

Northshore School District



# StudentVUE

**Training Guide** 

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# **Overview**

## What is the StudentVUE portal?

To help students get the most out of school, you want day-to-day insight into the academic experience. With the Synergy StudentVUE web portal, students can access near real-time information on attendance, class schedules, report cards, course history, graduation status and more.

# Is there a way to contact the teacher or Counselor if I have a question about what I see on the screen?

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

# Is my school information available to anyone on the internet?

While the website is accessible over the Internet, access is secured via a user name and password. Only you and your parent(s)/guardians who have StudentVUE accounts can you're your student information.



# **Student Account Activation**

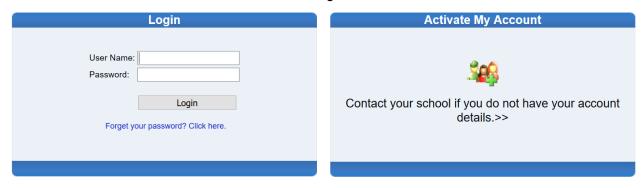
#### **Account Creation**

Your StudentVUE account is already created. Use your Northshore School District logon.

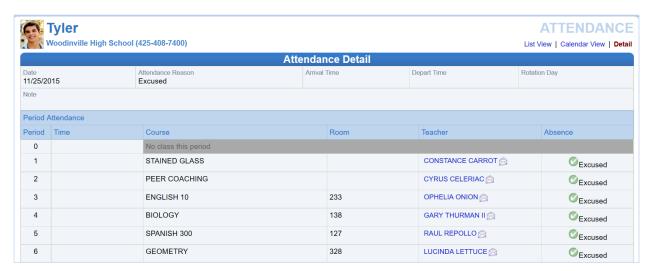
# **Viewing Information**

# Log Into Account

- 1. In your web browser, go to https://studentvue.nsd.org. The StudentVUE login screen opens.
- 2. Enter User Name and Password. Click Login.



# **School Communication**



Throughout the various StudentVUE screens, teacher and staff names that are associated with you are displayed in blue as in the example above. This is a convenient communication link to promote contact between home and school. Click to send an e-mail to that teacher.

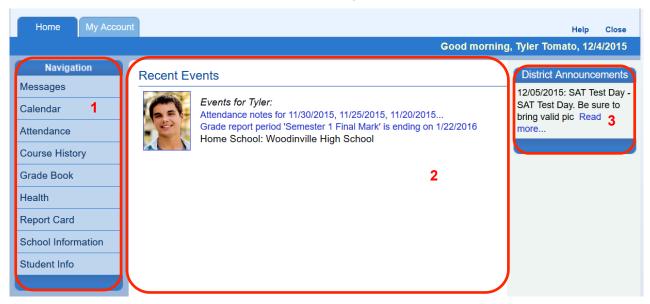
#### **Home Screen**

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



- 1. The Navigation bar contains links to various areas within StudentVUE. These areas are described below. The Navigation Bar remains consistently on the left as you view the information in StudentVUE, except when viewing the Account tab. It identifies the area you are viewing by highlighting the bar. Click **Home** at the top to return to Recent Events, shown in the example above.
- 2. Recent Events includes grading period dates, school events, and attendance notes. Information in blue is a link for more detailed information.
- 3. District Announcements are featured on the right.



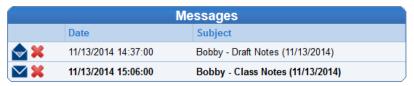


# **Navigation Bar**

# Messages



Messages display important district/classroom messages and emails. The number of unread messages displays in the red circle.



Click the message to view.

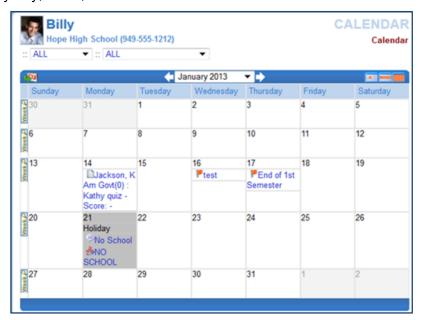
Unread messages display with a closed envelope. To remove a message click X.



