



COBB COUNTY
SCHOOL DISTRICT



Technology Services

ELEMENTARY TEACHERS

TEACHERVUE & ATTENDANCE GUIDE

FEBRUARY 2021



Contents

Synergy Support	3
Synergy Help Tutorials	4
Logging In	5
Always Allow Pop Ups for Synergy	5
District Notifications (Announcements)	5
Selecting or Changing Class	6
Changing Schools – If You Have Classes at More than One School	7
TVUE Screen Identification	7
Seating Chart Tips	7
How to Accept New Students to the Seating Chart	7
Include All Classes in Seating Chart	10
Alert Message in TeacherVUE	10
Attendance Codes (Updated January 2021)	11
SY2020-2021 Attendance Procedures – Per Accountability (Updated January 2021)	11
Taking Attendance (Choose from 2 methods)	12
I. Take Attendance by Seating Chart	12
13	
II. Take Attendance by List	13
TeacherVUE Options & Reports	15
Individual Student Reports and Views	15
Class Reports	15
TeacherVUE Reports: Interface Options	16

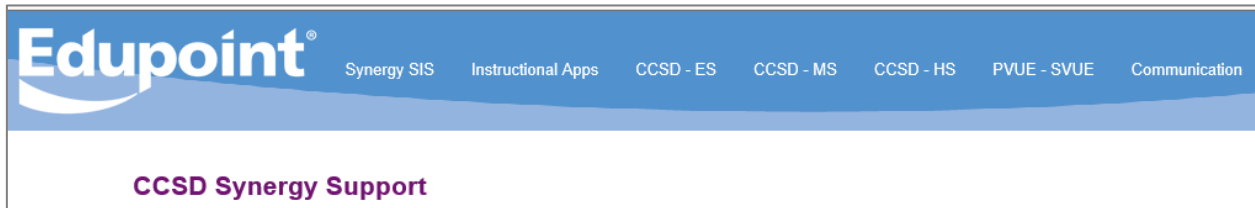
Synergy Support

Step 1: Seek solutions using Synergy help. Select the [Help link](#) in the top, right corner of the Synergy application screen.



Point to 'CCSD-ES' from the Edupoint Menu for a list of elementary guides.

- The PVUE-SVUE link contains ParentVUE guides
- The Communication link contains work session and training information.
- *If the menu shown below does not display, fully expand your browser window.*



Step 2: Contact School Synergy Representative (Gradebook Manager, Scheduler, PVUE Coordinator, or Attendance Manager/Clerk).

Step 3: Contact the Customer Care Center at 770-426-3330 or Enter a Web Help Ticket at <http://webhelp.cobbk12.org> SELECT **Application > Synergy** to be routed to the appropriate support team.

Note – Parent support: For ParentVUE support, parents should always contact the school's **PVUE Coordinator** and not the central office, Customer Care, or Technology Department. If a school contact is unable to assist a parent, the school contact is to enter a Web Help ticket.

Note: Guides located in the Synergy SIS and Instructional Applications menus are provided by the vendor and may contain descriptions for modules or functionality not currently being used by the Cobb County School District.

Synergy Help Tutorials



1. In TVUE, click the *blue question mark icon* in the menu bar, for help provided by the vendor.
2. Select options from the Contents Menu in the left menu bar.
3. TeacherVUE is available in the contents area. Select *TeacherVUE* and drill down to desired help topics.

Please note: CCSD does not use all modules of Synergy, and therefore some of the information will not apply for Cobb users.

The screenshot displays the Edupoint Synergy SIS TeacherVUE interface. On the left, the 'Contents' menu is open, with 'TeacherVUE' expanded to show 'Creating a New Seating Chart' highlighted. The main content area shows a tutorial titled 'Creating a New Seating Chart' with the following text:

Create seating charts by [copying an existing seating chart](#), splitting an existing chart into sections, or starting with a blank chart. Teachers can create multiple seating charts. The students can be displayed in a grid or freeform. Freeform charts may use an existing template.

To create a new chart:

- On the TeacherVUE home screen, hover over **Charts**. The seating chart options display.

The screenshot shows a 'Charts' interface with options: 'Alpha - Last, First', 'Add Grid', 'Add Freeform', 'Template', and 'Split By Section'. Below this, a 'Home' interface shows 'Editing Seating Chart' with a 'New Chart' button and a grid of student names.

- Select the type of chart to create:
 - **Add Grid** – A blank grid chart displays with a list of students.

