ParentVUE and StudentVUE User 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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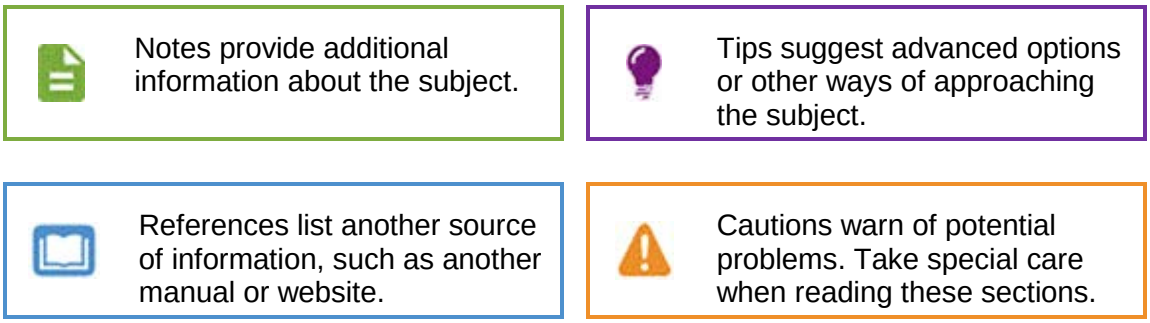
About This Manual

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 appear in the margin to provide additional information.



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

Release Date	Description
Dec 2017	• Added additional information about acknowledgements including completing mandatory fields in Student Info in Viewing Acknowledgements • Added note for changing the interface language in Overview • Added note for changing the **Primary Language** in Managing Your Account • Added Documents in web portal and Documents in mobile app • Added Notifications in mobile apps chapter • Added Assessments and Receiving Feedback • Replaced mobile app images for new look • Added *Viewing Grades for a Class* in Grade Book

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Overview

Parents and students access ParentVUE and StudentVUE over the Internet. A user name and password secure access.

ParentVUE

ParentVUE offers a single sign-on to view school information for all of the siblings, regardless of the grade level or school of attendance. You log in once to see all of your children's school information.

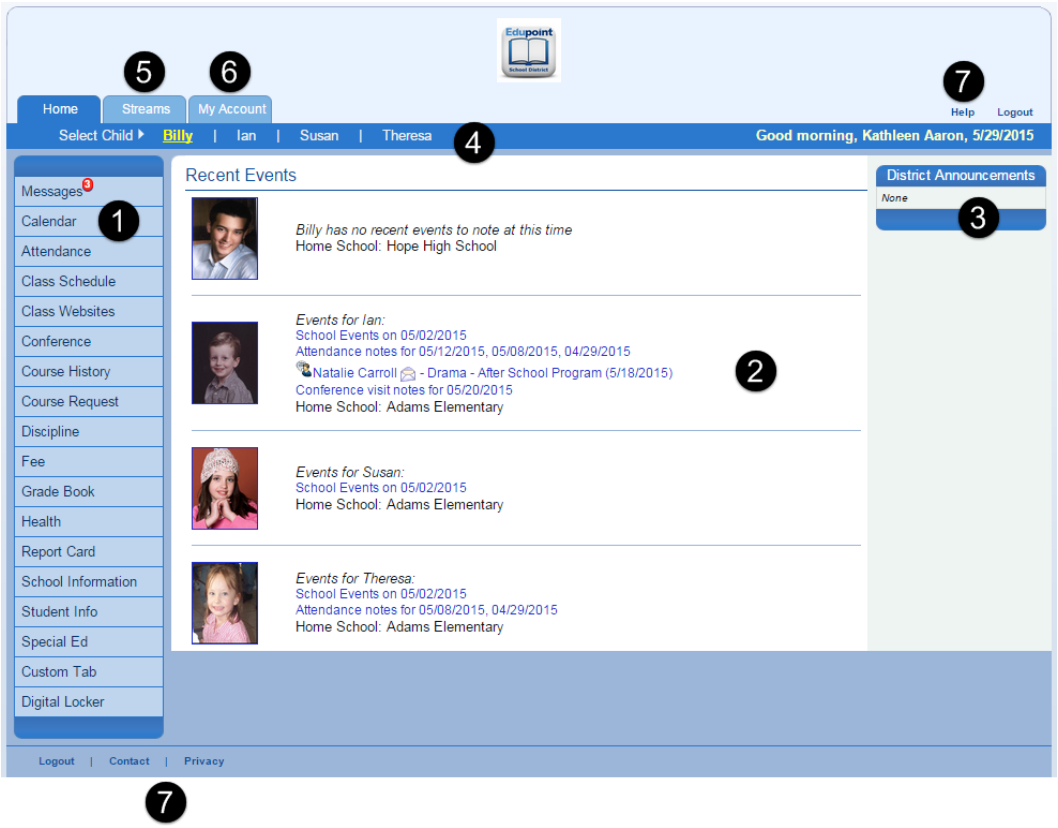
ParentVUE offers access to the student and classroom information and different types of communication from the school or district for each child.

Parents see their children's information only and cannot see other students' information.

ParentVUE Home Screen

After logging on to the web portal or activating an account, parents see the **Home** tab of the ParentVUE portal.

If an Acknowledgement is available, it displays before the Home screen.



ParentVUE Home Page Screen

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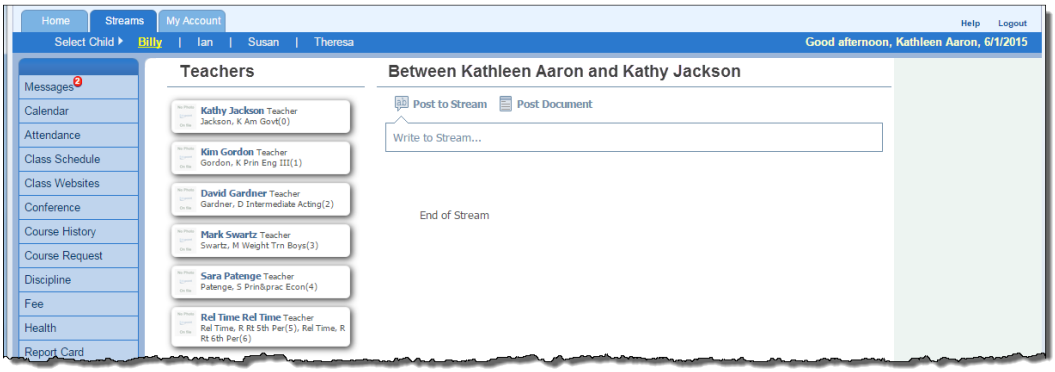
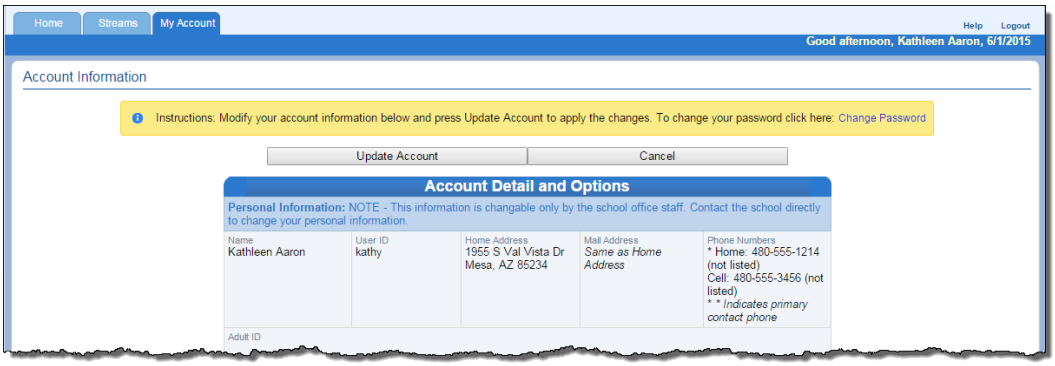
The information on the Home tab includes:

- The **Navigation Bar** ❶ contains links to display records for the selected child.
- **Recent Events** ❷ includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. Information in blue is a link for more detailed information.
- **District Announcements** ❸ display on the right.
- The children actively enrolled in the district have their first names listed at the top of the screen ❹. Click the child's name to view his or her information.
- **Streams** ❺ facilitate communication with teachers by allowing parents to maintain a running dialog with teachers.



ParentVUE, Streams tab

- Access your account information on the **My Account** tab ❻.



ParentVUE, My Account tab

- All the screens have links to the **Contact**, **Privacy**, and **Help** screens ❼.
- Your district may support additional languages. If so, select one at the bottom the ParentVUE screen.

> Changing the language at the bottom of the ParentVUE screen only changes the language on the interface. To change the language for email notifications, see Managing Your Account.

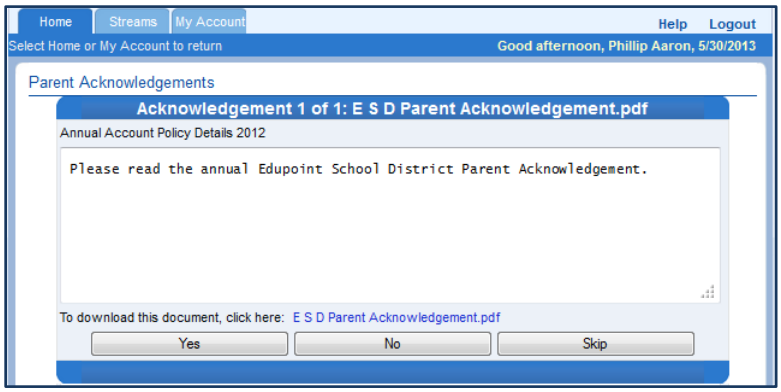
Viewing Acknowledgements (ParentVUE Only)

Acknowledgements notify parents of documents that require a response that they have viewed the document.

> Some acknowledgements only display if you have a student in a specific grade level.

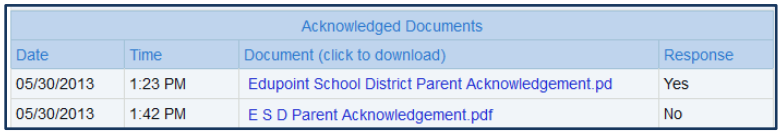
After logging into ParentVUE, the following displays:

- A message
- A link to a downloadable document
- Buttons on the bottom of the screen to respond or acknowledge the message



ParentVUE, Parent Acknowledgements Screen

1. Download the document
2. Read the document.
3. Select a response from the buttons.
   - Not all acknowledgements allow you to respond with **No** or **Skip**.
   - Some acknowledgements require an electronic signature before you click **Yes** or **No**. Enter your name as it displays in the upper right hand corner of the screen.
   - If you **Skip** an acknowledgement, the message displays the next time you log in.
   - After you reply, a list Acknowledged Documents is available on the **My Account** tab and Documents screen. It displays the date, time, name of the document and their response to the acknowledgement.



Acknowledged Documents

Date	Time	Document (click to download)	Response
05/30/2013	1:23 PM	Edupoint School District Parent Acknowledgement.pd	Yes
05/30/2013	1:42 PM	E S D Parent Acknowledgement.pdf	No

ParentVUE, My Account Tab Acknowledged Documents

> If the Student Info screen is missing mandatory data, the screen opens for you to update the information before viewing other screens in ParentVUE.

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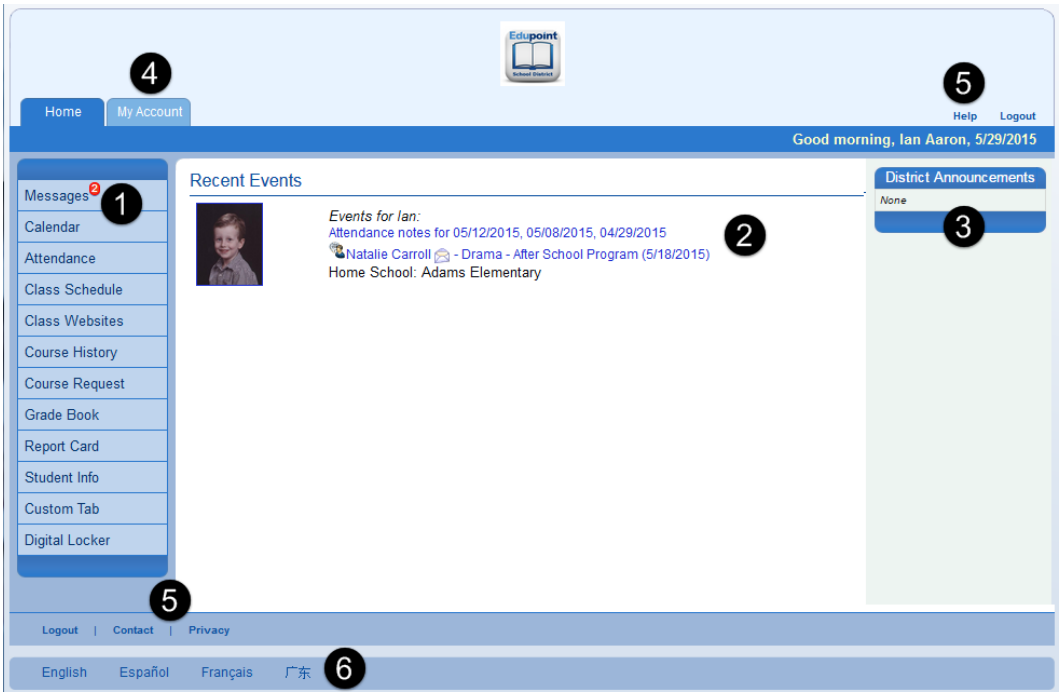
StudentVUE

StudentVUE offers a single sign-on to access to the student and classroom information and different types of communication from the school or district.

Students can see their information, only, and cannot see the records of other students. If your parents have a ParentVUE account, they may access your information.

StudentVUE Home Screen

After logging on to the web portal or activating an account, students see the **Home** tab of the StudentVUE portal.

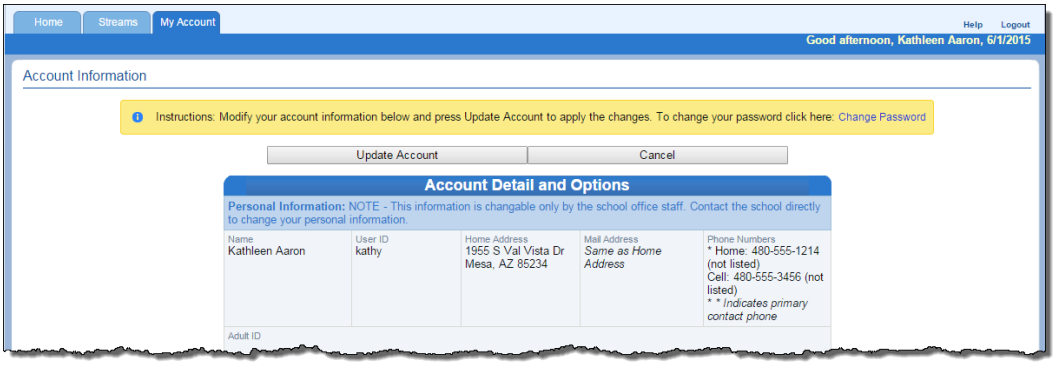


StudentVUE, Home Page Screen

The information on the home tab includes:

- The **Navigation Bar** ❶ contains links to display your records.
- **Recent Events** ❷ includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. Information in blue is a link for more detailed information.
- **District Announcements** ❸ display on the right.

- **Streams** facilitate communication with teachers by allowing students to maintain a running dialog with teachers.
- Access your account information on the **My Account** tab ❹.



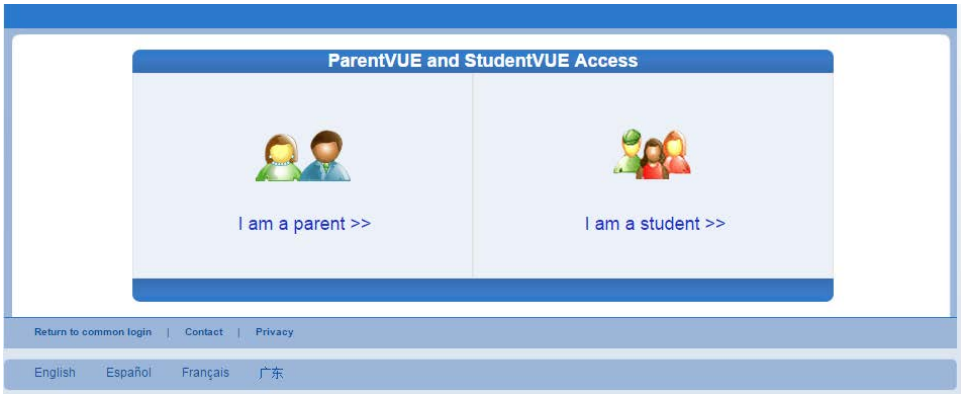
ParentVUE, My Account tab

- All the screens have links to the **Contact**, **Privacy**, and **Help** screens ❺. The district customizes these screens. Sample messages display.
- The district may support additional languages ❻ for students. If so, the user may select one at the bottom the StudentVUE screen.

Account Information

Logging in to your account

1. In your web browser, enter the address provided by the school district and press **ENTER**. The ParentVUE and StudentVUE Access screen opens.



ParentVUE and StudentVUE Access Screen

2. (Optional) Click the preferred language. The screen default is English. The supported languages for your district display at the bottom.
3. Select an option:
   - Parents - Click **I am a parent >>.** The ParentVUE Account Access screen opens.
   - Students – Click **I am a student >>.** The StudentVUE Account Access screen opens.

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4. Log in to your account.
   - If you already have an account, enter **User** Name and **Password**. Click **Login.**

Account Access Screen

   - If you have an activation key, see Account Creation.

If you forgot your password:

5. Click **Forgot your password? Click here**.
6. Enter the primary e-mail address. A message is sent to that e-mail address with the username and password information. If you encounter any issues, contact your school.

Account Creation Using Activation Keys

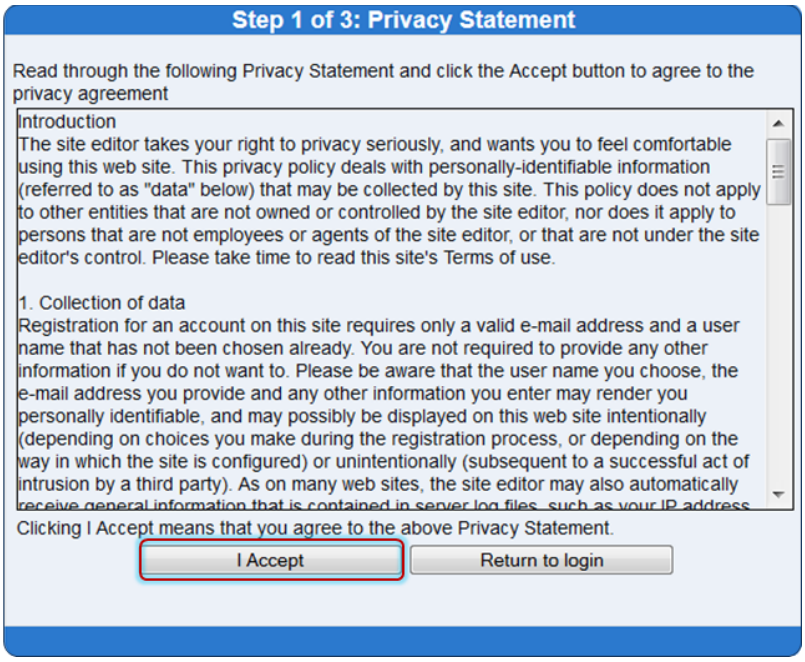
Use the following steps if your school district provided you with an activation key to create an account.

The following steps use the StudentVUE screens, the ParentVUE screens are similar. You can also complete these steps using the mobile version of ParentVUE or StudentVUE.

1. Click **I have an activation key and need to create my account>>**.
   Step 1 of 3, the district's Privacy Statement screen displays.

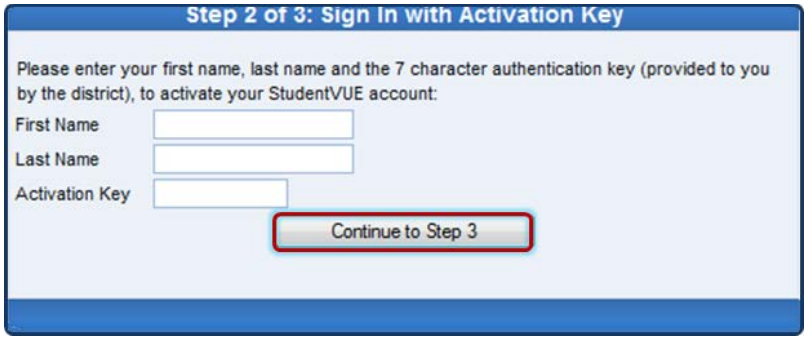
ParentVUE Account Access Screen

2. Read the **Privacy Statement**, click **I Accept** to agree to the privacy statement, and continue to create an account.
   Step 2 of 3, Sign In with Activation Key screen opens.



Step 1 of 3 Privacy Statement

3. Enter **First Name, Last Name,** and **Activation Key** as provided in the Activation Key Letter. The first name and last name must match the information recorded in Synergy exactly.



Step 2 of 3 Sign In with Activation Key (StudentVUE)

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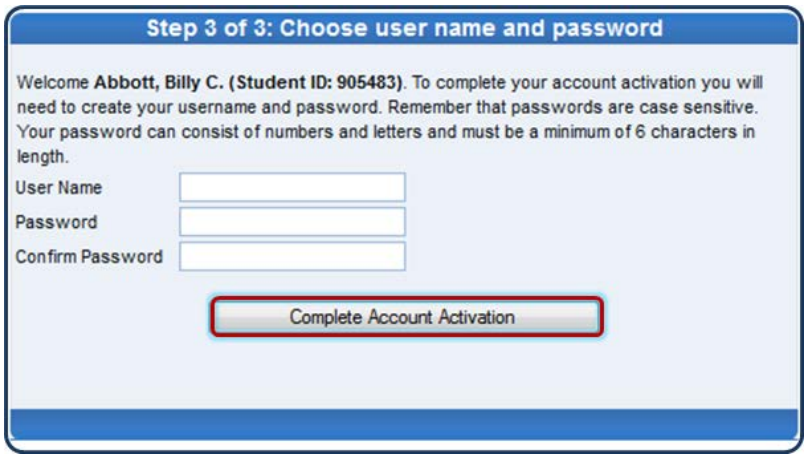
4. Click **Continue to Step 3**.
   Step 3 of 3 : Choose user name and password screen opens.



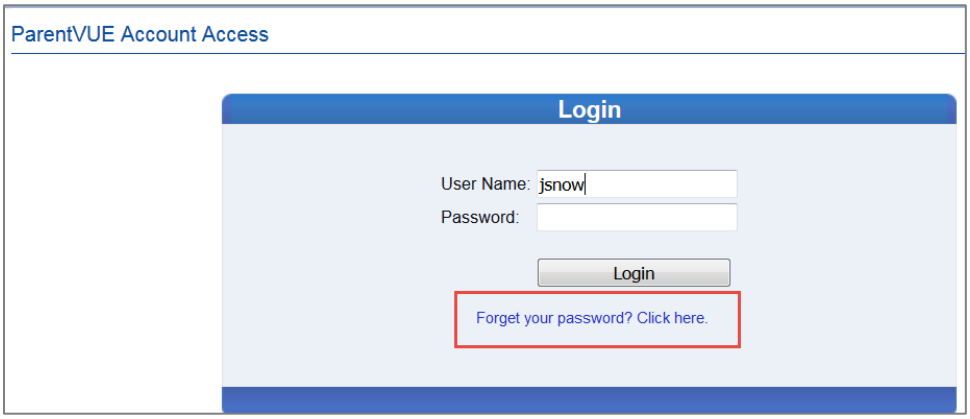
Step 3 of 3: Choose User Name and Password

   a. Enter the **User Name** that was provided or create a unique **User Name**
      An error message displays if someone is already using the user name entered.
   b. Enter a **Password** and re-enter it in **Confirm Password**.
      The password must be a minimum of 6 characters in length and can consist of numbers and letters, but not special characters. The password is case-sensitive.
   c. (Parents Only) Enter the **Primary E-Mail** address.

5. Click Complete Account Activation.

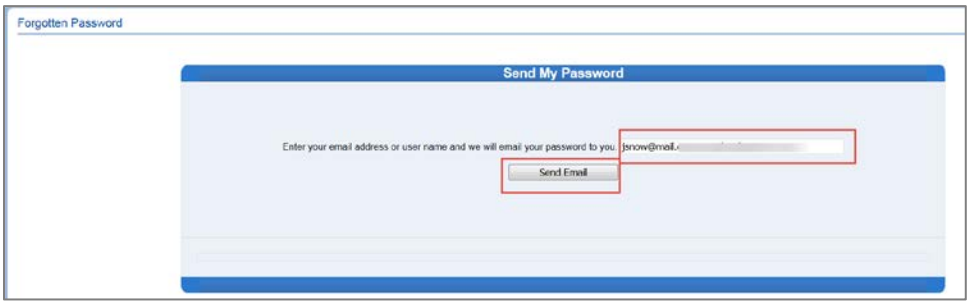
Forgot Your Password

1. Click **Forgot your password? Click here**.



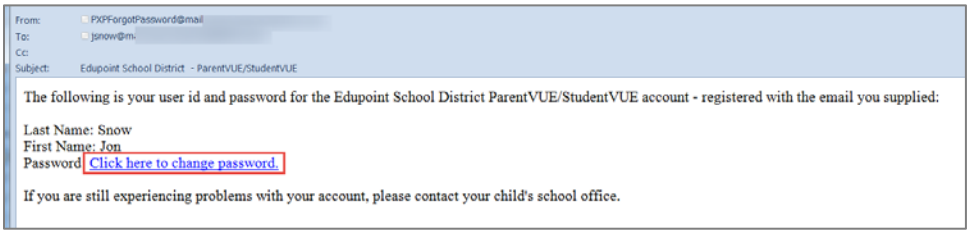
ParentVUE Account Access Screen

2. Enter the primary email address. Synergy sends a message to that email address with the username and password information and a link to change your password.



Forgotten Password Screen

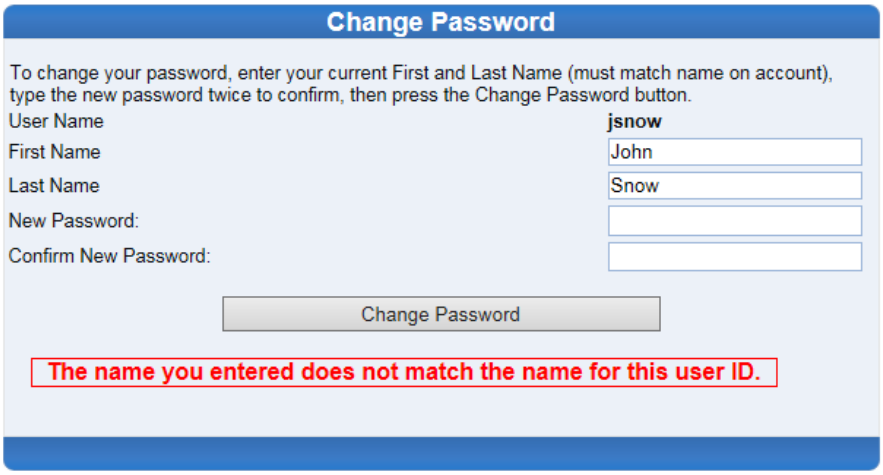
3. Click the link to change your password.



Forgot Password Email Sample

4. Enter the **First Name**, Last Name, **New Password**, and **Confirm New Password**.

> Enter the name on the account in the Change Password window



Change Password Screen

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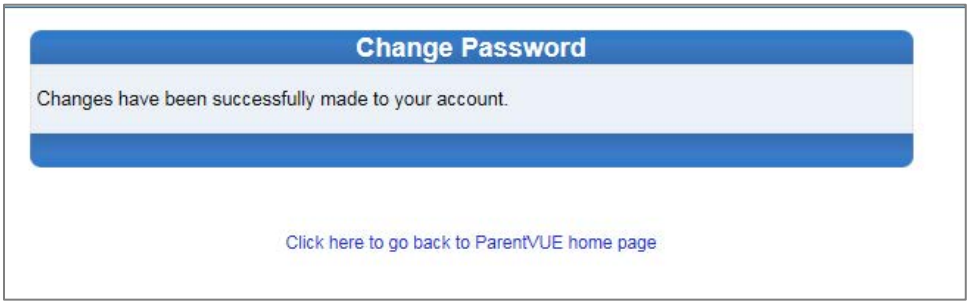
5. Click **Change Password**.

Change Password Screen

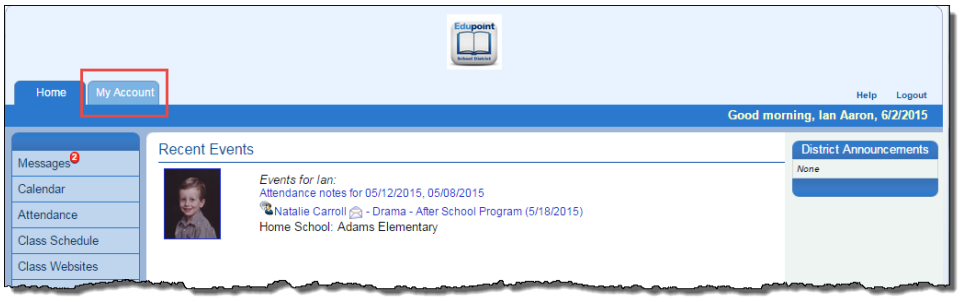
A message indicating Synergy made the changes successfully displays.



ParentVUE, Change Password Successful

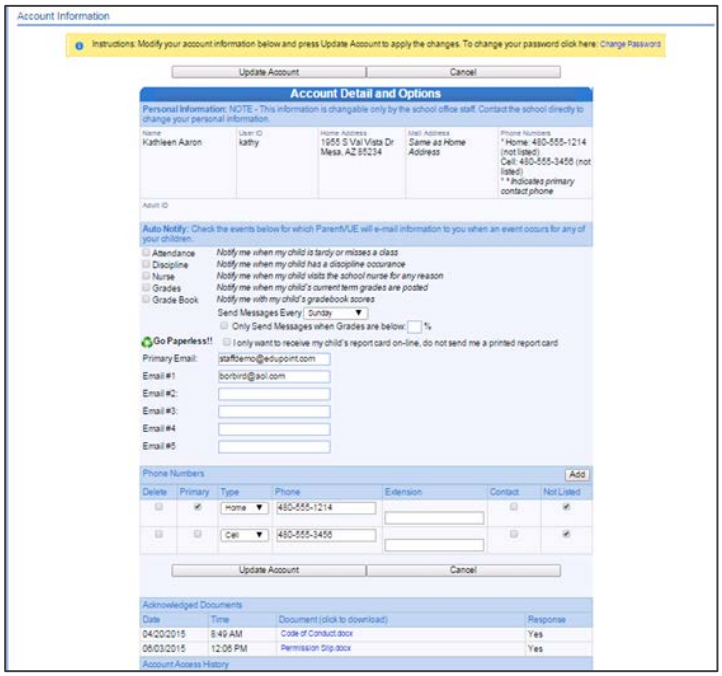
Managing Your Account

Your account information is accessible on the **My Account** tab.

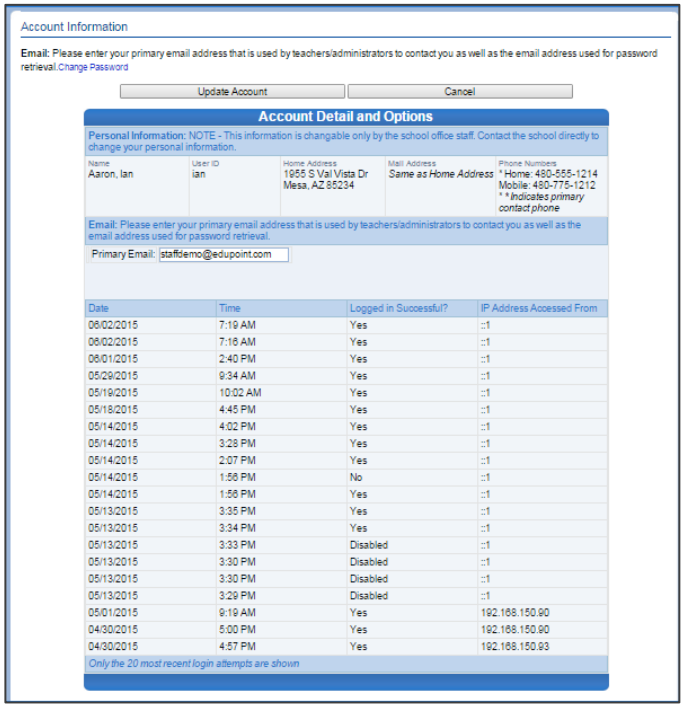


StudentVUE, Accessing My Account

The My Account page differs between parents and students. Both screens allow you to change your password, update email addresses, and view your login history. Parents can define which type of emails, how often they want to receive them, and other information as the district permits.



ParentVUE, My Account



StudentVUE, My Account,

- Parents:
  1. Click the **My Account** tab.
     The My Account page displays.
  2. Make updates to your account as needed:
     - To change your password, click **Change Password**.
     - Decide which notifications to receive and how often in the **Auto-Notify** section.
     - Add or edit your **e-mail addresses.**
     - Change your **First Name**, **Last Name**, **Employer**, and **Primary Language** if available on the screen.

     Changing the **Primary Language** also changes the language of email notifications sent from ParentVUE.

     - View **Acknowledged Documents**.
  3. Click **Update Account**.
- Students:
  1. Click the **My Account** tab.
  2. Make updates to your account as needed:
     - To change your password, click **Change Password**.

