

# TeacherVUE Mobile App 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
5.0	May 2017	2018	Updates: <ul style="list-style-type: none"> <li>• Added Standards-Based Grading Setup.</li> <li>• Updated Using Grade Book for Standards-based grading</li> </ul>

Document Version	Release Date	Software Release	Description
6.0	Dec 2017	2018.01	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Updated <i>Hardware and Software Requirements</i></li> <li>• Added <i>Device Settings</i> to <i>Device Setup</i>.</li> <li>• Added <i>Logging in as an Administrator with TeacherVUE Access</i> in <i>Getting Started</i></li> <li>• Updated <i>Working with Seating Charts</i> for creating charts by section and creating a Free Form Chart using furniture</li> <li>• Updated images in <i>Using Grade Book</i></li> </ul>
7.0	Jun 2018	2019	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.
8.0	Dec 2018	2019.01	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Updated Device Settings</li> <li>• Added Using Synergy Mail</li> </ul>
9.0	Jun 2019	2020	Added a Note about the New Assignment screen in Adding New Assignments
10.0	Mar 2020	2021	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Added <a href="#">Hiding Student Gender in TeacherVUE</a> in Additional Setup for TeacherVUE</li> <li>• Added <a href="#">Capture and Attach Student Photo</a> in Student Information and Notes</li> <li>• Added <a href="#">Security</a> for TeacherVUE</li> </ul>

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# Chapter 1: Overview

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## TeacherVUE Overview

With the TeacherVUE mobile application you can:

- Create and modify seating charts
- View student information
- Add Notes to a student
- Create an Incident Referral
- Take Attendance
- Take lunch counts
- Access Grade Book



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
TeacherVUE	<p>The Android version requires the following permissions:</p> <ul style="list-style-type: none"> <li>• Photos/Media/Files</li> <li>• Read, modify, and delete the contents of USB storage</li> <li>• Camera – Pictures and Video</li> <li>• Full Network Access</li> </ul> <p>Grade Book is not available on Android phones.</p>




## Getting Started

### Logging In

#### Teacher

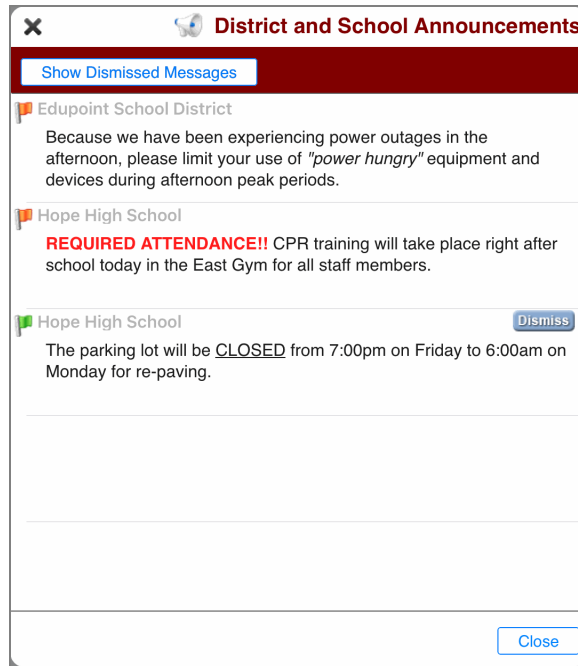
1. Launch the TeacherVUE app.
2. Enter your **Synergy Username and Password**.



Set the **Save Username** and **Save Password** options to  to skip this step the next time you use TeacherVUE.

*TeacherVUE Mobile App Login Screen*

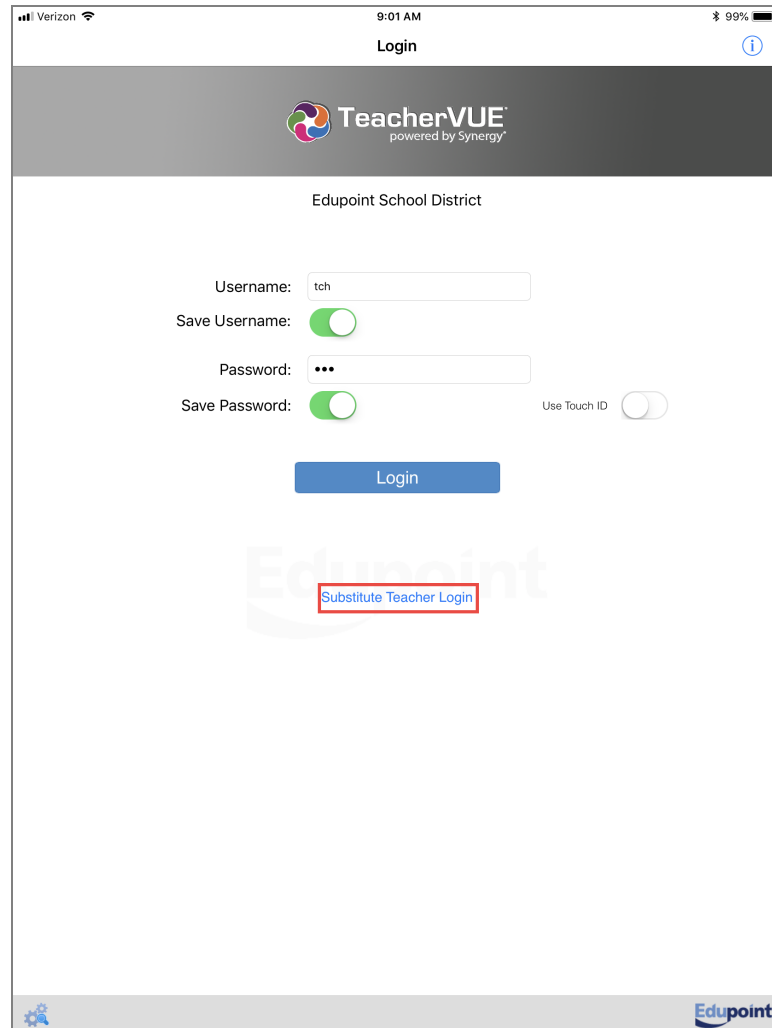
3. Tap **Login**. The District and School Announcements display.



*District And School Announcements Screen*

## Substitute Teacher

1. Launch the TeacherVUE app.
2. Tap **Substitute Teacher Login**.

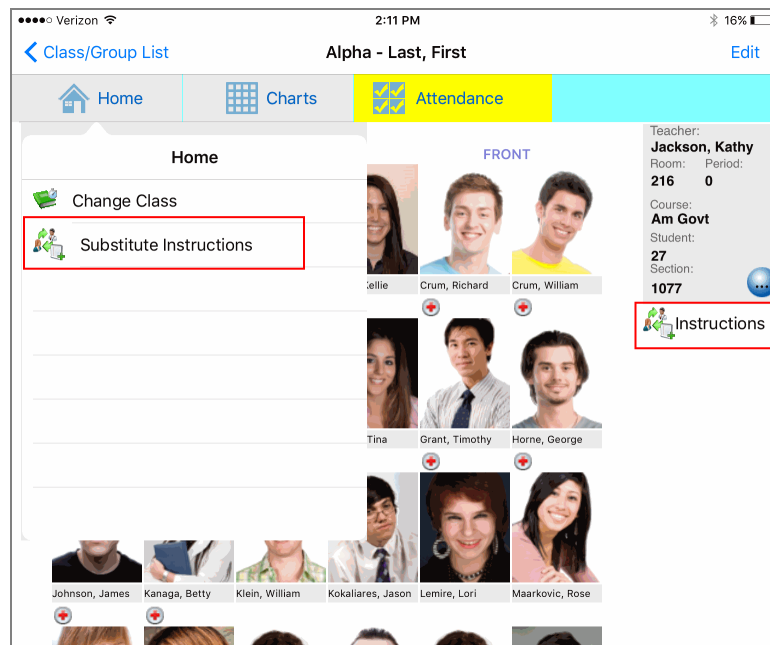


TeacherVUE Mobile App Login Screen

3. Select a **School Name**.
4. Select a **Teacher Name**.
5. Enter the provided substitute teacher **Password**.
6. Tap **Login**.

TeacherVUE Mobile App Login Screen

7. Select a class.
8. View the **Substitute Instructions**.



Substitute TeacherVUE Home Screen, Home Menu

## Logging in as an Administrator with TeacherVUE Access

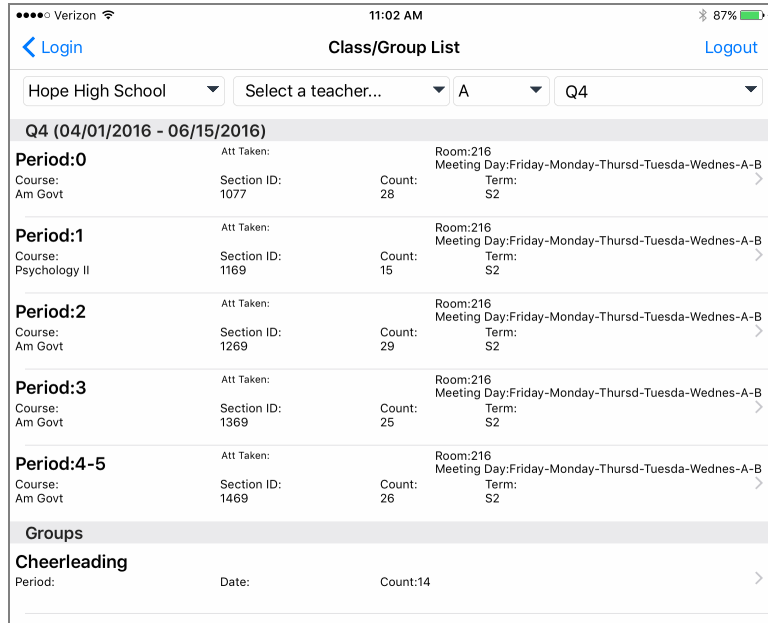
1. Launch the TeacherVUE app.
2. Enter your **Synergy Username and Password**.
3. Tap **Login**.
4. Select a **School, Teacher, and Term**.
5. Select a **Class**. The seating chart displays.

Spring (11/25/2017 - 07/06/2018)			
<b>Period:1</b>	Att Taken:	Room:128	Meeting Day:M-T-W-R-F
Course: Algebra II	Section ID: 1140	Count: 29	Term: S2
Student Aid	1_021_SA99	0	YR
<b>Period:2</b>	Att Taken:	Room:128	Meeting Day:M-T-W-R-F
Course: Algebra II	Section ID: 1240	Count: 30	Term: S2
<b>Period:3</b>	Att Taken:	Room:403	Meeting Day:M-T-W-R-F
Course: Student Aid	Section ID: 3_021_SA99	Count: 0	Term: YR
Ap Calculus Bc	1340	11	S2
<b>Period:4</b>	Att Taken:	Room:403	Meeting Day:M-T-W-R-F
Course: Student Aid	Section ID: 4_021_SA99	Count: 0	Term: YR
Algebra II	1440	33	S2
<b>Period:5</b>	Att Taken:	Room:128	Meeting Day:M-T-W-R-F
Course: Algebra II	Section ID: 1540	Count: 30	Term: S2
<b>Period:8</b>	Att Taken:	Room:120	Meeting Day:M-T-W-R-F
Course: Life Science	Section ID: 0001	Count: 24	Term: YR
<b>Groups</b>			

*Class/Group List Screen*

## Choosing a Class

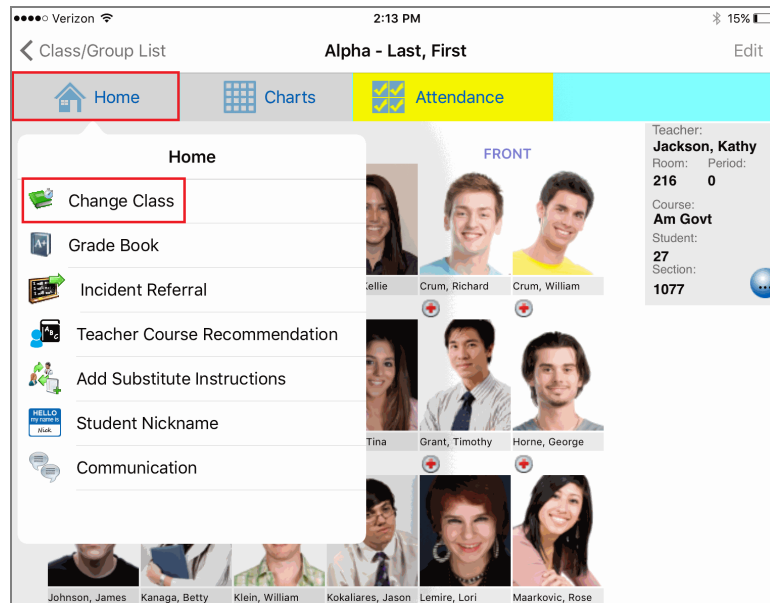
The Class/Group List screen displays after you close the District and School Announcements screen. Select a class or group from the list to open the seating chart for the class.



Class/Group List Screen

## Selecting a Different Class

1. Tap **Home** to open the menu.
2. Tap **Change Class**.



Home Screen, Menu

3. Select a class or group.

## Chapter 2: Setup

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## Synergy Setup

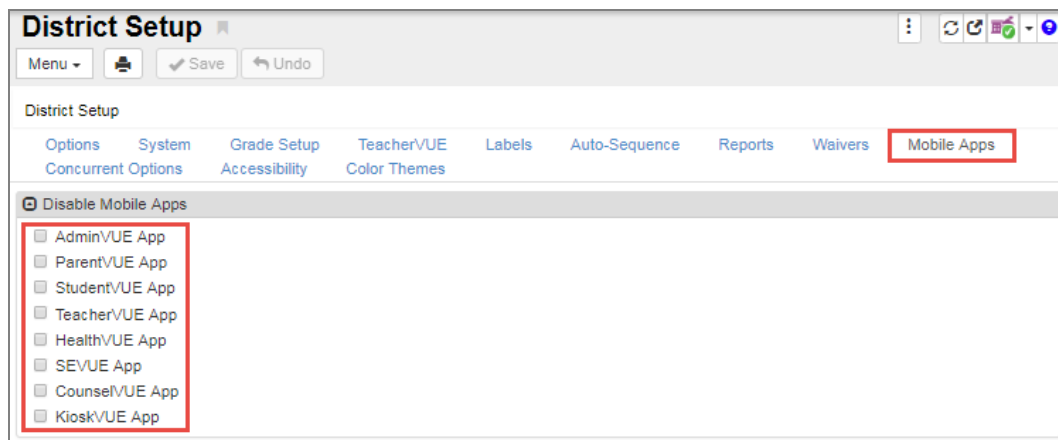
TeacherVUE is available by default on the district's web server, but access is granted to only those users who are given permission individually, or based on group membership.

## 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 **TeacherVUE App** option is not selected in the Disable Mobile Apps section.



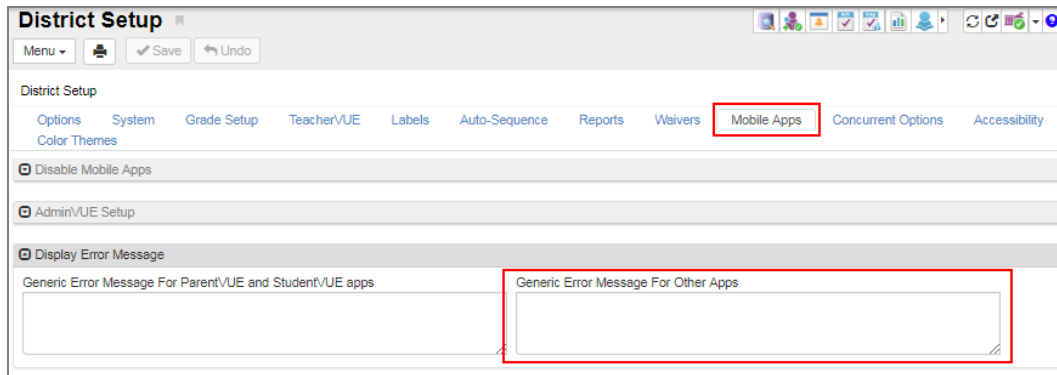
*District Setup Screen, Mobile Apps Tab*



## Setting Up an Error Message

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

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



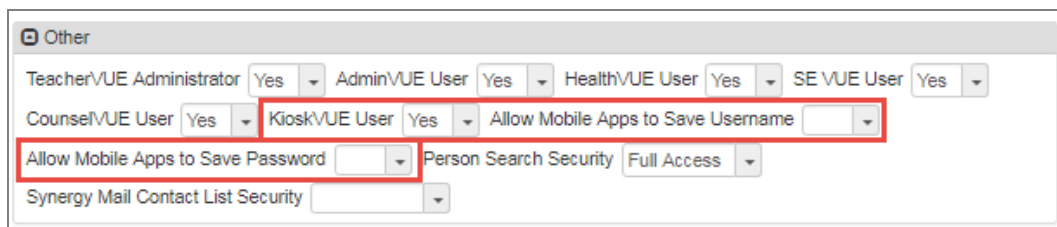
*District Setup Screen, Mobile Apps Tab*

4. Click **Save**.

## 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 **TeacherVUE Administrator**.
5. Select **Yes** to **Allow Mobile Apps to Save User Name** or **Allow Mobile Apps to Save Password**.



*User Groups Screen, Security Settings Tab*

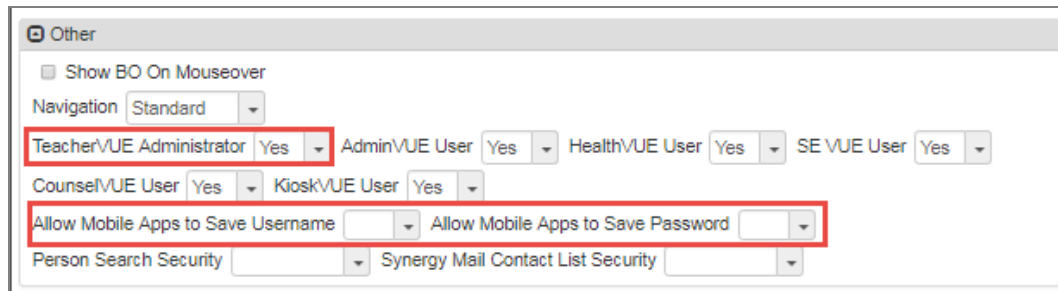
6. Click **Save**.

## Setting Up a User

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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 **TeacherVUE Administrator**.
5. Select Yes to **Allow Mobile Apps to Save User Name** or **Allow Mobile Apps to Save Password**.



*User Screen, Security Settings Tab*

6. Click **Save**.

## Additional Setup for TeacherVUE

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You must perform additional setup to enable the following in the mobile application.

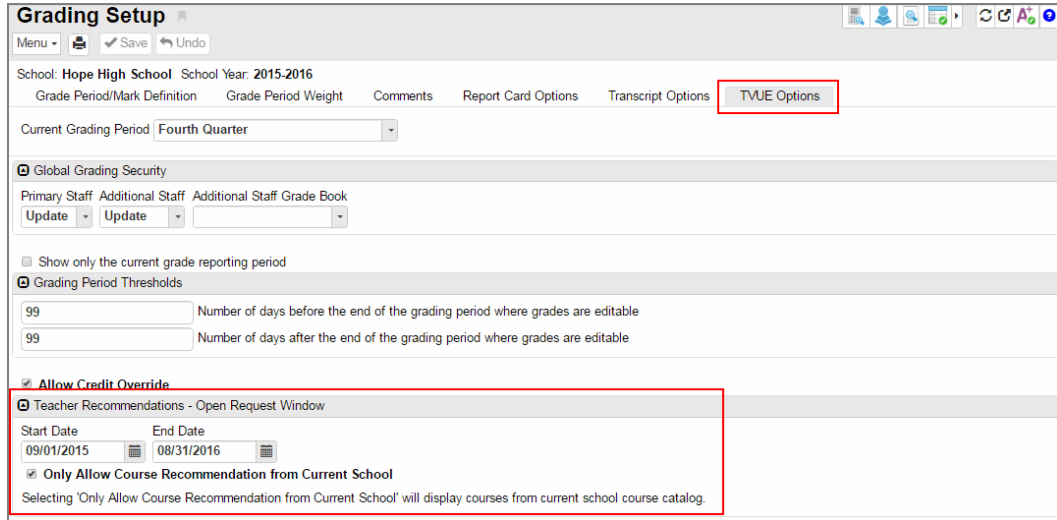
- Communication – Email must be enabled in System Configuration.
- Substitute Teacher must be setup and Substitute Instructions must be created.

### Allowing Teachers to Recommend Courses

1. Navigate to **Synergy SIS > System > Setup > Grading Setup**.
2. Select the **TVUE Options** tab.
3. Enter a **Start Date** and **End Date**.

4. Select **Only Allow Course Recommendation from Current School**.

 The teacher sees all courses in district if this option not selected.

