# ParentVUE and StudentVUE 2.0 User Guide





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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 display in the margin to provide additional information.



### **Before You Begin**

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

### **Software and Document History**

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

Document Version	Release Date	Software Release	Description
2.0	Dec 2018	2019.01	<ul> <li>Updates:</li> <li>Updated Managing Account Information with a note regarding a forced password change</li> <li>Updated Viewing Special Education Information images with additional documents</li> <li>Added Emergency Response System for students to self report in the case of an emergency</li> <li>Added Enabling Notifications to Device Setup</li> <li>Added Editing Your Account Information to Logging In to the mobile applications</li> <li>Updated Student Information for detention hours</li> <li>Added Reporting Future Absences to Viewing Information</li> <li>Added Reporting Student Information in ParentVUE</li> </ul>
3.0	Jun 2019	2020	<ul> <li>Updates:</li> <li>Added a note for Test History and Course History in Viewing Information</li> <li>Added Reset Password in Logging In</li> <li>Added Course History in Viewing Student Information</li> <li>Added additional staff in Class Schedule</li> <li>Added Special Education in Viewing Student Information</li> <li>Added Uploading Documents to Online Registration in Viewing Information</li> <li>Added a note for Verified Credit in Viewing Course History Information</li> <li>Added a note for success message for reporting absences in Reporting Future Absences</li> <li>Added Viewing Pending Fee Payments in Managing Fees</li> <li>Added a step and note for Calendar Date in Viewing Attendance Information</li> </ul>

Document	Release	Software	Description
Version	Date	Release	
4.0	Mar 2020	2021	<ul> <li>Updates:</li> <li>Updated <u>StudentVUE My Account</u> for auto notification options</li> <li>Added <u>Communications in ParentVUE and StudentVUE</u> in Communication</li> <li>Added <u>Viewing Concurrent Report Cards</u> in Report Card</li> <li>Added content for receiving auto notify emails on the StudentVUE mobile application in <u>StudentVUE My Account</u></li> <li>Added Online Registration on the Student List screen in <u>Student List</u></li> <li>Added a step for adding a doctor's note or document in <u>Reporting Future Absences</u> (mobile app)</li> <li>Added text and note for submitted future absence notification in <u>Enabling Notifications</u></li> <li>Added content for deleting a message in <u>Messages</u></li> <li>Added a step for adding a doctor's note or document in <u>Reporting Future Absences</u> (web version)</li> <li>Added a step for adding a doctor's note or document in <u>Reporting Future Absences</u> (web version)</li> <li>Added content for deleting a message in <u>Messages</u></li> <li>Added <u>Deleting an Emergency Contact Record</u> in <u>Managing Student Info</u></li> <li>Added a step for including additional staff when sending emails in <u>Viewing the Class Schedule</u></li> <li>Added text for Course Duration column in <u>Managing Course Requests</u></li> <li>Updated <u>Viewing the Calendar</u> for the new interface</li> <li>Added a step for selecting the Phone and Text values in <u>ParentVUE Account Information</u></li> <li>Added Paying Fees Using SchoolPay in Managing Fees</li> </ul>

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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

Parents see the **Home** tab of the ParentVUE portal after logging on to the web portal or activating an account.

An <u>Acknow</u>	r <mark>ledgment</mark> displays before the Hom	e screen, if available.
Billy D SIGESS Kennedy High School		Streams My Account Help Online Registration Logout 4 6 6 poir ool District Good afternoon, Philip Asron, 1/10/2019
Home		
Synergy Mail <sup>®</sup>		
Calendar	Billy	Report Absence
Assessment	ID: 905483	•
Attendance	Kennedy High School	
Class Schedule	(!) Discipline note for 01/02/2019, 01/10/2019	
Class Websites	Conference visit notes for 01/03/2019	
A Conference		
Course History		
Course Request		
1 Discipline	lan	Report Absence
V9 Fee	ID: 129442	
Grade Book	Grant Elementary	
Health	Attendance notes for 12/20/2018, 12/19/2018, 12/18/2018	
A <sub>o</sub> muffins		
School Information		
Student Into		
Special Eu		
Taet History		
Documents		
		U a
Logout   Contact   Privacy		English   Español   Français   흑용   suomi   Deuts: 10 кий Accessibility Mode

ParentVUE 2.0 Home Screen

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

ID: 905483 (949-555-1212)		Good afternoon	nt School District
Home	Teachers	Between Phillip Aaron and Kathy Jack	cson
Synergy Mail		Dost to Stream E Post Document	Last 00 Dave
Calendar	KathyKathy Jackson Teacher Jacksingkson, K Am Govt(0)		Last 90 Days
Attendance	Stovettoven Beniter Teacher	Write to Stream	
Class Schedule	Beniteznitez, S Int Photo(2)		
Class Websites	DavidDavid Gardner Teacher		
Conference	Gardner, D Intermediate Acting(2)		
Course History	Sara Sara Patenge Teacher Patengeenge, S Prin&prac Econ(4)		
Course Request	Robert Bordwell R. Teacher		
① Discipline	Bordwette R., R Independent B Study(5)		
S Fee	Rel Rel Time Rel Time Teacher		
Grade Book	TimeRel Time, R Rt 6th Per(6)		
Health	KathyKathy Nunes Teacher		
A+ Report Card	Nunegunes, K CC-Am. Ltt(7)		
School Information	Joy Joy Snapp Teacher Snappfinapp, J Yearbook Committee(8)		
Student Infe			

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

ParentVUE Streams Tab

• The My Account tab accesses the parent's account information.

Account Info	rmation			
Instructions: Modify	vyour account information I	below and press Update Account	to apply the changes. To change your pass	vord click here: Change Password
			Update Account Cancel	
			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 * Celt. 480-555-6767 * Home: 602-555-0416 Work: 602-333-4874 * Indicates primary contact phone
Adult ID				
Editable Personal Inf	ormation: The following in	formation is editable - please con	tact school office staff to change secured pe	rsonal information. Click the Update Account button to save any changes.
First Name	Phillip			
Last Name	Aaron			

ParentVUE Account Information Screen

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

- All screens contain Logout, Contact, and Privacy links.
- Parents can select a language at the bottom of the ParentVUE screen if the district supports multiple languages.

Changing the language at the bottom of the ParentVUE screen only changes the language on the interface. See <u>Managing Your</u> <u>Account</u> to change the language for email notifications.

- Parents can enable Accessibility Mode, if needed.
- Parents can report future absences.

### **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 and cannot see the records of other students. Your parents can access your information if they have a ParentVUE account.

#### StudentVUE Home Screen

Students see the **Home** tab of the StudentVUE portal after logging on to the web portal or activating an account.



StudentVUE 2.0 Home Screen

- The Navigation bar contains links to display your records.
- Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes.
   Click a link for more detailed information.
- Streams allows students to communicate with teachers if enabled. 6

• The My Account tab accesses the student's account information.

ersonal Information: NOTE - This information is changeable only by the school office staff. Contact the school directly to change your personal information         ame Illy Abbott       User ID billy       Home Address 1979 S Val Vista Dr Mesa, AZ 85204       Mail Address Same as Home Address       Phone Numbers * Home: 480-555-1214 Cell: 480-555-1412 ** Indicates primary contact phone				Account Detail and Options	
ame User ID Home Address Mail Address Phone Numbers 1979 S Val Vista Dr Mesa, AZ 85204 Same as Home Address Cell: 480-555-1214 Cell: 480-555-1412 ** Indicates primary contact phone	ersonal Infor	mation: NOTE	- This information is changeal	ble only by the school office staff. Con	tact the school directly to change your personal informatio
	ame illy Abbott	User ID billy	Home Address 1979 S Val Vista Dr Mesa, AZ 85204	Mail Address Same as Home Address	Phone Numbers * Home: 480-555-1214 Cell: 480-555-1412 * * Indicates primary contact phone
			Mesa, AZ 85204		Cell: 480-555-1412 * * Indicates primary contact phone

StudentVUE My Account Setup Screen

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

# **Managing Account Information**

### Logging In to ParentVUE and StudentVUE

1. Parents and students open the web address provided by the school district.

F	ParentVUE and StudentVUE A	ccess		
	l am a parent >>		l am a student >>	
Contact	Privacy	Copyright 2018 Edupoint, LLC	English   Español   Français   廣東   suomi   Deutsch   M Accessibi	landarin ility Mode

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.

You might be required to change your password on your next log in. The new password must be at least six characters in length and cannot be the same as the current password.

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. Contact your school if you encounter any issues.

StudentVUE A	Account Access	
	Login	៧ District Announcements
	Edupoint School District User Name:	06/13/2018: Test - TEST 06/29/2018: Book Sale - District book sale fundraiser located at the district office.
	Password:	
	Login	
	More Options 🗸	
	English   Español   Français   婚诫(suomi   Deutsch   Mandarin	
Return to common login   Contact	Privacy Edupoint English   Español   Françai	s   廣東   suomi   Deutsch   Mandarin
	Copyright 2018 Edupoint, LLC	Accessibility Mode

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 <u>complete these steps using the mobile version</u> of ParentVUE or StudentVUE.

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

StudentVUE	Account Access	
	Login	M District Announcements
	Edupoint School District User Name:	06/13/2018: <b>Test</b> - TEST 06/29/2018: <b>Book Sale</b> - District book sale fundraiser located at the district office.
	Password:	
	Login	
	More Options 🔨	
	Activate Account	
	iPhone App Android App Mobile App URL	
	English   Español   Français   廣東   suomi   Deutsch   Mandarin	

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 the **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	2 of 3: Sign In with Activation Key
Please enter your first name, to you by the district), to activ First Name	last name and the 7 character authentication key (provided rate your StudentVUE account:
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.

- 8. (Parents Only) Enter the **Primary E-Mail** address.
- 9. Click Complete Account Activation.

Welcome <b>Ralph A</b> . To comple password. Remember that pas and must be a minimum of 6 c	te your account activation you will need to create your username and sswords are case sensitive. Your password can consist of numbers and letters haracters in length.
User Name	
Password	
Confirm Password	
Primary E-Mail	
	Openalista Associati Astrophica
	Complete Account Activation

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

#### Forgot Your Password

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

ParentVUE Account	Access
	Login
	Edupoint School District
	Password:
	Login
	More Options  Activate Account Forgot Password
	iPhone App Android App Mobile App URL
	English  Español  Français   🏶 😹  suomi   Deutsch   pyccxxii

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.

orgot Passwo	ord			
	Send Password Reset Request			
Enter your email address or user name and we will email you a link to change your password.				
, U	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.

	Change Password
type th	To change your password, enter your current First and Last Name (must match name on account), the new password twice to confirm, then press the Change Password button.
Jser Nar	ne jsnow
First Na	me
John	
Last Nar	ne
Snow	
New Pas	ssword:
•••••	***
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	
Changes have been successfully made to your account.	

My Account Password Screen

### **Managing Your Account**

The Account Information screen 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

- 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.



• View Acknowledged Documents.

			Update Account Cancel		
			Account Detail and Options		
lame Ihillip 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	
dult ID					
ditable Personal Informat	tion: The following infor	mation is editable - please conta	act school office staff to change secured per	sonal information. Click the Update Account button to save any change	
ast Name	Aaron				
mployer	Edupoint				
Primary Language Spanish					

ParentVUE Account Information Screen

3. Select values for **Phone** and **Text**, as needed.

				Phone Number	5			
Delete	Primary	Type	Phone	Extension	Contact	Listed	Phone	Text
	~	Mobile	206-111-1234		~	×	District Communicatio	District Communicatio
		Home	206-222-1234			×	School Communications	School Communications
		Work	206-333-1234			×	None	None

ParentVUE My Account Screen

4. Click Update Account.

#### **StudentVUE My Account**

1. Select the My Account tab.

Billy Hope High School (949-555-1212)		My Account Help Logout
Home		
Calendar	Billy	Recent
Assessment	ID: 905483	History
Attendance	Hope High School	i notory
Class Schedule	Attendance notes for 06/04/2018, 05/31/2018,	No Data to Display
Class Websites	05/30/2018	
Course History		
Course Request		
S Fee		
Grade Book		
A <sup>+</sup> <sub>☉</sub> Report Card		
lacktrian Student Info		
Custom Tab		
Digital Locker		

StudentVUE Home Screen

- 2. Make updates to your account as needed.
  - Click Change Password to change your password.
  - Add or edit your email addresses.
  - Select or deselect the notification options in the Auto Notify section.
  - Click Update Account.

Changes made in the StudentVUE app automatically update the StudentVUE screen in Synergy SIS and changes made in StudentVUE in Synergy SIS automatically update the StudentVUE app.

	Max A an average	Catur			dood anternoon, baran Auramaon, o
nergy Mail	My Account	Setup			
lendar	1 Email: Please enter	r your primary ema	il address that is used by teac	hers/administrators to contact you as well	I as the email address used for password retrieval
endance	Change Password				
ss Schedule					
ference				Account Detail and Options	
rse History	Personal Information:	NOTE - This inform	nation is changeable only by t	he school office staff. Contact the school of	directly to change your personal information.
ipline	Nama	Unor ID	Home Address	Mail Address	Dhone Numbers
e Book	Sarah Abramson	888219	10630 E Forge Av	Same as Home Address	Home: 480-555-0354
h			Tempe, AZ 85660		* * Indicates primary contact phone
th vit Card			Tempe, AZ 85660		* * Indicates primary contact phone
ith ort Card lent Info	A Fmail: Please of	ter vour némary e	Tempe, AZ 05660	arhers/administrators to contact you as y	** Indicates primery contact phone
Ith ort Card dent Info torn Tab	Email: Please or	ter your primary e	Tempe, AZ 85660	achers/administrators to contact you as v	* * Indicates primary contact phone
ith ort Card dent Info tom Tab uments	Email: Please or     Primary Email:	iter your primary er	Tempe, AZ 85660	achers/administrators to contact you as v	* * Indicates primary contact phone
aith port Card ident Info stom Tab puments	Email: Please or Primary Email: Sarah Abramion@mail	ter your primary er gasynergylocalgal	Tempe, AZ 85660	achers/administrators to contact you as v	* * Indicates primary contact phone
aith port Card ident Info stom Tab currents	Email: Please or Primary Email: Sarah Abramson@mail	iter your primary er qasynergylocalqaf	Tempe, AZ 55660	achers/administrators to contact you as v	* * Indicates primary contact phone
alth port Card dent Info storn Tab curnents	Email: Please or Primary Email: Sarah Abramson@mail	iter your primary er qasymergylocalqa(	Tempe, AZ 65660	achers/administrators to contact you as v	* * Indicates primary contact phone
Ith ort Card dent Info tom Tab urments	Email: Please or Primary Email: Sarah Abramson@mail	iter your primary er qasynergylocalqaf Auto Netifly: Ch	Tempe, AZ 85660 mail address that is used by te	achen/administrators to contact you as v which StudentVUE will e-mail inform	* * Indicates primary contact phone well as the email address used for password retrieval.
th ort Card lent Info om Tab aments	Email: Piease or Primary Email: Sarah Abramson@mail RAttendance Notify me	iter your primary er qasynergylocalqaf Auto Netifly: Ch when a tardy or cl	Tempe, AZ 55660 mail address that is used by te child the events below for the events below for the lass is missed	achers/administrators to contact you as v achers/administrators to contact you as v	* * Indicates primary contact phone well as the email address used for password retrieval.
h et Card ent Info	Email: Piease er Primary Email: Sarah Abramson@mail      KAttendance Notly me     KDiscipline Notly me	ter your primary er qasymergylocalqaf Auto Netity: Ch when a fardy or cl when a discipline	Tempe, AZ 65660	achers/administrators to contact you as v achers/administrators to contact you as v which \$tudent/VUE will e-mail inform	* * Indicates primary contact phone well as the email address used for password retrieval.
th ort Card lent Info om Tab iments	Email: Please er      Primary Email:     Sarah Abramson@mail      Attendance Notly me     Notly me     Notly me     Notly me     Notly me	ter your primary er qasymergylocalqa/ Auto Notitly: Chr when a tardy or ol when a disopline. if the school nurse	Tempe, AZ 65660	acheru/administrators to contact you as v which: StudentYUE will e-mail inform	* * Indicates primary contact phone well as the email address used for password retrieval.
Ith ort Card dent Info tom Tab urments	Email: Please er Primary Email: Sarah Abramson@mail      Attendance Notify me     Whatse Notify me     Russe Notify me     Grades Notify me	ter your primary er qasymergylocalqaf Auto Notity: Ch when a fardy or d when a facgione. If the achool nurse when my current I	Tempe, AZ 65660 mail address that is used by te address that is used by te ack the events below for acs is missed occurance happens marks any neason erm grades are posted	acheru/administrators to contact you as v which StudentVUE will e-mail inform	* * Indicates primary contact phone
abh Iont Card dent Info dom Tab uments	Email: Pease or Primary Email: Sarah Abramson@mail      Attendance Notify me     Noccipiline Notify me	ter your primary er qasynergylocalqaf Auto Notity: Ch when a tardy or cl when a disopline. if the school nurse when my current I of my gradebook	Tempe, AZ 85660 mail address that is used by te compare the events below for ack the events below for acs is missed cocurance happens ormarks are posted scores come of the events core	achen/administrators to contact you as v which StudentYUE will e-mail inform	* * Indicates primary contact phone

StudentVUE Account Information Screen

# Chapter 2: Student Information

Managing Student Info	
Reporting Future Absences	
Viewing School Information	
Viewing Health Information	
Viewing Course History Information	
Viewing Discipline Information	
Viewing Special Education Information	
Viewing Documents	

# **Managing Student Info**

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

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

dit Information				
Notify the school of any	demographic information chang	ges: Allison Be	ecker A. 🟚 🛛	1
	Student Info	rmation		
Student Information				
itudent Name Silly C. Abbott, Jr.	Perm ID 905483	Gender Male	Grade 12	Home Address 1979 S Val Vista Dr Mesa, AZ 85204
ast Name Goes By	Nick Name Bill	Birth Date 03/15/2000	)	Email billy@mail.mail
hone 80-555-1214	Spoken to Student at Home Spanish	Track	School Na Hope High	nme n School
lomeroom Teacher	Room Name	Counselor	Name	

ParentVUE Student Info Screen

- 1. Click Student Info in the Navigation bar.
- 2. Click Edit Information to make changes to the student's information, if enabled.

Edit Information				
Notify the school of any	v demographic information chang	ges: Allison Be	ecker A. 🟚 🗖	1
	Student Info	rmation		
tudent Information				
student Name Silly C. Abbott, Jr.	Perm ID 905483	Gender Male	Grade 12	Home Address 1979 S Val Vista Dr Mesa, AZ 85204
ast Name Goes By	Nick Name Bill	Birth Date 03/15/2000	)	Email billy@mail.mail
'hone 80-555-1214	Spoken to Student at Home Spanish	Track	School Na Hope High	nme n School
lomeroom Teacher	Room Name	Counselor Name Wilson, Rob  S		

ParentVUE Student Info Screen

C to cl	lick the send	e staff name to an email to not s.	send a Stre tify the scho	eam mes ol of any	sage demo	or click the E ographic info	imail ico rmatior
			0				
		Edit Information					-
=		Notify the school of any	v demographic information	changes <mark> Allison Be</mark>	cker A. 🟚 🖿	2	
			Studen	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	Birth Date		Email	

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3. Edit the fields.

