

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.



Notes provide additional information about the subject.



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



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



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

Before You Begin

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

Software and Document History

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

Document Version	Release Date	Software Release	Description
2.0	Dec 2018	2019.01	<p>Updates:</p> <ul style="list-style-type: none"> • Updated Managing Account Information with a note regarding a forced password change • Updated Viewing Special Education Information images with additional documents • Added Emergency Response System for students to self report in the case of an emergency • Added Enabling Notifications to Device Setup • Added Editing Your Account Information to Logging In to the mobile applications • Updated Student Information for detention hours • Added Unofficial Transcripts to Viewing Course History Information • Added Reporting Future Absences topic • Added Reporting Future Absences to Viewing Information • Added Editing Student Information in ParentVUE
3.0	Jun 2019	2020	<p>Updates:</p> <ul style="list-style-type: none"> • Added a note for Test History and Course History in Viewing Information • Added Reset Password in Logging In • Added Course History in Viewing Student Information • Added additional staff in Class Schedule • Added Special Education in Viewing Student Information • Added Uploading Documents to Online Registration in Viewing Information • Added a note for Verified Credit in Viewing Course History Information • Added a note for success message for reporting absences in Reporting Future Absences • Added Viewing Pending Fee Payments in Managing Fees • Added a step and note for Calendar Date in Viewing Attendance Information

Document Version	Release Date	Software Release	Description
4.0	Mar 2020	2021	<p>Updates:</p> <ul style="list-style-type: none"> • Updated StudentVUE My Account for auto notification options • Added Communications in ParentVUE and StudentVUE in Communication • Added Viewing Concurrent Report Cards in Report Card • Added content for receiving auto notify emails on the StudentVUE mobile application in StudentVUE My Account • Added Online Registration on the Student List screen in Student List • Added a step for adding a doctor's note or document in Reporting Future Absences (mobile app) • Added text and note for submitted future absence notification in Enabling Notifications • Added Acknowledgements in Communication • Added content for deleting a message in Messages • Added a step for adding a doctor's note or document in Reporting Future Absences (web version) • Added Deleting an Emergency Contact Record in Managing Student Info • Added a note for Update GPA and GPA Type display in Viewing Course History Information • Added a note for Update GPA, and Current reporting period and Year to Date GPAs in Viewing Report Cards • Added a step for including additional staff when sending emails in Viewing the Class Schedule • Added text for Course Duration column in Managing Course Requests • Updated Viewing the Calendar for the new interface • Added a step for selecting the Phone and Text values in ParentVUE Account Information • Added Paying Fees Using SchoolPay in Managing Fees

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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.

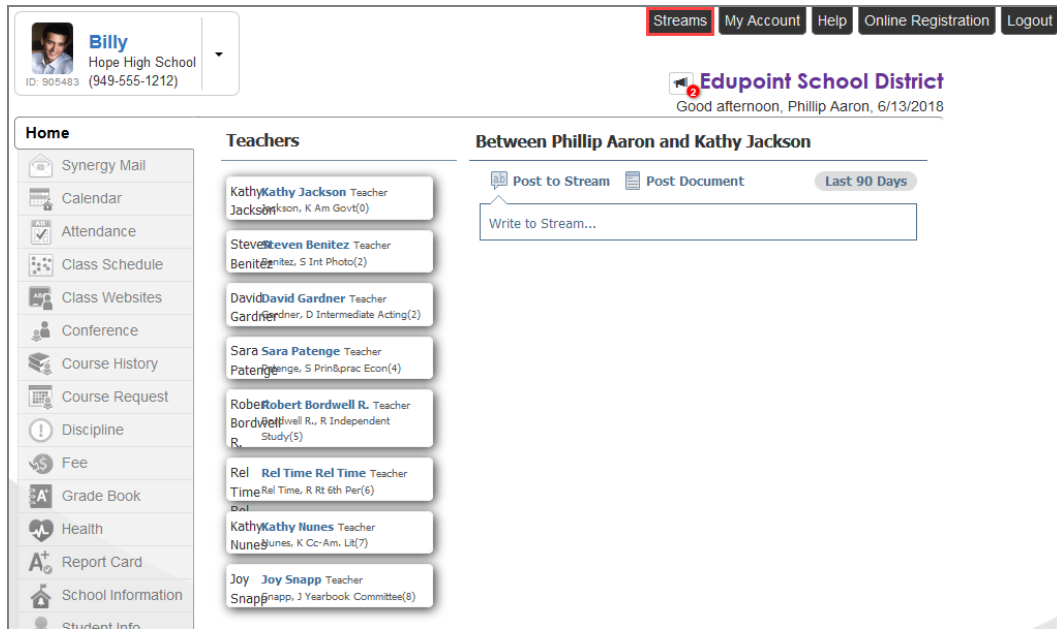
 An [Acknowledgment](#) displays before the Home screen, if available.

The screenshot displays the ParentVUE 2.0 Home Screen. At the top, there is a navigation bar with links for Streams, My Account, Help, Online Registration, and Logout. Below this, the user's profile is shown as Billy from Kennedy High School. The main content area features a list of navigation options on the left, including Synergy Mail, Calendar, Assessment, Attendance, Class Schedule, Class Websites, Conference, Course History, Course Request, Discipline, Fee, Grade Book, Health, muffs, School Information, Student Info, Special Ed, Custom Tab, Digital Locker, Test History, and Documents. The central part of the screen shows two student profiles: Billy (ID: 905483, Kennedy High School) and Ian (ID: 129442, Grant Elementary). Each profile has a 'Report Absence' button and a list of recent events, such as discipline notes and conference visit notes. The footer contains links for Logout, Contact, and Privacy, along with the Edupoint logo and language options (English, Español, Français, 日本語, suomi, Deutsch).

ParentVUE 2.0 Home Screen

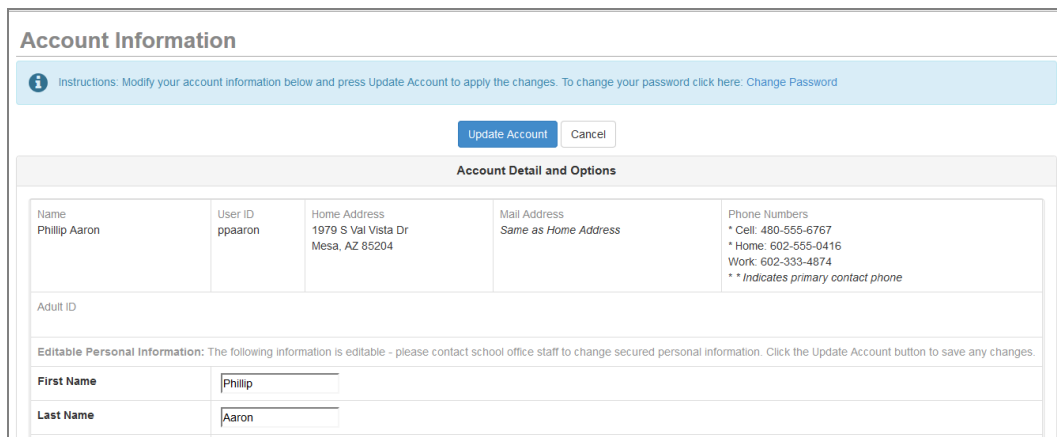
- The Navigation bar contains links to display records for the selected child. ①
- Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. ② Click a link for more detailed information.
- Parents use the focus menu to select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

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



ParentVUE Streams Tab

- The My Account tab accesses the parent's account information. 5



ParentVUE Account Information Screen

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

- All screens contain **Logout**, **Contact**, and **Privacy** links. ⑧
- Parents can select a language at the bottom of the ParentVUE screen if the district supports multiple languages. ⑨



Changing the language at the bottom of the ParentVUE screen only changes the language on the interface. See [Managing Your Account](#) to change the language for email notifications.


- Parents can enable Accessibility Mode, if needed. ⑩
- Parents can report future absences. ⑪

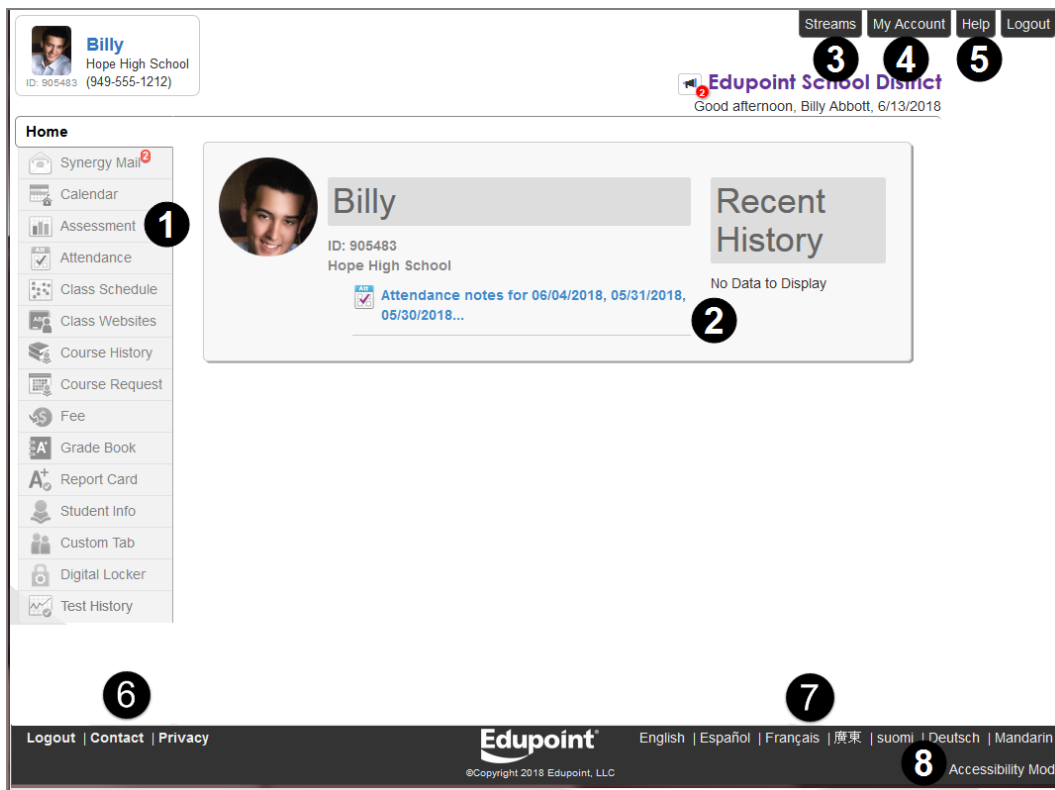
StudentVUE

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.

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



StudentVUE 2.0 Home Screen

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

- The **My Account** tab accesses the student's account information. ④

My Account Setup

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

Account Detail and Options

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

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

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

Primary Email:

billy@mail.mail

Update Account Cancel

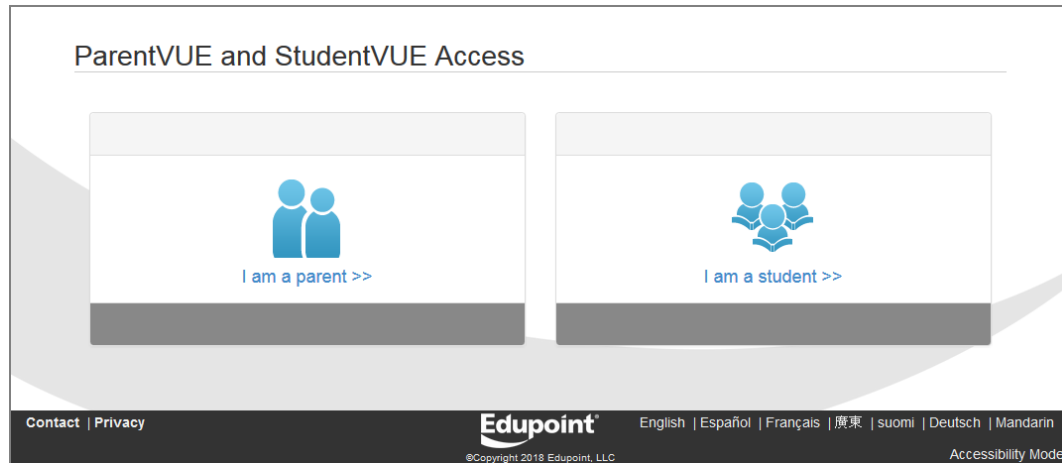
StudentVUE My Account Setup Screen

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

Managing Account Information

Logging In to ParentVUE and StudentVUE

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



ParentVUE And StudentVUE Access Screen

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

4. Log in to your account.

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



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 Account Access Screen

- If you have an activation key, see [Account Creation](#).

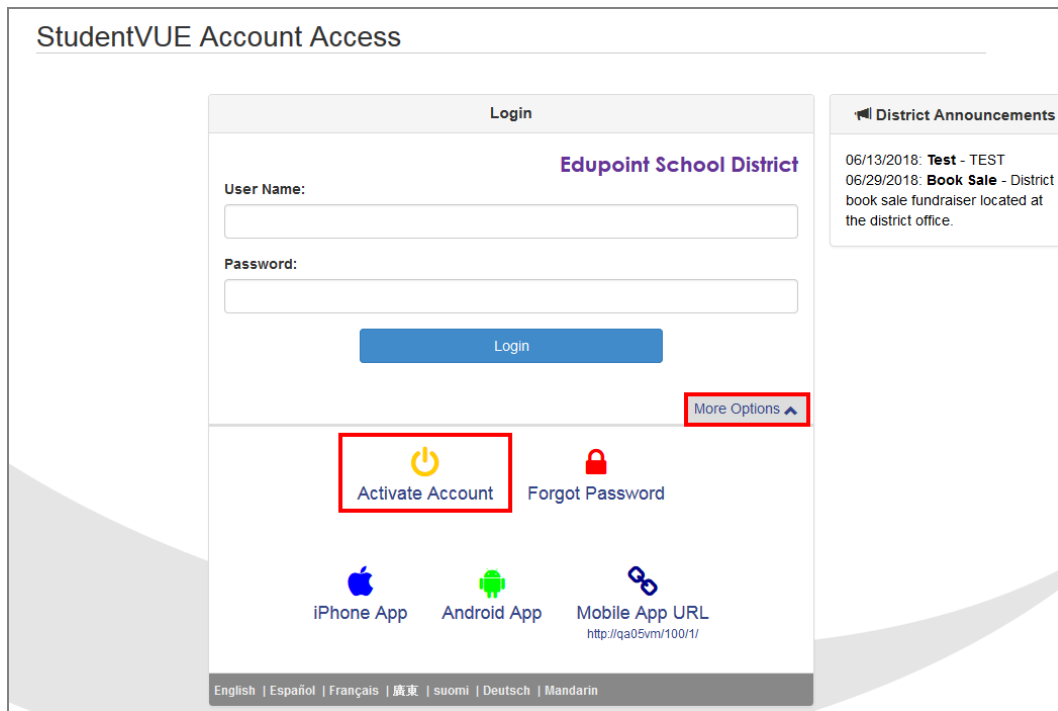
Account Creation Using Activation Keys

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



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

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



StudentVUE Account Access 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 of 3: Sign In with Activation Key

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

First Name

Last Name

Activation Key

Continue to Step 3

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

6. Enter the **User Name** that was provided or create a unique **User Name**.



An error message displays if someone is already using the user name entered.

7. Enter a **Password** and re-enter it in **Confirm Password**.



The password must be a minimum of 6 characters in length and can consist of numbers and letters, but not special characters.

The password is case-sensitive.

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

9. Click **Complete Account Activation**.

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

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

Forgot Your Password

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

Login Screen


3. Enter the primary email address. ParentVUE/StudentVUE sends a message to that email address with the username and password information and a link to change your password.
4. Click **Send Email**.

Forgot Password Screen

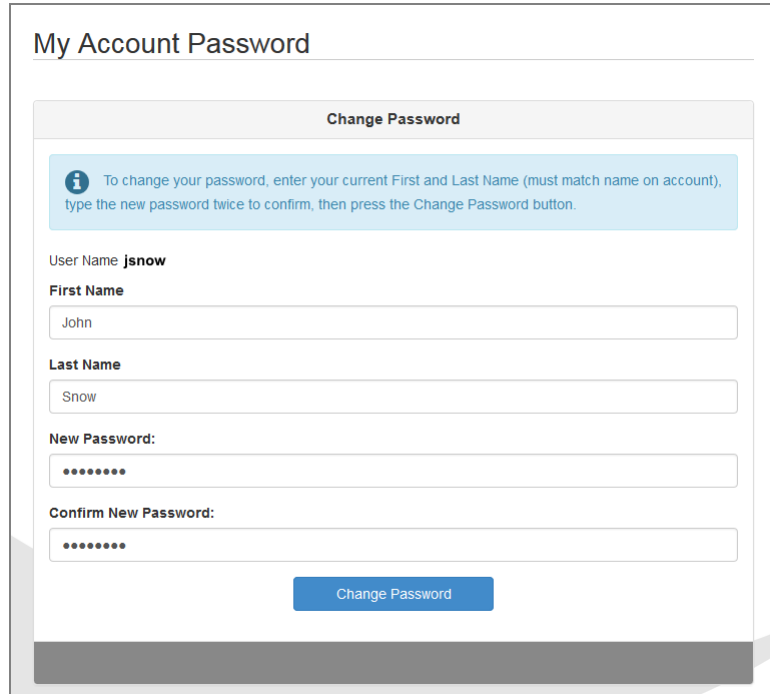
5. Open the email.
6. Click the link to change your password.

Forgot Password Email Sample

7. Enter the **First Name, Last Name, New Password, and Confirm New Password.**

 Enter your name exactly as it displays on the account.

8. Click **Change Password.**



My Account Password

Change Password

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

User Name **jsnow**

First Name

Last Name

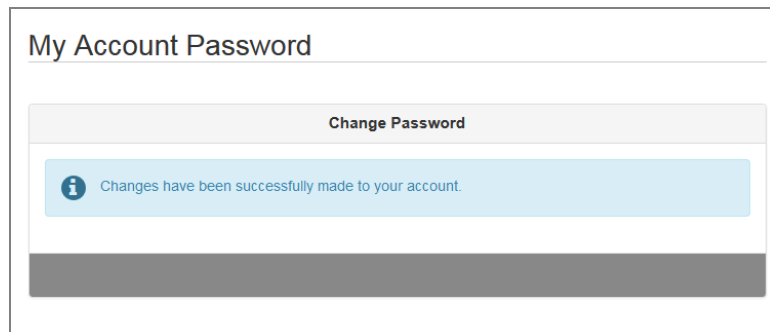
New Password:

Confirm New Password:

Change Password

My Account Password Screen

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



My Account Password

Change Password

i Changes have been successfully made to your account.

My Account Password Screen

Managing Your Account

The Account Information 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.



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

- View Acknowledged Documents.

Account Information

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

Account Detail and Options

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

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

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

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

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

ParentVUE Account Information Screen

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

Phone Numbers								
Delete	Primary	Type	Phone	Extension	Contact	Listed	Phone	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mobile	206-111-1234		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	District Communicatio...	District Communicatio...
<input type="checkbox"/>	<input type="checkbox"/>	Home	206-222-1234		<input type="checkbox"/>	<input checked="" type="checkbox"/>	School Communications	School Communications
<input type="checkbox"/>	<input type="checkbox"/>	Work	206-333-1234		<input type="checkbox"/>	<input checked="" type="checkbox"/>	None	None

ParentVUE My Account Screen

4. Click **Update Account**.

StudentVUE My Account

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

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.

The screenshot displays the 'My Account Setup' page for Sarah Abramson at Kennedy High School. The page is divided into several sections:

- Header:** User name 'Sarah', school 'Kennedy High School', and 'Edupoint School District' with a greeting 'Good afternoon, Sarah Abramson, 8/7/2019'.
- Home Sidebar:** Contains icons for Synergy Mail, Calendar, Attendance, Class Schedule, Conference, Course History, Discipline, Grade Book, Health, Report Card, Student Info, Custom Tab, and Documents.
- My Account Setup:**
 - Email:** A message asking for a primary email address, with a red box around the 'Change Password' link.
 - Account Detail and Options:** A table showing personal information:

Name	User ID	Home Address	Mail Address	Phone Numbers
Sarah Abramson	888219	10630 E Forge Av Tempe, AZ 85660	Same as Home Address	Home: 480-555-0354 * * Indicates primary contact phone
 - Primary Email:** A text input field containing 'Sarah.Abramson@mail.qasynergylocalqa' with a red box around it.
 - Auto Notify:** A section with a yellow header and red border containing:
 - Check the events below for which StudentVUE will e-mail information to you when an event occurs.
 - Attendance** Notify me when a tardy or class is missed
 - Discipline** Notify me when a discipline occurrence happens
 - Nurse** Notify me if the school nurse marks any reason
 - Grades** Notify me when my current term grades are posted
 - Gradebook** Notify me of my gradebook scores
 - Send Messages Every **Wednesday**
 - Only Send Messages when Grades are below: %
 - Buttons:** 'Update Account' (highlighted with a red box) and 'Cancel'.

StudentVUE Account Information Screen

Chapter 2: Student Information

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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.

STUDENT INFO

Edit Information

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

Student Information

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

ParentVUE Student Info Screen

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

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

ParentVUE Student Info Screen

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



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



ParentVUE Student Info Screen

3. Edit the fields.

Good afternoon, Philip Aaron, 6/13/2018

STUDENT INFO

Save Changes Cancel Changes

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

Provide Changes to Student Information

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

ParentVUE Student Info Screen

4. Click **Save Changes**.

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

i 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**.

Emergency Contacts			
Record	Description	Current Value	Changed Value
1	Delete Record	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Name	Caren Roberts	<input type="text" value="Caren Roberts"/>
	Release To	<input type="checkbox"/>	<input type="checkbox"/>
	Relationship	Guardian	<input type="text" value="Guardian"/>
	Home Phone	480-922-3357	<input type="text" value="480-922-3357"/>
	Work Phone	480-111-2222	<input type="text" value="480-111-2222"/>

Student Info Screen

Reporting Future Absences

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

The screenshot shows a user profile for Theresa Adams Elementary. A blue button with a bell icon and the text 'Report Absence' is highlighted with a red rectangular box. Below the profile, there is a section for attendance notes with a checkmark icon and the text '2018-01-02: Attendance notes for 01/02/2018, 12/05/2017, 11/08/2017...' and 'Total Events: 3'.

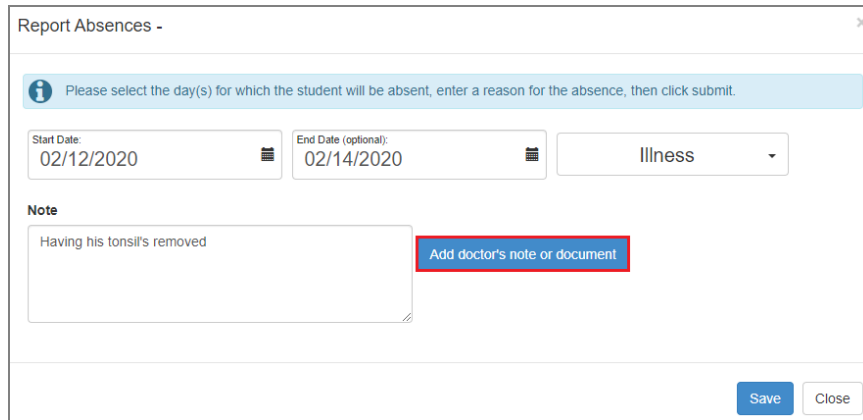
ParentVUE Home Screen

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 which the student will be absent, enter a reason for the absence, then click submit.

Start Date: 02/12/2020 End Date (optional): 02/14/2020 Illness

Note

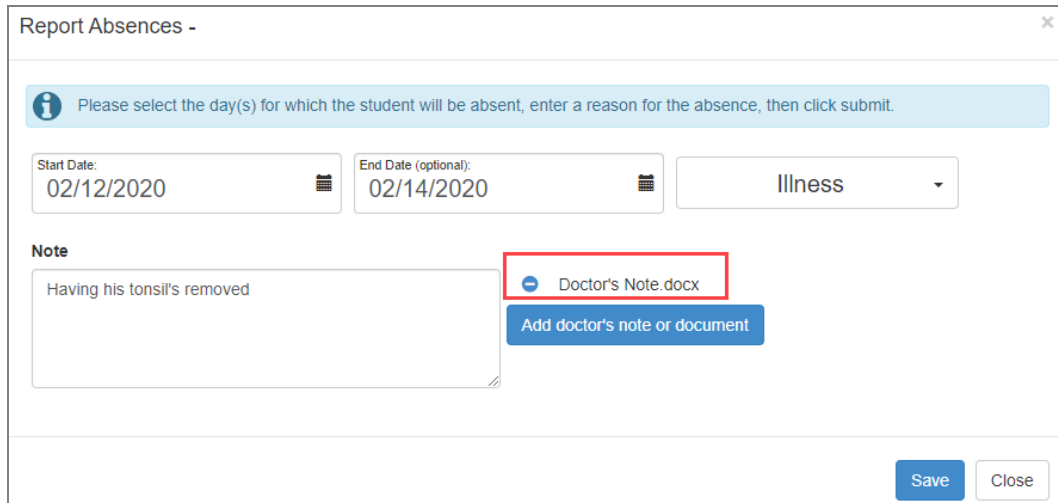
Having his tonsill's removed

Add doctor'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 absent, enter a reason for the absence, then click submit.

Start Date: 02/12/2020 End Date (optional): 02/14/2020 Illness

Note

Having his tonsill's removed

Doctor's Note.docx

Add doctor's note or document

Save Close



*Report Absences Screen*7. Click **Save**.







The document saves on the **Documents** tab of the Student screen.

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. **1**
- Click the **Email** link in the School Staff Contact List to email a member of staff. **2**

SCHOOL INFORMATION

School Information		
Principal Rob Wilson  	School Name Hope High School	Address 4301 E Guadalupe Rd Gilbert, AZ 85234
Phone 949-555-1212	Fax 949-555-1213	Website URL http://www.hopehigh.edu 1

School Staff Contact List			
Staff Name	Job Title	Phone	Extension
<input type="text" value="Q"/> 2	<input type="text" value="Q"/>		
Aderson, Gordon  	Teacher		
Andrews, Mark  	Teacher		
Arthur A, Andrea  	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.

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

Health 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 Detail				
Nurse Visit Detail				
Date	Time In	Time Out	Referred By	Staff Name
06/07/2018				Mark Andrews  
School Name Hope High School				
Assessment Plan Possible heat stroke				

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.

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

Health 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 Visits	Health Conditions	Immunizations			
Immunization Summary							
Name	Status as of 6/14/2018	Dosage Information					
		1	2	3	4	5	6
Polio	! Not Compliant						
Td	! Not Compliant						
DTP/DTaP/DT	! Not Compliant						
MMR	! Not Compliant						

Health 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.

Subject Area	Progress
Fine/Applied Arts	100.0%
English 9th Grade	0.0%
English Writing	25.0%
English Literature	0.0%
English Elective	0.0%
Mathematics	0.0%
Science Required	0.0%
American History	100%

YTD GPA: 1.81
UNWGT GPA: 2.14
YTD: 2.14

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.


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

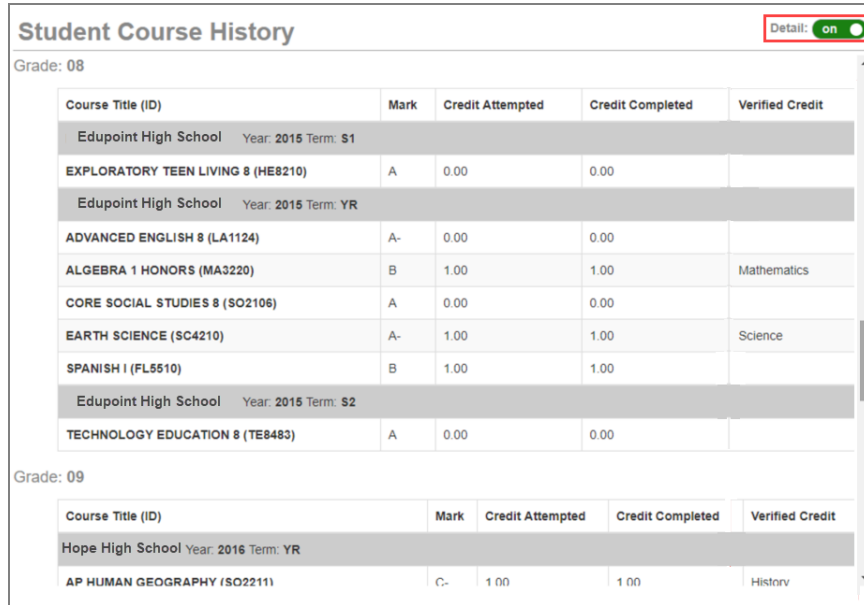
Test Requirements

AIMS Reading	AIMS Math
650 Approaches	690 Meets
03/19/2016	03/19/2016

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.



Student Course History Detail: on

Grade: 08

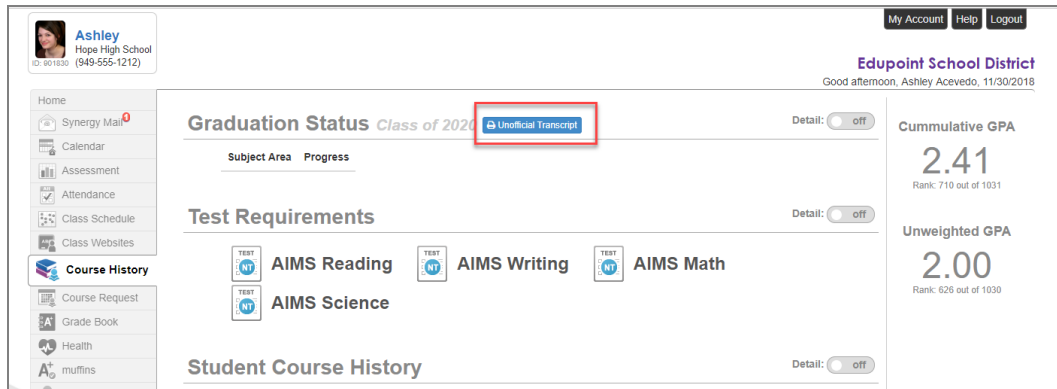
Course Title (ID)	Mark	Credit Attempted	Credit Completed	Verified Credit
Edupoint High School Year: 2015 Term: S1				
EXPLORATORY TEEN LIVING 8 (HE8210)	A	0.00	0.00	
Edupoint High School Year: 2015 Term: YR				
ADVANCED ENGLISH 8 (LA1124)	A-	0.00	0.00	
ALGEBRA 1 HONORS (MA3220)	B	1.00	1.00	Mathematics
CORE SOCIAL STUDIES 8 (SO2106)	A	0.00	0.00	
EARTH SCIENCE (SC4210)	A-	1.00	1.00	Science
SPANISH I (FL5510)	B	1.00	1.00	
Edupoint High School Year: 2015 Term: S2				
TECHNOLOGY EDUCATION 8 (TE8483)	A	0.00	0.00	

Grade: 09

Course Title (ID)	Mark	Credit Attempted	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
 ID: 901830 (949-555-1212)

Edupoint School District
 Good afternoon, Ashley Acevedo, 11/30/2018

Home Synergy Mail 0 Calendar Assessment Attendance Class Schedule Class Websites **Course History** Course Request Grade Book Health muffins

Graduation Status Class of 2020 **Unofficial Transcript** Detail: off


Test Requirements Detail: off

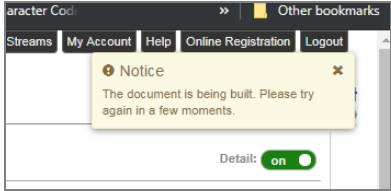
AIMS Reading AIMS Writing AIMS Math AIMS Science

Student Course History Detail: off

Cumulative GPA: **2.41** Rank: 710 out of 1031
 Unweighted GPA: **2.00** Rank: 626 out of 1030

Course History Screen

 A message displays when a transcript is not currently available.



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.

Discipline Summary			
Summary			
Discipline 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.

Discipline Summary				
Summary Detail				
Discipline Detail				
Incident Date 05/29/2018	Incident Time 2:00 PM	Incident Role Offender	Referred By Adams, Laurie	Staff Name Julia Weathers  
Location Hallway/Stairwell		Incident Context Code Afternoon Classes	School Name Hope High School	
Violations Fighting				
Comment Billy shoved another student who then pushed Billy.				
Discipline Disposition Summary				
Disposition Date 05/30/2018	Start Date 05/30/2018	End Date 05/30/2018	Description Out of School Suspe...	Staff Name Julia Weathers  ...

