



# ParentVUE and StudentVUE 2.0 User Guide

Release 2019

June 2018



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

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## About This Manual

Edupoint Educational Systems, 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.



Notes provide additional information about the subject.



Tips suggest advanced options or other ways of approaching the subject.



References list another source of information, such as another manual or website.



Cautions warn of potential problems. Take special care when reading these sections.

## 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

Document Version	Release Date	Software Release	Description
1.0	Jun 2018	2019	Initial release of this document

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# Chapter 1: Overview

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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.



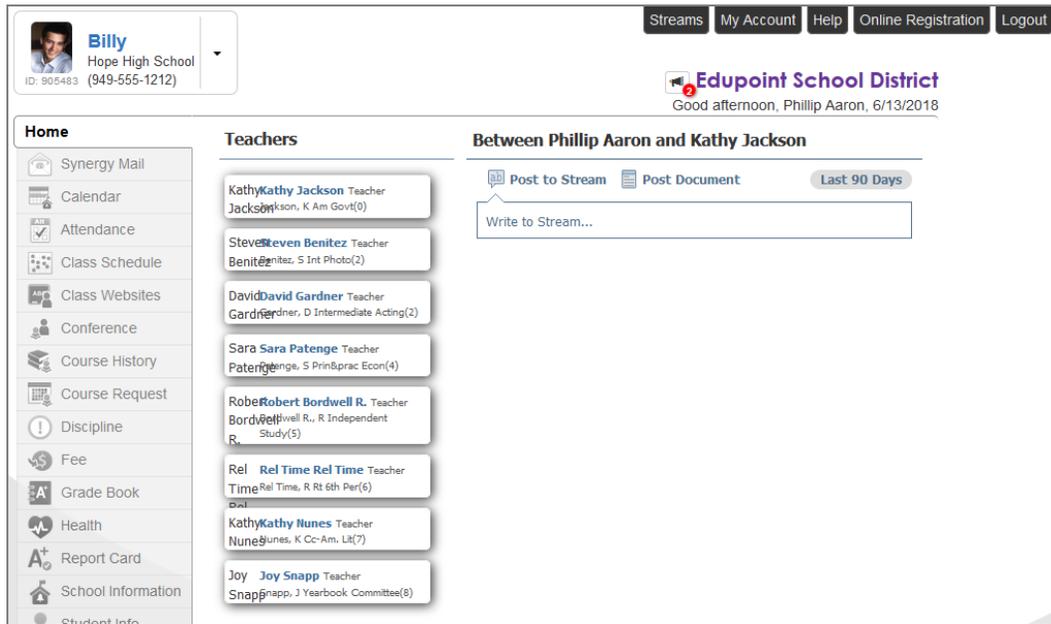
If an [Acknowledgment](#) is available, it displays before the Home screen.

The screenshot shows the ParentVUE Home Page. At the top left, a user profile for 'Billy' is shown with a dropdown arrow (3). To the right are navigation links: Streams, My Account, Help, Online Registration, and Logout. Below these are numbered callouts 4, 5, 6, and 7. The main content area is divided into two child profiles. The first profile is for 'Billy' (ID: 905483, Hope High School) and includes a 'Recent History' section with links for conference visit notes, school events, attendance notes, and a discipline note (2). The second profile is for 'Ian' (ID: 129442, Edupoint Elementary) and also includes a 'Recent History' section with a link for attendance notes (9). On the left side, there is a 'Home' navigation bar with various menu items, with a callout 1 pointing to the 'Calendar' item. At the bottom left, there are links for Logout, Contact, and Privacy (8). At the bottom center is the Edupoint logo and copyright information. At the bottom right, there are language options and an Accessibility Mode link (10).

ParentVUE Home Page

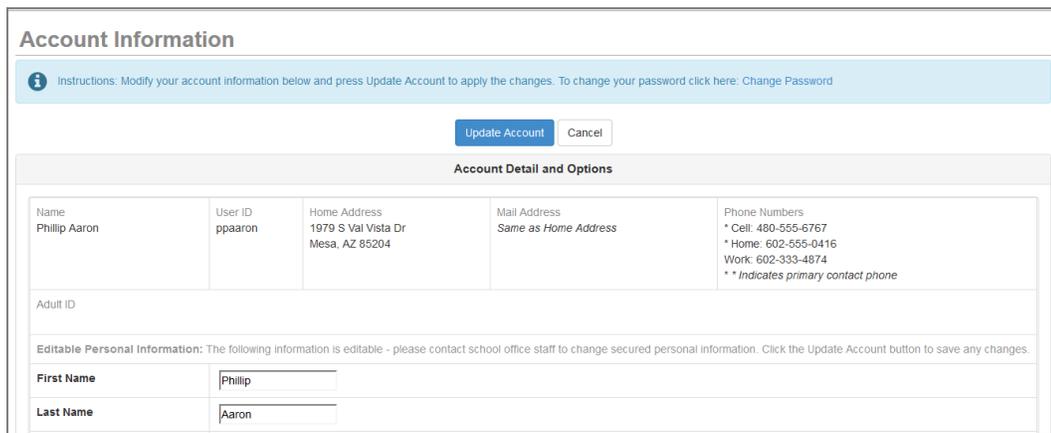
- The Navigation bar contains links to display records for the selected child. ①
- Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. ② Click a link for more detailed information.
- Parents use the focus menu to select from the children actively enrolled in the district. ③

- Streams allows parents to communicate with teachers, if enabled. 4



ParentVUE Streams Tab

- The My Account tab accesses your account information. 5



ParentVUE Account Information Page

- The Help tab directs you to the Help screen, which contains information provided by the district. 6
- The Online Registration tab opens Online Registration, if available. 7

- All screens contain **Logout**, **Contact**, and **Privacy** links. ⑧
- Your district might support additional languages. If so, select one at the bottom of the ParentVUE screen. ⑨



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. ⑩

## 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 screenshot shows the StudentVUE Home Page for a student named Billy. The page is divided into several sections:

- Top Navigation:** Links for Streams (3), My Account (4), Help (5), and Logout.
- User Profile:** Billy, Hope High School, ID: 905483. A 'Recent History' section shows 'Attendance notes for 06/04/2018, 05/31/2018, 05/30/2018...' (2).
- Left Navigation Bar (1):** A list of services including Synergy Mail, Calendar, Assessment, Attendance, Class Schedule, Class Websites, Course History, Course Request, Fee, Grade Book, Report Card, Student Info, Custom Tab, Digital Locker, and Test History.
- Footer (6, 7, 8):** Links for Logout, Contact, Privacy, and Accessibility Mode. The footer also includes the Edupoint logo and language options: English, Español, Français, 廣東, suomi, Deutsch, Mandarin.

StudentVUE Home Page

- The Navigation bar contains links to display your records. ❶
- Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. ❷ Click a link for more detailed information.
- **Streams** allows students to communicate with teachers, if enabled. ❸

- The **My Account** tab accesses your account information. ④

### My Account Setup

**i** Email: Please enter your primary email address that is used by teachers/administrators to contact you as well as the email address used for password retrieval. [Change Password](#)

**Account Detail and Options**

**Personal Information:** NOTE - This information is changeable only by the school office staff. Contact the school directly to change your personal information.

Name	User ID	Home Address	Mail Address	Phone Numbers
Billy Abbott	billy	1979 S Val Vista Dr Mesa, AZ 85204	Same as Home Address	* Home: 480-555-1214 Cell: 480-555-1412 * * Indicates primary contact phone

**i** Email: Please enter your primary email address that is used by teachers/administrators to contact you as well as the email address used for password retrieval.

**Primary Email:**

Update Account
Cancel

*StudentVUE My Account Setup Page*

- The **Help** tab directs you to the Help screen, which contains information provided by the district. ⑤
- The **Online Registration** tab opens Online Registration, if available.
- All screens contain **Logout**, **Contact**, and **Privacy** links. ⑥
- Your district might support additional languages. If so, select one at the bottom of the StudentVUE screen. ⑦
- You can enable Accessibility Mode, if needed. ⑧ ⑨ ⑩

## Viewing Acknowledgements

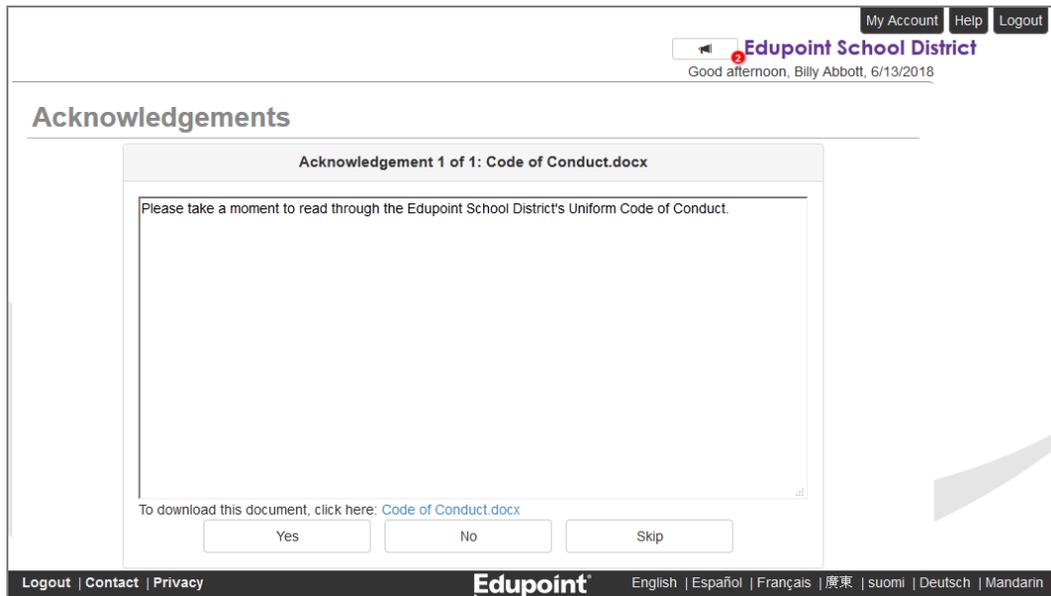
Acknowledgements notify parents and students of documents that require a response to confirm that they have viewed the document.



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.



*ParentVUE Acknowledgements Page*

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.

Acknowledged Documents			
Date	Time	Document (click to download)	Response
06/06/2018	2:51 PM	<a href="#">Test document.docx</a>	Yes
06/06/2018	2:51 PM	<a href="#">Test document2.docx</a>	Yes
6/13/2018	1:48 PM	<a href="#">Code of Conduct.docx</a>	Yes

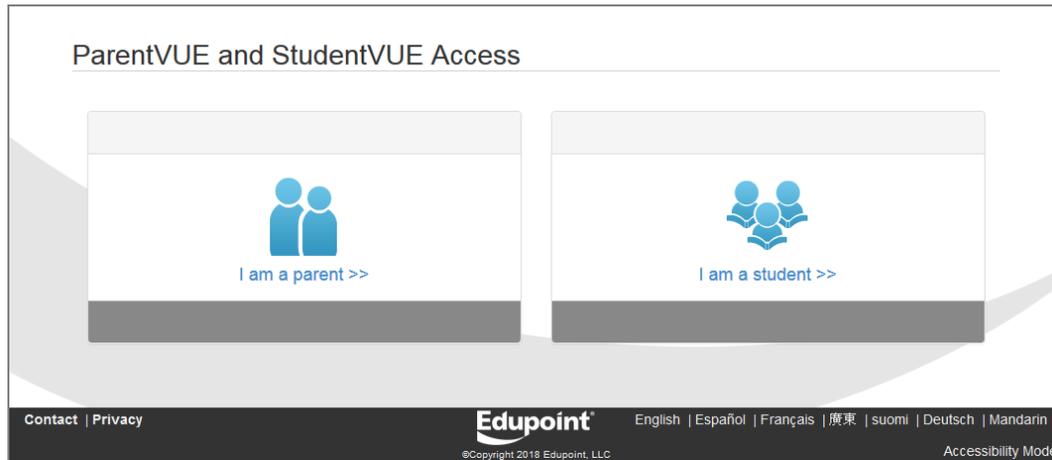
*ParentVUE Account Information Page*

## Managing Account Information

### Logging In to Your Account

---

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



*ParentVUE And StudentVUE Access Screen*

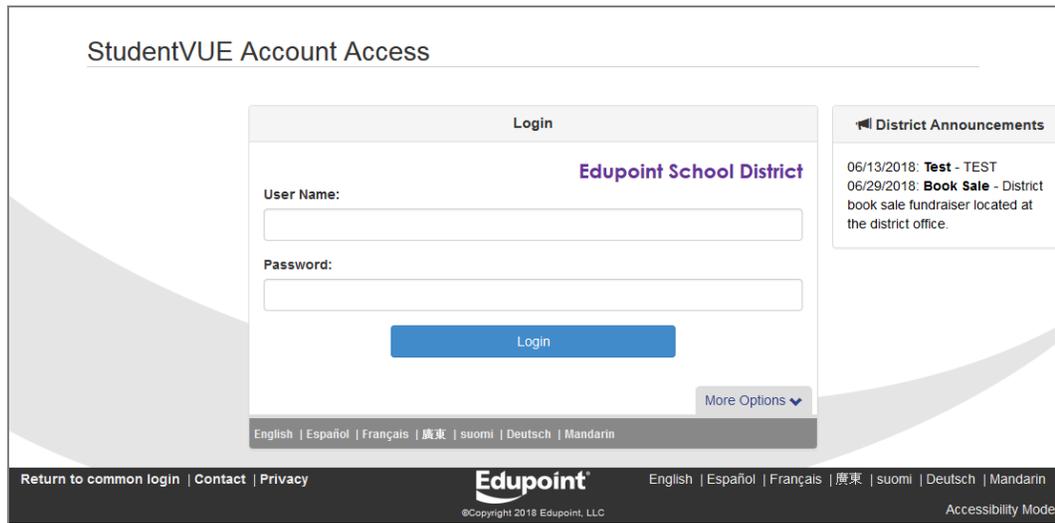
2. Select the preferred language at the bottom, if necessary. The screen default is English.
3. Select an option:
  - Parents – Click **I am a parent >>**. The ParentVUE Account Access screen opens.
  - Students – Click **I am a student >>**. The StudentVUE Account Access screen opens.

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

- 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

Login

Edupoint School District

User Name:

Password:

Login

More Options

Activate Account

Forgot Password

iPhone App

Android App

Mobile App URL  
http://qa05vm/100/1/

English | Español | Français | 廣東 | suomi | Deutsch | Mandarin

District Announcements

06/13/2018: **Test** - TEST  
06/29/2018: **Book Sale** - District book sale fundraiser located at the district office.

StudentVUE Account Access Screen

3. Click **I Accept** after reading the Privacy Statement to agree to it.

**Step 1 of 3: Privacy Statement**

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

**Introduction**  
The site editor takes your right to privacy seriously, and wants you to feel comfortable using this web site. This privacy policy deals with personally-identifiable information (referred to as "data" below) that may be collected by this site. This policy does not apply to other entities that are not owned or controlled by the site editor, nor does it apply to persons that are not employees or agents of the site editor, or that are not under the site editor's control. Please take time to read this site's Terms of use.

**1. Collection of data**  
Registration for an account on this site requires only a valid e-mail address and a user name that has not been chosen already. You are not required to provide any other information if you do not want to. Please be aware that the user name you choose, the e-mail address you provide and any other information you enter may render you personally identifiable, and may possibly be displayed on this web site intentionally (depending on choices you make during the registration process, or depending on the

Clicking I Accept means that you agree to the above Privacy Statement.

**I Accept**      Return to login

*StudentVUE Step 1 Of 3: Privacy Statement Screen*

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**.

**Step 2 of 3: Sign In with Activation Key**

Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your StudentVUE account:

**First Name**

**Last Name**

**Activation Key**

**Continue to Step 3**

*StudentVUE Step 2 Of 3: Sign In With Activation Key Screen*

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.

- (Parents Only) Enter the **Primary E-Mail** address.

The screenshot shows a web form titled "Step 3 of 3: Choose user name and password". It contains a welcome message for "Ralph A." and instructions to create a username and password. Below the text are four input fields: "User Name", "Password", "Confirm Password", and "Primary E-Mail". A "Complete Account Activation" button is located at the bottom right of the form.

*StudentVUE Step 3 Of 3: Choose User Name And Password Screen*

- Click **Complete Account Activation**.

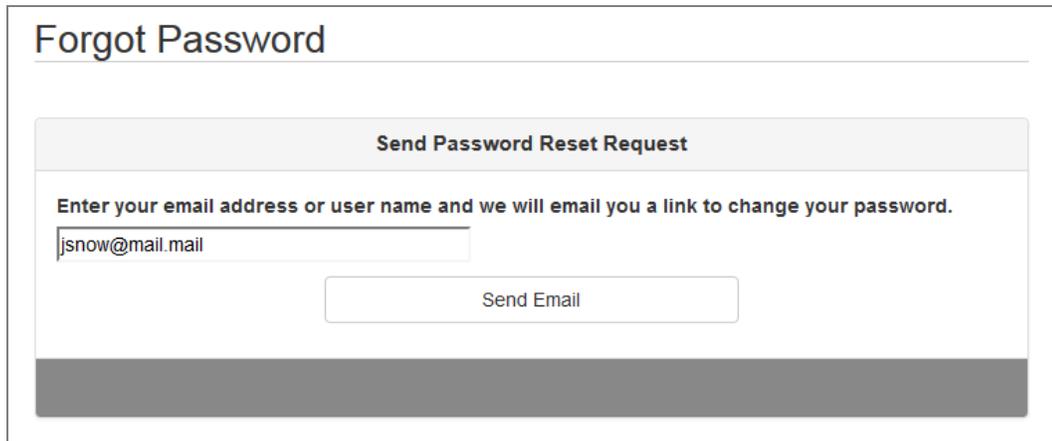
## Forgot Your Password

- Click **More Options**.
- Click **Forgot Password**.

The screenshot shows the "Login" screen for Edupoint School District. It features a "User Name:" field, a "Password:" field, and a blue "Login" button. A "More Options" dropdown menu is highlighted with a red box, and the "Forgot Password" option is also highlighted with a red box. Below the login fields are icons for "Activate Account", "Forgot Password", "iPhone App", "Android App", and "Mobile App URL". The URL is "http://qa05vm/100/1/". At the bottom, there is a language selection bar with options: English | Español | Français | 廣東 | suomi | Deutsch | Mandarin.

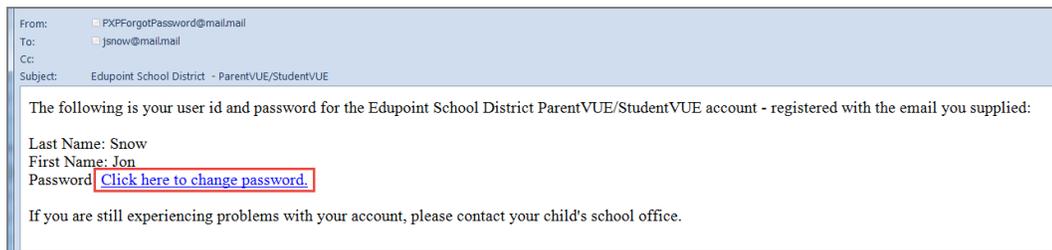
*Login Screen*

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*

5. Open the email.
6. Click the link to change your password.



*Forgot Password Email Sample*

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

Change Password

**i** To change your password, enter your current First and Last Name (must match name on account), type the new password twice to confirm, then press the Change Password button.

User Name **jsnow**

**First Name**

**Last Name**

**New Password:**

**Confirm New Password:**

Change Password

*My Account Password Screen*

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

My Account Password

Change Password

**i** Changes have been successfully made to your account.

*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.

- View Acknowledged Documents.

#### Account Information

**i** Instructions: Modify your account information below and press Update Account to apply the changes. To change your password click here: [Change Password](#)

**Account Detail and Options**

Name Phillip Aaron	User ID ppaaron	Home Address 1979 S Val Vista Dr Mesa, AZ 85204	Mail Address Same as Home Address	Phone Numbers * Cell: 480-555-6767 * Home: 602-555-0416 Work: 602-333-4874 * * Indicates primary contact phone
-----------------------	--------------------	---	--------------------------------------	--

Adult ID

Editable Personal Information: The following information is editable - please contact school office staff to change secured personal information. Click the Update Account button to save any changes.

First Name	<input type="text" value="Phillip"/>
Last Name	<input type="text" value="Aaron"/>
Employer	<input type="text" value="Edupoint"/>
Primary Language	<input type="text" value="Spanish"/>

**Auto Notify: Check the events below for which ParentVUE will e-mail information to you when an event occurs for any of your children.**

<input checked="" type="checkbox"/>	Attendance <i>Notify me when my child is tardy or misses a class</i>
-------------------------------------	--

*ParentVUE Account Information Page*

3. Click **Update Account**.

## StudentVUE My Account Page

1. Select the **My Account** tab.

StudentVUE Home Page

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

**My Account Setup**

**Email:** Please enter your primary email address that is used by teachers/administrators to contact you as well as the email address used for password retrieval. [Change Password](#)

**Account Detail and Options**

**Personal Information:** NOTE - This information is changeable only by the school office staff. Contact the school directly to change your personal information.

Name	User ID	Home Address	Mail Address	Phone Numbers
Billy Abbott	billy	1979 S Val Vista Dr Mesa, AZ 85204	Same as Home Address	* Home: 480-555-1214 Cell: 480-555-1412 * * Indicates primary contact phone

**Email:** Please enter your primary email address that is used by teachers/administrators to contact you as well as the email address used for password retrieval.

**Primary Email:**  
billy@mail.mail

[Update Account](#) [Cancel](#)

StudentVUE Account Information Page

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.

### STUDENT INFO

[Edit Information](#)

 Notify the school of any demographic information changes: Allison Becker A.  

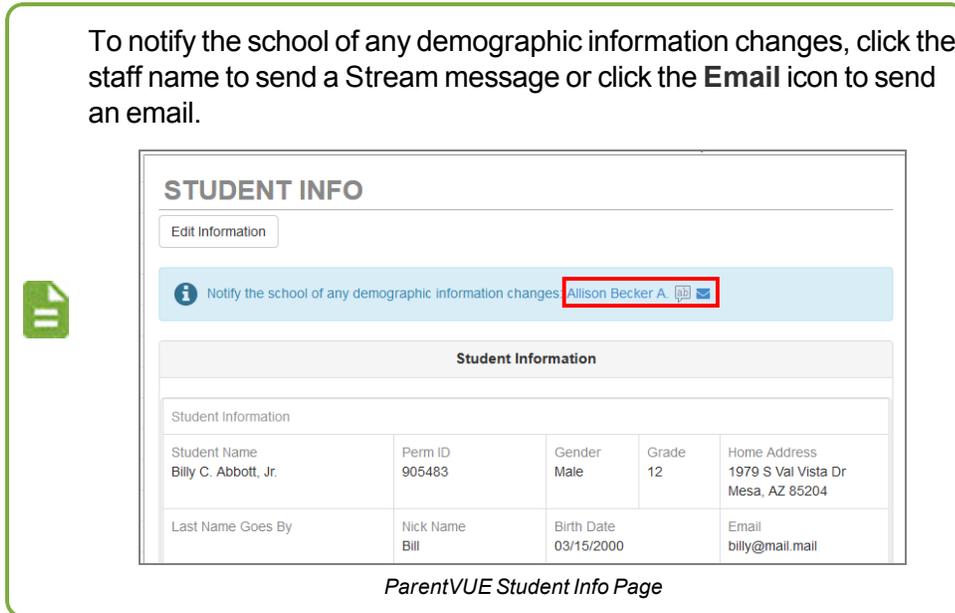
**Student Information**

Student Information				
Student Name Billy C. Abbott, Jr.	Perm ID 905483	Gender Male	Grade 12	Home Address 1979 S Val Vista Dr Mesa, AZ 85204
Last Name Goes By	Nick Name Bill	Birth Date 03/15/2000	Email billy@mail.mail	
Phone 480-555-1214	Spoken to Student at Home Spanish	Track	School Name Hope High School	
Homeroom Teacher Kathy Jackson  	Room Name 224	Counselor Name Wilson, Rob  		

*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.



**STUDENT INFO**

Edit Information

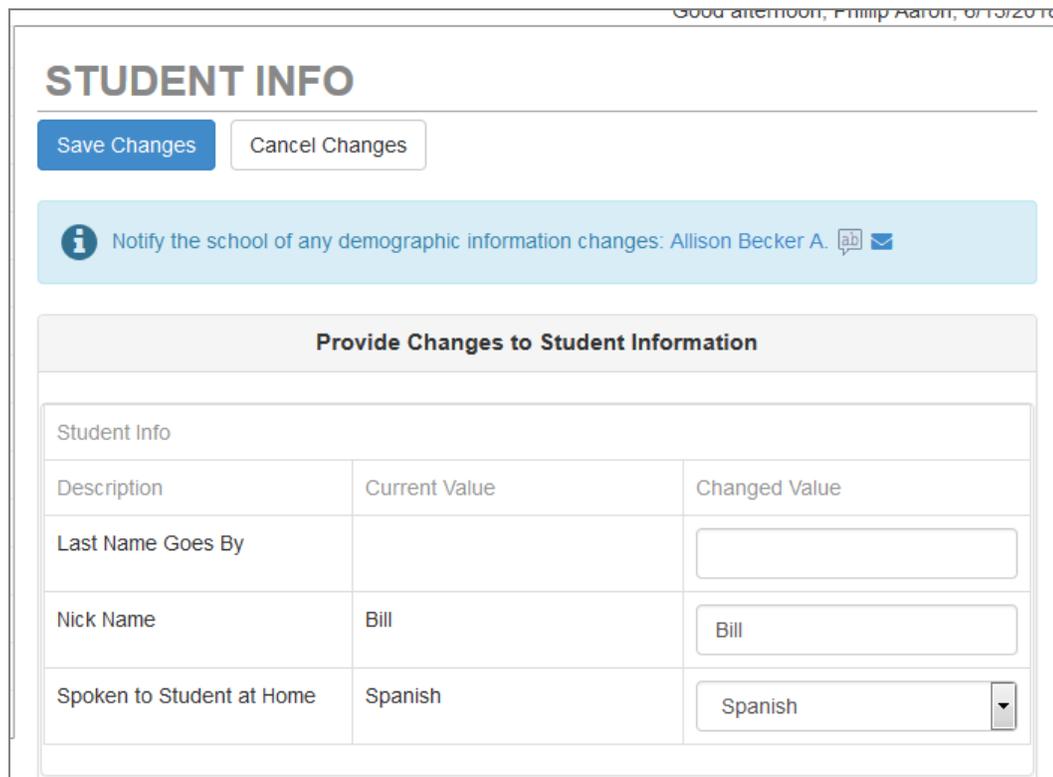
Notify the school of any demographic information changes: Allison Becker A.  

**Student Information**

Student Information				
Student Name	Perm ID	Gender	Grade	Home Address
Billy C. Abbott, Jr.	905483	Male	12	1979 S Val Vista Dr Mesa, AZ 85204
Last Name Goes By	Nick Name	Birth Date	Email	
	Bill	03/15/2000	billy@mail.mail	

*ParentVUE Student Info Page*

3. Edit the fields.



**STUDENT INFO**

Save Changes Cancel Changes

Notify the school of any demographic information changes: Allison Becker A.  

**Provide Changes to Student Information**

Student Info		
Description	Current Value	Changed Value
Last Name Goes By		<input type="text"/>
Nick Name	Bill	<input type="text" value="Bill"/>
Spoken to Student at Home	Spanish	<input type="text" value="Spanish"/> 

*ParentVUE Student Info Page*

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.



### STUDENT INFO



Changes submitted on 06/13/2018 15:33 PM, are still waiting approval.

*Student Info Page*

## 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. ❶
- Click the **Email** link in the School Staff Contact List to email a member of staff. ❷

### SCHOOL INFORMATION

School Information		
Principal Rob Wilson	School Name Hope High School	Address 4301 E Guadalupe Rd Gilbert, AZ 85234
Phone 949-555-1212	Fax 949-555-1213	Website URL <span style="float: right;">❶</span> <a href="http://www.hopehigh.edu">http://www.hopehigh.edu</a>

School Staff Contact List			
Staff Name	Job Title	Phone	Extension
<input type="text" value="Q"/>	<input type="text" value="Q"/>		
Aderson, Gordon	Teacher		
Andrews, Mark	Teacher		
Arthur A, Andrea	Teacher		

*School Information Page*

## 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			
<a href="#">Nurse Visits</a>   <a href="#">Health Conditions</a>   <a href="#">Immunizations</a>			
Health Summary			
Date	Time In	Time Out	Assessment Plan
<a href="#">06/07/2018</a>			<a href="#">Possible heat stroke</a>
<a href="#">06/01/2018</a>	10:30 AM	10:35 AM	
<a href="#">05/30/2018</a>			
<a href="#">05/30/2018</a>	7:15 AM	7:30 AM	<a href="#">Billy needs to come in every morning to check symptoms</a>
<a href="#">05/18/2018</a>	1:00 PM	2:00 PM	<a href="#">Provided breathing treatment.</a>

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.

 Click the **Streams** icon or the **Email** icon to communicate with the staff member.

HEALTH SUMMARY				
<a href="#">Nurse Visits</a>   <a href="#">Health Conditions</a>   <a href="#">Immunizations</a>   <a href="#">Nurse Visit Detail</a>				
Nurse Visit Detail				
Date	Time In	Time Out	Referred By	Staff Name
06/07/2018				<a href="#">Mark Andrews</a>  
School Name Hope High School				
Assessment Plan Possible heat stroke				

Health Page, Nurse Visit Detail

- Click **Health Conditions** to view the Health Condition Summary. This displays the student's health conditions, such as asthma or allergies.

HEALTH SUMMARY			
		<a href="#">Nurse Visits</a>	<b>Health Conditions</b>
<b>Health Condition Summary</b>			
Start Date	End Date	Condition Code	Comment
05/30/2018	05/30/2018	Hearing	billy had Lasix eye surgery and no longer needs contacts
	05/30/2018	Vision	Wears contact lenses
		Medical Alert	OCCASIONAL ASTHMA, SCOLIOSIS, ADHD
		Medical Alert	ASTHMA
		Medical Alert	ADHD
		Peanut Allergy	

*Health Page, Health Condition Summary*

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

HEALTH SUMMARY							
		<a href="#">Nurse Visits</a>	<a href="#">Health Conditions</a>	<b>Immunizations</b>			
<b>Immunization Summary</b>							
Name	Status as of 6/14/2018	Dosage Information					
		1	2	3	4	5	6
Polio	! Not Compliant						
Td	! Not Compliant						
DTP/DTaP/DT	! Not Compliant						
MMR	! Not Compliant						

*Health Page, 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.

