

ParentVUE and StudentVUE User Guide



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The screens, procedural steps, and sample reports in this manual may be slightly different from the actual software due to modifications in the software based on state requirements and/or school district customization.

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About This Manual

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

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

Conventions Used in This Manual

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



Notes provide additional information about the subject.



Tips suggest advanced options or other ways of approaching the subject.



References list another source of information, such as another manual or website.



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

Before You Begin

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

Software and Document History

Document Version	Release Date	Software Release	Description
4.0	Mar 2020	2021	Updates: • Updated StudentVUE My Account for auto notification options • Added Communications in ParentVUE and StudentVUE in Communication • Added Viewing Concurrent Report Cards in Report Card • Added content for receiving auto notify emails on the StudentVUE mobile application in StudentVUE My Account • Added Online Registration on the Student List screen in Student List • Added a step for adding a doctor's note or document in Reporting Future Absences (mobile app) • Added text and note for submitted future absence notification in Enabling Notifications • Added Acknowledgments in Communication • Added content for deleting a message in Messages • Added a step for adding a doctor's note or document in Reporting Future Absences (web version) • Added Deleting an Emergency Contact Record in Managing Student Info • Added a step for including additional staff when sending emails in Viewing the Class Schedule • Added text for Course Duration column in Managing Course Requests • Updated Viewing the Calendar for the new interface • Added a step for selecting the Phone and Text values in ParentVUE Account Information • Added Paying Fees Using SchoolPay in Managing Fees

Document Version	Release Date	Software Release	Description
5.0	Mar 2021	2022	Updates: - Added Completing Daily Survey in ParentVUE/StudentVUE - Added Time Tracking in ParentVUE and StudentVUE - Added Requesting Account Activation - Added content for filters to search student course history records in Viewing Course History Information - Added Submitting Documents in ParentVUE - Added Time Tracker in Viewing Student Information - Added Daily Survey - Added a step for viewing Service Learning Hours Earned in Viewing Course History Information - Added notes for Course Content View in Viewing Grade Book - Updated Course History - Added Course Request - Added Scheduling Parent Conferences - Added a note for Phone and Text options in ParentVUE - Added a note for QR Code in Accessing Student ID Cards
6.0	May 2023	2024	Updates: - Added Flex Scheduling to StudentVUE - Added Digital Hall Pass to StudentVUE - Added Request for Counselor Visit to StudentVUE - Added Student Course Plan to ParentVUE and StudentVUE - Added Name Pronunciation for parents
7.0	May 2024	2025	Updates: - Added Preferred First Name in ParentVUE and StudentVUE - Enhanced the Class Schedule screen in StudentVUE to display any selected date
8.0	Apr 2025	2026	Updates: - Added new Upload Documents button to Documents module - Added ability to Report Absence for past attendance - Added ability to enter Lunch Orders

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Overview

Parents and students access ParentVUE and StudentVUE using a web browser. A user name and password provide secure access.

ParentVUE

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

ParentVUE offers access to the student and classroom information and different types of communication from the school or district for each child. Parents see their children's information only and cannot see other students' information.

ParentVUE Home Screen

ParentVUE opens after logging in or activating an account. Depending on district setup, parents see a tabbed view or a tiled view. Available options and information vary based on setup.



Acknowledgments display before the Home screen when they are available.

Tabbed View

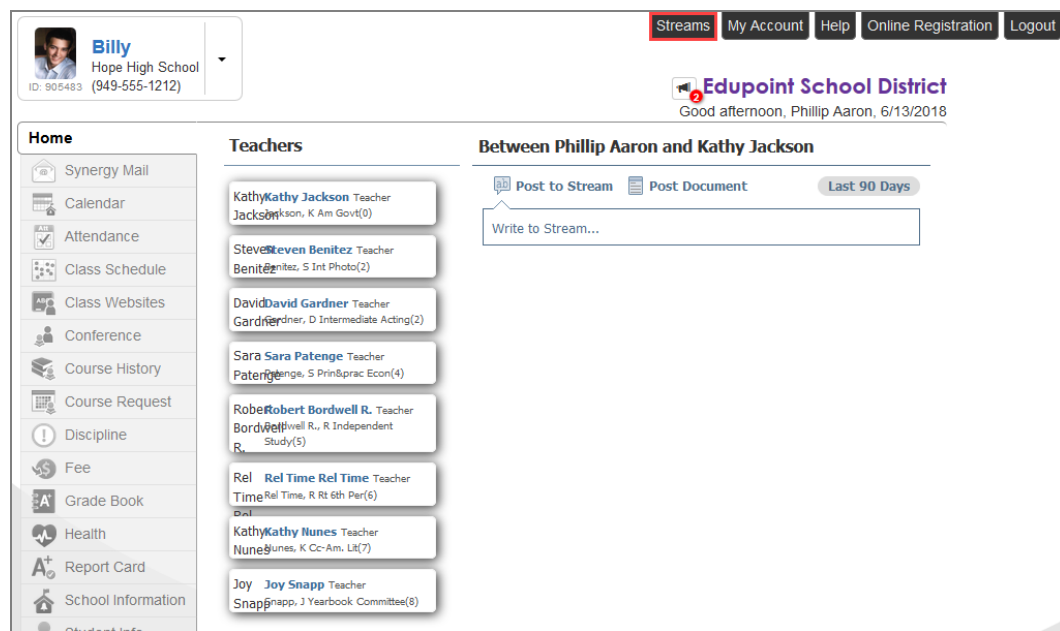
The screenshot displays the ParentVUE Home Screen for a user named Billy. The interface is organized into several sections:

- Navigation Bar (Left):** Contains links to Synergy Mail, Calendar, Assessment, Attendance, Class Schedule, Conference, Course History, Course Request, Discipline, Fee, Grade Book, Health, Report Card, School Information, Student Info, Test History, Course Plan, and Documents.
- User Profile (Top Left):** Shows Billy's profile picture, name, ID (905483), and school (Hope High School).
- Recent History (Right):** Lists recent activities such as "Cool things about Economics", "Romanticism in American Fiction and Short Stories", and "Transcendentalist Philosophies and Beliefs".
- Important Information (Center):** Displays various notifications and events, including "Current Year Registration Packet is Currently Open", "Edupoint School District Lottery Application is Currently Open", "Summer School Registration Packet is Currently Open", "New Year Registration Packet is Currently Open", "Athletic Registration is Currently Open", "Attendance notes for 2/15/2024, 1/31/2024, 1/24/2024...", "School Events on 01/26/2024", and "Times have not been submitted for 12/18/2023, 12/25/2023, 01/01/2024, 01/08/2024".
- Badges (Bottom Left):** Shows "0 Badges".
- Top Right:** Includes links for Streams, My Account, Help, Online Registration, and Logout.
- Bottom Right:** Features a language selector set to English.

ParentVUE Home Screen

- The Navigation bar contains links to display records for the selected child. ①
- List of important information, such as online registration notifications, grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. ② Click a link for more detailed information.

- Parents use the focus menu to select from the children actively enrolled in the district. **3**
- **Streams** allows parents to communicate with teachers if enabled. **4**



ParentVUE Streams Tab

- The **My Account** tab accesses the parent's account information. **5**

ParentVUE Account Information Screen

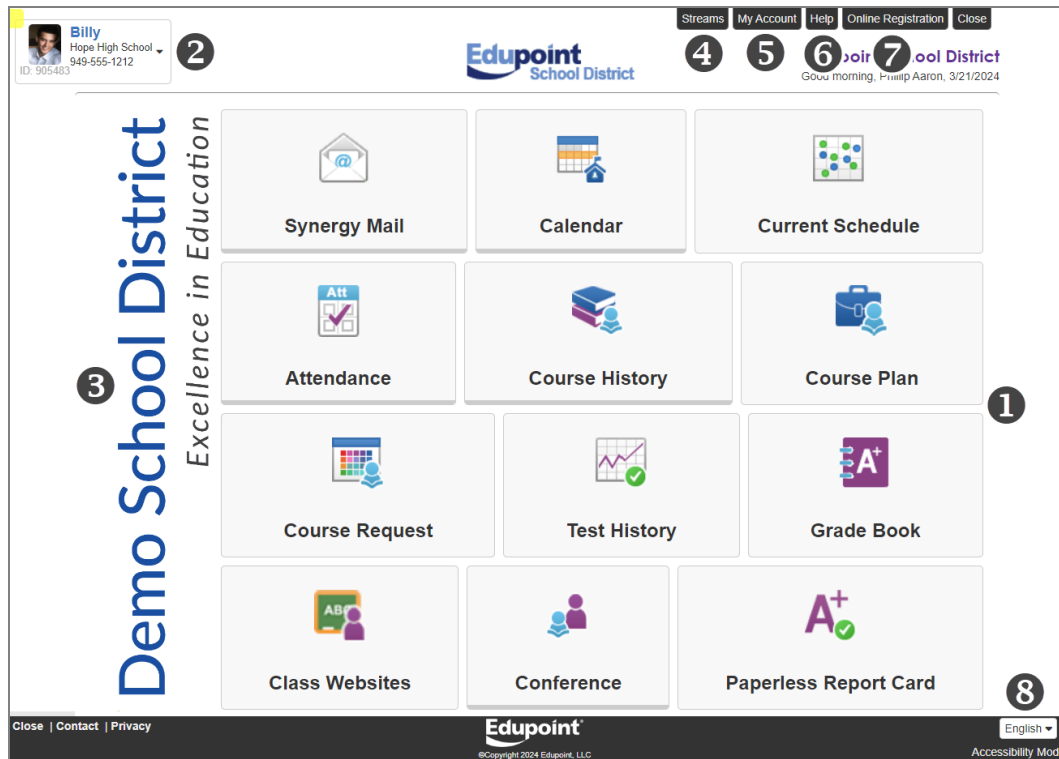
- The **Help** tab directs you to the Help screen, which contains information provided by the district. **6**
- The **Online Registration** tab opens Online Registration if available. **7**
- Parents can select a language at the bottom of the ParentVUE screen if the district supports multiple languages. **8**



Changing the language at the bottom of the ParentVUE screen only changes the language on the interface. See [Managing Your Account](#) to change the language for email notifications.

- Parents can report future absences. ⑨
- If used by the district, student-earned badges display here to highlight student achievement in areas such as attendance, academics, and leadership. ⑩

Tiled View



ParentVUE Home Screen

- Selectable tiles contain links to the applicable student records of the focused student. ①
- Parents use the focus menu to select from the children actively enrolled in the district. ②
- A customized banner displays identifying or introductory information for parents. The banner can be placed across the top or along the side. ③
- **Streams** allow parents to communicate with teachers if enabled. ④
- The **My Account** tab accesses the parent's account information. ⑤
- The **Help** tab directs you to the Help screen, which contains information provided by the district. ⑥
- The **Online Registration** tab opens Online Registration if available. ⑦
- Parents can select a language at the bottom of the ParentVUE screen if the district supports multiple languages. ⑧

StudentVUE

StudentVUE offers single sign-on access to student and classroom information and offers different types of communication from the school or district. Students can only see their information and cannot see the records of other students. Parents can access student information if they have a ParentVUE account.

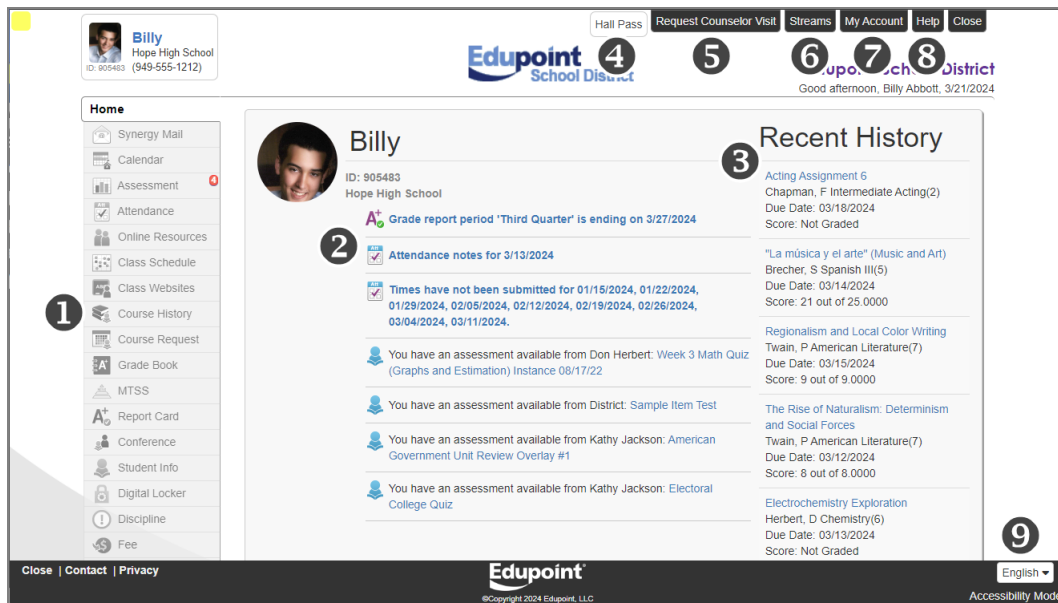
StudentVUE Home Screen

StudentVUE opens after logging in or activating an account. Depending on district setup, students see a tabbed view or a tiled view. Available options and information vary based on setup.



Acknowledgments display before the Home screen when they are available.

Tabbed View



StudentVUE Home Screen

- The Navigation bar contains links to display student records. ①
- Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. ② Click a link for more detailed information.
- Recent History provides links to recently-accessed records. ③
- Students can request a **Hall Pass** if enabled. ④
- Students can **Request Counselor Visit** if enabled. ⑤
- **Streams** allows students to communicate with teachers if enabled. ⑥

- The **My Account** tab accesses the student's account information. 7

My Account Setup

Email: Please enter your primary email address that is used by teachers/administrators to contact you as well as the email address used for password retrieval. [Change Password](#)

Account Detail and Options

Personal Information: NOTE - This information is changeable only by the school office staff. Contact the school directly to change your personal information.

Name Billy Abbott	User ID billy	Home Address 1979 S Val Vista Dr Mesa, AZ 85204	Mail Address Same as Home Address	Phone Numbers * Home: 480-555-1214 Cell: 480-555-1412 * * Indicates primary contact phone
----------------------	------------------	---	--------------------------------------	--

Email: Please enter your primary email address that is used by teachers/administrators to contact you as well as the email address used for password retrieval.

Primary Email:

[Update Account](#) [Cancel](#)

StudentVUE My Account Setup Screen

- The **Help** tab directs students to the Help screen, which contains information provided by the district. 8
- Students can select a different language if the district supports multiple languages. 9

Tiled View

The StudentVUE Home Screen displays a tiled view of various educational tools and services. The interface includes a top navigation bar with tabs for Hall Pass, Request Counselor Visit, Streams, My Account, Help, and Close. The main content area is a grid of tiles, each representing a different function: Calendar, Current Schedule, Flex Schedule, Assessment, Attendance, Class Websites, Grade Book, Test History, Paperless Report Card, Course History, Course Plan, and Course Request. The tiles are arranged in a 4x3 grid, with the last tile in the last row being empty. The interface also features a sidebar on the left with the text 'Demo School District' and 'Excellence in Education'. The bottom of the screen includes a footer with the Edupoint logo, copyright information, and a language selection dropdown set to English.

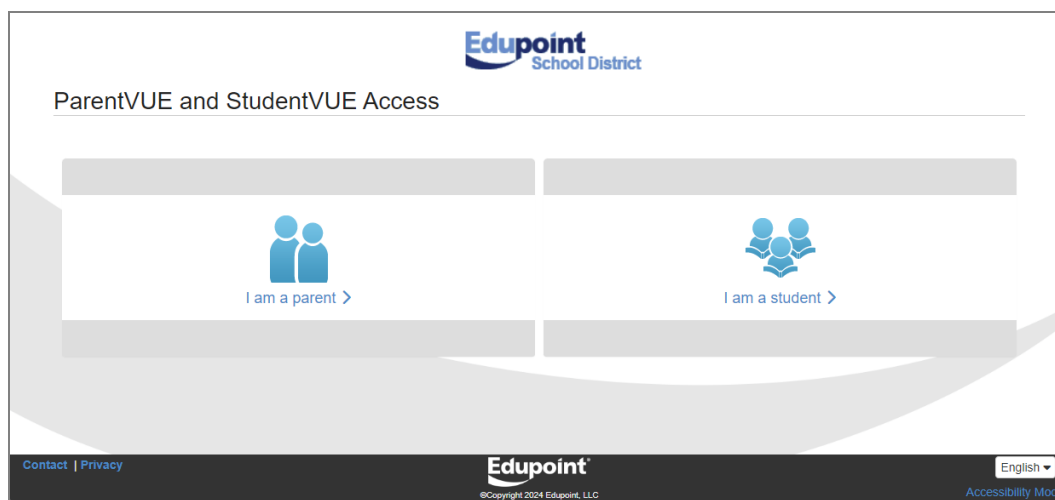
StudentVUE Home Screen

- Selectable tiles contain links to the applicable student records. ❶
- A customized banner displays identifying or introductory information for students. The banner can be placed across the top or along the side. ❷
- Students can request a **Hall Pass** if enabled. ❸
- Students can **Request Counselor Visit** if enabled. ❹
- Streams allows students to communicate with teachers if enabled. ❺
- The **My Account** tab accesses the student's account information. ❻
- The **Help** tab directs students to the Help screen, which contains information provided by the district. ❼
- Students can select a different language if the district supports multiple languages. ❽

Managing Account Information

Logging In to ParentVUE and StudentVUE

1. Parents and students open the web address provided by the school district.



ParentVUE And StudentVUE Access Screen

2. Select the preferred language at the bottom, if necessary. The screen default is English.
3. Select an option:
 - Parents – Click **I am a parent >>**. The ParentVUE Account Access screen opens.
 - Students – Click **I am a student >>**. The StudentVUE Account Access screen opens.

4. Log in to your account.

- If you already have an account, enter the **User Name** and **Password**.
- Click **Login**.



You might be required to change your password on your next log in. The new password must be at least six characters in length and cannot be the same as the current password.



If you forgot your password:

1. Click [Forgot Password](#).
2. Enter the primary email address. A message is sent to that email address with the username and password information. Contact your school if you encounter any issues.

ParentVUE Account Access Screen

- If you have an activation key, see [Account Creation](#).

Account Creation Using Activation Keys

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



The following steps use the ParentVUE screens. The StudentVUE screens are similar. Use these steps to create either account. You can also [complete these steps using the mobile version](#) of ParentVUE or StudentVUE.

1. Click **More Options**.
2. Click **Activate Account**.

The screenshot displays the 'ParentVUE Account Access' page for 'Edupoint School District'. It features a login section with input fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot Password' link. Below the login section, there are three main options: 'Request Account Activation', 'Activate Account' (which is highlighted with a red box), and 'Forgot Password'. A 'More Options' link is also present. At the bottom, there are links for 'iPhone App', 'Android App', and 'Mobile App URL'. The language is set to 'English'.

ParentVUE Account Access Screen

3. Click **I Accept** after reading the Privacy Statement to agree to it.

Step 1 of 3: Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

Introduction
 The site editor takes your right to privacy seriously, and wants you to feel comfortable using this web site. This privacy policy deals with personally-identifiable information (referred to as "data" below) that may be collected by this site. This policy does not apply to other entities that are not owned or controlled by the site editor, nor does it apply to persons that are not employees or agents of the site editor, or that are not under the site editor's control. Please take time to read this site's Terms of use.

1. Collection of data
 Registration for an account on this site requires only a valid e-mail address and a user name that has not been chosen already. You are not required to provide any other information if you do not want to. Please be aware that the user name you choose, the e-mail address you provide and any other information you enter may render you personally identifiable, and may possibly be displayed on this web site intentionally (depending on choices you make during the registration process, or depending on the

Clicking I Accept means that you agree to the above Privacy Statement.

I Accept Return to login

ParentVUE Step 1 Of 3: Privacy Statement Screen

4. Enter the **First Name**, **Last Name**, and **Activation Key** as provided in the Activation Key Letter. The first name and last name must exactly match the information in the letter.
5. Click **Continue to Step 3**.

Step 2 of 3: Sign In with Activation Key

Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your StudentVUE account:

First Name

Last Name

Activation Key

Continue to Step 3

ParentVUE Step 2 Of 3: Sign In With Activation Key Screen

6. Enter the **User Name** that was provided or create a unique **User Name**.



An error message displays if someone is already using the user name entered.

7. Enter a **Password** and re-enter it in **Confirm Password**.



The password must be a minimum of 6 characters in length and can consist of numbers and letters, but not special characters.
The password is case-sensitive.

8. (Parents Only) Enter the **Primary E-Mail** address.
9. Click **Complete Account Activation**.

A screenshot of a web form titled "Step 3 of 3: Choose user name and password". The form contains a welcome message for "Ralph A." and instructions to create a username and password. It includes four input fields: "User Name", "Password", "Confirm Password", and "Primary E-Mail". A "Complete Account Activation" button is at the bottom right.

Step 3 of 3: Choose user name and password

Welcome **Ralph A.** To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.

User Name

Password

Confirm Password

Primary E-Mail

Complete Account Activation

ParentVUE Step 3 Of 3: Choose User Name And Password Screen

Requesting Account Activation

The Request Account Activation feature in ParentVUE provides an alternate means to activate parents that does not require the district to send out activation letters.



This feature is available only if it is enabled by the district.

1. Log in to ParentVUE.
2. Click **Request Account Activation** in the More Options section.

ParentVUE Account Access

Login

Edupoint School District

Student ID Number:

Password:

Forgot Password

Login

More Options

Request Account Activation

Activate Account

Forgot Password

iPhone App

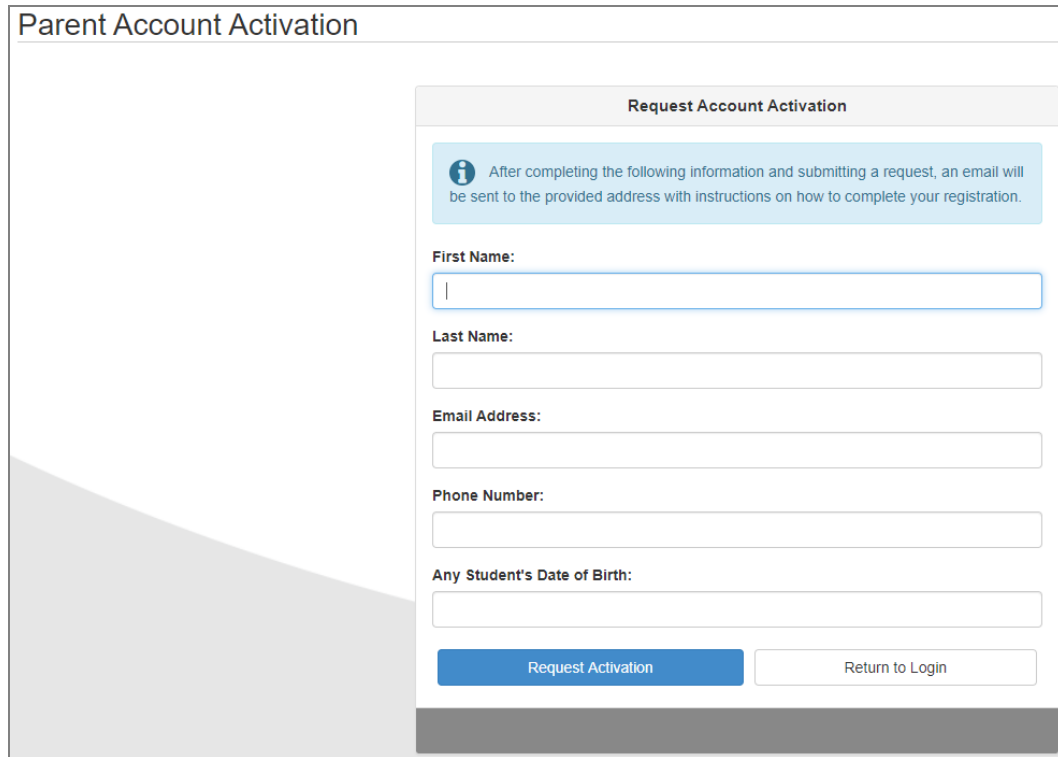
Android App

Mobile App URL
http://qa05vm/100/1

English

ParentVUE Account Access Screen

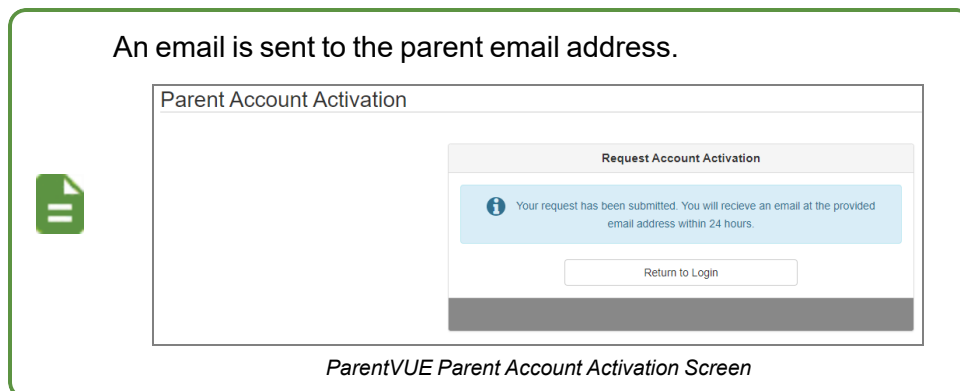
3. Enter the **First Name**, **Last Name**, **Email Address**, **Phone Number**, and **Any Student's Date of Birth**.
4. Click **Request Activation**.



The screenshot shows the 'Parent Account Activation' screen. On the right side, there is a 'Request Account Activation' form. At the top of the form is a blue information box with a white 'i' icon and the text: 'After completing the following information and submitting a request, an email will be sent to the provided address with instructions on how to complete your registration.' Below this box are five input fields: 'First Name:', 'Last Name:', 'Email Address:', 'Phone Number:', and 'Any Student's Date of Birth:'. At the bottom of the form are two buttons: 'Request Activation' (blue) and 'Return to Login' (white).

ParentVUE Parent Account Activation Screen

An email is sent to the parent email address.

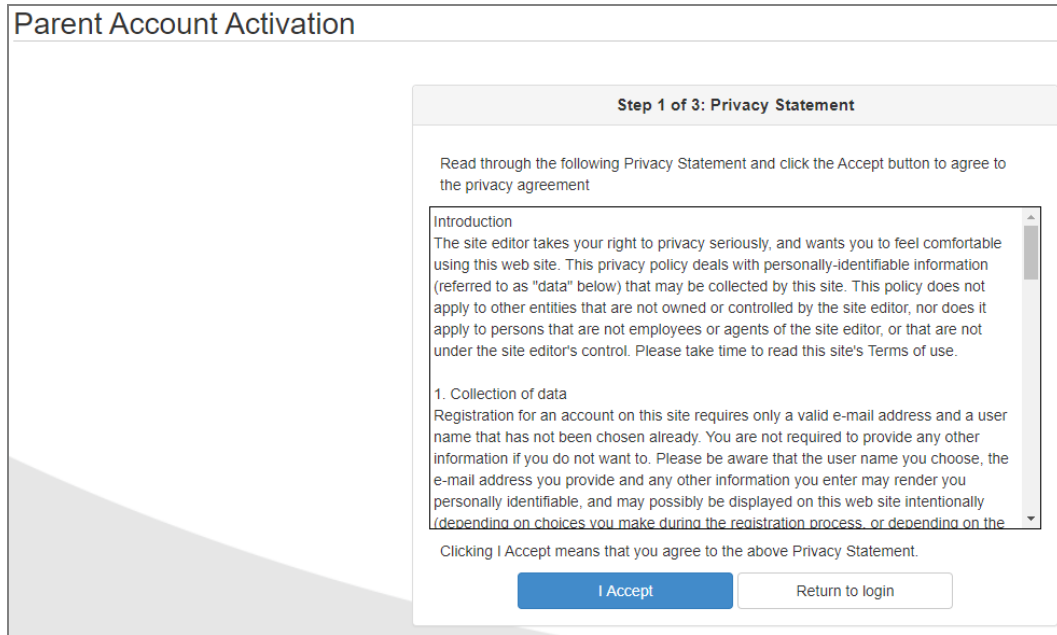


The screenshot shows the 'Parent Account Activation' screen after a request has been submitted. On the left side, there is a green document icon. On the right side, there is a 'Request Account Activation' form. At the top of the form is a blue information box with a white 'i' icon and the text: 'Your request has been submitted. You will receive an email at the provided email address within 24 hours.' Below this box is a 'Return to Login' button.

ParentVUE Parent Account Activation Screen

5. Click the link in the email.

6. Click **I Accept** after reading the Privacy Statement.



Parent Account Activation

Step 1 of 3: Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

Introduction
The site editor takes your right to privacy seriously, and wants you to feel comfortable using this web site. This privacy policy deals with personally-identifiable information (referred to as "data" below) that may be collected by this site. This policy does not apply to other entities that are not owned or controlled by the site editor, nor does it apply to persons that are not employees or agents of the site editor, or that are not under the site editor's control. Please take time to read this site's Terms of use.

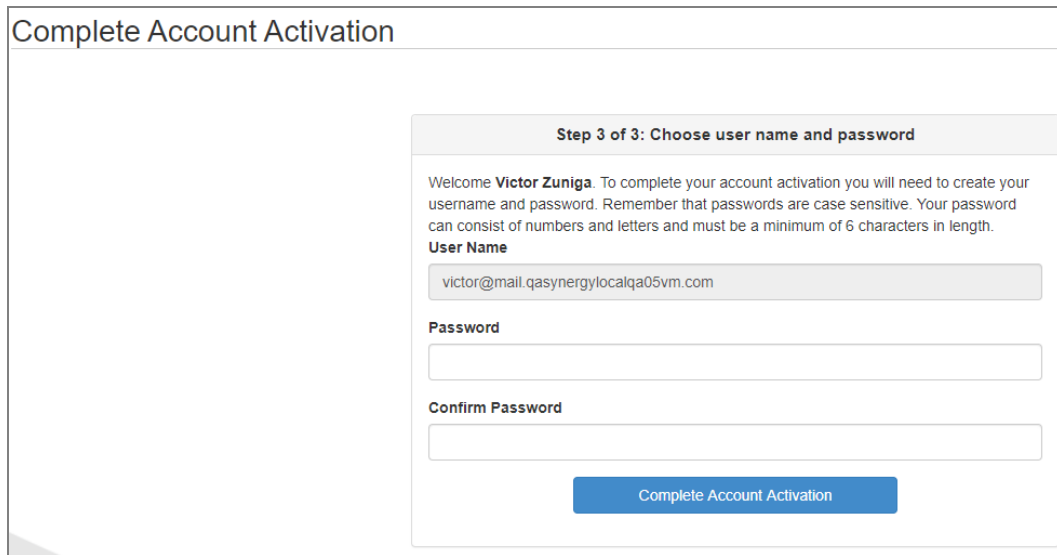
1. Collection of data
Registration for an account on this site requires only a valid e-mail address and a user name that has not been chosen already. You are not required to provide any other information if you do not want to. Please be aware that the user name you choose, the e-mail address you provide and any other information you enter may render you personally identifiable, and may possibly be displayed on this web site intentionally (depending on choices you make during the registration process, or depending on the

Clicking I Accept means that you agree to the above Privacy Statement.

I Accept **Return to login**

ParentVUE Parent Account Activation Screen

7. Enter a value in the **Password** and **Confirm Password** fields.
8. Click **Complete Account Activation**.



Complete Account Activation

Step 3 of 3: Choose user name and password

Welcome **Victor Zuniga**. To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.

User Name
victor@mail.qasynergylocalqa05vm.com

Password

Confirm Password

Complete Account Activation

ParentVUE Complete Account Activation Screen

Forgot Your Password

1. Click **More Options**.
2. Click **Forgot Password**.

ParentVUE Account Access

Login

Edupoint School District

User Name:

Password:

Login

More Options ^

Activate Account

Forgot Password

iPhone App

Android App

Mobile App URL
http://localhost/az/

English | Español | Français | 粵語 | suomi | Deutsch | русский

Login Screen

3. Enter the primary email address. ParentVUE/StudentVUE sends a message to that email address with the username and password information and a link to change your password.
4. Click **Send Email**.

Forgot Password

Send Password Reset Request

Enter your email address or user name and we will email you a link to change your password.

jsnow@mail.mail

Send Email

Forgot Password Screen

5. Open the email.
6. Click the link to change your password.

From: PXPForgotPassword@mail.mail

To: jsnow@mail.mail

Cc:

Subject: Edupoint School District - ParentVUE/StudentVUE

The following is your user id and password for the Edupoint School District ParentVUE/StudentVUE account - registered with the email you supplied:

Last Name: Snow

First Name: Jon

Password: [Click here to change password.](#)

If you are still experiencing problems with your account, please contact your child's school office.

Forgot Password Email Sample

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



Enter your name exactly as it displays on the account.

8. Click **Change Password**.

My Account Password

Change Password

i To change your password, enter your current First and Last Name (must match name on account), type the new password twice to confirm, then press the Change Password button.

User Name **jsnow**

First Name

John

Last Name

Snow

New Password:

••••••••

Confirm New Password:

••••••••

Change Password

My Account Password Screen

A message indicating that the application made the changes successfully displays.

My Account Password

Change Password

i Changes have been successfully made to your account.

My Account Password Screen

Managing Your Account

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

ParentVUE Account Information

1. Select the **My Account** tab.
2. Make updates to your account as needed.
 - Click **Change Password** to change your password.
 - Change your **First Name**, **Last Name**, **Employer**, and **Primary Language** if available on the screen.



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

- Enable **Go Paperless** to only receive report cards online.
- Select which email/push notifications you want to receive and how often.
- Add or edit your email addresses.

Account Information

Instructions: Modify your account information below and press Update Account to apply the changes. To change your password click here: [Change Password](#)

[Update Account](#) [Cancel](#)

Account Detail and Options

Name Debra Little	User ID dlittle	Home Address 3446 E Downing St Tempe, AZ 85662	Mail Address Same as Home Address	Phone Numbers Cell: 480-555-6593 Phone Contact: No Text Contact: No
----------------------	--------------------	--	--------------------------------------	--

Adult ID

Editable Personal Information: The following information is editable - please contact school office staff to change secured personal information. Click the Update Account button to save any changes.

First Name	Debra
Last Name	Little
Employer	Home
Primary Language	

☒ Go Paperless! ☐ I only want to receive my child's report card on-line, do not send me a printed report card

Notification Options

Message	Email	Push Note	Description
Attendance	☒	☒	Attendance was entered
Discipline	☐	☒	New discipline occurrence was created
Health	☒	☒	School nurse was visited

ParentVUE Account Information Screen

3. Enter the **Preferred First Name** of your student to have that name displayed within ParentVUE and in Synergy Mail.

Preferred Names		
First Name	Last Name	Preferred First Name
Bruce	Little	

ParentVUE My Account Screen

4. Select values for **Phone** and **Text** as needed.

Phone Numbers								
Delete	Primary	Type	Phone	Extension	Contact	Listed	Phone	Text
☐	☐	Cell	480-555-65...		☐	☒	No	No
☐	☐	Home	480-555-73...		☐	☒	No	No

ParentVUE My Account Screen

5. Click **Update Account**.

StudentVUE My Account

1. Select the **My Account** tab.

StudentVUE Home Screen

2. Make updates to your account as needed.
 - Click **Change Password** to change your password.
 - Enter or edit your **Primary Email** address.
 - Enter a **Preferred First Name** to display in StudentVUE.

- Select or clear the notification options in the Auto Notify section.
- Click **Update Account**.



Changes made in the StudentVUE app automatically update the StudentVUE screen in Synergy SIS and changes made in StudentVUE in Synergy SIS automatically update the StudentVUE app.

[Hall Pass](#)
[Request Counselor Visit](#)
[My Account](#)
[Help](#)
[Logout](#)

Edupoint School District
 Good morning, Brian Curtis, 4/4/2025

Home
 Synergy Mail
 Calendar
 Class Schedule
 Attendance
 Discipline
 Health
 Report Card
 Grade Book
 Lunch Orders
 Fee
 Assessment
 Online Resources
 Class Websites
 Course History
 Course Request
 MTSS
 Conference
 Student Info
 Digital Locker
 Test History
 Documents
 Flex Schedule
 School Information
 Course Plan

My Account Setup

Email: Please enter your primary email address that is used by teachers/administrators to contact you as well as the email address used for password retrieval. [Change Password](#)

Account Detail and Options

Personal Information: NOTE - This information is changeable only by the school office staff. Contact the school directly to change your personal information.				
Name	User ID	Home Address	Mail Address	Phone Numbers
Brian Curtis	bcurtis	2661 N Almond Tempe, AZ 85662	Same as Home Address	H: 480-555-3962 * * Indicates primary contact phone

Email: Please enter your primary email address that is used by teachers/administrators to contact you as well as the email address used for password retrieval.

Primary Email

Brian.Curtis@mail.qasnyergylcalqa05vm.

If you have a preferred first name that does not match your current legal first name, please provide it below:

Preferred First Name:

Notification Options

Message	Email	Push Note	Description
Attendance	☐	☐	Attendance was entered
Discipline	☒	☐	New discipline occurrence was created
Health	☐	☐	School nurse was visited
End Of Term	☐	☐	End of term is approaching
Class Grade	☒	☒	Overall class grade was changed Only when grade is below %
Assignment Score	☒	☒	An assignment was scored Only when grade is below %
Grade Book Summary	☒	☒	Weekly summary of class grades Send on: Sunday ☐ Only when grade is below %

[Update Account](#)
[Cancel](#)

StudentVUE My Account Setup Screen

Chapter 2: Student Information

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Completing Daily Survey in ParentVUE/StudentVUE

Districts can enable a Daily Survey, which requires parents/students to complete a questionnaire before accessing any other ParentVUE/StudentVUE modules.

If a student is logging in for the first time in StudentVUE and has not completed a Daily Survey, they are prompted to complete the survey immediately after they log in.



If a parent is logging in for the first time in ParentVUE and has not completed a Daily Survey, they are prompted to complete the survey prior to viewing their student in ParentVUE.

If a parent has completed the survey, the student is not prompted to complete the survey.

DAILY SURVEY

Edupoint Public Schools
Good afternoon, Billy Abbott, 8/3/2020

DAILY SURVEY

i You must answer "NO" to all the questions in this questionnaire in order to enter Hope High School. If you answer "YES" to any of the questions, please DO NOT come or send your child to school. If you experience any symptoms or answer "YES" to any of these questions, you must immediately contact your health care professional for recommended next steps AND notify the school by calling the attendance line 1-800-555-1234. Thank you!

Billy

1. Fever, cough, chills, and/or muscle aches?

2. Sore throat, runny nose and/or loss of taste or smell?

3. Nausea, vomiting and/or diarrhea?

4. Shortness of breath and/or headache?

5. Close contact, or cared for someone with COVID-19?

6. Please enter your student's temperature.

StudentVUE/ParentVUE Daily Survey Screen

Managing Student Info

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

Parents can make changes to their child's information if the district allows. They must notify the school of any changes to make if the district does not allow parents to make changes. Students cannot make changes.

STUDENT INFO

Edit Information


 Notify the school of any demographic information changes: Allison Becker A.  

Student Information				
Student Information				
Student Name Billy C. Abbott, Jr.	Perm ID 905483	Gender Male	Grade 12	Home Address 1979 S Val Vista Dr Mesa, AZ 85204
Last Name Goes By	Nick Name Bill	Birth Date 03/15/2000	Email billy@mail.mail	
Phone 480-555-1214	Spoken to Student at Home Spanish	Track	School Name Hope High School	
Homeroom Teacher Kathy Jackson  	Room Name 224	Counselor Name Wilson, Rob  		

ParentVUE Student Info Screen

1. Click **Student Info** in the Navigation bar.
2. Click **Edit Information** to make changes to the student's information if enabled.

STUDENT INFO

Edit Information

Notify the school of any demographic information changes: Allison Becker A.

Student Information				
Student Information				
Student Name Billy C. Abbott, Jr.	Perm ID 905483	Gender Male	Grade 12	Home Address 1979 S Val Vista Dr Mesa, AZ 85204
Last Name Goes By	Nick Name Bill	Birth Date 03/15/2000	Email billy@mail.mail	
Phone 480-555-1214	Spoken to Student at Home Spanish	Track	School Name Hope High School	
Homeroom Teacher Kathy Jackson	Room Name 224	Counselor Name Wilson, Rob		

ParentVUE Student Info Screen

Click the staff name to send a Stream message or click the Email icon to send an email to notify the school of any demographic information changes.



STUDENT INFO

Edit Information

Notify the school of any demographic information changes: Allison Becker A.

Student Information				
Student Information				
Student Name Billy C. Abbott, Jr.	Perm ID 905483	Gender Male	Grade 12	Home Address 1979 S Val Vista Dr Mesa, AZ 85204
Last Name Goes By	Nick Name Bill	Birth Date 03/15/2000	Email billy@mail.mail	

ParentVUE Student Info Screen

3. Edit the fields.

STUDENT INFO

Save Changes Cancel Changes

Notify the school of any demographic information changes: Allison Becker A. [icon] [icon]

Provide Changes to Student Information

Student Info		
Description	Current Value	Changed Value
Last Name Goes By		
Nick Name	Bill	Bill
Spoken to Student at Home	Spanish	Spanish

ParentVUE Student Info Screen

4. Click **Save Changes**.

The school staff must review and accept the change before the information updates.

The date of the Student Info update displays at the top of the screen.



Parents cannot submit further changes until the school staff accepts the pending changes.

STUDENT INFO

Changes submitted on 06/13/2018 15:33 PM, are still waiting approval.

Student Info Screen

Submitting Documents in ParentVUE

The Document Categories display in ParentVUE in the Upload Documents section on the Student Info screen.

1. Log in to ParentVUE.
2. Select the appropriate student.
3. Click **Student Info** in the Navigation bar.
4. Click **Edit Information**.

The Document Category can be in one of four statuses in the Upload Documents section:

- Awaiting a Document  – Student does not have a document.
- Uploaded  – Student has a document in this category.
- Pending Upload  – A document is uploaded in ParentVUE, but has not been Accepted on the Review PVUE Updates screen. A new document can be uploaded to replace the existing document.
- Invalid File Type  – The file cannot be uploaded because it is either too large, does not have an accepted file extension, or the file extension is incorrect for the file contents.



The maximum file size is defined by the district.

Valid file extensions for uploaded documents are: .png, .jpg, .jpeg, .gif, .bmp, .tiff, .tga, .raw, .nef, .pdf, .doc, and docx.

The file cannot be uploaded when the file extension is not appropriate for the contents, such as a document with a .jpg extension.

Upload Documents
Files must be less than 4MB and be an Image, PDF or Word document.

Consent Form  Drag & Drop File or Click to Upload	Immunization Record  Test document-immunization2.docx Drag & Drop File or Click to Upload Document On Record	Proof of Birth  Birth certificate.docx Test document-birth3.docx Drag & Drop File or Click to Upload Pending Changes
	SSN Card  Test document-SSN2-P.docx happy_dog.mpg Drag & Drop File or Click to Upload Invalid File Type	

Save Changes Cancel Changes

ParentVUE Student Info Screen

5. Click the **Document Category** or drag and drop a file in the **Document Category** to upload a document.
6. Click **Save Changes**.

Deleting an Emergency Contact Record

1. Log in to ParentVUE.
2. Click **Student Info** in the Navigation bar.
3. Click **Edit Information**.
4. Locate a contact to delete in the Emergency Contacts section.
5. Select **Delete Record**.



Selecting **Delete Record** displays a line in the Changes section on the Review PVUE Updates screen indicating an Emergency Contact was deleted.

