments, and test scores posted in Grade Book.

1. Click Grade Book on the Navigation bar to show grades for each grading period and progress period. The screen opens to the current grade period.

   ![If the school has rotation days defined, Grade Book displays the Rotation Days for each course.]

2. Click any available quarter or progress period to view another summary.

   ![Grade Book Page]
3. Click a **Subject** or **Course Title** link. The Assignment View displays the assignments for the class. The Category Weighting graph shows the assignment type, current grade, and percentage of grade.

![Category Weighting Graph]

**Grade Book Page**

Select a subject or course to view assignments from another class.

![Grade Book Page]

If your district or school uses Standards, click **Standards View** to access the Standards Summary view. See [Standards View](#) for more information.
4. Select an assignment that has a date in the **Drop Box** column to upload documents to assignments.

![Assignments Table]

- **Date**: 06/29/2018
- **Assignment**: Essay Final Draft
- **Drop Box**

Grade Book Page

**a.** Select a location for the document.

- **Selecting Google Drive or OneDrive** opens the appropriate application.

- **Upload Available From 06/26/2018 12:00 AM To 06/29/2018 12:00 AM**

Grade Book Page

**b.** Enter the credentials to authenticate, if requested.

**c.** Select the document to upload to the dropbox.

5. **Click an Assignment.** The Assignment Detail screen displays.

- **Assignment Detail** – The summary displays the information for the assignment, including the **Course**, **Period**, and **Teacher**.

- **Click the Teacher link to view the Class Websites screen.**

- **Standards** – Standards associated with the assignment display in this section, if available. See **Standards View.**
- Resources – Electronic files or links to a website display in this section, if available.
- Digital Drop Box – Electronic files posted for the assignment display in this section.

### GRADE BOOK

<table>
<thead>
<tr>
<th>Assignment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment: Subtract Whole Numbers</td>
</tr>
<tr>
<td>Score: 9</td>
</tr>
</tbody>
</table>

**Description**
The learner will subtract any whole numbers of up to 4 digits, with or without regrouping.

### Standards

<table>
<thead>
<tr>
<th>Standard</th>
<th>Performance Indicator</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make estimates appropriate to a given situation or computation with whole numbers.</td>
<td>62.86 / 100.00</td>
<td></td>
</tr>
<tr>
<td>Compare and order whole numbers through six digits by applying the concept of place value.</td>
<td>84.52 / 100.00</td>
<td></td>
</tr>
<tr>
<td>Strand 1: Number and Operations</td>
<td>90.00 / 100.00</td>
<td></td>
</tr>
</tbody>
</table>

### Resources

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>test</td>
<td>test</td>
</tr>
</tbody>
</table>

*Grade Book Page, Grade Book Assignment Detail*
Rubrics

Any Grade Book scoring rubrics used display on the Grade Book Assignment Detail.

Standards View

Click Standards View to view the state standards aligned with the subject area.

Your district might not use state standards.
Expand the standard information to see the details of the assignments and the progress towards meeting them.

Grade Book Page, Standards Summary

Click an assignment to view the Assignment Detail.

Taking Assessments

Launching Assessments in Chromebooks

Before a student can open an assessment in a secure browser from StudentVUE, they must log in to the app from their Chromebook.

1. Students select Synergy Assessment Kiosk from the Apps menu.

2. Students log in to the app to launch the Assessments tab in StudentVUE.
Accessing Assessments

1. Students click Assessment in the Navigation bar to access their scheduled assessments.
2. Click an assessment under Available Now.

The assessment opens in a new browser window.
3. Select a section to view if the assessment uses sections.

![StudentVUE Assessment Page](image)

4. Click **Start** to begin the assessment.

   Use the **Save and Close** button to save your progress and exit the assessment. When you return, previously completed questions might be available to edit depending on the assessment settings. A "No Skipping" message displays when you must answer questions in order.
Returning to a Test

When a student returns to a test:

- A notice displays about their progress in the assessment.

![Student Assessment Screen]

- They can jump to the next question in the test or select a question for review.

![Student Assessment Screen]

Setting Accommodations

Change settings if needed.

- Click an available accommodation

- Click to change the screen brightness and colors to make the screen easier to read.

- Click to select a translator

- Click to set the question for review so you can return later

![Student Assessment Screen]
**Answering Questions**

Select an answer and click:

- **Save** – Click to save the assessment and submit to grading.
- **Next Question** – Click to save your answer to the question and move to the next question. You are not always allowed to return and review your questions.
- **Previous Question** – Click to save your answer to the question and move to the previous question. You are not always allowed to navigate back and forth.
- **Save and Return** – Click to save the assessment and return to answer additional questions. This option is not always available.
- **End of Text** – Click after you answer the last question and review your answers. Reviewing your answers is not always available.
- **Submit for Grading** – Click after you reviewed all of the questions.
Equations

1. Click $\frac{1}{2}$.

2. Select the keys or use the keys on your keyboard to create your equation.

   You can drag the Equation Tool to another location on the screen.

3. Click Insert to add it to the text box.
Using Spell Check

- Click the Spell Check icon to enable or disable spell check.

Answer Screen

- When spell check is enabled, misspelled words display with a red line underneath them. (California).

Hot Spot

- Click the items in the picture to answer the question.
- Some questions require you to select multiple items.

Hot Text

Select the highlighted areas that answer the question.
**Inline Choice**

Select the answer from the drop-down.

```
Jack and Jill ran up the [Select One of: mountain, ramp, hill, stairs] to fetch a pail of [Select One of: water, milk, juice, tea].
```

*Inline Choice Screen*

**Multi-Part**

- Teachers can score the parts of the question separately.
- The second part might only count if you answered the first part correctly.

```
**Part A**
23. As you get further from the center of Earth, what happens to your mass and weight?

A. mass decreases, weight decreases
B. mass stays the same, weight decreases
C. mass stays the same, weight stays the same
D. mass increases, weight stays the same

**Part B**
24. An object has a mass of 15 kg and a velocity of 10 m/s. What is its momentum?

A. 1.5 kg m/s
B. 5 kg m/s
C. 150 kg m/s
D. 25 kg m/s
```

*Multi-Part Screen*
Multiple Choice
Select the correct answer.

