ParentVUE and StudentVUE Administrator Guide





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About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is released in multiple volumes to meet this commitment.

This document serves as a reference for Edupoint's recommendations and Best Practices for Synergy processes. Due to the complex nature and myriad configurations possible within the Synergy software, it is not feasible to include every possible scenario within this guide.

Conventions Used in This Manual

- Bold indicates user interactions such as a button or field on the screen.
- Italics indicate the option to select or text to enter.
- Notes, Tips, References, and Cautions display in the margin to provide additional information.



information, such as another

manual or website.



Cautions warn of potential problems. Take special care when reading these sections.

Before You Begin

Before installing any of the Edupoint family of software products, be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements.

Software and Document History

Document	Release	Software	Description
Version	Date	Release	
11.0	Jun 2019	2020	 Updates: Added Forgot Password for Mobile Applications in Forgotten Password Configuration Updated Viewing Attached Documents for Acknowledged By column Added security settings for Acknowledged By for ParentVUE User in ParentVUE and StudentVUE Security Added Setting Up Pending Payments in Enabling Fee Options Added Selecting Attendance Definition

Document Version	Release Date	Software Release	Description										
			Updates:										
			 Added Providing Limited Access in ParentVUE to Parents Without Educational Rights in Parent Viewing Rights 										
			 Added Hiding the Auto Notify Section in StudentVUE in Student Account Setup 										
		 Added the following in Staff Information Hiding Teacher Names in Classific Level 		Added the following in Staff Information:									
			Hiding Teacher Names in Cla District Level		 Hiding Teacher Names in Class Schedule at the District Level 								
		Hiding Teacher Names in Class School Level Added Notify Options in Creating Studer			• Hic Sc	 Hiding Teacher Names in Class Schedule at the School Level 							
			Added Notify Options in Creating StudentVUE Accounts										
	Mar 2020		Added content to set up auto- students through StudentVUI Notifications			 Added content to set up auto-notify options to send to students through StudentVUE in Configuring Active Email Notifications 							
			 Added Adding District Logo to ParentVUE and StudentVUE in Parent and Student Account Setup 										
		12.0 Mar 2020 2021		 Added Displaying Concurrent Report Cards in ParentVUE and StudentVUE Display 									
12.0			 Mar 2020 2021 Added a step for Absence Docu Absence Report Settings Added OpenAuth for ParentVUE Parent and Student Account Set 	2021	2021	 Added a step for Absence Document Category Type in Absence Report Settings 							
						 Added OpenAuth for ParentVUE and StudentVUE in Parent and Student Account Setup 							
				Added the following in Allow Parents to Edit Information:									
			Allowing Partial ParentVUE Updates										
		 Accept or Reject All Ch Bypassing the Review Added Including GPAs in Pare Configuring Course Information Added Selecting the Enable Vi Option and Course Duration Co and StudentVUE in Configuring Added Enabling Synergy Mail Languages Added StudentVUE Settings in Accounts 				Accept or Reject All Changes							
			Bypassing the Review Added Including GPAs in Pare Configuring Course Informatio Added Selecting the Enable Vi Option and Course Duration C and StudentVUE in Configurin				Bypassing the Review PVUE Update Process						
						 Added Including GPAs in ParentVUE and StudentVUE in Configuring Course Information 							
				Added Selecting the Option and Course D and StudentVUE in C				 Added Selecting the Enable View of Course Duration Option and Course Duration Column Setup for ParentVUE and StudentVUE in Configuring Course Requests 					
				 Added Enabling Synergy Mail Translation in Using Languages 									
							 Added StudentVUE Settings in Creating StudentVUE Accounts 						
						 Added a note for ParentVUE Language in Creating ParentVUE Accounts 							
			Added steps for Parent Account Activation Option and Parent User ID Assignment in Parent Account Setup										

Document Version	Release Date	Software Release	Description
			Added Configuring Emails that includes: Redirecting the SMTR Email Desirient to the
			Redirecting the SMTP Email Recipient to the Appropriate ParentVUE or StudentVUE Login Screens
			 Independent SMTP Forwarding for Parents and Students
			 Including Additional Staff When Sending Emails in ParentVUE and StudentVUE
		 Added Receiving Notifications About Submitted Future Absences in Enabling Push Notifications 	
			 Added Enabling Phone/Text Communication Level in ParentVUE and StudentVUE display
			 Added the Search Grid is Initially Empty. Require Student To Enter Search Criteria option in Additional Options
			 Added steps for Parent Default Landing Page and Student Default Landing Page in Disabling Modules at School Level
			Updates:
	Mar 2021		Added Student Daily Surveys
			Added Hiding the Student Info Tab
		2022	Added Hiding Class Start and End Time
			Added Setting Up Time Tracking
			Added Enabling Parent Self Activation
			Added Upload Documents in ParentVUE
			Added Hiding View Course Content
			Added Displaying Short Course Title
13.0			 Added Exempt From LDAP in Creating ParentVUE Accounts
			Added Hiding Grade Legends
			Added Adding Document Security
			 Added Attendance to ParentVUE User in ParentVUE and StudentVUE Security
			 Added Exclude TVUE Days After Grading Period Threshold When Determining Active Grading Period in Grade Book in Configuring Active Email Notifications
			 Added Hiding Elementary Grade Book Subject Summary View
			 Added a step for the District Student Groups section in Defining Acknowledgments

Document	Release	Software	Description
Version	Date	Release	
14.0	Mar 2022	2023	Updates: Added <u>Showing Year in Test History</u> Added <u>Hiding Daily Class Meetings</u> Added <u>Changing Screen Display Languages</u> Added <u>Modifying Acknowledgments</u> Added <u>Displaying Standards Summary</u> Added <u>Suppressing Course History</u>

Table of Contents

About This Manual	
Conventions Used in This Manual	
Before You Begin	
Software and Document History	
Table of Contents	7
Chapter 1: ParentVUE and StudentVUE Overview	
ParentVUE	14
StudentVUE	15
Configuring ParentVUE/StudentVUE	
ParentVUE/StudentVUE Versions	
ParentVUE Home	
ParentVUE 1.0 Home	17
ParentVUE 2.0 Home	
StudentVUE Home	
StudentVUE 1.0 Home	
StudentVUE 2.0	21
Implementation Considerations	
Available Information	
Student, District, and School Events Listings	
Online Course Requests	
Customized Pages	
Updating Student Information	
Digital Locker	
Parent and Student Accounts	
Parent and Student Technical Support	
Other Considerations	
Chapter 2: Installation	
Recommended Systems Configuration	
Installation Preparation	
Database Configuration	27
Adding a Login to Microsoft SQL Server	
Adding a Role in SQL Server	
Software Installation Steps	

Chapter 3: Parent and Student Account Setup	
Student Information Display Options	41
Parent Viewing Rights	41
Determine the Student Information to Display	48
Allow Parents to Edit Information	51
Hiding Counselor Names	62
Modifying Student Info Display Using View Change	
Adding the StuAdditionalTransportationLocation Business Object	65
Parent and Student Account Setup	69
Parent Account Setup	69
Student Account Setup	72
Disabling Activation Key Messages in Mobile Apps	
Adding District Logo to ParentVUE and StudentVUE	80
Creating Parent and Student Accounts	81
Creating ParentVUE Accounts	
Creating StudentVUE Accounts	
Activation Key Configuration	
Parent Activation Key Message	90
Student Activation Key	
Sample Messages	
Creating Activation Keys for Individuals	
OpenAuth for ParentVUE and StudentVUE	
OpenAuth Setup for ParentVUE/StudentVUE	
District Setup	
Forgotten Password Configuration	
Forgot Password Detail	
Forgot Password for Mobile Applications	105
Sample Forgot Password Message	
Force Password Reset	107
Authenticating Users to Third Party Systems	
Entering Authentication Responses	
Using Token Replacement	113
Configuring Additional App Type Logins for Parents	115
Configuring Additional App Type Logins for Students	

Chapter 4: ParentVUE and StudentVUE Display	
Enabling ParentVUE and StudentVUE 2.0	
Enabling the Responsive Interface	
Creating Themes	
Displaying Modules	
Activating Modules at District Level	
Disabling Modules at School Level	
Hiding the Student Info Tab	
Creating User Defined Modules	
Using Filters to Control Displayed Information	
Defining the Model User for Field Security	
Defining the Discipline Security Filter	131
Data Filtering Options	132
Staff Information	
Displaying Additional Staff in Class Schedule	133
Hiding Teacher Names in Class Schedule at the District Level	
Hiding Teacher Names in Class Schedule at the School Level	
Removing Staff Names from School Information	
Removing Staff Names from Discipline	
Hiding Class Start and End Time	
ParentVUE and StudentVUE Configuration Setup	
ParentVUE and StudentVUE School Configuration Setup	
Hiding View Course Content	
Hiding Elementary Grade Book Subject Summary View	
Showing Year in Test History	
Displaying Concurrent Report Cards	
Hiding PDF Report Cards	144
Hiding Grade Legends	
Displaying Short Course Title	
Displaying Current or Future Year	
Setting Up Future Year Extensions	
Hiding Daily Class Meetings	
On ParentVUE and StudentVUE Configuration	
On ParentVUE and StudentVUE School Configuration	149

Enabling Single Sign-On	
Defining Logout Display	
Defining Contact and Privacy Information	
Defining Additional Errors Message	154
Sample Messages	154
Enabling Phone/Text Communication Level	155
Selecting Phone and Text Communication Level	156
Using Languages	
Adding Languages to the ParentVUE and StudentVUE Configuration	
Enabling Synergy Mail Translation	
Creating Labels	
Changing Notification Languages	
Changing Screen Display Languages	
Displaying Report Absence on Home Screen	
District Attendance Codes Settings	
Absence Report Settings	
School Setup	
Defining Acknowledgments	
Adding an Acknowledgment	
Removing Acknowledgments	
Hiding the Student Groups Section	174
Hiding the Organizations Section	174
Viewing Parent Acknowledged Documents	
Viewing Student Acknowledged Documents	176
Student Daily Surveys	177
ParentVUE and StudentVUE Configuration Setup	177
ParentVUE and StudentVUE School Configuration Setup	
Viewing Student Daily Survey	
Filtering Survey Results	
Translating Daily Survey Screens in ParentVUE/StudentVUE	
Upload Documents in ParentVUE	
Adding Document Upload Definitions	
Adding Document Security	
ParentVUE and StudentVUE Configuration Screen	

193
194
195
197
198
200
218
221
223

Disabling Push Notification for Devices	238
Chapter 6: Email Setup	240
Configuring Emails	241
Redirecting the SMTP Email Recipient to the Appropriate ParentVUE or StudentVUE Login Screens	241
Independent SMTP Forwarding for Parents and Students	243
Including Additional Staff When Sending Emails in ParentVUE and StudentVUE	244
Configuring Email Content	245
Enabling Auto-Notifications	246
Configuring Active Email Notifications	247
Customizing Email Content	251
Uploading an Existing HTML Document	255
Uploading an Existing Text Document	256
Using the HTML editor	256
Using Email Variables	257
Sample Messages	258
Chapter 7: Schedules and Events	262
Suppressing Classes at School Level	. 263
Indicating Rotation Days on Grade Book and Class Schedule	264
Creating District and School Events	265
Adding District Events	265
Adding School Events	266
Chapter 8: ParentVUE and StudentVUE Reports	269
Reports Overview	. 270
PVU202 – Parent Activation Key Letter	272
PVU203 – Student Activation Key Letter	275
PVU204 – Parent Activation Key Letter By Parent	282
PVU401 – Parent/Student Portal Activity Report	284
Chapter 9: Security	285
Security Overview	286
ParentVUE and StudentVUE Security	287
ParentVUE User	287
School or District Users	. 287
Enabling Content for Grade Book	289

Chapter 1: ParentVUE and StudentVUE Overview

ParentVUE	14
StudentVUE	15
Configuring ParentVUE/StudentVUE	
ParentVUE Home	
StudentVUE Home	19
Implementation Considerations	

ParentVUE

Parents want day-to-day insight into their student's academic experience to help their children get the most out of school. The Synergy ParentVUE web portal gives parents near real-time information on the following:

- Assignments and scores
- Attendance
- Discipline
- Conference visits
- Health office visits
- Immunization compliance
- Transcripts
- · Graduation status

ParentVUE simplifies home-to-school district communication for parents, offering a single sign-on to view all of the information for their children, regardless of school. Parents can receive customized email alert notifications regarding timely issues, such as:

- School events
- Attendance
- Discipline incidents

Parents can use ParentVUE to:

- Edit account information
- Pay fees
- · Contact teachers and staff
- Upload documents



Parents see information only for their children. They cannot see other students' information.

14

StudentVUE

Synergy StudentVUE provides students with their own student portal to view the following:

- Upcoming school events
- Classroom happenings
- Assignments
- Tests
- Academic performance

Students can use StudentVUE to:

- · Complete online course requests with automated prerequisite verification
- Edit email addresses
- Pay fees
- · Contact teachers and staff
- Upload documents
- Take assessments

A student has access to only his or her own information.

Configuring ParentVUE/StudentVUE

Most of the configuration screens for ParentVUE and StudentVUE are located at **Synergy SIS > System > ParentVUE** in the PAD tree.

PA) Tree 🤇 👬 🖡
S	earch Q
	> ESD
	> Synergy SE
	✓ Synergy SIS
	✓ System
	✓ ParentVUE
	Bistrict Events
	ParentVUE and StudentVUE Configuration
	🐉 ParentVUE and StudentVUE School Configuration
	🗟 School Event Calendar

Synergy SIS PAD Tree

These screens are available in this node:

- District Events Use to add district events to the ParentVUE and StudentVUE.
- ParentVUE and StudentVUE Configuration Use to setup the options and configuration for the ParentVUE and StudentVUE.
- ParentVUE and StudentVUE School Configuration Use to configure school-level settings and options for the online course requests.
- School Event Calendar Use to add school-specific events to the ParentVUE and StudentVUE.

The **Mobile Apps** tab of the District Setup screen has some additional setup options for the ParentVUE and StudentVUE mobile applications.

ParentVUE/StudentVUE Versions

You can use either version 1.0 or version 2.0 of the ParentVUE/StudentVUE web portal.

See <u>ParentVUE Home</u> and <u>StudentVUE Home</u> to view differences between the two versions.

Some options are only available in version 2.0.



See the Synergy SIS – ParentVUE and StudentVUE 1.0 User Guide and Synergy SIS – ParentVUE and StudentVUE 2.0 User Guide for more information on differences between the two versions.

ParentVUE Home

ParentVUE opens after logging in or activating an account.



Acknowledgments display before the Home screen when they are available.

ParentVUE 1.0 Home



ParentVUE 1.0 Home Screen

The Navigation bar contains links to display records for the selected child.



- Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes.
 Click a link for more detailed information.
- District Announcements display on the right. 6
- Parents can click the child's name to view his or her information.

- Streams allows parents to communicate with teachers if enabled. 5
- The My Account tab accesses the parent's account information.
- All screens contain Contact, Privacy, and Help links.
- Parents can select a language at the bottom of the ParentVUE screen if the district supports multiple languages.
- Parents can enable Accessibility Mode if needed.

ParentVUE 2.0 Home

Billy	- 3		Streams My Account Help Online Registration Logout
905483 Kennedy High School			Good afternoon, Phillip Aaron, 1/10/2019
10me			
Calendar		Billy	A Report Absence 11
Assessment		ID: 905483 Kanada Hink Sahad	
Attendance		() Discipline note for 01/02/2019, 01/10/2019	
Class Websites		Conference visit notes for 01/03/2019	
📲 Conference			
Course History			
Course Request			
1 Discipline		lan	Report Absence
S Fee		ID: 420442	
A Grade Book		Grant Elementary	
🐢 Health		Attendance notes for 12/20/2018, 12/19/2018, 12/18/2018	
A ⁺ _o muffins			
School Information			
Student Info			
Special Ed			
Custom Tab			
Digital Locker			
Test History			•
Documents			9
Logout Contact Privacy		Edupoint	English Español Français 考證 suomi Deuts: 10 kk
		Copyright 2019 Edupoint, LLC	Accessibility Me

ParentVUE 2.0 Home Screen

The Navigation bar contains links to display records for the selected child.



- Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes.
 Click a link for more detailed information.
- Parents use the focus menu to select from the children actively enrolled in the district. 3

- Streams allows parents to communicate with teachers if enabled.
- The My Account tab accesses the parent's account information.
- The Help tab directs you to the Help screen, which contains information provided by the district.
- The Online Registration tab opens Online Registration if available.
- All screens contain Logout, Contact, and Privacy links.
- Parents can select a language at the bottom of the ParentVUE screen if the district supports multiple languages.
- Parents can enable Accessibility Mode if needed.
- Parents can report future absences.

StudentVUE Home

StudentVUE opens after logging in or activating an account.



Acknowledgments display before the Home screen when they are available.

StudentVUE 1.0 Home



StudentVUE 1.0 Home Screen

The Navigation bar contains links to display your records.



See the Synergy SIS – ParentVUE and StudentVUE 1.0 User Guide for a detailed description of the Navigation Bar.

- Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes.
 Click a link for more detailed information.
- District Announcements display on the right.
- Streams allows students to communicate with teachers if enabled.
- The My Account tab accesses the student's account information. 5
- All screens have links to the Contact, Privacy, and Help screens.
- Your district might support additional languages. If so, select one at the bottom of the StudentVUE screen.
- You can enable Accessibility Mode if needed.

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StudentVUE 2.0

lome	Goo	ou anemoon, Billy Abboll, 6/13/2018
Synergy Mail [®] Calendar Assessment Assessment Attendance Cass Schedule Cass Websites Course History	Billy ID: 905483 Hope High School Attendance notes for 06/04/2018, 05/31/2018, 05/30/2018	Recent History
Course Request Fee Grade Book Report Card Student Info Custom Tab Digital Locker Test History		
6		6

StudentVUE 2.0 Home Screen

The Navigation bar contains links to display your records.

See the Synergy SIS – ParentVUE and StudentVUE 2.0 User Guide for a detailed description of the Navigation Bar.

- Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes.
 Click a link for more detailed information.
- Streams allows students to communicate with teachers if enabled.
- The My Account tab accesses the student's account information.
- The Help tab directs you to the Help screen, which contains information provided by the district.
- The Online Registration tab opens Online Registration if available.
- All screens contain Logout, Contact, and Privacy links.
- Your district might support additional languages. If so, select one at the bottom of the StudentVUE screen.
- You can enable Accessibility Mode if needed. 8

Implementation Considerations

There are many things to consider when implementing the ParentVUE and StudentVUE web portal. Below is a list of items to discuss with the district administration.

Available Information

- What information should be included on the portal for parents and students? Should the same information be available to parents and students? For example, the district may not want to display discipline information to students.
- You can filter the information displayed to students and parents by time period. ParentVUE can display all the data, the current school year, or the current school year at the current school. It may be a good time to review the data in Synergy SIS when making this decision. Is it parent-ready? Staff members might write notes with informal language when documenting student issues. You might need to make staff aware that parents can access staff write-ups.
- Each discipline code and conference code is assigned a security value in Synergy SIS, ranging from lowest to highest. You can set the parent and student discipline and conference security for the web portal to match these values. For example, if a parent's security value is set to *Low*, the parent can see all incidents with a code value of Low or Lowest. The parent cannot see incidents with a higher security level. What security level should parents see? You might also review the security setting on these codes.
- The district might have multiple graduation requirements, but ParentVUE/StudentVUE can only have one set as the default. Which graduation requirement should the web portal display?
- You can provide auto-notifications to parents and students for attendance, discipline, health, grade, class changes, and Grade Book. Which auto-notifications should ParentVUE/StudentVUE use?

Student, District, and School Events Listings

- Recent events display for the student, such as the end of the grading period, attendance events, and discipline events. How far back and how far in the future (by days) should ParentVUE/StudentVUE display events?
- The web portal also displays calendars with both school and district announcements and events. Who maintains and adds information to the school and district event lists?
- Which type of school and district events should display?

Online Course Requests

- Should ParentVUE/StudentVUE allow students and parents to edit course requests or just view their course requests?
- What are the dates when students can make requests?
- Should the minimum and maximum number of requests counted based on the number of classes or number of credits? What should the minimum and maximum numbers be?
- What types of classes can students request? Core, Elective or Non-Core?
- Should the students register for courses or classes?
- Should counselors review requests before the student locks-in the course?
- You can customize some of these values (dates, classes available, minimum/maximum) requests) separately between the schools and the district. Do you need to set different values at the school and district level, or do the same defaults apply to the entire district?

Customized Pages

- You can create customized pages/messages for display on the web portal for students and parents.
- What should the messages for the Contact and Privacy pages say?

Updating Student Information

- Should you allow parents to submit updates to their children's demographic information?
- Should staff members review student information updates at each school? If yes, these staff members are notified by email when a parent submits an update. Which staff member at each school should take on this responsibility?

Digital Locker

- Student files can quickly take up a lot of space on district servers. How much space should you allocate to each student for his or her digital locker files?
- Student files might contain viruses. What measures should the district take to ensure digital locker files are free from viruses?
- With the submission of electronic files, cheating and plagiarism become even easier for students. What steps should the district take to ensure the integrity of student submissions?

23

Parent and Student Accounts

- What URL should you setup for the ParentVUE and StudentVUE web portal? How will you integrate the web portal into the district's existing web offerings?
- · Which method will you use to create accounts: create activation keys, automatically generate them, or use existing authentication accounts?
- How will you introduce parents and students to ParentVUE/StudentVUE? How will you distribute the account information? Will you send the account activation information out to all parents and students or will distribute it upon request? How will you distribute this information on an ongoing basis to new parents and students?
- If using activation keys, Synergy SIS provides an activation key letter for parents and students, which you can customize and distribute either individually or in bulk. You can set activation keys to expire after a set amount of days for added security. Should you set an expiration time? If so, who handles requests for a new activation key if the key expires before the parent or student logs on?

Parent and Student Technical Support

- When a parent or student has questions about the ParentVUE and StudentVUE web portal, which office should they contact?
- There is a link to allow users to retrieve their account password on the ParentVUE and StudentVUE web portal. You can customize this email and configure the subject line, email message, and return email address.
- There is also a space for a message to provide instructions when the parent or student encounters an error.
- You can customize a Help message on the parent and student web portals. What should the help message say?

Other Considerations

 You might experience an initial rush of calls and questions about information in the system now that parents and students are looking directly at the information in Synergy SIS. You might want to plan for an increase in the number of change requests to demographics information or other information.

Chapter 2: Installation

Recommended Systems Configuration	.26
Installation Preparation	.26
Database Configuration	. 27
Software Installation Steps	.35

Recommended Systems Configuration

Parents and students access the ParentVUE and StudentVUE web portal over the Internet. To ensure security, the recommended configuration involves the following:

- Set up a stand-alone server outside the network.
- Configure a secure connection from the stand-alone server to the database server, either using a second NIC card or setting up a route through the firewall.
- Purchase a network load-balancing device that supports "sticky" sessions if the district needs more than one server, such as BIG IP from F5 or Cisco's devices. Microsoft's built-in load balancing is only sufficient for low volume traffic. Microsoft Clustering is not supported.



Installation Preparation

Follow the guidelines in the *Synergy SIS – System Installation Guide* for preparing a web server prior to installing the ParentVUE and StudentVUE web portal software.

The ParentVUE/ StudentVUE software does <u>not</u> need to be installed if the district uses a single web server for ParentVUE/ StudentVUE and the main Synergy SIS software. It is included as part of the main Synergy SIS installation. Direct parents and students to the Login screen.

For example, https://<DistrictWebServer>/Login_PXP.aspx or https://<DistrictWebServer>/Login_PXP2.aspx.

26

Database Configuration

You must modify security in the database software since the ParentVUE and StudentVUE web portal accesses data from the main Synergy SIS database. The modifications create a logon/user with read-only access and limited update capabilities to student information for use by the ParentVUE and StudentVUE web portal.

- 1. Add a login for a user named PXP with db_databasereader access.
- 2. Create a role called PXP_Users in the Synergy SIS database.



Contact the Edupoint technical support team for instructions at support@edupoint.com if the district uses Oracle.

Adding a Login to Microsoft SQL Server

1. Navigate to Security > Logins in SQL Server Management Studio.



SQL Server Management Studio Screen

- 2. Right-click the Logins folder.
- 3. Select New Login



SQL Server Management Studio Screen

- 4. Enter the following in the Login New screen:
 - Login name pxp
 - Select SQL Server Authentication
 - Password pxp
 - Leave Enforce Password Policy blank
 - Default Database Select the Synergy SIS database name (RT...)

CONTRACTOR CONTRACTOR			_ 0
Select a page Selecta page	Script 🔸 🚺 Help		
P Server Roles User Mapping	Login name:	рхр	Search
Securables	C Windows authentication		
🚰 Status	SQL Server authentication		
	Password:	•••	
	Confirm password:	•••	
	C Specify old password		
	Old password:		
	Enforce password poli	cy .	
	Enforce password exp	nation	
	User must change pas	sword at next login	
	C Mapped to certificate	×	
	 Mapped to asymmetric key 		
	Map to Credential	<u>×</u>	Add
Connection	Mapped Credentials	Credential Provider	
Server: localhost			
Connection:			
DOMAIN/edupoint			
View connection properties			
Progress			Remove
Ready	Default database:	RT_PRODUCTION	
		1 1 1 N	-

SQL Server Login - New Screen

- 5. Select User Mapping.
- 6. Select the name of the Database (RT...) in the Database section.
- 7. Enter *PXP* for the **User** name and *Rev* for the **Default Schema**.
- 8. Select the db_datareader role in the Database roles for the selected database.
- 9. Click OK.

Select a page	🖳 Script 👻 📑 Help					
🚰 General						
Server Holes	Users mapped to this login:					
Securables	Map Database	User	Default Schema			
🚰 Status	master					
	model					
	msdb					
	ReportServer					
	ReportServerTempDB					
	RT Conversion					
	RT_PRODUCTION	PXP	Rev			
	RT_TEST					
	BT_Training					
	tempdb					
	Guest account enabled for: RT_	PRODUCTION				
	Guest account enabled for: RT_ Database role membership for: RT_	PRODUCTION PRODUCTION				
Connection	Guest account enabled for: RT_ Database role membership for: RT_ db_accessadmin	PRODUCTION PRODUCTION				
Connection Server:	Guest account enabled for: RT_ Database role membership for: RT_ db_accessadmin db_backupoperator backupoperator	PRODUCTION PRODUCTION				
Connection Server: localhost	Guest account enabled for: RT_ Database role membership for: RT_ db_accessadmin db_backupoperator db_datareader db_datawriter	PRODUCTION PRODUCTION				
Connection Server: localhost Connection: DOMANN.education	Guest account enabled for RT Database role membership for: RT db_accessadmin db_backupoperator db_datareader db_datawriter db_ddatmin	PRODUCTION PRODUCTION				
Connection Server: localhost Connection: DOMAIN Vedupoint	Guest account enabled for: RT_ Database role membership for: RT_ db_accessadmin db_backupoperator db_datareader db_datareader db_datarin db_datarin db_datarin	PRODUCTION PRODUCTION				
Connection Server: localhost Connection: DOMAIN \edupoint	Guest account enabled for: RT_ Database role membership for: RT_ db_backupoperator db_backupoperator db_datareader db_datarein db_datarein db_datarein db_denydatareider db_denydatareiter db_downer	PRODUCTION PRODUCTION				
Connection Server: localhost Connection: DOMAINVedupoint I Yiew connection properties	Guest account enabled for: RT_ Database role membership for: RT_ db_accessadmin db_backupoperator db_datareader db_datawriter db_datawriter db_denydatareader db_denydatawriter db_decultadwriter db_decultadwriter	PRODUCTION PRODUCTION				
Connection Server: localhost Connection: DDMAIN\edupoint Wew connection properties Progress	Guest account enabled for: RT_ Database role membership for: RT_ db_accessadmin db_backupoperator db_datareader db_datawriter db_datawriter db_denydatareader db_denydatareader db_owner db_accuityadmin db_becuityadmin db_becuityadmin db_becuityadmin	PRODUCTION PRODUCTION				
Connection Server: localhost Connection: DOMAINNedupoint View connection properties Progress Ready	Guest account enabled for: RT_ Database role membership for: RT_ db_accessadmin db_backupoperator db_datareader db_ddareader db_ddawnter db_ddawnter db_ddawnter db_dcrydatawnter db_covner db_securityadmin y public	PRODUCTION PRODUCTION				
Connection Server: localhost DOMAINVedupoint View connection properties Progress Ready	Guest account enabled for: RT_ Database role membership for: RT_ db_accessadmin db_backupoperator db_datareader db_ddareader db_ddawnter db_ddawnter db_denydatawnter db_cenydatawnter db_secuntyadmin Øb_secuntyadmin Øpublic	PRODUCTION PRODUCTION				
Connection Server: localhost DOMAIN\edupoint ✓ View connection properties Progress Ready	Guest account enabled for: RT_ Database role membership for: RT_ db_accessadmin db_backupoperator db_datareader db_ddareader db_ddawnter db_ddawnter db_ddawnter db_denydatawnter db_securityadmin y public	PRODUCTION PRODUCTION				

SQL Server Login Properties Screen

Adding a Role in SQL Server

- 1. Navigate to **Security > Roles** in the Synergy SIS database.
- 2. Right-click the **Roles** property.
- 3. Select New Database Role.
- 4. Enter PXP_Users for the Role name.
- 5. Click Add. The software displays the Select Database User or Role screen.

🧊 Database Role - New		_ 🗆 ×
Select a page	_ Script 👻 📑 Help	
General		
Extended Properties	Role name: PXP_USERS	
	Duner:	
	owner. j	
	Schemas owned by this role:	
	Owned Schemas	
	db_accessadmin	
	🗖 dbo	
	db_securityadmin	
	SchoolMessenger	
	db_owner	-
	Members of this role:	
Connection		
Server:		
localnost		
Connection: DOMAIN\edupoint		
View connection properties		
Progress		
Ready		
No. of	Add F	lemove
	OK	Cancel
		/

SQL Server Database Role - New Screen

6. Enter *PXP* and click **OK**.

餐 Select Database User or Role	×
Select these object types:	
Users, Database roles	Object Types
J	
Enter the object hames to select (examples):	
PXP	Check Names
	Browse
	ancel Help

SQL Server Select Database User Or Role Screen

🎘 Bra	Rrowse for Objects						
4 ob	jects v	vere found matching the types you se	elected.				
Mate	ching (objects:					
		Name				Туре	
	&	[guest]				User	
	22	[public]				Databa	se role
	2	[PXP_Users]				User	
	<u>a</u>	[Rev]				User	
,							
			10		Cancel	н	

SQL Server Browse For Objects Screen

- 7. Select Securables.
- 8. Click Add or in 2008 click Search.

📒 Database Role - New				
Select a page	🛒 Script 👻 📑 Help			
General Securables Extended Properties	Database role <u>n</u> ame: Securables:	PXP_Users		
	Schema	Name		Туре
	Effective f	Permissions	<u>A</u> dd	Eemove
	Explicit permissions:	- 10		<u></u>
Connection	Permission	Grantor	Girant	/ith Grant Deny
Server: SRV-OLD Connection: sa J View connection properties				
Progress				
Ready			<u></u>	olumn Permissions
1				OK Cancel

SQL Server Database Role – New Screen

- a. Select All objects of the types....
- b. Click OK.



SQL Server Database Add Objects Screen

9. Select Tables and click OK.

R Select Object Types		×
Select the types of objects to find:		
Object Type		_
🗖 🧻 Databases		
🔲 🔲 Stored procedures		
🔽 🔲 Tables		
🔲 📰 Views		
🗖 🖬 Inline functions		
🗖 🌆 Scalar functions		
🔲 📆 Table-valued functions		
🗖 🔚 Aggregate functions		
🔲 🕞 🦣 Application roles		-1
	OK Cancel	Help

SQL Server Database Select Object Types

_ 🗆 🗙

间 Database Role - New			
Select a page	🔄 <u>S</u> Script 👻 📑 Help		
Securables	Database role name:	PVUE_USERS	
Extended Properties	Securables:		

10. Find each table at the top of the screen and double-click.



SQL Server Database Role - New Screen

11. Use the table below to edit permissions.

Table Name	Permissions
EGB_CLASS	Updated
EGB_CLASS_OWNER	Insert
EGB_CONFIG	Delete, Insert, Update
EGB_CONFIGUSER	Delete, Insert, Update
EGB_DOCUMENTS	Delete, Insert, Update
EGB_DOCUMENTSXREF	Delete, Insert, Update
EGB_GBRESULT	Insert, Update
EGB_GBSCORETYPES	Insert, Update
EGB_GBSTANDARDSRESULT	Delete, Insert, Update
EGB_GBXREF	Insert, Update
EGB_GRADEBOOK	Insert, Update
EGB_STANDARDS_CLASS	Delete, Insert
EGB_TEST_RESPONSEANSWER	Delete, Insert, Update
EGB_TEST_STUDENTS	Insert, Update
EGB_TEST_STUEDENTRESPONSES	Delete, Insert, Update

Table Name	Permissions
EPC_STU_FEE_PAY_TRANS	Delete, Insert, Update
EPC_ONLINE_PMT_TERMS_VIEWED	Delete, Insert, Update
EPC_PARENT	Insert, Update
EPC_PARENT_ACK_RESPONSE	Delete, Insert, Update
EPC_PARENT_PXP	Insert, Update
EPC_PER_SECT_MSG	Delete, Insert, Update
EPC_PXP_CHG	Delete, Insert, Update
EPC_PXP_CHG_VAL_HIS	Insert
EPC_PXP_OEN_DOC	Delete, Insert, Update
EPC_PXP_OEN_PRG	Delete, Insert, Update
EPC_PXP_OEN_PRG_STU	Delete, Insert, Update
EPC_PXP_OEN_PRG_STU_SCH	Delete, Insert, Update
EPC_SCH_YR_OPT_SCHED	Insert, Update
EPC_SCH_YR_OPT_SCHED_LCK	Delete, Insert, Update
EPC_STU_DLR	Delete, Insert, Update
EPC_STU_FEE	Delete, Insert, Update
EPC_STU_FEE_PAYMENT	Delete, Insert, Update
EPC_STU_FEE_SUM	Delete, Insert, Update
EPC_STU_FEE_TRANSACTION	Delete, Insert, Update
EPC_STU_SCH_YR	Update
EPC_STU_SCH_YR_HWNOTES	Insert, Update
EPC_STU_SCHD_REQUEST	Delete, Insert, Update
EPC_STU_SCHD_REQUEST_ALT	Delete, Insert, Update
EPC_STU_YR	Update
REV_AUDIT_TRAIL	Insert, Update
REV_AUDIT_TRAIL_PROP	Insert, Update
REV_AUTO_SEQUENCE	Insert, Update
REV_DATASET_FILTER	Delete, Insert, Update
REV_ERROR	Delete, Insert, Update
REV_PERSON	Update
REV_PERSON_PHONE	Insert, Update
REV_PROCESS_QUEUE_RESULT	Delete, Insert, Update

35

Table Name	Permissions
REV_STREAM	Insert, Update
REV_STREAM_CONTEXT	Insert
REV_STREAM_NOTIFICATION	Update
REV_TOKEN_DATA	Insert, Update
REV_TSK	Delete, Insert, Update
REV_USER_NON_SYS	Insert, Update
REV_USER_NON_SYS_ACT	Delete, Insert
REV_VER	Delete, Insert, Update
REV_VER_FILE	Delete, Insert, Update
REV_VER_FILE_DEPLOY_STATUS	Delete, Insert, Update
REV_WEB_FARM_SERVER	Delete, Insert, Update

- 12. Select **Grant** for the permissions listed in the Permissions section at the bottom of the screen.
- 13. Click OK.

Software Installation Steps

- 1. Find the location where you extracted the ZIP file.
- 2. Locate the PXPSetup folder or PXP64Setup for 64-bit installations in the extracted folder.
- 3. Expand this folder to find and open the Pre sub-folder.
- 4. Double-click the **InstallUserPrompt.exe** file in the **Pre** sub-folder. The software displays the Install Wizard dialog box with the Welcome screen.

Synergy EP* Welcome	
This application will gather the necessary information to install your Synergy Technology based application.	
< Back Next > Cancel	-

Welcome Screen

5. Click Next.

6. Enter the Organization Name, Localization, and License Key.



Customer Information			_
Organization Name			
Edupoint School District			
Localization			
USA.AZ		•	- I
License Key			
XG5WW	AHYJA		

Step 1: License Key Screen

- 7. Click Next.
- 8. Select Additional Web Server (Web Farm Servers 2+).
- 9. Click Next.

C First We	b Server + Database
Addition	al Web Server (Web Farm Servers 2+)
NOTE: When inst	alling for the first time (regardless if you will be installing a web farm), select the 'First
Web Server + Dat	abase' option.
Server is a me	mber of a web farm
,	
,	

Step 2: Install Type Screen
10. Choose *Microsoft SQL Server* or *Oracle* for the **Database Type** used for the Synergy SIS installation.

Database Type Microsoft SQL Server 2000+ Oracle	Connection Information Database Server Name (or tcp/ip address) [ocalhoat Database Name [9_0_AZ_DemoDB Liker ID	Database Type C Microsoft SQL Server 2000+ C Oracle	Connection Information Database Server Name (or top/ip address) Jocalhost
Web.Config SSL Setting	Password Confirm Password	Web Config SSL Setting	Password Confirm Password

Oracle

Step 3: Database Setings Screen

- a. Enter the server name or TCP/IP address for the **Database Server Name**.
- b. Enter the Database Name.
- c. Enter *pxp* for **User ID**, **Password**, and **Confirm Password**.
- 11. Click Test Database Connection.
- 12. Click **OK**.
- 13. Click Next on the Install Wizard screen.
- 14. Click Finish.

SQL Server



A website warning screen displays when multiple websites are installed on the server.

Step 3: Database Setings Screen

- a. Enter the server name or TCP/IP address for the **Database Server Name**.
- b. Enter *pxp* for **User ID**, **Password**, and **Confirm Password**.

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15. Click **OK** to open the Edupoint ParentVUE screen.



Welcome To Edupoint ParentVUE (x64) Setup Wizard Screen

- 16. Click Next.
- 17. Change the name of the Virtual directory to set a different folder location.
 - The Virtual directory is the name of the folder installed into the root of the Default Web Site.
 - The software installs to the root of the folder/website if Virtual directory is left blank.
 - The Virtual directory determines the URL for accessing the software.

Bedupoint ParentVUE (x64)	
Select Installation Address	
The installer will install Edupoint ParentVUE (x64) to the following web location.	
To install to this web location, click "Next". To install to a different web location,	enter it below.
<u>S</u> ite:	
Default Web Site	Disk Cost
Virtual directory:	
PXP	
Application Pool:	
DefaultAppPool	
Canaal (Paak	Nout

Select Installation Address Screen

18. Click Next.

19. Click Next.

Edupoint ParentVUE (x64)	C - Image Parameter		
Installing Edupoint Pa	ırent∀UE (x64)		
Edupoint ParentVUE (>64) is being in	istalled.		
Please wait			
	Cancel	< Back	Next >

Installing Edupoint ParentVUE (x64) Screen

20. Click Close once the software displays the Installation Complete screen.



Chapter 3: Parent and Student Account Setup

Student Information Display Options	
Parent and Student Account Setup	
Creating Parent and Student Accounts	
Activation Key Configuration	
OpenAuth for ParentVUE and StudentVUE	
Forgotten Password Configuration	
Authenticating Users to Third Party Systems	

Student Information Display Options

You can edit how the student information displays in ParentVUE and StudentVUE based on the settings in the Student Information Display Options section on the ParentVUE and StudentVUE Configuration screen.

Parent Viewing Rights

Use one of the following methods to designate which parents can view a child's information. The following method also changes how emails are sent from the Parent/Guardian tab on the Student screen.

- Educational Rights Parents must have Contact Allowed and Ed Rights selected to view information for the child in ParentVUE.
- ParentVUE Relationship Parents must have ParentVUE and Contact Allowed to view information for a child in ParentVUE.

See the Synergy SIS – Communications Guide for more information on emailing from the Student screen.

These settings also determine what student information displays for the parent in Online Registration. See the Synergy SIS -Online Registration Guide for more information.

This setting and the selection made in the Student Information Display Options section is used to determine if a parent can view the student's information.

41

Using Educational Rights

Select Ed. R in ParentVUE	ights to allo	orrect settir ow a parent	to see t	he chilo	l's information
• Deselect Ed. Phillip can se	Rights to ree Billy's infe	remove acc ormation, b	ess. In ut Diana	the follo a canno	wing example t.
T Student Menu - < Student Name: Abbott, Billy C. School: Ho	+ Add X Delete	Anne Room:	6	V 🛛 🗢 🌲 <	
Demographics Other Info I act Name Abbott Billy State ID Track 0001341318 4 Day Week	Guardian Emergency Enrollm Middle Name C	ent Enrollment History Classes	Perm ID 905483	Grade 12	<u>.</u>
Parents and Guardians					
¥ Line Order	nt Name Highest Education Level 🗢 Type	+ 🗢 Phone 🗢 Contact Allowed	Ed. Rights 🖨 Has Cu	tody 🗘 Lives With 🗘 M	ailings Allowed 🗢 Enrolling Pa
1 Biological - Abbott	Diana & HS Graduate C	555-123-4587	0 0		8
2 Legal Guardian - Bacon	Arthur & HS Graduate H	48U-000-0000 8 602-333-4874 8			×
Siblings		002 000 1011			
Line Student Name	Gender	Street Address		City	Grade
1 Aaron, Ian	Male	2135 W Main St	Mesa		04
a Abbett Bobby C	Male	132 Periyvile Ru	Maa	ile.	10
	Student Sc	reen, Parent/Gu	uardian Ta	b	
You can also make	these char	iges on the	Childre	en tab o	f the Parent

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Student Info Filter.
 - Has Custody or blank Parent/guardian has custody of the child and limited student information displays in ParentVUE.
 - None Only the setting in Parent Information Display Options section is used to determine if a parent can view the student's information.
 - Contact Allowed Parent/guardian can have contact with the child. ٠
 - Educational Rights Parent/guardian can make decisions about the child's ٠ education.

The child displays in ParentVUE if your school does not use the ParentVUE Relationship to display student information to the parent.

• Lives With – Parent/guardian lives with the child.



When selected, the student's address populates the parent address.

• Mailings Allowed – School may send mail regarding the child to the parent/guardian.

ParentVUE and StudentVUE Configuration	\$		C C 🏂 - O
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Acknowledgements Online Registration Contact Course Requests Course Requests	Email	Languages	
 Student Information Display Options 			
Digital Locker Size Limit (in MB) 2 Student Info Filter None If no value is selected then the default value of "Has Custody" is the value used to determine the amount of \$	Student Info	ormation that will I	be displayed.
Student Info - Only show limited student demographic information for Students			
Suppress Home Room Information. Typically used in between school years to not show elementary home is ready to share this information with parents and students.	room ass	ignments until the	school district
Allow parents to edit specified data			
✓ Validate mandatory fields on login.			
If this option is selected, Tasks will NOT be generated automatically unless the PVUE UpdateTask process has screen. If Tasks are not enabled, Edits will only show up in the Review PVUE Updates screen.	is been En	abled in the Task [Definition
Select edit view for PVUE editing K12.PXP.StudentInfoUpdate			
Email header for content update notifications PXP.MainImmediate Ø			

ParentVUE And StudentVUE Configuration Screen

3. Select *Do Not Use ParentVUE Relationship Attribute (default)* for **Enable ParentVUE in Parent Relationship** or leave the field blank.



ParentVUE And StudentVUE Configuration Screen

4. Click Save.

43

Using ParentVUE Relationship Attribute

This method is NOT recommended for districts that have already implemented ParentVUE and StudentVUE.

Switching to the ParentVUE Relationship Attribute removes access to ParentVUE for all parents until you manually update the settings for each parent.

Using ParentVUE adds the **ParentVUE** column to the **Parent/Guardian** tab on the Student screen and the **Children** tab of the Parent screen. You must manually update all parent records to ensure that parents have the correct settings.

- Select the **ParentVUE** option to allow a parent to see the child's information in ParentVUE.
- Deselect the ParentVUE option to remove access.

Abbott	First Name Billy	Middle Nam C	e Suffix	905483	State ID 0001341311	Grade 12	Gend • Mak	er Langu • • Engli	age Spok ih	en at Home			
Email Parents Parents and Guar	rdians 🕈 Add 🛙	Show Detail											
Line Order	¢ Relation ¢	Parent Name	Highest Education Level	¢ Type ¢ Pł	none \$ Conta Allow	ed 🗢 Ed. Rights	Has Custody \$	ParentVUE ¢	Lives With	Mailings Allowed	Enrolling Parent	Financial Resp. 💠 D	ecease
I 1	Mother *	Aaron, Kathleen S	Graduate School/I	C 480-	555-1111 M 555-1214 M	8			8				

See the Synergy SIS – Student Management User Guide for more information.

- 1. Navigate to Synergy SIS > System > ParentVUE and StudentVUE Configuration.
- 2. Select the Student Info Filter.
 - Has Custody or blank Parent/guardian has custody of the child and limited student information displays in ParentVUE.
 - *None* Only the setting in Parent Information Display Options section is used to determine if a parent can view the student's information.
 - Contact Allowed Parent/guardian can have contact with the child.
 - *Educational Rights* Parent/guardian can make decisions about the child's education.



The child displays in ParentVUE if your school does not use the ParentVUE Relationship to display student information to the parent.

44

• Lives With - Parent/guardian lives with the child.

When selected, the student's address populates the parent address.

Mailings Allowed – School may send mail regarding the child to the parent/guardian.

ParentVUE and StudentVUE Configuration	
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Acknowledgements Online Registration Contact Contact Contact	Course Requests Email Languages
Student Information Display Options	
Digital Locker Size Limit (in MB) 2 Student Info Filter None If no value is selected then the default value of "Has Custody" is the value used to determin Student Info - Only show limited student demographic information for Students	ine the amount of Student Information that will be displayed.
Suppress Home Room Information. Typically used in between school years to not show is ready to share this information with parents and students.	w elementary home room assignments until the school district
Allow parents to edit specified data	
Validate mandatory fields on login. If this option is selected, Tasks will NOT be generated automatically unless the PVUE Upda	ateTask process has been Enabled in the Task Definition
screen. If Tasks are not enabled, Edits will only show up in the Review PVUE Updates scree	en.
Select edit view for PVUE editing K12.PXP.StudentInfoUpdate	
Email header for content update notifications PXP.MainImmediate Image: Second sec	

ParentVUE And StudentVUE Configuration Screen

3. Select *Use ParentVUE Relationship Attribute* for **Enable ParentVUE in Parent Relationship**.



ParentVUE And StudentVUE Configuration Screen

- 4. Click Save.
- 5. Clear the System Cache for the changes to take effect.
 - a. Navigate to Synergy SIS > System > Setup > System Configuration.
 - b. Select the Options tab.
 - c. Click Clear Cache in the System Cache section.

Providing Limited Access in ParentVUE to Parents Without Educational Rights



This functionality is available only for the Responsive Interface (ParentVUE 2.0 / PXP2).

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select Use ParentVUE Relationship Attribute to Allow Limited Access when Parent Does Not Have Educational Rights for Enable ParentVUE in Parent Relationship. This option provides limited access in ParentVUE to parents without educational rights. It allows parents to access student data, but they cannot edit it.

ParentVUE and StudentVUE Configuration
Menu - Save Save Save
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages enabled, cons with only snow up in the Review PVUE opdates screen.
Select edit view for PVUE editing K12.PXP.StudentInfoUpdate
Email header for content update notifications
Parent Information Display Options
✓ Use the Responsive Interface (PXP2)
Enable ParentVUE in Parent Relationship
Use ParentVUE Relationship Attribute to Allow Limited Access when Parent Does Not Have Educational Rights •
Suppress OEN Message
🗹 Enable Parent First/Last Name Updates 🗹 Enable Parent Employer Updates 📋 Enable Parent Primary Language Updates
Disable Update Review
Student Enrollment Information
INSTRUCTIONS: The Current ParentVUE/StudentVUE Year Extension field determines the active year extension for ParentVUE/StudentVUE. The order of year extensions as well as allowing future extensions and the next year to be included. When a student from a future extension/year is in

ParentVUE And StudentVUE Configuration Screen

 When this option is selected, the ParentVUE column is available on the Parent/Guardian tab of the Student screen and the Children tab of the Parent screen.