6. Click **Save Changes**.

Emergency Contacts			
Record	Description	Current Value	Changed Value
1	Delete Record	☐	☒
	Name	Caren Roberts	Caren Roberts
	Release To	☐	☐
	Relationship	Guardian	Guardian
	Home Phone	480-922-3357	480-922-3357
	Work Phone	480-111-2222	480-111-2222

Student Info Screen

Viewing School Information

- Click **School Information** in the Navigation bar to view a directory of the student's school.
- Click the **Website URL** to go to the school's website. ❶
- Click the **Email** link in the School Staff Contact List to email a member of staff. ❷

SCHOOL INFORMATION

School Information		
Principal Rob Wilson  	School Name Hope High School	Address 4301 E Guadalupe Rd Gilbert, AZ 85234
Phone 949-555-1212	Fax 949-555-1213	Website URL http://www.hopehigh.edu ❶

School Staff Contact List

Staff Name	Job Title	Phone	Extension
Q ❷	Q		
Aderson, Gordon  	Teacher		
Andrews, Mark  	Teacher		
Arthur A., Andrea  	Teacher		

School Information Screen

Viewing Health Information

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

1. Click **Health** in the Navigation bar.

HEALTH SUMMARY			
Nurse Visits Health Conditions Immunizations			
Health Summary			
Date	Time In	Time Out	Assessment Plan
06/07/2018			Possible heat stroke
06/01/2018	10:30 AM	10:35 AM	
05/30/2018			
05/30/2018	7:15 AM	7:30 AM	Billy needs to come in every morning to check symptoms
05/18/2018	1:00 PM	2:00 PM	Provided breathing treatment.

Health Summary Screen

2. Click the record link in the Health Summary to view the Nurse Visit Detail. This displays the assessment of the student's condition, the action taken, and the name of the staff who recorded the visit.



Click the Streams icon or the Email icon to communicate with the staff member.

HEALTH SUMMARY				
Nurse Visits Health Conditions Immunizations Nurse Visit Detail				
Nurse Visit Detail				
Date 06/07/2018	Time In	Time Out	Referred By	Staff Name Mark Andrews  
School Name Hope High School				
Assessment Plan Possible heat stroke				

Health Summary Screen, Nurse Visit Detail

3. Select the **Health Conditions** tab to view the Health Condition Summary. This displays the student's health conditions, such as asthma or allergies.

HEALTH SUMMARY			
		Nurse Visits	Health Conditions Immunizations
Health Condition Summary			
Start Date	End Date	Condition Code	Comment
05/30/2018	05/30/2018	Hearing	billy had Lasix eye surgery and no longer needs contacts
	05/30/2018	Vision	Wears contact lenses
		Medical Alert	OCCASIONAL ASTHMA, SCOLIOSIS, ADHD
		Medical Alert	ASTHMA
		Medical Alert	ADHD
		Peanut Allergy	

Health Summary Screen, Health Conditions Tab

4. Select the **Immunizations** tab to view the Immunization Summary. This displays a record indicating compliance and non-compliance for immunizations.

HEALTH SUMMARY

Nurse Visits | Health Conditions | Immunizations

Immunization Summary

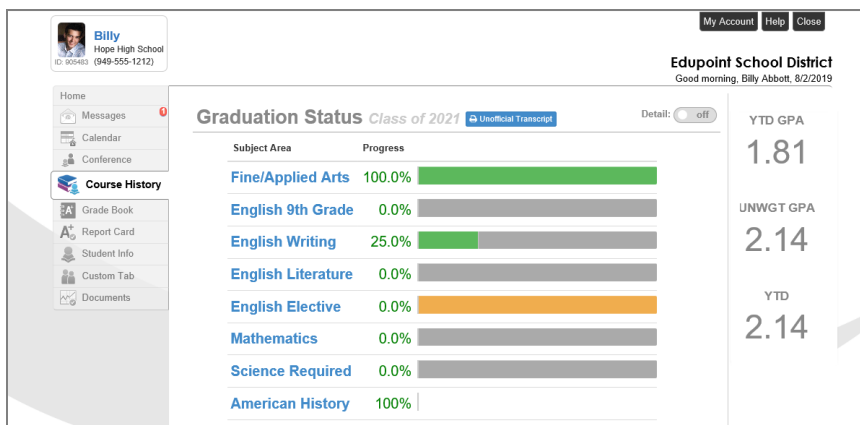
Name	Status as of 6/14/2018	Dosage Information					
		1	2	3	4	5	6
Polio	 Not Compliant						
Td	 Not Compliant						
DTP/DTaP/DT	 Not Compliant						
MMR	 Not Compliant						

Health Summary Screen, Immunizations Tab

Viewing Course History Information

The Course History screen displays all of a secondary student's courses, the grades received for all years and all schools, the cumulative GPA, and graduation ranking.

1. Click **Course History** in the Navigation bar.



Course History Screen

2. Toggle **Detail** to **on** to view additional detail for Graduation Status, Test Requirements, or Student Course History.



The Graduation Status section provides detailed credit and test requirement information if appropriate to the student's school grade level.

This is the same information that displays on the student's transcript.

Graduation Status Class of 2009							
Detail: ☒ on							
Subject Area	Progress		Subject Area	Required	Completed	In Progress	Remaining
English Literature	100.0%		English Literature	3.00	3.00	0.00	0.00
Mathematics	100.0%		Mathematics	3.00	3.00	0.00	0.00
Science Required	100.0%		Science Required	2.00	2.00	0.00	0.00
American History	100.0%		American History	2.00	2.00	0.00	0.00
Government	100.0%		Government	0.50	0.50	0.00	0.00
Electives	100.0%		Electives	3.00	17.00	1.50	0.00
Test Requirements							
Detail: ☒ on							
AIMS Reading							
650 Approaches							
03/19/2016							
AIMS Math							
690 Meets							
03/19/2016							

Course History Screen

3. Toggle **Detail** to **on** in the Student Course History section.



The Student Course History records display from newest to oldest by **Year** and **Term**.

The default value for each filter is *All*.

The **Mark** column displays an indicator when a student withdraws from a course.

Student Course History					Detail: on
School Name	Grade	Year	Term	CHS Type	
All	All	All	All	All	
Hope High School Year: 2019 Term: S1					
Academic Decath (AD86W)	P	1.00	1.00	High School	
Ap Studio Art (AR80W1)	NP	0.50	0.00	High School	
Grade: 11					
Course Title (ID)	Mark	Credit Attempted	Credit Completed	CHS Type	
Hope High School Year: 2015 Term: Spring					
Alt Geometry (MA31)	D	1.50	1.50	High School	
Amer History II (SS35)	B	1.50	1.50	High School	
Mythology (EN52)	C	0.50	0.50	High School	

Course History Screen

You can filter by **School Name**, **Grade**, **Year**, **Term**, and **CHS Type** to easily search student course history records.

- **School Name** – Displays all schools associated with the student's course history records

Student Course History					Detail: on
School Name	Grade	Year	Term	CHS Type	
All	All	All	All	All	
Hope High School Year: 2019 Term: S1					
Academic Decath (AD86W)	P	1.00	1.00	High School	
Ap Studio Art (AR80W1)	NP	0.50	0.00	High School	

Course History Screen

- **Grade** – Displays all grade levels associated with the student’s course history records

The screenshot shows the 'Student Course History' interface. At the top right, there is a 'Detail: on' toggle. Below this, there are five dropdown menus: 'School Name' (set to 'All'), 'Grade' (open, showing options 'All', '12', '11', '10', '09', '08'), 'Year' (set to 'All'), 'Term' (set to 'All'), and 'CHS Type' (set to 'All'). Below the dropdowns, the text 'Grade: 12' is displayed. Underneath, there is a table with columns: 'Course Title (ID)', 'Mark', 'Credit Attempted', 'Credit Completed', and 'CHS Type'. The first row of the table shows 'Hope High School Year: 2019 Term: S1'.

Course History Screen

- **Year** – Displays the calendar year a course was taken

The screenshot shows the 'Student Course History' interface. The 'Grade' dropdown is now set to '12'. The 'Year' dropdown menu is open, showing options: 'All', '2019', '2015', '2018', '2014', '2013', '2012', and '2011'. The 'Term' dropdown is set to 'All'. Below the dropdowns, the text 'Grade: 12' is displayed. Underneath, there is a table with columns: 'Course Title (ID)', 'Mark', 'Credit Attempted', 'Completed', and 'CHS Type'. The first row of the table shows 'Hope High School Year: 2019 Term: S1'.

Course History Screen

- **Term** – Displays all terms associated with the student’s course history records

The screenshot shows the 'Student Course History' interface. The 'Year' dropdown is now set to '2019'. The 'Term' dropdown menu is open, showing options: 'All', 'S1', 'Spring', 'S2', 'Fall', and 'SMR'. Below the dropdowns, the text 'Grade: 12' is displayed. Underneath, there is a table with columns: 'Course Title (ID)', 'Mark', 'Credit Attempted', 'Credit Completed', and 'CHS Type'. The first row of the table shows 'Hope High School Year: 2019 Term: S1'.

Course History Screen

Term is determined by options populated in the Courses detail on the Student Course History screen. If a **Term Code Actual** is not present, Synergy SIS attempts to find a **Term Code Actual** match using **Term Code**. If a match is not found, **Term Code** is used.



Student Course History Screen

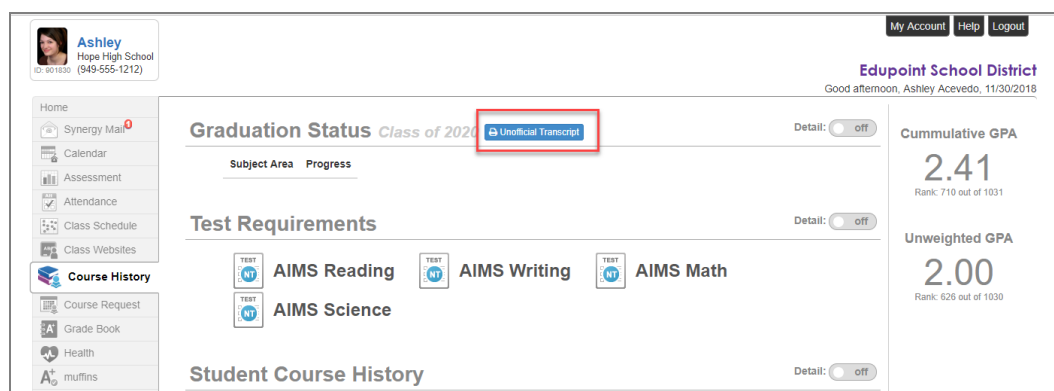
- **CHS Type** – Displays all course history types associated with the student's course history records

Course History Screen

4. Toggle **Detail** to **on** in the Service Learning Hours Earned section to display all Service Learning Hours and how they were earned.

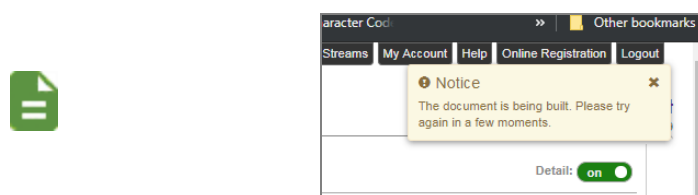
Course History Screen

- Click **Unofficial Transcript** to see a PDF of the student's transcript.



Course History Screen

A message displays when a transcript is not currently available.



Course History Screen

Viewing Discipline Information

The Discipline screen displays all of the student's discipline events. The summary of events shows the **Incident Date**, **Incident Time**, **Incident Role**, and **Comment** to describe the incident.

- Click **Discipline** in the Navigation bar.
- Click an incident in Discipline Summary to see additional details about the incident.

Discipline Summary			
Discipline Summary			
Incident Date	Incident Time	Incident Role	Comment
05/29/2018	2:00 PM	Victim	
05/29/2018	2:00 PM	Offender	Billy shoved another student who then pushed Billy.
05/29/2018	9:52 AM	Offender	
04/20/2018	7:30 PM	Offender	
03/08/2018	2:06 PM	Offender	

Discipline Summary Screen

The Discipline Detail displays the associated staff member and the Discipline Disposition Summary section if applicable.

Discipline Summary

Summary | **Detail**

Discipline Detail				
Incident Date 05/29/2018	Incident Time 2:00 PM	Incident Role Offender	Referred By Adams, Laurie	Staff Name Julia Weathers  
Location Hallway/Stairwell		Incident Context Code Afternoon Classes	School Name Hope High School	
Violations Fighting				
Comment Billy shoved another student who then pushed Billy.				

Discipline Disposition Summary				
Disposition Date	Start Date	End Date	Description	Staff Name
05/30/2018	05/30/2018	05/30/2018	Out of School Suspe...	Julia Weathers  ...

Discipline Summary Screen, Discipline Detail

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

Viewing Special Education Information

The Special Education screen displays the student's Special Education documents, such as the Individualized Education Plan (IEP) and Progress Reports, if a student is receiving services. The screen also displays the Next Annual Review Date and the Next Reevaluation Date.

1. Click **Special Ed** in the Navigation bar.
2. Click the date link to view a PDF of the current IEP, Placement Determination, or Progress Report. You can use your browser to print or save a copy of the PDF files.



A date does not display when a document is not available.

Special Education		Summary
Special Education		
Next Annual Review Due 08/15/2019		
Next Reevaluation Date 08/16/2021		
IEP 08/16/2018		
Placement Determination		
Progress Report		

Special Education Screen

Edupoint School District Special Education Department 345 Market St Fountain Valley, AZ 85101 Phone: 987-555-1234 Fax: 987-555-4321		Individualized Education Program 	
Student Name: Aaron, Ian Date Of Birth: 04/12/2002 Student No.: 129442		Home Phone: 480-555-1214 Home Address: 1959 S Val Vista Dr Mesa, AZ 85234	
Date: 11/09/2011			
Age 9	Gender Male	Grade 04	Home School Adams Elementary
Ethnicity Hispanic		Attending School Adams Elementary	
Primary Language - Date Determined English		Home Language - Date Determined English	
Parent/Guardian Name Kathleen Aaron		Name Phillip Aaron	
Home Phone ###-###-####		Home Phone 480-555-1214	
Address 1959 S Val Vista Dr		Address 1959 S Val Vista Dr	
Mesa, AZ 85234		Mesa, AZ 85234	
Work Phone 602-333-4874		Work Phone 602-333-4874	
Emergency Phone ###-###-####		Emergency Phone 480-555-6767	
IEP Review Due Date : 11/08/2012		Re-evaluation Due Date: 11/10/2014	
Interpreter Needed: ☐ Y ☒ N			

Individualized Education Program Document

Edupoint School District Special Education Department 345 Market St Fountain Valley, AZ 85101 Phone: 987-555-1234 Fax: 987-555-4321		IEP Progress Report – Annual Goal			
Student Name	Ian Aaron	ID #	129442	Date	10/26/2012
School of Attendance	Adams Elementary				
Category:	Math - Secondary				
Annual Goal:	sfsadf				
Pre score date:	11/13/2012				
Pre score:	x				
Date	Progress Code	Score	Comments		
09/28/2012	2	12	Ian has not been doing well. He needs to focus.		
10/26/2012	3	16	Ian has made some progress. He needs to continue his new effort.		

IEP Progress Report – Annual Goal Document

Viewing Documents

The Documents screen displays all documents attached for the student and provides a link to upload documents.



[Parent acknowledgements](#) for documents display on the **My Account** tab.

1. Click **Documents** in the Navigation bar.
2. Click the **Document** link to view the document.

Upload Date	Document	Document Category
11/19/2024	Parent-Field-Trip-Consent-Form.pdf	Field Trip Consent Form
11/19/2024	Immunization_Card.png	Immunization Card
11/19/2024	Birth Certificate.pdf	Birth Certificate

Documents Screen

3. Click **Upload Documents** to submit documents to be added to the student's file.

Documents Screen



Clicking the link takes you to the Upload Documents section of the Student Info screen. See [Submitting Documents in ParentVUE](#) for more information.

Managing Fees

The Fee screen displays a summary of fees owed and paid. There are two types of fee systems the schools can use.

- [Standard Fee Model](#) – Displays a Fee Summary with links to Fee Detail
- [Direct Payment Fee Model](#) – Displays Current Fees and Paid Fees

Standard Fee Model

Viewing Fee Information

1. Click **Fee** in the Navigation bar. The Fee Summary screen displays each fee with the **Date**, **Fee Code**, **Description**, **Fees**, **Payments**, **Balance**, **Fee Category**, and **Course**.
2. Click the fee to view additional details. The Fee Detail screen displays.

FEE SUMMARY

Summary

Balance that you owe: \$280.00

Pay Fees

Fee Summary							
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course
08/16/2017 2017-2018	BK	Lost Book: Algebra II	\$45.00	0.00	\$45.00	Textbook	-
09/12/2017 2017-2018	BK	Torn Cover: Great Expectations	\$5.00	0.00	\$5.00	Textbook	-
09/19/2017 2017-2018	BK	Book Damages		\$5.00	(\$5.00)	Payment	-
03/06/2018 2017-2018	ARTS	Art Supplies	\$15.00	0.00	\$15.00	Art Supplies	-
03/15/2018 2017-2018	ALLSPT	Sports Participation Fee	\$100.00	0.00	\$100.00	Sports	-
05/31/2018 2017-2018	PKP	(1 @ \$15.00) Parking Permit	\$15.00	0.00	\$15.00	Parking Permit	-
05/31/2018 2017-2018	YBK	(3 @ \$35.00) Year Book	\$105.00	0.00	\$105.00	Yearbook	-
Totals:			\$285.00	\$5.00	\$280.00		

Fee Summary Screen

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

FEE SUMMARY

[Summary](#)
[Detail](#)

Fee Detail			
Transaction Date 08/16/2017	Fee Code BK	Fee Category Textbook	Description Lost Book: Algebra II
Fees \$45.00	Payments 0.00		Balance \$45.00
School Year 2017	School Hope High School	Course -	
Note			

No data

Fee Summary Screen, Fee Detail

Paying Student Fees

The Standard Fee model allows you to make payments towards the total amount of all fees owed for a child. You cannot make payments towards a specific fee or make payments for multiple children at the same time. For example, Billy owes \$12.00 for his remaining **Balance** in fee charges and any payments made go towards his balance.

1. Click **Pay Fees**. The payment screen for the selected provider opens.

FEE SUMMARY

Summary

Balance that you owe: \$280.00

Pay Fees

Fee Summary							
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course
08/16/2017 2017-2018	BK	Lost Book: Algebra II	\$45.00	0.00	\$45.00	Textbook	-
09/12/2017 2017-2018	BK	Torn Cover: Great Expectations	\$5.00	0.00	\$5.00	Textbook	-
09/19/2017 2017-2018	BK	Book Damages		\$5.00	(\$5.00)	Payment	-
03/06/2018 2017-2018	ARTS	Art Supplies	\$15.00	0.00	\$15.00	Art Supplies	-
03/15/2018 2017-2018	ALLSPT	Sports Participation Fee	\$100.00	0.00	\$100.00	Sports	-
05/31/2018 2017-2018	PKP	(1 @ \$15.00) Parking Permit	\$15.00	0.00	\$15.00	Parking Permit	-
05/31/2018 2017-2018	YBK	(3 @ \$35.00) Year Book	\$105.00	0.00	\$105.00	Yearbook	-
Totals:			\$285.00	\$5.00	\$280.00		

Fee Summary Screen

2. Enter all appropriate payment information.
3. Confirm your payment.



The payment service provider displays a receipt after your purchase and sends a copy to your email. Payments can take up to 24 hours to reflect as paid in ParentVUE or StudentVUE.

Direct Payment Fee Model

Viewing Fee Information

1. Click **Fee** in the Navigation bar. The Fee Summary displays the **Date**, **Fee Code**, **Description**, **Fees**, **Payments**, **Balance**, **Fee Category**, **Course**, and **Fee Status**.
2. Click the fee to view additional details. The Fee Detail screen displays.

FEE SUMMARY

Summary

Balance that you owe: \$305.00

Pay Fees

Outstanding Fees								
Date	Fee Code	Description	Fees	Payments	Balance	Fee Categ...	Course	Fee Status
08/16/2017 2017-2018	BK	Lost Book: Algebra II	\$45.00	\$0.00	\$70.00	Textbook	-	Balance Due
09/12/2017 2017-2018	BK	Torn Cover: Great Expectations	\$5.00	\$0.00	\$5.00	Textbook	-	Balance Due
03/06/2018 2017-2018	ARTS	Art Supplies	\$15.00	\$0.00	\$10.00	Art Supplies	-	Balance Due
03/15/2018 2017-2018	ALLSPT	Sports Participation Fee	\$100.00	\$0.00	\$100.00	Sports	-	Balance Due
05/31/2018 2017-2018	PKP	(1 @ \$15.00) Parking Permit	\$15.00	\$0.00	\$15.00	Parking Permit	-	Balance Due
05/31/2018 2017-2018	YBK	(3 @ \$35.00) Year Book	\$105.00	\$0.00	\$105.00	Yearbook	-	Balance Due
Totals:			\$285.00	\$0.00	\$305.00			

Paid Fees								
Date	Fee Code	Description	Fees	Payments	Balance	Fee Categ...	Course	Fee Status
09/19/2017 2017-2018	BK	Book Damages		\$0.00	\$0.00	Payment	-	Paid in Full
Totals:			0	\$0.00	\$0.00			

Fee Summary Screen

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

FEE SUMMARY

[Summary](#)
[Detail](#)

Fee Detail					
Transaction Date 08/16/2017	Fee Code BK	Fee Category Textbook	Description Lost Book: Algebra II		Refund Amount Needed 0.00
Fees \$45.00	Payments \$0.00		Adjustment Credits \$0.00	Adjustment Debits 0.00	Refunded Amount \$25.00
School Year 2017	School Hope High School			Course -	
Note					

Payment History				
Transactio...	Payment ...	Amount	Payment ...	Payment Note
3	01/23/2018	\$45.00	Credit/Debit	Pay Schools Payment: Lost Book: Algebra II
9	05/31/2018	\$45.00	Credit/Debit	Pay Schools Payment: Lost Book: Algebra II
Total:		\$90.00		

Adjustment History					
Transactio...	Transactio...	Adjustme...	Amount	Adjustme...	Adjustment Note

Fee Summary Screen, Fee Detail

Paying Student Fees

The Direct Payment Fee Model allows you to select which fees to pay. You can also pay for multiple children in the same transaction.

1. Click **Pay Fees**.

FEE SUMMARY

Summary

Balance that you owe: **\$305.00**

Pay Fees

Outstanding Fees								
Date	Fee Code	Description	Fees	Payments	Balance	Fee Categ...	Course	Fee Status
08/16/2017 2017-2018	BK	Lost Book: Algebra II	\$45.00	\$0.00	\$70.00	Textbook	-	Balance Due
09/12/2017 2017-2018	BK	Torn Cover: Great Expectations	\$5.00	\$0.00	\$5.00	Textbook	-	Balance Due
03/06/2018 2017-2018	ARTS	Art Supplies	\$15.00	\$0.00	\$10.00	Art Supplies	-	Balance Due
03/15/2018 2017-2018	ALLSPT	Sports Participation Fee	\$100.00	\$0.00	\$100.00	Sports	-	Balance Due
05/31/2018 2017-2018	PKP	(1 @ \$15.00) Parking Permit	\$15.00	\$0.00	\$15.00	Parking Permit	-	Balance Due
05/31/2018 2017-2018	YBK	(3 @ \$35.00) Year Book	\$105.00	\$0.00	\$105.00	Yearbook	-	Balance Due
Totals:			\$285.00	\$0.00	\$305.00			

Paid Fees								
Date	Fee Code	Description	Fees	Payments	Balance	Fee Categ...	Course	Fee Status
09/19/2017 2017-2018	BK	Book Damages		\$0.00	\$0.00	Payment	-	Paid in Full
Totals:			0	\$0.00	\$0.00			

Fee Summary Screen



The Fee Payment section reflects fees the student has incurred that need to be paid. The screen might require that you pay fees with the highest priority first.

The Optional Fees section lists additional items that you can purchase.

- Click **Add** to add a fee to your cart.

FEE SUMMARY

[Summary](#) | [Payment](#)

Select fees to pay for this child and click "Checkout", or navigate to another child and select more fees to pay before checking out all at once.

Fee Payment										
Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Payment A...	Fee Category	Course
Remove	1	08/15/2018 2018-2019	BK	Lost Book: Algebra II	\$45.00	\$0.00	\$45.00	\$45.00	Textbook	
Add	1	09/11/2018 2018-2019	BK	Torn Cover: Great Expectations	\$5.00	\$0.00	\$5.00	\$5.00	Textbook	
Add	9	01/04/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	\$10.00	PE Locker	
Add	9	01/04/2019 2018-2019	ARTS	Cost needed to pay for art supplies.	\$50.00	\$0.00	\$50.00	\$50.00	Art Supplies	
Add	9	01/21/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	\$10.00	PE Locker	
Total:					\$120.00	\$0.00	\$120.00			

Please Select a Payment Method

E-Check ▼

Checkout

Fee Summary Screen

Pay fees marked with a **Priority** of 1 first.

The Cart at the top of the screen reflects the number of items and the total amount of selected fees.



Click **Remove** to remove an item from the cart.

Click another child if using ParentVUE to add fees from other children to the cart.

3. Select a Payment Method.
4. Click **Checkout** if finished selecting fees. The Finalize Fee Payments screen displays all the fees currently in your cart.

FEE SUMMARY

Summary | **Payment**

Select fees to pay for this child and click "Checkout", or navigate to another child and select more fees to pay before checking out all at once.

Fee Payment										
Select	Priority	Date	Fee Code	Description	Fees	Payments	Balance	Payment A...	Fee Category	Course
Remove	1	08/15/2018 2018-2019	BK	Lost Book: Algebra II	\$45.00	\$0.00	\$45.00	\$45.00	Textbook	
Add	1	09/11/2018 2018-2019	BK	Torn Cover: Great Expectations	\$5.00	\$0.00	\$5.00	\$5.00	Textbook	
Add	9	01/04/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	\$10.00	PE Locker	
Add	9	01/04/2019 2018-2019	ARTS	Cost needed to pay for art supplies.	\$50.00	\$0.00	\$50.00	\$50.00	Art Supplies	
Add	9	01/21/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	\$10.00	PE Locker	
Total:					\$120.00	\$0.00	\$120.00			

Please Select a Payment Method

E-Check

Checkout

Fee Summary Screen

5. Click **Checkout**.

FINALIZE FEE PAYMENTS

Summary | Payment | **Cart**

Review the selected payments, then click "Checkout" to initiate payment.

Cart									
Cart Action	Child	Priority	Date	Fee Code	Description	Amount	Payment Amo...	Quantity	Total
Remove	Billy	1	08/15/2018 2018-2019	BK	Lost Book: Algebra II	\$45.00	\$45.00	1	\$45.00
								Total	\$45.00

Checkout

Finalize Fee Payments Screen

6. Enter all appropriate login and payment information in the payment screen for the selected provider.
7. Confirm your payment.



The payment service provider displays a receipt after your purchase and sends a copy to your email. Payments can take up to 24 hours to reflect as paid in ParentVUE or StudentVUE.

Viewing Pending Fee Payments

1. Open ParentVUE for a parent with a pending payment.
2. Click **Fee** in the Navigation bar.
3. Select the link in the **Date** column for an Outstanding Fee to open the Fee Detail and Payment History.

FEE SUMMARY

Summary

Balance that you owe: \$120.00

Pay Fees

Outstanding Fees

Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Fee Status
08/15/2018 2018-2019	BK	Lost Book: Algebra II	\$45.00	\$0.00	\$45.00	Textbook		Balance Due
09/11/2018 2018-2019	BK	Torn Cover: Great Expectations	\$5.00	\$0.00	\$5.00	Textbook		Balance Due
01/04/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	PE Locker		Balance Due
01/04/2019 2018-2019	ARTS	Cost needed to pay for art supplies.	\$50.00	\$0.00	\$50.00	Art Supplies		Balance Due
01/21/2019 2018-2019	GYM	Locker Fee	\$10.00	\$0.00	\$10.00	PE Locker		Balance Due
Totals:			\$120.00	\$0.00	\$120.00			

ParentVUE Fee Summary Screen

Pending displays in the **Payment Status** column of the Payment History section or in the Pending Payment History section for the pending fees.

FEE SUMMARY

[Summary](#) | [Detail](#)

Fee Detail						
Transaction Date 08/15/2018	Fee Code BK	Fee Category Textbook	Description Lost Book: Algebra II		Refund Amount Needed 0.00	Fee Status Balance Due
Fees \$45.00	Payments \$0.00		Adjustment Credits \$0.00	Adjustment Debits 0.00	Refunded Amount \$0.00	Balance \$45.00
School Year 2018	School Hope High School			Course		
Note						

Payment History

Transaction ID	Payment Date	Amount	Payment Method	Payment Status	Payment Note	
13	01/07/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II	
18	01/21/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II	
17	01/21/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II	
3	01/29/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II	
Total:		\$180.00				

ParentVUE Fee Summary Screen, Fee Detail

FEE SUMMARY

Summary | Detail

Fee Detail						
Transaction Date 09/15/2018	Fee Code BK	Fee Category Textbook	Description Lost Book: Algebra II		Refund Amount Needed 0.00	Fee Status Balance Due
Fees \$45.00	Payments \$0.00		Adjustment Credits \$0.00	Adjustment Debits 0.00	Refunded Amount \$0.00	Balance \$45.00
School Year 2018	School Hope High School			Course		
Note						

Payment History					
Transaction ID	Payment Date	Amount	Payment Method	Payment Status	Payment Note
No Data to Display					
Total:		0			

Pending Payment History					
Transaction ID	Payment Date	Amount	Payment Method	Payment Status	Payment Note
13	01/07/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II
18	01/21/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II
17	01/21/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II
3	01/29/2019	\$45.00	Credit/Debit	Pending	Pay Schools Payment: Lost Book: Algebra II
Total:		\$180.00			

ParentVUE Fee Summary Screen, Fee Detail

Paying Fees Using SchoolPay

Parents and students can access SchoolPay using ParentVUE and StudentVUE if the district has enabled SchoolPay.

1. Log in to ParentVUE or StudentVUE.
2. Select the parent or the student.
3. Select **Fee**.
4. Click **Pay Fees**. The parent or student is logged in to SchoolPay and the required and optional fees display.

No Photo

On File

ID: 997097

Mary

Kennedy High School

My Account

Help

Online Registration

Logout

Edupoint School District

Good morning, Phillip Aaron, 7/10/2019

Home

Synergy Mail

Calendar

Assessment

Attendance

Class Schedule

Class Websites

Conference

Course History

Course Request

Discipline

Fee

Grade Book

Health

FEE SUMMARY

Summary

Balance that you owe: \$95.00

Pay Fees

Outstanding Fees									
Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Notes	Fee Status
07/09/2019 2018-2019	SBF	Science Book Fee	\$50.00	\$0.00	\$50.00	Textbook	-		Balance Due
07/09/2019 2018-2019	LABF	Lab Fee - Special	\$35.00	\$0.00	\$35.00	Lab Fee	-		Balance Due
07/09/2019 2018-2019	EDEFM	Edupoint District Ed Foundation Membership	\$10.00	\$0.00	\$10.00	Yearbook	-		Balance Due
Totals:			\$95.00	\$0.00	\$95.00				

ParentVUE Fee Summary Screen

- Click **Add To Cart** for the fees you want to pay.



The fee Priority (from 1 to 9, 1 being the highest) as set on the Student Fees screen and SchoolPay is enforced in SchoolPay when the parent or student pays fees. Higher level fees must be paid before the lower level fees.

When there is an unselected higher-priority item, the following message displays: “Not all mandatory items have been purchased.” You can either click **Cancel** to return to the School Payments screen or click **Add** to place the higher-priority fee in the cart.

- Click **Billing**.
- Complete the Payment information.
- Click **Review Order**.
- Review the information and edit any errors by clicking on **Edit Billing Info** or **Edit Cart**.
- Click **Finish**. An acknowledgement is emailed to the address entered by the parent or student.
- Click **Return to ParentVUE** or **StudentVUE**.

The payment of required (Synergy Items) fees displays in ParentVUE Fees, StudentVUE Fees, and Synergy SIS Student Fees as Paid in Full. The optional fees display only in SchoolPay.

No Photo

Mary Kennedy High School

ID: 997097

My Account

Help

Online Registration

Logout

Edupoint School District

Good morning, Phillip Aaron, 7/10/2019

Home

Synergy Mail

Calendar

Assessment

Attendance

Class Schedule

Class Websites

Conference

Course History

Course Request

Discipline

Fee

Grade Book

Health

Mutlins

School Information

Student Info

Special Ed

Custom Tab

FEE SUMMARY

Balance that you owe: \$10.00

Pay Fees

Outstanding Fees

Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Notes	Fee Status
07/09/2019 2018-2019	EDEFM	Edupoint District Ed Foundation Membership	\$10.00	\$0.00	\$10.00	Yearbook	-		Balance Due
Totals:			\$10.00	\$0.00	\$10.00				

Paid Fees

Date	Fee Code	Description	Fees	Payments	Balance	Fee Category	Course	Notes	Fee Status
07/09/2019 2018-2019	SBF	Science Book Fee	\$50.00	\$50.00	\$0.00	Textbook	-		Paid in Full
07/09/2019 2018-2019	LABF	Lab Fee - Special	\$35.00	\$35.00	\$0.00	Lab Fee	-		Paid in Full
Totals:			\$85.00	\$85.00	\$0.00				

ParentVUE Fee Summary Screen

Submitting Lunch Orders

If enabled by the district, parents can submit a lunch order for their student before the cutoff time.

1. Select the **Lunch Orders** module.
2. Select the preferred lunch option for today. Ensure the order is placed before the cutoff time.
3. Select lunch options for future dates if you know the selection you want. Options can be changed up to the cutoff time for the current day.

The screenshot displays the ParentVUE interface for submitting lunch orders. The sidebar on the left contains various navigation links, with 'Lunch Orders' highlighted by a red box. The main content area is titled 'LUNCH ORDERS' and features a 'Today's Order' section with a dropdown menu open, showing options: Hot, Cold, Vegetarian, Non-dairy, and Nut-free. Below this is a 'Future Orders' section with dates APRIL 4, APRIL 7, and APRIL 8, each with a corresponding dropdown menu. The header includes the user's name 'Bruce', school 'Hope High School', and district 'Edupoint School District'. The footer shows the date 'Good morning, Debra Little, 4/4/2025'.

ParentVUE Lunch Order Screen

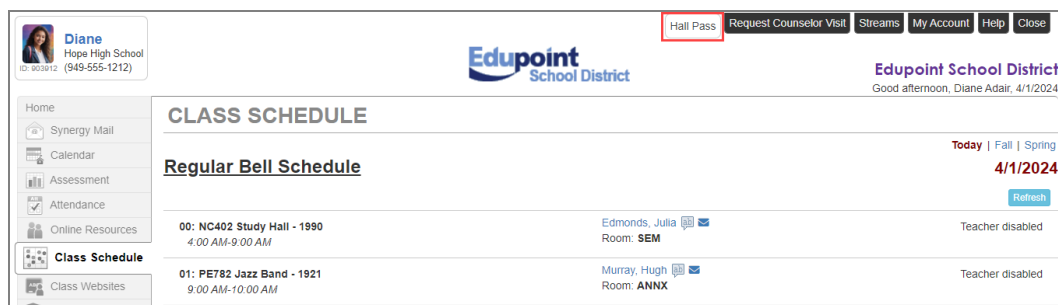
Using Hall Pass in StudentVUE

Students can request a hall pass from StudentVUE if the following conditions are met:

- Students must be in an active class period. Passes cannot be requested during passing time or outside of school/bell times.
- Students must have a sufficient amount of minutes left in a class period to accommodate the pass duration.

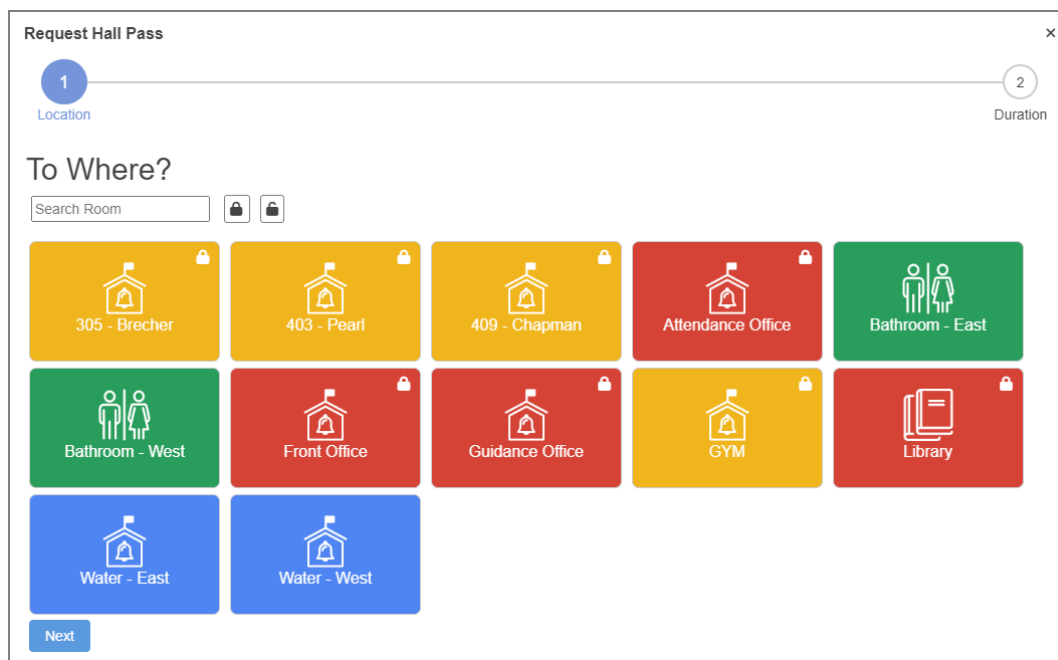
Requesting a Hall Pass

1. Click **Hall Pass** from any StudentVUE screen.



StudentVUE Class Schedule Screen

2. Click **Request a Hall Pass** in the pop-up window.
3. Click the destination tile in the **To Where?** section.
4. Click **Next**.



Request Hall Pass Window

5. Select the number of minutes in the **How Much Time?** section.
6. Click **Finish**.

The 'Request Hall Pass' window is displayed. It has a progress bar at the top with a checkmark on the left and a '2' in a blue circle on the right, labeled 'Duration'. Below the progress bar, the 'Location' is set to 'Bathroom - East' with a green bar and a restroom icon. The 'How Much Time?' section features a slider set to '5 Minutes'. A 'Finish' button is at the bottom left.

Request Hall Pass Window

A Success message displays along with the active Hall Pass notating the destination and time remaining.

The main dashboard shows a user profile for 'Diane' from 'Hope High School'. A green success message at the top right states 'Success: Hall pass created successfully'. A 'Hall Pass' window is open, showing a green card with a restroom icon, the location 'Bathroom - East', the date and time '04/02/2024 07:22:28 AM', and '4:57 remaining'. A trash icon is visible in the top right corner of the hall pass card.

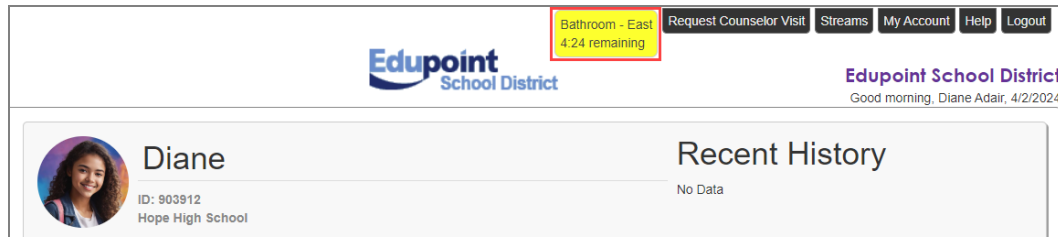
Hall Pass Window

7. Click the trash icon to delete the pass.

The 'Hall Pass' window is shown again. The green hall pass card is displayed with the same information as before. The trash icon in the top right corner of the card is highlighted with a red square, indicating it should be clicked to delete the pass.

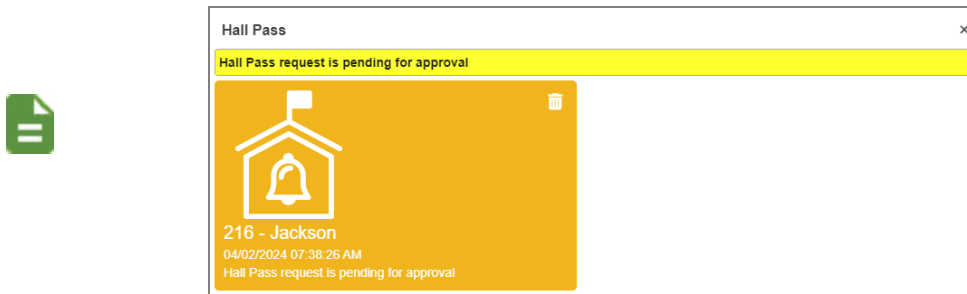
Hall Pass Window

8. From the Home screen, click the yellow hall pass button to display the active Hall Pass.



StudentVUE Home Screen

Some destinations require approval before a Hall Pass is issued. Students receive a message that their pass is pending.

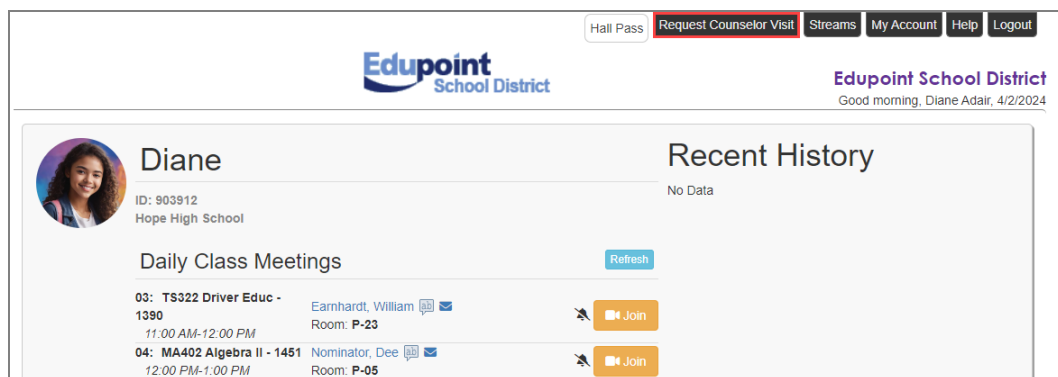


Hall Pass Window

Requesting a Counselor Visit in StudentVUE

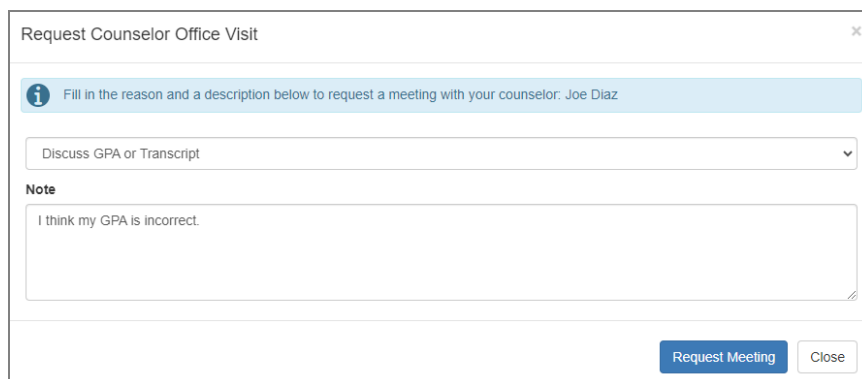
Students can request to meet with a counselor from StudentVUE. Depending on the district setup, students are automatically scheduled with their assigned counselor or they may be allowed to select a different one.

1. Click **Request Counselor Visit** at the top of any StudentVUE screen.



StudentVUE Home Screen

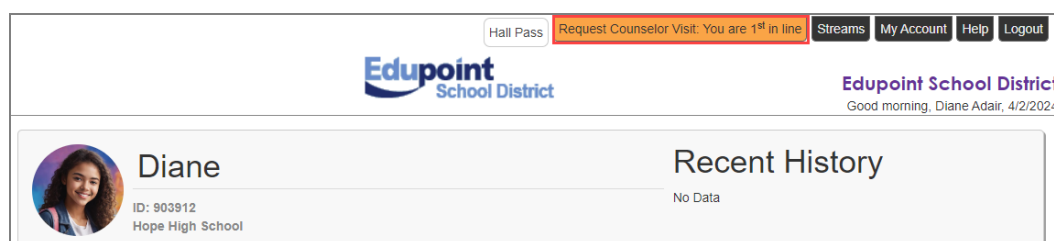
2. Select the reason from the drop-down.
3. Enter an applicable **Note**.
4. Click **Request Meeting**.



