ParentVUE and StudentVUE Administrator Guide

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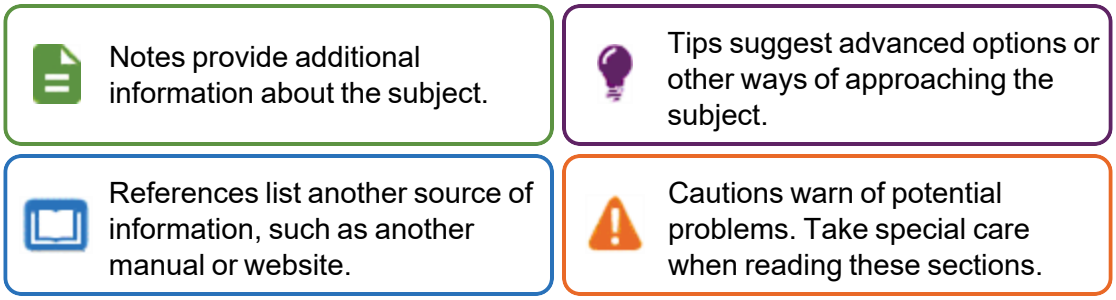
About This Manual

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.



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 Version	Release Date	Software Release	Description
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

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Document Version	Release Date	Software Release	Description

12.0	Mar 2020	2021	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 Class Schedule at the District Level
			  • Hiding Teacher Names in Class Schedule at the School Level
			• Added Notify Options in Creating StudentVUE Accounts
			• 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
			• Added Adding the StuAdditionalTransportationLocation Business Object in Modifying Student Info Display Using View Change
			• Added Displaying Concurrent Report Cards in ParentVUE and StudentVUE Display
			• 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 Changes
			  • Bypassing the Review PVUE Update Process
			• Added Including GPAs in ParentVUE and StudentVUE in Configuring Course Information
			• 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 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

13.0	Mar 2021	2022	Updates: • Added Student Daily Surveys • Added Hiding the Student Info Tab • 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 • 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

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

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Chapter 1: ParentVUE and StudentVUE Overview

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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.

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.

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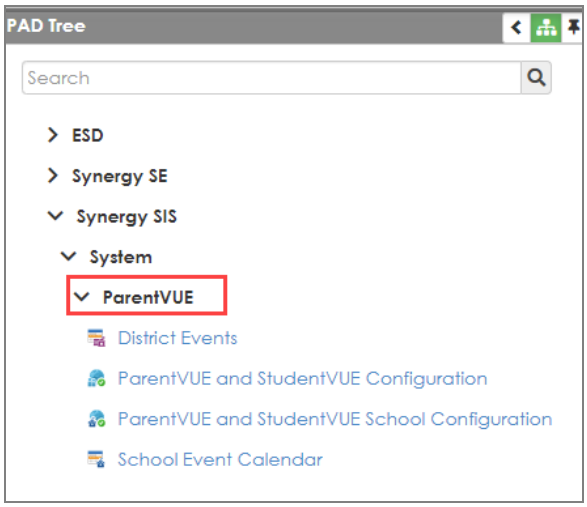
Configuring ParentVUE/StudentVUE

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



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 ParentVUE Home and StudentVUE Home to view differences between the two versions.

Some options are only available in version 2.0.

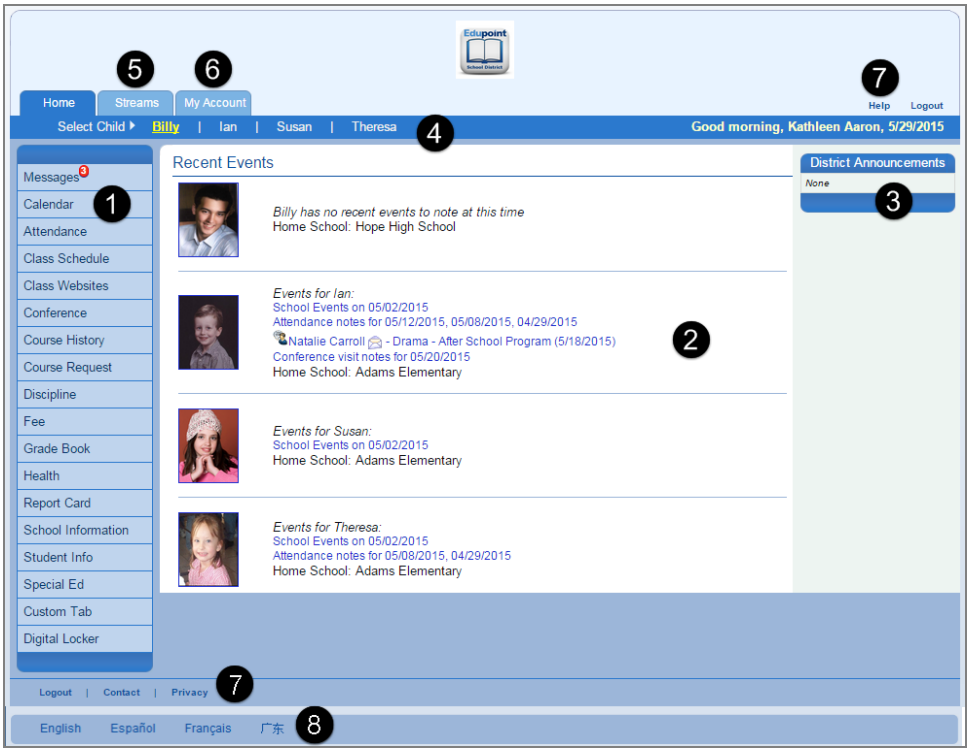
See the *Synergy SIS – ParentVUE and StudentVUE 1.0 User Guide* and *Synergy SIS – ParentVUE and StudentVUE 2.0 User Guide* for more information on differences between the two versions.

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. ❶

> 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. ❷ Click a link for more detailed information.
- District Announcements display on the right. ❸
- Parents can click the child's name to view his or her information. ❹

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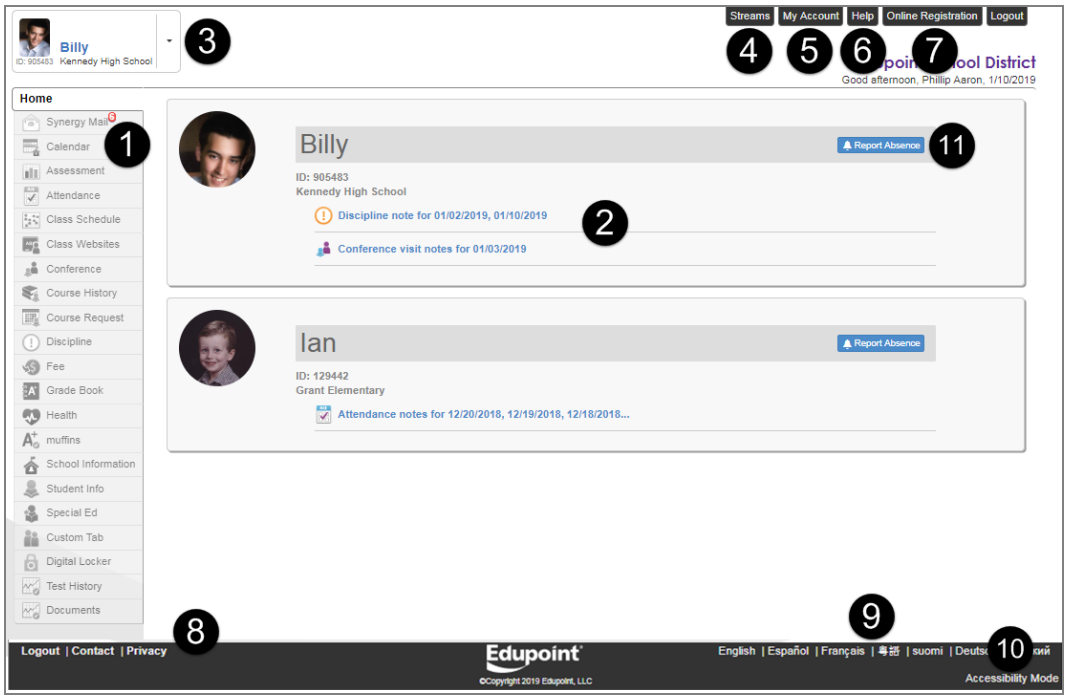
- **Streams** allows parents to communicate with teachers if enabled. ❺
- The **My Account** tab accesses the parent's account information. ❻
- All screens contain **Contact**, **Privacy**, and **Help** links. ❼
- Parents can select a language at the bottom of the ParentVUE screen if the district supports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

ParentVUE 2.0 Home



ParentVUE 2.0 Home Screen

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

> 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. ❷ Click a link for more detailed information.
- Parents use the focus menu to select from the children actively enrolled in the district. ❸

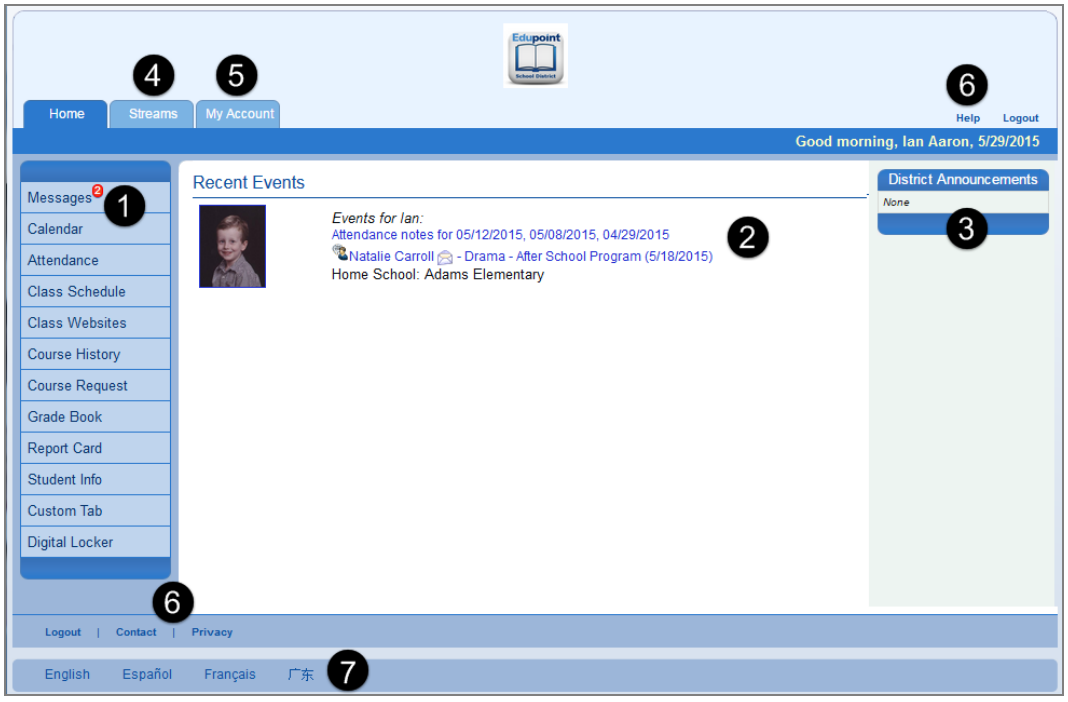
- **Streams** allows parents to communicate with teachers if enabled. ❹
- The **My Account** tab accesses the parent's account information. ❺
- The **Help** tab directs you to the Help screen, which contains information provided by the district. ❻
- The **Online Registration** tab opens Online Registration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

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

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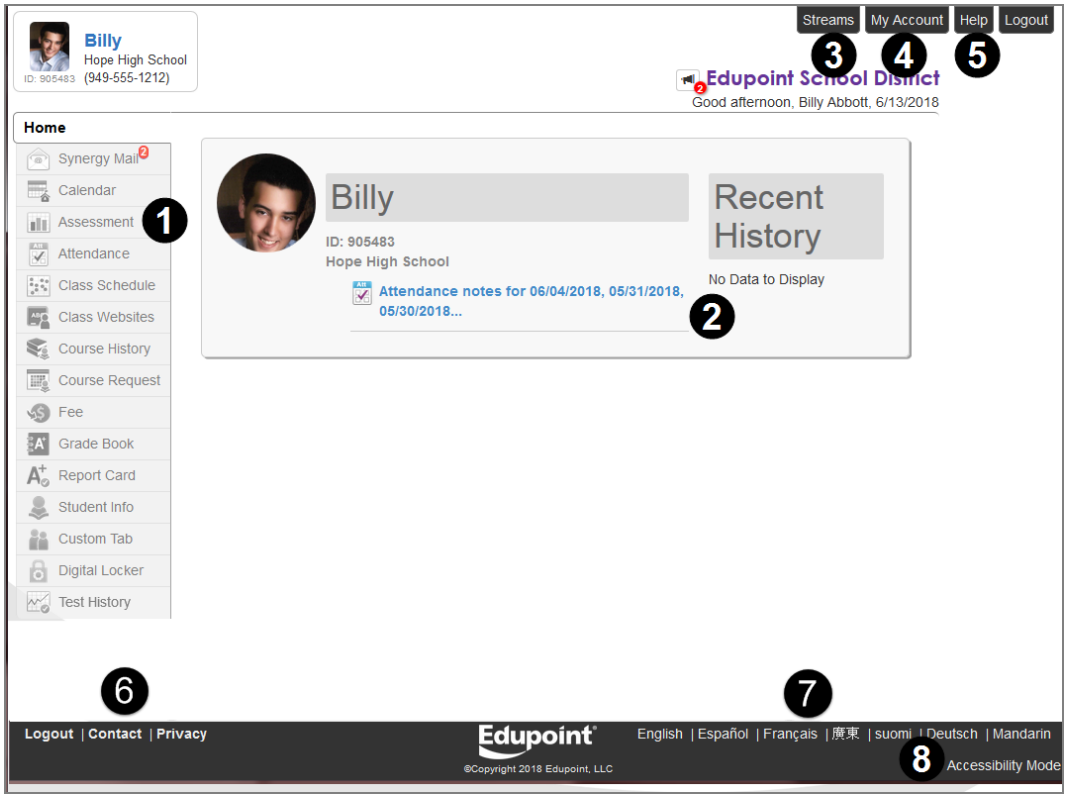
- The Navigation bar contains links to display your records. ❶

> 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. ❷ Click a link for more detailed information.
- District Announcements display on the right. ❸
- **Streams** allows students to communicate with teachers if enabled. ❹
- The **My Account** tab accesses the student's account information. ❺
- All screens have links to the **Contact**, **Privacy**, and **Help** screens. ❻
- Your district might support additional languages. If so, select one at the bottom of the StudentVUE screen. ❼
- You can enable Accessibility Mode if needed.

StudentVUE 2.0



StudentVUE 2.0 Home Screen

- The Navigation bar contains links to display your records. ❶

> 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. ❷ Click a link for more detailed information.
- **Streams** allows students to communicate with teachers if enabled. ❸
- The **My Account** tab accesses the student's account information. ❹
- The **Help** tab directs you to the Help screen, which contains information provided by the district. ❺
- The **Online Registration** tab opens Online Registration if available.
- All screens contain **Logout**, **Contact**, and **Privacy** links. ❻
- Your district might support additional languages. If so, select one at the bottom of the StudentVUE screen. ❼
- You can enable Accessibility Mode if needed. ❽

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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?

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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

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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.

See the *Synergy SIS – System Installation Guide* for more information about the recommended hardware configuration for all of the Edupoint software products.

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 not 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://<DdistrictWebServer>/Login_PXP.aspx** or **https://<DdistrictWebServer>/Login_PXP2.aspx**.

Database Configuration

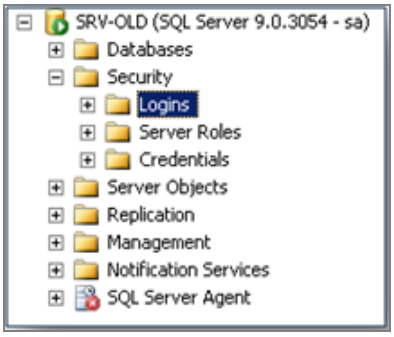
You must modify security in the database software since the ParentVUE and StudentVUE web portal accesses data from the main Synergy SIS database. The modifications create a logon/user with read-only access and limited update capabilities to student information for use by the ParentVUE and StudentVUE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

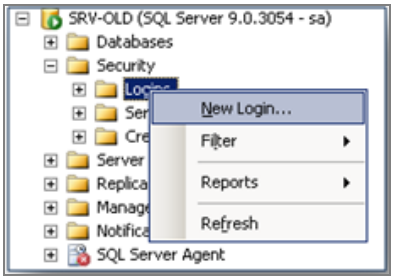
Adding a Login to Microsoft SQL Server

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

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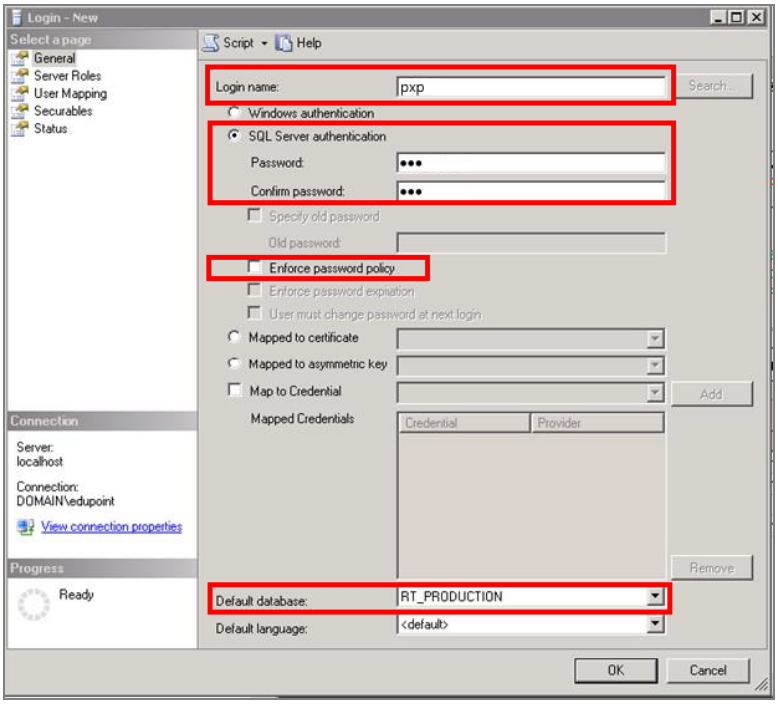
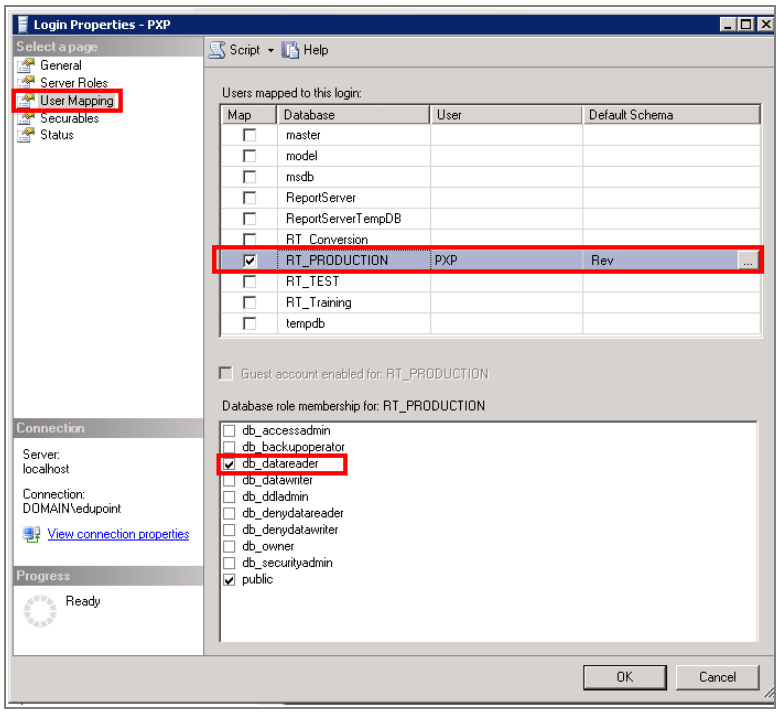
4. Enter the following in the Login - New screen:
    - **Login name** – *pxp*
    - Select **SQL Server Authentication**
    - **Password** – *pxp*
    - Leave **Enforce Password Policy** blank
    - **Default Database** – Select the Synergy SIS database name (*RT…*)



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**.



SQL Server Login Properties Screen

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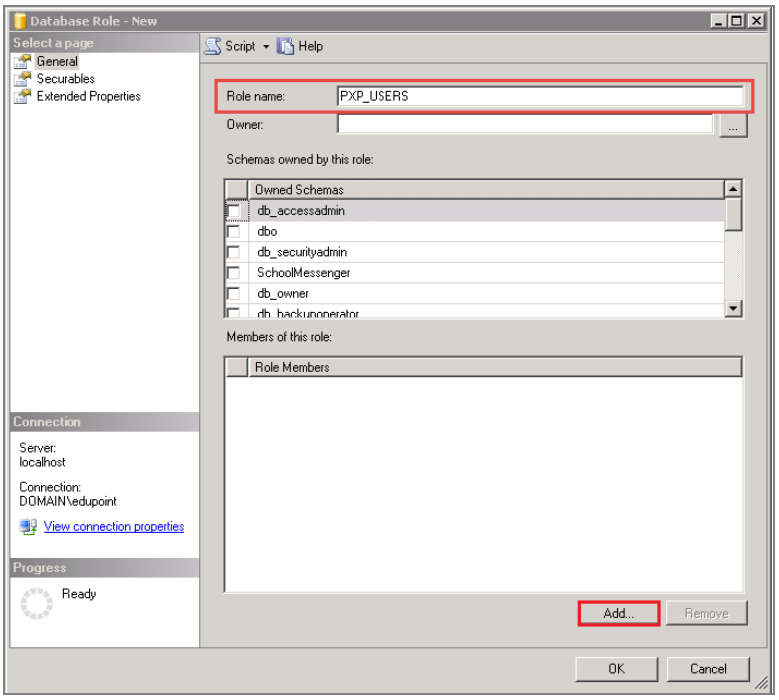
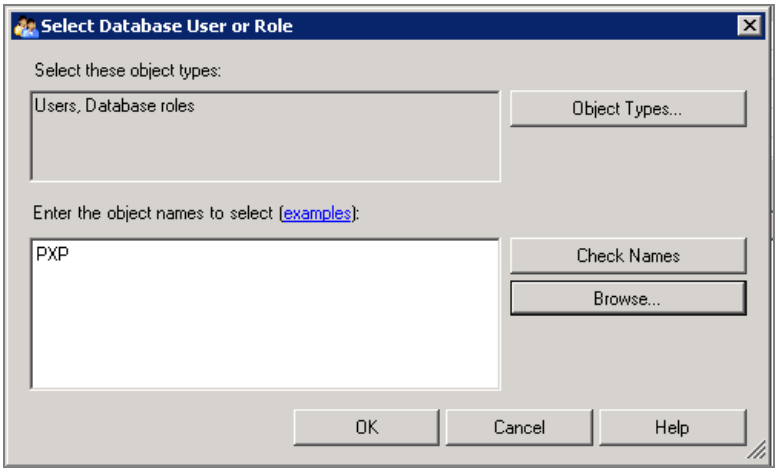
Adding a Role in SQL Server

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.

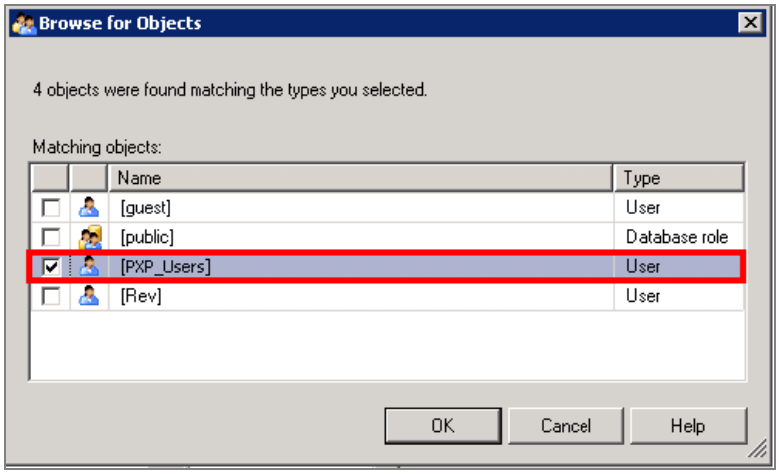


SQL Server Database Role - New Screen

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

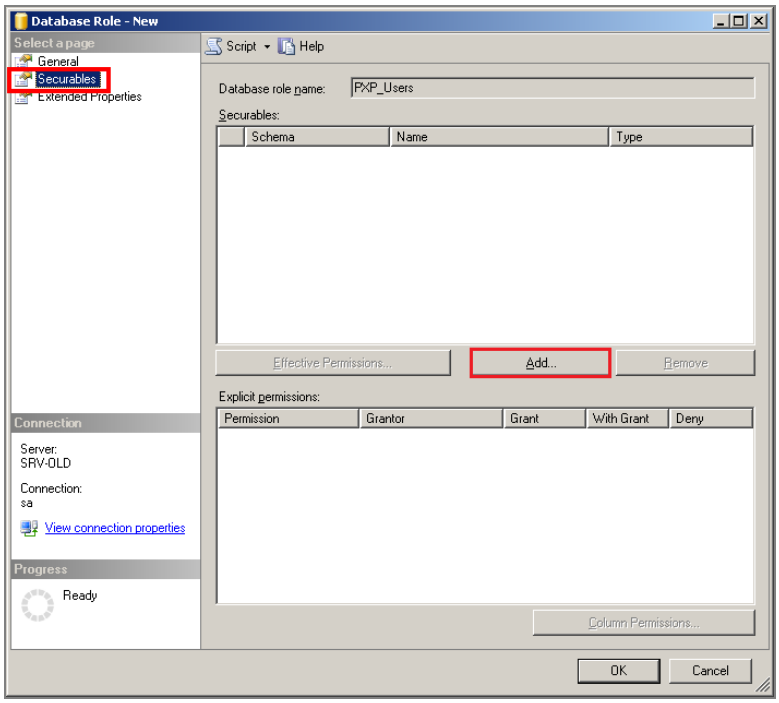


SQL Server Select Database User Or Role Screen



SQL Server Browse For Objects Screen

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



SQL Server Database Role – New Screen

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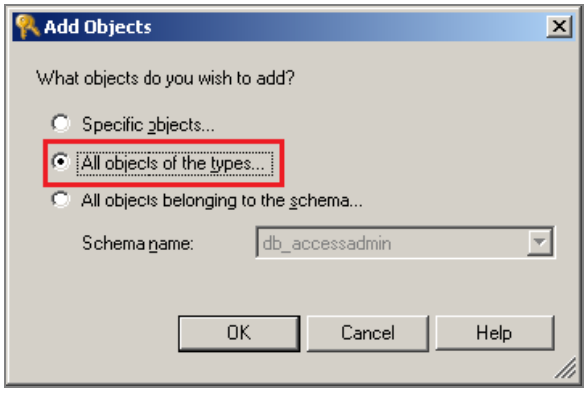
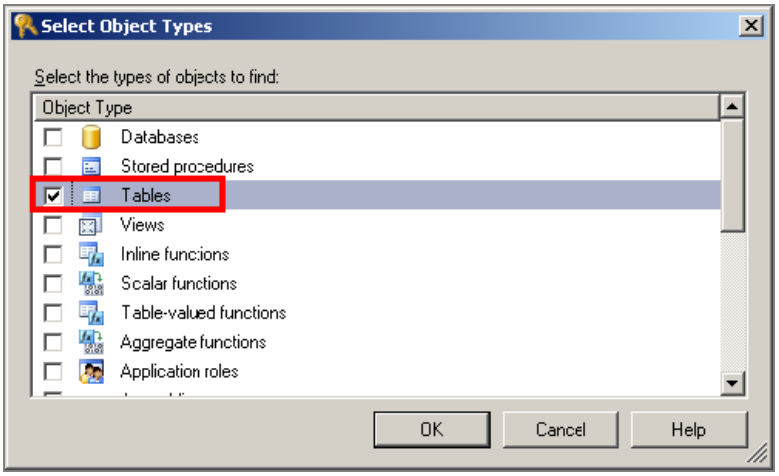
a. Select **All objects of the types....**

b. Click **OK**.



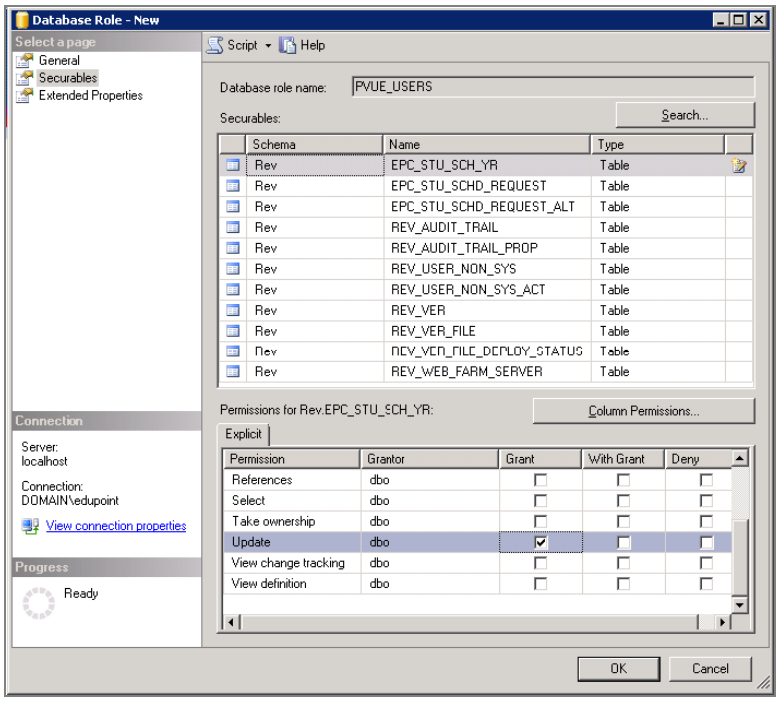
SQL Server Database Add Objects Screen

9. Select **Tables** and click **OK**.



SQL Server Database Select Object Types

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

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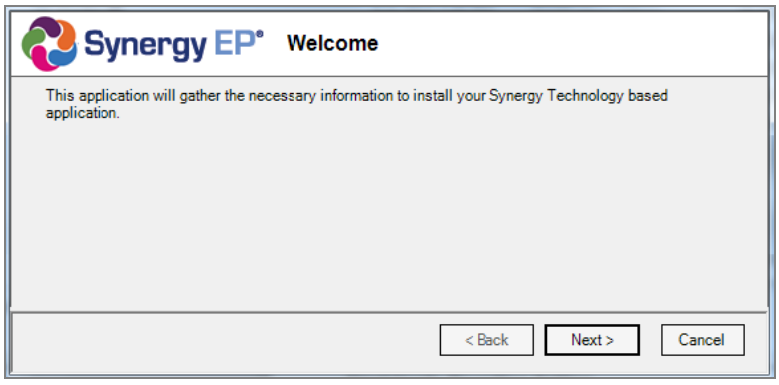
Table Name	Permissions
EPC_ STU_FEE_PAY_TRANS	Delete, Insert, Update
EPC_ONLINE_PMT_TERMS_VIEWED	Delete, Insert, Update
EPC_PARENT	Insert, Update
EPC_PARENT_ACK_RESPONSE	Delete, Insert, Update
EPC_PARENT_PXP	Insert, Update
EPC_PER_SECT_MSG	Delete, Insert, Update
EPC_PXP_CHG	Delete, Insert, Update
EPC_PXP_CHG_VAL_HIS	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

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.



Welcome Screen

5. Click **Next**.

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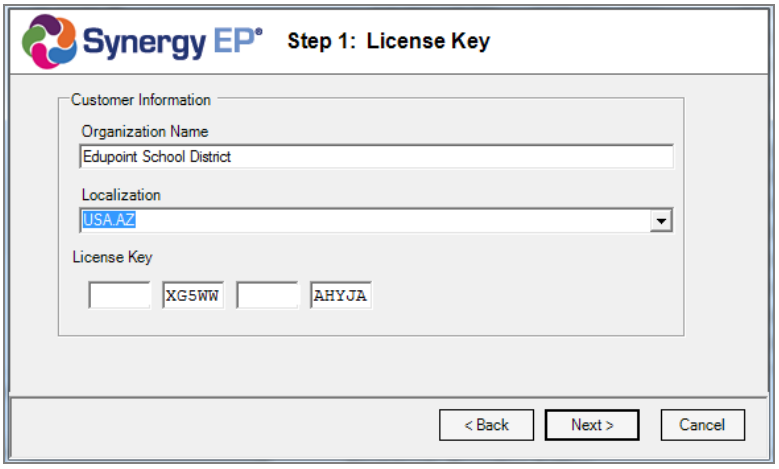
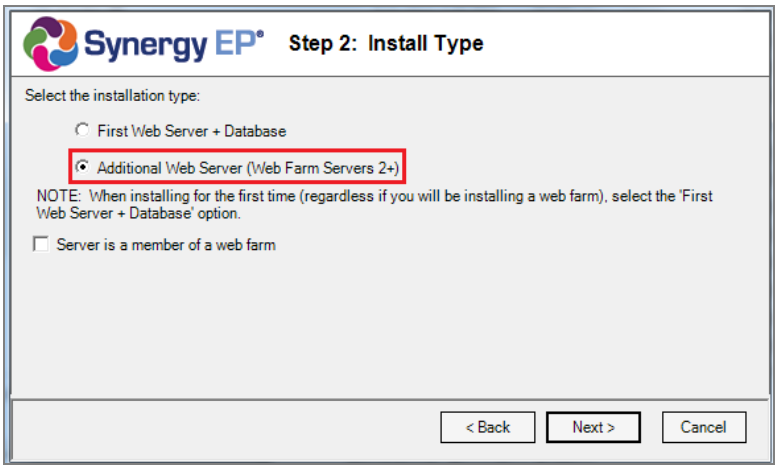
6. Enter the **Organization Name**, **Localization**, and **License Key**.

> This is the same license key as the main Synergy SIS software.



Step 1: License Key Screen

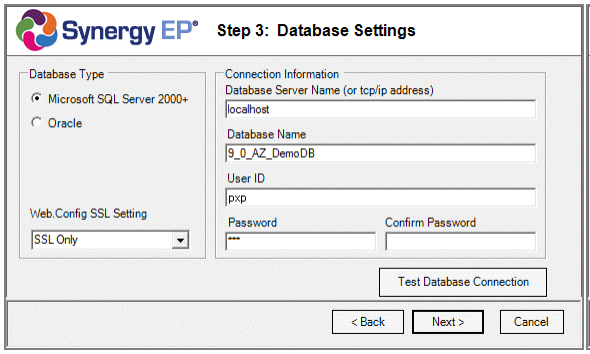
7. Click **Next**.
8. Select **Additional Web Server (Web Farm Servers 2+)**.
9. Click **Next**.



Step 2: Install Type Screen

10. Choose *Microsoft SQL Server* or *Oracle* for the **Database Type** used for the Synergy SIS installation.

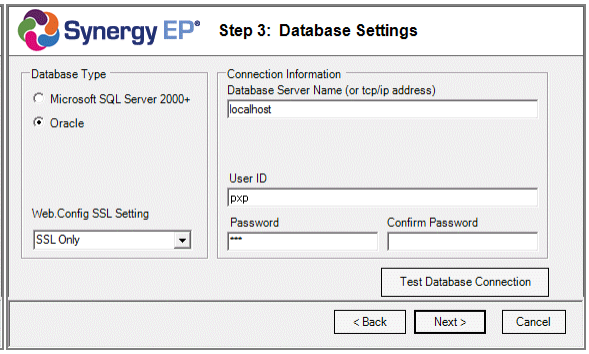
SQL Server



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**.

Oracle



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**.

11. Click **Test Database Connection**.
12. Click **OK**.
13. Click **Next** on the Install Wizard screen.
14. Click **Finish**.

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

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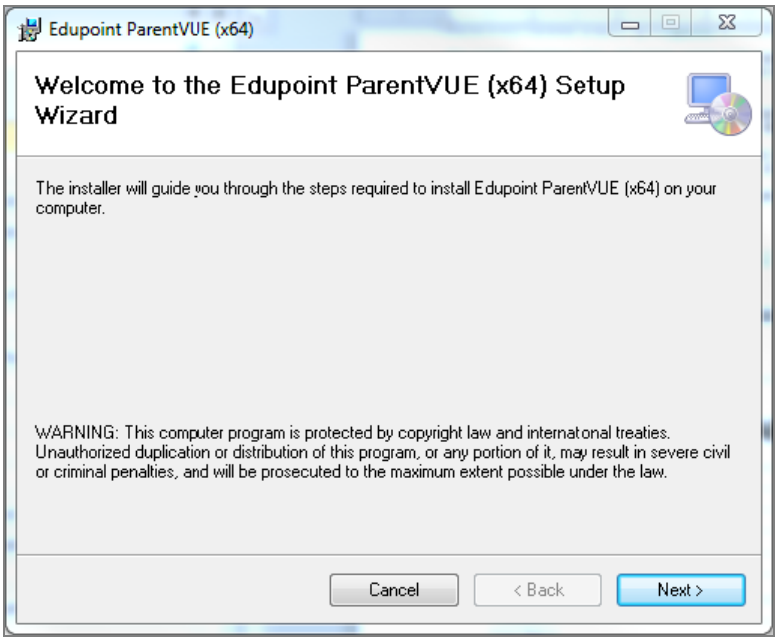
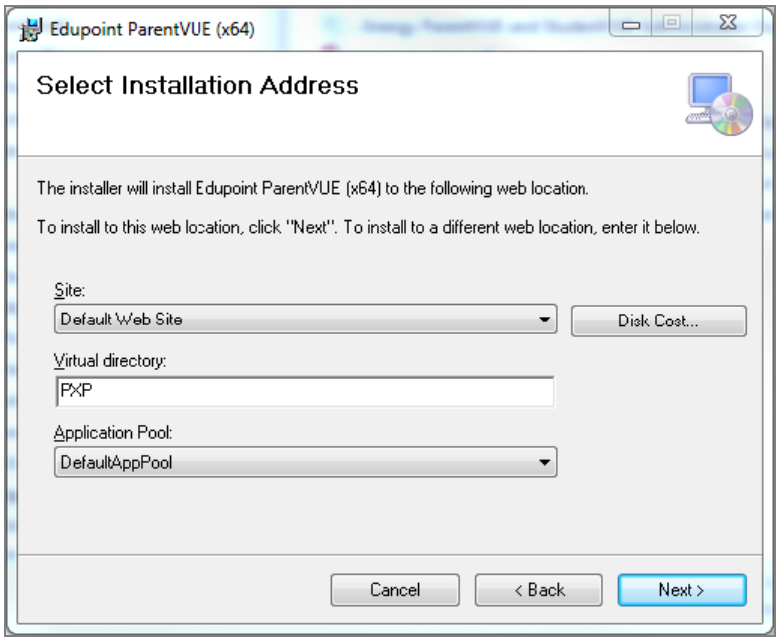
15. Click **OK** to open the Edupoint ParentVUE screen.



Welcome To Edupoint ParentVUE (x64) Setup Wizard Screen

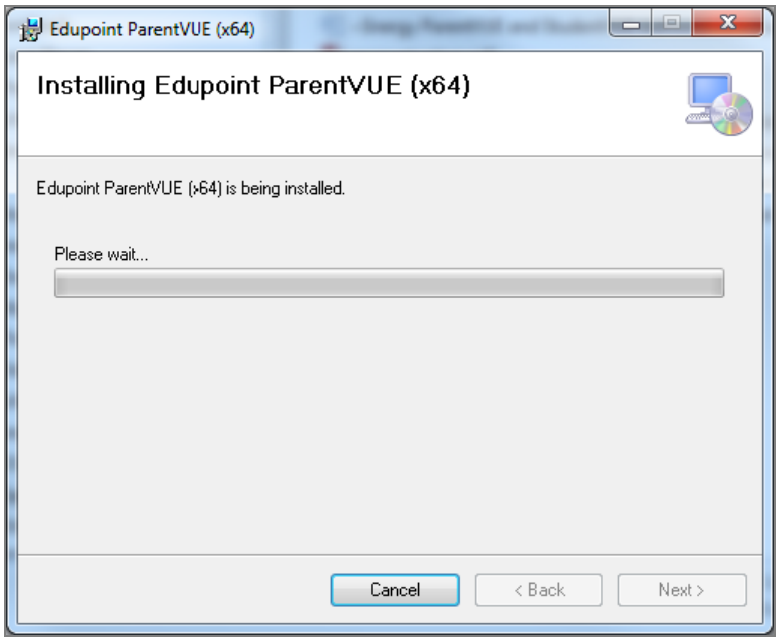
16. Click **Next**.
17. Change the name of the Virtual directory to set a different folder location.
    - The **Virtual directory** is the name of the folder installed into the root of the Default Web Site.
    - The software installs to the root of the folder/website if **Virtual directory** is left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



Select Installation Address Screen

18. Click **Next**.

19. Click **Next**.



Installing Edupoint ParentVUE (x64) Screen

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

You must uninstall and reinstall all Synergy SIS/Synergy SE software with each new release.

Windows saves settings entered during installation. You do not need to re-enter the information during reinstallation (for example, the license key saves).

Select *Add/Remove Programs* in Windows and uninstall the software titled **Edupoint ParentVUE** to uninstall the ParentVUE and StudentVUE web portal software.

The district can create an alias for the PXP folder location with a friendly name to make the web portal easier to locate by students and parents. The URL created for this folder is printed on the activation notices from Synergy SIS.

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Chapter 3: Parent and Student Account Setup

Student Information Display Options 41
Parent and Student Account Setup 69
Creating Parent and Student Accounts 81
Activation Key Configuration 89
OpenAuth for ParentVUE and StudentVUE 100
Forgotten Password Configuration 102
Authenticating Users to Third Party Systems 112

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.

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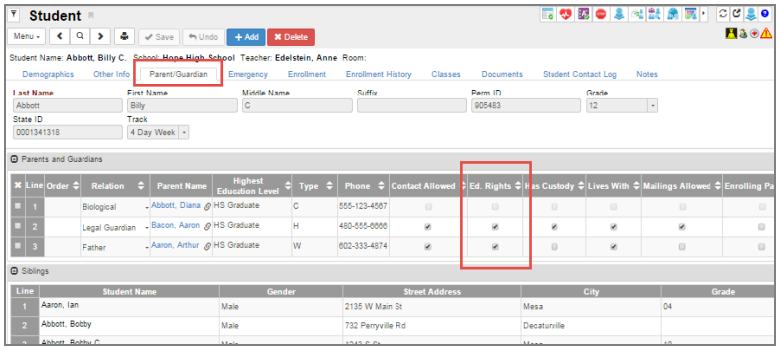
Using Educational Rights

Using Educational Rights does not modify the **Parent/Guardian** tab on the Student screen. You must manually update all parent records to ensure that parents have the correct settings.

- Select **Ed. Rights** to allow a parent to see the child's information in ParentVUE.
- Deselect **Ed. Rights** to remove access. In the following example, Phillip can see Billy's information, but Diana cannot.



Student Screen, Parent/Guardian Tab

You can also make these changes on the **Children** tab of the Parent screen.

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

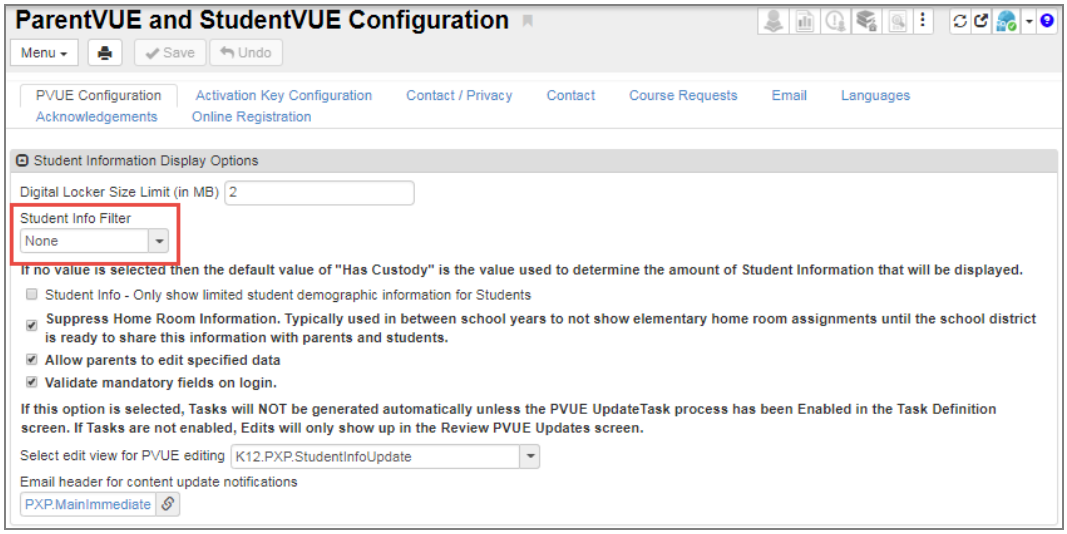
1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Select the **Student Info Filter**.
   - *Has Custody* or blank – Parent/guardian has custody of the child and limited student information displays in ParentVUE.
   - *None* – Only the setting in Parent Information 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.
   - *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.

   - *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 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**.

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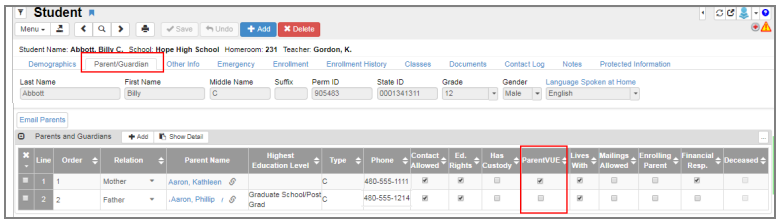
Using ParentVUE Relationship Attribute

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.



Student Screen, Parent/Guardian Tab

You can also make these changes on the **Children** tab of the Parent screen.

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

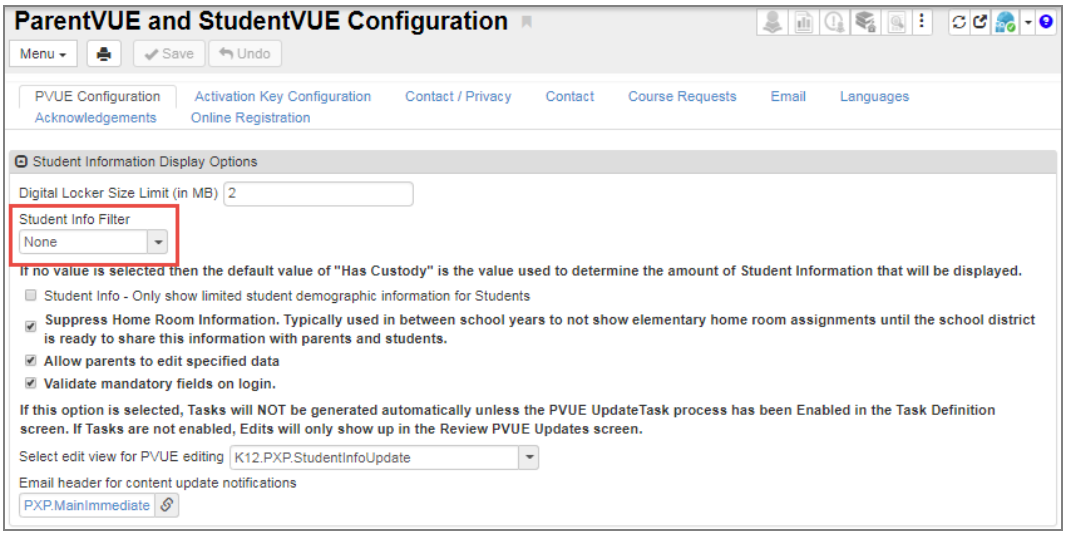
1. Navigate to **Synergy SIS > System > ParentVUE and StudentVUE Configuration**.
2. Select the **Student Info Filter**.
   - *Has Custody* or blank – Parent/guardian has custody of the child and limited student information displays in ParentVUE.
   - *None* – Only the setting in Parent Information Display 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.

- *Lives With* – Parent/guardian lives with the child.

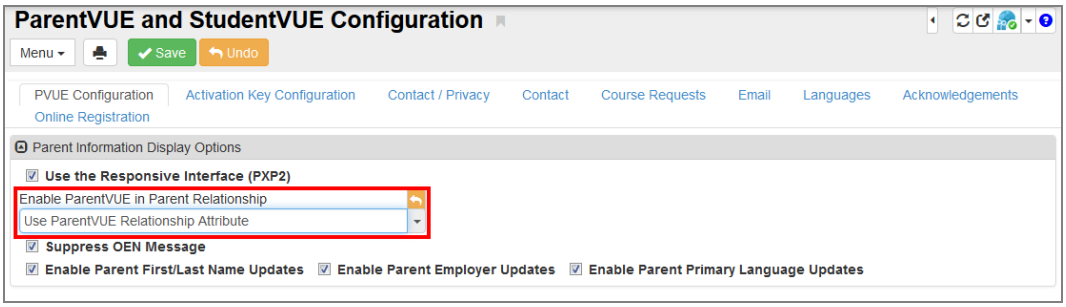
> When selected, the student's address populates the parent address.

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



ParentVUE And StudentVUE Configuration 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.

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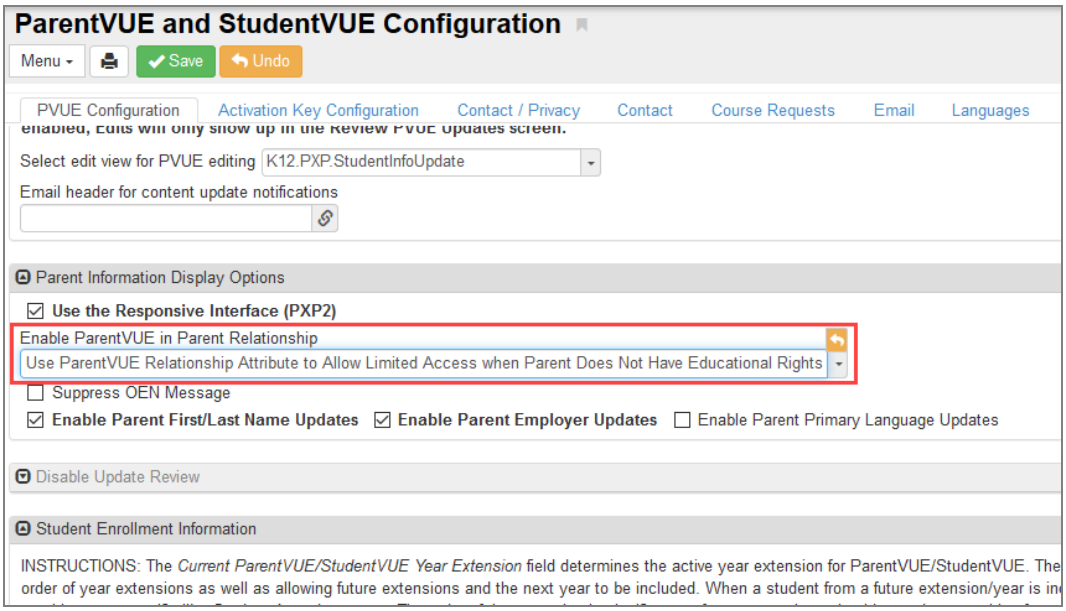
Providing Limited Access in ParentVUE to Parents Without Educational Rights

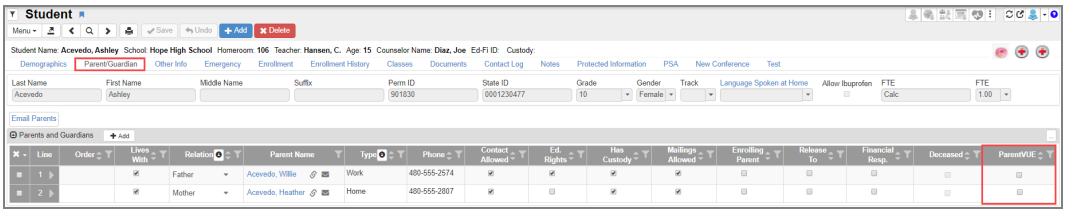
> This functionality is available only for the Responsive Interface (ParentVUE 2.0 / PXP2).

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 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.

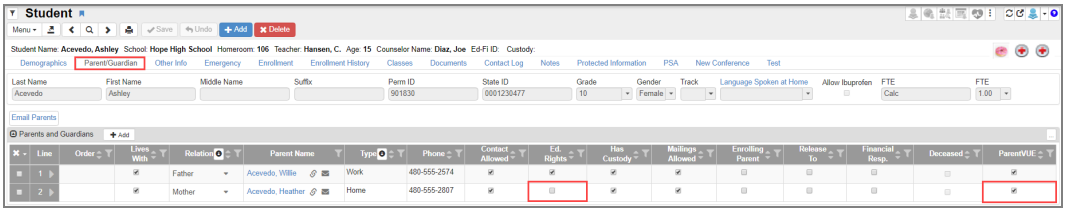


Student Screen, Parent/Guardian Tab

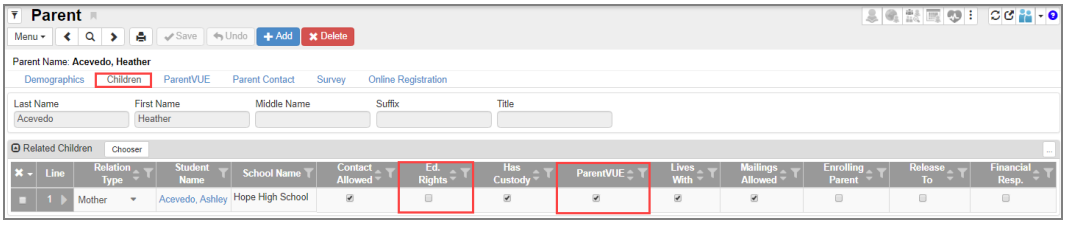
Parent Screen, Children Tab

- 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 Screen, Parent/Guardian Tab



Parent Screen, Children Tab

3. Click **Save**.

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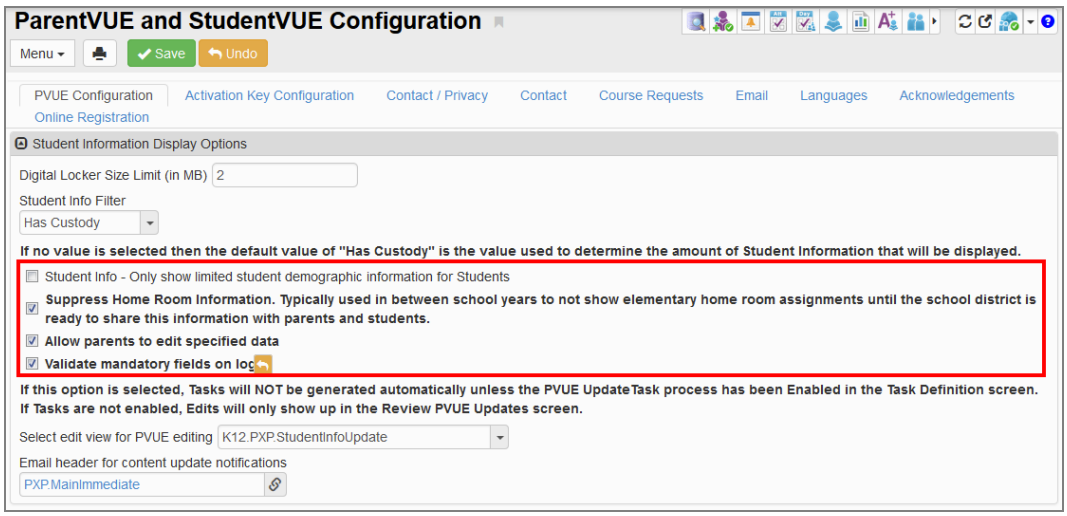
Determine the Student Information to Display

1. 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 Allowing Parents to Edit Information.

     This enables the parent to change the student's information in the ParentVUE mobile application. You must also enable pass through authentication 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

3. Click **Save**.

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
X	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	X	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

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Student Info	Suppress Home Room Information	Allow parents to edit specified data	Validate mandatory fields on login	Result
X		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
	X	X		• Only homeroom information is suppressed • Parents can edit student info • Parent can access any screen after log in
		X		• No student information is limited or suppressed • Parents can edit student info • Parent can access any screen after log in
		X	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.

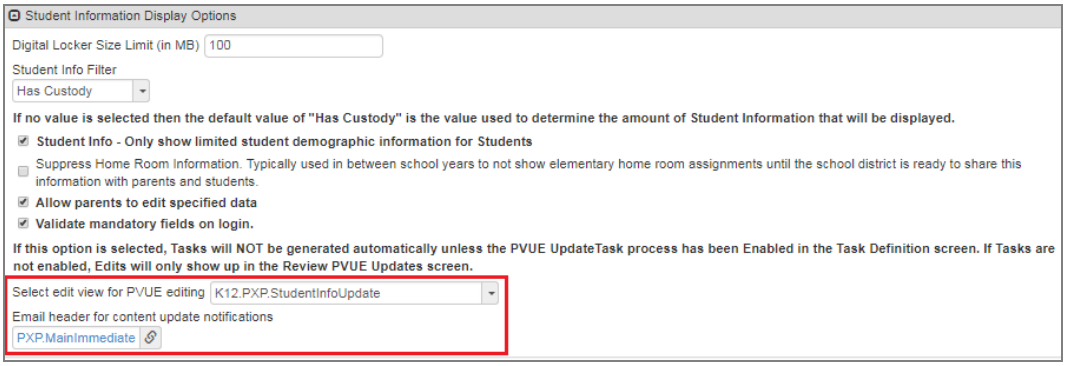
1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.

   a. Select a screen other than the default that parents use to update student information in **Select edit view for PVUE editing**, if necessary.

   > The default is *K12.PXP.StudentInfoUpdate*, which you can edit in ParentVUE.
   >
   > You can define additional views in **Synergy SIS > System > Data and Views > View Change**.

   b. Click the link in **Email header for content update notifications**.

   c. Locate the email content to use.



ParentVUE And StudentVUE Configuration Screen

   d. Click **Save**.

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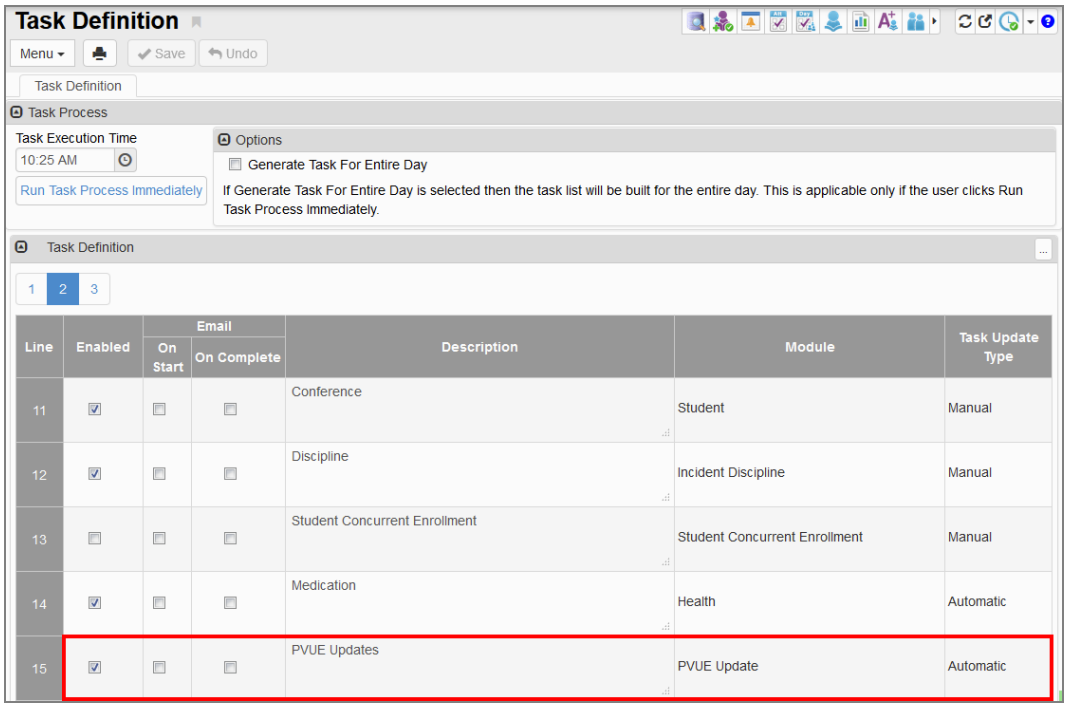
2. Navigate to **Synergy SIS > System > Setup > Task Definition**.
   a. Select **Enabled** for the the *PVUE Updates* line in the Task Definition section. Use the page numbers to scroll between pages, if necessary.

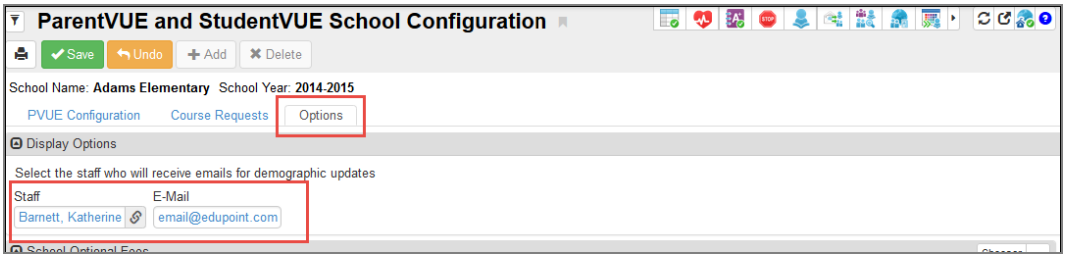
> Tasks are not generated automatically unless you set **Enabled** for the designated task process on the Task Definition screen.
>
> Edits display in the Review PVUE Updates screen only if **Enabled** is blank.



Task Definition Screen

   b. Click **Save**.

3. Set the focus to a school.
4. 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.



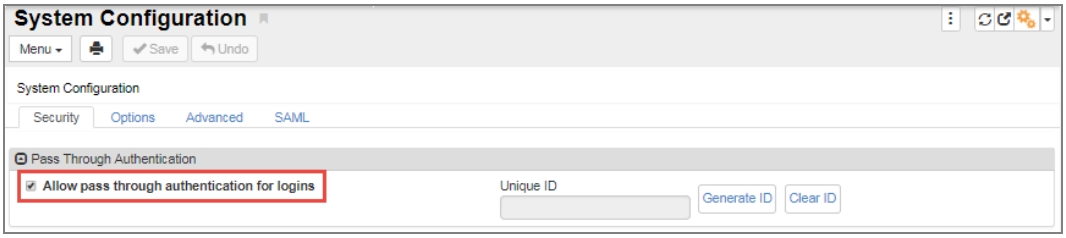
ParentVUE And StudentVUE School Configuration Screen, Options Tab

    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

3. Click **Save**.

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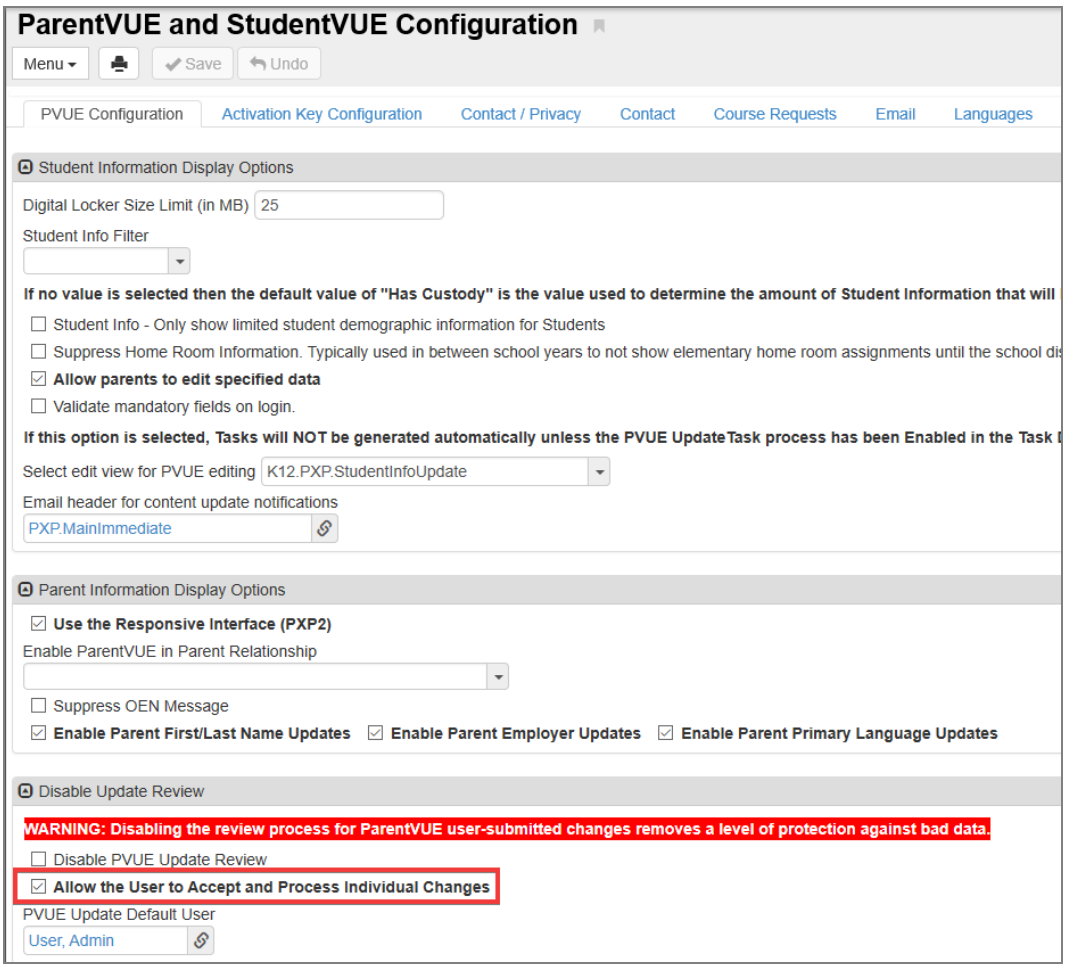
Allowing Partial ParentVUE Updates

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.