▼ Studen Menu - 2	t = ∢ Q > ∰ →	* Save 🔩 Undo 🕂 Ad	d 🗙 Delete								0	 1 1	: 00 🜲 - 🛛
Student Name Acevedo, Ashing School Hope High School Homeroom 106 Teacher: Hearsen, C. Age 15 Courselor Name Diaz, Joe Ed-Fi D. Custody. Demographics Parent/Quardian Other Info Emergency Enrolment Enrolment Hotory Classes Documents Contact Log Notes Protacted Information PSA New Conference Test												۰ ک	
Last Name Acevedo	First Name Ashley	Middle Name	Suffix	Perm ID 901830	State ID 0001230477	Gr 10	ade Gen) • Ferr	der Track sale • •	Language Spoken a	t Home Allow Ib	uprofen FTE Calc	FT 1.	E 00 *
Email Parents	uardians + Add												
X - Line	Order 🕆 T Lives With	≑ T Relation ● ≑ T	Parent Name T	Type ● ‡ T Phone ‡ T	Contact Allowed ≎ T	Ed. Rights ≎ T	Has Custody≎ T	Mailings Allowed ≎ T	Enrolling Parent ‡ T	Release To ≎ T	Financial Resp. ≑ T	Deceased $\Leftrightarrow T$	ParentVUE ⇔ T
■ 1 ►	×	Father +	Acevedo, Willie 🔗 🕿 🛛 🕅	Vork 480-555-2574	8		8	8		8			
■ 2 >	8	Mother -	Acevedo, Heather 🔗 🔤 🛛 H	fome 480-555-2807	8		8	8	0	0	0		

Student Screen, Parent/Guardian Tab

▼ Parent R Menu ▼ < Q > ⊜ ✓ Save ← Undo ← Add ★ Delete			2. 4	11 II 😗 i	C C 👬 - 9
Parent Name: Acevedo, Heather Demographics Children ParentVUE Parent Contact Survey Online Registration					
Last Name First Name Middle Name Suffix Acevedo Heather Suffix	Title				
Related Children Chooser					
★ - Line Relation Type T Student Name ▼ School Name Contact Allowed ▼ Ed. Rights ▼	Has Custody ≑ ▼ ParentVUE ≑ ▼ Lives With	≑ T Mailings Allowed ≎ T	Enrolling Parent ≑ ▼	Release To ≑ T	Financial Resp. ≑ ⊤
Acevedo, Ashley Hope High School	8 I 8				0

Parent Screen, Children Tab

• If the Ed. Rights column is not selected indicating that the parent does not have educational rights on a student, and **ParentVUE** is selected, the parent has limited access to the student information in ParentVUE. The parent cannot edit student data, pay fees, report absences, or update course requests in ParentVUE.

For example, the **Report Absence** button is not available on the ParentVUE Attendance screen for the parent who does not have educational rights. The button is available on the ParentVUE Attendance screen for the parent who has educational rights.

▼ Student ■ Menu - 초 < Q	> 🌲 🗸 Sam	e 🖣 Unde 🕇 Ad	d 🗶 Delete									â	9 th = 9	: 20 🌲 - 🛛
Student Nime Apprendix Ability School Hopp High School Homeroom 166 Teacher Hamsen, C. Age 15 Counselor Name Diaz, doo 56/110 Coundy: Descentionation: Description of Description Approximation Country of Description Approximation Country of Description Approximation 2014													۲ ک	
Last Name Acevedo	First Name Ashley	Middle Name	Suffix	Perm II 90183	Documents D	State ID 0001230477	Gri 10	ade Geni	ler Track	Language Spoken a	Home Allow Ib	uprofen FTE Calc	FT 1	E 00 •
Email Parents Parents and Guardians	+ Add													
🗙 - Line Order	; T Lives With ≎ T	Relation 0 🖯 T	Parent Name	Туре <mark>0</mark> ≎ Т	Phone ⇔ T	Contact Allowed ≎ T	Ed. Rights ≑ ⊤	Has Custody ≎ T	Mailings Allowed ≎ T	Enrolling Parent ≑ T	Release To ≎ T	Financial Resp. ≑ ⊤	Deceased \updownarrow T	ParentVUE ⊕ ⊤
· • • •	×	Father +	Acevedo, Willie 🔗 🗃	Work	180-555-2574	×	×	8	8					×
■ 2 ▶	8	Mother -	Acevedo, Heather 🔗 🗃	Home	180-555-2807	×		8	8	0	0	0	8	×

Student Screen, Parent/Guardian Tab

▼ Parent ⊨					2.4	N 🔃 🛒 💔 🗄	ಿ ೮ 🏭 - 0
Menu - < Q 🕨 🏯 🛹 Save 🖘 Undo 🕂 Add 🗶 Delete							
Parent Name: Acevedo, Heather							
Demographics Children ParentVUE Parent Contact Survey Online	Registration						
Last Name First Name Middle Name Suffi	ix Title						
Acevedo Heather							
Related Children Chooser							
★ - Line Relation Type Student Name School Name Contact Allowed	Ed. Has Rights Custody	; T ParentVUE 🛊 T	Lives With ≎ T	Mailings Allowed ≎ T	Enrolling Parent ≑ ▼	Release To ≎ T	Financial Resp. ≑ ▼
■ 1 ▶ Mother ▼ Acevedo, Ashley Hope High School @		۲	×			0	

Parent Screen, Children Tab

Determine the Student Information to Display

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the options to determine the information to display and edit.
 - **Student Info** Select to show limited student demographic information for students. This includes hiding Locker Information on the Student Info screen.
 - Suppress Home Room Information Typically used in between school years so that elementary homeroom assignments do not show until the school district is ready to share this information with parents and students.
 - Allow parents to edit specified data You can allow Synergy SIS to automatically accept changes or have a staff member review the information before acceptance if parents can edit their student's data.

You must define the **Email header for content update notifications** if parents can edit the student's information. See <u>Allowing Parents to Edit Information</u>.

This enables the parent to change the student's information in the ParentVUE mobile application. You must also <u>enable</u> <u>pass through authentication</u> on the System Configuration screen.

 Validate mandatory fields on login – Used with Allow parents to edit specified data. Parents must complete mandatory fields on the Student Info screen if they are blank before accessing other screens on login.



ParentVUE And StudentVUE Configuration Screen

The three selections produce a number of configurations. The table defines the result of the various combinations:

Student Info	Suppress Home Room Information	Allow parents to edit specified data	Validate mandatory fields on login	Result
X				 Limited student demographic information displays Homeroom information is not suppressed Counselor Name displays Parents cannot edit student info Parent can access any screen after log in
Х	X			 Limited student demographic information displays Homeroom information is suppressed Counselor Name does not display Parents cannot edit student info Parent can access any screen after log in
x	x	x		 Limited student demographic information displays Homeroom information is suppressed Parents can edit student info Parent can access any screen after log in
x	X	х	X	 Limited student demographic information displays Homeroom information is suppressed Parents can edit student info Parent must complete mandatory data on the Student Info screen before accessing other screens

ParentVUE and StudentVUE Administrator Guide Chapter 3: Parent and Student Account Setup

Student Info	Suppress Home Room Information	Allow parents to edit specified data	Validate mandatory fields on login	Result
х		x		 Limited student demographic information displays Homeroom information is not suppressed Parents can edit student info Parent can access any screen after log in
	X			 Only homeroom information is suppressed Parents cannot edit student info Parent can access any screen after log in
	х	х		 Only homeroom information is suppressed Parents can edit student info Parent can access any screen after log in
		х		 No student information is limited or suppressed Parents can edit student info Parent can access any screen after log in
		х	x	 No student information is limited or suppressed Parents can edit student info Parent must complete mandatory data on the Student Info screen before accessing other screens

Allow Parents to Edit Information

Additional setup is required when you allow parents to edit student information.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
 - a. Select a screen other than the default that parents use to update student information in **Select edit view for PVUE editing**, if necessary.



- b. Click the link in Email header for content update notifications.
- c. Locate the email content to use.

Student Information Display Options							
Digital Locker Size Limit (in MB) 100							
Student Info Filter							
Has Custody •							
If no value is selected then the default value of "Has Custody" is the value used to determine the amount of Student Information that will be displayed.							
Student Info - Only show limited student demographic information for Students							
Suppress Home Room Information. Typically used in between school years to not show elementary home room assignments until the school district is ready to share this information with parents and students.							
Allow parents to edit specified data							
✓ Validate mandatory fields on login.							
If this option is selected, Tasks will NOT be generated automatically unless the PVUE UpdateTask process has been Enabled in the Task Definition screen. If Tasks are not enabled, Edits will only show up in the Review PVUE Updates screen.							
Select edit view for PVUE editing K12.PXP.StudentInfoUpdate							
Email header for content update notifications							
PXP.MainImmediate 8							

ParentVUE And StudentVUE Configuration Screen

- 2. Navigate to Synergy SIS > System > Setup > Task Definition.
 - a. Select **Enabled** for the the *PVUE Updates* line in the Task Definition section. Use the page numbers to scroll between pages, if necessary.

Tasks are not generated automatically unless you set **Enabled** for the designated task process on the Task Definition screen.

Edits display in the Review PVUE Updates screen only if **Enabled** is blank.

Task	Definit	ion	Щ.		🔍 🌲 🗷 🔀 🎉 🌲 🖊	ට ඒ 🕞 - 8					
Menu - Save Dudo											
Task	Task Definition										
Task F	Process										
Task Exe	Task Execution Time Options										
10:25 A	M O		Gener	rate Task For Entire Day							
Run Ta	sk Process In	mediate	If Generate Task Proce	e Task For Entire Day is selected then the task list will be built for ess Immediately.	the entire day. This is applicable only if the u	ser clicks Run					
Tas	sk Definition										
1 2	2 3										
			Email			Task Update					
Line	Enabled	On Start	On Complete	Description	Module	Туре					
11				Conference	Student	Manual					
12	V			Discipline	Incident Discipline	Manual					
13				Student Concurrent Enrollment	Student Concurrent Enrollment	Manual					
14	V			Medication	Health	Automatic					
15	V			PVUE Updates	PVUE Update	Automatic					

Task Definition Screen

b. Click Save.

52

- 3. Set the focus to a school.
- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
 - a. Select the **Options** tab.
 - b. Click the link in **Staff** and locate the staff member who receives emails for demographic updates.

ParentVUE and StudentVUE School Configuration	- 🔚 💖 🌃 👛 🌲 🛤 🞆 🕨 C C 🛜 O
Save Sudo + Add * Delete	
School Name: Adams Elementary School Year: 2014-2015	
PVUE Configuration Course Requests Options	
Display Options	
Select the staff who will receive emails for demographic updates	
Staff E-Mail	
Barnett, Katherine 8 email@edupoint.com	
0.01, 10, 5, 15	

ParentVUE And StudentVUE School Configuration Screen, Options Tab

- c. Click Save.
- d. Repeat for all schools if necessary.

Enable Pass Through Authentication

You must enable pass through authentication to allow parents to edit student information in the ParentVUE mobile application. Selecting this option also displays the Test History in the ParentVUE and StudentVUE mobile applications.

- 1. Navigate to Synergy SIS > System > Setup > System Configuration.
- 2. Select Allow pass through authentication for logins.



System Configuration Screen

Allowing Partial ParentVUE Updates

Synergy allows partial and/or automatic acceptance of changes entered by parents in ParentVUE on the Student Info screen. You can **Accept/Reject All** parent changes on the Review PVUE Updates screen in Synergy. You can also **Delete** individual Emergency Contacts on the Student Info screen in ParentVUE.



Auto-accepting changes is only available for Student Info updates.

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select **Allow the User to Accept and Process Individual Changes** in the Disable Update Review section to allow partial acceptance of changes.
- 3. Click Save.

ParentVUE and StudentVUE Configuration
Menu 🗸 🎍 🖍 Save 🦘 Undo
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages
Student Information Display Options
Digital Locker Size Limit (in MB) 25
Student Info Filter
If no value is selected then the default value of "Has Custody" is the value used to determine the amount of Student Information that will
Student Info - Only show limited student demographic information for Students
Suppress Home Room Information. Typically used in between school years to not show elementary home room assignments until the school dis
☑ Allow parents to edit specified data
☐ Validate mandatory fields on login.
If this option is selected, Tasks will NOT be generated automatically unless the PVUE UpdateTask process has been Enabled in the Task I
Select edit view for PVUE editing K12.PXP.StudentInfoUpdate
Email header for content update notifications
PXP.MainImmediate &
Parent Information Display Ontions
Enable ParentVI IF in Parent Relationshin
Suppress OEN Message
🗹 Enable Parent First/Last Name Updates 🛛 Enable Parent Employer Updates 🖓 Enable Parent Primary Language Updates
Disable Update Review
WARNING: Disabling the review process for ParentVUE user-submitted changes removes a level of protection against bad data.
Disable PVUE Update Review
☑ Allow the User to Accept and Process Individual Changes
PVUE Update Default User
User, Admin &

ParentVUE And StudentVUE Configuration Screen

Review ParentVUE Updates

The staff member responsible for reviewing the updates to student demographic information made by a parent can receive notification by either email and/or the task list on the Home screen of Synergy SIS.

Good Morning	g, Admin User		रु 🐼 👳 🌲 🛤 🗖	· • •					
Show Dismissed Messages									
Announcements									
Urgency	Organization Name	e	Announcement	Dismiss or Recall Me	sage				
۳	Edupoint School District		Test urgent announcement						
h	Edupoint School District		Normal announcement						
Tasks	• Tasks								
	Task Date/Time		Name	Description	Action				
06/14/2015	12:01 AM	6	Aaron, Ian	PVUE Updates					
06/14/2015 12:01 AM			Aaron, lan	Medication					

Synergy SIS Home Screen

ParentVUE has the option of automatically accepting user-submitted changes. See <u>Disable Update Review</u>.

Synergy SIS tracks user-submitted changes on the Review PVUE Updates screen and accepts the changes immediately if you disable reviewing updates.

The changes display on the **History** tab in **Synergy SIS > Student > Review PVUE Updates**.

- 1. Select the update to review:
 - Click the link or icon in the Tasks section on the Home screen. The Review PVUE Updates screen displays focused on the student needing a review of demographic updates.



 Navigate to Synergy SIS > Student > Review PVUE Updates and select the student.

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2. Review the updates requested by parents. The **PVUE Updates** tab displays the date, time, and person requesting the change. There is a listing of each change requested.

T Re	eviev	w PVUE	Updates I	l				🤨 🌆 👳	2 3	🔝 🌉 🕨	C C 🞥 O
Menu -	<	Q 🕨 🕯	Save	Undo <<	Change Change	>>			₽₿�₽₫	◙≦≦0	600
Student	Name: /	Aaron, Ian So	hool: Adams Ele	mentary Hor	neroom: 0008 Teac	her: Growan, R.					
PVUE	E Updat	es History									
Last Na	ime		First Name		Middle Name	Suffix		Perm ID	0	Grade	
Aaron			lan					129442		04	-
Gender Male	•										
Process	Update	s									
Date / Tin	ne of th	e change: 02/1	9/2013 13:35:00								
Parent / C	Guardiar	n making the cł	ange: Arthur Aa	ron							
Chang	ges										
×	Line	ВО	Name	Property 🖨	Current Value 🖨	New Value 🗢	Accept/ Reject 🖨		Reason for Rej	ecting	\$
	1	K12.Emergenc	ylnfo.Physician	DentalOffice	Val Vista	Happy Smiles	-				

Review PVUE Updates Screen

3. Select Accept or Reject in the Accept/Reject column.

Enter the Reason for Rejecting if rejecting the change.

×	Line	BO Name	Property 🗢	Current Value 🗢	New Value 🗧	+ Accept/ Reject 🖨	Reason for Rejecting
	1	K12.EmergencyInfo.Physician	DentalOffice	Val Vista	Happy Smiles	Reject -	Wrong field updated for dentist

Review PVUE Updates Screen

- 4. Click Save.
- 5. Click Process Updates after you review all updates.



Review PVUE Updates Screen

The changes apply to the student's Synergy record, the Student Info screen in ParentVUE, and the **History** tab on the Review PVUE Updates screen. The changes move to the **History** tab after processing the updates.

Click the **Change** arrows at the top of the screen to navigate between student update requests.

Accept or Reject All Changes

You can mass accept/reject ParentVUE changes on the Review PVUE Updates screen.

- 1. Navigate to Synergy SIS > Student > Review PVUE Updates.
- 2. Click the option to populate the Accept/Reject column.
 - Populate Accept for All All items in the Changes section display Accept.
 - Populate Reject for All All items in the Changes section display Reject.
 - Clear Accept / Reject for All Clears all items in the Accept/Reject column.
- 3. Click **Process Updates**. The changes apply to the student's Synergy record, the Student Info screen in ParentVUE, and the **History** tab on the Review PVUE Updates screen.

Review PVUE Updates										
Menu Z (Q) A value of Undo << Change >>										
Student Name: Madsen, Christine School: Kennedy High Scho	Student Name: Madsen, Christine School Kennedy High School Homeroom: 407 Teacher: Bycott, S.									
PVUE Updates History										
Last Name First Name Middle N	ame Suffix	Perm ID	Grade Gender							
Madsen		832358	12 • Female •							
Process Updates										
Date / Time of the change: 06/26/2019 15:13:00										
Parent / Guardian making the change: Jean Madsen										
Changes Populate Accept for All Populate Reject for All Clear Accept / Reject for All										
X Line BO Name T	Property ≎ τ	Current Value 🔶 🕇	New Value 🗘 🕇	Accept/ Reject 🛛 💠 Τ						
1 K12.EmergencyInfo.Physician	Name	Danger	Quack	-						
2 K12.Student	NickName	Christy	Christmas	•						

Review PVUE Updates Screen

Bypassing the Review PVUE Update Process

Selecting **Bypass Review PVUE Update Process** applies changes in ParentVUE to the student's Synergy record and ParentVUE without requiring them to be accepted/rejected.



Bypass Review PVUE Update Process only displays for *K12.PXP.StudentInfoUpdate*.

- 1. Navigate to Synergy SIS > System > Data and Views > View Change.
- 2. Locate the View Name K12.PXP.StudentInfoUpdate.
- 3. Open the applicable field in Group Box Student Info.
- Select Bypass Review PVUE Update Process to allow automatic acceptances of changes.
- 5. Click Save.

Changes in ParentVUE automatically display on the student's Synergy record, the Student Info screen in ParentVUE, and the **History** tab on the Review PVUE Updates screen.

View Change				: 20.		
Menu - < Q > 🚔 🖉 Save 🔶	Undo 🕂 Add 🗙 Del	ete				
View Name: K12.PXP.StudentInfoUpdate Localiz Modifications Other Info	ation: AZ.ESD		_			
Namespace	Name		Туре	Is Detail View		
K12.PXP	StudentInfoUpdate		PVUE Editable	•		
Launch Design Configuration Open V	ew					
Hide Grid Tooltips						
✓ View Modifications Actions						
Search Q	Data Field					
✓ NonTab	✓ Field Data					
🗸 🌺 Group Box - Student Info	BO Name Property Name					
FavoriteBook	UD.UDStudent FavoriteBook					
🗲 🌺 Group Box - Physician Information						
> 🌺 Group Box - Dentist Information	Label Bypass Review PVUE		JE Update Process			
> 🔲 Grid - Student Phone Numbers			J			
Grid - Emergency Contacts	Label Orientation					
Crid - Health Conditions	Pead Only					
GroupBox - Information Release	Width					

View Change Screen

Viewing PVUE Update History

- 1. Navigate to Synergy SIS > Student > Review PVUE Updates.
- 2. Select the student.
- 3. Select the History tab.
 - All previous updates submitted by parents are listed by date submitted. Each update displays the following:
 - Date Changes Submitted
 - Parent/Guardian Name who submitted the change
 - Date Changes Processed
 - User Who Processed Updates
 - Click Show Detail to see the details of the updates.
 - Name Name of the View that contains the changed field
 - · Property Name of the field that was changed
 - Old Value Value before the change
 - New Value Value after the change
 - Accept Reject Lists whether the change was accepted or rejected
 - Reason If the update was rejected, lists the reason for the rejection

Review PVU	E Updates 🔳			5	J 🐼 👳 🜲	🗠 號 🌨 戻		ට ල් 💏 🔉					
Menu - < Q 🗦	🚔 🖌 Save 🦘 Un	do << Change Chang	e >>			₽҈₩♦₽	50	3 📓 🕞 6 👼					
Student Name: Aaron, Ian School: Adams Elementary Homeroom: 0008 Teacher: Growan, R. PVUE Updates History													
Last Name	First Name	Middle Name	Suffix		Perm ID	Grade	•						
Aaron	lan				129442	04		-					
Gender Male -													
Change History								Hide Detail					
Changes Submitte	Parent/ Guardian	Name: Aaron, Arthur											
Line Date Changes Submitted 1 04/03/2012 10:20:00	User Who Process	sed Changes Date/Time Cha 11/02/2012 08	anges Processed 3:28:00										
	Changed Value	s]					
	Line	Name	Property 🗧	Cld Value	New Value	Accept Reject	÷	Reason 🗢					
	1 K12.Eme	gencyInfo.Emergency	HomePhone	**ADD:2	602-555-1785	Accept							
	2 K12.Eme	gencyInfo.Emergency	Name	**ADD:2	Joe Smith	Accept							
	3 K12.Eme	gencyInfo.Emergency	RelationshipDD	**ADD:2	09-Neighbor	Accept							

Review PVUE Updates Screen, History Tab, Change History Detail

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Disabling Update Review

Determine if the information is reviewed by staff members if you allow parents to update certain student demographic data.

- Information is reviewed and accepted/rejected by staff before it changes in ParentVUE (recommended)
- Information is not reviewed or accepted/rejected by staff and the change updates immediately (not recommended)

The following occurs when you select **Disable PVUE Update Review**.

- ParentVUE accepts the changes immediately. They are visible on the History tab of the Review PVUE Updates screen.
- Synergy SIS still tracks user-submitted changes as they currently are on the Review PVUE Updates screen.
- Disabling the review process for ParentVUE usersubmitted changes removes a level of protection against bad data.
- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Expand the Disable Update Review section.
- 3. Select Disable PVUE Update Review.
- 4. Click the link in **PVUE Update Default User** to locate a staff user.



ParentVUE And StudentVUE Configuration Screen

Synergy SIS displays an error message on save if you do not PVUE Update Default User .												
	Error × 2961 - If PVUE Update Review is disabled, the PVUE Update Default User is required											
	OK											
Error Message												

Parents can edit specific data on the Student Info screen in ParentVUE. Parent submitted updates process automatically. They display on the **History** tab in **Synergy SIS > Student > Review PVUE Updates** and include the time stamp when ParentVUE processed the changes and who made them.

	Set the following additional permissions using Adding a Role in SQL Server If disabling Update Review.												
		Table Name	Permissions										
A		EPC_STU_EMG_CONTACT	Delete, Insert, Update										
_		EPC_STU_PGM_ELL	Insert, Update										
		EPC_STU_PHYSICIAN	Insert, Update										
		REV_PERSON_SECONDARY_ ETH_LIST	Delete, Insert, Update										

₹ R	eview PVUE Updates	я	5	9 🌇 👳 🌲 🛤	🔝 🗸 🖉 😹 🛛								
Menu -	Menu - < Q > A Save Mundo << Change >> 20 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0												
Student Name: Aaron, Ian School: Adams Elementary Homeroom: 0008 Teacher: Growan, R. PVUE Updates History													
Last Na	ame First Name	Middle Name	Suffix	Perm ID	Grade								
Aaron	lan			129442	04 -								
Gender Male	•												
Chan	ge History				Show Detail								
1.1.1.1.1	Change	s Submitted	Changes Posted										
Line	Date Changes Submitted	Parent/ Guardian Name	Date Changes Process	ed 🗢 User Wh	o Processed Updates								
1	04/03/2012 10:20:00	🗃 Aaron, Arthur	11/02/2012 08:28:00	Wilson, Rob									

Review PVUE Updates Screen, History Tab

Hiding Counselor Names

The **Counselor Name** displays on the Student Info screen. You can hide the **Counselor Name** if you select **Suppress Home Room Information**.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select Suppress Home Room information.

ParentVUE and StudentVUE Cor Menu - A Save Outo A Preview	nfiguration	l					፡ ጋሮ 💦					
PVUE Configuration Activation Key Configuration Preview	Contact / Privacy	Contact	Course Requests	Email	Languages	Acknowledgements	Online Registration					
✓ Student Information Display Options												
Digital Locker Size Limit (in MB) 2												
Attribute that will allow a parent to see student information Has Custody (default)												
Student Info - Only show limited student demographic i	nformation for Student	s										
Suppress Home Room Information. Typically used with parents and students.	Suppress Home Room Information. Typically used in between school years to not show elementary home room assignments until the school district is ready to share this information with parents and students.											
Allow parents to edit specified data												
Validate mandatory fields on login.												

ParentVUE And StudentVUE Configuration Screen

Gennifer Adams Flamentary		Estura	1		Streams My Account Help Online	Registration Close	Gennifer Adams Elementary				Edu	noint		Stre	ams My Account Hel	Online Registration	
ID: 147414 (949-555-2425)		Equpo	chool Distr	ict	Edupoint	School District	(<u>0.197914</u> (949-555-2425)					School Dis	trict		Ed	upoint School [demon Cinty Satve	
Morrie					Good afternoon, o	Cindy Sabye, 6/29/2022	Home	STU	DENT INFO)							
Synemy Mail	STUDENT IN	IFO					Synergy Mail										
Calendar							Eng. Calendar	Edit Info	ernation								
Carcinal Carcinal	Edit Information				Allandarco												
III Assessment					42 Class Schedule					Student I	nformation						
Attendance			Student Int	formation			Class Websites										
Lass Schedule							A Conference	Student	Information								
Class Websites	Student Information						Course History	Student Name Perm ID Getrofer M. Sative 147414			Gender	Grade	Home Address 1050 S Longmore	#425			
a Conference	Outland Hama						Course Request							Mesa, AZ 85614			
Course History	Gennifer M. Sabye	147414	Female	K	1050 S Longmore #426		Discipline	Last Na	me Goes By	Nick Name		Birth Date		Email			
Course Request				Mesa, AZ 85614		s Fee					10/03/2015		Gernifer.Sabye@	nall.qasynergylocalqa05	m.com		
(1) Discipline	Last Name Goes By	Nick Name	Birth Date		Email		Grade Book	Phone Spoken to Student at Home			Lat Home	Track School Name Adams Elementary					
S Fee			10/03/2015		Gennifer.Sabye@mail.qasynergylocalqa	05vm.com	MTSS MTSS										
Grade Book	Phone	Spoken to Student at Home	Track	School N	ame		🧐 Heath										
A MTSS				Adams E	lementary		A ^r ₀ Report Card	IN CAS	E OF EMERGENCY: N	arries of persons who	o can assume tempo	rary responsibility					
60 11100	Homeroom Teacher	Room Name	Counselor	Name			School Information	Orderby	Name Hermelinda Bea	Release Iav N	To Email	Relationship Relative	Home PI 480-120	hone Work P 1,2968 928-92	hone Mobile P 9,4606	hone Other Pho	
the and a second			Sarah Keo	ough 🕅 🛙	5		Student Info										
A Report Card							🔹 Special Ed										
School Information		ICV: Namer of persons who can are	uma lamooran	. sarnonr b	lliv.		Custom Tab	Physicia	an and Dentist Informat	ion							
langle Student Info	IN GROU OF EMERGER	ror reasonal or persons who call and	name semporary	r responde			Digital Locker	Physicia Dr Kuth	in Name Iloni		Phone			Extension	Hospital		
Special Ed	Orderby Name Hermelinda	Retease To Email Begay N	Relative	Home P 480-120	none work Prione Mobile Phot -2958 928-929-4606	ne Otter Phone	Cal rest History	Dentist	Name		Dentist Phone			Extension	Dental Of	re.	
St. Custom Tab							all bocuments				Contract Printing				Durine On		

ParentVUE Student Info Screen (Option Enabled)

ParentVUE Student Info Screen (Option Disabled)

Modifying Student Info Display Using View Change

Synergy SIS allows districts to display more data on the Student Info screen in the ParentVUE web portal. Add existing and/or user-defined data using View Change.

- 1. Navigate to Synergy SIS > System > Data and Views > View Change.
- 2. Locate the K12.PXP.StudentInfo view change.
- 3. Select the NonTab node and click the Actions... menu.
- 4. Select *Add New...* to open the Add Control screen. This example adds two fields to the Student Information group box.

View Chang	e =		: 20 🐨 - 0
Menu 🗸 🔍 🔍	> 🛔 🗸 Save 🔄 Undo 🕂 Add 🗙 Delete		
View Name: K12.PXP	StudentInfo Localization: AZ.ESD		
Modifications	Other Info		
Namespace K12.PXP	Name Studentinfo	Type PVUE	Is Detail View
Launch Design	Configuration Open View		
Hide Grid Tooltips			
✓ View Modifications	Actions		
Search > NonTab	Add new CheckBoxList Add new Field Add new GriupBox Add new GroupBox Add new LayoutTable Add new LineBreak Add new StaticText Delete NonTab		

View Change Screen

5. Select the Business Object and Property Name of the field to display.

Add C	ontro	I	
🖌 Save	X Cance	el	
Business Of	bject	Property	
Student (K	12) 🔹	AKALastName	-

Add Control Screen

7. Use the same process to add additional fields is needed.

View	Cha	ang	e 🗏											: 00 .	- 6
Menu 🗸	<	Q	>		√ Sa	ve	• Undo	+ A	d 🗙 I	Delete					
View Nam	ne: K1	2.PXF	P. Stud	entinfo	Locali	zation:	AZ.ES	c							
Modific	ations	;	Other	Info											
Namespa	ce						Name	е				Туре		Is Detail View	2
K12.PXF	>						Stud	lentinfo				PVUE	-		
🕜 Lau	inch D	esign	Config	guratior	n	Open V	'iew								
Hide G	Grid To	oltips													
✓ View M	odifica	ations	Actio	ns											
Search								Q							
∨ No	nTab														
~ 4	Gr	oup B	lox - S	tudent	t Inform	ation									
ab	AKA	astN	ame												

View Change Screen

The added fields display in the Student information group box.

Gonnifor				Streams	My Account Help Online Registration Close
Adams Elementary 10: 147414 (949-555-2425))istrict	Edupoint School District Good morning, Cindy Sabye, 6/30/2022
Home	STUDE		0		
Synergy Mail					
Calendar					
Assessment	Edit Informati	on			
Attendance			Chude		
Class Schedule			Stude	nt inform	ation
Class Websites	Student Infor	mation			
Sea Conference					
Course History	Student Name	Perm ID 147414	Gender Female	Grade K	Home Address 1050 S Longmore #426
Course Request	Gennifer M.				Mesa, AZ 85614
() Discipline	Sabye				
i Fee	Last Name Goes By	Nick Name	Birth Date 10/03/2015		Email Gennifer Sabye@mail gasynergylocalga05ym.com
A Grade Book					
MTSS	Phone	Spoken to	Track	School N	lame
🐢 Health		Student at Home		Adams E	Elementary
A ⁺ _☉ Report Card					
School Information	Homeroom	Room	Counselor Name	AKA	AKA First Name
Student Info	Teacher	Name	Sarah Keough 🖬	Last Name	
Special Ed					

ParentVUE Student Info Screen

Adding the StuAdditionalTransportationLocation Business Object

By default, the Additional Transportation Addresses section does not display on the Student Info screen in ParentVUE and StudentVUE. The Additional Transportation Addresses section on the Other Info tab of the Student screen can be added to the Student Info screen in ParentVUE and StudentVUE by adding the 'StuAdditionalTransportationLocation' business object to the Student Info screen using View Change.

- 1. Navigate to Synergy SIS > System > Data and Views > View Change.
- 2. Locate the K12.PXP Namespace, StudentInfo Name, and PVUE Type.
- 3. Select NonTab in the View Modifications section.
- 4. Select Add New Grid from the Actions... menu to open the Add Grid screen.

View Change 🖪			፡ ጋር 🖅 - 🤇
Menu - < Q > A Save 4	Undo + Add × Delete		
View Name: K12.PXP.StudentInfo Localization:	AZ.ESD		
Modifications Other Info			
Namespace	Name	Туре	Is Detail View
K12.PXP	StudentInfo	PVUE	-
Launch Design Configuration Open V	iew		
Hide Grid Tooltips			
✓ View Modifications Actions			
Search Add new CheckBoxList.			
Add new Field			
Add new Grid			
Add new GroupBox			
Add new LayoutTable			
Add new LineBreak			
Add new StaticText			
Delete NonTab			

View Change Screen

- 5. Enter the Label you want the section named in Parent and Student VUE.
- 6. Select the StuAdditionalTransportationLocation (K12.TransportationInfo) business object from Primary Object For Grid.

Add G	irid				0	0					
🗸 Save	X Cancel										
Label		Primary Object For Grid									
Additional T	ransportation	StuAdditionalTransportationLocation (K12.TransportationInfo)									

Add Grid Screen

- ParentVUE and StudentVUE Administrator Guide Chapter 3: Parent and Student Account Setup
 - 8. Expand \geq to display *GridCol* and *GridSort*.



View Change Screen

- 9. Select GridCol.
- 10. Select *Add New GridField* from the **Actions...** menu to open the Add Control to Grid screen.

✓ View Modifications	Actions				
Search	Add new GridField	Q			
✓ NonTab	Delete GridCol				
> 🐕 Group Box - Student Information					
> 🌺 GroupBox - Information Release					
🛩 🧾 Grid - Additional Transportation					
> GridCol					
> GridSort	-				

View Change Screen

11. Select the Property to include.



Add Control To Grid Screen

- 12. Click Save.
- 13. Repeat for each Property to include.



View Change Screen



The added fields display in ParentVUE and StudentVUE.

👩 Harry										My A	Account	lelp Online	Registration	Logout
Hope High School ID: 910138 (949-555-1212)											Good a	Edupoin afternoon, Ste	School ve Kaipelea, 1	District
Home	STUDEN	IT INFO												
Synergy Mail	Edit Information	Edit Information												
Calendar														
Attendance	A Notify the	school of any demo	oranhic info	mation ch	anges: Allisor	Becker								
Class Schedule	V rouny are school or any demographic monimation changes. Allow Decker A													
Class Websites														
2 Conference		Student Information												
Course History	IN CASE OF ENERGENCY. Nome of access who are assume tomorrow connectability.													
Course Request		IN CASE OF EMERGENCET, Names of persons who can assume temporary responsibility												
1 Discipline	Orderby	Name Janet Mamatuki		Relea:	Release To N		Relationship He Relative 48		Home Phone 480-147-4615		Work Phone		Other Phone	
ig Fee	Orderby	Name	Release To		se To	Relationshin Home Ph		e Phone Work Phone		k Phone	Other Phone			
Grade Book		Marne Tuiaki N		N	N Relative		480-589-9718							
👧 Health														
School Information	Phylept Looker													
lacktrian Student Info	Student Locker										-			
Custom Tab	Locker Number		Туре			tion Vertical Location				Combination				
B Digital Locker	107				East H	t Hall Top				32L-10R-16L				
Test History														
Documents	Additional Trans	portation Addresse	6											
	Transport Type	Location Type	School Na	mo	Address	City	State	ZinCode	Transport Time	Monday	Tuesday	Wednesda	/ Thursday	Friday
	Due	Deer Off	Kanaada I	10-10-	626 C	Terrer	Ariana	05000	5-20 DM	V	N	V	N	V
	BUS	Location	School	nign	Oracle	rempe	Anzona	05220	5.20 PM	r	N	ſ	N	1
	Bus	Pickup Location	King High	School	222 E Bluff St	Tempe	Arizona	85226	7:15 AM	Y	Y	Y	Y	Y

ParentVUE Student Info Screen

Parent and Student Account Setup

Use the Account Setup sections of the ParentVUE and StudentVUE Configuration screen to determine how student and parent accounts are set up.

Parent Account Setup

Use one of the following methods to set up parent accounts:

• Parents use Activation Keys to create passwords. Parents can create usernames or the school can pre-assign usernames.



You can manually create pre-assigned usernames on the Parent screen or import them from another system using the Generic Conversion program.

See the *Synergy SIS – Data Conversion Guide* for more information about using the Generic Conversion program.

• Parents use an existing username and password if parents already have their own usernames and password in an LDAP system such as Active Directory.



Import usernames into Synergy SIS using the Generic Conversion program. Passwords remain in the LDAP directory.

The ParentVUE and StudentVUE web server also needs access to the LDAP directory.

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select an option for Parent Account Activation Option.
 - Blank Does not assign an Activation Key for the parent
 - Standard PVUE Activation Allows parents to use Activation Keys to create passwords
 - All accounts are active Enables accounts for all parents

- 3. Select an option for Parent User ID Assignment.
 - Blank Does not assign a user ID for the parent
 - User Created Allows parents to create user names
 - Pre-assigned Manually assigns user names

ParentVUE and StudentVUE Configuration						
PVUE Configuration Activation Key Configuration Contact / P Acknowledgements Online Registration Contact / P	Privacy Contact Course Requests Email Languages					
G Student Account Setup	Parent Account Setup					
Student Account Activation Option Student User ID Assignment Standard SVUE Activation • User Created • Student Authentication Option Hide Student Notification Options PVUE/SVUE Password • LDAP Options • Domain Name •	Parent Account Activation Option Parent User ID Assignment Parent Authentication Option LDAP Options Domain Name					
Server Path Secured via SSL	Server Path Secured via SSL					

ParentVUE And StudentVUE Configuration Screen

- 4. Select the Parent Authentication Option in the Parent Account Setup screen.
 - · Activation Keys:
 - a. Select *PVUE/SVUE Password* to use a password stored in Synergy SIS. See <u>Parent and Student Accounts</u> for more information.
 - b. Select **Auto Create PVUE Activation Key** to create activation keys automatically.

Menu - 🚇 🖋 Save 🗴 🖘 Undo 🗙		0
PVUE Configuration Activation Key Configuration Contact / Privacy Contact	Course Requests Email Languages Acknowledgements	Online Registration
Student Account Setup	Parent Account Setup	
Student Account Activation Option Student User ID Assignment Student Authentication Option LDAP Options Domain Name	Parent Activation Option Parent User ID Assignment Parent Authentication Option PVUE/SVUE Password LDAP Options Domain Name	
Server Path Secured via SSL	Server Path M Auto Create PVUE Activation Key	Secured via SSL

ParentVUE And StudentVUE Configuration Screen

- LDAP:
 - a. Select an LDAP server option to use an LDAP server to store passwords.
 - b. Enter the LDAP Options information:
 - Domain Name (Ex. esd)
 - Server Path (Ex. LDAP://pdc.esd.local)
 - Secured via SSL Select the option to use Secure Sockets Layer to provide a secure connection between internet browsers and websites.
 - Auto Create PVUE Activation Key Select the option to create activation keys automatically.

ParentVUE and StudentVUE Configuration						
PVUE Configuration Activation Key Configuration Contact / Privacy Online Registration Contact / Privacy Contact / Privacy	Contact Course Requests Email Languages	Acknowledgements				
Student Account Setup	Parent Account Setup					
Student Account Activation Option Student User ID Assignment Standard SVUE Activation User Created Student Authentication Option PVUE/SVUE Password LDAP Options Domain Name	Parent Accivation Option Parent User ID Assignment Parent Authentication Option Use LDAP Server Type found in System Configuration LDAP Options Domain Name esd					
Server Path Secured via SSL	Server Path LDAP://pdc.esd.local Secured via § Auto Create PVUE Activation I					

ParentVUE And StudentVUE Configuration Screen

5. Click Save.

Synergy SIS disables ParentVUE accounts automatically when their last child who is a student leaves the district. See <u>Creating</u> <u>ParentVUE Accounts</u> to manually disable a ParentVUE account.

71

Student Account Setup

Use one of the following methods to set up student accounts:

• Auto Create SVUE Accounts - Automatically generate accounts using the Synergy SIS Perm ID as the username and the student's date-of-birth as the password

Menu - Save Undo	nfiguration 🗖	: 20 👧 - (
PVUE Configuration Activation Key Configuration Acknowledgements Online Registration	Contact / Privacy Contact Course Requests Email	Languages
Student Account Setup	Parent Account Setup	
Student Account Activation Option Auto Create SVUE Accounts Student User ID Field SIS Number Student Password Field Birthdate (MMDDYYYY) C Mass Create SVUE Accounts Create SVUE Accounts for Students in the Current System Year Only Active Students	Parent Account Activation Option Parent User ID Assignment Parent Authentication Option LDAP Options Domain Name Server Path Auto Create PVUE Activation Key	Secured via SSL
Create SVUE Accounts Hide Student Notification Options Secured via SSL		

ParentVUE And StudentVUE Configuration Screen
Standard SVUE Activation – Students use Activation Keys to create passwords. Students create usernames or you can pre-assign usernames.

You can manually create pre-assigned usernames on the StudentVUE screen or import them from another system using the Generic Conversion program.

See the *Synergy SIS – Data Conversion Guide* for more information about using the Generic Conversion program.

ParentVUE and StudentVUE Configuration	: C C 💏 - I
Menu - 🚔 🖌 Save 🖘 Undo	
PVUE Configuration Activation Key Configuration Contact / Privacy Acknowledgements Online Registration Contact / Privacy	Contact Course Requests Email Languages
Student Account Setup	Parent Account Setup
Student Account Activation Option Student User ID Assignment Standard SVUE Activation User Created Student Authentication Option Hide Student Notification Options PVUE/SVUE Password Image: Created LDAP Options Image: Created Domain Name Image: Created	Parent Account Activation Option Parent User ID Assignment Parent Authentication Option LDAP Options Domain Name
Server Path	Server Path
Secured via SSL	 Secured via SSL Auto Create PVUE Activation Key

ParentVUE And StudentVUE Configuration Screen

 LDAP – Students use an existing username and password if they already have their own usernames and password in an LDAP system like Active Directory.

Import usernames into Synergy SIS using the Generic Conversion program. Passwords remain in the LDAP directory.

The ParentVUE and StudentVUE web server also needs access to the LDAP directory.

ParentVUE and StudentVUE Configuration	i co 🔊 - (
PVUE Configuration Activation Key Configuration Contact / Privacy Acknowledgements Online Registration Contact / Privacy	Contact Course Requests Email Languages
Student Account Setup	Parent Account Setup
Student Account Activation Option Student User ID Assignment All accounts are active VUser Created V Student Authentication Option Microsoft Active Directory V LDAP Options Domain Name esd	Parent Account Activation Option Parent User ID Assignment Parent Authentication Option PVUE/SVUE Password LDAP Options Domain Name
Server Path	Server Path
Secured via SSL	Secured via SSL Auto Create PVUE Activation Key

ParentVUE And StudentVUE Configuration Screen

73

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select a **Student Account Activation Option** in the Student Account Setup section and enter the corresponding options:

Method		Options
	Student User ID Assignment	 Select <i>User Created</i> to have students create usernames. Select <i>Pre-assigned</i> to manually assign usernames. See <u>Parent and Student Accounts</u> for more information.
Standard SVUE Activation	Student Authentication Options	 Select <i>PVUE/SVUE Password</i> to use a password stored in Synergy SIS. See <u>Parent</u> and <u>Student Accounts</u> for more information. To use an LDAP server to store passwords: a. Select an LDAP server option. b. Enter the LDAP Options information. Domain Name – (Ex. esd) Server Path – (Ex. LDAP://pdc.esd.local) Secured via SSL – Select the option to use Secure Sockets Layer to provide a secure connection between internet browsers and websites.
	Student User ID Assignment	 Select User Created to have students create usernames. Select Pre-assigned to manually assign usernames. See Parent and Student Accounts for more information.
All accounts are active	Student Authentication Options	 Select <i>PVUE/SVUE Password</i> to use a password stored in Synergy SIS. See <u>Parent</u> and <u>Student Accounts</u> for more information. To use an LDAP server to store passwords: a. Select an LDAP server option. b. Enter the LDAP Options information. Domain Name – (Ex. esd) Server Path – (Ex. LDAP://pdc.esd.local) Secured via SSL – Select the option to use Secure Sockets Layer to provide a secure connection between internet browsers and websites.

ParentVUE and StudentVUE Administrator Guide Chapter 3: Parent and Student Account Setup

Method	Options	
	Student User ID Field	Select SIS Number to use the student's Perm ID.
Auto Create SVUE Accounts	Student Password Field	 To use the student's date-of-birth: a. Select <i>Birthdate (MMDDYYYY)</i>. b. Click Save. c. Click Create SVUE Accounts. TIP: Select Only Active Students and/or Only Students in the Current Focus Organization in the Mass Create SVUE Accounts section to create StudentVUE accounts for all students at the school and year in the current focus.

3. Click Save.



StudentVUE accounts are automatically disabled when a student leaves the district. See <u>StudentVUE Accounts</u> to manually disable a StudentVUE account.

Hiding the Auto Notify Section in StudentVUE

Districts can hide the Auto Notify section on the My Accounts screen in StudentVUE in the browser and on iOS and Android mobile devices without hiding it in ParentVUE by selecting **Hide Student Notification Options** on the ParentVUE and StudentVUE Configuration screen.

The minimum StudentVUE version for Apple iOS mobile devices is 8.1 (Build 8.1.10).

The minimum StudentVUE version for Android mobile devices is 5.4.6 (Build 92).

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select **Hide Student Notification Options** to hide the Auto Notify section on the My Accounts screen in StudentVUE.
- 3. Click Save.

Menu - Save SudentVUE Configuration	\$ \$ \$ \$ \$ C C \$ •
PVUE Configuration Activation Key Configuration Contact / Privacy Acknowledgements Online Registration Contact / Privacy	Contact Course Requests Email Languages
 Show Class Ranks with GPAs Show Method Used to Calculate the Test Requirements Scores Show graduation status Display Diploma Type Transcript Option Name High School S 	
Student Account Setup	Parent Account Setup
Student Account Activation Option Student User ID Assignment All accounts are active Pre-assigned Student Authentication Option PVUE/SVUE Password Image: Student Authentication Options 	Parent Account Activation Option Parent User ID Assignment Parent Authentication Option PVUE/SVUE Password
LDAP Options Domain Name	LDAP Options Domain Name
Server Path	Server Path
Secured via SSL	Secured via SSL Auto Create PVUE Activation Key

ParentVUE And StudentVUE Configuration Screen

					Good afternoon, Evelyn Stwertnik 2/12/2020
Home	My Account	Setup			
Calendar	Email: Please ente Password	r your primary emai	I address that is used by teachers/a	dministrators to contact you as well as t	the email address used for password retrieval. Change
Attendance			A	int Detail and Ontions	
Class Schedule			A000	ant beam and options	
Class Websites	Personal Information:	NOTE - This inform	ation is changeable only by the sch	pol office staff. Contact the school direct	tly to change your personal information.
Conference	Name Evolve Streetelk	User ID	Home Address	Mail Address	Phone Numbers
Course Request	Everyn Stwerunk	estwerunk	Tempe, AZ 85662	Same as nome Address	* Indicates primary contact phone
Eoo					
Crada Baak	G Email: Please er	nter your primary en	nail address that is used by teacher	s/administrators to contact you as well a	as the email address used for password retrieval.
A Grade Book	Email: Please en	nter your primary en	nail address that is used by teacher	administrators to contact you as well a	as the email address used for password retrieval.
Grade Book	Email: Please er	nter your primary en	nail address that is used by teacher	s/administrators to contact you as well a	as the email address used for password retrieval.
Grade Book	Email: Please en Primary Email: Evelyn.Stwertnik@mail	nter your primary en .qasynergylocalqa0	nail address that is used by teacher	/administrators to contact you as well a	as the email address used for password retrieval.
Grade Book Grade Book Health A Report Card School Information	Email: Please er Primary Email: Evelyn.Stwertnik@mail	nter your primary en .qasynergylocalqa0	nail address that is used by teacher	//administrators to contact you as well a	is the email address used for password retrieval.
Grade Book Grade Book Health Atorial Report Card School Information Student Info	Email: Please er Primary Email: Evelyn.Stwertnik@mail	nter your primary er .qasynergylocalqa0 .uuto Notify: Chec	nail address that is used by teacher	vadministrators to contact you as well a	is the email address used for password retrieval.
Crade Book Grade Book Health A Report Card School Information Student Info Test History	Email: Please er Primary Email: Evelyn.Stwertnik@mail	nter your primary er .qasynergylocalqa0 .uuto Notify: Chec	nail address that is used by teacher	vadministrators to contact you as well a	as the email address used for password retrieval.
Crade Book Grade Book Health A Report Card School Information Student Info Test History Documents	Email: Please er Primary Email: Evelyn.Stwertnik@mail Attendance Notify m	ater your primary en aqasynergylocalqa0 uuto Notify: Chec when a tardy or o	nail address that is used by teacher	vadministrators to contact you as well a studentYUE will e-mail informatio	as the email address used for password retrieval.
Grade Book G	Email: Please et Primary Email: Evelyn Stwertnik@mail Attendance Notify m Discipline Notify n	ater your primary er qasynergylocalqa0 uto Notify: Chec le when a tardy or or le when a discipline of the school pure	hail address that is used by teacher k the events below for which : lass is missed occurance happens a conter and	vadministrators to contact you as well a	ns the email address used for password retrieval.
Grade Book Grade Book Grade Book Grade Book Grade Hornation School Information School Information Grad History Gocuments	Email: Please et Primary Email: Evelyn Stwetnik@mail Attendance Notify m Notify m Notify m Surves Notify m	qasynergylocalqa0 uuto Notify: Chec when a tardy or o te when a tardy or o te when a discipline te if the school nurro	A address that is used by teacher the events below for which is tass is missed occurance happens marks any reason tom pardee are useful	vadministrators to contact you as well a	ns the email address used for password retrieval.
Grade Book Grade	Email: Please et Primary Email: Evelyn.Stwertnik@mail KAttendance Notfy m Nurse Notfy m Strades Notfy m Grades Notfy m	ater your primary en qasynergylocalqa0 uto Notify: Chec te when a tardy or o te when a discipline te if the school nurs te when my current	all address that is used by teacher k the events below for which : leas is missed occurance happens e marks any reason term grades are posted remove	vladministrators to contact you as well a	is the email address used for password retrieval.
Grade Book	Email: Please et Primary Email: Evelyn.Stvertnik@mail Attendance Notify m ©Discipline Notify m @Nurse Notify m @Korse Notify m @Korse Notify m @Grades Notify m @Grade Book Notify m	agesymergylocalqa0 utto Notify: Checc when a tardy or or the when a tardy or or the when a tardy or or the school nurs when my current te of my grade book ssages Every (Sur	ail address that is used by teacher k the events below for which : lease is missed occurates happens terming angles are posted terming rades are posted tesores terming address that is the second terming	vadministrators to contact you as well a	is the email address used for password retrieval.
Grade Book	Email: Please et Primary Email: Evelyn.Stvertnik@mail KAttendance Notify m Norse Notify m Nurse Notify m Grade Notify m Grade Book Notify m Send Me	Anter your primary en aqasynergylocalqa0 Auto Notify: Checo he when a tardy or of he when a discpline he if the school nurs the when my current he of my grade book ssages Every [Sam fend Messages wh	Aail address that is used by teacher the events below for which : leas is missed occurance happens e marks are posted resorme day en Grades are below: [85] %	vadministrators to contact you as well a	ns the email address used for password retrieval.
Grade Book	€ Email: Please et Primary Email: Evelyn Stwertnik@mail © Attendance Notify m © Discipline Notify m © Crades Notify m © Grade Book Notify m Send Me © Only S	nter your primary er qasynergylocalqa0 nuto Notify: Checo te when a tardy or o te when a discipline te if the school nurs te of my grade book ssages Every [Sur isiend Messages wh	Aall address that is used by teacher k the events below for which the lass is missed occurance happens marks any reason term grades are posted scores day v en Grades are below: [85] %	vadministrators to contact you as well a	as the email address used for password retrieval.
Grade Book Grade Book Grade Book Grade Book Grade Book Grade Grade Book Grade Book Grade Grade Book Grade Boo	Email: Please et Primary Email: Evelyn.Stvertnik@mail # #Attendance Notify m #Discipline Notify m #Nurse Notify m @Grades Notify m Send Me # Only 5	ater your primary er qasynergylocalqa0 uuto Notify: Chec te when a tardy or c te when a discplina te if the school nurs te when my current te of my grade bool ssages Every [Sur Sand Messages wh	Anali address that is used by teacher the events below for which : lass is missed occurance happens term grades are posted resormes term grades are below: [85] % Upda	vadministrators to contact you as well a studentVUE will e-mail informatio	ns the email address used for password retrieval.