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- Add or edit your **e-mail addresses.**

3. Click **Update Account**.

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Student Information

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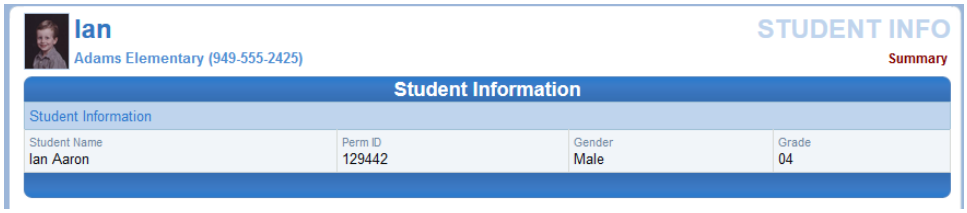
Student Info

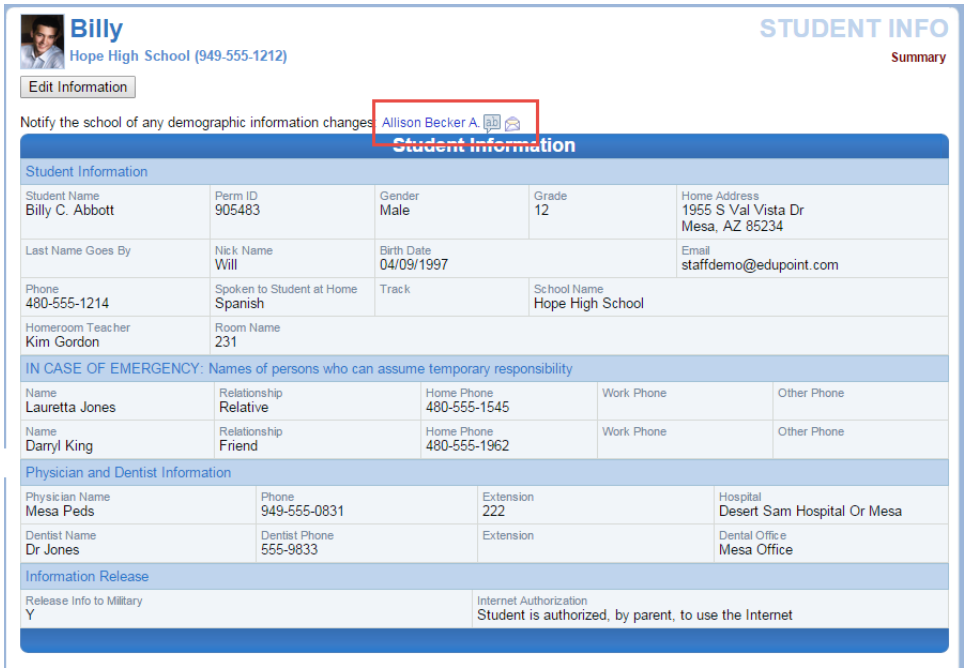
The Student Info screen displays the student's demographic information. In ParentVUE it also displays the emergency contact, and physician information.

Parents make changes to their child's information. Students cannot make changes. Districts decide if the parent can edit the changes themselves or if the school must make the changes.



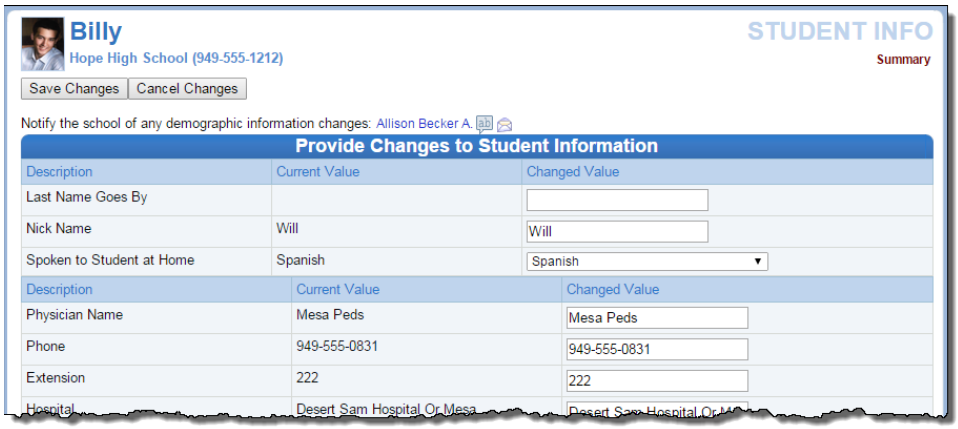
StudentVUE, Student Info Screen

1. Click **Student Info** on the Navigation bar.



ParentVUE, Student Info Screen

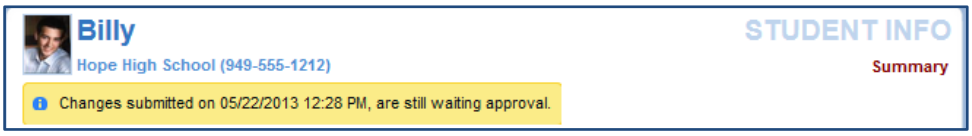
2. Make changes to the student's information.
   - To notify the school of any demographic information changes, click the staff name Allison Becker A. to initiate a Stream or click to initiate an email.
   - To edit the information yourself (if the district allows).
     a. Click Edit Information.



Edit Student Information

     b. Edit the fields.
     c. Click Save Changes.

- Once a change has been submitted, the school staff must review and accept the change before the information is updated.
- The date the change was submitted displays at the top of the screen.



Student Info Screen Changes Submitted

No further changes can be submitted until the staff has accepted the change.

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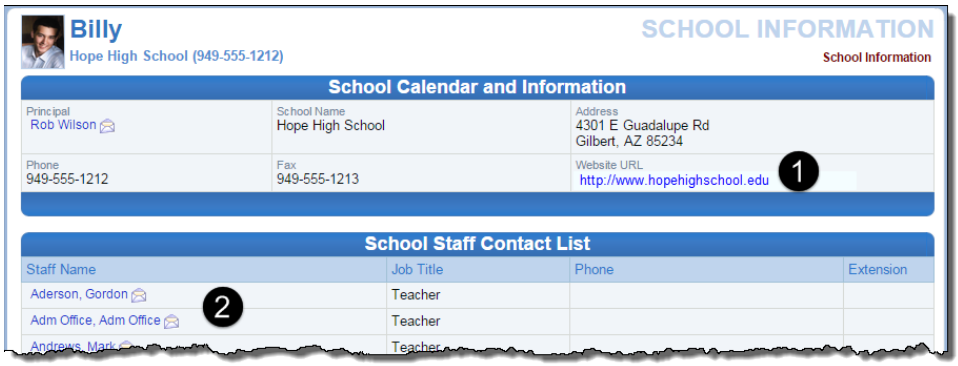
School Information

The School Information screen is a directory of the student's school.

- Click **School Information** on the Navigation bar.
  - To go to the school's website, click the **Website URL**. ❶
  - To email a member of staff, click the email link Aderson, Gordon . ❷



School Information Screen

Health

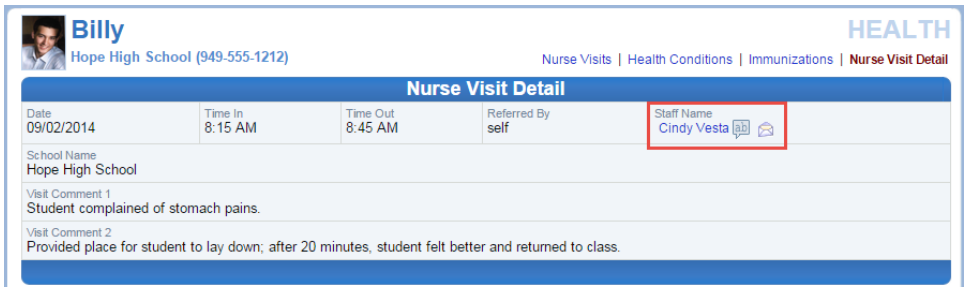
The Health screen lists the student's visits to the school nurse, their health conditions, and immunization record.

1. Click **Health** on the Navigation bar.
   The Health Summary screen displays with Nurse Visits.

Health Nurse Visits Screen

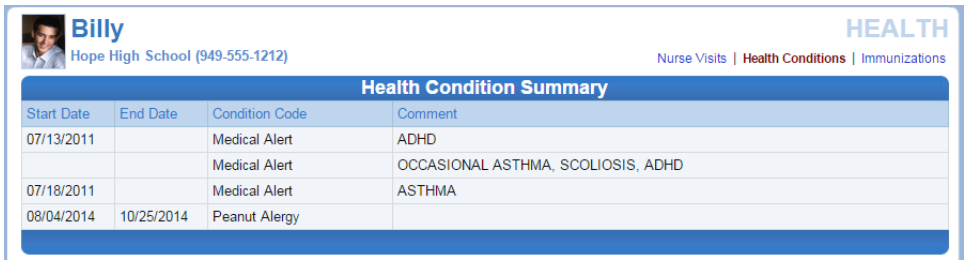
2. To view the detail of a Nurse Visit, click the record.
   The **Nurse Visit Detail** screen displays. The detailed screen:
   - The assessment of the student's condition
   - The action taken
   - The name of the staff who recorded the visit

> Click the Streams icon or the email icon to communicate with the staff member.



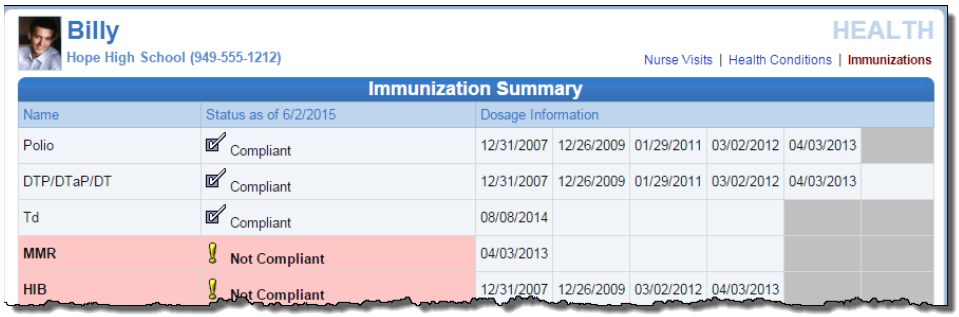
Health Nurse Visit Detail Screen

3. To view the student's health conditions, such as asthma or allergies, click **Health Conditions**.
   The Health Condition Summary screen displays.



Health Conditions Screen

4. To view the student's immunization records, click **Immunizations**.
   The Immunization Summary displays indicating compliance and non-compliance.



Health Immunizations Screen

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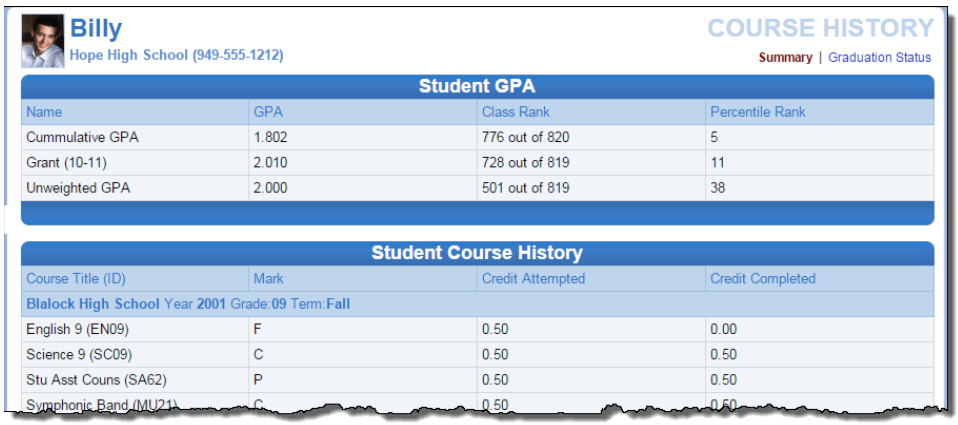
Course History

The Course History screen displays all of the secondary student's courses and the grades received for all years and all schools.

1. Click **Course History** on the Navigation bar. The student Course History screen displays with their cumulative GPA and graduation ranking.

> The Mark column has an indicator displayed when a student withdraws from a course.



Billy
Hope High School (949-555-1212)

COURSE HISTORY
Summary | Graduation Status

Student GPA

Name	GPA	Class Rank	Percentile Rank
Cummulative GPA	1.802	776 out of 820	5
Grant (10-11)	2.010	728 out of 819	11
Unweighted GPA	2.000	501 out of 819	38

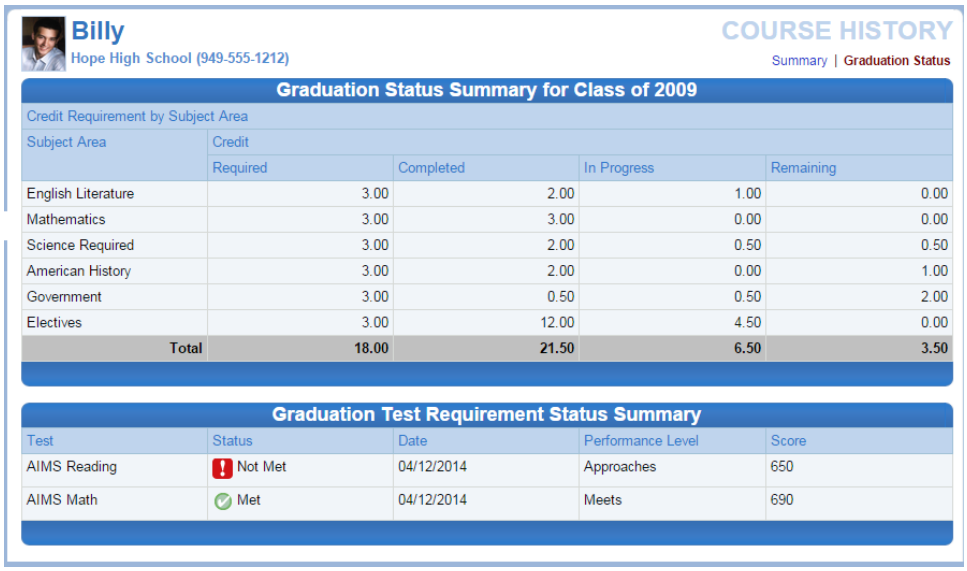
Student Course History

Course Title (ID)	Mark	Credit Attempted	Credit Completed
Blalock High School Year **2001** Grade:**09** Term:**Fall**			
English 9 (EN09)	F	0.50	0.00
Science 9 (SC09)	C	0.50	0.50
Stu Asst Couns (SA62)	P	0.50	0.50
Symphonic Band (MU21)	C	0.50	0.50

Course History Summary Screen

2. Click **Graduation Status** to view a summary of the student's current progress towards graduation. The **Graduation Status Summary** screen opens.

> - The **Graduation Status Summary** screen provides detailed credit and test requirement information, if appropriate to the student's school grade level.
> - This is the same information that displays on the student's transcript



Billy
Hope High School (949-555-1212)

COURSE HISTORY
Summary | Graduation Status

Graduation Status Summary for Class of 2009

Credit Requirement by Subject Area

Subject Area	Credit			
	Required	Completed	In Progress	Remaining
English Literature	3.00	2.00	1.00	0.00
Mathematics	3.00	3.00	0.00	0.00
Science Required	3.00	2.00	0.50	0.50
American History	3.00	2.00	0.00	1.00
Government	3.00	0.50	0.50	2.00
Electives	3.00	12.00	4.50	0.00
Total	**18.00**	**21.50**	**6.50**	**3.50**

Graduation Test Requirement Status Summary

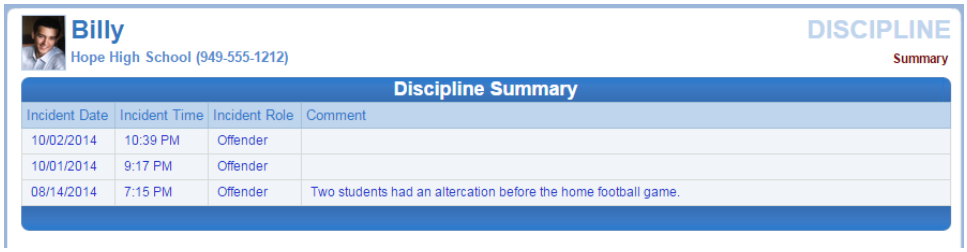
Test	Status	Date	Performance Level	Score
AIMS Reading	Not Met	04/12/2014	Approaches	650
AIMS Math	Met	04/12/2014	Meets	690

Graduation Status Screen

Discipline

The Discipline screen displays all of the student's discipline events.

1. Click **Discipline** on the Navigation bar. The summary of events shows the incident date, incident time, incident role and comment or description of the incident.



Discipline Screen

2. Click the incident to see additional details about the incident. The **Discipline Detail** screen opens displaying additional incident information.

Discipline Detail Screen

- The staff member associated with the incident displays as a communication link.
- The **Discipline Disposition Summary,** if available, displays below.
- Click **Summary** to return to the original screen.

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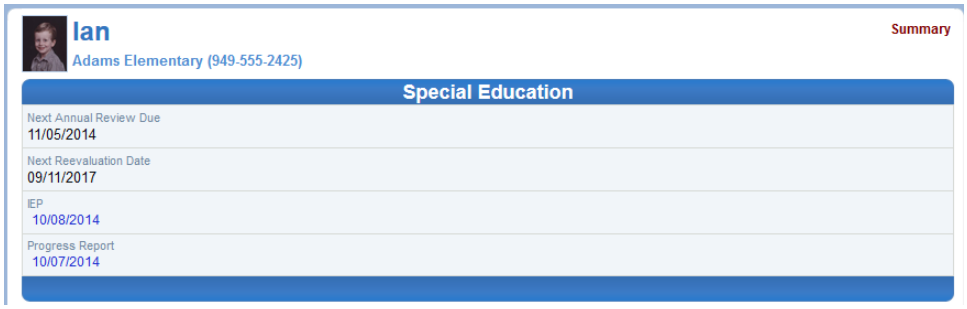
Special Ed

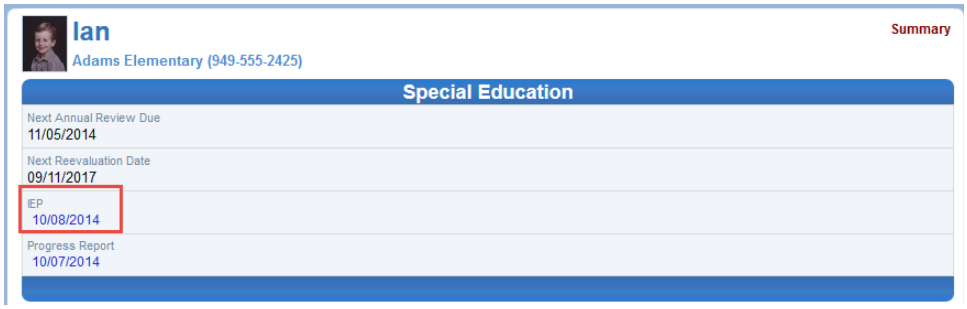
The Special Ed screen displays the student's Individualized Education Plan (IEP) and Progress Reports if a student is receiving services.

1. Click **Special Ed** on the Navigation bar. The Special Education screen displays listing the next Annual Review Date and the next Reevaluation Date.



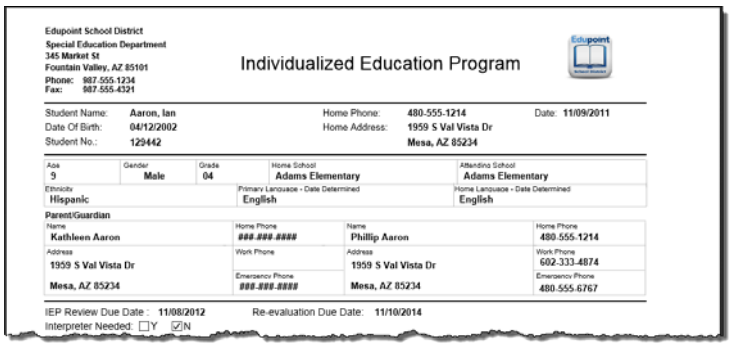
Special Ed Screen

2. Click the date link to view a PDF of the current IEP or Progress Report.

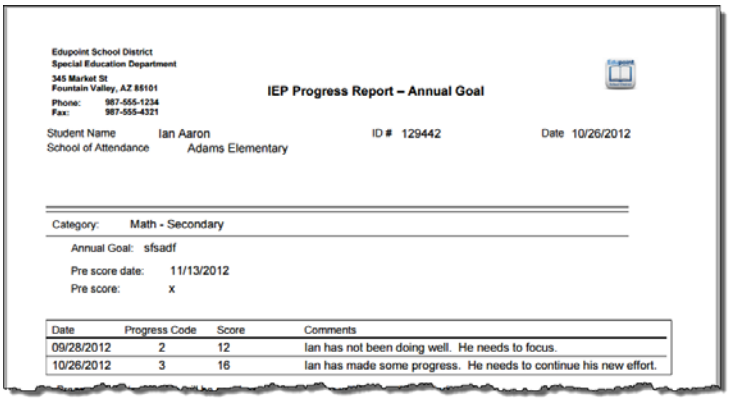


Special Ed, Select Report

3. Use the browser to print or save a copy of the PDF.



Student IEP



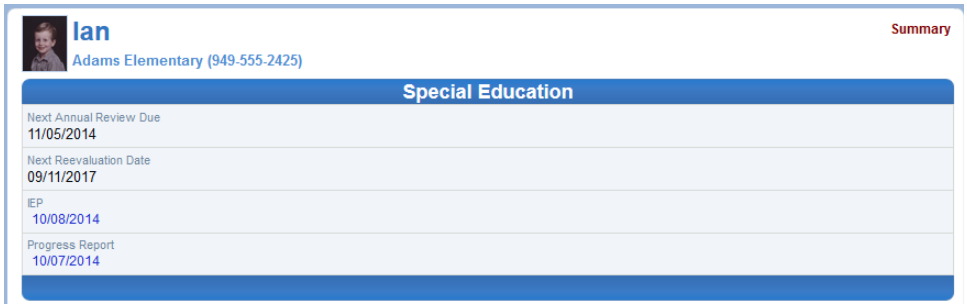
Student IEP Progress Report

Documents

The Documents screen displays all documents attached for the student.

> Parent acknowledgements for documents display on the **My Account** tab.

1. Click **Documents** on the Navigation bar. The Document screen displays listing all the documents attached for and by the student.



Special Ed Screen

2. Click the **Document** link to view the document.

Documents Screen

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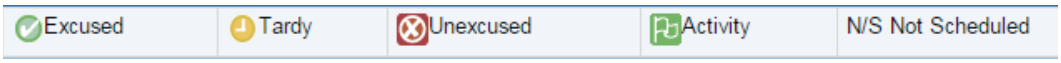
Chapter: 3
Classroom Information

Attendance.....29
Class Schedule.....30
Digital Locker.....31
Report Card.....33
Grade Book.....34
Assessments.....40
Class Website.....52
Test History.....53

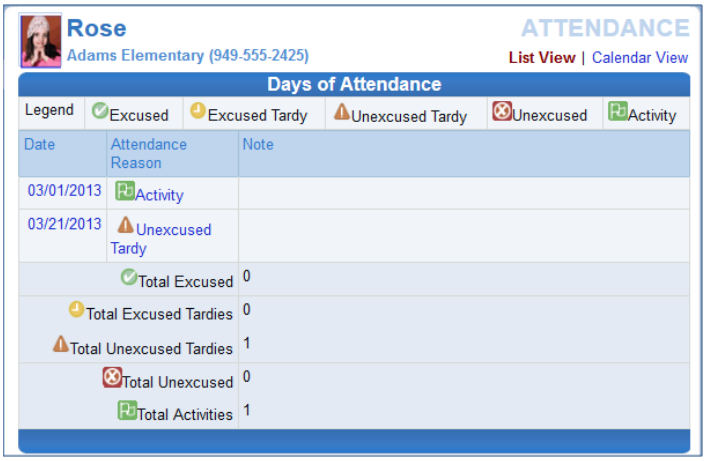
Attendance

The Attendance screen displays the student's attendance records. Icons on the Attendance screen provide an at-a-glance understanding of the reasons for non-attendance.



Attendance Icons

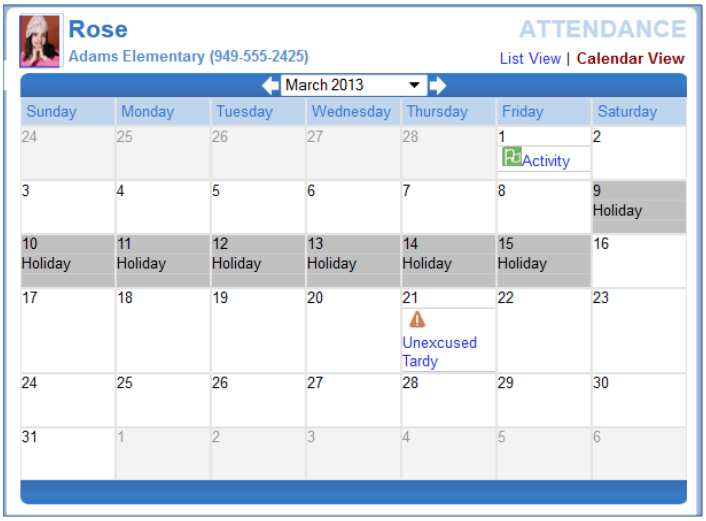
1. Click **Attendance** in the Navigation bar.
   The student's attendance record opens with the **List View** that displays all the days the student was marked absent or tardy, along with the reason and notes associated with each entry. Totals display at the bottom of the list.



Attendance List View

2. Click **Calendar View** to display the absences in the date they occurred.

> Use the Calendar View to view a specific time period.



Attendance Calendar View

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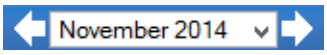
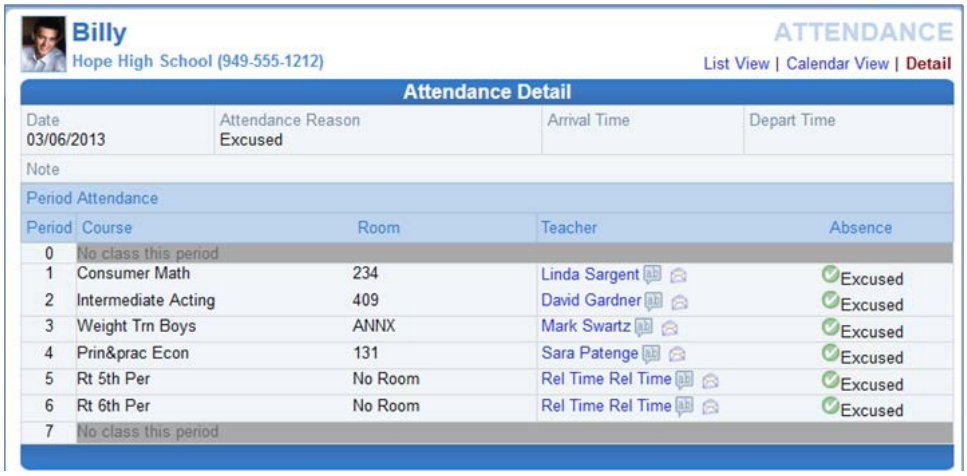
- Click the right or left arrow to go forward or backward by months. 

- Click ▾ to select a different month to view.

3. Click an absence reason to view the details to view details for the attendance.

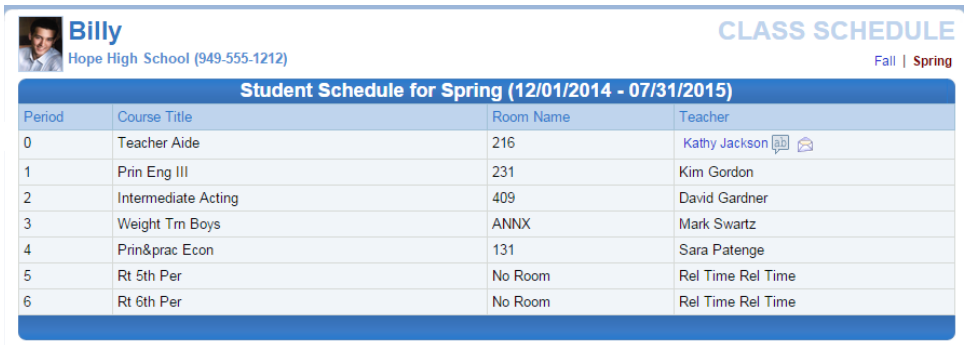


Secondary Attendance Detail

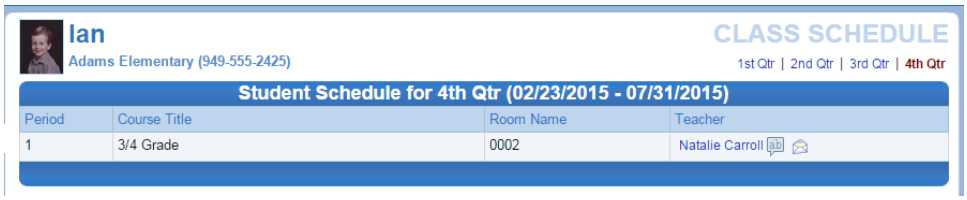
The Secondary Attendance Detail screen lists the class scheduled for each period, the room number, the teacher's name, and the type of absence.

Class Schedule

The Class Schedule screen lists the period, course title, room name, and the teacher for each class.



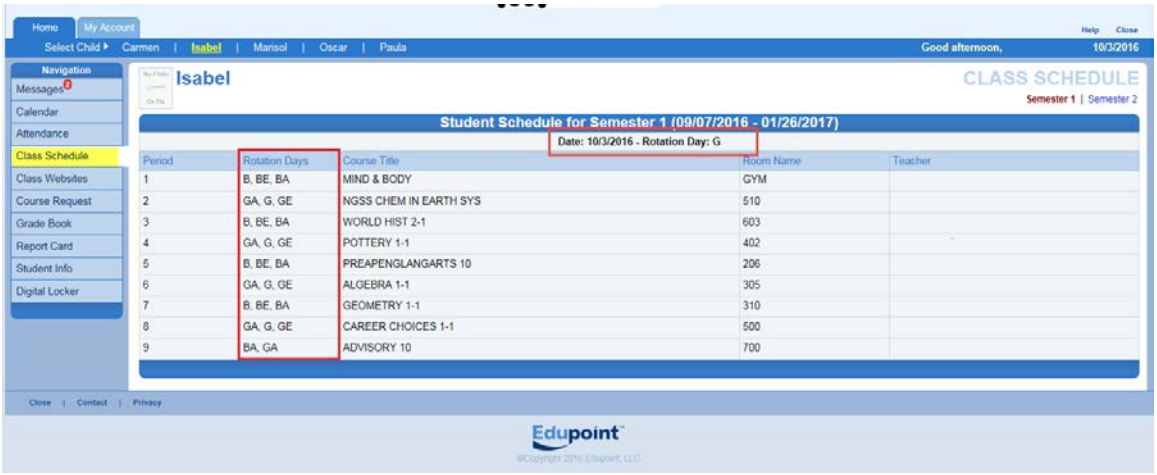
Class Schedule Screen – Secondary



Class Schedule Screen - Elementary

1. Click **Class Schedule** in the Navigation bar. The Student Schedule screen displays.
2. To view a different semester's schedule, click the term abbreviation (**Fall, Spring**, **1st Qtr**, **2nd Qtr**, etc.).
   - The schedule lists the period, course title, room name, and the teacher for each class.
   - The staff member associated with the incident displays as a communication link.

   With **Show Rotation Days** selected for a school with Rotation Days defined, Class Schedule displays as follows:



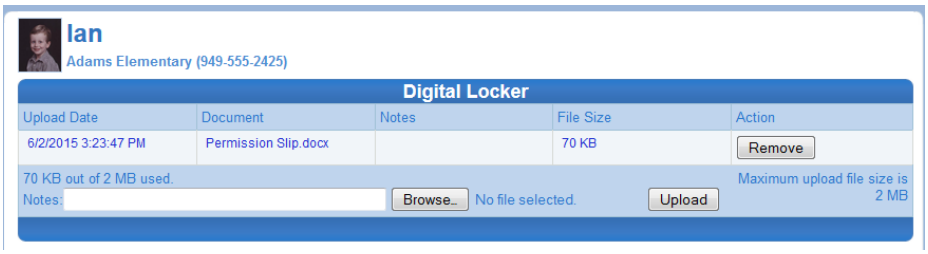
Class Schedule Screen

Digital Locker

The Digital Locker screen lists all files uploaded for online storage. These files may be drafts of papers or other work in progress.

> If your district uses Grade Book, files that are submitted for a specific assignment are stored in Grade Book and are not Digital Locker.

1. Click **Digital Locker** on the Navigation bar.
   The Digital Locker displays the date the file was uploaded, the file name, notes about the file entered by the student, and the size of the file.



Digital Locker Screen

- Click any of the blue text to download a copy of the file.
- Use the browser to print or save a copy of the file.

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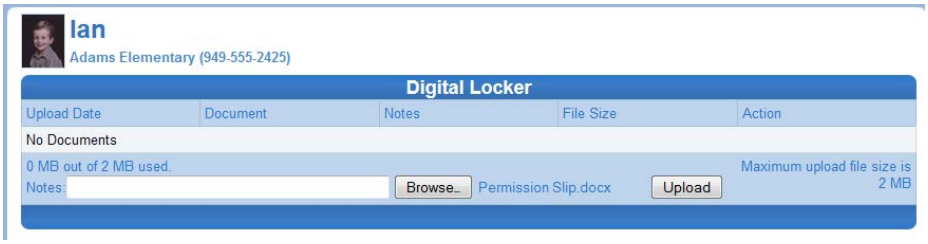
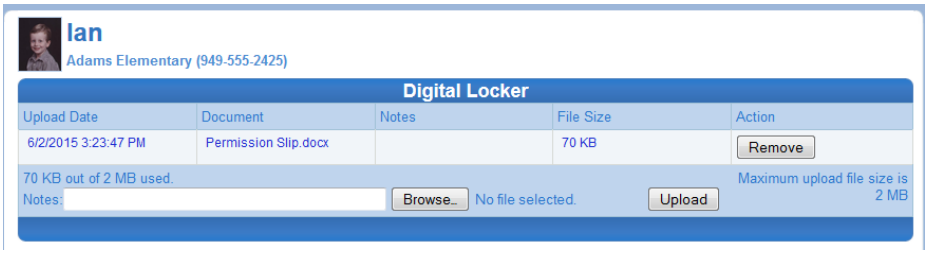
2. (StudentVUE only) Upload a document to the Digital Locker:

   a. Click Browse... to locate the document on your computer and click **Open**. The document title displays.



Digital Locker, Browse for document

- Click Upload.
  The screen displays the details of the upload.



