



**Synergy™**

Student Information System

# Synergy SIS– TeacherVUE and Grade Book Training 2016-2017

## TeacherVUE

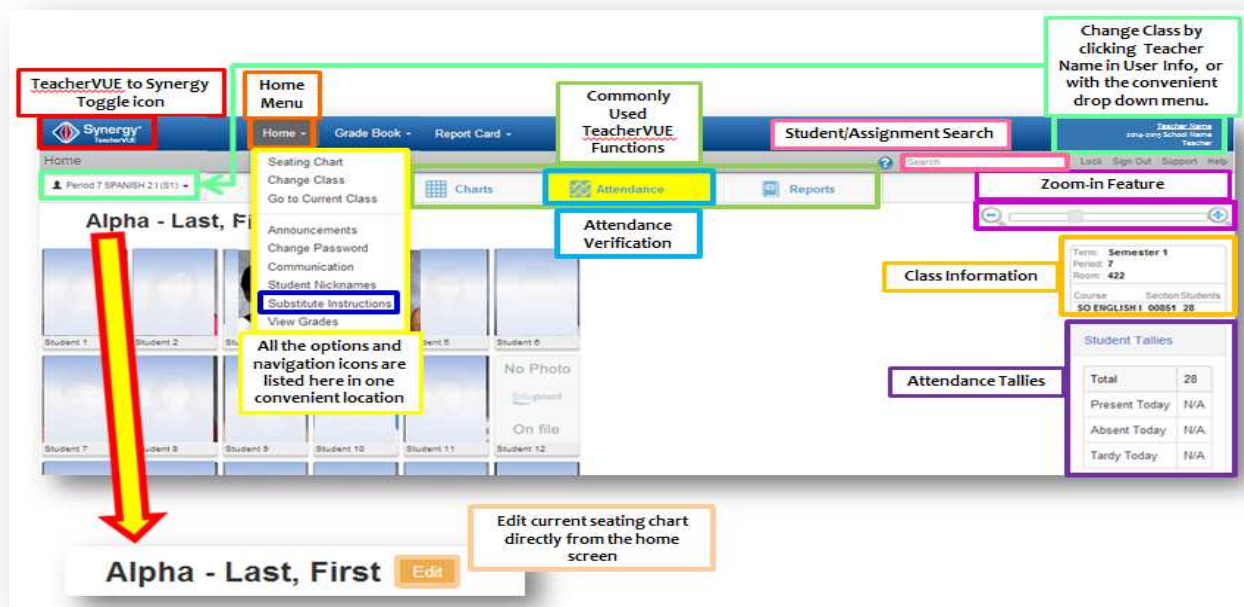
- Navigation Overview
- Taking Attendance
- Seating Charts
- Changing Classes
- Substitute Instructions
- Student Nicknames
- Other Functions from Seating Chart
- Dual Login

## Grade Book

- Navigation Overview
- Creating a New Assignment
- Resources



# TeacherVUE Navigation Overview



**Home Button**- Click “Home” to return to current seating chart

**Home Menu**- this menu will be your main source of navigation scroll over for the “Home” button to produce the menu.

**Commonly used TeacherVUE Functions**- this provides quick navigation to your seating charts, attendance, and reports.

**Attendance Verification**- The attendance button will be highlighted in yellow if the attendance has not been taken for that period, it will be white when the attendance is recorded.

**Substitute Instructions**- This is a feature where notes can be left for your substitutes

**Student Assignment search**- when searching a student it will bring you to the Student Summary page in Grade Book

**Change Class Shortcut and Dropdown**- Click on teacher name in order to get to the Change Class Menu or go to the drop-down menu to choose the class you want to focus on

**Zoom In**- this will enlarge or shrink your seating chart

**Class Information**- Shows you the Term, Period, Room #, and Course details of the class

**Attendance Tallies**- Shows the attendance for the class period

**Edit Button**- You may edit the current seating chart directly from the home screen

# Taking Attendance



In order to take attendance hover over the **Attendance menu** in the commonly used teacher functions group in the center of your screen. You may choose take attendance by chart or list. To verify if you have taken attendance see if the attendance bar is highlighted or not.



Attendance NOT Submitted



Attendance Submitted

## Taking Attendance by Chart

The 'Taking Attendance' interface displays a seating chart with student names and their attendance status. A small box in the lower left corner of the student's picture indicates their status. The 'Reason Types' box on the right summarizes the attendance data.

Student Name	Attendance Status
Elizabeth	TE (Tardy Excused)
Anthony	A (Unresolved Absence)
Frank	TE (Tardy Excused)
Abrianna	+
Aleksios	
Marjorie	
Amori	+
Michael	+
Timothy	+
Jacob	+
Duncan	+
Maria Arcella	+
Jesus	+
Kailey	
Elizabeth	
Charles	+
Elizabeth	+
Austin	+
Jaime	TE (Tardy Excused)
Jacqueline	
James	
David	
Zechariah	
Gillian	

**Reason Types Summary:**

- Unverified: 1 (Red bar) - Anthony (Unresolved Absence)
- Tardy: 3 (Yellow bar) - Elizabeth (Tardy Excused), Frank (Tardy Excused), Jaime (Tardy Excused)
- Excused: 0 (White bar)
- Unexcused: 0 (Orange bar)

Once you have selected to take attendance by seating chart you may then click on the **student picture** (or box if you have selected to not include pictures) to mark them absent or tardy. A small box will appear in the lower left hand corner of the student's picture and the color will coordinate with the type of absence or tardy. The **Reason Types box** will also list the students by name in coordination with their absence code. \*NOTE: Only students who are tardy or absent from the class should be marked. Those students who are present do not have any code appear in the lower left hand corner of their picture. When you have completed taking attendance for that particular class you may then click "Save" and your attendance will be sent to the main office.

