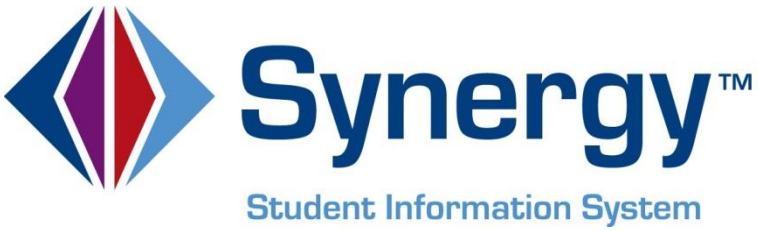

Synergy SIS™

ParentVUE and StudentVUE©

Parent & Student Guide

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TABLE OF CONTENTS

CHAPTER ONE : PARENTVUE 5

Overview 6
Parent Account Activation 7
Account Creation 7
Viewing Information 10
Log Into Account 10
School Communication 11
Home Screen 13
Navigation Bar 14
Calendar 14
Attendance 16
Class Schedule 18
Class Website 18
Conference 19
Course History 20
Course Request 22
Discipline 25
Fee 26
Grade Book 31
Health 33
Report Card 35
School Information 36
Student Info 36
Special Ed 37
Custom Tab 37
Digital Locker 38
Additional Information 39
Streams 39
My Account 41
Help 42
Contact 42
Privacy 42
Forgotten Password 42
ParentVUE Mobile App 44
Overview 44

CHAPTER TWO : STUDENTVUE 57

Overview 58
Student Account Activation 59
Account Creation 59
Viewing Information 62
Log Into Account 62
School Communication 62
Streams 63
Home Screen 65

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Navigation Bar 66
Calendar 66
Attendance 68
Class Schedule 70
Class Website 70
Conference 71
Course History 71
Course Request 73
Discipline 76
Fee 77
Grade Book 82
Health 85
Report Card 86
School Information 87
Student Info 87
Special Ed 88
Custom Tab 89
Digital Locker 89
Additional Information 91
Streams 91
My Account 92
Help 93
Contact 93
Privacy 94
Forgotten Password 94
StudentVUE Mobile App 95
Overview 95
INDEX 107
INDEX OF SCREENS 108

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Chapter One: PARENTVUE

In this chapter, the following topics will be covered:

- Overview of the ParentVUE portal
- Parent Account Activation
- Viewing Information
- Navigation Bar
- Additional Information

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OVERVIEW

WHAT IS THE PARENTVUE PORTAL?

To help their children get the most out of school, parents want day-to-day insight into the academic experience. With the Synergy ParentVUE web portal, parents can access near real-time information on assignments and scores, attendance, class schedules, discipline, conference visits, health office visits, immunization compliance, transcripts, graduation status and more.

DO I HAVE TO SIGN IN AT EACH SCHOOL IF I HAVE A CHILD IN ELEMENTARY SCHOOL AND ANOTHER IN HIGH SCHOOL?

ParentVUE offers a single sign-on to view school information for all of the siblings, regardless of the grade level or school of attendance.

IS THERE A WAY TO CONTACT THE TEACHER OR COUNSELOR IF I HAVE A QUESTION ABOUT WHAT I SEE ON THE SCREEN?

Easy access to communication tools throughout the various ParentVUE screens promotes the contact between home and school that is necessary for student success.

Parents can elect to receive customized email alert notifications regarding timely issues, such as school events, attendance, or discipline incidents.

IS MY CHILDREN'S SCHOOL INFORMATION AVAILABLE TO ANYONE ON THE INTERNET?

While the website is accessible over the Internet, access is secured via a user name and password. Parents can see information about their children, only, and cannot see the records of other students.

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PARENT ACCOUNT ACTIVATION

ACCOUNT CREATION

Note: To create an account, you need the web address and account activation key provided by the school district.

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

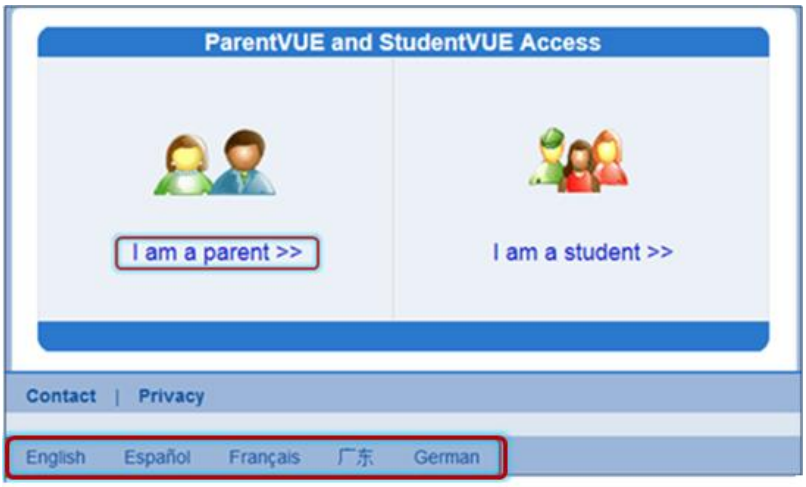

Figure 1-1 ParentVUE and StudentVUE Access Screen

2. If other languages are supported, they will be listed at the bottom. Click on the preferred language. The screen default is English.
3. Click **I am a parent >>.** The ParentVUE Account Access screen opens.

Figure 1-2 ParentVUE Account Access Screen

4. Click **I have an activation key and need to create my account>>**. Step 1 of 3, the district's Privacy Statement screen displays.
5. 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.

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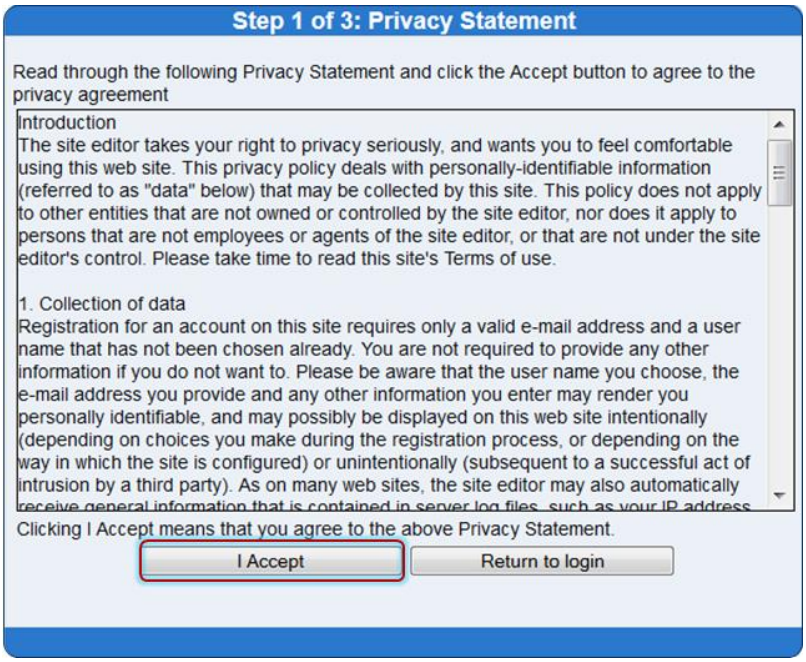

Figure 1-3 Step 1 of 3 Parent Account Activation Screen Privacy Statement

6. 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 SIS exactly.

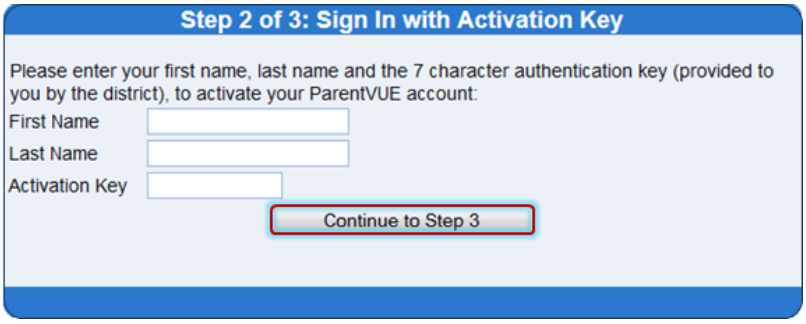

Figure 1-4 Step 2 0f 3 Parent Account Activation Screen Sign In with Activation Key

7. Click **Continue to Step 3**. Step 3 0f 3 : Choose user name and password screen opens.

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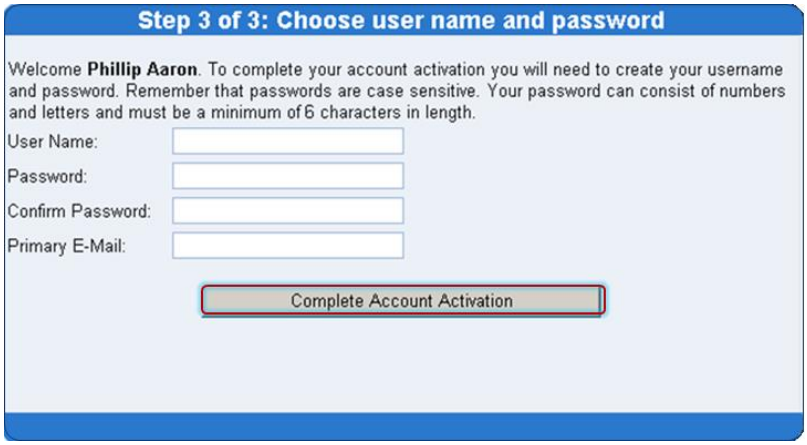

Figure 1-5 Step 3 0f 3 Parent Account Activation Screen Step 3 0f 3: Choose User Name and Password

8. Enter a unique **User Name**. An error message opens if someone is already using the user name entered.
9. 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.
10. Enter the **Primary E-Mail** address.
11. Click **Complete Account Activation.**

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VIEWING INFORMATION

LOG INTO ACCOUNT

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

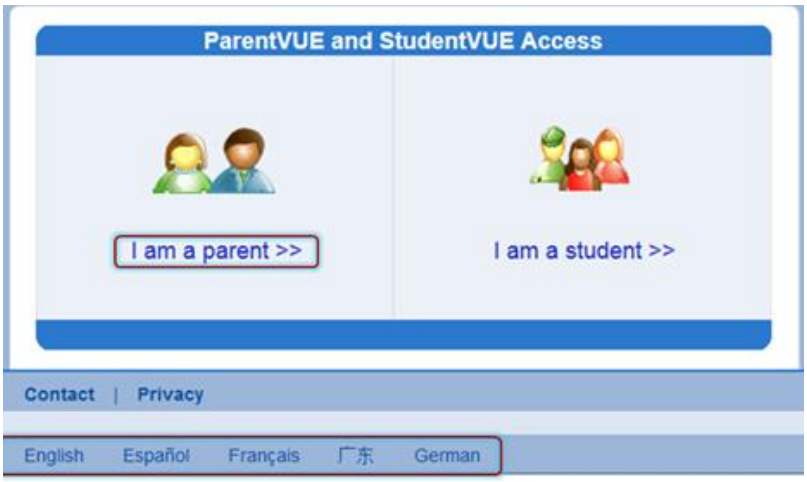

Figure 1-6 ParentVUE and StudentVUE Access Screen

2. If other languages are supported, they will be listed at the bottom. Click on the preferred language. The screen default is English.
3. Click **I am a parent >>.** The ParentVUE Account Access screen opens.
4. Enter **User Name** and **Password**. Click **Login.**

Figure 1-7 ParentVUE Account Access Screen

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SCHOOL COMMUNICATION

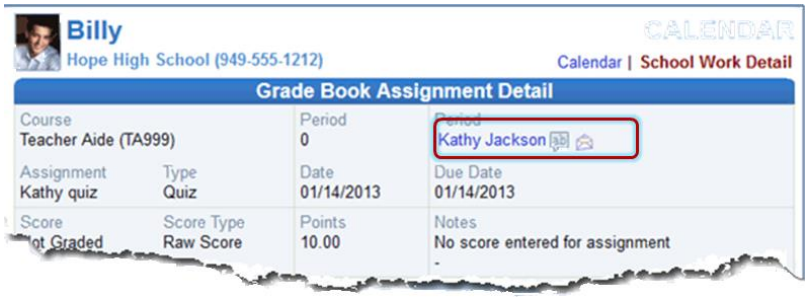

Figure 1-8 Calendar Detail Screen

Throughout the various ParentVUE screens, teacher and staff names that are associated with the child are displayed in blue as in the example above. This is a convenient communication link to promote contact between home and school.

Two communication options are offered: Streams and email.

Streams

Click on the teacher's name or the icon next to it, to begin or continue a **Stream**. Streams are accessible by clicking the **Streams** tab, also.

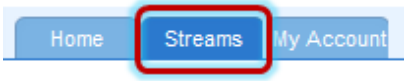

Figure 1-9 ParentVUE Tabs

Streams encourage and facilitate home/school collaboration by allowing parents to maintain a running dialog with teachers. The Streams Collaboration Tool is easy to use and intuitive. Simply type your message in the box and when finished, click **Post.**

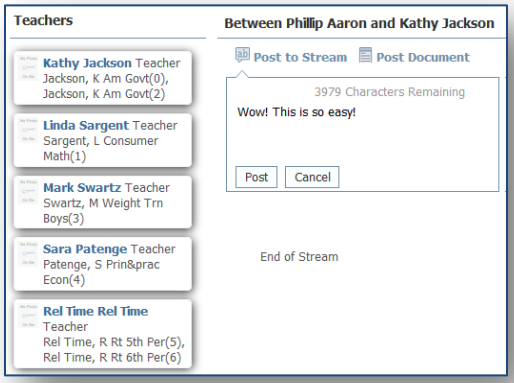

Figure 1-10 Streams Screen

Documents, Excel files and pictures may be posted, as well.

1. Click **Post Document.**

2. Click **Choose Document.** Then browse to where the file is located on your computer and select it. *File Ready - Name of Document* displays in the box.

3. Click **Upload & Post.** Once the upload is complete, you are identified as the person who posted it. The name, type, size of the document, and time of upload are displayed, also.

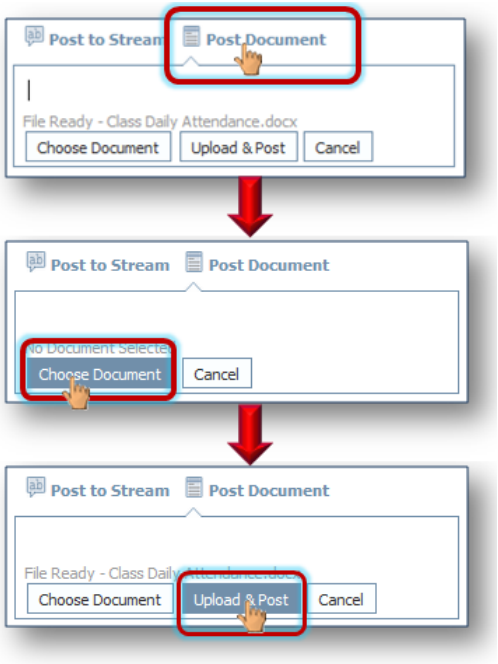

Figure 1-11 Stream Document Post

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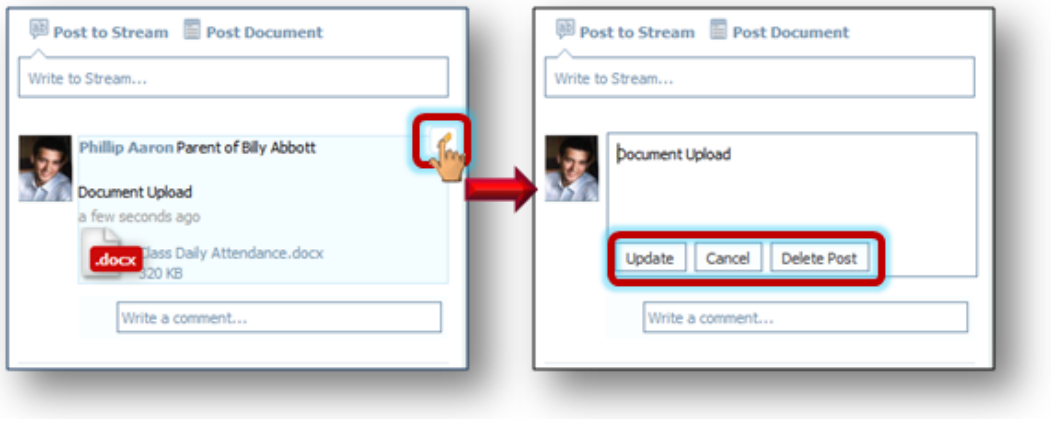

Figure 1-12 Stream Document Post Edit

Posted items may be updated or deleted.

1. Click .
2. Select **Update, Cancel,** or **Delete Post.**

Email

Click to send an e-mail to that teacher.

Figure 1-13 ParentVUE Email Example

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HOME SCREEN

After logging on to the website or activating an account, parents will see the Home tab screen of the ParentVUE portal. The information on the home page includes:

Figure 1-14 Parent Home Page Screen

1 The Navigation bar contains links to various areas within ParentVUE. Each area displays records for the child selected and are described below. The Navigation Bar remains consistently on the left as you view the information in ParentVUE, except when viewing the Account tab. It identifies the area you are viewing by highlighting the bar. Click **Home** at the top to return to Recent Events, shown in the example above.

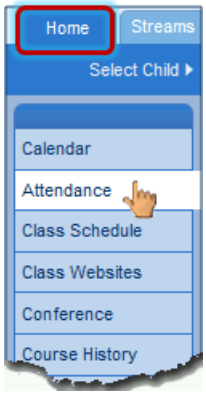

Figure 1-15 Navigation Bar

2 Recent Events 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.

3 District Announcements are featured on the right.

4 In ParentVUE, children linked to a parent and attending this district, have their first names listed at the top of the screen. Click the child's name to view his or her information.

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NAVIGATION BAR

CALENDAR

Calendar displays the important details of your child's school day. Use these directions to check your child's school attendance using ParentVUE.

Click on **Calendar.** The school calendar lists assignments from the Grade Book for the student listed, school holidays, and other school events. Information in blue is a link for more detailed information. The calendar can be screened by day, week, or month.

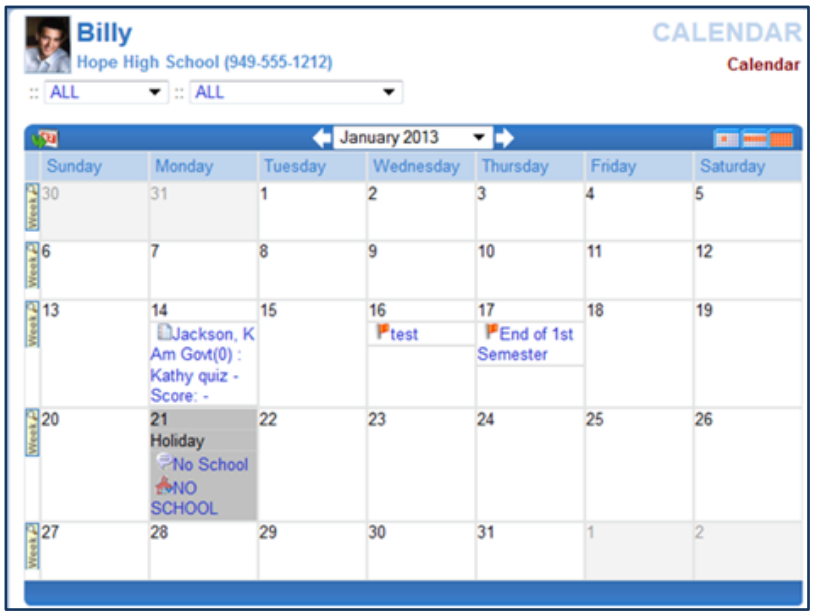

Figure 1-16 Parent Calendar Screen

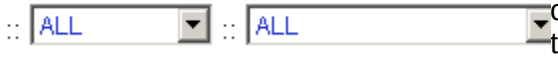

Figure 1-17 Event Selection Drop-Downs

To filter the information displyed on the calendar, use the drop-down boxes at the top of the calendar. This can be used to only show assignments of a particular type or from a particular class.

Figure 1-18 Calendar Screen Button

By default, the calendar is shown in a Monthly screen. To switch to a Weekly or Daily screen, click on the buttons in the top right-hand corner of the calendar.

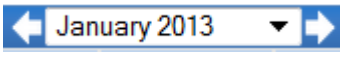

Figure 1-19 Month Button

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.

Figure 1-20 Week Button

To see the details of a specific week, click on the yellow Week bar to the left of the week to be screened.

Figure 1-21 Today Button

To return to today's date, click the icon in the top left-hand corner of the calendar.

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The calendar shows two types of information: District or school events that are marked with a or , and Grade Book assignments are marked with a .

To see additional details, click on the blue text describing the event or assignment.

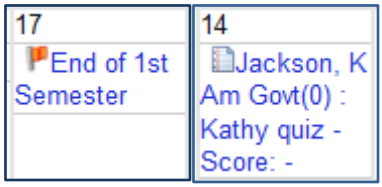

Figure 1-22 Events & Assignments

Event Detail shows 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.

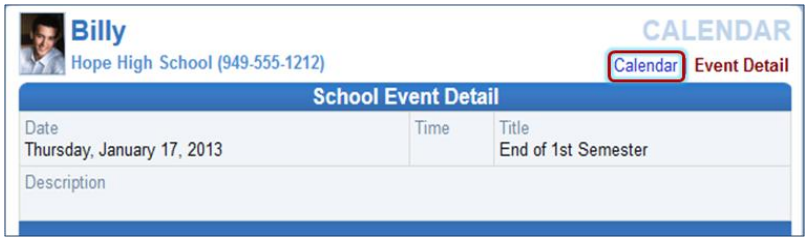

Figure 1-23 - District Event Detail

The **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.

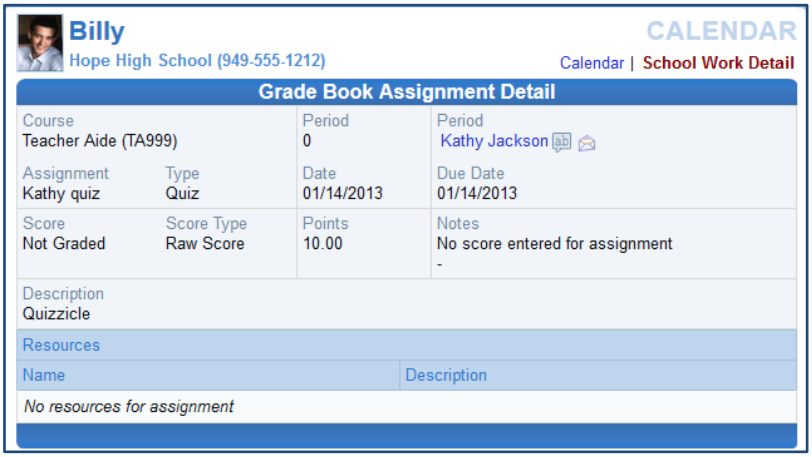

Figure 1-24 Grade Book Assignment Detail

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The **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.

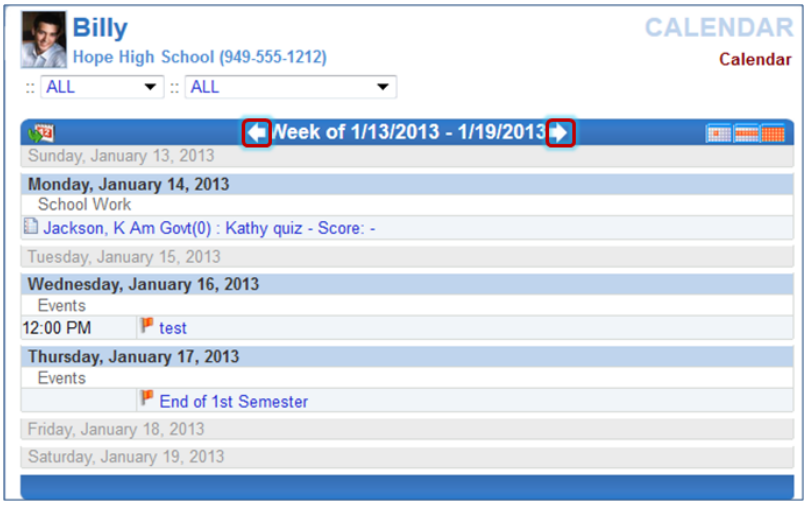

Figure 1-25 Weekly Calendar Screen

The **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.

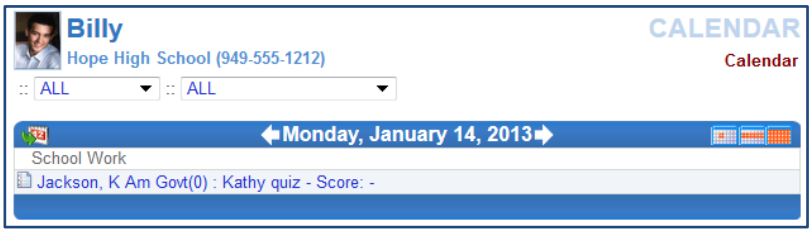

Figure 1-26 Daily Calendar Screen

ATTENDANCE

To view attendance information, click **Attendance** on the Navigation bar. This screen can be viewed in two ways – the List screen and the Calendar screen.

The **List view** displays all the days your child was marked absent or tardy, along with the reason and notes associated with each entry. Totals display at the bottom of the list.

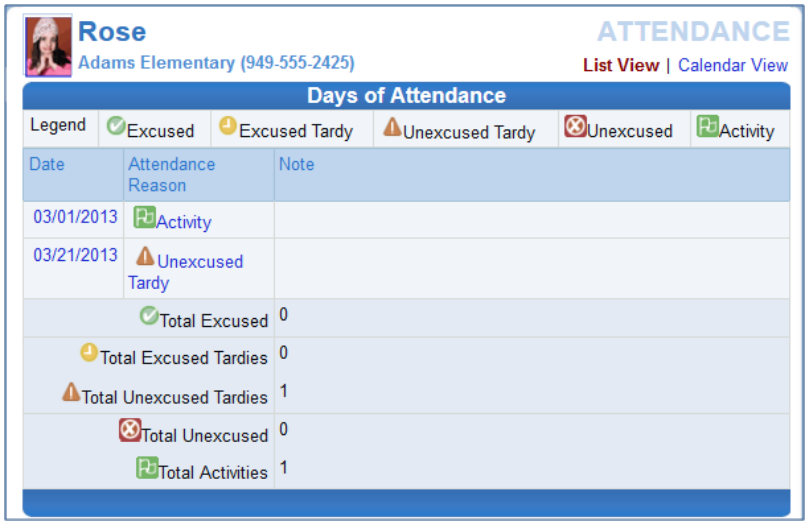

Figure 1-27 Attendance List View

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Icons provide an at-glance understanding of the reasons for non-attendance.

Excused Excused Tardy Unexcused Tardy Unexcused Activity

The **Calendar view** displays absences in the date they occurred. This is handy to view a specific period of time.

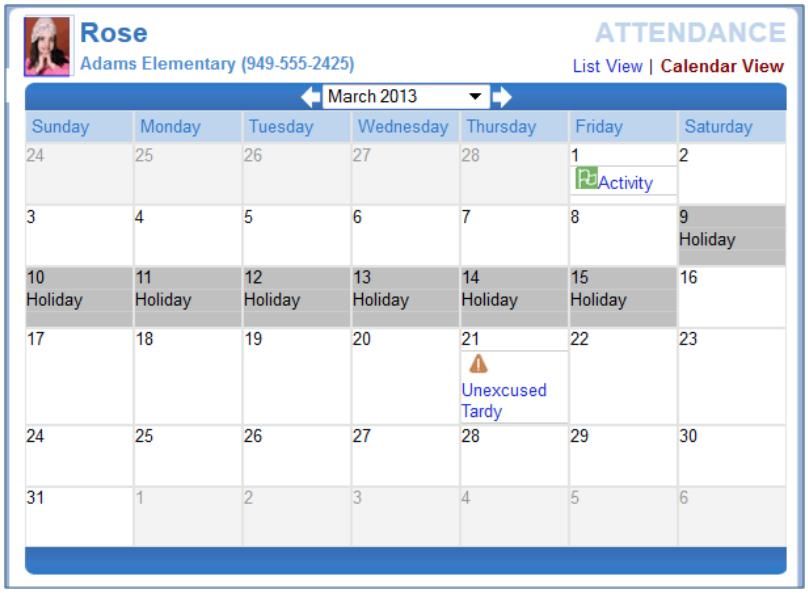
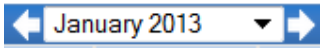


Figure 1-28 Attendance Calendar View

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

Click ▼ to select a different month to view.

In calendar view, click on an absence reason to view the details.

In **List view**, click on the absence reason or absence date to view the details.

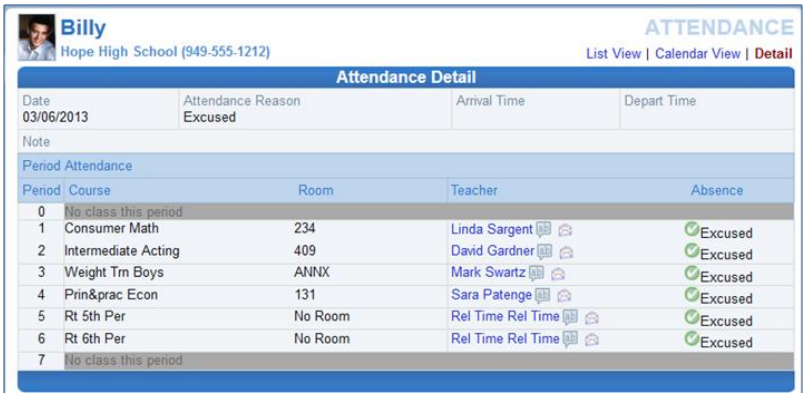


Figure 1-29 Secondary Attendance Detail

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

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CLASS SCHEDULE

Click **Class Schedule** on the Navigation bar to view the current semester or term.

The schedule lists the period, course title, room name, and the teacher for each class.

Figure 1-30 Class Schedule Screen

To view a different semester's schedule, click on the semester abbreviation (**Fall, Spring**, etc.) in the upper right-hand corner. The schedule lists the period, course title, room name, and the teacher for each class. If the teacher's name is in blue text, click on the **blue text** to send an e-mail to that teacher.

CLASS WEBSITE

The **Class Website** screen is where parents can view teacher-created, class- specific postings, such as announcements, homework assignments, and class resources.

Select the class to view from the drop-down.

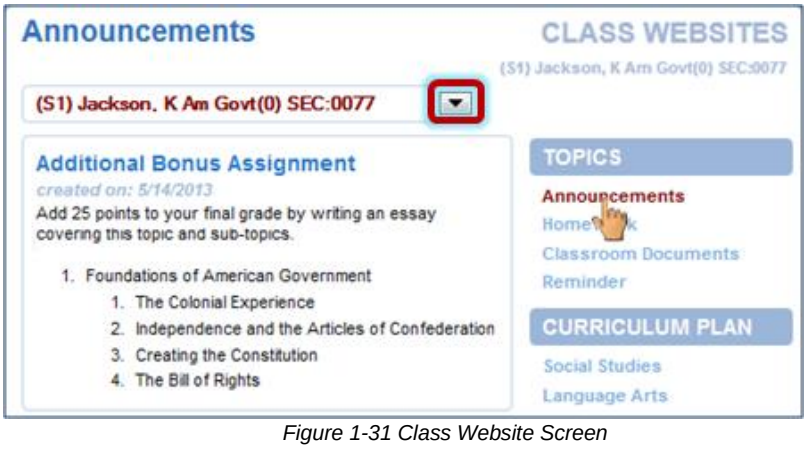

Figure 1-31 Class Website Screen

Select the post to view by clicking an option on the right.