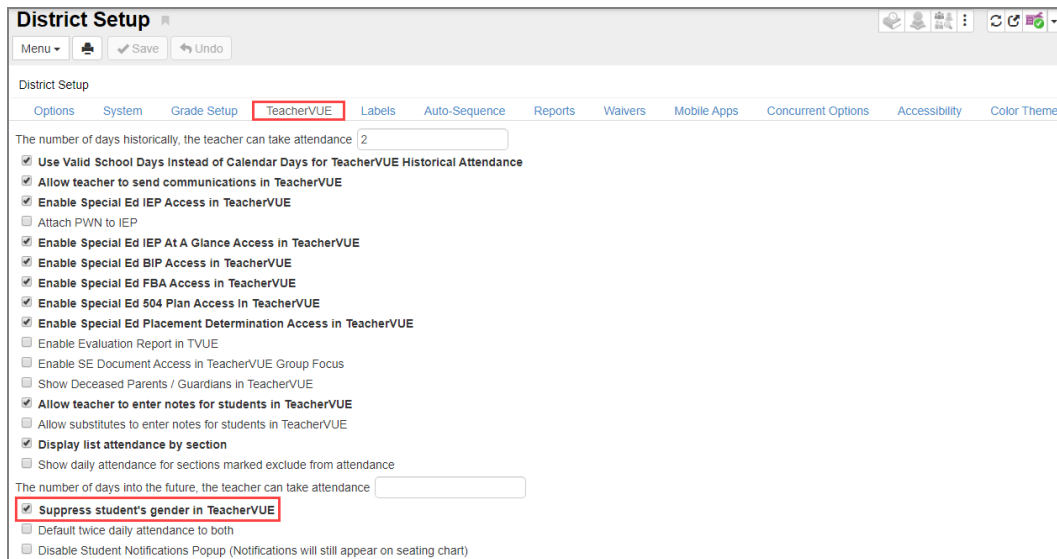


*Grading Setup Screen, TVUE Options Tab*

5. Click **Save**.

**Hiding Student Gender in TeacherVUE**

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **TeacherVUE** tab.
3. Select **Suppress Student's gender in TeacherVUE** to not display the student's gender.



*District Setup Screen, TeacherVUE Tab*


4. Click **Save**.

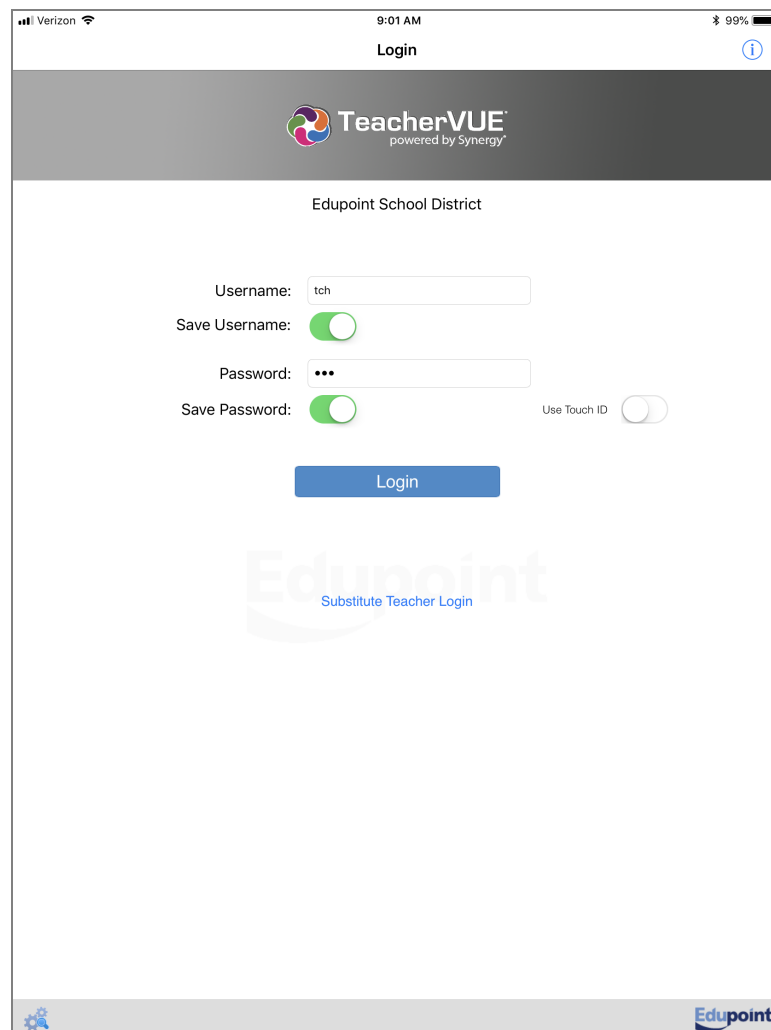
## Device Setup

### Installing the App on a Device

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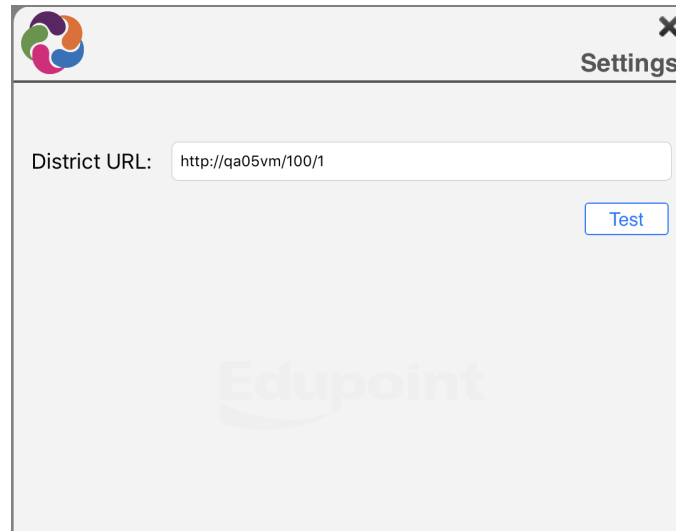
Set up TeacherVUE on the device.

1. Download the TeacherVUE 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.



TeacherVUE Login Screen

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



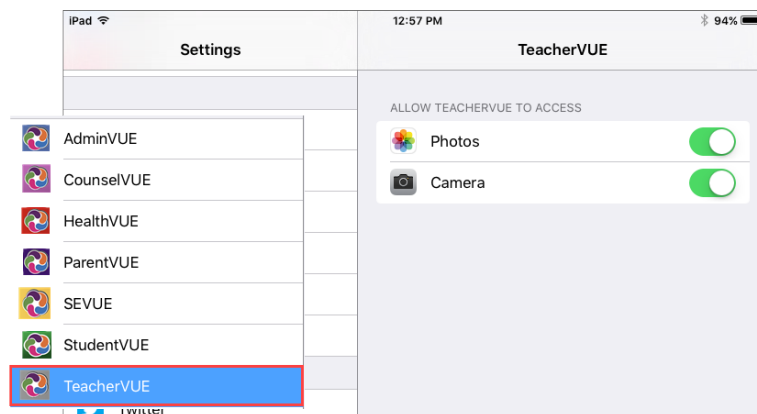
*Settings Screen*

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

## 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 **TeacherVUE**.
3. Set access as needed.



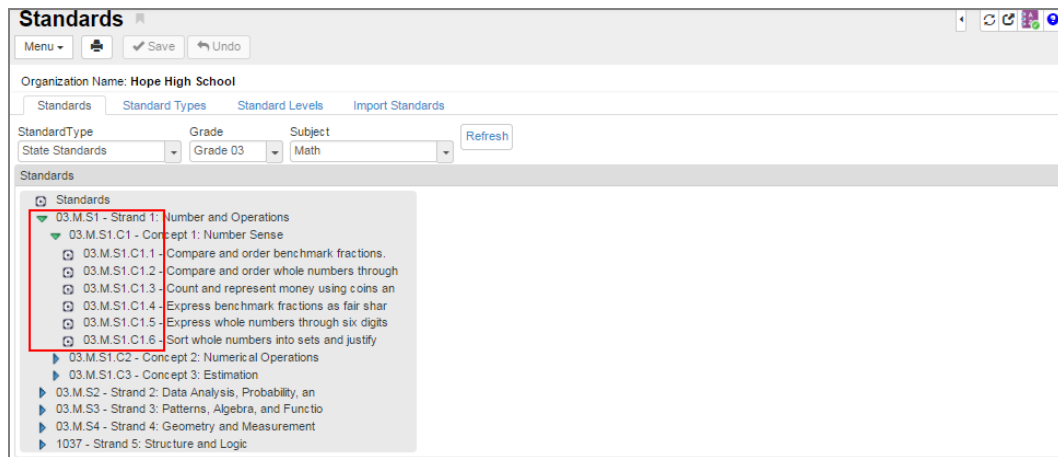
*TeacherVUE (iPad) Settings Screen*

## Standards-Based Grading Setup

### Standards Setup

You can display different standard levels.

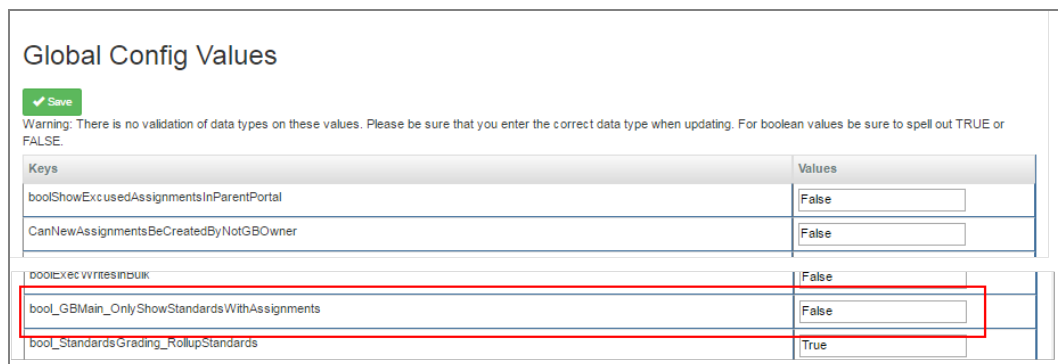
1. Navigate to **Synergy SIS > Grade Book > Standards**.
2. Verify that multiple levels are defined for the standard.



Standards Screen

### Config Value Setup

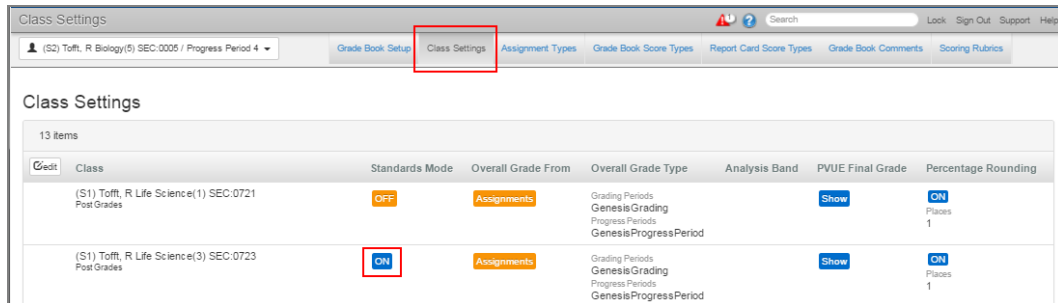
1. Open Grade Book as an administrator.
2. Select **Config Values** from the **Admin** menu to open the Global Config Values window.
3. Set **bool\_GBMain\_OnlyShowStandardsWithAssignments** to **False**.
4. Click **Save**.



Global Config Values Window

## Grade Book Setup

1. Log in to Grade Book as a teacher.
2. Select *Grade Book Setup* from the **Grade Book** menu.
3. Select the **Class Settings** tab.
4. Click **Edit**.
5. Set **Standards Mode** to *ON*.
6. Click **Save**.



Grade Book Setup Screen, Class Settings Tab

## Chapter 3: Using TeacherVUE

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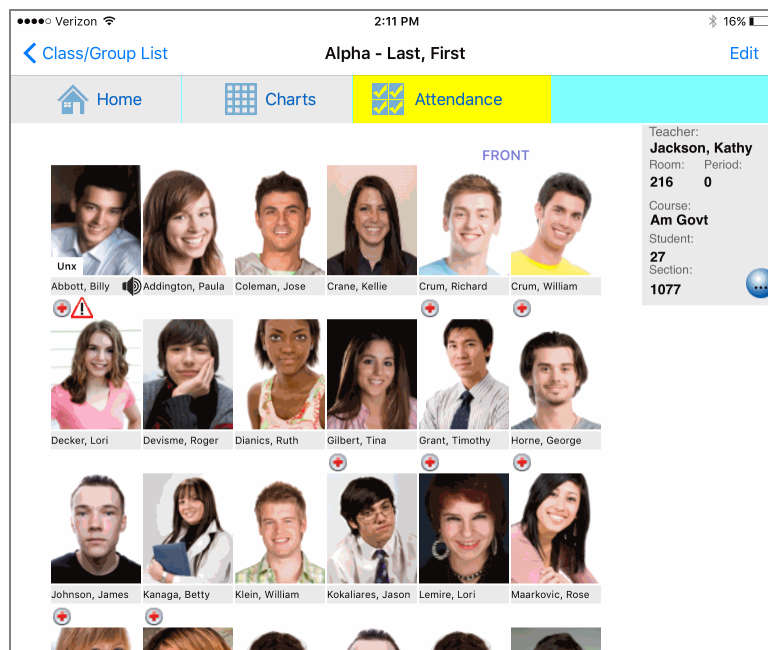
## Working with Seating Charts

A seating chart for the current class displays as set in TeacherVUE when you open the TeacherVUE mobile application for the first time. You can edit this seating chart or create a new one in the mobile application. You can configure seating charts to reflect the layout of your room or any group arrangement using the freeform option.

### Creating a Seating Chart

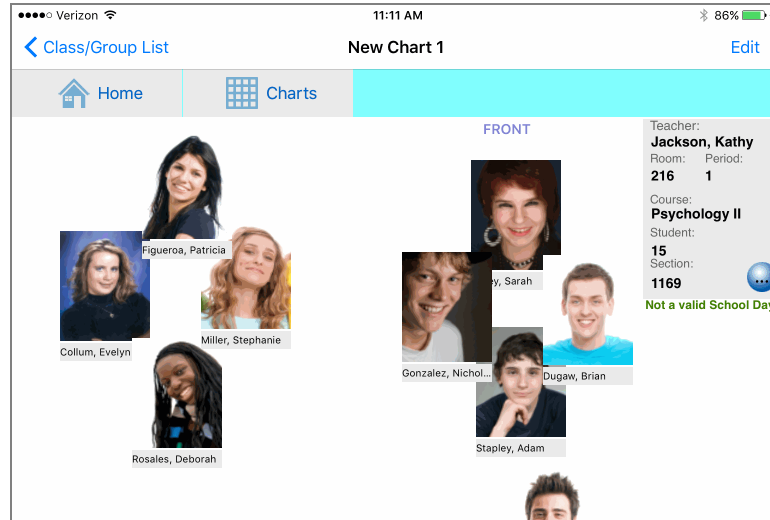
Seating charts can be created by copying an existing seating chart or starting with a blank chart. Teachers can create multiple seating charts. The students can be displayed in a:

- **Grid** – Use to arrange students in a specific order such as how they are seated in the classroom or alphabetical order



Grid Seating Chart

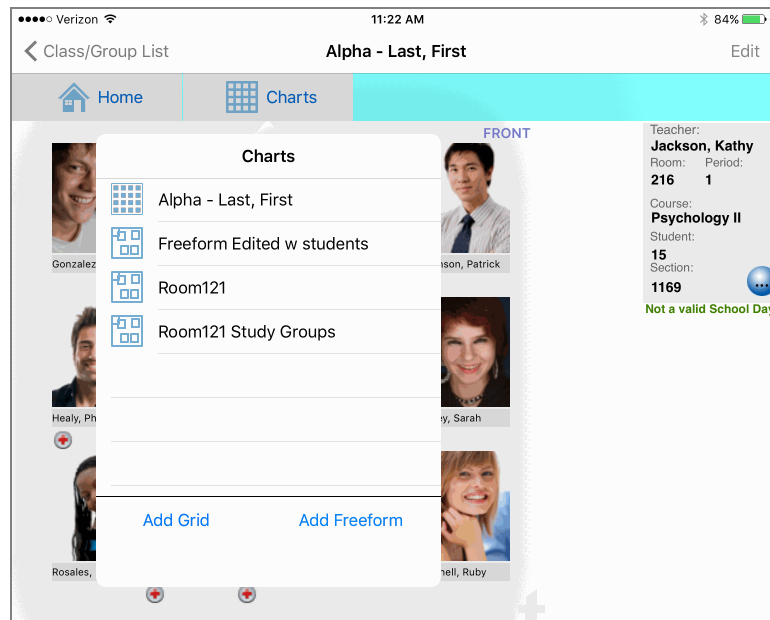
- **Freeform** – Use to arrange students in students in study groups



*Freeform Seating Chart*

### Creating a New Chart

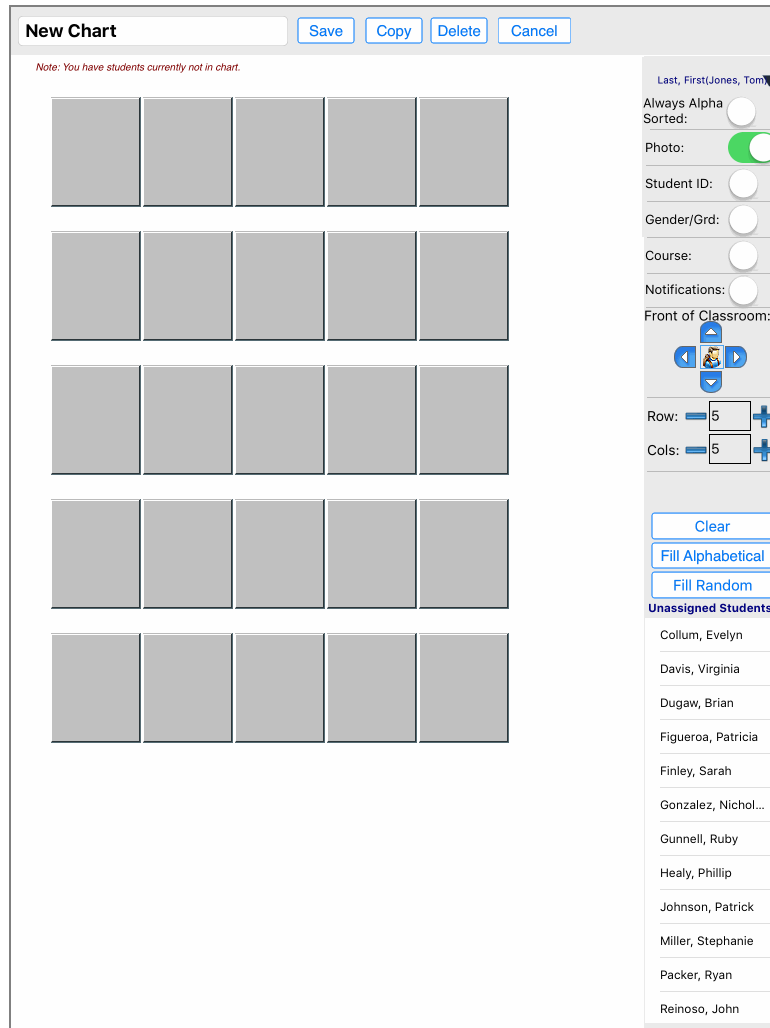
1. Select a class section from the Class/Group List screen.
2. Tap **Charts**.



*Seating Chart Screen*

3. Select the type of chart to create:

- **Add Grid** – A blank grid chart displays with a list of students.



*Edit Seating Chart Screen*

- **Add Freeform** – The Edit Seating Chart screen opens.

You can create a chart [using furniture](#).



1. Add students to the chart.
2. Tap **Save**.

**New Chart** Save Copy Delete Cancel Select Section: Last, First(Jones, Tom) ?

Note: You have students currently not in chart.

Show Furniture

Photo:

Student ID:

Gender/Grd:

Course:

Notifications:

Front of Classroom:

Snap Grid Size:

Birthdays:

Clear

Fill Alphabetical

Fill Random

**Unassigned Students:**

- Caldwell, Stephen
- Carnevale, Rebe...
- Cartwright, Peter
- Chase, Wanda
- Dominguez, Deni...
- Forrest, Henry
- Hudson, Gregory
- Jeffries, Kathy
- Jennings, Jacqu...
- John, Mildred
- Johnson, Bobby

*Edit Seating Chart Screen*

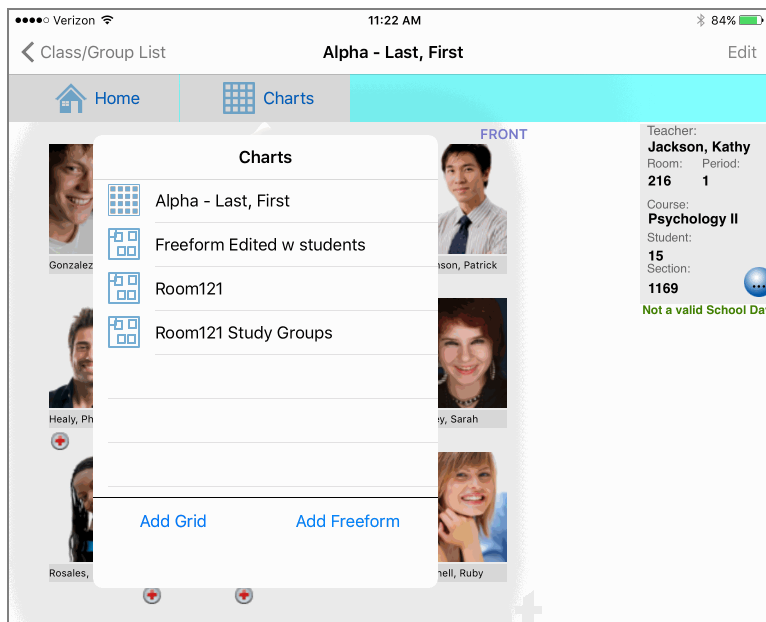
4. [Edit the seating chart.](#)

## Selecting a Seating Chart

1. Select a class section from the Class/Group List screen.
2. Tap Charts.
3. Select the seating chart. The selected seating chart displays.