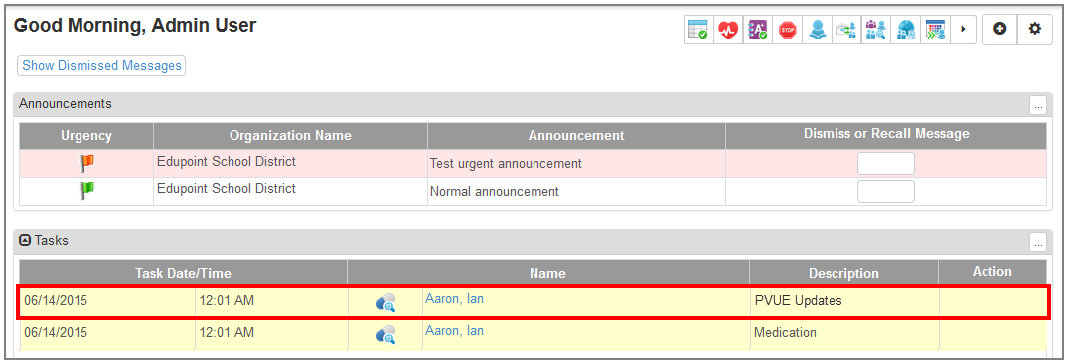
1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Select **Allow the User to Accept and Process Individual Changes** in the Disable Update Review section to allow partial acceptance of changes.
3. Click **Save**.



ParentVUE And StudentVUE Configuration 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.



Synergy SIS Home Screen

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

     > A task displays on the home screen of Synergy SIS for each update submitted.

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

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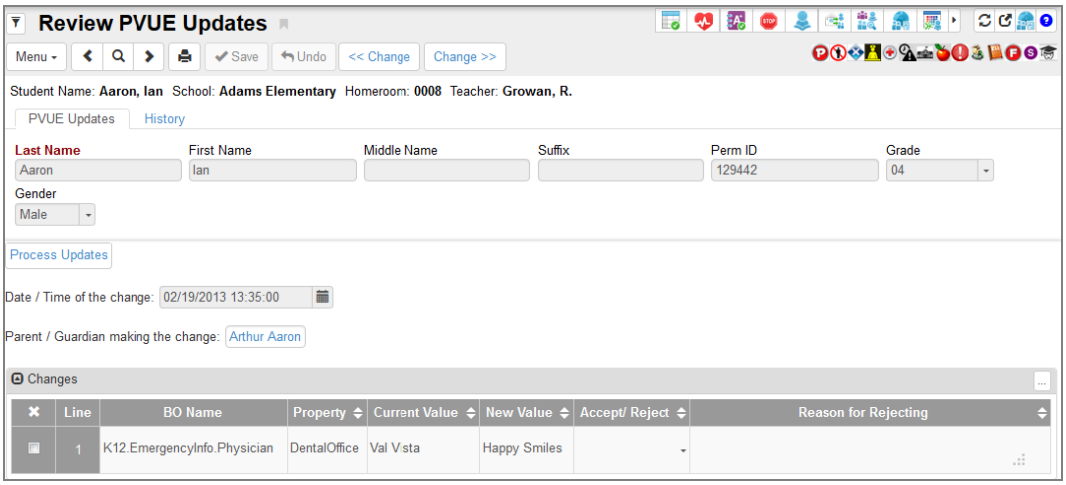
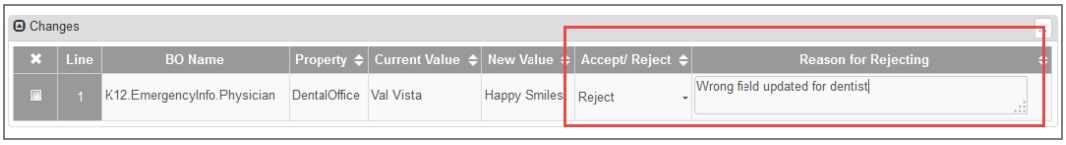
2. Review the updates requested by parents. The **PVUE Updates** tab displays the date, time, and person requesting the change. There is a listing of each change requested.



Review PVUE Updates Screen

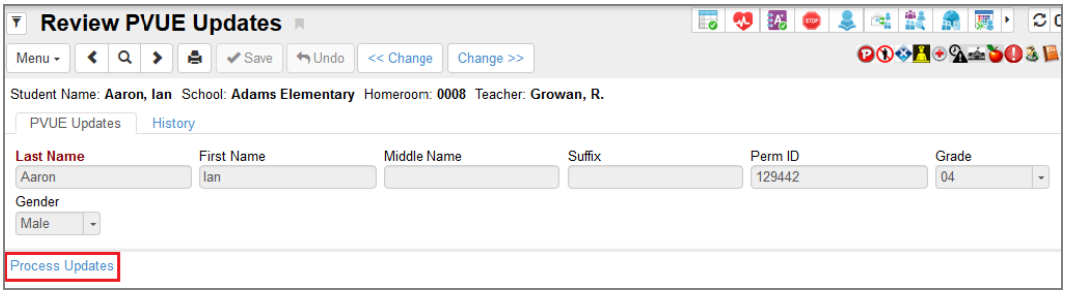
3. Select *Accept* or *Reject* in the **Accept/Reject** column.

> Enter the **Reason for Rejecting** if rejecting the change.



Review PVUE Updates Screen

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



Review PVUE Updates Screen

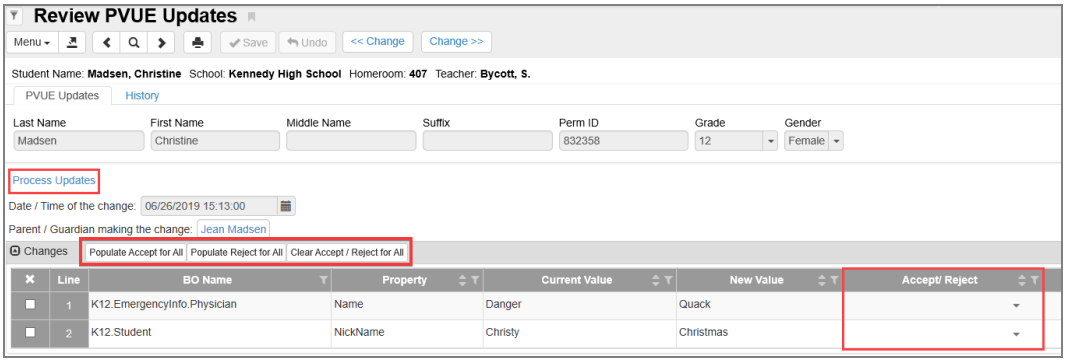
The changes apply to the student's Synergy record, the Student Info screen in ParentVUE, and the **History** tab on the Review PVUE Updates screen. The changes move to the **History** tab after processing the updates.

> 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 Screen

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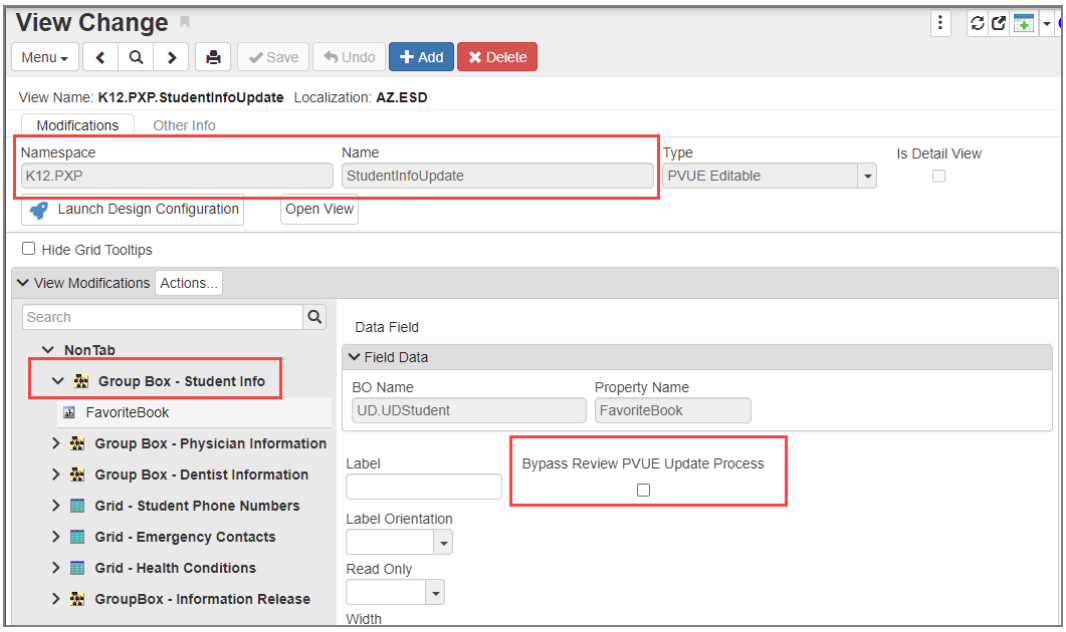
Bypassing the Review PVUE Update Process

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**.
4. Select **Bypass Review PVUE Update Process** to allow automatic acceptances of changes.
5. Click **Save**.

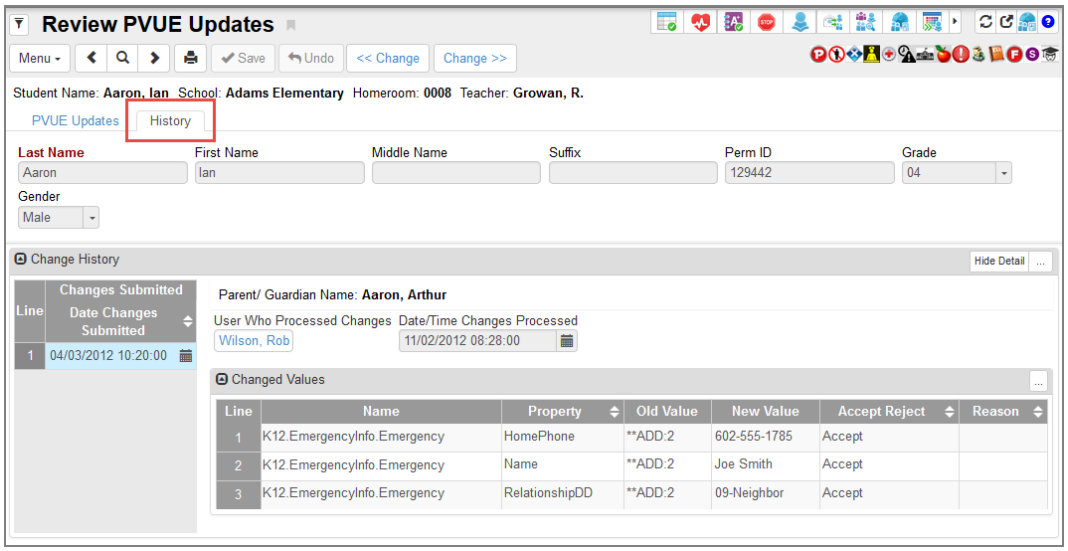
> Changes in ParentVUE automatically display on the student's Synergy record, the Student Info screen in ParentVUE, and the **History** tab on the Review PVUE Updates screen.



View Change 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 PVUE Updates Screen, History Tab, Change History Detail

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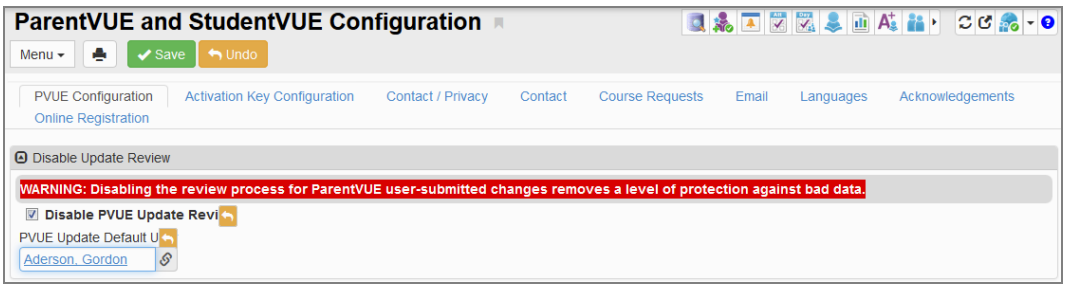
Disabling Update Review

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 user-submitted changes removes a level of protection against bad data.

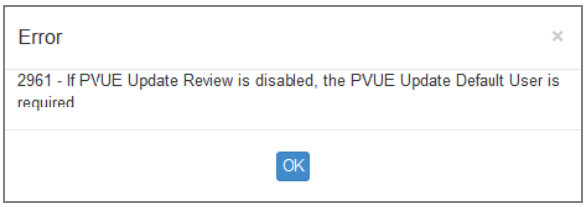
1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Expand the Disable Update Review section.
3. Select **Disable PVUE Update Review**.
4. Click the link in **PVUE Update Default User** to locate a staff user.



ParentVUE And StudentVUE Configuration Screen

5. Click **Save**.

Synergy SIS displays an error message on save if you do not select a **PVUE Update Default User**.

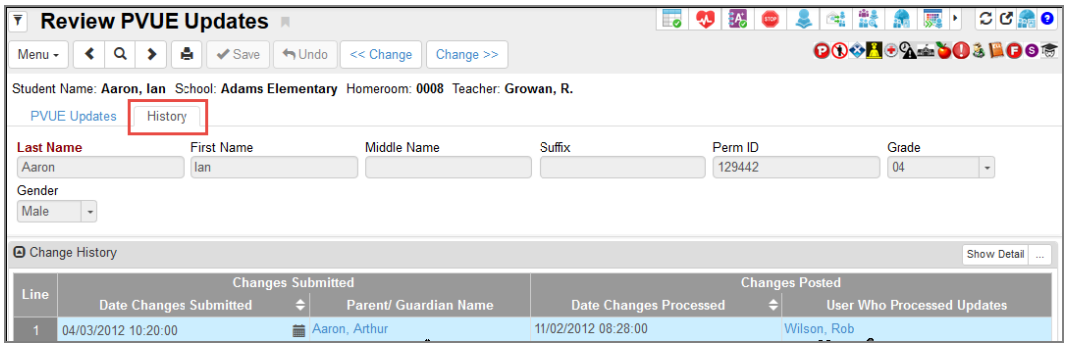


Error Message

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
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



Review PVUE Updates Screen, History Tab

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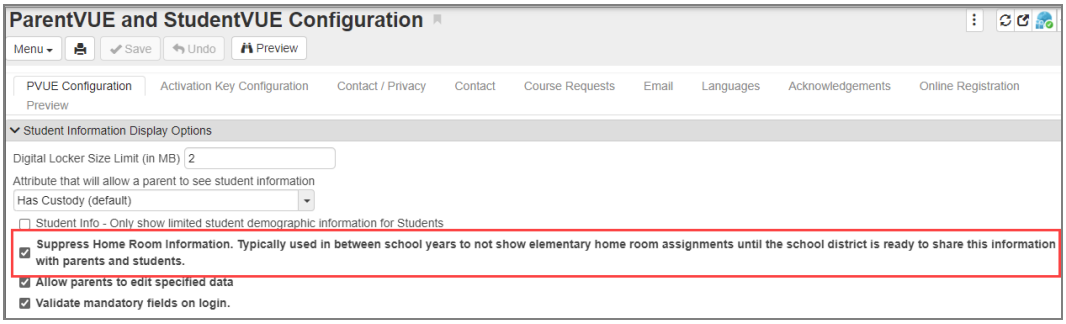
Hiding Counselor Names

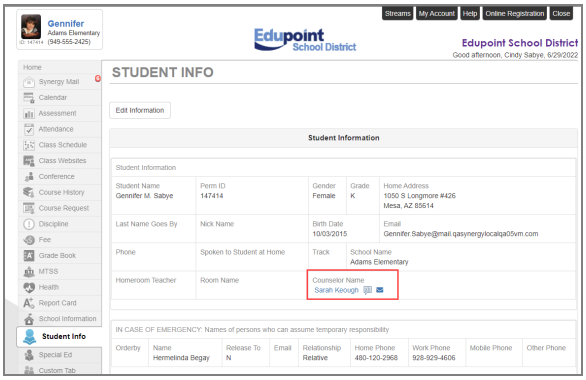
The **Counselor Name** displays on the Student Info screen. You can hide the **Counselor Name** if you select **Suppress Home Room Information**.

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

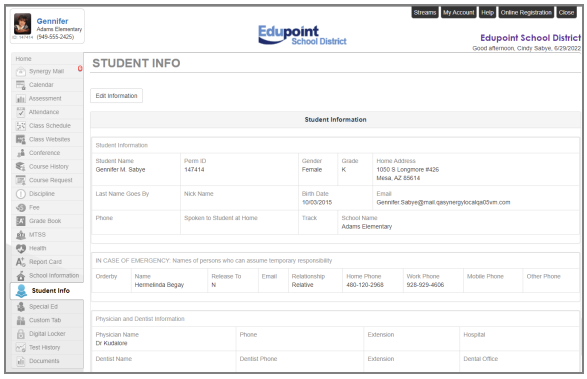


ParentVUE And StudentVUE Configuration Screen

3. Click **Save**.



ParentVUE Student Info Screen (Option Enabled)

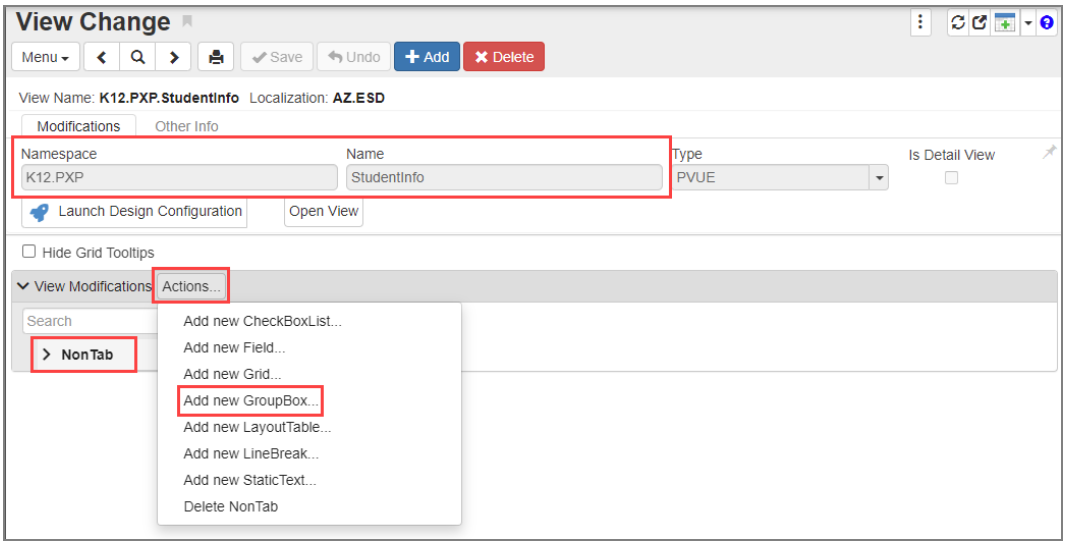


ParentVUE Student Info Screen (Option Disabled)

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 Change Screen

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

Add Control Screen

6. Click **Save**.

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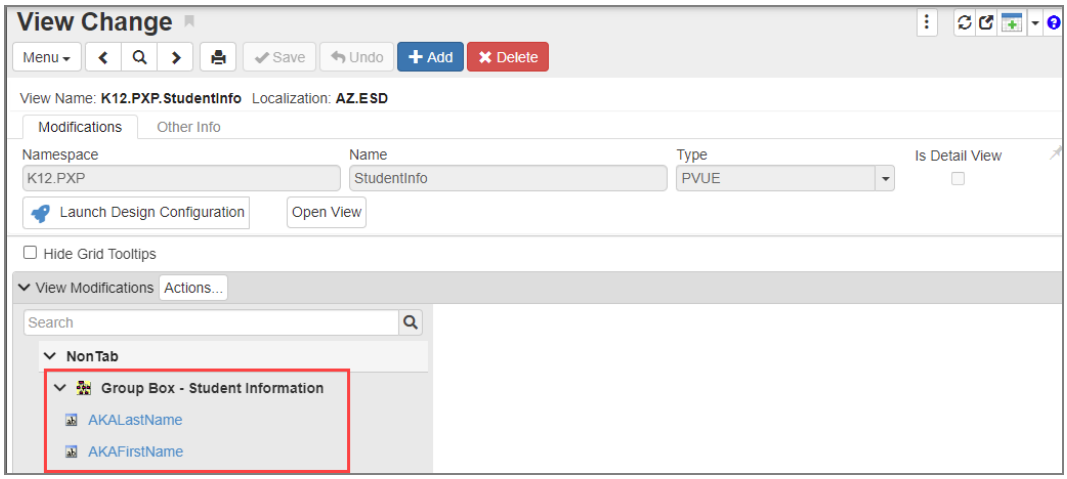
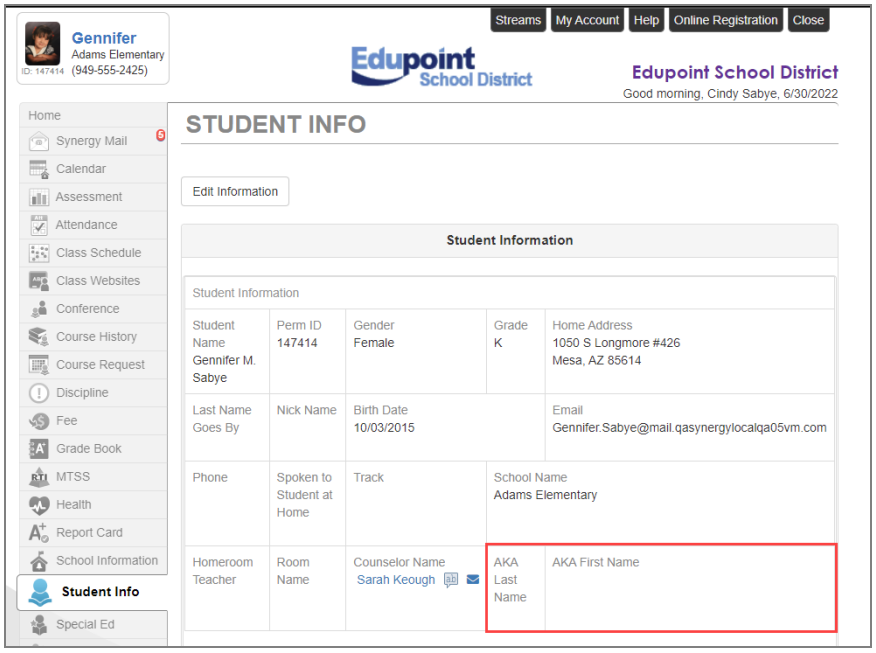
7. Use the same process to add additional fields is needed.



View Change Screen

The added fields display in the Student information group box.

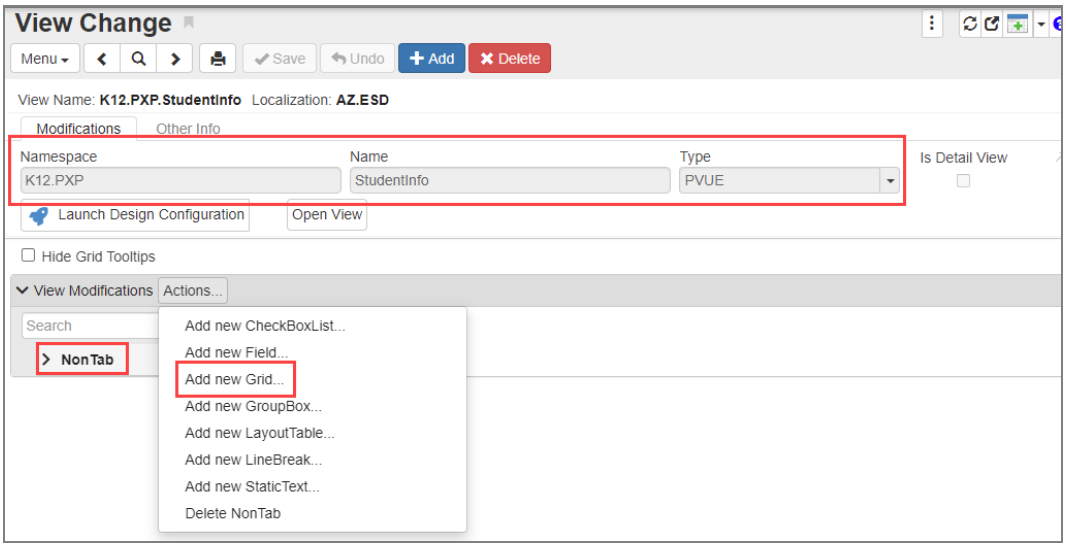


ParentVUE Student Info Screen

Adding the StuAdditionalTransportationLocation Business Object

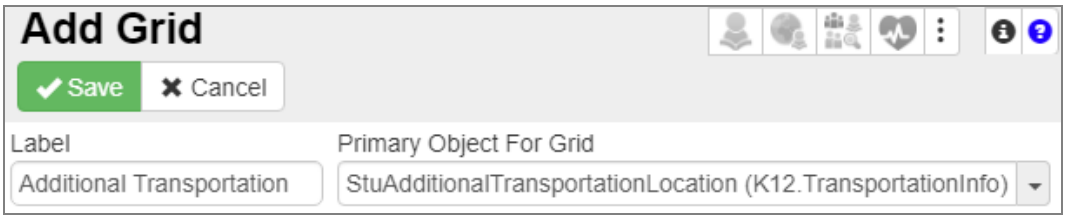
By default, the Additional Transportation Addresses section does not display on the Student Info screen in ParentVUE and StudentVUE. The Additional Transportation Addresses section on the **Other Info** tab of the Student screen can be added to the Student Info screen in ParentVUE and StudentVUE by adding 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 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 Grid Screen

7. Click **Save**.

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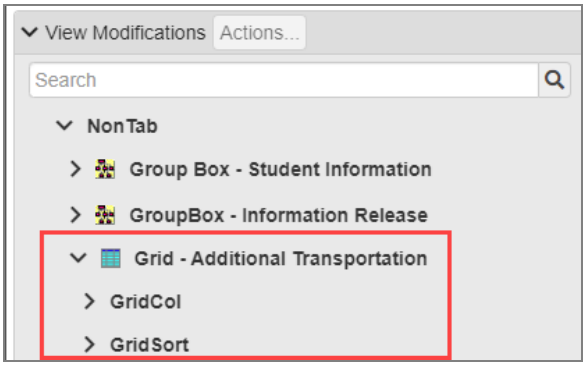
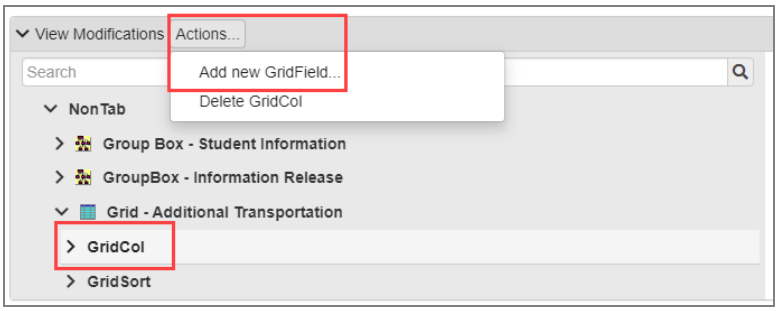
8. Expand ❯ to display *GridCol* and *GridSort*.



View Change Screen

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

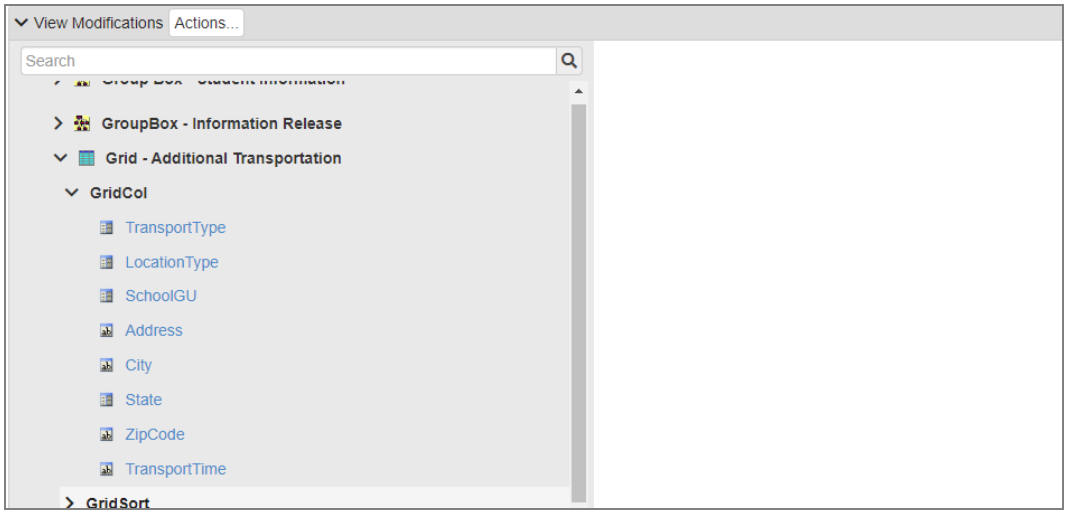


View Change Screen

11. Select the Property to include.

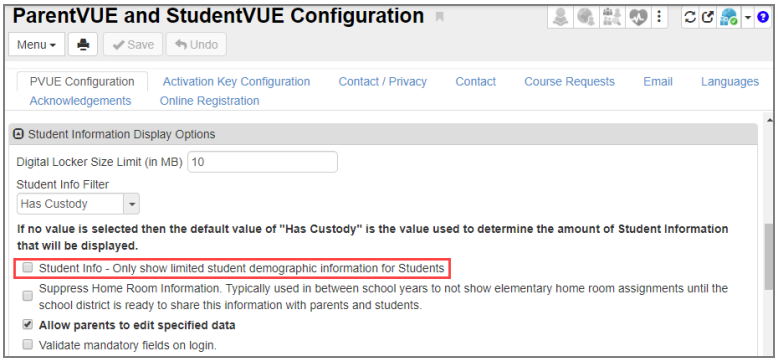
Add Control To Grid Screen

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



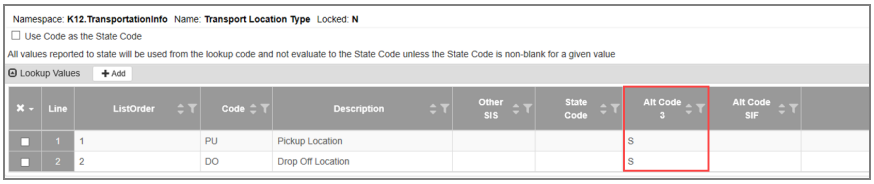
View Change Screen

You must ensure that the **Student Info – Only show limited student demographic information for Students** option on the ParentVUE and StudentVUE Configuration screen is not selected. If selected, the section does not display in StudentVUE.



ParentVUE And StudentVUE Configuration Screen

To display the **School Name** when saving the row in the Additional Transportation Addresses section in ParentVUE/StudentVUE, the associated **Location Type** must have an *S* in the **Alt Code 3** field in the Transport Location Type lookup table.



Transport Location Type Lookup Table

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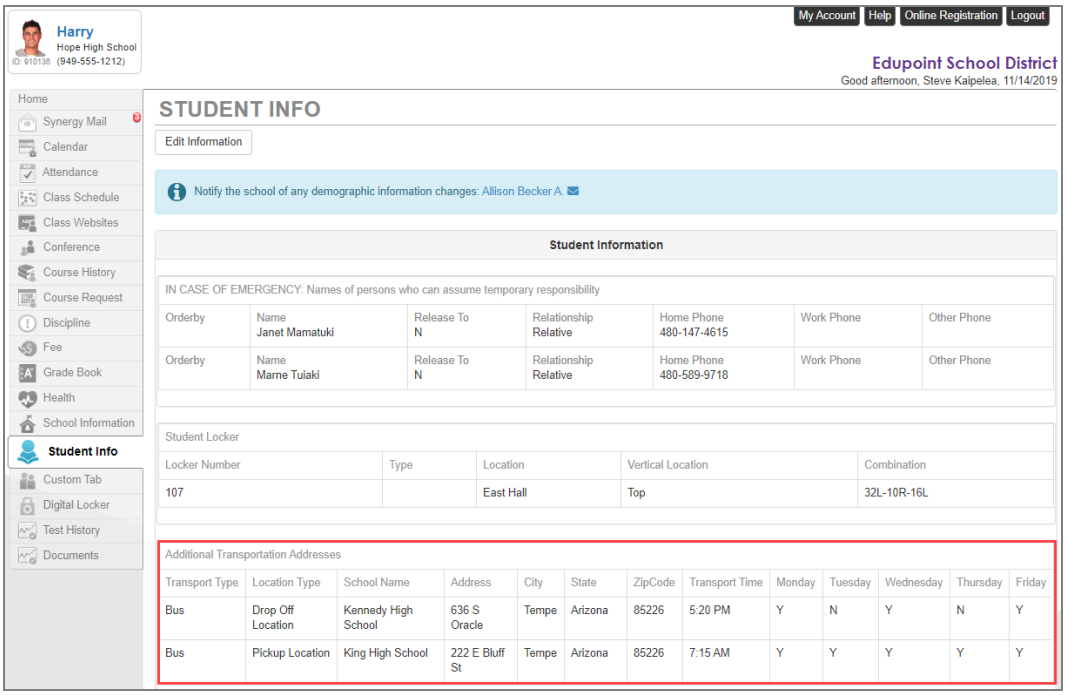
The added fields display in ParentVUE and StudentVUE.



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

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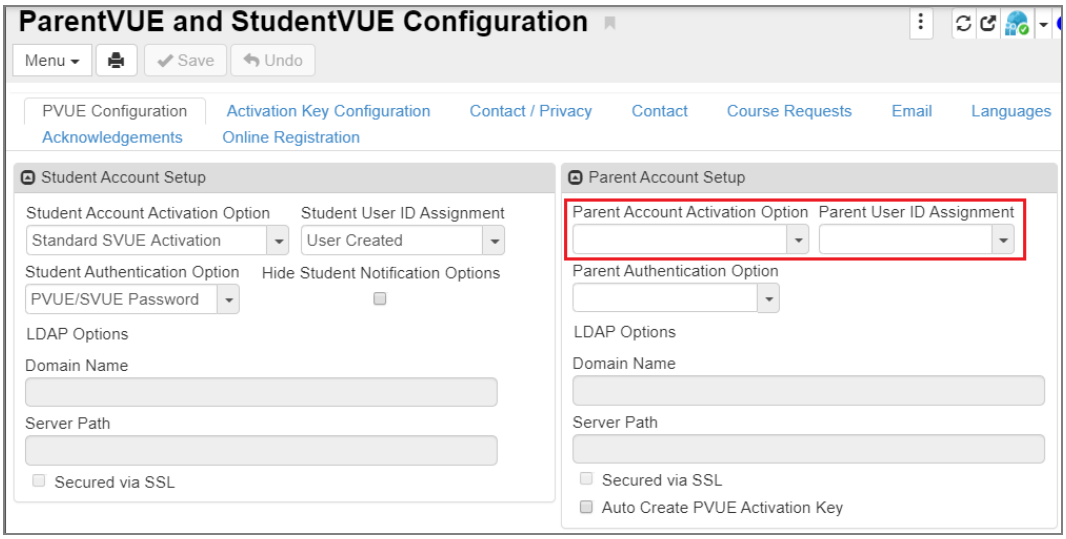
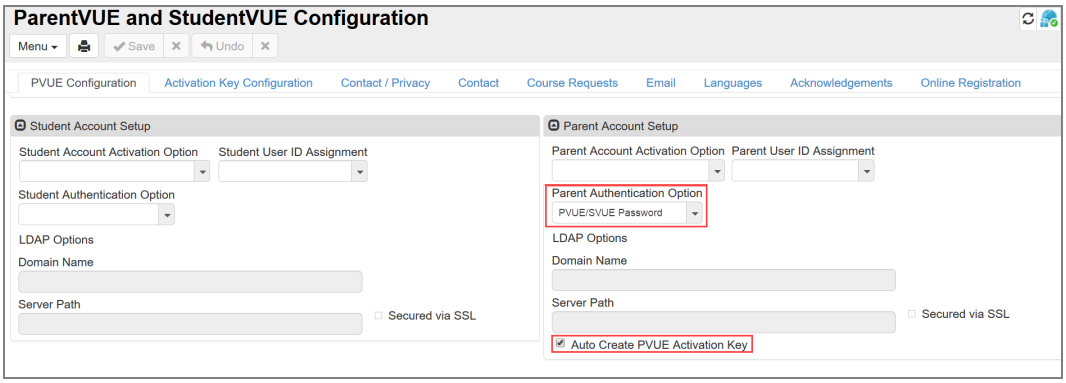
3. Select an option for **Parent User ID Assignment**.
    - *Blank* – Does not assign a user ID for the parent
    - *User Created* – Allows parents to create user names
    - *Pre-assigned* – Manually assigns user names



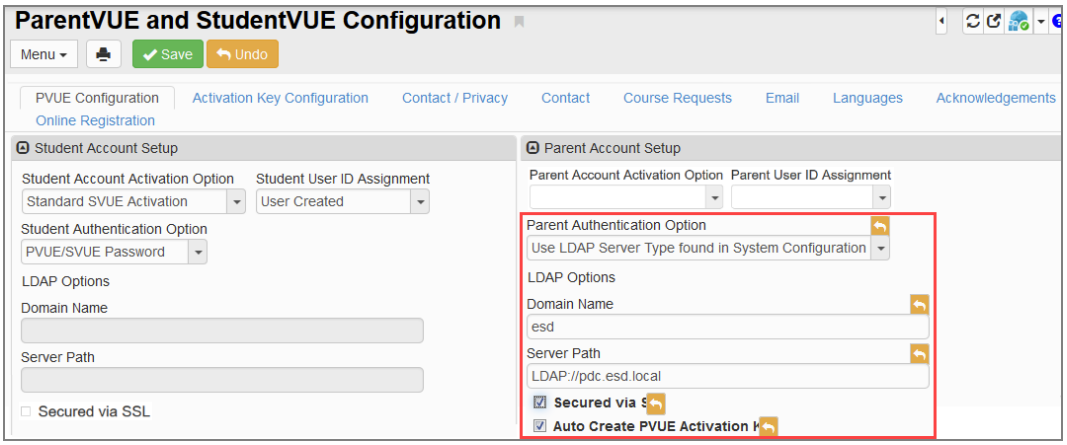
ParentVUE And StudentVUE Configuration Screen

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 Parent and Student Accounts for more information.
        b. Select **Auto Create PVUE Activation Key** to create activation keys automatically.



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 Screen

5. Click **Save**.

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

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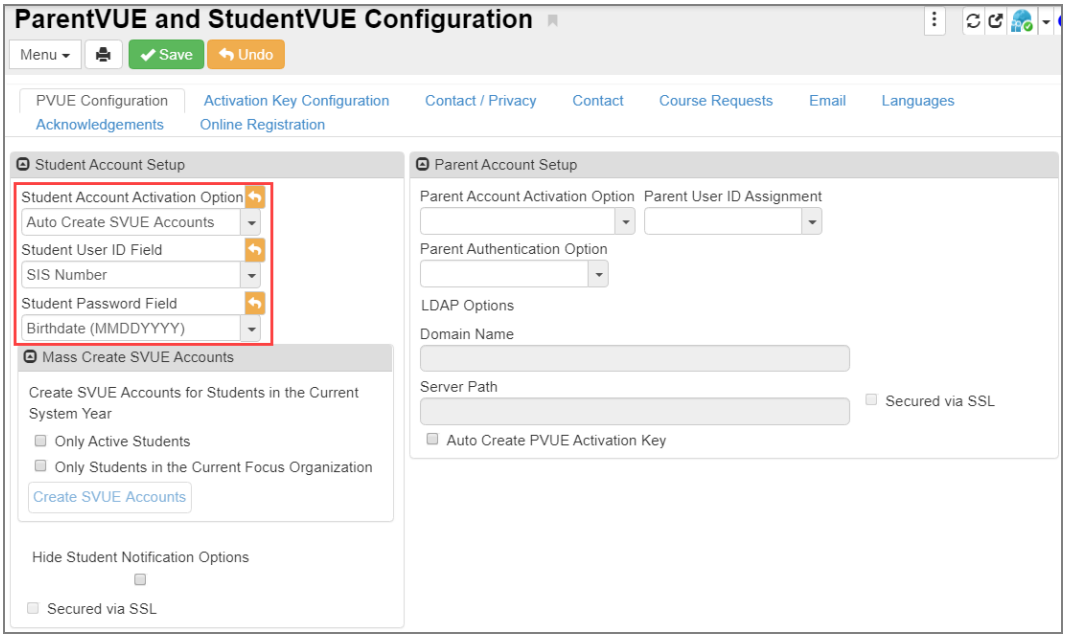
Student Account Setup

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

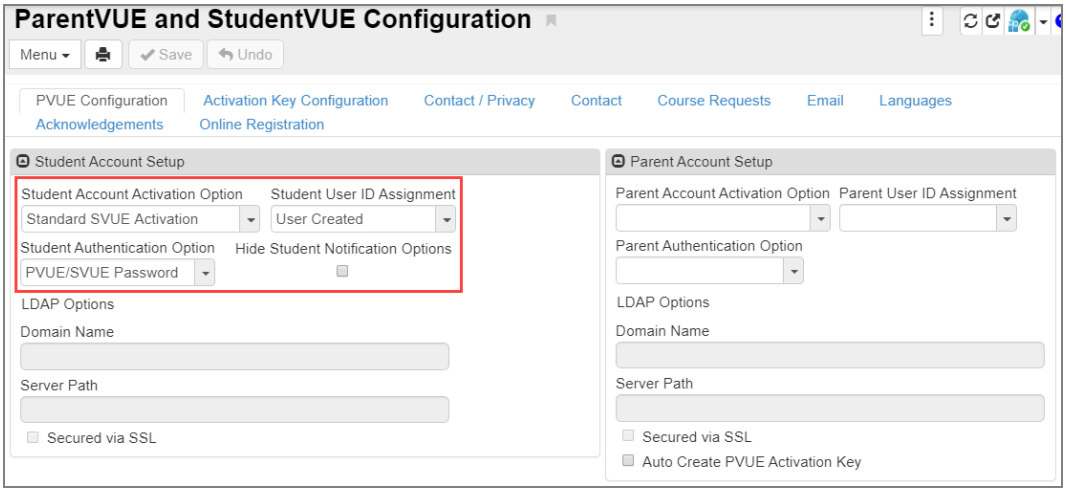
- *Auto Create SVUE Accounts* – Automatically generate accounts using the Synergy SIS Perm ID as the username and the student's date-of-birth as the password



ParentVUE And StudentVUE Configuration Screen

- *Standard SVUE Activation* – Students use Activation Keys to create passwords. Students create usernames or you can pre-assign usernames.

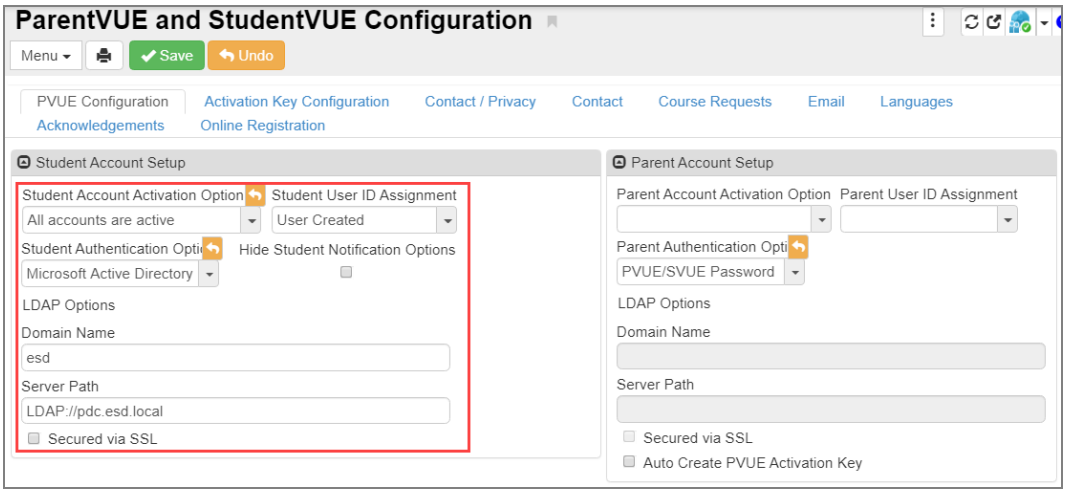
> You can manually create pre-assigned usernames on the StudentVUE screen or import them from another system using the Generic Conversion program.
>
> See the *Synergy SIS – Data Conversion Guide* for more information about using the Generic Conversion program.



ParentVUE And StudentVUE Configuration 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 Screen

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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	
Standard SVUE Activation	**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.
	Student Authentication Options	• Select *PVUE/SVUE Password* to use a password stored in Synergy SIS. See Parent and Student Accounts 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.
All accounts are active	**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.
	Student Authentication Options	• Select *PVUE/SVUE Password* to use a password stored in Synergy SIS. See Parent and Student Accounts 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.

Method	Options	
Auto Create SVUE Accounts	**Student User ID Field**	Select *SIS Number* to use the student's Perm ID.
	Student Password Field	To use the student's date-of-birth: a. Select *Birthdate (MMDDYYYY)*. 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 StudentVUE Accounts to manually disable a StudentVUE account.

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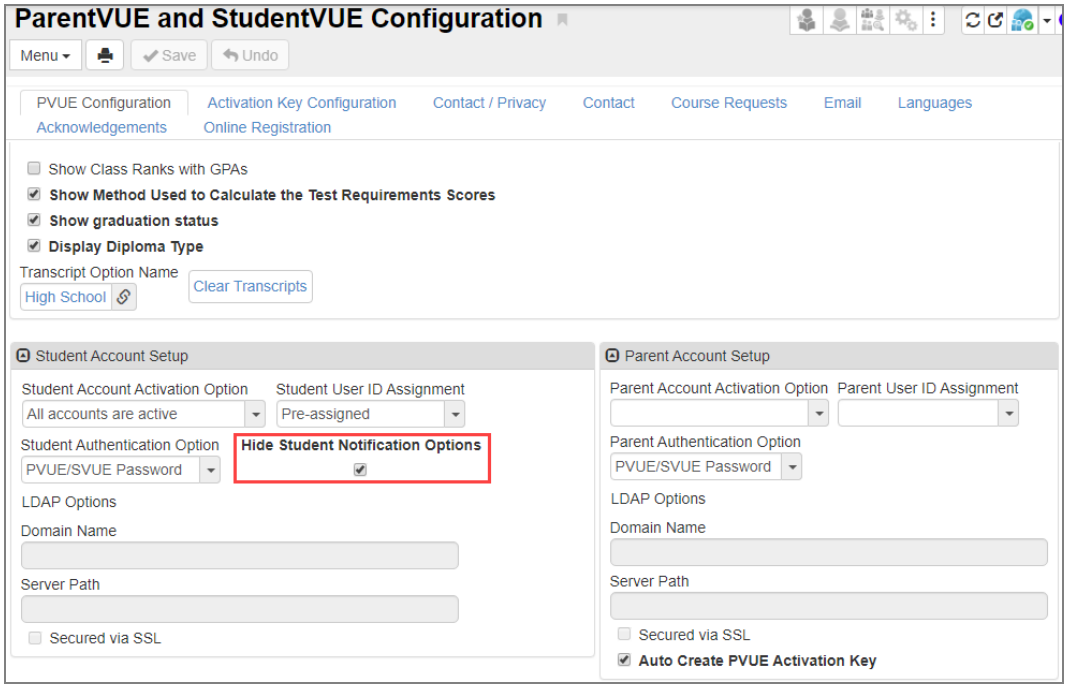
Hiding the Auto Notify Section in StudentVUE

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.

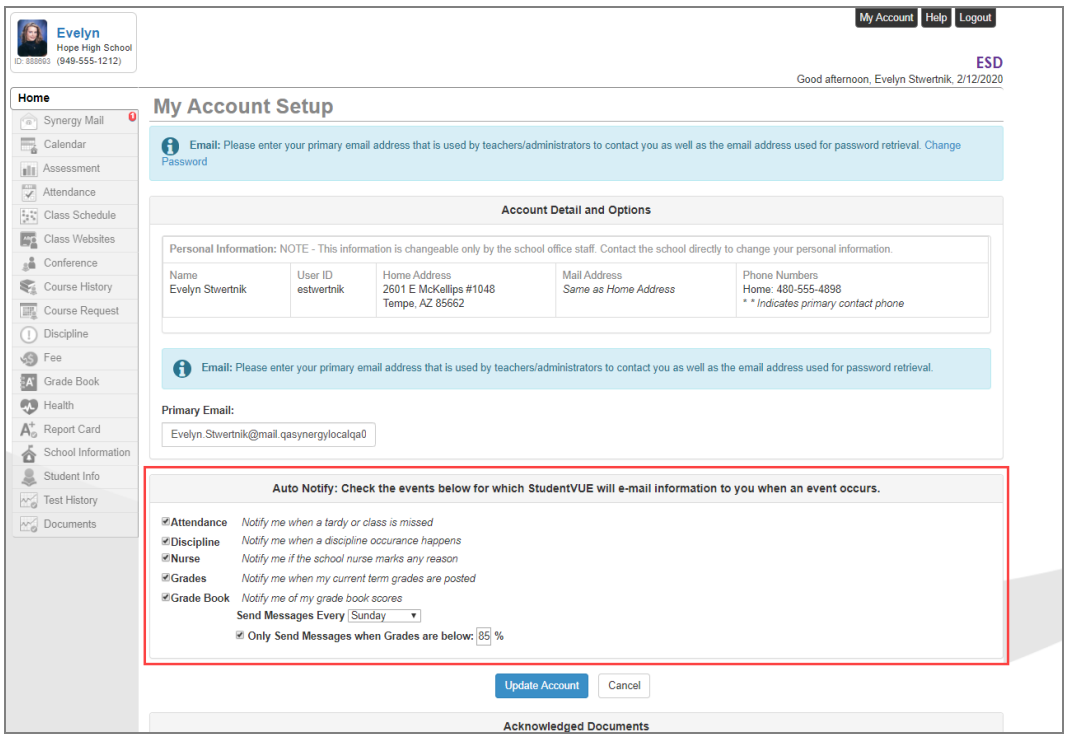
> The minimum StudentVUE version for Apple iOS mobile devices is 8.1 (Build 8.1.10).
>
> The minimum StudentVUE version for Android mobile devices is 5.4.6 (Build 92).

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**.



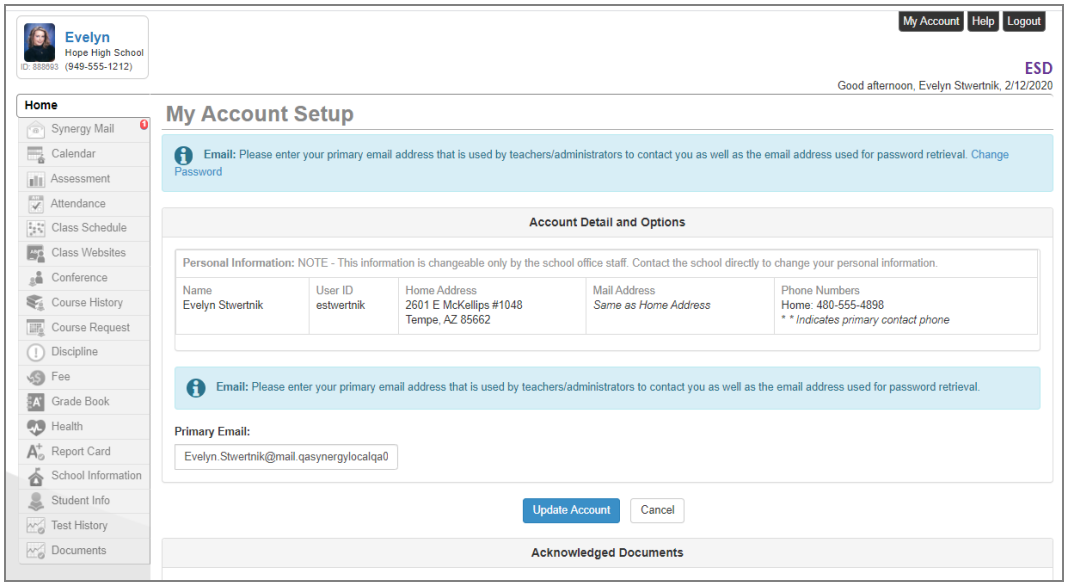
ParentVUE And StudentVUE Configuration Screen

With the Hide Student Notification Options Not Enabled



StudentVUE My Account Setup Screen

With the Hide Student Notification Options Enabled



StudentVUE My Account Setup Screen

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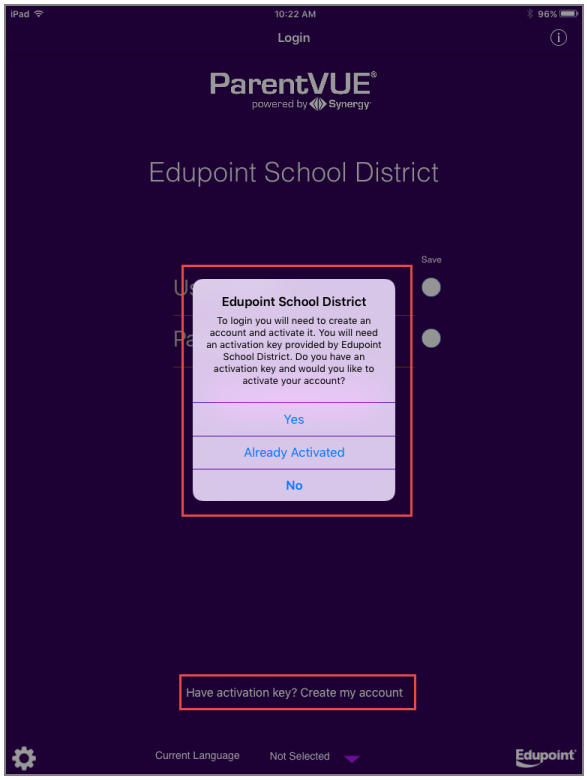
Disabling Activation Key Messages in Mobile Apps

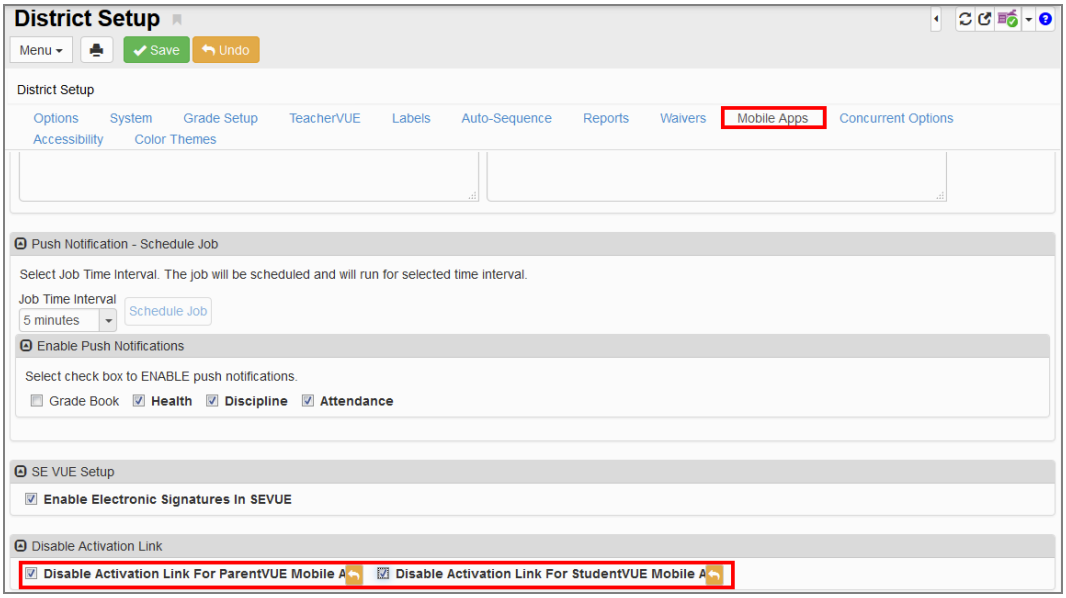
Districts not using activation keys can disable the messages that display when a user activates the account. This change also removes the links at the bottom of the app.

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



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 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.

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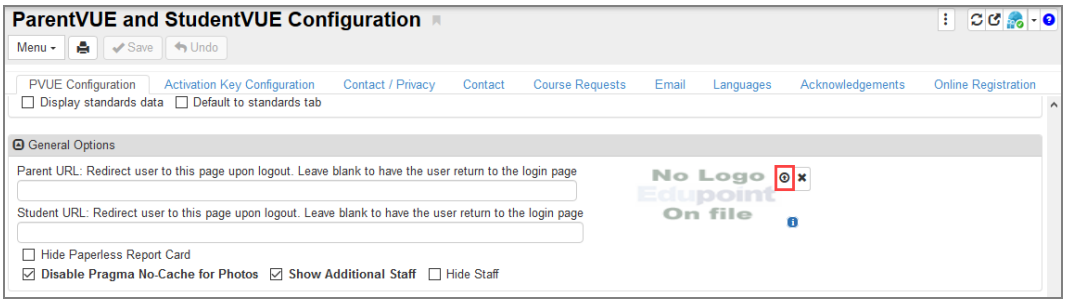
Adding District Logo to ParentVUE and StudentVUE

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.

1. 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 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 Student Information Display Options to modify what student data parents can view.
>
> Parent and student passwords are never shown on screen. See Forgotten Password Configuration 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 Management section– Create activation keys for a parent 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 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

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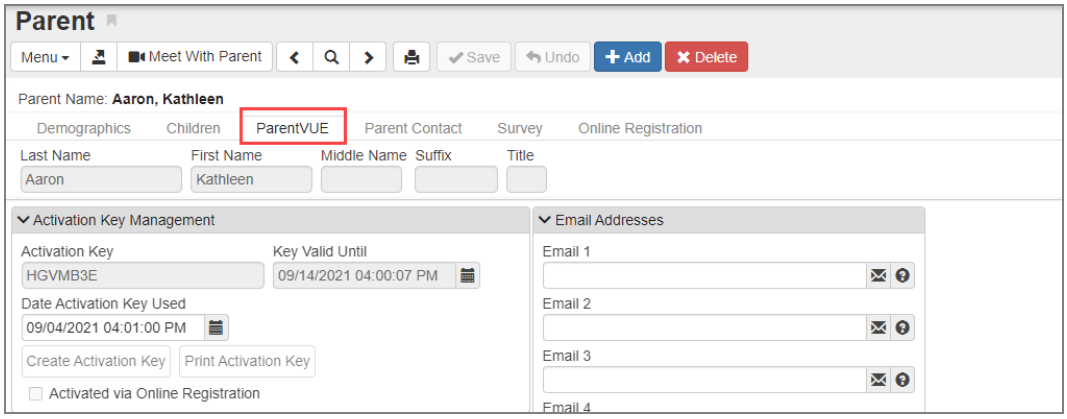
- Email Addresses section – Lists the email addresses for the parent entered on the Account Information screen



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 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.

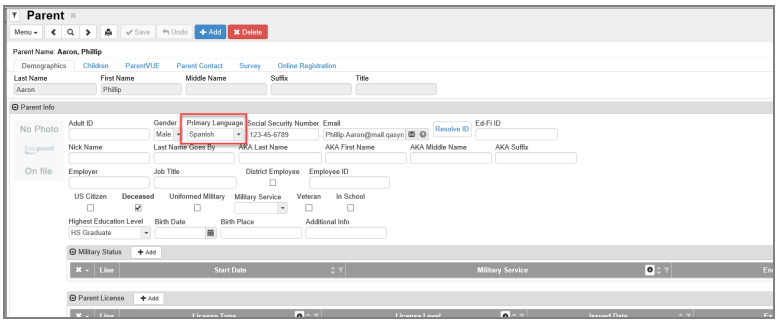
    This option is selected by default when a new parent is added and an activation key is created, or a user ID is set for the parent.

- 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.

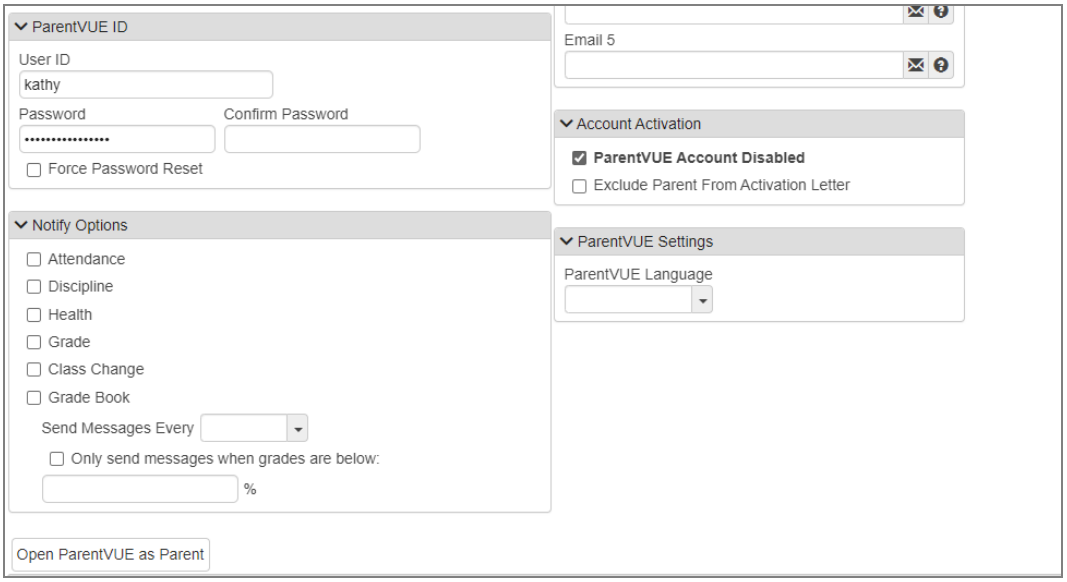
The **Primary/Preferred Language** on the **Demographics** tab is used if the ParentVUE Language field is blank.



Parent Screen

The default language is English if **ParentVUE Language** and **Primary Language** are both blank.

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



Parent Screen, ParentVUE Tab

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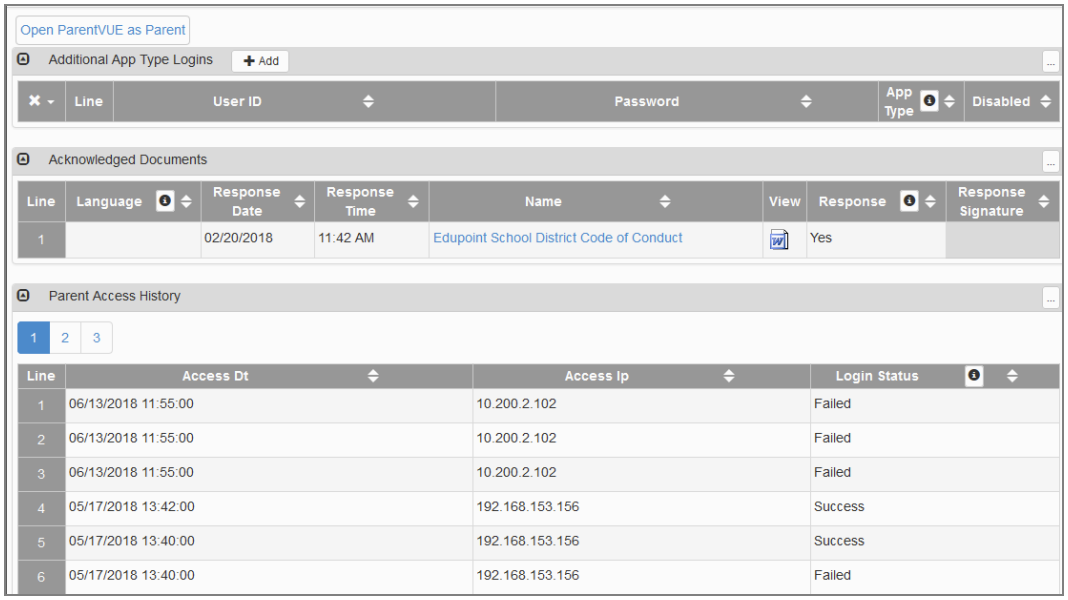
- Additional App Type Logins section:
  - Used to configure third-party authentication to pass the parent's User ID to a third party website. For example, stores the credit/debit card information when the district allows online payments. See Authenticating Users to Third Party Systems for more information.
  - 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



Parent Screen, ParentVUE Tab

Allowing Parents to Edit Parent Information

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

1. 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**

    > The parent does not see the fields in ParentVUE when these options are not enabled.
    >
    > See Using Filters to Control Displayed Information to allow parents to view the information, but not change it.

    - Click **Save**.

ParentVUE And StudentVUE Configuration Screen

Creating StudentVUE Accounts

1. 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

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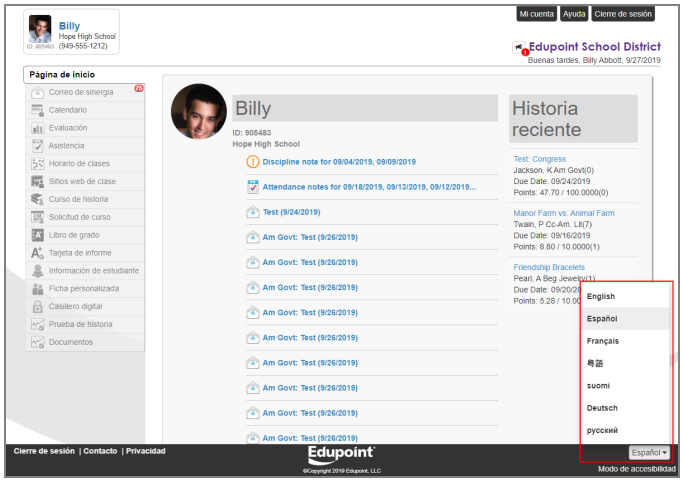
- Account Activation:
  - **StudentVUE Account Disabled** – Select to disable a student's account

> Synergy SIS automatically disables a student's StudentVUE account when a student withdraws from a school. The account automatically reactivates with the same settings upon re-enrollment at that school or at a different school in the district.

- StudentVUE Settings:
  - **StudentVUE Language** – Select a language.

> Students can change this value by selecting a different language in the StudentVUE footer.
>
> 
>
>
> *StudentVUE Home Screen*
>
> The **StudentVUE Language** setting applies to StudentVUE communications even with Synergy Mail disabled.
>
> The default language is *English* if **StudentVUE Language** is blank.

- 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.

- 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 Authenticating Users to Third Party 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.