Save Changes Cancel C	hanges	
Notify the school of any	demographic information cl	nanges: Allison Becker A. 🔂 🐱
Pr	ovide Changes to Stud	ent Information
Student Info		
Description	Current Value	Changed Value
Last Name Goes By		
Nick Name	Bill	Bill

ParentVUE Student Info Screen

#### 4. Click Save Changes.

**Edupoint Proprietary and Confidential** 

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. Parents 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 Screen

### **Deleting an Emergency Contact Record**

Selecting **Delete Record** displays a line in the Changes section on the Review PVUE Updates screen indicating an Emergency Contact was deleted.

- 1. Log in to ParentVUE.
- 2. Click Student Info in the Navigation bar.
- 3. Select Edit Information.
- 4. Locate a contact to delete in the Emergency Contacts section.
- 5. Select Delete Record.
- 6. Click Save Changes.

Emerger	Emergency Contacts							
Record	Description	Current Value	Changed Value					
1	Delete Record							
	Name	Caren Roberts	Caren Roberts					
	Release To							
	Relationship	Guardian	Guardian					
	Home Phone	480-922-3357	480-922-3357					
	Work Phone	480-111-2222	480-111-2222					

Student Info Screen

## **Reporting Future Absences**

1. Click Report Absence to open the Report Absences screen.



ParentVUE Home Screen

2. Enter the Start Date.

The **Start Date** defaults to the current date. This field does not display the current date if absences are reported from the Attendance screen.

- 3. Select an End Date.
- 4. Select a reason for the absence.
- 5. Enter a **Note** if needed.

6. Click Add doctor's note or document.

Report Absences -			
Please select the day(s) for wh	ich the student will be absent, enter	a reason for the absence, then click subn	nit.
Start Date: 02/12/2020	End Date (optional): 02/14/2020	illness	•
Note			
Having his tonsil's removed	Add do	octor's note or document	
			Save Close

Report Absences Screen

a. Select the file to upload. The uploaded file displays on the window with a delete option.

Report Absences -	×
Please select the day(s) for which the student will be absorbed	ent, enter a reason for the absence, then click submit.
Start Date:         End Date (optional):           02/12/2020         02/14/2020	Illness -
Note Having his tonsil's removed	Doctor's Note.docx
	Add doctor's note or document
	Save Close

Report Absences Screen

7. Click Save.



# **Viewing School Information**

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

		School Informa	tion	
Principal Rob Wilson 🟚 💌	Sc Ho	hool Name pe High School	Address 4301 E Guad Gilbert, AZ 85	alupe Rd i234
hone 49-555-1212	Fa 94	x 9-555-1213	Website URL http://www.ho	pehigh.edu
	S	chool Staff Conta	ict List	
Staff Name	Job Title	Phone	Exte	nsion
Q d	Q			
derson, Gordon ab	Teacher			
ndrews, Mark 🔈	Teacher			

School Information Screen

# **Viewing Health Information**

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

1. Click Health in the Navigation bar.

HEALT	EALTH SUMMARY						
			Nurse Visits   Health Conditions   Immunizations				
		н	ealth Summary				
Date	Time In	Time Out	Assessment Plan				
06/07/2018			Possible heat stroke				
06/01/2018	10:30 AM	10:35 AM					
05/30/2018							
05/30/2018	7:15 AM	7:30 AM	Billy needs to come in every morning to check symptoms				
05/18/2018	1:00 PM	2:00 PM	Provided breathing treatment.				

Health Summary Screen

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								
Nurse Visits   Health Conditions   Immunizations   Nurse Visit Detai								
Nurse Visit Detail								
Date 06/07/2018	Time In	Time Out	Referred By	Staff Name Mark Andrews 🝺 🔀				
School Name Hope High Scho	School Name Hope High School							
Assessment Pla Possible heat st	n roke							

Health Summary Screen, Nurse Visit Detail

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

			Nurse Visits	Health Conditions	mmunizations	
		Health Co	ondition Summary	1		
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	A, SCOLIOSIS, ADHD		
		Medical Alert	ASTHMA			
		Medical Alert	ADHD			
		Peanut Alergy				

Health Summary Screen, Health Conditions Tab

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

HEALTH SUMMARY							
			Nurse \	/isits   He	alth Condit	ions   <b>Im</b>	munizations
	In	nmunizatio	on Summ	ary			
Name	Status as of 6/14/2018	Dosage Inf	ormation				
		1	2	3	4	5	6
Polio	Not Compliant						
Td	Not Compliant						
DTP/DTaP/DT	Not Compliant						
MMR	8						

Health Summary Screen, Immunizations Tab

# **Viewing Course History Information**

The Course History screen 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 in the Navigation bar.



Course History Screen

2. Click **Detail** to view additional detail for Graduation Status, Test Requirements, or Student Course History.

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

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

Graduation Status	Class of 2009					Detail:
Subject Area	Progress	Subject Area	Required	Completed	In Progress	Remaining
English Literature	100.0%	English Literature	3.00	3.00	0.00	0.00
Mathematics	100.0%	Mathematics	3.00	3.00	0.00	0.00
Science Required	100.0%	Science Required	2.00	2.00	0.00	0.00
American History	100.0%	American History	2.00	2.00	0.00	0.00
Government	100.0%	Government	0.50	0.50	0.00	0.00
Electives	100.0%	Electives	3.00	17.00	1.50	0.00
est Requirement	:S					Detail:
AIMS Read	ling 🔯 AIMS Math					
650 Approaches	690 Meets					

Course History Screen

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

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

rade: 08						
Course Title (ID)	Mark	Credit	Attempted	Cre	dit Completed	Verified Credit
Edupoint High School Year: 2015 Term: S	1					
EXPLORATORY TEEN LIVING 8 (HE8210)	A	0.00		0.00		
Edupoint High School Year: 2015 Term: Y	R					
ADVANCED ENGLISH 8 (LA1124)	A-	0.00		0.0	0	
ALGEBRA 1 HONORS (MA3220)	в	1.00		1.0	0	Mathematics
CORE SOCIAL STUDIES 8 (SO2106)	А	0.00		0.0	0	
EARTH SCIENCE (SC4210)	A-	1.00		1.0	0	Science
SPANISH I (FL5510)	в	1.00		1.0	0	
Edupoint High School Year: 2015 Term: S	2					
TECHNOLOGY EDUCATION 8 (TE8483)	А	0.00		0.0	0	
rade: 09						
Course Title (ID)		Mark	Credit Attempte	d	Credit Completed	Verified Credit
Hope High School Year: 2016 Term: YR						
AP HUMAN GEOGRAPHY (SO2211)		C-	1.00		1.00	History

Student Course History Screen

4. Click Unofficial Transcript to see a PDF of the student's transcript.

Ashley Hope High School		Edu	My Account Help Logout
ID: 801630 (343-555-1212)		Good afterno	on, Ashley Acevedo, 11/30/2018
Home	Graduation Status Class of 2020	Detail: Off	Cummulative GPA
Assessment Attendance	Subject Area Progress		2.41 Rank: 710 out of 1031
Class Schedule	Test Requirements	Detail: off	Unweighted GPA
Class Websites	IIMS Reading AIMS Writing 🚺 AIMS Math		2.00
Course Request Grade Book	AIMS Science		Rank: 626 out of 1030
Health	Student Course History	Detail: off	

Course History Screen

A message displays when a transcript is not currently available.
aracter Codi
Course History Screen

## **Viewing Discipline Information**

The Discipline screen 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 in the Navigation bar.
- 2. Click an incident in Discipline Summary to see additional details about the incident.

			Summary
	Disci	pline 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 Screen

The Discipline Detail displays the associated staff member and the Discipline Disposition Summary section, if applicable.

				Summary   Det	
		Discipline Det	tail		
ncident Date 05/29/2018	Incident Time 2:00 PM	Incident Role Offender	Referred By S Adams, Laurie J	taff Name Iulia Weathers 🟚 🖂	
∟ocation Hallway/Stairwe	ell	Incident Context Code Afternoon Classes	School Name Hope High School		
/iolations Fighting					
Comment Billy shoved an	other student wh	o then pushed Billy			
		,,,,,,			
		Discipline Disposition	Summary		
			Description	Staff Name	
Disposition Date	e Start Date	End Date	Description		

Discipline Summary Screen, Discipline Detail

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

The Special Education screen displays the student's Special Education documents, such as the Individualized Education Plan (IEP) and Progress Reports, if a student is receiving services. The screen also displays the Next Annual Review Date and the Next Reevaluation Date.

- 1. Click Special Ed in the Navigation bar.
- 2. Click the date link to view a PDF of the current IEP, Placement Determination, or Progress Report. You can use your browser to print or save a copy of the PDF files.

A date does not display when a document is not available.	
Special Education	
	Summary
Special Education	
Next Annual Review Due 08/15/2019	
Next Reevaluation Date 08/16/2021	
IEP <u>08/16/2018</u>	
Placement Determination	
Progress Report	

Special Education Screen

Special Education 345 Market St Fountain Valley, A Phone: 987-555- Fax: 987-555-	Indi	ividua	lized Educ		Street Diarkt				
Student Name:	Aaron, lan				Home Phone:	480-555-12	214	Date: 11/09/2011	
Date Of Birth:	04/12/2002				Home Address:	1959 S Va	Vista Dr		
Student No.:	129442					Mesa, AZ	35234		
Ape 9	Gender Male	Grade 04		Home School Adams E	lementary		Attending Scho Adams Ele	oi ementary	
Ethnicity Hispanic			Primary L Englis	anguage - Dat s <b>h</b>	e Determined		Home Language English	- Date Determined	
Parent/Guardian									
Name Kathleen Aaro	n		Home Pho ###-###	ne #-####	Name Phillip Aar	on		Home Phone 480-555-1214	
Address 1959 S Val Vist	a Dr		Work Phon	ne	Address 1959 S Val	Vista Dr		Work Phone 602-333-4874	
Mesa, AZ 8523	4		Emergency ###-##	y Phone #_####	Mesa, AZ	35234		Emergency Phone 480-555-6767	

Individualized Education Program Document

Edupoint Schoo Special Educatie 345 Market St Fountain Valley, Phone: 987 Fax: 987	A District on Department , AZ 85101 7-555-1234 7-555-4321	IEP	Progress Report	– Annual Goal		Edupoint
Student Name	Ian Aaror	n	ID #	129442	Date 1	0/26/2012
School of Atter	ndance Ada	ams Elementary				
Category:	Math - Second	lary				
Category: Annual G	Math - Second	lary				
Category: Annual G Pre score	Math - Second oal: sfsadf date: 11/13/2	lary 2012				
Category: Annual G Pre score Pre score	Math - Second oal: sfsadf date: 11/13/2 : x	lary 2012				
Category: Annual G Pre score Pre score Date	Math - Second oal: sfsadf date: 11/13/2 : x Progress Code	lary 2012 Score	Comments			
Category: Annual G Pre score Pre score Date 09/28/2012	Math - Second oal: sfsadf date: 11/13/2 : x Progress Code 2	2012 Score 12	Comments Ian has not been	doing well. He ne	eds to focus.	

IEP Progress Report - Annual Goal Document

## **Viewing Documents**

The Documents screen displays all documents attached for the student.



- 1. Click Documents in the Navigation bar.
- 2. Click the Document link to view the document.

D: 997065 Kennedy High Sch	lool			Edupoint School Distric Good afternoon, Kathleen Aaron, 7/6/2010
Home	DOCUMEN	TS		
Calendar			Documents	
Assessment	Upload Date	Document		Document Category
Attendance	07/05/2018	PHLOTE		Personal Document
Class Schedule				
Class Websites				

Documents Screen

# Chapter 3: Classroom Information

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Viewing Class Websites56Viewing Test History58	Taking Assessments	
Viewing Test History	Viewing Class Websites	
	Viewing Test History	

## **Viewing Attendance Information**

The Attendance screen 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 Totals By Period sections display the 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 Screen

2. Hover over the Calendar Date to see the daily attendance code.

E 2882286 Anna Hope High School (949-555-1212)																				My A	lccoui	nt H Goo	Edu d mor	Online Registration point School ming, Adam Jackson	Logout District 5/20/2019
Home Synergy Mail	ATTENDANCE																							A Report A	Absence
Calendar	<			Ар	ril 2	019						Ma	iy 20	)19					Ju	ne 2	019			>	
Assessment	<b>m</b>	S	М	т	W	т	F	S		S	м	т	w	т	F	S	S	М	Т	W	т	F	S		
			1	2	3	4	5	6					1	2	3	4							1		
Attendance	Ť	7	8	9	10	11	12	13		5	6	7	8	xcuse	d <sup>1</sup> 0	11	2	3	4	5	6	7	8		
Class Websites		14	15	16	17	18	19	20		12	13	14	15	16 Ø	17	18	9	10	11	12	13	14	15		
Conference		21	22	23	24	25	26	27		19	20	21	22	23	24	25	16	17	18	19	20	21	22		
Course History		28	29	30						26	27	28	29	30	31		23	24	25	26	27	28	29		
Course Request																									
() Discipline						0:	Excu	sed	0: Ti	ardy	×	Unex	cuse	i P	: Acti	vity @	): Not	Sched	uled						

#### Attendance Screen

The ParentVUE / StudentVUE calendar does not display future attendance.



3. Click the right or left arrows to scroll between months or click 🔹 to select a month to view.

Attendance Screen

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



#### Attendance Screen

5. Toggle **Detail** to *on* in the Days of Attendance section. The icons indicate the attendance information for that period and date.

Excused 📀: Tardy 🔀: Unexcused [ 🛋: Activity Ø: Not Scheduled									
Hope High School									
	Periods								
Date	1	2	3	4	5	6	7	8	9
02/20/2018									
02/16/2018									
02/15/2018									
02/12/2018	0	0	0	0					
02/09/2018						0			
02/08/2018		0		0		0			
02/07/2018									
02/06/2018				0		0			
02/05/2018	0	0	0	0					
02/01/2018		0							
01/31/2018	0		0						
01/30/2018	Ø	0	0						
01/29/2018	0	0	0						
01/18/2018		×		×		×			
01/17/2018	0	0	0	0		0	0		

Attendance Screen

## **Viewing the Class Schedule**

				Fall   Sprin						
	Student Schedule for Spring (01/01/2019 - 07/05/2019)									
Period	Course Title	Room Name	Teacher	Additional Staff Name						
0	Am Govt	216	Kathy Jackson 🔝 🔤							
1	Study Hall	SEM	Rel T Per Evit Teacher 🏚 🔤	Kathy Jackson (화) SS Michael Jackson (화) SS Tom Jones (화) SS						
2	Trig/collg Math	126	Nancy Topoozian 😥 💌	Roger Clark (1) (2) Michele Nebelung (1) (2) Heidi Udal (1) (2) Colleen Volkmann (1) (2) Landon Wrather (1) (2) Dannis Zazueta (1) (2)						
3	World Lit	231	Bill Shakespear 🔯 🔤							
4	Fashion and Interior Design	No Room	Rel Time Rel Time 🟚 🖬	Chris Becker C. (B) S Sarah Bellum (B) S Justin Berg (B) S Pete Blahak P. (B) S						
5	Independent Study	101	Robert Bordwell R. 🔝 🔤							
6	Early Childhood Development	No Room	Rel Time Rel Time 👜 💌							

The Class Schedule screen 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 Screen

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

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

Class Schedule Screen

- 1. Click **Class Schedule** in the Navigation bar.
- 2. Click the primary teacher's name or the envelope icon next to the primary teacher's name for the class you want to email. This opens the New Message window.

Home	CLASS SC	HEDULE										
Synergy Mail					Fall   Spring							
Calendar		2	tudent Schedule for Fall (06	(28/2010 - 12/20/2010)								
Attendance												
Class Schedule	Period	Course Title	Room Name	Teacher	Additional Staff Name							
Class Websites	0	Yearbook	No Room	Rel Time Rel Time 🔀 🔤								
Conference	1	Adv Wt Boys	ANNX	Hugh Murray 🐞 🔤								
Course History	2	Mythology	221	Valerie Tuzzino 🍺 🔳	Harriet Achtman (18) S Allison Becker A. (18) S Carrie Bliss (18) S							
	3	Study Hall	SEM	Rel T Per Evit Teacher 🐞 🔤	V-							
S Fee	4	Prin&prac Econ	P-13	Bob Amses 👼 🔤								
A Grade Book	5	Amer History I	P-26	Scott Lilland 🔯 🔤								
	6	AA Girls Sp	VFB	Kyle Shorts 👼 🔤								

Class Schedule Screen

 The To field displays the primary teacher's name and additional staff members for that class.

New Mes	New Message								
Send Close Add Attachment									
То	Staff Hope High School	Allison Becker A.	● Carrie Bliss X Staff Hope High School	Valerie Tuzzino Staff Hope High School	Cc Bcc				
Subject	RE: Eugene B. Banks, Course N	lythology, period 2							

New Message Window

Selecting the primary teacher's name also sends the emails to the additional staff members for that class.

- 3. Click the **Term** abbreviation (for example, **Fall**, **Spring**, **1st Qtr**, **2nd Qtr**) to view a different semester's schedule.
  - The schedule lists the Period, Rotation Days, Course Title, Room Name, and the Teacher for each class.

The Class Schedule displays the **Rotation Days** for each course if the school has rotation days defined.

• The staff member associated with the incident displays as a communication link.

Class Scl	Class Schedule								
				Fall   Spring					
	Hope High School	Student Schedule for I	Fall (07/04/2016 - 11/25/	2016)					
Period	Rotation Days	Course Title	Room Name	Teacher					
1	U, K, A	Teacher Aide	120	Robert Tofft 👼 🚖					
2	U, K, A	Beg Jewelry	403	Joe Sullivan 🝺 🚖					
3	U, K, A	Beg Photo	404	Thorne Schubert 뒏 🚖					
4	U, K, A	Eng (brit) Lit	222	Joan Snyder 🟚 🙈					
6	U, K, A	Science 10	120	Robert Tofft 👼 🙈					
7	U, K, A	9th Eng-Corr	230	Kathy Nunes 🟚 🚖					

Class Schedule Screen

## **Using Digital Locker**

The Digital Locker screen 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.



Files that students submit for a specific assignment are stored in Grade Book if your district uses Grade Book. See <u>Viewing Grade Book</u> for more information.

- 1. Click **Digital Locker** in the Navigation bar. The Digital Locker displays the date of upload, the file name, notes about the file entered by the student, and the size of the file.
- 2. Click the Document name to download a copy of the file.



StudentVUE Digital Locker Screen

#### **Uploading Documents**

1. Click Browse to locate the document on your computer.

Digital Locker						
Document	Notes	File Size	Action			
Constitution.doc		37 KB	Remove			
FreudPaper.doc		34 KB	Remove			
	Document       Constitution.doc       FreudPaper.doc	Document     Notes       Constitution.doc	Document     Notes     File Size       Constitution.doc     37 KB       FreudPaper.doc     34 KB			

StudentVUE Digital Locker Screen

2. Click Upload.



File Size Action	
37 KB Remove	
34 KB Remove	
	37 KB   Remove     34 KB   Remove

StudentVUE Digital Locker Screen

## **Viewing Report Cards**

- 1. Click Report Card in the Navigation bar to see grades for each term and progress 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.
  - Select Click here to view report card for <<term/period>> to print the report card for the current term or period.