## Calendar

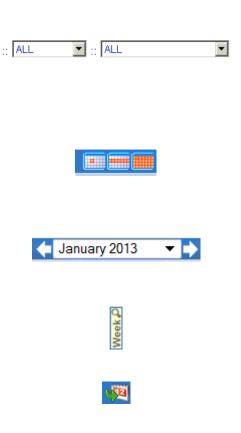
Calendar displays the important details of your school day.

Click Calendar. The school calendar lists school holidays and other school events. Information in blue is a link for more detailed information. If your school is using the Synergy Grade Book, you can access information about assignments and grades through the calendar, too. The calendar can be screened by day, week, or month.





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To filter the information displayed on the calendar, use the drop-down boxes at the top of the calendar. This can be used to only show assignments of a particular type or from a particular class. Note that these options will only apply if your school is using Synergy Grade Book.

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

Scroll forward or backward through the months using the arrows to the right or left of the month displayed, or select a specific month from the drop-down list.

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

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

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

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

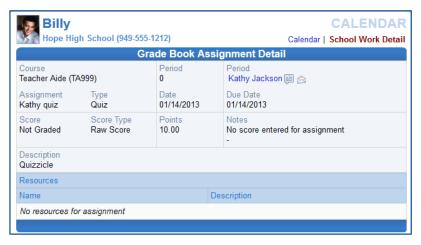


Event Detail shows the title, date, time, and a full description of the event. To return to the main calendar, click the Calendar link at the top right of the page.

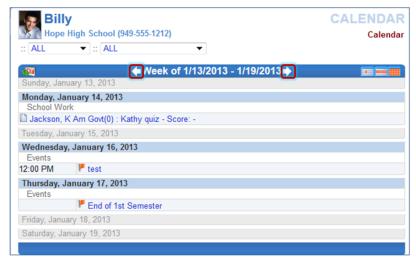


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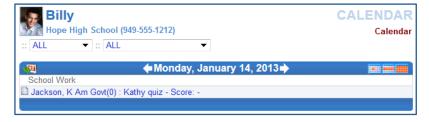
The Grade Book Assignment Detail screen lists all the information associated with the assignment, including the details of the class and the instructor who assigned it. If the teacher has referenced an online file or website, it is listed in the Resources section.



The Weekly Screen lists all events for the week. To scroll forward or backward a week, click the arrows next to the name of the week.



The Daily Screen of the calendar lists all events for the day. To scroll forward or backward a day, click the arrows next to the name of the day.

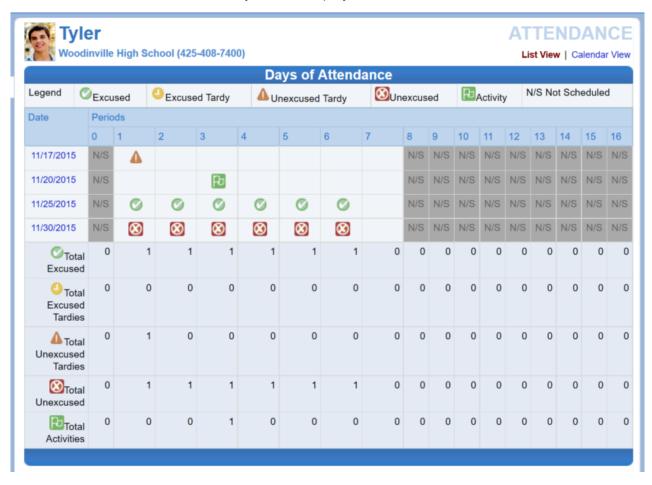




#### **Attendance**

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

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



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

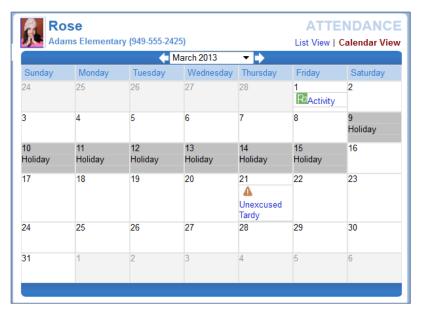


The Calendar view displays absences in the date they occurred. This is handy to view a specific period of time.

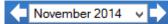
**Note:** ✓ Excused is excused absences. ☑ Unexcused is unexcused absences. ☑ Activity is school-related activities such as field trips and testing.



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



Click **▼** to select a different month to view.

In Calendar or List View, click an absence reason to view the details.