### Graduation Status *Class of 2009*

Subject Area	Progress
English Literature	100.0% <div style="width: 100%; height: 10px; background-color: #4caf50;"></div>
Mathematics	100.0% <div style="width: 100%; height: 10px; background-color: #4caf50;"></div>
Science Required	100.0% <div style="width: 100%; height: 10px; background-color: #4caf50;"></div>
American History	100.0% <div style="width: 100%; height: 10px; background-color: #4caf50;"></div>
Government	100.0% <div style="width: 100%; height: 10px; background-color: #4caf50;"></div>
Electives	100.0% <div style="width: 100%; height: 10px; background-color: #4caf50;"></div>

Detail:  off

### Test Requirements



**AIMS Reading**



**AIMS Math**

Detail:  off

### Student Course History

Detail:  off

### Cummulative GPA

# 2.03

Rank: 1 out of 821

### Grant (10-11)

# 2.01

Rank: 728 out of 819

### Unweighted GPA

# 2.14

Rank: 752 out of 821

Course History Page

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 <i>Class of 2009</i>							Detail: <input checked="" type="checkbox"/>
Subject Area	Progress		Subject Area	Required	Completed	In Progress	Remaining
English Literature	100.0%	<div style="width: 100%; height: 10px; background-color: green;"></div>	English Literature	3.00	3.00	0.00	0.00
Mathematics	100.0%	<div style="width: 100%; height: 10px; background-color: green;"></div>	Mathematics	3.00	3.00	0.00	0.00
Science Required	100.0%	<div style="width: 100%; height: 10px; background-color: green;"></div>	Science Required	2.00	2.00	0.00	0.00
American History	100.0%	<div style="width: 100%; height: 10px; background-color: green;"></div>	American History	2.00	2.00	0.00	0.00
Government	100.0%	<div style="width: 100%; height: 10px; background-color: green;"></div>	Government	0.50	0.50	0.00	0.00
Electives	100.0%	<div style="width: 100%; height: 10px; background-color: green;"></div>	Electives	3.00	17.00	1.50	0.00

Test Requirements		Detail: <input checked="" type="checkbox"/>
<b>AIMS Reading</b> 650 Approaches <small>03/19/2016</small>	<b>AIMS Math</b> 690 Meets <small>03/19/2016</small>	

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				Detail: <input checked="" type="checkbox"/>
Grade: 09				
Course Title (ID)	Mark	Credit Attempted	Credit Completed	
<b>Bialock High School Year: 2012 Term: Fall</b>				
Science (SC09)	C	0.50	0.50	
Stu Asst Cours (SA6222222)	P	0.50	0.50	
TEST (MU21)	C	0.50	0.50	
World Hist'g (SS21)	D	0.50	0.50	
<b>Hope High School Year: 2013 Term: Spring</b>				
Computer Apps (CB11)	F	0.50	0.00	
English 9 (EN09)	C	0.50	0.50	
Science 9 (SC09)	D	0.50	0.50	
Symphonic Band (MU21)	B	0.50	0.50	
World Hist'g (SS22)	C	0.50	0.50	

Course History Page

## 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.

Discipline Summary			
Discipline Summary			Summary
Incident Date	Incident Time	Incident Role	Comment
05/29/2018	2:00 PM	Victim	
05/29/2018	2:00 PM	Offender	Billy shoved another student who then pushed Billy.
05/29/2018	9:52 AM	Offender	
04/20/2018	7:30 PM	Offender	
03/08/2018	2:06 PM	Offender	

*Discipline Summary Page*

- 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

[Summary](#) | **Detail**

**Discipline Detail**

Incident Date 05/29/2018	Incident Time 2:00 PM	Incident Role Offender	Referred By Adams, Laurie	Staff Name Julia Weathers
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**

Disposition Date	Start Date	End Date	Description	Staff Name
05/30/2018	05/30/2018	05/30/2018	Out of School Suspe...	Julia Weathers  ...

*Discipline Page, Discipline Detail*

- 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.

Special Education		Summary
Special Education		
Next Annual Review Due	10/12/2016	
Next Reevaluation Date	08/19/2019	
IEP	<a href="#">09/14/2016</a>	
Progress Report	<a href="#">09/13/2016</a>	

Special Education Page

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.

Special Education		Summary
Special Education		
Next Annual Review Due	10/12/2016	
Next Reevaluation Date	08/19/2019	
IEP	<a href="#">09/14/2016</a>	
Progress Report	<a href="#">09/13/2016</a>	

Special Education Page

<b>Edupoint School District</b> Special Education Department 345 Market St Fountain Valley, AZ 85101 Phone: 987-555-1234 Fax: 987-555-4321		<h3>Individualized Education Program</h3> 			
Student Name:	<b>Aaron, Ian</b>	Home Phone:	<b>480-555-1214</b>	Date:	<b>11/09/2011</b>
Date Of Birth:	<b>04/12/2002</b>	Home Address:	<b>1959 S Val Vista Dr</b>		
Student No.:	<b>129442</b>		<b>Mesa, AZ 85234</b>		
Age	Gender	Grade	Home School	Attending School	
<b>9</b>	<b>Male</b>	<b>04</b>	<b>Adams Elementary</b>	<b>Adams Elementary</b>	
Ethnicity		Primary Language - Date Determined		Home Language - Date Determined	
<b>Hispanic</b>		<b>English</b>		<b>English</b>	
<b>Parent/Guardian</b>					
Name		Home Phone	Name		Home Phone
<b>Kathleen Aaron</b>		<b>###-###-####</b>	<b>Phillip Aaron</b>		<b>480-555-1214</b>
Address		Work Phone	Address		Work Phone
<b>1959 S Val Vista Dr</b>			<b>1959 S Val Vista Dr</b>		<b>602-333-4874</b>
<b>Mesa, AZ 85234</b>		Emergency Phone	<b>Mesa, AZ 85234</b>		Emergency Phone
		<b>###-###-####</b>			<b>480-555-6767</b>
IEP Review Due Date : <b>11/08/2012</b>			Re-evaluation Due Date: <b>11/10/2014</b>		
Interpreter Needed: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N					

Individualized Education Program Document

<b>Edupoint School District</b> <b>Special Education Department</b> 345 Market St Fountain Valley, AZ 85101 Phone: 987-555-1234 Fax: 987-555-4321		 <b>IEP Progress Report – Annual Goal</b>													
Student Name	Ian Aaron	ID #	129442												
School of Attendance	Adams Elementary	Date	10/26/2012												
<hr/> Category: Math - Secondary															
Annual Goal: sfsadf															
Pre score date: 11/13/2012															
Pre score: x															
<table border="1"> <thead> <tr> <th>Date</th> <th>Progress Code</th> <th>Score</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>09/28/2012</td> <td>2</td> <td>12</td> <td>Ian has not been doing well. He needs to focus.</td> </tr> <tr> <td>10/26/2012</td> <td>3</td> <td>16</td> <td>Ian has made some progress. He needs to continue his new effort.</td> </tr> </tbody> </table>				Date	Progress Code	Score	Comments	09/28/2012	2	12	Ian has not been doing well. He needs to focus.	10/26/2012	3	16	Ian has made some progress. He needs to continue his new effort.
Date	Progress Code	Score	Comments												
09/28/2012	2	12	Ian has not been doing well. He needs to focus.												
10/26/2012	3	16	Ian has made some progress. He needs to continue his new effort.												

*IEP Progress Report – Annual Goal Document*

## 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.

No Photo Logged In As: <b>Billy</b> ID: 997065 Kennedy High School		<a href="#">Streams</a>   <a href="#">My Account</a>   <a href="#">Help</a>   <a href="#">Online Registration</a>   <a href="#">Logout</a>	
<b>Home</b> <a href="#">Synergy Mail</a> <a href="#">Calendar</a> <a href="#">Assessment</a> <a href="#">Attendance</a> <a href="#">Class Schedule</a> <a href="#">Class Websites</a>		<b>Edupoint School District</b> Good afternoon, Kathleen Aaron, 7/6/2018	
<b>DOCUMENTS</b>			
Documents			
Upload Date	Document	Document Category	
07/05/2018	<a href="#">PHLOTE</a>	Personal Document	

*Documents Page*

## Chapter 3: Classroom Information

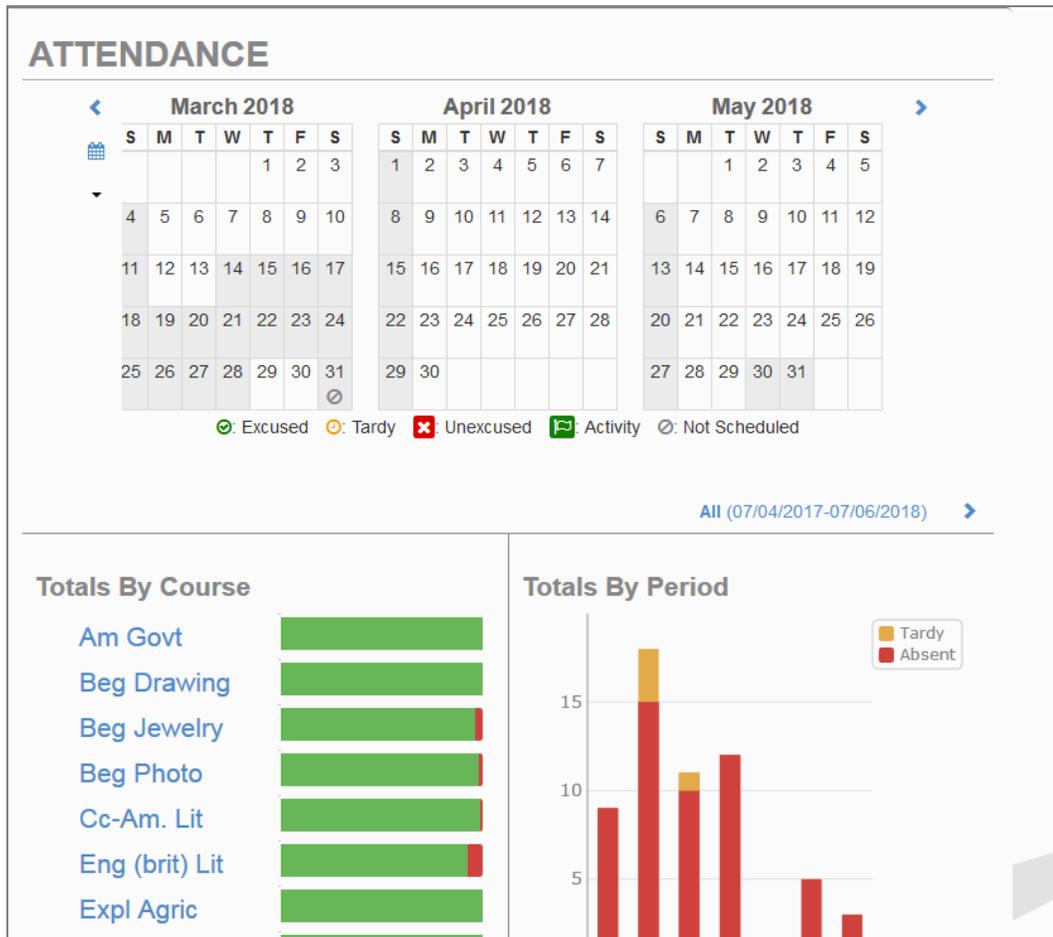
---

<b>Viewing Attendance Information</b> .....	<b>36</b>
<b>Viewing the Class Schedule</b> .....	<b>39</b>
<b>Using Digital Locker</b> .....	<b>41</b>
<b>Viewing Report Cards</b> .....	<b>43</b>
<b>Viewing Grade Book</b> .....	<b>44</b>
<b>Taking Assessments</b> .....	<b>49</b>
<b>Viewing Class Websites</b> .....	<b>65</b>
<b>Viewing Test History</b> .....	<b>67</b>

## Viewing Attendance Information

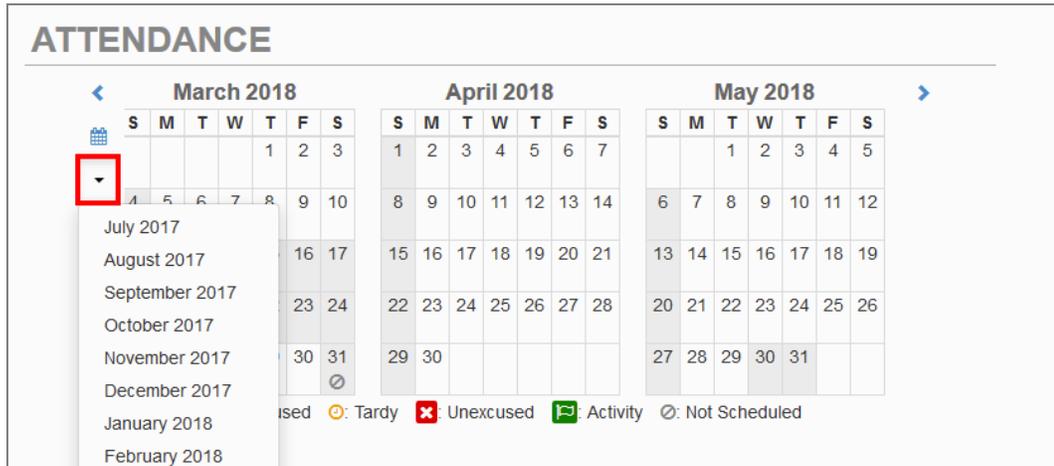
The Attendance page displays the student’s attendance records. Information displays in two main sections. The Attendance Calendar displays a visual record of absences for the student. The Totals by Course and Period section displays attendance totals by course and period. You can also view the attendance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

1. Click **Attendance** in the Navigation bar.



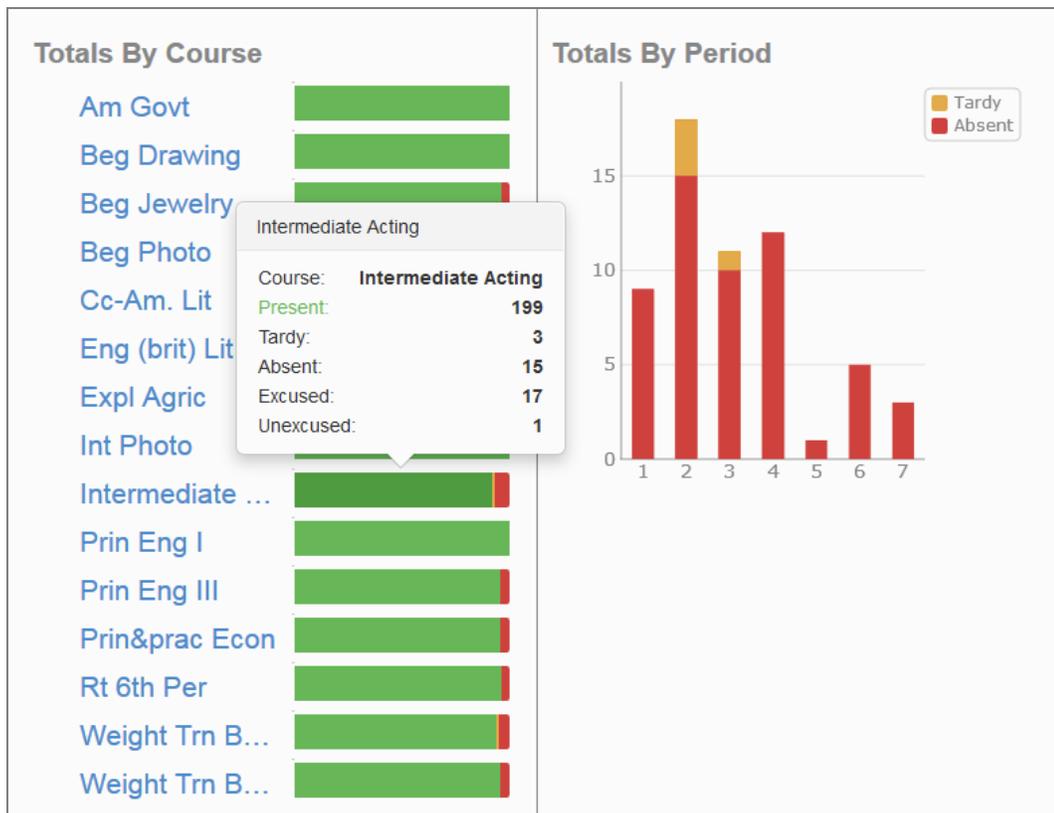
Attendance Page

- Click the right or left arrows to scroll between months, or select the **Focus** menu to select a month to view.



Attendance Page

- Hover over a course in the Totals by Course section to view absence details.



Attendance Page

4. Select **Detail** in the Days of Attendance section. The icons indicate the attendance information for that period and date.

### Days of Attendance Detail: on

✔: Excused  
 ⌚: Tardy  
 ✘: Unexcused  
 📅: Activity  
 ⊘: Not Scheduled

Hope High School									
Date	Periods								
	1	2	3	4	5	6	7	8	9
02/20/2018									
02/16/2018									
02/15/2018									
02/12/2018	✔	✔	✔	✔					
02/09/2018						✔			
02/08/2018		✔		✔		✔			
02/07/2018									
02/06/2018				✔		✔			
02/05/2018	✔	✔	✔	✔					
02/01/2018		✔							
01/31/2018	✔		✔						
01/30/2018	✔	✔	✔						
01/29/2018	✔	✔	✔						
01/18/2018		✘		✘		✘			
01/17/2018	✔	✔	✔	✔		✔	✔		

7 15 30
< 1 2 3 >

Attendance Page

## 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			
			Fall   <b>Spring</b>
Student Schedule for Spring (11/25/2017 - 07/06/2018)			
Period	Course Title	Room Name	Teacher
1	Prin Eng I	224	Kathy Jackson  
3	Am Govt	P-13	Jeffrey Davis  
5	Beg Drawing	401	Gwen Gunn  
7	Cc-Am. Lit	230	Kathy Nunes  

Class Schedule Page

Elementary schedule information typically displays only one course in the class schedule, labeled with the student's grade.

CLASS SCHEDULE			
			1st Qtr   2nd Qtr   3rd Qtr   <b>4th Qtr</b>
Student Schedule for 4th Qtr (01/29/2018 - 07/06/2018)			
Period	Course Title	Room Name	Teacher
1	1/2 Multi-Age	0014	Jackie Berrie  

Class Schedule Page

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				
Fall   Spring				
Hope High School Student Schedule for Fall (07/04/2016 - 11/25/2016)				
Period	Rotation Days	Course Title	Room Name	Teacher
1	U, K, A	Teacher Aide	120	<a href="#">Robert Tofft</a>  
2	U, K, A	Beg Jewelry	403	<a href="#">Joe Sullivan</a>  
3	U, K, A	Beg Photo	404	<a href="#">Thorne Schubert</a>  
4	U, K, A	Eng (brit) Lit	222	<a href="#">Joan Snyder</a>  
6	U, K, A	Science 10	120	<a href="#">Robert Tofft</a>  
7	U, K, A	9th Eng-Corr	230	<a href="#">Kathy Nunes</a>  

*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.

DIGITAL LOCKER			
Digital Locker			
Upload Date	Document	Notes	File Size
10/21/2015 10:13:04 AM	<a href="#">Constitution.doc</a>		37 KB
10/21/2015 10:12:51 AM	<a href="#">FreudPaper.doc</a>		34 KB

*StudentVUE Digital Locker Page*

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.

DIGITAL LOCKER				
Digital Locker				
Upload Date	Document	Notes	File Size	Action
10/21/2015 10:13:04 AM	<a href="#">Constitution.doc</a>		37 KB	<a href="#">Remove</a>
10/21/2015 10:12:51 AM	<a href="#">FreudPaper.doc</a>		34 KB	<a href="#">Remove</a>

71 KB out of 2MB used.

[Browse...](#) No file selected. Maximum upload file size is 2 MB

Notes:  [Upload](#)

*StudentVUE Digital Locker Page*

5. Click **Upload**. The screen displays the details of the upload.

### DIGITAL LOCKER

Digital Locker				
Upload Date	Document	Notes	File Size	Action
10/21/2015 10:13:04 AM	Constitution.doc		37 KB	<a href="#">Remove</a>
10/21/2015 10:12:51 AM	FreudPaper.doc		34 KB	<a href="#">Remove</a>

71 KB out of 2MB used.

PermissionForm.docx

Notes:

Maximum upload file size is 2 MB

*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						
Student Grades		1st Quarter	Progress Qtr 2	Second Quarter	Third Quarter	4th Quarter
 A PDF report card is not available for Fourth Quarter						
Student Grades for Fourth Quarter (ending on 05/29/2018)						
Period	Course Title	Room Name	Teacher	Marks		
0	Am Govt (SS51)	216	Kathy Jackson 	D	D	
1	Prin Eng III (EN46)	231	Kim Gordon 	C-	C-	
2	Am Govt (SS51)	216	Kathy Jackson 			
2	Intermediate Acting (PA86)	409	David Gardner 	D	D	
3	Am Govt (SS51)	P-13	Jeffrey Davis 			
3	Weight Trn Boys (PE762)	ANNX	Mark Swartz 	D	D	

Report Card Page

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

REPORT CARD		
Student Grades for 2017-2018		
Report Card Area	1st Qtr	2nd Qtr
<b>READING / LANGUAGE ARTS</b>	A	
<b>Word Analysis, Fluency and Systematic Vocabulary Development</b>		
Word Recognition	2	
Vocabulary Development	4	
<b>Reading Comprehension</b>		
Comprehension and Analysis of Text		
Literary Response and Analysis		
<b>WRITING</b>		

Report Card Page

- 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.

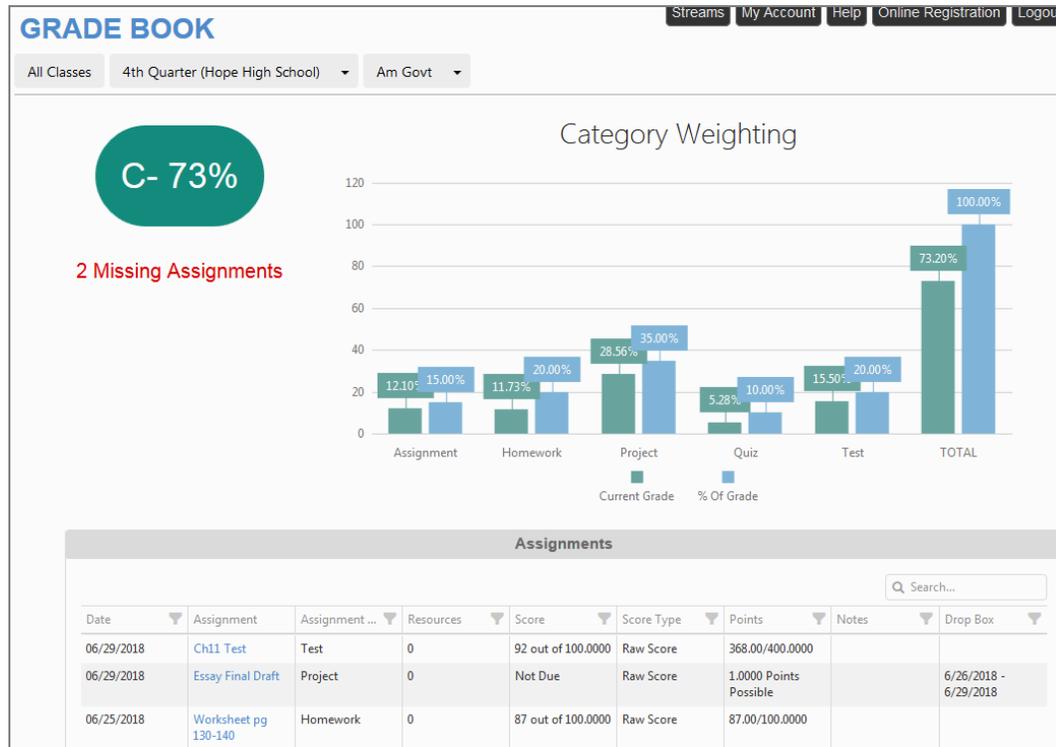
### GRADE BOOK

Classes for Hope High School 4th Quarter ▾

^	<b>0</b> <b>Am Govt</b> Kathy Jackson Room: 216	2 Missing Assignments 1 Class Level Resource <a href="#">Class Page</a>	 <b>C-</b> 73% <small>Last Update: 6/25/2018</small>														
<div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <h4 style="margin: 0;">Student Performance</h4> <table border="1" style="font-size: small; margin-top: 5px;"> <thead> <tr> <th>Category</th> <th>Score</th> </tr> </thead> <tbody> <tr><td>Quiz</td><td>~10</td></tr> <tr><td>Assignment</td><td>~15</td></tr> <tr><td>Project</td><td>~35</td></tr> <tr><td>Homework</td><td>~20</td></tr> <tr><td>Test</td><td>~20</td></tr> <tr><td>TOTAL</td><td>~73</td></tr> </tbody> </table> </div> <div style="width: 45%;"> <h4 style="margin: 0;">Class Grades</h4> </div> </div>				Category	Score	Quiz	~10	Assignment	~15	Project	~35	Homework	~20	Test	~20	TOTAL	~73
Category	Score																
Quiz	~10																
Assignment	~15																
Project	~35																
Homework	~20																
Test	~20																
TOTAL	~73																
v	<b>1</b> <b>Prin Eng III</b> Kim Gordon Room: 231	0 Missing Assignments <a href="#">Class Page</a>	 <b>1</b> 0 <small>Last Update: 6/25/2018</small>														
v	<b>2</b> <b>Intermediate Acting</b> David Gardner Room: 409	0 Missing Assignments <a href="#">Class Page</a>	 <b>C-</b> 71% <small>Last Update: 7/28/2017</small>														

*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.



Grade Book Page

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



**GRADE BOOK**

All Classes 4th Quarter (Hope High School) Am Govt

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									
Date	Assignment	Assignm...	Resources	Score	Score Ty...	Points	Notes	Drop Box	
06/29/2018	Ch11 Test	Test	0	92 out of 100.0000	Raw Score	368.00/400...			
06/29/2018	Essay Final Draft	Project	0	Not Due	Raw Score	1.0000 Points Possible		6/26/2018 - 6/29/2018	
06/25/2018	Worksheet	Homework	0	87 out of	Raw Score	87.00/100.0			

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

**Digital Drop Box**

Documents	Note	Upload Date	File Size	Action
<div style="border: 2px solid red; padding: 5px;">  My Computer Upload from your hard drive              Google Drive Upload from Google Drive              OneDrive Upload from OneDrive              My Computer Upload from your hard drive         </div>				

Document Notes (optional):

Open

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

All Classes
4th Qtr ▾
Math ▾

**Assignment Details**

Assignment:	Type	Date	Due Date
Subtract Whole Numbers	Project	4/12/2018	4/12/2018
Score	Score Type	Points	Notes
9	Raw Score	0.90 / 1.0000	

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

**Standards**

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

**Resources**

Name	Description
test	test

*Grade Book Page, Grade Book Assignment Detail*

## Rubrics

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

All Classes
4th Quarter (Hope High School) ▾
Am Govt ▾

Assignment Details

Assignment: Assignment 9	Type: Homework	Date: 6/8/2018	Due Date: 6/8/2018
Score: 9	Score Type: Raw Score	Points: 90.00 / 100.0000	Notes:
Description			

Rubric Score

Writing Rubric

Criteria	Ratings	Ratings	Ratings	Points
Quality	<b>5</b> Topic covered well. Excellent Introduction, supporting evidence and conclusion	<b>3</b> Issues with Introduction or Conclusion.	<b>0</b> Topic not covered well.	5
Grammar	<b>5</b> No grammar mistakes	<b>3</b> Minor mistakes.	<b>0</b> Grammar mistakes all over.	3
Creativity	<b>5</b> Very Creative	<b>3</b> Average Creativity	<b>0</b> Lacked any and all creativity	5

Rubric Points: 13 out of 15  
Score: **21.67** out of 25

Grade Book Page, 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.

Standards				
Subject	Standard	Mark	Note	Performance Indicator
Reading [expand all]	01 Alphabetize a series of words to the third letter.	88		<div style="width: 88%; background-color: #5cb85c; border: 1px solid #ccc;"></div> 88.00 / 100.00
	02 Apply knowledge of basic syllabication rules when reading four- or five-syllable written words (e.g., information, multiplication, pepperoni.)	100		<div style="width: 100%; background-color: #5cb85c; border: 1px solid #ccc;"></div> 100.00 / 100.00
	04 Read common abbreviations (e.g., Wed., Sept.) fluently.	75		<div style="width: 75%; background-color: #5cb85c; border: 1px solid #ccc;"></div> 75.00 / 100.00

Grade Book Page, Standards Summary

- Expand the standard information to see the details of the assignments and the progress towards meeting them.

Standards										
Subject	Standard	Mark	Note	Performance Indicator						
Reading [expand all]	01 Alphabetize a series of words to the third letter.	88		<div style="width: 88%;"><div style="width: 88%;"></div></div> 88.00 / 100.00						
	02 Apply knowledge of basic syllabication rules when reading four- or five-syllable written words (e.g., information, multiplication, pepperoni.)	100		<div style="width: 100%;"><div style="width: 100%;"></div></div> 100.00 / 100.00						
	<table border="1"> <thead> <tr> <th>Assignment</th> <th>Type</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>CR Assessment</td> <td>Test</td> <td>02/08/2018</td> </tr> </tbody> </table>	Assignment	Type	Date	CR Assessment	Test	02/08/2018	100		<div style="width: 100%;"><div style="width: 100%;"></div></div> 100.00 / 100.00
Assignment	Type	Date								
CR Assessment	Test	02/08/2018								
	04 Read common abbreviations (e.g., Wed., Sept.) fluently.	75		<div style="width: 75%;"><div style="width: 75%;"></div></div> 75.00 / 100.00						

Grade Book Page, Standards Summary

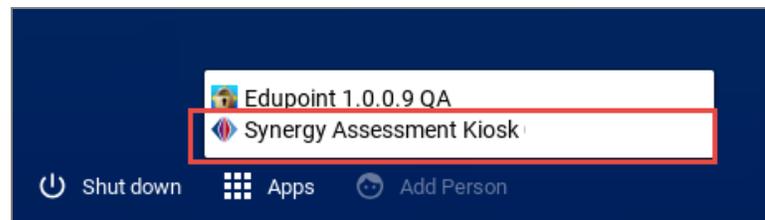
- Click an assignment to view the Assignment Detail.