Digital Locker, Uploaded document

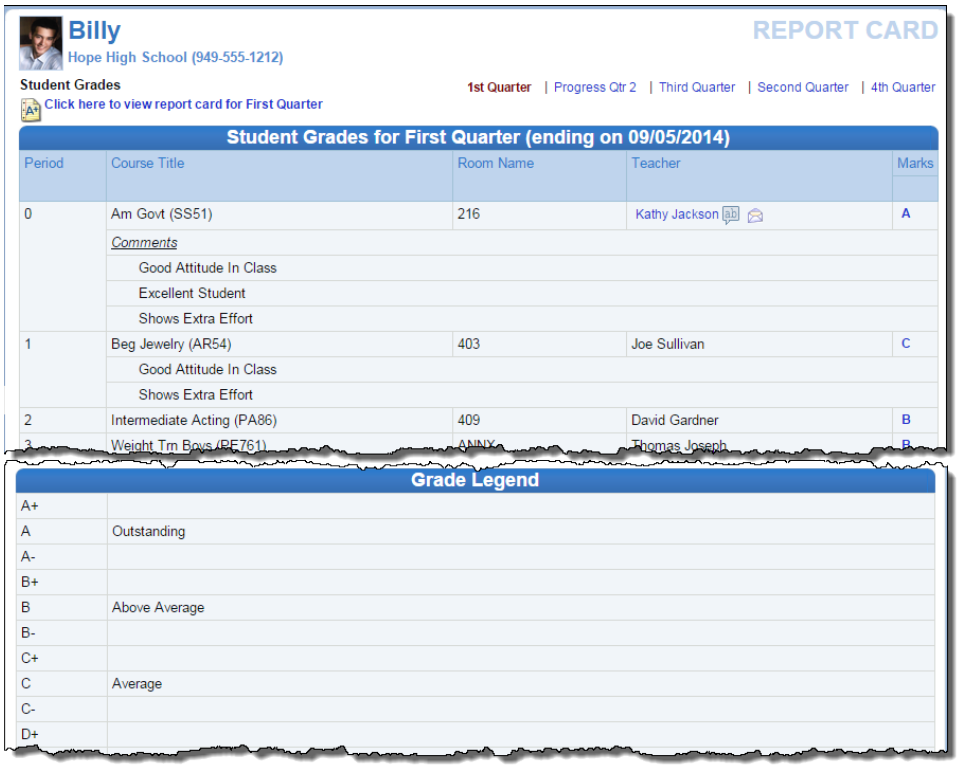
Click Remove to remove a document.

Report Card

The Report Card screen shows grades for each term and for progressive periods between the quarters.

1. Click **Report Card** on the Navigation bar.
   The Student Grades screen displays

   - Section-based report cards display the period, course title, room name, teacher, marks, conduct, citizenship, and work habits. There is a grade legend at the bottom of the screen.



Billy
Hope High School (949-555-1212)
REPORT CARD
Student Grades
1st Quarter | Progress Qtr 2 | Third Quarter | Second Quarter | 4th Quarter
Click here to view report card for First Quarter

Student Grades for First Quarter (ending on 09/05/2014)

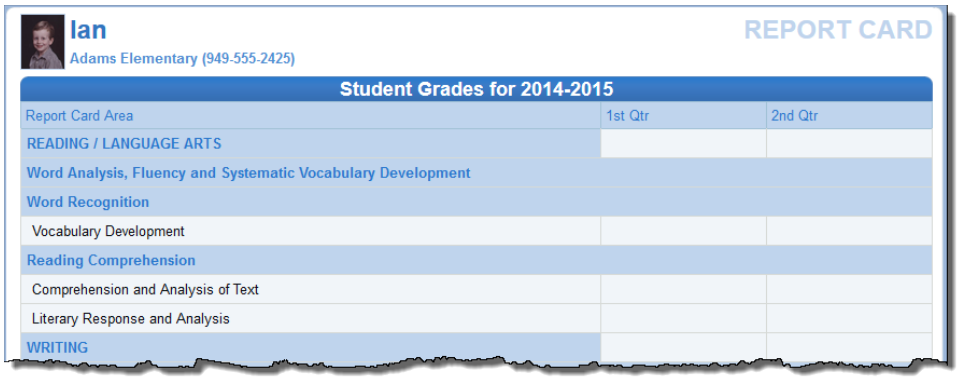
Period	Course Title	Room Name	Teacher	Marks
0	Am Govt (SS51)	216	Kathy Jackson	A
	Comments			
	Good Attitude In Class			
	Excellent Student			
	Shows Extra Effort			
1	Beg Jewelry (AR54)	403	Joe Sullivan	C
	Good Attitude In Class			
	Shows Extra Effort			
2	Intermediate Acting (PA86)	409	David Gardner	B
3	Weight Trn Boys (PE761)	ANNX	Thomas Joseph	B

Grade Legend

A+	
A	Outstanding
A-	
B+	
B	Above Average
B-	
C+	
C	Average
C-	
D+	

Report Card Screen – Section-based

   - Standards-based report cards display the standard and the associated mark. Each district report cards display different information.



Ian
Adams Elementary (949-555-2425)
REPORT CARD

Student Grades for 2014-2015

Report Card Area	1st Qtr	2nd Qtr
READING / LANGUAGE ARTS		
Word Analysis, Fluency and Systematic Vocabulary Development		
Word Recognition		
Vocabulary Development		
Reading Comprehension		
Comprehension and Analysis of Text		
Literary Response and Analysis		
WRITING		

Report Card Screen - Standards-based

   - The staff member associated with the incident displays as a communication link.
   - Click Click here to view report card for First Quarter to print the report card.

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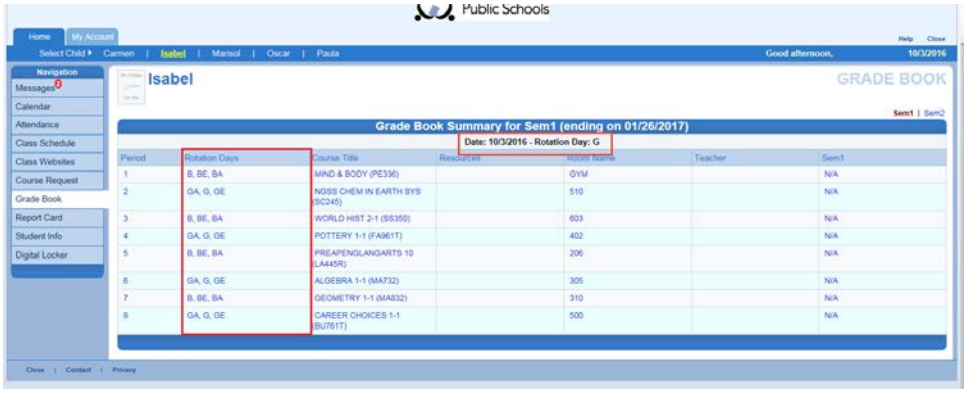
Grade Book

If your district used Grade Book, the Grade Book screen allows parents and student to keep track of grades, assignments, and test scores posted in Grade Book.

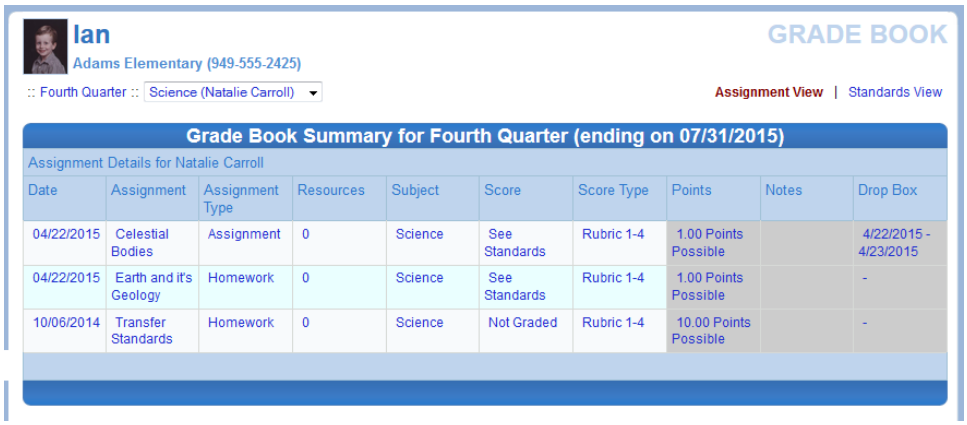
1. Click **Grade Book** on the Navigation bar to show grades for each grading period and progress period.

- The screen opens to the current grade period. Click any available quarter or progress period to view another summary.
- With **Show Rotation Days** selected for a school with Rotation Days defined, Grade Book displays as follows:



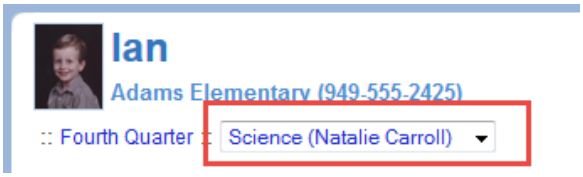
Grade Book Screen

2. Click a Subject or Course. The Assignment View displays the assignments for the class.



Grade Book, Assignment

- Select a subject or course from the drop-down menu to view assignments from another class.



- If your district or school uses Standards, a link displays to access the Standards Summary view. It displays the state standards aligned with the subject area. See Standards View

3. To upload documents to assignments using a drop box:
   a. Select the date link under **Drop Box**.

Grade Book, Assignment

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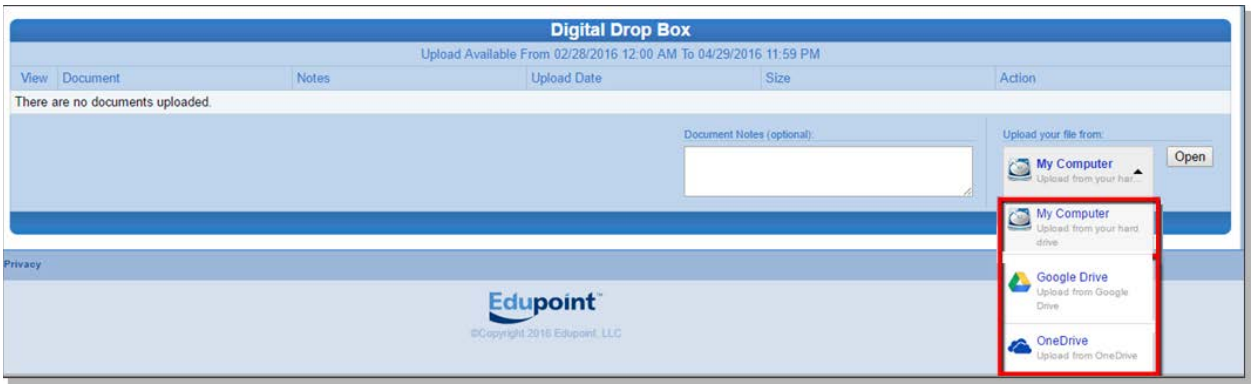
b. Select a location for the document.



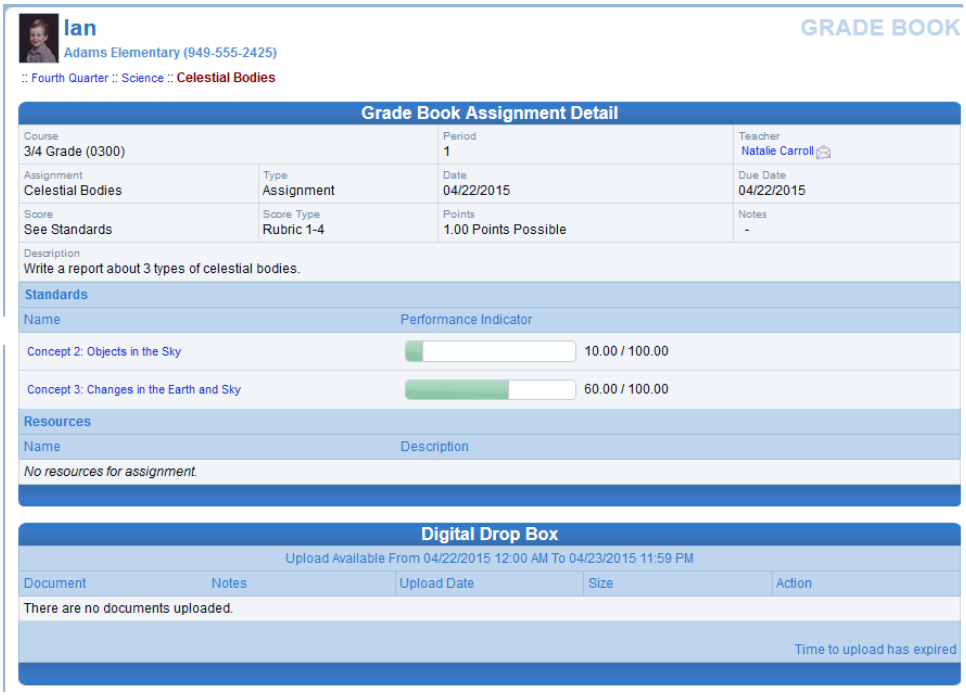
Grade Book, Assignment

Selecting Google Drive or OneDrive opens the appropriate application.

c. Enter the credentials to authenticate if requested.

You are not asked for credentials when you are currently authenticated on the computer.

4. Click an assignment. The Assignment Detail screen displays.



Grade Book, Assignment

- **Assignment Detail** - The summary displays the information for the assignment include course, period and teacher name.

> The teacher's name is a link to the Class Websites screen.

- **Standards** – The standards associated with the assignment display if your district uses standards. See Standards View.
- **Resources** –Electronic files or links to a website that the teacher loaded display, when available.
- **Digital Drop Box** – Electronic files posted for the assignment display.

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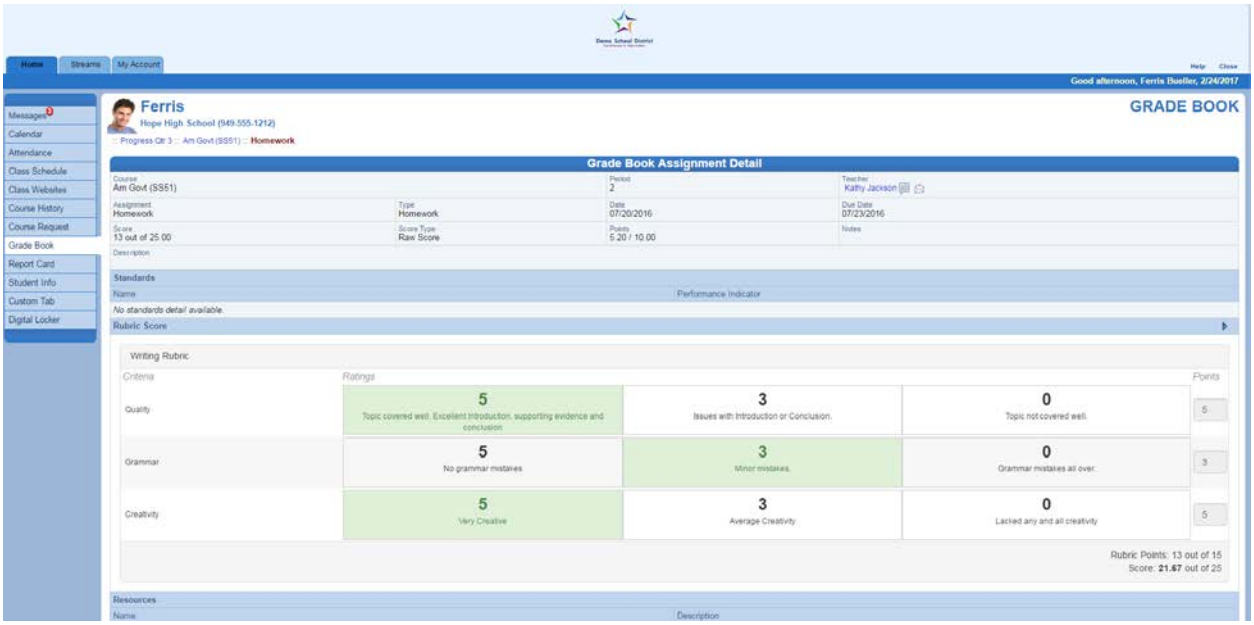
Rubrics

When Grade Book scoring uses rubrics, they display on the **Grade Book** tab. Select the assignment to view the details:

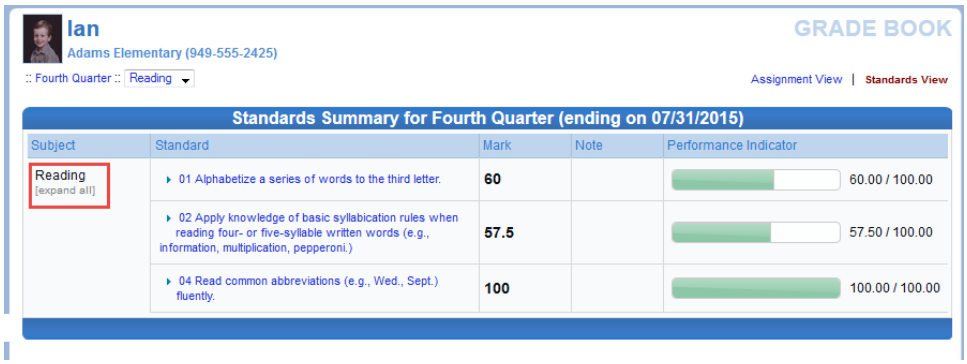


Grade Book, Rubric

Standards View

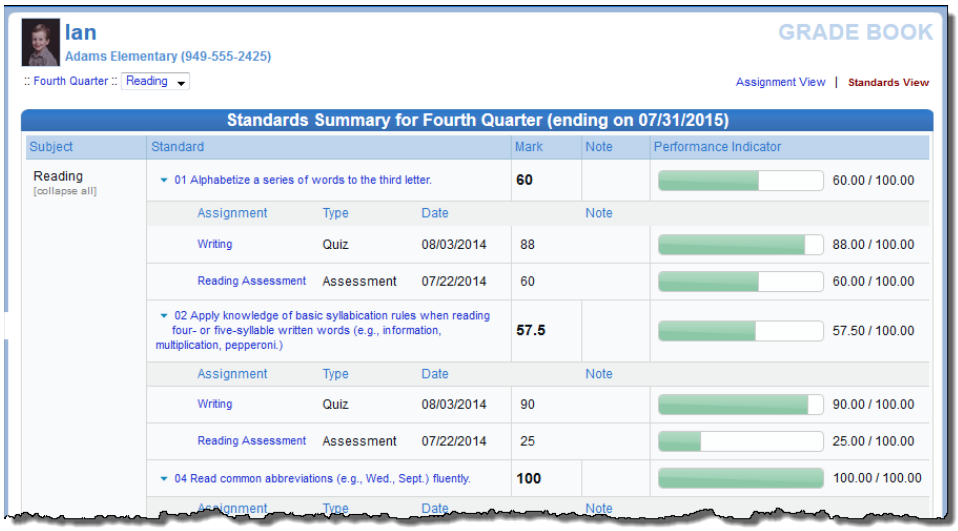
To view the state standards aligned with the subject area, click **Standards View**.

The state standard feature is not used in all districts.



Grade Book Standards

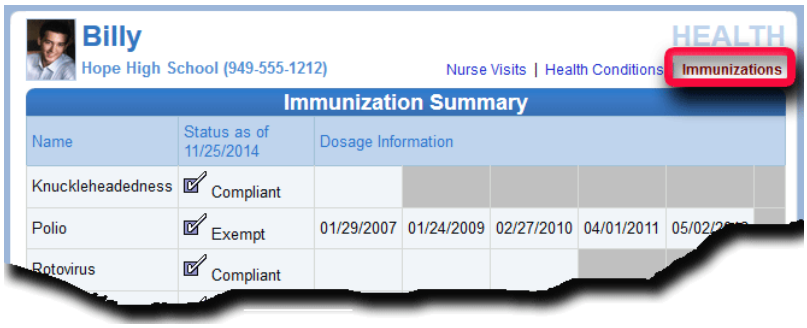
- Click **(expand all)** to see the details of the assignments and the progress towards meeting the standard.



Grade Book Standards View Detailed Screen

- Click a standard to expand or collapse the assignment types associated with the standard.
- Click an assignment to view the Assignment Detail.

To view the student's immunization records, click the **Immunizations** tab.



Health Immunizations Screen

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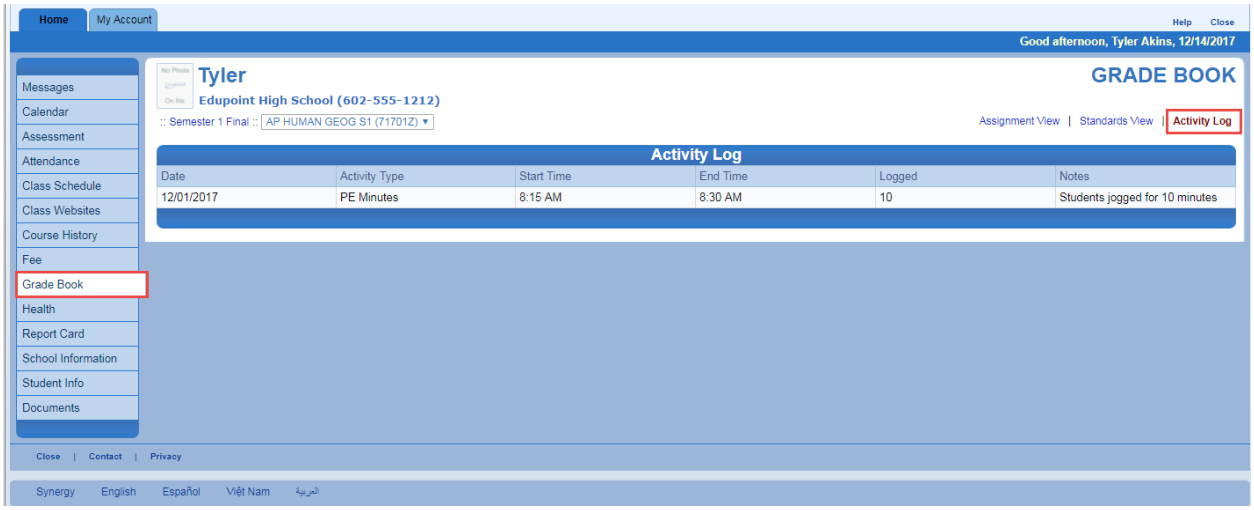
Activity Log

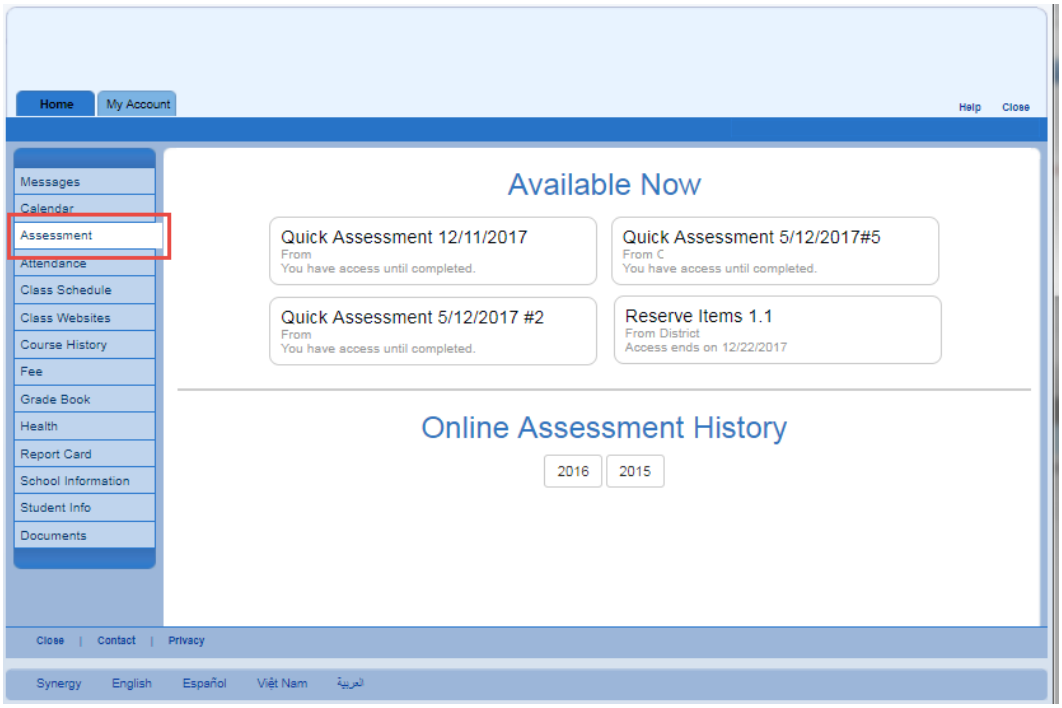
To view the student's activity log for activities such as PE Minutes or EL Instruction time, click **Activity Log**.



Grade Book Activity Log

Assessments

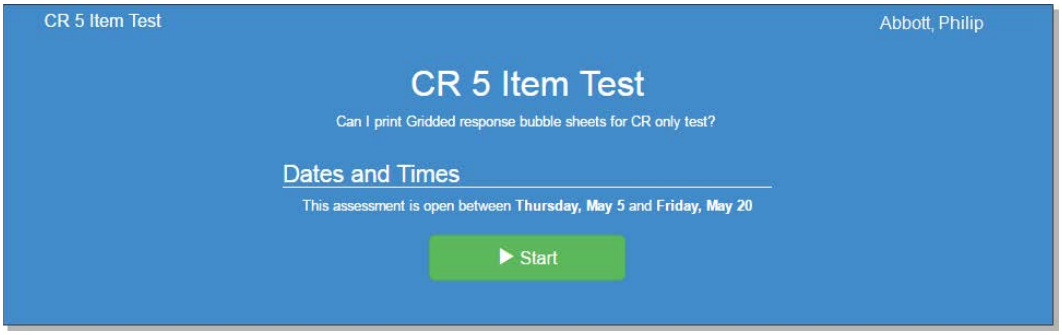
In StudentVUE, a student uses the **Assessment** tab to access their scheduled assessments.



StudentVUE, Assessments

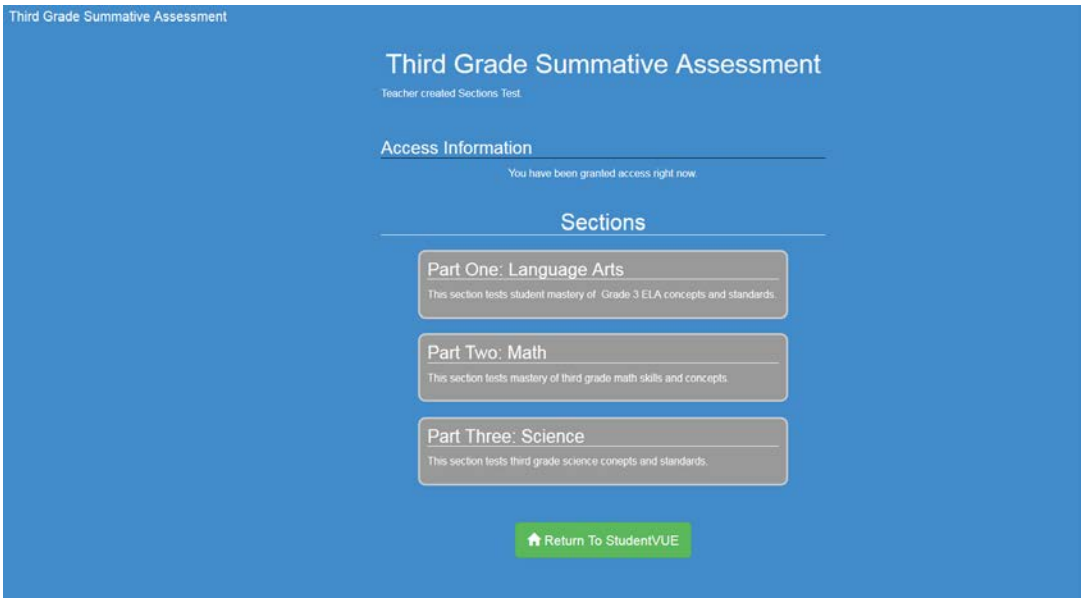
To access the assessment:

1. Click the Assessment in Available Now. The assessment opens in a browser.



StudentVUE, Assessment Screen

2. Select a section to view if the assessment uses sections.



StudentVUE, Assessment Screen

3. Click **Start** to begin.

- Use the **Save and Close** button to save your progress and exit the assessment. When you return, previously completed questions may be available to edit depending on the assessment settings.
- A **No Skipping** message displays when you must answer questions in order.

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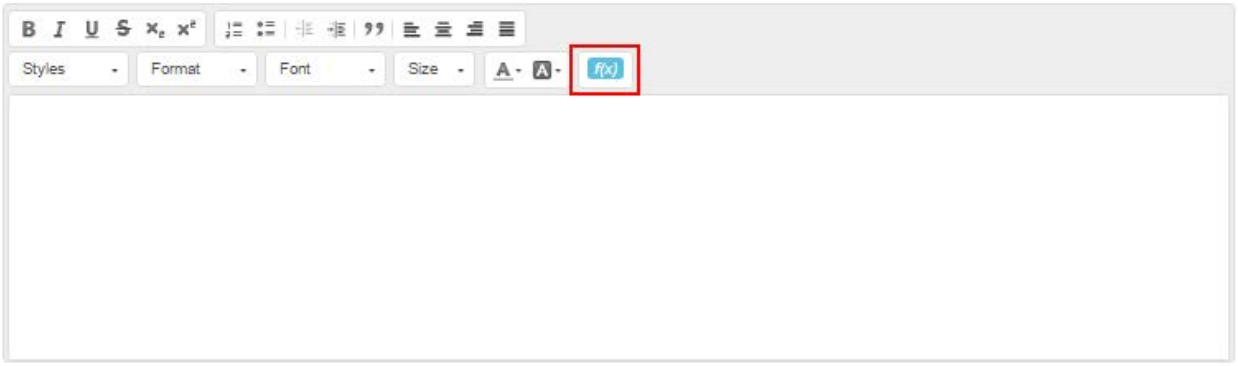
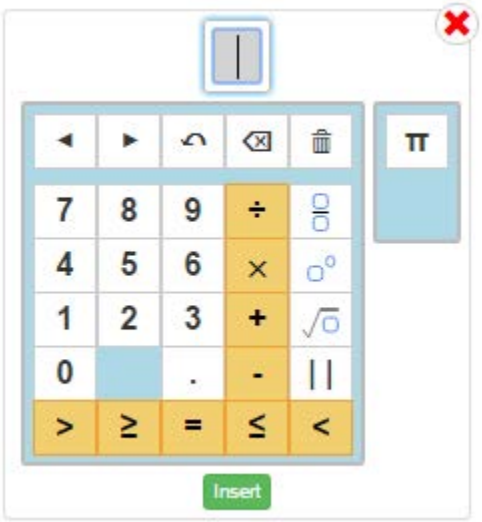
Answering Questions

Equations



Short Answer Text Field

1. Click f(x) to open the Equation Tool.

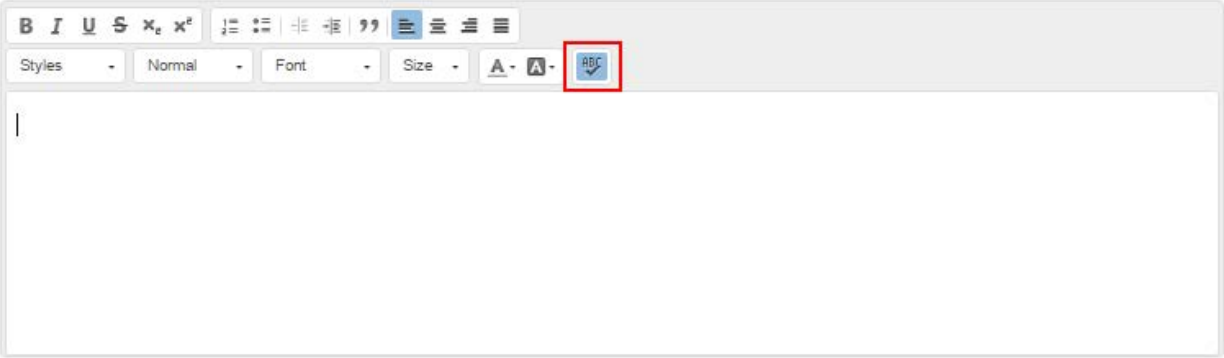


Equation Tool

> You can drag the Equation Tool to another location on the screen.

2. Click the keys or use the keys on your keyboard to create your equation.
3. Click **Insert**.

Using Spell Check



Answer Screen

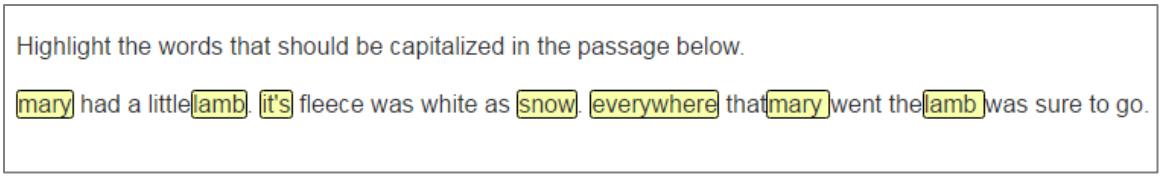
- When spell check is enabled, misspelled words display like Califrnia .
- Click to disable spell check.

Hot Spot

Hot Sport Screen

- Click the items in the picture to answer the question.
- Some items require you to select multiple items.

Hot Text



- Select the highlighted areas that answer the question.

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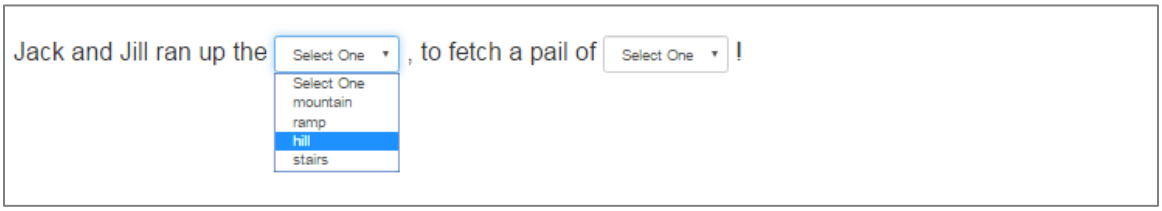
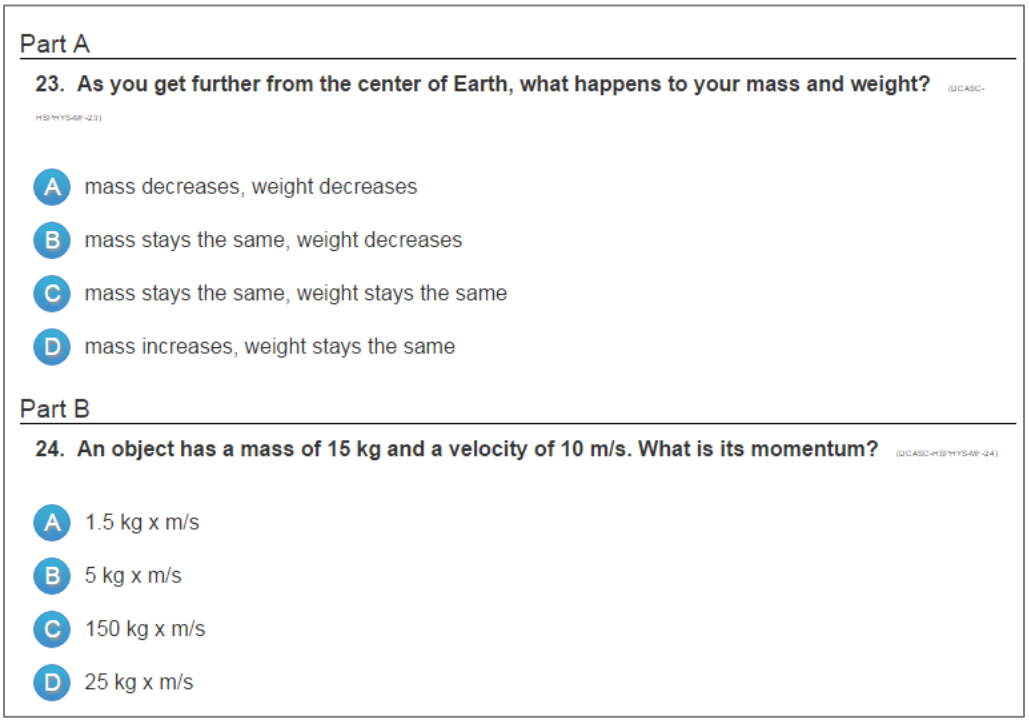
Inline Choice



Inline Choice Screen

- Select the answer from the drop-down.