The screenshot shows a window titled "Request Counselor Office Visit". At the top, there is a light blue banner with an information icon and the text: "Fill in the reason and a description below to request a meeting with your counselor: Joe Diaz". Below this is a dropdown menu with the selected option "Discuss GPA or Transcript". Underneath the dropdown is a text area labeled "Note" containing the text "I think my GPA is incorrect.". At the bottom right of the window are two buttons: "Request Meeting" (in blue) and "Close" (in white).

Request Counselor Office Visit Window

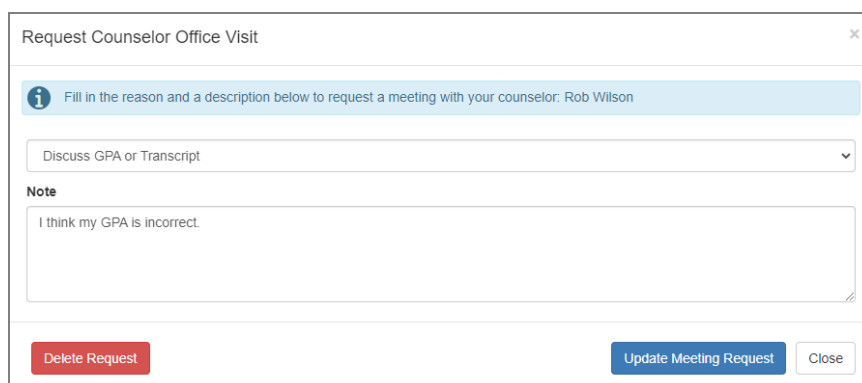
A message displays at the top of the screen indicating the student's place in line.



The screenshot shows the StudentVUE Home Screen. At the top, there is a navigation bar with links: "Hall Pass", "Request Counselor Visit: You are 1st in line!", "Streams", "My Account", "Help", and "Logout". Below the navigation bar is the "Edupoint School District" logo and the text "Edupoint School District" and "Good morning, Diane Adair, 4/2/2024". The main content area features a profile card for "Diane" with a profile picture, ID: 903912, and Hope High School. To the right of the profile card is a "Recent History" section showing "No Data".

StudentVUE Home Screen

5. Click **Request Counselor Visit** again to delete or modify the request.



The screenshot shows the "Request Counselor Office Visit" window again. The banner now says: "Fill in the reason and a description below to request a meeting with your counselor: Rob Wilson". The dropdown menu still has "Discuss GPA or Transcript" selected, and the "Note" text area still contains "I think my GPA is incorrect.". At the bottom right, the buttons are now "Delete Request" (in red), "Update Meeting Request" (in blue), and "Close" (in white).

Request Counselor Office Visit Window



Students receive an email and a push notification when the counselor is ready to see them. Push notifications display in the StudentVUE mobile app.

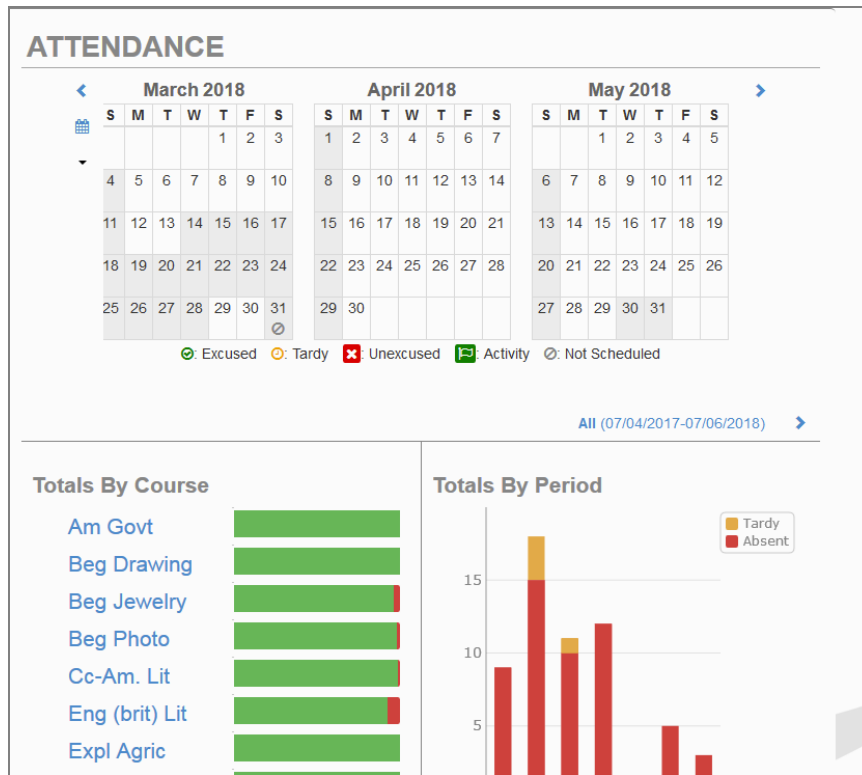
Chapter 3: Classroom Information

Viewing Attendance Information	65
Viewing the Class Schedule	73
Using Digital Locker	75
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Viewing Attendance Information

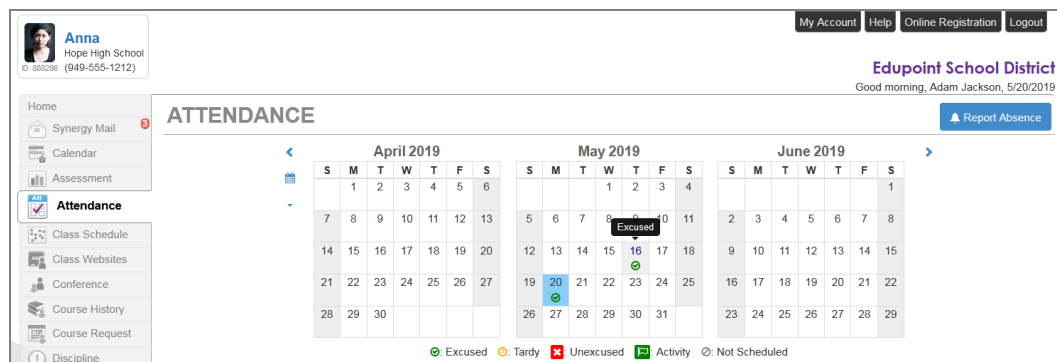
The Attendance screen displays the student's attendance records. Information displays in two main sections. The Attendance Calendar displays a visual record of absences for the student. The Totals By Course and Totals By Period sections display the attendance totals by course and period. You can also view the attendance total by days in the Days of Attendance section.

1. Click **Attendance** in the Navigation bar.



Attendance Screen

2. Hover over the Calendar Date to see the daily attendance code.

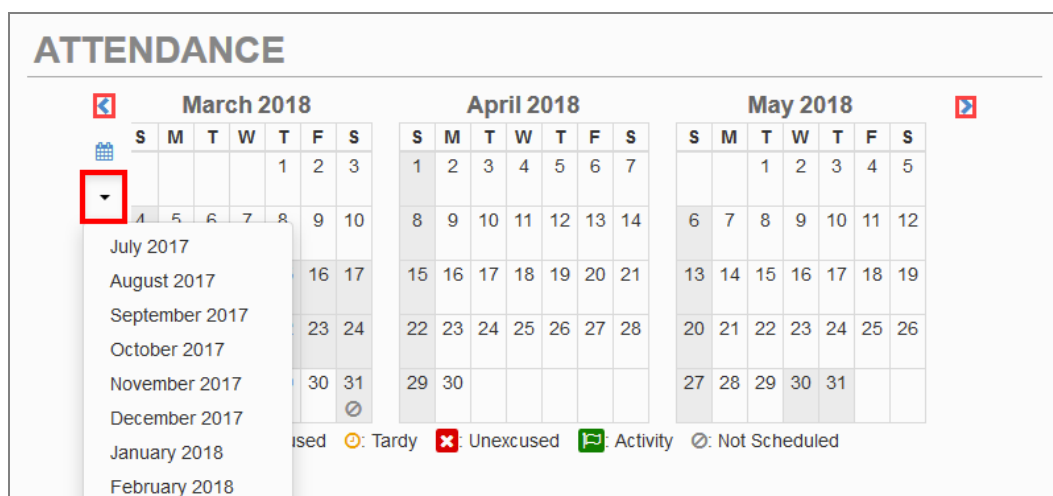


Attendance Screen



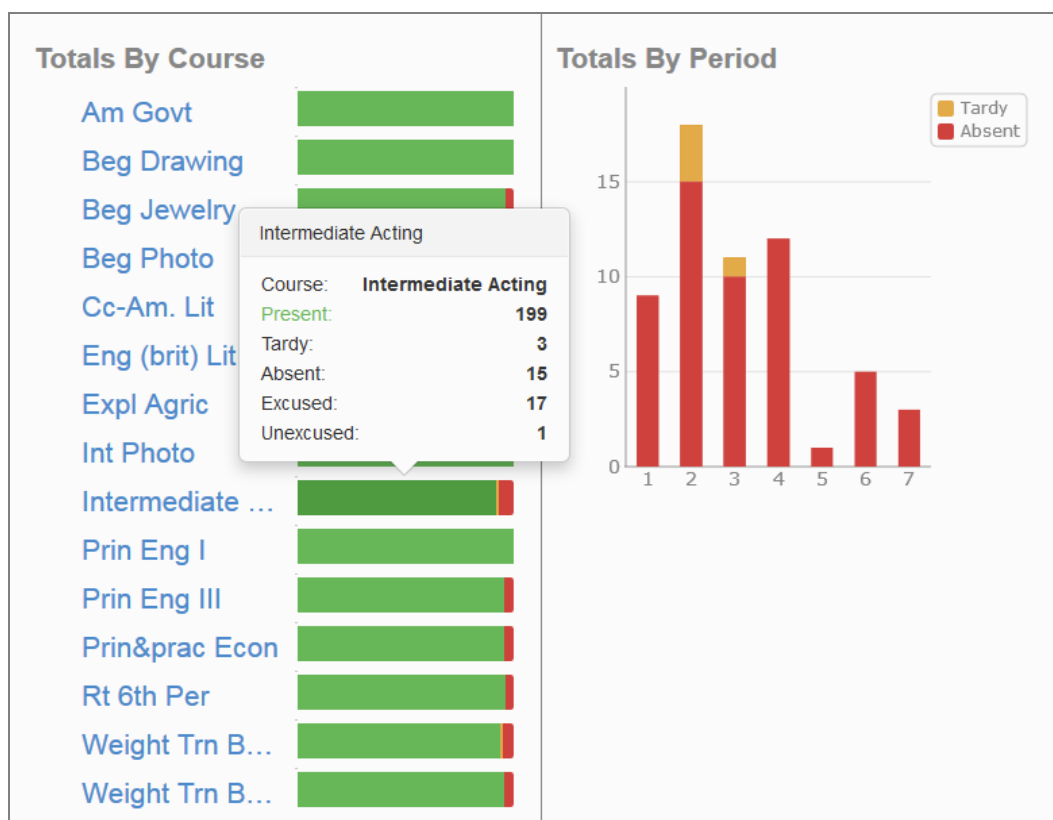
The ParentVUE/StudentVUE calendar does not display future attendance.

3. Click the right or left arrows to scroll between months or click ▼ to select a month to view.



Attendance Screen

4. Hover over a course in the Totals by Course section to view the absence details.



Attendance Screen

5. Toggle **Detail** to *on* in the Days of Attendance section. The icons indicate the attendance information for that period and date.

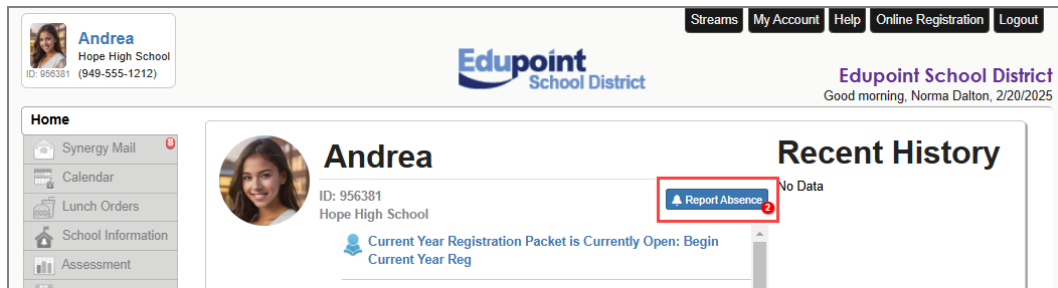
Days of Attendance											
											Detail: ☒
✓ Excused 🕒 Tardy ✗ Unexcused 📅 Activity 🕒 Not Scheduled											
Hope High School											
Date	All Day...	Periods									
		0	1	2	3	4	5	6	7	8	9
02/18/2025			✗	✗	✗	✗	✗	✗			
02/14/2025						✗	✗	✗			
01/24/2025			✓	✓	✓						
08/13/2024						📅	📅	📅			
07/25/2024						📅	📅	📅			
07/18/2024						🕒					

Attendance Screen

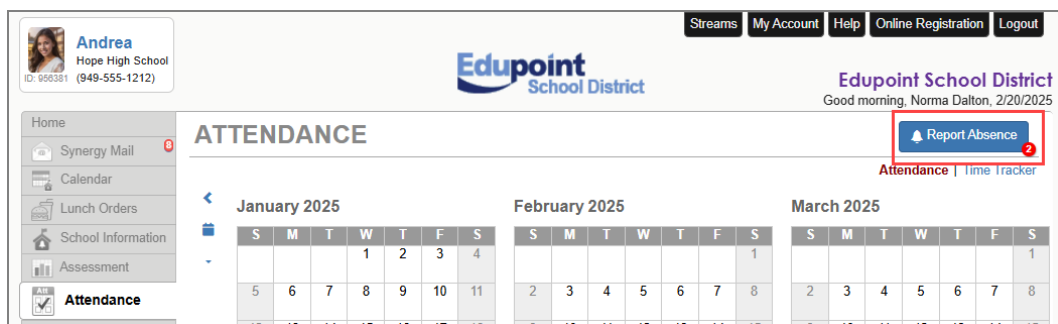
Reporting a Past Absence

If enabled by the district, parents can report past period absences. If a student has past absences that need parent verification, the **Report Absence** button displays with a red number badge.

1. Click **Report Absence** to open the Report Absences window.



ParentVUE Home Screen



ParentVUE Attendance Screen

2. **Select A Reason** for the past absence(s).
3. Enter an optional **Note** if necessary.
4. Click **Add doctor's note or document** to add any needed documentation.
 - a. Select the file to upload. Uploaded files display with a delete option.
5. Click **Save**.

The screenshot shows the 'Report Absences - Andrea' window. It contains a table with the following data:

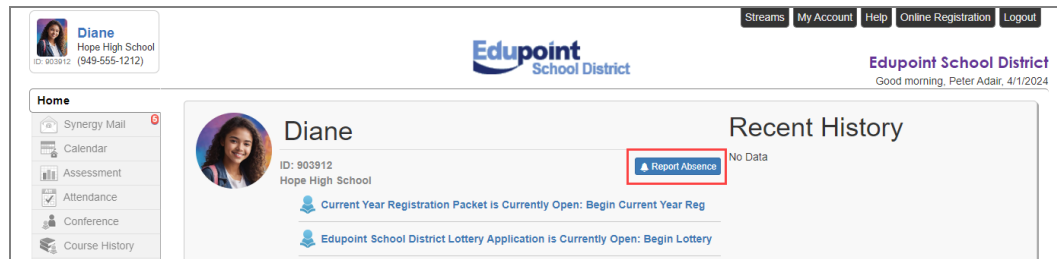
Date	Period(s)	Select A Reason
02/14/2025	4, 5, 6	Select A Reason
02/18/2025	1, 2, 3, 4, 5, 6	Select A Reason

Below the table, there is a 'Note' section with a text area. To the right of the text area, there is a file upload section showing 'Doctor Note.pdf' and a button labeled 'Add doctor's note or document'. At the bottom right, there are 'Save' and 'Close' buttons.

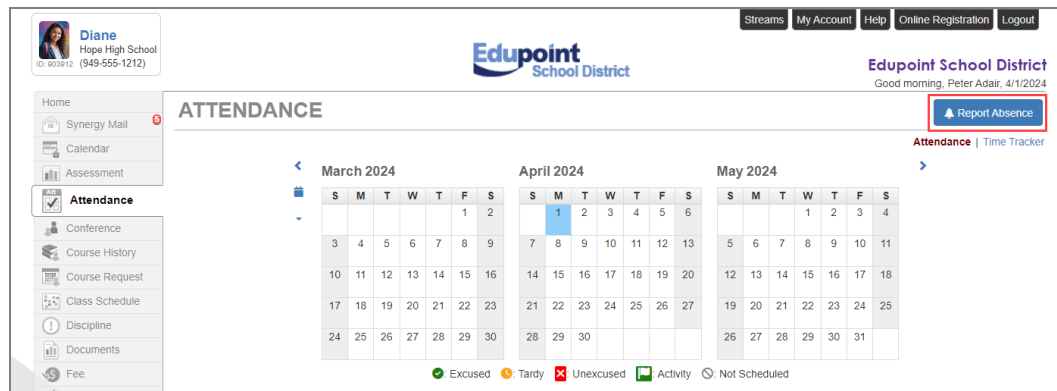
Report Absences Window

Reporting a Future Absence

1. Click **Report Absence** to open the Report Absences window.



ParentVUE Home Screen



Attendance Screen

2. Enter the **Start Date**.
3. Select an **End Date**.
4. Select a reason for the absence.
5. Enter a **Note** if needed.
6. Click **Add doctor's note or document**.



The **Start Date** defaults to the current date. This field does not display the current date if absences are reported from the Attendance screen.

The screenshot shows the 'Report Absences' window. It contains a form with the following elements:

- A message: 'Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit.'
- Start Date: 02/12/2020
- End Date (optional): 02/14/2020
- Reason dropdown: Illness
- Note text area: Having his tonsil's removed
- A red box highlights the 'Add doctor's note or document' button.
- Buttons at the bottom: Save and Close.

Report Absences Window

- a. Select the file to upload. The uploaded file displays on the window with a delete option.

Report Absences -

Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit.

Start Date: 02/12/2020 End Date (optional): 02/14/2020 Illness

Note

Having his tonsil's removed

Doctor's Note.docx

Add doctor's note or document

Save Close

Report Absences Window

7. Click **Save**.



The document saves on the **Documents** tab of the Student screen.

Time Tracking in ParentVUE and StudentVUE

1. Click **Attendance** in the Navigation bar.
2. Click **Time Tracker** to open the Time Tracker screen.



Only online courses display.

The days of the current week display on top.

Weeks not yet submitted displays the weeks for which the time has not been submitted. You can click on a hyperlink to open that week to enter time.

3. Enter **Activity** notes as needed.
4. Enter time spent on an online course in the **Hours** and **Minutes** fields. When the time is calculated, the hours and minutes are combined into minutes.



The **Total Time** entered for the week displays.

5. Click **Update Times** to update the time.

You can click **Cancel** to cancel all time entered before updating.
If you click **Update and Submit**, a confirmation message displays. You cannot click **Submit** until **By checking this box, I attest that all of the submitted times are accurate** is selected.



Confirm

Submitting these times will prevent any future edits to this data. Do you wish to proceed?

By checking this box, I attest that all of the submitted times are accurate ☐

SubmitCancel

Confirmation Message

lan

Adams Elementary

ID: 123456 (318-973-2850)

My Account

Help

Close

Home

Messages

Calendar

Attendance

Course Request

Grade Book

Report Card

School Information

Student Info

TIME TRACKER

August 2020

Thu

Fri

13

14

Attendance

Time Tracker

Update and Submit

Update Times

Cancel

Total Time: 6:95 hours

Weeks not yet submitted 08/10/2020 08/17/2020 08/24/2020

Thursday August 13

Course	Teacher	Activity	Hours	Minutes	Total Time
Adams Elementary					
Math	Kathy, Jackson	I finished chapter 1		10	10 minutes
Science	Kathy, Jackson	I read the home work assignn		10	10 minutes
Social Studies	Kathy, Jackson			10	10 minutes
Physical Education	Kathy, Jackson			18	18 minutes
Art	Kathy, Jackson			18	18 minutes
Music	Kathy, Jackson			18	18 minutes
Language Arts	Kathy, Jackson			18	18 minutes

Time Tracker Screen (Elementary Time Tracking Using Subject Areas)

Billy
Edupoint High
ID: 1234567 (318-973-7200)

[My Account](#) [Help](#) [Close](#)

Edupoint Public Schools
Good morning, Billy Abbott, 9/4/2020

Home

Messages

Calendar

Attendance

Class Websites

Course Request

Grade Book

Report Card

School Information

Student Info

TIME TRACKER

August 2020 < Thu Fri >

[Attendance](#)
[Time Tracker](#)

[Update and Submit](#)
[Update Times](#)
[Cancel](#)

Total Time: 1.20 hours

Weeks not yet submitted 08/10/2020 08/17/2020 08/24/2020

Thursday August 13

Course	Teacher	Activity	Hours	Minutes	Total Time
Edupoint High					
Spanish 1	Wilson, Rob	si senior		28	28 minutes

Friday August 14

Course	Teacher	Activity	Hours	Minutes	Total Time
Edupoint High					
Spanish 1	Wilson, Rob	I need additional help with the		44	44 minutes

[Update and Submit](#)
[Update Times](#)
[Cancel](#)

Total Time: 1.20 hours

Time Tracker Screen (High School Time Tracking)

Viewing the Class Schedule

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

CLASS SCHEDULE		
<u>Regular Bell Schedule</u>		Day Fall Spring Today  Refresh
00: NC402 Study Hall - 1990 7:00 AM-7:45 AM	Edmonds, Julia   Room: SEM	Teacher disabled
01: PE782 Jazz Band - 1921 7:50 AM-8:35 AM	Murray, Hugh   Room: ANNEX	Teacher disabled
02: PE41 Cheerleading - 0952 8:40 AM-9:25 AM	Oden, Jacy   Room: GYM	Teacher disabled
03: TS322 Driver Educ - 1390 9:30 AM-10:15 AM	Earnhardt, William   Room: P-23	 Join
04: MA402 Algebra II - 1451 10:20 AM-11:05 AM	Nominator, Dee   Room: P-05	 Join
05: EN33 Principles of English - 1523 11:10 AM-11:55 AM	Reed, Ken   Room: P-22	 Join
06: SC492 Biology - 0007 12:00 PM-12:45 PM	Darwin, Chuck   Room: 120 - Darwin	 Join

Class Schedule Screen

Elementary schedule information typically displays only one course in the class schedule, labeled with the student's grade.

CLASS SCHEDULE		
<u>Regular Bell Schedule</u>		Day Year Today  Refresh
01: 0300 3/4 Grade - 0102 4:00 AM-10:00 AM	Carroll, Natalie   Room: 202 - Carroll	 Join

Class Schedule Screen

1. Click **Class Schedule** in the Navigation bar. The Class Schedule screen opens to the current day's classes.
2. Click the teacher's name or the envelope icon to send an email message or the comment bubble icon to open the Streams screen.

 Diane Hope High School (949-555-1212)		Hall Pass Request Counselor Visit Streams My Account Help Logout
Edupoint School District Good morning, Diane Adair, 4/30/2024		
Home Synergy Mail Calendar Report Card Class Schedule Flex Schedule Grade Book Assessment		
CLASS SCHEDULE		
<u>Regular Bell Schedule</u>		Day Fall Spring Today  Refresh
00: NC402 Study Hall - 1990 7:00 AM-7:45 AM	Edmonds, Julia   Room: SEM	Teacher disabled
01: PE782 Jazz Band - 1921 7:50 AM-8:35 AM	Murray, Hugh   Room: ANNEX	Teacher disabled

Class Schedule Screen

- Click the calendar icon to select a past or future date. The class schedule dynamically updates.

Class Schedule Screen

- Click the applicable term to view a different semester's schedule.
 - The schedule lists the **Period**, **Rotation Days**, **Course Title**, **Room Name**, and the **Teacher** for each class.



The Class Schedule displays the **Rotation Days** for each course if the school has rotation days defined.

- The staff member associated with the incident displays as a communication link.
- Classes in the future display a blue triangle. Hover to see the start date.

Period	Rotation Days	Course Title	Room Name	Teacher
0		Yearbook	No Room	James Olsen
1		Adv Wt Boys	ANNX	Hugh Murray
2		Cheerleading	GYM	Jacy Oden
3		Literary Exploration	303	Judy Wallace
4		Study Hall	SEM	Julia Edmonds
5		Algebra II	P-05	Dee Nominator
6		Science 10	120 - Darwin	Chuck Darwin
9		Government/History Study Session	216 - Jackson	Kathy Jackson
9		English Study Session	222 - Graham	Theodore Graham

Class Schedule Screen

Using Digital Locker

The Digital Locker screen lists all files uploaded for online storage. These files can be drafts of papers or other works in progress. Only students can upload documents to the Digital Locker.



Files that students submit for a specific assignment are stored in Grade Book if your district uses Grade Book. See [Viewing Grade Book](#) for more information.

1. Click **Digital Locker** in the Navigation bar. The Digital Locker displays the date of upload, the file name, notes about the file entered by the student, and the size of the file.
2. Click the **Document** name to download a copy of the file.



Use the browser to print or save a copy of the file.

Digital Locker			
Upload Date	Document	Notes	File Size
10/21/2015 10:13:04 AM	Constitution.doc		37 KB
10/21/2015 10:12:51 AM	FreudPaper.doc		34 KB

StudentVUE Digital Locker Screen

Uploading Documents

1. Click **Browse** to locate the document on your computer.

DIGITAL LOCKER

Digital Locker				
Upload Date	Document	Notes	File Size	Action
10/21/2015 10:13:04 AM	Constitution.doc		37 KB	Remove
10/21/2015 10:12:51 AM	FreudPaper.doc		34 KB	Remove

71 KB out of 2MB used.

Browse...

No file selected.

Upload

Notes:

Maximum upload file size is 2 MB

StudentVUE Digital Locker Screen

2. Click **Upload**.



Click **Remove** to remove a document.

DIGITAL LOCKER

Digital Locker				
Upload Date	Document	Notes	File Size	Action
10/21/2015 10:13:04 AM	Constitution.doc		37 KB	Remove
10/21/2015 10:12:51 AM	FreudPaper.doc		34 KB	Remove

71 KB out of 2MB used.

Browse...

PermissionForm.docx

Upload

Notes:

Maximum upload file size is 2 MB

StudentVUE Digital Locker Screen

Viewing Report Cards

1. Click **Report Card** in the Navigation bar to see grades for each term and progress periods.
 - Section-based report cards display the period, course title, room name, teacher, marks, conduct, citizenship, and work habits. A grade legend displays at the bottom of the screen.
 - Select **Click here to view report card for <<term/period>>** to print the report card for the current term or period.



This only displays if a PDF report card is available for the term.

Report Card Screen

- Standards-based report cards display the standard and the associated mark. These are typically used in elementary schools.

REPORT CARD		
Student Grades for 2017-2018		
Report Card Area	1st Qtr	2nd Qtr
READING / LANGUAGE ARTS	A	
Word Analysis, Fluency and Systematic Vocabulary Development		
Word Recognition	2	
Vocabulary Development	4	
Reading Comprehension		
Comprehension and Analysis of Text		
Literary Response and Analysis		
WRITING		

Report Card Screen

Viewing Grade Book

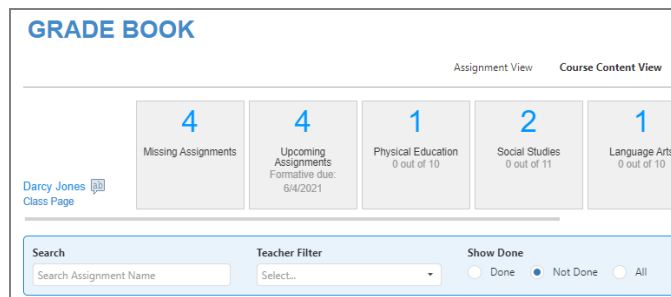
The Grade Book screen allows parents and students to keep track of grades, assignments, and test scores posted in Grade Book if your district uses Grade Book.

1. Click **Grade Book** in the Navigation bar to show grades for each grading period and progress period. The screen opens to the current grade period.

If the Course Content View link displays, then the tile system on the top of the Course Content View screen can be used to filter by subject and/or missing assignments.

Multiple tiles can be selected at once for more focused searches.

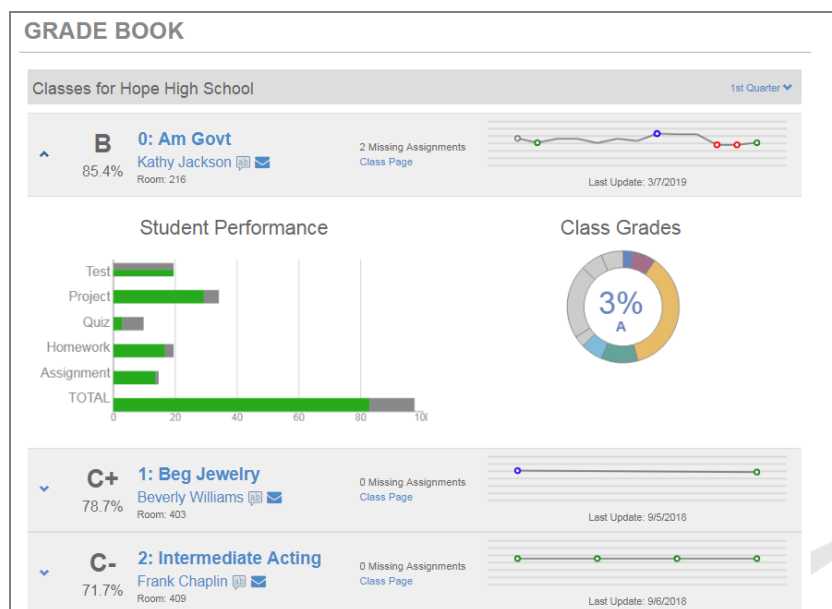
Each tile contains the number of assignments and a score breakdown.



Grade Book Screen

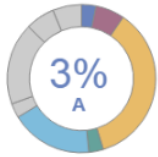
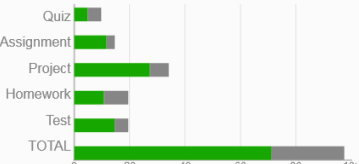
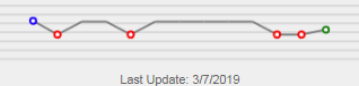
Grade Book displays the **Rotation Days** for each course if used by the school.

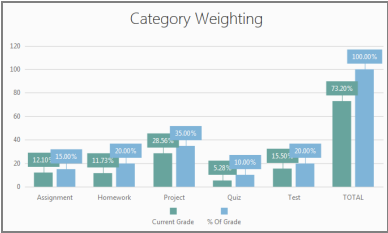
2. Click any available quarter or progress period to view another summary.



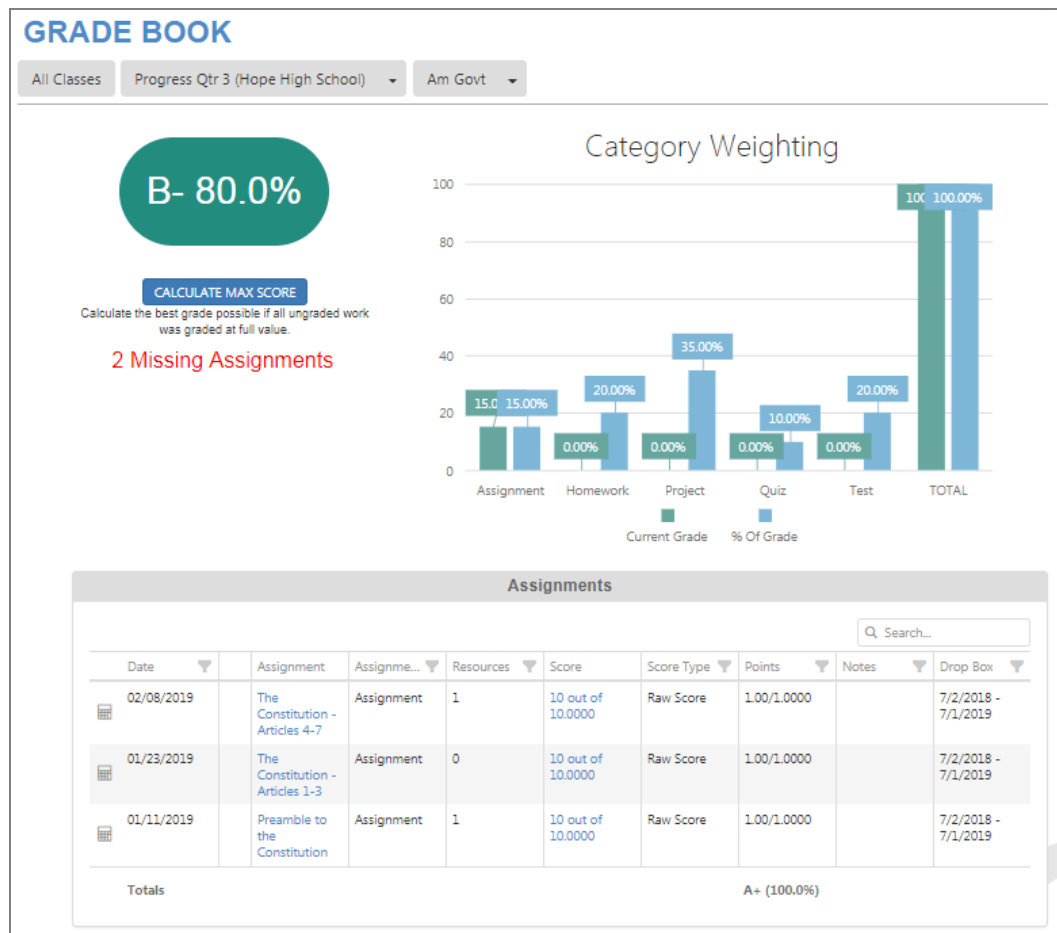
Grade Book Screen

The following charts display depending on your school's setup.

Description	Grade Book Item
Assignments and scores from the last two weeks	Recent History District Math Assessment - Winter Carroll, N 3/4 Grade(1) Due Date:01/18/2019 Points: 10 District Reading Assessment - Winter Carroll, N 3/4 Grade(1) Due Date:01/18/2019 Points: 10 One Tree Three Branches Carroll, N 3/4 Grade(1) Due Date:01/28/2019 Points: 1 <i>Assignment History Details</i>
The percent of students in the section earning each mark/grade. Top 5 marks are colored blue, pink, yellow, green, and light blue Gray are marks lower than the top 5	Class Grades  <i>Class Grades Chart</i>
Gray indicates the total possible percentage a student can earn Green is the actual percentage the student earned TOTAL bar combines the values for all of the other bars	Student Performance  <i>Class Performance Whisker Chart</i>
Shows trends in overall grade for sections Green is the current value Blue is the highest overall grade earned for the section Red is the lowest overall grade earned for the section Line represents the overall grade changes that are not equal to the highest, lowest, or current grade	 Last Update: 3/7/2019 <i>Grade History Chart</i>

Description	Grade Book Item
Displays the Current Grade and Percent of Grade the student earned for the section	 A bar graph titled 'Category Weighting' showing the current grade and percentage of grade for various categories. The Y-axis represents the percentage from 0 to 120. The X-axis lists categories: Assignment, Homework, Project, Quiz, Test, and TOTAL. For each category, there are two bars: a green bar for 'Current Grade' and a blue bar for '% Of Grade'. The values are: Assignment (12.19%, 31.60%), Homework (11.77%, 30.96%), Project (35.29%, 35.00%), Quiz (5.28%, 10.00%), Test (11.50%, 26.00%), and TOTAL (73.00%, 100.00%). <i>Category Weighting Bar Graph</i>
Shows assignments due today or tomorrow Shows the next 5 assignments if nothing is due today or tomorrow	Upcoming Assignments Law of the Land Carroll, N 3/4 Grade(1) Due Date:01/17/2019 Points: 1 DRA Winter Carroll, N 3/4 Grade(1) Due Date:01/18/2019 Points: 10 <i>Upcoming Assignment Details</i>

- Click a **Subject** or **Course Title** link. The **Assignment View** tab displays the assignments for the class. The Category Weighting graph shows the assignment type, current grade, and percentage of grade.



Grade Book Screen

Select a subject or course to view assignments from another class.



GRADE BOOK

All Classes

4th Quarter (Hope High School)

Am Govt

Grade Book Screen

Select the **Standards View** tab to display the Standards Summary view if your district or school uses Standards. See [Standards View](#) for more information.

4. Select an assignment that has a date in the **Drop Box** column to upload documents to assignments.

Assignments									
Q Search...									
Date	Assignment	Assignm...	Resources	Score	Score Ty...	Points	Notes	Drop Box	
06/29/2018	Ch11 Test	Test	0	92 out of 100.0000	Raw Score	368.00/400....			
06/29/2018	Essay Final Draft	Project	0	Not Due	Raw Score	1.0000 Points Possible		6/26/2018 - 6/29/2018	
06/25/2018	Workbook	Homework	0	87 out of	Raw Score	87.00/100.0			

Grade Book Screen

- a. Select a location for the document.



Selecting *Google Drive* or *OneDrive* opens the appropriate application.

Upload Available From 06/26/2018 12:00 AM To 06/29/2018 12:00 AM

Documents	Note	Upload Date	File Size	Action
My Computer Upload from your hard drive Google Drive Upload from Google Drive OneDrive Upload from OneDrive My Computer Upload from your hard drive				

Document Notes (optional):

Open

Grade Book Screen

- b. Enter the credentials to authenticate if requested.
 - c. Select the document to upload to the dropbox.
5. Click an **Assignment**. The Assignment Detail screen displays.
 - Assignment Detail – The summary displays the information for the assignment, including the **Course**, **Period**, and **Teacher**.



Click the **Teacher** link to view the Class Websites screen.

- Standards – Standards associated with the assignment display in this section if available. See [Standards View](#).
- Resources – Electronic files or links to a website display in this section if available.

- Digital Drop Box – Electronic files posted for the assignment display in this section.

GRADE BOOK

All Classes
4th Qtr
Math

Assignment Details

Assignment: Subtract Whole Numbers	Type Project	Date 4/12/2018	Due Date 4/12/2018
Score 9	Score Type Raw Score	Points 0.90 / 1.0000	Notes
Description The learner will subtract any whole numbers of up to 4 digits, with or without regrouping.			

Standards

Standard	Performance Indicator
Make estimates appropriate to a given situation or computation with whole numbers.	62.86 / 100.00
Compare and order whole numbers through six digits by applying the concept of place value.	84.52 / 100.00
Strand 1: Number and Operations	90.00 / 100.00

Resources

Name	Description
test	test

Grade Book Screen, Grade Book Assignment Details

Rubrics

Any Grade Book scoring rubrics used display on the Grade Book Assignment Detail.

All Classes
4th Quarter (Hope High School)
Am Govt

Assignment Details

Assignment: Assignment 9	Type Homework	Date 6/8/2018	Due Date 6/8/2018
Score 9	Score Type Raw Score	Points 90.00 / 100.0000	Notes
Description			

Rubric Score

Writing Rubric

Criteria	Ratings	Points		
Quality	5 Topic covered well. Excellent introduction, supporting evidence and conclusion	3 Issues with Introduction or Conclusion.	0 Topic not covered well.	5
Grammar	5 No grammar mistakes	3 Minor mistakes.	0 Grammar mistakes all over.	3
Creativity	5 Very Creative	3 Average Creativity	0 Lacked any and all creativity	5

Rubric Points: 13 out of 15
Score: 21.67 out of 25

Grade Book Screen, Grade Book Assignment Details

Standards View

1. Click **Standards View** to view the standards aligned with the subject area.



Your district might not use standards.

Standards				
Subject	Standard	Mark	Note	Performance Indicator
Reading [expand all]	01 Alphabetize a series of words to the third letter.	88		88.00 / 100.00
	02 Apply knowledge of basic syllabication rules when reading four- or five-syllable written words (e.g., information, multiplication, pepperoni.)	100		100.00 / 100.00
	04 Read common abbreviations (e.g., Wed., Sept.) fluently.	75		75.00 / 100.00

Grade Book Screen, Standards Detail

2. Click an assignment to view the Assignment Detail.

Standards				
Subject	Standard	Mark	Notes	Performance Indicator
Math [expand all]	Sort whole numbers into sets and justify the sort.			
	Parent friendly description of standard can be displayed in ParentVUE.			
	Make estimates appropriate to a given situation or computation with whole numbers.	2		2.00 / 4.00
	Assignment	Assignment Type	Date	
	Assessment1	Test	12/26/2018	2.00 / 4.00
	Compare and order whole numbers through six digits by applying the concept of place value.			
	Formulate and answer questions by interpreting and analyzing displays of	3		3.00 / 4.00

Grade Book Screen, Standards Detail

GRADE BOOK			
All Classes	3rd Qtr	Math	
Grade Book Assignment Detail			
Assignment: Assessment1	Assignment Type Test	Date 12/25/2018	Due Date 12/26/2018
Score 3.00	Score Type Raw Score	Points 3.00 / 5.0000	Notes
Description			
Standards			
Standard		Performance Indicator	
Make estimates appropriate to a given situation or computation with whole numbers.			2.00 / 4.00
Formulate and answer questions by interpreting and analyzing displays of data, including frequency tables, single bar graphs, or single line graphs.			3.00 / 4.00
Describe sequences of 2-dimensional figures created by increasing the number of sides, changing size, or changing orientation.			4.00 / 4.00
Collect, record, organize, and display data using frequency tables, single bar graphs, or single line graphs.			4.00 / 4.00

Grade Book Screen

Taking Assessments



See *Synergy SIS – Assessment User Guide* for more information on taking assessments.

Viewing Class Websites

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

1. Click **Class Website** in the Navigation bar.
2. Select a topic. **1**
3. Select the class to view. **2**
4. Use the links to access classroom documents or class resources. **3**
5. Select a Curriculum Plan if available, to access scheduled lesson plans and classroom documents. **4**

Classroom Documents

(YR) Science SEC:0102

2

Science Extra Credit

created on: 4/24/2015

Spend some extra time learning the planets in our solar system and pass the quiz to earn 10 extra points.

Resource

Planets in our Solar System.docx **3**

Study Guide

created on: 4/24/2015

Use this Study Guide to help your through this weeks unit.

Resource

StudyGuide.doc **4**

CLASS WEBSITES

(YR) Science SEC:0102

TOPICS

Classroom Documents

Classroom Expectations **1**

ABC's of Our Classroom

Announcements

Homework

CURRICULUM PLAN

Language Arts

Math **4**

Social Studies

Visual Arts

Class Websites Screen

- Select a class. ⑤
- Select a week to view. ⑥
- View the scheduled lessons and resources by the day of the week. ⑦

Class Websites Screen, Curriculum Plan

Alternate Web Pages

Your school might use an alternate web page for displaying classroom information.