Logging In

Login at <https://synergy.cobbk12.org>

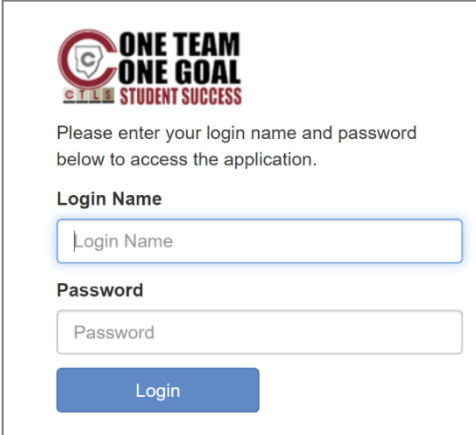
A link is available on the CCSD home page

<https://www.cobbk12.org> under:

Menu > Staff > Sign-In > Synergy

Username: Badge ID

Password: Usual Network Password



Note: Synergy can be accessed outside the CCSD network. VPN is not required for Synergy.

Always Allow Pop Ups for Synergy

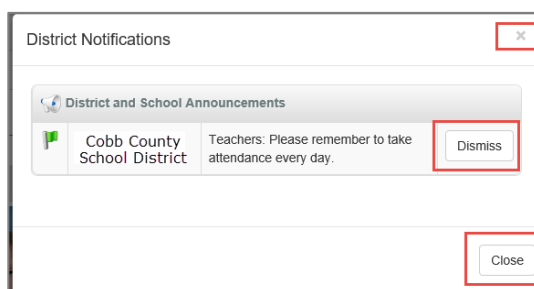
A pop-up blocker message may display on the login screen, especially when working at home or outside the CCSD network. Synergy uses pop-up windows in various processes throughout the application. The message displays for each person the first time a new browser is used and whenever a new computer is used.

Select **Always allow** pop-ups for Synergy. Choose this option before logging in. Once allowed on a computer's browser, the setting will remain.

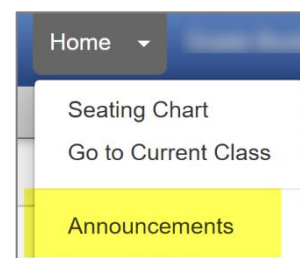
District Notifications (Announcements)

After reading an announcement, it can be dismissed.

Click the **Close** button or the 'X' to close the Notifications window.

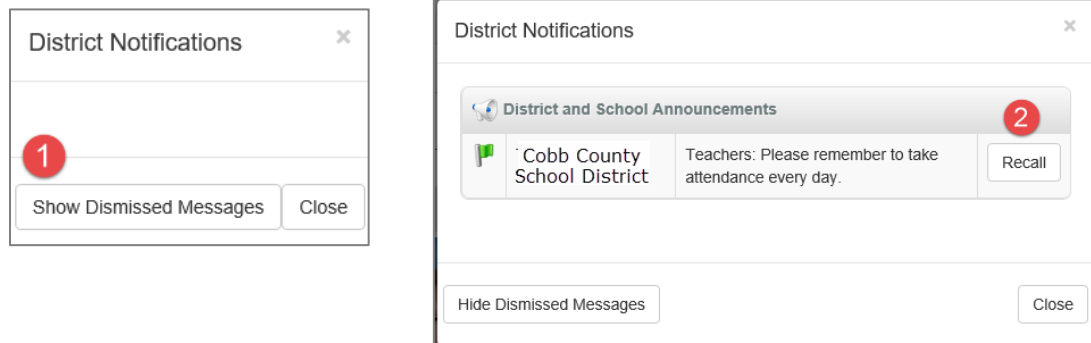


To view announcements again, point to Home in the main menu and click on **Announcements**.



Dismissed announcements can be recalled.

1. Click the button to *Show Dismissed Messages*.
2. Click the button to *Recall*.



Close the window when you are finished viewing the announcements.

Selecting or Changing Class

Elementary teachers ONLY take attendance in Homeroom. Be sure to select the homeroom class to take attendance.

1. Point the mouse on the name of the class, and the **Class Focus** window displays.
2. **Click** the Homeroom class (or desired subject) that displays in the Class Focus window, to select it. **You must CLICK the desired class to select it.**
Wait while the class loads to display the seating chart.