Tr te	nis onl rm.	y displays if a	a PDF	report ca	ard is a	availa	ble for the
Billy Hope High Scho (949-555-1212)	ol						My Account Help Close
Home 🕜 Messages 🔮	Repor	t Card					
Calendar Conference Course History	A P	Student Grades 1st Quarter   Progress Qtr 2   Second Quarter   Third Quarter   4th Quarter A PDF report card is not available for First Quarter					
Grade Book		Student Grades for Fir	st Quarter (endi	ng on 10/25/2019)			
Student Info	Period	Course Title	Room Name	Teacher	Marks		
Cocuments	1-2	Academic Decath (AD86W)		mark adams 🐱	A+		
	A+	G	rade Legend				
	A+	Outstanding					

Report Card Screen

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

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

Report Card Screen

## Viewing Grade Book

The Grade Book screen allows parents and students to keep track of grades, assignments, and test scores posted in Grade Book if your district uses Grade Book.

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



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

GR/	ADE B	OOK		
Clas	ses for H	lope High School		1st Quarter 🌱
^	<b>B</b> 85.4%	0: Am Govt Kathy Jackson  ☑ Room: 216	2 Missing Assignments Class Page	Last Update: 3/7/2019
		Student Performance		Class Grades
Ho Assi	Test Project Quiz mework ignment TOTAL	20 49 60	80 100	3%
*	<b>C+</b> 78.7%	<b>1: Beg Jewelry</b> Beverly Williams ⊯ <b>⊠</b> Room: 403	0 Missing Assignments Class Page	o o
*	<b>C-</b> 71.7%	2: Intermediate Acting Frank Chaplin ₪ ■ Room: 409	0 Missing Assignments Class Page	o

Grade Book Screen

Description	Grade Book Item
Assignments and scores from the last two weeks	Recent History         District Math Assessment - Winter         Carroll, N 3/4 Grade(1)         Due Date:01/18/2019         Points: 10         District Reading Assessment - Winter         Carroll, N 3/4 Grade(1)         Due Date:01/18/2019         Points: 10         One Tree Three Branches         Carroll, N 3/4 Grade(1)         Due Date:01/28/2019         Points: 1
The percent of students in the section earning each mark/grade. Top 5 marks are colored blue, pin, yellow, green, and light blue Gray are marks lower than the top 5	Class Grades
Gray indicates the total possible percentage a student can earn Green is the actual percentage the student earned TOTAL bar combines the values for all of the other bars	Student Performance
Shows trends in overall grade for sections Green is the current value Blue is the highest overall grade earned for the section Red is the lowest overall grade	Cast Update: 3/7/2019
earned for the section Line represents the overall grade changes that are not equal to the highest, lowest, or current grade	Grade History Chart

The following charts display depending on your school's setup.

#### ParentVUE and StudentVUE 2.0 User Guide Chapter 3: Classroom Information

Description	Grade Book Item
Displays the Current Grade and Percent of Grade the student earned for the section	Category Weighting
Shows assignments due today or tomorrow Shows the next 5 assignments if nothing is due today or tomorrow	Upcoming Assignments Law of the Land Carroll, N 3/4 Grade(1) Due Date:01/17/2019 Points: 1 DRA Winter Carroll, N 3/4 Grade(1) Due Date:01/18/2019 Points: 10
	Upcoming Assignment Details

51

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



Grade Book Screen



4. Select an assignment that has a date in the **Drop Box** column to upload documents to assignments.

Assignments								
Q Search								
Date \Upsilon	Assignment	Assignm <b>T</b>	Resources <b>T</b>	Score 🛛 🍸	Score Ty <b>T</b>	Points <b>T</b>	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
			-					

Grade Book Screen

a. Select a location for the document.



		Digital Drop Box		
Documents	Note	Upload Date	File Size	Action
		Wy Computer Upload from your hard drive		
		Google Drive Upload from Google Drive		
cument Notes (optional):		OneDrive Upload from OneDrive My Computer	Open	

Grade Book Screen

- 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.



- Standards Standards associated with the assignment display in this section if available. See <u>Standards View</u>.
- 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	5						
Assignment: Subtract Whole Numbers	Assignment:TypeDateDue DateSubtract Whole NumbersProject4/12/20184/12/2018							
Score 9	Score Type Raw Score	e Points Notes e 0.90 / 1.0000						
Description The learner will subtract any whole numbers of up	Description The learner will subtract any whole numbers of up to 4 digits, with or without regrouping.							
	Standards							
Standard	Performanc	e Indicator						
Make estimates appropriate to a given situation or compute whole numbers.	tion with	62.86 /	100.00					
Compare and order whole numbers through six digits by ap concept of place value.	plying the	84.52 /	100.00					
Strand 1: Number and Operations	Strand 1: Number and Operations 90.00 / 100.00							
6 H H H 6								
	Resources							
Name	Description							
test	test							

Grade Book Screen, Grade Book Assignment Details

#### **Rubrics**

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

All Classes 4th	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	Description						
		Rubric Score					
Writing Rubric							
Criteria	Ratings			Points			
Quality	5 Topic covered well. Excellent Introduction, supporting evidence and conclusion	3 Issues with Introduction or Conclusion.	O Topic not covered well.	5			
Grammar	5 No grammar mistakes	<b>3</b> Minor mistakes.	<b>O</b> Grammar mistakes all over.	3			
Creativity	5 Very Creative	<b>3</b> Average Creativity	<b>O</b> Lacked any and all creativity	5			
	Rubric Points: 13 out of 15 Score: 21.67 out of 25						

Grade Book Screen, Grade Book Assignment Details

#### **Standards View**

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



Your district might not use standards.

	Standards					
Subject	Standard	Mark	Note	Performance Indicator		
Reading [expand all]	01 Alphabetize a series of words to the third letter.	88		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		100.00 / 100.00		
	04 Read common abbreviations (e.g., Wed., Sept.) fluently.	75		75.00 / 100.00		

Grade Book Screen, Standards Detail

2. Click an assignment to view the Assignment Detail.

			Standards				
Subject	Standard		Mark	Notes	Performance Indicator		
Math [expand all]	Sort whole numbers into	o sets and justify the sort.					
	Parent friendly descript	ion of standard can be displaye	ed in ParentVUE.				
	Make estimates appropriate to a given situation or computation with whole numbers.					2.00 / 4.00	
	Assignment	Assignment Type	Date				
	Assessmentl	Test	12/26/2018	2		2.00 / 4.00	
	Compare and order who concept of place value.	ble numbers through six digits					
	Formulate and answer o	westions by interpreting and a	nalyzing displays of	3		200/400	

Grade Book Screen, Standards Detail

GRADE BOOK										
All Classes 3rd Qtr 👻 Math 👻										
Grade Book Assignment Detail										
Assignment: Assessment1	Assignment Type Test	Date 12/25/2018	Due Date 12/26/2018							
Score 3.00	Score Type Raw Score	Points 3.00 / 5.0000	Notes							
Description										
	Stand	lards								
Standard Performance Indicator										
Standard		Performance Indicator								
Make estimates appropriate t	o a given situation or computation with whole	Performance Indicator	/ 4.00							
Make estimates appropriate to numbers. Formulate and answer question including frequency tables, sin	o a given situation or computation with whole vns by interpreting and analyzing displays of data, igle bar graphs, or single line graphs.	Performance Indicator	/ 4.00							
Make estimates appropriate t numbers. Formulate and answer questic including frequency tables, si Describe sequences of 2-dime of sides, changing size, or cha	o a given situation or computation with whole ons by interpreting and analyzing displays of data, sigle bar graphs, or single line graphs. Insional figures created by increasing the number nging orientation.	Performance Indicator 2.00 3.00 4.00	/ 4.00							

Grade Book Screen

### **Taking Assessments**



See *Synergy SIS – Assessment User Guide* for more information on taking assessments.

### **Viewing Class Websites**

The Class Websites screen displays teacher-created and class-specific postings, such as announcements, homework assignments, and class resources.

- 1. Click Class Website in the Navigation bar.
- 2. Select a topic.
- 3. Select the class to view. 2
- 4. Use the links to access classroom documents or class resources.
- 5. Select a Curriculum Plan, if available, to access scheduled lesson plans and classroom documents.

Classroom Documents	CLASS WEBSITES
(YR) Science SEC:0102 • 2	
Science Extra Credit	TOPICS
created on: 4/24/2015	Classroom Documents
Spend some extra time learning the planets in our solar system and pass the quiz to earn 10 extra points.	ABC's of Our Classroom
Resource Planets in our Solar System.docx 🕅 3	Announcements
Chudu Quida	
created on: 4/24/2015	Language Arts Math
Use this Study Guide to help your through this weeks unit.	Social Studies
Resource	
StudyGuide.doc 🝘	

Class Websites Screen

- a. Select a class. 6
- b. Select a week to view. 6
- c. View the scheduled lessons and resources by the day of the week.

	(YR) Math SEC:010
(YR) Math SEC:0102 5 • Week 1 (7/28/2014 - 8/3/2016 •	
Monday - 7/28/2014	TOPICS
Whole Numbers to 4 digits The learner will add/subtract any whole numbers of up to 4 digits, with or without regroupings.	Units Announcements Homework Classroom Documents
Resource Description	CURRICULUM PLAN
Web Link  Link to Edupoint	Language Arts Math
Standards	Social Studies Visual Arts
Final Constants	esson Plans
with final consonants that need to be doubled when adding an ending	

Class Websites Screen, Curriculum Plan

#### **Alternate Web Pages**

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

Classes	_		
(S2) Jackson, K Am Govt(0) SEC:1077	• 1		
America > Unit -	n Government Unt 2 - Unt 3 - 2		
Video/Image and Text 🔮 3	Video/Image and Text	Page Text 🕃	Page Text 🔀
"In marters of style, winwith the current; in natures of principle, stand like a rock."		Once you have watched the video and studied the resources click the link below to take the quiz. Ideals of	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:
Wecome to Lesson 1		Government	Foundations of US Government
Work through the content on the page and complete the required tasks to move to the next lesson.	Web/File Resources	Assignment 🔀	Explore the historical roots of the US Government and the ideas and principals that underlie the
You are required to participate in the discussion.	constitutuion_new.pptx created on 10/28/2015 2:18:29 PM, by Kathy Jackson	Details	Declaration of Independence. Consider the philosophy of the US Government and trace the
Email your teacher if you have	Visibility: Parents, Students, Teachers	Homework 10/19/2017	process of US independence

Class Websites Screen

- Select the class to view.
- 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 assessments/assignments, or view other lessons.

## **Viewing Test History**

The Test History screen displays the student test scores with the test part, score, and year information. It also displays the graph of a student's progress in a specific part over time.

- 1. Click Test History in the Navigation bar to display the Test History screen.
  - View the historical test score information in the Growth Over Time graph, if available.
     Hover over the Score to view the value.
  - View the Test Part Performance level and test Year.
  - Use the arrows to sort the columns in ascending or descending order. 6

TEST	HISTOP	RY		_			
AIMS		2		3			
Test Part	Test Part Perf.	Year	School Name	Admin Date ↓	AIMS - Scale	Growth Over Time	
Math	Meets	2017-2018	Hope High Sc	03/17/2018	690	Growth Over Time	
Reading	Approaches	2017-2018	Hope High Sc	03/17/2018	650	690 700	
Writing	Exceeds	2017-2018 Hope H		03/17/2018	800	700	
Math	Exceeds	2016-2017		03/15/2017	700		
Reading	ding Falls Far Below 2016-2017			03/15/2017	600	675	
Writing	Meets	2016-2017		03/15/2017	650	800	
Math	Exceeds	2015-2016		03/14/2016	675		
Reading	Falls Far Below	2015-2016		03/14/2016	600	625	
Writing	Approaches	2015-2016		03/14/2016	625	650	
						600	
						2015-2016 2016-2017 2017-2018	
						Bandian Casla Canan Whitian Casla Canan Math. Casla Canan	
						Reading - Scale Score - Whong - Scale Score - Water - Scale Score	
SAT							
Test Part	Year		Admin Date	↓ SAT - F	Raw Score	Growth Over Time	
Math	2018-	2019	03/06/2019	800			
Verbal	2018-	2019	03/06/2019	750		770	
Math	2017-	2018	03/04/2018	760		750	
Verbal	2017-	2018	03/04/2018	780			
						780	
						000	
						800	
						760	
						2017-2018 2018-2019	
						Math - Raw Score Verhal - Raw Score	

Test History Screen

# Chapter 4: Communication

60
61
62
67
70
75
78
89
90
94

## **Emergency Response System**

Your school can activate the Emergency Response System that allows students to self-report their status from StudentVUE on the web or the mobile application.

- 1. Log in to StudentVUE.
- 2. Answer the questions on the Emergency Response System screen.
  - · Are you at school today?
  - Are you safe?
  - Where are you?

Emergency Response Syster	n	
	EMERGENCY	
	Are you at school today?	
	YES NO	
	Are you safe?	
	YES NO	
	Where Are You?	
	Save	

StudentVUE Emergency Response System Screen

3. Click Save.

## **Viewing Messages or Alerts**



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

#### Without Synergy Mail

The Messages screen displays important district/classroom messages and emails.

- 1. Click Messages in the Navigation bar.
  - The number of unread messages displays in 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 X to remove a message.

Messages	MESSAGES		
Calendar		Date	Subject
Te Assessment		04/26/2018	Survey: Jen Wonders: Jen Wonders:
Attendance		07/11/2017	Survey: After School Locations: After School Locations:

#### Messages Screen



#### With Synergy Mail

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

Billy Hope High School (949-555-1212)	•		Streams My Account	Help         Online Registration         Logout           Edupoint         School         District           Good afternoon, Phillip Aaron, 7/6/2018
Home	Compose	More - Q		
Synergy man	🔄 Inbox 🛛 🕤	From	Subject	-
Calendar		Survey	Survey: After School Locations: After School Locations	
Assessment	4			
Attendance	A Sent			
age Class Schedule	💣 Drafts			

Synergy Mail Screen, 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 SCHEE	CLASS SCHEDULE								
			Fall   Spring						
	Student Schedule for Sp	ring (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 Screen

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

🔹 🖬	9 PL + *	<b> </b> =			RE: Billy C. A	Abbott - Me	ssage (H1	ſML)				• ×
	Message	Insert	Options	Format Text	Review	Adobe PDF						^ 🕜
Paste	∦ Cut ≧ Copy ∮ Format Pair	nter B		× A* ∧*   ∺ · A ·   ≣ ≣	≣ - )≣ -   ऌ ≣ =≣   ∰ 6	Address Book	Check Names	Attach Attach	Signature	<ul> <li>Follow Up </li> <li>High Importance</li> <li>Low Importance</li> </ul>	8 Zoom	
Cli	pboard	G.		Basic Text		G Nam	nes	Includ	e	Tags G	Zoom	
<b>Send</b>	To Cc	kjackson	@edupoint.edu									$\exists$
		RE: Billy (	. Abbott									
												63 -

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 the recipients for the message in 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 <b>Teachers</b> tab displays the teachers for the current grading period	
grading period.	

То			
<select fi<="" td=""><td>om list below&gt;</td><td></td><td></td></select>	om list below>		
	🔩 Billy's Teachers 💄 Billy's Counselor 🐯 Bi	lly's Groups 👬 Staff Contact Li	ists
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
		Cano	el OK

ParentVUE To Screen

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

New M	essage	□ ×
Send	Close	Add Attachment
From	Staff - Phillip Aaron - Hope High School	Cc Bcc
То		× /
Subject		

New Message Screen

b. Select CC or BCC to locate the recipients.

lew M	essage	□ ×
Send	Close	Add Attachment
rom	No Reply - District	•
То		× /
Cc		× /
Bcc		× /

New Message Screen

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

B I Ξ Ω	<u>U</u> 5		* «	Font	·) s	ize 🔻	· <u>A</u> -	4	I,	Ł	±	3	1= 2=	:=	+	+ <u>H</u>	
You can drag	and drop a	attachmer	nts here	9.													

New Message Screen

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



Click **Close** and focus to another child to send emails to recipients for more than one of your children. 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 the recipients for the message in To.
  - My Teachers, My Counselor, and My Groups display as tab options 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.

То							
<select f<="" td=""><td>from list below&gt;</td><td></td><td></td><td></td><td></td><td></td><td></td></select>	from list below>						
4	My Teachers	My Counselor	😚 My Groups	Staff	🜷 Students	Contact Lists	
Add Al	Spring (11/25/201	7 - 07/06/2018)	Ť				
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	к

StudentVUE To Screen

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

New M	essage	<b>□</b> ×
Send	Close	Add Attachment
From	Staff - Phillip Aaron - Hope High School	Cc Bcc
То		× /
Subject		

New Message Screen

b. Select CC or BCC to locate the recipients.

lew M	essage	□ ×
Send	Close	Add Attachment
rom	No Reply - District	•
То		× /
Cc		× /
Bee		× /

New Message Screen

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

B	I Ω	<u>U</u> ©	<del>\$</del>	*	*	Font	•	Size	•	<u>A</u> -	 Ix	Ł	±	4	1= 2=	:=	1	ŧ	
You can	drag	and dr	op atte	achmei	nts her	e.													

New Message Screen

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

## **Communications in ParentVUE and StudentVUE**

You can interact with communications in ParentVUE and StudentVUE directly from the Home screen.



Some functionality is different when Synergy Mail is enabled.

#### **Communications with Synergy Mail Enabled**

In the example below, TeacherVUE Communications display on the StudentVUE Home screen.

1. Log in to StudentVUE. Communications display on the Home screen.

No Photo	My Account H	elp Logo
Hope High School (757-648-5200)	Good morning, Billy Ab	bott, 2/14/
n Synergy Mail C No Photo	Billy	
Attendance	ID: 313387	
Class Schedule	Hope High School	
Course History	No billy - Progress report period Progress Report mm 3 is ending on 34/2020	
Course Request	Section Communication (2/14/2020)	
S Fee	Image: State of the state o	
A Grade Book		
A <sup>+</sup> <sub>o</sub> Report Card	S contact list (2/13/2020)	
lacksquare Student Info	会 section email (2/13/2020)	
	e ormunication 12 (2/13/2020)	

StudentVUE Home Screen

- 2. Select a communication to open the View Message window.
  - Click 🔲 to delete the communication.
  - Click reply to or forward the communication.
  - The communication displays with a date and time stamp.

View Message	Teply -
Section Communication Today at 8-41 AM • Show Details	
From Katherine Jackson Teacher Hope High School	
this is a TeacherVUE communication and will display on the home page	
	Close

View Message Window

Communication is deleted from the Synergy Mail inbox when it is deleted from the Home screen.

Communication sent to a class or group always displays on the ParentVUE and/or StudentVUE Home screen.

