

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: <ul style="list-style-type: none"> • Updated Using Bus Route Search in Student Records • Added <i>Enabling Push Notifications</i> in Synergy Setup • Added <i>Notifications for AdminVUE</i> in Device Setup • Updated Getting Started for district focus and new Home page

Document Version	Release Date	Software Release	Description
8.0	Dec 2017	2018.01	Updates: <ul style="list-style-type: none"> • Updated <i>Hardware and Software Requirements</i> • Modified <i>Device Settings</i> in <i>Device Setup</i> • Modified <i>Getting Started</i> • Added <i>Check In Check Out</i> • Added <i>Student Documents</i>
9.0	Jun 2018	2019	Updates: <ul style="list-style-type: none"> • Updated <i>Requirements</i>. 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 <i>Device Setup</i> • Added <i>Blocking Caller ID on Android Phones</i> to <i>Device Setup</i> • Removed <i>Security</i> chapter. See Synergy SIS – Security Administrator Guide
10.0	Dec 2018	2019.01	Updates: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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	<p>Updates:</p> <ul style="list-style-type: none">• Updated District Setup in Emergency Class Roster Setup• Added the following in Synergy Setup:<ul style="list-style-type: none">• 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.

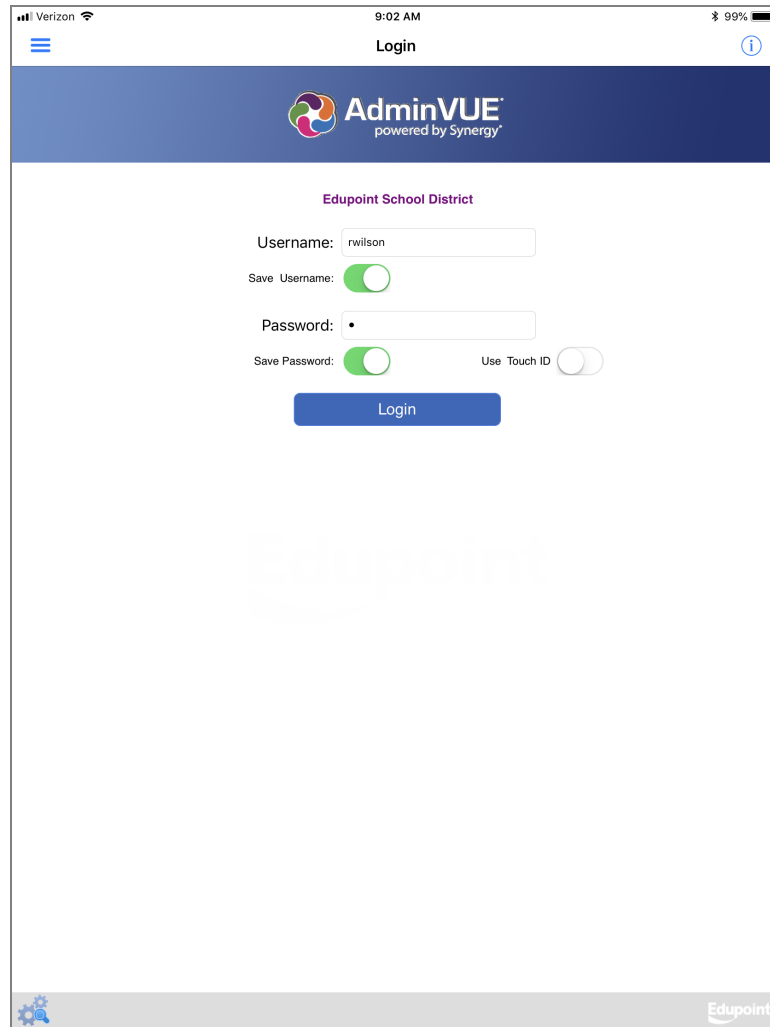
The table shows the hardware requirements for the application.

App	Notes
AdminVUE	<p>Auto focus 5 -megapixel camera required</p> <p>For barcode scanning, Edupoint recommends printing student ID cards on a laser printer.</p> <p>Supported printers for AdminVUE:</p> <ul style="list-style-type: none">• 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 <p>See http://www.edupoint.com/ for a list of suppliers where you can purchase printers and printer supplies.</p>

Getting Started

Logging In


1. Launch the AdminVUE app.



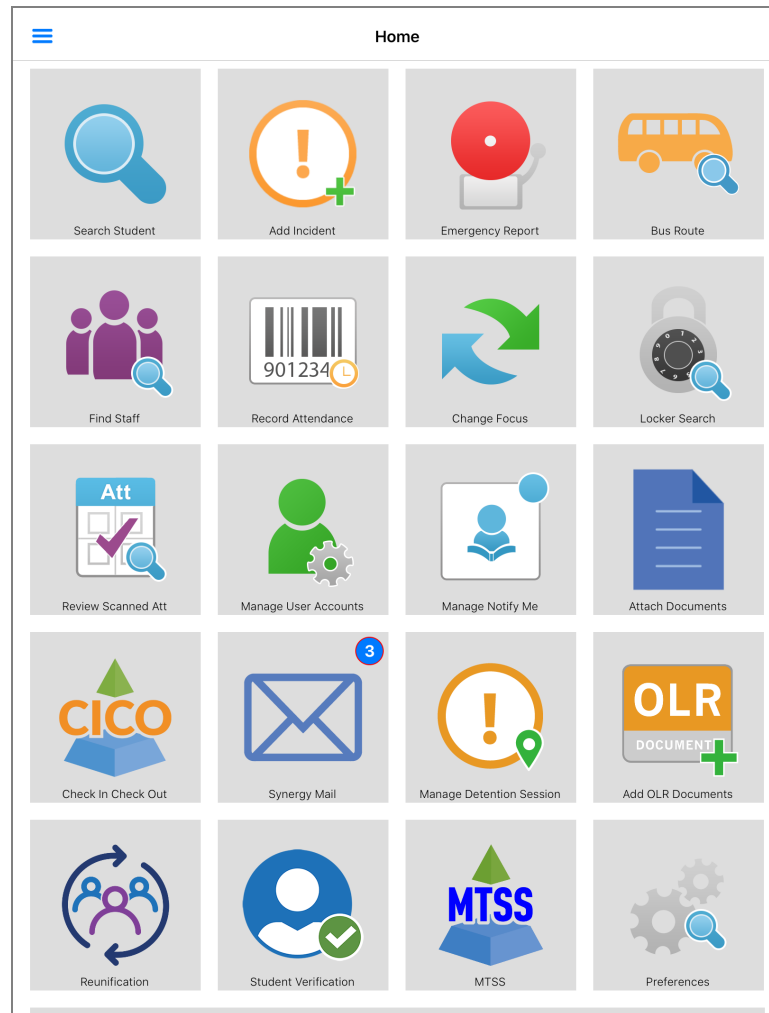
Login Screen

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.

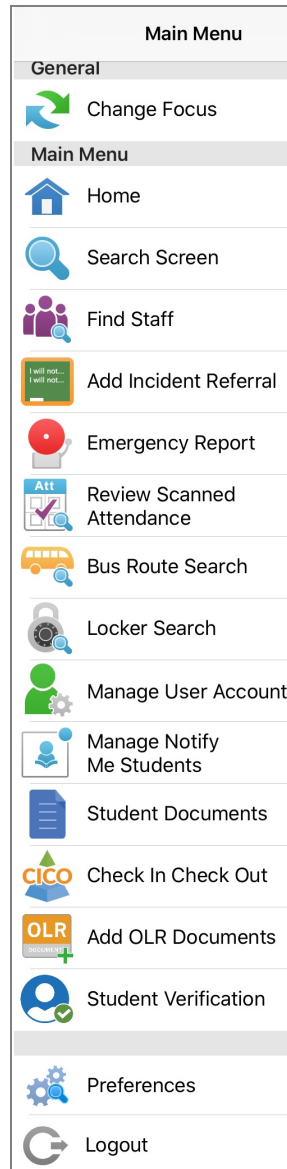
3. Tap **Login**. The Home screen or [the selected Default Screen selected in Preferences](#) displays.



Home Screen

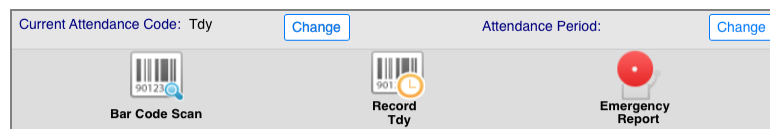
Menus

- 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 Students		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

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: Scan a student ID card to locate the student's record
			Tdy Record: Scan a student ID card to record a student's attendance status (typically <i>Tardy</i>)
			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.

Last Name:

First Name:

Student ID:



Clear

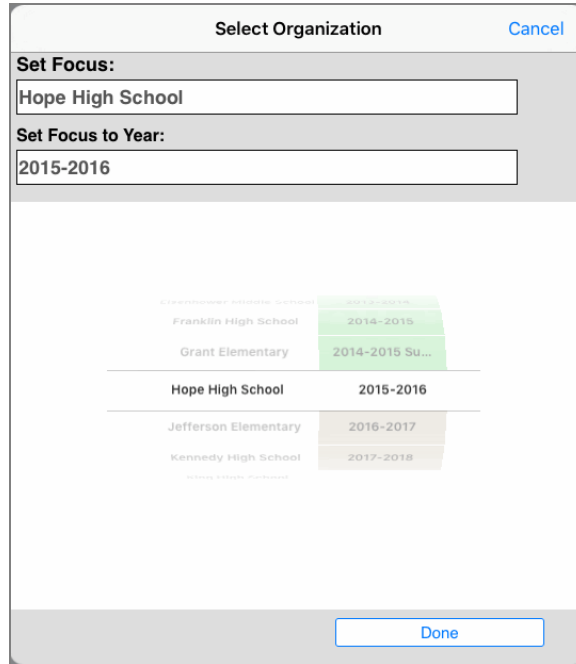
Search

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 .
2. Scroll to the school or organization.
3. Scroll to the school year.



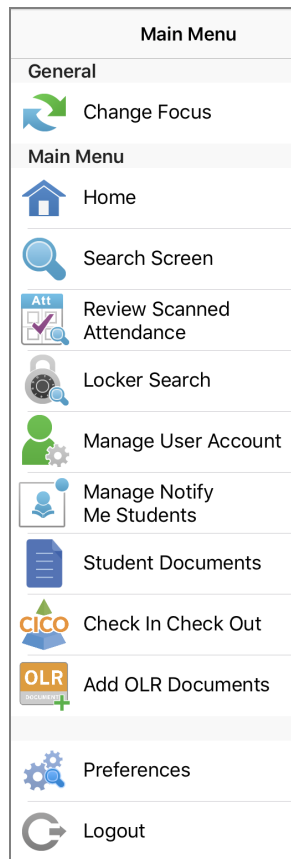
School	Year
Franklin High School	2013-2014
Grant Elementary	2014-2015
Grant Elementary	2014-2015 Su...
Hope High School	2015-2016
Jefferson Elementary	2016-2017
Kennedy High School	2017-2018

Select Organization Screen

4. Tap **Done**.

Viewing Information for a District

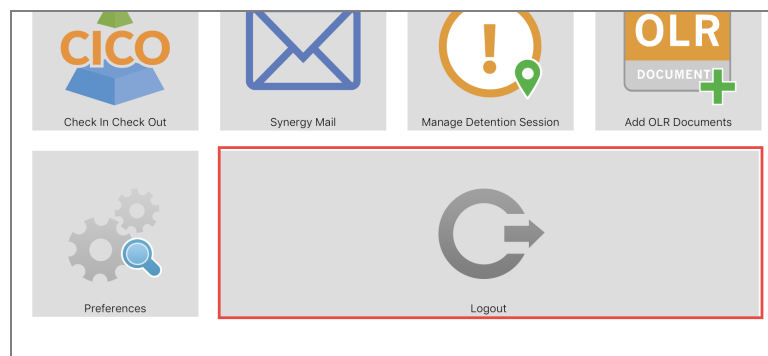
Change the focus to the district to view or search for information in the district. The icons displayed in the Home screen change to the following:



Main Menu For District Focus

Logging Out

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



Search/Scan Screen

- Tap  to open the Main Menu and tap  Logout.

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.



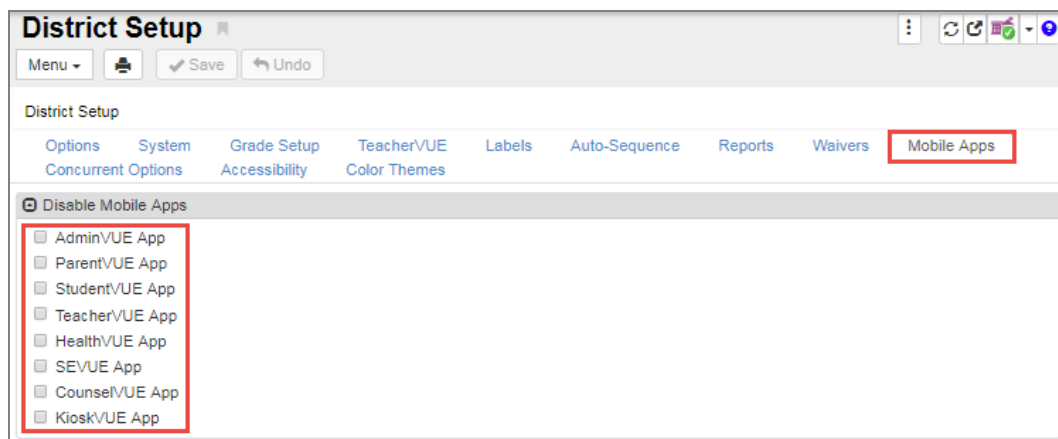
See the *Synergy SIS – Security Administrator Guide* for more information on PAD Security.

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.

AdminVUE/KioskVUE Setup

Note to be printed on AdminVUE Re-Admit Slip
Please admit this student to class.

Code Group 1 Title For Absent Total Printed on Re-admit Slip
Total Tardies

Code Group 2 Title For Absent Total Printed on Re-admit Slip
Number of Absences

Remove characters from student ID after scan
A

☒ **Always Update the Daily Code**

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

Menu ▾ Save Undo

District Setup

Options System Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers **Mobile Apps** Concurrent Options Accessibility Color Themes

Student Reunification

☒ **Enable Capture Parents ID Photo** Captured Photo Size: Color Smaller (200px) ☒ **Send Push Notification to Parents on Check Out**

Check Out Email Content: PXPAttendanceInfo - Daily

Early Dismissal (Only for Staff Assisted Early Dismissal)

Enable Capture Parents ID Photo: ☐ Captured Photo Size: Document Category Type: Default Document Comment:

Early Dismissal - allow capture Parent ID photo for these Selected school types: + Add

Line Early Dismiss School Type Mandatory

District Setup Screen, Mobile Apps Tab

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**.

Line	Check In Location Name
1	Home
2	Test
3	School

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**.

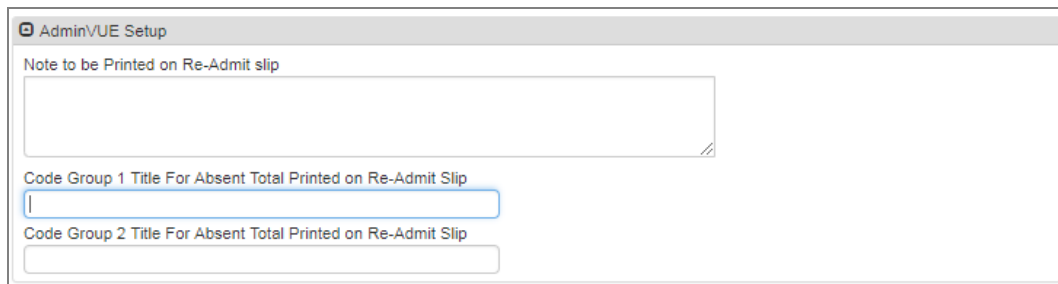
District Setup Screen, Mobile Apps Tab

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*.

A screenshot of the 'AdminVUE Setup' window, specifically the 'Mobile Apps' tab. The window has a title bar that says 'AdminVUE Setup'. Inside, there are three text input fields. The first field is labeled 'Note to be Printed on Re-Admit slip' and is empty. The second field is labeled 'Code Group 1 Title For Absent Total Printed on Re-Admit Slip' and is also empty. The third field is labeled 'Code Group 2 Title For Absent Total Printed on Re-Admit Slip' and is empty. The fields are arranged vertically.

School Setup Screen, Mobile Apps Tab

4. Click **Save**.

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

Menu Save Undo

School Name: **Kennedy High School** School Year: **2019-2020**

Basic Info Options SIS Data Options Labels TeacherVUE **Mobile Apps**

Verify Student - Ineligible Criteria

Select following criteria that will be evaluated that would cause a searched student to show as ineligible

Enrollment

Default is "Must be enrolled in School"

Student Enrollment

Must be enrolled in School (Default)

Attendance and Suspended Codes

Attendance code(s) that mean Suspended (in and out of school) and also not allowed for given event(s) entrance (e.g. unverified attendance the day of the event, or maybe unexcused). Use Attendance Definition to define the codes.

Attendance Definition

Student Verification

Fees

☒ Any Outstanding Fee

Discipline Detention

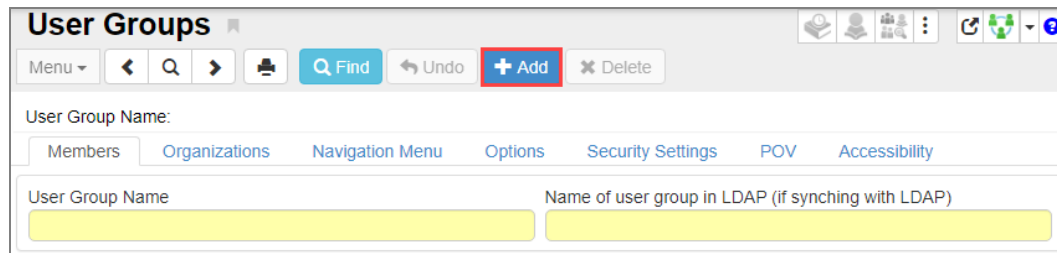
☒ Any Outstanding Detention Hours

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.

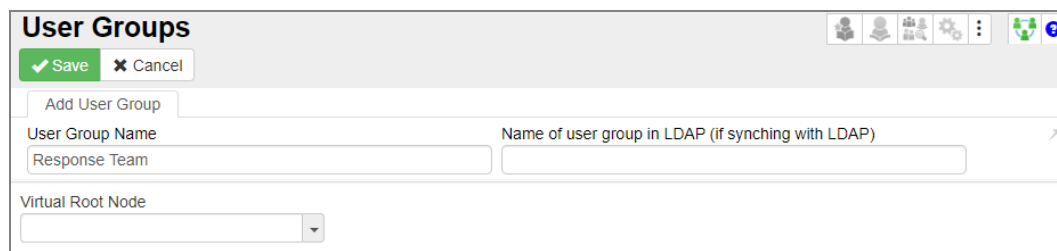
1. Navigate to **Synergy SIS > System > User > User Groups**.
2. Click Add to open the User Groups (Add) screen.



The screenshot shows the 'User Groups' management interface. At the top, there's a title bar with 'User Groups' and a search icon. Below it is a toolbar with buttons for 'Menu', 'Find', 'Undo', 'Add' (highlighted with a red box), and 'Delete'. The main area has tabs for 'Members', 'Organizations', 'Navigation Menu', 'Options', 'Security Settings', 'POV', and 'Accessibility'. Below the tabs are two input fields: 'User Group Name' and 'Name of user group in LDAP (if syncing with LDAP)', both highlighted with yellow boxes.

User Groups Screen

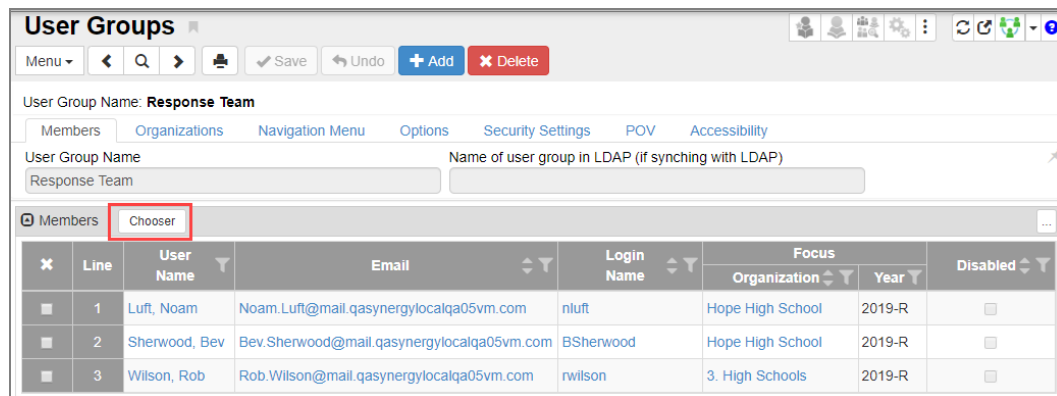
3. Enter a response team name in **User Group Name**.
4. Click **Save**.



The screenshot shows the 'User Groups (Add)' screen. It has a title bar with 'User Groups' and a search icon. Below it is a toolbar with buttons for 'Save' (highlighted with a green box), 'Cancel', 'Add User Group', 'Find', 'Undo', 'Add', and 'Delete'. The main area has tabs for 'Members', 'Organizations', 'Navigation Menu', 'Options', 'Security Settings', 'POV', and 'Accessibility'. Below the tabs are two input fields: 'User Group Name' (containing 'Response Team') and 'Name of user group in LDAP (if syncing with LDAP)'. There is also a 'Virtual Root Node' dropdown menu.

