AdminVUE 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
7.0	May 2017	2018	Updates: • Updated Using Bus Route Search in Student Records • Added *Enabling Push Notifications* in Synergy Setup • Added *Notifications for AdminVUE* in Device Setup • Updated Getting Started for district focus and new Home page

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Document Version	Release Date	Software Release	Description
8.0	Dec 2017	2018.01	Updates: • Updated *Hardware and Software Requirements* • Modified *Device Settings* in *Device Setup* • Modified *Getting Started* • Added *Check In Check Out* • Added *Student Documents*
9.0	Jun 2018	2019	Updates: • Updated *Requirements*. Removed app and operating system version and added note to check the Apple App Store or Google Play Store for the latest version. • Added mini thermal printer to *Device Setup* • Added *Blocking Caller ID on Android Phones* to *Device Setup* • Removed *Security* chapter. See *Synergy SIS – Security Administrator Guide*
10.0	Dec 2018	2019.01	Updates: • Added Security chapter • Added Temporary ID Expiration Setup • Updated Synergy Setup with new **Always Update the Daily Code** option • Added Synergy Mail to Getting Started • Added Synergy Mail • Added Uploading OLR Documents • Updated Device Settings • Added Manage Detention Session • Added Adding a Detention Session in Synergy • Added Enabling Detention Check In
11.0	Jun 2019	2020	Updates: • Added a note for additional teachers in Emergency Class Roster • Added Star Micronics Desktop Printer - TSP650ii in Requirements • Added Continuous Tardy Recording • Added Star Micronics mC-Print3 (Model: MCP31LB) printer in Requirements

Document Version	Release Date	Software Release	Description

12.0	Mar 2020	2021	Updates:
			• Updated District Setup in Emergency Class Roster Setup
			• Added the following in Synergy Setup:
			  • Enabling Student Reunification Options
			  • Adding Emergency Reunification Location
			  • Creating Response Team System User Group
			  • Selecting Student Verification Options in School Setup
			• Added **Health** in Student Records Overview
			• Added Sub Status Lookup Table
			• Updated Emergency Class Roster
			• Added Student Verification
			• Added Using Reunification

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Chapter 1: Overview

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Overview

AdminVUE gives school administrators access to student information and functions such as:

- Searching for students by name or ID
- Scanning student ID card barcodes to view:
  - Student records
  - Record tardiness and print re-admit passes on a portable printer
- Viewing student attendance records, grades, discipline incidents, and schedule
- Viewing a list of students by bus route
- Creating an Emergency Class Roster report and emailing rosters with attendance information to staff
- Viewing staff schedules
- Entering incident reports

> Your screens might not look exactly like those shown in this guide. Screen layouts 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.

Requirements

- Your device must have access to the internet through a wireless or data connection.
- User login is the same name and password used for Synergy.

> Contact your School District's Administration office to verify the version of Synergy SIS the district is using, your login information, and the district URL.

The table shows the hardware requirements for the application.

App	Notes
AdminVUE	Auto focus 5 -megapixel camera required For barcode scanning, Edupoint recommends printing student ID cards on a laser printer. Supported printers for AdminVUE: • Star Micronics mC-Print3 (Model: MCP31LB) – Prints photos and auto-cuts paper after printing (***Recommended***) • Star Micronics SM-T300i (Bluetooth) • Star Micronics SM-S220i (Bluetooth) • Star Micronics SM-T300 (Wireless) – Not recommended, but supported • Star Micronics Desktop Printer - TSP650ii • MCP31LB printer • KKmoon POS-5802LN (Mini Thermal) – Does not print photos See http://www.edupoint.com/ for a list of suppliers where you can purchase printers and printer supplies.

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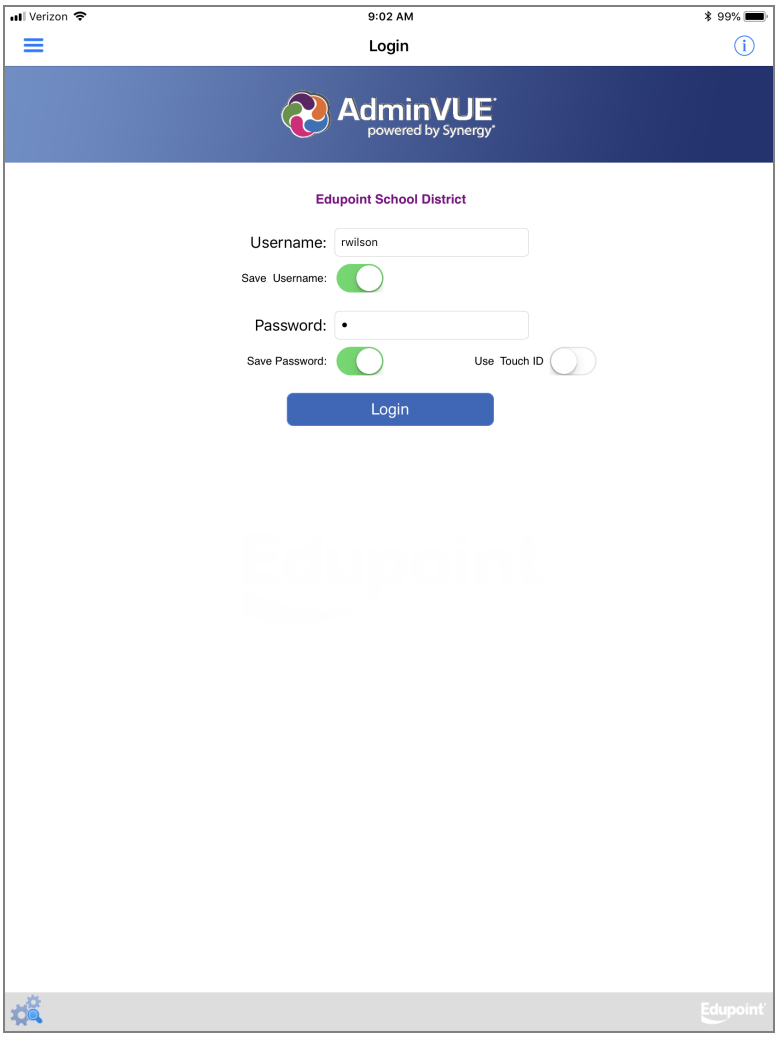
Getting Started

Logging In

1. Launch the AdminVUE app.

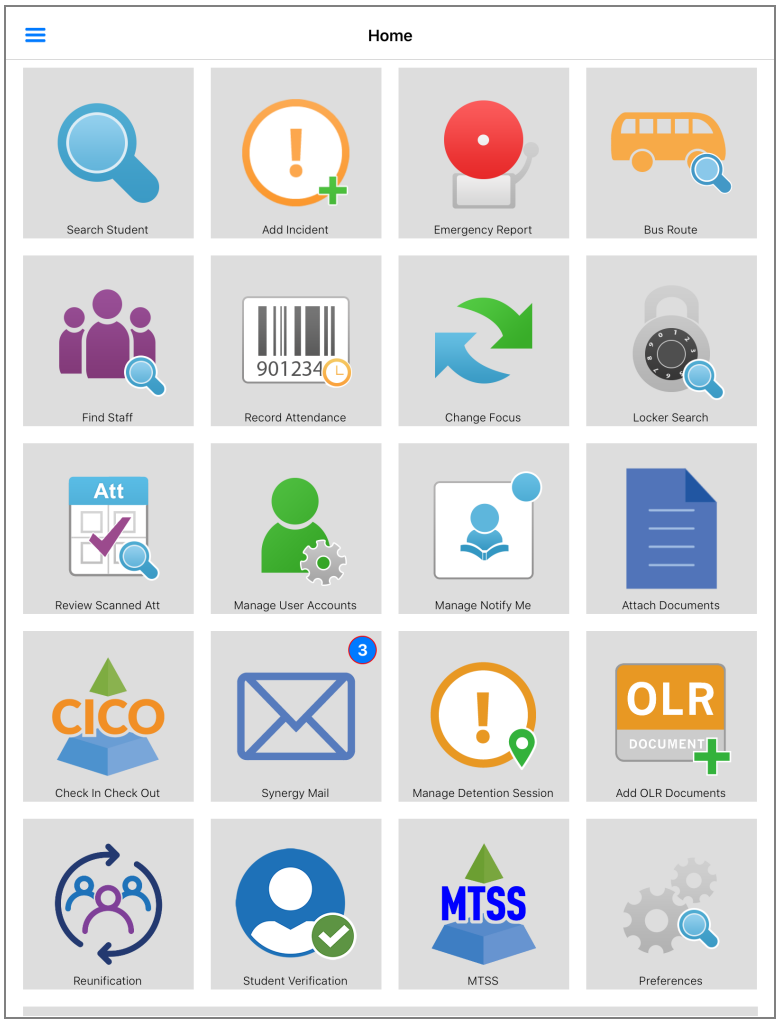


Login Screen

2. Enter your Synergy **Username** and **Password**.

> Set the **Save Username** and **Save Password** options to to skip this step the next time you launch AdminVUE.

3. Tap **Login**. The Home screen or the selected Default Screen selected in Preferences displays.



Home Screen

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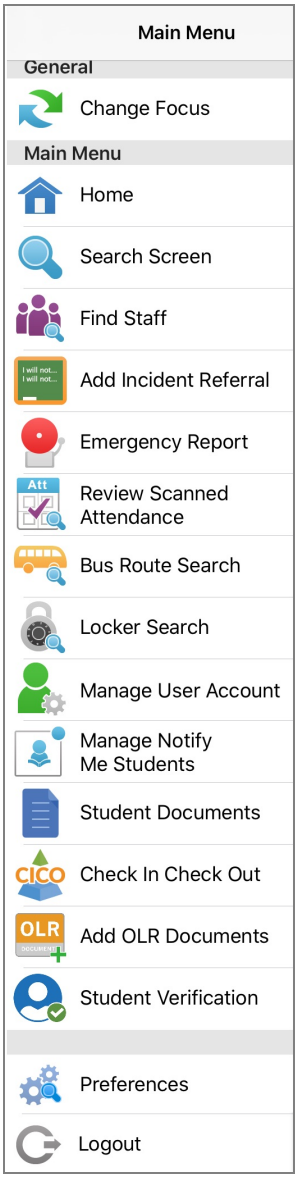
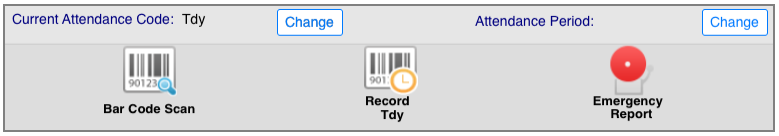
Menus

- Tap ☰ to open the Main Menu on the left side of the screen.



Main Menu

- Tap the icons to access the critical functions from the lower menu of the Search/Scan screen.



Lower Menu

Home Icons	Main Menu	Lower Menu	Description
	Preferences		**Settings:** Set preferences to use with AdminVUE. See Changing Settings
	Change Focus		**Change Focus:** Change to another school, organization, or year. See Changing Focus
	Home		**Home:** Opens the Home screen
	Add Incident Referral		**Incidents:** Add discipline incident records
	Find Staff		**Find Staff:** Search for staff records
	Bus Route Search		**Bus Route:** Get a list of students for a bus route
	Review Scanned Attendance		**View Attendance:** Get a summary of attendance updates made by scanning student ID cards
			Voice Commands: Use voice recognition to interact with AdminVUE on a device that supports Siri, for example, you can tap the Student ID field and speak to search.
	Locker Search		**Locker Search:** Find a locker's owner by the locker number or student's locker by student name or ID.
			Manage Detention Session: Create and manage detention sessions and allow student's to check in using the device
	Manage Notify Me Stud		**Manage Notify Me Students:** Set up notifications regarding student grades, assignments, discipline, and attendance
	Manage User Account		**Manage User Account:** Search for user accounts
	Main Search Screen		**Main Search Screen:** Return to the student search screen from other screen
	Student Documents		**Student Documents:** View, add, and delete student documents available on the **Documents** tab of the Student screen in Synergy

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Home Icons	Main Menu	Lower Menu	Description
	Check In Check Out		**CICO:** Enter Response to Intervention (RTI) Check In Check Out (CICO) records for a student
	Add OLR Documents		**OLR:** Upload Online Registration (OLR) documents
	Student Verification		**Student Verification:** Verifying the student
			Synergy Mail: Access Synergy Mail
		Bar Code Scan	**Bar Code Scan:** Scan a student ID card to locate the student's record
		Record Tdy	**Tdy Record:** Scan a student ID card to record a student's attendance status (typically *Tardy*)
		Emergency Report	**Emergency Report:** Create an Emergency Class Roster report in the event of an evacuation. The report emails staff with attendance information.

Search

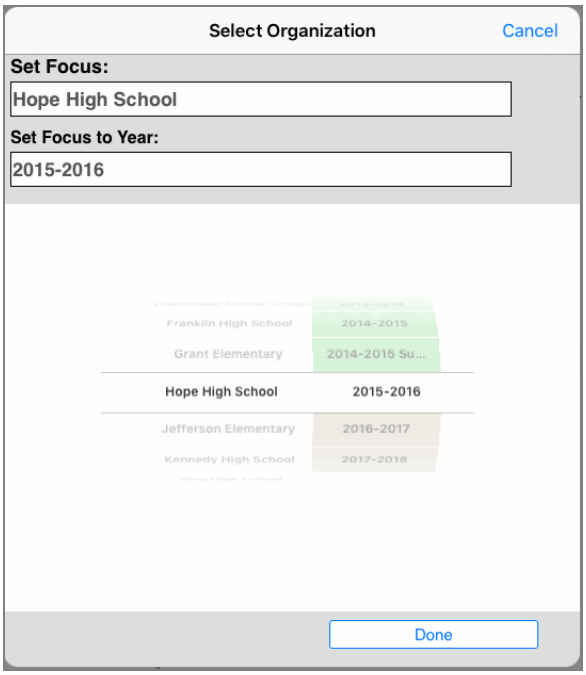
Enter at least the first few letters of a student's **Last Name** or **First Name** in the search field or enter an entire **Student ID** to find a student's record.

Search/Scan Screen

Changing Focus

Each Synergy SIS user is set up to look at records for a specific school and year by default and the focus is reflected in AdminVUE.

1. Tap to open the Main Menu and tap Change Focus.
2. Scroll to the school or organization.
3. Scroll to the school year.



Select Organization Screen

4. Tap **Done**.

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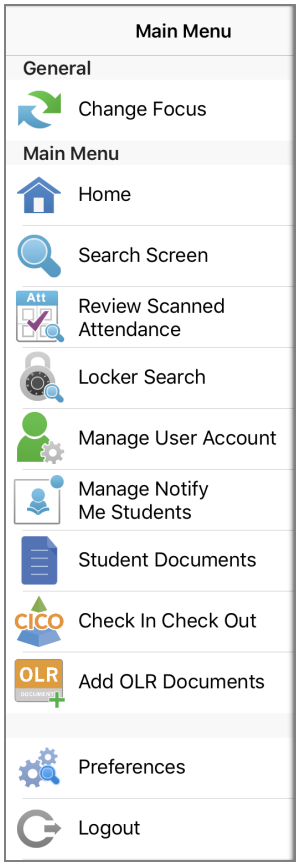
Viewing Information for a District

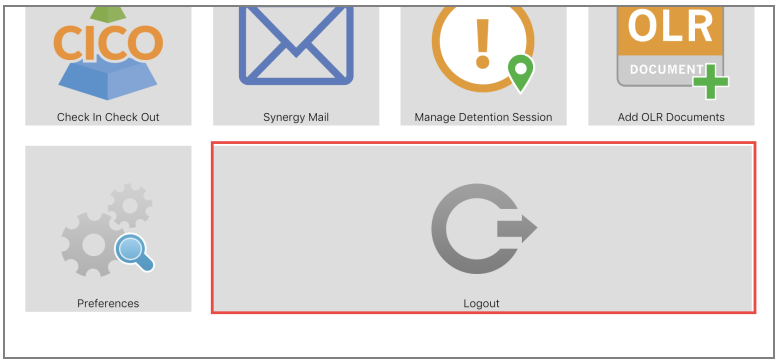
Change the focus to the district to view or search for information in the district. The icons displayed in the Home screen change to the following:



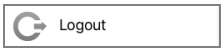
Main Menu For District Focus

Logging Out

- Tap **Logout** on the Home screen.



Search/Scan Screen

- Tap to open the Main Menu and tap 

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Chapter 2: Setup

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Synergy Setup

AdminVUE is available by default on the district's web server, but access is granted to only those users who are given permission individually, or based on group membership.

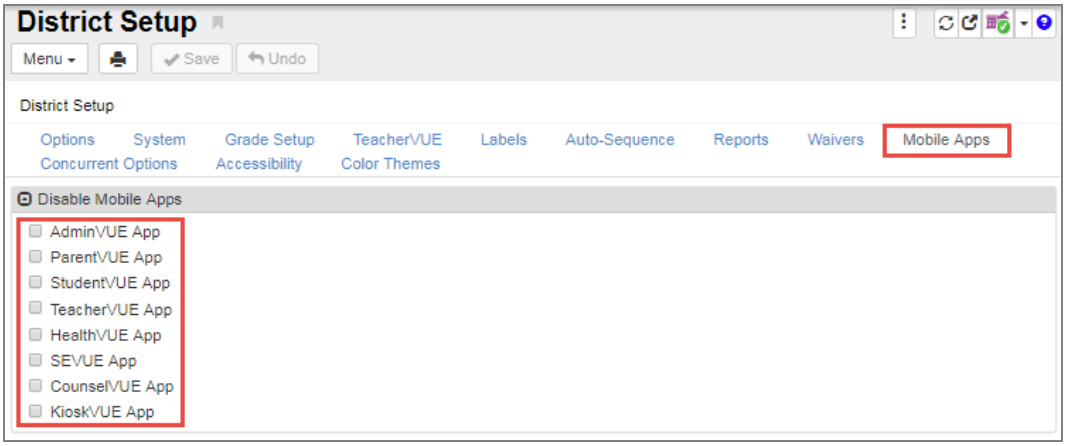
Use the PAD Security screen to restrict a user group or an individual user's access to certain components in AdminVUE.

> See the *Synergy SIS – Security Administrator Guide* for more information on PAD Security.

Mobile Apps Setup

> Verify the mobile application is available for the district.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **Mobile Apps** tab.
3. Make sure that the **AdminVUE App** option is not selected in the Disable Mobile Apps section.



District Setup Screen, Mobile Apps Tab

AdminVUE/KioskVUE Setup

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **Mobile Apps** tab.
3. Enter the text in **Note to be printed on AdminVUE Re-Admit Slip** to include a note on Re-Admit slips. For example, *Grading period 3 is ending on Sept 30, 2014*.
4. Enter text to enter titles for **Code Group 1** and **Code Group 2** on the Re-Admit slips. For example, *Total Tardy* or *Total Absent*.

5. Select **Always Update the Daily Code** to set the All Day Code for Period Attendance.

District Setup Screen, Mobile Apps Tab

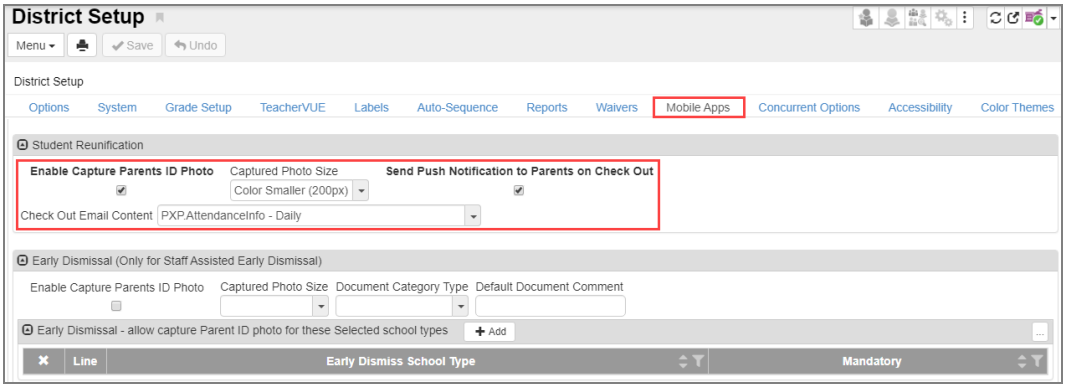
6. Click **Save**.

Enabling Student Reunification Options

You can enable email and push notifications to alert parents after a student is checked out.

> Additional setup may be needed to set up email content. See the *Synergy SIS – System Administrator Guide* for more information.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **Mobile Apps** tab.
3. Select **Enable Capture Parents ID Photo**.
4. Select an option from **Captured Photo Size**.
5. Select **Send Push Notification to Parents on Check Out**.
6. Select an option from **Check Out Email Content**.
7. Click **Save**.



District Setup Screen, Mobile Apps Tab

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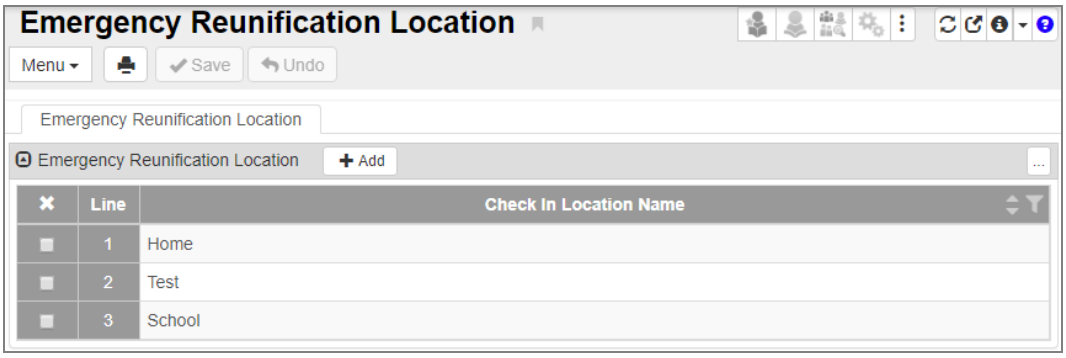
Adding Emergency Reunification Location

You can enable email and push notification to alert parents after a student is checked out.

1. Navigate to **Synergy SIS > System > Setup > Emergency Reunification Location**.
2. Click **Add**.
3. Enter a **Check In Location Name**.
4. Click **Save**.

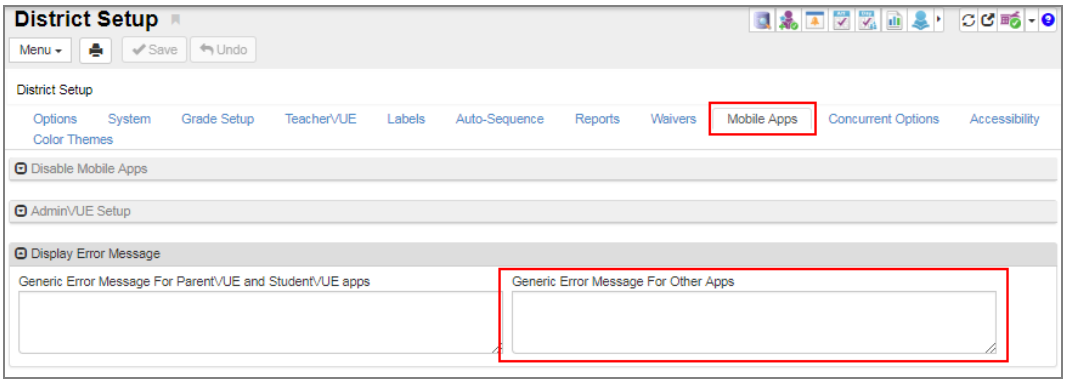


Emergency Reunification Location Screen

Setting Up an Error Message

You can define a user-friendly error message for AdminVUE.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **Mobile Apps** tab.
3. Enter the **Generic Error Message For Other Apps**.



District Setup Screen, Mobile Apps Tab

4. Click **Save**.

School Setup

You can make the school settings different than the district settings.

1. Navigate to **Synergy SIS > System > Setup > School Setup**.
2. Select the **Mobile Apps** tab.
3. Define the AdminVUE Setup.
   - Enter the text in the **Note to be printed on AdminVUE Re-Admit Slip** field to include a note on Re-Admit slips. For example, *Grading period 3 is ending on Sept 30, 2014*.
   - Enter text in the field to enter titles for **Code Group 1** and **Code Group 2**. For example, *Total Tardy* or *Total Absent*.

School Setup Screen, Mobile Apps Tab

4. Click **Save**.

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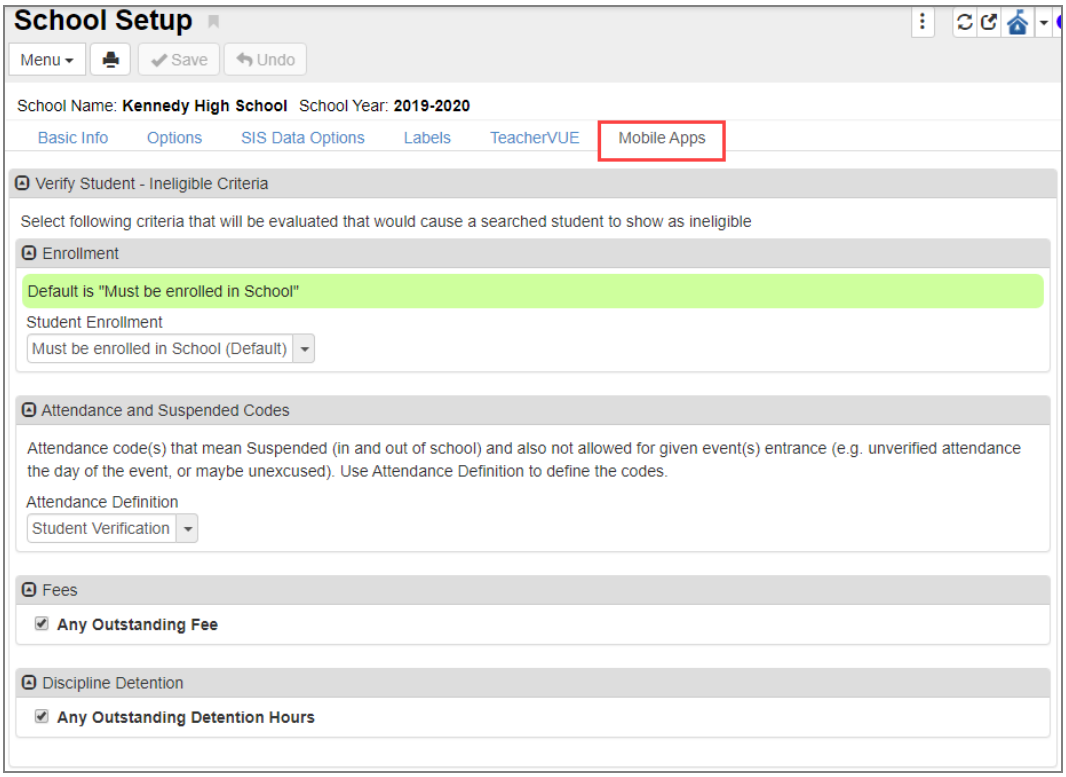
Selecting Student Verification Options in School Setup

You can make the school settings different than the district settings.

1. Navigate to **Synergy SIS > System > Setup > School Setup**.
2. Select the **Mobile Apps** tab.
3. Select the evaluation criteria in **Student Enrollment**, **Attendance Definition**, the Fees section, and the Discipline Detention section to determine student ineligibility.
4. Click **Save**.

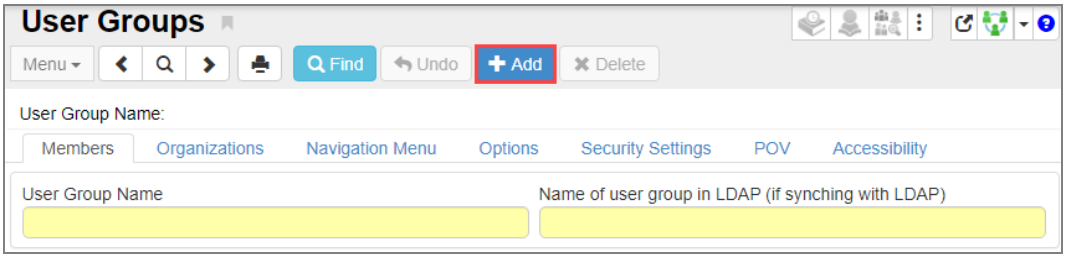


School Setup Screen, Mobile Apps Tab

Creating Response Team System User Group

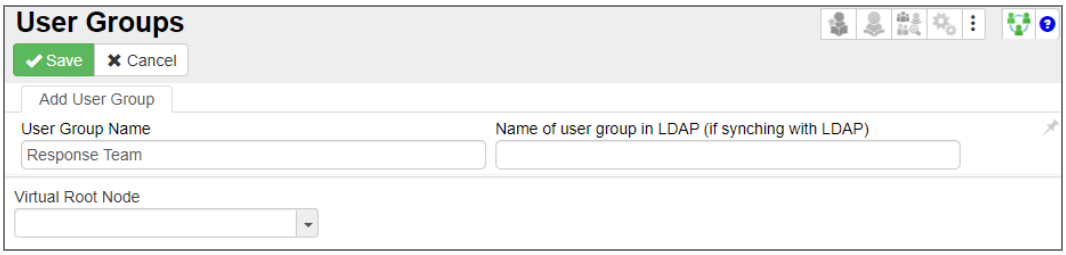
You must create a response team user group for members of a response team to receive the Emergency Response System email.