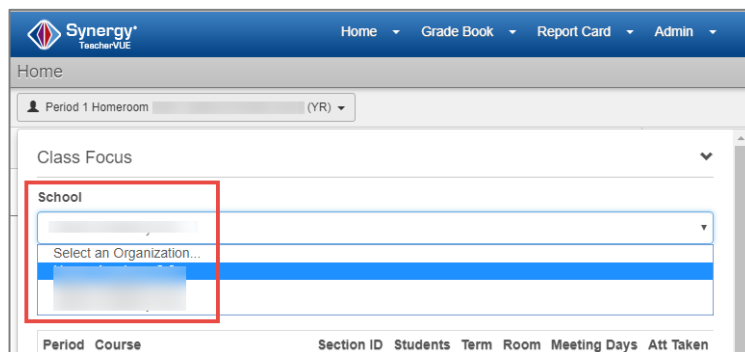
Period	Course	Section ID	Students	Term	Room	Meeting Days	Att Taken
1	Homeroom 4	0184	4	YR	309		
2	Health 4	0186	4	YR	309		
	EIP Health 4	0386	0	YR			
3	Language Arts 4	0189	4	YR	309		
	EIP Language Arts 4	0434	0	YR			

Changing Schools – If You Have Classes at More than One School

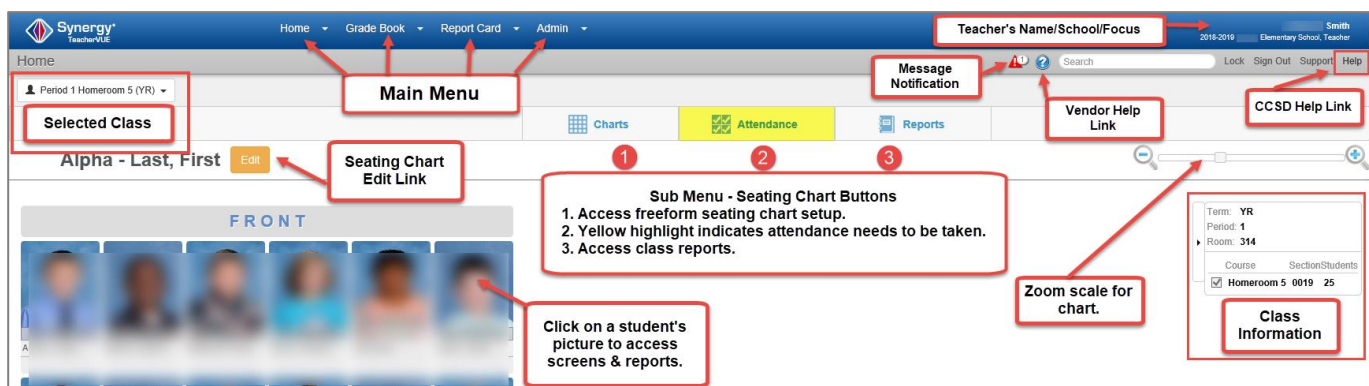
If you are scheduled with classes at two or more locations, you will need to change to a different school to view the seating chart, take attendance, and use the gradebook if you are creating assignments.

In the Class Focus window, click the **School** drop down. Select another school from the dropdown. Then, you must **click on a class** scheduled at the selected school.

This will open the seating chart for the selected class at the other school.



TVUE Screen Identification



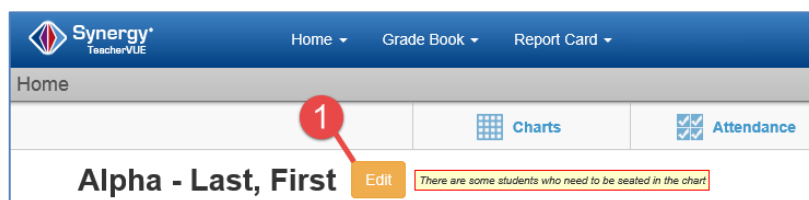
Seating Chart Tips

How to Accept New Students to the Seating Chart

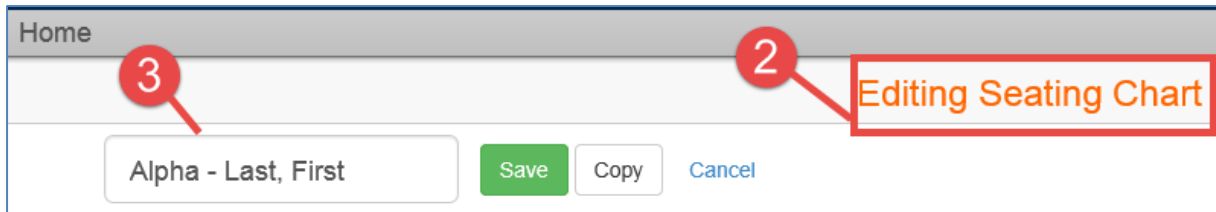
If a message displays on your seating chart that you have students who need to be seated in your chart, you need to edit the chart and add the students.