With the Hide Student Notification Options Not Enabled

StudentVUE My Account Setup Screen

With the Hide Student Notification Options Enabled

Evelyn Hope High School					My Account Help Logout
ID: 888893 (949-555-1212)					ESD Good afternoon, Evelyn Stwertnik, 2/12/2020
Home	My Account	Setup			
Synergy Mail Calendar	Email: Please ente Password	r your primary email	address that is used by teachers/admin	istrators to contact you as well as the e	email address used for password retrieval. Change
Attendance					
Class Schedule			Account	Detail and Options	
Class Websites					
Conference	Personal Information:	NOTE - This inform	ation is changeable only by the school o	ffice staff. Contact the school directly to	o change your personal information.
Course History	Name Evelyn Stwertnik	User ID estwertnik	Home Address 2601 E McKellips #1048	Mail Address Same as Home Address	Phone Numbers Home: 480-555-4898
Course Request			Tempe, AZ 85662		* * Indicates primary contact phone
1 Discipline					
iggi Fee	A Fmail: Please of	ter your primary en	ail address that is used by teachers/adr	ministrators to contact you as well as th	e email address used for password retrieval
Grade Book		nor your primary on	an address that is ased by teachershad	ministrators to contact you as well as an	e emuli adaress asca foi passivora realeval.
🐢 Health	Primary Email:				
A ⁺ _☉ Report Card	Evelyn.Stwertnik@mail	qasynergylocalqa0			
School Information					
langle Student Info			Update Ac	count	
Test History					
Documents			Acknowl	edged Documents	

StudentVUE My Account Setup Screen

Disabling Activation Key Messages in Mobile Apps

Districts not using activation keys can disable the messages that display when a user activates the account. This change also removes the links at the bottom of the app.

This feature is primarily for districts using LDAP, where an activation key is not needed.

iPad 주	10:22 AM Login	* 96% (
	ParentVUE [®] powered by () Synergy	
	Edupoint School District	
	Bord School District To login you will need to create an account and activate it. You will need an activation key and would by ullia to activate war account? School District. Do you have an activation key and would by ullia to activate war account? Yes Already Activated No	
	Have activation key? Create my account	
ð	Current Language Not Selected 🔷	Edupoin

ParentVUE Mobile Application, Activation Message

- 1. Navigate to Synergy SIS > System > Setup > District Setup.
- 2. Select the Mobile Apps tab.
- 3. Select Disable Activation Link For ParentVUE Mobile App and Disable Activation Link For StudentVUE Mobile App.

District Setup	· 2 C 📷 - 9
Menu - Save - Undo	
District Setup	
Options System Grade Setup Teacher/VUE Labels Auto-Sequence Reports Waivers Accessibility Color Themes	Mobile Apps Concurrent Options
Push Notification - Schedule Job	
Select Job Time Interval. The job will be scheduled and will run for selected time interval. Job Time Interval 5 minutes v Schedule Job C Enable Push Notifications	
Select check box to ENABLE push notifications.	
Grade Book 🖉 Health 🖉 Discipline 📝 Attendance	
SE VUE Setup	
Enable Electronic Signatures In SEVUE	
U Disable Activation Link	
🗵 Disable Activation Link For ParentVUE Mobile A 🔄 💹 Disable Activation Link For StudentVUE Mobile A	

District Setup Screen, Mobile Apps Tab

- 4. Click Save.
- 5. Complete an IIS reset on the ParentVUE server for the change to display on the mobile applications.

Adding District Logo to ParentVUE and StudentVUE

You can upload to a ParentVUE 2.0 (PXP2) header logo for ParentVUE and StudentVUE. The uploaded ParentVUE 2.0 header logo displays centered for both ParentVUE and StudentVUE

The valid file types for the uploaded image are .png, .jpeg, .jpg, .bmp, .gif, and .tiff. The image does not display if the browser window is resized too small (or the page is loaded on a mobile device). This is intentional to maintain a usable interface.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Hover over the header logo in the General Options section and click the Upload icon.

ParentVUE and StudentVUE Configuration	፤ ጋሮ 😤 - 9
Menu - 🚔 🖌 Save 🔄 Undo	
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Acknowledgements Display standards data Default to standards tab Default to standards tab Display standards data Default to standards tab	Online Registration
General Options	
Parent URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page	
Student URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page	
Hide Paperless Report Card	
🗹 Disable Pragma No-Cache for Photos 🛛 Show Additional Staff 📋 Hide Staff	

ParentVUE And StudentVUE Configuration Screen

- 3. Browse and select the image.
- 4. Click Save.

Creating Parent and Student Accounts

Synergy SIS creates parent and student accounts based on the settings on the ParentVUE and StudentVUE Configuration screen. You can manually create ParentVUE or StudentVUE accounts and manage user settings on the following screens:

- Parent account information displays on the **ParentVUE** tab of the Parent screen.
- Student account information displays in the StudentVUE screen.



See <u>Student Information Display Options</u> to modify what student data parents can view.

Parent and student passwords are never shown on screen. See <u>Forgotten Password Configuration</u> to recover lost passwords.

Creating ParentVUE Accounts

- 1. Navigate to Synergy SIS > Parent > Parent.
- 2. Locate the parent to modify.
- 3. Select the ParentVUE tab.
- 4. Select the ParentVUE options to use.
- 5. Click Save.
 - - Activation Key The assigned activation key number
 - Key Valid Until The date the parent must use the key before a new key is required
 - Date Activation Key Used The date the parent created or used their user name and password using the activation key
 - Activated via Online Registration Selected if the parent activated their key with Online Registration

 Email Addresses section – Lists the email addresses for the parent entered on the Account Information screen

Parent		
Menu 👻 🚨 Meet With F	Parent 🔇 Q 🗲 🛔 🗸 Save	Sundo + Add X Delete
Parent Name: Aaron, Kathleen		
Demographics Children	ParentVUE Parent Contact Su	urvey Online Registration
Last Name First Aaron Kath	Name Middle Name Suffix T	ĩitle
✓ Activation Key Management		✓ Email Addresses
Activation Key	Key Valid Until	Email 1
HGVMB3E	09/14/2021 04:00:07 PM	0
Date Activation Key Used		Email 2
09/04/2021 04:01:00 PM	i	8
Create Activation Key Print /	Activation Key	Email 3
Activated via Online Bogisi	tration	X 0
Activated via Offinite Regist	lation	Email 4

Parent Screen, ParentVUE Tab

- ParentVUE ID section The parent's User ID for ParentVUE
 - Password/Confirm Password Use these fields to manually change the user's password.
 - Force Password Reset See Forgotten Password Configuration
 - **Exempt From LDAP** Click the Refresh icon ² in the top right-corner. This option displays if the LDAP for Parents is configured and the parent has an activation key or user ID. Select to authenticate parent logins for ParentVUE to exempt the parent account from using LDAP.



This option is selected by default when a new parent is added and an activation key is created, or a user ID is set for the parent.

- Notify Options section Synergy SIS selects the active parent notification options based on the selections made on the parent's Account Information screen. You can override the options.
- Account Activation section:
 - ParentVUE Account Disabled Select to disable a parent's account
 - Exclude Parent From Activation Letter Select to exclude the parent from accessing ParentVUE
- ParentVUE Settings section:
 - ParentVUE Language Parent's preferred language for text in ParentVUE

Parents can change this value by selecting a different language in the ParentVUE footer.

The **ParentVUE Language** setting applies to ParentVUE communications even with Synergy Mail disabled.

The **Primary/Preferred Language** on the **Demographics** tab is used if the ParentVUE Language field is blank.

Last Name	First Name Phillo	Middle Name	Suffix Title		
Parent Info					
No Photo	Adult ID G	Ander Primary Language Social Male Spanish • 123-4 ast Name Goes By AKA Las	Security Number Email IS-6789 Phillip Aaron@mail.qas t Name AKA First Name	AKA Middle Name AKA Suffix	
On file	Employer J	eb Title District	Employee Employee ID		
	US Citizen Deceased	Uniformed Military Military Se	rvice Veteran In School		
	Military Status + Add				
	X - Line	Start Date	\$ Y	Military Service	0 ¢ T
	Parent License + Add	1			
	¥ - Lina	Linanea Tuna	A + -	icanes I avai	Irrenad Data 🔺 🔻
			Parent S	Screen	

 Open ParentVUE as Parent – Select to view the parent's ParentVUE site to help diagnose problems.

✓ ParentVUE ID	Email 5
User ID kathy	
Password Confirm Password	✓ Account Activation
Force Password Reset	ParentVUE Account Disabled Exclude Parent From Activation Letter
✓ Notify Options	
 Attendance Discipline Health Grade Class Change Grade Book Send Messages Every Only send messages when grades are below: 	✓ ParentVUE Settings ParentVUE Language ✓
Open ParentVUE as Parent	

Parent Screen, ParentVUE Tab

- Additional App Type Logins section:
 - Used to configure third-party authentication to pass the parent's User ID to a third party website. For example, stores the credit/debit card information when the district allows online payments. See <u>Authenticating Users to Third Party</u> <u>Systems</u> for more information.
 - Select **Disabled** to disable the account connection.
- Acknowledged Documents section Displays the documents acknowledged by the parent
- Parent Access History section Lists the time and date the parent accessed the ParentVUE web portal, the IP address of the computer used for access, and if the login was successful

Ope	n ParentVUE as Parent											
۵	Additional App Type Log	ins 🕂 Add										
×	- Line	User ID	\$		Р	assword			÷	App 🖸 🗧	Disab	led 🗢
۵	Acknowledged Documen	ts										
Lin	e Language 🗿 🗢	Response Date 🗢	Response Time 🗢		Name	\$	v	/iew	Response	0 \$	Respon Signatu	se re 🗢
1		02/20/2018	11:42 AM	Edupoint S	School District Code o	f Conduct	6	W	Yes			
۵	Parent Access History											
1	2 3											
Lin	e Ac	cess Dt	\$		Access I	p	¢		Login S	tatus	0	÷
1	06/13/2018 11:55:00			10.	200.2.102				Failed			
2	06/13/2018 11:55:00			10.	200.2.102				Failed			
3	06/13/2018 11:55:00			10.	200.2.102				Failed			
4	05/17/2018 13:42:00			192	2.168.153.156				Success			
5	05/17/2018 13:40:00			192	2.168.153.156				Success			
6	05/17/2018 13:40:00			192	2.168.153.156				Failed			

Parent Screen, ParentVUE Tab

Allowing Parents to Edit Parent Information

You can allow parents to update their own information in ParentVUE.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the following options in the Parent Information Display section to allow parents to view and edit account information.
 - Enable Parent First/Last Name Updates
 - Enable Parent Employer Updates
 - Enable Parent Primary Language Updates



Click Save.

ParentVUE and StudentVUE Con	figuration					< C C 😪 - 9
PVUE Configuration Activation Key Configuration Online Registration	Contact / Privacy	Contact	Course Requests	Email	Languages	Acknowledgements
Parent Information Display Options						
Use the Responsive Interface (PXP2)						
Enable ParentVUE in Parent Relationship						
Do Not Use ParentVUE Relationship Attribute (default)	-					
Suppress OEN Message						
🗵 Enable Parent First/Last Name Updates 🛛 Enab	le Parent Employer l	Jpdates 🛛	Enable Parent Prima	ry Langua	ige Updates	

ParentVUE And StudentVUE Configuration Screen

Creating StudentVUE Accounts

- Navigate to Synergy SIS > Student > StudentVUE.
- 2. Locate the student to modify.
- 3. Select the StudentVUE options to use.
 - Activation Key Management Displays if Student Account Setup on the ParentVUE and StudentVUE Configuration screen is set to Standard SVUE Activation. You create activation keys for a student after the initial distribution of activation keys. See Activation Key Configuration for more information.
 - Activation Key The assigned activation key number
 - Key Valid Until The date the key must be used before a new key is required
 - Date Activation Key Used The date the student created or used their user name and password using the activation key

- Account Activation:
 - StudentVUE Account Disabled Select to disable a student's account



- StudentVUE Settings:
 - StudentVUE Language Select a language.



- StudentVUE ID The student's User ID for StudentVUE
 - Password/Confirm Password Use these fields to manually change the user's password.
 - Force Password Reset See Forgotten Password Configuration.
- Notify Options Select the email notification types
 - For Grade Book, also select the day of the week to send messages to the student, and enter the grade percent threshold that requires a message if needed.

86

- Online Course Request Status:
 - Locked In Displays whether the student or parent can change the requests
 - Yes Select to lock all of the student's course requests so that the student or parent can no longer change the requests
 - *No* Select to unlock all of the student's course requests so that students and parents can change the requests
 - ParentVUE Locked in Date The last date the courses were locked.
 - Validated:
 - Yes Select if using a monitored environment and the course request is validated.
 - *No* Select if using a monitored environment and the course request is not validated. *No* is the same as blank.
 - ParentVUE Validated Date The last date the courses were validated.
- Additional App Type Logins:
 - Use to configure third-party authentication to pass the student's User ID to a third party website. For example, stores the credit/debit card information when the district allows online payments. See <u>Authenticating Users to Third Party</u> Systems for more information.
 - Click the box in the Disabled column to disable the account connection
- **Open StudentVUE as Student** Select to see the StudentVUE site as that student to help diagnose problems.

4. Click Save.

StudentVUE	Save Sunda					ំ ១៥ 🌒 - (
Student Name: Abbott, Billy C. Sch	ool: Hope High Scho	ol Status: Activ	e Room Nam	ie: 403		ک 🕒 👁
Activation Key Access Surve	ey					
Last Name First Nan	ne	Middle Name		Suffix	Perm ID	,
Abbott Billy		С			905483	
Grade Gender 12 • Male •						
 Activation Key Management 			Account A	Activation		
Activation Key	Key Valid Until		Student	VUE Account Disat	bled	
XWBZ2ZV	09/09/2019 8:45:36	AM 🚞				
Date Activation Key Used			StudentV	UE Settings		
09/05/2019 8:47:00 AM			StudentVUE	E Language		
Create Activation Key Print Activation	n Key			-		
G StudentVUE ID			Notify Op	tions		
User ID			Attenda	ince		
billy			Disciplin	ne		
Password Confirm	Password		Health			
			Grade			
Force Password Reset			Class C	hange		
			Grade E	Book		
			Send Mess	ages Every		
			Only se	end messages whe	n grades are below:	
					%	
Online Course Request Status						
Locked In ParentVUE Locked In Date						
Yes - 10/17/2019 6:31:00 PM						
Validated ParentVUE Validated	Date					
Yes • 10/17/2019 6:31:00 F	PM 💼					
Open StudentVUE as Student						
Additional App Type Logins Add	i					
🗙 - Line User II	¢ (T	Passwo	ord	‡т ^{Арр} _{Туре} ‡т	Disabled 🖨 🕇

StudentVUE Screen

Viewing Access Information

The Access tab displays the time and date the student accessed the StudentVUE web portal, the IP address of the computer used for access, and if the login was successful.

▼ StudentVU				5	22 🐵 🜲 🗠 22 1	S 1	C 🔍 9
Menu - C	Save *	Undo					<u>a</u> • <u>7</u>
Student Name: Abbott,	Billy C. School: Hope Hig	h School Status: Active	Room Name:				
Activation Key	Survey	Middle Marsa	C	Dama ID	Crede	Conder	
Abbott	Billy	C	SUMX	905483	Grade 12	- Male	-
Student Access Histor	ry						
Line	Access Dt	\$	Access Ip	¢	Login Sta	tus	÷
1 06/10/2015 13:1	13:00		192.168.150.87		Success		
2 06/10/2015 13:1	11:00		192.168.150.87		Success		
0.09/10/2015 12:4	10:00		102 169 160 97		Susses		

StudentVUE Screen, Access Tab

Viewing Survey Information

The Survey tab displays the surveys the student participated in.

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Student Activ	t Name: Abbott vation Key	f, Billy C. School: Hope Hi Access Survey	igh School Status: Active Re	om Name:							
Last N Abbot	lame It	First Name Billy	Middle Name C	Suff		Perm ID 905483		Grade 12	•	Gender Male +]
Surv	eys										
Line		Name 🔶	Survey Degin Date	•	Dat e 🔶	Survey Status	¢	Start Date	¢	End Date	¢
1	Parent Involve	ement Survey	05/05/2014	05/16/2	14 Not s	Started					



Activation Key Configuration

Districts provide parents and students with a seven-digit alphanumeric activation key randomly created by the Synergy SIS system to activate their account. Each activation key is unique and linked to the parent and student's information in Synergy SIS. You can set activation keys to expire to increase security. You can notify ParentVUE and StudentVUE users by providing a paper copy or by email.

- Parents and students use the Activation Key, their First Name, and Last Name as listed in Synergy SIS in ParentVUE or StudentVUE to authenticate their identity.
- You can assign parents and students a user name to use or have them create one at activation. The username must be unique and the password must be six characters or more. The password can contain letters or numbers, but not symbols.
- Parents are required to enter a primary email address. ParentVUE uses this email address if the parents need to retrieve their password and to receive other email communication through Synergy SIS.

Synergy SIS has an activation key letter, which contains all the information the parents and students need to sign on to the site.

- Activation key
- First and last names as entered in Synergy SIS
- Web portal URL

You can include a customized message with instructions about the district's specific policies.



Do not generate another Activation Key for that individual once a student or parent uses the Activation Key and creates a User ID. This resets the user's account.

Parent Activation Key Message

Message for Paper Delivery

Create the message that displays for parents on the paper version of the Activation Key Letter.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Activation Key Configuration tab.
- 3. Complete the fields in the Parent Activation Key Message and Creation section.
 - Parent Activation Key Message Enter the text for the message sent to the parents. See <u>Sample Messages</u> for more information.
 - ParentVUE URL Enter the web address for ParentVUE.
 - Number of Days before key expires (0-never) Enter the number of days before the key expires.

Parents need a new activation key generated for them after the time limit.
ParentVUE and StudentVUE Configuration
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Acknowledgements Online Registration
Parent Activation Key Message and Creation
Parent Activation Key Message Welcome to ParentVUE. We hope you use the capability that you find here to facilitate your child's education. ParentVUE is a wonderful tool to establish a communication channel between the home and the school. ParentVUE URL ParentVUE URL
http://qa05vm/100/1/login_pxp.aspx Number of Days before key expires (0=never) 10
This will create an activation code for all parents, in the current focus, that have: (a) not already had an activation key created for them that is still valid or (b) have not logged into the ParentVUE system. Create Parent Activation Keys Select the relationship attributes below to filter parents for whom keys will be created. NOTE: Educational Rights is always evaluated (parent must have Educational
Rights). In addition to Educational Rights, all other selected attributes below must match as well Lives With Has Custody Contact Allowed Mailings Allowed

ParentVUE And StudentVUE Configuration Screen, Activation Key Configuration Tab

4. Click Save.

Message for Email Delivery

Create an email template using the Email Content screen containing the message that displays for parents when the Activation Key Letter is emailed to the parent.

- Navigate to Synergy SIS > System > Setup > Email Content.
- 2. Click Add to open the Email Content (Add) screen.
- Enter values for the required fields.



4. Select ParentVUE in Content Type.



Email Content (Add) Screen

- 5. Click Save.
- 6. Define the email that is sent to the parents in Email Content.



See the Synergy SIS - System Administrator Guide for more information on defining Email Content.

Create Activation Keys

Use the following steps to create activation keys for all parents that have Educational Rights permissions and meet the following criteria:

- Do not have a valid activation key
- Have not logged into the ParentVUE portal.

You can also create Activation keys for an individual parent using the ParentVUE tab.

You must create a new Activation key for a parent that has forgotten their login password if you have not configured the Forgot Password Detail section of the Contact tab on the ParentVUE and StudentVUE Configuration screen.

See ParentVUE Accounts for more information.

91

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Click **Create Parent Activation Keys** to create an activation code for all parents in the current focus who do not have an account or valid activation key.
- 3. Select the Relationship option that represents the parent's relationship to the student.

Use this option to filter parents that receive activation keys.
ParentVUE and StudentVUE Configuration
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Acknowledgements Online Registration
Parent Activation Key Message and Creation
Parent Activation Key Message Welcome to Parent/UE. We hope you use the capability that you find here to facilitate your child's education. Parent/UE is a wonderful tool to establish a communication channel between the home and the school.
ParentVUE URL http://qa05vm/100/1/login_pxp.aspx
Number of Days before key expires (0=never) 10
This will create an activation code for all parents, in the current focus, that have: (a) not already had an activation key created for them that is still valid or (b) have not logged into the ParentVUE system.

ParentVUE And StudentVUE Configuration Screen, Activation Key Configuration Tab

- 4. Click Save.
- 5. Deliver the Activation Key to the parents.

You can print or email Activation Letters for parents after generating keys.
 See <u>PVU202 – Parent Activation Key Letter</u> or <u>PVU204 – Parent</u> Activation Key Letter By Parent for more information.

Enabling Parent Self Activation

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Activation Key Configuration tab.
- 3. Select Enable Parent Self Activation.
- 4. Select Activation Letter from Activation Email Content.

ParentVUE and	d StudentVL	JE Cor	nfiguration						C 🝰
Menu 🗸 📥 🖌 Save	x tundo x	ĸ							
PVUE Configuration	Activation Key Cont	figuration	Contact / Privacy	Contact	Course Requests	Email	Languages	Acknowledgements	Online Registration
Parent Activation Key M	essage and Creation								
Parent Activation Key Mes Welcome to ParentVUE. We hope you use the cap ParentVUE is a wonderfu and the school. ParentVUE URL - Do not	sage ability that you find he tool to establish a co change to client site	ere to facilita mmunicatio	ate your child's educat In channel between th	tion. le home					
Interview Automotion Number of Days before kered 10 Image: Interview Image: Imag	y expires (0=never)	Select the have Educ	relationship attributes ational Rights). In add With 🛛 Has Custo	below to filter dition to Educat ody I Conta	parents for whom keys ional Rights, all other ct Allowed 🛛 Maili	s will be cre selected att	ated. NOTE: Edu ributes below mu ed	ucational Rights is always	s evaluated (parent must

ParentVUE And StudentVUE Configuration Screen, Activation Key Configuration Tab

5. Click Save.

Student Activation Key

Create Message

Use the following steps to create activation keys for all the students who meet the following criteria.

- Do not have a valid activation key
- Have not logged into the StudentVUE portal.



- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Activation Key Configuration tab.

- 3. Complete the fields in the Student Activation Key Message and Creation section.
 - Student Activation Key Message Enter the text of the message sent to the students. See <u>Sample Messages</u> for more information.
 - StudentVUE URL Enter the web address for StudentVUE.
 - Student Activation Key Expiration Enter the number of days before the key expires.

	Students need a new activation key generated for them
=,	after the time limit.

Student Activation Key Message and Creation	
Student Activation Key Message	
This comes from the Parent/UE & Student/UE Configuration. Welcome to Student/UE.	* •
Regression Testing 3/31/14	1
Student/UE URL	
http://qa90w4vm/login_pxp.aspx	
Student Activation Key Expiration	
This will create an activation code for all students, in the current fo (a) not already had an activation key created for them that is still v.	cus, that alid or
Create Student Activation Keye	
Cleate Student Activation Reys	

ParentVUE And StudentVUE Configuration Screen, Activation Key Configuration Tab

4. Click Save.

Create Activation Keys

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Click **Create Student Activation Keys** to create an activation code for all students in the current focus that do not have an account or valid activation key.

Student Activation Key Message	
This comes from the Parent/UE & Student/UE Configuration. Welcome to Student/UE.	* •
Regression Testing 3/31/14	1
Student//UE URL	
http://qa90w4vm/login_pxp.aspx	
Student Activation Key Expiration	
10	
This will create an activation code for all students, in the current foc	us, that have:
(a) not already had an activation key created for them that is still va	id or
(<u>b) have not logged into the Studen</u> t∀UE system.	
Create Student Activation Keys	

ParentVUE And StudentVUE Configuration Screen, Activation Key Configuration Tab

3. Deliver the Activation Key to the students.



Sample Messages

Message Area	Sample
	Welcome to ParentVUE!
	ParentVUE is a wonderful tool to monitor your child's education. It provides you with the latest information about your child's attendance and grades.
	To log in to the web portal for the first time:
	1. Enter the web portal name listed below into the browser.
	 On the ParentVUE and StudentVUE Access page, click the I am a parent link.
	 On the ParentVUE Account Access page, click the I have an activation key and need to create my account link.
	4. Click I Accept to the Privacy Statement.
Parent Activation	 Enter the First Name, Last Name, and Activation Key exactly as it displays below and click Continue to Step 3.
Key Letter	6. Enter your username, password, and primary email address.
	 The password must have a minimum of 6 characters, and can consist of numbers and letters.
	 The email address is used to recover your password if you lose it.
	Click Complete Account Activation to finish setting up the account.
	We hope you enjoy this new site! Please let us know if you have any questions by contacting us at 888-555-1212.
	Sincerely,
	Edupoint School District

Message Area	Sample
	Welcome to StudentVUE!
	StudentVUE is a wonderful tool to monitor the progress of your education. It provides you with the latest information about your attendance and grades as well as shows the upcoming school and district deadlines and events. You can also find information about conferences, disciplinary incidents, visits to the nurse and progress towards graduation.
	To log in to the web portal for the first time:
	1. Enter the web portal name listed below into the browser.
	 On the ParentVUE and StudentVUE Access page, click the I am a studentlink.
	 On the StudentVUE Account Access page, click the I have an activation key and need to create my account link.
Student	4. Click I Accept to the Privacy Statement.
Activation Key Letter	Enter the First Name, Last Name, and Activation Key exactly as it displays below and click Continue to Step 3.
	6. Enter your username, password, and primary email address.
	 The password must have a minimum of 6 characters, and can consist of numbers and letters.
	 The email address is used to recover your password if you lose it.
	 Click Complete Account Activation to finish setting up the account.
	We hope you enjoy this new site! Please let us know if you have any questions by contacting us at 888-555-1212.
	Sincerely,
	Edupoint School District

Creating Activation Keys for Individuals

You can create activation keys and send letters to new parents and students upon enrollment. Use this method after the initial distribution of activation keys.

- 1. Navigate to one of the following screens depending on which activation key type to create.
 - Parents:
 - a. Navigate to Synergy SIS > Parent > Parent.
 - b. Select the ParentVUE tab.
 - Students Navigate to Synergy SIS > Student > StudentVUE.
- 2. Locate the individual to generate an activation key for.
- 3. Click Create Activation Key.

Parents – Create Activation Key

Parent	🔍 🎎 🔺 🐹 💐 🚵 🗛 👬 ト 🛛 C C 🎬
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Parent Name: Abalos, Steve	
Demographics Children ParentVUE	Parent Contact Survey Online Registration
Last Name First Name Abalos Steve	Middle Name Suffix Title Adult ID
Activation Key Management	Email Addresses
Activation Key	Email 1
3MDD6RV	×
Key Valid Until	Email 2
06/08/2018 08:40:16	
Date Activation Key Used	Email 3
Create Activation Key Print Activation Key	Email 4
Activated via Online Registration	
	Email 5
ParentVUE ID	

Parent Screen, ParentVUE Tab

Students – Create Activation Key

▼ StudentVUE Menu - ▲ < Q	tundo		🧟 🚴 💌 🕅 💐 💷
Student Name: Acevedo, Ashley School: Hope Hi Activation Key Access Survey	gh School Status: Active Room N	ame: Custody:	
Last Name First Name Mid Acevedo Ashley	ddle Name Suffix Perm ID 901830	Grade	Female -
Activation Key Management Activation Key Key Valid Until	Account Activation StudentVUE Account Disabled		
Date Activation Key Used	StudentVUE Settings StudentVUE Language		
StudentVUE ID Iser ID			

StudentVUE Screen

- 4. Print the Activation Key Letter using one of the following methods:
 - Click **Print Activation Key** on the Parent or StudentVUE screen. The Activation Key Letter opens as a PDF.
 - Select Print Activation Key from the Menu.



StudentVUE Screen

99

OpenAuth for ParentVUE and StudentVUE

OpenAuth Setup for ParentVUE/StudentVUE

OpenAuth is available for iOS ParentVUE version 8.1.15 and StudentVUE version 8.1.13, and Android ParentVUE version 5.4.14 and StudentVUE version 5.4.12.

Once enabled, older versions of the applications cannot connect to Synergy.

You must add a setup for both ParentVUE and StudentVUE with unique names.

- 1. Navigate to Synergy SIS > System > Setup > OpenAuth Setup.
- 2. Click Add to open the OpenAuth Setup (Add) screen.

OpenAuth Set	n 🖉		🍇 🌷 🚉 🧞 : 🕑 🎤 - G
Menu - < Q >	Add	X Delete	
Name: Application ID:			
Settings Authorizati	ons Documentation		
Name	Authorization Type Client Type	Application ID	App Secret
Application Credentials H	ave Been Encrypted Product Owned		

OpenAuth Setup Screen

- 3. Enter a Name.
- 4. Select PKCE (Mobile) as the Authorization Type.
- 5. Select Public as the Client Type.
- 6. Enter an App ID and App Secret.
- 7. Enter a Description.

OpenAuth Setup				\$ 8	ta 🤹 i 🔒 😣
Save X Cancel					
Settings					
Name Authorization	on Type Client Type A obile) • Public •	App ID ParentVUE	App Secret 4ac4c881-3d30-43	89-82cc-10765265158	Product Owned 🗡
Options					
Enabled I Is Local App I Is Local Ap	API Endpoint Token Endpoint Authorization Endpoint Callback	http://qa05vm/100/1/oauth/access_t http://qa05vm/100/1/oauth/authorize	oken :		
Application Scopes + Add					
× Line Name	\$ T	Description	\$ T	Open Access	\$ T

OpenAuth Setup (Add) Screen

8. Click Save.

District Setup

- 1. Navigate to Synergy SIS > System > Setup > District Setup.
- 2. Select the Mobile Apps tab.
- 3. Select the setup for ParentVUE in **OpenAuth Type For ParentVUE**.
- 4. Select the setup for StudentVUE in **OpenAuth Type For StudentVUE**.
- 5. Click Save.



District Setup	\$ \$ \$ \$ \$:	ී ඒ 📷 - 9
Menu - Asave Save Undo		
District Setup		
Options System Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers Mobile Apps C	concurrent Options Accessibility	Color Themes
Disable Mobile Apps		
AdminVUE/KloskVUE Setup		
O Display Error Message		
Enable Push Notifications		
🖸 SE VUE Setup		
O Disable Activation Link		
Health Codes - Student Self Check In		
OpenAuth Setup		
OpenAuth Type For ParentVUE PVUE - ParentVUE OpenAuth Type For StudentVUE SVUE - StudentVUE		

District Setup Screen, Mobile Apps Tab

Forgotten Password Configuration

Parents or students can click a link on the ParentVUE/StudentVUE login screen to reset their password. The **Contact** tab on the ParentVUE and StudentVUE Configuration screen allows you to configure the password reset emails Synergy SIS sends when a parent or student requests a password reset.

- You must create a new activation key for parents or students who have forgotten their login password if you do not enter information in the Forgot Password Detail section. See <u>Activation Key Configuration</u> for more information.
- The I forgot my password link does not display if the Use LDAP Server Type found in System Configuration option is selected for Parent Authentication Option in the Parent Account Setup section on the ParentVUE and StudentVUE Configuration screen.

You can manually change a ParentVUE user's password on the Parent screen. See <u>Creating Parent and Student Accounts</u> for more information.

Login	Activate My Account
User Name: Password: Login Forget your password? Click here.	I have an activation key and need to create my account>>
	Available on the

ParentVUE 1.0 Account Access Screen

ParentVUE Account A	Access
	Login
	Edupoint School District
	Password:
	Login
	More Options
	Activate Account Forgot Password
	iPhone App Android App Mobile App URL
	English Español Français 485 succes Deutsch pyccasă

ParentVUE 2.0 Account Access Screen

You can force parents and students to change their password the next time they log in to their account.

- Forces a password reset for all parents who have at least one active student in the school at which the process ran and has an active ParentVUE account and for all active students at the school with an active StudentVUE account.
- Parents and students with new accounts that were not activated, disabled accounts, and inactive accounts and parents without student data rights are not processed.

ParentVUE and StudentVUE Configurat	on 🗉 🐻 🖏 🖓 🗸 C C 👧 -
Menu 🗸 🌲 🖍 Save 👇 Undo	
PVUE Configuration Activation Key Configuration Contact / F Acknowledgements	rivacy Contact Course Requests Email Languages
Parent Information Display Options	
🖾 Use the Responsive Interface (PX	
Do Not Use Parent/UE Relationship Attribute (default)	
Suppress OEN Message	
Enable Parent First/Last Name Updates Enable Parent Employ	er Updates 🔲 Enable Parent Primary Language Updates
Disable Update Review	
ParentVUE And Studen his functionality does not work wit nust be PVUE/SVUE Password.	tVUE Configuration Screen
ParentVUE And Studen his functionality does not work wit nust be PVUE/SVUE Password. ParentVUE and StudentVUE Configuration	tVUE Configuration Screen
ParentVUE And Studen his functionality does not work wit nust be PVUE/SVUE Password.	AVUE Configuration Screen
ParentVUE And Studen his functionality does not work wit nust be PVUE/SVUE Password.	AVUE Configuration Screen
ParentVUE And Studen his functionality does not work wit nust be PVUE/SVUE Password.	AVUE Configuration Screen
ParentVUE And Studen his functionality does not work wit nust be PVUE/SVUE Password.	WUE Configuration Screen LDAP. Authentication Option Contact Course Requests Email Languages Parent Authentication Option Proverse Requests Parent Authentication Parent A
ParentVUE And Studen his functionality does not work with sust be PVUE/SVUE Password.	tVUE Configuration Screen h LDAP. Authentication Opt y Contact Course Requests Email Languages Parent Authentication Option PVUE/SVUE Password LDAP Options Domain Name
ParentVUE And Student his functionality does not work with sust be PVUE/SVUE Password.	tVUE Configuration Screen h LDAP. Authentication Opt y Contact Course Requests Email Languages Parent Authentication Option Pr/UE/SY/UE Password DAP Options Domain Name
ParentVUE And Student his functionality does not work with sust be PVUE/SVUE Password.	tVUE Configuration Screen h LDAP. Authentication Option y Contact Course Requests Email Languages Parent Authentication Option PVUE/SVUE Password DAP Options Domain Name Server Path
ParentVUE And Student his functionality does not work with bust be PVUE/SVUE Password.	tVUE Configuration Screen h LDAP. Authentication Option Contact Course Requests Email Languages Contact Course Requests Email Languages Parent Authentication Option PAPENT Authentication Option DAP Options Domain Name Server Path Secured via SSL

Forgot Password Detail

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Contact tab.

ParentVUE and StudentVUE Configuration	፡ ሮሮ 💏 -
Menu V A Save Vindo	
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Acknowledger	nents Online Registration
Forgot Password Detail	
Return e-mail address for Forgot Password notification admin@district.com	
Subject line for Forgot Password Email	
District PVUE Password Reminder	
Forgot Password Detail	
Thank you FIRST_NAME for using the Districts PVUE to stay involved in your childs education. Your login credentials are: User ID: USER I/D Password: PASSWORD	
Foraot Password - Mobile Apps	
This Forgot Password Message allows replacement of the following key fields (must be typed in exactly as they appear): LAST_NAME - User's last name FIRST_NAME - User's first name PASSWORD - Link to change password or Verification Code FULL_NAME - User's formatted full name e.g. Mary Smith USER, IO - User's forgin ID CODE_ALREADY_USED_ON - Verification Code Used Date and Time NOTE: Any combination of the above replacement keys can be used. They can also be used more than once	
O Additional Errors	
Note the entity to contact in the event of a general error or warning: e.g. School, District, Student Management Office, etc.	

ParentVUE And StudentVUE Configuration Screen, Contact Tab

- 3. Enter the Return e-mail address for Forgot Password notification.
- 4. Enter the Subject line for Forgot Password Email.
- 5. Enter the Forgot Password Detail message content.
- 6. Enter the district or manager office to contact in case of errors in **Note the entity to contact in the event of a general warning** in the Additional Errors section.

See <u>Sample Forgot Password Message</u> and <u>Email Variables</u> for more information on creating email content.
 The Forgot Password message allows you to replace the following key fields, which you must type exactly as shown. Use any combination of the replacement keys. You can use them more than once.
 LAST_NAME - User's last name
 FIRST_NAME - User's first name
 PASSWORD - User's password
 FULL_NAME - User's formatted full name, for example, Mary Smith
 USER_ID - User's login ID

7. Click Save.

Edupoint Proprietary and Confidential

Forgot Password for Mobile Applications

You can set up the email Synergy sends when a parent or student requests for a password reset on the ParentVUE and StudentVUE mobile applications.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the **Contact** tab.
- 3. Enter the information to send in the email when the student or parent requests a password reset in **Forgot Password Details for Mobile**.
- 4. Enter the information to send in the email on successful password reset in **Forgot Password Success Email Details**.

ParentVUE and StudentVUE Configuration 🗉 🖉 🔒 🗟 🖓 🖓 🖏 🖏 🐘 🗄 😋 🗞	- 0
Menu 🗸 🛔 🖌 Save 🦘 Undo	
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Acknowledgements Online Registr	ation
C Forgot Password - Mobile Apps	
Forgot Password Details for Mobile	
Thank you FIRST_NAME for using the ParentVUE/ StudentVUE mobile applications. We are sending this email because we received a request from you to change your password.	
Your login credentials are:	
Vser ID: USER_ID Password: PASSWORD	
If you have any further questions please contact the administrator at 888.555.1212. $_{\scriptscriptstyle{ m / m /}}$	
Forgot Password Success Email Details	
Success Email!	
This Forgot Password Message allows replacement of the following key fields (must be typed in exactly as they appear): LAST_NAME - Used's last name	
PICST (WHIE - User's Institutine PASSWORD - Link to change password or Temporary Code FULL_NAME - User's formatted full name e.g. Mary Smith	
CODE_ALREADY_USED_ON -Temporary Code Used Date and Time	
NOTE: Any combination of the above replacement keys can be used. They can also be used more than once	

ParentVUE And StudentVUE Configuration Screen, Contact Tab

5. Click Save.

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Sample Forgot Password Message

Message Area	Sample					
Forgot Password email	Subject: ParentVUE and StudentVUE Password					
	Message: Dear FULL_NAME,					
	We received a request for the password associated with this email address. If you did not request to have the password reset, please contact our district office at (888) 555-1212.					
	The username for this account is: USER_ID					
	The password for this account is: PASSWORD					
	Thank you for using the ParentVUE and StudentVUE web portal. We hope it helps you monitor the student's progress. If you ever have any questions or suggestions for improvement, please do not hesitate to contact us.					
	Sincerely,					
	Edupoint School District					

Force Password Reset



You can manually change the student's password for users. This functionality is not available when using LDAP.

Force Password Reset for a Student

Perform the following to force a student to change their StudentVUE password the next time they log in.

- 1. Navigate to Synergy SIS > Student > StudentVUE.
- 2. Locate the student.
- 3. Select Force Password Reset.

▼ StudentVUE ■										
Menu - 🚨 < Q > 🚔 🗸 Save 🖘 Undo										
Student Name: Abbott, Bobby C. School: King High School Status: Active Room Name: 410P Custody:										
Activation Key Access Survey										
Last Name First Name Abbott Bobby	Middle Name Suffix Perm ID Grade Gender Christian 169523 10 - Male -									
Activation Key Management	Account Activation									
Activation Key UU8P8SA	Student/VUE Account Disabled									
Key Valid Until	Student/UE Settings									
Date Activation Key Used 06/20/2018 15:00:00	Student/VUE Language English									
Create Activation Key										
StudentVUE ID										
User ID bobby										
Force Password Reset										

StudentVUE Screen

4. Click Save.

The Change Password screen opens the next time the student logs in forcing the student to change their password. The new password must be at least six characters in length and cannot be the same as the current password.



Force Password Reset on the StudentVUE screen disables after the student completes the password change.

Force Password Reset for a Parent

Perform the following to force a parent to change their ParentVUE password the next time they log in.

- 1. Navigate to Synergy SIS > Parent.
- 2. Locate the parent.
- 3. Select the ParentVUE tab.
- 4. Select Force Password Reset.

▼ Parent ■									
Menu - Q	> 🔺	✓ Save	👆 Undo 📑 Add	🗶 Delete					
Parent Name: A, Ralph	ı								
Demographics	Children	ParentVUE	Parent Contact	Survey	Online Registra	tion			
Last Name A	First Ralp	Name h	Middle Name	Suffix		Title	Adult ID		
Activation Key Management			Email Addre	Email Addresses					
Activation Key TZJXJMV Key Valid Until 06/23/2018 14:03:59 Date Activation Key Used 06/13/2018 14:38:00 Create Activation Key Print Activation Key Activated via Online Registration			Email 1 Email 2 Email 3 Email 4 Email 5						
❷ Parent√UE ID									
User ID			Account Activation						
Password		 ParentVU Exclude F 	 ParentVUE Account Disabled Exclude Parent From Activation Letter 						
Confirm Password			Parent/UE	ParentVUE Settings					
Force Password		ParentVUE La	Parent/UE Language						

Parent Screen, ParentVUE Tab

5. Click Save.

The Change Password screen opens the next time the parent logs in forcing the parent to change their password. The new password must be at least six characters in length and cannot be the same as the current password.



Force Password Reset on the **ParentVUE** tab of the Parent screen disables after the parent completes the password change.
Force Password Reset for a School

Perform the following to force all StudentVUE and ParentVUE users at a school to change their passwords the next time they log in.

- 1. Set the focus to the school.
- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 3. Select *Force Password Change On Next Login* from the **Menu**. The Force Password Reset window displays.



ParentVUE And StudentVUE School Configuration Screen

4. Select the password change options.

Force Password Reset ×	
Execute	
This process will force parents and/or students to reset their password on their next successful login to Parent/UE or Student/UE.	
 Students Parents 	

Force Password Reset Window

5. Click Execute.

The Synergy	nessage displays after the process co for parents and/or students in the focu	ompletes. The us school.
	Synergy × Force Reset Password complete for 177 parents and 2 students	
	OK	
	Synergy Completion Message	

Force Password Reset for a District

Perform the following to force all StudentVUE and ParentVUE users at the selected school, the type of schools (for example all high schools), or an entire district to change their passwords the next time they log in.



You cannot select multiple schools.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select *Force Password Change On Next Login* from the **Menu**. The Force Password Reset window displays.



ParentVUE And StudentVUE Configuration Screen

- 3. Select the school (for example, **King High School**), group of schools (for example, **3.High Schools**), or the entire district (for example, **Edupoint School District**).
- 4. Select the password change options.

Force Password Reset	×
Execute	
This process will force parents and/or students to res	set their password on their next successful login to ParentVUE or StudentVUE.
Select Organization	Force password change on next login
 Edupoint School District 1. Elementary Schools 2. Middle Schools 3. High Schools Ghope High School Kennedy High School King High School Template HS 4. Special Schools 5. Closed Schools 	 ✓ Students ✓ Parents

Force Password Reset Window

5. Click Execute.



The Synergy message displays after the process completes.

Log File

A log file listing all of the students and/or parents that were processed is created when the process completes.

- 1. Click 🥸.
- 2. Click JobQueue Admin to open the Job Q Adm Viewer screen.

0	Quick Launch	
	Recurring Jobs	Π
	Job Queue Status	L.
	JobQueue Viewer JobQueue Admin	
-		

Synergy Dashboard Screen

- 3. Click Show Detail.
- 4. Select the Results tab.
- 5. Click the icon in the **Result** column for the operation log.

Job Q Adm Viewer 🌷 🕹	C 👯
Menu - 🖨 🗸 Save 🗠 Undo	
Current	
Job ID Begin Date End Date State Server Name Show Recurring User Name Filter	
Delete Jobs State Selection	
🖸 Jobs in Queue 🚯 Hide Detail	
Line Job ID 1 PXP_FORCE_PASSWORD_RESET Details Recurring Pattern Results System Info	
2 PXP_FORCE_PASSWORD_RESET User Name State Priority Garge, Shital Complete + Normal +	
3 PXP_FORCE_PASSWORD_RESET Force Download Prompt	
4 PXP_FORCE_PASSWORD_RESET	
5 PXP_FORCE_PASSWORD_RESET	
6 PXP_FORCE_PASSWORD_RESET	
7 PXP_FORCE_PASSWORD_RESET 2 Force Password Reset operation log	
8 PXP_FORCE_PASSWORD_RESET	

Job Q Adm Viewer Screen, Jobs In Queue Detail, Results Tab

Authenticating Users to Third Party Systems

ParentVUE and StudentVUE can authenticate parents to other third party systems. This allows users to click a link in ParentVUE or StudentVUE that opens a third party application without having to log in separately.

ParentVUE and StudentVUE serves as the system of authentication to authenticate parents and students to third party applications. The third party application is required to pass a token to a Synergy web service and process a result XML.

- The new window passes a URL with an encrypted Synergy authentication token when the user clicks a link in ParentVUE or StudentVUE that opens a new window.
- The third party application must know which parameter contains the token.
- The district or third party application can choose any name.
- The service returns XML with the parent name and child nodes of any student for whom the parent has Educational Rights when ParentVUE passes a valid token and the application name matches a known application login for the parent.
- Enter the URL in the format: <*URL*>?SAT=<token> where the <*URL*> is the URL of the third party application and <token> is the variable agreed upon by district and the third party when adding <u>a user-defined module</u> that uses third party authentication.

Any change to the User Defined Modules requires clearing the System Cache.

- Navigate to Synergy SIS > System > Setup > System Configuration.
 - 2. Select the Options tab.
 - 3. Click Clear Cache in the System Cache section.

Entering Authentication Responses

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Define the successful XML response in **ParentVUE Response** and **StudentVUE Response**.

ParentVUE Response StudentVUE Response	Authentication Response		
	ParentVUE Response	StudentVUE Response	

ParentVUE And StudentVUE Configuration Screen

Using Token Replacement

The Authentication Response fields support token replacement. You can use the following tokens.