## 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.



Student Chromebook

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 screenshot displays the 'Available Now' section of the StudentVUE Assessments Page. It features four assessment cards arranged in a 2x2 grid. The top-left card is 'Quick Assessment 12/11/2017' from 'From' with the note 'You have access until completed.' The top-right card is 'Quick Assessment 5/12/2017#5' from 'From C' with the note 'You have access until completed.' The bottom-left card is 'Quick Assessment 5/12/2017 #2' from 'From' with the note 'You have access until completed.' The bottom-right card is 'Reserve Items 1.1' from 'From District' with the note 'Access ends on 12/22/2017'. Below this section is the 'Online Assessment History' section, which includes two filter buttons for the years '2016' and '2015'.

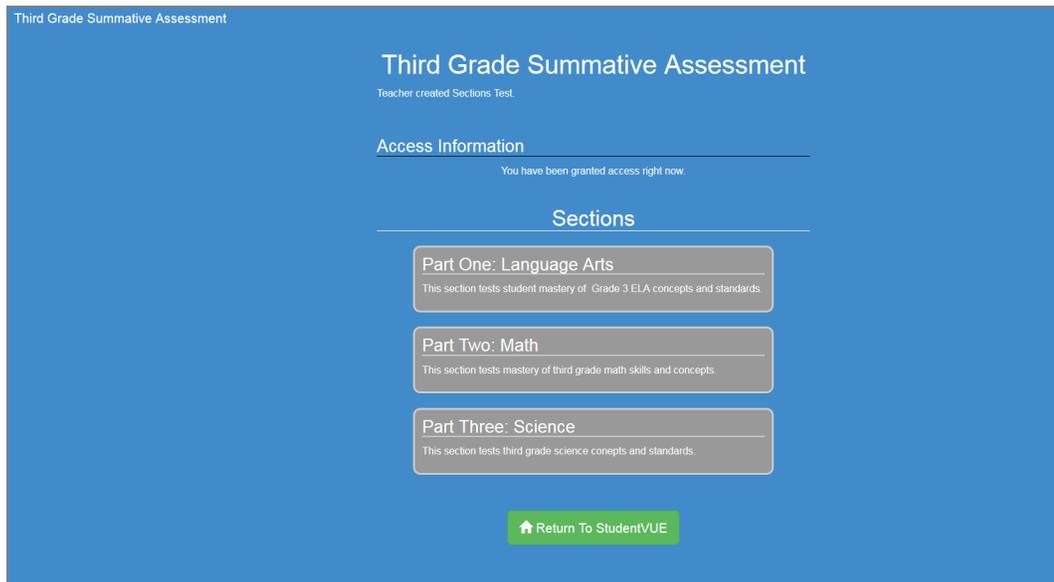
StudentVUE Assessments Page

The assessment opens in a new browser window.

The screenshot shows the 'Item Type Test' page in a browser window. The page has a blue header with 'Item Type Test' on the left and 'Hunting, Will' on the right. The main content area has a white background with a blue header 'Item Type Test'. Below the header is a paragraph: 'Here is a test with every item type available in the system. These questions are all user created and not an additional cost.' This is followed by an 'Access Information' section with a horizontal line and the text 'You have been granted access right now.' Below that is an 'Instructions' section with another horizontal line. Under 'Instructions', there is a video player with a play button and a progress bar showing '0:00'. A red box highlights the play button. Below the video player is a green button with a play icon and the text 'Start'. At the bottom of the page is a green button with a home icon and the text 'Return To StudentVUE'.

StudentVUE Assessment Page

3. Select a section to view if the assessment uses sections.



*StudentVUE Assessment Page*

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



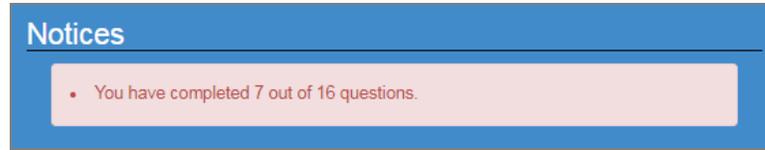
Use the **Save and Close** button to save your progress and exit the assessment. When you return, previously completed questions might be available to edit depending on the assessment settings.

A "No Skipping" message displays when you must answer questions in order.

## Returning to a Test

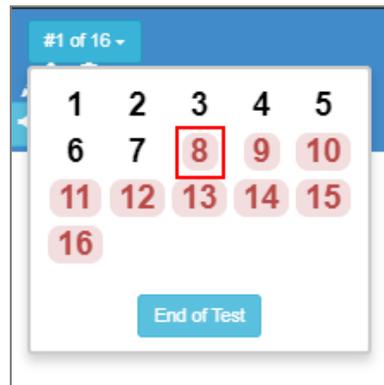
When a student returns to a test:

- 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.

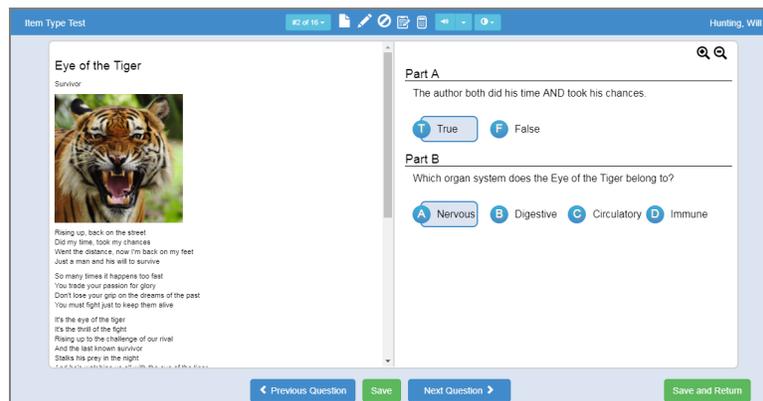


Student Assessment Screen

## 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

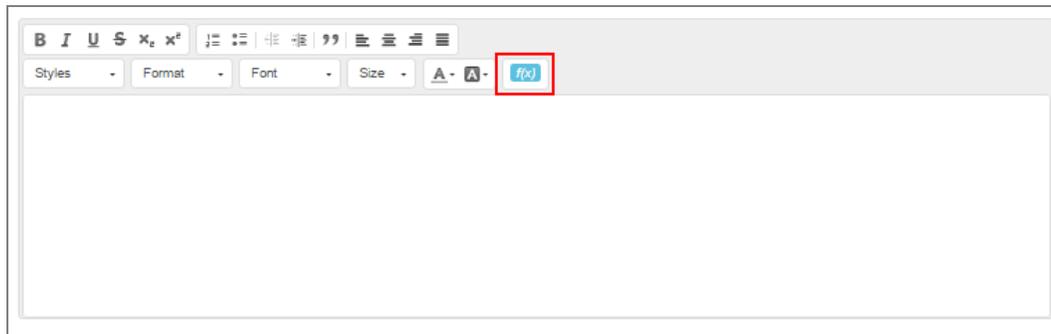
---

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 .



Text Field

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.

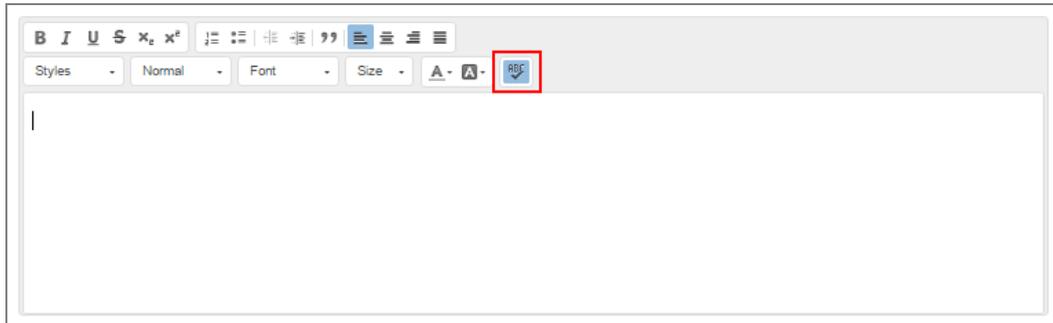


Equation Tool

3. Click **Insert** to add it to the text box.

## Using Spell Check

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

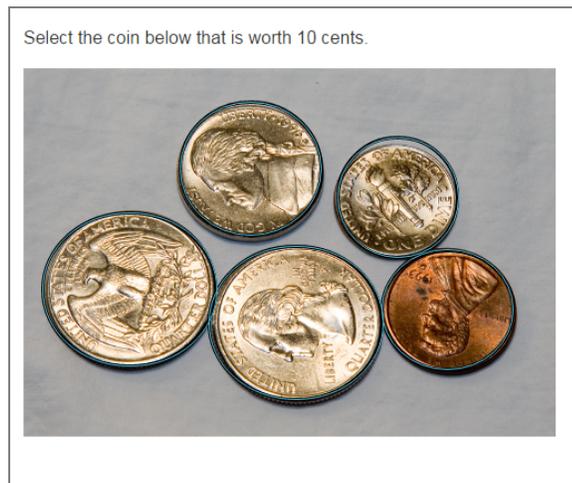


Answer Screen

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

## Hot Spot

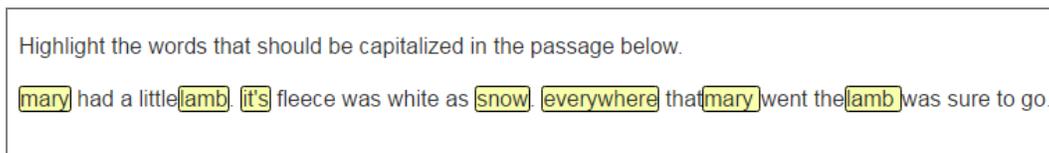
- Click the items in the picture to answer the question.
- Some questions require you to select multiple items.



Hot Spot Screen

## Hot Text

Select the highlighted areas that answer the question.



Hot Text Screen

### Inline Choice

Select the answer from the drop-down.

Jack and Jill ran up the  , to fetch a pail of  !

mountain  
ramp  
hill  
stairs

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?** (DCASC-  
HS/PHYS/AF-23)

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?** (DCASC-  
HS/PHYS/AF-24)

A 1.5 kg x m/s

B 5 kg x m/s

C 150 kg x m/s

D 25 kg x m/s

Multi-Part Screen

## Multiple Choice

Select the correct answer.

Use the table below to answer the question.

Yearly Rain	
City	Inches
Houston	29
Frankfort	36
Dallas	21
Tampa	41

Which city has the least amount of rain? (©CAM03-01-08)

- A Houston
- B Frankfort
- C Dallas
- D Tampa

Multiple Choice Screen

## 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

Multiple Select Screen

## Text Entry

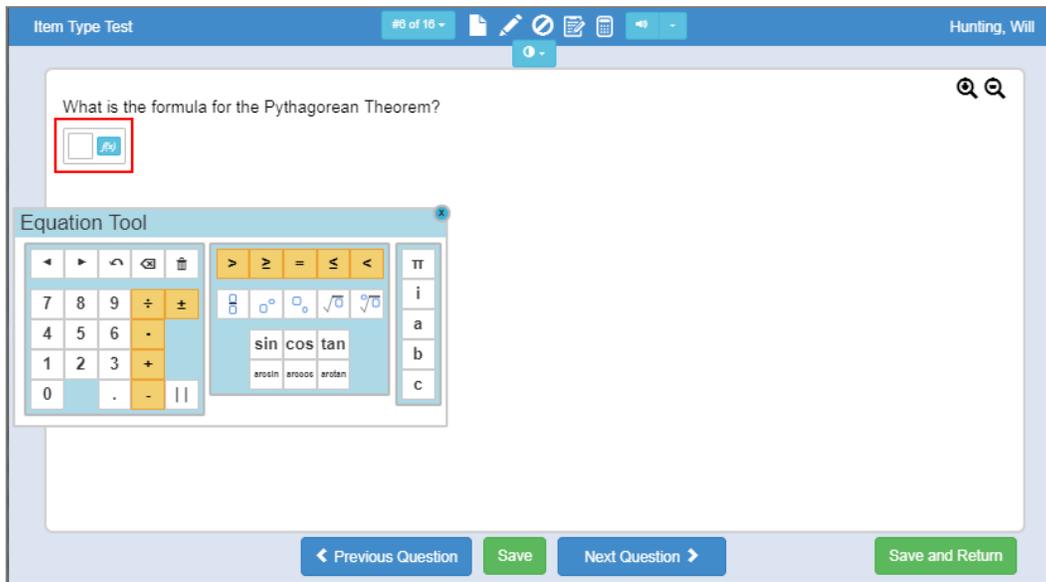
Type your answer in the blanks.

Humpty Dumpty sat on a  . Humpty Dumpty had a great  .

Text Entry Screen

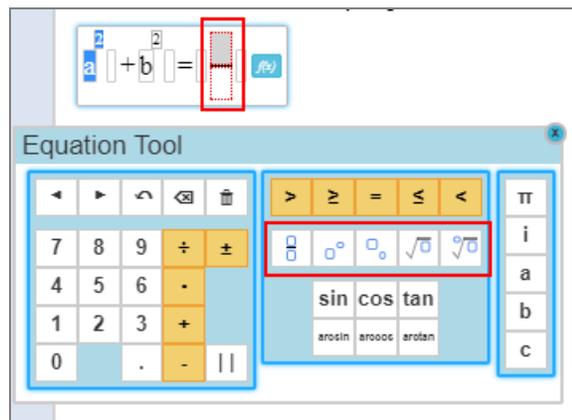
## Text Entry with Equation Tool

Student answers the question using an equation editing tool.



Student Assessment Screen, Short Answer

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.



Student Assessment Screen

- 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 the parts of the spider onto the diagram.

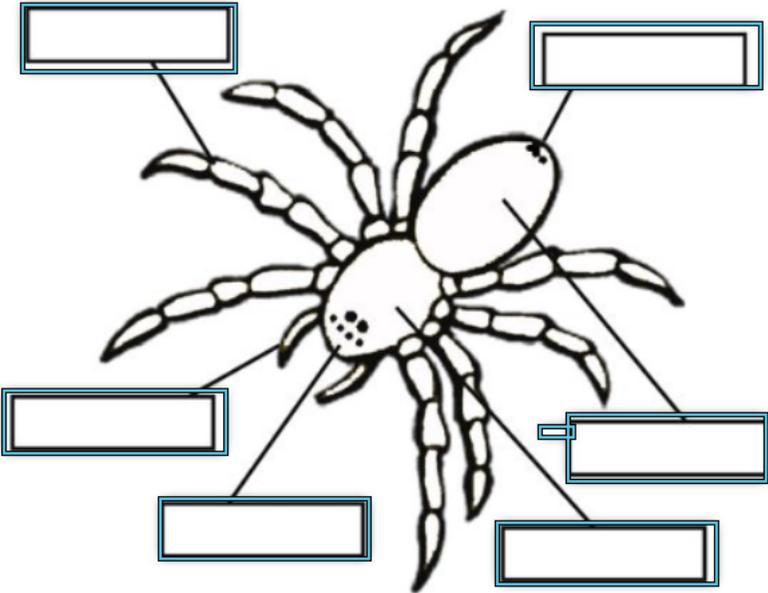


Diagram of a spider with six empty rectangular boxes for labeling its parts. The boxes are connected to the spider's body and legs by thin lines. The boxes are located at the top left, top right, middle left, middle right, bottom left, and bottom right of the spider's body.

Draggables

abdomen	eyes	feelers	head	legs	spinnerets
---------	------	---------	------	------	------------

Drag And Drop Screen

### Matching

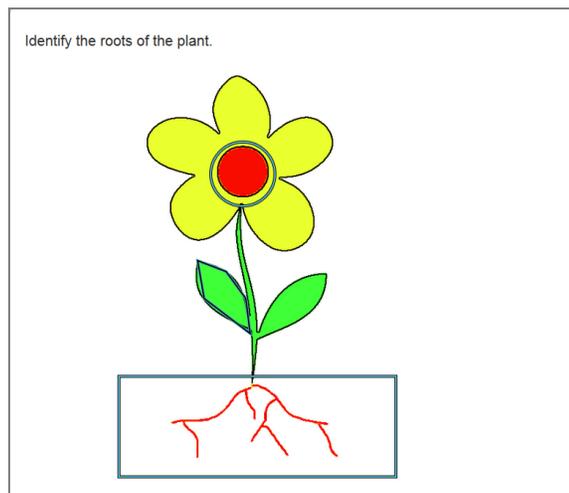
- Select the option that matches the value in the left column.
- For example, select **Odd** for 25.

Odd or even?		
	ODD	EVEN
25	<input type="checkbox"/>	<input type="checkbox"/>
123	<input type="checkbox"/>	<input type="checkbox"/>
101	<input type="checkbox"/>	<input type="checkbox"/>
244	<input type="checkbox"/>	<input type="checkbox"/>

Matching Screen

### Select Point – Area

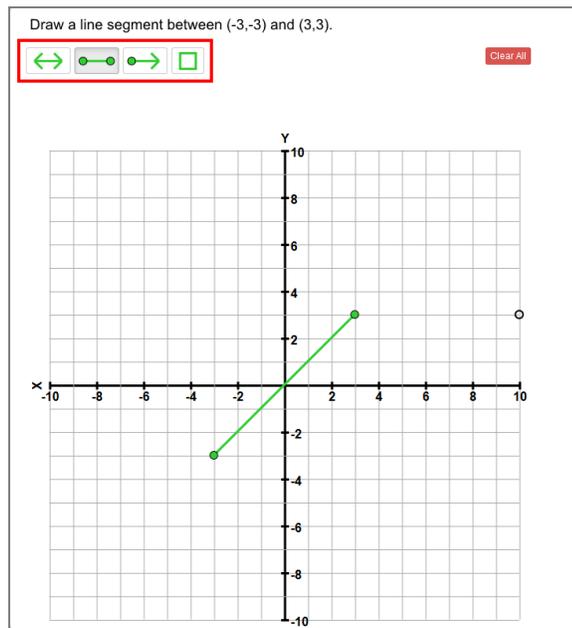
- Select the area that matches the question.
- Areas you can select are highlighted when hovering over them.



Select Point – Area Screen

## Select Point – Graph

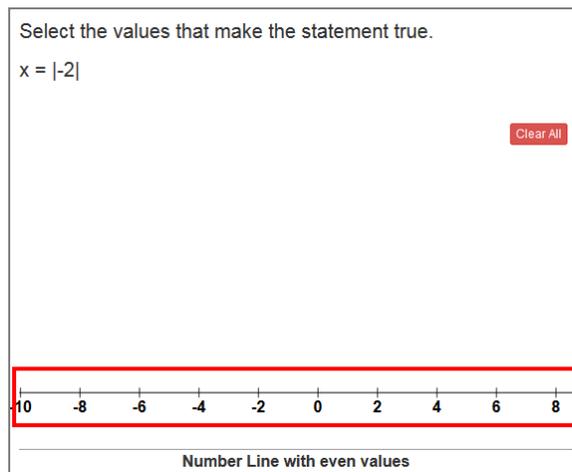
- Select the line option to use.
- Click the start point and end point on the graph to draw a line between them.
- If using the rectangle option, select the corners of the rectangle on the graph.
- Click **Clear All** to remove previous lines.



Select Point – Graph Screen

## Number Line

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



Number Line Screen

## 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**.

The screenshot shows the 'Results Summary' for an 'Item Type Test'. The overall score is 73% (14 / 19). Below this, there is a table of results for four items:

Item ID	Description	Score
03.M.S3.C1.2	Recognize, describe, extend, create, and find missing terms in a numerical sequence.	0% (0/1)
05.G.1	Graph points on the coordinate plane to solve real-world and mathematical problems. Use a pair of perpendicular number lines, called axes, to define a coordinate system, with the intersection of the lines (the origin) arranged to coincide with the 0 on each line and a given point in the plane located by using an ordered pair of numbers, called its coordinates. Understand that the first number indicates how far to travel from the origin in the direction of one axis, and the second number indicates how far to travel in the direction of the second axis, with the convention that the names of the two axes and the coordinates correspond (e.g., x-axis and x-coordinate, y-axis and y-coordinate).	0% (0/1)
05.G.2	Graph points on the coordinate plane to solve real-world and mathematical problems. Represent real world and mathematical problems by graphing points in the first quadrant of the coordinate plane, and interpret coordinate values of points in the context of the situation.	0% (0/1)
05.MD.2	Represent and interpret data: Make a line plot to display a data set of measurements in fractions of a unit (1/2, 1/4, 1/8). Use operations on fractions for this grade to	100%

At the bottom of the screen, there are two buttons: 'Review Item Feedback' and 'Return To StudentVUE'.

Assessment Results Summary Screen

5. Select the Item Feedback type.

The screenshot shows the 'Item Feedback' screen with three buttons: 'Incorrect Feedback', 'Summary Feedback', and 'Full Feedback'.

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.

Student Feedback Screen

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 .

**Item #3**

The main character of this passage is 1 / 1 

A Sandy
B Randi
C Brandy 
D Alice

*Student Full Feedback Screen*

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

**Item #6**

What is the formula for the Pythagorean Theorem? 

Student Responses

$a^2 + b^2 c^2$  

Accepted Responses

$a^2 + b^2 = c^2$  

*Student Full Feedback Screen*

- *Graphic Drag and Drop* items have an additional Answer Key with the full responses displayed.
- *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.

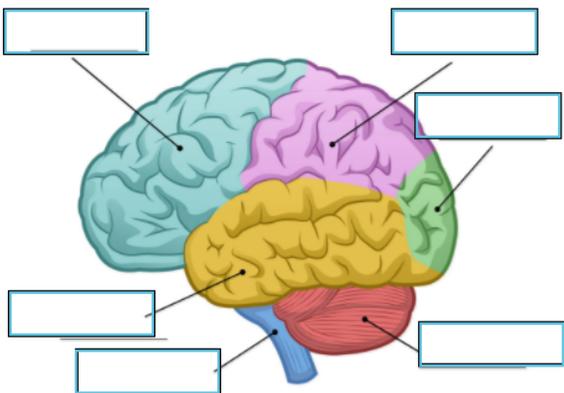
### Item Feedback

Incorrect Feedback
Summary Feedback
Full Feedback

**Item #6**

What is the formula for the Pythagorean Theorem? ✖

**Item #7**



*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.

### Item Feedback

Incorrect Feedback
Summary Feedback
Full Feedback

#1	Multiple Choice	1 / 1
#2	Multi-Part	1 / 1
#3	True/False	1 / 1
#4	Hot Spot	1 / 1
#5	Inline Choice	4 / 4
#6	Short Answer	0 / 1
#7	Graphic Drag and Drop	0 / 1
#8	Hot Text	1 / 1
#9	Matching	1 / 1
#10	Number Line	1 / 1
#11	Number Line	1 / 1
#12	Text Entry	1 / 1
#13	Select Point - Points on a Graph	0 / 1
#14	Multiple Select	1 / 1
#15	Select Point - Lines on a Graph	0 / 1
#16	Select Point	0 / 1

*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. ❶
2. Select the class to view. ❷
3. Use the links to access classroom documents or class resources. ❸
4. Select a Curriculum Plan, if available, to access scheduled lesson plans and classroom documents. ❹

Class Website Page

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

Class Websites Page, Curriculum Plan

## Alternate Web Pages

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

The screenshot displays the 'CLASS WEBSITES' interface. At the top, a 'Classes' dropdown menu is set to '(S2) Jackson, K Am Govt(0) SEC:1077' (1). Below this is a header for 'American Government' with unit navigation options: '> Unit 1', 'Unit 2', and 'Unit 3' (2). The main content area features several expandable panels (3):

- Video/Image and Text:** Contains a portrait of Thomas Jefferson with the quote: "In matters of style, swim with the current; in matters of principle, stand like a rock."
- Video/Image and Text:** Contains a video player.
- Page Text:** Contains instructions: "Once you have watched the video and studied the resources click the link below to take the quiz." and a link to "Ideals of Government" (4).
- Page Text:** Contains a list of tasks: "Once you've: 1. Watched the video, 2. Studied the resources, 3. Taken the Lesson 1 Test, 4. Written the Essay, 5. Move to the next Lesson: Foundations of US Government".
- Web/File Resources:** Contains a file named 'constituion\_new.pptx' created on 10/28/2015.
- Assignment:** Contains a table with columns 'Type' and 'Due Date', showing 'Homework' due on '10/18/2017'.

Class Websites Page

- Select the class to view. ①
- Select a unit or book. ②
- Click the **Expand** icon to expand the panel to full screen. ③
- Click any links to view additional information, take assignments, or view other lessons. ④

## 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. ❶
- View the **Test Part Performance** level and test **Year**. ❷
- Use the arrows to sort the columns in ascending or descending order. ❸
- View the historical test score information in the Growth Over Time graph, if available. ❹

## Chapter 4: Communication

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<b>Sending Emails to Teachers</b> .....	<b>70</b>
<b>Viewing the Calendar</b> .....	<b>77</b>
<b>Using Streams</b> .....	<b>80</b>
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## 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.

MESSAGES		
	Date	Subject
	04/26/2018	Survey: Jen Wonders: <a href="#">Jen Wonders</a> :
	07/11/2017	Survey: After School Locations: <a href="#">After School Locations</a> :

Messages Page



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.

Synergy Mail		From	Subject
		Survey	Survey: After School Locations: <a href="#">After School Locations</a>

Synergy Mail Page, Alerts



See [Using Synergy Mail](#) for more information.

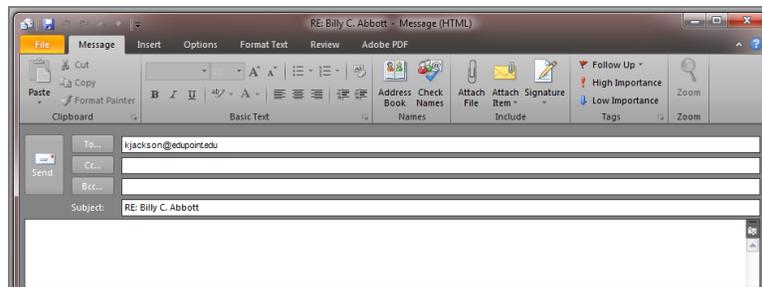
## Sending Emails to Teachers

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

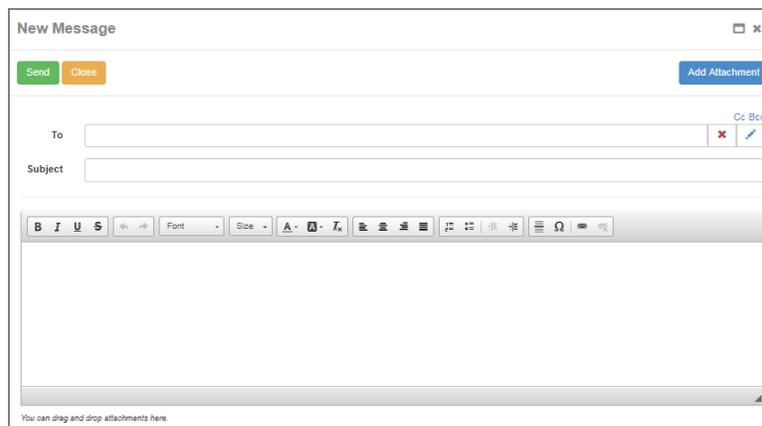
CLASS SCHEDULE			
			Fall   <b>Spring</b>
Student Schedule for Spring (11/25/2017 - 07/06/2018)			
Period	Course Title	Room Name	Teacher
1	Prin Eng I	224	Kathy Jackson 
3	Am Govt	P-13	Jeffrey Davis 
5	Beg Drawing	401	Gwen Gunn 
7	Cc-Am. Lit	230	Kathy Nunes 

*Class Schedule Page*

A message compose window opens in your designated email program, such as Microsoft Outlook or [Synergy Mail](#).



*Microsoft Outlook Compose Window*



*Synergy Mail Window*

## 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.

**To**

<Select from list below>

Billy's Teachers

Billy's Counselor

Billy's Groups

Staff

Contact Lists

Add All Spring (11/25/2017 - 07/06/2018)

Period	Course	Teacher	Room
Q	Q	Q	Q
1	Prin Eng I	Kathy Jackson	224
3	Am Govt	Jeffrey Davis	P-13
4	Prin&prac Econ	Sara Patenge	131
5	Beg Drawing	Gwen Gunn	401
7	Cc-Am. Lit	Kathy Nunes	230

Cancel OK

ParentVUE To Screen

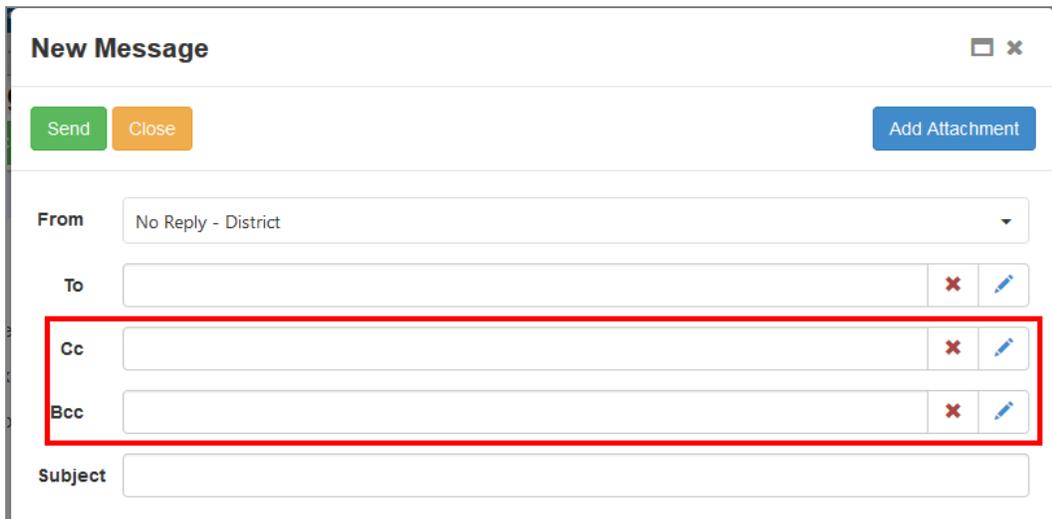
4. Select who to send a copy or blind copy to, if needed.
  - a. Click the **CC** and/or **BCC** to display the **CC** and **BCC** fields.