Follow the steps below; the outline numbers correspond to the numbers in the screenshots.

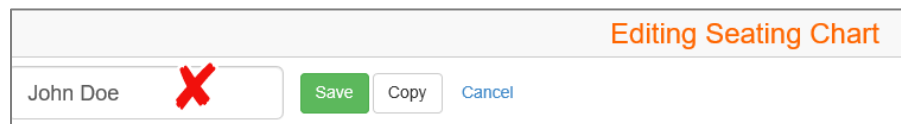
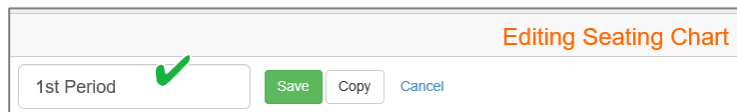
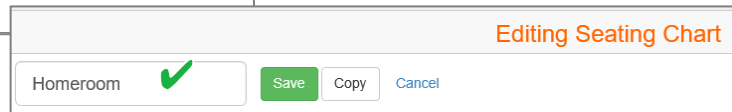
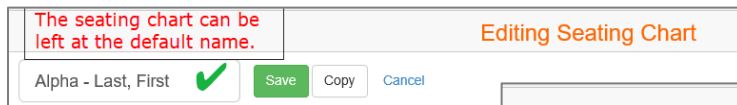
1. Click the Edit button.



2. When in edit mode, a message will display that you are Editing Seating Chart.
3. The name of the seating chart will become an editable field.
 - a. This field is meant to be the name of the seating chart, for instance *Homeroom* or *1st Period*. **It is not used to enter students to the chart.**
 - b. The default 'name' is shown, Alpha – Last, First. The default name can be left.



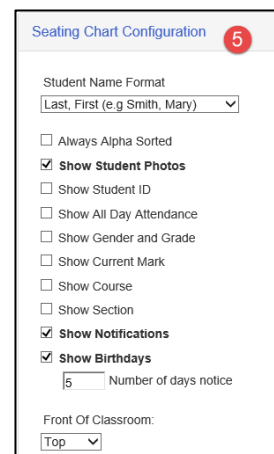
- c. Rename the seating chart, if desired. A new name is not required and can be left with the default name. However, it is not used to enter students to the seating chart. *You should not enter a student's name into the seating chart name field.*



4. In edit mode, the size of the seating chart grid can be enlarged or magnified by **sliding the scroll tool** to the right. This will work when not in edit mode, too.

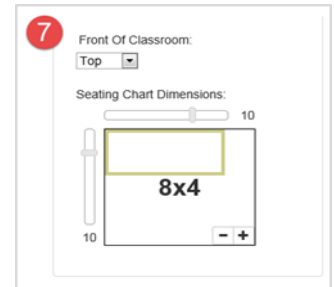
5. In edit mode, the **Seating Chart Configuration** section will display. Select the desired **Student Name Format**.

Select if you want to see student photos, student ID's, gender, notifications, birthdays, etc.



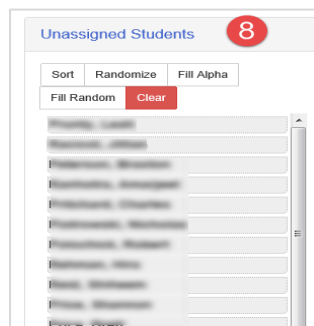
6. **Continue to scroll down the page** to see more edit tools and the list of unassigned students.

7. In edit mode, you can set the location for the front of the classroom and set desired **Seating Chart Dimensions**. **Increase the seating chart dimensions, as needed, by adding more columns or rows.**