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	08/16/2018	
Placement Determination		
Progress Report		

Special Education Screen

Edupoint School District
 Special Education Department
 345 Market St
 Fountain Valley, AZ 85101
 Phone: 987-555-1234
 Fax: 987-555-4321

Individualized Education Program

Student Name: **Aaron, Ian**
 Date Of Birth: **04/12/2002**
 Student No.: **129442**

Home Phone: **480-555-1214**
 Home Address: **1959 S Val Vista Dr**
Mesa, AZ 85234


Date: **11/09/2011**

Age	9	Gender	Male	Grade	04	Home School	Adams Elementary	Attending School	Adams Elementary
Ethnicity	Hispanic		Primary Language - Date Determined	English		Home Language - Date Determined	English		

Parent/Guardian	
Name	Name
Kathleen Aaron	Phillip Aaron
Home Phone	Home Phone
###-###-####	480-555-1214
Address	Address
1959 S Val Vista Dr	1959 S Val Vista Dr
Mesa, AZ 85234	Mesa, AZ 85234
Work Phone	Work Phone
	602-333-4874
Emergency Phone	Emergency Phone
###-###-####	480-555-6767

IEP Review Due Date : **11/08/2012** Re-evaluation Due Date: **11/10/2014**
 Interpreter Needed: Y N

Individualized Education Program Document

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

IEP Progress Report – Annual Goal Document

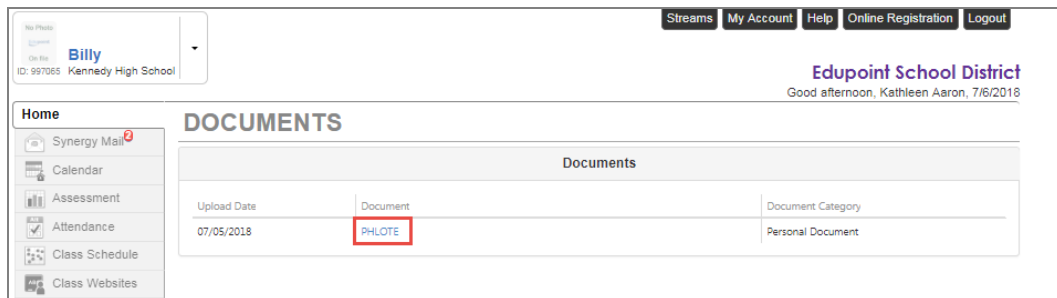
Viewing Documents

The Documents screen displays all documents attached for the student.



[Parent acknowledgements](#) for documents display on the **My Account** tab.

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



Upload Date	Document	Document Category
07/05/2018	PHLOTE	Personal Document

Documents Screen

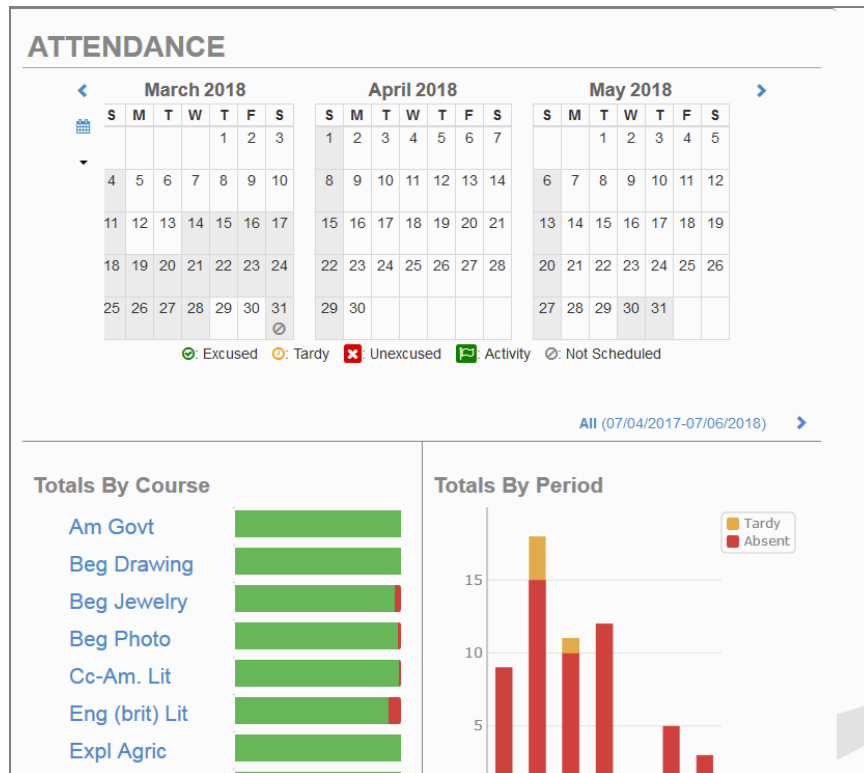
Chapter 3: Classroom Information

Viewing Attendance Information	40
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Taking Assessments	56
Viewing Class Websites	56
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Viewing Attendance Information

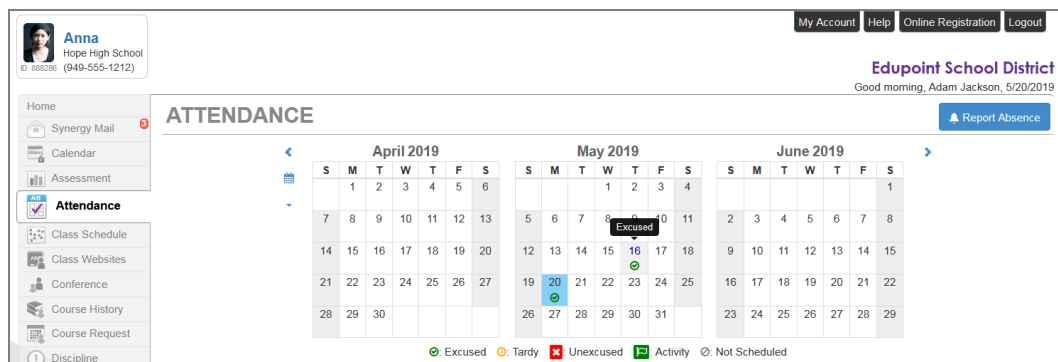
The Attendance screen displays the student's attendance records. Information displays in two main sections. The Attendance Calendar displays a visual record of absences for the student. The Totals By Course and Totals By Period sections display the attendance totals by course and period. You can also 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.

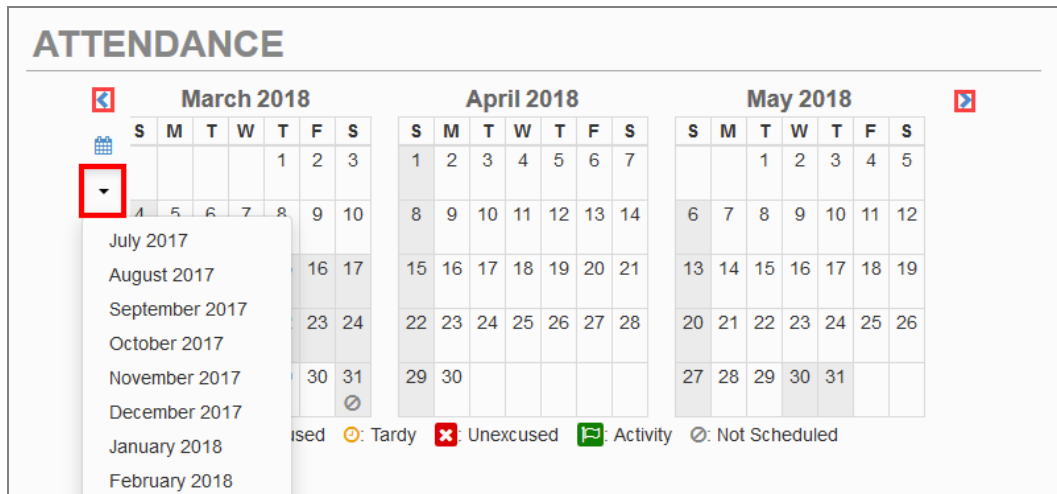


Attendance Screen



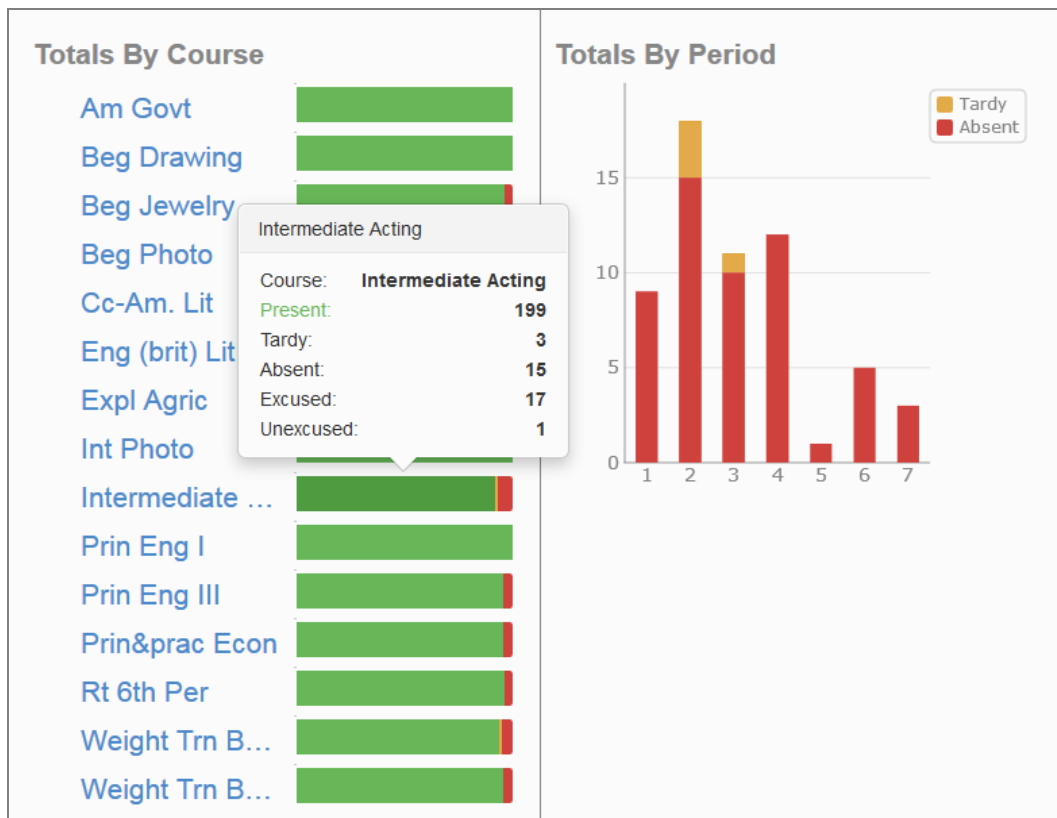
The ParentVUE / StudentVUE calendar does not display future attendance.

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



Attendance Screen

- 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.

Days of Attendance Detail: on

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

Hope High School

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

7 15 30
< 1 2 3 >

Attendance Screen

Viewing the Class Schedule

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				
				Fall Spring
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 Michael Jackson Tom Jones
2	Trig/collg Math	126	Nancy Topoozian	Roger Clark Michele Nebelung Heidi Udall Colleen Volkmann Landon Wrather Dannis Zazeta
3	World Lit	231	Bill Shakespear	
4	Fashion and Interior Design	No Room	Rel Time Rel Time	Chris Becker C. Sarah Bellum Justin Berg Pete Blahak P.
5	Independent Study	101	Robert Bordwell R.	
6	Early Childhood Development	No Room	Rel Time Rel Time	

Class Schedule Screen

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

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

Class Schedule 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.

CLASS SCHEDULE				
Student Schedule for Fall (06/28/2019 - 12/30/2019)				
Period	Course Title	Room Name	Teacher	Additional Staff Name
0	Yearbook	No Room	Rel Time Rel Time	
1	Adv Wt Boys	ANNX	Hugh Murray	
2	Mythology	221	Valerie Tuzzino	Harriet Achtman Allison Becker A. Carrie Bliss
3	Study Hall	SEM	Rel T Per Evit Teacher	
4	Prin&prac Econ	P-13	Bob Amuses	
5	Amer History I	P-26	Scott Lillard	
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 Message

Send Close Add Attachment

To: Harriet Achtman (Staff, Hope High School) Allison Becker A. (Staff, Hope High School) Carrie Bliss (Staff, Hope High School) Valerie Tuzzino (Staff, Hope High School)

Subject: RE: Eugene B. Banks, Course Mythology, 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 Schedule				
Fall Spring				
Hope High School Student Schedule for Fall (07/04/2016 - 11/25/2016)				
Period	Rotation Days	Course Title	Room Name	Teacher
1	U, K, A	Teacher Aide	120	Robert Tofft  
2	U, K, A	Beg Jewelry	403	Joe Sullivan  
3	U, K, A	Beg Photo	404	Thorne Schubert  
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 [Viewing Grade Book](#) for more information.

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



Use the browser to print or save a copy of the file.

DIGITAL LOCKER			
Digital Locker			
Upload Date	Document	Notes	File Size
10/21/2015 10:13:04 AM	Constitution.doc		37 KB
10/21/2015 10:12:51 AM	FreudPaper.doc		34 KB

StudentVUE Digital Locker Screen

Uploading Documents

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

DIGITAL LOCKER

Digital Locker				
Upload Date	Document	Notes	File Size	Action
10/21/2015 10:13:04 AM	Constitution.doc		37 KB	Remove
10/21/2015 10:12:51 AM	FreudPaper.doc		34 KB	Remove

71 KB out of 2MB used. Maximum upload file size is 2 MB

No file selected.

Notes:

StudentVUE Digital Locker Screen

2. Click **Upload**.

Click **Remove** to remove a document.

DIGITAL LOCKER

Digital Locker				
Upload Date	Document	Notes	File Size	Action
10/21/2015 10:13:04 AM	Constitution.doc		37 KB	Remove
10/21/2015 10:12:51 AM	FreudPaper.doc		34 KB	Remove

71 KB out of 2MB used. Maximum upload file size is 2 MB

PermissionForm.docx

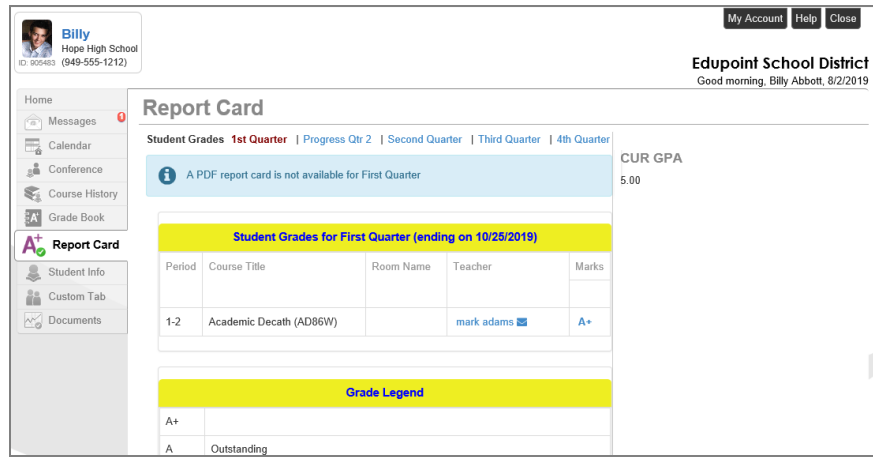
Notes:

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.

 This only displays if a PDF report card is available for the term.



Report Card Screen

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


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

Report Card Screen

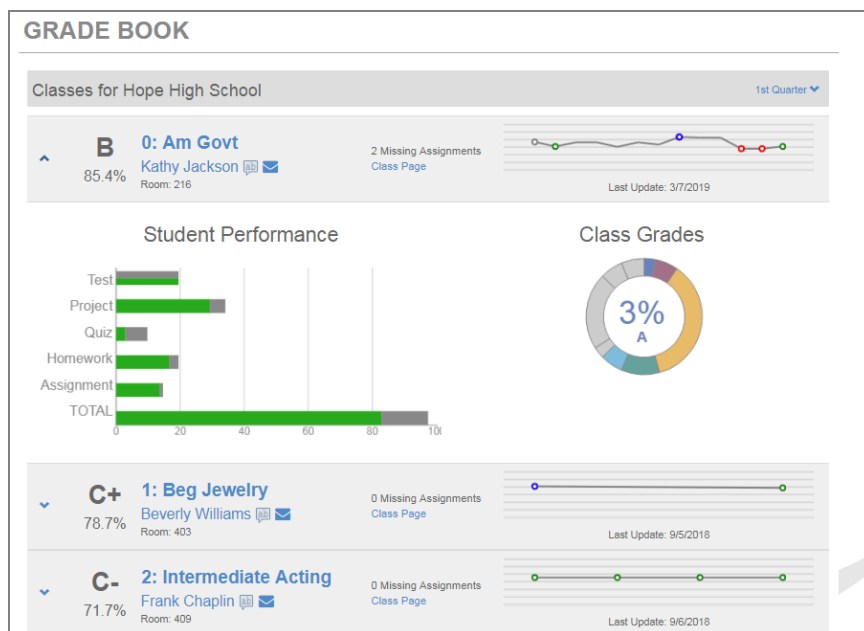
Viewing Grade Book

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.

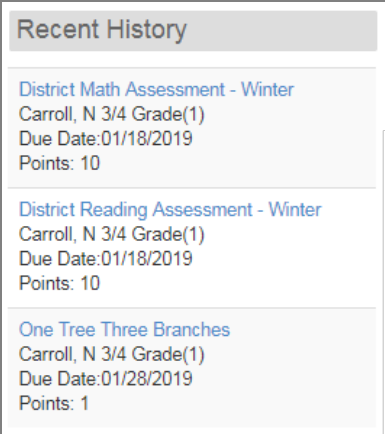
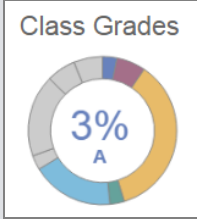
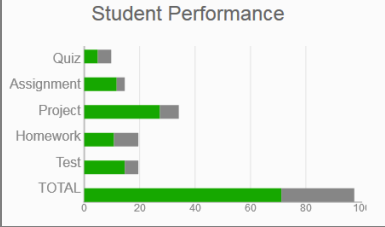
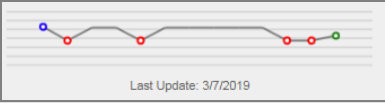

Grade Book displays the **Rotation Days** for each course if used by the school.

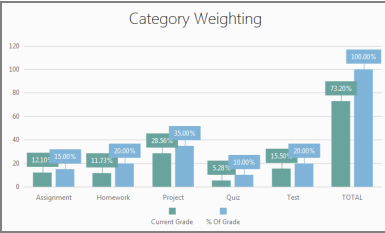
2. Click any available quarter or progress period to view another summary.



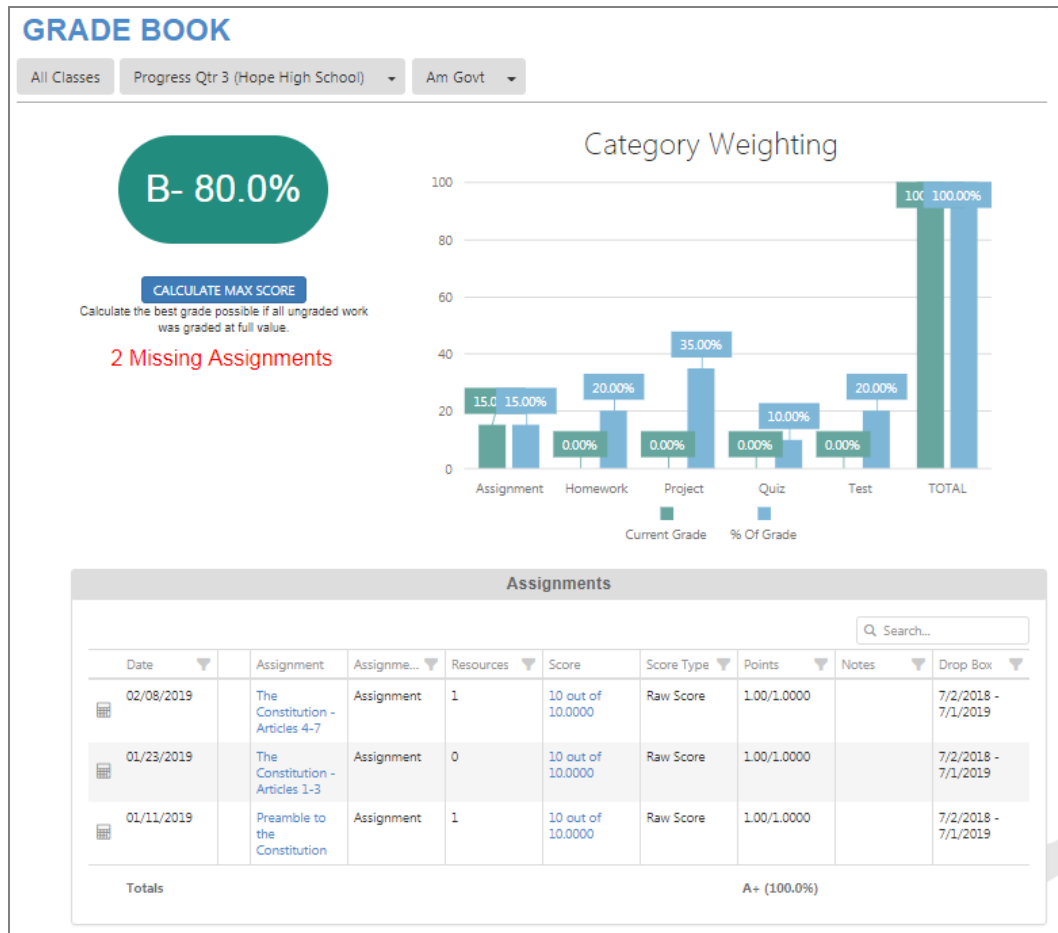
Grade Book Screen

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

Description	Grade Book Item
<p>Assignments and scores from the last two weeks</p>	 <p style="text-align: center;"><i>Assignment History Details</i></p>
<p>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</p>	 <p style="text-align: center;"><i>Class Grades Chart</i></p>
<p>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</p>	 <p style="text-align: center;"><i>Class Performance Whisker Chart</i></p>
<p>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 earned for the section Line represents the overall grade changes that are not equal to the highest, lowest, or current grade</p>	 <p style="text-align: center;"><i>Grade History Chart</i></p>

Description	Grade Book Item
<p>Displays the Current Grade and Percent of Grade the student earned for the section</p>	 <p>The bar graph shows the weighting for various categories. The Y-axis represents the percentage of grade, ranging from 0 to 120. The X-axis lists categories: Assignment, Homework, Project, Quiz, Test, and TOTAL. For each category, there are two bars: a green bar for 'Current Grade' and a blue bar for '% Of Grade'. The values are: Assignment (13.00% Current, 15.00% % Of Grade), Homework (11.25% Current, 15.00% % Of Grade), Project (28.50% Current, 35.00% % Of Grade), Quiz (5.25% Current, 10.00% % Of Grade), Test (15.50% Current, 20.00% % Of Grade), and TOTAL (73.25% Current, 100.00% % Of Grade).</p> <p><i>Category Weighting Bar Graph</i></p>
<p>Shows assignments due today or tomorrow</p> <p>Shows the next 5 assignments if nothing is due today or tomorrow</p>	<div data-bbox="797 548 1179 842"> <p>Upcoming Assignments</p> <p>Law of the Land Carroll, N 3/4 Grade(1) Due Date:01/17/2019 Points: 1</p> <p>DRA Winter Carroll, N 3/4 Grade(1) Due Date:01/18/2019 Points: 10</p> </div> <p><i>Upcoming Assignment Details</i></p>

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

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



GRADE BOOK

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

Grade Book Screen


Select the **Standards View** tab to display the Standards Summary view if your district or school uses Standards. See [Standards View](#) for more information.

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





Assignments									
Date	Assignment	Assignm...	Resources	Score	Score Ty...	Points	Notes	Drop Box	
06/29/2018	Ch11 Test	Test	0	92 out of 100.0000	Raw Score	368.00/400.00			
06/29/2018	Essay Final Draft	Project	0	Not Due	Raw Score	1.0000 Points Possible		6/26/2018 - 6/29/2018	
06/25/2018	Worksheet	Homework	0	87 out of 100.0000	Raw Score	87.00/100.00			

Grade Book Screen

- a. Select a location for the document.

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

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

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

Document Notes (optional):

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**.

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

- Standards – Standards associated with the assignment display in this section if available. See [Standards View](#).
- Resources – Electronic files or links to a website display in this section if available.

- Digital Drop Box – Electronic files posted for the assignment display in this section.

GRADE BOOK

All Classes
4th Qtr
Math

Assignment Details

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

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

Standards

Standard	Performance Indicator
Make estimates appropriate to a given situation or computation with whole numbers.	<div style="width: 62.86%; background-color: #d9534f;"></div> 62.86 / 100.00
Compare and order whole numbers through six digits by applying the concept of place value.	<div style="width: 84.52%; background-color: #2e8b57;"></div> 84.52 / 100.00
Strand 1: Number and Operations	<div style="width: 90.00%; background-color: #2e8b57;"></div> 90.00 / 100.00

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 Quarter (Hope High School)
Am Govt

Assignment Details

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

Description

Rubric Score

Criteria	Ratings	Points
Quality	<div style="display: flex; justify-content: space-between;"> <div style="width: 33%; background-color: #d9ead3; padding: 5px; text-align: center;"> 5 Topic covered well. Excellent Introduction, supporting evidence and conclusion </div> <div style="width: 33%; background-color: #f2f2f2; padding: 5px; text-align: center;"> 3 Issues with Introduction or Conclusion. </div> <div style="width: 33%; background-color: #f2f2f2; padding: 5px; text-align: center;"> 0 Topic not covered well. </div> </div>	5
Grammar	<div style="display: flex; justify-content: space-between;"> <div style="width: 33%; background-color: #d9ead3; padding: 5px; text-align: center;"> 5 No grammar mistakes </div> <div style="width: 33%; background-color: #d9ead3; padding: 5px; text-align: center;"> 3 Minor mistakes. </div> <div style="width: 33%; background-color: #f2f2f2; padding: 5px; text-align: center;"> 0 Grammar mistakes all over. </div> </div>	3
Creativity	<div style="display: flex; justify-content: space-between;"> <div style="width: 33%; background-color: #d9ead3; padding: 5px; text-align: center;"> 5 Very Creative </div> <div style="width: 33%; background-color: #f2f2f2; padding: 5px; text-align: center;"> 3 Average Creativity </div> <div style="width: 33%; background-color: #f2f2f2; padding: 5px; text-align: center;"> 0 Lacked any and all creativity </div> </div>	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		<div style="width: 88%; background-color: green;"></div> 88.00 / 100.00
	02 Apply knowledge of basic syllabication rules when reading four- or five-syllable written words (e.g., information, multiplication, pepperoni.)	100		<div style="width: 100%; background-color: green;"></div> 100.00 / 100.00
	04 Read common abbreviations (e.g., Wed., Sept.) fluently.	75		<div style="width: 75%; background-color: green;"></div> 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 sets and justify the sort.			
	Parent friendly description of standard can be displayed in ParentVUE.			
	Make estimates appropriate to a given situation or computation with whole numbers.	2		<div style="width: 50%; background-color: red;"></div> 2.00 / 4.00
Assignment		Assignment Type	Date	
	Assessment1	Test	12/26/2018	<div style="width: 50%; background-color: red;"></div> 2.00 / 4.00
	Compare and order whole numbers through six digits by applying the concept of place value.			
	Formulate and answer questions by interpreting and analyzing displays of	3		<div style="width: 75%; background-color: green;"></div> 3.00 / 4.00

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			

Standards

Standard	Performance Indicator
Make estimates appropriate to a given situation or computation with whole numbers.	<div style="width: 50%; background-color: red;"></div> 2.00 / 4.00
Formulate and answer questions by interpreting and analyzing displays of data, including frequency tables, single bar graphs, or single line graphs.	<div style="width: 75%; background-color: green;"></div> 3.00 / 4.00
Describe sequences of 2-dimensional figures created by increasing the number of sides, changing size, or changing orientation.	<div style="width: 100%; background-color: green;"></div> 4.00 / 4.00
Collect, record, organize, and display data using frequency tables, single bar graphs, or single line graphs.	<div style="width: 100%; background-color: green;"></div> 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. ❶
3. Select the class to view. ❷
4. Use the links to access classroom documents or class resources. ❸
5. Select a Curriculum Plan, if available, to access scheduled lesson plans and classroom documents. ❹

Classroom Documents

(YR) Science SEC:0102 ❷

Science Extra Credit
created on: 4/24/2015

Spend some extra time learning the planets in our solar system and pass the quiz to earn 10 extra points.

Resource
Planets in our Solar System.docx ❸

Study Guide
created on: 4/24/2015

Use this Study Guide to help your through this weeks unit.

Resource
StudyGuide.doc ❸

CLASS WEBSITES
(YR) Science SEC:0102

TOPICS

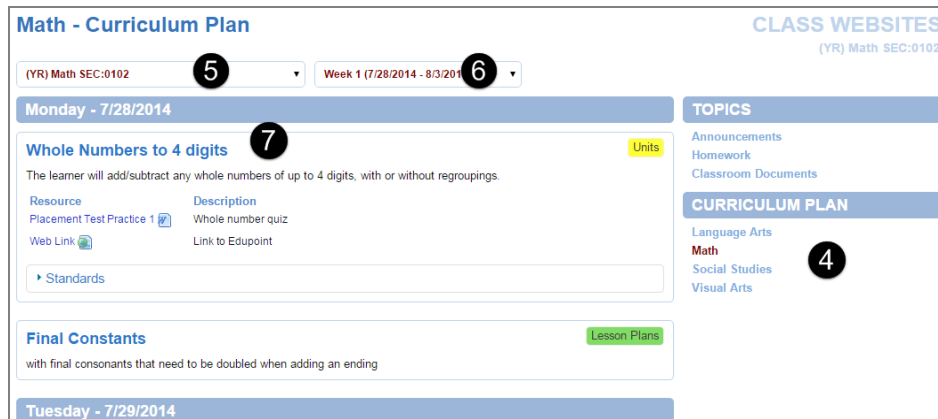
Classroom Documents ❶
Classroom Expectations
ABC's of Our Classroom
Announcements
Homework

CURRICULUM PLAN

Language Arts
Math ❹
Social Studies
Visual Arts

Class Websites Screen

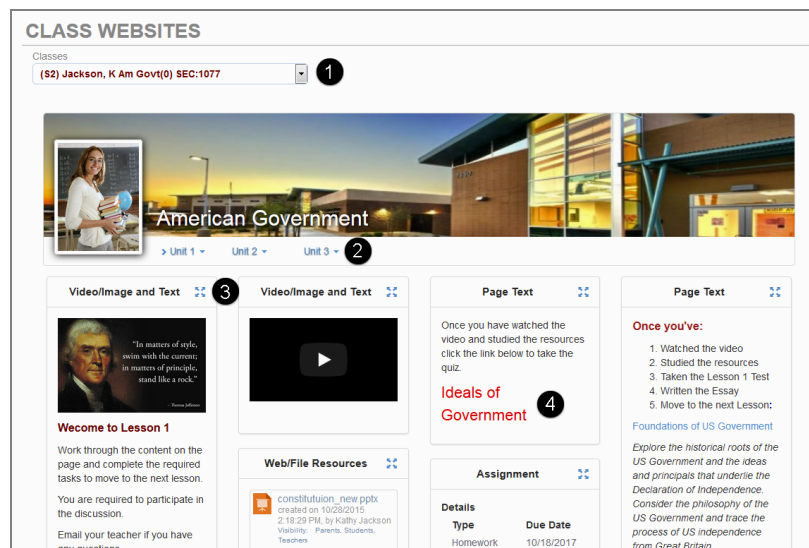
- a. Select a class. ⑤
- b. Select a week to view. ⑥
- c. View the scheduled lessons and resources by the day of the week. ⑦



Class Websites Screen, Curriculum Plan

Alternate Web Pages

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



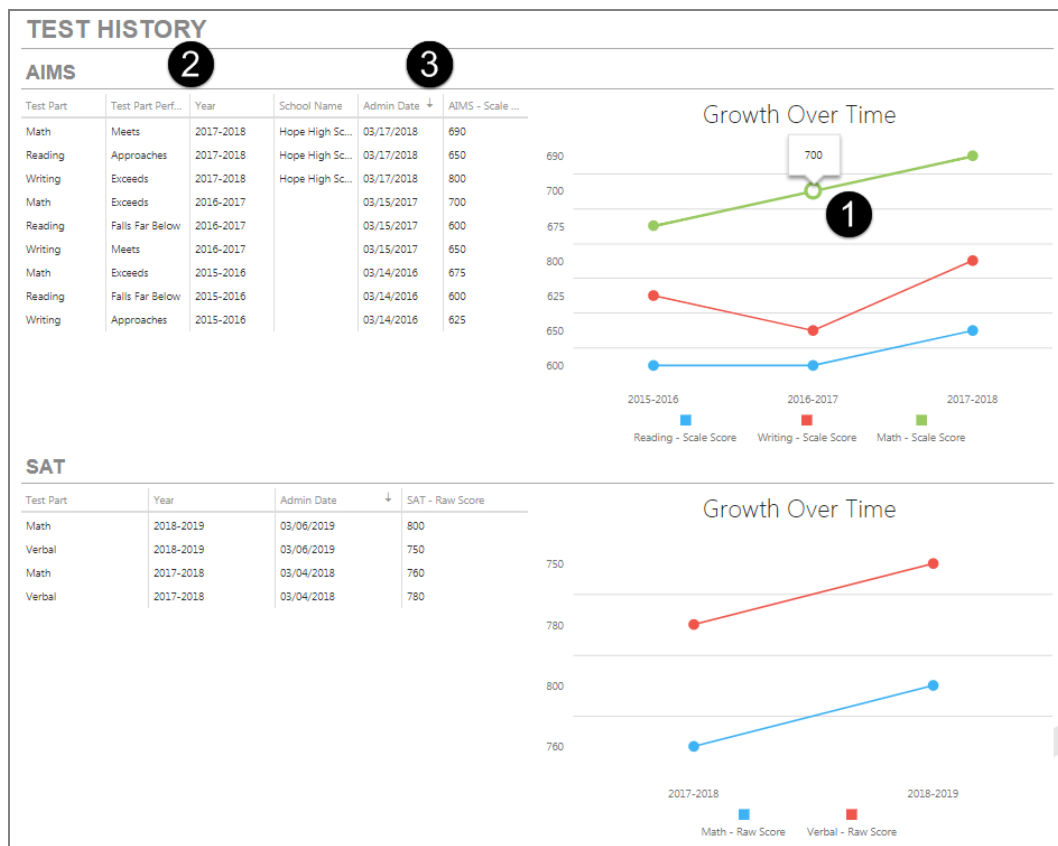
Class Websites Screen

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

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. **1**
 - View the **Test Part Performance** level and test **Year**. **2**
 - Use the arrows to sort the columns in ascending or descending order. **3**



Test History Screen

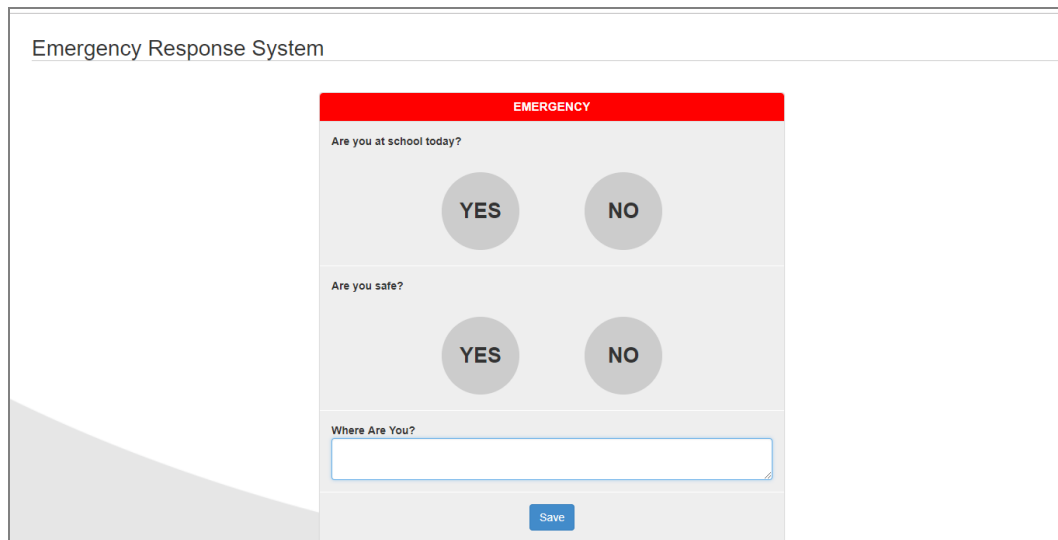
Chapter 4: Communication

Emergency Response System	60
Viewing Messages or Alerts	61
Sending Emails to Teachers	62
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Using Streams	75
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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 System

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

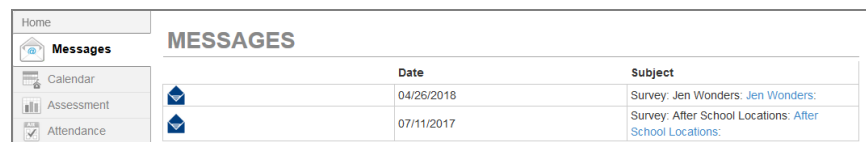


Synergy Mail replaces the Messages screen if used by your school.
 Online Registration notifications display if used by your district.