The screenshot shows the 'New Message' interface. At the top, there are 'Send' (green) and 'Close' (orange) buttons, and an 'Add Attachment' (blue) button. The 'From' field is set to 'Staff - Phillip Aaron - Hope High School'. The 'To' field is empty. The 'Subject' field is empty. A red box highlights the 'Cc Bcc' dropdown menu in the top right corner of the form area.

*New Message Screen*

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

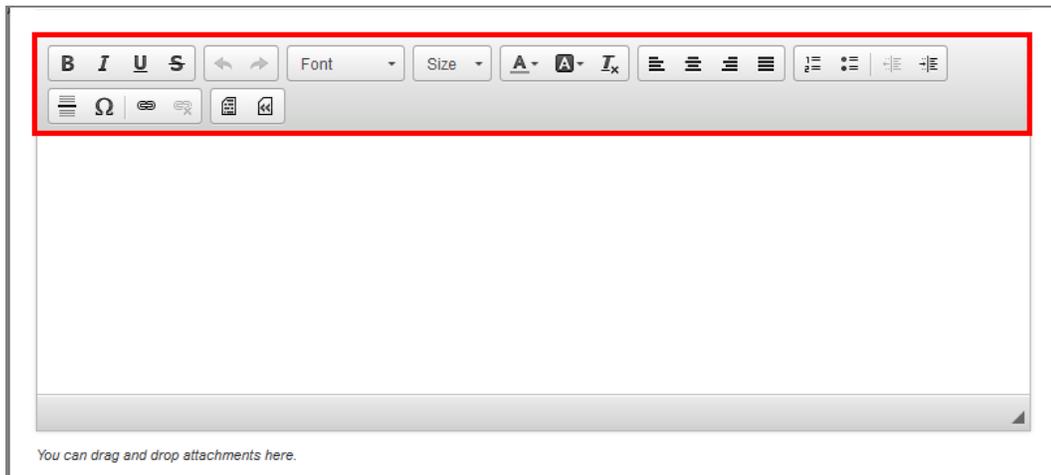


The screenshot shows the 'New Message' interface. The 'From' field is set to 'No Reply - District'. The 'To' field is empty. The 'Cc' and 'Bcc' fields are now visible and are highlighted with a red box. Each of these fields has an 'x' icon and a pencil icon to its right. The 'Subject' field is empty.

*New Message Screen*

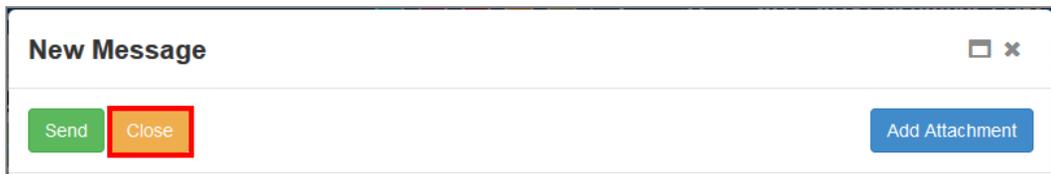
5. Enter the text of the message in the body section.

6. Use the options in the text editor window to customize formatting, use templates, or add links.



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.

**To**

<Select from list below>

**My Teachers** | **My Counselor** | **My Groups** | **Staff** | **Students** | **Contact Lists**

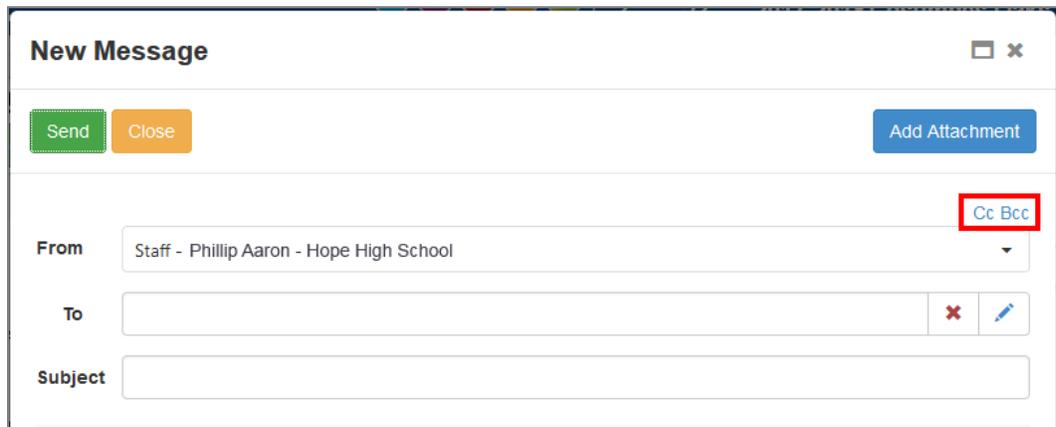
**Add All** | Spring (11/25/2017 - 07/06/2018)

Period	Course	Teacher	Room
Q	Q	Q	Q
1	Prin Eng I	Kathy Jackson	224
3	Am Govt	Jeffrey Davis	P-13
4	Prin&prac Econ	Sara Patenge	131
5	Beg Drawing	Gwen Gunn	401
7	Cc-Am. Lit	Kathy Nunes	230

Cancel OK

StudentVUE To Screen

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.



The screenshot shows a 'New Message' window with a title bar containing a maximize icon and a close icon. Below the title bar are three buttons: 'Send' (green), 'Close' (orange), and 'Add Attachment' (blue). The main content area contains a 'From' dropdown menu with the text 'Staff - Phillip Aaron - Hope High School'. To the right of the 'From' dropdown is a red-bordered button labeled 'Cc Bcc'. Below the 'From' field are 'To' and 'Subject' text input fields. The 'To' field has a red 'x' icon and a blue pencil icon to its right.

New Message Screen

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

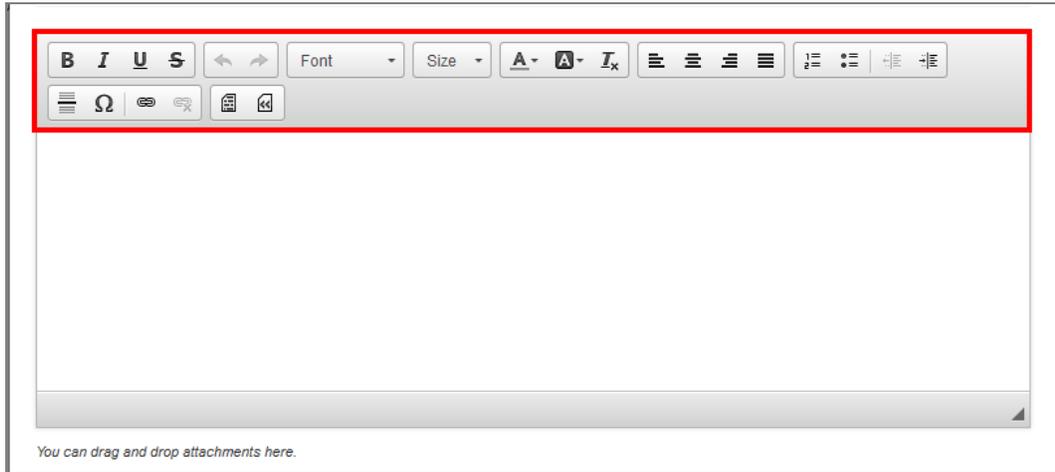


The screenshot shows the 'New Message' window with the 'From' dropdown menu set to 'No Reply - District'. The 'To' field is empty. Below the 'To' field, the 'Cc' and 'Bcc' fields are highlighted with a red border. Each of these fields has a red 'x' icon and a blue pencil icon to its right. The 'Subject' field is also visible at the bottom.

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.



*New Message Screen*

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



*New Message Screen*

## Viewing the Calendar

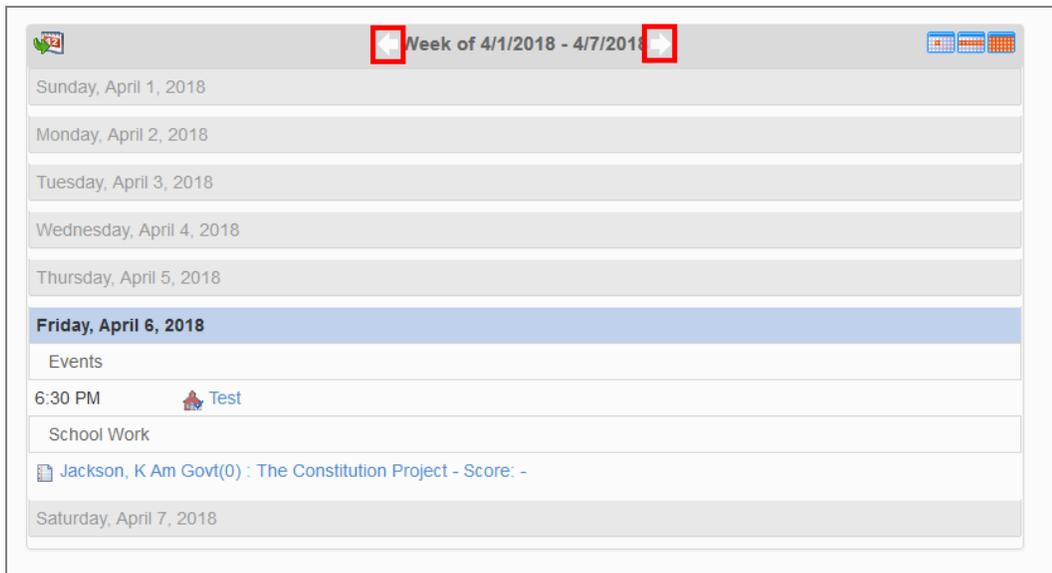
Click **Calendar** in the Navigation bar to open the student's calendar. This page displays the important details of the school day, such as district and school holidays and events for the selected student. Assignments display if your district uses Grade Book.

The screenshot shows the 'CALENDAR' interface. At the top, there are three dropdown menus, each with 'ALL' selected, and a 'Calendar' button. Below these is a navigation bar for 'April 2018' with left and right arrows, and a 'Week 2' icon. The main area is a calendar grid with columns for Sunday through Saturday. A pop-up window is visible over the Friday, April 6th cell, showing details for an assignment: 'Jackson, K Am Govt(0) : The Constitution Project - Score: -'. The grid shows dates from 1 to 30, with the 31st cell shaded grey.

Calendar Page

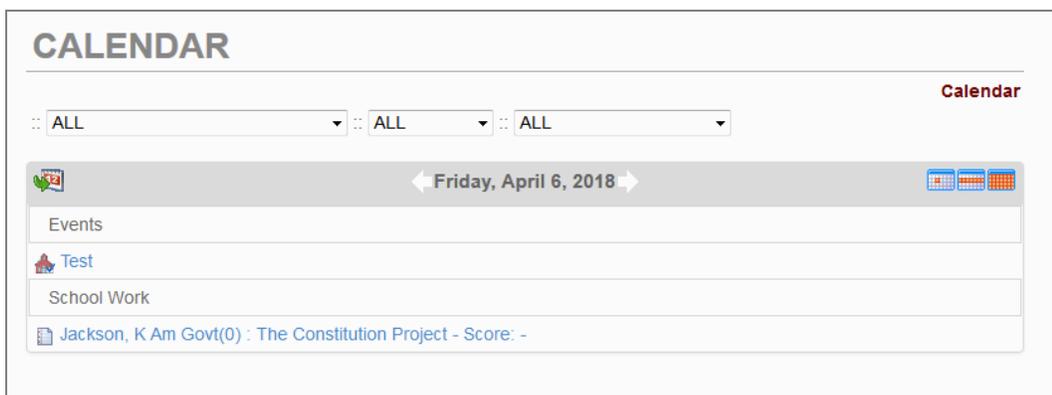
- Use the options at the top of the calendar to filter the information displayed by Teacher/Class, Assignment Type, and whether the assignment is *Missing*, *Due*, or *Scoreless*. ❶

- Click the **Day**, **Week**, or **Monthly** icons to change the view. The calendar displays Monthly by default. ❷
- 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.



*Calendar Page*

- 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.



*Calendar Page*

- Select the **Month** to view, or use the arrows to move forward or back through the calendar. ❸
- Click the **Week** icon to see the details for a specific week. ❹
- Click the icon in the top-left corner of the calendar to return to today's date. ❺

- Icons on the calendar indicate the type of information you can view. ⑥
  -  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.

CALENDAR		
		<a href="#">Calendar</a>   <a href="#">Event Detail</a>
School Event Detail		
Date	Time	Title
Friday, April 6, 2018	6:30 PM	Test
Description		
Test		

*Calendar Page, School Event Detail*

-  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.

CALENDAR			
Assignment Details			
Assignment:	Type	Date	Due Date
Am Govt Quiz Hi Chris	Homework	4/28/2018	4/28/2018
Score	Score Type	Points	Notes
75	Percentage	75.00 / 100.0000	
Description			
What are the 3 branches of government? Who is the President? Is he yours?			

*Calendar Page, Grade Book Assignment Detail*

## 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.

The screenshot shows the user interface for Billy at Hope High School. The top navigation bar includes 'Streams', 'My Account', 'Help', 'Online Registration', and 'Logout'. The 'Streams' tab is highlighted with a red box. Below the navigation bar, the user's profile information is displayed, including a 'Recent History' section that currently shows 'No Data to Display'. A sidebar on the left contains various navigation options like 'Synergy Mail', 'Calendar', 'Assessment', 'Attendance', 'Class Schedule', and 'Class Websites'.

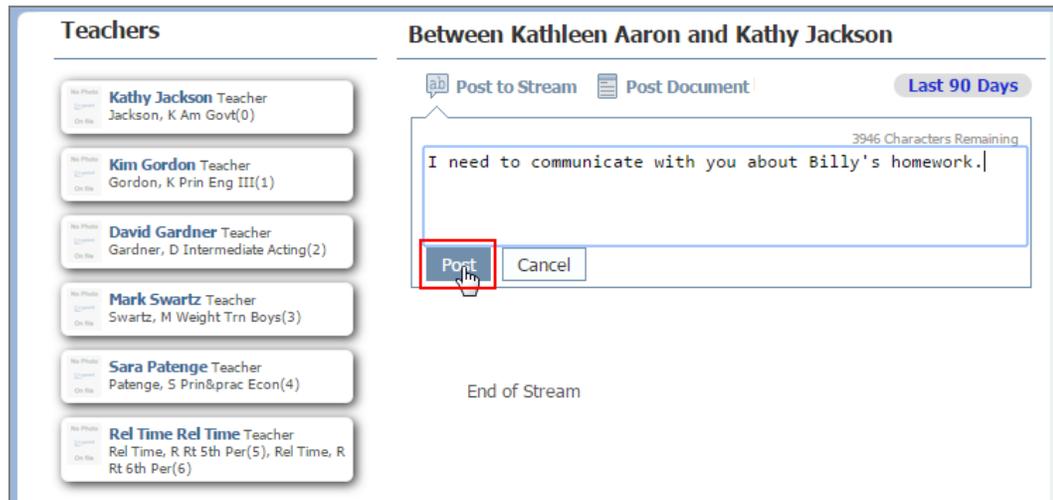
*Class Schedule Page*

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

The first screenshot shows a 'CLASS SCHEDULE' for Spring (12/01/2014 - 07/31/2015). It features a table with columns for Period, Course Title, Room Name, and Teacher. The teacher 'Kathy Jackson' is listed for Period 0, and her name is highlighted with a red box, with a small speech bubble icon next to it. The second screenshot shows another 'CLASS SCHEDULE' for Spring (11/25/2017 - 07/06/2018). This table also has columns for Period, Course Title, Room Name, and Teacher. The teacher 'Kathy Jackson' is listed for Period 1, and her name is highlighted with a red box, with a small speech bubble icon next to it. A lightbulb icon is visible to the left of the second screenshot.

*Class Schedule Page*

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

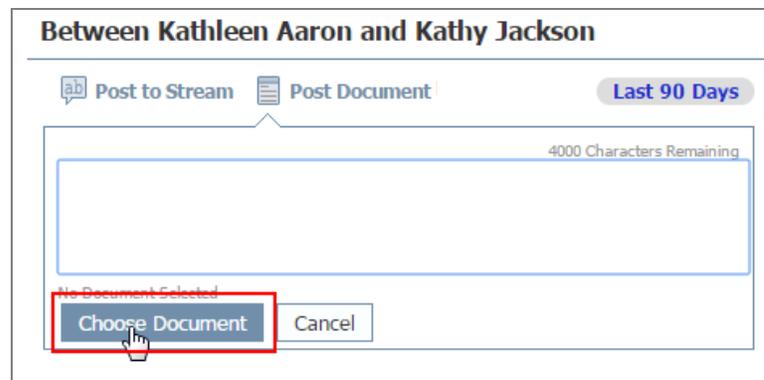


Streams Page

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.



Streams Page

3. Select the file and click **Open**.
4. Enter a note that pertains to the document in the message box, if necessary.

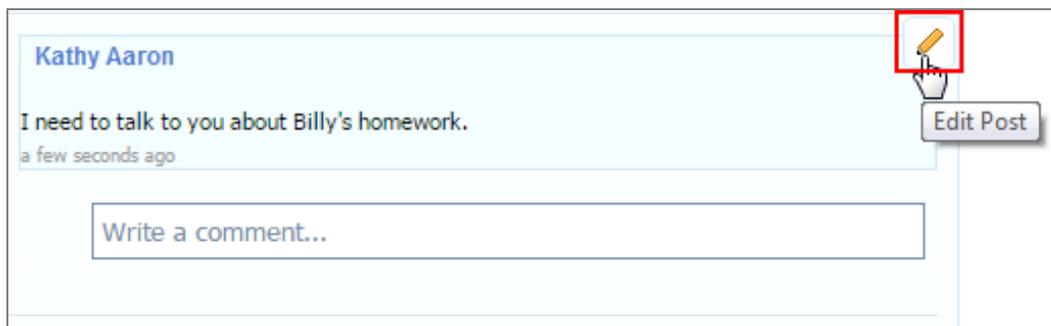
- Click **Upload & Post**. The document uploads.



Streams Page

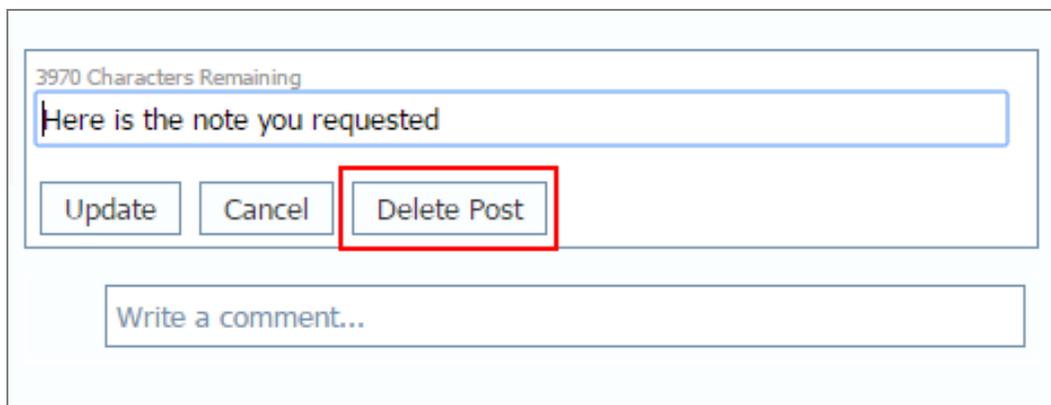
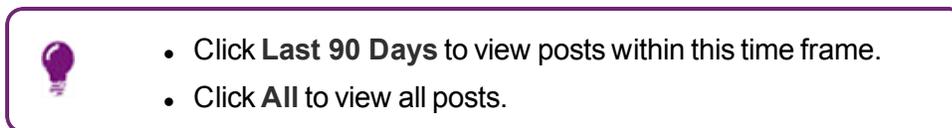
## Managing Posts

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



Streams Page

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



Streams Page

## 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**.

FEE SUMMARY							
							<b>Summary</b>
<b>Balance that you owe: \$280.00</b>				<a href="#">Pay Fees</a>			
Fee Summary							
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course
08/16/2017 2017-2018	BK	Lost Book: Algebra II	\$45.00	0.00	\$45.00	Textbook	-
09/12/2017 2017-2018	BK	Torn Cover: Great Expectations	\$5.00	0.00	\$5.00	Textbook	-
09/19/2017 2017-2018	BK	Book Damages		\$5.00	(\$5.00)	Payment	-
03/06/2018 2017-2018	ARTS	Art Supplies	\$15.00	0.00	\$15.00	Art Supplies	-
03/15/2018 2017-2018	ALLSPT	Sports Participation Fee	\$100.00	0.00	\$100.00	Sports	-
05/31/2018 2017-2018	PKP	(1 @ \$15.00) Parking Permit	\$15.00	0.00	\$15.00	Parking Permit	-
05/31/2018 2017-2018	YBK	(3 @ \$35.00) Year Book	\$105.00	0.00	\$105.00	Yearbook	-
<b>Totals:</b>			<b>\$285.00</b>	<b>\$5.00</b>	<b>\$280.00</b>		

*Fee Summary Page*

- Click the fee to view additional details. The Fee Detail page displays.

FEE SUMMARY			
			<a href="#">Summary</a>   <a href="#">Detail</a>
Fee Detail			
Transaction Date 08/16/2017	Fee Code BK	Fee Category Textbook	Description Lost Book: Algebra II
Fees \$45.00	Payments 0.00	Balance \$45.00	
School Year 2017	School Hope High School	Course -	
Note			
No data			

*Fee Detail Page*

- 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.

FEE SUMMARY							
<b>Balance that you owe: \$280.00</b>						<b>Summary</b>	
<a href="#">Pay Fees</a>							
Fee Summary							
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course
08/16/2017 2017-2018	BK	Lost Book: Algebra II	\$45.00	0.00	\$45.00	Textbook	-
09/12/2017 2017-2018	BK	Torn Cover: Great Expectations	\$5.00	0.00	\$5.00	Textbook	-
09/19/2017 2017-2018	BK	Book Damages		\$5.00	(\$5.00)	Payment	-
03/06/2018 2017-2018	ARTS	Art Supplies	\$15.00	0.00	\$15.00	Art Supplies	-
03/15/2018 2017-2018	ALLSPT	Sports Participation Fee	\$100.00	0.00	\$100.00	Sports	-
05/31/2018 2017-2018	PKP	(1 @ \$15.00) Parking Permit	\$15.00	0.00	\$15.00	Parking Permit	-
05/31/2018 2017-2018	YBK	(3 @ \$35.00) Year Book	\$105.00	0.00	\$105.00	Yearbook	-
<b>Totals:</b>			<b>\$285.00</b>	<b>\$5.00</b>	<b>\$280.00</b>		

*Fee Summary Page*

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**.

FEE SUMMARY								
<b>Balance that you owe: \$305.00</b>								<a href="#">Pay Fees</a>
<b>Summary</b>								
Outstanding Fees								
Date	Fee Code	Description	Fees	Payments	Balance	Fee Categ...	Course	Fee Status
08/16/2017 2017-2018	BK	Lost Book: Algebra II	\$45.00	\$0.00	\$70.00	Textbook	-	Balance Due
09/12/2017 2017-2018	BK	Torn Cover: Great Expectations	\$5.00	\$0.00	\$5.00	Textbook	-	Balance Due
03/06/2018 2017-2018	ARTS	Art Supplies	\$15.00	\$0.00	\$10.00	Art Supplies	-	Balance Due
03/15/2018 2017-2018	ALLSPT	Sports Participation Fee	\$100.00	\$0.00	\$100.00	Sports	-	Balance Due
05/31/2018 2017-2018	PKP	(1 @ \$15.00) Parking Permit	\$15.00	\$0.00	\$15.00	Parking Permit	-	Balance Due
05/31/2018 2017-2018	YBK	(3 @ \$35.00) Year Book	\$105.00	\$0.00	\$105.00	Yearbook	-	Balance Due
<b>Totals:</b>			<b>\$285.00</b>	<b>\$0.00</b>	<b>\$305.00</b>			
Paid Fees								
Date	Fee Code	Description	Fees	Payments	Balance	Fee Categ...	Course	Fee Status
09/19/2017 2017-2018	BK	Book Damages		\$0.00	\$0.00	Payment	-	Paid in Full
<b>Totals:</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>			

*Fee Summary Page*

2. Click the fee to view additional details. The Fee Detail page displays.

FEE SUMMARY						
						<a href="#">Summary</a>   <b><a href="#">Detail</a></b>
Fee Detail						
Transaction Date	Fee Code	Fee Category	Description		Refund Amount Needed	Fee Status
08/16/2017	BK	Textbook	Lost Book: Algebra II		0.00	Balance Due
Fees	Payments		Adjustment Credits	Adjustment Debits	Refunded Amount	Balance
\$45.00	\$0.00		\$0.00	0.00	\$25.00	\$70.00
School Year	School			Course		
2017	Hope High School			-		
Note						
Payment History						
Transactio...	Payment ...	Amount	Payment ...	Payment Note		
3	01/23/2018	\$45.00	Credit/Debit	Pay Schools Payment: Lost Book: Algebra II		
9	05/31/2018	\$45.00	Credit/Debit	Pay Schools Payment: Lost Book: Algebra II		
<b>Total:</b>		<b>\$90.00</b>				
Adjustment History						
Transactio...	Transactio...	Adjustme...	Amount	Adjustme...	Adjustment Note	

*Fee Detail Page*

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								
								<b>Summary</b>
<b>Balance that you owe: \$305.00</b>				<a href="#">Pay Fees</a>				
Outstanding Fees								
Date	Fee Code	Description	Fees	Payments	Balance	Fee Categ...	Course	Fee Status
08/16/2017 2017-2018	BK	Lost Book: Algebra II	\$45.00	\$0.00	\$70.00	Textbook	-	Balance Due
09/12/2017 2017-2018	BK	Torn Cover: Great Expectations	\$5.00	\$0.00	\$5.00	Textbook	-	Balance Due
03/06/2018 2017-2018	ARTS	Art Supplies	\$15.00	\$0.00	\$10.00	Art Supplies	-	Balance Due
03/15/2018 2017-2018	ALLSPT	Sports Participation Fee	\$100.00	\$0.00	\$100.00	Sports	-	Balance Due
05/31/2018 2017-2018	PKP	(1 @ \$15.00) Parking Permit	\$15.00	\$0.00	\$15.00	Parking Permit	-	Balance Due
05/31/2018 2017-2018	YBK	(3 @ \$35.00) Year Book	\$105.00	\$0.00	\$105.00	Yearbook	-	Balance Due
<b>Totals:</b>			\$285.00	\$0.00	\$305.00			
Paid Fees								
Date	Fee Code	Description	Fees	Payments	Balance	Fee Categ...	Course	Fee Status
09/19/2017 2017-2018	BK	Book Damages		\$0.00	\$0.00	Payment	-	Paid in Full
<b>Totals:</b>			0	\$0.00	\$0.00			

*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

[Summary](#) | [Payment](#)

 Select fees to pay for this child and click "Checkout", or navigate to another child and select more fees to pay before checking out all at once.

Fee Payment										
Select	Prio...	Date	Fee ...	Description	Fees	Pay...	Bala...	Pay...	Fee ...	Course
<input type="button" value="Rem"/>	1	08/16/2017-2	BK	Lost Book: Algebra II	\$45.00	\$0.00	\$70.00	\$70.00	Textbo	-
<input type="button" value="Add"/>	1	09/12/2017-2	BK	Torn Cover: Great Expectations	\$5.00	\$0.00	\$5.00	\$5.00	Textbo	-
<input type="button" value="Add"/>	9	03/06/2017-2	ARTS	Art Supplies	\$15.00	\$0.00	\$10.00	\$10.00	Art Supplie	-
<input type="button" value="Add"/>	9	03/15/2017-2	ALLSP	Sports Participation Fee	\$100.00	\$0.00	\$100.00	\$100.00	Sports	-
<input type="button" value="Add"/>	9	05/31/2017-2	PKP	(1 @ \$15.00) Parking Permit	\$15.00	\$0.00	\$15.00	\$15.00	Parking Permit	-
<input type="button" value="Add"/>	9	05/31/2017-2	YBK	(3 @ \$35.00) Year Book	\$105.00	\$0.00	\$105.00	\$105.00	Yearbo	-
<b>Total:</b>					<b>\$28...</b>	<b>\$0.00</b>	<b>\$30...</b>			

Optional Fees					
Quantity	Priority	Fee Code	Description	Amount	Fee Category
<input type="text" value="0"/>	9	PKP	Parking Permit	\$15.00	Parking Permit
<input type="text" value="0"/>	9	YBK	Year Book	\$35.00	Yearbook

*Fee Cart Page*

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.

- Click **Checkout** if finished selecting fees. The Finalize Fee Payments page displays all the fees currently in your cart.

## FINALIZE FEE PAYMENTS

[Summary](#) | [Payment](#) | **Cart**

 Review the selected payments, then click "Checkout" to initiate payment.

Cart									
Cart ...	Child	Priority	Date	Fee C...	Description	Amo...	Paym...	Quan...	Total
Remo	Billy	1	08/16/20 2017-20	BK	Lost Book: Algebra II	\$70.00	\$70.00	1	\$45.00
<b>Total</b>									<b>\$45.00</b>

Checkout

*Finalize Fee Payments Page*

- Click **Checkout**. The payment screen for the selected provider opens.
- Enter all appropriate login and payment information.
- 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.