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CONFERENCE

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

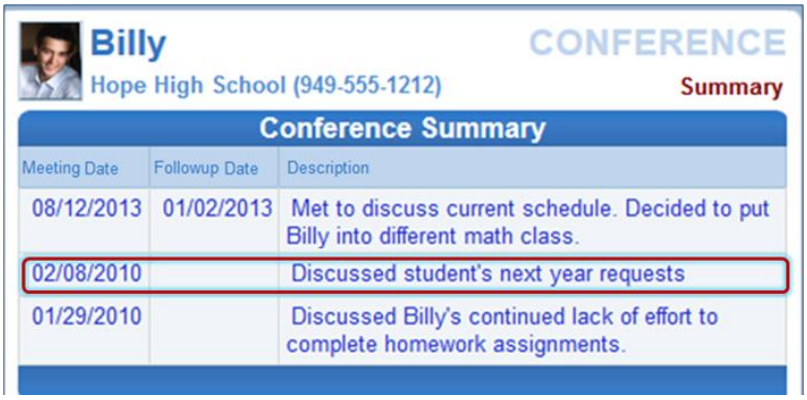

Figure 1-32 Conference Summary Screen

To see the detail of a conference, click on the **blue text**. The **Conference Detail** screen opens.

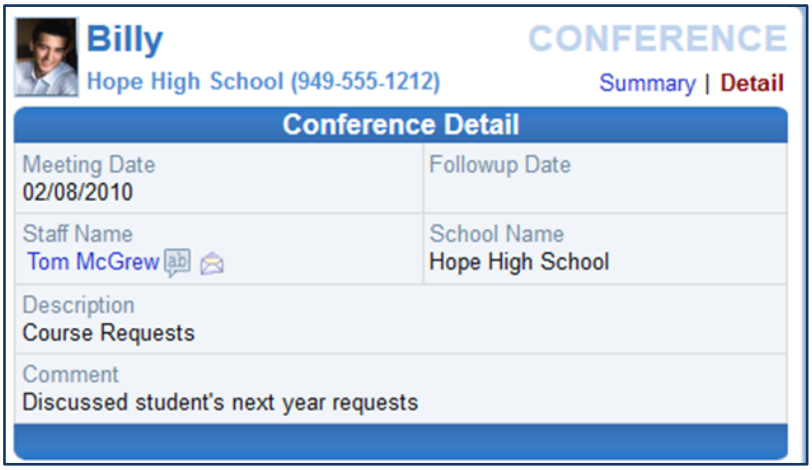

Figure 1-33 Conference Detail Screen

Click **Summary** to return to the main screen.

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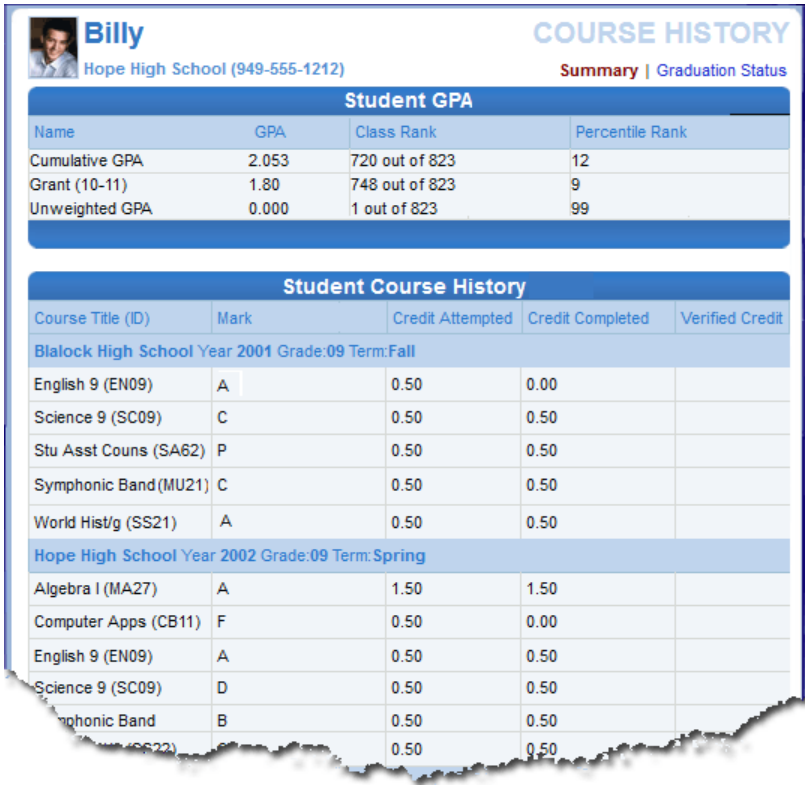
COURSE HISTORY

Course History displays all your child's courses, and the grades received for all years and all schools. It shows their cumulative GPA and graduation ranking.



Billy

Hope High School (949-555-1212)

COURSE HISTORY

Summary | Graduation Status

Student GPA

Name	GPA	Class Rank	Percentile Rank
Cumulative GPA	2.053	720 out of 823	12
Grant (10-11)	1.80	748 out of 823	9
Unweighted GPA	0.000	1 out of 823	99

Student Course History

Course Title (ID)	Mark	Credit Attempted	Credit Completed	Verified Credit
Blalock High School Year 2001 Grade:09 Term:Fall				
English 9 (EN09)	A	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	
World Hist/g (SS21)	A	0.50	0.50	
Hope High School Year 2002 Grade:09 Term:Spring				
Algebra I (MA27)	A	1.50	1.50	
Computer Apps (CB11)	F	0.50	0.00	
English 9 (EN09)	A	0.50	0.50	
Science 9 (SC09)	D	0.50	0.50	
...phonic Band	B	0.50	0.50	
...	...	0.50	0.50	

Figure 1-34 Course History Summary Screen

To view a summary of the student's current progress towards graduation, click **Graduation Status** in the upper right-hand corner. The **Course History Graduation Status** screen opens.

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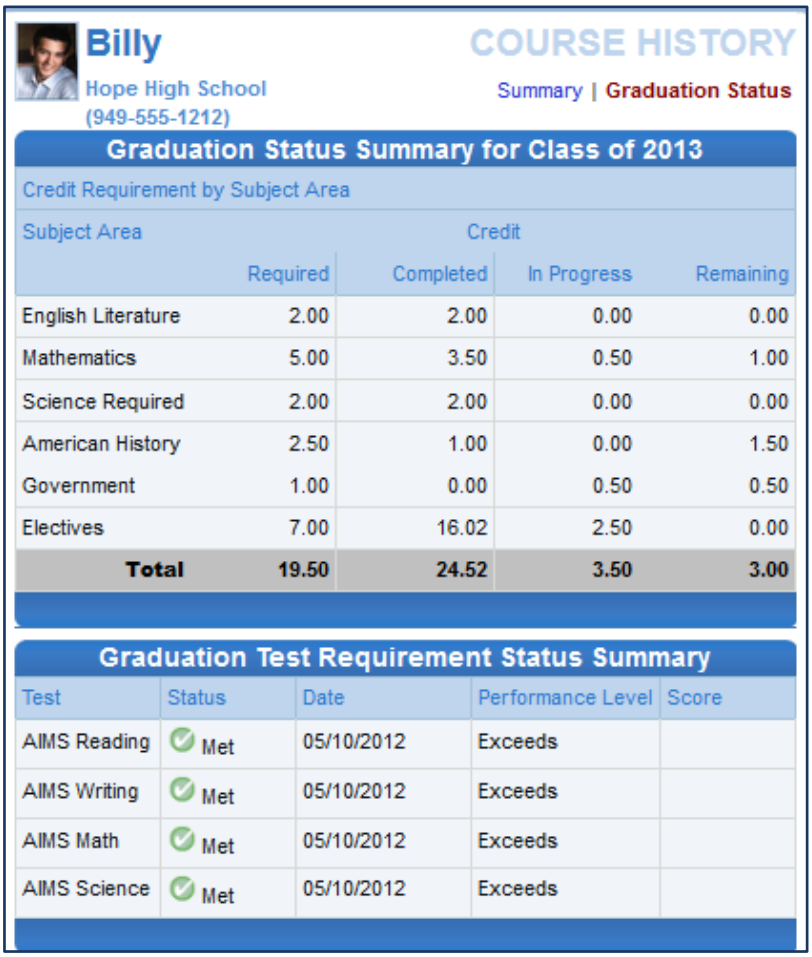
The **Course History Graduation Status** provides detailed credit and test requirement information, if appropriate to your child's school grade level. This is the same information that displays on the student's transcript.



Billy
Hope High School
(949-555-1212)

COURSE HISTORY
Summary | Graduation Status

Graduation Status Summary for Class of 2013

Credit Requirement by Subject Area

Subject Area	Credit			
	Required	Completed	In Progress	Remaining
English Literature	2.00	2.00	0.00	0.00
Mathematics	5.00	3.50	0.50	1.00
Science Required	2.00	2.00	0.00	0.00
American History	2.50	1.00	0.00	1.50
Government	1.00	0.00	0.50	0.50
Electives	7.00	16.02	2.50	0.00
Total	**19.50**	**24.52**	**3.50**	**3.00**

Graduation Test Requirement Status Summary

Test	Status	Date	Performance Level	Score
AIMS Reading	Met	05/10/2012	Exceeds	
AIMS Writing	Met	05/10/2012	Exceeds	
AIMS Math	Met	05/10/2012	Exceeds	
AIMS Science	Met	05/10/2012	Exceeds	

Figure 1-35 Graduation Status Screen

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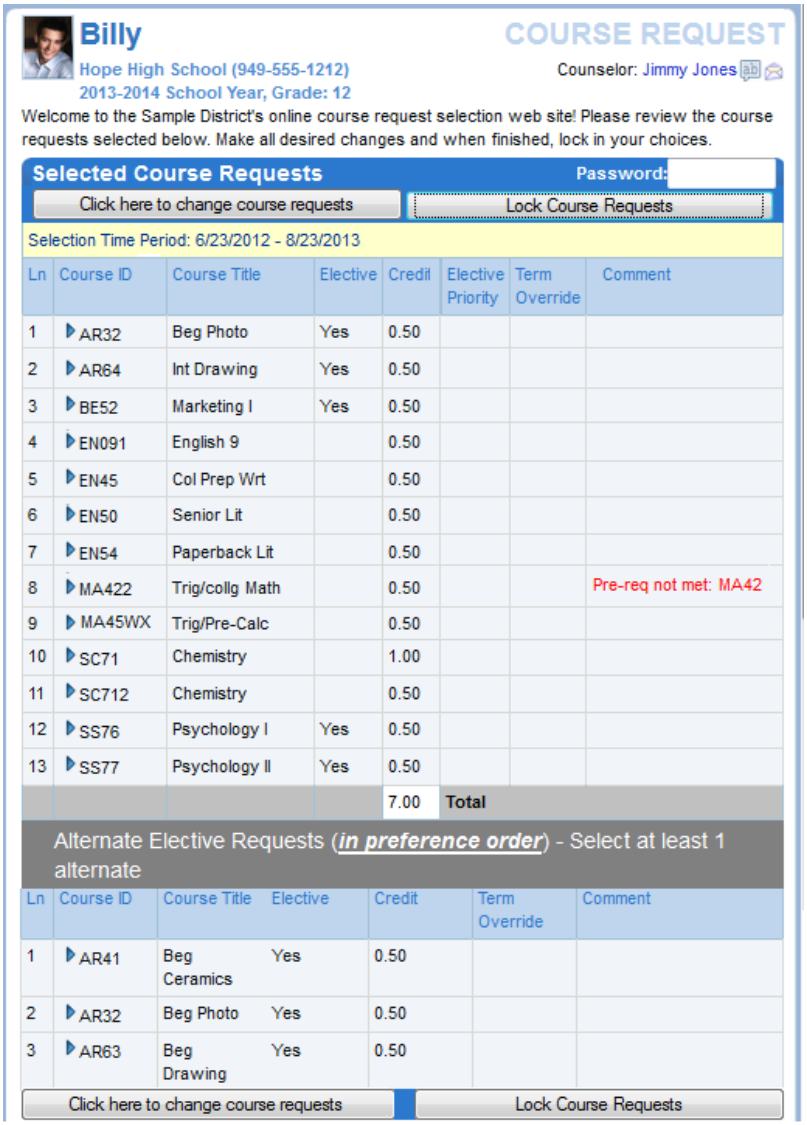
COURSE REQUEST

Parents may view or modify their child's course requests for the next semester using ParentVUE.

Click **Course Request** on the Navigation bar. The Course Request screen displays a list of your child's current course requests and 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		

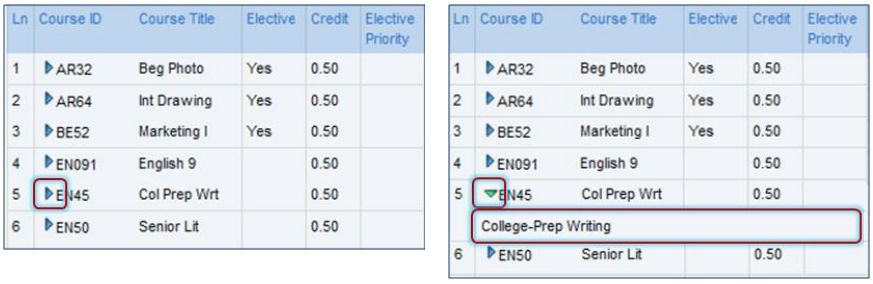
Alternate Elective Requests (***in preference order***) - Select at least 1 alternate

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

Figure 1-36 Course Request Screen

To view more details on the course, click the blue triangle ▶ next to the Course ID. The triangle turns green ▼ and points downward. More information displays below. 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	

Figure 1-37 Course Request Screen Expanded

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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**

Figure 1-38 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.

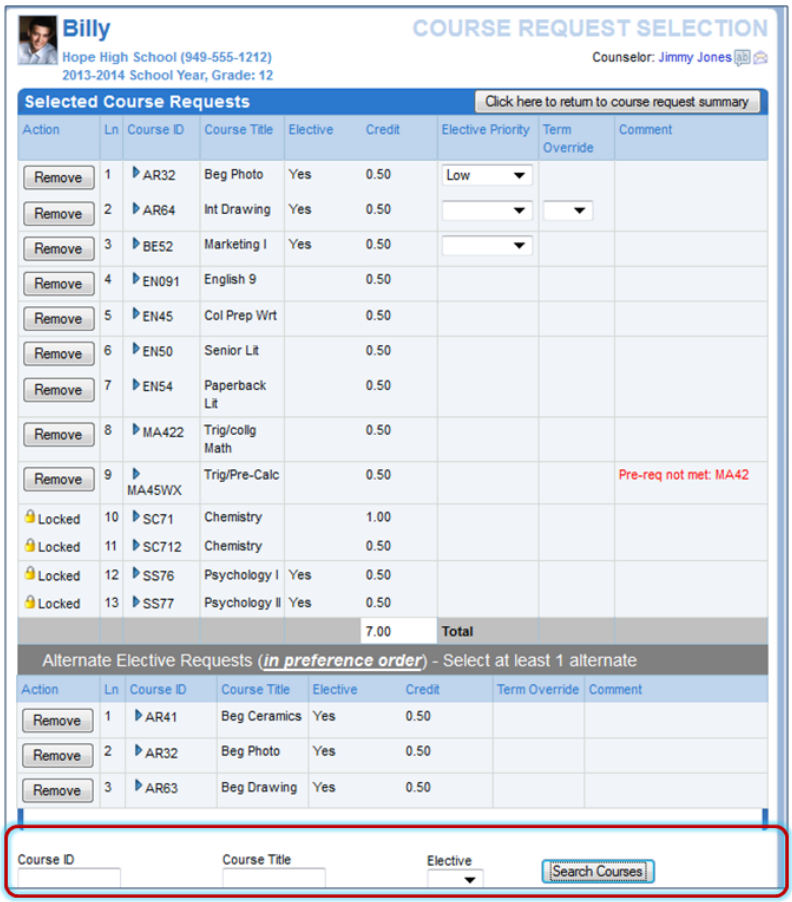

Figure 1-39 Course Request Screen

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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.

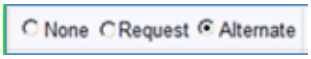

Figure 1-40 Course Request Screen Selection Tool

6. Click Click here to move selected requests to Selected Course Requests. This will 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.

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 now shows the course requests as locked in and the requests can no longer be modified.

** If requests are screened by your school, they will supply you with a password, which must be entered prior to locking in the course requests.

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DISCIPLINE

Discipline events associated with your child can be seen in ParentVUE. 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.

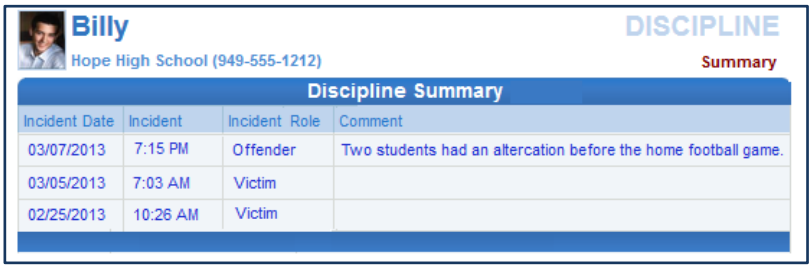

Figure 1-41 Discipline Screen

To see additional details about the incident, click on the **blue text** of the incident. The **Discipline Detail** screen opens displaying additional incident information.

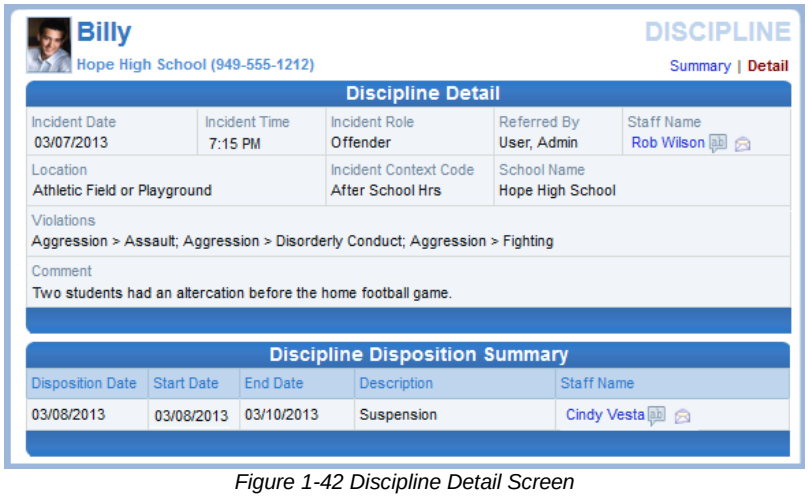

Figure 1-42 Discipline Detail Screen

The staff member associated with the incident is displayed as a communication link. The **Discipline Disposition Summary,** if one exists, displays below.

Click **Summary** to return to the original screen.

Figure 1-43 Discipline Detail Screen

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FEE

There are two types of fee systems models that your school may use: Standard Fee Model and Direct Payment Fee Model. Depending on the fee model, the screens and options that display vary. Click **Fee** on the Navigation bar.

Standard Fee Model

The fee summary displays the transaction date, fee code, description, fees amount, payments received, remaining balance, fee category, and course (if the fee was associated with a course).

Figure 1-44 Fee Summary Screen - Standard Fee Model

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

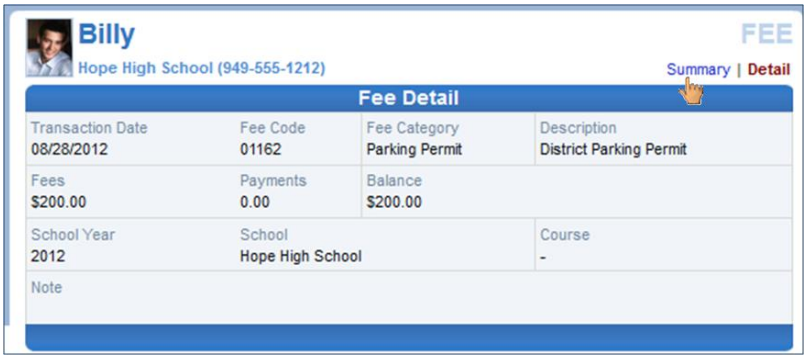

Figure 1-45 Fee Detail Screen - Standard Fee Model

Click **Summary** to return to the Fee Summary screen. If your child's school accepts online payments through ParentVUE, a Pay Fees button will be available on the Fees screen.

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Pay Student Fees

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

Figure 1-46 – Parent Fee Summary Screen

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

Figure 1-47 Fee Payment Provider Screen Example

3. 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 be reflected as paid on ParentVUE.

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Direct Payment Fee Model

The **Fee Summary** screen displays Current Fees and Paid Fees. For each fee the transaction date, fee code, description, fees amount, payments received, remaining balance, fee category, course (if the fee was associated with a course), and the status of the fee is listed.

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

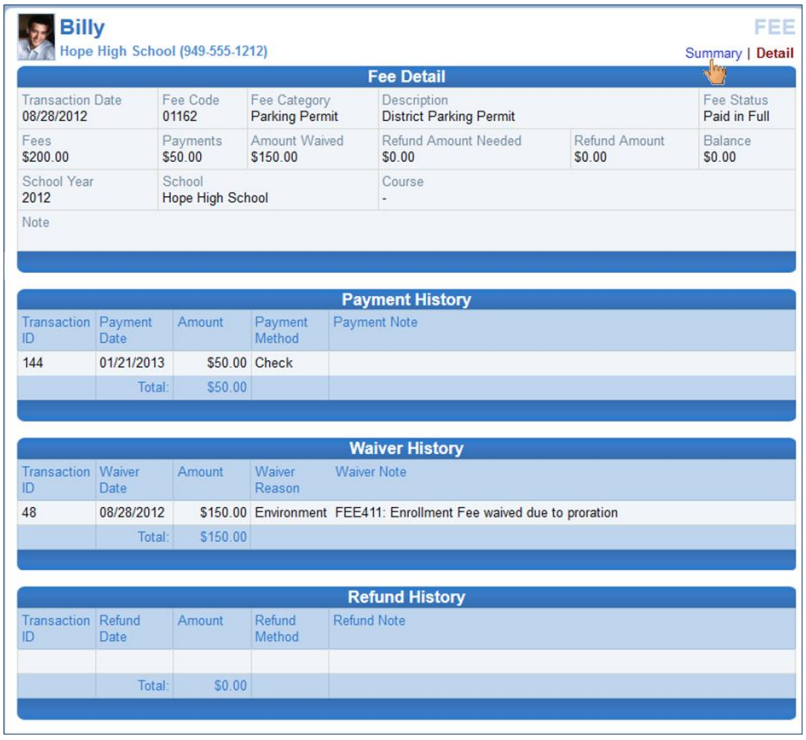
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Fee Status
12/06/2012 2012-2013	230	Shop fee	$10.00	$5.00	$5.00	Lab Fee		Balance Due
04/16/2013 2012-2013	240	PE locker fee	$7.00	$0.00	$7.00	PE Locker		Balance Due
		Totals:	$17.00	$5.00	$12.00			Pay Fees

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	$12.00			

Figure 1-48 Fee Summary Screen - Direct Payment Fee Model

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



Billy
Hope High School (949-555-1212)
FEE
Summary | Detail

Fee Detail

Transaction Date	Fee Code	Fee Category	Description		Fee Status
08/28/2012	01162	Parking Permit	District Parking Permit		Paid in Full
Fees	**Payments**	**Amount Waived**	**Refund Amount Needed**	**Refund Amount**	**Balance**
$200.00	$50.00	$150.00	$0.00	$0.00	$0.00
School Year	**School**		**Course**		
2012	Hope High School		-		
Note					

Payment History

Transaction ID	Payment Date	Amount	Payment Method	Payment Note
144	01/21/2013	$50.00	Check	
	Total:	$50.00		

Waiver History

Transaction ID	Waiver Date	Amount	Waiver Reason	Waiver Note
48	08/28/2012	$150.00	Environment	FEE411: Enrollment Fee waived due to proration
	Total:	$150.00		

Refund History

Transaction ID	Refund Date	Amount	Refund Method	Refund Note
	Total:	$0.00		

Figure 1-49 Fee Detail Screen - Direct Payment Fee Model

Click **Summary** to return to the Fee Summary screen.

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If your child's school accepts online payments through ParentVUE, a Pay Fees button will be available on the Fees screen.

Pay Student Fees

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

Figure 1-50 Fee Summary Screen - Direct Payment Fee Model

1. Click Pay Fees. The **Fee Payment** screen displays. The Fee Payment section reflects fees you child has incurred that need to be paid. The Optional Fees section lists discretionary items that you may want to purchase.

Figure 1-51 Fee Cart Screen - Direct Payment Fee Model

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2. Click Add on the line of the fee, to add it to your cart.
3. Fees marked **Priority 1** should be paid 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.
4. When finished selecting the fees to pay, click Checkout or continue to children to add their fees to the Cart. The **Finalize Fee Payment** screen opens.

The **Finalize Fee Payment** screen displays all the fees currently in your cart.

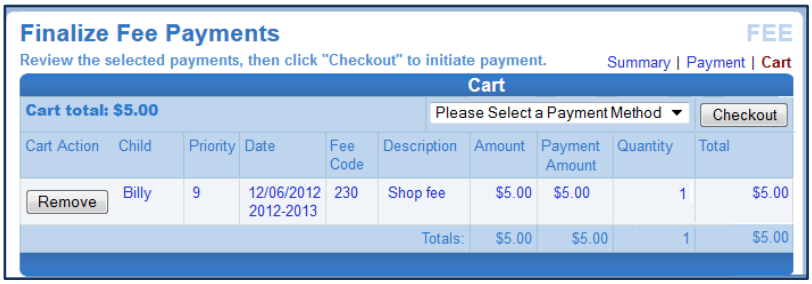

Figure 1-52 Finalize Fee Payments Screen - Direct Payment Fee Model

5. Select a payment method from the drop down list.
6. Click Checkout. The payment screen of the provider selected opens.

Figure 1-53 Fee Payment Provider Screen Example

7. 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 be reflected as paid on ParentVUE.

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GRADE BOOK

The Grade Book screen allows parents to keep track of student grades, assignments and test scores that have been posted in the TeacherVUE Grade Book. Click **Grade Book** on the Navigation bar. The Grade Book Summary screen shows grades for each grading period and progress period. The screen opens to the current grade period but clicking any available quarter or progress period brings up that summary.

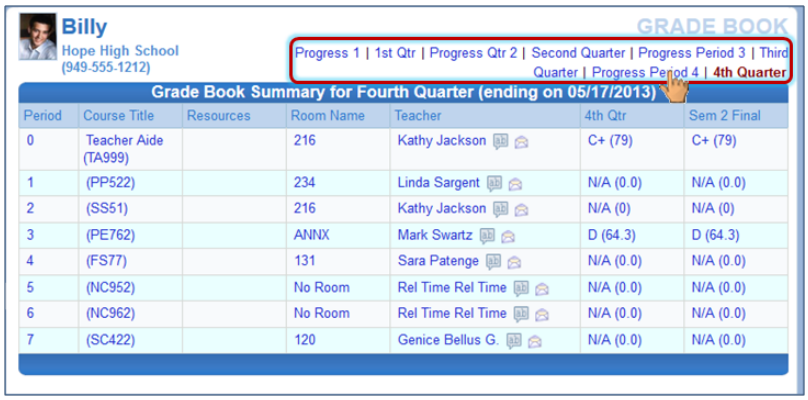

Figure 1-54 Grade Book Summary Screen

The summary for secondary students displays the periods, course title, resources for that class (if any were posted), the teacher name, and grades for that time period.

The summary for elementary students displays the teacher name, subject area, number of missing assignments, any class resources, the number of points earned by the student and the percentage of points.

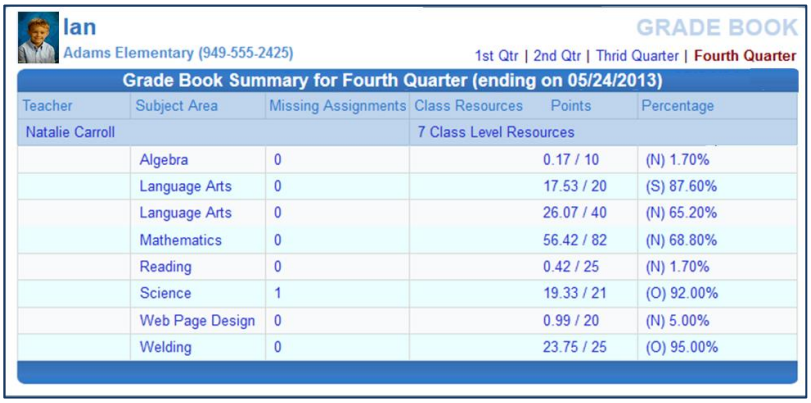

Figure 1-55 Grade Book Summary Screen - Elementary

The teacher's name is a link to the Class Website screen. Other words in blue are links to the Assignment View. The **Assignment View** screen that displays may be filtered to show one teacher's assignments or one subject area, by selecting from the drop-down.

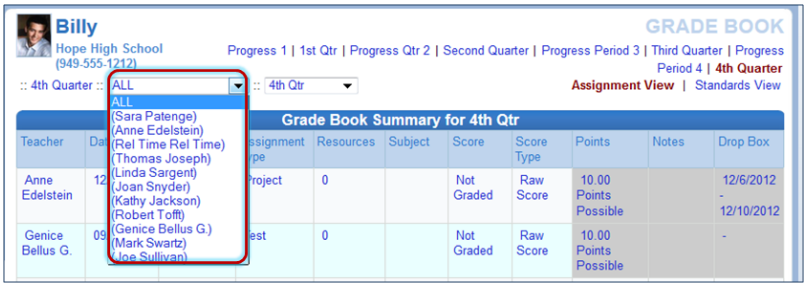

Figure 1-56 Grade Book Assignment View - Secondary

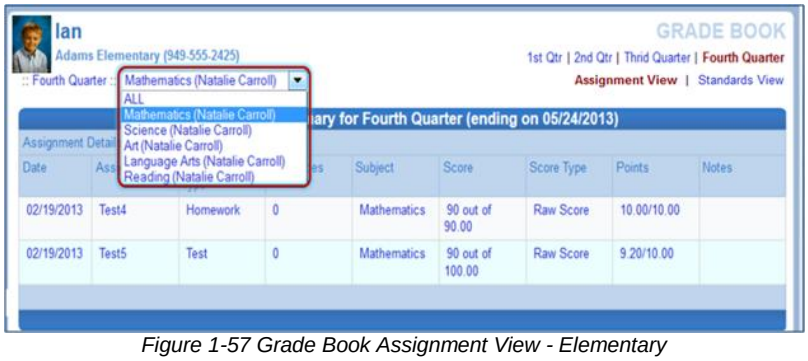

Figure 1-57 Grade Book Assignment View - Elementary

To see the details of an assignment, click on the blue text for the assignment. The **Grade Book Assignment View Detail** screen displays.