1. Navigate to **Synergy SIS > System > User > User Groups**.
2. Click Add to open the User Groups (Add) screen.



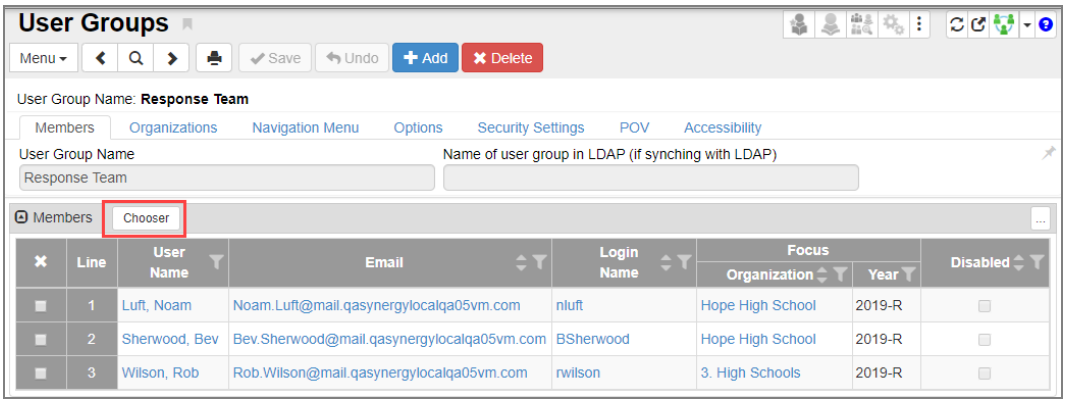
User Groups Screen

3. Enter a response team name in **User Group Name**.
4. Click **Save**.



User Groups (Add) Screen

5. Click **Chooser** and add members to the User Group.
6. Click **Save**.



User Groups Screen

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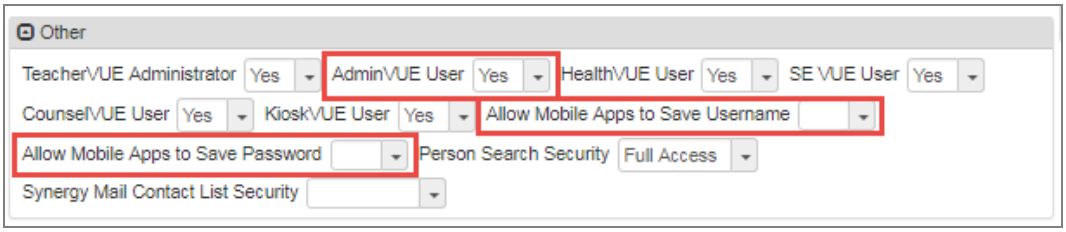
Setting Up User Groups

Use the User Groups screen to grant access for a group.

1. Navigate to **Synergy SIS > System > User > User Groups**.
2. Locate the group.
3. Select the **Security Settings** tab.
4. Select *Yes* in **AdminVUE User**.
5. Select *Yes* to **Allow Mobile Apps to Save User Name** or **Allow Mobile Apps to Save Password**.



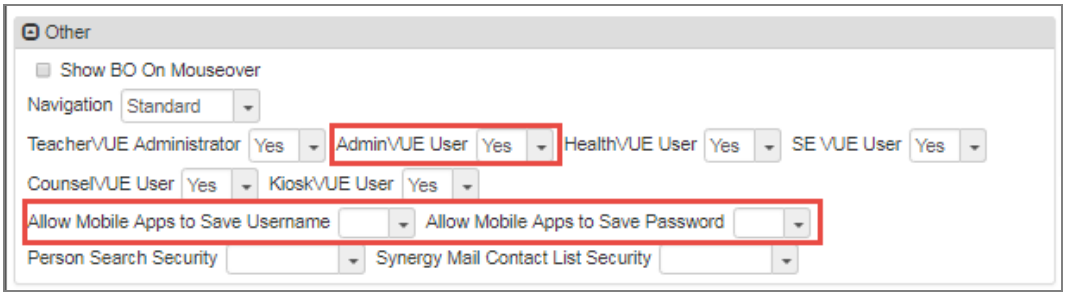
User Groups Screen, Security Settings Tab

6. Click **Save**.

Setting Up a User

Use the User screen to grant access for a user.

1. Navigate to **Synergy SIS > System > User > User**.
2. Locate the user.
3. Select the **Security Settings** tab.
4. Select *Yes* in **AdminVUE User**.
5. Select *Yes* to **Allow Mobile Apps to Save User Name** or **Allow Mobile Apps to Save Password**.



User Screen, Security Settings Tab

6. Click **Save**.

Enabling Push Notifications

AdminVUE allows push notifications to alert users to updates regarding Discipline, Grades, Assignments, and Attendance.

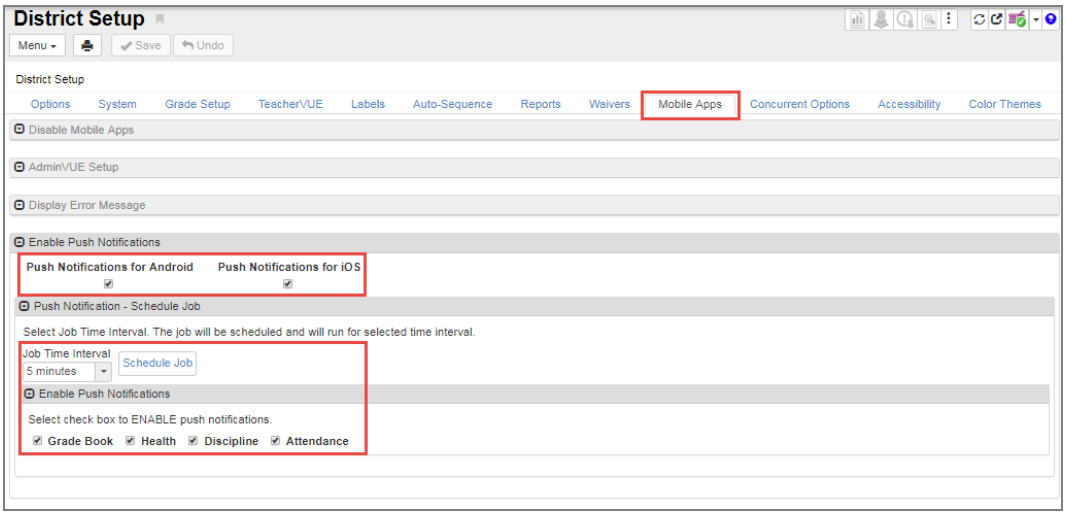
> Both Android and Apple devices support push notifications.
>
> Push notifications enable for all mobile applications when enabled.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **Mobile Apps** tab.
3. Select the **Job Time Interval** in the Push Notification - Schedule Job section.

> Click **Schedule Job** to send notifications immediately without waiting for the Job Time Interval.

4. Select the apps to enable notifications for.

> Deselecting the **Grade Book** option disables both assignment and grade notifications.
>
> **Health** notifications show only for parents and students.



District Setup Screen, Mobile Apps Tab

5. Click **Save**.

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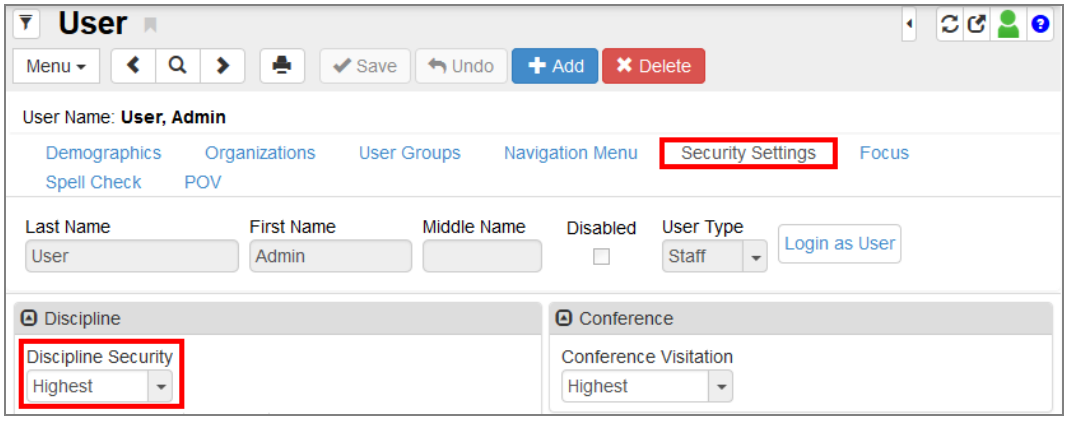
Discipline Notifications for AdminVUE

Administrators can see incident data based on the selected **Discipline Security** option on the **Security Settings** tab of the User screen.



User Screen, Security Settings Tab

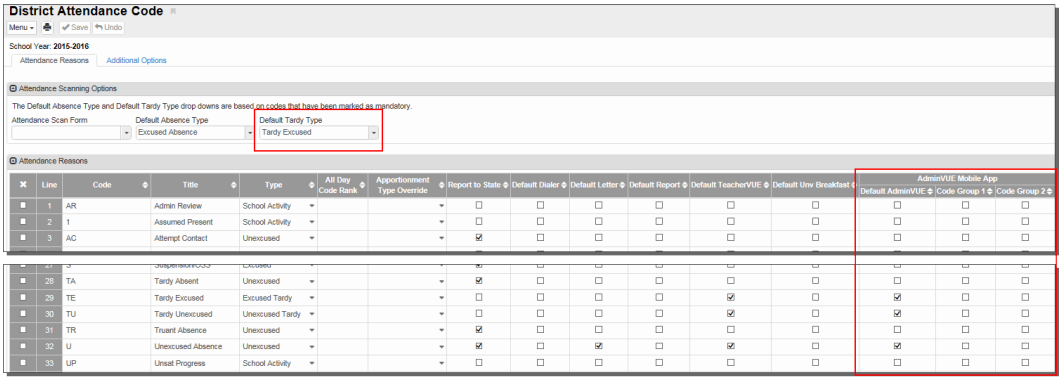
Additional Setup for AdminVUE

Configuring Attendance Codes for Scanner in AdminVUE

Configure the attendance codes that are available on the device to scan student ID cards to record attendance.

District Attendance Code

1. Navigate to **Synergy SIS > Attendance > Setup > District Attendance Code**.
2. Select the default code in **Default Tardy Type** to display in AdminVUE.
3. Select the option in the **AdminVUE Mobile App** column for each code to be available in AdminVUE and whether **Code Group 1** and **Code Group 2** titles display.



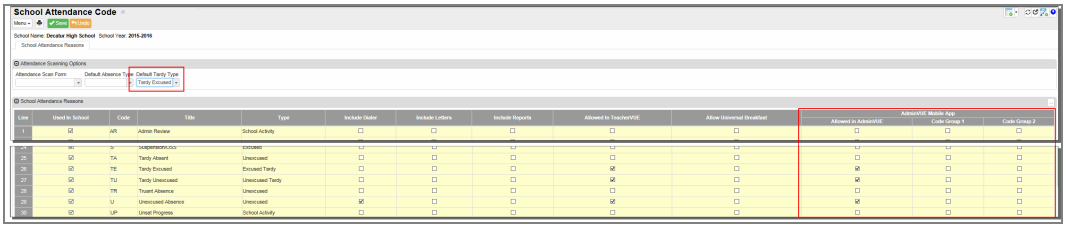
District Attendance Code Screen

4. Click **Save**.

School Attendance Code

Configure the attendance codes used with AdminVUE at the school level.

1. Navigate to **Synergy SIS > Attendance > Setup > School Attendance Code**.
2. Select the default code in **Default Tardy Type** to display in AdminVUE.
3. Select the option in the **AdminVUE Mobile App** column for each code to be available in AdminVUE and whether **Code Group 1** and **Code Group 2** titles display.



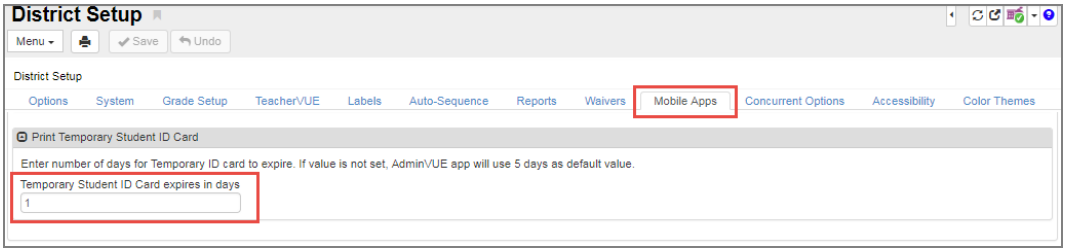
School Attendance Code Screen

4. Click **Save**.

Temporary ID Expiration Setup

Use these instructions to set how long the temporary ID is valid.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **Mobile Apps** tab.
3. Enter a value in **Temporary Student ID Card expires in days**.



District Setup Screen, Mobile Apps Tab

4. Click **Save**.

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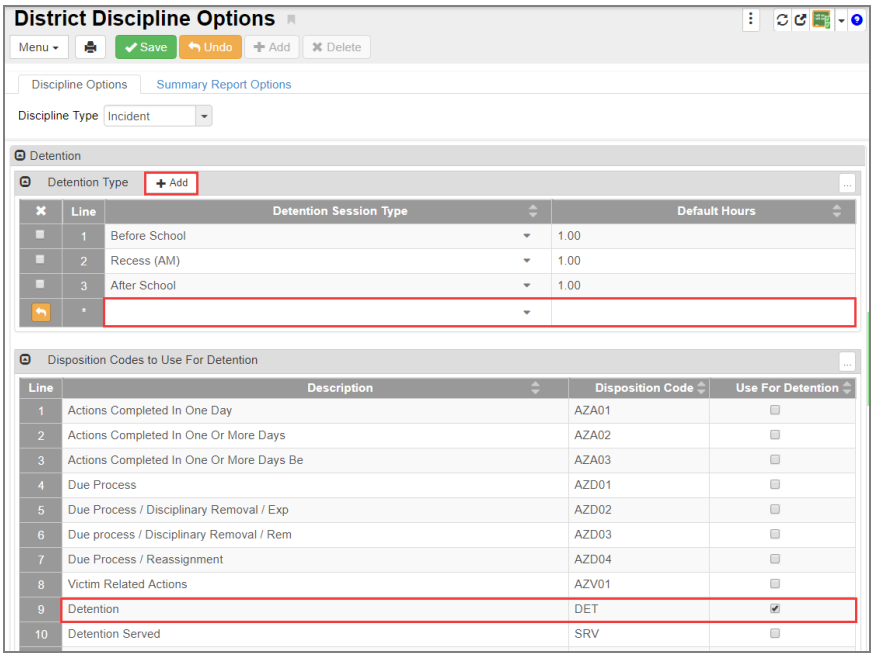
Enabling Detention Check In

You must define the Detention Types and Disposition Codes to use for Detention Check In in Synergy SIS.

1. Navigate to **Synergy SIS > Discipline Incident > Setup > District Discipline Options**.
2. Click **Add** in the Detention Type section to create a new line.
3. Enter the **Detention Session Type** and the **Default Hours**.
4. Select the **Use For Detention** option for the Disposition Code to use with the Detention Check In feature.



District Discipline Options Screen

5. Click **Save**.

Emergency Class Roster Setup

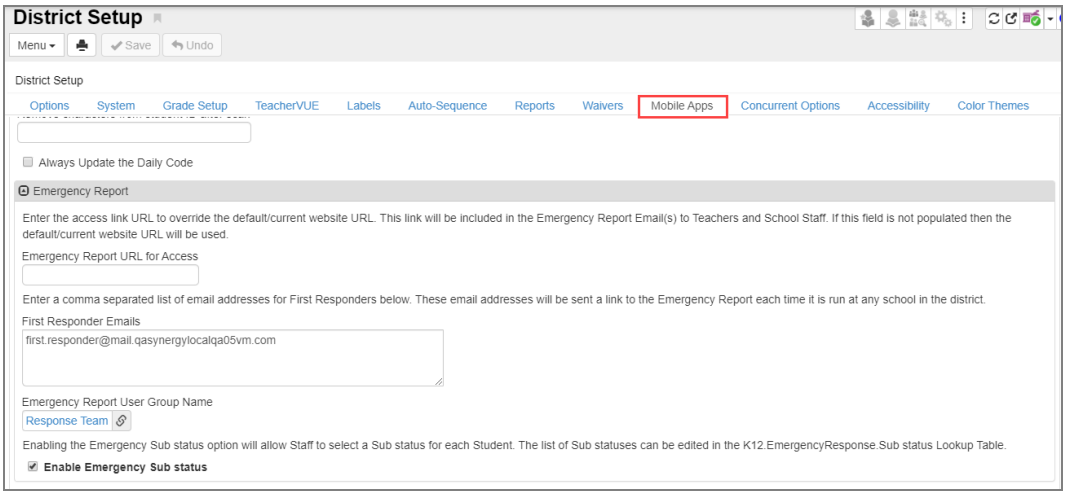
District Setup

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **Mobile Apps** tab.
3. Configure the Emergency Report.
   - Enter a unique link in **Emergency Report URL for Access** for Teachers and School Staff to distribute the Emergency Report using a URL.

     The link takes teachers to a Synergy SIS website that automatically logs them in and displays their class and students, present or absent.

     The teacher can mark students missing and add comments for each student.

   - Enter **First Responder** emails as needed.
   - Click to select the **Emergency Report User Group Name**.
   - Select **Enable Emergency Sub status**.



District Setup Screen, Mobile Apps Tab

4. Click **Save**.

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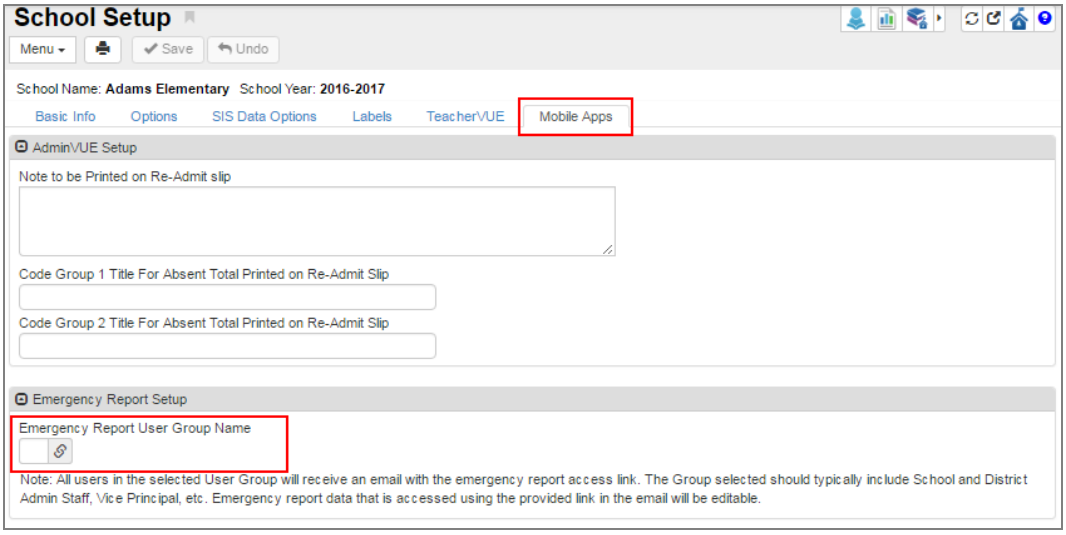
School Setup

1. Navigate to **Synergy SIS > System > Setup > School Setup**.
2. Select the **Mobile Apps** tab.
3. Select a value for other groups to receive the emergency report along with teachers and the principal in **Emergency Report User Group Name** if needed. This group typically includes school and district administrative staff.



School Setup Screen, Mobile Apps Tab

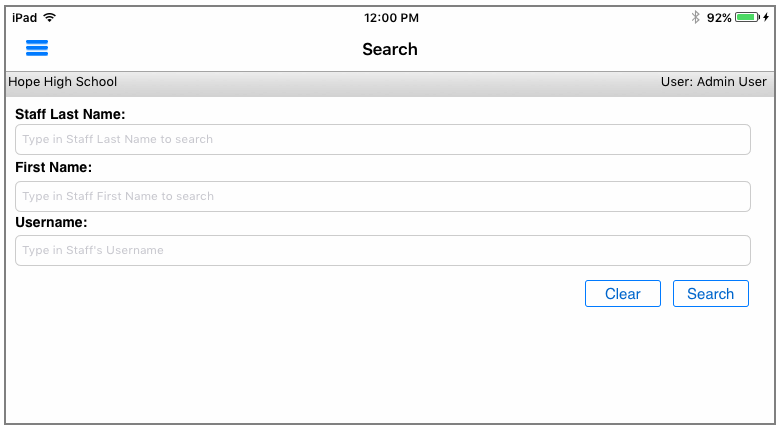
4. Click **Save**.

Manage User Accounts

To enable or disable user accounts:

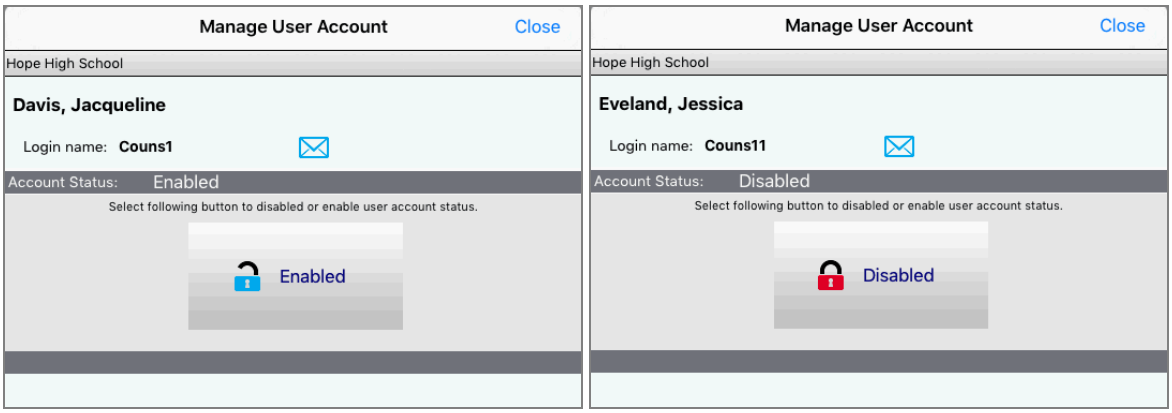
1. Tap **Menu** to open the Main Menu and tap

.
2. Find the user by entering a **Staff Last Name**, **First Name**, and/or **Username**.



Search Staff Screen

3. Select the user and set their account to either **Enabled** or **Disabled**.



Manage User Account Screen

4. Tap to notify the user by email that an administrator either enabled or disabled their account.

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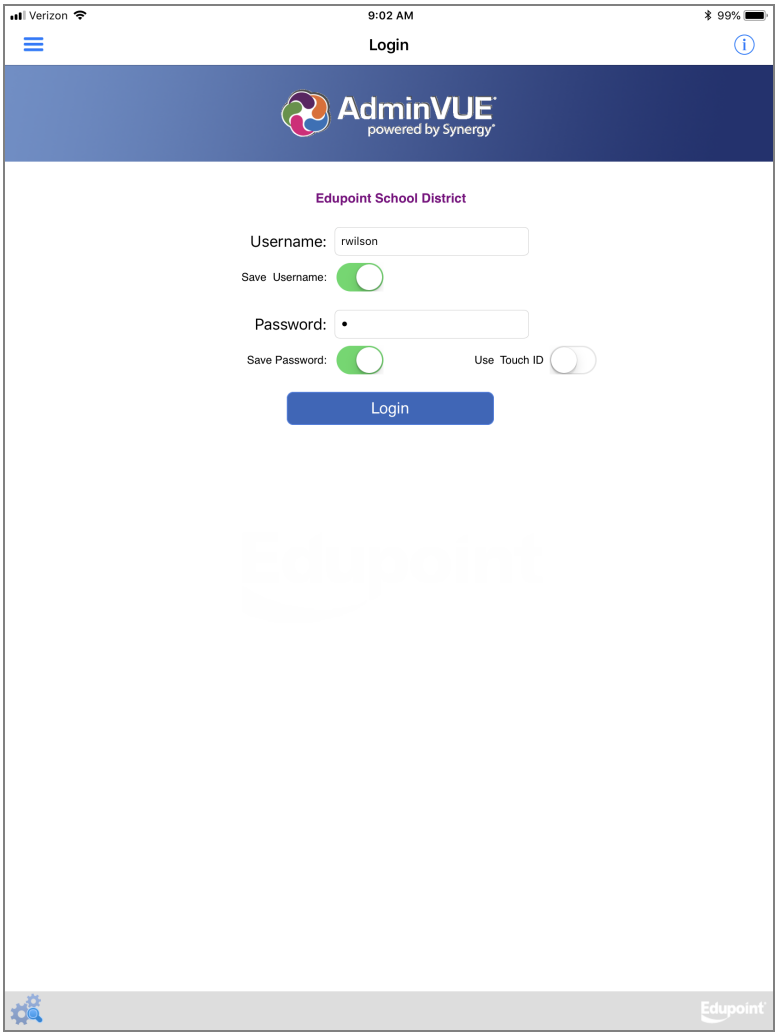
Device Setup

Installing the App on a Device

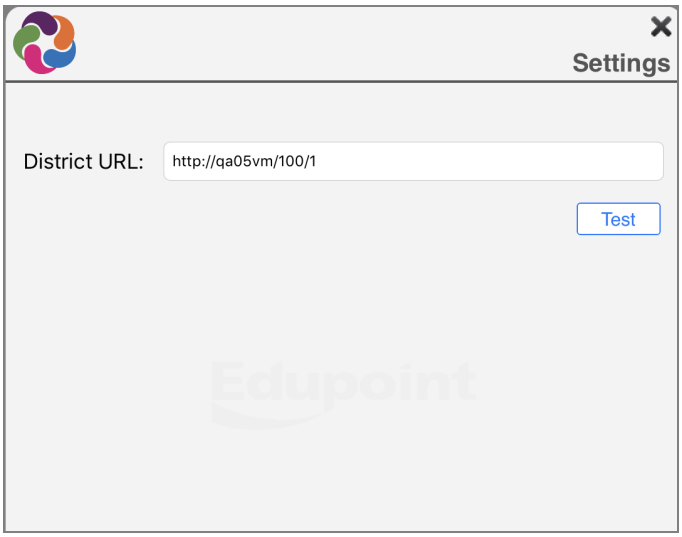
Set up AdminVUE on the device.

1. Download the AdminVUE app from
   - iTunes: https://itunes.apple.com/us/developer/edupoint-educational-systems/id412050330
   - Google Play: https://play.google.com/store/apps/developer?id=Edupoint+Education+Systems
2. Follow the instructions provided during the download to install the mobile application.
3. Start the app.
4. Tap in the lower left corner.



AdminVUE Login Screen

5. Enter the URL of the district's web server.
6. Tap **Test**.



Settings Screen

7. Tap **Ok** to dismiss the success message.
8. Close the window.

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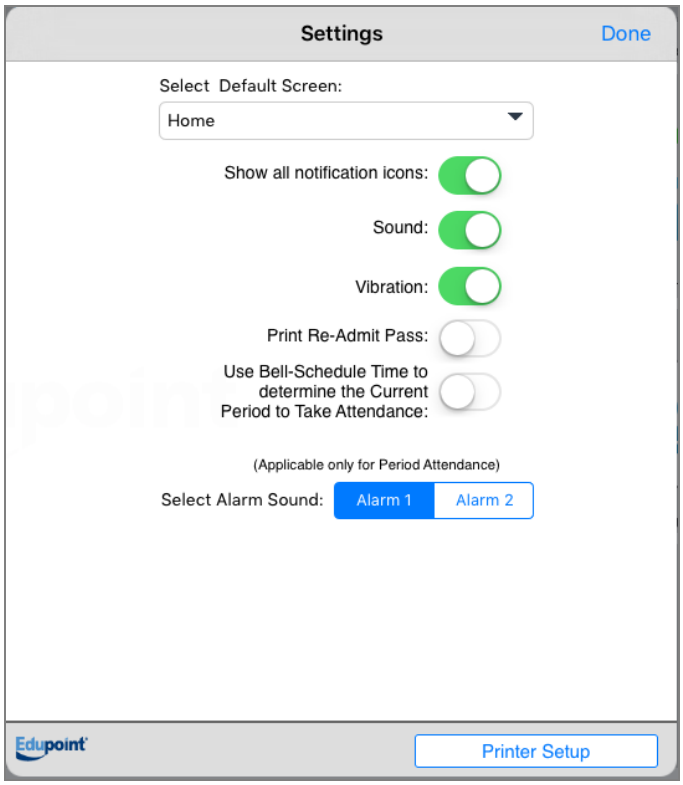
Changing Settings

1. Tap ☰ to open the Main Menu and tap Preferences.
2. Change the settings.
3. Tap **Done**.



Settings Screen

Setting	Description
Printer Setup	Tap to open the Portable Printer Setup screen. See Setting up a Printer.
Show all notification icons	Set to to display individual alert icons on the student Class Info screen Set to to display a single notification for multiple alerts
Sound	Set to to play a sound when scanning Set to to not play a sound when scanning
Vibration	Set to to vibrate when scanning Set to to not vibrate when scanning
Print Re-Admit Pass	Set to for automatic printing Set to for manual printing
Use Bell Schedule Time	For a school using period attendance: • Set to to use Bell Schedule Time to determine the period attendance based on the time of day • Set to to manually select the period to take attendance
Select Alarm Sound	Determines the sound for the Emergency Class Roster report

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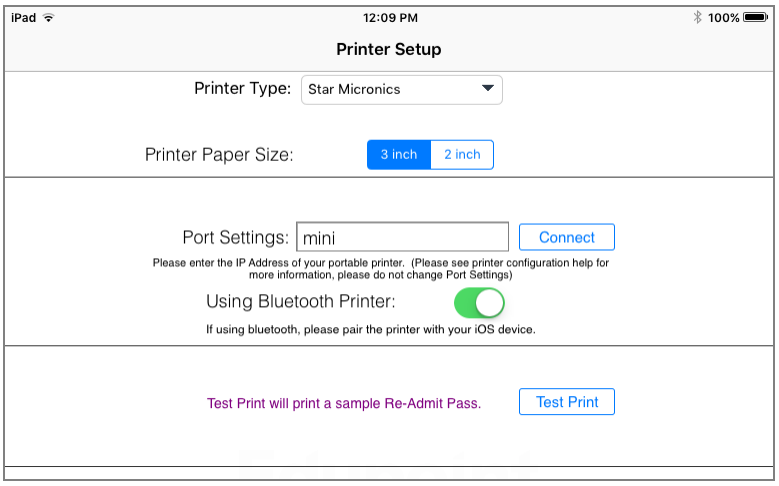
Setting Up a Printer

Bluetooth must be enabled on the device.