Token	Description
@PARENT_FIRST_NAME	The logged in parent fist name
@PARENT_LAST_NAME	The logged in parent last name
@PARENT_ADULT_ID	The parent adult ID
@PARENT_GU	The logged in parent GUID
@APPLICATION_NAME	The application name used to authenticate the user
@STUDENT_FIRST_NAME	The student first name
@STUDENT_LAST_NAME	The student last name
@STUDENT_SIS_NUMBER	The student SIS number
@STUDENT_GU	The student GUID

The following is the default for ParentVUE links if the ParentVUE Response is blank.

```
<ROOT STATUS="Success">
  <PARENT>
     <FIRST NAME>John</FIRST NAME>
     <LAST NAME>DOE</LAST NAME>
     <application user name>jdoe</application user name>
     <STUDENT LIST>
      <STUDENT>
       <FIRST NAME>Jane</FIRST_NAME>
       <LAST NAME>Doe</LAST NAME>
       <SIS NUMBER>1234</SIS NUMBER>
      </STUDENT>
      <STUDENT FOCUS STUDENT="YES">
       <FIRST NAME>Mike</FIRST NAME>
       <LAST NAME>Doe</LAST NAME>
       <SIS NUMBER>5678</SIS NUMBER>
      </STUDENT>
     </STUDENT LIST>
   </PARENT>
</ROOT>
```



The Student node repeats for each student that the parent has Educational Rights for.

• Use the following for the ParentVUE Response template to achieve the response above.

```
<ROOT STATUS="Success">
    <PARENT>
    <FIRST_NAME>@PARENT_FIRST_NAME</FIRST_NAME>
    <LAST_NAME>@PARENT_LAST_NAME</LAST_NAME>
    <APPLICATION_USER_NAME>@APPLICATION_NAME</APPLICATION_USER_NAME>
    <STUDENT_LIST>
        <STUDENT>
        <FIRST_NAME>@STUDENT_FIRST_NAME</FIRST_NAME>
        <LAST_NAME>@STUDENT_LAST_NAME</LAST_NAME>
        <SIS_NUMBER>@STUDENT_SIS_NUMBER </SIS_NUMBER>
        </STUDENT>
        <//STUDENT>
        <//stude>
```

• Use the following for the default for StudentVUE links if **StudentVUE Response** is blank.

```
<ROOT STATUS="Success">

<STUDENT>

<FIRST_NAME>Jane</FIRST_NAME>

<LAST_NAME>Doe</LAST_NAME>

<SIS_NUMBER>1234</SIS_NUMBER>

</STUDENT>

</ROOT>
```

• Use the following for the **StudentVUE Response** template to achieve the response above.

```
<ROOT STATUS="Success">
        <STUDENT>
        <FIRST_NAME>@STUDENT_FIRST_NAME</FIRST_NAME>
        <LAST_NAME>@STUDENT_LAST_NAME</LAST_NAME>
        <SIS_NUMBER>@STUDENT_SIS_NUMBER</SIS_NUMBER>
        </STUDENT>
        </ROOT>
```

Configuring Additional App Type Logins for Parents

Each parent needs a **User ID** and **App Type** defined if the district allows parents to access thirdparty websites that require a user ID.

- 1. Navigate to Synergy SIS > Parent > Parent.
- 2. Select the ParentVUE tab.
- 3. Locate the parent to modify.
- 4. Click Add.
- 5. Enter the parent's third party User ID.



6. Select the **App Type** that matches the name of the application passed to the web.

Parent				7 🐶 🌇 👳 🌲 🕫	t 🕏 🏫 🌉 🕨	C C 👬 0
Menu - < Q	Save 🥎 Undo	+ Add × Delete				
Parent Name: Aaron, Arth Demographics Chil	ldren ParentVUE Pare	ent Contact Survey				
Last Name Aaron	First Name Arthur	Middle Name	Suffix	Title		
Additional App Type Lo	gins					+ Add
🗙 Line User ID	♦ Password ♦		Арр Туре		÷	Disabled 🗢
1 3rd Party,	User School	Net				•

Parent Screen, ParentVUE Tab

Configuring Additional App Type Logins for Students

Each student needs a **User ID** and **App Type** defined if the district allows students to access third-party websites that require a user ID.

- 1. Navigate to Synergy SIS > Parent > Parent.
- 2. Select the ParentVUE tab.
- 3. Locate the student to modify.
- 4. Click Add.
- 5. Enter the parent's third party User ID.



6. Select the App Type that matches the name of the application passed to the web.

StudentVUE			I 🕺 🌲 💌 🔀	🜲 🗎 🗛 👬 🕨	ට ඒ 🌒 - 9
Menu - 🧕 < Q 🕨 📥 🗸	Save 🤄 🥱 Undo				۲
Student Name: Acevedo, Ashley School: Ho	pe High School Status: Ac	tive Room Name: Custody:			
Activation Key Access Survey					
Last Name First Name Acevedo Ashley	Middle Name Suffix F	Perm ID Grade 901830 10	Gender Female •		
Online Course Request Status					
Locked In ParentVUE Locked In Date					
Validated ParentVUE Validated Date					
No 💌					
Open StudentVUE as Student					
Additional App Type Logins + Add					
🗙 🚽 Line User ID	\$	Password	\$	App Type ◆	Disabled 🗢
aacevedo	•			School Net 👻	~

StudentVUE Screen

Chapter 4: ParentVUE and StudentVUE Display

Enabling ParentVUE and StudentVUE 2.0	
Displaying Modules	
Using Filters to Control Displayed Information	
Staff Information	
Hiding Class Start and End Time	
Hiding View Course Content	
Hiding Elementary Grade Book Subject Summary View	
Showing Year in Test History	141
Displaying Concurrent Report Cards	
Hiding PDF Report Cards	
Hiding Grade Legends	
Displaying Short Course Title	
Displaying Current or Future Year	
Hiding Daily Class Meetings	
Enabling Single Sign-On	
Defining Logout Display	
Defining Contact and Privacy Information	
Enabling Phone/Text Communication Level	
Using Languages	
Displaying Report Absence on Home Screen	
Defining Acknowledgments	
Student Daily Surveys	
Upload Documents in ParentVUE	
Adding Document Security	

Displaying Attached Documents	188
Configuring Recent Events	193
Displaying Links to Mobile Applications	194

Enabling ParentVUE and StudentVUE 2.0

- ParentVUE and StudentVUE 1.0 display by default after <u>the installation</u> and do not use themes.
- ParentVUE and StudentVUE 2.0 can be <u>customized with themes</u> and provides additional features for certain modules. It must be enabled after installation.

Some options in ParentVUE and StudentVUE 1.0 were moved as part of the interface update but are still accessible.



See the Synergy SIS – ParentVUE and StudentVUE 2.0 User Guide for more information.

Enabling the Responsive Interface

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select Use the Responsive Interface (PXP2).

ParentVUE and StudentVUE Configuration							
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Acknowledgements Course Requests Course Requests							
Parent Information Display Options Use the Responsive Interface (PX) Enable ParentVUE in Parent Relationship Do Not Use ParentVUE Relationship Attribute (default) Suppress OEN Message Enable Parent First/Last Name Updates Enable Parent Employer Updates Enable Parent Primary Language Updates							
Disable Update Review							

ParentVUE And StudentVUE Configuration Screen

Creating Themes

You can customize colors and themes on the District Setup screen. Color theme changes only affect the web versions of ParentVUE and StudentVUE 2.0.

- 1. Navigate to Synergy SIS > System > Setup > District Setup.
- 2. Select the Color Themes tab.
- 3. Click Add to add a new line.
- 4. Enter a Theme Name.
- 5. Enter the code for the **Background Color** or click the icon to select a color.
- 6. Enter the code for the Panel Header Color or click the icon to select a color.
- 7. Enter the code for the **Title Text Color** or click the icon to select a color.

Dist	rict S	Setup 🗏					\$	S 💱 🔹 🗎 🖻	🔹 🕨 🗂 😋 📢
Menu •	r 🛔	🗸 Save 🦙 Undo							
District	Setup								
Optio Acce	ons essibility	System Grade Setup Color Themes	Теа	cherVUE Labels Auto-S	equenc	e Reports Waivers	Mobile	Apps Concurren	nt Options
NonSys	Color T	heme 🚺							
Colo	r Theme	S							+ Add
×	Line	Theme Name	¢	Background Color	¢	Panel Header Color	¢	Title Text	Color 🔶
		Example		#7581ad	٨	#eeee22	٩	#8224e3	٩
		Lavender		#e6e6fa	٩	#333366	٨	#663399	٢
	3	Orange	2	#dd8500	۰ ک		۵		٩
					0				

District Setup Screen, Color Themes Tab

- 8. Click Save.
- 9. Select the new theme for the NonSysColor Theme.

District Setup	L M				\$	🧞 💱 🌡 直 唑 🕨	ී ඒ 📷 9
Menu 🗸 📥 🖋 S	ave 👆 Undo						
District Setup							
Options System Accessibility Cold	Grade Setup Tea	cherVUE Labels	Auto-Sequenc	e Reports Waivers	Mobile	Apps Concurrent Opt	lions
NonSys Color Theme							
							+ Add
Example Lavender	Theme Name 🛛 🗢	Background C	Color 🔶	Panel Header Col	or 🗢	Title Text Cold	or 🗢
Orange		#7581ad	٩	#eeee22	٩	#8224e3	٢
2 Lavende	er	#e6e6fa	٩	#333366	۵	#663399	٢
3 Orange		#dd8500	٩	#cc5d2a	٢	#000000	٢

District Setup Screen, Color Themes Tab

Displaying Modules

This section focuses on the setup required to control the modules the student and parents see in StudentVUE and ParentVUE.



ParentVUE Home Screen

Activating Modules at District Level

The ParentVUE and StudentVUE Configuration screen sets the active modules for the web portal for the district.

See <u>Disabling Modules at School Level</u> to disable modules at school level.

 Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.

ParentVUE and StudentVUE Configuration									
PVUE Configuration Activation Key Co Online Registration	onfiguration Contact / Privacy Contact	Course Requests	Email	Languages	Acknowledgements				
Parent Active Modules	Student Active Modules								
Attendance Course Request Course Request Edit Option Read-Only	Attendance Course Request Course Request Edit Option Read-Only								
 Current Schedule Discipline Conference Fees 	Current Schedule Discipline Conference Fees								
GradeGradebook	✓ Grade ✓ Gradebook								

ParentVUE And StudentVUE Configuration Screen

- 2. Set the active modules for parents and students by selecting the option.
- 3. Click Save.

Do not select the module to restrict any module from displaying for the District.							
Module		Description					
Attendance		View the student's attendance by list or calendar and any reasons for missed attendance					

Edupoint Proprietary and Confidential

Module	Description				
	Used for secondary schools only				
	View or modify course requests for the next semester				
	 The Course Request screen displays a list of the student's current course requests and alternate elective requests. 				
Course Request	 The Comment column displays messages about the status of the request. 				
	 The district controls the types of courses available for selection, when users can make course requests, and other options. 				
	• Select <i>Editable</i> or <i>Read-Only</i> for the Course Request Edit Option to determine whether parents or students can edit or only view requests.				
Current Schedule	View the student's class schedule for the current term.Configure whether to suppress showing schedules based upon their term code at the school level. See Suppressing Classes at School Level for more information.				
Discipline	View the student's Discipline Summary. The district controls which conference and discipline incidents parents and students view using the security filter. See <u>Defining the</u> <u>Discipline Security Filter</u> for more information.				
Conference	View and schedule information regarding conferences with the teacher				
	The district can choose from two fee options:				
	Standard Fee Model				
Face	Direct Payment Fee Model				
Fees	This allows users to view fee information such as 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. See Enabling Fee Options for more information.				
Grade	View the student's report card				
	View student grades, assignments and test scores posted in Grade Book				
Grade Book	See the Synergy SIS – Grade Book Administrator Guide to configure third-party applications such as GoogleDrive and OneDrive to upload documents for assignment Drop Box.				
Course History	View the student's courses and the grades received for all years, all schools, their cumulative GPA, and graduation ranking				

Module	Description
Health Visits	View the student's visits to the school nurse
Health Conditions	View the student's health conditions
Health Immunizations	View the student's immunization record
School Information	View the school's location, staff information, and school events. See <u>Adding School Events</u> for more information.
District Information	View district information, such as announcements and district events. See <u>Adding District Events</u> for more information.
Digital Locker	View all files uploaded for online storage
Streams	View the Streams Collaboration Tool and communicate directly with the teacher. See the <i>Synergy SIS – System</i> <i>Administrator Guide</i> for setup information and the <i>Synergy SIS – Communications Guide</i> for usage information.
Special Ed	View Special Education information for the student, if they are receiving services
Enable Placement Determination Access	View the Placement Determination document for the student, if available. NOTE: Special Ed must be enabled to view the document.
Enable Progress	View the Progress Report documents for the student, if available.
Report Access	NOTE: Special Ed must be enabled to view the documents.
Class Websites	View teacher-created, class-specific postings, such as announcements, homework assignments, and class resources. If the district uses LessonVUE, you can use LMS pages to replace website pages.
Name	Allows staff to listen to the pronunciation of the student's name in TeacherVUE and AdminVUE when parent or student records the student's name using the ParentVUE or
Pronunciation	StudentVUE mobile apps.The 🐠 icon displays if a recording of the student's name is available.
Test History	View historical test scores from multiple years
Assessment	Displays available assessments and assessment history for the student. See <i>Synergy SIS – Assessment Administrator Guide</i> for more information.
Documents	Displays documents, such as report cards, birth certificates, and permission slips, uploaded for the student. See <u>Upload</u> <u>Documents in ParentVUE</u> for more information.

Module	Description					
Synergy Mail	Allows parents, teachers, and students to send mail through Synergy SIS. See the <i>Synergy SIS – Communications Guide</i> for more information.					
	NOTE: Synergy Mail only works with the ParentVUE and StudentVUE 2.0 interface.					
Studer Parent Inform	Student Information is not in the list of modules to activate. ParentVUE and StudentVUE always includes the Student Information by default.					
See the Guide Guide Naviga	See the Synergy SIS – ParentVUE and StudentVUE 1.0 User Guide or Synergy SIS – ParentVUE and StudentVUE 2.0 User Guide for detailed descriptions of the modules used in the Navigation Bar.					

Disabling Modules at School Level

You can disable specific modules from displaying for certain schools.

- 1. Set the focus to a school.
- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 3. Select the option next to the modules to prevent the parents and students at the school from viewing them.



The same module that displays for the ParentVUE portal may not display in the StudentVUE portal.

- 4. Select the **Parent Default Landing Page**. This page displays when the parent logs in to ParentVUE.
- 5. Select the **Student Default Landing Page**. This page displays when the student logs in to StudentVUE.

cnool Name: Hope High School Scho	DOI Year: 2019-2020
PVUE Configuration Course Rec	uests Options
Disabled Parent Modules	Disabled Student Modules
Attendance	Attendance
Absence Report Type	Course Request
-	Current Schedule
Course Request	Discipline
Current Schedule	Conference
Discipline	Eees
Conference	Grade
E Fees	Grade Book
Grade	Course History
Grade Book	Health Visits
Course History	Health Conditions
Health Visits	Health Immunizations
Health Conditions	School Information
Health Immunizations	Digital Locker
School Information	Streams
Digital Locker	Special Ed
Streams	Class Websites
Special Ed	Name Pronunciation
Class Websites	Test History
Name Pronunciation	Assessment
Test History	Documents
Assessment	Synergy Mail
Documents	MTSS
Synergy Mail	Student Landing Page
MTSS	-

ParentVUE And StudentVUE School Configuration Screen

Hiding the Student Info Tab

The **Student Information** option in the Parent Active Modules and Student Active Modules on the ParentVUE and StudentVUE Configuration screen and in the Disabled Parent Modules and Disabled Student Modules on the ParentVUE and StudentVUE School Configuration screen allows you to hide the **Student Info** tab in ParentVUE and StudentVUE (both browser and mobile apps).

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
 - The **Student Information** option in the Parent Active Modules and Student Active Modules is selected by default.

ParentVUE and StudentVUE Configuration 🔹 🗧 🕫 🚒 🗸										
Menu - 🛓 🗸 Save 🦘 Undo										
PVUE Configuration Activation Key Confi	guration Contact / Privacy	Contact	Course Requests	Email	Languages	Acknowledgements	Online Registration			
Parent Active Modules	Student Active Modules									
Attendance	Attendance									
Absence Report Type	Course Request									
Allow and Require Review -	Course Request Edit Option									
Days in the future to accept attendance.	Editable -									
30	Current Schedule									
Absence Document Category Type	Discipline									
Attendance -	Conference									
Course Request	Fees									
Course Request Edit Option	Grade									
Editable	Grade Book									
Current Schedule	Course History									
Discipline	Health Visits									
Conference	Health Conditions									
Fees	Health Immunizations									
Grade	Student Information									
Grade Book	School Information									
Course History	District Information									
Health Visits	Digital Locker									
Health Conditions	Streams									
Health Immunizations	Special Ed									
School Information	Class Websites									
Student Information	Name Pronunciation									
District Information	Test History									
Digital Locker	Assessment									
Streams	Documents									

ParentVUE And StudentVUE Configuration Screen

- If the Student Information option is selected in the Parent Active Modules and Student Active Modules on the ParentVUE and StudentVUE Configuration screen, but not selected in the Disabled Parent Modules and Disabled Student Modules on the ParentVUE and StudentVUE School Configuration screen, the Student Info tab displays in ParentVUE and StudentVUE.
- If the **Student Information** option is not selected on the ParentVUE and StudentVUE Configuration screen, but is selected on the ParentVUE and StudentVUE School Configuration screen, the **Student Info** tab does not display in ParentVUE and StudentVUE.
- If the Student Information option is not selected on both ParentVUE and StudentVUE Configuration screen and ParentVUE and StudentVUE School Configuration screen, the Student Info tab does not display in ParentVUE and StudentVUE.
- If the Student Information option is selected on both ParentVUE and StudentVUE Configuration screen and ParentVUE and StudentVUE School Configuration screen,

the **Student Info** tab displays in ParentVUE and StudentVUE, but no information displays when you click the **Student Info** tab.

Creating User Defined Modules

User-defined modules allow districts to add a custom tab in the Navigation Bar that points to or contains different website URLs.

Gues	Gennifer		Streams My Account Help Online Registration Close
D: 1474	Adams Elementary 14 (949-555-2425)	Ecupoint School District	Edupoint School District
Hom			Good morning, Cindy Sabye, 7/5/2022
	Messages 3	CUSTOM TAB	
	Calendar	My Lunch Money	
	Assessment	Vocabulary Spelling City	
	Attendance	Math Help	
115	Class Schedule		
4 0	Class Websites		
2Å.	Conference		
	Course History		
	Course Request		
\$	Student Info		
	Special Ed		
? ?	Custom Tab		
6	Digital Locker		
~	Test History		
<u>ili</u>	Documents		

ParentVUE Custom Tab Screen

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Click Add in the User Defined Modules section to add a new line.
- 3. Define the module:
 - a. Enter the Order to display the module.
 - b. Enter the Module Name to display in the Navigation bar.
 - c. Select Active for Parents and/or Active for Students to indicate who uses the module.

Pare Menu	ParentVUE and StudentVUE Configuration Image: Save Student StudentStudent									
PVU Onlin	PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Acknowledgements Online Registration User Defined Modules + Add Show Detail Image: Show De									
× -	Line	Order	÷	Module Name	¢	Active for Parents 🗢	Active for Students 🗢			
		1		Custom Tab						
		2		Lunch Info						

ParentVUE And StudentVUE Configuration Screen

4. Click Save.

Edupoint Proprietary and Confidential

- 5. Click **Show Detail** to create the links for each module.
- 6. Click Add in the Module Items section to add a new line.
- 7. Define each Module Item:
 - a. Enter the Order to display the module item.
 - b. Enter the name of the link in **Display Text**.
 - c. Enter the full **URL** path to the page.

Enter the URL in the format: *<URL>?SAT=<token>* where the *<URL>* is the URL of the third party application and *<token>* is the variable agreed upon by district and the third party to use authentication. See <u>Authenticating Users to</u> <u>Third Party Systems</u>.

- d. Enter the name and location of the jpg for the **Icon** to show an icon for the item.
- e. Select Active for Parents and/or Active for Students to determine who uses the link.
- 8. Click Save.

User Defined Module	es									+ Add Hide Detail
Line Order ≑	Module Name: Custom Tab									
1 1	NOTE: To pass the student ID for the selected student to the receiving application/url, simply place the token <stuid> in the</stuid>									n the URL.
	Modu	ule Items	5							+ Add
	×	Line	Order	¢	Display Text 🗢	URL 🗢	Icon	¢	Active for Parents 🗢	Active for Students 🗢
			1		My Lunch Money	http://www.mylund	r		۲	
			2		Vocabulary Learning	http://www.vocabu	di 👘		۲	V
			3		Math Help	http://www.math-o	ń			V

ParentVUE And StudentVUE Configuration Screen, User Defined Modules Detail

Activating Modules at District Level, Disabling Modules at School Level, and Creating User Defined Modules are the only configuration options where you can set different options for parents and students. All other options apply to both parents and students.

Using Filters to Control Displayed Information

Defining the Model User for Field Security

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Click the link in **User to model BO security** to locate the user to model security at the field level.

	Create a user in Synergy SIS, then modify that user's security to restrict the fields.						
	For example, use <i>User ParentVUE</i> to restrict parent and student access to certain fields.						
	See the Synergy SIS – System Administrator Guide for information on creating users.						
	See the Synergy SIS – Security Administrator Guide for instructions on modifying security.						
ParentVUE a	save Save SudentVUE Configuration Save Sudent						
PVUE Configuration	Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Acknowledgements						
×- +	Order 💠 Module Name 🗢 Active for Parents 🗢 Active for Students 🗢						
) Security	Data Filtering Options						
Discipline Security	Filter Attendance						
Highest •	All Historical Data						
Conference Security	Filter Conference						
Highest	All Historical Data						
Parent/UE, User @	Current School Year Current School V						
•	Filter Health						
	All Historical Data						

ParentVUE And StudentVUE Configuration Screen

Defining the Discipline Security Filter

You can control which conference and discipline incidents parents and students view using the security filter.

See the *Synergy SIS – Discipline and Conferences Administrator Guide* for more information about Discipline and Conference security.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Discipline Security and Conference Security levels.

Each discipline code and conference code is assigned a security value in Synergy SIS ranging from *Lowest* to *Highest*.

For example, if a parent's security value is set to *Low*, the parent can see all incidents with a code value of *Low* or *Lowest*. The parent cannot see the other incidents.

ParentVUE and StudentV	UE Configuration	3	. 🌲 💌 🕅	1 🕅 🌲 🗎 /	At 🛔 · C C 💦 - 9
PVUE Configuration Activation Key Co Online Registration	nfiguration Contact / Privacy Conta	ct Course Requests	Email	Languages	Acknowledgements
 Security 	Data Filtering Options				
Discipline Security Highest • Conference Security Highest •	Filter Attendance All Historical Data				
User to model BO security ParentVUE, User	Filter Grade Current School Year Current School ¥ Filter Health All Historical Data ¥				

ParentVUE And StudentVUE Configuration Screen

Data Filtering Options

Filtering provides further control over what information parents and students can see. The modules you can filter are Attendance, Conference, Grade, and Health.



The Conference option filters both the conference and the discipline incidents available.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Filter Attendance, Filter Conference, Filter Grade, and Filter Health options.
 - All Historical Data All data contained in Synergy SIS in that screen (Attendance, Conference, etc.)
 - Current School Year The data for the active school year
 - Current School Year Current School The data for the active school year for the school in which the student is currently enrolled

ParentVUE and StudentVUE Configuration Menu V Save Undo									
PVUE Configuration Activation Key Con Online Registration	figuration Contact / Privacy Contact	Course Requests Em	ail Languages	Acknowledgements					
Security	Data Filtering Options								
Discipline Security Highest Conference Security Highest User to model BO security ParentVUE, User	Filter Attendance All Historical Data Filter Conference All Historical Data Filter Grade Current School Year Current School Filter Health All Historical Data								

ParentVUE And StudentVUE Configuration Screen

Staff Information

Displaying Additional Staff in Class Schedule

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select Show Additional Staff.

ParentVUE and StudentVUE Configuration		9 - 58 93 - 9
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages	Acknowledgements	Online Registration
Current grading period grade book entries are being finalized and will be available for review after the end of the grading period.		
Digital Drop Box File Upload Size Limit (in MB) 5		
Suppress Percentage Elementary Hide		
Hide Standards Graph Indicator Hide Marks Column Elementary Hide Points Column Elementary Hide Percent Secondary Display standards data Default to standards tab		
G General Options		
Parent URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page		
Student URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page		
 □ Hide Paperless Report Card ☑ Disable Pragma No-Cache for Photos ☑ Show Additional Staff 		

ParentVUE And StudentVUE Configuration Screen

Hiding Teacher Names in Class Schedule at the District Level

Districts can hide the names of teachers in the Class Schedule module in ParentVUE and StudentVUE at the district level. The names of the teachers do not display for all of the schools in the district in Class Schedule in ParentVUE and StudentVUE if the **Hide Staff** option is selected on the ParentVUE and StudentVUE Configuration screen.



This functionality works for Apple and Android devices.

The focus does not affect this functionality.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select Hide Staff in the General Options section.



Selecting **Hide Staff** also hides the **Room Name** of sections.



ParentVUE And StudentVUE Configuration Screen



Examples with Hide Staff option selected and not selected

Hide Staff Not Selected

Hide Staff Selected

					My Account Help Logout		No Profes				ly Account Help Logout
c. colore Kennedy High Schoo					Edupoint School District Good afternoon, Sarah Abramson, 8/6/2019		D SSE210 Kennedy High School			Edup Good attentio	oint School District
Home	CLASS SCHEDU	LE					Home	CLASS SCHED	ULE		
 Synergy Mail 					Year		 Synergy Mall 				Year
Calendar							E Calendar				
Attendance		Studen	it Schedule for Year (09/02/2	019 - 07/28/2020)			Atendance Student Schedule for Year (09/02/2019 - 07/28/2020)			019 - 07/28/2020)	
Class Schedule	Period	Course Title	Room Name	Teacher	Additional Staff Name		Class Schedule	Period	Course Title	Room Name	
A Conterence	1	Armjrotc Let-1	P01	Stewart Avanta 🗃	Corine Beltran 🗃		A Conference	1	Armjests Lat-1	P01	
÷	3	Student Aid	GPS	Garye Lafevers 🗃			Course History	2	Student Aid	CPS .	
eg course history	4	Armjrotc Let-1	P01	Stewart Avants 🗃	Peter Caruso		eg course monty	4	Annjotti Let-1	P01	
(1) Discipline	6	SaSoSx		Dranda Darta 🚥			() Discipline	6	Sediedix		
Grade Book							Grade Book				
Attendance Attendance Class Schedule Conterence Course History Discipline Cuside Book	Period 1 2 4 6	Studen Course Title Amjrote Let-1 Sadeet Jai Amjrote Let-1 Saditdax	1: Schedule for Year (09:02:2 Room Name P01 CFF P01	219 - 07/28/2020) Teacher Stewart Avanta III Garjo Latword III Stewart Avanta III Erenda Barta III	Additional Stell Name Corina Betran 🗃 Peter Canao 🖬		Class Schedule Class Schedule Class Schedule Conterece Course History Discipline Coste Book Grade Book	Period 1 2 4 6	Studient Schndicke für Near (20152)2 Count Tim Amyolic Let-1 Scieler All Amyolic Let-5 Solidön	Room Name Room Name Ro1 GPC R01	

StudentVUE Class Schedule Screen

StudentVUE Class Schedule Screen

Hiding Teacher Names in Class Schedule at the School Level

The names of the teachers can be hidden at the school level in Class Schedule in ParentVUE and StudentVUE by selecting **Hide Staff** on the ParentVUE and StudentVUE School Configuration screen.

- 1. Set the focus to the appropriate school and school year.
- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 3. Select Hide Staff in the Current Schedule Options section.

ParentVUE and StudentVUE School Configuration
Menu - Add + Add > Delete
School Name: Hope High School School Year: 2019-2020
PVUE Configuration Course Requests Options
Current Schedule Options
Suppress classes that occur on or after this term code Show Rotation Days

ParentVUE And StudentVUE School Configuration Screen

Removing Staff Names from School Information

- 1. Navigate to **Synergy SIS > Staff > Staff**.
- 2. Locate the staff member to modify.
- 3. Select Do Not Display in ParentVUE.

Teachers and counselors still display as the teacher of record for the class or as the counselor to contact for course requests.

▼ Staff ■				5 🐢 🔣 👳 🏅		🌲 🔍 🗸 🗶 🛤
Menu - 🔇 🔍 🕽	🕨 🛋 🖍 Save	Indo 🕂 Add 🗙 Delete				
Staff Name: User, Teach	nerVUE ReportType: Tead	her				
General Schools	SpecialEd Emerge	ncy Credentials				
Last Name User	First Name TeacherVUE Report	Middle Name	Suffix	Gender Female +	Type Teacher -	Open User Window
U Phone Numbers						+ Add
🗙 Line Pri	mary 🗢 Type	♦ Phone ♦	Extension	Contact	¢	Not Listed 🗢
Other Info						
Current Hire Date Co	urrent Exit Date Exit Co	de 🔹 🛛 Exclude Fro	m State Reporting 🛛 🗑	Do Not Display in Pare	entVUE	
Default Position Status	Default Job Class Default /	Signment Type FTE		District Personnel		
Experience						
Years In District	State Teaching	Experience Years Of Ec	lucational Service			

Staff Screen, Emergency Tab

4. Click Save.

Removing Staff Names from Discipline

You can <u>use the Security Definition screen</u> to hide staff names on the screen in the Discipline module.

Hiding Class Start and End Time

The **Hide Class Start And End Time** option on the ParentVUE and StudentVUE Configuration screen and the **Hide Start End Time** option on the ParentVUE and StudentVUE School Configuration screen allows you to hide the start and end time for classes in ParentVUE and StudentVUE.

ParentVUE and StudentVUE Configuration Setup

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select Hide Class Start And End Time.
- 3. Click Save.

ParentVUE and StudentV	UE Conf	iguration 🗖						
PVUE Configuration Activation Key Co	onfiguration	Contact / Privacy	Contact	Course Requests	Email	Languages	Acknowledgements	Online Registration
General Options								
Parent URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page								
Student URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page								
Hide Paperless Report Card Hide Pagma No-Cache for Photos Show Additional Staff Hide Staff Hide Class Start And End Time								

ParentVUE And StudentVUE Configuration Screen

			My Account Help Close	
Hope High School (949-555-1212)		Eclupoint School District		
Home	CLASS SCHEDULE			
Flex Schedule	Hono High School: Default		Today Fall Spring	
Calendar	Hope High School. Delault	<u>Key</u>	12/7/2020	
Attendance	 Teacher is in this meeting	🗙 Not time to meet, but you can try to join	Li's time!	
Class Schedule	-			
Class Websites			Refresh	
Course History	00: SS51 Am Govt - 0077	Jackson, Kathy 🕿 Room: 216	🗙 🗖 Join	
Grade Book	01: AR54 Beg Jewelry - 0106	Pearl, Amber Service Room: 403	🗙 🗖 Join	
MTSS	02: PA86 Intermediate Acting - 0258	Chapman, Frank ≌ Room: 409	🗙 🗖 Join	
A Report Card	03: PE761 Weight Trn Boys - 0963	Shorts, Kyle M Room: ANNX	Teacher disabled	
Custom Tab	04: EN60 Eng (brit) Lit - 0426	Graham, Theodore 🔤 Room: 222	🗙 🗖 Join	
Digital Locker	05: BE30 Bus 21st Cntury - 0507	Sehl, Marty Marty Room: 129	Teacher disabled	
Documents	06: SC49 Science 10 - 0726	Schrader, Peter M Room: 120	🗙 🗖 Join	
	07: EN57C Cc-Am. Lit - 0060	Twain, Phillip ⊠ Room: 230	🗙 🗖 Join	

StudentVUE Class Schedule Screen

ParentVUE and StudentVUE School Configuration Setup

The **Hide Class Start End Time** selection on the ParentVUE and StudentVUE School Configuration screen overrides the **Hide Class Start And End Time** selection on the ParentVUE and StudentVUE Configuration screen.

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 2. Select an option in Hide Class Start End Time in the Current Schedule Options section.
 - Yes Hides the class start time and end time in ParentVUE and StudentVUE
 - No Displays the class start time and end time in ParentVUE and StudentVUE
- 3. Click Save.

ParentVUE and StudentVUE School Configuration							
Menu - Save - Undo + Add X Delete							
School Name: Hope High School School Year: 2020-2021							
PVUE Configuration Course Requests Options							
Current Schedule Options							
Suppress classes that occur on or after this term code Show Rotation Days Hide Staff No							

ParentVUE And StudentVUE School Configuration Screen

			My Account Holp Class
Billy Hope High School (949-555-1212)		Edupoint School District	Edupoint School District Good afternoon, Billy Abbott, 12/7/2020
Home	CLASS SCHEDULE		
Flex Schedule	Hope High School: Default		Today Fall Spring 12/7/2020
Assessment 0		<u>Key</u>	
Attendance	Teacher is in this meeting	Not time to meet but you can try to join	l's time!
Class Schedule	founder to in the mooting	not and to most, but you can by to join	ito uno.
Class Websites			Refresh
Course History	00: SS51 Am Govt - 0077 8:00 AM-9:00 AM	Jackson, Kathy 🔤 Room: 216	X =• Join
Grade Book	01: AR54 Beg Jewelry - 0106 9:00 AM-10:00 AM	Pearl, Amber M Room: 403	🕱 🔳 Join
MTSS	02: PA86 Intermediate Acting - 0258 10:00 AM-11:00 AM	Chapman, Frank M Room: 409	🕱 🗖 Join
Student Info	03: PE761 Weight Trn Boys - 0963 11:00 AM-12:00 PM	Shorts, Kyle M Room: ANNX	Teacher disabled
Custom Tab	04: EN60 Eng (brit) Lit - 0426 12:00 PM-1:00 PM	Graham, Theodore Market Room: 222	🔪 🗖 Join
Test History	05: BE30 Bus 21st Cntury - 0507 1:00 PM-2:00 PM	Sehl, Marty Marty Room: 129	Teacher disabled
Documents	06: SC49 Science 10 - 0726 2:00 PM-3:00 PM	Schrader, Peter S Room: 120	🔪 🗖 Join
	07: EN57C Cc-Am. Lit - 0060 3:00 PM-4:00 PM	Twain, Phillip ⊠ Room: 230	X III

StudentVUE Class Schedule Screen

Hiding View Course Content

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select *Never Show* for **Display Course Content** in the Grade Book Options section to hide the View Course Content link on the Grade Book Summary page, as well as the Course Content View for each class.



3. Click Save.

ParentVUE and StudentVUE Configuration 🗵 🖉 😓 😓 😓 😓 😓 😓 😓 😓 😓 😓 🖉									
Menu - 📥 🖌 Sav	e 👆 Undo								
PVUE Configuration	Activation Key Configuration	Contact / Privacy	Contact	Course Requests	Email	Languages	Acknowledgements	Online Registration	
✓ Grade Book Options									
Number of days be	efore the end of the grading period	to suppress grade bo	ook information	n (as teachers are com	pleting data	entry of their gra	ade books)		
Message to display when	Grade Book is not shown								
Current grading period gr after the end of the gradi	rade book entries are being finalize ng period.	ed and will be availab	le for review						
Enable teachers to t	use assignment drop box for as	signments							
Assignment Drop Box File	e Upload Size Limit (in MB) 5								
Suppress Percentage Ele Show (default)	mentary								
Hide Standards Grap	h Indicator 🗌 Hide Marks Colun	nn Elementary	ide Points Col	umn Elementary 🗌 I	Hide Percer	t Secondary			
🗹 Display standards d	lata 🗌 Default to standards tab	Hide Elementary	Subject Sum	mary View					
Display Course Content Never Show									

ParentVUE And StudentVUE Configuration Screen

Hiding Elementary Grade Book Subject Summary View

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- Select Hide Elementary Subject Summary View in the Grade Book Options section to hide the Subject Summary view for Elementary Grade Book in ParentVUE and StudentVUE.

This option is not selected by default.

This option is overridden if the **Default to standards tab** option is selected.

This option can be selected for individual schools on the ParentVUE and StudentVUE School Configuration screen.

3. Click Save.

ParentVUE and StudentVUE Configuration 🗉 🕴 🛛 🕫 😞								
Menu 🗸 🚔 🖌 Sav	e 👆 Undo							
PVUE Configuration	Activation Key Configuration	Contact / Privacy	Contact	Course Requests	Email	Languages	Acknowledgements	Online Registratio
✓ Grade Book Options								
	Number of days before the en	d of the grading perio	d to suppress	grade book information	n (as teache	ers are completir	ng data entry of their grad	e books)
Message to display when	Message to display when Grade Book is not shown							
Current grading period g after the end of the grad	rade book entries are being finalize ing period.	ed and will be availabl	e for review					
Enable teachers to	use assignment drop box for as	signments						
Assignment Drop Box File Upload Size Limit (in MB) 5								
Suppress Percentage Elementary Show (default)								
🗌 Hide Standards Graph Indicator 📄 Hide Marks Column Elementary 📄 Hide Points Column Elementary 📄 Hide Percent Secondary								
Display standards data Default to standards tab Hide Elementary Subject Summary View								
Display Course Content								
Aways Show Course Content								

ParentVUE And StudentVUE Configuration Screen

Showing Year in Test History

This option allows the **Year** column to display on the Test History screen in ParentVUE and StudentVue.

This date is the year the test definition was created, not the year the test was administered.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select Show Year in Test History in the General Options section.
- 3. Click Save.

-



ParetVUE And StudentVUE Configuration Screen

• The Year column displays on the Test History screen.



ParentVUE Test History Screen

Displaying Concurrent Report Cards

You can view both report cards available for students enrolled in concurrent schools in the ParentVUE and StudentVUE mobile apps.

- 1. Navigate to Synergy SIS > System > Setup > System Configuration.
- 2. Select **Allow pass through authentication for logins** to allow users to click a link in the ParentVUE and StudentVUE Mobile Apps to display both report cards when a student is enrolled in two schools.
- 3. Click Save.

Syst	em Configuration 🔳				፡ ጋር 🐥 -		
Menu - 🛃 🖌 Save 🕎 Undo							
System	Configuration						
Secu	rity Options Advanced SAML						
NOTE:	To enable a disabled user account go to the User	view and clear the	disable	d checkbox.			
Process string is	s Server / LDAP Monitor Connection password (U returned. Leave blank if you don't wish to require w Blank ViewState When Submitting Username /	sed to require passw authentication.) And Password	vord a	thentication for Process Server and LDAP	Monitor before database connection		
Default Entry Access Times							
Line	Day Of Week	Enabled		Access Til Begin T	ne Period End T		
	Monday	Yes	-	O	©		
	Tuesday	Yes	Ŧ	0	©		
	Wednesday	Yes	*	0	©		
	Thursday	Yes	~	9	©		
	Friday	Yes	*	0	©		
	Saturday	Yes	Ŧ	9	©		
	Sunday	Yes	*	O	©		
Pass	Through Authentication		Unic	ue ID Generate II	D Clear ID		

System Configuration Screen

Hiding PDF Report Cards

For districts that do not attach a PDF of the report card on the **Document** tab of the Student screen, you can hide the *A PDF Report Card is not available message* that displays on the **Report Card** screen <u>using the Security Definition screen</u>.



StudentVUE Report Card Screen

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select **Hide Paperless Report** to prevent parents from seeing the option to use paperless report cards on the Account Information screen.

ParentVUE and StudentVUE Configuration Menu Save Undo							
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Co Online Registration	ourse Requests Email Languages Acknowledgements						
General Options							
Parent URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page							
Student URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page							
Hide Paperless Report C:							

ParentVUE And StudentVUE Configuration Screen
Hiding Grade Legends

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select **Hide Report Card Legend** to hide the Grade Legend in ParentVUE and StudentVUE.

ParentVUE and StudentVUE Configuration 🗵 😨 🖉 : 🙄 🛪 -
Menu - 🛃 🖌 Save 🕎 Undo
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Acknowledgements Online Registration
Grade Book Options
Number of days before the end of the grading period to suppress grade book information (as teachers are completing data entry of their grade books)
Vessage to display when Grade Book is not shown
Current grading period grade book entries are being finalized and will be available for review after the end of the grading period.
Enable teachers to use digital drop box for assignments
Digital Drop Box File Upload Size Limit (in MB) 5
Suppress Percentage Elementary
Show (default) •
🗌 Hide Standards Graph Indicator 🗌 Hide Marks Column Elementary 📄 Hide Points Column Elementary 📄 Hide Percent Secondary
Display standards data 🗌 Default to standards tab
Display Course Content
9 General Options
Parent URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page
Edupoint
Student URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page School District
U
Hide Paperless Report Card Mide Report Card Legend
Disable Pragma No-Cache for Photos Disbow Additional Staff Hide Staff Hide Class Start And End Time

ParentVUE And StudentVUE Configuration Screen

Displaying Short Course Title

- 1. Navigate to Synergy SIS > System > Setup.
- 2. Select the System tab.
- 3. Select **Use Course Short Title** to display the short Course Title on the ParentVUE and StudentVUE screens.
- 4. Click Save.

District Setup	🔍 🕹 🎕 🔍 📰 🔜 🟭 : C C 🎫 -
Menu 🗸 🌲 🛹 Save 🦘 Undo	
District Setup	
Options System Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers Mobile Apps	Concurrent Options Accessibility Color Themes
✓ Course Options	
Course ID Print Width	
Use Course Short Title	
Explain Use Course Short Title	
Enable Subject Area Override Enable College Area Override Enable University Area Override Use Course Title Override	

District Setup Screen, System Tab

Displaying Current or Future Year

ParentVUE and StudentVUE display the current year only based on the District Setup.



Setting Up Future Year Extensions

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the **Current ParentVUE/StudentVUE Year Extension** in the Student Enrollment Information section to determine the active year for ParentVUE/StudentVUE.
- 3. Click Add to add a new line in the Year Extension Setup section.
- 4. Define the extension:
 - Order Enter a unique number that signifies the order of the extensions, current year before future year.
 - Year Extension Select Regular or Summer.
 - Next Year Select if the Year Extension is not a part of current year.

The **Current ParentVUE/StudentVUE Year Extension** cannot be blank for the Year Extension Setup to work.

ParentVUE does not use the Year Extension Setup if the extension is not found.

The combination of **Year Extension** and **Next Year** must be unique.

5. Click Save.

Menu - A Save Mudo	ration 🛛	0.	. 💽 🕅 🎘 🜷	A 🖬 A 🛔 🔒 🕨 C C 🙈 - O
PVUE Configuration Activation Key Configuration Cont Online Registration	act / Privacy Contact	Course Requests	Email Langu	ages Acknowledgements
Student Enrollment Information				
INSTRUCTIONS: The Current Parent/VUE/Student/VUE Year Extension field determines the active The Year Extension Setup grid determines the order of year extension future extensions and the next year to be included. When a studer they will not have access to anything year-specific like Grades, Att is significant to future extensions should a student transition from or the order will rely on the first school found in the list on or after the the Year Extension Setup grid to determine student enrollment. the Parent/VUE/Student/VUE Year Extension needs to be selected, and exist in the grid. Current Parent/VUE/Student/VUE Year Extension Regular Year Extension Setup + Add	year extension for Parent/UU sions as well as allowing th from a future extension/year endance, etc. The order of th one school to another between current extension. <u>For</u> <u>current</u> that extension also needs to	E/StudentVUE. is included, e extension n extensions,		
🗙 🚽 Line Order 🔶	Year Extensi	on 🦉	0 ÷	Next Year 🗢
1 1	Regular		•	
2 2	Night		-	
3 3	Summer		•	

ParentVUE And StudentVUE Configuration Screen

Select *Summer* from **Current ParentVUE/StudentVUE Year Extension** and click **Save** when the Summer session begins.

Hiding Daily Class Meetings

You can hide class meetings from displaying on the Home screen of ParentVUE.

This option only displays for districts licensed for Video Meetings

This feature is specific to ParentVUE. It is not an option in StudentVUE.

This functionality requires that **Use the Responsive Interface (PXP2)** is enabled on the ParentVUE and StudentVUE Configuration screen.

El Line the Despensive Interface (DVD0)		
Ose the Responsive Interface (PXP2)		
Enable ParentVUE in Parent Relationship		
Use ParentVUE Relationship Attribute to Allow	imited Access when Parent Does Not Ha	ave Educational Rights 👻
Suppress OLR Message Suppress Lot	tery Message	
Enable Parent First/Last Name Updates	Enable Parent Employer Updates	Enable Parent Primary Language Update

On ParentVUE and StudentVUE Configuration

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Hide Daily Class Meetings option in Parent Active Modules.

ParentVUE and StudentVL	JE Configuration 🗷						:	្ ៥ 💦
Menu 🗸 🚔 🗸 Save 🥎 Undo 🗥 P	review							
PVUE Configuration Activation Key Conf	iguration Contact / Privacy	Contact	Course Requests	Email	Languages	Acknowledgements	Online Registration	Preview
✓ Parent Active Modules	✓ Student Active Modules							
Attendance	Attendance							
Absence Report Type Allow and Require Review Days in the future to accept attendance. 30 Absence Document Category Type	Course Request Edit Option Editable • Current Schedule Discipline							
	Conterence							
Course Request Edit Option Read-Only	Grade							
Current Schedule	Course History							
Discipline	 Health Visits 							
Class Websites	MTSS							
Student Name Pronunciation	Flex Schedule							
Test History	Counselor Visit							
Assessment Documents Synergy Mail	Student Landing Page							
MTSS I Hide Daily Class Meeting V Homeschool Parent Landing Page								

ParentVUE And StudentVUE Configuration Screen

- Streams My Account Help Online Registration Logout Edupoint Gennifer School Distric 1/0 Adams Elementar (949-555-2425) **Edupoint School District** Good morning, Cindy Sabye, 7/6/2022 Home Messages **Recent History** Gennifer R Calendar No Data A Report Absend ID: 147414 Assessment ms Elen Attendance 2022 Online Registration is Currently Open: Begin 2022 OLR Class Schedule lonline Registration is Currently Open: Begin Registration Class Websites La Conference 💂 KNB Test is Currently Open: Begin KNB Sa Course History 💂 Online Registration is Currently Open: Begin Registratio Course Request () Discipline
- 3. Click Save. The Daily Class Meetings section no longer displays on the Home screen.



On ParentVUE and StudentVUE School Configuration

You can also use Hide Daily Class meetings on the ParentVUE and StudentVUE School Configuration screen to allow school-specific control for the focus school

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 2. Select the applicable value in Hide Daily Class Meetings.
 - Blank (Default) The focus school follows the district option selected on the ParentVUE and StudentVUE Configuration screen.
 - No The focus school chooses to not hide Daily Class Meetings regardless of the district selection.
 - Yes The focus school chooses to hide Daily Class Meetings regardless of the district selection.
- 3. Click Save.

ParentVUE and StudentVU	ParentVUE and StudentVUE School Configuration				
Menu 🗕 🖌 Save 🦘 Undo 🕇 A	dd 🗶 Delete				
School Name: Adams Elementary School Yea	IF. 2022-2023				
PVUE Configuration Course Requests	Options				
□ MTSS	Counselor Visit				
Homeschool	Student Landing Page				
Parent Default Landing Page	~				
-					
Hide Daily Class Meetings					
-					
No					
Yes					

ParentVUE And StudentVUE School Configuration Screen

Enabling Single Sign-On

Single sign-on allows districts and schools to define a URL to redirect parents and students to when logging out of ParentVUE and StudentVUE or when an error situation occurs. This avoids users encountering the Synergy SIS login or lockout screens.



The functionality and steps described here only apply when Synergy is the Service Provider and the district is the Identity Provider.

- 1. Navigate to Synergy SIS > System > Setup > System Configuration.
- 2. Select the Options tab.
- 3. Select the Disable Lock Screen option.
 - Y Prevents users from being directed to Synergy SIS login screens due to inactivity.



Selecting Y disables the additional fields in this section.

• N – Allows Synergy SIS to redirect users to Synergy SIS lock and login screens. This is the default value.

System Configuration	
Menu - 🚔 🖍 Save 🥎 Undo	
System Configuration Security Options Advanced SAML	
User Session State Management	
Time, in minutes, of inactivity before a lock screen is shown and will require the user to login to regain access	10
Time, in minutes, of inactivity before all child windows are closed, pending changes not committed and user is returned to a login screen	60
Override the default Lock Screen text to the following: Password	d Required!
Disable Lock Screen	

System Configuration Screen, Options Tab

4. Enter a **Logout URL Override**. Synergy SIS redirects users to this URL when a user session drops due to an error.

The ParentVUE and StudentVUE Configuration Screen contains the URL redirect option for users that log out of ParentVUE or StudentVUE. See <u>Defining Logout Display</u> for more information.

System Configuration	
System Configuration Security Options Advanced SAML	
Application Login	
Allow use of override Login page (page must be named Login_OVR.aspx)	
Logout URL Override	
https://www.google.com	

System Configuration Screen, Options Tab



Defining Logout Display

You can redirect the parent or student to another website, such as a school or district website when parents or students log off ParentVUE and StudentVUE. The default site is the ParentVUE or StudentVUE login screen.