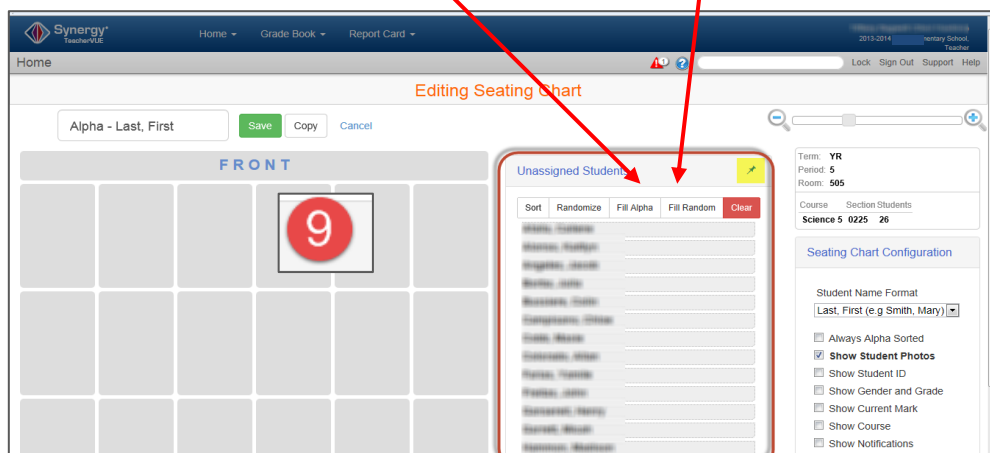


There must be enough 'seats' or gray spaces to add all students to the seating chart.

8. The **Unassigned Students** list will display at the bottom, right side of the screen. Students in the list need to be added to the seating chart.



9. The list of students can be moved around on the screen. Add students to the seating chart by dragging and dropping their names to a 'seat' on the chart. Or, click either the Fill Alpha button or the Fill Random button.

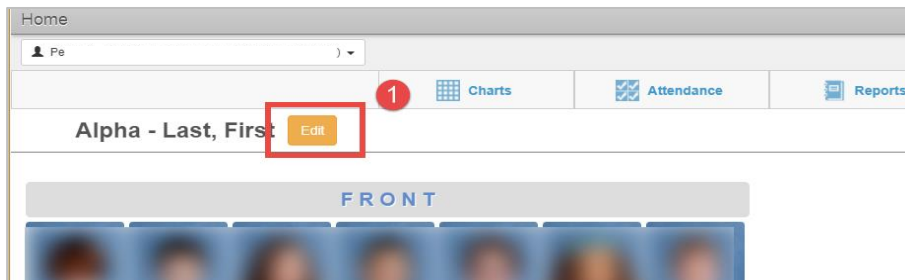


Click **SAVE** after selecting all options and adding students to the chart.

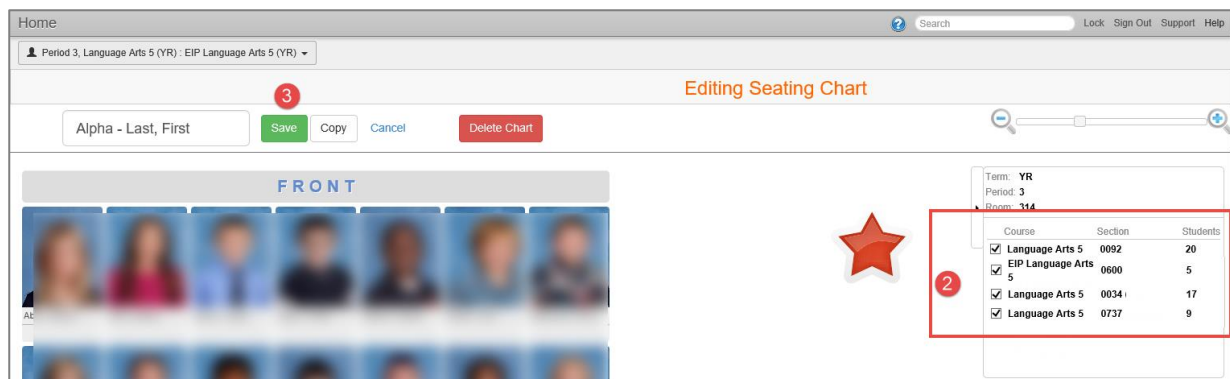
Include All Classes in Seating Chart

If there are two or more classes (sections) scheduled in the same period, teachers may need to edit the seating chart when students are missing from the chart or the roster in the gradebook.

1. Click the **Edit** button on the seating chart.



2. In **edit mode**, check the small check boxes next to the names of the classes (sections) to ensure all the students display.
3. Click **Save** after checking the boxes.

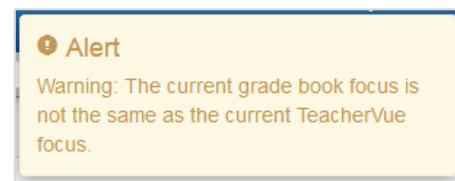


After checking all the section boxes and saving, you may see the message to add students to your seating chart, as described earlier in this document.

Edit the seating chart, as described on the previous pages, to add the students. Students from all classes should now display in the main seating chart.

Alert Message in TeacherVUE

When teachers first login to TeacherVUE, an Alert message may display like the one shown at right.