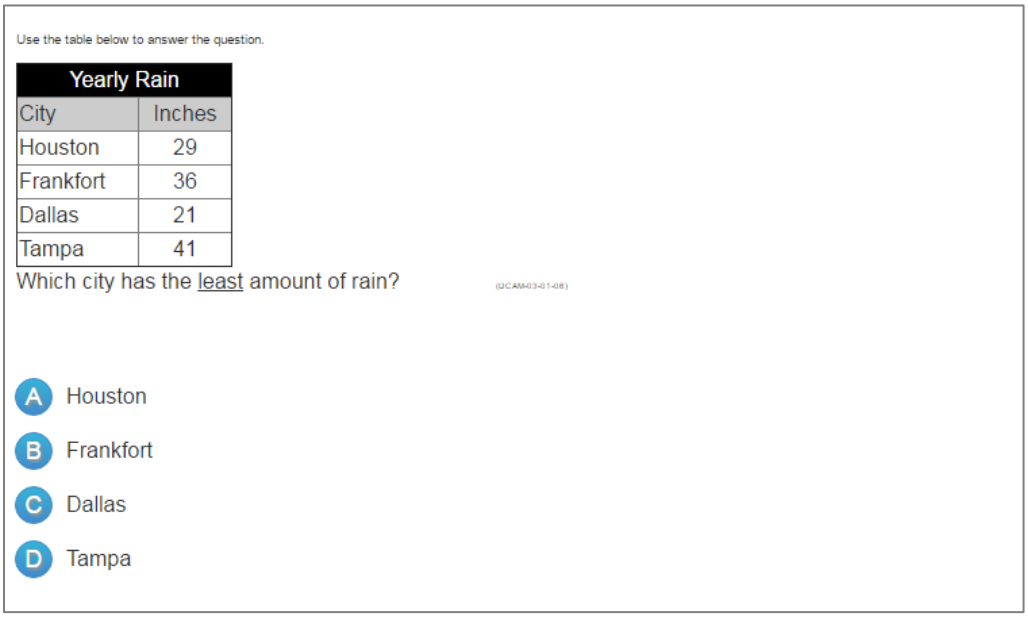
Multi-Part



Multi-Part Screen

- The parts of the item might be scored separately.
- The second part may only count if first part was answered correctly.

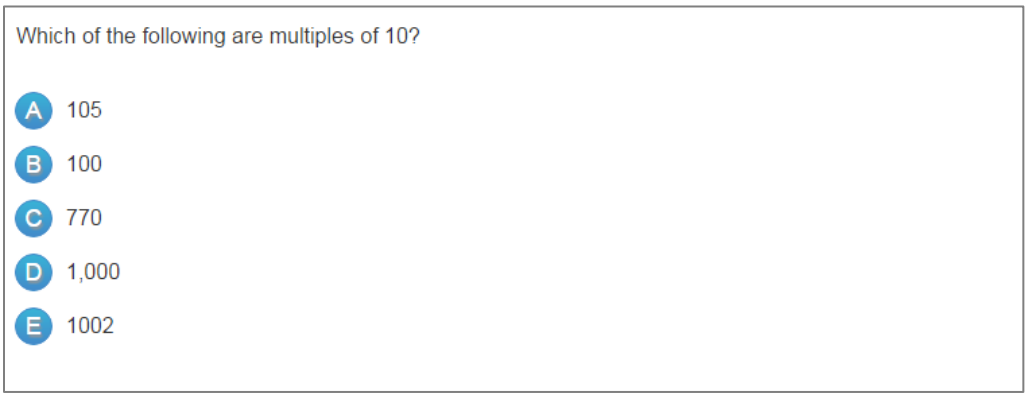
Multiple Choice



Multiple Choice Screen

- Select the correct answer

Multiple Select



Multiple Select Screen

- Select all correct answers.

Text Entry

Text Entry Screen

- Type your answer in the blanks.

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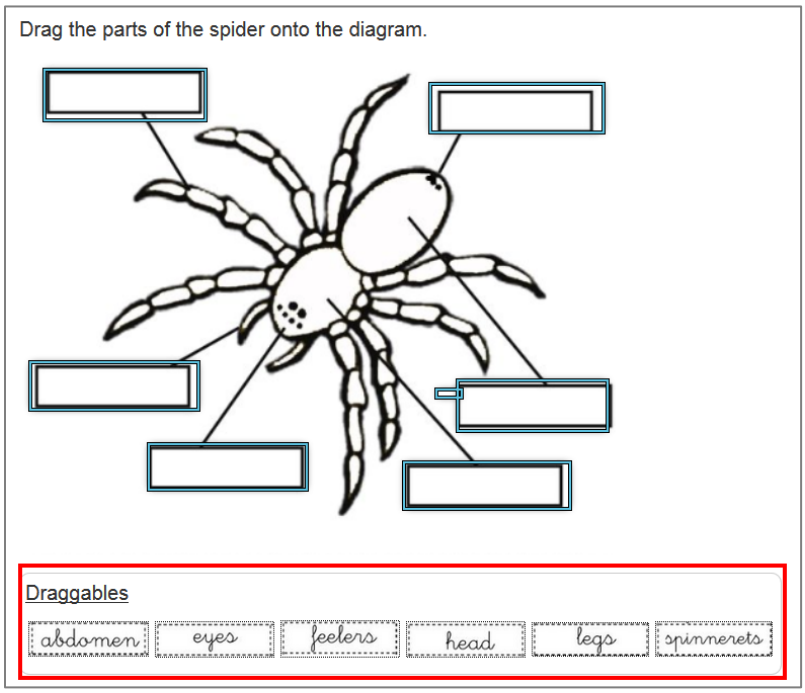
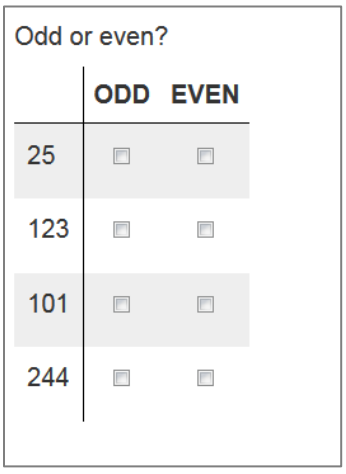
Drag and Drop



Drag and Drop Screen

- Click an item below the image and drag it to the correct place.

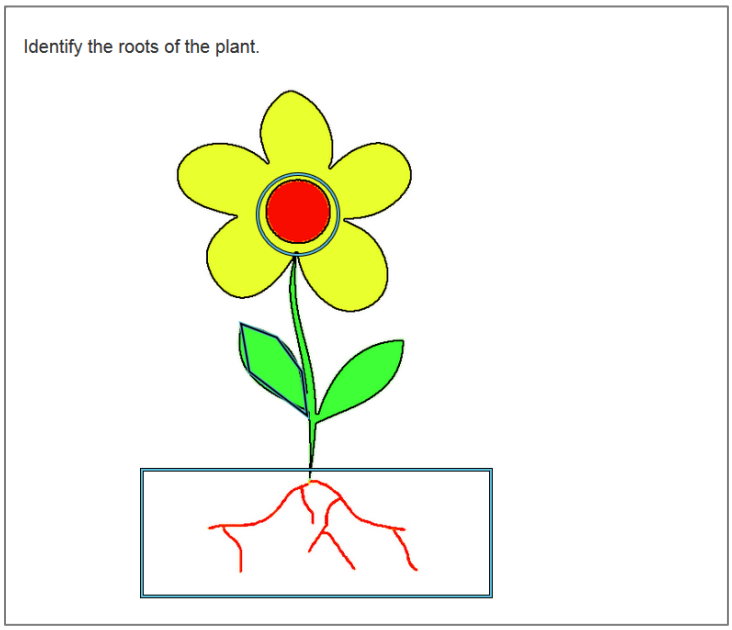
Matching



Matching Screen

- Select the option that matches the value in the left column.
- For example, select *Odd* for 25.

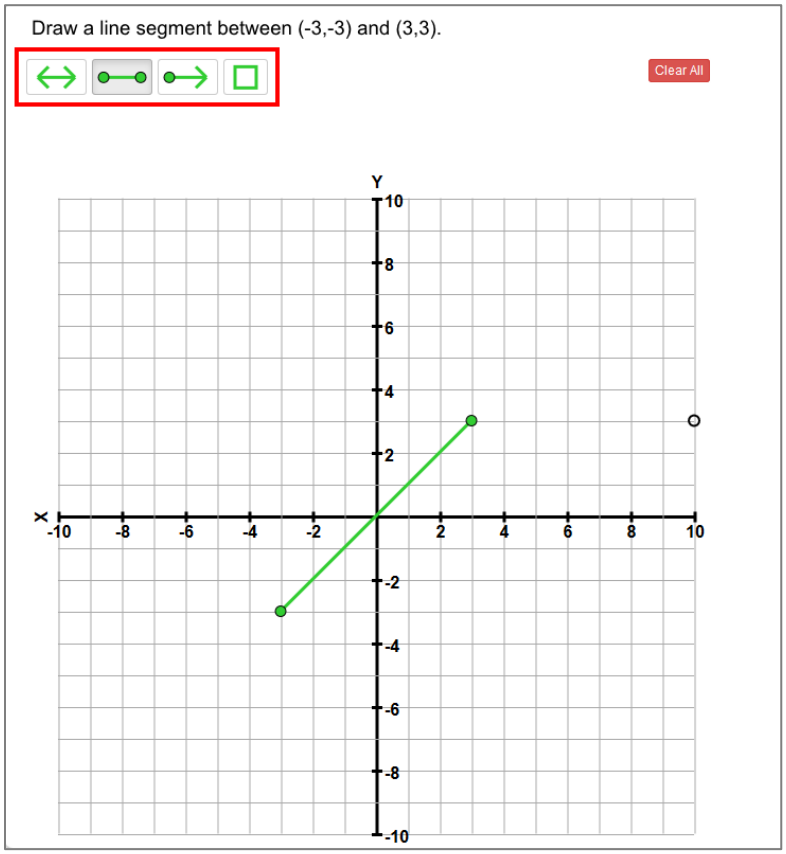
Select Point - Area



Select Point Area Screen

- Select the area that matches the question.
- Areas you can select are highlighted when hovering over them.

Select Point – Graph



Select Point Graph Screen

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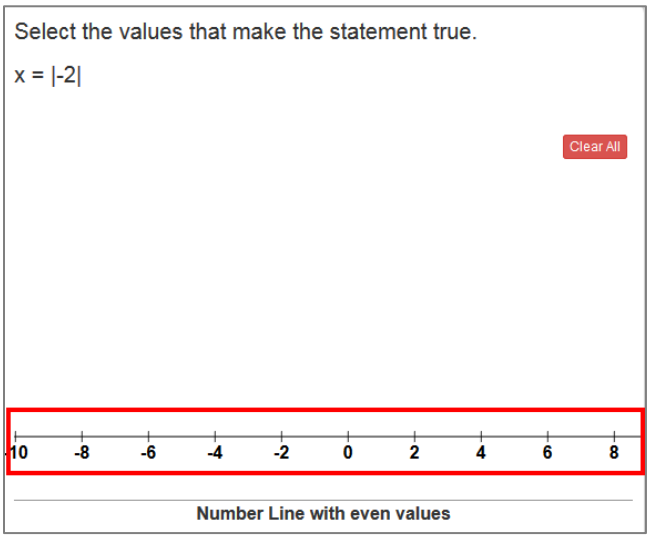
- Select the line option to use.
- Click the start point and end point on the graph to draw a line between them.
- If using the rectangle option, select the corners of the rectangle on the graph.
- Click **Clear All** to remove previous lines.

Number Line



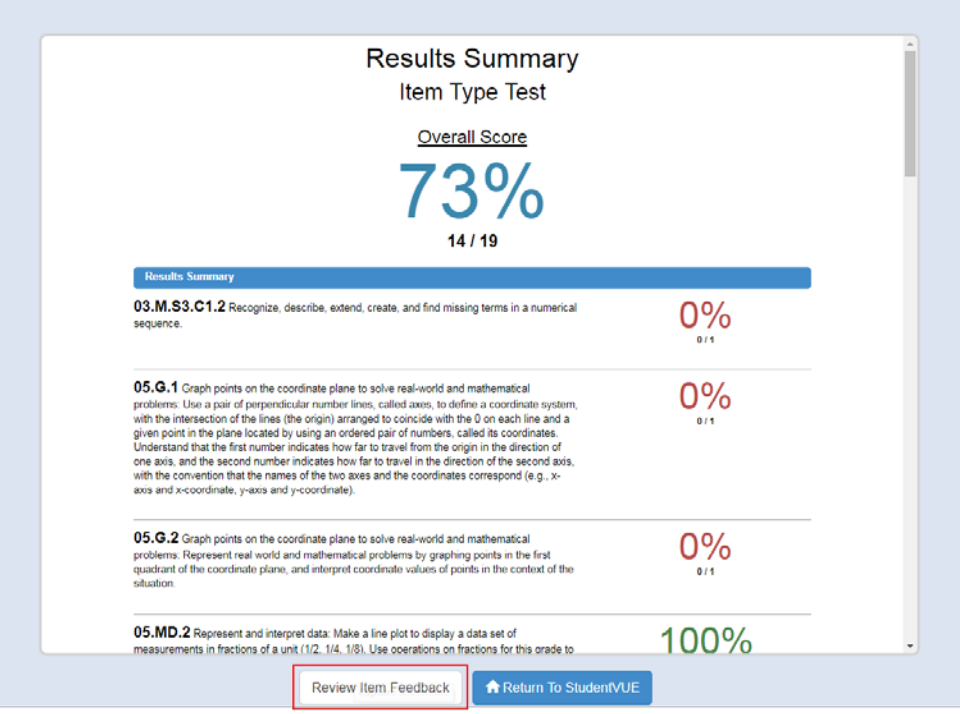
Number Line Screen

- Select the point on the number line that matches the value.
- Click **Clear All** to remove previous selections.

Receiving Feedback

Students view their assessment feedback from the Results Summary based on the assessment settings. For example, some assessments results are only available immediately after taking the assessment while other assessment results are available in the Online Assessment History on the **Assessments** tab.

1. Open the Results Summary:
   - Immediately after taking an assessment, click **Review Item Feedback**.
   - From Online Assessment History:
     a. Select an assessment.
     b. Click **Review Item Feedback**.



StudentVUE Assessment Online History

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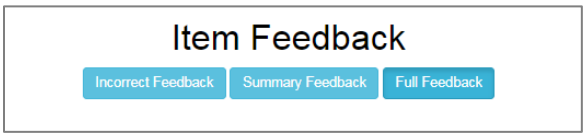
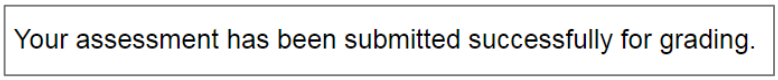
2. Select the Item Feedback.



Student Feedback Screen

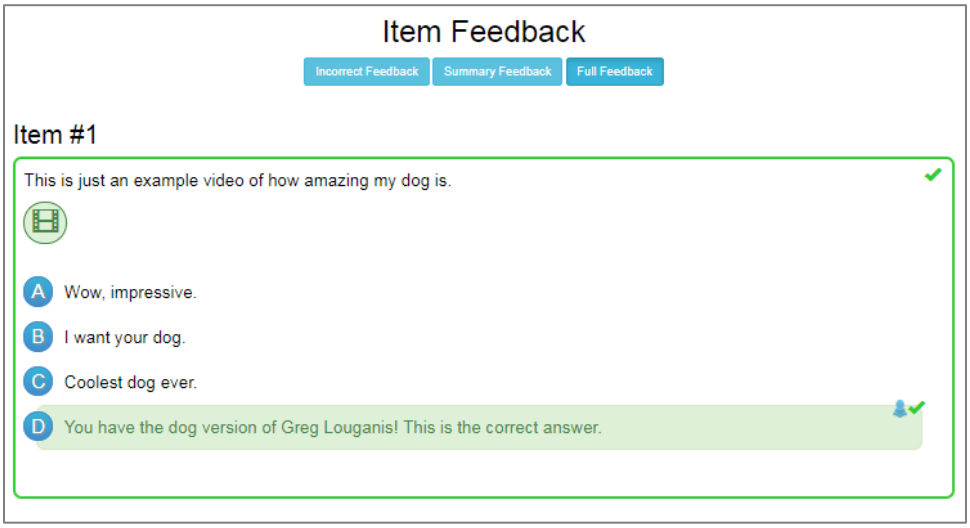
- If feedback is not allowed, the Results Summary displays, but no buttons display.
- If the assessment contains Constructed Response items only, a message displays.



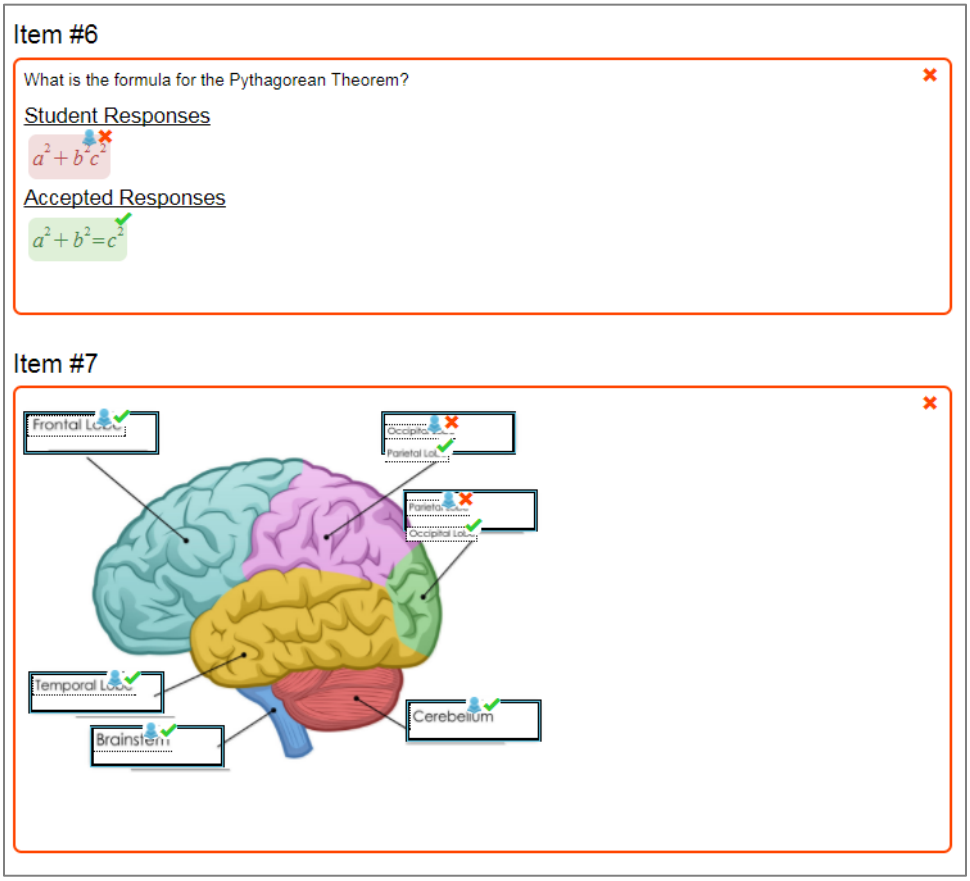
Student Feedback Screen

- If full feedback is allowed. The screen opens with Full Feedback.

- **Full Feedback** shows all items with correct and incorrect answers and the student's selection. Correct answers are green and incorrect are red.

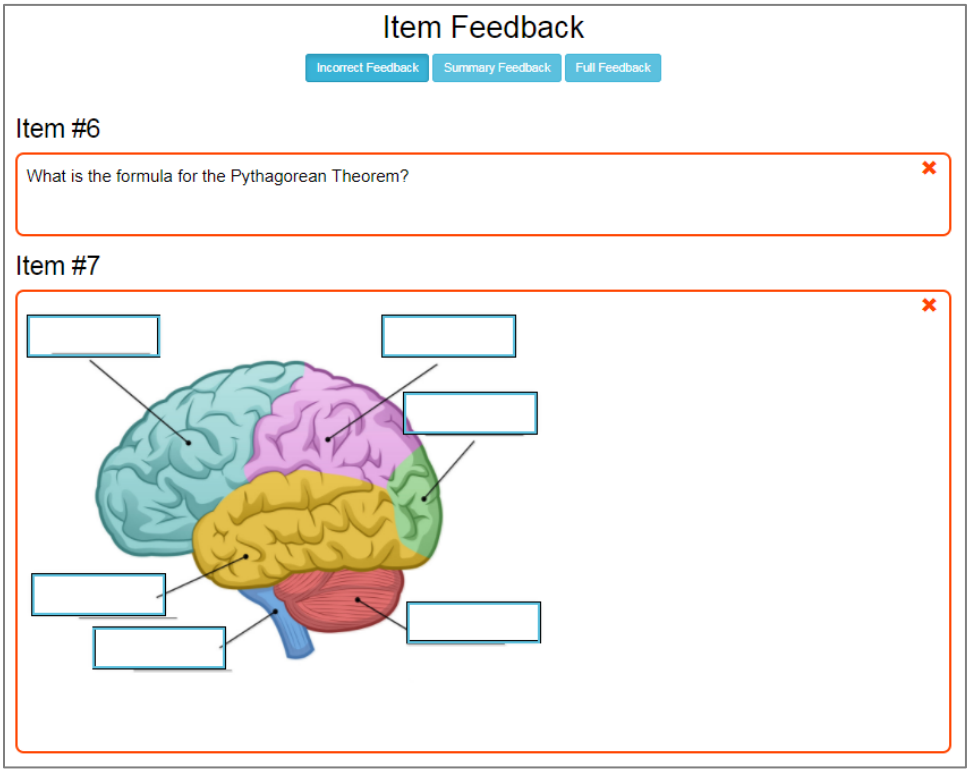


Student Full Feedback Screen, Incorrect Answer



Student Full Feedback Screen, Incorrect Answer

- **Incorrect Feedback** displays incorrect items without the student's selection.



Incorrect Feedback Screen

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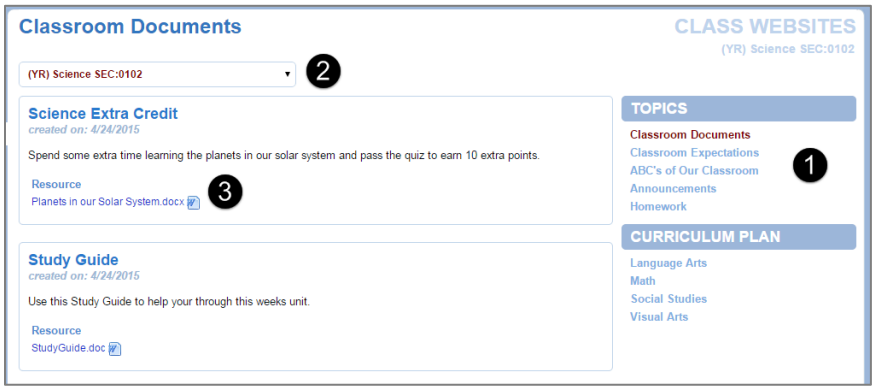
- **Summary Feedback** displays a list of the items with the Item Type and Points received. Correct answers are green and incorrect are red.

Summary Feedback Screen

Class Website

The Class Website screen displays teacher-created, class- specific postings, such as announcements, homework assignments, and class resources.

1. Click **Class Website** on the Navigation bar.



Class Website Screen

2. Select a topic: ❶
   - Classroom Documents
   - Announcements
   - Homework
3. Select the class to view from the drop-down. ❷
4. Use links to access classroom documents or class resources. ❸

5. (Optional) If your school posts Curriculum Plans ❹, access lesson plans and classroom documents that are scheduled

Curriculum Plan

a. Select a plan. ❹

b. Select class. ❺

c. Select a week. ❻

d. View the scheduled lessons and resources by the day of the week. ❼

Test History

The Test History screen displays student test scores, with the test part, score, and year information. It also displays a graph of a student's progress in a specific part over time.

1. Click **Test History** on the Navigation bar.

Test History

2. Hover over the Score to view Legend information. ❶
3. View the Test Part Performance level and test Year. ❷
4. Use the arrows to sort the columns in ascending or descending order. ❸
5. (Optional) View the historical test score information in the provided graph, if the school has this enabled. ❹

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Communication

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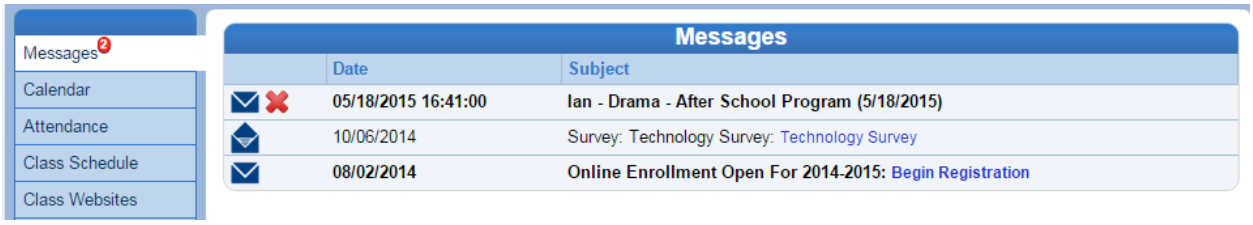
Streams 59
Sending Emails to Teachers 61
Fee 62
Conference 68
Course Request 69
Custom Tabs 72

Messages

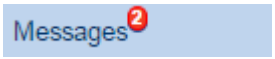
The Messages screen displays important district/classroom messages and emails.

If your district uses Online Registration, see the *Synergy SIS – Online Registration for Parent New to District* or *Synergy SIS – Online Registration with ParentVUE Account*.

1. Click **Messages** in the Navigation bar.
   The Messages screen displays.



Messages Screen

- The number of unread messages displays in the red circle. 
- Read messages display with an open envelope.
- Unread messages display with a closed envelope.

2. Click the message to view.

To remove a message click ✖.

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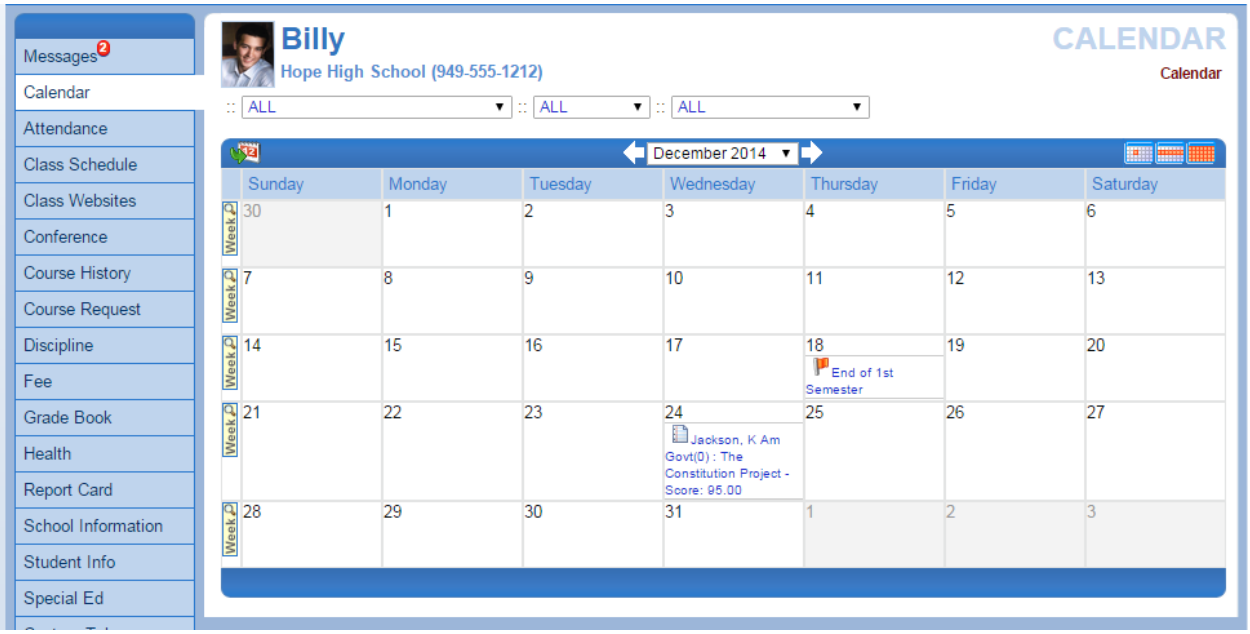
Calendar

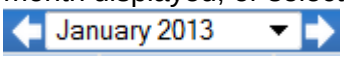
The Calendar screen displays the important details of your child's school day such as district and school holidays and events for the selected student. If your district uses Grade Book, assignments display.

- Click **Calendar** in the Navigation bar.



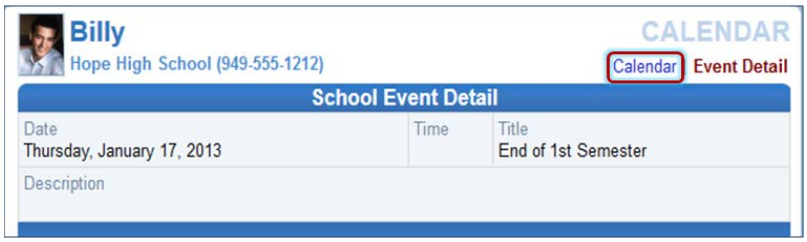
Calendar Screen

- Use the drop-down boxes at the top of the calendar to filter the information displayed by:
  - teacher or class
  - assignment type
  - missing, due, or scoreless
- By default, the calendar is shown in a Monthly screen.
  - Click the icons to switch to a Day, Week, or Month view of the calendar.
- Scroll forward or backward through the months using the arrows to the right or left of the month displayed, or select a specific month from the drop-down list.



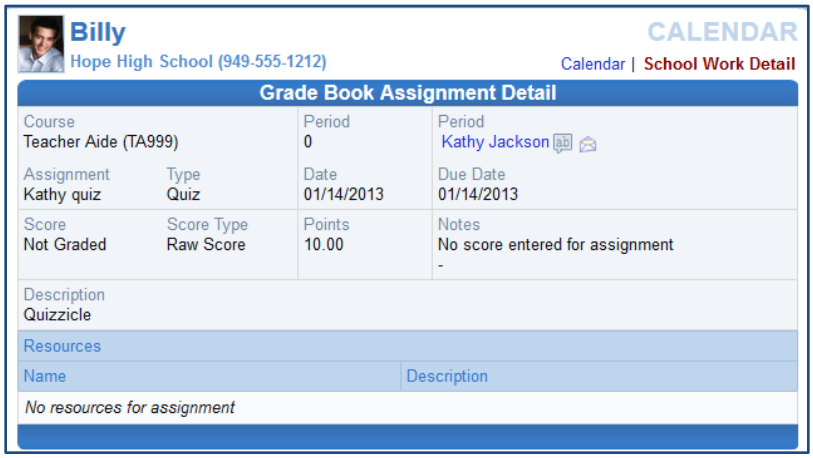
- Click the yellow Week bar to the left of the to see the details of a specific week.
- Click the icon in the top left-hand corner of the calendar to return to today's date.

- Icons on the calendar indicate the type of information for the link:
  - Indicates a District event. Click the link to view the event details.
  - Indicates a School event. Click the link to view the event details.
  - Indicates an assignment from Grade Book. Click the link to view the details.
- Selecting links on the calendar opens the detail for the events, assignments, or
  - **Event Detail** the title, date, time, and a full description of the event. To return to the main calendar, click the Calendar link at the top right of the page.



District Event Detail

  - **School Work Detail** screen lists all the information associated with the assignment, including the details of the class and the instructor who assigned it. If the teacher has referenced an online file or website, it is listed in the Resources section.



Grade Book Assignment Detail

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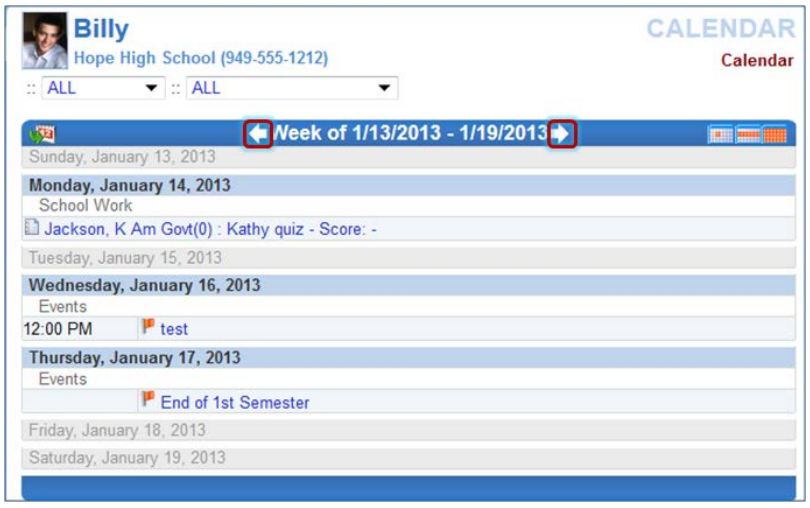
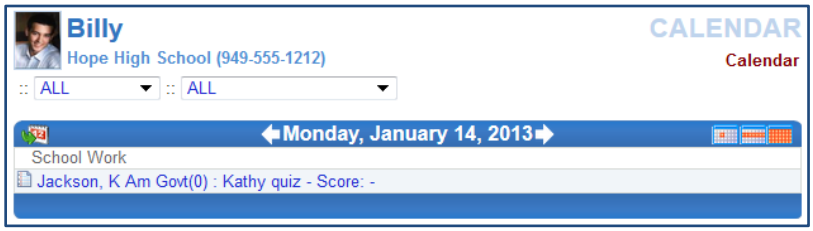
- **Weekly Screen** lists all events and assignments for the week. To scroll forward or backward a week, click on the arrows next to the name of the week.



Weekly Calendar Screen

- **Daily Screen** of the calendar lists all events and assignments for the day. To scroll forward or backward a day, click on the arrows next to the name of the day.