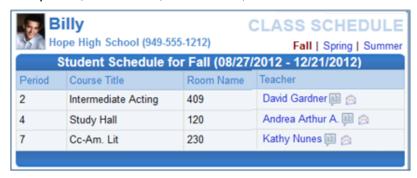
The Secondary Attendance Detail screen lists the class scheduled for each period, the room number, the teacher's name, and the type of absence.



#### Class Schedule

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

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



To view a different semester's schedule, click the semester abbreviation (**Semester 1, Semester 2**, etc.) in the upper right-hand corner. The schedule lists the period, course title, room name, and the teacher for each class. If the teacher's name is in blue text, click the **blue text** to send an email to that teacher.



**Note**: If you are an elementary student who takes music at a junior high school, the homeroom classroom will be listed under the 'Year' term and the music class will be listed under the semester term.



# **Course History**

Course History displays all your courses, and the grades received for all years and all schools.



	Charlent Cours	a Illiatama	
	Student Cours		
Course Title (ID)	Mark	Credit Attempted	Credit Completed
Canyon Park Junior High Year 2010	Grade:07 Term:S1T0		
ENGLISH 7 (ENG7001A-09)	A	0.50	0.50
HEALTH/FITNESS 7 (PHF700A-06)	A	0.50	0.50
MATH 7 (MAT7001A-04)	A-	0.50	0.50
SCIENCE 7 (SCS7001A-01)	B+	0.50	0.50
SEVENTH VOCAL (MUV700A-01)	A	0.50	0.50
WA ST/WORLD GEO (SSW7001A-02)	Α	0.50	0.50
Canyon Park Junior High Year 2010	Grade:07 Term: <b>S2T</b> 0		
ENGLISH 7 (ENG7001B-09)	A-	0.50	0.50
HEALTH/FITNESS 7 (PHF700B-06)	A	0.50	0.50
MATH 7 (MAT7001B-04)	A	0.50	0.50

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



The **Course History Graduation Status** provides detailed credit and test requirement information, if appropriate to your grade level. Note that 'In Progress' includes credits for classes in which you are enrolled at your home school. The Graduation Test Requirement Status Summary is the same information that displays on your transcript under Additional State Requirements.

READING STANDARD MET WRITING STANDARD MET MATHEMATICS STANDARD MET SCIENCE STANDARD MET HIGH SCHOOL & BEYOND PLAN NOT MET
MATHEMATICS STANDARD MET SCIENCE STANDARD MET HIGH SCHOOL & BEYOND PLAN NOT MET
SCIENCE STANDARD MET HIGH SCHOOL & BEYOND PLAN NOT MET
HIGH SCHOOL & BEYOND PLAN NOT MET
WASHINGTON STATE HISTORY MET

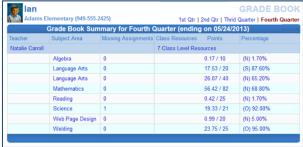


#### **Grade Book**

Note: You will only have access to Grade Book through StudentVUE if your school is using Synergy Grade Book.

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





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

Click on a course title or a grade to open more details for that course.

### **Assignment View**

To see assignments for this subject, click on the assignment. The **Grade Book Assignment View** screen displays.

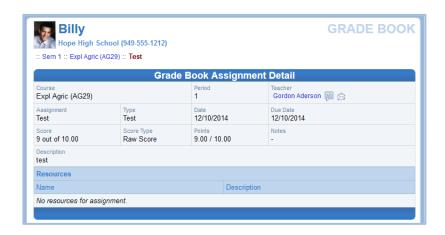
The Assignment View screen that displays may be filtered to show one teacher's assignments or one subject area, by selecting from the drop-down.





Click a link on any assignment listed under Grade Book Summary to see details of the assignment.



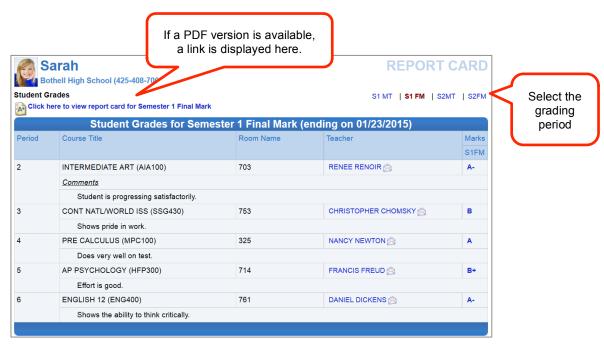


# Report Card for High School and Junior High Students

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

To see grades for a different grading period, select that grading period in the upper right-hand corner of the screen.

