COBB COUNTY
SCHOOL DISTRICT

<u>Technology Services</u>

TEACHERVUE SEATING CHARTS

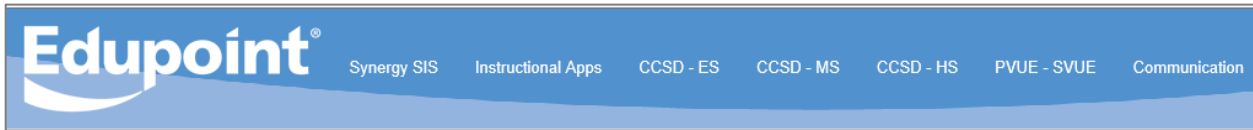## February 2021

Synergy
Education Platform

Contents

Synergy Help

Step 1: Seek solutions in Synergy Help. Select "Help" in the top right corner of the Synergy application.

Fully expand browser window to see the entire help menu. Then, select a link for the desired topic from the Help Menu.

Step 2: Contact School Synergy Representative (Gradebook Manager, Scheduler, PVUE Coordinator, or Attendance Manager/PPO Clerk)

Step 3: Contact the Customer Care Center at 770-426-3330 or Enter a Web Help Ticket at http://webhelp.cobbk12.org SELECT **Application > Synergy** to be routed to the appropriate support team.

Note – Parent support: For ParentVUE support, parents should always contact the school's PVUE Coordinator and not the central office, Customer Care, or Technology Department. If a school contact is unable to assist a parent, the school contact is to enter a Web Help ticket.

TeacherVUE Seating Chart

I. Check for Message Alert for New Students *(Displays at the top of the seating chart.)*
   - If one or more students are missing from the seating chart, look for a message that students need to be seated in the chart. Click the **Edit** button to add them from the Unassigned Students list under the Seating Chart Dimensions.

Alpha - Last, First Edit   *There are some students who need to be seated in the chart*

   - The list of unassigned students displays underneath the Seating Chart Dimensions. <u>Users will need to scroll down to see the list</u>.
   - **Add additional columns or rows to the seating area as needed.** (Note: If new students are not saving to seating chart when they are added, review the size of the seating chart. There must be a 'seat' or gray space for the new students to go.)
   - Students may be added in random or alphabetical order.

Seating Chart Dimensions:
10
6x8
10

Unassigned Students

Sort | Randomize | Fill Alpha
Fill Random | Clear

II. Entire Class or Section Missing from the Seating Chart
   Important: If students are not displaying in the seating chart the small boxes next to the name of the classes may need to be checked.
   - **Edit** the seating chart and check the **boxes** next to the class name.
   - Click **Save**.
   - The message to add students to the chart, described earlier, may display. If so, follow the steps to add the students to the seating chart.

Editing Seating Chart

Save | Copy | Cancel

Term: S2
Period: 4
Room: 9324

Course | Section Students
☑ PLTW Biomedical Science B | 0961 | 23
☑ H Scientific Research II Y | 0564 | 5

III. Seating Chart Name
   - The default 'name' is shown, Alpha – Last, First. The space is not used to enter students to the chart.
   - If you would like to rename the seating cheat, click the **Edit** button.

Synergy TeacherVUE   Home ▾   Grade Book ▾   Report Card ▾   Admin ▾

Home

👤 Period 2, 9th Lit/Comp Y (S2) : 9th Lit/Cmp Y (S2) : 9th Lit/Comp Y (S2) : 9th Lit/Cmp B (S2) ▾

⊞ Charts   ☑ Attendance

Alpha - Last, First Edit

- When in edit mode, a message will display that you are *Editing Seating Chart*.
- The name of the seating chart will become an editable field. This field is meant to be the name of the seating chart, for instance *Homeroom* or *1ˢᵗ Period*.
- Name the seating chart only if desired. It can be left with the default name.
- *The field is not used to enter the name of students to the seating chart. You do not need to enter a student's name into the seating chart name field.*

IV.   Resizing and Configuring the Seating Chart

- While in edit mode, the size of the seating chart grid can be enlarged or magnified by **sliding the scroll tool** to the right.

- When in edit mode, a **Seating Chart Configuration** area will display.

- Select the desired Student Name Format.

- Select to sort alphabetically, if desired. This option cannot be used if teachers want to move students around on the seating chart.

- Select if you want to see student photos, student ID's, gender and grade, etc.

- Select to show notifications and birthdays, if desired.

Seating Chart Configuration

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

☑ **Always Alpha Sorted**
☑ **Show Student Photos**
☐ Show Student ID
☑ **Show All Day Attendance**
☐ Show Gender and Grade
☐ Show Current Mark
☐ Show Course
☐ Show Section
☑ **Show Notifications**
☑ **Show Birthdays**
5   Number of days notice

- **Continue to scroll down the page** to see more edit tools and the list of unassigned students in the class.

- In edit mode, you can set the location for the **front of the classroom** and set desired **Seating Chart Dimensions**.

    o Tip: Be sure there are enough rows and gray squares or 'seats' for unassigned students to be added. Use the chart dimensions area to add rows and/or columns for extra 'seats.'