Communication sent to specific parents displays on the ParentVUE Home screen. This is indicated on the TeacherVUE Communication screen in the To section.

	From Jackson, Katherine (Katherine Jackson@mail gasynergylocatga00vm.com) Bind copy me on enalts I send
	То
Message Details	People Specific Student(s) and/or Parent(s)
From	Students/Parents for message (click to select students and/or
То	parents)
сс	HUMBERTO ZUNIGA (parent of Billy Abbott)
Subject	NOTE: In addition to messages being posted to the user's StudentYUE/ParentYUE account, emails will be sent to those Specific students and/or
Message	parents with valid email addresses.
Attachments	
	TeacherVUE Communication Screen

**Edupoint Proprietary and Confidential** 

#### **Communications with Synergy Mail Disabled**

1. Log in to StudentVUE. Communications display on the Home screen.

<b>b</b> 0	nread co	ommunications display bold.		
Billy Hope High School (757-648-5200)			My Acco Good morning,	unt Help Logout ESD Billy Abbott, 2/14/2020
Home Synergy Mal Calendar Calendar Attendance Caurse History Course Request Course Request Grade Book Attendance Carde Book Attendance Student Info	No Photo	Billy         ID: 31337         Hope High School         A <sup>*</sup> Billy - Progress report period 'Progress Report MP 3' is ending on 3/4/2020         Section Communication (2/14/2020)         Contact list (2/13/2020)         e section email (2/13/2020)         e communication 12 (2/13/2020)         e communication 12 (2/13/2020)         e communication 11 (2/13/2020)         e communication 11 (2/13/2020)         e communication 11 (2/13/2020)		

StudentVUE Home Screen

- 2. Select a communication to open the View Message window.
  - Click it to delete the communication.



- Click Reply to reply to or forward the communication.
- The communication displays with a date and time stamp.

View Message	Teply Reply
Billy - communication 7 (2/12/2020)	
From Katherine Jackson	
single parent and student	
	Close

View Message Window



Deleting a communication from the StudentVUE Home screen also deletes the communication from the **Messages** tab.

You can view and download attachments.

## **Viewing the Calendar**

The Calendar screen 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.

1. Click Calendar in the Navigation bar to open the student's calendar.

You can view the calendar by Classes, Assignment Type, or Assignment Status.

Hom	e Messages 12	CALEND	AR									
	Calendar	1	Classes	T I	<b>_</b>	Assignment Type	٣	Ass	signment Sta	itus		٣
1	Attendance	Today <			Feb	oruary 202	20			Month V	Veek	Day
	Class Schedule							Show Rotation Day	<	February		>
S.	Course History	Sun	Mon	Tue	Wed	Thu	Fri	Sat		,		Ť
117.	Course Request	20	07	00	20	20	04		2 3	4 5	6 7	8
A	Grade Book	20	21		29	30			9 10	11 12	13 14	15
•	Health								16 17	18 19 :	20 21	22
$A_{\circ}^{+}$	Report Card	2	0		-	6	7	0	23 24	25 26 3	27 28	29
谷	School Information	2	3	4	Assembly	0	'	0				
2	Student Info				·· ,				Ev.	ents		
M	Test History		10		40	40		15	🗹 Ass	sessments		
	Documents	9	10	11	12	13	14	15				
									I Ass	signments		
									Mol	idays		
		16	17	18	19	20	21	22				
			<b>11</b> ( 10000)	14			P4 Internet		Sct Sct	nool Events		
		23	24	25	26	27	28	29				

ParentVUE Calendar Screen

• Classes – Displays the current classes including the Period, Course Title, Term that the class meets, Section ID, and Teacher Name

If there are no assignments for a grading period, that grading period does not display on the **Classes** list.

If a class is deselected, it no longer displays in the calendar and the associated assignments.

Billy Hope High School ID: 120044 (425-456-7400)					G	My Acco	unt Help	ESD 2/14/2020
Home B	CALENDAR							
Calendar	Classes T		Assignment Type	T	Ass	signment Statu	;	T
Assessment	\$1	Fe	bruary 20	)20		Mo	nth Week	Day
Attendance	Ø: Auto Tech 1 3hr S1 (CT_661.1) - Peter				Show Potation Day			
Class Schedule		10/2 1			Sat	<	February	>
Course History	4: Trgt Consm Math S1 (MAS621.1) - Mr David	vved	Inu	Fri	sat			1
A Grade Book	5: Trgt Engl 12 S1 (ENS701.1) - Ms Mary		30	31	1	2 3 4	5 6	4 16
👧 Health						16 17 1	19 20 2	1 22
A+ Report Card	6: US Gov/ Contempty World S1 (SS_701.1) - Ms Missy					23 24 2	26 27 2	8 29
School Information	7: Trg Acad Skil S1 (SUS441.1) - Ms Mary	membly	6	(	8	4 -		
Student Info	\$2					Ever	ts	
Test History		1	10		16	Asses	sments	
Documents	U. Auto rech 1 anr S2 (C1_661.2) - Mr Dion	v other	10	Test assign	10	Assig	ments	
	3: Am Travel (100003.2) - Mr Dion	nother		Ny assignm		- Assign	monto	
	L	_				Holida	ys	

ParentVUE Calendar Screen

• Assignment Type – Displays the assignment types for the assignments

If there are no assignments for a grading period, that grading period does not display on the **Classes** list.

If a class is deselected, it no longer displays in the calendar and the associated assignments.

							G	ESL Good afternoon, Billy Abbott, 2/14/2020	e.
Messages 🙂	CALENE	DAR							
Calendar	2-	Classes	T	12	Assignment Type	т	As:	signment Status	
Assessment	Today <	>		District Types		<u>^</u>		Month Week Day	
Attendance				<ul> <li>Class assessme</li> </ul>	ent/in class work		Show Rotation Day	< February >	
Class Schedule	Sun	Mon	Tue	In Class Assess	ment/work*	Fri	Sat	1	
Grade Book	26		28	Assignment			1	2 3 4 5 6 7 8	
) Health				District Assess	toect			16 17 18 19 20 21 22	
Report Card	2	3	4	Neg District Types			8	23 24 25 26 27 28 29	
School Information				Non-District Types				Events	
Student Info				M Assignment Col	npieuon			✓ Assessments	
Documents	9	10	11	Agenda/Planner	r	Test assion	15	C. Assistants	
,				Participation		My assignm		M Assignments	
				Tests and Quize	15			Holidays	
	16	17 K Holday	18	Accorrmants		Vacation	22	School Events	
				a Assessments					
	23	24	25	Homework and 26	In-class assignments 27	28	29		

ParentVUE Calendar Screen

Assignment Status – Displays the missing, due, and scoreless assignments

If an **Assignment Status** is deselected, it no longer displays the assignments associated with the status.

When an assignment is scoreless, it displays a red icon.

ome	CALENE	DAR									
Calendar	2	Classes	T	<b>`</b> ۲	Assignment Type	T	<b></b>	Assignme	nt Status		
Assessment	Today < 🕻	>		Fe	ebruary 20	020	Due Assignments		Month	Week	(
Attendance					,, j						
Class Schedule			-		_		<ul> <li>Missing Assignme</li> </ul>	ents	Febru	ary	
Course History	sun	Mon	lue	wed	Inu	Fri	<ul> <li>Scoreless Assign</li> </ul>	ments			
Grade Book	26		28	29	30			0	3 4 5	6 7	_
Health								16	17 18 19	20 21	÷.
Report Card						-		23	24 25 26	27 28	3
School Information	2	3	4	D Assembly	в	/	8	_			
Student Info								F	Events		
Test History	9	10	11	12	13	14	15		Assessmen	ts	
Documents		10	Field Trip	Another		Test assign				s	
				". Another		My assignm					
								2	Holidays		
	16	17	18	19	20	21	22		School Ever	nts	
		N Holiday	Vacation	Vacation	Nacation	Vacation					
	23	24	25	26	27	28	29				

ParentVUE Calendar Screen

The other options on the Calendar tab include:

• Today - Click this option to display the current Month, Week, or Day view.

CALENDAR			
Classes T	Assignment Type	Assignment Status	T
Today < >	February 2020	Month Week	Day
		< February	>
Week 4			1
reo 10 - reo 23		2 3 4 5 6 7	8
		9 10 11 12 13 14	15
Monday Feb 17		16 17 48 19 20 21	22
Holiday		23 24 25 26 27 28	29
		Events	
Tuesday Feb 18		<ul> <li>Assessments</li> </ul>	
vacation		<ul> <li>Assignments</li> </ul>	
Wednesday Feb 19		Holidays	
Vacation		School Events	
Thursday Feb 20			
Vacation			

ParentVUE Calendar Screen
• Show Rotation Day – Select this option to display the period rotation definition for the school.

Not all schools use Rotation Days.

You can select the **Show Rotation Day** option on the **Month** view.

If the **Show Rotation Day** option is selected, the period rotation definition code displays for the **Month**, **Week**, or **Day** view.



ParentVUE Calendar Screen

Events – Displays the Assessments, Assignments, Holidays, and School Events



ParentVUE Calendar Screen

• Calendar (on the right-hand side) - Displays a month in the calendar year





#### ParentVUE Calendar Screen

## **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.



Class Schedule Screen

	Click the <b>S</b> t teachers ar	t <b>reams</b> io nd staff us	con next to t sing Strean	the name to ns.	o communicate wit			
		CLASS SC	HEDULE					
~					Fall   Spring			
		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 🔊 🔤			

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

Teachers	Between Kathleen Aaron and Kathy Ja	ckson
Kathy Jackson Teacher Jackson, K Am Govt(0)	Dost to Stream Post Document	Last 90 Days
Kim Gordon Teacher Gordon, K Prin Eng III(1)	I need to communicate with you about Bi	3946 Characters Remaining 11y's homework.
David Gardner Teacher Gardner, D Intermediate Acting(2)	Post Cancel	
Mark Swartz Teacher Swartz, M Weight Trn Boys(3)		
Sara Patenge Teacher Patenge, S Prin&prac Econ(4)	End of Stream	
Rel Time Rel Time Teacher Rel Time, R Rt 5th Per(5), Rel Time, R Rt 6th Per(6)		

Streams Screen

### **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.

Post to Stream Post Document	Last 90 Day
	4000 Characters Remainin
No Desurrent Coloriad	
No Document Delected	

Streams Screen

- 3. Select the file and click **Open**.
- 4. Enter a note that pertains to the document in the message box, if necessary.
- 5. Click Upload & Post. The document uploads.

Between Kathleen	Aaron and Ka	thy Jac	kson
Dest to Stream	Post Document		Last 90 Days
			4000 Characters Remaining
File Ready - C:\fakenath\Perm	intine Clin dans		
Choose Document	Upload & Post	Cancel	]

Streams Screen

#### **Managing Posts**

• Click Edit Post to edit the message.

Kathy Aaron	
need to talk to you about Billy's homework. few seconds ago	Edit Post
Write a comment	
while a commence.	



• Click Delete Post to delete the post and associated documents.



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

Here is the	note you rea	quested		
Update	Cancel	Delete Post		
Write	a comment			

Streams Screen

## **Managing Fees**

The Fee screen displays a summary of fees owed and paid. There are two types of fee systems the 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 in the Navigation bar. The Fee Summary screen displays each fee with the Date, Fee Code, Description, Fees, Payments, Balance, Fee Category, and Course.
- 2. Click the fee to view additional details. The Fee Detail screen displays.

				<b>*</b> ~~~~~				Summar
		Balance	that you o	we: \$280.0	D Pay F	ees		
			Fee	Summary				
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	
08/16/2017 2017-2018	ВК	Lost Book: Algebra II	\$45.00	0.00	\$45.00	Textbook	-	
09/12/2017 2017-2018	ВК	Torn Cover: Great Expectations	\$5.00	0.00	\$5.00	Textbook	-	
09/19/2017 2017-2018	ВК	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	РКР	(1 @ \$15.00) Parking Permit	\$15.00	0.00	\$15.00	Parking Permit	-	
05/31/2018 2017-2018	ҮВК	(3 @ \$35.00) Year Book	\$105.00	0.00	\$105.00	Yearbook	-	
Totals:			\$285.00	\$5.00	\$280.00			

Fee Summary Screen

				Summary Detai
		Fee Detail		
Transaction Date 08/16/2017	Fee Code BK	Fee Category Textbook	Description Lost Book: Algebra	a II
Fees \$45.00	Payments 0.00		Balance \$45.00	
School Year 2017	School Hope High Scho	lool		Course
		No data		

3. Click **Summary** to return to the Fee Summary screen.

Fee Summary Screen, Fee Detail

#### **Paying Student Fees**

The Standard Fee model allows you to make payments towards the total amount of all fees owed for a child. You cannot make payments towards a specific fee or make payments for multiple children at the same time. For example, Billy owes \$12.00 for his remaining **Balance** in fee charges and any payments made go towards his balance.

1. Click Pay Fees. The payment screen for the selected provider opens.

Balance that you owe: \$280.00 Pay Fees													
Fee Summary													
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course						
08/16/2017 2017-2018	ВК	Lost Book: Algebra II	\$45.00	0.00	\$45.00	Textbook	-						
09/12/2017 2017-2018	ВК	Torn Cover: Great Expectations	\$5.00	0.00	\$5.00	Textbook	-						
09/19/2017 2017-2018	ВК	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	РКР	(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	-						
Totals:			\$285.00	\$5.00	\$280.00								

Fee Summary Screen

- 2. Enter all appropriate payment information.
- 3. 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 in the Navigation bar. The Fee Summary displays the Date, Fee Code, Description, Fees, Payments, Balance, Fee Category, Course, and Fee Status.
- 2. Click the fee to view additional details. The Fee Detail screen displays.

								C
		Bala	nce that	you owe	: <b>\$305.00</b>	Pay Fe	es	Summa
				Outstandi	ng Fees			
Date	Fee Code	Description	Fees	Payments	Balance	Fee Categ	Course	Fee Status
08/16/2017 2017-2018	ВК	Lost Book: Algebra II	\$45.00	\$0.00	\$70.00	Textbook	-	Balance Due
09/12/2017 2017-2018	ВК	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	РКР	(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
Totals:			\$285.00	\$0.00	\$305.00			
				Paid F	ees			
Date	Fee Code	Description	Fees	Payments	Balance	Fee Categ	Course	Fee Status
09/19/2017 2017-2018	ВК	Book Damages		\$0.00	\$0.00	Payment	-	Paid in Full
Totals:			0	\$0.00	\$0.00			

Fee Summary Screen

#### 3. Click **Summary** to return to the Fee Summary screen.

						S	ummary Det
				Fee D	etail		
Transaction Date 08/16/2017	Fee Code BK	Fee Cateo Textb	gory Lc ook	escription ost Book: Alge	bra II	Refund Amount Needed 0.00	Fee Status Balance Due
Fees \$45.00	Paym \$0.00	ients )	Ac Cr \$0	djustment Adjustment redits Debits 0.00 0.00		Refunded Amount \$25.00	Balance \$70.00
School Year 2017	chool Year School 017 Hope High School				Course		
				Payment	History		
Transactio	Payment	Amount	Payment	Payment Payment Note	History		
Transactio 3	Payment 01/23/2018	Amount \$45.00	Payment Credit/Debit	Payment Payment Note Pay Schools Pa	<b>History</b> yment: Lost Book: Alge	ebra II	
Transactio 3 9	Payment 01/23/2018 05/31/2018	Amount \$45.00 \$45.00	Payment Credit/Debit Credit/Debit	Payment Note Pay Schools Pa Pay Schools Pa	<b>History</b> yment: Lost Book: Alge yment: Lost Book: Alge	ebra II	
Transactio 3 9	Payment 01/23/2018 05/31/2018 Total:	Amount \$45.00 \$45.00 \$90.00	Payment Credit/Debit Credit/Debit	Payment Note Pay Schools Pa Pay Schools Pa	<b>History</b> yment: Lost Book: Alge yment: Lost Book: Alge	ebra II ebra II	
Transactio 3 9	Payment 01/23/2018 05/31/2018 Total:	Amount \$45.00 \$45.00 \$90.00	Payment Credit/Debit Credit/Debit	Payment Note Pay Schools Pa Pay Schools Pa	History yment: Lost Book: Alge yment: Lost Book: Alge t History	ebra II ebra II	

Fee Summary Screen, Fee Detail

#### **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.

1. Click Pay Fees.

È

		Bala	nce that	you owe	: \$305.00	Pay Fe	ees	Summar
				Outstandi	ng Fees			
Date	Fee Code	Description	Fees	Payments	Balance	Fee Categ	Course	Fee Status
08/16/2017 2017-2018	ВК	Lost Book: Algebra II	\$45.00	\$0.00	\$70.00	Textbook	-	Balance Due
09/12/2017 2017-2018	ВК	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	РКР	(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
Totals:			\$285.00	\$0.00	\$305.00			
				Paid F	ees			
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
Totals			0	\$0.00	\$0.00			

Fee Summary Screen

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.

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

				F	ee Payment					
Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Payment A	Fee Category	Course
Remove	1	08/15/2018 2018-2019	ВК	Lost Book: Algebra II	\$45.00	\$0.00	\$45.00	\$45.00	Textbook	
Add	1	09/11/2018 2018-2019	ВК	Torn Cover: Great Expectations	\$5.00	\$0.00	\$5.00	\$5.00	Textbook	
Add	9	01/04/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	\$10.00	PE Locker	
Add	9	01/04/2019 2018-2019	ARTS	Cost needed to pay for art supplies.	\$50.00	\$0.00	\$50.00	\$50.00	Art Supplies	
Add	9	01/21/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	\$10.00	PE Locker	
Total:					\$120.00	\$0.00	\$120.00			

Fee Summary Screen

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 another child if using ParentVUE to add fees from other children to the cart.

- 3. Select a Payment Method.
- 4. Click **Checkout** if finished selecting fees. The Finalize Fee Payments screen displays all the fees currently in your cart.

FEE SU	MMAF	RY								
									Sum	mary   Payment
Select fee	s to pay fo	r this child an	d click "Che	kout", or navi <u>o</u>	gate to another	child and sel	ect more fees	s to pay befor	e checking ou	t all at once.
					Fee Paymen	t				
Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Payment A	Fee Category	Course
Remove	1	08/15/2018 2018-2019	вк	Lost Book: Algebra II	\$45.00	\$0.00	\$45.00	\$45.00	Textbook	
Add	1	09/11/2018 2018-2019	ВК	Torn Cover: Great Expectations	\$5.00	\$0.00	\$5.00	\$5.00	Textbook	
Add	9	01/04/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	\$10.00	PE Locker	
Add	9	01/04/2019 2018-2019	ARTS	Cost needed to pay for art supplies.	\$50.00	\$0.00	\$50.00	\$50.00	Art Supplies	
Add	9	01/21/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	\$10.00	PE Locker	
Total:					\$120.00	\$0.00	\$120.00			
								Dies	C-lt - D	
								E-	Check	ayment Method
										Checkout

Fee Summary Screen

5. Click Checkout.

								Summary   P	ayment   (
Review t	he selected p	ayments, then	click "Check	out" to initiat	e payment.				
					Cart				
Cart Action	Child	Priority	Date	Fee Code	Description	Amount	Payment Amo	Quantity	Tota
	Billy	1	08/15/2018	вк	Lost Book: Algebra II	\$45.00	\$45.00	1	\$45.0
Remove			2020 2025		· - 9				

Finalize Fee Payments Screen

- 6. Enter all appropriate login and payment information in the payment screen for the selected provider.
- 7. 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 Pending Fee Payments**

- 1. Open ParentVUE for a parent with a pending payment.
- 2. Click Fee in the Navigation bar.
- 3. Select the link in the **Date** column for an Outstanding Fee to open the Fee Detail and Payment History.