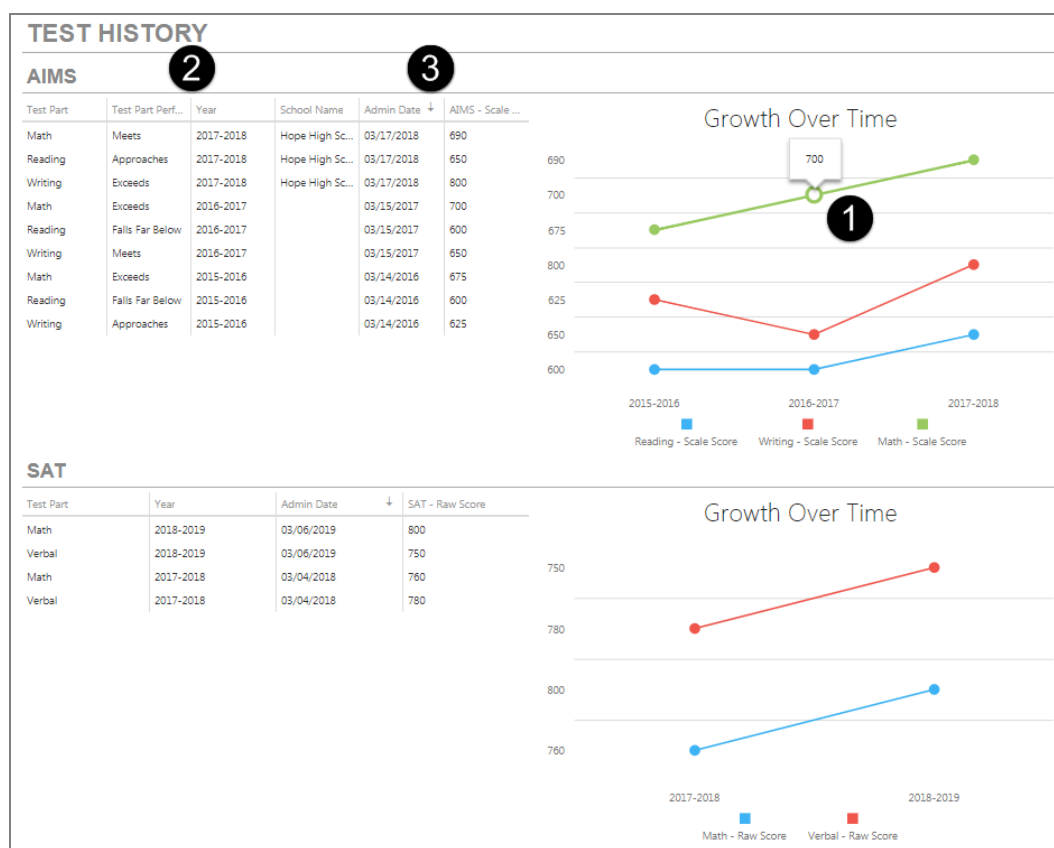
Class Websites Screen

- Select the class to view. ①
- Select a unit or book. ②
- Click the **Expand** icon to expand the panel to full screen. ③
- Click any links to view additional information, take assessments/assignments, or view other lessons. ④

Viewing Test History

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

1. Click **Test History** in the Navigation bar to display the Test History screen.
 - View the historical test score information in the Growth Over Time graph if available. Hover over the **Score** to view the value. **1**
 - View the **Test Part Performance** level and test **Year**. **2**
 - Use the arrows to sort the columns in ascending or descending order. **3**



Test History Screen

Viewing Custom Tabs

Your district can create custom tabs in the Navigation bar. These custom tabs contain district-chosen links to support the educational community.

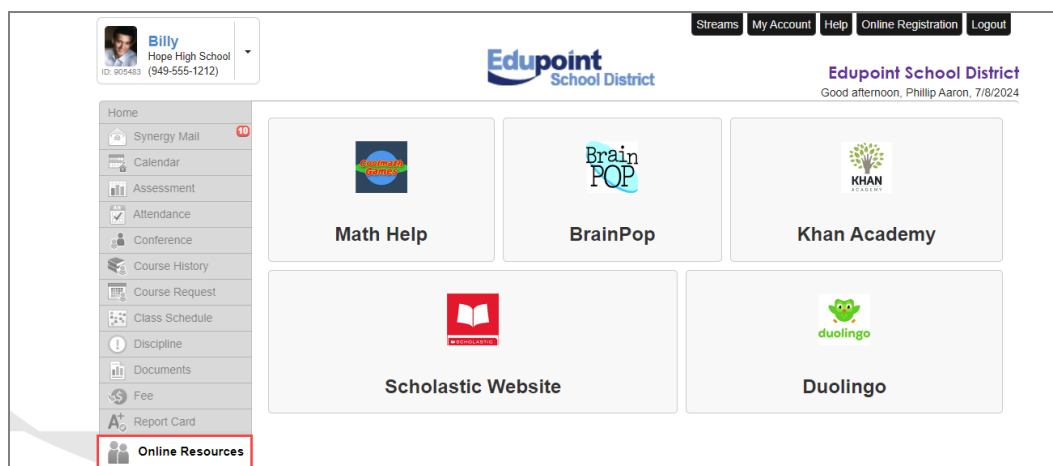


The district defines the name of custom tabs. Links can include academic support sites or sites that manage cafeteria costs.

1. Select the custom tab in the Navigation bar. In the example below, the district has defined the custom tab as **Online Resources**.
2. Click the link to open a new tab or window depending on your browser settings.



ParentVUE/StudentVUE remains open in the original web page.



Custom Tab Screen

Managing Course Requests

The Course Request screen allows parents and students to view or modify course requests for the next semester. This screen displays the following information:

- A list of the student's current course requests
- Any alternate elective requests if selected
- The **Course Duration** column displays the duration for a course in the Selected Course Requests and Selected Alternate Course Requests sections.

- The **Comment** column with messages about the status of the request

COURSE REQUEST

Hope High School
2019-2020 School Year, Grade: 12

Selection Time Period: 2/13/2019 - 2/16/2019
Counselor

Ln	Department	Course ID	Course Title	Course/Section	Comment
1	AviD	Avi121	AviD	Semester 1	Currently enrolled
2	AviD	Avi122	AviD	Semester 2	Currently enrolled
3	Mathematics	MAA21	College Algebra/Trigonometry (Pre-Calculus)	Semester 1	Currently enrolled
4	Mathematics	MAA22	College Algebra/Trigonometry (Pre-Calculus)	Semester 2	Currently enrolled
5	Miscellaneous	NC60	Lunch	Semester	
6	Miscellaneous	NC961	Released Time 6th Period	Semester 1	
7	Miscellaneous	NC962	Released Time 6th Period	Semester 2	
8	Science	SC771W	AP Chemistry	Semester	Currently enrolled
9	Social Studies	SS51	American Government	Semester	Currently enrolled
10	Social Studies	SS57	Economics Principles and Practices	Semester	Currently enrolled
11	Social Studies	SS791W	AP Psychology	Semester	Currently enrolled

Ln	Department	Course ID	Course Title	Course/Section	Comment
1	Career And Technical Education	AR232	CTE-Digital Photography III	Semester	
2	Art	AR58	Adv Jewelry	Semester	Pre-req. not met (AR54 or AR56)
3	Art	AR54	Beginning Jewelry	Semester	

Course Request Screen

Click the arrow next to the **Course ID** to view more details on the course.

Selected Course Requests					
Ln	Department	Course ID	Course Title	Elective	Comment
1	Elementary School	EN71W	Sr Ap Eng	Yes	
2	Elementary School	EN71W2	Sr Ap Eng	Yes	
3	Elementary School	MA50W	Ap Calc/ana Geo		
4	Elementary School	MA50W2	Ap Calc/ana Geo		
5	Elementary School	SC90W	Ap Physics C	Yes	
6	Elementary School	SC90W2	Ap Physics C	Yes	
7	Elementary School	SS52W	Ap Gov&econ Wtp	Yes	
8	Social Studies	SS52W2	Ap Amer Govt		
Ap American Government					

Course Request Screen

Graduation Status Summary

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

Graduation Status Summary					
Subject Area	Required	Completed	In Progress	Credit for Requeste...	Remaining
English Literature	3.00	0.00	0.00	0.00	3.00
Mathematics	3.00	0.00	0.00	0.00	3.00
Science Required	3.00	0.00	0.00	0.00	3.00
American History	3.00	0.00	0.00	0.00	3.00
Government	3.00	0.00	0.00	0.00	3.00
Electives	3.00	0.00	0.00	0.00	3.00
Total	18.000	0.000	0.000	0.000	18.000

Course Request Screen

Add a Course Request

1. Click **Click here to change course requests**. The Course Request Selection screen opens.
2. Use the search criteria at the bottom of the screen to enter course information.

COURSE REQUEST SELECTION

Hope High School (949-555-1212)
2018-2019 School Year, Grade: 12

Selection Time Period: 3/1/2018 - 7/6/2018
 Counselor: Joe Diaz

[Click here to return to course request summary](#)

Selected Course Requests

Action	Ln	Department	Course ID	Course Title	Elective	Comment
Remove	1	Elementary School	EN71W	Sr Ap Eng	Yes	
Remove	2	Elementary School	EN71W2	Sr Ap Eng	Yes	
Remove	3	Elementary School	MA50W	Ap Calc/ana Geo		
Remove	4	Elementary School	MA50W2	Ap Calc/ana Geo		
Remove	5	Elementary School	SC90W	Ap Physics C	Yes	
Remove	6	Elementary School	SC90W2	Ap Physics C	Yes	
Remove	7	Elementary School	SS52W	Ap Gov&econ Wtp	Yes	
Remove	8	Social Studies	SS52W2	Ap Amer Govt		

Search Courses

Action	Ln	Department	Course ID	Course Title	Elective	Comment
		(All)	Q	Q	(All)	
Add Request	Add Alternate 1		CO15C	Corr Drugs/soc	Yes	
Add Request	Add Alternate 2		HE91	Prevention&c...	Yes	

Course Request Selection Screen

- Click **Add Request** to add the course as a request or **Add Alternate** to add it as an alternate choice.

Search Courses							
Action	Ln	Department	Course ID	Course Title	Elective	Comment	
		(All)	Q	Q	(All)		
Add Request Add Alternate	1		CO15C	Corr Drugs/soc	Yes		
Add Request Add Alternate	2		HE91	Prevention&care	Yes		
Add Request Add Alternate	3		HE92	Sports Medicine	Yes		
Add Request Add Alternate	4		NC401	Pers.Rel Time	Yes		

Course Request Selection Screen

- Click **Click here to move selected requests to Selected Course Requests** to move the selected course either to the Selected Course Requests table or the Alternate Elective Requests table.
- Repeat this process to make additional selections.
- Click **Click here to return to course request summary** when finished.

Remove a Course Request

- Click **Click here to change course requests**.
- Click **Remove** for the course to remove.

Selected Course Requests							
Action	Ln	Department	Course ID	Course Title	Elective	Comment	
Remove	1	Elementary School	EN71W	Sr Ap Eng	Yes		
Remove	2	Elementary School	EN71W2	Sr Ap Eng	Yes		
Remove	3	Elementary School	MA50W	Ap Calc/ana Geo			
Remove	4	Elementary School	MA50W2	Ap Calc/ana Geo			
Remove	5	Elementary School	SC90W	Ap Physics C	Yes		
Remove	6	Elementary School	SC90W2	Ap Physics C	Yes		
Remove	7	Elementary School	SS52W	Ap Gov&econ Wtp	Yes		
Remove	8	Social Studies	SS52W2	Ap Amer Govt			

Course Request Selection Screen

- Click **Click here to return to course request summary**. The courses removed no longer display.

Finalize Course Selections

You cannot modify the request once you lock the course request.

1. Enter the **Password** the school provided you with.
2. Click **Lock Course Requests**.
3. The school reviews and approves the request.

COURSE REQUEST

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

Hope High School (949-555-1212)
2018-2019 School Year, Grade: 12

Selection Time Period: 3/1/2018 - 7/6/2018
Counselor: [Joe Diaz](#)

Click here to change course requests

Lock Course Requests

Selected Course Requests					
Ln	Department	Course ID	Course Title	Elective	Comment
▶ 1	Elementary School	EN71W	Sr Ap Eng	Yes	

Course Request Screen

Managing Student Course Plans

Student Course Plans are course road maps designed to help parents and students forecast what courses they would like to take for the current and subsequent school years and ensure graduation requirements are satisfied. Parents and students can view the course plan and, if allowed by the district, change the course plan and/or add courses to it.

Viewing Course Plans

1. Click **Course Plan** in the Navigation bar to open the Course Plan screen.

The screenshot shows the 'COURSE PLAN' interface. At the top, there's a summary section (1) with a green checkmark and text: 'On Track To Graduate', 'Required Credit Total: 19.5', 'Course Plan Credits: 22', and 'Credits Needed: 0'. Below this are dropdown menus for 'Course Plan' (2) set to 'Core Courses' and 'Graduation Requirement' (3) set to 'High School'. To the right, the 'Grade' (4) is '10' and 'Show By Subject' (5) is set to 'Yes'. A 'Reset' button is also present. The main section displays a grid of course options for grades 09, 10, 11, and 12. Under grade 10, 'English Literature (2 of 2 credits)' is shown with a completed status and a list of courses: EN51 Literary Exploration (0.5), EN33 Principles of English (0.5), EN40 Shakespeare (0.5), and EN60 English Literature (0.5). Under grade 11, 'Mathematics (5 of 5 credits)' is shown with a completed status and a list of courses: MA30 Geometry (1), MA40 Algebra II (0.5), MA402 Algebra II (0.5), MA27 Algebra I (1), and MA42 Trigonometry (1). Under grade 12, 'American History (2.5 of 2.5 credits)' is shown with a completed status and a list of courses: SS21 World Hist/g (0.5), PP75 Am History I (0.5), SS35 American History II (0.5), and SS39W Ap Amer Hist (1). A callout (6) points to the 'Taken: 12/2022 Term: Mark: A Credit: 0.5' information for SS21. Callout (7) points to the 'MA40 Algebra II (0.5)' course, and callout (8) points to the 'MA42 Trigonometry (1)' course.

Course Plan Screen

- The Course Plan summary indicates whether a student is **On Track To Graduate** or **Not On Track To Graduate**. It displays how many credits are in the plan, how many credits the student signed up for in the course plan, and how many credits are still needed. 1
- The **Course Plan** assigned to the student displays as an editable or read-only field. 2
- The **Graduation Requirement** assigned to the student displays as an editable or read-only field. 3
- The current **Grade** of the student displays. 4
- Toggle **Show By Subject** to **No** or **Yes** to organize courses by subject area. 5
- Completed courses display with the  icon. Hover over the course to display the date the course was taken, the earned grade, and number of credits received. 6

- In Progress courses are highlighted in green. The course ID, course title, and number of credits display. ⑦
- Forecasted courses display with the course ID, course title, and number of credits. ⑧

Managing Course Plans

If the district has enabled editing, parents and/or students have the ability to make changes to the Student Course Plan.

The screenshot shows the 'COURSE PLAN' interface. At the top, there's a summary section with a green checkmark and 'On Track To Graduate'. Below this, there are dropdown menus for 'Course Plan' (labeled 1) and 'Graduation Requirement' (labeled 2). To the right, there's a 'Grade' field set to 10 and a 'Show By Subject' toggle. A 'Reset' button is labeled 5. Below the summary, there's a table of grades from 09 to 12. Under grade 10, there's a section for 'English Literature (2 of 2 credits)' with a green background. It shows 'Completed: 0 credits, In Progress: 1 credits, Forecasted: 1 credits'. Below this, there are course cards: 'EN51 Literary Exploration (0.5)' and 'EN33 Principles of English (0.5)' (both green), and 'EN40 Shakespeare (0.5)' and 'EN60 English Literature (0.5)' (both grey). A '+ Add a Course' button is labeled 3. Below the English section, there's a section for 'American History (2.5 of 2.5 credits)' with a green background. It shows 'Completed: 0.5 credits, In Progress: 0 credits, Forecasted: 2 credits'. Below this, there are course cards: 'SS21 World Hist/g (0.5)' (grey), 'PP75 Am History I (0.5)' (grey, labeled 4), 'SS35 American History II (0.5)' (grey), and 'SS39W Ap Amer Hist (1)' (grey). Each has a '+ Add a Course' button.

Course Plan Screen

- Select a different **Course Plan** if needed. Courses required for the new Course Plan populate the screen as applicable and the Course Plan summary updates. Courses forecast under the previous Course Plan are removed unless they are associated to an active Course Request. ①
- Select a different **Graduation Requirement** or **Diploma Type** if needed. ②
- Click **+ Add a Course** under the applicable grade to add a forecasted course. The Course Plan summary updates. ③
- Click **X** to remove a forecasted course. Courses associated with an active Course Request cannot be removed. ④
- Click **Reset** to remove all forecasted courses not associated with an active Course Request. ⑤



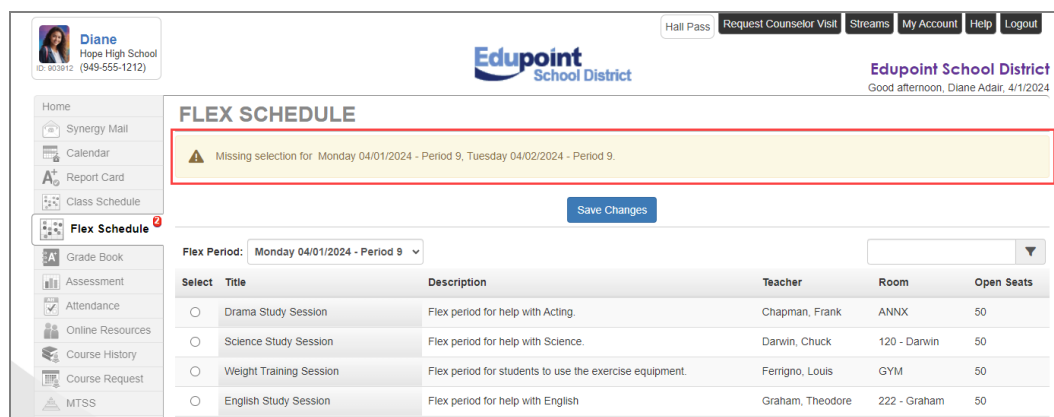
Click the **Course Request** tab from the Navigation bar to remove active course requests if allowed by the district.

Managing Flex Scheduling in StudentVUE

Flex Scheduling allows students to dynamically opt in to classes in StudentVUE.

1. Click **Flex Schedule** in the Navigation bar.

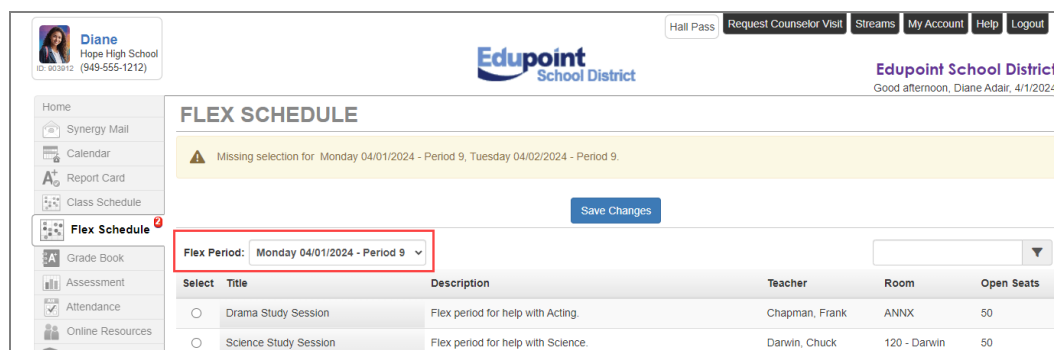
The Flex Schedule screen opens with an announcement listing any missing selections.



Select	Title	Description	Teacher	Room	Open Seats
☐	Drama Study Session	Flex period for help with Acting.	Chapman, Frank	ANNX	50
☐	Science Study Session	Flex period for help with Science.	Darwin, Chuck	120 - Darwin	50
☐	Weight Training Session	Flex period for students to use the exercise equipment.	Ferrigno, Louis	GYM	50
☐	English Study Session	Flex period for help with English	Graham, Theodore	222 - Graham	50

Flex Schedule Screen

2. Select the **Flex Period** you want to schedule.



Select	Title	Description	Teacher	Room	Open Seats
☐	Drama Study Session	Flex period for help with Acting.	Chapman, Frank	ANNX	50
☐	Science Study Session	Flex period for help with Science.	Darwin, Chuck	120 - Darwin	50

Flex Schedule Screen

3. Select the session you want to attend.

4. Enter your **Reason For Attendance** if needed.

FLEX SCHEDULE

Missing selection for Tuesday 04/02/2024 - Period 9.

Save Changes

Flex Period: Monday 04/01/2024 - Period 9

Select	Title	Description	Teacher	Room	Open Seats
☐	Drama Study Session	Flex period for help with Acting.	Chapman, Frank	ANNX	50
☐	Science Study Session	Flex period for help with Science.	Darwin, Chuck	120 - Darwin	50
☐	Weight Training Session	Flex period for students to use the exercise equipment.	Ferrigno, Louis	GYM	50
☒	English Study Session	Flex period for help with English	Graham, Theodore	222 - Graham	50

Reason For Attendance (optional)

I need help with...

Flex Schedule Screen

- Click **Save Changes**. The selection is saved and the **Flex Period** automatically advances to the next date and period.
- To remove a selection, click **Clear**. This option may not be available if a student has been placed in a flex section and the teacher has locked the selection or if the current date and time falls outside of the scheduling window.

Chapter 4: Communication

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Emergency Response System



See the *Synergy SIS – Emergency Response System Compendium* for more information on the Emergency Response System.

Your school can activate the Emergency Response System that allows students to self-report their status from the StudentVUE web or mobile application.

1. Log in to StudentVUE.
2. Answer the questions on the Emergency Response System screen.
 - Are you at school today?
 - Are you safe?
 - Where are you?

Emergency Response System

EMERGENCY

Are you at school today?

YES NO

Are you safe?

YES NO

Where Are You?

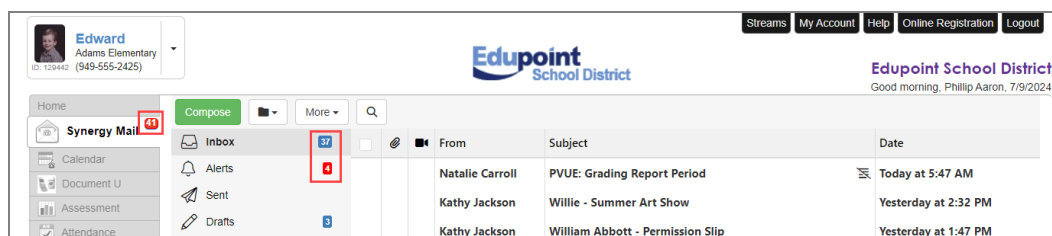
Save

StudentVUE Emergency Response System Screen

3. Click **Save**.

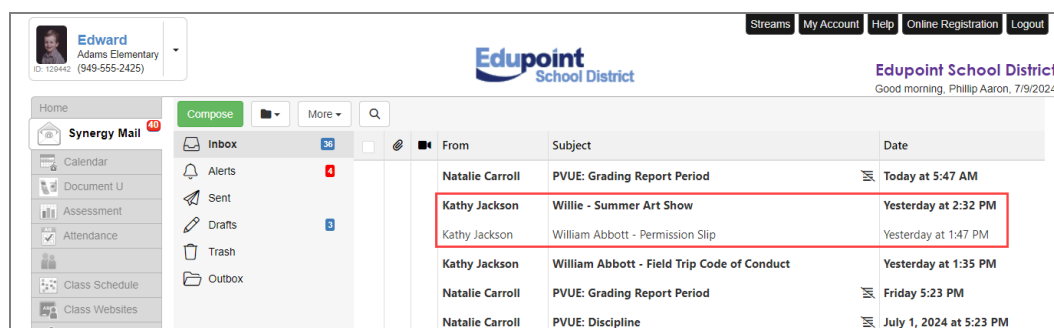
Viewing Messages and Alerts

All messages and alerts are accessed through Synergy Mail. The **Synergy Mail** tab combines the total number of unread messages in both the **Inbox** and **Alerts** folders.



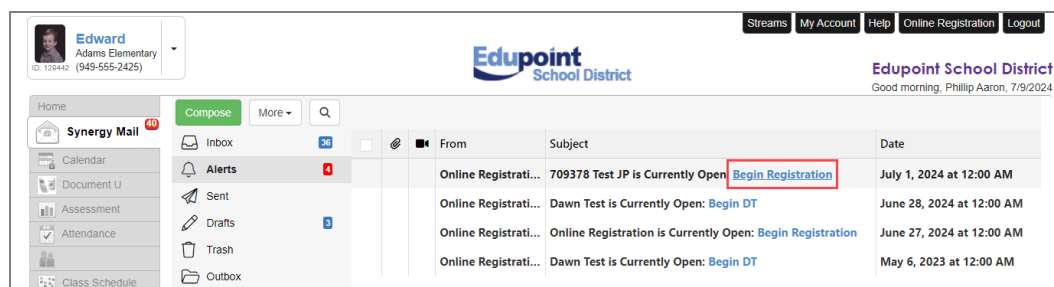
ParentVUE, Synergy Mail Tab

1. Click **Synergy Mail** in the Navigation bar to open your **Inbox** folder.
 - Unread messages display in bold font.
 - Read messages display in regular font.
2. Click a message to open the contents of the email.



ParentVUE, Synergy Mail Tab

3. Select the **Alerts** folder to read important district announcements such as online registration and attendance notifications.
 - Unread notifications display in bold font.
 - Read notifications display in regular font.
4. Click a notification to open its body or click the hyperlink to immediately open the referenced application.

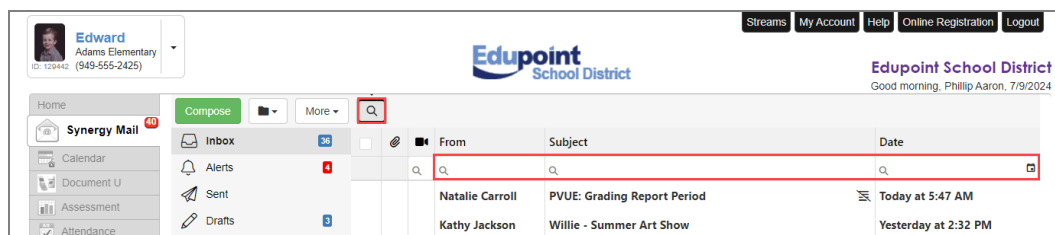


ParentVUE, Synergy Mail Tab, Alerts Folder

Managing Messages

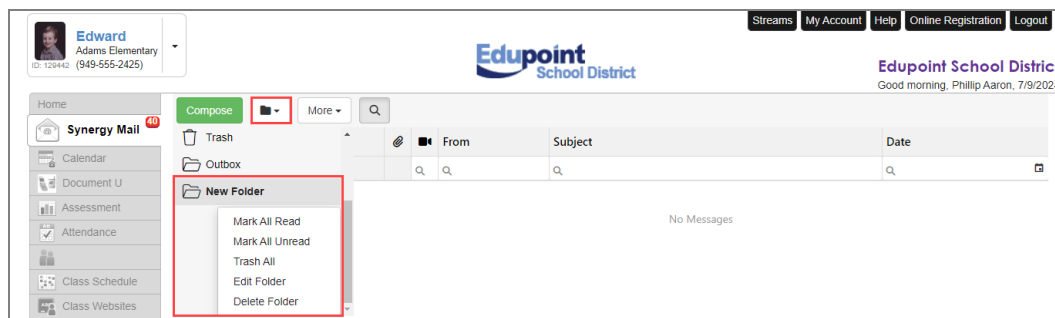
Messages can be managed in a variety of ways.

- Click  to open the search functionality. You can search by sender, subject, or date.



ParentVUE, Synergy Mail Tab

- Click  to create a new folder. New folders display below your **Outbox** and can be edited or deleted at any time by opening the drop-down.

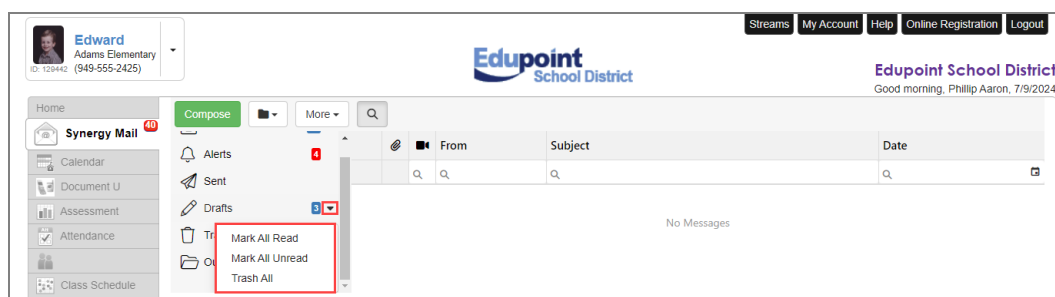


ParentVUE, Synergy Mail Tab

- Hover over any folder to display the drop-down icon . Click to open folder options.
 - Mark All Read** – Marks all messages as read and removes the bold font
 - Mark All Unread** – Returns all read messages to an unread status and displays them in bold font
 - Trash All** – Moves all messages to the **Trash** folder.

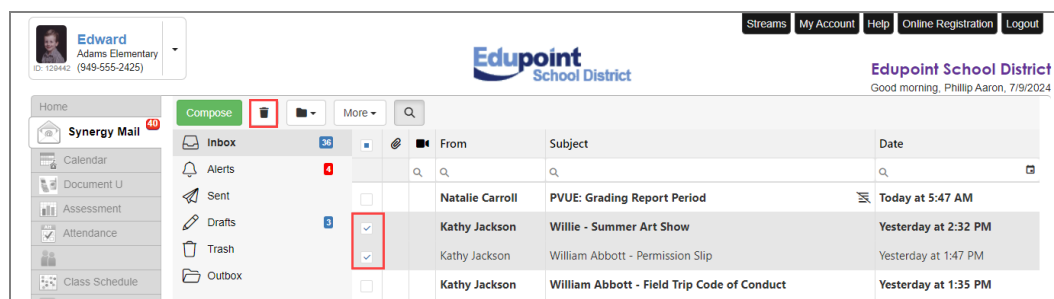


The **Trash** folder displays a **Delete All** option. This permanently removes the messages.



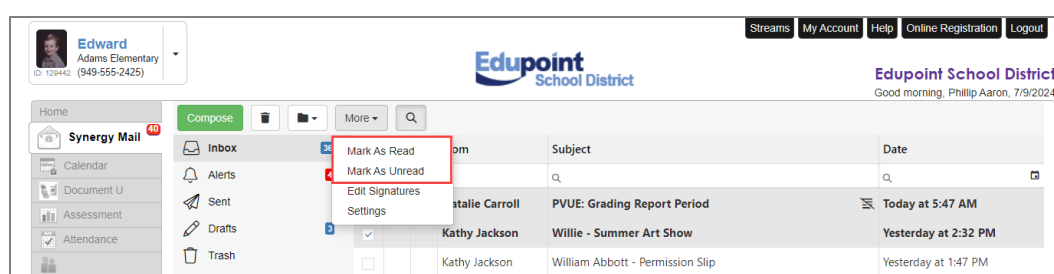
ParentVUE, Synergy Mail Tab

- Select one or more messages and click  to send them to the **Trash** folder.



ParentVUE, Synergy Mail Tab

- Select one or more messages and click  to mark them as *Read* or *Unread*.



ParentVUE, Synergy Mail Tab

- Click  and select *Edit Signatures* to create or edit a signature that is automatically added to newly-composed messages or replies/forwards.



The screenshot shows the 'Edit Signatures' window. It has two sections: 'New Messages' and 'Replies/Forwards'. Each section contains a rich text editor with a signature. The 'New Messages' section shows the signature 'Sincerely, Phillip Aaron'. The 'Replies/Forwards' section shows the signature 'Best regards, Phillip'. At the bottom right are 'Cancel' and 'Save' buttons.

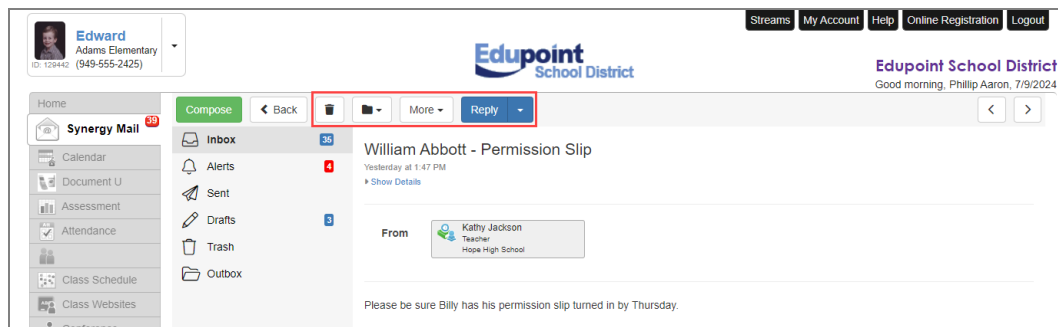
Edit Signatures Window

- Click on a message to open its contents.
 - Click  to respond to the sender.



You cannot Reply All in Synergy Mail.

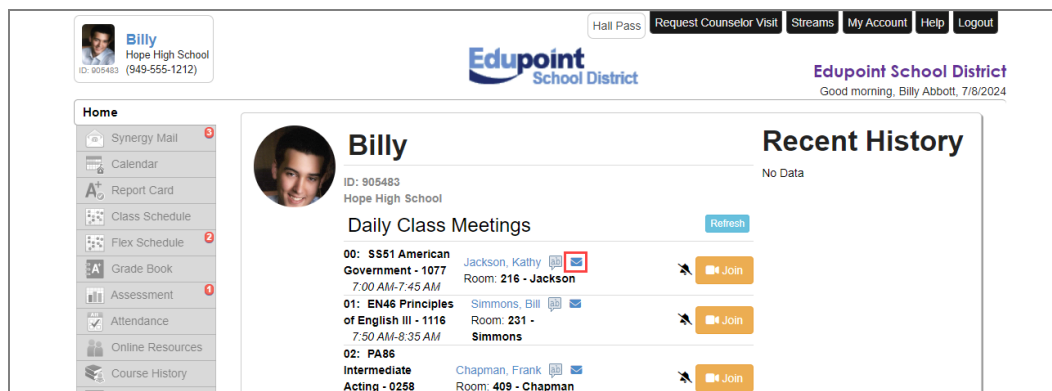
- Click  and select *Forward* to send the message to another recipient.
- Click  to move the message to the **Trash** folder.
- Click  to move the message to a different folder.



ParentVUE, Synergy Mail Tab

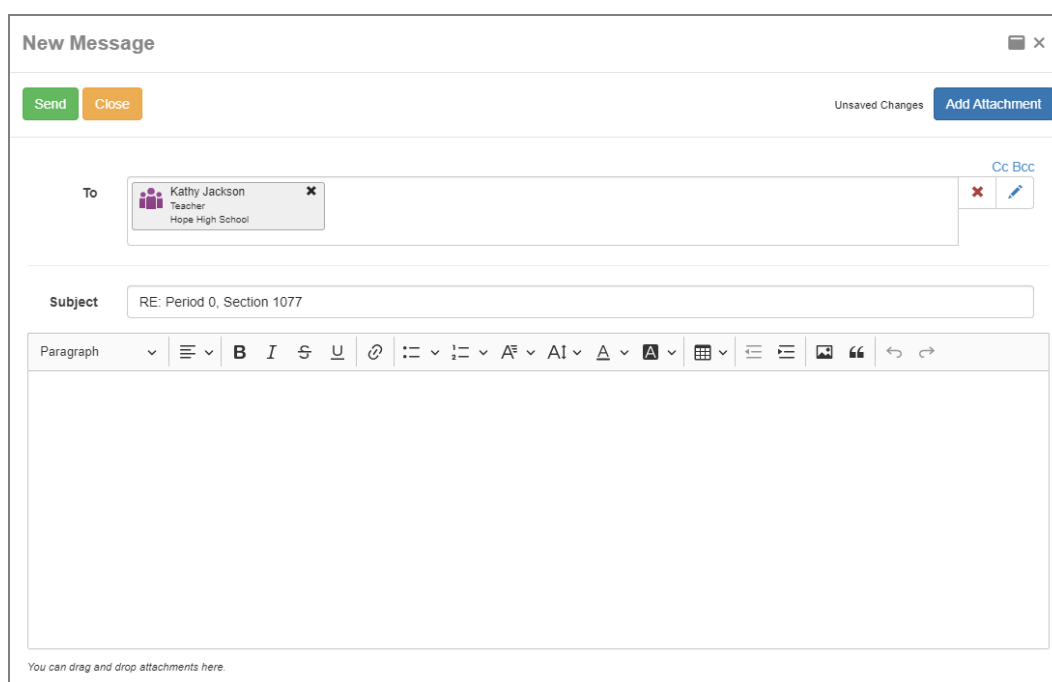
Sending Emails to Teachers

You can send email to teachers and staff by clicking the email icon next to their name.



Class Schedule Screen

A message compose window opens in [Synergy Mail](#). If your district does not use Synergy Mail, the link either opens a local mail client, copies the email address to paste into another mail program, or does nothing.



Synergy Mail Window

Using Synergy Mail

Synergy Mail in ParentVUE

1. Select **Synergy Mail** in the Navigation bar.
2. Click **Compose**.
3. Select the recipients for the message in **To**.
 - The recipient options associated with the focused child display. For example, Billy Abbott's parent sees **Billy's Teachers**, **Billy's Counselor**, and **Billy's Groups** as tab options in the To screen.
 - Click **Add All** on the **Teachers** tab to send an email to all of your child's assigned teachers.
 - Parents only see contact distribution lists that they belong to.



The **Teachers** tab displays the teachers for the current grading period.

To

<Select from list below>

Billy's Teachers

 Billy's Counselor

 Billy's Groups

 Staff

 Contact Lists

Add All
Spring (11/25/2017 - 07/06/2018)

Period	Course	Teacher	Room
1	Prin Eng I	Kathy Jackson	224
3	Am Govt	Jeffrey Davis	P-13
4	Prin&prac Econ	Sara Patenge	131
5	Beg Drawing	Gwen Gunn	401
7	Cc-Am. Lit	Kathy Nunes	230

Cancel
OK

ParentVUE To Screen

4. Select whom to send a copy or blind copy to if needed.
 - a. Click **CC** and/or **BCC** to display the **CC** and **BCC** fields.

The screenshot shows the 'New Message' interface. At the top, there are 'Send' and 'Close' buttons, and an 'Add Attachment' button. Below these is a 'To' field containing a contact named 'Kathy Jackson' from 'O-American Government R... Hope High School'. To the right of the 'To' field is a red box containing the text 'Cc Bcc', which is a link to expand the carbon copy and blind carbon copy fields. Below the 'To' field is a 'Subject' field.

New Message Screen

- b. Select **CC** or **BCC** to locate the recipients.

This screenshot shows the 'New Message' screen with the 'Cc' and 'Bcc' fields expanded. A red box highlights these two fields, which are currently empty. The 'To' field still contains the same contact. The 'Subject' field is at the bottom.

New Message Screen

5. Enter the message text in the body section.
6. Use the options in the text editor window to customize formatting, use templates, or add links.

The screenshot displays the text editor. At the top is a rich text toolbar with various icons for text formatting (bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, text color, background color), alignment, and other functions. Below the toolbar is a large, empty text area for composing the message. At the bottom of the text area, there is a small text hint: 'You can drag and drop attachments here.'

New Message Screen

7. Click **Send** to send the message or **Close** to save the message in the **Drafts** folder.



Click **Close** and focus to another child to send emails to recipients for more than one of your children. Open the draft and select the recipients for the focused child.

Synergy Mail in StudentVUE

1. Select **Synergy Mail** in the Navigation bar.
2. Click **Compose**.
3. Select the recipients for the message in **To**.
 - **My Teachers**, **My Counselor**, and **My Groups** display as tab options in the To screen.
 - Click **Add All** on the **My Teachers** tab to send an email to all of your assigned teachers.
 - Students only see contact distribution lists that they belong to.



The **Teachers** tab displays the teachers for the current grading period.

You can only send mail to Student Groups if they have an assigned staff member.

To

<Select from list below>

My Teachers
My Counselor
My Groups
Staff
Students
Contact Lists

Add All
Spring (11/25/2017 - 07/06/2018)

Period	Course	Teacher	Room
1	Prin Eng I	Kathy Jackson	224
3	Am Govt	Jeffrey Davis	P-13
4	Prin&prac Econ	Sara Patenge	131
5	Beg Drawing	Gwen Gunn	401
7	Cc-Am. Lit	Kathy Nunes	230

Cancel
OK

StudentVUE To Screen

4. Select whom to send a copy or blind copy to if needed.
 - a. Click **CC** and/or **BCC** to display the **CC** and **BCC** fields.

The screenshot shows the 'New Message' interface. At the top, there are 'Send' and 'Close' buttons, and a status bar indicating 'Unsaved Changes' with an 'Add Attachment' button. The 'To' field contains a contact named 'Kathy Jackson' from 'O-American Government R... Hope High School'. To the right of the 'To' field, a red box highlights the 'Cc Bcc' link.

New Message Screen

- b. Select **CC** or **BCC** to locate the recipients.

This screenshot shows the 'New Message' screen with the 'Cc' and 'Bcc' fields expanded. A red box highlights these two fields, which are currently empty. The 'To' field still contains the same contact. The 'Subject' field is at the bottom.

New Message Screen

5. Enter the message text in the body section.
6. Use the options in the text editor window to customize formatting, use templates, or add links.

The screenshot displays the text editor area. A red box highlights the formatting toolbar at the top, which includes options for paragraph alignment, bold, italic, strikethrough, underline, link, unlink, bulleted list, numbered list, indent, outdent, text color, background color, and a link icon. Below the toolbar is a large text area for composing the message.

New Message Screen

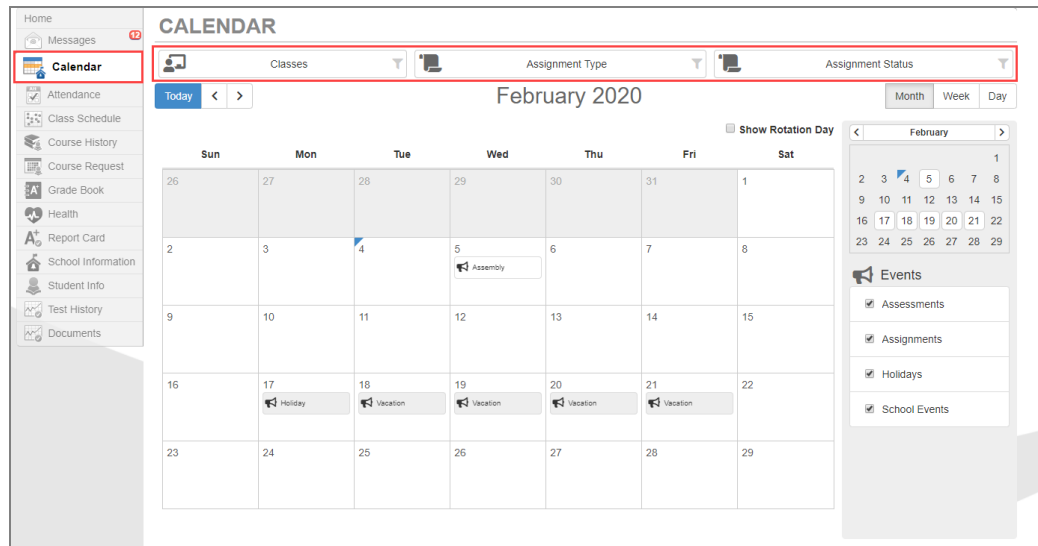
7. Click **Send** to send the message or **Close** to save the message in the **Drafts** folder.

Viewing the Calendar

The Calendar screen displays the important details of the school day, such as district and school holidays and events for the selected student. Assignments display if your district uses Grade Book.

1. Click **Calendar** in the Navigation bar to open the student's calendar.

You can view the calendar by **Classes**, **Assignment Type**, or **Assignment Status**.



ParentVUE Calendar Screen

- **Classes** – Displays the current classes including the Period, Course Title, Term that the class meets, Section ID, and Teacher Name



If there are no assignments for a grading period, that grading period does not display on the **Classes** list.

If a class is deselected, it no longer displays in the calendar and the associated assignments.

The screenshot shows the ParentVUE interface for a user named Billy Abbott. The 'CALENDAR' section is active, and the 'Classes' dropdown menu is open, displaying a list of classes for two grading periods, S1 and S2. The classes listed include Auto Tech, Trgt Consm Math, Trgt Engl, US Gov/Contemp World, and Trg Acad Skil. The calendar grid shows February 2020, and the 'Assignment Type' and 'Assignment Status' dropdowns are also visible.

ParentVUE Calendar Screen

- **Assignment Type** – Displays the assignment types for the assignments



If there are no assignments for a grading period, that grading period does not display on the **Classes** list.

If a class is deselected, it no longer displays in the calendar and the associated assignments.

The screenshot shows the ParentVUE interface with the 'Assignment Type' dropdown menu open. The menu is divided into 'District Types' and 'Non-District Types'. 'District Types' includes Class assessment/in class work, In Class Assessment/work, Assignment, and District Assessment. 'Non-District Types' includes Assignment Completion, Agenda/Planner, Participation, Tests and Quizzes, Assessments, and Homework and in-class assignments. The calendar grid and other interface elements are visible in the background.