User Groups (Add) Screen

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



The screenshot shows the 'User Groups' management interface with the 'Response Team' user group selected. The 'Members' tab is active, and the 'Chooser' button is highlighted with a red box. Below the tabs is a table with columns: 'Line', 'User Name', 'Email', 'Login Name', 'Focus', 'Year', and 'Disabled'. The table contains three rows of user data.

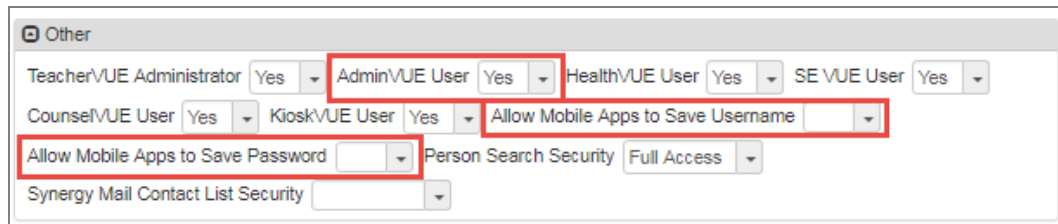
Line	User Name	Email	Login Name	Focus		Disabled
				Organization	Year	
1	Luft, Noam	Noam.Luft@mail.qasynergylocalqa05vm.com	nluft	Hope High School	2019-R	<input type="checkbox"/>
2	Sherwood, Bev	Bev.Sherwood@mail.qasynergylocalqa05vm.com	BSherwood	Hope High School	2019-R	<input type="checkbox"/>
3	Wilson, Rob	Rob.Wilson@mail.qasynergylocalqa05vm.com	rwilson	3. High Schools	2019-R	<input type="checkbox"/>

User Groups Screen

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**.



The screenshot shows the 'Other' tab in the 'Security Settings' section. It contains several dropdown menus for user roles: TeacherVUE Administrator, AdminVUE User (highlighted with a red box), HealthVUE User, SE VUE User, CounselVUE User, KioskVUE User, and Allow Mobile Apps to Save Username (highlighted with a red box). Below these, there are dropdowns for Allow Mobile Apps to Save Password (highlighted with a red box), Person Search Security (set to Full Access), and Synergy Mail Contact List Security.

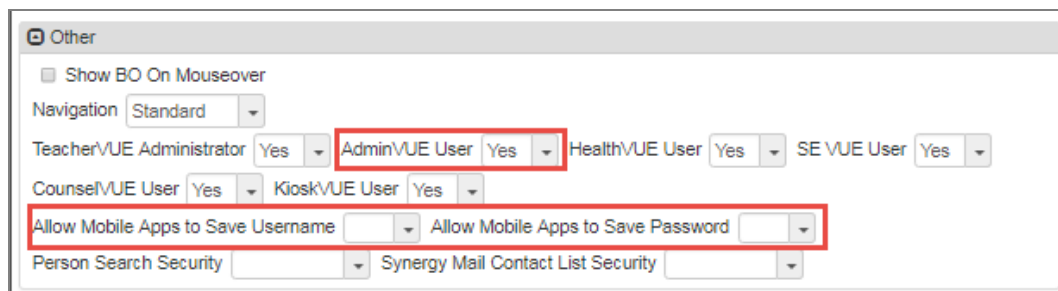
User Groups Screen, Security Settings Tab

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**.



The screenshot shows the 'Other' tab in the 'Security Settings' section. It contains several dropdown menus for user roles: TeacherVUE Administrator, AdminVUE User (highlighted with a red box), HealthVUE User, SE VUE User, CounselVUE User, KioskVUE User, and Allow Mobile Apps to Save Username (highlighted with a red box). Below these, there are dropdowns for Allow Mobile Apps to Save Password (highlighted with a red box), Person Search Security, and Synergy Mail Contact List Security.

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**.

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.

The screenshot shows the 'User' screen with the 'Security Settings' tab selected. The 'Discipline Security' dropdown menu is set to 'Highest'.

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.

The screenshot shows the 'District Attendance Code' screen. The 'Default Tardy Type' dropdown is set to 'Tardy Excused'. The table below lists various attendance codes and their configuration options.

Line	Code	Title	Type	All Day Code Rate	Appointment Type Override	Report to State	Default Letter	Default Report	Default TeacherVUE	Default User Breakfast	AdminVUE Mobile App	Code Group 1	Code Group 2
1	AR	Admin Review	School Activity										
2	1	Assumed Present	School Activity										
3	AC	Attempt Contact	Unexcused										
28	TA	Tardy Absent	Unexcused										
29	TE	Tardy Excused	Unexcused Tardy										
30	TU	Tardy Unexcused	Unexcused Tardy										
31	TR	Truant Absence	Unexcused										
32	U	Unexcused Absence	Unexcused										
33	UP	Unsat Progress	School Activity										

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.

Line	Used in School	Code	Admin Reason	Title	School Activity	Type	Include State	Include Letters	Include Reasons	Allow in Attendance	Allow Unexcused Absent	AdminVUE Mobile App	Code Group 1	Code Group 2
1	<input checked="" type="checkbox"/>	GS	GS				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	TA	Tardy Absent				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	TE	Tardy Excused				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	TU	Tardy Unexcused				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	TH	Truancy Absence				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	U	Unexcused Absence				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	UP	Unexcused Progress				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**.

Print Temporary Student ID Card

Enter number of days for Temporary ID card to expire. If value is not set, AdminVUE app will use 5 days as default value.

Temporary Student ID Card expires in days

1

District Setup Screen, Mobile Apps Tab

4. Click **Save**.

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.

The screenshot shows the 'District Discipline Options' window. At the top, there are tabs for 'Discipline Options' and 'Summary Report Options'. Below these is a 'Discipline Type' dropdown set to 'Incident'. The main section is titled 'Detention' and contains a table for 'Detention Type'. This table has columns for 'Line', 'Detention Session Type', and 'Default Hours'. There are three existing rows: 'Before School' (1.00), 'Recess (AM)' (1.00), and 'After School' (1.00). A fourth row is highlighted with a red border, showing a red 'Add' button in the 'Line' column. Below this table is another section titled 'Disposition Codes to Use For Detention' with a table that has columns for 'Line', 'Description', 'Disposition Code', and 'Use For Detention'. This table lists 10 codes. The 9th row, 'Detention' with code 'DET', is highlighted with a red border and has the 'Use For Detention' checkbox checked.

Line	Detention Session Type	Default Hours
1	Before School	1.00
2	Recess (AM)	1.00
3	After School	1.00
+		

Line	Description	Disposition Code	Use For Detention
1	Actions Completed In One Day	AZA01	<input type="checkbox"/>
2	Actions Completed In One Or More Days	AZA02	<input type="checkbox"/>
3	Actions Completed In One Or More Days Be	AZA03	<input type="checkbox"/>
4	Due Process	AZD01	<input type="checkbox"/>
5	Due Process / Disciplinary Removal / Exp	AZD02	<input type="checkbox"/>
6	Due process / Disciplinary Removal / Rem	AZD03	<input type="checkbox"/>
7	Due Process / Reassignment	AZD04	<input type="checkbox"/>
8	Victim Related Actions	AZV01	<input type="checkbox"/>
9	Detention	DET	<input checked="" type="checkbox"/>
10	Detention Served	SRV	<input type="checkbox"/>

District Discipline Options Screen

5. Click **Save**.

Emergency Class Roster Setup


District Setup

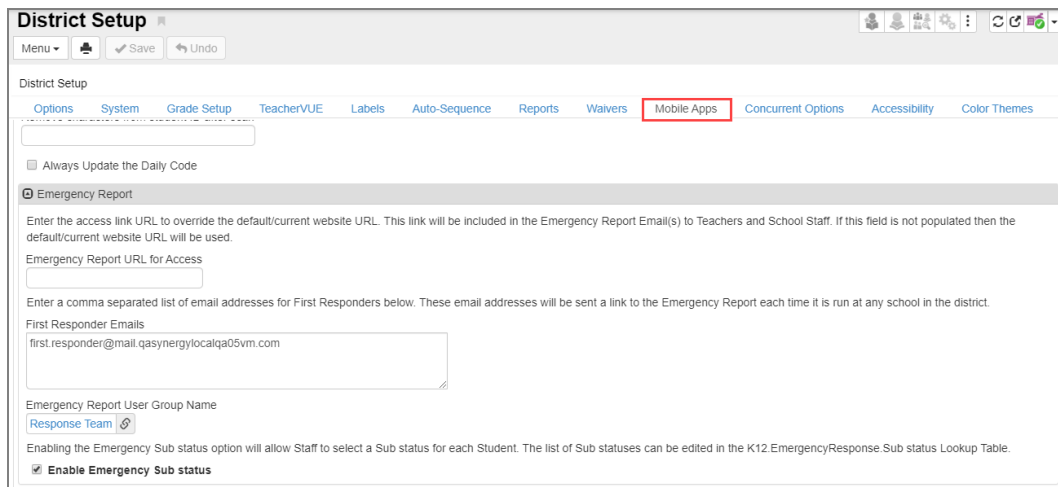
1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **Mobile Apps** tab.
3. Configure the Emergency Report.
 - Enter a unique link in **Emergency Report URL for Access** for Teachers and School Staff to distribute the Emergency Report using a URL.



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

Menu ▾ Save Undo

District Setup

Options System Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers **Mobile Apps** Concurrent Options Accessibility Color Themes

☐ Always Update the Daily Code

Emergency Report

Enter the access link URL to override the default/current website URL. This link will be included in the Emergency Report Email(s) to Teachers and School Staff. If this field is not populated then the default/current website URL will be used.


Emergency Report URL for Access

Enter a comma separated list of email addresses for First Responders below. These email addresses will be sent a link to the Emergency Report each time it is run at any school in the district.

First Responder Emails

first.responder@mail.qasynergylocalqa05vm.com

Emergency Report User Group Name

Response Team 

Enabling the Emergency Sub status option will allow Staff to select a Sub status for each Student. The list of Sub statuses can be edited in the K12 EmergencyResponse Sub status Lookup Table.

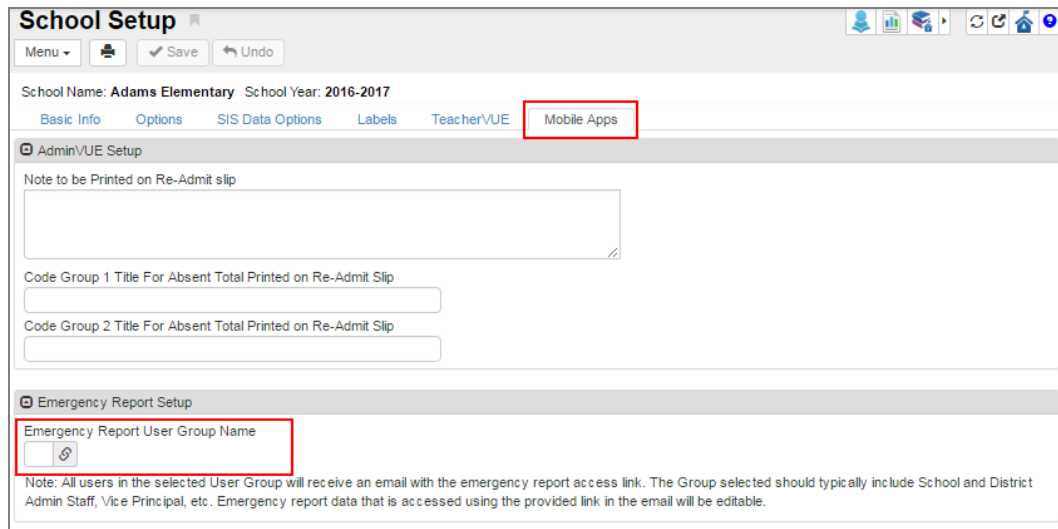
☒ **Enable Emergency Sub status**

District Setup Screen, Mobile Apps Tab

4. Click **Save**.

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

Menu | Save | Undo

School Name: **Adams Elementary** School Year: **2016-2017**

Basic Info | Options | SIS Data Options | Labels | TeacherVUE | **Mobile Apps**

AdminVUE Setup

Note to be Printed on Re-Admit slip

Code Group 1 Title For Absent Total Printed on Re-Admit Slip

Code Group 2 Title For Absent Total Printed on Re-Admit Slip

Emergency Report Setup

Emergency Report User Group Name


Note: All users in the selected User Group will receive an email with the emergency report access link. The Group selected should typically include School and District Admin Staff, Vice Principal, etc. Emergency report data that is accessed using the provided link in the email will be editable.

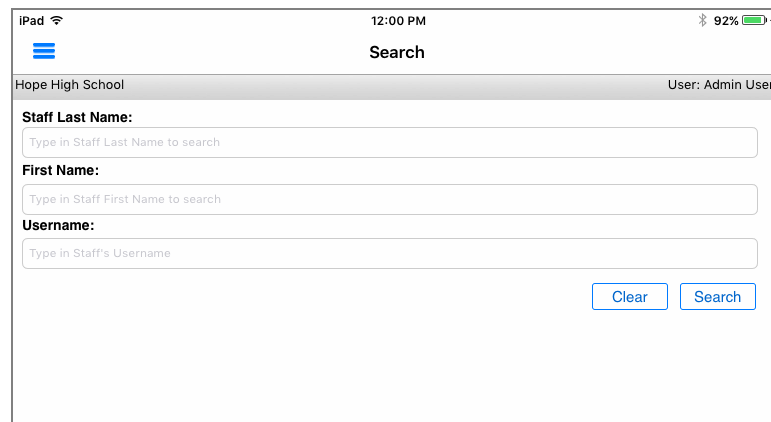
School Setup Screen, Mobile Apps Tab

4. Click **Save**.

Manage User Accounts

To enable or disable user accounts:

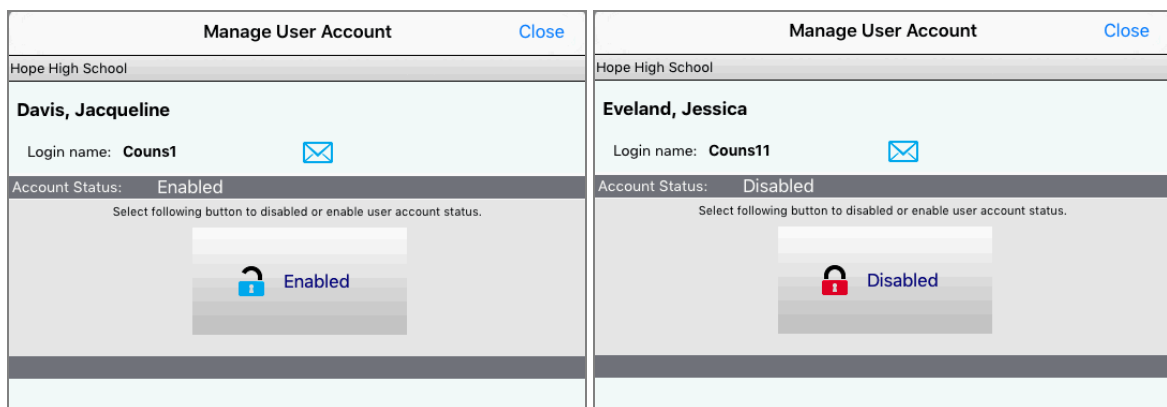
1. Tap **Menu** to open the Main Menu and tap  **Manage User Account**.
2. Find the user by entering a **Staff Last Name**, **First Name**, and/or **Username**.



The screenshot shows the 'Search Staff Screen' on an iPad. At the top, it says 'iPad' with a signal icon, '12:00 PM', and '92%' battery. Below the status bar is a blue menu icon and the word 'Search'. The header area says 'Hope High School' on the left and 'User: Admin User' on the right. The main area has three search fields: 'Staff Last Name:' with a placeholder 'Type in Staff Last Name to search', 'First Name:' with a placeholder 'Type in Staff First Name to search', and 'Username:' with a placeholder 'Type in Staff's Username'. At the bottom right are 'Clear' and 'Search' buttons.


Search Staff Screen

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



The screenshot shows two side-by-side views of the 'Manage User Account' screen. Both screens have a title bar with 'Manage User Account' and a 'Close' button. The left screen shows the user 'Davis, Jacqueline' with login name 'Couns1' and an email icon. The 'Account Status' is 'Enabled'. Below it, a message says 'Select following button to disabled or enable user account status.' and there is a large button with an open lock icon and the word 'Enabled'. The right screen shows the user 'Eveland, Jessica' with login name 'Couns11' and an email icon. The 'Account Status' is 'Disabled'. Below it, a message says 'Select following button to disabled or enable user account status.' and there is a large button with a closed lock icon and the word 'Disabled'.


Manage User Account Screen

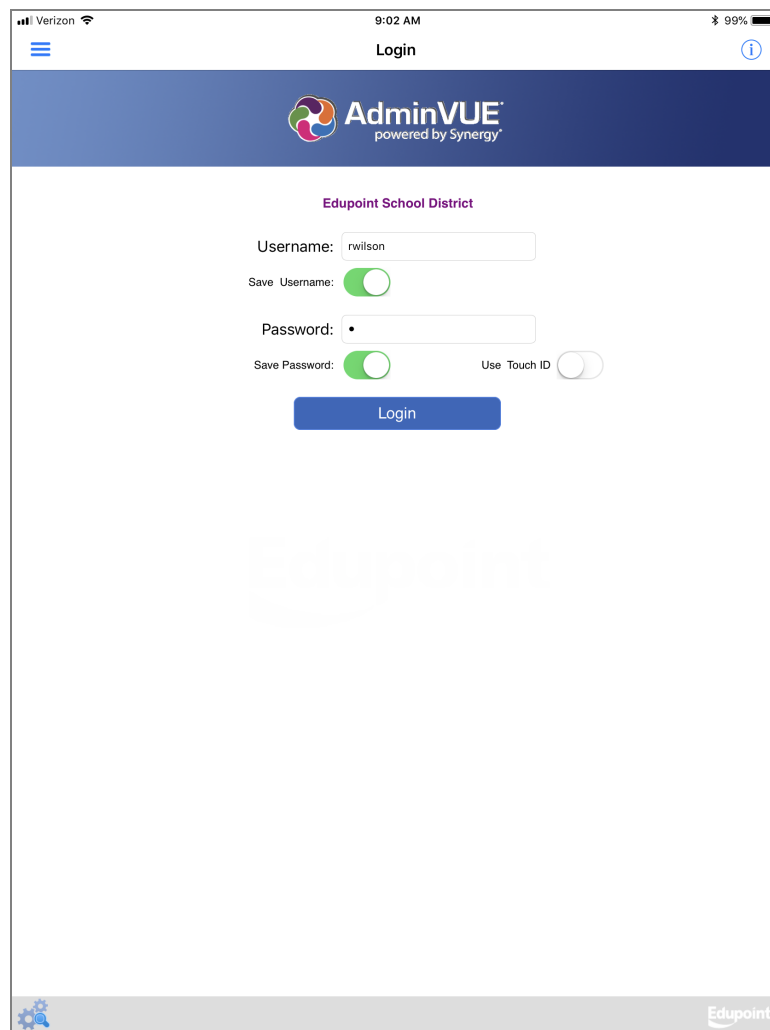
4. Tap  to notify the user by email that an administrator either enabled or disabled their account.

Device Setup

Installing the App on a Device

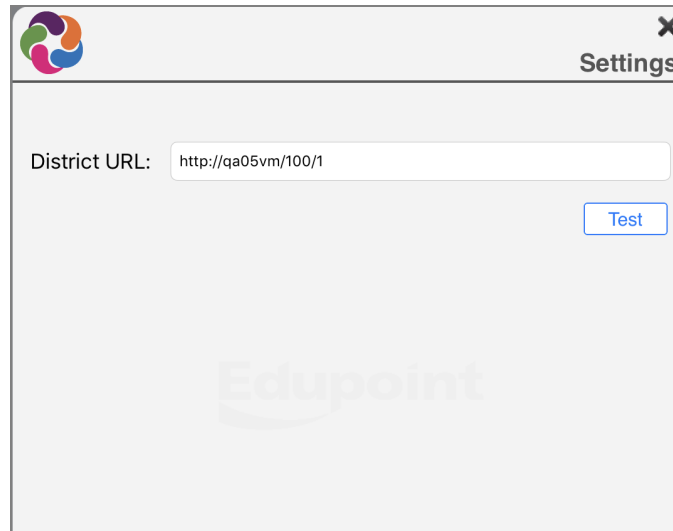
Set up AdminVUE on the device.

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**.