Printer	Type	Paper Width
Bixolon SRP-Q302	Bluetooth	3 in
Star Micronics SM-T300i	Bluetooth	3 in
Star Micronics SM-S220i	Bluetooth	2 in
Star Micronics SM-T300	Wireless	3 in
KKmoon POS-5802LN	Mini Thermal	58 mm

Using Bluetooth Printer (Recommended)

1. Tap **Printer Setup** on the Settings screen.
2. Select a Bluetooth printer in **Printer Type**.
3. Select the **Printer Paper Size**.
4. Set **Using Bluetooth Printer** to .
5. Tap **Done** to close the screen.
6. Pair the Bluetooth Printer with the device.
7. Navigate back to the Settings screen.
8. Tap **Test Print** to confirm the configuration.

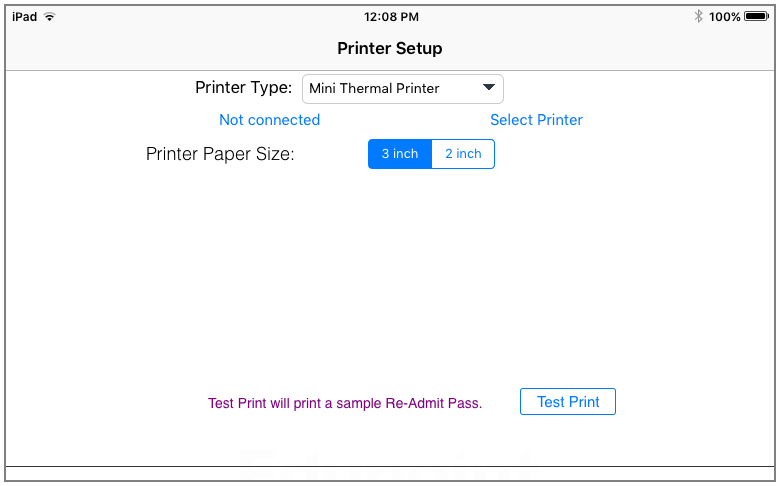


Printer Setup Screen

9. Tap **Done** to close the screen.

Using Mini Thermal Printer

1. Tap **Printer Setup** on the Settings screen.
2. Select *Mini Thermal Printer* in **Printer Type**.
3. Select the **Printer Paper Size**.
4. Tap **Select Printer**.
5. Tap **Test Print** to print a test slip.



Printer Setup Screen

6. Tap **Close**.
7. Tap **Done** to close the screen.

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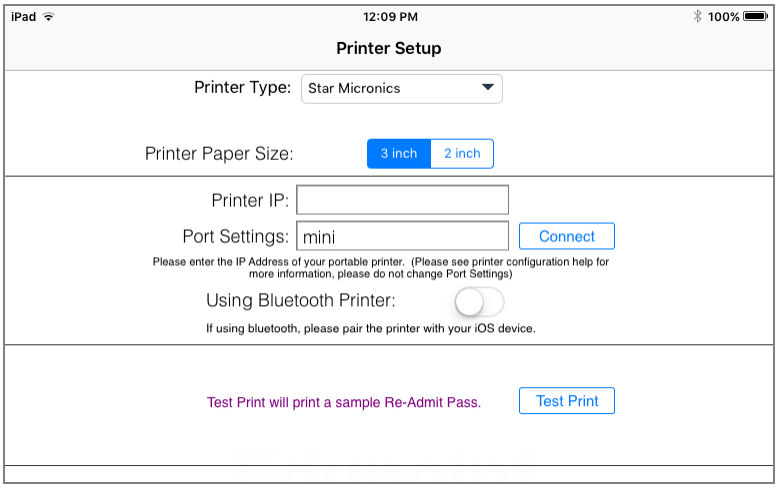
Using Wireless Printer

1. Select *Star Micronics* in **Printer Type**.
2. Select the **Printer Paper Size**.
3. Enter the **Printer IP** address.
4. Tap **Connect**.
5. Tap **Test Print** to confirm the configuration.

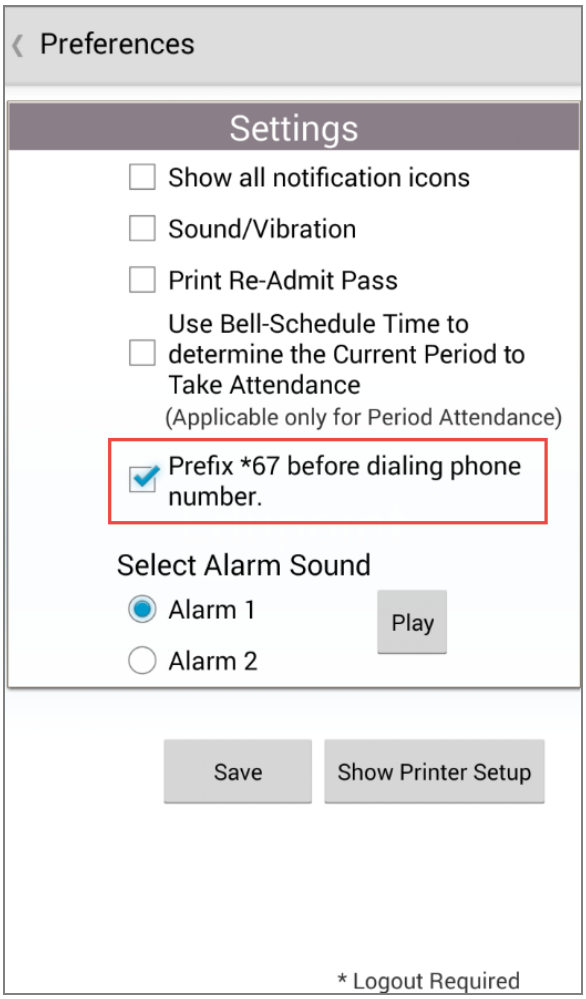


Printer Setup Screen

6. Tap **Done** to close the screen.

Blocking Caller ID on Android Phones

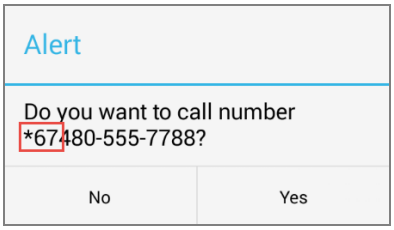
1. Tap **Preferences** from the Main Menu.
2. Select **Prefix *67 before dialing phone number**.



Preferences Screen, Android Phone

3. Tap **Save**.

An alert displays confirming you want to call the number when making calls on Android phones from the student's contacts or emergency contacts.*67 displays before the phone number if you have blocked your number.



Alert Window

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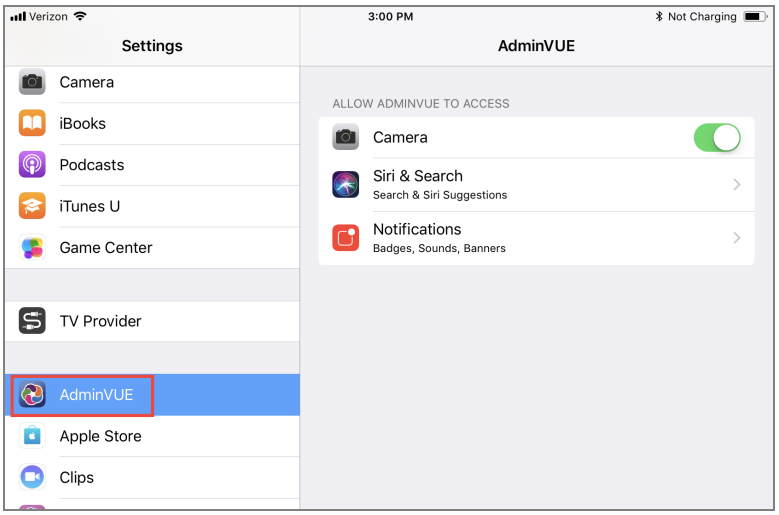
Device Settings

Use the Settings on your device to allow access to other functions. The options shown depend on the functionality you enabled.

1. Open Settings for your device.
2. Tap **AdminVUE**.
3. Set access as needed.



AdminVUE (IPad) Settings Screen

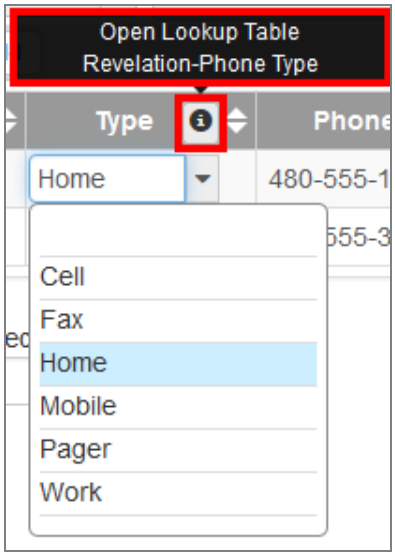
See additional setup instructions at Manage Notify Me Students.

Chapter 3: Lookup Table Setup

Lookup Table Setup 44
Sub Status Lookup Table 49

Lookup Table Setup

Some drop-downs and checkbox lists use values configured in lookup tables. Hover over a field to view a tooltip icon that indicates which table controls the field.



Lookup Table Values Example

Product-owned lookup tables use hard-coded values that are core to the programming and cannot be changed. You can customize other lookup tables to match district specifications and state reporting needs.

Consult the list of lookup tables for your state in the appropriate State Reporting Guide to identify tables that require a specific value.

The **Name** of the table is listed and the **Namespace** lists the business object the table belongs to at the top of the table.The **Locked** value indicates if the table is locked and product-owned.

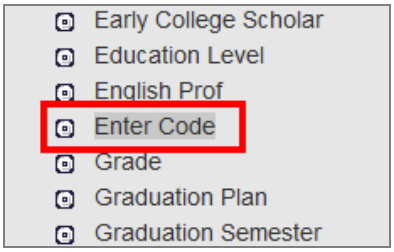
Name: **Dwelling Type** Namespace: **K12.Demographics** Locked: **No**

Dwelling Type Lookup Table

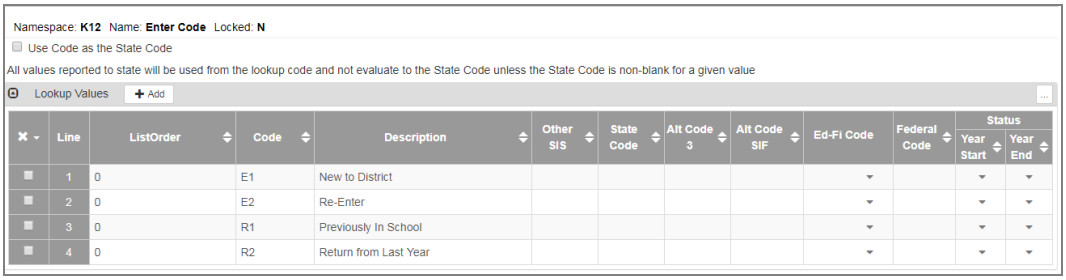
Add Values to Lookup Tables

> Hover over the field and click the tooltip icon to open the Lookup Table screen in a new window for editing. This allows you to quickly edit values. Refresh the original Synergy SIS screen after modifying values in lookup tables to view changes.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Locate the appropriate table.



PAD Tree



Enter Code Lookup Table

3. Click **Add** in the Lookup Values section to add a new line.
4. Enter a **ListOrder** to display the list in a specific order, if needed.
5. Enter a **Code**. This value must be unique.
6. Enter a **Description**. This information displays as an option in the drop-down.

> The lookup values are sorted by **ListOrder** first, then by **Code**, and then by **Description**.

7. Enter the **Other SIS** code to import data during the conversion process from another student records system.
8. Enter the **State Code**, if assigned.
9. Enter the **Alt Code 3** and **Alt Code SIF** if used for reporting or system interoperability purposes, if needed.
10. Enter the **Ed-Fi Code** if your district is part of the Ed-Fi Alliance, if needed.

> See your State Reporting Guide to identify if there is a specific code required.

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11. Enter a **Year Start** and/or **Year End** date to activate or deactivate the code, if appropriate.

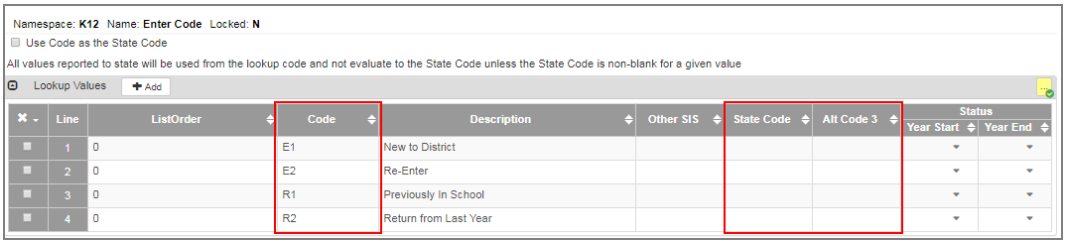
> Inactive codes show in historical data but are not available for selection for new records.

12. Click **Save**.

Assign a State Reporting Code to an Existing Lookup Table Value

> See your State Reporting Guide for more information.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Locate the appropriate table.
3. Enter the appropriate state reporting **Code**, **State Code**, or **Alt Code 3** on a populated Lookup Value line.



Enter Code Lookup Table

4. Click **Save**.

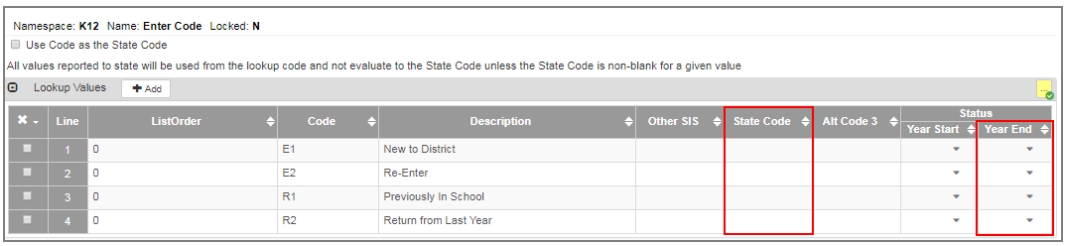
Deactivate a Lookup Table Value

This procedure describes how to deactivate a lookup table value containing codes that are no longer valid. Deactivated values are no longer available for selection but remain in Synergy SIS for historical reporting purposes.

> Do not modify or delete lookup table values that contain outdated state reporting codes. These are still used for historical reporting purposes. Instead, deactivate the value and then add a new lookup table value that contains the updated state reporting codes.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Locate the appropriate table.
3. Remove the text in **State Code** on the lookup value line.

4. Select the last year the lookup table value is valid in the **Status Year End** field.

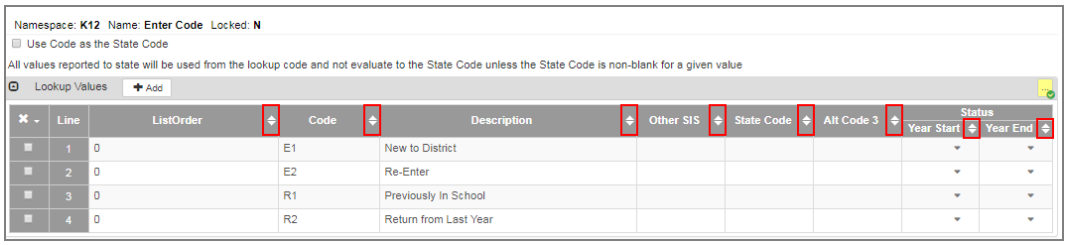


Enter Code Lookup Table

5. Click **Save**.

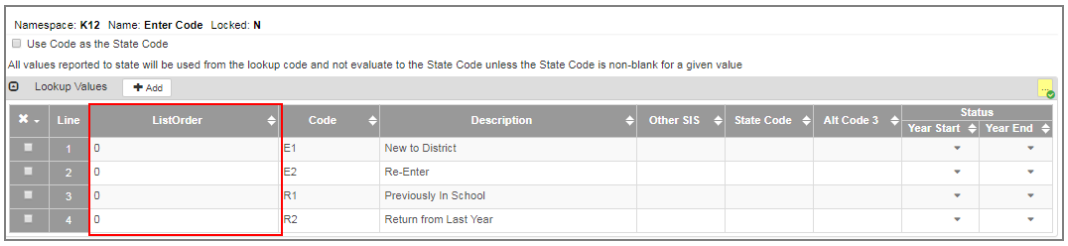
Sort Lookup Values

Click the arrows in any column heading to temporarily change the sort order of the Lookup Values section.



Enter Code Lookup Table

Change the **ListOrder** to permanently modify the sort order.



Enter Code Lookup Table

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Lookup Table Definitions

* Indicates there are specific entries required for these lookup tables. Click the lookup table name to be redirected to these specific entries.

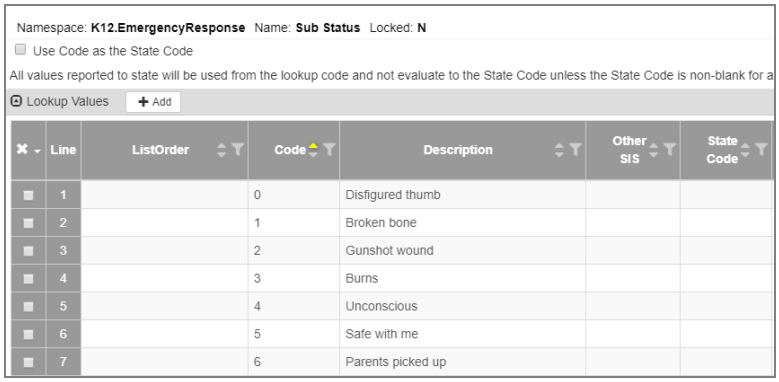
^ Indicates there might be state-specific entries required for these lookup tables. Reference your state reporting guide for these values.

Lookup Table	Purpose	Screen	Tab	Section	Field
K12.AttendanceInfo					
Emergency Rpt Evt Name	Lists the Events for Emergency Class Roster Report	Emergency Class Roster Report	N/A	N/A	Emergency Report Event Name

Sub Status Lookup Table

Adding sub statuses to the lookup table allows staff members to select additional information related to students who are marked both **Missing** and **Present** in the STU809 - Emergency Response System - Start Event report.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Navigate to the **K12.EmergencyResponse > Sub Status** lookup table.
3. Enter a **Code** as needed.
4. Enter a **Description** as needed.
5. Click **Save**.



Line	ListOrder	Code	Description	Other SIS	State Code
1		0	Disfigured thumb		
2		1	Broken bone		
3		2	Gunshot wound		
4		3	Burns		
5		4	Unconscious		
6		5	Safe with me		
7		6	Parents picked up		

Sub Status Lookup Table

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Chapter 4: Using AdminVUE

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Manage Detention Session 87
Adding a Detention Session in Synergy 95
Student Documents 97
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Using Reunification 105
Check In Check Out 109
Synergy Mail 110

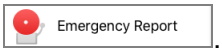
Emergency Class Roster

> The STU809 - Emergency Response System - Start Event report is also available in Synergy SIS. See the *Synergy SIS – Student Management User Guide* for instructions.

The STU809 report available in AdminVUE sends a class list for the selected period with the day's attendance to the teachers when an emergency such as lockdown, heavy rain, or fire occurs.

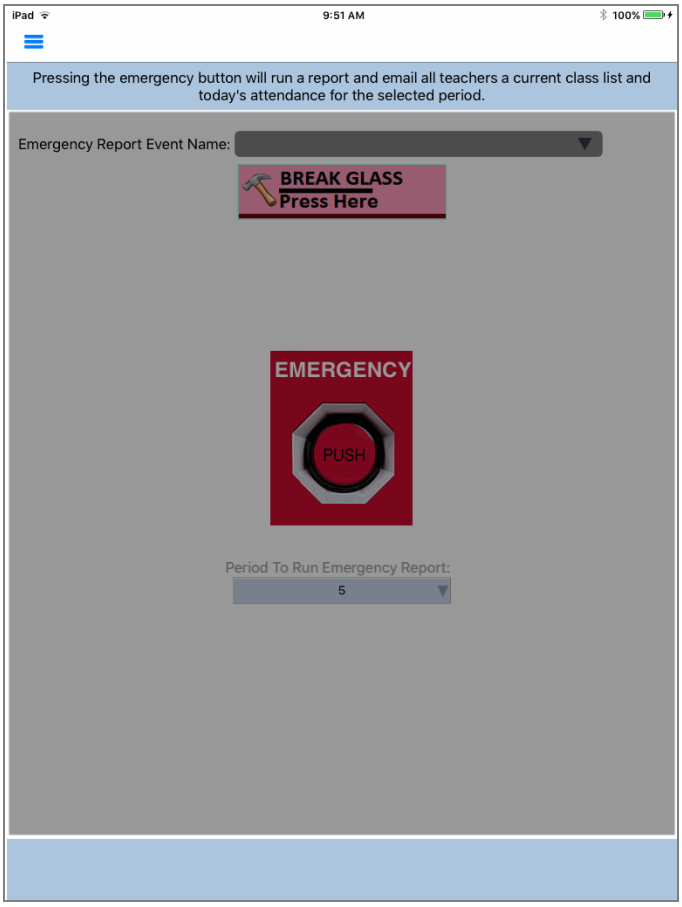
> The AdminVUE app also sends the Emergency Class Roster to additional teachers.

1. Open the Emergency Class Roster report.
   - Tap

at the bottom of the Search/Scan screen.
   - Tap to open the Main Menu and tap 

.
2. Tap

.



Emergency Class Roster Screen

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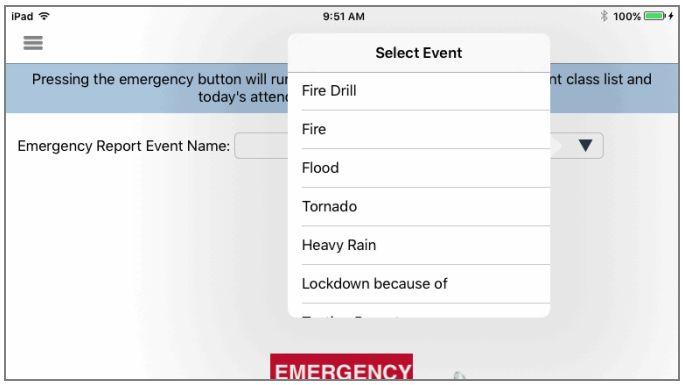
3. Select an **Emergency Report Event Name**.

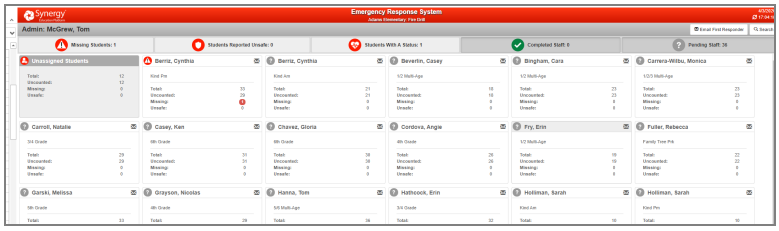


Emergency Class Roster Screen

4. Select a **Period To Run Emergency Report**.

5. Tap .

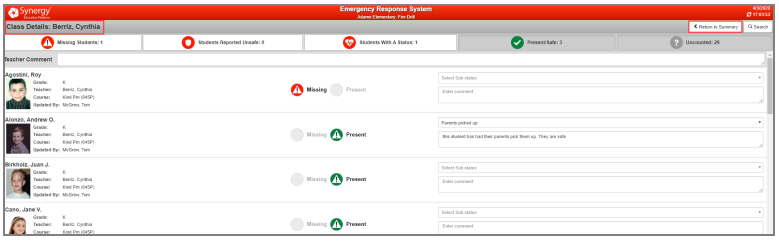
Emergency Response Screen – Admin Summary



Emergency Response System Screen, Admin Summary

The principal or appropriate staff:

- Selects a teacher name to view and edit classes
- Views the status of individuals, including students who self-reported their status
- Clicks **Return To Summary** to view another teacher



Emergency Response System Screen, Class Details

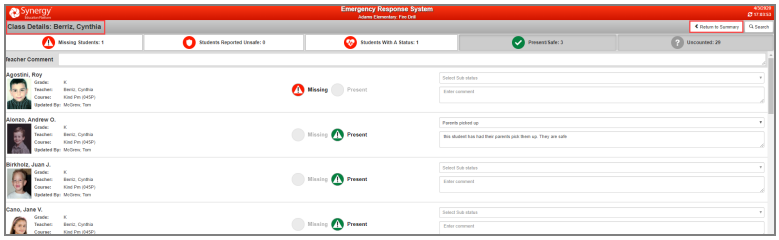
See the *Synergy SIS – Communications Guide* for more information on the information displayed on Emergency Response System screens.

First Responder Summary

Select the school personnel to receive a read-only link in a separate email to forward to emergency responders. The link displays:

- A summary of students who are missing, uncounted, or absent
- Pending staff who have not logged any responses
- Information when a student self-reports their status

Emergency Response System Screen, First Responder Summary



Emergency Response System Screen, Class Details

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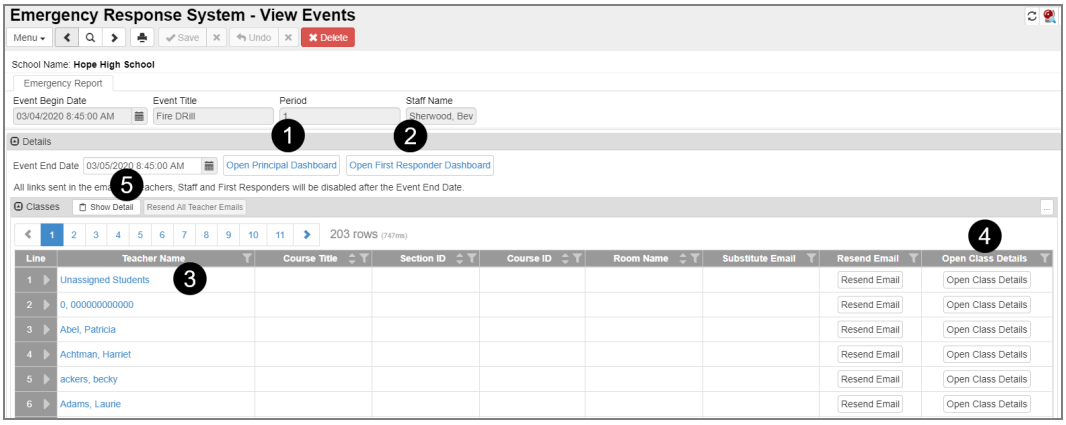
Emergency Response System – View Events

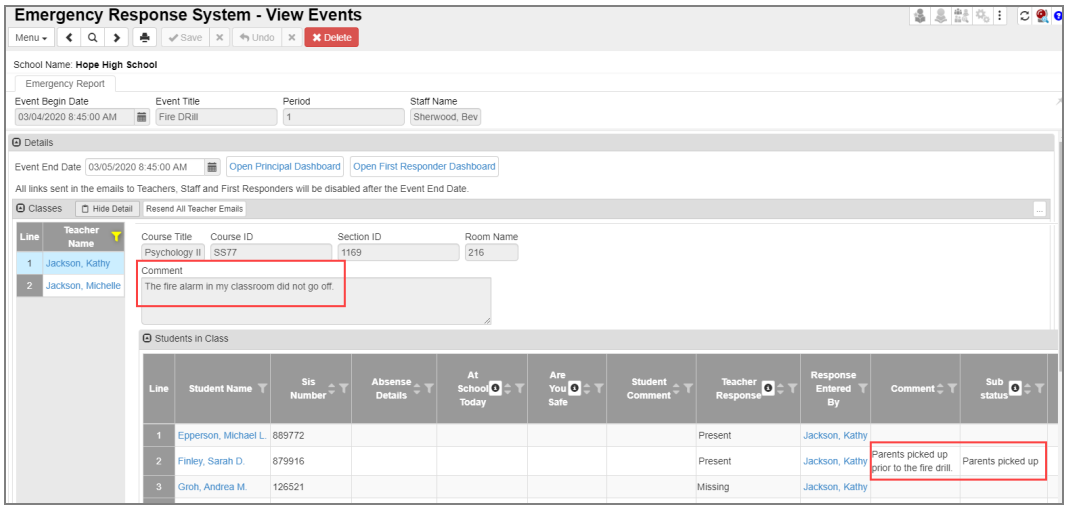
> The Emergency Response System – View Events screen filters based on organization and focus.