If you use SAML for redirect URLs, those settings override the URLs entered on the ParentVUE and StudentVUE Configuration Screen unless the **Honor Logout URL** option is left blank.

SAML Setup Third Party
Menu - C Q > A Find Mundo + Add X Delete
Name:
Settings
SAML Name
Users with access to selected View will be able to see this SAML link. Leave blank to give everybody access.
•
Third Party SAML Settings
Third Party Service Provider URL
Third Party Federation Metadata URL
Update SAME Settings Below Using The Federation Metadata URL Above And Update Supported SAME Claims
Third Party Entity Descriptor Entity ID
Third Party Entity Descriptor ID
Third Party Assertion Consumer Service URL
Third Party Identity Provider URL
Third Party Logout URL
Honor Logout UKL

SAML Setup Third Party Screen

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Enter the **Parent URL** and/or **Student URL** to redirect users to on logout. Leave the fields blank to redirect the parent or student to the application login screen.

PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Acknowledgements Online Registration General Options Parent URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page Page Page	ParentVUE and StudentVUE Co	nfiguration	3	A	🤱 🌲 直 A	i 👬 • C C 🔊 - 9
General Options Parent URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page	PVUE Configuration Activation Key Configuration Online Registration	Contact / Privacy Contact	Course Requests	Email L	anguages	Acknowledgements
http://www.hopehigh.edu Student URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page. Inttp://www.hopehigh.edu Hide Paperless Report Card	General Options Parent URL: Redirect user to this page upon logout. Leav http://www.hopehigh.edu Student URL: Redirect user to this page upon logout. Lea http://www.hopehigh.edu Hide Paperless Report Card	e blank to have the user return to ve blank to have the user return to	the login pa			

ParentVUE And StudentVUE Configuration Screen

Defining Contact and Privacy Information

There are links to Privacy and Contact information at the bottom of the ParentVUE and StudentVUE screens and Help information at the top of the ParentVUE and StudentVUE screens.

- Contact Lists general contact information for parents and students needing additional assistance
- · Privacy Outlines the district's standard privacy policy
- Help Provides assistance in using ParentVUE or StudentVUE



See <u>Sample Messages</u> for more information.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Contact/Privacy tab.
- 3. Enter the messages in the fields.
 - Content for the PVUE/SVUE Contact Page
 - Content for the PVUE/SVUE Privacy Page
 - Help Message

You can copy and paste messages from other sources.

You can use standard HTML code for additional formatting options.

Menu - 🛔 🖌 Save 🐂 Undo					
PVUE Configuration Activation Key Configuration Contact / Privacy Online Registration	Contact	Course Requests	Email	Languages	Acknowledgements
Content for the PVUE/SVUE Contact Page					
For any and all questions, please contact the district office at 888.555.1212.					
Content for the PVUE/SVUE Privacy Page					
Introduction-obr- The site editor takes your right to privacy seriously, and wants you to feel comfortable using this web site. This privacy policy deals with personally- identifiable information (referred to as "data" below) that may be collected by this site. This policy does not apply to other entities that are not owned or controlled by the site editor, nor does it apply to persons that are not employees or agents of the site editor, or that are not under the site editor's control. Please					
Help Message					
The district can enter any specific notes here.					

ParentVUE And StudentVUE Configuration Screen, Contact/Privacy Tab

Defining Additional Errors Message

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Contact / Privacy tab.
- 3. Enter whom to contact in the event of a general error or warning, for example, the School, District, or Student Management Office.



ParentVUE And StudentVUE Configuration Screen, Contact / Privacy Tab

4. Click Save.

Sample Messages

Message Area	Sample
Contact	Please contact our registration department by email at registration@ourschool.edu to request any changes to the data found on this site. Please visit our web portal at http://www.school.edu/contacts.html for a list of all staff contact information at our district.
Privacy	We take the privacy seriously and we have implemented numerous physical and technological safeguards to protect all parent and student data. Please contact us immediately at (888) 555-1212 if you suspect the privacy has been violated.
	To help us protect the information, please do not share your username and password with anyone!
Help Message	Please look at the user guide found at http://www.ourschool.edu/manual.html for assistance with this web portal. If you cannot find what you are looking for, contact our Technical Support department at (888) 555-1212 or via email at support@ourschool.edu .

Enabling Phone/Text Communication Level

The **Enable Phone/Text Communication Level** option on the District Setup screen allows parents to opt in and opt out of receiving phone calls and text messages at the district and school level.

- 1. Navigate to Synergy SIS > System > Setup > District Setup.
- 2. Select the System tab.
- 3. Select Enable Phone/Text Communication Level in the Phone Options section.

When this option is selected, the **Phone Communication Level** is set to *District Communications* on the Student and Parent screens if **Contact** is selected for the Phone Number or *None* if **Contact** is not selected for the Phone Number.

The default value for **Text Communication Level** is *None*.

District Setup		: C C 📷 - C
Menu 🗸 🚔 🖌 Save 🔄 Undo		
District Setup		
Options System Grade Setup Concurrent Options Accessibility (TeacherVUE Labels Auto-Se Color Themes	equence Reports Waivers Mobile Apps
 Address Options 		
Phone Options		
Enable Phone/Text Communication Lev	el	
Maximum Num	ber of Parent Phone Numbers	
Maximum Num	ber of Student Phone Numbers	
Parent Phone Restrictions	O Student Phone Restrictions	
Line Phone T Max Type Number T	Line Phone T Ma Type T Num	ax T hber
1 Cell	1 Cell	
2 Fax	2 Fax	
3 Home	3 Home	
4 Mobile	4 Mobile	
5 Pager	5 Pager	
6 Work	6 Work	

District Setup Screen, System Tab

Selecting Phone and Text Communication Level

On the Student screen

Demographics Tab

- 1. Navigate to Synergy SIS > Student > Student.
- 2. Locate the student to modify.
- 3. Select values for Phone and Text Communication Level as needed.

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Demographics Parent/Classifier Other Hels Emergency Envelopency	E									to: Franz, Charisea	course	Teacher	Homeroom	Boheel	Hope High S	School	. Billy M.	< A000	ent Na	nude
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Student Screen

Parent/Guardian Tab

- 1. Navigate to Synergy SIS > Student > Student.
- 2. Locate the student to modify.
- 3. Select the Parent/Guardian tab.
- 4. Select a line and click Show Detail.

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* Student			_						0 🛔
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Student Name: Abbott, Bill Demographics Pare Worksite Learning	y M. School Hope High Bot nt/Guardian Cther Info	Beel Homeroom: Teacher: C Emergency Envolment	Enrolment History	Classes Docume	nts Student Conta	tLog Notes	Student Nam	rs Datrict Release	E
Preferred Last Name Abbott	Preferred First Name Billy	Preferred Middle Name M	Preferred Suffix	\$tudentiD 123456	Grade 09	Gender • Male •	Age 15 yrs 3 mits	Academy	
Email Parents									
B Parents and Guardians	+ Ant R Hok Detail								
Line Parent Name T 1 Abbott, Barbara 2 Abbott, BillySob 3	Demographics Last Name First Name 1 Abbott Barbara	Adde Name Suffix Title							
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	2 206-222-1254		Home		0	School Communica	tions	School Communications	
	3 206-333-1234		Work		0	None		None	

Student Screen, Parent/GuardianTab, Parents And Guardians Detail

On the Parent screen

- 1. Navigate to Synergy SIS > Student > Student.
- 2. Locate the parent.
- 3. Select values for Phone and Text Communication Level as needed.

Student											с 🛔
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udent Name: Abbert, P	BRY M. BOTOS	Hope High Bot	New Homercom: Tex	cher. Counselor. Pr	ang, Charisea						E.
Demographics Pu Worksite Learning	arent/Guardian	Other Info	Emergency Dr	rolment Envolm	ont History Classe	Documents	Student Con	tect Log	Notes Student Name	s Dated Releas	e
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 1 2 	0	Work	 253-333-3333 				0	74	ine	 None 	-

Student Screen

Using Languages

The ParentVUE and StudentVUE web portal and mobile apps offer the ability to display in multiple languages. You can also configure email notifications sent to parents in other languages.

		Requ	iest Counselor Visit Mi cuenta Ayuda Close
ID: 129442 (945	ms Elementary 0-555-2425)	Ecupoint School District	Edupoint School District Buenos días, Ian Aaron, 7/6/2022
		Ian ID: 129442 Adams Elementary 🐨 0102 - 3/4 Grade - Test (7/6/2022)	Historia reciente ^{Sin datos}

StudentVUE Home Screen

Adding Languages to the ParentVUE and StudentVUE Configuration

You must add the specific language to the ParentVUE and StudentVUE Configuration screen for ParentVUE or StudentVUE to display in other languages.

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Languages tab.
- 3. Click Add.
- 4. Enter the Order number that the language option displays on the bottom of the web portal screen.
- 5. Select the Language.
- 6. Repeat this process for other languages as needed.
- 7. Click Save.

Pare	ParentVUE and StudentVUE Configuration										
Menu -		Save Save									
PVU	E Config le Regis	uration Activation Key Configuration tration	Contact / Privacy	Contact	Course Requests	Email	Languages	Acknowledgements			
Selection	Select the languages supported in PVUE and SVUE + Add										
X -	Line	Order	÷ T			Language	•	÷ T			
		1		Spanish				•			
		2		French				-			
		3		Cantonese				-			
		4		Finnish				-			
		5		German				-			
	6	6		Russian				•			

ParentVUE And StudentVUE Configuration Screen, Languages Tab

Enabling Synergy Mail Translation

You must enable Synergy Mail and Synergy Mail translation to use translation.

- 1. Navigate to Synergy SIS > System > Setup > District Setup.
- 2. Select the System tab.
- 3. Click the **Enable** button to enable email translation in the parent's and student's preferred language.

District Setup								್ ೮ 📷
Menu 🗸 🚔 🗸 Save 🔄 U	ndo							
District Setup								
Options System Grade Color Themes	Setup TeacherVUE	Labels	Auto-Sequence Re	eports	Waivers	Mobile Apps	Concurrent Options	Accessibility
Communication Options								
Enable Streams								
Include Additional Staff when	Emailing Teachers							
 Synergy Mail 								
These options apply to Synergy Ma TeacherVUE Communication.	ail, Mass Email, TVUE Log St	tudent (Contact, and					
These options apply to Synergy M. TeacherVUE Communication.	ail, Mass Email, TVUE Log Sl	tudent (Contact, and		C Suparau	Mail Translation		
These options apply to Synergy M TeacherVUE Communication. Enable Synergy Mail Staff Recipient Access	ail, Mass Email, TVUE Log St	tudent (Forwarding (SMTP Rela	ay)	Synergy	Mail Translatior	١	
These options apply to Synergy Mi TeacherVUE Communication.	ail, Mass Email, TVUE Log St Control Statistics Email staff in entire district	tudent (Contact, and Forwarding (SMTP Rela Enable for Staff Enable for Parents	ay)	Synergy	Mail Translatior	١	
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These options apply to Synergy Mi TeacherVUE Communication. Enable Synergy Mail Staff Recipient Access Parent Recipient Access Student Recipient Access Check For New Mail (Seconds)	Anss Email, TVUE Log St Entire district Email staff in entire district Email staff only (Default) 60	tudent (Contact, and Forwarding (SMTP Rela Enable for Staff Enable for Parents Enable for Students Parent/Guardian Filters	іу)	 Synergy Enable URLs SIS URL 	Mail Translation	1	
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These options apply to Synergy M. TeacherVUE Communication. Enable Synergy Mail Staff Recipient Access Parent Recipient Access Student Recipient Access Check For New Mail (Seconds) Max Attachment Size (MB) Contact Log Option	Index Content in the second seco		Contact, and Forwarding (SMTP Rela Enable for Staff Enable for Parents Enable for Students Parent/Guardian Filters Require Educational Require Contact Allo Parent/Guardian Filters	Rights	Synergy Enable URLs SIS URL PVUE URL SVUE URL	Mail Translation	n 3.1.105/az/Login_PXP.a 3.1.105/az/Login_PXP.a	spx spx
These options apply to Synergy M. TeacherVUE Communication. Enable Synergy Mail Staff Recipient Access Parent Recipient Access Student Recipient Access Check For New Mail (Seconds) Max Attachment Size (MB) Contact Log Option Contact Type	Anse Email, TVUE Log St Entire district Email staff in entire district Email staff only (Default) 60 20 Staff choice at time of sending mail Synergy Mail		Contact, and Forwarding (SMTP Rela Enable for Staff Enable for Parents Enable for Students Parent/Guardian Filters Require Educational Require Contact Allo Require Mailings Allo	Rights wwed powed	Synergy Enable URLs SIS URL PVUE URL SVUE URL	Mail Translation	1 3.1.105/az/Login_PXP <i>a</i> 3.1.105/az/Login_PXP <i>a</i>	spx spx

District Setup Screen, System Tab

- A confirmation message displays. Enter YES to confirm.
- Click Continue.

Confirm	×
Edupoint School District acknowledges that automated translation services can provide imperfect translation results an therefore assumes all risks associated with imperfect translation results.	d
Type YES to confirm or NO to cancel*	
Continue	

Confirmation Message

	The button of enabled.	displays Disable once Synergy mail transl	ation is
=		Synergy Mail Translation Enable Disable	
		District Setup Screen, System Tab	

Creating Labels

- 1. Navigate to Synergy SIS > System > Setup > Translation.
- 2. Select the Business Objects tab.
 - a. Select the Translation Language.
 - b. Enter *PXPPublic* for the **Name**.
 - c. Click Filter.
 - d. Click **Create Default Translation**. The Translated Label column displays the translated text.

Translation	۵. 🌲	🔺 🕅 🔣 🏅	🔒 🕕 🗛 👬 🕨	C C 🛟 - 3							
Menu - Save m Undo											
Reports Business Objects Lookup Views Master Dat	Reports Business Objects Lookup Views Master Data										
Translation Language Spanish											
Set the following dropdown and click the Create Default Translation button accomplished with a computerized engine and will not have the accuracy of	Set the following dropdown and click the Create Default Translation button to create a default translation in the language you have specified. This translation is accomplished with a computerized engine and will not have the accuracy of a human translator. The translation will be applied to all tabs that have filter criteria set.										
Translator Engine Language Spanish Create Default Translatio	n										
Translation Conditions Summary											
Refresh Condition Status Reports BO Lookup View	Master Data										
Filter Options											
Namespace Name PXPPublic	Property										
Apply Report Filters to Business Objects Filter											
Business Objects											
1 2 3 4 5 6 7 8 9 10 >											
Line Namespace Name Property	Label	Label . Override	Translated Label	Lock Translate							
1 K12.PXP PXPPublic AccessibilityMode	Accessibility Mode		•	Translate							
2 K12.PXP PXPPublic AccountAlreadyRegistered	The email address {0} has already been registered.		•	Translate							

Translation Screen, Business Objects Tab

- 3. Select the Lookup tab.
 - a. Enter *K12* in **Namespace**.
 - b. Enter Language in Name.
 - c. Click Filter.
 - d. Click **Create Default Translation**. The Translated Label column displays the translated text.

Translation	🔍 🎎 🔳 🗑 🔛 🕰 👬 🕨 😂 C C 😪 - O										
Menu - Save Save											
Reports Business Objects Lookup	Views Master Data										
Translation Language Spanish -											
Set the following dropdown and click the Create Default Translation button to create a default translation in the language you have specified. This translation is accomplished with a computerized engine and will not have the accuracy of a human translator. The translation will be applied to all tabs that have filter criteria set.											
Translator Engine Language Spanish 🗣 Cre	eate Default Translation										
Translation Conditions Summary											
Refresh Condition Status Reports BO	Lookup View Master Data										
Filter Options											
Namespace K12	Name Language										
Apply Report Filters To Lookups Filter											
Apply Report Filters To Lookups Filter Lookups											
Apply Report Filters To Lookups Filter Cookups											
Apply Report Filters To Lookups Cookups Cookups Line Namespace Name Code	Description Translated Description Lock Translate										
Apply Report Filters To Lookups Concerned to Lookups Concerned to Lookups Line Namespace Name Code Name Code K12 LANGUAGE 00 English	Description Translated Description Lock Translate Inglés Translate										

Translation Screen, Lookup Tab

4. Complete the setup for each language available in ParentVUE or StudentVUE.



Changing Notification Languages

Parents can receive notifications based on their specified language in ParentVUE. You must create additional messages in the specified language and add them to the existing message on the Email Content screen for parents to receive email notifications in their preferred language. The **Primary Language** field in **Synergy SIS > Parent > Parent** indicates the language ParentVUE notifications display in for the parent. Changing this field in Synergy SIS also changes the **Primary Language** field in ParentVUE.



Parent Screen

-	lan						Streams My Account Help Online Registration Close				
ID: 129	Adams Elementary (949-555-2425)	*			Edupoin	t	Edupoint School District				
					School	DI DISTRICT	Good afternoon, Phillip Aaron, 7/6/2022				
Hor	ne		ccount Information								
Ŕ	Messages 8										
	Calendar				Accou	nt Detail and Options					
	Assessment										
1	Attendance		Phillip Aaron	Phillip	1955 S Val Vista Dr	Same as Home Address	* Home: 480-555-1214				
115	Class Schedule				Mesa, AZ 85204	Phone Contact: No Text Contact: No	Phone Contact: No Text Contact: No				
-*C	Class Websites						* Cell: 480-555-6767				
зå	Conference						Phone Contact: No Text Contact: No				
	Course History						Work: 602-333-4874				
IIPa	Course Request						Text Contact: No				
()	Discipline						* * Indicates primary contact phone				
\$	Fee		Adult ID								
A	Grade Book										
-	Health		Editable Personal Informatio button to save any changes.	n: The following i	information is editable - please co	ontact school office staff to chang	e secured personal information. Click the Update Account				
A_{o}^{+}	Report Card		First Name	Phillip							
谷	School Information			1 mmp							
2	Student Info		Last Name	Aaron							
	Custom Tab		Employer		_						
6	Digital Locker		Primary Language	Spanish							
~	Test History										
	Documents										

ParentVUE Home Screen, My Account Tab

See <u>Customizing Email Content</u> for more information on creating email notifications.

- 1. Navigate to Synergy SIS > System > Setup > Email Content.
- 2. Locate the email message to modify.

Y O F	You can see which email messages are assigned for notifications on the Email tab of Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.					
	ParentVUE and StudentVUE Configuration					
	PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email I Online Registration					
_	Active Email Notifications NOTE: Bulk delivery will occur once a day. The processing will begin as defined above. Immediate Email Monitoring processing occu places all outgoing generated emails in a queue to be sent during the next defined email cycle (bulk or immediate) as defined in Sys Attendance Enabled Email Delivery Type Immediate					
	Daily Attendance Content PXP AttendanceInfo Daily Ø Select the reason codes to include during communication □ ↔ Ø ParentVUE And StudentVUE Configuration Screen, Email Tab					

3. Click Add to open the Email Content Detail screen.

Email Conten	t 🖪 🗌							
Menu - < 🔍 🗲 🚔 🖌 Save 🦘 Undo 🕂 Add 🗶 Delete								
Content								
Content Namespace	Content Key	Default Language						
Email Validation	StartUp	English	•					
Content Type								
General	•							
Content Sections + Add Show Detail								
🗙 🚽 Line 🛛 Li	anguage 🔷 🕈 🕇	Email Subjec	t ‡τ					
1 English	 Email V 	alidation for Startup						

Email Content Screen

- 4. Select the Language used for the notification.
- 5. Enter the Email Subject in the appropriate language.



Content Namespace: PXP.AttendanceIn	fo Content Key: Daily	Default Language: English	Content Type:	 3	
Language Spanish	Email Subject PXP Diario				

Email Content Detail Screen

7. Select a line in Content Sections and click Show Detail.

T Email Con Menu - < Q	T Email Content Menu + Add * Delete							
Content								
Content Namespace PXP.AttendanceInfo	Content Key Daily	Default Language English		Content Type	•			
Content Sections	🕂 Add 🖪 Show Detail							
🗙 👻 Line	Langua	age	¢	Ema	ill Subject 🔶			
I Englist	ı		•	PXP Daily				
2 Spanis	h		•	PXP Diario				

Email Content Screen

8. Enter the Email Content that parents receive.

📧 Email Con	tent 🖪			· 20 💁 • 9
Menu - Q	> 📥 < Save 🔹	🕆 Undo 🕇 Add 🗰 Delete		
Content				
Content Namespace	Content Key	Default Language	Content Type	
PXP.AttendanceInfo	Daily	English	•	•
Content Sections	+ Add 🖪 Hide Detail			
Line Language 🗢	Language: Spanish			
1 English	HTML Text			
2 Spanish	Language	Email Subject		
	Spanish	▼ PXP Diario		
	Email Content			
	@STUDENTNAME@ fue	@ABS@ hoy a las @SCHOOL@.		
	body			
	body		4	
	When defining the part of t	the document being uploaded to in	nclude in an emailing, make sure to s	surround the section to
	IIBEGINIIIIENDII			
	For repeated sections use			
	To repeat the last row of a	EPEAT_END!! fable_add.!!REPEAT_BEGIN!!.!!R	EPEAT END!! before the table	
	Attach HTML Document			

Email Content Screen, Content Sections Detail

Changing Screen Display Languages

-

In both the web portal and mobile app, parents and students can change the language that displays on the screen.

The languages that are available for selection are the languages set up on the **Languages** tab of the ParentVUE and StudentVUE Configuration screen.

- 1. Open the StudentVUE or ParentVUE login screen.
- 2. Select the display language from the drop-down at the bottom of the screen. The screen displays in the language that is selected.

12:56 PM Wed Jul 6	uti 🗢 88% 💷)	12:57 PM Wed Jul 6
		Kack Navegación
ParentVUE powerd by Synergy	()	Ian Aaron Grade: 05 Adams Elementary
		1 Calendario
Edupoint School District		Asistencia >
s	ave	A ⁺ Libro de calificaciones
phillip	2	Asignaciones diarias
	0	Notas de clase
Login		Solution Información del estudiante
		Disciplina
Forgot password		Horario de clases
Select Language		Salud >
English		Información escolar
Español Français		S Honorario
考 語。		Conferencia >
Deutsch		Sitios web de clase
Curren Language English	Edupoint	Tarjeta de informe
		Demonstit (see Niewignetise Company

ParentVUE Login Screen

ParentVue Navigation Screen

Displaying Report Absence on Home Screen

Enable the **Report Absence** button to allow parents to submit future absences for students using ParentVUE in the web portal and mobile application.

District Attendance Codes Settings

Select the codes that the parent can use when submitting an absence.

- 1. Navigate to Synergy SIS > Attendance >Setup > District Attendance Code.
- 2. Select the attendance codes the parent can select in **Default PVUE Entry**.

Distric Menu -	ct Attendance Cod	e 🗵							1	
School Yes Attenda	School Year: 2018-2019 Attendance Reasons Additional Options Attendance Reasons + And 									
× - Line	Code ≑ ▼	Title ≑ ⊤	Туре 🗘 т	Default Letter ≑ ⊤	Default Report ≑ ⊤	Default TeacherVUE [⊕] ₹	Default Unv ≑⊤ Breakfast	Default Group [‡] ▼	Default Nurse ≑ ⊤ Log	Default PVUE ≑ ▼ Entry
20	Hss	Home Susp	Excused -		×					
21	lor	lcr	School Activity 🝷							
22	ш	Illness	Excused •		2					×
23	Imm	Immuniz	School Activity 💌							
24	Ims	Immunsusp	Unexcused 🔹							

District Attendance Code Screen

3. Click Save.

Absence Report Settings

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- Select an option for Absence Report Type.
 - Allow and Automatically Accept Allows parents to submit absences and save it in student records. The absence records submitted by parents display only on the History tab of the Review Parent Submitted Attendance screen.
 - Allow and Require Review Allows parents to submit absences and requires approval before saving the absences on the student record
 - Disabled (default) Does not allow parents to submit absences

When automatically accepting attendance submitted by parents, the User to execute reports must have the Update/Insert privilege to the affected business objects.

K12.AttendanceInfo.StudentDailyAttendance K12.AttendanceInfo.StudentAttendancePeriod



3. Enter the Days in the future to accept attendance.



4. Select an option for Absence Document Category Type.

ParentVUE and StudentVUI	E Configuration				🟦 🧠 : 🖸 🍰
Menu 🗸 📥 🖌 🖍 Save 🗙 🖘 Undo 🗙					
PVUE Configuration Activation Key Config	uration Contact / Privacy Co	ontact Course Requests	Email Languages	Acknowledgements	Online Registration
Parent Active Modules	Student Active Modules				
✓ Attendance	Attendance				
Absence Report Type Allow and Require Review	Course Request Course Request Edit Option				
Days in the future to accept attendance.	Editable -				
Absence Document Category Type	Discipline Conference				
	Fees				
Course Request Edit Option	✓ Grade				
Editable	Gradebook				
Current Schedule	Course History				
Discipline	Health Visits				
Conference	Health Conditions				

ParentVUE And StudentVUE Configuration Screen

5. Click Save.

School Setup

The schools can override the district configuration if they do not want this feature available for their school.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 2. Select Disabled (default) for Absence Report Type.

ParentVUE and StudentV	UE School Configuration			
Menu 🗸 🚔	🗎 🌲 🔃 🐔 🖬 🗄			
Save Save Add X Delete				
School Name: Hope High School School Yea	r: 2018-2019			
PVUE Configuration Course Requests	Options			
Disabled Parent Modules	Disabled Student Modules			
Attendance	Attendance			
Absence Report Type	Course Request			
Disabled (default) -	Current Schedule			
Course Request	Discipline			
Current Schedule	Conference			
Discipline	E Fees			
Conference	Grade			

ParentVUE And StudentVUE School Configuration Screen

Defining Acknowledgments

The **Acknowledgments** tab defines acknowledgments that a ParentVUE or StudentVUE user must accept before accessing the application. When users log in, they see a message, a downloadable link to the document, and buttons on the bottom of the screen to acknowledge the message.

Users must respond to acknowledgment documents every year. The responses display in ParentVUE/StudentVUE and Synergy SIS.

You can use the **Master Data** tab on the Translation screen to translate the Acknowledgement screen. Use *K12.PXP* for the **Namespace** and *PXPConfigurationAcknowledgement* for the **Name**.



See the *Synergy SIS – System Administrator Guide* for more information on translating screens.

Adding an Acknowledgment

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Acknowledgements tab.
- 3. Click **Add** in the Parent Acknowledgments section to add a ParentVUE acknowledgment or the Student Acknowledgments section to add a StudentVUE acknowledgment.

Pa	ParentVUE and StudentVUE Configuration 🔳 🔹 🕫 🕫									
Me	Menu - Save - Undo									
 (PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Acknowledgements Online Registration									
۵	Parent Acknowledgments Show Detail + Add									
×		Line	Display Order 🗢	Inactive 🖨	Name 🗢	Content 🔶	Document File Name 🔶 View			
			1		SectionTest.docx	Fagatoa fagalele	SectionTest.docx			
G	-		2		ConscientiousObjection.do	No student is required to have an immunization that is contrary to the conscientiously held beliefs of his/her	ConscientiousObjection.docx			
G			3		Edupoint School District Cc	Please take a moment to read through the Edupoint School District's Uniform Code of Conduct. Parents are	Code of Conduct.docx			
	Stu	dent A	knowledgments	Show D	etail 🕇 Add		_			
×	-	Line	Display Order 🗢	Inactive 🗢	Name 🜩	Content 븆	Document File Name 🗢 View			
G			1		Code of Conduct.docx	Please take a moment to read through the Edupoint School District's Uniform Code of Conduct.	Code of Conduct.docx			
			2		Test Document	This is the Content of the Test Document.	Test document.docx			
G		3	3		Test Document 2	This is the Content of Test Document 2	Test document2.docx			

ParentVUE And StudentVUE Configuration Screen, Acknowledgments Tab

4. Locate the file location and click **Open**.

5. Select an acknowledgment and click **Show Detail**.

Par Menu	ParentVUE and StudentVUE Configuration ■ • 2 € 2 € • €							
PV On	PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Acknowledgements Online Registration							
🖌 F	Parent Acknowledgments							
x -	Line	Display Order 🗢	Inactive 🖨	Name 🗢	Content	÷	Document File Name 🗢	View
		1		SectionTest.docx	Fagatoa fagalele		SectionTest.docx	W
	2	2		ConscientiousObjection.do	No student is required to have an immunization that is contrary to the conscientiously held beliefs of his/her	* •	ConscientiousObjection.docx	W
	3	3		Edupoint School District Cc	Please take a moment to read through the Edupoint School District's Uniform Code of Conduct. Parents are	• •	Code of Conduct.docx	W

ParentVUE And StudentVUE Configuration Screen, Acknowledgements Tab

- 6. Select the **Applicable Grade Levels** the acknowledgment displays for if necessary. If left blank, the acknowledgment displays for all grade levels.
- 7. Select the School Student Groups the acknowledgment displays for.
 - a. Click **Add** in the Student Groups section to add a single group or **Chooser** to add multiple groups.
 - b. Locate a group to view acknowledgments.

The Begin Date and End Date that display in the Student Groups section pulls from the Groups screen and is readonly.
 The acknowledgment displays in ParentVUE and StudentVUE only when the date the parent or student accesses ParentVUE/StudentVUE is in the range of the following:
 The Begin Date and End Date specified in Synergy SIS > Student > Groups. The Groups screen displays groups at the school level.
 The Enter Date and Leave Date specified for the individual student in Synergy SIS > Student > Student > Student > Student Groups.

- 8. Select the specific district student groups the acknowledgment displays for parents and students irrespective of organizations.
 - a. Click Add in the District Student Groups section to add a group.



When parents log in to ParentVUE, parents who are a part of the specific selected groups can see the acknowledgments.

- 9. Select the Organization the acknowledgment displays for.
 - a. Click **Add** in the Organizations section to add a single organization or **Chooser** to add multiple organizations.
 - b. Locate an organization to view acknowledgments.
- 10. Enter the Content information:
 - Name Name of the document
 - Display Order The order in which the acknowledgments display to parents or students
 - Content Header The text that displays between the Name and message Content
 - Content A description of the acknowledgment text
 - **Inactive** The acknowledgment is inactive and does not display to parents or students when selected.

ParentVUE and StudentVUE Configura	ition –	
Menu - 🚔 🖌 Save 🦘 Undo		
PVUE Configuration Activation Key Configuration Contact	Privacy Contact Course Requests Email Languages Acknowledge	ments Online Registration
✓ Parent Acknowledgements		
V Parent Acknowledgements I Hide Detail Ad Annie To Test Code of Conduct Edupoint School District Code of Conduct		End Date T Organization Name T Description T School Name T

ParentVUE And StudentVUE Configuration Screen, Acknowledgements Tab, Parent Acknowledgements Detail

- 11. Select any additional Documents:
 - Select Document Select to open an Upload screen to attach another document to this acknowledgment document. The selected document displays in Document File Name.
 - View Document Select to open the document shown in Document File Name associated with this acknowledgment.

• Require Download - Select to require the parent to open the document.

An error message displays in ParentVUE when the parent selects the Yes or No response without downloading the document when you select this option.

- Do Not Show in Online Registration Select to include the acknowledgment in ParentVUE but exclude it from the Policies in Online Registration (OLR). This affects parent acknowledgments only. Parent acknowledgments display in both ParentVUE and OLR by default.
- Other Languages Click Add to upload a documents in other languages.
 - a. Upload the document written in another language.
 - b. Select the Language.



You must create a separate document for each language the document translates into. You can use any translation tool, such as Google Translate, to perform the translation.

- 12. Select the Response options for the parent if necessary:
 - Yes Response Title Override Overrides the Yes text that displays on the button of the acknowledgment screen
 - No Response Title Override Overrides the No text that displays on the button of the acknowledgment screen
 - Skip Override Overrides the Skip text that displays on the button of the acknowledgment screen
 - Show the "Signature" Button After responding Yes or No, the parent or student
 must enter their name with the exact spelling of the name as it displays in the top right
 of the screen. The Response Signature displays on the ParentVUE tab of the
 Parent screen for any parent acknowledgments.
 - Hide the "Skip" Button Users can only respond with Yes or No

· Hide the "No" Button - Users can only respond with Yes or Skip

Document File Name ConscientiousObjection Select Document View Document Require Download Do Not Show in Online Registration	Other Languages + Add ★ - Line Language ↓ ↓ Name View
Response Yes Response Override Show the "Signature" Button.	
No Response Override Hide the "No" Button	

ParentVUE And StudentVUE Configuration Screen, Acknowledgements Tab, Parent Acknowledgements Detail

- Enter the text for Survey Acknowledgement For "Yes" in the Daily Survey Questions section.
- 14. Click Save.

Modifying Acknowledgements

You can allow parents and students to modify Acknowledgement responses in ParentVUE and/or StudentVUE.

This functionality is disabled by default.

If **Hide the "No" Button** is selected, you cannot enable a response to be modified.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Acknowledgements tab.
- 3. Highlight the acknowledgement and click Show Detail.
- 4. In the Response section, select Parent/Student Can Modify Response.
- 5. Click Save.



ParentVUE And StudentVUE Configuration Screen, Acknowledgements Tab

• When this option is selected an **Edit** button displays on the document in the Acknowledged Documents section of the Account Information screen in ParentVUE and/or StudentVUE.

Acknowledged Documents										
Date	Time	Document (click to download)	Response	Edit						
05/12/2022	11:34 PM	CodeOfConduct.pdf	Yes							
10/20/2021	1:13 PM	Getting_Started_ParentVUE_StudentVU	Yes							
02/23/2022	4:53 PM	Student_Programs_Guide_2020_2021_s	c No	🕑 Edit						

Parent/StudentVUE Account Information Screen

Removing Acknowledgments

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Acknowledgements tab.
- 3. Select one of the following:
 - Select **Inactive** to make the document inactive. This removes the document from the screen but retains it in Synergy SIS. This document can be reactivated later.

Pare Menu -	ntVU	E and Sto	udentVl	JE Configu	uration	H.				· 20	🗞 - 🕄
PVUE Onlin	PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Acknowledgements Online Registration										
Par	ent Ackn	owledgments	🖪 Show Deta	il 🕂 Add							
x -	Line	Display Order 🗢	Inactive 🗢	Name	¢		Content	¢	Documen	t File Name 🗢	View
		1		SectionTest.docx		Fagatoa fag	alele	.il	SectionTest.	docx	W

ParentVUE And StudentVUE Configuration Screen, Acknowledgements Tab

 Select the X column for a document to remove the document from Synergy SIS entirely.

Pare Menu -	ntVU	E and St	udentVl	JE Configu	ration P	4				· 20	8 - 8
PVUE Onlin	E Configur e Registr	ration Activa ation	ation Key Con	figuration Conta	act / Privacy	Contact	Course Requests	Email	Languages	Acknowledgemen	nts
e Pai		owiedginerits	B Show Deta	Add					_		
× -	Line	Order 🗢	Inactive 🗢	Name			Content		Documen	t File Name 🗢	View
Z	4	4	V 🖪	SectionTest.docx		Fagatoa fagi	alele		SectionTest	docx	W

ParentVUE And StudentVUE Configuration Screen, Acknowledgements Tab

4. Click Save.

Hiding the Student Groups Section

You can hide the Student Groups section from both the Parent Acknowledgments detail and Student Acknowledgments detail <u>using the Security Definition screen</u>.

You cannot hide it from only one detail view. It must display in both or none.

Hiding the Organizations Section

You can hide the Organizations section from both the Parent Acknowledgments detail and Student Acknowledgments detail <u>using the Security Definition screen</u>.

You cannot hide it from only one detail view. It must display in both or none.

Viewing Parent Acknowledged Documents

- 1. Navigate to Synergy SIS > Parent > Parent.
- 2. Select the ParentVUE tab.
- 3. View the parent response in the Acknowledged Documents section.
 - View Click the icon to review the document the parent acknowledged
 - **Response** View the parent's response.
 - **Response Signature** The parent's electronic signature displays if a document required a signature.

🔻 Parent 🗉										🔹 ្ល 🚰 - 🕻
Menu - 🔍 Q	> 📥 🖌 Save	🖘 Undo 🕇 Add	🗙 Delete							
Parent Name: Aaron, Ka	athleen	-								
Demographics C	hildren ParentVUE	Parent Contact	Survey	Online Registration						
Last Name	First Name	Middle Name	Suffix		Title					
Aaron	Kathleen									
Open Parent/UE as Par	Ages when grades are belo									
 Additional App Type 	e Logins 🕂 Add									
X - Line		Jser ID		¢		Password		\$ Ap	p Type 🗧	♦ Disabled ♦
Acknowledged Doc	uments									
Line Language	Response Date 09/23/2017	Response Time 3:09 PM	¢ Edupo	int School District Code	Name of Conduct		♦ View Response	nse 🔶	Respon	se Signature 🗢

Parent Screen, ParentVUE Tab

Viewing Student Acknowledged Documents

- 1. Navigate to Synergy SIS > Student > StudentVUE.
- 2. View the student response in the Acknowledged Documents section.
 - View Click the icon to review the document the parent acknowledged
 - **Response** View the parent's response.
 - **Response Signature** The student's electronic signature displays if a document required a signature.

• StudentVUE	R								 ପ ଓ) - O
Menu 🗸 🛃 🔇 Q	Save	🕈 Undo							0	•
Student Name: Abbott, Billy	y C. Jr. School: Hope Hig	h School Status: A	ctive Room Nam	e: 224 Custo	dy: Cus	stody!				
Activation Key Acces	ss Survey									
Last Name	First Name Midd	lle Name Suffix	Perm ID Gr	ade	Gend	ler				
Abbott	Billy Chr	istopher Jr.	905483 1	-	Fem	ale 👻				
NO - U2/22/2018 15:	53:00									
Validated ParentVU	E Validated Date									
Yes - 10/19/20	017 18:31:00									
	_									
Open StudentVUE as Stude	int									_
 Additional App Type Lo 	igins + Add									
🗙 🚽 Line	User ID	\$		Passwo	rd		\$	Арр Туре) 🗢 Disable	ed 🗢
0										
Acknowledged Docume	ents									
Line Language 🧕	🗢 Response Date 🗢	Response Time \$	> Name	÷		View	Response	0 ¢	Response Signature	÷
1	06/13/2018	1:48 PM	Code of Cond	uct.docx		M	Yes			
2	06/06/2018	2:51 PM	Test Documer	t 2		W	Yes			
3	06/06/2018	2:51 PM	Test Documer	t		W	Yes			

StudentVUE Screen

Student Daily Surveys

ParentVUE and StudentVUE Configuration Setup

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Acknowledgements tab.
- 3. Select Enable Daily Survey in the Daily Survey Questions section.
- 4. Enter the Survey Description.
- 5. Enter the text for **Survey Acknowledgement For "Yes"**. The text entered in this field displays as a confirmation message to the parent or student if they answer **Yes** to any of the daily survey questions in ParentVUE or StudentVUE.
- 6. Click Add in the Daily Questions Survey section to add a new line.
- 7. Enter the **Title** and **Question** in the Daily Questions Survey section.
- 8. Select Yes/No, Text Field, or Temperature for the Answer Type.
- 9. Click Save.

	You can select Inactive for a question.
E	You cannot delete the question if parents have already filled in the survey.

Pa	rentV	UE and	l Stude	ntVUE Configura	tion 🖪		\$	Q. K.	: 🖸 🖉 👧 י
Men	u 🕶 🛛 🚔	✓ Save	4 Undo						
PV	JE Config	uration Act	ivation Key C	Configuration Contact / Privacy	Contact Course Requests Email Languages Acknowledgements	s Onli	ne Registration		
🖸 Dai	ly Survey	Questions							
Ena	ble Daily	Survey							
Surve	y Descript	tion			Survey Acknowledgement For "Yes"				
Youn	nust answ	er "NO" to a	II the question	ns in this questionnaire in	Please remain at home until you can answer NO for each question.				
auest	to enter H ions, plea	Hope High So Ise DO NOT	come or send	answer "YES" to any of the	I nank you for your cooperation.				
0.00			[• • • •]	· //		lê.			
O Da	ily Questi	ons Survey	T Add						
~	Line	Display	/ Order ≑ ⊺	litte 🖵 t	Question	∓ 1	Answer ly	pe 🌐 T	inactive \equiv T
		1		Fever	rever, cough, chilis, and/or muscle acres/		Yes/No	-	
						/			0
					Sore throat, runny nose and/or loss of taste or smell?		Yes/No		
		2		Sore Throat			Text Field Temperature		
						//			
		0		Neuroen	Nausea, vomiting and/or diarmea?		Vos/No	_	_
		3		Nausea		,	165/140	•	
					Shortness of breath and/or headache?	//			
		4		Shortness			Yes/No	-	
						//			
					Close contact, or cared for someone with COVID-19?				_
		5		Close Contact			Text Field	•	
					Please enter vour student's temperature.	11			
		6		Temperature	,		Temperature	-	
						//			

ParentVUE And StudentVUE Configuration Screen, Acknowledgments Tab

ParentVUE and StudentVUE School Configuration Setup

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 2. Select an option in the Daily Student Survey section as needed.
 - Do not present Daily Survey to Parents Administrators can disable Daily Survey for the parents for the school in focus
 - Show Daily Survey to Students Administrators can enable Daily Survey for students for the school in focus

ParentVUE and StudentVUE School Co	onfiguration											
Menu - 🚔 🗸 Save 🦘 Undo 🕇 Add 🗙 Delete	5											
School Name: Hope High School School Year: 2019-2020												
PVUE Configuration Course Requests Options												
Disable Time Tracking												
Override Person Type Allowed to Submit												
Parent (Default) v												
D Current Schedule Options												
Suppress classes that occur on or after this term code Show Rotation Days Hide Staff												
MTSS Options	MTSS Options											
ParentVUE - Hide Behavior Points	C) StudentVUE - Hide Behavior Points										
ParentVUE - Hide CICO	C	StudenfVUE - Hide CICO										
ParentVUE - Hide RTI	C) StudentVUE - Hide RTI										
Grade Book Options Hide Standard Graph Indicator	Hide Points Column Elementary Hide Percent For Secondary											
School GPA Types												
Line GPA Definition	GPA Grade Type	Name										
1 Regular	Current Report Period Plus Course History	Current RP plus CHS										
2 No Rank GPA	Course History Only	No Rank GPA										
3 Regular-Eligibility Marks-HS	Current Report Period	Reg RP EligMarks GPA-HS										
4 Regular	Course History Only	Regular CH GPA										
5 Regular	Current Report Period	Regular RP GPA										
Daily Student Survey												
Do not present Daily Survey to Parents Show Daily Survey to St	udents											

ParentVUE And StudentVUE School Configuration Screen



Viewing Student Daily Survey

You can view the responses for the students who have completed the survey on the Student Daily Survey screen.

- 1. Navigate to Synergy SIS > Survey > Student Daily Survey.
- 2. Locate a student.
- 3. Click Add if you want to add a response manually.



The existing response by the parent or student is overwritten if a manual response is added.

- 4. Enter the information as needed.
- 5. Click Save.

Student Daily Su	rvey 🗉										1 4	े C 🔒
Menu - 差 < Q 🗲	🔹 🛷 Save 🄄 🍕 Un	do 🕂 Add 🗙 Delete										
Student Name: Abbott, Billy	School: Hope High School H	omeroom: Teacher: Smith	, J.									
Survey Results												
Last Name	First Name	Middle Name	Suffix	Perm ID	State Testing II	Grad	de Gender	Non-Binary	y Gender			
Abbott	Billy			999999		10		•	*			
Responses + Add												
Y Line Date	T Enternel	Pu -				Qu	estions					
	t Lineree	F F	ever D T	Sore Throat 🕕	🝸 👘 Nausca 🕕	T	Shortness 🕕	T	Close Contact ()	T	Temperature 🕕	
1 08/03/2020	Kathleen Aaron	No	Yes		No	No		No		98.20		

Student Daily Survey Screen

Filtering Survey Results

You can filter students based on **Survey Taken**, **Response**, **Grade Level**, **Period**, and student's **House** on the Student Daily Survey Verification screen. This Information can also be exported to an Excel, .CSV, and .TXT file.

1. Navigate to Synergy SIS > Survey > Student Daily Survey Verification.

Student Daily Survey Verification					: ១៥ 👰 🔹							
✓ Sare & Undo												
Survey Results												
Date Surrey Taken Response Grade Level Period House r 08.03.02:00 III Yes No 10												
Responses												
🗙 Line Date Student Name 🛪 SIS Number 🛪 Counseler 🛪 Teacher 🛪	Deam X Crade Level X House X	Attendance										
Cine Date Student Rame (Sta Rumber (Counsetor (reacher (Fever () T	Sore Throat 📵 🝸 🛛 Nausea 🕕 🍸	Shortness 🕕 🍸 🛛 Close Contact 🚺 👌	Temperature 🛈 T							
Olivo3/2020 Abbott, Billy 999999 Pearl, Adrienne Smith, James	Default Room 10	No	Yes No	No No	98.20							

Student Daily Survey Verification Screen

Translating Daily Survey Screens in ParentVUE/StudentVUE



A translation key is needed from either Microsoft or Google translation services.

- 1. Navigate to Synergy SIS > System > Setup > Translation.
- 2. Select the Master Data tab.
 - a. Select the language for translation in Synergy Language.
 - b. Select K12.SurveyInfo for Namespace.
 - c. Select StudentSurveyDailyQuestion for Name.
- d. Select Question Text for Property 1.
- e. Select *Title* for **Property 2**.
- f. Click Filter.
- g. Click Create Default Translation.

Tran	slation	N Undo Open L	anguage Map			: େଟର୍ -
Menu - Rep Synerg Set the have fil Transla Transla Refre: Filter G	Save Save	Undo Open L so Objects Looka annish o puage Spanish Summary tue Reports	anguage Map p Veve Master Data also Default Translation button to create a default translation in the language y Create Default Translation 80 Lockup Veve Master Data Namespace (112 Surveython Veve) Hame StudentSurv	ou have specified. This translation is accomplished with a computerized engine and will not have the accuracy of a human translator. T ep/Daily/Question + No Fitter Arailable + 1	he translation will be	applied to all tabs that
Quest Quest Hiter	ionText - Tit	perty 2 Proper	ty 3 Property 4 Property 5			
🖸 Data						
Line	Row T	Property 1	DataValue	Translation Contacto cercano o cuidado de alguien con COVID-19	T Lock T	Translate T
2	1	Title	Close Contact	Cerrar contacto	0	Translate
3	2	QuestionText	Fever, cough, chills and/or muscle aches	Fiebre, tos, escalofríos y/o dolores musculares	0	Translate
4	2	Title	Fever	Fiebre	0	Translate
5	3	QuestionText	Nausea, vomiting and/or diarrhea	Náuseas, vômitos y/o diarrea	0	Translate
6	3	Title	Nausea	Náuseas A	•	Translate
7	4	QuestionText	Shortness of breath and/or headache	Dificultad para respirar y/o dolor de cabeza	•	Translate
8	4	Title	Shortness	Falta //	0	Translate
9	5	QuestionText	Loss of taste or smell	Pérdida de sabor u olor	0	Translate
10	5	Title	Taste	Gusto A	•	Translate
11	6	QuestionText	Student's temperature	Temperatura del estudiante	0	Translate

Translation Screen, Master Data Tab

- h. Select K12.PXP in Namespace.
- i. Select PXPConfiguration in Name.
- j. Select SurveyDescription in Property1.
- k. Click Filter.
- I. Click Create Default Translation.

Translation	1	ି ଅ ଓ 😘 - 🄇
Menes • Store • Store • Stude		
Reports Business Objects Lookup Wews Master Data		
Synergy Language Spanish -		
Set the following dropdown and click the Create Default Translation button to create a default translation in the language you have specified. This translation is accomplished with a computerized engine and will not have the accuracy of a human translator. The translation will be applied to all tabs that have filter criteria set.		
Translator Engles Language Spanish 👻 Closels Default Translation		
Translation Conditions Summary		
Referat Costilion Status Reports II BO Lotap Vew II Master Data		
Fiter Options		
Filter Group v Namespace K12 PXP v Name PXPConfiguration v No Filter Available v		
Property 1 Property 2 Property 4 Property 5		
SaveyDescription • • • • •		
Hige Translated Records		
Tites		
© Data		
Line Row T Property T DataWee T Translation	T Lock	Translate T
1 SurveyDescription Please answer the questions below before your student comes to school Any YES answer please keep your student at home. Por favor, responds isa signientes preguntas antes de que su estudiante venge a la escuela. Cualquier respunda at jo prinor matering a su estudiante en casa.	2	Translate

Translation Screen, Master Data Tab

- 3. Select the Business Objects tab.
 - Enter K12.PXP in Namespace.
 - Enter PXPPublic in Name.
 - Enter **ds*_* in **Property**.
 - Click Filter.

• Click Translate in the Business Objects section to translate the four fields.