<table>
<thead>
<tr>
<th>Yearly Rain</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
</tr>
<tr>
<td>Houston</td>
</tr>
<tr>
<td>Frankfort</td>
</tr>
<tr>
<td>Dallas</td>
</tr>
<tr>
<td>Tampa</td>
</tr>
</tbody>
</table>

Which city has the least amount of rain?

A Houston  
B Frankfort 
C Dallas    
D Tampa

Multiple Select
Select all correct answers.

Which of the following are multiples of 10?

A 105  
B 100  
C 770  
D 1,000 
E 1002

Text Entry
Type your answer in the blanks.

Humpty Dumpty sat on a  . Humpty Dumpty had a great  .
Text Entry with Equation Tool

Student answers the question using an equation editing tool.

1. Click 📒 to open the equation tool.
2. Use the tool to build the equation.
   - When using equation builders insert your cursor into the appropriate space and enter the value.
   - You can edit the equation until you save. Once you save, you must delete the equation and start over.
   - You move the Equation Tool to a different location on the screen.
**Drag and Drop**

Click an item below the image and drag it to the correct place.

---

**Drag And Drop Screen**
Matching

- Select the option that matches the value in the left column.
- For example, select Odd for 25.

Select Point – Area

- Select the area that matches the question.
- Areas you can select are highlighted when hovering over them.
Select Point – Graph

- Select the line option to use.
- Click the start point and end point on the graph to draw a line between them.
- If using the rectangle option, select the corners of the rectangle on the graph.
- Click Clear All to remove previous lines.

Number Line

- Select the point on the number line that matches the value.
- Click Clear All to remove previous selections.
Receiving Feedback

Students view their assessment feedback from the Results Summary based on the assessment settings. For example, some assessments results are only available immediately after taking the assessment while other assessment results are available in the Online Assessment History on the Assessments tab.

1. Open the Results Summary.
2. Click Review Item Feedback after taking an assessment.
3. Select an assessment in the Online Assessment History section.
4. Click Review Item Feedback.

Assessment Results Summary Screen

5. Select the Item Feedback type.

Item Feedback Screen

If feedback is not allowed, the Results Summary displays but no buttons display. If the assessment contains Constructed Response items only, the following message displays.

Your assessment has been submitted successfully for grading.
If the teacher enabled full feedback, the screen opens with Full Feedback.

- **Full Feedback** shows all items with correct and incorrect answers and the student's selection.
  
  - Correct responses selected by the student are highlighted in blue and have 👍.
  
  ![Student Full Feedback Screen](image1)

  - Incorrect responses selected by the student are highlighted in red and have ✗.
  
  ![Student Full Feedback Screen](image2)

  - Correct responses not selected by the student are highlighted in gray and have ✔.

- **Graphic Drag and Drop** items have an additional Answer Key with the full responses displayed.
  
  ![Student Full Feedback Screen](image3)

- **Text Entry** items have a red skipped field when the student did not provide a response.
• **Incorrect Feedback** displays incorrect items without the student's selection.

![Incorrect Feedback Screen]

• **Summary Feedback** displays a list of the items with the Item Type and Points received. Correct answers are green and incorrect are red.

![Summary Feedback Screen]
Viewing Class Websites

Click Class Website on the Navigation bar. This page displays teacher-created and class-specific postings, such as announcements, homework assignments, and class resources.

1. Select a topic.
2. Select the class to view.
3. Use the links to access classroom documents or class resources.
4. Select a Curriculum Plan, if available, to access scheduled lesson plans and classroom documents.

![Class Website Page](image1)

- a. Select a class.
- b. Select a week to view.
- c. View the scheduled lessons and resources by the day of the week.

![Class Websites Page, Curriculum Plan](image2)
Alternate Web Pages

Your school may use an alternate web page for displaying classroom information.

Class Websites Page

- Select the class to view.
- Select a unit or book.
- Click the Expand icon to expand the panel to full screen.
- Click any links to view additional information, take assignments, or view other lessons.
Viewing Test History

Select Test History on the Navigation bar to display the Test History page. This page displays student test scores, with the test part, score, and year information. It also displays a graph of a student's progress in a specific part over time.

![Test History Page]

- Hover over the Score to view Legend information.  
- View the Test Part Performance level and test Year.  
- Use the arrows to sort the columns in ascending or descending order.  
- View the historical test score information in the Growth Over Time graph, if available.
Chapter 4: Communication

- Viewing Messages or Alerts .......................................................... 69
- Sending Emails to Teachers ......................................................... 70
- Viewing the Calendar .................................................................. 77
- Using Streams ........................................................................... 80
- Managing Fees .......................................................................... 83
- Viewing Conference Information ............................................... 91
- Managing Course Requests ......................................................... 92
- Viewing Custom Tabs ................................................................. 96
Viewing Messages or Alerts

- Synergy Mail replaces the Messages page if used by your school.
- Online Registration notifications display if used by your district.

Without Synergy Mail

Click Messages in the Navigation bar. This page displays important district/classroom messages and emails.

- The number of unread messages displays on the Navigation bar.
- Read messages display with an open envelope.
- Unread messages display with a closed envelope.
- Select the message to view the details.
- Click the X to remove a message.

If your district uses Online Registration, you receive a link through Messages before the school year to register your child. See Synergy SIS – Online Registration with ParentVUE Account document for more information.

With Synergy Mail

1. Click Synergy Mail in the Navigation bar.
2. Click Alerts. This page displays important district/classroom messages.
3. Click the link in the Subject to view the details.
Sending Emails to Teachers

You can send email to teachers and staff by clicking the Email icon next to their name.

A message compose window opens in your designated email program, such as Microsoft Outlook or Synergy Mail.
Using Synergy Mail

Synergy Mail in ParentVUE

You have access to Synergy Mail when one of your children's schools uses Synergy Mail.

You cannot use Reply All when replying to emails.

1. Select Synergy Mail in the Navigation bar.
2. Click Compose.
3. Select who the messages is going To.
   - The recipient options associated with the focused child display. For example, Billy Abbott's parent sees Billy’s Teachers, Billy’s Counselor and Billy’s Groups as tab options in the To screen.
   - Click Add All on the Teachers tab to send an email to all of your child's assigned teachers.
   - Parents only see contact distribution lists that they belong to.

The Teachers tab displays the teachers for the current grading period.
4. Select who to send a copy or blind copy to, if needed.
   a. Click the CC and/or BCC to display the CC and BCC fields.