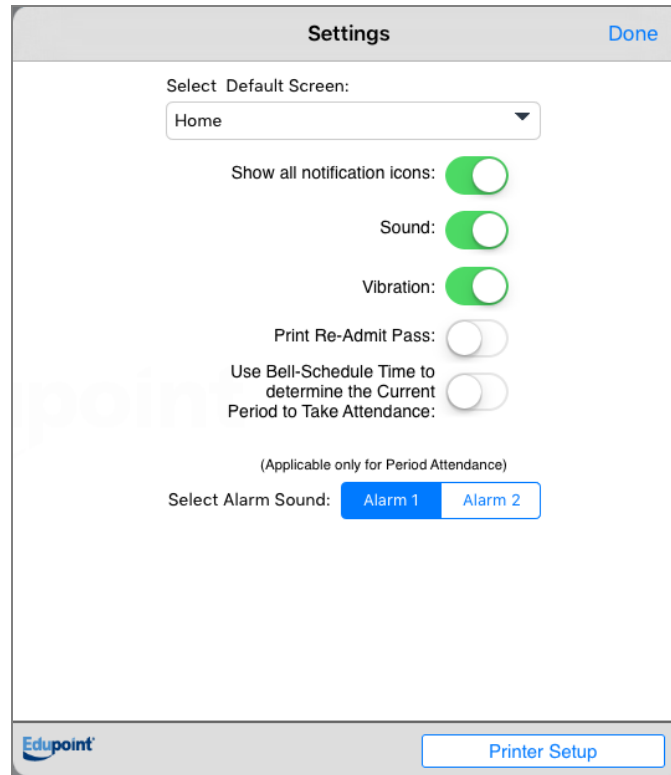
The screenshot shows a mobile application window titled "Settings". In the top left corner is a circular logo with four colored segments (purple, green, orange, blue). In the top right corner is a close button (an 'X' icon). Below the title bar, the text "District URL:" is followed by a text input field containing the URL "http://qa05vm/100/1". To the right of the input field is a blue button labeled "Test". A large, faint "Edupoint" watermark is centered in the background of the settings screen.

Settings Screen











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

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: <ul style="list-style-type: none">Set to  to use Bell Schedule Time to determine the period attendance based on the time of daySet to  to manually select the period to take attendance
Select Alarm Sound	Determines the sound for the Emergency Class Roster report


Setting Up a Printer

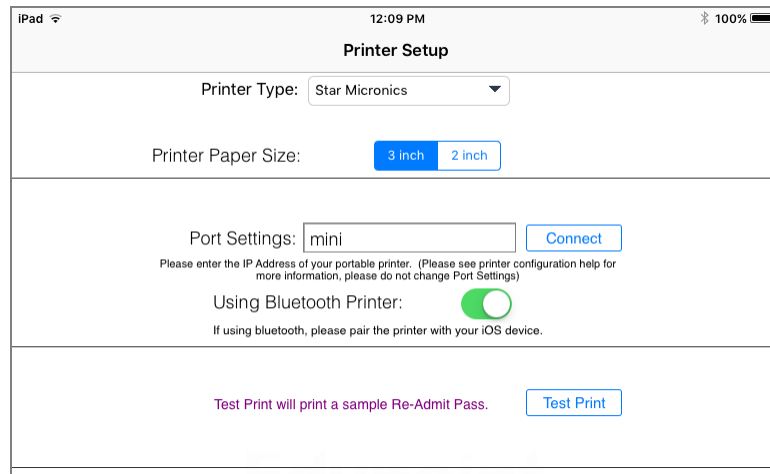


Bluetooth must be enabled on the device.

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

Printer Type: Star Micronics

Printer Paper Size: 3 inch 2 inch

Port Settings: mini [Connect](#)

Please enter the IP Address of your portable printer. (Please see printer configuration help for more information, please do not change Port Settings)

Using Bluetooth Printer: 

If using bluetooth, please pair the printer with your iOS device.

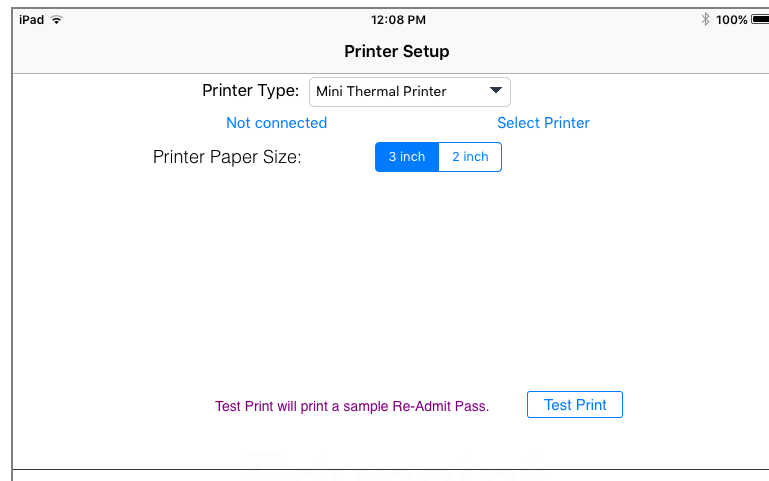
Test Print will print a sample Re-Admit Pass. [Test Print](#)

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.

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.

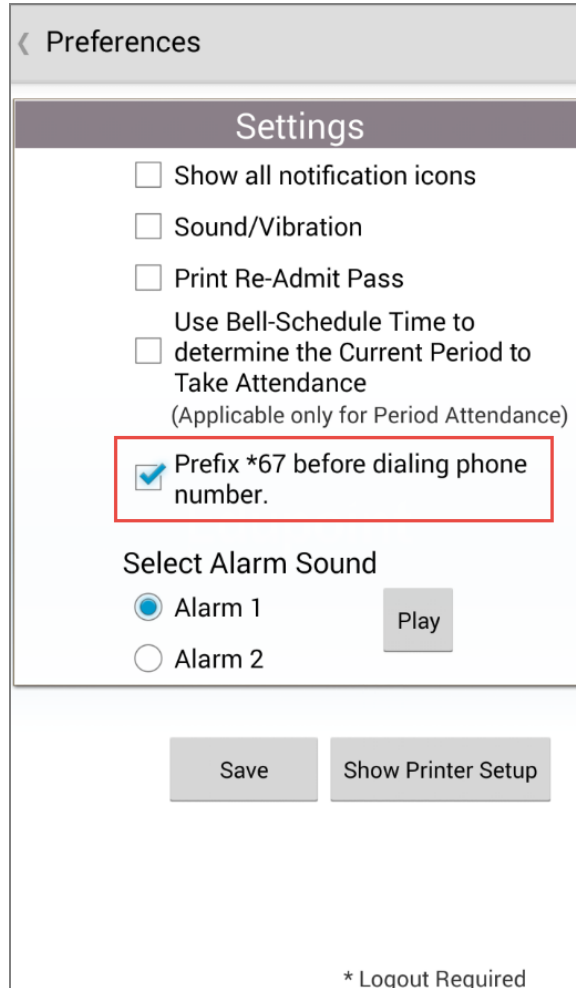
The screenshot shows the 'Printer Setup' screen on an iPad. At the top, the status bar indicates 'iPad', '12:09 PM', and '100%' battery. The title 'Printer Setup' is centered. Below it, 'Printer Type' is set to 'Star Micronics' with a dropdown arrow. 'Printer Paper Size' has two buttons: '3 inch' (selected) and '2 inch'. The 'Printer IP' field is empty. 'Port Settings' is set to 'mini' with a 'Connect' button to its right. A small note below says: 'Please enter the IP Address of your portable printer. (Please see printer configuration help for more information, please do not change Port Settings)'. There is a toggle switch for 'Using Bluetooth Printer' which is currently off, with a note below: 'If using bluetooth, please pair the printer with your iOS device.' At the bottom, a message says 'Test Print will print a sample Re-Admit Pass.' next to a 'Test Print' button.

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

Settings

- ☐ Show all notification icons
- ☐ Sound/Vibration
- ☐ Print Re-Admit Pass
- ☐ Use Bell-Schedule Time to determine the Current Period to Take Attendance
(Applicable only for Period Attendance)
- ☒ Prefix *67 before dialing phone number.

Select Alarm Sound

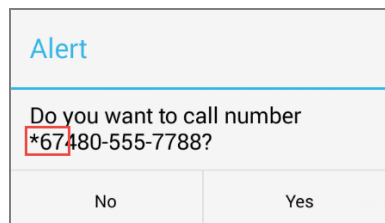
☒ Alarm 1 ☐ Alarm 2

* Logout Required

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

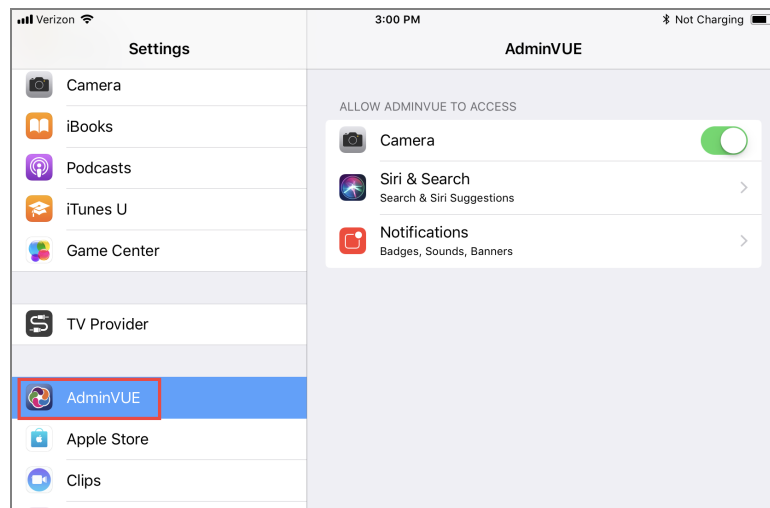
Do you want to call number
*67480-555-7788?

Alert Window

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



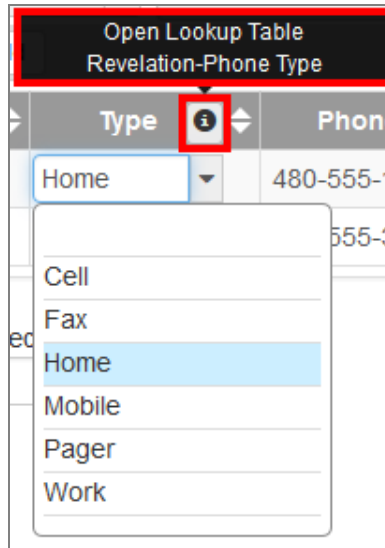
See additional setup instructions at [Manage Notify Me Students](#).

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

- 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.

- Click **Save**.

Assign a State Reporting Code to an Existing Lookup Table Value



See your State Reporting Guide for more information.

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

Namespace: K12 Name: Enter Code Locked: N
☐ Use Code as the State Code
 All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values		Add										Status	
Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Year Start	Year End					
1	0	E1	New to District										
2	0	E2	Re-Enter										
3	0	R1	Previously in School										
4	0	R2	Return from Last Year										

Enter Code Lookup Table

- 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.

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

Namespace: K12 Name: Enter Code Locked: N

☐ Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	
								Year Start	Year End
	1	0	E1	New to District					
	2	0	E2	Re-Enter					
	3	0	R1	Previously In School					
	4	0	R2	Return from Last Year					

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.

Namespace: K12 Name: Enter Code Locked: N

☐ Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	
								Year Start	Year End
	1	0	E1	New to District					
	2	0	E2	Re-Enter					
	3	0	R1	Previously In School					
	4	0	R2	Return from Last Year					

Enter Code Lookup Table

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

Namespace: K12 Name: Enter Code Locked: N

☐ Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	
								Year Start	Year End
	1	0	E1	New to District					
	2	0	E2	Re-Enter					
	3	0	R1	Previously In School					
	4	0	R2	Return from Last Year					

Enter Code Lookup Table

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**.

Namespace: K12.EmergencyResponse Name: Sub Status Locked: N						
<input type="checkbox"/> Use Code as the State Code						
All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a						
Lookup Values + Add						
✕	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

Chapter 4: Using AdminVUE

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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.

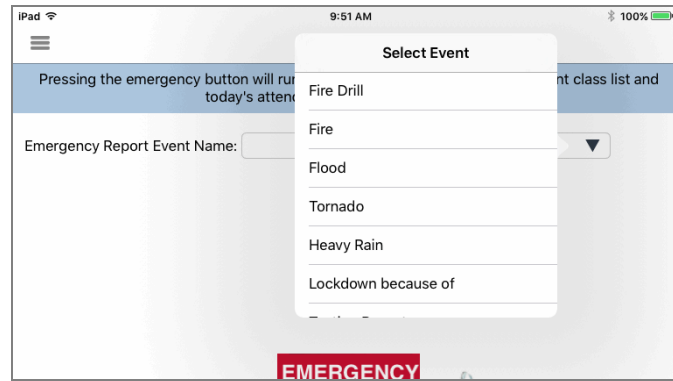
1. Open the Emergency Class Roster report.

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

2. Tap .

Emergency Class Roster Screen

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

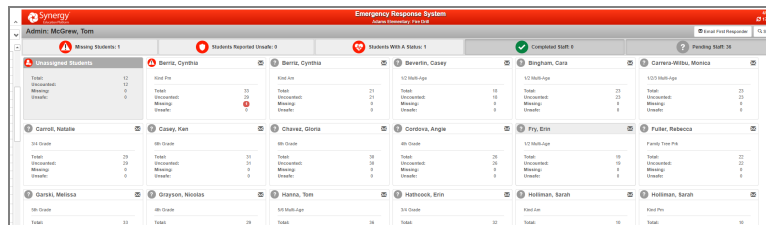


Emergency Class Roster Screen

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

5. Tap .

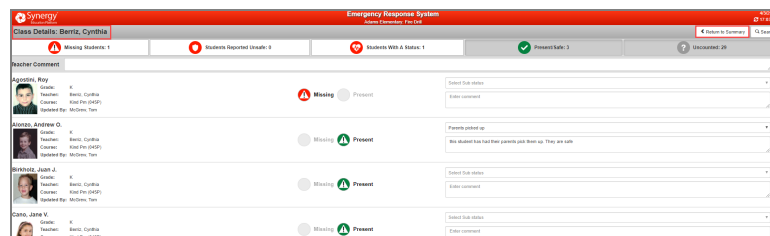
Emergency Response Screen – Admin Summary



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.

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

Menu < > Save X Undo X Delete

School Name: Hope High School

Emergency Report

Event Begin Date: 03/04/2020 8:45:00 AM Event Title: Fire Drill Period: 4 Staff Name: Schenwood, Bev

❶ ❷

Details

Event End Date: 03/05/2020 8:45:00 AM Open Principal Dashboard Open First Responder Dashboard

❺

All links sent in the email to Teachers, Staff and First Responders will be disabled after the Event End Date.

Classes Show Detail Resend All Teacher Emails

203 rows (14/rows)

Line	Teacher Name	Course Title	Section ID	Course ID	Room Name	Substitute Email	Resend Email	Open Class Details
1	Unassigned Students						Resend Email	Open Class Details
2	0, 000000000000						Resend Email	Open Class Details
3	Abel, Patricia						Resend Email	Open Class Details
4	Achtman, Harriet						Resend Email	Open Class Details
5	ackers, becky						Resend Email	Open Class Details
6	Adams, Laurie						Resend Email	Open Class Details

❸ ❹

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

School Name: **Hope High School**

Emergency Report

Event Begin Date: 03/04/2020 8:45:00 AM | Event Title: Fire Drill | Period: 1 | Staff Name: Sherwood, Bev

Event End Date: 03/05/2020 8:45:00 AM | [Open Principal Dashboard](#) | [Open First Responder Dashboard](#)

All links sent in the emails to Teachers, Staff and First Responders will be disabled after the Event End Date.

Classes | Hide Detail | Resend All Teacher Emails

Line	Teacher Name	Course Title	Course ID	Section ID	Room Name
1	Jackson, Kathy	Psychology II	SS77	1169	216
2	Jackson, Michelle				

Comment: The fire alarm in my classroom did not go off.

Students in Class

Line	Student Name	Sis Number	Absence Details	At School Today	Are You Safe	Student Comment	Teacher Response	Response Entered By	Comment	Sub status
1	Epperson, Michael L.	889772					Present	Jackson, Kathy		
2	Finley, Sarah D.	879916					Present	Jackson, Kathy	Parents picked up prior to the fire drill	Parents picked up
3	Groh, Andrea M.	126521					Missing	Jackson, Kathy		

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

School Name: **Kennedy High School**

Emergency Report

Event Begin Date: 03/07/2020 9:22:00 PM | Event Title: Fire Drill | Period: 5 | Staff Name: Sherwood, Bev

Event End Date: 03/08/2020 9:30:00 AM | [Open Principal Dashboard](#) | [Open First Responder Dashboard](#)

All links sent in the emails to Teachers, Staff and First Responders will be disabled after the Event End Date.

Classes | Hide Detail | Resend All Teacher Emails

Line	Teacher Name	Course Title	Course ID	Section ID	Room Name
1	Unassigned Students	SAS		1526	345
2	Unassigned Students				

Comment: Unassigned Students

Students in Class

Line	Student Name	Sis Number	Absence Details	At School Today	Are You Safe	Student Comment	Teacher Response	Response Entered By	Comment	Sub status	Check In On	Check In Location Name	Pick Up On	Pick Up Person Relation	Pick Up Person Name	Pick Up Person Photo ID
1	Santos, Shadi															
2	Bartlett, Linda															
3	Batten, Corina															
4	Bate, Laura															
5	Batten, Steven															
6	Batten, Jill															
7	Batten, Jason															

Emergency Response System – View Events Screen, Classes Detail

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

Menu

School Name: **Adams Elementary**

Emergency Report

Event Begin Date: 10/31/2019 8:40:00 PM Event Title: Lockdown Drill Period: 1 Staff Name: Wilson, Rob

Details

Event End Date: 12/08/2019 8:00:00 AM [Open Principal Dashboard](#) [Open First Responder Dashboard](#)

All links sent in the emails to Teachers, Staff and First Responders will be disabled after the Event End Date.

Classes ☐ Show Detail **Resend All Teacher Emails**

41 ROWS (217ms)

Line	Teacher Name	Course Title	Section ID	Course ID	Room Name	Substitute Email	Resend Email	Open Class Details
1	Berrie, Jackie	Kind Pm	0452	00PM	045P		Resend Email	Open Class Details
2	Berriz, Cynthia	Kind Am	0451	00AM	045A		Resend Email	Open Class Details
3	Beverlin, Casey	1/2 Multi-Age	0128	0120	0028		Resend Email	Open Class Details
4	Bingham, Cara	1/2 Multi-Age	0130	0120	0030		Resend Email	Open Class Details

Emergency Response System - View Events Screen

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

Emergency Response System - View Events

Menu

School Name: **Adams Elementary**

Emergency Report

Event Begin Date: 10/31/2019 8:40:00 PM Event Title: Lockdown Drill Period: 1 Staff Name: Wilson, Rob

Details

Event End Date: 12/08/2019 8:00:00 AM [Open Principal Dashboard](#) [Open First Responder Dashboard](#)

All links sent in the emails to Teachers, Staff and First Responders will be disabled after the Event End Date.

Classes ☐ Show Detail Resend All Teacher Emails

41 ROWS (217ms)

Line	Teacher Name	Course Title	Section ID	Course ID	Room Name	Substitute Email	Resend Email	Open Class Details
1	Berrie, Jackie	Kind Pm	0452	00PM	045P		Resend Email	Open Class Details
2	Berriz, Cynthia	Kind Am	0451	00AM	045A		Resend Email	Open Class Details
3	Beverlin, Casey	1/2 Multi-Age	0128	0120	0028		Resend Email	Open Class Details
4	Bingham, Cara	1/2 Multi-Age	0130	0120	0030		Resend Email	Open Class Details

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 Response System - View Events

Menu | Save | Undo | Delete

School Name: **Adams Elementary**

Emergency Report

Event Begin Date: 10/31/2019 8:40:00 PM | Event Title: Lockdown Drill | Period: 1 | Staff Name: Wilson, Rob

Details

Event End Date: 12/08/2019 8:00:00 AM | [Open Principal Dashboard](#) | [Open First Responder Dashboard](#)

All links sent in the emails to Teachers, Staff and First Responders will be disabled after the Event End Date.

Classes | Show Detail | Resend All Teacher Emails

41 rows (217ms)

Line	Teacher Name	Course Title	Section ID	Course ID	Room Name	Substitute Email	Resend Email	Open Class Details
1	Berrie, Jackie	Kind Pm	0452	00PM	045P		Resend Email	Open Class Details
2	Berriz, Cynthia	Kind Am	0451	00AM	045A		Resend Email	Open Class Details
3	Beverlin, Casey	1/2 Multi-Age	0128	0120	0028		Resend Email	Open Class Details
4	Bingham, Cara	1/2 Multi-Age	0130	0120	0030		Resend Email	Open Class Details

Emergency Report Data Screen

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

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.