ParentVUE Calendar Screen

- **Assignment Status** – Displays the missing, due, and scoreless assignments



If an **Assignment Status** is deselected, it no longer displays the assignments associated with the status.

When an assignment is scoreless, it displays a red icon.

The screenshot shows the ParentVUE interface for Billy Abbott at Hope High School. The main section is the 'CALENDAR' for February 2020. On the left is a sidebar with navigation links like Home, Messages, Calendar, Assessment, Attendance, Class Schedule, Course History, Grade Book, Health, Report Card, School Information, Student Info, Test History, and Documents. The calendar grid shows dates from 1 to 29. Events are listed for various dates: Assembly on Feb 5, Field Trip on Feb 11, and several Vacation days from Feb 17 to 21. On Feb 12, there is an assignment entry with a red icon. A dropdown menu for 'Assignment Status' is open, showing checkboxes for 'Due Assignments', 'Missing Assignments', and 'Scoreless Assignments'. The 'Scoreless Assignments' option is checked, and the red icon in the calendar corresponds to this status. On the right, there are sections for 'Events' with checkboxes for Assessments, Assignments, Holidays, and School Events.

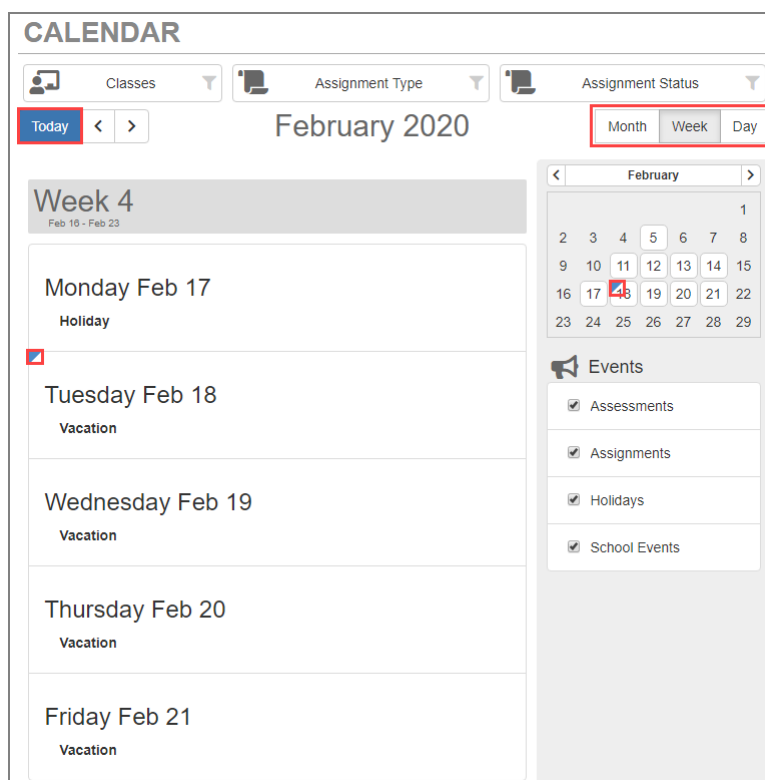
ParentVUE Calendar Screen

The other options on the **Calendar** tab include:

- **Today** – Click this option to display the current **Month**, **Week**, or **Day** view.



displays for the current date.



ParentVUE Calendar Screen

- **Show Rotation Day** – Select this option to display the period rotation definition for the school.



Not all schools use Rotation Days.

You can select the **Show Rotation Day** option on the **Month** view.

If the **Show Rotation Day** option is selected, the period rotation definition code displays for the **Month**, **Week**, or **Day** view.

CALENDAR

Classes Assignment Type Assignment Status

Today < > November 2019 Month Week Day

☒ Show Rotation Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 MTF	29 MTF	30 W	31 Th	1 Week 9 P... Completi... Citizensh... Weekly P... Week 9 P... MTF	2
3	4 Week 10 ... Career Cl... Week 10 ... Week 10 ... Academiol... Electoral ... MTF	5 MTF	6 Argument ... W	7 Th	8 Week 10 ... Completi... Elections #4 Elections ... Weekly P... Week 10 ... MTF	9

November

Events

- ☒ Assessments
- ☒ Assignments
- ☒ Holidays
- ☒ School Events

ParentVUE Calendar Screen

- **Events** – Displays the **Assessments**, **Assignments**, **Holidays**, and **School Events**



If an Event is deselected, it no longer displays on the calendar.

ParentVUE Calendar Screen

- **Calendar** (on the right-hand side) – Displays a month in the calendar year



Selecting a date resets the calendar to Day view and displays the assessment, assignment, holiday, or event, if any, for the selected date.

ParentVUE Calendar Screen

Using Streams

Streams allow parents and students to maintain a running dialog with teachers. You can access this from the **Streams** tab if enabled by the district.

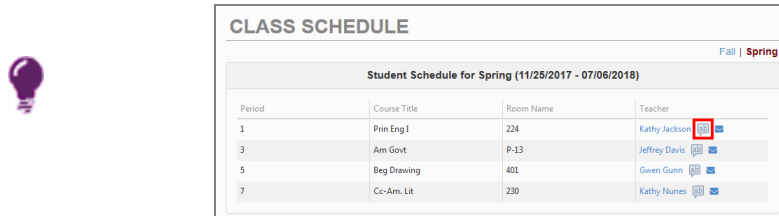
Sending Messages to Teachers

1. Select the **Streams** tab.



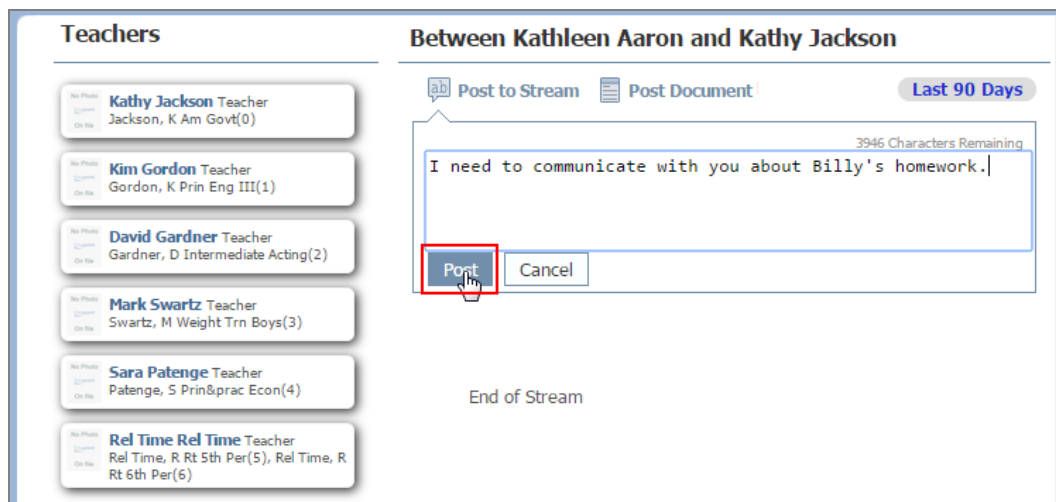
Class Schedule Screen

Click the **Streams** icon next to the name to communicate with teachers and staff using Streams.



Class Schedule Screen

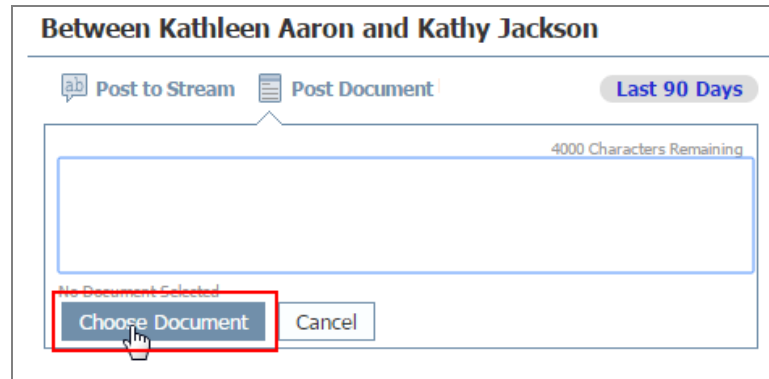
1. Type your message to the recipient in the **Post** box.
2. Click **Post**.



Streams Screen

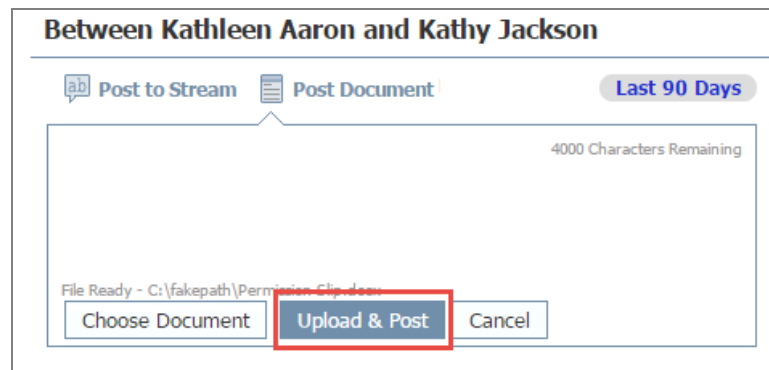
Sending Documents to Teachers

1. Click **Post Document** to send a document to the recipient.
2. Click **Choose Document** to locate the file on your computer.



Streams Screen

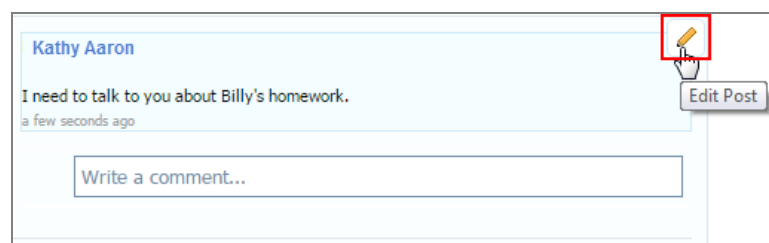
3. Select the file and click **Open**.
4. Enter a note that pertains to the document in the message box if necessary.
5. Click **Upload & Post**. The document uploads.



Streams Screen

Managing Posts

- Click **Edit Post** to edit the message.



Streams Screen

- Click **Delete Post** to delete the post and associated documents.



Click **Last 90 Days** to view posts within this time frame.
Click **All** to view all posts.

3970 Characters Remaining

Here is the note you requested

Update Cancel Delete Post

Write a comment...

Streams Screen

Viewing Conference Information

The Conference screen displays information about parent/student/teacher conferences for the student, conference history, and upcoming scheduled conferences. This only displays in ParentVUE.

1. Click **Conference** in the Navigation bar.

CONFERENCE		
		Summary Parent Scheduled Conferences
Conference Summary		
Meeting D...	Followup ...	Description
06/11/2018		Emotional Issue
06/11/2018		Teacher Issues
06/04/2018	01/09/2018	Bullying
05/23/2018		Personal
05/23/2018	05/28/2018	Parent Meeting
04/25/2018		Graduation Review
04/06/2018		Parent/Teacher Conference

ParentVUE Conference Screen

The **Parent Scheduled Conferences** tab displays a list of time slots. The parent can select a time slot to schedule a conference for the teacher and student. Available times have an open checkbox. The time the parent selected displays in green.

CONFERENCE		
		Summary Parent Scheduled Conferences
Parent teacher conference scheduling Please select a conference date and time from the available options below.		
Available Dates: Thursday, 7/12/2018		
Parent Scheduled Conferences		
7/12/2018	Conference Time	Natalie Carroll 3/4 Grade location: Room 201
Thursday, 7/12/2018	8:00 AM	-
Thursday, 7/12/2018	8:15 AM	-
Thursday, 7/12/2018	8:30 AM	☒ Selected conference time
Thursday, 7/12/2018	8:45 AM	-
Thursday, 7/12/2018	9:00 AM	-
Thursday, 7/12/2018	9:15 AM	-

ParentVUE Conference Screen, Parent Scheduled Conferences Tab

Chapter 5: ParentVUE and StudentVUE Mobile Apps

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Hardware and Software Requirements	119
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Overview

The ParentVUE and StudentVUE mobile applications help parents and students stay informed and connected by providing day-to-day insight into the student's academic experience. The ParentVUE and StudentVUE mobile applications work with Synergy SIS in the same way as the ParentVUE and StudentVUE web applications. It allows parents and students to view upcoming school events, classroom happenings, assignments, tests, and academic performance.



ParentVUE and StudentVUE mobile applications are free applications.

The following images are from an iPad. Android devices might display minor differences in appearance, but the functionality is the same as in iOS.

Hardware and Software Requirements

- Only school districts using Synergy SIS version 10.5 and higher can support the ParentVUE and StudentVUE mobile apps.
- Your device must access the internet through a wireless or data connection.
- The ParentVUE and StudentVUE mobile apps use the same user login as the web-based ParentVUE and StudentVUE applications.



Your screens might not look exactly like those shown in this guide. Screens vary slightly by device.

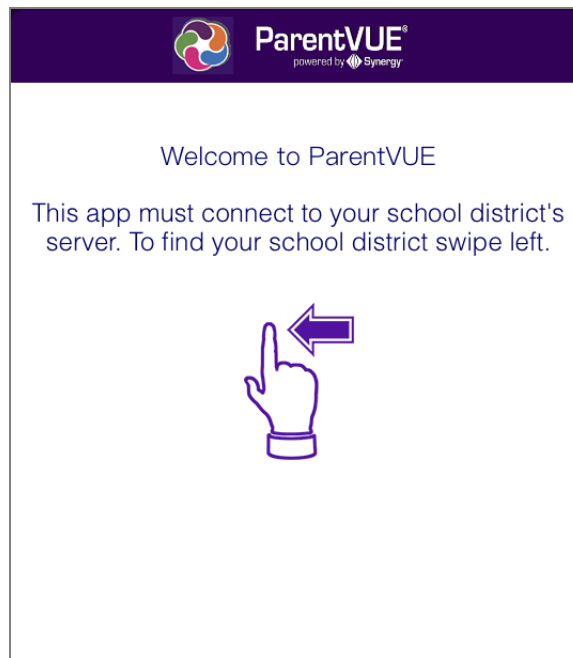
Check the [Apple App Store](#) and [Google Play Store](#) for the latest versions of the mobile apps and supported operating systems.

Device Setup

1. Download and install the mobile application.

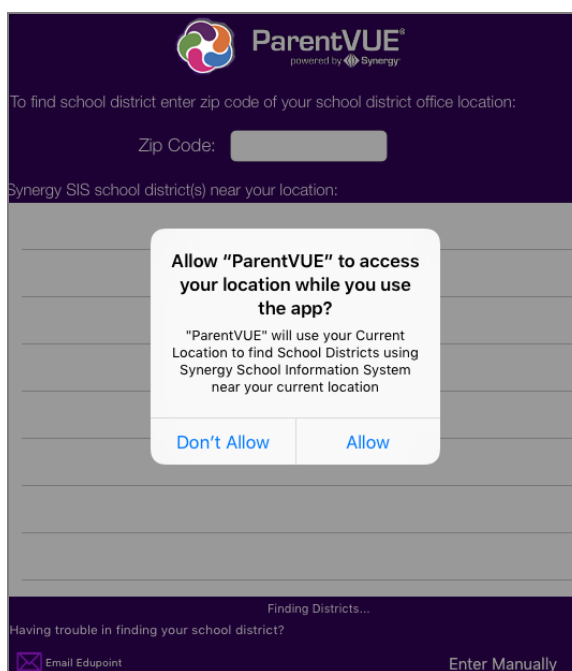
ParentVUE	StudentVUE
• Android • iPhone/iPad	• Android • iPhone/iPad

2. Launch the mobile application.
3. Swipe left. A message displays asking you to enable location services on your device.



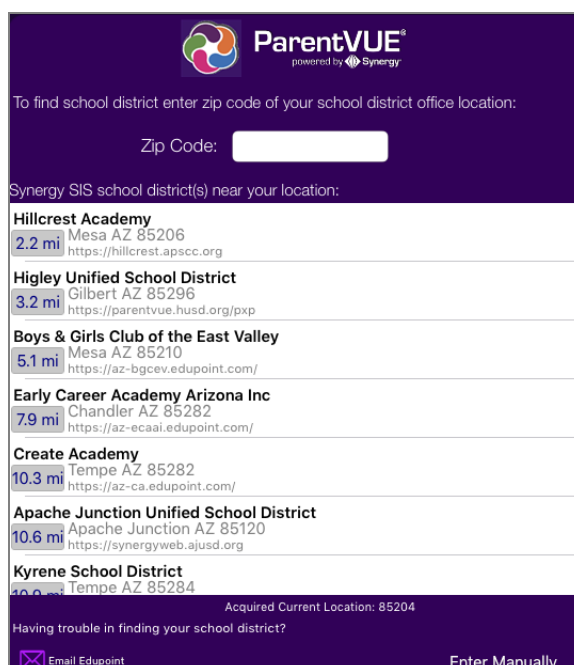
ParentVUE Welcome Screen

4. Select an option on the location message.



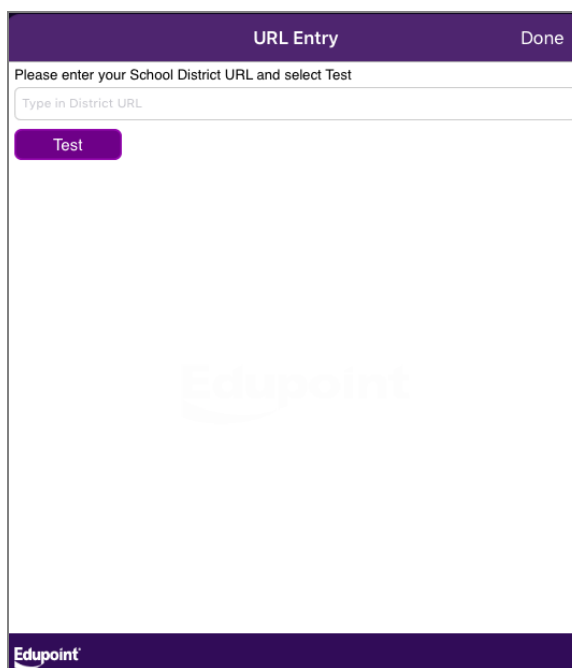
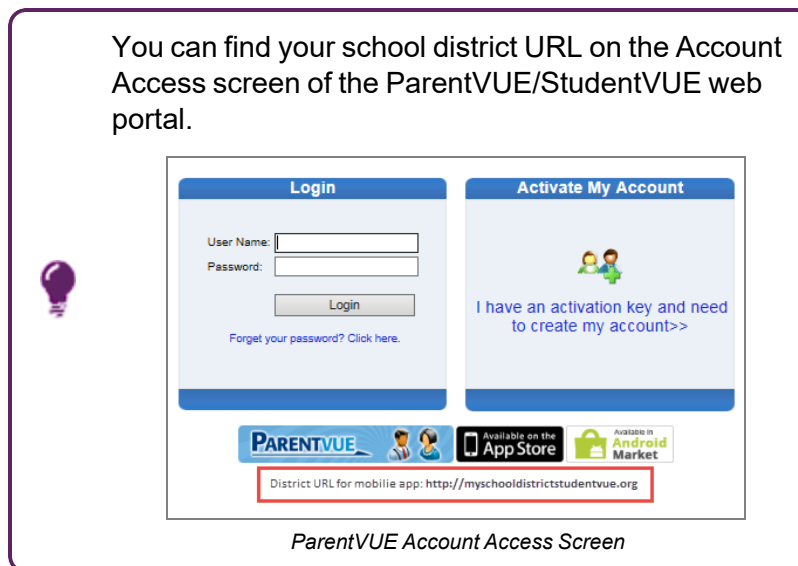
ParentVUE Location Permission Message

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



ParentVUE Select School District Screen

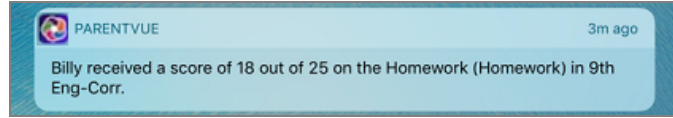
- **Don't Allow** – Enter the Zip Code to find your school district or tap **Enter Manually** to enter the school district URL.
 - a. Enter the school district URL in the space provided and tap **Test**. The school district name displays.



- b. Tap **Done**. The Settings screen saves and displays previously entered district URLs.

Enabling Notifications

The ParentVUE and StudentVUE mobile applications can alert parents and students to updates regarding Health, Discipline, Grades, Assignments, Attendance, and submitted absences.



Assignment Notification Example

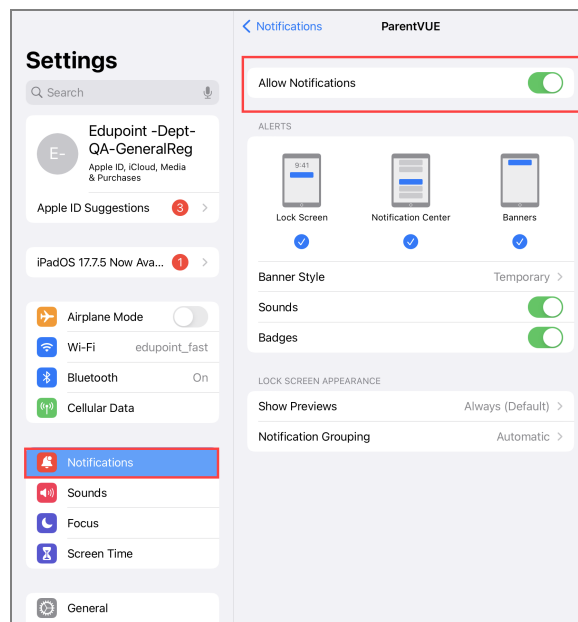
A notification is sent when:

- An assignment score is less than the set threshold.
- A grade is less than the set threshold.
- Attendance updates for the student.
- A student has a new discipline incident.
- A student has a new health-related record.
- Student absences are submitted.



Both Android and Apple devices support notifications.

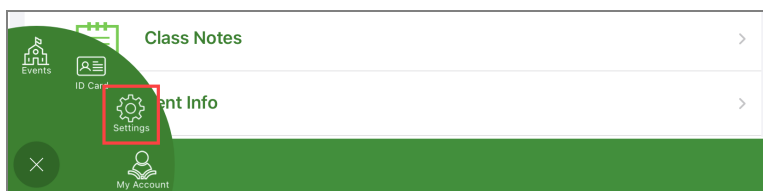
1. Open **Settings** on your device.
2. Tap **Notifications**.
3. Tap **ParentVUE** or **StudentVUE**.
4. Select **Allow Notifications**.



iOS Settings, Notifications

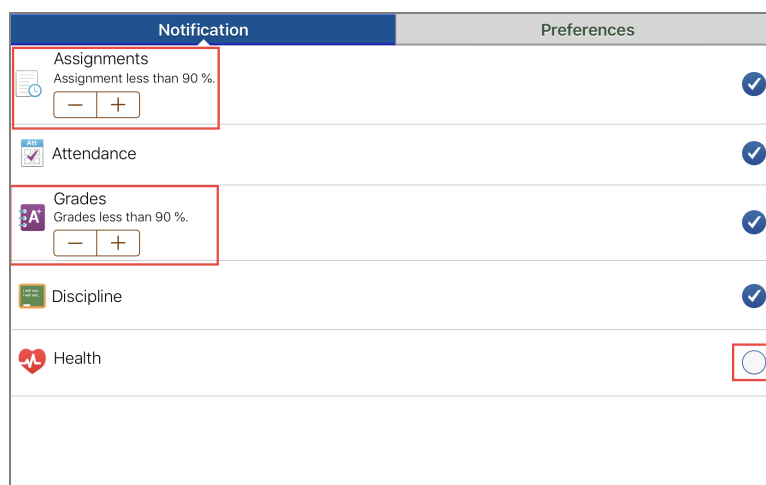
Setting Thresholds

1. Open the mobile app.
2. Open settings.
 - Tap  on the Navigation screen in StudentVUE and tap .



StudentVUE Navigation Screen

- Tap  on the Student List screen in ParentVUE.
3. Tap  to activate the notification. Activated notifications display .
 4. Tap - or + to select the threshold percentage for Assignments and Grades.



Preferences Window

5. Tap **Save**.

Logging In

The mobile application uses the same user login as the web-based ParentVUE and StudentVUE.



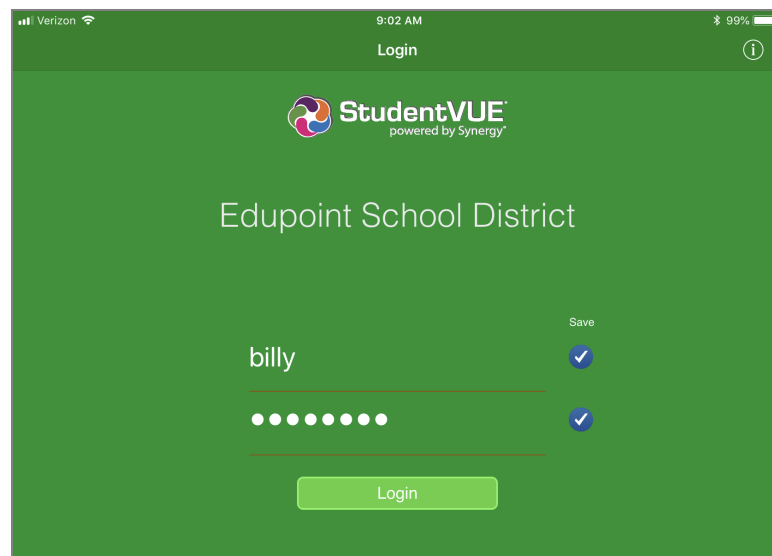
Contact your school to receive your access URL and login information.

1. Enter your login information or activate your account. See [Account Activation](#) for more information.



Tap **Save** next to your User Name and Password to save the information in the application. You can modify this option whenever you log in.

You can log in to multiple districts at the same time if you save your login information.

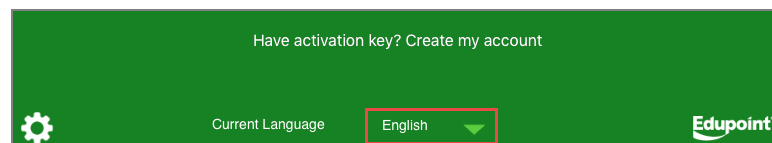


StudentVUE Login Screen

2. Select the **Current Language**.



You can modify this option later.

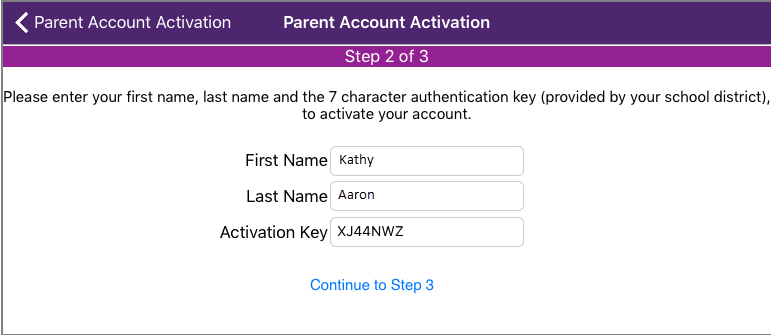


StudentVUE Login Screen

3. Tap **Login**.

Account Activation

1. Tap **Yes**.
2. Enter your **First Name**, **Last Name**, and the **Activation Key** provided to you.
3. Tap **Continue to Step 3**.



Parent Account Activation

Step 2 of 3

Please enter your first name, last name and the 7 character authentication key (provided by your school district), to activate your account.

First Name

Last Name

Activation Key

[Continue to Step 3](#)

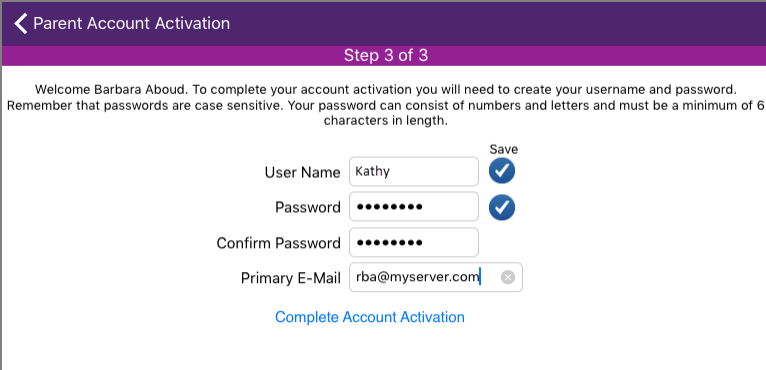
Parent Account Activation Screen

4. Enter a **User Name** and **Password**.



Tap **Save** next to your **User Name** and **Password** to save the information in the app. You can modify this option whenever you log in.

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



Parent Account Activation

Step 3 of 3

Welcome Barbara Aboud. To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.

User Name [Save](#) ✓

Password ✓

Confirm Password

Primary E-Mail

[Complete Account Activation](#)

Parent Account Activation Screen

Editing Your Account Information

The My Account and My Info screens allow parents and students to manage their account information in the mobile application. Both Android and iOS devices support the My Account information. The options available are set by your district and might include the following:

- Parents can view or edit the email addresses.
- Parents can add, edit, or delete phone numbers.
- Parents can change the password.
- Parents and students can set up notification preferences.
- Parents can elect to receive paperless report cards.
- Students can manage their emails.
- Parents and students can change their passwords.



The **Home Address**, **User ID**, and **Mail Address** fields are read-only and cannot be edited.

ParentVUE

1. Tap **My Account** on the Student List screen.
 - a. Modify your name and **Primary Language** if needed.
 - b. Tap ☐ to select the type of events you wish to receive emails for and if you want to receive report cards online. Activated notifications display ☒.

Smaller devices have a **Notify** tab to accommodate the smaller screen size. This tab contains the Auto Notify section from the **My Info** tab of the larger devices.



The screenshot shows the 'My Account' screen with the 'Notify' tab selected. The 'Auto Notify' section lists several events with checkboxes: Attendance, Discipline, Nurse, Grades, and Gradebook. All checkboxes are checked. Below this, there is a 'Send messages Every' dropdown set to 'Sunday' and a percentage input field. At the bottom, there is a 'Go Paperless' section with a checked box for 'I want to receive my child's report card online, do not send me printed report card'.

ParentVUE My Account Screen, Notify Tab

c. Tap **Update**.

The screenshot displays the 'My Account' screen in the ParentVUE mobile app. At the top, there is a navigation bar with a back arrow labeled 'Student List' and the title 'My Account'. Below this are three tabs: 'My Info' (selected), 'Emails', and 'Phones'. To the right of these tabs are two links: 'Change Password' and 'Update'. The main content area shows user details: Name (Jean Acevedo), User ID (parent), Home Address (4263 E Princess St, Mesa, AZ 85606), Mail Address (Same as Home Address), and Phone Numbers (Home: 480-555-2807, with a note that '*' indicates a primary contact phone). A grey bar with text states: 'Editable Personal Information: The following information is editable - please contact school office staff to change secured personal information. Click the Update Account button to save any changes.' Below this are input fields for First Name (Jean), Last Name (Acevedo), Employer, and Primary Language (a dropdown menu). Another grey bar reads: 'Auto Notify: Check the events below for which ParentVUE will e-mail information to you when an event occurs for your children.' The notification settings section includes five radio button options: Attendance (Notify me when my child is tardy or misses a class), Discipline (Notify me when my child has a discipline occurrence), Nurse (Notify me when my child visits the school nurse for any reason), Grades (Notify me when my child's current term grades are posted), and Gradebook (Notify me with my child's gradebook scores). Below these is a 'Send messages Every' dropdown set to 'Sunday'. There is also an option to 'Only send messages when grades are below:' followed by an input field and a '%' symbol. At the bottom, there is a 'Go Paperless' section with a radio button option: 'I want to receive my child's report card online, do not send me printed report card'.

< Student List My Account

My Info Emails Phones

Change Password Update

Name: Jean Acevedo
User ID: parent
Home Address: 4263 E Princess St
Mesa, AZ 85606
Mail Address: Same as Home Address
Phone Numbers: Home: 480-555-2807
* * Indicates primary contact phone

Editable Personal Information: The following information is editable - please contact school office staff to change secured personal information. Click the Update Account button to save any changes.

First Name: Jean
Last Name: Acevedo
Employer:
Primary Language:

Auto Notify: Check the events below for which ParentVUE will e-mail information to you when an event occurs for your children.

☐ Attendance Notify me when my child is tardy or misses a class
☐ Discipline Notify me when my child has a discipline occurrence
☐ Nurse Notify me when my child visits the school nurse for any reason
☐ Grades Notify me when my child's current term grades are posted
☐ Gradebook Notify me with my child's gradebook scores

Send messages Every Sunday

☐ Only send messages when grades are below: %

Go Paperless
☐ I want to receive my child's report card online, do not send me printed report card

ParentVUE My Account Screen

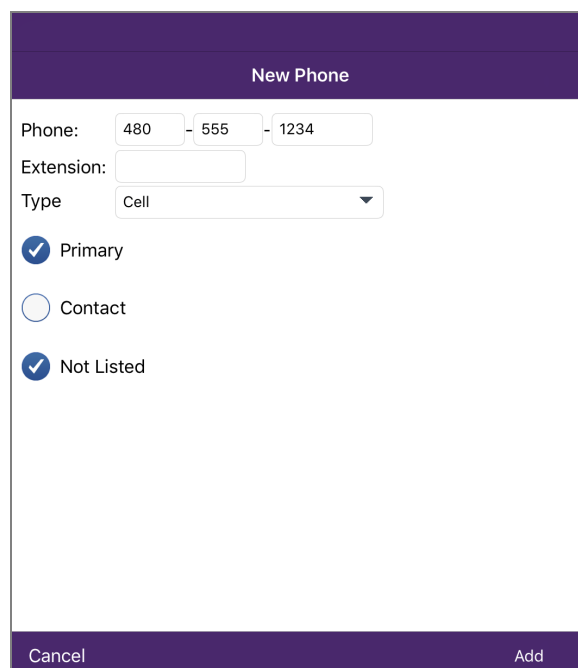
2. Tap the **Emails** tab.
 - a. Tap **Update**.
 - b. Enter the **Email** addresses as needed.

ParentVUE My Account Screen, Emails Tab

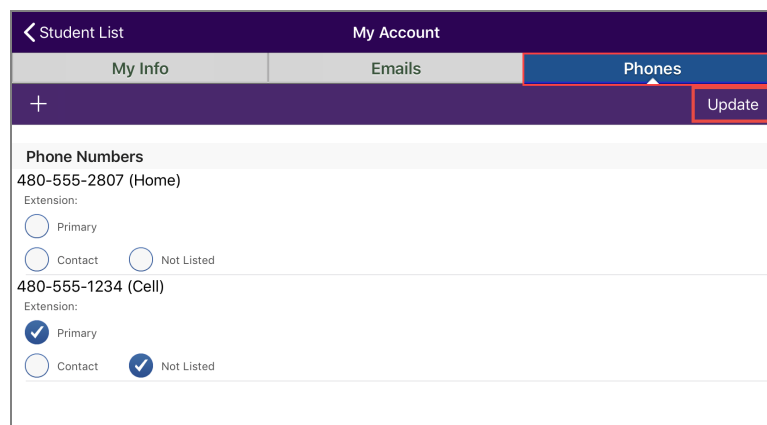
3. Tap the **Phones** tab.
 - a. Tap **+** to add a new contact.

ParentVUE My Account Screen, Phones Tab

- b. Enter the **Phone** number.
- c. Enter the **Extension** if any.
- d. Select the **Type** of phone.
- e. Tap ☐ to select the contact type for the phone number. The selected contact type displays ☒.
 - **Primary** - Primary contact number
 - **Contact** - Additional contact number
 - **Not Listed** - Number is not listed in the phone directory
- f. Tap **Add**.

*ParentVUE My Account Screen, Phones Tab*

- g. Tap **Update**.

*ParentVUE My Account Screen, Phones Tab*

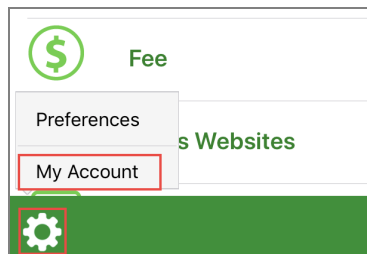
The **Phone** and **Text** options display if they are enabled.



ParentVUE My Account Screen, Phone Tab

StudentVUE

1. Tap  on the Navigation screen in StudentVUE and select *My Account*.



StudentVUE Navigation Screen

2. Edit the **Primary Email** address if needed. You can leave this field blank.
3. Tap **Update**.

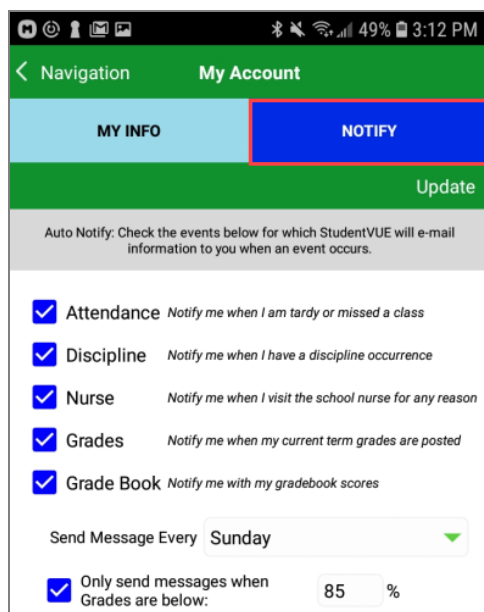
StudentVUE My Info Screen

4. Select the **Notify** tab to select whether to receive Auto Notify emails for Attendance, Grade, Health, Discipline, and Grade Book on the StudentVUE mobile application.

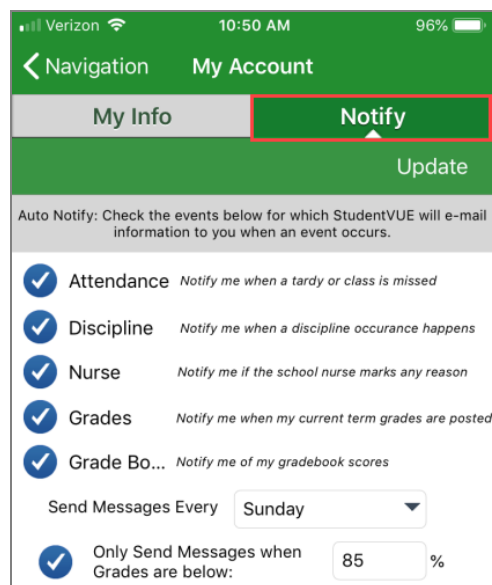


This step is skipped on the iPad.

5. Select or deselect **Auto Notify** options as needed.
6. Tap **Update**.



StudentVUE My Info Screen, Notify Tab (Android)



StudentVUE My Info Screen, Notify Tab (iPhone)

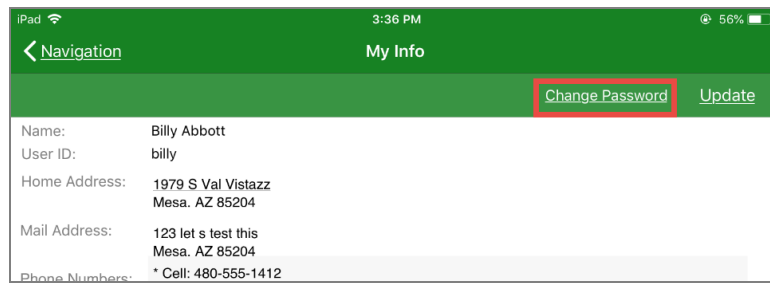
7. Tap **OK**.



The Options selected on the My Account screen display in the Notify Options section on the StudentVUE screen.

Change Password

1. Tap **Change Password** on the My Account or My Info screen.



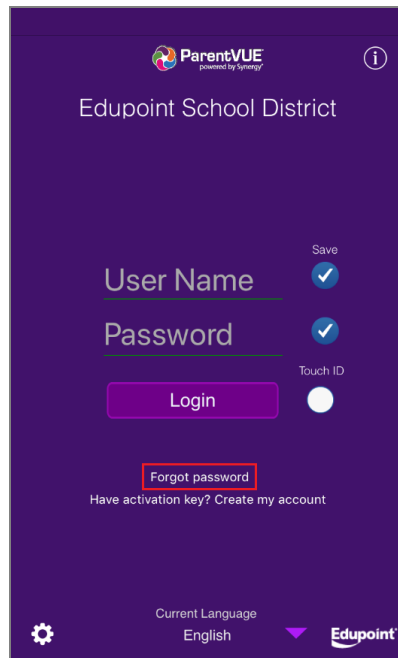
StudentVUE My Info Screen

2. Enter the **Current Password**, **New Password**, and **Confirm New Password**.
3. Tap **Change Password** to save. A message displays that the account password was changed and asks you to log in again with the new password.

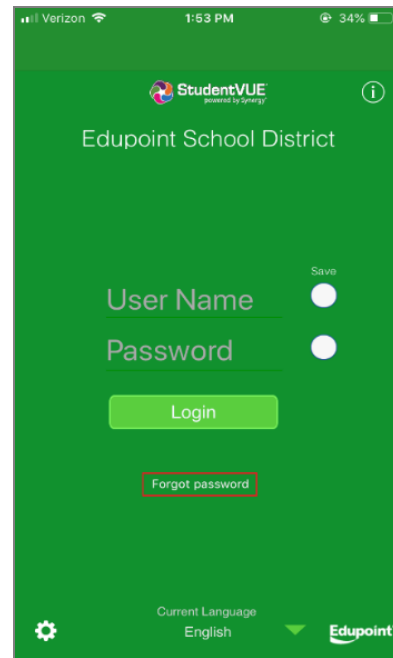
StudentVUE Change Password Screen

Reset Password

1. Tap **Forgot password** to open the Reset Password screen.



ParentVUE Login Screen



StudentVUE Login Screen

2. Enter the email to receive the password reset information or the user name of the account that is requesting the password reset information in **Email or User Name**.



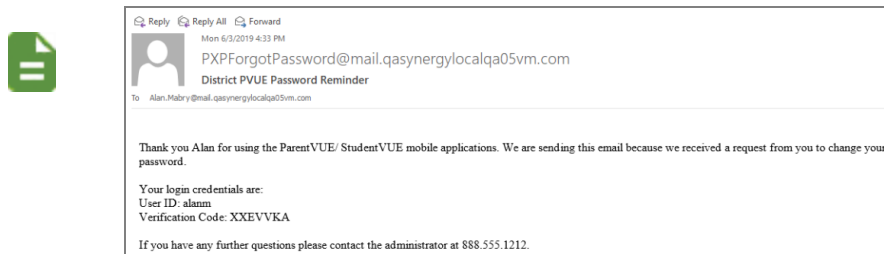
If you enter the user name to request the password reset information, the email is sent to the email address associated with that account.

3. Tap **Send Email** or **I already have verification code** if you already have an email with the password reset information. This opens the Reset Password screen.

ParentVUE Reset Password Screen

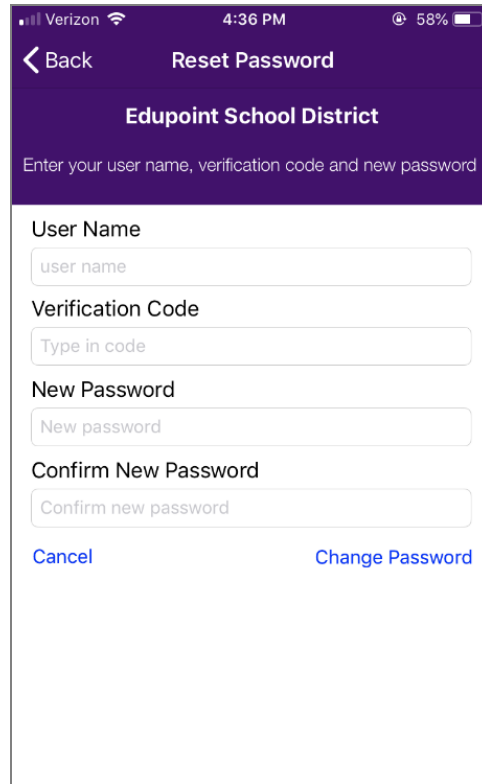
An email with the User ID and a 7-digit temporary Verification Code is sent on requesting a password reset.