A PDF version of the report card may also be available, depending on school practice. If a PDF is available, 'Click here to view report card...' will be displayed at the top of the screen.

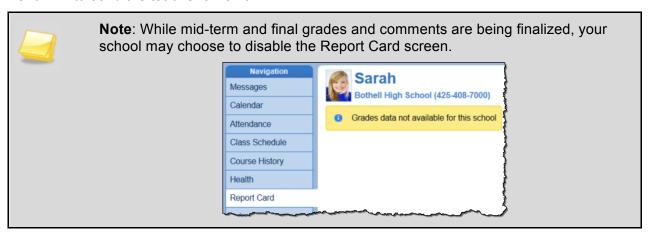


If a PDF version is not available, a yellow alert will display saying that the report card is not available. Note that this alert refers to the PDF version of the report card only and any finalized grades will still be available on-screen.





Click to send the teacher an email.



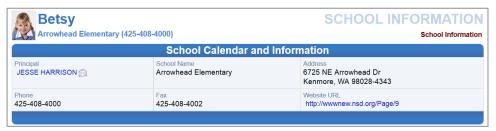
# **Report Card for Elementary Students**

The Report Card screen does not display grades for elementary students. Therefore, the elementary report cards are only available for download as PDF documents.



#### School Information

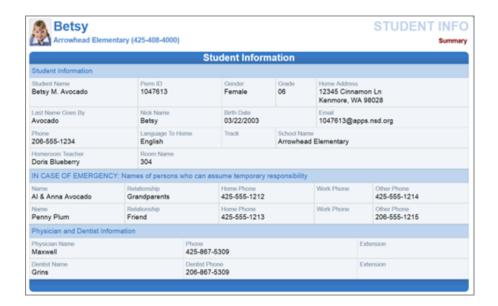
The School Information screen is a handy directory of your school. Click **School Information** on the Navigation bar. To go to the school's website, click the **Website URL**.





## Student Info

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





# StudentVUE Mobile App

#### Overview

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

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

**NOTE:** What you see onscreen and your experience will vary depending on the device you use.

# **Hardware And Software Requirements**

- Requires wireless or 3G Internet connection.
- Compatible with iPhone, iPod touch, and iPad. Requires iOS 6.0 or later. This app is optimized for iPhone 5.
- Requires Android 2.2 and up
- The StudentVUE Mobile app uses the same user login as the web-based StudentVUE portal.

# **Device Setup**

1. Download and install the free app.

Android

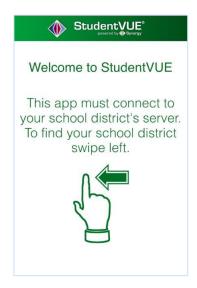
Click here to download the StudentVUE app for Android

iPad/iPhone

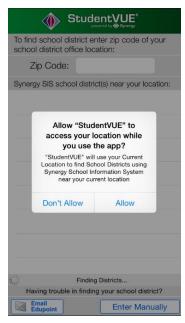
Click here to download the StudentVUE app or iPhone/iPad

2. Start the app.





3. Swipe left. If location services has been enabled on your device, a message displays requesting to Allow "StudentVUE" to access your location while you use the app?. This is to locate your school district's URL location.



#### 4. Options are:

**Allow** – This is the easiest option. If chosen, StudentVUE will use your location to provide a list of school districts near you. Tap the name of your school district.

**Don't Allow** – To find Northshore School District, enter your zip code. StudentVUE will provide a list of school districts near that zip code. Tap the name of your school district.

### OR

**Don't Allow** – Tap Enter Manually in the bottom corner of the screen. The URL Entry screen opens. Enter the URL for Northshore School District's Synergy

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Student Information System, which is <a href="https://studentvue.nsd.org">https://studentvue.nsd.org</a>, in the space provided and tap <a href="https://studentvue.nsd.org">Test</a>. 'Northshore School District' displays. Tap <a href="Done">Done</a>. The Settings screen will save and display previously entered district URLs.