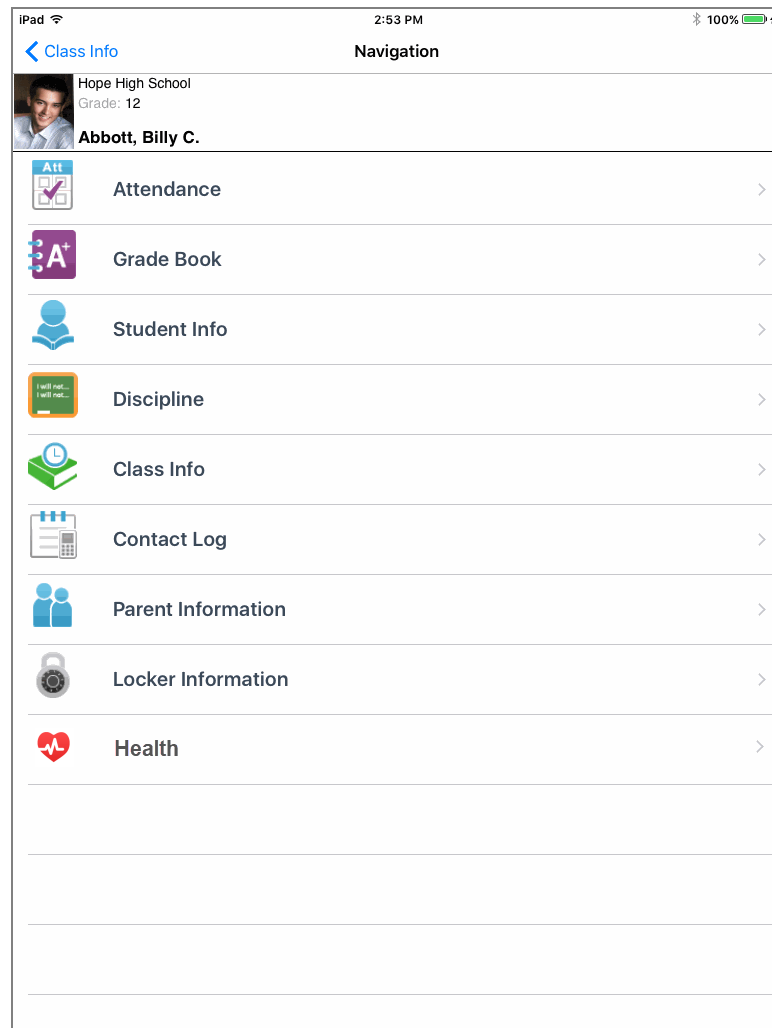
Class Info Screen

- 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


The following student information is available from the Navigation screen.

Icon	Description
	<p>Attendance – Attendance is shown by course and period.</p> <ul style="list-style-type: none"> 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.
	<p>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.</p> <ul style="list-style-type: none"> 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.
	<p>Student Info – Demographic information and parent/guardian and emergency contact information</p> <ul style="list-style-type: none"> 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.
	<p>Discipline – Displays records for incidents the student was involved in and allows the addition of a new incident</p> <ul style="list-style-type: none"> Tap a date to view Discipline Detail. Tap Add Incident to record an incident.
	<p>Class Info – The student's schedule</p> <ul style="list-style-type: none"> Tap a class to view the class details.
	<p>Contact Log – Records of contact between staff members and the student's parents/guardians</p> <ul style="list-style-type: none"> Tap a date to view contact detail. Tap Add to record a contact.

Icon	Description
	<p>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.</p> <ul style="list-style-type: none">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.
	<p>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.</p>
	<p>Health – Displays the student’s health details</p> <ul style="list-style-type: none">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.

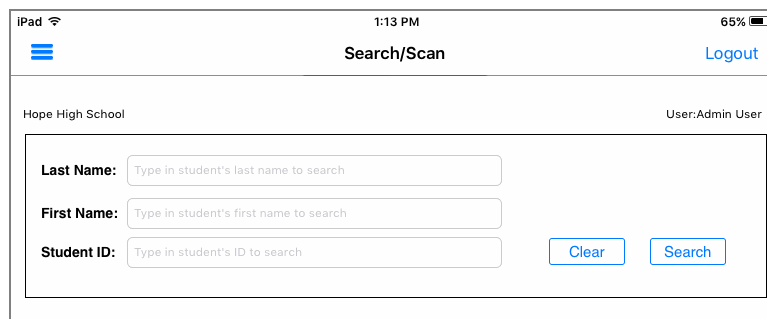
Finding Student Records

Scanning a Student ID

1. Tap  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.

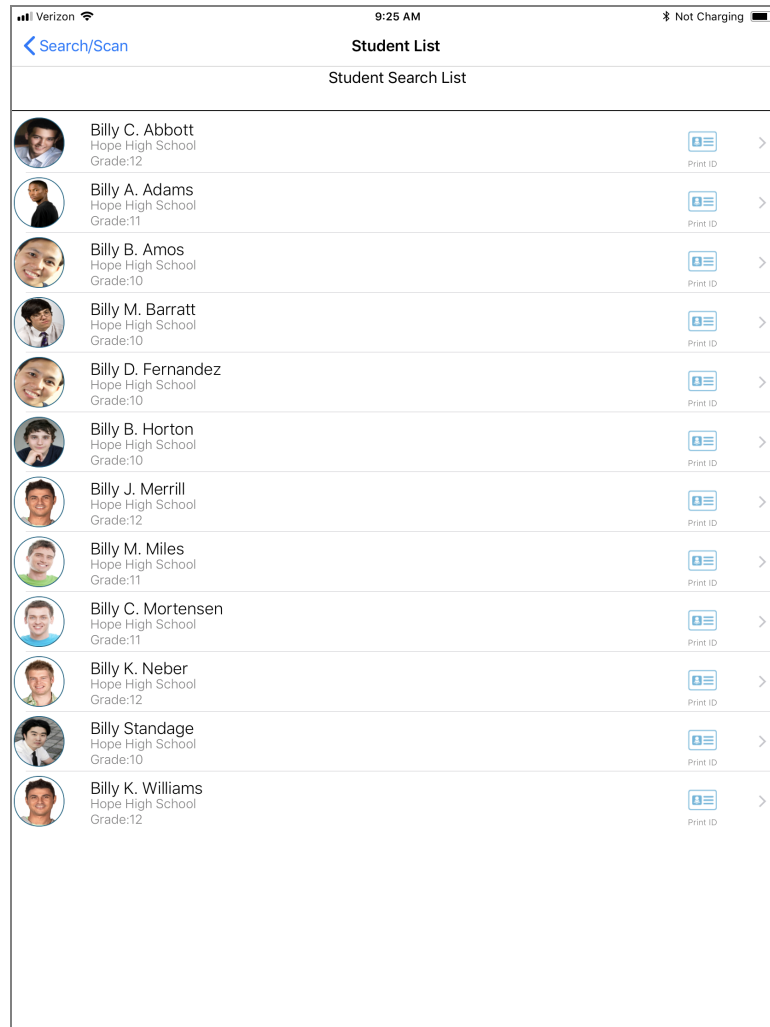
Searching for a Student

























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



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

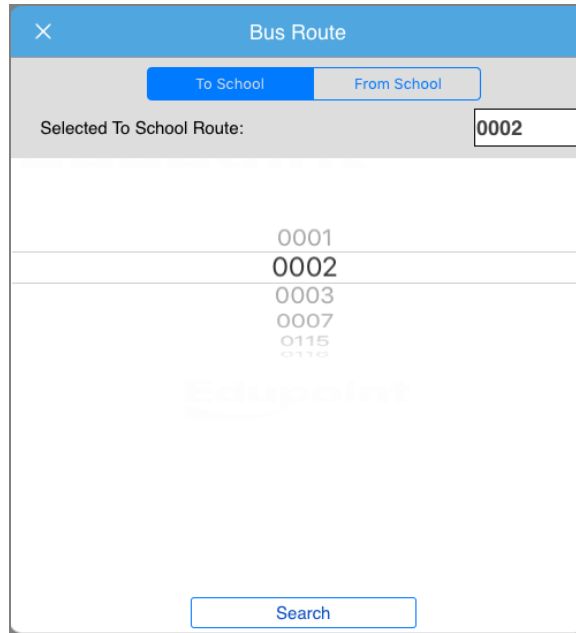


Student List		
Student Search List		
	Billy C. Abbott Hope High School Grade:12	 >
	Billy A. Adams Hope High School Grade:11	 >
	Billy B. Amos Hope High School Grade:10	 >
	Billy M. Barratt Hope High School Grade:10	 >
	Billy D. Fernandez Hope High School Grade:10	 >
	Billy B. Horton Hope High School Grade:10	 >
	Billy J. Merrill Hope High School Grade:12	 >
	Billy M. Miles Hope High School Grade:11	 >
	Billy C. Mortensen Hope High School Grade:11	 >
	Billy K. Neber Hope High School Grade:12	 >
	Billy Standage Hope High School Grade:10	 >
	Billy K. Williams Hope High School Grade:12	 >

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

To School From School



Selected To School Route: 0002

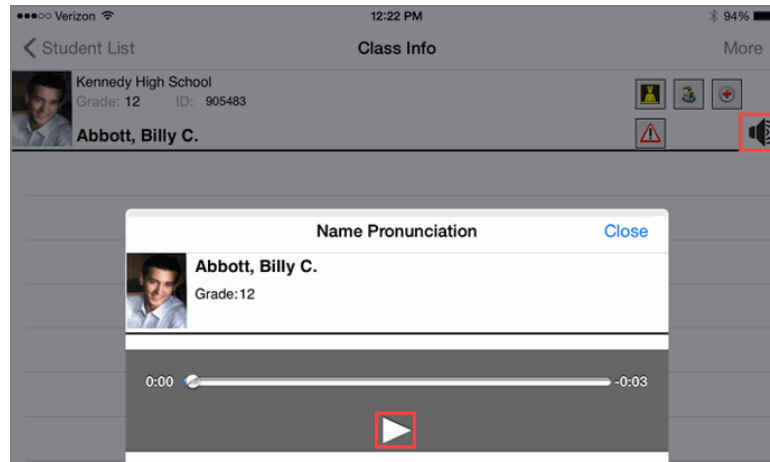
0001
0002
0003
0007
0115
0116

Search

Bus RouteScreen



Student Name Pronunciation

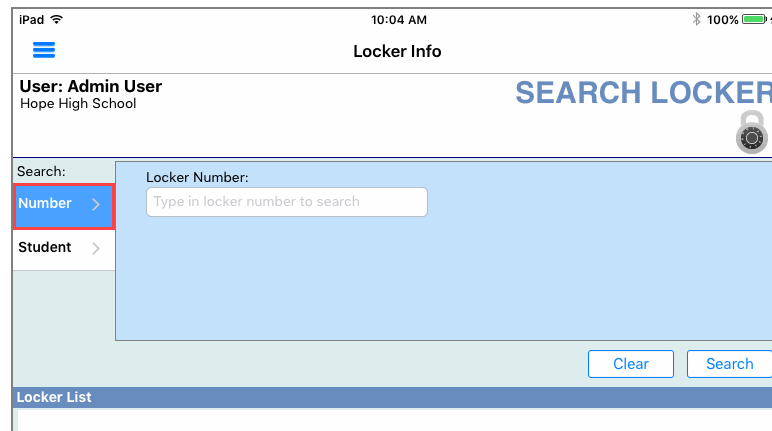
1. Select a student from the Student List.
2. Tap  to open the Name Pronunciation screen.
3. Tap  to hear the name pronunciation recorded from StudentVUE or ParentVUE.



Class Info Screen, Name Pronunciation

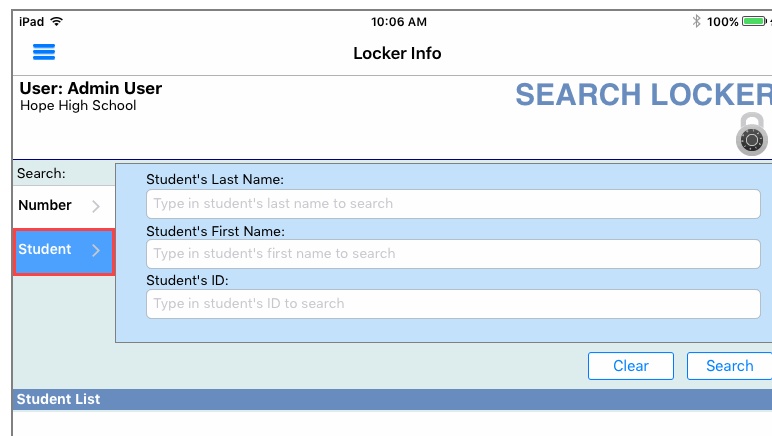
Finding Locker Information

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.



The screenshot shows the iPad interface for the AdminVUE application. At the top, the status bar displays 'iPad', signal strength, '10:04 AM', and '100%' battery. The app header shows a menu icon, 'Locker Info', and a 'Locker Search' button. Below the header, the user is identified as 'User: Admin User' from 'Hope High School'. The main section is titled 'SEARCH LOCKER' with a lock icon. A 'Search:' dropdown menu on the left has 'Number' selected and highlighted with a red box. To the right of the dropdown is a large text input field with the placeholder 'Type in locker number to search'. At the bottom right of the input field are 'Clear' and 'Search' buttons. Below the input field is a section labeled 'Locker List'.

Search Locker Screen, Number Tab



The screenshot shows the same iPad interface, but the 'Student' tab is selected in the 'Search:' dropdown menu, which is highlighted with a red box. To the right of the dropdown are three stacked text input fields with the following labels and placeholders: 'Student's Last Name: Type in student's last name to search', 'Student's First Name: Type in student's first name to search', and 'Student's ID: Type in student's ID to search'. 'Clear' and 'Search' buttons are at the bottom right of the input fields. Below the input fields is a section labeled 'Student List'.

Search Locker Screen, Student Tab

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

4. Tap the student to view their locker information.

iPad 10:06 AM 100%

< Locker Info Locker Info

User: Admin User
Hope High School

LOCKER INFO

1 - 100
West hall

Locker Number: 100 Type: Book Condition: Good Not Used: Reserved:

Location: West hall Vertical Location: Top

Override Combination: Combination 1: 5L-20R-31L Combination 2:


Combination 3: 15L-22R-36L Combination 4:

Combination 5: Lock Number:

Gender Restriction: Grade Range Restriction:




Number of Students that can be in the locker:

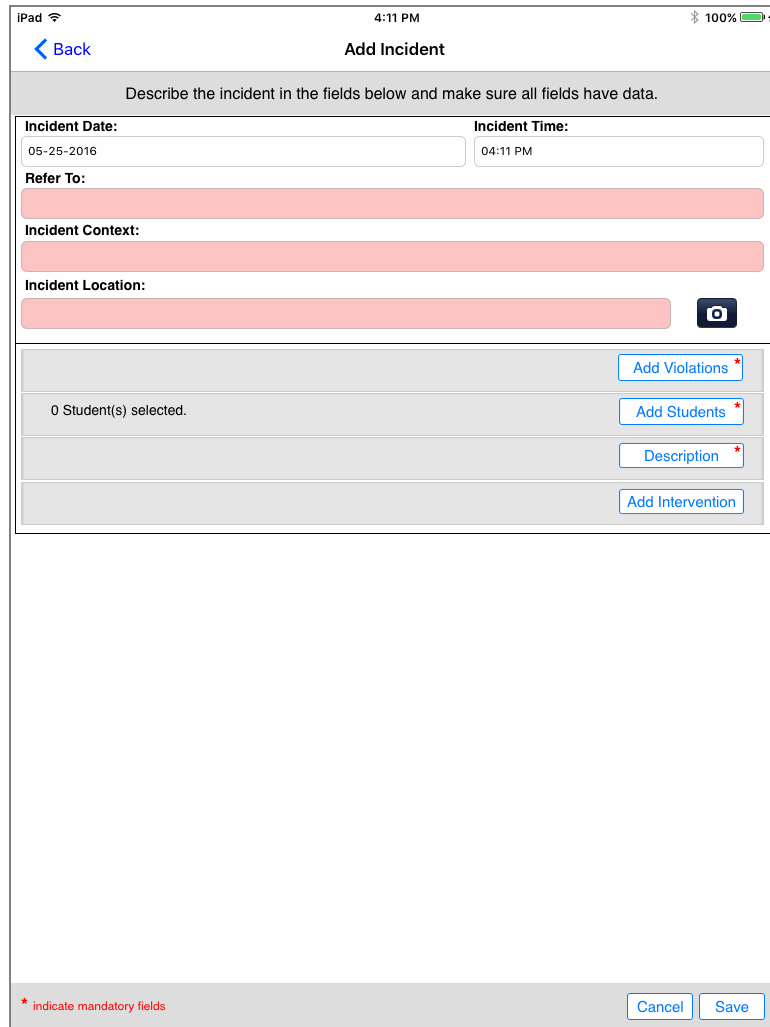
Students in Locker:

 **Abbott, Billy C.**
Student ID: 905483 Grade: 12 >

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.



iPad 4:11 PM 100%

[Back](#) Add Incident

Describe the incident in the fields below and make sure all fields have data.

Incident Date: 05-25-2016 Incident Time: 04:11 PM

Refer To:

Incident Context:

Incident Location:

0 Student(s) selected.

Add Violations *

Add Students *

Description *



Add Intervention


* indicate mandatory fields


Cancel Save

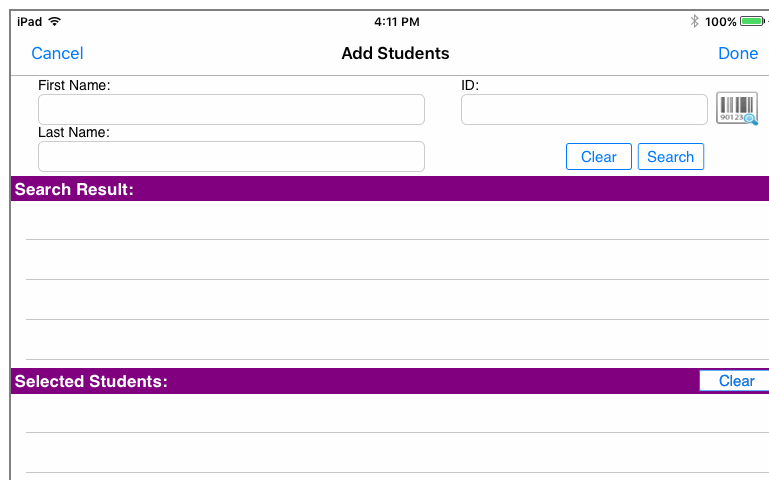
Add Incident Screen

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.



'. There is a search bar with the placeholder 'Type to search' and a 'Cancel' button. Below the search bar is a list of violations, each with a circular icon (blue with 'NO' or green with a checkmark) and a text label. The violations are: Aggression, Aggression-Disorderly Conduct (selected), Aggression-Other Aggression, Aggression-Minor Aggressive Act, Aggression-Assault, Aggression-Aggravated Assault, and Aggression-Verbal Provocation. On the right side of the list is a vertical column of letters: A, D, G, I, L, O, R, T, W, Z." data-bbox="342 199 694 515"/>
*Add Violations Screen*4. Tap **Add Students**:

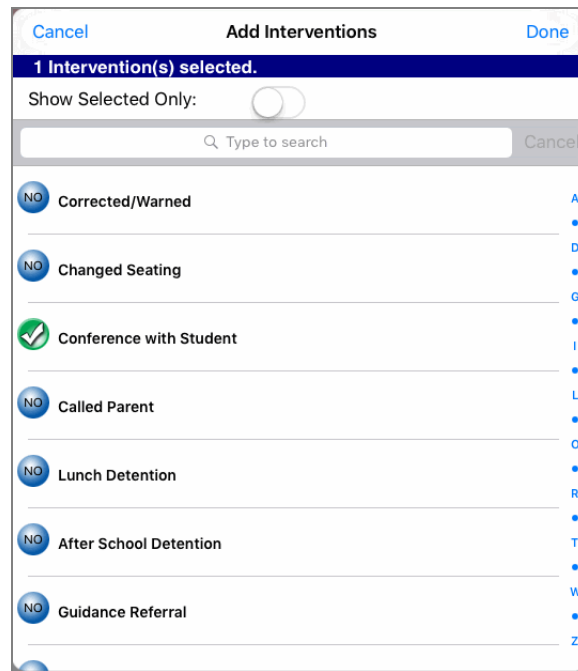
- Tap  to scan a student ID when adding students to the incident referral.
- Tap **Done** when finished entering students.


Add Students Screen

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

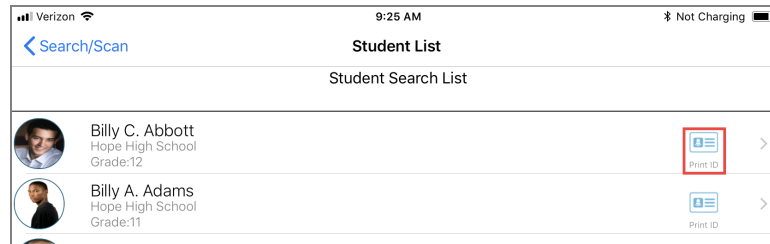
7. Tap **Add Intervention**.

- **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**.

Temporary Student ID Cards

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

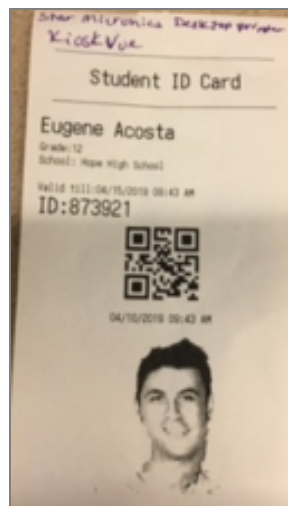


Student List Screen



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

Jack Kathy
Badge Number: 1069

Term: All Terms School: Kennedy High Sch...

