Synergy TeacherVUE & Grade Book: (Synergy <u>is</u> available outside the CCSD Network. VPN is <u>not</u> required.)

http://synergy.cobbk12.org/   **Login**: Badge ID/regular password

Login Screen

A pop-up blocker message may display on the login screen. **Always allow** pop-ups for Synergy. Choose this option before logging in. Synergy uses pop-up windows in various processes throughout the application.

The message displays for each person the first time a new browser is used and whenever a new computer is used.

- Once allowed on a computer's browser, the setting will remain.
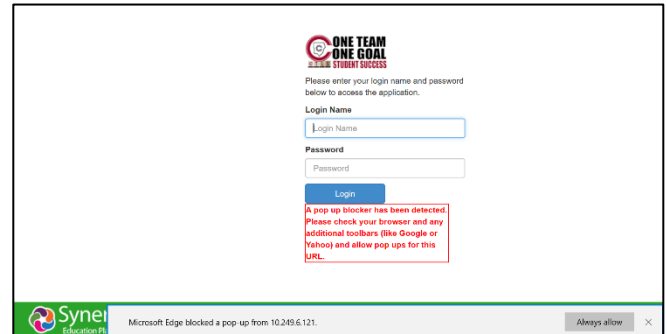
Synergy User Guides: User guides and documentation for attendance, gradebook, and report cards, can be found in the Help Link located in the **Synergy application** in the top, right corner of the screen.

(*CCSD-ES > TVUE Attendance & Gradebook >* select desired user guide.)
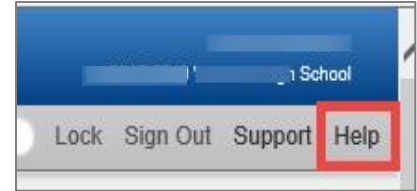
## K – 5th Grade Student Attendance - TeacherVUE

Attendance for all **K – 5th** grade students, is taken in the **homeroom class only**. Teachers can only take attendance for the current school day. To take attendance, login to Synergy to view the seating chart in TeacherVUE. Mouse over Attendance and select either *Chart* or *List*. Using the chart, click a student's picture for attendance options. Continue to click and select from options: *virtual present, absent or tardy,* then save. Taking attendance is required each school day unless otherwise notified.
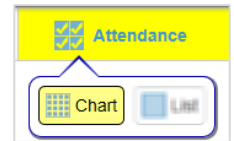
- Special instructions for the first week of school will be sent to local administrators.
- Face-to-Face students who are present in class only need a code if they are tardy. Full Remote or **any** student virtually present in a live session, must be coded with **Virtual Present**.
- If attendance or an edit for a prior day is needed, contact your school's Attendance Administrator or Clerk.

If TVUE does not open to your homeroom class, mouse over **Home** in the **Blue** menu and **select Change Class.** You can also mouse over the **name of the class,** currently displaying, to view the Class Focus window to select the homeroom class**.** If the homeroom class does not display in the seating chart or you do not see the attendance option, <u>contact your school's scheduler</u>.

MISSING STUDENTS? Look at the top of the seating chart for a *yellow highlighted message* that students need to be seated in the chart. Click the **Edit button** to add students from the *Unassigned Students* list located under the *Seating Chart Dimensions*.
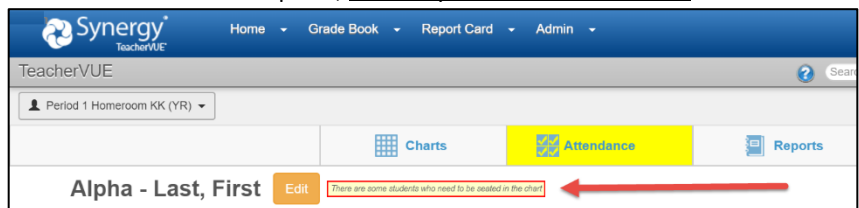
Confirm there are enough 'seats' or gray spaces for students to be added to the seating chart. Add more columns or rows as needed in the *Seating Chart Dimensions* section that is available after clicking the Edit button.
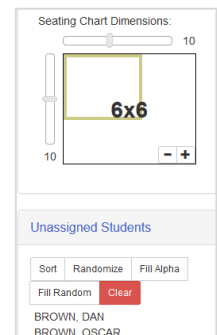
Grade Book & Report Cards

K – 3rd Grade Teachers are <u>not</u> required to use the Synergy Grade Book for assignments. However, K – 3rd teachers <u>are required</u> to complete the Synergy digital standards-based report cards for each Quarter (nine-week period.) Report card grades are manually entered onto the Synergy screens. At the end of the year, K – 3rd grade teachers are also required to enter a final grade for all students. Final Grades of E, M, or N are entered into Synergy <u>in addition</u> to report card grades.

4th – 5th Grade Teachers <u>are required</u> to use the Synergy Grade Book. Review User Guides for assistance. *Gradebook setup is required before assignments and grades are added.* Report cards are created electronically in Synergy based on a combination of assignment calculations from the gradebook and manual entries for conduct, comments, etc. onto Synergy screens.