The Verification Code in the forgot password email expires after 15 minutes.



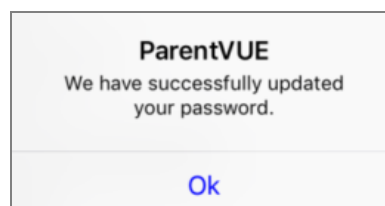
Forgot Password Email

4. Enter the User ID and Verification Code from the forgot password email sent by the district as the **User Name** and **Verification Code**.
5. Enter the **New Password** and **Confirm New Password**.
6. Tap **Change Password**.



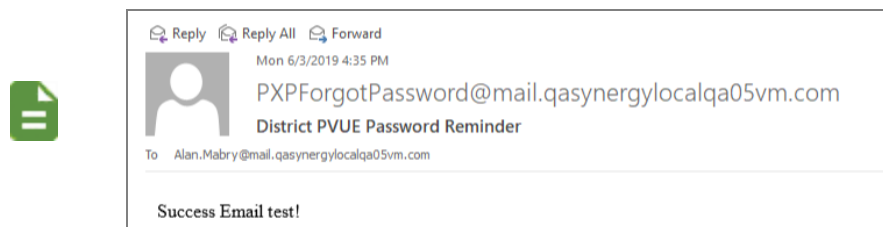
ParentVUE Reset Password Screen

A message displays when the password is successfully changed for the account.



Email Success Message

The forgot password success email is sent.



Forgot Password Success Email

Daily Survey

Daily Survey displays in ParentVUE and StudentVUE regarding COVID-19 symptoms. Upon login, the parent or student is required to complete the survey questions before proceeding.

Daily Survey in StudentVUE

After logging in to StudentVUE, if the parent has not taken the survey, the student is prompted to fill out the survey before proceeding.

1. Select or enter the appropriate information.
2. Tap **Submit**.

Logout

DAILY SURVEY

i Please answer the questions below before your student comes to school. Any YES answer please keep your student at home.

Harold

No Photo

Edupoint

On file

1. **Fever, cough, chills and/or muscle aches** Yes No

2. **Close contact or cared for someone with COVID-19** Yes No

3. **Nausea, vomiting and/or diarrhea** Yes No

4. **Shortness of breath and/or headache** Yes No

5. **Loss of taste or smell** Yes No

6. **Student's temperature**

Submit

StudentVUE Daily Survey Screen

Daily Survey in ParentVUE

Parents can report an absence and fill out Daily Survey on the Daily Survey screen. After logging in to ParentVUE, the parent is prompted to fill out the survey before proceeding if the student has not taken the survey.

1. Tap **Report Absence** to report a student absence.
2. Select or enter the appropriate information.
3. Tap **Submit**.

The screenshot shows the 'Daily Survey' screen in the ParentVUE app. At the top, there is a purple header bar with 'Daily Survey' in the center and 'Logout' on the right. Below the header, the title 'DAILY SURVEY' is displayed. A light blue informational box contains the text: 'Please answer the questions below before your student comes to school. Any YES answer please keep your student at home.' The survey is for a student named 'Susan'. On the left side of the survey, there is a profile section with a 'No Photo' placeholder, the 'Edupoint' logo, 'On file' status, and a blue 'Report Absence' button. The survey consists of six questions, each with a 'Yes' or 'No' button, except for the last one which has a text input field. The questions are: 1. Fever, cough, chills and/or muscle aches; 2. Close contact or cared for someone with COVID-19; 3. Nausea, vomiting and/or diarrhea; 4. Shortness of breath and/or headache; 5. Loss of taste or smell; 6. Student's temperature. A green 'Submit' button is located at the bottom center of the screen.

Question	Yes	No
1. Fever, cough, chills and/or muscle aches	Yes	No
2. Close contact or cared for someone with COVID-19	Yes	No
3. Nausea, vomiting and/or diarrhea	Yes	No
4. Shortness of breath and/or headache	Yes	No
5. Loss of taste or smell	Yes	No
6. Student's temperature		

ParentVUE Daily Survey Screen

Viewing Information

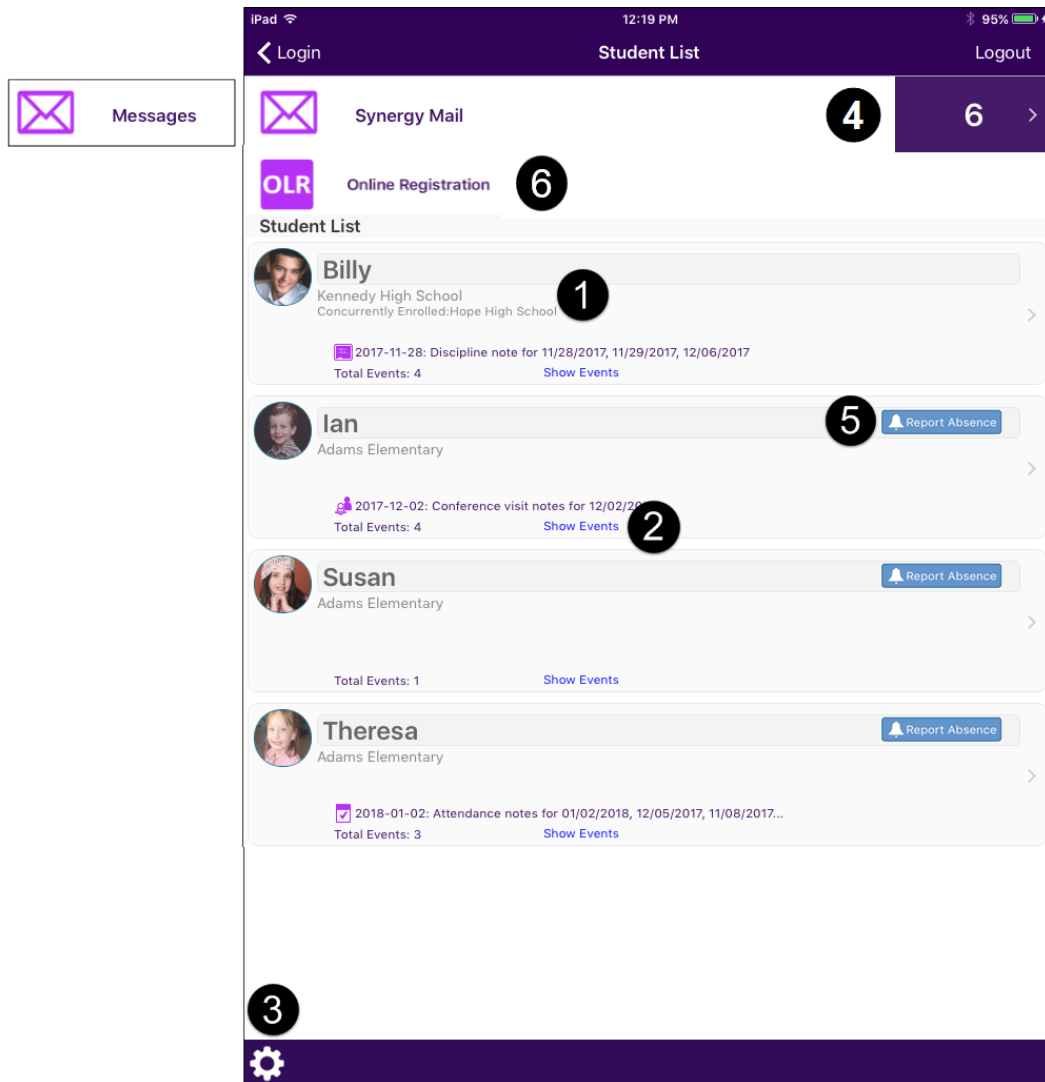
The mobile application does not display certain screens like digital locker that the web-based ParentVUE and StudentVUE applications have.

Student List

ParentVUE has the Student List screen that lists all children attending this district. Tap the child's name to view the Navigation screen that contains their information.



A screen opens for you to record your child's name when you first select a child if your district has **Name Pronunciation** enabled. See [Recording a Student's Name](#) for more information.



ParentVUE Student List Screen

- The concurrent school name displays under the primary school name if your student is enrolled at more than one school. ❶
- Tap **Show Events** to view District and School Events. ❷
- Tap the **Settings** icon to set additional preferences and notifications. See [Managing Notifications](#) and [Managing Preferences](#) for more information. ❸
- The number of new messages or Synergy Mail messages available displays. Tap **Messages** or **Synergy Mail** to view them. ❹ Your school determines which messaging service is used.
- Parents can report future absences for their children. ❺
- Online Registration can be launched from ParentVUE. Tap **Online Registration** and tap the **Open Online Registration** link to open the Online Registration screen. ❻



Registration Enabled must be selected on the Online Registration Setup screen in SynergySIS to use this functionality. See the Online Registration Guide for more information.

Managing Notifications

The Settings screen displays when you tap the **Settings** icon in StudentVUE or ParentVUE. Tap each notification type to receive app notifications for the student for **Assignments**, **Attendance**, **Grades**, **Discipline**, or **Health**.

Use the **Minus** or **Plus** icons displayed in **Assignments** and **Grades** to set notification thresholds. For example, the following settings display notifications for Assignments if the score is less than 80%, and notifications for Grades if the grade is less than 75%.

Notification	Preferences
Assignments Assignment less than 80 %. – +	✓
Attendance	✓
Grades Grades less than 75 %. – +	✓
Discipline	✓
Health	✓

Close

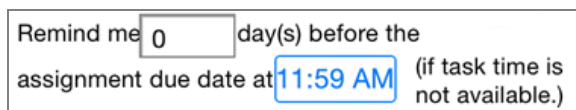
Save

ParentVUE Settings Screen

Managing Preferences

Tap the **Preferences** tab to edit preferences.

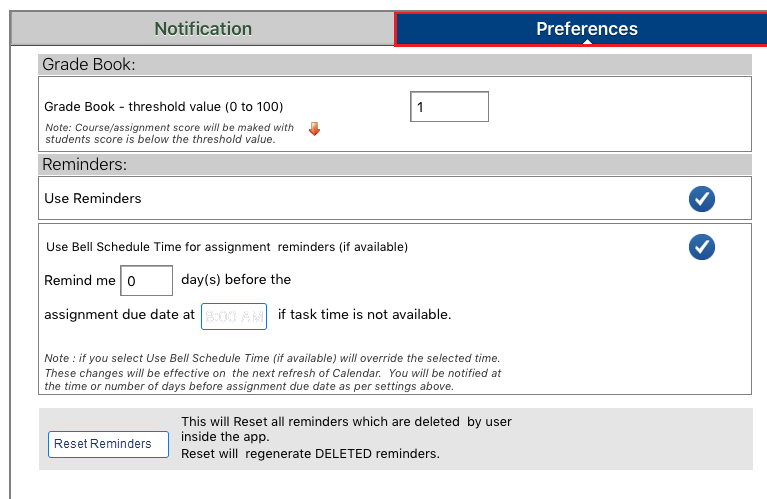
- **Grade Book - threshold value (0 to 100)** – Enter the score value that triggers a low mark indicator on an assignment. For example, enter *10* to indicate if the student receives a 9 or lower on an assignment.
- **Reminders** – Set assignment notifications on the Calendar screen.
 - **Use Reminders** – Tap to allow reminders.
 - **Use Bell Schedule Time for assignment reminders (if available)** – Uses the **Time** for the assignment due date reminder according to the Bell Schedule created at the school if allowed by the school.
 - Enter the number of **Days** before the due date and the **Time** for the reminder. If using Bell Schedule Time, enter only the **Days**.



Remind me day(s) before the
assignment due date at (if task time is
not available.)

ParentVUE Preferences Screen

- Tap **Reset Reminders** to reset and regenerate the reminders that were deleted in the web-based StudentVUE application.



Notification Preferences

Grade Book:

Grade Book - threshold value (0 to 100)
Note: Course/assignment score will be made with students score is below the threshold value.

Reminders:

Use Reminders ☒

Use Bell Schedule Time for assignment reminders (if available) ☒

Remind me day(s) before the
assignment due date at if task time is not available.

Note : if you select Use Bell Schedule Time (if available) will override the selected time.
These changes will be effective on the next refresh of Calendar. You will be notified at
the time or number of days before assignment due date as per settings above.

This will Reset all reminders which are deleted by user
inside the app.
Reset will regenerate DELETED reminders.

ParentVUE Settings Screen, Preferences Tab

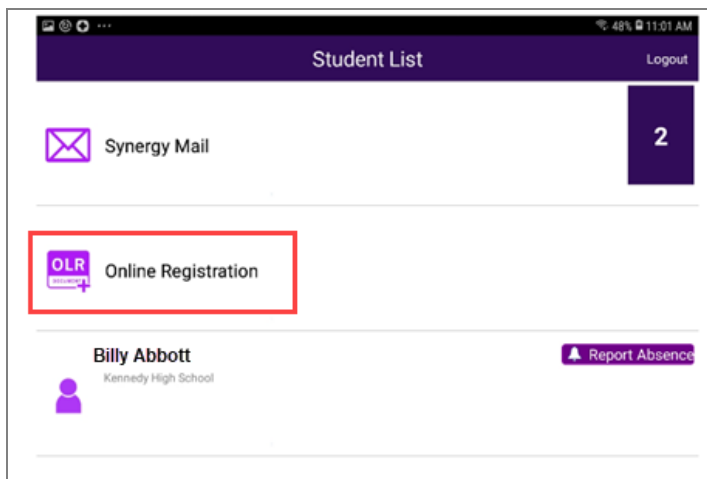
Uploading Documents to Online Registration

You can upload documents and images to Online Registration if the school uses Online Registration.



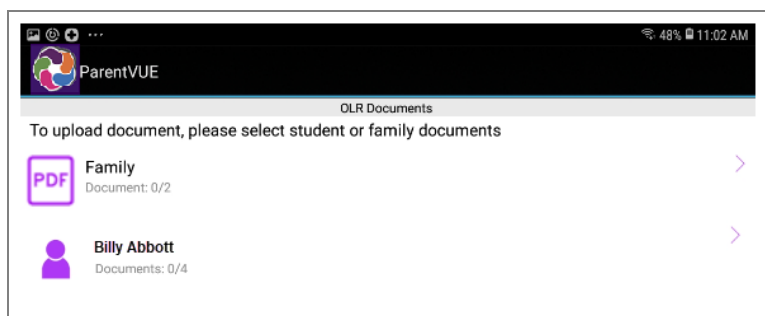
You can also upload a photo of a document.

1. Tap **Online Registration**.



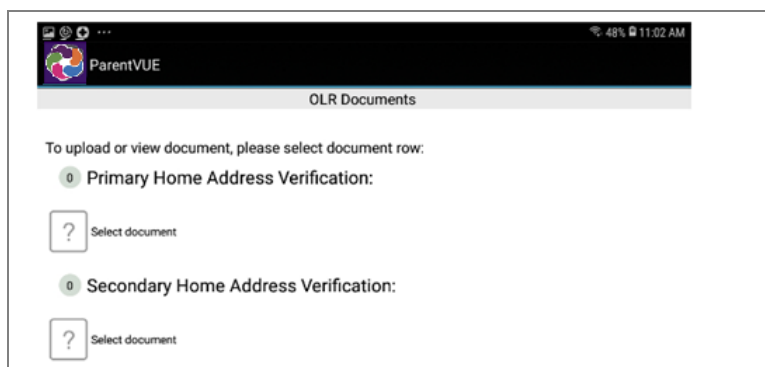
ParentVUE Student List Screen

2. Tap **Family** or the student name.



ParentVUE OLR Documents Screen

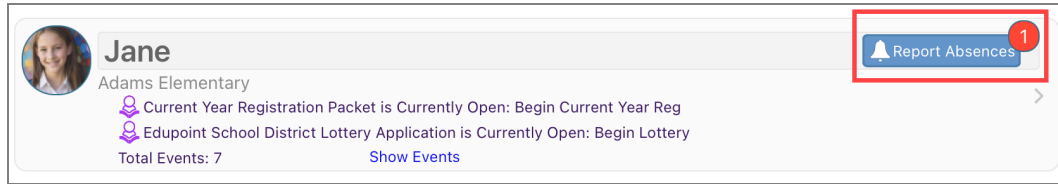
3. Select the documents to upload.



ParentVUE OLR Documents Screen

Reporting Absences

1. Tap **Report Absence** to open the Report Absences screen. If your student has past absences that need parent verification, a red number badge displays.



ParentVUE Student List Screen

2. Select a **Start Date** for current day or future absences. Select an **End Date** if known. The **Date and Period(s)** of past absences automatically display and cannot be edited.
3. **Select A Reason** for the absence.
4. Tap **Add doctor's note or document** to upload any documentation you may want to provide.

The screenshot shows the 'Report Absences' screen for a student named 'Jane A. Curtis' in 'Grade: 06' at 'Adams Elementary'. The screen has a purple header with a back arrow and the title 'Report Absences'. Below the header is a student profile card. A blue information box contains the text: 'Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit.' Below this, there are two date pickers: 'Start Date' (set to 03/27/2025) and 'End Date (optional)' (set to End Date (optional)). There is a 'Select A Reason' dropdown menu with 'Illness' selected. Below the dropdown is a blue link that says 'Add doctor's note or document'. At the bottom, there is a large text area labeled 'Note'. At the very bottom, there are three buttons: 'Report Past', 'Close', and 'Save'.

Report Absences Screen

- a. Tap **Camera** or **Library**.
- b. Tap **Attach**. The attached document displays with a delete option.

< Student List Report Absences

Jane A. Curtis
Grade: 06
Adams Elementary

Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit.

Start Date 03/27/2025 End Date (optional) End Date (optional)

Select A Reason
Illness

PDF JaneACurtis_032720250917A.pdf

Note

Report Past Close Save

Report Absences Screen

5. Enter a **Note** if needed.

< Student List Report Absences

Jane A. Curtis
Grade: 06
Adams Elementary

Please select the day(s) for which the student will be absent, enter a reason for the absence, then click submit.

Start Date 03/27/2025 End Date (optional) End Date (optional)

Select A Reason
Illness

PDF JaneACurtis_032720250917A.pdf

Note
Jane has a fever of 102°

Report Past Close Save

Report Absences Screen

6. Tap **Save**.



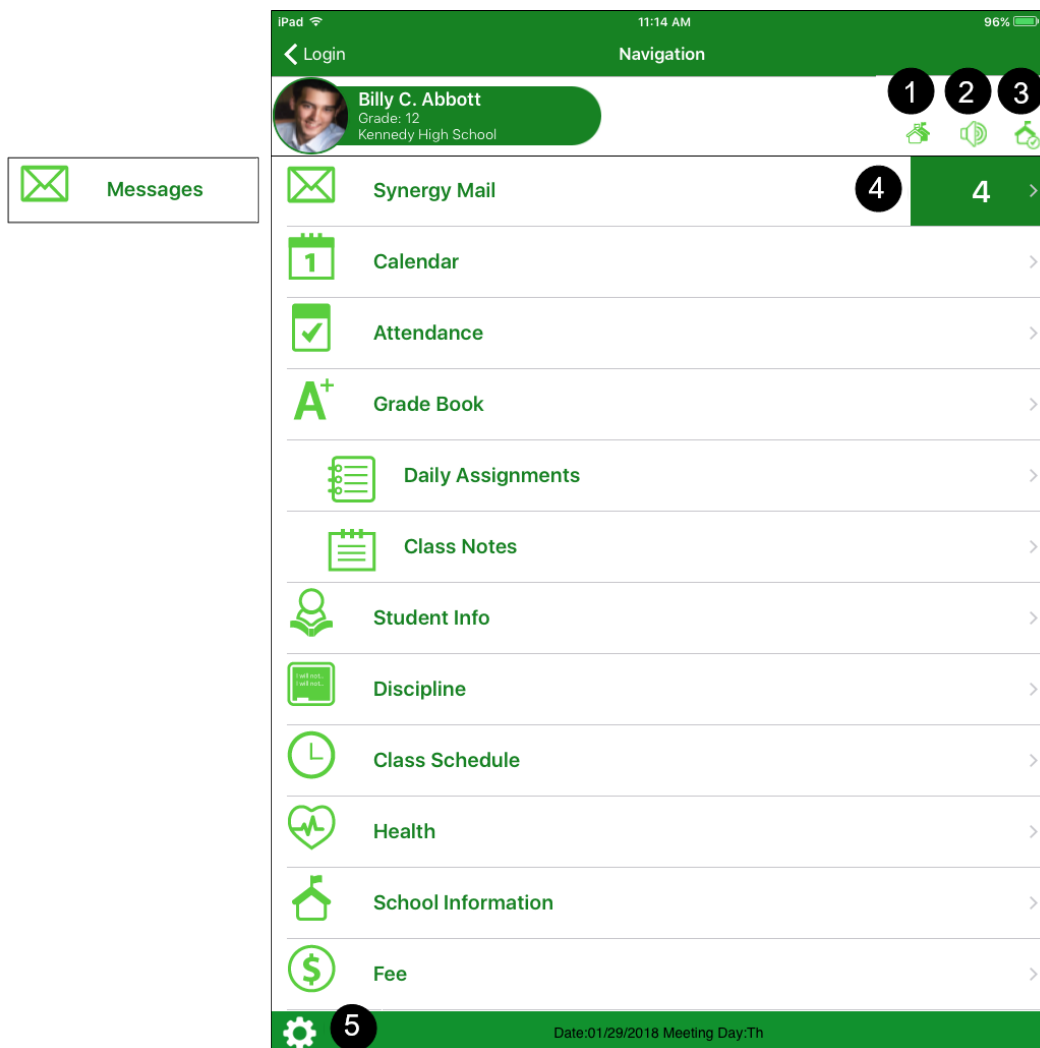
A success message displays after the request is successfully submitted. The message also states if the attendance requests were previously submitted for a given date.

For example,

- Absence request submitted for dates
- Absence request already submitted for dates

Navigation

Tap the link on the Navigation screen to view any of the screens.



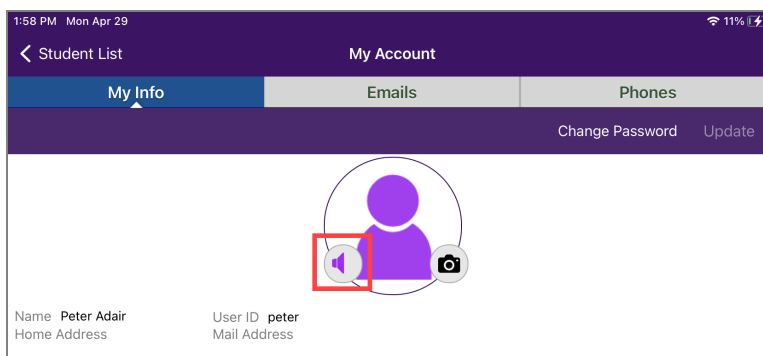
StudentVUE Navigation Screen

- The **Concurrent** icon displays if the student is concurrently enrolled in another school. Tap the icon to view the concurrent school information. ❶
- Tap the **Record** icon to record or edit a recording of a student's name. See [Recording a Student or Parent Name](#) for more information. ❷
- Tap the **School** icon to see grading period dates, conference events, discipline events, school events, attendance notes, nurse log notes, and any local notifications you created. ❸
- This indicates the number of new messages or Synergy Mail messages available to view. Tap **Messages** or **Synergy Mail** to view them. ❹ Your school determines which messaging service is used.
- Tap the **Settings** icon to set additional preferences and notifications. See [Managing Notifications](#) and [Managing Preferences](#) for more information. ❺

Recording a Student or Parent Name

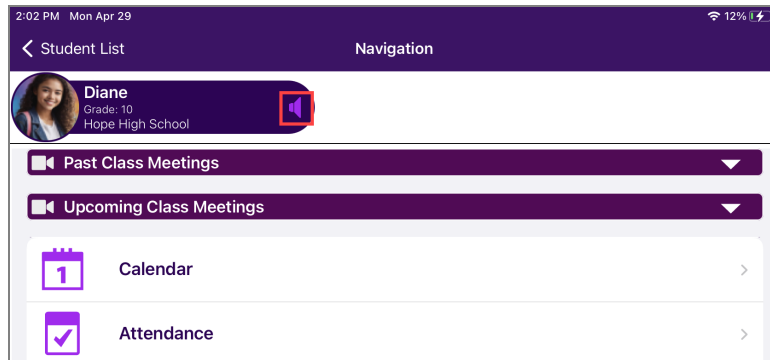
You have the ability to record a student or parent name. Students can record their own name in StudentVUE. Parents can record their own name and their student's name in ParentVUE. The process to record a name pronunciation is similar in both applications. The following example uses ParentVUE.

1. Access the Name Pronunciation window.
 - Tap **My Account** in ParentVUE and tap the speaker icon.



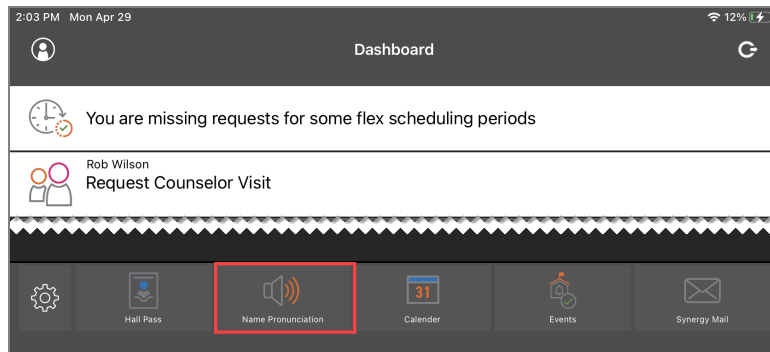
My Account Screen In ParentVUE

- Open the Student screen in ParentVUE and tap the speaker icon.



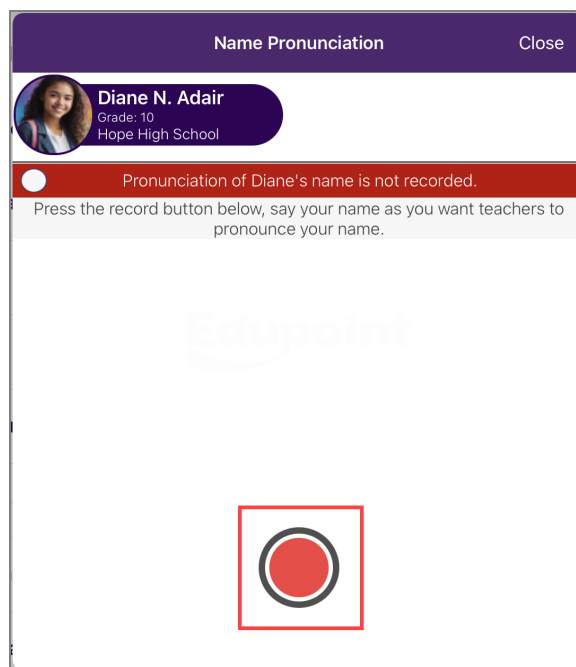
Student Screen In ParentVUE

- Tap the Name Pronunciation icon in StudentVUE.



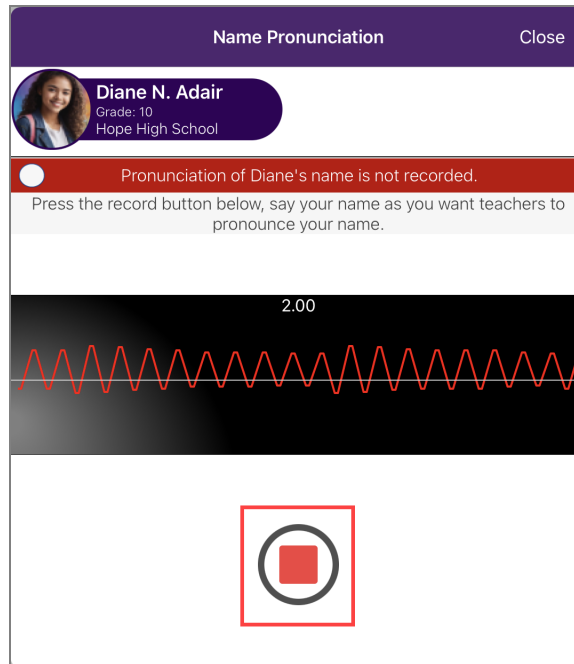
StudentVUE Dashboard

2. Tap the **Record** icon to start the recording.



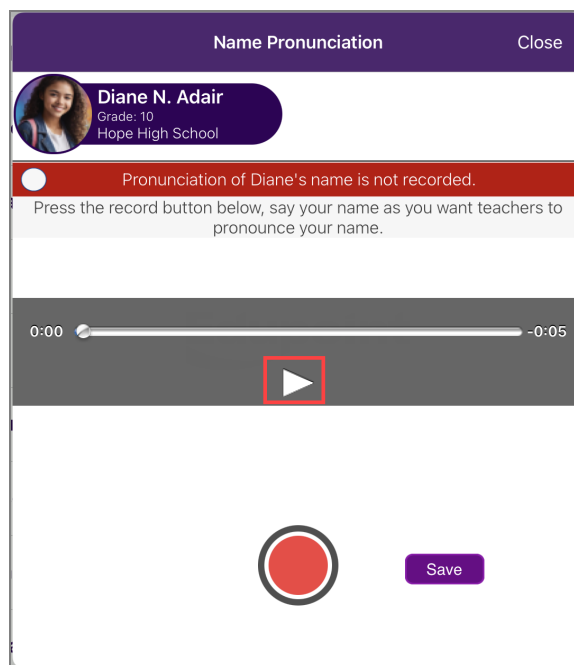
ParentVUE Name Pronunciation Screen

3. Record the name.
4. Tap **Stop** to stop recording.



ParentVUE Name Pronunciation Screen

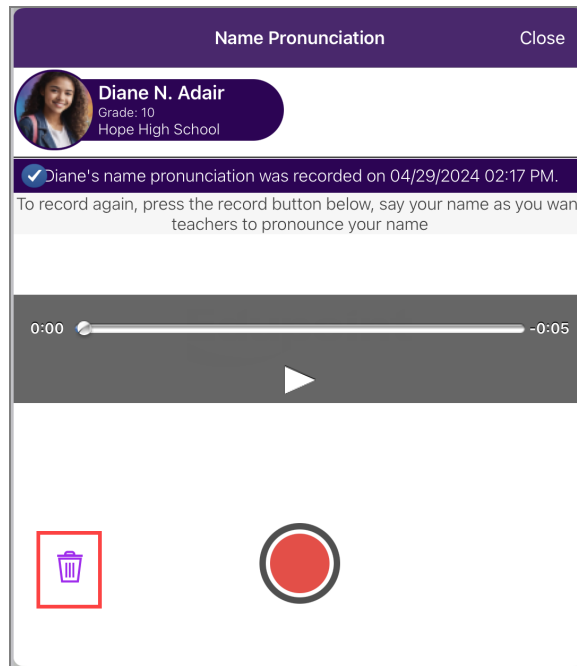
5. Tap **Play** to listen to the recording.
6. Tap **Save**.



ParentVUE Name Pronunciation Screen

Deleting a Recording

1. Tap the speaker icon.
2. Tap the **Delete** icon.



ParentVUE Name Pronunciation Screen

Viewing Student Information



The school can enable or disable certain modules from displaying in ParentVUE or StudentVUE. The school disabled access to the module if you do not see it in your mobile application.

Student Info

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

The screenshot shows the 'Student Info' screen on an iPad. At the top, there's a navigation bar with a back arrow, 'Navigation', 'Student Info', and 'Home'. Below this is a student profile card for Billy C. Abbott, Jr., Grade 12, Hope High School. The main content area is divided into sections: 'Student Info', 'Emergency Contacts', and 'Physician Contacts'. The 'Student Info' section contains fields for Student Name, Perm ID, Gender, Nick Name, Grade, Phone, Birth Date, Home Address, email, Home Room Teacher, Home Room, School Name, and Counselor Name. The 'Emergency Contacts' section lists two contacts: Christopher Johnson (Friend) and Laurretta Jones (Relative), each with Home, Work, and Other phone numbers. The 'Physician Contacts' section lists a Physician (Mesa Peds) and a Dentist (Dr Jones) with their respective phone numbers and office locations.

Student Info			
Student Name:	Perm ID:	Gender:	
Billy C. Abbott, Jr.	905483	Male	
	Nick Name:	Grade:	
	Bill	12	
Phone:	Birth Date:		
480-555-1214	03/15/2000		
Home Address:	email:		
1979 S Val Vista Dr Mesa, AZ 85204	billy@mail.com		
Home Room Teacher:	Home Room:	School Name:	Counselor Name
Kathy Jackson	224	Hope High School	Wilson, Rob

[Additional Info](#)

Emergency Contacts			
Contact 1: Friend			
Christopher Johnson			
Home Phone:	480-555-7788		
Work Phone:	602-555-1234		
Other Phone:	949-558-9073		
Contact 2: Relative			
Laurretta Jones			
Home Phone:	480-555-1545		
Work Phone:			
Other Phone:			

Physician Contacts			
Physician Name:	Physician Phone:	Ext.:	Hospital:
Mesa Peds	949-555-0831	222	Desert Sam Hospital Or Mesa
Dentist:	Dentist Phone:	Dentist Office:	
Dr Jones	623-555-1234	Mesa Office	

ParentVUE Student Info Screen

- Tap the **Mail** icon to send an email to the student's homeroom teacher.
- Tap **Additional Info** to view other student data specified by the district.

iPad 9:12 AM 93%

< Student Info Student Info Home

 **Billy C. Abbott, Jr.**
 Grade: 12
 Hope High School

Other Data

Initial/Ninth Grade Year

State ID 0001341311

Your student is the best around !!!

Pronoun

Edupoint

ParentVUE Student Info Screen

Editing Student Information in ParentVUE

Your school can allow parents to edit their student's information in the mobile application.

1. Tap **Edit**.

Verizon 1:52 PM 87%

Navigation Student Info Home

Bryan Macias
Grade: 11
Hope High School

Edit

Student Info

Student Name: Bryan Macias	Perm ID: 886630	Gender: Male
Grade: 11		
Phone: 480-555-2807	Birth Date: 01/03/2002	
Home Address: 4262 E Princess St Mesa, AZ 85606	email: staffdemo@mail.qasynergylocalqa05...	

Student Info Screen

2. Make the changes.
3. Tap **Save Changes**.

Verizon 2:12 PM 85%

Back to Student Info Edit Student Info

Bryan Macias
Grade: 11
Hope High School

Save Changes

Provide Changes to Student Information

Student Info		
Description	Current Value	Changed Value
Last Name Goes By		
Nick Name		
Spoken to Student at Home	Spanish	Spanish
Email	staffdemo@mail.qasynergylocalqa05vm.com	staffdemo@mail.qasynergyloc

Student Info Screen

Changes must be approved in Synergy by the school.



Verizon 1:17 PM 84%

Back to Student Info Student Info

Alan W. Adair
Grade: 12
Hope High School1

Changes submitted on 09/07/2018 13:16 PM, are still waiting approval.

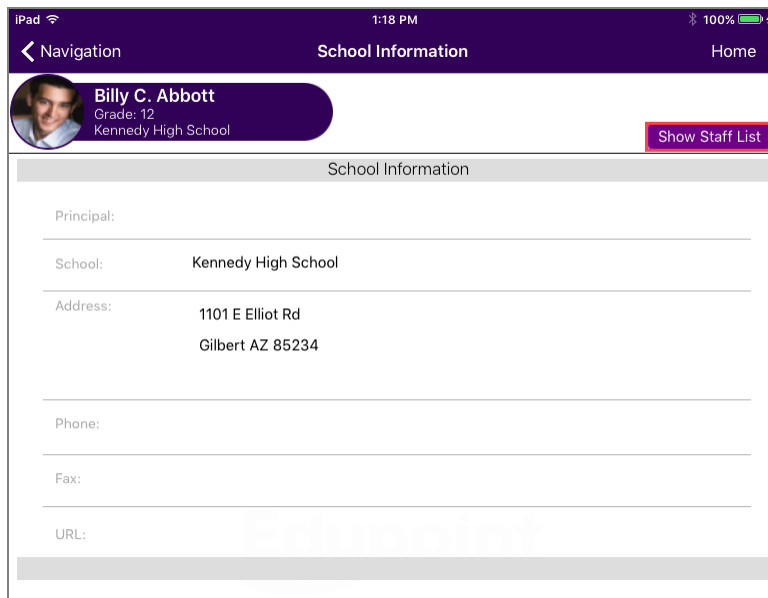
Student Information

Student Info Screen

School Information

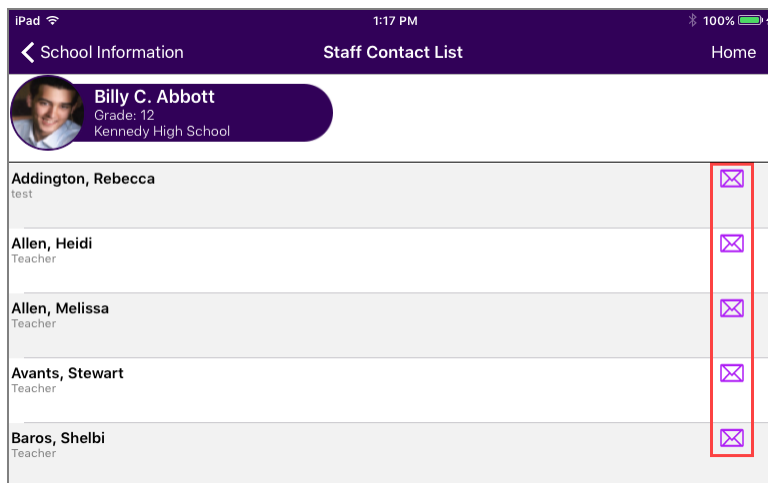
The School Information screen lists the details about the student's enrolled school, including a staff list.

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



ParentVUE School Information Screen

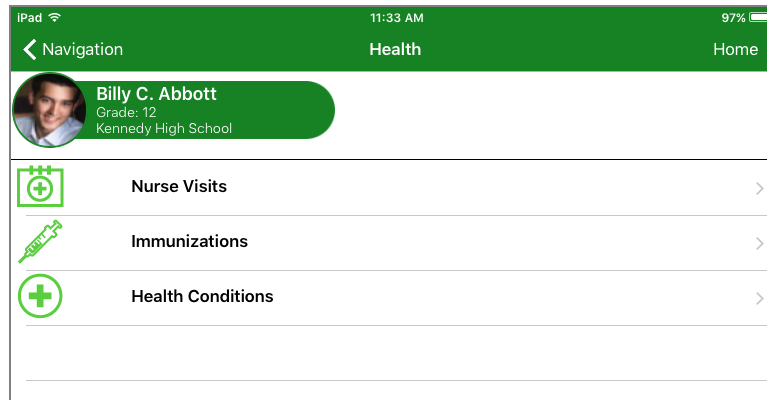
- Tap the Email icon to email a staff member.



ParentVUE Staff Contact List Screen

Health

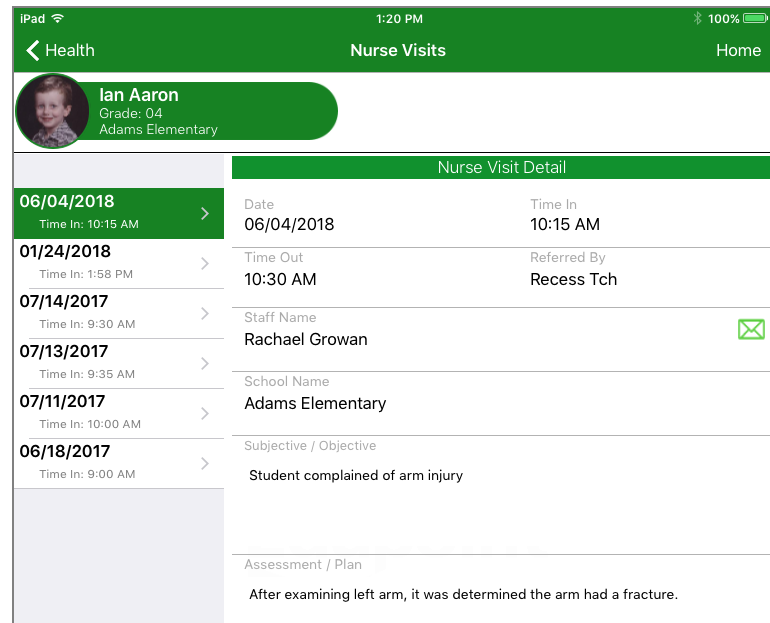
The Health screen lists visits to the school nurse, student health conditions, and immunization records.



StudentVUE Health Screen

Nurse Visits

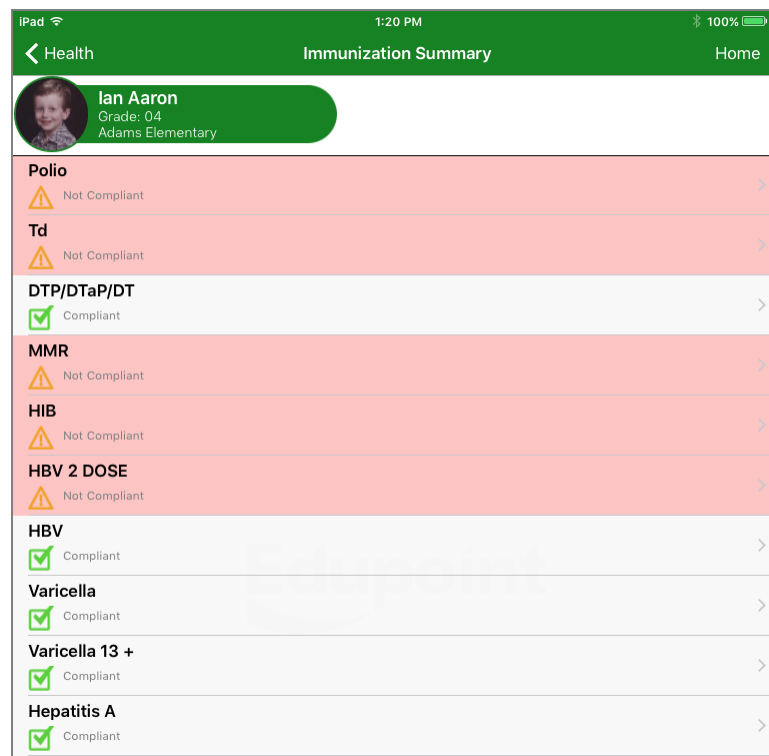
- Tap **Nurse Visits** to see a list of visits.
- Tap a visit to see the details.



StudentVUE Nurse Visits Screen

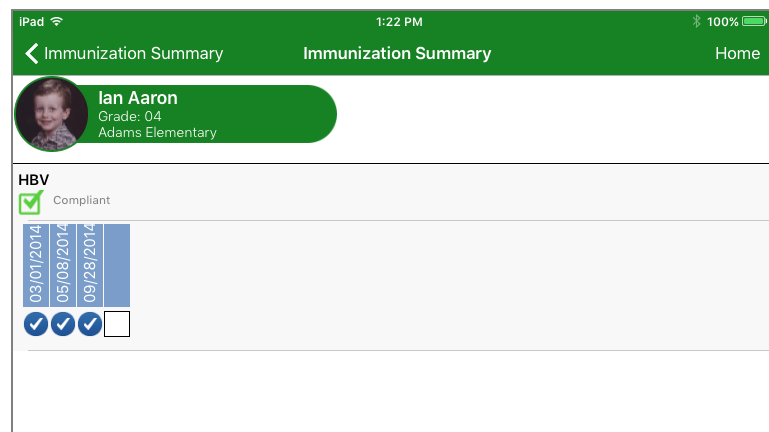
Immunizations

- Tap **Immunizations** to see the student's immunization record.