Front Of Classroom:
Top

Seating Chart Dimensions:
   10

6x5

10   − +

- The **Unassigned Students** list will display at the bottom of the screen. Students in the list need to be added to the seating chart.

Unassigned Students

Sort	Randomize	Fill Alpha
Fill Random	Clear	

- ▪ The list of unassigned students can be moved around the screen, if desired.
- ▪ Add students to the seating chart by dragging and dropping their names on the grid. Or, click either the **Fill Alpha** button or the **Fill Random** button.
- ▪ Click **SAVE** when done.
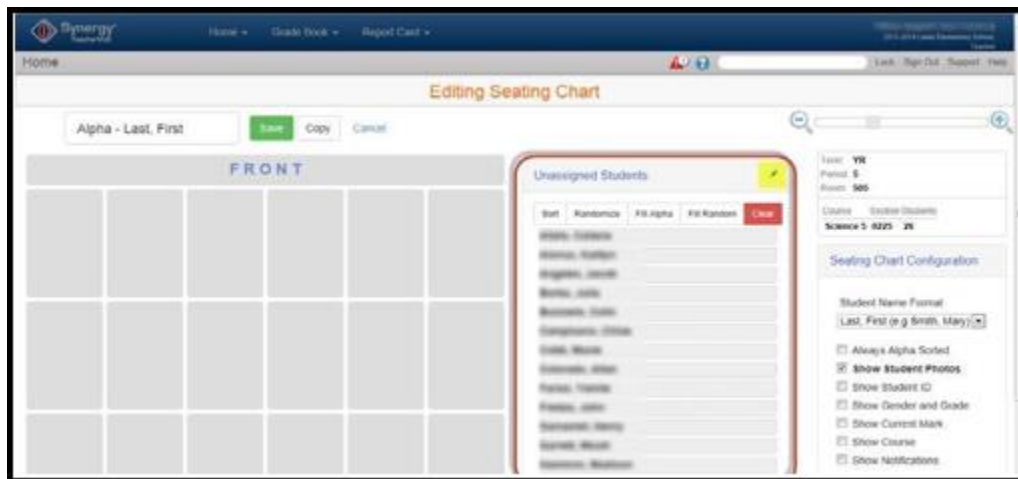
Options for TeacherVUE Seating Charts

Custom seating charts are an easy way to visibly separate students on the chart within a period, for example by those attending face-to-face from remote learning. Teachers can create multiple seating charts.

The following steps describe two options for separating face-to-face and remote students in the seating chart. Please note that taking attendance by chart will keep the students visually separated. Selecting the list option for attendance will continue to display all the students scheduled in the class rather than just those in the custom chart.

Option 1 – Creating a Custom Seating Chart

- • New charts are added by **period**. Select the desired period to begin.
- • In the seating chart, hover over **Charts** at the top of the screen and select **Add Grid**.
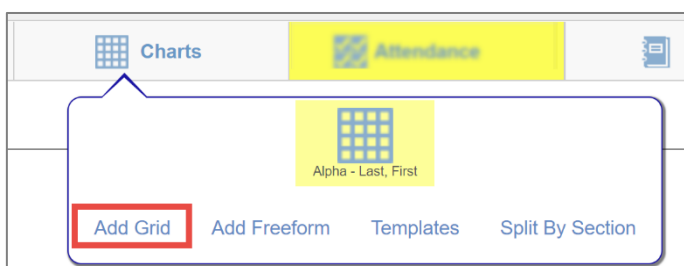
- The screen will change to ***Editing Seating Chart*** mode.

- 'Seats' or gray squares display on the screen.
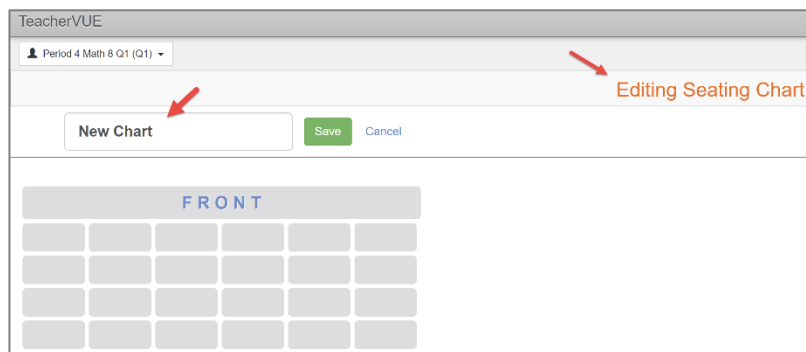
- Add a name for the new chart. For example, ***F2F – 4th Period***.