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.



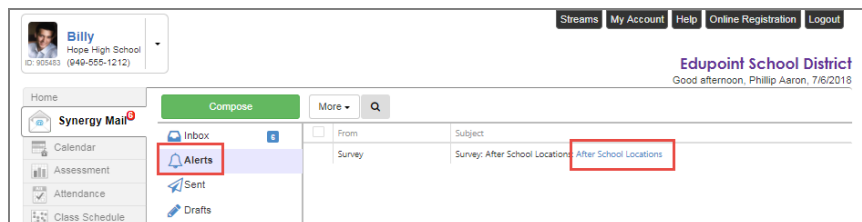
Messages Screen



You receive a link through Messages before the school year to register your child if your district uses Online Registration. See [Synergy SIS – Online Registration with ParentVUE Account](#) document for more information.

With Synergy Mail

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







Synergy Mail Screen, Alerts



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

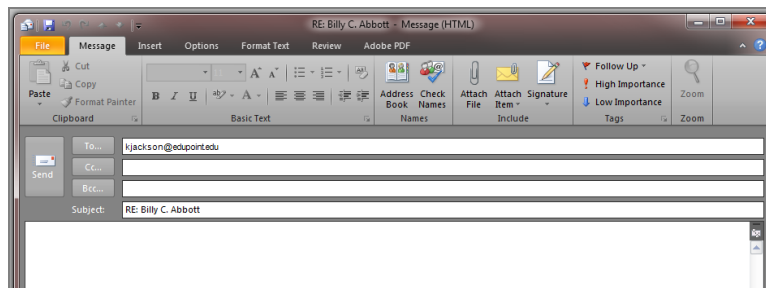
Sending Emails to Teachers

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

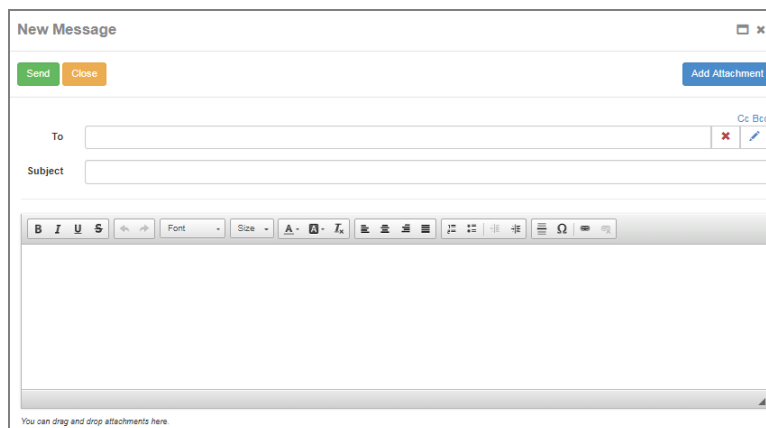
CLASS SCHEDULE			
Fall Spring			
Student Schedule for Spring (11/25/2017 - 07/06/2018)			
Period	Course Title	Room Name	Teacher
1	Prin Eng I	224	Kathy Jackson 
3	Am Govt	P-13	Jeffrey Davis 
5	Beg Drawing	401	Gwen Gunn 
7	Cc-Am. Lit	230	Kathy Nunes 

Class Schedule Screen

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



Microsoft Outlook Compose Window



Synergy Mail Window

Using Synergy Mail

Synergy Mail in ParentVUE



You have access to Synergy Mail when one of your children's schools uses Synergy Mail.
 You cannot use **Reply All** when replying to emails.

1. Select **Synergy Mail** in the Navigation bar.
2. Click **Compose**.
3. Select 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 **Teachers** tab displays the teachers for the current grading period.

To

<Select from list below>

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

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

Cancel OK

ParentVUE To Screen

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

 A screenshot of the 'New Message' interface. At the top, there are buttons for 'Send' (green), 'Close' (orange), and 'Add Attachment' (blue). Below these are input fields for 'From', 'To', and 'Subject'. The 'From' field is currently set to 'Staff - Phillip Aaron - Hope High School'. A red box highlights the 'Cc Bcc' dropdown menu located to the right of the 'From' field.

New Message Screen

- b. Select **CC** or **BCC** to locate the recipients.

 A screenshot of the 'New Message' interface, similar to the previous one. The 'From' field is now set to 'No Reply - District'. The 'Cc' and 'Bcc' fields are now visible and highlighted with a red border. Each of these fields has a red 'x' and a blue pencil icon to its right.

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.

 A screenshot of the text editor toolbar. It contains various icons for text formatting: bold (B), italic (I), underline (U), strikethrough (ABC), undo (left arrow), redo (right arrow), font color (A with a color swatch), background color (A with a color swatch), text color (I with a color swatch), bulleted list, numbered list, decrease indent, increase indent, link (chain link), and unlink (chain link with a slash). A red box highlights the entire toolbar. Below the toolbar is a large text area with a scroll bar and a note that says 'You can drag and drop attachments here.'

New Message Screen


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

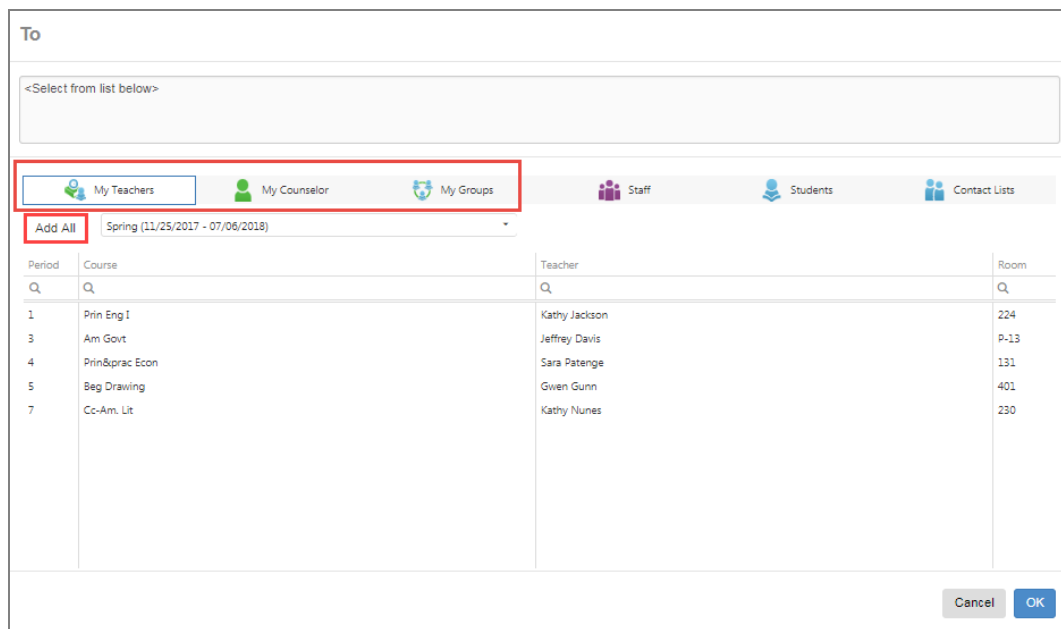


Click **Close** and focus to another child to send emails to recipients for more than one of your children. Open the draft and select the recipients for the focused child.

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.



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.



The screenshot shows the 'New Message' interface. At the top, there are 'Send' and 'Close' buttons on the left, and an 'Add Attachment' button on the right. Below these are the 'From', 'To', and 'Subject' fields. The 'From' field is set to 'Staff - Phillip Aaron - Hope High School'. A red box highlights the 'Cc Bcc' button located to the right of the 'From' field.

New Message Screen

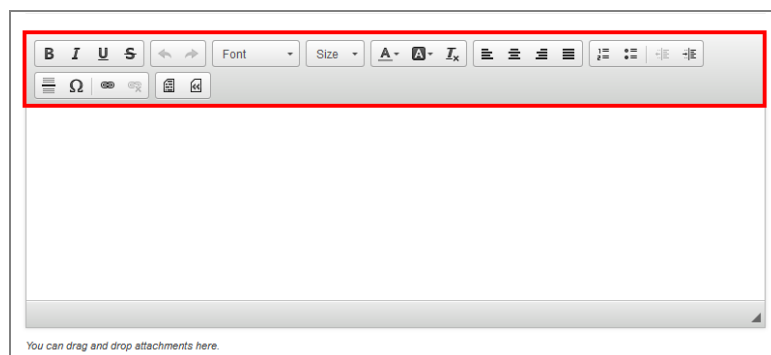
- b. Select **CC** or **BCC** to locate the recipients.



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

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.




The screenshot shows the text editor window. The top part of the window contains a formatting toolbar with various icons for bold, italic, underline, strikethrough, font color, background color, text color, bulleted list, numbered list, indent, and outdent. A red box highlights the entire toolbar. Below the toolbar is a large text area for entering the message text. At the bottom of the text area, there is a small text that says 'You can drag and drop attachments here.'

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.

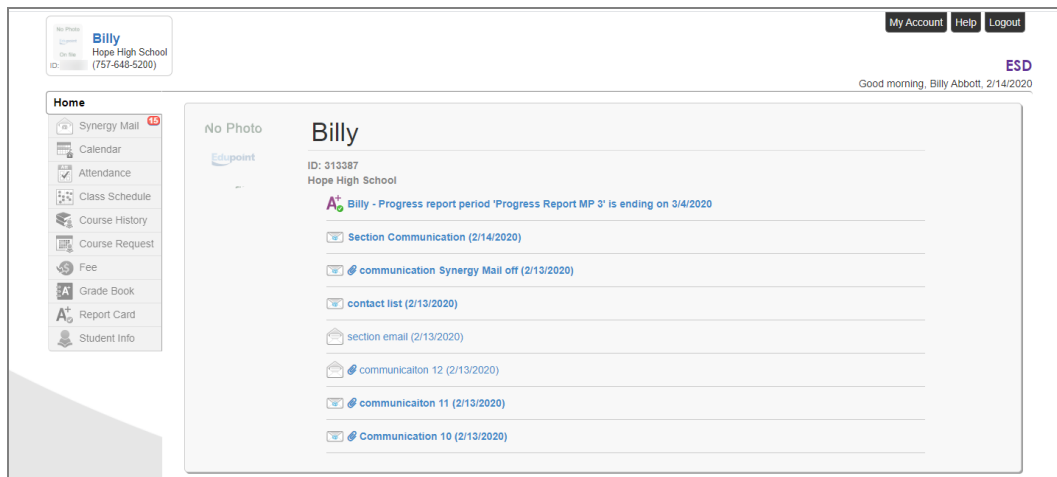
 Some functionality is different when Synergy Mail is enabled.

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.

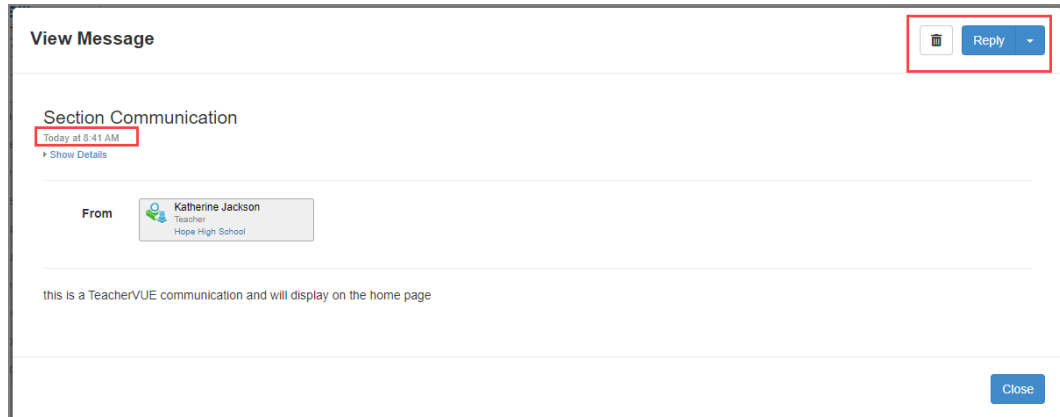
 Unread communications display bold.



StudentVUE Home Screen

2. Select a communication to open the View Message window.

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

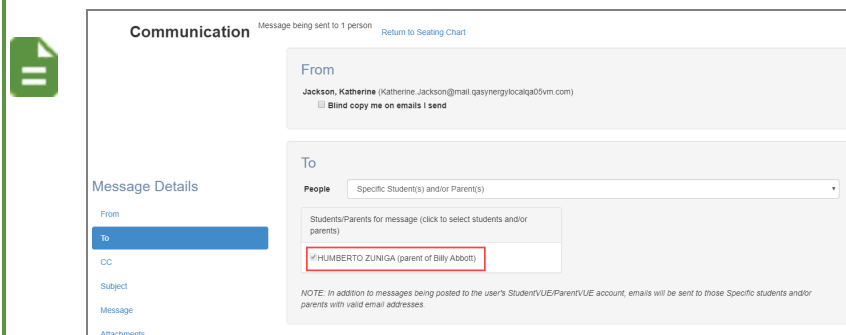


View Message Window

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.




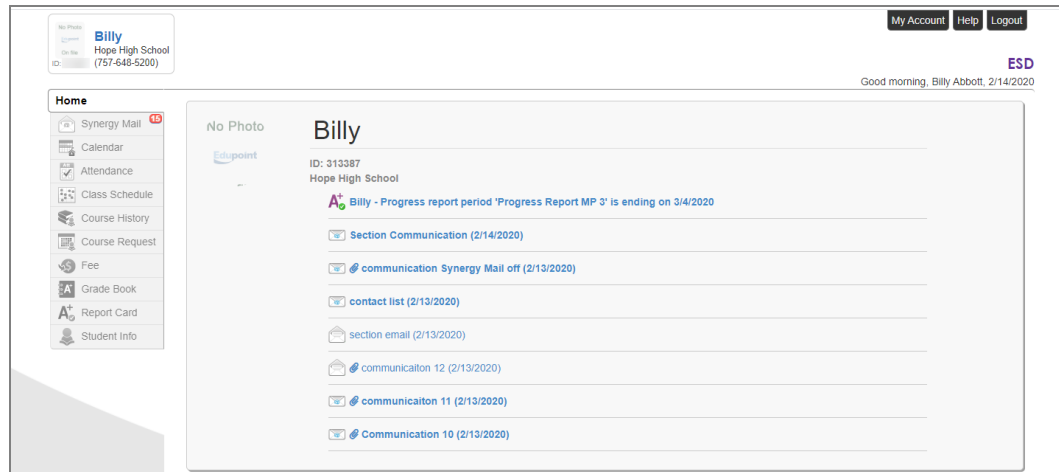
TeacherVUE Communication Screen

You can view and download attachments.

Communications with Synergy Mail Disabled


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


 Unread communications display bold.




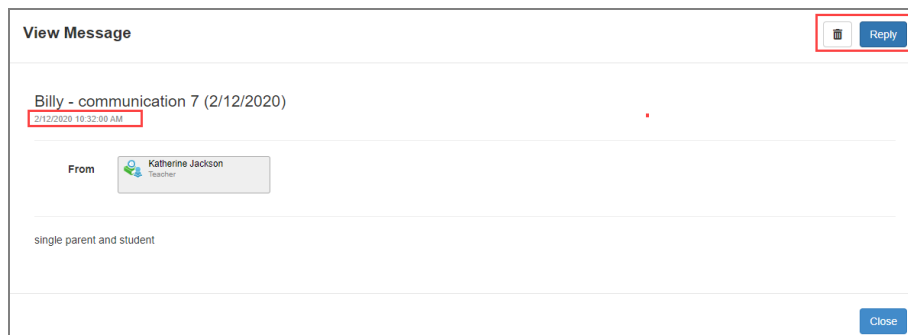
StudentVUE Home Screen

2. Select a communication to open the View Message window.


- Click  to delete the communication.

 You receive a confirmation message when deleting a communication with Synergy Mail disabled.

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



View Message Window

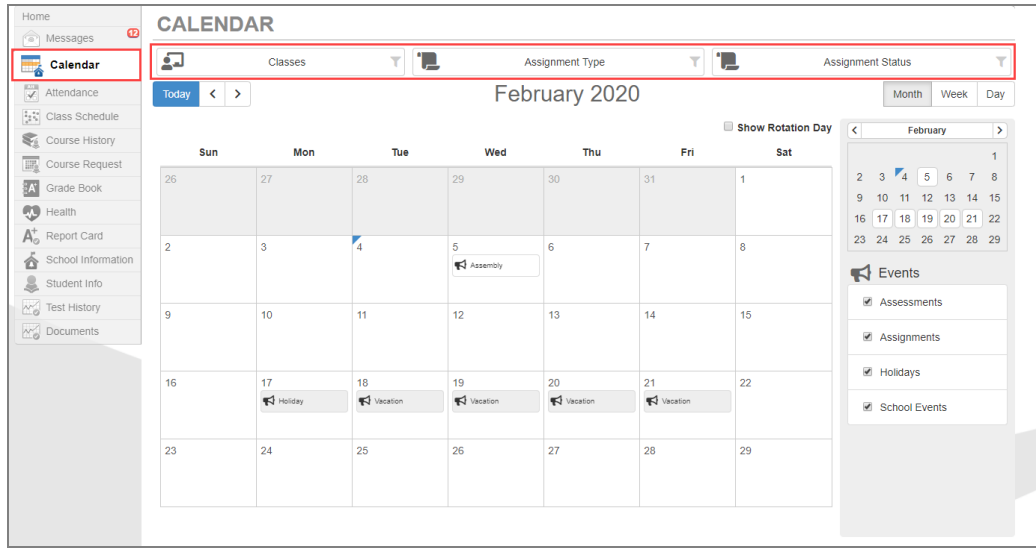
 Deleting a communication from the StudentVUE Home screen also deletes the communication from the **Messages** tab.
 You can view and download attachments.

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**.



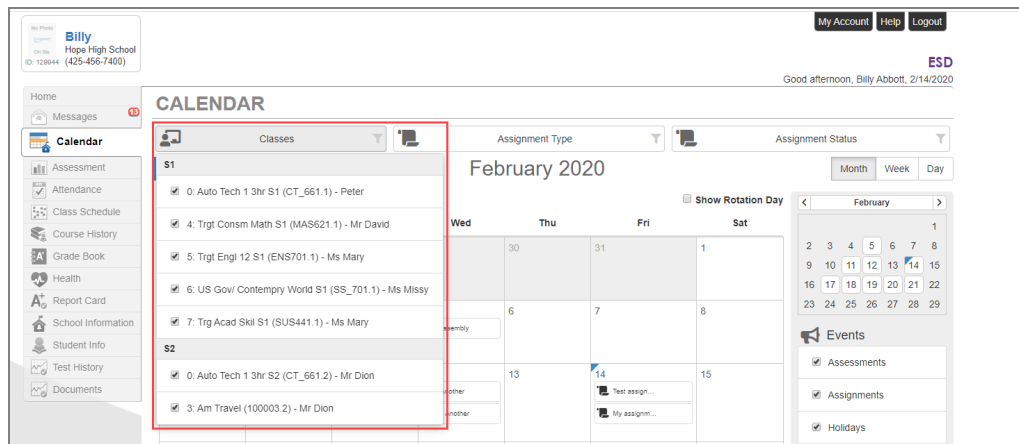
ParentVUE Calendar Screen

- **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.

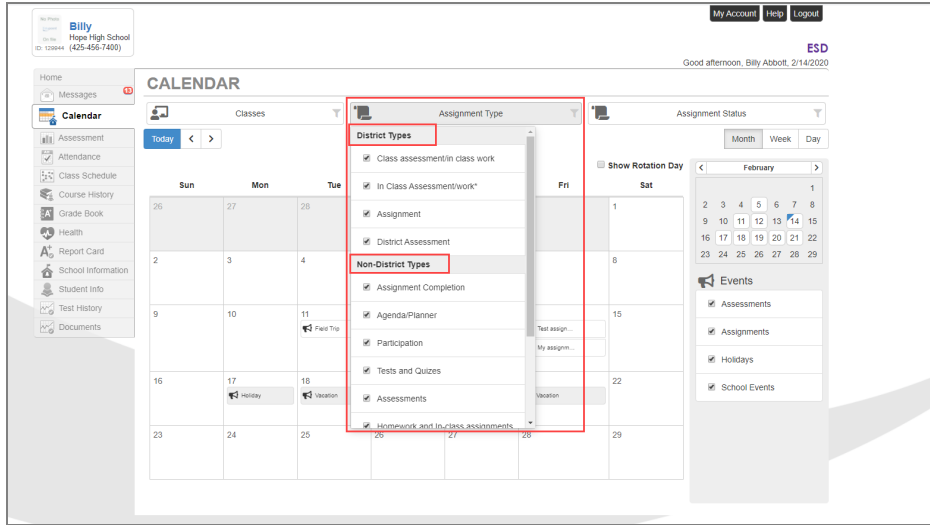


ParentVUE Calendar Screen

- **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.

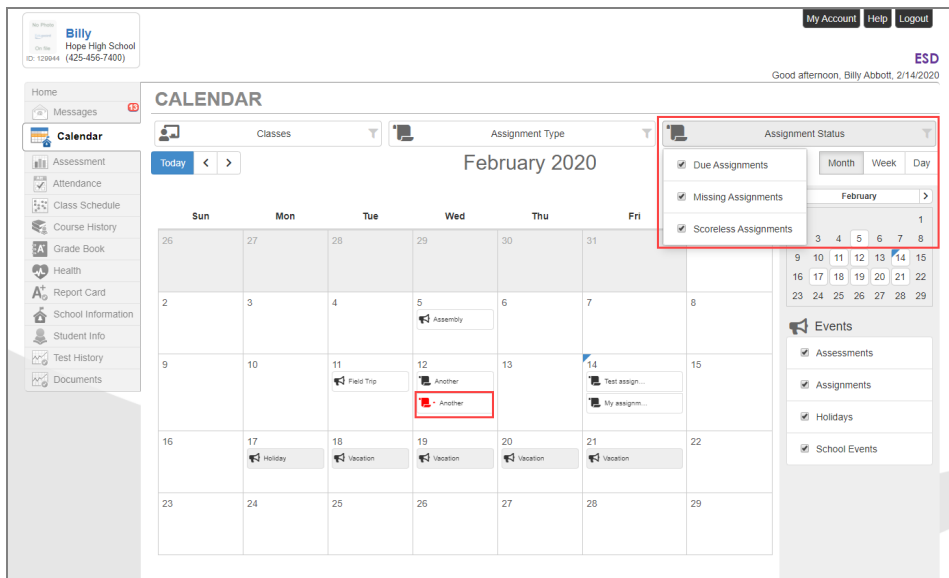


ParentVUE Calendar Screen

- **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.

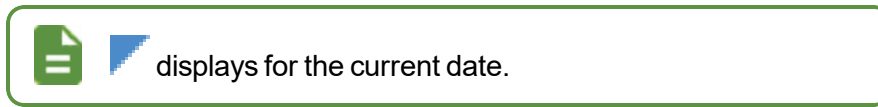
When an assignment is scoreless, it displays a red icon.



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 Assignment Type Assignment Status

Today < > February 2020 Month Week Day

Week 4
Feb 16 - Feb 23

Monday Feb 17
Holiday

Tuesday Feb 18
Vacation

Wednesday Feb 19
Vacation

Thursday Feb 20
Vacation

Friday Feb 21
Vacation

February

Events


- Assessments
- Assignments
- Holidays
- School Events

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.

The screenshot shows the 'CALENDAR' interface for November 2019. At the top, there are filters for 'Classes', 'Assignment Type', and 'Assignment Status'. Below these are navigation buttons for 'Today', left and right arrows, and the month/year 'November 2019'. On the right side, there are tabs for 'Month', 'Week', and 'Day', with 'Month' selected. A checkbox labeled 'Show Rotation Day' is checked and highlighted with a red box. Below the calendar grid, there is a 'Show Rotation Day' checkbox, also checked and highlighted with a red box. The calendar grid shows dates from 27 to 9, with various assignment events listed for each day. On the right side, there is a calendar navigation widget for 'November' and an 'Events' sidebar with checkboxes for 'Assessments', 'Assignments', 'Holidays', and 'School Events'.

ParentVUE Calendar Screen

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



If an Event is deselected, it no longer displays on the calendar.

CALENDAR

Classes Assignment Type Assignment Status

Today < > February 2020 Month Week Day

Thursday Feb 13 Th

Lessons Learned
this is to go over lessons learned from yesterdays field trip

February

				1		
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Events

- Assessments
- Assignments
- Holidays
- School Events

ParentVUE Calendar Screen

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



Selecting a date resets the calendar to Day view and displays the assessment, assignment, holiday, or event, if any, for the selected date.

CALENDAR

Classes Assignment Type Assignment Status

Today < > February 2020 Month Week Day

Thursday Feb 13 Th

Lessons Learned
this is to go over lessons learned from yesterdays field trip

February

				1		
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Events

- Assessments
- Assignments
- Holidays
- School Events

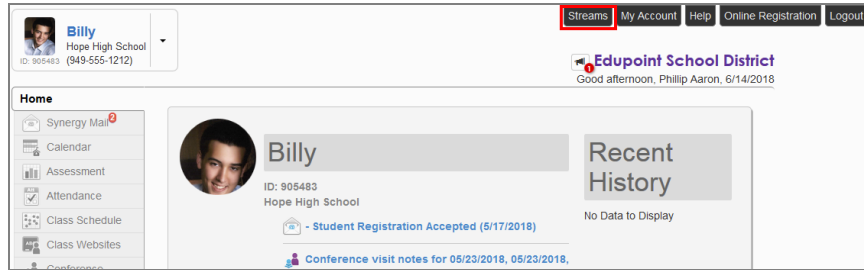
ParentVUE Calendar Screen

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

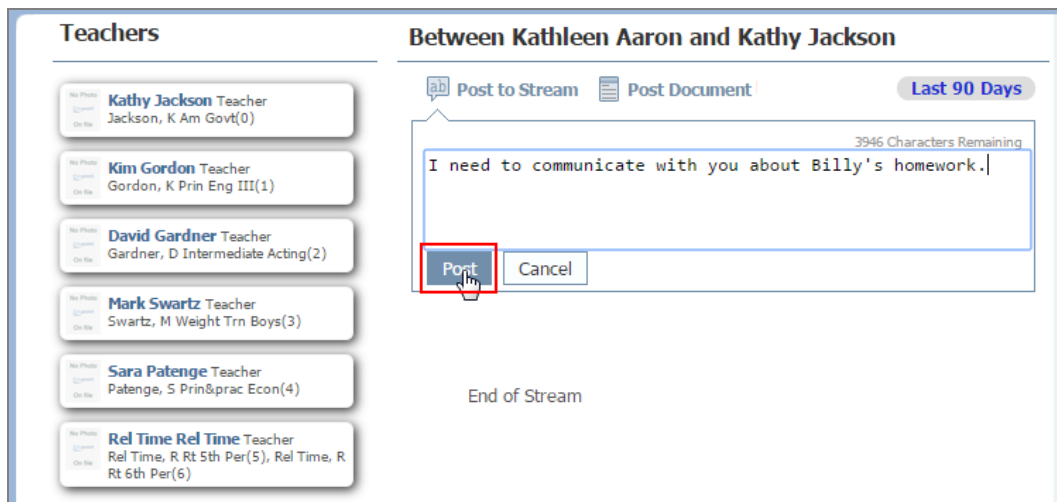
Click the **Streams** icon next to the name to communicate with teachers and staff using Streams.



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

Class Schedule Screen

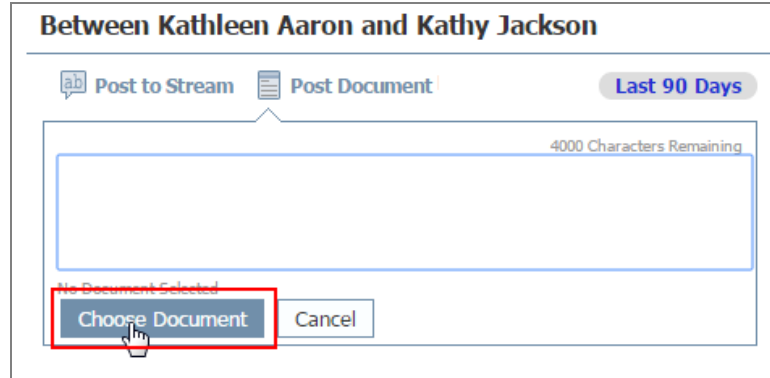
2. Type your message to the recipient in the **Post** box.
3. Click **Post**.



Streams Screen

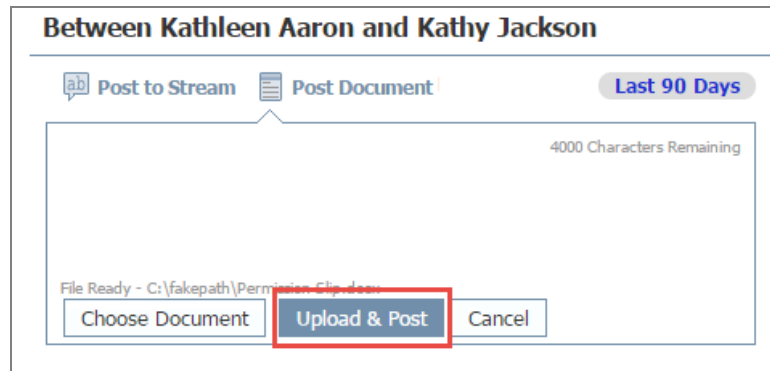
Sending Documents to Teachers

1. Click **Post Document** to send a document to the recipient.
2. Click **Choose Document** to locate the file on your computer.