If the assignment is aligned to a state standard the standard name and performance indicator display. NOTE: The state standard feature is not used in all districts.

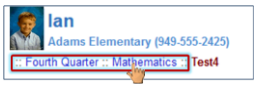

Figure 1-58 Grade Book Breadcrumb

To return to the previous screen click the link at the top.

The **Standards View** is a selection available by clicking on the link on the top right of the screen.

Figure 1-59 *Grade Book Standards View Link*

The **Standards View** displays the state standards aligned with the subject area and assignments.

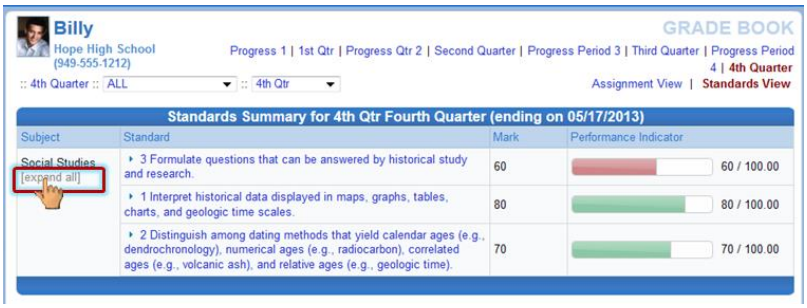

Figure 1-60 Grade Book Standards View

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

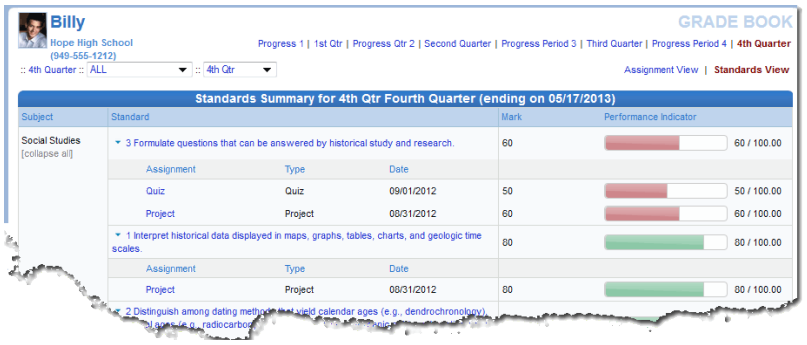

Figure 1-61 Grade Book Standards View Detailed Screen

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HEALTH

The Health screen lists your child's visits to the school nurse, as well as their health conditions and immunization record. Click **Health** on the Navigation bar.

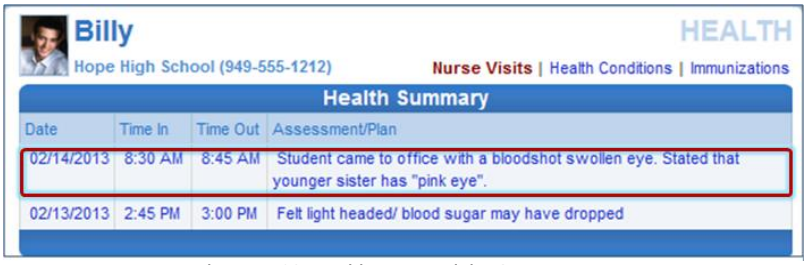

Figure 1-62 Health Nurse Visits Screen

To view the detail of a visit, click on the **blue text** of that visit. The **Nurse Visit Detail** screen opens. The detailed screen shows the assessment of the student's condition and the plan of action. It also shows the name of the staff who recorded the visit.

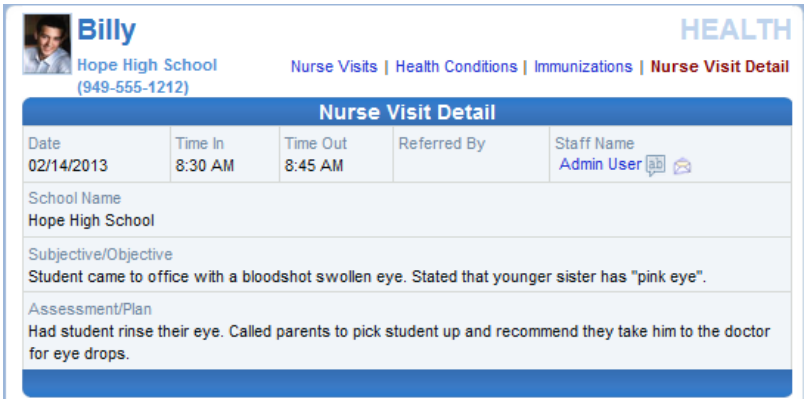

Figure 1-63 Health Nurse Visit Detail Screen

To view the student's health conditions, such as asthma or allergies, click on the **Health Conditions** tab in the top right-hand corner.

Figure 1-64 Health Conditions Screen

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

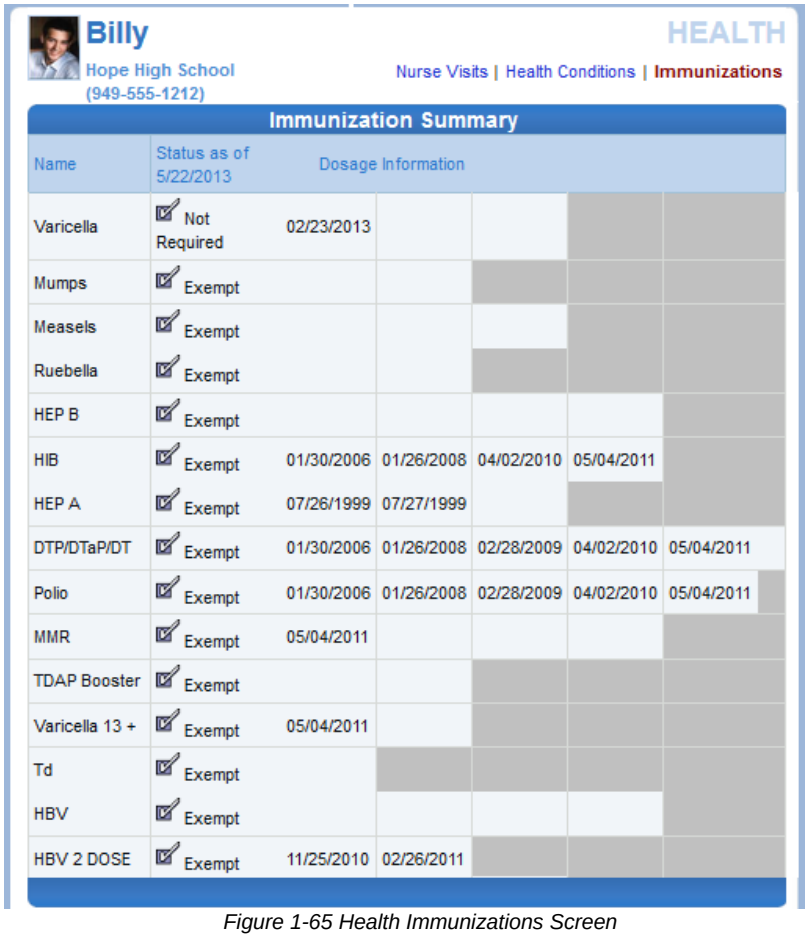

Figure 1-65 Health Immunizations Screen

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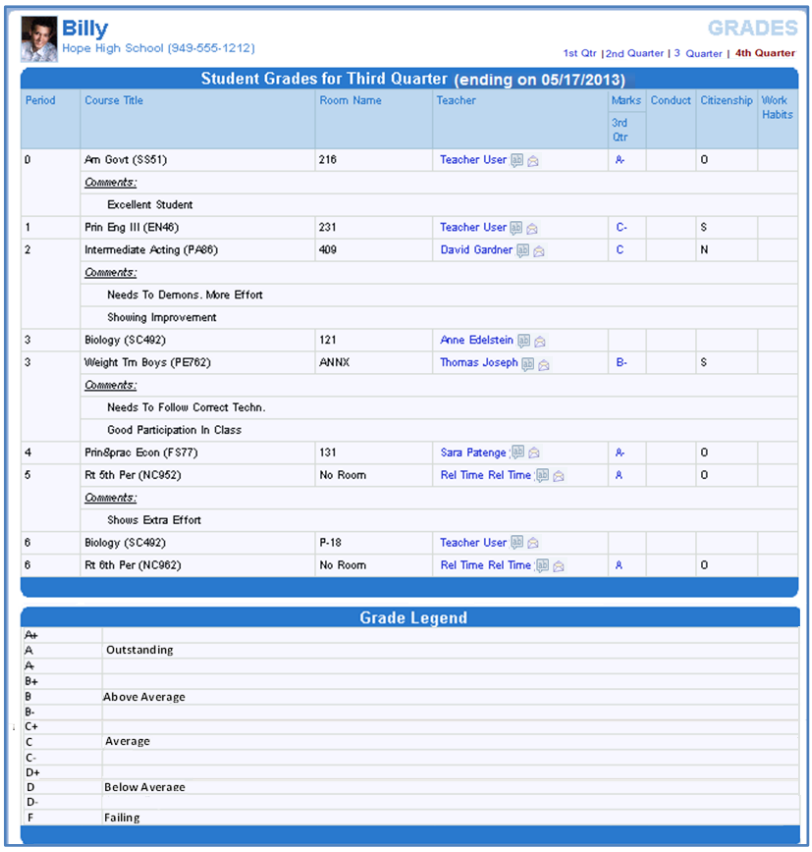
REPORT CARD

The Report Card screen shows grades for each quarter and for progressive periods between the quarters. Click **Report Card** on the Navigation bar. This screen also contains 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)

GRADES
1st Qtr | 2nd Quarter | 3 Quarter | 4th Quarter

Student Grades for Third Quarter (ending on 05/17/2013)

Period	Course Title	Room Name	Teacher	Marks 3rd Qtr	Conduct	Citizenship	Work Habits
0	Am Govt (SS51)	216	Teacher User	A-		O	
	Comments:						
	Excellent Student						
1	Prin Eng III (EN46)	231	Teacher User	C-		S	
2	Intermediate Acting (PA86)	409	David Gardner	C		N	
	Comments:						
	Needs To Demons. More Effort						
	Showing Improvement						
3	Biology (SC492)	121	Anne Edelstein				
3	Weight Trn Boys (PE762)	ANNX	Thomas Joseph	B-		S	
	Comments:						
	Needs To Follow Correct Techn.						
	Good Participation In Class						
4	Prin8prac Econ (FS77)	131	Sara Patenge	A-		O	
5	Rt 5th Per (NC952)	No Room	Rel Time Rel Time	A		O	
	Comments:						
	Shows Extra Effort						
6	Biology (SC492)	P-18	Teacher User				
6	Rt 6th Per (NC962)	No Room	Rel Time Rel Time	A		O	

Grade Legend

A+	
A	Outstanding
A-	
B+	
B	Above Average
B-	
C+	
C	Average
C-	
D+	
D	Below Average
D-	
F	Failing

Figure 1-66 Report Card Screen

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SCHOOL INFORMATION

The School Information screen is a handy directory of your child's school. Click **School Information** on the Navigation bar. To go to the school's website, click on the **Website URL**.

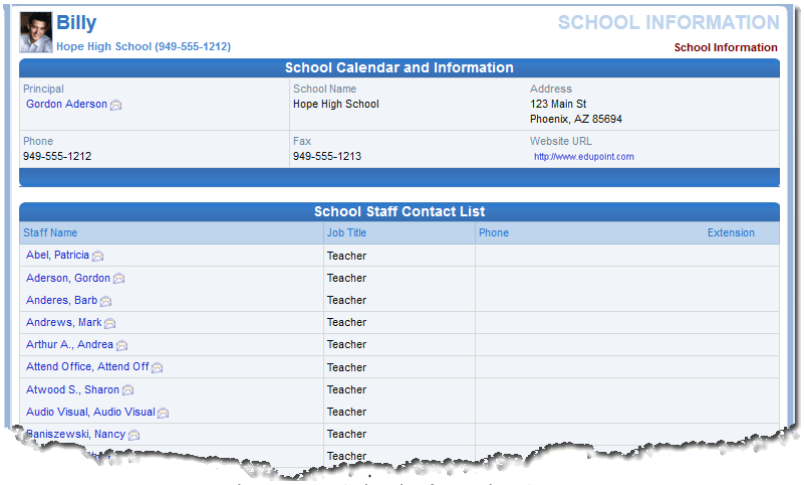

Figure 1-67 School Information Screen

STUDENT INFO

The Student Info screen displays your child's demographic information emergency contact and physician information. Click **Student Info** on the Navigation bar.

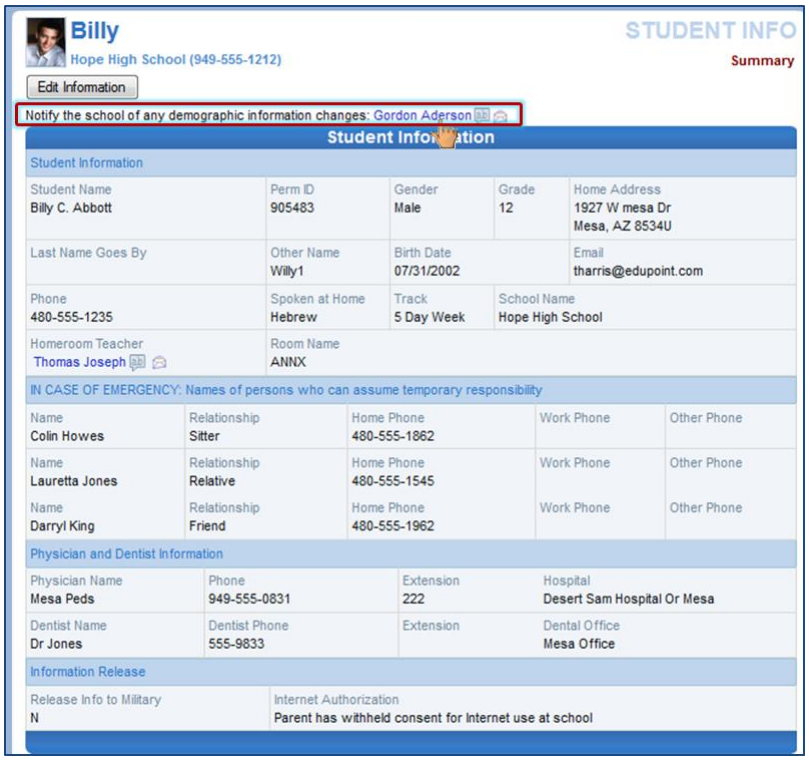

Figure 1-68 Student Info Screen

To notify the school of any demographic information changes, click the staff name in blue or click to initiate a Stream. If an email communication is preferred, click .

In some districts, information may be edited directly on the screen.

Click Edit Information.

When finished, click Save Changes or Cancel Changes.

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Once a change has been submitted, the school staff must rescreen and accept the change before the information is updated. The date on which the change is submitted displays at the top of the screen, and no further changes can be submitted until the staff has accepted the change. Once the change has been accepted, additional changes may be submitted.

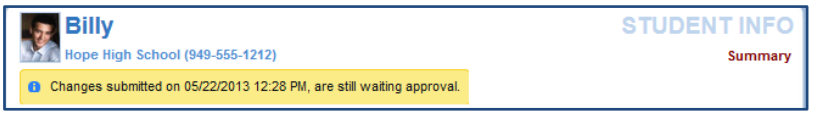

Figure 1-69 Student Info Screen Changes Submitted

SPECIAL ED

ParentVUE displays Special Education information for your child, if they are receiving services. Click **Special Ed** on the Navigation bar. The next Annual Review Date and the next Reevaluation Date is listed. The current Individual Education Plan (IEP) and Progress Report are available to view or download.

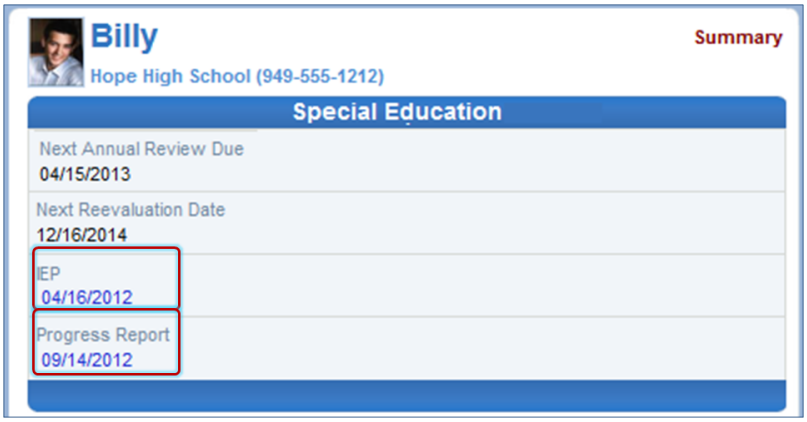

Figure 1-70 Special Ed Screen

Click on the blue date under IEP or Progress Report to open that document in PDF format where it can be downloaded or printed.

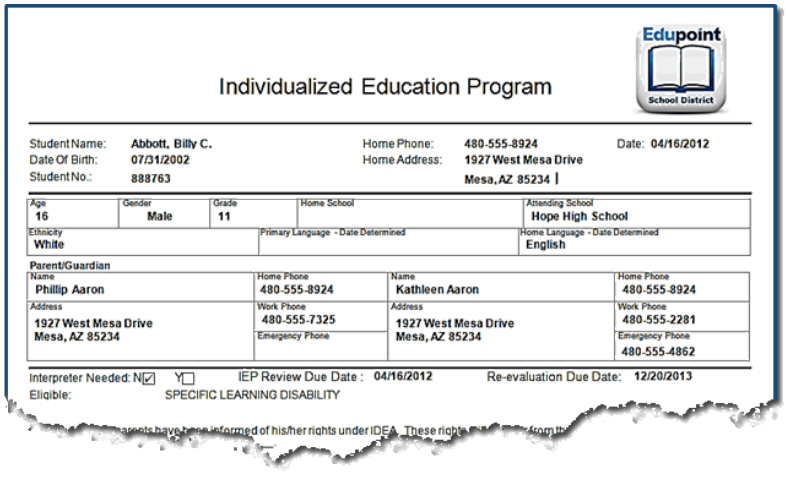

Figure 1-71 Student IEP

CUSTOM TAB

The Custom Tab screen provides district chosen links to support the educational community. Click **Custom Tab** on the Navigation bar. Links vary from district to district but they are commonly academic support sites or sites that manage cafeteria costs.

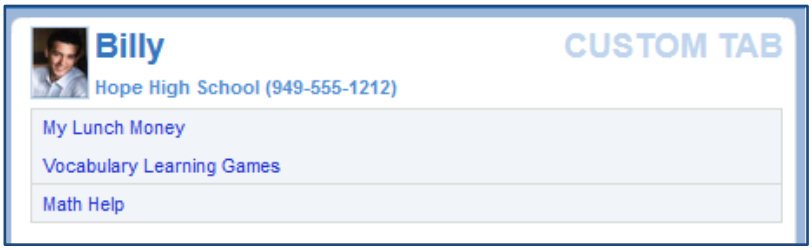

Figure 1-72 Custom Tab screen

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

DIGITAL LOCKER

Click **Digital Locker** on the Navigation bar. The Digital Locker screen lists all files that the have been uploaded for online storage. It shows the date the file was uploaded, the file name, notes about the file entered by the student, and the size of the file. These may be drafts of papers or other work in progress. Files that have been submitted for a specific assignment are stored in the Grade Book and are not listed here.

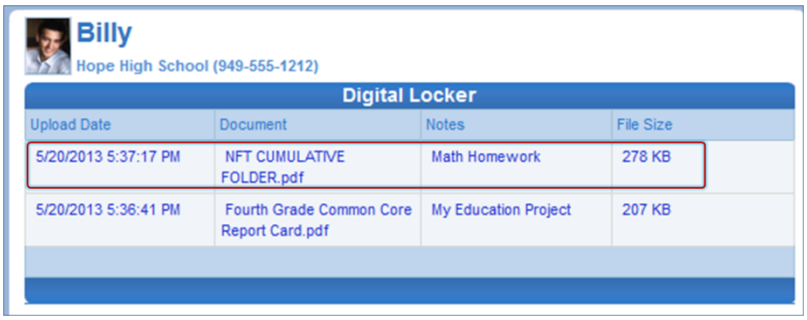

Figure 1-73 –Digital Locker Screen

Click any of the blue text describing the file, to download a copy of the file, where it may be printed or saved.

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ADDITIONAL INFORMATION

Additional information about the ParentVUE portal account is available in several areas.

STREAMS

Streams encourage and facilitate home/school collaboration by allowing parents to maintain a running dialog with teachers. The Streams Collaboration Tool is easy to use and intuitive.

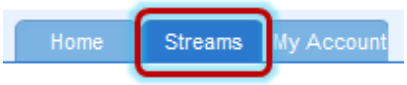

Figure 1-74 ParentVUE Tabs

Streams are accessible by clicking the **Streams** tab.

Throughout the various ParentVUE screens, teacher and staff names that are associated with the child are displayed in blue as in the example below. This is a convenient way to access Streams and promote contact between home and school.

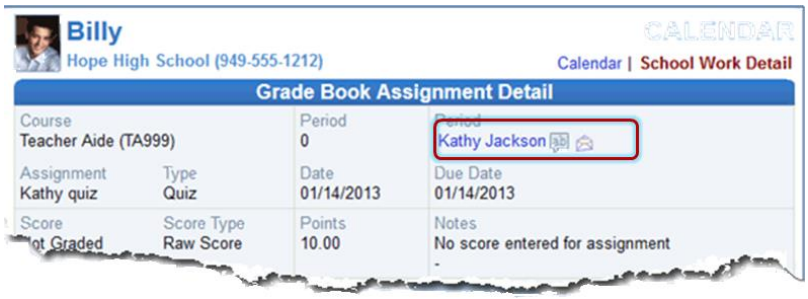

Figure 1-75 Calendar Screen

Click on the teacher's name or the icon next to it, to begin or continue a **Stream**.

Simply type your message in the box and when finished, click **Post.**

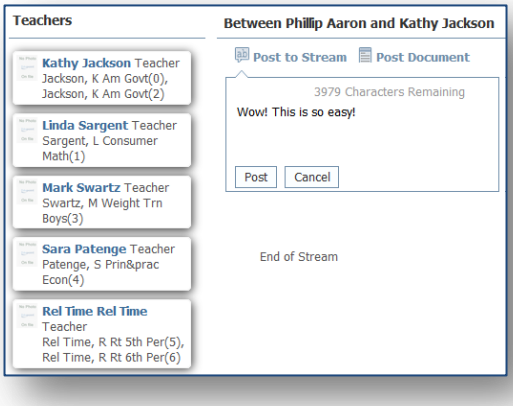

Figure 1-76 Streams Screen

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Documents, Excel files and pictures may be posted, as well.

1. Click Post Document.

2. Click **Choose Document.** Then browse to where the file is located on your computer and select it. *File Ready - Name of Document* displays in the box.

3. Click **Upload & Post.** Once the upload is complete, you are identified as the person who posted it. The name, type, size of the document, and time of upload are

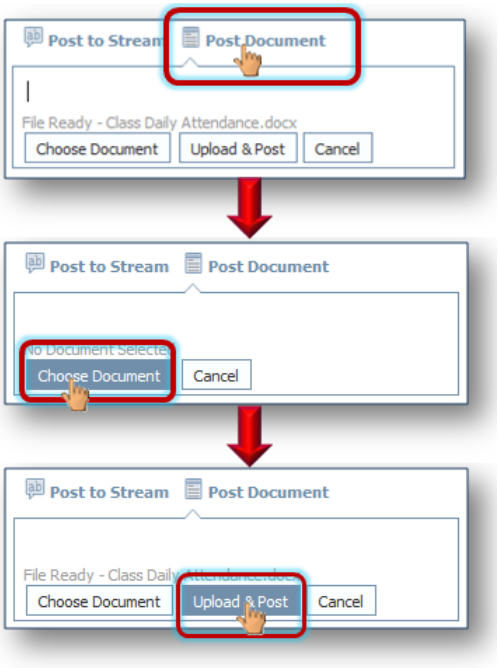

Figure 1-77 Stream Document Post

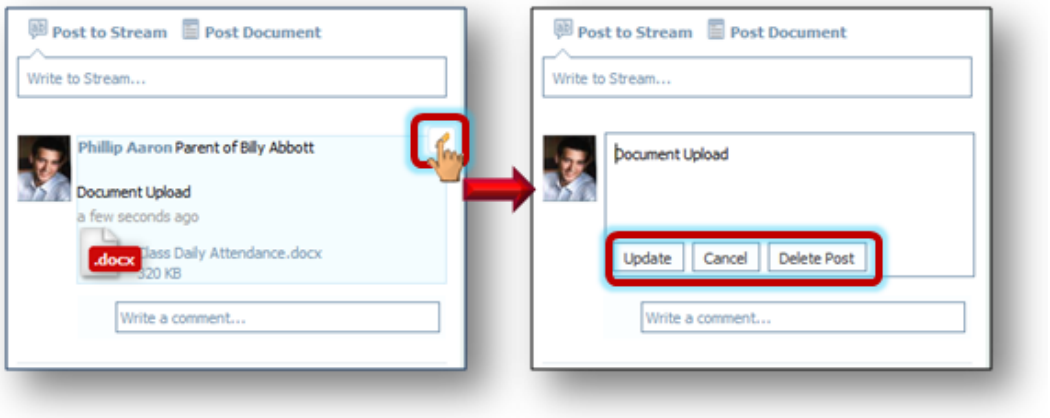

Figure 1-78 Stream Document Post Edit

Posted items may be updated or deleted.

Click ✎.

Select **Update, Cancel,** or **Delete Post.**

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MY ACCOUNT

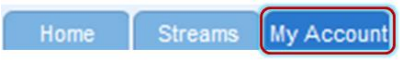

Figure 1-79 ParentVUE Tabs

Your account information is accessible by clicking the **My Account** tab.

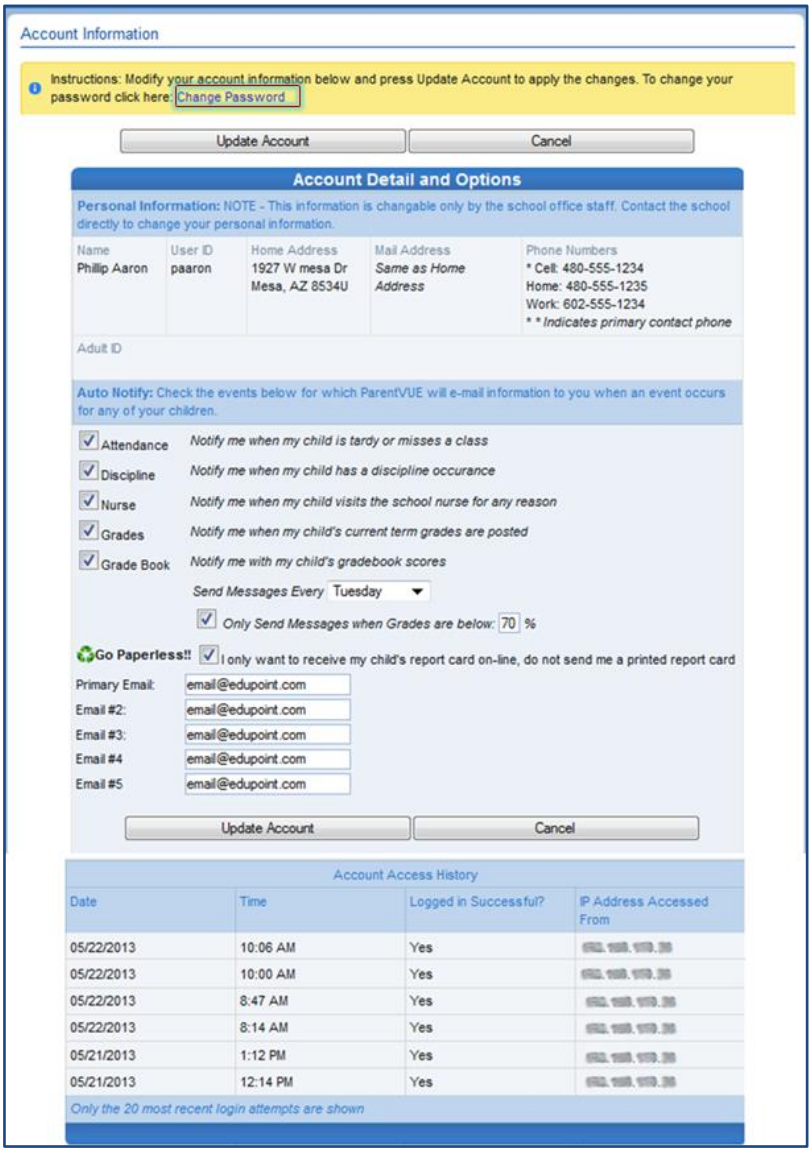

Figure 1-80 My Account Screen

To change your password, click **Change Password** link in the yellow box.

Decide which notifications are sent to you and how often they are sent in the **Auto-Notify** section.

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

Click Update Account **or** Cancel.

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HELP

For help with the ParentVUE website, click on **Help** in the upper right-hand corner.

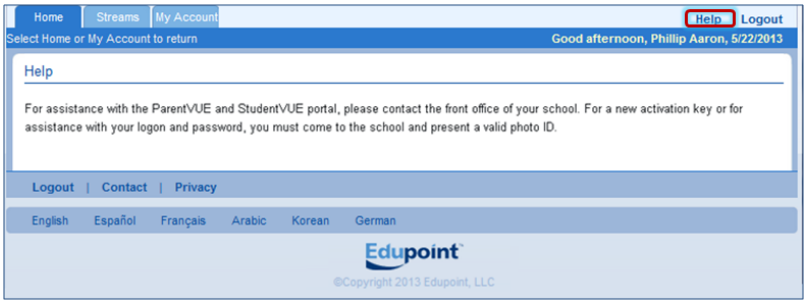

Figure 1-81 Help Screen

CONTACT

To see the district contact information, click on **Contact** in the bottom left-hand corner.

Figure 1-82 Contact Screen

PRIVACY

Click on **Privacy** in the bottom left-hand corner to view the district's privacy policy.

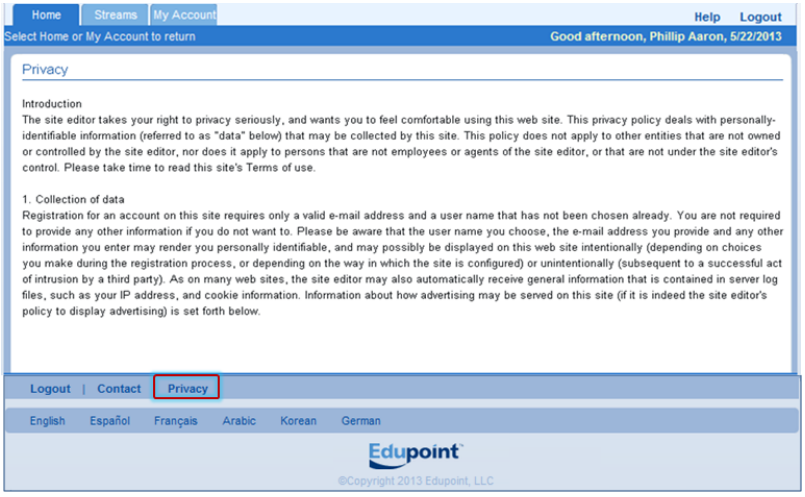

Figure 1-83 Privacy Screen

FORGOTTEN PASSWORD

On the ParentVUE Account Access screen, click **Forgot your password? Click here.**

Enter the primary e-mail address. A message will be sent to that e-mail address with the username and password information.