- If the new chart is saved without adding student, the message displays that students need to be seated in the chart.
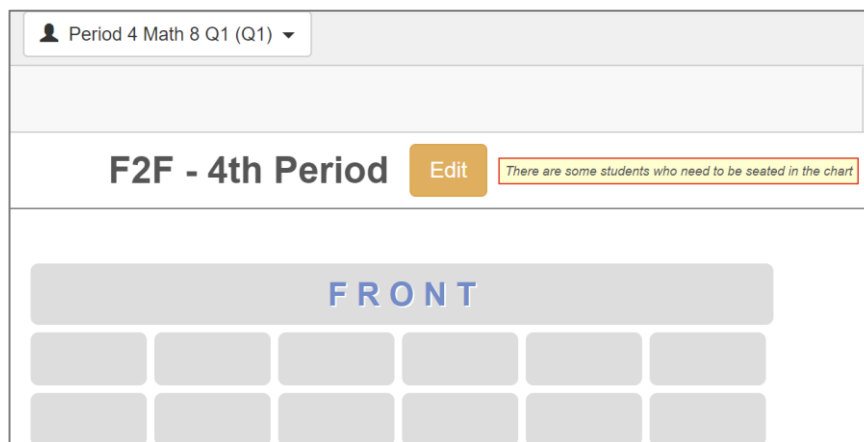

To continue editing the seating chart, click the **Edit** button.

- In edit mode, teachers have the usual seating chart configuration selections and the ability to change the seating chart dimensions to add/remove columns and rows as needed.

- The list of Unassigned Students will display underneath the seating chart dimensions setting and can be moved around on the screen as seen in the screen shot below.

- Add students to a 'seat' or gray square by clicking their names and dragging it to the desired location.
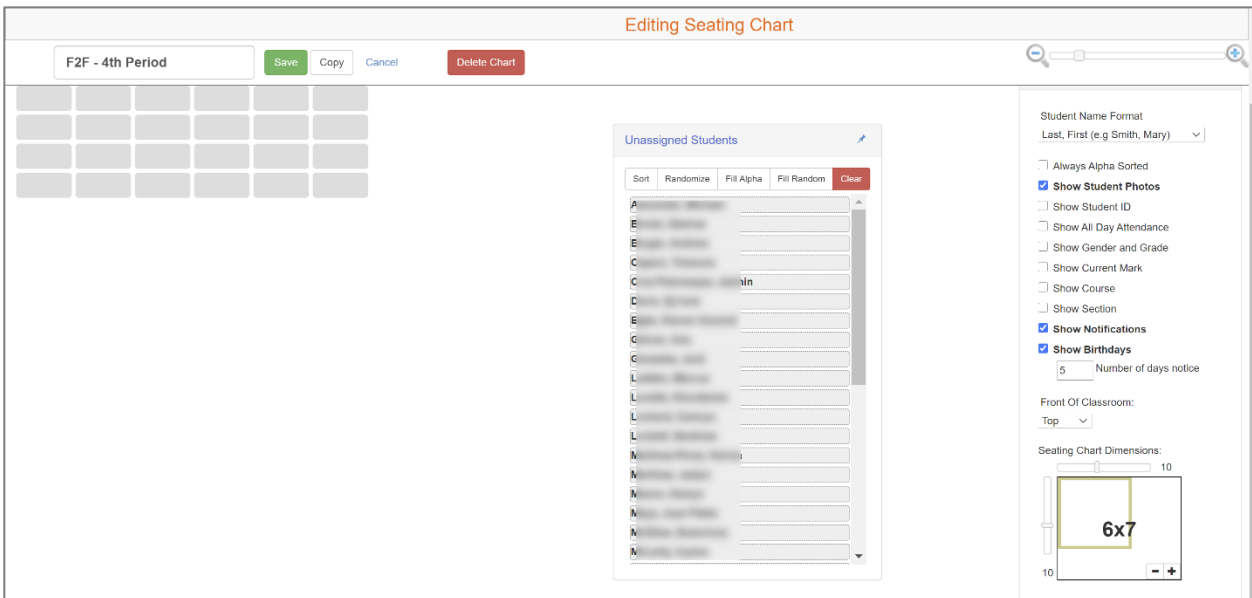
- If the chart is for face-to-face students, add only those names and leave the remote students in the unassigned list.   Click **SAVE**.
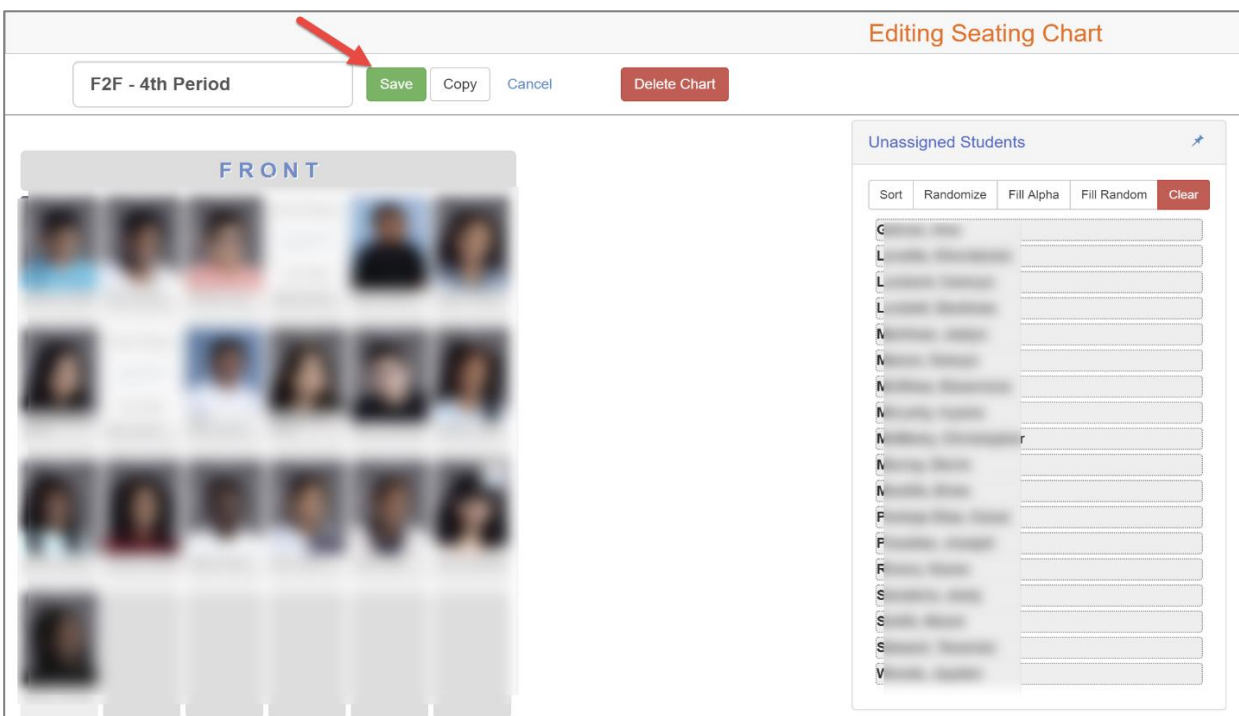
- To access the face-to-face seating chart, confirm the correct class period is selected and hover over charts in the menu at the top of the screen. The new chart can be identified by the name. Click it to open the chart.