## Taking Attendance by List

Taking Attendance

Save
Save & Return
Cancel

<< 10 Days
Today
10 Days >>

Student Name	Sep 2014										
	Fri 5	Mon 8	Tue 9	Wed 10	Thu 11	Fri 12	Mon 15	Tue 16	Wed 17	Thu 18	
Abrianna											A
Aleksios											
Amori											T
Anthony											
Austin											A
Charles											TE
David											
Duncan											
Elizabeth											A
Elizabeth											

**Reason Types**

**Unverified: 3**

Abrianna (Unresolved Absence)  
Austin (Unresolved Absence)  
Elizabeth (Unresolved Absence)

**Tardy: 3**

Amori  
Charles (Tardy Excused)  
Frank (Tardy Excused)

**Excused: 0**

**Unexcused: 0**

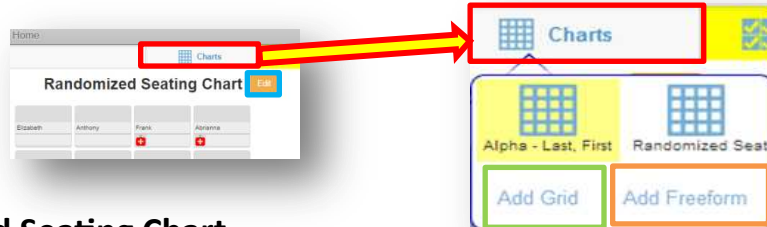
Term: Semester 1  
Period: 7  
Room: 422

Course: SO ENGLISH I 00851 28    Section Students

Once you have selected to take attendance by list you may then click on the **student box** to mark them absent or tardy. A color code will appear in the student's corresponding box and will coordinate with the type of absence or tardy. The **Reason Types box** will also list the students by name in coordination with their absence code. \*NOTE: Only students who are tardy or absent from the class should be marked. Those students who are present do not have any code appear in their box for the day. When you have completed taking attendance for that particular class you may then click "**Save**" or "**Save and Return**" then your attendance will be sent to the main office.

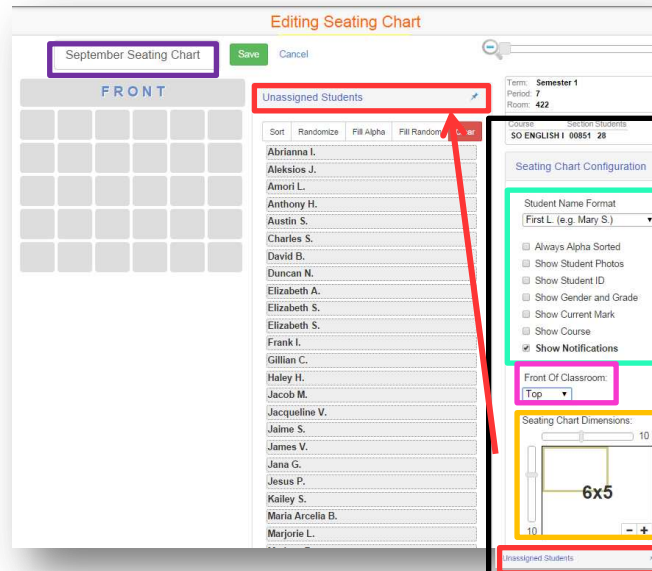
# Seating Charts

In order to access your seating charts hover over the **Charts** menu on the Commonly Used Teacher Functions list. From the **Charts** menu you may either choose from the seating charts you have already created or you can add a new **Grid** or **Freeform** chart. You may also edit your current seating chart by clicking the **Edit** button on your main screen.



## Adding a Grid Seating Chart

Once you have selected to add the **Grid** seating chart you will be brought to the Edit seating chart menu. The **Grid** Seating Chart allows you to create a seating chart based in rows and columns.



On your **Grid** seating chart you will need to create a **Title** for your chart. From there you will be able to choose your **Seating Chart Configurations**.

**Student Name Format**- Here you can choose how your students' names are displayed on your chart as well as choosing to sort by alpha and which information is displayed with the name.

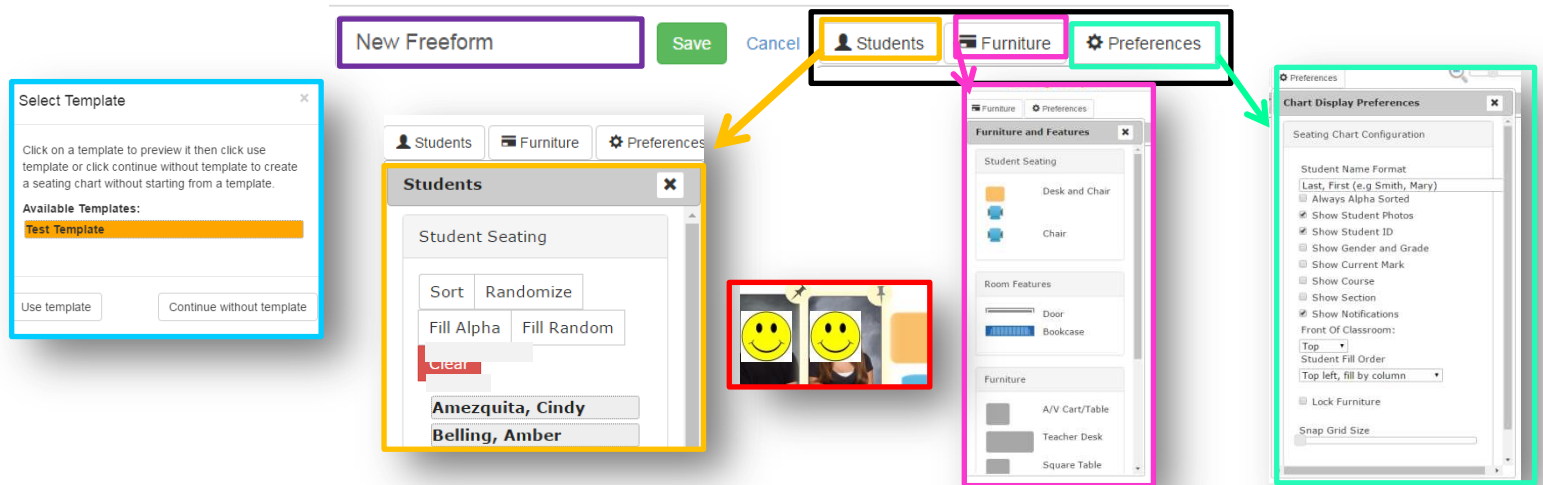
**Front of Classroom**- you can choose the front of your classroom

**Seating Chart Dimensions**- You can either use the sliders or + and - buttons to expand chart

**Unassigned Students**- This list appears on the bottom right of your screen but can be moved by selecting the title and dragging it. Here you can fill by alpha or random. Once they have been filled in the chart you can click randomize or sort to resort your chart. You may drag certain students back from the chart to the unassigned students list. Click Clear to remove all students.