Streams Screen

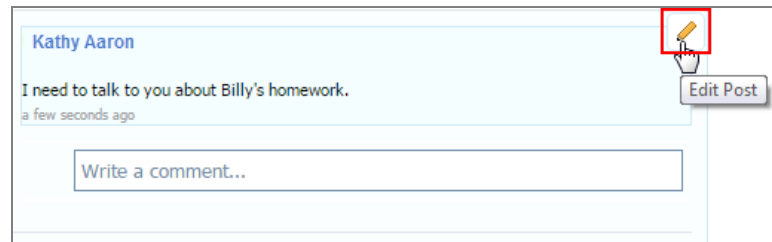
3. Select the file and click **Open**.
4. Enter a note that pertains to the document in the message box, if necessary.
5. Click **Upload & Post**. The document uploads.



Streams Screen

Managing Posts

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



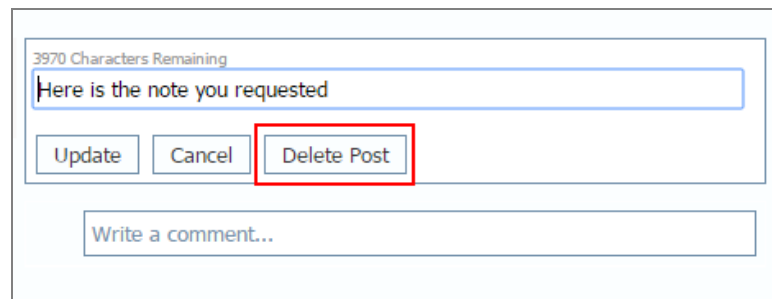
Streams Screen

- 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.



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.

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

Fee Summary Screen

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

FEE SUMMARY

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

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

Fee 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.

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

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

Fee Summary Screen

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

FEE SUMMARY

Summary **Detail**

Fee Detail

Transaction Date 08/16/2017	Fee Code BK	Fee Category Textbook	Description Lost Book: Algebra II	Refund Amount Needed 0.00	Fee Status Balance Due
Fees \$45.00	Payments \$0.00		Adjustment Credits \$0.00	Adjustment Debits 0.00	Refunded Amount \$25.00
School Year 2017	School Hope High School			Course -	
Note					

Payment History

Transactio...	Payment ...	Amount	Payment ...	Payment Note	
3	01/23/2018	\$45.00	Credit/Debit	Pay Schools Payment: Lost Book: Algebra II	
9	05/31/2018	\$45.00	Credit/Debit	Pay Schools Payment: Lost Book: Algebra II	
Total:		\$90.00			

Adjustment History

Transactio...	Transactio...	Adjustme...	Amount	Adjustme...	Adjustment Note

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**.

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

FEE SUMMARY

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

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

Fee Payment										
Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Payment A...	Fee Category	Course
Remove	1	08/15/2018 2018-2019	BK	Lost Book: Algebra II	\$45.00	\$0.00	\$45.00	\$45.00	Textbook	
Add	1	09/11/2018 2018-2019	BK	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			

Please Select a Payment Method

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 SUMMARY

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

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

Fee Payment										
Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Payment A...	Fee Category	Course
Remove	1	08/15/2018 2018-2019	BK	Lost Book: Algebra II	\$45.00	\$0.00	\$45.00	\$45.00	Textbook	
Add	1	09/11/2018 2018-2019	BK	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			

Please Select a Payment Method

E-Check ▼

[Checkout](#)

Fee Summary Screen

5. Click **Checkout**.

FINALIZE FEE PAYMENTS

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

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

Cart										
Cart Action	Child	Priority	Date	Fee Code	Description	Amount	Payment Amo...	Quantity	Total	
Remove	Billy	1	08/15/2018 2018-2019	BK	Lost Book: Algebra II	\$45.00	\$45.00	1	\$45.00	
									Total	\$45.00

[Checkout](#)

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.

FEE SUMMARY									Summary
Balance that you owe: \$120.00						Pay Fees			
Outstanding Fees									
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Fee Status	
08/15/2018 2018-2019	BK	Lost Book: Algebra II	\$45.00	\$0.00	\$45.00	Textbook		Balance Due	
09/11/2018 2018-2019	BK	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 SUMMARY							Summary Detail	
Fee Detail								
Transaction Date 08/15/2018	Fee Code BK	Fee Category Textbook	Description Lost Book: Algebra II		Refund Amount Needed 0.00	Fee Status Balance Due		
Fees \$45.00	Payments \$0.00		Adjustment Credits \$0.00	Adjustment Debits 0.00	Refunded Amount \$0.00	Balance \$45.00		
School Year 2018	School Hope High School		Course					
Note								
Payment History								
Transaction ID	Payment Date	Amount	Payment Method	Payment Status	Payment Note			
13	01/07/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II			
18	01/21/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II			
17	01/21/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II			
3	01/29/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II			
Total:		\$180.00						

ParentVUE Fee Summary Screen, Fee Detail

FEE SUMMARY					
					Summary Detail
Fee Detail					
Transaction Date 08/15/2018	Fee Code BK	Fee Category Textbook	Description Lost Book: Algebra II		Refund Amount Needed 0.00
Fees \$45.00	Payments \$0.00	Adjustment Credits \$0.00	Adjustment Debits 0.00	Refunded Amount \$0.00	Fee Status Balance Due
School Year 2018	School Hope High School		Course		
Note					
Payment History					
Transaction ID	Payment Date	Amount	Payment Method	Payment Status	Payment Note
No Data to Display					
Total:		0			
Pending Payment History					
Transaction ID	Payment Date	Amount	Payment Method	Payment Status	Payment Note
13	01/07/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II
18	01/21/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II
17	01/21/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II
3	01/29/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II
Total:		\$180.00			

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.

FEE SUMMARY									
									Summary
Balance that you owe: \$95.00									Pay Fees
Outstanding Fees									
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Notes	Fee Status
07/09/2019 2018-2019	SBF	Science Book Fee	\$50.00	\$0.00	\$50.00	Textbook	-		Balance Due
07/09/2019 2018-2019	LABF	Lab Fee - Special	\$35.00	\$0.00	\$35.00	Lab Fee	-		Balance Due
07/09/2019 2018-2019	EDEFM	Edupoint District Ed Foundation Membership	\$10.00	\$0.00	\$10.00	Yearbook	-		Balance Due
Totals:			\$95.00	\$0.00	\$95.00				

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.

FEE SUMMARY									
Balance that you owe: \$10.00						Pay Fees		Summary	
Outstanding Fees									
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Notes	Fee Status
07/09/2019 2018-2019	EDEFM	Edupoint District Ed Foundation Membership	\$10.00	\$0.00	\$10.00	Yearbook	-		Balance Due
Totals:			\$10.00	\$0.00	\$10.00				
Paid Fees									
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Notes	Fee Status
07/09/2019 2018-2019	SBF	Science Book Fee	\$50.00	\$50.00	\$0.00	Textbook	-		Paid in Full
07/09/2019 2018-2019	LABF	Lab Fee - Special	\$35.00	\$35.00	\$0.00	Lab Fee	-		Paid in Full
Totals:			\$85.00	\$85.00	\$0.00				

ParentVUE Fee Summary Screen

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.

Meeting D...	Followup ...	Description
06/11/2018		Emotional Issue
06/11/2018		Teacher Issues
06/04/2018	01/09/2018	Bullying
05/23/2018		Personal
05/23/2018	05/28/2018	Parent Meeting
04/25/2018		Graduation Review
04/06/2018		Parent/Teacher Conference

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.

7/12/2018	Conference Time	Natalie Carroll 3/4 Grade location: Room 201
Thursday, 7/12/2018	8:00 AM	-
Thursday, 7/12/2018	8:15 AM	-
Thursday, 7/12/2018	8:30 AM	<input checked="" type="checkbox"/> Selected conference time
Thursday, 7/12/2018	8:45 AM	-
Thursday, 7/12/2018	9:00 AM	-
Thursday, 7/12/2018	9:15 AM	-

ParentVUE Conference 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

Edupoint Public Schools
Good afternoon, Billy Abbott, 11/11/2019

COURSE REQUEST

Hope High School Selection Time Period: 2/13/2019 - 2/16/2019
2019-2020 School Year, Grade: 12 Counselor

Selected Course Requests

Ln	Department	Course ID	Course Title	Course Duration	Comment
* 1	AVID	AV121	AVID	Semester 1	Currently enrolled
* 2	AVID	AV122	AVID	Semester 2	Currently enrolled
* 3	Mathematics	MA421	College Algebra/Trigonometry (Pre-Calculus)	Semester 1	Currently enrolled
* 4	Mathematics	MA422	College Algebra/Trigonometry (Pre-Calculus)	Semester 2	Currently enrolled
* 5	Miscellaneous	NC60	Lunch	Semester	
* 6	Miscellaneous	NC61	Released Time 6th Period	Semester 1	
* 7	Miscellaneous	NC62	Released Time 6th Period	Semester 2	
* 8	Science	SC771W	AP Chemistry	Semester	Currently enrolled
* 9	Social Studies	SS1	American Government	Semester	Currently enrolled
* 10	Social Studies	SS37	Economics Principles and Practices	Semester	Currently enrolled
* 11	Social Studies	SS791W	AP Psychology	Semester	Currently enrolled

Selected Alternate Course Requests

Ln	Department	Course ID	Course Title	Course Duration	Comment
* 1	Career And Technical Education	AR232	CTE-Digital Photography II	Semester	
* 2	Art	AR58	Adv Jewelry	Semester	Pre-req not met (AR54 or AR56)
* 3	Art	AR54	Beginning Jewelry	Semester	

Course Request Screen

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

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

Course Request 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.

Graduation Status Summary					
Subject Area	Required	Completed	In Progress	Credit for Requeste...	Remaining
English Literature	3.00	0.00	0.00	0.00	3.00
Mathematics	3.00	0.00	0.00	0.00	3.00
Science Required	3.00	0.00	0.00	0.00	3.00
American History	3.00	0.00	0.00	0.00	3.00
Government	3.00	0.00	0.00	0.00	3.00
Electives	3.00	0.00	0.00	0.00	3.00
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.

COURSE REQUEST SELECTION

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

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

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

Search Courses						
Action	Ln	Department	Course ID	Course Title	Elective	Comment
		(All)	Q	Q	(All)	
Add Request	Add Alternate 1		CO15C	Corr Drugs/soc	Yes	
Add Request	Add Alternate 2		HE91	Prevention&c...	Yes	

Course Request Selection Screen

3. 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
		(All)	Q	Q	(All)	
Add Request	Add Alternate		CO15C	Corr Drugs/soc	Yes	
Add Request	Add Alternate		HE91	Prevention&care	Yes	
Add Request	Add Alternate		HE92	Sports Medicine	Yes	
Add Request	Add Alternate		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.

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

Course Request Selection 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.

COURSE REQUEST

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

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

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

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

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

Course Request Screen

Viewing Custom Tabs

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



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

1. Select the **Custom** tab in the Navigation bar.
2. Click the link to open a new tab or window depending on your browser settings.



ParentVUE/StudentVUE remains open in the original web page.



Custom Tab Screen

Chapter 5: ParentVUE and StudentVUE Mobile Apps

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Hardware and Software Requirements	96
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Logging In	103
Viewing Information	115
Viewing Student Information	128
Viewing Classroom Information	141
Communication	157
Viewing Custom Tabs	169

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.

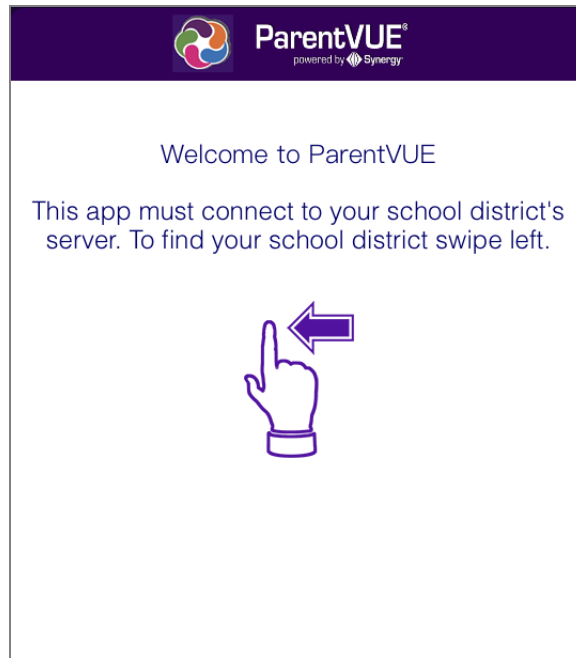
Check the [Apple App Store](#) and [Google Play Store](#) for the latest versions of the mobile apps and supported operating systems.

Device Setup

1. Download and install the mobile application.

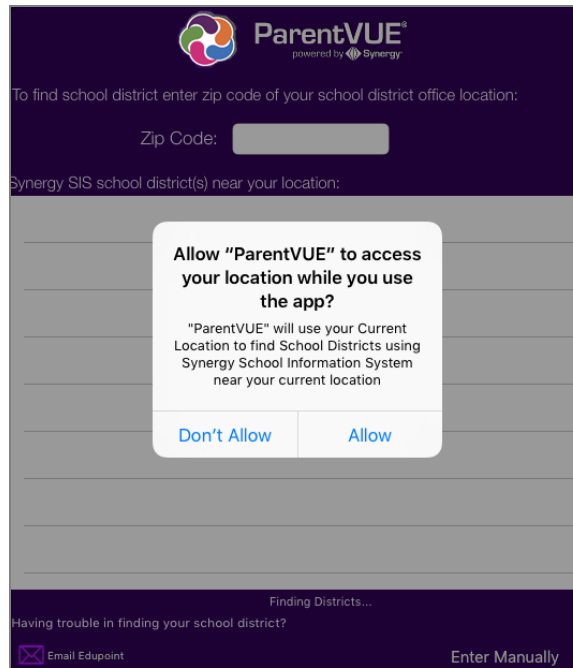
ParentVUE	StudentVUE
<ul style="list-style-type: none">• Android• iPhone/iPad	<ul style="list-style-type: none">• Android• iPhone/iPad

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



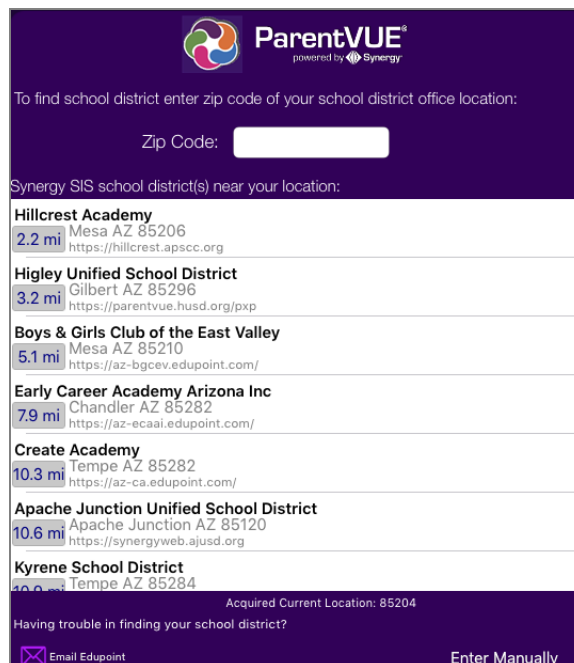
ParentVUE Welcome Screen

4. Select an option on the location message.



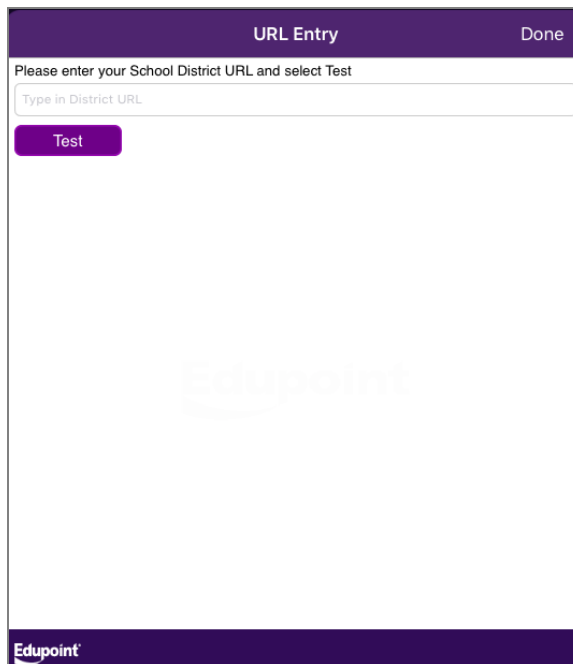
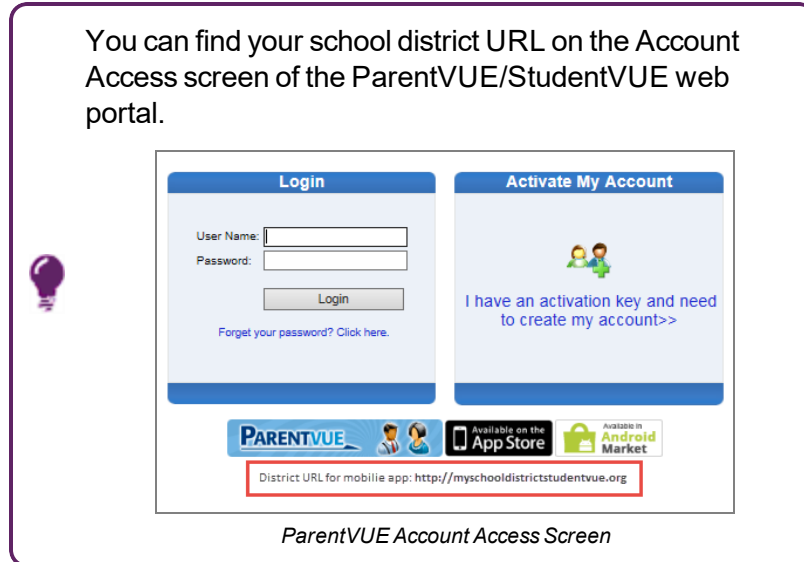
ParentVUE Location Permission Message

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



ParentVUE Select School District Screen

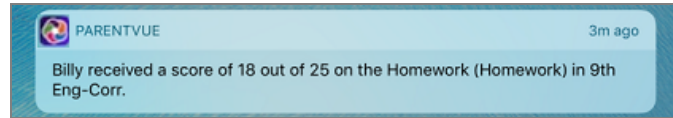
- **Don't Allow** – Enter the Zip Code to find your school district or tap **Enter Manually** to enter the school district URL.
 - a. Enter the school district URL in the space provided and tap **Test**. The school district name displays.



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

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.



Assignment Notification Example

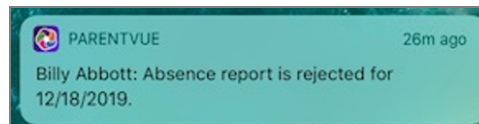


Both Android and Apple devices support notifications.

A notification is sent when:

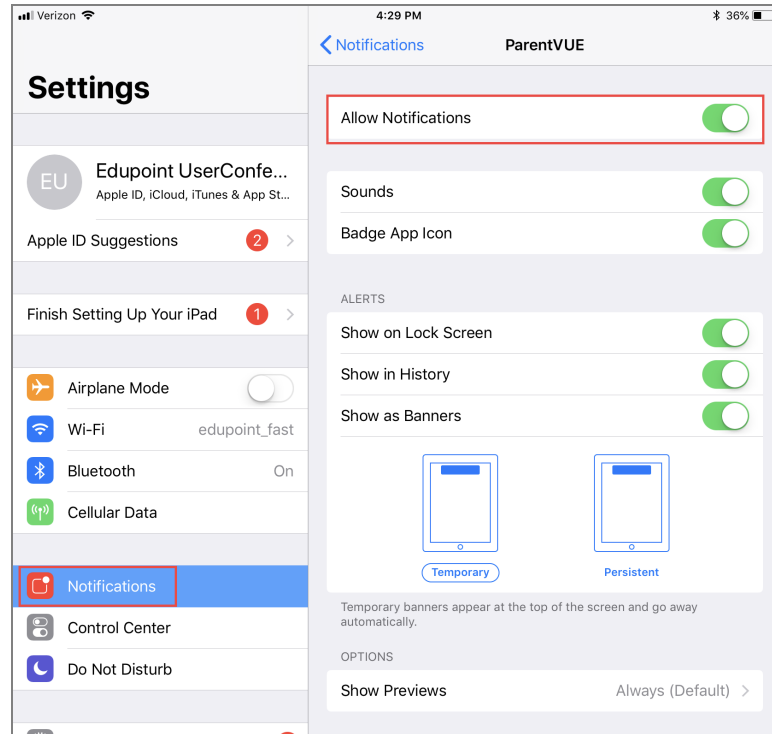
- An assignment score is less than the set threshold.
- A grade is less than the set threshold.
- Attendance updates for the student.
- A student has a new discipline incident.
- A student has a new health related record.
- Future absences for students are submitted.

Future absences notification is currently available only in iOS devices, version – 8.1.6 and above and in Android devices, version – 5.4.2 and above.




ParentVUE Notifications

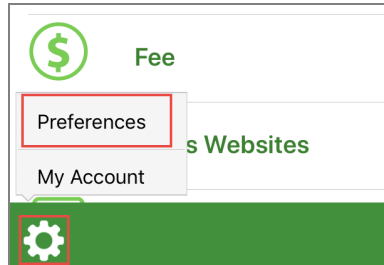
1. Open **Settings** on your device.
2. Tap **Notifications**.
3. Tap **ParentVUE** or **StudentVUE**.
4. Select **Allow Notifications**.




ParentVUE Settings Screen, Notifications

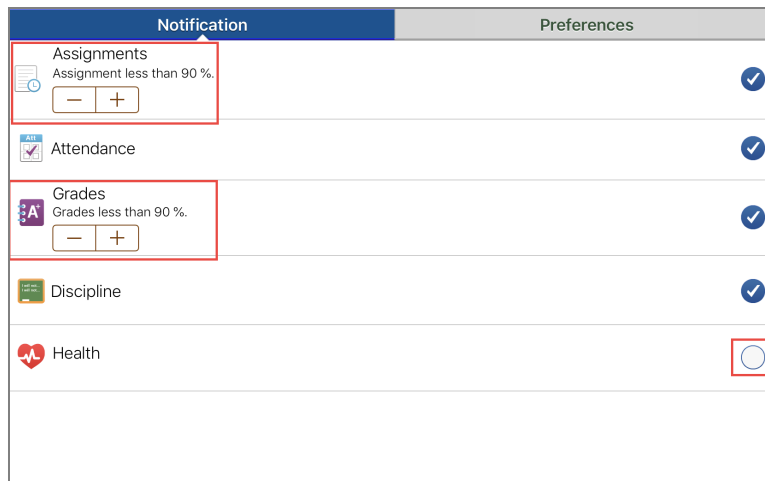
Setting Thresholds

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



StudentVUE Navigation Screen

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



Preferences Window

5. Tap **Save**.

Logging In

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



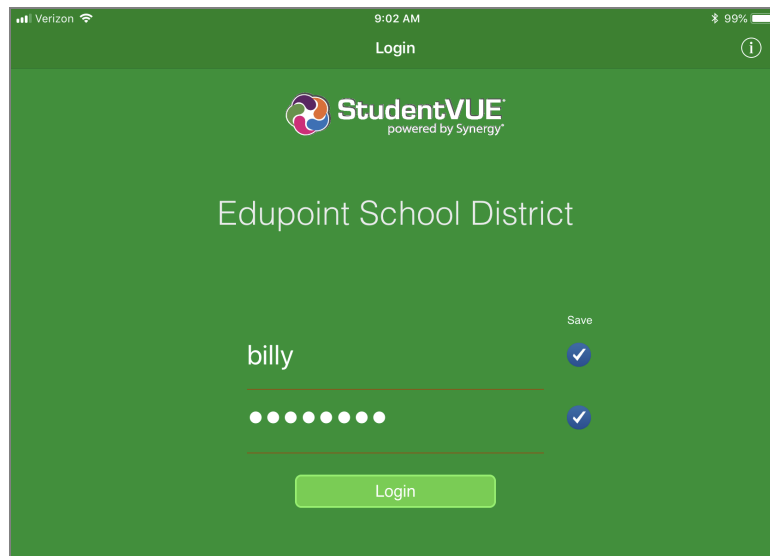
Contact your school to receive your access URL and login information.

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

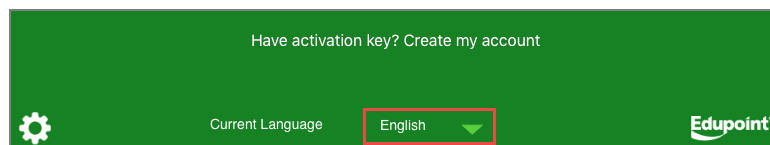


StudentVUE Login Screen

2. Select the **Current Language**.



You can modify this option later.

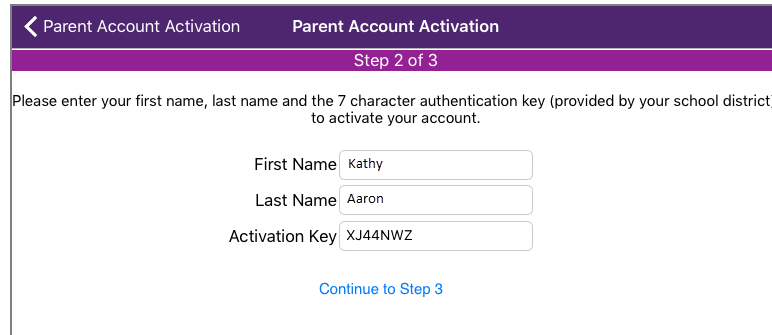


StudentVUE Login Screen

3. Tap **Login**.

Account Activation

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



Parent Account Activation

Step 2 of 3

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

First Name

Last Name

Activation Key

[Continue to Step 3](#)

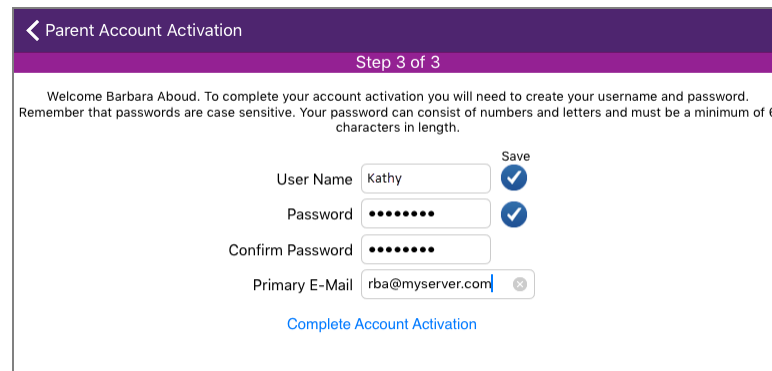
Parent Account Activation Screen

4. Enter a **User Name** and **Password**.



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

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



Parent Account Activation

Step 3 of 3

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

User Name [Save](#) ✓

Password ✓

Confirm Password

Primary E-Mail

[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.

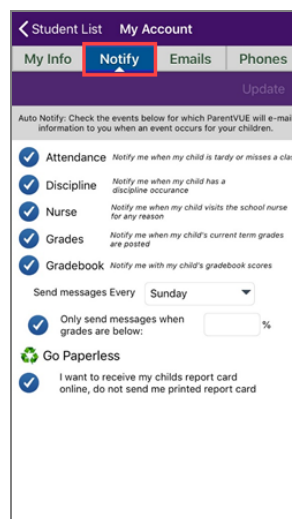


The **Home Address**, **User ID**, and **Mail Address** fields are read-only and cannot be edited.

ParentVUE

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

Smaller devices have a **Notify** tab to accommodate the smaller screen size. This tab contains the Auto Notify section from the **My Info** tab of the larger devices.



ParentVUE My Account Screen, Notify Tab

c. Tap **Update**.

< Student List
My Account

My Info
Emails
Phones

[Change Password](#)
[Update](#)

Name: Jean Acevedo
 User ID: parent
 Home Address: 4263 E Princess St
 Mesa, AZ 85606
 Mail Address: Same as Home Address
 Phone Numbers: Home: 480-555-2807
 * * Indicates primary contact phone

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

First Name:
 Last Name:
 Employer:
 Primary Language:

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

Attendance Notify me when my child is tardy or misses a class

Discipline Notify me when my child has a discipline occurrence

Nurse Notify me when my child visits the school nurse for any reason

Grades Notify me when my child's current term grades are posted

Gradebook Notify me with my child's gradebook scores

Send messages Every

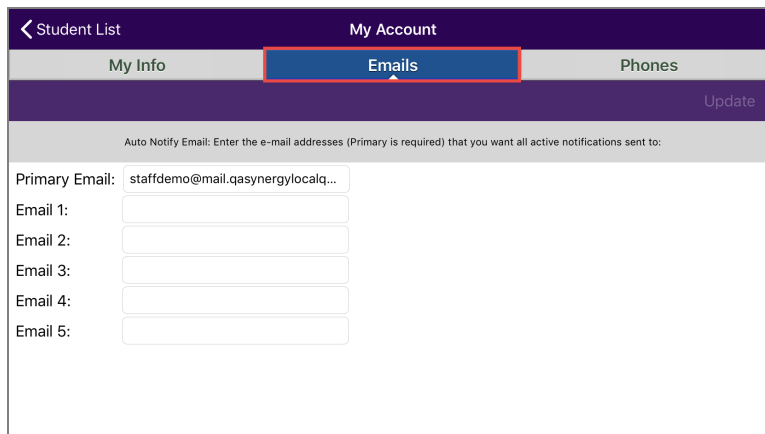
Only send messages when grades are below: %

Go Paperless

I want to receive my child's report card online, do not send me printed report card

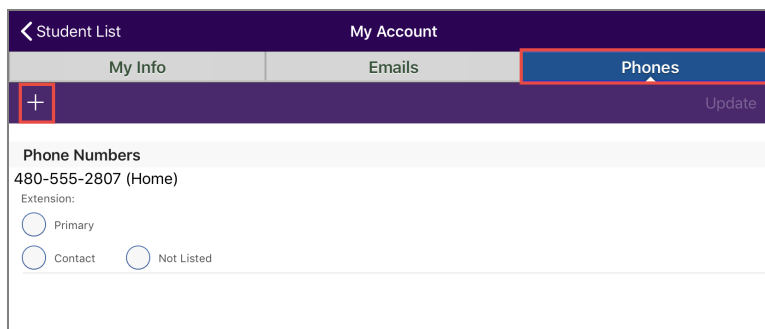
ParentVUE My Account Screen

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



ParentVUE My Account Screen, Emails Tab

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

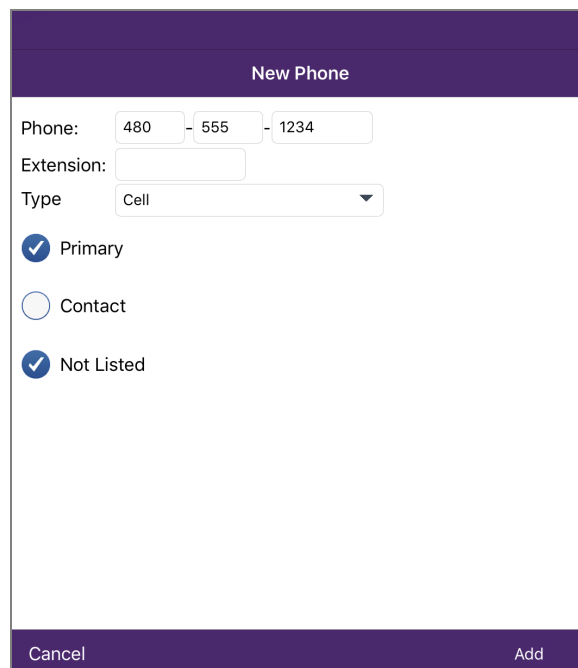


ParentVUE My Account Screen, Phones Tab

- 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 .

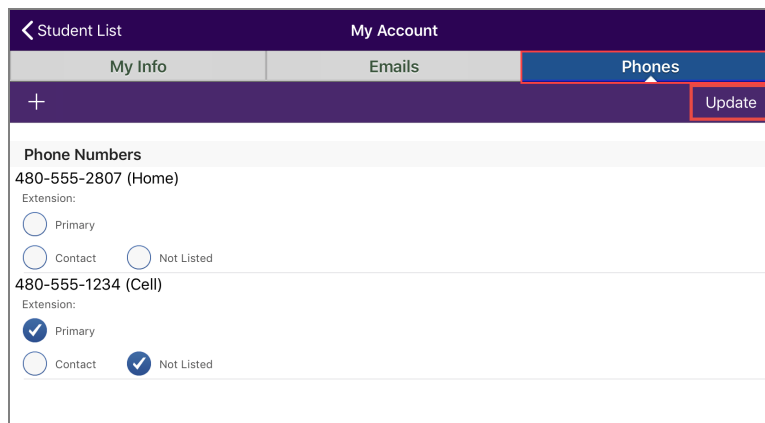
 - **Primary** - Primary contact number
 - **Contact** - Additional contact number
 - **Not Listed** - Number is not listed in the phone directory

- f. Tap **Add**.



ParentVUE My Account Screen, Phones Tab

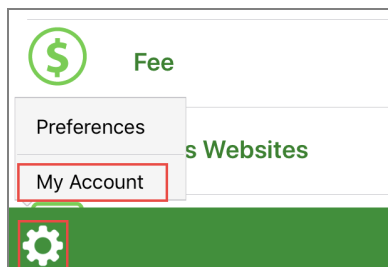
- g. Tap **Update**.