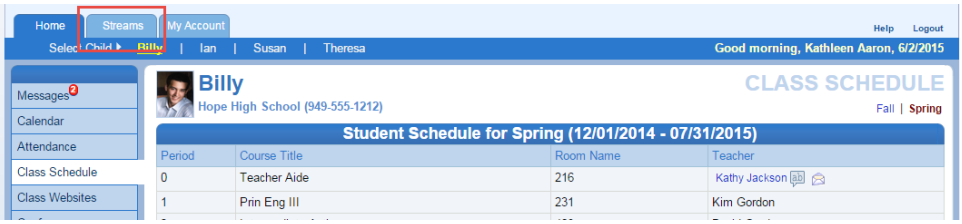
Daily Calendar Screen

Streams

Streams facilitate communication with teachers by allowing parents and students to maintain a running dialog with teachers.

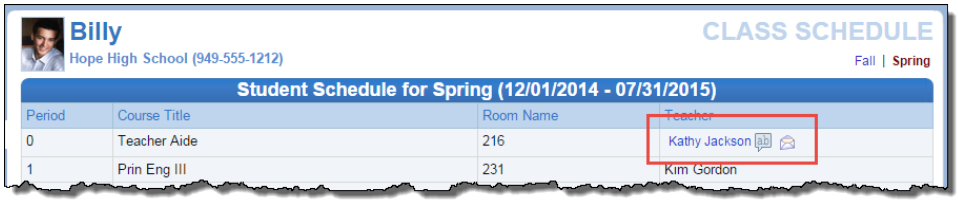
Using Streams to Communicate with Teachers

1. Click the **Streams** tab or click the Streams icon Kathy Jackson to begin or continue a Stream. The Streams screen displays.



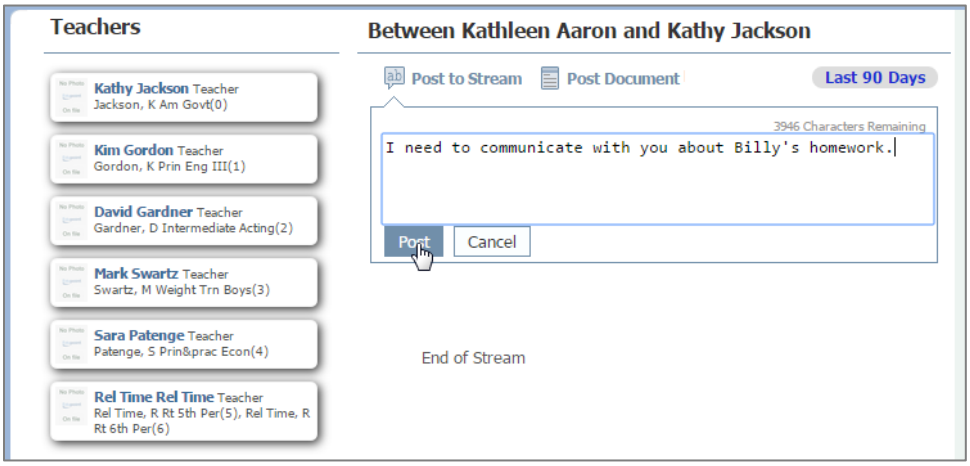
ParentVUE, Streams

Throughout the ParentVUE and StudentVUE screens, teacher and staff names that are associated with the information on the screen are displayed in blue with the Streams icon Kathy Jackson.



Class Schedule

2. To post a message to the Stream.
   a. Type your message in the box.



Streams

   b. Click **Post**.

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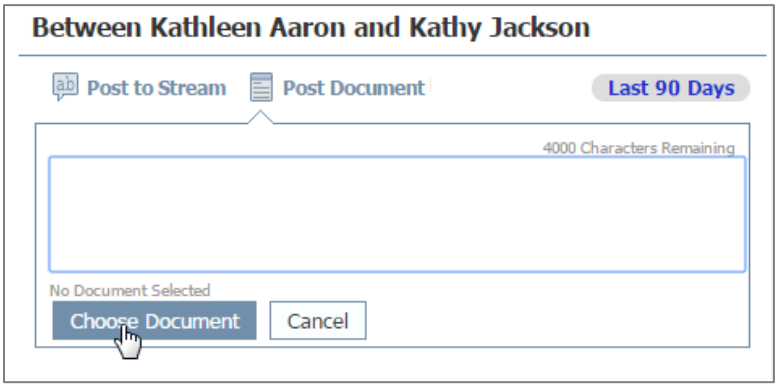
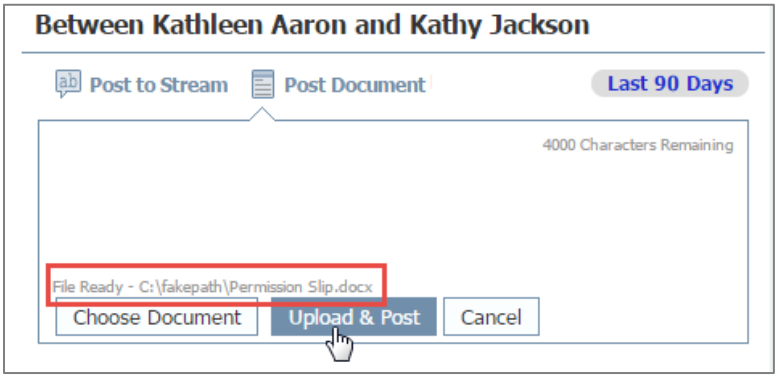
3. (Optional) Post a document to the Stream.
   a. Click **Post Document**.



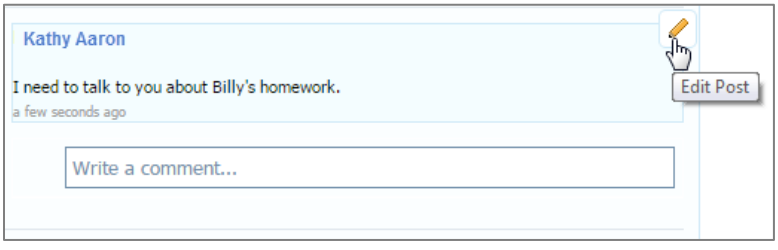
Choose Document to Post

   b. Click **Choose Document** to locate the file on your computer.
   c. Select the file and click **Open**.
   File Ready - Name of Document displays in the box.
   d. (Optional) Enter a note that pertains to the document.
   e. Click **Upload & Post.**
   The document uploads. You name and the name, type, and size of the document, and time of upload display.



Post Document to Stream

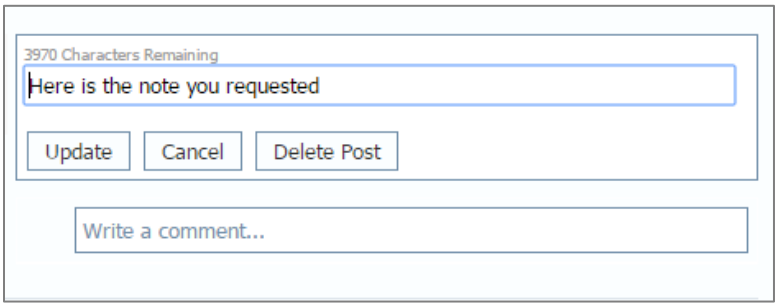
4. (Optional) To edit a post in a Stream.
   a. Click the **Edit** icon.



Edit a Post

b. Edit the post:

- Change the message by typing in the box and click **Update**.
- Click **Delete Post** to delete the post and associated documents.



Updating a Post

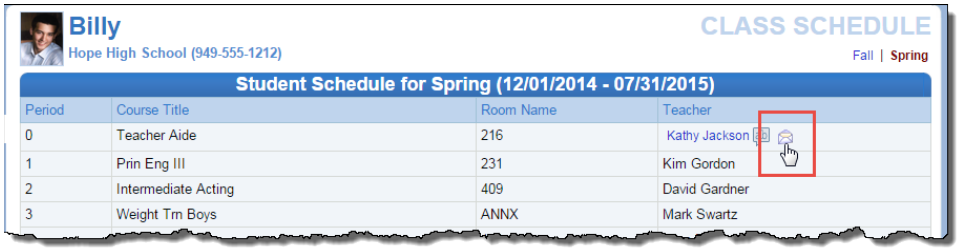
- If the wrong document was posted, delete the post and create a new post.
- To view posts older than 90 days, click Last 90 Days to view all posts. Click All to view the last 90 days' worth of posts.

Sending Emails to Teachers

Throughout the ParentVUE and StudentVUE screens, teacher and staff names that are associated with the information on the screen are displayed with and Email icon .

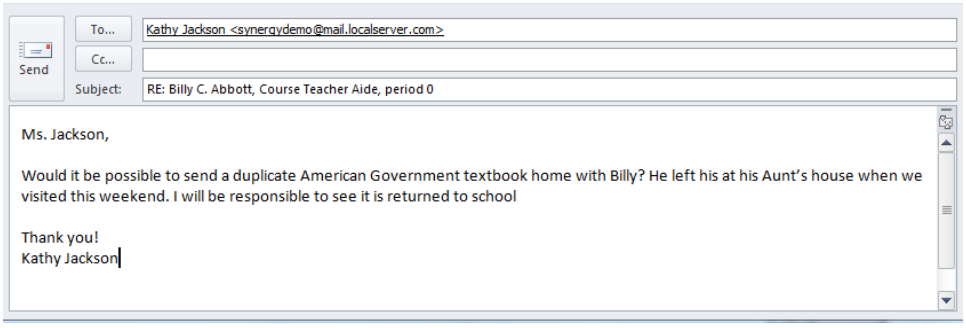
To send an email to the teacher.

1. Click the **Email** icon to send an e-mail to the teacher.
   Your email application opens.



ParentVUE, Class Schedule

2. Type the email.



ParentVUE Email Example

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3. Click **Send**.

Fee

The Fee screen displays a summary of fees owed and paid. The two types of fee system models that your school may use are:

- Standard Fee Model displays a Fee Summary with links to Fee Detail.
- Direct Payment Fee Model displays Current Fees and Paid Fees

Standard Fee Model

1. Click **Fee** on the Navigation bar.
   The Fee Summary displays the fee details such as the date, fee code, description, and remaining balance.

Fee Summary Screen - Standard Fee Model

2. To see additional details about the fee, click the **blue text** of that fee.
   The Fee Detail screen opens.

Fee Detail Screen - Standard Fee Model

3. Click **Summary** to return to the Fee Summary screen.
   If the school accepts online payments through ParentVUE or StudentVUE, a Pay Fees button is available on the Fees screen.

Pay Student Fees – Standard Fee Model

In the Standard Fee model, payments are applied to the total amount of fees owed for one child at a time.

Fee Summary Screen

1. On the **Fee Summary** screen, click Please Select a Payment Method.
2. Select a payment method.
3. Click Pay Fees. The payment screen for the selected provider opens.

Fee Payment Provider Screen Example

4. Enter all appropriate payment information.
   The payment service provider displays a receipt that is emailed to you. Payments can take up to 24 hours to reflect as paid on ParentVUE or StudentVUE.

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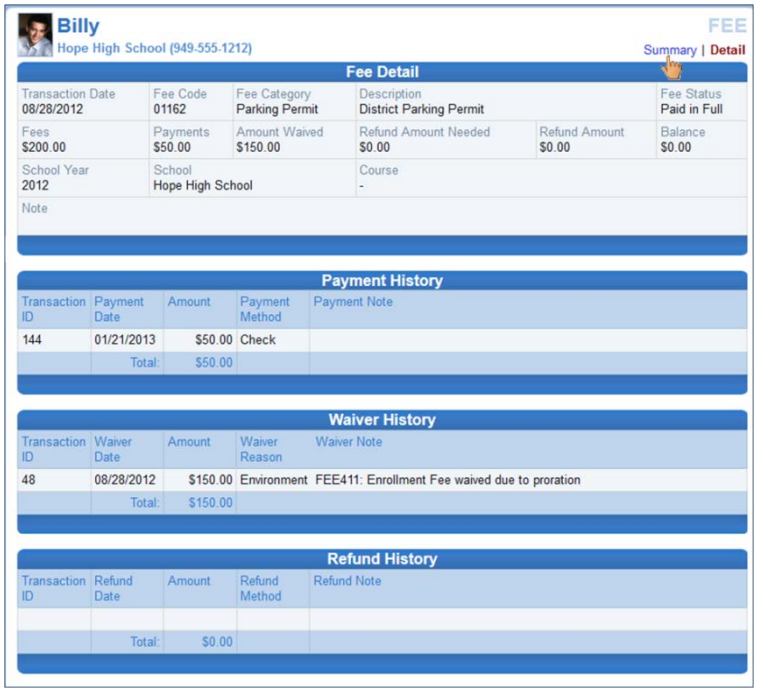
Direct Payment Fee Model

1. Click **Fee** on the Navigation bar.
   The Fee Summary displays the fee details such as the date, fee code, description, remaining balance, and the status.

Fee Summary Screen - Direct Payment Fee Model

2. To see additional details about the fee, click the **blue text** of that fee.
   The Fee Detail screen opens.



Fee Detail Screen - Direct Payment Fee Model

3. Click **Summary** to return to the Fee Summary screen.
   If the school accepts online payments through ParentVUE or StudentVUE, a Pay Fees button is available on the Fees screen.

Pay Student Fees - Direct Payment Fee Model

The Direct Payment Fee Model provides selection of which fees to pay. ParentVUE has the option to pay for multiple children in the same transaction.

Billy
Hope High School (949-555-1212)
Cart: $0.00 (0 items)
Checkout
FEE
Summary

Current Fees

Balance that you owe: $12.00 — Pay Fees

Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Fee Status
12/06/2012 2012-2013	230	Shop fee	$10.00	$5.00	$5.00	Lab Fee		Balance Due
04/16/2013 2012-2013	240	PE locker fee	$7.00	$0.00	$7.00	PE Locker		Balance Due
		Totals:	$17.00	$5.00	$12.00			Pay Fees

Paid Fees

Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Fee Status
08/28/2012 2012-2013	01162	District Parking Permit	$50.00	$50.00	$0.00	Parking Permit		Paid in Full
12/07/2012 2012-2013	PKP	(1 @ $15.00) Parking Permit	$15.00	$15.00	$0.00	Parking Permit		Paid in Full
01/03/2013 2012-2013	210	Locker Fee	$10.00	$10.00	$0.00	Locker		Paid in Full
01/10/2013 2012-2013	BK	Lost Book: Algebra II	$45.00	$0.00	$0.00	Textbook		Waived
01/16/2013 2012-2013	304	Test	$3.00	$3.00	$0.00	Lab Fee		Paid in Full
		Totals:	$123.00	$78.00	$0.00			

Fee Summary Screen - Direct Payment Fee Model

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1. Click Pay Fees. The **Fee Payment** screen displays.

- The Fee Payment section reflects fees the student has incurred that need to be paid.
- The Optional Fees section lists discretionary items that you may want to purchase.
- It may require that fees with the highest priority are paid first.

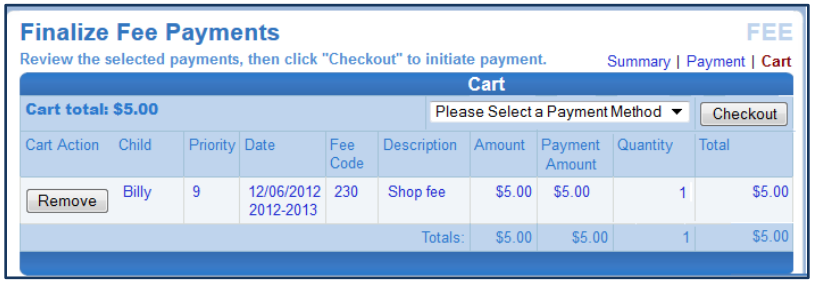
Fee Cart Screen - Direct Payment Fee Model

2. Click Add on the line of the fee, to add it to your cart.

- Pay fees marked **Priority 1** first.
- The Cart at the top of the screen reflects the number of items and the total amount of selected fees.
- Click Remove to remove an item from the Cart.

- (ParentVUE only) Continue to children to add their fees to the Cart.

3. Click Checkout if finished selecting fees.
The Finalize Fee Payment screen displays all the fees currently in your cart.



Finalize Fee Payments Screen - Direct Payment Fee Model

4. Click Please Select a Payment Method.

5. Click Checkout. The payment screen of the provider selected opens.

Fee Payment Provider Screen Example

6. Enter all appropriate payment information.
   The payment service provider displays a receipt that is emailed to you. Payments can take up to 24 hours to reflect as paid on ParentVUE or StudentVUE.

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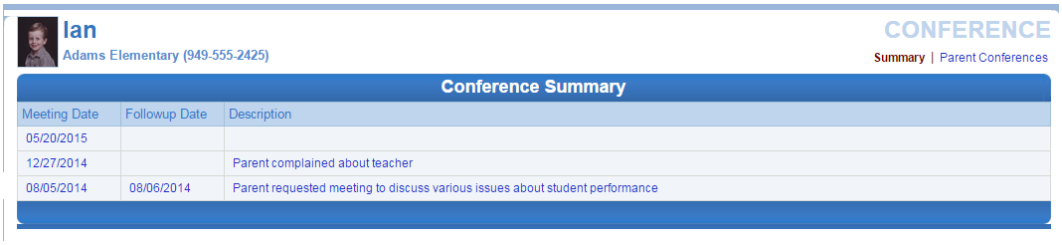
Conference

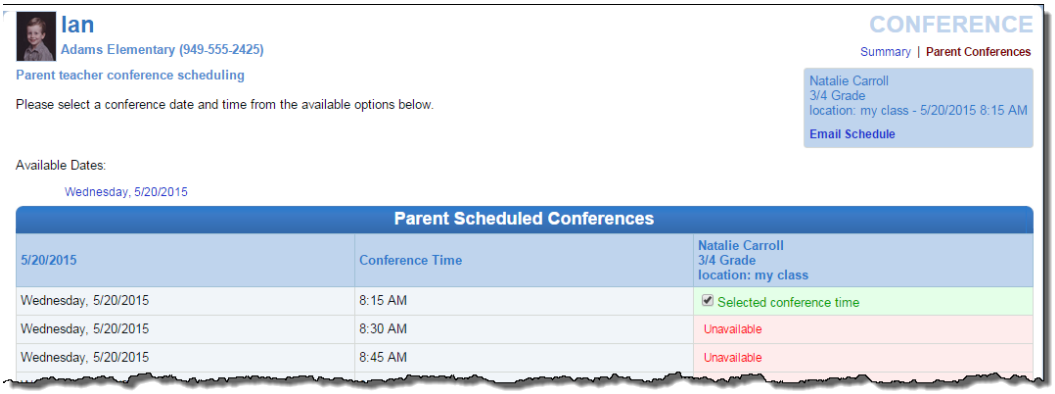
The Conference screen displays information about parent/student/teacher conferences for your child.

- The Summary screen displays the conference history and upcoming scheduled conferences.



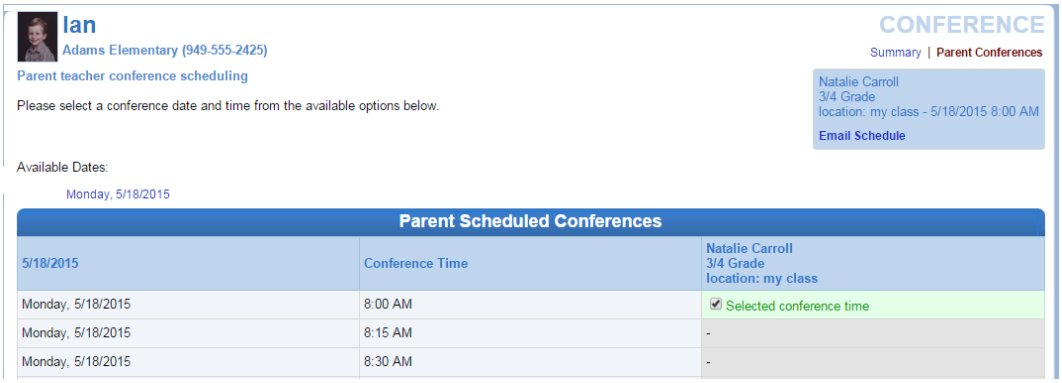
Conference Summary Screen

- The Parent Conferences screen displays:
  - The time of teacher scheduled conferences



Parent Conferences, Teacher Scheduled

  - A selection grid for parent scheduled conferences.



Parent Conferences, Parent Scheduled

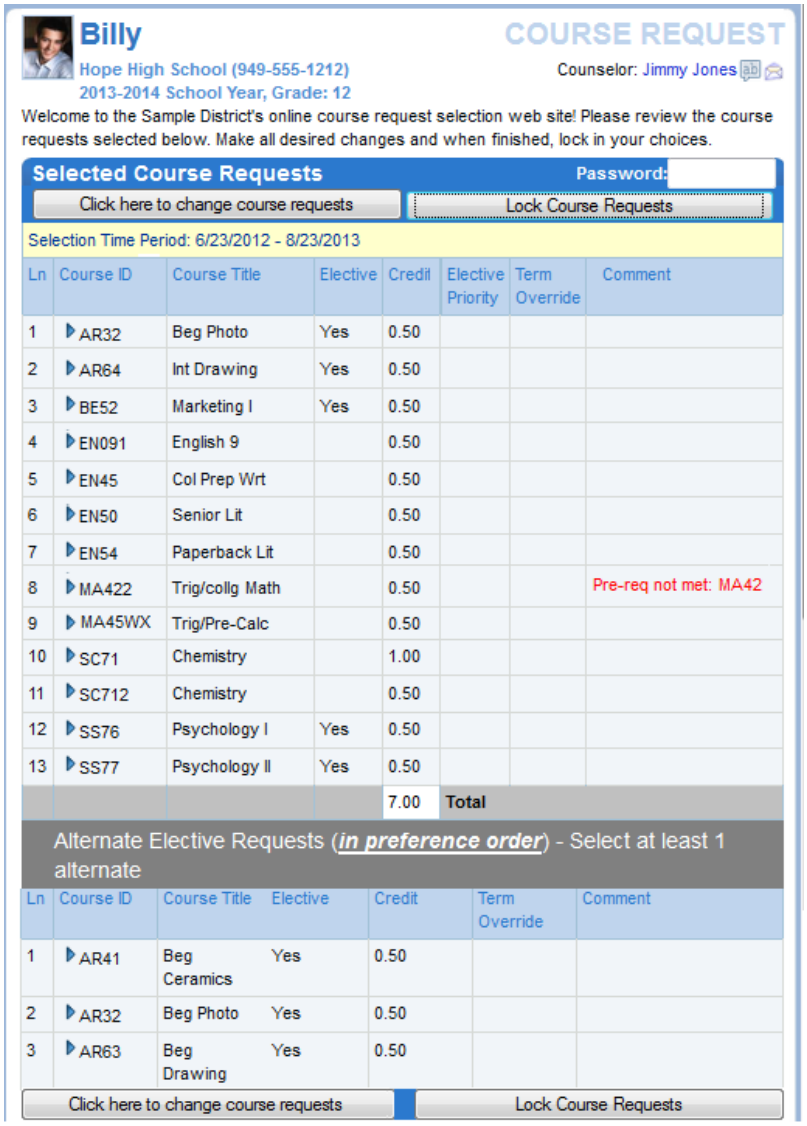
To schedule a conference that the teacher requested:

1. Click **Parent Conferences**.
2. Select a time.

Course Request

The Course Request screen allows parents and students to view or modify course requests for the next semester.

1. Click **Course Request** on the Navigation bar.
   The Course Request screen displays:
   - a list of the student's current course requests
   - alternate elective requests, if any have been selected
   - the Comment column displays messages about the status of the request



Billy COURSE REQUEST

Hope High School (949-555-1212)
2013-2014 School Year, Grade: 12

Counselor: Jimmy Jones

Welcome to the Sample District's online course request selection web site! Please review the course requests selected below. Make all desired changes and when finished, lock in your choices.

Selected Course Requests Password:

Click here to change course requests | Lock Course Requests

Selection Time Period: 6/23/2012 - 8/23/2013

Ln	Course ID	Course Title	Elective	Credit	Elective Priority	Term Override	Comment
1	AR32	Beg Photo	Yes	0.50			
2	AR64	Int Drawing	Yes	0.50			
3	BE52	Marketing I	Yes	0.50			
4	EN091	English 9		0.50			
5	EN45	Col Prep Wrt		0.50			
6	EN50	Senior Lit		0.50			
7	EN54	Paperback Lit		0.50			
8	MA422	Trig/collg Math		0.50			Pre-req not met: MA42
9	MA45WX	Trig/Pre-Calc		0.50			
10	SC71	Chemistry		1.00			
11	SC712	Chemistry		0.50			
12	SS76	Psychology I	Yes	0.50			
13	SS77	Psychology II	Yes	0.50			
				7.00	Total		

Alternate Elective Requests (***in preference order***) - Select at least 1 alternate

Ln	Course ID	Course Title	Elective	Credit	Term Override	Comment
1	AR41	Beg Ceramics	Yes	0.50		
2	AR32	Beg Photo	Yes	0.50		
3	AR63	Beg Drawing	Yes	0.50		

Click here to change course requests | Lock Course Requests

Course Request Screen

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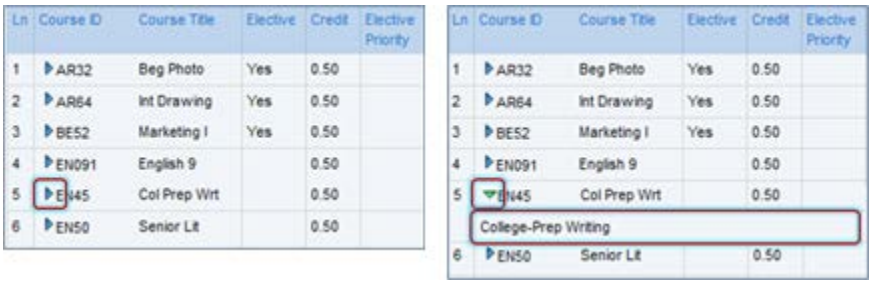
2. Click the blue triangle next to the Course ID to view more details on the course. The triangle turns green and the details of the course display.

> Click the green triangle to hide the information.



Ln	Course ID	Course Title	Elective	Credit	Elective Priority
1	AR32	Beg Photo	Yes	0.50	
2	AR64	Int Drawing	Yes	0.50	
3	BE52	Marketing I	Yes	0.50	
4	EN091	English 9		0.50	
5	EN45	Col Prep Wrt		0.50	
6	EN50	Senior Lit		0.50	

Ln	Course ID	Course Title	Elective	Credit	Elective Priority
1	AR32	Beg Photo	Yes	0.50	
2	AR64	Int Drawing	Yes	0.50	
3	BE52	Marketing I	Yes	0.50	
4	EN091	English 9		0.50	
5	EN45	Col Prep Wrt		0.50	
	College-Prep Writing				
6	EN50	Senior Lit		0.50	

Course Request Screen Expanded

Graduation Status Summary

A summary of your child's current progress towards graduation is located at the bottom of the screen. Subject areas highlighted in yellow have credits remaining for completion.

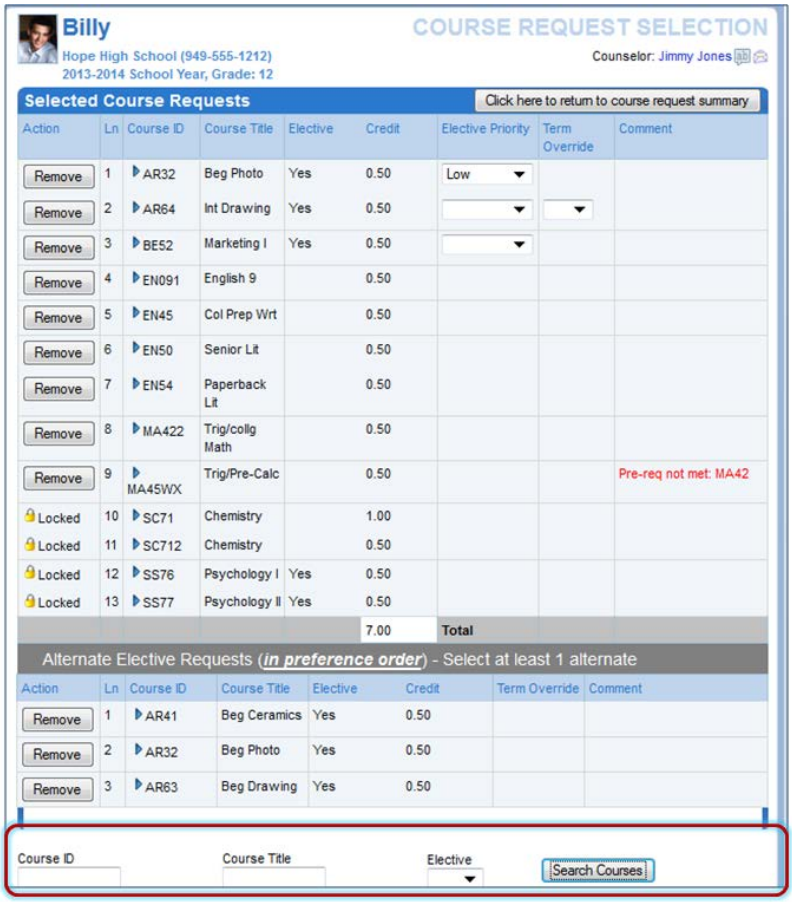
Graduation Status Summary

Subject Area	Credit				
	Required	Completed	In Progress	Credit for Requested Courses	Remaining
English Literature	2.00	2.00	0.00	0.00	0.00
Mathematics	5.00	3.50	0.50	1.00	0.00
Science Required	2.00	2.00	0.00	0.00	0.00
American History	2.50	1.00	0.00	0.00	1.50
Government	1.00	0.00	0.50	0.00	0.50
Electives	7.00	16.02	2.50	6.00	0.00
Total	**19.50**	**24.52**	**3.50**	**7.00**	**2.00**

Course Request Screen

Add a Course Request

1. Click Click here to change course requests. Course Request Selection opens.
2. Scroll to the bottom of the screen where a course search criteria is available.

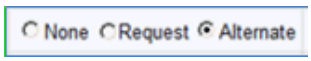


Course Request Screen

3. Enter any or all course information in the search criteria areas, to help identify the course desired.
4. Click Search Courses. A list of courses matching the search criteria displays below.
5. Click **Request** on the desired course line.

   OR

   Click **Alternate** to request the course as an alternate choice to a requested course.



Course Request Screen Selection Tool

6. Click Click here to move selected requests to Selected Course Requests to move either the course selected to the Selected Course Requests table or the Alternate Elective Requests table depending on which was selected.
7. Repeat this procedure to make additional selections.
8. When finished, click Click here to return to course request summary. The new selections display.

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Remove a Course Request

1. Click Click here to change course requests. Course Request Selection opens.
2. Click Remove on the line of the desired course. The screen refreshes and the course is removed.
3. When finished, click Click here to return to course request summary. The courses removed no longer display.

Finalize Course Selections

From the Course Request screen, click Lock Course Requests.

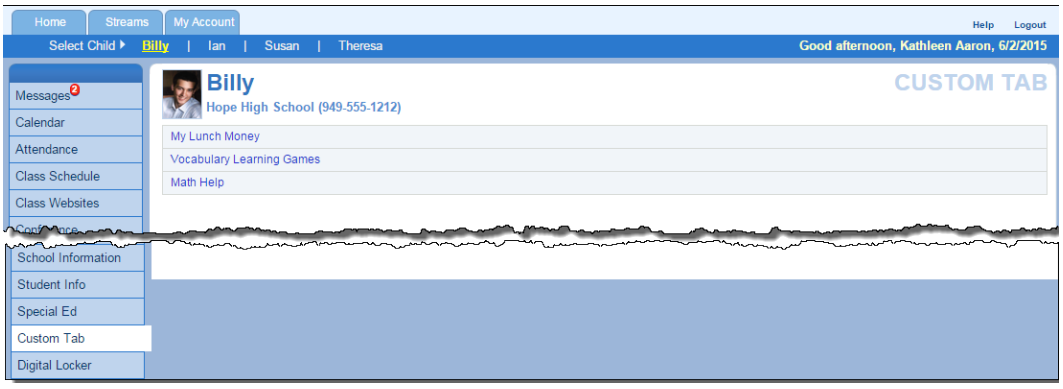
- The request screen shows the course requests as locked in and the requests can no longer be modified.
- If requests are reviewed by your school, the school provides you with a password, which must be entered prior to locking in the course requests.

Custom Tabs

Your district may have created custom tabs in the Navigation bar. These custom tabs contain district-chosen links to support the educational community.

1. Click a custom tab on the Navigation bar.

- The name of your tab is district defined.
- Links vary from district to district but they are commonly academic support sites or sites that manage cafeteria costs.



Custom Tab Screen

2. Click any link. A new tab or window opens depending on your browser settings. ParentVUE/StudentVUE remains open in the original web page

Chapter: 5
Using Mobile Apps

Overview 74
Hardware and Software Requirements 74
Device Setup 74
Log In 78
Viewing Information 80
Student Information 88
Classroom Information 94
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Overview

The ParentVUE Mobile app helps parents and students stay informed and connected by providing day-to-day insight into the student's academic experience. The ParentVUE and StudentVUE Mobile apps work with the Synergy student information system in much the same way as the ParentVUE and StudentVUE web portals. It allows parents and students to stay on top of upcoming school events, classroom happenings, assignments, tests, and academic performance.

- ParentVUE and StudentVUE Mobile apps are free applications.
- This manual shows the screens for an iPad. Smart phones and other tablets may look different, but the functionality is the same.

Hardware and Software Requirements

- Only school districts using the Synergy SIS version 10.5 and higher can support the ParentVUE and StudentVUE Mobile apps.
- This table shows the minimum requirements for the mobile apps

App	iPhone iPod Touch	iPad	Android Phone	Android Tablet 7-in or larger
ParentVUE	iOS 9.0 App 5.1	iOS 9.0 App 5.0	Android 2.3.3 App 4.5.1	Android 2.3.3 App 4.5.1
StudentVUE	iOS 9.0 App 5.1	iOS 9.0 App 4.7	Android 2.3.3 App 4.5.3	Android 2.3.3 App 4.5.3

- Your device must be able to access the internet through a wireless or data connection.
- The ParentVUE Mobile app uses the same user login as the web-based ParentVUE portal. Please contact your School District's Administration office to verify Synergy version and ParentVUE login information.