								Summar
			Balance th	nat you owe: \$	3120.00 F	Pay Fees		
				Outstanding	Fees			
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Fee Status
08/15/2018 2018-2019	вк	Lost Book: Algebra II	\$45.00	\$0.00	\$45.00	Textbook		Balance Due
09/11/2018 2018-2019	ВК	Torn Cover: Great Expectations	\$5.00	\$0.00	\$5.00	Textbook		Balance Due
01/04/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	PE Locker		Balance Due
01/04/2019 2018-2019	ARTS	Cost needed to pay for art supplies.	\$50.00	\$0.00	\$50.00	Art Supplies		Balance Due
01/21/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	PE Locker		Balance Due
Totals:			\$120.00	\$0.00	\$120.00			

ParentVUE Fee Summary Screen

*Pending* displays in the **Payment Status** column of the Payment History section or in the Pending Payment History section for the pending fees.

FEE SUN	IMARY							
								Summary   Deta
				Fee	Detai	il		
Transaction Date 08/15/2018	Fee 0 BK	Code Fee Tex	Category D tbook L	escription ost Book: Algebra II			Refund Amount Needed 0.00	Fee Status Balance Due
Fees \$45.00	Paym \$0.00	ients	A	Adjustment Credits \$0.00		Adjustment Debits 0.00	Refunded Amount \$0.00	Balance \$45.00
School Year 2018	Scho Hope	ol High School				Course		
Note								
				Daymor	nt Llie	top		
				Paymen		lory		
Transaction ID	Payment Date	Amount	Payment Metho	od Payment Status	Payn	nent Note		
13	01/07/2019	\$45.00	Credit/Debit	Pending	Pay 9	Schools Payment: Lost Book: /	Algebra II	
18	01/21/2019	\$45.00	Credit/Debit	Pending	Pay 9	Schools Payment: Lost Book: /	Algebra II	
17	01/21/2019	\$45.00	Credit/Debit	Pending	Pay 9	Schools Payment: Lost Book: /	Algebra II	
3	01/29/2019	\$45.00	Credit/Debit	Pending	Pay 9	Schools Payment: Lost Book: /	Algebra II	
	Total:	\$180.00						

ParentVUE Fee Summary Screen, Fee Detail

							Summary
				Fee	Detail		
ransaction Date 8/15/2018	Fee Co BK	de Fee C Textb	Category Desc book Lost	ription Book: Algebra II		Refund Amount Needed 0.00	Fee Status Balance Due
ees 45.00	Paymer \$0.00	nts	Adju \$0.0	stment Credits D	Adjustment Debits 0.00	Refunded Amount \$0.00	Balance \$45.00
chool Year 018	School Hope H	igh School			Course		
lote							
				Paymer	nt History		
Transaction ID	Payment Date	Amount	Payment Method	Payment Status	Payment Note		
				No Data	to Display		
	Total:	0					
				Pending Pay	yment History		
Transaction ID	Payment Date	Amount	Payment Method	Payment Status	Payment Note		
15	01/07/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book	Algebra II	
10	01/21/2015	JH5.00	Credit/Debit	rending	Pay Schools Payment: Lost Book: Algebra II		
18	01/21/2019	\$45.00	Credit/Debit	Pending	Day Schools Dayment: Lost Rook:	Algebra II	

ParentVUE Fee Summary Screen, Fee Detail

#### **Paying Fees Using SchoolPay**

Parents and students can access SchoolPay using ParentVUE and StudentVUE if the district has enabled SchoolPay.

- 1. Log in to ParentVUE or StudentVUE.
- 2. Select the parent or the student.
- 3. Select Fee.
- 4. Click **Pay Fees**. The parent or student is logged in to SchoolPay and the required and optional fees display.

No Phato Confise Do file ID: 097007 Kennedy High School	•					-		I	My Account Help Online Edupoir Good morning	e Registration Logout
Home	FEE SU		RY							
Synergy Mail										Summany
Calendar					Balance	that you o	we \$95.00	Day Fees		Summary
Assessment					Dalance	that you c	We. \$55.00	Payrees		
Attendance						Outsta	nding Fees			
Class Schedule										
Class Websites	Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Notes	Fee Status
Conference	07/09/2019 2018-2019	SBF	Science Book Fee	\$50.00	\$0.00	\$50.00	Textbook	-		Balance Due
Course History	07/09/2019 2018-2019	LABF	Lab Fee - Special	\$35.00	\$0.00	\$35.00	Lab Fee			Balance Due
Course Request	07/09/2019	EDEFM	Edupoint	\$10.00	\$0.00	\$10.00	Yearbook	-		Balance Due
( Discipline	2018-2019		District Ed Foundation							
🔇 Fee			Membership							
Grade Book	Totals:			\$95.00	\$0.00	\$95.00				
🐼 Health										

ParentVUE Fee Summary Screen

5. Click Add To Cart for the fees you want to pay.

The fee Priority (from 1 to 9, 1 being the highest) as set on the Student Fees screen and SchoolPay is enforced in SchoolPay when the parent or student pays fees. Higher level fees must be paid before the lower level fees.

When there is an unselected higher-priority item, the following message displays: "Not all mandatory items have been purchased." You can either click **Cancel** to return to the School Payments screen or click **Add** to place the higher-priority fee in the cart.

- 6. Click Billing.
- 7. Complete the Payment information.
- 8. Click Review Order.
- 9. Review the information and edit any errors by clicking on Edit Billing Info or Edit Cart.
- 10. Click **Finish**. An acknowledgement is emailed to the address entered by the parent or student.
- 11. Click Return to ParentVUE or StudentVUE.

The payment of required (Synergy Items) fees displays in ParentVUE Fees, StudentVUE Fees, and Synergy SIS Student Fees as Paid in Full. The optional fees display only in SchoolPay.

No Pasto	Manu	-							Ľ		ine Registration Logour
Cn fla ID: 9970	Kennedy High School									Edupo Good morni	int School District ng, Phillip Aaron, 7/10/2019
Hom	e	FEE S		2Y							
Ŕ	Synergy Mail			<b>、</b>							Cummon
5	Calendar					Balanaa	that you a		Devices		Summary
	Assessment					Balarice	that you o	we: \$10.00	Pay Fees		
×.	Attendance						Outsta	nding Fees			
1:5	Class Schedule										
-	Class Websites	Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Notes	Fee Status
	Conference	07/09/2019 2018-2019	EDEFM	Edupoint District Ed	\$10.00	\$0.00	\$10.00	Yearbook	-		Balance Due
$\hat{\mathbf{x}}_{i}$	Course History			Foundation Membership							
	Course Request	Totals:			\$10.00	\$0.00	\$10.00				
(!)	Discipline										
\$\$	Fee										
A	Grade Book						Pa	id Fees			
•	Health	Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Notes	Fee Status
A <sup>+</sup> <sub>o</sub>	muffins	07/09/2019	SBF	Science Book	\$50.00	\$50.00	\$0.00	Textbook	-		Paid in Full
谷	School Information	2018-2019	LARE	Lab Eee -	\$25.00	\$25.00	\$0.00	Lab Eee			Daid in Full
2	Student Info	2018-2019		Special	\$33.00	\$33.00	30.00	Lauree			Paid In Full
-2	Special Ed	Totals:			\$85.00	\$85.00	\$0.00				
Î	Custom Tab										

ParentVUE Fee Summary Screen

Edupoint Proprietary and Confidential

## **Viewing Conference Information**

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

1. Click Conference in the Navigation bar.

		Summary   Parent Scheduled Conference
		Conference Summary
Meeting D	Followup	Description
6/11/2018		Emotional Issue
06/11/2018		Teacher Issues
06/04/2018	01/09/2018	Bullying
5/23/2018		Personal
5/23/2018	05/28/2018	Parent Meeting
)4/25/2018		Graduation Review

ParentVUE Conference Screen

The **Parent Scheduled Conferences** tab displays a list of time slots. The parent can select a time slot to schedule a conference for the teacher and student. Available times have an open checkbox. The time the parent selected displays in green.

CONFERENCE			
Parent teacher confere	ence scheduling	Sumn 3 Io	harry Parent Scheduled Conferences atalie Carroll 14 Grade cation: Room 201 - 7/12/2018 8:30 AM
Available Dates: Thursday, 7/12/2018	Parent Scherluled Confer	E	mail Schedule
		511003	
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	Selected conference t	ime
Thursday, 7/12/2018	8:45 AM	-	
Thursday, 7/12/2018	9:00 AM	-	
Thursday, 7/12/2018	9:15 AM	-	

ParentVUE Conference Screen, Parent Scheduled Conferences Tab

## **Managing Course Requests**

The Course Request screen 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
- The **Course Duration** column displays the duration for a course in the Selected Course Requests and Selected Alternate Course Requests sections.
- The Comment column with messages about the status of the request

Billy Bope Hit	/h School								My Account Help Close Edupoint Public Schools Good afternoon, Billy About, 1111(2019
Home		COUR	SE REQUES	т					
Calendar	,	Hope Hig 2019-202	h School 0 School Year, Gra	de: 12				Sek Cov	ection Time Period. 2/13/2019 - 2/16/2019 inselor
Class Scho	ndule Rory				Se	ected Course Requests			
👿 Course F	Request	L4	Department	Course ID		Course Title	). Dese	- Duralies	Comment
Grade Boo	ĸ	+ 1	A/0	AV121		AI/D	Seme	mer 1	Currently enrolled
69 Health		1.2	A/D	AV122		AU/D	Sene	ster 2	Currently enrolled
A <sup>2</sup> Country of		+ 3	Mathematics	164421		College Algebra Trigonometry (Pre	Calculus) Seme	iter 1	Currently enrolled
A <sub>0</sub> Report Car	0	1.4	Mathematics	M4422		College Algebra Trigonometry (Pre	Calculus) Seme	ster 2	Currently enrolled
School Info	mation	· 5	Miscellaneous	NC60		Lunch	Sena	atter.	
Student Inf	6	1.6	Miscelaneous	NC981		Released Time 8th Period	Sena	ster 1	
Test History	y	+ 7	Miscelaneous	NC962		Released Time 8th Period	Sene	ster 2	
Documents		1.8	Science	SC771W		AP Chemistry	Sene	ster.	Currently enrolled
		1.9	Social Studies	\$551		American Government	Sene	iler	Currently enrolled
		+ 10	Social Studies	\$557		Economics Principles and Practices	Sene	ster	Currently enrolled
		* 11	Social Studies	55791W		AP Psychology	Sens	ther	Currently enrolled
					Selecter	d Alternate Course Requests			
		1.4	Department		Course ID	Course Title	Course Duration	Come	hent.
		1.1	Career And Technical Educat	tion.	AR232	C1E-Digital Photography II	Senester		
		1 2	Att		AR58	Adv Jeweiry	Semester	Pre-re	ig not met (ARS4 or ARS6)
		· 3	At		A854	Beginning Jewelry	Semester		

Course Request Screen

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		

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

Course Request Screen

#### **Graduation Status Summary**

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

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
Total	18.000	0.000	0.000	0.000	18.000

Course Request Screen

#### Add a Course Request

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

CO	COURSE REQUEST SELECTION										
Hop 2018	e High Scho 3-2019 Scho	ol (949- ol Year, (	555-1212 Grade: 1	) 2			Selec Coun	tion T selor:	lime Period: ∶Joe Diaz <mark>≥</mark>	3/1/	/2018 - 7/6/2018
Click	here to return to	course rec	quest summ	ary							
				Selected	l Course R	eques	ts				
	Action	Ln [	Department	Cours	e ID	Course	Title	Elect	ive	C	omment
•	Remove	1 6	lementary Sc	hool EN71V	V	Sr Ap Er	ng	Yes			
•	Remove	2 E	elementary Sc	hool EN71V	V2	Sr Ap Er	ng	Yes			
•	Remove	3 E	elementary Sc	hool MA50	W	Ap Calc	/ana Geo				
•	Remove	4 E	elementary Sc	hool MA50	W2	Ap Calc	/ana Geo				
•	Remove	5 E	elementary Sc	hool SC90V	V	Ap Phys	sics C	Yes			
•	Remove	6 E	lementary Sc	hool SC90V	V2	Ap Phys	sics C	Yes			
•	Remove	7 E	lementary Sc	hool SS52W	I	Ap Gov	&econ Wtp	Yes			
•	Remove	8 9	locial Studies	SS52W	12	Ap Ame	er Govt				
				Sea	arch Cours	ses					
	Action		Ln	Department	Course	ID	Course Titl	e	Elective		Comment
				(AII)	• Q		Q		(AII)	•	
•	Add Request	Add Alter	nat∈ <sup>1</sup>		C015C		Corr Drugs	/soc	Yes		
•	Add Request	Add Alter	nate <sup>2</sup>		HE91		Prevention	8ıc	Yes		

Course Request Selection Screen

Click Add Request to add the course as a request or Add Alternate to add it as an alternate choice.

Search Courses						
Action Ln Department Course ID Course Title Elective Comment						
		(AII) -	Q	Q	(All) -	
Add Request     Add Alternate	1		C015C	Corr Drugs/soc	Yes	
Add Request     Add Alternate	2		HE91	Prevention&care	Yes	
Add Request Add Alternate	3		HE92	Sports Medicine	Yes	
Add Paguagt	4		NC401	Pers Rel Time	Yes	

Course Request Selection Screen

- 4. Click **Click here to move selected requests to Selected Course Requests** to move the selected course either to the Selected Course Requests table or the Alternate Elective Requests table.
- 5. Repeat this process to make additional selections.
- 6. 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 for the course to remove.

	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 Screen

3. Click **Click here to return to course request summary**. The courses removed no longer display.

#### **Finalize Course Selections**

You cannot modify the request once you lock the course request.

- 1. Enter the **Password** the school provided you with.
- 2. Click Lock Course Requests.
- 3. The school reviews and approves the request.

C	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.						
H 2	Hope High School (949-555-1212)     Selection Time Period: 3/1/2018 - 7/6/2018       2018-2019 School Year, Grade: 12     Counselor: Joe Diaz						
	Click	here to	change course requests				Lock Course Requests
	Selected Course Requests						
	Ln Department Course ID Course Title Elective Comment						Comment
	•	1	Elementary School	EN71W	Sr Ap Eng	Yes	

Course Request Screen

## **Viewing Custom Tabs**

Your district can create custom tabs in the Navigation bar. These custom tabs contain districtchosen 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 in the Navigation bar.
- 2. Click the link to open a new tab or window depending on your browser settings.



CUSTOM TAB		
Vocabulary Learning Games		
Math Help		

Custom Tab Screen

# Chapter 5: ParentVUE and StudentVUE Mobile Apps

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Hardware and Software Requirements	
Device Setup	
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## **Overview**

The ParentVUE and StudentVUE mobile applications 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 applications 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 applications 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 <u>Apple App Store</u> and <u>Google Play Store</u> for the latest versions of the mobile apps and supported operating systems.

## **Device Setup**

1. Download and install the mobile application.

ParentVUE	StudentVUE
<u>Android</u>	Android
<ul> <li>iPhone/iPad</li> </ul>	<ul> <li>iPhone/iPad</li> </ul>

- 2. Launch the mobile application.
- 3. Swipe left. A message displays asking you to enable location services on your device.



ParentVUE Welcome Screen

4. Select an option on the location message.

	$\sim$		
	Pare Pare	entVUE <sup>®</sup> iered by <b>@ Synergy</b>	
To find school district	enter zip code of you		
Ziş	o Code:		
Synergy SIS school di	strict(s) near your loca	tion:	
	Allow "ParentVL	JE" to access	
	your location w the ar	hile you use pp?	
	"ParentVUE" will us	se your Current	
	Location to find Scho Synergy School Info near your curre	ool Districts using ormation System ont location	
	Don't Allow	Allow	
	Finding	Districts	
Having trouble in finding	your school district?		
Email Edupoint			Enter Manually

ParentVUE Location Permission Message

• Allow – The mobile application uses your location to provide a list of school districts near you. Tap the name of your school district.

ParentVUE <sup>®</sup>	
To find school district enter zip code of your school district	office location:
Zip Code:	
Synergy SIS school district(s) near your location:	
Hillcrest Academy 2.2 mi Mesa AZ 85206 https://hillcrest.apscc.org	
Higley Unified School District 3.2 mi Gilbert AZ 85296 https://parentvue.husd.org/pxp	
Boys & Girls Club of the East Valley 5.1 mi Mesa AZ 85210 https://az-bgcev.edupoint.com/	
Early Career Academy Arizona Inc 7.9 mi Chandler AZ 85282 https://az-ecaai.edupoint.com/	
Create Academy 10.3 mi Tempe AZ 85282 https://az-ca.edupoint.com/	
Apache Junction Unified School District 10.6 mi Apache Junction AZ 85120 https://synergyweb.ajusd.org	
Kyrene School District	
Acquired Current Location: 85204	
Having trouble in finding your school district?	
Email Edupoint	Enter Manually

ParentVUE Select School District Screen

Edupoint Proprietary and Confidential

- Don't Allow Enter the Zip Code to find your school district or tap Enter Manually to enter the school district URL.
  - a. Enter the school district URL in the space provided and tap **Test**. The school district name displays.

You c Acces portal	an find your school district URL on the Account as screen of the ParentVUE/StudentVUE web
	Login Activate My Account
٢	User Name: Password: Login I have an activation key and need to create my account>>
	PARENTVUE & & Addred Market
	URL Entry Done

	URL Entry	Done
Please enter your Sch	ool District URL and select Test	
Type in District URL		
Test		
Edupoint		

ParentVUE URL Entry Screen

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

99

#### **Enabling Notifications**

The ParentVUE and StudentVUE mobile applications can alert parents and students to updates regarding Health, Discipline, Grades, Assignments, Attendance, and submitted future absences.

	Billy received a score of 18 out of 25 on the Homework (Homework Eng-Corr.	3m ago k) in 9th				
Assignment Notification Example						
=	Both Android and Apple devices support notificati	ons.				

A notification is sent when:

- An assignment score is less than the set threshold.
- A grade is less than the set threshold.
- Attendance updates for the student.
- A student has a new discipline incident.
- A student has a new health related record.
- Future absences for students are submitted.



- 1. Open Settings on your device.
- 2. Tap Notifications.
- 3. Tap ParentVUE or StudentVUE.
- 4. Select Allow Notifications.



ParentVUE Settings Screen, Notifications

#### **Setting Thresholds**

- 1. Open the mobile app.
- 2. Open settings.
  - Tap 🖸 on the Navigation screen in StudentVUE and select *Preferences*.