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Figure 1-84 ParentVUE Account Access Screen

PARENTVUE MOBILE APP

OVERVIEW

The ParentVUE Mobile app helps parents stay informed and connected by providing day-to-day insight into their children's academic experience. The ParentVUE Mobile app works with the Synergy™ student information system in much the same way as the ParentVUE web portal, allowing parents to stay on top of upcoming school events, classroom happenings, assignments, tests, and academic performance. Parents can view their children's classroom assignments and scores, attendance, transcripts, graduation status and more.

NOTE: ParentVUE Mobile app is a free application for parents using the ParentVUE portal.

Hardware And Software Requirements

- Only school districts using the Synergy™ student information system version 6.5 and higher can support the ParentVUE Mobile app.
- Requires wireless or 3G Internet connection.
- Compatible with iPhone, iPod touch, and iPad. Requires iOS 4.3 or later. This app is optimized for iPhone 5.
- Requires Android 2.2 and up
- 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.

   Android

   Click here to download the ParentVUE app for Android

   iPad/iPhone

   Click here to download the ParentVUE app or iPhone/iPad
2. Start the app.
3. Tap **Settings** in the lower left corner.
4. Enter the district URL that may look something like the *samples* below.

   Sample URLs:

   https://yourdistrictname.org/sismobile

   https://sispxp.yourdistrictname.org

   https://parentvue.yourdistrictname.org

   https://sismobile.yourdistrictname.org

   If on the web-based ParentVUE portal, you are using something like in this example:

Figure 1-85 ParentVUE Web Portal

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Then you would enter "https://yourdistrictname.org/sismobile" in the District URL space provided. Please *do not include* " Login_Parent_PXP.aspx."

5. Click **Test.**

The Settings screen will save and display previously entered district URLs.

Log In

The ParentVUE Mobile app uses the same user login as the web-based ParentVUE portal. If you need help please contact your School District's Administration office for access URL and ParentVUE login information.

6. Enter your **Username** and **Password.**
7. Decide if you want your device to **Save Username** and **Password**. This option can be selected at a later time.
8. The default language is English. Tap **Change** to select another language. This option can be selected at a later time, as well.
9. Tap **Login.**

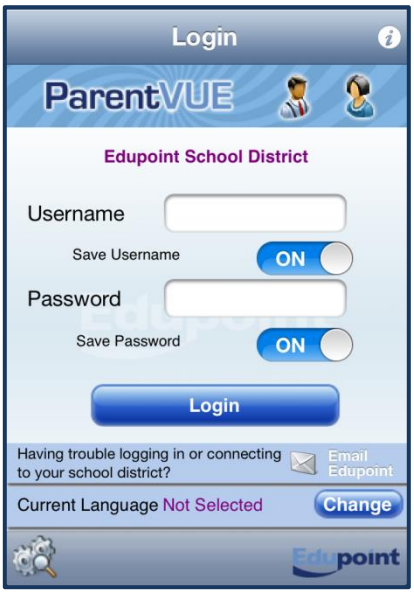

Figure 1-86 ParentVUE Mobile Login Screen

Viewing Information

A few functions available through the web-based ParentVUE portal application are unavailable through the ParentVUE mobile app, such as class websites, course history, course requests, and digital locker.

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The Navigation screen in the ParentVUE mobile app operates much the same as the Navigation bar in the web-based ParentVUE portal.

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

Figure 1-87 ParentVUE Mobile Navigation Screen

Tap **Events** to see grading period dates, conference events, discipline events, school events, attendance notes, nurse log notes, and local notifications set up by you (see below).

Tap **Settings** in the lower left corner to set additional preferences and notifications.

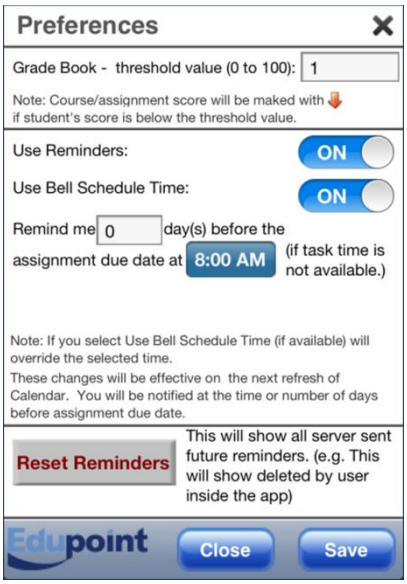

Figure 1-88 ParentVUE Mobile Preferences Screen

Grade Book - threshold value

The number entered here will determine when this marker displays next to an assignment. For example, if the number 10 is entered than any score 9 or less will trigger the marker.

Reminders

Assignment notifications allow you to set a specific reminder time. The task is added into Calendar as reminder.

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Calendar

Calendar displays the important details of your child's school day.

Alternate from the month to day view and the day to month view by clicking .

Figure 1-89 ParentVUE Mobile Calendar Screen Month View

Calendar shows your child's schedule and assignments due on the current date. Parents can add their own remiders, which are saved to your local device. They are not synced to the server.

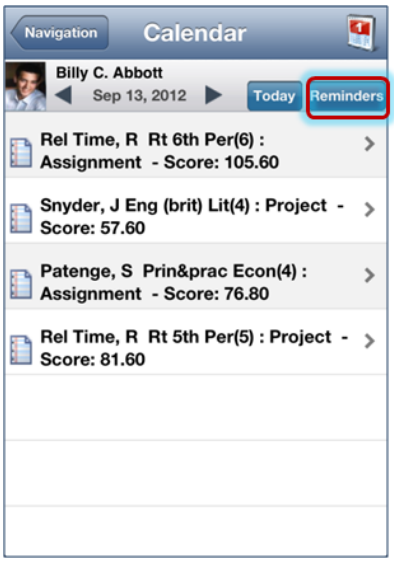

Figure 1-90 ParentVUE Mobile Calendar Screen Day View

1. Click on the day view.
2. Click **Reminders.** The Add Reminders screen opens.

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

Figure 1-91 ParentVUE Mobile Add Reminders Screen

4. Click **Save**. The message displays in the Reminders screen and on the day and time selected.

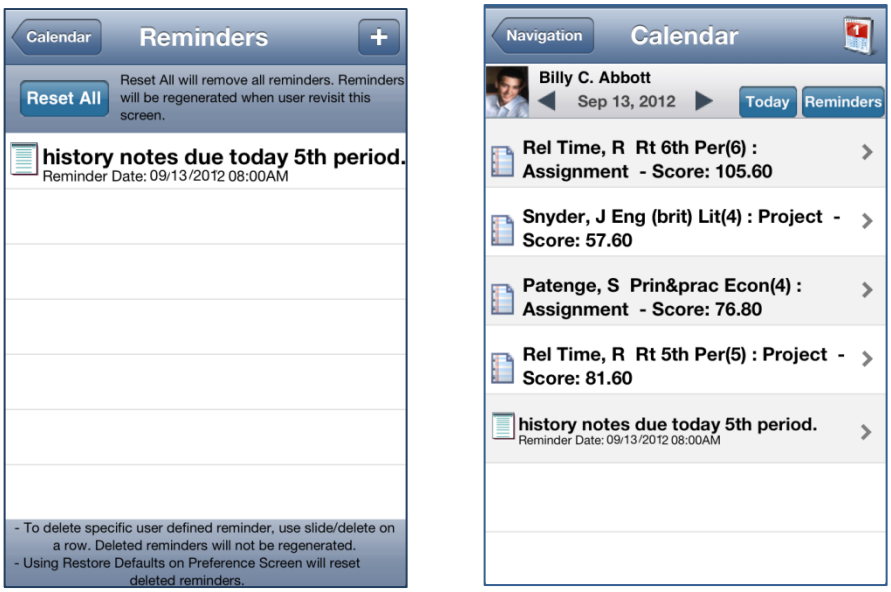

Figure 1-92 ParentVUE Mobile Reminders and Calendar Screens

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Attendance

Attendance displays all the days your child was marked absent or tardy, along with the reason associated with each entry.

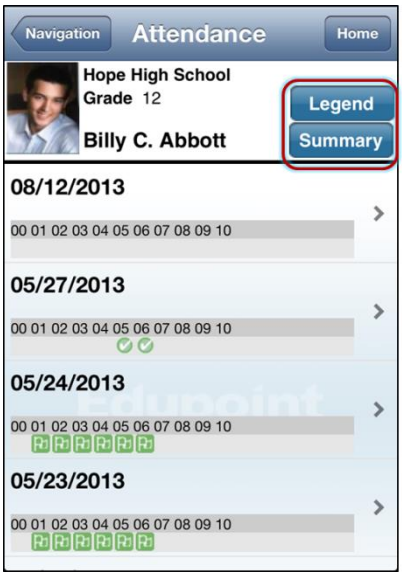

Figure 1-93 ParentVUE Mobile Attendance Screen

The Legend screen displays and explanation for the icons used in the Attendance screens.

The Summary screen displays totals by period at the bottom of the list, along with the reason associated with each entry.

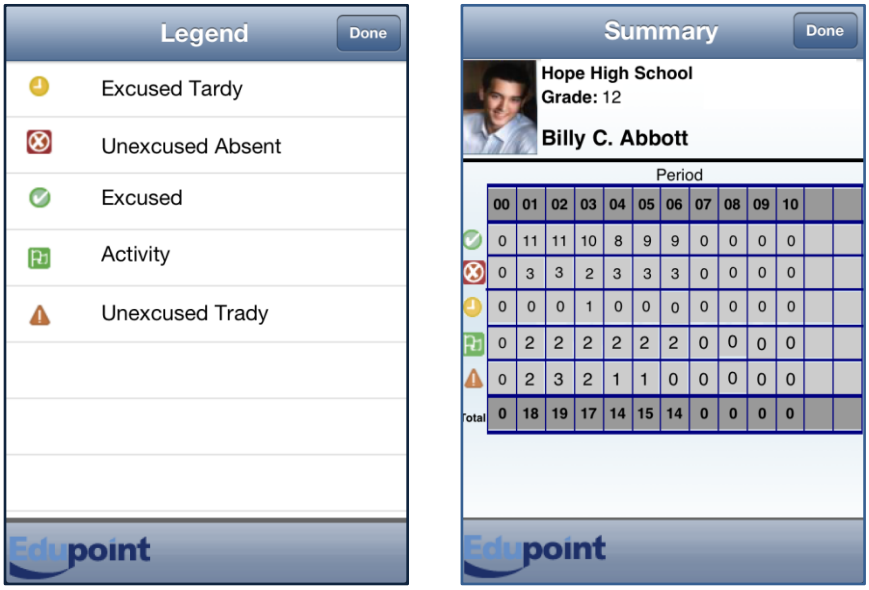

Figure 1-94 ParentVUE Mobile Attendance Legend and Summary Screens

Grade Book

The Grade Book screen allows you to keep track of your child's grades, assignments and test scores that have been posted in the TeacherVUE Grade Book.

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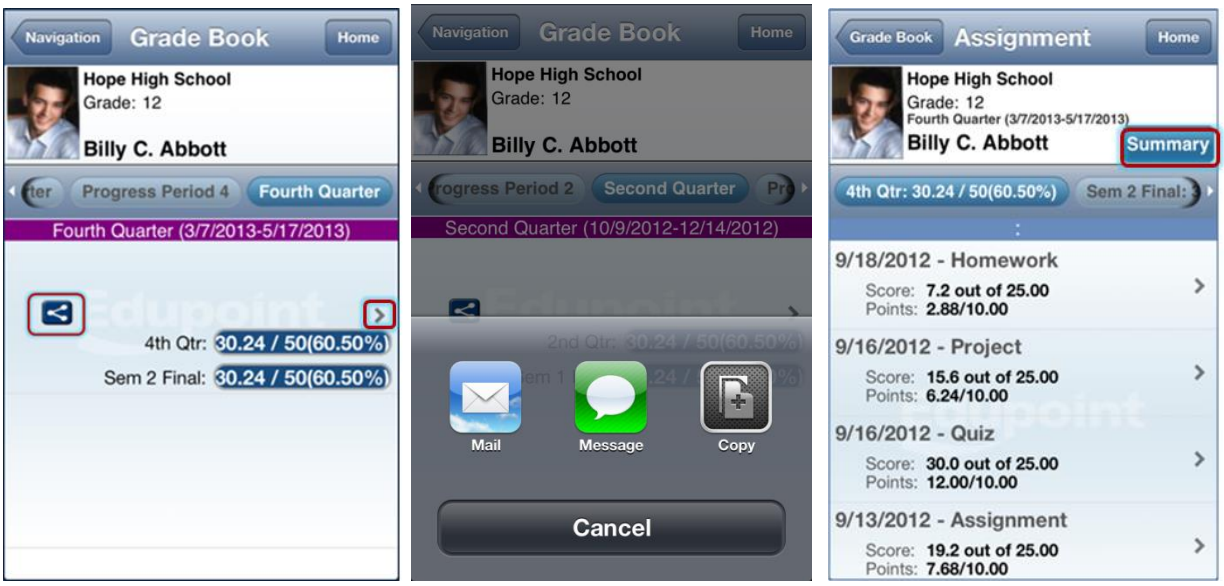

Figure 1-95 ParentVUE Mobile Grade Book / Post Options / Assignment List Screens

Grade Book allows users to post on Facebook, Twitter or send emails from within the application. Click and select from a post option.

Click to see the assignments for that quarter/semester. While on that screen, click **Summary** to see the grades posted for that quarter/semester or click on any assignment to see more details.

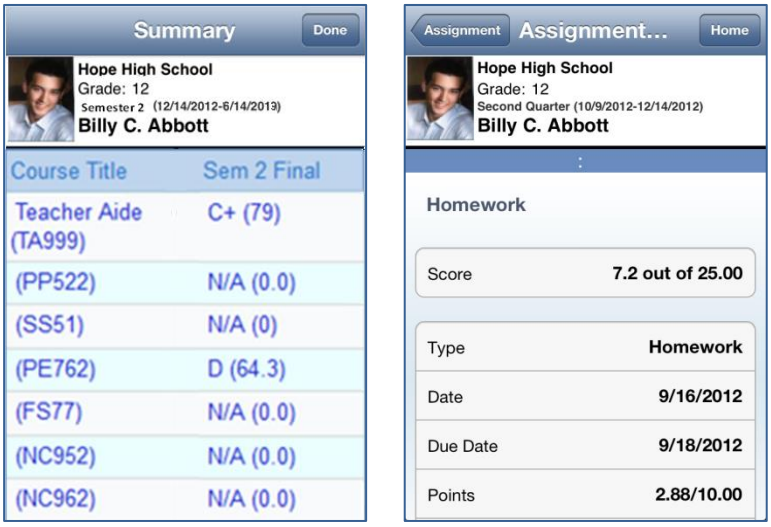

Figure 1-96 ParentVUE Mobile Grade Book Summary and Assignment Details Screens

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Student Info

The Student Info screen displays the demographic information, emergency contact, and physician information for your child.

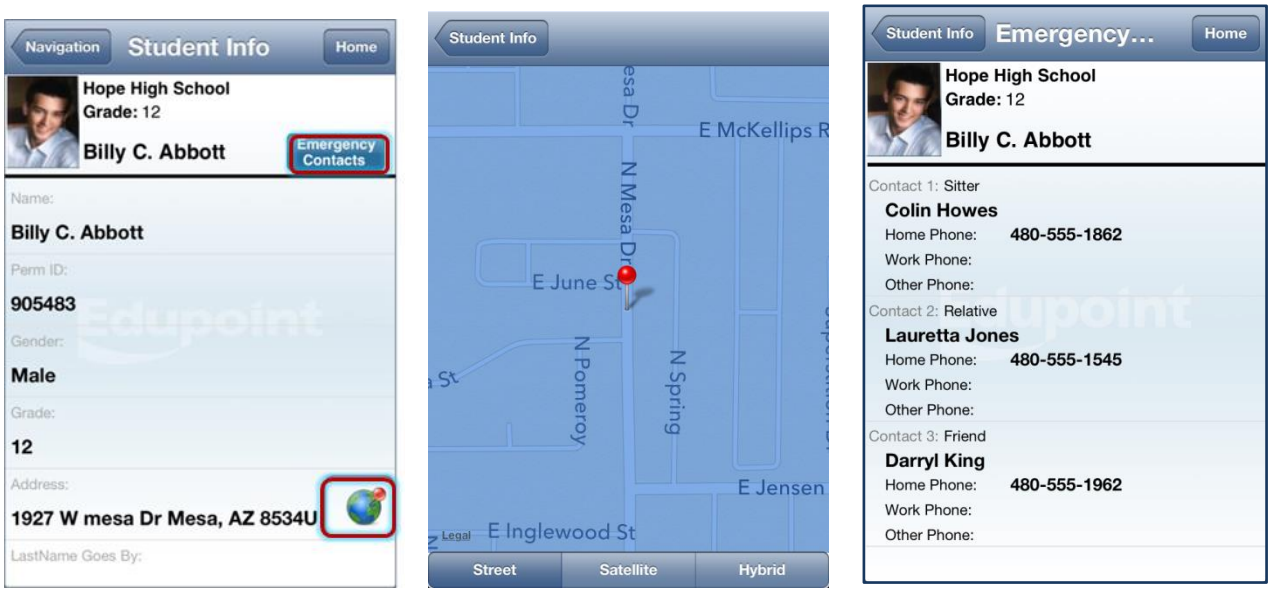

Figure 1-97 ParentVUE Mobile Student Info / Map / Emergency Screens

Click to view a map of the address displayed.

Click **Emergency Contacts** to display the Emergency screen, which displays the names and numbers of whom to contact.

Discipline

The Discipline screen displays a list of all discipline incidents. Click to see the details of any one incident.

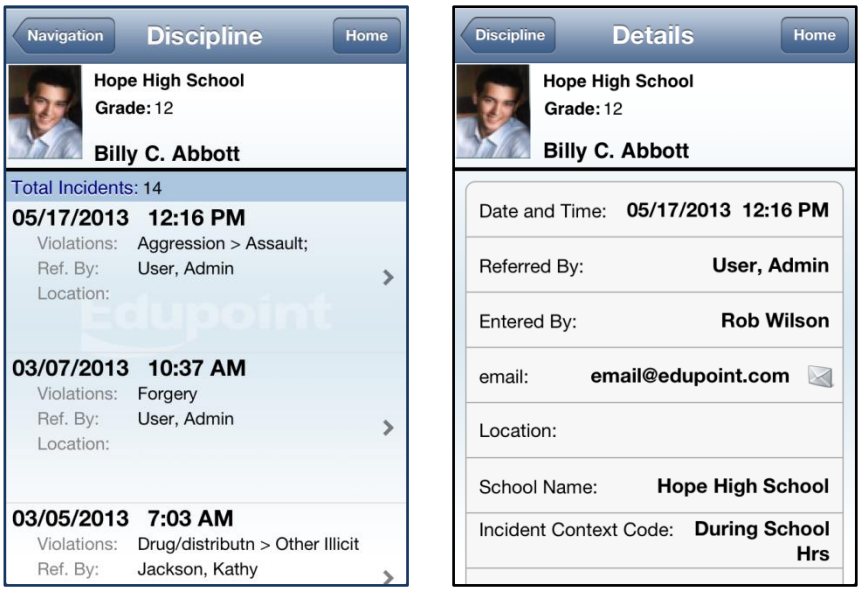

Figure 1-98 ParentVUE Mobile Discipline and Details Screens

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Class Schedule

The schedule lists the period, course title, room name, and the teacher for each class. To send an email to the teacher, click .

Figure 1-99 ParentVUE Mobile Class Info / Email Screens

Health

The Health screen lists visits to the school nurse, as well as health conditions and the immunization record.

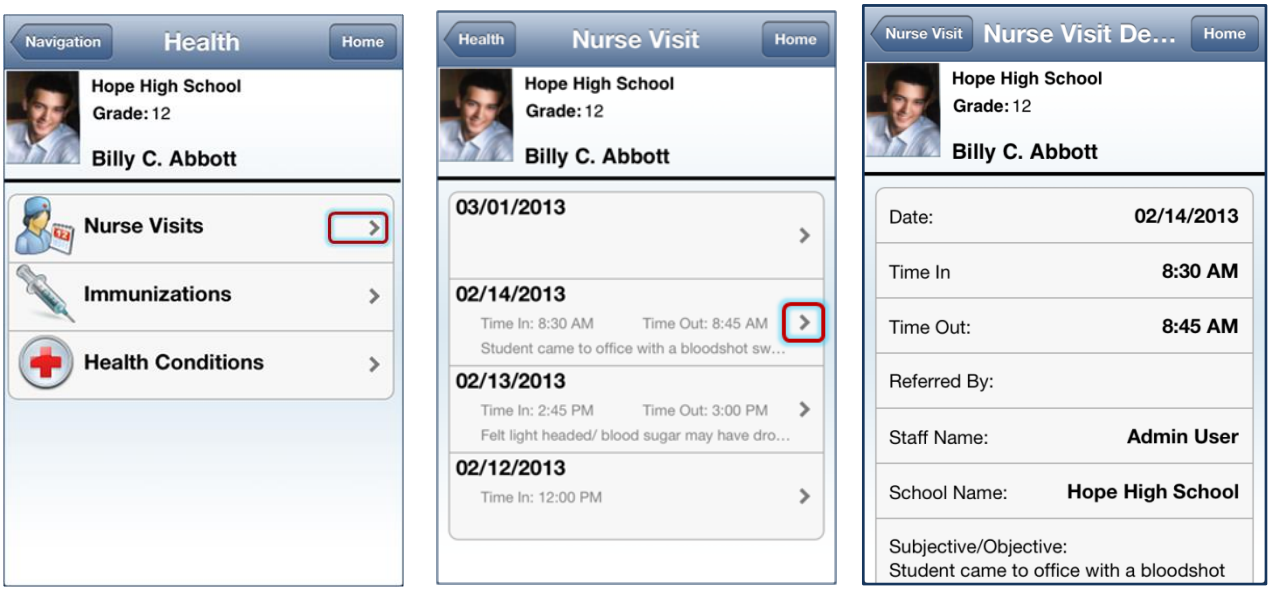

Figure 1-100 ParentVUE Mobile Health / Nurse Visit / Nurse Visit Detail Screens

Click › on the Nurse Visits bar to see a list of visits. Click › on any visit to see the details.

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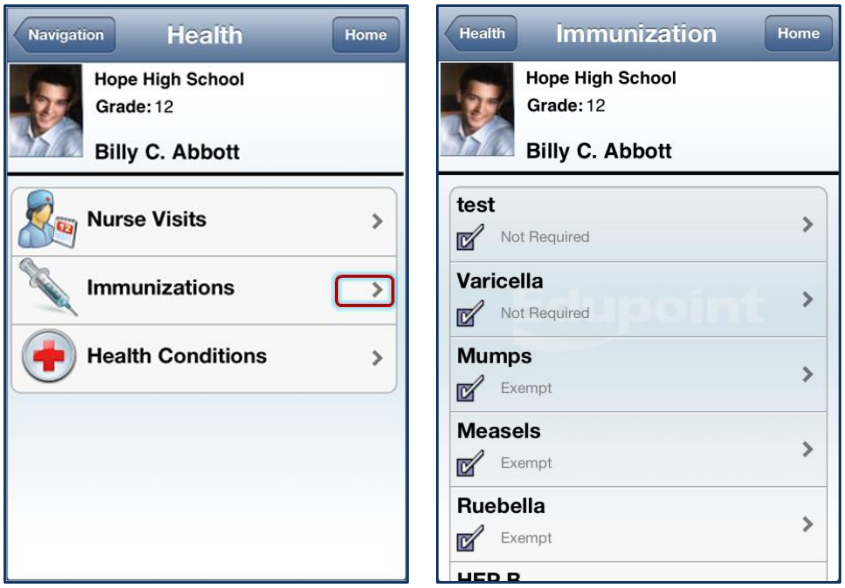

Figure 1-101 ParentVUE Mobile Health / Immunization Screens

Click › on the Immunizations bar to see the immunization record.

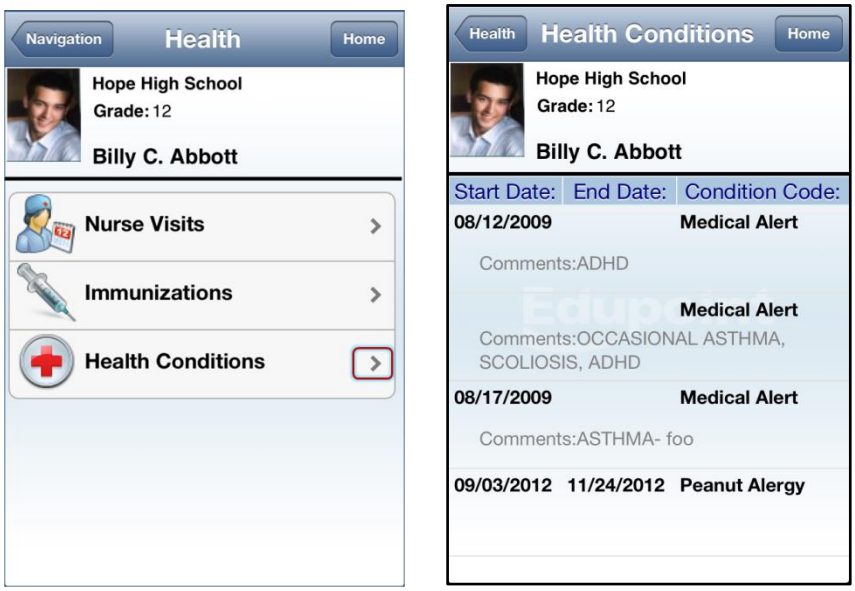

Figure 1-102 ParentVUE Mobile Health / Health Conditions Screens

Click › on the Health Conditions bar to see details of your health conditions on record.

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School Information

The School Information screen lists the details about the school including a handy school directory.

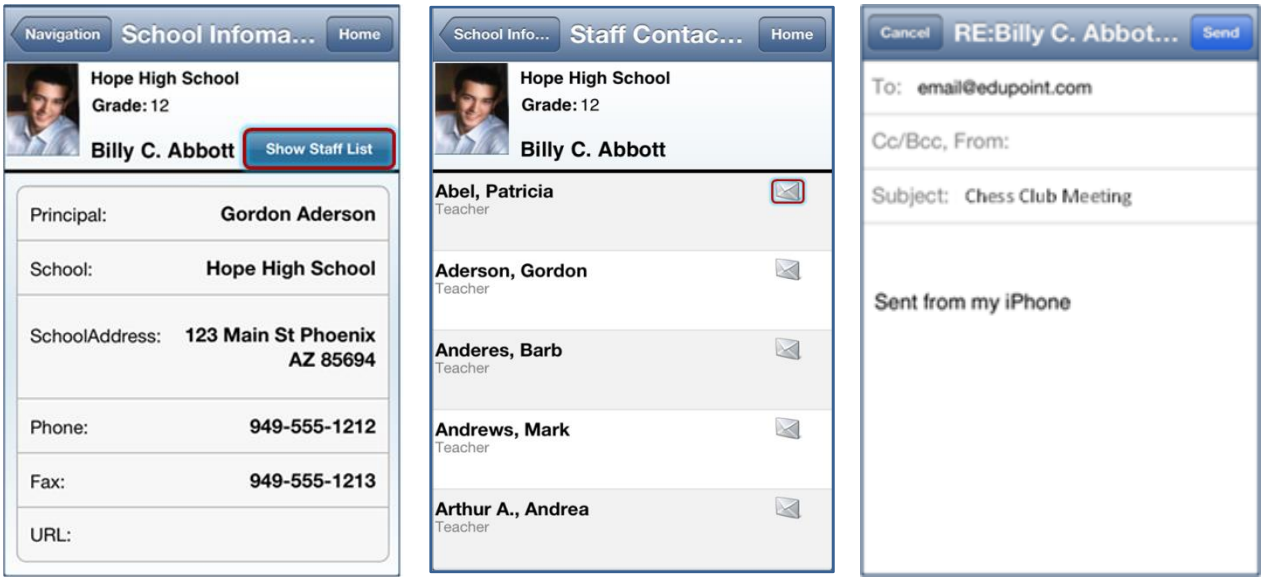

Figure 1-103 ParentVUE Mobile School Information /Staff Contact / Email Screens

Click **Show Staff List** to open the Staff Contacts screen. Click ✉ to email a staff member.

Fee

The Fee Summary screen displays the fee transaction date, description, fees amount, payments received, remaining balance. Click › on any fee entry to see details of the transaction.

Figure 1-104 ParentVUE Mobile Fee Summary and Fee Details Screens

Conference

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

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Figure 1-105 ParentVUE Mobile Conference / Conference Detail / Email Screens

Click › on a conference date to see details of the conference. Click ✉ to email the staff member.

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Chapter Two: STUDENTVUE

In this chapter, the following topics will be covered:

- Overview of the StudentVUE portal
- Student Account Activation
- Viewing Information
- Navigation Bar
- Additional Information

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OVERVIEW

WHAT IS THE STUDENTVUE PORTAL?

To help students get the most out of school, students need day-to-day insight into their academic experience. With the Synergy StudentVUE web portal, students can access near real-time information on assignments and scores, attendance, class schedules, discipline, conference visits, health office visits, immunization compliance, transcripts, graduation status and more.

StudentVUE offers a single sign-on to view school information.

IS THERE A WAY TO CONTACT THE TEACHER OR COUNSELOR IF I HAVE A QUESTION ABOUT WHAT I SEE ON THE SCREEN?

Easy access to communication tools throughout the various StudentVUE screens promotes the contact between students and school that is necessary for success.

IS MY SCHOOL INFORMATION AVAILABLE TO ANYONE ON THE INTERNET?

While the website is accessible over the Internet, access is secured via a user name and password. 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.

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STUDENT ACCOUNT ACTIVATION

ACCOUNT CREATION

Note: To create an account, you need the web address and account activation key provided by the school district.

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

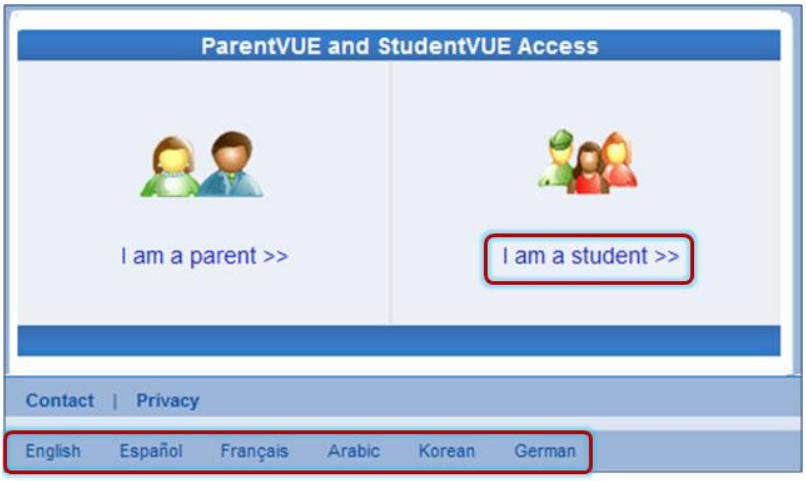

Figure 2-1 ParentVUE and StudentVUE Access Screen

2. If other languages are supported, they will be listed at the bottom. Click on the preferred language. The screen default is English.
3. Click **I am a student >>.** The StudentVUE Account Access screen opens.