StudentVUE Immunization Summary Screen

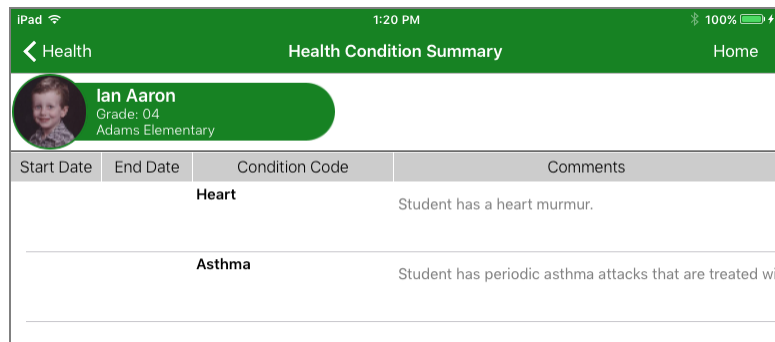
- Tap a specific immunization to see the details.



StudentVUE Immunization Summary Screen

Health Conditions

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



Start Date	End Date	Condition Code	Comments
		Heart	Student has a heart murmur.
		Asthma	Student has periodic asthma attacks that are treated with

StudentVUE Health Condition Summary Screen

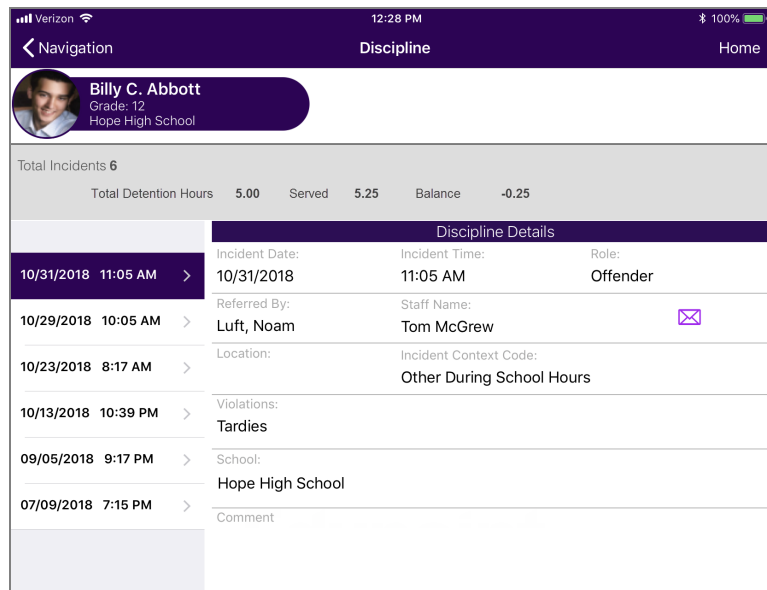
Discipline

The Discipline screen displays a list of all discipline incidents.

- Tap a record to see the details of an incident.
- View the detention total hours, served hours, and the balance of hours not served.



Only the detention hours for the student's home school display if the student is concurrently enrolled.



Total Incidents 6		Total Detention Hours	Served	Balance
		5.00	5.25	-0.25
Discipline Details				
10/31/2018 11:05 AM	>	Incident Date:	Incident Time:	Role:
		10/31/2018	11:05 AM	Offender
10/29/2018 10:05 AM	>	Referred By:	Staff Name:	
		Luft, Noam	Tom McGrew	
10/23/2018 8:17 AM	>	Location:	Incident Context Code:	
			Other During School Hours	
10/13/2018 10:39 PM	>	Violations:		
		Tardies		
09/05/2018 9:17 PM	>	School:		
		Hope High School		
07/09/2018 7:15 PM	>	Comment		

ParentVUE Discipline Screen

Course History

The Course History screen displays the Graduation Requirements, Test Requirements, Student Course History, and Service Learning Hours Earned.

Navigation Home

Billy C. Abbott
Grade 11
Hope High School

Geometry 100.0%

Physical Education 100.0%

Health 100.0%

World Languages 100.0%

Fine Arts 100.0%

Technology Education 100.0%

Test Requirements Detail: ☐ off

Algebra I **MD Integrated Science Assessment** **English 10**

Government

Student Course History Detail: ☐ off

Service Learning Hours Earned Detail: ☒ on

Service Learning Details			
Date Earned	Category	Project Name	Hours
01/28/2021	Earned from Course	Hon Precalculus A	15.00
06/17/2020	COURSE HOUR FLAG	Hours for NSL GOVERNMENT B	8.00
01/28/2020	COURSE HOUR FLAG	Hours for NSL GOVERNMENT A	7.00
04/11/2019	OTHER	CHS Good Deed Day	4.00
06/19/2018	COURSE HOUR FLAG	Hours for ADV WORLD STUD 8	10.00
06/19/2017	COURSE HOUR FLAG	Hours for ENGLISH GRADE 7	10.00
06/22/2016	COURSE HOUR FLAG	Hours for INVSTGN IN SCI 6	10.00

Service Learning Hours Earned		
Status	Hours Required	Service Learning Hours Earned
Not Met	75.00	64.00

Course History Screen

The **Diploma Type** selected in the Graduation Information section on the **Other Info** tab of the Student screen displays.

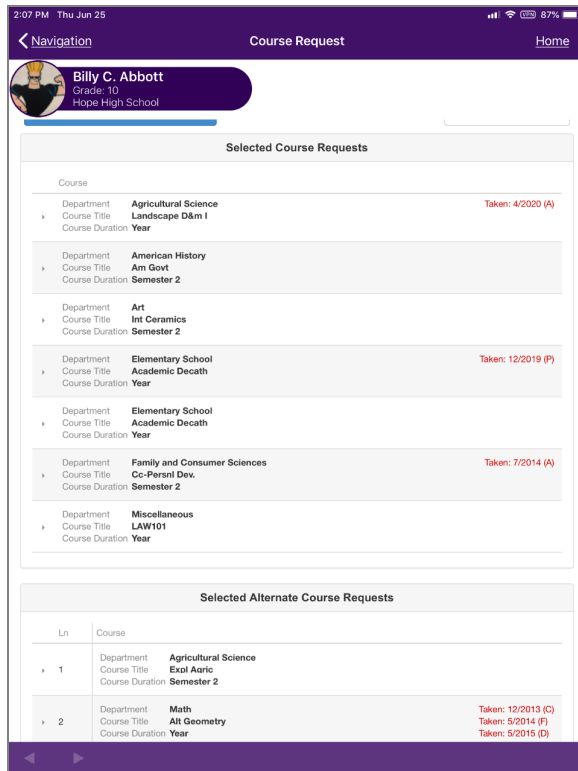


Graduation Status <i>Class of 2021</i>	
Detail: ☒ on	
Diploma Type <i>Standard Diploma</i>	
Subject Area	Progress
ENGLISH 9	100.0%
ENGLISH 10	0.0%
ENGLISH 11	0.0%
ENGLISH 12	0.0%
ALGEBRA 1	100.0%
GEOMETRY	0.0%
OTHER MATH	0.0%
EARTH SCIENCE	100.0%
BIOLOGY	0.0%
OTHER SCIENCE	0.0%
HEALTH & PE	50.0%
WORLD STUDIES	100.0%
VA & US HISTORY	0.0%

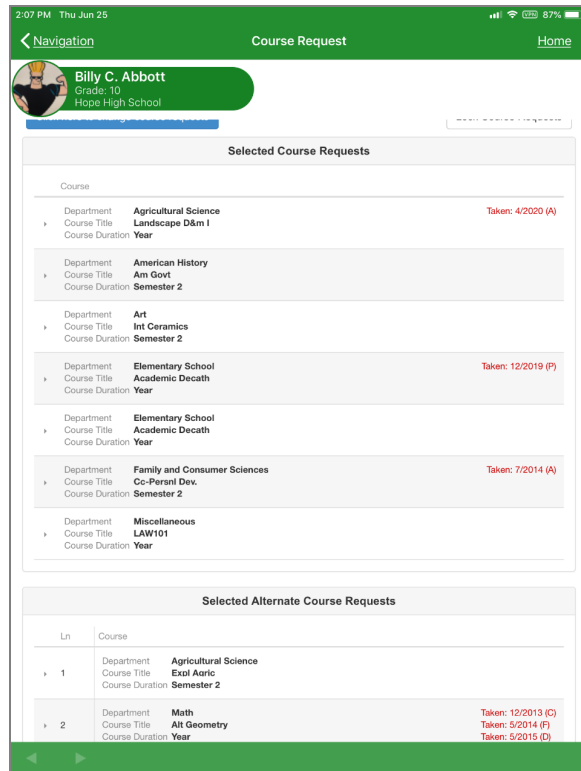
Course History Screen

Course Request

The Course Request screen displays the Selected Course Requests and the Selected Alternate Course Requests along with the course duration.



ParentVUE Course Request Screen



StudentVUE Course Request Screen

Time Tracker

Parents and students can track the time the student has spent learning an online course.

1. Locate the student.
2. Tap **Attendance**.
3. Tap **Time Tracker**.

Only online courses display.



The days of the current week display on top.

Weeks not yet submitted displays the weeks for which the time has not been submitted. You can click on a hyperlink to open that week to enter time.

4. Enter the time spent on an online course in the **Hours** and **Minutes** fields. When the time is calculated, the hours and minutes are combined into minutes.



The **Total Time** entered for the week displays.

5. Tap **Update Times** to update the time.

You can click **Cancel** to cancel all time entered before updating.

If you click **Update and Submit**, a confirmation message displays. You cannot click **Submit** until **By checking this box, I attest that all of the submitted times are accurate** is selected.

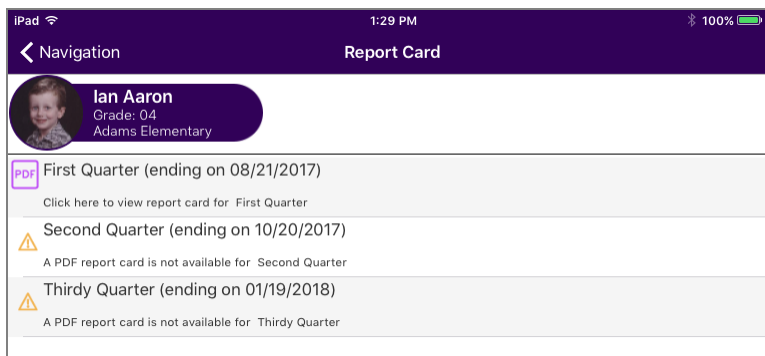


The screenshot shows a 'Confirm' dialog box with a close button (X) in the top right corner. The text inside reads: 'Submitting these times will prevent any future edits to this data. Do you wish to proceed?'. Below this text is a checkbox with the label 'By checking this box, I attest that all of the submitted times are accurate'. At the bottom right of the dialog are two buttons: 'Submit' (highlighted in green) and 'Cancel'.

Confirmation Message

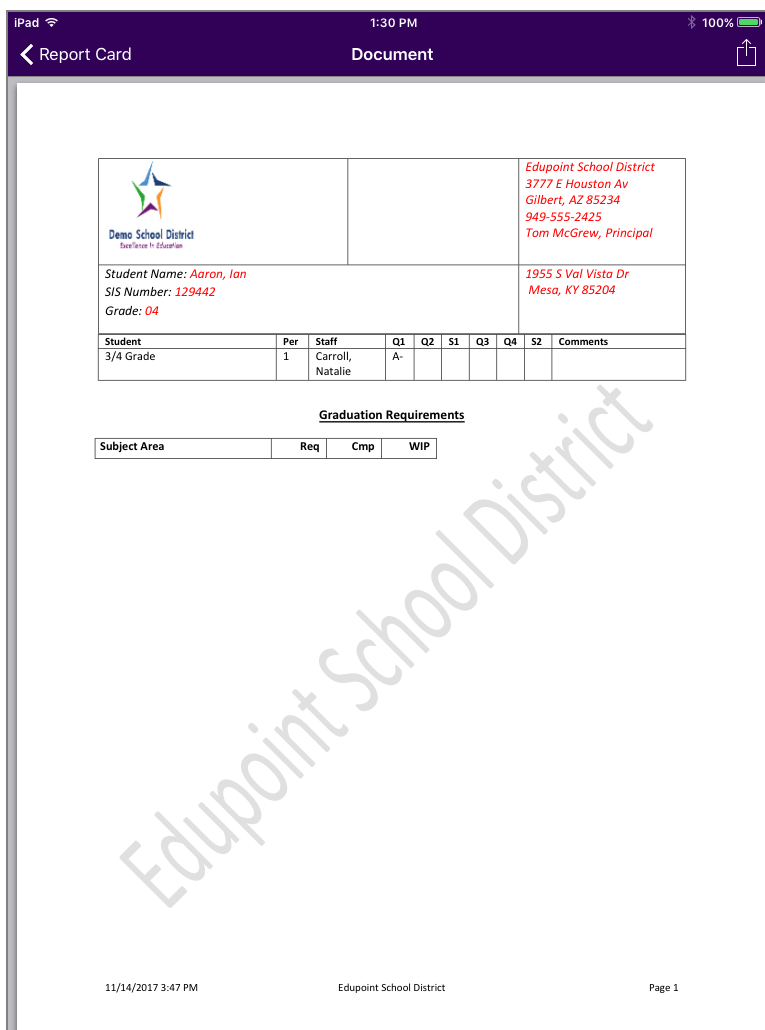
Report Card

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



ParentVUE Report Card Screen

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



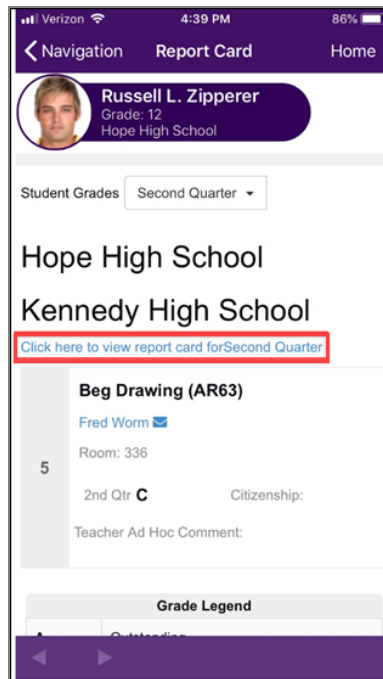
ParentVUE Document Screen

Viewing Concurrent Report Cards

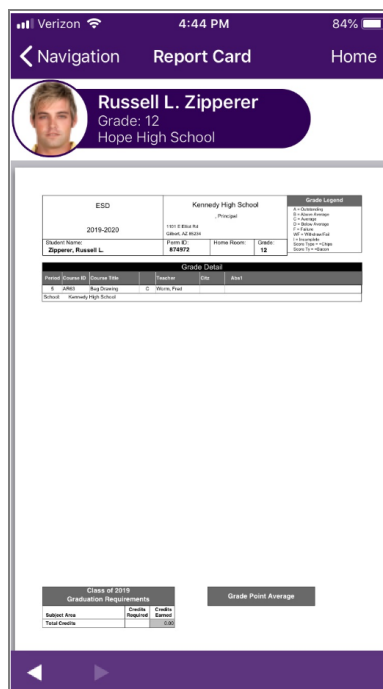
You can view both report cards available for students enrolled in concurrent schools in the ParentVUE and StudentVUE mobile apps.

Concurrent School Example

Tap the link below the school to display the report card.



ParentVUE Report Card Screen

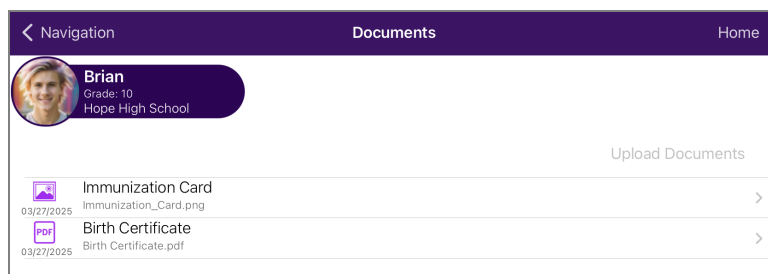


ParentVUE Report Card Screen

Documents

The Documents screen displays all documents attached for the student.

- Tap a document to view it.
- Tap **Upload Document** to add documents to the student record. Documents must be approved by the district administrator before they display on the screen.



ParentVUE Documents Screen

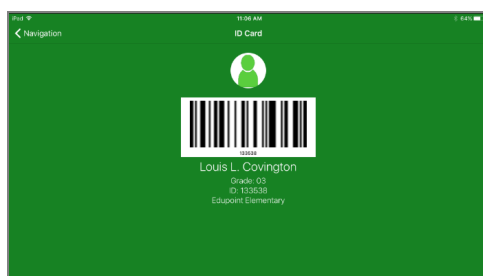
Accessing Student ID Cards

You can access a digital copy of the student ID card generated by your school from the iOS version of the StudentVUE mobile application if your school uses student ID cards.

Tap the **ID Card** icon at the bottom of any StudentVUE screen to open the electronic version of the student ID card.

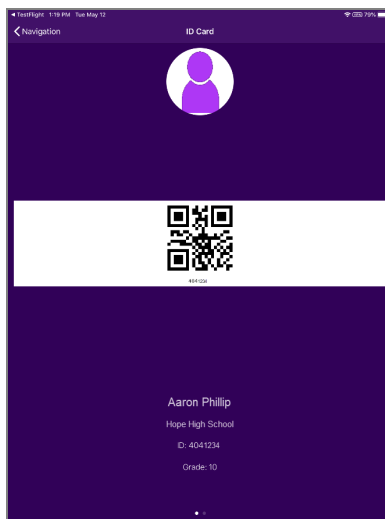


StudentVUE Navigation Screen



StudentVUE ID Card Screen

In the ParentVUE app, the QR Code displays when you click the ID card.

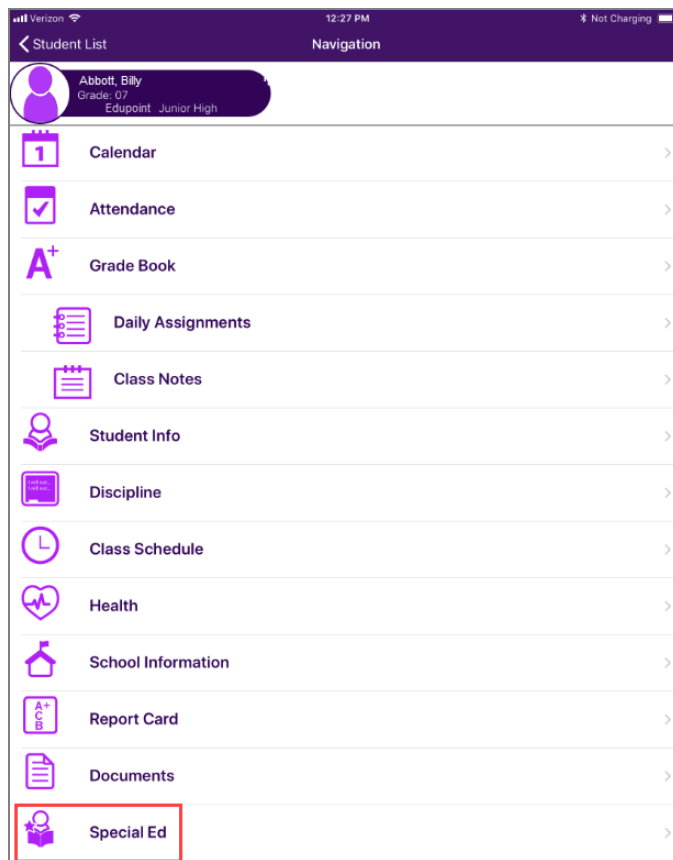


ParentVUE ID Card Screen

Special Education

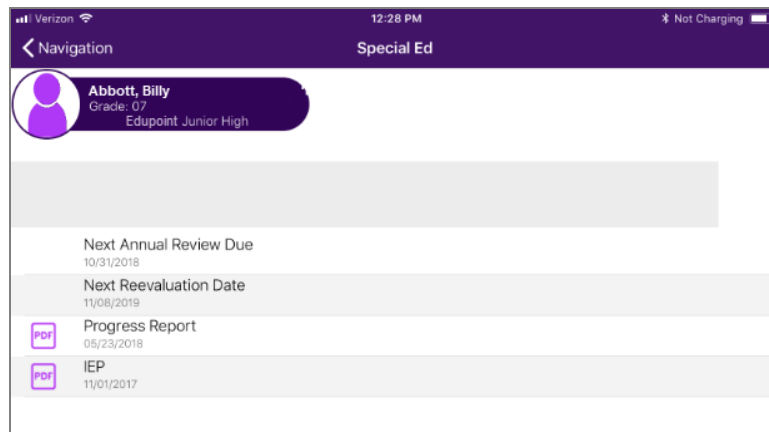
The Special Ed screen displays the special education details for the student.

- Tap **Special Ed** to see the Special Ed documents.



ParentVUE Navigation Screen

- Tap the document to open it.



ParentVUE Special Ed Screen

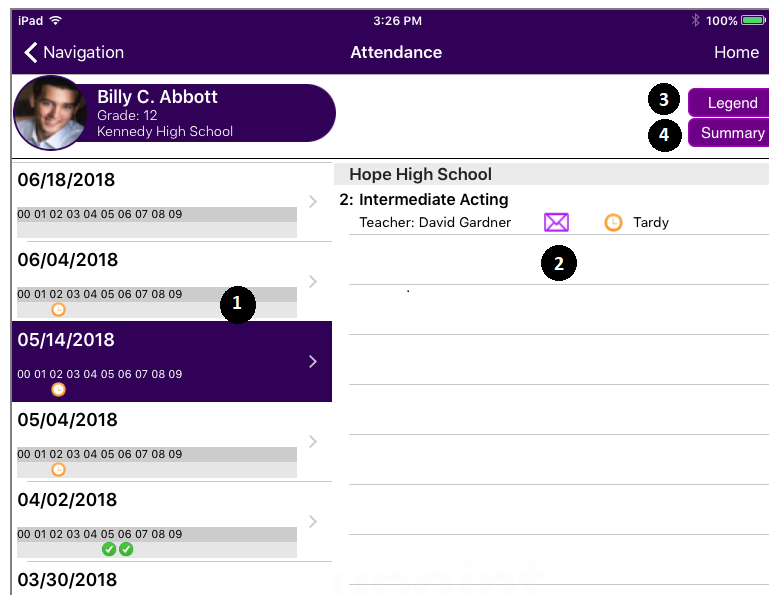
Viewing Classroom Information



The school can enable or disable certain modules from displaying in ParentVUE or StudentVUE. The school disabled access to the module if you do not see it in your mobile application.

Attendance

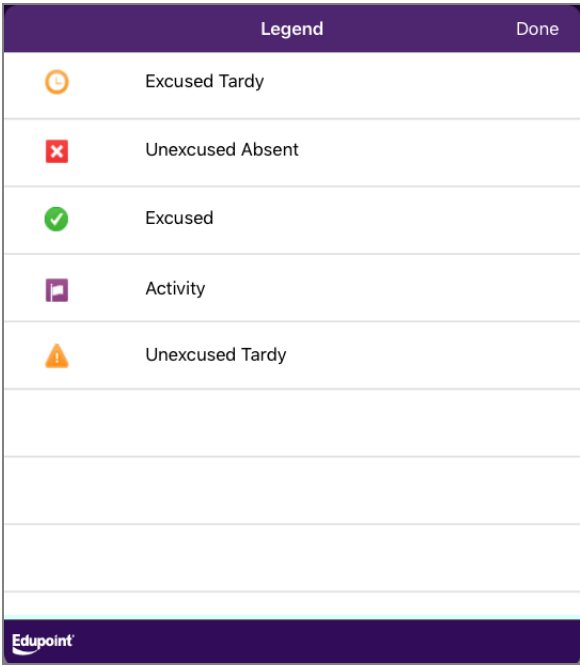
The Attendance screen displays all the days the student was marked absent or tardy and the date for the entry. Attendance information for both schools display if your student is enrolled in concurrent schools.



ParentVUE Attendance Screen

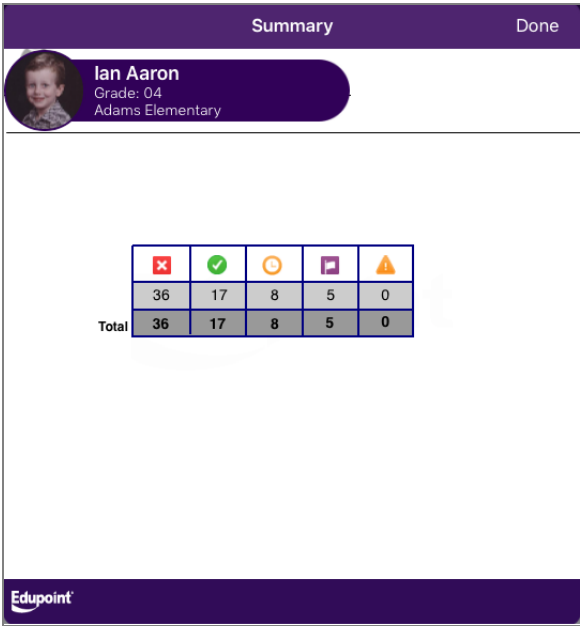
- Tap a day to view more detail. ❶
- Tap the Email icon to email the instructor. ❷

- Tap **Legend** to view descriptions for the icons used on the Attendance screens. ③



ParentVUE Legend Screen

- Tap **Summary** to view the Summary screen. This displays totals by period for each attendance reason. ④

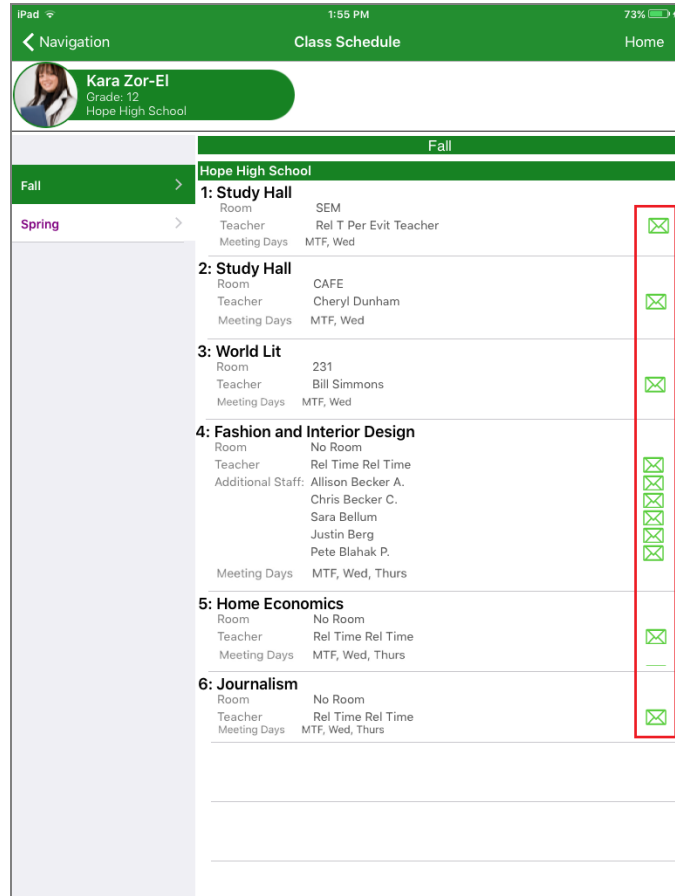


ParentVUE Summary Screen

Class Schedule

The Class Schedule screen lists the information for each class period, course title, room name, teacher, additional staff, and meeting days. The class schedule information for both schools display if the student is enrolled in concurrent schools.

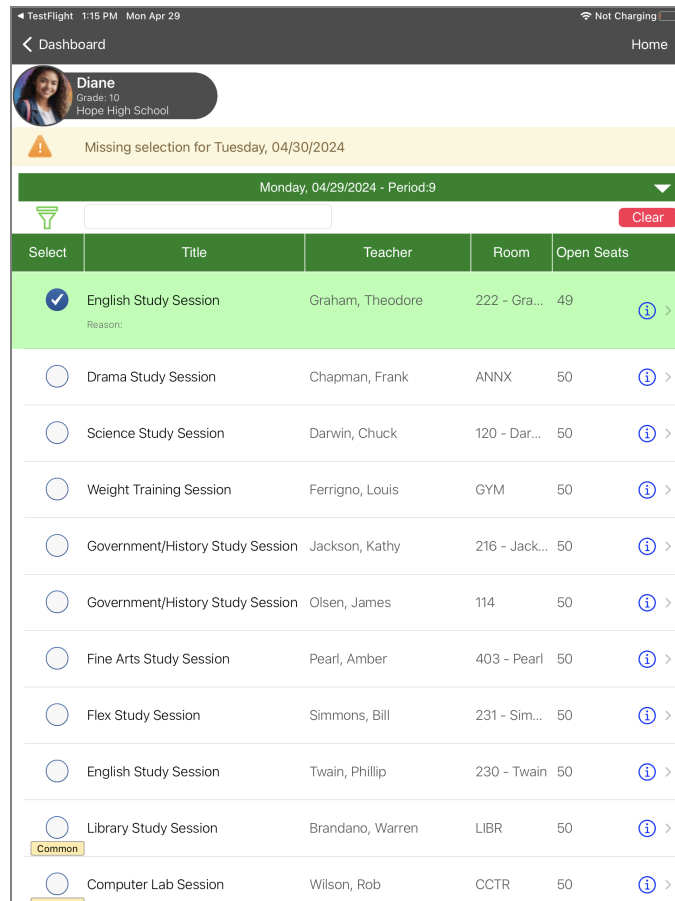
Tap the Email icon to send an email to the teacher.



StudentVUE Class Schedule Screen

Flex Schedule

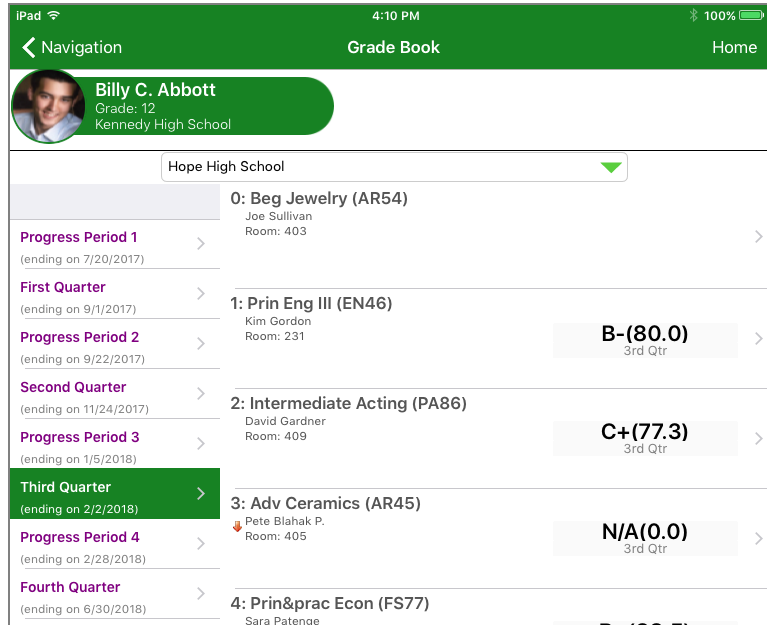
The Flex Schedule screen lets students select which classes they want to attend for the designated flex schedule. A notification banner alerts students to select missing classes. Previously-selected classes can be removed by clicking the **Clear** button.



StudentVUE Flex Schedule Screen

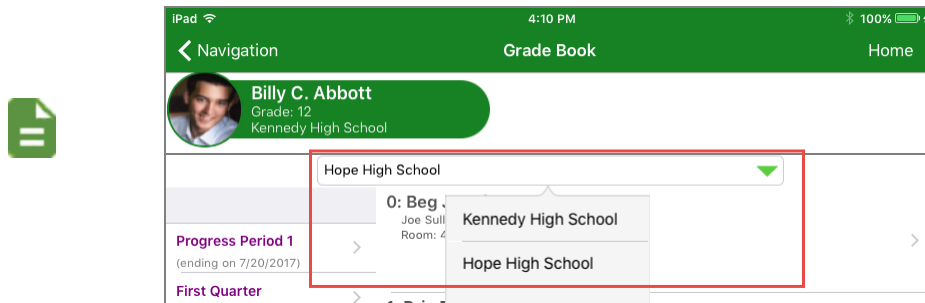
Grade Book

The Grade Book screen keeps track of the student's grades, assignments, and posted test scores. This screen only displays if your district uses Grade Book.



StudentVUE Grade Book Screen

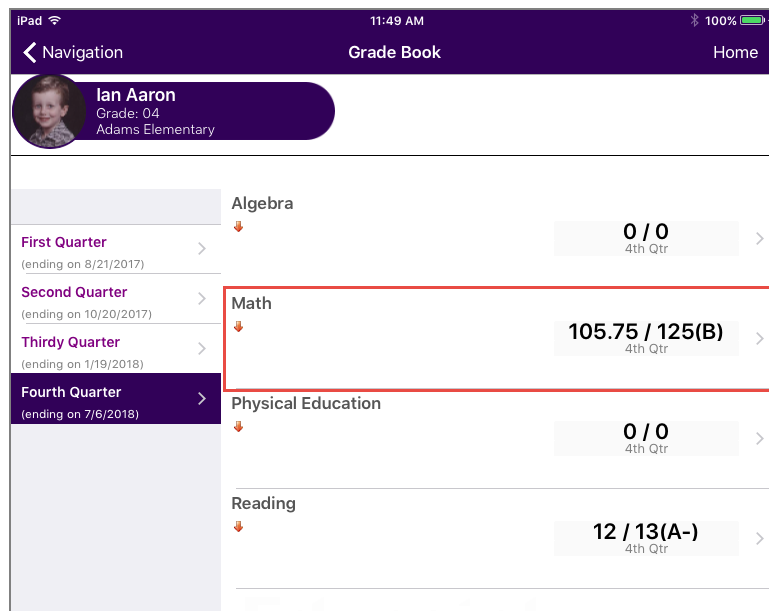
Use the field at the top to select which school to view if the student is enrolled in concurrent schools.



StudentVUE Grade Book Screen

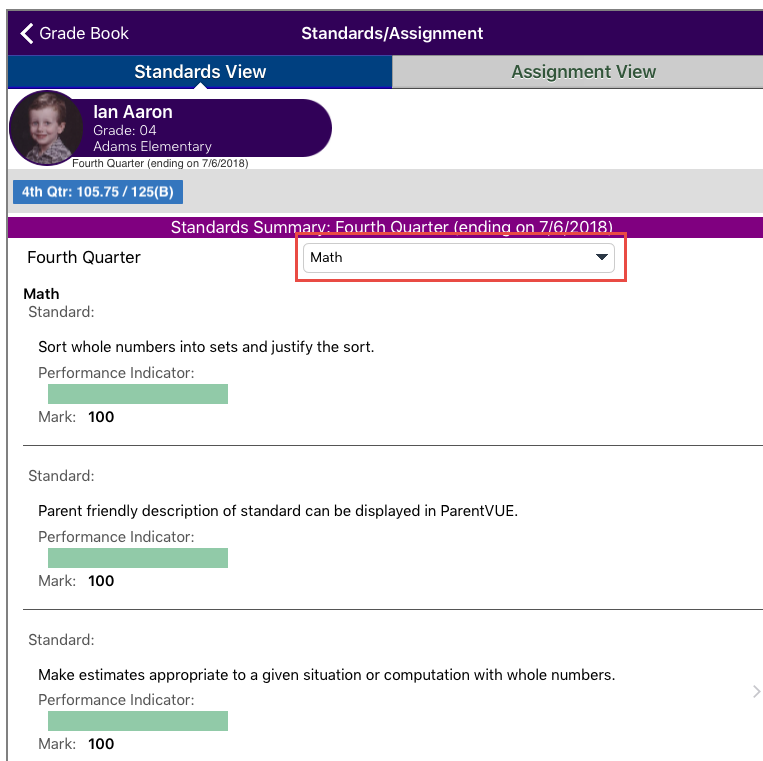
Viewing Grades for a Class

1. Tap a class.



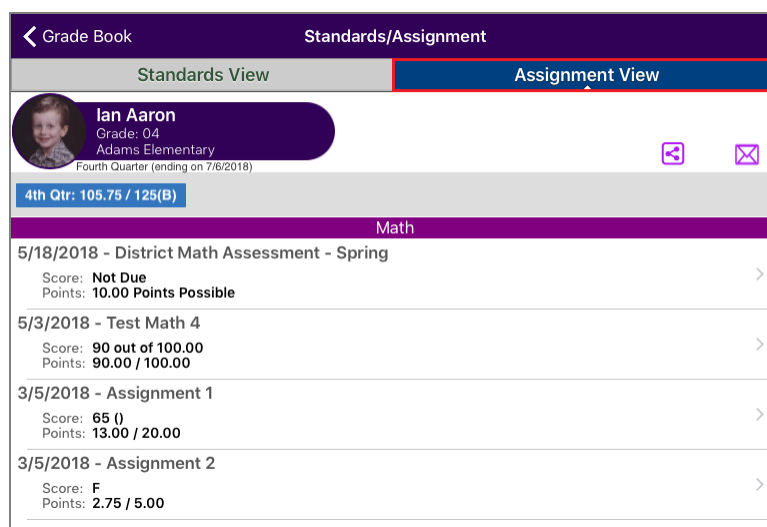
ParentVUE Grade Book Screen

2. Tap **Standards View** to view the standards information for the class if available.
 - Use the field at the top to select another standard.



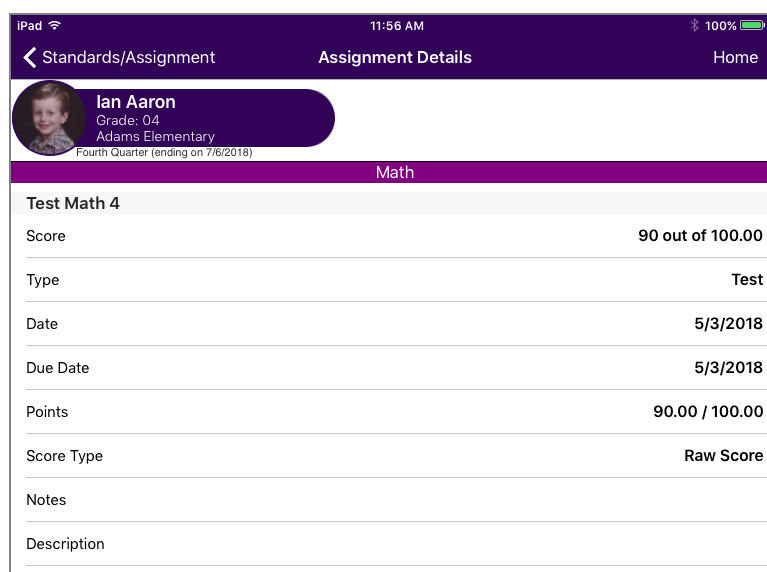
ParentVUE Standards/Assignment Screen

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



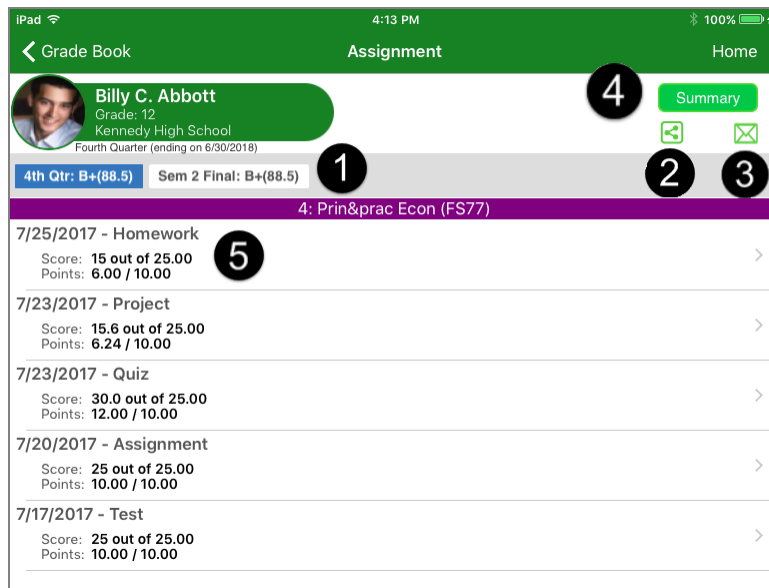
ParentVUE Standards/Assignments Screen, Assignment View Tab

4. Tap an assignment to view the assignment details.



ParentVUE Assignment Details Screen

Viewing Assignments



StudentVUE Assignment Screen

- Tap the term to view a list of assignments and tests for that class. ①
- Tap the **Share** icon to share the assignment information. ②
- Tap the Email icon to email the teacher. ③
- Tap **Summary** to see the posted grades for the assignment. ④

Summary

Done



Billy C. Abbott

Grade: 12

Kennedy High School

AP HUMAN GEOG S1 (71701)

Summative

Weight	Points	Points Poss.	Points Poss. %	Calcd. Marks
80%	565.00	814.00	55.53%	D+

Formative

Weight	Points	Points Poss.	Points Poss. %	Calcd. Marks
20%	505.00	990.00	10.20%	F

TOTAL

Weight	Points	Points Poss.	Points Poss. %	Calcd. Marks
100%	1,070.00	1,804.00	66.00%	D+

StudentVUE Summary Screen

- Tap any assignment record to view details. **5**
- Tap **Dropbox Documents** to view documents in the student dropbox if available.



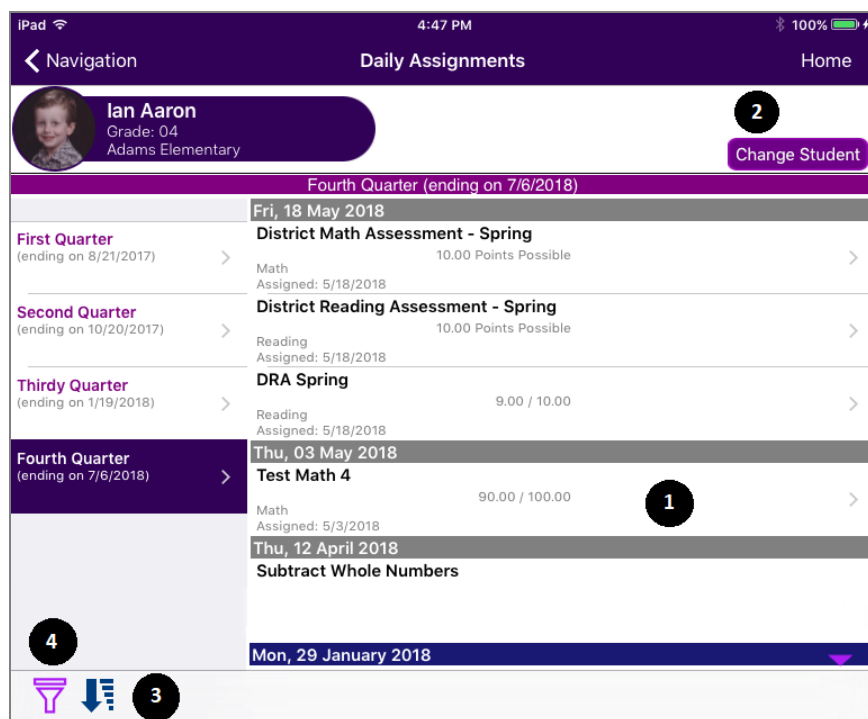
See [Adding Documents using Drop Box](#) for more information.

iPad 4:13 PM 100%	
< Assignment	Details Home
 Billy C. Abbott Grade: 12 Kennedy High School Fourth Quarter (ending on 6/30/2018)	
 Dropbox Documents	
4: Prin&prac Econ (FS77)	
Project	
Score	15.6 out of 25.00
Type	Project
Date	7/23/2017
Due Date	7/23/2017
Points	6.24 / 10.00
Score Type	Raw Score
Notes	
Description	

StudentVUE Details Screen

Daily Assignments

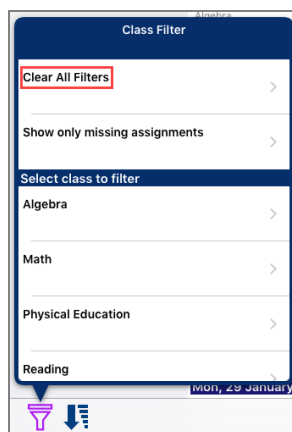
Tap **Daily Assignments** on the Navigation screen to display the current day only.