S Fee	9
Preferences	s Websites
My Account	3 Websites
Student\/LIE	Navigation Screen

- Tap 🖸 on the Student List screen in ParentVUE.
- 3. Tap  $\bigcirc$  to activate the notification. Activated notifications display  $\checkmark$ .
- 4. Tap or + to select the threshold percentage for Assignments and Grades.

Notification	Preferences
Assignments Assignment less than 90 %.	0
Attendance	0
Grades Grades less than 90 %.	0
Discipline	0
💀 Health	$\bigcirc$

Preferences Window

5. Tap Save.

## Logging In

The mobile application 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 <u>Account Activation</u> for more information.

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

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

ना। Verizon रू	9:02 AM Login		* 99% <b></b> (j		
	Edupoint School District				
	billy	Save			
	•••••	<			
	Login				

StudentVUE Login Screen

2. Select the Current Language.



3. Tap Login.

### **Account Activation**

- 1. Tap Yes.
- 2. Enter your First Name, Last Name, and the Activation Key provided to you.
- 3. Tap Continue to Step 3.

Parent Account Activation Parent	t Account Activation				
	Step 2 of 3				
Please enter your first name, last name and the to a	7 character authentication key (provided by your school district), tivate your account.				
First Name	Kathy				
Last Name	Aaron				
Activation Key	XJ44NWZ				
Continue to Step 3					

Parent Account Activation Screen

4. Enter a User Name and Password.



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



Parent Account Activation Screen

#### **Editing Your Account Information**

The My Account and My Info screens allow parents and students to manage their account information in the mobile application. Both Android and iOS devices support the My Account information. The options available are set by your district and might include the following:

- Parents can view or edit the email addresses.
- Parents can add, edit, or delete phone numbers.
- Parents can change the password.
- Parents and students can set up notification preferences.
- · Parents can elect to receive paperless report cards.
- Students can manage their emails.
- Parents and students can change their passwords.



The **Home Address**, **User ID**, and **Mail Address** fields are read-only and cannot be edited.

#### **ParentVUE**

- 1. Tap My Account on the Student List screen.
  - a. Modify your name and Primary Language if needed.
  - b. Tap U to select the type of events you wish to receive emails for and if you want to receive report cards online. Activated notifications display .



c. Tap Update.

🗸 Student L	ist	My Account	
My Info		Emails	Phones
			Change Password Update
Name: User ID:	Jean Acevedo parent		
Home Addres	4263 E Princess St Mesa. AZ 85606		
Mail Address:	Same as Home Add	ress	
Phone Numbe	Home: 480-555-280 * * Indicates primary	7 contact phone	
Editable Persona	I Information: The following info	rmation is editable - please contact school office staff Update Account button to save any changes.	to change secured personal information. Click the
First Name:	Jean		
Last Name:	Acevedo		
Employer:			
Primary Lan	guage:	•	
Aut	o Notify: Check the events belo	v for which ParentVUE will e-mail information to you wi	hen an event occurs for your children.
Atte	ndance Notify me when my ch	ld is tardy or misses a class	
Disc	ipline Notify me when my ch	Id has a discipline occurance	
Nurs	Se Notify me when my ch	ld visits the school nurse for any reason	
Grad	des Notify me when my ch	id's current term grades are posted	
Grad	debook Notify me with my chil	d's gradebook scores	
Se	nd messages Every	v veh	
	Only send messages wh	en au	
	grades are below:	%	
🛟 Go F	Paperless		
	vant to receive my childs re nline, do not send me printe	oort card d report card	

ParentVUE My Account Screen

- 2. Tap the Emails tab.
  - a. Tap Update.
  - b. Enter the Email addresses as needed.

✓ Student List			My Account			
M	My Info		Emails	Phones		
	Auto Notify Email: Enter the	e-mail addresses	(Primary is required) that you want a	all active not	ifications sent to:	
Primary Email:	staffdemo@mail.qasyr	nergylocalq				
Email 1:						
Email 2:						
Email 3:						
Email 4:						
Email 5:						

ParentVUE My Account Screen, Emails Tab

- 3. Tap the **Phones** tab.
  - a. Tap + to add a new contact.

✓ Student List	My Account	
My Info	Emails	Phones
+		
Phone Numbers		
480-555-2807 (Home)		
Extension:		
Primary		
Contact Not Listed		

ParentVUE My Account Screen, Phones Tab

- b. Enter the Phone number.
- c. Enter the Extension if any.
- d. Select the Type of phone.
- e. Tap to select the contact type for the phone number. The selected contact type displays .
  - Primary Primary contact number
  - Contact Additional contact number
  - Not Listed Number is not listed in the phone directory
- f. Tap Add.

			New Pho	ne	
Phone:	480	- 555	- 1234		
Extension:					
Туре	Cell			•	
🗸 Primar	У				
Contac	ct				
Not Lis	sted				
Cancel					Add

ParentVUE My Account Screen, Phones Tab

g. Tap Update.

	My Account					
My Info	Emails	Phones				
+		Update				
Phone Numbers						
480-555-2807 (Home)						
Extension:						
Primary						
Contact Not Listed						
480-555-1234 (Cell)						
Extension:						
Primary						
Contact 🗸 Not Listed						

ParentVUE My Account Screen, Phones Tab
## **StudentVUE**

1. Tap on the Navigation screen in StudentVUE and select *My Account*.



StudentVUE Navigation Screen

- 2. Edit the Primary Email address if needed. You can leave this field blank.
- 3. Tap Update.

iPad 🗢	3:36 PM	@ 56% 💷 ·
<b>〈</b> <u>Navigation</u>	My Info	
	Change Password	<u>Update</u>
Name:	Billy Abbott	
User ID:	billy	
Home Address:	1979 S Val Vistazz Mesa. AZ 85204	
Mail Address:	123 let s test this Mesa. AZ 85204	
Phone Numbers:	* Cell: 480-555-1412 Home: 480-555-1214	
Email: Please enter y	our primary email address that is used by teachers/administrators to contact you as well as the email password retrieval.	address used for
Primary Email:	⊇email.qasynergylocalqa05vm.com	

StudentVUE My Info Screen

4. Select the **Notify** tab to select whether to receive Auto Notify emails for Attendance, Grade, Health, Discipline, and Grade Book on the StudentVUE mobile application.



This step is skipped on the iPad.

- 5. Select or deselect Auto Notify options as needed.
- 6. Tap Update.





StudentVUE My Info Screen, Notify Tab (Android)

StudentVUE My Info Screen, Notify Tab (iPhone)

7. Tap OK.

The Options selected on the My Account screen display in the Notify Options section on the StudentVUE screen.

#### **Change Password**

1. Tap Change Password on the My Account or My Info screen.

iPad 🗢		3:36 PM		🕑 56% 🔲 '
<b>〈</b> <u>Navigation</u>		My Info		
			Change Password	<u>Update</u>
Name: User ID:	Billy Abbott billy			
Home Address:	1979 S Val Vistazz Mesa. AZ 85204			
Mail Address:	123 let s test this Mesa. AZ 85204			
Phone Numbers	* Cell: 480-555-1412			

StudentVUE My Info Screen

- 2. Enter the Current Password, New Password, and Confirm New Password.
- 3. Tap **Change Password** to save. A message displays that the account password was changed and asks you to log in again with the new password.

To change pa	<b>Edupoint School District</b> http://qa05vm/100/1 To change your password, enter your current password, new password, type the new password again to confirm, then press the Change Password button.			
	Current Password:			
	•••••			
	New Password:			
	•••••	$\otimes$		
	Confirm New Password:			
	•••••	8		
<u>Cancel</u>		Change Passw	ord	
Edupoint				

StudentVUE Change Password Screen

### **Reset Password**

1. Tap Forgot password to open the Reset Password screen.



ParentVUE Login Screen StudentVUE Login Screen

2. Enter the email to receive the password reset information or the user name of the account that is requesting the password reset information in **Email or User Name**.

If you enter the user name to request the password reset information, the email is sent to the email address associated with that account. 3. Tap Send Email or I already have verification code if you already have an email with the password reset information. This opens the Reset Password screen.

📲 Verizon 🗢	4:31 PM	🕑 59% 🔲
<	Reset Password	
Ed	upoint School Dist	rict
Enter your email a instruc	address or user name and ctions to change your pas	d we will email you sword.
Email or Use	r Name	
Cancel		Send Email
l alre	eady have verification	code

ParentVUE Reset Password Screen

An email with the User ID and a 7-digit temporary Verification Code is sent on requesting a password reset. The Verification Code in the forgot password email expires after 15 minutes. 🕰 Reply 🛱 Reply All 😂 Forward Mon 6/3/2019 4:33 PM PXPForgotPassword@mail.qasynergylocalqa05vm.com = District PVUE Password Reminder Thank you Alan for using the ParentVUE/ StudentVUE mobile applications. We are sending this email because we received a request from you to change your Your login credentials are: User ID: alanm Verification Code: XXEVVKA If you have any further questions please contact the administrator at 888.555.1212. Forgot Password Email

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- 4. Enter the User ID and Verification Code from the forgot password email sent by the district as the **User Name** and **Verification Code**.
- 5. Enter the New Password and Confirm New Password.
- 6. Tap Change Password.

📲 Verizon 🗢	4:36 PM	@ 58% 💷 ·		
<b>く</b> Back	Reset Password			
Edu	upoint School Distr	rict		
Enter your user n	Enter your user name, verification code and new password			
User Name				
user name				
Verification C	Code			
Type in code				
New Password				
New password				
Confirm New	Password			
Confirm new p	bassword			
Cancel	Cha	nge Password		
Parent\	/UE Reset Password	Screen		

A message displays when the password is successfully changed for the account.



👷 Reply <table-cell></table-cell>	Reply All 🕒 Forward
	Mon 6/3/2019 4:35 PM
	PXPForgotPassword@mail.qasynergylocalqa05vm.cor
	District PVUE Password Reminder
To Alan.Mabry	/@mail.qasynergylocalqa05vm.com

# **Viewing Information**

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

	Test History ar apps.	nd Course History display on Parent∨	′UE and StudentVUE
		Class Websites	>
	A+ CB	Report Card	>
		Documents	>
Ē	Ð	Course History	>
	Ð	Test History	>
		Assessment	>
	Ø	Custom Tab	>
	φ.	Date:05/30/2019 Meeting Day:A	ID Card
		StudentVUE Navigation Screen	

# **Student List**

=

ParentVUE has the Student List screen that lists all children attending this district. Tap the child's name to view the Navigation screen that contains their information.

A screen opens for you to record your child's name when you first select a child if your district has **Name Pronunciation** enabled. See <u>Recording a</u> <u>Student's Name</u> for more information.



ParentVUE Student List Screen

- The concurrent school name displays under the primary school name if your student is enrolled at more than one school.
- Tap Show Events to view District and School Events.
- Tap the Settings icon to set additional preferences and notifications. See <u>Managing</u>
   Notifications and <u>Managing Preferences</u> for more information.
- The number of new messages or Synergy Mail messages available displays. Tap **Messages** or **Synergy Mail** to view them. **4** Your school determines which messaging service is used.
- Parents can report future absences for their children. 5
- Online Registration can be launched from ParentVUE. Tap Online Registration and tap the Open Online Registration link to open the Online Registration screen. <sup>(6)</sup>



Registration Enabled must be selected on the Online Registration Setup screen in SynergySIS to use this functionality. See the Online Registration Guide for more information.

#### **Managing Notifications**

The Settings 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%.

Notification	Preferences
Assignments Assignment less than 80 %.	0
Attendance	<b>Ø</b>
Grades Grades less than 75 %.	0
Discipline	0
💀 Health	Ø
Close	Save

ParentVUE Settings Screen

#### **Managing Preferences**

Tap the Preferences tab to edit preferences.

- 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.
  - Use Bell Schedule Time for assignment reminders (if available) Uses the Time for the assignment due date reminder according to the Bell Schedule created at the school if allowed by 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**.

Remind me 0 day(s) before th	e	
assignment due date at 11:59 AM	(if task time is not available.)	
Demonst 1/// IE Dev ferror and Orman		

ParentVUE Preferences Screen

 Click Reset Reminders to reset and regenerate the reminders that were deleted in the webbased StudentVUE application.

Notification	Preferences	
Grade Book:		
Grade Book - threshold value (0 to 100) Note: Course/assignment score will be maked with students score is below the threshold value.	1	
Reminders:		
Use Reminders	<b>Ø</b>	
Use Bell Schedule Time for assignment reminders (if available) Remind me 0 day(s) before the assignment due date at 8:00 AM if task time is not available.		
Note : if you select Use Bell Schedule Time (if available) will overrie These changes will be effective on the next refresh of Calendar. Y the time or number of days before assignment due date as per set	fe the selected time. 'ou will be notified at tings above.	
Reset Reminders This will Reset all reminders which inside the app. Reset will regenerate DELETED rem	are deleted by user minders.	

ParentVUE Settings Screen, Preferences Tab

#### **Uploading Documents to Online Registration**

You can upload documents and images to Online Registration if the school uses Online Registration.



1. Tap Online Registration.



ParentVUE Student List Screen

2. Tap Family or the student name.



ParentVUE OLR Documents Screen

3. Select the documents to upload.

물	ক্ট 48% 🛱 11:02 AM
OLR Do	cuments
o upload or view document, please select docu	ment row:
Primary Home Address Verification	n:
? Select document	
Secondary Home Address Verifica	ation:
? Select document	

ParentVUE OLR Documents Screen

### **Reporting Future Absences**

1. Tap Report Absence to open the Report Absences screen.



ParentVUE Home Screen

2. Select the Start Date.



The Start Date defaults to the current date. This field does not display the current date if absences are reported from the Attendance screen.

- 3. Select an End Date.
- 4. Select a reason for the absence.
- 5. Tap Add doctor's note or document link to upload a doctor's note or other document for future absences.

2:58 🖙 🖪 🎽		🗟 39% 🗎
K Navigation	Report Absences	
Anne I. Ga Grade:11 King High Sc	alaz hool	
Please select	the day(s) for which the student will be absent, enter a reason for the absence, then click ${\sf s}$	ubmit.
Start Date	End Date (optional)	
05/01/2020		
Select A Reason		
	▼	
Add doctor's	note or document	
Note		
Note		
	Close	Save

Report Absences Screen

- a. Tap Camera or Library.
- b. Tap Attach. The attached document displays with a delete option.

9:59 AM	\$ 30% 🗖
Report Absences	
t s	
e days(s) for which student will be absent, e select submit.	enter a reason fot the
End Date: (Optional) 12/12/2018	
rel	
	Report Absences

#### Report Absences Screen



This is currently only available on iOS devices, version 8.1.6 and above and on Android devices, version 5.4.2 and above.

6. Enter a Note if needed.

🖬 Verizon 🗢	9:59 AM	\$ 30% 💼
< Student List	Report Absences	
Billy, Abbot Grade: 12 Edupoint HS		
Please select th absence, then s	e days(s) for which student will be absent, enter a elect submit.	reason fot the
Start Date:	End Date: (Optional)	
Select Peason:	12/12/2016	
Illness	•	
PDF StudentMTest	520200315.pdf	
Note:		
Billy is not feeling w	ei(	
		ose <u>Save</u>

#### Report Absences Screen

7. Tap Save.

A success message displays after the request is successfully submitted. The message also states if the attendance requests were previously submitted for a given date.

For example,

- Absence request submitted for dates
- Absence request already submitted for dates

## **Navigation**

11:14 AM 🗸 Login Navigation Billy C. Abbott  $\succ$ Messages Synergy Mail 1 Calendar < Attendance Grade Book **Daily Assignments Class Notes** Student Info Discipline L **Class Schedule** ۸. Health School Information Fee 5 Date:01/29/2018 Meeting Day:Th

Tap the link on 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.  $oldsymbol{0}$
- Tap the **Record** icon to record or edit a recording of a student's name. See Recording a Student's Name for more information.
- Tap the School icon to see grading period dates, conference events, discipline events, school events, attendance notes, nurse log notes, and any local notifications you created. 8
- 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.
- Tap the **Settings** icon to set additional preferences and notifications. See Managing Notifications and Managing Preferences for more information.

#### **Recording a Student's Name**

The following screen displays if you select your child in ParentVUE or if the student logs into StudentVUE and the student's name was not recorded.

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

iPad 중	12:44 PM	* 97	% 💷 +
🗸 Studer	t List Navigation		
	Susan Aaron Grade: PS Adams Elementary	•	4
1	Calendar		
	Attendance		
A	Grade Book		
	Daily Assignments		
Ē	Pronunciation of Susan's name is not recorded. Would you like to record it now?		
	Student Info No Never remind again		
Patinot. Patinot.	Discipline		
	Class Schedule		
	Health		
	School Information		
\$	Fee		
	Conference		
	Class Websites		

ParentVUE Student Name Not Recorded Message

2. Tap the **Record** icon to start the recording.



StudentVUE Name Pronunciation Screen

- 3. Record the name.
- 4. Tap Stop to stop recording.



StudentVUE Name Pronunciation Screen

- 5. Tap **Play** to listen to the recording.
- 6. Tap **Save**.



StudentVUE Name Pronunciation Screen

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

iPad 중		12:42 PM	* 97% 💷 +
🗸 Login		Navigation	
	<b>lan Aaron</b> Grade: 04 Adams Elementary		•
	Messages		>
1	Calendar		>

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.

# **Viewing Student Information**



The school can enable or disable certain modules from displaying in ParentVUE or StudentVUE. The school disabled access to the module if you do not see it in your mobile application.

# **Student Info**

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

iPad 중	9:	08 AM			\$ 93% 🗩 +
Navigation	Stud	ent Info			Home
Billy C. Abbott, Grade: 12 Hope High School	Jr.				
	Student	Info			
Student Name: Billy C. Abbott, Jr.	Perm ID: 905483			Gender: Male	
	Nick Name: <b>Bill</b>			Grade: 12	
Phone: 480-555-1214				Birth Date: 03/15/2000	
Home Address: 1979 S Val Vista Dr Mesa, /	AZ 85204			email: billy@mail.com	
Home Room Teacher: 🔀 Kathy Jackson	Home Room: S 224 H	chool Nam lope Higl	<sup>ne:</sup> h School	Counselor Name Wilson, Rob	dditional Info
	Emergen	cy Conta	cts		
Contact 1: Friend Christopher Johnson Home Phone: 480-555-778; Work Phone: 602-555-1234 Other Phone: 949-558-907 Contact 2:Relative Lauretta Jones Home Phone: 480-555-154; Work Phone:	8 4 3				
Other Phone:					
	Physicia	n Contac	ts		
Physician Name: Mosa Pods	Physician Phone:	Ext.:	Hospital:	lospital Or Mosa	
Doptist	Dentist Phone:	222	Desert Samr	iospital Of Mesa	
Dr Jones	623-555-1234		Mesa Office		

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.

Pad ᅙ	9:12 AM	* 93% 💷
K Student Info	Student Info	Home
Billy C. Abbot Grade: 12 Hope High Schoo	t, Jr.	
Other Data		
InitialNinthGra deYear		
State ID 0001341311		
Your student	is the best around !!!	
Pronoun		

ParentVUE Student Info Screen

### **Editing Student Information in ParentVUE**

Your school can allow parents to edit their student's information in the mobile application.

