StudentVUE
Student 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. If you have any questions about your password, please see your school’s librarian.

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

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.

   District Announcements are displayed with a 📣 symbol.
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 do not appear in bold font. To remove a message click ✗.
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.
Select the month you wish to view. Also use the filters at the top to select individual classroom assignments by teacher, category of assignment and/or by assignment status.

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 🏛️ or 🎓, and Grade Book assignments are marked with a 📅.
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.

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.

- **A** - The Left and Right arrows navigate to other months.
- **B** – The calendar icon moves you to today’s date.
- **C** – The down arrow icon moves you to any selected month.
Select a **Course Title** to open a detailed attendance breakdown for that course.

Notice the date range in blue in the upper right-hand corner for the attendance being displayed.

Click on the blue date range being displayed to view all the attendance date-range options for the selected class.
Class Schedule

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

To view a schedule for a different term, click the term abbreviation *(Quarter 1, Quarter 2/Semester 1, 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 e-mail to that teacher.

**Note:** If your student is 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.

**Note:** While classroom assignments and student schedules are being finalized, your student’s school may choose to disable the Class Schedule screen. Your screen will be empty of any information if this is the case.
Course History

Course History is split into three main sections: Graduation Status, Test Requirements, and Student Course History.

- Graduation Status – Displays graduation information for the student. Your student’s current GPA Information displays on the right side of the screen.

When you click on a Subject Area, you will see what classes fulfilled that Subject Area:
When you toggle on the “Details Off” button next to GPA (to turn it on) and scroll down, this allows you to see, by Subject Area, how much credit, by Subject Area, is Required, Completed, In Progress, and Remaining.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Required</th>
<th>Completed</th>
<th>In Progress</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 9</td>
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<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>English 11</td>
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<tr>
<td>English 12</td>
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<tr>
<td>The Arts</td>
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<tr>
<td>Life Fitness</td>
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<tr>
<td>PE 9-12</td>
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</tr>
<tr>
<td>Health</td>
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</tr>
<tr>
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<td>0.00</td>
<td>0.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Geometry</td>
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<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3rd Credit of Math</td>
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<td>0.00</td>
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<tr>
<td>Career &amp; Technical Education</td>
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<td>0.00</td>
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<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
</tr>
<tr>
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<td>1.00</td>
<td>0.00</td>
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<tr>
<td>Contem. Nat/World Issues</td>
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</table>

- Test Requirements – Click on the Detail button to turn on (display) score information.

Details – OFF – This simply shows you what assessments are required for graduation.

Details – ON -- This shows you whether the test has been taken and if the assessment was passed. In the example below, Washing State History shows a P which is a Passing mark.
At the bottom of the screen is Student Course History. Click on the Details button to turn on the display of your child's academic history.

The classes are grouped Grade, Term and then by Course Title.
Course Request

Secondary schools gather next year’s course requests on-line through the Course Request link in StudentVUE. Parents may view those requests via ParentVUE. However, any changes to these requests must be performed through StudentVUE and must be updated during the school’s start and end dates (window).

There are 3 helpful areas on this screen:

- **Selected Course Requests** – These are the primary courses for next year that your school will attempt to schedule for your student.

- **Selected Alternate Course Requests** – If need, these are courses that may replace an appropriate primary course request.
• Graduation Status Summary – Column description:
  o **Subject Area** – Described the graduation area courses must be earned in
  o **Required** – Displays the required credit to graduate in the subject area
  o **Completed** – Displays how much credit has been earned in the subject area
  o **In Progress** – Displays the amount of credit that *could* be earned if the student passed all classes (that haven’t already received a final mark) on their current year’s schedule
  o **Credit for Requested Courses** – Displays based on the student’s requested courses for *next* year, how much credit *would be* earned if the student passed all classes requested
  o **Remaining** – Based on calculating all the credit above, if the student has zero (0.00) credit remaining, the row will display white. If there is any credit remaining, the row will be shaded.
Grade Book

The Grade Book screen allows you to keep track of grades, assignments and test scores posted in the Synergy Grade Book. Click Grade Book on the Navigation bar. The Grade Book Summary screen appears.

Note: You will only have access to Grade Book through ParentVUE if your student is in grades 6-12.

Click on a course title to open more details for that course.
Assignment View

To see details on an assignment, click on the assignment name in blue. Additional information about the assignment is available (total point, due date, as well as additional Resources. Click on the name in the Resources area to view additional assignment information the teacher has made available.

You can use the pull-down’s located under the screen name Grade Book to view assignment information from a different term period or a different class.
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.

![Select the grading period](image)

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 not, a blue row appears at the top displaying “A PDF card is not available for Semester …”.

Click ✉️ to send the teacher an email.

**Note:** While mid-term and final grades and comments are being finalized, your student’s school may choose to disable the Report Card screen.
Report Card for Elementary Students

The Report Card screen only displays grades on-screen for elementary students.

The bottom of the Report Card screen has a legend:
School Information

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

Two search filters are available. One for Staff Name and one for Job Title. Staff Name is the recommended search to use. Simple click into the area pointed to below and begin to type the staff member’s name. Clicking on a staff member’s name will launch your computer’s Mail program and insert the staff member’s email address into a new email.

The bottom of the School Information screen has two helpful features. The numbers 10 20 40 appear on the bottom left-hand corner. Your selection allows you to select how many staff members to display on your screen. The number of pages it takes to display the staff appear in the bottom right-hand corner. Click directly on a page number or scroll forward/backward.
Student Info

The Student Info screen displays your emergency contact information. Click **Student Info** on the Navigation bar. This is for your information only. You cannot update this information on-screen.
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
Student Information System, which is [https://studentvue.nsd.org](https://studentvue.nsd.org), in the space provided and tap [Test]. “Northshore School District” displays. Tap [Done]. 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 [https://studentvue.nsd.org/](https://studentvue.nsd.org/) 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].
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.
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 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 📩 and select from a post option.

Tap 📧 to email the instructor.

Tap to view a list of assignments and tests for that class.
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 quickly scroll to the end of the list.

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.
Student Info

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

![Student Info Screen]

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

**Tap** to view a map of the address displayed.

**Tap** 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** 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.
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 ✉ to email a staff member.