Device Setup

1. Download and install the free app.

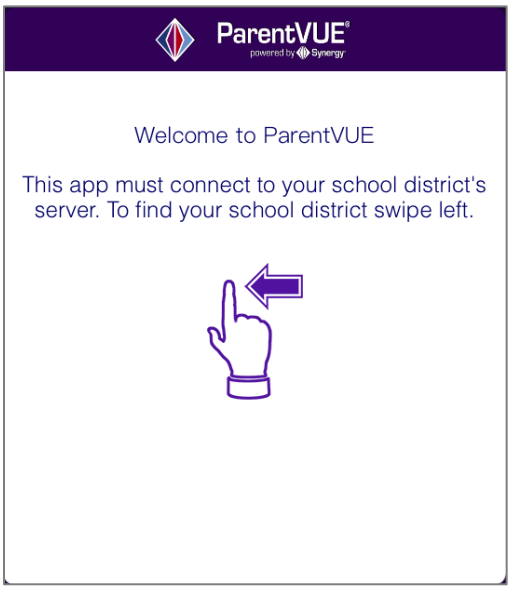
ParentVUE

- Android
- iPhone/iPad

StudentVUE

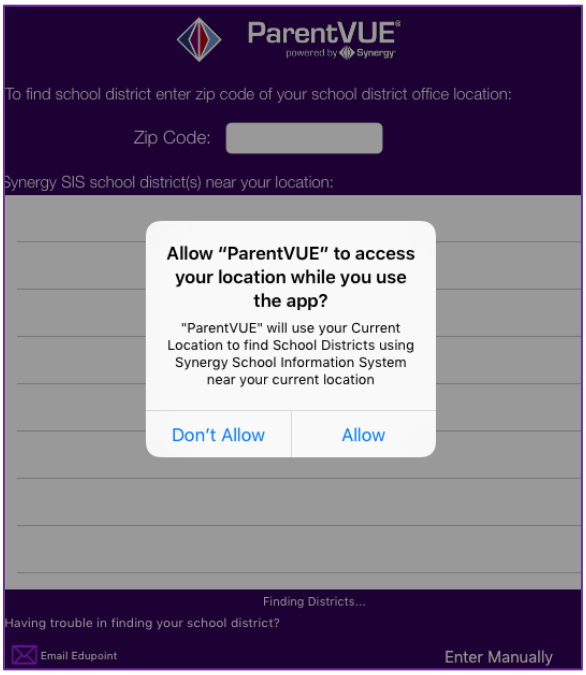
- Android
- iPhone/iPad

2. Start the Mobile app.



ParentVUE Mobile Welcome Screen

3. Swipe left. A message displays if you enabled location services on your device.



ParentVUE Location Permission Message

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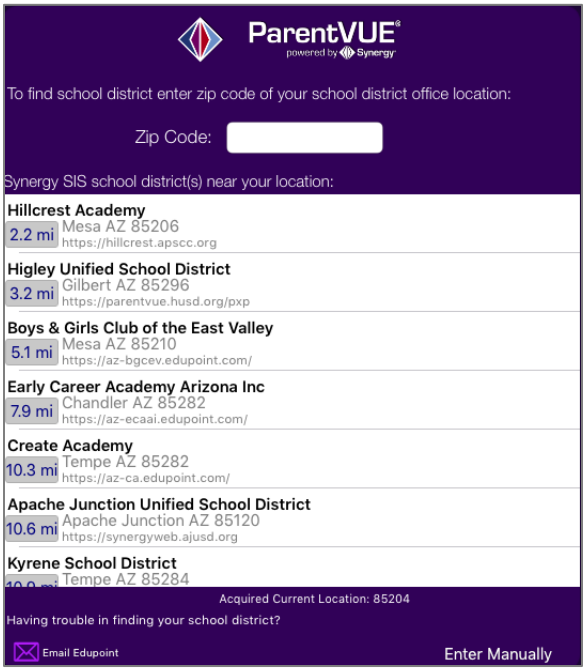
4. Select an option:

   - **Allow** – The Mobile app uses your location to provide a list of school districts near you. Tap the name of your school district.

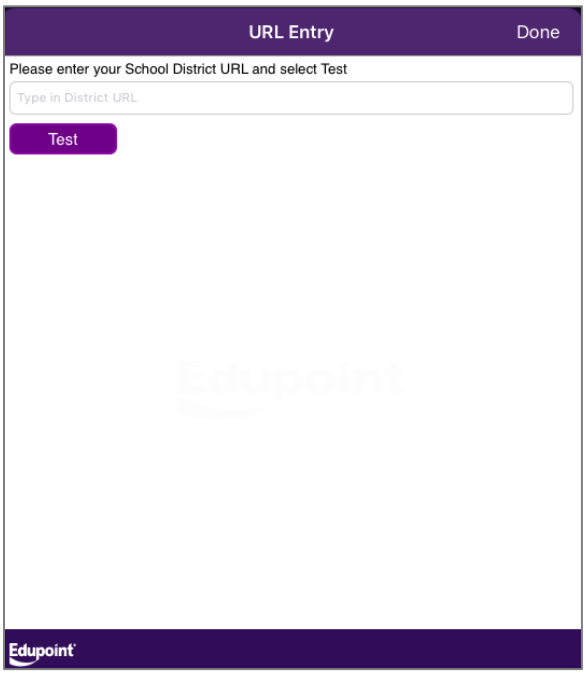


ParentVUE Select School District Screen

   - **Don't Allow**: There are two options:

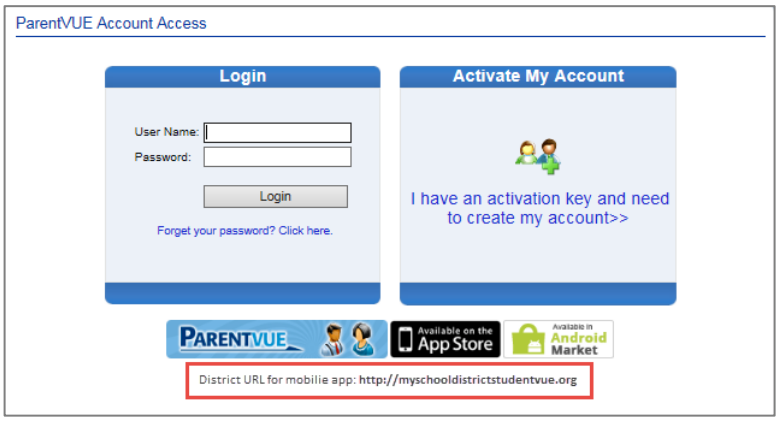
     - Use **ZIP Code** to find your school district. The Mobile app provides a list of school districts near that ZIP Code. Tap the name of your school district.

- Tap **Enter Manually** in the bottom corner of the screen.
  a. Enter the school district URL in the space provided and tap **Test**. The school district name displays.
  b. Tap **Done**. The Settings screen saves and displays previously entered district URLs.



ParentVUE Manual URL Entry Screen

Find your school district URL on the Account Access page of the ParentVUE/StudentVUE web portal.



ParentVUE Mobile App Account Access Screen

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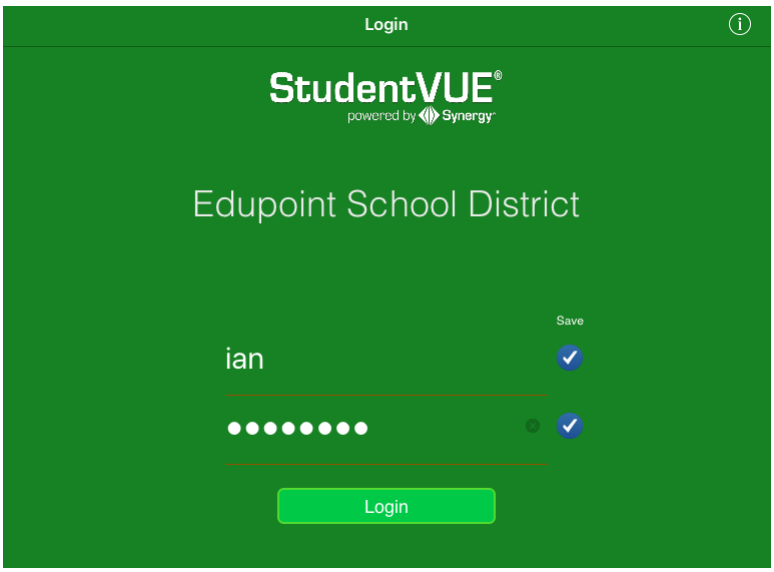
Log In

The Mobile app uses the same user login as the web-based ParentVUE and StudentVUE.

> If you need help, please contact your School District's Administration office for access URL and login information.

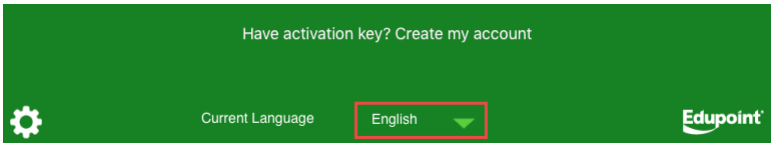
1. Log in or activate your account.
   - If you already have an account, enter your **User Name** and **Password**.

> - You have the option to save your User Name and Password. You may modify this option whenever you log in.
> - If you save your User Name and Password, you may log into multiple districts at the same time.



StudentVUE Login Screen

   - If you provided an activation key, see Account Activation.
2. Select the **Current Language**.



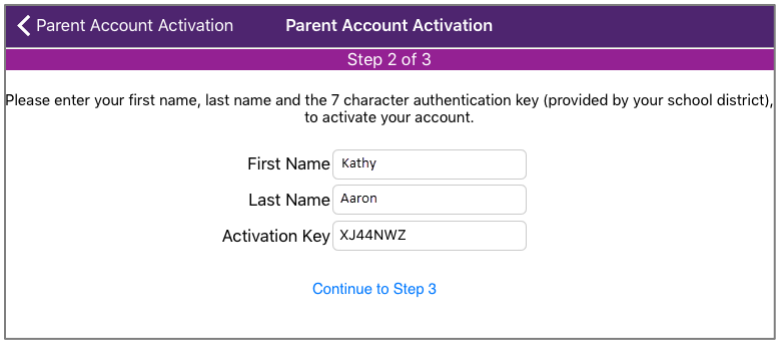
StudentVUE Login Screen

> You can modify this option later.

3. Tap **Login.**

Account Activation

1. Tap **Yes**.
2. Enter you **First Name**, **Last Name**, and the **Activation Key** provided to you.

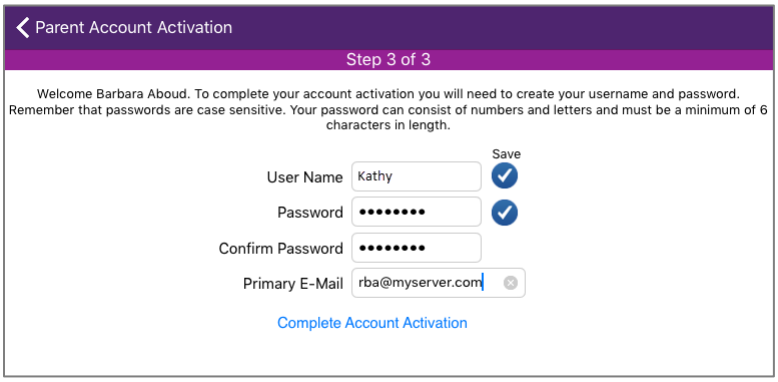


Parent Account Activation Screen

3. Tap **Continue to Step 3**.
4. Enter a **User Name** and **Password**.

> Tap **Save** to save your User Name and/or Password.

5. Enter the password again to **Confirm Password**.
6. Enter a **Primary E-Mail** address.
7. Tap **Complete Account Activation**.



Parent Account Activation Screen

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Viewing Information

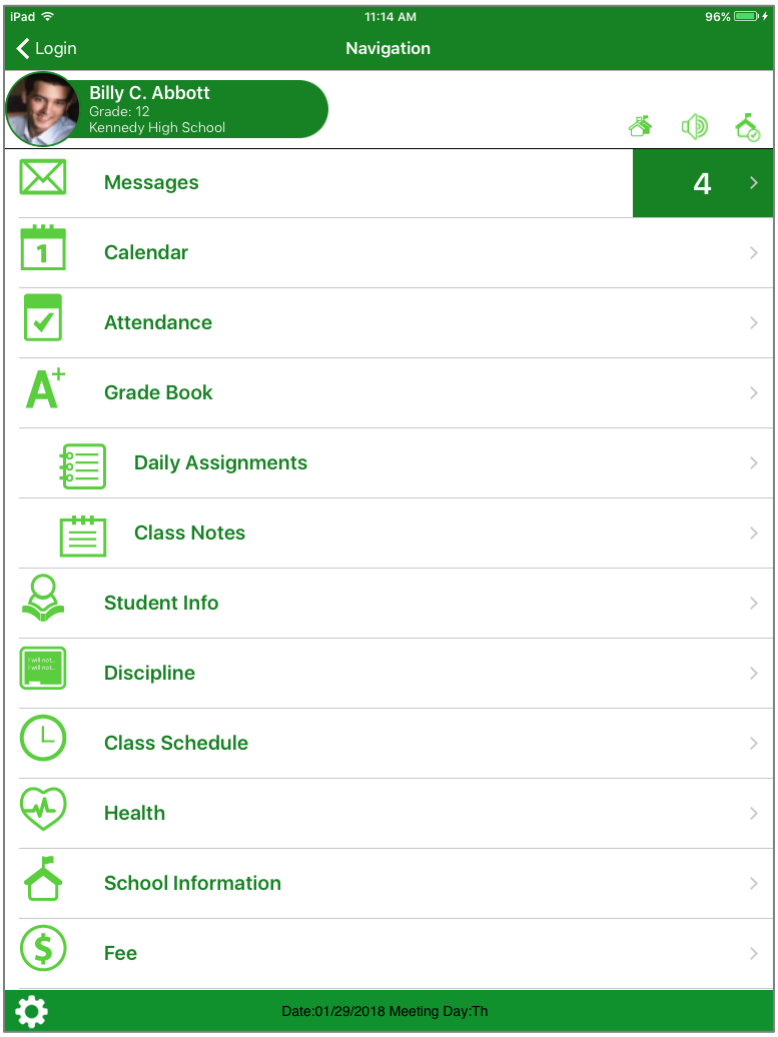
The Mobile app does not have some of the functions that the web-based ParentVUE and StudentVUE applications have, such as class websites, course history, course requests, and digital locker.

The Navigation screen in the Mobile app operates much the same as the Navigation bar in the web-based ParentVUE and StudentVUE applications.

After logging in, StudentVUE displays Navigation and ParentVUE displays the Student List.

Navigation

- To view any of the screens, tap anywhere inside the bar. The screen opens in a new window.



StudentVUE Navigation Screen

- Tap to see grading period dates, conference events, discipline events, school events, attendance notes, nurse log notes, and local notifications set up by you.
- Tap to set additional preferences and notifications.
- indicates the student's name is not recorded.
- indicates the student's name is recorded. See Recording a Student's Name.

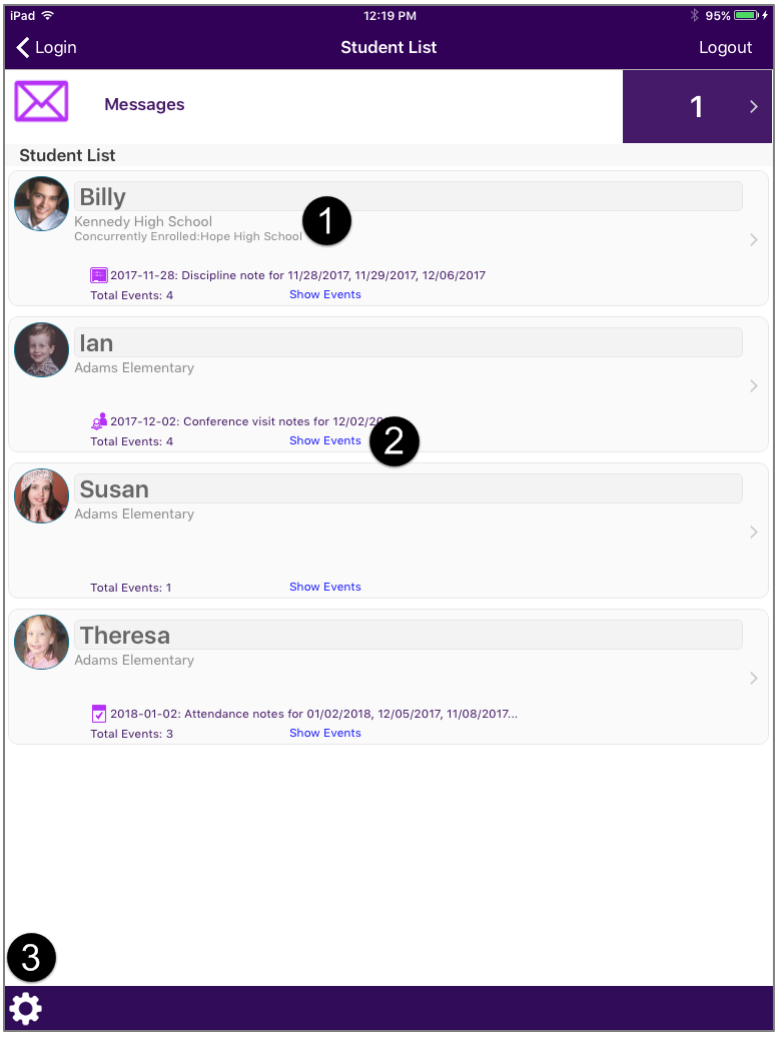
- 4 › indicates the number of messages available.
- indicates the student is enrolled in concurrent schools. Tap to view the concurrent school name.

Student List

In ParentVUE, the Student List screen lists all children attending this district.

- Tap the child's name to view his or her information.

> If your district has Name Pronunciation enabled, the first time you select a child, a screen opens for your to record your child's name. See Recording a Student's Name.



ParentVUE Student List Screen

- If your student is enrolled at more than one school, the concurrent school is listed. ❶
- Tap **Show Events** to view District and School Events. ❷
- Tap to set additional preferences and notifications. ❸

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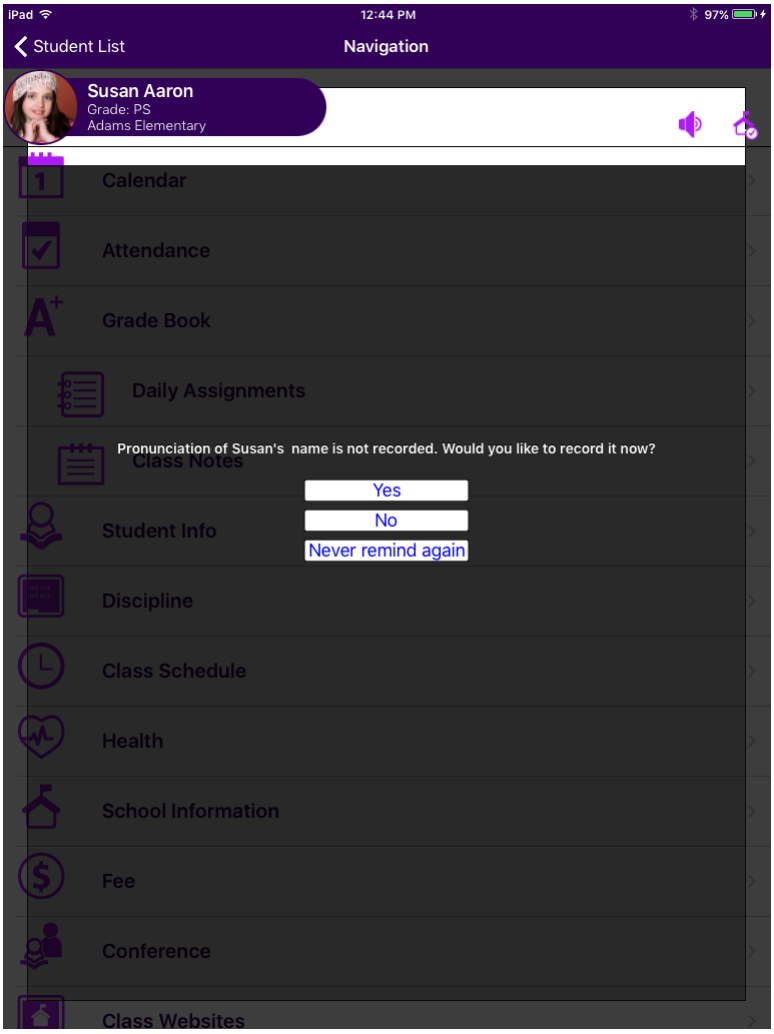
Recording a Student's Name

1. Make a selection:

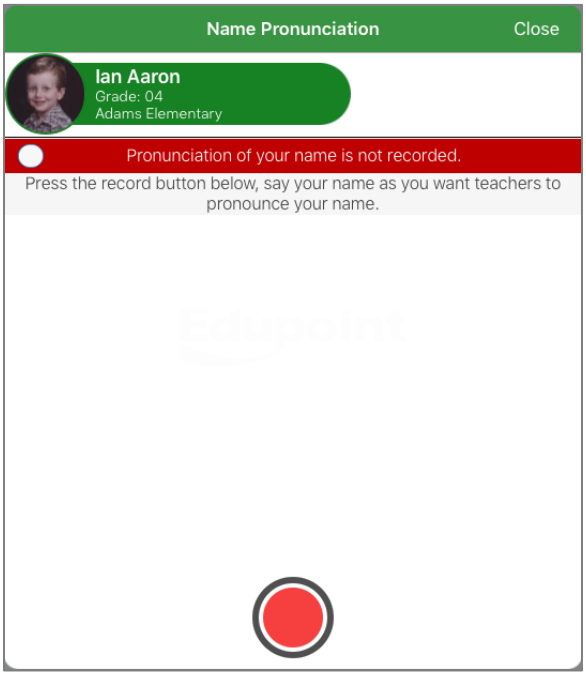
   If the student's name is not recorded, the following screen displays when you select your child or the student logs into StudentVUE:



ParentVUE Student Name Not Recorded

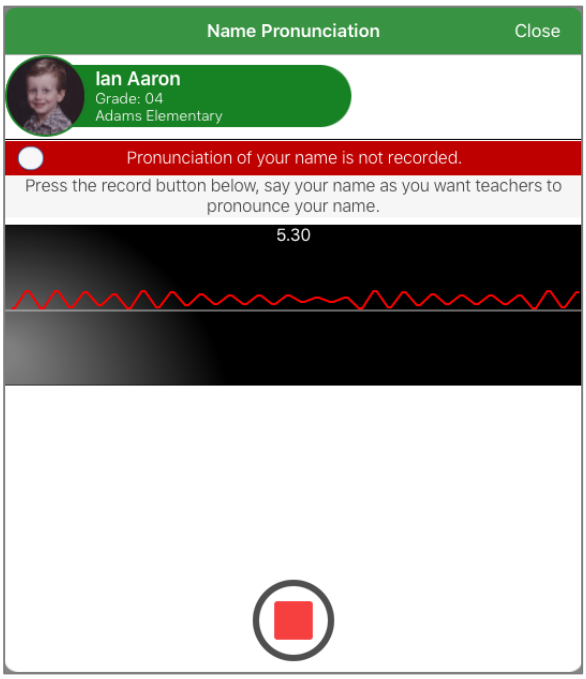
- Tap **Yes** to record the student's name and go to next step.
- Tap **No** to record the student's name later
- Tap **Never remind again** to not record the student's name.

2. Tap .



Name Pronunciation Screen

3. Record the name and tap .



Name Pronunciation Screen

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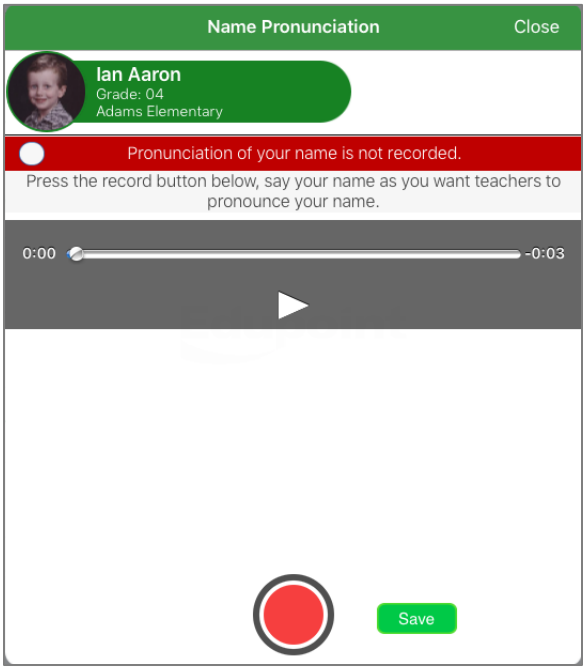
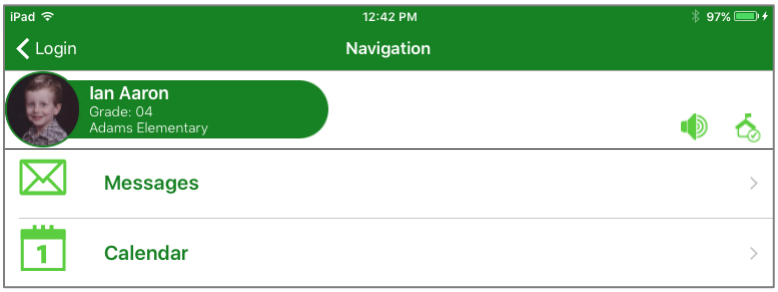
4. Tap to hear the recording.



Name Pronunciation Screen

5. Tap **Save**.

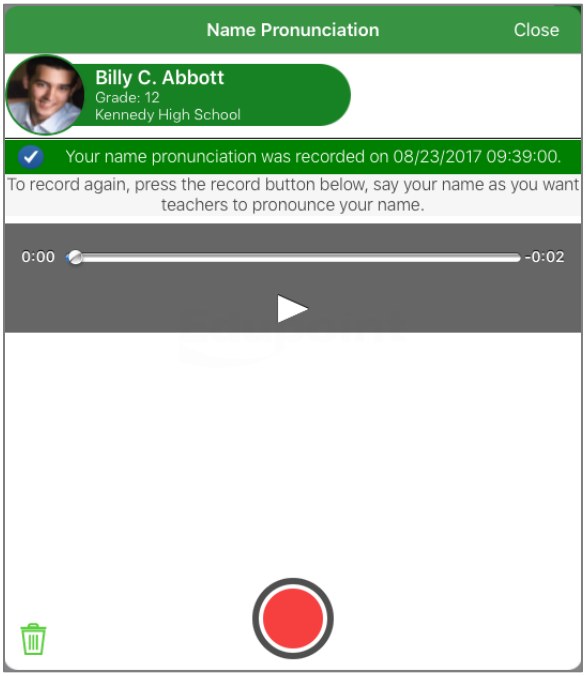
6. Tap **OK** to the confirmation message. displays in the header.



Navigation Screen

Deleting a Recording

1. In the header of the Navigation screen, tap .



Name Pronunciation Screen

2. Tap .
3. Tap **Yes** in the confirmation dialog.

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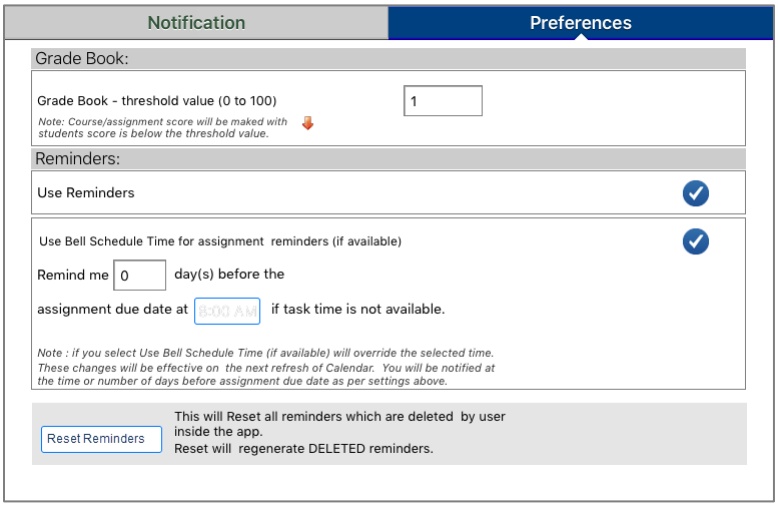
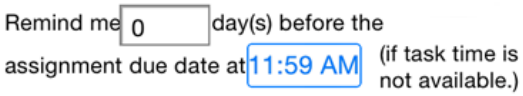
Preferences

The Preferences screen displays when is tapped on the Navigation screen in StudentVUE or in the Student List screen in ParentVUE.



StudentVUE Preferences Screen

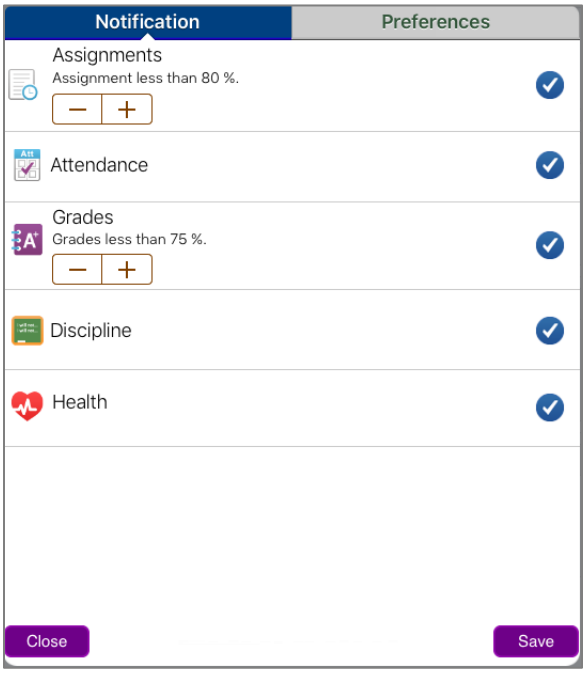
- **Grade Book - threshold value** – Sets the score value that triggers a low mark indicator . For example if the number 10 is entered, than any score 9 or less triggers the marker.
- Reminders – Set assignment notifications to add the task into Calendar as reminder.
  - **Use Reminders** – Sets a specific reminder time using:



  - **Use Bell Schedule Time** – Must be available at the school. Overrides the time set using number of days and time fields.
- Click Reset Reminders to view the reminders that were deleted in the web-based StudentVUE application.

Notifications

The Notifications screen displays when is tapped on the Navigation screen in StudentVUE or in the Student List screen in ParentVUE.



ParentVUE Notifications

- Use to set the thresholds for Assignments and Grades. When the threshold is reached, a notification is sent to your device.

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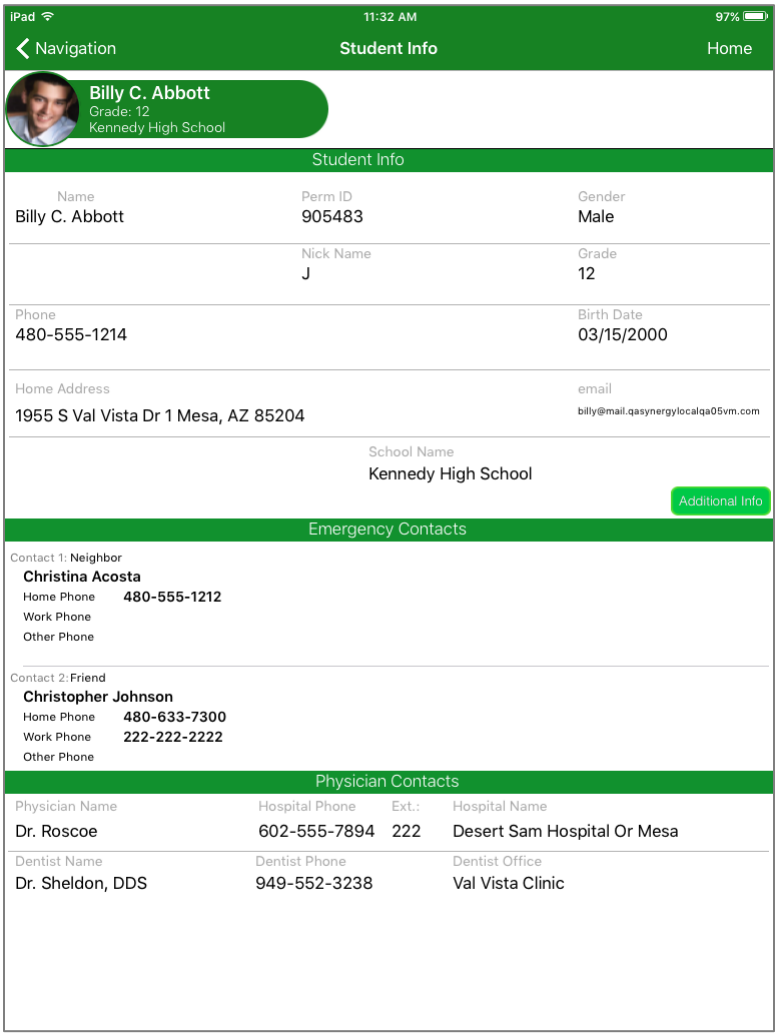
Student Information

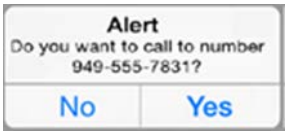
Student Info

The Student Info screen displays the student's demographic information, emergency contact, and physician information.



StudentVUE Student Info Screen

- On smart phones, tap **Emergency** to view the Emergency contact information.
- Tap to send an email to the student or homeroom teacher.
- On smartphones, tap to call the primary phone number associated with the account, hospital or dentist. A prompt displays before phones places the call.

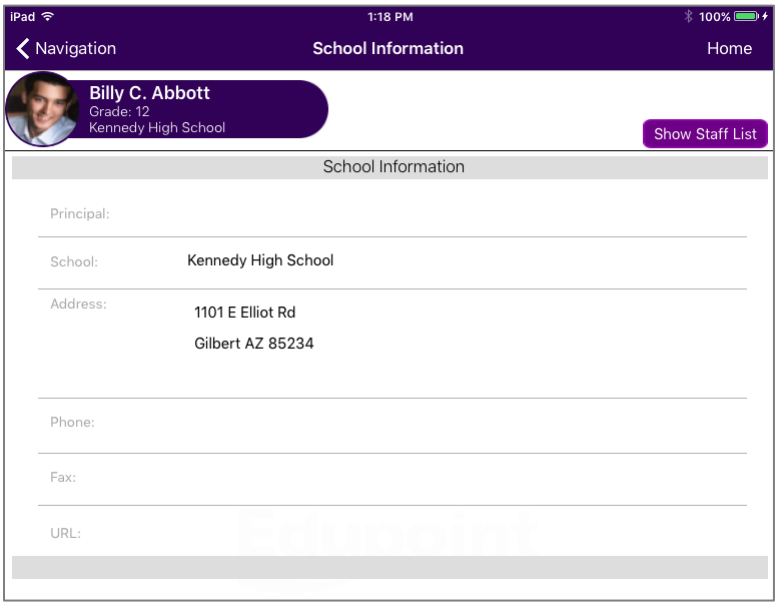


StudentVUE Alert Message

School Information

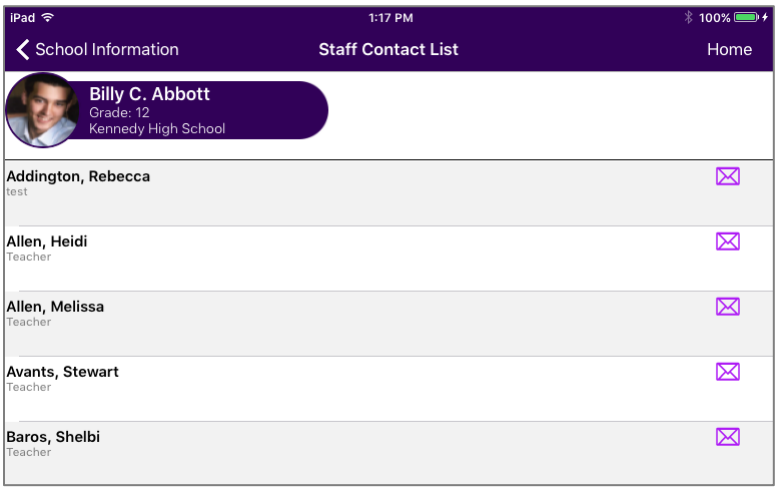
In ParentVUE, the School Information screen lists the details about your child's school including a school directory.