## Adding a Freeform Seating Chart

Once you have selected to add the **Freeform** seating chart The **Freeform** Seating Chart allows you to create a seating chart in any pattern. You can also **choose from a Template** if you have created one.



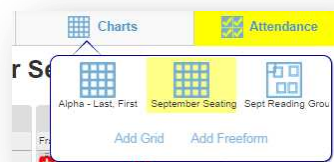
On your **Freeform** seating chart you will need to create a **Title** for your chart. From there you will be able to choose your **Seating Chart Configurations**.

**Students**- Here you can fill in the unassigned student by alpha or random. You can click and drag any student on and off the list. Once they have been filled in the chart you can click randomize or sort to resort your chart. Click Clear to remove all students.

**Furniture**- In this menu you can choose furniture and set up your freeform chart to mirror your actual classroom. Student's names can be dragged into the chairs on the chart.

**Pinning a Student**- When you put students in chairs you can "Pin" them to the seat so that the chair and the student will move together, otherwise the student can be moved to a different chair.

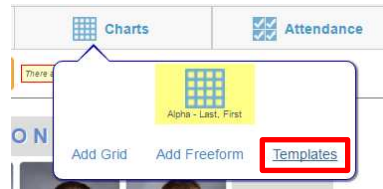
**Preferences**- Here you can choose how your students' names are displayed in addition to what information per student is shown on your chart. You can also choose the orientation of the classroom, student fill order, and locking furniture.



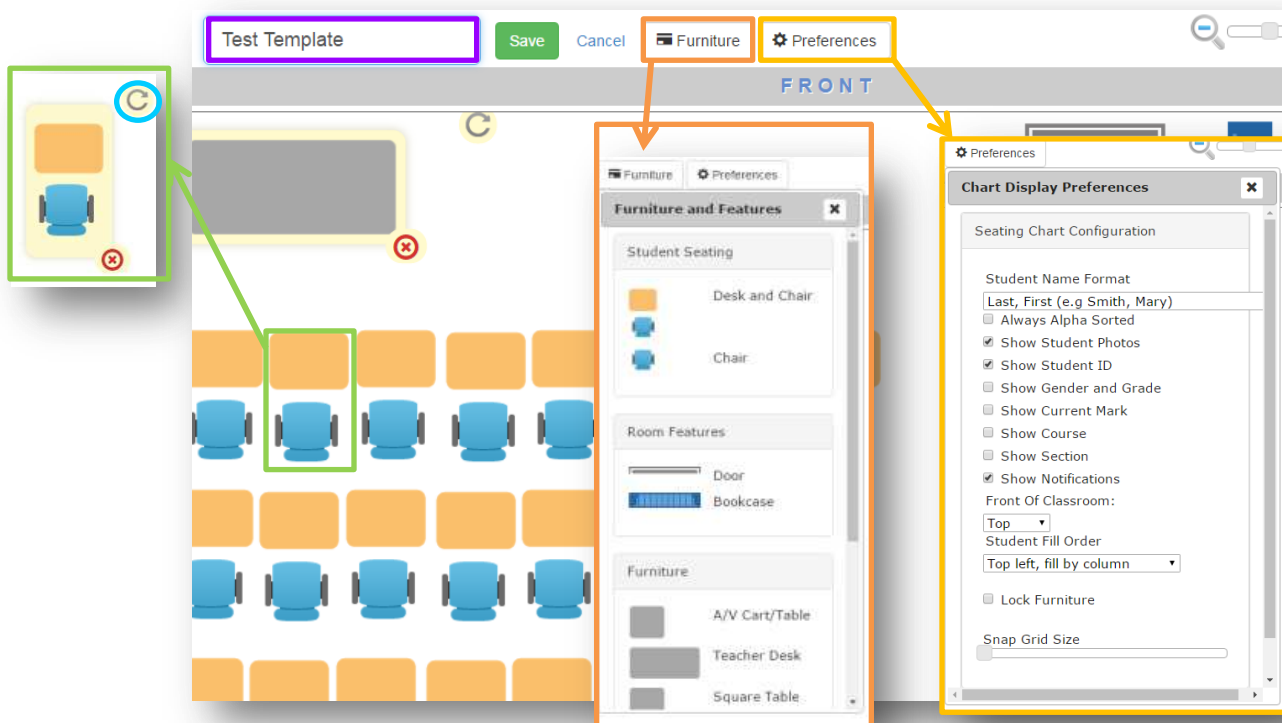
Once you click Save you will be brought back to your home page. Now if you go under the Charts menu you will be able to select between the charts just created.

## Making a Template for a Freeform Seating Chart

Creating a Template allows you to create a master layout of your classroom that you can use for multiple sections. To create a template, begin by selecting “**Templates**” from the charts menu.



Once you have the template open you can **title** your template and begin to customize it.