   ![New Message Screen]

   b. Select either the CC or BCC field to find and select recipients.

   ![New Message Screen]

5. Enter the text of the message in the body section.
6. Use the options in the text editor window to customize formatting, use templates, or add links.

![Text Editor Window]

New Message Screen

7. Click Send to send the message or Close to save the message in the Drafts folder.

![New Message Screen]

To send emails to recipients for more than one of your children, click Close and focus to another child. Open the draft and select the recipients for the focused child.

Synergy Mail in StudentVUE

1. Select Synergy Mail in the Navigation bar.
2. Click Compose.
3. Select who the messages is going To.

- The My Teachers, My Counselor, and My Groups as tab options display in the To screen.
- Click Add All on the My Teachers tab to send an email to all of your assigned teachers.
- Students only see contact distribution lists that they belong to.

The Teachers tab displays the teachers for the current grading period.
You can only send mail to Student Groups if they have an assigned staff member.
4. Select who to send a copy or blind copy to, if needed.
   a. Click the CC and/or BCC to display the CC and BCC fields.

   ![New Message Screen](image1)

   ![New Message Screen](image2)

   b. Select either the CC or BCC field to find and select recipients.

5. Enter the text of the message in the body section.
6. Use the options in the text editor window to customize formatting, use templates, or add links.

New Message Screen

7. Click **Send** to send the message or **Close** to save the message in the **Drafts** folder.
Viewing the Calendar

Click Calendar in the Navigation bar to open the student's calendar. This page displays the important details of the school day, such as district and school holidays and events for the selected student. Assignments display if your district uses Grade Book.

- Use the options at the top of the calendar to filter the information displayed by Teacher/Class, Assignment Type, and whether the assignment is Missing, Due, or Scoreless.
Chapter 4: Communication

- Click the Day, Week, or Monthly icons to change the view. The calendar displays Monthly by default.
  - The Weekly view lists all events and assignments for the week. To scroll forward or backward, click the arrows next to the name of the week.

- The Daily view lists all events and assignments for the day. To scroll forward or backward, click the arrows next to the name of the day.

- Select the Month to view, or use the arrows to move forward or back through the calendar.

- Click the Week icon to see the details for a specific week.

- Click the icon in the top-left corner of the calendar to return to today’s date.
• Icons on the calendar indicate the type of information you can view.

- 🏛️ Indicates a District event. Click the link to view the title, date, time, and a full description of the event. Click Calendar at the top of the page to return to the main calendar.

- 📋 Indicates a School event. Click the link to view the Date, Time, Title, and Description of the event. Click Calendar at the top of the page to return to the main calendar.

- 📚 Indicates an assignment from Grade Book. Click the link to view the information associated with the assignment, including the Course, Due Date, and Points. If the teacher has referenced an online file or website, it displays in the Resources section.
Using Streams

Streams allow parents and students to maintain a running dialog with teachers. You can access this from the Streams tab if enabled by the district.

Sending Messages to Teachers

1. Select the Streams tab.

   ![Streams tab example]

   **Class Schedule Page**

   Click the Streams icon next to the name to communicate with teachers and staff using Streams.

   ![Streams icon example]

   **Class Schedule Page**
2. Type your message to the recipient in the Post box.

3. Click Post.

**Sending Documents to Teachers**

1. Click Post Document to send a document to the recipient.
2. Click Choose Document to locate the file on your computer.
3. Select the file and click Open.
4. Enter a note that pertains to the document in the message box, if necessary.
5. Click **Upload & Post**. The document uploads.

![Between Kathleen Aaron and Kathy Jackson](image)

### Managing Posts

- Click **Edit Post** to edit the message.

![Kathy Aaron](image)

- Click **Delete Post** to delete the post and associated documents.

- Click **Last 90 Days** to view posts within this time frame.
- Click **All** to view all posts.

![3970 Characters Remaining](image)
Managing Fees

The Fee screen displays a summary of fees owed and paid. There are two types of fee systems schools can use.

- **Standard Fee Model** – Displays a Fee Summary with links to Fee Detail
- **Direct Payment Fee Model** – Displays Current Fees and Paid Fees

Standard Fee Model

Viewing Fee Information

1. Click Fee on the Navigation bar. The Fee Summary page displays each fee with the Date, Fee Code, Description, Fees, Payments, Balance, Fee Category, and Course.

```
<table>
<thead>
<tr>
<th>Date</th>
<th>Fee Code</th>
<th>Description</th>
<th>Fees</th>
<th>Payments</th>
<th>Balance</th>
<th>Fee Category</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/16/2017</td>
<td>BK</td>
<td>Lost Book: Algebra II</td>
<td>$45.00</td>
<td>0.00</td>
<td>$45.00</td>
<td>Textbook</td>
<td>-</td>
</tr>
<tr>
<td>09/12/2017</td>
<td>BK</td>
<td>Tom Cover: Great Expectations</td>
<td>$5.00</td>
<td>0.00</td>
<td>$5.00</td>
<td>Textbook</td>
<td>-</td>
</tr>
<tr>
<td>09/19/2017</td>
<td>BK</td>
<td>Book Damages</td>
<td></td>
<td>0.00</td>
<td>$5.00</td>
<td>($5.00)</td>
<td>Payment-</td>
</tr>
<tr>
<td>05/15/2018</td>
<td>ARTS</td>
<td>Art Supplies</td>
<td>$15.00</td>
<td>0.00</td>
<td>$15.00</td>
<td>Art Supplies</td>
<td>-</td>
</tr>
<tr>
<td>05/31/2018</td>
<td>ALLSPT</td>
<td>Sports Participation Fee</td>
<td>$100.00</td>
<td>0.00</td>
<td>$100.00</td>
<td>Sports</td>
<td>-</td>
</tr>
<tr>
<td>05/31/2018</td>
<td>PKP</td>
<td>(1 @ $35.00) Parking Permit</td>
<td>$15.00</td>
<td>0.00</td>
<td>$15.00</td>
<td>Parking Permit</td>
<td>-</td>
</tr>
<tr>
<td>05/31/2018</td>
<td>YBK</td>
<td>(3 @ $35.00) Yearbook</td>
<td>$105.00</td>
<td>0.00</td>
<td>$105.00</td>
<td>Yearbook</td>
<td>-</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
<td>$285.00</td>
<td>5.00</td>
<td>$280.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Balance that you owe: $280.00 [Pay Fees]
2. Click the fee to view additional details. The Fee Detail page displays.

3. Click Summary to return to the Fee Summary screen.
Paying Student Fees

In the Standard Fee model, payments apply towards the total amount of all fees owed, per child. For example, Billy owes $12.00 for his remaining Balance in fee charges, and any payments made go towards this balance.

1. Select a payment method or enter a new payment method in the Please Select a Payment Method field.