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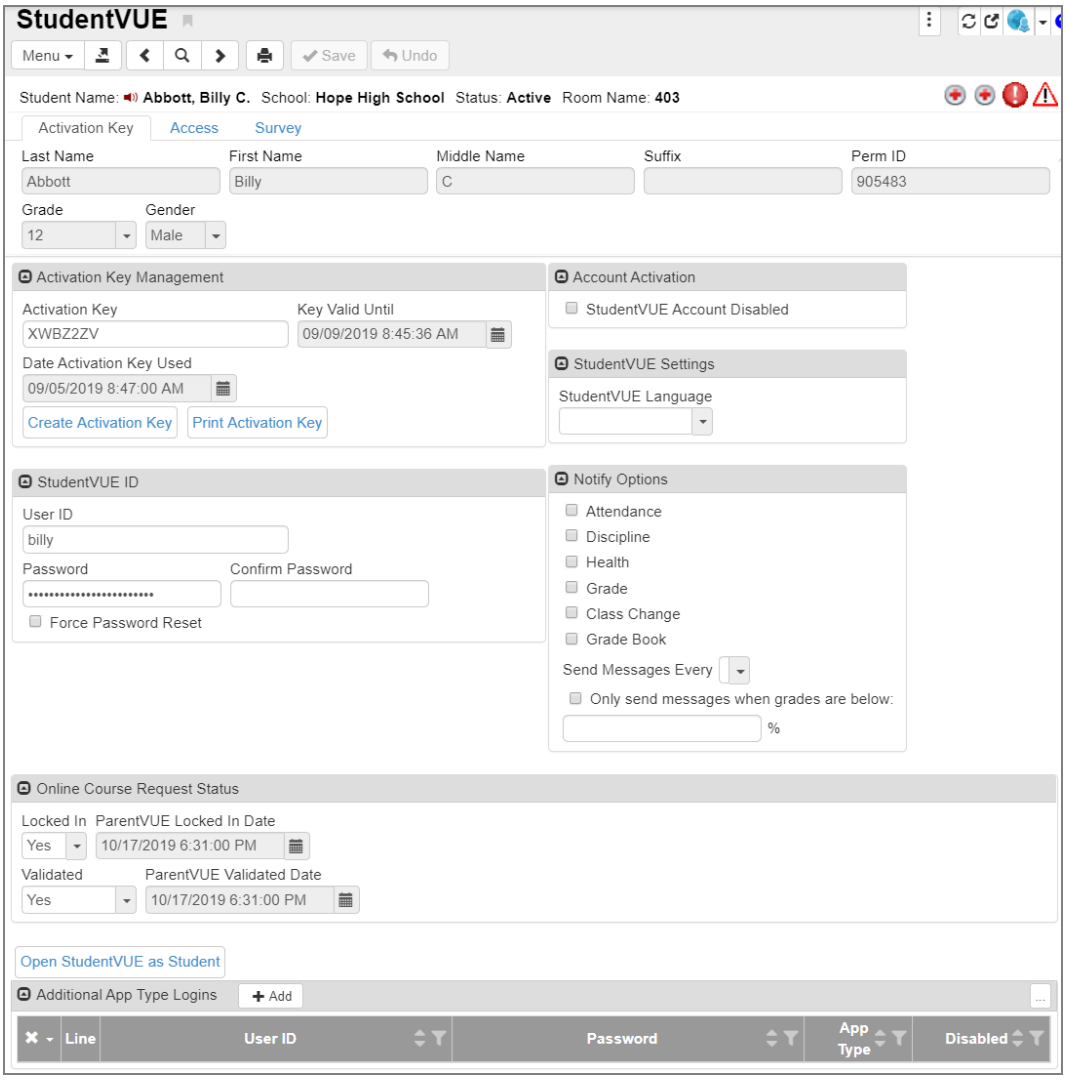
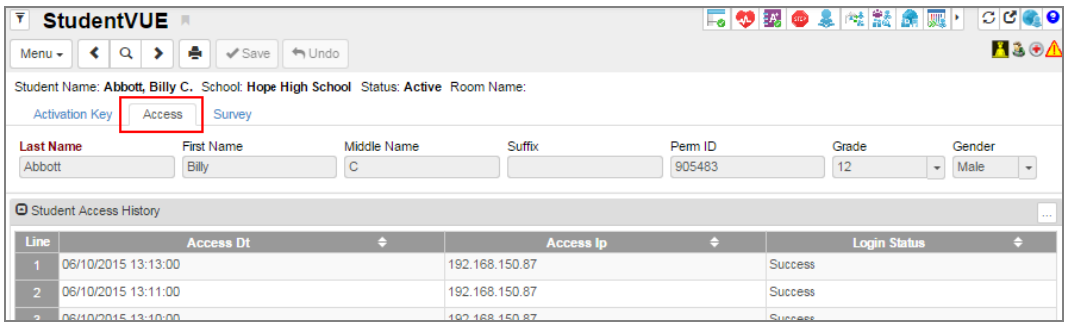
4. Click **Save**.



StudentVUE Screen

Viewing Access Information

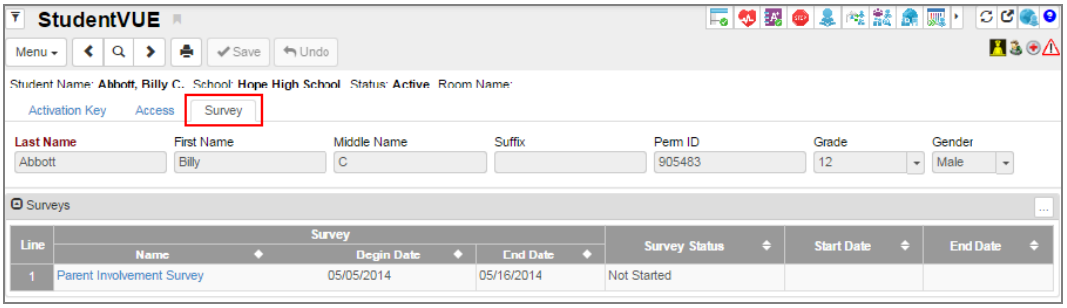
The **Access** tab displays the time and date the student accessed the StudentVUE web portal, the IP address of the computer used for access, and if the login was successful.



StudentVUE Screen, Access Tab

Viewing Survey Information

The **Survey** tab displays the surveys the student participated in.



StudentVUE Screen, Survey Tab

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.

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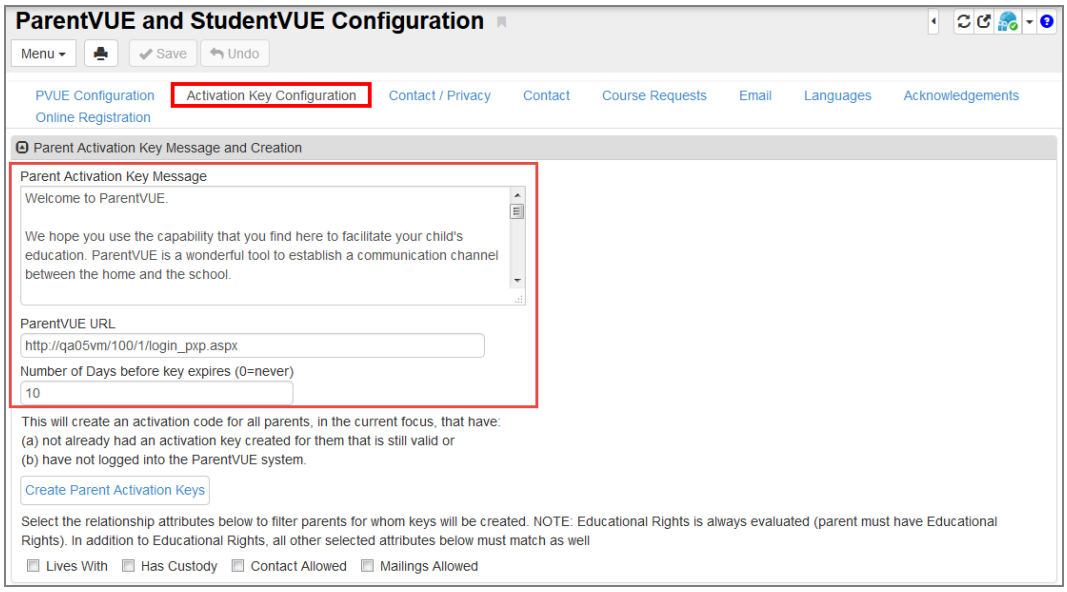
Parent Activation Key Message

Message for Paper Delivery

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

1. 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 Sample Messages 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 Screen, Activation Key Configuration Tab

4. Click **Save**.

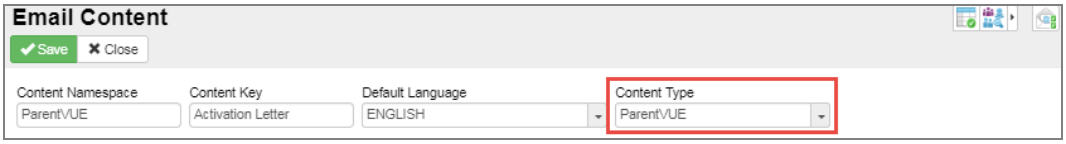
Message for Email Delivery

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.

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

> Use *Activation Letter* in the **Content Key** to help users identify the correct template.
>
> See Sample Messages for more information.

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.

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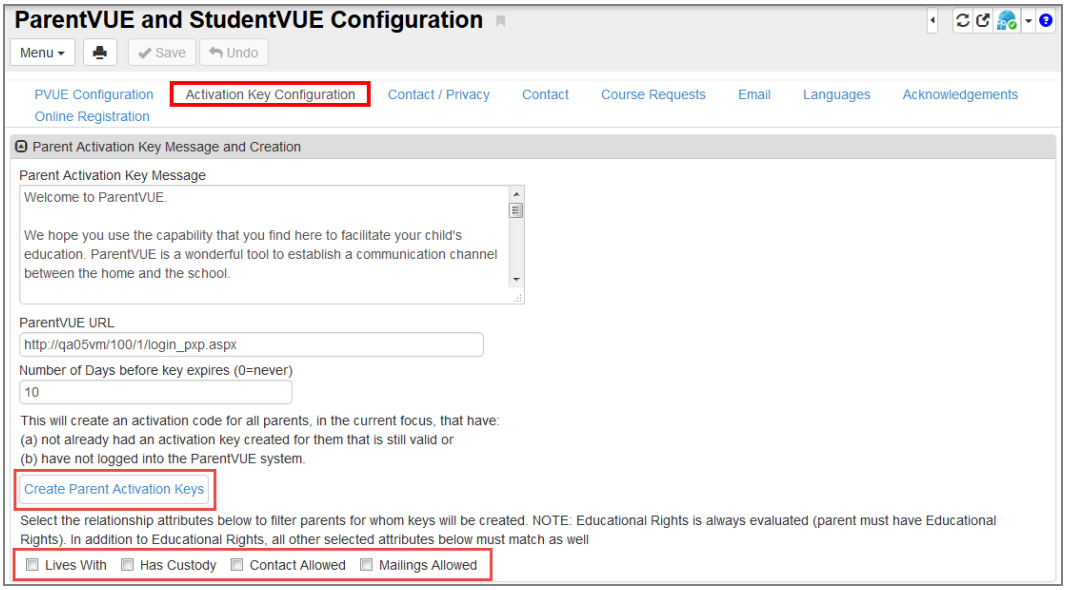
1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Click **Create Parent Activation Keys** to create an activation code for all parents in the current focus who do not have an account or valid activation key.
3. Select the **Relationship** option that represents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

> Use this option to filter parents that receive activation keys.



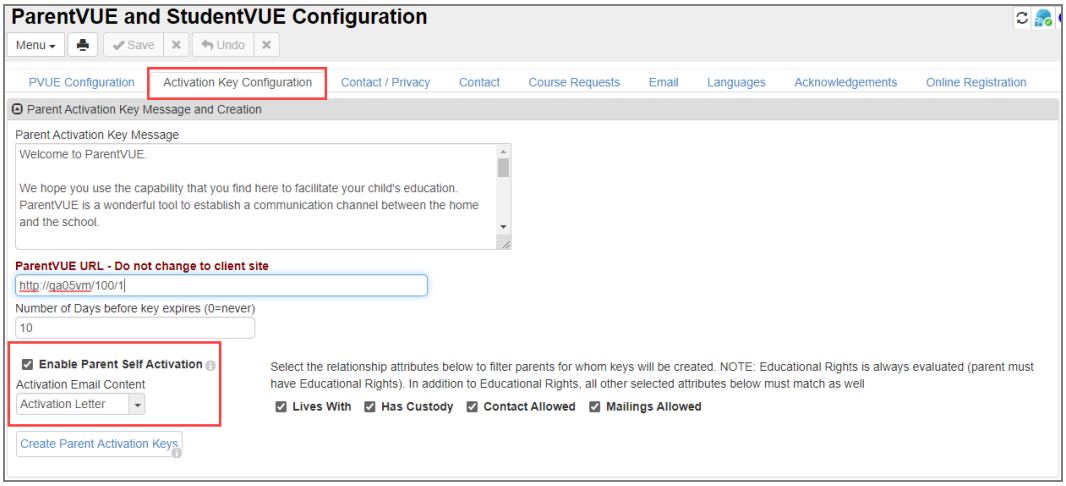
ParentVUE And StudentVUE Configuration Screen, Activation Key Configuration Tab

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

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

Enabling Parent Self Activation

1. 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 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.

> You can also create activation keys for an individual student. You must create a new Activation key for students who have 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 Creating Activation Keys for Individuals for more information.

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

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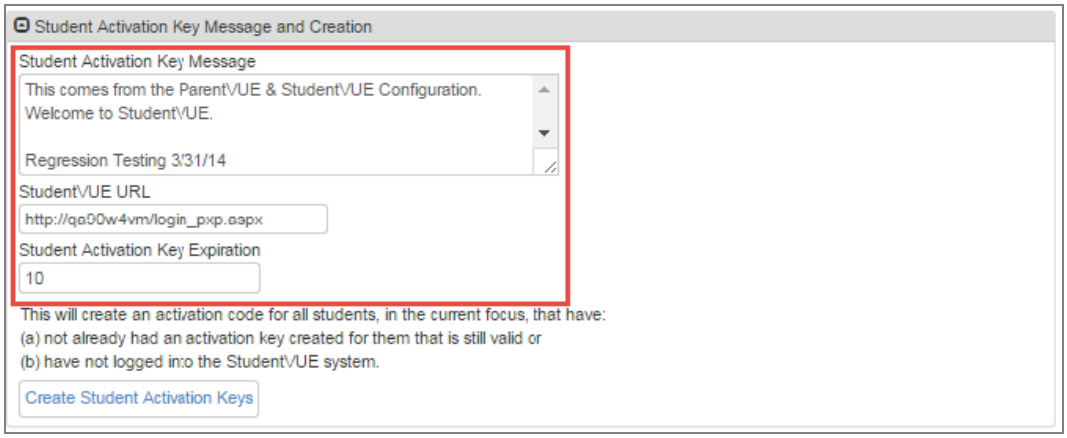
3. Complete the fields in the Student Activation Key Message and Creation section.
    - **Student Activation Key Message** – Enter the text of the message sent to the students. See Sample Messages for more information.
    - **StudentVUE URL** – Enter the web address for StudentVUE.
    - **Student 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.

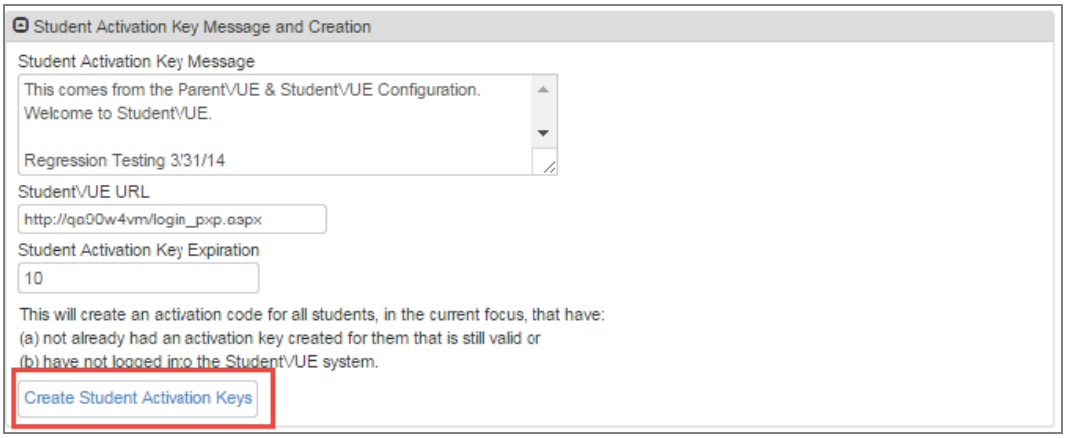


ParentVUE And StudentVUE Configuration Screen, Activation Key Configuration Tab

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.



ParentVUE And StudentVUE Configuration Screen, Activation Key Configuration Tab

3. Deliver the Activation Key to the students.

> You can print Activation Letters for students after generating keys.
>
> See PVU203 – Student Activation Key Letter for more information.

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Sample Messages

Message Area	Sample
Parent Activation Key Letter	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. 2. On the ParentVUE and StudentVUE Access page, click the **I am a parent** link. 3. 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. 5. 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. 7. 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
Student Activation Key Letter	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. 2. On the ParentVUE and StudentVUE Access page, click the **I am a student**link. 3. On the StudentVUE 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. 5. 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. 7. 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

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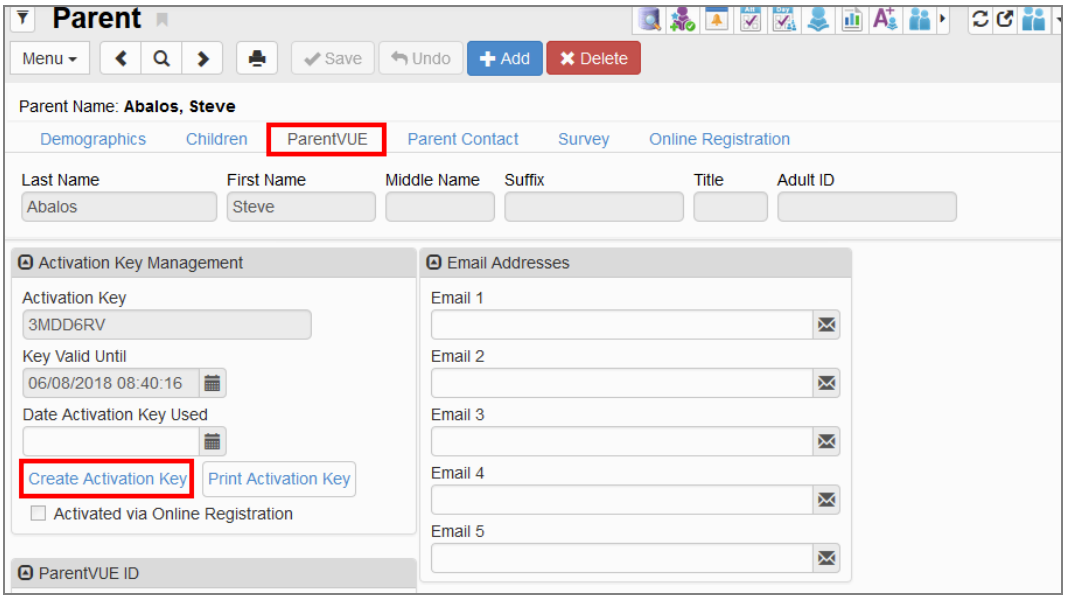
Creating Activation Keys for Individuals

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.

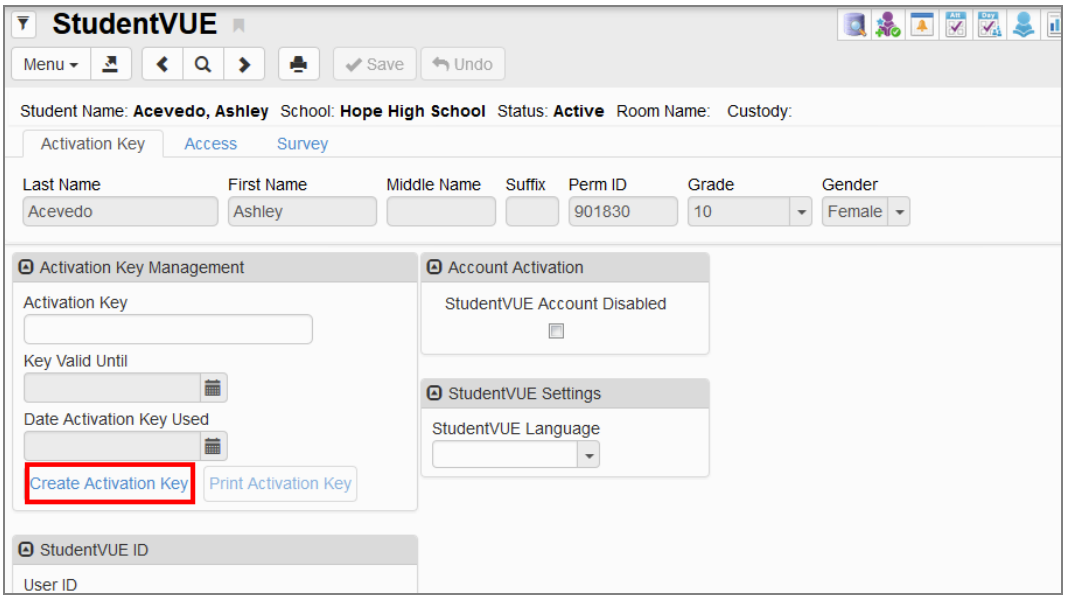
1. Navigate to one of the following screens depending on which activation key type to create.
   - Parents:
     a. Navigate to **Synergy SIS > Parent > Parent**.
     b. Select the **ParentVUE** tab.
   - Students – Navigate to **Synergy SIS > Student > StudentVUE**.
2. Locate the individual to generate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

Parents – Create Activation Key



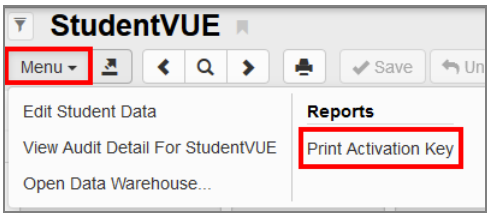
Parent Screen, ParentVUE Tab

Students – Create Activation Key



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

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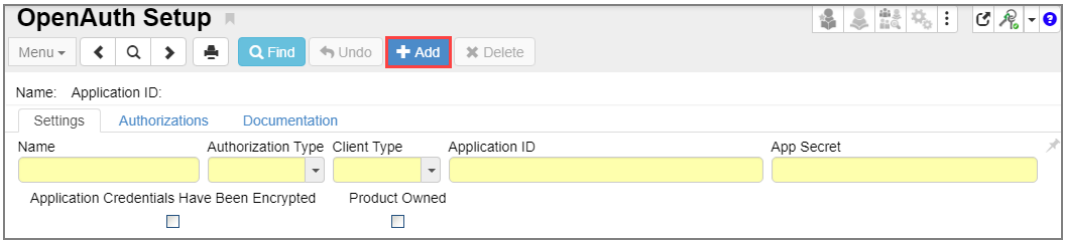
OpenAuth for ParentVUE and StudentVUE

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.

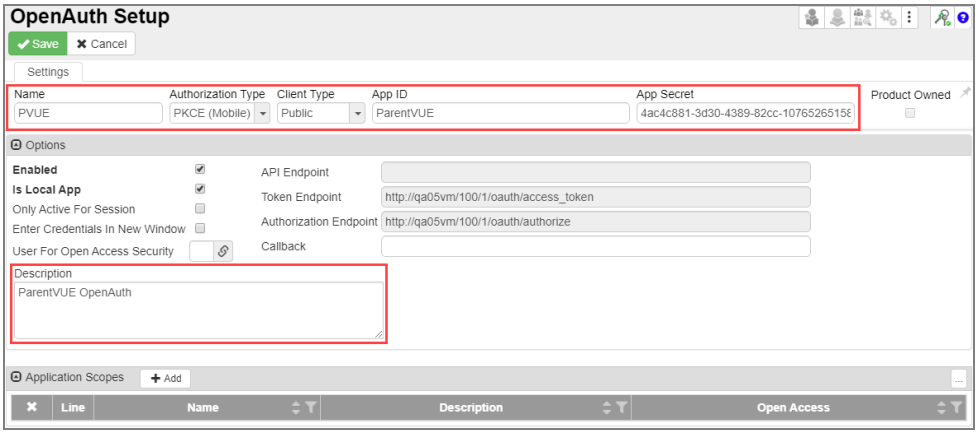
> Once enabled, older versions of the applications cannot connect to Synergy.
>
> You must add a setup for both ParentVUE and StudentVUE with unique names.

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



OpenAuth 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**.



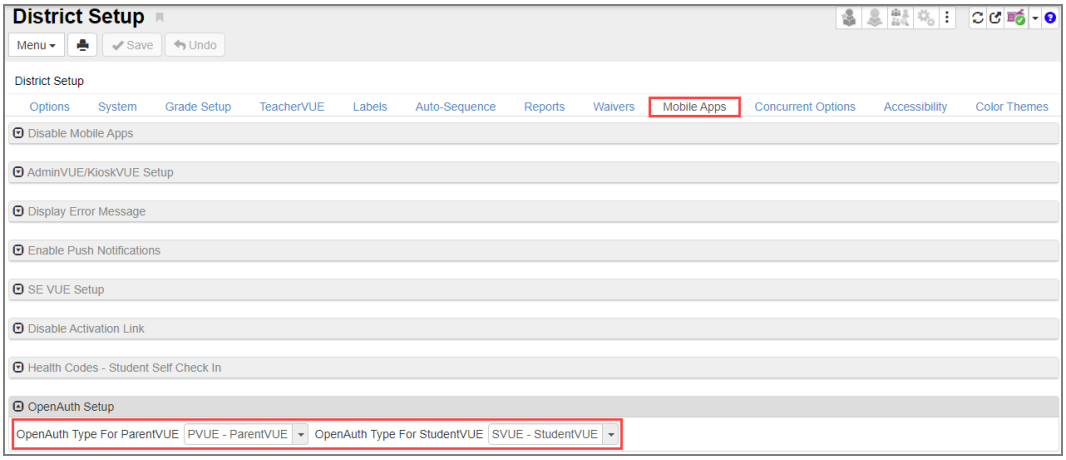
OpenAuth Setup (Add) Screen

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**.

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



District Setup Screen, Mobile Apps Tab

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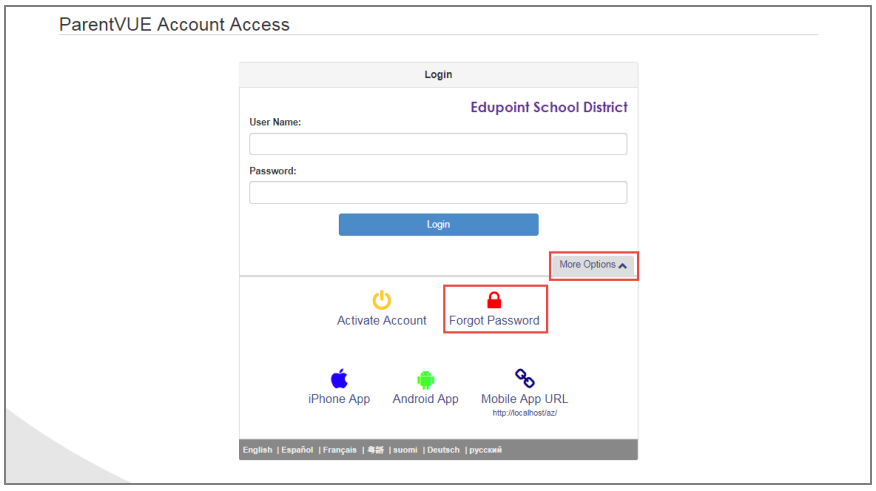
Forgotten Password Configuration

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 Activation Key Configuration 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 Creating Parent and Student Accounts for more information.

ParentVUE 1.0 Account Access Screen

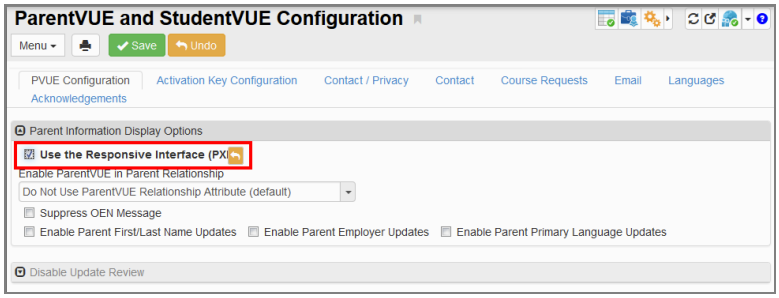


ParentVUE 2.0 Account Access Screen

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

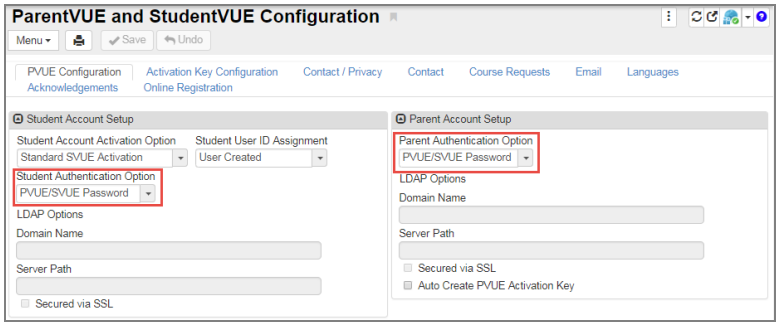
- Forces a password reset for all parents who have at least one active student in the school at which the process ran and has an active ParentVUE account and for all active students at the school with an active StudentVUE account.
- Parents and students with new accounts that were not activated, disabled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

This functionality is available only when **Use the Responsive Interface (PXP2)** is enabled.



ParentVUE And StudentVUE Configuration Screen

This functionality does not work with LDAP. **Authentication Option** must be *PVUE/SVUE Password*.



ParentVUE And StudentVUE Configuration Screen

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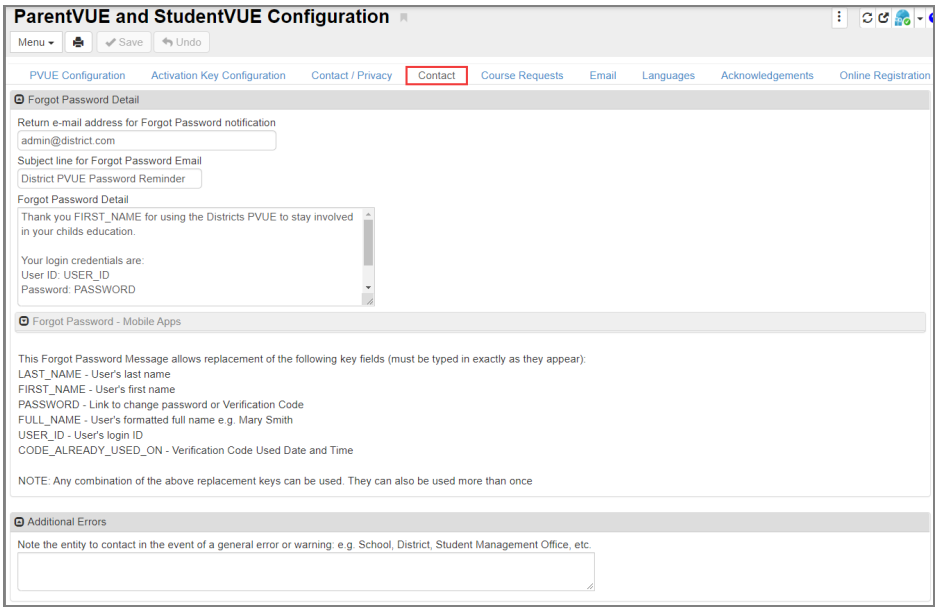
Forgot Password Detail

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



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.

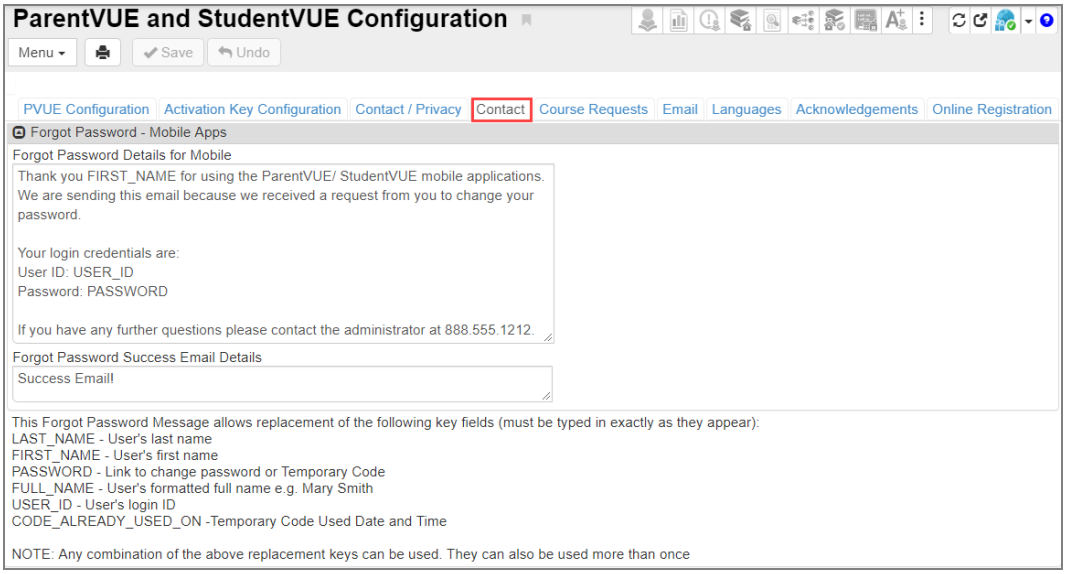
> See Sample Forgot Password Message and Email Variables for more information on creating email content.
>
> The Forgot Password message allows you to replace the following key fields, which you must type exactly as shown. Use any combination of the replacement keys. You can use them more than once.
>
> - *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**.

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.

1. 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 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

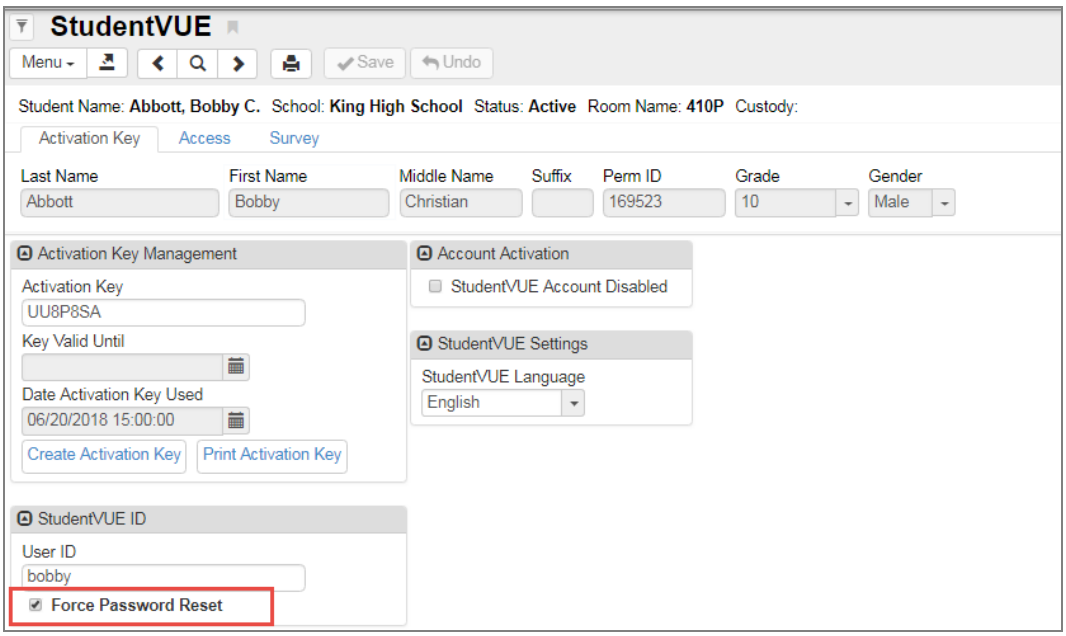
Force Password Reset

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 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.

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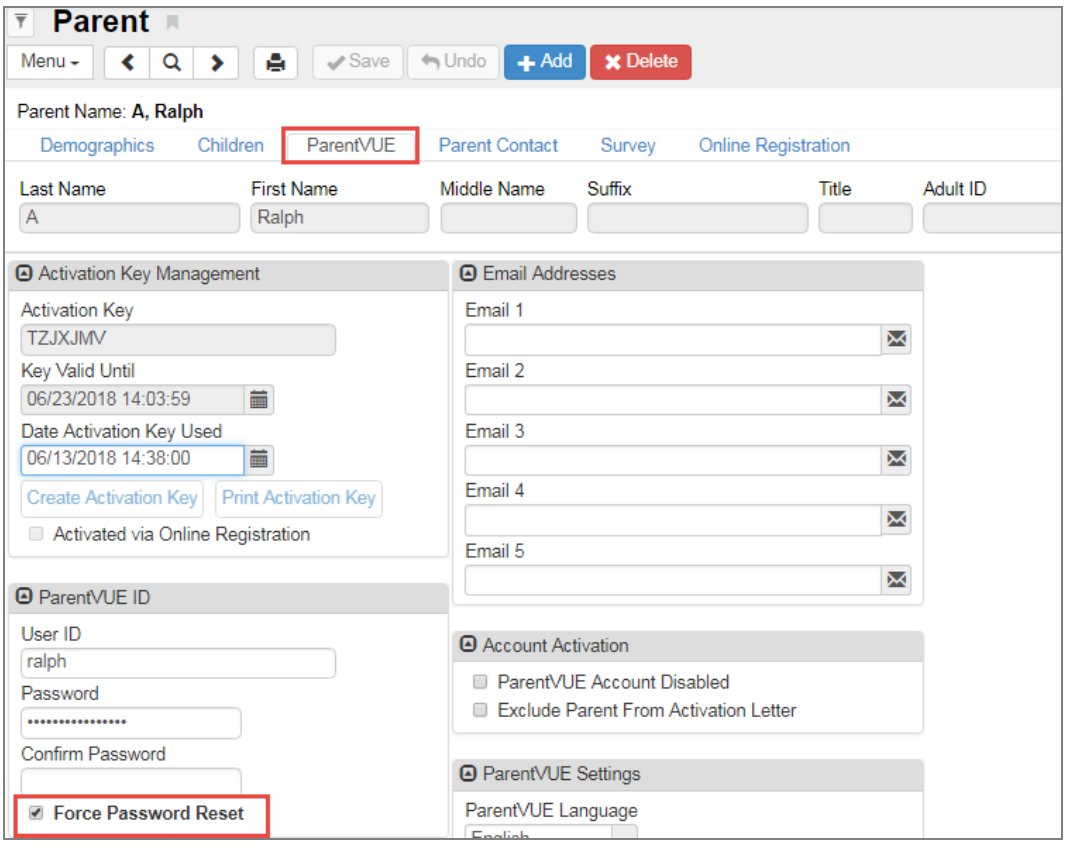
Force Password Reset for a Parent

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 Screen, ParentVUE Tab

5. Click **Save**.

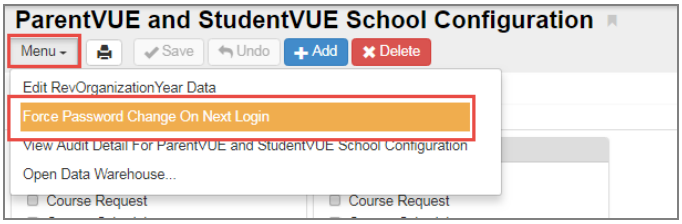
   The Change Password screen opens the next time the parent logs in forcing the parent to change their password. The new password must be at least six characters in length and cannot be the same as the current password.

> **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

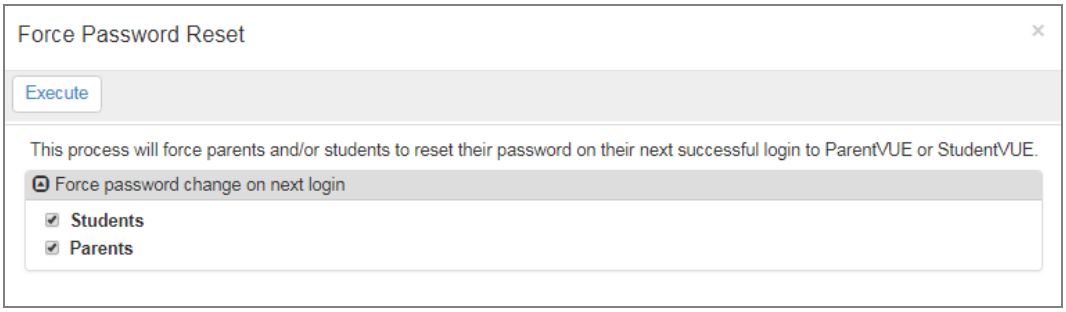
Perform the following to force all StudentVUE and ParentVUE users at a school to change their passwords the next time they log in.

1. Set the focus to the school.
2. 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

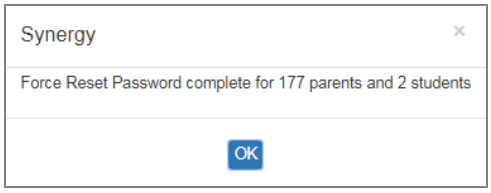
4. Select the password change options.



Force Password Reset Window

5. Click **Execute**.

The Synergy message displays after the process completes. The process runs for parents and/or students in the focus school.



Synergy Completion Message

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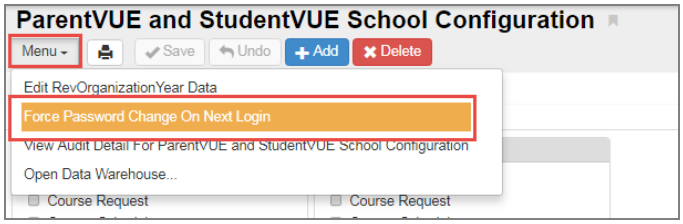
Force Password Reset for a District

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.

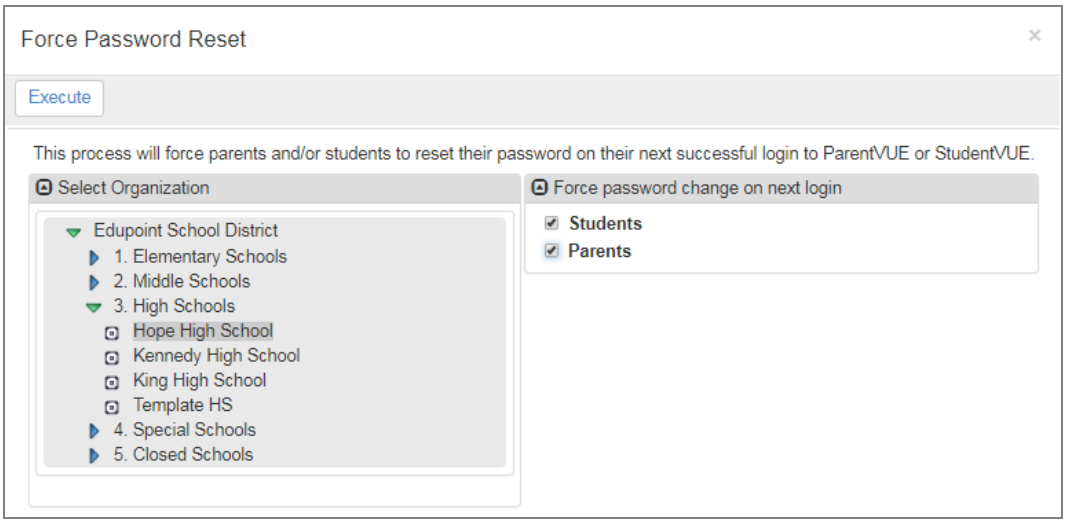
> You cannot select multiple schools.

1. 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 Window

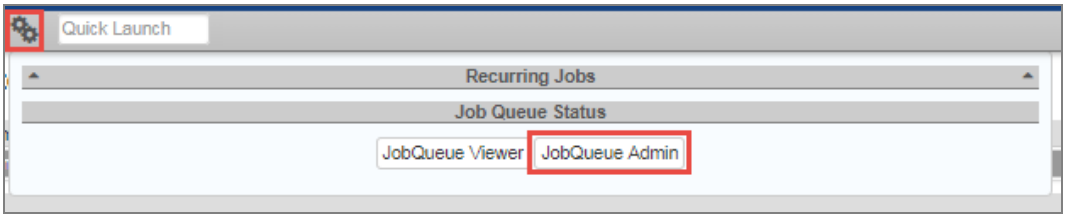
5. Click **Execute**.

> The Synergy message displays after the process completes.

Log File

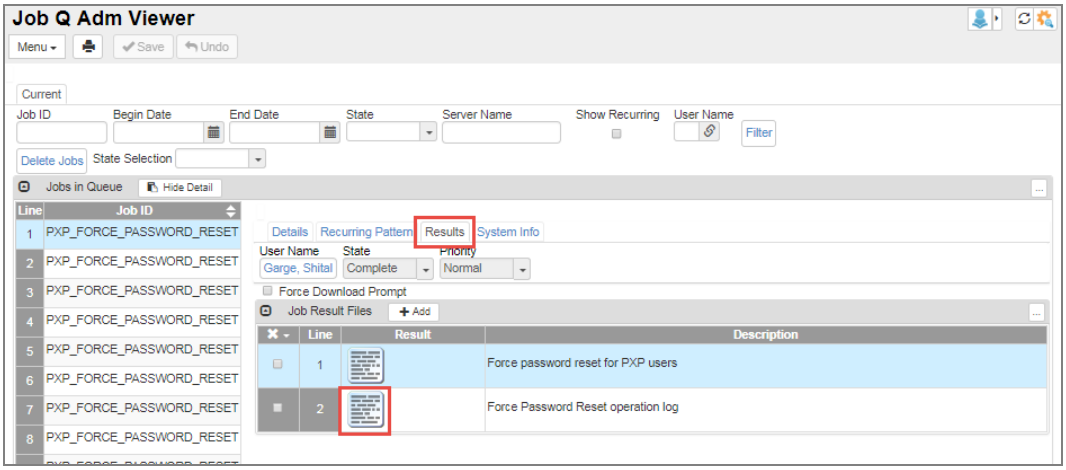
A log file listing all of the students and/or parents that were processed is created when the process completes.

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



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 Screen, Jobs In Queue Detail, Results Tab

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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.

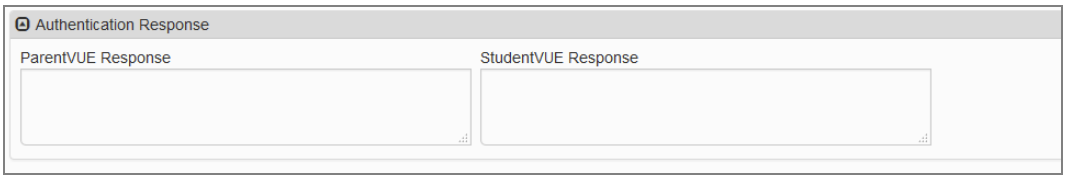
ParentVUE and StudentVUE serves as the system of authentication to authenticate parents and students to third party applications. The third party application is required to pass a token to a Synergy web service and process a result XML.

- 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 a user-defined module that uses third party authentication.

> Any change to the User Defined Modules requires clearing the System Cache.
>
> 1. 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 And StudentVUE Configuration Screen

3. Click **Save**.

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.

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- 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_LIST>
   </PARENT>
</ROOT>
```

- 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>
```

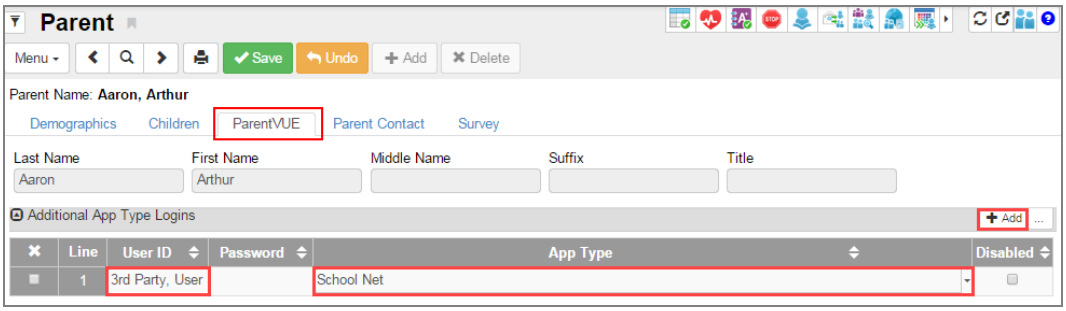
Configuring Additional App Type Logins for Parents

Each parent needs a **User ID** and **App Type** defined if the district allows parents to access third-party 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**.

> No password is required.

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



Parent Screen, ParentVUE Tab

7. Click **Save**.

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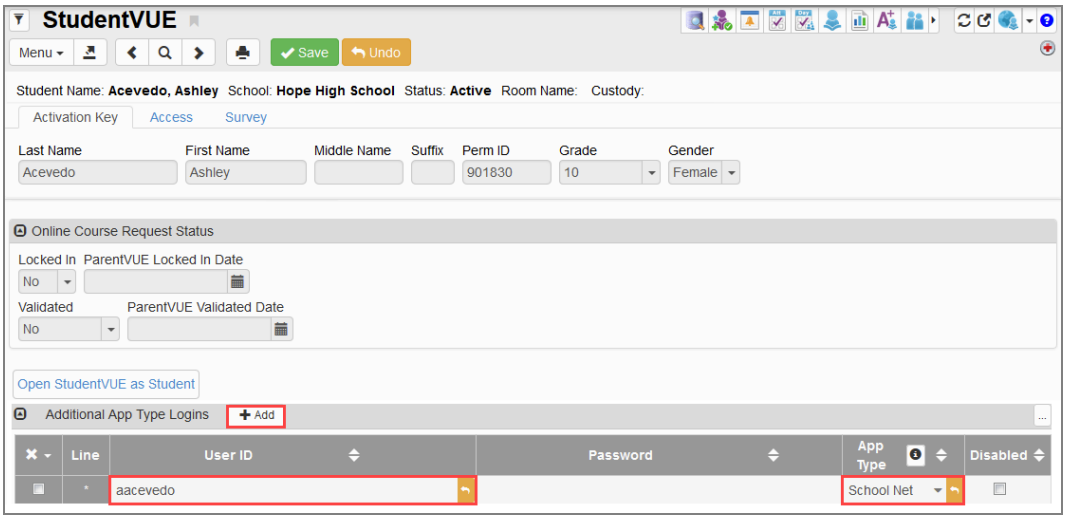
Configuring Additional App Type Logins for Students

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**.

> No password is required.

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



StudentVUE Screen

7. Click **Save**.

Chapter 4: ParentVUE and StudentVUE Display

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Enabling ParentVUE and StudentVUE 2.0

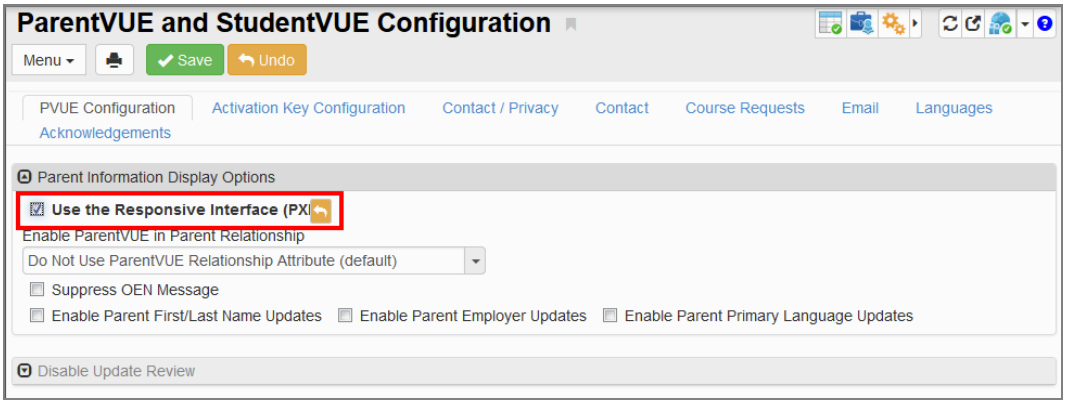
- ParentVUE and StudentVUE 1.0 display by default after the installation and do not use themes.
- ParentVUE and StudentVUE 2.0 can be customized with themes and provides additional features for certain modules. It must be enabled after installation.

> 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

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



ParentVUE And StudentVUE Configuration Screen

3. Click **Save**.

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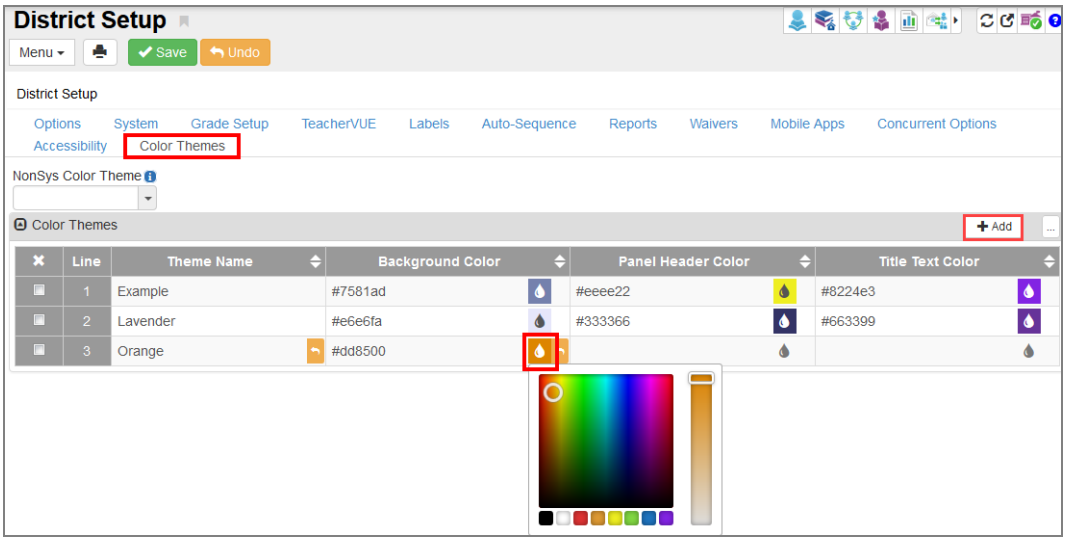
Creating Themes

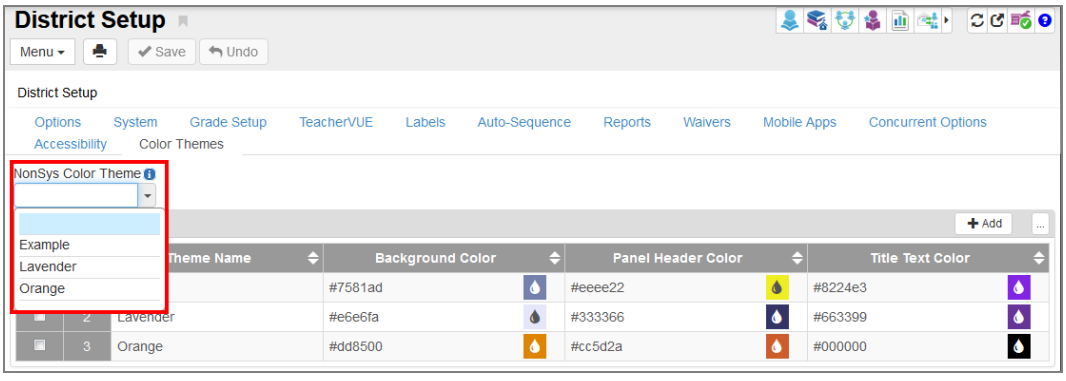
You can customize colors and themes on the District Setup screen. Color theme changes only affect the web versions of ParentVUE and StudentVUE 2.0.

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.



District Setup Screen, Color Themes Tab

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

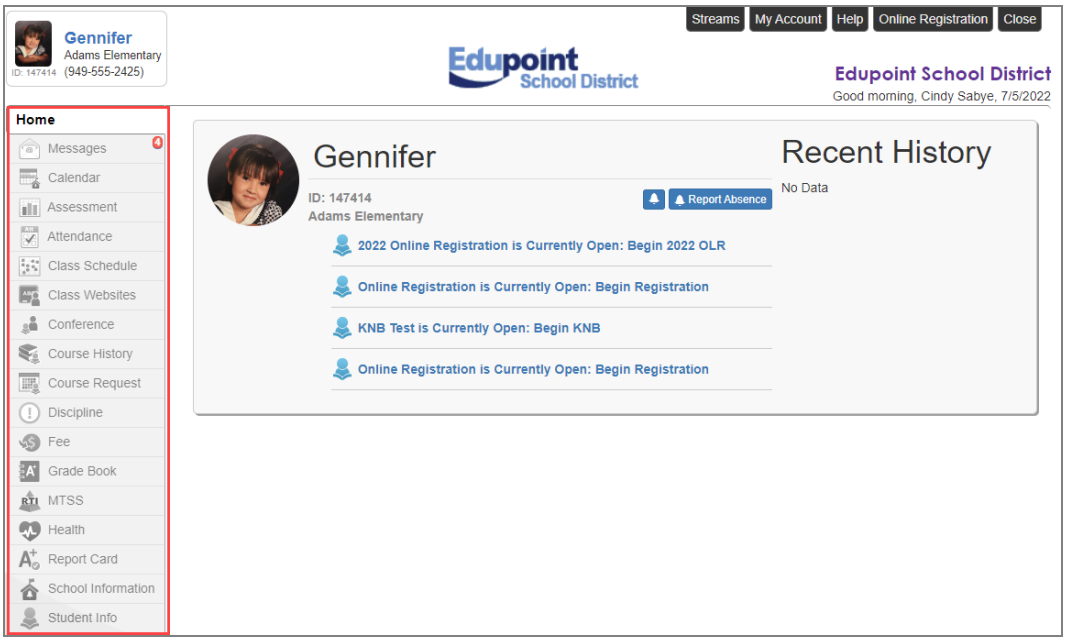


District Setup Screen, Color Themes Tab

10. Click **Save**.

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

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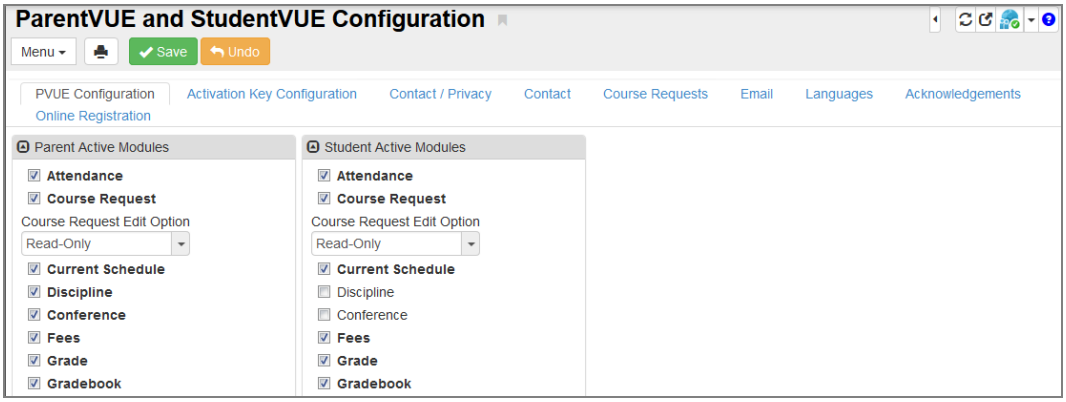
Activating Modules at District Level

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

See Disabling Modules at School Level to disable modules at school level.

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



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

Module	Description

Course Request	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.
	  • 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 *Editable* or *Read-Only* 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 Defining the Discipline Security Filter for more information.
Conference	View and schedule information regarding conferences with the teacher
Fees	The district can choose from two fee options: • Standard Fee Model • Direct Payment Fee Model 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
Grade Book	View student grades, assignments and test scores posted in 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

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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 Adding School Events for more information.
District Information	View district information, such as announcements and district events. See Adding District Events 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 *Synergy SIS – System Administrator Guide* for setup information and the *Synergy SIS – Communications Guide* 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 Report Access	View the Progress Report documents for the student, if available. 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 Pronunciation	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 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 *Synergy SIS – Assessment Administrator Guide* for more information.
Documents	Displays documents, such as report cards, birth certificates, and permission slips, uploaded for the student. See Upload Documents in ParentVUE for more information.

Module	Description
Synergy Mail	Allows parents, teachers, and students to send mail through Synergy SIS. See the *Synergy SIS – Communications Guide* for more information. NOTE: Synergy Mail only works with the ParentVUE and StudentVUE 2.0 interface.

Student Information is not in the list of modules to activate. ParentVUE and StudentVUE always includes the Student Information by default.

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.

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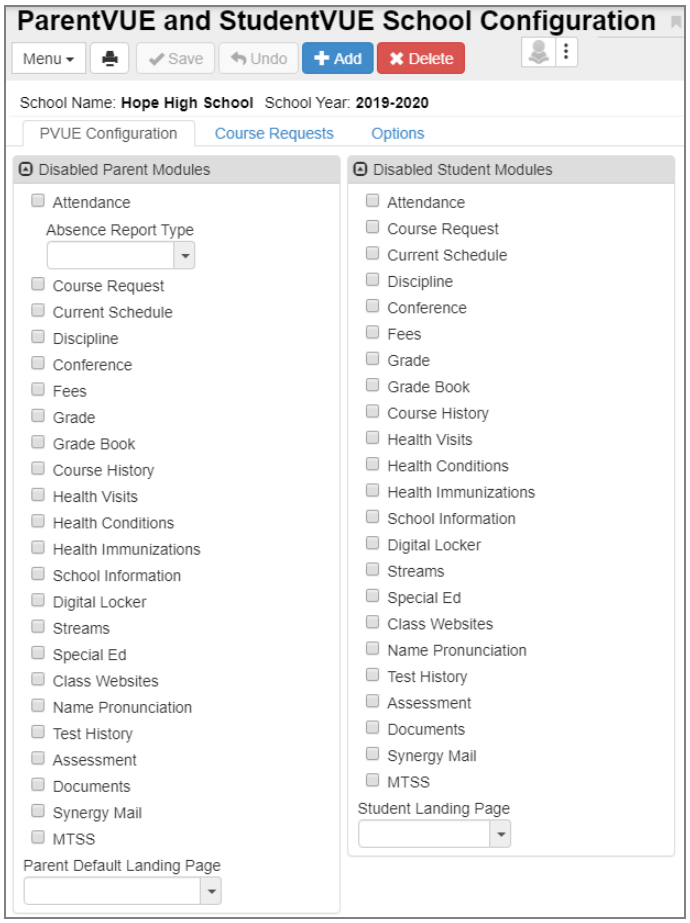
Disabling Modules at School Level

You can disable specific modules from displaying for certain schools.

1. Set the focus to a school.
2. 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.



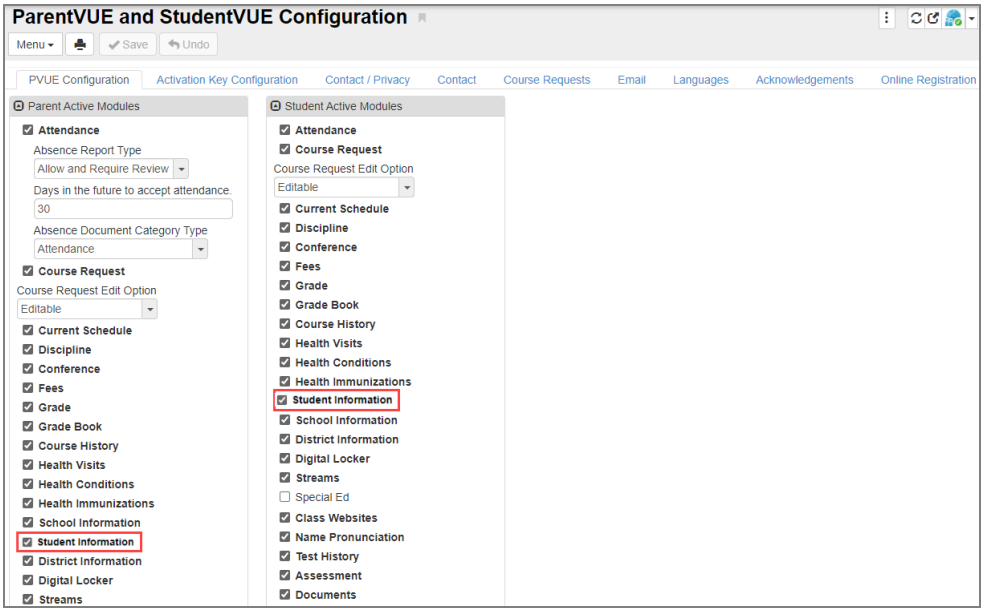
ParentVUE And StudentVUE School Configuration Screen

6. Click **Save**.

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 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,

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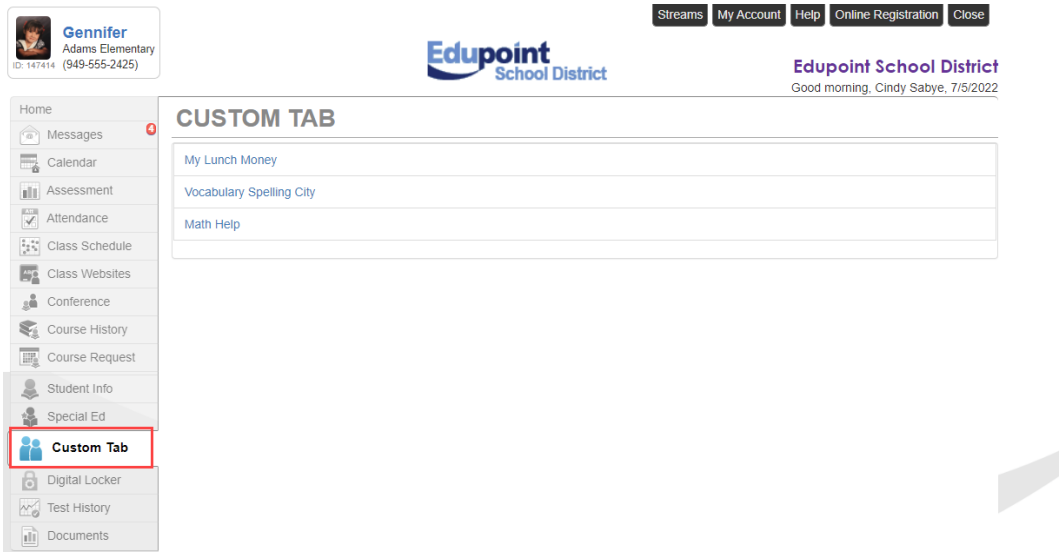
the **Student Info** tab displays in ParentVUE and StudentVUE, but no information displays when you click the **Student Info** tab.