CONFERENCE		
		<a href="#">Summary</a>   <a href="#">Parent Scheduled Conferences</a>
Conference Summary		
Meeting D...	Followup ...	Description
<a href="#">06/11/2018</a>		<a href="#">Emotional Issue</a>
<a href="#">06/11/2018</a>		<a href="#">Teacher Issues</a>
<a href="#">06/04/2018</a>	<a href="#">01/09/2018</a>	<a href="#">Bullying</a>
<a href="#">05/23/2018</a>		<a href="#">Personal</a>
<a href="#">05/23/2018</a>	<a href="#">05/28/2018</a>	<a href="#">Parent Meeting</a>
<a href="#">04/25/2018</a>		<a href="#">Graduation Review</a>
<a href="#">04/06/2018</a>		<a href="#">Parent/Teacher Conference</a>

ParentVUE Conference Page

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

CONFERENCE		
		<a href="#">Summary</a>   <a href="#">Parent Scheduled Conferences</a>
<b>Parent teacher conference scheduling</b>		
Please select a conference date and time from the available options below.		
Available Dates:		
Thursday, 7/12/2018		
Parent Scheduled Conferences		
7/12/2018	Conference Time	Natalie Carroll 3/4 Grade location: Room 201
Thursday, 7/12/2018	8:00 AM	-
Thursday, 7/12/2018	8:15 AM	-
Thursday, 7/12/2018	8:30 AM	<input checked="" type="checkbox"/> Selected conference time
Thursday, 7/12/2018	8:45 AM	-
Thursday, 7/12/2018	9:00 AM	-
Thursday, 7/12/2018	9:15 AM	-

ParentVUE Conference Page, Parent Scheduled Conferences

## 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

my ACC

### COURSE REQUEST

Welcome to the Sample District's online course request selection web site! Please review the course requests selected below. Make all desired changes and when finished, lock in your choices.

**Hope High School (949-555-1212)**  
**2018-2019 School Year, Grade: 12**

Selection Time Period: 3/1/2018 - 7/6/2018  
 Counselor: Joe Diaz

[Click here to change course requests](#)

Lock Course Requests

**Selected Course Requests**

Ln	Department	Course ID	Course Title	Elective	Comment
▶ 1	Elementary School	EN71W	Sr Ap Eng	Yes	
▶ 2	Elementary School	EN71W2	Sr Ap Eng	Yes	
▶ 3	Elementary School	MA50W	Ap Calc/ana Geo		
▶ 4	Elementary School	MA50W2	Ap Calc/ana Geo		
▶ 5	Elementary School	SC90W	Ap Physics C	Yes	
▶ 6	Elementary School	SC90W2	Ap Physics C	Yes	
▶ 7	Elementary School	SS52W	Ap Gov&econ Wtp	Yes	
▶ 8	Social Studies	SS52W2	Ap Amer Govt		

**Graduation Status Summary**

Subject Area	Required	Completed	In Progress	Credit for Requeste...	Remaining
English Literature	3.00	0.00	0.00	0.00	3.00
Mathematics	3.00	0.00	0.00	0.00	3.00
Science Required	3.00	0.00	0.00	0.00	3.00
American History	3.00	0.00	0.00	0.00	3.00
Government	3.00	0.00	0.00	0.00	3.00
Electives	3.00	0.00	0.00	0.00	3.00
<b>Total</b>	<b>18.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>18.000</b>

*Course Request Page*

Click the arrow next to the **Course ID** to view more details on the course.

Selected Course Requests					
Ln	Department	Course ID	Course Title	Elective	Comment
▶ 1	Elementary School	EN71W	Sr Ap Eng	Yes	
▶ 2	Elementary School	EN71W2	Sr Ap Eng	Yes	
▶ 3	Elementary School	MA50W	Ap Calc/ana Geo		
▶ 4	Elementary School	MA50W2	Ap Calc/ana Geo		
▶ 5	Elementary School	SC90W	Ap Physics C	Yes	
▶ 6	Elementary School	SC90W2	Ap Physics C	Yes	
▶ 7	Elementary School	SS52W	Ap Gov&econ Wtp	Yes	
▼ 8	Social Studies	SS52W2	Ap Amer Govt		

Ap American Government

Course Request Page

## 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.

Graduation Status Summary					
Subject Area	Required	Completed	In Progress	Credit for Requeste...	Remaining
English Literature	3.00	0.00	0.00	0.00	3.00
Mathematics	3.00	0.00	0.00	0.00	3.00
Science Required	3.00	0.00	0.00	0.00	3.00
American History	3.00	0.00	0.00	0.00	3.00
Government	3.00	0.00	0.00	0.00	3.00
Electives	3.00	0.00	0.00	0.00	3.00
<b>Total</b>	<b>18.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>18.000</b>

Course Request Page

## 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

Hope High School (949-555-1212)  
2018-2019 School Year, Grade: 12
Selection Time Period: 3/1/2018 - 7/6/2018  
Counselor: Joe Diaz

[Click here to return to course request summary](#)

Selected Course Requests						
Action	Ln	Department	Course ID	Course Title	Elective	Comment
Remove	1	Elementary School	EN71W	Sr Ap Eng	Yes	
Remove	2	Elementary School	EN71W2	Sr Ap Eng	Yes	
Remove	3	Elementary School	MA50W	Ap Calc/ana Geo		
Remove	4	Elementary School	MA50W2	Ap Calc/ana Geo		
Remove	5	Elementary School	SC90W	Ap Physics C	Yes	
Remove	6	Elementary School	SC90W2	Ap Physics C	Yes	
Remove	7	Elementary School	SS52W	Ap Gov&econ Wtp	Yes	
Remove	8	Social Studies	SS52W2	Ap Amer Govt		

Search Courses						
Action	Ln	Department	Course ID	Course Title	Elective	Comment
		(All)	<input type="text" value="Q"/>	<input type="text" value="Q"/>	(All)	
Add Request	Add Alternate	1	CO15C	Corr Drugs/soc	Yes	
Add Request	Add Alternate	2	HE91	Prevention&c...	Yes	

*Course Request Selection Page*

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.

Search Courses						
Action	Ln	Department	Course ID	Course Title	Elective	Comment
		(All)	<input type="text" value="Q"/>	<input type="text" value="Q"/>	(All)	
Add Request	Add Alternate	1	CO15C	Corr Drugs/soc	Yes	
Add Request	Add Alternate	2	HE91	Prevention&care	Yes	
Add Request	Add Alternate	3	HE92	Sports Medicine	Yes	
Add Request	Add Alternate	4	NC401	Pers Rel Time	Yes	

*Course Request Selection Page*

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.

Selected Course Requests						
Action	Ln	Department	Course ID	Course Title	Elective	Comment
▶ Remove	1	Elementary School	EN71W	Sr Ap Eng	Yes	
▶ Remove	2	Elementary School	EN71W2	Sr Ap Eng	Yes	
▶ Remove	3	Elementary School	MA50W	Ap Calc/ana Geo		
▶ Remove	4	Elementary School	MA50W2	Ap Calc/ana Geo		
▶ Remove	5	Elementary School	SC90W	Ap Physics C	Yes	
▶ Remove	6	Elementary School	SC90W2	Ap Physics C	Yes	
▶ Remove	7	Elementary School	SS52W	Ap Gov&econ Wtp	Yes	
▶ Remove	8	Social Studies	SS52W2	Ap Amer Govt		

Course Request Selection Page

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**.

### COURSE REQUEST

**i** Welcome to the Sample District's online course request selection web site! Please review the course requests selected below. Make all desired changes and when finished, lock in your choices.

**Hope High School (949-555-1212)**  
2018-2019 School Year, Grade: 12
Selection Time Period: 3/1/2018 - 7/6/2018  
Counselor: [Joe Diaz](#)

[Click here to change course requests](#)
**Lock Course Requests**

Selected Course Requests					
Ln	Department	Course ID	Course Title	Elective	Comment
▶ 1	Elementary School	EN71W	Sr Ap Eng	Yes	

Course Request Page

## 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.



*Custom Tab Screen*

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

# Chapter 5: ParentVUE and StudentVUE Mobile Apps

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## 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.



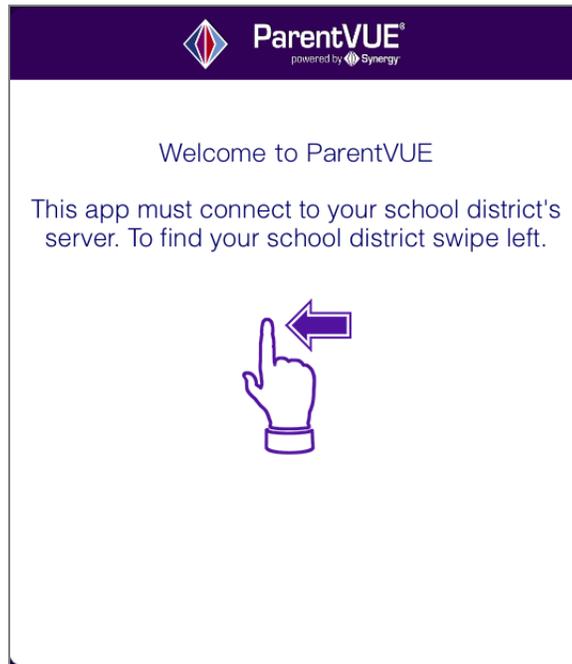
Your screens might not look exactly like those shown in this guide. Screens vary slightly by device. Check the [Apple App Store](#) and [Google Play Store](#) for the latest versions of the mobile apps and supported operating systems.

## Device Setup

1. Download and install the mobile app.

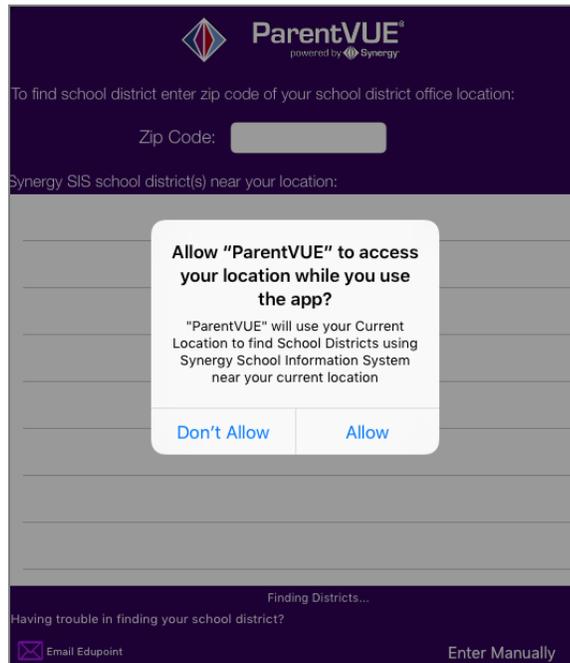
ParentVUE	StudentVUE
<ul style="list-style-type: none"><li>• <a href="#">Android</a></li><li>• <a href="#">iPhone/iPad</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Android</a></li><li>• <a href="#">iPhone/iPad</a></li></ul>

2. Launch the mobile app.



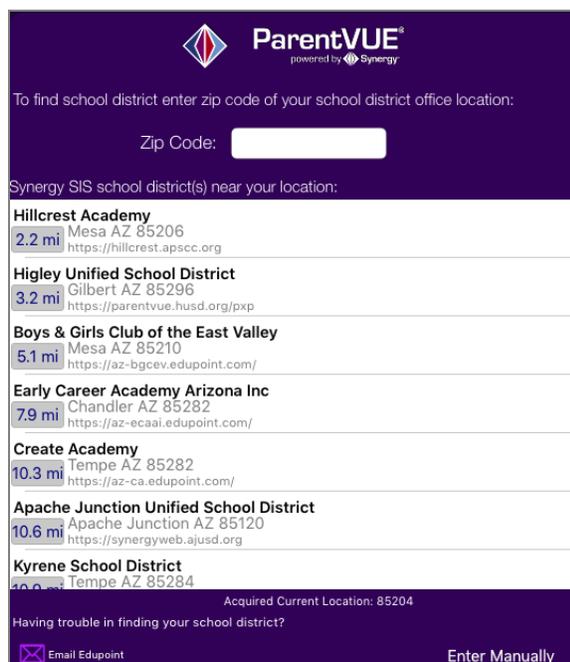
*ParentVUE Welcome Screen*

3. Swipe left. A message displays asking you to enable location services on your device.



*ParentVUE Location Permission Message*

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.



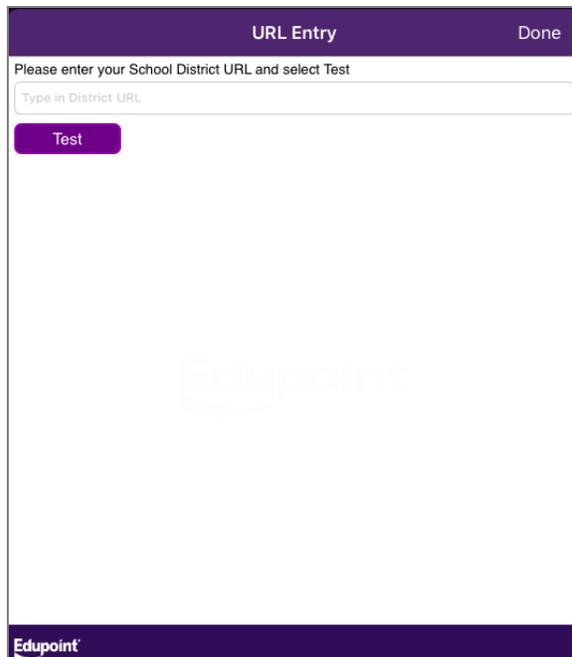
*ParentVUE Select School District Screen*

- **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.



*ParentVUE Account Access Screen*



*ParentVUE URL Entry Screen*

## Logging In

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



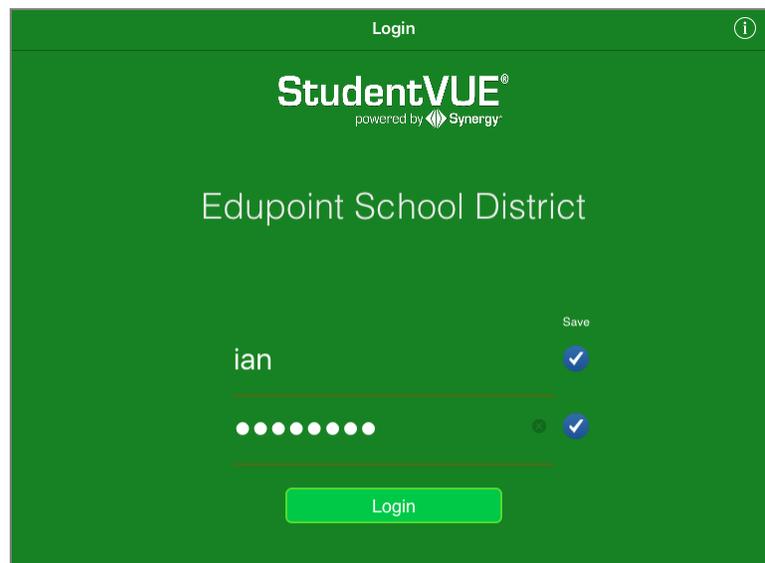
Contact your school to receive your access URL and login information.

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.

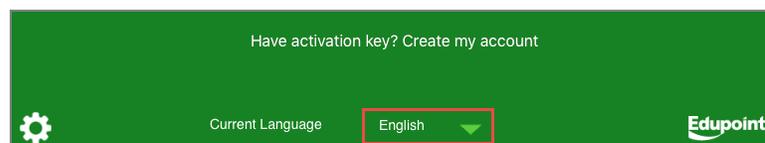


StudentVUE Login Screen

2. Select the **Current Language**.



You can modify this option later.



StudentVUE Login Screen

3. Tap **Login**.

## Account Activation

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

Parent Account Activation

Step 2 of 3

Please enter your first name, last name and the 7 character authentication key (provided by your school district), to activate your account.

First Name: Kathy

Last Name: Aaron

Activation Key: XJ44NWZ

[Continue to Step 3](#)

Parent Account Activation Screen

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**.

Parent Account Activation

Step 3 of 3

Welcome Barbara Aboud. To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.

User Name: Kathy Save ✓

Password: ●●●●●● ✓

Confirm Password: ●●●●●●

Primary E-Mail: rba@myserver.com

[Complete Account Activation](#)

Parent Account Activation Screen

## Viewing Information

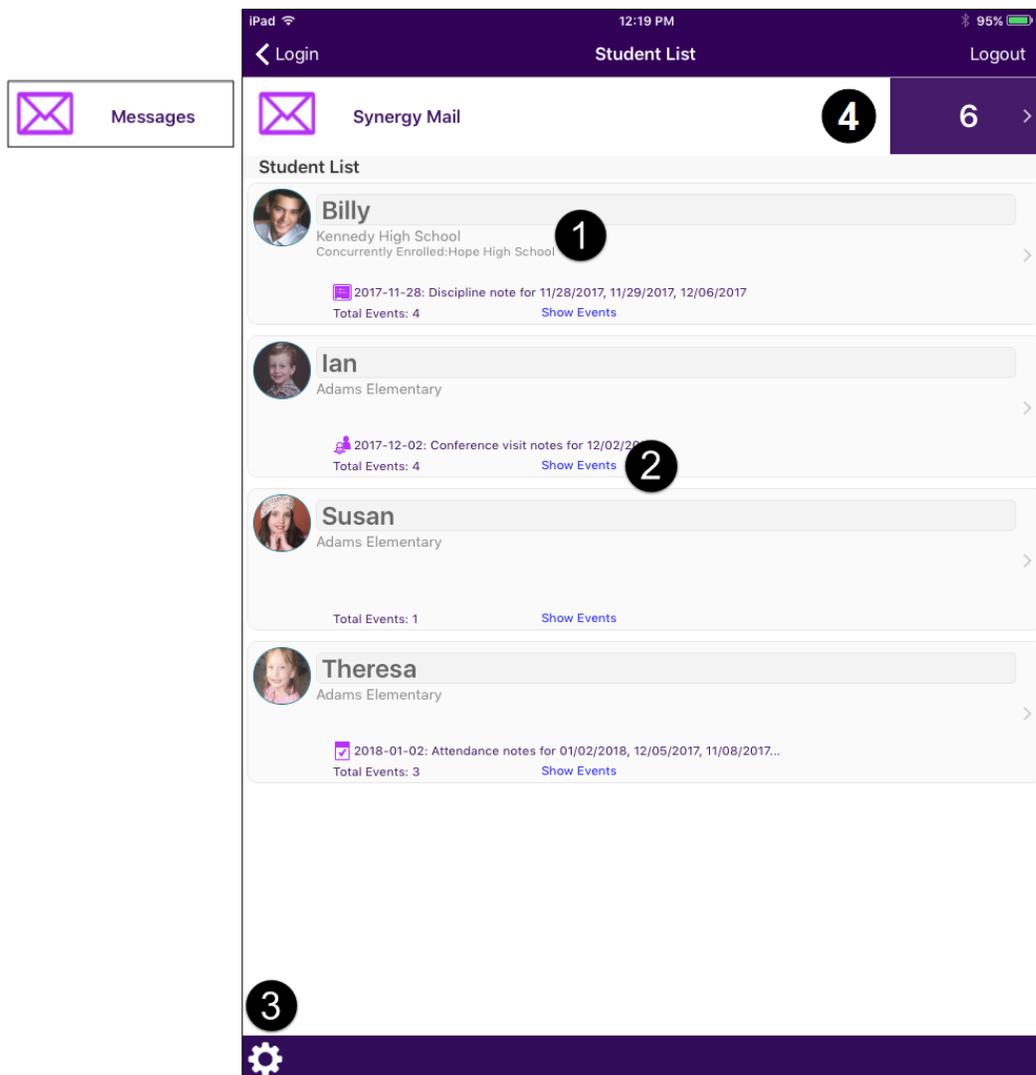
The mobile app does not display certain pages that the web-based ParentVUE and StudentVUE applications have, such as class websites, course history, course requests, and digital locker.

### 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.

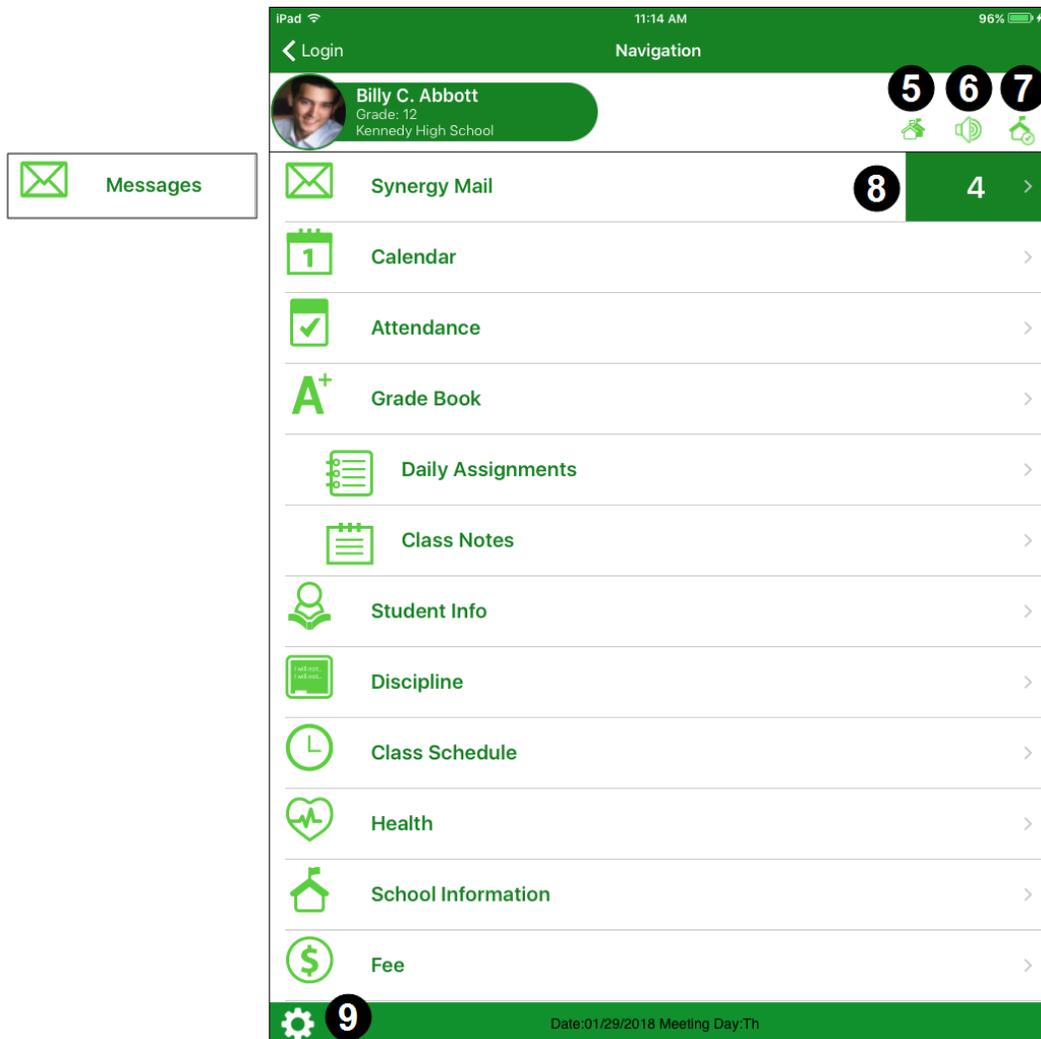


ParentVUE Student List Screen

- 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.

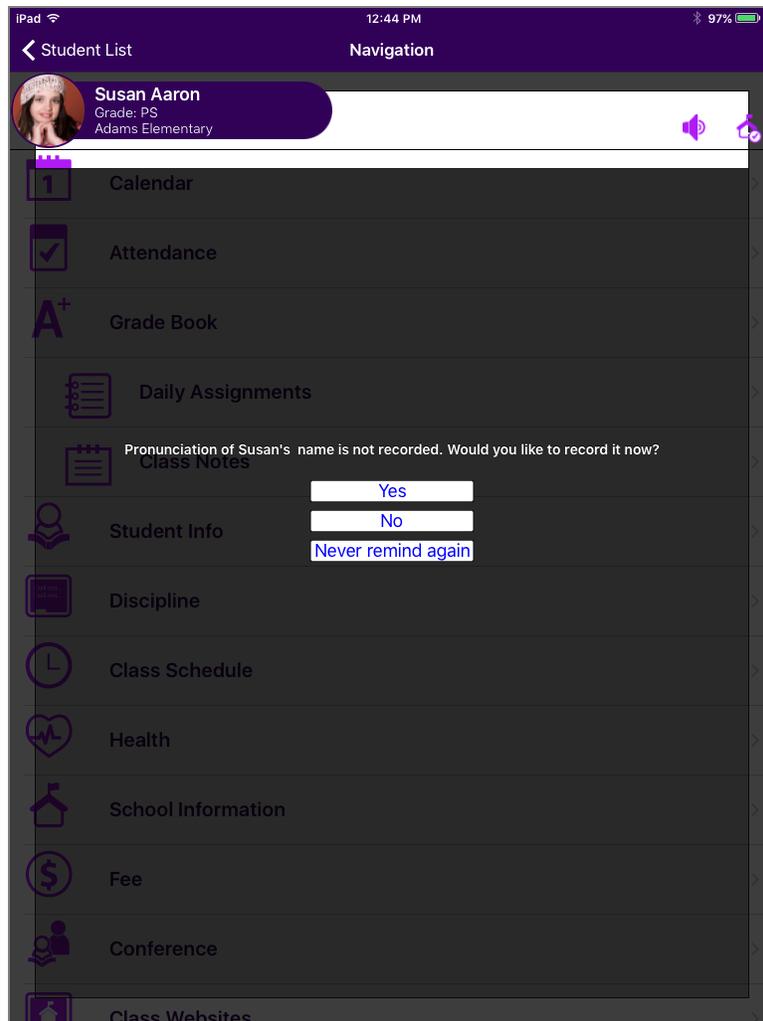


*StudentVUE Navigation Screen*

- The **Concurrent** icon displays if the student is concurrently enrolled in another school. Tap the icon to view the concurrent school information. ⑤
- Tap the **Record** icon to record or edit a recording of a student's name. See [Recording a Student's Name](#) for more information. ⑥
- 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. ⑦
- This indicates the number of new messages or Synergy Mail messages available to view. Tap **Messages** or **Synergy Mail** to view them. ⑧ 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. ⑨

## Recording a Student's Name

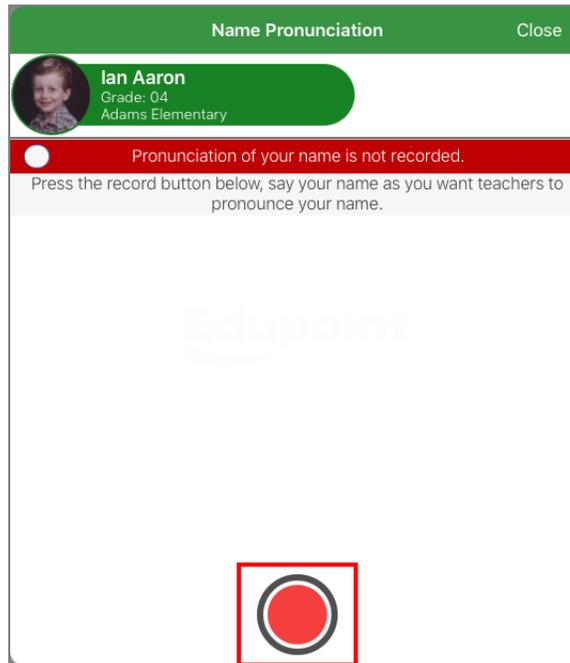
If you have not recorded the student's name, the following screen displays if you select your child in ParentVUE or if the student logs into StudentVUE.



*ParentVUE Student Name Not Recorded Message*

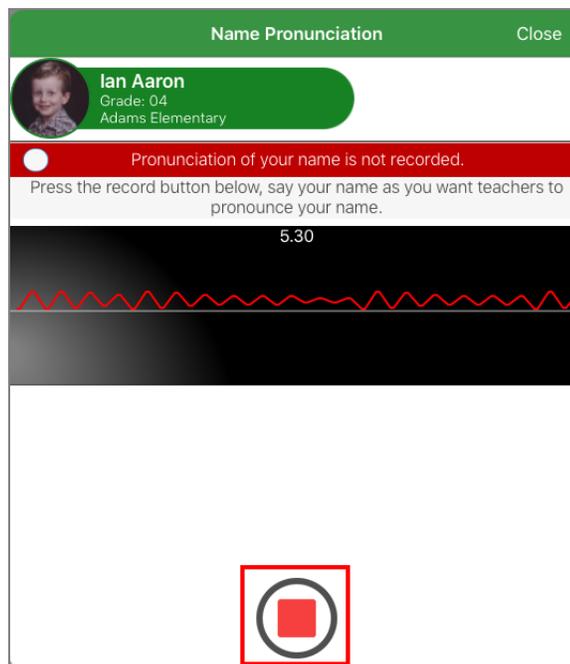
1. Select one of the options on the screen.
  - Tap **Yes** to record the student's name and go to next step.
  - Tap **No** to record the student's name later.
  - Tap **Never remind again** to never record the student's name.