```
<table>
<thead>
<tr>
<th>Date</th>
<th>Fee Code</th>
<th>Description</th>
<th>Fees</th>
<th>Payments</th>
<th>Balance</th>
<th>Fee Category</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/16/2017</td>
<td>BIC</td>
<td>Lost Books Algebra II</td>
<td>$45.00</td>
<td>0.00</td>
<td>$45.00</td>
<td>Textbook</td>
<td>-</td>
</tr>
<tr>
<td>09/12/2017</td>
<td>BIC</td>
<td>Text Cover Great Expectations</td>
<td>$5.00</td>
<td>0.00</td>
<td>$5.00</td>
<td>Textbook</td>
<td>-</td>
</tr>
<tr>
<td>09/10/2017</td>
<td>BIC</td>
<td>Book Damages</td>
<td></td>
<td>$5.00</td>
<td>$(5.00)</td>
<td>Payment</td>
<td>-</td>
</tr>
<tr>
<td>03/06/2018</td>
<td>ARTS</td>
<td>Art Supplies</td>
<td>$15.00</td>
<td>0.00</td>
<td>$15.00</td>
<td>Art Supplies</td>
<td>-</td>
</tr>
<tr>
<td>03/15/2018</td>
<td>ALLSP7</td>
<td>Sports Participation Fee</td>
<td>$100.00</td>
<td>0.00</td>
<td>$100.00</td>
<td>Sports</td>
<td>-</td>
</tr>
<tr>
<td>05/31/2018</td>
<td>PHKP</td>
<td>(1 @ $15.00) Parking Pass Permit</td>
<td>$15.00</td>
<td>0.00</td>
<td>$15.00</td>
<td>Parking Permit</td>
<td>-</td>
</tr>
<tr>
<td>05/31/2018</td>
<td>VIBK</td>
<td>(1 @ $15.00) Year Book</td>
<td>$105.00</td>
<td>0.00</td>
<td>$105.00</td>
<td>Yearbook</td>
<td>-</td>
</tr>
</tbody>
</table>