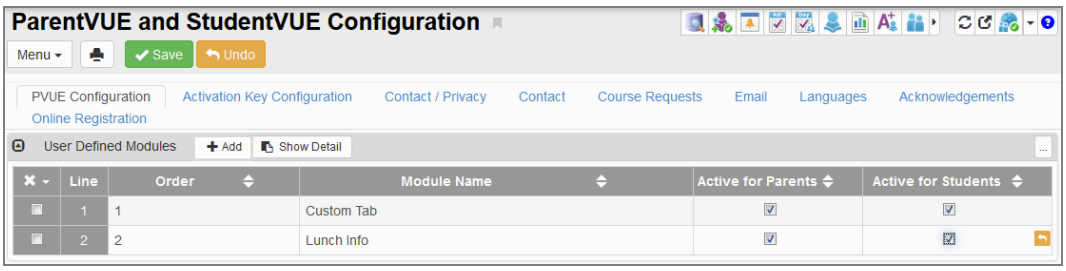
Creating User Defined Modules

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



ParentVUE Custom Tab Screen

1. 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.



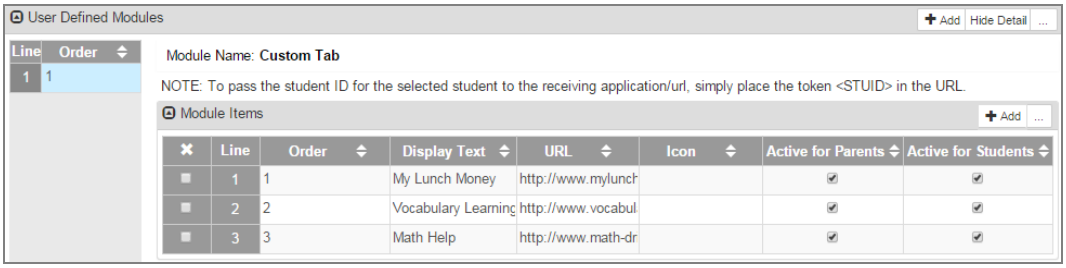
ParentVUE And StudentVUE Configuration Screen

4. Click **Save**.

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 Authenticating Users to Third Party Systems.

    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**.



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.

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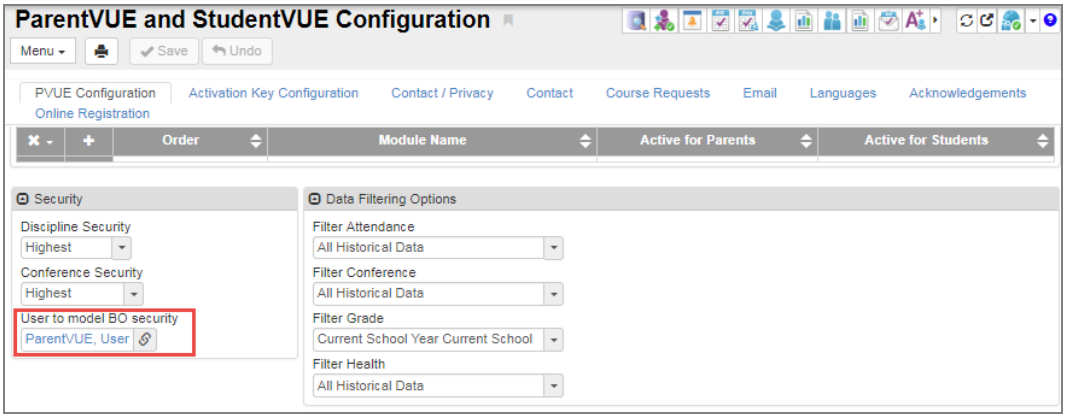
Using Filters to Control Displayed Information

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 *User ParentVUE* 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 And StudentVUE Configuration Screen

3. Click **Save**.

Defining the Discipline Security Filter

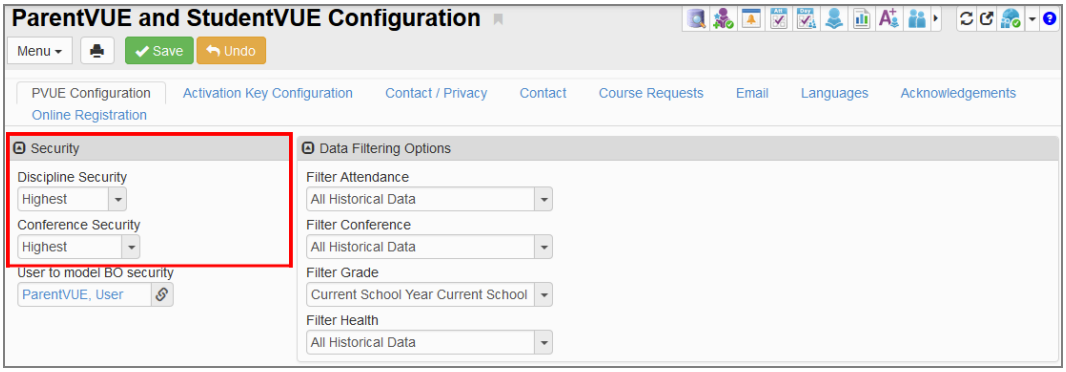
You can control which conference and discipline incidents parents and students view using the security filter.

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

1. 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 StudentVUE Configuration Screen

3. Click **Save**.

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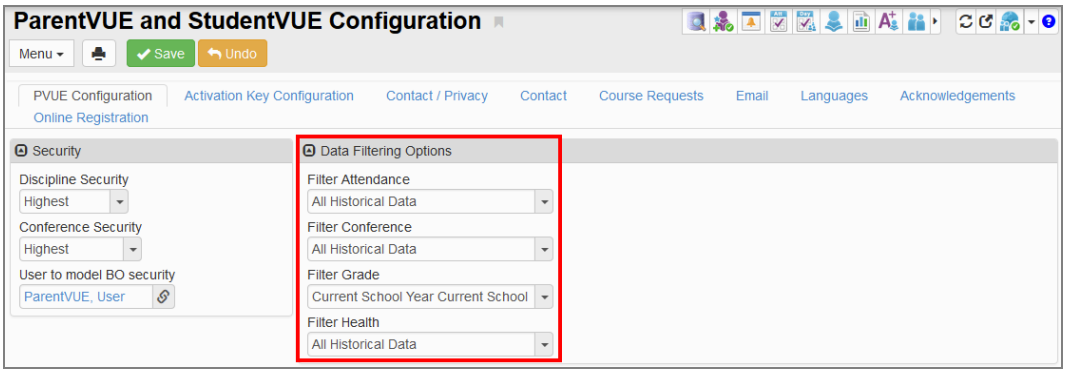
Data Filtering Options

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.

1. 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



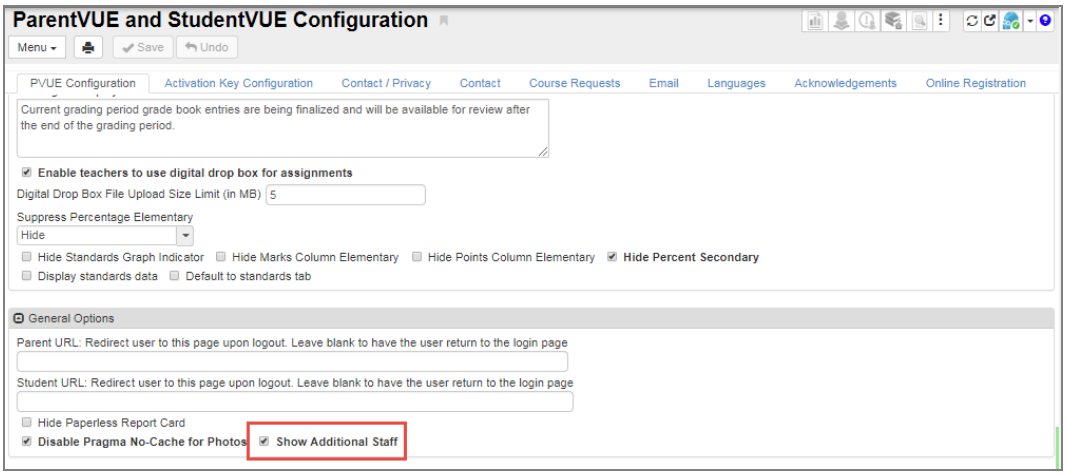
ParentVUE And StudentVUE Configuration Screen

3. Click **Save**.

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 Screen

3. Click **Save**.

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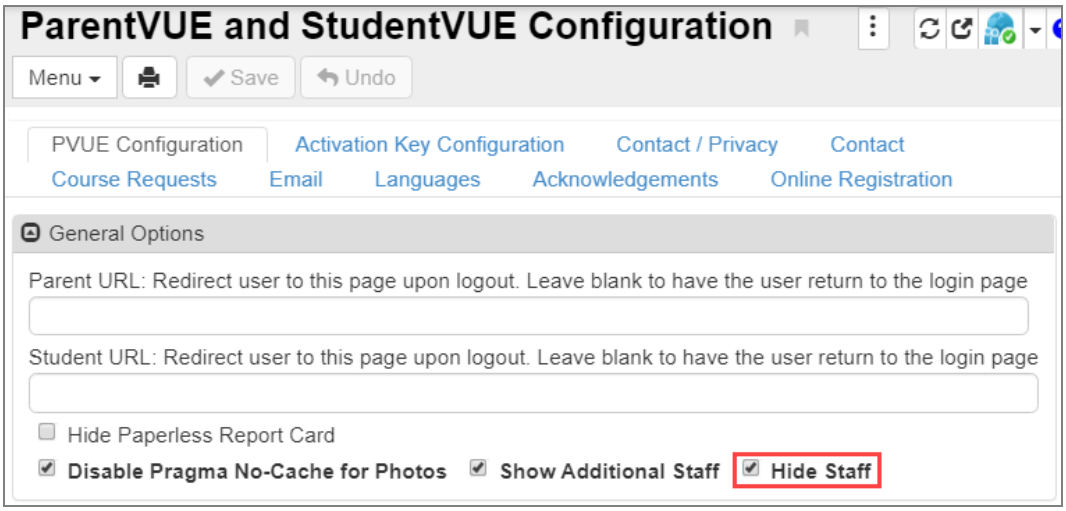
Hiding Teacher Names in Class Schedule at the District Level

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.

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

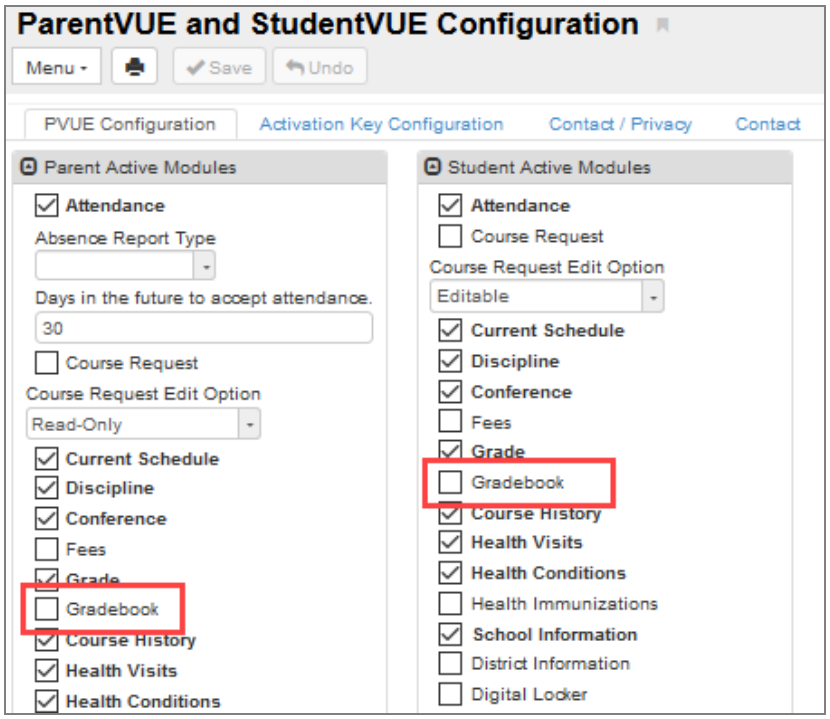
> When **Hide Staff** is selected, the teachers and additional staff do not display on the Class Schedule screen regardless of the selection of **Show Additional Staff**.
>
> Selecting **Hide Staff** also hides the **Room Name** of sections.



ParentVUE And StudentVUE Configuration Screen

3. Click **Save**.

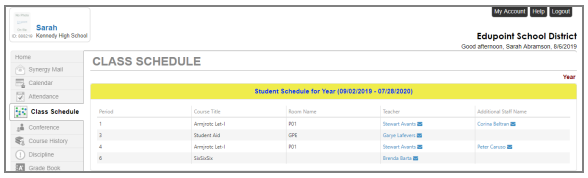
Deselect the **Gradebook** options in the Parent Active Modules and Student Active Modules on the ParentVUE and StudentVUE Configuration screen to hide the names of the teachers in Grade Book.



ParentVUE And StudentVUE Configuration Screen

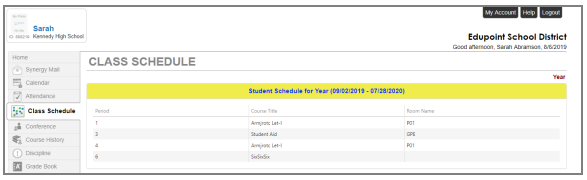
Examples with Hide Staff option selected and not selected

Hide Staff Not Selected



StudentVUE Class Schedule Screen

Hide Staff Selected



StudentVUE Class Schedule Screen

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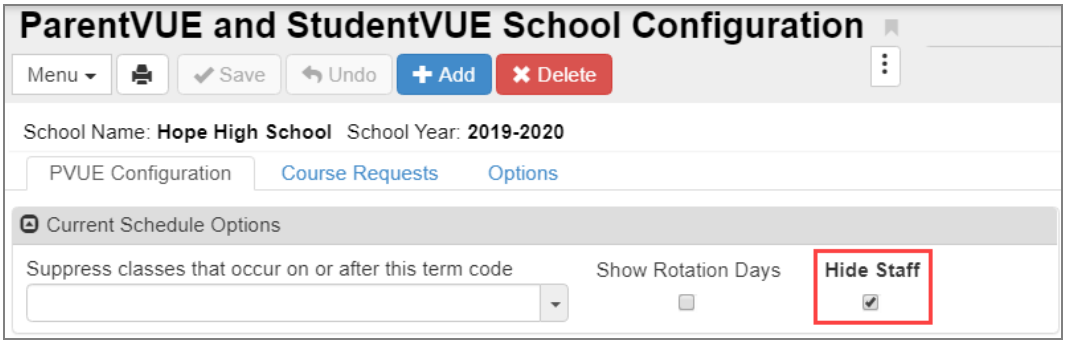
Hiding Teacher Names in Class Schedule at the School Level

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.
2. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration**.
3. Select **Hide Staff** in the Current Schedule Options section.



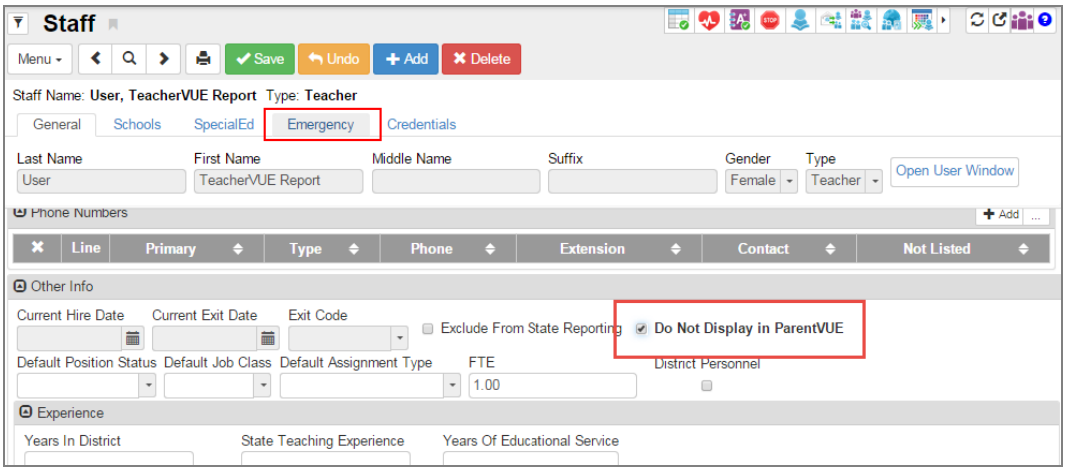
ParentVUE And StudentVUE School Configuration Screen

4. Click **Save**.

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 Screen, Emergency Tab

4. Click **Save**.

Removing Staff Names from Discipline

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

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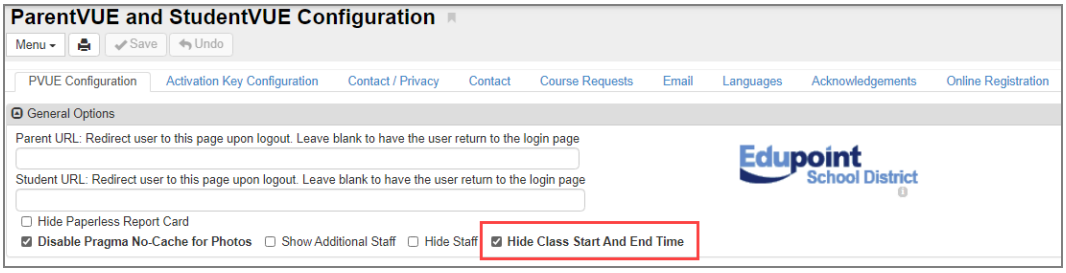
Hiding Class Start and End Time

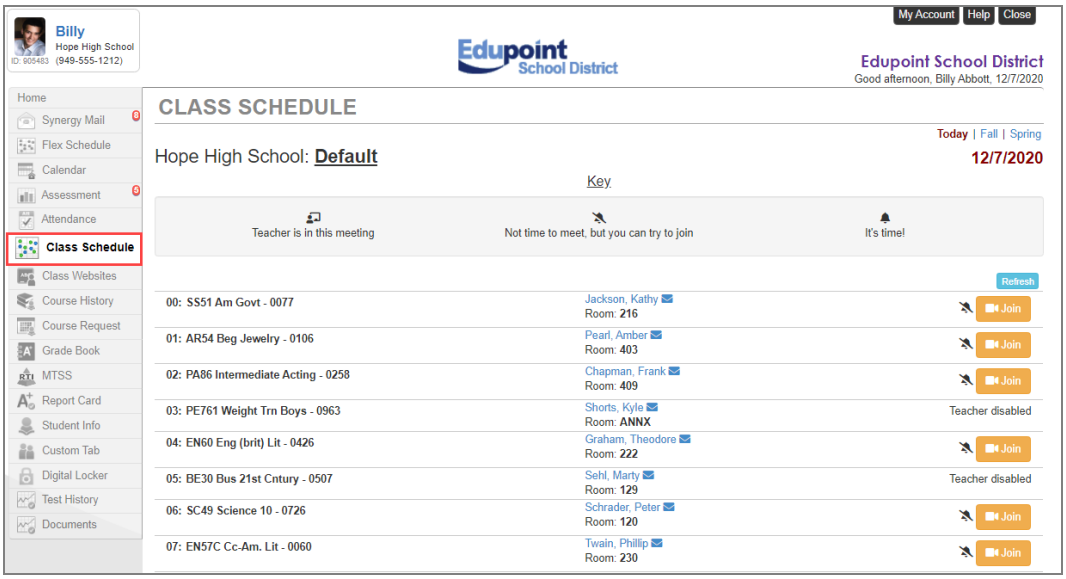
The **Hide Class Start And End Time** option on the ParentVUE and StudentVUE Configuration screen and the **Hide Start End Time** option on the ParentVUE and StudentVUE School Configuration screen allows you to hide the start and end time for classes in ParentVUE and StudentVUE.

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 StudentVUE Configuration Screen

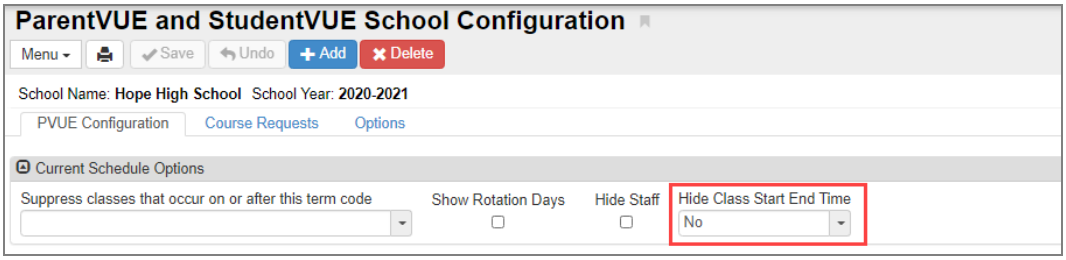


StudentVUE Class Schedule Screen

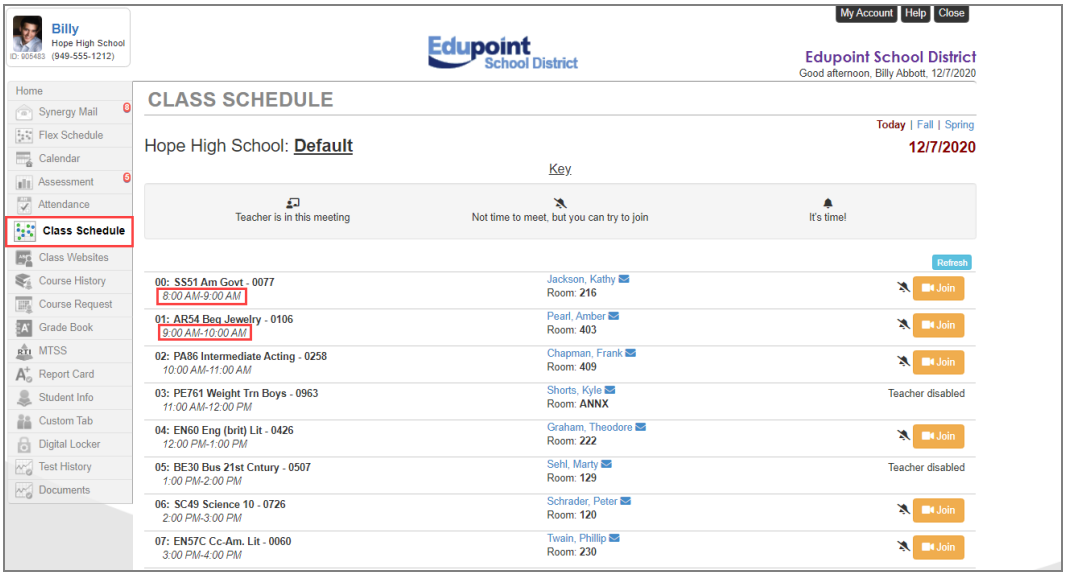
ParentVUE and StudentVUE School Configuration Setup

> 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 Screen



StudentVUE Class Schedule Screen

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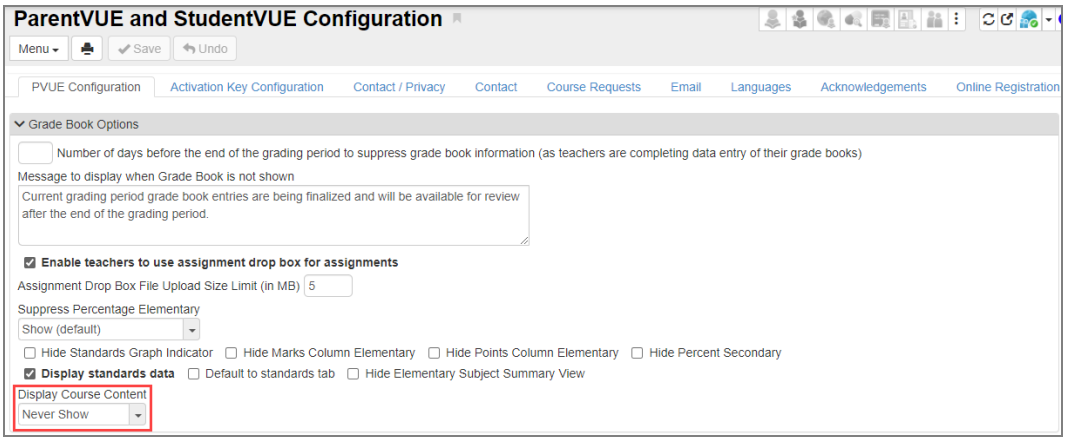
Hiding View Course Content

1. 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.

   > This can also be set on the ParentVUE and StudentVUE School Configuration screen.

3. Click **Save**.



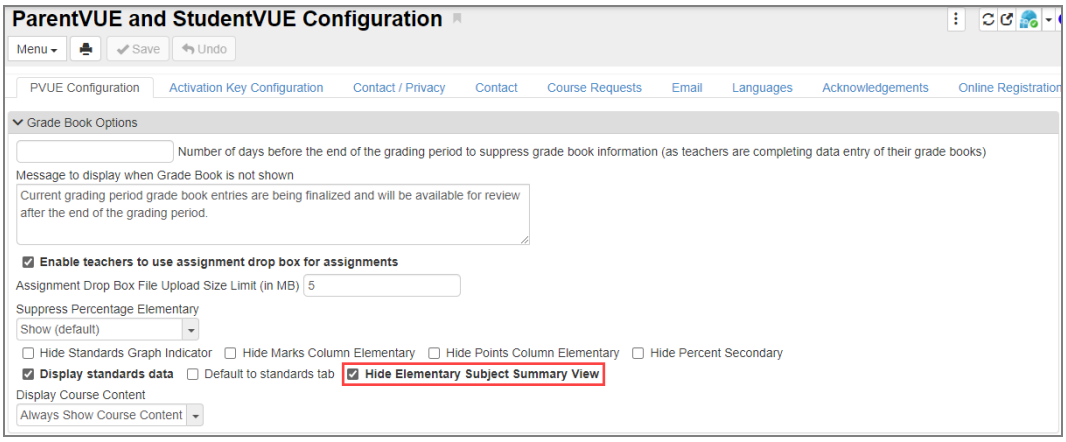
ParentVUE And StudentVUE Configuration Screen

Hiding Elementary Grade Book Subject Summary View

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. 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**.



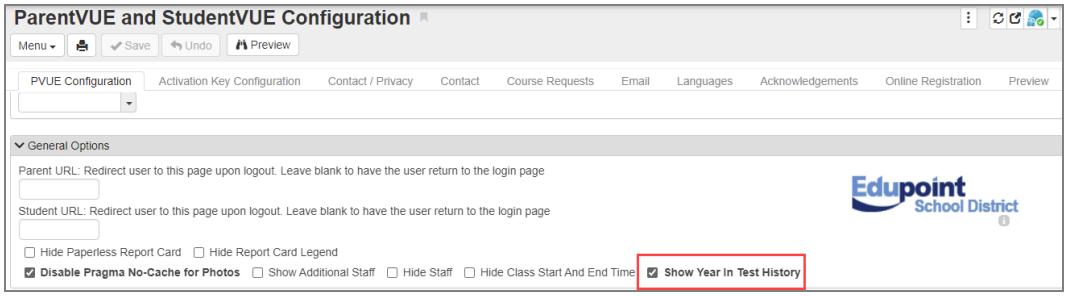
ParentVUE And StudentVUE Configuration Screen

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.

1. 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

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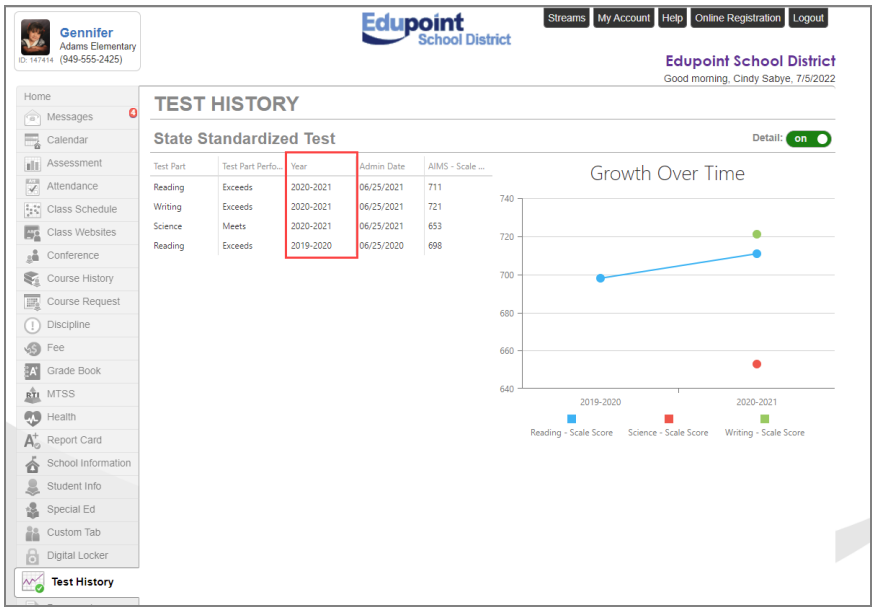
- The **Year** column displays on the Test History screen.

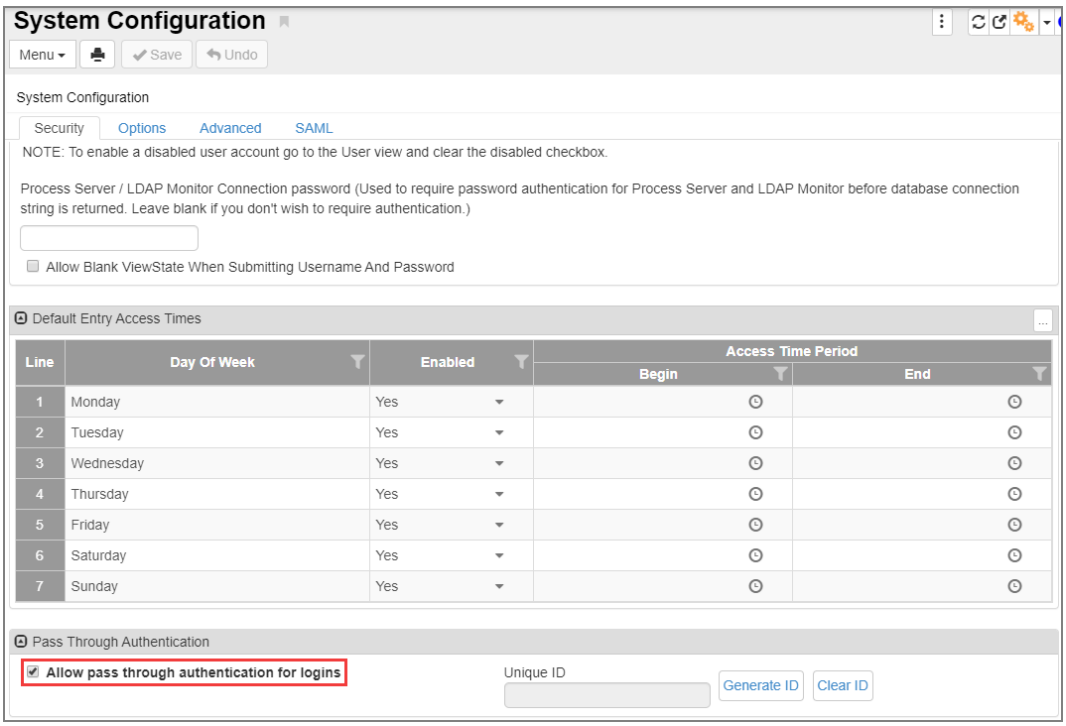


ParentVUE Test History Screen

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**.



System Configuration Screen

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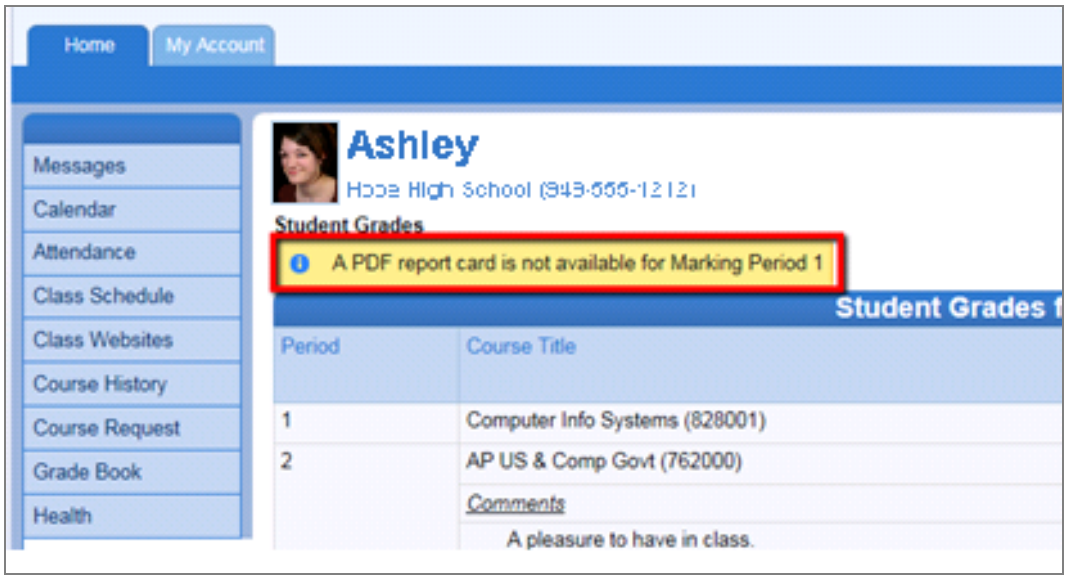
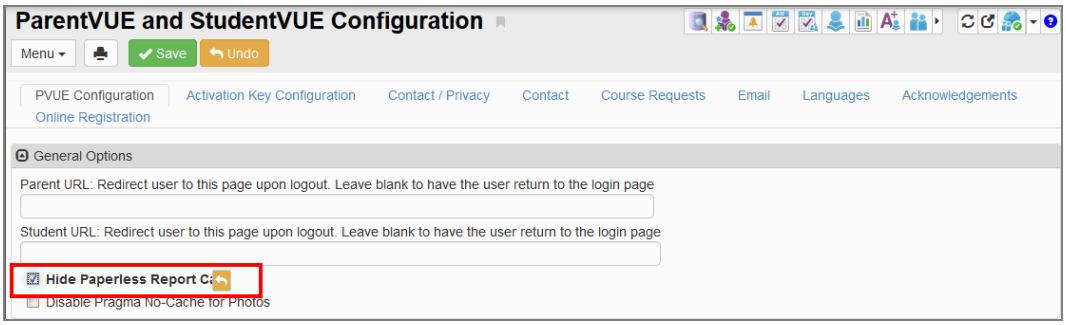
Hiding PDF Report Cards

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 using the Security Definition screen.



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.

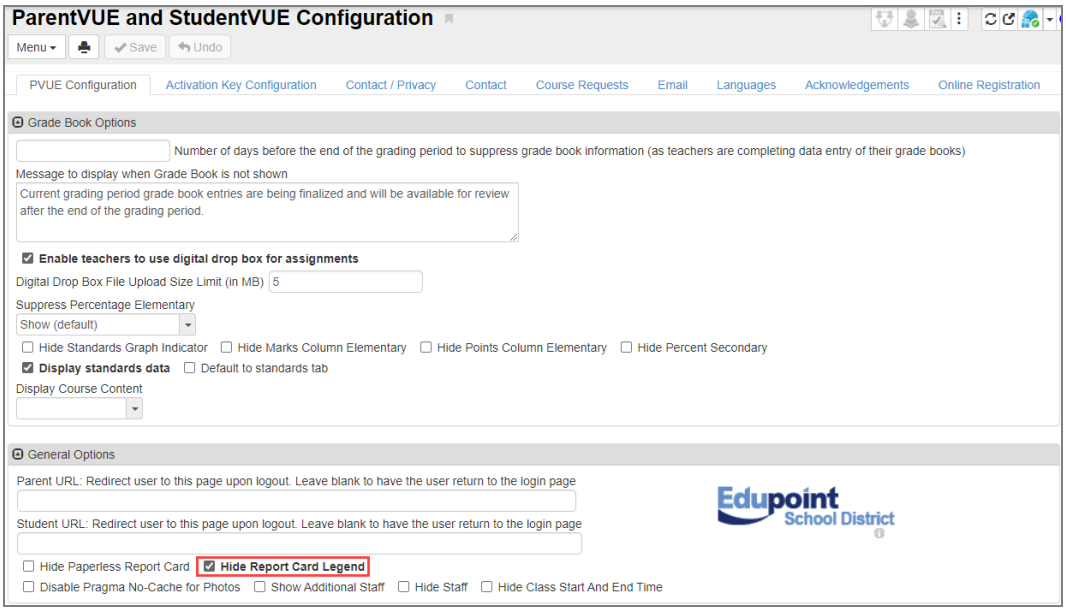


ParentVUE And StudentVUE Configuration Screen

3. Click **Save**.

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 Screen

3. Click **Save**.

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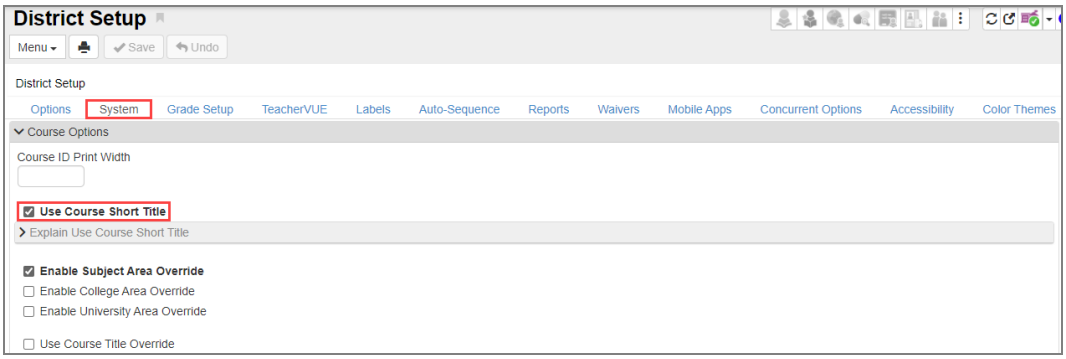
Displaying Short Course Title

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**.



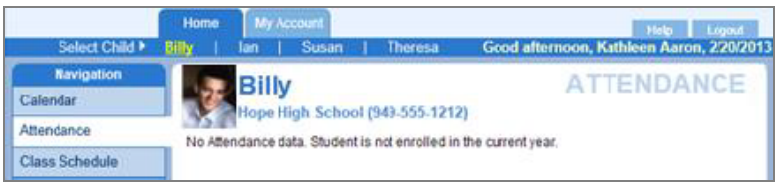
District Setup Screen, System Tab

Displaying Current or Future Year

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

The district needs to switch to the Summer session using **Student Enrollment Information** and **Year Extension Setup** once the Summer session starts if the Summer session is not a part of the current year that the parent selects on the Class Schedule and Grade Book screens of ParentVUE.

The parents and students see a standard message stating that the student is not enrolled in the current year in cases when the selected student is only enrolled in a future year extension. Screens that do not display data include Calendar, Attendance, Class Schedule, Grade Book, Report Card, and Special Ed.



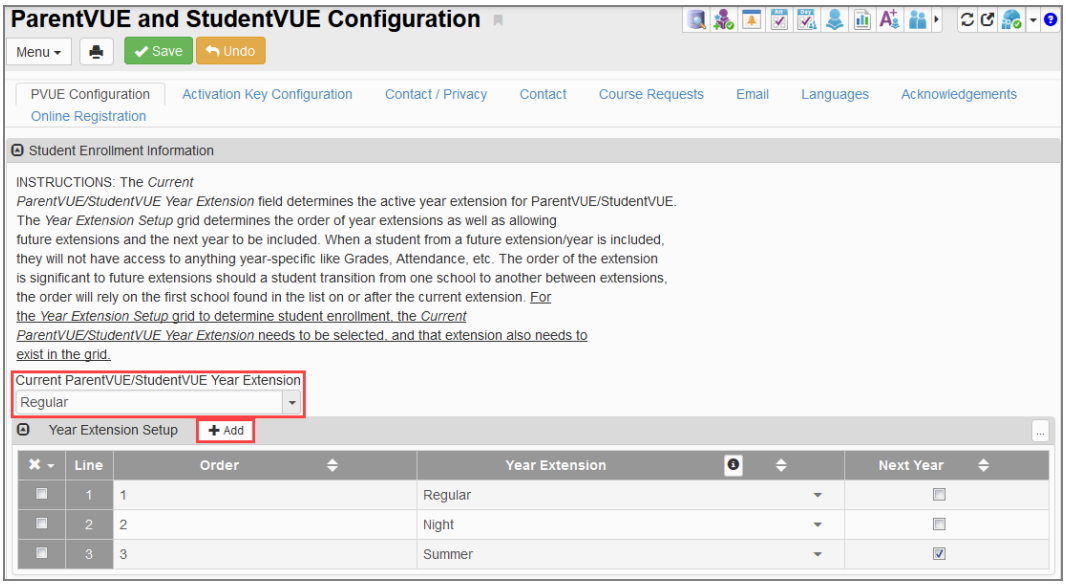
ParentVUE Attendance Screen

Setting Up Future Year Extensions

1. 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**.



ParentVUE And StudentVUE Configuration Screen

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

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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

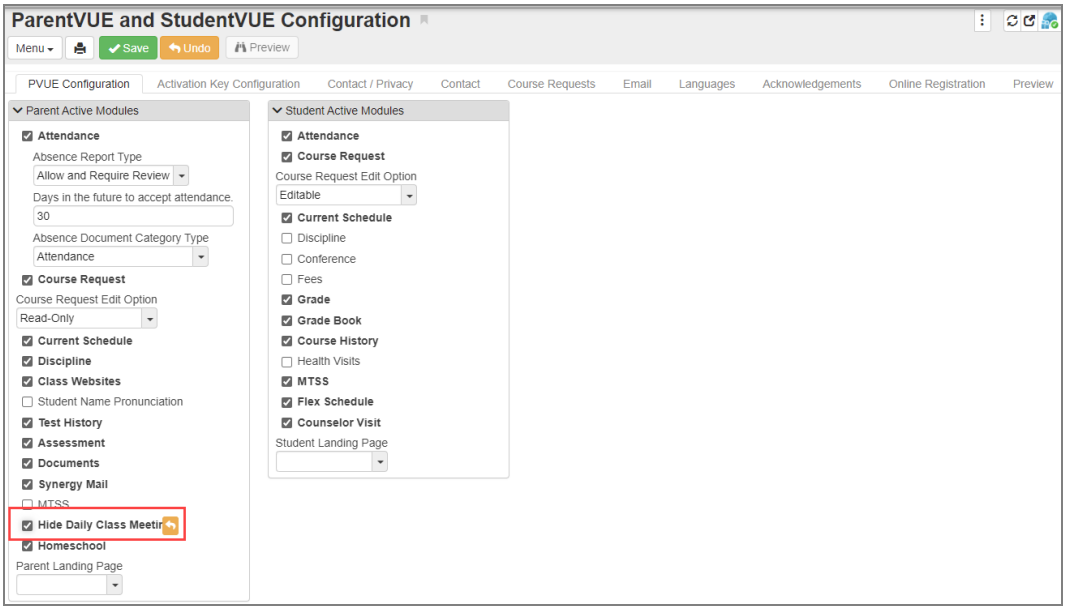
This feature is specific to ParentVUE. It is not an option in StudentVUE.

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

ParentVUE And StudentVUE Configuration Screen

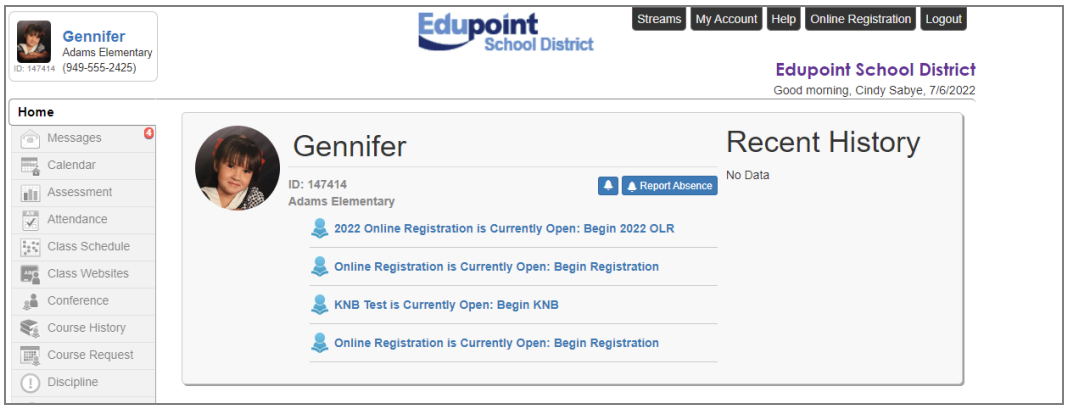
On ParentVUE and StudentVUE Configuration

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



ParentVUE And StudentVUE Configuration Screen

3. Click **Save**. The Daily Class Meetings section no longer displays on the Home screen.

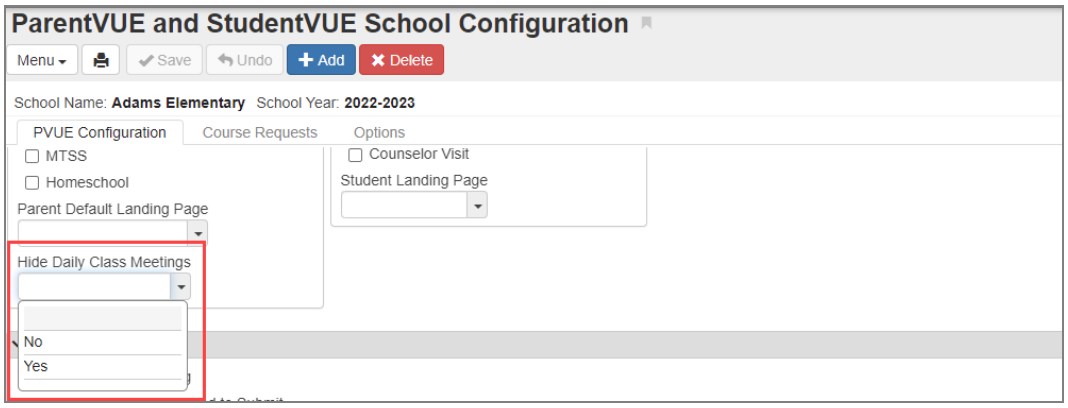


ParentVUE Home Screen

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

1. 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 StudentVUE School Configuration Screen

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Enabling Single Sign-On

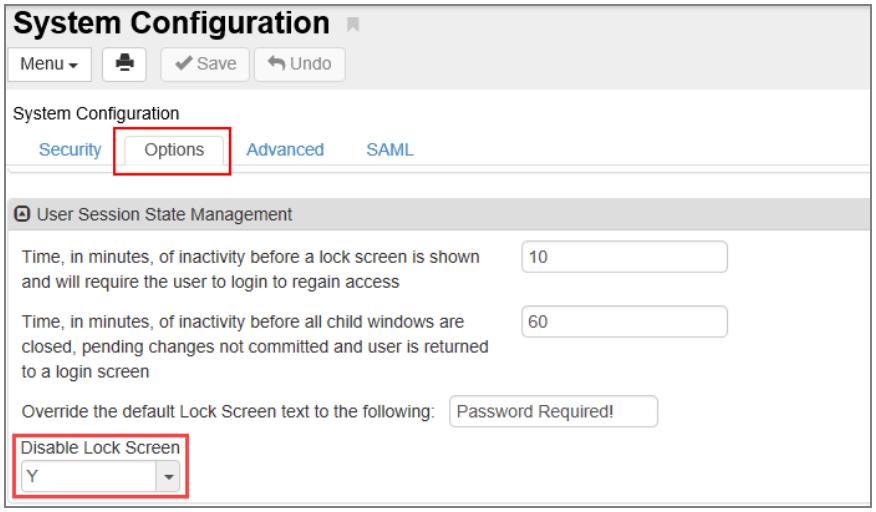
Single sign-on allows districts and schools to define a URL to redirect parents and students to when logging out of ParentVUE and StudentVUE or when an error situation occurs. This avoids users encountering the Synergy SIS login or lockout screens.

> 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.

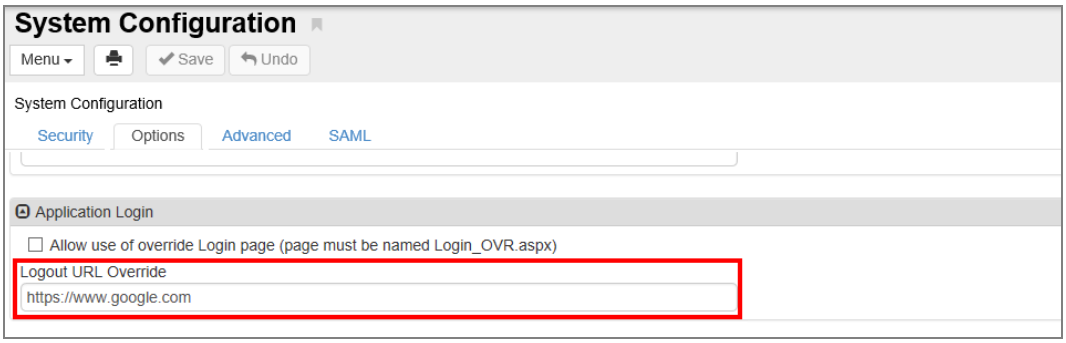
    - *N* – Allows Synergy SIS to redirect users to Synergy SIS lock and login screens. This is the default value.



System Configuration 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 Defining Logout Display for more information.



System Configuration Screen, Options Tab

5. Click **Save**.

> You can also configure SAML redirect options using the SAML Setup Third Party screen. See the *Synergy SIS – System Administrator Guide* for more information.

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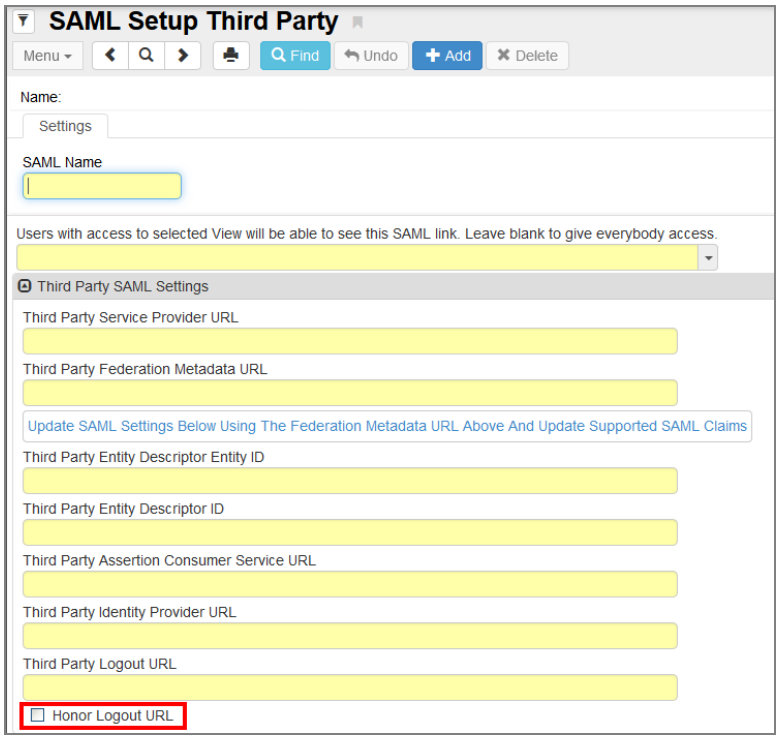
Defining Logout Display

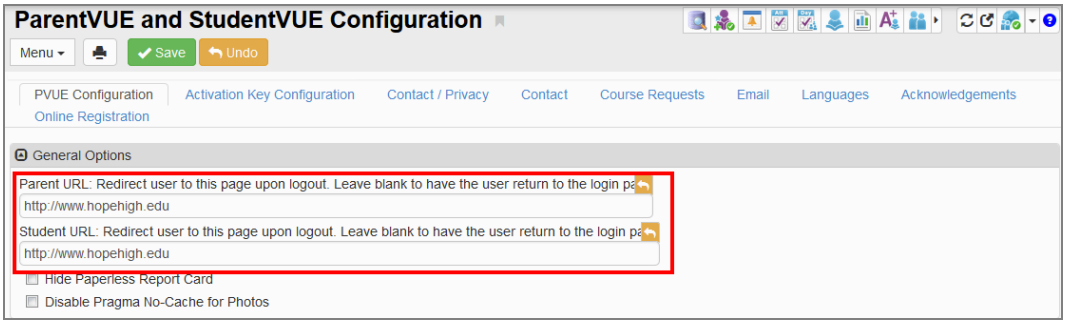
You can redirect the parent or student to another website, such as a school or district website when parents or students log off ParentVUE and StudentVUE. The default site is the ParentVUE or StudentVUE login screen.

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 Screen

1. 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.



ParentVUE And StudentVUE Configuration Screen

3. Click **Save**.

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.

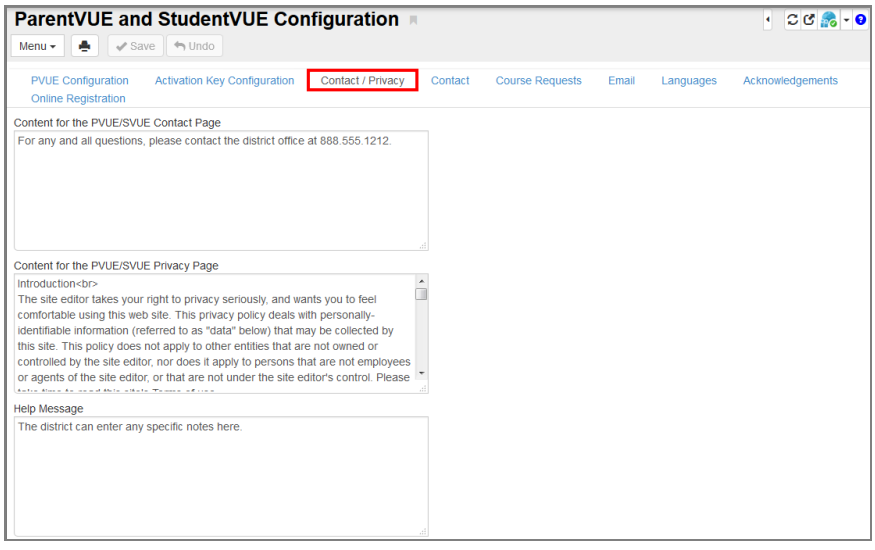
- Contact – Lists general contact information for parents and students needing additional assistance
- Privacy – Outlines the district's standard privacy policy
- Help – Provides assistance in using ParentVUE or StudentVUE

See Sample Messages for more information.

1. 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.



ParentVUE And StudentVUE Configuration Screen, Contact/Privacy Tab

4. Click **Save**.

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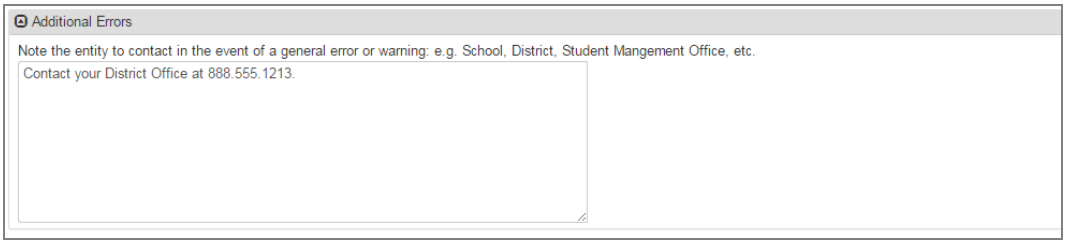
Defining Additional Errors Message

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

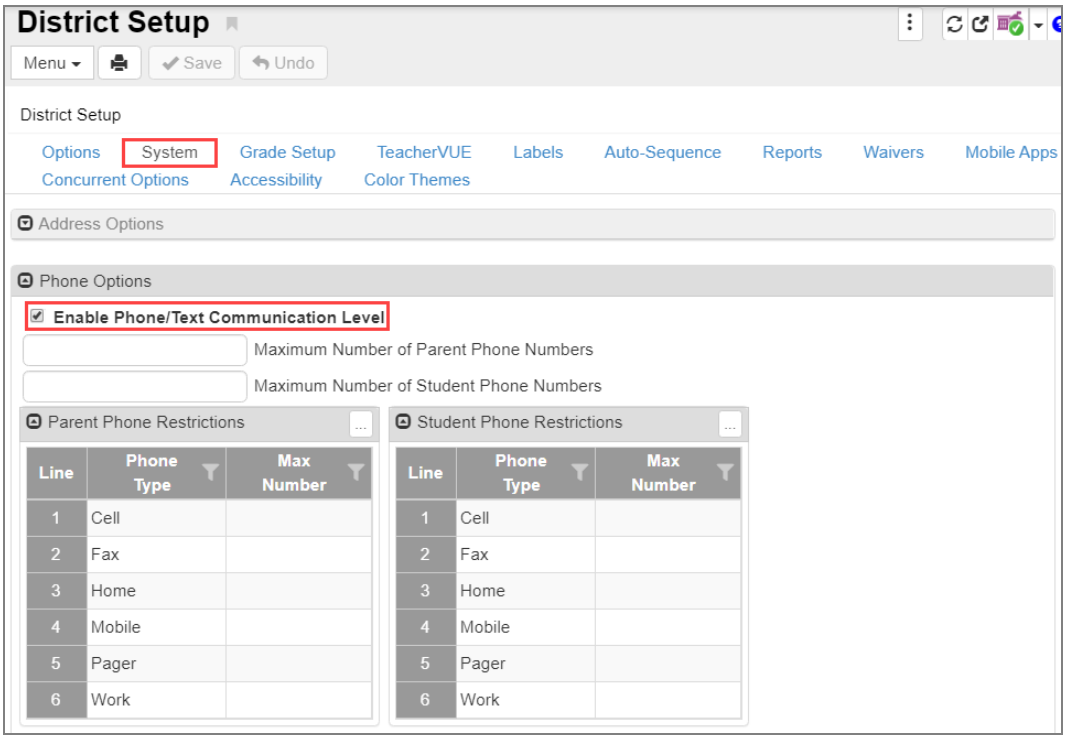
Message Area	Sample
Contact	Please contact our registration department by email at registration@ourschool.edu to request any changes to the data found on this site. Please visit our web portal at http://www.school.edu/contacts.html for a list of all staff contact information at our district.
Privacy	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 Screen, System Tab

4. Click **Save**.

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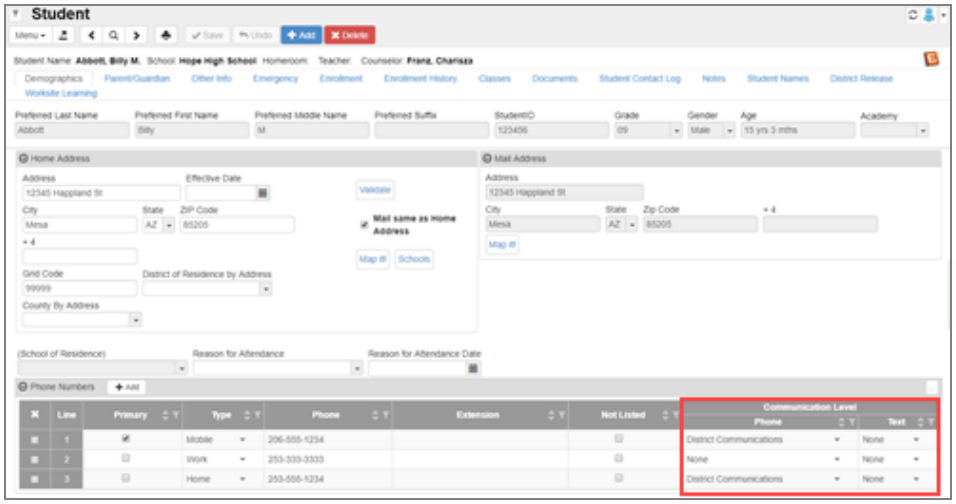
Selecting Phone and Text Communication Level

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.

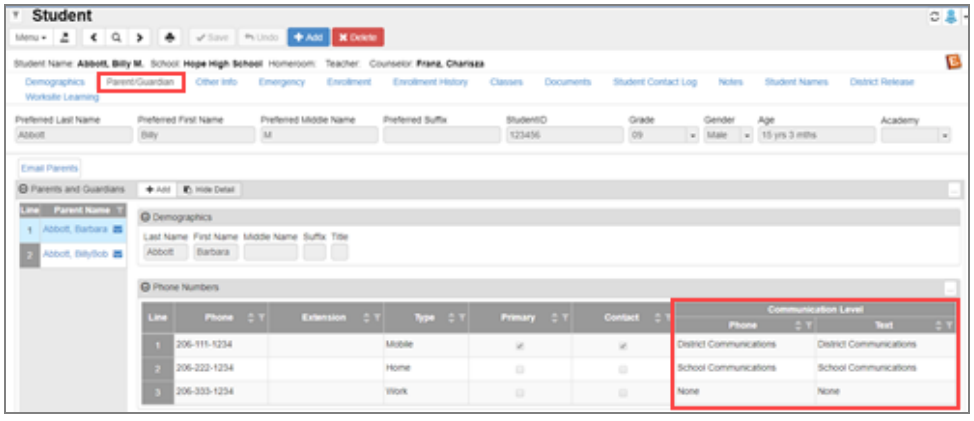


Student Screen

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**.

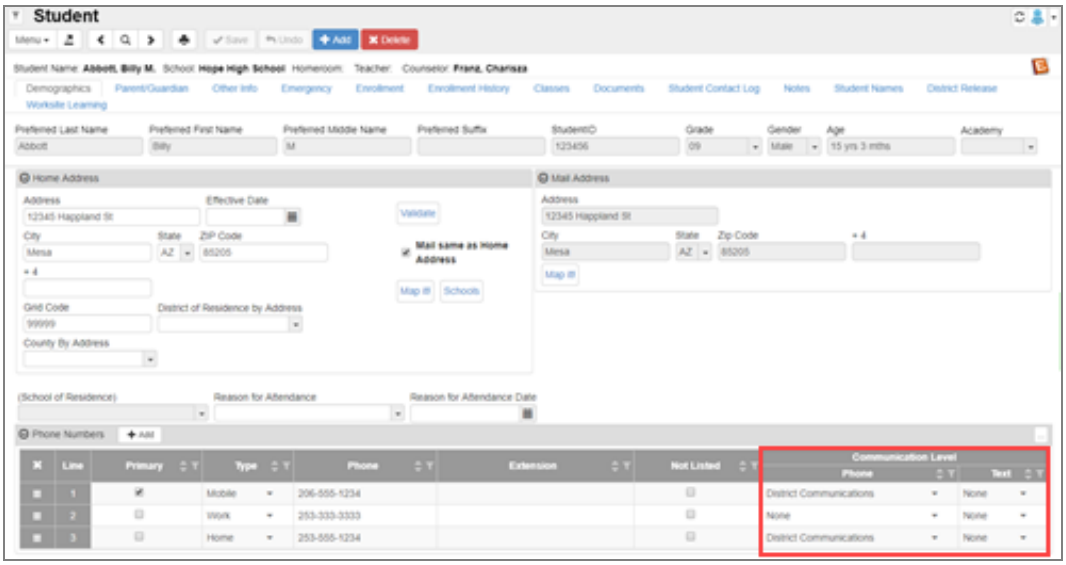
> The values for **Phone** and **Text Communication Level** are read-only.



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 Screen

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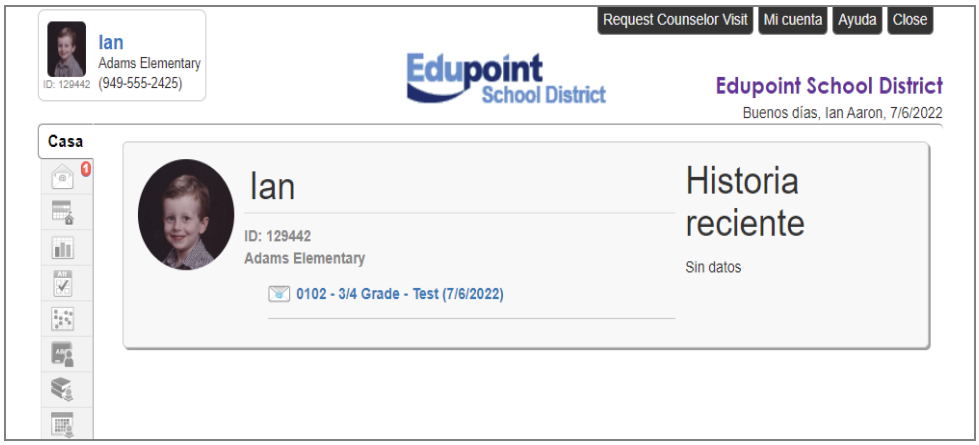
Using Languages

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.

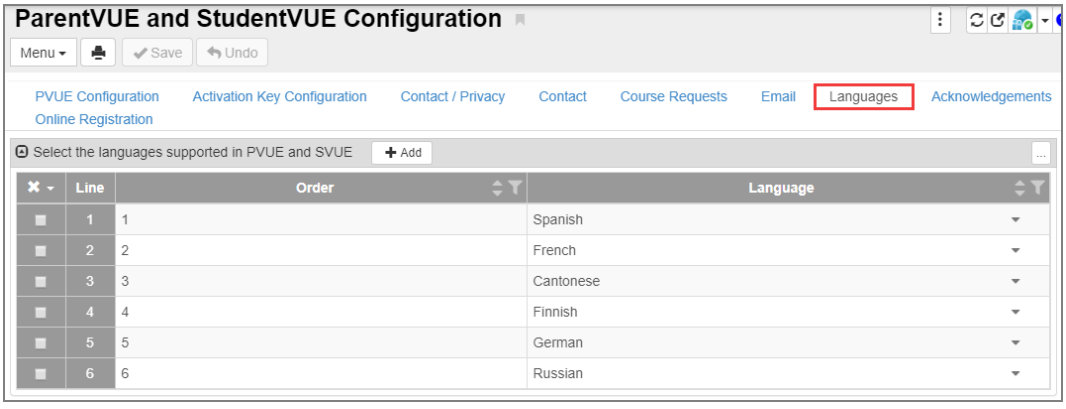


StudentVUE Home Screen

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**.