# Log In

The StudentVUE Mobile app uses the same user login as the web-based StudentVUE portal. If you need help please go to the web-based StudentVUE portal at <a href="https://studentvue.nsd.org/">https://studentvue.nsd.org/</a> and click on "Forget your password? Click here." You will be prompted to enter your primary email address and you will be sent an email with your username and password.

- 1. Enter your Username and Password.
- 2. Decide if you want your device to Save Username and Password. This option can be selected at a later time.

Important: For security purposes, Northshore School District recommends saving your username, but not saving your password.



3. Tap Login.



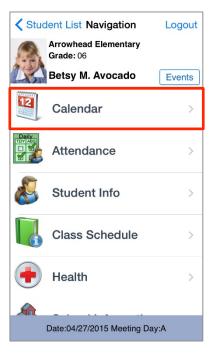
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# **Viewing Information**

A few functions, such as course history, available through the web-based StudentVUE portal application are unavailable through the StudentVUE mobile app.

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

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



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

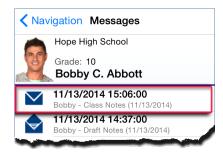
Note that the preferences and notifications accessed by selecting **Settings** in the lower left corner are not supported by Northshore School District at this time.



# Messages

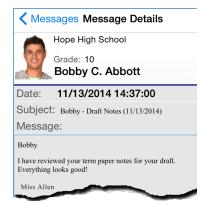


Messages display important district/classroom messages and emails. The number of unread messages displays in the red circle.



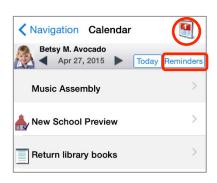
New messages display with a closed envelope.

Tap on a message to view.



# Calendar

Calendar displays School and District events. Alternate from the month to day view and the day to month view by tapping .





You can also add your own reminders, which are saved to your local device. They are not synced to the server.

Tap **Reminders.** The Add Reminders screen opens.

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

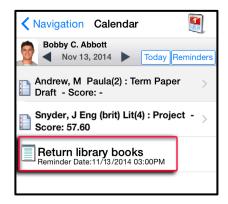
Tap **Save**. The message displays on the Reminders screen and on the Calendar screen for the day and time selected.



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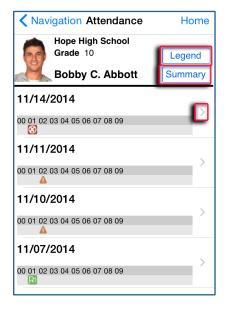






### **Attendance**

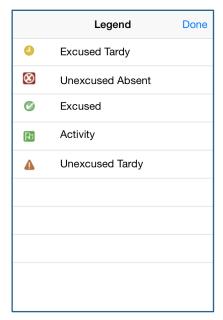
Attendance displays all the days you were marked absent or tardy.

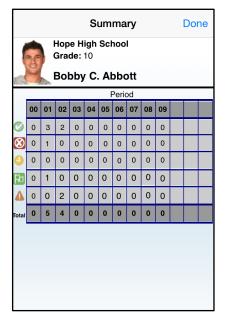




The Legend screen provides an explanation for the icons used in the Attendance screens. Tap to see the detail of an attendance record. Tap  $\blacksquare$  to email the instructor.

The Summary screen displays totals by period at the bottom of the list.



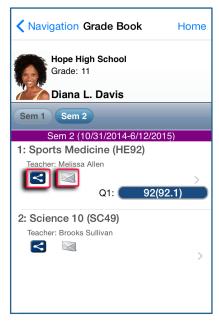


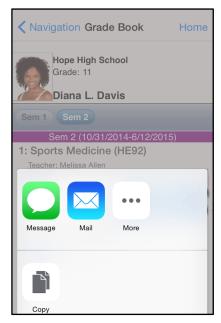


#### **Grade Book**

**Note**: You will only have access to the Grade Book screen if your school is using Synergy Grade Book

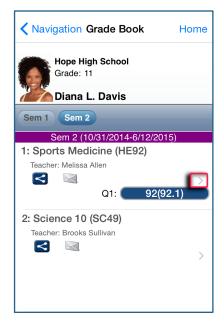
The Grade Book screen allows you to keep track of your grades, assignments and test scores that have been posted in Synergy Grade Book.

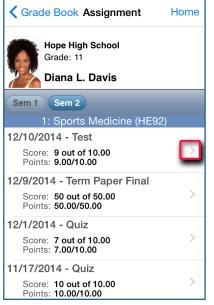




Grade Book allows users to post on Facebook, Twitter or send emails to others from within the application. Tap  $\leq$  and select from a post option.