1. Navigate to **Synergy SIS > System > Setup > Emergency Response System - View Events**.
2. Locate the **Event Title**.
   - **Open Principal Dashboard** – Opens the Emergency Response System screen. ❶
   - **Open First Responder Dashboard** – Opens the Emergency Response System screen in read-only mode. ❷
   - **Unassigned Students** – Displays all students who are not scheduled in a section for that period (for example, students with release time). This allows any staff to enter a status for these students. ❸
   - **Open Class Details** – Opens the Emergency Response System screen that displays information specific to the staff member's class. ❹
3. Select a staff member and click **Show Detail** to see a list of students in that class. ❺



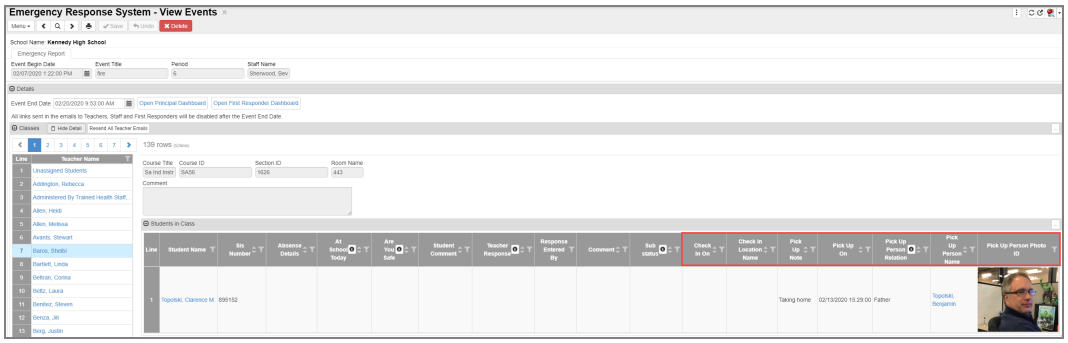
Emergency Response System - View Events Screen

- The general comments, student specific comments, and any Sub status selected for a student display.



Emergency Response System – View Events Screen, Classes Detail

- The following columns display details when Student Reunification is completed in KioskVUE or AdminVUE.
  - **Check In On** – Date and time the student was checked in
  - **Check In Location Name** – Location where the student checked in
  - **Pick Up Note** – Comment from the person who picked up the student
  - **Pick Up On** – Date and time the student was checked out
  - **Pick Up Person Relation** – Relationship with the student of the person who checked out the student
  - **Pick Up Person Name** – Name of person who checked out the student
  - **Pick Up Person Photo ID** – Picture of person who checked out the student or their ID



Emergency Response System – View Events Screen, Classes Detail

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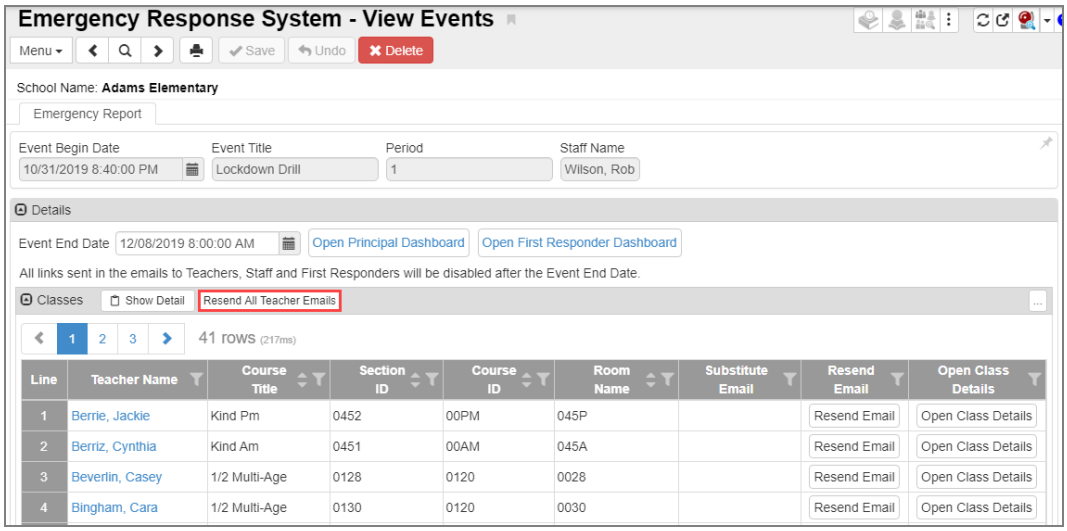
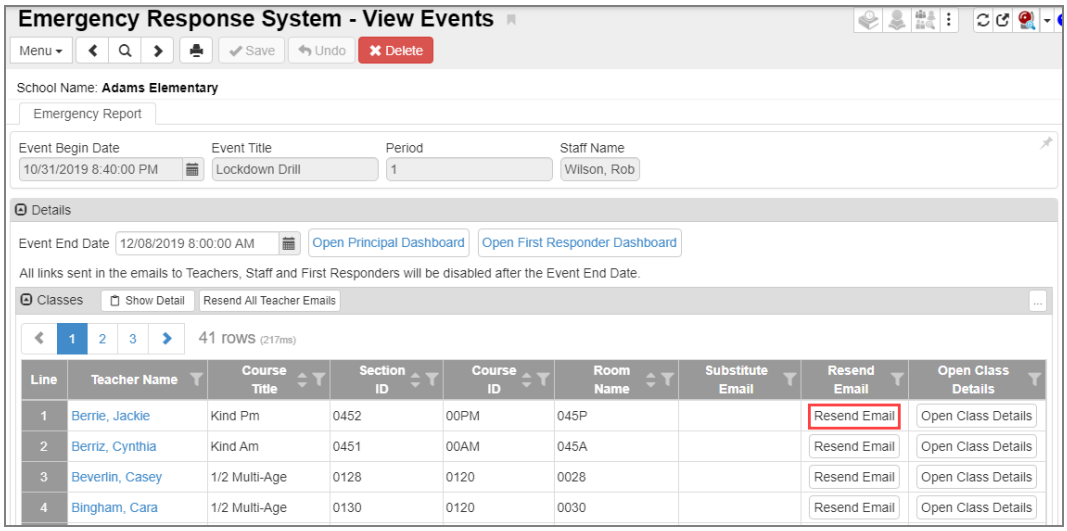
4. Resend emails if needed.
   - Click **Resend All Teacher Emails** to resend emails to all listed teacher for the event.



Emergency Response System - View Events Screen

   - Click **Resend Email** to send emails to a specific teacher for the event.

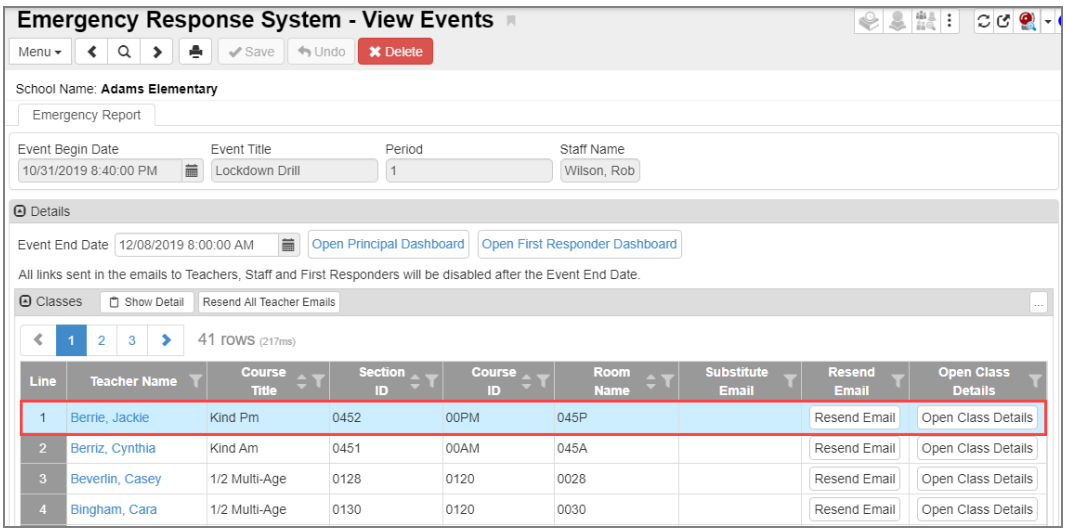


Emergency Response System - View Events Screen

Deleting an Event

> Deleting event data is permanent and cannot be undone.

1. Navigate to **Synergy SIS > System > Setup > Emergency Response System - View Events**.
2. Select the line.



Emergency Report Data Screen

3. Click **Delete**.
4. Click **Yes** in the confirmation window.

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Student Records

Overview

Locate student records by:

- Scanning student ID cards
- Searching by name or student ID number
- Viewing students who ride a particular school bus or take a class from a particular teacher

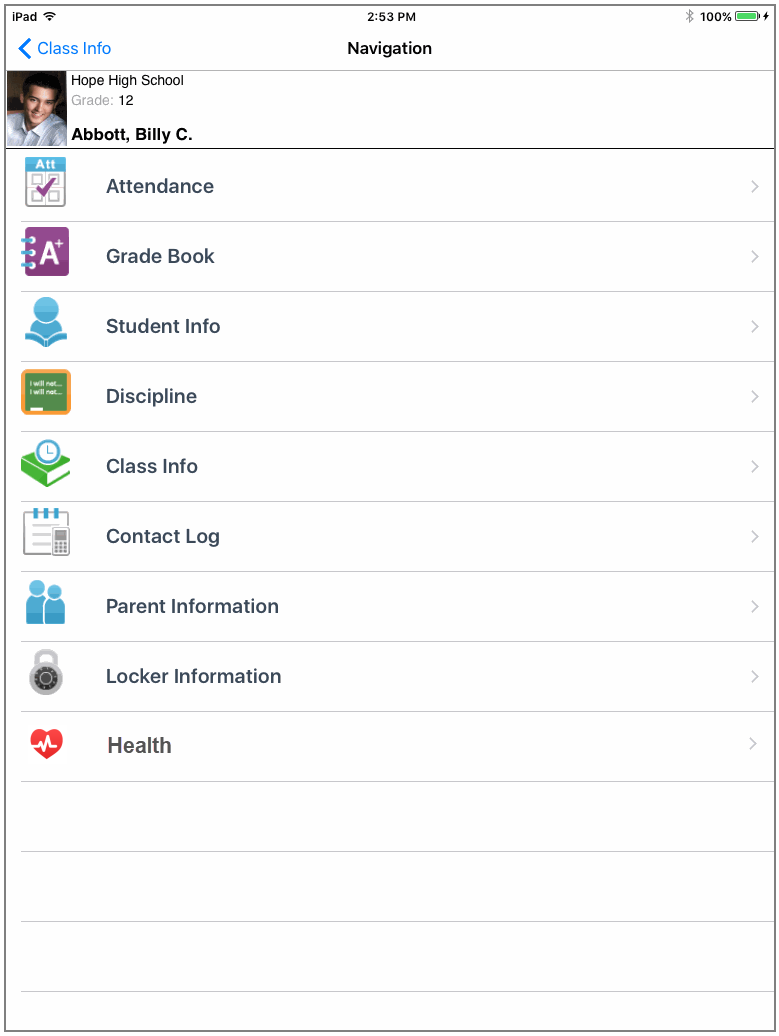
The Class Info screen displays with the student's schedule and grades.

Class Info Screen

- Tap a class to see a list of students in that class. ❶

> Tap a student to view another student's record in the class.

- Tap an Alert to view a list of all alerts and their descriptions. ❷
- Tap to use the device to take a photo of the student or to associate an existing photo on the device. ❸
- Tap to print a temporary ID. ❹
- Tap to view the student's documents. ❺
- Tap to set notifications for the student. ❻
- Tap **More** to see more information about the student on the Navigation screen. ❼



Navigation Screen

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The following student information is available from the Navigation screen.

Icon	Description
	Attendance – Attendance is shown by course and period. • Tap to email the attendance to the teacher. • Tap Legends to see a list of the icons and their description. • Tap Summary to view a condensed version of the student's attendance and the total number of incidents for each type of attendance category.
	Grade Book – Displays the student's grades for the current school year if your district uses Grade Book. Details for each course, such as scores on each assignment and test are available. • Tap a class to view a list of assignments. • Tap an assignment to details of the assignment and if any Dropbox Documents are available. • Tap Summary to see a summary of all assignments for the course and their score.
	Student Info – Demographic information and parent/guardian and emergency contact information • Tap the tabs (Contacts, Emergency) to view the information. • Tap to email the student. • Tap to see the location on a map. • Tap the phone number or to call the contact.
	Discipline – Displays records for incidents the student was involved in and allows the addition of a new incident • Tap a date to view Discipline Detail. • Tap Add Incident to record an incident.
	Class Info – The student's schedule • Tap a class to view the class details.
	Contact Log – Records of contact between staff members and the student's parents/guardians • Tap a date to view contact detail. • Tap Add to record a contact.

Icon	Description
	Parent Information – The student's parent or guardian's contact information including whether they can have contact with the student and if they have Educational Rights. • Tap to launch the device's camera to take a picture of the parent or guardian. • Tap to associate an existing picture on the device to the parent or guardian. • Tap to email the parent or guardian.
	Locker Information – The student's locker information including the location and combination. A list of students display if more than one student share the locker.
	Health – Displays the student's health details • Tap Nurse Visits to view the nurse visit details. • Tap Immunizations to view student's immunization details. • Tap Health Conditions to view the student's health condition details.

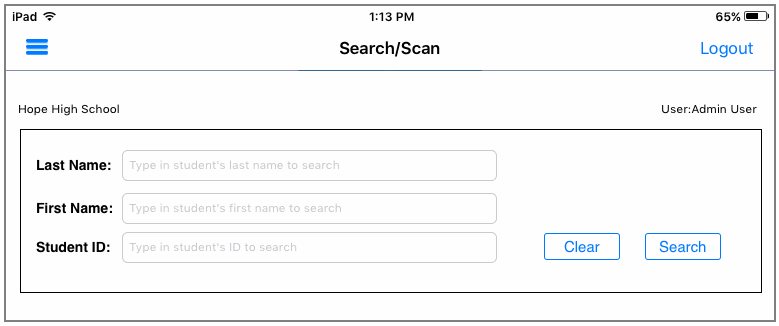
Finding Student Records

Scanning a Student ID

1. Tap Bar Code Scan at the bottom of the Search/Scan screen.
2. Point the camera at the barcode. The student's Class Info displays if the barcode is recognized.

Searching for a Student

1. Enter at least the first few letters of a student's **Last Name** or **First Name** or enter an entire **Student ID**.
2. Tap **Search**.



Search/Scan Screen

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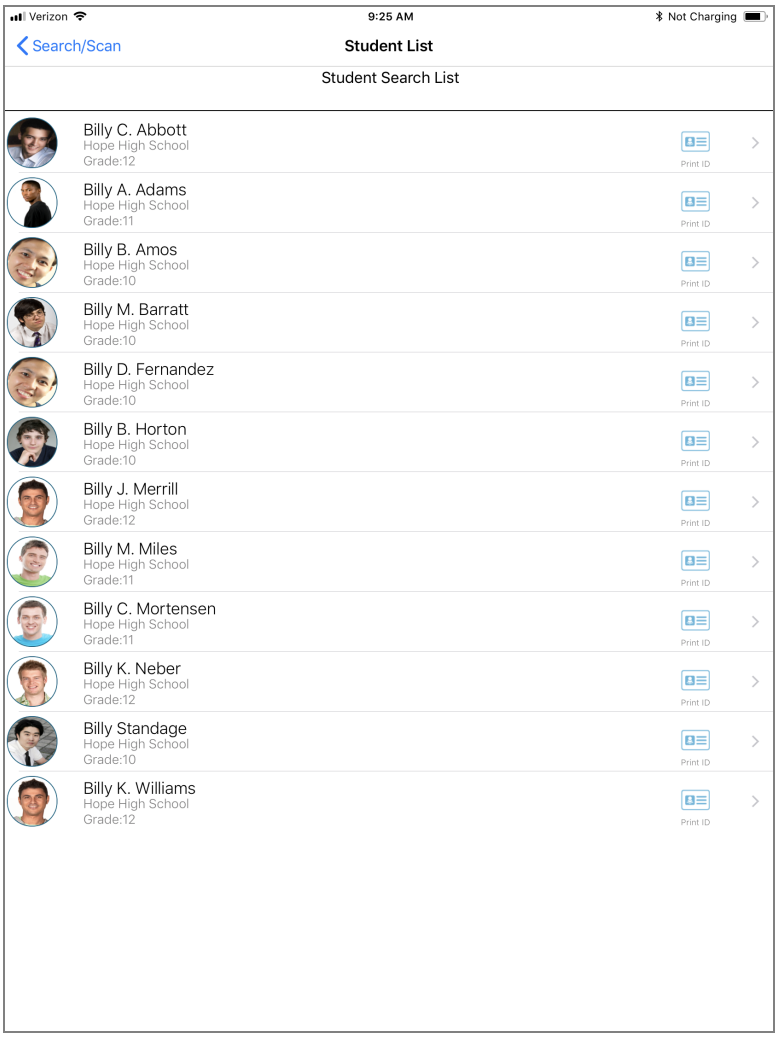
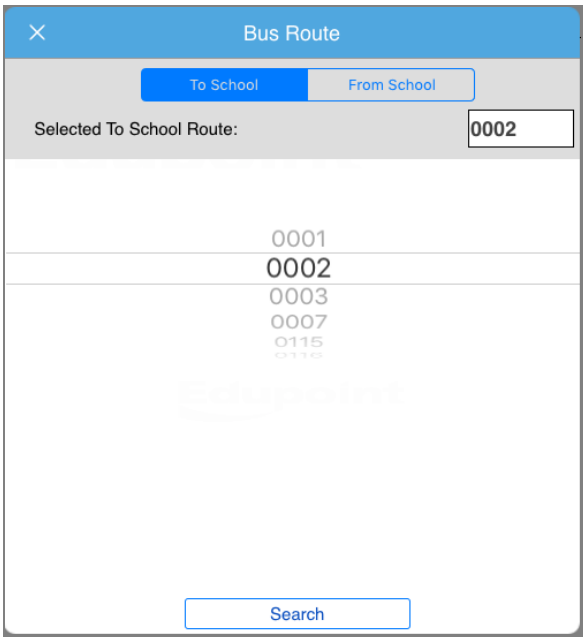
3. Tap the student in the list of students matching the search criteria.



Student List Screen

Using Bus Route Search

1. Tap to open the Main Menu and tap Bus Route Search.
2. Tap the direction of the bus route.
3. Select the bus route you want to view and tap **Search**.
4. Tap the student in the list of students matching the search criteria.



Bus Route Screen

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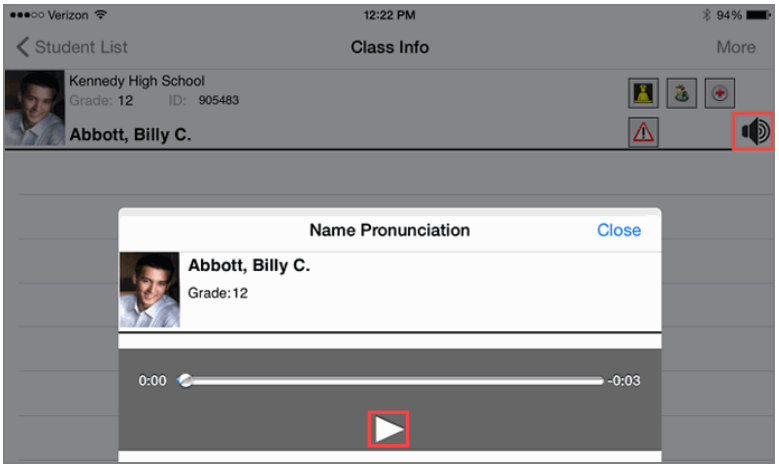
Student Name Pronunciation

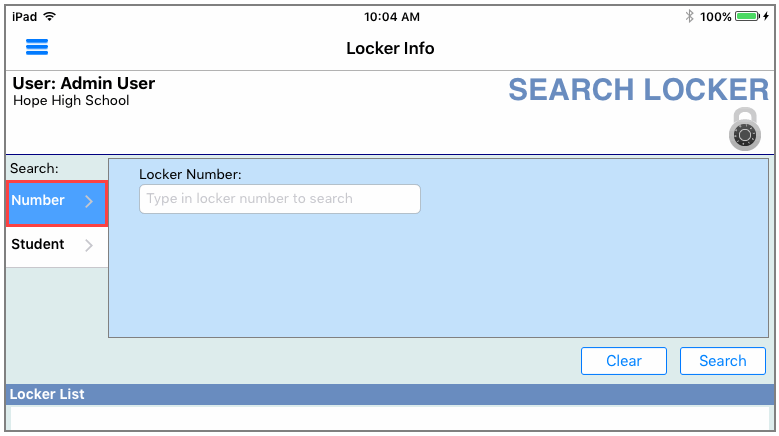
1. Select a student from the Student List.
2. Tap to open the Name Pronunciation screen.
3. Tap to hear the name pronunciation recorded from StudentVUE or ParentVUE.



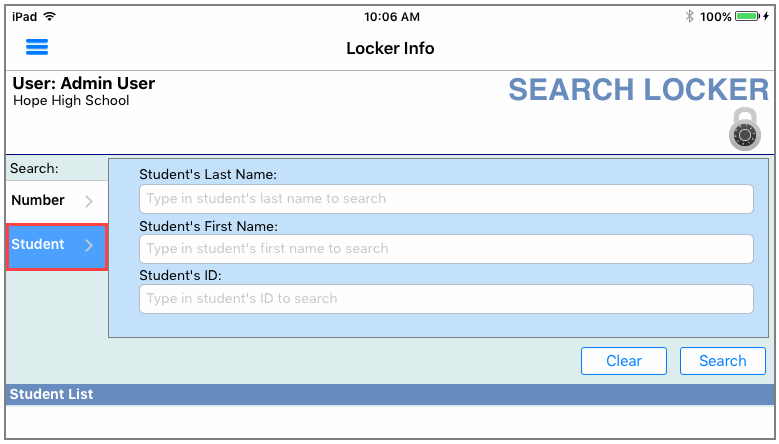
Class Info Screen, Name Pronunciation

Finding Locker Information

1. Tap ☰ to open the Main Menu and tap Locker Search.
2. Enter at least the first few digits of the locker number on the **Number** tab or enter at least the first few letters of a student's **Last Name** or **First Name** or enter an entire **Student ID** on the **Student** tab.



Search Locker Screen, Number Tab



Search Locker Screen, Student Tab

3. Tap **Search**. A list of students matching the criteria displays.

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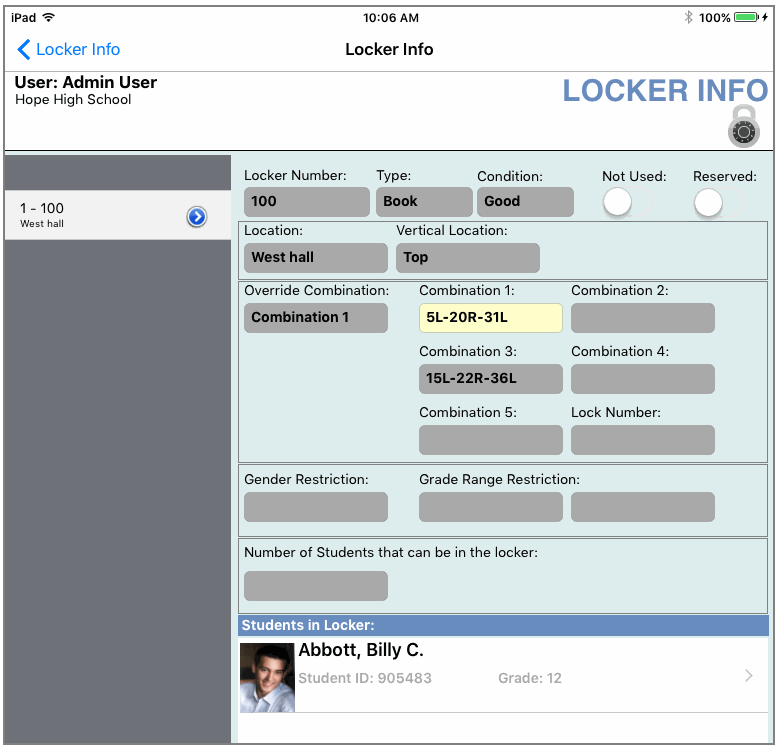
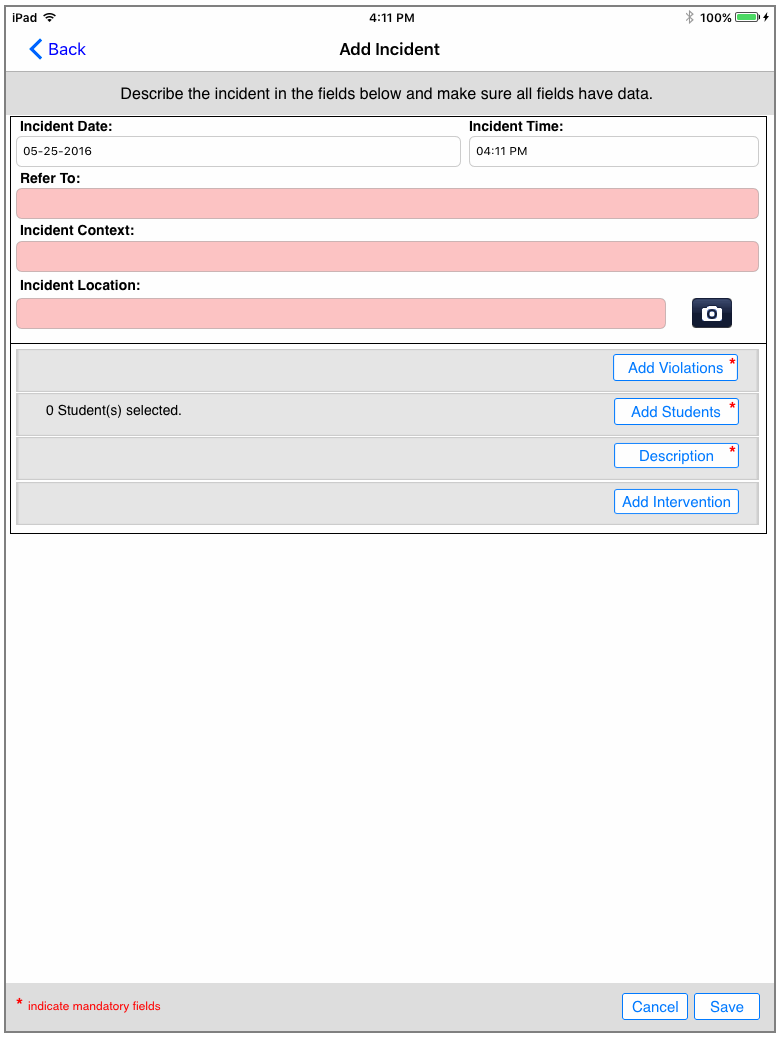
4. Tap the student to view their locker information.



Locker Info Screen

Adding Incidents

1. Tap to open the Main Menu and tap Add Incident Referral.
2. Tap to add a photograph of the scene to the incident record.



Add Incident Screen

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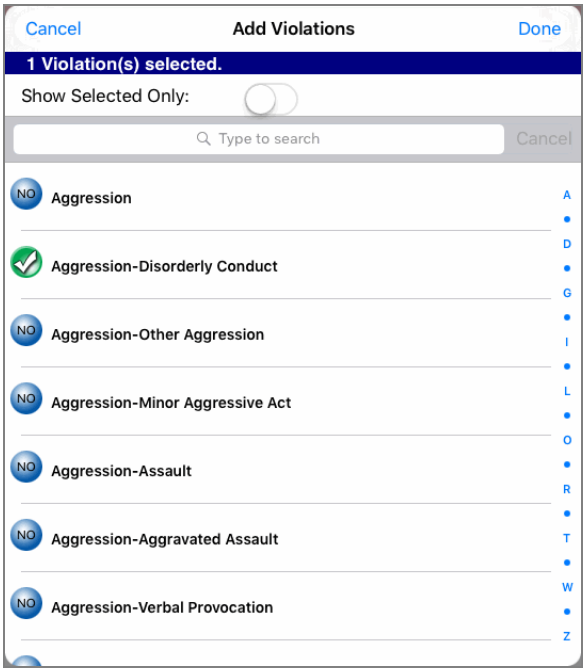
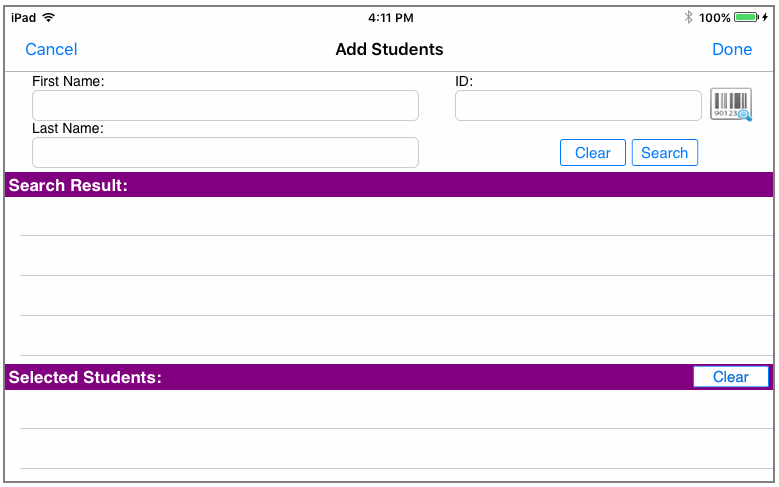
3. Tap **Add Violations.**
   - **Show Selected Only** – Set to to view only the selected violations .
   - Enter a keyword or select the letters on the right side to search for a violation.
   - Tap **Done** when finished entering violations.