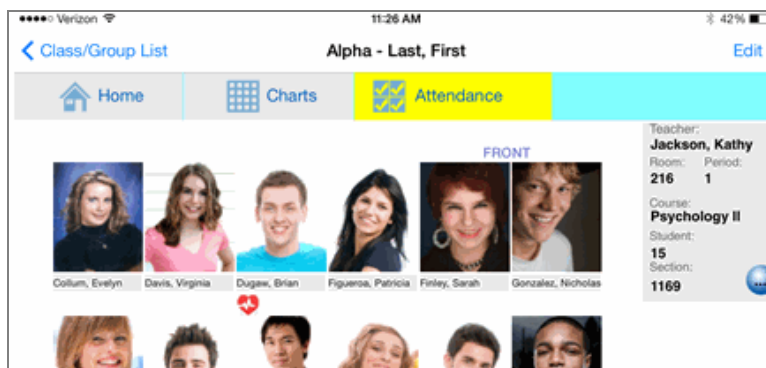
The selected seating chart is the default seating.



Seating Chart Screen

## Editing the Seating Chart

1. Tap Edit.




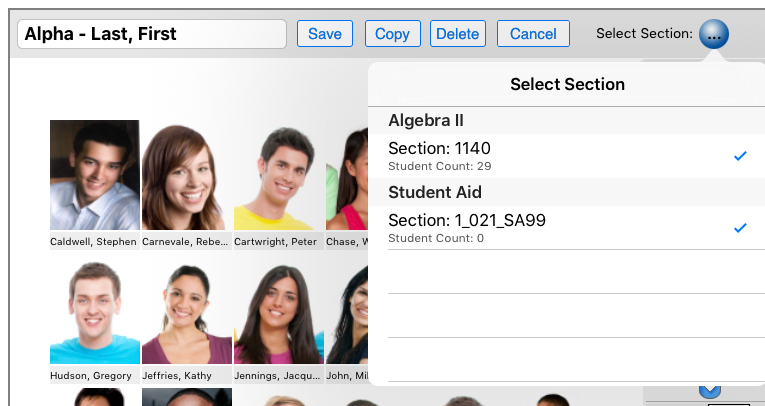
Seating Chart Screen

2. Edit the chart on the Edit Seating Chart screen.



*Edit Seating Chart Screen*

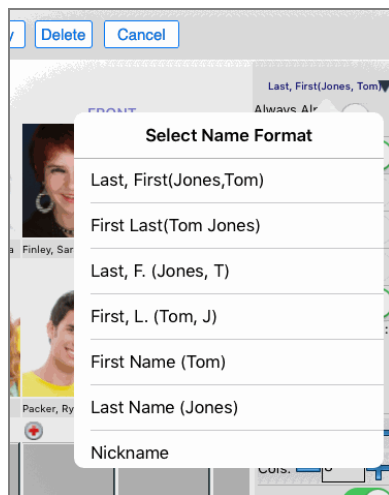
- Tap **Copy** to create a copy of the selected chart. ①
- Edit the seating chart name. ②
- Tap  to create seating charts based on the sections in the class. ③



*Edit Seating Chart Screen*

3. Select the seating chart options.

- **Select Name Format.** ④



*Edit Seating Chart Screen*

- **Set the view options.** ⑤
  - **Always Alpha Sorted** – Select to sort the students alphabetically
  - **Photos** – Select to display the student's photos
  - **Student ID** – Select to display the student's ID
  - **Gender/Grd** – Select to display the student's gender and grade
  - **Course** – Select to display the student's course
  - **Notifications** – Select to display student notifications

4. Set the location of the **Front of Classroom.** ⑥

5. Set the number of rows and columns to determine the seating chart dimensions. ⑦

6. Set to show birthdays and how many days in advance to show the birthday notification. ⑧

7. Arrange the seating chart using one of the following methods.

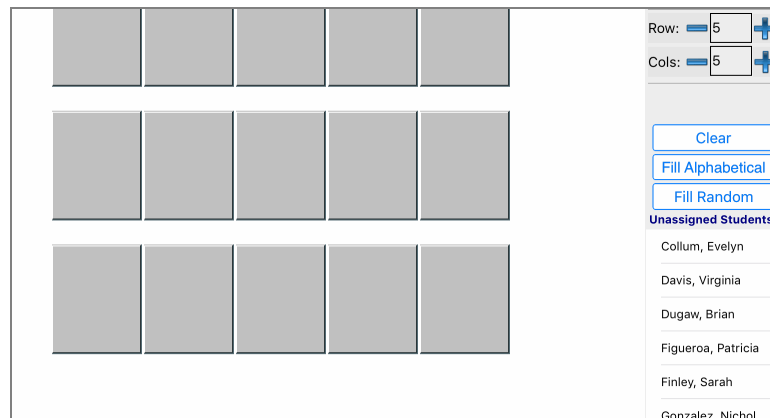
- **Drag and Drop**

- Unassigned students – Tap a student in the **Unassigned Student's** list and drop them on the seating chart.
- Assigned students – Tap and drop a student to a new spot.



Use the **Snap Grid Size** slider to place the students to the grid. If the picture does not align directly to a grid, it snaps to the upper left grid.

- **Clear** – Tap to remove all students from the seating chart.
- **Fill Alphabetical** – All the students display in the seating chart in alphabetical order.
- **Fill Random** – All the students display in the seating chart in random order.



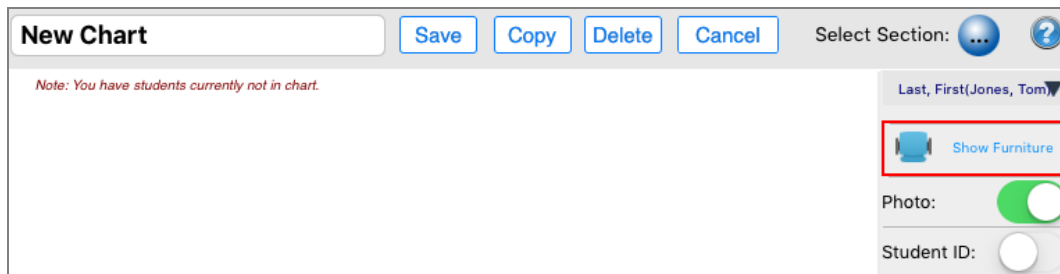
*Edit Seating Chart Screen*

8. Tap **Save**.



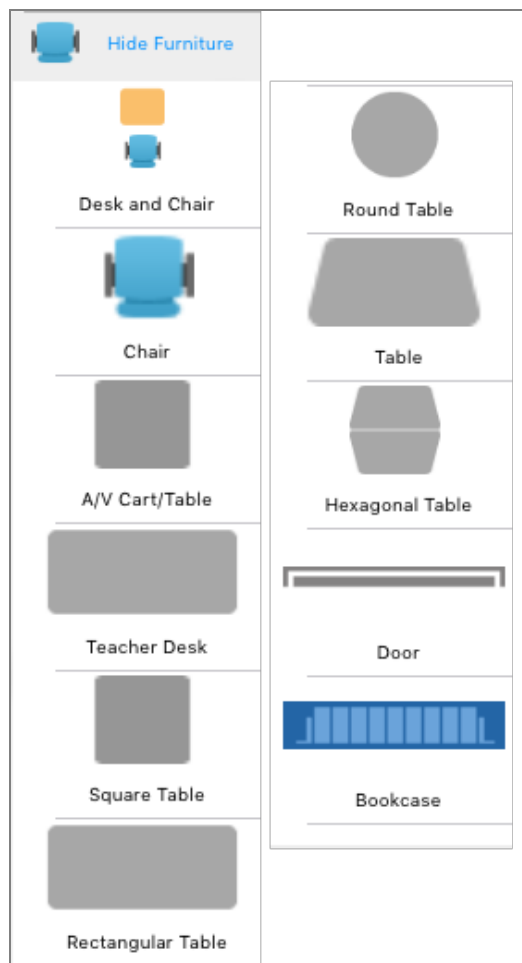
## Using Furniture

1. Tap Show Furniture.





Create New Free Form Chart Screen

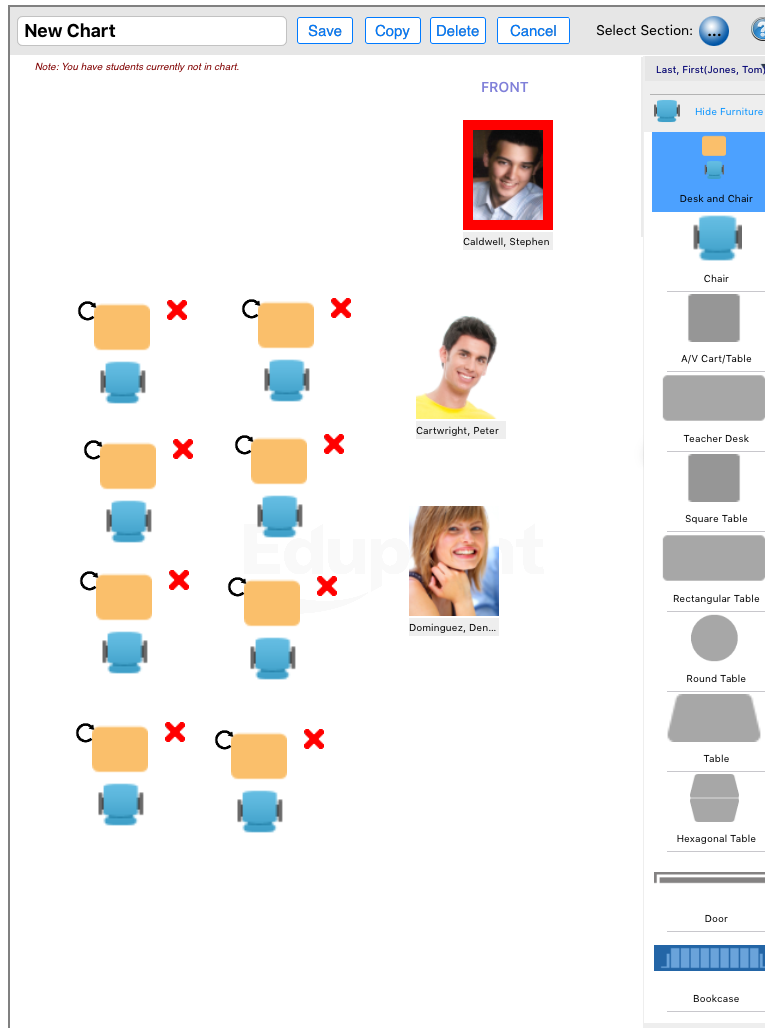
2. Tap a type of furniture and tap to place on the screen.



Furniture And Features

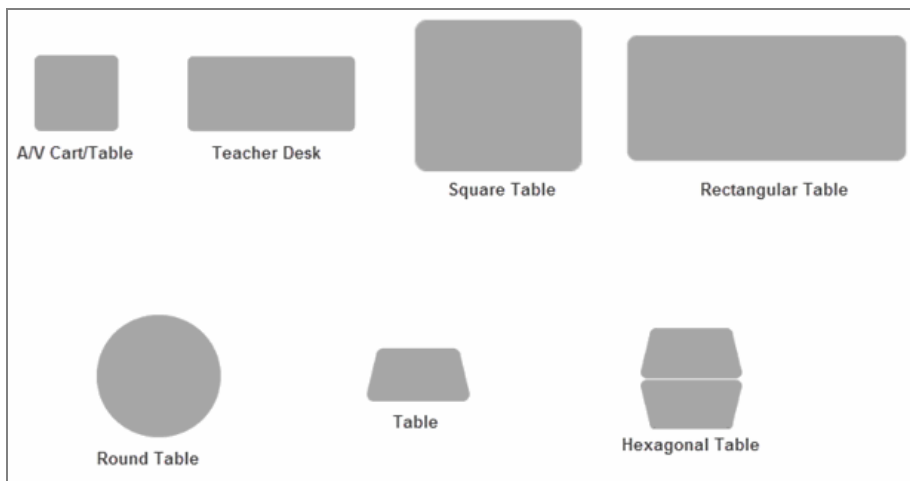
- Tap and hold to select a student.
- Drag or move a piece of furniture.

- Use the **Desk and Chair** icon and **Chair** icon interchangeably. They both represent the same property within the chart and students populate them the same.
- Use  at the top right corner of the icons to turn furniture to represent the room.
- Use  to delete an icon from the chart.



Create New Free Form Chart Screen

- Additional furniture pieces have different size measurements when placed on the seating chart for ease of identification.

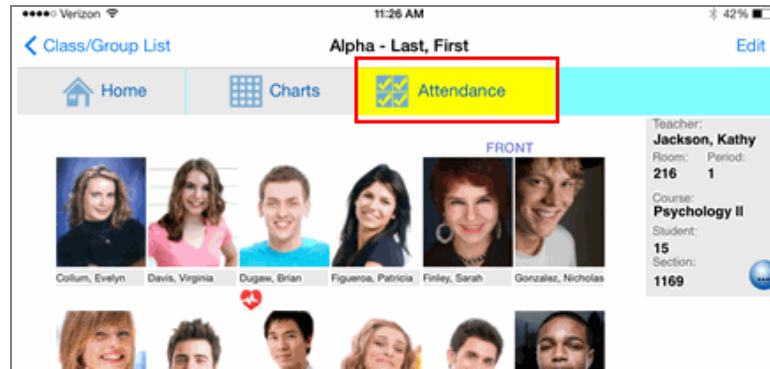


*Furniture Identification*

3. Tap **Save**.

## Taking Attendance

1. Tap Attendance.



Seating Chart Screen


2. Tap Chart.
3. Select the appropriate setting if the class requires both morning and afternoon attendance.



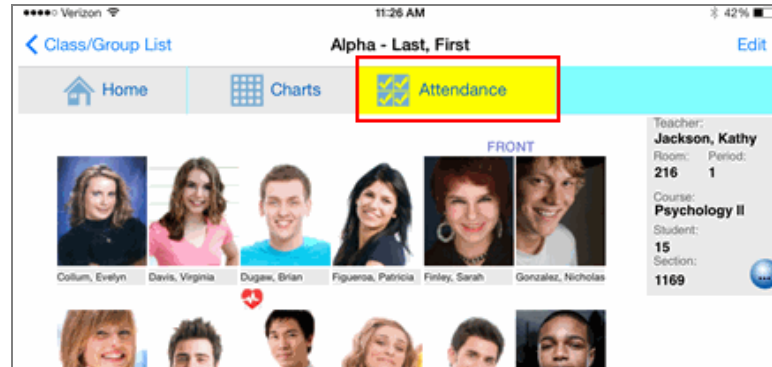
Attendance Screen

4. Tap on the student's photo or placeholder to set their attendance. Tapping multiple times scrolls through the available attendance options.
5. Tap **Save Attendance**.

## Taking Attendance by List

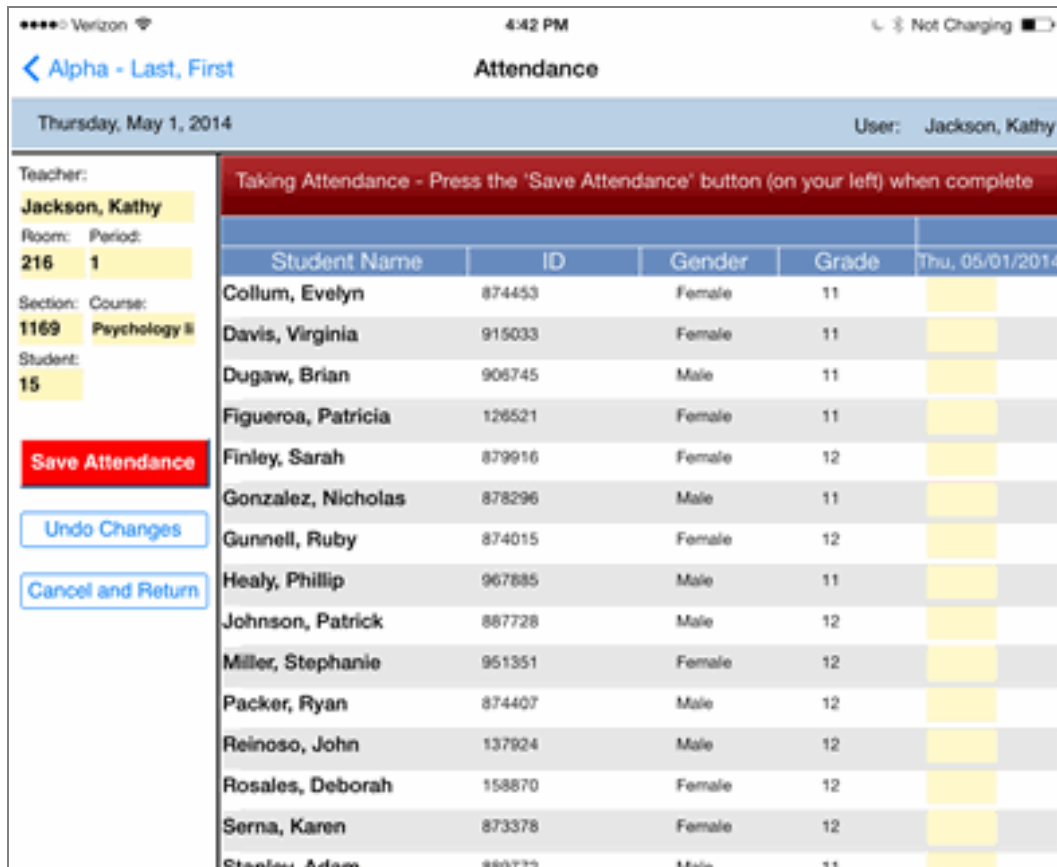
 You can test the attendance functionality prior to the start date of the school. Log in to TeacherVUE and take attendance using List for the first day of school.

1. Tap Attendance.



Seating Chart Screen

2. Tap List.

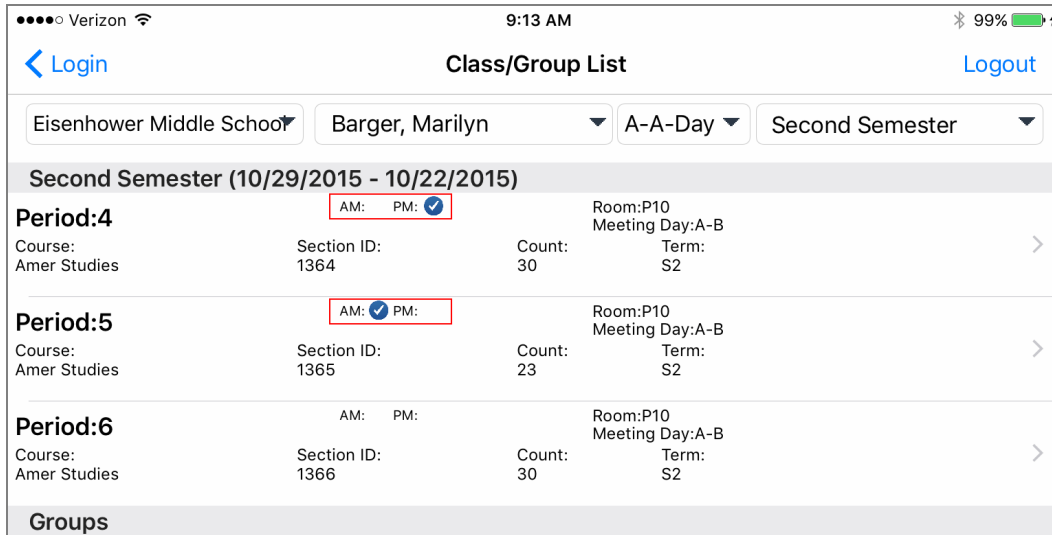


Attendance Screen

3. Tap on the student's row to set their attendance. Tapping multiple times scrolls through the available attendance options.
4. Tap **Save Attendance**.

## Class/Course List

An icon displays on the Class/Group List screen after attendance is taken.



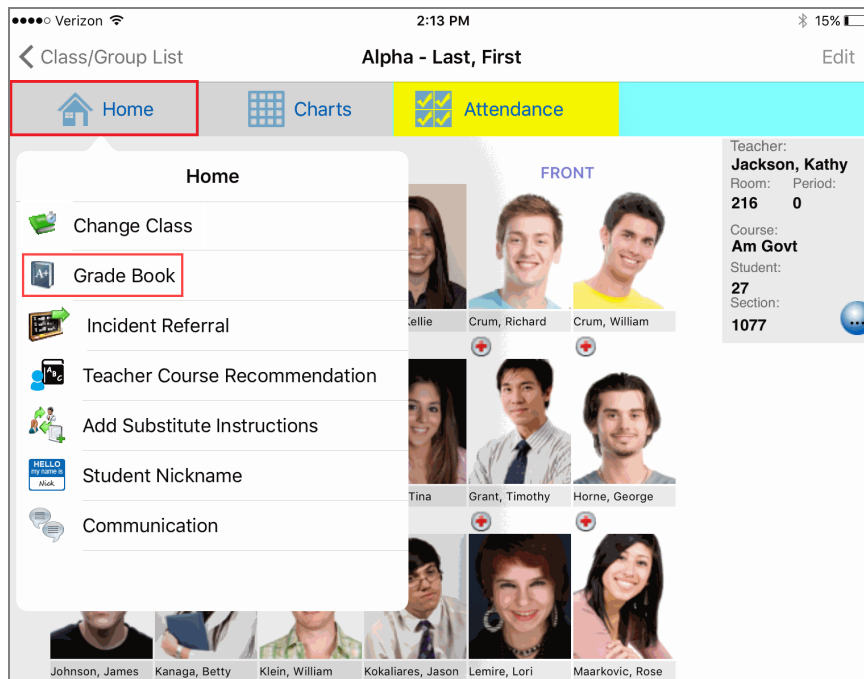
*Class/Group List Screen*

## Using Grade Book

Teachers can view their classes, add assignments, enter scores for assignments, and view student summary information in the Grade Book module in the mobile application.