- To create a second chart for the remote students in the same period, click **Add Grid**.
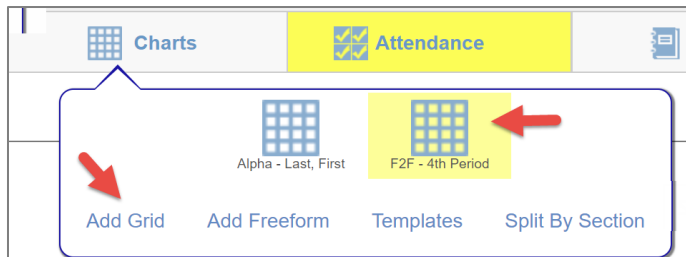
- Follow the same steps listed above using a new name. For example, *Remote – 4th Period.*

- Even though students were already added to the first chart, their names will display in the Unassigned List. Select the remote students' names to add them to the chart.

- Click **SAVE**.
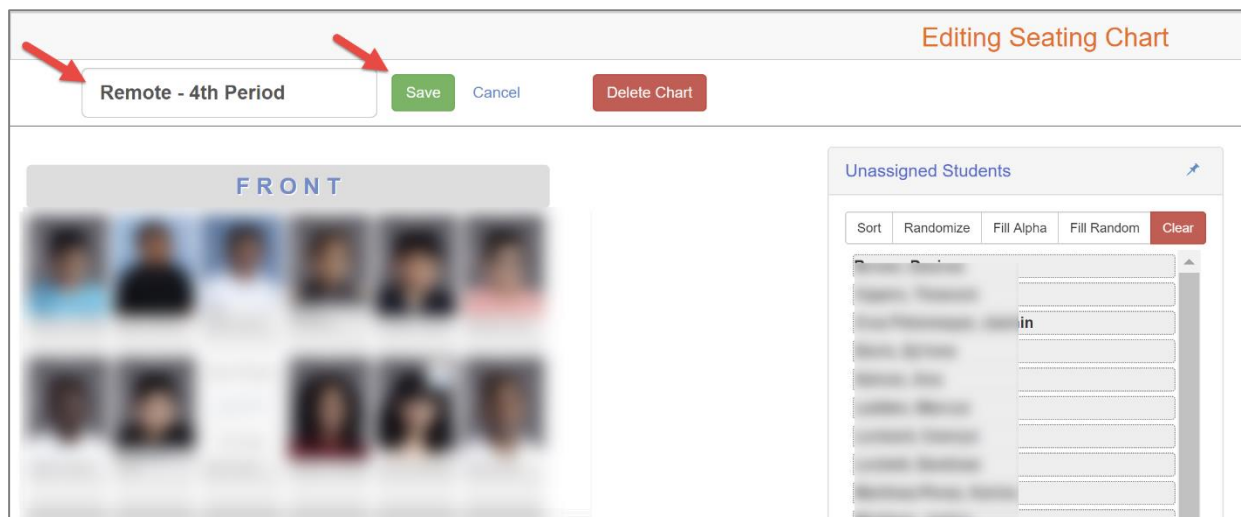
How to Select a Seating Chart

- The charts will display and can be identified by name under the Charts menu at the top of the screen. The chart currently selected to display will show with the yellow highlight.