The message is notifying the teacher that the class selected on the seating chart is not the same class in focus in the gradebook. For middle and high school teachers, the seating chart will default to the homeroom class, which does not appear in the teacher's gradebook.

This message is informational and not an error. The only action required by the teacher is to select the desired class after navigating to Grade Book Main.

Attendance Codes (Updated January 2021)

Title	Code	Type	Allow Teacher Entry	Excused or Unexcused
Codes Available in TeacherVUE & for Attendance Clerks				
No Code = Student is physically present in face-to-face class				
Virtual Present: Student is virtually present in remote live session; code counts as present in Synergy	VP	Positive	Yes	P
Absent - Reason Pending: Student is absent from both face-to-face AND remote live session	A	Unverified Absence	Yes	U
Tardy - Reason Pending: Student is tardy in face-to-face class. Tardy is unexcused pending excuse submitted to clerk	T	Unverified Tardy	Yes	U
Virtual Tardy - Reason Pending: Student is tardy to virtual live session. Virtual tardy is unexcused pending excuse submitted to clerk	VT	Unverified Tardy	Yes	U
Not Enrolled *Only available first week of school	NE	Non - Enrollment	Yes	

SY2020-2021 Attendance Procedures – Per Accountability (Updated January 2021)

Teachers will take attendance each school day based solely on how students are attending class that day, *regardless of the learning choice of each student*. This means that a face-to-face student who is attending virtually, regardless of the reason, should not be marked absent. **Teachers should not enter attendance on Wednesdays.**

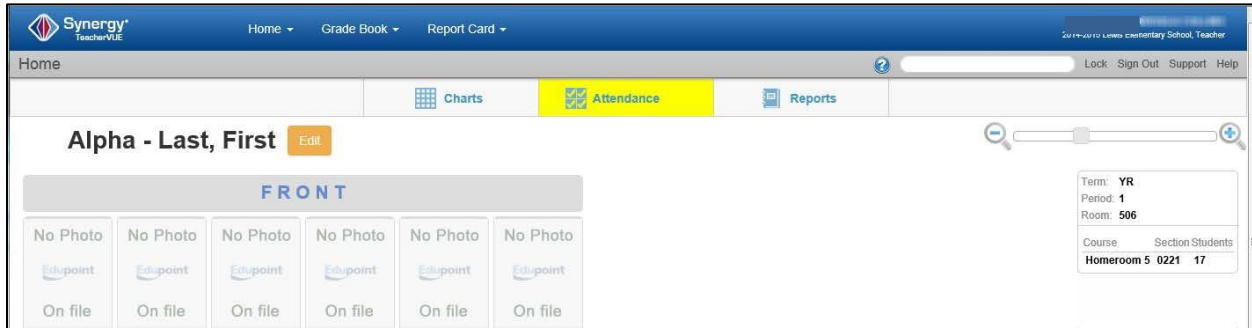
TVUE Codes Description

(blank)	Student is physically present in face-to-face class.
VP	Student is virtually present in remote live session (code counts as present in Synergy).
A	Student is absent from both face-to-face AND remote live session
T	Student is tardy in face-to-face class. Tardy is unexcused pending excuse submitted to clerk.
VT	Student is tardy to virtual live session. Virtual tardy is unexcused pending excuse submitted to clerk.

Goals & Rationale for Procedures

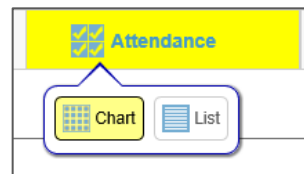
1. Encourage class participation from all students.
2. Encourage students to stay home when ill (or potentially ill).
3. Simplify the procedures for taking attendance for teachers.
4. Produce attendance records that clearly reflect who is physically on campus at any given time.


Taking Attendance (Choose from 2 methods)



The Yellow Highlighting around Attendance indicates that attendance has not been taken for this class. **Teachers should take attendance, in the homeroom class, each school day.**

Mouse over Attendance and select either Chart or List.



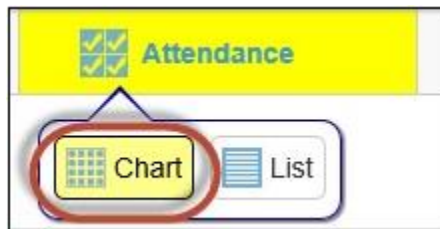


Note – Teachers can only enter attendance for the **current** school day. Attendance manager/clerks maintain attendance for past or future dates.

If you are missing your homeroom section, please notify the school’s scheduler.