### Accessing Grade Book

1. Tap **Home**.
2. Select *Grade Book*.



Seating Chart Screen


3. Sort or filter using **Term, Class, Grading Period, Students, Order, Date, and/or Type.**

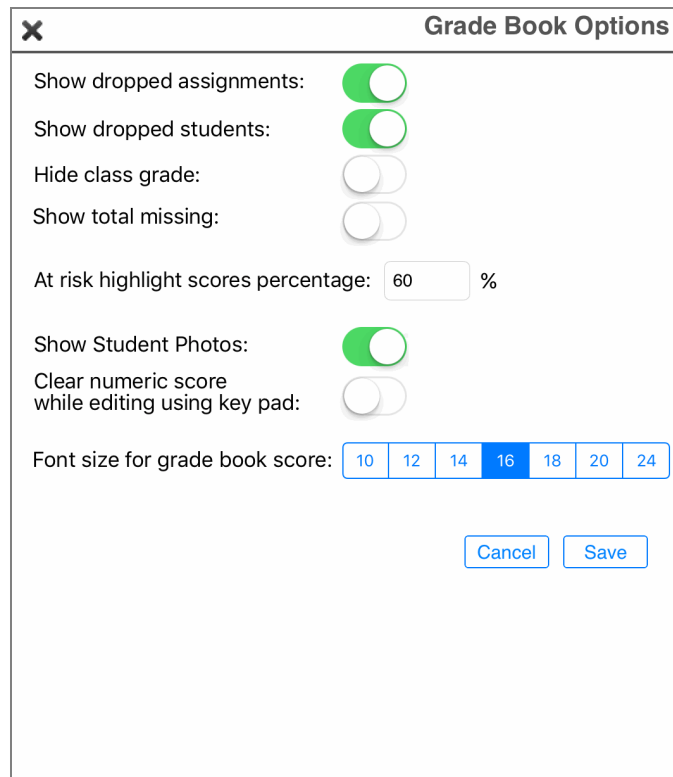
Students	Assignment 1 MAX:100.00 PTS:20.00 3/13/2016 Assignment	Assignment 2 MAX:100.00 PTS:20.00 3/13/2016 Assignment	Quiz MAX:25.00 PTS:10.00 7/28/2015 Quiz	Project MAX:25.00 PTS:10.00 7/26/2015 Project	Assignment MAX:25.00 PTS:10.00 7/26/2015 Assignment
Betty Kanaga F(27.00 %)			7	7	6
Betty Sabin D+(67.70 %)			18	20	9
Billy Abbott C(74.40 %)			13.2	20.4	18.0
Brian Duffin B(84.70 %) drop(4/21/2016)			8	25	21
Carl Wilson F(56.70 %) drop(4/21/2016)			24	14	8
Doris Wilkins F(59.30 %)			19	11	21
George Horne F(43.30 %)			14	12	6
Helen Watkins D+(67.70 %)			23	16	15
Howard Colpitts F(51.30 %) drop(4/21/2016)			21	13	7
Howard Fish					

Grade Book Screen



## Setting Grade Book Options

1. Tap  **Grade Book Options** on the Grade Book screen.
2. Set the Grade Book Options.
  - **Show dropped assignments** – Displays dropped assignments for the student
  - **Show dropped students** – Displays students dropped from the class
  - **Hide class grade** – Removes the **Grade** column that shows the student’s overall grade in the class
  - **Show total missing** – Adds the **Missing** column to the grid that shows the total number of assignments that a particular student has not completed
  - **At risk highlight scores percentage** – Enter a percentage that signifies the student is at risk
  - **Show Student Photos** – Displays student photos
  - **Clear numeric score while editing using key pad**
  - **Font size for grade book score** – Increases or decreases the font size of the score



Grade Book Options Window

3. Tap **Save**.

## Adding New Assignments

The New Assignment screen available in the mobile version of Grade Book is designed for quick entry of assignments; it does not include all functionality that exists in the web-based version of Grade Book. Any options that are not available in the mobile version of Grade Book can be set when you access the web-based version.



The following options are not available when creating new assignments in the mobile version of Grade Book:

- Assignments cannot be correlated to Report Card Areas.
- Assignments cannot be correlated to Standards.
- Drop Box options are not available.

Teachers cannot see Assignment Types secured in the District Grade Book on an iPad or on the desktop version.

1. Tap **New Assignment** on the Grade Book screen.
2. Enter the assignment details.
3. Tap **Save**.

iPad 2:51 PM 100%

Grade Book New Assignment

Jackson, Kathy ((S2) Jackson, K Psychology li(1) SEC:1169)

Assignment:

Description:

Type:

Grading:  Overall Grade Only  Overall Grade & Standards

Score Type:

Max. Score:  Point:

Assignment Settings:

Date of Assignment: 01/10/2017

Assignment Category: Normal

Show in Parent/Student Portal:

Due Date: 01/10/2017

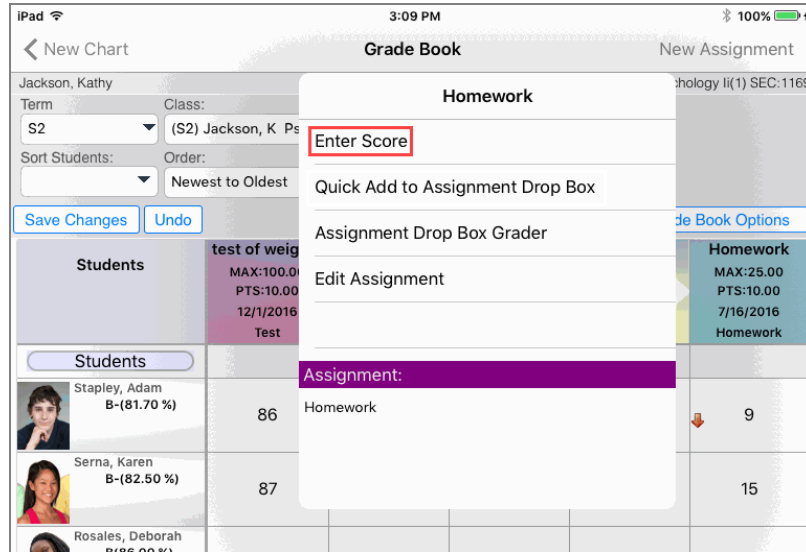
Grading Period:	Sections:
Progress Period 3	(S2) Jackson, K Am Govt(0) SEC:1077
3rd Qtr	(S2) Jackson, K Psychology li(1) SEC:1169
4th Qtr	(S2) Jackson, K Am Govt(2) SEC:1269
Sem 2 Final	(S2) Jackson, K Am Govt(3) SEC:1369
	(S2) Shared - Baniszewski, N Life Science(4) SEC:0001

Cancel Save

New Assignment Screen

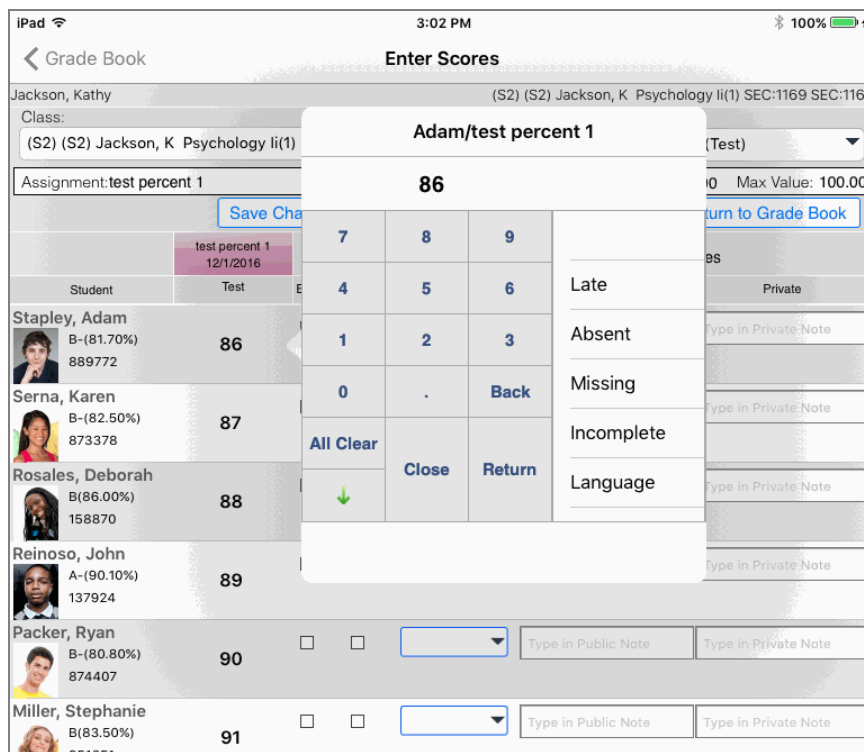
## Entering Scores

1. Tap the assignment.
2. Tap Enter Score.



Grade Book Screen

3. Tap the student/assignment cell on the Enter Scores screen.



Enter Scores Screen

- A numeric keypad allows for score entry for numeric score types.
- The rubric items are available for selection for rubric score types.

- Select from *Late*, *Absent*, *Missing*, *Incomplete*, and *Language* for Grade Book Comments.
  - Use the green arrow to fill all empty scores below the selected cell with the value. Existing scores are not overwritten.
4. Enter the scores.
  5. Tap **Return** to advance to the next student's cell or tap **Close** to return to the Grade Book screen.
  6. Tap **Save Changes**.

The screenshot shows the 'Enter Scores' screen for a class. At the top, it displays the student name 'Jackson, Kathy' and class information '(S2) (S2) Jackson, K Psychology li(1) SEC:1169 SEC:1169'. Below this, there are dropdown menus for 'Class', 'Grading Period', and 'Assignment'. The 'Assignment' is set to 'Types of Disorders'. The 'Score Type' is 'Percentage' and 'Points' is '100.00'. There are three buttons: 'Save Changes' (highlighted with a red box), 'Save/Return to Grade Book', and 'Cancel/Return to Grade Book'. Below the buttons is a table with columns for 'Student', 'Test', 'Exclude', 'Portal', 'Comment', 'Public', and 'Private'. The table shows two students: 'Stapley, Adam' with a score of 86 and 'Serna, Karen' with a score of 87. There are also 'Notes' columns for each student.

Enter Scores Screen

## Using Assignment Drop Box

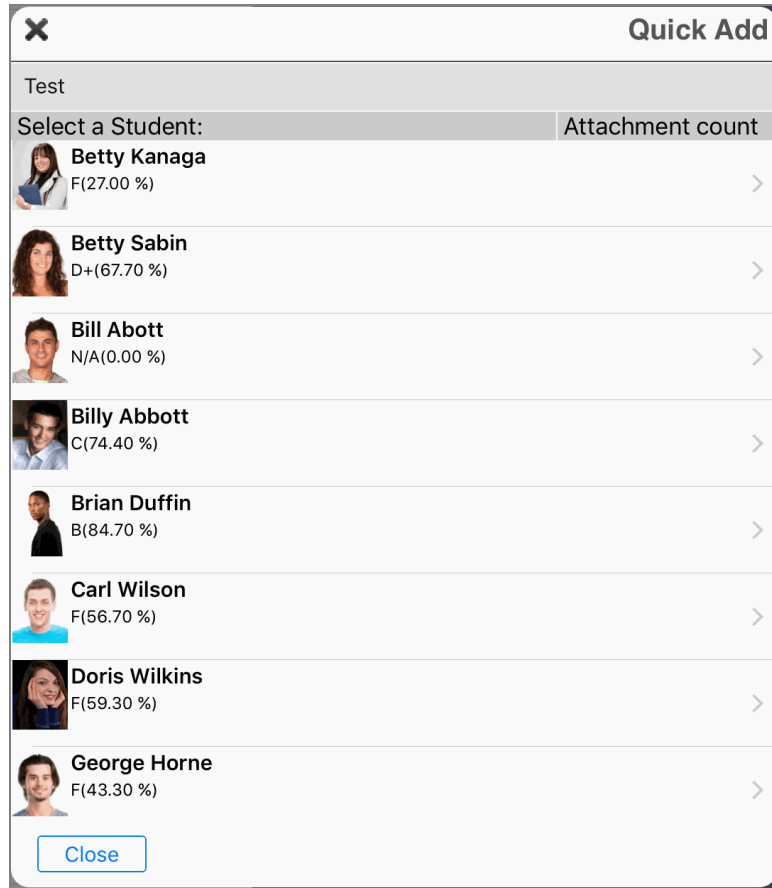
### Adding Attachments

1. Tap the assignment.
2. Tap **Quick Add to Assignment Drop Box**.

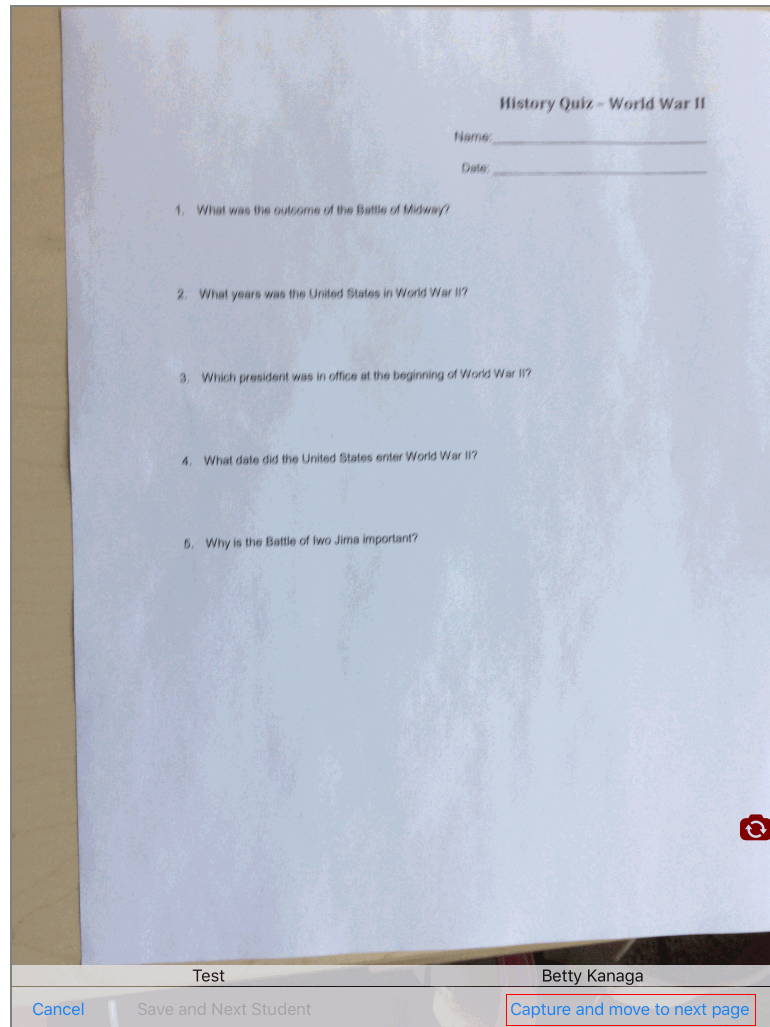
The screenshot shows the 'Grade Book' screen with a 'Homework' assignment drop box open. The drop box has options: 'Enter Score', 'Quick Add to Assignment Drop Box' (highlighted with a red box), 'Assignment Drop Box Grader', and 'Edit Assignment'. The background shows a table with columns for 'Students', 'Test', 'MAX:100.00', 'PTS:10.00', '12/1/2016', and 'Test'. The table shows two students: 'Stapley, Adam' with a score of 86 and 'Serna, Karen' with a score of 87. There is also a 'Homework' column with a score of 9 for Adam and 15 for Karen.

Grade Book Screen


3. Select a student.

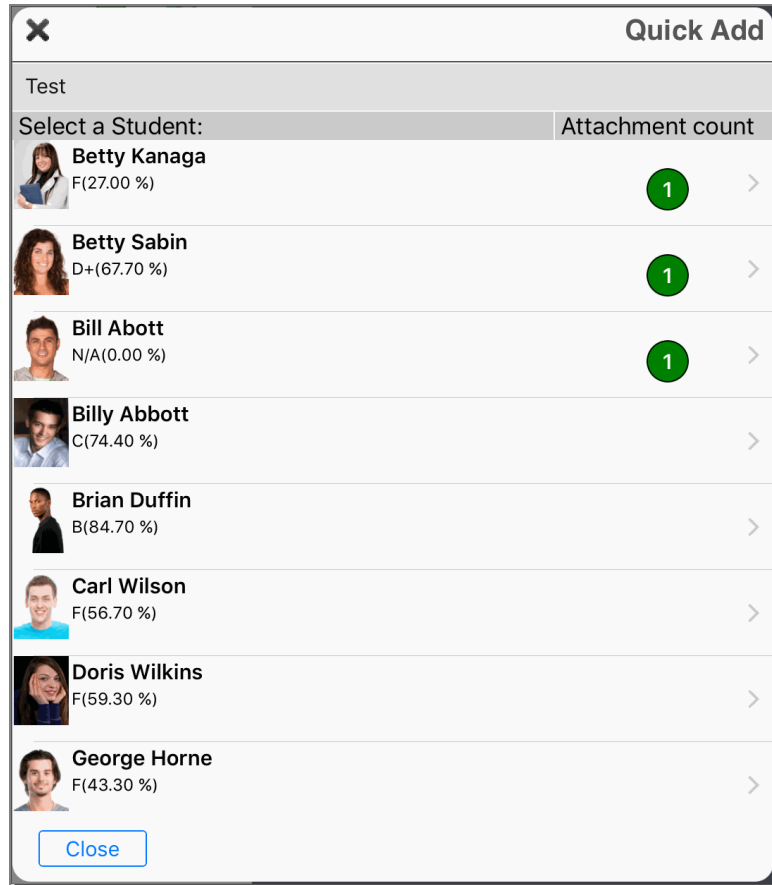


Quick Add Digital Drop Box Window

4. Tap **Capture** and move to next page.*Capture Assignment*

5. Tap **Save and Next Student** when all pages are captured. The number of attachments display next to the student's name.
6. Tap **Close** when all documents are captured.

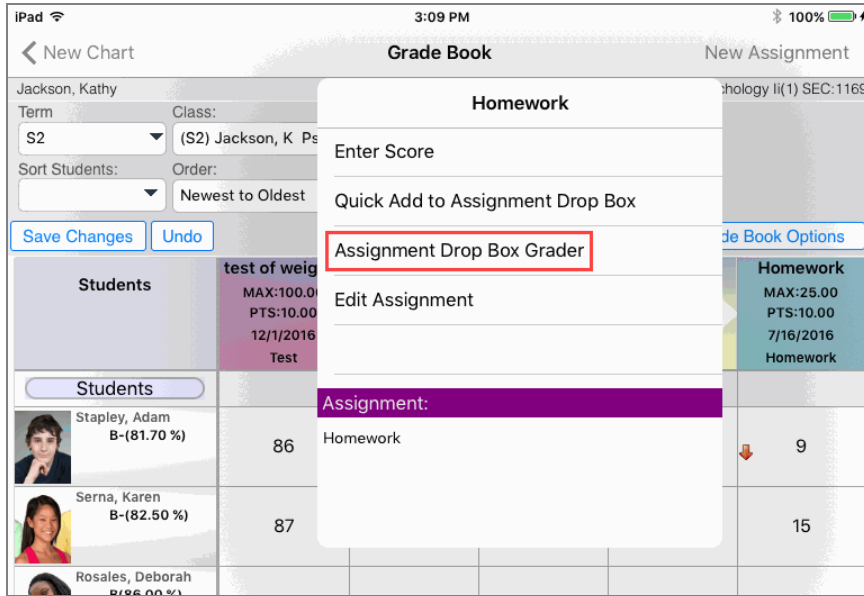
 DropBox Grader must be enabled for the assignment in the web version of TeacherVUE to view the attachments.