- Teachers may continue to use the default, *Alpha – Last, First* chart at any time.
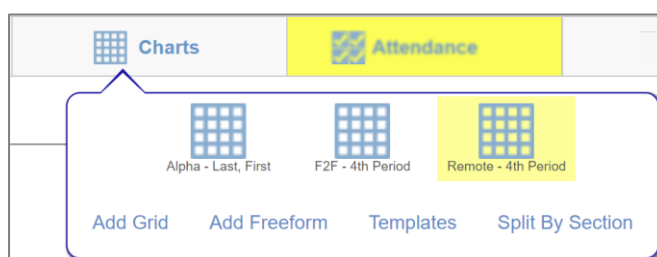
Option 2 - Editing the Default Seating Chart

Using the default *Alpha – Last, First* seating chart, teachers can use the drag and drop process to group students separated by blank rows or columns.

- Click the **Edit** button and change to edit mode on the seating chart. Select students and move them to different 'seats' or gray squares.
- Confirm the '*Always Alpha Sorted'* option is NOT selected in the Seating Chart Configuration area.
- Group face-to-face students together and remote students together.
- Leave one or two empty rows or columns between the groups.
- *When taking attendance, use the **chart** selection to keep the separation visible.* When the list option is used to take attendance, all the students display in the list.
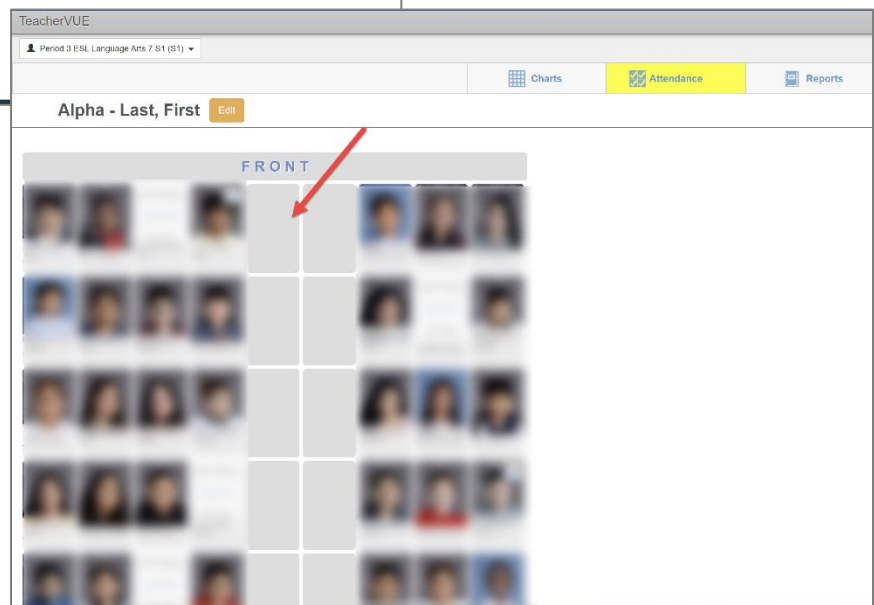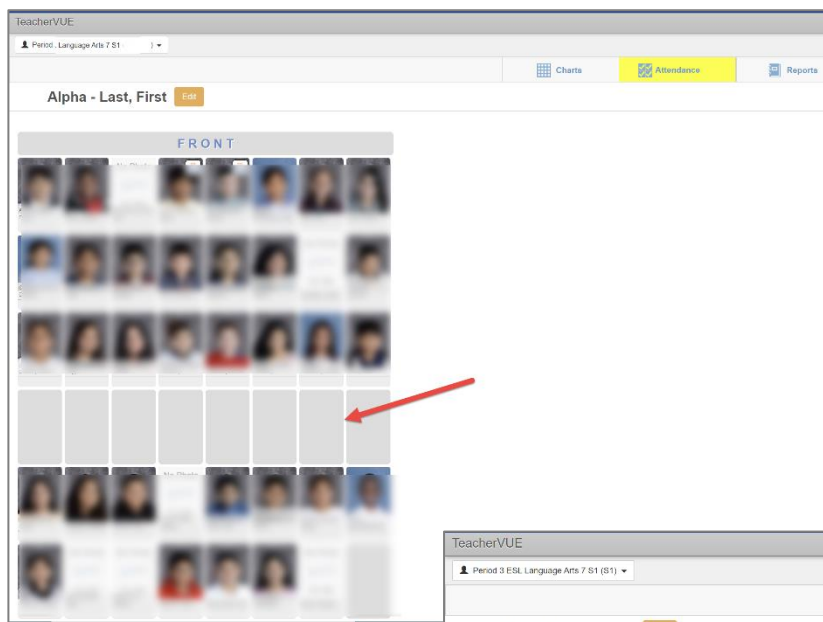
Attendance Codes (Updated January 2021)

Title	Code	Type	Allow Teacher Entry	Excused or Unexcused
Codes Available in TeacherVUE & for Attendance Clerks				
No Code = Student is physically present in face-to-face class				
Virtual Present: Student is **virtually present** in remote live session; code counts as present in Synergy	VP	Positive	Yes	P
Absent - Reason Pending: Student is absent from both face-to-face AND remote live session	A	Unverified Absence	Yes	U
Tardy - Reason Pending: Student is tardy in face-to-face class. Tardy is unexcused pending excuse submitted to clerk	T	Unverified Tardy	Yes	U
Virtual Tardy - Reason Pending: Student is tardy to virtual live session. Virtual tardy is unexcused pending excuse submitted to clerk	VT	Unverified Tardy	Yes	U
Not Enrolled *Only available first week of school	NE	Non - Enrollment	Yes	