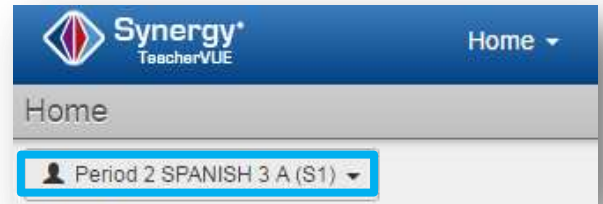
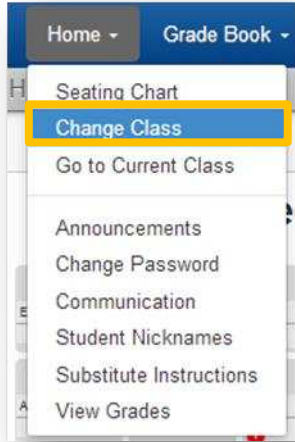
**Furniture**- In this menu you can choose furniture and set up your freeform chart to mirror your actual classroom. Student’s names can be dragged into the chairs on the chart.

**Preferences**- Here you can choose how your students’ names are displayed in addition to what information per student is shown on your chart. You can also choose the orientation of the classroom, student fill order, and locking furniture.

**Selected Furniture**- When you have furniture selected you will have the option to delete (using the red **X**) or the **Rotation feature**. You can move the selected furniture anywhere on the page as well. You can select multiple pieces of furniture by clicking and dragging. You can also Copy (CTRL+C) and (CTRL+V) multiple pieces of selected furniture at one time.

# Changing Classes

In order to change classes you may either use the **Home Menu**, **Your name** in the user information on the right of your homepage, or directly on the **Class Focus Drop Down**.



Once you have selected to change classes you can use the **Focus tool** to drop down your filter options. You can then use the **Term drop down** to choose a term to focus on. When you are ready to select a class, just click on it.

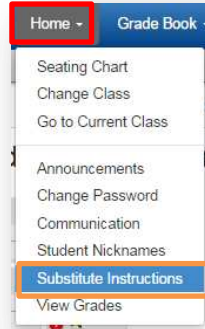
A screenshot of the 'Class Focus' dropdown menu. At the top, a user profile dropdown shows 'Period 2 SPANISH 3 A (S1)'. Below it, the 'Class Focus' section has a green dropdown arrow. Underneath, the 'Terms' section has a dropdown menu with 'Semester 1' selected and highlighted in blue. Below the terms dropdown is a table of class options.

2	SPANISH 3 A	01403 (AM/PM)	28	S1	G275
3	SPANISH 2 I	01384 (AM/PM)	25	S1	G275
6	SPANISH 3 A	01408 (AM/PM)	26	S1	G275
7	SPANISH 2 I	01388 (AM/PM)	25	S1	G275
8	SPANISH 2 I	01390 (AM/PM)	24	S1	G275

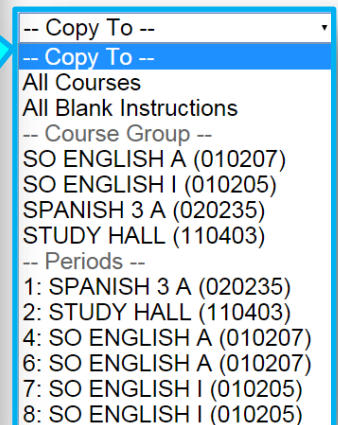
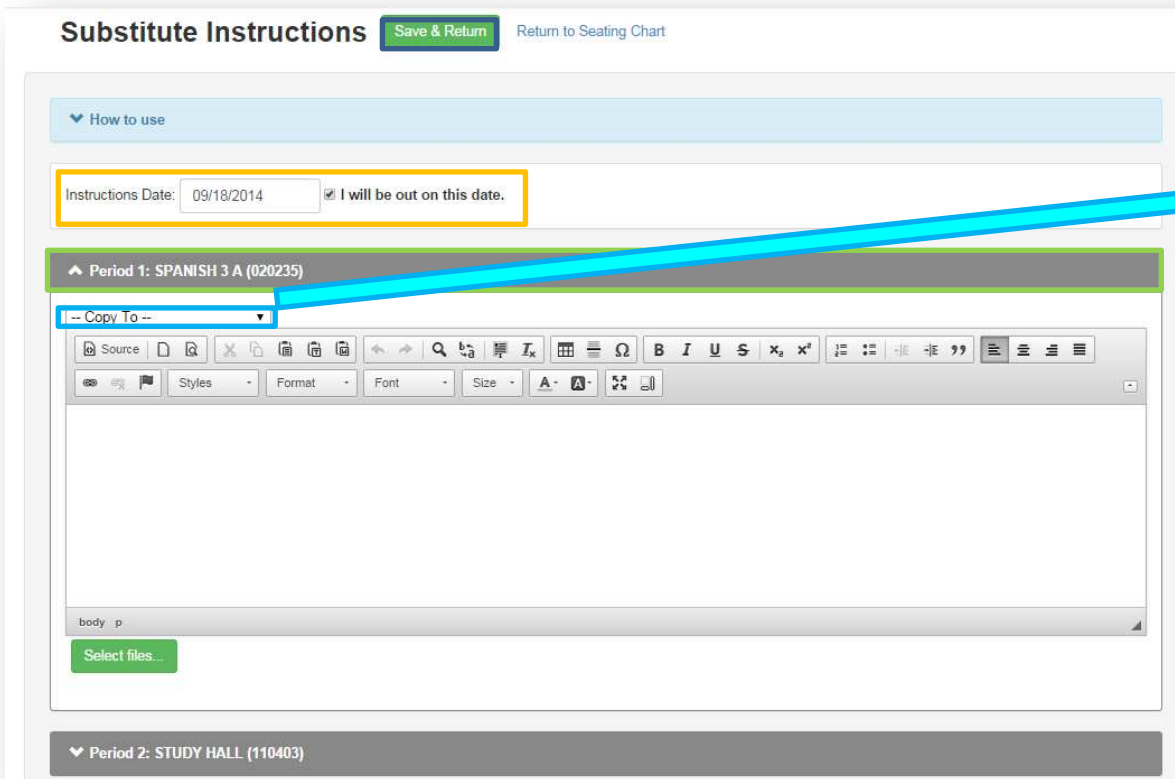


# Substitute Instructions

Scroll over the **Home Menu** and select **Substitute Instructions**. Once you get to the Substitute Instructions Screen you can begin.