Add Violations Screen

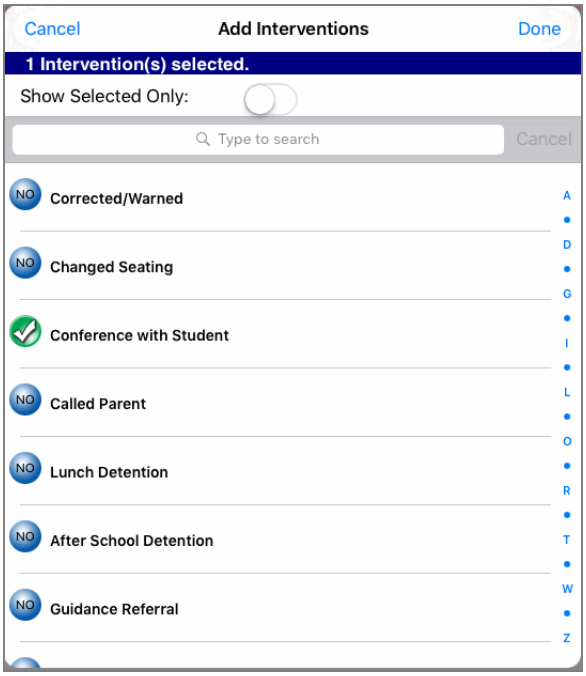
4. Tap **Add Students**:
   - Tap to scan a student ID when adding students to the incident referral.
   - Tap **Done** when finished entering students.



Add Students Screen

5. Tap **Description** to enter a description of the incident.
6. Tap **Done**.

7. Tap **Add Intervention**.
   - **Show Selected Only** – Set to to view only the selected violations .
   - Enter a keyword or select the letters on the right side to search for the intervention.
   - Tap **Done** when finished adding interventions.



Add Interventions Screen

8. Tap **Save**.

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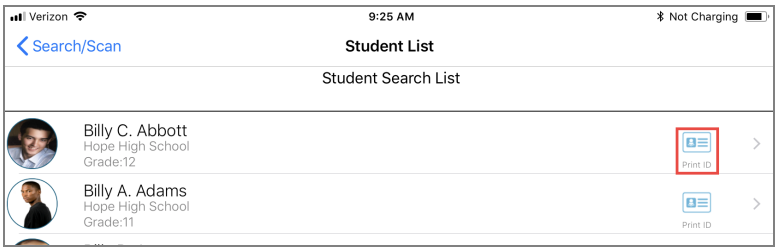
Temporary Student ID Cards

1. Select a student from the Student List.
2. Tap **Print ID**.



Student List Screen

> You can also print temporary student IDs from the Class Info screen.

The temporary Student ID Card prints.

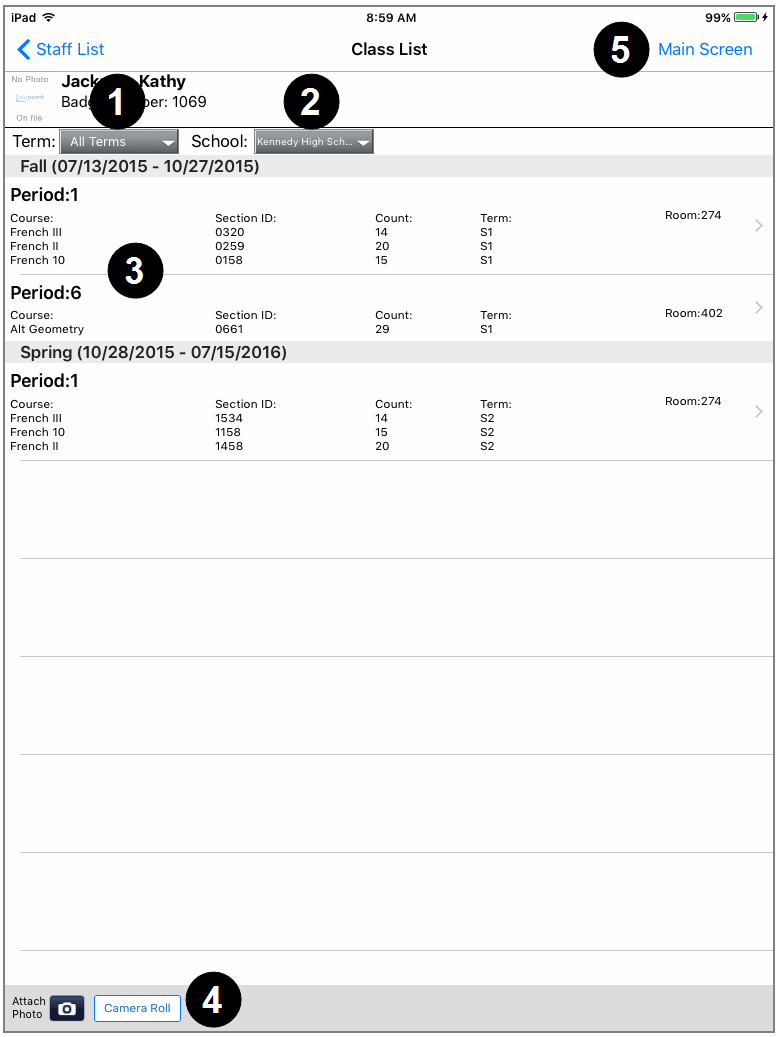
Temporary Student ID

Staff Records

Overview

You can locate staff records by searching by name or State ID or Badge Number.

The Class List screen displays when you locate a staff member's record.



Class List Screen

- Select a **Term** ❶
- Tap a **School.** ❷
- Tap a **Period** to see a list of students in that class. ❸
- Tap to use the device to take a photo of the staff member or Camera Roll to associate an existing photo on the device. ❹
- Tap **Main Screen** to return to the previous screen.

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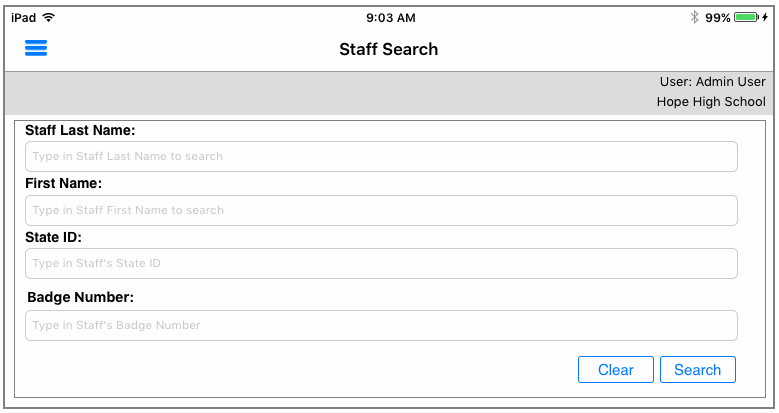
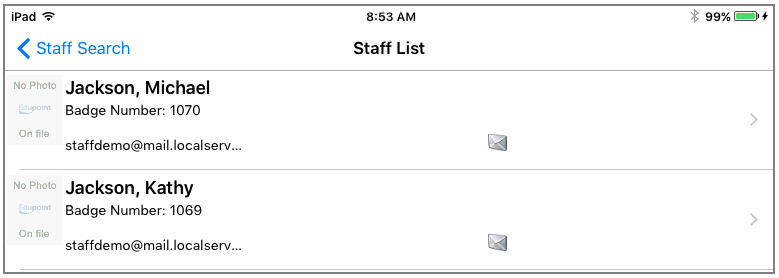
Searching for Staff

1. Tap ☰ to open the Main Menu and tap Find Staff.
2. Search for a staff member using their **Last Name**, **First Name**, **State ID**, or **Badge Number**.
3. Tap **Search**. The Staff List screen displays with the staff members that match the criteria.



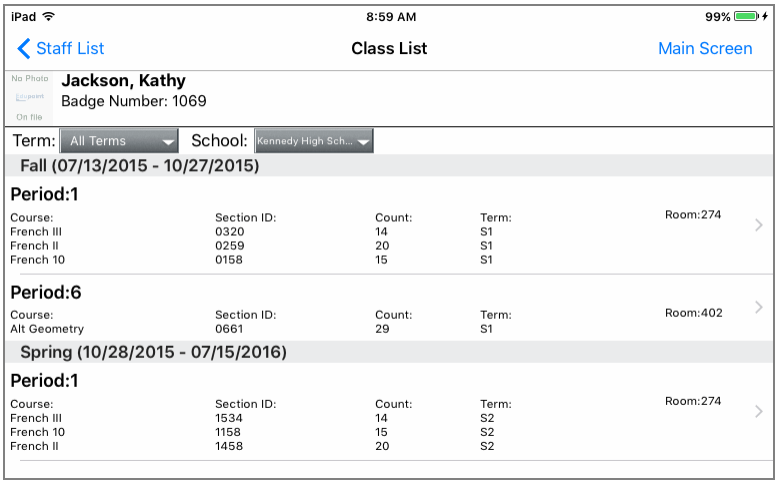
Staff Search Screen

4. Tap a staff member. The Class List displays.



Staff List Screen

5. Tap a **Term**, **School**, and **Period** to see a list of students in the class.



Class List Screen

6. Tap a student to view their student information.

Attendance

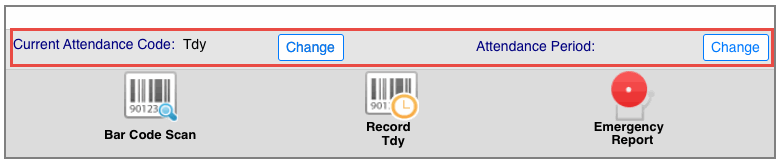
Overview

Use AdminVUE to:

- Scan barcodes on student ID cards to update the Synergy database with attendance status (usually tardy) using the camera on the device.
- Manually enter codes if a student does not have their student ID.
- Print re-admit passes with a portable printer.

Scanning Student IDs to Update Attendance

1. Tap Change to select the **Current Attendance Code** and/or **Attendance Period** to enter for scanned students.



Search/Scan Screen

2. Enter attendance for students.
   a. Tap .
   b. Point the camera at the barcode on the student ID card.

      The student is marked tardy and the scan results screen displays when the barcode is detected.

Scan Results

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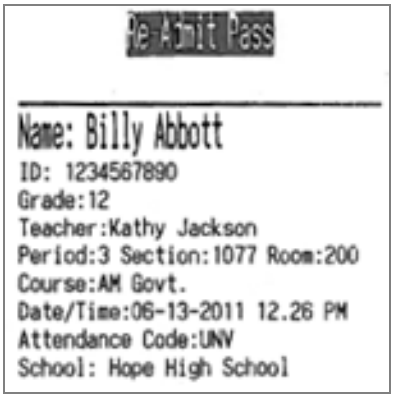
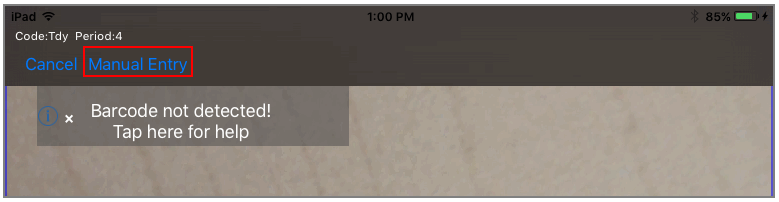
A re-admit pass (tardy slip) prints automatically when a portable printer is attached and enabled.



Re Admit Pass

Tap Print to manually print a re-admit pass.

3. Select an option:
   - Tap Scan next (Bar Code) to scan the next student.
   - Tap **Manual Entry** on the camera or Scan next (Manual Search) on the scan results screen to enter codes when a barcode is not available or does not scan.
     a. Search for a student using their **Last Name**, **First Name**, or **Student ID**.
     b. Tap **Search**.



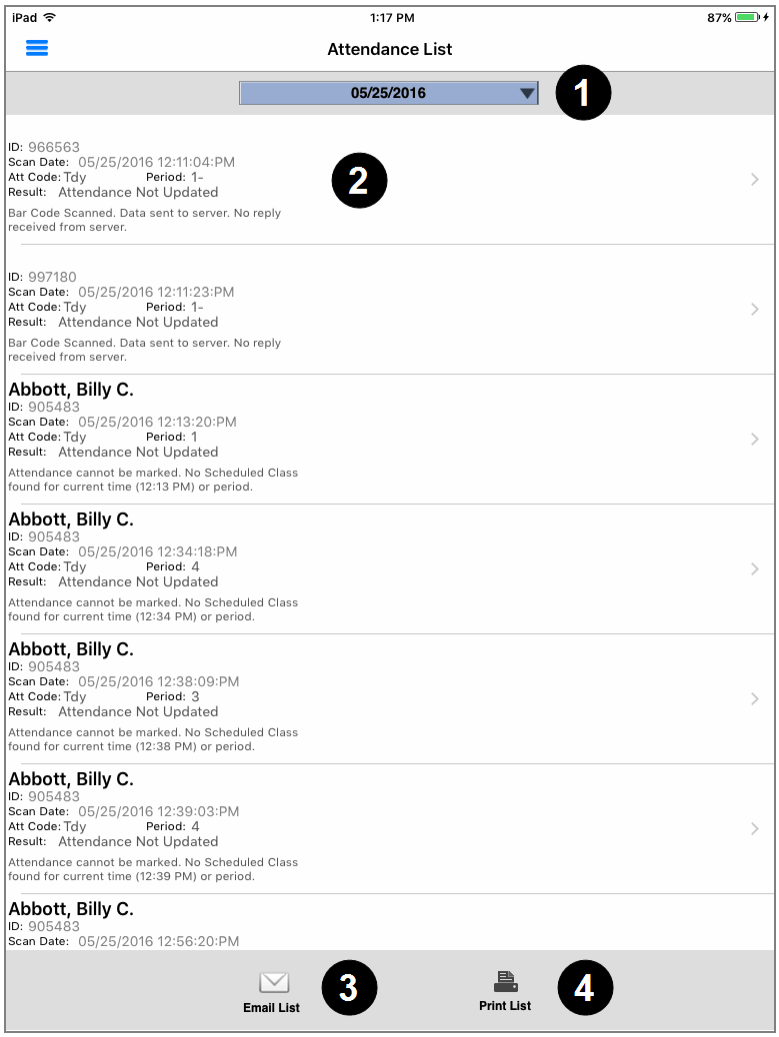
Barcode Scanner

4. Tap Close.

Viewing and Sharing Scanned Attendance

You can email or print a list of students scanned for attendance.

1. Tap ☰ to open the Main Menu and tap Review Scanned Attendance.
2. View the attendance.



Attendance List Screen

3. Select another date if needed. ❶
4. Tap a student to see details of the scan of that student. ❷
5. Tap Email List to email the list of students. ❸
6. Tap Print List to print the list using an AirPrint printer. ❹

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Continuous Tardy Recording

This feature is currently available only on iOS devices.

Enabling Continuous Tardy Recording

1. Select **Preferences**.
2. Select **Always confirm student during search**, if searching a student by ID, to make sure the tardy is marked for the correct student.

   When selected, a list of students who match the search criteria display.

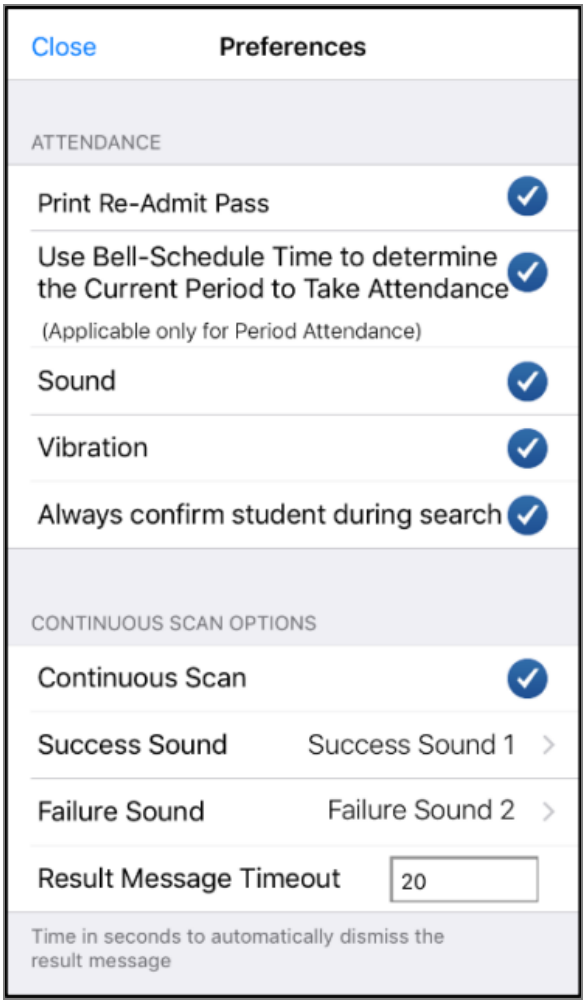
   Select the student to record and mark tardy.

   If this option is not selected, the first student who matches the search criteria is recorded with the tardy code.

   If using the student barcode to record the tardy, no confirmation is requested.

3. Select **Continuous Scan** in the Continuous Scan Options section.
4. Select a **Success Sound** to play after successfully recording a student with the selected tardy code.
5. Select a **Failure Sound** to play when the selected student cannot be recorded with the selected tardy code.

6. Enter a **Result Message Timeout** value. This is the time in seconds before the Attendance Updated screen of the last student marked with a tardy changes to the last search mode used to record a tardy.



Preferences Screen

> By default, the **Always confirm student during search** is selected and the **Continuous Scan** is not selected.

7. Tap **Close**.

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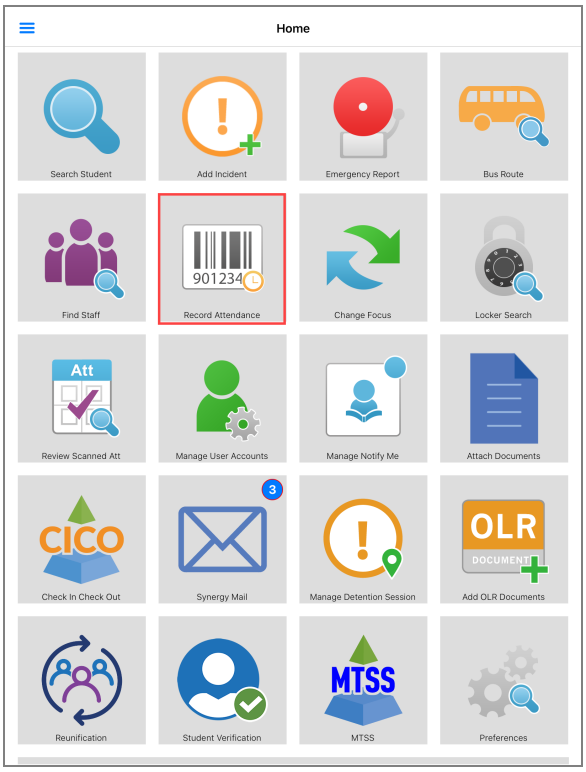
Recording Continuous Tardy

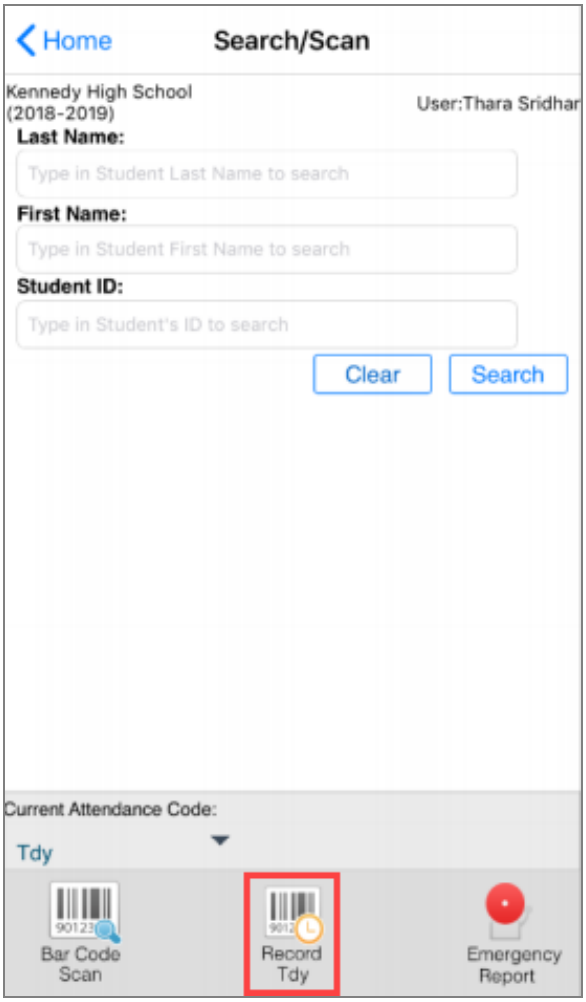
1. Tap **Record Attendance**.



Home Screen

2. Tap **Record TDY**.

> Searching for a student for tardy recording defaults to the Scan mode.



Search/Scan Screen

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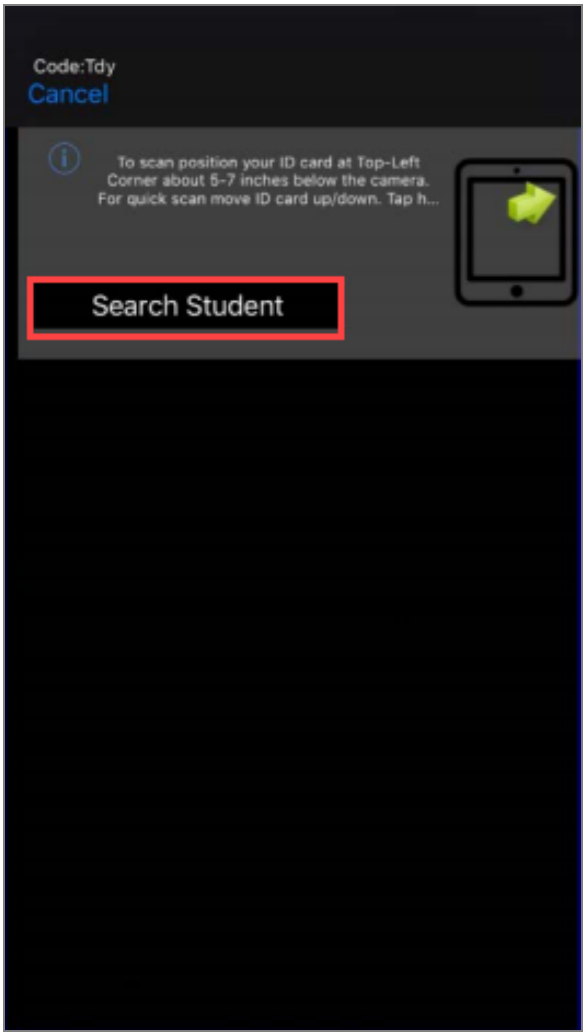
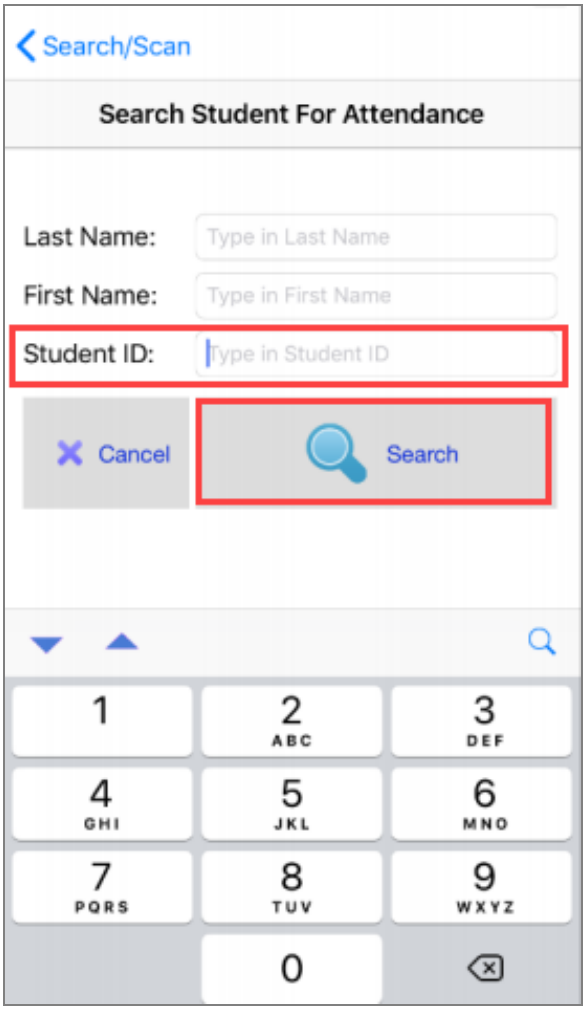
3. Tap **Search Student**.



Student Barcode Scan Screen

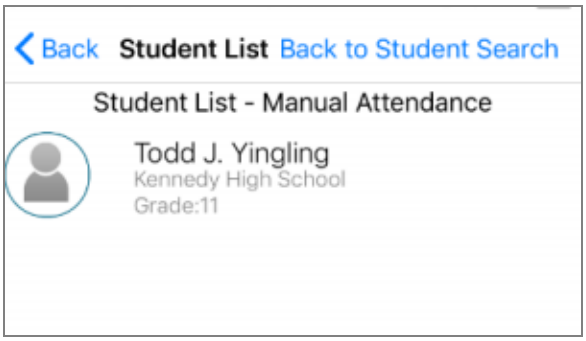
The focus is set to the **Student ID** field by default.

4. Enter a **Student ID**.
5. Tap **Search**.



Search Student For Attendance Screen

6. Select the student to record the tardy for.



Student List Screen

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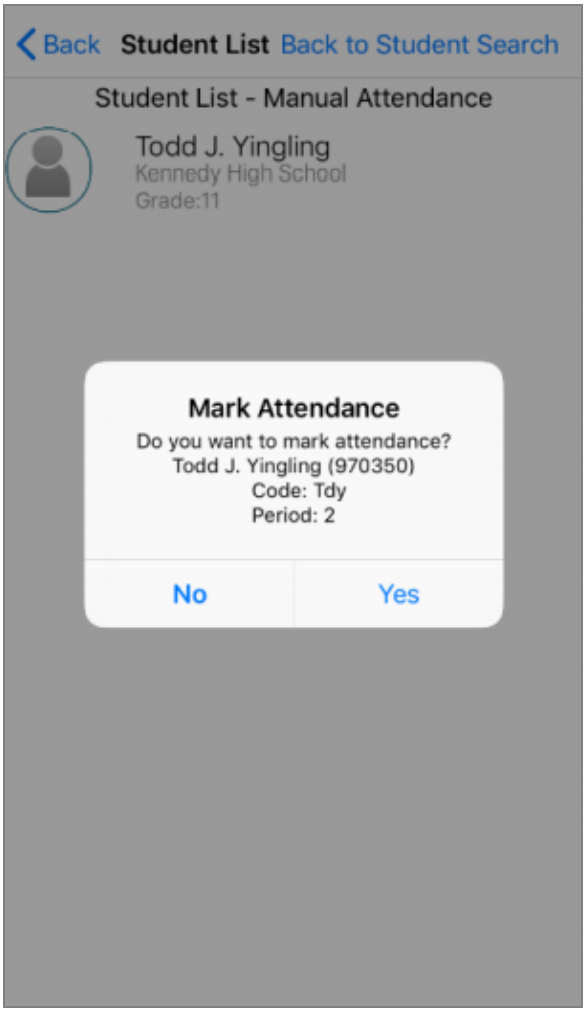
7. Tap **Yes**.

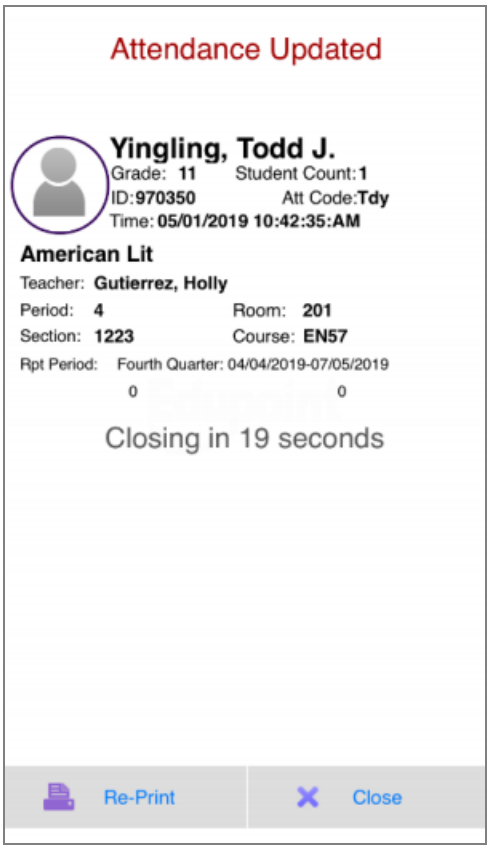


Student List Screen

The Attendance Updated screen displays the tardy code recorded and plays the **Success Sound**.

A 'Closing in 19 seconds' message displays depending on the **Result Message Timeout** set by the AdminVUE user.

After the timer runs out, AdminVUE returns the user to the Barcode scan or manual search screen, depending on the last used mode to find the student.