SY2020-2021 Attendance Procedures – Per Accountability (Updated January 2021)

Teachers will take attendance each school day based solely on how students are attending class that day, *regardless of the learning choice of each student*. This means that a face-to-face student who is attending virtually, regardless of the reason, should not be marked absent. **Teachers should not enter attendance on Wednesdays.**

TVUE Codes   **Description**

(blank)   Student is **physically present** in face-to-face class.

VP   Student is **virtually present** in remote live session (code counts as present in Synergy).

A   Student is **absent** from both face-to-face AND remote live session

T   Student is **tardy** in face-to-face class. Tardy is unexcused pending excuse submitted to clerk.

VT   Student is tardy to virtual live session. **Virtual tardy** is unexcused pending excuse submitted to clerk.

Goals & **Rationale for Procedures**
1. Encourage class participation from all students.
2. Encourage students to stay home when ill (or potentially ill).
3. Simplify the procedures for taking attendance for teachers.
4. Produce attendance records that clearly reflect who is physically on campus at any given time.

Taking Attendance on a Custom Chart

- Select the desired chart from the menu at the top of the screen.
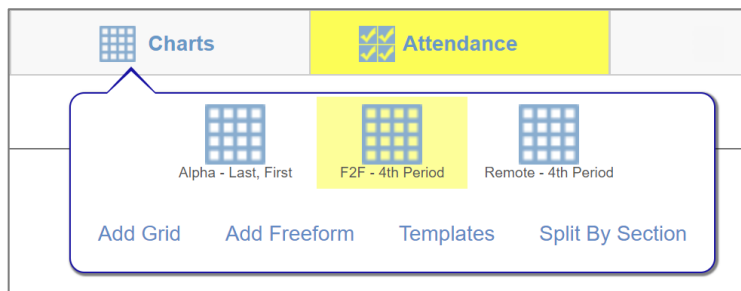
- When the chart displays, hover over Attendance and **select Chart**.

 - *Selecting the list option for attendance will display all the students scheduled in the class rather than just those in the custom chart*.
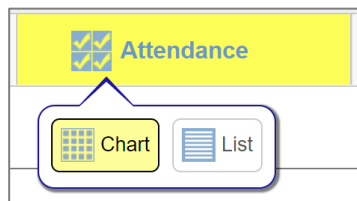
- Click on students' pictures (or picture area) to toggle through options of virtual present, absent, or tardy.

- **Effective January 2021, <u>any</u> student virtually present in a live session, must be coded with VP (Virtual Present).**

- *Continue to click to remove posting if it was entered in error.*

- Click SAVE.

- If needed, change the period to select other custom charts to take attendance.

Record Period Attendance (Choose from 2 methods)

- Teachers can only take attendance for the **current school day**.
- **If an attendance entry or edit for a prior day is needed, contact your school's Attendance PPO Clerk.**
- If you do not see the Attendance option, please speak with your school's scheduler to ensure that the section (class) has been set up as 'Included in Attendance.'
- Attendance must be taken, within the first 15 minutes of class, in each period of the day unless you are teaching a non-traditional class. *During remote learning, attendance procedures may differ.*
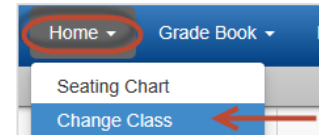
I. Take Attendance by Seating Chart

- *See the previous section of this guide for directions on how to take attendance on a Custom Seating Chart.*

- Hover over **Attendance** & click on *Chart*
- The screen changes to 'Taking Attendance' mode.
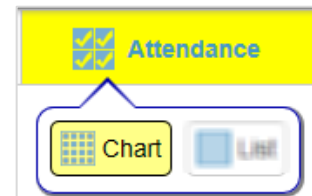
- Click on students' pictures (or picture area) to toggle through options of **virtual present, absent, or tardy**. Continue to click to remove posting if it was entered in error.
- Click **SAVE.** A message displays when attendance is saved.
- The screen will return to seating chart. Green check displays to show Attendance was taken.
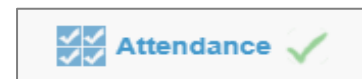
II. Take Attendance by List

- Hover over **Attendance** & click on *List*
  Selecting the list option will display all students scheduled in the class rather than those in a custom chart.
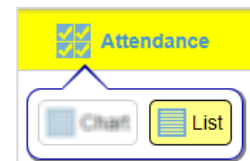
- The list will default to the current school date.
- Click in the student's cell to toggle through options of **virtual present, absent, or tardy**. Continue to click to erase posting if it was entered in error.
- Click **Save** to continue marking attendance   **OR**
- **Save & Return** to complete and return to seating chart. Message displays when attendance is saved and green check displays.
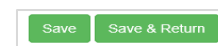
TVUE Reports & Student Detail Options

1. Access TeacherVUE Reports from seating chart main screen.

- Hover over **Reports,** in the menu at the top of the screen, to view a list of available reports.
- Reports selected from this list will result in data for the **entire class.**
- Select **Output Type** (PDF or TXT)
- **Click** the name of a desired report.