- Tap **Show Staff List** to open the Staff Contact List screen.



Mobile App School Information

- Tap ✉ to email a staff member.



ParentVUE Staff Contact List Screens

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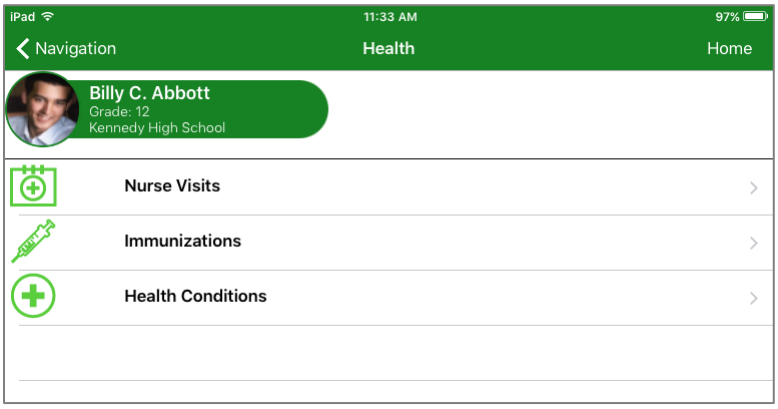
Health

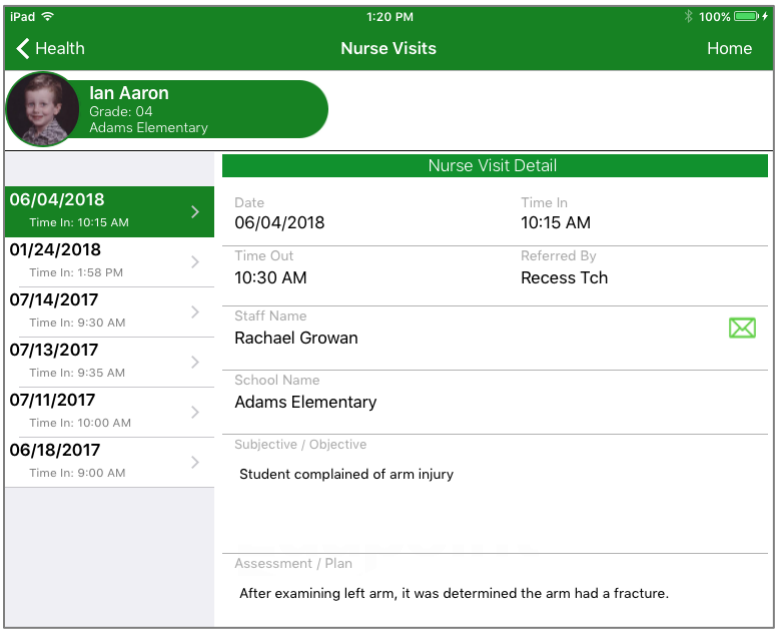
The Health screen lists visits to the school nurse, health conditions and immunization records.



StudentVUE Health Screen

Nurse Visits

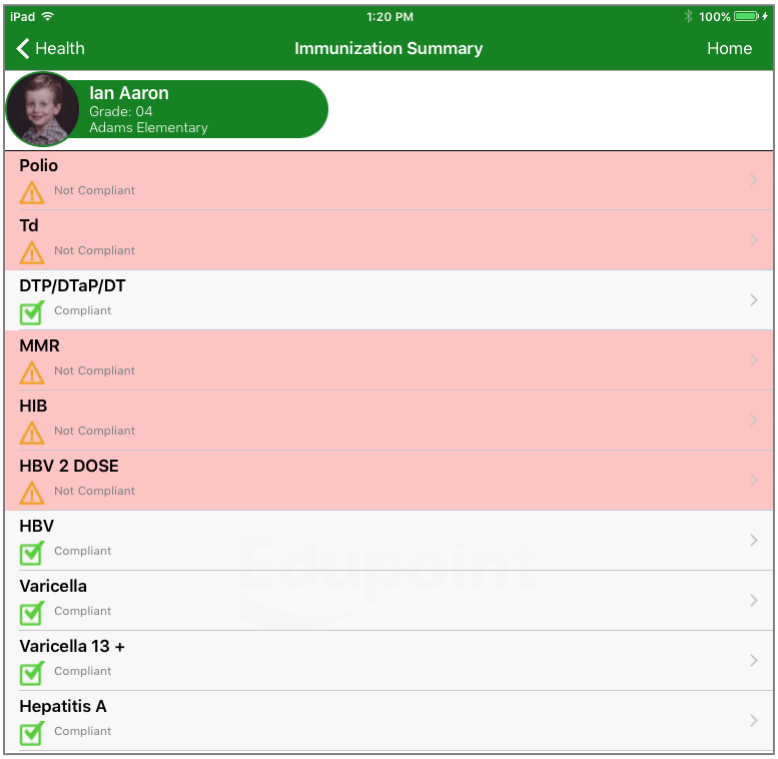
- Tap **Nurse Visits** to see a list of visits.
- Tap on any visit to see the details.



StudentVUE Nurse Visit Screens

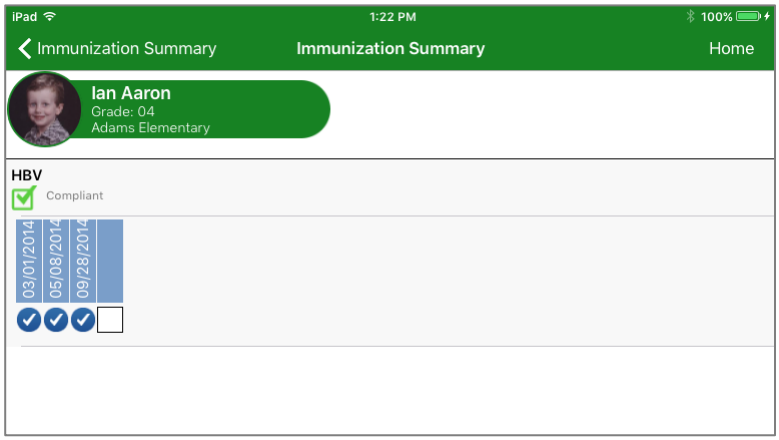
Immunizations

- Tap **Immunizations** to see the immunization record.



StudentVUE Immunization Screen

- Tap a specific immunization to see details



StudentVUE Immunization Details Screens

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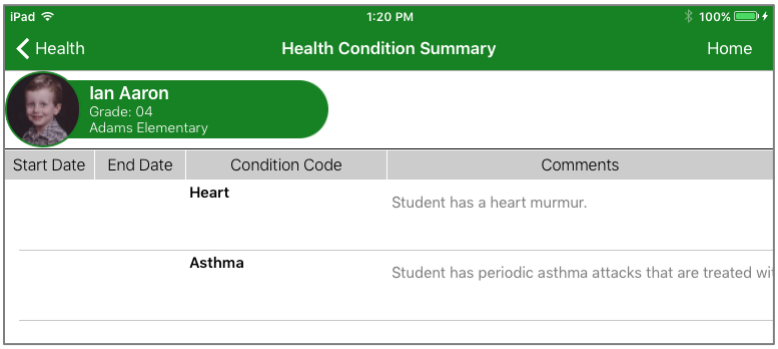
Health Conditions

- Tap **Health Conditions** to see details of the health conditions on record.

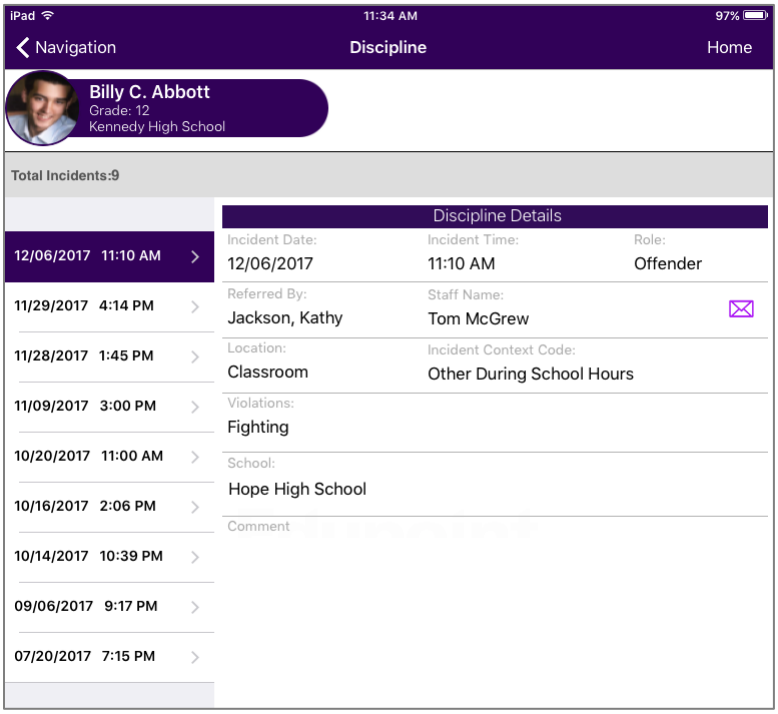


StudentVUE Health Conditions Screens

Discipline

The Discipline screen displays a list of all discipline incidents.

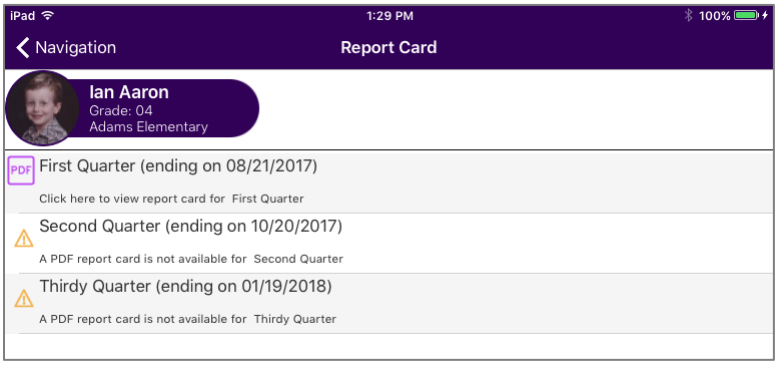
- Tap a record to see the details of any one incident.



ParentVUE Discipline Screens

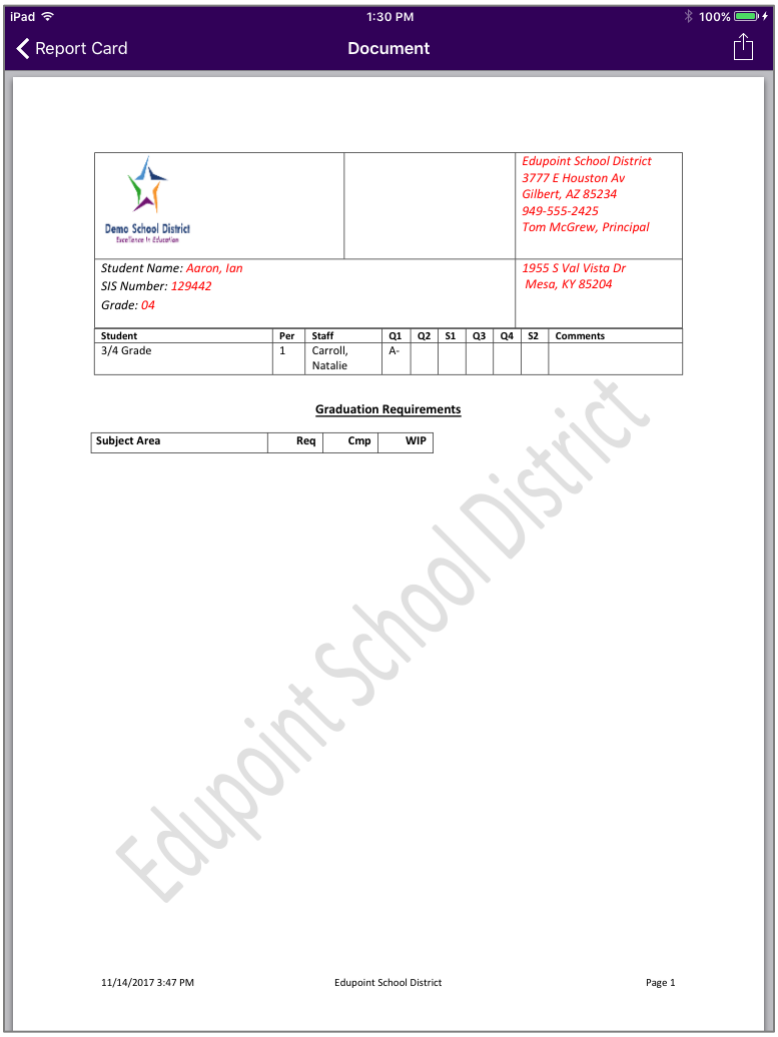
Report Card

The Report Card screen shows grades for each term and for progressive periods between the quarters.



ParentVUE Report Card Screen

- Tap PDF to view a report card or progress report.



ParentVUE Report Card Screen

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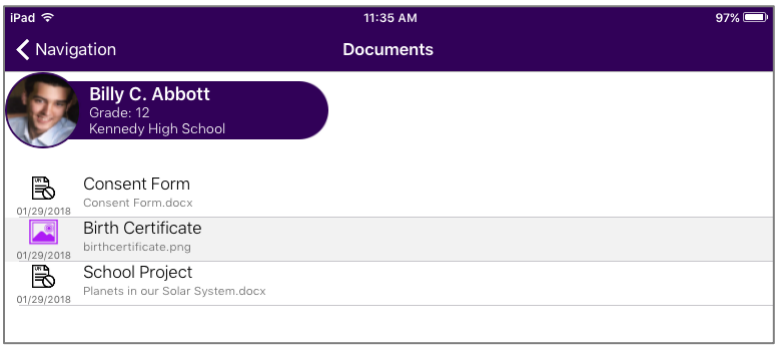
Documents

The Documents screen displays all documents attached for the student.



ParentVUE Documents Screen

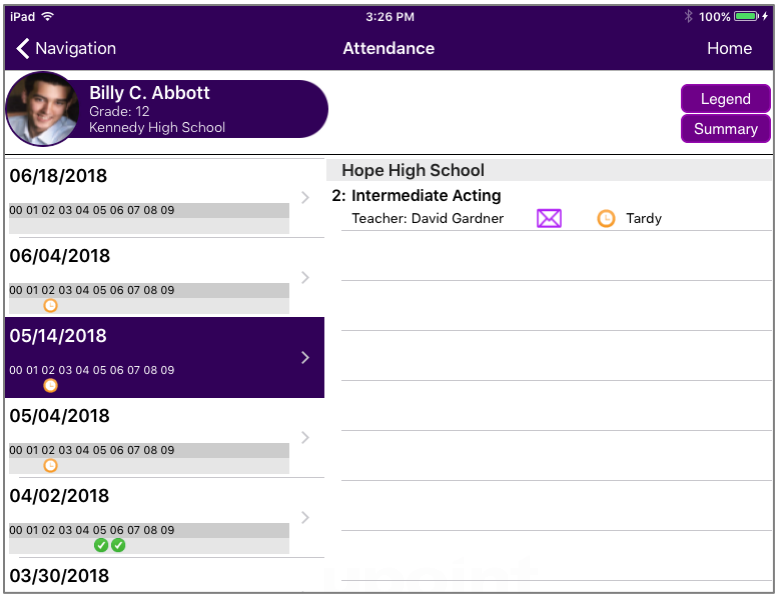
- Tap a document to view it.

Classroom Information

Attendance

The Attendance screen displays all the days the student was marked absent or tardy and the date for the entry.

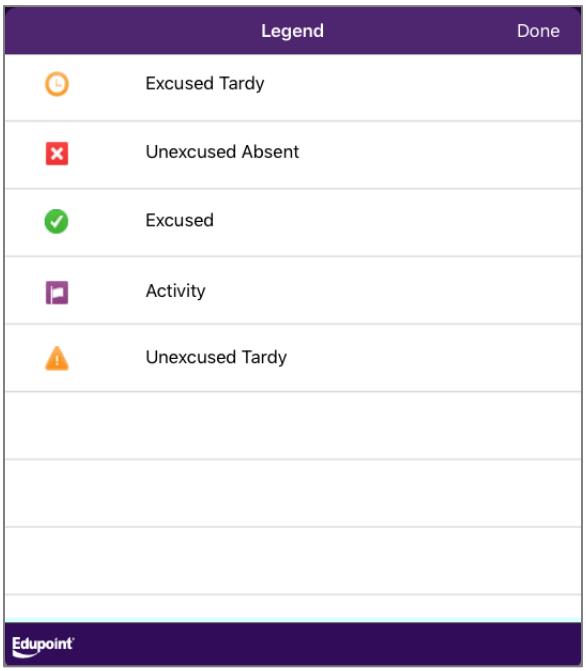
> If your student is enrolled in concurrent schools, both schools attendance displays.



ParentVUE Attendance Screen

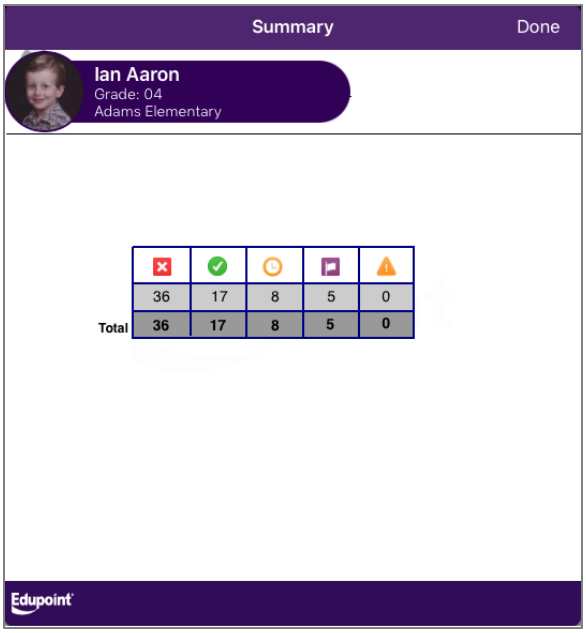
- Tap a day to view more detail.
- Tap to email the instructor.

- Tap **Legend** to view the Legend screen that provides and explanation for the icons used in the Attendance screens.



ParentVUE Legend Screen

- Tap **Summary** to view the Summary screen that displays totals by period at the bottom of the list and the reason for the entry.



ParentVUE Summary Screen

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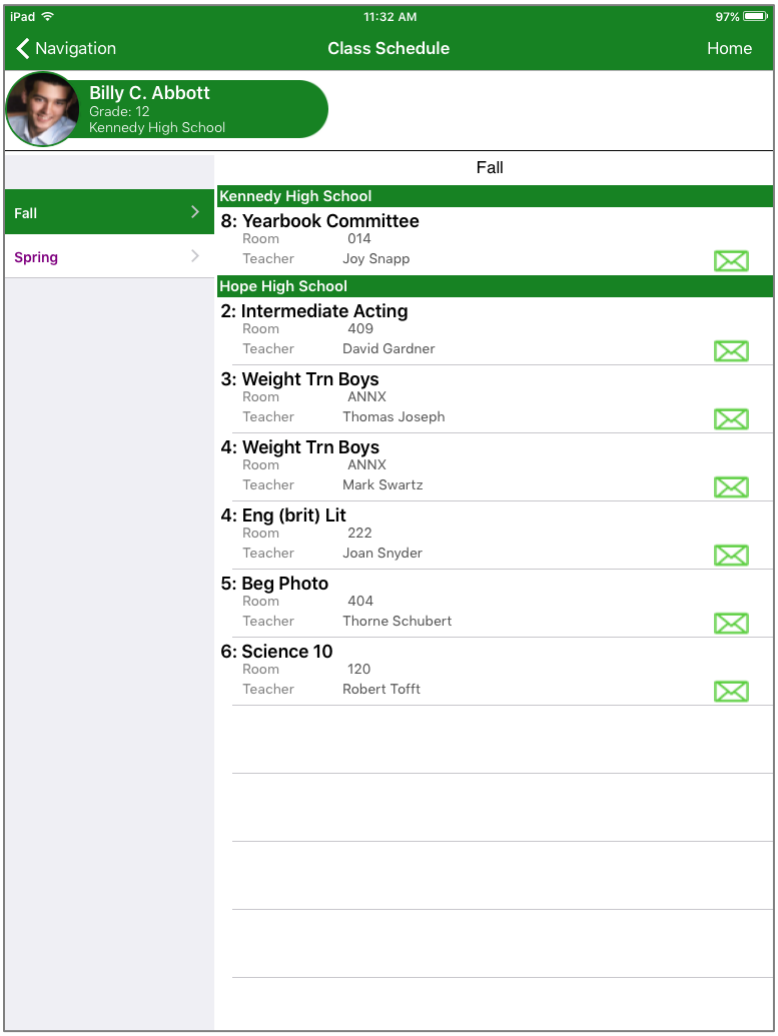
Class Schedule

The Class Schedule screen lists the period, course title, room name, and the teacher for each class. All schools that the student is enrolled in display.

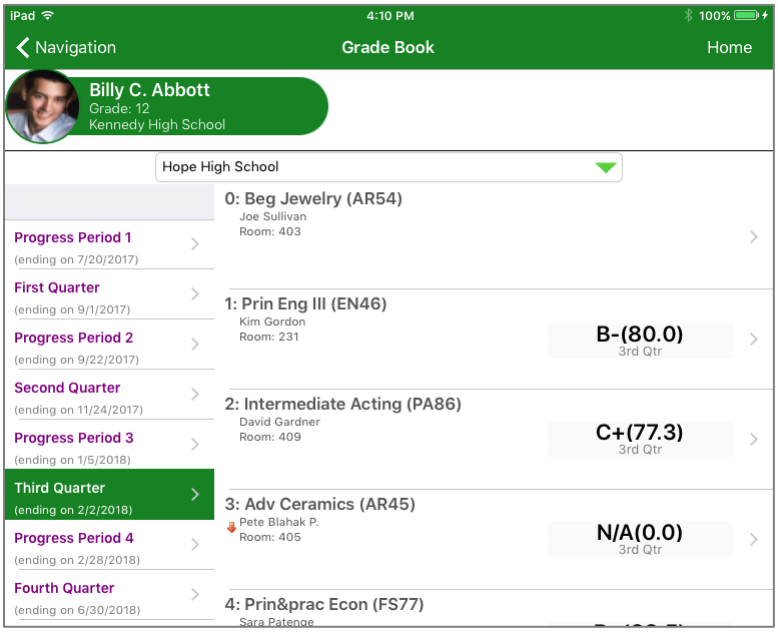
- Tap to send an email to the teacher.



StudentVUE Class Schedule Screen

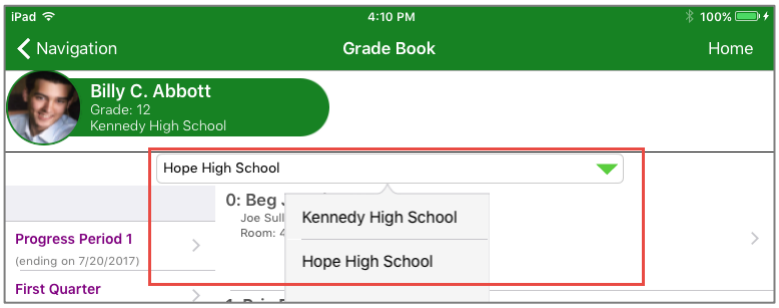
Grade Book

If your district uses Grade Book, the Grade Book screen keeps track of the student's grades, assignments, and test scores that were posted.



StudentVUE Grade Book Screen

Students enrolled in concurrent schools have a drop down to select which school's Grade Book to view.



StudentVUE Grade Book Screen

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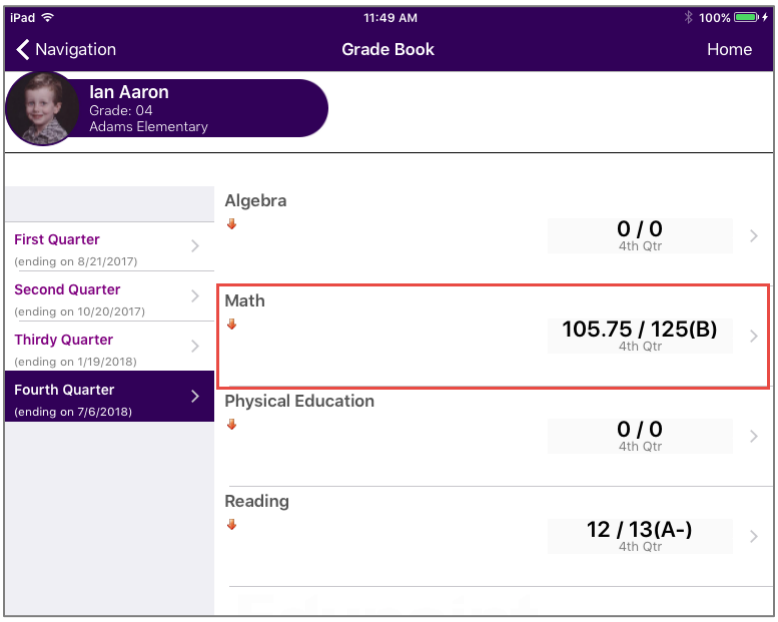
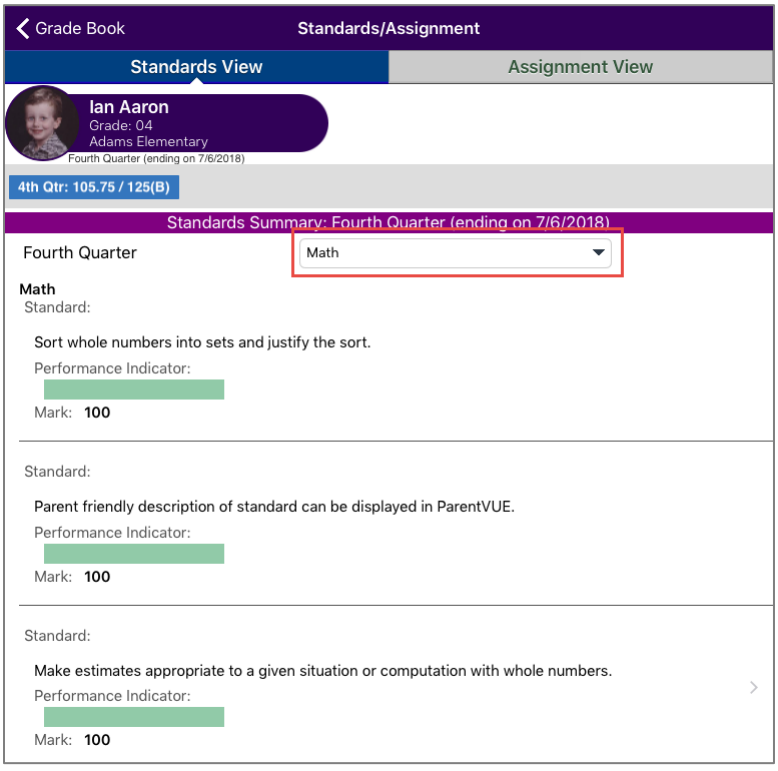
Viewing Grades for a Class

1. Tap a class.



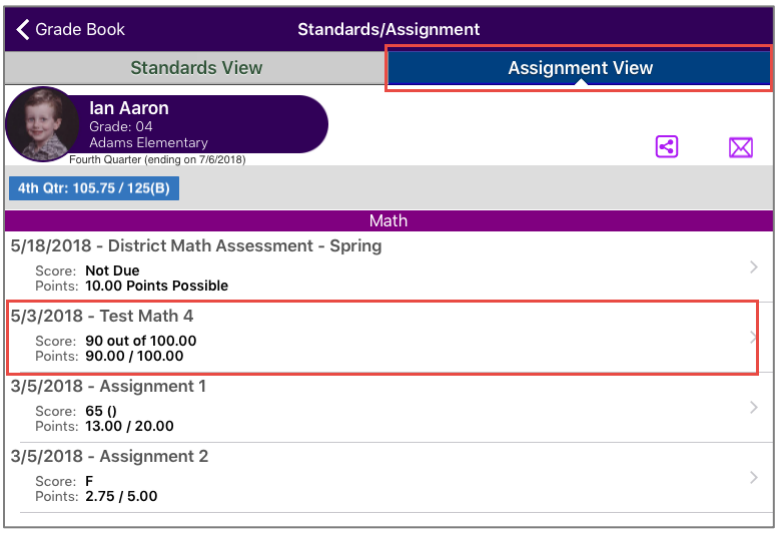
ParentVUE Grade Book

2. Tap **Standards View** to view the standards for the class.
   - Use the drop-down to select another standard.



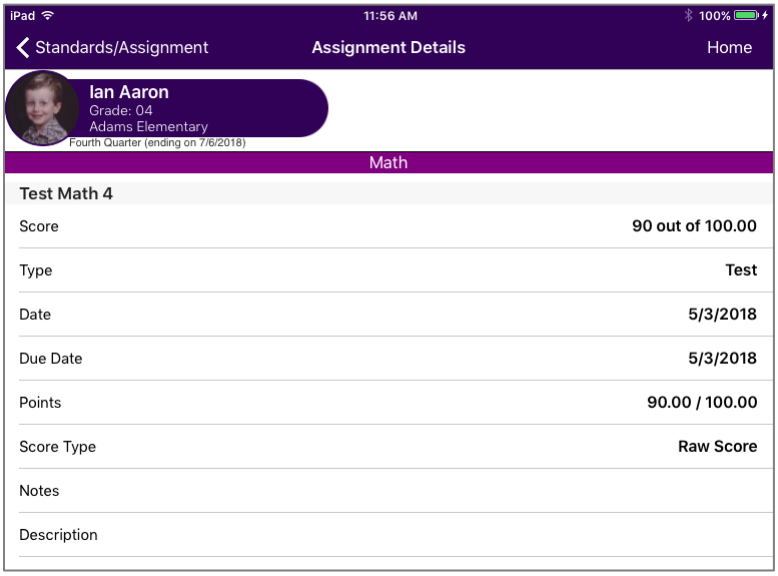
Standards/Assignments Screen, Standards View

3. Tap **Assignment View** to view the assignments for the class.



Standards/Assignments Screen, Assignment View

- Tap an assignment to view the assignment details.



Assignment Details Screen

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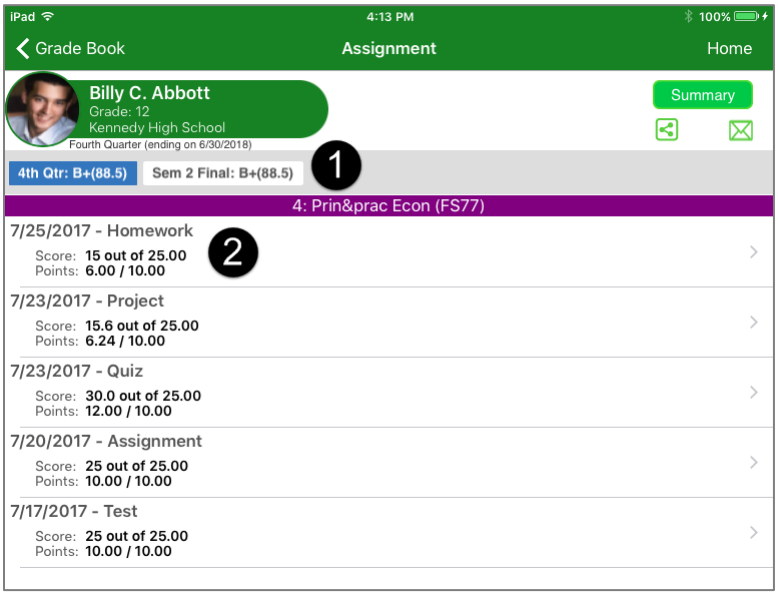
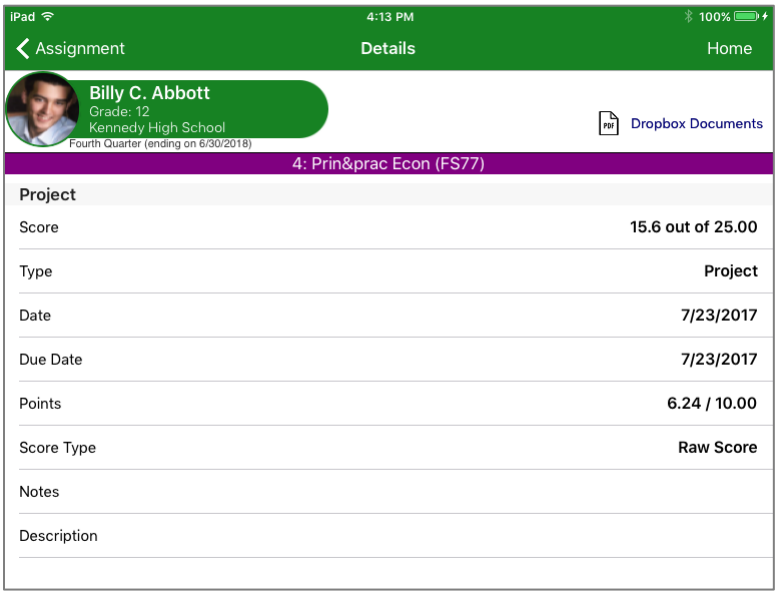
Viewing Assignments

- Tap the term to view a list of assignments and tests for that class. ❶
- Tap any assignment record to see the details. ❷



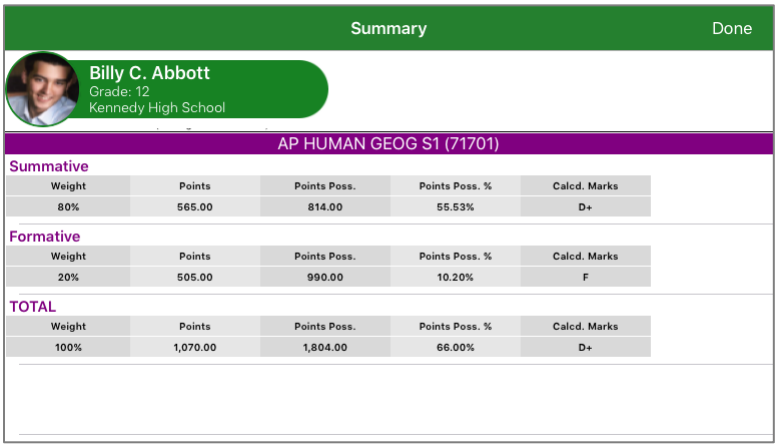
StudentVUE Grade Book, Assignment Screen



StudentVUE Grade Book, Assignment Details Screen

- Tap Dropbox Documents to view documents in the student drop box.
- Tap and select from a post option.
- Tap to email the instructor.