ParentVUE My Account Screen, Phones Tab

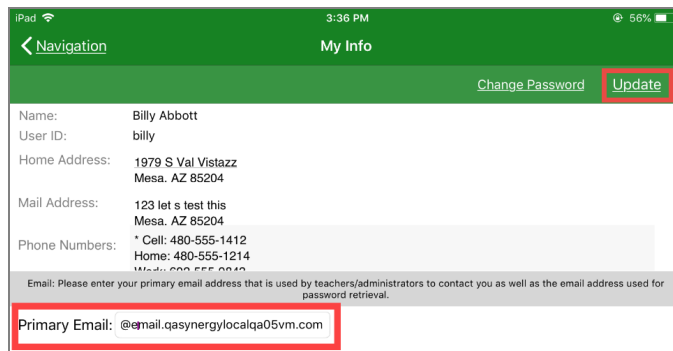
StudentVUE

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**.



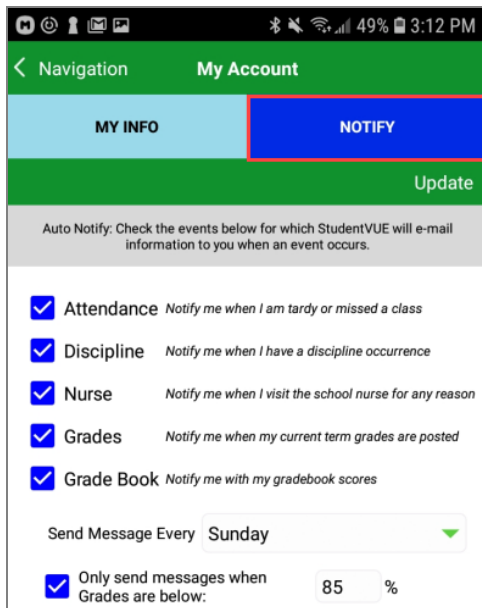
StudentVUE My Info Screen

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.

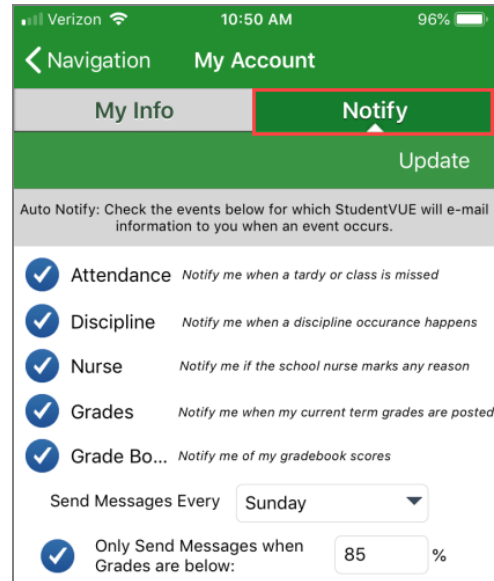


This step is skipped on the iPad.

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)

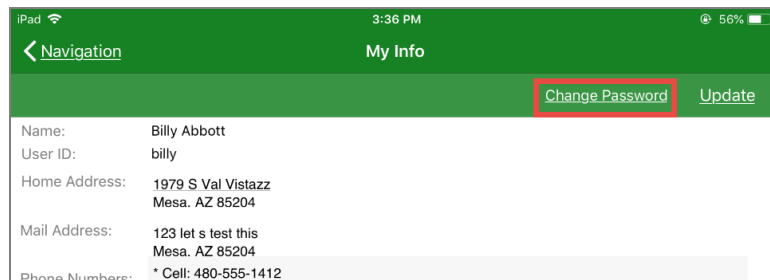
7. Tap **OK**.



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

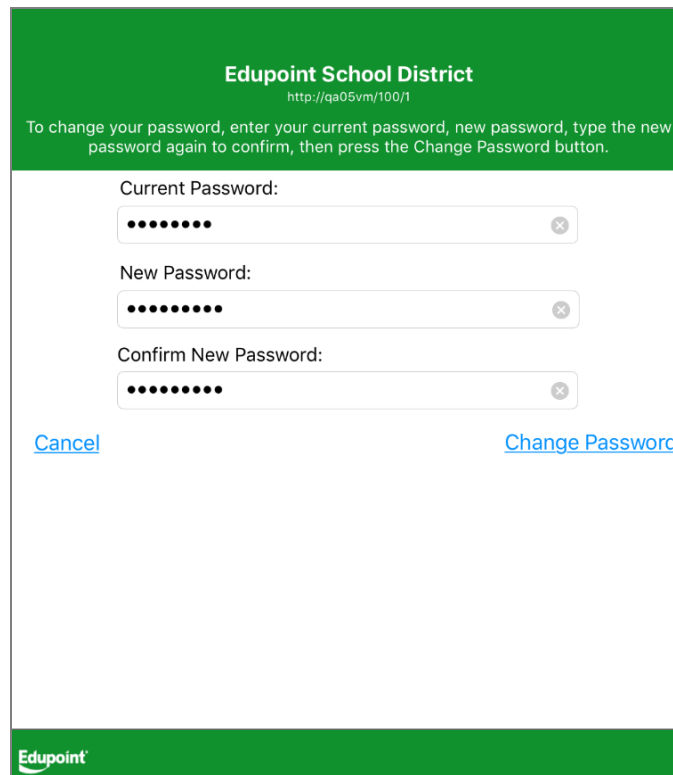
Change Password

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



StudentVUE My Info Screen

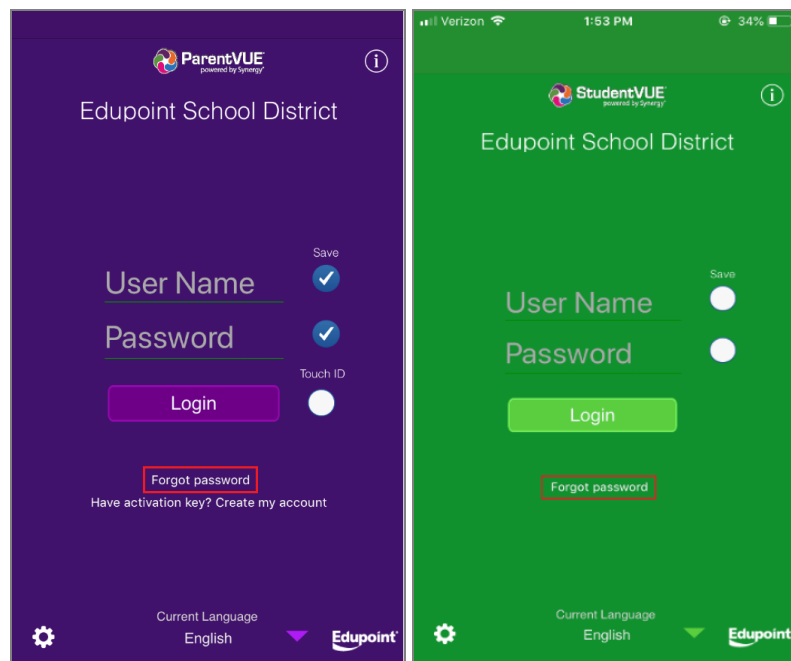
2. Enter the **Current Password**, **New Password**, and **Confirm New Password**.
3. Tap **Change Password** to save. A message displays that the account password was changed and asks you to log in again with the new password.

A screenshot of the 'Change Password' screen in the StudentVUE app. The screen has a green header with the 'Edupoint School District' logo and the URL 'http://qa05vm/100/1'. Below the header, there is a white box containing the instruction: 'To change your password, enter your current password, new password, type the new password again to confirm, then press the Change Password button.' There are three password input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. Each field contains a series of dots representing masked characters. At the bottom of the screen, there are two buttons: 'Cancel' and 'Change Password'.

StudentVUE Change Password Screen

Reset Password

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



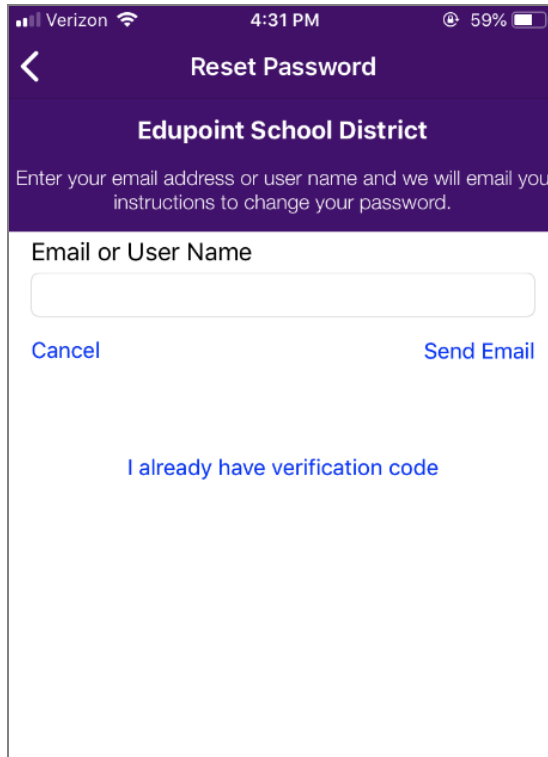
ParentVUE Login Screen StudentVUE Login Screen

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.

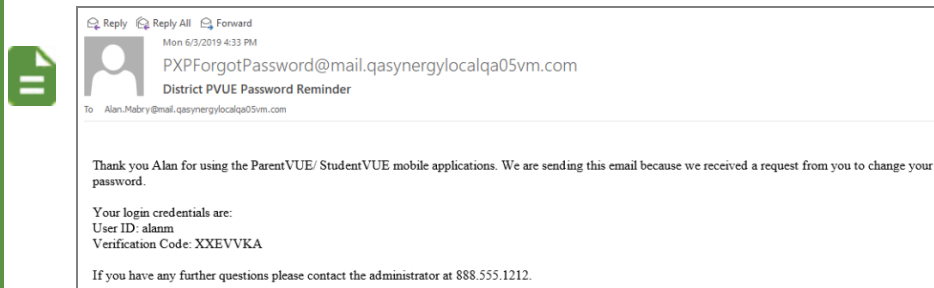
3. Tap **Send Email** or **I already have verification code** if you already have an email with the password reset information. This opens the Reset Password screen.



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.

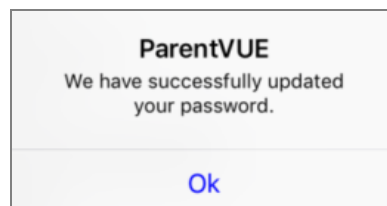


Forgot Password Email

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**.

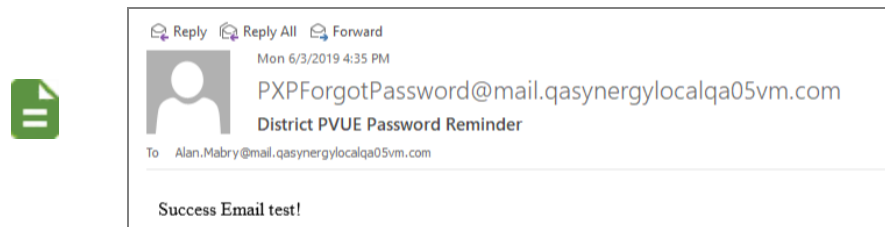
ParentVUE Reset Password Screen

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



Email Success Message

The forgot password success email is sent.

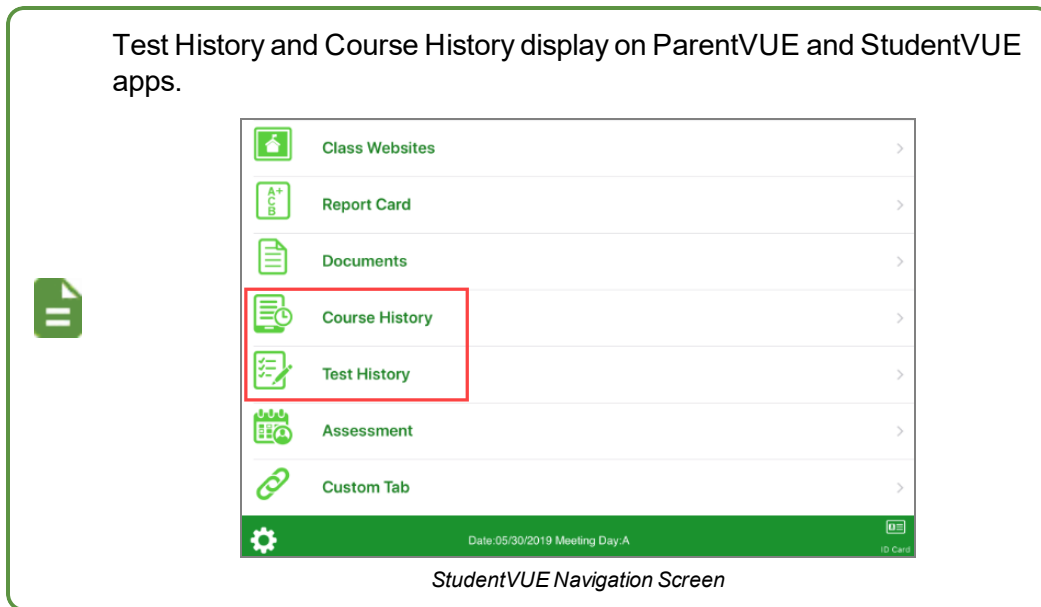


Forgot Password Success Email

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 and Course History display on ParentVUE and StudentVUE apps.

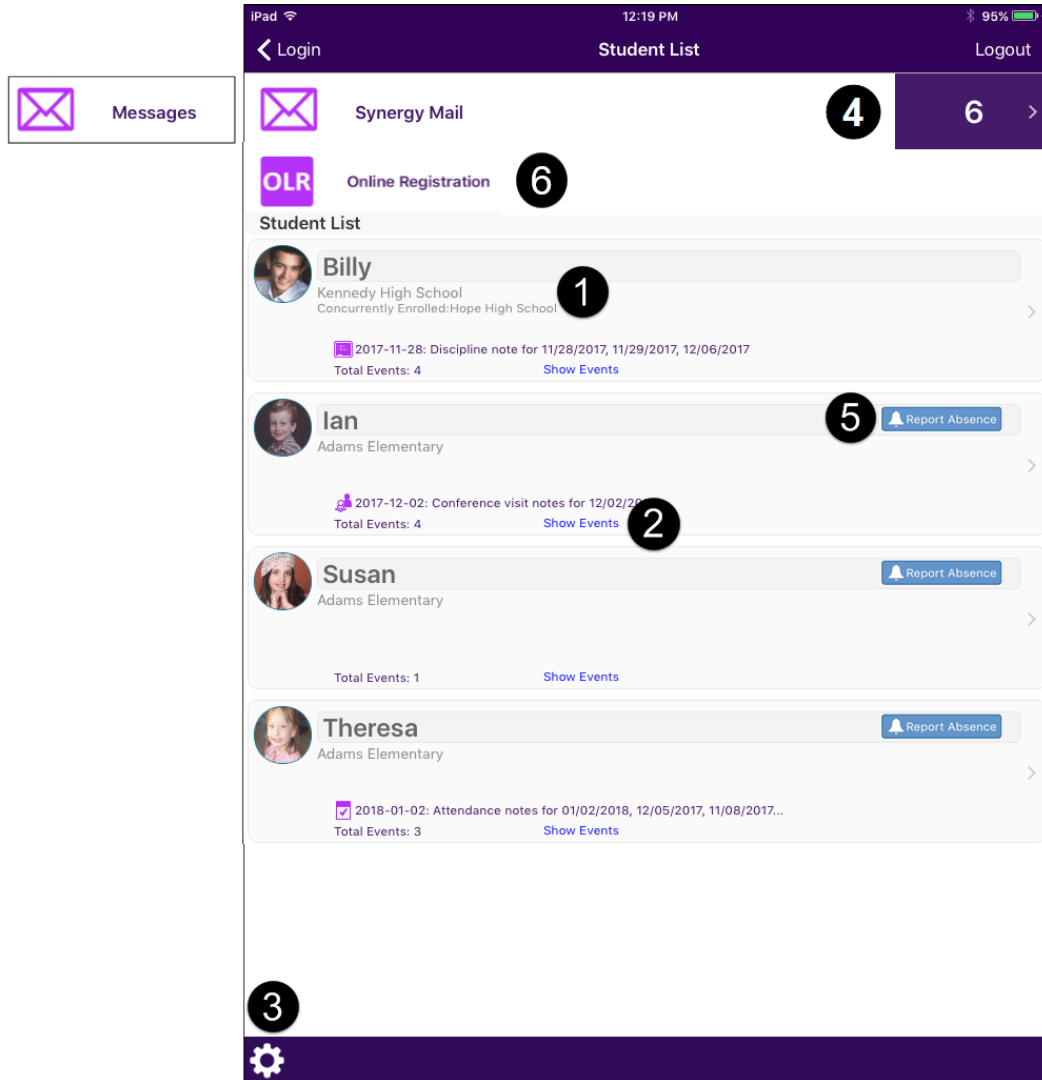


Student List

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 [Recording a Student's Name](#) for more information.



ParentVUE Student List Screen

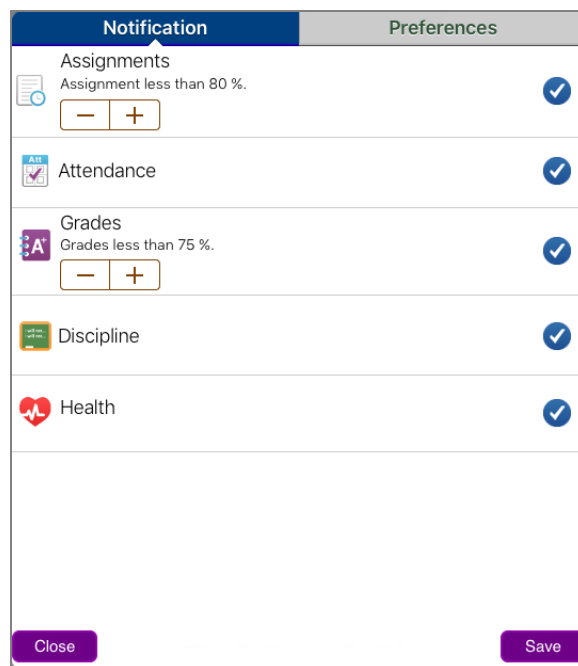
- The concurrent school name displays under the primary school name if your student is enrolled at more than one school. ❶
- Tap **Show Events** to view District and School Events. ❷
- Tap the **Settings** icon to set additional preferences and notifications. See [Managing Notifications](#) and [Managing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

 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%.



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**.


ParentVUE Preferences Screen

- Click **Reset Reminders** to reset and regenerate the reminders that were deleted in the web-based StudentVUE application.

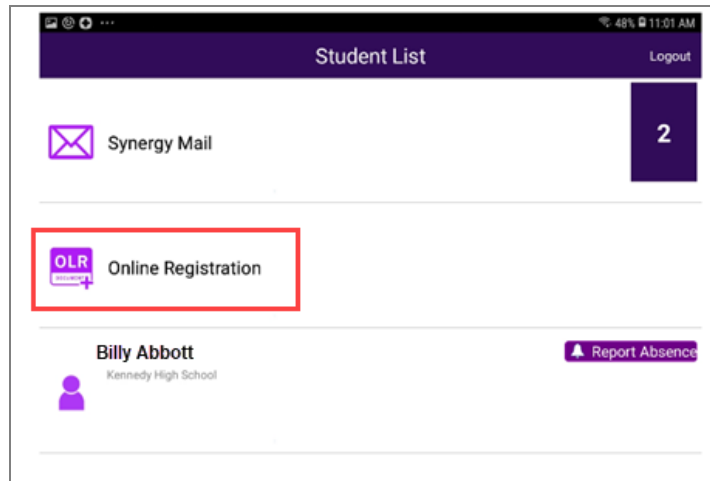
ParentVUE Settings Screen, Preferences Tab

Uploading Documents to Online Registration

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

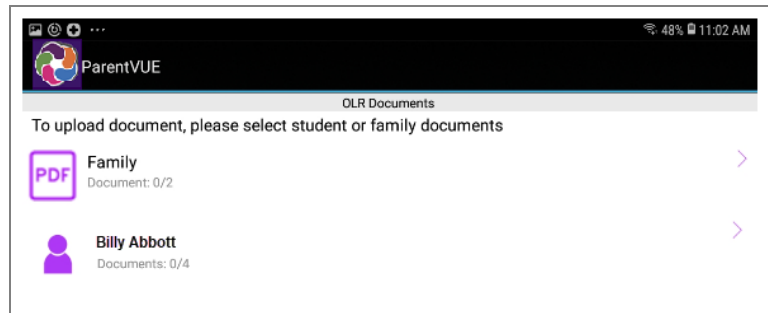
 You can also upload a photo of a document.

1. Tap **Online Registration**.



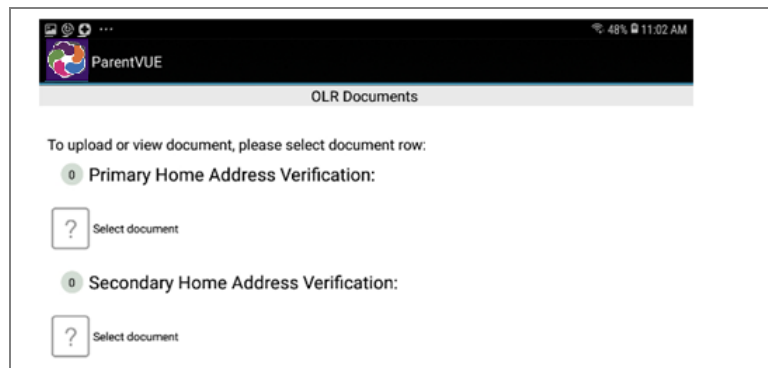
ParentVUE Student List Screen

2. Tap **Family** or the student name.



ParentVUE OLR Documents Screen

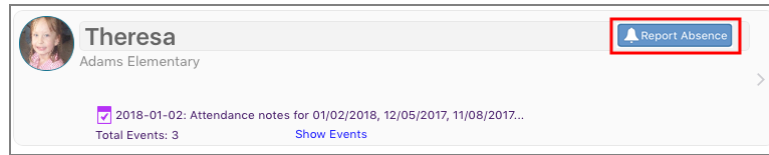
3. Select the documents to upload.



ParentVUE OLR Documents Screen

Reporting Future Absences

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



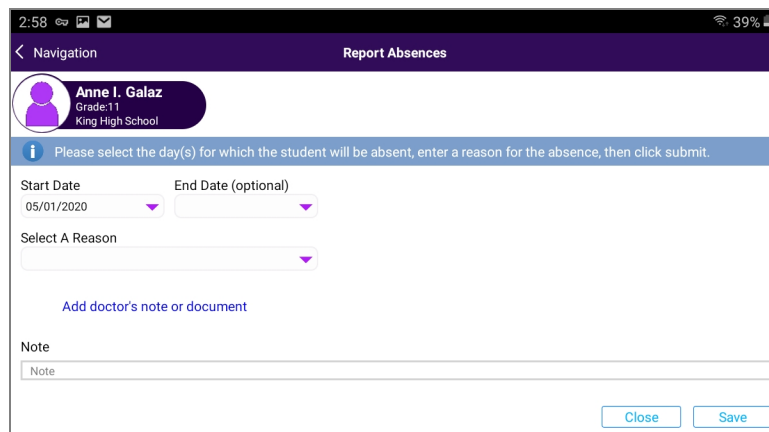
ParentVUE Home Screen

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.

A screenshot of the 'Report Absences' screen. At the top, there is a navigation bar with a back arrow and the title 'Report Absences'. Below this is a user profile for Anne I. Galaz, Grade:11 at King High School. An information banner asks the user to select the day(s) for the student will be absent, enter a reason, and click submit. The form contains a 'Start Date' dropdown menu set to 05/01/2020, an 'End Date (optional)' dropdown menu, and a 'Select A Reason' dropdown menu. Below these is a link that says 'Add doctor's note or document'. At the bottom of the form is a 'Note' field with the placeholder text 'Note'. At the very bottom of the screen are two buttons: 'Close' and 'Save'.

Report Absences Screen

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

The screenshot shows the 'Report Absences' screen for a student named Billy Abbott. The screen includes a header with a back arrow and 'Student List', and a sub-header 'Report Absences'. Below the student's name and grade (Grade: 12, Edupoint HS), there is an information icon and a prompt: 'Please select the days(s) for which student will be absent, enter a reason for the absence, then select submit.' The form contains 'Start Date' (12/07/2018) and 'End Date: (Optional)' (12/12/2018) dropdowns, and a 'Select Reason' dropdown set to 'Illness'. A PDF document titled 'StudentMTest_...520200315.pdf' is attached, with a red box around the PDF icon and a red circle with a minus sign next to it. A text area labeled 'Note:' contains the text 'Billy is not feeling well'. At the bottom right are 'Close' and 'Save' buttons.

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.

Student List Report Absences

Billy, Abbott
Grade: 12
Edupoint HS

Please select the days(s) for which student will be absent, enter a reason for the absence, then select submit.

Start Date: 12/07/2018 End Date: (Optional) 12/12/2018

Select Reason:
Illness

PDF StudentMTest_...520200315.pdf

Note:
Billy is not feeling well

Close Save

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.

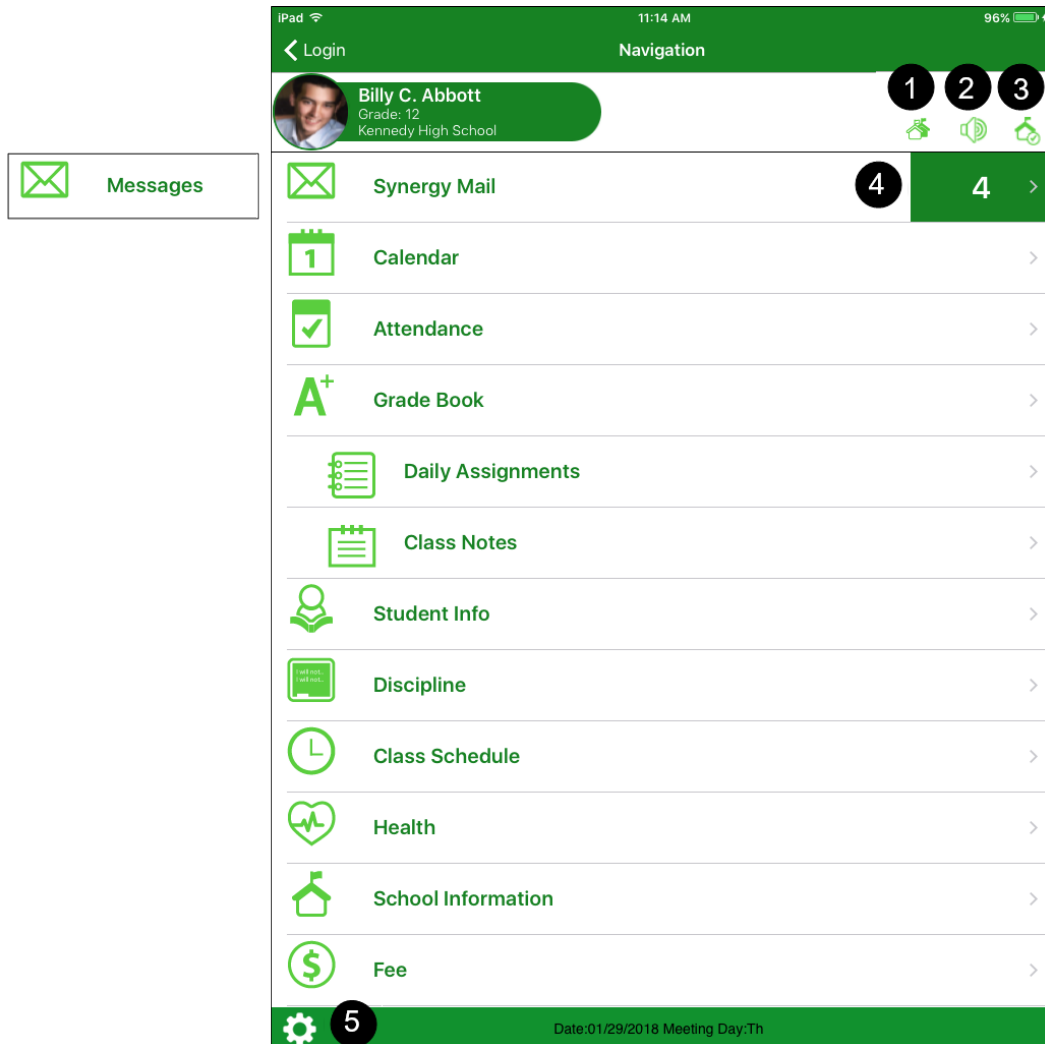


For example,

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

Navigation

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



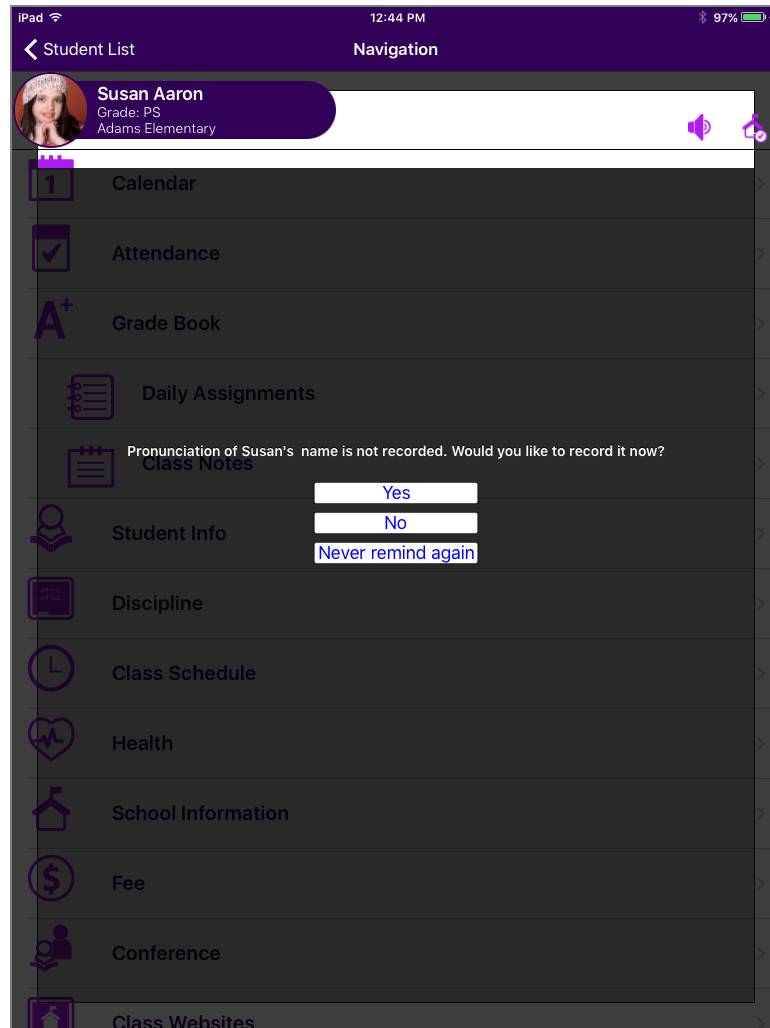
StudentVUE Navigation Screen

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

Recording a Student's Name

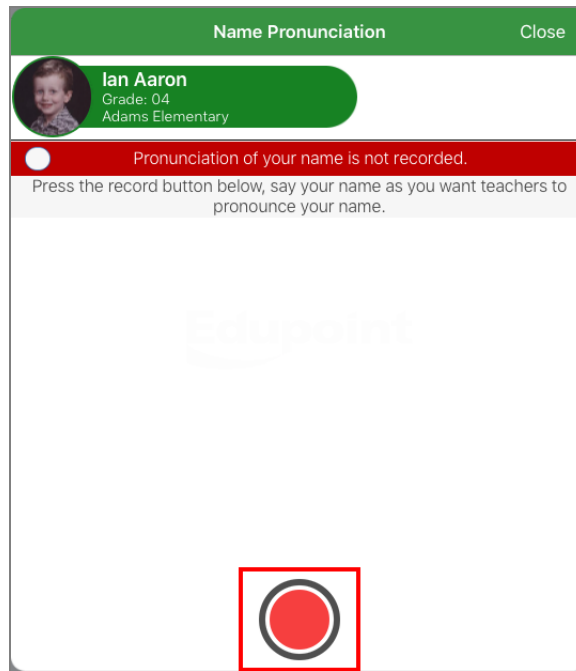
The following screen displays if you select your child in ParentVUE or if the student logs into StudentVUE and the student's name was not recorded.

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.