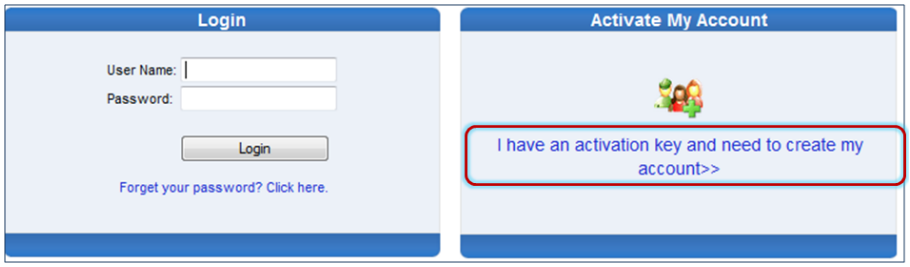

Figure 2-2 StudentVUE Account Access Screen

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4. Click **I have an activation key and need to create my account>>**. Step 1 of 3, the district's Privacy Statement screen displays.
5. 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.

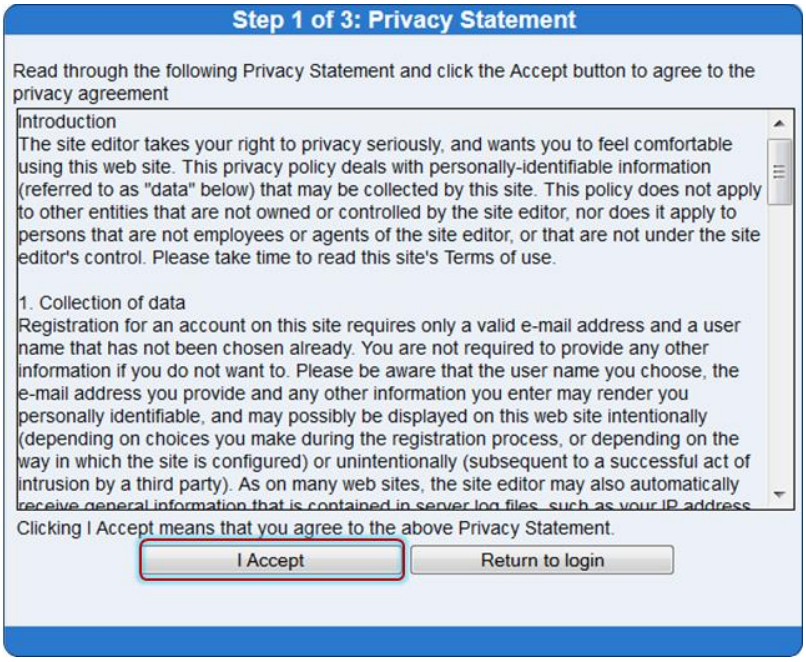

Figure 2-3 Step 1 of 3 Student Account Activation Screen Privacy Statement

6. 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 SIS exactly.

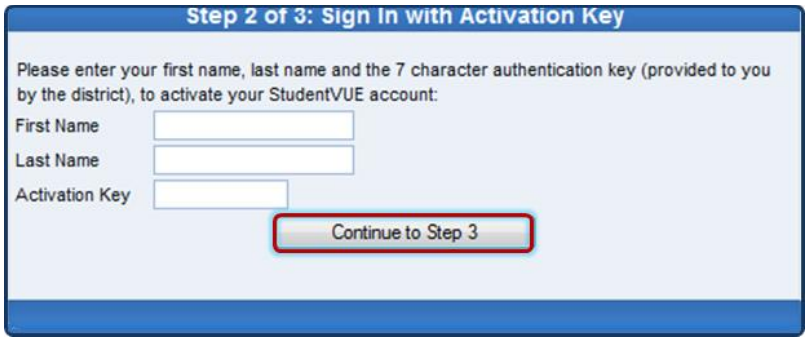

Figure 2-4 Step 2 0f 3 Student Account Activation Screen Sign In with Activation Key

7. Click **Continue to Step 3**. Step 3 0f 3 : Choose user name and password screen opens.

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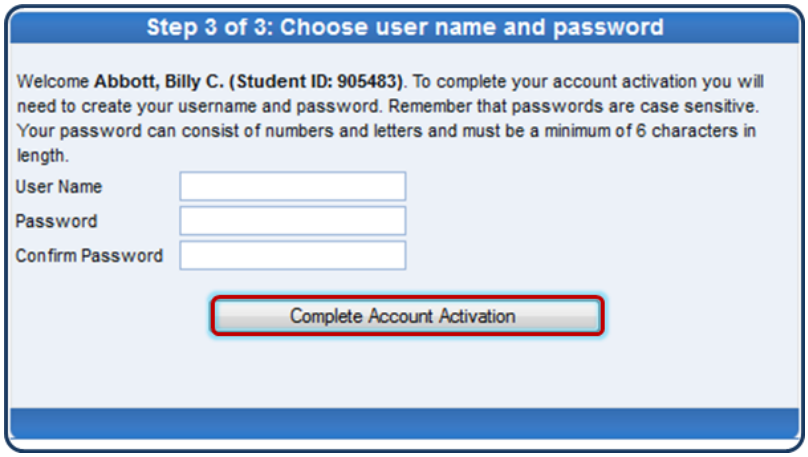

Figure 2-5 Step 3 0f 3 Student Account Activation Screen Step 3 0f 3: Choose User Name and Password

1. Enter a unique **User Name**. An error message opens if someone is already using the user name entered.
2. 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.
3. Enter the **Primary E-Mail** address.
4. Click **Complete Account Activation.**

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VIEWING INFORMATION

LOG INTO ACCOUNT

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

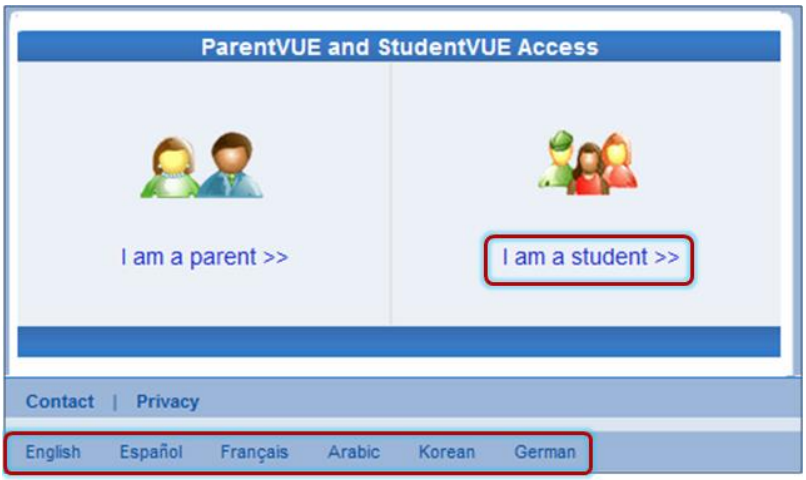

Figure 2-6 ParentVUE and StudentVUE Access Screen

2. If other languages are supported, they will be listed at the bottom. Click on the preferred language. The screen default is English.
3. Click **I am a student >>.** The StudentVUE Account Access screen opens.
4. Enter **User Name** and **Password**. Click **Login.**

Figure 2-7 StudentVUE Account Access Screen

SCHOOL COMMUNICATION

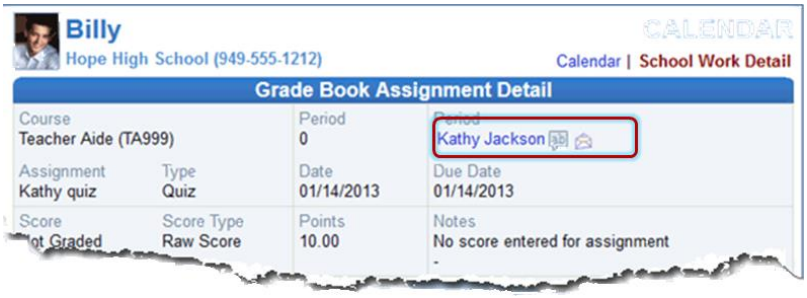

Figure 2-8 Calendar Detail Screen

Throughout the various StudentVUE screens, your teachers and staff that you are associated with have their names displayed in blue, as in the example above. This is a convenient communication link to promote contact between home and school.

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Two communication options are offered: Streams and email.

STREAMS

Click on the teacher's name or the icon next to it, to begin or continue a **Stream**. Streams are accessible by clicking the **Streams** tab, also.

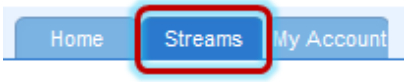

Figure 2-9 StudentVUE Tabs

Streams encourage and facilitate home/school collaboration by allowing you to maintain a running dialog with teachers. The Streams Collaboration Tool is easy to use and intuitive. Simply type your message in the box and when finished, click **Post.**

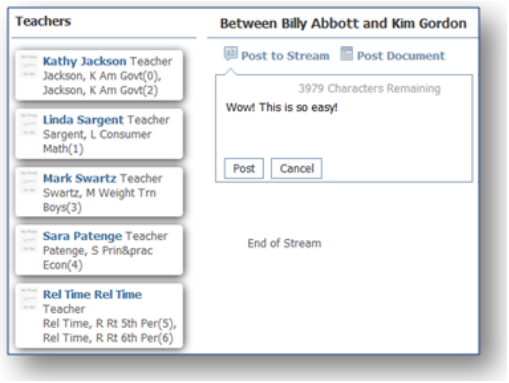

Figure 2-10 Streams Screen

Documents, Excel files and pictures may be posted, as well.

1. Click **Post Document.**

2. Click **Choose Document.** Then browse to where the file is located on your computer and select it. *File Ready - Name of Document* displays in the box.

3. Click **Upload & Post.** Once the upload is complete, you are identified as the person who posted it. The name, type, size of the document, and time of upload are displayed, also.

Figure 2-11 Stream Document Post

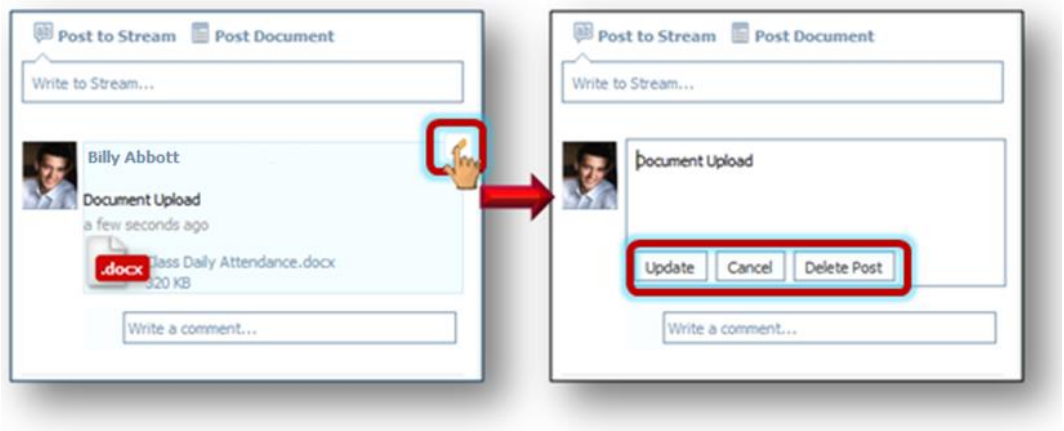

Figure 2-12 Stream Document Post Edit

Posted items may be updated or deleted.

5. Click .
6. Select **Update, Cancel,** or **Delete Post.**

Email

Click to send an e-mail to that teacher.

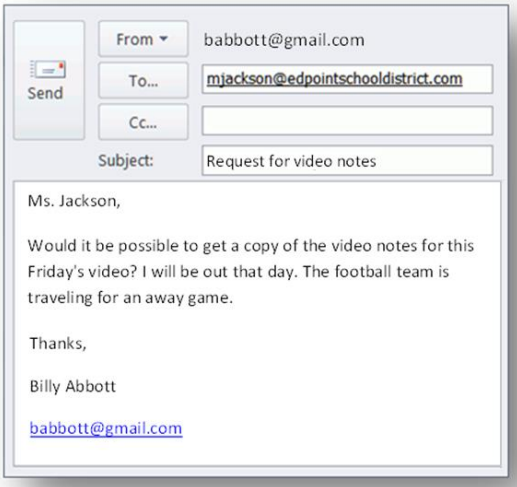

Figure 2-13 StudentVUE Email Example

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HOME SCREEN

After logging on to the website or activating an account, students will see the Home tab screen of the StudentVUE portal. The information on the home page includes:

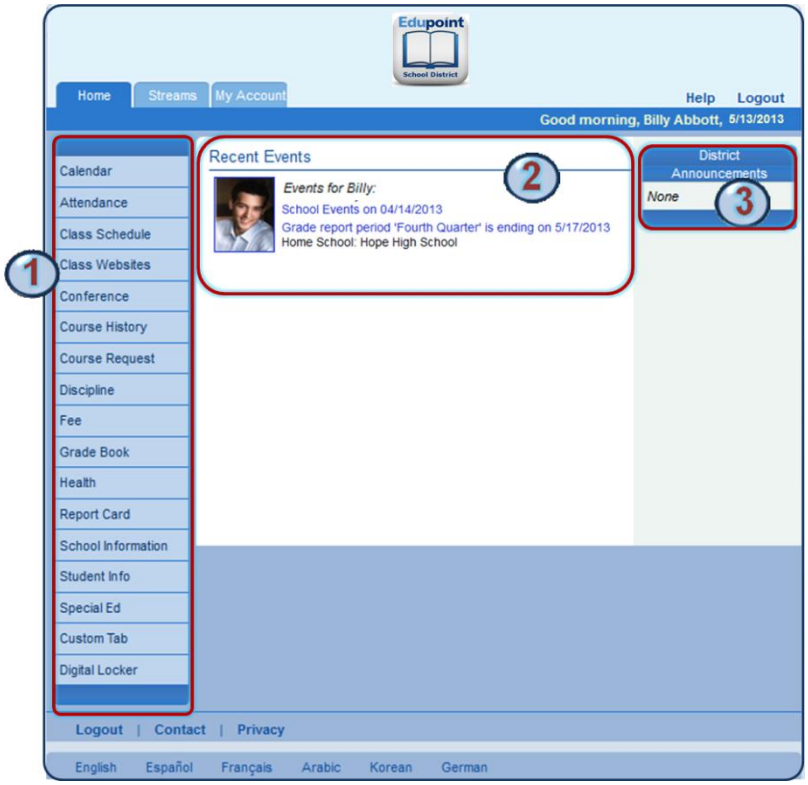

Figure 2-14 Home Page Screen

1 The Navigation bar contains links to various areas within StudentVUE. Each area displays records and is described below. The Navigation Bar remains consistently on the left as you view the information in StudentVUE, except when viewing the Account tab. It identifies the area you are viewing by highlighting the bar. Click **Home** at the top to return to Recent Events, shown in the example above.

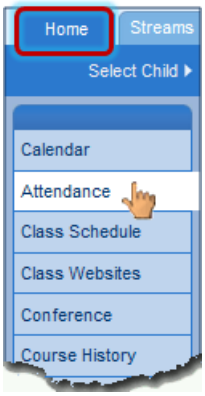

Figure 2-15 Navigation Bar

2 Recent Events 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.

3 District Announcements are featured on the right.

NAVIGATION BAR

CALENDAR

Calendar displays the important details of your school day.

Click on **Calendar.** The school calendar lists assignments from the Grade Book, school holidays, and other school events. Information in blue is a link for more detailed information. The calendar can be screened by day, week, or month.

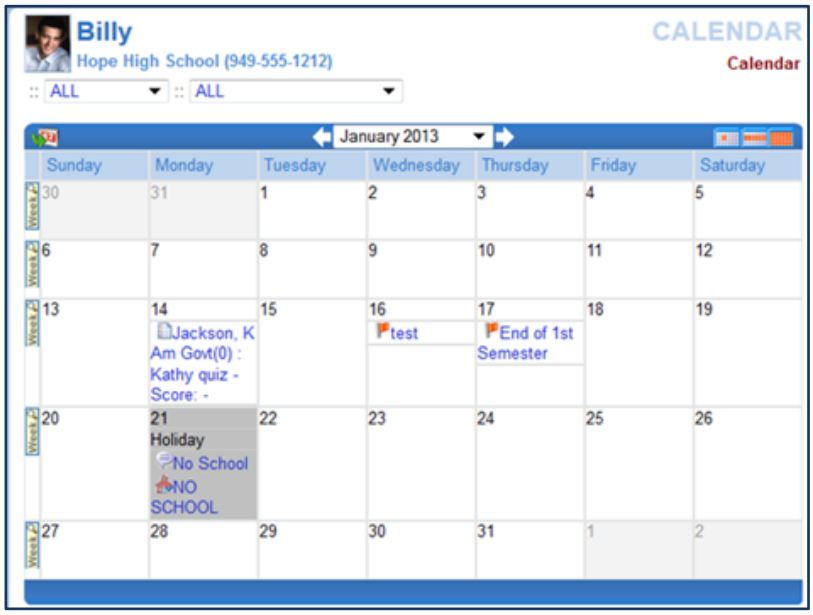

Figure 2-16 Calendar Screen

Figure 2-17 Event Selection Drop-Downs

To filter the information displyed on the calendar, use the drop-down boxes at the top of the calendar. This can be used to only show assignments of a particular type or from a particular class.

Figure 2-18 Calendar Screen Button

By default, the calendar is shown in a Monthly screen. To switch to a Weekly or Daily screen, click on the buttons in the top right-hand corner of the calendar.

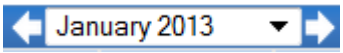

Figure 2-19 Month Button

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.

Figure 2-20 Week Button

To see the details of a specific week, click on the yellow Week bar to the left of the week to be screened.

Figure 2-21 Today Button

To return to today's date, click the icon in the top left-hand corner of the calendar.

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The calendar shows two types of information: District or school events that are marked with a or , and Grade Book assignments are marked with a .

To see additional details, click on the blue text describing the event or assignment.

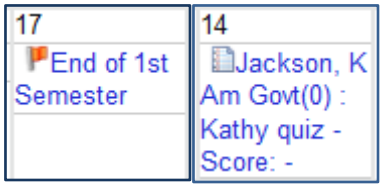

Figure 2-22 Events & Assignments

Event Detail shows 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.

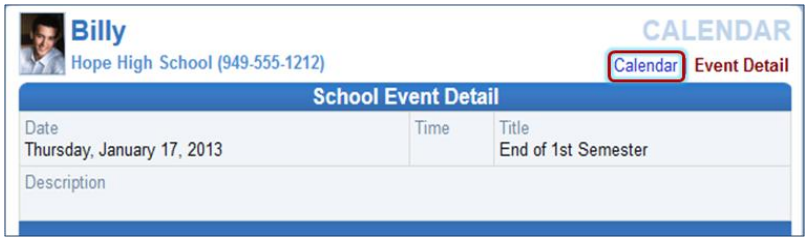

Figure 2-23 - District Event Detail

The **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.

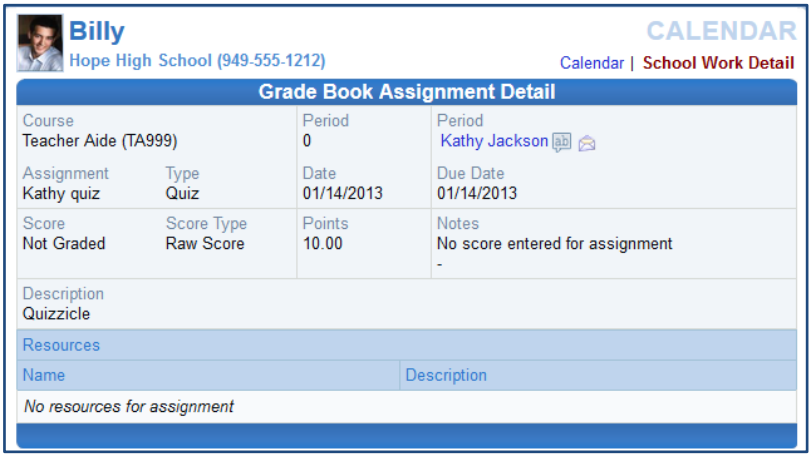

Figure 2-24 Grade Book Assignment Detail

The **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.

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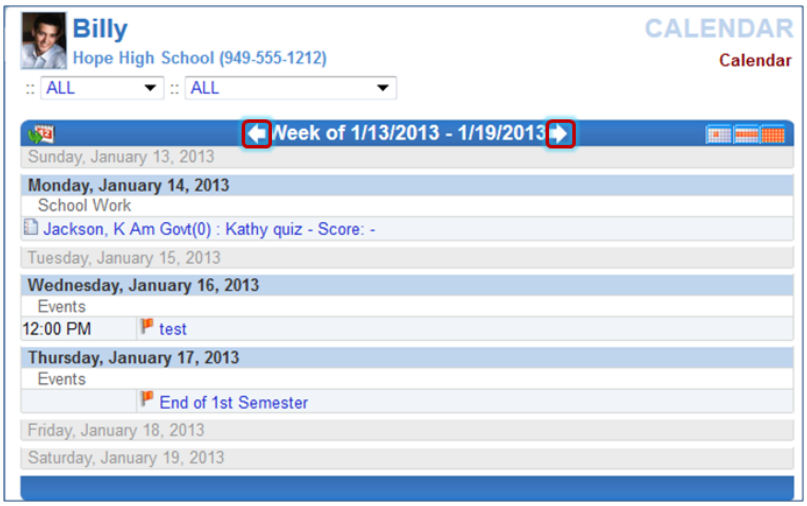

Figure 2-25 Weekly Calendar Screen

The **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.

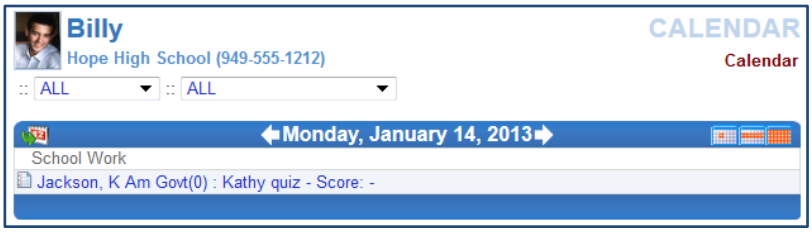

Figure 2-26 Daily Calendar Screen

ATTENDANCE

To view attendance information, click **Attendance** on the Navigation bar. This screen can be viewed in two ways – the List view and the Calendar view.

The **List view** displays all the days you were marked absent or tardy, along with the reason and notes associated with each entry. Totals display at the bottom of the list.

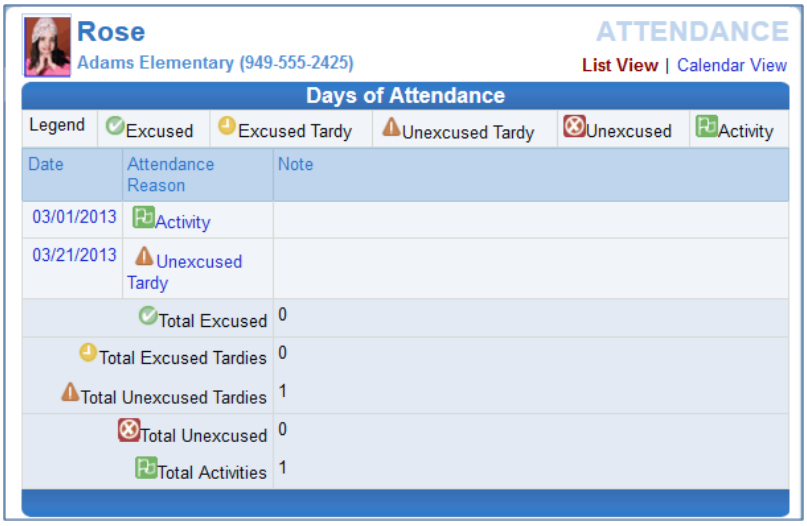

Figure 2-27 Attendance List View

Icons provide an at-glance understanding of the reasons for non-attendance.

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Excused Excused Tardy Unexcused Tardy Unexcused Activity

The **Calendar view** displays absences in the date they occurred. This is handy to view a specific period of time.

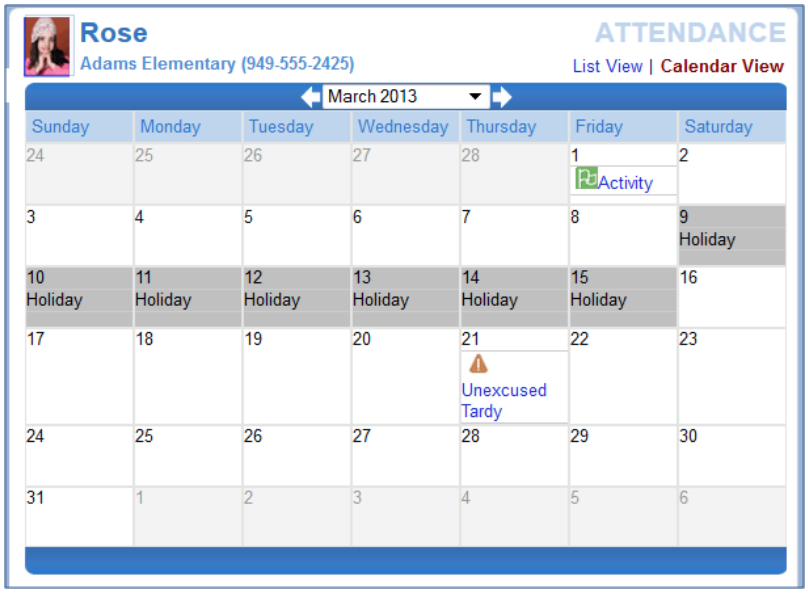

Figure 2-28 Attendance Calendar View

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

Click ▼ to select a different month to view.

In **Calendar view**, click on an absence reason to view the details.

In **List view,** click on the absence reason or absence date to view the details.

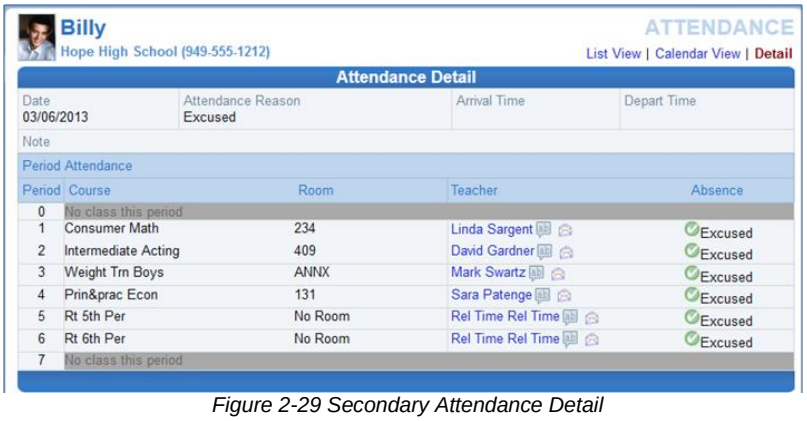

Figure 2-29 Secondary Attendance Detail

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

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CLASS SCHEDULE

Click **Class Schedule** on the Navigation bar to view the current semester or term.

The schedule lists the period, course title, room name, and the teacher for each class.

Figure 2-30 Class Schedule Screen

To view a different semester's schedule, click on the semester abbreviation (**Fall, Spring**, etc.) in the upper right-hand corner. The schedule lists the period, course title, room name, and the teacher for each class. If the teacher's name is in blue text, click on the **blue text** to send an e-mail to that teacher.

CLASS WEBSITE

The Class Website screen is where students can view teacher-created, class-specific postings, such as announcements, homework assignments, and class resources. Click **Class Website** on the Navigation bar

Select the class to view from the drop-down.

Figure 2-31 Class Website Screen

Select the post to view by clicking an option on the right.

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CONFERENCE

The Conference screen displays information about parent/student/teacher conferences. Click **Conference** on the Navigation bar.

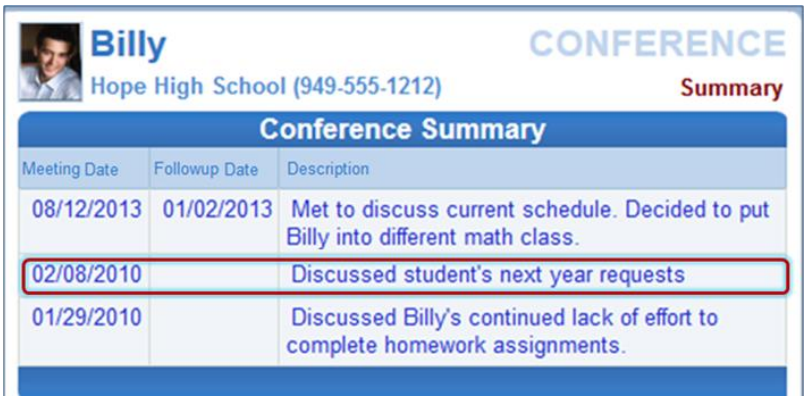

Figure 2-32 Conference Summary Screen

To see the detail of a conference, click on the **blue text**. The **Conference Detail** screen opens.

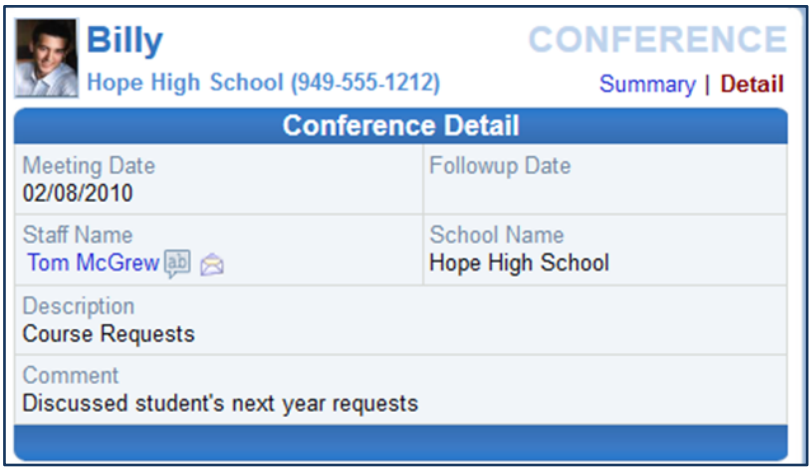

Figure 2-33 Conference Detail Screen

Click **Summary** to return to the main screen.

COURSE HISTORY

Course History displays all of your courses, and the grades received for all years and all schools. It shows your cumulative GPA and graduation ranking. Click **Course History** on the Navigation bar.

