IS Technology Services
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TeacherVUE & Grade Book – Tips for Middle & High Teachers

**Synergy TeacherVUE & Grade Book**: (Synergy is available outside the CCSD Network. VPN is not 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.
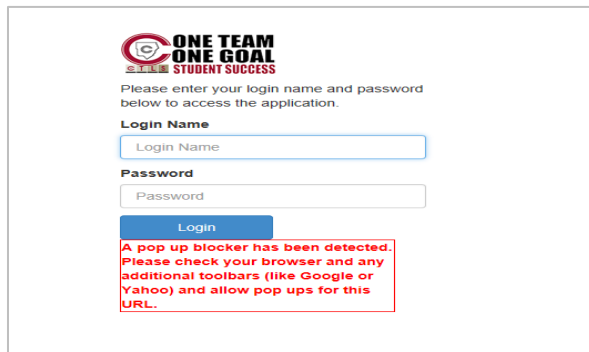
Synergy User Guides: User guides and documentation can be found in the Help Link located in the **Synergy application** in the top, right corner of the screen. (CCSD-*MS* or CCSD-*HS* > *TVUE Attendance & Gradebook Guides* - select desired user guide from either the middle or high school menu.)
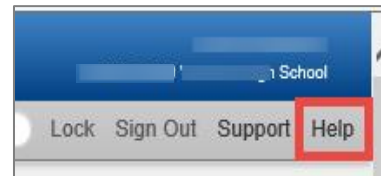
Student Attendance - TeacherVUE

Take attendance in **each period of the day** unless you are teaching a non-traditional class. 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.
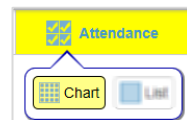
- Special instructions for the first week of school will be sent to local administrators.
- Face-to-Face students who are present in class only need a code if they are tardy. Full Remote or **any** student virtually present in a live session, must be coded with **Virtual Present (VP)**.
- If attendance or an edit for a prior day is needed, contact your school's Attendance Administrator or PPO.

Mouse over **Home** in the **Blue** menu and **select Change Class** or mouse over the **name of the class,** currently displaying, to view the Class Focus window used to select a different class. If you do not see the option to take attendance, or if you are missing a class from your seating chart, contact your school's scheduler.

MISSING STUDENTS? Look at the top of the seating chart for a *yellow highlighted message* that states students need to be seated in the chart.
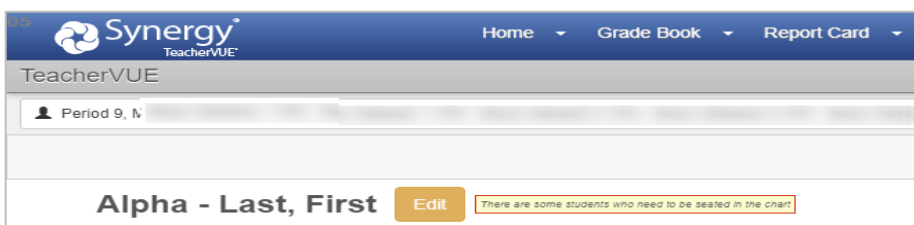
Click the **Edit button** to add students from the *Unassigned Students* list located under the Seating Chart Dimensions.

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.
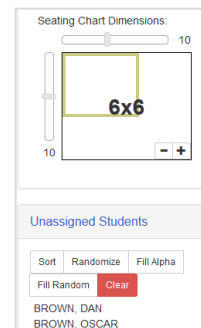
Grade Book & Report Cards

Middle and High teachers are required to use the Synergy Grade Book. Report cards are electronically created in Synergy when teachers post grades, at the required times, throughout the school year. The report cards are based on a combination of assignment grades from the Grade Book and manual entries for conduct and comments.

Important: It is important to create assignment types, apply weights (especially for courses requiring an **EOC**), and set up Final Grade Rounding Settings and Grading Period Default for New Assignments *BEFORE* assignments are added into the gradebook. Review User Guides for assistance.