1. Tap Edit.

រាវl Verizon 🗢	1:52 PM	* 87% 💻
Navigation	Student Info	Home
Bryan Macias Grade: 11 Hope High School		Edit
	Student Info	
Student Name: Bryan Macias	Perm ID: 886630	Gender: <b>Male</b>
Grade: 11		
Phone: 480-555-2807		Birth Date: 01/03/2002
Home Address:		email:
1263 E Drincoss St Moss A7 8	25606	staffdemo@mail.qasynergylocalqa05

Student Info Screen

- 2. Make the changes.
- 3. Tap Save Changes.

••• Verizon	Ŷ	2:12 PM		* 85% 🗔
Back to	Student Info	Edit Student Info		
	<b>Bryan Macias</b> Grade: 11 Hope High School			
Save Cha	anges			
	Provide Cha	anges to Student Inforr	nation	
Student Info				
Description Current Value		Current Value	Changed Value	
	Last Name Goes By			
	Nick Name			
	Spoken to Student at Home	Spanish	Spanish	
	Email	staffdemo@mail.qasynergylocalqa05vm.com	staffdemo@mail.qasynergyloc	

Student Info Screen

Changes	must be approved in Synergy by the school.
	ull Verizon 중 1:17 PM \$ 84% ■) Pack to Student Info
	Back to Student into Student into
	Alan W. Adair Grade: 12 Hope High School1
	Changes submitted on 09/07/2018 13:16 PM, are still waiting approval.
	Student Information
	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.

iPad	<b>?</b>	1:18 PM	∦ 100% 🗩 +
<	Navigation	School Information	Home
4	Billy C. Grade: 12	Abbott	
	Kennedy	High School	Show Staff List
		School Information	
	Principal:		
	School:	Kennedy High School	
	Address:	1101 E Elliot Rd	
		Gilbert AZ 85234	
	Phone:		
	Fax:		
	URL:		

ParentVUE School Information Screen

• Tap the Email icon to email a staff member.

iPad 🗢	1:17 PM	∦ 100% 📼 <del>/</del>
School Information	Staff Contact List	Home
Billy C. Abbott Grade: 12 Kennedy High School		
Addington, Rebecca		
Allen, Heidi Teacher		
Allen, Melissa <sup>Teacher</sup>		
Avants, Stewart Teacher		
Baros, Shelbi Teacher		

ParentVUE Staff Contact List Screen

# Health

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

iPad 후	11:33 AM	97% 💷
<b>〈</b> Navigation	Health	Home
Billy C. Abbott Grade: 12 Kennedy High School		
Nurse Visits		>
Immunizations		>
Health Conditio	ns	>

StudentVUE Health Screen

### **Nurse Visits**

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

iPad ᅙ		1:20 PM		∦ 100% 🗩 +
<b>〈</b> Health		Nurse Visits		Home
lan Aaron Grade: 04 Adams Element:				
			Nurse Visit Detail	
06/04/2018 Time In: 10:15 AM	>	Date 06/04/2018	Time In 10:15 AM	
01/24/2018 Time In: 1:58 PM	>	Time Out 10:30 AM	Referred By Recess Tch	
07/14/2017 Time In: 9:30 AM	>	Staff Name		
07/13/2017 Time In: 9:35 AM	>	School Name		
07/11/2017 Time In: 10:00 AM	>	Adams Elementary		
06/18/2017 Time In: 9:00 AM	>	Subjective / Objective Student complained of arm	injury	
		Assessment / Plan After examining left arm, it v	vas determined the arm had a fractu	ıre.

StudentVUE Nurse Visits Screen

### **Immunizations**

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

iPad ᅙ	1:20 PM	∦ 100% 🗩 +
🗲 Health	Immunization Summary	Home
Grade: 04 Adams Elementary		
Polio		
Not Compliant		
Td Not Compliant		>
DTP/DTaP/DT		>
MMR		× .
HIB		× .
HBV 2 DOSE		× .
HBV Compliant		>
Varicella Compliant		>
Varicella 13 +		>
Hepatitis A		>

StudentVUE Immunization Summary Screen

• Tap a specific immunization to see the details.

iPad 중	1:22 PM	* 100% 🕮 <del>/</del>
Immunization Summary	Immunization Summary	Home
Ian Aaron Grade: 04 Adams Elementary		
HBV		
Compliant		
03/01/2014 05/08/2014 09/28/2014		

StudentVUE Immunization Summary Screen

#### **Health Conditions**

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

iPad 중	1:20 PM			🕴 100% 🗩 🗲	
🗲 Health		Health Condition Summary			
	<b>an Aaron</b> Grade: 04 Adams Elemen	tary			
Start Date	End Date	Condition Code	Comments		
		Heart	Student has a heart murmur.		
		Asthma	Student has periodic asthma attacks tha	t are treated wi	

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.
- View the detention total hours, served hours, and the balance of hours not served.



Only the detention hours for the student's home school display if the student is concurrently enrolled.

រារl Verizon 🗢			12:28 PM			¥ 100% 🛑 +
Navigation			Discipline			Home
Billy C. Abl Grade: 12 Hope High Sc	bott hool					
Total Incidents 6						
Total Detention	n Hour	s 5.00 Served	5.25 Baland	ce -0.25		
			Di	scipline Details		
		Incident Date:	Incident	Time:	Role:	
10/31/2018 11:05 AM	>	10/31/2018	11:05 A	M	Offender	
		Referred By:	Staff Na	me:		<u></u>
10/29/2018 10:05 AM	>	Luft, Noam	Tom M	cGrew		$\bowtie$
10/00/0010 0:17 111		Location:	Incident	Context Code:		
10/23/2018 8:17 AM	>		Other [	During School H	Hours	
10/13/2018 10:39 PM		Violations:				
		Tardies				
09/05/2018 9:17 PM	>	School:				
		Hope High Schoo	I			
07/09/2018 7:15 PM	>					
		Comment				

ParentVUE Discipline Screen

### **Course History**

The Graduation Status screen displays the **Diploma Type** selected in the Graduation Information section on the **Other Info** tab of the Student screen.

÷			_	×
Na	vigation			
	Graduation	Status Cla	ASS Of 2021 Detail: on	
	Diploma Type St	andard Diploma		
	Subject Area	Progress		
	ENGLISH 9	100.0%		
	ENGLISH 10	0.0%		
	ENGLISH 11	0.0%		
	ENGLISH 12	0.0%		
	ALGEBRA 1	100.0%		
	GEOMETRY	0.0%		
	OTHER MATH	0.0%		
	EARTH SCIENCE	100.0%		
	BIOLOGY	0.0%		
	OTHER SCIENCE	0.0%		
	HEALTH & PE	50.0%		
	WORLD STUDIES	100.0%		
	VA & US HISTORY	0.0%		
0	tudont\//JE	Craduation	Ctatura C	 ~ ~

#### StudentVUE Graduation Status Screen

# **Report Card**

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

iPad බ	1:29 PM	🕴 100% 📼 +
<b>〈</b> Navigation	Report Card	
Ian Aaron Grade: 04 Adams Elementary		
PDF First Quarter (ending on	08/21/2017)	
Click here to view report card for	First Quarter	
A Second Quarter (ending	on 10/20/2017)	
A PDF report card is not available	for Second Quarter	
Thirdy Quarter (ending o	n 01/19/2018)	
A PDF report card is not available	for Thirdy Quarter	

#### ParentVUE Report Card Screen

Tap PDF to view a report card or progress report.



ParentVUE Document Screen

#### Viewing Concurrent Report Cards

You can view both report cards available for students enrolled in concurrent schools in the ParentVUE and StudentVUE mobile apps.

#### **Concurrent School Example**

Tap the link below the school to display the report card.



ParentVUE Report Card Screen

📲 Verizon 🗢	4:44 PM	84% 🔲
<b>〈</b> Navigation	Report Card	Home
Russ Grade Hope	s <b>ell L. Zipperer</b> : 12 High School	
ESD 2019-2020 Blader Name: Zipperer, Russell L	Kennedy High School , Propal too East at Generation 2 Home Recent: Grades 12 12	Crade Legand A - Outanity B = Anne Annue O = Bank - Noroga F = Faint F = Faint I = Stank - Al Son Tys = -Kan Son Tys = -Kan
Pretod (Course II D) (Dourse I He 5 AM3 (He) Overley School Keenedy High School	Grado Delai Teacher Dir Abei C Vices, Finit	
Class of 2019 Graduation Requirem Extreme Anny Teta Coultin	ents Grade Point Av des Crada Eand Caso	erage
<ul> <li>▲</li> </ul>		

ParentVUE Report Card Screen

#### **Home School Example**



ParentVUE Report Card Screen

	Verizon 🗢		4	:52	РМ				83%
<section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header>	Navigation	F	8ep	ort	Ca	rd			Hor
ED 1998 5000         Hoge High Shot Tarting Tarting 2019 5000         Hoge High Shot Tarting 2019 5000         Hoge High S	Russ Grade Hope	s <b>ell</b> :: 12 Higl	L.	<b>Zip</b> hoo	pe I	rei	r		
Offstadd         Back of Ear         Bit	ESD High School Report C	ard	4301 8 6	Hop Rein	e High S Witers, Pr	ichool incipal		A = Out 0 = A/H 0 = Bel	irade Legend ierdeg erkensen wer wer
Costs of 5018         Costs of 5018	2019-2020 Student Name:		GBot A	81234	Home Re	0011:	949-555-1212 Grade:	WF + W L + Irope Score T	re Roban Fai spitte ga = - Chipa
Clear to face t	Zpperer, Russell L		8/49/	2	No Her	om	12		1.
Cost B 10/9         C         C         Franch Aller           Top	Period Course ID Course Title	2ml 01	31 Fina	1 Teacher		ov.	Cond	Ables	405
State         Control Sector         State Name Allow           Lange Control Lange         C         Annual Allow           Lange Control Lange Control Lange         Control Lange Control Lange         Control Lange Control Lange           Control Lange Control Lang	1 NCS11 Rt fait Par School Mice Mich School	C-	0	Rel Time	BalTine				
Cost of 2015         C         Schole Regis           All Die Regis         Die Regis         C           All Die Regis         Die Regis         Die Regis	2 NC021 Rt 2nd Per	0*	0+	Rel Time	, Ral Time				
Costs of \$2/15         Costs of \$2/15	School: Hope High School 3 MM4SW Pre-Calculus	c	с	Dunkle	Augula	_			
Link         Construction         Construction         Construction           1         200         by by the first set of the first	School: Hope High School					_	_		
Class of 2015         Class of 2015           Class of 2015         Class of 2016           Class of 2016         Class of 2016           Class of 2017         Class of 2016           Class of 2018         Class of 2016           Class of 2016         Class of 2016	4 BCB1 Physics School Hope High School	C-	0	Newil B	•	-			
Galaxy         J         J         Areas, Bas           Low         Record (and constrained)         J         J         Areas, Bas           Low         Record (and constrained)         J         J         Record (and constrained)           College         J         J         Record (and constrained)         S         Record (and constrained)           College         J         Record (and constrained)         S         Record (and constrained)         S           College         S         Record (and constrained)         S         Record (and constrained)         S         S           College         S         Record (and constrained)         S         Record (and constrained)         S	6 ARE3 Beg Drawing	C		Worn, F	ied				
Grade Priorit Average	6 5551 Am Gevt	r	r.	Ameres I	Sob				
Cost of 2019         Cardia Point Average           Cardia Martin Registration         Cardia Point Average           Cardia Point Average         Cardia Point Average	School: Hope High School			that Time	Red Times	_			
Colling of 2019 Conduction Region Colling Conduction Region Colling Conduction Region Colling	School: Hope High School			Photo Table		_	-		
	Class of 2019 Graduation Require Baser Anno Degrad Jacknow Ciglia Jacknow	ents silis 4.00 4.00 4.00 3.00	edits errod 0.00 0.00 0.00	ļ	Ga	ade P	oint Aver	age 133	2

ParentVUE Report Card Screen

## **Documents**

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



ParentVUE Documents Screen

# **Accessing 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 application if your school uses student ID cards.

Tap the **ID Card** icon at the bottom of any StudentVUE screen to open the electronic version of the student ID card.

	Class Websites	>
A+ C B	Report Card	>
Ø	Custom Tab	>
\$		D Card

StudentVUE Navigation Screen



StudentVUE ID Card Screen

# **Special Education**

📶 Verizon 🗢	12:27 PM	🗱 Not Charging 📃
Student List	it Navigation	
Abl Grai	kott, Billy de: 07 Edupoint Juniar High	
1 0	alendar	
A	ttendance	
<b>A</b> ⁺ a	irade Book	
	Daily Assignments	
Ē	Class Notes	
😂 s	tudent Info	
	iscipline	
(L) (	lass Schedule	
<u>ب</u>	lealth	
📩 s	chool Information	
A+ C B	eport Card	
	ocuments	
🔒 s	pecial Ed	

The Special Ed screen displays the special education details for the student.

ParentVUE Navigation Screen

- Tap Special Ed to see the Special Ed documents.
- Tap the document to open it.

Il Verizor	Ŷ	12:28 PM	Not Charging 🗔
<b>&lt;</b> Navi	gation	Special Ed	
8	Abbott, Billy Grade: 07 Edupoint Junior High	)	
	Next Annual Review Due		
	Next Reevaluation Date		
PDF	Progress Report 05/23/2018		
PDF	IEP 11/01/2017		

ParentVUE Special Ed Screen

# **Viewing Classroom Information**



The school can enable or disable certain modules from displaying in ParentVUE or StudentVUE. The school disabled access to the module if you do not see it in your mobile application.

## Attendance

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

iPad 중		3:26 PM			🕴 100% 🗩 f
Navigation		Attendance			Home
Billy C. Abbott Grade: 12 Kennedy High School				3 4	Legend Summary
06/18/2018		Hope High School			
00 01 02 03 04 05 06 07 08 09	>	2: Intermediate Acting Teacher: David Gardner	$\boxtimes$	🕒 Tardy	
06/04/2018			2		
00 01 02 03 04 05 06 07 08 09	>				
05/14/2018					
00 01 02 03 04 05 06 07 08 09	>				
05/04/2018					
00 01 02 03 04 05 06 07 08 09	>				
04/02/2018					
00 01 02 03 04 05 06 07 08 09	>				
03/30/2018		uooini			

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.





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

	Summary							Done
	<b>lan A</b> Grade Adam	<b>Aaron</b> e: 04 es Elemer	ntary					
		×	0	0		Δ		
		36	17	8	5	0		
	Total	36	17	8	5	0		
Edupoint								

ParentVUE Summary Screen

# **Class Schedule**

The Class Schedule screen lists the information for each class period, course title, room name, teacher, additional staff, and meeting days. The class schedule information for both schools display if the student is enrolled in concurrent schools.

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

iPad হ	1:55 PM	73% 💷 🗲
Navigation	Class Schedule	Home
Kara Zo Grade: 12 Hope High	r-El	
	Fall	
	Hope High School	
Fall	> 1: Study Hall	
Spring	Room SEM	
Spring	Ieacher Rel I Per Evit Teacher      Meeting Days MTE Wed	
	2: Study Hall	
	Teacher Cheryl Dunham	
	Meeting Days MTF, Wed	
	3: World Lit	
	Teacher Bill Simmons	
	Meeting Days MTF, Wed	
	4: Fashion and Interior Design	
	Teacher Rel Time Rel Time	
	Additional Staff: Allison Becker A.	
	Chris Becker C.	
	Sara Bellum	$\overline{\boxtimes}$
	Justin Berg	$\overline{\boxtimes}$
	Pete Blahak P.	$\boxtimes$
	Meeting Days MTF, Wed, Thurs	
	5: Home Economics	
	Room No Room	
	Teacher Rel Time Rel Time	$\boxtimes$
	Meeting Days MTF, Wed, Thurs	
	6: Journalism	
	Room No Room	
	Teacher Rel Time Rel Time	$\boxtimes$
	Meeting Days MTF, Wed, Thurs	

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.

iPad 후		4:10 PM	∦ 100% 🗩 <del>/</del>			
🗸 Navigation	Grade Book					
Billy C. Grade: 12 Kennedy	<b>Abbott</b> High Scho	bal				
	Hope H	igh School				
		0: Beg Jewelry (AR54)				
Progress Period 1 (ending on 7/20/2017)	>	Room: 403	>			
First Quarter (ending on 9/1/2017)	>	1: Prin Eng III (EN46)				
Progress Period 2 (ending on 9/22/2017)	>	Rim Gordon Room: 231	<b>B-(80.0)</b> 3rd Qtr			
Second Quarter (ending on 11/24/2017)	>	2: Intermediate Acting (PA86)				
Progress Period 3 (ending on 1/5/2018)	>	David Gardner Room: 409	C+(77.3) 3rd Qtr >			
Third Quarter (ending on 2/2/2018)		3: Adv Ceramics (AR45)				
Progress Period 4 (ending on 2/28/2018)	>	Room: 405	N/A(0.0) 3rd Qtr >			
Fourth Quarter (ending on 6/30/2018)	>	4: Prin&prac Econ (FS77)				

StudentVUE Grade Book Screen


### Viewing Grades for a Class

1. Tap a class.

iPad 중		11:49 AM	* 100% <b>—</b> •
<b>〈</b> Navigation		Grade Book	Home
Grade: 04 Adams Elem	l entary		
	Algebra		0.40
First Quarter (ending on 8/21/2017)	>		4th Qtr >
Second Quarter (ending on 10/20/2017)	> Math		
Thirdy Quarter (ending on 1/19/2018)	>		105.75 / 125(B) > 4th Qtr
Fourth Quarter (ending on 7/6/2018)	> Physica	Education	
	*		<b>0 / 0</b> 4th Qtr >
	Reading		
	*		<b>12 / 13(A-)</b> > 4th Qtr

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.

🗲 Grade Book	Standards/	Assignment
Standards View		Assignment View
Ian Aaron Grade: 04 Adams Elementary Fourth Quarter (ending on 7/6/2018)		
4th Qtr: 105.75 / 125(B)		
Standards Sun	nmary: Fourth	Quarter (ending on 7/6/2018)
Fourth Quarter	Math	<b>~</b>
Sort whole numbers into sets and ju Performance Indicator: Mark: <b>100</b>	stify the sort.	
Standard: Parent friendly description of standa Performance Indicator: Mark: 100	ard can be displ	ayed in ParentVUE.
Standard: Make estimates appropriate to a giv Performance Indicator: Mark: <b>100</b>	en situation or o	computation with whole numbers.