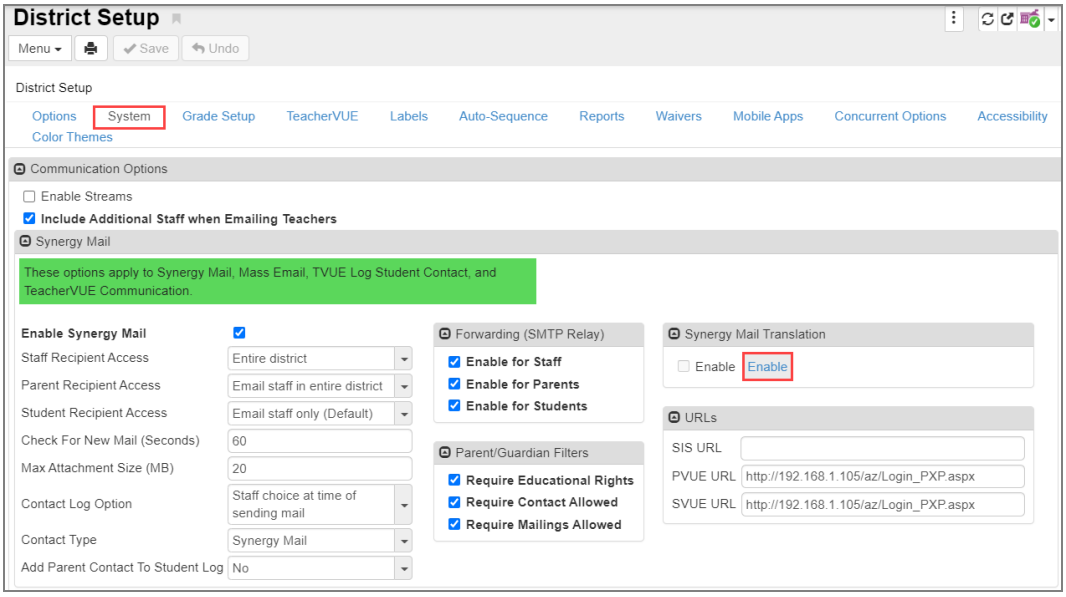


ParentVUE And StudentVUE Configuration Screen, Languages Tab

Enabling Synergy Mail Translation

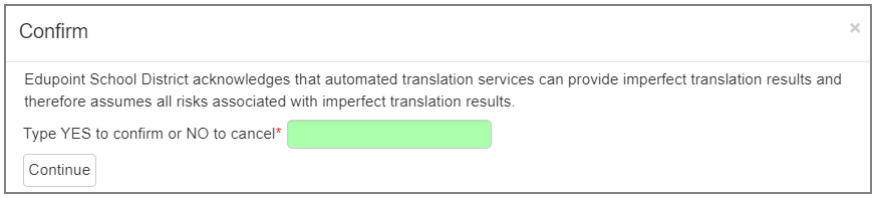
You must enable Synergy Mail and Synergy Mail translation to use translation.

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 Screen, System Tab

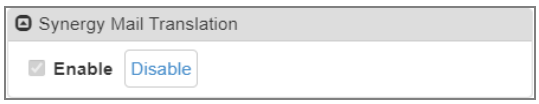
- A confirmation message displays. Enter *YES* to confirm.
- Click **Continue**.



Confirmation Message

4. Click **Save**.

The button displays **Disable** once Synergy mail translation is enabled.



District Setup Screen, System Tab

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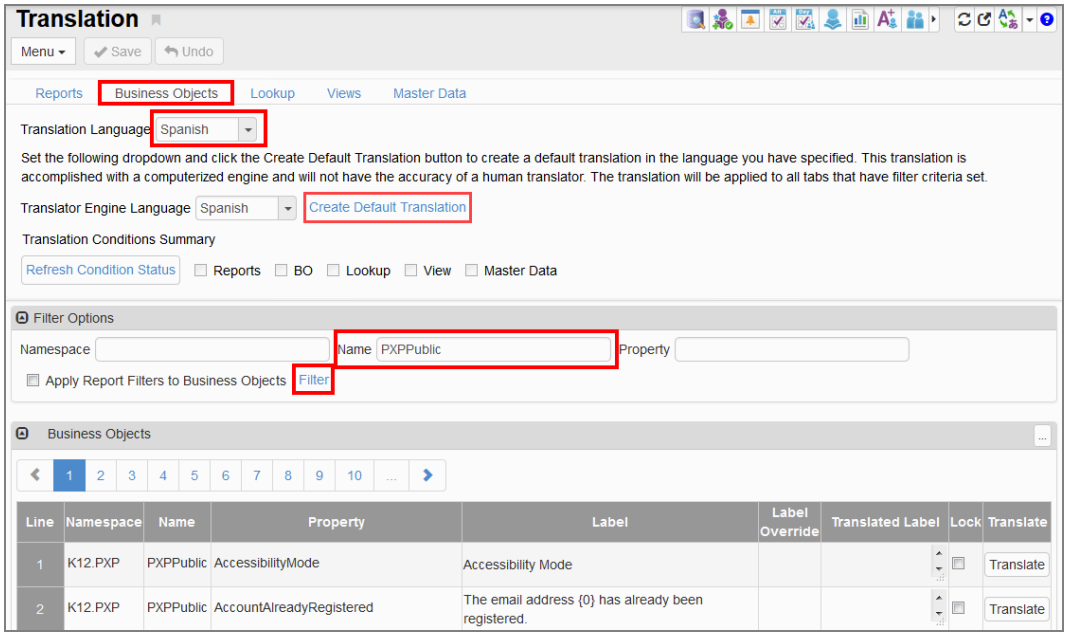
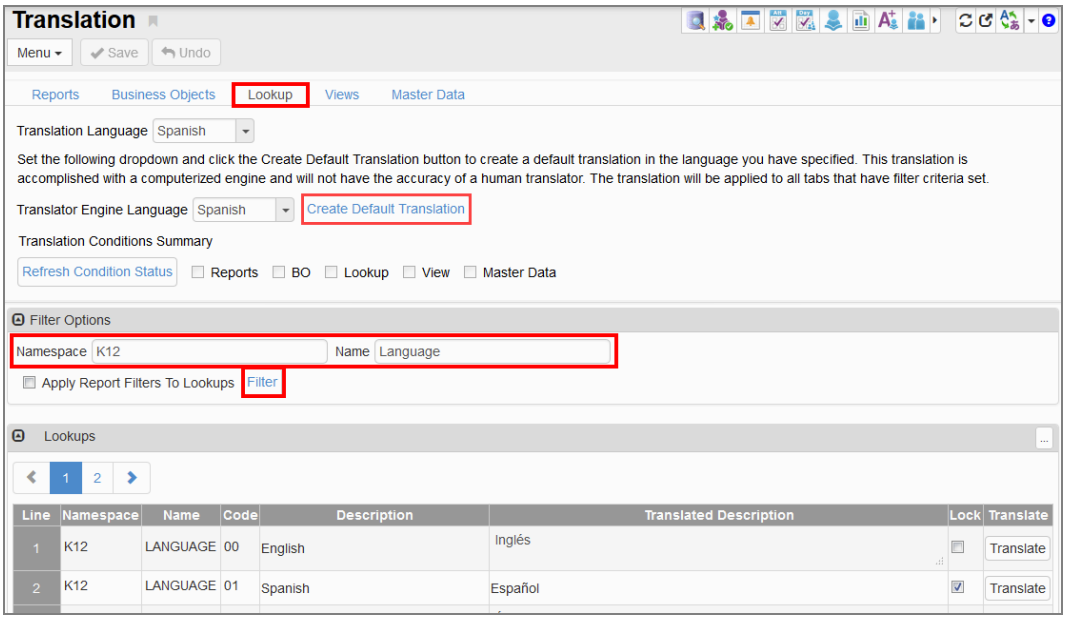
Creating Labels

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 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 Screen, Lookup Tab

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

> Clear the system cache to view the new translations.
>
> 1. Navigate to **Synergy SIS > System > Setup > System Configuration**.
> 2. Select the **Options** tab.
> 3. Click **Clear Cache** in the System Cache section.

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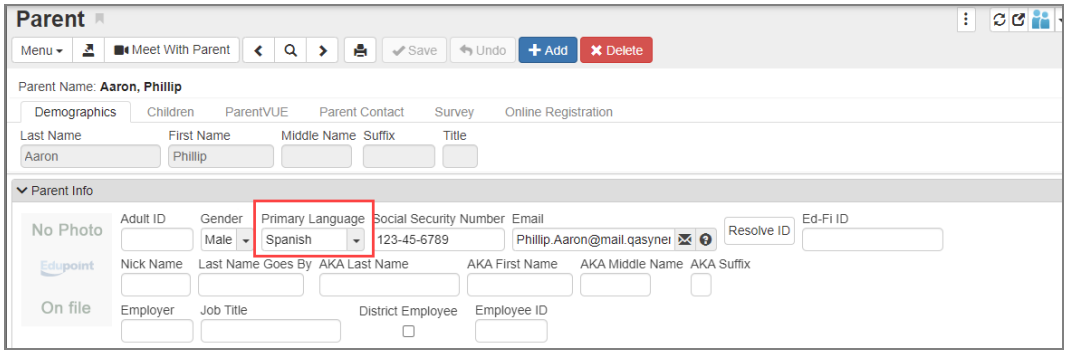
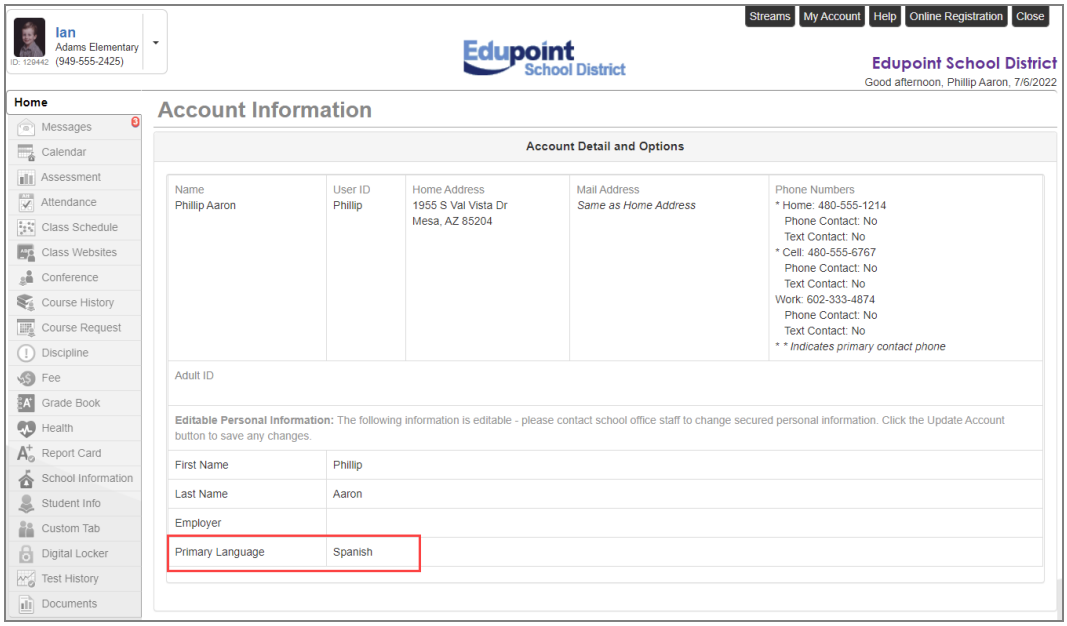
Changing Notification Languages

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.



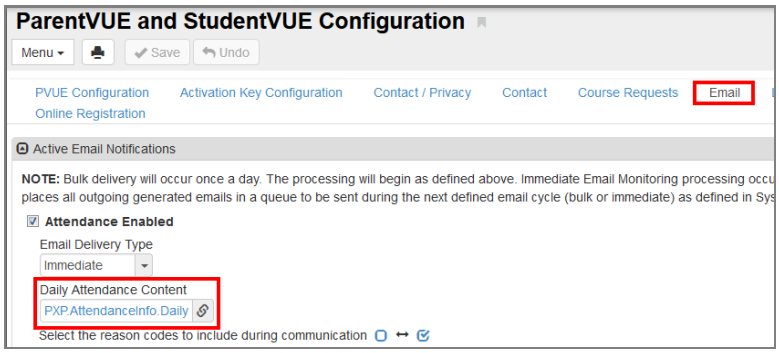
Parent Screen



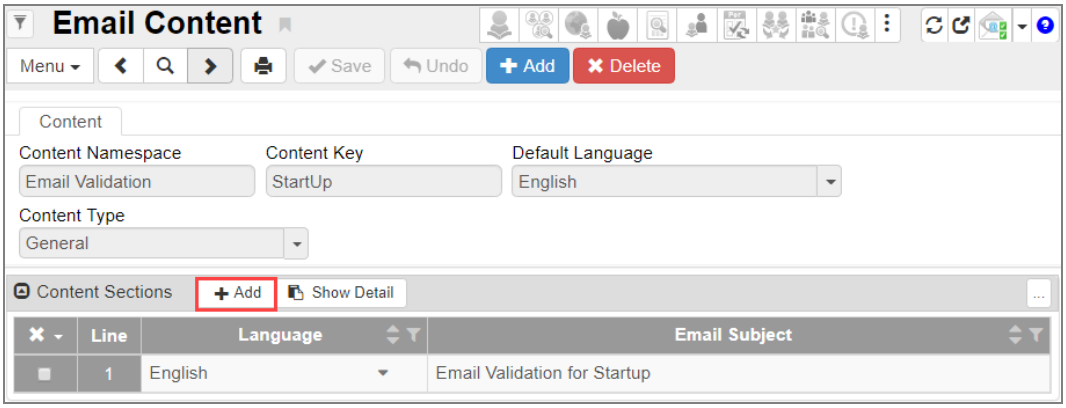
ParentVUE Home Screen, My Account Tab

See Customizing Email Content for more information on creating email notifications.

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

> 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 Screen, Email Tab*

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



Email Content Screen

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

> You must use Google Translate or another translation tool to provide translated content for parents.

Email Content Detail Screen

6. Click **Save**.

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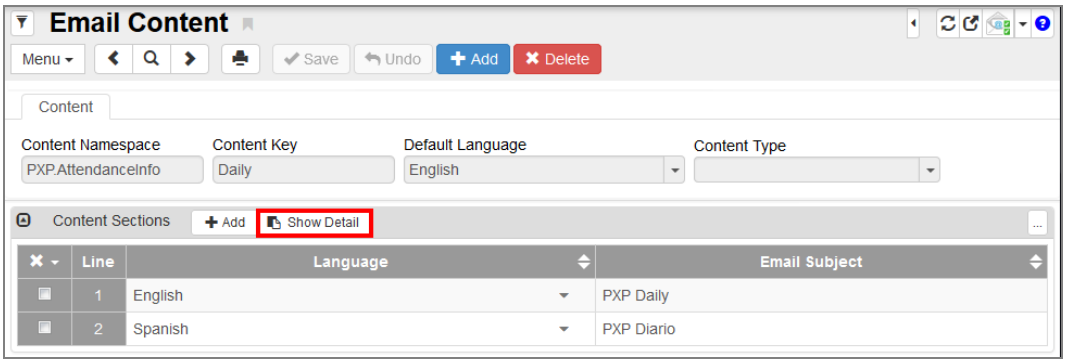
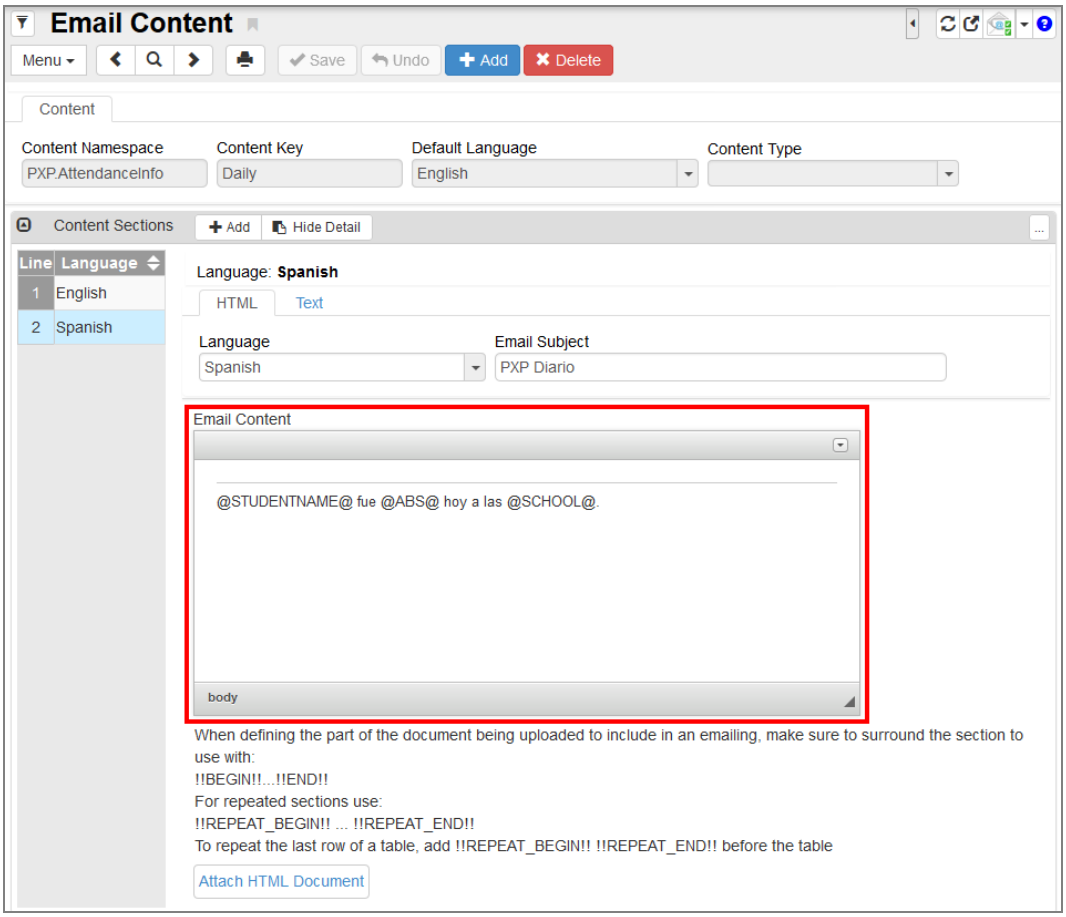
7. Select a line in Content Sections and click **Show Detail**.



Email Content Screen

8. Enter the **Email Content** that parents receive.



Email Content Screen, Content Sections Detail

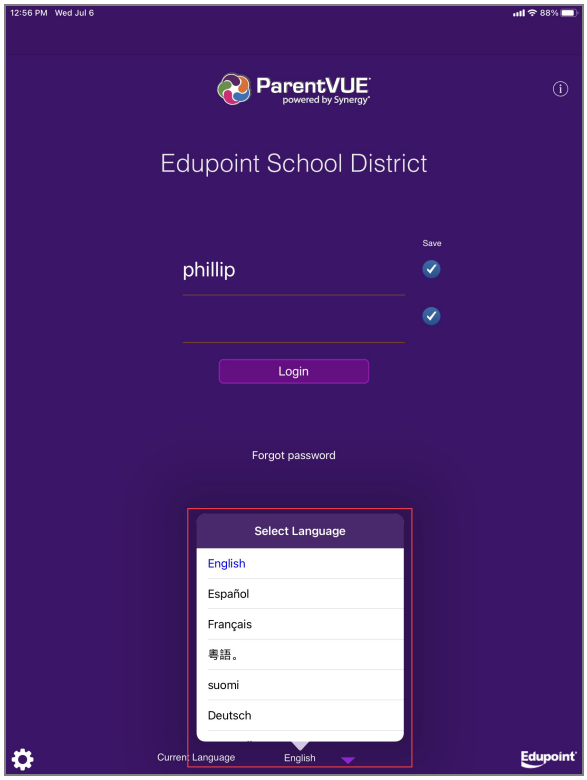
9. Click **Save**.

Changing Screen Display Languages

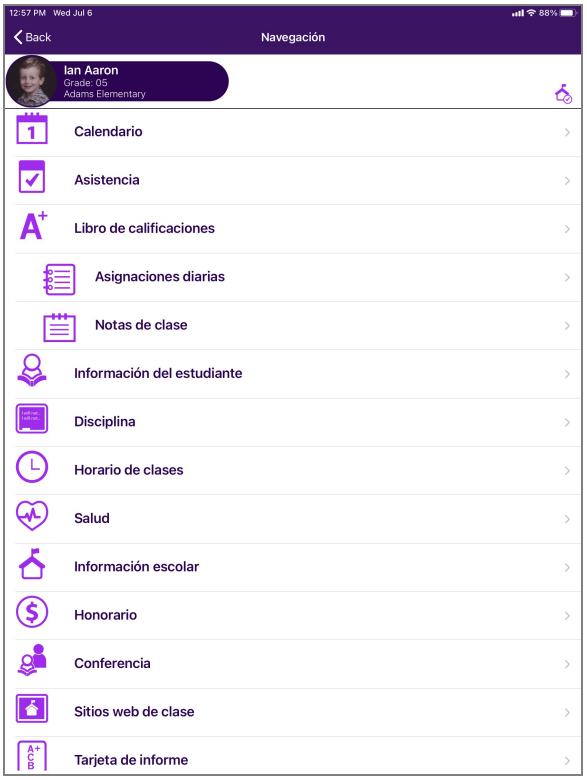
In both the web portal and mobile app, parents and students can change the language that displays on the screen.

> 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.



ParentVUE Login Screen



ParentVue Navigation Screen

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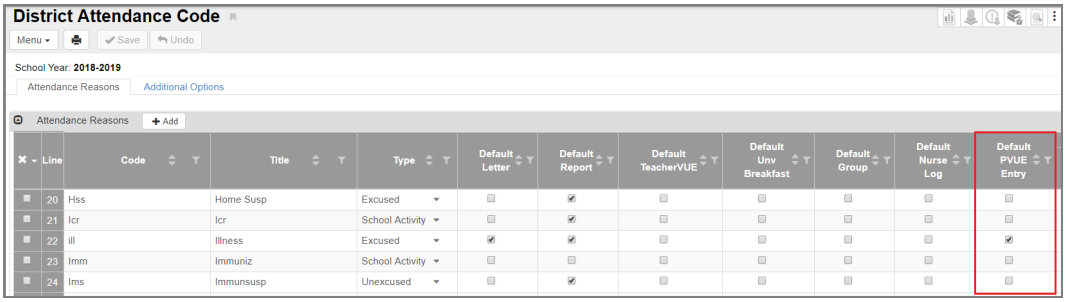
Displaying Report Absence on Home Screen

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**.



District Attendance Code Screen

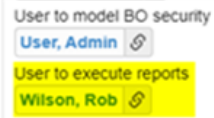
3. Click **Save**.

Absence Report Settings

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. 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.

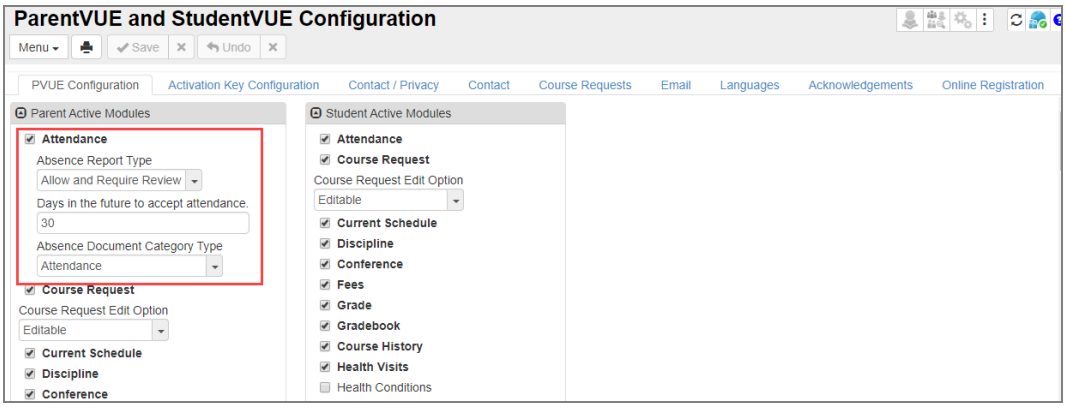
K12.AttendanceInfo.StudentDailyAttendance
K12.AttendanceInfo.StudentAttendancePeriod



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

> Parents can submit absences in advance for the number of days entered, which includes weekends and holidays. For example, if you enter *30*, a parent can submit absences for a student up to 30 days in advance.
>
> Parents can report absences only until the last day of the school.

4. Select an option for **Absence Document Category Type**.



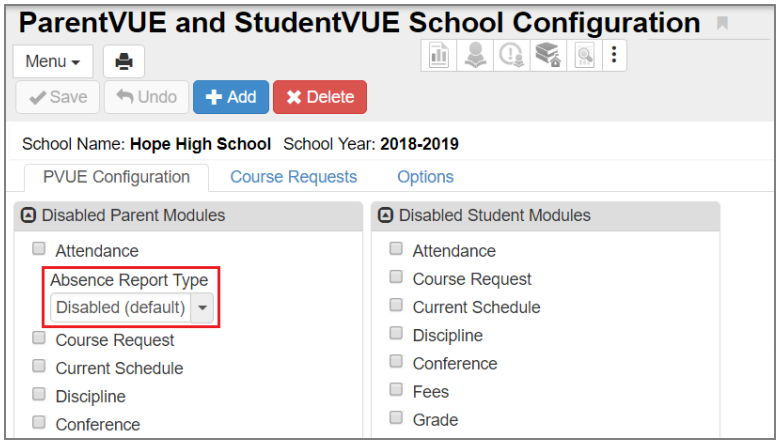
ParentVUE And StudentVUE Configuration Screen

5. Click **Save**.

School Setup

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

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



ParentVUE And StudentVUE School Configuration Screen

3. Click **Save**.

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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.

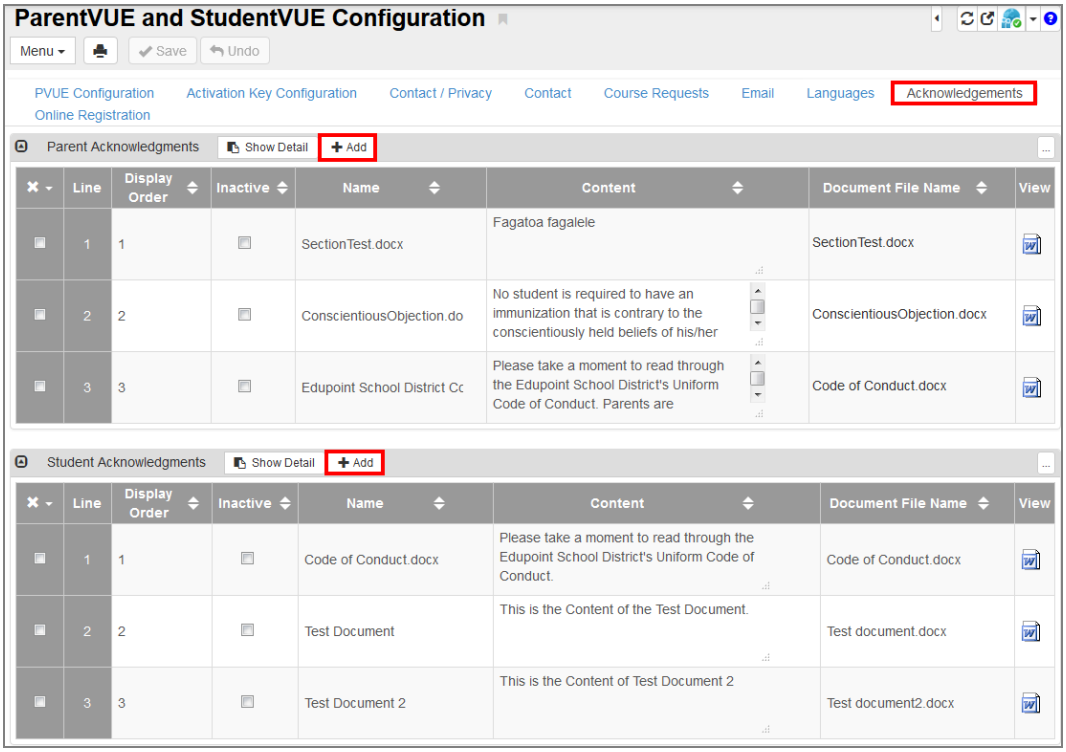
Users must respond to acknowledgment documents every year. The responses display in ParentVUE/StudentVUE and Synergy SIS.

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

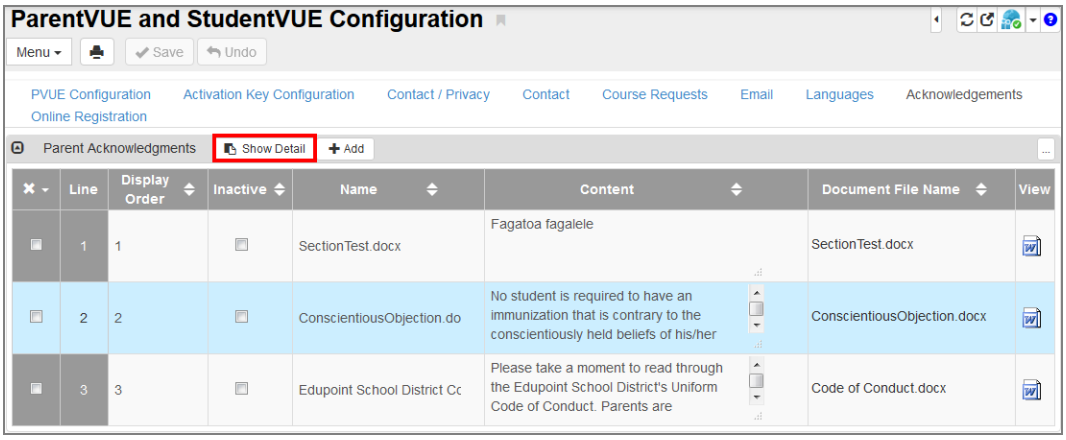
1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Select the **Acknowledgements** tab.
3. Click **Add** in the Parent Acknowledgments section to add a ParentVUE acknowledgment or the Student Acknowledgments section to add a StudentVUE acknowledgment.



ParentVUE And StudentVUE Configuration Screen, Acknowledgments Tab

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

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



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 read-only.
>
> 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 Groups**.
>
> There is no date restriction if the dates are blank.

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.

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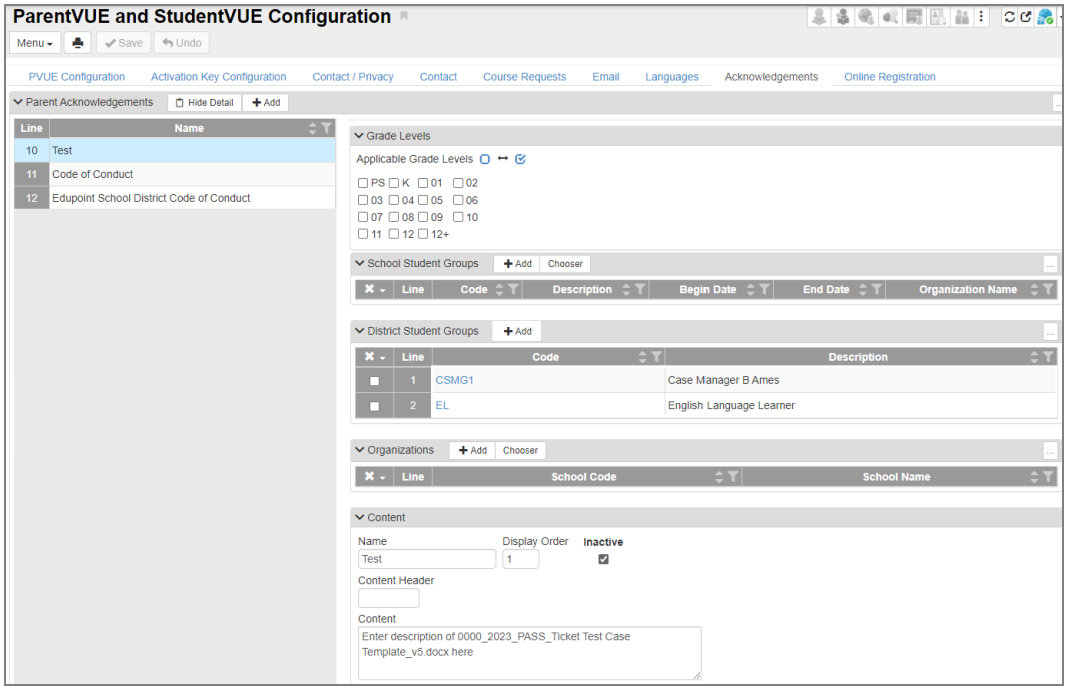
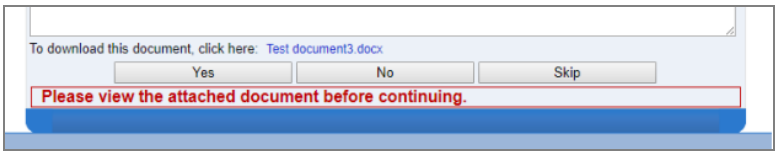
9. Select the Organization the acknowledgment displays for.
    a. Click **Add** in the Organizations section to add a single organization or **Chooser** to add multiple organizations.
    b. Locate an organization to view acknowledgments.
10. Enter the Content information:
    - **Name** – Name of the 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 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.
>
> 
>
>
> *ParentVUE Acknowledgements Screen*

- **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**

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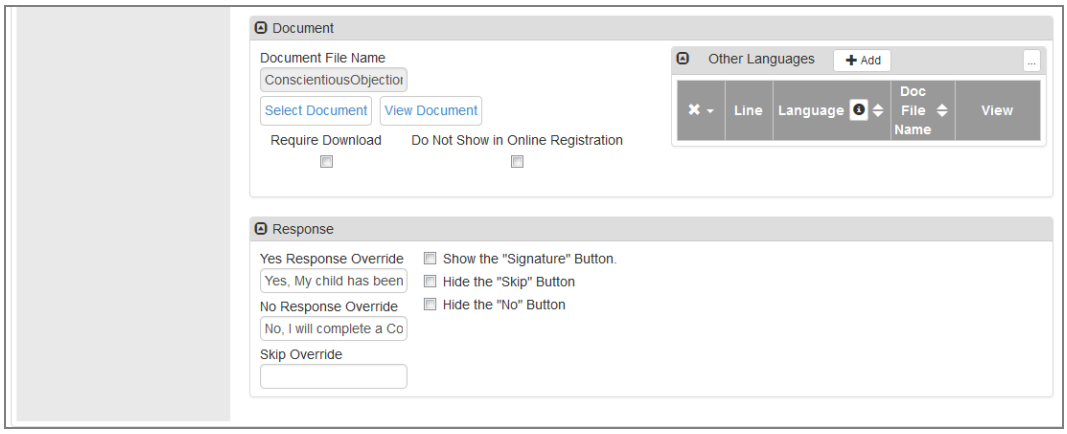
- **Hide the "No" Button** – Users can only respond with **Yes** or **Skip**



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

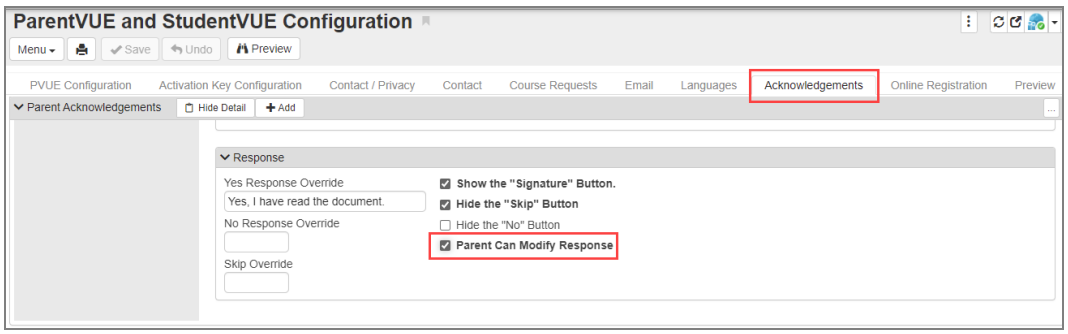
13. Enter the text for **Survey Acknowledgement For "Yes"** in the Daily Survey Questions section.
14. Click **Save**.

Modifying Acknowledgements

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

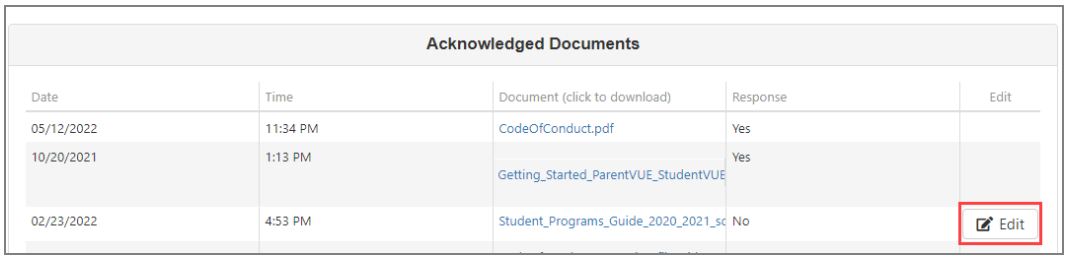
> This functionality is disabled by default.
>
> If **Hide the "No" Button** is selected, you cannot enable a response to be modified.

1. 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.



Parent/StudentVUE Account Information Screen

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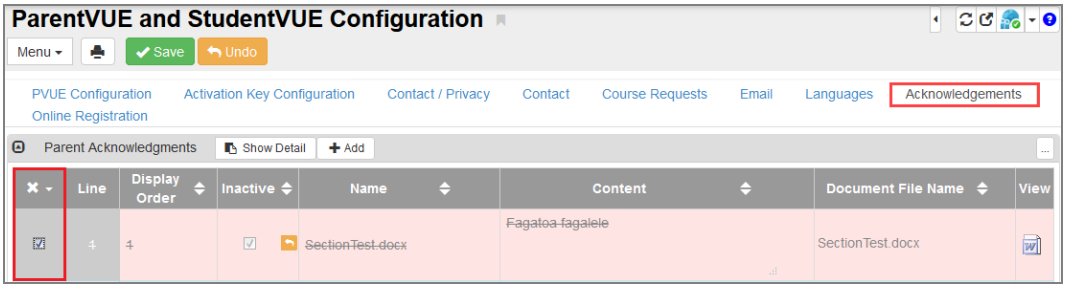
Removing Acknowledgments

1. 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.

ParentVUE And StudentVUE Configuration Screen, Acknowledgements Tab

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



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 using the Security Definition screen.

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

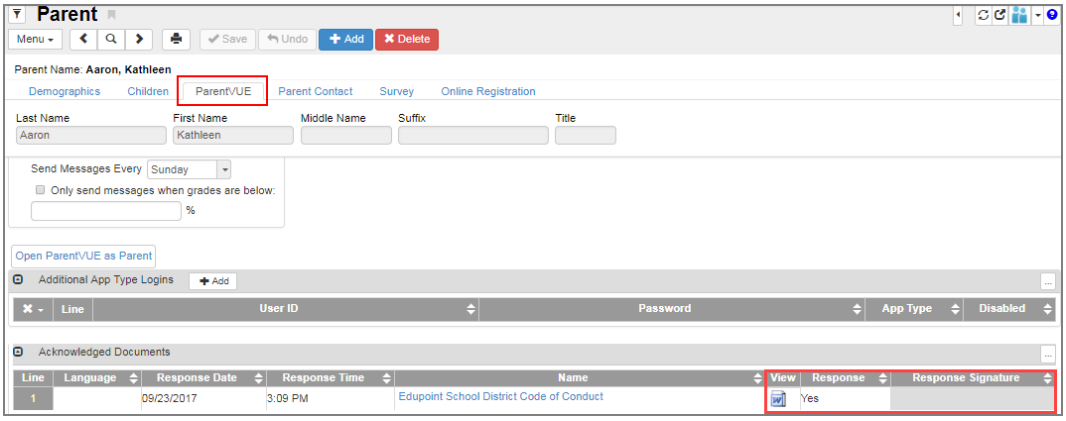
Hiding the Organizations Section

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

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 Screen, ParentVUE Tab

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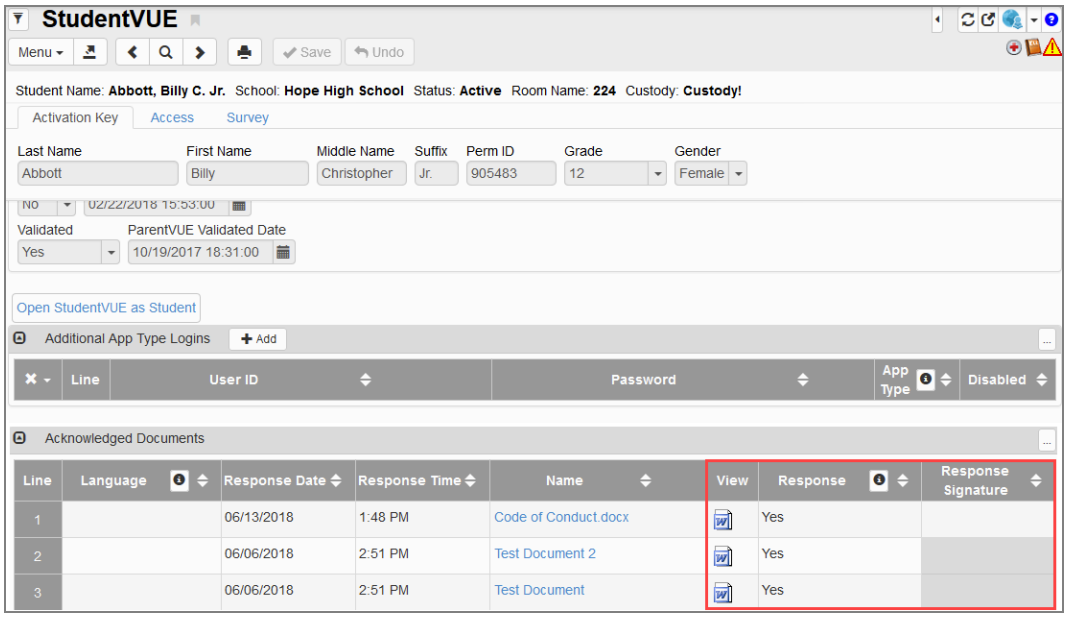
Viewing Student Acknowledged Documents

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.



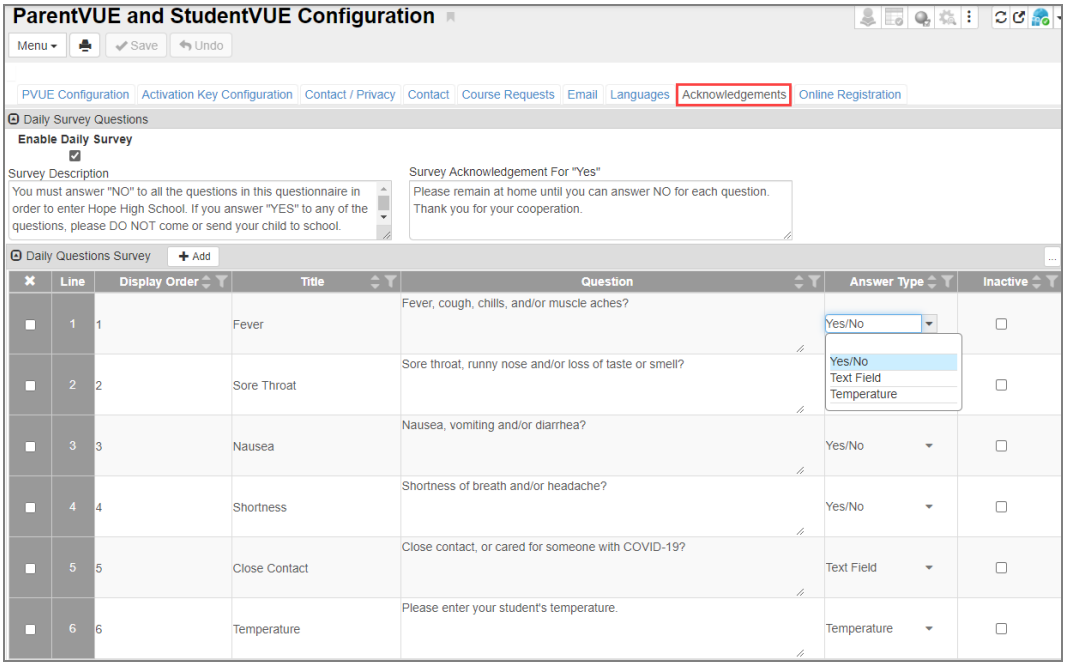
StudentVUE Screen

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.
>
> You cannot delete the question if parents have already filled in the survey.



ParentVUE And StudentVUE Configuration Screen, Acknowledgments Tab

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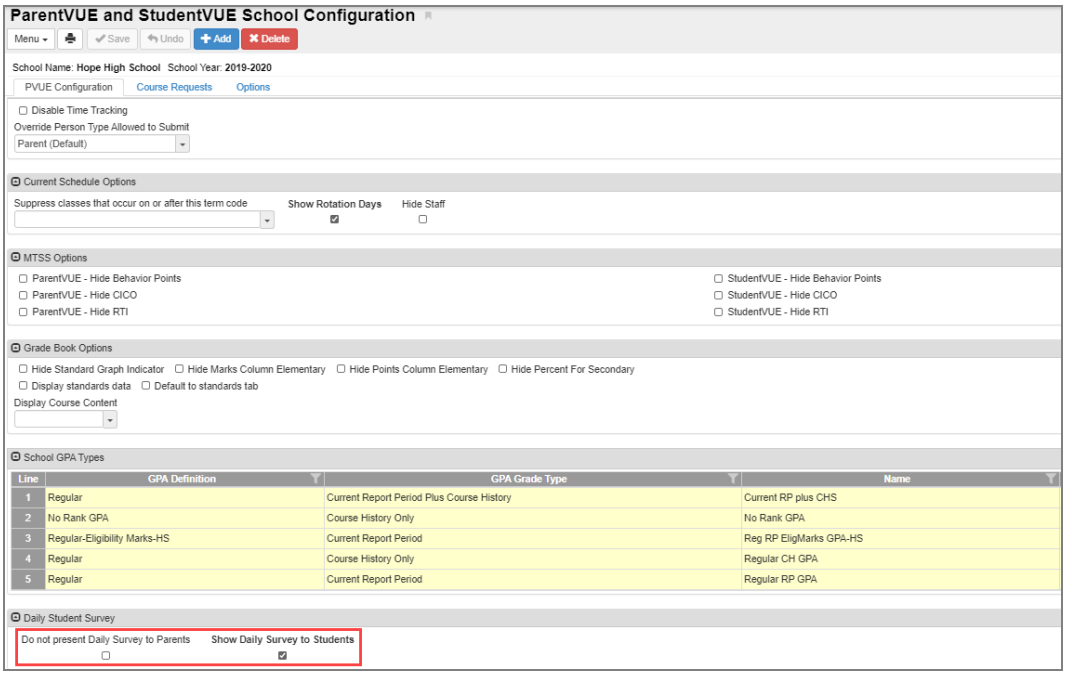
ParentVUE and StudentVUE School Configuration Setup

1. 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

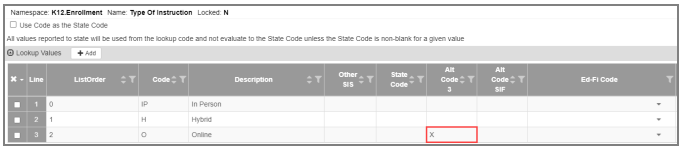


ParentVUE And StudentVUE School Configuration Screen

The Student Daily Survey displays based on the following conditions:

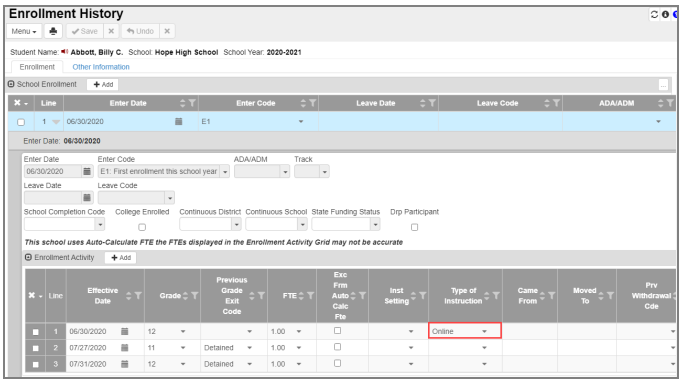
- It must be a valid school day.
- The student was not reported absent by a parent or entered absent in Synergy SIS.
- The student is not enrolled for online classes.

  If the student is enrolled for online classes, a non-blank value in **Alt Code 3** must be added in the Type Of Instruction **(K12.Enrollment > Type Of Instruction)** lookup table.



Type Of Instruction Lookup Table

If the student is enrolled for online classes, you must select *Online* for **Type of Instruction** in the School Enrollment detail on the Enrollment History screen (this opens when you click the **School** link in the Enrollment History section on the **Enrollment History** tab of the Student screen).



Enrollment History Screen

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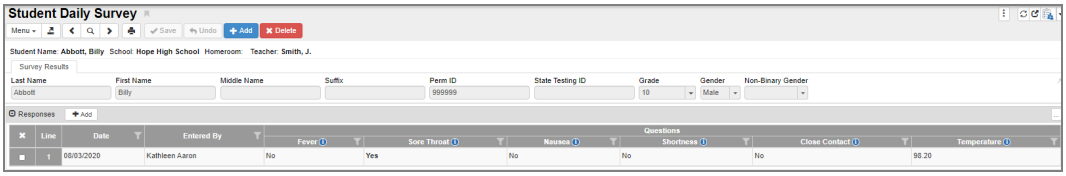
Viewing Student Daily Survey

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**.

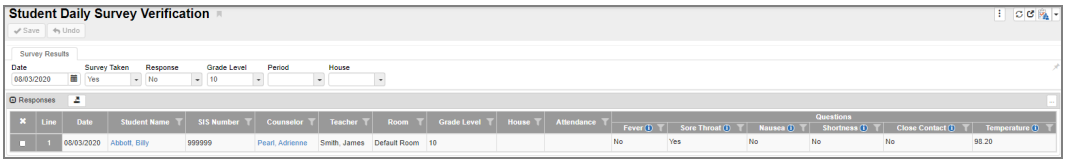


Student Daily Survey Screen

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 Screen

Translating Daily Survey Screens in ParentVUE/StudentVUE

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

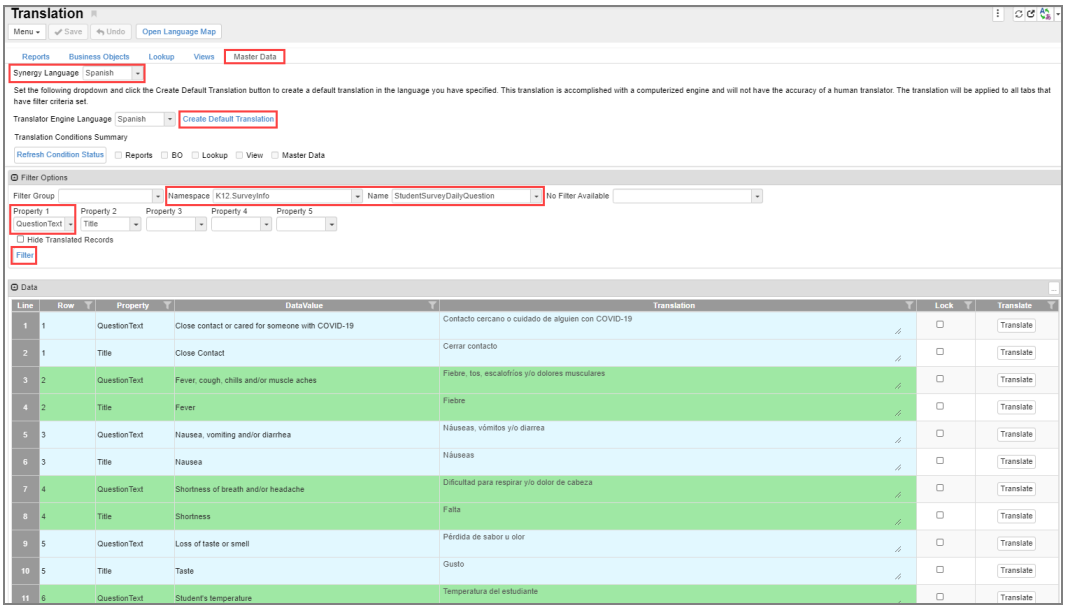
1. Navigate to **Synergy SIS > System > Setup > Translation**.
2. Select the **Master Data** tab.
   a. Select the language for translation in **Synergy Language**.
   b. Select *K12.SurveyInfo* for **Namespace**.
   c. Select *StudentSurveyDailyQuestion* for **Name**.

d. Select *Question Text* for **Property 1**.

e. Select *Title* for **Property 2**.

f. Click **Filter**.

g. Click **Create Default Translation**.



Translation Screen, Master Data Tab

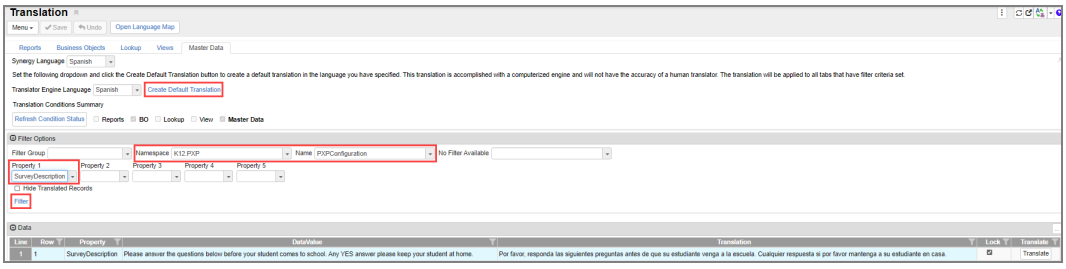
h. Select *K12.PXP* in **Namespace**.

i. Select *PXPConfiguration* in **Name**.

j. Select *SurveyDescription* in **Property1**.

k. Click **Filter**.

l. Click **Create Default Translation**.



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**.

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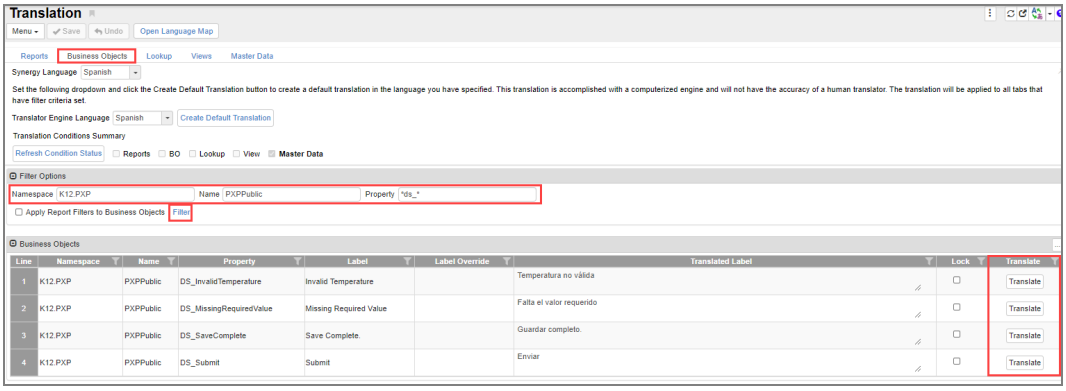
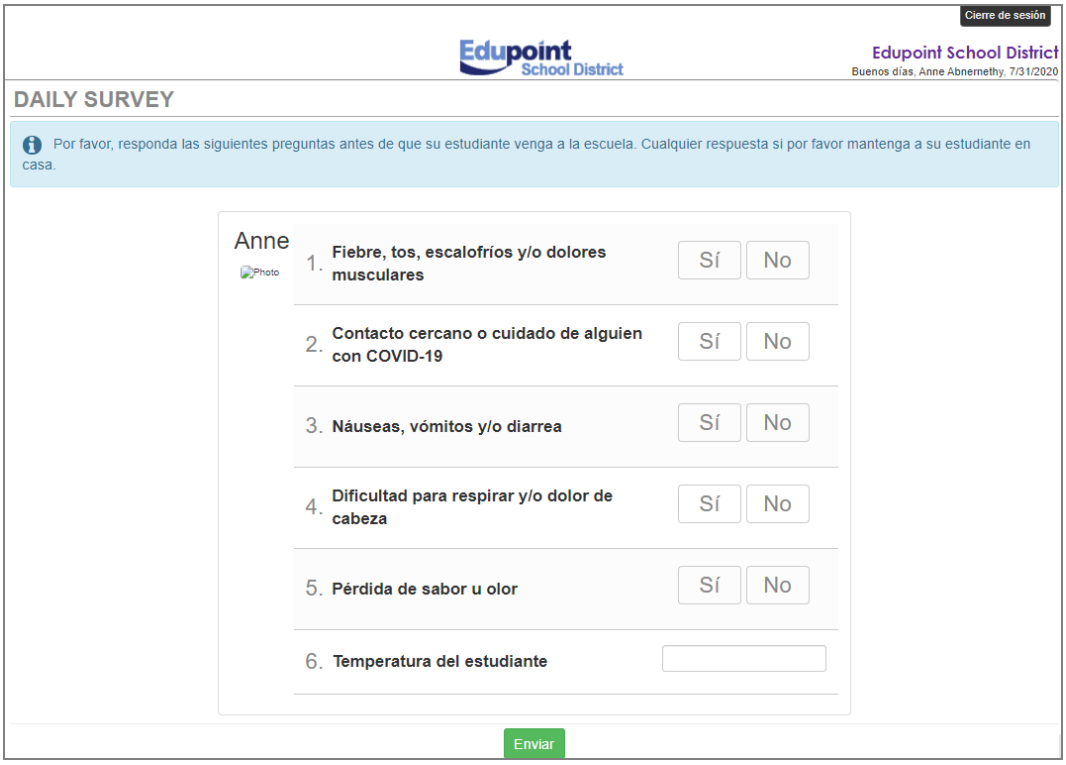
- Click **Translate** in the Business Objects section to translate the four fields.



Translation Screen, Business Objects Tab



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.

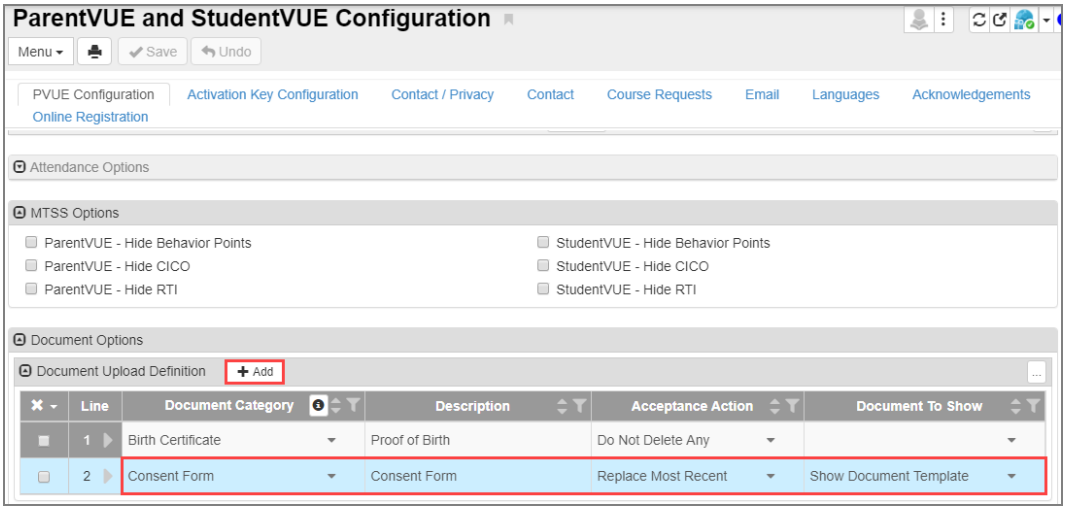
Adding Document Upload Definitions

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

1. 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 Configuration Screen

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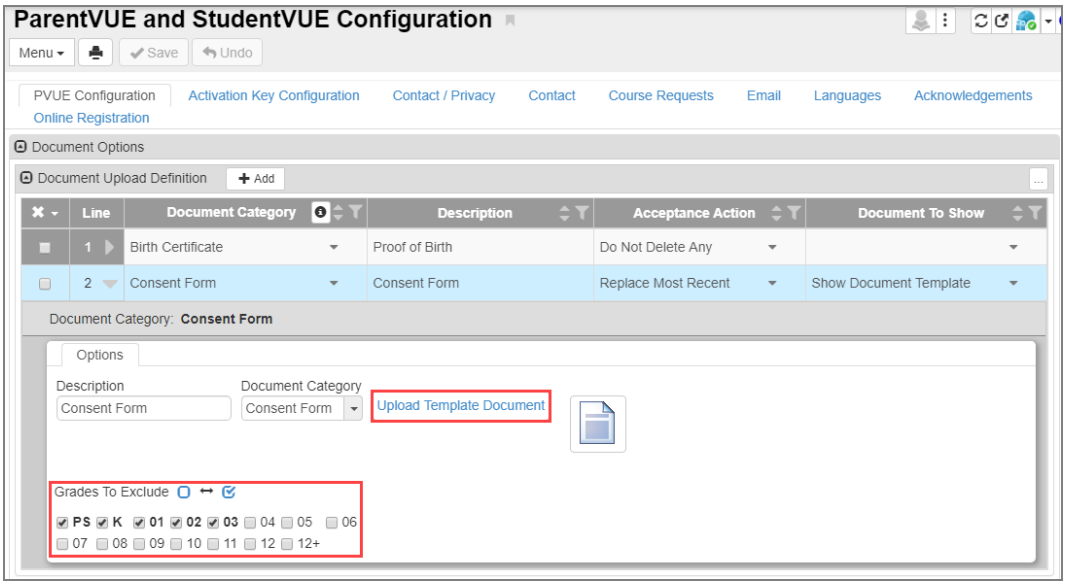
7. Click in **Line** to open the Document Category detail.
8. Click **Upload Template Document** to attach a document to be used as a template.
9. Select the **Grades To Exclude**. The document is not included in the selected grades.
10. Click **Save**.



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.

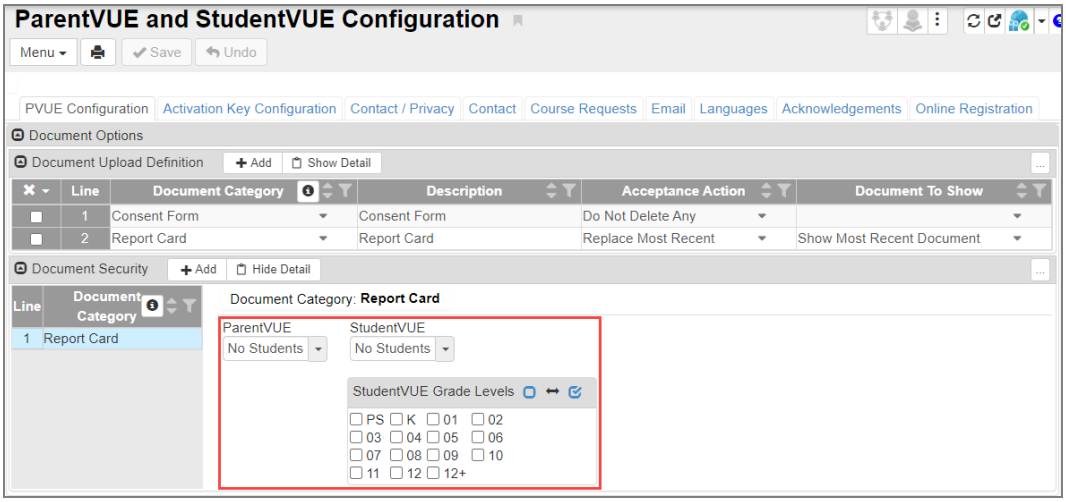
For translating the Upload Documents section in ParentVUE, enter *K12.PXP* in **Namespace** on the Translation screen (**Synergy SIS > System > Setup > Translation**) when doing the translation.

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.

1. 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 And StudentVUE Configuration Screen

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ParentVUE and StudentVUE School Configuration Screen

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

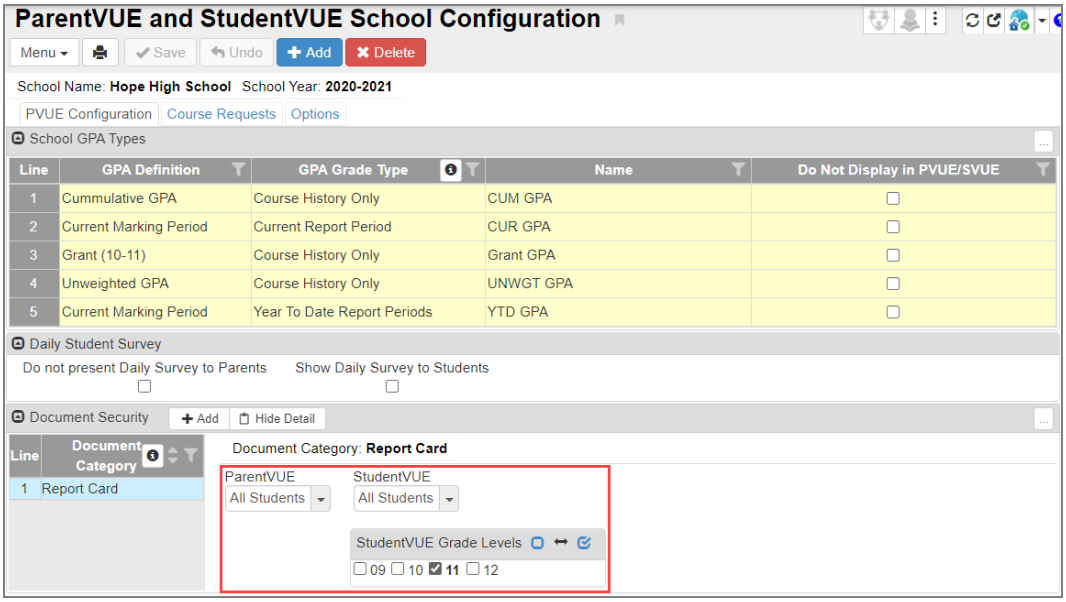
The school level Document Security section on the ParentVUE and StudentVUE School Configuration screen is identical to the district level Document Security section on the ParentVUE and StudentVUE Configuration screen.