Fall (07/13/2015 - 10/27/2015)

Period:1

Course:	Section ID:	Count:	Term:	Room:
French III	0320	14	S1	274
French II	0259	20	S1	
French 10	0158	15	S1	

Period:6

Course:	Section ID:	Count:	Term:	Room:
Alt Geometry	0661	29	S1	402

Spring (10/28/2015 - 07/15/2016)

Period:1

Course:	Section ID:	Count:	Term:	Room:
French III	1534	14	S2	274
French 10	1158	15	S2	
French II	1458	20	S2	

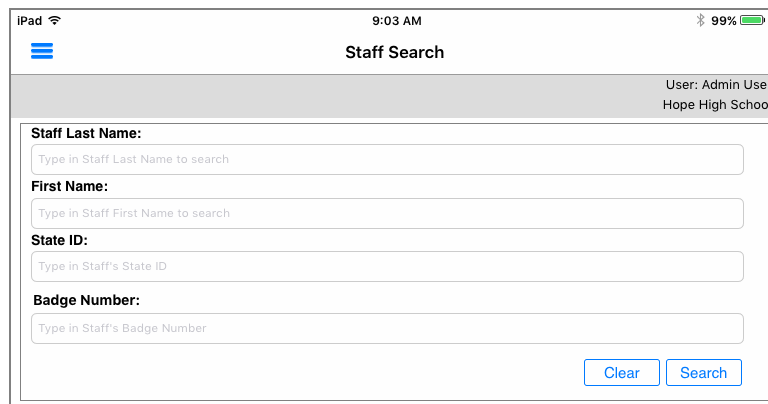
Attach Photo Camera Roll

Class List Screen

- Select a Term ①
- Tap a School. ②
- Tap a Period to see a list of students in that class. ③
- Tap to use the device to take a photo of the staff member or to associate an existing photo on the device. ④
- Tap **Main Screen** to return to the previous screen.

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

User: Admin User
Hope High School

Staff Last Name:
Type in Staff Last Name to search

First Name:
Type in Staff First Name to search

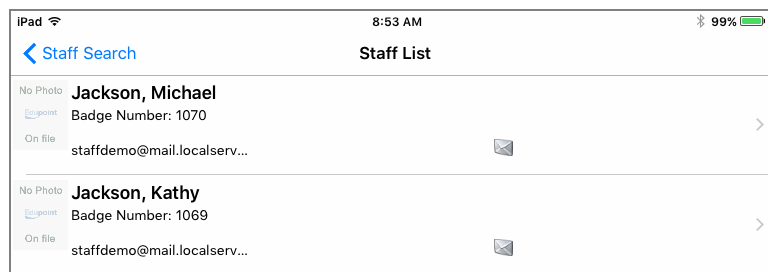
State ID:
Type in Staff's State ID

Badge Number:
Type in Staff's Badge Number

Clear Search

Staff Search Screen

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



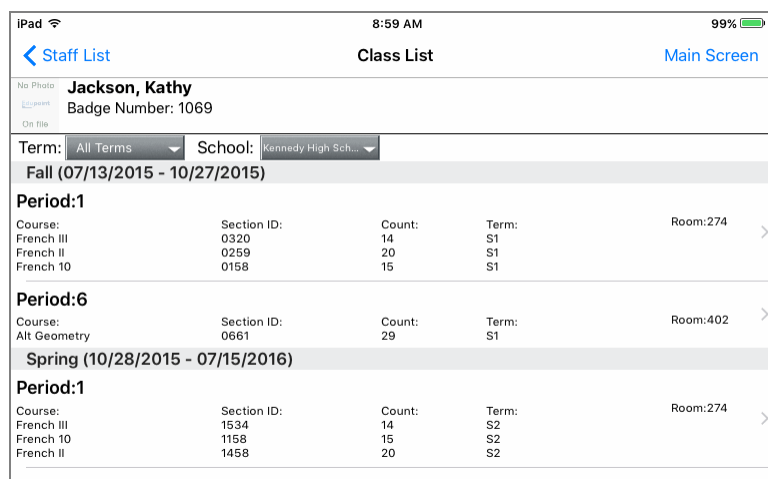
Staff List

No Photo **Jackson, Michael**
Badge Number: 1070
staffdemo@mail.localserv... >

No Photo **Jackson, Kathy**
Badge Number: 1069
staffdemo@mail.localserv... >

Staff List Screen

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



Class List

Term: All Terms School: Kennedy High Sch... >

Fall (07/13/2015 - 10/27/2015)

Period:1

Course:	Section ID:	Count:	Term:	Room:
French III	0320	14	S1	274
French II	0259	20	S1	
French 10	0158	15	S1	

Period:6

Course:	Section ID:	Count:	Term:	Room:
Alt Geometry	0661	29	S1	402

Spring (10/28/2015 - 07/15/2016)

Period:1

Course:	Section ID:	Count:	Term:	Room:
French III	1534	14	S2	274
French 10	1158	15	S2	
French II	1458	20	S2	

Class List Screen

6. Tap a student to view their student information.

Attendance

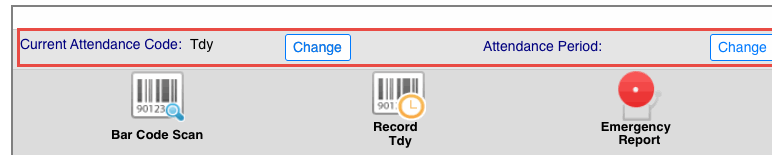
Overview

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



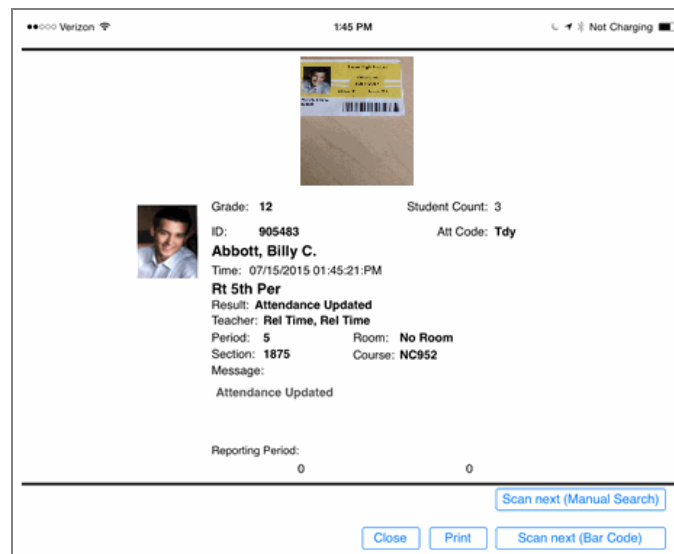
Search/Scan Screen

2. Enter attendance for students.



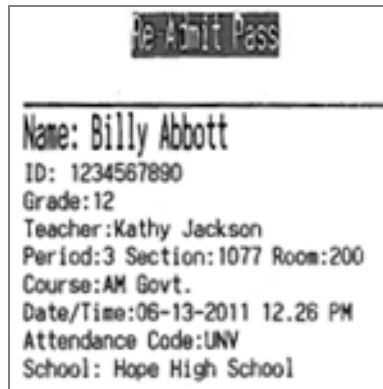
- a. Tap .
- b. Point the camera at the barcode on the student ID card.

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



Scan Results

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

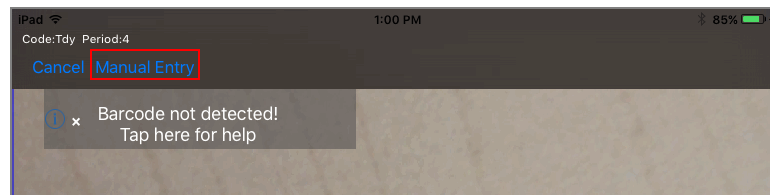


Re Admit Pass

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**.





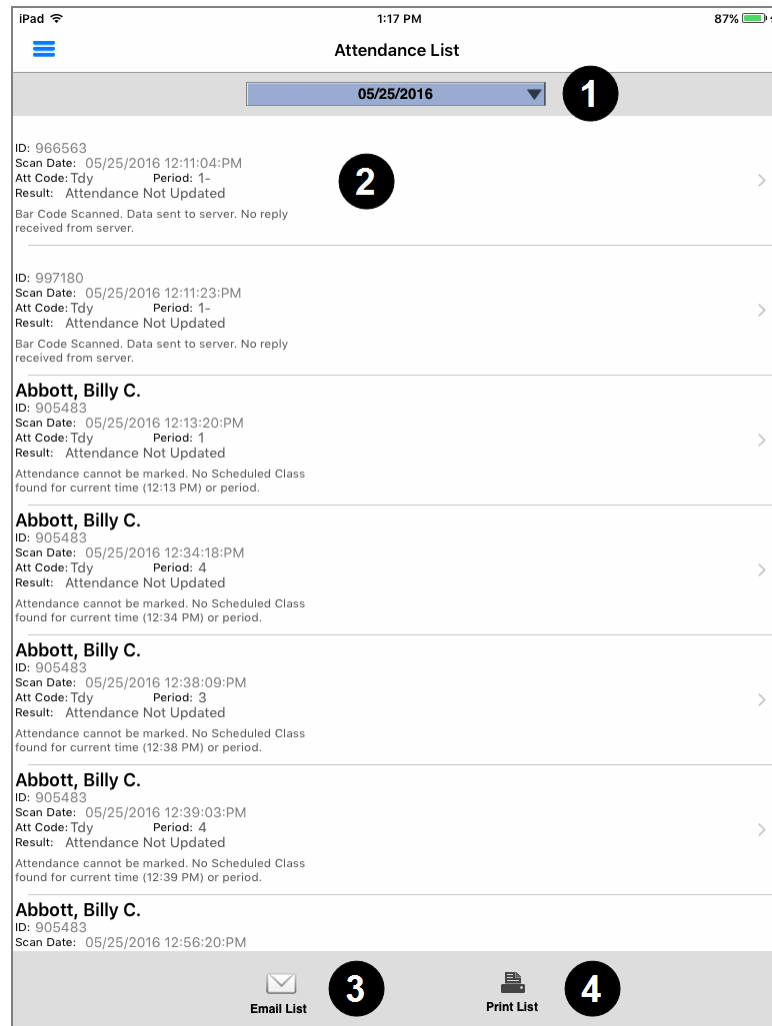
Barcode Scanner

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. ①
4. Tap a student to see details of the scan of that student. ②
5. Tap  to email the list of students. ③
6. Tap  to print the list using an AirPrint printer. ④

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.

Close Preferences

ATTENDANCE

Print Re-Admit Pass ✓

Use Bell-Schedule Time to determine the Current Period to Take Attendance ✓
(Applicable only for Period Attendance)

Sound ✓

Vibration ✓

Always confirm student during search ✓

CONTINUOUS SCAN OPTIONS

Continuous Scan

Success Sound Success Sound 1 >

Failure Sound Failure Sound 2 >

Result Message Timeout 20

Time in seconds to automatically dismiss the result message

Preferences Screen

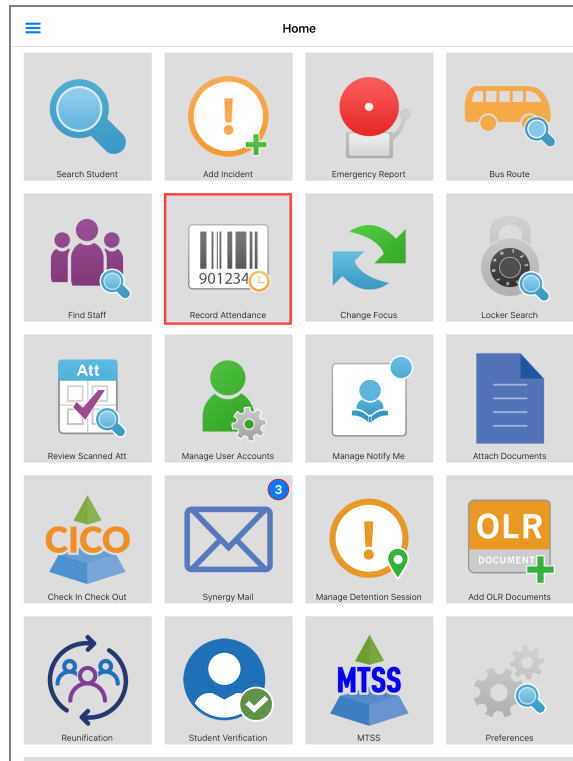


By default, the **Always confirm student during search** is selected and the **Continuous Scan** is not selected.

7. Tap **Close**.

Recording Continuous Tardy

1. Tap Record Attendance.

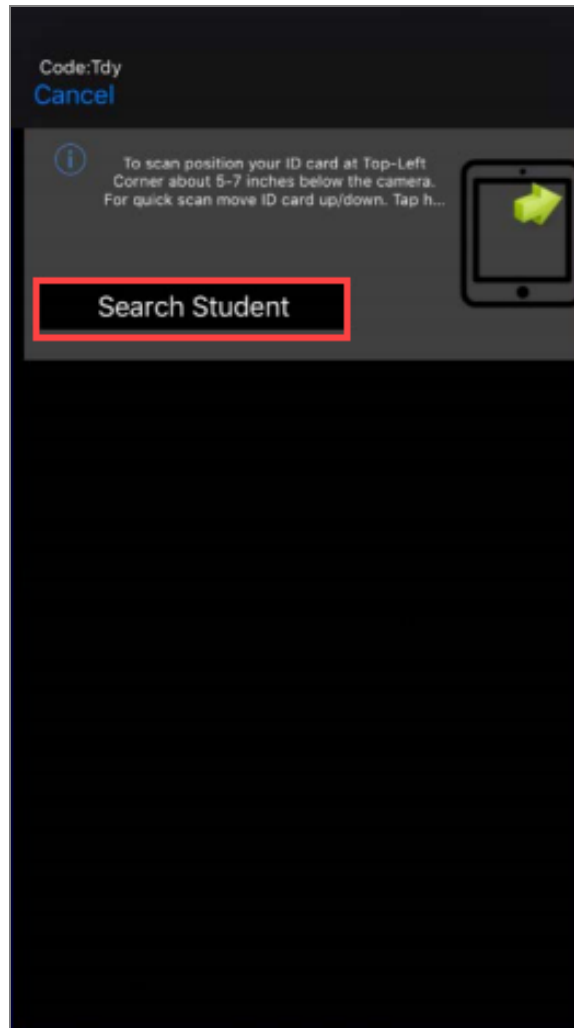


Home Screen

2. Tap **Record TDY**.

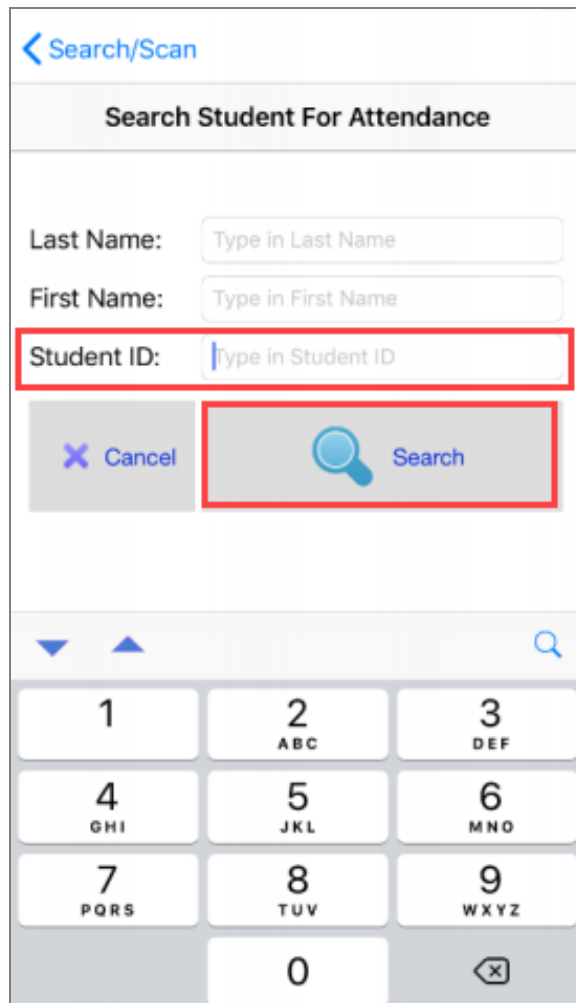
Searching for a student for tardy recording defaults to the Scan mode.

Search/Scan Screen

3. Tap **Search Student**.*Student Barcode Scan Screen*

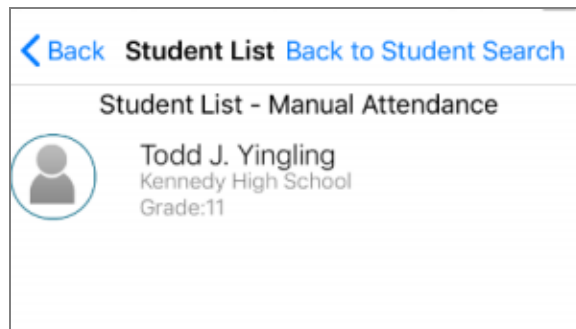
The focus is set to the **Student ID** field by default.

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

The screenshot shows a mobile application interface for searching students. At the top, there is a blue header with a back arrow and the text "Search/Scan". Below this is a section titled "Search Student For Attendance". It contains three input fields: "Last Name:" with a placeholder "Type in Last Name", "First Name:" with a placeholder "Type in First Name", and "Student ID:" with a placeholder "Type in Student ID". The "Student ID:" field is highlighted with a red border. Below the input fields are two buttons: a "Cancel" button with a blue 'X' icon and a "Search" button with a magnifying glass icon. The "Search" button is also highlighted with a red border. At the bottom of the screen is a numeric keypad with numbers 1 through 9, 0, and a backspace icon.

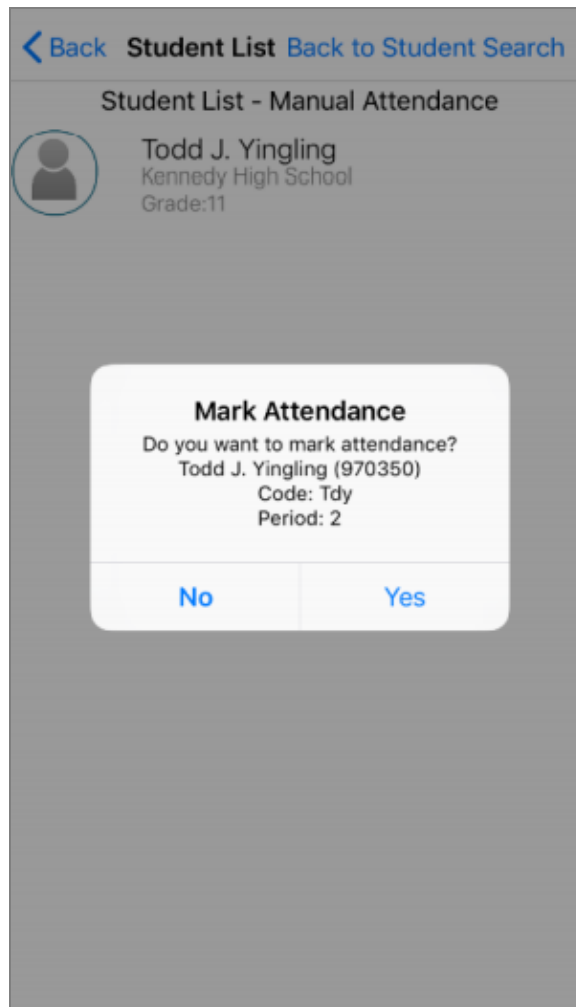
Search Student For Attendance Screen

6. Select the student to record the tardy for.

The screenshot shows a mobile application interface for a student list. At the top, there is a blue header with a back arrow and the text "Back Student List Back to Student Search". Below this is a section titled "Student List - Manual Attendance". It contains a circular profile picture placeholder and the text "Todd J. Yingling", "Kennedy High School", and "Grade:11".

Student List Screen

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.

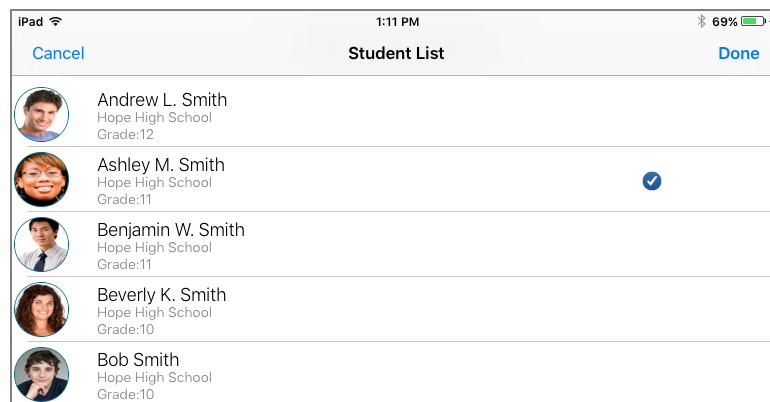
The Review Scanned Attendance logs the students recorded for tardies; both successes and failures are recorded.

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 Students**.
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.

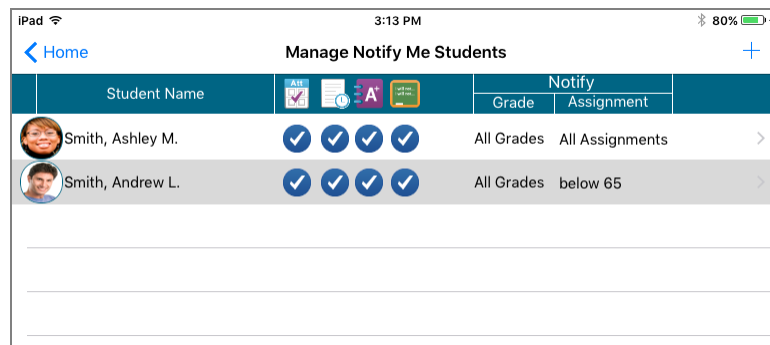


Student List Screen

5. Tap **Done**.




AdminVUE enables all notifications by default.



Manage Notify Me Students Screen

6. Tap the student's name.


Notification Settings



Smith, Andrew L.

ID: 874429 Grade: 12

EDIT NOTIFY ME PREFERENCES




Assignments

All Assignment

–


+

✓



Attendance

✓




Grades

All grades

–

+

✓



Discipline

✓

Close

Remove from Notify Me

Save

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.