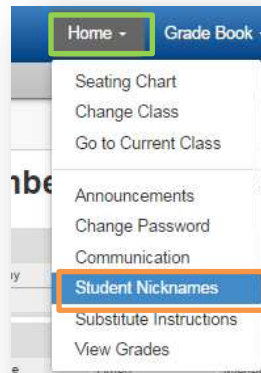


Select the **Instructions Date** and click the **check box** to confirm you will be out on that date. To enter instructions for substitute teachers click the **class header** to expand the entry field for the substitute instructions. Use the **copy** drop down to copy between classes of the same course, individually, all blank, or all classes. Once complete, press **Save and Return** to post the instructions and return to the seating chart.



# Student Nicknames

You can record students' nicknames or preferred names and have them display on the seating chart.



From the **Home Menu**, select the **Student Nicknames** option and you will be brought to the Student Nicknames Screen.

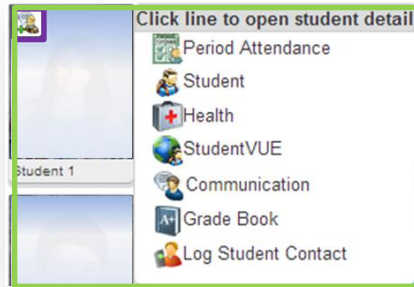
A screenshot of the 'Student Nicknames' screen. At the top, there is a title 'Student Nicknames' and two buttons: 'Save & Return' (highlighted with a green box) and 'Return to Seating Chart'. Below the title is a table with two columns: 'Student Name' and 'Nickname'. The table contains four rows of student data. The 'Nickname' column has input fields for each student, with the text 'Bri', 'Alek', 'Amori', and 'Tony' entered. The entire table area is highlighted with a pink border.

Student Name	Nickname
Abrianna	<input type="text" value="Bri"/>
Aleksios	<input type="text" value="Alek"/>
Amori	<input type="text" value="Amori"/>
Anthony	<input type="text" value="Tony"/>

Enter the nickname or preferred name of each student in the **box** provided to the right of their name. When you have finished, click **Save & Return** to save your work and go back to the seating chart.

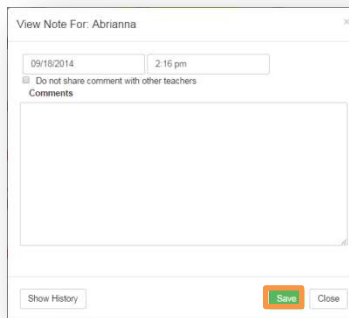
# Other Functions from the Seating Chart

In addition to taking attendance you may also **access student information** and **create notes** from your seating chart.



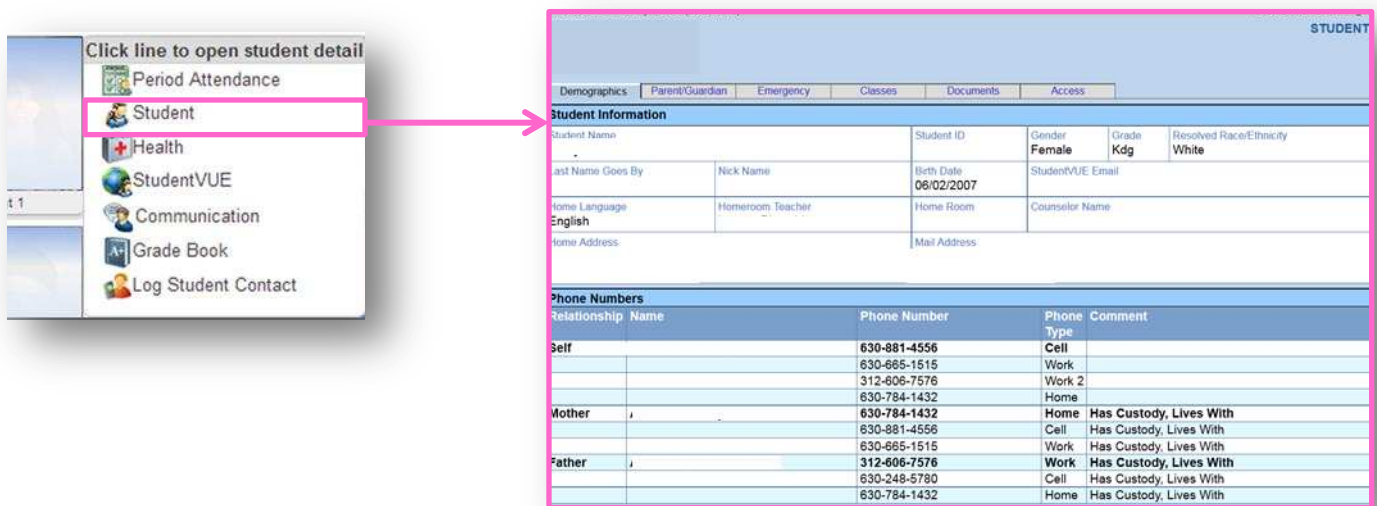
## Creating a Note

Hovering over a student's picture will produce a box in the upper left-hand corner; click this box to add a note for an individual student. Once you have added the note you can click **Save**.



## Accessing Student Info

Click on a student's picture to have the student menu pop up. From the student detail menu you are able to view a number of items pertaining to that student. In order to access general information, click on the **Student** selection of the Student detail menu.