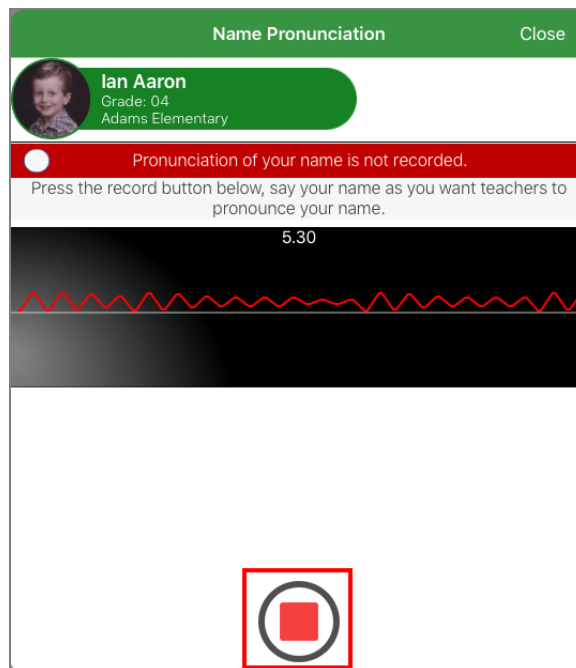
ParentVUE Student Name Not Recorded Message

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



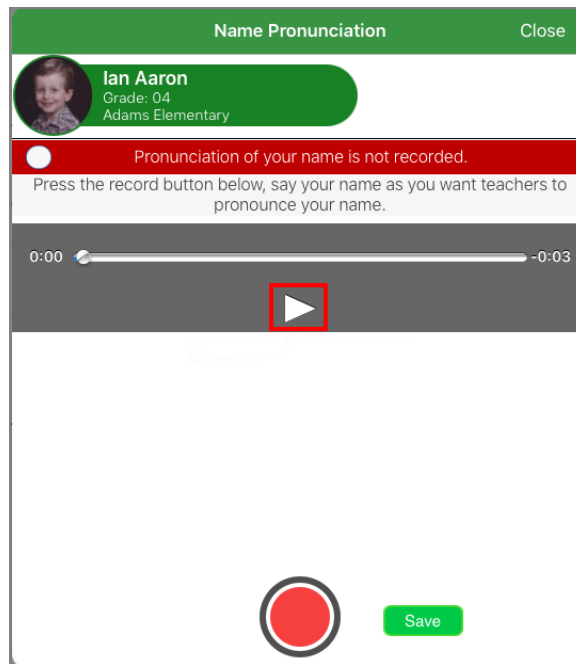
StudentVUE Name Pronunciation Screen

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



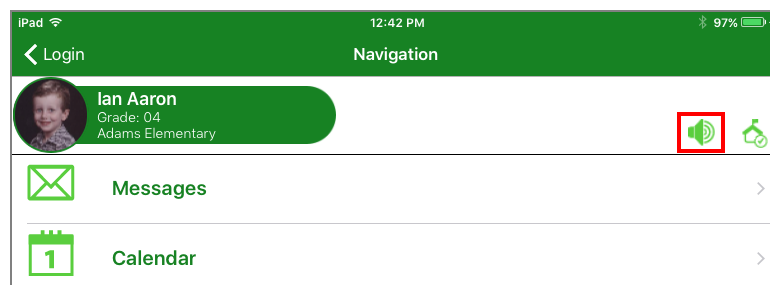
StudentVUE Name Pronunciation Screen

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



StudentVUE Name Pronunciation Screen

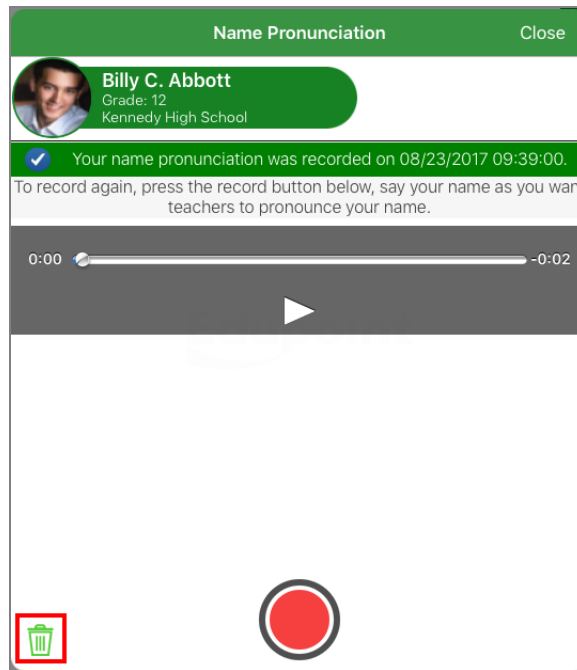
7. Tap **OK** to close the confirmation message. An icon representing the child's recorded name displays in the header.



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.

The screenshot shows the 'Student Info' screen for Billy C. Abbott, Jr. The interface is on an iPad, with the status bar at the top showing 9:08 AM and 93% battery. The screen is divided into several sections:

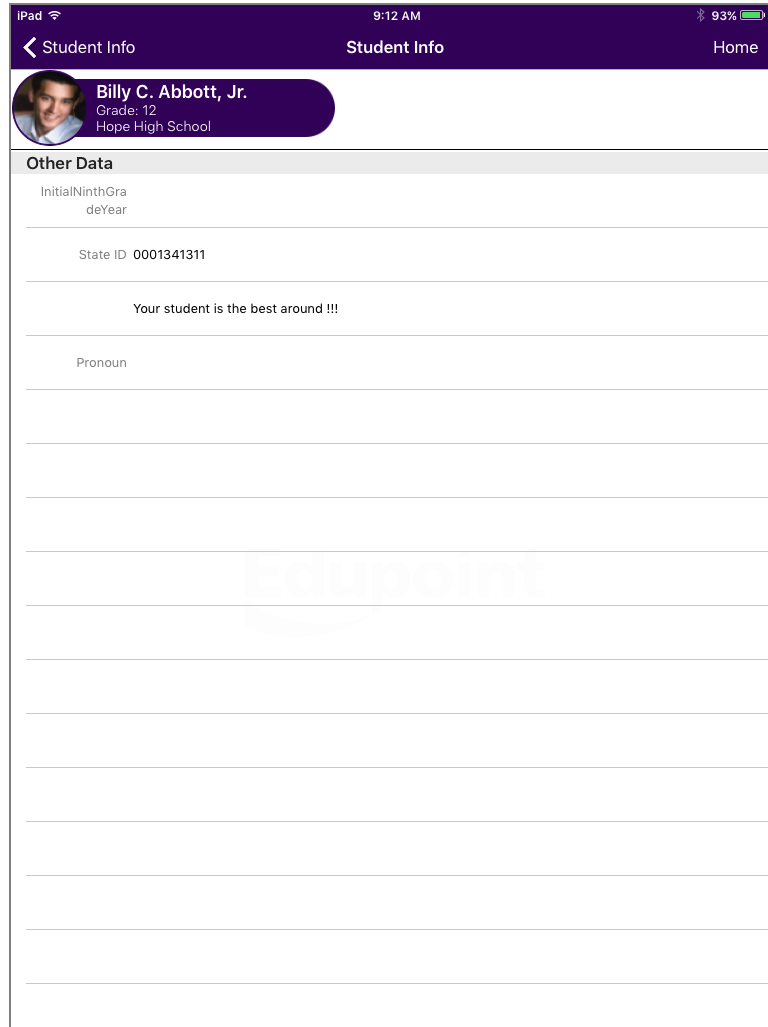
- Student Header:** Displays the student's name, grade (12), and school (Hope High School) next to a profile picture.
- Student Info Section:** A table-like layout with the following fields:

Student Name:	Perm ID:	Gender:
Billy C. Abbott, Jr.	905483	Male
	Nick Name:	Grade:
	Bill	12
Phone:	Birth Date:	
480-555-1214	03/15/2000	
Home Address:		email:
1979 S Val Vista Dr Mesa, AZ 85204		billy@mail.com
Home Room Teacher:	Home Room:	School Name:
Kathy Jackson	224	Hope High School
		Counselor Name:
		Wilson, Rob
- Emergency Contacts Section:** Lists two contacts:
 - Contact 1: Friend** - Christopher Johnson
 - Home Phone: 480-555-7788
 - Work Phone: 602-555-1234
 - Other Phone: 949-558-9073
 - Contact 2: Relative** - Laretta Jones
 - Home Phone: 480-555-1545
 - Work Phone:
 - Other Phone:
- Physician Contacts Section:** Lists two contacts:

Physician Name:	Physician Phone:	Ext.:	Hospital:
Mesa Peds	949-555-0831	222	Desert Sam Hospital Or Mesa
Dentist:	Dentist Phone:	Dentist Office:	
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.

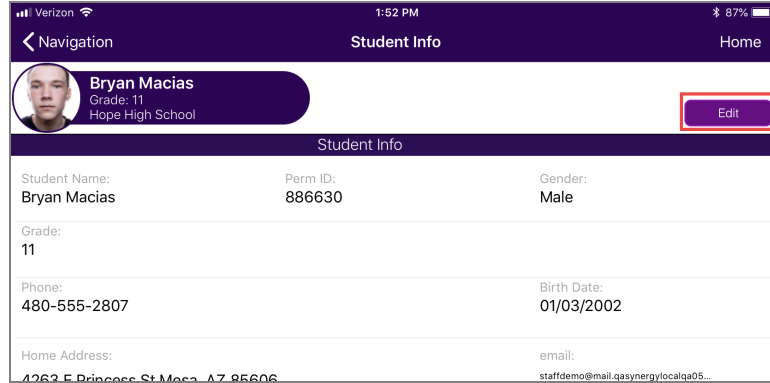


ParentVUE Student Info Screen

Editing Student Information in ParentVUE

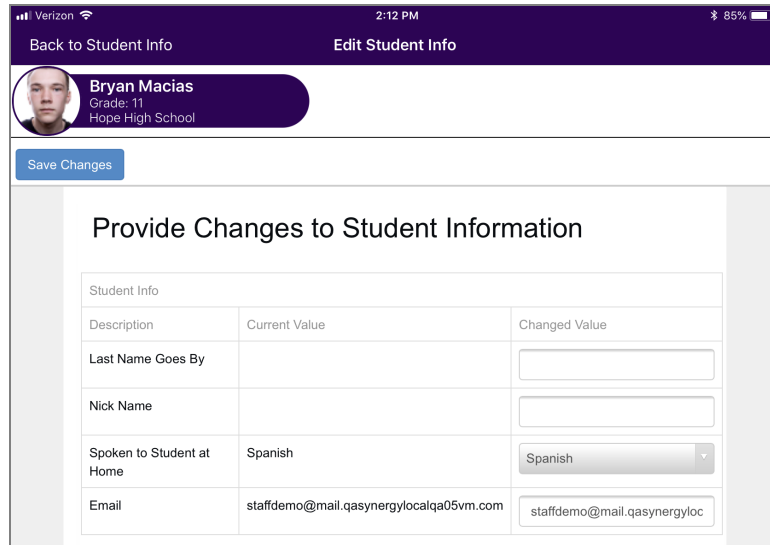
Your school can allow parents to edit their student’s information in the mobile application.

1. Tap **Edit**.



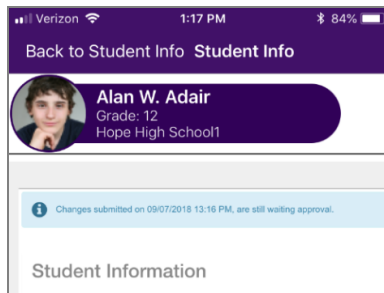
Student Info Screen

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



Student Info Screen

Changes must be approved in Synergy by the school.

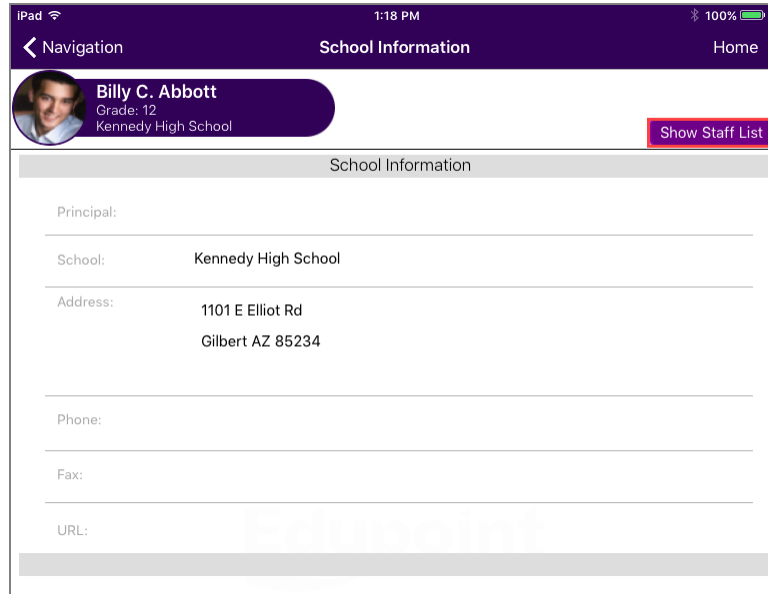


Student Info Screen

School Information

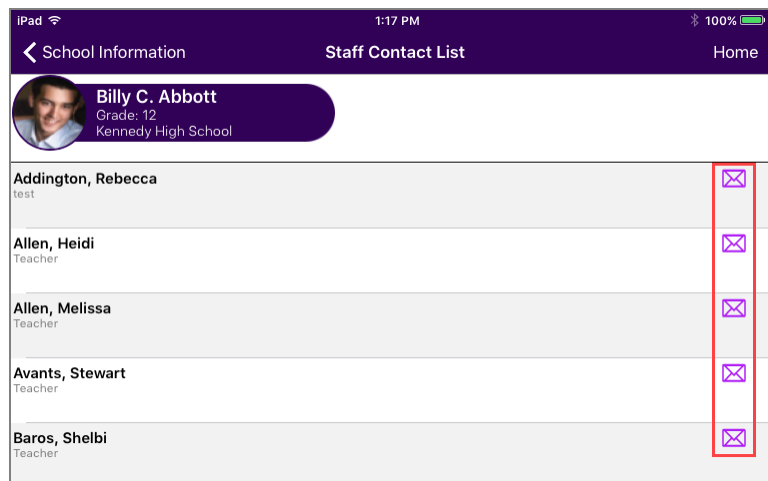
The School Information screen lists the details about the student's enrolled school, including a staff list.

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



ParentVUE School Information Screen

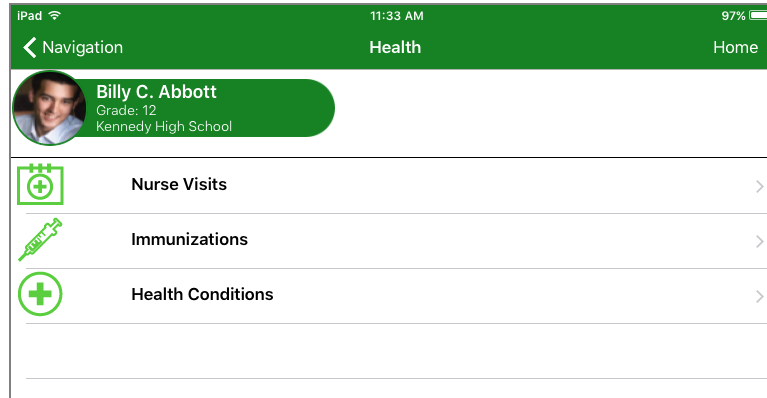
- Tap the Email icon to email a staff member.



ParentVUE Staff Contact List Screen

Health

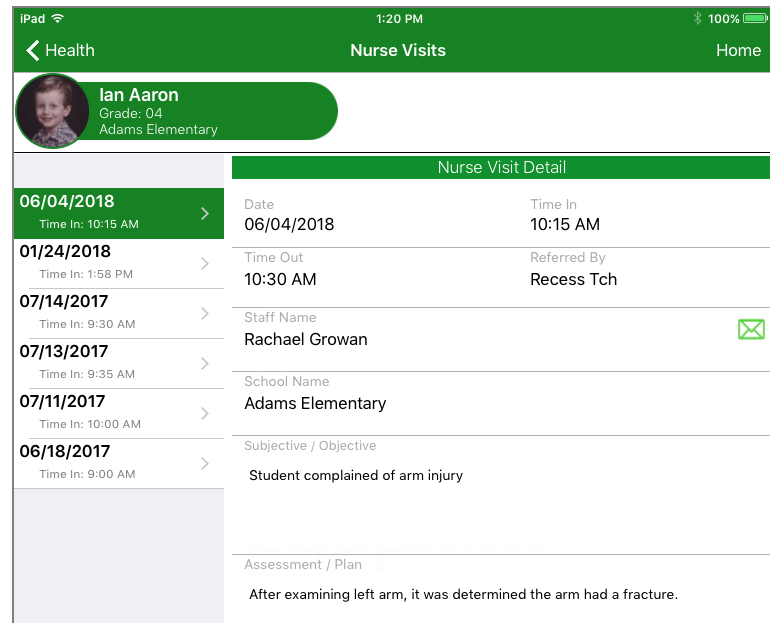
The Health screen lists visits to the school nurse, student health conditions, and immunization records.



StudentVUE Health Screen

Nurse Visits

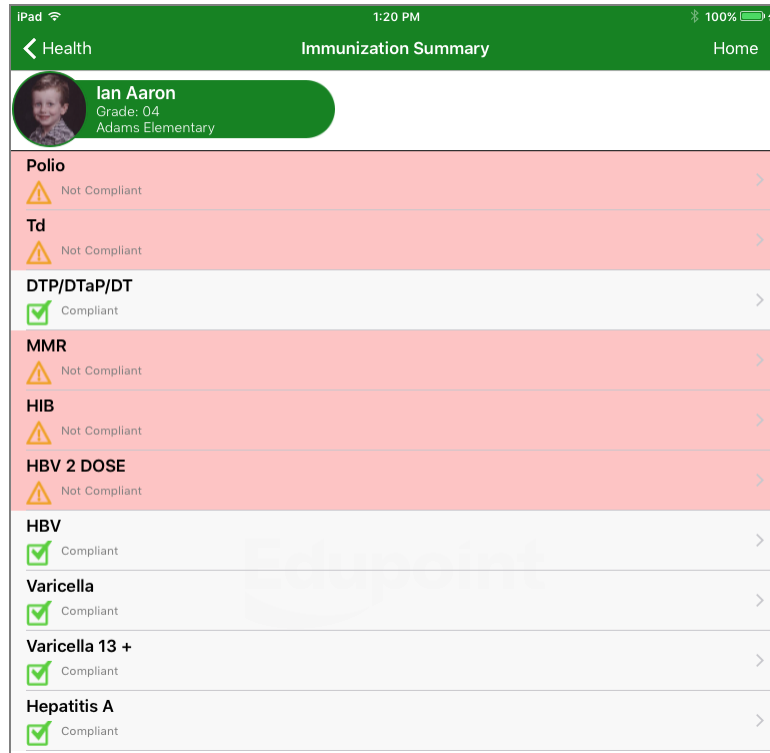
- Tap **Nurse Visits** to see a list of visits.
- Tap a visit to see the details.



StudentVUE Nurse Visits Screen

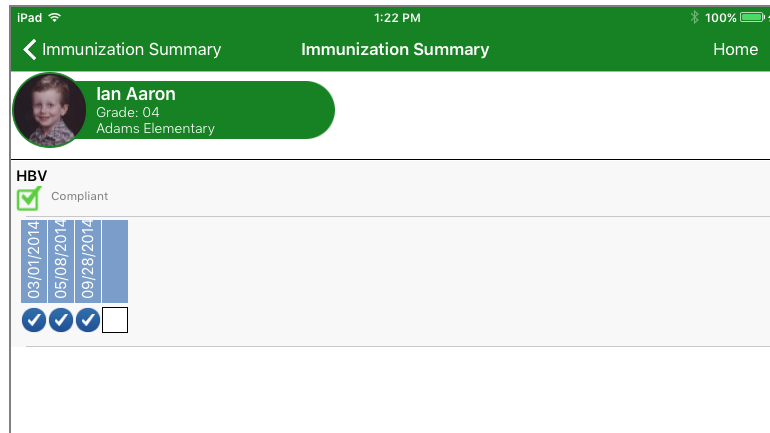
Immunizations

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



StudentVUE Immunization Summary Screen

- Tap a specific immunization to see the details.



StudentVUE Immunization Summary Screen

Health Conditions

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

The screenshot shows the 'Health Condition Summary' screen for a student named Ian Aaron, Grade 04 at Adams Elementary. The screen displays a table of health conditions with columns for Start Date, End Date, Condition Code, and Comments.

Start Date	End Date	Condition Code	Comments
		Heart	Student has a heart murmur.
		Asthma	Student has periodic asthma attacks that are treated with

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.

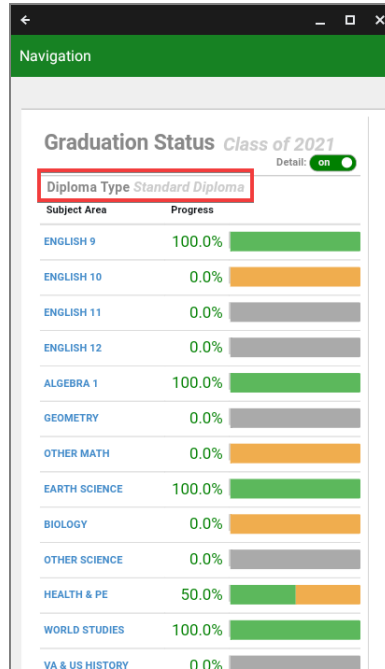
The screenshot shows the 'Discipline' screen for a student named Billy C. Abbott, Grade 12 at Hope High School. The screen displays a summary of total incidents and detention hours, followed by a list of discipline incidents with details.

Incident Date	Incident Time	Role
10/31/2018	11:05 AM	Offender
10/29/2018	10:05 AM	
10/23/2018	8:17 AM	
10/13/2018	10:39 PM	
09/05/2018	9:17 PM	
07/09/2018	7:15 PM	

ParentVUE Discipline Screen

Course History

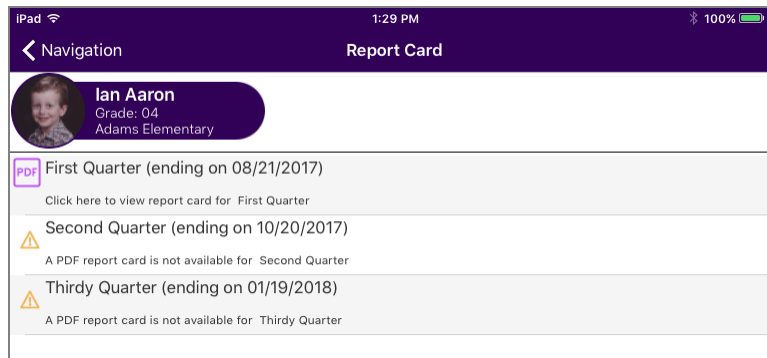
The Graduation Status screen displays the **Diploma Type** selected in the Graduation Information section on the **Other Info** tab of the Student screen.



StudentVUE Graduation Status Screen

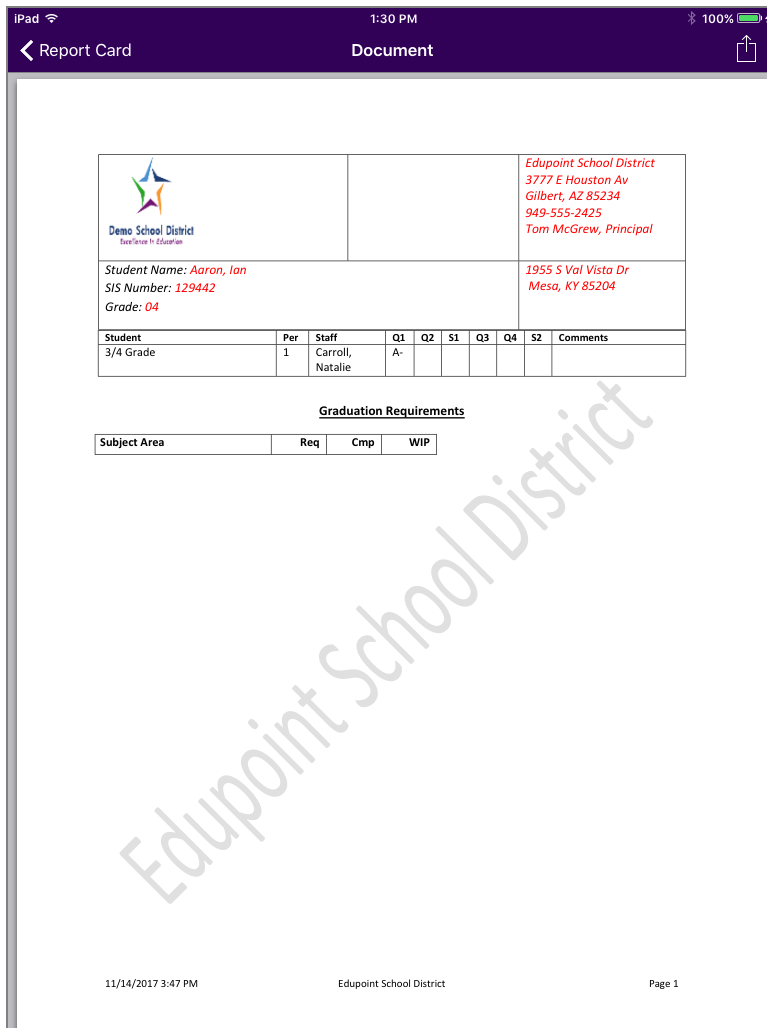
Report Card

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



ParentVUE Report Card Screen

Tap PDF to view a report card or progress report.



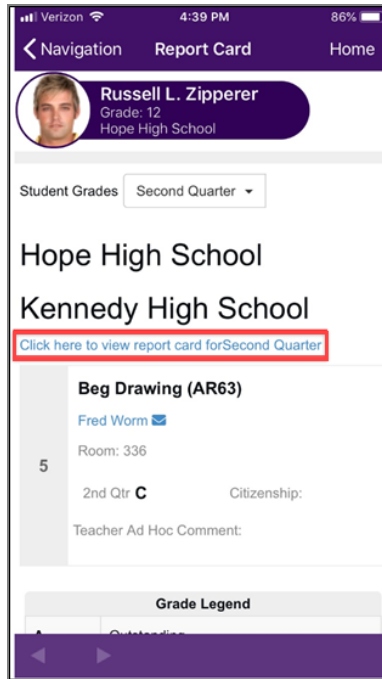
ParentVUE Document Screen

Viewing Concurrent Report Cards

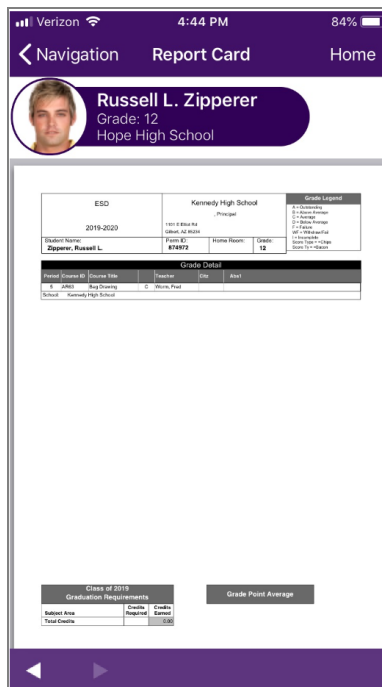
You can view both report cards available for students enrolled in concurrent schools in the ParentVUE and StudentVUE mobile apps.

Concurrent School Example

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

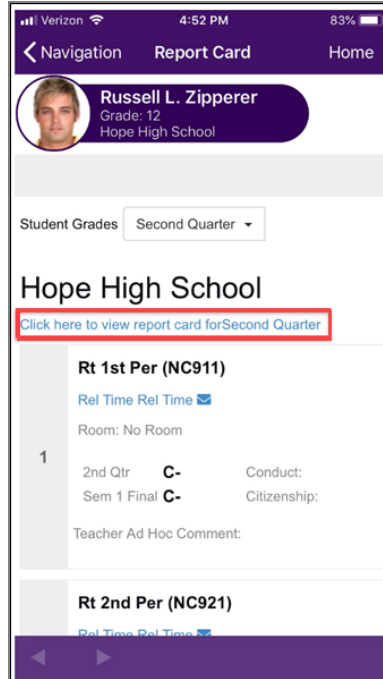


ParentVUE Report Card Screen

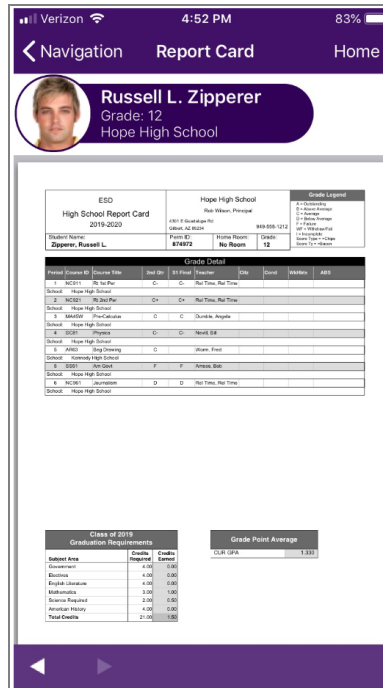


ParentVUE Report Card Screen

Home School Example



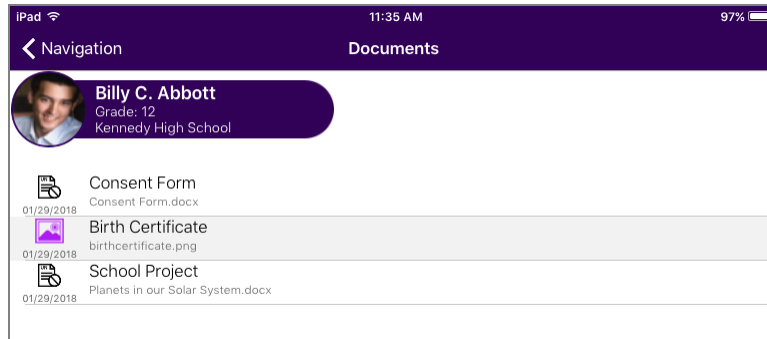
ParentVUE Report Card Screen



ParentVUE Report Card Screen

Documents

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

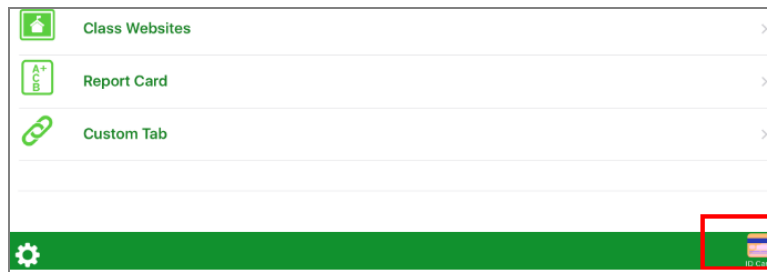


ParentVUE Documents Screen

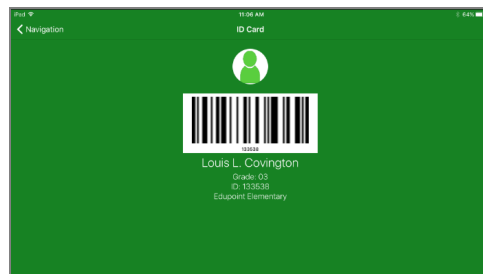
Accessing Student ID Cards

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.



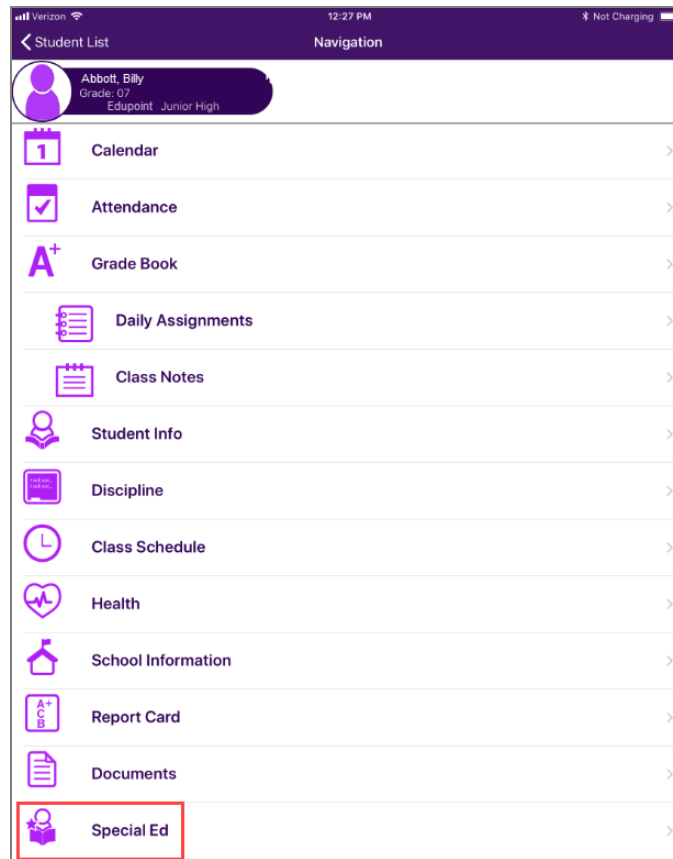
StudentVUE Navigation Screen



StudentVUE ID Card Screen

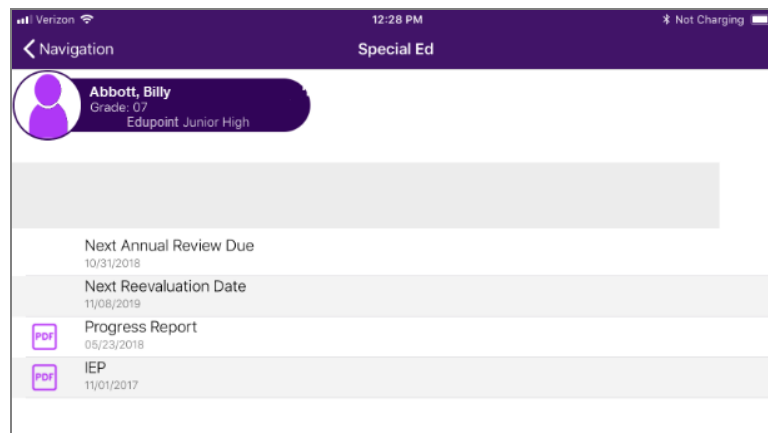
Special Education

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.