Report results display on the screen, possibly in a new tab, and can be reviewed or printed, as desired.
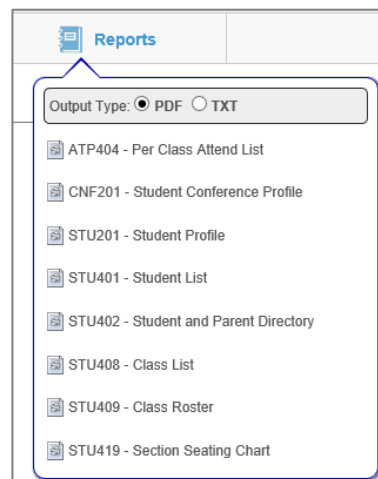
2. Report Interface Option

- Click the **icon** that displays after the name of the report to open the report interface.
- Enter desired parameters on the report interface.
- Click the **Sort/Output Tab** to select a different file type, for example Excel.
- Click the Print button at the top of the report interface.
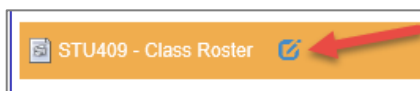
Report results display on the screen, possibly in a new tab, and can be reviewed or printed, as desired.

a.   Enter **parameters** when specific data is needed.

- *Period Attendance Reports* default to the current day when using the interface. Therefore, edit the dates if information for the entire year or a specific date range is desired. Change additional parameters for different data results.
- *Class Lists-* Teachers may need to enter the section ID or period for the desired class.
- *Class Rosters for subs-* Teachers will enter the Start Date and number of weeks needed for the report. Substitute teachers will use this report to take attendance when the regular classroom teacher is absent.

Report Interface Sample A

Report Interface Sample B

3. Left click on a student's picture (or picture area) to view the list of options for an individual student.
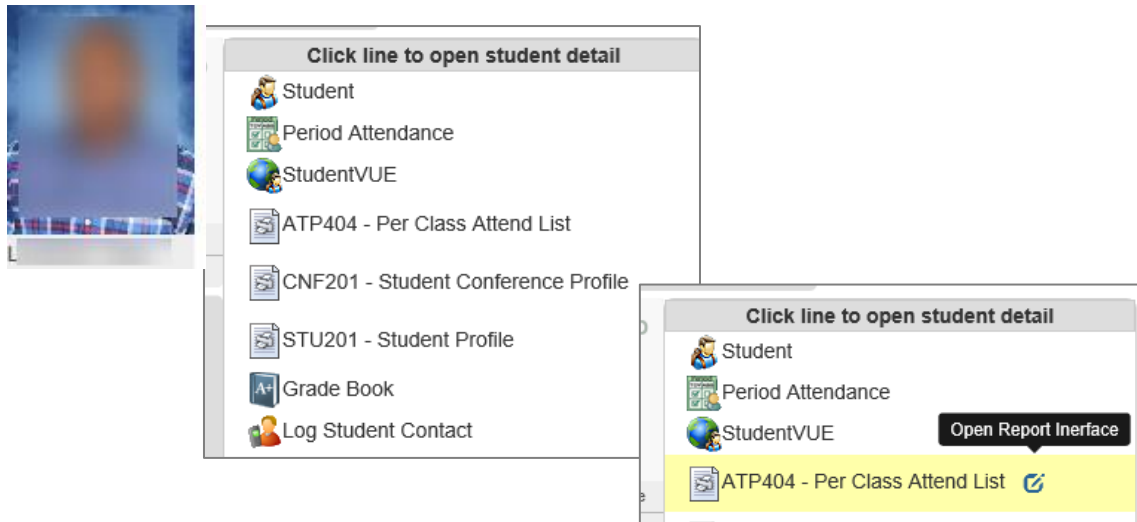
- Click one of the options to open the selected screen or to run the report for that individual student.
- ***StudentVUE*** gives teachers a view of what students see in StudentVUE.
- Click the icon to the right of a report name to open the report interface.
- If a report interface is selected for an individual student, the data for the student does not need to be entered, simply click the Print button at the top of the interface to run the report for that one student.
    - Period Attendance Reports will default to the current day.
    - Edit the dates and additional parameters, on the interface, for different data results

Report results display on the screen, possibly in a new tab, and can be saved or printed, as desired.

Sending Student and Parent Communications from TeacherVUE

To send a message or email to **one student or the parent**, click the student's picture in the seating chart and select the Communication link.
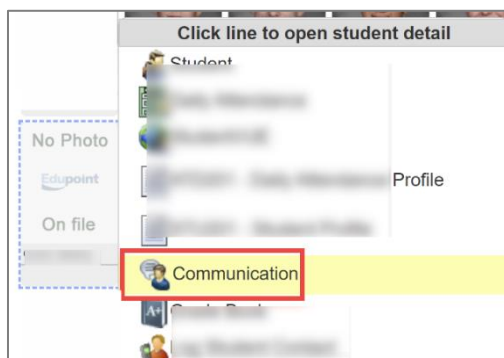
When the Communication screen displays, teachers will decide if they want to be blind copied on the email.