2. Tap the **Record** icon. The app begins recording.



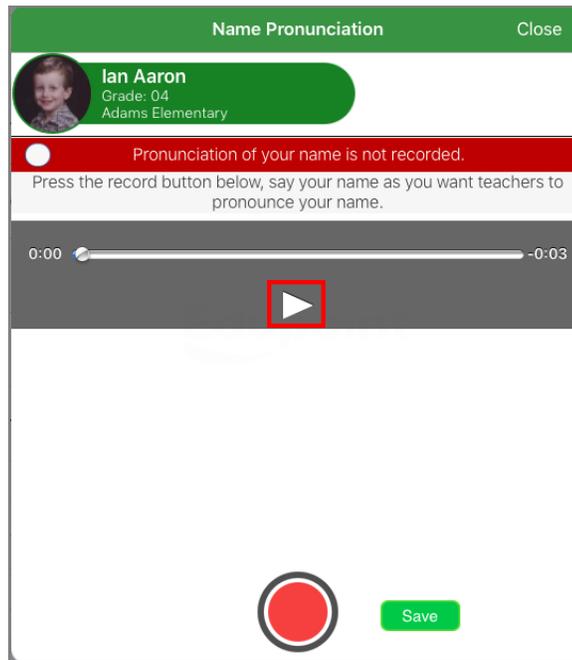
*StudentVUE Name Pronunciation Screen*

3. Record the name and tap **Stop** to stop recording.



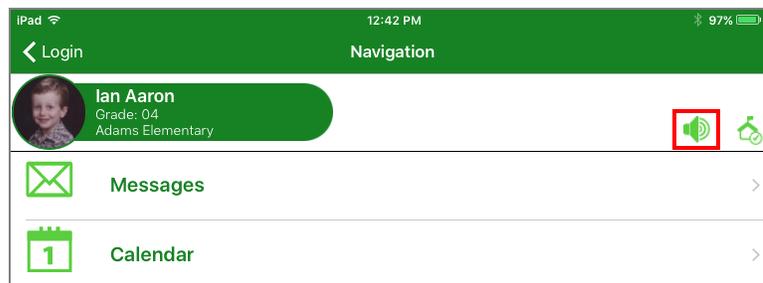
*StudentVUE Name Pronunciation Screen*

4. Tap **Play** to listen to the recording.



*StudentVUE Name Pronunciation Screen*

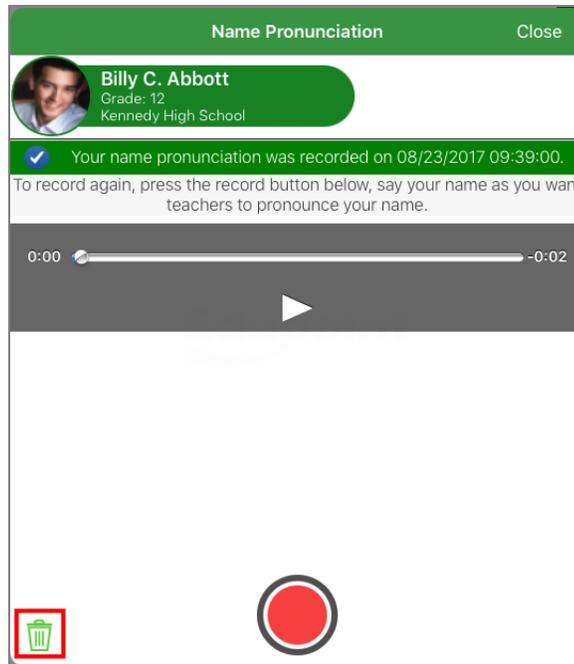
5. Tap **Save**.
6. Tap **OK** to close the confirmation message. An icon representing the child's recorded name displays in the header.



*StudentVUE Navigation Screen*

### 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.



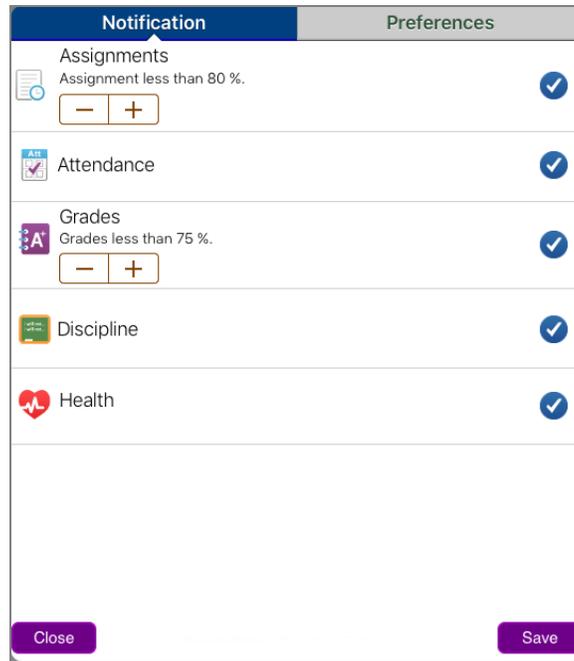
*StudentVUE Name Pronunciation Screen*

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.

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.

ParentVUE Preferences Screen

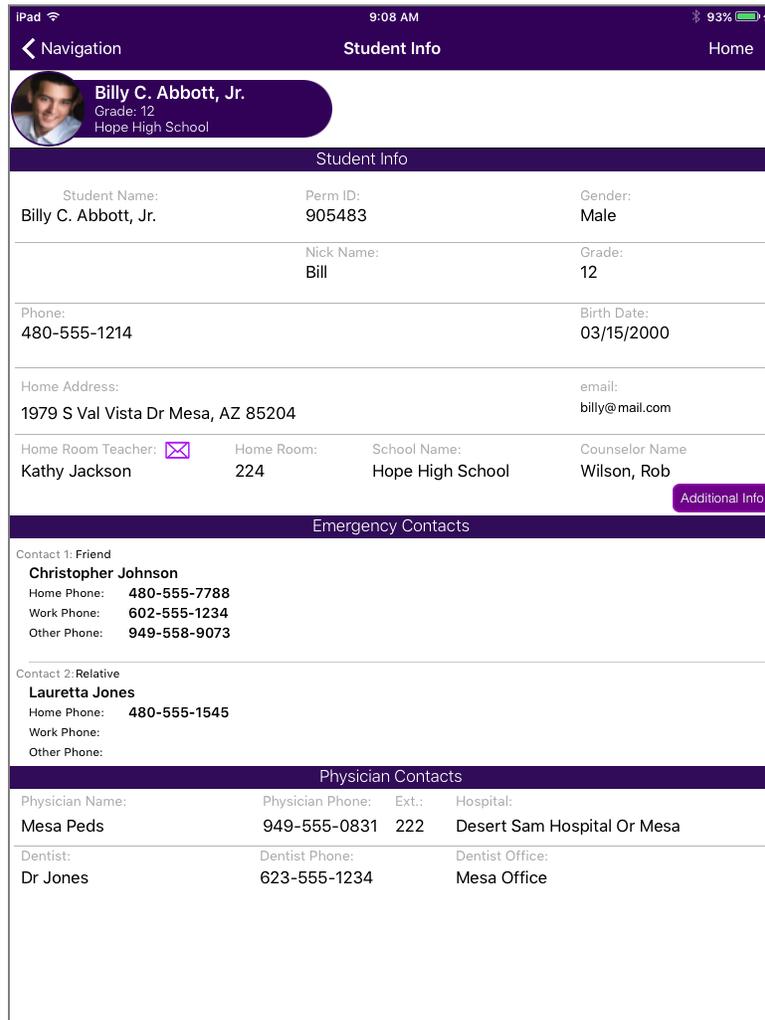
- **Use Bell Schedule Time for assignment reminders (if available)** – If allowed by the school, uses the **Time** for the assignment due date reminder according to the Bell Schedule created at the school.
- Enter the number of **Days** before the due date and the **Time** for the reminder. If using 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.

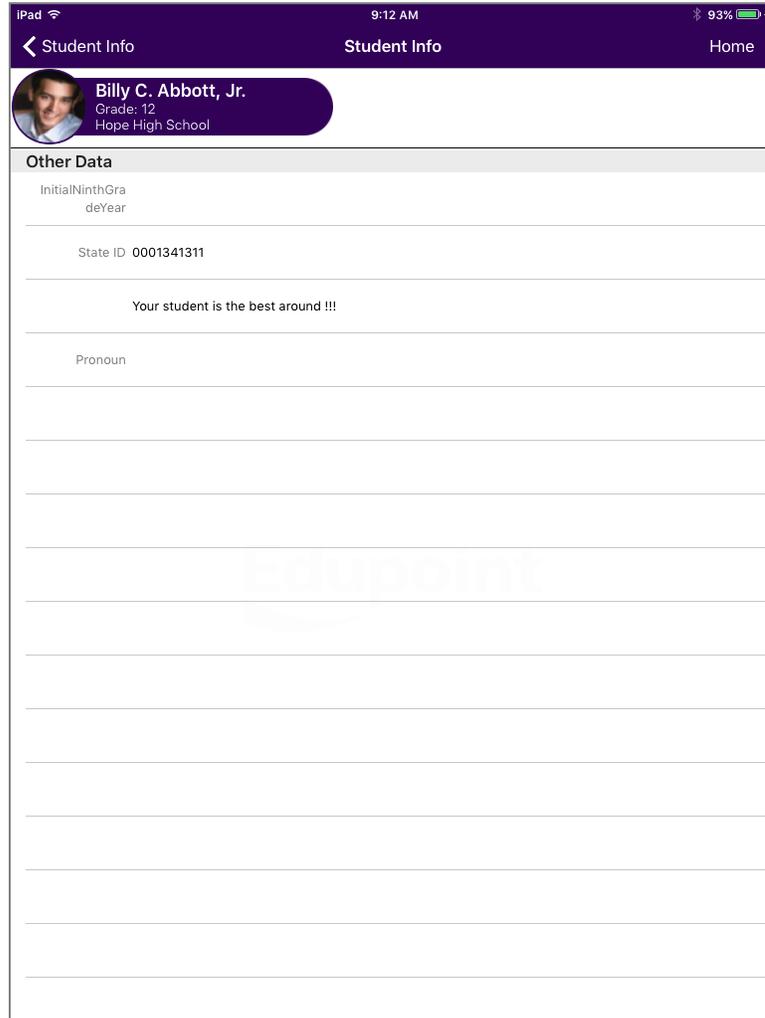
### Student Info

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



ParentVUE Student Info Screen

- 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.

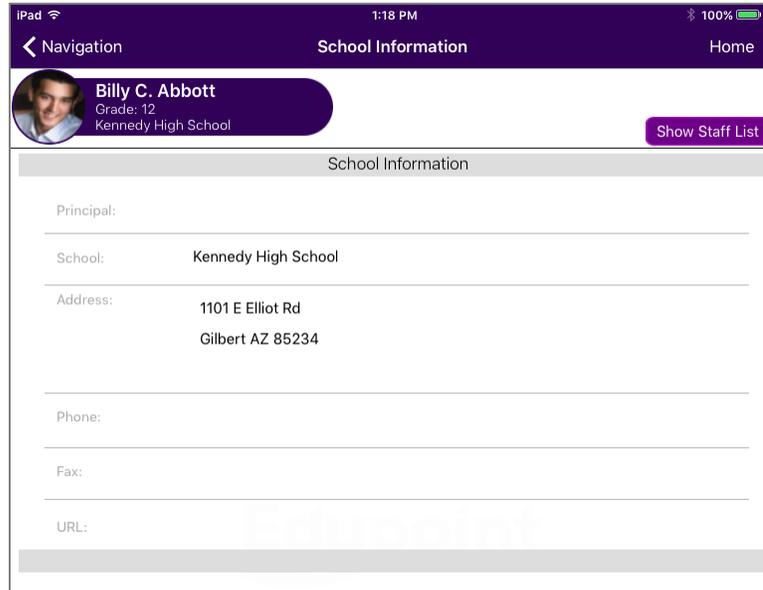


*ParentVUE Student Info Screen*

## School Information

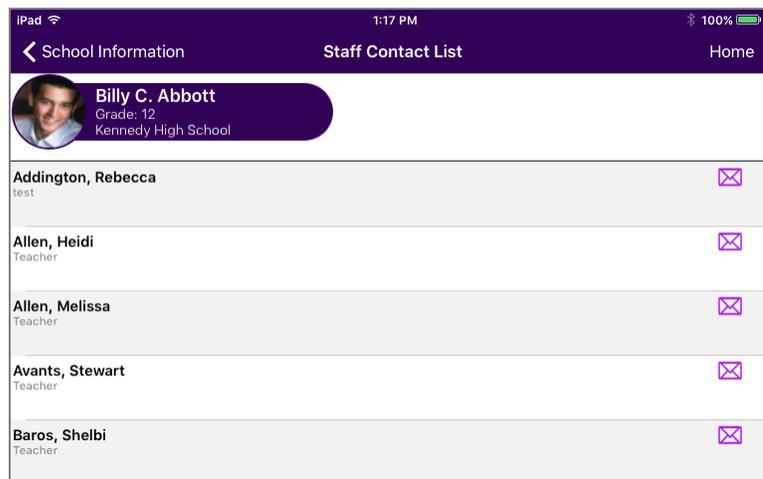
The School Information screen lists the details about the student's enrolled school, including a staff list.

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



ParentVUE School Information Screen

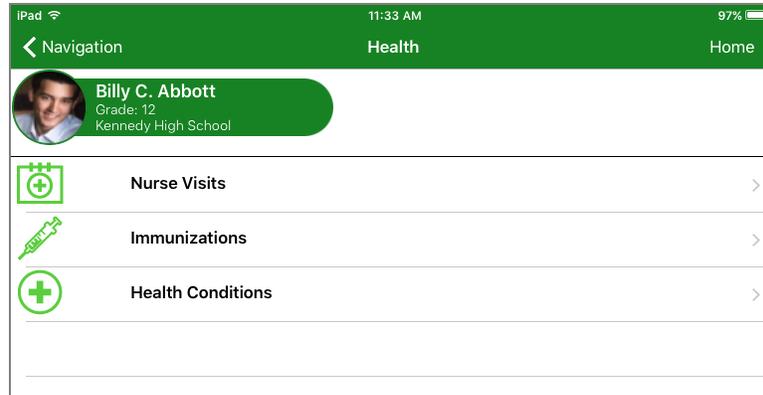
- Tap the **Email** icon to email a staff member.



ParentVUE Staff Contact List Screen

## Health

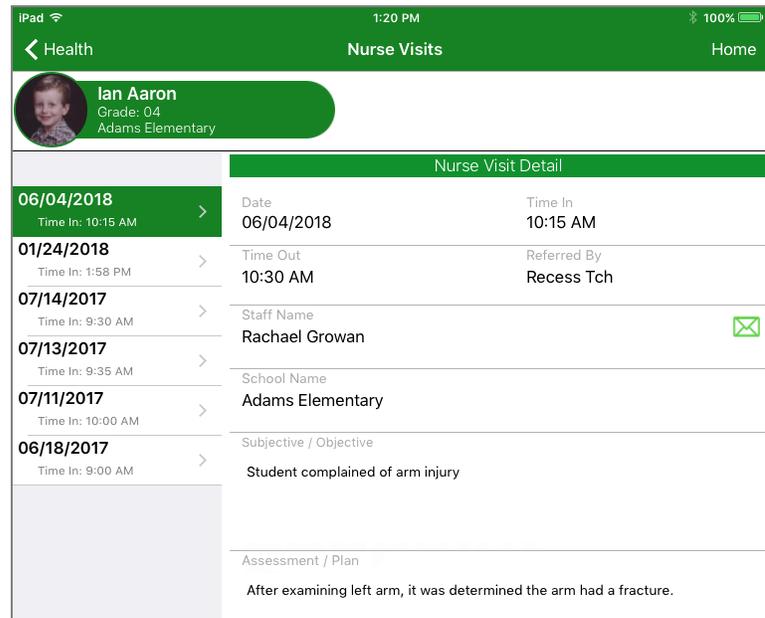
The Health screen lists visits to the school nurse, student health conditions, and immunization records.



StudentVUE Health Screen

### Nurse Visits

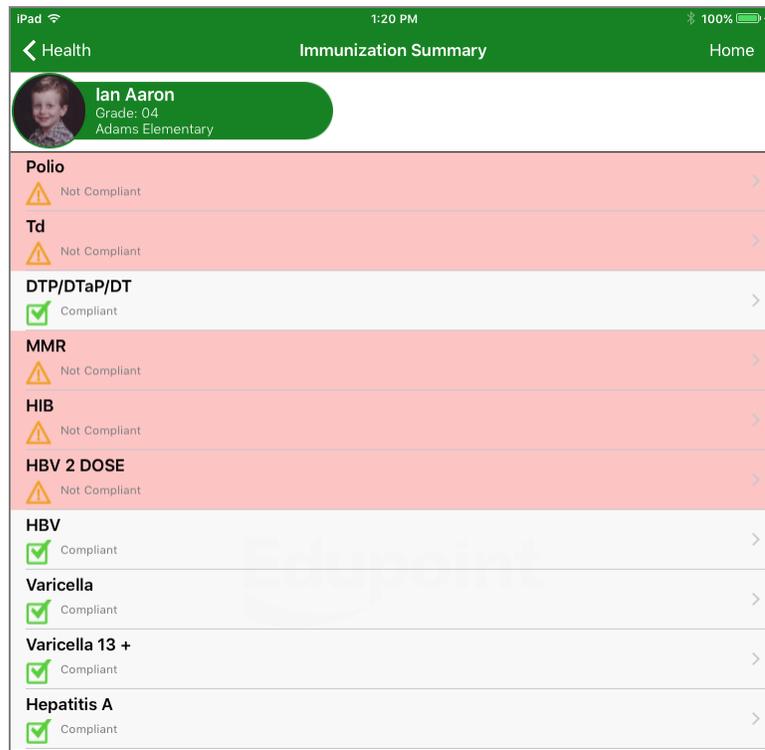
- Tap **Nurse Visits** to see a list of visits.
- Tap a visit to see the details.



StudentVUE Nurse Visits Screen

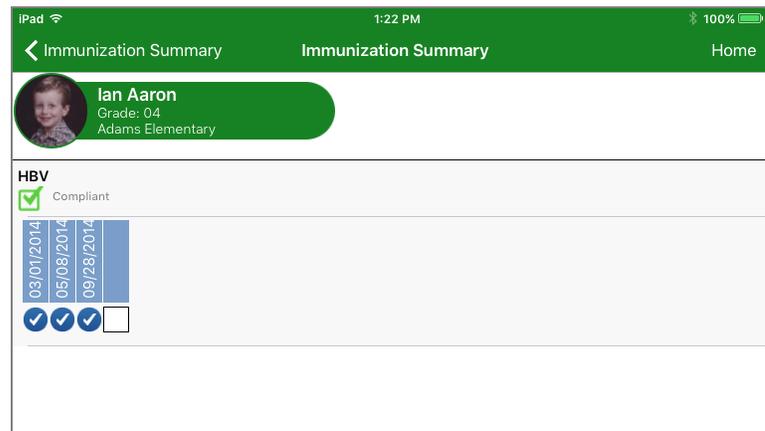
## Immunizations

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



StudentVUE Immunization Summary Screen

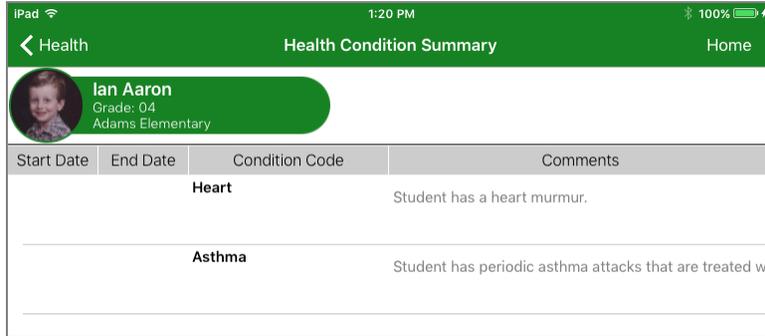
- Tap a specific immunization to see details



StudentVUE Immunization Summary Screen

## Health Conditions

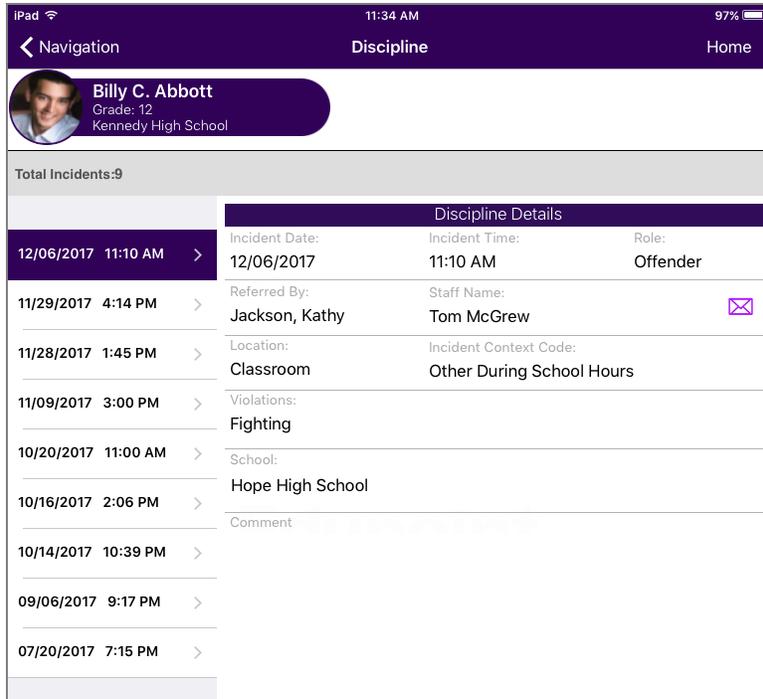
Tap **Health Conditions** to see details of the health conditions on record.



*StudentVUE Health Condition Summary Screen*

## Discipline

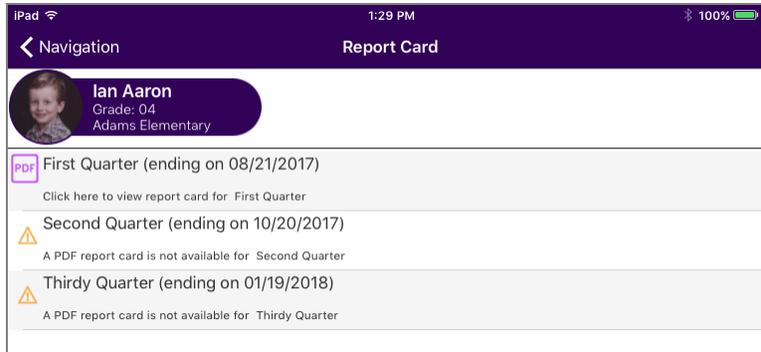
The Discipline screen displays a list of all discipline incidents. Tap a record to see the details of an incident.



*ParentVUE Discipline Screen*

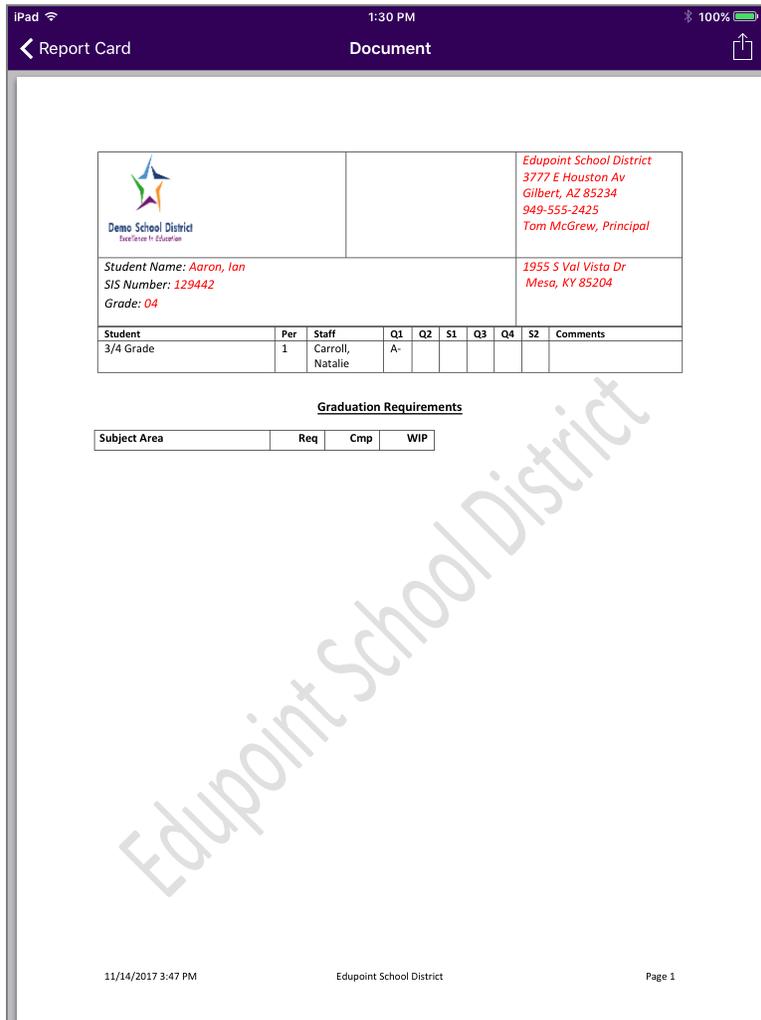
## Report Card

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



ParentVUE Report Card Screen

Tap PDF to view a report card or progress report.

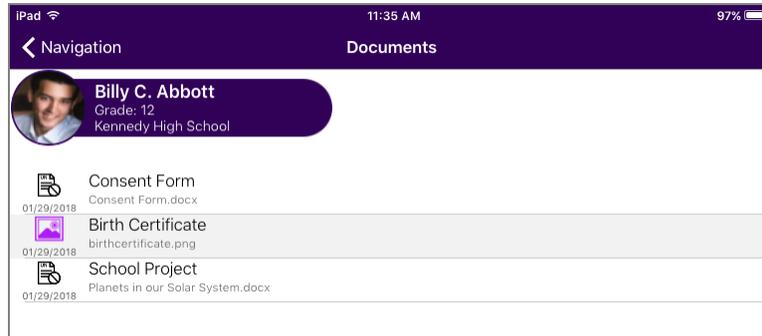


ParentVUE Document Screen

## Documents

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



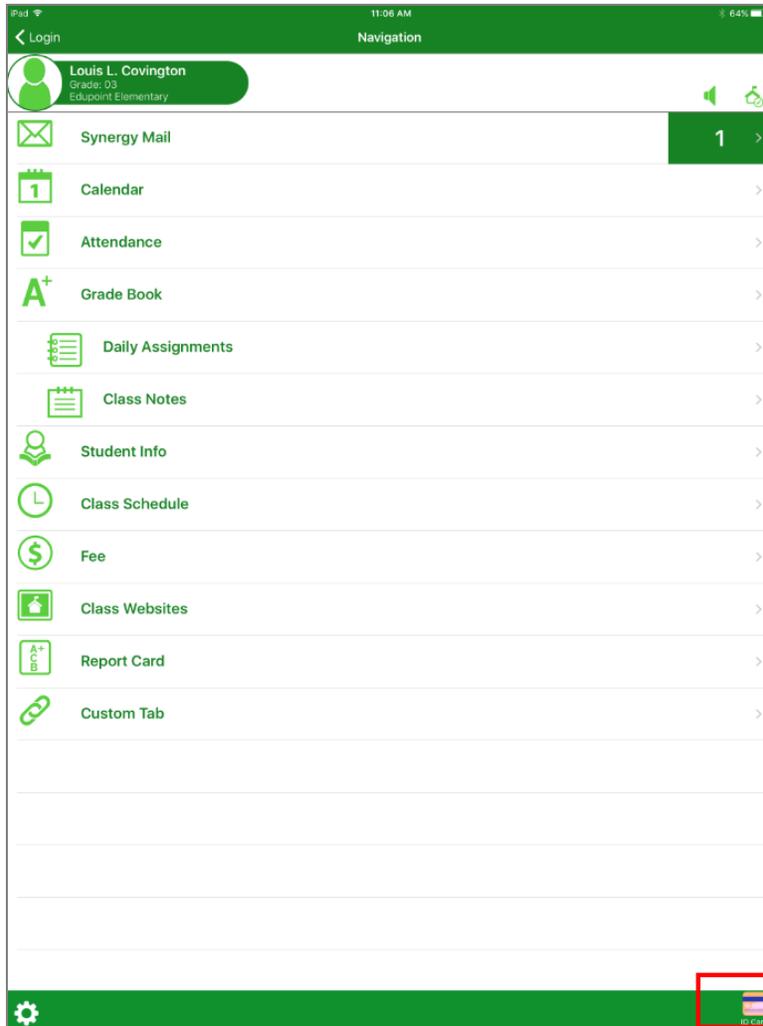
*ParentVUE Documents Screen*

## Accessing Student ID Cards

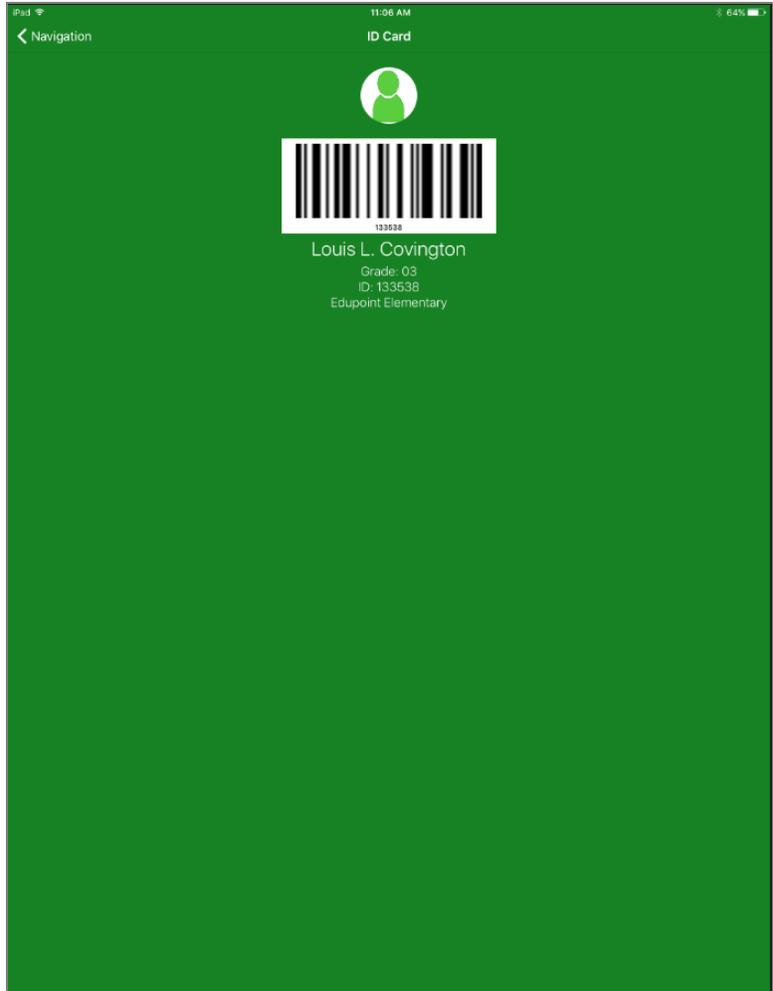
If your school uses student ID cards, you can access a digital copy of the student ID card generated by your school from the iOS version of the StudentVUE mobile app.