ParentVUE Special Ed Screen

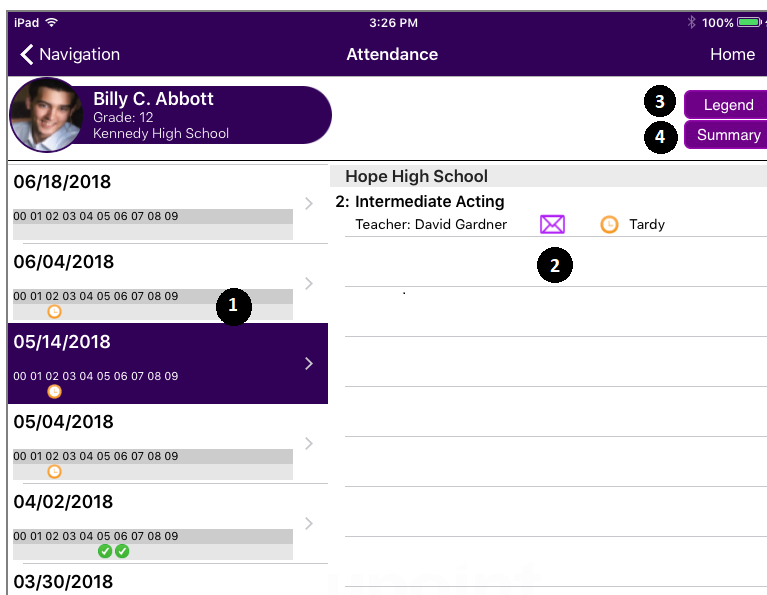
Viewing Classroom Information



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

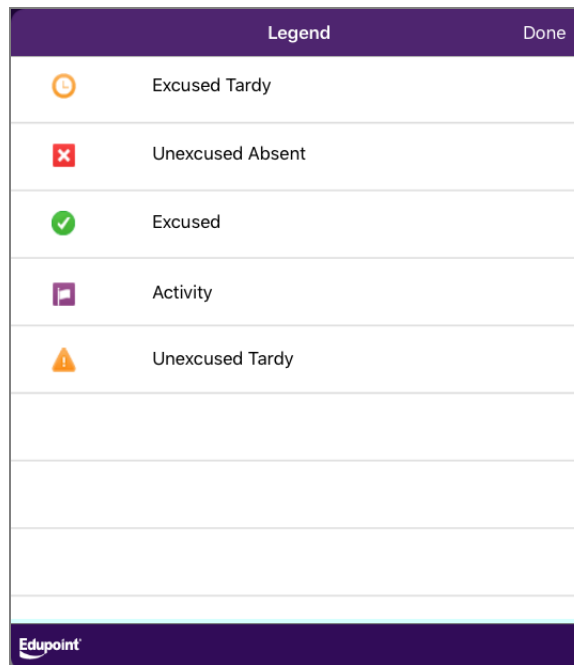
The Attendance screen displays all the days the student was marked absent or tardy and the date for the entry. Attendance information for both schools display if your student is enrolled in concurrent schools.



ParentVUE Attendance Screen

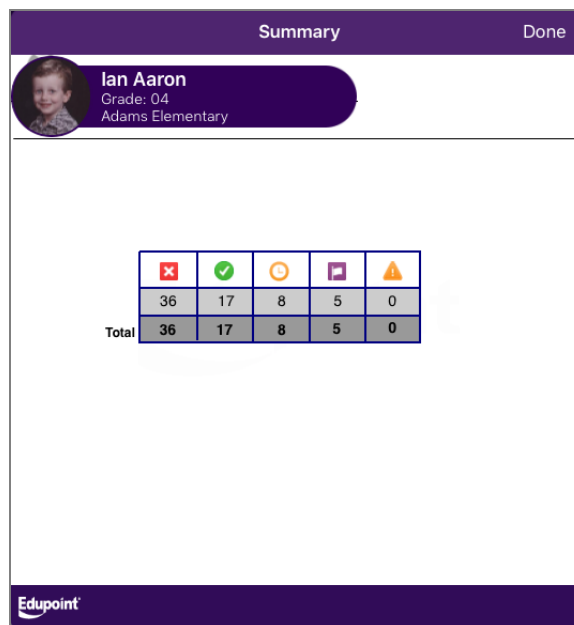
- Tap a day to view more detail. ❶
- Tap the Email icon to email the instructor. ❷

- Tap **Legend** to view descriptions for the icons used on the Attendance screens. ③



ParentVUE Legend Screen

- Tap **Summary** to view the Summary screen. This displays totals by period for each attendance reason. ④

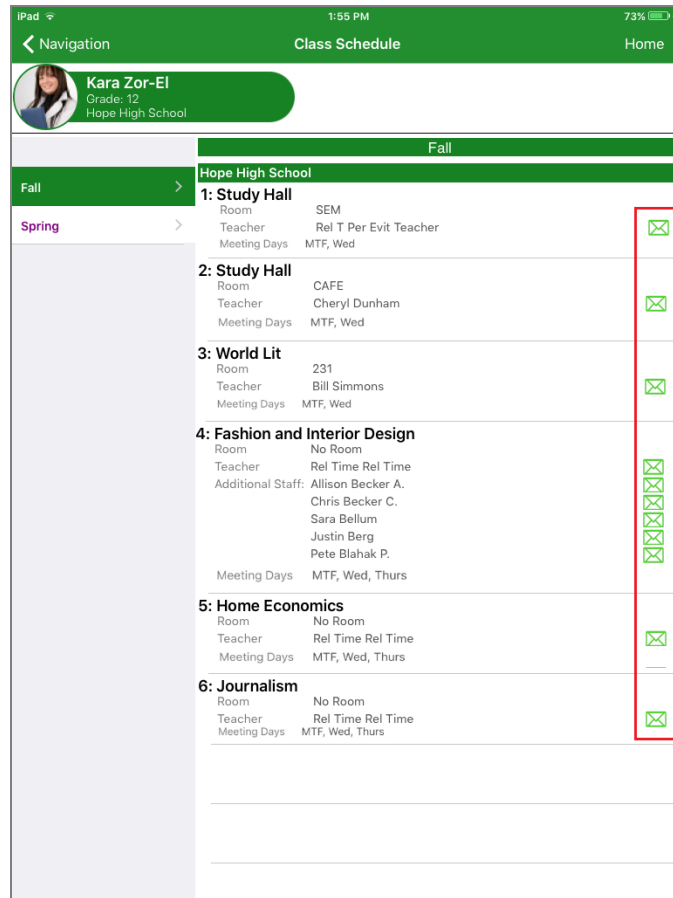


ParentVUE Summary Screen

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.

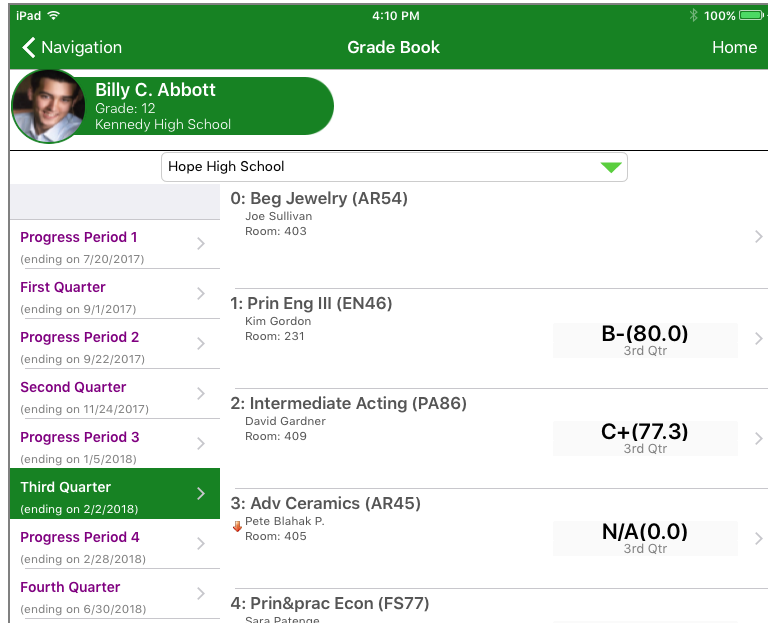
Tap the Email icon to send an email to the teacher.



StudentVUE Class Schedule Screen

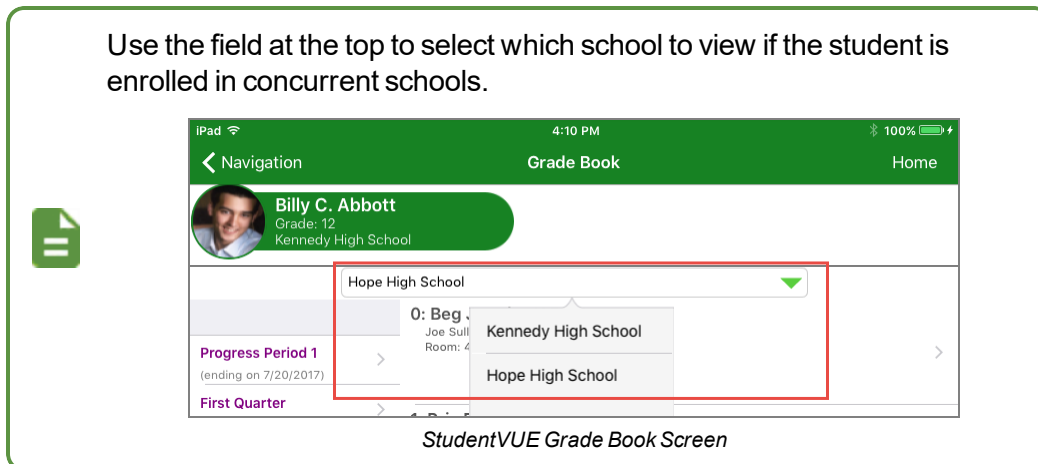
Grade Book

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



StudentVUE Grade Book Screen

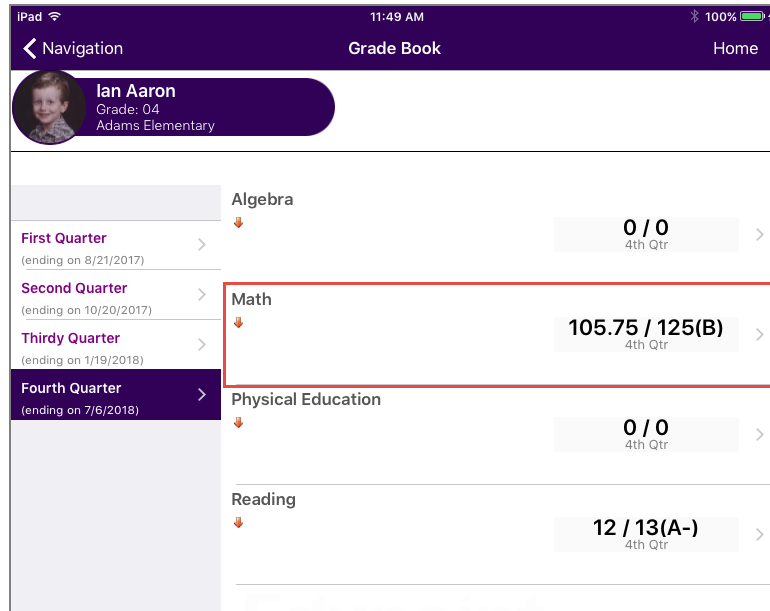
Use the field at the top to select which school to view if the student is enrolled in concurrent schools.



StudentVUE Grade Book Screen

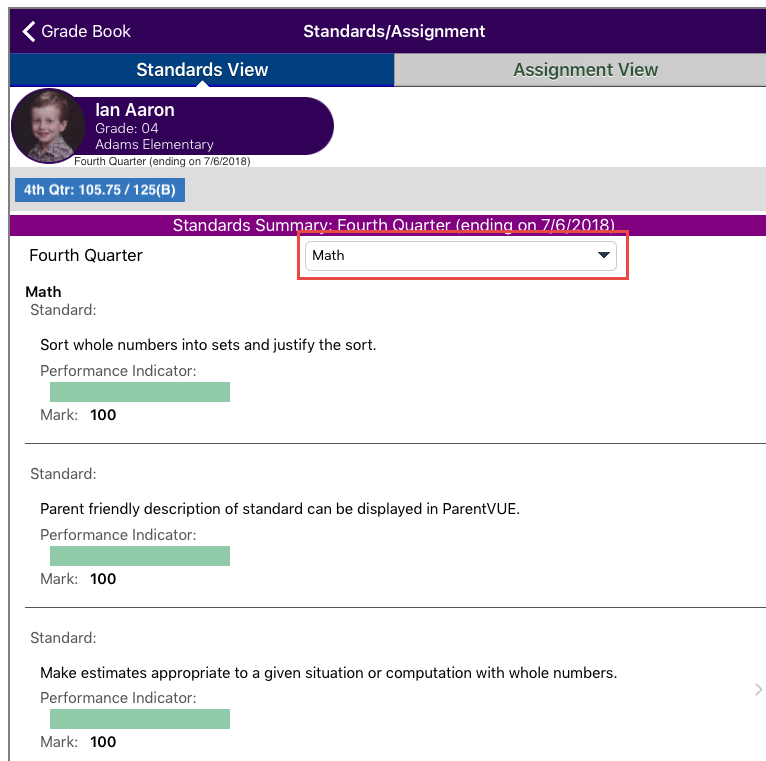
Viewing Grades for a Class

1. Tap a class.



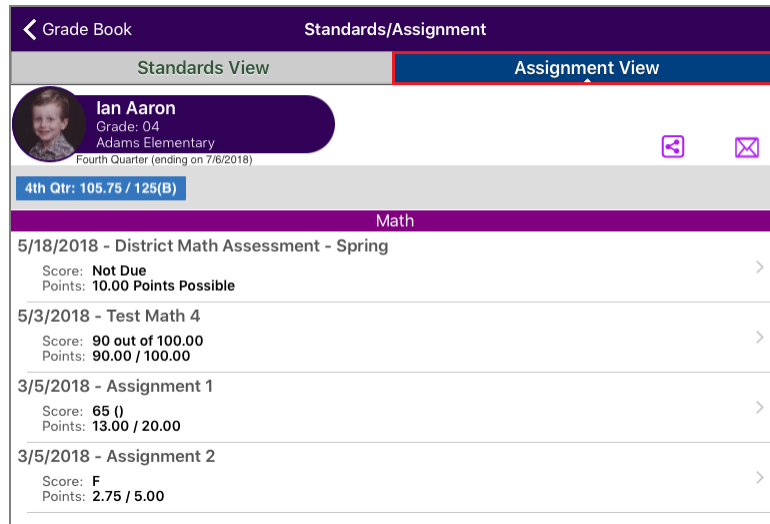
ParentVUE Grade Book Screen

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



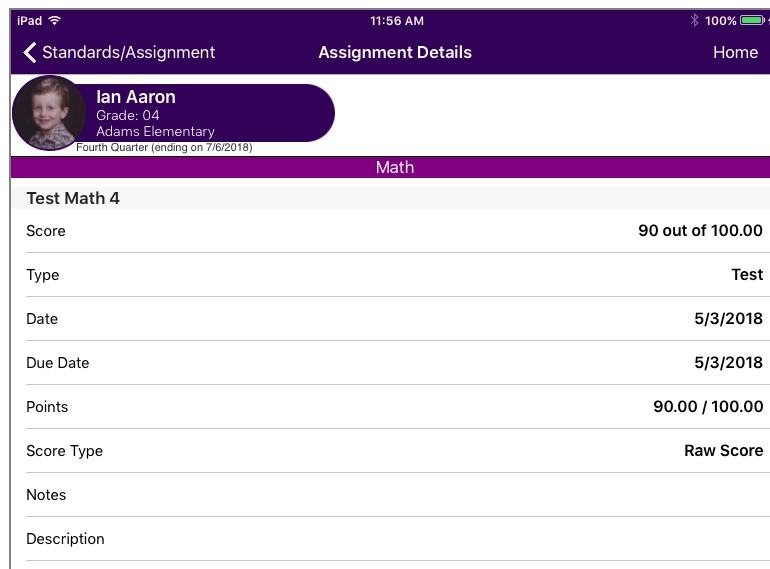
ParentVUE Standards/Assignment Screen

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



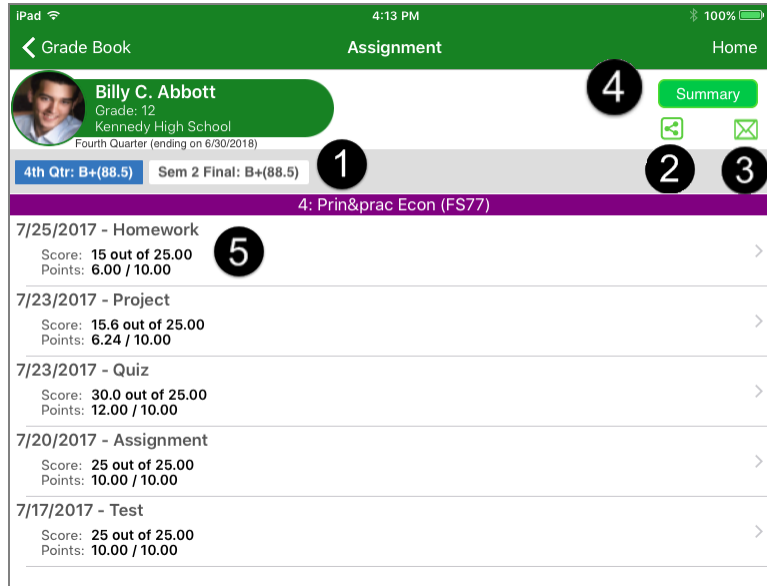
ParentVUE Standards/Assignments Screen, Assignment View Tab

4. Tap an assignment to view the assignment details.



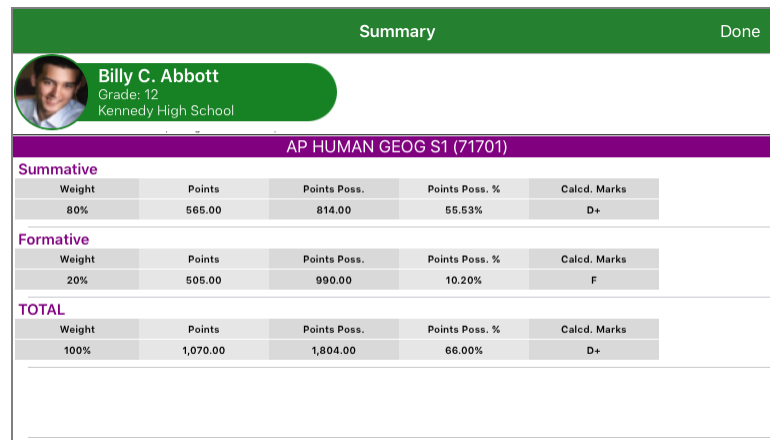
ParentVUE Assignment Details Screen

Viewing Assignments



StudentVUE Assignment Screen

- Tap the term to view a list of assignments and tests for that class. ❶
- Tap the **Share** icon to share the assignment information. ❷
- Tap the Email icon to email the teacher. ❸
- Tap **Summary** to see the posted grades for the assignment. ❹

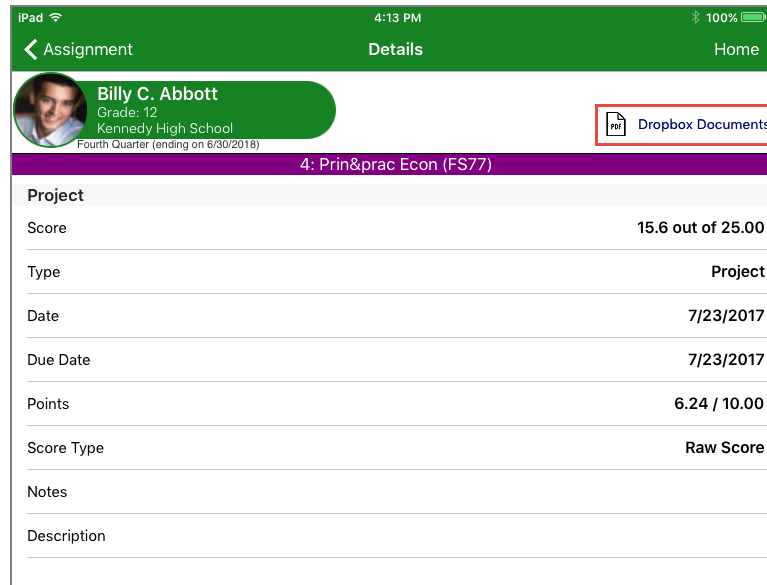


StudentVUE Summary Screen

- Tap any assignment record to view details. 5
- Tap **Dropbox Documents** to view documents in the student dropbox if available.



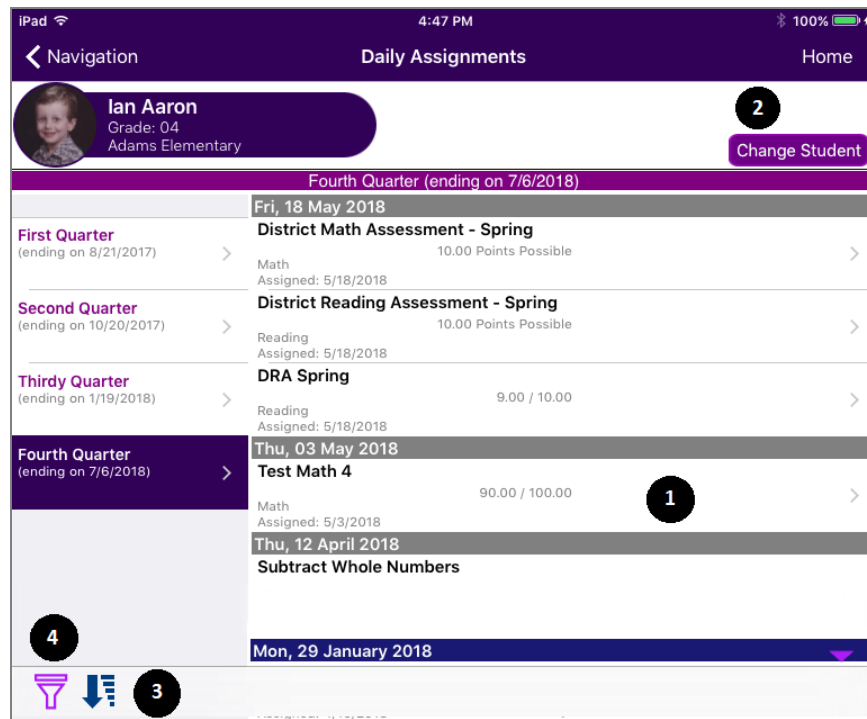
See [Adding Documents using Drop Box](#) for more information.



StudentVUE Details Screen

Daily Assignments

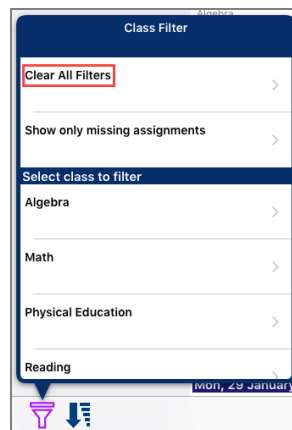
Tap **Daily Assignments** on the Navigation screen to display the current day only.



ParentVUE Daily Assignments Screen

- Tap an assignment to view more details. **1**
- Tap **Change Student** to select another child if using ParentVUE. **2**
- Tap the **Scroll** icon to quickly scroll to the end of the list. **3**
- 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. **4**

Tap **Clear All Filters** to reset the filter.

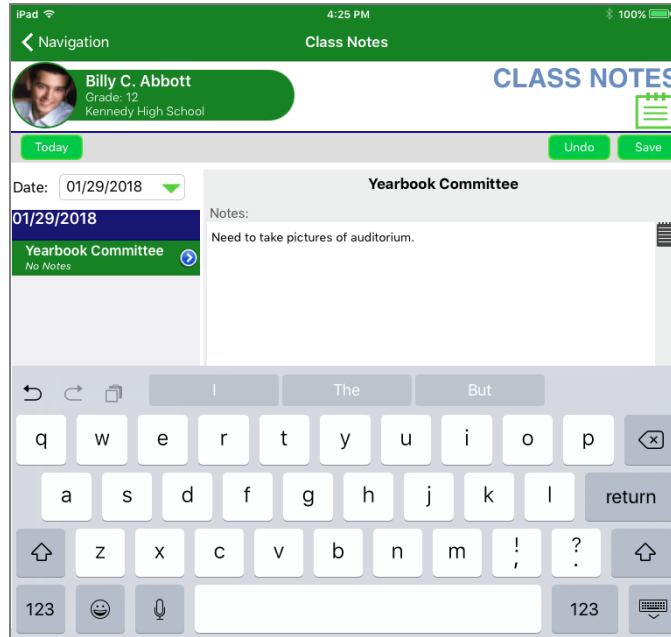


ParentVUE Class Filter Screen

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.



StudentVUE Class Notes Screen

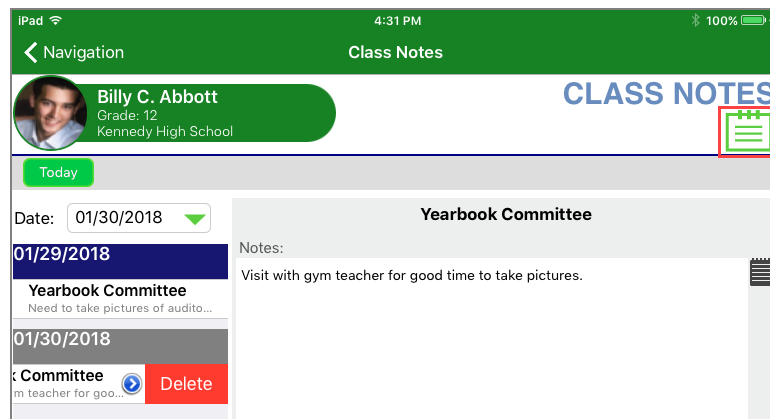
Taking Notes



Students can only enter notes in StudentVUE.

Parents cannot enter notes.

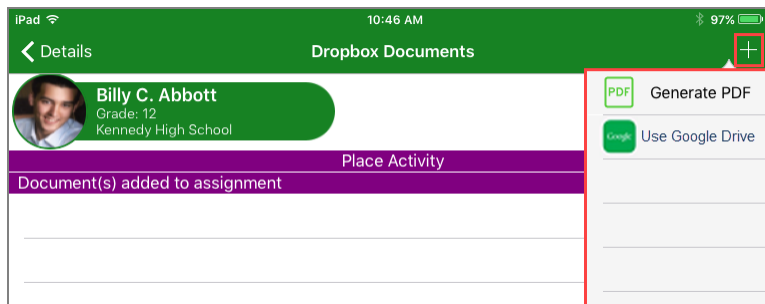
- Tap the appropriate class and tap inside the notes pane to enter text.
- Tap the **Notebook** icon to edit a note.
- Swipe left on the note and tap **Delete** to delete a note.



StudentVUE Class Notes Screen

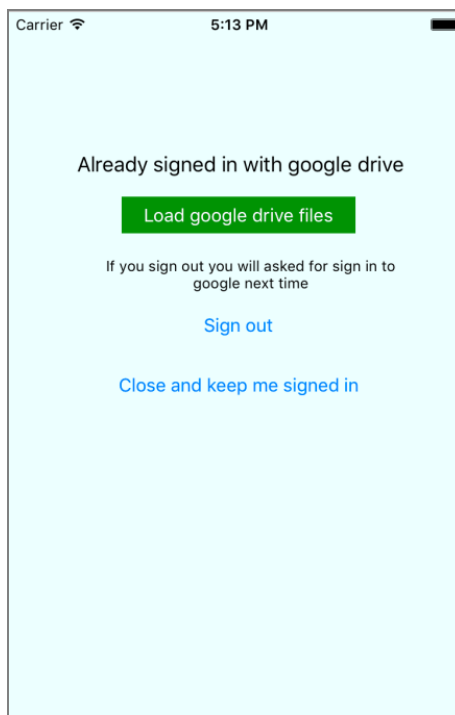
Adding Documents Using Dropbox

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.



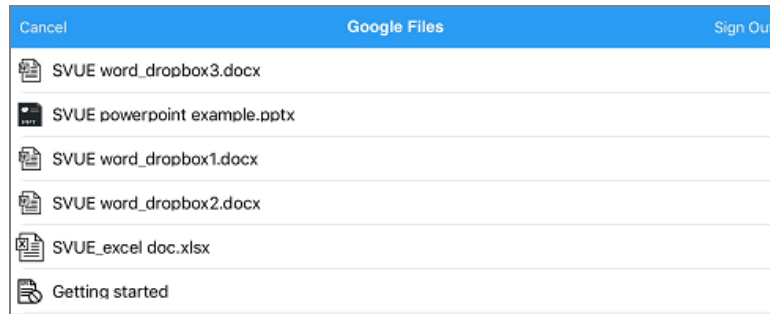
StudentVUE Dropbox Documents Screen

- 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**.



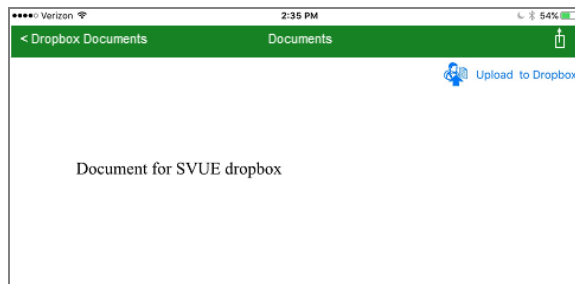
Google Drive Sign In Screen

- e. Select the file to upload.



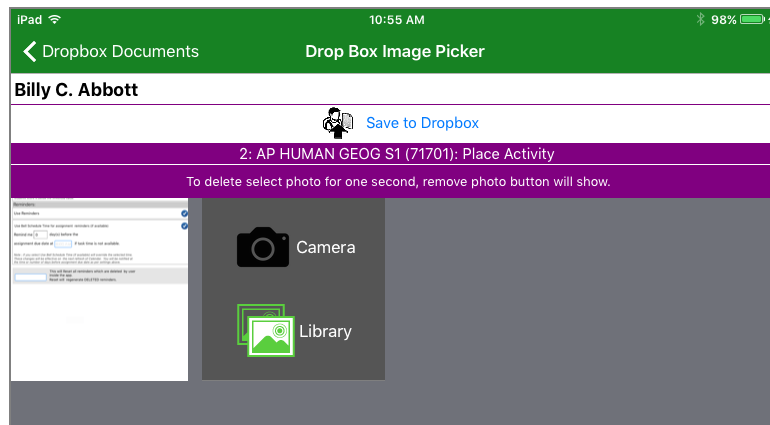
Google Files Screen

- f. Tap Upload to Dropbox.



StudentVUE Documents Screen

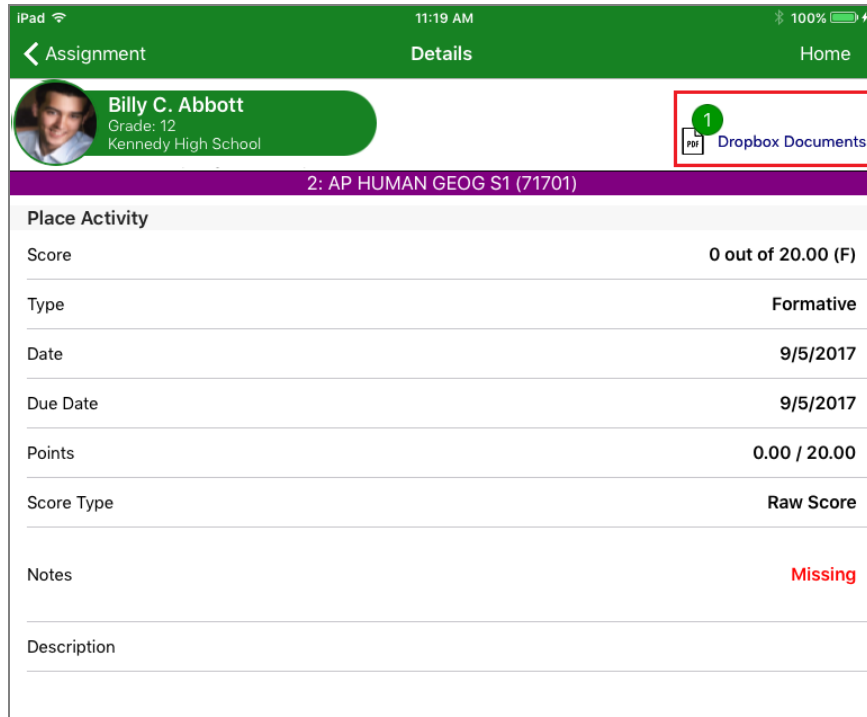
- To load a document/image from your device.
 - a. Tap **Generate PDF**.
 - b. Tap **Camera** to take a picture of the document or **Library** to use an existing file.
 - c. Tap **Save to Dropbox**.



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.