Attendance Updated Screen

Tap **Cancel** in any mode to return to the Home screen once the tardy recording is complete for a student if you do not want to wait until the timer runs out.

- Tapping **Cancel** in manual search mode takes the user to the Barcode scan mode.
- Tapping **Cancel** in the barcode scan mode exits from the tardy recording process and takes the user to the Home screen.

If the student does not have an active period to take attendance or the student could not be found, an appropriate message displays and the **Failure Sound** plays.

The Review Scanned Attendance logs the students recorded for tardies; both successes and failures are recorded.

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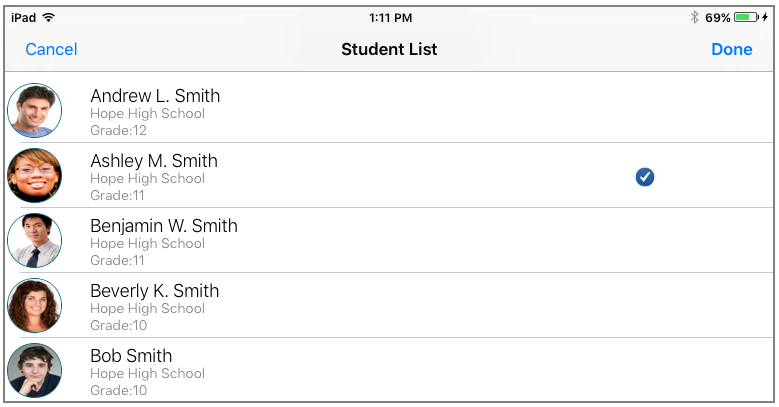
Manage Notify Me Students

You can also set notifications for a student from the bottom of the Class Info screen.

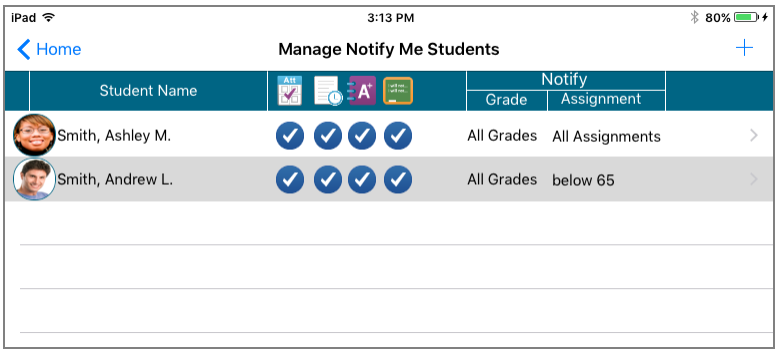
1. Tap ☰ to open the Main Menu and tap Manage Notify Me Stud.
2. Tap + to add a student.
3. Search students using a **First Name**, **Last Name**, or **Student ID**.
4. Tap to select students from the Student List.



Student List Screen

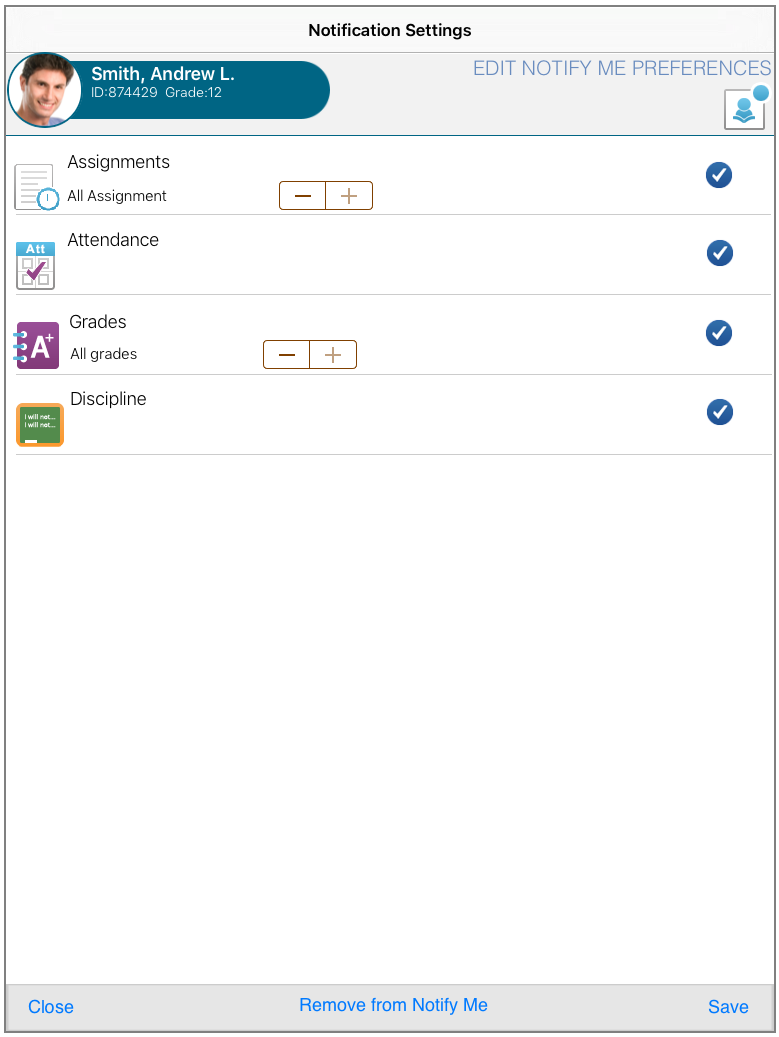
5. Tap **Done**.

AdminVUE enables all notifications by default.



Manage Notify Me Students Screen

6. Tap the student's name.



Notification Settings Screen

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- Tap ✓ or ○ to toggle Assignments, Attendance, Grades, and/or Discipline on and off.

> Assignment notifications display if an assignment score is less than the set threshold.
>
> Grade notifications display if an assignment score is less than the set threshold.
>
> Attendance notifications display when Attendance updates for the student.
>
> Discipline notifications display for the following events:
>
> - Student has a new Discipline Incident.
> - One of the following is updated for an existing incident:
> - **Staff Referred By**
> - **Student Incident Role**
> - **Incident Role Description** or **Comment** fields in Show Detail for Students Involved on the **Synergy SIS > Incidents** screen.

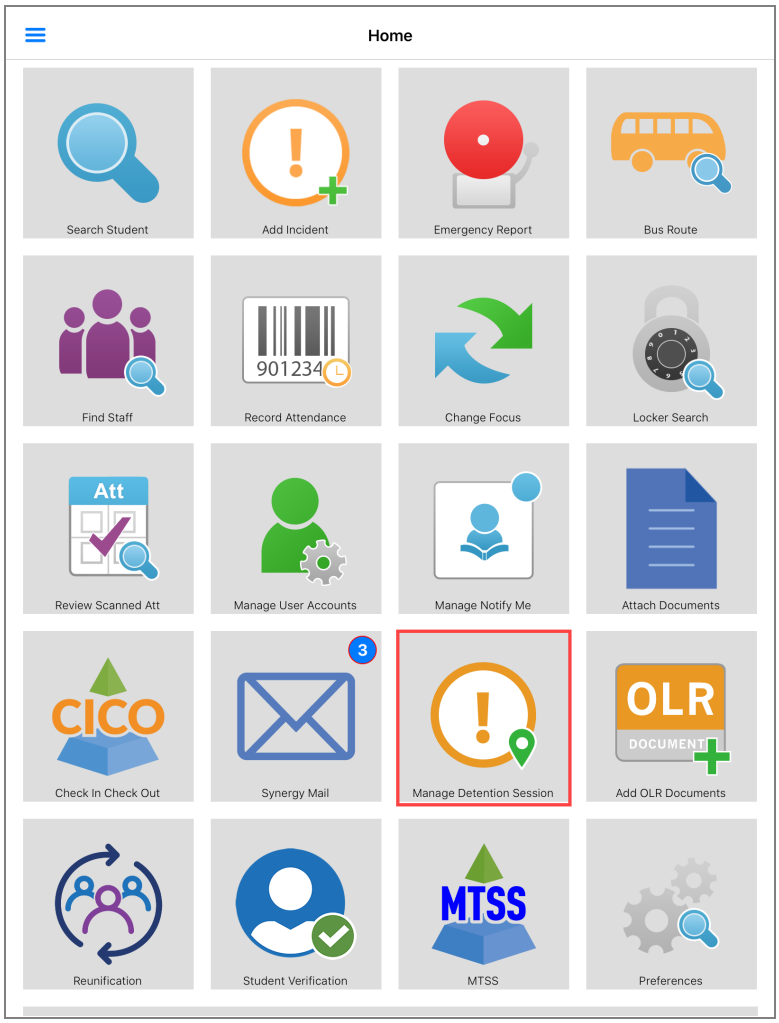
- Use − + to change the thresholds for Assignment and Grade notifications.
- Tap **Remove from Notify Me** to remove all notifications for the student.
- Tap **Close** to return to the Manage Notify Me Students screen.

7. Tap **Save**.

Manage Detention Session

Starting a Session

1. Tap **Manage Detention Session**.



AdminVUE Home Screen

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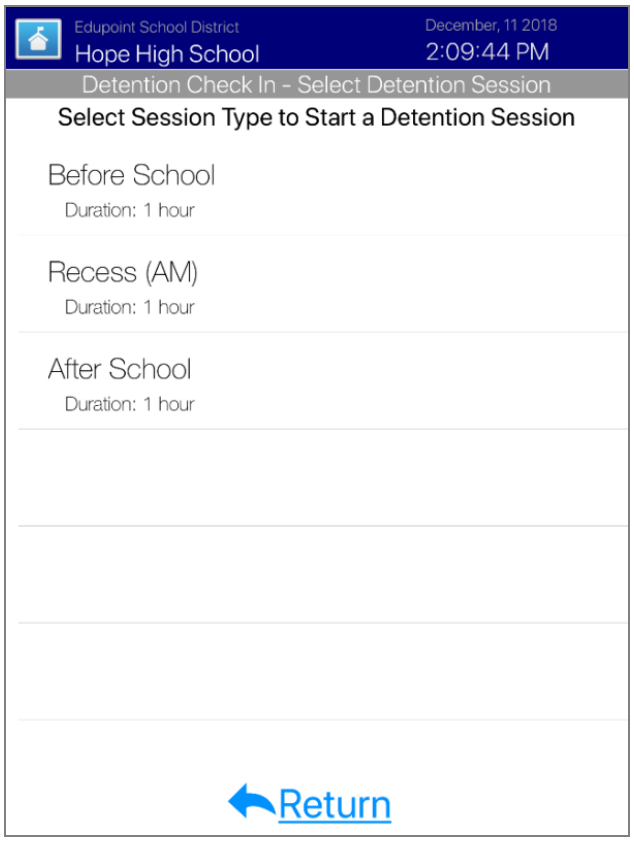
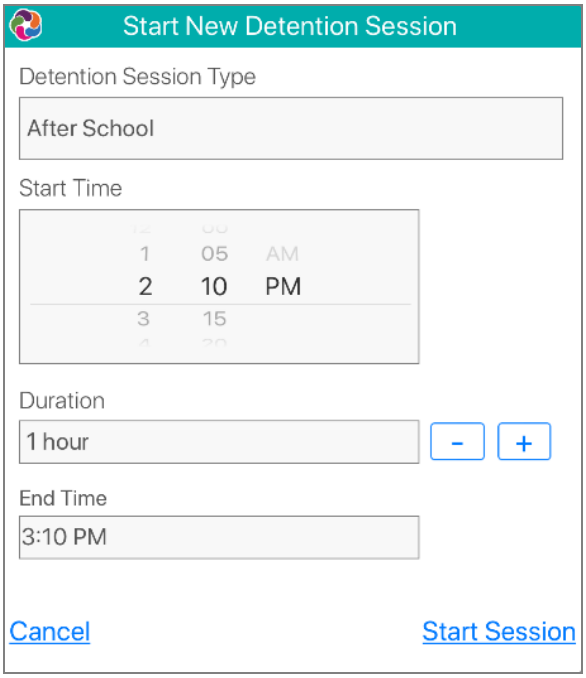
2. Tap the **Session Type**.



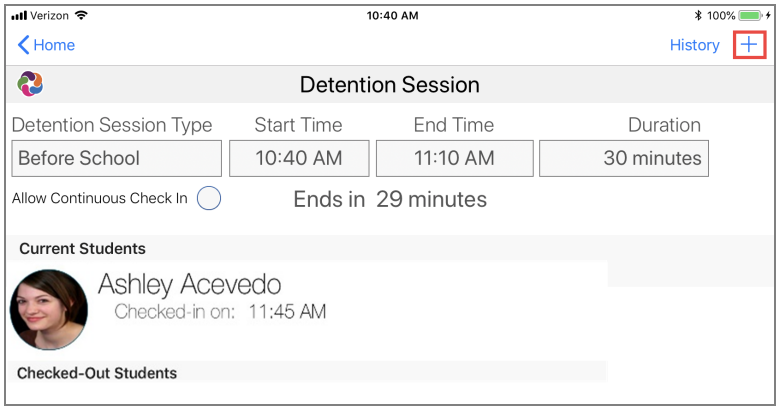
Detention Check In Screen

3. Enter the **Start Time**.
4. Enter a **Duration** if you want the duration to be something other than 1 hour.
5. Tap **Start Session**.



Start New Detention Session Screen

6. Triple-tap the Home button on the device to start Guided Access. A password is now required to access other functions on the device.
7. Tap **Allow Continuous Check In** without tapping **Scan Student ID**.
8. Tap **+** to allow students to check-in.



Detention Session Screen

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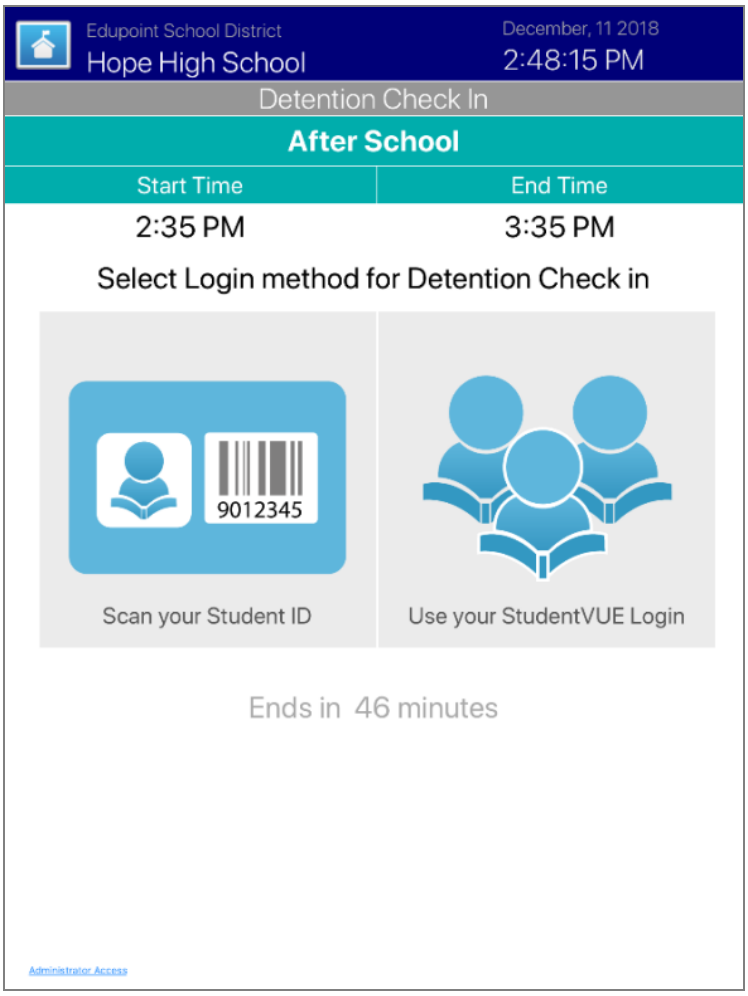
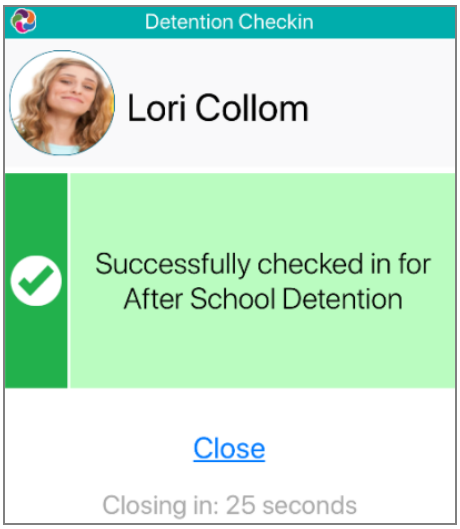
4. The student checks in by scanning their student ID or by entering their StudentVUE login.



Detention Check In Screen

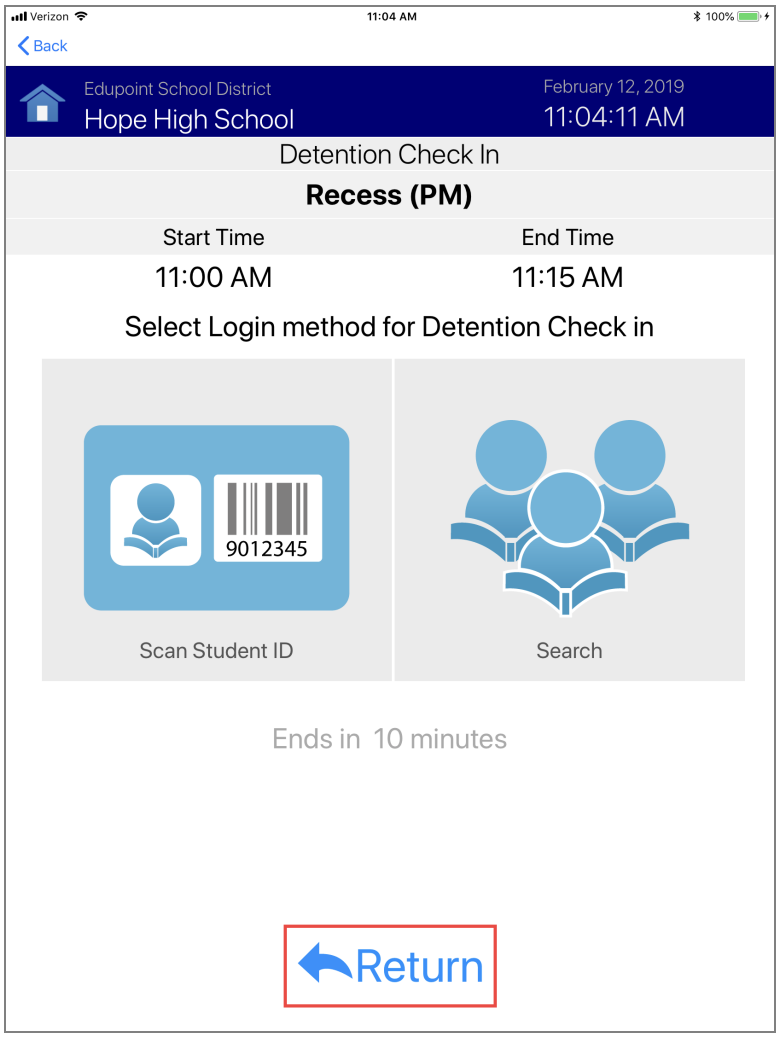
A success message displays after the student is checked in.



Detention Checkin Screen

Ending a Session

1. Triple-click the **Home** button on the device to disable Guided Access after all the students have checked in.
2. Tap **Return**.



Detention Check In Screen

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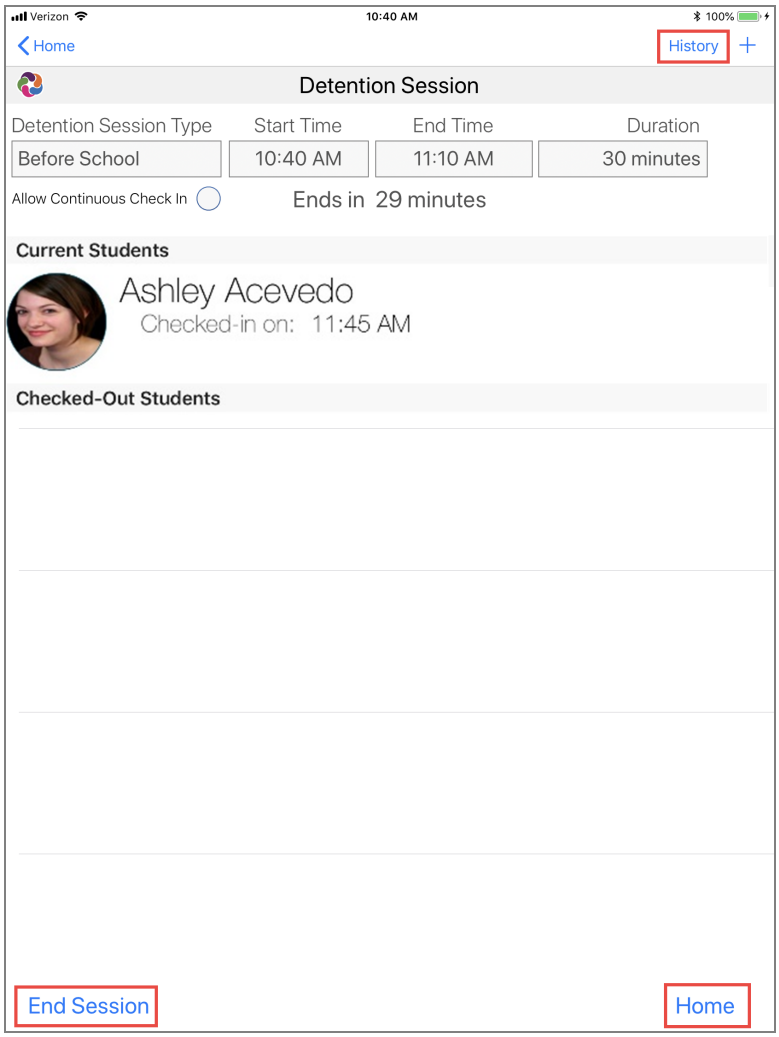
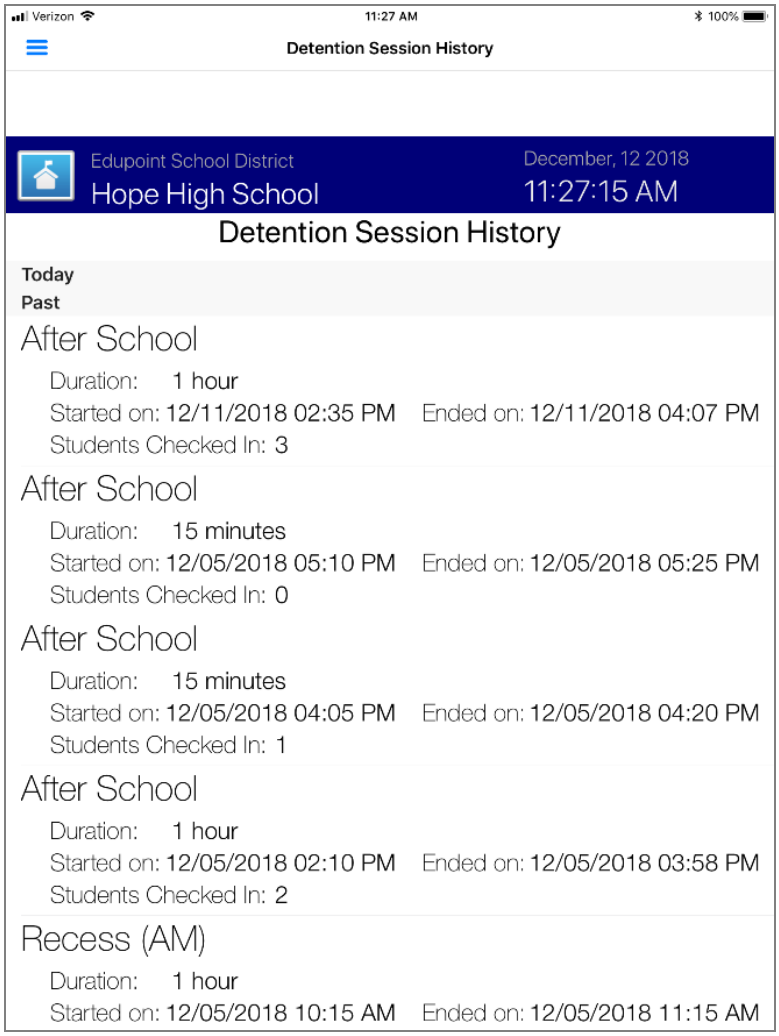
The Detention Session screen displays the students who checked in. From here you can tap **Home**, **End Session**, or **History**.



Detention Session Screen

Viewing Detention History

1. Tap a Detention Session to view more information.



Detention Session History Screen

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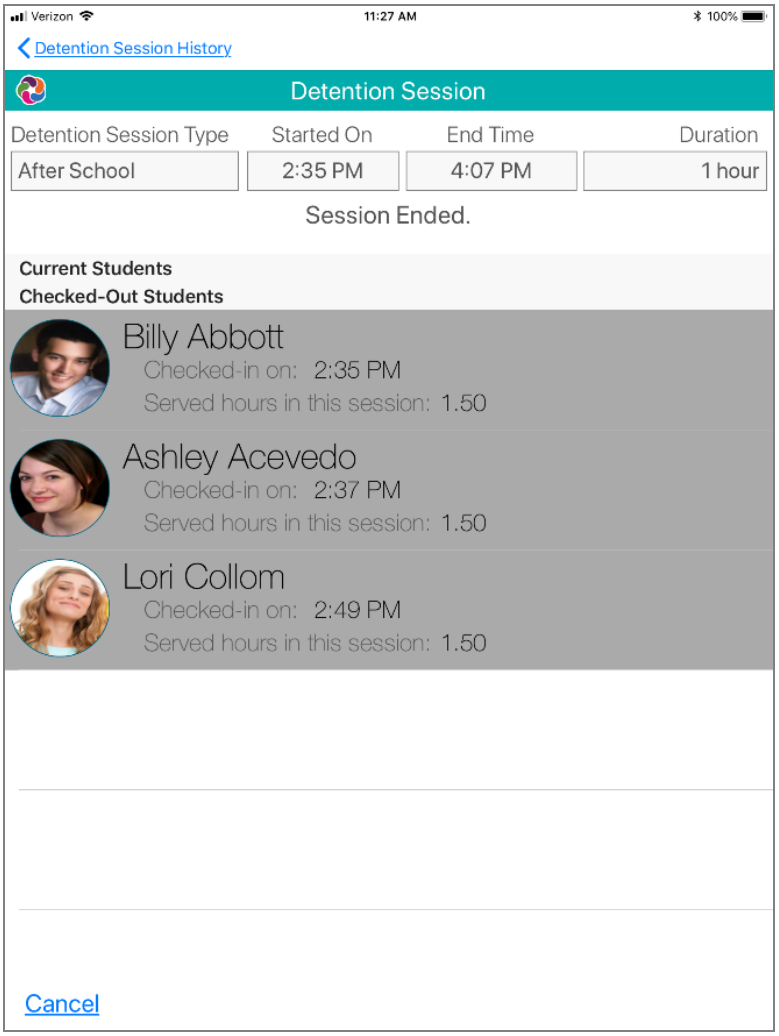
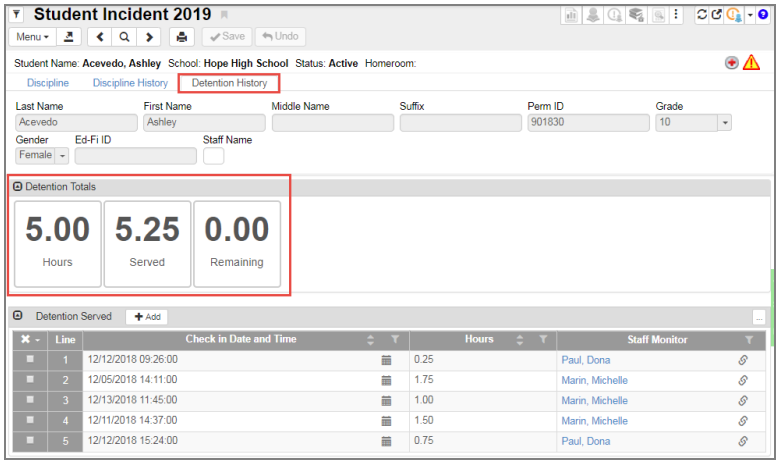
The details and the students who participated display for the selected session.



Detention Session Screen

2. Tap **Cancel** to return to Detention Session History.

You can view detention hours for students in Synergy SIS on the **Detention History** tab at **Synergy SIS > Discipline Incident > Student Incident 2019**.

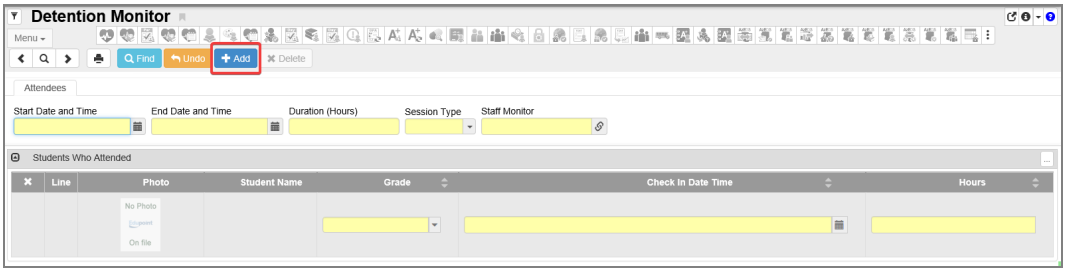


Student Incident 2019 Screen, Detention History Tab

Adding a Detention Session in Synergy

You can add a detention session in Synergy. You can also add a student during a current detention session at a computer if you do not have access to an iPad.