Teachers will select the recipient(s) for the message and email: student only, parent only, or both.

Teachers can choose to include the student's other teachers by selecting their names.

Teachers can search for another staff member, at their school, to copy them on the email.

Teachers will enter a Subject and type in the Message for the message and email.

If an attachment is needed, click the Select Files button to add the files.

When all options are entered and the email message is complete, click the **Send** button at the top of the Communication screen.
Clicking Send & Return will send the email and return the teacher to the seating chart.

To send a message or email to **all students and/or parents, or selected students and/or parents**, click the Communication link under the Home menu.
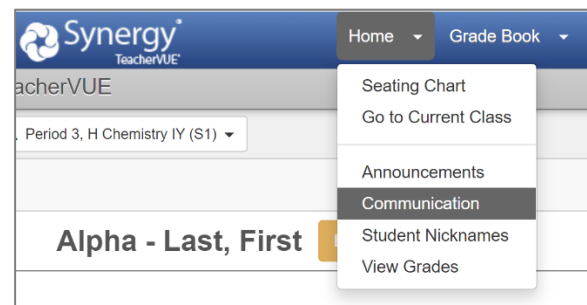
On the Communication screen, teachers will select to send the email to:

- Students

- Parents

- Both Students and Parents

- Specific Students and/or Parents

Teachers will also select which classes or sections to include for the email.
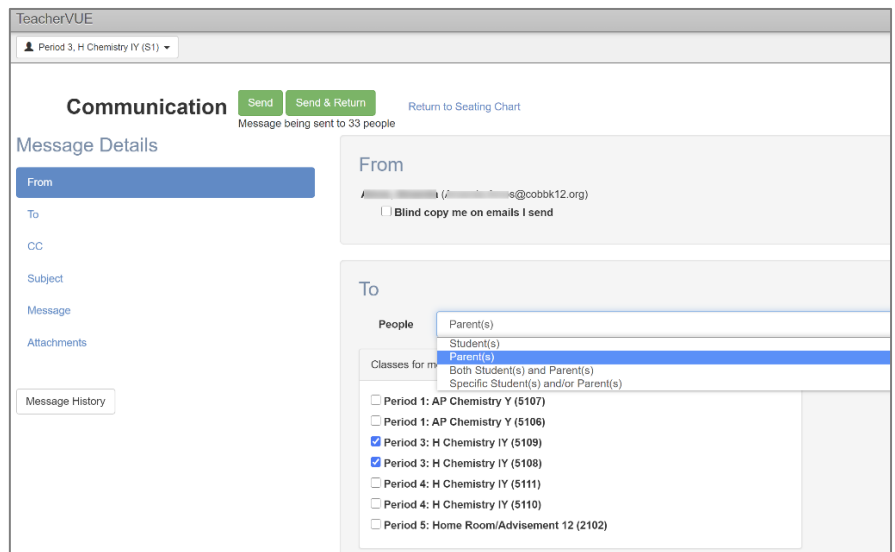
When the option for specific students and/or parents is selected, teachers can check the boxes next to the students and parents' names. When all selections are checked, click **Done**.

After the specific students and/or parents are selected and the teacher returns to the Communication screen, the selected students and parents' names display on the screen.

Teachers can search for another staff member, at their school, to copy them on the email. Teachers will enter a Subject and type in the Message for the email.

If an attachment is needed, click the Select Files button to add the files.

When all students and/or parents are selected, all options are entered, and the email is complete, click the **Send** button at the top of the Communication screen.
Clicking Send & Return will send the email and return the teacher to the seating chart.

Viewing the Teacher's Message Using StudentVUE

To review a message the teacher will click the student's picture in the seating chart and select the StudentVUE link.
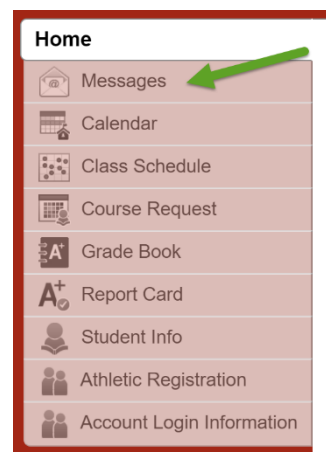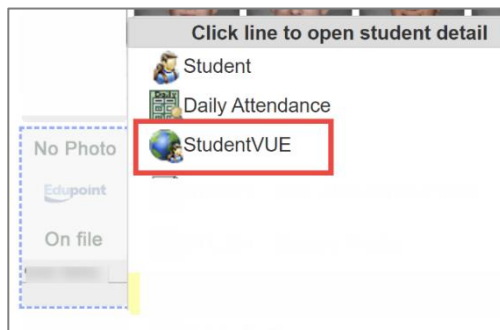
When the StudentVUE window opens, click **Messages**.

All emails sent from TeacherVUE display as Messages in StudentVUE. They are also sent to the students' CCSD Office 365 email.