ParentVUE Daily Assignments Screen

- Tap an assignment to view more details. **1**
- Tap **Change Student** to select another child if using ParentVUE. **2**
- Tap the **Scroll** icon to quickly scroll to the end of the list. **3**
- Tap the **Filter** icon to select a filter and narrow the list of assignments to view. You can show only missing assignments or select a single class to view. **4**

Tap **Clear All Filters** to reset the filter.

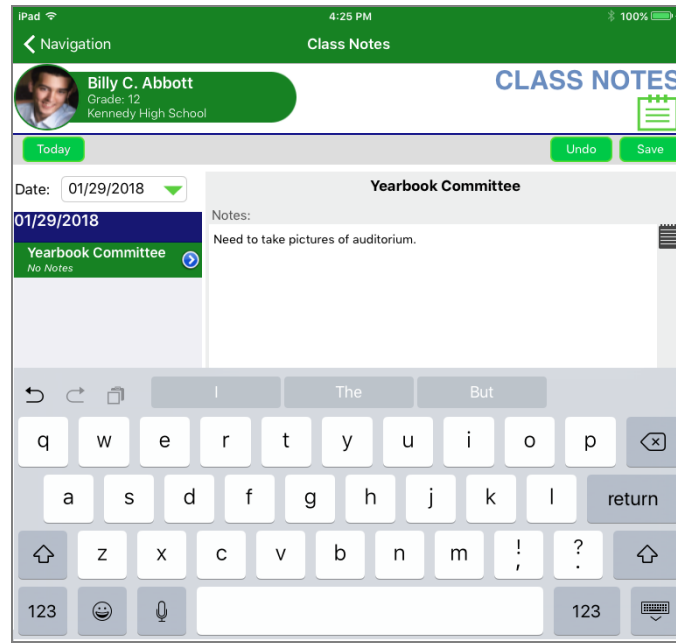


ParentVUE Class Filter Screen

Class Notes

Tap **Class Notes** on the Navigation screen to view the notes entered from StudentVUE.

- Tap the class to view the notes.
- Tap **Date** to change the date.



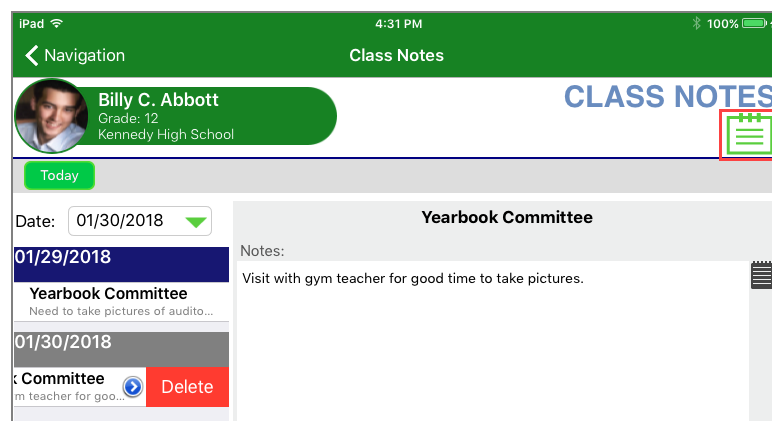
StudentVUE Class Notes Screen

Taking Notes



Students can only enter notes in StudentVUE.
Parents cannot enter notes.

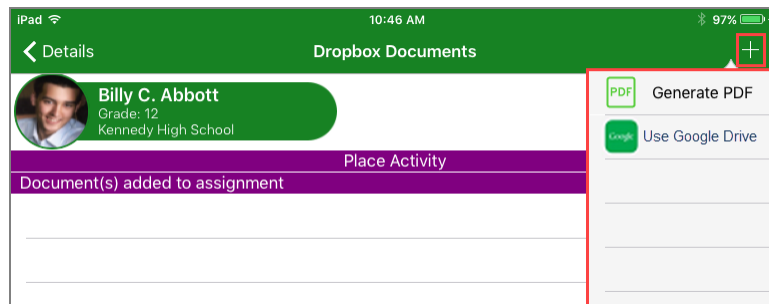
- Tap the appropriate class and tap inside the notes pane to enter text.
- Tap the **Notebook** icon to edit a note.
- Swipe left on the note and tap **Delete** to delete a note.



StudentVUE Class Notes Screen

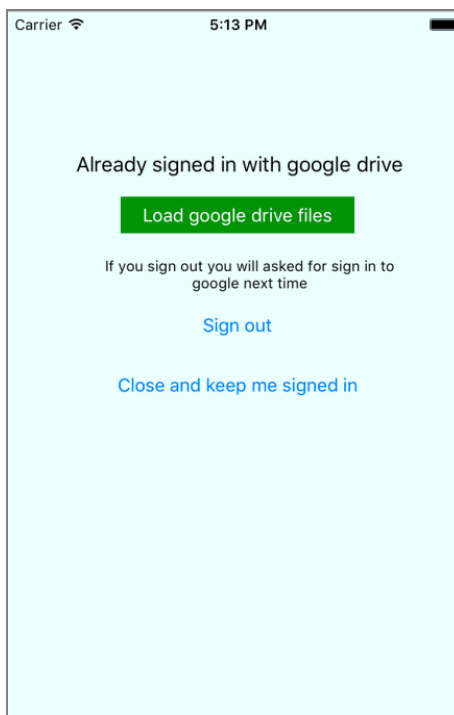
Adding Documents Using Dropbox

1. Tap **Grade Book**.
2. Tap the **Grading Period**.
3. Tap the **Class**.
4. Tap the **Assignment**.
5. Tap **Dropbox Documents**.
6. Tap the **Add** icon to open the menu.



StudentVUE Dropbox Documents Screen

- To load a document from Google Drive:
 - a. Tap **Use Google Drive**.
 - b. Access Google Drive.
 - c. Sign in with Google.
 - d. Tap **Load google drive files**.



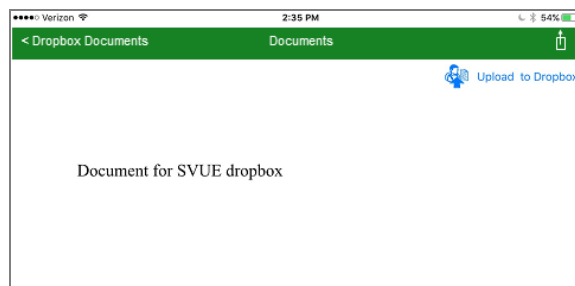
Google Drive Sign In Screen

- e. Select the file to upload.



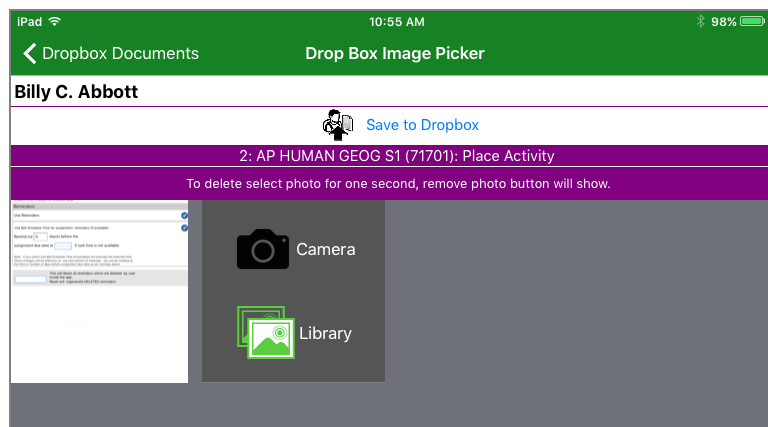
Google Files Screen

- f. Tap **Upload to Dropbox**.



StudentVUE Documents Screen

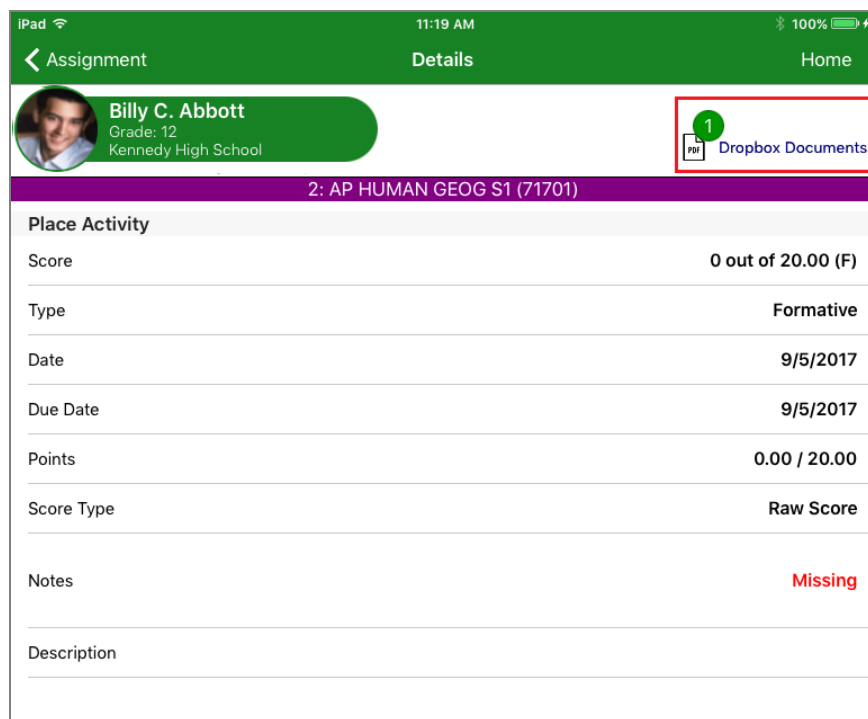
- To load a document/image from your device.
 - a. Tap **Generate PDF**.
 - b. Tap **Camera** to take a picture of the document or **Library** to use an existing file.
 - c. Tap **Save to Dropbox**.



StudentVUE Drop Box Image Picker Screen

- d. Enter a file name.
- e. Tap **Save**.

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

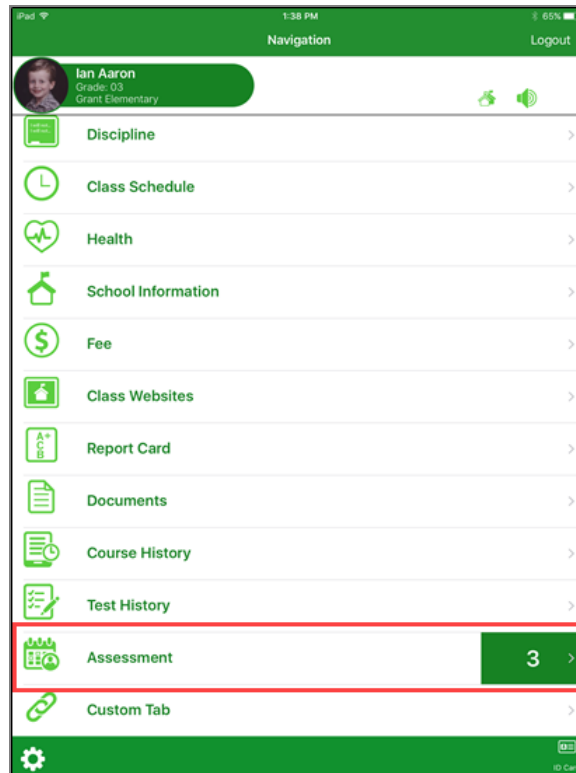


StudentVUE Details Screen

Assessments

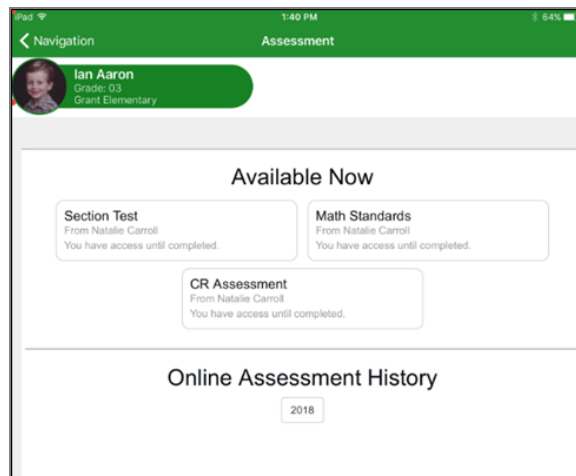
A student receives notification when a new assessment is available.

1. Tap **Assessment** to open the StudentVUE Assessment screen.



StudentVUE Home Screen

2. Tap the Assessment you are taking.

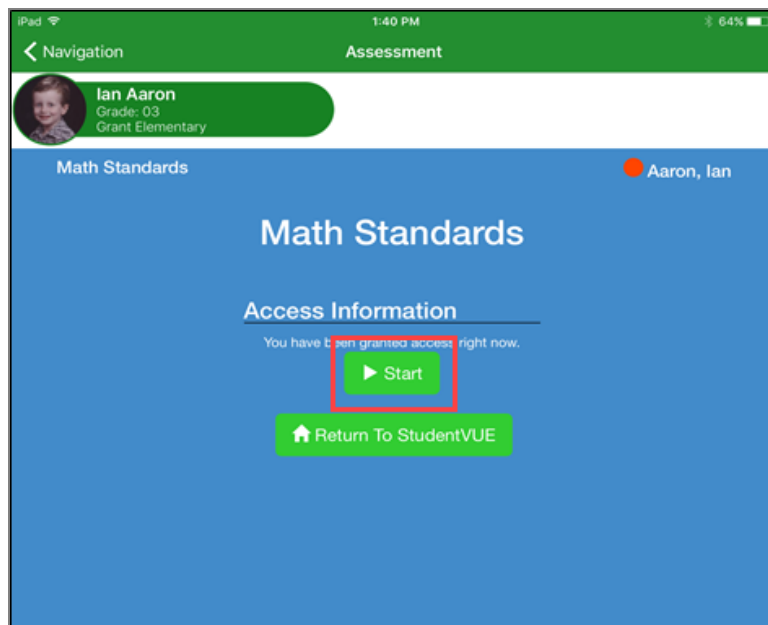


StudentVUE Assessment Screen

3. Tap **Start** to begin.



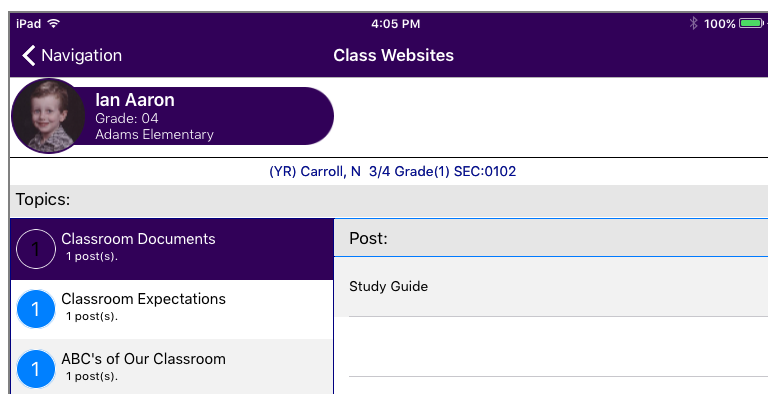
See [Taking Assessments](#) for more information.



StudentVUE Assessment Screen

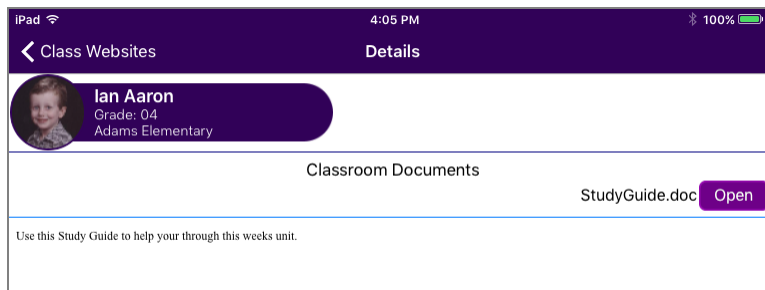
Class Websites

The Class Websites screen displays class-specific postings created by teachers, such as announcements, homework assignments, and class resources. [Alternate web pages](#) display if used by your school.



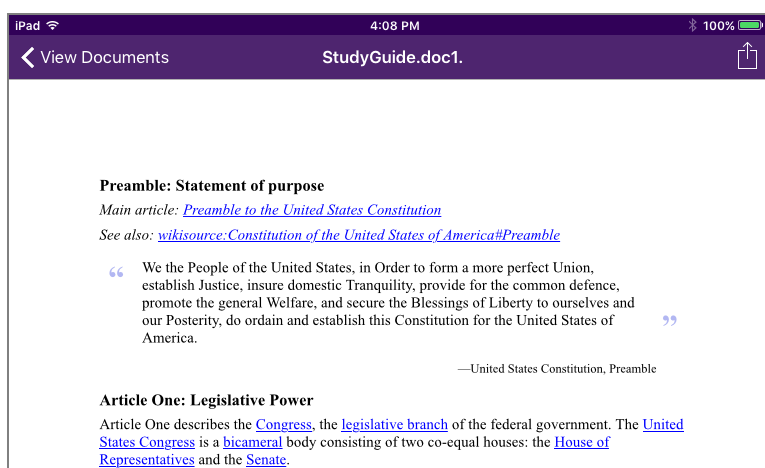
ParentVUE Class Websites Screen

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



ParentVUE Details Screen

3. Tap **Open** to view an attached document.



ParentVUE Class Document Screen

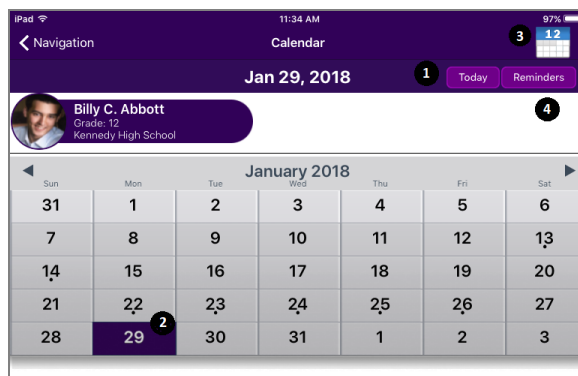
Communication



The school can enable or disable certain modules from displaying in ParentVUE or StudentVUE. The school disabled access to the module if you do not see it in your mobile application.

Calendar

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



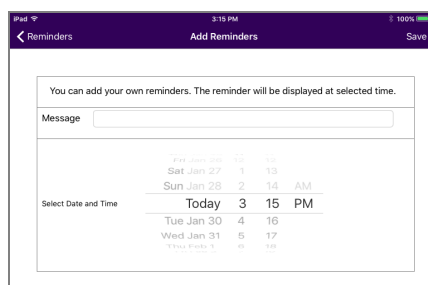
ParentVUE Calendar Screen

- Tap **Today** to view the day's details. ❶
- Tap a day to view the events for that day. ❷
- Tap the **Calendar** icon at the top right to alternate between Month and Day view. ❸
- Tap **Reminders** to add reminders. ❹



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

1. Enter the **Message**.
2. Select the Date and Time.



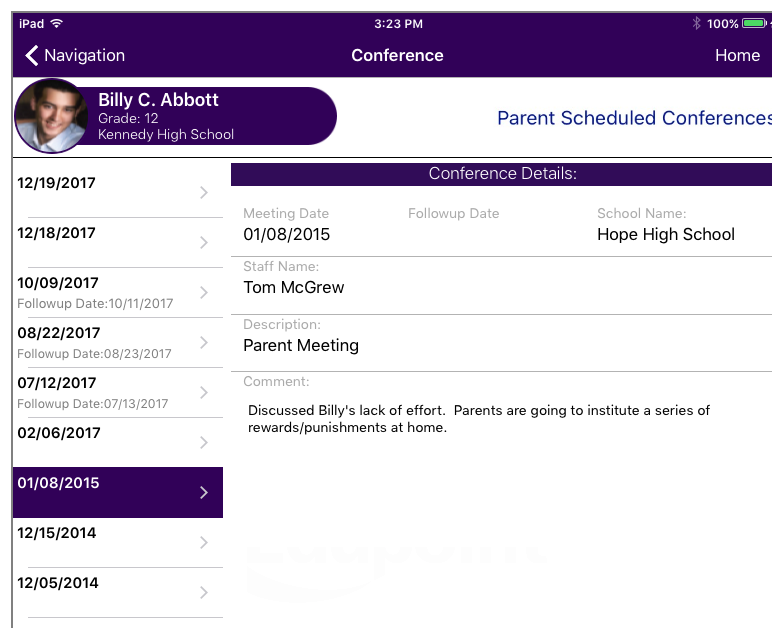
ParentVUE Add Reminders Screen

3. Tap **Save**.

Conference

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

- Tap a conference date to see the details of the conference.

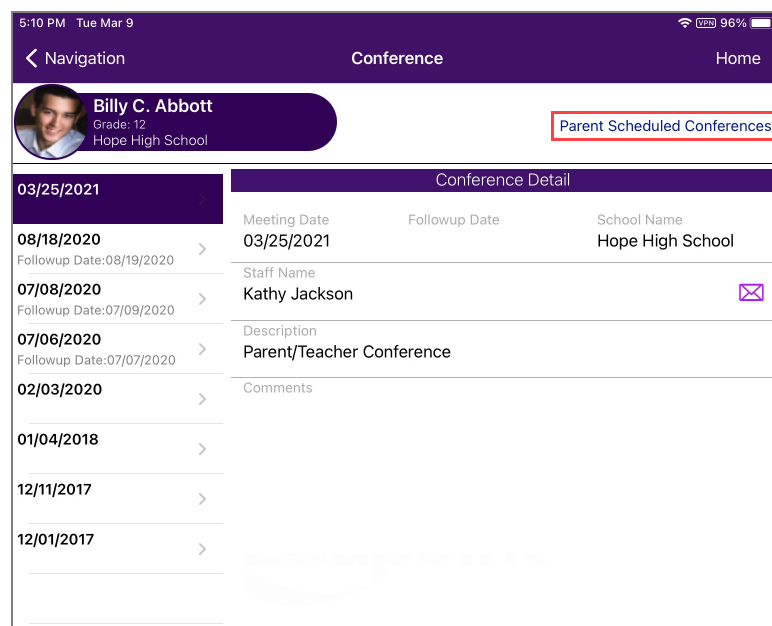


ParentVUE Conference Screen

- Tap the Email icon to email the staff member.

Scheduling Parent Conferences

1. Tap Parent Scheduled Conferences.



ParentVUE Conference Screen

2. Tap a row in **Parent Scheduled Conferences** to select a conference time. Once selected, the time automatically saves.
3. Tap **Email Schedule**.

Conference Parent Scheduled Conferences Home

Billy C. Abbott
 Grade 12
 Hope High School

Conference

Parent teacher conference scheduling

Please select a conference date and time from the available options below.

Kathy Jackson
 Am Govt
 location: Room 201 - 3/25/2021 3:00 PM **Saved**
[Email Schedule](#)

Available Dates:
 Thursday, 3/25/2021

Parent Scheduled Conferences		
Date	Conference Time	Details
3/25/2021		Kathy Jackson Am Govt location: Room 201
Thursday, 3/25/2021	3:00 PM	☒ Selected conference time
Thursday, 3/25/2021	3:15 PM	-
Thursday, 3/25/2021	3:30 PM	-
Thursday, 3/25/2021	3:45 PM	-
Thursday, 3/25/2021	4:00 PM	-
Thursday, 3/25/2021	4:15 PM	-
Thursday, 3/25/2021	4:30 PM	-
Thursday, 3/25/2021	4:45 PM	-
Thursday, 3/25/2021	5:00 PM	-
Thursday, 3/25/2021	5:15 PM	-
Thursday, 3/25/2021	5:30 PM	-
Thursday, 3/25/2021	5:45 PM	-
Thursday, 3/25/2021	6:00 PM	-
Thursday, 3/25/2021	6:15 PM	-
Thursday, 3/25/2021	6:30 PM	-
Thursday, 3/25/2021	6:45 PM	-

ParentVUE Parent Scheduled Conferences Screen

An email is sent to the teacher.

Conference

Parent Scheduled Conferences

Home



Billy C. Abbott
 Grade: 12
 Hope High School

Conference

Parent teacher conference scheduling

Please select a conference date and time from the available options below.

Kathy Jackson
 Am Govt
 location: Room 201 - 3/25/2021 3:00 PM
sending... Sent!

Available Dates:

Thursday, 3/25/2021

Parent Scheduled Conferences		
3/25/2021	Conference Time	Kathy Jackson Am Govt location: Room 201
Thursday, 3/25/2021	3:00 PM	☒ Selected conference time
Thursday, 3/25/2021	3:15 PM	-
Thursday, 3/25/2021	3:30 PM	-
Thursday, 3/25/2021	3:45 PM	-
Thursday, 3/25/2021	4:00 PM	-
Thursday, 3/25/2021	4:15 PM	-
Thursday, 3/25/2021	4:30 PM	-
Thursday, 3/25/2021	4:45 PM	-
Thursday, 3/25/2021	5:00 PM	-
Thursday, 3/25/2021	5:15 PM	-
Thursday, 3/25/2021	5:30 PM	-
Thursday, 3/25/2021	5:45 PM	-
Thursday, 3/25/2021	6:00 PM	-
Thursday, 3/25/2021	6:15 PM	-
Thursday, 3/25/2021	6:30 PM	-
Thursday, 3/25/2021	6:45 PM	-

ParentVUE Parent Scheduled Conferences Screen

Fees

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

Fee Summary			
Billy C. Abbott Grade: 12 Kennedy High School			
Balance that you owe:		(\$10.00)	
Date	Fee	Payment	Balance
08/16/2017 Textbook Lost Book: Algebra II	\$45.00	\$90.00	(\$45.00)
09/12/2017 Textbook Torn Cover: Great Expectations	\$5.00	\$5.00	\$0.00
09/19/2017 Payment Book Damages		\$0.00	\$0.00
11/01/2017 Art Supplies Art Supplies	\$15.00	\$5.00	\$10.00
12/18/2017 Textbook Book Damages	\$10.00	\$0.00	\$10.00
01/12/2018 Art Supplies Art Supplies	\$15.00	\$0.00	\$15.00

ParentVUE Fee Summary Screen

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

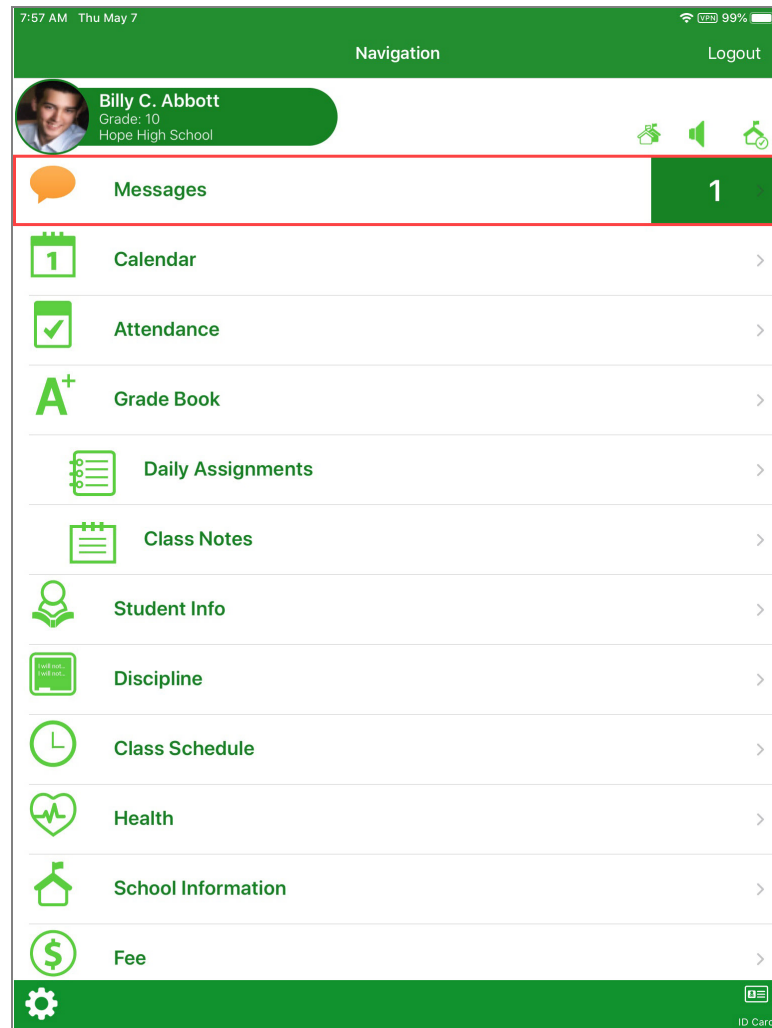
Fee Details	
Billy C. Abbott Grade: 12 Kennedy High School	
Trans Date:	09/12/2017
Fee Code:	BK
Fee Category:	Textbook
CourselD and Title:	
Fees:	\$5.00
Payment:	\$5.00
Fee Status:	Paid in Full
Description:	Torn Cover: Great Expectations

ParentVUE Fee Details Screen

Messages

Messages display important district/classroom messages and emails.

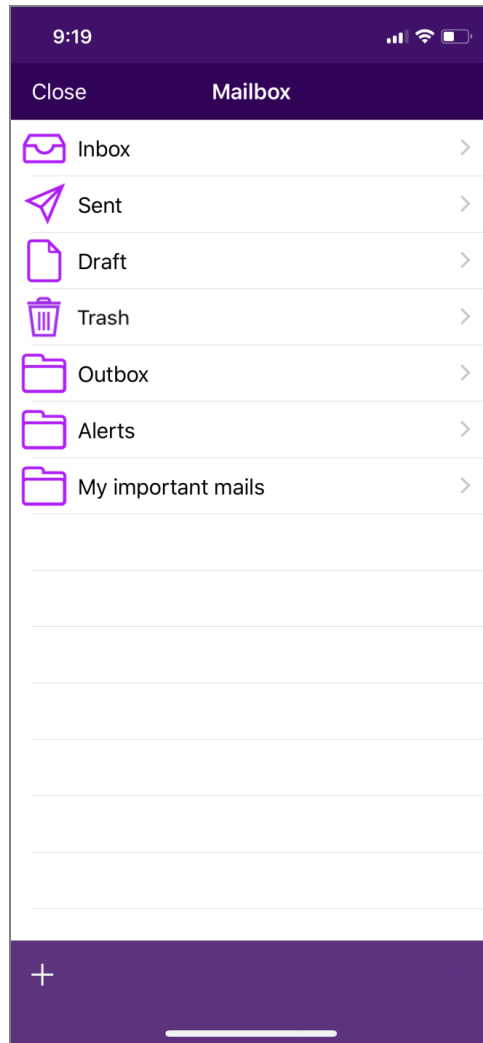
- Tap on a message to view it.
- Read messages display with an open envelope icon.
- Unread messages display with a closed envelope icon.
- To delete a message:
 - For iOS – Hold finger on the message while sliding left
 - For Android – Tap and hold the message



StudentVUE Navigation Screen

Synergy Mail

Synergy Mail allows parents and students to send email to staff. This functionality is only supported in ParentVUE 2.0.



ParentVUE Mailbox Screen

Acknowledgements

Acknowledgments requiring a signature display after the parent or student logs in to ParentVUE or StudentVUE. The Acknowledgement screen displays after the parent or student logs in.

Acknowledgement 1 of 1:

Please take a moment to read through the Edupoint School District's Uniform Code of Conduct. Parent's are encouraged to discuss the contents with their children to ensure the students understand the expectations of behavior.

These guidelines are subject to change. Parents will be asked to review the Code of Conduct and agree to it each year. If you have any questions, please contact your school principal.

To view this document, click here:

 [Updated Code Of Conduct](#)

To sign, please type in your full name:

Signature:

[Yes, I have read the document.](#)

ParentVUE Acknowledgement Screen

10:33

Acknowledgement 1 of 1: Code of Conduct

Code of Conduct

Please take a moment to read through the Edupoint School District's Uniform Code of Conduct. Parent's are encouraged to discuss the contents with their children to ensure the students understand the expectations of behavior.

These guidelines are subject to change. Parents will be asked to review the Code of Conduct and agree to it each year. If you have any questions, please contact your school principal.

To view this document, click here:

 [Code of Conduct](#)

To sign, please type in your full name:

Signature:

[Yes, I have read and agree](#)

StudentVUE Acknowledgement Screen

- Enter your full name or click the parent/student name on top to populate the signature name of the parent/student in the field.



The currently logged in parent/student name displays on top.

Acknowledgement Signature

Acknowledgement 1 of 1:

Phillip Aaron

Please type in your full name or click your name above to sign:

|

Yes, I have read the document.

Cancel

ParentVUE Acknowledgement Signature Screen

10:36

Acknowledgement Signature

Acknowledgement 1 of 1: Code of Conduct

Ian Aaron

Please type in your full name or click your name above to sign:

|

Yes, I have read and agree

Cancel

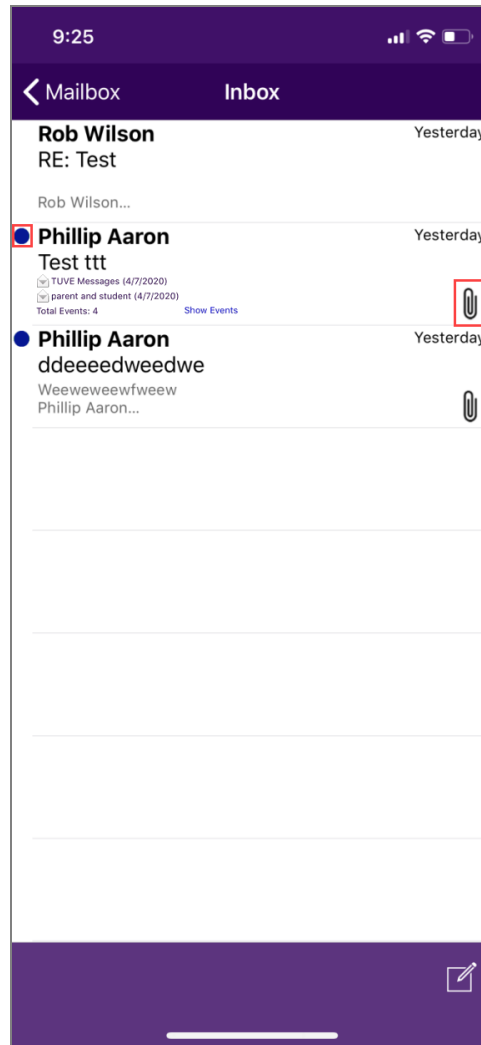
StudentVUE Acknowledgement Signature Screen

Viewing Synergy Mail



Both the iOS and Android versions of the ParentVUE and StudentVUE mobile apps support Synergy Mail. The following images display the iOS version.

- A circle icon displays next to unread messages.
- Emails with attachments display a paper clip icon.
- You can only delete messages after moving them to the **Trash** folder.



ParentVUE Inbox Screen

- Icons for Synergy Mail are:



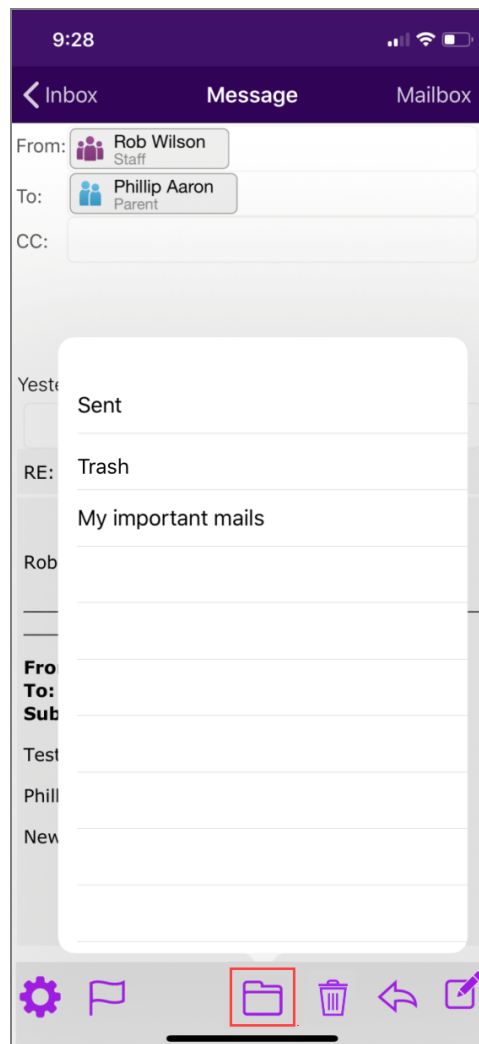
Synergy Mail Icons

- The **Settings** icon allows you to create signatures for both new messages and replied to/forwarded messages.
- The **Flag** icon marks a message as *Read* or *Unread*.
- The **Folder** icon moves the current message to the *Inbox*, *Sent*, *Trash*, *Alerts*, or custom folders, depending on the folder in focus.
- The **Trash** icon removes messages.



The icon changes to **Delete** when viewing the **Trash** folder.

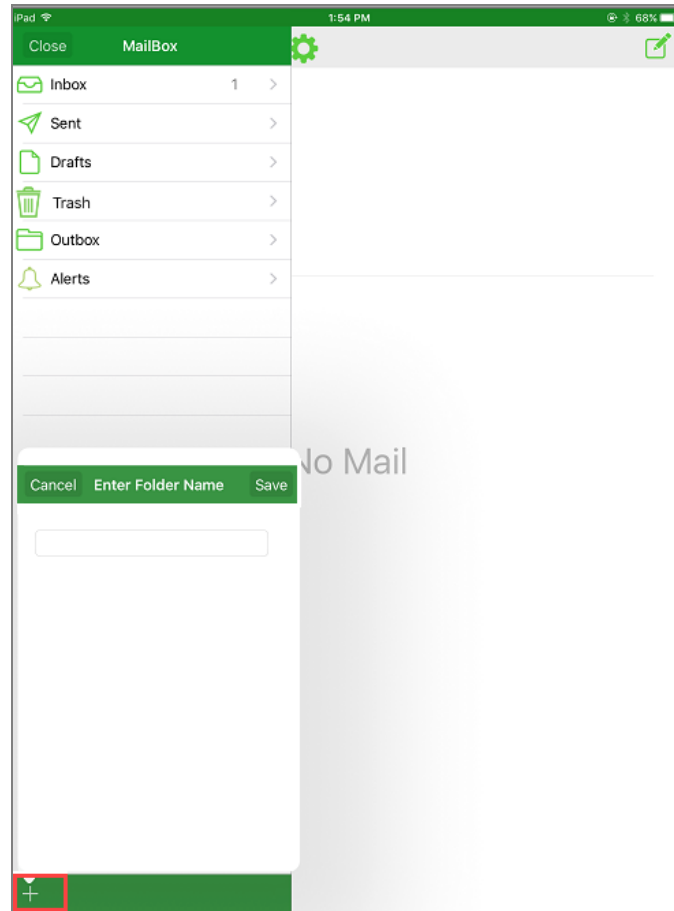
- The **Arrow** icon replies to or forwards messages.
- The **Edit** icon opens the New Message screen.



Message Screen, Folder Detail

Creating Folders

1. Tap the **+** sign in the bottom left corner in the iOS version or tap **Folder** at the top right corner in the Android version.

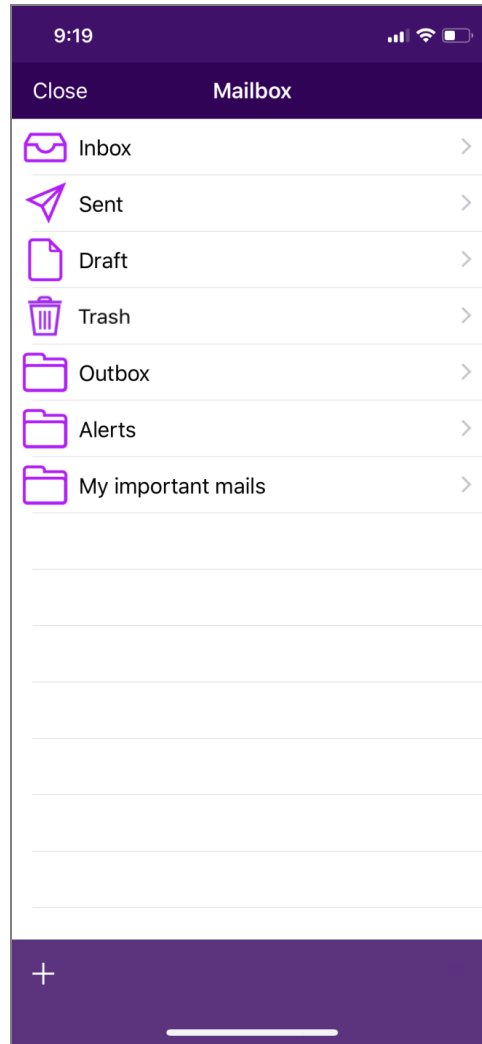


StudentVUE Synergy Mail Screen

2. Tap **Create New Folder**.
3. Enter a folder name.
4. Tap **Save**.

Composing Messages

1. Tap the bar at the bottom of the screen to select a student to focus to and access the icons.
 - Select a student to focus to in ParentVUE.



ParentVUE Mailbox Screen

2. Tap the **Inbox** and tap the **Arrow** to reply to a message or tap the **Edit** icon in the bottom right corner of the mailbox screen.
3. Tap **To**.

4. Locate the recipients to add.

- ParentVUE – The student's **Teacher**, **Counselor**, and **Groups** display with the name of the student in focus.



In the Android version, the recipient screen displays options for student's **Teachers**, **Counselors**, **Groups**, **Staff**, and **Contact Lists**.

ParentVUE Search Screen

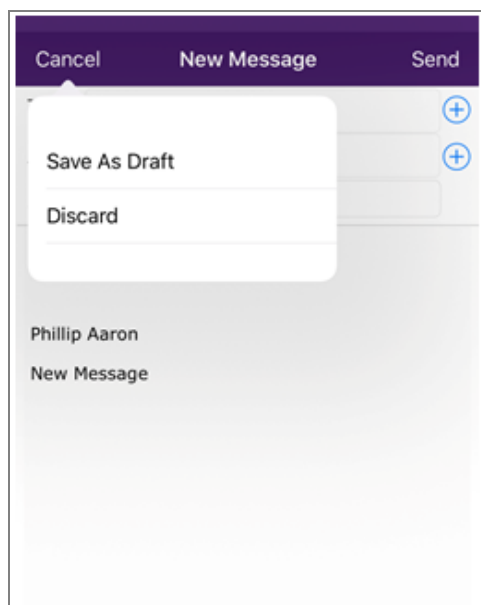
- StudentVUE – The **My Teacher**, **My Counselor**, and **My Groups** display with the **Staff**, **Students**, and **Contact Lists**.



In the Android version, the recipient screen displays options for **My Teachers**, **My Counselors**, **My Groups**, **Staff**, **Students**, and **Contact Lists**.

StudentVUE Search Screen

5. Tap **Send** to send the message or tap **Cancel** to save the message as a draft or discard it.



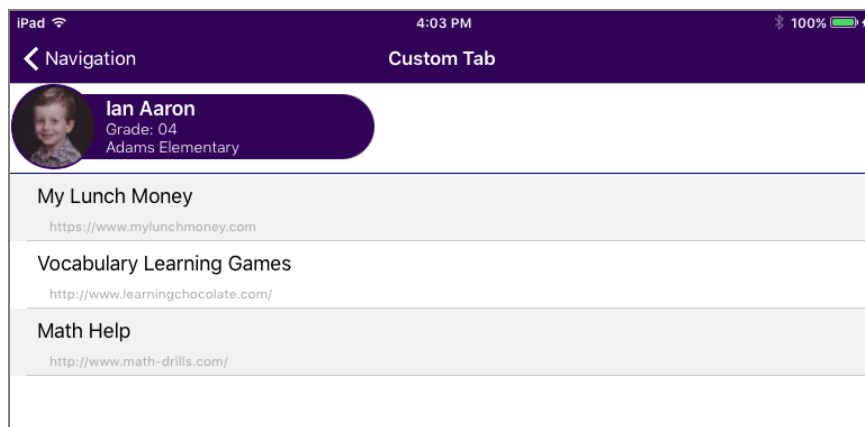
ParentVUE New Message Screen

Viewing Custom Tabs

Custom tabs contain links selected by your district to support the educational community. Tap a link to view the information.



The district defines the name of your tab. Links can include academic support sites or sites that manage cafeteria costs.



ParentVUE Custom Tab Screen