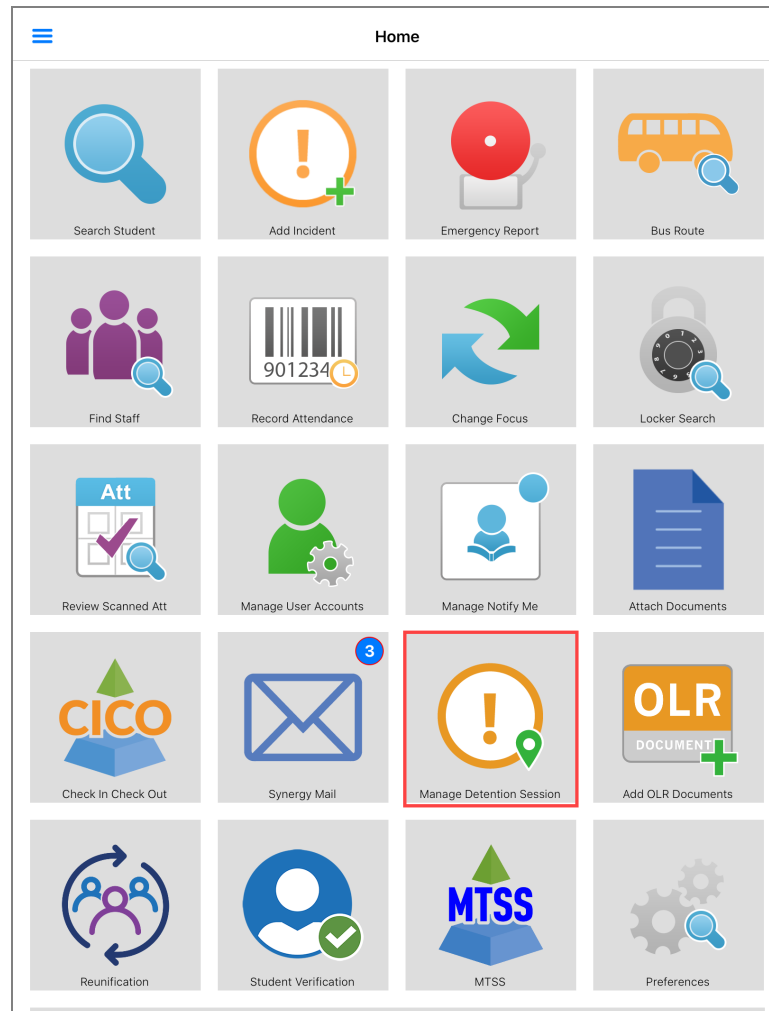
- Use   to change the thresholds for Assignment and Grade notifications.
- Tap **Remove from Notify Me** to remove all notifications for the student.
- Tap **Close** to return to the Manage Notify Me Students screen.

7. Tap **Save**.

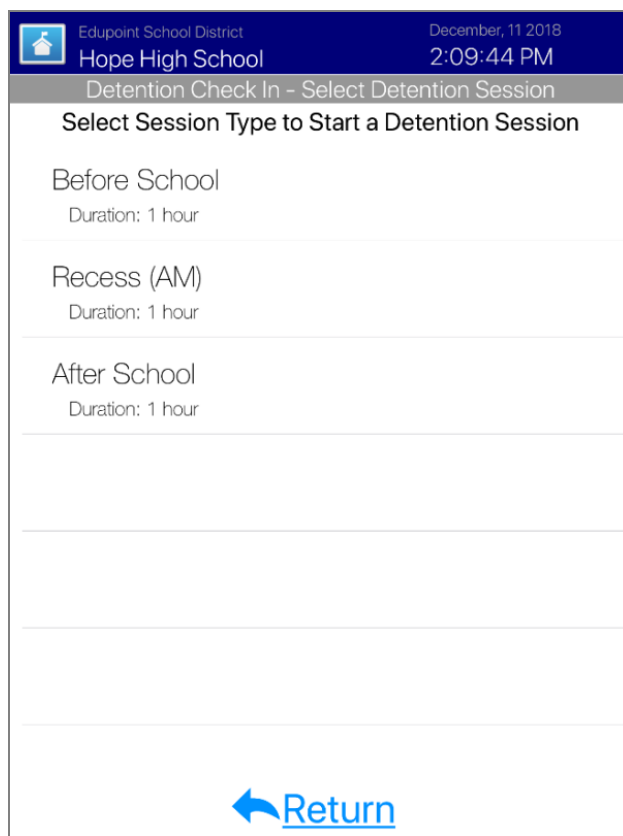
Manage Detention Session

Starting a Session

1. Tap Manage Detention Session.



AdminVUE Home Screen

2. Tap the **Session Type**.

Edupoint School District
Hope High School
December, 11 2018
2:09:44 PM

Detention Check In - Select Detention Session

Select Session Type to Start a Detention Session

Before School
Duration: 1 hour

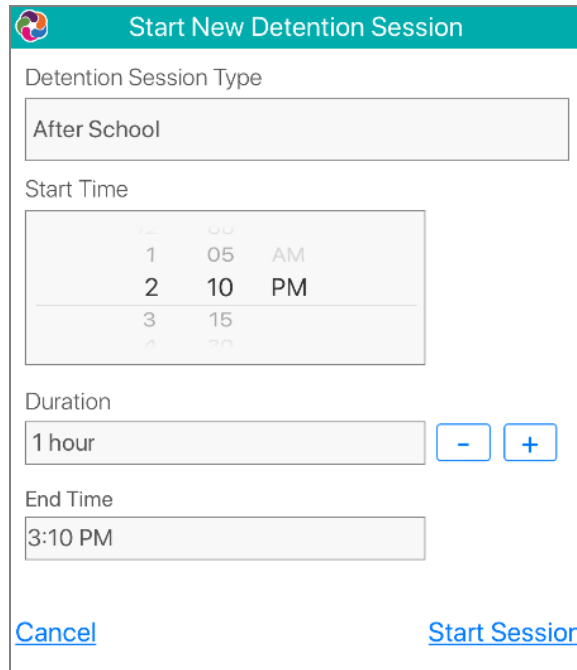
Recess (AM)
Duration: 1 hour

After School
Duration: 1 hour

[Return](#)

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**.

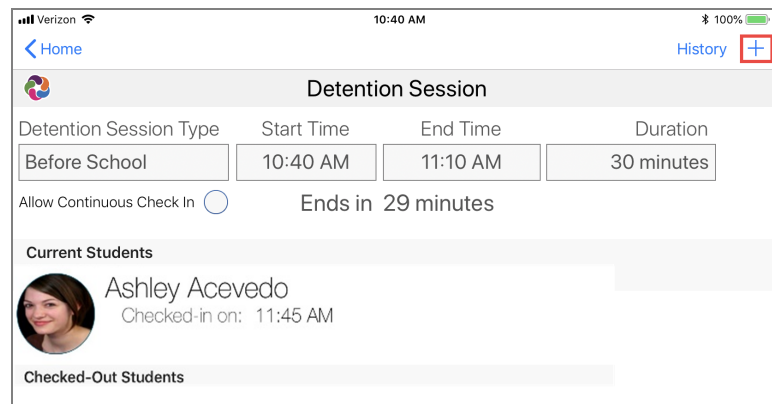


The screen is titled "Start New Detention Session" with a teal header. It contains the following fields and controls:

- Detention Session Type:** A dropdown menu showing "After School".
- Start Time:** A time picker showing 1:05 AM, with 2:10 PM selected.
- Duration:** A text field showing "1 hour" with minus and plus buttons.
- End Time:** A text field showing "3:10 PM".
- Buttons:** "Cancel" and "Start Session" at the bottom.

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.



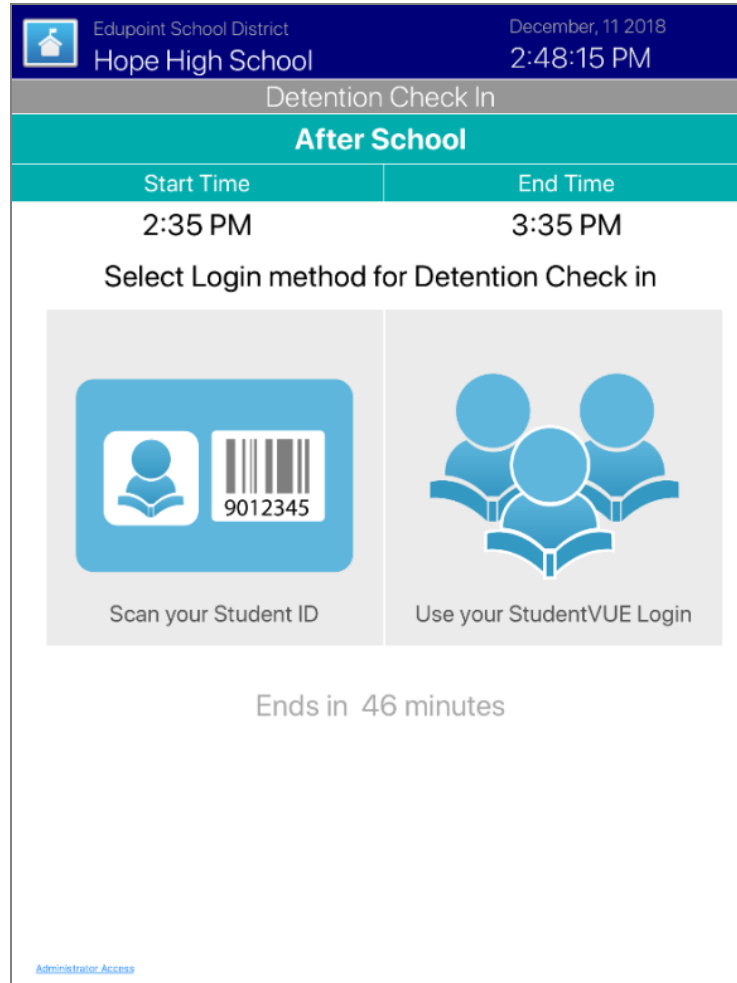
The screen shows an active "Detention Session" with the following details:

- Detention Session Type:** Before School
- Start Time:** 10:40 AM
- End Time:** 11:10 AM
- Duration:** 30 minutes
- Allow Continuous Check In:** A toggle switch is turned on.
- Ends in:** 29 minutes
- Current Students:** Ashley Acevedo, Checked-in on: 11:45 AM.
- Checked-Out Students:** (Empty list)

Navigation includes a "Home" button with a back arrow and a "History" button with a plus icon.

Detention Session Screen

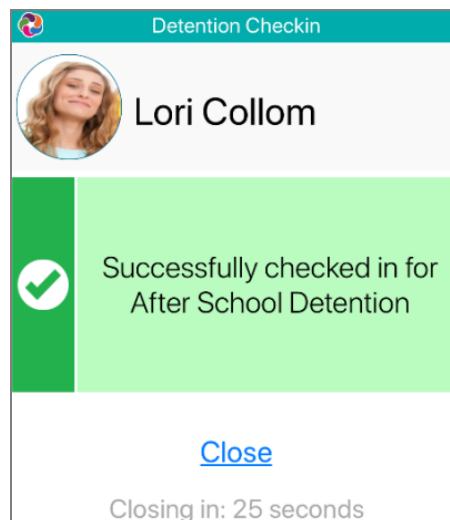
4. The student checks in by scanning their student ID or by entering their StudentVUE login.



The screen displays the 'Detention Check In' interface for 'Edupoint School District' and 'Hope High School'. The date is 'December, 11 2018' and the time is '2:48:15 PM'. The section is titled 'After School'. It shows a 'Start Time' of '2:35 PM' and an 'End Time' of '3:35 PM'. Below this, it says 'Select Login method for Detention Check in'. There are two options: 'Scan your Student ID' (represented by a student ID card icon with the number 9012345) and 'Use your StudentVUE Login' (represented by an icon of three people reading). A countdown timer indicates 'Ends in 46 minutes'. A small link for 'Administrator Access' is at the bottom left.

Detention Check In Screen

A success message displays after the student is checked in.

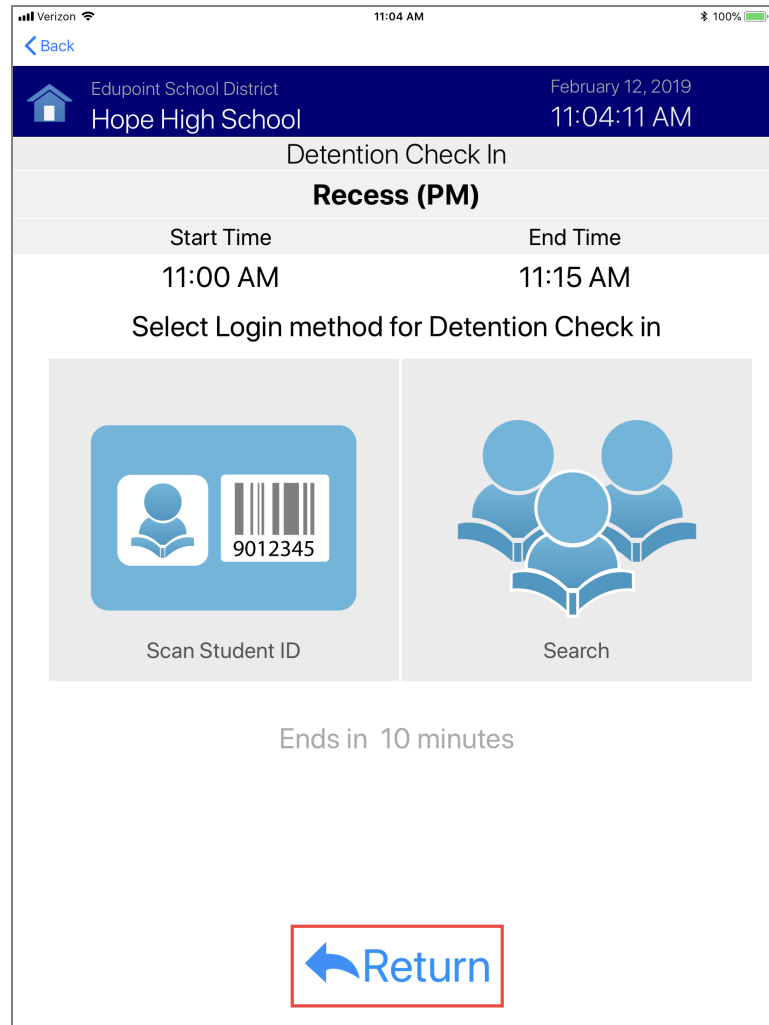


The screen displays a success message for 'Lori Collom'. It shows a profile picture of a woman and the name 'Lori Collom'. A green checkmark icon is next to the text 'Successfully checked in for After School Detention'. Below this, there is a 'Close' button and a countdown timer that says 'Closing in: 25 seconds'.

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


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

The screenshot shows the 'Detention Session' screen. At the top, there's a status bar with 'Verizon', '10:40 AM', and '100%' battery. Below the status bar, there's a navigation bar with a blue '< Home' button on the left and a blue 'History' button with a plus icon on the right. The main content area has a title 'Detention Session' with a colorful icon. Below the title, there's a section for session details with four fields: 'Detention Session Type' (Before School), 'Start Time' (10:40 AM), 'End Time' (11:10 AM), and 'Duration' (30 minutes). Below these fields, there's a toggle for 'Allow Continuous Check In' (currently off) and a text 'Ends in 29 minutes'. The next section is 'Current Students' with a list of students. The first student is Ashley Acevedo, with a profile picture and 'Checked-in on: 11:45 AM'. Below this is a section for 'Checked-Out Students' which is currently empty. At the bottom of the screen, there are two buttons: 'End Session' on the left and 'Home' on the right. The 'History' button at the top right is highlighted with a red box, and the 'End Session' and 'Home' buttons at the bottom are also highlighted with red boxes.

Detention Session Type	Start Time	End Time	Duration
Before School	10:40 AM	11:10 AM	30 minutes

Allow Continuous Check In ☐ Ends in 29 minutes

Current Students

	Ashley Acevedo Checked-in on: 11:45 AM
---	---

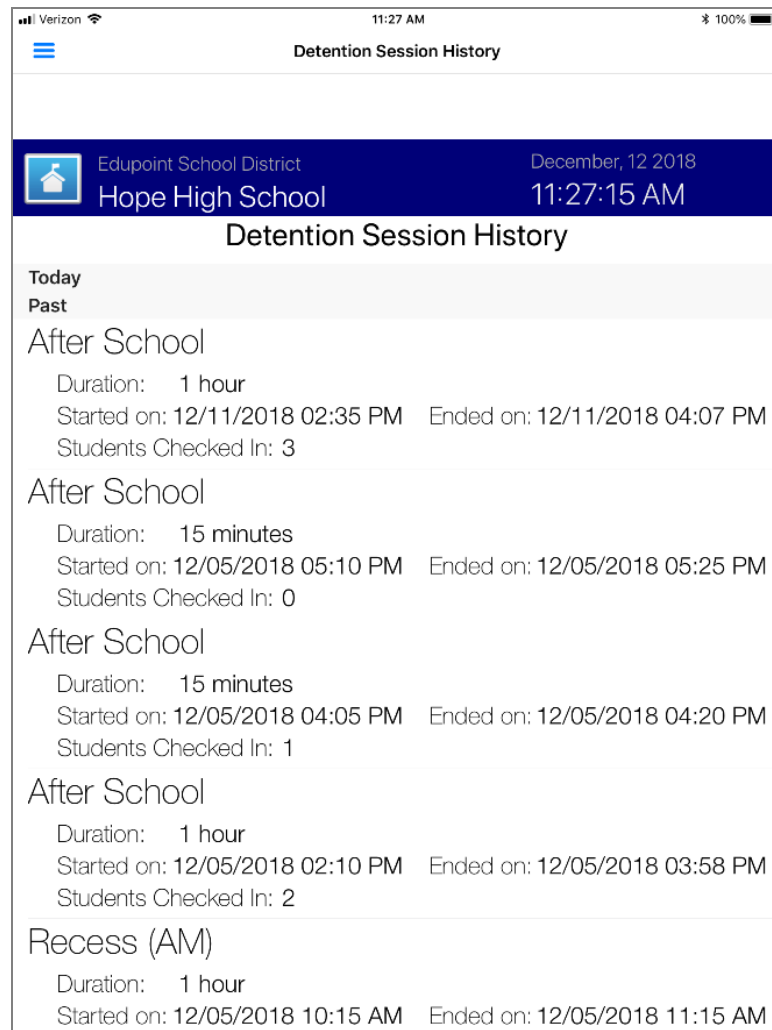
Checked-Out Students

End Session **Home**

Detention Session Screen

Viewing Detention History

1. Tap a Detention Session to view more information.



Detention Session History Screen

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

Verizon 11:27 AM 100%

[Detention Session History](#)


Detention Session

Detention Session Type	Started On	End Time	Duration
After School	2:35 PM	4:07 PM	1 hour


Session Ended.

Current Students


Checked-Out Students



Billy Abbott
Checked-in on: 2:35 PM
Served hours in this session: 1.50



Ashley Acevedo
Checked-in on: 2:37 PM
Served hours in this session: 1.50



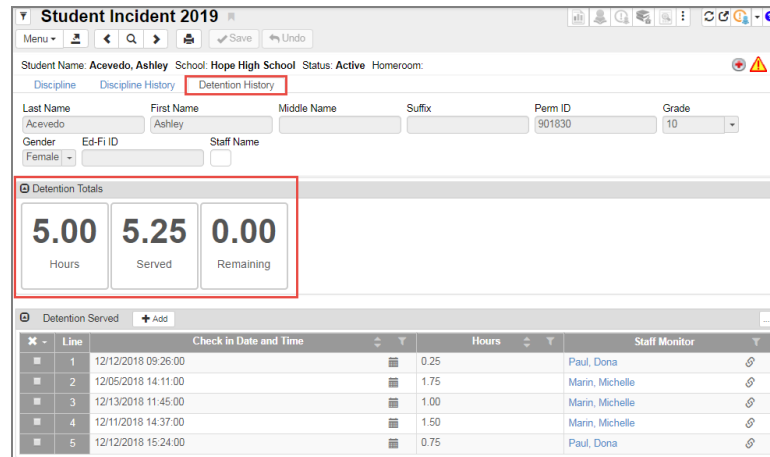
Lori Collom
Checked-in on: 2:49 PM
Served hours in this session: 1.50

[Cancel](#)

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

Student Name: **Acevedo, Ashley** School: **Hope High School** Status: **Active** Homeroom:

Discipline Discipline History **Detention History**

Last Name: **Acevedo** First Name: **Ashley** Middle Name: Suffix: Perm ID: **901830** Grade: **10**

Gender: **Female** Ed-Fi ID: Staff Name:

Detention Totals

5.00 Hours	5.25 Served	0.00 Remaining
----------------------	-----------------------	--------------------------

Detention Served + Add

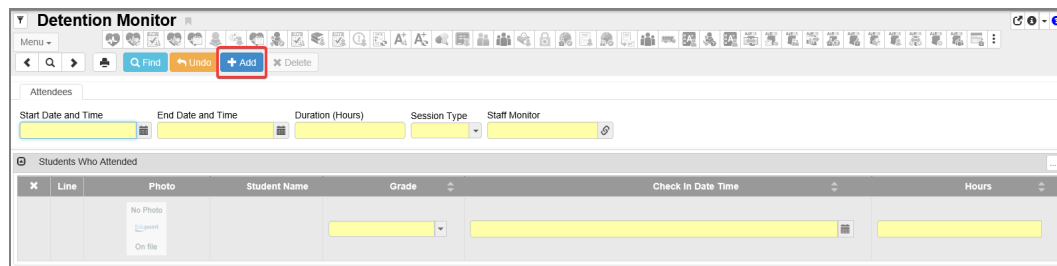
Line	Check In Date and Time	Hours	Staff Monitor
1	12/12/2018 09:26:00	0.25	Paul, Dona
2	12/05/2018 14:11:00	1.75	Marin, Michelle
3	12/13/2018 11:45:00	1.00	Marin, Michelle
4	12/11/2018 14:37:00	1.50	Marin, Michelle
5	12/12/2018 15:24:00	0.75	Paul, Dona

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

Attendees

Start Date and Time: End Date and Time: Duration (Hours): Session Type: Staff Monitor:

Students Who Attended

Line	Photo	Student Name	Grade	Check In Date Time	Hours
	No Photo On file				

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.