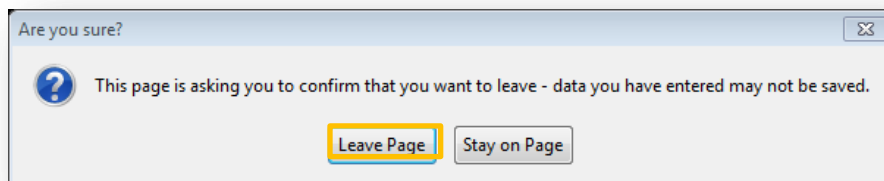
# Teacher Dual Login

When you first log into your account, you will be taken to the TeacherVUE side of Synergy. Here you will be able to keep attendance and print out reports based on the students in your sections



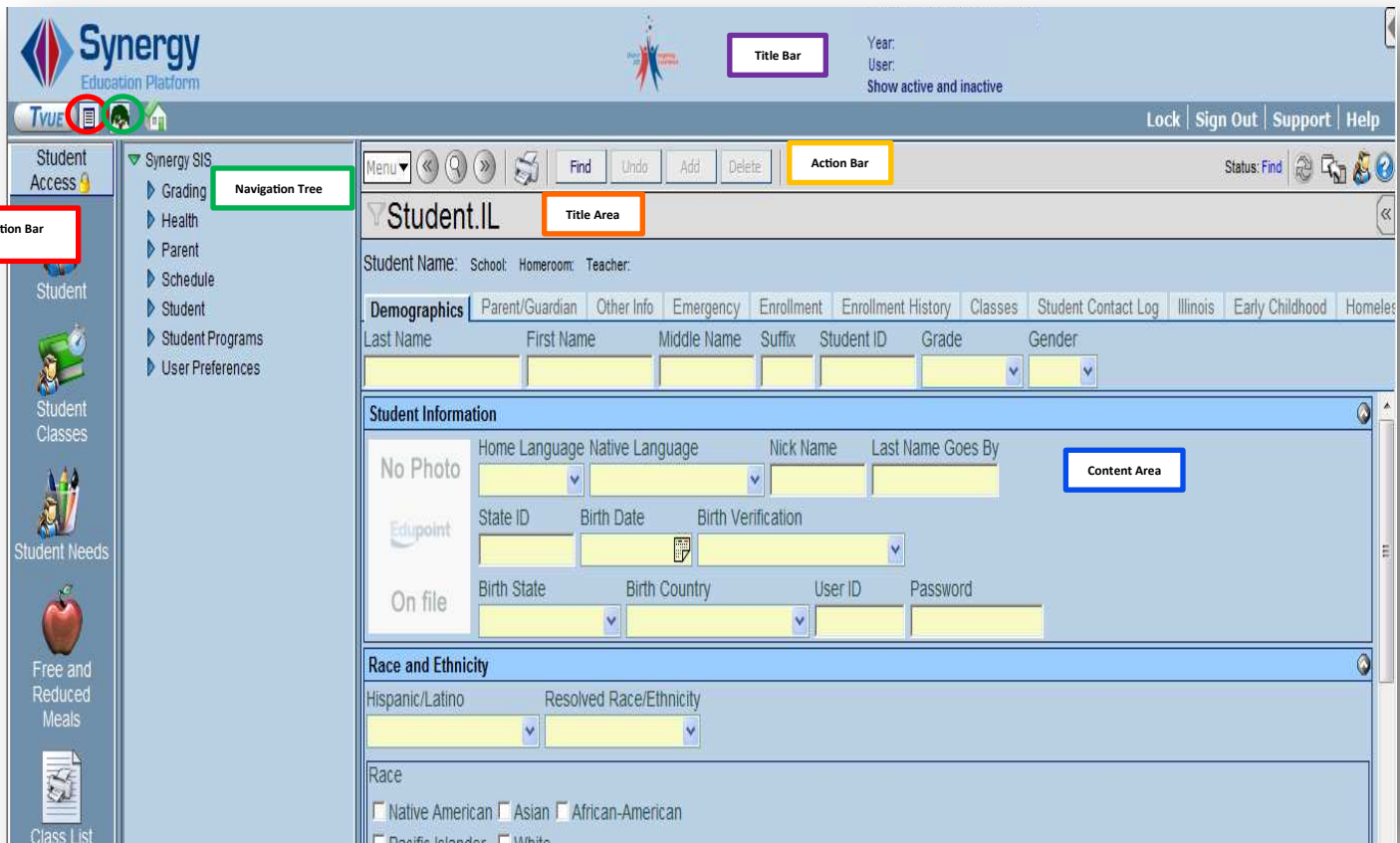
From here you can go to Synergy Base to look up more detailed information on students. To complete this action simply click on the **Synergy Icon** on the left hand side of the screen.

After clicking the Synergy button you may be prompted to choose stay or leave the page. Clicking "**Leave Page**" will bring you to the Synergy screens.



# Parts of the Synergy Screen REVIEW

Once you login to the Synergy Screen you will see something like this below:



**The six main areas of the Synergy screen are:**

**Title Bar:** Shows the current focus, contains the Navigation icons and Quick Launch box, and lists links for locking the screen, signing out, contacting support, and searching online help.

**Action Bar:** Contains links and buttons for performing activities such as Save or Add relating to the current screen.

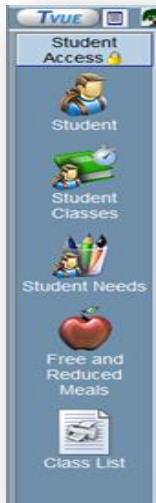
**Title Area:** Displays the title information about the current screen and the icon for the Quick Nav Bar.

**Content Area:** Contains the current screen where records can be displayed and edited.

**Toolbars:** Shows one or more groups of icons setup by the Synergy SIS system administrator representing shortcuts to frequently used areas in Synergy SIS. Each user can also create their own custom toolbar groups.

**Navigation Tree:** Also known as the PAD tree, it contains a tree structure that shows all of the screens and reports that can be accessed.

## Using the Navigation Bar



**Student:** Contains detailed profiles on each student separated into tabs such as Demographics, Parent/Guardian, Enrollment, etc.

**Student Classes:** Enables one to search for students and display their current schedule.

**Student Needs:** Displays individual's district fee enrollment status.

**Free and Reduced Meals:** Allows the ability to search students and see their free/reduced status.

**Class List:** Permits class lists to be printed within parameters that can be changed for individual needs.

## Searching Students

A screenshot of the 'Student.IL' search interface. At the top, there is a 'Menu' dropdown and a set of navigation arrows (left, magnifying glass, right). The 'Find' button is circled in purple. Below the navigation bar, there are input fields for 'Student Name', 'School', 'Homeroom', and 'Teacher'. A tabbed interface shows 'Demographics' as the active tab. Below the tabs is a table with columns: Last Name, First Name, Middle Name, Suffix, Student ID, Grade, and Gender. The 'Last Name' column contains the text 'Abbott' and is highlighted in yellow. Below the table is a 'Student Information' section.