Translation 🐘	1	ි ඒ 🖏 - 🕯
Menu V Save to Undo Open Language Map		
Reports Business Objects Lookup Views Master Data		
Synergy Language Spanish -		1
Set the following dropdown and click the Create Default Translation button to create a default translation in the language you have specified. This translation is accompliabed with a computerized engine and will not have the accuracy of a human translator. The translation have filter criteria set.	will be applied	to all tabs that
Translator Engine Language Spanish - Create Default Translation		
Translation Conditions Summary		
Refresh Condition Status Reports DO Lookup View Master Data		
© Filter Options		
Namespace K12 PXP Name (PXPPublic Property [*ds_*		
Apply Report Filters to Business Objects Filter		
Business Objects		
Line Namespace T Name T Property T Label T Label Override T Translated Label T	Lock T	Translate T
1 K12.PXP PXPPublic DS_InvalidTemperature InvalidTemperature InvalidTemperature //	0	Translate
2 K12.PXP PXPPublic DS_MissingRequiredValue Missing Required Value Falla el valor requerido	0	Translate
3 K12.PXP PXPPublic DS_SaveComplete Save Complete. Guardar completo.	0	Translate
4 K12 PXP PXP-balic DS_Submit Submit Envior	0	Translate

Translation Screen, Business Objects Tab

	Edupoint School District	Cierre de sestón Edupoint School District Buenos días, Anne Abnemethy, 7/31/2020
DAILY SURVEY		
Por favor, responda las siguientes pro casa.	eguntas antes de que su estudiante venga a la escuela. Cu	alquier respuesta si por favor mantenga a su estudiante en
Anne R ^{photo}	1. Fiebre, tos, escalofríos y/o dolores 1. musculares	Sí No
	2. Contacto cercano o cuidado de alguien 2. con COVID-19	Sí No
	3. Náuseas, vómitos y/o diarrea	Sí No
	4. Dificultad para respirar y/o dolor de	Sí No
	5. Pérdida de sabor u olor	Sí No
	6. Temperatura del estudiante	
	Enviar	,

StudentVUE Daily Survey Screen (Translated)

Upload Documents in ParentVUE

The district can define the required documents on the ParentVUE and StudentVUE Configuration screen, exclude the requirement for a document from specific grades, and provide document templates.

Adding Document Upload Definitions

Districts can identify the document categories required for a student in the Document Upload Definitions section.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Click Add in the Document Upload Definition section.
- 3. Select a Document Category.
- 4. Enter the **Description**. This description displays in ParentVUE.
- 5. Select an action to apply to the student's documents in Acceptance Action.
 - Do Not Delete Any or blank None of the student's documents are deleted
 - Replace Most Recent Deletes the most recent document of the category
 - Delete All Deletes all of the student's documents of the category



When a document is accepted, if the **Acceptance Action** specified for the **Document Category** is *Replace Most Recent*, the prior most recent document of the same category is deleted from the **Documents** tab on the Student screen. If the **Acceptance Action** is *Delete All*, all of the prior documents of the same category are deleted.

- 6. Select an option in **Document To Show**. A download icon is available on the category's document card in ParentVUE.
 - Blank No icon displays
 - Show Document Template Displays the template attached to the document definition
 - Show Most Recent Document Displays the student's most recent document in the Document Category

ParentVUE and StudentVUE Configuratio	n 🗉				â :	ះ ៥ 🎥 - (
Menu - A Save Undo						
PVUE Configuration Activation Key Configuration Contact / Priva Online Registration	acy Contact	Course Requests	Email	Languages	Acknowle	dgements
Attendance Options						
MTSS Options						
ParentVUE - Hide Behavior Points	Stud	entVUE - Hide Behavio	r Points			
ParentVUE - Hide CICO	Stud	entVUE - Hide CICO				
ParentVUE - Hide RTI	Stud	entVUE - Hide RTI				
Document Options						
Document Upload Definition Add						
🗙 - Line Document Category 📵 🖨 T Descri	iption 🗘 🕇	Acceptance Ac	tion 🗘 🕇	Docume	nt To Sho	w \$T
■ 1 ▶ Birth Certificate Proof of Birth		Do Not Delete Any	~			-
Consent Form Consent Form		Replace Most Recen	t 👻	Show Document	Template	-

ParentVUE And StudentVUE Configuration Screen

- 7. Click in Line to open the Document Category detail.
- 8. Click Upload Template Document to attach a document to be used as a template.
- 9. Select the Grades To Exclude. The document is not included in the selected grades.
- 10. Click Save.



ParentVUE And StudentVUE Configuration Screen, Document Category Details

The document(s) uploaded from ParentVUE can be accepted or rejected by the district/school administrator. When accepted, the document is saved on the **Documents** tab of the Student screen.
 The Student Info for the selected student cannot be edited until the changes are accepted or rejected on the Review PVUE Updates screen.
 For translating the Upload Documents section in ParentVUE, enter *K12.PXP* in Namespace on the Translation screen (Synergy SIS > System > Setup > Translation) when doing the translation.

Adding Document Security

ParentVUE and StudentVUE Configuration Screen

The Document Security section can be used to give users more control over how and where documents display for parents and students. The document security is also applied when determining which documents to display in ParentVUE and StudentVUE.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select a document and click Show Detail in the Document Security section.
- 3. Select options as needed:
 - The **ParentVUE** and **StudentVUE** drop-downs display the following options: *All Students, No Students, Only Students Over 18, and Only Students Under 18.*
 - The **StudentVUE Grade Levels** are grades available at the district, or for the school, grades offered at the school. The Grade Levels only apply to students.
- 4. Click Save.

ParentVUE a	ave SudentVUE	Configurat	tion 🖪			54	: :	८ 🌄 - 🤇
PVUE Configuration	Activation Key Configuration	Contact / Privacy	Contact Course	Requests Email I	anguages	Acknowledgements	Online Re	gistration
Line Conser 2 Report	Document Category 0 3 1 It Form • Card •	Consent Form Report Card	ription 🗘 🏹	Acceptance Do Not Delete Any Replace Most Rece	Action 🗘 T • nt •	Show Most Recen	nt To Shov	• • •
Document Security Line Category Report Card	+ Add Thide Detail Document Categor ParentVUE No Students •	ry: Report Card StudentVUE No Students V		7				
		StudentVUE Grad PS K 01 03 04 05 07 08 09 11 12 12	le Levels ○ ↔ ⓒ ○ 02 ○ 06 ○ 10 +					

ParentVUE And StudentVUE Configuration Screen

ParentVUE and StudentVUE School Configuration Screen

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select a document and click Show Detail in the Document Security section.

The school level Document Security section on the ParentVUE and StudentVUE School Configuration screen is identical to the district level Document Security section on the ParentVUE and StudentVUE Configuration screen.

The Grade Levels reflect grades offered at the school.

All Students displays as the default value for **ParentVUE** and **StudentVUE**.

The selections in **ParentVUE**, **StudentVUE**, and **StudentVUE Grade Levels** at the school level on the ParentVUE and StudentVUE School Configuration screen override these field selections at the district level on the ParentVUE and StudentVUE Configuration screen.

If **ParentVUE**, **StudentVUE**, and **StudentVUE Grade Levels** are left blank, the selections for these fields on the ParentVUE and StudentVUE Configuration screen are used.

ParentVUE and Stud	dentVUE School Cor	figuration	😌 🜲 ः 😄 छ 😪 - 🤅
Menu 🗸 🚔 🖌 Save 👆 Un	do 🕂 Add 🗶 Delete		
School Name: Hope High School S	School Year: 2020-2021		
PVUE Configuration Course Requ	uests Options		
School GPA Types			
Line GPA Definition T	GPA Grade Type 🛛 🕤 🝸	Name T	Do Not Display in PVUE/SVUE
1 Cummulative GPA	Course History Only	CUM GPA	0
2 Current Marking Period	Current Report Period	CUR GPA	
3 Grant (10-11)	Course History Only	Grant GPA	
4 Unweighted GPA	Course History Only	UNWGT GPA	
5 Current Marking Period	Year To Date Report Periods	YTD GPA	
Daily Student Survey			
Do not present Daily Survey to Pare	nts Show Daily Survey to Student	is	
Document Security + Add] Hide Detail		
	ocument Category: Report Card		
Category Par 1 Report Card All	entVUE StudentVUE Students • All Students •		
	09 □ 10 ☑ 11 □	12	

ParentVUE And StudentVUE School Configuration Screen

In this example, the Report Card document is listed for 11th graders only in StudentVUE (depending on the selections made for **Grade Levels**) on the **Documents** tab . The document is also listed on the **Documents** tab in ParentVUE.

Home	росим	MENTS		
Messages 8	DOCO			
My Calendar12			Documents	
Attendance	Upload Date	Document		Document Category
Class Schedule	Q	Q		(All)
Class Websites	01/08/2021	Report Card.docx		Report Card
Sconference	12/07/2020	2		Miscellaneous Documents
Course History				
Course Request				
() Discipline				
S Fee				
A Grade Book				
👧 Health				
A ⁺ _o Report Card				
School Information				
Student Info				
Custom Tab				
Digital Locker				
Test History				
Documents				

ParentVUE Documents Screen

Displaying Attached Documents

You can allow users to view and attach documents to students in ParentVUE and StudentVUE and add an acknowledgment window to confirm that a parent has viewed the document.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select **Documents** in both the Parent Active Modules and Student Active Modules sections. See <u>Displaying Modules</u> for more information.
- 3. Verify the **Student Info Filter** setting. The parent's ability to view documents follows this setting.



All student documents marked for visibility display for students by default. Select **Student info – Only show limited student demographic information for Students** to not show documents to students.

Student Information Display Options
Digital Locker Size Limit (in MB) 100 Student Info Filter Has Custody If no value is selected then the default value of "Has Custody" is the value used to determine the amount of Student Information that will be displayed.
Student Info - Only show limited student demographic information for Students
Suppress Home Room Information. Typically used in between school years to not show elementary home room assignments until the school district is ready to share this information with parents and students. Allow parents to edit specified data Validate mandatory fields on login.
If this option is selected, Tasks will NOT be generated automatically unless the PVUE UpdateTask process has been Enabled in the Task Definition screen. If Tasks are not enabled, Edits will only show up in the Review PVUE Updates screen.
Select edit view for PVUE editing K12.PXP.StudentInfoUpdate
Email header for content update notifications PXP.MainImmediate Image: Solution of the

ParentVUE And StudentVUE School Configuration Screen

- 4. Click Add to select the document categories.
 - a. Select the Document Category.
 - b. Select Acknowledgement Required if necessary.

The **Document Categories** that have **Acknowledgement Required** selected require an acknowledgement in ParentVUE.

c. Enter any applicable Acknowledgement Text.

⊡	Selec	t the Document Categori	es to be displayed in P∨	UE and S	VUE > Documents + Add	
X •	Line	Document Category	Acknowledgeme Required	ent 💠	Acknowledgement Text	÷
•		Birth Certificate 💌	V		This is sample acknowledgment for Birth Certificate requirements.	11
•		Consent Form 🔹	V		Enter some acknowledgement text	11
•		School Project 🔹				11
•		Report Card 🔹	×		This is the report card acknowledgement.	11

ParentVUE And StudentVUE Configuration Screen

Viewing Attached Documents

- 1. Navigate to Synergy SIS > Student > Student.
- 2. Select the Documents tab.
 - Any documents attached for the student and any options for the categories selected display.
 - Adding a new document of the same category type also follows the settings.
 - The Visible in PVUE and Acknowledgement Required options are read-only and reflect the settings of the document category.



• The Acknowledged By column lists the parents who viewed the document in ParentVUE when a document with Acknowledgement Required for a Document Category is added in the Documents section on the Student screen.

▼ Student ■ Menu - ▲ < Q	> 🛔 🗸 Save	🕤 Undo 🕂 Add 🗶 Delete					: 🔊 🔜 At 🚓 : C C 😓 - 🤇
Student Name: Wadsworth Demographics Par	n, Denise A. School: Kenned ent/Guardian Other Info	iy High School Homeroom: 274	Teacher: Jackso Enrollment Hist	n, K. tory Class	es Documents	Contact Log Notes	s Protected Information
Last Name	First Name	Middle Name	Suffix		Perm ID	State ID	Grade
Wadsworth	Denise	Alexis			134587	0010988626	10 👻
Eemale Documents + Ad	đ						
	Doc		Dee	Visible		0 ľ	
🗙 – Line Doc Dat	e ≑▼ Category ≑1	। Doc Comment 🔶 🔻	Type [‡] ▼	in T PVUE	Required	Conline Registration [‡] ▼	Acknowledged By
★ - Line Doc Date ■ 1 02/20/2019	e Category	T Doc Comment	Type ≑ T	in T PVUE	Acknowledgement Required	Registration	Acknowledged By Jeremy Roberts (Declined), Diana Roberts
Line Doc Date 1 02/20/2019 2 02/22/2019	Category Category District Policy -	Doc Comment ↑ ▼ Test document1.docx Test document5.docx	Type ≑ T	in T PVUE	Acknowledgement Required	Registration 🗘 🔻	Acknowledged By Jeremy Roberts (Declined), Diana Roberts Diana Roberts

Student Screen, Documents Tab

This functionality is only for the documents added on the **Documents** tab of the Student screen and for documents having a **Document Category** that requires an acknowledgement on the ParentVUE and StudentVUE Configuration screen.

The parent name displays in **Acknowledged By** when the parent clicks **Yes** to the acknowledgement in ParentVUE.

All parents are listed when more than one parent acknowledges the document.

The name is followed by (Declined) in **Acknowledged By** when the parent clicks **No**.

	Acknowledgements				
E)			Ackno	owledgement 1 of 1:	
		To download this doc	ument, click here: Test do	cument1.docx	21/2

Disabling Pragma No-Cache

ParentVUE and StudentVUE automatically send a refresh request to the browser to require that it re-downloads any photos and documents when loading pages. This is a security feature enabled by default.

There is a possibility that a browser can ignore the no-cache option and still cache a photo or document. The image might still be held in memory and reused until the user exits the browser completely depending on the user's browser settings.

You can disable the no-cache feature on the District Setup screen. ParentVUE and StudentVUE do not send a refresh request and the user's browser can save photos or documents until the user clears their browser's cache if you select **Disable Pragma No-Cache for Photos**.

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select Disable Pragma No-Cache for Photos in the General Options section.

Menu - Save - Undo	· 20 🎭 - 0
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Online Registration	Acknowledgements
General Options	
Parent URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page	
Student URL: Redirect user to this page upon logout. Leave blank to have the user return to the login page	
Ide Paperless Report Card Image: Disable Pragma No-Cache for Photen	

ParentVUE And StudentVUE Configuration Screen

Configuring Recent Events

Use the Recent Event Configuration section to set how far in the future and past events display on the Home screen.

Home Streams	My Account Registration	Help Logout
Select Child 🕨 🚦	illy Ian Susan Theresas	Good morning, Phillip Aaron, 6/22/2018
Massages	Recent Events	District Announcements
Calendar	Events for Billy: Conference visit notes for 05/23/2018, 05/23/2018, 06/04/2018	06/29/2018: District Fundraiser - District book sale fundraiser located at
Assessment	School Events on 05/23/2018, 05/22/2018, 05/29/2018 Discipline note for 05/29/2018, 05/29/2018, 05/29/2018	Read more
Attendance	Attendance notes for 06/18/2018, 06/04/2018, 05/31/2018 Home School Hone High School	
Class Schedule	Henre Genedit Hope High Genedit	

ParentVUE 1.0 Home Screen

Student Events are auto-generated notices of student-specific events. These include student grades, conferences, changes to student data, or notices about the end of the grading period.

Define District and School Events on the District Events and School Event screens.

Events are year-specific and only the current year's events display, as defined by the active year set in Synergy SIS.

All events are available when the parent or student views events from the Calendar.

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Locate a Recent Event Configuration.
- 3. Enter the number of days in the future and past that events display on the student's home page in the Recent Event Configuration section.



ParentVUE And StudentVUE Configuration Screen

Displaying Links to Mobile Applications

The ParentVUE and StudentVUE mobile applications are free applications for the parents and students of districts using the ParentVUE and StudentVUE web portals. The mobile applications work with Synergy SIS in the same way as the web portals.

- It allows parents and students to access information on assignments, scores, attendance, and demographic information.
- It offers parents a single sign-on to view all of their children's information, regardless of school.
- It supports multiple languages.

Parents and students access the apps using the links at the bottom of the account access screen.

• The district URL for mobile applications displays below the App Store and Android Market icons when you enable mobile applications. The mobile applications are active by default.

Login	Activate My Account
User Name: Password: Login Forget your password? Click here.	I have an activation key and need to create my account>>
	Android

ParentVUE And StudentVUE 1.0 Account Access Login Screen

Login 📌 District Announce	ements
Edupoint School District User Name: 05/20/2018: Book Sale book sale fundraiser loc the district office.	- District ated at
Password:	
Login	
More Options	
Activate Account Forgot Password	
iPhone App Android App Mobile App URL	

ParentVUE And StudentVUE 2.0 Account Access Login Screen

 The district URL and App Store and Android Market icons do not display when you disable mobile applications.

Disabling Mobile Apps

- 1. Navigate to Synergy SIS > System > Setup > District Setup.
- 2. Select the Mobile Apps tab.
- 3. Select each mobile application to disable.

▼ District Setu ♣ ✓ Save ← Under	ip 🖪								T7 🕫 🔀 🗢 🌲 🔍 1	14 🙈 🛒 🕨	C C 🐋 O
Options System	Grade Setup	TeacherVUE	Labels	Auto-Sequence	Reports	Waivers	Mobile Apps	Concurrent Options			
Admin/UE App Parent/UE App Student/UE App Teacher/UE App Heath/UE App SEVUE App											

District Setup Screen, Mobile Apps Tab

4. Click Save.

Server Not Available Message

- 1. Navigate to Synergy SIS > System > Setup > District Setup.
- 2. Select the Mobile Apps tab.
- 3. Enter the Generic Error Message for ParentVUE and StudentVUE apps.



District Setup Screen, Mobile Apps Tab

Chapter 5: Student Information

Setting Digital Locker Size	197
Displaying Grades	198
Configuring Course Information	202
Enabling Fee Options	223
Selecting Attendance Definition	
Setting Up Time Tracking	229
Enabling Push Notifications	233

Setting Digital Locker Size

The Digital Locker allows students to upload electronic files for storage. The files are stored in the Synergy SIS database in binary file format and affect both database size and server hard drive space.

The Digital Drop Box is not the same as the Digital Locker. The Digital Drop Box is used to upload files for assignment submissions in Grade Book. The Digital Drop Box size does not count towards the size of the Digital Locker and those files do not display in the Digital Locker.



Uploaded student files are not checked for viruses at the time of the upload. Edupoint recommends that staff download and scan all student files prior to opening.

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Enter the **Digital Locker Size Limit (in Mb)** in the Student Information Display Options section.

ParentVUE and StudentVUE Configuration	📃 🚴 🔺 🔀 💐 🏭 🗛 👬 + 😂 C C 🍰 - 9
Menu 🖌 💽 🖍 Save 🕎 Undo	
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Req Online Registration	quests Email Languages Acknowledgements
Student Information Display Options	
Digital Locker Size Limit (in M 100	
Student Info Filter	
Has Custody -	
If no value is selected then the default value of "Has Custody" is the value used to determine the	amount of Student Information that will be displayed.
Student Info - Only show limited student demographic information for Students	
Suppress Home Room Information. Typically used in between school years to not show elemen ready to share this information with parents and students.	ntary home room assignments until the school district is
Allow parents to edit specified data	
Validate mandatory fields on login.	
If this option is selected, Tasks will NOT be generated automatically unless the PVUE UpdateTask p If Tasks are not enabled, Edits will only show up in the Review PVUE Updates screen.	process has been Enabled in the Task Definition screen.
Select edit view for PVUE editing K12.PXP.StudentInfoUpdate	
Email header for content update notifications PXP.MainImmediate Image: Content of the second se	

ParentVUE And StudentVUE Configuration Screen

Displaying Grades



See the Synergy SIS – Grade Book Administrator Guide for more information on Grade Book Options.

Activating Grading Periods

You can set the grading periods that display if the Grade Book module is active.

- 1. Navigate to Synergy SIS > Grading > Setup > Grading Setup.
- 2. Select the name of the Grade Period to display the details.
- 3. Select Report Period Data is Accessible to display the grading period.
- 4. Enter the Abbreviated Name to display a shorter name for the grading period.
- 5. Click Save.

Grading Setup		: C C A.
Menu 🗸 🛔 🖌 Save 🦘 U	Jndo	
School: Hope High School School	ol Year: 2021-2022	
Grade Period/Mark Definition	Grade Period Weight Comments Additional Comment Types Report Card Options Transcript Options	TVUE Options
Current Grading Period Second C	uarter 🗸	
✓ Grade Period Actions		
Search Q Start of School (06/28/2021)	Generation CC G	
 > 09/28/2021) > Second Quarter(ending on 11/11/2021) 	Number of days before the end of the grading period where grades are editable Number of days after the end of the grading period where grades are editable Creditable Marks Will Be Locked Down Days After Marking Period Completion	
> Progress Period 2(ending on 12/27/2021)		
> Third Quarter(ending on 03/30/2022)	ParentVUE Report Period Data is Accessible	
> Fourth Quarter(ending on 07/01/2022)	Abbreviated Name	

Grading Setup Screen



6. Repeat for all grading periods.

Allowing Letter Grades to Show with Points

- 1. Navigate to Synergy SIS > Grade Book > Grade Book Admin Login.
- 2. Click Open Grade Book.



Grade Book Admin Login Screen

3. Select *Config Values* from the **Admin** menu.



TeacherVUE Screen

4. Set bool_PVUE_ShowMarkForAssignments to True.

-			
h			
Π	boolAllowAssessmentItemPromotion	False	
Π			
Π	bool PVUE ShowMarkForAssignments	True	
Π		nac	
Ш			
Ш	booneacherCreatenvewAssessmentitems	True	

Global Config Values Screen

5. Click Update.

Displaying Interpretation Scale Marks with Assignment Score

You can display the score earned on an assignment in StudentVUE. You can also display the interpreted score in parentheses pulled from the Interpretation Scale used by the teacher.

- 1. Navigate to Synergy SIS > Grade Book > Grade Book Admin Login.
- 2. Click Open Grade Book.
- 3. Select Config Values from the Admin menu.



TeacherVUE Screen

4. Set bool_PVUE_ShowInterpretationScaleMarkForAssignments to True.

strGradeCamVersion	current
bool_PVUE_ShowInterpretationScaleMarkForAssignments	True
boolLockPreviousGradingPeriodsFromEdit	False

Global Config Values Screen

Displaying Standards Summary

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 2. Select Use Standards Class Summary in the Grade Book Options section.
- 3. Click Save.



ParentVUE And StudentVUE School Configuration Screen

- All standards associated with scored assignments display in a graph on the Grade Book screen in ParentVUE and StudentVUE.
- The standards assignments are sorted by date.
- The graph contains the last 30 assignments by date.
- Hovering over a bar in the graph displays the date, mark, assignment name, and attached standard.

GRADE BOOK		View Course C	ontent
		5/5/2022 Mark: 3 Science Stuff 11	ter 4 💙
1: ADV BIOLOGY	Recent Standards Scores	Standard: items such as rocks, minerals, and organisms are identified using various classification keys;	
0 Missing Assignments			

Parent And StudentVUE Grade Book Screen

Configuring Course Information

Graduation Monitoring Options

A school or district can have more than one graduation requirements definition. However, only one requirement displays the subject area credit and testing requirements for the student. Selecting the Graduation Monitoring Option affects the information displayed on the Course History and Online Course Request screens in ParentVUE/ StudentVUE.

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select **Graduation Definition will be based on Student's Diploma Type...** to display the specific graduation requirements for an individual student.

ParentVUE/StudentVUE displays the graduation requirements defined by the following:

- The selected **Diploma Type** on the **Other Info** tab of the Student screen
 - The requirements defined for the **Diploma Type** on the Graduation Requirements screen

This option requires you to define the **Diploma Type** for the specified Graduation Requirement and select a **Diploma Type** for the individual student. See the *Synergy SIS – Grading and Course History Administrator Guide* for more information.

- 3. Select an option for **Select the Graduation Definition to Show in ParentVUE** to display the same graduation requirements for ALL students.
- 4. Select the additional options to display in ParentVUE/ StudentVUE, if necessary.
 - Show GPAs Select to display GPA definitions.

Only Course History Only GPA Definitions created in Synergy SIS > Grading > Setup > District GPA Types display.

You must select **Show All GPAs** to display GPAs on the **Course History** tab.

- Show Class Ranks with GPAs Select to show class ranks.
- Show Method Used to Calculate the Test Requirements Scores Select to display how test scores calculate.

- Show graduation status Select to show both Summary and Graduation Status in ParentVUE/StudentVUE Course History. Only the Summary displays when not selected.
- **Display Diploma Type** Select to show the diploma type in ParentVUE/StudentVUE Course History.

	The Diploma Type pulls from the Graduation Information section on the Other Info tab on the Student screen.
	▼ Student = Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q > A + CC & + 0 Menu - Z < Q + CC & + 0 Menu - Z < Q + CC & + 0 Menu - Z < Q + 0 Menu - Z <
	Student Name: Abel, Albert R. School: Kennedy High School Homeroom: Teacher: Physician Name: Demographics Parent/Guardian Other Info Emergency Contacts Enrollment Enrollment History Classes Documents Contact Log Notes Protected Information Vehicle Info Chiline Registration
	Last Name First Name Middle Name Suffix Perm ID State ID Grade Gender Abel Abert Ryan 132683 0010961818 11 - Male - Language Spoken at Home Original Enter Dat + 06/13/2017
	Graduation Information
	Graduation Date Graduation Status Graduation Status Post Secondary Expected Graduation Year Image: Status Image: Status Image: Status Image: Status Image: Status Expected Graduation Month Calculated Graduation Year Image: Status Image: Status Image: Status Expected Graduation Month Calculated Graduation Year Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status
	Standard
	X Line Change Date Craduation Date Graduation Status Diploma Type C Expected Graduation Year I 08/15/2018 Image: Comparison of the status Image: Comparison of th
	Student Screen, Other Info Tab
ParentVUE an	d StudentVUE Configuration 🗵 👔 🌲 🔍 🖏 🗉 🕫 🍰 - 🖲
Menu 🗸 🛔 🖌 🗸 S	ave 🔄 tundo
PVUE Configuration Acknowledgements	Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages Online Registration
Graduation Monitoring	Option
Graduation Definition	will be based on the Student's Diploma Type. The default Graduation Definition (below) is used if a Student is not assigned a Diplo ion to Show in Parent/UE
High School	*
 Show GPAS Show Class Ranks 	with GPAs
Show Method Used	to Calculate the Test Requirements Scores
Show graduation st	atus
🔲 Display Diploma Typ	e
Transcript Option Name High School &	Clear Transcripts

ParentVUE And StudentVUE Configuration Screen

Transcript Option Name – Allows parents and students to print unofficial transcripts

This functionality is only available in ParentVUE 2.0.

The **Unofficial Transcript** button does not display in ParentVUE or StudentVUE if a **Transcript Option Name**

or the User to execute reports option is not selected.

Click **Clear Transcripts** to remove the transcript from the database.

The transcript attached to ParentVUE is created with an option on the STU204 - Student Transcript screen. See the *Synergy SIS – Course History Administrator Guide* for more information.

a. Select the Transcript Option Name.

Menu - Save Undo	
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Acknowledgements Online Registration Contact Contact Contact	ct Course Requests Email Languages
Graduation Monitoring Option	
Graduation Definition will be based on the Student's Diploma Type. The default Graduat Select Graduation Definition to Show in ParentVUE High School	tion Definition (below) is used if a Student is not assigned a Diple
 ✓ Show GPAs ✓ Show Class Ranks with GPAs 	
Show Method Used to Calculate the Test Requirements Scores	
Snow graduation status Display Diploma Type	
Transcript Option Name High School Ø	

ParentVUE And StudentVUE Configuration Screen

b. Select the user who executes reports in User to execute reports.

ParentVUE and Student Menu • • > Save •> Undo	VUE Configuration	
PVUE Configuration Activation Key	Configuration Contact / Privacy Contact Cours	se Reque
O User Defined Modules + Add ■	3 Show Detail	
🗙 Line Order	‡τ Module Name	
Security	Data Filtering Options	
Discipline Security	Filter Attendance	
Highest -	All Historical Data	
Conference Security	Filter Conference	
Highest -	All Historical Data	
User to model BO security	Filter Grade	
8	Current School Year Current School 🝷	
User to execute reports	Filter Health	
Sherwood, Bev 🔗	Current School Year 🗸	

ParentVUE And StudentVUE Configuration Screen

Configuring Course Requests

You can set Course Request functionality at both the district and school level. You can customize online course requests for specific schools to accommodate different school calendars and different course policies.



Any values entered in the school-level configuration override any options that are set at a district level. If left blank, the district-level option applies.

Allowing Editable Course Requests

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select Course Request.
- 3. Select Editable for the Course Request Edit Option.

ParentVUE and St		figuration	ų.		
PVUE Configuration Activ Online Registration	ation Key Configuration	Contact / Privacy	Contact	Cou	
Parent Active Modules	Student	Active Modules			
Attendance	🗹 Atten	Attendance			
Course Request	Cours	Course Request			
Course Request Edit Opt	Course Re	Course Request Edit Opt			
Editable	Editable	-			
Current Schedule	Curre	nt Schedule			
Discipline	Discip	line			

ParentVUE And StudentVUE Configuration Screen

Setting District Course Request Details

Define when parents and/or students can make course requests and the message sent to parents and students when course requests open.

Set the district level settings first, then the school if the school has a different configuration than the district. You must define the window to make course requests each time they are used.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Course Requests tab.
- 3. Select the Request School Year.
- 4. Enter or select the course request window dates.
 - · Open Request Window The first date the school accepts requests
 - · Close Request Window The last date the school accepts requests
- 5. Customize the messages parents and students see when accessing Course Requests.
 - **Greeting** Enter a message designed to give the parents and students information about school and district policies for course requests.



You can inform parents how Synergy SIS processes requests and includes any relevant dates.

• Search Page Message – Enter details that provide information about what courses are available and how to search for a course.

See <u>Sample Messages</u> for more information.

You can use standard HTML code for additional formatting options.



ParentVUE And StudentVUE Configuration Screen, Course Requests Tab

Setting School Course Request Details



You must define the window to make course requests each time they are used.

 Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.



Verify the focus is set to the correct school.

Select **Disable OCR for this school** if the school does not allow online course requests.

- 2. Select the Course Requests tab.
- 3. Customize the messages parents and students see when accessing Course Requests.
 - **Greeting** Enter a message designed to give the parents and students information about school and district policies for course requests.



• Search Page Message – Enter details that provide information about what courses are available and how to search for a course.

See <u>Sample Messages</u> for more information.

You can use the standard HTML code for additional formatting options.

- 4. Enter or select the course request window dates.
 - Open Request Window The first date the school accepts requests
 - · Close Request Window The last date the school accepts requests

5. Click Save.

ParentVUE and StudentVUE School Configuration
Save Save Add X Delete
School Name: Adams Elementary_School Year_2014-2015
PVUE Configuration Course Requests Options
Course Request Details
Disable OCR for this school
Greeting
Search Page Message
Open Request Window Close Request Window

ParentVUE And StudentVUE Configuration Screen, Course Requests Tab

Minimum Credit and Minimum Class Count Option

Define the options to control the available courses that the student and parents can select. Course requests must meet the criteria before parents or students can lock the requests if you define Minimum Class Count or Minimum Credit.

- 1. Navigate to:
 - District level Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
 - School level Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.



- 2. Select the Course Requests tab.
- 3. Select the Minimum Selection Type.
 - None or blank Students can make unlimited and unrestricted course requests.
 - Course Request Count Students must have a minimum number of course requests. Enter the minimum number of course requests required to take the class in the Minimum Class Count if you select this option.

• Course Credit – Students must have a minimum number of course credits. Enter the minimum number of credits the student must have before taking this course in **Minimum Credit** if you select this option.

Select **Show Graduation Requirement Credit Grid** in the Additional Options section if you select *Course Credit*. See <u>Additional Options</u> for more information.

See <u>Course Specific Options</u> to control the category assigned to the course.

4. Enter the number of students that can request the course in **Maximum Requests** if necessary.



ParentVUE And StudentVUE School Configuration Screen, Course Requests Tab

5. Click Save.

Additional Options

Use the Additional Options section to define requirements that students must complete before a student or parent can lock their course request or whether the lock option is available for students and parents. Additional Options work with the settings defined in <u>Minimum Credit and Minimum</u> <u>Class Count Options</u>.

- You must lock course requests to finalize the selections. Once locked, users cannot edit the requests.
- ParentVUE and StudentVUE checks the requests to ensure the minimum/maximum course request and alternate course request settings are met when the parents or students click Lock In Course Requests.
 - Parents and students cannot lock requests if the minimum/maximum values for the courses and alternate courses are not correct.
 - ParentVUE/StudentVUE prompts students and parents to change their request to meet the settings.



You must also select **Show Graduation Requirement Credit Grid** in the <u>Additional Options</u> if you select Course Credit.

- 1. Navigate to:
 - District level Synergy SIS> System > ParentVUE > ParentVUE and StudentVUE Configuration.
 - School level Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.



Verify the focus is set to the correct school if setting school

- 2. Select the Course Requests tab.
- 3. Define and select the options in the Additional Options section.
 - Alternate Minimum Enter the minimum number of course requests required.
 - Alternate Maximum Enter the maximum number of course requests allowed.
 - (District level only) Prereq Required to Select Request Select to require that students complete all prerequisites before users select a course.
 - Hide Lock Course Request Button Select to hide the Lock In Course Requests button on the portal.
 - Request Type Select from All, Core Only, Elective Only, or Non-Core Only. Non-Core are electives or courses with a blank type.

See Course Specific Options for instructions on how to modify the request type for each district course.

- Registration Type Select either Course or Class.
- Show Graduation Requirement Credit Grid Select to display the student's graduation requirements progress on the Course Request screen.
- Hide Term Override Select to hide the read-only Term Override column for Teacher Recommendations on the Course Request screen in ParentVUE and StudentVUE.
- Search Grid is Initially Empty. Require Student To Enter Search Criteria Select to force the student to search for a course instead of initially loading them on the Course Request screen in ParentVUE and StudentVUE.

4. Click Save.

ParentVUE and Student	tVUE Configuration 🔋 🔋 🛛 🔊 🗸 🤇
PVUE Configuration Activation Key Email Languages Acknowledge	Configuration Contact / Privacy Contact Course Requests ements Online Registration
Alternate Minimum Alternate Maximum 1 2 Request Type Registration Type All	 Prereq Required to Select Request Show Graduation Requirement Credit Grid Show Secondary Graduation Requirement Credit Grid Default Secondary Graduation Requirement I Hide Leek Course Beauset Button
	 Hide Lock Course Request Button Hide Term Override Search Grid Is Initially Empty. Require Student To Enter Search Criteria.

ParentVUE And StudentVUE Configuration Screen, Course Requests Tab

Selecting the Enable View of Course Duration Option

The **Enable View of Course Duration** option on the School Scheduling Options screen must be selected to display the **Course Duration** column in ParentVUE and StudentVUE.

- 1. Navigate to Synergy SIS > Mass Scheduling > Setup > School Scheduling Options.
- 2. Select Enable View of Course Duration.
- 3. Click Save.

School Scheduling Options	4	
School Name: Hope High School School Year: 2019	-2020	
Options Options	Options House/rean/Exclusion Pallways	Include In Grading Option
Class Size Limit Add Student, no Message	Section ID Width 13	This option is used to determine if the Include when a leave date is entered). If Always or Ne
Allow Override of Pathways Restriction in Class	Auto Sequence Course and Counter	disregarded. Include Grade Option
Section Override Password	Enable Section ID Validation Warnings	Always include active classes in grading
✓ Track Class Deletions for Add/Drop Report	Do Not Fill Section ID Gaps	Minimum Class Enrollment Days
Creation of "Grade" records can be limited to just the following checkbox:	Homeroom Section by checking the	
Only Create Grade Records For Homeroom Sect	ion.	
Enable View of Student's Team		
Enable View of Student's House		
Enable View of Student's Counselor		
Enable Period Rotation Schedule Pattern		
Enable View of Course Duration		

School Scheduling OptionsScreen

Course Duration Column Setup for ParentVUE and StudentVUE

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Course Requests tab.
- 3. Click Add in the Property Order section to add a new line.
- 4. Select Course Duration for the Property.

ParentVUE and StudentVU	JE Configuration		፥ ሮሮ 💏 -
Menu Vision Contraction Activation Key Cont Acknowledgements Online Registration Online Registration	iguration Contact / Privacy	Contact Course Requests Email	Languages
Alternate Minimum Alternate Maximum 1 2 Request Type Registration Type All Course Ø Password could become mandatory based or Setting Password Monitored Requires Password p Ø Property Order + Add	Prereq Required to Select R Show Graduation Requirem Show Secondary Graduation Default Secondary Graduation Re Hide Lock Course Request B Hide Term Override Search Grid Is Initially Empty. Setting selected	equest ent Credit Grid Requirement Credit Grid quirement 	
🗙 🚽 Line Field	Order	Property	
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2 2		Course ID	.
3 3		Course Title	.
a 4		Term Override	-
5 5		Credit	Ψ
■ 6 6		Course Fee	•
7 7		Elective	.
* 8	s	Course Duration	- 🕤

ParentVUE And StudentVUE Configuration Screen, Course Requests Tab

Course Specific Options

Use the District Course screen to change the way an individual course displays in the web portal. For example, you can restrict courses to a grade range or type of course.

- 1. Navigate to Synergy SIS > Course > District Course.
- 2. Locate the course to modify.
- 3. Select an option for Schedule Priority.
- 4. Select the **Grade Range Low** and **Grade Range High** to limit the course availability to specific grades.
- 5. Select the **Schedule Priority** to choose a class priority.
- Select Do not show in online course requests (PVUE/SVUE) to hide the course if necessary.

District Cours	e 🗵		5 💖 🌃 💩 🜲 👬 🐊 👿 Y C C 📚 9
Menu - 🔇 🔍 🗲	🚔 🖌 Save 👆 Undo	+ Add X Delete	
Course ID: AG25 Course Title	e: Agriculture		
Course Description	Year Override Pre/Core	equisite Schools Teaching	Associated Courses Standards Opt In Options Course Fees
Course ID AG25	Course Title Agriculture	Course Short Title Agriculture	Mandatory Inactive Always Show In Course History Add
Course Info			
Scheduling Options			ParentVUE Options
Duplicate Request Schedule Priority Elective (Low) Optimum Size Maximum Size	School Name	9 Status Vear Start Vear End	Grade Range Low Grade Range High Schedule Priority

District Course Screen

Mandatory Password Option

Districts can monitor course requests. For example, the district might only want students to make course requests in an environment where a monitor reviews the student's selections and enters a password to confirm the selections before the student locks requests.

This allows the monitor to override prerequisites. The course displays that the prerequisite is not required if a parent or student selects a course in which the prerequisite is not met, but the monitor enters the password to lock in the selections.



See <u>Lock/Unlock Course Requests</u> to modify the locked in and validated status of course requests.

- 1. Navigate to:
 - District level Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration
 - School level Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration



Verify the focus is set to the correct school if setting school options.

- 2. Select the Course Requests tab.
- 3. Select a Setting.
 - Monitored Requires Password Synergy SIS monitors course requests. Enter a Password for requests.
 - Unmonitored Synergy SIS does not monitor course requests.

ParentVUE a	nd StudentV	UE Configuration	Ū	🌲 💌 🐹 🌲	🗎 🗛 🏭 🕨 🏾 🖒 🖓 - 9
Menu 🖌 🛔 🗸	Save 🥎 Undo				
PVUE Configuration Online Registration Maximum Requests	Activation Key Co	nfiguration Contact / Privacy	Contact Course Requests	Email Languag	es Acknowledgements
14]				
Additional Options					
Alternate Minimum	Alternate Maximum	Prereq Required to Select Re	quest Hide Lock Course Request	Button	
1	2				
Request Type	Registration Type	Show Graduation Requirem	ent Credit Grid		
All	Course 👻	V			
Password could bec	ome mandatory based	on Setting selected			
Setting	Password p	I			

ParentVUE And StudentVUE Configuration Screen, Course Requests Tab

Lock/Unlock Course Requests

- 1. Navigate to Synergy SIS > Mass Scheduling > Schedule Request.
- 2. Locate the student to modify.
- 3. Select or deselect Course Request Lock to lock or unlock a course.

Schedule Reques	st 🗷				. 🤜 🌆 🌾	D 💄 🔩 🕯	12 🙈 👧	• C C 🌠 0
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Student Name: Abbott, Billy C. Sc	hool: Hope High Schoo	Status: Active Homeroom	c.					
Requests Restrictions (Options							
Last Name First	Name	Middle Name	Suffix		Perm ID		Grade	
Abbott Billy	/	С			905483		12	*
Gender Locked In Validate Male No No	ď							
Quick Add								
Add By Group	*							
Student Requests								Chooser
× Line Course ID	Course Title Prefe	erred Term Term Overrid	e Repeat Tag	Teacher	Alternate Course	Pre-Req Not	Required Cou	rse Request Loc (
🔲 1 AG31	Animal Sci	•	-	- 0	Speech	<i>§</i>]	
2 AR32LooooooogNaaam	Beg Photo	•	•	- 0	Stained Glass	<i>S</i>]	
🔲 3 AR33	Int Photo	•	-	- 0	S]	
🔲 4 HE92	Sports Medicine	•	•	- 0	Business Math	<i>s</i>]	

Schedule Request Screen

4. Click Save.

Lock/Unlock All Courses for a Student

- 1. Navigate to Synergy SIS > Mass Scheduling > Schedule Request.
- 2. Select the Options tab.
- 3. Select the Locked In option:
 - Select Yes to lock all the student's course requests.
 - Select No to unlock all the student's course requests.
- 4. Select an option for Validated if using a monitored environment.
 - Select Yes to validate a student's course requests.
 - Select *No* to remove the validation from a student's course requests.

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Student Name:) Abbott, Bill	y C. School: Hope	High School Status: Active Hor	neroom:		
Requests	Restrictions	Options Te	acher Course Recommendation	Graduation Requirement	its	
Last Name		First Name	Middle Name	Suffix	Perm ID	
Abbott		Billy	C		905483	
Grade 12 •	Gender Male 👻	No	ed •			
Scheduling Op	otions		ParentVUE Information			
Low Period	High Period	•	No V ParentVUE Locked 07/22/2019 15:00:	In Date		
Schedule House	•		Validated ParentVUE No + 07/22/2019	Validated Date		

Schedule Request Screen, Options Tab

Property Order

Change the order the columns display and sort to customize the course list and course search screen.

- Navigate to:
 - District level Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
 - School level Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.



Verify the focus is set to the correct school if setting school

- 2. Select the Course Requests tab.
- 3. Click Add to add a new line.
- 4. Enter the Field Order. This is a numeric number from 1 to 9.



The numbers selected must be in order with no gaps.

- 5. Select the Property.
 - Course Category The course department (Math, for example)
 - Course ID The course ID (MU29, for example)
 - Course Title The course title (Beg Guitar, for example)
 - Elective Select to indicate this is an elective course.
 - College Prep Select to indicate this is a college prep course.
 - Credit The number of credits (0.50, for example)
 - Term Override Select to indicate there is a term override for the course.
 - Course Fee Select to indicate there is a fee assigned to the course.
• MSB Elective Priority – Select to indicate this is a MSB Elective Priority.

The word Yes displays if the property is true on the Course Request screen that the student sees for *Elective*, *College Prep*, *Term Override*, *Course Fee*, and *MSB Elective Priority*.

Menu - Save Dundo	ation 🔳 🧧	l 🌲 🔺 🕅 🔀 🌲 A	t 👔 • CC 🗞 • O
PVUE Configuration Activation Key Configuration Conta Online Registration Maximum Requests 14	ct / Privacy Contact Course Requests	Email Languages	Acknowledgements
Additional Options			
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All Course			
Password could become mandatory based on Setting selected			
Setting Password			
Property Order + Add			
🗙 😽 Line Field Order 🔶	Property		\$
I 1 1	Course Category		*
2 2	Course ID		•
3 3	Course Title		-

ParentVUE And StudentVUE Configuration Screen, Course Requests Tab

School Level Only – Grade Level Time Window Override

You can specify the Open and Close dates for requests by grade level for the school. You can also disable online course requests for a particular grade.

- 1. Set the focus to a school.
- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 3. Select the Course Requests tab.
- 4. Click **Add** to add a new line.

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Schoo	Name: I	Hope Hig guration	h Schoo Cour	School School School	/ear: 2017-2018 is Options					
🖌 G	rade Lev	vel Time V	Vindow C	Override	+ Add					
	Line	0	and a			Request	Window		Disable Request	
^ `	Line	Gr	ade		Open		Close		Level	-
		12			05/01/2018	iii 🔁	09/01/2017	iii 🔤		
	•	09				i		i		5

ParentVUE And StudentVUE School Configuration Screen, Course Requests Tab

- 5. Select the **Grade** and perform one of the following.
 - Enter the Open and Close dates.
 - Select Disable the Request Option for Grade Level.
- 6. Click Save.

Sample Messages

Message Area	Sample			
District/ School Course Request Greeting	Thank you for using our online course request system. Course requests are now being accepted for the Fall semester. The last date to make a request is September 1. Requests are processed on a first-come, first-serve basis and the final schedule will be distributed on September 3.			
	To finalize the selection, do not forget to lock in the requests!			
District/School Course Request	To make a course request, search for a class below. To help narrow the search, filter classes by school, type of class (Core, Elective, and Non-Core), keywords, etc.			
Search Message	You can only select courses. You can select up to 6 courses.			
	The final section assignment is determined by the guidance office.			

Including GPAs in ParentVUE and StudentVUE

- Navigate to Synergy SIS > Setup > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select Show GPAs in the Graduation Monitoring Option section.
- 3. Select **Include All GPA Types** to allow GPA types other than Course History only to display in ParentVUE and StudentVUE.
- 4. Click Save.

Pa	rentVUE and StudentVUE Configuration
Mer	nu 🗸 🚔 🖌 Save 🦘 Undo
P	VUE Configuration Activation Key Configuration Contact / Privacy
Nun 30	mber of days to look into the past for events to show on the students recent eve
🖸 G	raduation Monitoring Option
	Graduation Definition will be based on the Student's Diploma Type. The default
Sele	
	ect Graduation Definition to Snow in ParentVUE
Hig	h School
Hig	In School
Hig	tet Graduation Definition to Snow in Parent/UE th School Show GPAs Include All GPA Types
Hig	C Graduation Definition to Snow in Parent/UE (h School Show GPAs C Include All GPA Types About Include All GPA Types option
	C Graduation Detinition to Snow in ParentVUE A Show GPAs C Include All GPA Types About Include All GPA Types option Selecting the 'Include All GPA Types' option will allow GPA types other than Course History Only to be displayed on ParentVUE and StudentVUE. The individual types that actually do display can be controlled at the school level using the 'Do not display in PVUE/SVUE' option found on the 'ParentVUE and StudentVUE School Configuration'
	Show GPAs Include All GPA Types About Include All GPA Types option Selecting the 'Include All GPA Types' option will allow GPA types other than Course History Only to be displayed on Parent/UE and Student/UE. The individual types that actually do display can be controlled at the school level using the 'Do not display in PVUE/SVUE' option found on the 'Parent/UE and Student/UE School Configuration' screen or the 'School GPA Types' screen.

ParentVUE And StudentVUE Configuration Screen

5. Click I to expand the About Include All GPA Types option section. The individual GPA types that display can be controlled at the school level using the **Do Not Display in PVUE/SVUE** option on the ParentVUE and StudentVUE School Configuration screen and the School GPA Types screen.

ParentVUE and StudentVUE Configuration	n 🗏			:	ି ଓ 🌄 - (
Menu - 🚔 🖌 Save 🦘 Undo					
PVUE Configuration Activation Key Configuration Contact / Priv Acknowledgements Online Registration Contact / Priv	racy Contact	Course Requests	Email	Languages	
Graduation Monitoring Option					
Select Graduation Definition to Show in ParentVUE High School Show GPAs Include All GPA Types About Include All GPA Types option	default Graddallon	Dennition (below) is us	eu II a Siuu	ent is not assigned	а Офона Туре.
Selecting the 'Include All GPA Types' option will allow GPA types other than Course History Only to be displayed on ParentVUE and StudentVUE. The individual types that actually do display can be controlled at the school level using the 'Do not display in PVUE/SVUE' option found on the 'ParentVUE and StudentVUE School Configuration' screen or the 'School GPA Types' screen. Open PVUE/SVUE School Config Open School GPA Types					

ParentVUE And StudentVUE Configuration Screen

 Click Open PVUE/SVUE School Config to open the ParentVUE and StudentVUE School Configuration screen.