Totals: $285.00 $5.00 $280.00
```

2. Click Pay Fees. The payment screen for the selected provider opens.
3. Enter all appropriate payment information.
4. Confirm your payment.

The payment service provider displays a receipt after your purchase and sends a copy to your email. Payments can take up to 24 hours to reflect as paid in ParentVUE or StudentVUE.
Direct Payment Fee Model

Viewing Fee Information

1. Click Fee on the Navigation bar. The Fee Summary displays the Date, Fee Code, Description, Fees, Payments, Balance, Fee Category, Course, and Fee Status.

<table>
<thead>
<tr>
<th>Date</th>
<th>Fee Code</th>
<th>Description</th>
<th>Fees</th>
<th>Payments</th>
<th>Balance</th>
<th>Fee Category</th>
<th>Course</th>
<th>Fee Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/14/2017</td>
<td>BK</td>
<td>Lost Books Algebra II</td>
<td>$45.00</td>
<td>$0.00</td>
<td>$90.00</td>
<td>Textbook</td>
<td>-</td>
<td>Balance Due</td>
</tr>
<tr>
<td>09/12/2017</td>
<td>BK</td>
<td>Torn Cover Great Expectations</td>
<td>$5.00</td>
<td>$0.00</td>
<td>$5.00</td>
<td>Textbook</td>
<td>-</td>
<td>Balance Due</td>
</tr>
<tr>
<td>02/06/2018</td>
<td>ARTS</td>
<td>Art Supplies</td>
<td>$15.00</td>
<td>$0.00</td>
<td>$15.00</td>
<td>Art Supplies</td>
<td>-</td>
<td>Balance Due</td>
</tr>
<tr>
<td>03/15/2018</td>
<td>ALLSEP</td>
<td>Sports Participation Fee</td>
<td>$100.00</td>
<td>$0.00</td>
<td>$100.00</td>
<td>Sports</td>
<td>-</td>
<td>Balance Due</td>
</tr>
<tr>
<td>05/31/2018</td>
<td>PKP</td>
<td>(1 @ $35.00) Parking Permit</td>
<td>$35.00</td>
<td>$0.00</td>
<td>$35.00</td>
<td>Parking Permit</td>
<td>-</td>
<td>Balance Due</td>
</tr>
<tr>
<td>05/31/2018</td>
<td>YBK</td>
<td>(3 @ $35.00) Year Book</td>
<td>$105.00</td>
<td>$0.00</td>
<td>$105.00</td>
<td>Yearbook</td>
<td>-</td>
<td>Balance Due</td>
</tr>
</tbody>
</table>

Totals: $285.00 $0.00 $305.00

<table>
<thead>
<tr>
<th>Date</th>
<th>Fee Code</th>
<th>Description</th>
<th>Fees</th>
<th>Payments</th>
<th>Balance</th>
<th>Fee Category</th>
<th>Course</th>
<th>Fee Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/10/2017</td>
<td>BK</td>
<td>Book Damages</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Payment</td>
<td>-</td>
<td>Paid in Full</td>
</tr>
</tbody>
</table>

Totals: $0.00 $0.00 $0.00
2. Click the fee to view additional details. The Fee Detail page displays.

3. Click Summary to return to the Fee Summary page.
Paying Student Fees

The Direct Payment Fee Model allows you to select which fees to pay. You can also pay for multiple children in the same transaction if accessing Fees through ParentVUE.

---

fee_summary_page.png

Fee Summary Page
1. Click Pay Fees.

The Fee Payment section reflects fees the student has incurred that need to be paid. The screen might require that you pay fees with the highest priority first.

The Optional Fees section lists additional items that you can purchase.

### FEE SUMMARY

<table>
<thead>
<tr>
<th>Fee Payment</th>
<th>Description</th>
<th>Priority</th>
<th>Date</th>
<th>Fee</th>
<th>Pay...</th>
<th>Bala...</th>
<th>Pay...</th>
<th>Fee...</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rem 1</td>
<td>Lost Book: Algebra II</td>
<td>1</td>
<td>08/15/2017</td>
<td>$45.00</td>
<td>$9.00</td>
<td>$70.00</td>
<td>$70.00</td>
<td>Testbo</td>
<td></td>
</tr>
<tr>
<td>Add 1</td>
<td>Tom Cover: Great Expectations</td>
<td>2</td>
<td>08/12/2017</td>
<td>$5.00</td>
<td>$9.00</td>
<td>$5.00</td>
<td>$5.60</td>
<td>Testbo</td>
<td></td>
</tr>
<tr>
<td>Add 2</td>
<td>ARTS 2017</td>
<td>3</td>
<td>03/06/2017</td>
<td>$13.00</td>
<td>$9.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>Art Supp</td>
<td></td>
</tr>
<tr>
<td>Add 3</td>
<td>ALLSF 2017</td>
<td>4</td>
<td>03/15/2017</td>
<td>$100.00</td>
<td>$9.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>Sports</td>
<td></td>
</tr>
<tr>
<td>Add 4</td>
<td>PKP 2017</td>
<td>5</td>
<td>03/28/2017</td>
<td>$15.00</td>
<td>$9.00</td>
<td>$15.00</td>
<td>$15.00</td>
<td>Parking</td>
<td></td>
</tr>
<tr>
<td>Add 5</td>
<td>YBK 2017</td>
<td>6</td>
<td>03/31/2017</td>
<td>$105.00</td>
<td>$9.00</td>
<td>$105.00</td>
<td>$105.00</td>
<td>Yearbo</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $280.00

### Optional Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Fee Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Permit</td>
<td>$15.00</td>
<td>Parking Permit</td>
</tr>
<tr>
<td>Yearbook</td>
<td>$35.00</td>
<td>Yearbook</td>
</tr>
</tbody>
</table>

2. Click Add to add a fee to your cart.

- Pay fees marked with a Priority of 1 first.
- The Cart at the top of the screen reflects the number of items and the total amount of selected fees.
- Click Remove to remove an item from the Cart.
- Click Children if using ParentVUE to add fees from other children to the Cart.
3. Click Checkout if finished selecting fees. The Finalize Fee Payments page displays all the fees currently in your cart.

![Finalize Fee Payments Page](image)

4. Click Checkout. The payment screen for the selected provider opens.

5. Enter all appropriate login and payment information.

6. Confirm your payment.

The payment service provider displays a receipt after your purchase and sends a copy to your email. Payments can take up to 24 hours to reflect as paid in ParentVUE or StudentVUE.
Viewing Conference Information

Click Conference in the Navigation bar. This screen displays information about parent/student/teacher conferences for the student. The Summary screen displays the conference history and upcoming scheduled conferences. This only displays in ParentVUE.

The Parent Scheduled Conference page displays a list of times where parents can schedule conferences for the teacher and student. Available times have a open checkbox. The time the parent selected displays in green.
Managing Course Requests

The Course Request page allows parents and students to view or modify course requests for the next semester. This screen displays the following information:

- A list of the student’s current course requests
- Any alternate elective requests, if selected
- A Comment column with messages about the status of the request

![Course Request Page](image)
Click the arrow next to the Course ID to view more details on the course.

<table>
<thead>
<tr>
<th>Ln</th>
<th>Department</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Elective</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Elementary School</td>
<td>EN71W</td>
<td>Sr Ap Eng</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Elementary School</td>
<td>EN71W2</td>
<td>Sr Ap Eng</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Elementary School</td>
<td>MA50W</td>
<td>Ap Calc/ana Geo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Elementary School</td>
<td>MA50W2</td>
<td>Ap Calc/ana Geo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Elementary School</td>
<td>SC80W</td>
<td>Ap Physics C</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Elementary School</td>
<td>SC80W2</td>
<td>Ap Physics C</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Elementary School</td>
<td>SS52W</td>
<td>Ap Govt/Econ Vtp</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Social Studies</td>
<td>SS52W2</td>
<td>Ap Amer Govt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduation Status Summary

A summary of the student's current progress towards graduation is located at the bottom of the page. Subject areas highlighted in yellow have credits remaining for completion.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Required</th>
<th>Completed</th>
<th>In Progress</th>
<th>Credit for Requested</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Literature</td>
<td>3.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Mathematics</td>
<td>5.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5.00</td>
</tr>
<tr>
<td>Science Required</td>
<td>3.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3.00</td>
</tr>
<tr>
<td>American History</td>