When searching for a student, use the action bar to enter the “find mode” by clicking the **magnifying glass**. Once the boxes are yellow, enter any information in any field box to be searching for a student. Then click **find** or hit the enter key on your keyboard to get the screen below. To scroll between students use the **navigation arrows**.

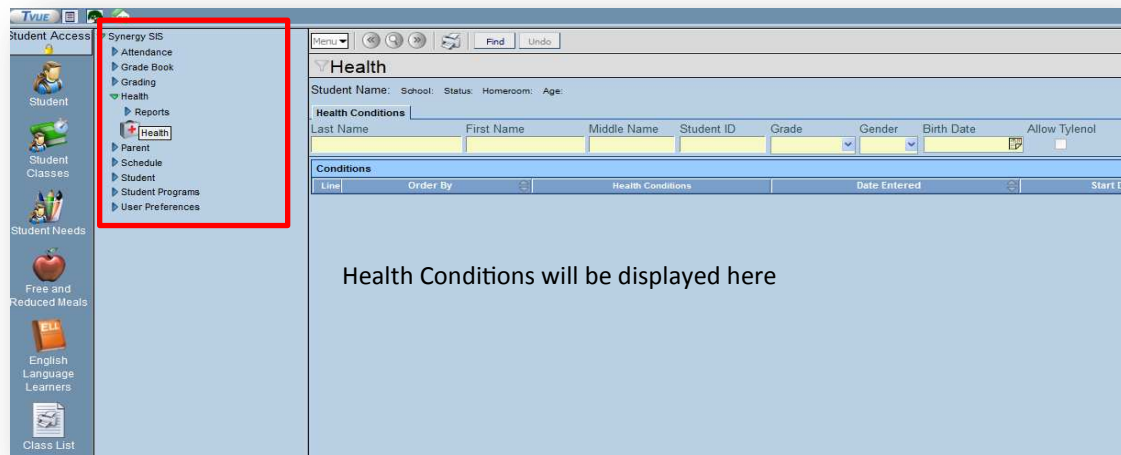
A screenshot of the 'Student' profile page for Billy C. Abbott. The page shows the student's name, school (Hope High School), homeroom (403), and teacher (Sullivan, J.). The 'Demographics' tab is active. Below the tabs is a table with columns: Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, and Gender. The 'Last Name' column contains 'Abbott', 'First Name' contains 'Billy', 'Middle Name' contains 'C', 'Perm ID' contains '905483', 'Grade' is '12', and 'Gender' is 'Male'. Below the table is a 'Student Information' section with a photo of the student and various fields: Home Language (Spanish), Spoken to Student at Home (Spanish), Nick Name, Last Name Goes By, SAIS ID (0001341311), Birth Date (05/12/1993), Birth Place (Mesa), Birth Verification (Birth Certificate or Affidavit), Birth Certificate Num, Birth State (California), Birth Country (United States of America), and Email (Billy.Abbott@esd.com).

# Viewing Health Conditions

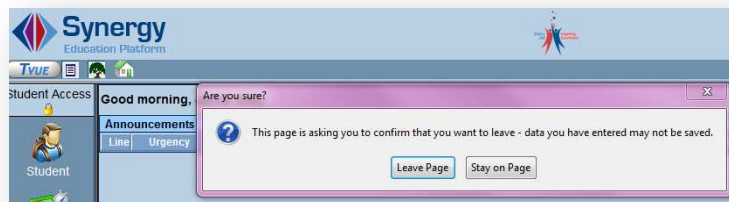
To view Health Conditions for students, open the Navigation Tree and expand the tree as follows:

Synergy SIS>>Health>>Health

This will pull up the Health conditions for the selected student.



When you are ready to return to the TeacherVUE screen you may click the TVUE button you will be prompted to stay or leave the page. Again click **“Leave Page”**



# Grade Book Navigation Overview

The screenshot shows the Grade Book Main interface. At the top, there are navigation tabs for Home, Grade Book, and Report Card. A search bar for 'Search Student Assignments' is located in the top right. Below the navigation, there's a 'Grade Book Main' header with a search bar and 'Lock Sign Out Support' links. A dropdown menu shows '(S) Anderson, P SO ENGLISH (4) SEC.00053 / Interim Grade 1'. Below this, there are 'Focus Options', 'Filters & Options', and 'Filters and Options Feature' buttons. A 'Student Group Management' sidebar is on the left. The main area contains a table with columns for Student, Grade, and various assignments. A '+ New' button is visible. A 'Student and Grade headings lock in place' callout points to the top of the table. A 'Cross Highlighting when entering scores' callout points to a cell in the table. A 'Create New Assignment' callout points to the '+ New' button.

Student	Grade	Formal Cumulati	Formal Cumulati	(I) Formative assi	(I) Formative assi	Discussion - Clai	(I) Formative assi
Margaret	97% A	67.5	60	29.3	7	15	10
Erica	87% B	73	57	29.3	7	13.7	10
Alexis	49% F	0			7	12	10
Adam	87% B	66			7	12.8	10
John	80% B	59	56	18.6	7	14	8
Manuel	69% D	53	58.5	21.6	7	14	0
Fariha	99% A	75	60	29.4	7	15	10
Artem	91% A	69	56.5	24.6	7	12	10

**Grade Book Menu**- All of your Grade Book functions are conveniently located in one drop down menu.

**Focus Options**- When you click the drop-down menu you can define your focus by terms, class, and period.

**Filters & Options**- In this menu you can choose to filter by assignment date or type. There are many options such as showing/hiding dropped students, showing comments, etc. You may also sort students using this menu.

**Student Group Management**- this menu is located in the < to the left of the Grade Book. Here you can edit your groups.