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

Detention Monitor

Save Close

Start Date and Time* End Date and Time Duration (Hours) Session Type* Staff Monitor*

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

Menu Save Undo Add Delete

Attendees

Start Date and Time End Date and Time Duration (Hours) Session Type Staff Monitor

12/13/2018 11:15:00 12/13/2018 12:15:00 1.00 Recess (AM) Martin, Michelle

Students Who Attended + Add

Line	Photo	Student Name	Grade	Check In Date Time	Hours
1		Abbott, Billy C.	12		

Detention Monitor Screen

11. Click **Save**.

Detention Monitor

Menu Save Undo Add Delete

Attendees

Start Date and Time End Date and Time Duration (Hours) Session Type Staff Monitor

12/13/2018 11:15:00 12/13/2018 12:15:00 1.00 Recess (AM) Martin, Michelle




Students Who Attended + Add

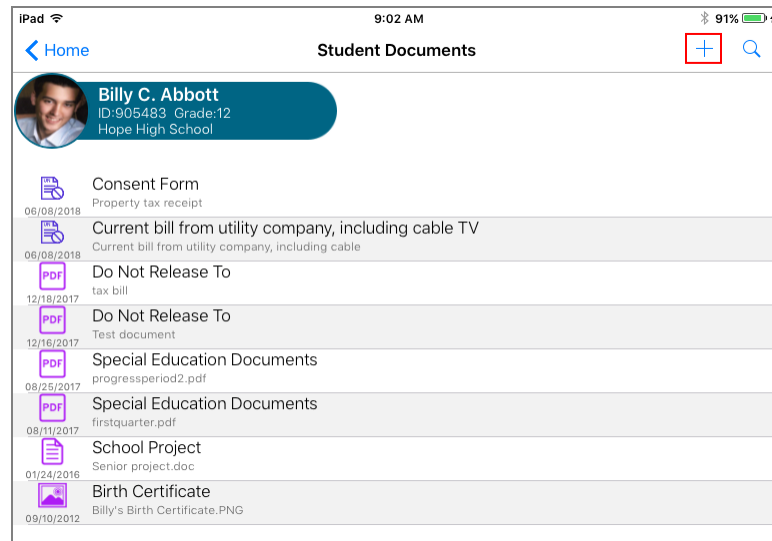
Line	Photo	Student Name	Grade	Check In Date Time	Hours
1		Abbott, Billy C.	12	12/13/2018 11:15:00	1.00

Detention Monitor Screen

Student Documents

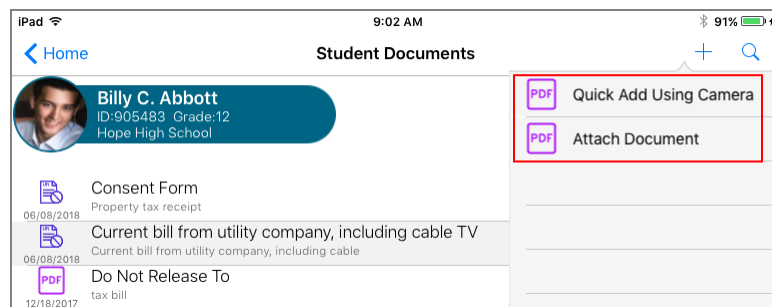
Viewing Student Documents

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



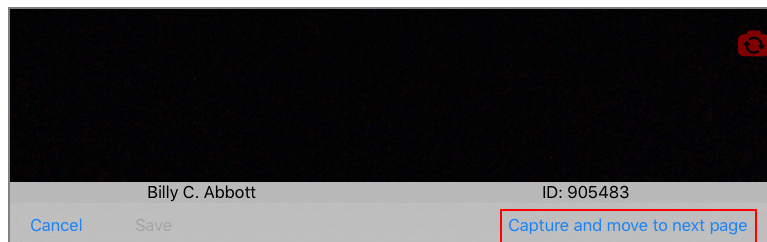
Student Documents Screen

4. Select an option.



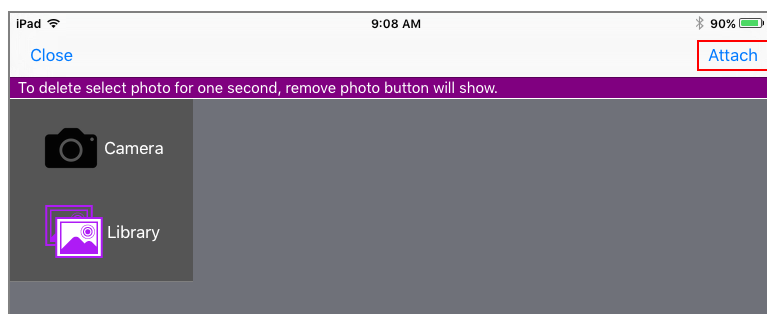
Student Documents Screen

- *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*

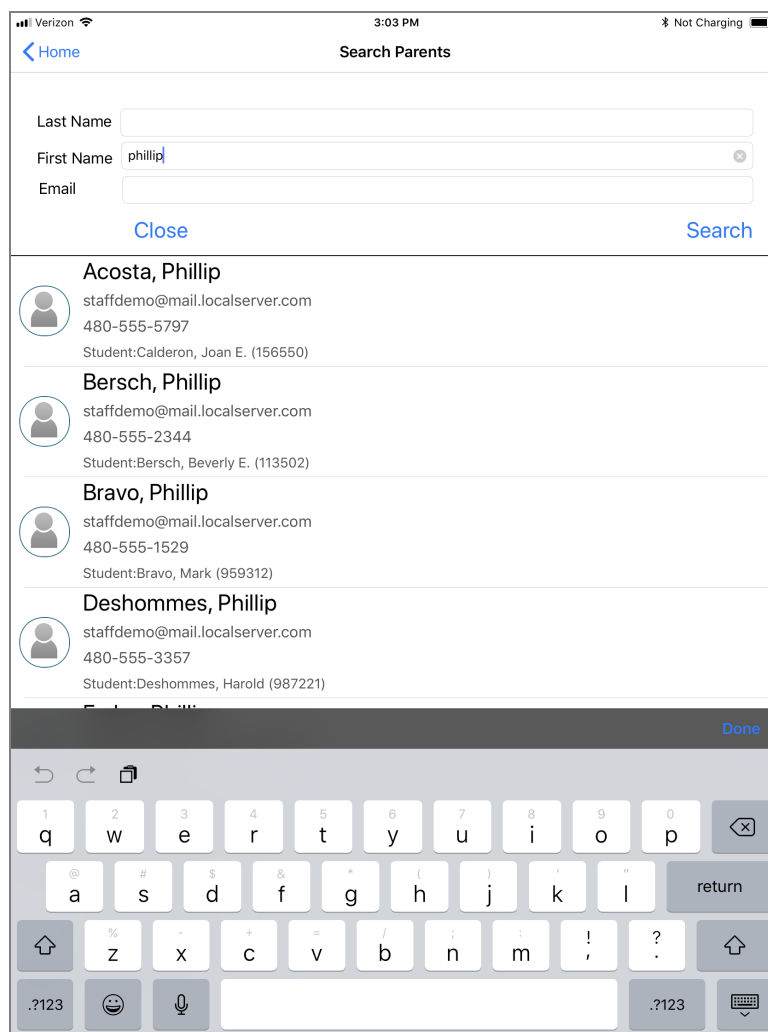
Uploading OLR Documents

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 .
2. Select a parent.



Verizon 3:03 PM Not Charging

< Home Search Parents

Last Name

First Name

Email

Close Search

Acosta, Phillip
staffdemo@mail.localserver.com
480-555-5797
Student:Calderon, Joan E. (156550)

Bersch, Phillip
staffdemo@mail.localserver.com
480-555-2344
Student:Bersch, Beverly E. (113502)

Bravo, Phillip
staffdemo@mail.localserver.com
480-555-1529
Student:Bravo, Mark (959312)

Deshommes, Phillip
staffdemo@mail.localserver.com
480-555-3357
Student:Deshommes, Harold (987221)

Done

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**.

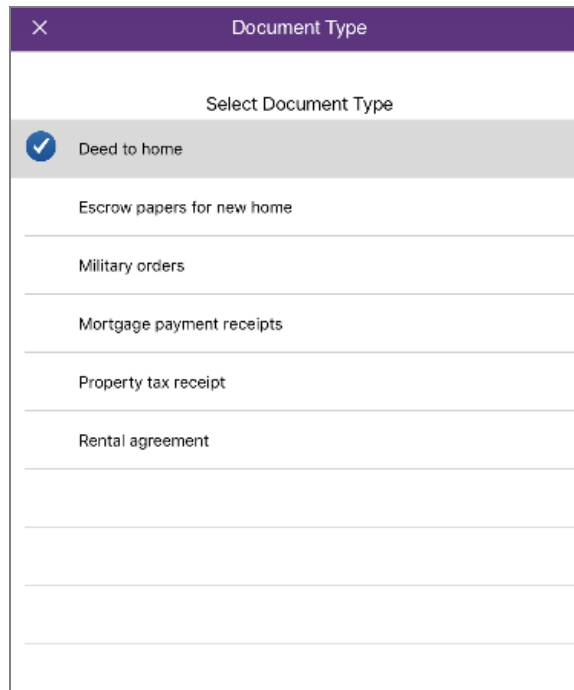
3. Tap **Family** to add family type documents or a student's name to add student documents.

OLR Student List Screen

4. Select a Document Category.

Family Documents Screen

Student Documents Screen

5. Select a **Document Type**.

Document Type	
Select Document Type	
<input checked="" type="checkbox"/>	Deed to home
<input type="checkbox"/>	Escrow papers for new home
<input type="checkbox"/>	Military orders
<input type="checkbox"/>	Mortgage payment receipts
<input type="checkbox"/>	Property tax receipt
<input type="checkbox"/>	Rental agreement
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



Family Documents Screen, Document Type

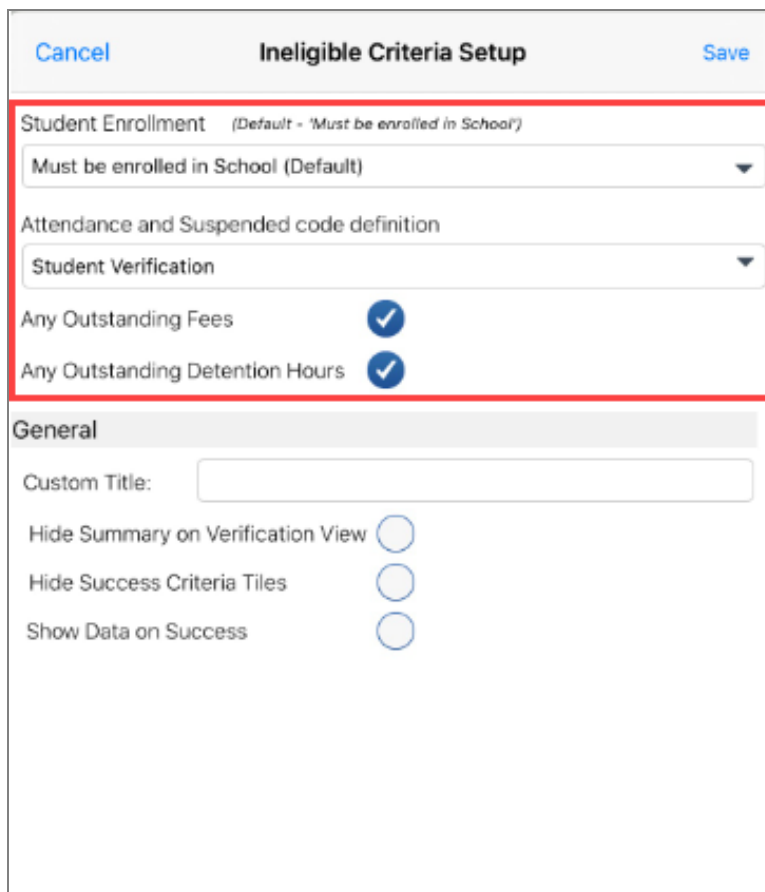
6. Tap **Capture and move to next page**. Continue to capture photos as needed.
7. Tap **Save**.
8. Select another document category to upload on the Documents screen or tap **OLR Student List** to return to the OLR Student List screen.

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.

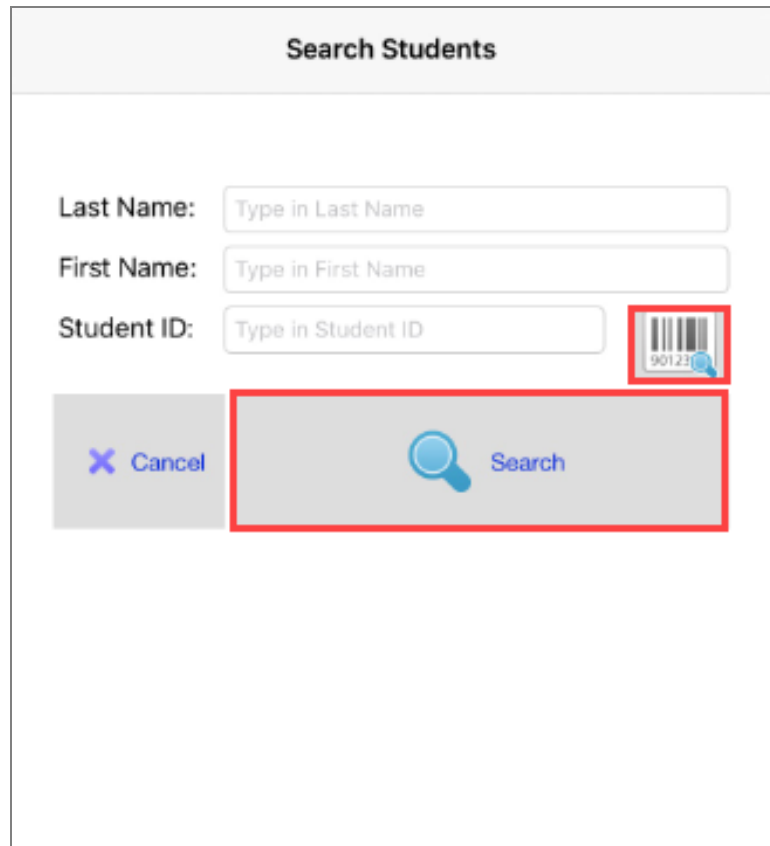


Ineligible Criteria Setup Screen

4. Tap **Save**.

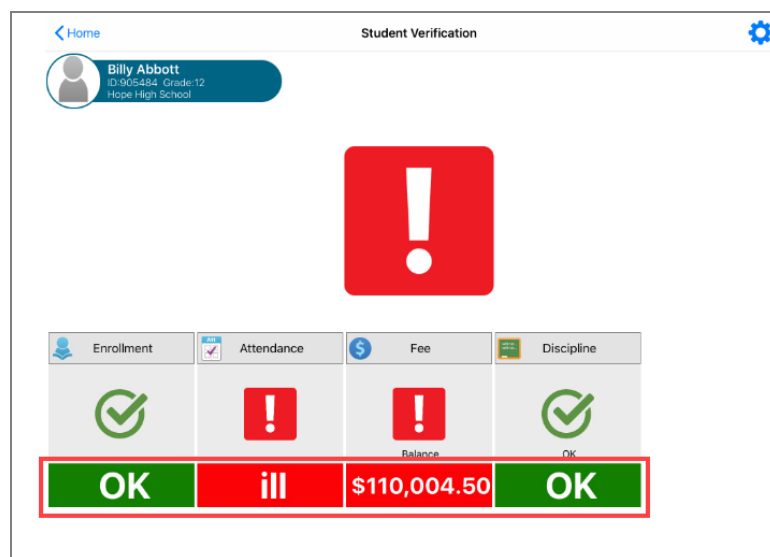
Verifying Student

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



The "Search Students" screen features a header with the title "Search Students". Below the header are three input fields: "Last Name:" with placeholder text "Type in Last Name", "First Name:" with placeholder text "Type in First Name", and "Student ID:" with placeholder text "Type in Student ID". To the right of the "Student ID" field is a barcode icon with the number "90123" below it. At the bottom of the screen are two buttons: a "Cancel" button with a blue 'X' icon and a "Search" button with a blue magnifying glass icon. The "Search" button is highlighted with a red rectangular border.

Search Students Screen



The "Student Verification" screen displays student information at the top: a back arrow labeled "Home", a profile icon, and the text "Billy Abbott", "ID:9065434", "Grade:12", and "Hope High School". Below this is a large red square with a white exclamation mark. Underneath the exclamation mark is a table with four columns: Enrollment, Attendance, Fee, and Discipline. Each column has a status icon (green checkmark for Enrollment and Discipline, red exclamation mark for Attendance and Fee) and a corresponding status bar at the bottom. The status bar is divided into four colored sections: green with "OK" for Enrollment, red with "!!!", "i!!" for Attendance, green with "\$110,004.50" for Fee, and green with "OK" for Discipline. The entire status bar is highlighted with a red rectangular border.

Enrollment	Attendance	Fee	Discipline
OK	!!! i!!	\$110,004.50	OK

Student Verification Screen

Using Reunification

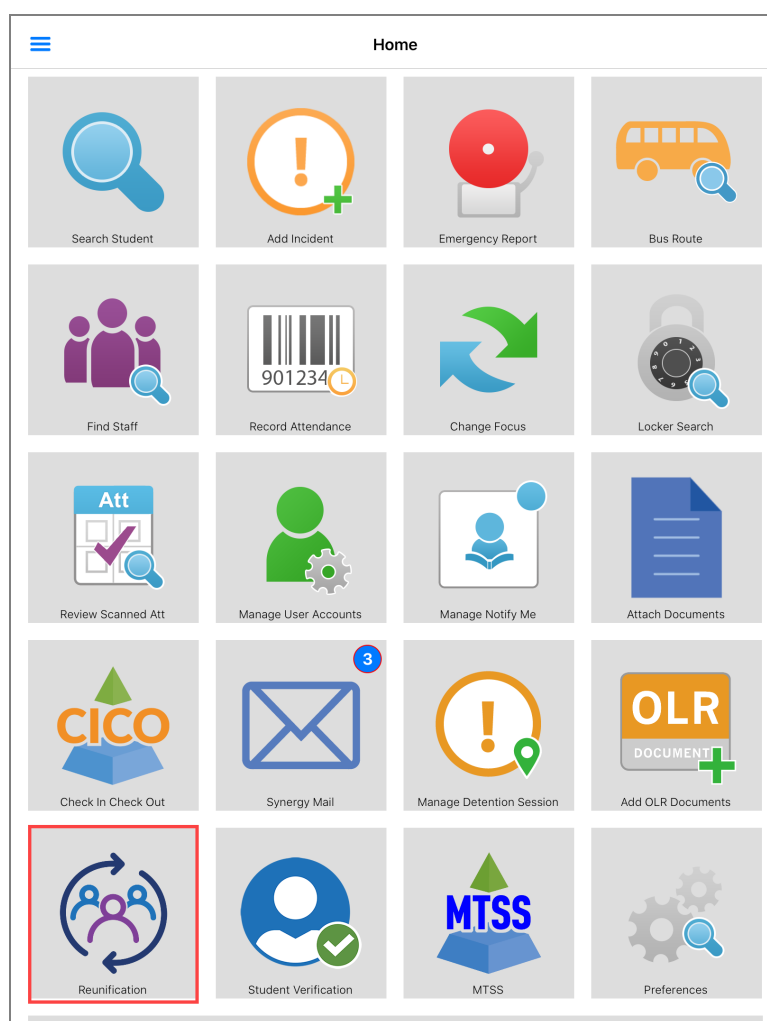
You can check in or check out the students at the reunification center when there is an Emergency Event running.



The Reunification icon only displays in AdminVUE if there is an active event. The icon does not display if there are no active events.