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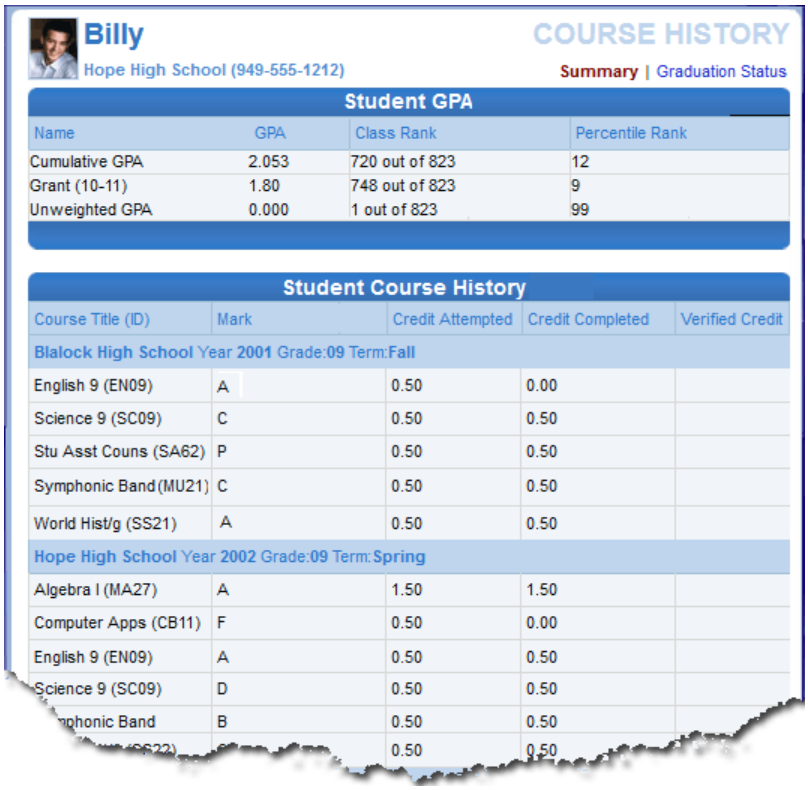

Billy
Hope High School (949-555-1212)

COURSE HISTORY
Summary | Graduation Status

Student GPA

Name	GPA	Class Rank	Percentile Rank
Cumulative GPA	2.053	720 out of 823	12
Grant (10-11)	1.80	748 out of 823	9
Unweighted GPA	0.000	1 out of 823	99

Student Course History

Course Title (ID)	Mark	Credit Attempted	Credit Completed	Verified Credit
Blalock High School Year 2001 Grade:09 Term:Fall				
English 9 (EN09)	A	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	
World Hist/g (SS21)	A	0.50	0.50	
Hope High School Year 2002 Grade:09 Term:Spring				
Algebra I (MA27)	A	1.50	1.50	
Computer Apps (CB11)	F	0.50	0.00	
English 9 (EN09)	A	0.50	0.50	
Science 9 (SC09)	D	0.50	0.50	
[illegible]phonic Band	B	0.50	0.50	
[illegible]	[illegible]	0.50	0.50	

Figure 2-34 Course History Summary Screen

To view a summary of the current progress towards graduation, click on **Graduation Status** in the upper right-hand corner.

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

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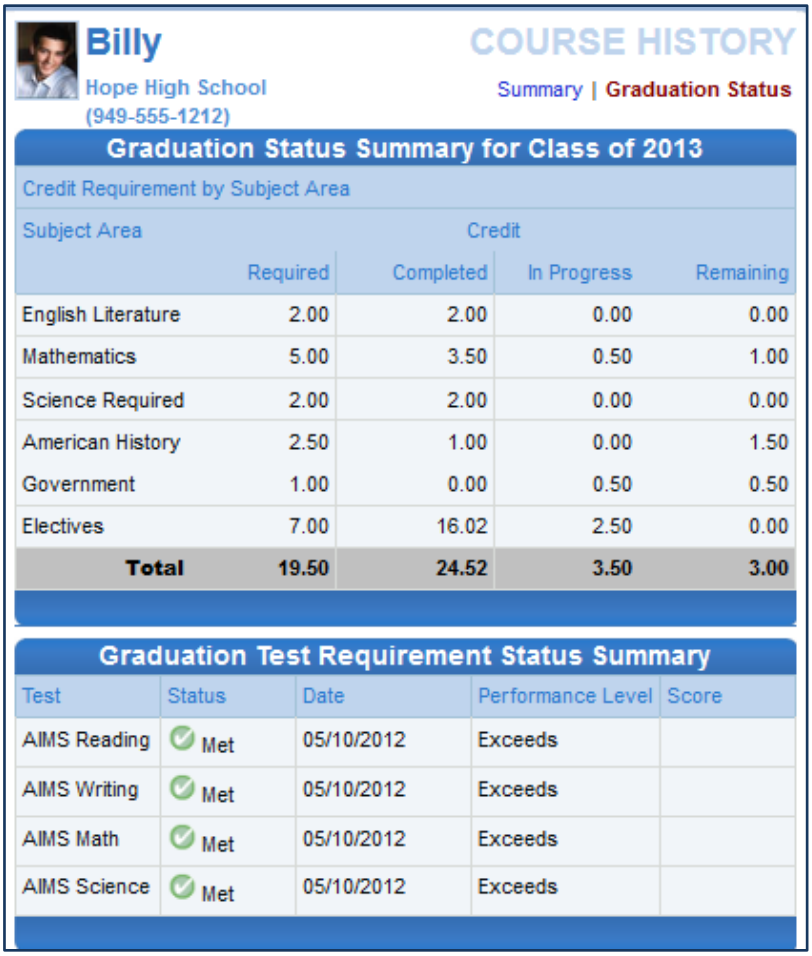

Billy
Hope High School
(949-555-1212)

COURSE HISTORY
Summary | Graduation Status

Graduation Status Summary for Class of 2013

Credit Requirement by Subject Area

Subject Area	Credit			
	Required	Completed	In Progress	Remaining
English Literature	2.00	2.00	0.00	0.00
Mathematics	5.00	3.50	0.50	1.00
Science Required	2.00	2.00	0.00	0.00
American History	2.50	1.00	0.00	1.50
Government	1.00	0.00	0.50	0.50
Electives	7.00	16.02	2.50	0.00
Total	**19.50**	**24.52**	**3.50**	**3.00**

Graduation Test Requirement Status Summary

Test	Status	Date	Performance Level	Score
AIMS Reading	Met	05/10/2012	Exceeds	
AIMS Writing	Met	05/10/2012	Exceeds	
AIMS Math	Met	05/10/2012	Exceeds	
AIMS Science	Met	05/10/2012	Exceeds	

Figure 2-35 Graduation Status Screen

COURSE REQUEST

Students may view or modify course requests for the next semester using StudentVUE.

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

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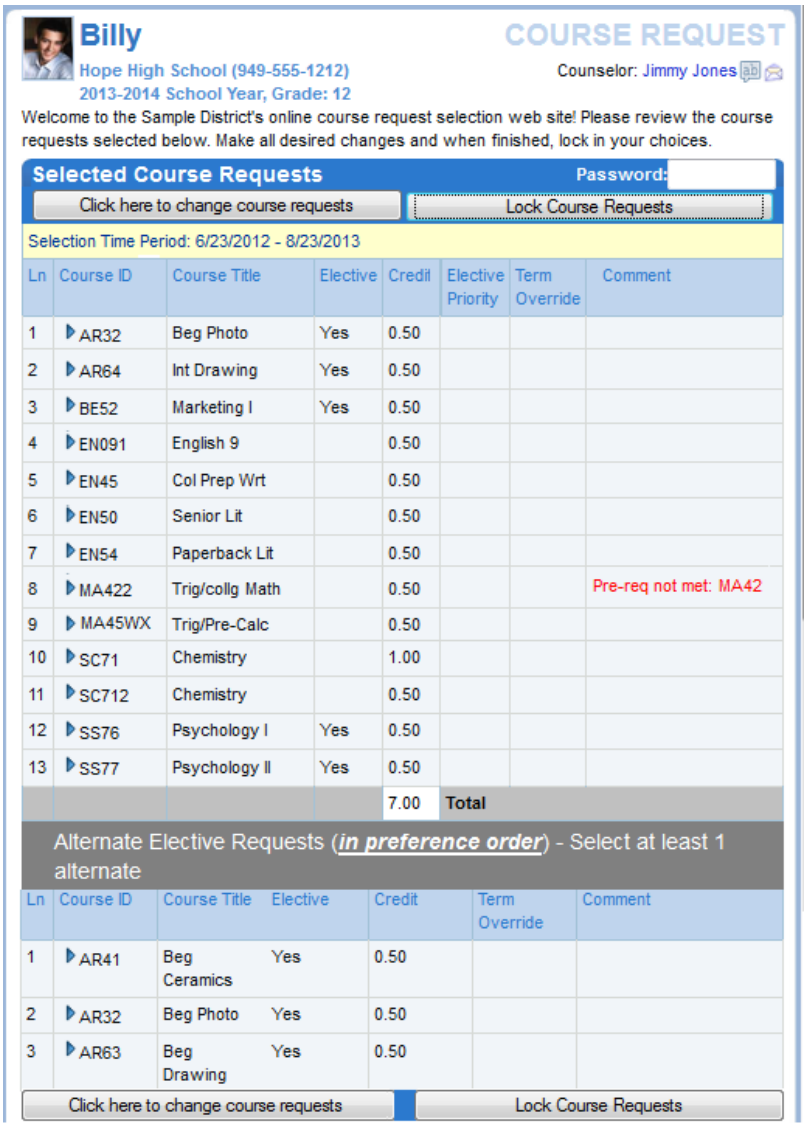


Billy COURSE REQUEST

Hope High School (949-555-1212) Counselor: Jimmy Jones

2013-2014 School Year, Grade: 12

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		

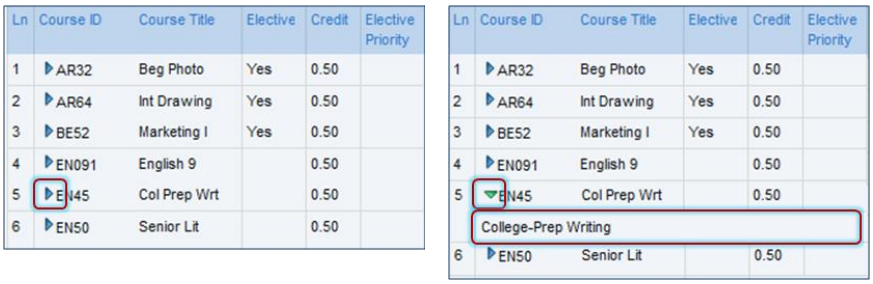
Alternate Elective Requests (***in preference order***) - Select at least 1 alternate

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

Figure 2-36 Course Request Screen

To view more details on the course, click the blue triangle next to the Course ID. The triangle turns green and points downward. More information displays below. 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	

Figure 2-37 Course Request Screen Expanded

Graduation Status Summary

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

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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**

Figure 2-38 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.

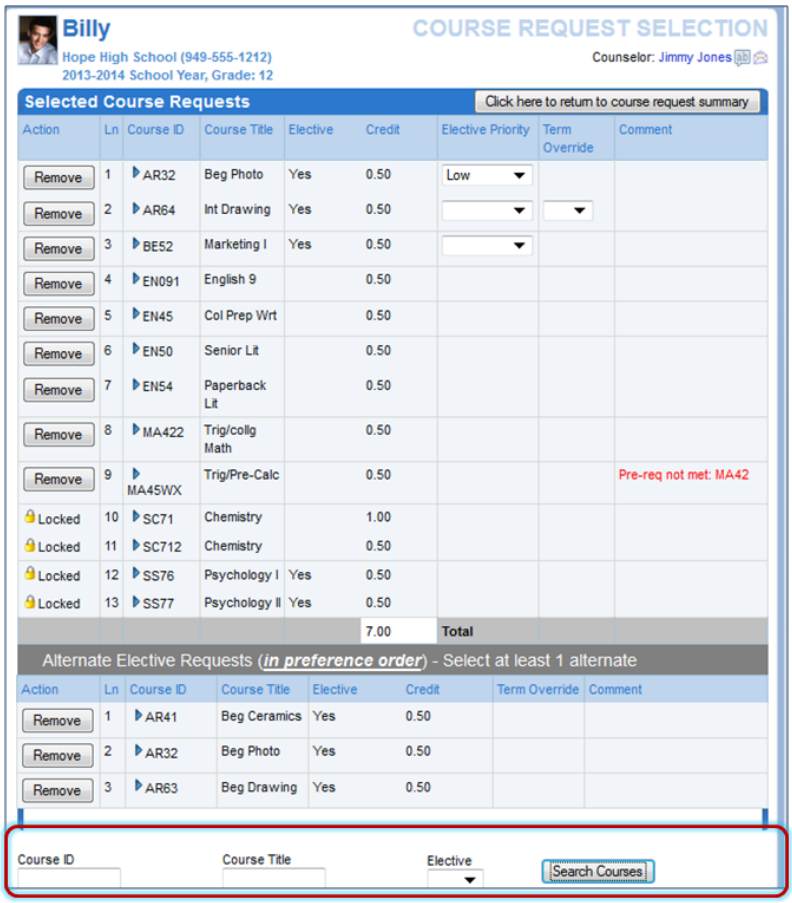

Figure 2-39 Course Request Screen

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.

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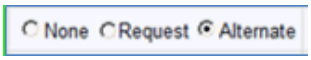

Figure 2-40 Course Request Screen Selection Tool

6. Click Click here to move selected requests to Selected Course Requests. This will 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.

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 now shows the course requests as locked in and the requests can no longer be modified.

** If requests are screened by your school, they will supply you with a password, which must be entered prior to locking in the course requests.

DISCIPLINE

Discipline events can be seen in StudentVUE. 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.

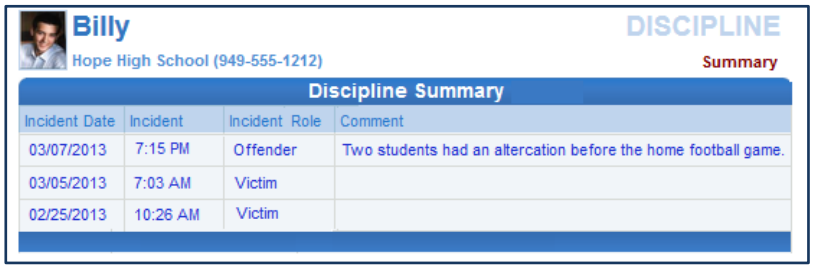

Figure 2-41 Discipline Screen

To see additional details about the incident, click on the **blue text** of the incident. The **Discipline Detail** screen opens displaying additional incident information.

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Figure 2-42 Discipline Detail Screen

The staff member associated with the incident is displayed as a communication link. The Discipline Disposition Summary, if one exists, displays below.

Click **Summary** to return to the original screen.

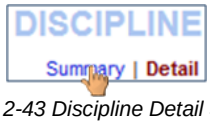

Figure 2-43 Discipline Detail Screen

FEE

There are two types of fee systems models that your school may use: Standard Fee Model and Direct Payment Fee Model. Depending on the fee model, the screens and options that display vary. Click **Fee** on the Navigation bar.

Standard Fee Model

The fee summary displays the transaction date, fee code, description, fees amount, payments received, remaining balance, fee category, and course (if the fee was associated with a course).

Figure 2-44 Fee Summary Screen - Standard Fee Model

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

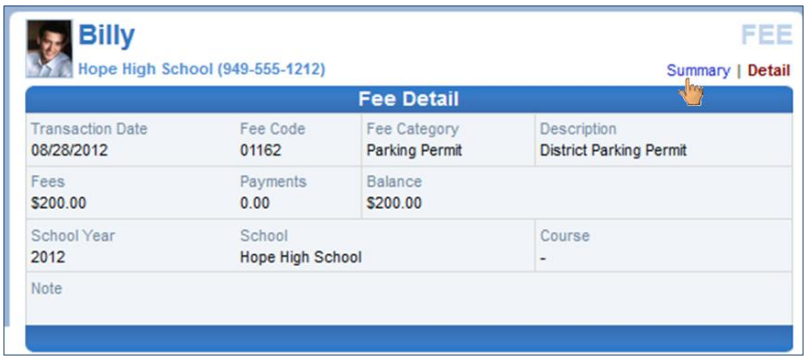

Figure 2-45 Fee Detail Screen - Standard Fee Model

Click **Summary** to return to the Fee Summary screen. If your school accepts online payments through StudentVUE, a Pay Fees button will be available on the Fees screen.

Pay Student Fees

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

Figure 2-46 – Parent Fee Summary Screen

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

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Figure 2-47 Fee Payment Provider Screen Example

3. 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 be reflected as paid on StudentVUE.

Direct Payment Fee Model

The Fee Summary screen displays Current Fees and Paid Fees. For each fee the transaction date, fee code, description, fees amount, payments received, remaining balance, fee category, course (if the fee was associated with a course), and the status of the fee is listed.

Figure 2-48 Fee Summary Screen - Direct Payment Fee Model

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

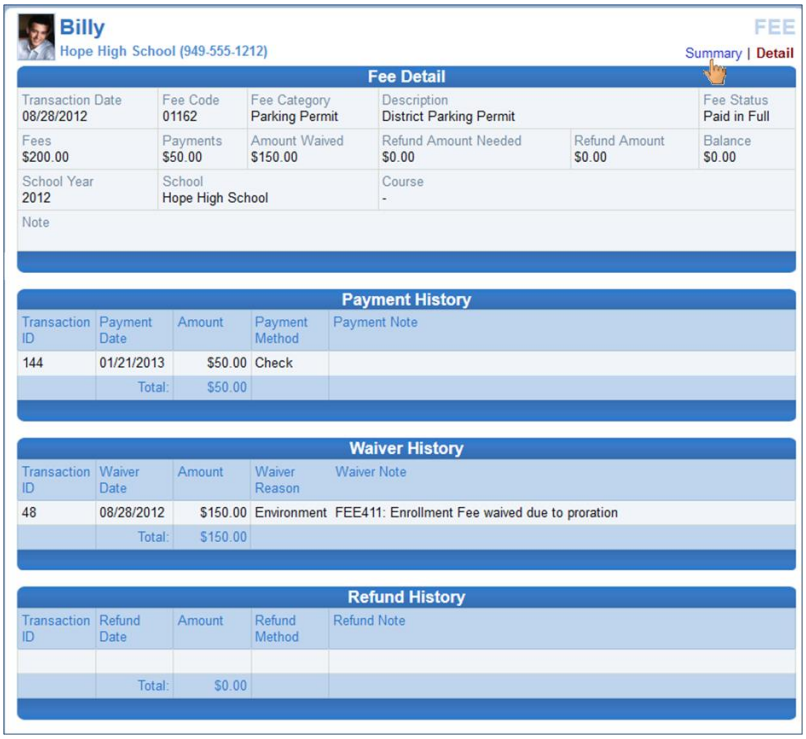

Figure 2-49 Fee Detail Screen - Direct Payment Fee Model

Click **Summary** to return to the Fee Summary screen.
If your school accepts online payments through StudentVUE, a Pay Fees button will be available on the Fees screen.

Pay Student Fees

The Direct Payment Fee Model provides selection of which fees to pay.

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Figure 2-50 Fee Summary Screen - Direct Payment Fee Model

1. Click Pay Fees. The **Fee Payment** screen displays. The Fee Payment section reflects fees you have incurred that need to be paid. The Optional Fees section lists discretionary items that you may want to purchase.

Figure 2-51 Fee Cart Screen - Direct Payment Fee Model

2. Click Add on the line of the fee, to add it to your cart.
3. Fees marked **Priority 1** should be paid 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.
4. When finished selecting the fees to pay, click Checkout .The **Finalize Fee Payment** screen opens.

The **Finalize Fee Payment** screen displays all the fees currently in your cart.

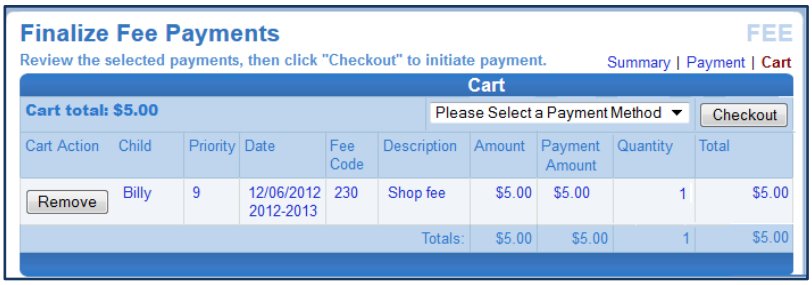

Figure 2-52 Finalize Fee Payments Screen - Direct Payment Fee Model

5. Select a payment method from the drop down list.
6. Click Checkout. The payment screen of the provider selected opens.

Figure 2-53 Fee Payment Provider Screen Example

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 be reflected as paid on StudentVUE.

GRADE BOOK

The Grade Book screen allows you to keep track of your grades, assignments and test scores that have been posted in the TeacherVUE Grade Book. Click **Grade Book** on the Navigation bar. The Grade Book Summary screen shows grades for each grading period and progress period. The screen opens to the current grade period but clicking any available quarter or progress period brings up that summary.

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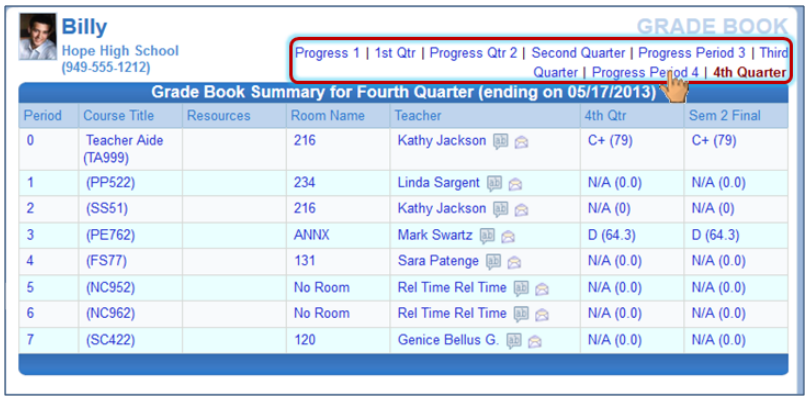

Figure 2-54 Grade Book Summary Screen

The summary for secondary students displays the periods, course title, resources for that class (if any were posted), the teacher name, and grades for that time period.

The summary for elementary students displays the teacher name, subject area, number of missing assignments, any class resources, the number of points earned by the student and the percentage of points.

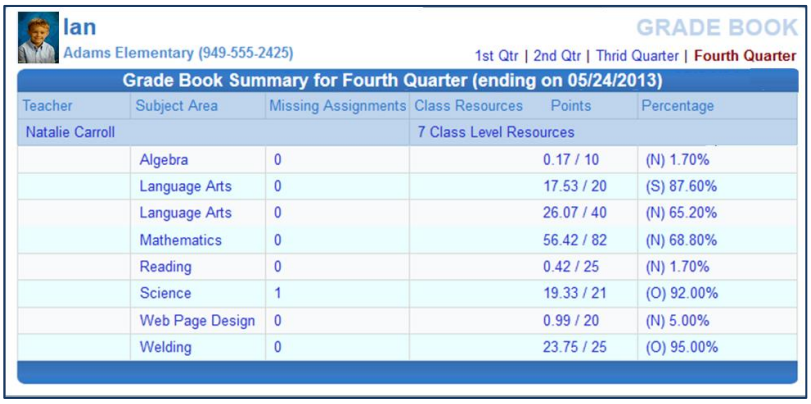

Figure 2-55 Grade Book Summary Screen - Elementary

The teacher's name is a link to the Class Website screen. Other words in blue are links to the Assignment View. The Assignment View screen that displays may be filtered to show one teacher's assignments or one subject area, by selecting from the drop-down.

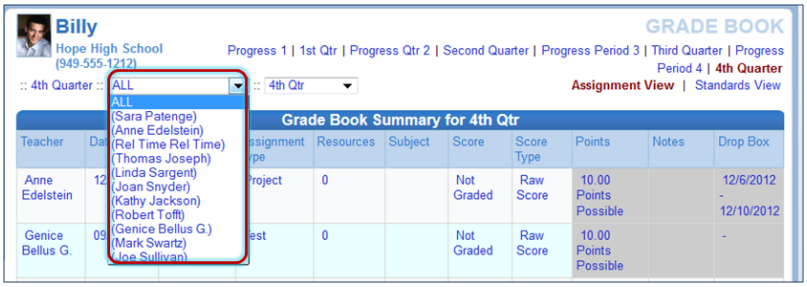

Figure 2-56 Grade Book Assignment View - Secondary

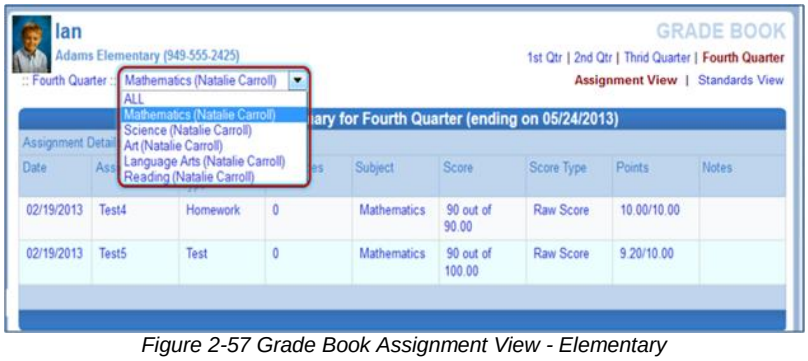

Figure 2-57 Grade Book Assignment View - Elementary

To see the details of an assignment, click on the blue text for the assignment. The **Grade Book Assignment View Detail** screen displays.

If the assignment is aligned to a state standard the standard name and performance indicator display. NOTE: The state standard feature is not used in all districts.

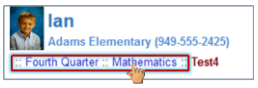

Figure 2-58 Grade Book Breadcrumb

To return to the previous screen click the link at the top.

The **Standards View** is a selection available by clicking on the link on the top right of the screen.

Figure 2-59 *Grade Book Standards View Link*

The **Standards View** displays the state standards aligned with the subject area and assignments.

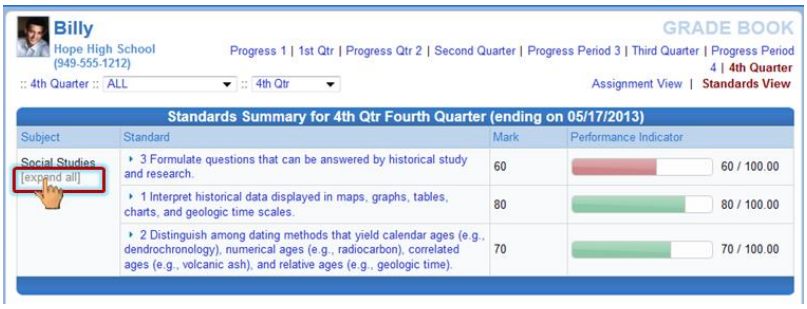

Figure 2-60 Grade Book Standards View

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

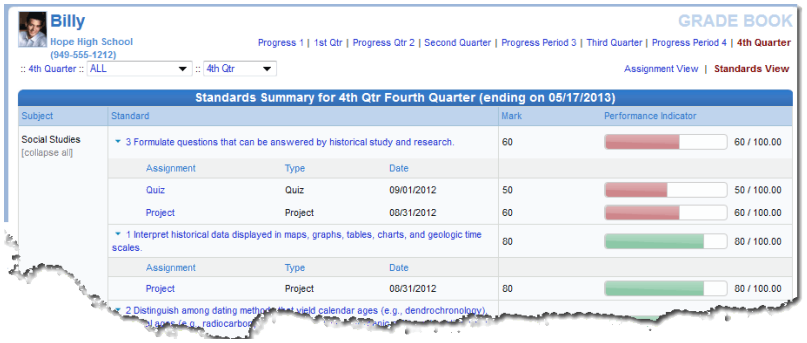

Figure 2-61 Grade Book Standards View Detailed Screen

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HEALTH

The Health screen lists your visits to the school nurse, as well as your health conditions and immunization record. Click **Health** on the Navigation bar.

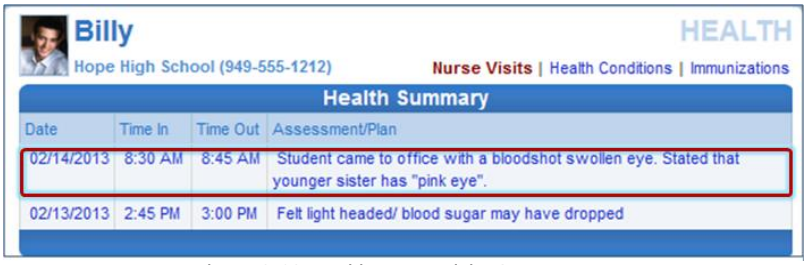

Figure 2-62 Health Nurse Visits Screen

To view the detail of a visit, click on the **blue text** of that visit. The **Nurse Visit Detail** screen opens. This screen shows the assessment of the condition and the plan of action. It also shows the name of the staff who recorded the visit.

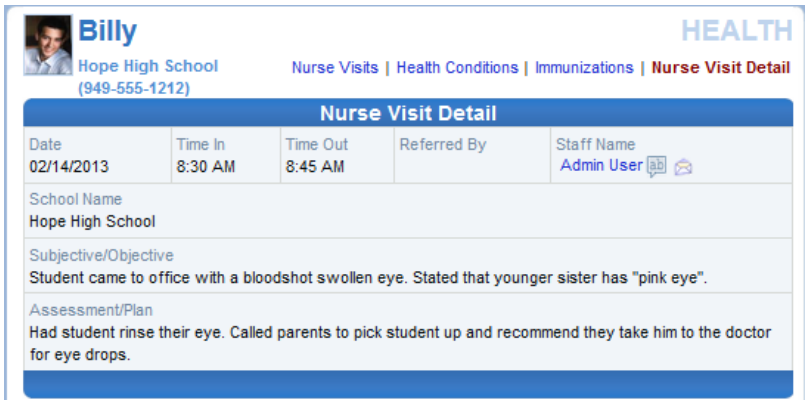

Figure 2-63 Health Nurse Visit Detail Screen

To view health conditions, such as asthma or allergies, click on the **Health Conditions** tab in the top right-hand corner.

Figure 2-64 Health Conditions Screen

To view immunization records, click on the **Immunizations** tab.