The Grade Levels reflect grades offered at the school.

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

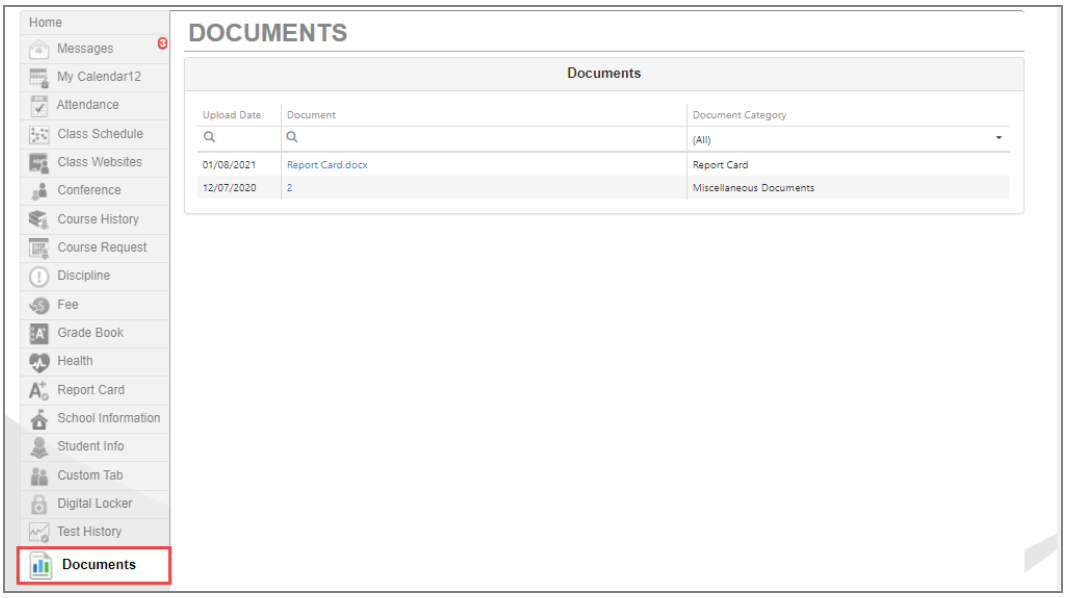
The selections in **ParentVUE**, **StudentVUE**, and **StudentVUE Grade Levels** at the school level on the ParentVUE and StudentVUE School Configuration screen override these field selections at the district level on the ParentVUE and StudentVUE Configuration screen.

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 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.



ParentVUE Documents Screen

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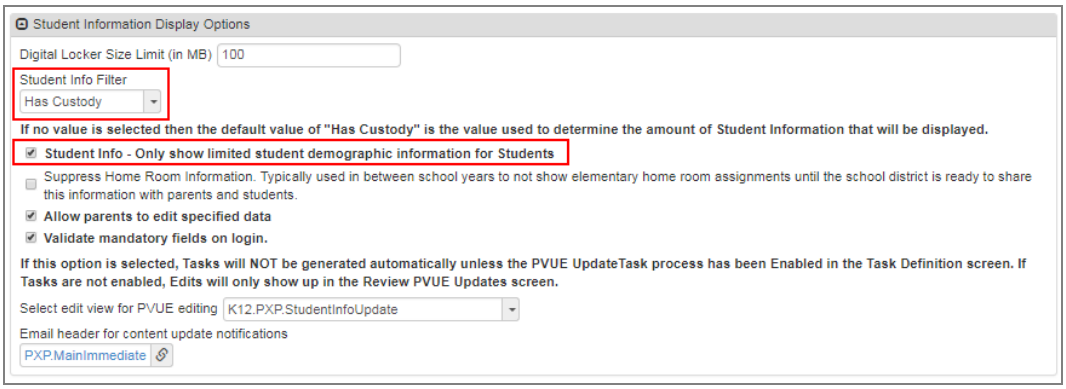
Displaying Attached Documents

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.

1. 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 Displaying Modules 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.

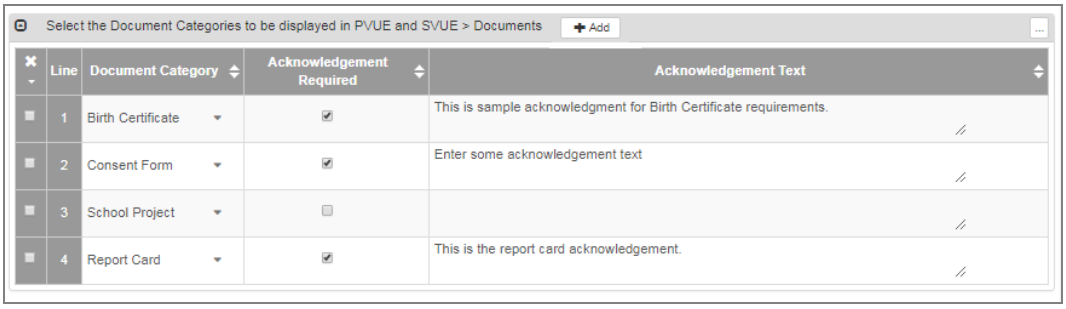


ParentVUE And StudentVUE School Configuration Screen

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**.



ParentVUE And StudentVUE Configuration Screen

5. Click **Save**.

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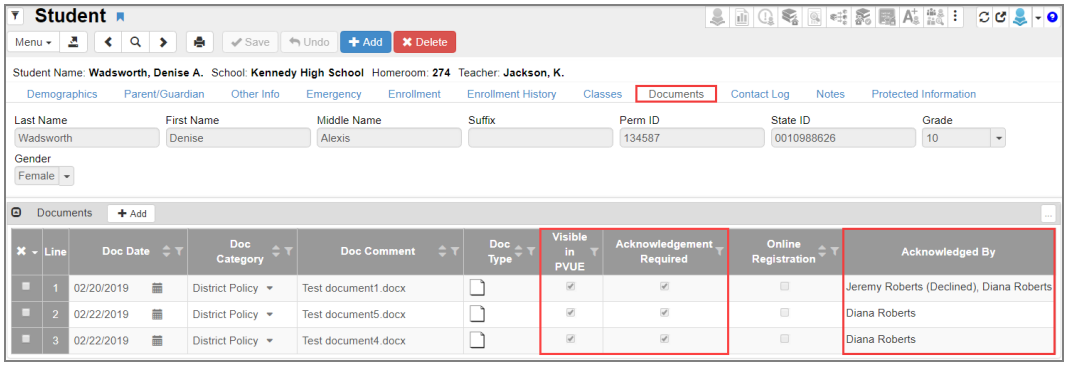
Viewing Attached Documents

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.

> See the *Synergy SIS – Security Administrator Guide* for more information on setting Document Categories.

    - 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.



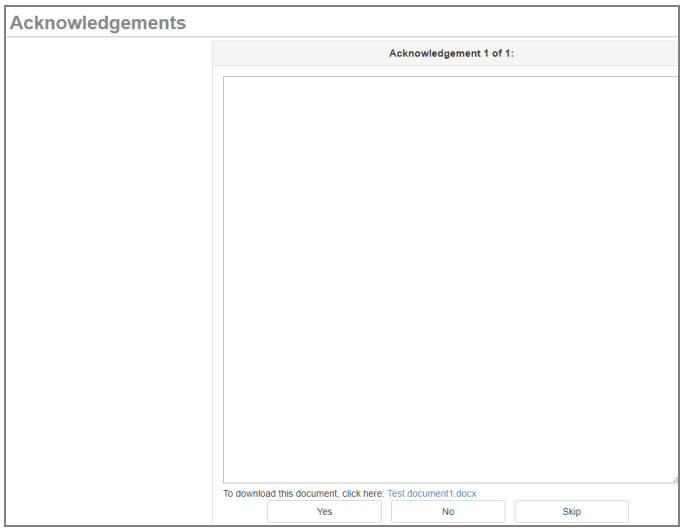
Student Screen, Documents Tab

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**.



ParentVUE Acknowledgements Screen

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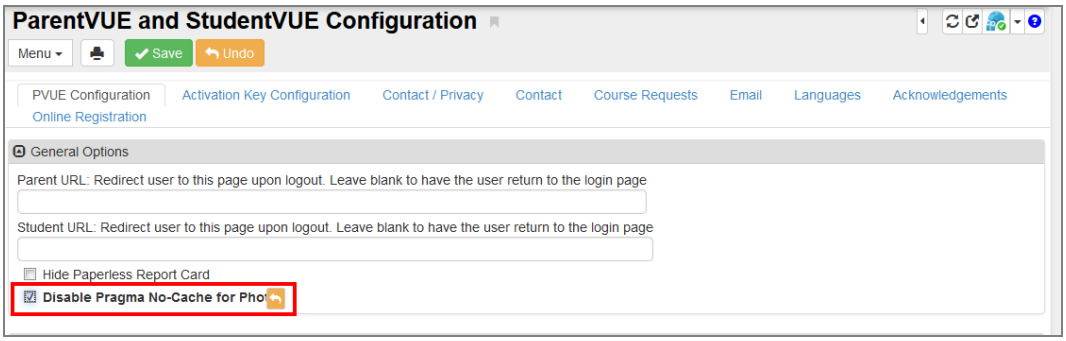
Disabling Pragma No-Cache

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.

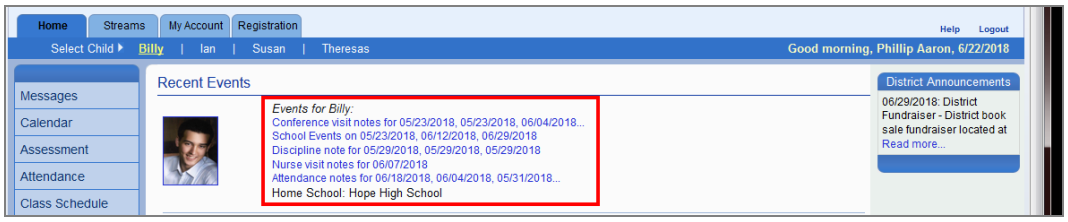


ParentVUE And StudentVUE Configuration Screen

3. Click **Save**.

Configuring Recent Events

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

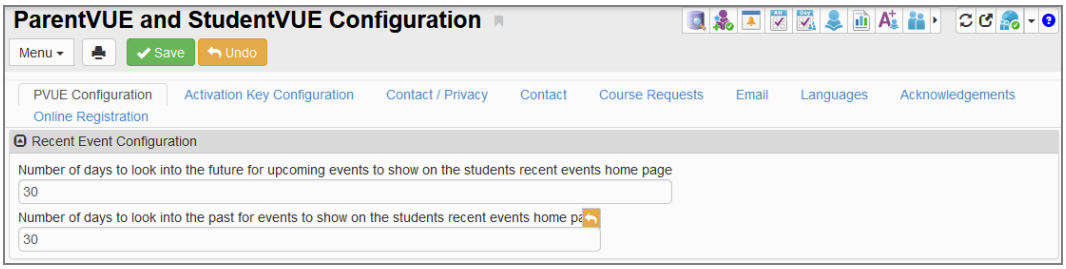


ParentVUE 1.0 Home Screen

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

4. Click **Save**.

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Displaying Links to Mobile Applications

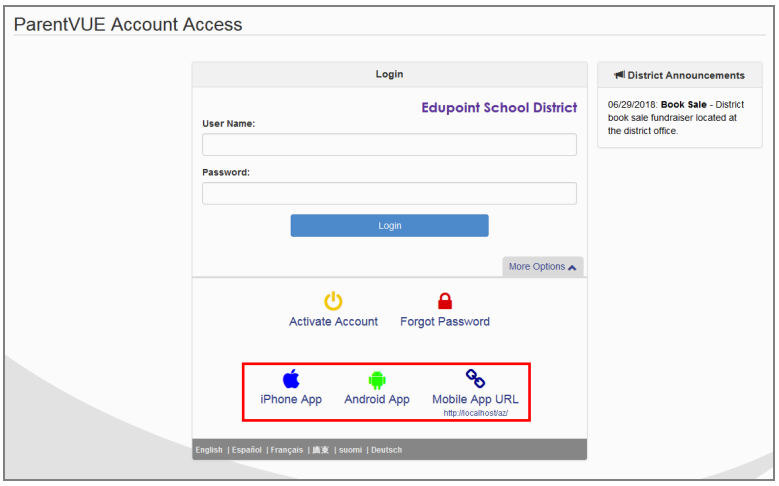
The ParentVUE and StudentVUE mobile applications are free applications for the parents and students of districts using the ParentVUE and StudentVUE web portals. The mobile applications work with Synergy SIS in the same way as the web portals.

- 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.

ParentVUE And StudentVUE 1.0 Account Access Login Screen

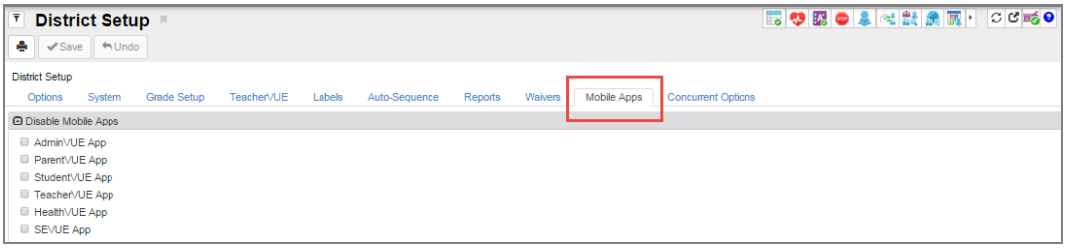


ParentVUE And StudentVUE 2.0 Account Access Login Screen

- 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.

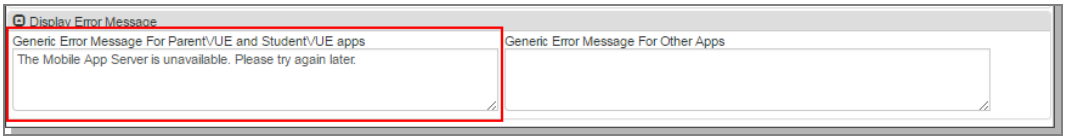


District Setup Screen, Mobile Apps Tab

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

4. Click **Save**.

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Chapter 5: Student Information

Setting Digital Locker Size 197
Displaying Grades 198
Configuring Course Information 202
Enabling Fee Options 223
Selecting Attendance Definition 228
Setting Up Time Tracking 229
Enabling Push Notifications 233

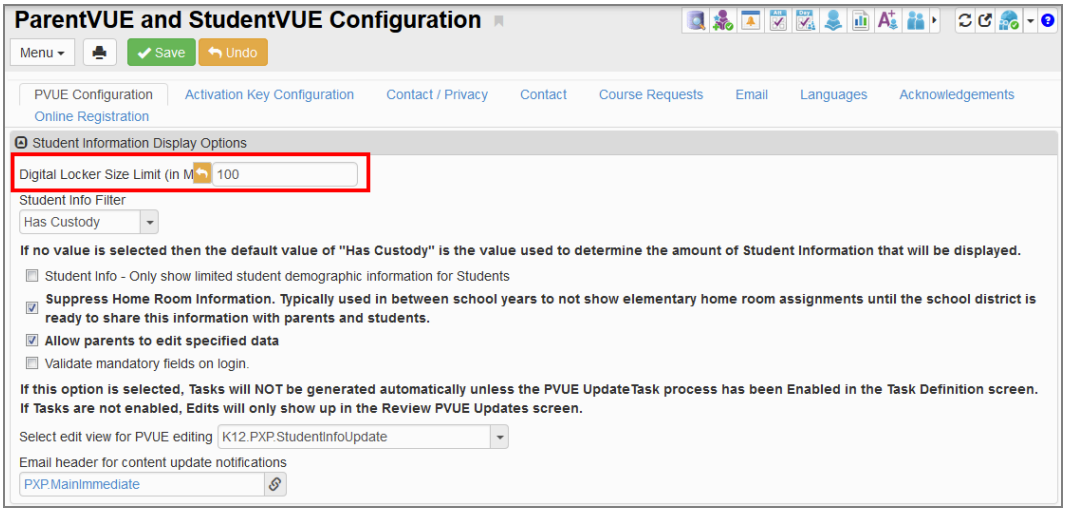
Setting Digital Locker Size

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 Screen

3. Click **Save**.

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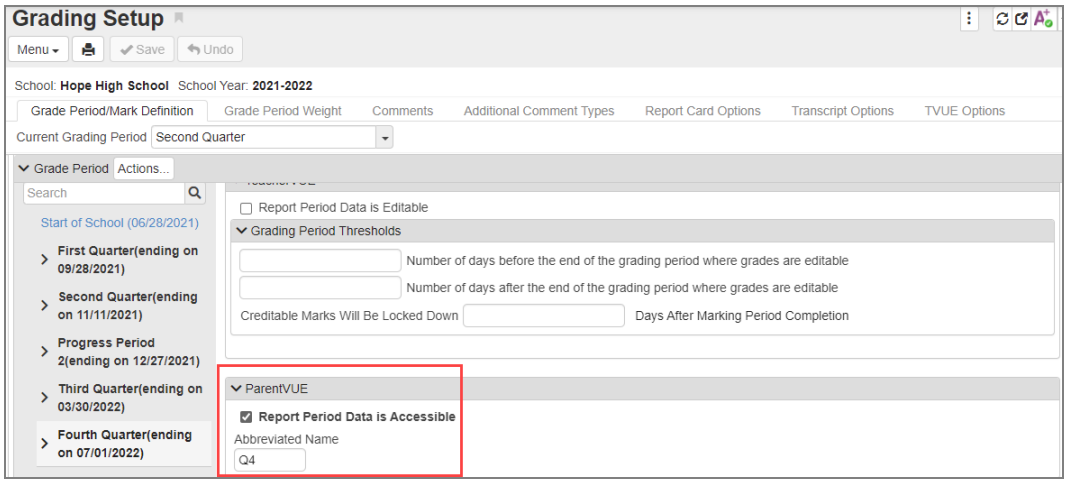
Displaying Grades

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

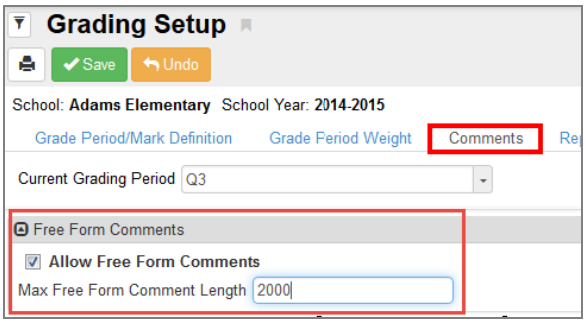
Activating Grading Periods

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**.



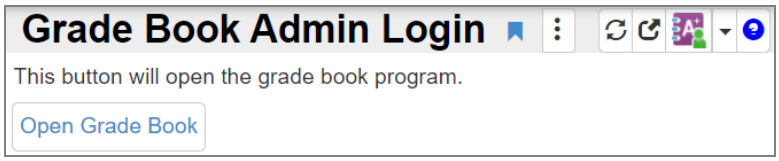
Grading Setup Screen

> Comments display in the ParentVUE and StudentVUE portals if you select **Allow Free Form Comments** on the **Comments** tab.
>
> 
>
>
> *Grading Setup Screen, Comments Tab*

6. Repeat for all grading periods.

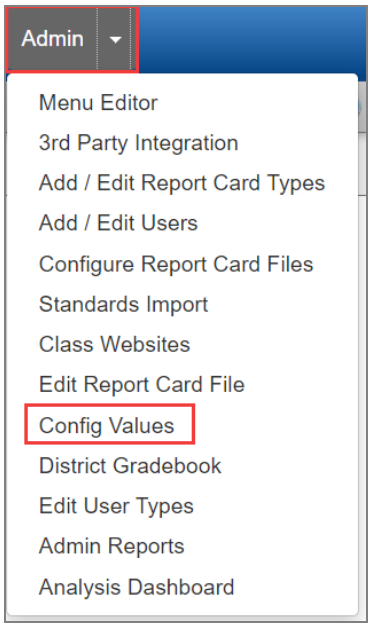
Allowing Letter Grades to Show with Points

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



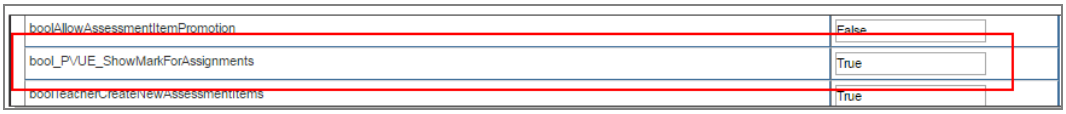
Grade Book Admin Login Screen

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



TeacherVUE Screen

4. Set **bool_PVUE_ShowMarkForAssignments** to *True*.



Global Config Values Screen

5. Click **Update**.

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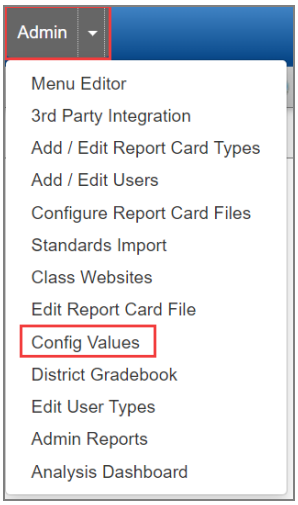
Displaying Interpretation Scale Marks with Assignment Score

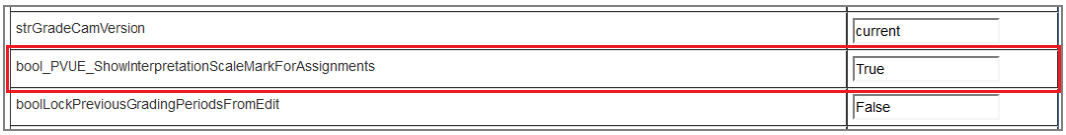
You can display the score earned on an assignment in StudentVUE. You can also display the interpreted score in parentheses pulled from the Interpretation Scale used by the teacher.

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

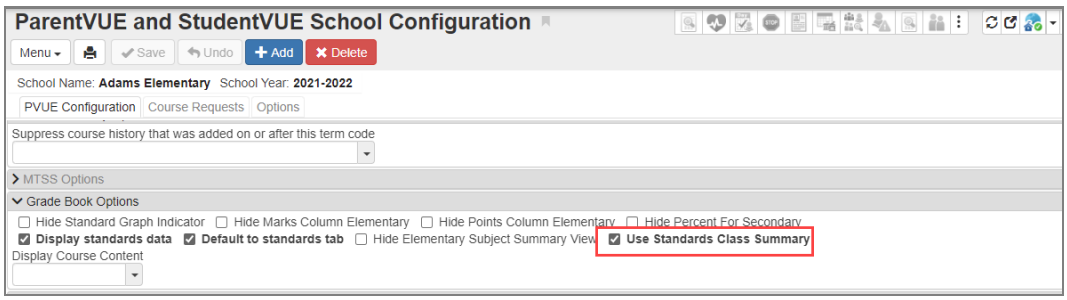
4. Set **bool_PVUE_ShowInterpretationScaleMarkForAssignments** to *True*.



Global Config Values Screen

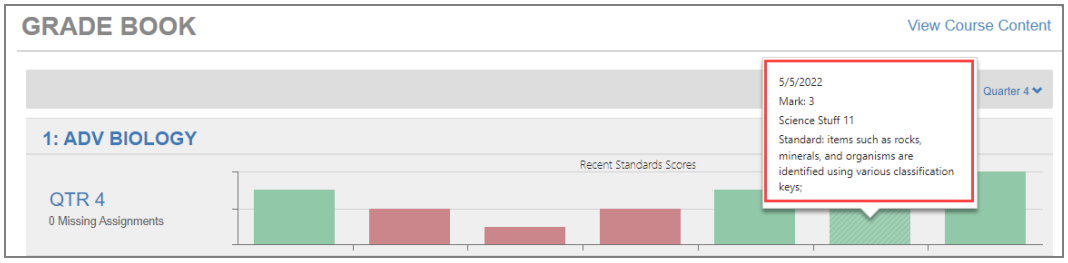
Displaying Standards Summary

1. 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.



Parent And StudentVUE Grade Book Screen

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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.

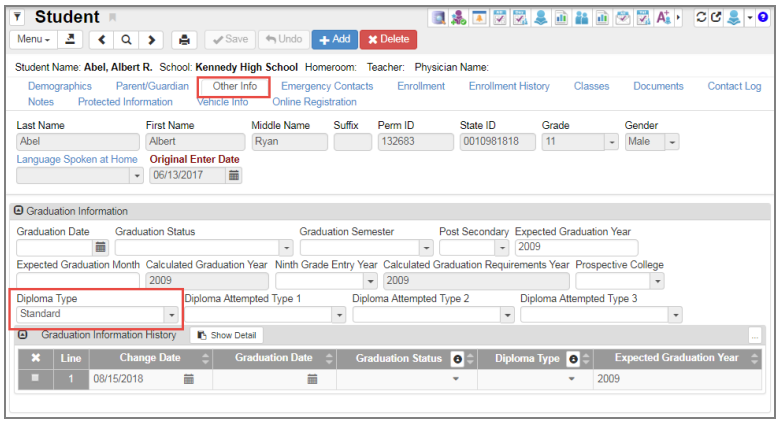
3. Select an option for **Select the Graduation Definition to Show in ParentVUE** to display the same graduation requirements for ALL students.
4. Select the additional options to display in ParentVUE/ StudentVUE, if necessary.
   - **Show GPAs** – Select to display GPA definitions.

> 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.

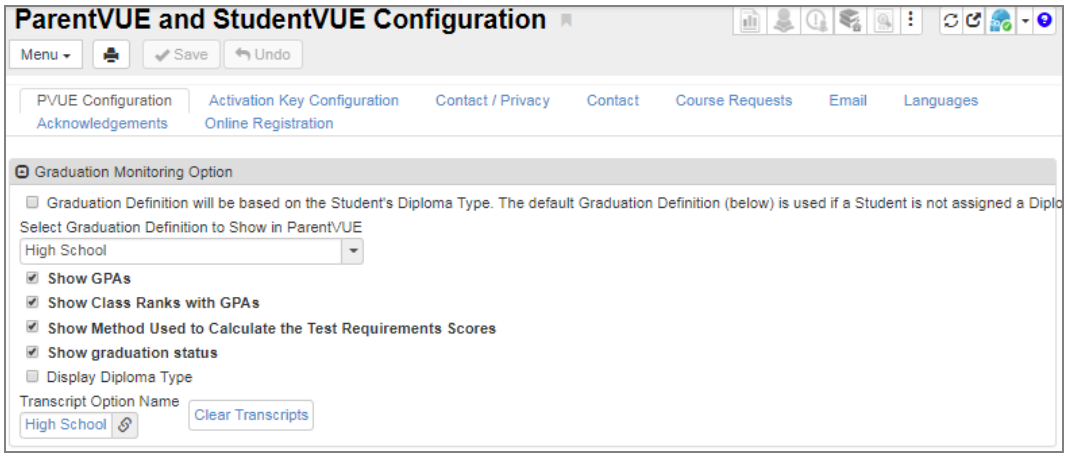
   - **Show Class Ranks with GPAs** – Select to show class ranks.
   - **Show Method Used to Calculate the Test Requirements Scores** – Select to display how test scores calculate.

- **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 Screen, Other Info Tab



ParentVUE And StudentVUE Configuration Screen

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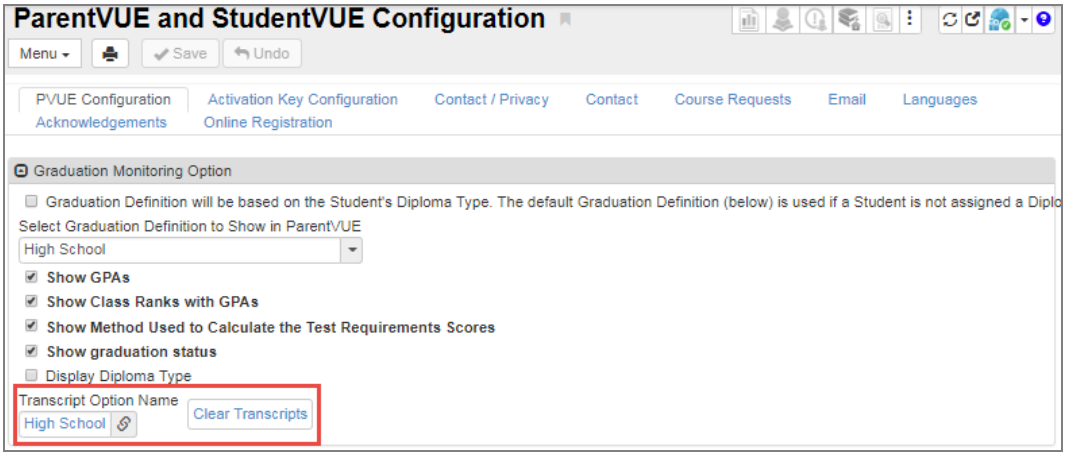
- **Transcript Option Name** – Allows parents and students to print unofficial transcripts

> 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.

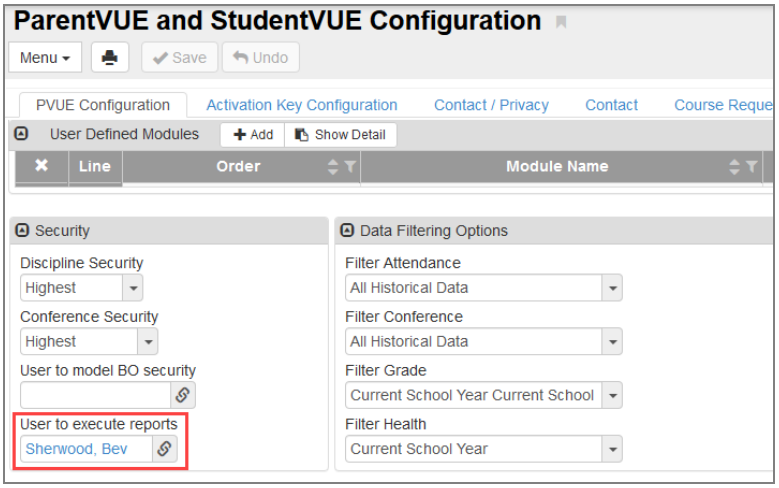
> The transcript attached to ParentVUE is created with an option on the STU204 - Student Transcript screen. See the *Synergy SIS – Course History Administrator Guide* for more information.

a. Select the **Transcript Option Name**.



ParentVUE And StudentVUE Configuration Screen

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



ParentVUE And StudentVUE Configuration Screen

5. Click **Save**.

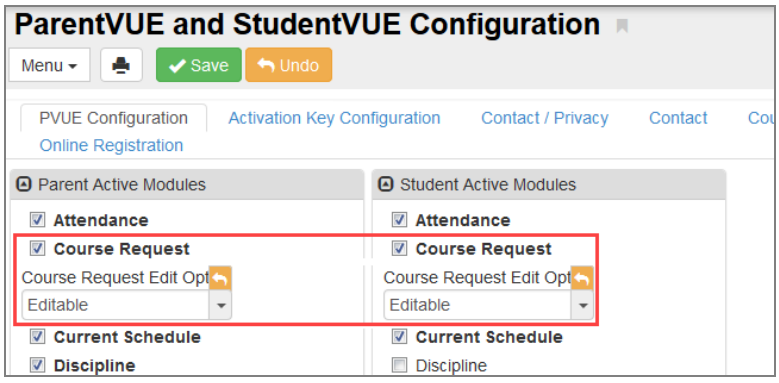
Configuring Course Requests

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 StudentVUE Configuration Screen

4. Click **Save**.

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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.

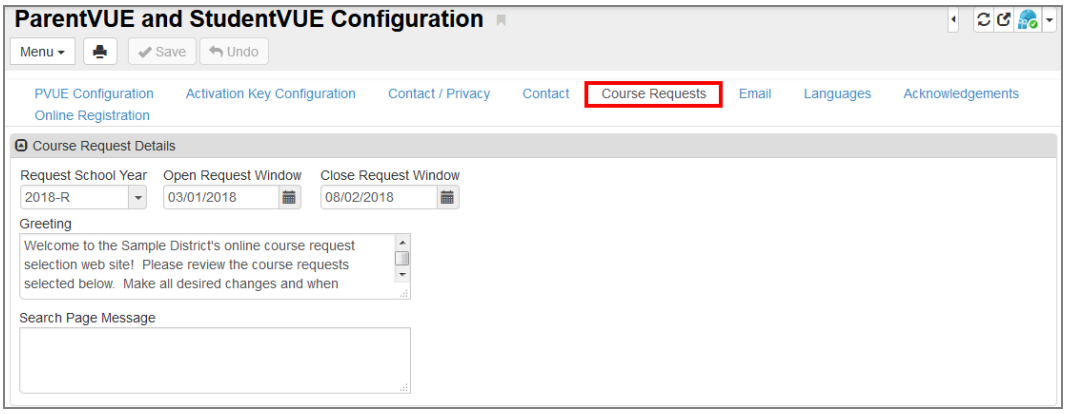
> Set the district level settings first, then the school if the school has a different configuration than the district. You must define the window to make course requests each time they are used.

1. 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 Sample Messages for more information.
     >
     > You can use standard HTML code for additional formatting options.



ParentVUE And StudentVUE Configuration Screen, Course Requests Tab

6. Click **Save**.

Setting School Course Request Details

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

1. 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.

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

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

     See Sample Messages 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

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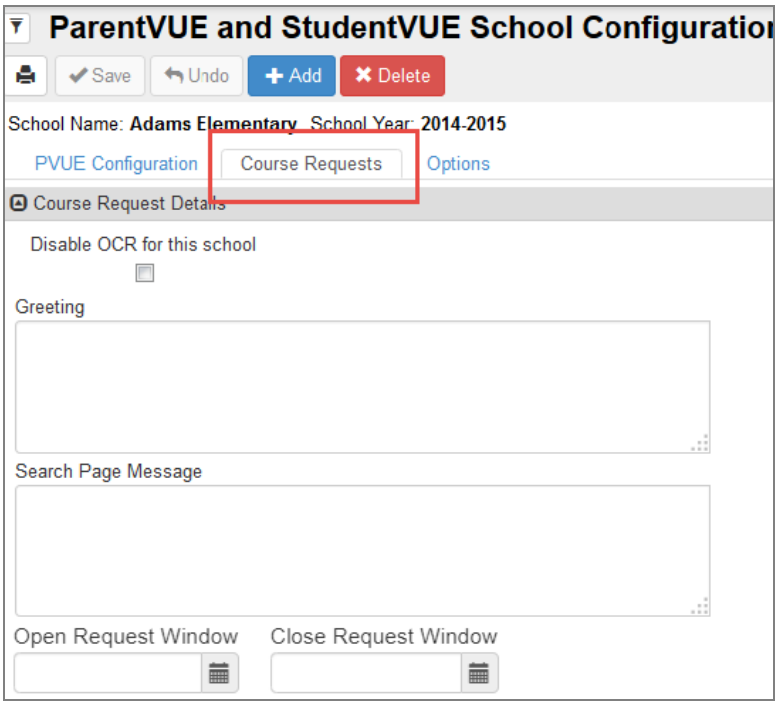
5. Click **Save**.



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**.

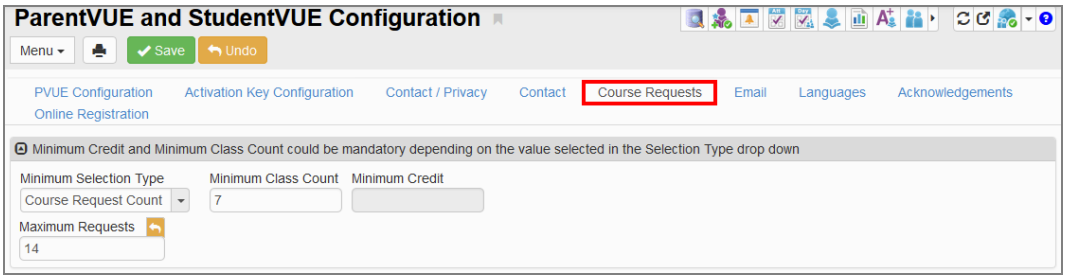
   Verify the focus is set to the correct school if setting the school options.

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 Additional Options for more information.
>
> See Course Specific Options 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 Minimum Credit and Minimum Class Count Options.

- 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 Additional Options if you select Course Credit.

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

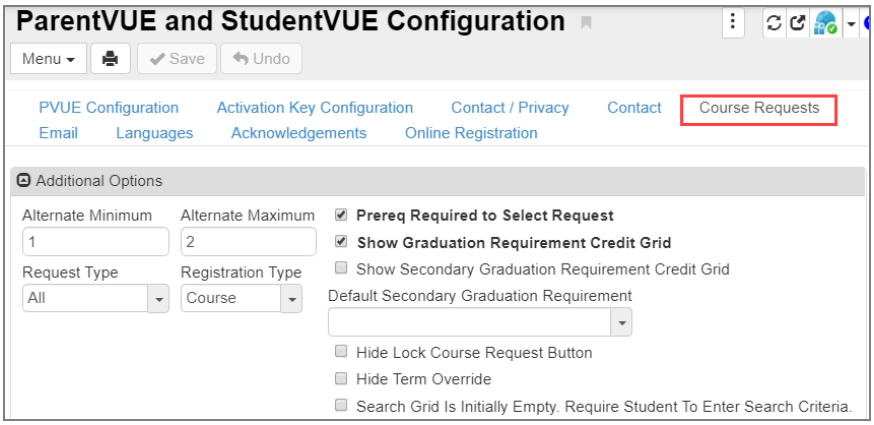
    Verify the focus is set to the correct school if setting school options.

2. Select the **Course Requests** tab.
3. 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**.

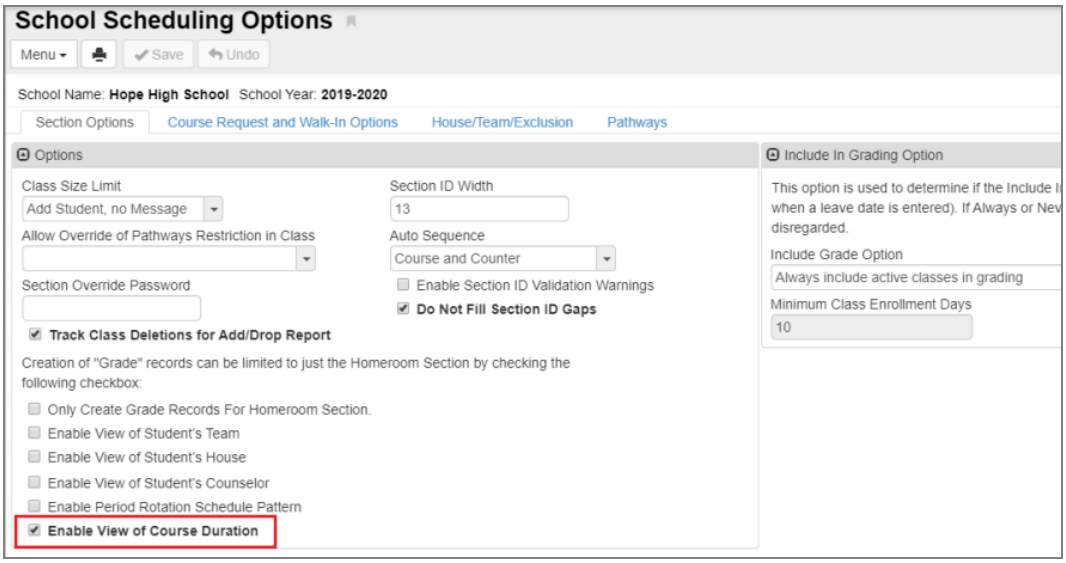


ParentVUE And StudentVUE Configuration Screen, Course Requests Tab

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 OptionsScreen

4. Click **Save**.

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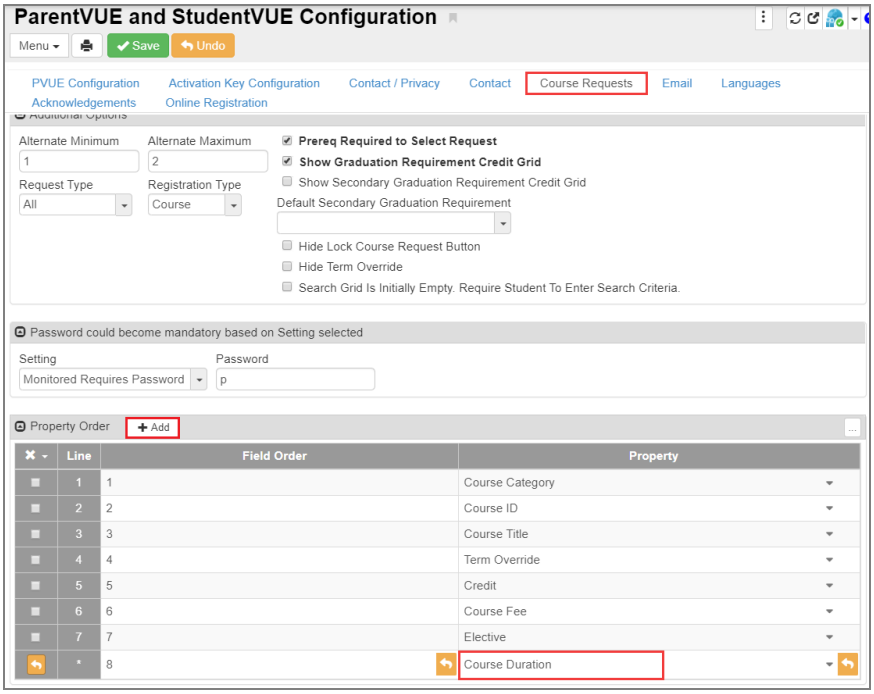
Course Duration Column Setup for ParentVUE and StudentVUE

1. 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**.



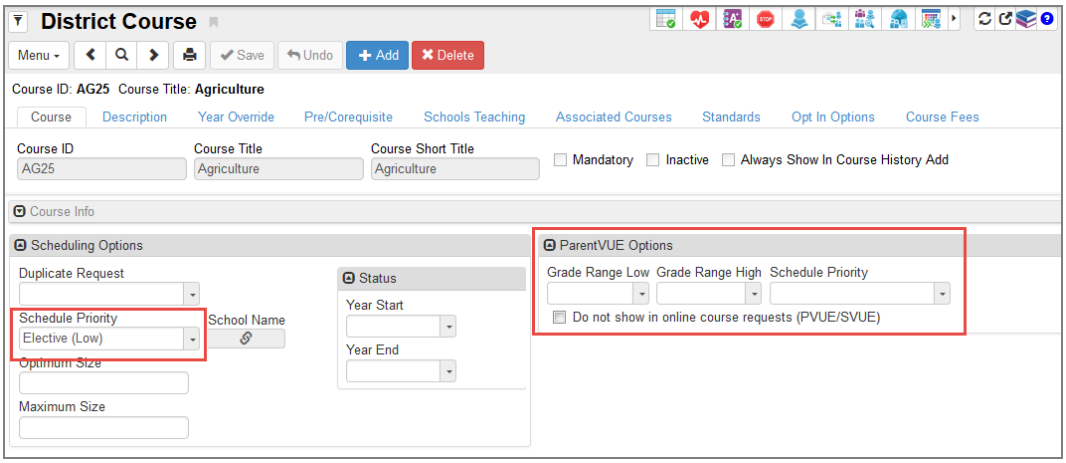
ParentVUE And StudentVUE Configuration Screen, Course Requests Tab

5. Click **Save**.

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.
6. Select **Do not show in online course requests (PVUE/SVUE)** to hide the course if necessary.



District Course Screen

7. Click **Save**.

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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.

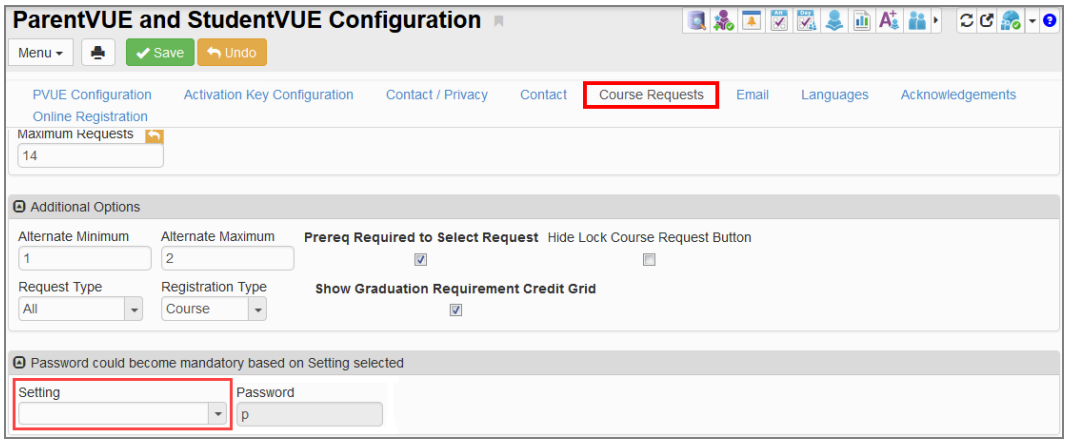
This allows the monitor to override prerequisites. The course displays that the prerequisite is not required if a parent or student selects a course in which the prerequisite is not met, but the monitor enters the password to lock in the selections.

> See Lock/Unlock Course Requests 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.

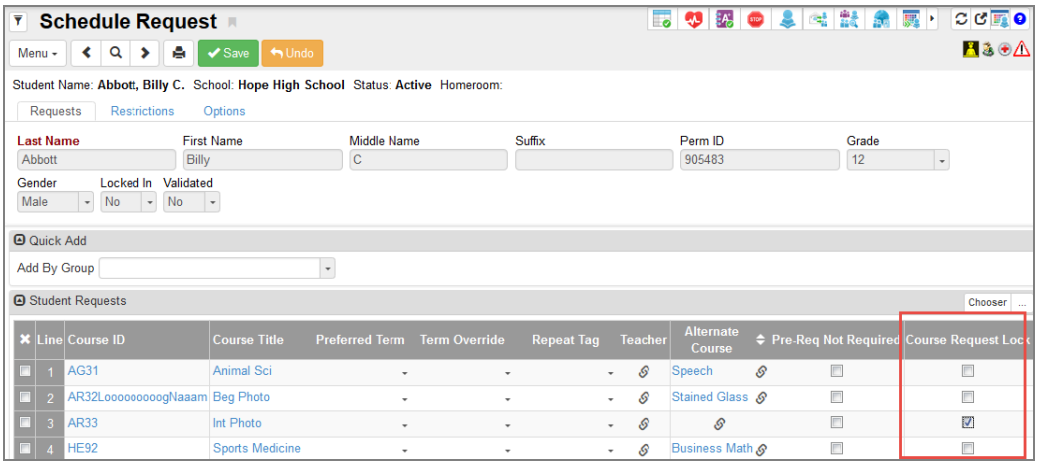


ParentVUE And StudentVUE Configuration Screen, Course Requests Tab

4. Click **Save**.

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.

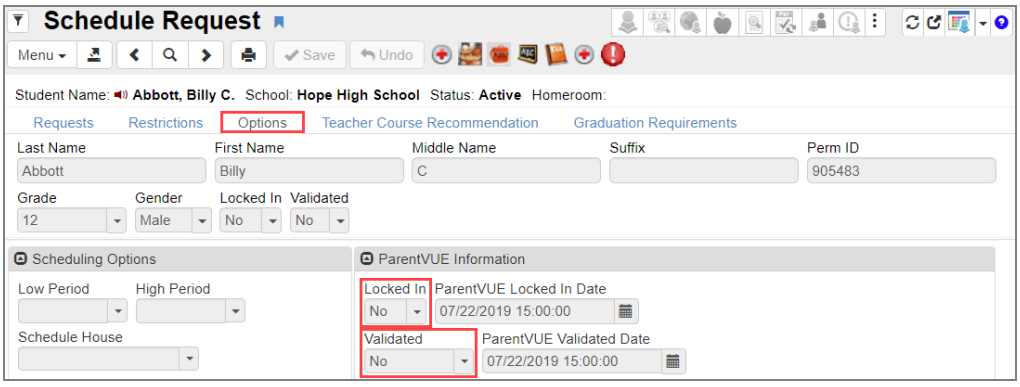


Schedule Request Screen

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.



Schedule Request Screen, Options Tab

5. Click **Save**.

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Property Order

Change the order the columns display and sort to customize the course list and course search screen.

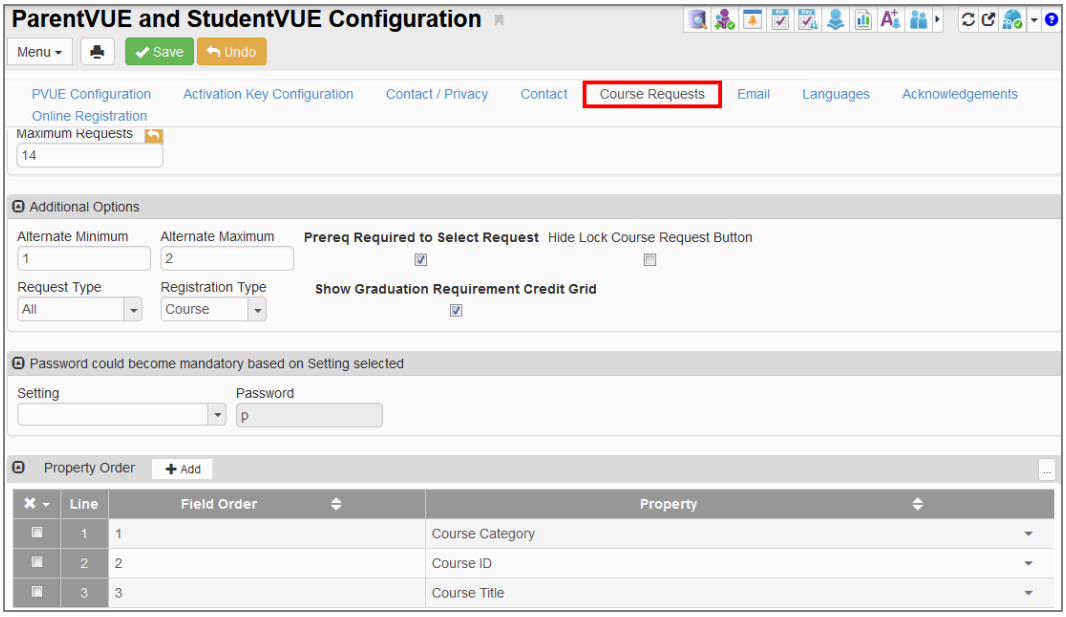
1. Navigate to:
    - District level – **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
    - School level – **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration**.

    Verify the focus is set to the correct school if setting school options.
2. Select the **Course Requests** tab.
3. 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*.



ParentVUE And StudentVUE Configuration Screen, Course Requests Tab

6. Click **Save**.

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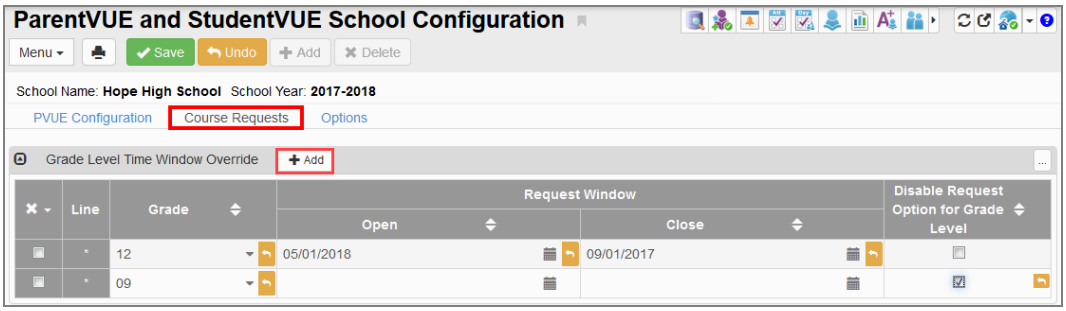
School Level Only – Grade Level Time Window Override

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.
2. 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.



ParentVUE And StudentVUE School Configuration Screen, Course Requests Tab

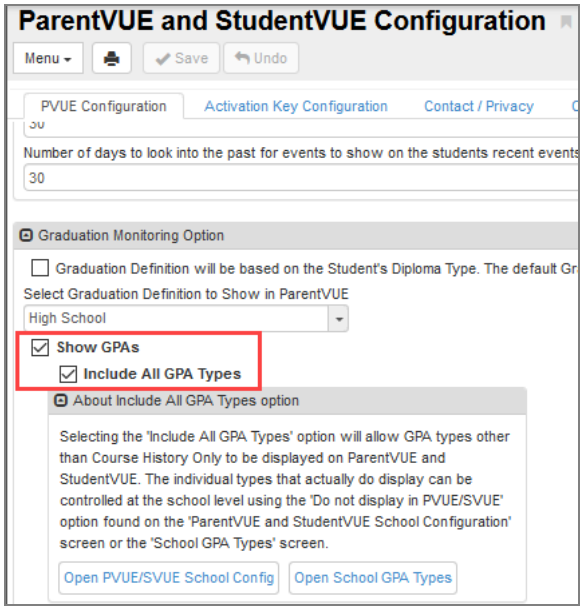
5. Select the **Grade** and perform one of the following.
   - Enter the **Open** and **Close** dates.
   - Select **Disable the Request Option for Grade Level**.
6. Click **Save**.

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 Search Message	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. You can only select courses. You can select up to 6 courses. The final section assignment is determined by the guidance office.

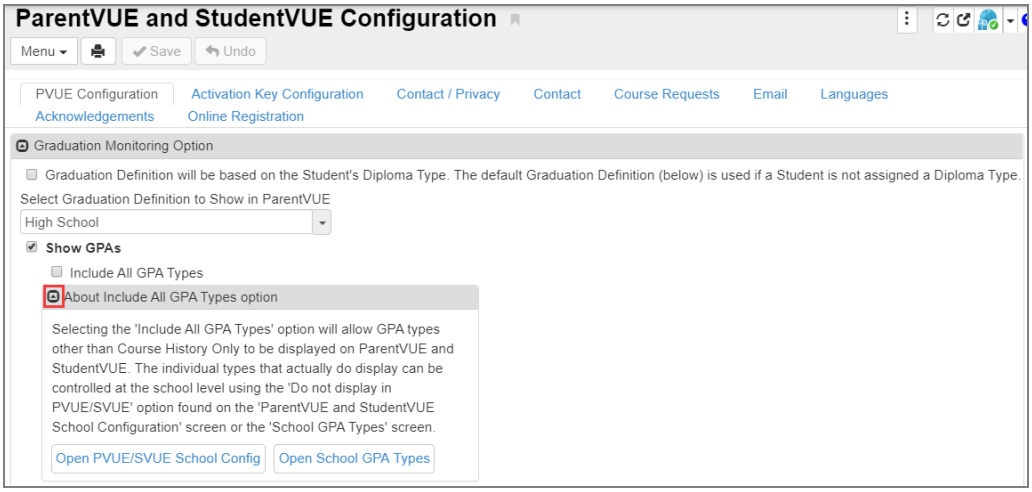
Including GPAs in ParentVUE and StudentVUE

1. 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**.



ParentVUE And StudentVUE Configuration Screen

5. Click 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 Screen

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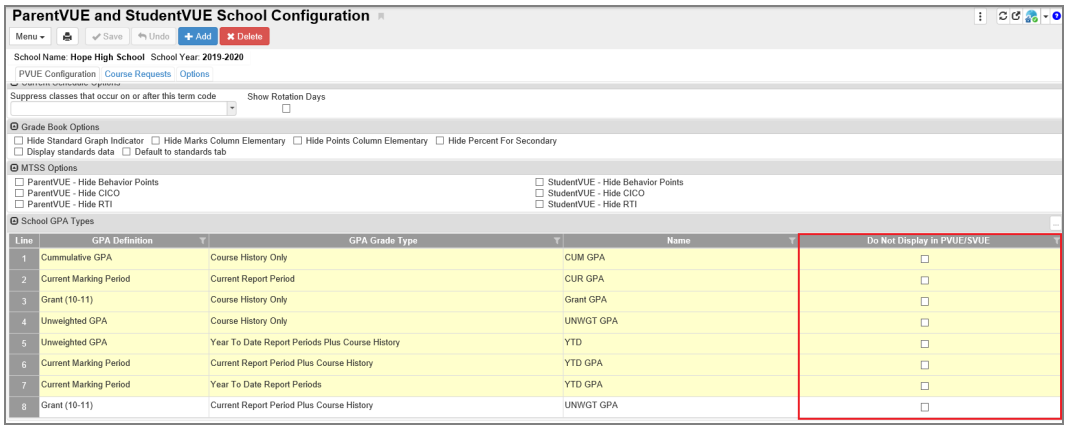
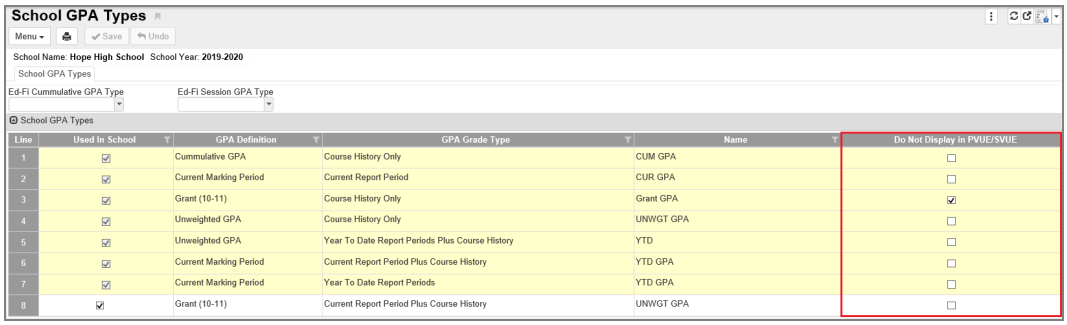
- Click **Open PVUE/SVUE School Config** to open the ParentVUE and StudentVUE School Configuration screen.



ParentVUE And StudentVUE School Configuration Screen

- Click **Open School GPA Types** to open the School GPA Types screen.



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

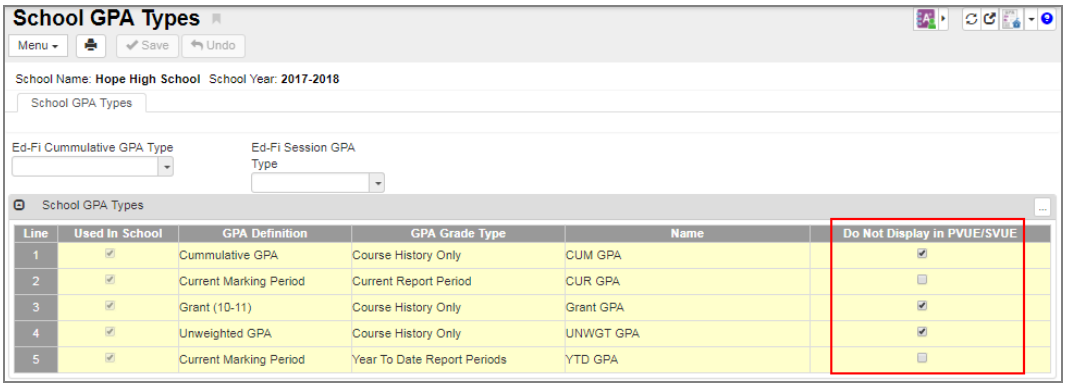
Hiding Course History Only GPA Types

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.

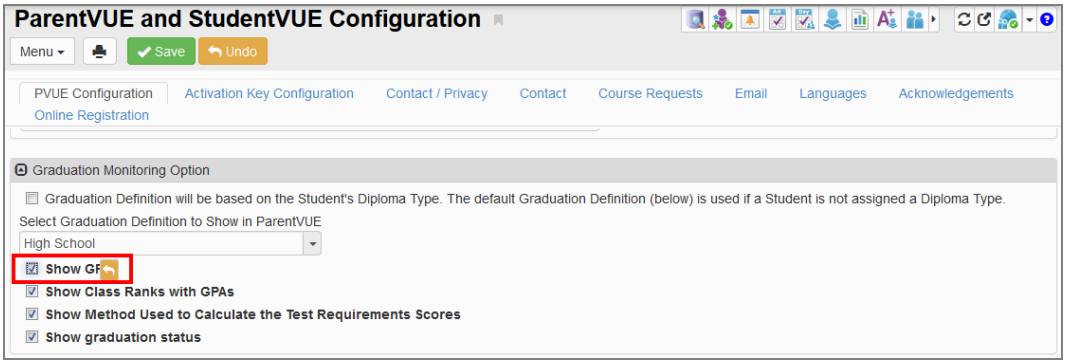
> See the *Synergy SIS – Grading and Course History Administrator Guide* for more information on setting **Used in School** and **Course History Only**.



School GPA Types Screen

   b. Click **Save**.

2. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
   a. Select **Show GPAs**.



ParentVUE And StudentVUE Configuration Screen

   b. Click **Save**.

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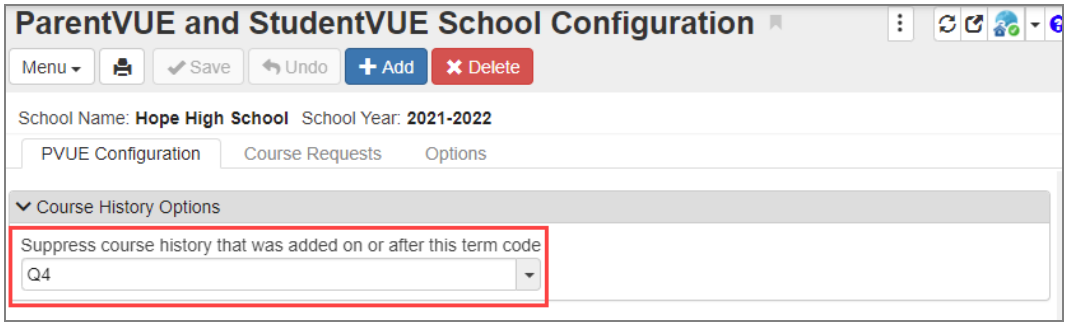
Suppressing Course History

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.

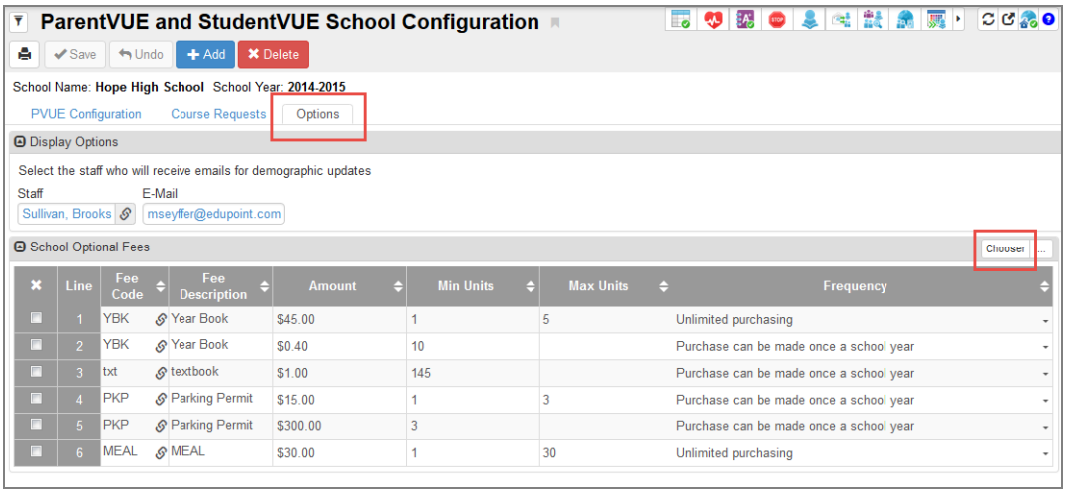
Setting Up Online Payment Providers

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.
2. 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**.



ParentVUE And StudentVUE School Configuration Screen, Options Tab

6. Click **Save**.

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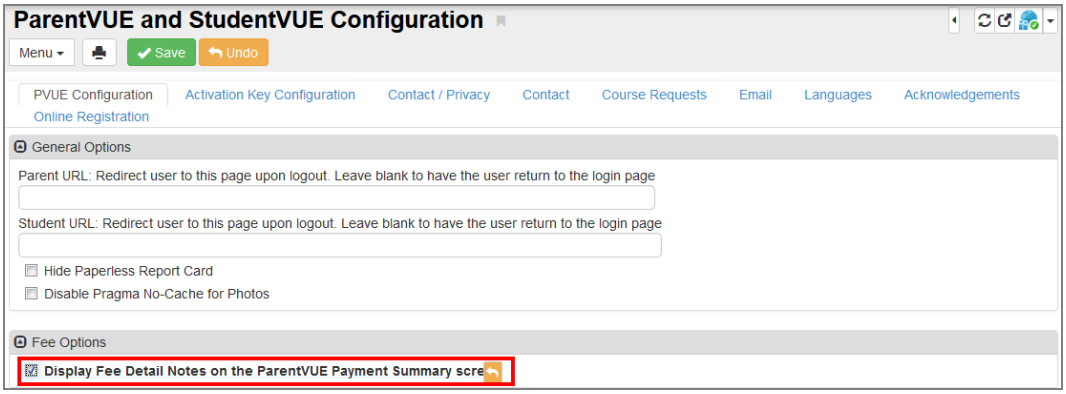
Displaying Fee Detail Notes

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**.