 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.



StudentVUE Navigation Screen



*StudentVUE ID Card Screen*

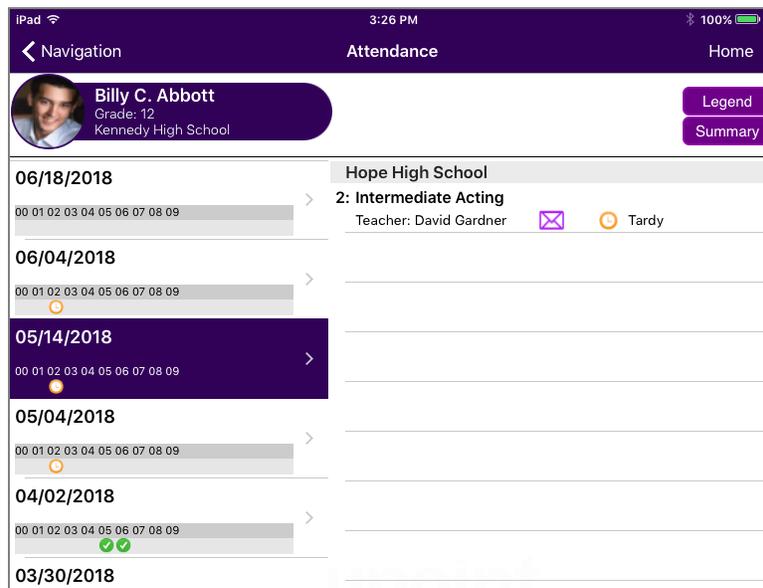
## Viewing Classroom Information



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.



ParentVUE Attendance Screen

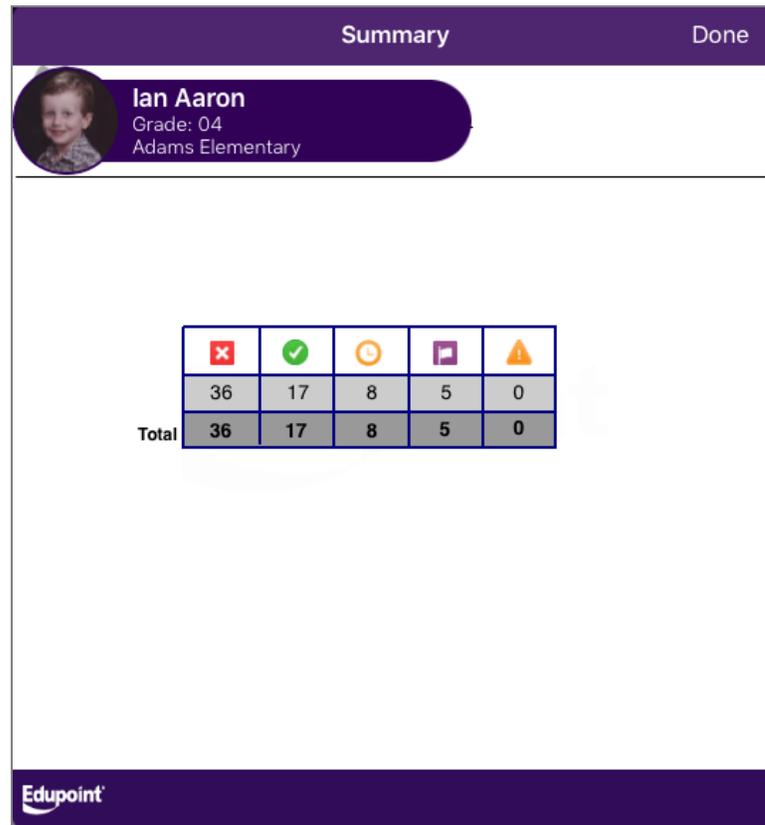
- Tap a day to view more detail.
- Tap the **Email** icon to email the instructor.

- Tap **Legend** to view descriptions for the icons used on the Attendance screens.

Legend		Done
	Excused Tardy	
	Unexcused Absent	
	Excused	
	Activity	
	Unexcused Tardy	
Edupoint		

ParentVUE Legend Screen

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

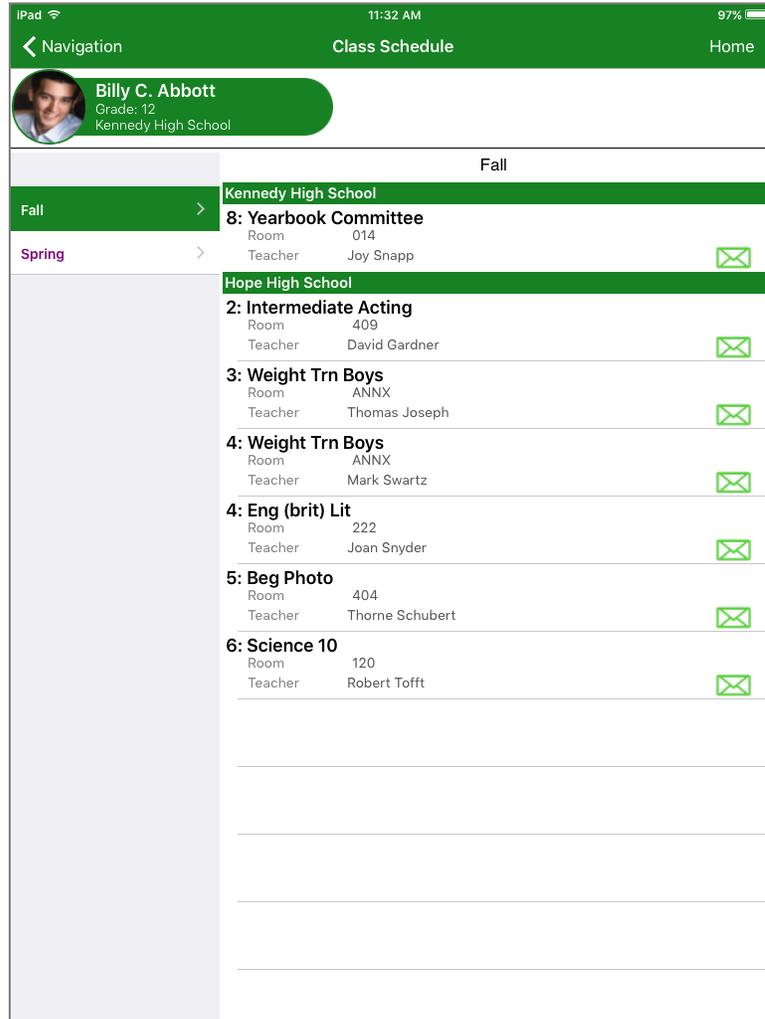


ParentVUE Summary Screen

## 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.

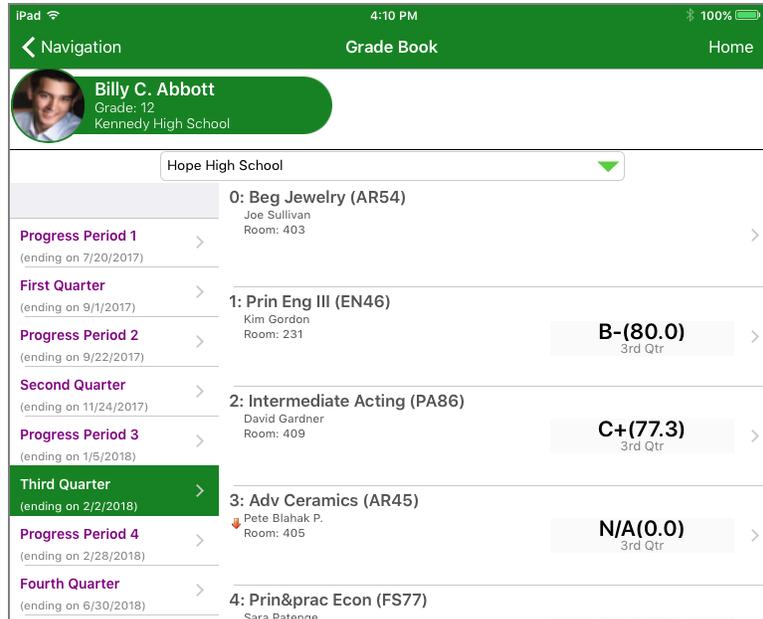
Tap the **Email** icon to send an email to the teacher.



StudentVUE Class Schedule Screen

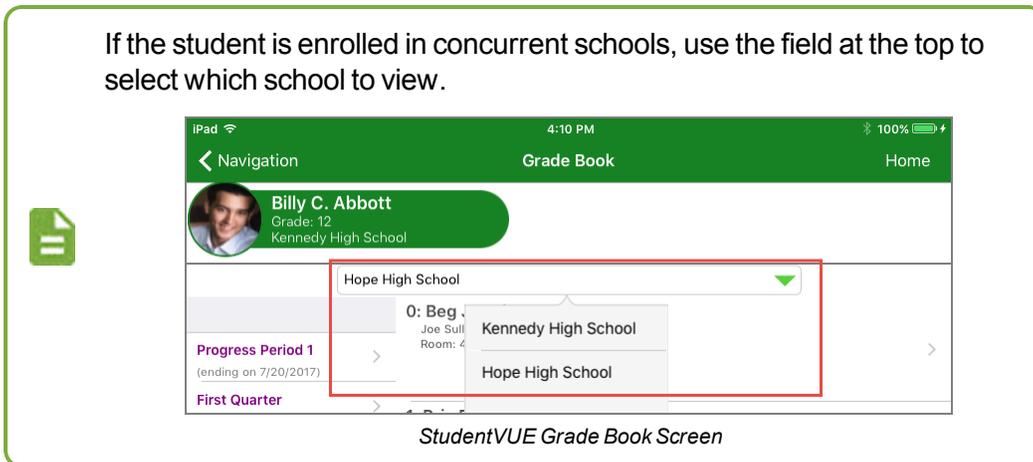
## Grade Book

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.



StudentVUE Grade Book Screen

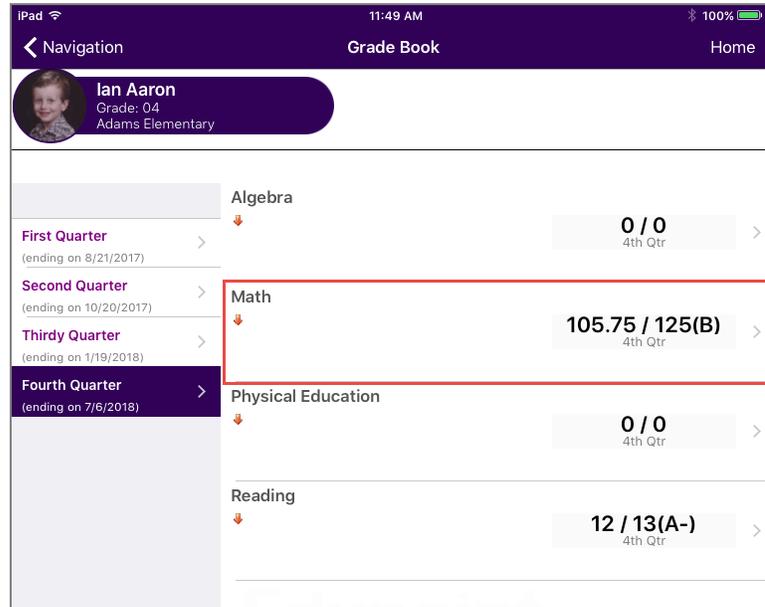
If the student is enrolled in concurrent schools, use the field at the top to select which school to view.



StudentVUE Grade Book Screen

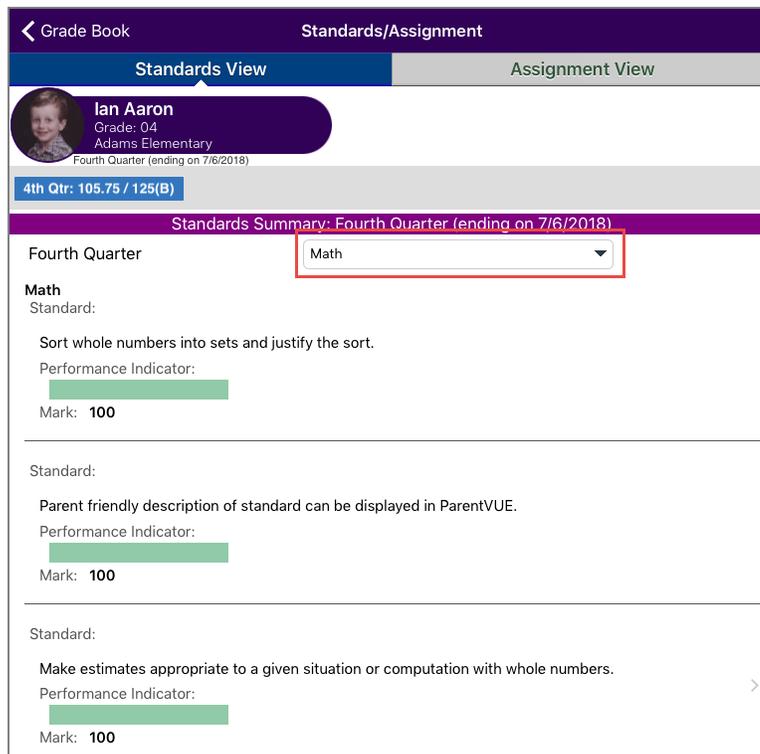
## Viewing Grades for a Class

1. Tap a class.



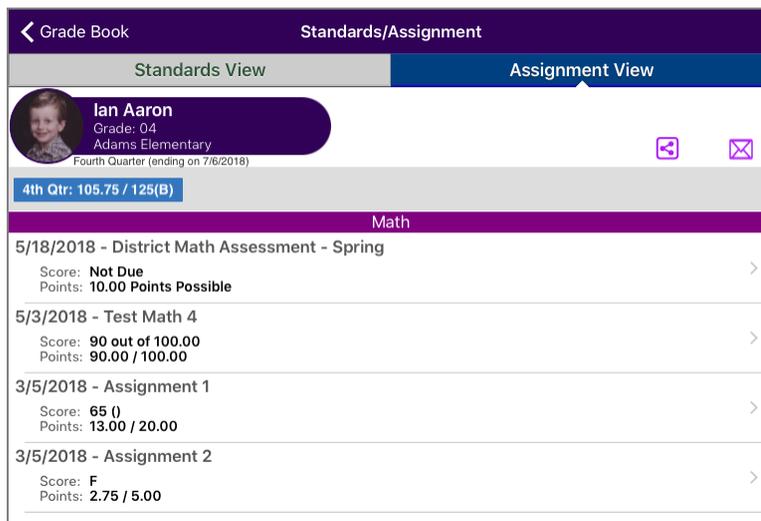
ParentVUE Grade Book Screen

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



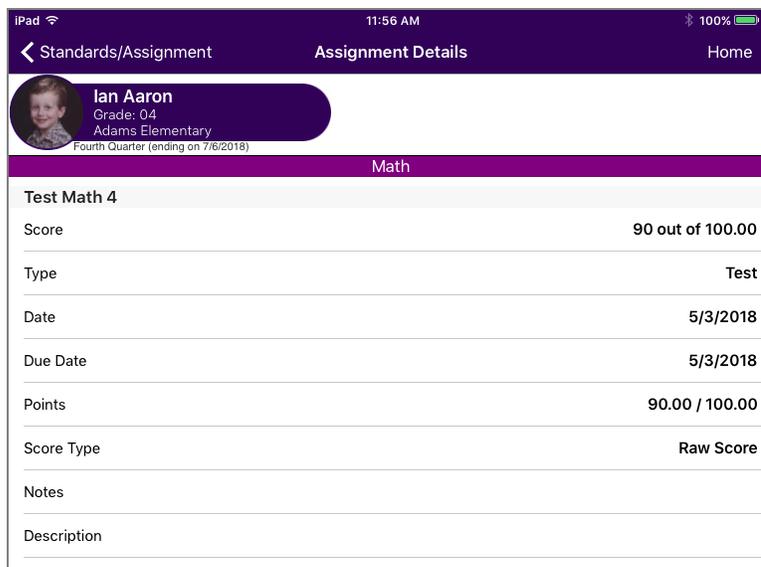
ParentVUE Standards/Assignment Screen, Standards View

3. Tap **Assignment View** to view the assignments for the class.



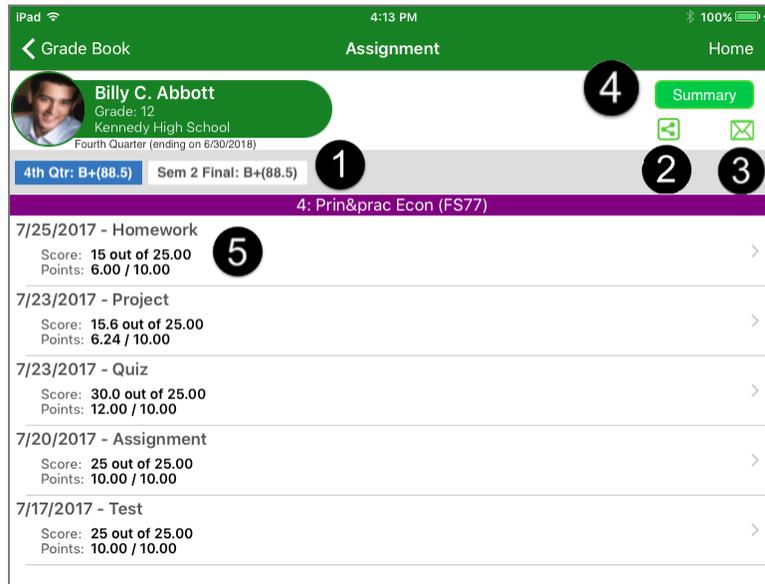
ParentVUE Standards/Assignments Screen, Assignment View

4. Tap an assignment to view the assignment details.



ParentVUE Assignment Details Screen

## Viewing Assignments



StudentVUE Assignment Screen

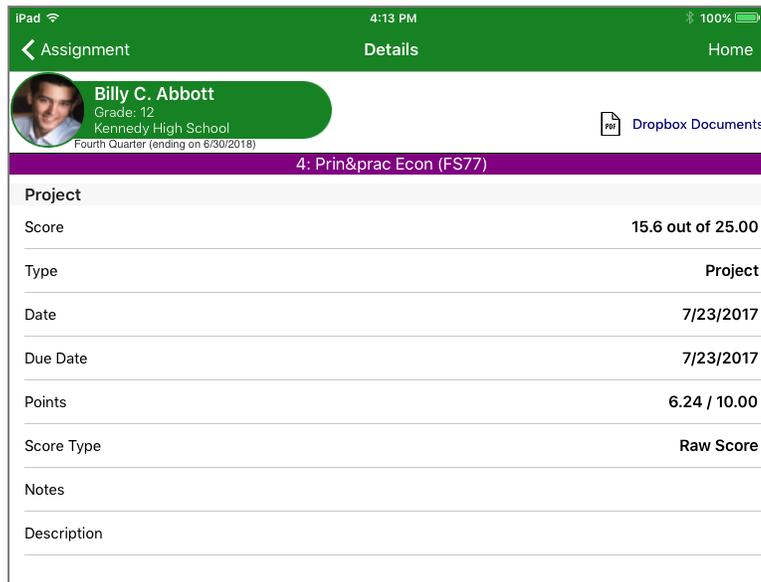
1. Tap the term to view a list of assignments and tests for that class.
2. Tap the **Share** icon to share the assignment information.
3. Tap the **Email** icon to email the teacher.
4. Tap **Summary** to see the posted grades for the assignment.

Summary					Done
Billy C. Abbott Grade: 12 Kennedy High School					
AP HUMAN GEOG S1 (71701)					
<b>Summative</b>					
Weight	Points	Points Poss.	Points Poss. %	Calcd. Marks	
80%	565.00	814.00	55.53%	D+	
<b>Formative</b>					
Weight	Points	Points Poss.	Points Poss. %	Calcd. Marks	
20%	505.00	990.00	10.20%	F	
<b>TOTAL</b>					
Weight	Points	Points Poss.	Points Poss. %	Calcd. Marks	
100%	1,070.00	1,804.00	66.00%	D+	

StudentVUE Summary Screen

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.

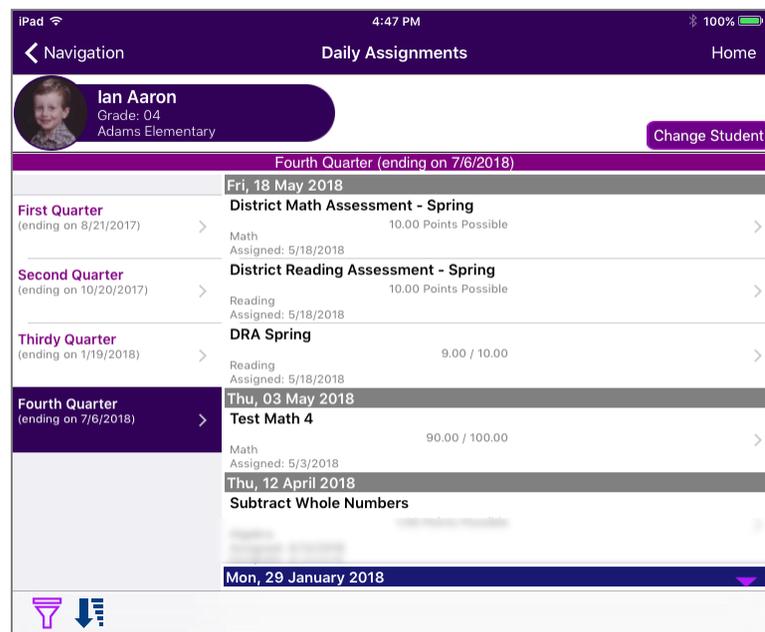


StudentVUE Details Screen

## Daily Assignments

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

- Tap an assignment to view more details.

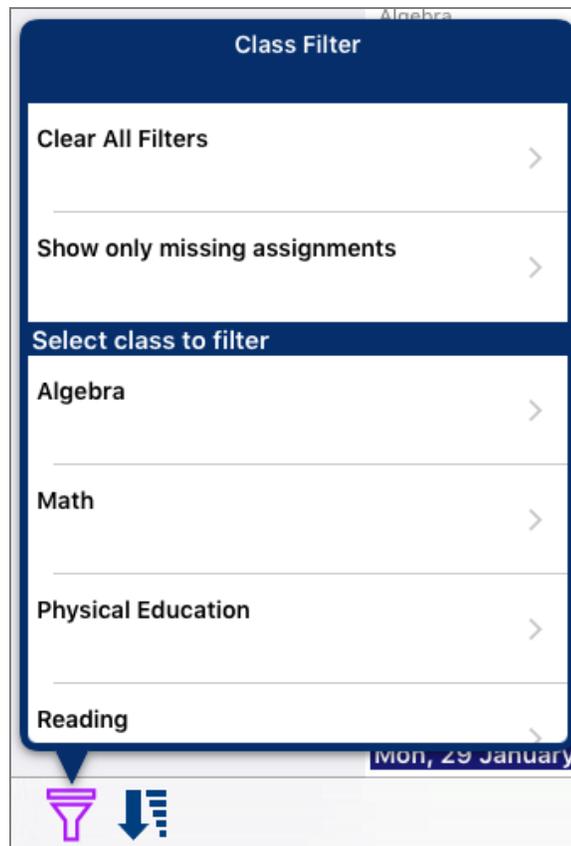


ParentVUE Daily Assignments Screen

- 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**.

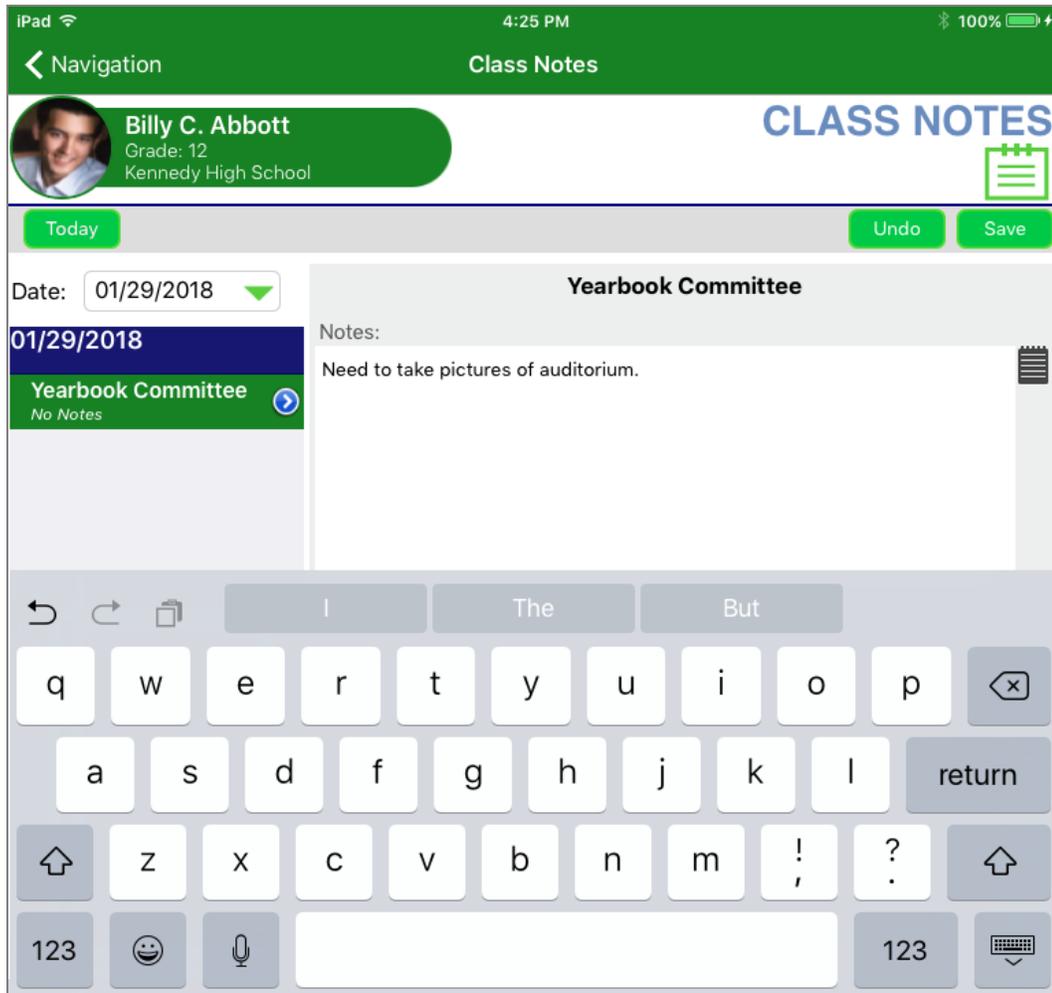


ParentVUE Class Filter Screen

## 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.



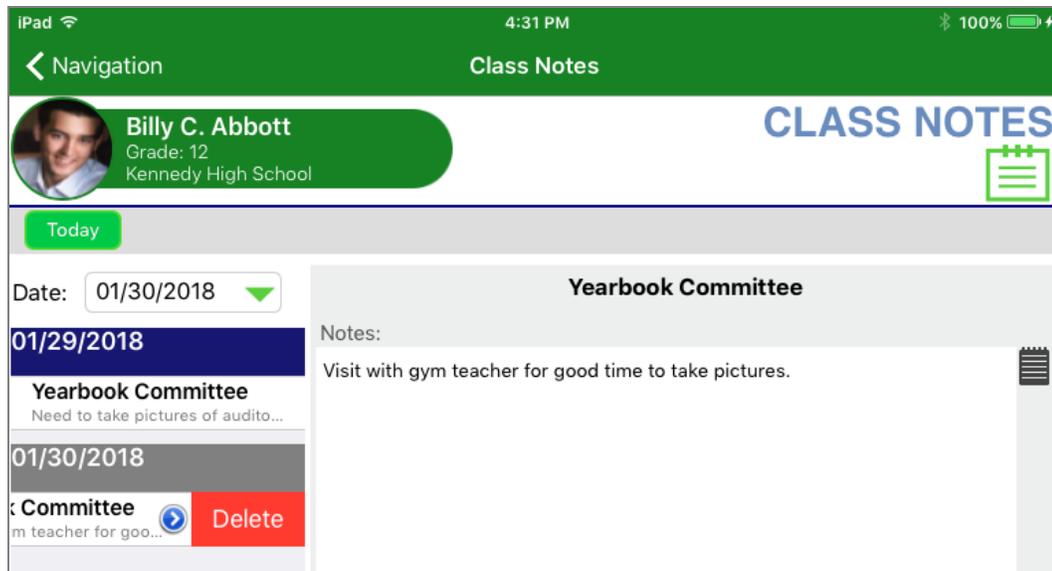
StudentVUE Class Notes Screen

## Taking Notes



Students can only enter notes in StudentVUE. Parents cannot enter notes.

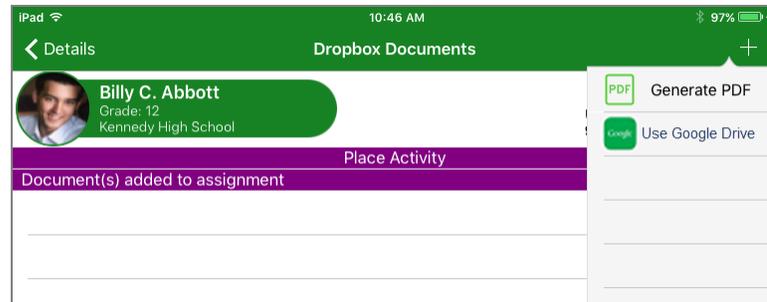
- Tap the desired class and tap inside the notes pane to enter text.
- Tap the **Notebook** icon to edit a note.
- Swipe left on the note and tap **Delete** to delete a note.