I. Take Attendance by Seating Chart

1. Hover over Attendance and click on **Chart**.
The screen changes to ‘Taking Attendance’ mode.
A **Reason Types Legend** appears under the Class Info area and keeps a tally of attendance.



2. Click on a student’s picture (or picture area) to toggle through options of **virtual present, absent, or tardy**.
3. Continue to click to remove posting, if something was entered in error.

Reason Types	
Unverified: 2	
BROWN, GARY (Absent - Unverified) COLLINS, ELLEN (Absent - Unverified)	
Tardy: 1	
LANE, CONSTANCE (Tardy - Unverified)	
Excused: 0	
Unexcused: 0	

- Click **Save** when complete.



- After saving, you return to the TVUE Home screen and the Attendance button displays a green check mark indicating that attendance has been taken for the day.



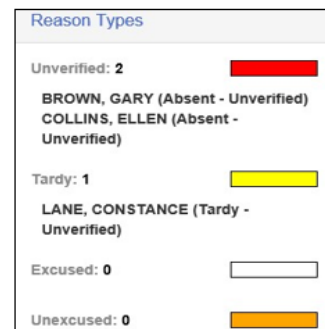
II. Take Attendance by List

- Hover over Attendance & click on **List**.
The screen changes to 'Taking Attendance' mode.



- A new screen appears. The column for the current day is highlighted in pale yellow.

- A **Reason Types Legend** appears under the Class Info area and keeps a tally of attendance.



- Click on the student's row under the correct date to toggle through attendance reasons. Students can be marked **virtual present, absent, or tardy**.

The screenshot shows the 'Taking Attendance' screen. At the top, there are 'Save', 'Save & Return', and 'Cancel' buttons. Below is a calendar grid for the year 2014, with columns for dates from Wed 25 to Tue 8. The 'Tue 8' column is highlighted in pale yellow. A list of students is shown below the calendar, with attendance reasons marked in colored boxes: red for 'Absent - Unverified' (A) and yellow for 'Tardy - Unexcused' (TU). Red arrows point to the 'A' for Alejandra on Tue 8 and the 'TU' for Colin on Tue 8.

Student Name	Wed 25	Thu 26	Fri 27	Mon 30	Tue 1	Wed 2	Thu 3	Fri 4	Mon 7	Tue 8
Alejandra						A		Non		A
Allan						A		Non		
Callene								Non		
Chloe					A			Non		
Colin								Non		TU
Dominique								Non		
Emma								Non		TU
Hayden								Non		

Reason Types Legend:

- Unverified: 1 (Red bar)
- Alejandra (Absent - Unverified)
- Tardy: 2 (Yellow bar)
- Colin (Tardy - Unexcused)
- Emma (Tardy - Unexcused)
- Excused: 0 (White bar)
- Unexcused: 0 (Orange bar)

5. After saving, you return to the TVUE Home screen and the Attendance button displays a green checkmark indicating that attendance has been taken for the day.



- **Face-to-Face (F2F) students who are present can be left unmarked. If tardy, mark the students tardy.**
- **Effective January 2021, code any student attending a live remote session as VP (Virtual Present). If a virtual student is tardy, mark the student VT, virtual tardy.**