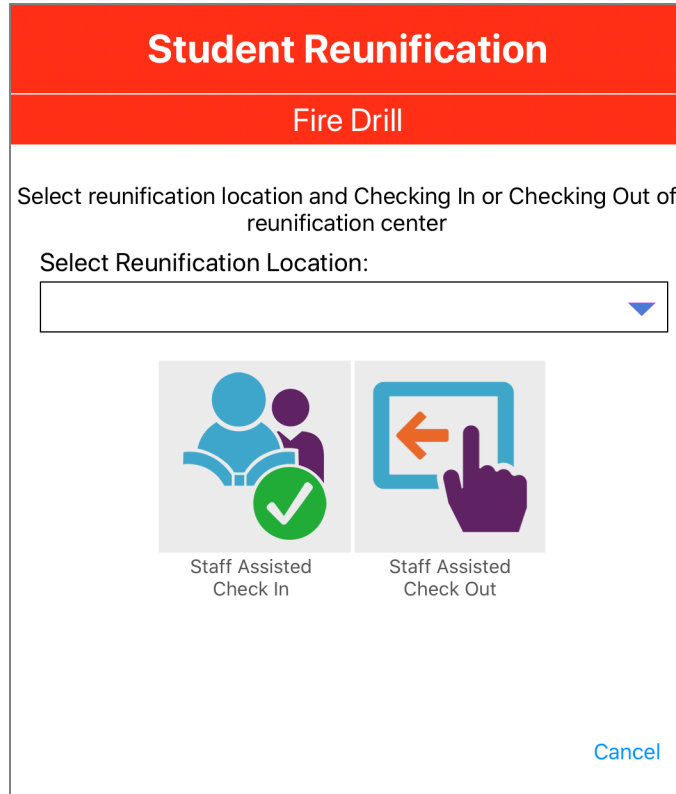
This functionality is available only for AdminVUE IOS version 6.4 (Build: 6.4.38).

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



AdminVUE Home Screen

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



Student Reunification

Fire Drill

Select reunification location and Checking In or Checking Out of reunification center

Select Reunification Location:

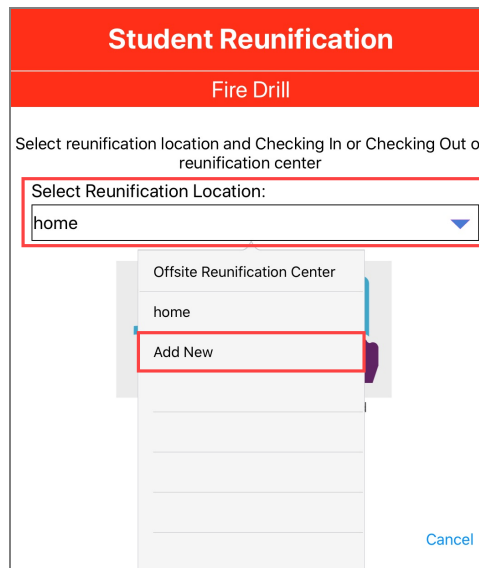
Staff Assisted Check In

Staff Assisted Check Out

Cancel

Student Reunification Screen

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



Student Reunification

Fire Drill

Select reunification location and Checking In or Checking Out of reunification center

Select Reunification Location:

home

Offsite Reunification Center

home

Add New

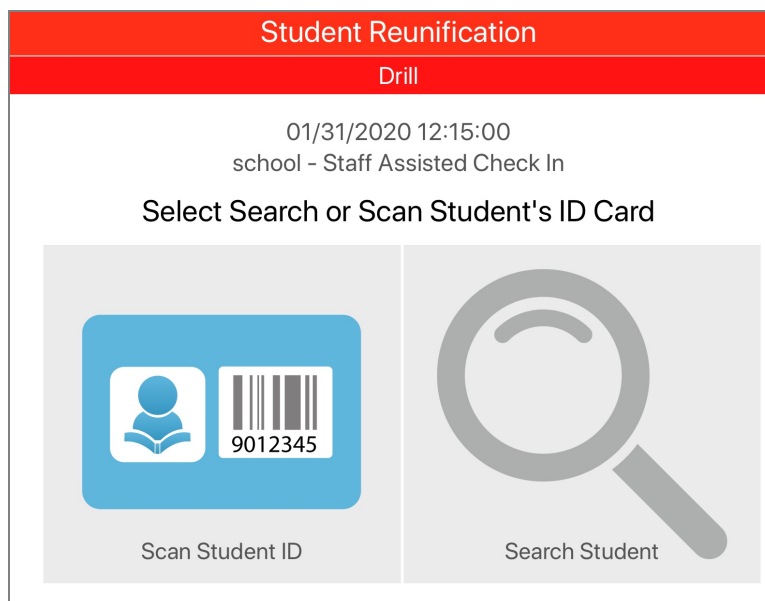
Cancel

Student Reunification Screen

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

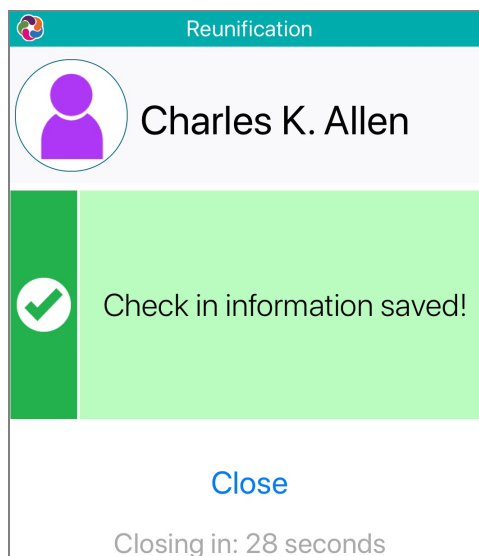
- **Staff Assisted Check In**

- 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

- **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

Sean B. Adams
Grade: 12
ID: 877340

Person Checking Out: Adams, George

Relation: Father

Additional Comments: Taking home

Capture Identity

Submit

Return

Student Reunification Screen

- Tap **Close**.

Reunification

Sean B. Adams



Check out information saved!

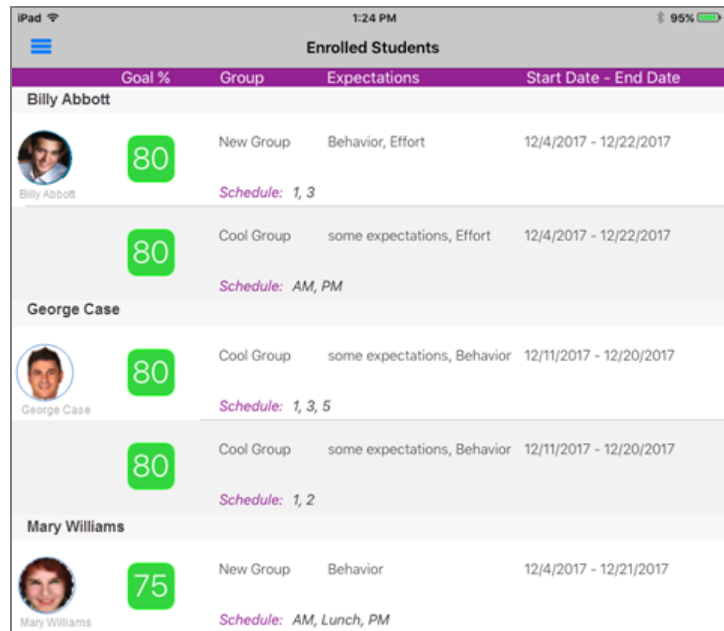
Close






Closing in: 30 seconds

Reunification Window

Check In Check Out

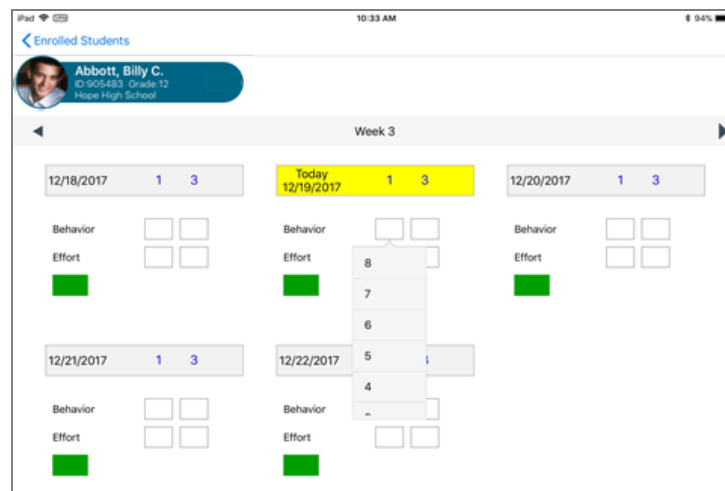
1. Tap  to open the Main Menu and tap  Check In Check Out.
2. Select a plan.



	Goal %	Group	Expectations	Start Date - End Date
Billy Abbott				
	80	New Group	Behavior, Effort	12/4/2017 - 12/22/2017
			<i>Schedule: 1, 3</i>	
	80	Cool Group	some expectations, Effort	12/4/2017 - 12/22/2017
			<i>Schedule: AM, PM</i>	
George Case				
	80	Cool Group	some expectations, Behavior	12/11/2017 - 12/20/2017
			<i>Schedule: 1, 3, 5</i>	
	80	Cool Group	some expectations, Behavior	12/11/2017 - 12/20/2017
			<i>Schedule: 1, 2</i>	
Mary Williams				
	75	New Group	Behavior	12/4/2017 - 12/21/2017
			<i>Schedule: AM, Lunch, PM</i>	

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.



Week 3		
12/18/2017	Today 12/19/2017	12/20/2017
Behavior	Behavior	Behavior
Effort	Effort	Effort
12/21/2017	12/22/2017	
Behavior	Behavior	
Effort	Effort	

Student CICO Screen

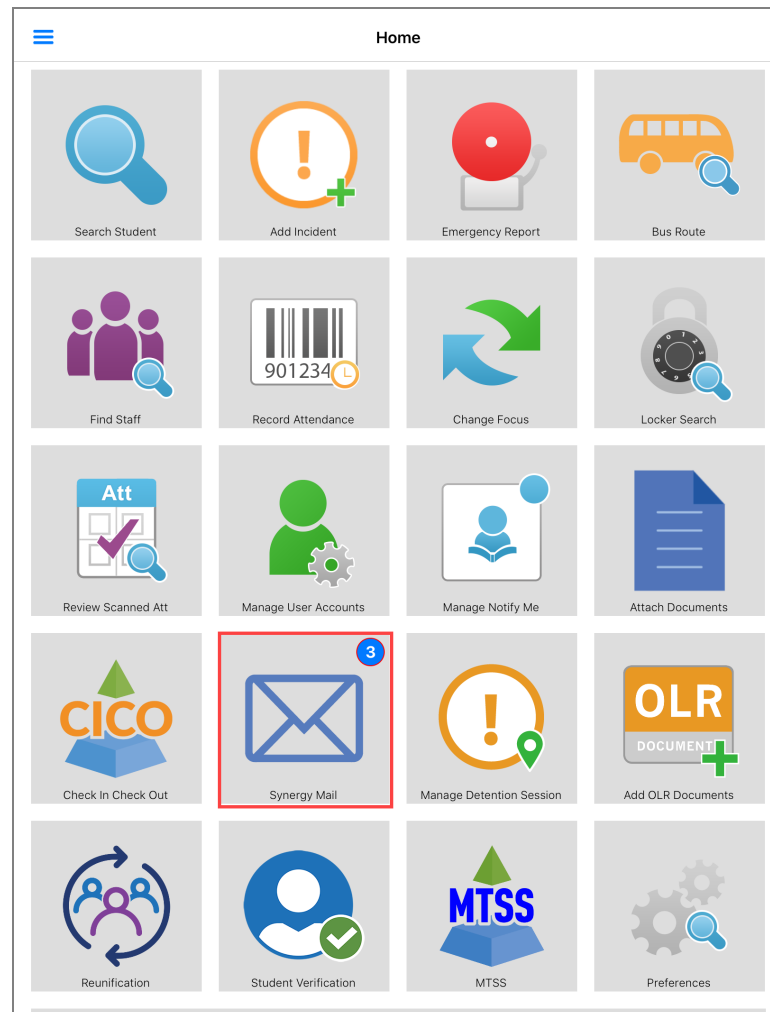
Synergy Mail





Synergy Mail is available if enabled for your district.


Viewing Synergy Mail

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






AdminVUE Home Screen

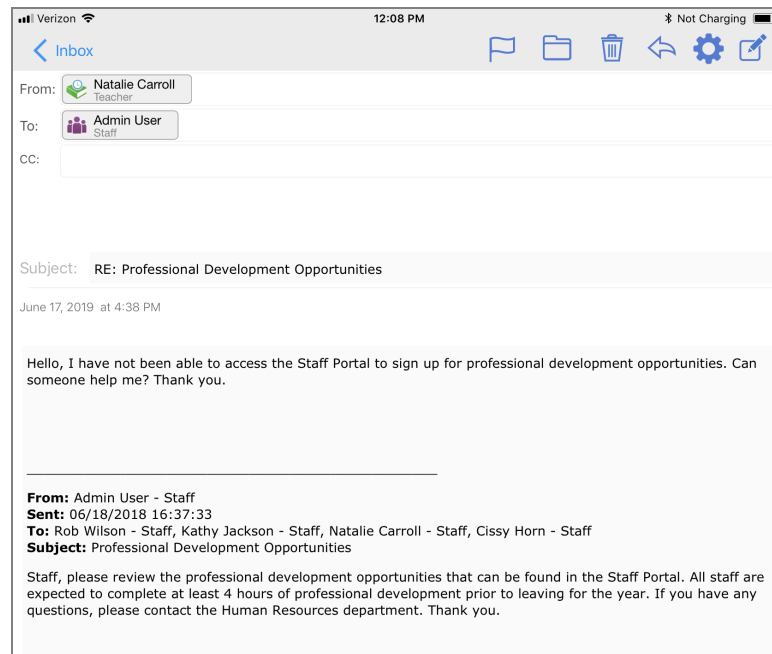
- Tap the folder and message to view.
- Use the icons in Synergy Mail to perform actions.
 -  – Marks a message as Read or Unread
 -  – Moves the current message to the **Inbox**, **Sent**, **Trash**, **Alerts**, or custom folders, depending on the folder in focus

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



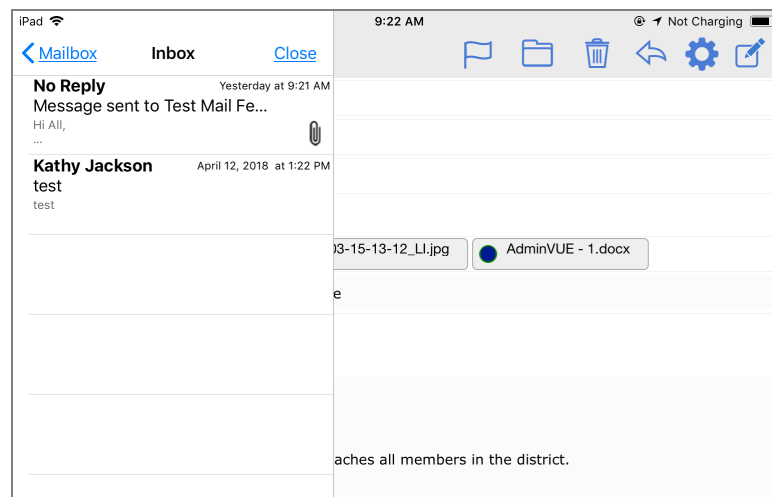
The icon changes to **Delete** when viewing the **Trash** folder.

-  – 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

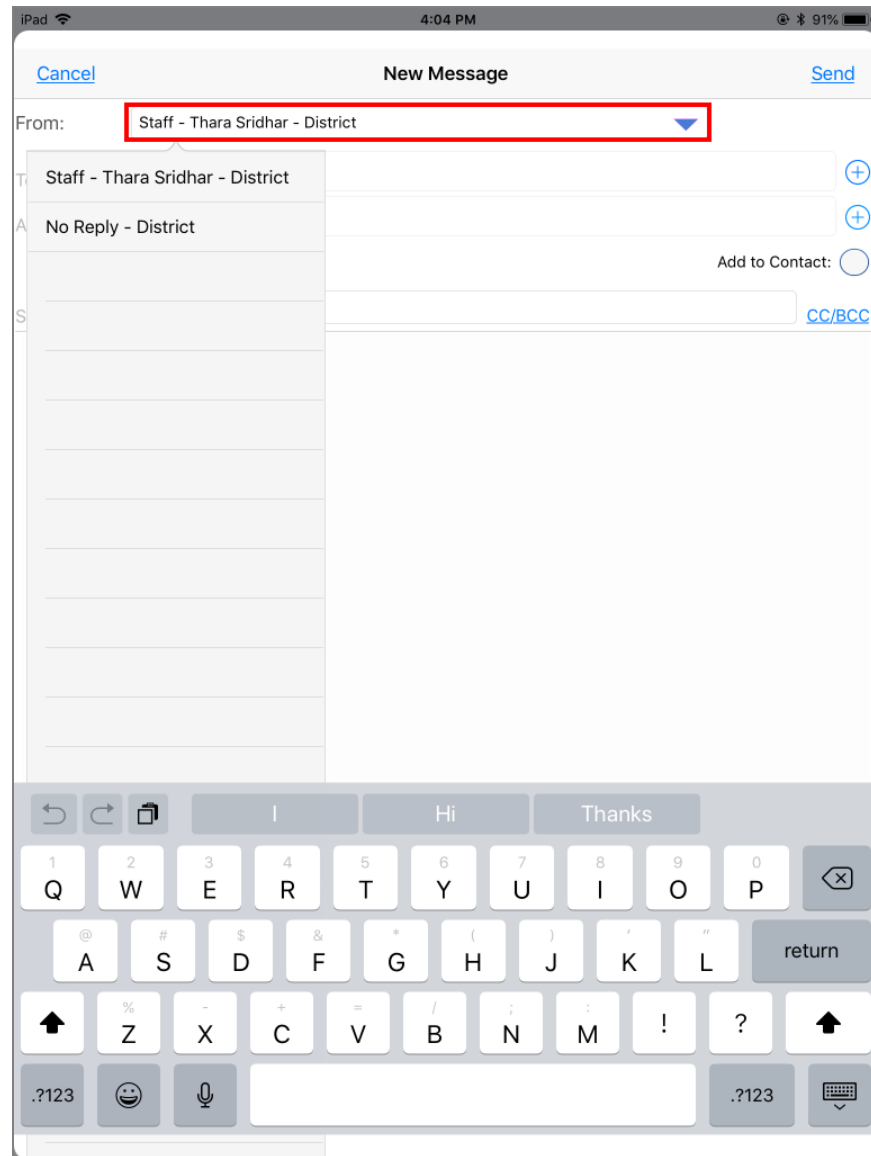
- Tap the folder name at the top to select a different folder.



Message Detail

Composing Messages

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



New Message Screen

Chapter 5: Security

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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.

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

Navigation Security | Document Security

Product Access Definition

Global Access: View Access, Report Access, Audit Access, Delete All Rows

Administrator: User Name (User, Admin)

Product Access Definition Security

Name: K12.MobileInfo.AdminVUE Security

Group Access | User Access | Access Profile

View Substitution | Quick Launch Text | View Name Override

Access | Hide Detail

Line	User Group Name
1	Public
2	Admin - Hope High
3	Curriculum Directors
4	Dual Login
5	Edupoint MS Teacher
6	Gendersuppression
7	Report Card Specialist - Art
8	Report Card Specialist - P.E.
9	Report Card

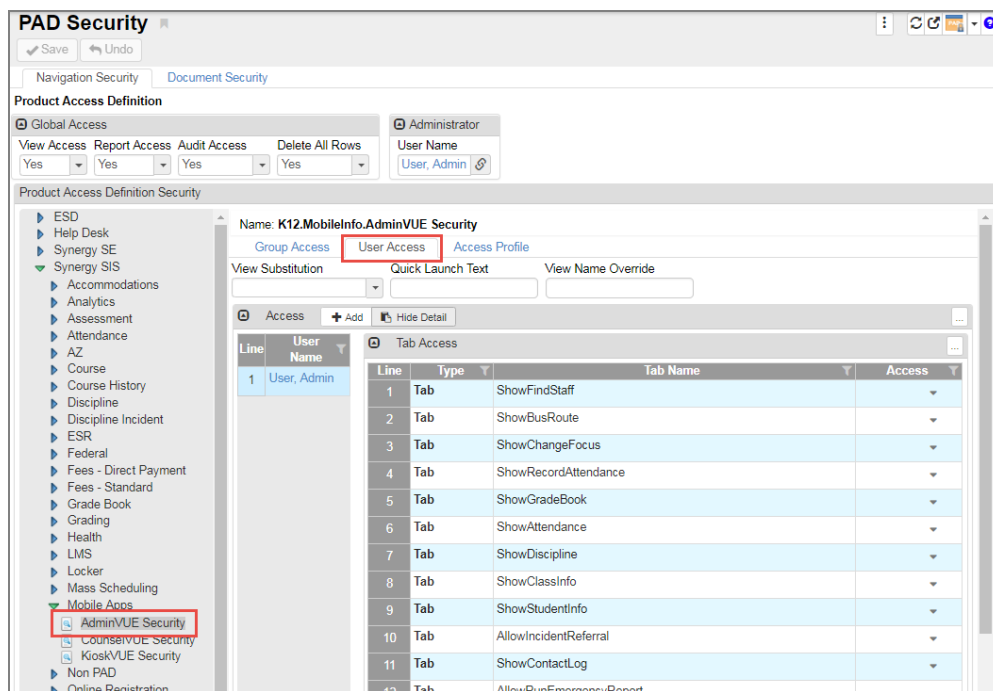
Line	Type	Tab Name	Access
1	Tab	ShowFindStaff	
2	Tab	ShowBusRoute	
3	Tab	ShowChangeFocus	
4	Tab	ShowRecordAttendance	
5	Tab	ShowGradeBook	
6	Tab	ShowAttendance	
7	Tab	ShowDiscipline	
8	Tab	ShowClassInfo	
9	Tab	ShowStudentInfo	
10	Tab	AllowIncidentReferral	

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.