ParentVUE Standards/Assignment Screen

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

🗲 Grade Book	Standards	/Assignment		
Standards	View		Assignment View	
Ian Aaron Grade: 04 Adams Elementary Fourth Quarter (ending on 7/6/2	018)		K	$\boxtimes$
4th Qtr: 105.75 / 125(B)				
E/10/2019 District Math /	M Convince	lath		
Score: Not Due Points: 10.00 Points Possible	essessment - Spring			>
5/3/2018 - Test Math 4 Score: 90 out of 100.00 Points: 90.00 / 100.00				>
3/5/2018 - Assignment 1 Score: 65 () Points: 13.00 / 20.00				>
3/5/2018 - Assignment 2 Score: F Points: 2.75 / 5.00				>

ParentVUE Standards/Assignments Screen, Assignment View Tab

4. Tap an assignment to view the assignment details.

iPad 주	11:56 AM	∦ 100% 💷 <del>/</del>
🕻 Standards/Assignment	Assignment Details	Home
Grade: 04 Adams Elementary Fourth Quarter (ending on 7/6/2018)		
	Math	
Test Math 4		
Score		90 out of 100.00
Туре		Test
Date		5/3/2018
Due Date		5/3/2018
Points		90.00 / 100.00
Score Type		Raw Score
Notes		
Description		

ParentVUE Assignment Details Screen

### **Viewing Assignments**

iPad 🗢	4:13 PM	∦ 100% <b>() +</b>
🗲 Grade Book	Assignment	Home
Billy C. Abbott Grade: 12 Exernedy High School	2018)	Summary
4th Qtr: B+(88.5) Sem 2 Final	l: B+(88.5)	23
	4: Prin&prac Econ (FS77)	
7/25/2017 - Homework Score: 15 out of 25.00 Points: 6.00 / 10.00	3	>
7/23/2017 - Project Score: 15.6 out of 25.00 Points: 6.24 / 10.00		>
7/23/2017 - Quiz Score: 30.0 out of 25.00 Points: 12.00 / 10.00		>
7/20/2017 - Assignment Score: 25 out of 25.00 Points: 10.00 / 10.00		>
7/17/2017 - Test Score: 25 out of 25.00 Points: 10.00 / 10.00		>

StudentVUE Assignment Screen

- Tap the term to view a list of assignments and tests for that class.  ${\pmb 0}$
- Tap the Share icon to share the assignment information.
- Tap the Email icon to email the teacher.
- Tap Summary to see the posted grades for the assignment.

		Sum	mary		Done
Billy Grade Kenne	<b>C. Abbott</b> : 12 dy High School				
	1 1	AP HUMAN GE	EOG S1 (71701)		
Summative					
Weight	Points	Points Poss.	Points Poss. %	Calcd. Marks	
80%	565.00	814.00	55.53%	D+	
Formative					
Weight	Points	Points Poss.	Points Poss. %	Calcd. Marks	
20%	505.00	990.00	10.20%	F	
TOTAL					
Weight	Points	Points Poss.	Points Poss. %	Calcd. Marks	
			66.00%	D.	

StudentVUE Summary Screen

- Tap any assignment record to view details.
  - Tap Dropbox Documents to view documents in the student dropbox if available.

ad 🗟	4:13 PM	∦ 100% <b>—</b> +
🕻 Assignment	Details	Home
Billy C. Abbott Grade: 12 Kennedy High School Fourth Quarter (ending on 6/30/2018)		Dropbox Documents
	4: Prin&prac Econ (FS77)	
Project		
Score		15.6 out of 25.00
Туре		Project
Date		7/23/2017
Due Date		7/23/2017
Points		6.24 / 10.00
Score Type		Raw Score

StudentVUE Details Screen

#### **Daily Assignments**

iPad 중	4:47 PM	* 100% 💳
Navigation	Daily Assignments	Home
lan Aaron		2
Adams Elem	entary	Change Studen
	Fourth Quarter (ending on 7/6/2018)	
	Fri, 18 May 2018	
First Quarter (ending on 8/21/2017)	Math Assigned: 5/18/2018	>
Second Quarter (ending on 10/20/2017)	District Reading Assessment - Spring > 10.00 Points Possible Assigned: 5/18/2018	>
Thirdy Quarter (ending on 1/19/2018)	DRA Spring > Reading Assigned: 5/18/2018	>
Fourth Quarter (ending on 7/6/2018)	Thu, 03 May 2018 > Test Math 4	•
	90.00 / 100.00 Math Assigned: 5/3/2018	
	Thu, 12 April 2018 Subtract Whole Numbers	

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

ParentVUE Daily Assignments Screen

- Tap an assignment to view more details.
- Tap Change Student to select another child if using ParentVUE.
- Tap the Scroll icon to quickly scroll to the end of the list. 8
- 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.

Tap Clear All Filters to reset the filter.				
		Class Filter		
		Clear All Filters		
		Show only missing assignments	1	
0		Select class to filter Algebra >		
Ę		Math >		
		Physical Education	1	
		Reading Mon, 29 January		
		<b>₽</b>		
		ParentVUE Class Filter Screer	1	

#### **Class Notes**

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

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

iPad 🗢	4:25 PM	券 100% <b>=&gt; +</b>
Navigation	Class Notes	
Billy C. Abbott Grade: 12 Kennedy High School		CLASS NOTES
Today		Undo Save
Date: 01/29/2018 🔻	Yearbook	Committee
01/29/2018	Notes:	<u> </u>
Yearbook Committee 🕥	Need to take pictures of auditorium.	
No Notes		
q w e	rtyu	i o p 💌
a s d	f g h j	k I return
☆ z x	c v b n	m ! ? ↔
123 😅 👰		123

StudentVUE Class Notes Screen

#### Taking Notes



Students can only enter notes in StudentVUE.

Parents cannot enter notes.

- Tap the appropriate 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.
- 6. Tap the **Add** icon to open the menu.

iPad 후	10:46 AM	🕴 97% 💷 <del>/</del>
🗸 Details	Dropbox Documents	<del>_</del>
Billy C. Abbott		PDF Generate PDF
Kennedy High Sch	ool	Use Google Drive
	Place Activity	
Document(s) added to as	signment	

StudentVUE Dropbox Documents Screen

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



Google Drive Sign In Screen

e. Select the file to upload.

Cancel	Google Files	Sign Out
SVUE word_dropbox3.docx		
SVUE powerpoint example.pptx		
SVUE word_dropbox1.docx		
SVUE word_dropbox2.docx		
SVUE_excel doc.xlsx		
B Getting started		

Google Files Screen

f. Tap Upload to Dropbox.

•••• Verizon 😤	2:35 PM	L 🕴 54% 💶 🗆
< Dropbox Documents	Documents	đ
		🖓 Upload to Dropbox
Document for SVU	JE dropbox	

StudentVUE Documents 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 Details screen shows the number of documents uploaded.

iPad 주	11:19 AM	∦ 100% 🗩 +
🗸 Assignment	Details	Home
Billy C. Abbott Grade: 12 Kennedy High School		Dropbox Documents
	2: AP HUMAN GEOG S1 (71701)	
Place Activity		
Score		0 out of 20.00 (F)
Туре		Formative
Date		9/5/2017
Due Date		9/5/2017
Points		0.00 / 20.00
Score Type		Raw Score
Notes		Missing
Description		

StudentVUE Details Screen

## **Assessments**

A student receives notification when a new assessment is available.

1. Tap Assessment to open the StudentVUE Assessment screen.

iPad 🕈	1:38 PM		\$ 65% 💶 D
	Navigation		Logout
	lan Aaron Grade: 03 Grant Elementary	ð	•
Ladient. Ladient.	Discipline		>
G	Class Schedule		>
Ð	Health		>
$\mathbf{\nabla}$	School Information		>
\$	Fee		>
	Class Websites		>
A* B	Report Card		>
	Documents		>
Đ	Course History		>
Ð	Test History		>
	Assessment		3 →
0	Custom Tab		>
۵.			D Card

StudentVUE Home Screen

2. Tap the Assessment you are taking.

iPad 🕈			1:40 PM	\$ 64% 💶 €
< Nav	vigation	4	Assessment	
iii	lan Aaron Grade: 03			
1	Grant Elementary			
		Ava	ilable Now	
	Section Test From Natalie Carroll You have access until of	ompleted.	Math Standards From Natalie Carroll You have access until completed.	
		CR Assessm From Natalie Ca You have access	rroll s until completed.	
	(	Online As	2018 2018	

StudentVUE Assessment Screen

#### 3. Tap Start to begin.

See <u>Taking A</u>	ssessments for more inforn	nation.
Pad 🗢 🔇 Navigation Ian Aaron Grant Elementary	1:40 PM Assessment	≵ 64% ■⊃
Math Standards	Math Standards	Aaron, lan
	Access Information You have the granted access right now.	

StudentVUE Assessment Screen

## **Class Websites**

The Class Websites screen displays class-specific postings created by teachers, such as announcements, homework assignments, and class resources. <u>Alternate web pages</u> display if used by your school.

iPad ᅙ	4:05 PM	* 100% 📟 <del>/</del>
Navigation	Class Websites	
Ian Aaron Grade: 04 Adams Elementary		
(YR) Carro	oll, N 3/4 Grade(1) SEC:0102	
Topics:		
Classroom Documents 1 post(s).	Post:	
Classroom Expectations 1 post(s).	Study Guide	
ABC's of Our Classroom 1 post(s).		

ParentVUE Class Websites Screen

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

iPad 후	4:05 PM	∦ 100% 🗩 ≁
<b>〈</b> Class Websites	Details	
Grade: 04 Adams Elementary		
	Classroom Documents	
		StudyGuide.doc Open
Use this Study Guide to help your through this week	s unit.	

ParentVUE Details Screen

3. Tap **Open** to view an attached document.

iPad 후	4:08 PM	🕴 100% 💷 <del>/</del>
🗸 View D	ocuments StudyGuide.doc1.	Û
	Preamble: Statement of purpose	
	Main article: Preamble to the United States Constitution	
	See also: wikisource: Constitution of the United States of America #Preamble	
	66 We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of	22
	America.	
	United States Constitution, Pream	ıble
	Article One: Legislative Power	
	Article One describes the <u>Congress</u> , the <u>legislative branch</u> of the federal government. The <u>States Congress</u> is a <u>bicameral</u> body consisting of two co-equal houses: the <u>House of</u> <u>Representatives</u> and the <u>Senate</u> .	<u>United</u>

ParentVUE Class Document Screen

# Communication



The school can enable or disable certain modules from displaying in ParentVUE or StudentVUE. The school disabled access to the module if you do not see it in your mobile application.

## 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.

iPad 🗢			11:34 AM			97% 💷
K Navigation	Navigation		Calendar			3 12
		J	an 29, 201	8	1 Today	Reminders
Bil Gra Ker	ly C. Abbott ide: 12 inedy High School					4
◀ Sun	Mon	J. Tue	anuary 201	8 Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	2,2	2,3	24	25	26	27
28	29	30	31	1	2	3

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.

r					8 100% [
eminders	Add Ren	ninder	s		Sa
You can add your ow	n reminders. The ren	ninder	will be o	displayed at	selected time.
Message					
	Fri Jan 26 Sat Jan 27				
	Sun Jan 28				
Select Date and Time	Today	3	15	PM	
	Tuo Jap 20	4	16		
	Tue Jan 30				
	Wed Jan 31	5	17		

ParentVUE Add Reminders Screen

3. Tap Save.

## Conference

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

• Tap a conference date to see the details of the conference.

iPad 중			∦ 100% 📼 <del>/</del>	
Navigation		Co	Home	
Billy C. Ab Grade: 12 Kennedy High	bott Schoo	pl		
12/19/2017	>		Conference De	tails:
12/18/2017	>	Meeting Date 01/08/2015	Followup Date	School Name: Hope High School
<b>10/09/2017</b> Followup Date:10/11/2017	>	Staff Name: Tom McGrew		
08/22/2017 Followup Date:08/23/2017	>	Description: Parent Meeting		
<b>07/12/2017</b> Followup Date:07/13/2017	>	Comment: Discussed Billy's la	ack of effort. Parents are go	ning to institute a series of
02/06/2017	>	rewards/punishme	nts at home.	•
01/08/2015	>			
12/15/2014	>			
12/05/2014	>			

ParentVUE Conference Screen

• Tap the Email icon to email the staff member.

#### Fees

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

iPad 🗢		11:35 AM		97% 💷
🗙 Navigation		Fee Summary		Home
Billy C. Grade: 12 Kennedy H	<b>Abbott</b> High School			
Balance that you ow	/e: (\$10.00)			
Date	Fee	Payment	Balar	nce
08/16/2017 Textbook Lost Book: Algebra II	\$45.00	\$90.00	(\$45.00)	>
<b>09/12/2017</b> Textbook Torn Cover: Great Exp	\$5.00 ectations	\$5.00	\$0.00	>
<b>09/19/2017</b> Payment Book Damages		\$0.00	\$0.00	>
11/01/2017 Art Supplies Art Supplies	\$15.00	\$5.00	\$10.00	>
<b>12/18/2017</b> 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.

iPad 🗢	3:20 PM	¥ 100% 🚍
<b>K</b> Fee Summary	Fee Details	Home
Billy C. Abbott Grade: 12 Kennedy High School		
Trans Date:		09/12/2017
Fee Code:		ВК
Fee Category:		Textbook
CourseID and Title:		
Fees:		\$5.00
Payment:		\$5.00
Fee Status:		Paid in Full
Description: Torn Cover: Great Expectations		

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.
- To delete a message:
  - For iOS Hold finger on the message while sliding left
  - For Android Tap and hold the message

7:57 AM Thu	May 7			
		Navigation	Logou	
	Billy C. Abbott Grade: 10 Hope High School	ð		0
	Messages		1	
1	Calendar			>
	Attendance			>
<b>A</b> ⁺	Grade Book			>
	Daily Assignments			>
Ē	Class Notes			>
8	Student Info			>
I will not. I will not.	Discipline			>
Ŀ	Class Schedule			>
$\overline{\mathbf{A}}$	Health			>
$\mathbf{\mathbf{\dot{c}}}$	School Information			>
\$	Fee			>
\$				E Card

StudentVUE Navigation Screen

## **Synergy Mail**

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

9:19		.ıl 🗢 🗈
Close	Mailbox	
Inbox		>
< Sent		>
Draft		>
前 Trash		>
Outbox		>
Alerts		>
My impo	rtant mails	>
+		

ParentVUE Mailbox Screen

## Acknowledgements

Acknowledgments requiring a signature display after the parent or student logs in to ParentVUE or StudentVUE. The Acknowledgement screen displays after the parent or student logs in.

	Acknowledgement 1 of 1:	10:33	😌 🗆
		Acknow	wledgement 1 of 1: Code of Conduct
			Code of Conduct
Please take a District's Unifi- to discuss the students under These guidelin to review the have any ques	noment to read through the Edupoint School form Code of Conduct. Parent's are encouraged e contents with their children to ensure the lerstand the expectations of behavior. ines are subject to change. Parents will be asked Code of Conduct and agree to it each year. If you estions, please contact your school principal.	Please take a District's Unif to discuss the students unde These guidelli to review the have any que	moment to read through the Edupoint Schoo form Code of Conduct. Parent's are encourag e contents with their children to ensure the erstand the expectations of behavior. ines are subject to change. Parents will be asl Code of Conduct and agree to it each year. If stions, please contact your school principal.
To view this	document, click here: ated Code Of Conduct	To view this	document, click here: e of Conduct
To sign, plea	ase type in your full name:	Signaturo:	ase type in your full name:
Signature			

Student VUE Acknowledgement Screen

• Enter your full name or click the parent/student name on top to populate the signature name of the parent/student in the field.

The currently logged in parent/student name displays on top.

Acknowledgement Signature
Acknowledgement 1 of 1:
Phillip Aaron
Please type in your full name or click your name above to sign:
Cancel

ParentVUE Acknowledgement Signature Screen

StudentVUE Acknowledgement Signature Screen

## Viewing Synergy Mail



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

- 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.

9:25		ul 🗢 🗈
🗙 Mailbox	Inbox	
<b>Rob Wilson</b> RE: Test		Yesterday
Rob Wilson		
Phillip Aaron Test ttt		Yesterday
Subject Phillip Aaron		Û
Phillip Aaron ddeeeedweedwe		Yesterday
Weeweweewfweew Phillip Aaron		Û
		Ľ

ParentVUE Inbox Screen

• Icons for Synergy Mail are:



- 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.
- The Trash icon removes messages.



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

9	:28	.ıl ≎ ■
< In	box Messag	e Mailbox
From:	Rob Wilson Staff	
To:	Phillip Aaron Parent	
CC:		
Yeste	Sent	
RE:	Trash	
	My important mails	
Rob		
Fro		
To: Sub		
Test		
Phill		
New		
\$	P D	💼 🚓 🗹

Message Screen, Folder Detail

### **Creating Folders**

1. Tap the + sign in the bottom left corner in the iOS version or tap **Folder** at the top right corner in the Android version.

				1:54 PM	@ 0 00%I
Close	MailBox			¢-	C
🔄 Inbox		1	>		
🛷 Sent			>		
Drafts			>		
Trash			>		
			>		
<ul> <li>Alerts</li> </ul>			7		
				lo Mail	
Cancel B	Enter Folder N	lame	Save	lo Mail	
Cancel E	Enter Folder N	lame	Save	lo Mail	
Cancel E	Enter Folder N	lame	Save	lo Mail	
Cancel E	Enter Folder N	lame	Save	lo Mail	
Cancel E	Enter Folder N	lame	Save	lo Mail	
Cancel E	Enter Folder N	lame	Save	lo Mail	
Cancel E	Enter Folder N	lame	Save	Jo Mail	
Cancel E	Enter Folder N	lame	Save	lo Mail	
Cancel E	Enter Folder N	lame	Save	Jo Mail	
Cancel E	Enter Folder N	lame	Save	Jo Mail	
Cancel E	Enter Folder N	lame	Save	Jo Mail	

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.

9:19		.11 🗢 💽
Close	Mailbox	
Inbox		>
sent 🏹		>
Draft		>
前 Trash		>
Outbox		>
Alerts		>
My import	ant mails	>
+		
•		

- 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. Locate the 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**.

1	-		
	Search		Close
Billy's Te Billy's Co	Billy's Gr	Staff	Contact
То			
School	Te	rm:	CC
Hope High School	<b>v</b> s	pring	•
Spring (11/26/2017-07/0	6/2018)		Add All
0 - Am Govt			
Teacher: Kathy Jacks	son		
1 - Prin Eng III			
2-2 - Intermediate	Acting		
Teacher: David Gard	ner		
3 - Weight Trn Bo	vs		
Teacher: Mark Swart	z		
4 - Prin&prac Eco	n		
Teacher: Sara Paten	ge		
5 - Independent S	tudy		
Teacher: Robert Bord	dwell R.		
6 - Rt 6th Per			
Teacher: Rel Time Re	el Time		
7 - Cc-Am. Lit			
Teacher: Kathy Nune	S		

ParentVUE Search Screen

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



	My Teachers My Counselor	My Groups	Staff	Stu	dents	Contact Lists	]
<u>10</u>	School				Term		Cc/Bc
	Hope High School			-	Seme	ester 2	-

StudentVUE Search Screen

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

Cancel	New Message	Send
1		÷
Save As D	oraft	Ð
Discard		
Phillip Aaron		
New Messag	e	

ParentVUE New Message 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.

Pad 중	4:03 PM	* 100% 💳
🕻 Navigation	Custom Tab	
Grade: 04 Adams Elementary		
My Lunch Money		
https://www.mylunchmoney.com		
Vocabulary Learning Games		
http://www.learningchocolate.com/		
Math Help		

ParentVUE Custom Tab Screen