ParentVUE and Student	VUE School Configuration		: 20 🗞 - 0
Menu 🗸 🚔 🛹 Save 👘 Undo	+ Add X Delete		
School Name: Hope High School School Y	ear: 2019-2020		
PVUE Configuration Course Requests C	Options		
Suppress classes that occur on or after this te	m code Show Rotation Days		
Grade Book Options			
Hide Standard Graph Indicator Hide Display standards data Default to sta	Marks Column Elementary 🗌 Hide Points Column Elementary 🗌 Hide P Indards tab	ercent For Secondary	
MTSS Options			
ParentVUE - Hide Behavior Points ParentVUE - Hide CICO ParentVUE - Hide RTI		StudentVUE - Hide Behavior Points StudentVUE - Hide CICO StudentVUE - Hide RTI	
 School GPA Types 			-
Line GPA Definition	T GPA Grade Type	T Name	T Do Not Display in PVUE/SVUE T
1 Cummulative GPA	Course History Only	CUM GPA	
2 Current Marking Period	Current Report Period	CUR GPA	
3 Grant (10-11)	Course History Only	Grant GPA	
4 Unweighted GPA	Course History Only	UNWGT GPA	
5 Unweighted GPA	Year To Date Report Periods Plus Course History	YTD	
6 Current Marking Period	Current Report Period Plus Course History	YTD GPA	
7 Current Marking Period	Year To Date Report Periods	YTD GPA	
8 Grant (10-11)	Current Report Period Plus Course History	UNWGT GPA	

ParentVUE And StudentVUE School Configuration Screen

• Click Open School GPA Types to open the School GPA Types screen.

Sch	ool GPA Types 📧				: 20.
Menu	🗸 🛔 🖌 Save 🖣 Undo				
Schoo	Name: Hope High School Scho	ol Year: 2019-2020			
Scho	ol GPA Types				
Ed-Fi C	ummulative GPA Type	Ed-Fi Session GPA Type			
 School 	ool GPA Types				
Line	Used In School T	GPA Definition T	GPA Grade Type T	Name T	Do Not Display in PVUE/SVUE
		Cummulative GPA	Course History Only	CUM GPA	
		Current Marking Period	Current Report Period	CUR GPA	
		Grant (10-11)	Course History Only	Grant GPA	×
		Unweighted GPA	Course History Only	UNWGT GPA	
		Unweighted GPA	Year To Date Report Periods Plus Course History	YTD	
	₩2	Current Marking Period	Current Report Period Plus Course History	YTD GPA	
	×	Current Marking Period	Year To Date Report Periods	YTD GPA	
	×	Grant (10-11)	Current Report Period Plus Course History	UNWGT GPA	

School GPA Types Screen

Update GPA must be run after making any changes to the Current Grading Period in Synergy SIS for those changes to display for the GPAs that include Current Report Period and Year to Date in ParentVUE and StudentVUE. You do not need to run Update GPA for GPAs that include only Course History because Course History is not affected by changes made to the Current Grading Period in Synergy SIS.

All GPA Types that include Course History display:

- Current Report Period Plus Course History
- Year to Date Plus Course History
- Course History

Hiding Course History Only GPA Types

You can choose to hide specific GPAs in ParentVUE and StudentVUE. Only *Course History Only* **GPA Grade Types** display in ParentVUE and StudentVUE.

- 1. Navigate to Synergy SIS > Grading > Setup > School GPA Types.
 - a. Select **Do Not Display in PVUE/SVUE** for the *Course History Only* **GPA Grade Types** to hide.

You must select **Used In School** for any GPAs not automatically enabled by the district to enable the **Do Not Display in PVUE/SVUE** option.

See the Synergy SIS – Grading and Course History Administrator Guide for more information on setting Used in School and Course History Only.

Scho Menu +	ool GPA Typ	Des II			S G 📑 - O
School N School	Name: Hope High Sc ol GPA Types	hool School Year: 2017-2018			
Ed-Fi Cu	mmulative GPA Type	Ed-Fi Session GP Type	A		
🕒 Set	nool GPA Types		•		
Line	Used In School	GPA Definition	GPA Grade Type	Name	Do Not Display in PVUE/SVUE
1		Cummulative GPA	Course History Only	CUM GPA	
2		Current Marking Period	Current Report Period	CUR GPA	
3		Grant (10-11)	Course History Only	Grant GPA	
4	×	Unweighted GPA	Course History Only	UNWGT GPA	
5		Current Marking Period	Year To Date Report Periods	YTD GPA	

School GPA Types Screen

- b. Click Save.
- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
 - a. Select Show GPAs.

ParentVUE and StudentVUE Con	figuration	A 10 10 10 10 10 10 10 10 10 10 10 10 10	N 🔍 🌲 🛍 At 🏜 • C C 🔊 - O
PVUE Configuration Activation Key Configuration Online Registration	Contact / Privacy Contact	Course Requests Email	Languages Acknowledgements
Graduation Monitoring Option			
Graduation Definition will be based on the Student's Dip Select Graduation Definition to Show in ParentVUE High School Show GF Show Class Ranks with GPAs Show Method Used to Calculate the Test Requirer Show graduation status	Noma Type. The default Graduation	Definition (below) is used if a Stu	ident is not assigned a Diploma Type.

ParentVUE And StudentVUE Configuration Screen

Suppressing Course History

You can suppress records on or after a selected term on the Course History screen of the ParentVUE and StudentVUE School Configuration screen.

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 2. In Course History Options select the appropriate term code to suppress in the **Suppress** course history that was added on or after this term code field.
- 3. Click Save.



ParentVUE And StudentVUE School Configuration Screen

Enabling Fee Options

Parents and students can have the ability to view student fees on ParentVUE and StudentVUE. Parents and students can pay those fees directly through the ParentVUE and StudentVUE web portals if the district is using a payment service provider.

Setting Up Online Payment Providers

Districts can collaborate with online payment partners such as PaySchool, Elavon, ACH, or SchoolPay.

See the Synergy SIS – Fees - Direct Payment Mode Guide for instructions on setting up the online payment service providers.

Defining Optional School Fees

- 1. Set the focus to a school.
- Navigate to Synergy SIS > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 3. Select the Options tab.
- 4. Choose the optional school fees that are available for payment on the web portal.
- 5. Click **Chooser** to locate the **Fee Code** and/or **Fee Description**.

▼ F	Paren	tVUE	and Studen	tVUE School	Configurati	on 🗏	5 🤨 🜆 👳	🌲 🛋 🚉 👧	• 🎗 ଓ 😵 🧿
4	 Save 	th Un	do 🕂 Add 🗙 🕻	Delete					
Schoo	Name: I	Hope Hig	h School School Ye	ar: 2014-2015					
PV	UE Confi	guration	Course Requests	Options					
🕒 Dis	play Opti	ons							
Selec	t the sta	ff who will	receive emails for der	mographic updates					
Staff		E	-Mail						
Sulliv	an, Broo	ks 🔗	mseyffer@edupoint.co	om					
🕒 Sch	iool Opti	onal Fees							Chouser
×	Line	Fee Code	♦ Fee Description ♦	Amount 🖨	: Min Units	♦ Max Units	\$	Frequency	÷
		YBK	🔗 Year Book	\$45.00	1	5	Unlimited purchasing		*
		YBK	🔗 Year Book	\$0.40	10		Purchase can be mad	le once a school year	-
		txt	🔗 textbook	\$1.00	145		Purchase can be mad	le once a school year	-
		PKP	🔗 Parking Permit	\$15.00	1	3	Purchase can be mad	le once a school year	*
		PKP	🔗 Parking Permit	\$300.00	3		Purchase can be mad	le once a school year	-
		MEAL	Ø MEAL	\$30.00	1	30	Unlimited purchasing		-

ParentVUE And StudentVUE School Configuration Screen, Options Tab

Displaying Fee Detail Notes

You can choose to show Fee Detail Notes in ParentVUE and the ParentVUE mobile application for Outstanding Fees and Paid Fees. The Fee Detail Notes come from the **Note** field on the District Fee Codes, School Fee Codes, Student Fee Detail, or Add Student Fee screens.

Only one note displays in ParentVUE for each fee. The note from Student Fee Detail has the highest priority, followed by the School Fee Code, and then the District Fee Code when a fee has notes from more than one of these sources.

ParentVUE and StudentVUE Configuration

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select Display Fee Detail Notes on the ParentVUE Payment Summary screen.

Menu - A Save Dundo	figuration					· 202-
PVUE Configuration Activation Key Configuration Online Registration	Contact / Privacy	Contact	Course Requests	Email	Languages	Acknowledgements
General Options						
Parent URL: Redirect user to this page upon logout. Leave	blank to have the use	r return to the er return to th	e login page			
Hide Paperless Report Card						
Disable Pragma No-Cache for Photos						
Fee Options						
Display Fee Detail Notes on the ParentVUE Payme	nt Summary scre					

ParentVUE And StudentVUE Configuration Screen

ParentVUE

Synergy SIS enables the **Notes** column in ParentVUE when you select **Display Fee Detail Notes** on the ParentVUE Payment Summary screen. The notes entered in District Fee Codes, School Fee Codes, Student Fee Detail, and Add Student Fees screens display.

	• 67 %
Fee Detail	Home
	08/11/202
	В
	Textboo
	\$45.0
	\$10.0
	Balance Du
	Fee Detail

ParentVUE Fee Detail Screen (Mobile App)

905483 (949-555-1212)					Eut	Scho	ol Distr	ict		Edupoint Scl Good morning, Kathlee	hool Distric en Aaron, 8/1/202
Home	FEE S	UMN	IARY								
Synergy Mail											Cummon
Calendar						Balance	that vo	u owe.	\$40.00		aummar
Assessment						Balance	, that ye	u owe.	ψ 1 0.00		
Attendance						(Outstand	ing Fees			
Class Schedule	Date	Fee Code	Description	Fees	Payments	∆diustm	Balance	Fee Cate	Course	Notes	Fee Status
Class Websites	08/11/2021	RK	Lost Book:	\$45.00	\$10.00	\$0.00	\$35.00	Textbook		Savs it was stolen.	Balance
Conference	2021- 2022		Algebra II	0.000			000100	-crito o o n			Due
📚 Course History	09/07/2021	ВК	Torn	\$5.00	\$0.00	\$0.00	\$5.00	Textbook			Balance
Course Request	2021- 2022		Cover: Great								Due
Dissipling			Expectation								

ParentVUE Fee Summary Screen (Web Version)

The **Notes** field of each fee displays only one note. Notes have the following priority for display when notes exist at multiple levels.

- 1. Notes from the Fee Information in the Fee Detail of Current Fees on the Student Fees screen
- 2. Notes from the Fee Detail of the School Fee Codes screen
- 3. Notes from the Fee Detail of the District Fee Codes screen

Setting Up Pending Payments

A pending fee is a fee that the parent or student has attempted to pay, but the payment was not acknowledged by the payment provider.

For fee payments that are pending on both the Student Fees screen in Synergy SIS and in the Fees module of ParentVUE, you can:

- Hide pending fees
- · Include pending fees in the Payment History section
- Segregate pending fees into their own Pending Payment History section
- Hide fees that are pending longer than a user-defined length of calendar days

These options are only available in the Responsive Interface (PXP2) for the Direct Payment fee model. These options are not available in the Standard Fee model.

- 1. Navigate to Synergy SIS > System > Setup > Direct Fee Options.
- 2. Click **Show Pending Payments** to show the pending payments on the Student Fees screen and in the Fees module in ParentVUE/StudentVUE. Additional options display.



District Fee Options Screen

- 3. Select additional options in the Settings section as needed.
 - Show Pending Payments in Pending Payment grid Select this option to display the pending payments in a separate Pending Payments History section.
 - Number of prior calendar days of Pending Payments to show Enter a number to restrict the payments that show. The default value is 0 and it displays all pending payments. The number of pending payments that display changes depending on the number entered in Number of prior calendar days of Pending Payments to show. In this example, only 3 pending payments are within the selected 5 calendar days (today and the 5 prior calendar days).

Settings							
Show Pending Payments							
Show Pending F	Show Pending Payments in Pending Payment grid						
5	Number of prior calendar days of Pending Payments to show						
Setting the Pending F	Payment Days to 0 will show all information						

District Fee Options Screen

								Summary			
					Fee De	tail					
Transaction Date Fee Code Fee Category Description Refund Amount Needed Fe 08/15/2018 BK Textbook Lost Book: Algebra II 0.00 Back						Fee Status Balance Due					
Fees 645.00	Pa \$0	ayments .00		Adju \$0.0	stment Credits 0	Int Credits Adjustment Debits Refunded Amount Balance 0.00 \$0.00 \$45.00					
School Year 2018	Sc Ho	hool ope High Scho	loc			Course					
lote											
					Payment H	listory					
Transaction ID	Payment Da	ate Amou	nt Pa	ayment Method	Payment Status P	ayment Note					
Transaction ID	Payment Da	ate Amou	nt Pa	ayment Method	Payment Status P	ayment Note					
Transaction ID	Payment Da	ate Amou	nt Pa	ayment Method	Payment Status P No Data to	ayment Note Display					
Transaction ID	Payment Da	ate Amou	nt Pa	ayment Method	Payment Status P No Data to	ayment Note Display					
Transaction ID	Payment Da	ate Amou	nt Pa	ayment Method	Payment Status P No Data to	ayment Note Display					
Transaction ID	Payment Da	ate Amou 0	nt Pa	ayment Method	Payment Status P No Data to	ayment Note Dîspîay					
Transaction ID	Payment Da	ate Amou 0	nt Pa	ayment Method	Payment Status P No Data to	ayment Note Display					
Transaction ID	Payment Da	ate Amou 0	nt Pa	ayment Method	Payment Status P No Data to Pending Payment	ayment Note Display ent History					
Transaction ID	Payment Da	ate Amou 0	nt Pa	ayment Method	Payment Status P No Data to Pending Payment Status P	ayment Note Display ent History ayment Note					
Transaction ID Transaction ID 17	Payment Da Total: Payment Da 01/21/2019	ate Amou 0 ate Amou 545.00	nt Pa	ayment Method ayment Method redit/Debit	Payment Status P No Data to Pending Payment Status P Pending Payment Status P Pending PA	ayment Note Display ent History ayment Note ay Schools Payment: Lost Book: //	Jgebra II				
Transaction ID Transaction ID 17 18	Payment Da Payment Da Joint Da Ol/21/2019 Ol/21/2019 Ol/21/2019	ate Amou 0 ate Amou	nt Pa	ayment Method ayment Method redit/Debit redit/Debit	Payment Status P No Data to Pending Pending Pending	ayment Note Display ent History ayment Note ay Schools Payment: Lost Boolc / ay Schools Payment: Lost Boolc /	Ugebra II Ugebra II				

ParentVUE Fee Summary Screen Detail

The pending payment displays on the Student Fees screen when a number is entered in **Number of prior calendar days of Pending Payments to show** because it is still within the number of calendar days entered.

Student Name: Aceved	o, Ashley School: Hope Hig	h School Status: Active Hom	moom				
Fees History	Fee System						
Last Name Acevedo	First Name Ashley	Middle Name	Suttx	Perm ID 901830	Grade 10	Gender Female +	
Fees	Payments	Balance	Fee Total Type				
\$1,015.00	\$0.00	\$1,015.00	Include fees for focu	organization and focus	year *		
Current Fees	Add K Hide Detail						
Line Transaction	¢ τ Fee Detail						
1 01/25/2019	Balance						Refund Amount Needed
3 01/25/2019	Fee Code		Fee Status				
	LAB: Lab Materiala		Balance Due				
3 01/25/2019		[F60 \$50.00	- Creats j	- Payment	+ Herunded	+ Debits	
		= Balance	44.44	44.44		30.00	
		\$50.00					
	C East Information						
	G rec manora						
	Payment Histor	ry 🕈 Add					
				Course of		Provider	Automation of the second
	× - Line	ID T Date \$ T		Method 0 = 1	r Number ≑ τ P	Note Transactio	in≑⊤ Status O≑⊤ Crror ≑⊤
						10	
			0.0				
	Deptice Daves	ant Uistary					
	 Pencing Payms 	and the start of y					
	X - Line	Transaction ID 🗘 T	Date 🗘 T Time 🗧	T Amount :	CT Payment Met	ted <mark>0</mark> ≑T	Payment Note 🗘 T Payme
	= 1 19	01	25/2019 9.52 AM	55	0.00 Credit/Debit	Pay Schools	Payment: Lab Materials Pending
			To	tal \$50	.00		

Selecting Attendance Definition

Schools can select the Attendance Definition to determine which attendance codes show on the ParentVUE and StudentVUE Attendance Calendar.

1. Create an attendance definition.



See the Synergy SIS – Attendance Administrator Guide for more information on defining attendance codes.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 3. Select the Attendance Definition.

ParentVUE and Stude	entVUE Configuration	Щ.					
Menu 🕶 🚔 🖌 Save 🔄 Und	lo						
PVUE Configuration Activation	Key Configuration Contact / Privacy	Contact	Course Requests	Email	Languages	Acknowledgements	Online Registratio
User to model BO security	Filter Grade						
User, PVUE 🔗	All Historical Data	-					
User to execute reports	Filter Health						
S		-					
Recent Event Configuration							
Number of days to look into the future f	or upcoming events to show on the studer	nts recent ever	nts home page				
Number of days to look into the past fo	r events to show on the students recent ev	ents home pa	ge				
Graduation Monitoring Option							
Student Account Setup Parent	Account Setup						
Select the Document Categories to b	e displayed in PVUE and SVUE > Docum	ents 🕇 Ad	ld				
Attendance Options							
Attendance Definition							
Daily Attendance Definition 1 (Day Abs	ences) 👻						

ParentVUE And StudentVUE Configuration Screen

Setting Up Time Tracking

ParentVUE and StudentVUE Configuration Setup

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select Time Tracking in the Attendance Options section.
- 3. Select the appropriate option for Person Type Allowed to Submit Times.
 - Parent (Default) or Blank Only the parent can submit Time Tracking
 - Student Only the student can submit Time Tracking
 - Parent and Student Both the parent and student can submit Time Tracking
- 4. Click Save.

Pare	ntV	UE and StudentVUE Con	figuration							
Menu		Save Save	ingulation							
PVU	E Confi	guration Activation Key Configuration	Contact / Privacy	Contact	Course Requests	Email	Languages	Acknowle	edgements	Online Registration
Sele	ct the D	ocument Categories to be displayed in PVUE	and SVUE > Documer	nts 🕂 Ad	đ					
X -	Line	Document Category	0 - T		Acknowledge	ement Req	uired	÷τ		
		School Project	-							
		IEP Documentation	•		I					
•		District Policy								
•		School Documents	-		I					
		Miscellaneous Documents	-		I					
•		State Test Scores	-						Please read	through your child's test scores
		-								
Atter	dance (Options								
Attend	ance De	finition 🗊 🗹 Time Tracking								
		 Person Type Allowed to Submit 	Times							
		Parent and Student	*							

ParentVUE And StudentVUE Configuration Screen

ParentVUE and StudentVUE School Configuration Setup

- 1. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 2. Select **Disable Time Tracking** to turn off Time Tracking at the school.



Selecting **Disable Time Tracking** disables the option for the school in focus.

3. Select the appropriate Override Person Type Allowed to Submit if needed.



The **Override Person Type Allowed to Submit** setting on the ParentVUE and StudentVUE School Configuration screen overrides the **Person Type Allowed to Submit** setting on the ParentVUE and StudentVUE Configuration screen.

The Update and Submit button displays in ParentVUE for the user selected in Person Type Allowed to Submit Times or Override Person Type Allowed to Submit field.

ParentVUE and StudentVUE School Configuration	10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							
School Name: Hope High School School Year: 2020-2021								
PVUE Configuration Course Requests Options								
Attendance Options								
Disable Time Tracking								
Override Person Type Allowed to Submit								

ParentVUE And StudentVUE School Configuration Screen

Setting Up Subject Areas for Elementary Homeroom

Setting Up Time Tracking Subject Areas

- 1. Navigate to Synergy SIS > System > Setup > Lookup Table Definition.
- 2. Navigate to the K12.AttendanceInfo > Time Tracking Subject Area lookup table.
- 3. Click Add to add lines as needed.
- 4. Enter a Code and Description of the subject areas.
- 5. Click Save.

Namespace: K12.AttendanceInfo Name: Time Tracking Subject Area Locked: N Use Code as the State Code All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value Lookup Values + Add						
X -	Line	ListOrder 🗘 🕇	Code 🗘 🝸	Description 🗘	▼ Other SIS ‡ ▼	State Code 🗘 🝸
		1	MA	Math		
		2	SC	Science		
		3	SS	Social Studies		
	4	4	PE	Physical Education		
		5	ART	Art		
		6	MU	Music		
	7	7	LA	Language Arts		

Time Tracking Subject Area Lookup Table

School Setup

The School Setup screen determines which period is designated as a homeroom period.

- 1. Navigate to Synergy SIS > System > Setup > School Setup.
- 2. Select Time Tracking by Homeroom Section.
- 3. Click Save.

School Setup					📑 : C C 🛓
Menu 🗸 🚔 🖌 Save	4 Undo				
(Organization Name): Adam	s Elementary School Year:	2020-2021			
Basic Info Options	SIS Data Options La	bels TeacherVUE	Mobile Apps		
Period Definition					
Start Period 0 Bell Sched Override	End Period 9	Homeroom Period	Homeroom Meeting Day		
Type Information					
School Type	School Attendance Type	Attendance E	ntry Method for Teachers and Clas	ss Attendance School Atte	ndance Reason Type
Elementary School 🔹	Daily Attendance	 By Section 		 Regular 	*
Grade Attendance Calculate	ed				
By Grading Definition	•				
ALC school Type Calendar	Type School Category	Time Tracking by Hon	neroom Section		

School Setup Screen

Setting a Home Room Section as Online

- 1. Navigate to **Synergy SIS > Schedule > Section**.
- 2. Locate a homeroom section.
- 3. Select Yes for Online Course Override.
- 4. Click Save.

Section
Menu - 🧕 < Q > 🚔 🗸 Save 🖘 Undo 🕂 Add 🗙 Delete
Section ID: 0118 Course Title: 1/2 Multi-Age School Year: 2020-2021
Current Students Student Enrollment History Additional Staff History Schedule Matrix Pathways
Section ID Course ID Course Title Staff Name Room Name Linked Staff Name
0118 0120 S 1/2 Multi-Age Carroll, Natalie S 0018 S
© Section Info
Begin Period End Period Term Code
Attendance Option AM PM Attendance Type Supplemental Funding Category
Include in Attendance - Include in Grading
Instructional Minutes Override Staff Minutes Override Using Elementary Minutes
Instructional Strategy Instructional Method Instructional Content Category Code Override College Credit Dual Credit Distance Learning Independent Study Credit Recovery Postsecondary Articulated Course
Online Course Override State Course Override Alternative Learning Override Online Program
Serving District Serving School Institution Type
Instructional Unit ID Local Master Schd ID
Cooperative Learning Cooperative Learning Mins Work Based Learning Code Instructional Location

Section Screen

Enabling Push Notifications

StudentVUE and ParentVUE allow push notifications to alert users about updates regarding Health, Discipline, Grades, Assignments, and Attendance.



Both Android and Apple devices support push notifications.

- 1. Navigate to Synergy SIS > System > Setup > District Setup.
- 2. Select the Mobile Apps tab.
- 3. Select the options to Enable Push Notifications.
- 4. Select the Job Time Interval.



Clicking **Schedule Job** sends notifications immediately without waiting for the Job Time Interval.

5. Select the apps to enable notifications for.



District Setup	N			"å (<u>]</u>	ට ජ 📷 - 3		
Menu - 🚔 🖌 Sav	e 👆 Undo						
District Setup							
Options System Concurrent Options	Grade Setup Accessibility	TeacherVUE Color Themes	Labels	Auto-Sequence	Reports	Waivers	Mobile Apps
Enable Push Notificatio	ns						
Push Notifications for <i>∎</i>	Android Pus	h Notifications for in	OS				
Push Notification - Sch	nedule Job						
Select Job Time Interval	The job will be so	heduled and will ru	in for selecte	ed time interval.			
Job Time Interval 5 minutes - Sche	dule Job						
Enable Push Notificat	tions						
Select check box to EN	ABLE push notific	ations.					
🗹 Grade Book 🗹 H	lealth 🗹 Discip	line 🗹 Attendar	ice				

District Setup Screen, Mobile Apps Tab

Receiving Notifications About Submitted Future Absences

Parents can receive notifications about submitted future absences for students on the ParentVUE mobile application.

> This is currently available only in iOS devices, version - 8.1.6 and above and in Android devices, version - 5.4.2 and above.

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Email tab.
- 3. Select Attendance Enabled.



ParentVUE And StudentVUE Configuration Screen, Email Tab

- 4. Click Sin Absence Report Accept Email Content to select the email content.
- 5. Click Sin Absence Report Reject Email Content to select the email content.

ParentVUE and StudentVUE Configuration	
Menu - 🚔 🛷 Save 🔸 Undo	
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languag	es Acknowl
Notification Begin Date	
Mandatory Delivery Dates + Add Line Date	
Parent Submitted Absence Report Notifications	
This Absence Report Process Status Message allows replacement of the following key fields (must be typed in exactly as they appear): @PARENT_FIRST_NAME@ - Parent's First name @STUDENT_NAME@ - Student's First Name. @REJECTED_DATES@ - rejected dates for submitted attendance. If there is no value heading will not be printed. @ACCEPTED_DATES@ - accepted dates for submitted attendance. If there is no value heading will not be printed.	ť
Here is sample email format:	
Dear @PARENT_FIRST_NAME@,	
Thank you for using ParentVUE to stay involved in your child's education.	
Absence request submitted for @STUDENT_NAME@ on the date(s) @ACCEPTED_DATES@, has been processed and accepted by the so	hool
This is auto-generated email and return address is not monitored.	
Absence Report Accept Email Content Absence Report Reject Email Content PXPAbsence.Accept	

ParentVUE And StudentVUE Configuration Screen, Email Tab

There is a list of variables used within email subjects or the message body. A help format is also added for the Absence Report process. The default email format is used from the Revelation messages screen if there is no email format is selected in the Absence Report Accept Email Content and Absence Report Reject Email Content fields. For push notification – 4950, 4951 For email subject – 4956, 4957 È • For email body – 4954, 4955 Revelation Message Menu - < Q > 🚔 🗸 Save 🖘 Undo + Add 🗶 Delete Message Number: 4950 Message Message Number Product Owned Msg Type Message 💌 4 4950 Base Message Message Help Message {0}: Absence report is accepted for {1}. Msg Group Attendance -Revelation Message Screen

The parent receives emails depending on the option selected for **Absence Report Type** on the **PVUE Configuration** tab of the ParentVUE and StudentVUE Configuration screen.

- If *Allow and Automatically Accept* is selected, each day is processed separately. If the parent submits attendance request for a range of dates, the parent receives an email or note for each day.
- If *Allow and Require Review* is selected, the date on which the school staff accepts the attendance is processed at once and the parent receives a single mail for all attendance requests accepted and/or a single mail for all attendance requests rejected.



Search Current Mailbox (Ctri+E) $ ho$ C All Unread By Date 4 Today	urrent Mailbox ▼ ▼ Newest ↓	Q. Reply Q. Reply All Q. Forward Wed 12/18/2019 341 PM noreply@mail.localserver.com
noreply@mail.localserver.c Absence Reject Notification Dear Phillip, Thank you for using	3:41 PM	Absence Reject Notification To staffdemo@mail.locakerver.com
noreply@mail.localserver.c Absence Reject Notification Dear Phillip, Thank you for using	3:41 PM	Dear Phillip,
noreply@mail.localserver.c Absence Reject Notification Dear Phillip, Thank you for using	3:41 PM	Thank you for using ParentVUE to stay involved in your child's education. Absence request submitted for Billy Abbott on the date(s) 12/18/2019, has been processed and rejected by the school
noreply@mail.localserver.c Absence Reject Notification Dear Phillip, Thank you for using	3:41 PM	This is auto-generated email and return address is not monitored.
4 Monday		
noreply@mail.localserver.c Absence Accept Notification Mo Dear Phillip, Thank you for using	on 5:52 PM	

ParentVUE Email (Reject)

Discipline Notifications for ParentVUE and StudentVUE

Parents and students can see incident data based on the selected **Discipline Security** option on the ParentVUE and StudentVUE Configuration screen.

ParentVUE and StudentVUE Configuration 🔹 🔹 🕫 😪 📀							
Menu 🗸 📥 🖌 Save 🐂 Undo							
PVUE Configuration Activation Key Configuration Languages Acknowledgements	Contact / Privacy Contact	Course Requests Email					
Security	Data Filtering Options						
Discipline Security Highest	Filter Attendance	-					
Conference Security	Filter Conference						
High	All Historical Data	•					

ParentVUE And StudentVUE Configuration Screen

Disabling Push Notification for Devices

Synergy SIS shows devices that are registered on StudentVUE and ParentVUE to receive push notifications. You can disable push notifications for devices for a parent or student.

ParentVUE

- 1. Navigate to Synergy SIS > Parent > Parent.
- 2. Locate a parent.
- 3. Select the ParentVUE tab.
- 4. Select **Push Note Disabled** for the device in the Registered Devices section.

Parent					: 201 👬 - 9
Menu - C >	Save	t Undo			
Parent Name: Aaron, Phillip					
Demographics Childre	en ParentVUE	Parent Contact Survey	Online Registration	Payment Restrictions	
Last Name	First Name	Middle Name	Suffix	Title	
Aaron	Phillip				
O Activation Key Managemer	nt	Email Addresses			
Parent/UE ID		 Account Activation 			
Notify Options		■ ParentVUE Settings			
Open Parent/UE as Parent					
Additional App Type Logi	ins 🕇 Add				
Acknowledged Documen	its				
 Parent Access History 					
 Registered Devices 					
Line	Device	Name	\$ T	Push Note Disabled	\$ र
1 Intel Apollo Lake Chro	omebook				
2 iPad Pro					
3 James's Edupoint iPh	ione				
4 Mc iPad					
5 Nexus 7				8	

Parent Screen, ParentVUE Tab

StudentVUE

- 1. Navigate to Synergy SIS > Student > StudentVUE.
- 2. Locate a student.
- 3. Select **Push Note Disabled** for the device in the Registered Devices section.

StudentVUE	n 📀 🛃 🍘 🗷 (۰ 🌔				፡ ጋሮ 🔍 - 9		
Menu - 🛃 < Q > 🚔 🖋 Save 🗠 Undo								
Student Name: 🕫 Abbott,	Billy C. School: Hope	High School Status: Inactive R	oom Name: ANNX					
Activation Key Acce	Activation Key Access Survey							
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender		
Abbott	Billy	С		905483	12 .	Male 🗸		
 Activation Key Managem 	ent	 Account Activation 						
Student/UE ID		Student/UE Settings						
Online Course Request 5	Status							
Open Student/UE as Stude	ent							
Additional App Type Lo	ogins + Add							
 Acknowledged Docum 	ents							
Registered Devices								
Line	Device Name	÷ ≎ र		Push Note Disabled		÷ T		
1 AggroPad								
2 Edupoint ipad air								
3 Edupoint's iPad								
4 iPad mini								
5 iPad Pro				X				
6 iPhone X								

StudentVUE Screen

Chapter 6: Email Setup

Configuring Emails	241
Configuring Email Content	245
Enabling Auto-Notifications	246
Configuring Active Email Notifications	
Customizing Email Content	251
Using Email Variables	257
Sample Messages	258

Configuring Emails

Redirecting the SMTP Email Recipient to the Appropriate ParentVUE or StudentVUE Login Screens

The URL fields for ParentVUE and StudentVUE servers are used when generating the reply link in the SMTP emails to redirect the recipient to the appropriate ParentVUE or StudentVUE login screens. This also allows consortiums that host multiple districts on the same domain to specify the exact path for each district site.

- 1. Navigate to Synergy SIS > System > Setup > District Setup.
- 2. Select the System tab.
- 3. Enter the URLs for ParentVUE and StudentVUE.



	to							: 2016	
District Setup Options System Grade S	setup TeacherVUE Labels	A	uto-Sequence Reports	Waivers	Mobile App	Concurrent Options	Accessibility	Color Themes	
Communication options Enable Streams Include Additional Staff when I Surgery Mail	Common Report Stateme Enable Streams Include Additional Staff when Emailing Teachers								
These options apply to Synergy Mai	II, Mass Email, TVUE Log Student Co	ntact,	, and TeacherVUE Communic	ation.					
Synergy Mail	On	•	✓ Forwarding (SMTP Relay)	✓ Synergy I	fail Translation			
Staff Recipient Access	Entire district	•	Enable for Staff		Enable	Disable			
Teacher Student/Parent Access	All (Default)	•	Enable for Parents						
Parent Recipient Access	Email staff in entire district	-	Enable for Students		✓ URLs				
Student Recipient Access	Email staff only (Default)	*	U Suppress Message Co	ntent	SIS URL	http://ga05vm/100/1/			
Check For New Mail (Seconds)	60		✓ Parent/Guardian Filters		PVUE URL	http://qa05vm/100/1/		Ť I	
Max Attachment Size (MB)	20		Require Educational	Rights	SVUE URL	http://qa05vm/100/1/		Ť I	
Max Total Attachment Size (MB)	20		Require Contact Allo	ved					
Contact Log Option	Staff choice at time of sending mail	•	Require Mailings Allo	wed					
Contact Type	Synergy Mail	•							
Add Parent Contact To Student Log	No	-							
Add Section, Group, etc. To Subject	Yes	*							
District Staff Determination	No School Year Records (Default)	•							

District Setup Screen, System Tab

Clicking the **Click here to reply to message** link displays the login screen when an SMTP email link is clicked.

🔤 🔒 ් ර	î ↑ ↓ ≑		test email - Message (HTML)				
FILE MESSA	AGE						
🕞 Ignore 🗙	🛛 🖓 🖓 🖪 Meeting	Move to: ? G To Manager	- 🎽 🗟 Rules * 🚱 📕 🕨 af 🖁 🖓 Find				
🎝 Junk 👻 Delete	Reply Reply Forward More -	Reply & Delete 7 Create New	Move Mark Categorize Follow Translate Zoom				
Delete	Respond	Quick Steps	Tags Tag Editing Zoom				
Fr	ri 1/10/2020 1:24 PM						
n n	oreply@mail.qasynerg	/localqa05vm.com					
te	est email						
To Billy.Abbotts@mi	ail.qasynergylocalqa05vm.com						
Click here to do	wnload pictures. To help protect your pr	ivacy, Outlook prevented automatic downlo	oad of some pictures in this message.				
Message From	Bey Sherwood						
Click here to reply to message							
This will redire	This will redirect emails sent to students and parents.						
Click here to re	ply to message						
This is an autom	nated email. Please do not respond	to this message.					

SMTP Link Email

	Login	
User Name:	Edupoint School District	
Password:		
	Forgot Password	
	Login	
	More Options 🗸	
English -		1

StudentVUE 2.0 Account Access Screen

Independent SMTP Forwarding for Parents and Students

You can enable Forwarding (SMTP Relay) for parents and/or students when Synergy Mail is enabled.



No SMTP emails are received if SMTP forwarding is not selected.

- 1. Navigate to Synergy SIS > System > Setup > District Setup.
- 2. Select the System tab.
- 3. Select Enable for Parents and Enable for Students for Forwarding (SMTP Relay) as needed.

All options are selected by default if Synergy Mail and SMTP Forwarding are enabled.

None of the options are selected if Synergy Mail and SMTP Forwarding are not enabled.

The emails sent without SMTP forwarding still display in ParentVUE and StudentVUE with Synergy Mail enabled.



District Setup Screen, System Tab

Including Additional Staff When Sending Emails in ParentVUE and StudentVUE

You can display and include additional staff members when sending emails to teachers in ParentVUE and StudentVUE.

This functionality works with or without Synergy Mail enabled.

You must select the **Show Additional Staff** option on the ParentVUE and StudentVUE Configuration screen to display additional staff in ParentVUE.

- 1. Navigate to Synergy SIS > System > Setup > District Setup.
- 2. Select the System tab.
- 3. Select Include Additional Staff when Emailing Teachers.

District Setup				2		C C 📷 - 0
Menu 🗸 🌲 🛹 Save 🦘 Undo						
District Setup						
Options System Grade Setup	TeacherVUE	Labels	Auto-Sequence	Reports	Waivers	
Mobile Apps Concurrent Options	Accessibility	Color Theme	es			
Communication Options						î
✓ Enable Streams						
Include Additional Staff when Email	ing Teachers					

District Setup Screen, System Tab

Configuring Email Content

The content of the email notifications are customized at the district level.

Use auto-notifications to email parents and students when certain changes in the student data were made in Synergy SIS. After you modify the student data, Synergy SIS automatically sends an email to the parent or student email address on file in the Parent or Student screens, notifying the parents and/or students of the change.

Email messages are sent immediately or in bulk.

- Bulk messages are sent only once a day
- · Immediate messages are sent as often as once an hour

Staff maintains email addresses in Synergy SIS. Parents and students can also enter and modify their email address from ParentVUE and StudentVUE. Parents can have up to five email addresses and students can have one email address.

	Enable the following fields in Synergy SIS > Setup > System								
	 In the Email Options section: 								
	Email Enabled								
	- SMTD Email Sonvor								
	Default Email Server								
	In the Messaging section:								
	Dulle Mail Frankla								
	Bulk Mail Enable								
	Immediate Mail Enable								
4	System Configuration System Configuration System Configuration Security Options Advanced SAML Berowil Options Options Advanced SAML								
	Email Enable Test Email S Enable Enable								
	SMTP Email Server Default Email From Address SMTP Port Override - default is 25 Ittan email@mail.com Enable SMTP Authentication SMTP Usemame SMTP Password								
	Messaging								
	Bulk Mail Enable Immediate Email Enable Immediate Start Immediate St								
	7:30 AM O 2								
	Contact Type for Email History View Blind Copy Sender on Immediate Emails to Each Person Blind Copy Sender on Immediate Emails								
	System Configuration Screen								
	See the Superay SIS - System Administrator Guide for more								

See the Synergy SIS – System Administrator Guide for more information about the district email options and setup.

Enabling Auto-Notifications

- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- 2. Select the Email tab.
- 3. Enter the **Time to begin PVUE immediate email monitoring** in numerical format. This is the time that Synergy SIS begins checking for emails to send immediately. For example, *900* displays as 9:00 AM.
- 4. Enter the **Interval**. This is the time interval in hours that Synergy SIS waits to check for emails to send. The minimum is 1 hour and the maximum is 24 hours.
- 5. Enter the **Bulk (once a day) email start time**. This is the time to send summary type emails. These emails are not of immediate nature and can wait to be sent.

Bulk delivery occurs once a day. The processing places all outgoing generated emails in a queue to be sent during the next defined email cycle (bulk or immediate) as defined in System Configuration.

Due to the potential load on Synergy SIS, Grade Book content always processes as Bulk Email. You should consider other jobs and processes when selecting the **Bulk (once a day) email start time**.

- 6. Click the link in From User to locate the user account that sends the email messages.
- 7. Click the link in **Email Content for Bulk (or Immediate) Delivery Type** to locate the message format for the bulk and immediate messages.

The message formats for all notifications are created using the Email Content screen at Synergy SIS > System > Setup > Email Content. See Customizing Email Content for more information.

ParentVUE and StudentVUE Configuration	ParentVUE and StudentVUE Configuration 🗵 🔹 🗧 -							
Menu - 🚔 🕼 Save 🦘 Undo								
PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages A Online Registration	cknowledgements							
Active PVUE Email Configuration Options								
Time to begin PVUE immediate email monitoring Interval (in hours - min 1 hour / max 24 hours) to check for emails to send 7:00 AM								
Bulk (once a day) email start time 9:59 AM								
From User From Email Address								
Carroll, Natalie 🔗 staffdemo@mail.qasynergylocalqa05vm.com								
Email Content for Bulk Delivery Type Email Content for Immediate Delivery Type								
PXP.MainBulk Ø PXP.MainImmediate Ø								
Last Processed Immediate Emails Last Processed Bulk Emails								
03/20/2018 09:59:07								

ParentVUE And StudentVUE Configuration Screen, Email Tab

Configuring Active Email Notifications

Students and parents can receive different notifications. The following notifications are available.

- Attendance Students and parents are notified any time the student is marked absent or tardy
- Grade Students and parents are notified any time a grade is entered
- Health Students and parents are notified any time notes are entered into the Nurses Log
- Discipline Students and parents are notified any time a discipline incident is entered for the students
- Grade Book Students and parents are notified once a week when the student's Grade Book scores fall below a certain percentage
- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration.
- Select the modules in the Parent Active Modules that should be auto-notify options in ParentVUE and in the Student Active Modules section that should be auto-notify options in StudentVUE My Account.

ParentVUE and StudentVUE Configuration					
Menu - 🚔 🖌 Save 🔄 Undo	:				
PVUE Configuration Activation Key Configu	uration Contact / Privacy Contact				
Course Requests Email Languages	Acknowledgements Online Registration				
Parent Active Modules	Student Active Modules				
Attendance	✓ Attendance				
Absence Report Type	Course Request				
Allow and Require Review -	Course Request Edit Option				
Days in the future to accept attendance.	Editable				
30	Current Schedule				
Absence Document Category Type	Discipline				
	Conference				
Course Request	Ees Fees				
Course Request Edit Option	✓ Grade				
Read-Only -	Gradebook				
Current Schedule	Course History				
✓ Discipline	Health Visits				
Conference	Health Conditions				
✓ Fees	Health Immunizations				
✓ Grade	School Information				
Grade Book	District Information				
Course History	Digital Locker				
✓ Health Visits	Streams				
Health Conditions	Special Ed				

ParentVUE And StudentVUE Configuration Screen

- 3. Select the Email tab.
- 4. Enter the content for each message type.
 - Attendance
 - a. Select Attendance Enabled to send notifications.
 - b. Select the Email Delivery Type.
 - c. Click **Parent Daily Attendance Content** or **Student Daily Attendance Content** to locate the message content.
 - d. Select the reason codes used for attendance to send the notification.

rentVUE and Stu	dentVUE Configu	uration 📧				\$	S	2 # Q :
nu • 🚔 🖌 Save 🔄	Undo							
VUE Configuration Activ	ation Key Configuration	Contact / Privacy	Contact	Course Requests	Email	Languages	Acknowledgements	Online Registrati
Active Email Notifications								
TE: Bulk delivery will occur or nerated emails in a queue to l	nce a day. The processing will be sent during the next defin-	II begin as defined a ed email cycle (bulk	bove. Immediat	diate Email Monitorin e) as defined in Syste	ig processing em Configura	g occurs as note ation.	d above. The processing	places all outgoing
Attendance Enabled				-,,				
Email Delivery Type								
Immediate								
Parent Daily Attendance Cont	tent Student Daily Attendance	ce Content						
PXP.AttendanceInfo.Daily	PXP.AttendanceInfo.Da	aily 🔕						
Select the reason codes to inc	clude during communication	0 ↔ ©						
VXA - UX Absence (UNE)	Psy - Psychologi (ACT)							
Nrs - Nurse (ACT)	Tdy - Tardy (TDY)							
Mes - Message (EXC)	Li - Lice (UNE)							
Alc - Alt Lrn Ct (ACT)	Nur - Nurse (ACT)							
Vac - Vacation (UNE)	Adm - Couns/admi (ACT))						
✓ Hss - Home Susp (EXC)	🗸 Apl - Appeal (ACT)							
Pox - C-Pox (EXC)	Nce - Ace N (UNE)							
Dr - Doctor App (EXC)	Unt - Unextardy (ACT)							
Act - Activity (TAR)	Clc - Inschl Sus (ACT)							
Oth - Other (EXC)	Bus - Bus Susp (EXC)							
Cou - Counseling (ACT)	L - Lunch (ACT)							
Lic - Lice (EXC)	B - Late Bus (ACT)							
App - Appealed (ACT)	🗸 Iss - Iss (ACT)							
Det - Detention (ACT)	Gff - Office (ACT)							
Wv - Waived (EXC)	Que - Quest. Exc (UNE)							
Lsw - Latesweep (ACT)	🗹 Ins - Inschoolsu (ACT)							
Bsp - Bussspend (EXC)	Imm - Immuniz (ACT)							
Ims - Immunsusp (UNE)	Exc - Excused (EXC)							
UXT - UX Tardy (TAR)	HI - Health (ACT)							
✓ ill - Illness (EXC)	Pag - Pager (EXC)							
Uns - Unsatistry (UNE)	Lt - Late (ACT)							
Pos - Positive (POS)	Swe - Sweep (ACT)							
Unv - Unverified (UNV)	Fni - Funeral (EXC)							
E - Exc lardy (IDY)	SAI - Saturday School (F	POS)						
	V Et - Exc lardy (ACI)							
Sus - Suspension (EXC)								
Parent Twice Daily Attendanc	e Content Student Twice Da	ily Attendance Cont	ent					
PXP.AttendanceInfo.TwiceDa	aily 🔗 PXP.Attendancel	Info.TwiceDaily	8					
Parent Period Attendance Co	ntent Student Period Attende	ance Content						
PXP.AttendanceInfo.Period	PXP.AttendanceInfo.F	Period 🔗						
Last Processed Attendance Im	nmediate Parent Emails	Last Processed Atte	endance Bulk	Parent Emails				
08/02/2019 00:50:09		08/01/2019 13:50	:08					
Last Deserved Attacks In	una diata Chuda at Esc. 11	Last Deserves if All	and a set Dive	Chudant Essail:				

ParentVUE And StudentVUE Configuration Screen, Email Tab

- Grade
 - a. Select Grade Enabled to send notifications.
 - b. Select the Email Delivery Type.
 - c. Click **Parent Grade Content** and **Student Grade Content** to locate the message content.
 - d. Enter the Number Of Days To Send Email Before Grade Period End.
 - e. Select Send Only One Email, if necessary.

Grade Enabled	
Email Delivery Type	
Bulk -	
Parent Grade Content Student Grad	de Content
PXP.GradeInfo.GradingReportPeriod §	
Number Of Days To Send Email Before Grade Period Er	nd
30	
Send Only One Email	
Last Processed Grade Immediate Parent Emails	Last Processed Grade Bulk Parent Emails
iii	04/29/2020 3:00:09 PM
Last Processed Grade Immediate Student Emails	Last Processed Grade Bulk Student Email
iii	04/29/2020 3:00:09 PM

ParentVUE And StudentVUE Configuration Screen, Email Tab

- Health
 - a. Select Health Enabled to send notifications.
 - b. Select the Email Delivery Type.
 - c. Click **Parent Health Content** or **Student Health Content**to locate the message content.



ParentVUE And StudentVUE Configuration Screen, Email Tab

- Discipline
 - a. Select Discipline Enabled to send notifications.
 - b. Select the Email Disc Dlv Code to set the email delivery type.
 - c. Click **Parent Discipline Content** or **Student Discipline Content** to locate the message content.

Ø Discipline Enabled	
Email Disc Dlv Code Bulk	
Parent Discipline Content Student Discipline Content	
Last Processed Discipline Immediate Parent Emails	Last Processed Discipline Bulk Parent Emails
	04/29/2020 3:00:09 PM
Last Processed Discipline Immediate Student Emails	Last Processed Discipline Bulk Student Emails
	04/29/2020 3:00:09 PM

ParentVUE And StudentVUE Configuration Screen, Email Tab

- Grade Book
 - a. Select Gradebook Enabled to send notifications.
 - b. Click Parent Elementary Grade Book Content or Student Elementary Grade Book Content to locate the message content.
 - c. Click Parent Secondary Grade Book Content or Student Secondary Grade Book Content to locate the message content.



Clear the email content in **Elementary Grade Book Content** or **Secondary Grade Book Content** if you do not want to send elementary or secondary emails.

d. Select Exclude TVUE Days After Grading Period Threshold When Determining Active Grading Period to ignore the TeacherVUE days after the grading period threshold when sending Grade Book Notification emails to parents and students. Parents and students who receive Grade Book Notifications Emails only receive grade information for the current active grading period.

This option is disabled	d by default.
Srade Book Enabled	
Parent Elementary Grade Book Content	Student Elementary Grade Book Content
S	S
Parent Secondary Grade Book Content	Student Secondary Grade Book Content
S	S
Parent Automatic Opt-in to Grade Book Notification	ns 🗌 Student Automatic Opt-in to Grade Book Notification
Exclude TVUE Days After Grading Period Thresho	ld When Determining Active Grading Period
Last Processed Grade Book Bulk Parent Emails	
06/08/2021 11:00:17 AM	
Last Processed Grade Bulk Student Emails	
06/08/2021 11:00:18 AM	

ParentVUE And StudentVUE Configuration Screen, Email Tab

Customizing Email Content

See <u>Activation Key Configuration</u> for setup of the email that is sent to parents with activation key information.

You can customize each of the notifications that are sent from ParentVUE and StudentVUE at the district level. The district controls the subject and content of the email. The following table lists some recommended email content types.

Content Namespace	Content Key
РХР	MainBulk
РХР	MainImmediate
PXP.AttendanceInfo	Daily
PXP.AttendanceInfo	Period
PXP.AttendanceInfo	TwiceDaily
PXP.ClassInfo	ClassChanges
PXP.DisciplineInfo	Discipline
PXP.GradeInfo	GradingReportPeriod
PXP.HealthInfo	Health
PXP.StudentInfoChanges	ParentVUE

- 1. Navigate to Synergy SIS > System > Setup > Email Content.
- 2. Click Add to open the Email Content (Add) screen to add a new email message.