TeacherVUE Options & Reports

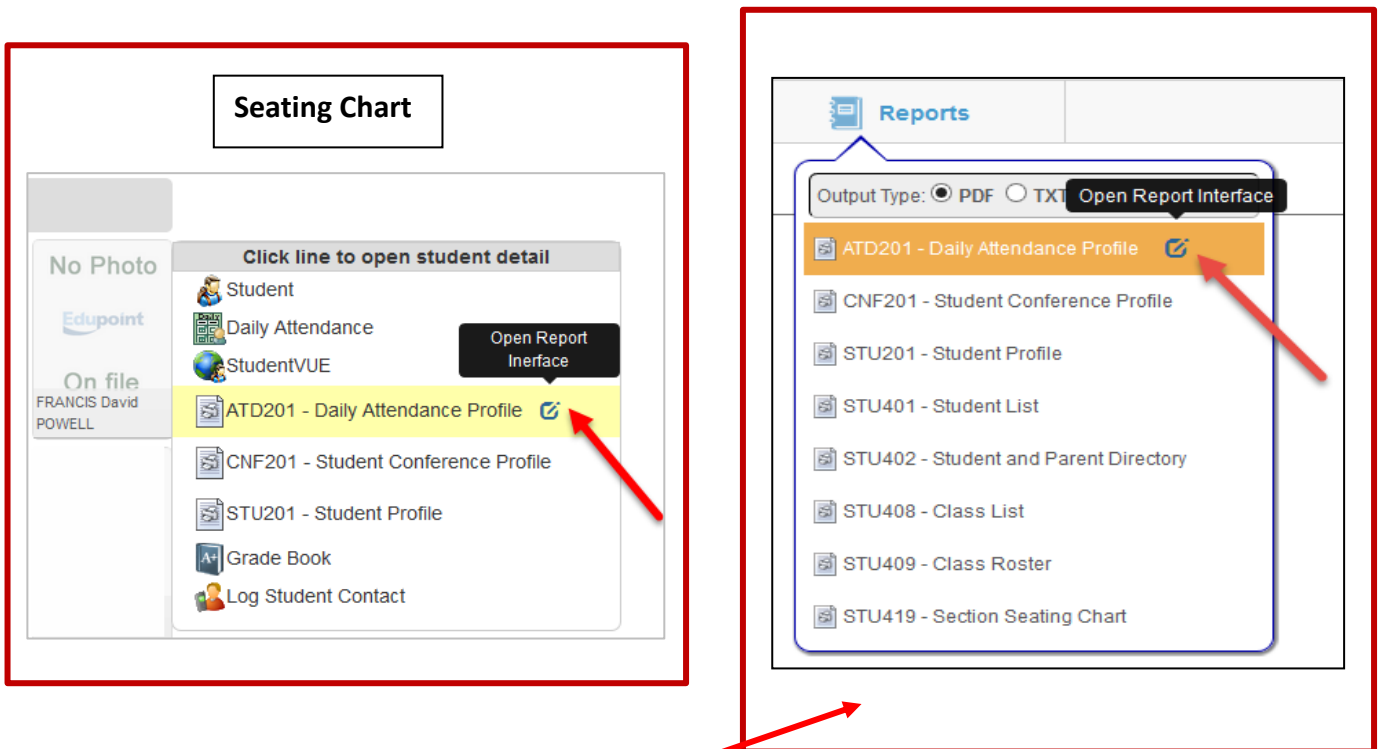
In the seating chart, click a student's picture or area where a picture would display.

Individual Student Reports and Views

When the menu displays, **click the name of the desired report** and it will automatically run for the selected student.

- Select *Student*, *Daily Attendance*, *StudentVUE*, etc. to view those options for a student.

Click the *icon*, shown at the end of the report name, to open the report interface. Use the interface to enter specific dates or other parameters as needed.



Class Reports

Use the **Reports** menu at the top of the seating chart for **class data**.

Click the **name of the report** and it will automatically run for the selected class.

Click the *icon* that displays after the name of the report to open the report interface.

Additional report interface information is available on the next page.

TeacherVUE Reports: Interface Options

If a report interface is selected for an individual student, **the data for the student does not need to be entered**, simply click the **Print** button at the top of the interface to run the report for that one student.

- If different parameters are desired, enter or select them before clicking Print.

When selecting a report interface for the class from the **Reports menu**, **leave the parameters empty to run for all students**.

- Edit dates and specific parameters, if desired, and click the **Print** button at the top of the interface to run and view the report.
- **ATD201: Daily Attendance Profile** report will default to include the full school year. Edit the dates and additional parameters for different data results.
- **STU408: Class List** report – Use the interface and include student’s Perm ID or other available parameters, if desired.
- **STU409: Class Roster** report can be used by the substitute for attendance. Add a copy of the report to your sub folder. Select the desired Start Date and number of weeks needed.

Report Interface Samples

Report ATD201: Daily Attendance Profile

Print Save Default Reset Default Email Me

Name: **Daily Attendance Profile** Number: **ATD201** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Student Info

CCSD ID Gender

Last Name First Name Middle Name

Grade Grade

Dates

Date Start Date End

08/01/2018 05/22/2019

Attendance Conditions

Minimum Occurrences

Continuous Absences

If the value below is left blank, then 0 will be used.

Count each day as an absence if the all-day amount is greater than or equal to

Show Options

Show All Day Reason Code Totals Hide Attendance Notes Display Absence Totals

Report STU409: Class Roster

Print Save Default Reset Saved Default Email Me

Name: **Class Roster** Number: **STU409** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Report Options

Start Date Weeks

08/06/2018

Teacher

Term Code

Period Begin Period

1 1

Section ID

Blank Lines

Allow extra lines to generate a new page

Show Full Absence Code

Hide Additional Staff

Include the following fields

Signature Line

Signature Text

Grade Level

Perm ID