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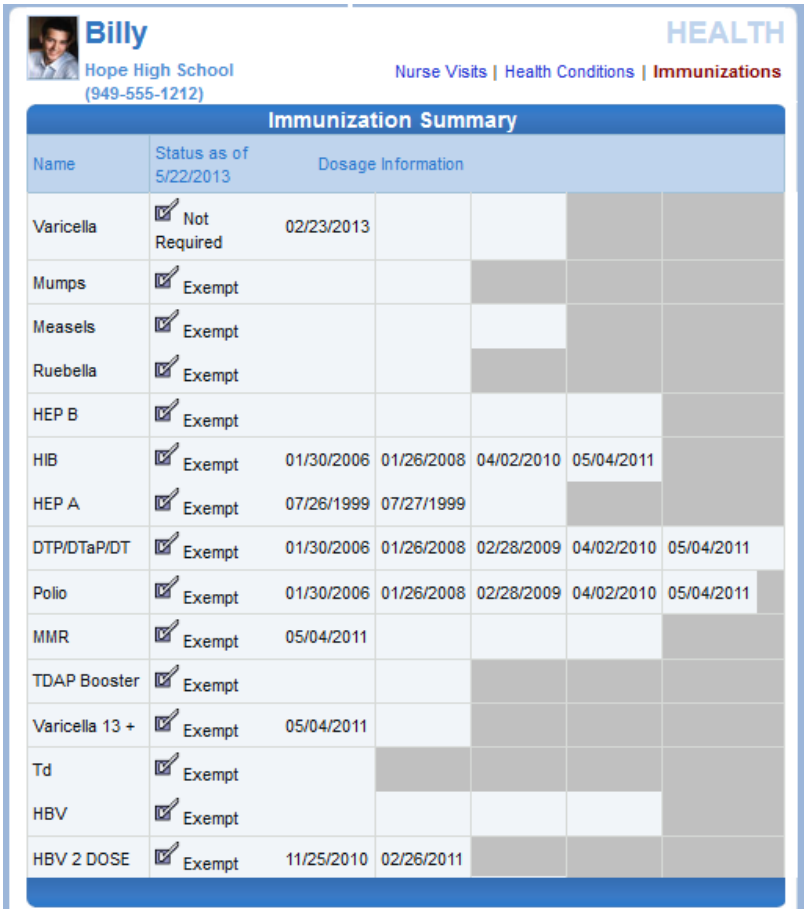

Billy
Hope High School
(949-555-1212)

HEALTH
Nurse Visits | Health Conditions | Immunizations

Immunization Summary

Name	Status as of 5/22/2013	Dosage Information				
Varicella	Not Required	02/23/2013				
Mumps	Exempt					
Measels	Exempt					
Ruebella	Exempt					
HEP B	Exempt					
HIB	Exempt	01/30/2006	01/26/2008	04/02/2010	05/04/2011	
HEP A	Exempt	07/26/1999	07/27/1999			
DTP/DTaP/DT	Exempt	01/30/2006	01/26/2008	02/28/2009	04/02/2010	05/04/2011
Polio	Exempt	01/30/2006	01/26/2008	02/28/2009	04/02/2010	05/04/2011
MMR	Exempt	05/04/2011				
TDAP Booster	Exempt					
Varicella 13 +	Exempt	05/04/2011				
Td	Exempt					
HBV	Exempt					
HBV 2 DOSE	Exempt	11/25/2010	02/26/2011			

Figure 2-65 Health Immunizations Screen

REPORT CARD

The Report Card screen shows grades for each quarter and for progressive periods between the quarters. Click **Report Card** on the Navigation bar. This screen also contains period, course title, room name, teacher, marks, conduct, citizenship, and work habits. There is a grade legend at the bottom of the screen.

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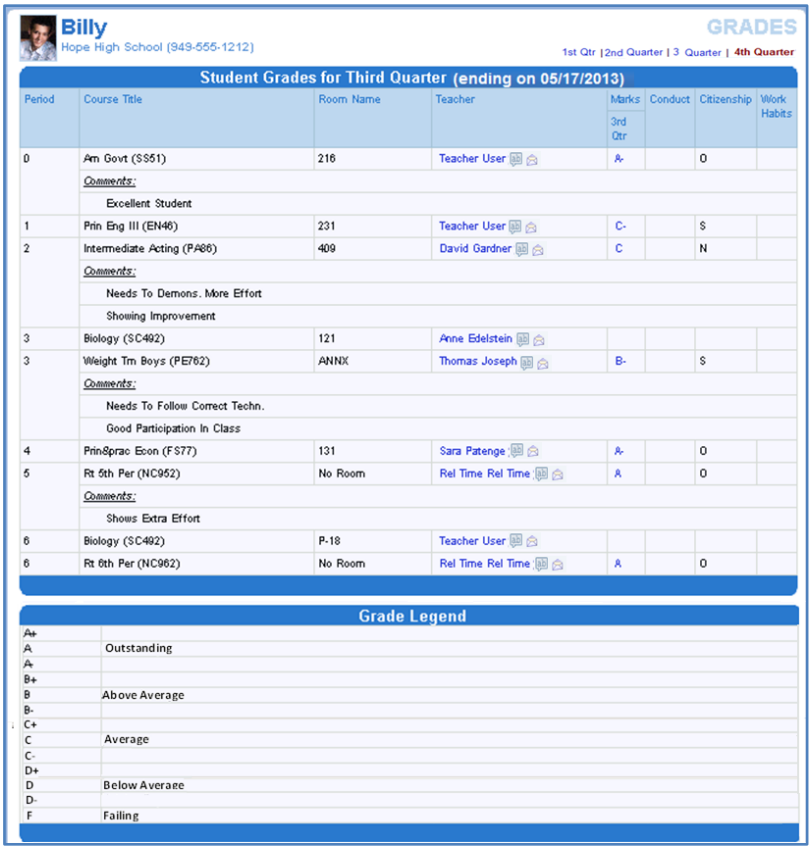

Figure 2-66 Report Card Screen

SCHOOL INFORMATION

The School Information screen is a handy school directory. To go to the school's website, click on the **Website URL**.

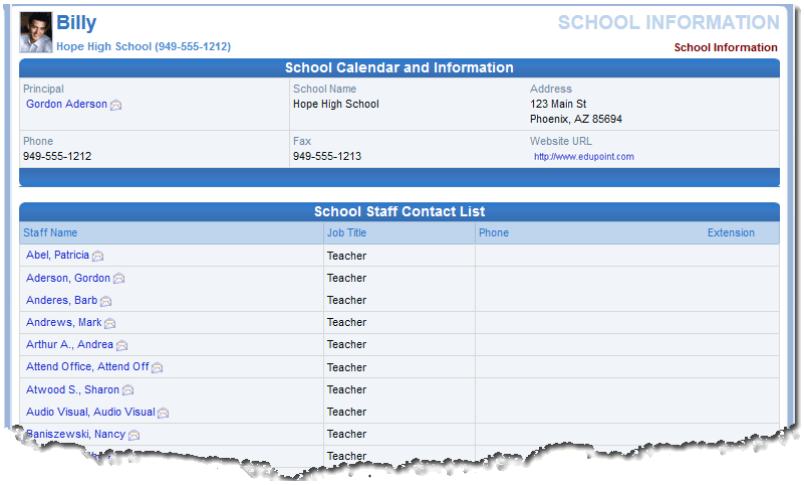

Figure 2-67 School Information Screen

STUDENT INFO

The Student Info screen displays your demographic information, emergency contact, and physician information. Click **Student Info** on the Navigation bar.

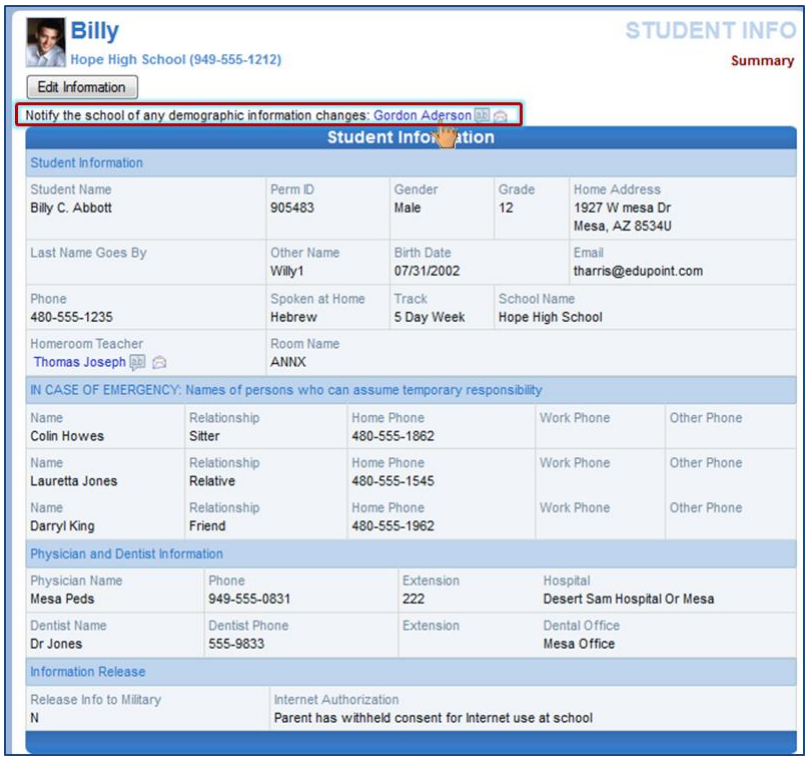

Figure 2-68 Student Info Screen

To notify the school of any demographic information changes, click the staff name in blue or click to initiate a Stream. If an email communication is preferred, click .

In some districts, information may be edited directly on the screen.

Click Edit Information.

When finished, click Save Changes or Cancel Changes.

Once a change has been submitted, the school staff must rescreen and accept the change before the information is updated. The date on which the change is submitted displays at the top of the screen, and no further changes can be submitted until the staff has accepted the change. Once the change has been accepted, additional changes may be submitted.

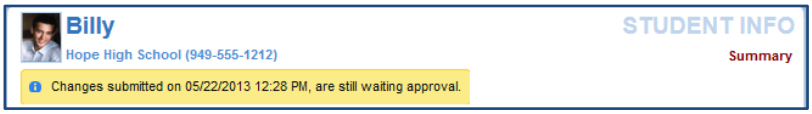

Figure 2-69 Student Info Screen Changes Submitted

SPECIAL ED

StudentVUE displays Special Education information, if you are receiving services. Click **Special Ed** on the Navigation bar. The next Annual Review Date and the next Reevaluation Date is listed. The current Individual Education Plan (IEP) and Progress Report are available to view or download.

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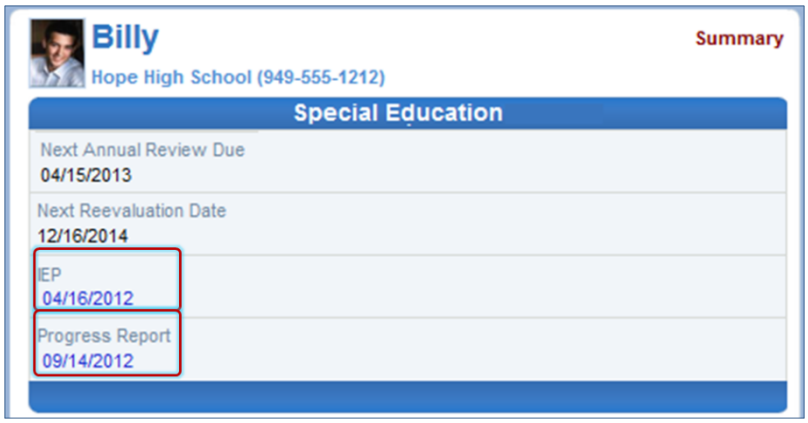

Figure 2-70 Special Ed Screen

Click on the blue date under IEP or Progress Report to open that document in PDF format where it can be downloaded or printed.

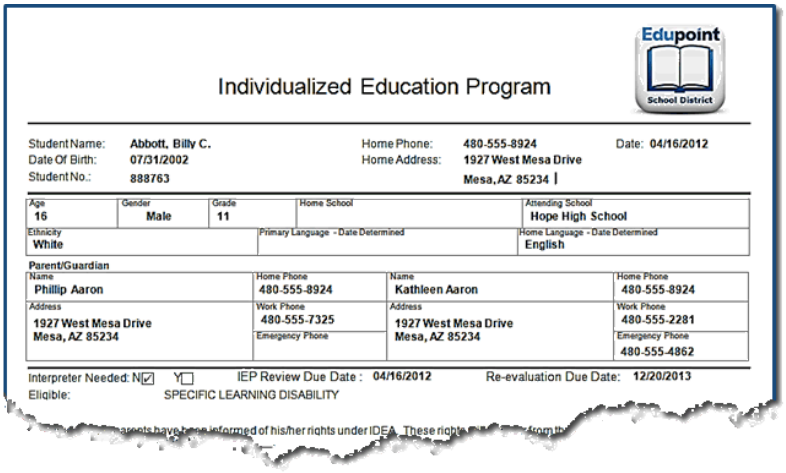

Figure 2-71 Student IEP

CUSTOM TAB

The Custom Tab screen provides district chosen links to support the educational community. Click **Custom Tab** on the Navigation bar. Links vary from district to district but they are commonly academic support sites or sites that manage cafeteria costs.

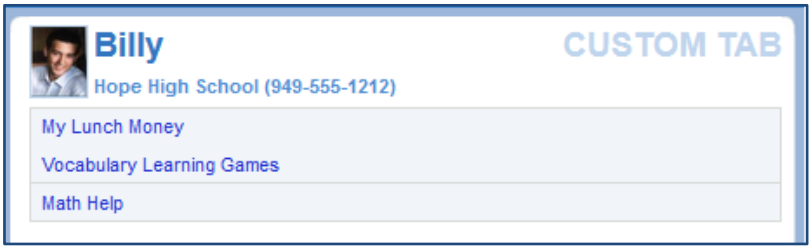

Figure 2-72 Custom Tab screen

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

DIGITAL LOCKER

The Digital Locker lists all files that you have uploaded for online storage. Click **Digital Locker** on the Navigation bar. It shows the date the file was uploaded, the file name, your notes about the file, and the size of the file. These may be drafts of papers or other work in progress. Files that

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have been submitted for a specific assignment are stored in the Grade Book and are not listed here.

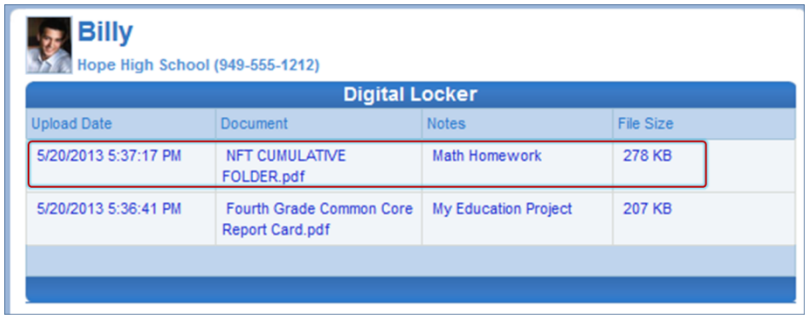

Figure 2-73 –Digital Locker Screen

Click any of the blue text describing the file, to download a copy of the file, where it may be printed or saved.

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ADDITIONAL INFORMATION

Additional information about the StudentVUE portal account is available in several areas.

STREAMS

Streams encourage and facilitate home/school collaboration by allowing students to maintain a running dialog with teachers. The Streams Collaboration Tool is easy to use and intuitive.

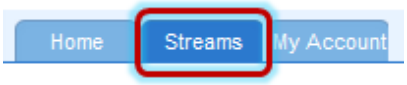

Figure 2-74 StudentVUE Tabs

Streams are accessible by clicking the **Streams** tab.

Throughout the various StudentVUE screens, teacher and staff names that you are associated with are displayed in blue as in the example below. This is a convenient way to access Streams and promote contact between home and school.

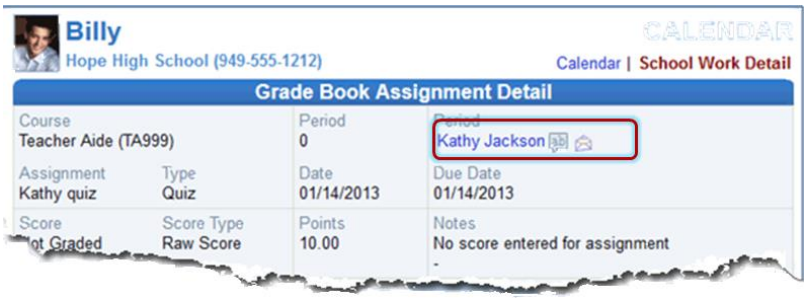

Figure 2-75 Calendar Screen

Click on the teacher's name or the icon next to it, to begin or continue a **Stream**.

Simply type your message in the box and when finished, click **Post.**

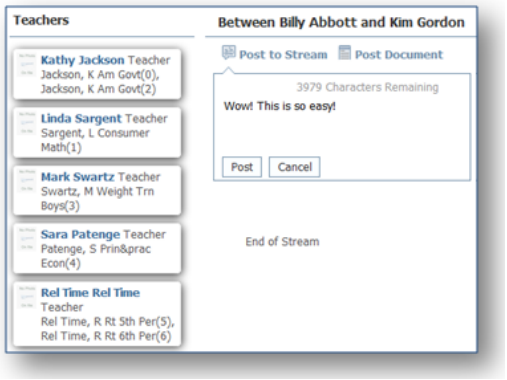

Figure 2-76 Streams Screen

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Documents, Excel files and pictures may be posted, as well.

4. Click Post Document.

5. Click **Choose Document.** Then browse to where the file is located on your computer and select it. *File Ready - Name of Document* displays in the box.

6. Click **Upload & Post.** Once the upload is complete, you are identified as the person who posted it. The name, type, size of the document, and time of upload are

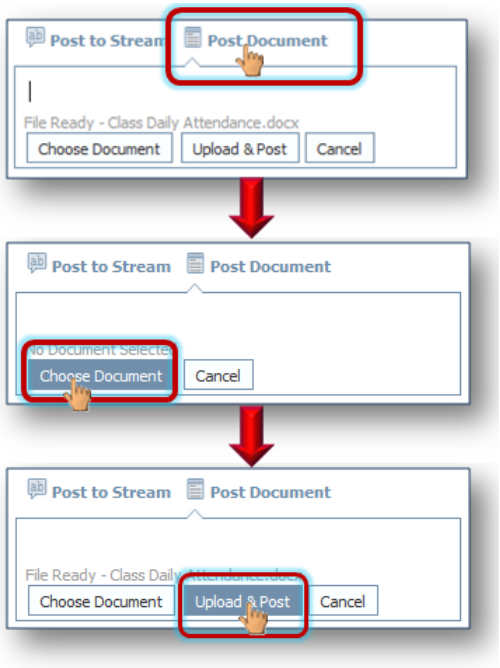

Figure 2-77 Stream Document Post

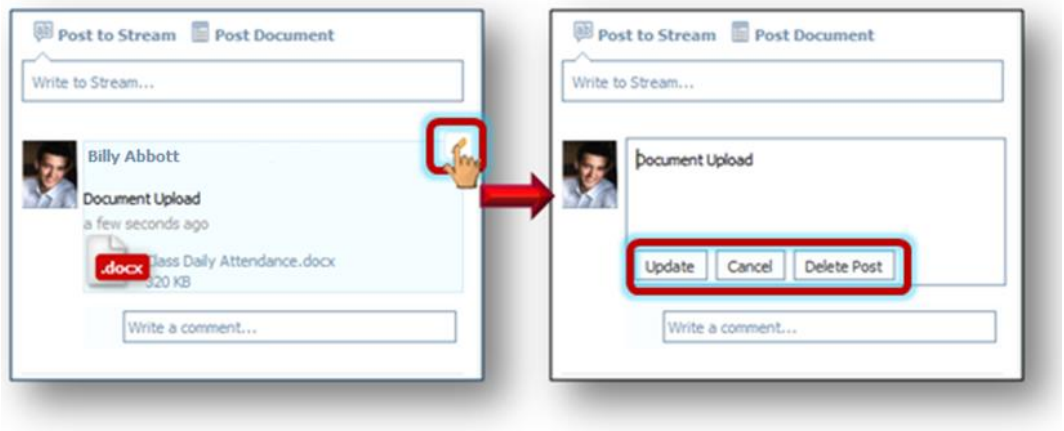

Figure 2-78 Stream Document Post Edit

Posted items may be updated or deleted.

Click ✎.

Select **Update, Cancel,** or **Delete Post.**

MY ACCOUNT

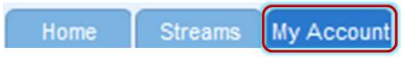

Figure 2-79 StudentVUE Tabs

Your account information is accessible by clicking the **My Account** tab.

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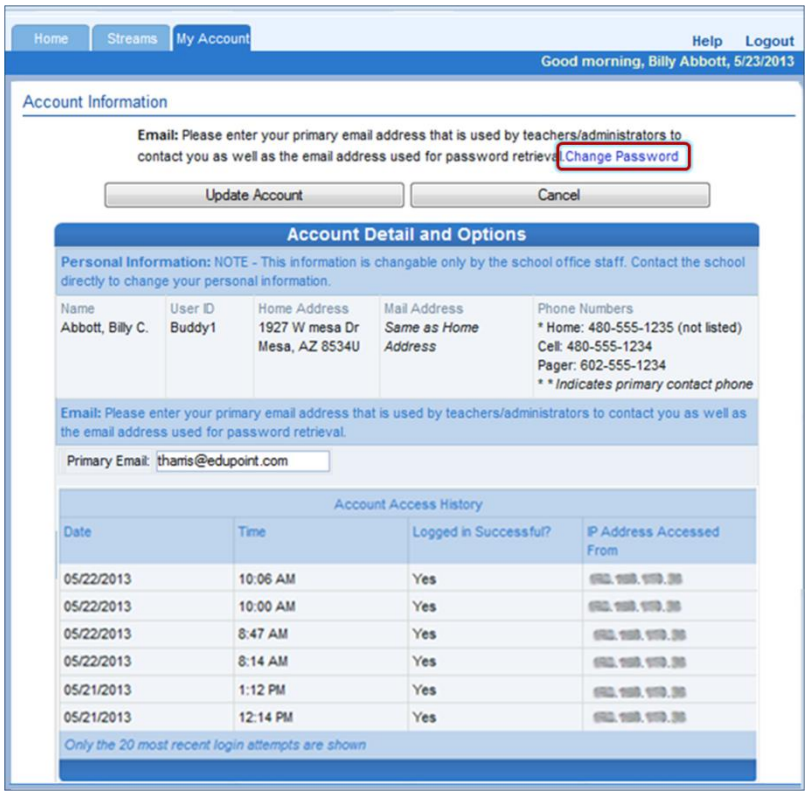


Figure 2-80 My Account Screen

To change your password, click **Change Password** link.

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

Click Update Account **or** Cancel.

HELP

For help with the StudentVUE website, click on **Help** in the upper right-hand corner.

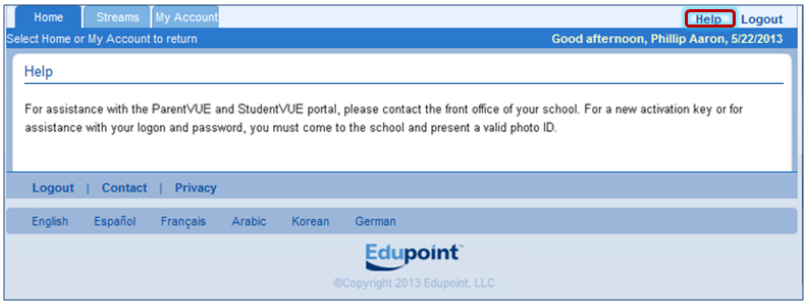


Figure 2-81 Help Screen

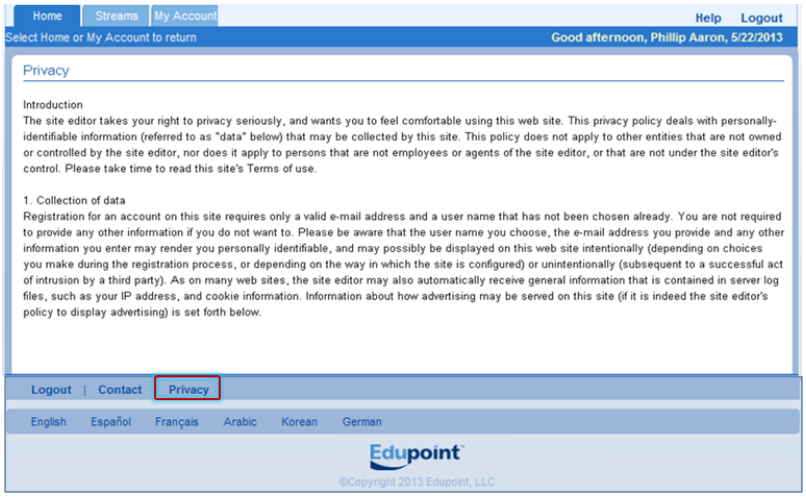
CONTACT

To see the district contact information, click on **Contact** in the bottom left-hand corner.

Figure 2-82 Contact Screen

PRIVACY

Click on **Privacy** in the bottom left-hand corner to view the district's privacy policy.



FORGOTTEN PASSWORD

On the StudentVUE Account Access screen, click **Forgot your password? Click here.**

Enter the primary e-mail address. A message will be sent to that e-mail address with the username and password information.

Figure 2-83 StudentVUE Account Access Screen

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STUDENTVUE MOBILE APP

OVERVIEW

The StudentVUE Mobile app helps students stay informed and connected by providing day-to-day insight into their own academic experience. StudentVUE Mobile app works with the Synergy™ student information system in much the same way as the StudentVUE web portal, allowing students to stay on top of upcoming school events, classroom happenings, assignments, tests, and academic performance. Students can view their classroom assignments and scores, attendance, transcripts, graduation status and more.

NOTE: StudentVUE Mobile app is a free application for students using the StudentVUE portal.

Hardware And Software Requirements

- Only school districts using the Synergy™ student information system version 6.5 and higher can support the StudentVUE Mobile app.
- Requires wireless or 3G Internet connection.
- Compatible with iPhone, iPod touch, and iPad. Requires iOS 4.3 or later. This app is optimized for iPhone 5.
- Requires Android 2.2 and up
- The StudentVUE Mobile app uses the same user login as the web-based StudentVUE portal. Please contact your School District's Administration office to verify Synergy™ version and StudentVUE login information.

Device Setup

7. Download and install the free app.

   Android

   Click here to download the StudentVUE app for Android

   iPad/iPhone

   Click here to download the StudentVUE app or iPhone/iPad

8. Start the app.
9. Tap **Settings** in the lower left corner.
10. Enter the district URL that may look something like the *samples* below.

    Sample URLs:

    https://yourdistrictname.org/sismobile

    https://sispxp.yourdistrictname.org

    https://parentvue.yourdistrictname.org

    https://sismobile.yourdistrictname.org

    If on the web-based StudentVUE portal, you are using something like in this example:

Figure 2-84 ParentVUE StudentVUE Web Portal

    Then you would enter "https://yourdistrictname.org/sismobile" in the District URL space provided. Please *do not include* " Login_Student_PXP.aspx."

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11. Click **Test.**

The Settings screen will save and display previously entered district URLs.

Log In

The StudentVUE Mobile app uses the same user login as the web-based StudentVUE portal. If you need help please contact your School District's Administration office for access URL and StudentVUE login information.

12. Enter your **Username** and **Password.**
13. Decide if you want your device to **Save Username** and **Password**. This option can be selected at a later time.
14. The default language is English. Tap **Change** to select another language. This option can be selected at a later time, as well.
15. Tap **Login.**

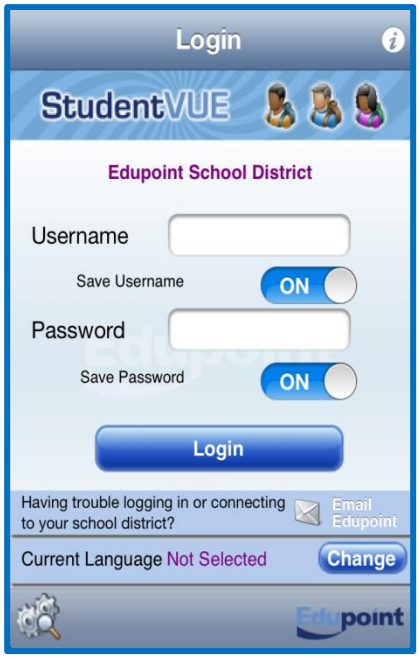

Figure 2-85 StudentVUE Mobile Login Screen

Viewing Information

A few functions available through the web-based StudentVUE portal application are unavailable through the StudentVUE mobile app, such as class websites, course history, course requests, and digital locker.

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The Navigation screen in the StudentVUE mobile app operates much the same as the Navigation bar in the web-based StudentVUE portal.

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

Figure 2-86 StudentVUE Mobile Navigation Screen

Tap **Events** to see grading period dates, conference events, discipline events, school events, attendance notes, nurse log notes, and local notifications set up by you (see below).

Tap **Settings** in the lower left corner to set additional preferences and notifications.

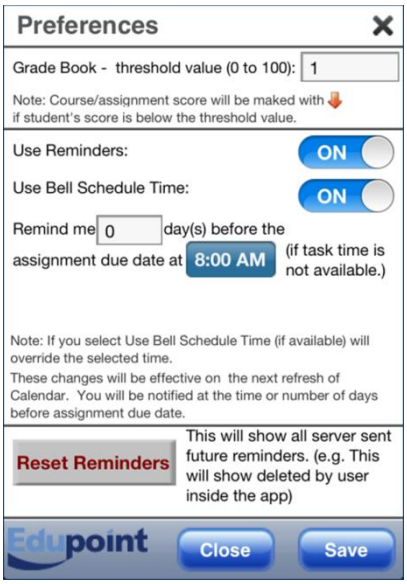

Figure 2-87 StudentVUE Mobile Preferences Screen

Grade Book - threshold value

The number entered here will determine when this marker displays next to an assignment. For example if the number 10 is entered than any score, 9 or less will trigger the marker.

Reminders

Assignment notifications allow you to set a specific reminder time. The task is added into Calendar as reminder.

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Calendar

Calendar displays the important details of your school day.

Alternate from month to day and day to month view by clicking .

Figure 2-88 StudentVUE Mobile Calendar Screen Month View

Calendar shows your current schedule and assignments due on the current date. Students can add their own remiders, which are saved to your local device. They are not synced to the server.

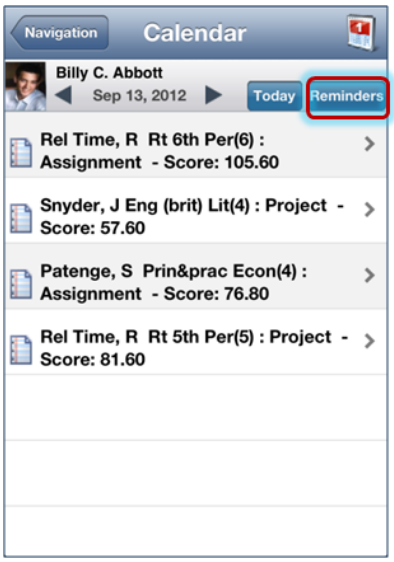

Figure 2-89 StudentVUE Mobile Calendar Screen Day View

1. Click on the day view.
2. Click **Reminders.** The Add Reminders screen opens.

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

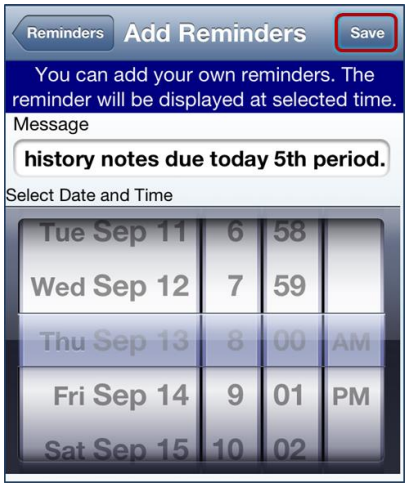

Figure 2-90 StudentVUE Mobile Add Reminders Screen

4. Click **Save**. The message displays in the Reminders screen and on the day and time selected.

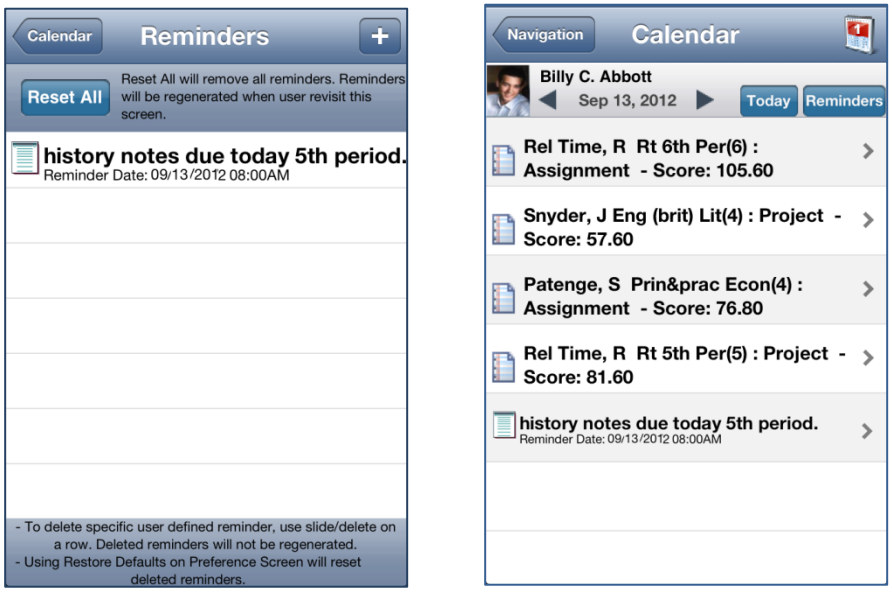

Figure 2-91 StudentVUE Mobile Reminders and Calendar Screens

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Attendance

Attendance displays all the days you were marked absent or tardy, along with the reason associated with each entry.