- Tap **Summary** to see the posted grades for the assignment.

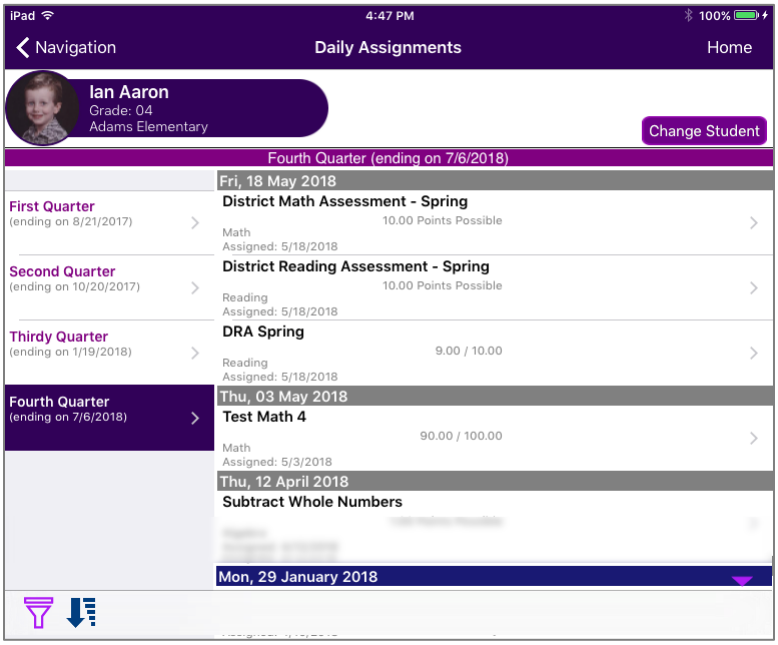


Mobile App Grade Book, Summary Screen

Daily Assignments

Daily Assignments is another way to view assignments. This screen opens showing the current day highlighted for quick access.

- Tap and assignment to view more details.



ParentVUE Daily Assignments Screen

- In ParentVUE, tap **Change Student** to select another child.
- Tap to hide .
- Tap to quickly scroll to the end of the list.

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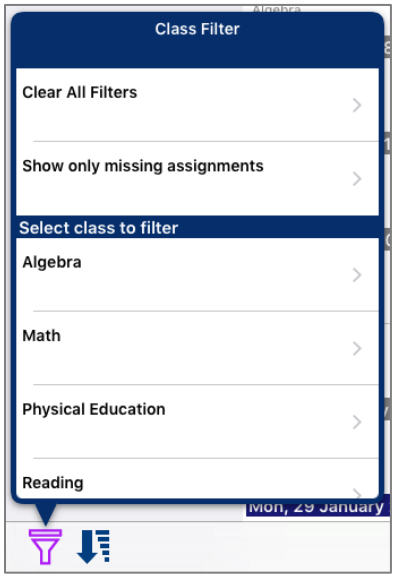
- Tap to select a filter to narrow the list of assignments to view. The options are to show only missing assignments or selecting one class to view.

> The filter can be reset by tapping **Clear All Filters**.



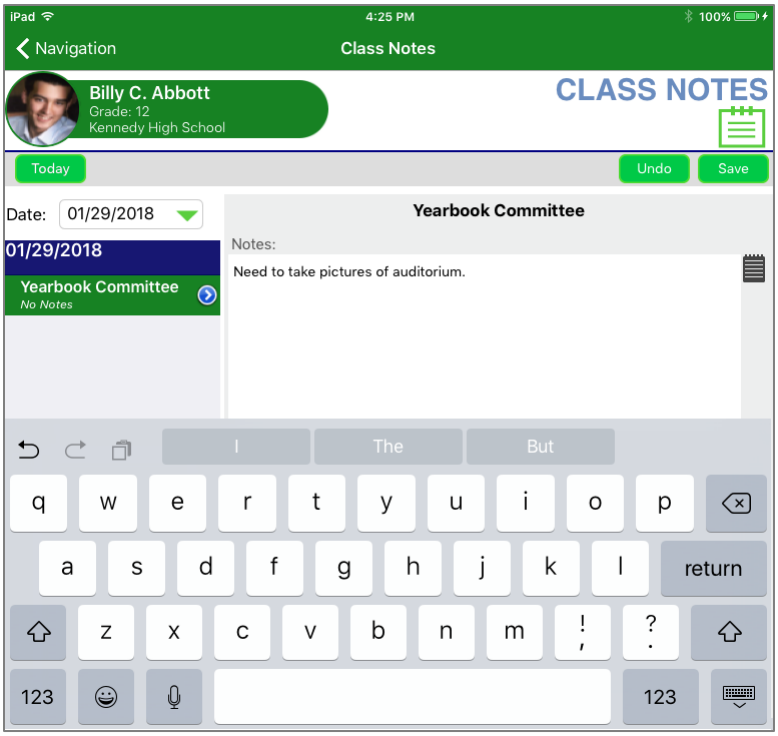
Class Filter Screens

Class Notes

Students can take class notes on their portable device in StudentVUE and store them.

Viewing Notes

- Tap the desired class to view the notes.



StudentVUE Class Notes Screen

- Select saved notes from a previous time or day, to view.
  - If the date desired is in view, tap the line.
  - If the date is not in view, tap **Date**, and select.

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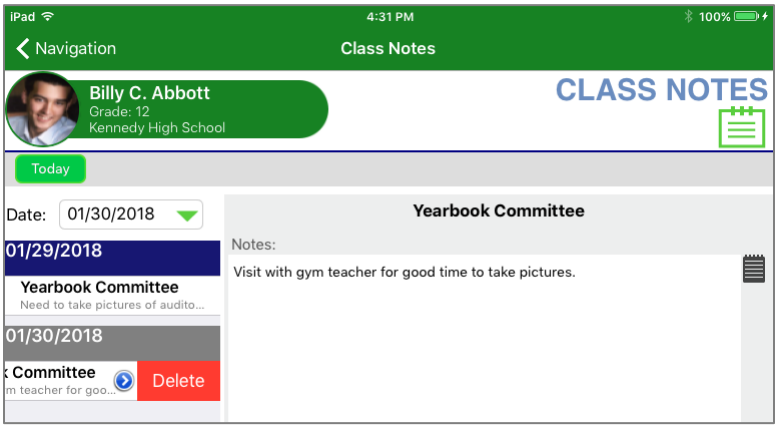
Taking Notes

In StudentVUE:

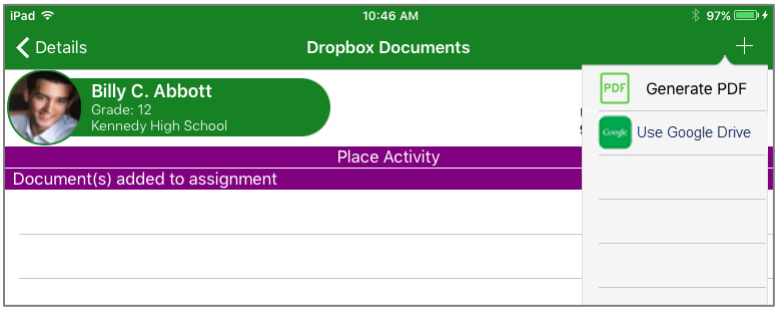
- To create or edit notes for a class, tap the desired class and tap inside the notes pane.
- To edit a note, tap and make changes.
- To delete any note, swipe left on the note and tap **Delete**.



StudentVUE Class Notes Screen

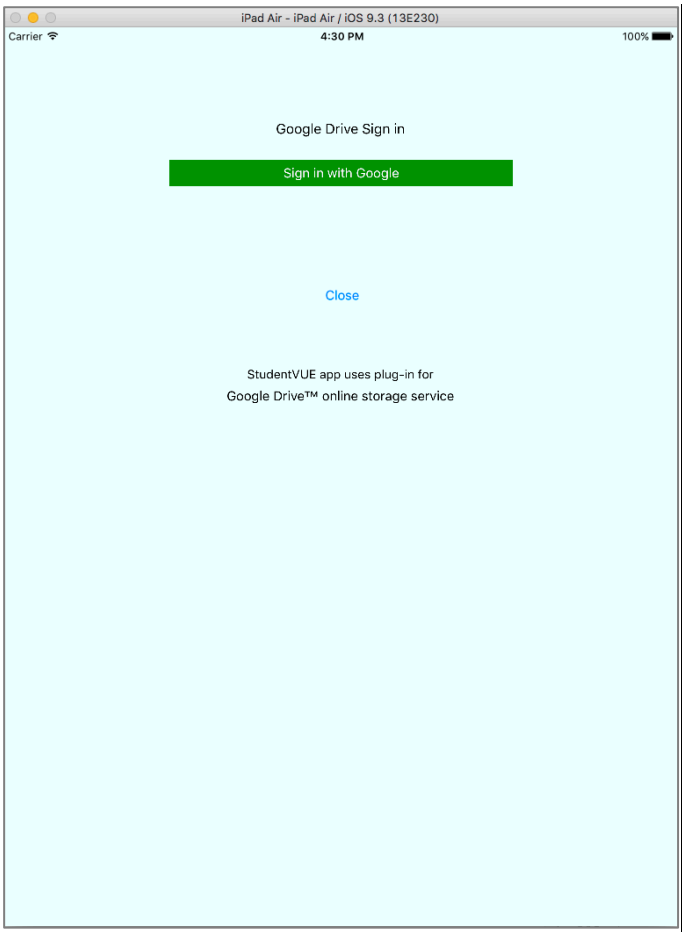
Adding Documents Using Dropbox

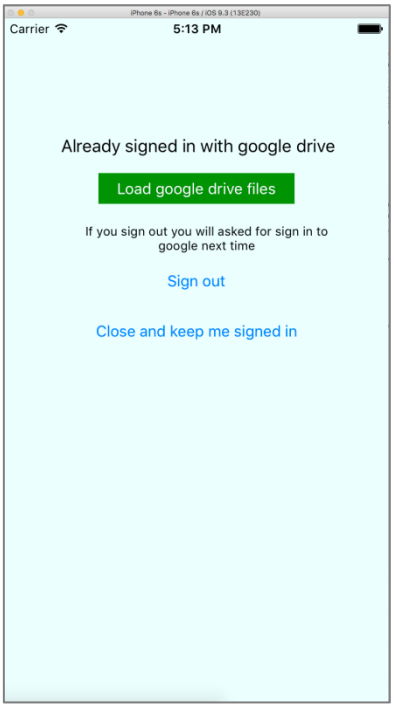
1. Tap **Grade Book**.
2. Tap the **Grading Period**.
3. Tap the **Class**.
4. Tap the **Assignment**.
5. Tap **Dropbox Documents**. The Dropbox Document screen displays.
6. Tap the plus symbol (top right corner).



StudentVUE Dropbox Documents

- To load a document from Google Drive:
    a. Tap **Use Google Drive**.
    b. Access Google Drive.
        - If not signed in, tap Sign in with Google and sign in.
        - If signed in, tap **Load Google Drive** files.





Google Sign In Screen

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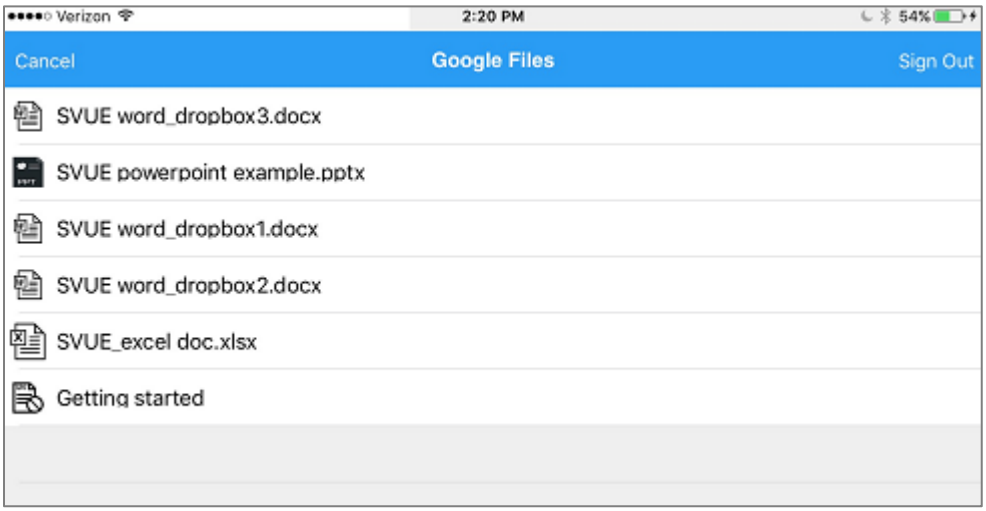
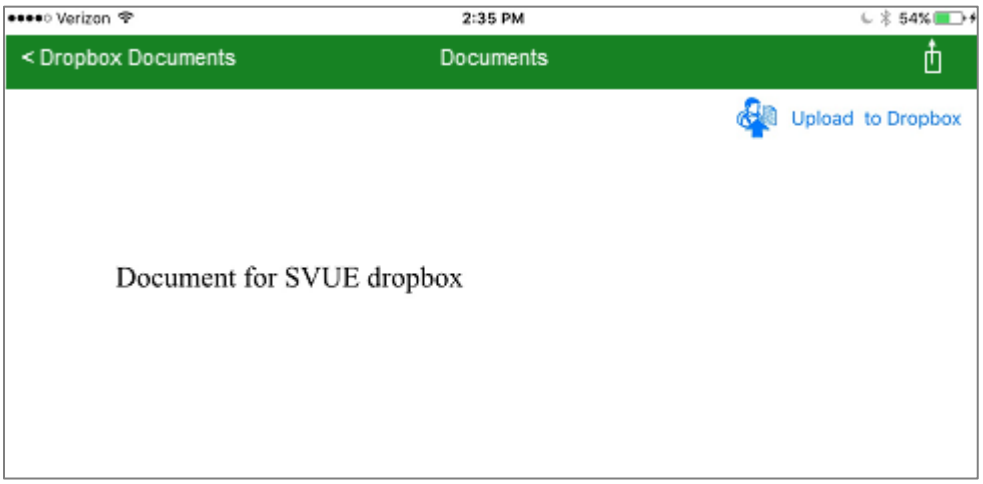
c. Select the file to upload.



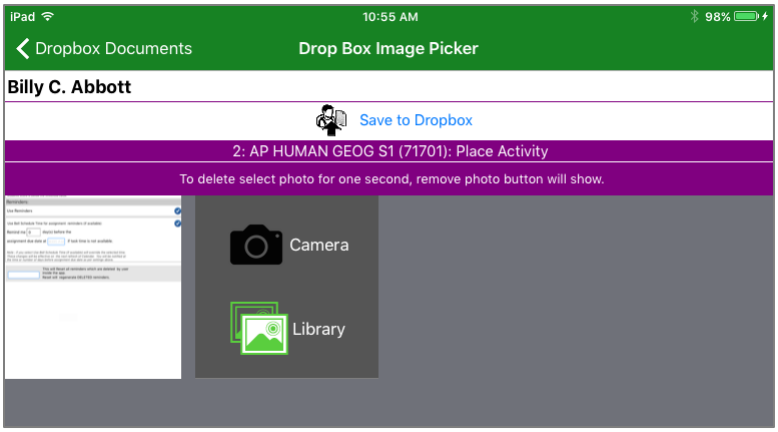
Google Files Screen

d. Tap **Upload to Dropbox**.



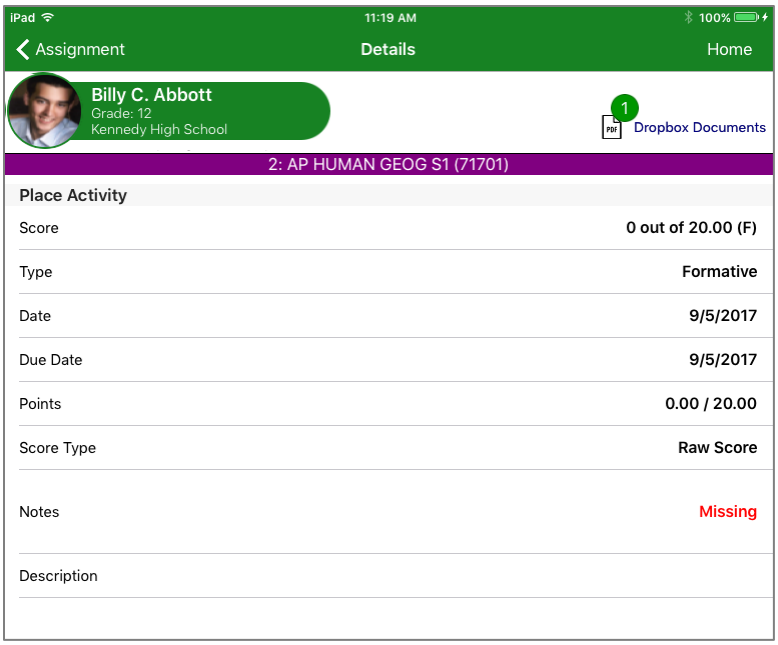
StudentVUE Document Screen

- To load a document/image from your device.
    a. Tap **Generate PDF**
    b. Tap **Camera** to take a picture of the document or **Library** to use an existing file.
    c. Tap **Save to Dropbox**.
    d. Enter a file name.
    e. Tap **Save**.



StudentVUE Drop Box Image Picker Screen

The Dropbox Documents icon on the Assignment Details screen shows the number of documents uploaded.



StudentVUE Assignment Details Screen

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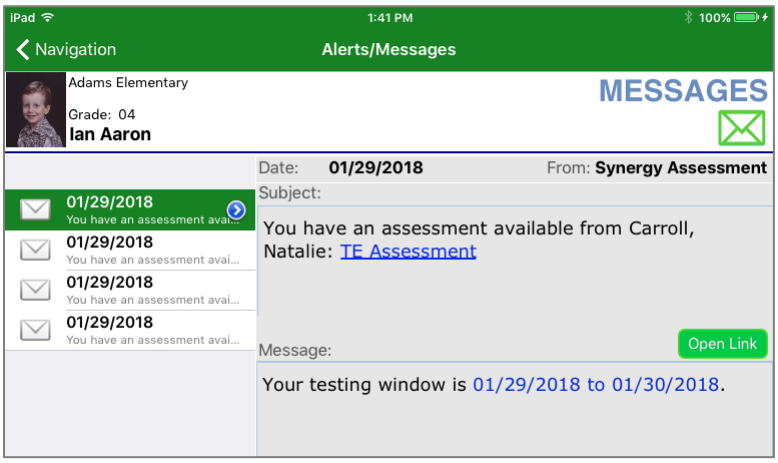
Assessments

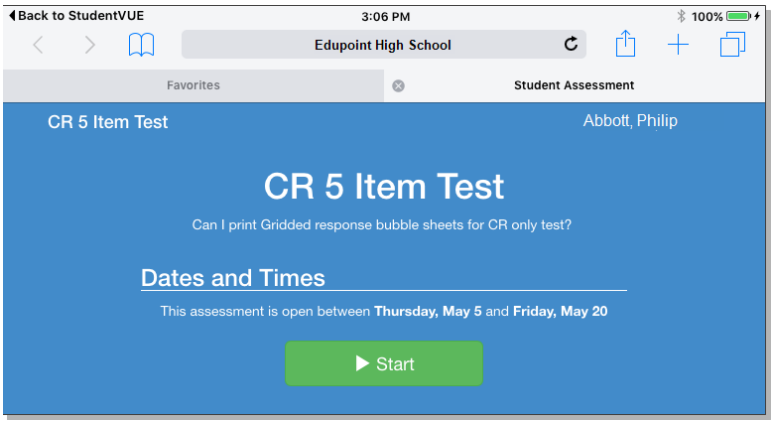
In StudentVUE, a student receives a message when an assessment is available.



StudentVUE Messages Screen

To access the assessment:

1. Tap the link or **Open Link** to open the Assessment. The assessment opens in a browser.



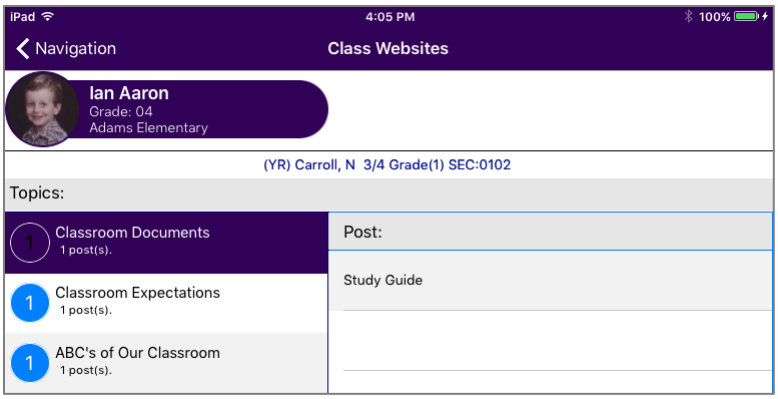
StudentVUE Assessment Screen

2. Tap **Start** to begin.

> See Assessments for more information.

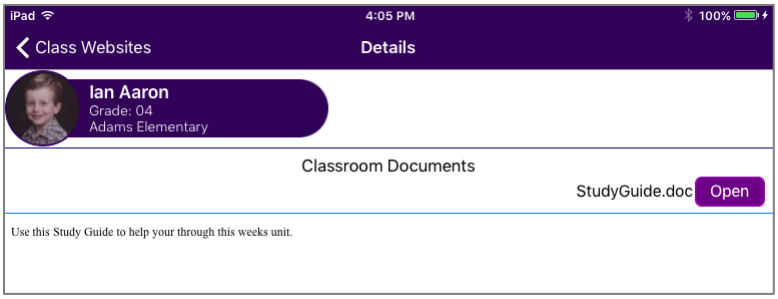
Class Websites

The Class Website screen displays teacher-created, class- specific postings, such as announcements, homework assignments, and class resources.



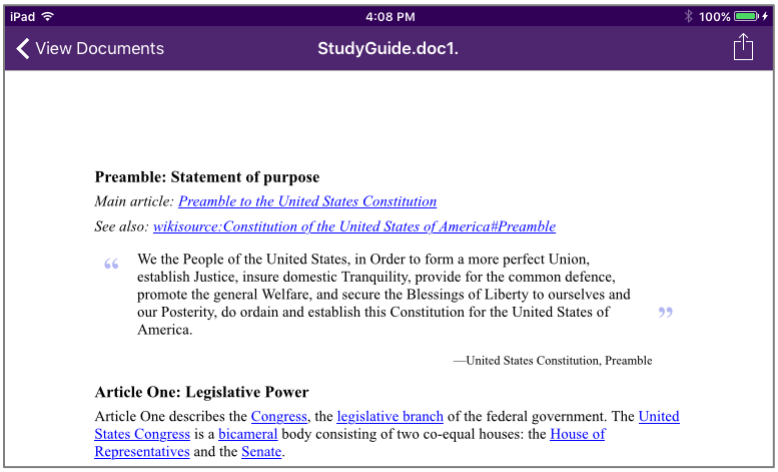
ParentVUE Class Websites Screen

1. Tap a topic.
2. Tap a post. The Details screen displays.



ParentVUE Class Websites Details Screen

3. Tap **Open** to view the document.



ParentVUE Class Document Screen

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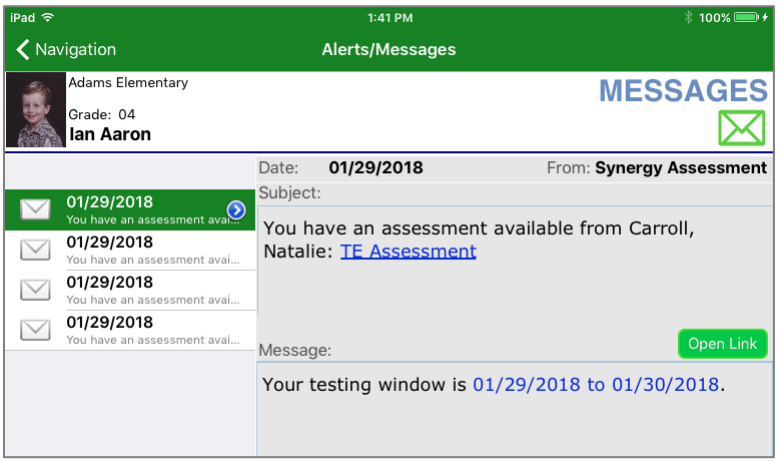
Communication

Messages

Messages display important district/classroom messages and emails.



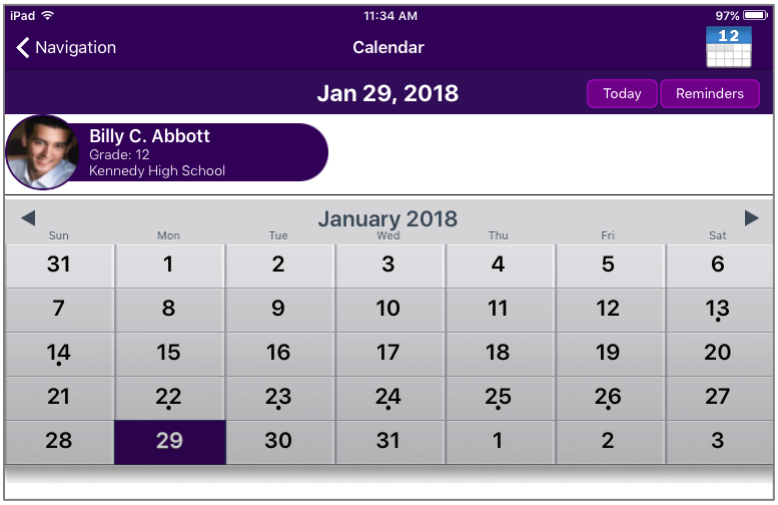
StudentVUE Messages Screen

- The number of unread messages as

.
- Tap on a message to view.
- Read messages display with an open envelope.
- Unread messages display with a closed envelope.

Calendar

The Calendar screen displays the important details of the student's school day including the student's current schedule and assignments due on the current date.



ParentVUE Calendar Screen Month View

- Tap **Today** to view the day's details.
- Tap a day to view the events for that day.
- Tap to alternate from the month to day view and the day to month view.

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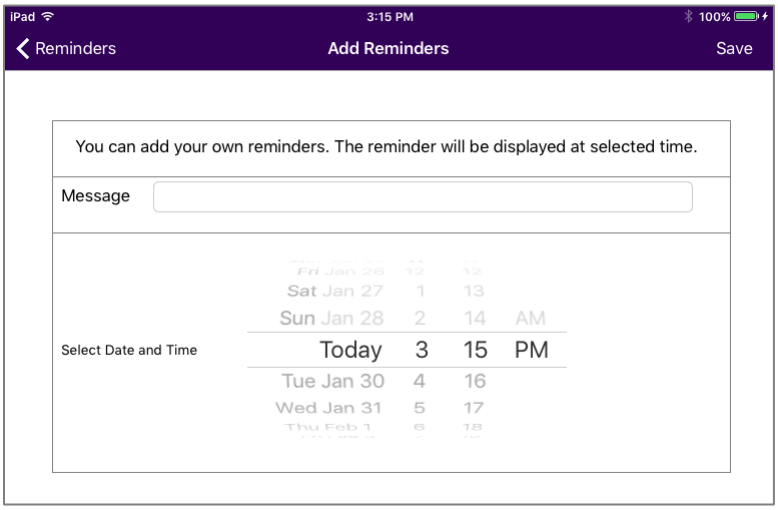
- Tap **Reminders** to add reminders.

> Reminders save to your local device and do NOT synchronize with the server.



ParentVUE Add Reminder Screen

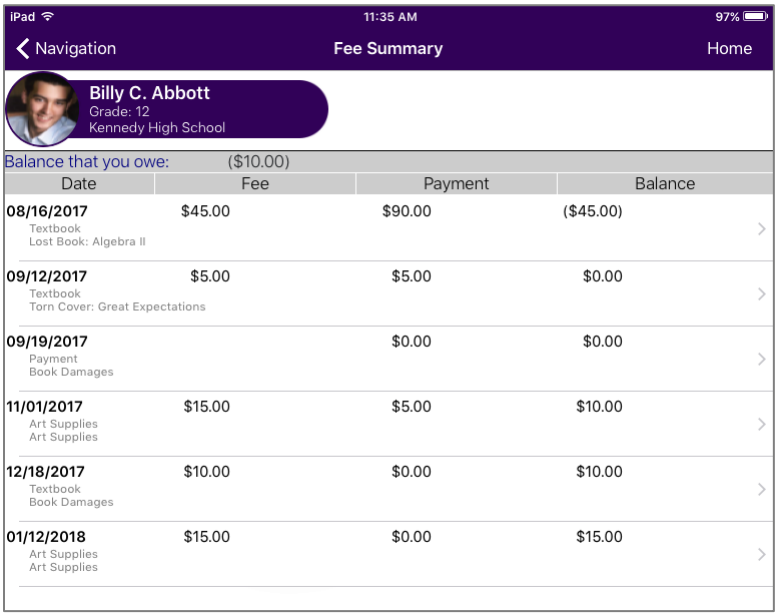
a. Enter the **Message** and **Select Date and Time**.

b. Tap **Save**. The message displays on the Reminders screen and on the Calendar screen for the day and time selected.

Fee

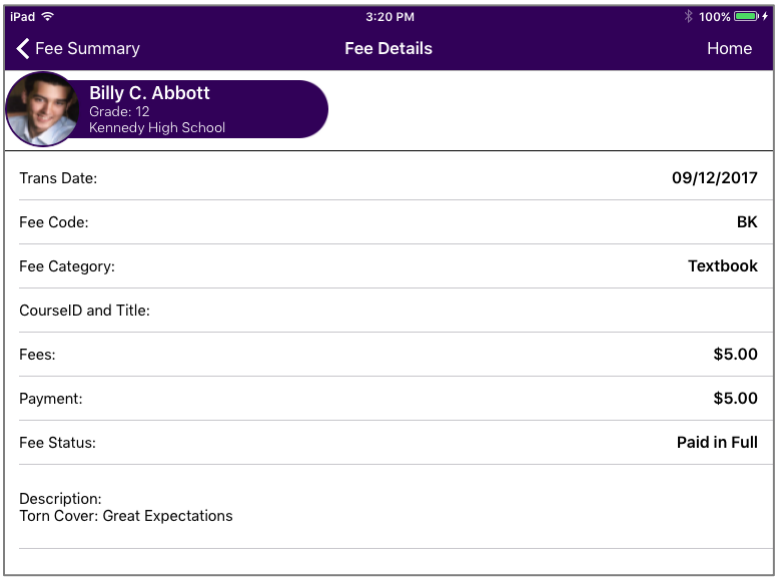
The Fee Summary screen displays the fee transaction date, description, fee amount, payments received, remaining balance.

- Tap on any fee entry to see details of the transaction.



ParentVUE Fee Summary Screen

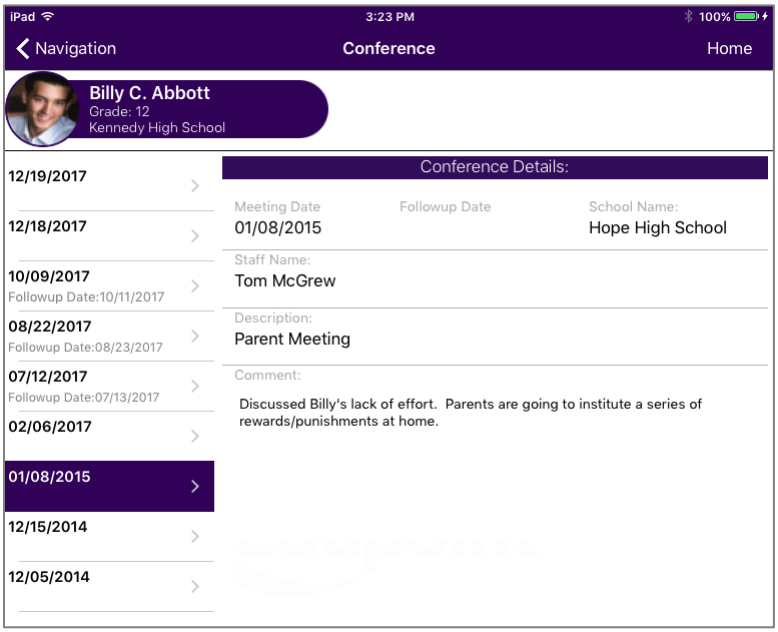
- The notes entered in for the fees display.



ParentVUE Fee Details

Conference

The Conference screen displays information about parent/student/teacher conferences.



ParentVUE Conference Screen

- Tap a conference date to see details of the conference.
- Tap to email the staff member.

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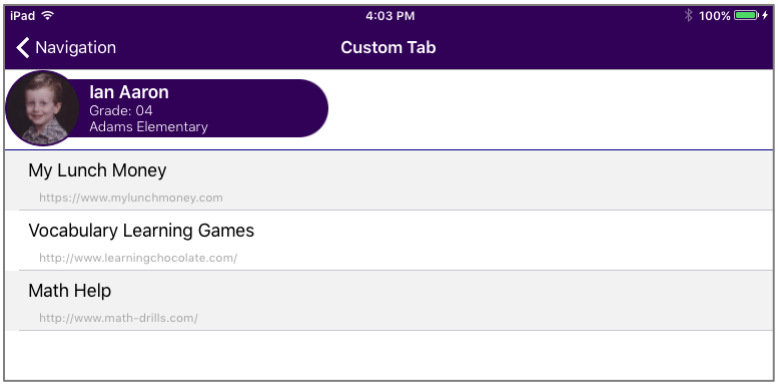
Custom Tabs

Custom tabs contain district-chosen links to support the educational community.

- The name of your tab is district defined.
- Links vary from district to district but they are commonly academic support sites or sites that manage cafeteria costs.

- Tap a link to view the information.



ParentVUE Custom Tab Screen