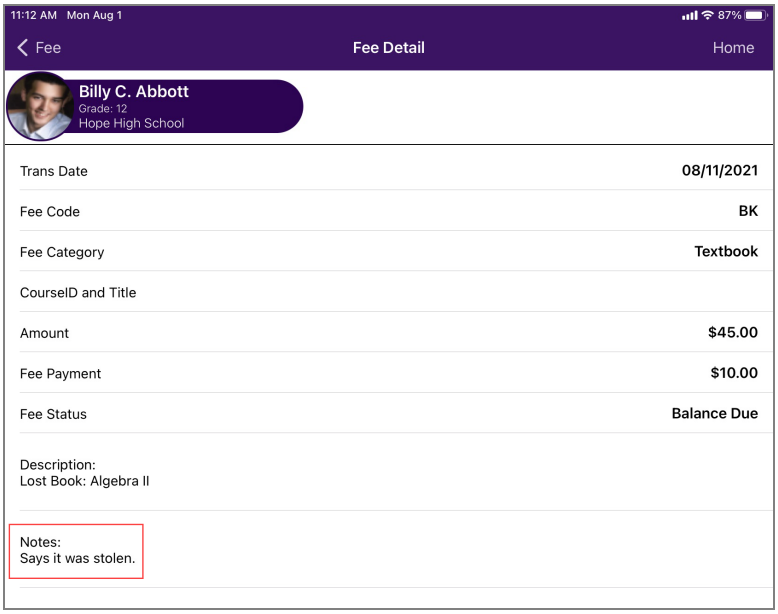


ParentVUE And StudentVUE Configuration Screen

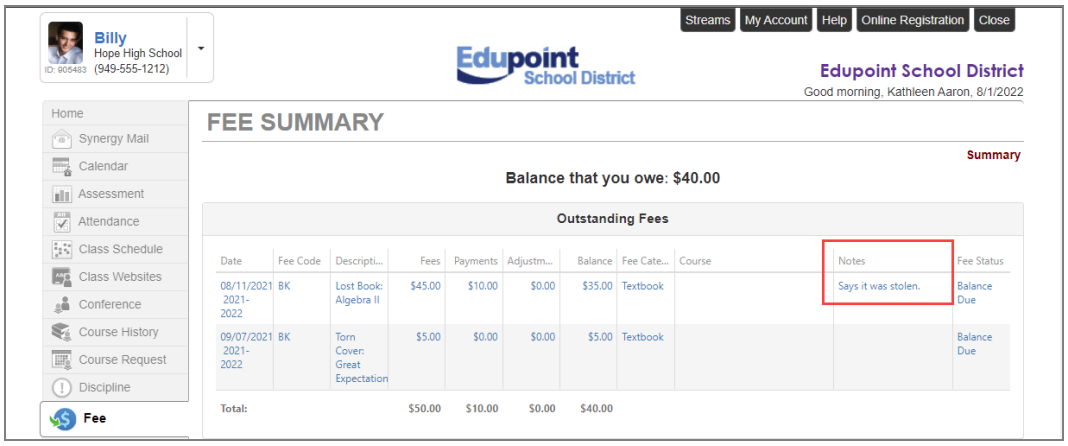
3. Click **Save**.

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.



ParentVUE Fee Detail Screen (Mobile App)



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

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Setting Up Pending Payments

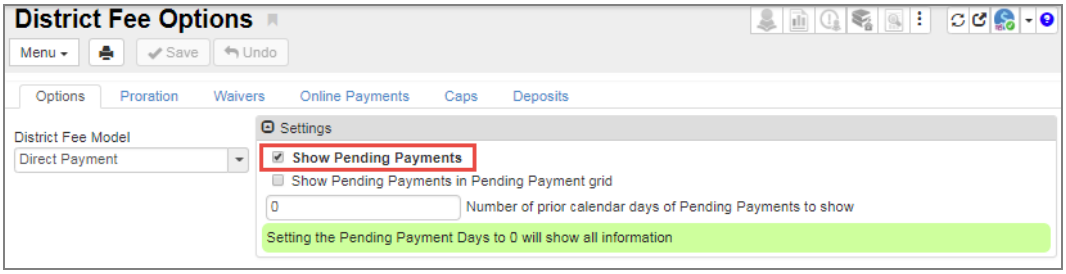
A pending fee is a fee that the parent or student has attempted to pay, but the payment was not acknowledged by the payment provider.

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

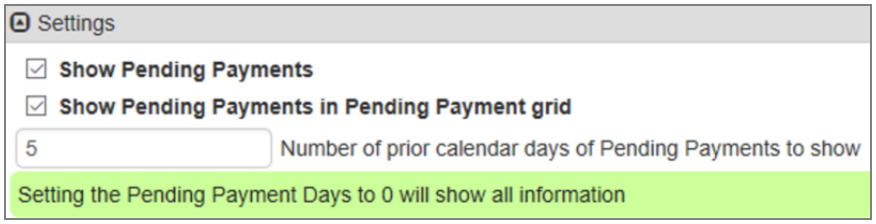
> These options are only available in the Responsive Interface (PXP2) for the Direct Payment fee model. These options are not available in the Standard Fee model.

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.

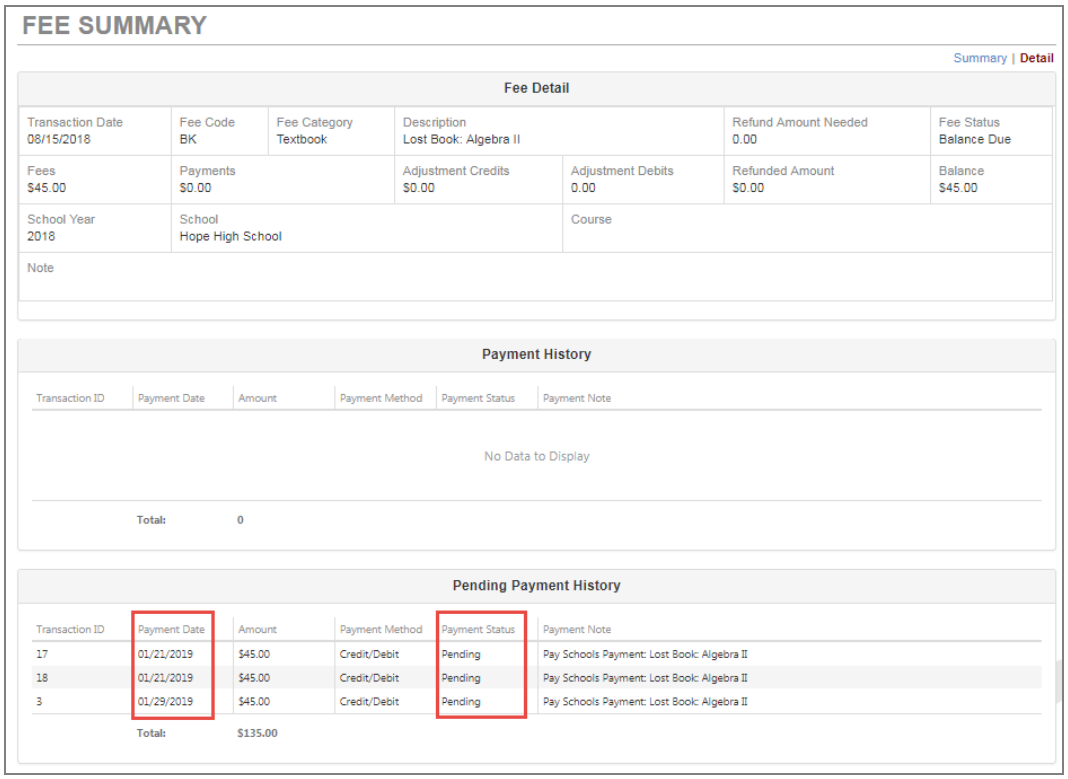


District Fee Options Screen

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).

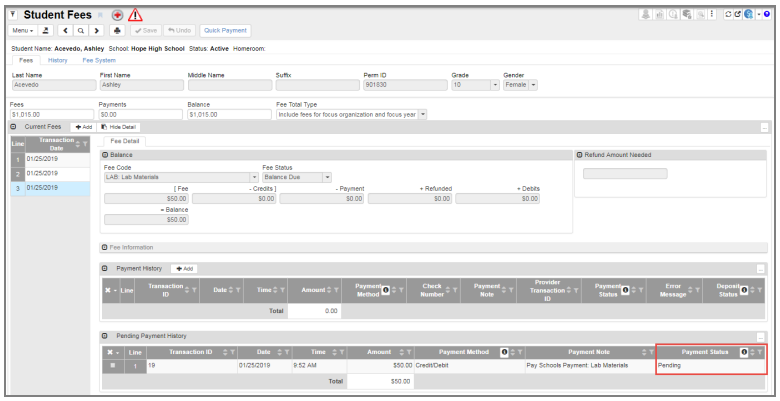


District Fee Options Screen



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 Fees Screen, Current Fees Detail

4. Click **Save**.

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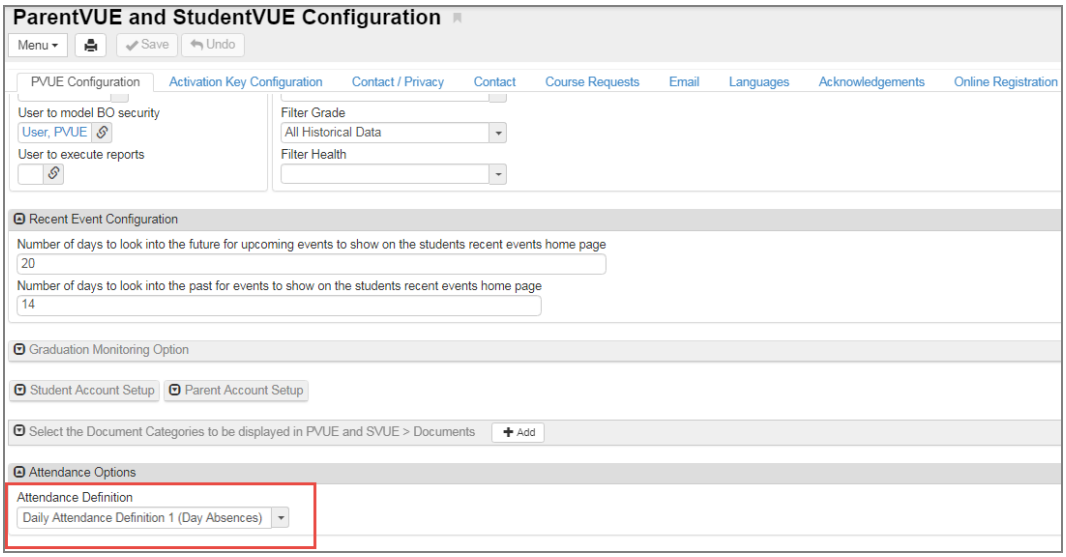
Selecting Attendance Definition

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.

2. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
3. Select the **Attendance Definition**.



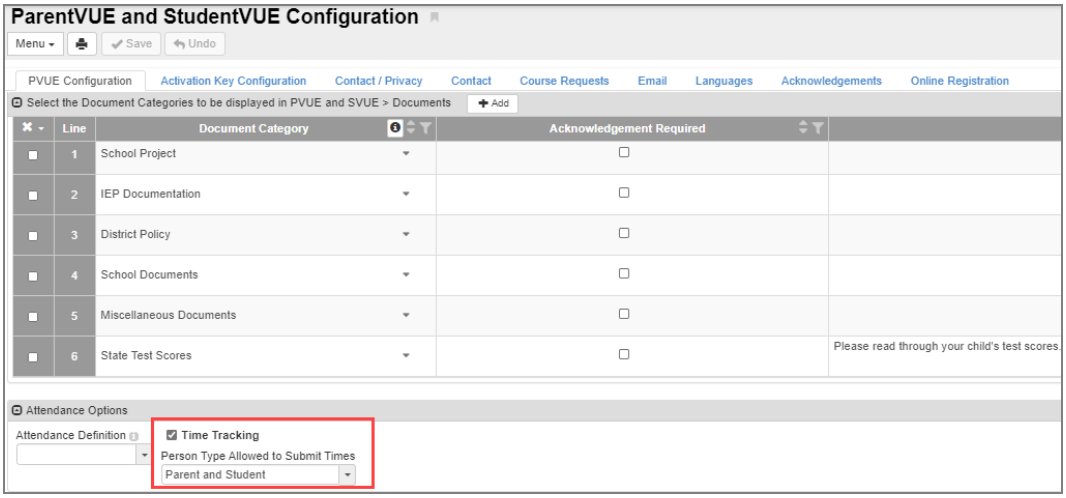
ParentVUE And StudentVUE Configuration Screen

4. Click **Save**.

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**.



ParentVUE And StudentVUE Configuration Screen

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ParentVUE and StudentVUE School Configuration Setup

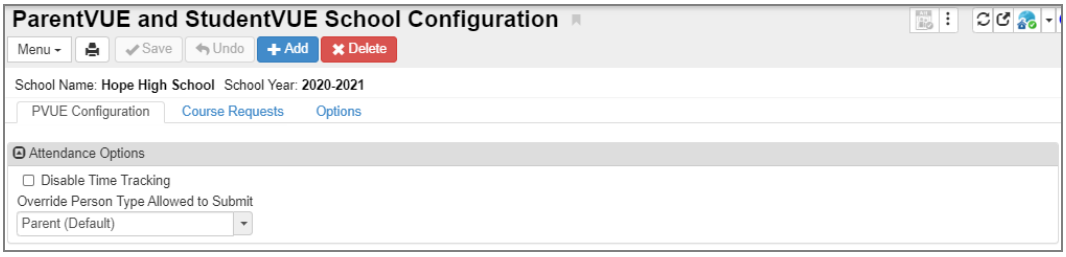
1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration**.
2. Select **Disable Time Tracking** to turn off Time Tracking at the school.

> 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.

4. Click **Save**.

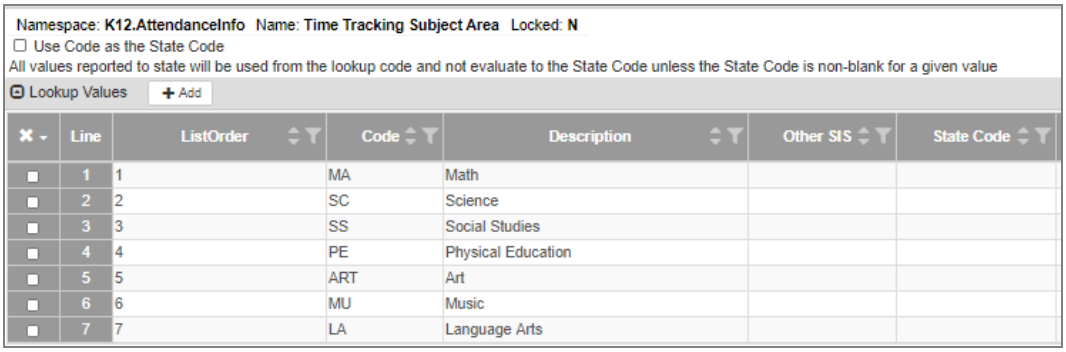


ParentVUE And StudentVUE School Configuration Screen

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**.



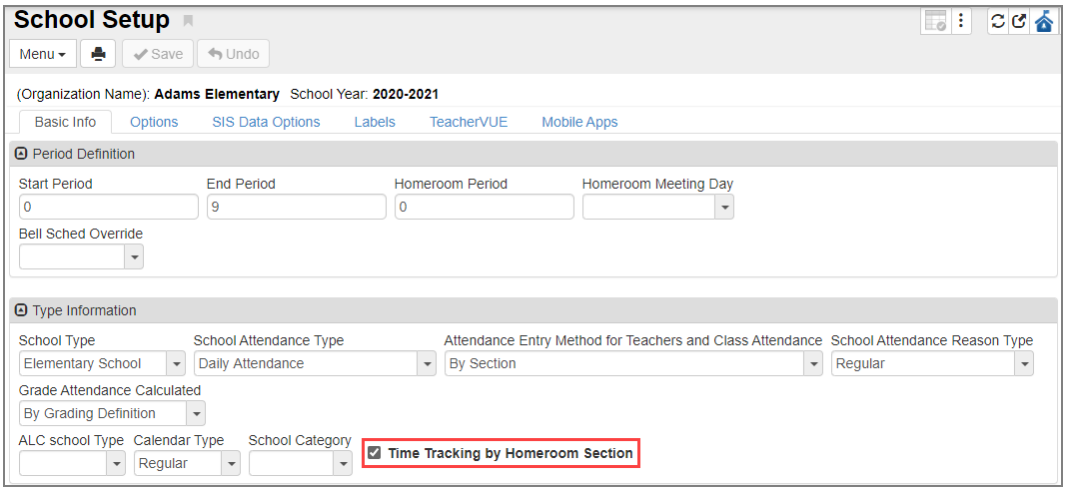
Line	ListOrder	Code	Description	Other SIS	State Code
1	1	MA	Math		
2	2	SC	Science		
3	3	SS	Social Studies		
4	4	PE	Physical Education		
5	5	ART	Art		
6	6	MU	Music		
7	7	LA	Language Arts		

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 Screen

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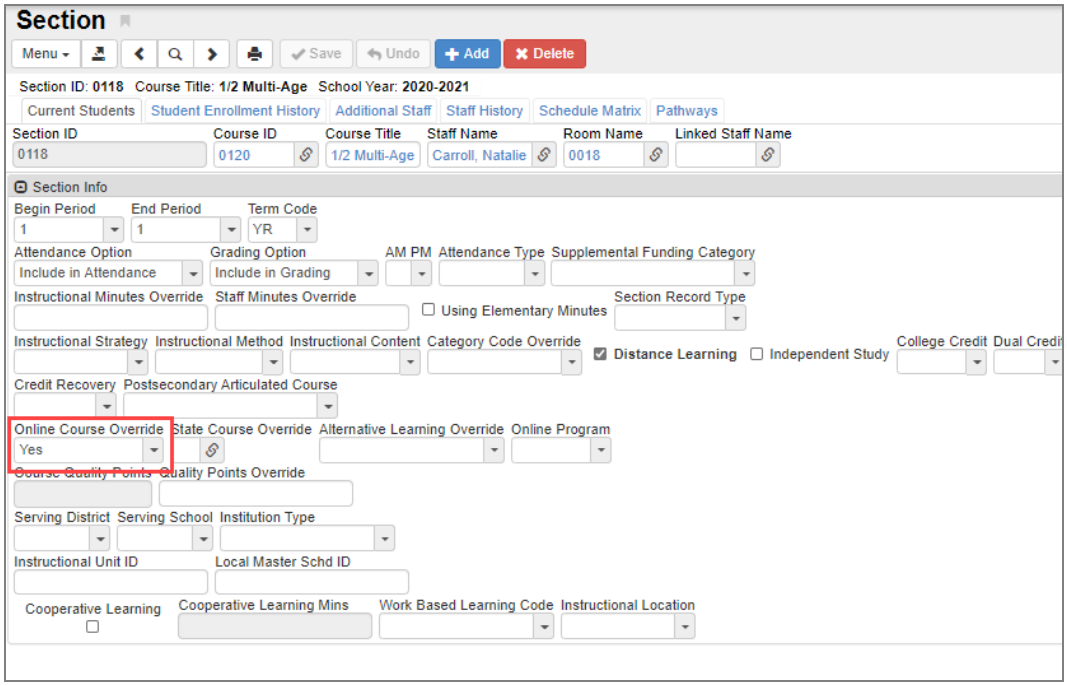
Setting a Home Room Section as Online

1. Navigate to **Synergy SIS > Schedule > Section**.
2. Locate a homeroom section.
3. Select *Yes* for **Online Course Override**.
4. Click **Save**.



Section Screen

Enabling Push Notifications

StudentVUE and ParentVUE allow push notifications to alert users about updates regarding Health, Discipline, Grades, Assignments, and Attendance.

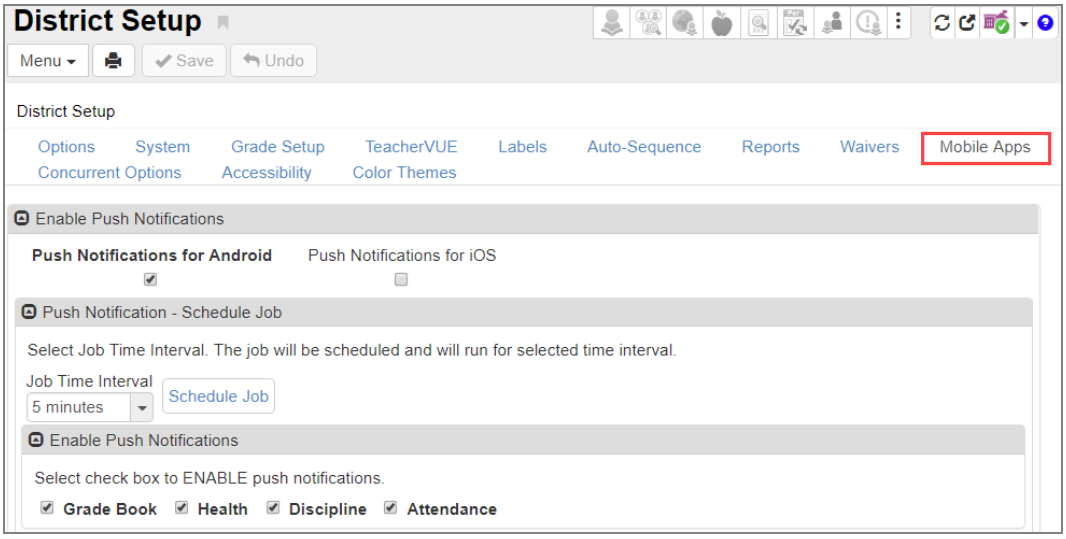
> Both Android and Apple devices support push notifications.

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.

> Deselecting the **Grade Book** option disables both assignment and grade notifications.



District Setup Screen, Mobile Apps Tab

6. Click **Save**.

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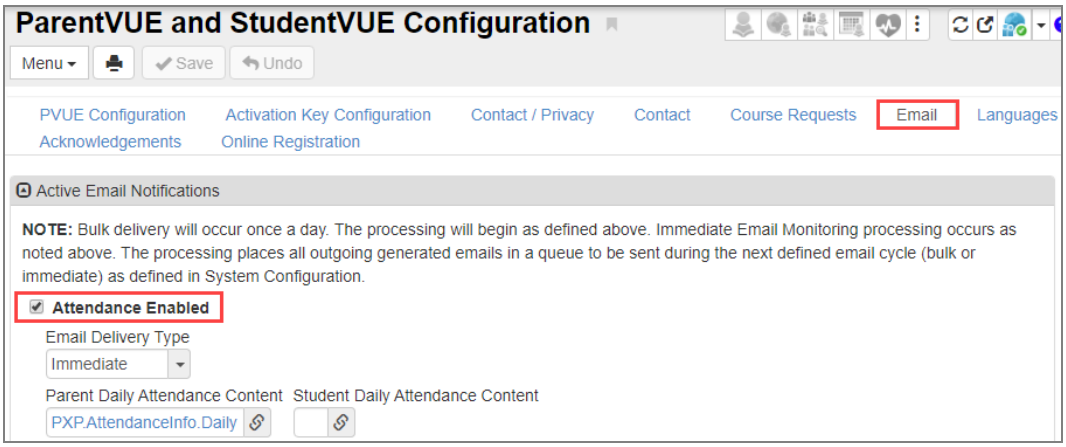
Receiving Notifications About Submitted Future Absences

Parents can receive notifications about submitted future absences for students on the ParentVUE mobile application.

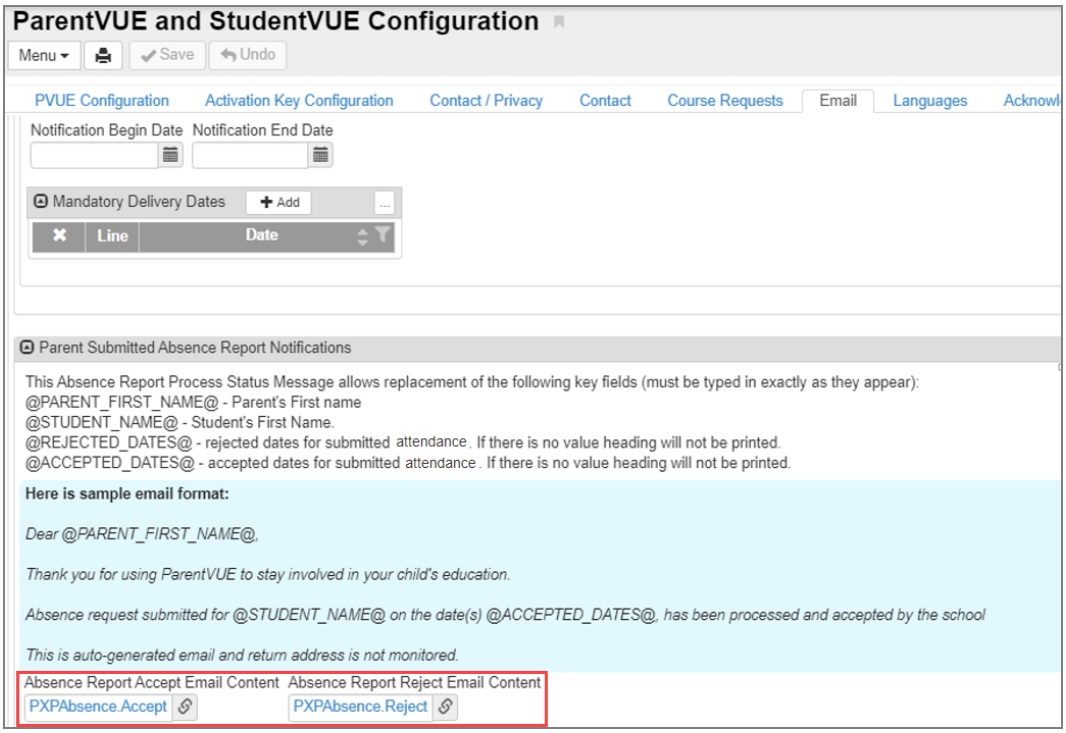
> This is currently available only in iOS devices, version – 8.1.6 and above and in Android devices, version – 5.4.2 and above.

1. 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 in **Absence Report Accept Email Content** to select the email content.
5. Click in **Absence Report Reject Email Content** to select the email content.



ParentVUE And StudentVUE Configuration Screen, Email Tab

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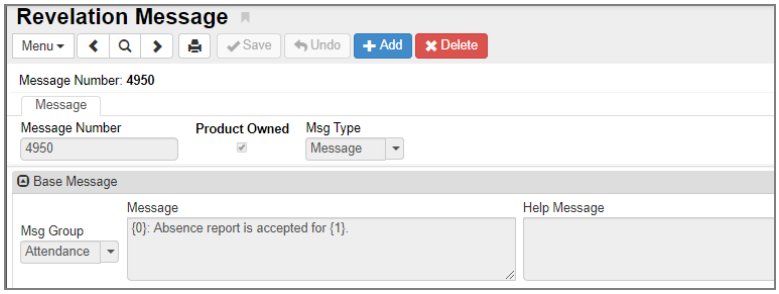
There is a list of variables used within email subjects or the message body. A help format is also added for the Absence Report process.

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
- For email body – 4954, 4955

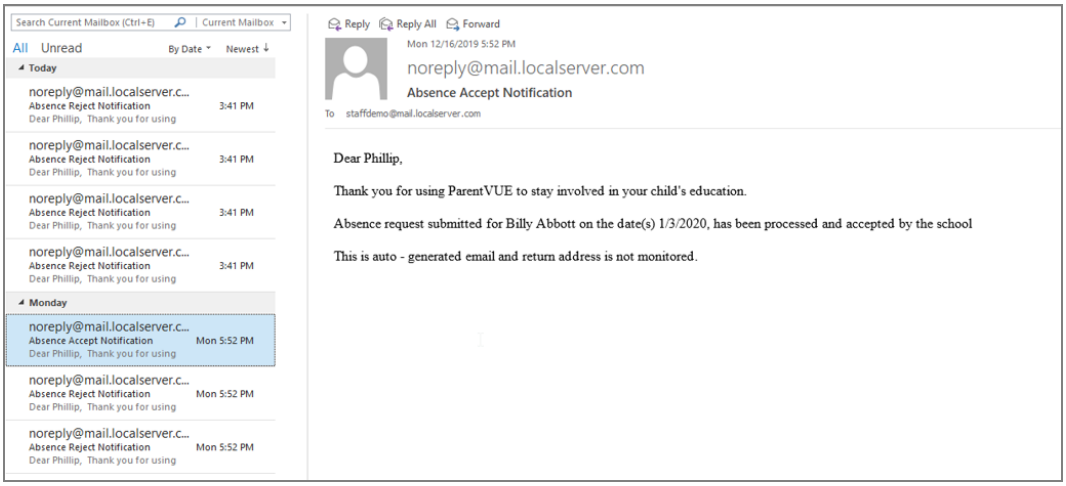


Revelation Message Screen

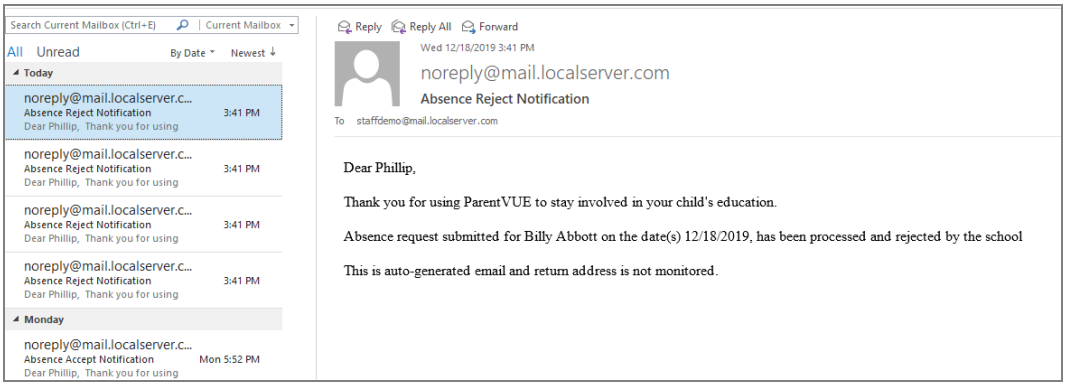
6. Click **Save**.

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.



ParentVUE Email (Accept)



ParentVUE Email (Reject)

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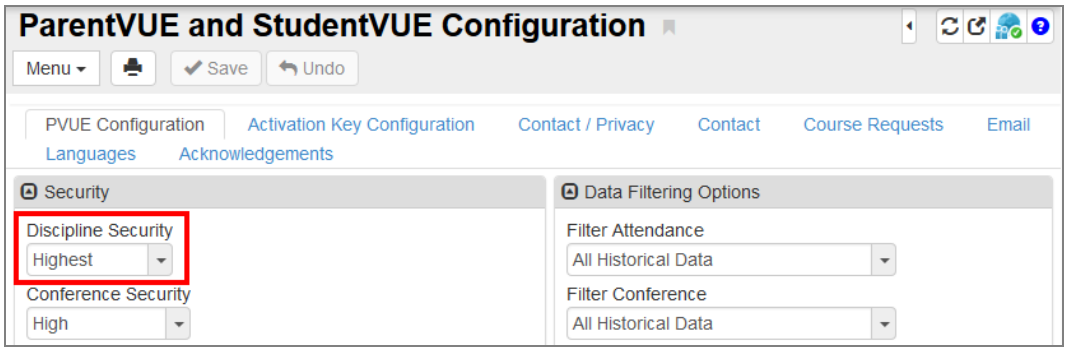
Discipline Notifications for ParentVUE and StudentVUE

Parents and students can see incident data based on the selected **Discipline Security** option on the ParentVUE and StudentVUE Configuration screen.



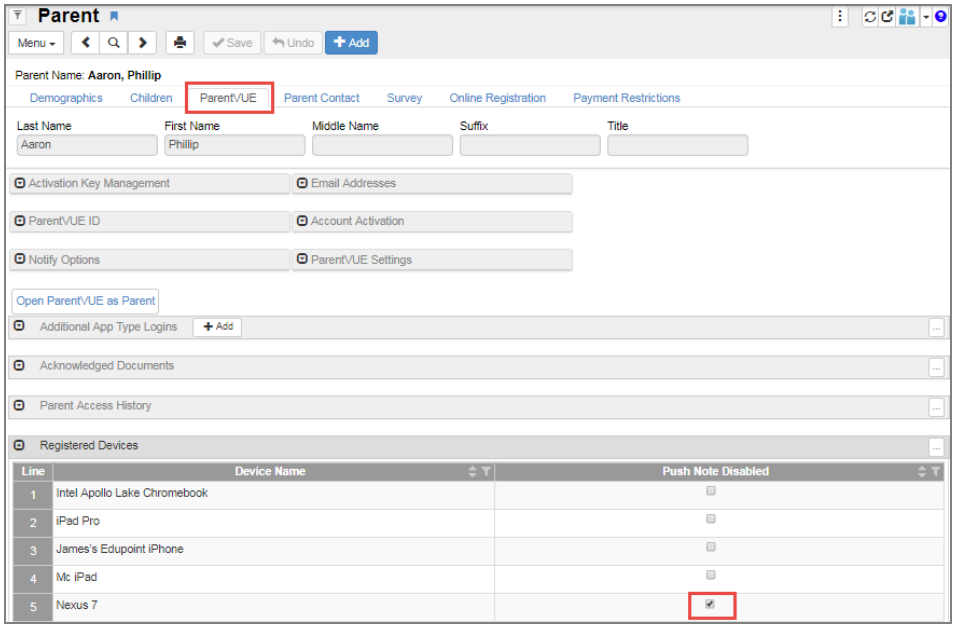
ParentVUE And StudentVUE Configuration Screen

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.

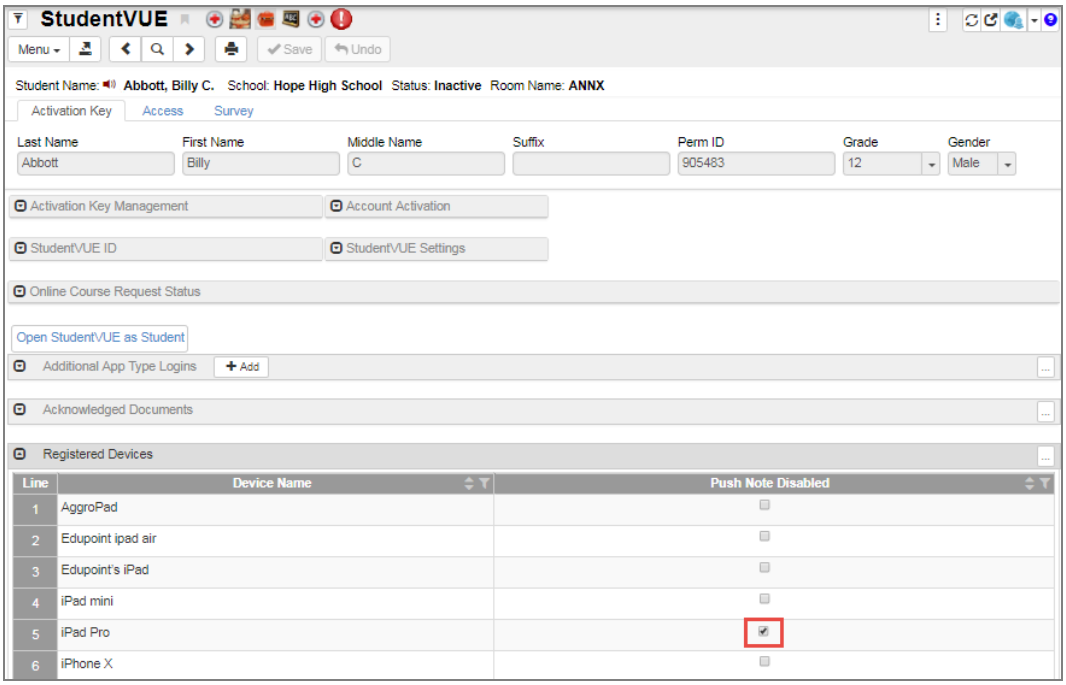


Parent Screen, ParentVUE Tab

5. Click **Save**.

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 Screen

4. Click **Save**.

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Chapter 6: Email Setup

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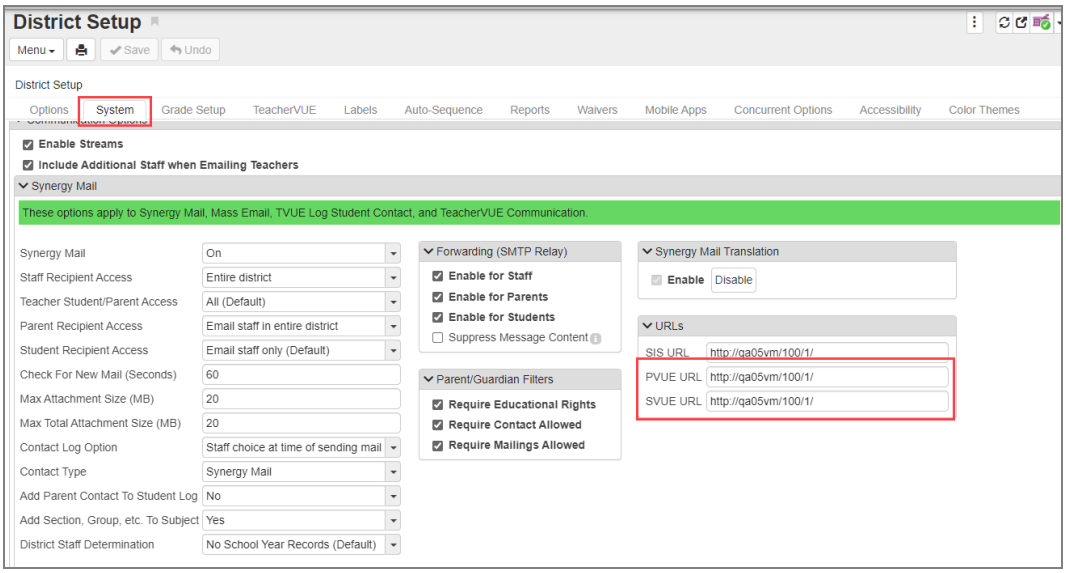
Configuring Emails

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.

> Ensure that you prefix the URL with "http://" or “https://" and do not include a page name such as "PXP2_Login.aspx". For example, *https://pvue.school.edu*.



District Setup Screen, System Tab

4. Click **Save**.

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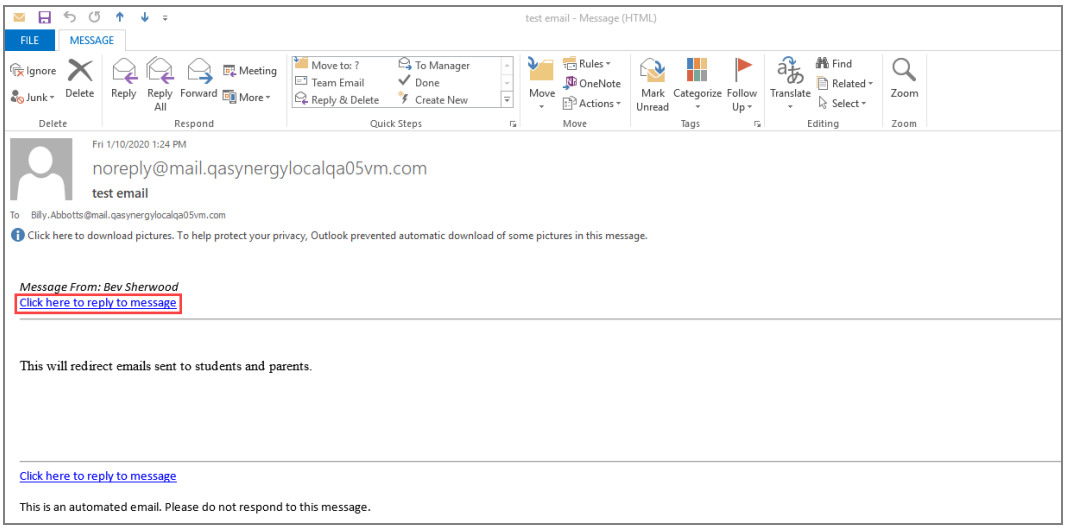
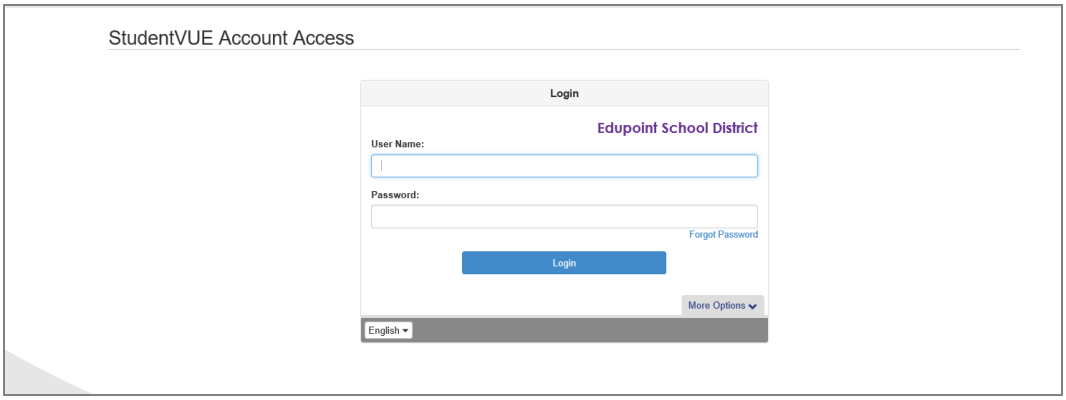
Clicking the **Click here to reply to message** link displays the login screen when an SMTP email link is clicked.



SMTP Link Email



StudentVUE 2.0 Account Access Screen

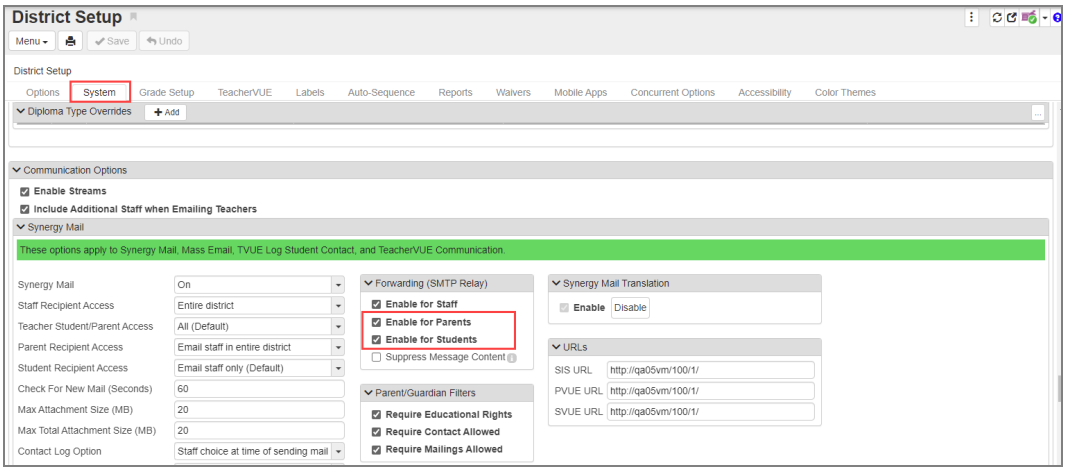
Independent SMTP Forwarding for Parents and Students

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

4. Click **Save**.

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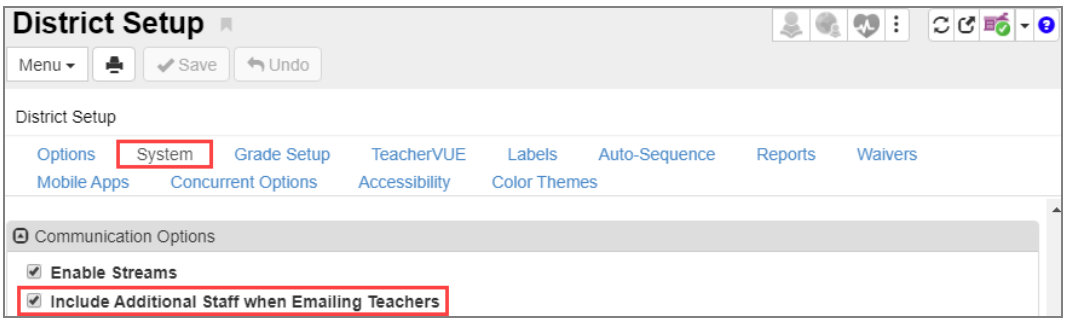
Including Additional Staff When Sending Emails in ParentVUE and StudentVUE

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 Screen, System Tab

4. Click **Save**.

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.

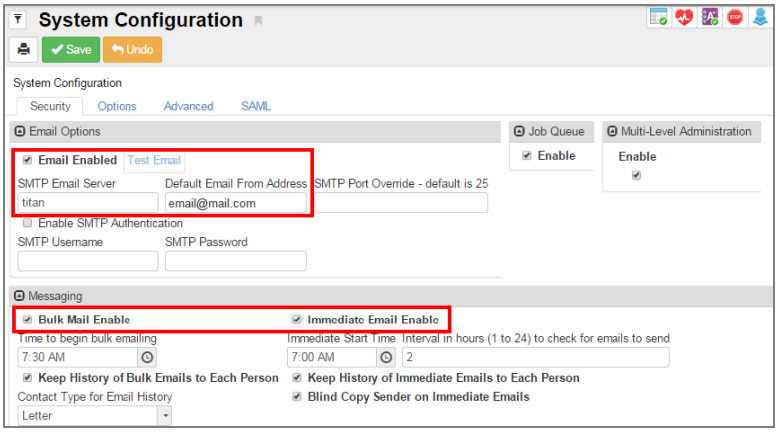
Email messages are sent immediately or in bulk.

- 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 Configuration** for auto-notifications to work:

- In the Email Options section:
  - **Email Enabled**
  - **SMTP Email Server**
  - **Default Email Server**
- In the Messaging section:
  - **Bulk Mail Enable**
  - **Immediate Mail Enable**



System Configuration Screen

See the *Synergy SIS – System Administrator Guide* for more information about the district email options and setup.

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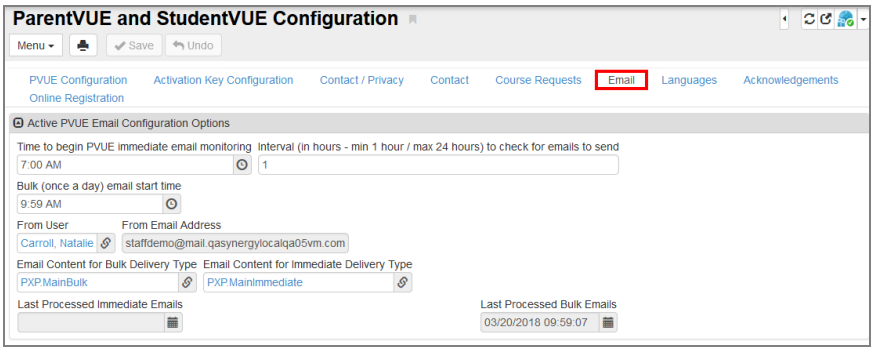
Enabling Auto-Notifications

1. 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 Screen, Email Tab

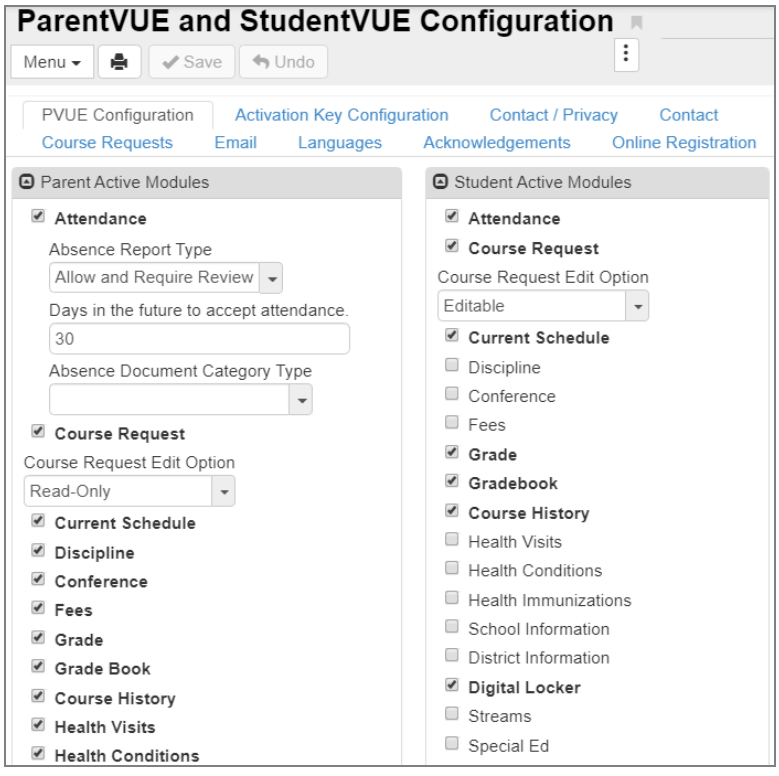
8. Click **Save**.

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

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. 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 Screen

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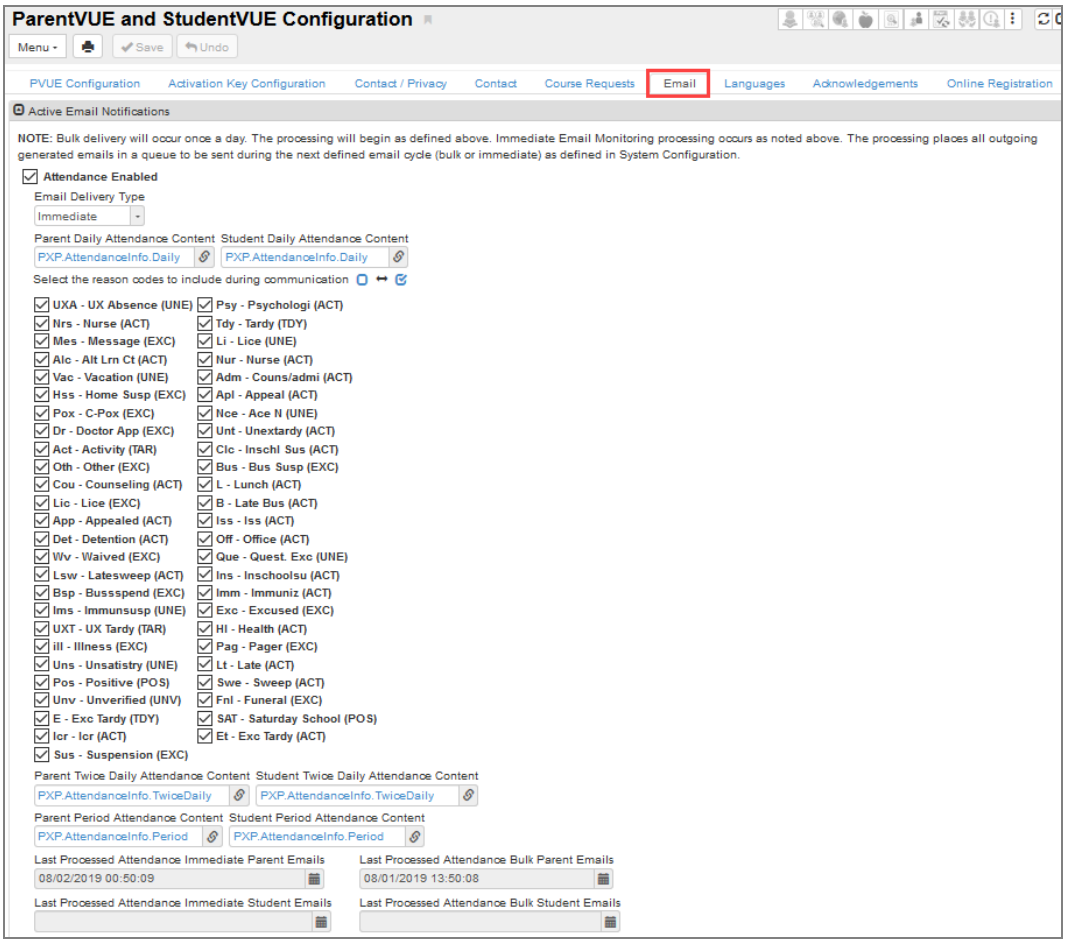
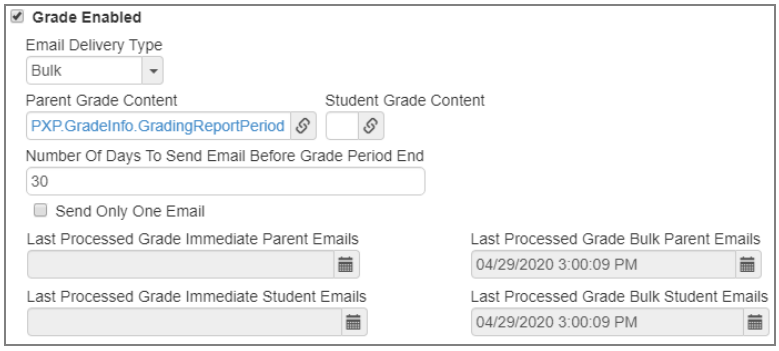
3. Select the **Email** tab.
4. Enter the content for each message type.
    - Attendance
        a. Select **Attendance Enabled** to send notifications.
        b. Select the **Email Delivery Type**.
        c. Click **Parent Daily Attendance Content** or **Student Daily Attendance Content** to locate the message content.
        d. Select the reason codes used for attendance to send the notification.



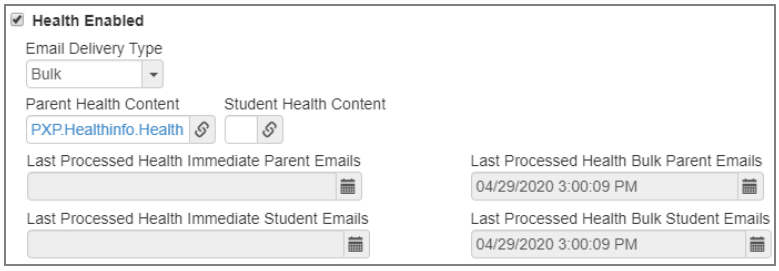
ParentVUE And StudentVUE Configuration Screen, Email Tab

- 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.



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

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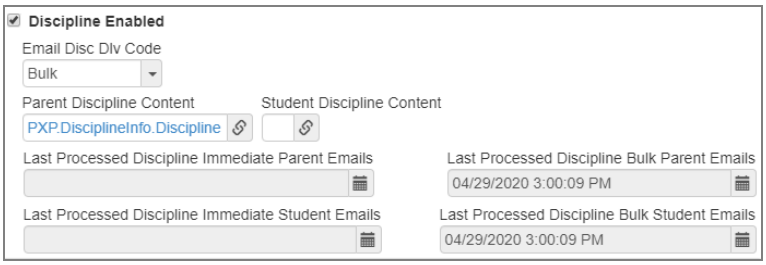
- Discipline
  a. Select **Discipline Enabled** to send notifications.
  b. Select the **Email Disc Dlv Code** to set the email delivery type.
  c. Click **Parent Discipline Content** or **Student Discipline Content** to locate the message content.



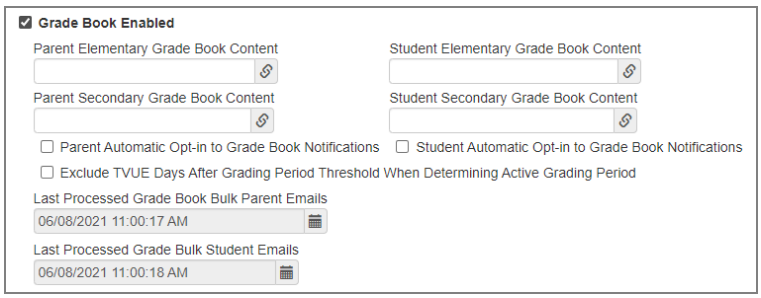
ParentVUE And StudentVUE Configuration Screen, Email Tab

- 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 by default.



ParentVUE And StudentVUE Configuration Screen, Email Tab

5. Click **Save**.

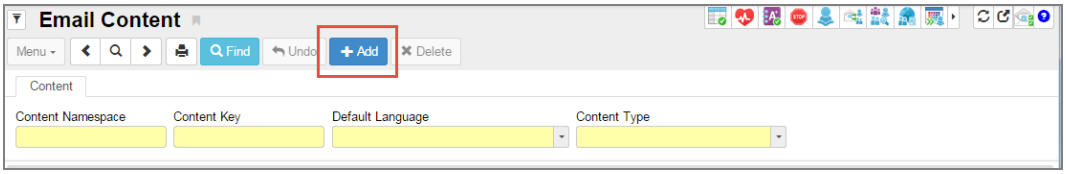
Customizing Email Content

> See Activation Key Configuration 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
PXP	MainBulk
PXP	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

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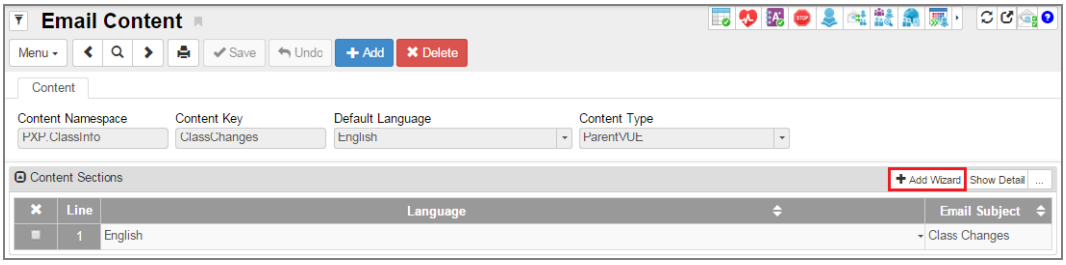
3. Enter the **Content Namespace** and **Content Key**. See the list of the default emails needed by ParentVUE.

> 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 (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.

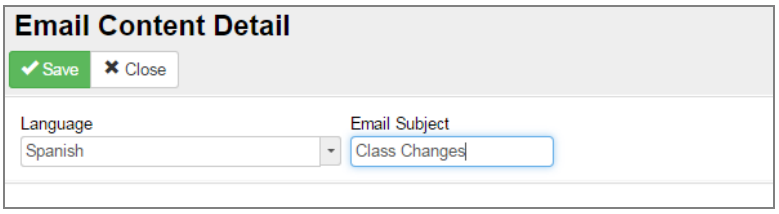


Email Content Screen

     b. Select a **Language**.

> You can configure multiple languages for each type of message. See Changing Notification Languages for more information.

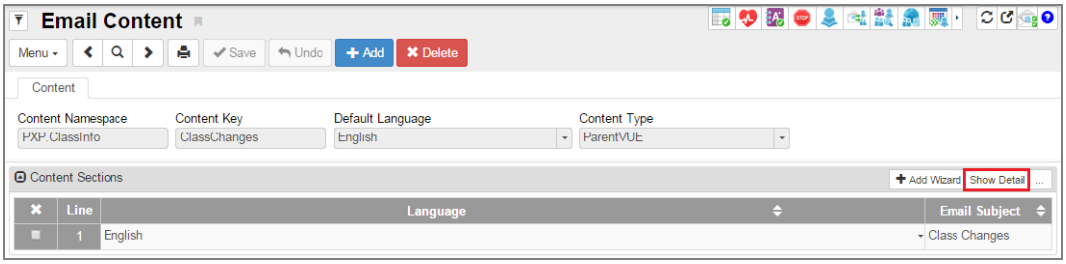
     c. Enter an **Email Subject** for your message.



Email Content Detail (Add) Screen

     d. Click **Save**.

- 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 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:
>
> - Uploading an existing HTML document. Once an HTML document is uploaded, you can edit it using the built-in HTML editor.
> - Uploading an existing Text document
> - Creating it in the HTML editor
>
> 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.

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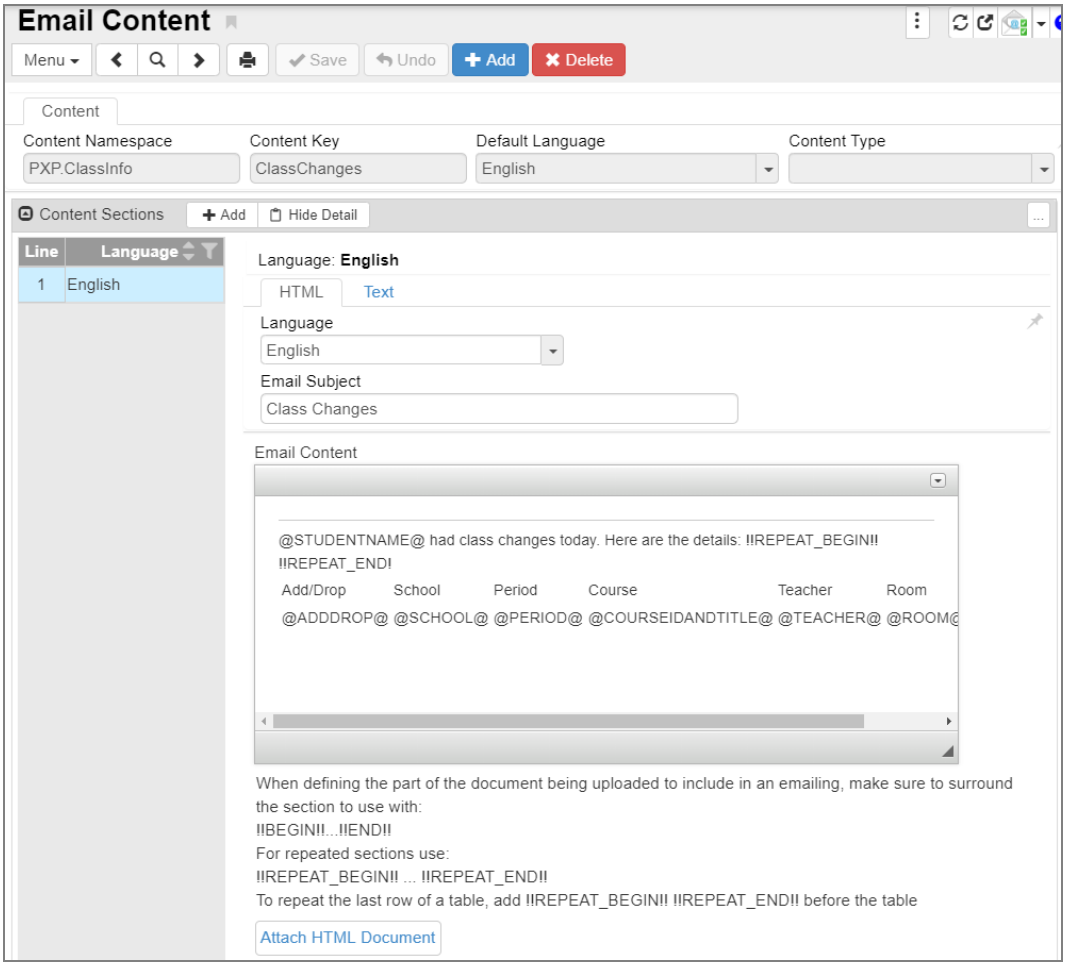
f. Click **Save**.



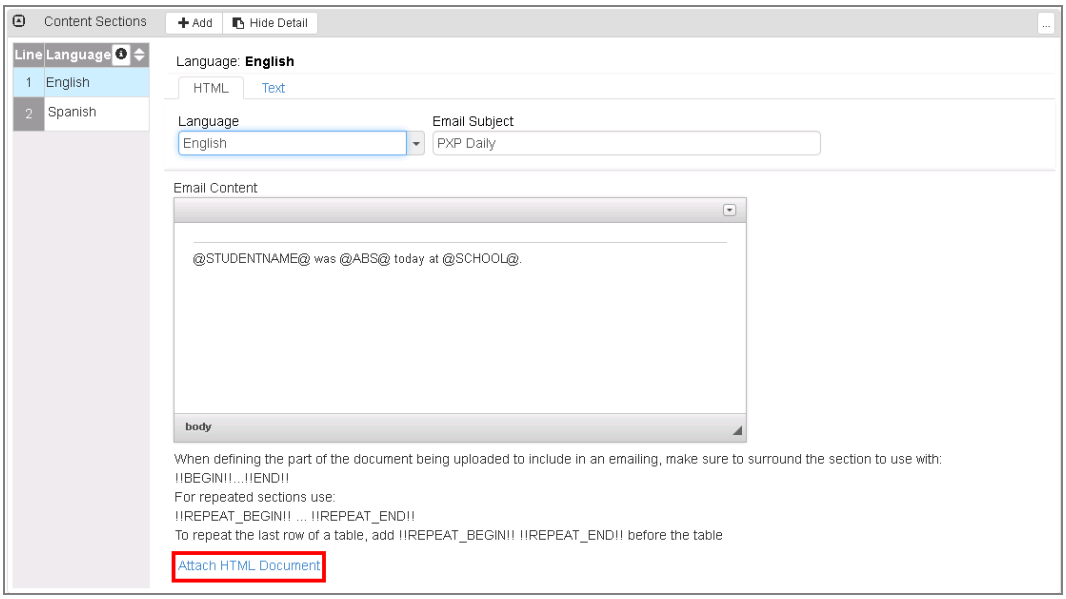
Email Content Screen

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.
>
> - 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**.



Email Content Screen, Content Sections Detail

3. Click **Save**.

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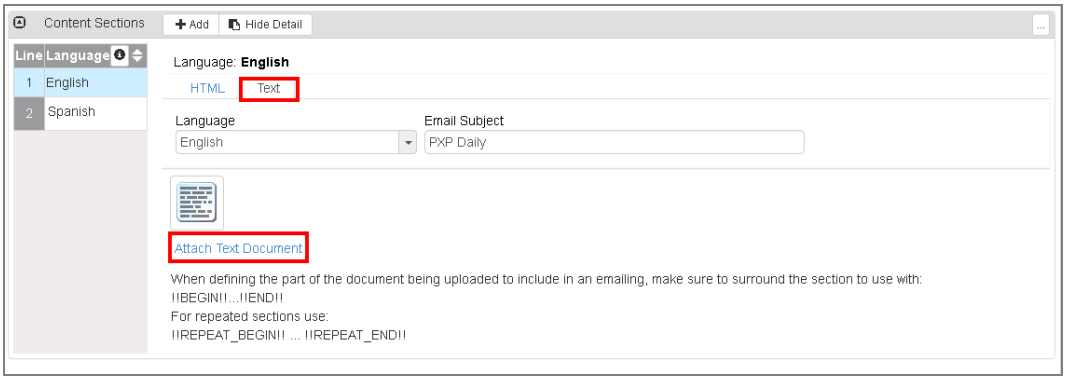
Uploading an Existing Text Document

1. Select the **Text** tab.
2. Click **Attach Text Document**.

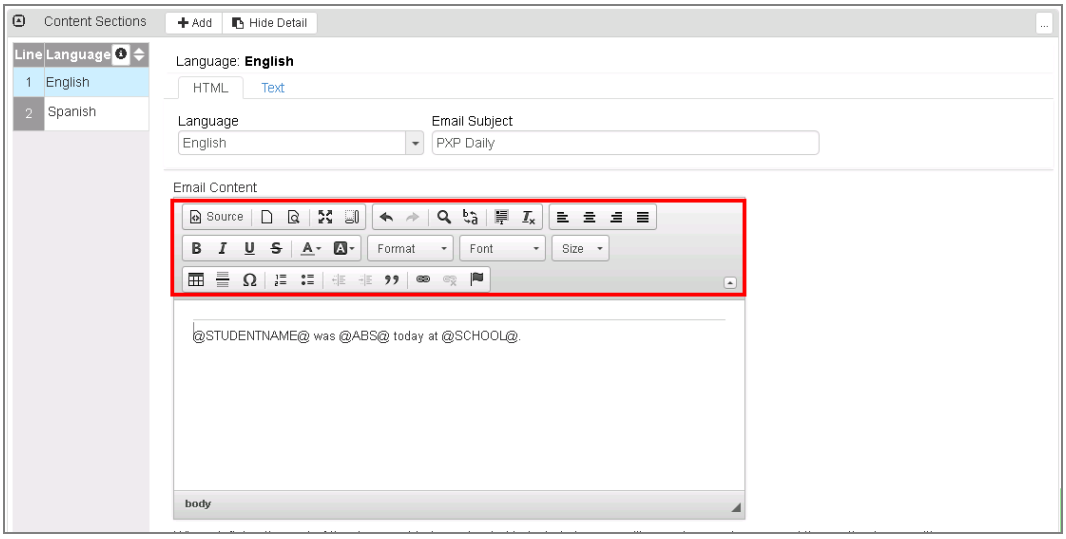


Email Content Screen, Content Sections Detail , Text Tab

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.



