ELEMENTARY TEACHERS

TEACHERVUE & ATTENDANCE GUIDE

JULY 2019
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Synergy Support

**Step 1:** Seek solution in Synergy. Select “Help” in the top, right corner of the Synergy application screen.

Point to “CCSD-ES” from the Edupoint Menu for a list of elementary guides.
- The PVUE-SVUE link contains ParentVUE guides
- The Communication link contains work session and training information.

- If the menu shown below does not display, expand your browser window.

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

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

**Note – Parent support:** For ParentVUE support, parents are to always contact the school contact (PVUE Coordinator) and not the central office or technology department. If a school contact is unable to assist a parent, the school contact is to enter a help ticket.

**Note:** Guides located in the Synergy SIS and Instructional Applications menus are provided by the vendor and may contain descriptions for modules or functionality not currently being used by the Cobb County School District.
Synergy Help Tutorials

1. In TVUE, click the blue question mark icon in the menu bar, for help provided by the vendor.
2. Select options from the Contents Menu in the left menu bar.
3. TeacherVUE is available in the contents area. Select TeacherVUE and drill down to desired help topics.

*Please note:* CCSD does not use all modules of Synergy, and therefore some of the information will not apply for our users.
Logging In

Always Allow Pop Ups for the Synergy Site

Login at http://synergy.cobbk12.org

A link to *Synergy (Staff)* is available on the CCSD home page under Employees/Jobs menu.

Username: Badge ID
Password: Usual Network Password

**Note:** *Synergy can be accessed outside the CCSD network. VPN is not required for Synergy.*

Pop Ups – Remember to allow pop ups in Synergy when working from home or outside the CCSD network.

*Caution:* The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.
District Notifications (Announcements)

After reading it, the announcement can be dismissed.

Click the **Close** button or the ‘X’ to close the Notifications window.

To view announcements again, point to Home in the main menu and click on **Announcements**.

Dismissed announcements can be recalled.

1. Click the button to *Show Dismissed Messages*.
2. Click the button to *Recall*.

Close the window when you are finished viewing the announcements.
**Changing Class**

Elementary teachers ONLY take attendance in Homeroom. Be sure to select the homeroom class to take attendance.

On the Home screen, mouse over Home in the blue menu and click on **Change Class** if a different class is needed.

OR

Point the mouse to the name of the class, and the **Class Focus** window displays.

1. Click on the Homeroom class (or desired subject) that displays in the Class Focus window, to select it. Wait while the class loads to display the seating chart.
2. The selected class will display at the top of the screen, shown below as item 2.

**Changing Schools – If You Have Classes at More than One School**

If you are scheduled with classes at two or more location, you will need to change to a different school to view the seating chart, take attendance, and use the gradebook if you are creating assignments.

In the Class Focus window, click the **School** drop down. Select another school from the dropdown. Then, you must **click on a class** scheduled at the selected school.

This will open the seating chart for the selected class at the other school.
Seating Chart Tips

How to Accept New Students to the Seating Chart

If a message displays on your seating chart that you have students who need to be seated in your chart, you need to edit the chart and add the students.

Follow the steps below; the outline numbers correspond to the numbers in the screenshots.

1. Click the Edit button.

2. When in edit mode, a message will display that you are Editing Seating Chart.

3. The name of the seating chart will become an editable field.
   a. This field is meant to be the name of the seating chart, for instance *Homeroom or 1st Period*. **It is not used to enter students to the chart.**
   b. The default ‘name’ is shown, Alpha – Last, First. The default name can be left.
c. Rename the seating chart, if desired. A new name is not required and can be left with the default name. However, it is not used to enter students to the seating chart. **You should not enter a student’s name into the seating chart name field.**

4. In edit mode, the size of the seating chart grid can be enlarged or magnified by **sliding the scroll tool** to the right. This will work when not in edit mode, too.

5. In edit mode, the **Seating Chart Configuration** section will display. Select the desired **Student Name Format**.

Select if you want to see student photos, student ID’s, gender, notifications, birthdays, etc.

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

7. In edit mode, you can set the location for the front of the classroom and set desired **Seating Chart Dimensions**. Increase the seating chart dimensions, as needed, by adding more columns or rows. **There must be enough ‘seats’ or gray spaces to add all students to the seating chart.**
8. The **Unassigned Students** list will display at the bottom, right side of the screen. Students in the list need to be added to the seating chart.

![Unassigned Students list](image1)

9. The list of students can be moved around on the screen. Add students to the seating chart by dragging and dropping their names to a ‘seat’ on the chart. Or, click either the Fill Alpha button or the Fill Random button.

![Editing Seating Chart](image2)

Click **SAVE** after selecting all options and adding students to the chart.
Include All Classes in Seating Chart
If there are two or more classes (sections) scheduled in the same period, teachers may need to edit the seating chart when students are missing from the chart or the roster in the gradebook.

1. Click the Edit button on the seating chart.

2. In edit mode, check the small check boxes next to the names of the classes (sections) to ensure all the students display.