<td>3.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Government</td>
<td>3.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Electives</td>
<td>3.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Total</td>
<td>18.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>18.000</td>
</tr>
</tbody>
</table>
Add a Course Request

1. Click Click here to change course requests. The Course Request Selection page opens.
2. Use the search criteria at the bottom of the screen to enter course information.

![Course Request Selection Page](image1)

3. Click Search Courses. A list of courses matching the search criteria displays.
4. Click Request to add the course as a request or Alternate to add it as an alternate choice.

![Course Request Selection Page](image2)

5. Click Click here to move selected requests to Selected Course Requests to move either the course selected to the Selected Course Requests table or the Alternate Elective Requests table.
6. Repeat this procedure to make additional selections.
7. Click Click here to return to course request summary when finished.

**Remove a Course Request**

1. Click Click here to change course requests.
2. Click Remove next to the desired course.
3. Click Click here to return to course request summary. The courses removed no longer display.

**Finalize Course Selections**

Click Lock Course Requests to lock the course requests for the student. The request screen shows the course requests as locked in and you cannot modify the requests.

If the school must review the requests before approval, enter the Password the school provided you with, then click Lock Course Requests.
Viewing Custom Tabs

Your district can create custom tabs in the Navigation bar. These custom tabs contain district-chosen links to support the educational community.

The district defines the name of your tab. Links can include academic support sites or sites that manage cafeteria costs.

1. Select the custom tab on the Navigation bar.

2. Click the provided link. A new tab or window opens depending on your browser settings. ParentVUE/StudentVUE remains open in the original web page.
Overview

The ParentVUE and StudentVUE mobile apps help parents and students stay informed and connected by providing day-to-day insight into the student’s academic experience. The ParentVUE and StudentVUE mobile apps work with Synergy SIS in the same way as the ParentVUE and StudentVUE web applications. It allows parents and students to view upcoming school events, classroom happenings, assignments, tests, and academic performance.

- ParentVUE and StudentVUE mobile apps are free applications.
- The following images are from an iPad. Android devices might display minor differences in appearance, but the functionality is the same as in iOS.

Hardware and Software Requirements

- Only school districts using Synergy SIS version 10.5 and higher can support the ParentVUE and StudentVUE mobile apps.
- Your device must access the internet through a wireless or data connection.
- The ParentVUE and StudentVUE mobile apps use the same user login as the web-based ParentVUE and StudentVUE applications.

Your screens might not look exactly like those shown in this guide. Screens vary slightly by device.

Check the [Apple App Store](https://appstore.com) and [Google Play Store](https://play.google.com) for the latest versions of the mobile apps and supported operating systems.
Device Setup

1. Download and install the mobile app.

<table>
<thead>
<tr>
<th>ParentVUE</th>
<th>StudentVUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Android</td>
<td>• Android</td>
</tr>
<tr>
<td>• iPhone/iPad</td>
<td>• iPhone/iPad</td>
</tr>
</tbody>
</table>

2. Launch the mobile app.

ParentVUE Welcome Screen

Welcome to ParentVUE
This app must connect to your school district’s server. To find your school district swipe left.
3. Swipe left. A message displays asking you to enable location services on your device.

4. Select an option on the location message.
   - **Allow** – The Mobile app uses your location to provide a list of school districts near you. Tap the name of your school district.
Don’t Allow – Enter the Zip Code to find your school district, or tap Enter Manually to manually enter the school district URL.

a. Enter the school district URL in the space provided and tap Test. The school district name displays.

b. Tap Done. The Settings screen saves and displays previously entered district URLs.

You can find your school district URL on the Account Access screen of the ParentVUE/StudentVUE web portal.
## Logging In

The mobile app uses the same user login as the web-based ParentVUE and StudentVUE.

Contact your school to receive your access URL and login information.

1. Enter your login information or activate your account. See [Account Activation](#) for more information.

   Tap Save next to your User Name and Password to save the information in the app. You can modify this option whenever you log in.

   If you save your login information, you can log in to multiple districts at the same time.

2. Select the Current Language.

   You can modify this option later.

3. Tap Login.
Account Activation

1. Tap Yes.
2. Enter your First Name, Last Name, and the Activation Key provided to you.

3. Tap Continue to Step 3.
4. Enter a User Name and Password.

   Tap Save next to your User Name and Password to save the information in the app. You can modify this option whenever you log in.

5. Enter the password again in Confirm Password.
6. Enter a Primary E-Mail address.
7. Tap Complete Account Activation.
Viewing Information

The mobile app does not display certain pages that the web-based ParentVUE and StudentVUE applications have, such as class websites, course history, course requests, and digital locker.

Student List

In ParentVUE, the Student List screen lists all children attending this district. Tap the child’s name to view the Navigation screen that contains his or her information.

If your district has Name Pronunciation enabled, a screen opens for you to record your child’s name when you first select a child. See Recording a Student’s Name for more information.
• If your student is enrolled at more than one school, the concurrent school name displays under the primary school name. ①

• Tap Show Events to view District and School Events. ②

• Tap the Settings icon to set additional preferences and notifications. See Managing Notifications and Managing Preferences for more information. ③

• This indicates the number of new messages or Synergy Mail messages available to view. Tap Messages or Synergy Mail to view them. ④ Your school determines which messaging service is used.

Navigation

Tap the link in the Navigation screen to view any of the screens.

---

StudentVUE Navigation Screen
The Concurrent icon displays if the student is concurrently enrolled in another school. Tap the icon to view the concurrent school information.

Tap the Record icon to record or edit a recording of a student's name. See Recording a Student's Name for more information.

Tap the School icon to see grading period dates, conference events, discipline events, school events, attendance notes, nurse log notes, and any local notifications you created.

This indicates the number of new messages or Synergy Mail messages available to view. Tap Messages or Synergy Mail to view them. Your school determines which messaging service is used.

Tap the Settings icon to set additional preferences and notifications. See Managing Notifications and Managing Preferences for more information.
Recording a Student’s Name

If you have not recorded the student's name, the following screen displays if you select your child in ParentVUE or if the student logs into StudentVUE.

1. Select one of the options on the screen.
   - Tap Yes to record the student’s name and go to next step.
   - Tap No to record the student’s name later.
   - Tap Never remind again to never record the student’s name.
2. Tap the Record icon. The app begins recording.