1. Navigate to **Synergy SIS > Discipline Incident > Detention Monitor**.
2. Click **Add** to start a new detention session. The Detention Monitor screen displays.



Detention Monitor Screen

3. Enter the **Start Date and Time**.
4. Enter the **Session Type**.
5. Enter the **Staff Monitor**.
6. Enter the **Enter Date and Time** if needed.

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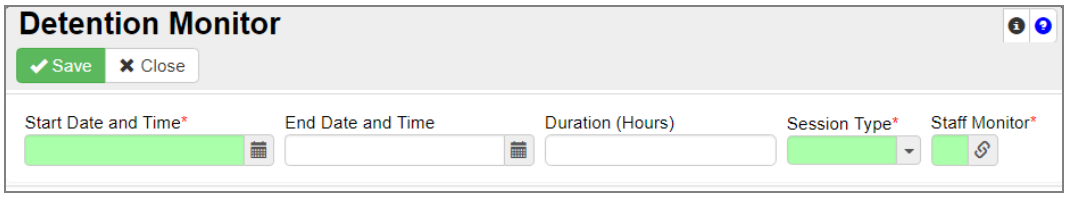
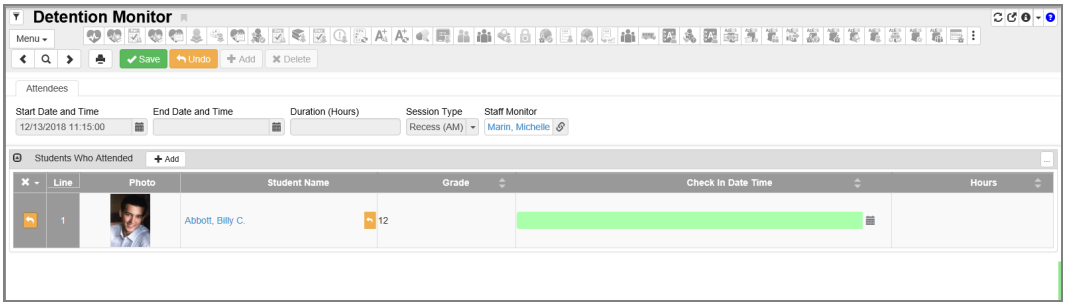
7. Enter the **Duration (Hours)** if needed.



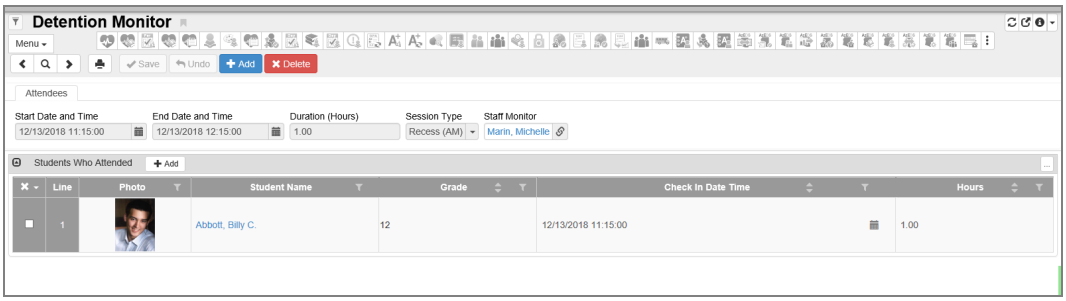
Detention Monitor Screen

8. Click **Save**.
9. Click **Add** in the Students Who Attended section to add students to the session.
10. Enter the **Check In Date Time** for the student.



Detention Monitor Screen

11. Click **Save**.

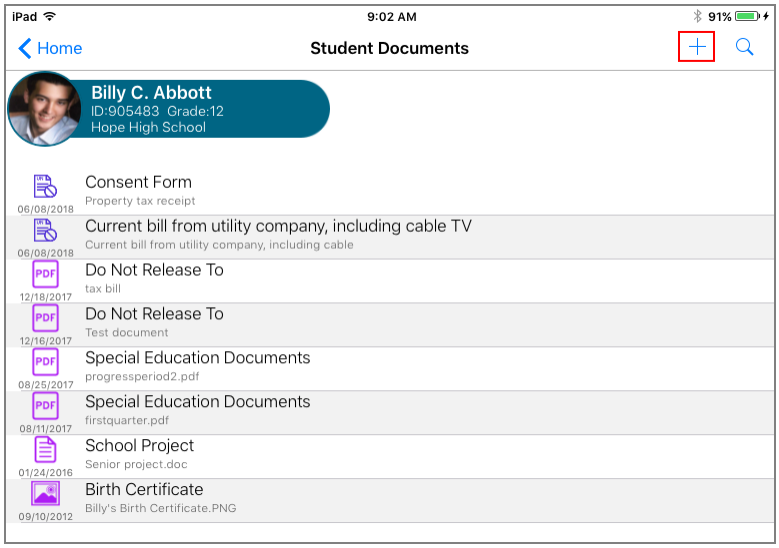


Detention Monitor Screen

Student Documents

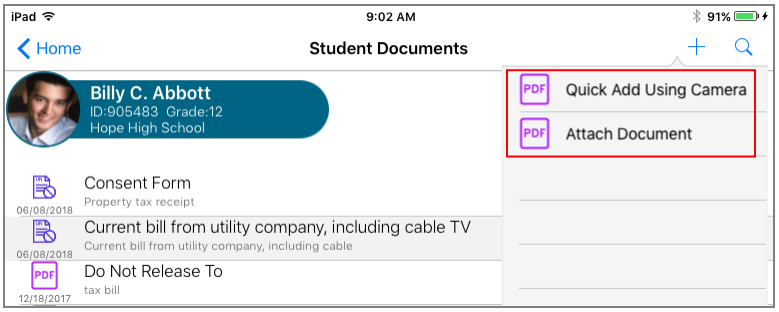
Viewing Student Documents

1. Tap ☰ to open the Main Menu and tap Student Documents.
2. Search for a student.
3. Tap + to add a document.



Student Documents Screen

4. Select an option.



Student Documents Screen

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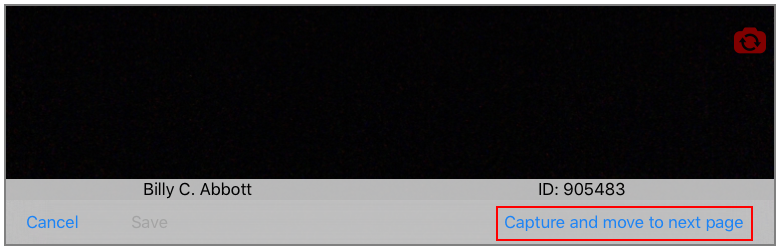
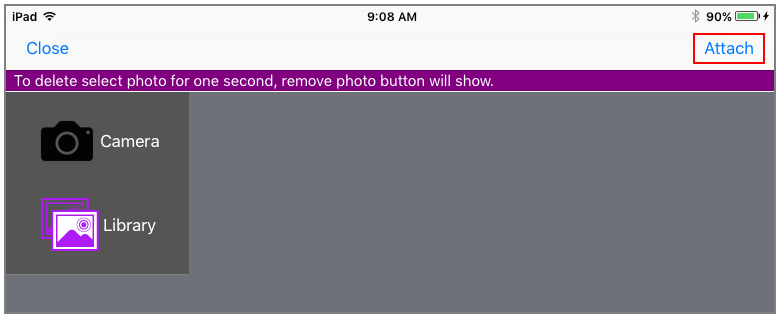
- *Quick Add Using Camera*:
  a. Take pictures of the pages.
  b. Click **Capture and Move to Next Page** to copy a multi-page document.
  c. Tap **Save**.



Quick Add Camera Screen

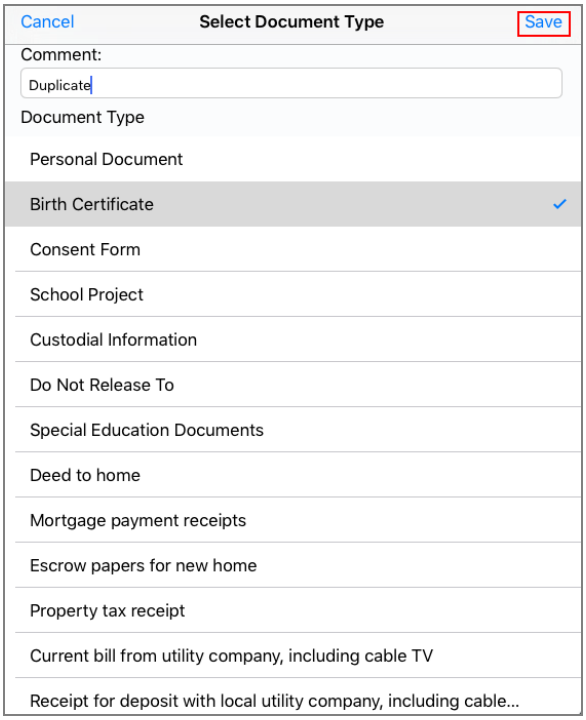
- *Attach Document*:
  a. Tap **Camera** to load a new document or tap **Library** to search for the document.
  b. Select the file and tap **Attach**.



Attach Document Screen

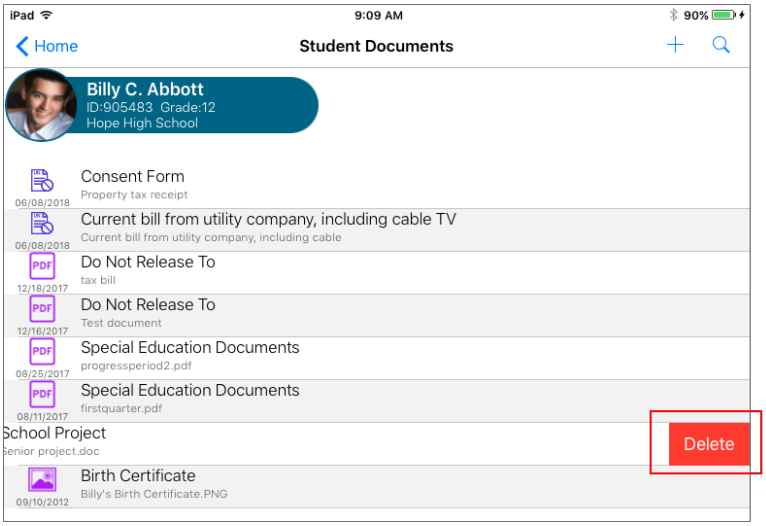
5. Select a *Document Type*.
6. Enter a **Comment**.

7. Tap **Save**.



Select Document Type Screen

Swipe left and tap **Delete** to delete a document.



Student Documents Screen

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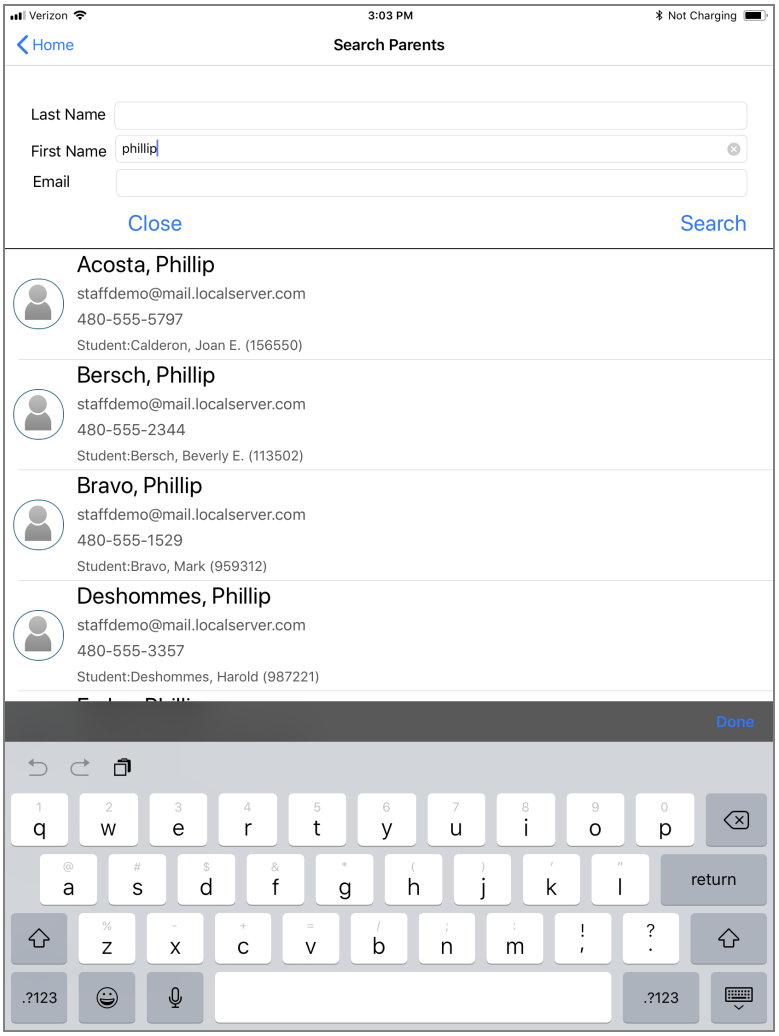
Uploading OLR Documents

You can upload documents for Online Registration (OLR) from the Library of images or take a photo.

> You can only upload OLR document for in-progress OLR registrations (before the parent submits it).

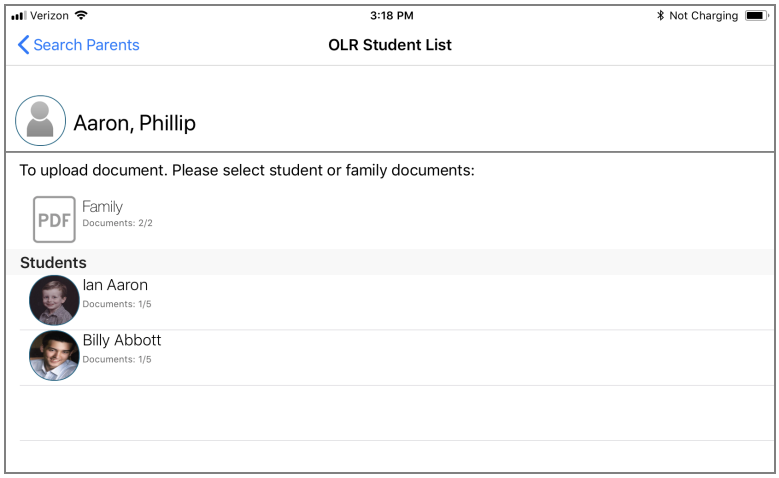
1. Tap ☰ to open the Main Menu and tap Add OLR Documents.
2. Select a parent.



AdminVUE Home Screen

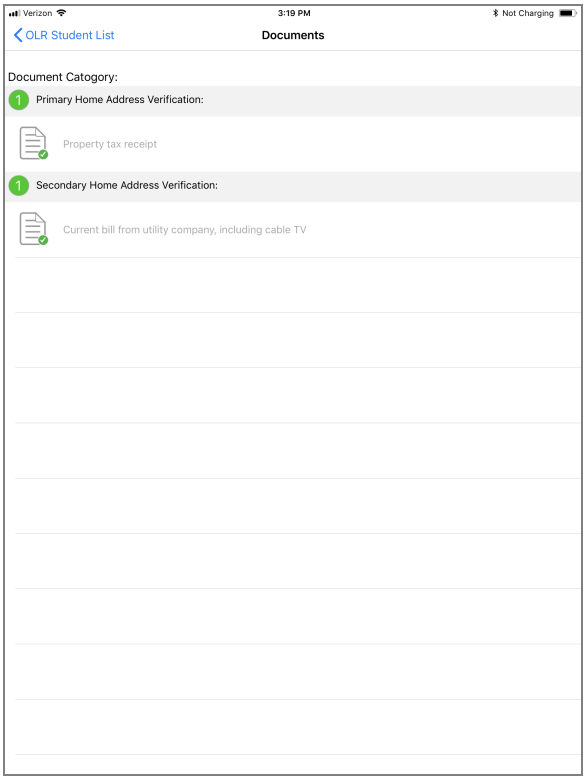
> All of the parent's students display on the Student List screen. Only the students registering display on the OLR Student List screen when you tap **Add OLR Document**.

3. Tap **Family** to add family type documents or a student's name to add student documents.

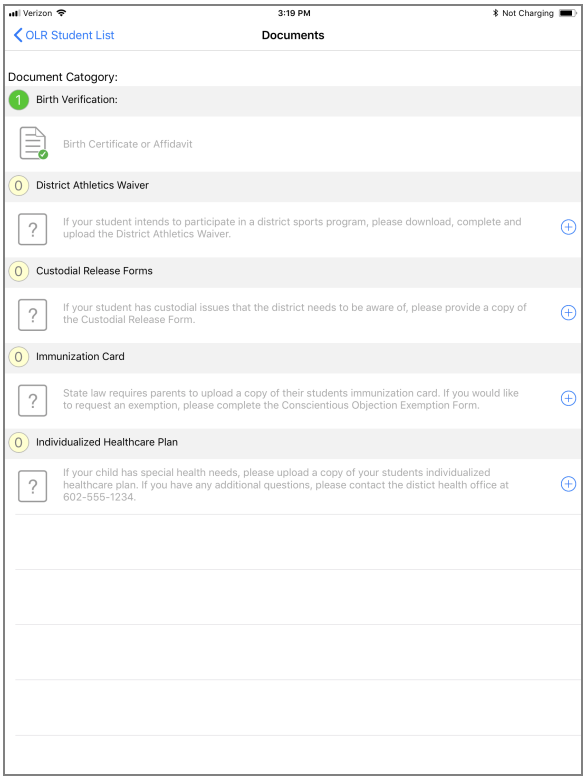


OLR Student List Screen

4. Select a **Document Category**.



Family Documents Screen



Student Documents Screen

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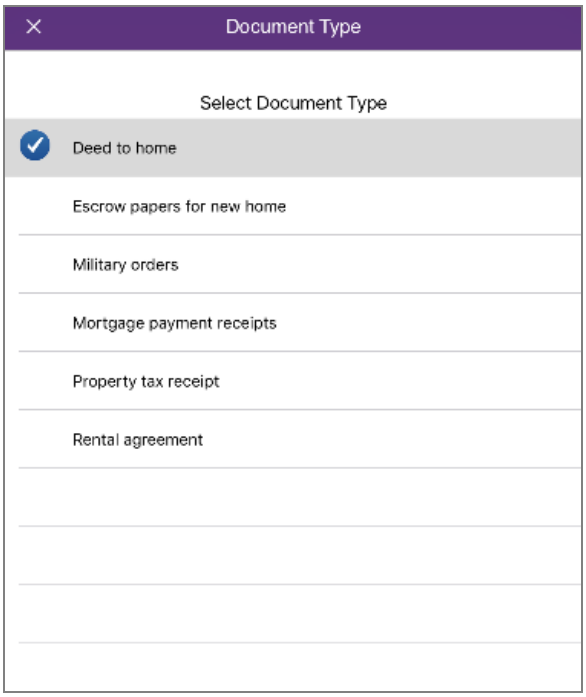
5. Select a **Document Type**.



Family Documents Screen, Document Type

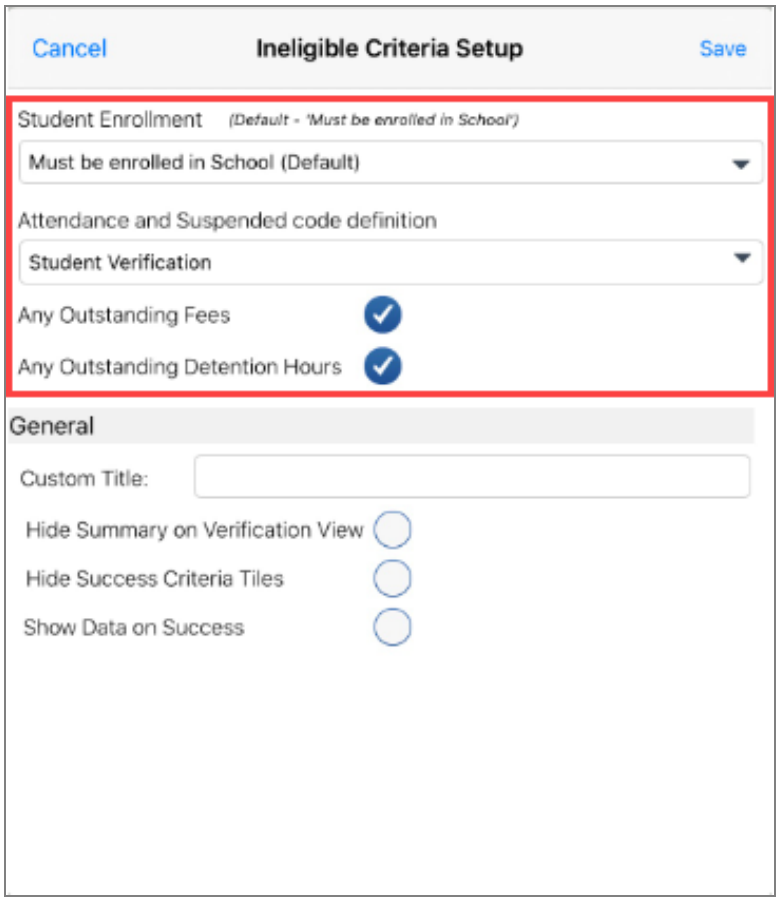
6. Tap **Capture and move to next page**. Continue to capture photos as needed.
7. Tap **Save**.
8. Select another document category to upload on the Documents screen or tap **OLR Student List** to return to the OLR Student List screen.

Student Verification

The Student Verification criteria checks the student enrollment, attendance, fees, and detention hours to verify the student in AdminVUE. These criteria can be used when there is a school event and the school does not want students to randomly attend and participate in the event.

Setting Up Ineligible Criteria

1. Tap **Student Verification** .
2. Tap the icon.
3. Select the evaluation criteria in the Ineligible Criteria Setup section to determine student ineligibility.



Ineligible Criteria Setup Screen

4. Tap **Save**.

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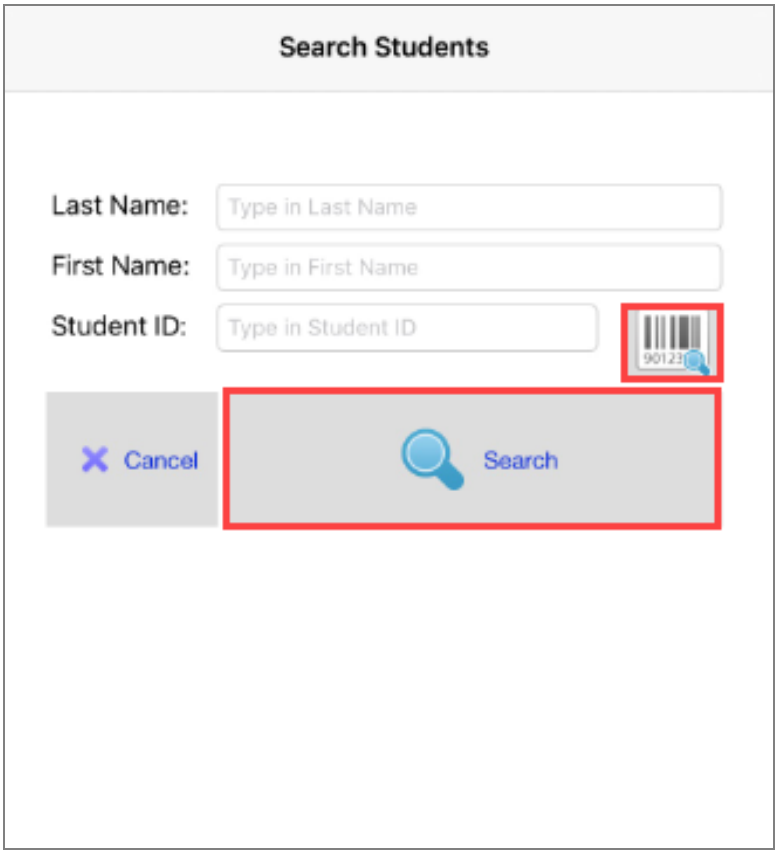
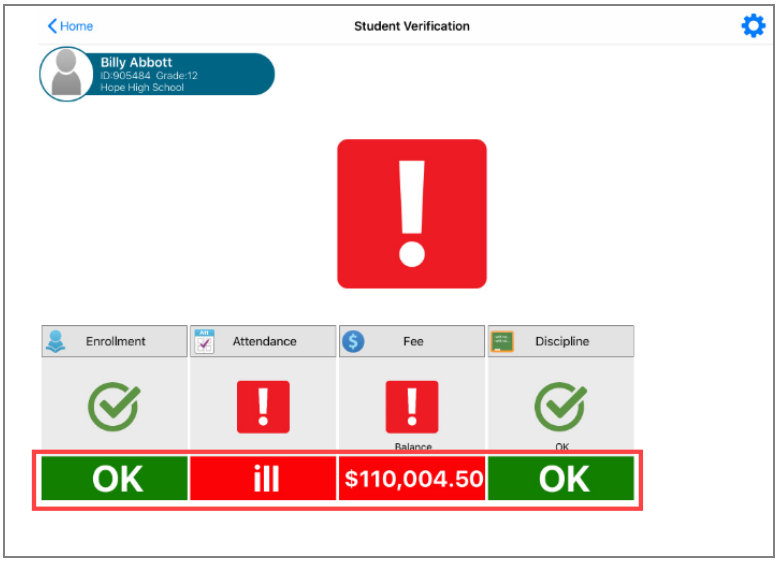
Verifying Student

1. Tap **Student Verification** .
2. Tap to **Scan** or **Search**. The Student Verification screen displays the values for **Enrollment**, **Attendance**, **Fee**, and **Discipline**.



Search Students Screen



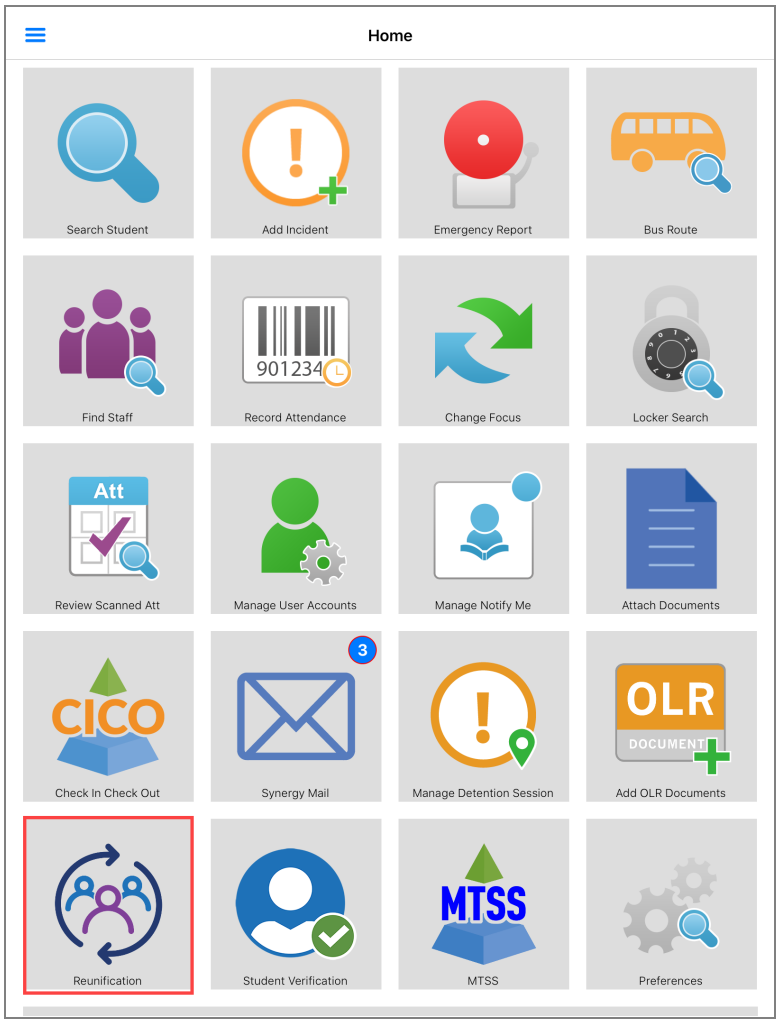
Student Verification Screen

Using Reunification

You can check in or check out the students at the reunification center when there is an Emergency Event running.

> The Reunification icon only displays in AdminVUE if there is an active event. The icon does not display if there are no active events.
>
> This functionality is available only for AdminVUE IOS version 6.4 (Build: 6.4.38).