*Quick Add Digital Drop Box Window*

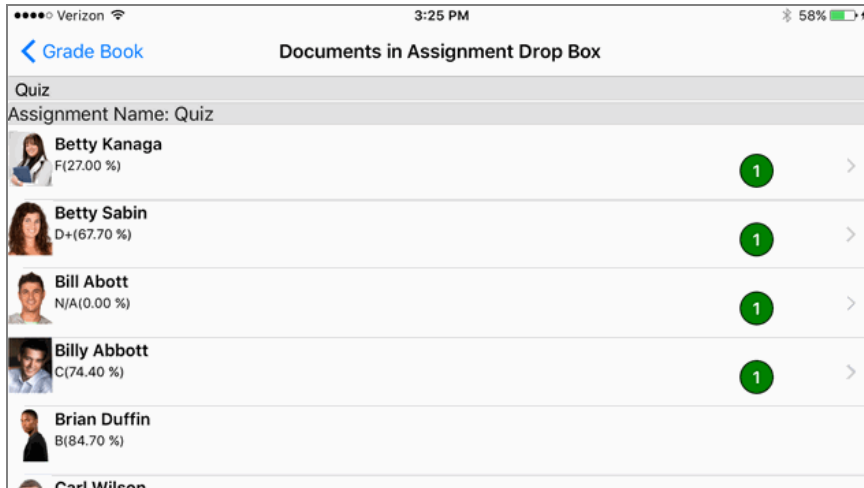
**Viewing Attachments**

1. Tap the assignment on the Grade Book screen.
2. Tap **Assignment Drop Box Grader**.



*Grade Book Screen*

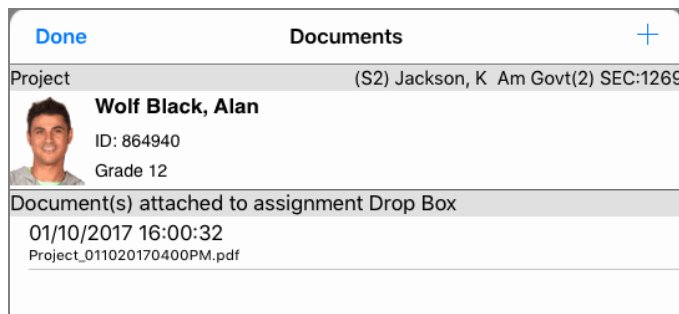
3. Select a student.



*Documents In Assignment Drop Box Screen*



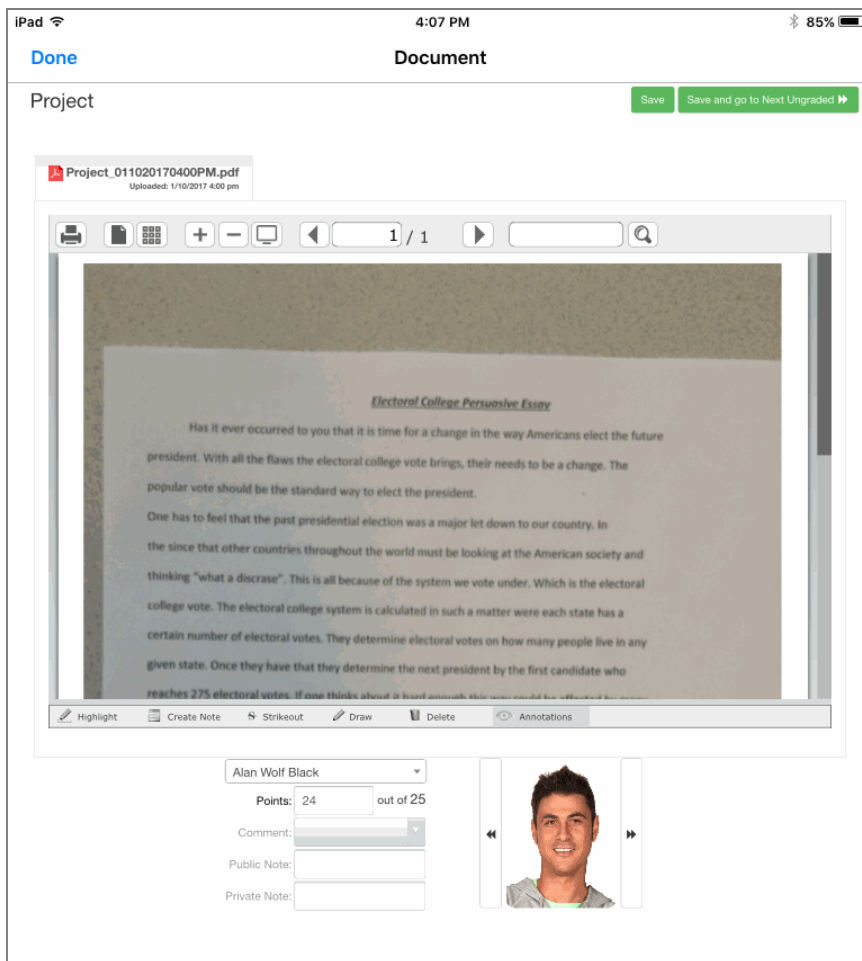
4. Select an attachment.



Documents Screen

5. Score the assignment:




- Use the tools to annotate the assignment PDF.
- Enter the **Points**. Use the rubric if available for the assignment.
- Select a **Comment** if needed.
- Enter **Notes** if needed.
- Tap **Save** or **Save and go to Next Ungraded**.



Document Screen

## Viewing Student Score Details

- Tap on a student's name on the Grade Book screen to open the Student Score Details screen. Information on this screen is read-only.

Students	test of weights	test percent 1	test percent	Project	Homework
	MAX:100.00 PTS:10.00 12/1/2016 Test	MAX:100.00 PTS:100.00 12/1/2016 Test	MAX:100.00 PTS:100.00 12/1/2016 Test	MAX:25.00 PTS:10.00 7/16/2016 Project	MAX:25.00 PTS:10.00 7/16/2016 Homework
 Stapley, Adam B-(81.70 %)	86	86	86	9	9
 Serna, Karen B-(82.50 %)	87	87	87	22	15
 Rosales, Deborah B(86.00 %)	88	88	88	22	5

Grade Book Screen

Stapley, Adam  
Student ID: 889772

Overall Score:

Student Points:

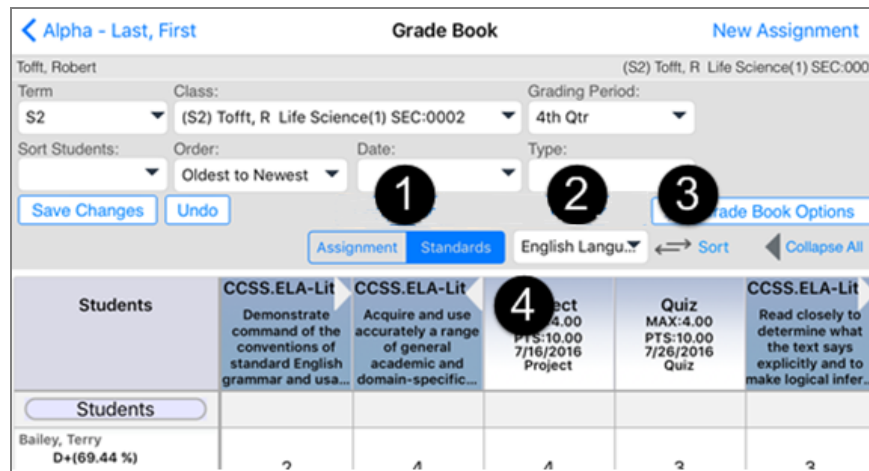
Points Possible:

Progress Grade: (Total Points)

Date	Assignment	Type	Mark	%	Points	Public	Private
12/1/2016	test of weights	Test	86	86.00	8.00		>
	Exclude:	<input type="checkbox"/>					
12/1/2016	test percent 1	Test	86	86.00	86.00		>
	Exclude:	<input type="checkbox"/>					
12/1/2016	test percent	Test	86	86.00	86.00		>
	Exclude:	<input type="checkbox"/>					
7/16/2016	Project	Project	9	36.00	3.00		>
	Exclude:	<input type="checkbox"/>					
7/16/2016	Homework	Homework	9	36.00	3.00		>
	Exclude:	<input type="checkbox"/>					


Student Score Details Screen

## Standards-Based Grading on iPad

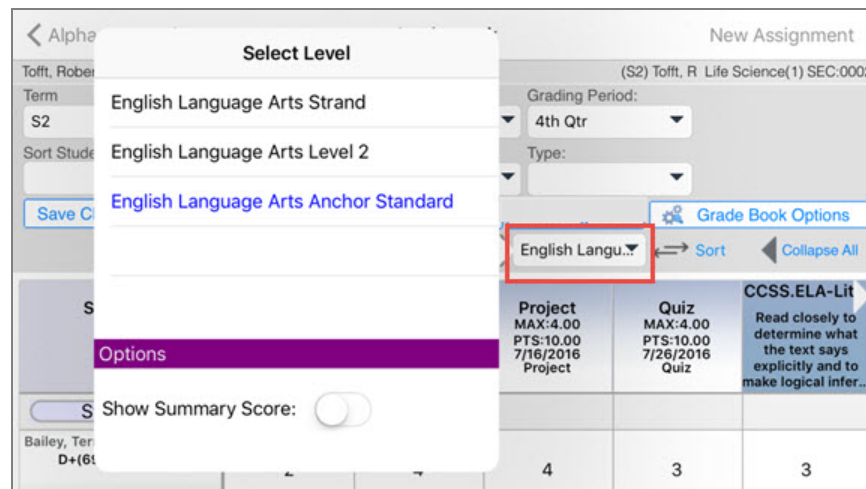


Grade Book Screen

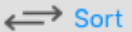

- Toggle between **Assignments** and **Standards**. ❶
- Select a different standards level or toggle **Show Summary Score**. ❷
- Select the levels drop-down to navigate to different standards levels.

 [Multiple standard levels](#) must be setup by the district.

- The currently focused level is blue, along with a toggle to **Show Summary Score**.



Grade Book Screen

- Use  **Sort** to change the Standards sorting. ❸
- Use  to show or hide associated assignments. ❹
- Tap an assignment to view links to Enter Scores or view Parent or Child Standards. ❺
  - Select a Standard to view the Parent and/or Child standards.


## Saving Scores

When entering scores:

- Tap **Close** to save the score and close the pop-up.
- Tap outside of the pop-up to save the score and close the pop-up.
- Tap **Return** to save the score and navigate to the next student in the list.

## Entering Scores

### From Grade Book Screen

1. Toggle to **Standards**.
2. Select  to expand the standard and view the associated assignments.
3. Select a cell from the **Assignment** column and enter a value.
4. Tap **Close**.
5. Tap **Save Changes** to save scores.




Entering a score for the overall standard saves as a standard *overridden* mark and highlights green when saved.

Students		CCSS.ELA-Lit	Project	Score	Status
Bailey, Terry B-(80.56 %)		2	2	1	Missing
Barnette, Richard C+(79.17 %)		3	3		Incomplete
Chavez, Wanda C(76.39 %)		3	4		Language

*Note: In the original image, the score '2' in the Project column for Terry Bailey is highlighted with a red box, and the score '2' in the Score column for Terry Bailey is highlighted with a blue box.*

Grade Book Screen

### From Associated Assignment on the Enter Grade Book Scores Screen

1. Toggle to **Standards**.
2. Select  to expand the standard and view the associated assignments.
3. Enter scores:
  - Select a cell from the **Assignment** column to enter an overall assignment score. **1**
  - Select a cell from a **Standards** column to enter a standard score. **2**
4. Tap **Close**.
5. Tap **Save Changes**.


The screenshot shows the 'Enter Grade Book Scores' interface for a class. At the top, it displays the teacher's name (Toft, Robert), the class name ((S2) Toft, R. Life Science T/A (1) SEC:0002), and the grading period (Progress Period 4). Below this, there are fields for Term (S2), Standard (Read closely to determine what the text says explicitly and to make logical inferences from it; cite specific textual evidence when writing or speaking to support conclusions drawn from...), Score Type (Standards 4), and Points (1.00). A red notification indicates '1 Unsaved Change(s)'. Three buttons are visible: 'Save Changes', 'Save and Return', and 'Cancel and Return'.

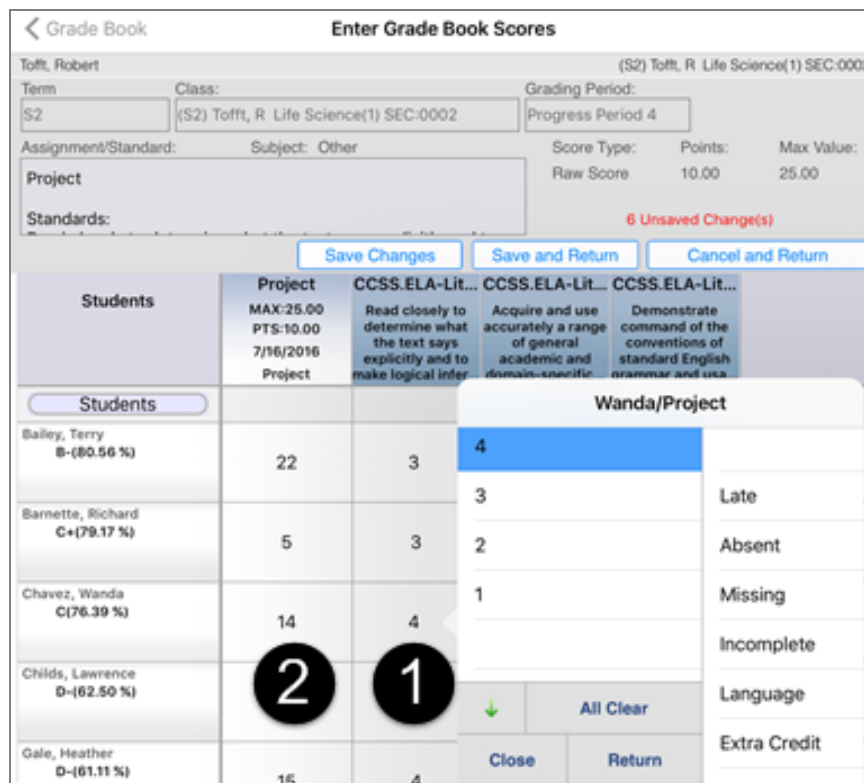
Students	CCSS.ELA-Lit Read closely to determine what the text says explicitly and to make logical infer...	Project MAX:4.00 PTS:10.00 7/16/2016 Project	Homework MAX:4.00 PTS:10.00 7/25/2016 Homework	
Students				Wanda/Project
Bailey, Terry B-(80.56 %)	2	2		4
Barnette, Richard C+(79.17 %)	3	3		3
Chavez, Wanda C(76.39 %)	3	4		2
Childs, Lawrence D-(62.50 %)				1
Gale, Heather D-(61.11 %)				

At the bottom of the dropdown menu, there are buttons for 'All Clear', 'Close', and 'Return'.

Enter Grade Book Scores Screen

### From a Standard on the Enter Grade Book Scores Screen

1. Toggle to **Standards**.
2. Select  to expand the assignment and view the associated standards.
3. Enter scores:
  - Select a cell from the **Standard** column to enter an override score for that standard. ❶
  - Select a cell from the **Assignment** column to enter a standard score for that assignment. ❷
4. Tap **Close**.
5. Tap **Save Changes**.



The screenshot shows the 'Enter Grade Book Scores' screen for Robert Tofft's class. The table below displays student scores for a Project assignment and three standards. A dropdown menu is open for Wanda Chavez, showing a score of 4 selected for the Project column. Circled numbers 1 and 2 indicate the selection of the standard cell and the assignment cell, respectively.


Students	Project MAX:25.00 PTS:10.00 7/16/2016 Project	CCSS.ELA-Lit... Read closely to determine what the text says explicitly and to make logical infer	CCSS.ELA-Lit... Acquire and use accurately a range of general academic and domain-specific	CCSS.ELA-Lit... Demonstrate command of the conventions of standard English grammar and usa
Wanda/Project			4	
Bailey, Terry B-(80.56%)	22	3	3	Late
Barnette, Richard C+(79.17%)	5	3	2	Absent
Chavez, Wanda C(76.39%)	14	4	1	Missing
Childs, Lawrence D-(62.50%)				Incomplete
Gale, Heather D-(61.11%)	15	4		Language
				Extra Credit

Enter Grade Book Scores Screen

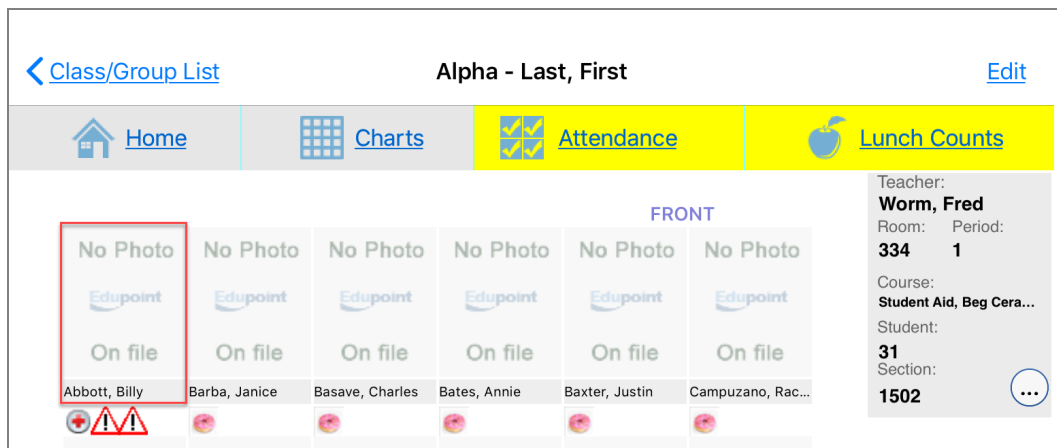
## Student Information and Notes

### Capture and Attach Student Photo

The TeacherVUE mobile application allows you to capture and attach student photos.

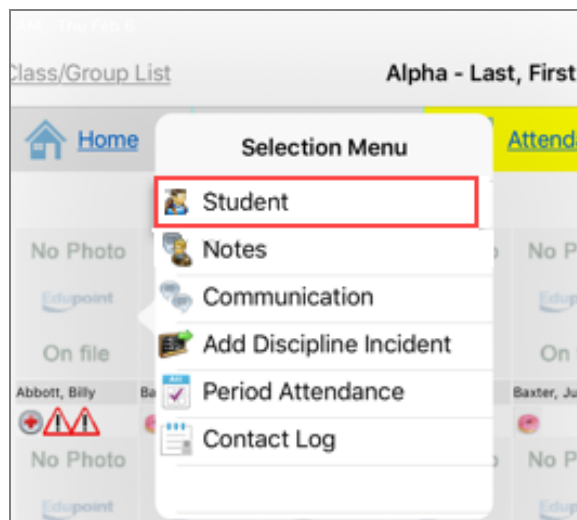
 This functionality is available on iOS and Android devices.  
 Attaching a student photo using the TeacherVUE mobile application updates the current student photo in Synergy SIS.

1. Select a class.
2. Tap a student's placeholder on the TeacherVUE seating chart screen.



Seating Chart Screen

3. Tap *Student* from the Selection Menu.






Selection Menu

4. Tap the  icon.

< Alpha - Last, First
**Student Info**

No Photo

Edupoint

On file   

**Abbott, Billy**

User: Worm, Fred

**STUDENT**

Emergency Contacts



**Student Information**

Student Name: Billy Abbott	Perm ID: 905484	Gender: Male	Grade: 12
Last Name Goes by: aaron	Nick Name: Bobby	Birth Date: 03/13/2002	Email: <small>Billy.Abbotts@mail.qasynergy/localqa05vm....</small>
Home Language: English	Home Room Teacher: Fred Worm	Home Room: 334	Counselor Name:
Home Address: 5002 N Dobson # 3 Mesa, AZ 85204	Mail Address: 5002 N Dobson # 3 Mesa, AZ 85204	Resolved/Race Ethnicity:	Administrator Name:

**Phone Numbers**

Relationship	Name	Phone	Phone Type	Comment
Mother	Aaron, Kathleen	480-555-3456	Cell	Has Custody, Lives With
		480-555-1214	Home	
Father	Aaron, Phillip	480-987-6322	Cell	Has Custody, Lives With
		480-555-1215	Home	
		602-333-4874	Work	
Self	Abbott, Billy	555-555-5555		
Relative	Christopher Johnson	480-555-7788	Home	
		602-555-1234	Work	
		949-558-9073	Cell	
Neighbor	Christina Acosta	480-555-1212	Home	
		602-555-1234		
Neighbor	Joe Smith	602-555-1785	Home	
Doctor	Mesa Peds	949-555-0831 (2...	Office	

Attach Photo

*Student Info Screen*

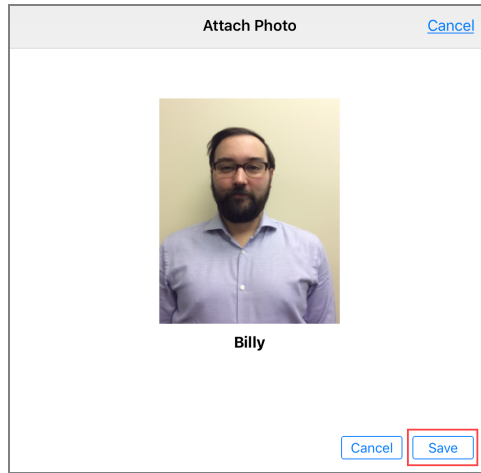
5. Take the student's picture.
6. Tap **Use Photo** in the lower right corner.