3. Click Save after checking the boxes.

After checking all the section boxes and saving, you may see the message to add students to your seating chart, as described earlier in this document.
Edit the seating chart, as described on the previous pages, to add the students. Students from all classes should now display in the main seating chart.

Alert Message in TeacherVUE
When teachers first login to TeacherVUE, an Alert message may display like the one shown at right.

The message is notifying the teacher that the class selected on the seating chart is not the same class in focus in the gradebook. For middle and high school teachers, the seating chart will default to the homeroom class, which does not appear in the teacher’s gradebook.

This message is informational and not an error. The only action required by the teacher is to select the desired class after navigating to Grade Book Main.
Taking Attendance

The Yellow Highlighting around Attendance indicates that attendance has not been taken for this class. **Teachers should take attendance, in the homeroom class, each school day.**

Mouse over Attendance and select either Chart or List.

![Attendance Chart and List](image)

**Note** – Teachers can only enter attendance for the current date. Attendance manager/clerks maintain attendance for past or future dates.

### Attendance Codes

<table>
<thead>
<tr>
<th>Description</th>
<th>Synergy Attendance Type</th>
<th>Code</th>
<th>Allow Teacher Entry</th>
<th>Excused Or Unexcused</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence w/o Reason &amp; Non-Absence Tardies and Dismissals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Absent - Reason Pending</td>
<td>Unverified</td>
<td>A</td>
<td>YES</td>
<td>U</td>
</tr>
<tr>
<td>Tardy - Reason Pending</td>
<td>Unexcused Tardy</td>
<td>T</td>
<td>YES</td>
<td>U</td>
</tr>
<tr>
<td>Tardy - Unexcused</td>
<td>Unexcused Tardy</td>
<td>TU</td>
<td>YES</td>
<td>U</td>
</tr>
<tr>
<td>Tardy - Excused</td>
<td>Excused Tardy</td>
<td>TE</td>
<td>YES</td>
<td>E</td>
</tr>
</tbody>
</table>

| Not Enrolled *Only available the first week of school | | NE | YES* |

*Only available the first week of school*
**Take Attendance by Seating Chart**

1. Hover over Attendance and click on **Chart**.  
The screen changes to ‘Taking Attendance’ mode.  
**A Reason Types Legend** appears under the Class Info area and keeps a tally of attendance.

2. Click on a student’s picture (or picture area) to toggle through options of absent or tardy. Continue to click to remove posting, if something was entered in error.

3. Only mark students who are absent or tardy.  
**All unmarked students are considered present.**

4. Click **Save** when complete.

5. Even if all students are present, you must still select to take attendance and click **Save** without marking any attendance. This notifies the office that attendance has been taken and the green check mark will display.

6. After saving, you return to the TVUE Home screen and the Attendance button displays a green check mark indicating that attendance has been taken for the day.
**Take Attendance by List**

1. Hover over Attendance & click on **List**. The screen changes to ‘Taking Attendance’ mode.
2. A new screen appears. The column for the current day is highlighted in pale yellow.
3. A **Reason Types Legend** appears under the Class Info area and keeps a tally of attendance.

4. Click on the student’s row under the correct date to toggle through attendance reasons. Only mark students who are absent or tardy. **All unmarked students are considered present.**

5. Even if all students are present, you must still select to take attendance and click **Save** without marking any attendance. This notifies the office that attendance has been taken and the green check mark will display.

6. After saving, you return to the TVUE Home screen and the Attendance button displays a green checkmark indicating that attendance has been taken for the day.
All Students are Present

If all students are present, select Chart or List. Click the **Save** button without adding any attendance for the students. This step is required to notify the office you have taken attendance for the day.

**TeacherVUE Options & Reports**

In the seating chart, click a student’s picture or area where a picture would display.

**Individual Student Reports and Views**

When the menu displays, **click the name of the desired report** and it will automatically run for the selected student.

- Select **Student, Daily Attendance, StudentVUE**, etc. to view those options for a student.

Click the **icon**, shown at the end of the report name, to open the report interface. Use the interface to enter specific dates or other parameters as needed.

Class Reports

Use the **Reports** menu at the top of the seating chart for **class data**.

Click the **name of the report** and it will automatically run for the selected class. Click the **icon** that displays after the name of the report to open the report interface.

Additional report interface information is available on the next page.
TeacherVUE Reports: Interface Options

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.

- If different parameters are desired, enter or select them before clicking Print.

When selecting a report interface for the class from the Reports menu, leave the parameters empty to run for all students.

- Edit dates and specific parameters, if desired, and click the Print button at the top of the interface to run and view the report.

- ATD201: Daily Attendance Profile report will default to include the full school year. Edit the dates and additional parameters for different data results.
- STU408: Class List report – Use the interface and include student’s Perm ID or other available parameters, if desired.
- STU409: Class Roster report can be used by the substitute for attendance. Add a copy of the report to your sub folder. Select the desired Start Date and number of weeks needed.

Report Interface Samples