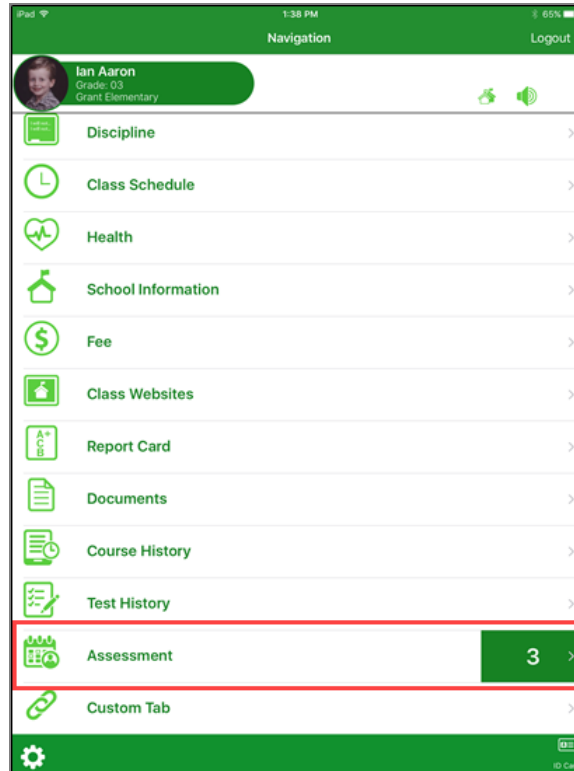


StudentVUE Details Screen

Assessments

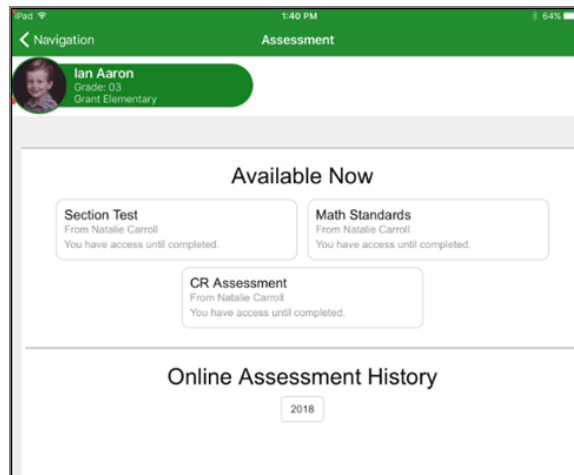
A student receives notification when a new assessment is available.

1. Tap **Assessment** to open the StudentVUE Assessment screen.




StudentVUE Home Screen

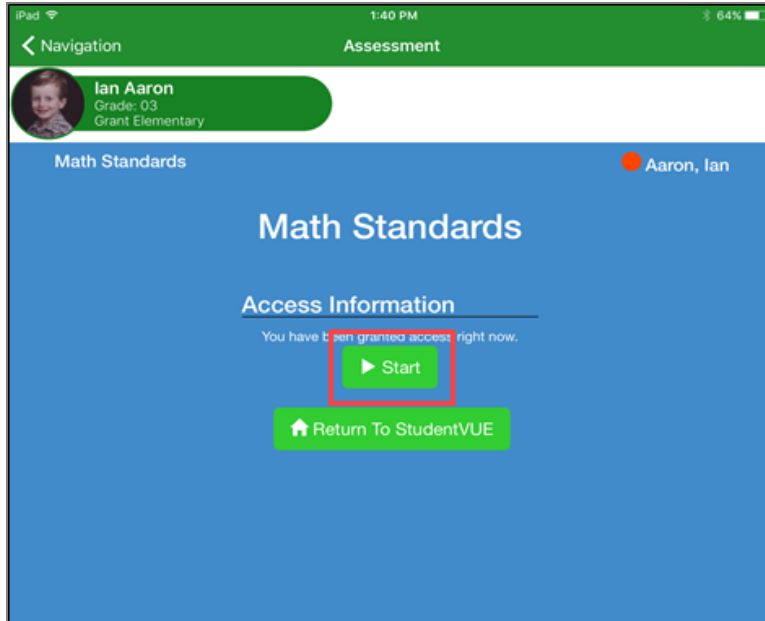
2. Tap the Assessment you are taking.



StudentVUE Assessment Screen

3. Tap **Start** to begin.

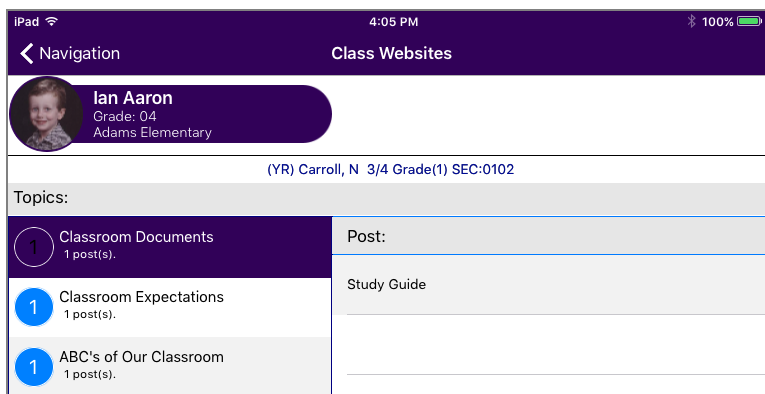
 See [Taking Assessments](#) for more information.



StudentVUE Assessment Screen

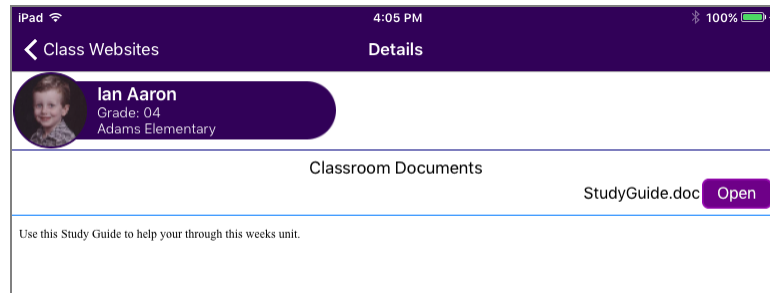
Class Websites

The Class Websites screen displays class-specific postings created by teachers, such as announcements, homework assignments, and class resources. [Alternate web pages](#) display if used by your school.



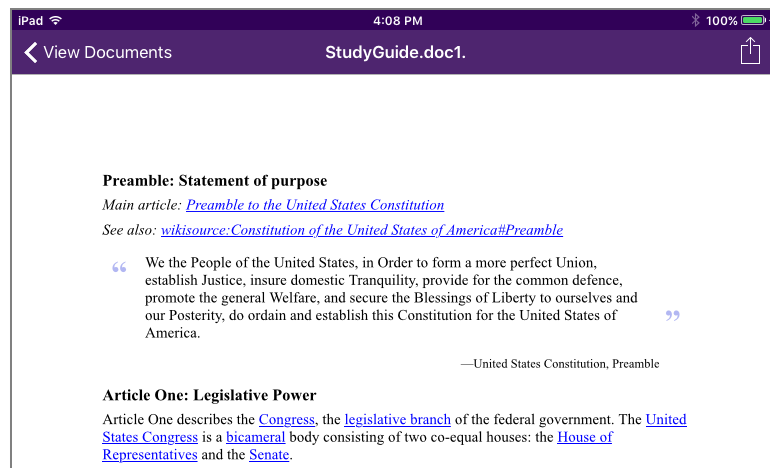
ParentVUE Class Websites Screen

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



ParentVUE Details Screen

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



ParentVUE Class Document Screen

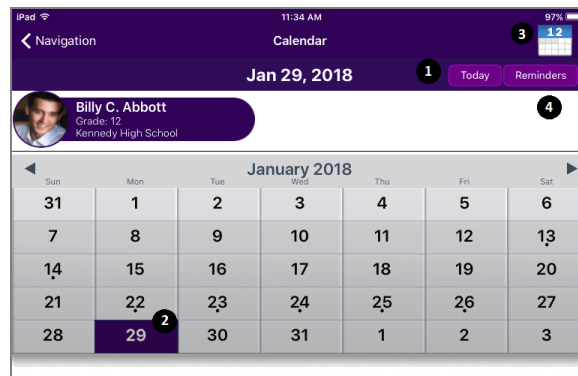
Communication



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.



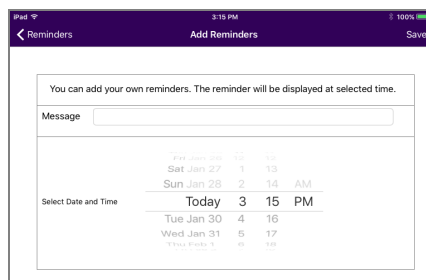
ParentVUE Calendar Screen

- Tap **Today** to view the day's details. ❶
- Tap a day to view the events for that day. ❷
- Tap the **Calendar** icon at the top right to alternate between Month and Day view. ❸
- Tap **Reminders** to add reminders. ❹



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

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



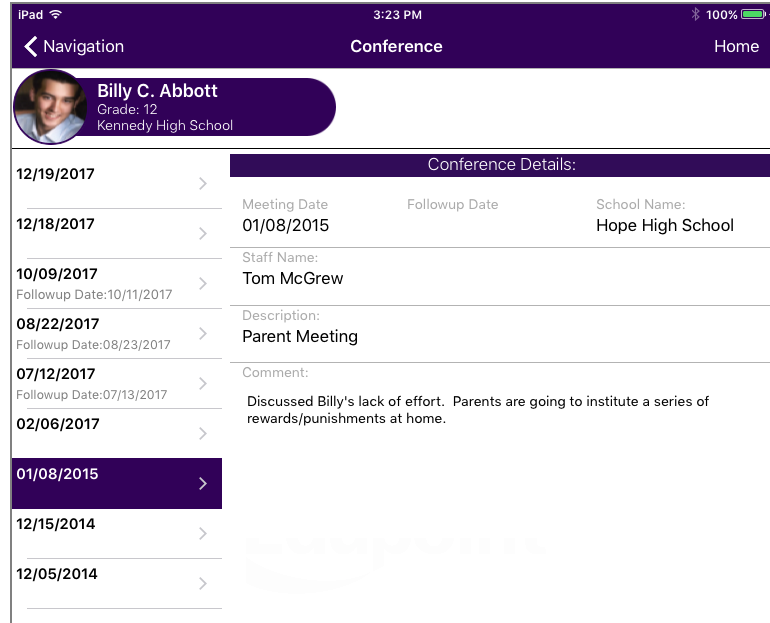
ParentVUE Add Reminders Screen

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.



ParentVUE Conference Screen

- Tap the Email icon to email the staff member.

Fees

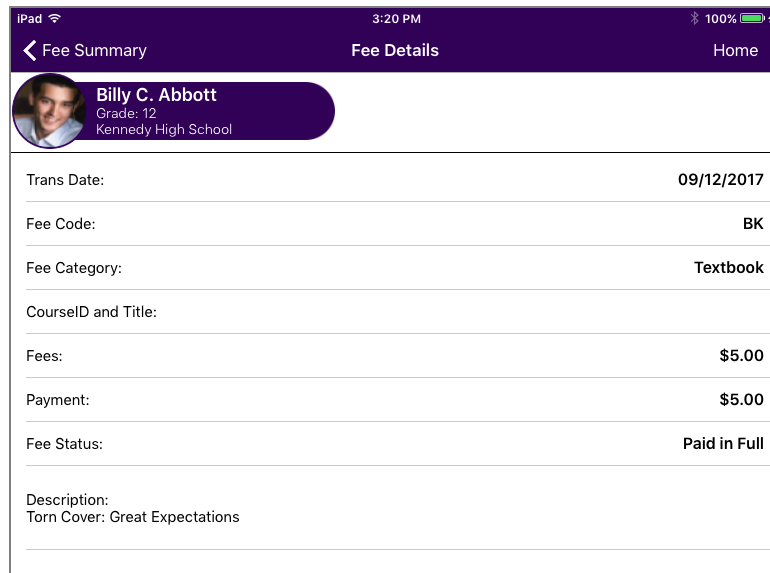
The Fee Summary screen displays the fee transaction date, description, fee amount, payments received, and remaining balance.

The screenshot shows the ParentVUE Fee Summary screen for Billy C. Abbott, Grade 12 at Kennedy High School. The screen displays a table of fee transactions with columns for Date, Fee, Payment, and Balance. The total balance that the user owes is \$10.00.

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

ParentVUE Fee Summary Screen

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

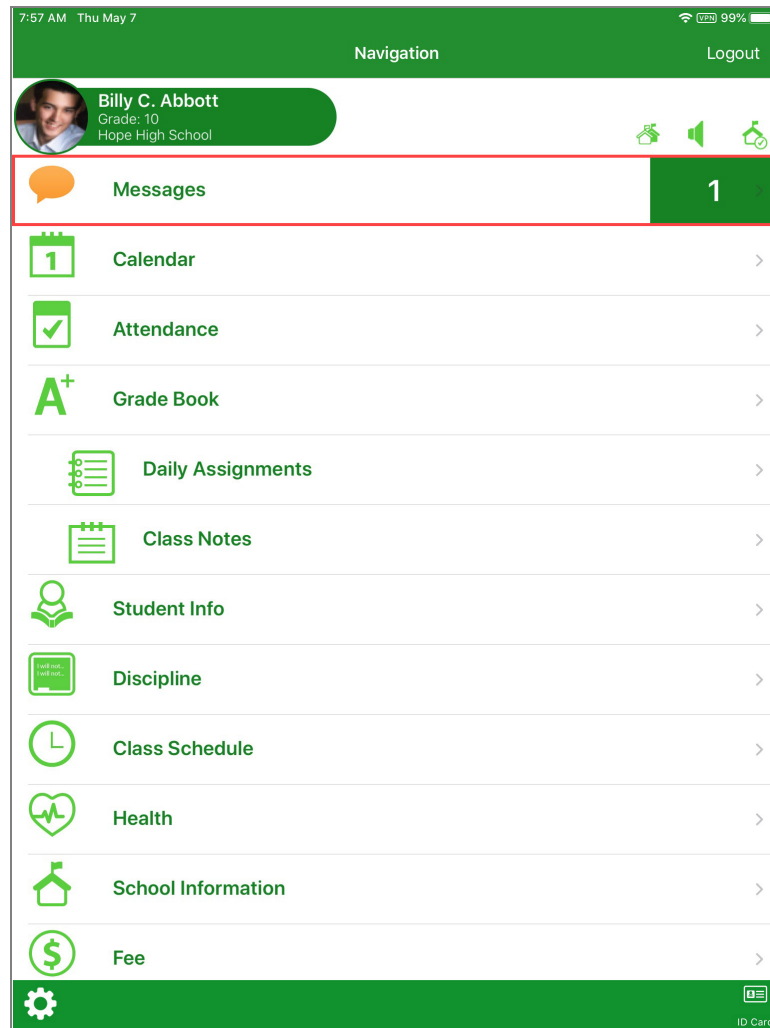


ParentVUE Fee Details Screen

Messages

Messages display important district/classroom messages and emails.

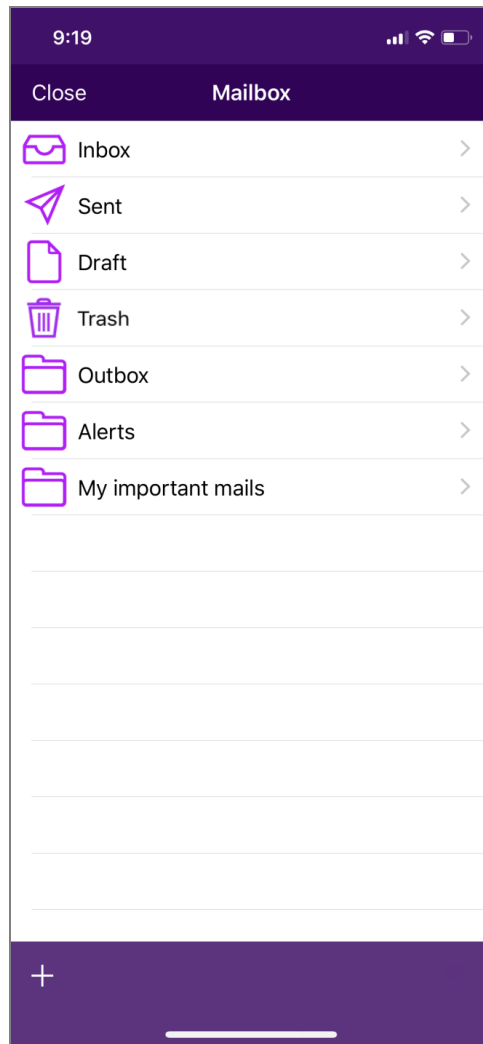
- Tap on a message to view it.
- Read messages display with an open envelope icon.
- Unread messages display with a closed envelope icon.
- To delete a message:
 - For iOS – Hold finger on the message while sliding left
 - For Android – Tap and hold the message



StudentVUE Navigation Screen

Synergy Mail

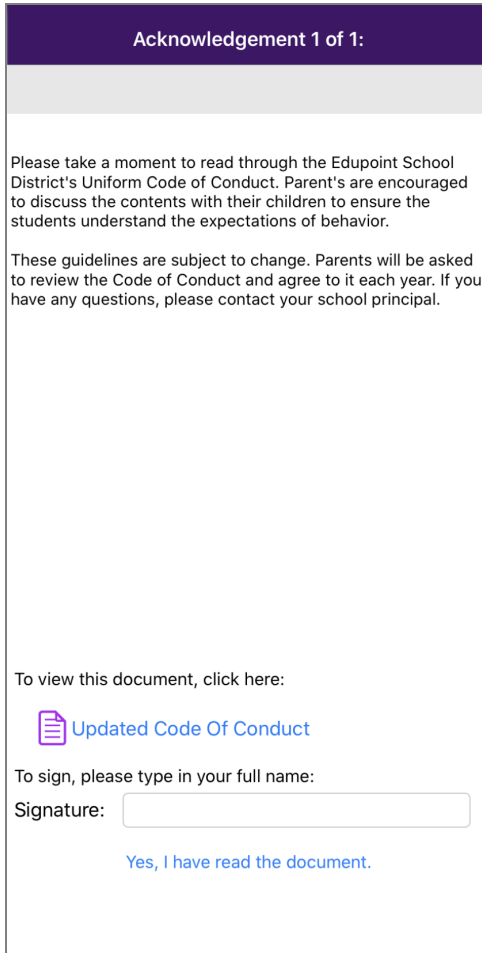
Synergy Mail allows parents and students to send email to staff. This functionality is only supported in ParentVUE 2.0.



ParentVUE Mailbox Screen

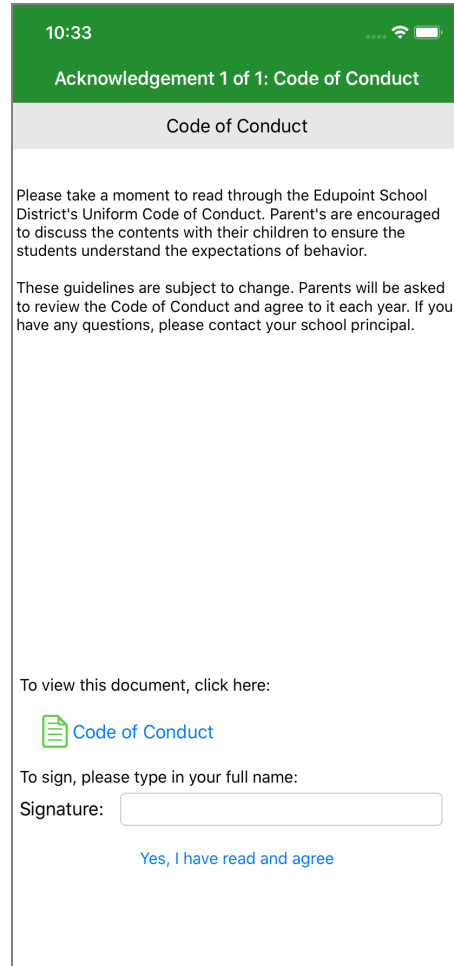
Acknowledgements

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.



The ParentVUE Acknowledgement Screen features a purple header with the text "Acknowledgement 1 of 1:". Below the header is a light gray bar. The main content area contains two paragraphs of text: "Please take a moment to read through the Edupoint School District's Uniform Code of Conduct. Parent's are encouraged to discuss the contents with their children to ensure the students understand the expectations of behavior." and "These guidelines are subject to change. Parents will be asked to review the Code of Conduct and agree to it each year. If you have any questions, please contact your school principal." Below the text, there is a link: "To view this document, click here:" followed by a document icon and the text "Updated Code Of Conduct". A signature line follows: "To sign, please type in your full name:" and "Signature:" with an empty text input field. At the bottom, there is a blue link: "Yes, I have read the document."


ParentVUE Acknowledgement Screen

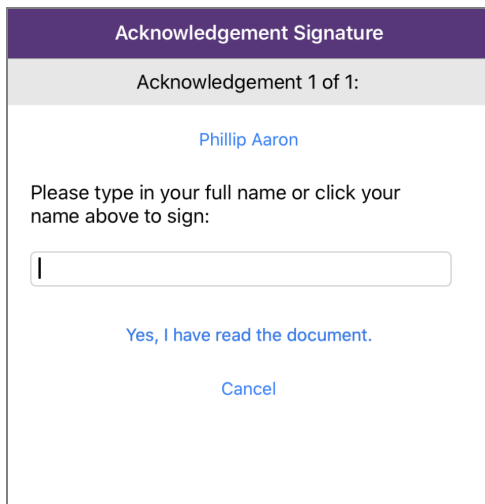


The StudentVUE Acknowledgement Screen features a green header with the time "10:33" and signal/battery icons. Below the header is a green bar with the text "Acknowledgement 1 of 1: Code of Conduct". Below this is a light gray bar with the text "Code of Conduct". The main content area contains two paragraphs of text: "Please take a moment to read through the Edupoint School District's Uniform Code of Conduct. Parent's are encouraged to discuss the contents with their children to ensure the students understand the expectations of behavior." and "These guidelines are subject to change. Parents will be asked to review the Code of Conduct and agree to it each year. If you have any questions, please contact your school principal." Below the text, there is a link: "To view this document, click here:" followed by a document icon and the text "Code of Conduct". A signature line follows: "To sign, please type in your full name:" and "Signature:" with an empty text input field. At the bottom, there is a blue link: "Yes, I have read and agree"

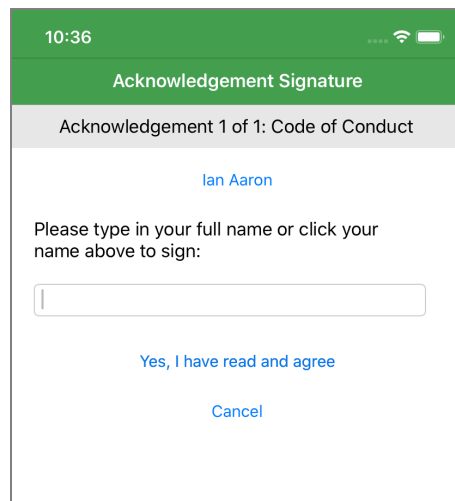
StudentVUE Acknowledgement Screen

- 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.



ParentVUE Acknowledgement Signature Screen



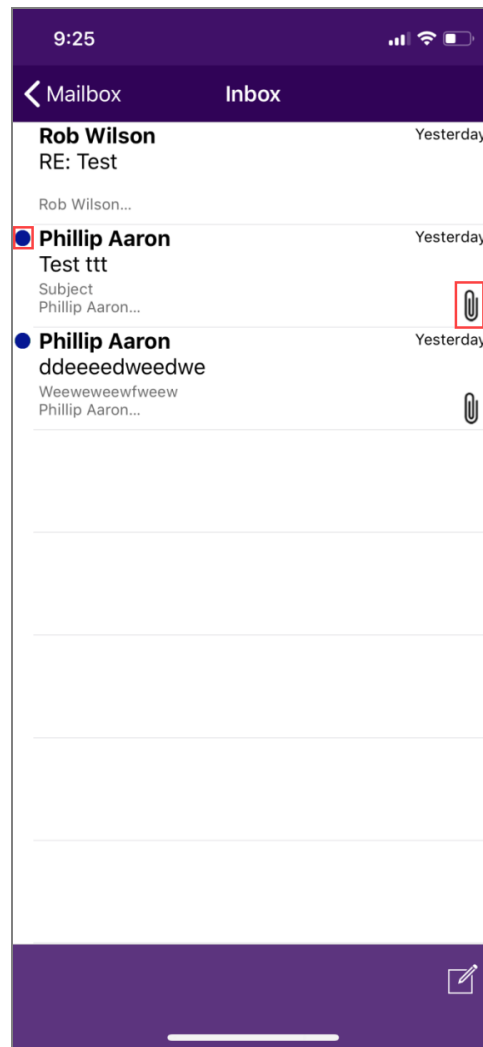
StudentVUE Acknowledgement Signature Screen

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.



ParentVUE Inbox Screen

- Icons for Synergy Mail are:



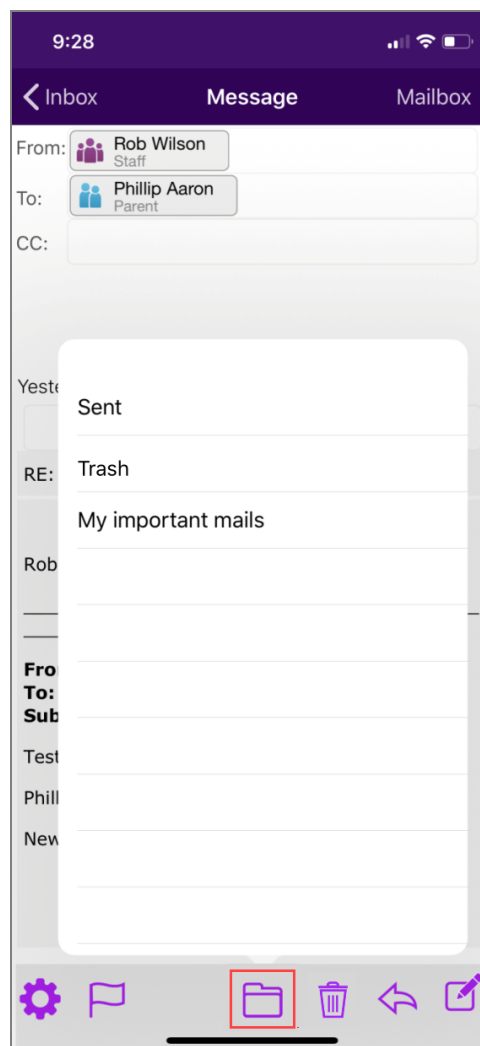
Synergy Mail Icons

- The **Settings** icon allows you to create signatures for both new messages and replied to/forwarded messages.
- The **Flag** icon marks a message as *Read* or *Unread*.
- The **Folder** icon moves the current message to the *Inbox*, *Sent*, *Trash*, *Alerts*, or custom folders, depending on the folder in focus.
- The **Trash** icon removes messages.



The icon changes to **Delete** when viewing the **Trash** folder.

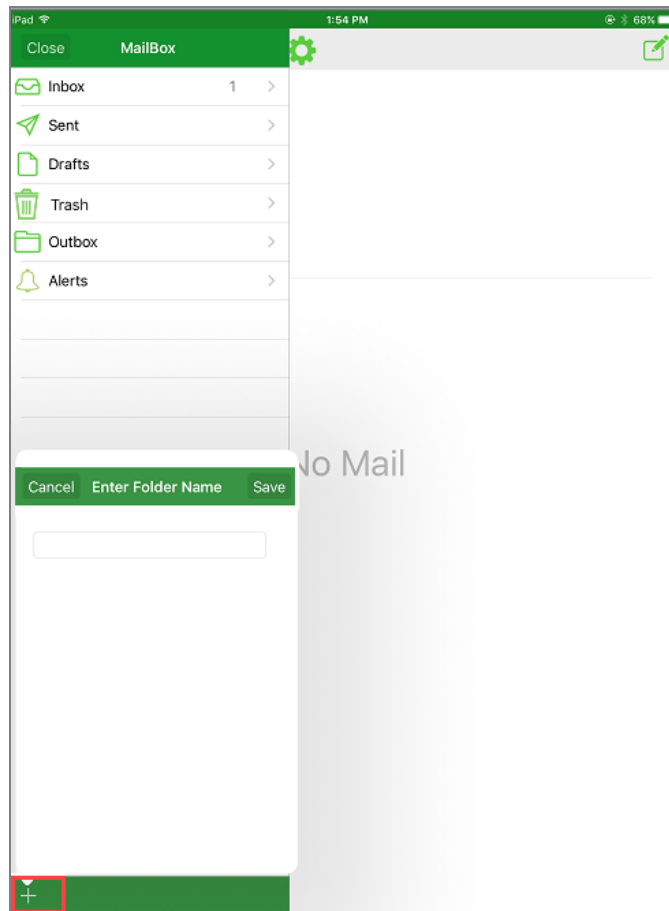
- The **Arrow** icon replies to or forwards messages.
- The **Edit** icon opens the New Message screen.



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.

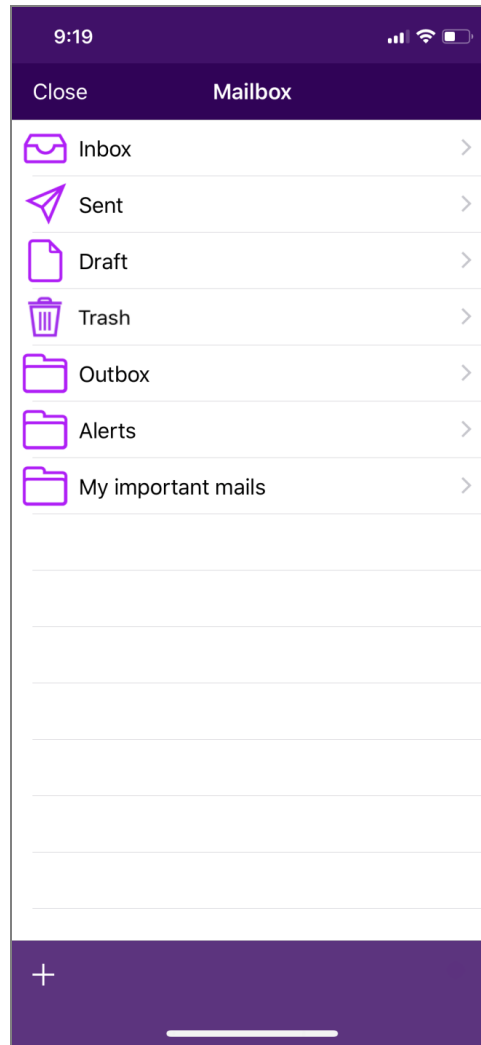


StudentVUE Synergy Mail Screen

2. Tap **Create New Folder**.
3. Enter a folder name.
4. Tap **Save**.

Composing Messages

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



ParentVUE Mailbox Screen

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

4. 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**.

ParentVUE Search Screen

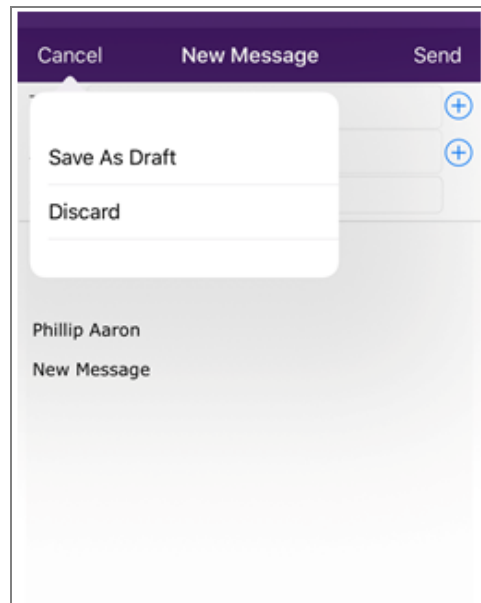
- StudentVUE – The **My Teacher, My Counselor, and My Groups** display with the **Staff, Students, and Contact Lists**.



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

StudentVUE Search Screen

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



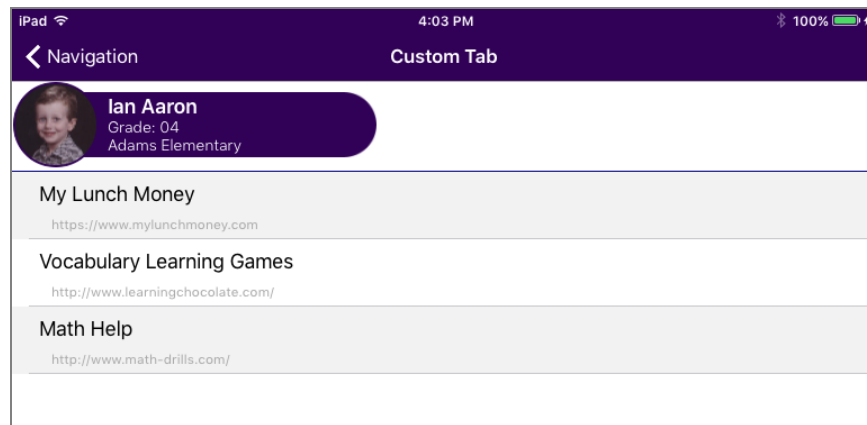
ParentVUE New Message Screen

Viewing Custom Tabs

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



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



ParentVUE Custom Tab Screen