*Camera*

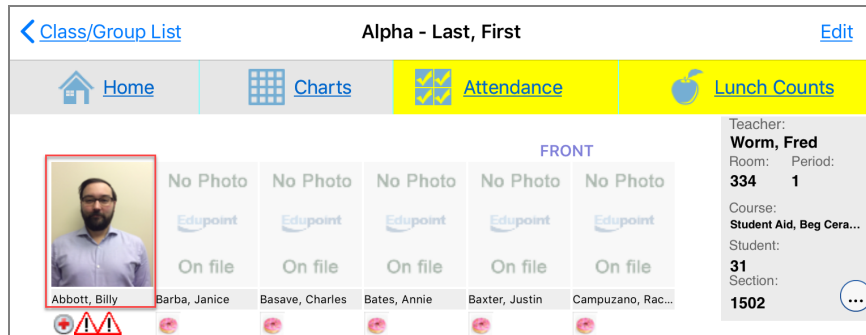


7. Tap **Save** to attach the photo to the student.

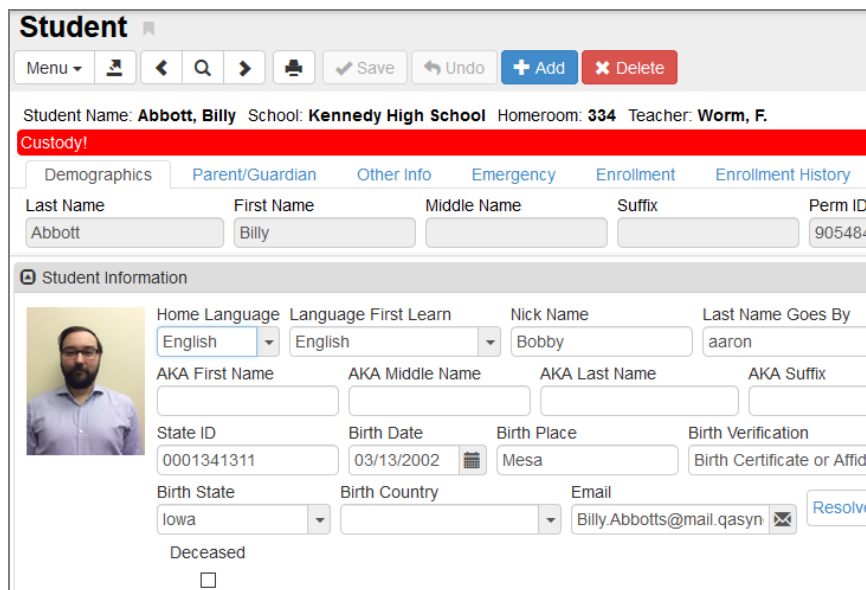


Attach Photo Screen

The student's photo displays on the Seating Chart screen and on the Synergy SIS Student screen.



Seating Chart Screen

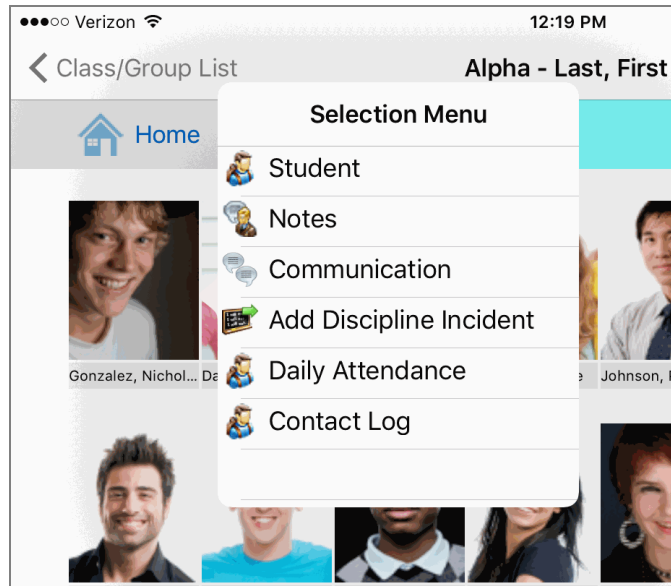


Synergy SIS Student Screen

## Viewing Student Information

A student's demographic data including emergency contacts is available on the TeacherVUE mobile application.

1. Tap a student's photo or placeholder on the TeacherVUE seating chart screen.



Seating Chart Screen

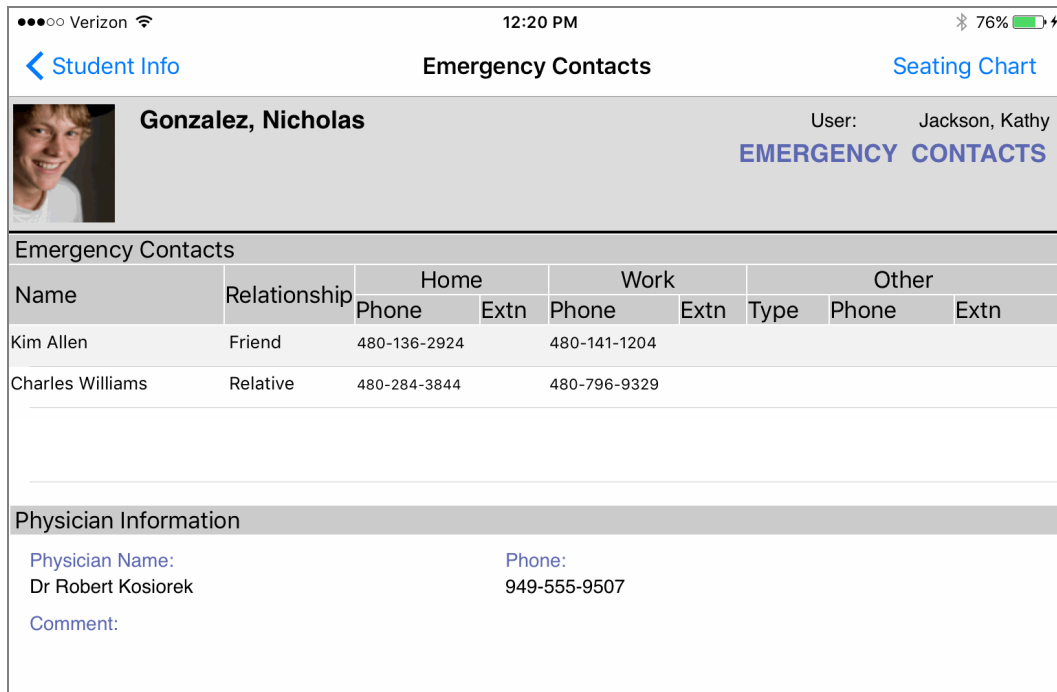
2. Select the **Student**. Information on the Student Info screen is read-only.

 A screenshot of the TeacherVUE mobile application showing the 'Student Info' screen for Nicholas V. Gonzalez. The screen displays a student photo, name, and user information. Below this is a section for 'Student Information' with fields for Student Name, Last Name Goes by, Nick Name, Birth Date, Home Language, Home Room Teacher, Home Room, Home Address, Mail Address, Gender, Grade, Email, Counselor Name, Resolved/Race Ethnicity, and Administrator Name. At the bottom is a table for 'Phone Numbers' with columns for Relationship, Name, Phone, Phone Type, and Comment.
 

Relationship	Name	Phone	Phone Type	Comment
Self	Gonzalez, Nicholas V.	480-555-1461	Home	
Father	Gonzalez, Jesse	480-555-5225	Cell	Has Custody, Lives With
		480-555-1461	Home	
		480-555-0951	Work	

Student Info Screen

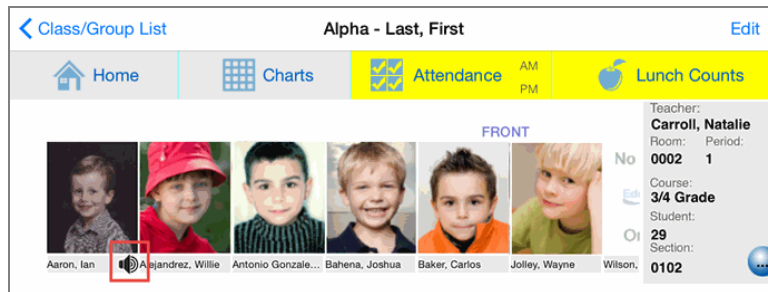
3. Tap **Emergency Contacts** to view the Emergency Contacts screen.





*Emergency Contacts Screen*

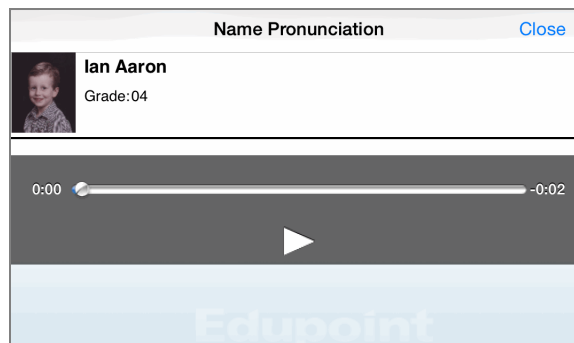
## Pronunciation of a Student's Name

You can listen to the pronunciation of the student's name. The parent or student records the student's name using ParentVUE or StudentVUE mobile applications. The icon displays if a recording of the student's name is available.



Seating Chart Screen

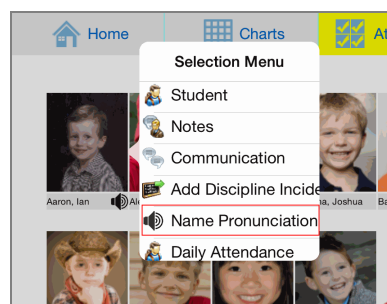
1. Select a class section from the Class/Group List screen.
2. Tap  for a student.
3. Tap . The recording plays.



Name Pronunciation Screen

4. Tap **Close**.

Student Name Pronunciation is also available from the **Selection Menu**.



Seating Chart Screen

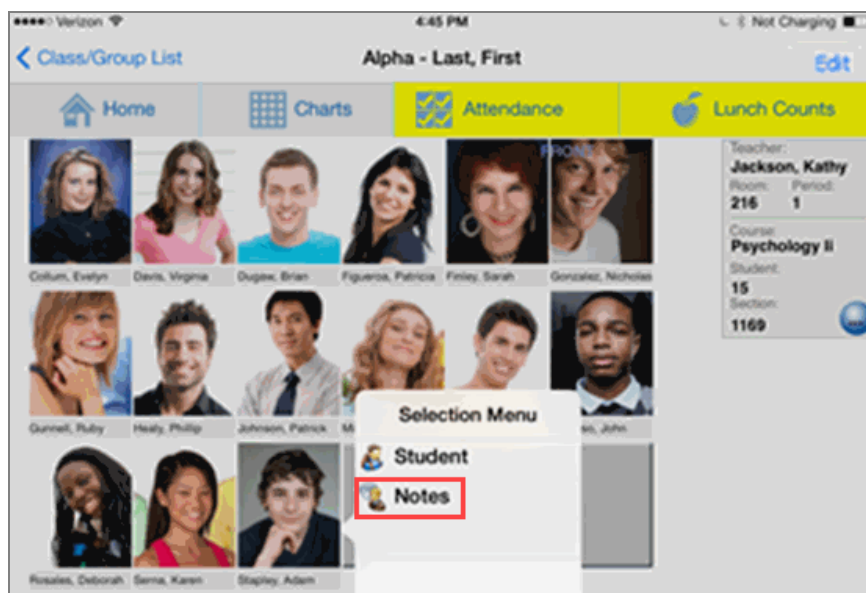
## Using Notes About Students

You can view and add notes for a specific student. The note is accessible by any teacher in whose class the student is enrolled, unless the note is marked as private.

Only the person who entered the note can view it if the note is marked as private. Public notes about students entered in TeacherVUE or the TeacherVUE mobile app are also available on the **Notes** tab of the Student screen in Synergy SIS and vice versa. Student notes are specific to the school year.

### Viewing Notes

1. Tap on a student's photo or placeholder on the TeacherVUE seating chart screen.
2. Select *Notes*.

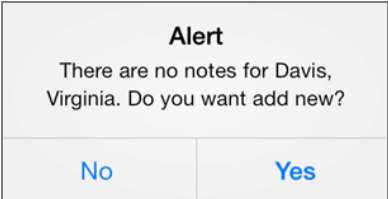


Seating Chart Screen

3. Tap on the note to view it.

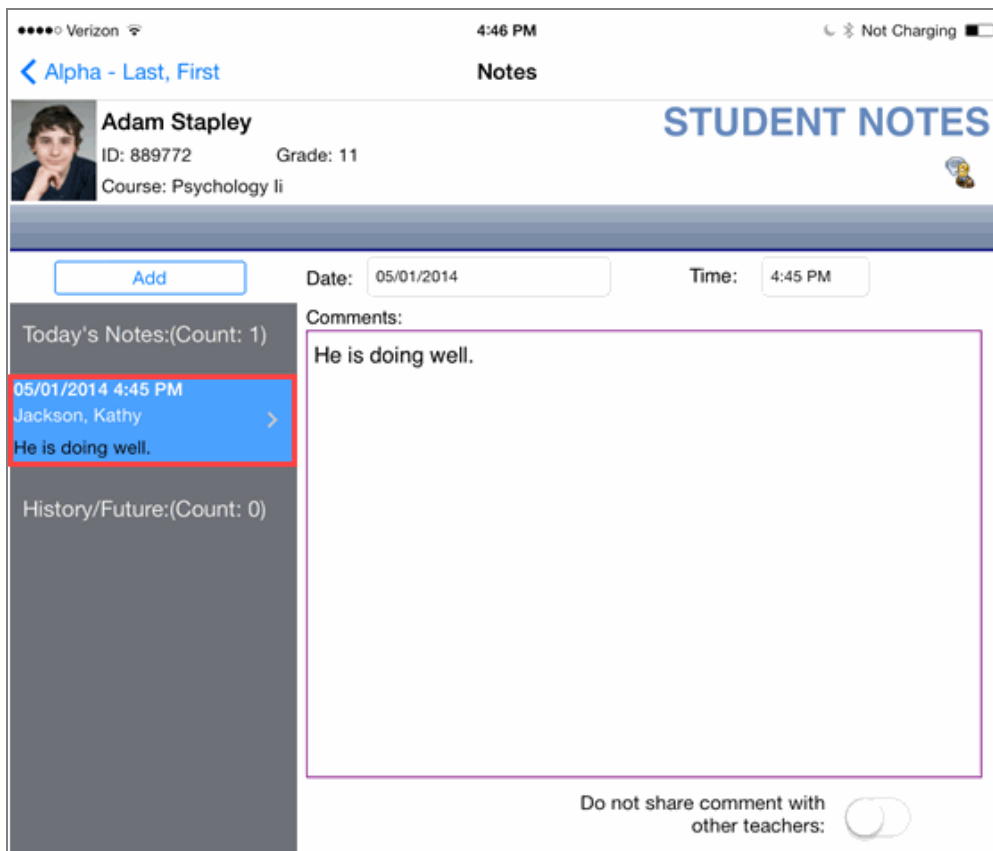
Any notes for the selected student display on the left side of the screen.

An alert prompts you to create a note if no notes are available for the selected student.



The alert dialog box is titled "Alert" and contains the text: "There are no notes for Davis, Virginia. Do you want add new?". It has two buttons: "No" and "Yes".

*Alert Window*



The screenshot shows the TeacherVUE Notes screen for a student named Adam Stapley. The student's profile information includes ID: 889772, Grade: 11, and Course: Psychology li. The screen displays a list of notes under "Today's Notes (Count: 1)". The selected note is dated 05/01/2014 at 4:45 PM, written by Jackson, Kathy, with the comment "He is doing well." The "Comments" section on the right also displays "He is doing well." At the bottom, there is a toggle switch for "Do not share comment with other teachers:" which is currently turned off.

*TeacherVUE Notes Screen*


## Adding a Note

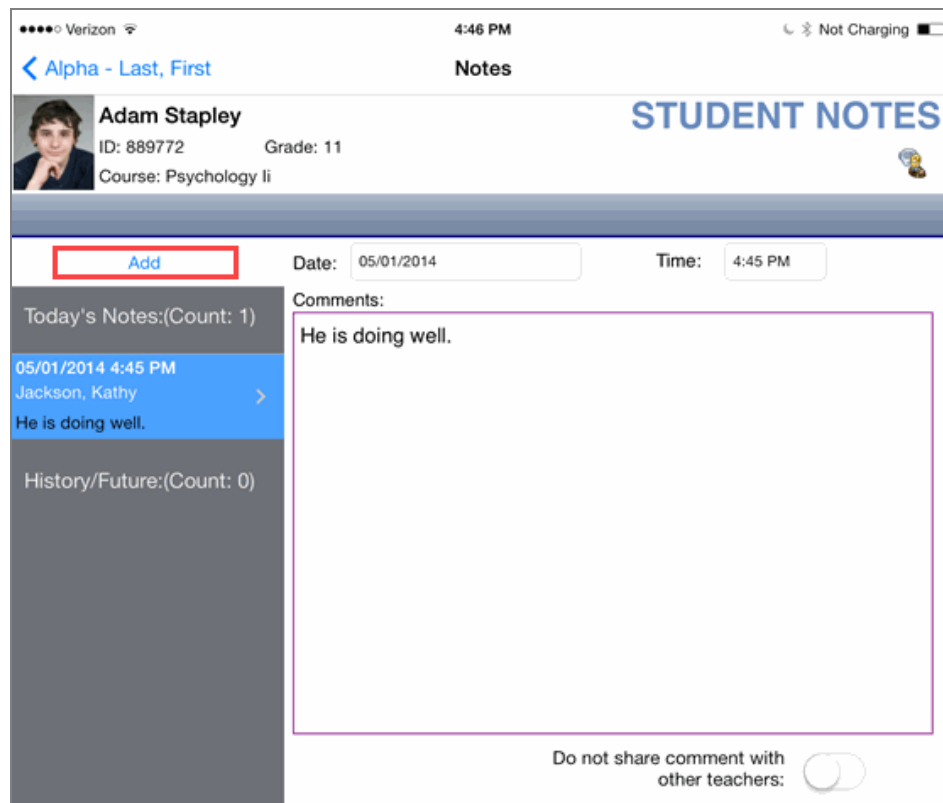
1. Tap on a student's photo or placeholder on the TeacherVUE seating chart screen.
2. Select *Notes*.



Seating Chart Screen

3. Tap **Add** to open the Add Notes screen.

 Any notes for the selected student display on left side of the screen.



TeacherVUE Notes Screen

4. Select a **Date** and **Time**. It defaults to the current date and time.
5. Enter the note in the **Comments** field.
6. Toggle to select if the comment can be viewed by other teachers or staff in **Do not share comment with other teachers**.
7. Tap **Save**. The new note displays on the left side of the Notes screen.

The screenshot shows a mobile application interface for adding notes. At the top, there is a close button (X) and the title 'Add Notes'. Below the title is a header bar with the text 'Add Notes For Jose Coleman'. The main form contains two input fields: 'Date:' with the value '05/01/2014' and 'Time:' with the value '04:46 PM'. Below these is a large text area labeled 'Comments:'. At the bottom of the form is a toggle switch labeled 'Do not share comment with other teachers:'. The toggle is currently in the 'off' position. At the very bottom of the screen are two buttons: 'Cancel' and 'Save'.

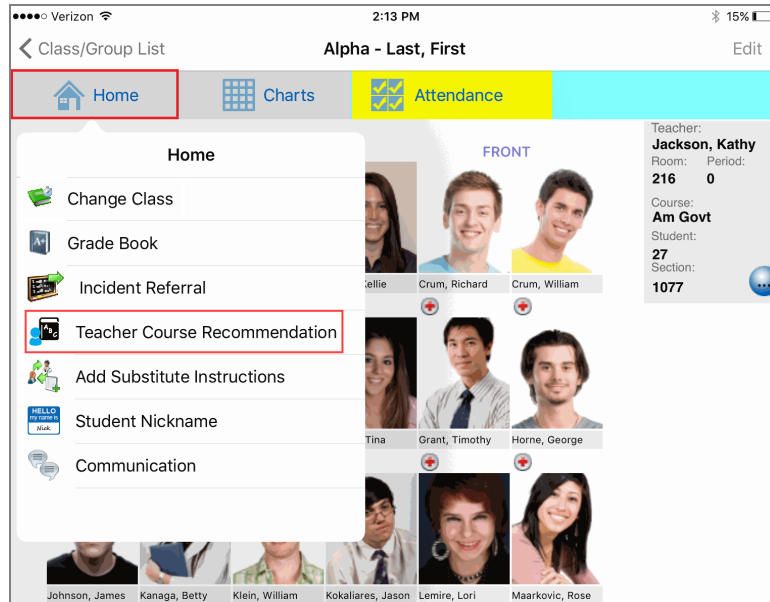
*Add Notes Screen*



## Recommending Courses for Students

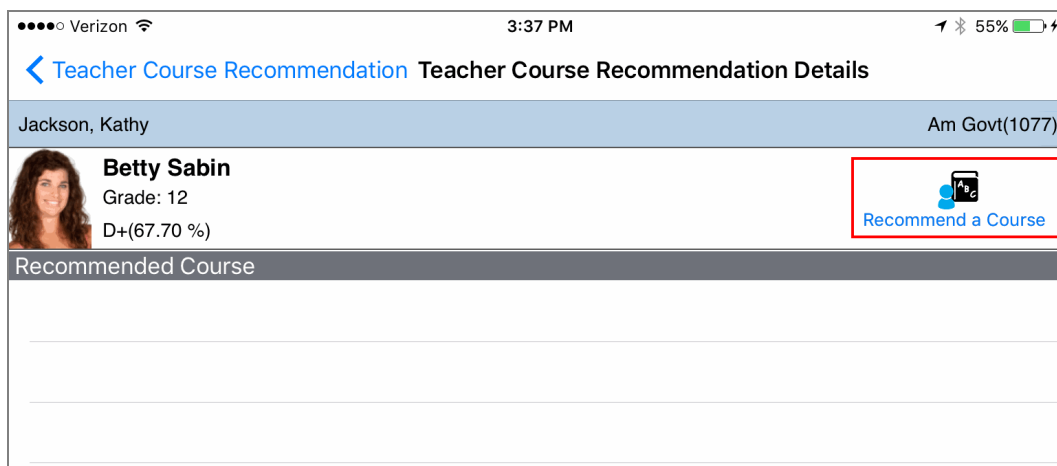
Teachers can recommend courses for any students enrolled in their class.