Email Content Screen

3. Enter the **Content Namespace** and **Content Key**. See the <u>list of the default emails</u> needed by ParentVUE.

Start the **Content Namespace** for ParentVUE messages with *PXP* to make ParentVUE/StudentVUE email content easier to identify.

- 4. Select the Default Language.
- 5. Select ParentVUE from Content Type.

Email Content				5 🧐 🐼 🚥 🜲	🛋 🚉 🦣 🌉 🕨 🛛 💁 9
Save Close					
Content Namespace	Content Key	Default Language	Content Type		
DVD OL 1 UL C OL	Changes	English	 Paront\/LIF 	-	

Email Content (Add) Screen

- 6. Click Save to create a blank email.
- 7. Define the email content:
 - To add a new email message:
 - a. Click Add Wizard. The Email Content Detail screen opens.

T Email Conte Menu - < Q >	ent 🖪	Undo + Add × Delete		i 🔁 🧐 🗱 😅 🌲 🖻	1 🚉 🌲 🌉 · 🏾 C 😋 🛛
Content					
Content Namespace PXP.ClassInto	Content Key ClassChanges	Default Language English	Content Type	Ŧ	
Content Sections					+ Add Wizard Show Detail
× Line		Language		÷	Email Subject 🗢
1 English					

Email Content Screen

b. Select a Language.



c. Enter an Email Subject for your message.

Email Content Det	ail	
✓ Save X Close		
Language	Email Subject	
Spanish	Class Changes	

Email Content Detail (Add) Screen
- To modify an existing message:
 - a. Locate the message type to modify.
 - b. Select a line in the Content Sections section and click Show Detail.

Email Conte	nt 🗷			- 5 🤨 🎛 😅 🜲 🕫	1 🏥 🌨 🌉 👌 🖸 🙀 🕯
Menu - 🖌 Q 👂	Save 🖘 U	ndo 🕂 Add 🗙 Delete			
Content					
Content Namespace PXP.ClassInto	Content Key ClassChanges	Default Language English	Content Type * ParentVUE	٣	
Content Sections					+ Add Wizard Show Detail
★ Line ■ 1 English		Language		\$	Email Subject 🗢

Email Content Screen

- c. Select the Language.
- d. Enter the Email Subject.



Variables such as the student name or district name can be used in the subject. See Email Variables.

e. Add the message content.

	You can enter a message either by:
_	 <u>Uploading an existing HTML document</u>. Once an HTML document is uploaded, you can edit it using the built-in HTML editor.
_	 Uploading an existing Text document
	<u>Creating it in the HTML editor</u>
	Messages are sent in the format they were created in. For example, HTML messages are sent in HTML and text messages are sent as text.

f. Click Save.

Email Content			፡ ሮሮ💁-
Menu - < Q 🕨	Save 🔸 Undo	+ Add X Delete	
Content			
Content Namespace	Content Key	Default Language	Content Type
PXP.ClassInfo	ClassChanges	English	•
Content Sections + Add	🗂 Hide Detail		
Line Language 🖨 🍸	Language: English		
1 English	HTML Text		
	Language		×
	English	*	
	Email Subject		
	Class Changes		
	Email Content		
	@STUDENTNAME@ had c IIREPEAT_END! Add/Drop School @ADDDROP@ @SCHOO	lass changes today. Here are the details Period Course L@ @PERIOD@ @COURSEIDANDTIT	: IIREPEAT_BEGINII Teacher Room LE@ @TEACHER@ @ROOM@
	When defining the part of the the section to use with: IIBEGINIIIIENDII For repeated sections use: IIREPEAT_BEGINII IIREPI To repeat the last row of a tal Attach HTML Document	document being uploaded to include EAT_END!! ple, add IIREPEAT_BEGINII IIREPEA	in an emailing, make sure to surround T_ENDII before the table

Email Content Screen

Uploading an Existing HTML Document

1. Click Attach HTML Document.

	The document must be in an email message HTML format instead of a web page format.
A	 Use !!BEGIN!! and !!END!! tags to indicate the start and end of the message.
	 Mark the start and end of that section with !!REPEAT_ BEGIN!! and !!REPEAT_END!! tags to add a section that repeats, such as a table of attendance information.

2. Select the document and click Upload.

Content Sections	+ Add D Hide Detail
Line Language 🗿 🗢 1 English	Language: English HTML Text
2 Spanish	Language Email Subject English PXP Dally
	Email Content
	@STUDENTNAME@.was @ABS@.today at @SCHOOL@.
	body 🖌
	When defining the part of the document being uploaded to include in an emailing, make sure to surround the section to use with: IIBEGINIIIIENDII For repeated sections use: IIREPEAT_BEGINII IIREPEAT_ENDII To repeat the last row of a table, add IIREPEAT_BEGINII IIREPEAT_ENDII before the table
	Attach HTML Document

Email Content Screen, Content Sections Detail

3. Click Save.

Uploading an Existing Text Document

- 1. Select the Text tab.
- 2. Click Attach Text Document.

 Content Section: 	S + Add L Hide Detail
Line Language () (1 English 2 Spanish	Language English HTML Text Language Email Subject English VPXP Daliy Attach Text Document When defining the part of the document being uploaded to include in an emailing, make sure to surround the section to use with: HBEGINIIIENDI For repeated sections use: HIREPEAT_BEGINII UREPEAT_ENDII

Email Content Screen, Content Sections Detail, Text Tab

- 3. Select the document and click Upload.
- 4. Click Save.

Using the HTML editor

- 1. Select the HTML tab.
- 2. Click the Arrow icon at the top left of the Email Content box to view the editor toolbars.

Content Sections	+ Add 🖪 Hide Detail
Line Language 💽 🗢 1 English 2 Spanish	Language: English HTML Text Language Email Subject English
	B Source Q Sa I <td< th=""></td<>
	body 🔺

Email Content Screen, Content Sections Detail

3. Click Save.

Using Email Variables

Use the following variables in email subjects or messages to fill them with data from Synergy SIS.

Variable	Description
@ABS@	The absence reason for either daily or period attendance absences
@ABS1@, @ABS2@	The absence reasons for AM and PM attendance
@ACTIVATIONURL@	The ParentVUE Activation Key for the parent
@ADDDROP@	Either Add or Drop for the section
@COURSEIDANDTITLE@	The course ID and course title
@DESCRIPTION@	A description of either a discipline incident or a nurse's visit
@PARENTNAME@	The parent's first and last name
@PERIOD@	The period number
@REFERREDBY@	The staff who referred the student, either for a discipline incident or a nurse's visit
@REPORTPERIOD@	The grading period
@ROOM@	The room name of the section
@SCHOOL@	The name of the school where the student attends
@SCHOOLDISTRICT@	The name of the district
@STUDENTNAME@	The student's first and last name
@TEACHER@	The teacher's name of the section
@TERM@	The term name in which the section is taught
@TIMEIN@, @TIMEOUT@	The time in and time out for a nurse's visit
@TIMEOFEVENT@	The time of a discipline incident

Sample Messages

Sample messages for the various notifications are listed below. Save them to a text file and then upload them as an HTML file.

Content Key	Subject	Message
MainBulk	Daily Communication from @SCHOOLDISTRICT@	<pre><style type="text/css">.{font- family: arial}</style> <div> <div> <div style="background-color:
#add8e6"> Daily email from @SCHOOLDISTRICT@ PXP about your student(s):</div> !!REPEAT_BEGIN!! !!REPEAT_END!! Thank you for participating in the success of your student (s)!</br></br></div></div></pre>
MainImmediate	ParentVUE Notification	<style type="text/css">.{font- family: arial}</style> <div> <div style="background-color:
#add8e6"> Notification from @SCHOOLDISTRICT@ about your student(s):</div> !!REPEAT_BEGIN!! !!REPEAT_END!! Thank you for participating in the success of your student (s).</br></div>
Activation Letter	Parent Activation Key Letter	Copear @PARENTNAME@, Welcome to ParentVUE. ParentVUE is an online tool to help you monitor your student's education. It will allow you to update contact information and provide you with access to the latest information about your child's attendance and scheduling. You will be able to view class assignments, scores, report card grades, and course history. Use the information found below to login to ParentVUE for the first time. Login at @ACTIVATIONURL@ and follow the prompts.

ParentVUE and StudentVUE Administrator Guide Chapter 6: Email Setup

Content Key	Subject	Message
Daily	Daily Absence Notification	<style type="text/css">.{font- family: arial}</style> !!BEGIN!! <hr/> @STUDENTNAME@ was @ABS@ today at @SCHOOL@. !!END!!
Period	Period Absence Notification	<style type="text/css">.{font- family: arial}</style> !!BEGIN!! <hr/> @STUDENTNAME@ had the following attendance today at @SCHOOL@: PeriodAttendanced>
TwiceDaily	Daily Absence Notification	<style type="text/css">. {font- family: arial}</style> !!BEGIN!! @STUDENTNAME@ had the following attendance today at @SCHOOL@: cellspacing="0" width="300"> >Morning Afternoond> <tt>Morning Afternoond> <tt>@ABS1@ @ABS2@</tt></tt>

259

Content Key Subject Message <style type="text/css">. {fontfamily: arial}</style> !!BEGIN!! <hr /> % STUDENTNAME@ had class changes today. Here are the details: Add/Drop School Period Course Teacher Room ClassChanges **Class Changes** Term !!REPEAT BEGIN!! @ADDDROP@ @SCHOOL@ @PERIOD@ @COURSEIDANDTITLE@ @TEACHER@ @ROOM@ @TERM@ !!REPEAT END! !!END!! <style type="text/css">.{fontfamily: arial </style> !!BEGIN!! <hr /> @STUDENTNAME@ had a discipline incident today at @SCHOOL@. Here are the details: !!REPEAT BEGIN!! $\langle t, r \rangle$ **Discipline Incident** Discipline Time Occurred: Notification @TIMEOFEVENT@
 Referred by: @REFERREDBY@
 Description: @DESCRIPTION@ !!REPEAT END!! !!END!!

ParentVUE and StudentVUE Administrator Guide Chapter 6: Email Setup

Content Key	Subject	Message
GradingReport Period	Notification of Grades	<style type="text/css">.{font- family: arial}</style> !!BEGIN!! <hr/> @STUDENTNAME@ has a grading period, @REPORTPERIOD@, ending soon at @SCHOOL@. Check ParentVUE for current grades! !!END!!
Health	Notification of Nurse's Visit	<style type="text/css">.{font- family: arial}</style> !!BEGIN!! <hr/> @STUDENTNAME@ was visited the nurses office today at @SCHOOL@. Here are the details: !!REPEAT_BEGIN!!

261

Chapter 7: Schedules and Events

Suppressing Classes at School Level	263
Indicating Rotation Days on Grade Book and Class Schedule	264
Creating District and School Events	.265

Suppressing Classes at School Level

Configure whether to suppress showing schedules from that term forward, based on their term code. This is set at the school level.

- 1. Set the focus to a school.
- 2. Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 3. Select a term from Suppress classes that occur on or after this term code.

All terms display if blank.	
Current Schedule Options	
Suppress classes that occur on or after this term code	

ParentVUE And StudentVUE School Configuration Screen

4. Click Save.

Indicating Rotation Days on Grade Book and Class Schedule

You can configure the **Class Schedule** and **Grade Book** tabs to display a column after the Period column that indicates any rotation days that the class meets. There is also a subheader that displays the current date and current Rotation Date on school days with rotation days defined.

- 1. Set focus to a school.
- Navigate to Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration.
- 3. Select Show Rotation Days in Current Schedule Options.

ParentVUE and StudentVUE School Configuration						
Menu - Add + Add > Delete						
School Name: Hope High School School Ye	ear: 2016-2017					
PVUE Configuration Course Requests	Options					
Gradebook	Gradebook					
Course History	Course History					
Health Visits	Health Visits					
Health Conditions	Health Conditions					
Health Immunizations	Health Immunizations					
School Information	School Information					
Digital Locker	Digital Locker					
Streams	□ Streams					
Special Ed	Special Ed					
Class Websites	Class Websites					
Name Pronunciation	Name Pronunciation					
Current Schedule Options						
Suppress classes that occur on or after this terr	m code Show Rotation Days					
Semester 2						
Grade Book Options						
🗌 Hide Standard Graph Indicator 🔲 Hide Marks Column Elementary 📄 Hide Points Column Elementary 📄 Hide Percent For Secondary						
Display standards data Default to star	idards tab					

ParentVUE And StudentVUE School Configuration Screen

Grade Book – Show Rotation Days

Select Child > 0	Carmen I Isa	bel Marisol Os	car I Paula			Good afterno	Help Close on. 10/3/2010
Navigation Nessages	No 17000 Isa	bel					GRADE BOOK
Calendar	1.411.000						Sem1 Sem
Attendance			Grade Boo	ok Summary for Sem1 (e	nding on 01/26/2017)		
Class Schedule				Date: 10/3/2016 - Rotation	Day: G		
Class Websites	Period	Rotation Days	Course Title	Resources h	Koom Name	Teacher	Sem1
Course Request	1	B, BE, BA	MIND & BODY (PE336)		GYM		N/A
Grade Book	2	GA, G, GE	NGSS CHEM IN EARTH SYS (SC245)		510		N/A
Report Card	3	B, BE, BA	WORLD HIST 2-1 (SS350)		603		N/A
Student Info	4	GA, G, GE	POTTERY 1-1 (FA961T)		402		N/A
Digital Locker	5	B, BE, BA	PREAPENGLANGARTS 10 (LA445R)	:	206		N/A
	6	GA, G, GE	ALGEBRA 1-1 (MA732)		305		N/A
	7	B, BE, BA	GEOMETRY 1-1 (MA832)		310		N/A
	8	GA, G, GE	CAREER CHOICES 1-1 (BU761T)		500		N/A

ParentVUE Grade Book Screen

Select Child > C	Carmen Isabe	I Marisol C	lscar Paula			Good afternoon,	10/3/2016
Messages	isabi	51				CLASS.	mester 1 Semester 2
Calendar			Student Sched	ule for Semester 1 (09/07/201	6 - 01/26/2017)		
Attendance				Date: 10/3/2016 - Rotation Day: G			
Class Schedule	Period	Rotation Days	Course Title	L	Room Name	Teacher	
Class Websites	1	B, BE, BA	MIND & BODY		GYM		
Course Request	2	GA, G, GE	NGSS CHEM IN EARTH SYS		510		
Grade Book	3	B, BE, BA	WORLD HIST 2-1		603		
Report Card	4	GA, G, GE	POTTERY 1-1		402		
Student Info	5	B, BE, BA	PREAPENGLANGARTS 10		206		
Digital Locker	6	GA, G, GE	ALGEBRA 1-1		305		
	7	B, BE, BA	GEOMETRY 1-1		310		
	8	GA, G, GE	CAREER CHOICES 1-1		500		
	9	BA, GA	ADVISORY 10		700		
Close Contact	Privacy						
			E	dupoint			

Class Schedule – Show Rotation Days



Creating District and School Events

Enter the district and school events to display on the Home screen and on the District and School Events screens.



You may need to modify Synergy SIS security settings to allow staff to modify district and school events.

Adding District Events

- 1. Navigate to Synergy SIS > System > ParentVUE > District Events.
- 2. Click Add to add a new line.
- 3. Enter the following information.
 - Event Date Date of the event
 - Event Time Time of the event
 - Short Desc Short description of the event
 - Short Title Title for the event, used as a header for the event display

 Long Desc – A long description of the event displayed when the user clicks the event link

T D	istrio	ct Events					â 🔁 🚔 🕨	ះ 🥵 🔁 ខ
Menu -	-	Save Save						
District	Name:	Edupoint District Sch	ools					
Even	its							
🕒 Distr	ict Even	ts						+ Add
×	Line	Event Date	Event Time	¢	Short Desc 🗢 🗢	Short Title 🗢 🗢	Long Desc	\$
		12/06/2014	8:00 PM	©	System Maintenance	System Maintenance	ParentVUE/StudentVUE will be offline for system maintenance from 9PM until midnight.	.:
		12/08/2014	8:00 AM	©	Course History	Course His	Course History Tab: We are committed to accurately communicating student progress to all stakeholders. Currently, the Graduation	•
		12/23/2014	8:00 AM	©	Course History Tab	Course History	We are committed to accurately communicating student progress to all stakeholders. Currently, the craduation Status Summary	•

District Events Screen

4. Click Save.

Adding School Events

The School Event Calendar has two tabs for adding and modifying school events:

- Calendar tab Displays events by month
- Events List tab Displays a list of all school-level events sorted by date

Using the Calendar Tab

- 1. Navigate to Synergy SIS > System > ParentVUE > School Event Calendar.
- 2. Select a date in the calendar.
 - Scroll through the calendar months using the Prev and Next icons.
 - Select a specific month.
 - Click Current Month to return to the current month.
 - Select Tracks to select a specific track. Leave it blank to view all events.
 - Select an event to view, edit, or delete the event details on the School Event Calendar Detail screen.

3. Click Add to open the School Event Calendar Add screen to add an event.

Sch	ool Even	t Calendar 🔳					· CC 🚟 - 9		
Organ Year: 2	Menu V Save Undo Organization Name: Hope High School Year 2017-2018								
Cal	endar Event	List							
<< Pre	Jun - 2018	Next >> Current M	Ionth Tracks	•					
🖌 s	chool Event Cale	endar 🕂 Add							
				June 2018					
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
						1	2		
3		4	5	6	7	8	9		
10		11	12	13	14	15	16		
17		18	19	20	21	22	23		
24		25	26	27	28	29 PTSO Meeting	30		

School Event Calendar Screen

- 4. Enter the information for the event.
 - Type Select either Announcement, Event, or Important Announcement.
 - Event Date Select the date of the event.
 - Event Time Select the time if needed.
 - Short Title Enter the name that displays in the calendar. The details display when the parent or student clicks the Short Title.
 - Long Description Enter a description that displays when the parent or student clicks the link to the event if needed.
 - Tracks Select the tracks that apply to make the event track-specific if needed.

School Event Calendar Add Organization Name:	
Save X Cancel	
Event Data	
Type Event Date* Event Time Short Description Short Title* Long Description	
Tracks	ay Week

School Event Calendar Add Screen

5. Click Save.

Using the Event List Tab

- Navigate to Synergy SIS > System > ParentVUE > School Event Calendar. The School Event Calendar displays.
- 2. Select the Event List tab.
- 3. Click Add to open the School Event Calendar Add screen to add an event.

T :	Schoo Save	ol Event Cal	endar 🗏			5 🤨 👬	💩 💲 📬 🎎	0 📰 v 🔜 🕷
Organ	zation N	ame: Hope High Sch	lool					
Year:	2014-201	5						
Ca	lendar	Event List						
ΘE	/ents	🕇 Add 🗈 Sho	ow Detail					
×	Line	Date	¢	Time 🗧	Short Title	¢	:	Title 🗢
		08/20/2014	i	G	Fitness Test		Fitness Test	
		10/17/2014	iiii	4:15 PM	Cheer Tryouts		Cheer Tryouts	
		11/14/2014	iiii	7:00 PM	B C - Wresting		Booster Club Mtg	

School Event Calendar Screen, Event List Tab

- 4. Enter the following information:
 - Type Select either Announcement, Event, or Important Announcement.
 - Event Date Select the date of the event.
 - Event Time Select the time if needed.
 - Short Title Enter the name that displays in the calendar. The details display when the parent or student clicks the Short Title.
 - Long Description Enter a description that displays when the parent or student clicks the link to the event if needed.
 - Tracks Select the tracks that apply to make the event track-specific if needed.

School Event Calendar Add Organization Name:	
Save X Cancel	
Event Data	
Type Event Date* Event Time	
Tracks 4 Day Week 4 Day Week 5 Day Week 5 Da	

School Event Calendar Add Screen

5. Click Save.

Chapter 8: ParentVUE and StudentVUE Reports

Reports Overview	
PVU202 – Parent Activation Key Letter	
PVU203 – Student Activation Key Letter	
PVU204 – Parent Activation Key Letter By Parent	
PVU401 – Parent/Student Portal Activity Report	

Reports Overview

Four types of reports display in the PAD Tree.

- **Individual** 200-level reports are Individual reports. These print information for a single student per page and can be printed for multiple students at once.
- List 400-level reports are List reports. These show details for multiple values, such as students or teachers, on one page.
- **Summary** 600-level reports are Summary reports. These provide numerical totals for each category specified.
- **Extracts** 800-level reports are Extract reports. These export information from Synergy SIS into a text file that can be used to import data into another program.

Each report has a Report Interface screen where you can select specific report options. The Report Interface has these five tabs: **Options**, **Sort/Output**, **Conditions**, **Selection**, and **Advanced**.

You can also run reports from any Synergy screen that focuses to a student or from Find results at Synergy SIS > Student > Student using the Actions icon. Synergy Actions includes most reports that have a Student section in the Sort/Output tab. The following example shows the reports available to run for a student at Synergy SIS > Attendance > Period Attendance.

Menu Save Undo Student Save Undo Student Image: Save Save Student Image: Save Save Student Image: Save Save Student Image: Save Save Student Image: Save Image: Save Student Save Image: Save Student Save Image: Save Student Save Image: Save Student Save Save	🔻 Per	riod Attendance 🔳 🛛 🌲 🌲	. 🗈 🍕 🔀 🐯 😎 🔀 象 📔 🌲 🔩 At	😍 📲 📚 🏹 🗸 ଅ ଓ 🕎 - 9			
Student N Caler Caler ATD202: Daily Attendance Minutes Profile ATD403: Daily Absent List ATD404: Daily Tardy List CNF201: Student Conference Profile FDP402: Student Fee Profile FDP403: Student Fee Profile FDP403: Student Fee Collection List FDP403: Student Fee Refund Needed List FDP405: Fee Code Detail by Payment Method FDP405: Fee Collected Detail Im Step Collected Detail Im Step Collected Detail Im Step Collected Detail Im Step Collected Detail Detai	Menu 🗸	A Q > A Save 🖘 Undo		€▲			
Calero Reports O Processes Last Nam ATD202: Daily Attendance Minutes Profile Abbott ATD403: Daily Absent List ATD403: Daily Absent List ATD404: Daily Tardy List CNF201: Student Conference Profile Mass Assign Course Requests FDP402: Student Fee Profile Mass Assign Student Groups FDP403: Student Fee Collection List Mass Assign Student Groups FDP405: Fee Code Detail by Payment Method Mass Change Attendance Definition FDP405: Fee Collected Detail Mass Assign Track Mass Assign Student Conference Show 10 Image: Mass Assign Student Conference FDP405: Fee Collected Detail Mass Assign Student Conference Mass Assign Student Student Conference Show 10 Image: Mass Assign Student Conference Mass Change Attendance Collection List Mass Email Image: Mass Change Attendance Definition Image: Mass Change Attendance Definition Image: Mass Change Attendance Conference Mass Change Attendance Calendar Actions Image: Image: Mass Change Attendance Conference Mass Change Attendance Calendar Actions Image: <	Student N	T					
Last Nam ATD202: Daily Attendance Minutes Profile ATD403: Daily Absent List ATD403: Daily Absent List ATD404: Daily Tardy List Mass Assign Course Requests The Student Conference Profile Mass Assign Sections FDP402: Student Fee Profile Mass Assign Student Groups FDP403: Student Fee Collection List Mass Assign Student Groups Thin SC FDP405: Fee Code Detail by Payment Method FDP405: Fee Collected Detail Mass Assign Track Student Fee Profile Mass Assign Student Conference FDP405: Fee Code Detail by Payment Method Mass Change Attendance Definition FDP405: Fee Collected Detail Mass Assign Student Conference 12/22/20 For Date For Attendance Codes (N/S, N/E, N/I) O Not Show Special Attendance Codes (N/S, N/E, N/I) Mass Assign Student Conference Inne Date All Day Code	Calenc	🖹 Reports	O Processes	nary			
☑ Do Not Show Special Attendance Codes (N/S, N/E, N/I) ☑ Period Attendance Calendar Actions ▼ Line Date All Day Code Absence Bell Period	Last Nam Abbott The in Sc 12/22/20	ATD202: Daily Attendance Minutes Profile ATD403: Daily Absent List ATD404: Daily Tardy List CNF201: Student Conference Profile FDP201: Student Fee Profile FDP402: Student Fee Collection List FDP403: Student Fee Refund Needed List FDP405: Fee Code Detail by Payment Method FDP412: Fees Collected Detail	Locker Mass Assignment Mass Assign Counselor / Administrator Mass Assign Course Requests Mass Assign House And Team Mass Assign Student Groups Mass Assign Student Groups Mass Assign Track Mass Change Attendance Definition Mass Email Mass Lindent Student Conference	EdFi ID s issue, go to the Term Definition Grid s issue, go to the Term Definition Grid Show 10			
Period Attendance Calendar Actions Actions Actions Advance Absence Bell Period	☑ Do Not Show Special Attendance Codes (N/S, N/E, N/I)						
Line Date All Day Code Absence Bell Period	Perio	d Attendance Calendar Actions -					
	Line	Date All Day Code	Bell Perio	bd			

Period Attendance Screen

The Job Details screen shows the Job Detail and Status during processing. Any processing errors show in the Status section. When the report completes, the Job Details screen closes and a PDF file of the report opens.

Job Details:	×
Job Detail	
03/30/2017 10:18:35 OSM411 Class List	
Status	
In progress: Loading Data Item 0	
🕲 Check Status Later 🔀 Abd	ort

Job Details Screen

Reports use the current focus to pull data unless specified otherwise in report options. You can run report information at the district, organization, or school level. Options selected on the **Sort/Output** tab and your organization focus settings determine if inactive students display in reports.

This section covers only the customizations specific to the reports used for this guide. See the *Synergy SIS – Query and Reporting Guide* for more information on additional report options.

PVU202 – Parent Activation Key Letter

Synergy SIS > Parent > Reports > Individual

The PVU202 report notifies parents of their activation key and allows them to create a ParentVUE account. You can send the letter by email or print the letters.

Edupoint recommends distributing printed letters containing generated activation keys to parents during face-to-face meetings to validate the identity of the parent receiving the key.

Given the sensitive nature of the data contained in the ParentVUE and StudentVUE web portal it is important to safeguard the security of the data.

Report PVU202: Parent A	ctivation Key Letter	• Щ	i 💄 🔃 💐 🔍 i 🖸 C C O O
Print Save Default Reset Saved Defau	It Email Me		
Name: Parent Activation Key Letter Number: PA	/U202 Page Orientation: Portrait		
Options Sort / Output Conditions	Selection Advanced		
 Student Info 			
Perm ID			
Last Name First Name			
Grade			
-	-		
Parent Relationship	 Report Options 		
Lives With	Show Student Name		
Mailings Allowed	Exclude Activated Parents		
Contact Allowed	Show Adult ID		
	Group Students By Parent		
Craste Barant Astivation Kava			
This will create an activation code for all parents, in (a) not already had an activation key created for th	n the current focus, that have: em that is still valid or		
(b) have not logged into the Parent/UE system.			
Note: This will use the same settings from Parent/	'UE and Student∨UE Configuration >	 Activation Key Configuration. 	
Create Parent Activation Keys			
Distribution Options			
By specifying both a date and period below, the re	port will group the results by	Date Period	
classroom and display this information in the uppe	r-right corner of the report. This will		
Sort Ontion	put tab.		
Teacher, Student Grade, Teacher, Student			
Email Options			
Select To Send Email To Parent Exclude PDF Fi	om Email		
Activation Letter			

PVU202 - Parent Activation Key Letter Report Interface Screen

Report Options:

- Student Info Enter the **Perm ID**, **Last Name**, **First Name**, and/or **Grade** of a student or students to print activation keys for their parents/guardians.
- Parent Relationship Filter letters by Parent Relationship
- Report Options Select which items to include or exclude on the report
 - Show Student Name Select to show the student's names on the report
 - Show Perm ID Select to show the student's Perm ID on the report
 - Exclude Activated Parents Select to only print non-activated parents
 - Show Adult ID Select to print the Adult ID for the parent on the report
 - Group Students By Parent Select to group the children currently enrolled at the focus school together on one report per parent
- Create Parent Activation Keys Select to create keys for parents that do not have a valid activation key and have not logged into the ParentVUE system
- Distribution Options Select these options to override selections on the Sort/Option tab.
- Email Options Select the template to email instead of print activation letters.



A email template must exist to send letters by email. Contact your system administrator if an activation key template is not available.

- Select to Send Email To Parent Select the ParentVUE email template to use.
- Exclude PDF From Email Select to not include a PDF of the activation letter in the email.

	Hope High School ParentVUE Activation Key
Dear Phillip Aaron,	
Welcome to ParentVUE.	
We hope you use the capa is a wondertul tool to estat	ability that you find here to facilitate your child's education. ParentVUE blish a communication channel between the home and the school.
Use the information found how we might make your e	below to login to ParentVUE for the first time and please let us know experience better in the future.
Sincerely, Edupoint School District	
Steps to follow to create yo 1. Open your browser and 2. Click the link "I have an 3. Activation Step 1: Type 4. Activation Step 2: Choo	our account: navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account" in your first name, last name and activation key as they appear below se a user ID, password and enter your primary email address
You are done and ready to	o use ParentVUE to track your student's progress!
Activation First Name:	Phillip
Activation Last Name:	Aaron
Activation Key:	PKC6WFE
Web Address:	http://qa80w4vm/Login_PXP.aspx
Your activation key is	valid until June 14, 2013.

PVU202 - Parent Activation Key Letter Report Output

PVU203 – Student Activation Key Letter

Synergy SIS > Student > Reports > Individual

The PVU203 report notifies students of their activation key and allows them to create a StudentVUE account. To print all letters, leave all fields blank.

Edupoint recommends distributing generated activation keys to students during face-to-face meetings to validate the identity of the student receiving the key.

Given the sensitive nature of the data contained in the ParentVUE and StudentVUE web portal, it is important to safeguard the security of the data.

Report PVU203: Student Activation Key Letter	
Print Save Default Reset Saved Default Email Me	
Name: Student Activation Key Letter Number: PVU203 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Student Info	
Perm ID	
Last Name First Name	
Grade	
Distribution Options	
Distribution Type	

PVU203 – Student Activation Key Letter Report Interface Screen

Report Options:

- Student Info Enter the Perm ID, Last Name, First Name, and/or Grade of a student or students to print activation keys for.
- Distribution Options Select a Distribution Type.
 - Blank/No Grouping Filters the report output by the student's last name.
 - *By Home Room* Filters the report output by the homeroom. Selecting this option displays the following additional fields:
 - Date Filters the report output for students who do not already have a valid activation key or who have not logged in to the StudentVUE system on the selected date. This field, if left blank, takes the current date.
 - **By Section Grouping** Groups the report output by *Room Number*, *Section ID*, or *Staff Name*.

Report PVU203: Stude Print Save Default Reset Saved	Default Save
Name: Student Activation Key Letter Nur	nber: PVU203 Page Orientation: Portrait
Options Sort / Output Condition	s Selection Advanced
Student Info	
Distribution Options	
Distribution Type Date By Home Room	By Section Grouping
	Room Number
	Section ID
	Staff Name

PVU203 - Student Activation Key Letter Report Interface Screen

- *By Specific Period* Filters the report output by the bell period. Selecting this option displays the following additional fields:
 - Date Filters the report output for students who do not already have a valid activation key or who have not logged in to the StudentVUE system on the selected date. This field, if left blank, takes the current date.
 - **Bell Period** Filters the report output by the selected bell period and groups them by the selected **Section Grouping** option.
 - **By Section Grouping** Groups the report output by *Room Number*, *Section ID*, or *Staff Name*.

Report PVU203: Studen	nt Activation Key Letter	
Print Save Default Reset Saved De	efault Save 🔃 🌲 🔍 🕨	
Name: Student Activation Key Letter Number	er: PVU203 Page Orientation: Portrait	
Options Sort / Output Conditions	Selection Advanced	
Student Info		
Distribution Options		
Distribution Type Date By Specific Period	Bell Period By Section Grouping	
	Section ID Staff Name	_

PVU203 – Student Activation Key Letter Report Interface Screen

• This example displays the report output when no **Distribution Type** is selected.

Ridned Distant	Hope High School Student/UE Activation Key
Dear Billy Abbott,	
Welcome to StudentVUE.	
We hope you will use this w in the Edupoint School Dist	veb access to your school records to help with your overall education rict
Use the information found a how we might make your e	pelow to login to StudentVUE for the first time and please let us know xperience better in the future by contacting your Counselor.
Sincerely, Edupoint School District	
1. Open your browser and i 2. Click the link "I have an a	navigate to http://localhost/PXP/Login_PXP.aspx activation key and need to create my account"
4. Activation Step 2: Choos You are done and ready to	n your first name, last name and activation key as they appear below e a user ID, password and enter your primary email address use StudentVUE to track your academic progress!
4. Activation Step 2: Choos You are done and ready to Activation First Name:	n your first name, last name and activation key as they appear below e a user ID, password and enter your primary email address use StudentVUE to track your academic progress! Billy
4. Activation Step 2: Choos You are done and ready to Activation First Name: Activation Last Name:	n your first name, last name and activation key as they appear below e a user ID, password and enter your primary email address use StudentVUE to track your academic progress! Billy Abbott
4. Activation Step 1: Type 4. Activation Step 2: Choos You are done and ready to Activation First Name: Activation Last Name: Activation Key:	n your first name, last name and activation key as they appear below e a user ID, password and enter your primary email address use StudentVUE to track your academic progress! Billy Abbott GCF4EPV
4. Activation Step 1: Type 4. Activation Step 2: Choos You are done and ready to Activation First Name: Activation Last Name: Activation Key: Web Address:	n your first name, last name and activation key as they appear below e a user ID, password and enter your primary email address use StudentVUE to track your academic progress! Billy Abbott GCF4EPV http://qa80w4vm/Login_PXP.aspx
4. Activation Step 1: Type 4. Activation Step 2: Choos You are done and ready to Activation First Name: Activation Last Name: Activation Key: Web Address: Your activation key is v	n your first name, last name and activation key as they appear below e a user ID, password and enter your primary email address use StudentVUE to track your academic progress! Billy Abbott GCF4EPV http://qa80w4vm/Login_PXP.aspx valid until June 8, 2013.

PVU203 – Student Activation Key Letter Report Output

• This example displays the report output when the students are grouped by Room Number.

Demo School District	Hope High School StudentVUE Activation Key	
Dear Test, Student		
Welcome to StudentVUE.		
We hope you will use this we in the Edupoint School Distri	ab access to your school records to help with your overall education ct.	136
Use the information found be how we might make your exp	elow to login to StudentVUE for the first time and please let us know berience better in the future by contacting your Counselor.	
Sincerely, Edupoint School District		
Steps to follow to create you 1. Open your browser and na 2. Click the link "I have an ac 3. Activation Step 1: Type in 4. Activation Step 2: Choose	r account: avigate to http://localhost/PXP/Login_PXP.aspx trivation key and need to create my account" your first name, last name and activation key as they appear below a user ID, password and enter your primary email address	
You are done and ready to u	se StudentVUE to track your academic progress!	
Activation First Name:	Student	-
Activation Last Name:	Test	
Activation Key:	D5Y3R5Z	
Web Address:	http://localhost/az/Login_PXP.aspx	
Vour activation kov is	velid until Echnucry 4, 2047	

PVU203 – Student Activation Key Letter Report Output

• This example displays the report output when the students are grouped by Section ID.

Demo School District	Hope High School StudentVUE Activation Key	
Dear Test, Student		
Welcome to StudentVUE.		
We hope you will use this we in the Edupoint School Distri	eb access to your school records to help with your overall education ct.	0133
Use the information found be how we might make your exp	elow to login to StudentVUE for the first time and please let us know berience better in the future by contacting your Counselor.	
Sincerely, Edupoint School District		
Steps to follow to create you 1. Open your browser and na 2. Click the link "I have an ac 3. Activation Step 1: Type in 4. Activation Step 2: Choose	r account: avigate to http://localhost/PXP/Login_PXP.aspx ctivation key and need to create my account" your first name, last name and activation key as they appear below a user ID, password and enter your primary email address	
You are done and ready to u	se StudentVUE to track your academic progress!	
Activation First Name: Activation Last Name:	Student Test	
Activation Key:	D5Y3R5Z	
Web Address:	http://localhost/az/Login_PXP.aspx	
Your activation key is	s valid until February 4, 2017.	

PVU203 – Student Activation Key Letter Report Output

• This example displays the report output when the students are grouped by Staff Name.

Demo School District Explores in Equation	Hope High School StudentVUE Activation Key	
Dear Test, Student		
Welcome to StudentVUE.		
We hope you will use this we in the Edupoint School District	b access to your school records to help with your overall education ct.	
Use the information found be how we might make your exp	elow to login to StudentVUE for the first time and please let us know berience better in the future by contacting your Counselor.	
Sincerely, Edupoint School District		neril
Steps to follow to create your 1. Open your browser and na 2. Click the link "I have an ac 3. Activation Step 1: Type in 4. Activation Step 2: Choose	r account: avigate to http://localhost/PXP/Login_PXP.aspx tivation key and need to create my account" your first name, last name and activation key as they appear below a user ID, password and enter your primary email address	Lagasse, Er
You are done and ready to u	se StudentVUE to track your academic progress!	
Activation First Name: Activation Last Name: Activation Key: Web Address: Your activation key is	Student Test D5Y3R5Z http://localhost/az/Login_PXP.aspx s valid until February 4, 2017.	
i cui activation koy k	· · · · · · · · · · · · · · · · · · ·	

PVU203 – Student Activation Key Letter Report Output

PVU204 – Parent Activation Key Letter By Parent

Synergy SIS > Parent > Reports > Individual

The PVU204 report is similar to the PVU202 report, but groups students by parent across all schools in the district/organization. This includes schools outside of the current focus. You can generate the output as a PDF, as an XML file to use with Mail Merge, or as an email.

T Report PVU204: Parent Ac	tivation Key Letter By Parent	C C 0 9
Print Save Default Reset Saved Default	Email Me	
Name: Parent Activation Key Letter By Parent N	umber: PVU204 Page Orientation: Portrait	
Options Sort / Output Conditions S	election Advanced	
 Student Info 		
Perm ID		
Last Name First Name		
Grade		
-		
Parent Relationship	Report Options	
Lives With	Exclude Activated Parents	
Has Custody	Show Students Across All Organizations For Included Parents	
Mailings Allowed	Show Adult ID	
Contact Allowed		
Create Parent Activation Keys		
This will create an activation code for all parents, in (a) not already had an activation key created for the (b) have not looged into the Parent/UE system.	the current focus, that have: m that is still valid or	
Note: This will use the same settings from Parent/U	E and Student//UE Configuration > Activation Key Configuration.	
Create Parent Activation Keys		
Distribution Options		
By specifying both a date and period below, the report classroom and display this information in the upper- override any sort options specified on the Sort/Output	rt will group the results by Date Period ight corner of the report. This will it tab.	
Sort Option		
Teacher, Student Grade, Teacher, Student		
Email Options		
Select To Send Email To Parent Exclude PDF Fro	m Email	
Activation Letter		

PVU204 – Parent Activation Key Letter By Parent Report Interface Screen

Report Options:

- Student Info Enter the Perm ID, Last Name, First Name, and/or Grade of a student or students to print activation keys for.
- · Parent Relationship Filter letters by Parent Relationship
- Report Options Select which items to include or exclude on the report:
 - · Exclude Activated Parents Select to only print non-activated parents
 - Show Students Across All Organizations For Included Parents Displays an activation key letter for each authorized parent of that student. Every actively enrolled student assigned to that parent displays on the report, including students outside of the school of focus.
 - Show Adult ID Select to print the Adult ID for the parent on the report
- Create Parent Activation Keys Select to create keys for parents that do not have a valid activation key and have not logged into the ParentVUE system

- Distribution Options Select these options to override selections on the Sort/Option tab
- Email Options Select the template to email instead of print activation letters.

A email template must exist to send letters by email. Contact your system administrator if an activation key template is not available.

- Select to Send Email To Parent Select the ParentVUE email template to use.
- Exclude PDF From Email Select to not include a PDF of the activation letter in the email.

The following example displays the report printed for a single student:

Dear Jane Aaron,			
lan Aaron		12345	
Welcome to Edupoint	Synergy ParentVUE		
Activation First Nar	me: Jane		
Activation Last Nar	me: Aaron		
Activation Key:	ABCDEFG		
Web Address:	http://pvue.school.edu		
Your activation key	is valid until January	31, 2018.	

PVU204 - Parent Activation Key Letter By Parent Output

The following example displays the report with Show Students Across All Organizations For Included Parents selected:

De	ar Jane Aaron,	Adult ID: 123	345	
	lan Aaron	12345		
	James Aaron	12346		
	Erin Aaron	12347		
	Cindy Aaron	12348		
10/	alcomo to Edupoint Svn	oray Paront\/LIE	1	
Welcome to Edupoint Synergy ParentVUE				
Activation First Name: Jane				
Ac	tivation Last Name	Aaron		
Ac	ctivation Key:	ABCDEFG		
W	eb Address:	http://pvue.school.edu		
Your activation key is valid until January 31, 2018.				

PVU204 - Parent Activation Key Letter By Parent Report Output

PVU401 – Parent/Student Portal Activity Report

Synergy SIS > Parent > Reports > List

The PVU401 report tracks parent and student activity in the ParentVUE/StudentVUE portal.

Report PVU401: Parent/Student Portal Activity Print Save Default Email Me	· 2000
Name: Parent/Student Portal Activity Number: PVU401 Page Orientation: Portrait	
Options Sort / Output Conditions Selection Advanced	
Date SectionID Grade Grade	
Teacher •	

PVU401 – Parent/Student Portal Activity Report Interface Screen

Report Options:

- Date Prints activity for a specific date
- SectionID Prints activity for students of a specific section or range of sections
- Grade Prints activity for a grade range
- Teacher Prints activity for students of a specific teacher

		A Parent	dams I / Stude i As of (Elementa nt Portal 08/20/2015	ary Activity	Year: Report:	2014-2015 PVU401	
Staff Name		Section ID	Period	CourseID	Course Title		Room Na	me
Burns, Debbie		MA05-002	3	MA05	Math 5th Grade		0035	
Student Name	Relation	Parent	Name			Account Created?	Last Login	Total Logins
Damle, Janet C.						No		
	Father	Damle,	Wayne			Yes	07/07/2015	2
	Mother	Damle,	Virginia			No		
Staff Name		Section ID	Period	CourseID	Course Title		Room Na	ne
Burns, Debbie		MUS05-001	4	MUS	Music/band		0027	
Student Name	Relation	Parent	Name			Account Created?	Last Login	Total Logins
Damle, Janet C.						No		
	Father	Damle,	Wayne			Yes	07/07/2015	2
	M	D	\ <i>f</i>			NI-		

PVU401 – Parent/Student Portal Activity Report Output

You can make this report available to teachers in TeacherVUE. See the *Synergy SIS – TeacherVUE Administrator Guide* for more information.

Chapter 9: Security

Security Overview	286
ParentVUE and StudentVUE Security	287
Enabling Content for Grade Book	289

Security Overview

The PAD Security screen (Synergy SIS > System > Security > PAD Security) and the Security Definition screen (Synergy SIS > System > Security > Security Definition) define security for each of the screens discussed in this guide. This section outlines the security location for each of the screens within Security Definition.

Edupoint recommends that users only secure reports through PAD Security instead of the Security Definition screen.



See the *Synergy SIS* – *Security Administrator Guide* for more details regarding security definitions.

ParentVUE and StudentVUE Security

Use the Security Definition screen to change the settings listed in the table.

ParentVUE User

Change settings on the User Property Access tab for the ParentVUE user to change what a parent sees on the screen.

Screen/Page	Section	Field	Security Node	Property Access	Setting
Account Information	(Editable) Personal Information	First Name Last Name Employer Primary Language	K12.ParentGuardianInfo	Parent	When set to <i>None</i> , the parent cannot view or edit the fields When to <i>View</i> , the parent can see the field, but not edit it.
Discipline Summary	Discipline Detail	Staff Name Referred By	K12.DisciplineInfo.SchoolIncident	EnteredByGU ReferredBy	When set to <i>None</i> , the parent cannot view the Staff Name.
Documents	N/A	A PDF Report Card is not available	K12.PXP.PXPPublic	GRDReportCardNotAvailable	When set to <i>None</i> , hides the message when districts do not attach the PDF.
Attendance	Attendance Detail	Note	K12.PXP.PXPPublic	AttNote	When set to <i>None</i> , the parent cannot view the Attendance Note.
Student Info	Student Locker	All	K12.LockerInfo.Setup.Locker	CurrentCombination	When set to <i>None</i> , all locker information is hidden on the Student Info screen.

Change settings on the Group Property Access tab for the ParentVUE user to change what a parent sees on the screen.

Screen/Page	Section	Tab	Field	Security Node	Property Access	Setting
Student	Documents	Documents	Acknowledged By	K12.PXP.StudentDocumentAcknowledgement	AcknowledgedBy	When set to <i>None</i> , hides the Acknowledged By column

School or District Users

Change settings for the user group to change what a school or district user sees.

ParentVUE and StudentVUE Administrator Guide **Chapter 9: Security**

Screen/Page	Section	Field	Security Node	Property Access
ParentVUE and StudentVUE Configuration	Student Groups in Parent Acknowledgments detail Student Groups in Student Acknowledgments detail	N/A	K12.PXP	PXPConfigurationAckGrp
ParentVUE and StudentVUE Configuration	Organization in Parent Acknowledgments detail Organization in Student Acknowledgments detail	N/A	K12.PXP	PXPConfigurationAckOrg
Enabling Content for Grade Book

The content is hidden by default. Use PAD Security to show the content on the ParentVUE and StudentVUE 2.0 Grade Book screen.

PAD Security Option	Description	Grade Book Item		
Assignment History (Button)	Assignments and scores from the last two weeks	Recent History District Math Assessment - Winter Carroll, N 3/4 Grade(1) Due Date:01/18/2019 Points: 10 District Reading Assessment - Winter Carroll, N 3/4 Grade(1) Due Date:01/18/2019 Points: 10 One Tree Three Branches Carroll, N 3/4 Grade(1) Due Date:01/28/2019 Points: 1		
Class Grades Chart (button)	The percent of students in the section earning each mark/grade. Top 5 marks are colored blue, pin, yellow, green, and light blue Gray are marks lower than the top 5	Class Grades		
Class Performance Whisker (Button)	Gray indicates the total possible percentage a student can earn Green is the actual percentage the student earned TOTAL bar combines the values for all of the other bars	Student Performance		

PAD Security Option	Description	Grade Book Item		
Grade History Chart (Button) Also known as the Sparkline chart	Shows trends in overall grade for sections Green is the current value Blue is the highest overall grade earned for the section Red is the lowest overall grade earned for the section Line represents the overall grade changes that are not equal to the highest, lowest, or current grade	Last Update: 3772019 Grade History Chart		
Standards Chart (Button)		Future Development		
Subject Weight Chart (Button)	Displays the Current Grade and Percent of Grade the student earned for the section	Category Weighting		
Tasks and Messages (Button)		Future Development		
Upcoming Assignments (Button)	Shows assignments due today or tomorrow Shows the next 5 assignments if nothing is due today or tomorrow	Upcoming Assignments Law of the Land Carroll, N 3/4 Grade(1) Due Date:01/17/2019 Points: 1 DRA Winter Carroll, N 3/4 Grade(1) Due Date:01/18/2019 Points: 10 Upcoming Assignment Details		

- 1. Navigate to Synergy SIS > System > Security > PAD Security.
- 2. Navigate to Synergy SIS > System > ParentVUE > Parent Experience Portal.
- 3. Select *Public* in User Group Name.
- 4. Click Show Detail.
- 5. Set the Access to Yes.

Name: K12.PXP.PXPPortal						
G	Group Access User Access Access Profile					
View	View Substitution Quick Launch Text View Name Override					
Θ	Access 🚯 Hide Detai	I				
<	1 2 🔰					ı
Line User Group Tab Access						
1	Public	Line	Туре 🔻	Tab Name 🛛 🕇	Access T	
2	Admin - Hope High	1	Tab	Messages	.	
	Curriculum	2	Tab	Calendar	-	
3	Directors	3	Tab	Attendance	-	
4	Dual Login	4	Tab	Class Schedule	•	
5	Gendersuppression	5	Tab	Class Websites	•	
6	Report Card Specialist - Art	6	Tab	Conference	-	
	Report Card	7	Tab	Course History	-	
7	Specialist - P.E.	8	Tab	Discipline	-	
8	Role - Admin	9	Tab	Fee	-	
9	Role - Assistant	10	Tab	Grade Book	-	
	Pole Attendence	11		Assignment History (Button)	-	
10 Daily	12		Class Grades Chart (Button)	No 👻		
11	Role - Clerk	13		Class Performance Whisker (Button)	No 👻	
12	Role - Counselor	14		Grade History Chart (Button)	No 👻	
13	Role - ELL	15		Standards Chart (Button)	No 👻	
	Department	16		Subject Weight Chart (Button)	No 💌	
14	User	17		Tasks and Messages (Button)	•	
15	Role - Nurse	18		Upcoming Assignments (Button)	•	
						11

PAD Security Screen, Access Detail

6. Click Save.