StudentVUE Class Notes Screen

## Adding Documents Using Dropbox

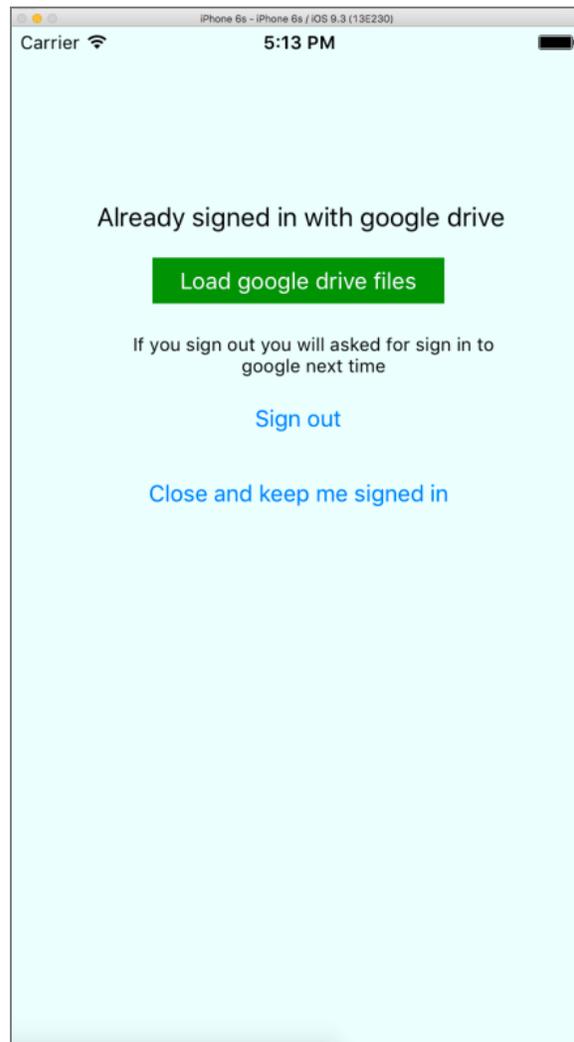
1. Tap **Grade Book**.
2. Tap the **Grading Period**.
3. Tap the **Class**.
4. Tap the **Assignment**.
5. Tap **Dropbox Documents**. The Dropbox Document screen displays.
6. Tap the **Add** icon to open the menu.



*StudentVUE Dropbox Documents*

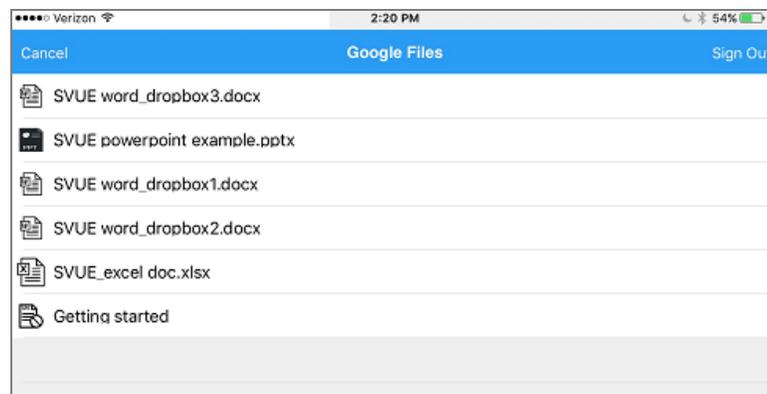
- To load a document from Google Drive:
  - a. Tap **Use Google Drive**.
  - b. Access Google Drive.
  - c. Sign in with Google and sign in, if necessary.

d. Tap Load google drive files.



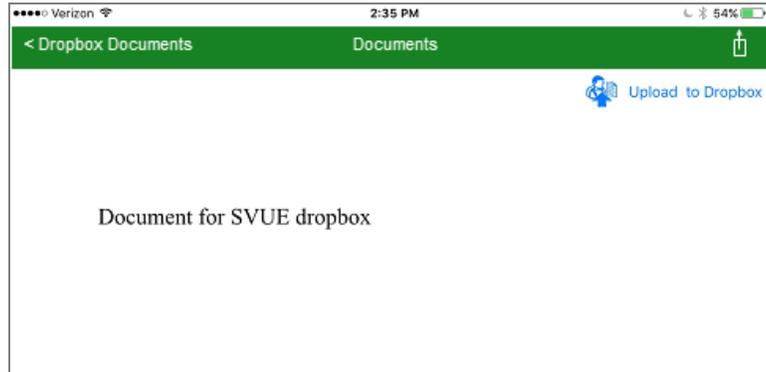
Google Sign In Screen

e. Select the file to upload.



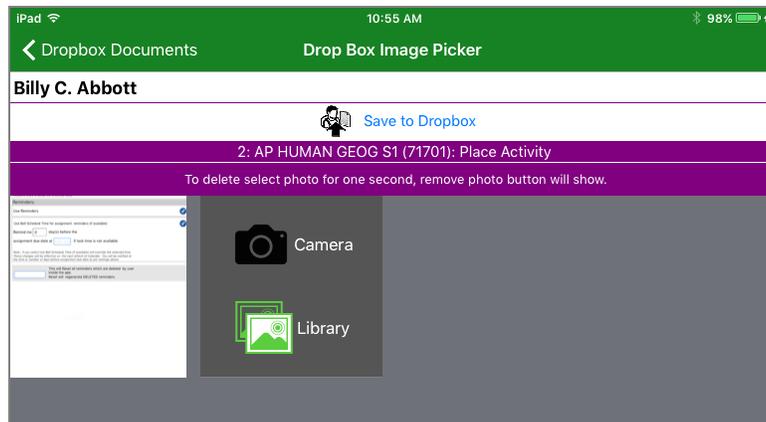
Google Files Screen

f. Tap **Upload to Dropbox**.



*StudentVUE Document Screen*

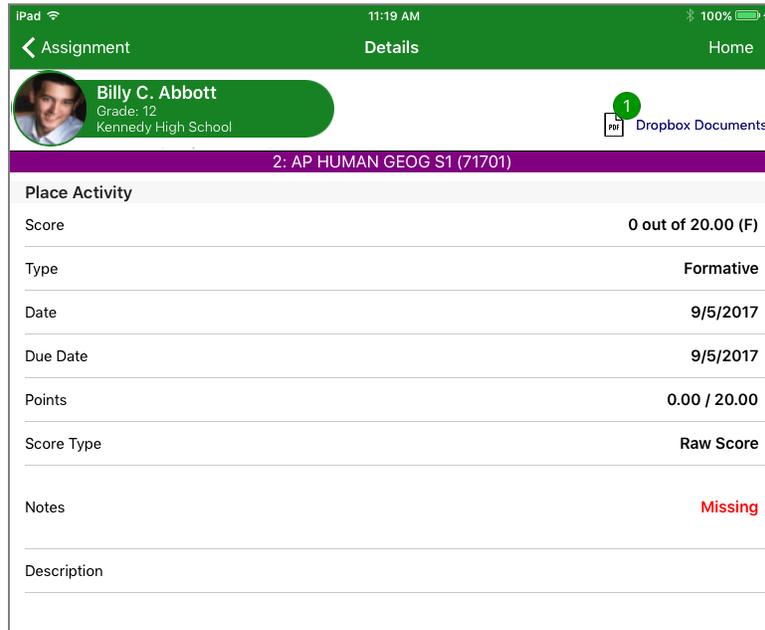
- To load a document/image from your device.
  - a. Tap **Generate PDF**.
  - b. Tap **Camera** to take a picture of the document or **Library** to use an existing file.
  - c. Tap **Save to Dropbox**.



*StudentVUE Drop Box Image Picker Screen*

- d. Enter a file name.
- e. Tap **Save**.

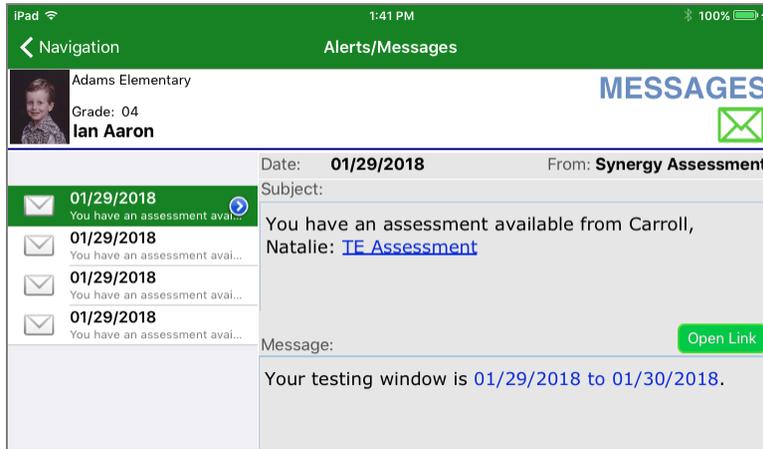
The **Dropbox Documents** icon on the Assignment Details screen shows the number of documents uploaded.



*StudentVUE Details Screen*

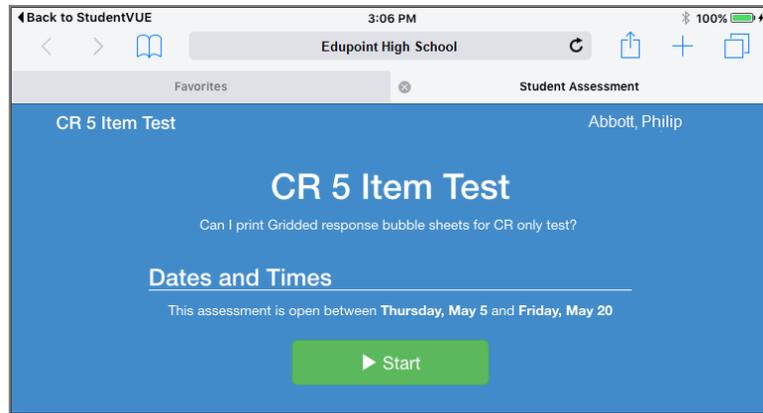
## Assessments

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



*StudentVUE Alerts/Messages Screen*

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



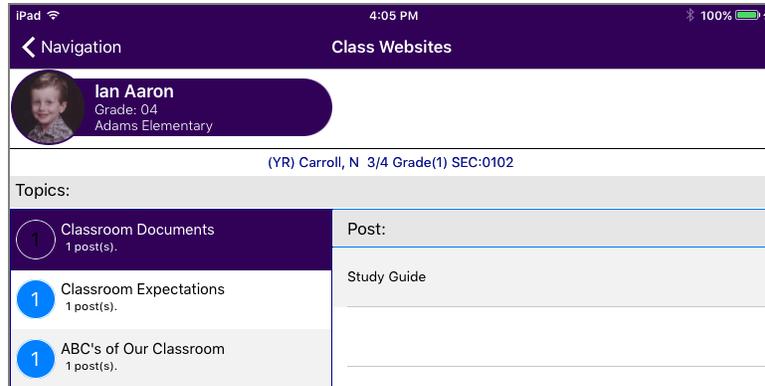
*StudentVUE Assessment Screen*

2. Tap **Start** to begin.

See [Taking Assessments](#) for more information.

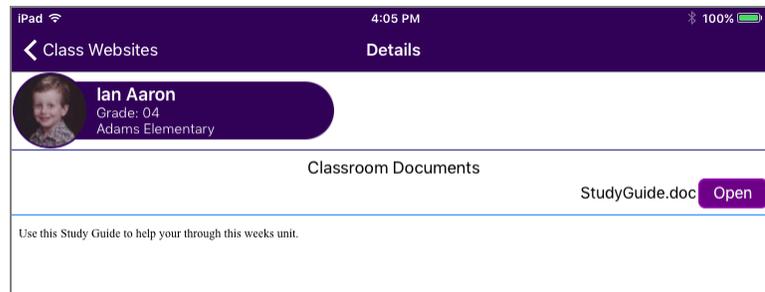
## Class Websites

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



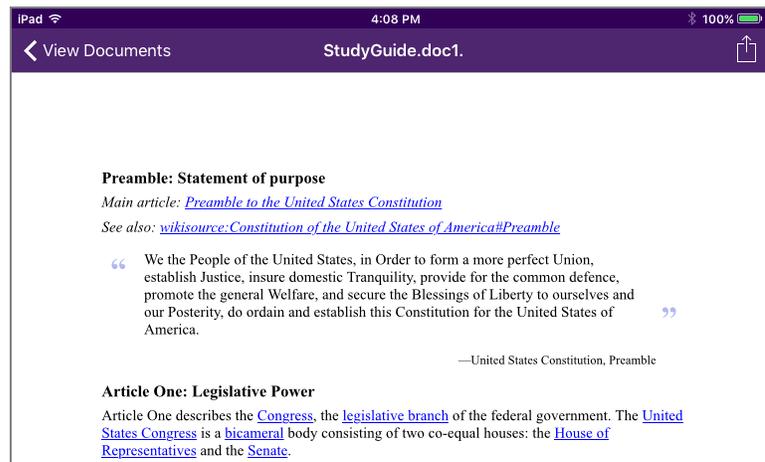
ParentVUE Class Websites Screen

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



ParentVUE Details Screen

3. Tap Open to view an attached document.



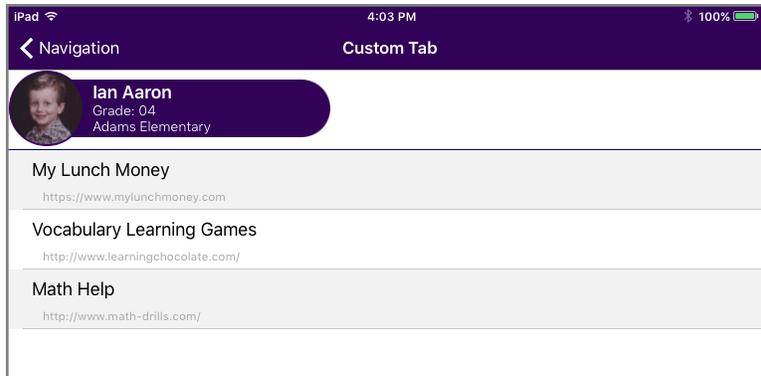
ParentVUE Class Document Screen

## 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.



*ParentVUE Custom Tab Screen*

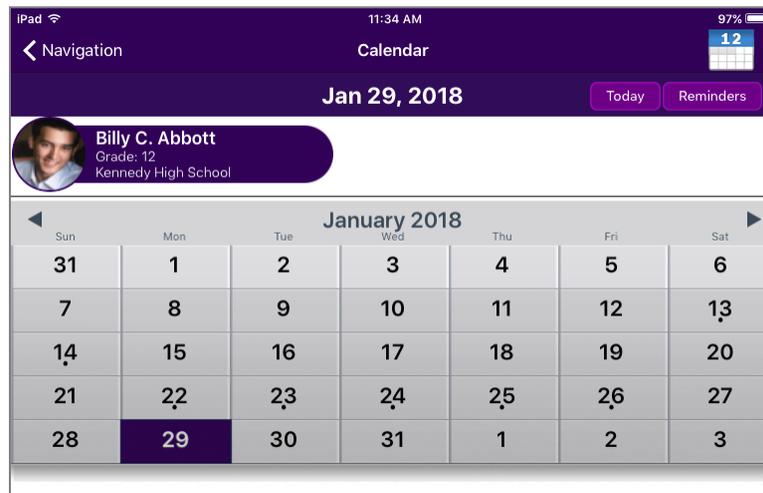
## Communication



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.



ParentVUE Calendar Screen

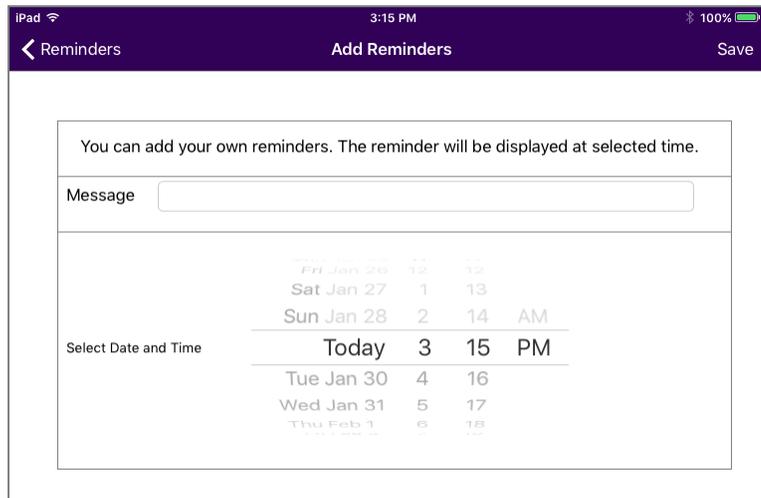
- Tap **Today** to view the day's details.
- Tap a day to view the events for that day.
- Tap the **Calendar** icon at the top right to alternate between Month and Day view.

- 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.

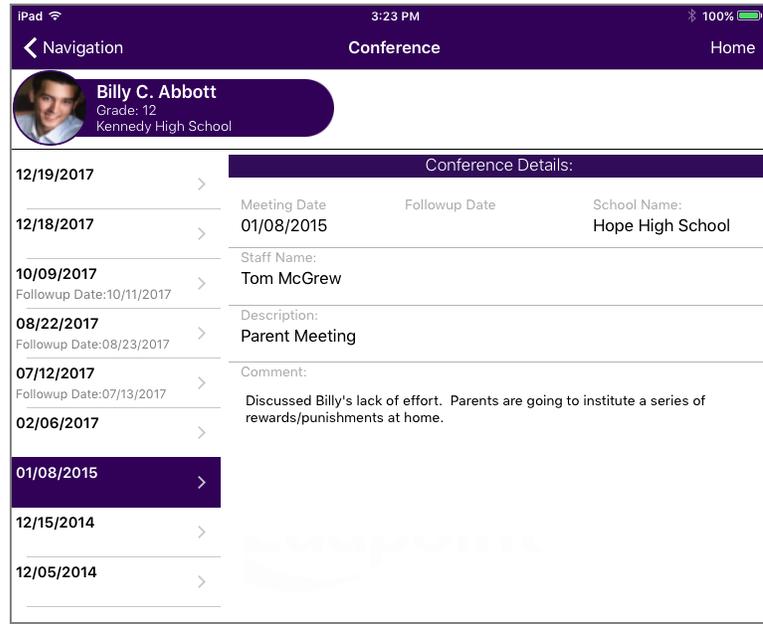


3. Tap **Save**.

## 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.



ParentVUE Conference Screen

## Fee

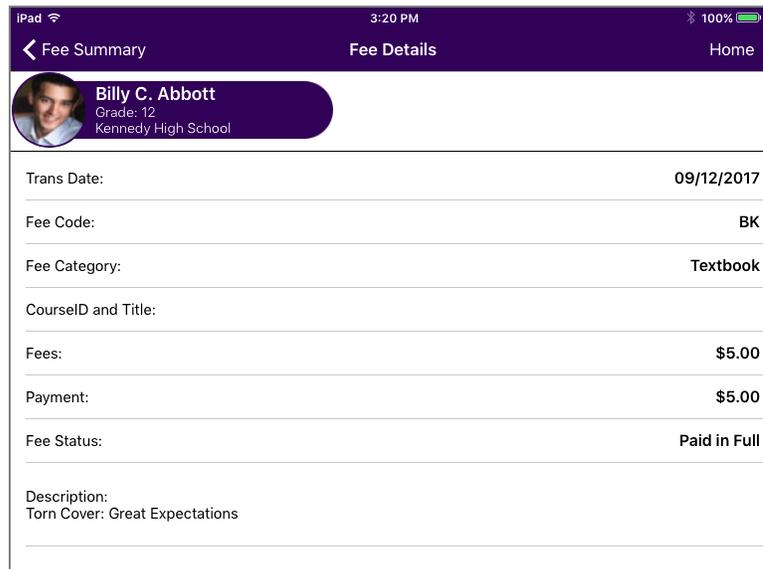
The Fee Summary screen displays the fee transaction date, description, fee amount, payments received, remaining balance.

The screenshot shows the ParentVUE Fee Summary screen for Billy C. Abbott, Grade 12 at Kennedy High School. The screen displays a table of fee transactions with the following data:

Balance that you owe: (\$10.00)			
Date	Fee	Payment	Balance
08/16/2017 Textbook Lost Book: Algebra II	\$45.00	\$90.00	(\$45.00)
09/12/2017 Textbook Torn Cover: Great Expectations	\$5.00	\$5.00	\$0.00
09/19/2017 Payment Book Damages		\$0.00	\$0.00
11/01/2017 Art Supplies Art Supplies	\$15.00	\$5.00	\$10.00
12/18/2017 Textbook Book Damages	\$10.00	\$0.00	\$10.00
01/12/2018 Art Supplies Art Supplies	\$15.00	\$0.00	\$15.00

ParentVUE Fee Summary Screen

- Tap on any fee entry to see details of the transaction.

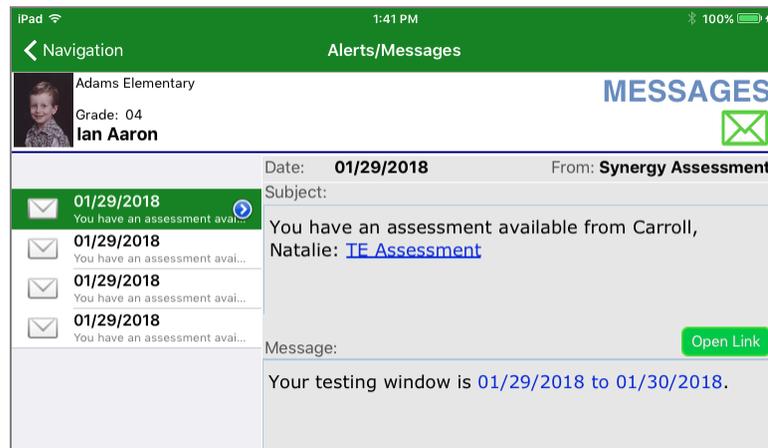


ParentVUE Fee Details Screen

## Messages

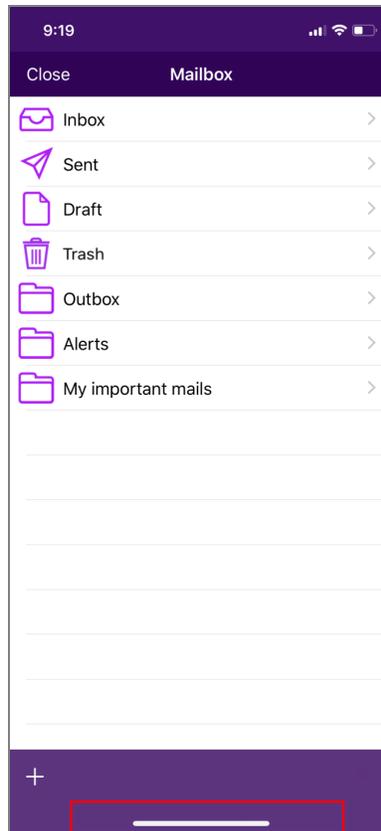
Messages display important district/classroom messages and emails.

- 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.



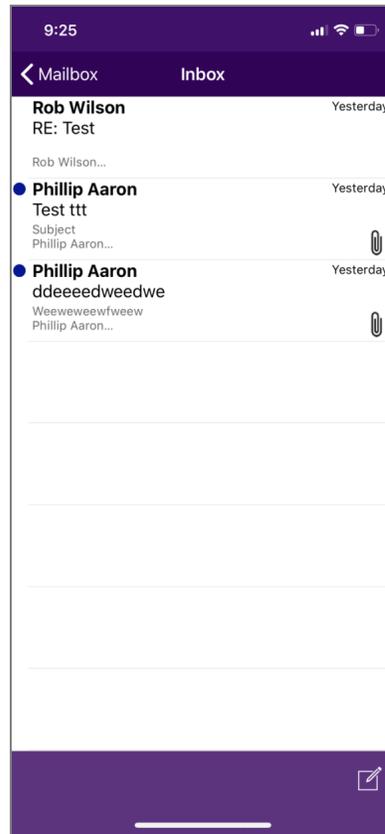
*ParentVUE Mailbox Screen*



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.



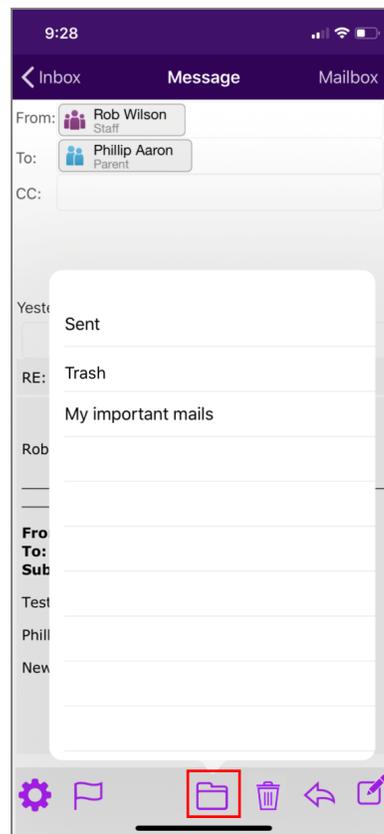
*ParentVUE Inbox Screen*

- 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 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.

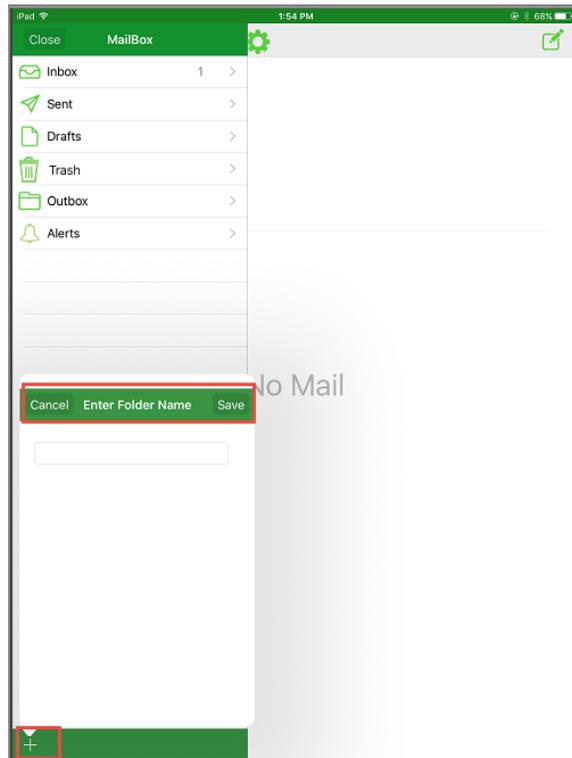
- The **Arrow** icon replies to or forwards messages.
- The **Edit** icon opens the New Message screen.

## 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.

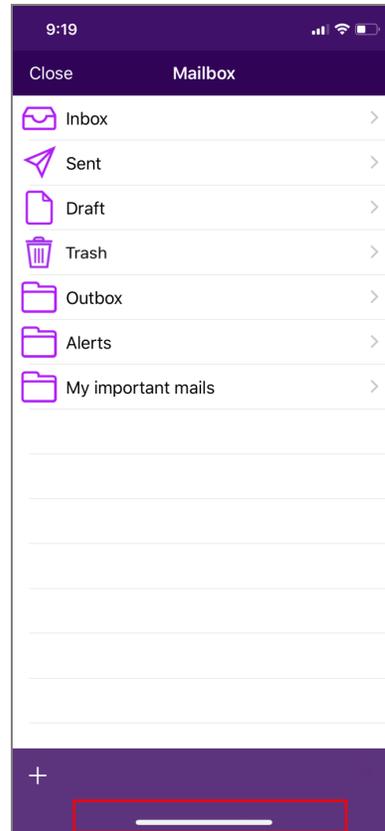


*StudentVUE Synergy Mail Screen*

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.



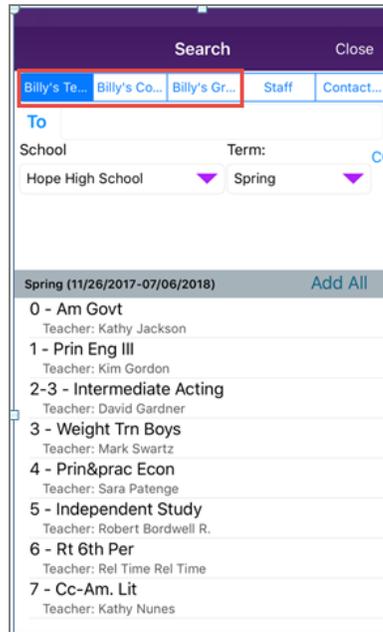
ParentVUE Mailbox Screen

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.

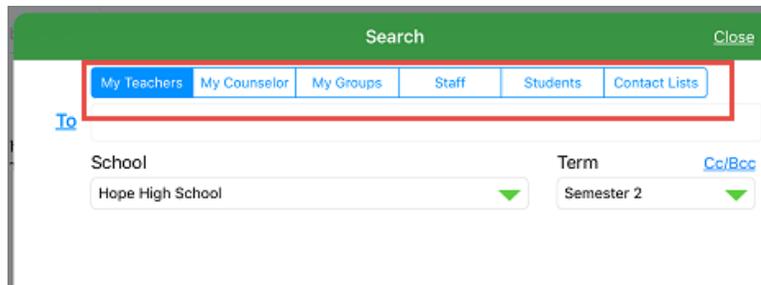
 In the Android version, the recipient screen displays options for student’s **Teachers**, **Counselors**, **Groups**, **Staff**, and **Contact Lists**.



ParentVUE Search Screen

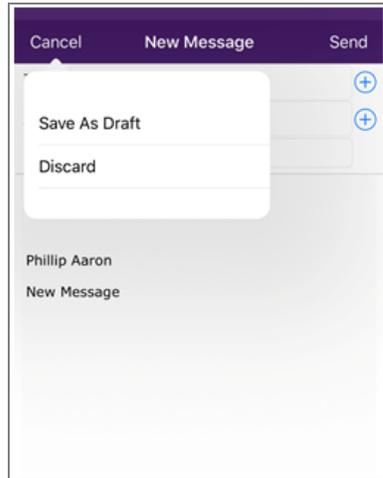
- StudentVUE – The **My Teacher**, **My Counselor**, and **My Groups** display with the **Staff**, **Students**, and **Contact Lists**.

 In the Android version, the recipient screen displays options for **My Teachers**, **My Counselors**, **My Groups**, **Staff**, **Students**, and **Contact Lists**.



StudentVUE Search Screen

5. Tap **Send** to send the message or tap **Cancel** to save the message as a draft or discard it.



*ParentVUE New Message Screen*