1. Tap **Reunification** from the Home screen.



AdminVUE Home Screen

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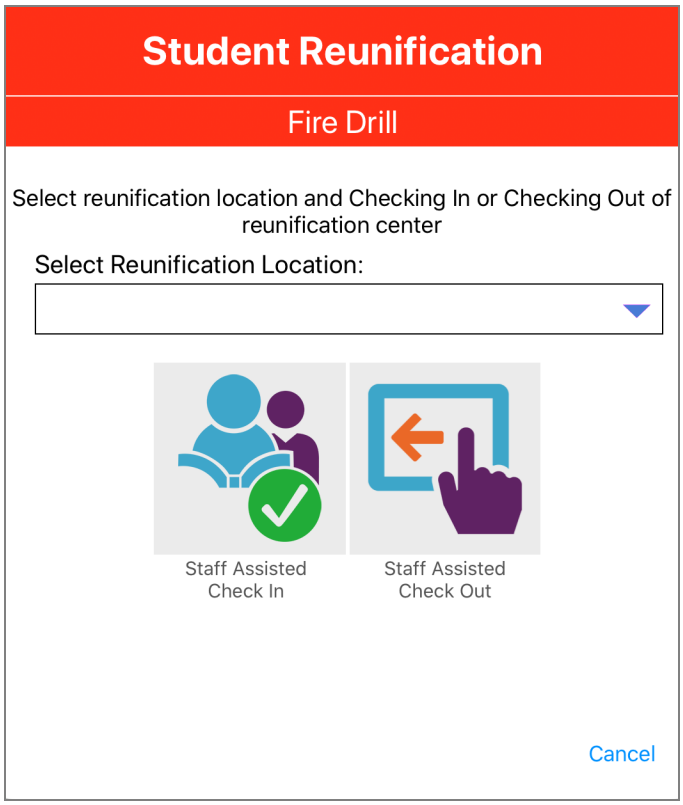
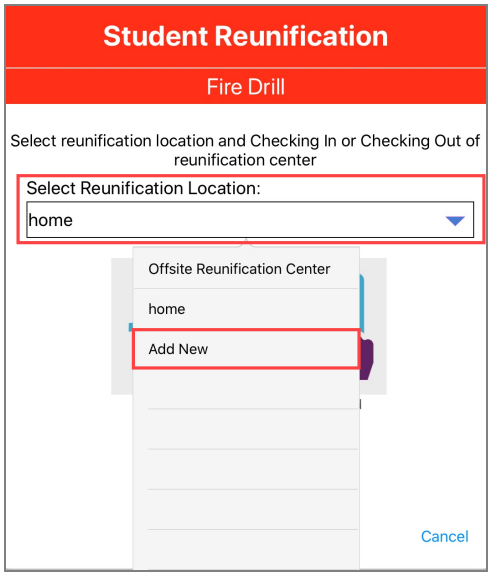
2. Select an option in **Select Reunification Location**.



Student Reunification Screen

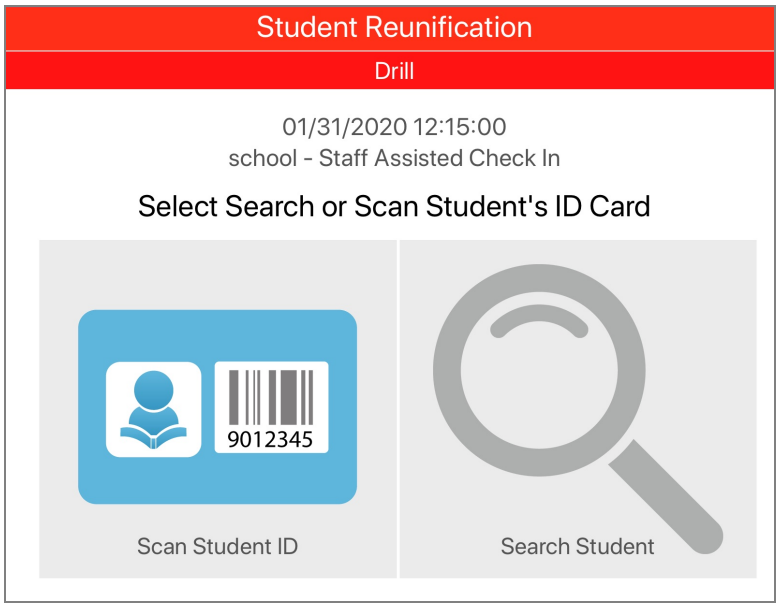
You can select a new location in Select Reunification Location on the Student Reunification screen.



Student Reunification Screen

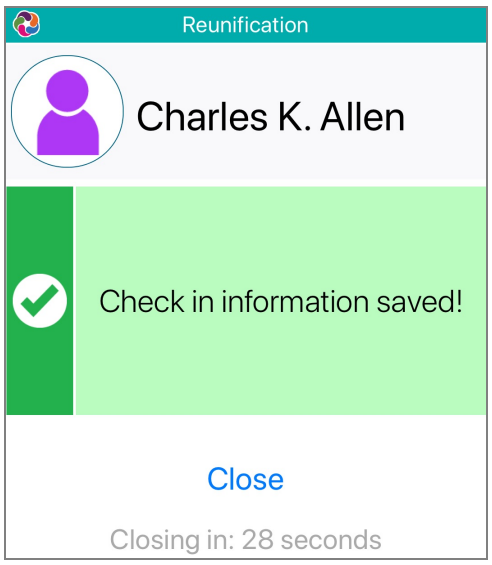
You can use Student Reunification in two different ways: Staff Assisted Check In and Staff Assisted Check Out.

- **Staff Assisted Check In**
  a. Tap **Staff Assisted Check In**.
  b. Tap **Scan Student ID** or **Search Student**. The check in information is saved.



Student Reunification Screen

c. Tap **Close**.



Reunification Window

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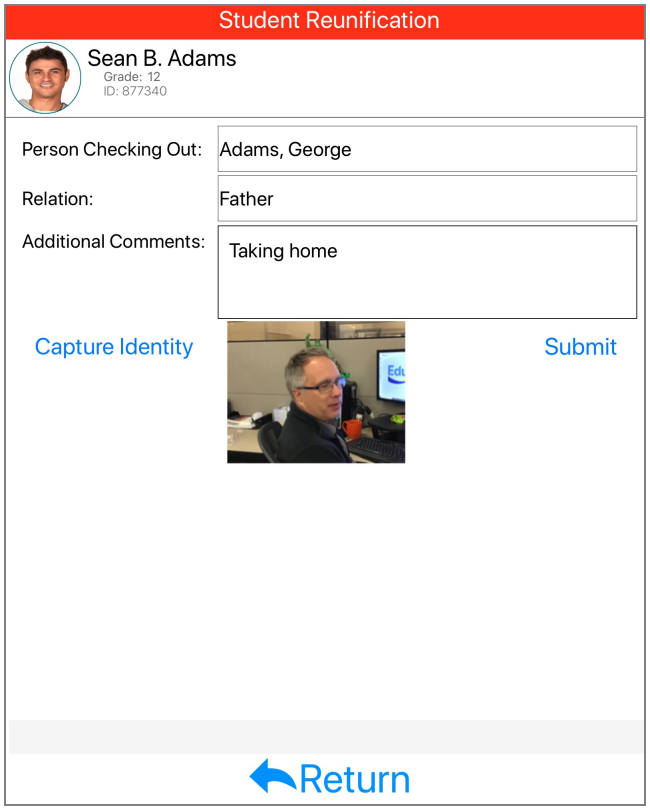
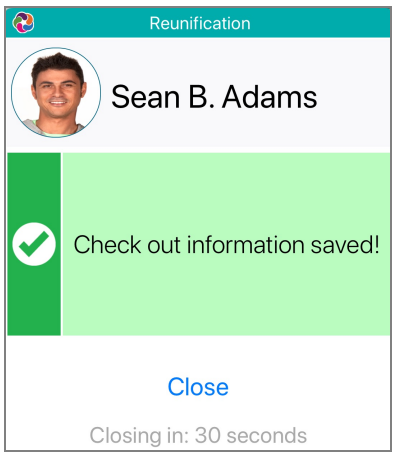
- **Staff Assisted Check Out**
  - Tap **Scan Student ID** or **Search Student**.
  - Select the **Person Checking Out** the student.
  - Add **Additional Comments** if needed.
  - Tap **Capture Identity** to scan the ID.
  - Tap **Submit**.



Student Reunification Screen

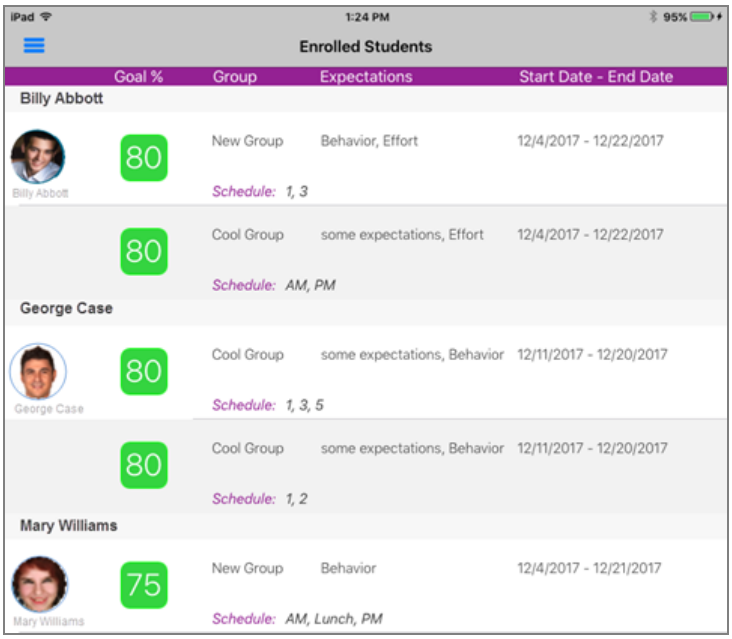
- Tap **Close**.



Reunification Window

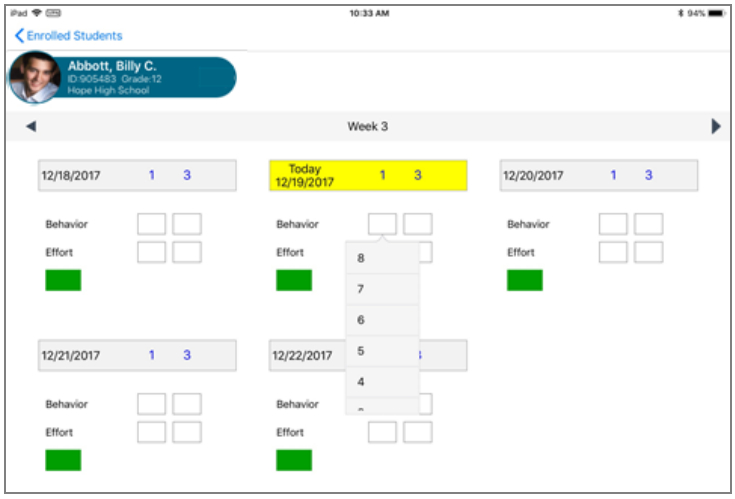
Check In Check Out

1. Tap ☰ to open the Main Menu and tap Check In Check Out.
2. Select a plan.



Enrolled Students Screen

3. Enter the Check In/Check Out (CICO) scores.
   - Today's date highlights in yellow.
   - Add scores in the fields. The columns represent the period (secondary) or criteria (elementary).
   - Use arrows to navigate between the plan weeks.



Student CICO Screen

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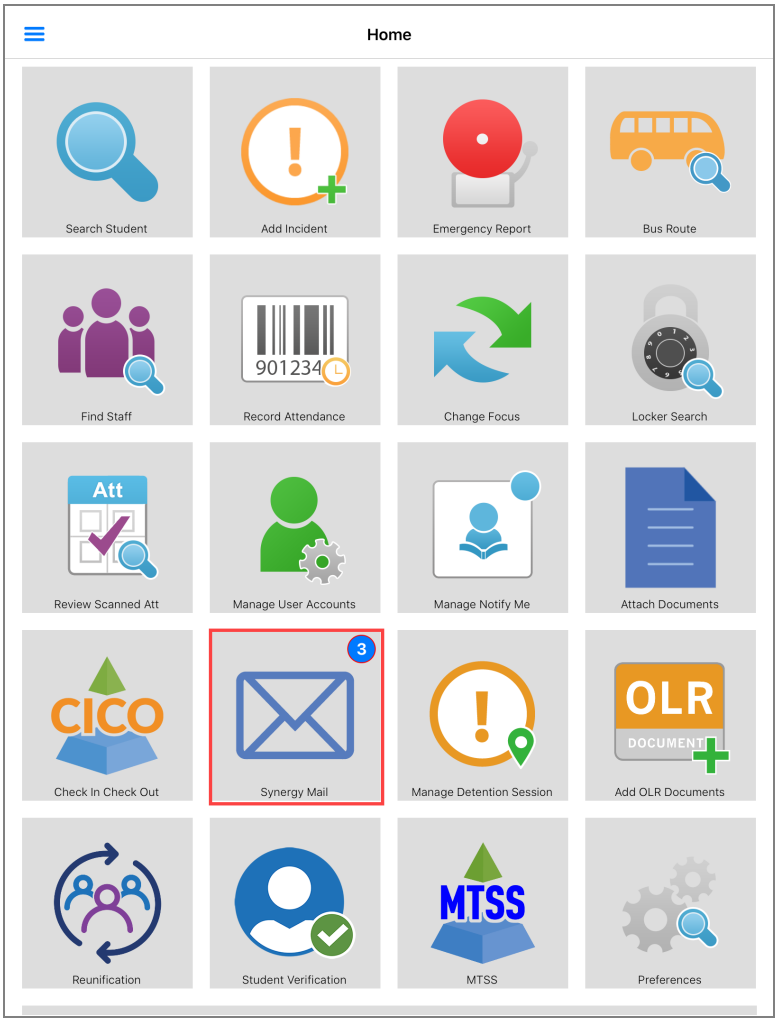
Synergy Mail

Synergy Mail is available if enabled for your district.

Viewing Synergy Mail

- Tap **Synergy Mail** on the home screen.



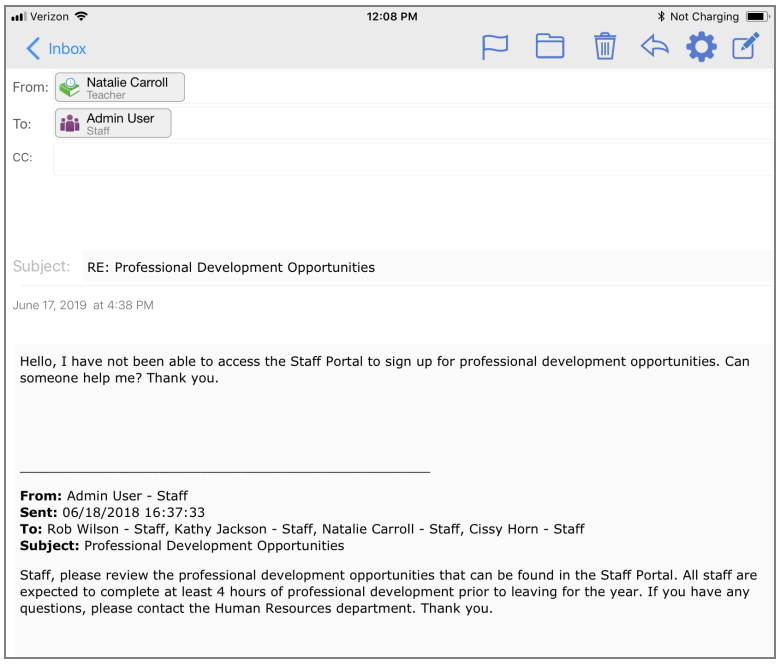
AdminVUE Home Screen

- Tap the folder and message to view.
- Use the icons in Synergy Mail to perform actions.
  - – Marks a message as Read or Unread
  - – Moves the current message to the **Inbox**, **Sent**, **Trash**, **Alerts**, or custom folders, depending on the folder in focus

- – Moves the message to the **Trash** folder or deletes

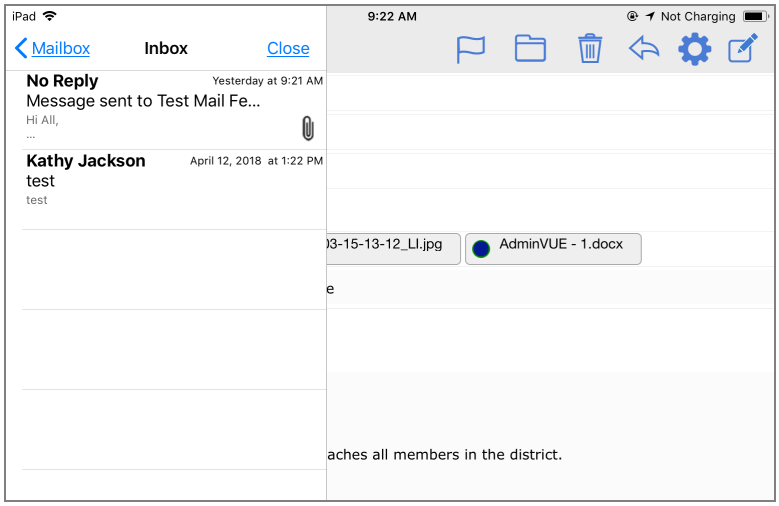
> The icon changes to **Delete** when viewing the **Trash** folder.

- – Replies to or forwards messages
- – Allows you to create signatures for both new messages and replied to/forwarded messages
- – Opens the New Message screen



Message Detail

- Tap the folder name at the top to select a different folder.



Message Detail

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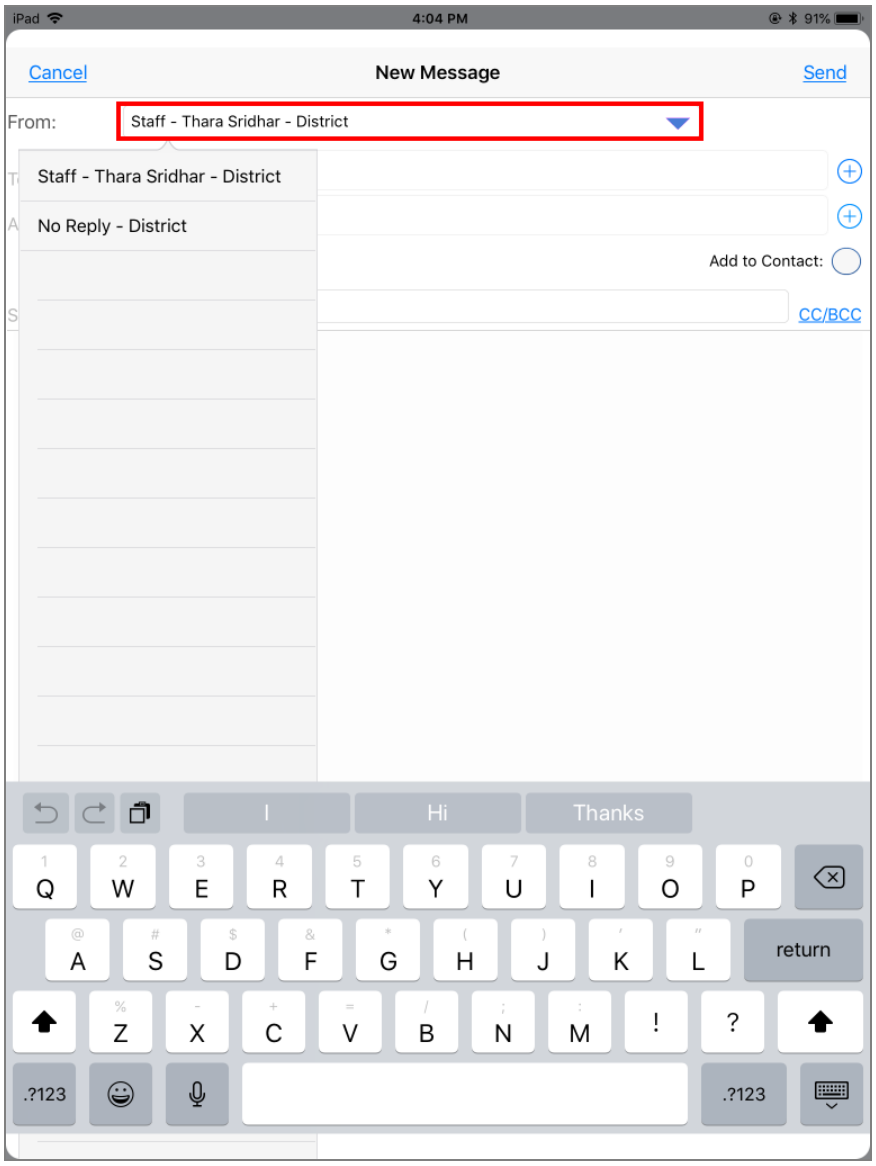
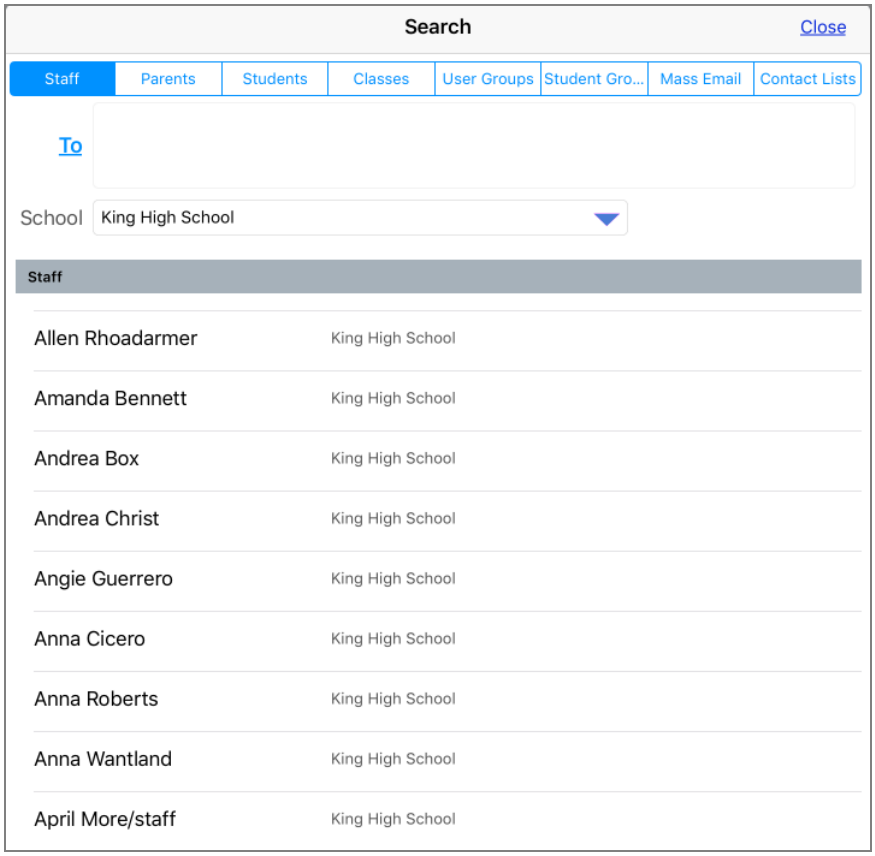
Composing Messages

1. Tap to open the New Message screen.
2. Tap **From** to change the name in the **From** field.



New Message Screen

3. Tap **To**.
4. Locate the recipients to add.



Search Screen

5. Enter any necessary message information.
6. Tap **Send**.

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Chapter 5: Security

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AdminVUE Security 115

Security Overview

The PAD Security screen (**Synergy SIS > System > Security > PAD Security**) and the Security Definition screen (**Synergy SIS > System > Security > Security Definition**) define security for each of the screens discussed in this guide. This section outlines the security location for each of the screens within Security Definition.

Edupoint recommends that users only secure reports through PAD Security instead of the Security Definition screen.

See the *Synergy SIS – Security Administrator Guide* for more details regarding security definitions.

AdminVUE Security

Use the PAD Security screen to restrict a user group or an individual user's access to certain components within AdminVUE.

See the *Synergy SIS – Security Administrator Guide* for more information on PAD Security.

Restricting a User Group's Access

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. Navigate to **Mobile Apps > AdminVUE Security**.
3. Select a **User Group Name**.
4. Click **Show Detail**. The list of AdminVUE components displays.

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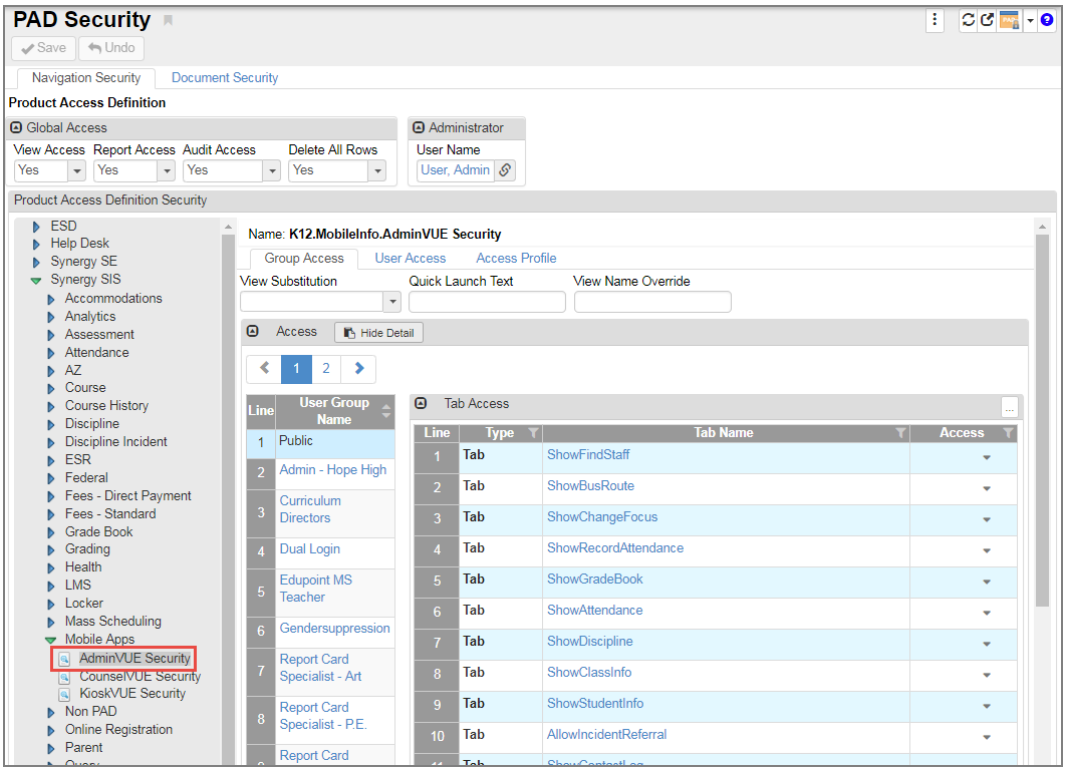
5. Select a value in **Access** for the component you want to restrict.
   - *View Only* – Gives the User Group the ability to see but not update the data on the screens
   - *No* – Denies the User Group access

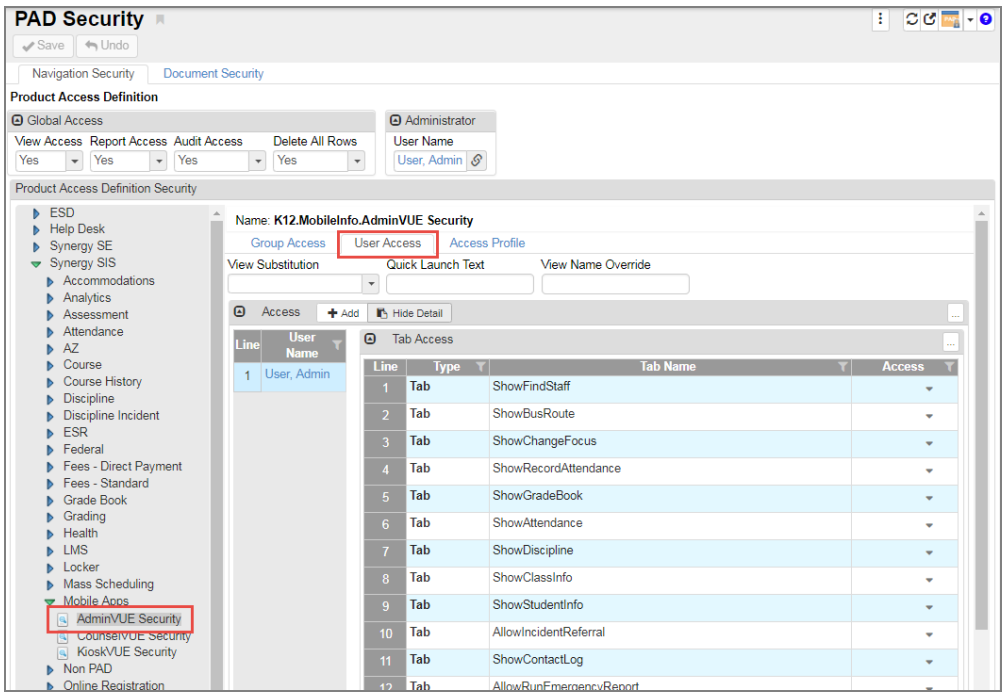


PAD Security Screen

6. Click **Save**. The AdminVUE security rules are reflected in the mobile application for the selected user groups.

Restricting an Individual's Access

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. Navigate to **Synergy SIS > Mobile Apps > AdminVUE Security**.
3. Select the **User Access** tab.
4. Click **Add**. The Find: RevUser screen opens.
5. Locate and select a user. The user name displays in the Access section on the **User Access** tab.
6. Set the restriction for the user.
   - Select a value in **Access** to restrict the overall access of the user.
     - *View Only* – Gives the User Group the ability to see but not update the data on the screens
     - *No* – Denies the User Group access
   - Restrict the user's access to selected components.
     a. Click **Show Detail**. The list of AdminVUE components display.
     b. Select a value in **Access** for the component you want to restrict.
        - *View Only* – Gives the User Group the ability to see but not update the data in the screens
        - *No* – Denies the User Group access



PAD Security Screen, User Access Tab

7. Click **Save**. The AdminVUE security rules are reflected in the mobile application for the selected users.

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