1. Tap **Home**.
2. Select *Teacher Course Recommendation*.



Seating Chart Screen

3. Select a course:
  - For an individual student:
    - a. Select a student.
    - b. Tap **Recommend a Course**.



Teacher Course Recommendation Details Screen

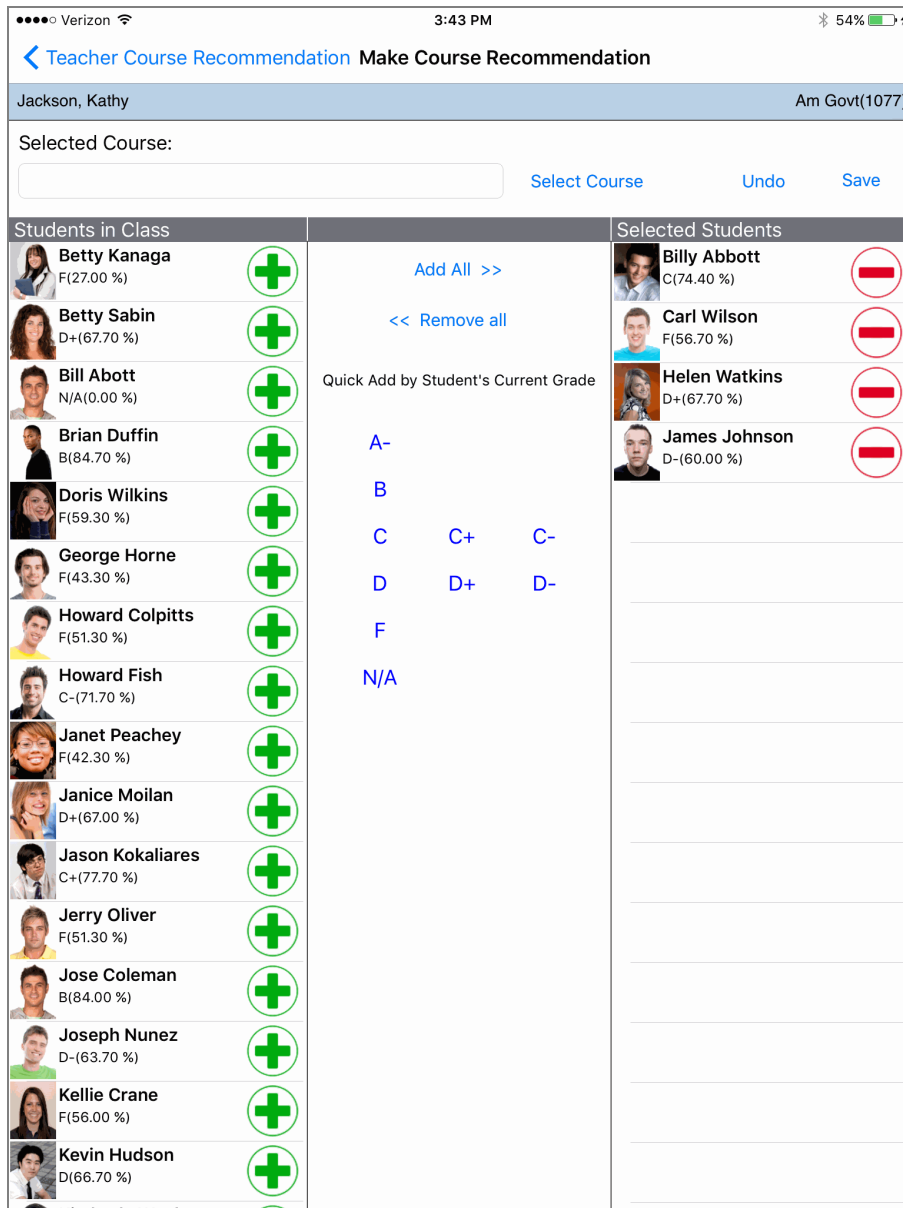
- For multiple students, tap **Make Course Recommendation**.

The screenshot shows the 'Teacher Course Recommendation' screen for a class. At the top, the status bar indicates Verizon service, 3:40 PM, and 55% battery. The navigation bar shows a back arrow, 'Alpha - Last, First', and the title 'Teacher Course Recommendation'. Below the navigation bar, the teacher's name 'Jackson, Kathy' and the class 'Am Govt(1077)' are displayed. Two buttons are visible: 'Delete All Course Recommendations' and 'Make Course Recommendation', with the latter highlighted by a red box. Below the buttons is a table with two columns: 'Students in Class' and 'Selected Course'. The table lists five students with their names, grades, and selected courses.

Students in Class	Selected Course
<b>Betty Kanaga</b> F(27.00 %)	EN72 - English Composition >
<b>Betty Sabin</b> D+(67.70 %)	PP01X - Mathematics >
<b>Bill Abott</b> N/A(0.00 %)	>
<b>Billy Abbott</b> C(74.40 %)	EN93W - Sr Honors Lit >
<b>Brian Duffin</b> B(84.70 %)	>

*Teacher Course Recommendation Screen*

- Tap to select individual students. The students move to the Selected Students list.
- Tap **Add All** to select all students.
- Tap a letter grade under **Quick Add by Student's Current Grade** to select all student's with that grade.
- Tap **Select Course**.



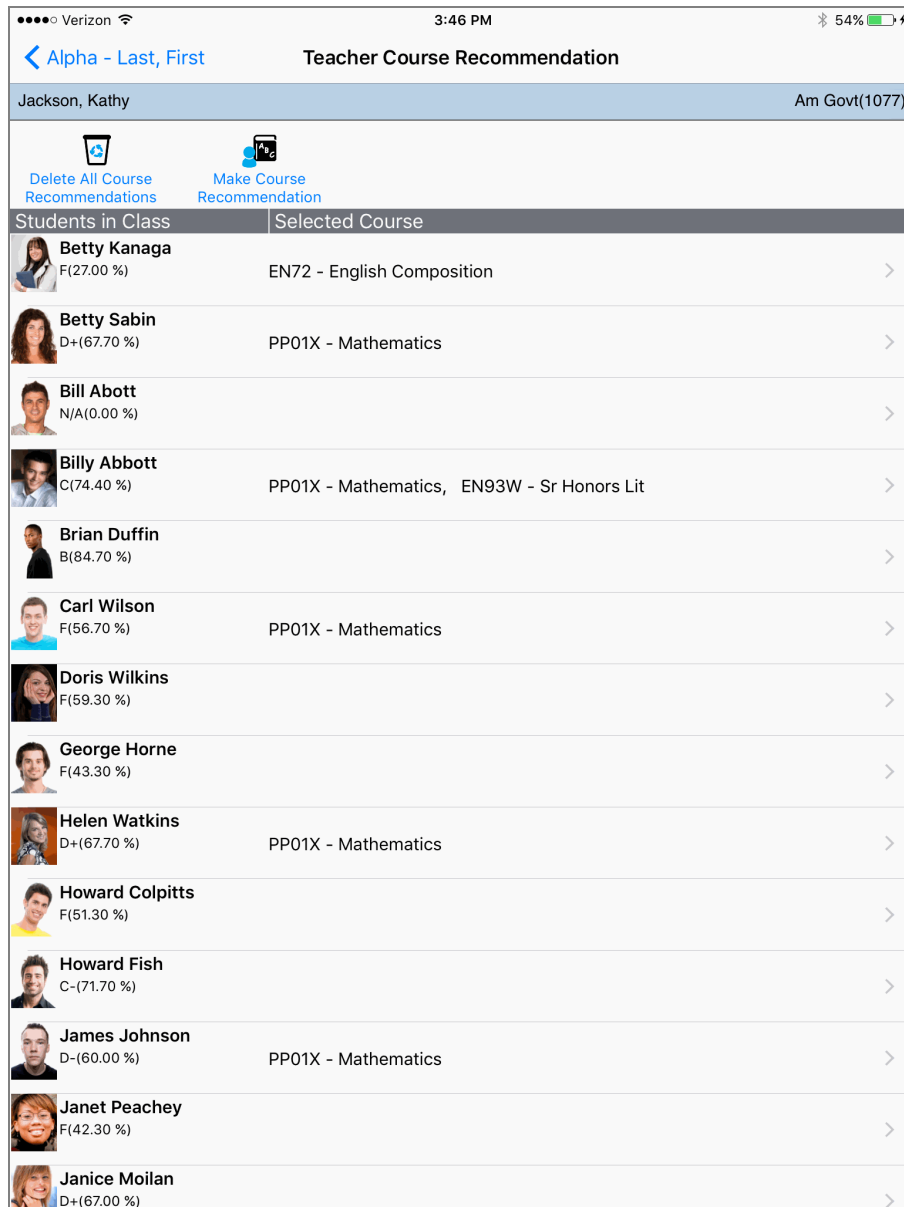
Make Course Recommendation Screen

4. Enter a **Course Title** or **Course ID** and tap **Search**. A list of courses display.
5. Select a course name.

Course Search		Cancel
Jackson, Kathy		Am Govt(1077)
Course Title:	<input type="text" value="math"/>	Low Grade: <input type="text"/>
Course ID:	<input type="text"/>	High Grade: <input type="text"/>
Department:	<input type="text"/>	
Duration:	<input type="text"/>	<input type="button" value="Clear"/> <input type="button" value="Search"/>
<b>Search Result:</b>		
<b>Math 10 (MA90)</b>		
Math 10 (MA90) Duration: YR Academic Type: R Low Grade: 10 High Grade: 12		
<b>Mathematics (PP012)</b>		
Mathematics (PP012) Duration: S2 Academic Type: R Low Grade: 09 High Grade: 12		
<b>Mathematics (PP01X)</b>		
Mathematics (PP01X) Duration: S2 Academic Type: R Low Grade: 10 High Grade: 12		
<b>Math (PP71)</b>		
Math (PP71) Duration: S2 Academic Type: R Low Grade: 10 High Grade: 12		
<b>Math (PP712)</b>		
Math (PP712) Duration: S2 Academic Type: R Low Grade: 09 High Grade: 12		
<b>Mathematics (PP71A)</b>		
Mathematics (PP71A) Duration: S2 Academic Type: R Low Grade: 10 High Grade: 12		
<b>Mathematics (PP71B)</b>		
Mathematics (PP71B)		
<b>Last Searched Courses:</b>		<input type="button" value="Clear"/>
<b>English Composition (EN72)</b>		
English Composition (EN72) Duration: S2 Academic Type: R Low Grade: 12 High Grade: 12		
<b>Clin Reading (RD01)</b>		
Clin Reading (RD01) Duration: S2 Academic Type: R Low Grade: 09 High Grade: 09		
<b>Prin Eng li (EN34)</b>		
Prin Eng li (EN34) Duration: S2 Academic Type: R Low Grade: 11 High Grade: 11		
<b>Writing (EL25)</b>		
Writing (EL25) Duration: S2 Academic Type: R Low Grade: 09 High Grade: 09		
<b>Journalism (EL242)</b>		
Journalism (EL242) Duration: S2 Academic Type: R Low Grade: 08 High Grade: 09		
<b>Honors English (EN27)</b>		
Honors English (EN27) Duration: S2 Academic Type: R Low Grade: 09 High Grade: 09		
<b>Essay Writing (1245)</b>		
Essay Writing (1245) Duration: YR Academic Type: Low Grade: 09 High Grade: 12		
<b>Consumer Math (MA03A)</b>		

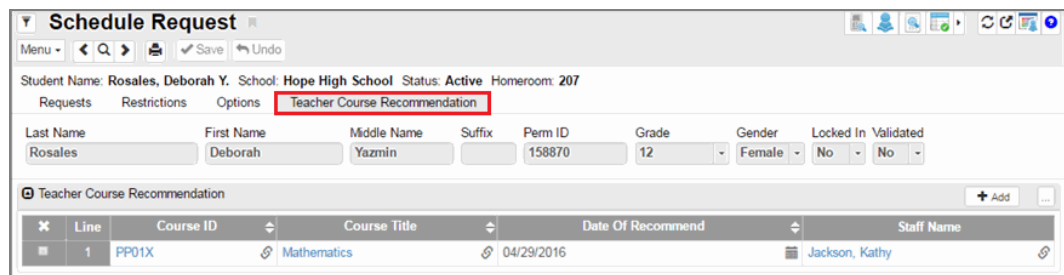
*Course Search Screen*

6. Tap **Save**. The recommended course displays next to the student's name.



Teacher Course Recommendation Screen

- The district courses display when the teacher saves the course recommendations on:
  - The **Teacher Course Recommendation** tab of the Schedule Request screen



Schedule Request Screen, Teacher Course Recommendation Tab

- The Course Request tab in StudentVUE

The screenshot displays the 'COURSE REQUEST' interface for user Deborah. The interface includes a sidebar with navigation options, a user profile, and several data tables. A red box highlights the 'Teacher Recommendations' table, which shows a recommendation for Mathematics (PP01X) with a credit of 0.500.

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
1	Elementary School	Mathematics	PP01X			0.500	

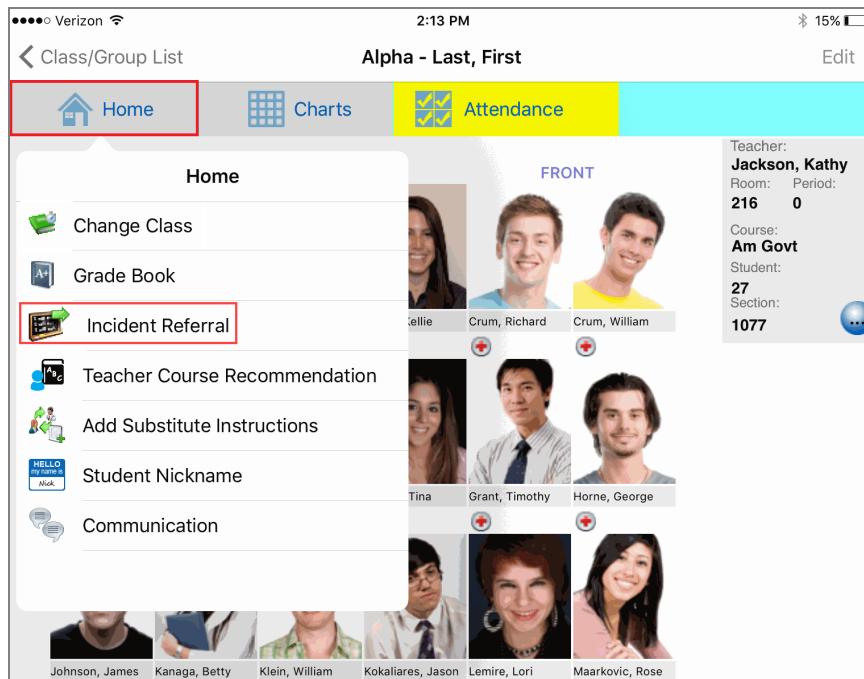
StudentVUE 1.0 Screen, Course Request Tab

- A comment stating the course is Teacher Recommended displays after the student selects the course.


## Entering a Discipline Incident

The Incident Referral option enables teachers to enter a Discipline Incident Referral from the TeacherVUE mobile application. TeacherVUE forwards the referral to the appropriate staff member to handle and resolve with the student.

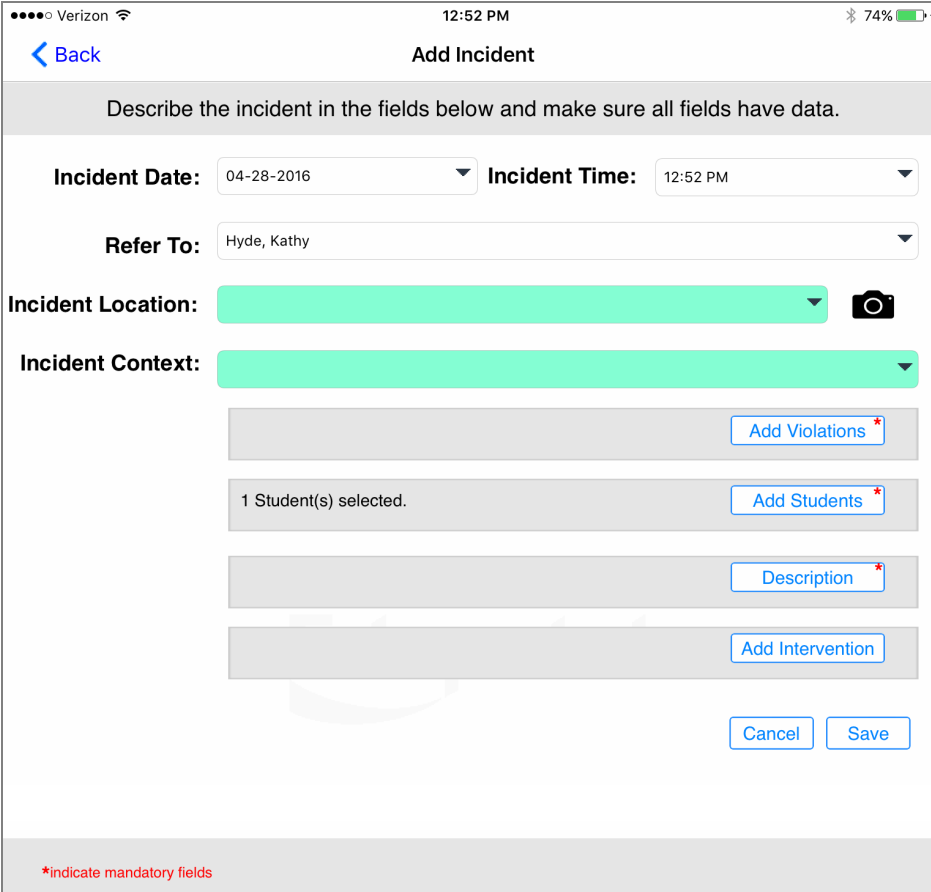
1. Tap **Home**.
2. Select *Incident Referral*.



Seating Chart Screen

3. Select the **Incident Date** and **Incident Time**. It defaults to the current date and time.
4. Enter the **Refer To** staff member.
5. Enter the **Incident Location**.
6. Enter the **Incident Context**.
7. Select the appropriate **Violation**.
8. Select the **Students Involved**.
9. Select the incident **Description**.
10. Select the **Intervention** performed.
11. Tap  to attach photos or video to the incident referral.
12. Tap **Save**.

The discipline incident alert icon displays under the student's photo or placeholder after the discipline referral processes and records as a discipline incident.




Verizon 12:52 PM 74%

[Back](#) Add Incident

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

**Incident Date:** 04-28-2016 **Incident Time:** 12:52 PM

**Refer To:** Hyde, Kathy

**Incident Location:** 

**Incident Context:**

[Add Violations \\*](#)

1 Student(s) selected. [Add Students \\*](#)

[Description \\*](#)

[Add Intervention](#)

[Cancel](#) [Save](#)

\*indicate mandatory fields

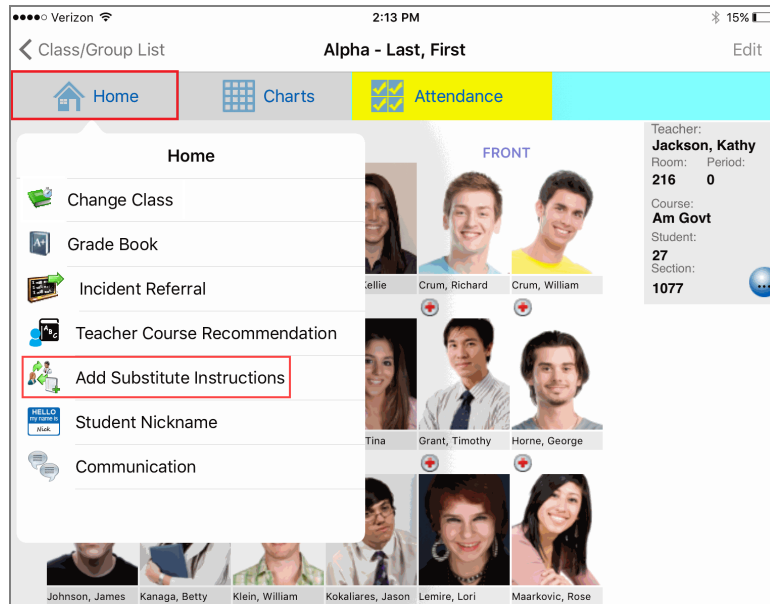
Add Incident Screen



## Entering Substitute Instructions

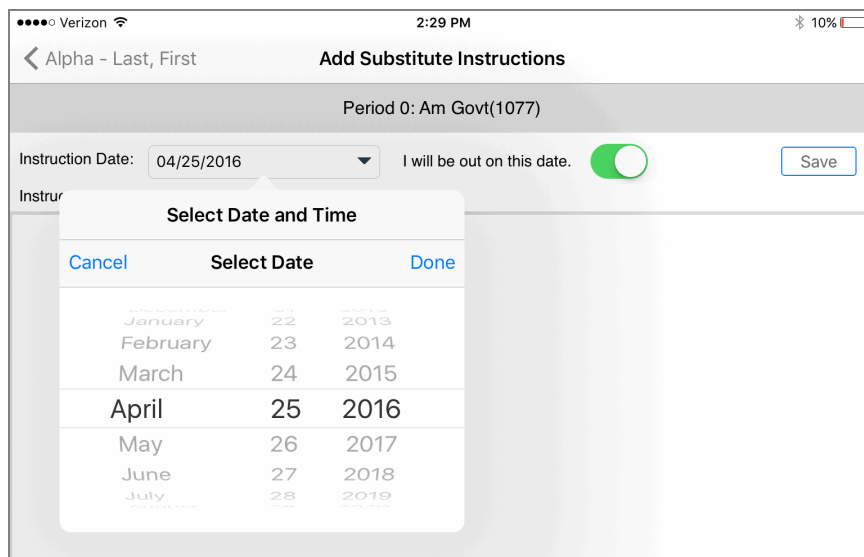
The *Add Substitute Instructions* option allows teachers to leave notes to the people replacing them when they are out of the classroom from the TeacherVUE mobile application.