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

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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@	<style type="text/css">.{font-family: arial}</style> Daily email from @SCHOOLDISTRICT@ PXP about your student(s): !!REPEAT_BEGIN!! !!REPEAT_END!! Thank you for participating in the success of your student (s)!
MainImmediate	ParentVUE Notification	<style type="text/css">.{font-family: arial}</style> Notification from @SCHOOLDISTRICT@ about your student(s): !!REPEAT_BEGIN!! !!REPEAT_END!! Thank you for participating in the success of your student (s).
Activation Letter	Parent Activation Key Letter	Dear @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.

Content Key	Subject	Message
Daily	Daily Absence Notification	<style type="text/css">.{font-family: arial}</style> !!BEGIN!! @STUDENTNAME@ was @ABS@ today at @SCHOOL@. !!END!!
Period	Period Absence Notification	<style type="text/css">.{font-family: arial}</style> !!BEGIN!! @STUDENTNAME@ had the following attendance today at @SCHOOL@: <table width="300"><tbody> <tr class="tblhead"> <td>Period</td><td>Attendance</td> </tr> !!REPEAT_BEGIN!! <tr> <td>@PERIOD@</td><td>@ABS@</td> </tr> !!REPEAT_END!! </tbody></table> !!END!!
TwiceDaily	Daily Absence Notification	<style type="text/css">.{font-family: arial}</style> !!BEGIN!! @STUDENTNAME@ had the following attendance today at @SCHOOL@: <table border="1" cellpadding="0" cellspacing="0" width="300"><tbody> <tr class="tblhead"> <td>Morning</td><td>Afternoon</td> </tr> <tr> <td>@ABS1@</td><td>@ABS2@</td> </tr> </tbody></table> !!END!!

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Content Key	Subject	Message
ClassChanges	Class Changes	<style type="text/css">.{font-family: arial}</style> !!BEGIN!! <hr /> @STUDENTNAME@ had class changes today. Here are the details: <table width="300"><tbody> <tr class="tblhead"> <td>Add/Drop</td> <td>School</td> <td>Period</td> <td>Course</td> <td>Teacher</td> <td>Room</td> <td>Term</td> </tr> !!REPEAT_BEGIN!! <tr> <td>@ADDDROP@</td> <td>@SCHOOL@</td> <td>@PERIOD@</td> <td>@COURSEIDANDTITLE@</td> <td>@TEACHER@</td> <td>@ROOM@</td> <td>@TERM@</td> </tr> !!REPEAT_END! </tbody></table> !!END!!
Discipline	Discipline Incident Notification	<style type="text/css">.{font-family: arial}</style> !!BEGIN!! <hr /> @STUDENTNAME@ had a discipline incident today at @SCHOOL@. Here are the details: <table> !!REPEAT_BEGIN!! <tbody> <tr> <td>Time Occurred: @TIMEOFEVENT@ Referred by: @REFERREDBY@ Description: @DESCRIPTION@</td> </tr> !!REPEAT_END!! </tbody> </table> !!END!!

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: <table> !!REPEAT_BEGIN!! <tbody> <tr> <td>Time visited: @TIMEIN@ - @TIMEOUT@ Referred by: @REFERREDBY@ Description: @DESCRIPTION@</td> </tr> !!REPEAT_END!! </tbody> </table> !!END!!

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Chapter 7: Schedules and Events

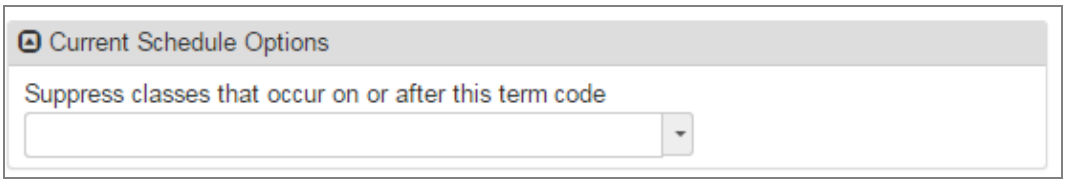
Suppressing Classes at School Level 263
Indicating Rotation Days on Grade Book and Class Schedule 264
Creating District and School Events 265

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.



ParentVUE And StudentVUE School Configuration Screen

4. Click **Save**.

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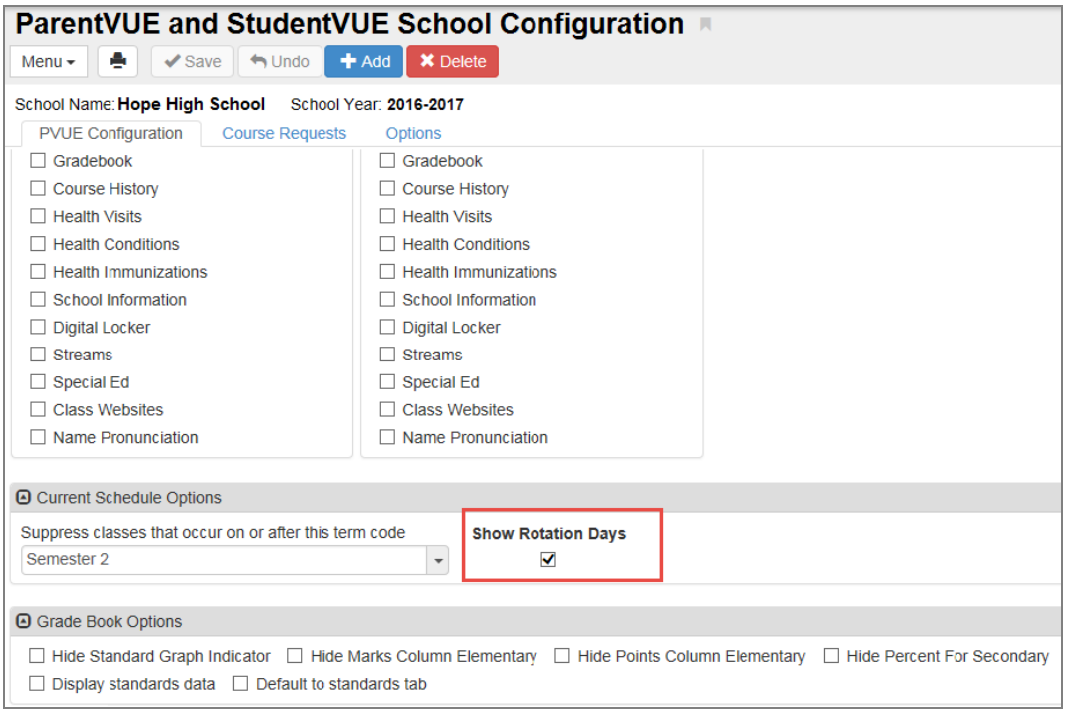
Indicating Rotation Days on Grade Book and Class Schedule

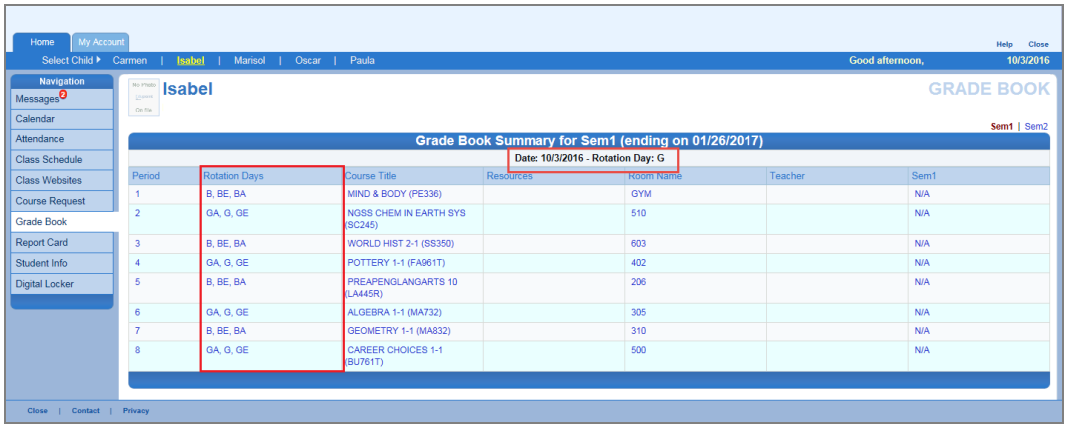
You can configure the **Class Schedule** and **Grade Book** tabs to display a column after the Period column that indicates any rotation days that the class meets. There is also a subheader that displays the current date and current Rotation Date on school days with rotation days defined.

1. Set focus to a school.
2. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration**.
3. Select **Show Rotation Days** in Current Schedule Options.



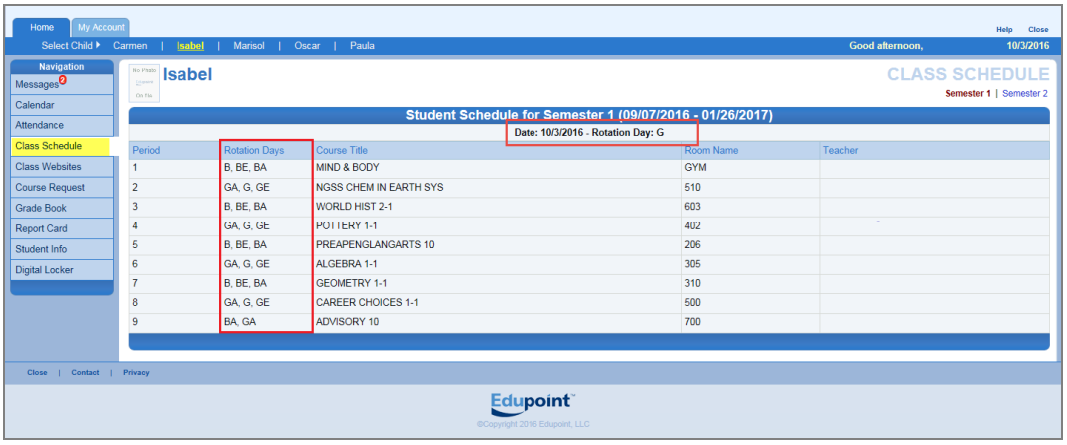
ParentVUE And StudentVUE School Configuration Screen

Grade Book – Show Rotation Days



ParentVUE Grade Book Screen

Class Schedule – Show Rotation Days



ParentVUE Class Schedule Screen

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

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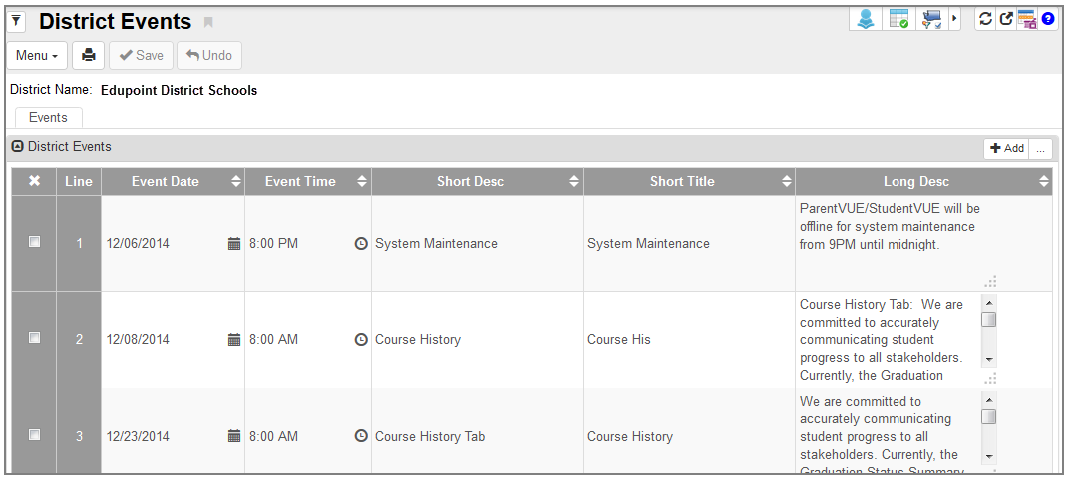
- **Long Desc** – A long description of the event displayed when the user clicks the event link



District Events Screen

4. Click **Save**.

Adding School Events

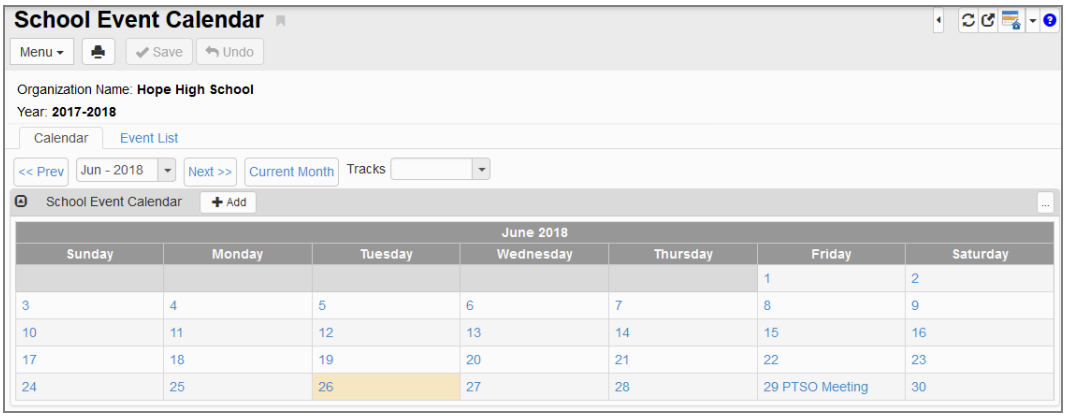
The School Event Calendar has two tabs for adding and modifying school events:

- **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.

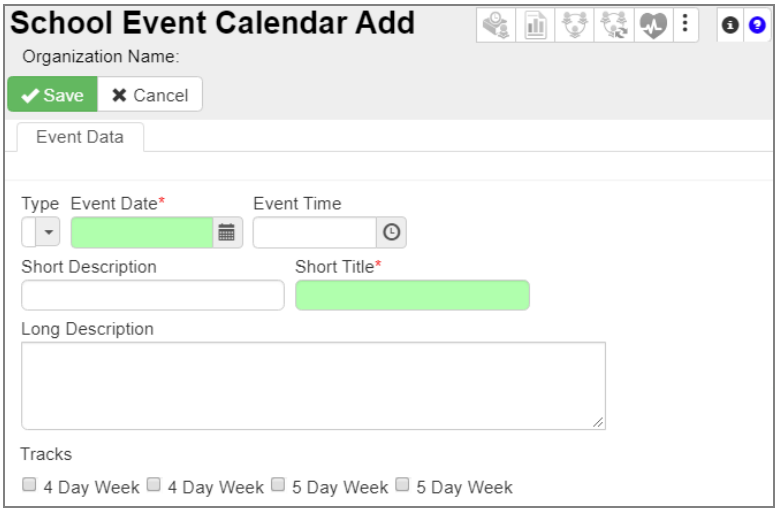
3. Click **Add** to open the School Event Calendar Add screen to add an event.



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 Screen

5. Click **Save**.

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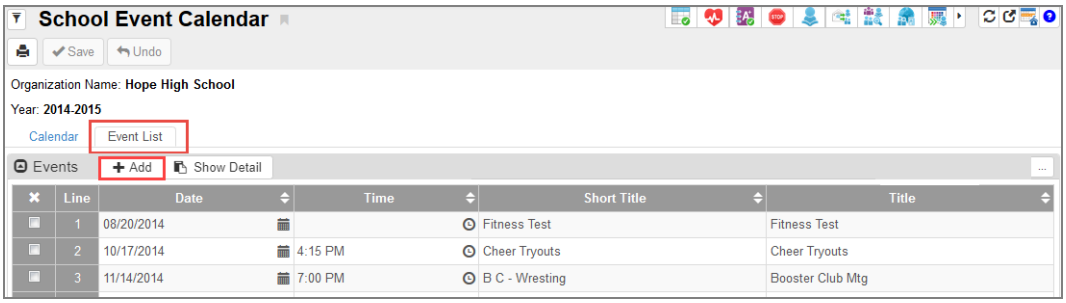
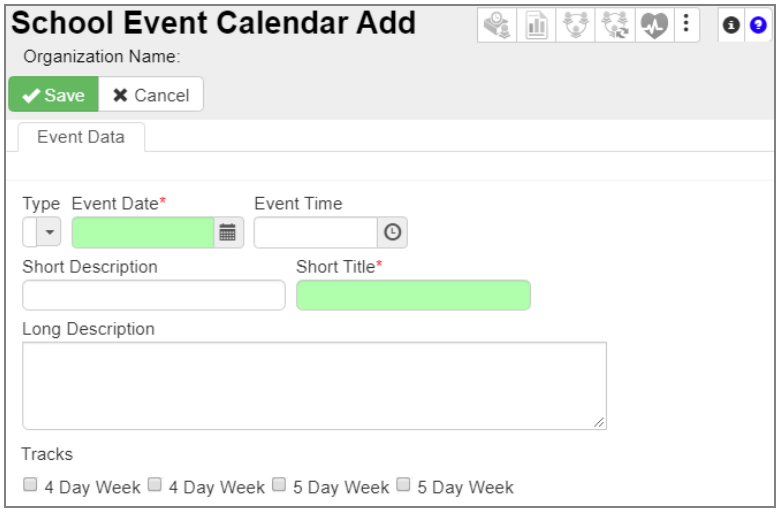
Using the Event List Tab

1. 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.



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 Screen

5. Click **Save**.

Chapter 8: ParentVUE and StudentVUE Reports

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

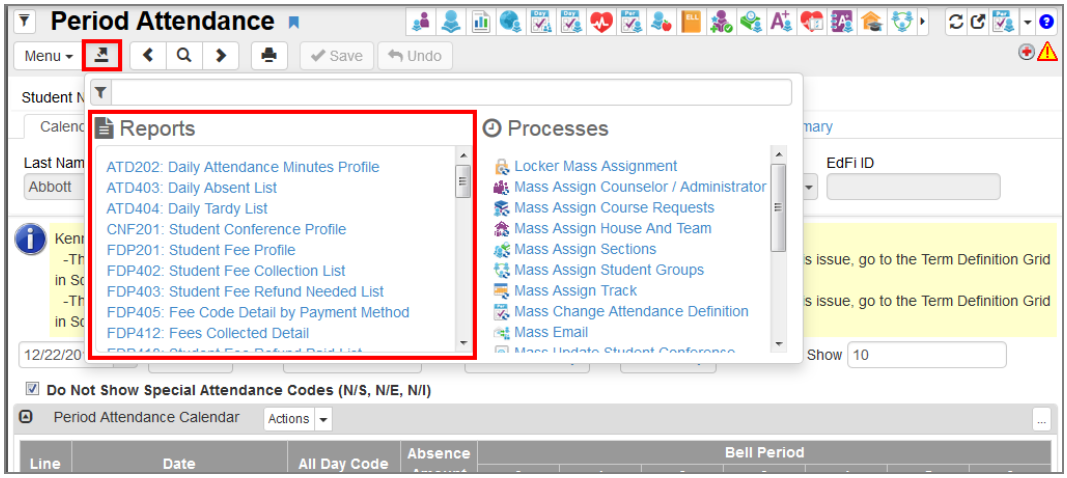
Reports Overview

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.

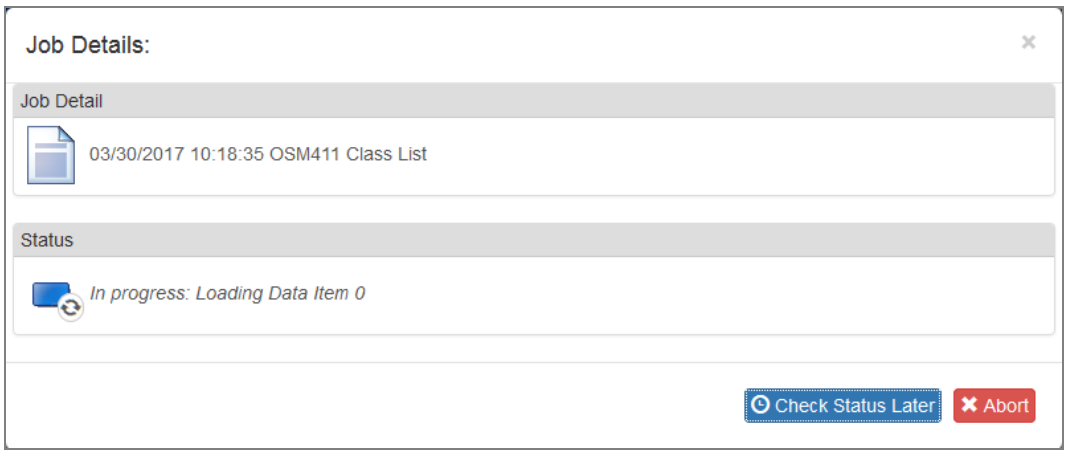
Each report has a Report Interface screen where you can select specific report options. The Report Interface has these five tabs: **Options**, **Sort/Output**, **Conditions**, **Selection**, and **Advanced**.

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**.



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 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.

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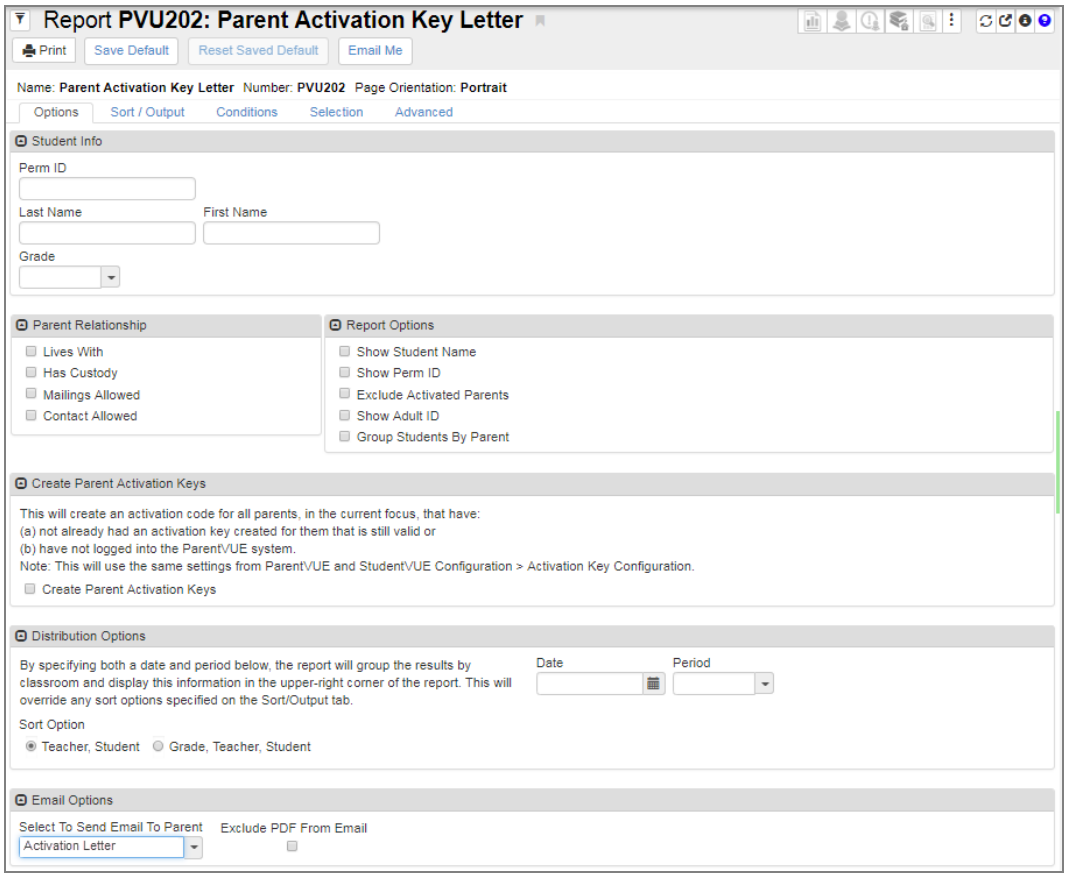
PVU202 – Parent Activation Key Letter

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.



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.

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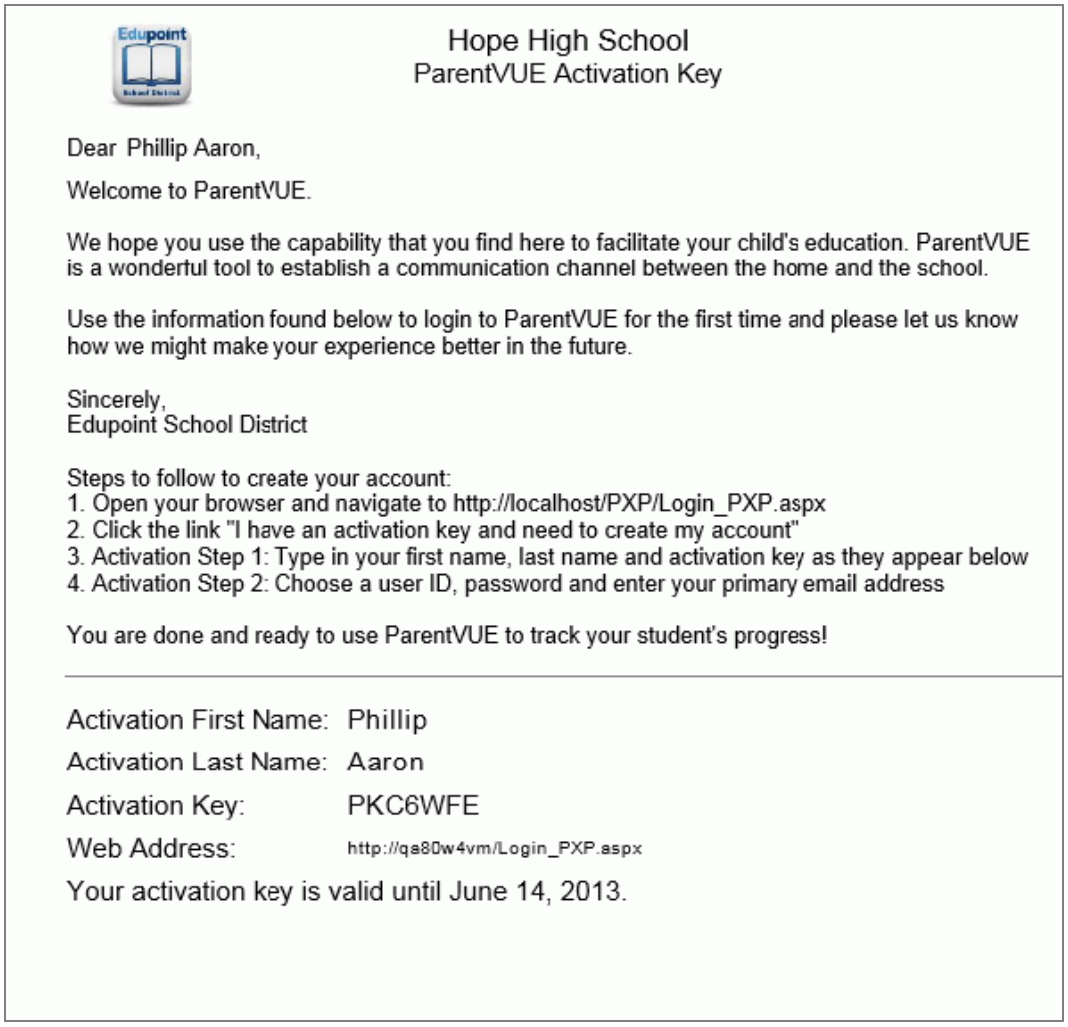


Hope High School
ParentVUE Activation Key

Dear Phillip Aaron,

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.

Use the information found below to login to ParentVUE for the first time and please let us know how we might make your experience better in the future.

Sincerely,
Edupoint School District

Steps to follow to create your account:
1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx
2. Click the link "I have an activation key and need to create my account"
3. Activation Step 1: Type in your first name, last name and activation key as they appear below
4. Activation Step 2: Choose a user ID, password and enter your primary email address

You are done and ready to 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.

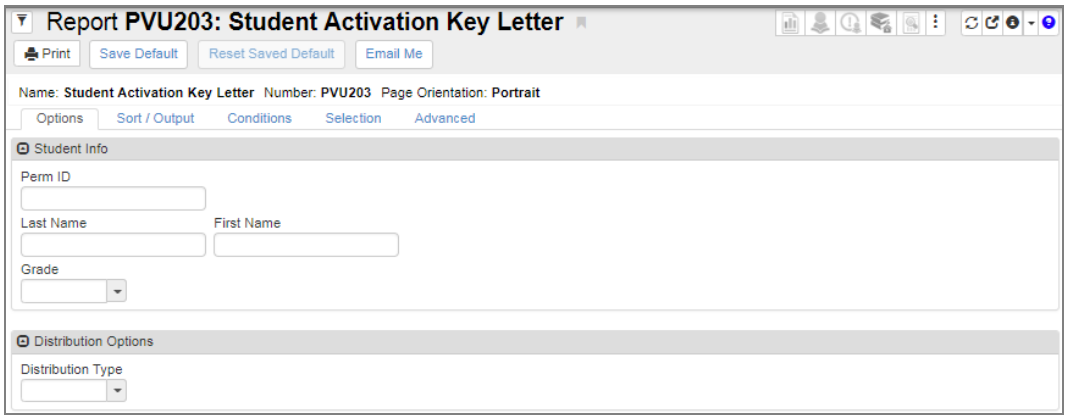
PVU202 – Parent Activation Key Letter Report Output

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.



PVU203 – Student Activation Key Letter Report Interface Screen

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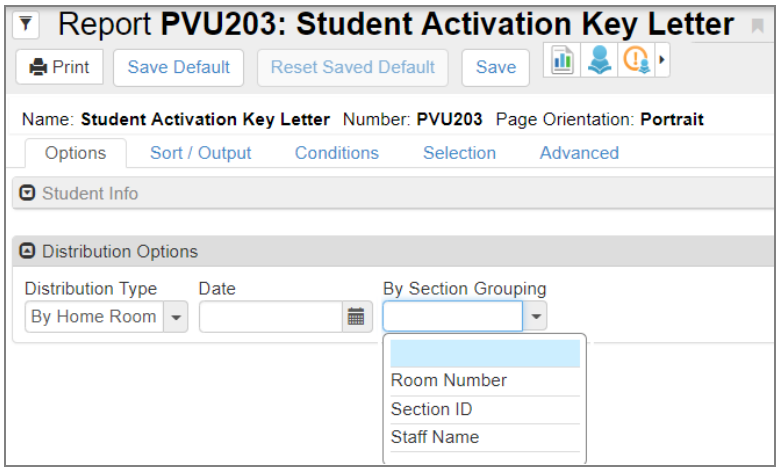
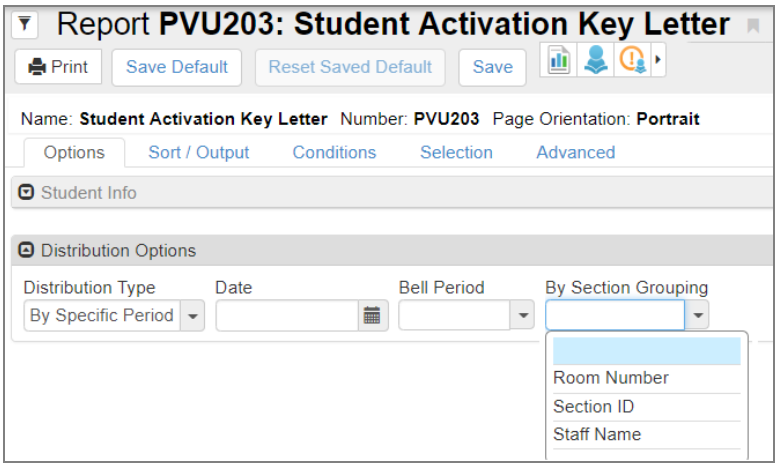
Report Options:

- 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*.



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*.



PVU203 – Student Activation Key Letter Report Interface Screen

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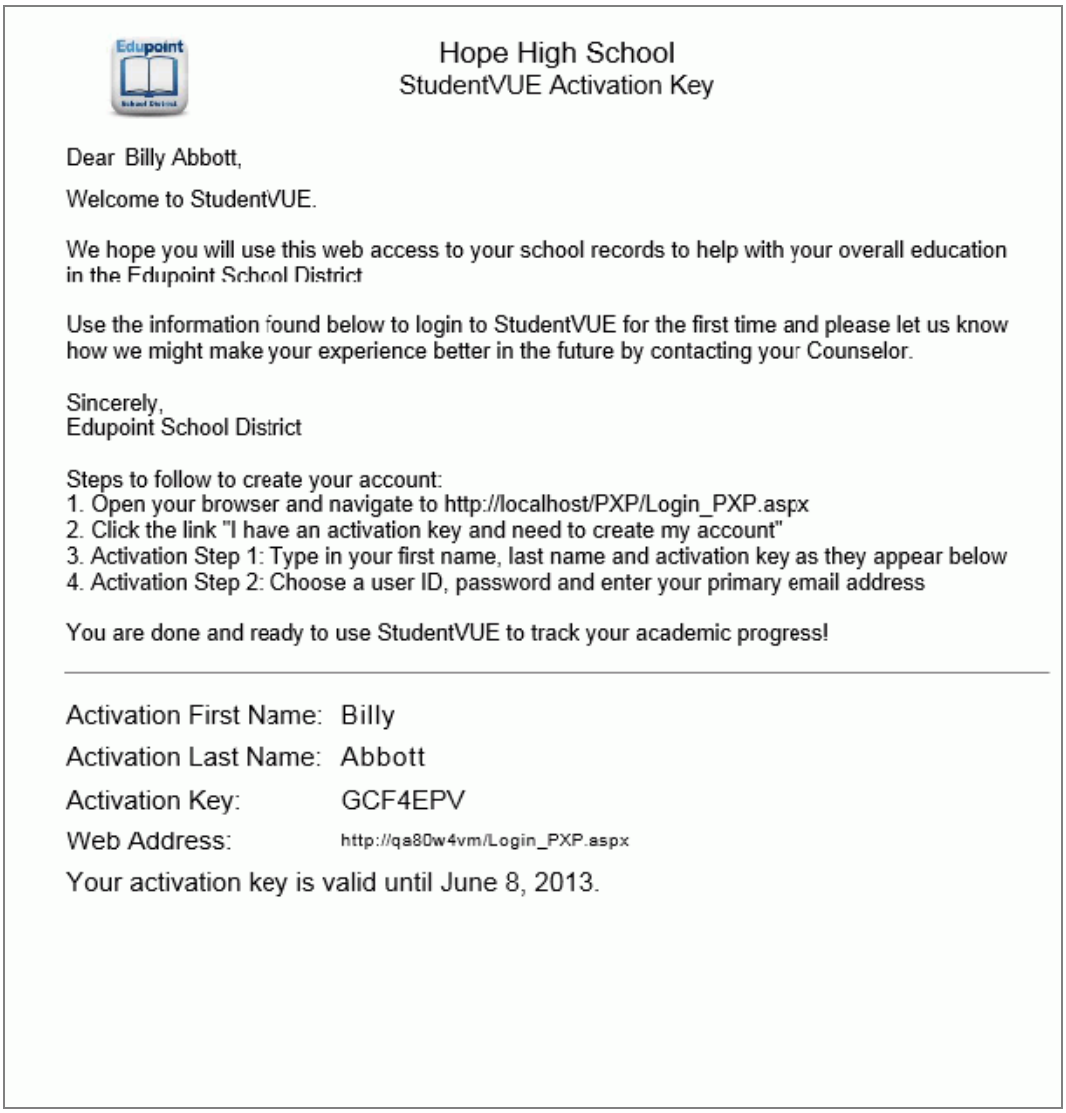
- This example displays the report output when no **Distribution Type** is selected.



Hope High School
StudentVUE Activation Key

Dear Billy Abbott,

Welcome to StudentVUE.

We hope you will use this web access to your school records to help with your overall education in the Edupoint School District

Use the information found below to login to StudentVUE for the first time and please let us know how we might make your experience better in the future by contacting your Counselor.

Sincerely,
Edupoint School District

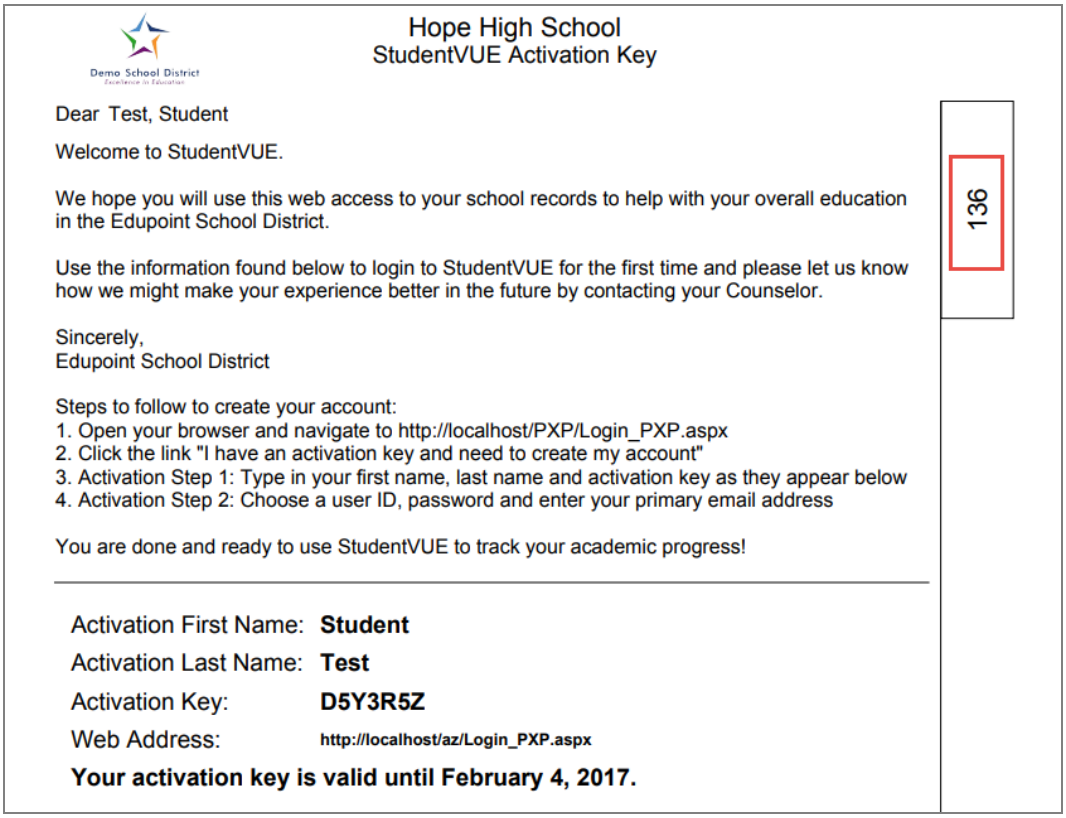
Steps to follow to create your account:
1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx
2. Click the link "I have an activation key and need to create my account"
3. Activation Step 1: Type in your first name, last name and activation key as they appear below
4. Activation Step 2: Choose a user ID, password and enter your primary email address

You are done and ready to use StudentVUE to track your academic progress!

Activation First Name: Billy
Activation Last Name: Abbott
Activation Key: GCF4EPV
Web Address: http://qa80w4vm/Login_PXP.aspx
Your activation key is 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*.



Hope High School
StudentVUE Activation Key

Demo School District

Dear Test, Student

Welcome to StudentVUE.

We hope you will use this web access to your school records to help with your overall education in the Edupoint School District.

Use the information found below to login to StudentVUE for the first time and please let us know how we might make your experience better in the future by contacting your Counselor.

Sincerely,
Edupoint School District

Steps to follow to create your account:
1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx
2. Click the link "I have an activation key and need to create my account"
3. Activation Step 1: Type in your first name, last name and activation key as they appear below
4. Activation Step 2: Choose a user ID, password and enter your primary email address

You are done and ready to use 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**

Your activation key is valid until February 4, 2017.

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PVU203 – Student Activation Key Letter Report Output

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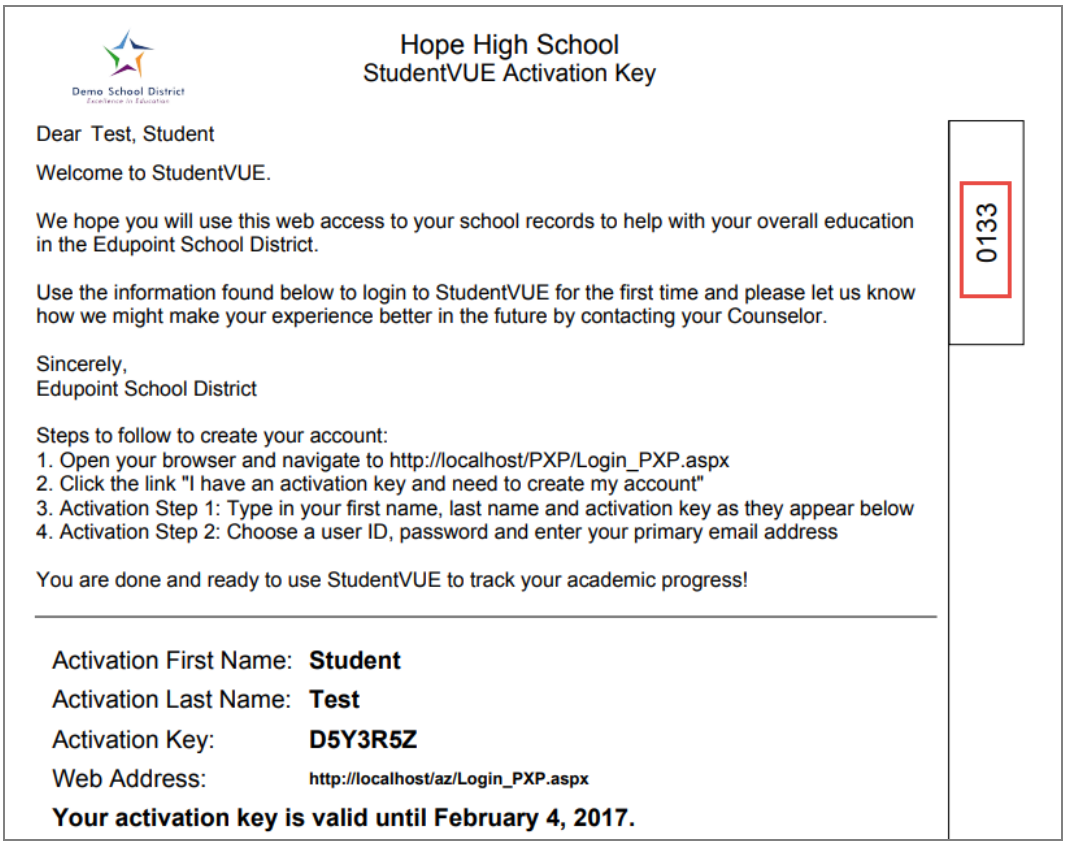
- This example displays the report output when the students are grouped by *Section ID*.



Hope High School
StudentVUE Activation Key

Demo School District

Dear Test, Student

Welcome to StudentVUE.

We hope you will use this web access to your school records to help with your overall education in the Edupoint School District.

Use the information found below to login to StudentVUE for the first time and please let us know how we might make your experience better in the future by contacting your Counselor.

Sincerely,
Edupoint School District

Steps to follow to create your account:
1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx
2. Click the link "I have an activation key and need to create my account"
3. Activation Step 1: Type in your first name, last name and activation key as they appear below
4. Activation Step 2: Choose a user ID, password and enter your primary email address

You are done and ready to use StudentVUE to track your academic progress!

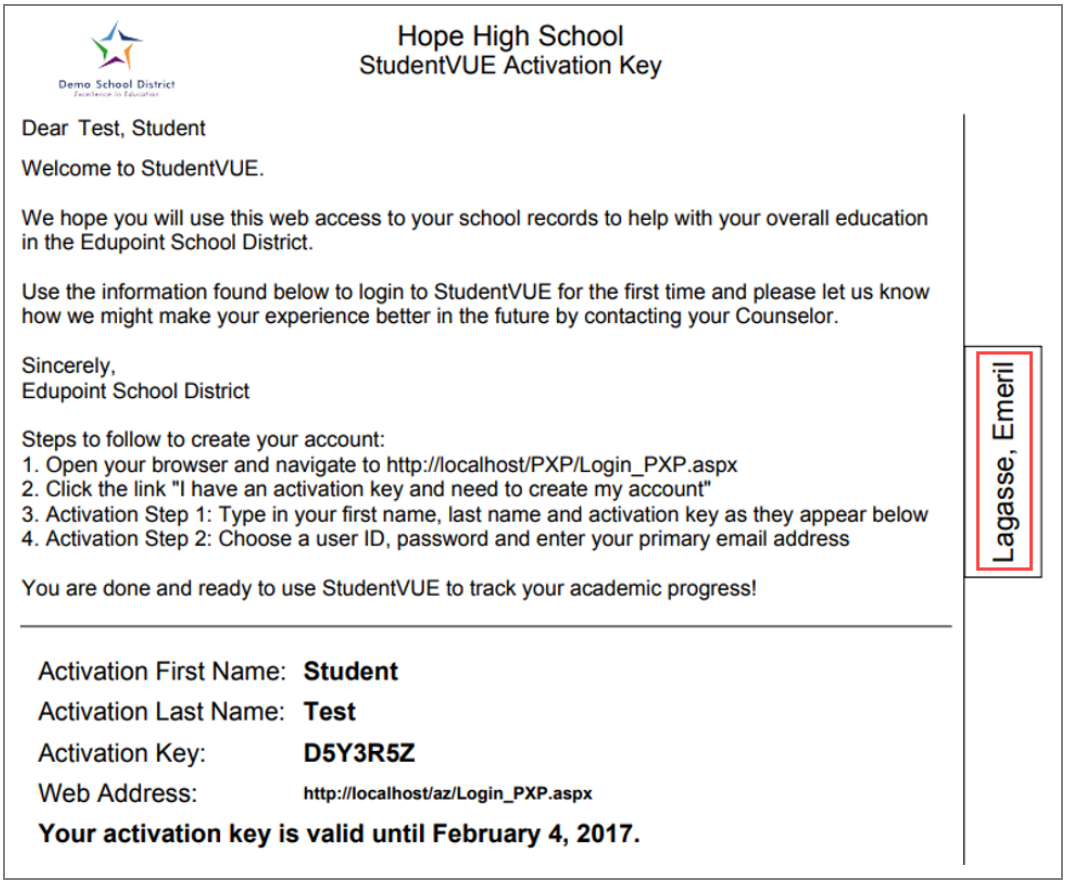
Activation First Name: **Student**
Activation Last Name: **Test**
Activation Key: **D5Y3R5Z**
Web Address: **http://localhost/az/Login_PXP.aspx**

Your activation key is valid until February 4, 2017.

0133

PVU203 – Student Activation Key Letter Report Output

- This example displays the report output when the students are grouped by *Staff Name*.



Hope High School
StudentVUE Activation Key

Dear Test, Student

Welcome to StudentVUE.

We hope you will use this web access to your school records to help with your overall education in the Edupoint School District.

Use the information found below to login to StudentVUE for the first time and please let us know how we might make your experience better in the future by contacting your Counselor.

Sincerely,
Edupoint School District

Steps to follow to create your account:
1. Open your browser and navigate to http://localhost/PXP/Login_PXP.aspx
2. Click the link "I have an activation key and need to create my account"
3. Activation Step 1: Type in your first name, last name and activation key as they appear below
4. Activation Step 2: Choose a user ID, password and enter your primary email address

You are done and ready to use 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**

Your activation key is valid until February 4, 2017.

Lagasse, Emeril

PVU203 – Student Activation Key Letter Report Output

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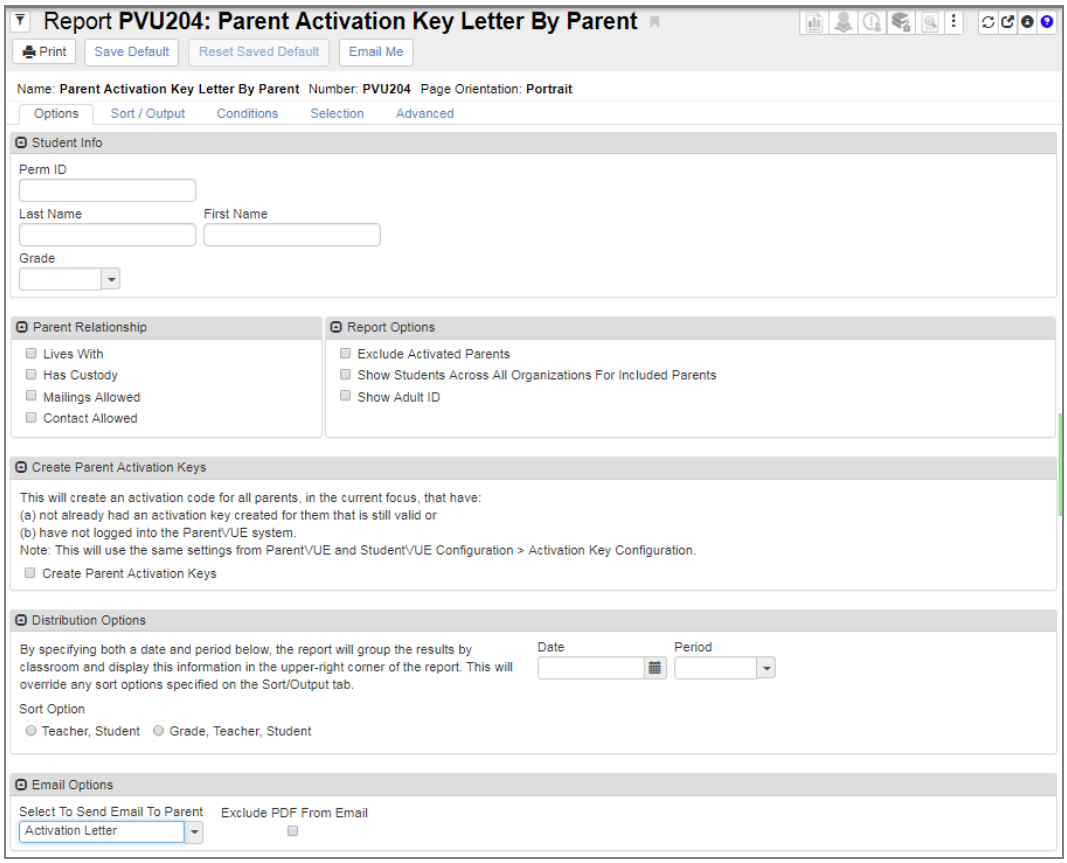
PVU204 – Parent Activation Key Letter By Parent

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.



PVU204 – Parent Activation Key Letter By Parent Report Interface Screen

Report Options:

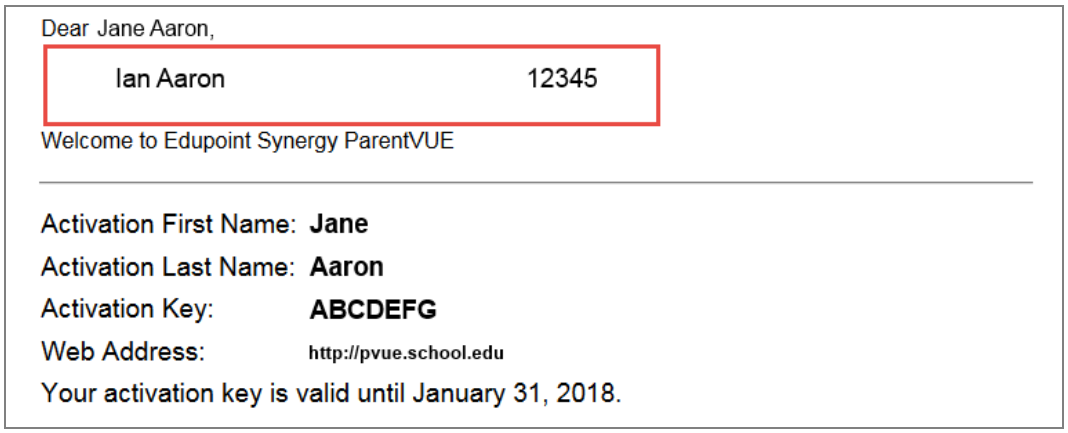
- Student Info – Enter the **Perm ID**, **Last Name**, **First Name**, and/or **Grade** of a student or students to print activation keys for.
- Parent Relationship – Filter letters by Parent Relationship
- Report Options – Select which items to include or exclude on the report:
  - **Exclude Activated 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,

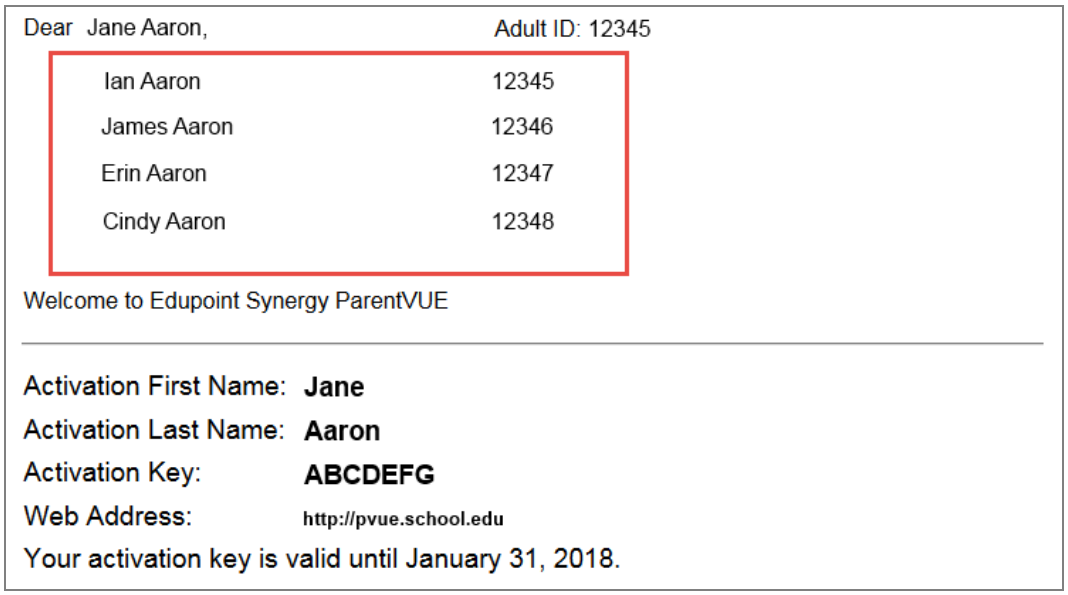
Ian Aaron 12345

Welcome to Edupoint Synergy ParentVUE

Activation First Name: **Jane**
Activation Last Name: **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:


Dear Jane Aaron, Adult ID: 12345

Ian Aaron	12345
James Aaron	12346
Erin Aaron	12347
Cindy Aaron	12348

Welcome to Edupoint Synergy ParentVUE

Activation First Name: **Jane**
Activation Last Name: **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 Report Output

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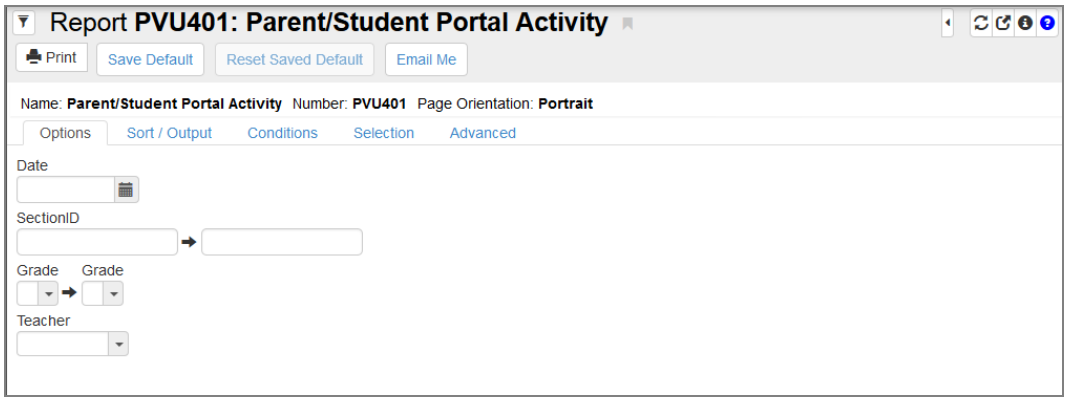
PVU401 – Parent/Student Portal Activity Report

Synergy SIS > Parent > Reports > List

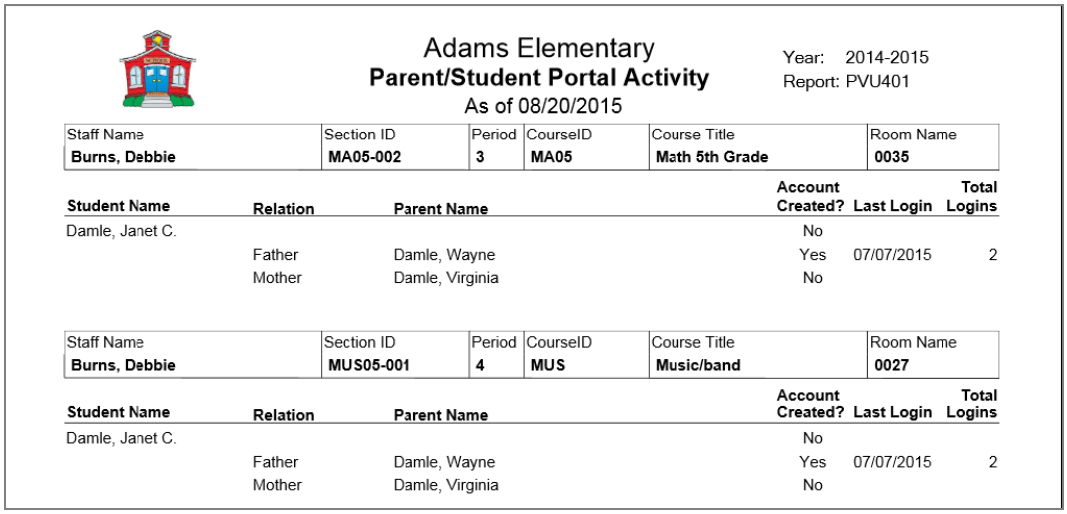
The PVU401 report tracks parent and student activity in the ParentVUE/StudentVUE portal.



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



Adams Elementary
Parent/Student Portal Activity
As of 08/20/2015

Year: 2014-2015
Report: PVU401

Staff Name	Section ID	Period	CourseID	Course Title	Room Name
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 Name
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
	Mother	Damle, Virginia	No		

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 *None*, the parent cannot view or edit the fields When to *View*, the parent can see the field, but not edit it.
Discipline Summary	Discipline Detail	Staff Name	K12.DisciplineInfo.SchoolIncident	EnteredByGU	When set to *None*, the parent cannot view the Staff Name.
		Referred By		ReferredBy	
Documents	N/A	A PDF Report Card is not available	K12.PXP.PXPPublic	GRDReportCardNotAvailable	When set to *None*, hides the message when districts do not attach the PDF.
Attendance	Attendance Detail	Note	K12.PXP.PXPPublic	AttNote	When set to *None*, the parent cannot view the Attendance Note.
Student Info	Student Locker	All	K12.LockerInfo.Setup.Locker	CurrentCombination	When set to *None*, 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 *None*, hides the Acknowledged By column

School or District Users

Change settings for the user group to change what a school or district user sees.

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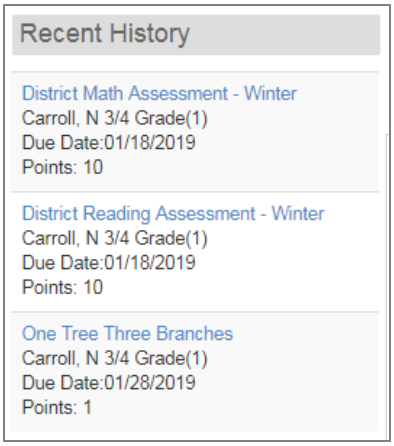
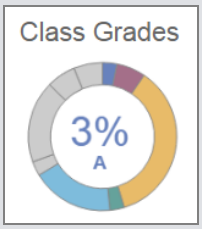
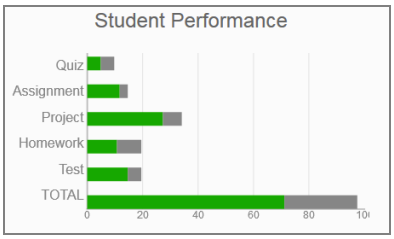
Screen/Page	Section	Field	Security Node	Property Access
ParentVUE and StudentVUE Configuration	Student Groups in Parent Acknowledgments detail Student Groups in Student Acknowledgments detail	N/A	K12.PXP	PXPConfigurationAckGrp
ParentVUE and StudentVUE Configuration	Organization in Parent Acknowledgments 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	 *Assignment History Details*
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 Chart*
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	 *Class Performance Whisker Chart*

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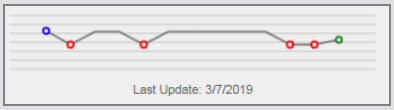
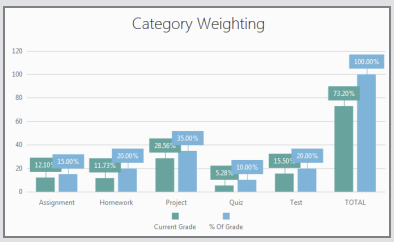
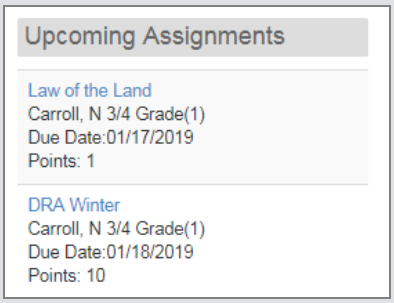
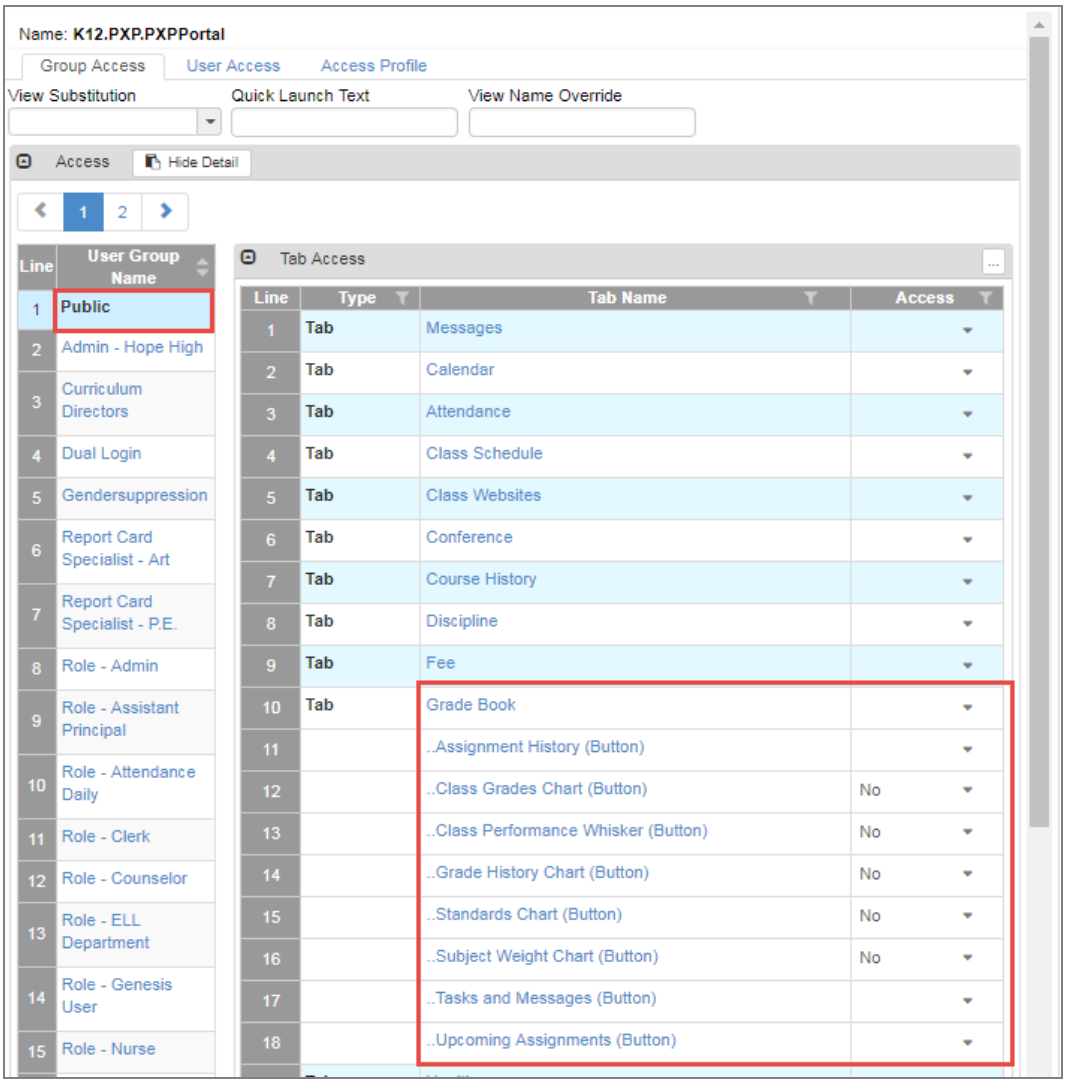
PAD Security Option	Description	Grade Book Item
Grade History Chart (Button) Also known as the Sparkline chart	Shows trends in overall grade for sections Green is the current value Blue is the highest overall grade earned for the section Red is the lowest overall grade earned for the section Line represents the overall grade changes that are not equal to the highest, lowest, or current grade	 *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 Bar Graph*
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 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*.



PAD Security Screen, Access Detail

6. Click **Save**.

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