3. Record the name and tap Stop to stop recording.
4. Tap Play to listen to the recording.

5. Tap Save.

6. Tap OK to close the confirmation message. An icon representing the child's recorded name displays in the header.
Deleting a Recording

1. Tap the icon representing the child’s recorded name in the header of the Navigation screen.
2. Tap the Delete icon.

3. Tap Yes to confirm deletion.
Managing Notifications

The Notifications screen displays when you tap the Settings icon in StudentVUE or ParentVUE. Tap each notification type to receive app notifications for the student for Assignments, Attendance, Grades, Discipline, or Health.

Use the Minus or Plus icons displayed in Assignments and Grades to set notification thresholds. For example, the following settings display notifications for Assignments if the score is less than 80%, and notifications for Grades if the grade is less than 75%.

![ParentVUE Notifications Screen]
Managing Preferences

Tap the Preferences tab in the Settings menu to edit preferences.

<table>
<thead>
<tr>
<th>Notification</th>
<th>Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Book:</td>
<td></td>
</tr>
<tr>
<td>Grade Book - threshold value (0 to 100)</td>
<td>1</td>
</tr>
<tr>
<td>Note: Course assignment score will be marked with students score if below the threshold value.</td>
<td></td>
</tr>
<tr>
<td>Reminders:</td>
<td></td>
</tr>
<tr>
<td>Use Reminders</td>
<td></td>
</tr>
<tr>
<td>Use Bell Schedule Time for assignment reminders (if available)</td>
<td></td>
</tr>
<tr>
<td>Remind me 0 day(s) before the assignment due date at 11:59 AM</td>
<td></td>
</tr>
<tr>
<td>Note: If you select Use Bell Schedule Time (if available) will override the selected time. These changes will be effective on the next refresh of Calendar. You will be notified at the time or number of days before assignment due date as per settings above.</td>
<td></td>
</tr>
<tr>
<td>Reset Reminders</td>
<td></td>
</tr>
<tr>
<td>This will reset all reminders which are deleted by user inside the app. Reset will regenerate DELETED reminders.</td>
<td></td>
</tr>
</tbody>
</table>

ParentVUE Preferences Screen

- **Grade Book - threshold value (0 to 100)** – Enter the score value that triggers a low mark indicator on an assignment. For example, enter 10 to indicate if the student receives a 9 or lower on an assignment.
- **Reminders** – Set assignment notifications on the Calendar screen.
  - **Use Reminders** – Tap to allow reminders.
    - **Remind me** 0 day(s) before the assignment due date at 11:59 AM (if task time is not available.)

ParentVUE Preferences Screen

- **Use Bell Schedule Time for assignment reminders (if available)** – If allowed by the school, uses the Time for the assignment due date reminder according to the Bell Schedule created at the school.
- **Enter the number of Days before the due date and the Time for the reminder.** If using Bell Schedule Time, enter only the Days.
- **Click Reset Reminders** to reset and regenerate the reminders that were deleted in the web-based StudentVUE application.
Viewing Student Information

The school can enable or disable certain modules from displaying in ParentVUE or StudentVUE. If you do not see one of the modules listed below, the school disabled access to it.

Student Info

The Student Info screen displays the student’s demographic information, emergency contacts, and physician information.

<table>
<thead>
<tr>
<th>Boy Name:</th>
<th>Phone:</th>
<th>Home Address:</th>
<th>Home Room:</th>
<th>School Name:</th>
<th>Counselor Name:</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billy C. Abbott, Jr.</td>
<td>480-555-1214</td>
<td>1979 S Val Vista Dr Mesa, AZ 85204</td>
<td>224</td>
<td>Hope High School</td>
<td>Wilson, Bob</td>
<td></td>
</tr>
<tr>
<td>Grade: 12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nick Name: Bill</td>
<td>Birth Date: 03/15/2000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent ID: 905483</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade: Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 480-555-1214</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Room: 224</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Name: Hope High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counselor Name: Wilson, Bob</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Emergency Contacts**

<table>
<thead>
<tr>
<th>Contact 1: Parent</th>
<th>Home Phone: 480-555-7788</th>
<th>Other Phone: 949-555-9073</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Johnson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Phone: 602-555-1234</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contact 2: Relative**

<table>
<thead>
<tr>
<th>Lauretta Jones</th>
<th>480-555-1545</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Phone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Phone:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Physician Contacts**

<table>
<thead>
<tr>
<th>Physician Name: Mesa Peds</th>
<th>Physician Phone: 949-555-0831</th>
<th>Ext: 222</th>
<th>Hospital: Desert Samaritan Hospital or Mesa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Jones</td>
<td>Dentist Phone: 623-555-1234</td>
<td></td>
<td>Dentist Office: Mesa Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Tap the Mail icon to send an email to the student's homeroom teacher.
- Tap Additional Info to view other student data specified by the district.
School Information

The School Information screen lists the details about the student's enrolled school, including a staff list.

- Tap Show Staff List to open the Staff Contact List screen.

![ParentVUE School Information Screen](image)

- Tap the Email icon to email a staff member.

![ParentVUE Staff Contact List Screen](image)
Health

The Health screen lists visits to the school nurse, student health conditions, and immunization records.

Nurse Visits

- Tap Nurse Visits to see a list of visits.
- Tap a visit to see the details.
**Immunizations**

- Tap Immunizations to see the student's immunization record.

**StudentVUE Immunization Summary Screen**

- Tap a specific immunization to see details

**StudentVUE Immunization Summary Screen**
Health Conditions

Tap Health Conditions to see details of the health conditions on record.

![StudentVUE Health Condition Summary Screen](image)

Discipline

The Discipline screen displays a list of all discipline incidents. Tap a record to see the details of an incident.

![ParentVUE Discipline Screen](image)
Report Card

The Report Card screen shows grades for each term and for progress periods between the quarters.

Tap PDF to view a report card or progress report.
Documents

The Documents screen displays all documents attached for the student. Tap a document to view it.
Accessing Student ID Cards

If your school uses student ID cards, you can access a digital copy of the student ID card generated by your school from the iOS version of the StudentVUE mobile app.

This functionality is not available on Android devices.

Tap the ID Card icon at the bottom of any StudentVUE screen to open the electronic version of the student ID card.
Chapter 5: ParentVUE and StudentVUE Mobile Apps

StudentVUE ID Card Screen
Viewing Classroom Information

The school can enable or disable certain modules from displaying in ParentVUE or StudentVUE. If you do not see one of the modules listed below, the school disabled access to it.

Attendance

The Attendance screen displays all the days the student was marked absent or tardy and the date for the entry. If your student is enrolled in concurrent schools, attendance information for both schools displays.

- Tap a day to view more detail.
- Tap the Email icon to email the instructor.
- Tap **Legend** to view descriptions for the icons used on the Attendance screens.

<table>
<thead>
<tr>
<th>Legend</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🕒</td>
<td>Excused Tardy</td>
</tr>
<tr>
<td>✗</td>
<td>Unexcused Absent</td>
</tr>
<tr>
<td>✔</td>