1. Tap **Home**.
2. Select *Add Substitute Instructions*.



Seating Chart Screen

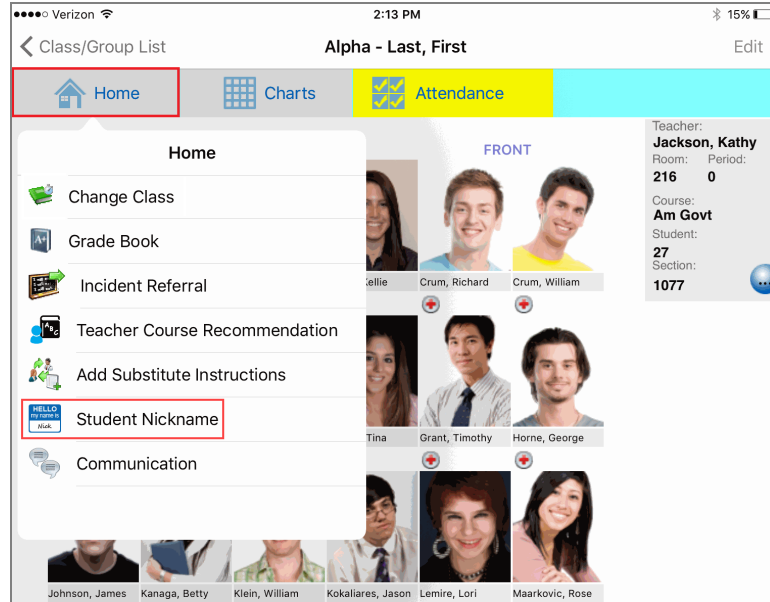
3. Select a **Date and Time** and tap **Done**.
4. Tap  to toggle **I will be out on this date**.
5. Enter **Instructions**.
6. Tap **Save**.



Add Substitute Instructions Screen

## Entering Student Nicknames

1. Tap **Home**.
2. Select *Student Nickname*.



*Seating Chart Screen*

3. Enter the **Nickname**.
4. Tap **Save**.

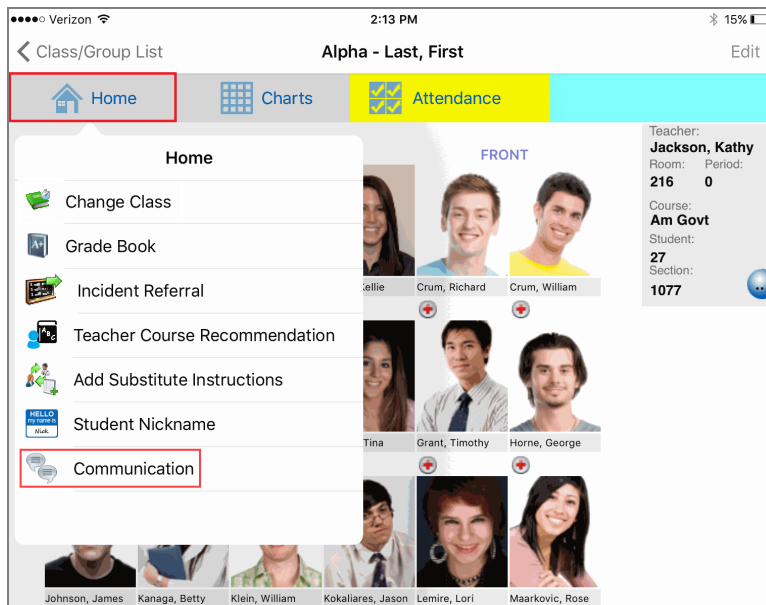
The screenshot shows the 'Student Nicknames' screen in the TeacherVUE mobile app. At the top, it displays 'Verizon', '2:28 PM', and '11%' battery. The navigation bar shows 'Alpha - Last, First' and 'Student Nicknames'. Below the navigation bar, it says 'Period 0: Am Govt(1077)'. The main content is a table with columns for Name, ID, Gender, Grade, and Nickname. The table lists several students with their names, IDs, genders, and grades. The 'Nickname' column contains either a nickname or 'Enter nickname'.

Name	ID	Gender	Grade	Nickname
Billy Abbott	905483	Male	12	Buddy
Paula Addington	871686	Female	12	Enter nickname
Jose Coleman	874305	Male	12	Enter nickname
Kellie Crane	922759	Female	12	Molly
Richard Crum	872047	Male	12	Enter nickname
William Crum	872044	Male	12	Enter nickname

*Student Nicknames Screen*

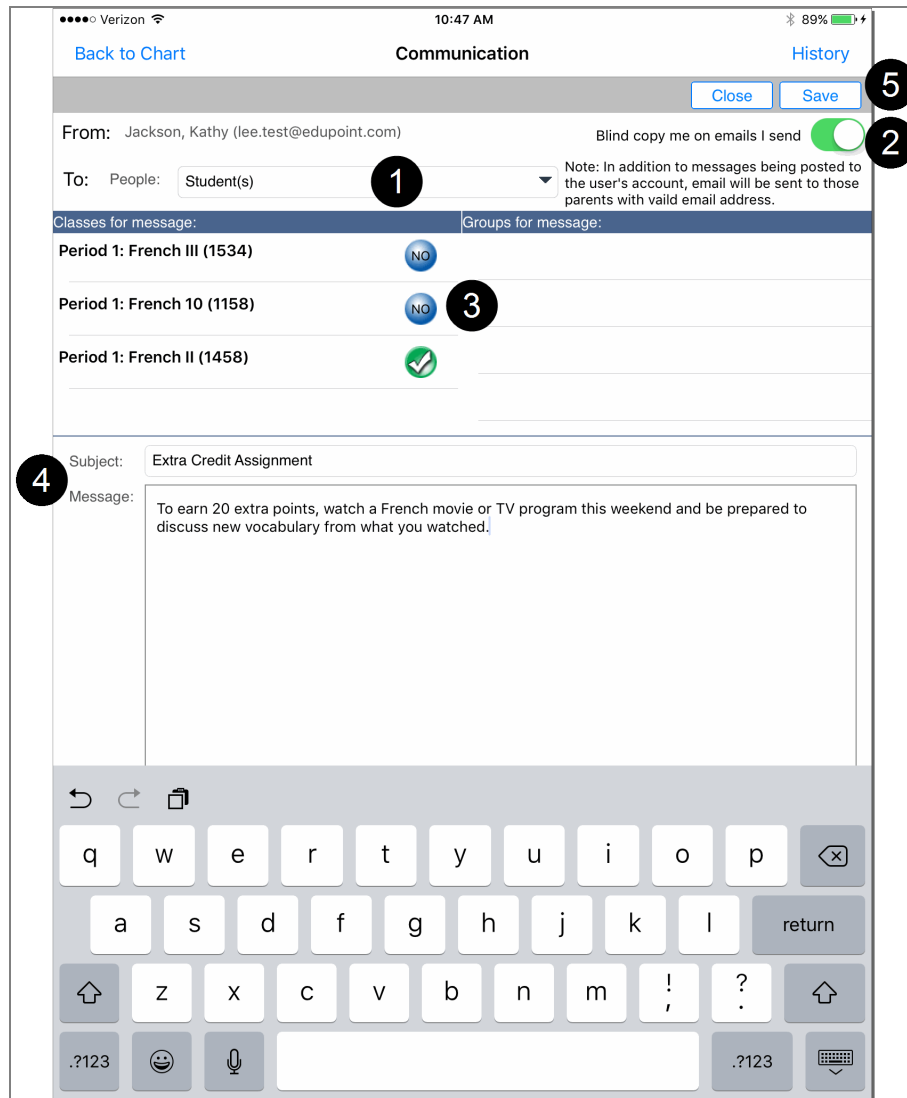
## Sending Emails

1. Tap Home.
2. Select *Communication*.



Seating Chart Screen

3. Select the email recipients. ❶
4. Select if you want to receive a blind copy. ❷
5. Select the groups or classes that should receive the message. ❸
6. Enter a **Subject** and **Message**. ❹
7. Tap **Save**. ❺ The message is sent.

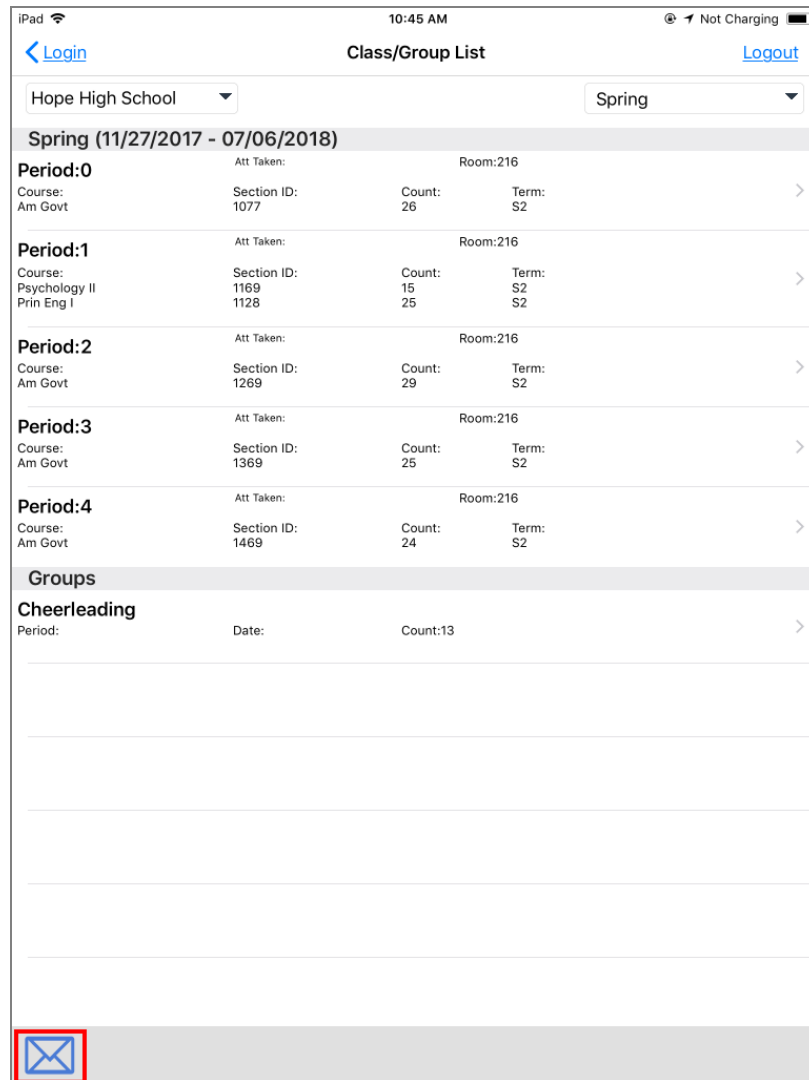


Communication Screen



## Using Synergy Mail


### Viewing Synergy Mail

1. Tap the **Synergy Mail** icon at the bottom of the Class/Group List screen to open Synergy Mail.






TeacherVUE Class/Group List Screen

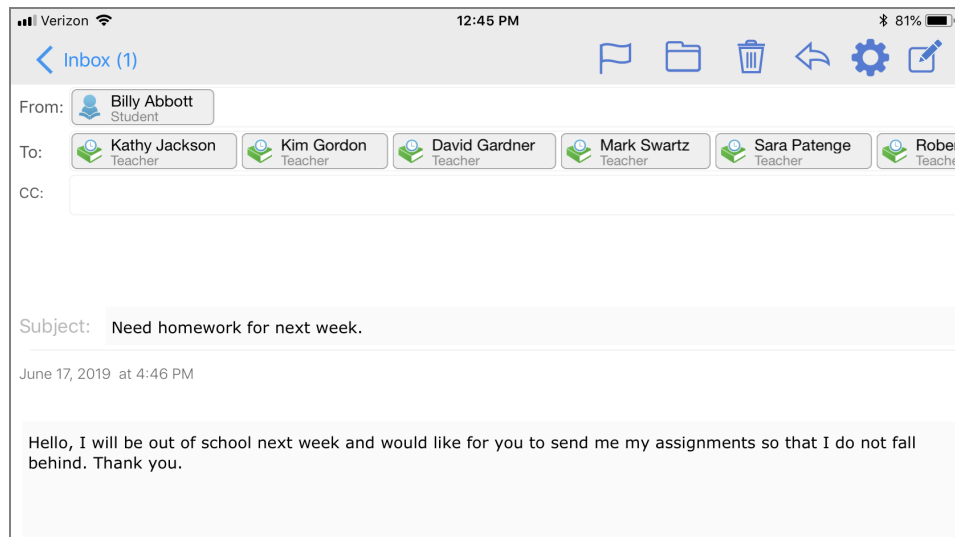
2. Tap the folder and message to view.
3. Use the icons in Synergy Mail to perform actions.
  -  – Marks a message as Read or Unread
  -  – Moves the current message to the **Inbox**, **Sent**, **Trash**, **Alerts**, or custom folders, depending on the folder in focus

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



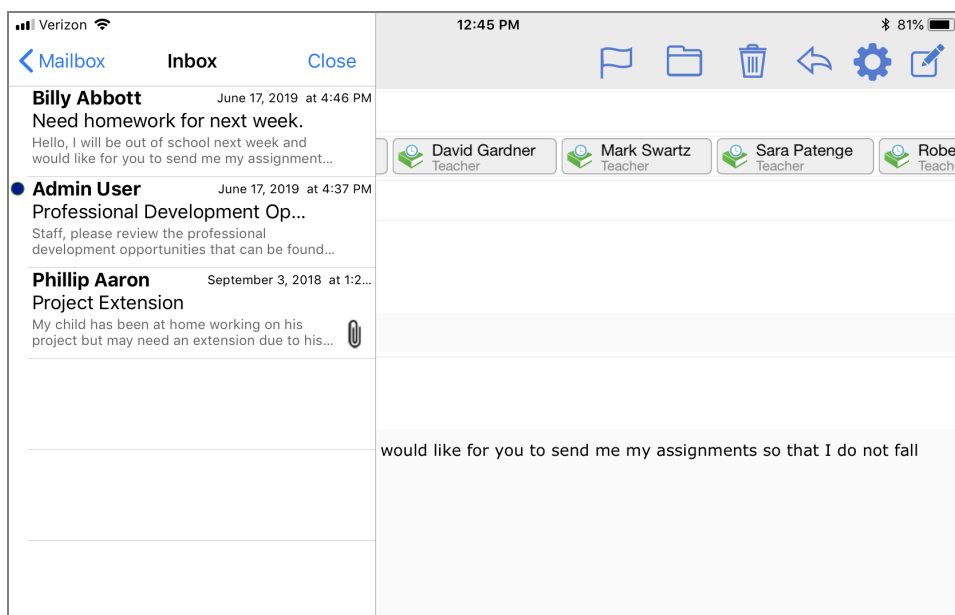
The icon changes to **Delete** when viewing the **Trash** folder.

-  – 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*

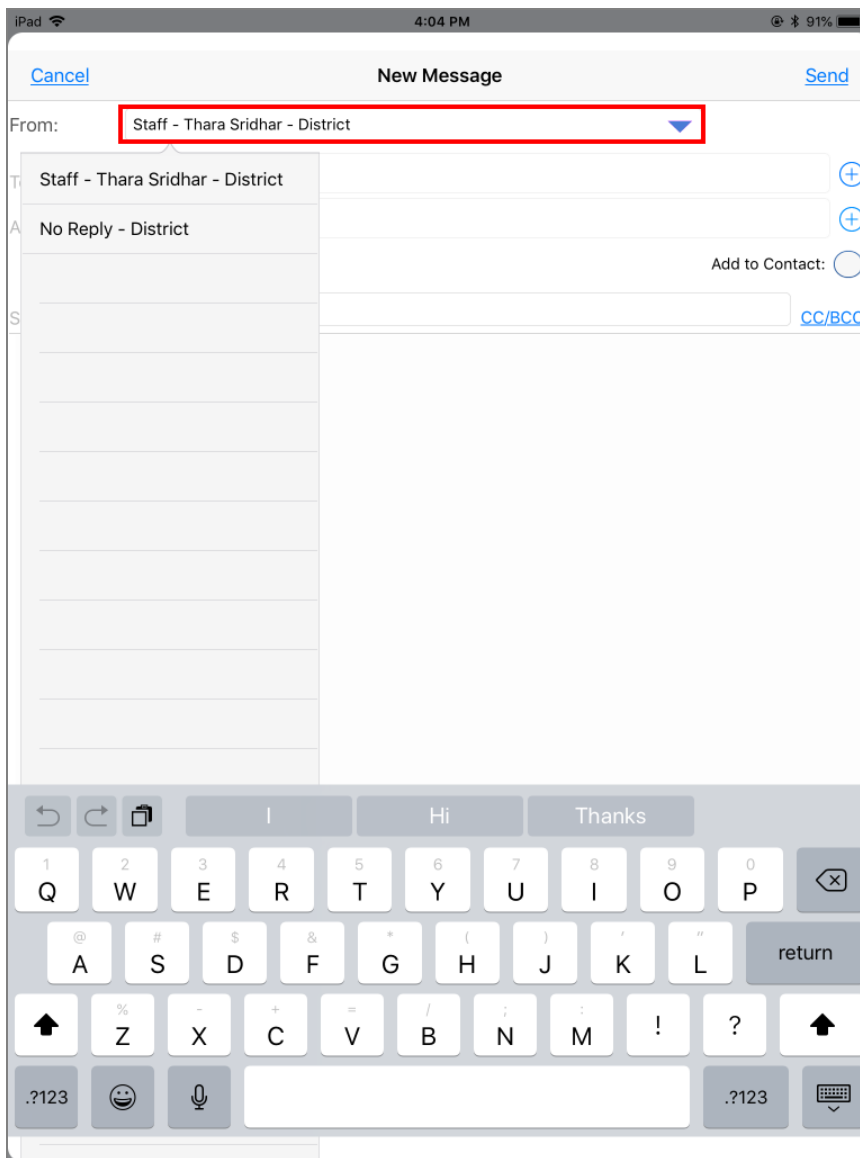
4. Tap the folder name at the top to select a different folder.



*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*

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

**Search** [Close](#)

**Staff** | Parents | Students | Classes | User Groups | Student Gro... | Mass Email | Contact Lists

**To**

School

**Staff**

Allen Rhoadarmer	King High School
Amanda Bennett	King High School
Andrea Box	King High School
Andrea Christ	King High School
Angie Guerrero	King High School
Anna Cicero	King High School
Anna Roberts	King High School
Anna Wantland	King High School
April More/staff	King High School

*Search Screen*

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



# Chapter 4: 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.

## TeacherVUE Security

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



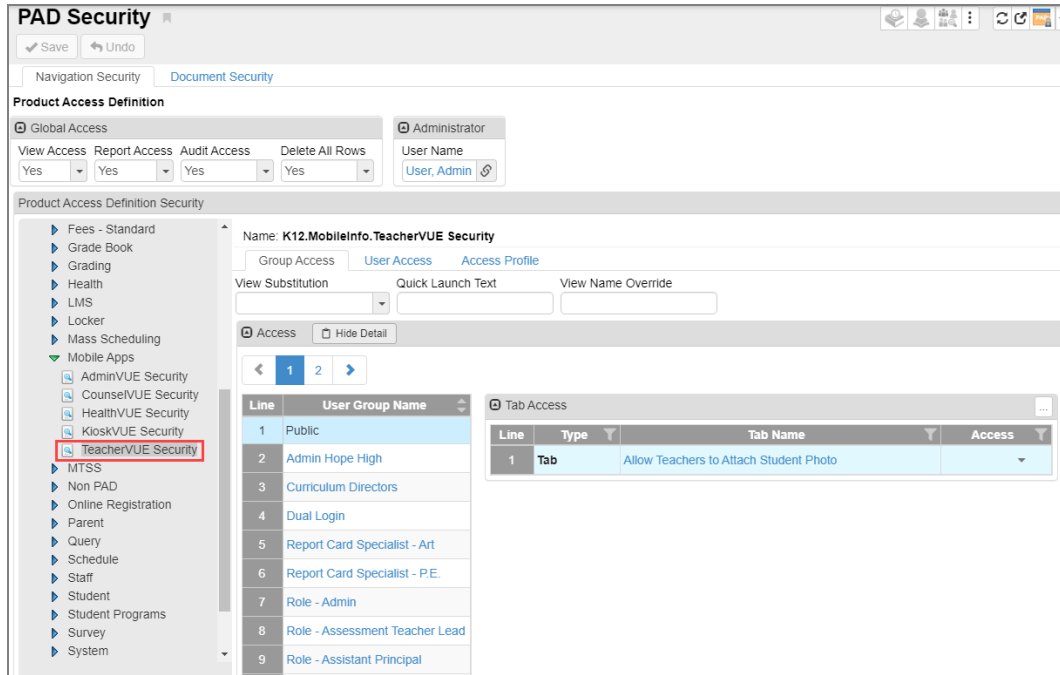
See the *Synergy SIS – Security Administrator Guide* for more information on PAD Security.

## Restricting a User Group's Access

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

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