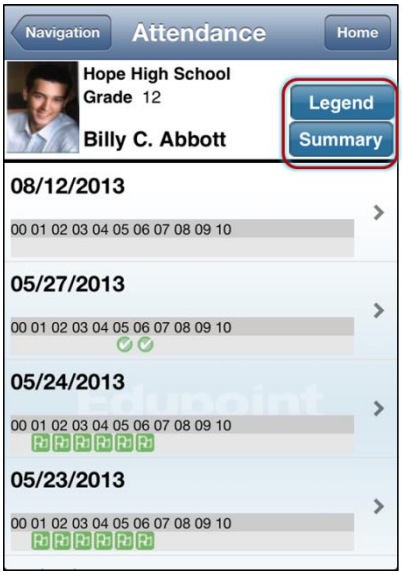

Figure 2-92 StudentVUE Mobile Attendance Screen

The Legend screen displays and explanation for the icons used in the Attendance screens.

The Summary screen displays totals by period at the bottom of the list along with the reason associated with each entry.

Figure 2-93 StudentVUE Mobile Attendance Legend and Summary Screens

Grade Book

The Grade Book screen allows you to keep track of your grades, assignments and test scores that have been posted in the TeacherVUE Grade Book.

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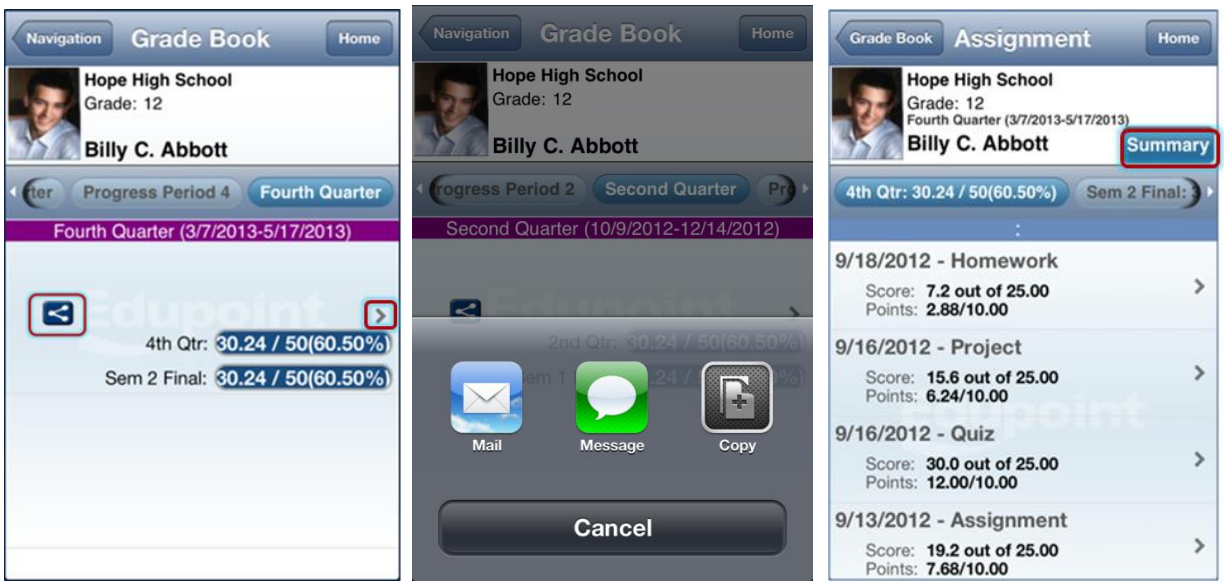

Figure 2-94 StudentVUE Mobile Grade Book / Post Options / Assignment List Screens

Grade Book allows users to post on Facebook, Twitter or send emails from within the application. Click and select from a post option.

Click to see the assignments for that quarter/semester. While on that screen, click **Summary** to see the grades posted for that quarter/semester or click on any assignment to see more details.

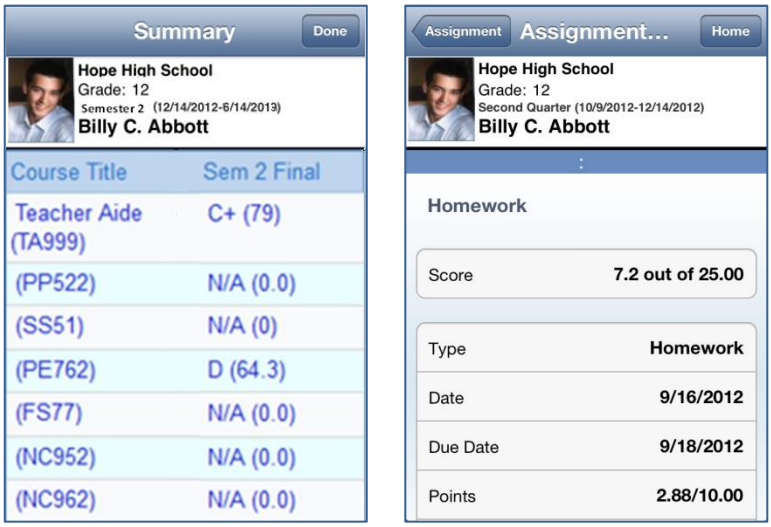

Figure 2-95 StudentVUE Mobile Grade Book Summary and Assignment Details Screens

Student Info

The Student Info screen displays your demographic information, emergency contact, and physician information.

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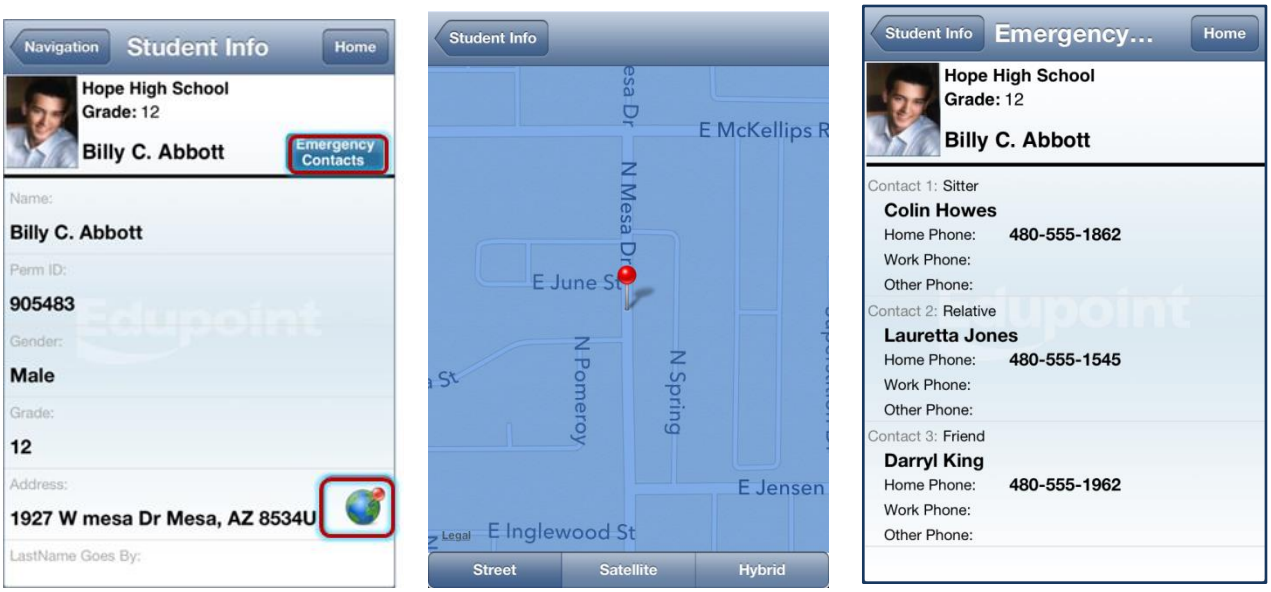

Figure 2-96 StudentVUE Mobile Student Info / Map / Emergency Screens

Click to view a map of the address displayed.

Click **Emergency Contacts** to display the Emergency screen.

Discipline

The Discipline screen displays a list of all discipline incidents. Click to see the details of any one incident.

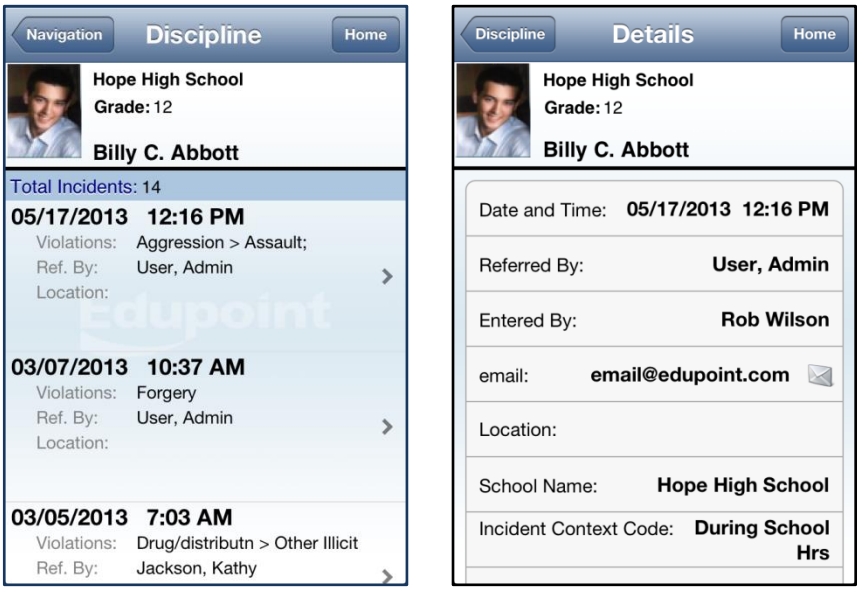

Figure 2-97 StudentVUE Mobile Discipline and Details Screens

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Class Schedule

The schedule lists the period, course title, room name, and the teacher for each class. To send an email to the teacher, click .

Figure 2-98 StudentVUE Mobile Class Info / Email Screens

Health

The Health screen lists your visits to the school nurse, as well as your health conditions and immunization record.

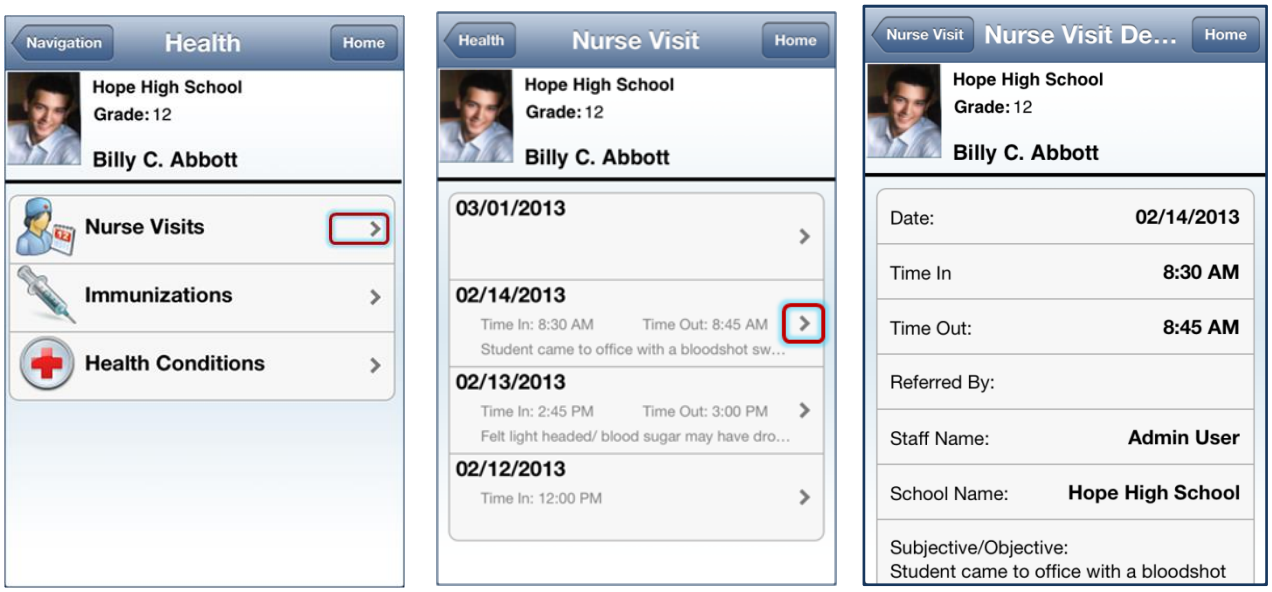

Figure 2-99 StudentVUE Mobile Health / Nurse Visit / Nurse Visit Detail Screens

Click > on the Nurse Visits to see a list of visits. Click > on any visit to see the details.

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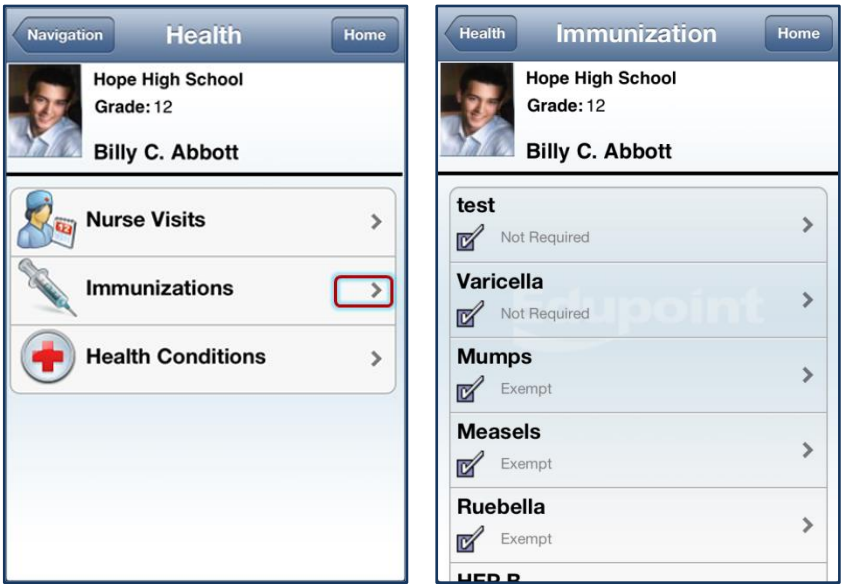

Figure 2-100 StudentVUE Mobile Health / Immunization Screens

Click › on the Immunizations bar to see your immunization record.

Figure 2-101 StudentVUE Mobile Health / Health Conditions Screens

Click › on the Health Conditions bar to see details of your health conditions on record.

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School Information

The School Information screen lists the details about your school including a handy school directory.

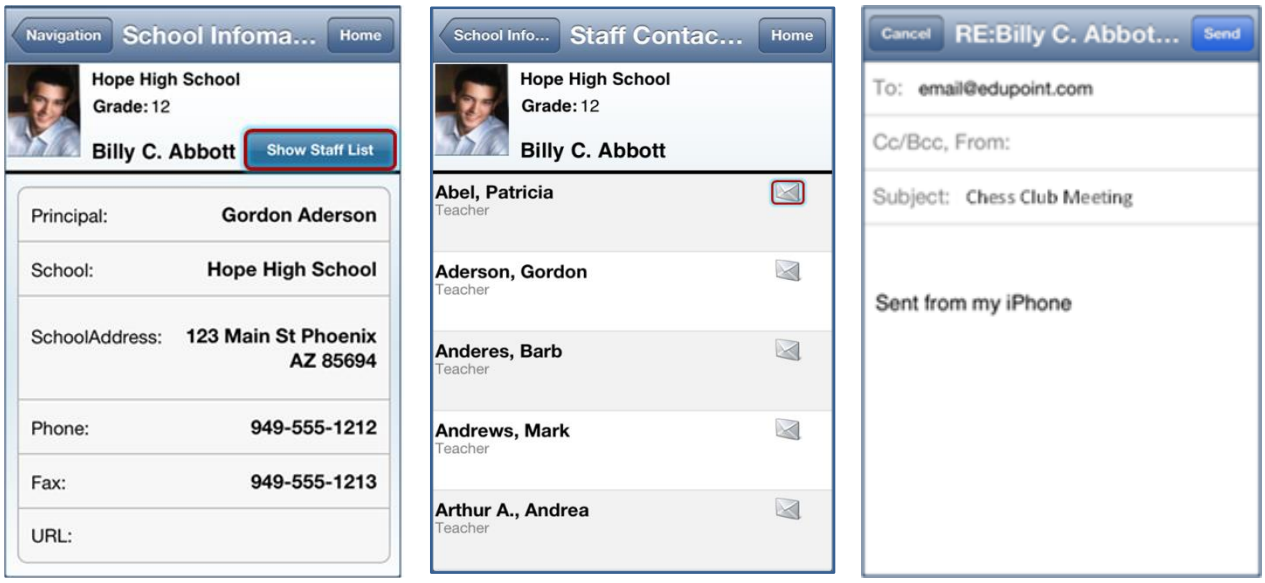

Figure 2-102 StudentVUE Mobile School Information /Staff Contact / Email Screens

Click **Show Staff List** to open the Staff Contacts screen. Click to email a staff member.

Fee

The Fee Summary screen displays the fee transaction date, description, fees amount, payments received, remaining balance. Click on any fee entry to see details of the transaction.

Figure 2-103 StudentVUE Mobile Fee Summary and Fee Details Screens

Conference

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

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Figure 2-104 StudentVUE Mobile Conference / Conference Detail / Email Screens

Click › on a conference date to see details of the conference. Click ✉ to email the staff member.

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INDEX

Reports, 2

Resources, 17, 69

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INDEX OF SCREENS

Figure 1-1 ParentVUE and StudentVUE Access Screen 7
Figure 1-2 ParentVUE Account Access Screen 7
Figure 1-3 Step 1 of 3 Parent Account Activation Screen Privacy Statement 8
Figure 1-4 Step 2 0f 3 Parent Account Activation Screen Sign In with Activation Key 8
Figure 1-5 Step 3 0f 3 Parent Account Activation Screen Step 3 0f 3: Choose User Name and Password 9
Figure 1-6 ParentVUE and StudentVUE Access Screen 10
Figure 1-7 ParentVUE Account Access Screen 10
Figure 1-8 Calendar Detail Screen 11
Figure 1-9 ParentVUE Tabs 11
Figure 1-10 Streams Screen 11
Figure 1-11 Stream Document Post 11
Figure 1-12 Stream Document Post Edit 12
Figure 1-13 ParentVUE Email Example 12
Figure 1-14 Parent Home Page Screen 13
Figure 1-15 Navigation Bar 13
Figure 1-16 Parent Calendar Screen 14
Figure 1-17 Event Selection Drop-Downs 14
Figure 1-18 Calendar Screen Button 14
Figure 1-19 Month Button 14
Figure 1-20 Week Button 14
Figure 1-21 Today Button 14
Figure 1-22 Events & Assignments 15
Figure 1-23 - District Event Detail 15
Figure 1-24 Grade Book Assignment Detail 15
Figure 1-25 Weekly Calendar Screen 16
Figure 1-26 Daily Calendar Screen 16
Figure 1-27 Attendance List View 16
Figure 1-28 Attendance Calendar View 17
Figure 1-29 Secondary Attendance Detail 17
Figure 1-30 Class Schedule Screen 18
Figure 1-31 Class Website Screen 18
Figure 1-32 Conference Summary Screen 19
Figure 1-33 Conference Detail Screen 19
Figure 1-34 Course History Summary Screen 20
Figure 1-35 Graduation Status Screen 21
Figure 1-36 Course Request Screen 22
Figure 1-37 Course Request Screen Expanded 22
Figure 1-38 Course Request Screen 23
Figure 1-39 Course Request Screen 23
Figure 1-40 Course Request Screen Selection Tool 24
Figure 1-41 Discipline Screen 25
Figure 1-42 Discipline Detail Screen 25
Figure 1-43 Discipline Detail Screen 25
Figure 1-44 Fee Summary Screen - Standard Fee Model 26
Figure 1-45 Fee Detail Screen - Standard Fee Model 26
Figure 1-46 – Parent Fee Summary Screen 27
Figure 1-47 Fee Payment Provider Screen Example 27
Figure 1-48 Fee Summary Screen - Direct Payment Fee Model 28
Figure 1-49 Fee Detail Screen - Direct Payment Fee Model 28
Figure 1-50 Fee Summary Screen - Direct Payment Fee Model 29
Figure 1-51 Fee Cart Screen - Direct Payment Fee Model 29
Figure 1-52 Finalize Fee Payments Screen - Direct Payment Fee Model 30
Figure 1-53 Fee Payment Provider Screen Example 30
Figure 1-54 Grade Book Summary Screen 31
Figure 1-55 Grade Book Summary Screen - Elementary 31
Figure 1-56 Grade Book Assignment View - Secondary 31
Figure 1-57 Grade Book Assignment View - Elementary 32
Figure 1-58 Grade Book Breadcrumb 32
Figure 1-59 Grade Book Standards View Link 32
Figure 1-60 Grade Book Standards View 32
Figure 1-61 Grade Book Standards View Detailed Screen 32
Figure 1-62 Health Nurse Visits Screen 33
Figure 1-63 Health Nurse Visit Detail Screen 33
Figure 1-64 Health Conditions Screen 33
Figure 1-65 Health Immunizations Screen 34
Figure 1-66 Report Card Screen 35
Figure 1-67 School Information Screen 36
Figure 1-68 Student Info Screen 36

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Figure 1-69 Student Info Screen Changes Submitted *37*
Figure 1-70 Special Ed Screen *37*
Figure 1-71 Student IEP *37*
Figure 1-72 Custom Tab screen *38*
Figure 1-73 –Digital Locker Screen *38*
Figure 1-74 ParentVUE Tabs *39*
Figure 1-75 Calendar Screen *39*
Figure 1-76 Streams Screen *39*
Figure 1-77 Stream Document Post *40*
Figure 1-78 Stream Document Post Edit *40*
Figure 1-79 ParentVUE Tabs *41*
Figure 1-80 My Account Screen *41*
Figure 1-81 Help Screen *42*
Figure 1-82 Contact Screen *42*
Figure 1-83 Privacy Screen *42*
Figure 1-84 ParentVUE Account Access Screen *43*
Figure 1-85 ParentVUE Web Portal *44*
Figure 1-86 ParentVUE Mobile Login Screen *45*
Figure 1-87 ParentVUE Mobile Navigation Screen *46*
Figure 1-88 ParentVUE Mobile Preferences Screen *46*
Figure 1-89 ParentVUE Mobile Calendar Screen Month View *47*
Figure 1-90 ParentVUE Mobile Calendar Screen Day View *47*
Figure 1-91 ParentVUE Mobile Add Reminders Screen *48*
Figure 1-92 ParentVUE Mobile Reminders and Calendar Screens *48*
Figure 1-93 ParentVUE Mobile Attendance Screen *49*
Figure 1-94 ParentVUE Mobile Attendance Legend and Summary Screens *49*
Figure 1-95 ParentVUE Mobile Grade Book / Post Options / Assignment List Screens *50*
Figure 1-96 ParentVUE Mobile Grade Book Summary and Assignment Details Screens *50*
Figure 1-97 ParentVUE Mobile Student Info / Map / Emergency Screens *51*
Figure 1-98 ParentVUE Mobile Discipline and Details Screens *51*
Figure 1-99 ParentVUE Mobile Class Info / Email Screens *52*
Figure 1-100 ParentVUE Mobile Health / Nurse Visit / Nurse Visit Detail Screens *52*
Figure 1-101 ParentVUE Mobile Health / Immunization Screens *53*
Figure 1-102 ParentVUE Mobile Health / Health Conditions Screens *53*
Figure 1-103 ParentVUE Mobile School Information /Staff Contact / Email Screens *54*
Figure 1-104 ParentVUE Mobile Fee Summary and Fee Details Screens *54*
Figure 1-105 ParentVUE Mobile Conference / Conference Detail / Email Screens *55*
Figure 2-1 ParentVUE and StudentVUE Access Screen *59*
Figure 2-2 StudentVUE Account Access Screen *59*
Figure 2-3 Step 1 of 3 Student Account Activation Screen Privacy Statement *60*
Figure 2-4 Step 2 0f 3 Student Account Activation Screen Sign In with Activation Key *60*
Figure 2-5 Step 3 0f 3 Student Account Activation Screen Step 3 0f 3: Choose User Name and Password *61*
Figure 2-6 ParentVUE and StudentVUE Access Screen *62*
Figure 2-7 StudentVUE Account Access Screen *62*
Figure 2-8 Calendar Detail Screen *62*
Figure 2-9 StudentVUE Tabs *63*
Figure 2-10 Streams Screen *63*
Figure 2-11 Stream Document Post *63*
Figure 2-12 Stream Document Post Edit *63*
Figure 2-13 StudentVUE Email Example *64*
Figure 2-14 Home Page Screen *65*
Figure 2-15 Navigation Bar *65*
Figure 2-16 Calendar Screen *66*
Figure 2-17 Event Selection Drop-Downs *66*
Figure 2-18 Calendar Screen Button *66*
Figure 2-19 Month Button *66*
Figure 2-20 Week Button *66*
Figure 2-21 Today Button *66*
Figure 2-22 Events & Assignments *67*
Figure 2-23 - District Event Detail *67*
Figure 2-24 Grade Book Assignment Detail *67*
Figure 2-25 Weekly Calendar Screen *68*
Figure 2-26 Daily Calendar Screen *68*
Figure 2-27 Attendance List View *68*
Figure 2-28 Attendance Calendar View *69*
Figure 2-29 Secondary Attendance Detail *69*
Figure 2-30 Class Schedule Screen *70*
Figure 2-31 Class Website Screen *70*
Figure 2-32 Conference Summary Screen *71*
Figure 2-33 Conference Detail Screen *71*
Figure 2-34 Course History Summary Screen *72*
Figure 2-35 Graduation Status Screen *73*
Figure 2-36 Course Request Screen *74*
Figure 2-37 Course Request Screen Expanded *74*
Figure 2-38 Course Request Screen *75*

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Figure 2-39 Course Request Screen 75
Figure 2-40 Course Request Screen Selection Tool 76
Figure 2-41 Discipline Screen 76
Figure 2-42 Discipline Detail Screen 77
Figure 2-43 Discipline Detail Screen 77
Figure 2-44 Fee Summary Screen - Standard Fee Model 77
Figure 2-45 Fee Detail Screen - Standard Fee Model 78
Figure 2-46 – Parent Fee Summary Screen 78
Figure 2-47 Fee Payment Provider Screen Example 79
Figure 2-48 Fee Summary Screen - Direct Payment Fee Model 79
Figure 2-49 Fee Detail Screen - Direct Payment Fee Model 80
Figure 2-50 Fee Summary Screen - Direct Payment Fee Model 81
Figure 2-51 Fee Cart Screen - Direct Payment Fee Model 81
Figure 2-52 Finalize Fee Payments Screen - Direct Payment Fee Model 82
Figure 2-53 Fee Payment Provider Screen Example 82
Figure 2-54 Grade Book Summary Screen 83
Figure 2-55 Grade Book Summary Screen - Elementary 83
Figure 2-56 Grade Book Assignment View - Secondary 83
Figure 2-57 Grade Book Assignment View - Elementary 84
Figure 2-58 Grade Book Breadcrumb 84
Figure 2-59 Grade Book Standards View Link 84
Figure 2-60 Grade Book Standards View 84
Figure 2-61 Grade Book Standards View Detailed Screen 84
Figure 2-62 Health Nurse Visits Screen 85
Figure 2-63 Health Nurse Visit Detail Screen 85
Figure 2-64 Health Conditions Screen 85
Figure 2-65 Health Immunizations Screen 86
Figure 2-66 Report Card Screen 87
Figure 2-67 School Information Screen 87
Figure 2-68 Student Info Screen 88
Figure 2-69 Student Info Screen Changes Submitted 88
Figure 2-70 Special Ed Screen 89
Figure 2-71 Student IEP 89
Figure 2-72 Custom Tab screen 89
Figure 2-73 –Digital Locker Screen 90
Figure 2-74 StudentVUE Tabs 91
Figure 2-75 Calendar Screen 91
Figure 2-76 Streams Screen 91
Figure 2-77 Stream Document Post 92
Figure 2-78 Stream Document Post Edit 92
Figure 2-79 StudentVUE Tabs 92
Figure 2-80 My Account Screen 93
Figure 2-81 Help Screen 93
Figure 2-82 Contact Screen 94
Figure 2-83 StudentVUE Account Access Screen 94
Figure 2-84 ParentVUE StudentVUE Web Portal 95
Figure 2-85 StudentVUE Mobile Login Screen 96
Figure 2-86 StudentVUE Mobile Navigation Screen 97
Figure 2-87 StudentVUE Mobile Preferences Screen 97
Figure 2-88 StudentVUE Mobile Calendar Screen Month View 98
Figure 2-89 StudentVUE Mobile Calendar Screen Day View 98
Figure 2-90 StudentVUE Mobile Add Reminders Screen 99
Figure 2-91 StudentVUE Mobile Reminders and Calendar Screens 99
Figure 2-92 StudentVUE Mobile Attendance Screen 100
Figure 2-93 StudentVUE Mobile Attendance Legend and Summary Screens 100
Figure 2-94 StudentVUE Mobile Grade Book / Post Options / Assignment List Screens 101
Figure 2-95 StudentVUE Mobile Grade Book Summary and Assignment Details Screens 101
Figure 2-96 StudentVUE Mobile Student Info / Map / Emergency Screens 102
Figure 2-97 StudentVUE Mobile Discipline and Details Screens 102
Figure 2-98 StudentVUE Mobile Class Info / Email Screens 103
Figure 2-99 StudentVUE Mobile Health / Nurse Visit / Nurse Visit Detail Screens 103
Figure 2-100 StudentVUE Mobile Health / Immunization Screens 104
Figure 2-101 StudentVUE Mobile Health / Health Conditions Screens 104
Figure 2-102 StudentVUE Mobile School Information /Staff Contact / Email Screens 105
Figure 2-103 StudentVUE Mobile Fee Summary and Fee Details Screens 105
Figure 2-104 StudentVUE Mobile Conference / Conference Detail / Email Screens 106

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