<td>Excused</td>
</tr>
<tr>
<td>🎈</td>
<td>Activity</td>
</tr>
<tr>
<td>🚨</td>
<td>Unexcused Tardy</td>
</tr>
</tbody>
</table>

*ParentVUE Legend Screen*
- Tap Summary to view the Summary screen. This displays totals by period for each attendance reason.

![ParentVUE Summary Screen](image-url)
Class Schedule

The Class Schedule screen lists the information for each class period, course title, room name, and teacher. If the student is enrolled in concurrent schools, class schedule information for both schools displays.

Tap the Email icon to send an email to the teacher.
Grade Book

The Grade Book screen keeps track of the student’s grades, assignments, and posted test scores. This screen only displays if your district uses Grade Book.

If the student is enrolled in concurrent schools, use the field at the top to select which school to view.
Viewing Grades for a Class

1. Tap a class.

2. Tap Standards View to view the standards information for the class, if available.
   - Use the field at the top to select another standard.
3. Tap Assignment View to view the assignments for the class.

ParentVUE Standards/Assignments Screen, Assignment View

4. Tap an assignment to view the assignment details.

ParentVUE Assignment Details Screen
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Viewing Assignments

1. Tap the term to view a list of assignments and tests for that class.
2. Tap the Share icon to share the assignment information.
3. Tap the Email icon to email the teacher.
4. Tap Summary to see the posted grades for the assignment.
5. Tap any assignment record to view details.
   
   - Tap Dropbox Documents to view documents in the student dropbox, if available.

   See Adding Documents using Drop Box for more information.

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**Daily Assignments**

Tap Daily Assignments on the Navigation screen to display the current day only.

- Tap an assignment to view more details.
- Tap **Change Student** to select another child if using ParentVUE.
- Tap the **Scroll** icon to quickly scroll to the end of the list.
- Tap the **Filter** icon to select a filter and narrow the list of assignments to view. You can show only missing assignments or select a single class to view.

**Reset the filter by tapping Clear All Filters.**

![ParentVUE Class Filter Screen](image)
Class Notes

Tap Class Notes on the Navigation screen to view notes entered from StudentVUE.

- Tap the class to view the notes.
- Tap Date to change the date.

StudentVUE Class Notes Screen
Taking Notes

- Students can only enter notes in StudentVUE. Parents cannot enter notes.
- Tap the desired class and tap inside the notes pane to enter text.
- Tap the Notebook icon to edit a note.
- Swipe left on the note and tap Delete to delete a note.

![StudentVUE Class Notes Screen](image)
Adding Documents Using Dropbox

1. Tap Grade Book.
2. Tap the Grading Period.
3. Tap the Class.
4. Tap the Assignment.
6. Tap the Add icon to open the menu.

![StudentVUE Dropbox Documents]

- To load a document from Google Drive:
  a. Tap Use Google Drive.
  b. Access Google Drive.
  c. Sign in with Google and sign in, if necessary.
d. Tap Load google drive files.

![Google Sign In Screen]

e. Select the file to upload.

![Google Files Screen]
f. Tap Upload to Dropbox.

To load a document/image from your device.

a. Tap Generate PDF.
b. Tap Camera to take a picture of the document or Library to use an existing file.
c. Tap Save to Dropbox.

d. Enter a file name.
e. Tap Save.
The Dropbox Documents icon on the Assignment Details screen shows the number of documents uploaded.
Assessments

A student receives a message when a new assessment is available.

1. Tap the link or **Open Link** to open the Assessment. The assessment opens in a browser.

2. Tap **Start** to begin.

See **Taking Assessments** for more information.
Class Websites

The Class Website screen displays class-specific postings created by teachers, such as announcements, homework assignments, and class resources.

1. Tap a topic.
2. Tap a post. The Details screen displays.

3. Tap Open to view an attached document.
Viewing Custom Tabs

Custom tabs contain links selected by your district to support the educational community. Tap a link to view the information.

The district defines the name of your tab. Links can include academic support sites or sites that manage cafeteria costs.
Communication

The school can enable or disable certain modules from displaying in ParentVUE or StudentVUE. If you do not see one of the modules listed below, the school disabled access to it.

Calendar

The Calendar screen displays the important details of the student’s school day, including the student’s current schedule and any assignments due on the current date.

- Tap Today to view the day’s details.
- Tap a day to view the events for that day.
- Tap the Calendar icon at the top right to alternate between Month and Day view.
- Tap Reminders to add reminders.

Reminders save to your local device and do not synchronize with the server.

1. Enter the Message.
2. Select the Date and Time.

3. Tap Save.
Conference

The Conference screen displays information about parent/student/teacher conferences.

- Tap a conference date to see details of the conference.
- Tap the Email icon to email the staff member.

Fee

The Fee Summary screen displays the fee transaction date, description, fee amount, payments received, remaining balance.
• Tap on any fee entry to see details of the transaction.

![ParentVUE Fee Details Screen]

**Messages**

Messages display important district/classroom messages and emails.

• Tap on a message to view it.
• Read messages display with an open envelope icon.
• Unread messages display with a closed envelope icon.
Synergy Mail

Synergy Mail allows parents and students to send email to staff. This functionality is only supported in ParentVUE 2.0.

Both the iOS and Android versions of the ParentVUE and StudentVUE mobile apps support Synergy Mail. The following images display the iOS version.
**Viewing Synergy Mail**

- A circle icon displays next to unread messages.
- Emails with attachments display a paper clip icon.
- You can only delete messages after moving them to the Trash folder.

![ParentVUE Inbox Screen](image_url)
• Icons for Synergy Mail are:

![Synergy Mail Icons]

• The Settings icon allows you to create signatures for both new messages and replied to/forwarded messages.

• The Flag icon to marks a message as Read or Unread.

• The Folder icon moves the current message to the Inbox, Sent, Trash, Alerts, or custom folders, depending on the folder in focus.

![Message Screen, Folder Detail]

• The Trash icon removes messages.

  The icon changes to Delete when viewing the Trash folder.

• The Arrow icon replies to or forwards messages.

• The Edit icon opens the New Message screen.
Creating Folders

1. Tap the + sign in the bottom left corner of the app.

   In the Android version, tap Folder at the top right of the Synergy Mail screen.

2. Tap Create New Folder.

3. Enter a folder name.

4. Tap Save.
Composing Messages

1. Tap the bar at the bottom of the screen to select a student to focus to and access the icons.
   - Select a student to focus to in ParentVUE.

2. Tap the Inbox and tap the Arrow to reply to a message or tap the Edit icon in the bottom right corner of the mailbox screen.

3. Tap To.
4. Find and select recipients to add.

- ParentVUE – The student’s Teacher, Counselor, and Groups display with the name of the student in focus.

In the Android version, the recipient screen displays options for student’s Teachers, Counselors, Groups, Staff, and Contact Lists.

- StudentVUE – The My Teacher, My Counselor, and My Groups display with the Staff, Students, and Contact Lists.

In the Android version, the recipient screen displays options for My Teachers, My Counselors, My Groups, Staff, Students, and Contact Lists.
5. Tap Send to send the message or tap Cancel to save the message as a draft or discard it.