Tap I to email the instructor.







Tap to view a list of assignments and tests for that class.

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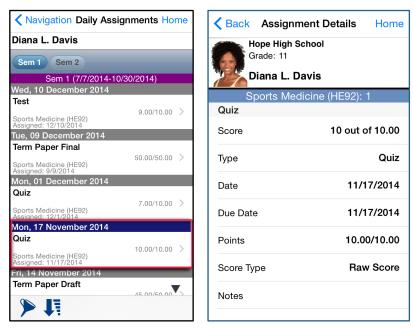


Tap on any assignment record to see the specifics.

## **Daily Assignments**

Daily Assignments is another way to view assignments. This screen opens showing the current day highlighted for quick access.

Tap to view more details.



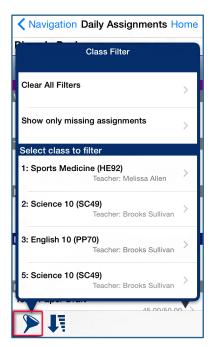
Tap > to select a filter to narrow the list of assignments to view. The options are to show only missing assignments or selecting one class to view.

The filter can be reset by tapping Clear All Filters.

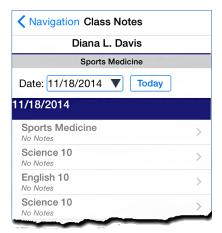
Tap ▼ to hide ▶ ↓ .





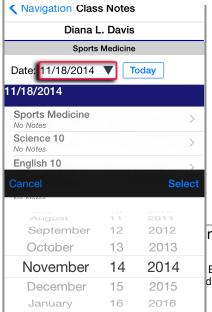


#### **Class Notes**



Students can take class notes on their portable device in StudentVUE and store them. These are viewable on your ParentVUE mobile device. Tap the desired class to start.

You can select saved notes from a previous time or day, to view.



If the date of the notes is in view, simply tap the line. If not, tap **Date**,

and select.

ntVUE

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Navigation Class Notes

Diana L. Davis

Sports Medicine

Date: 11/18/2014 ▼ Today

11/14/2014

Science 10
No Notes

English 10

Science 10

Science 10

English 10

Science 10

No Notes

No Notes

Sports Medicine

No Notes 11/18/2014

**Sports Medicine** 

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#### Student Info

NickName:

Birth Date: 10/01/1997

dianad@edupoint.com

480-555-8615

Home Language:

Current School: Hope High School HomeRoom Teacher: Melissa Allen

Physician Name: Dr Merle Turner

Hospital Phone:

949-555-7831

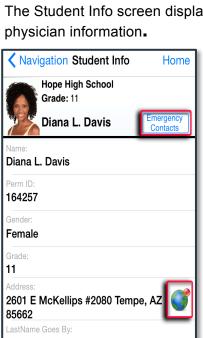
480-555-0834

Dentist Name Dentist Office: Dentist Phone:

HomeRoom Teacher eMail:

mallen@edupoint.com

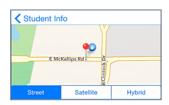
The Student Info screen displays your child's demographic information, emergency contact, and



Tap Emergency Contacts to display the Emergency screen.



Tap of to view a map of the address displayed.



Tap I to send an email to yourself.

Tap to call the primary phone number associated with the account. A prompt displays before the call is placed.



Tap I to send an email to the homeroom teacher.

Tap If you need to call your hospital. A prompt displays before the call is placed.

Tap 
to call your dentist. A prompt displays before the call is placed.

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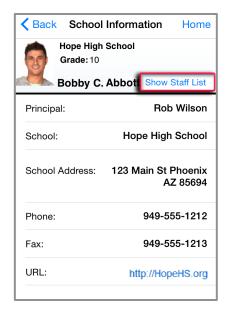


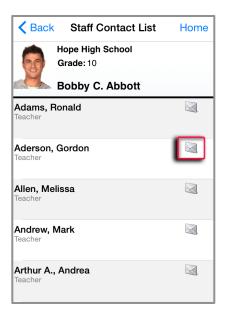
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## **School Information**

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





Tap **Show Staff List** to open the Staff Contact List screen. Tap at to email a staff member.