**+ New**- this button is your Create a New Assignment button where you can add new assignments.

**Search by Assignment bar**- this will bring you directly to the Assignment Page.

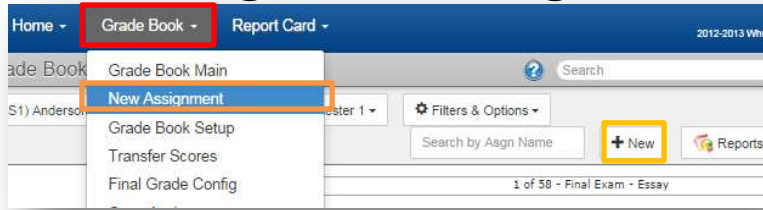
**Search by Student Assignments bar**- searching in this bar will bring you to the Student Summary Page.

**Student and Grade Headings**- these headings lock when you scroll down for convenience.

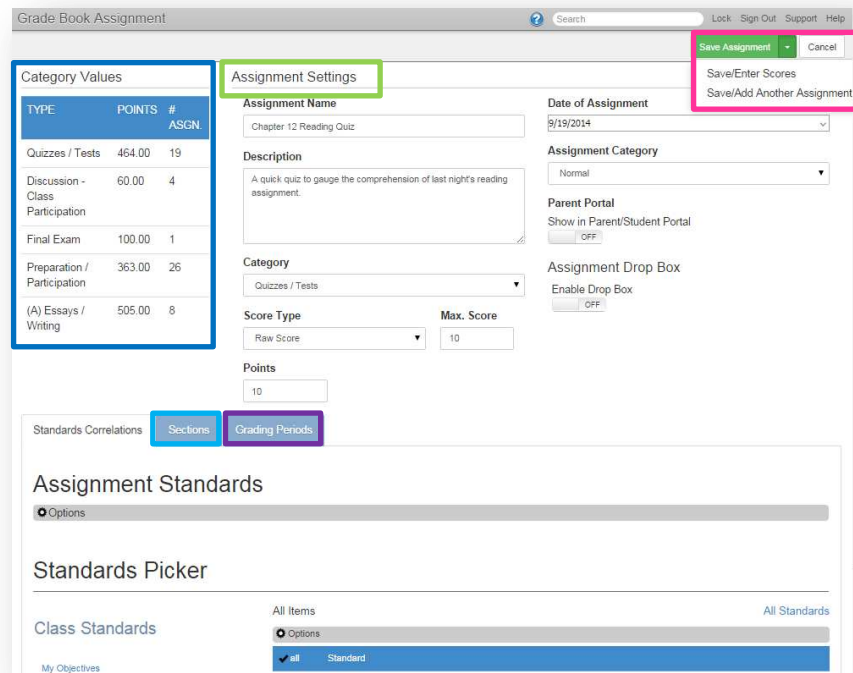
**Cross Highlighting**- when entering grades there will be automatic cross highlighting to assist with entering scores.



# Creating a New Assignment



To create a new assignment, you can either access it from your **Grade Book Menu** by choosing **New Assignment** or you can click the **[+ New]** button on your Grade Book main page.



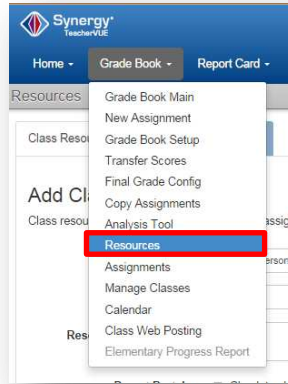
On the New Assignment screen you can fill in the details for your assignment. In **Assignment Settings** you can set a future date for assignments and choose to either show or not show in the Parent and Student Portal by clicking the check box. In **Assignment Settings** you can also name and set a description of your assignment and set scoring.

In the **Category Values** section there is an overview of all the assignments associated with the focused section.

You can add the assignment you created to multiple sections by selecting the **Sections** tab and then you can select the sections to apply this assignment to. You may also apply this assignment to multiple grading periods in the **Grading Periods** tab. When you have completed filling in all the details for your assignment you can click the **Save Assignment** and it will take you back to your main Grade Book page or you can click the drop-down menu to choose to either **Save/Enter Scores** or **Save/Add Another Assignment**. **Save/Enter Scores** will take you to the assignment page to enter scores. However if you have multiple assignments to add you can click **Save/Add Another Assignment** and it will save your assignment and pull up another blank New Assignment Page.

# Resources

Go to your Grade Book Menu and scroll down to **Resources**



Once you are on the Resources Page you can choose where you would like your resource to appear. You may **apply it to one or multiple classes**. You may also select the **Resource Type**, depending on which you choose an upload prompt will appear below so that you may attach the resource. To look through your current resources look under the **Assignment Resources** section.

The screenshot shows the 'Add Class Level Resource' form. The 'Class/Section' dropdown is set to '(S1) Anderson, P SO ENGLISH A(7) SEC:00078'. The 'Resource Name' and 'Resource Description' fields are empty. The 'Parent Portal' checkbox is checked. The 'Classes/Sections' list includes several options, with '(S1) Anderson, P SO ENGLISH A(7) SEC:00078' selected. The 'Resource Type' dropdown is set to '<< select >>'. Below the form is a table with columns for Resource Name, Resource Description, Show in Portal, and Added. The table is currently empty with the text 'No data to display'. Below the table is the 'Assignment Resources' section, which contains a table with columns for Class Name, Resource Description, Assignment, Show in Portal, Resource Name, and Added. The table contains one entry: Anderson, P SO ENGLISH A(4), Vocab 1 - sentences, [checkbox], Vocab 1 list, 8/30/2013. There are 'View Resource' and 'Delete' links for this entry. Callouts point to the 'Resource Type' dropdown, the 'Assignment Resources' table, and the 'Resource Type' dropdown in the 'Assignment Resources' section.

Resource Type: Web Resource

New Web Resource:

Test URL

Insert Link

Resource Type: Document Resource

Please select a file to upload:

Choose File No file chosen

Upload Document