

# GRCS ParentVUE User Guide

---

Grand Rapids Christian School (GRCS) utilizes Synergy’s ParentVUE and StudentVUE portals to provide parents/guardians with access to student and school information. This tool assists parents/guardians in staying informed and connected with day-to-day insight into their student’s academic experience.

ParentVUE is available as a web portal as well as a mobile app. The app uses the same login as the web-based ParentVUE portal.

At the elementary level, users can view student demographic information, teacher contact information, messages, attendance, calendar, and report cards. At the secondary level, users also have access to class schedules, assignments, and grades, as well as course history for students in grades 9 – 12. If you are a parent of a secondary student, you may opt in to automatic notifications for the grade book to assist you in monitoring your child’s educational progress.

You can access ParentVUE in different ways:

- Direct link – <https://synergyvue.grcs.org>
- ParentVUE mobile app downloadable through Apple’s App Store or Google Play (enter <https://synergyvue.grcs.org>)
- GRCS login webpage – [www.grcs.org](http://www.grcs.org) > Parents > Login with your User Credentials > ParentVUE > Login with your ParentVUE Login Credentials

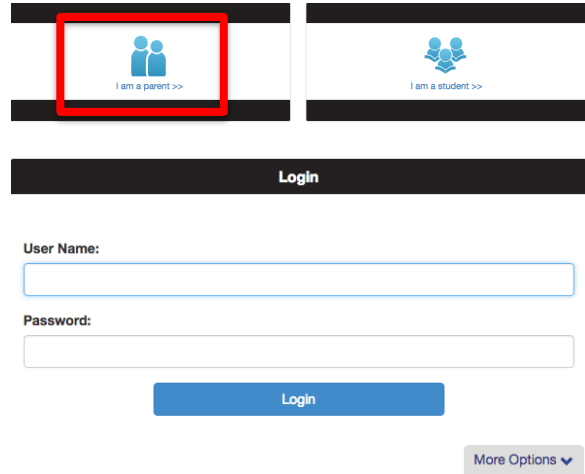
If you have questions about ParentVUE, please contact Sheila VanderWoude, GRCS Director of Technology, at 616-574-5810 or at [svanderwoude@grcs.org](mailto:svanderwoude@grcs.org).

## Table of Contents

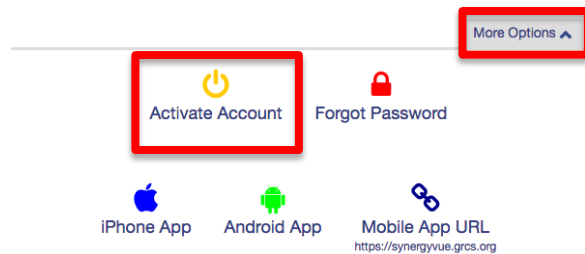
<b>Activating Your Account .....</b>	<b>2</b>
<b>Forgot/Change Password .....</b>	<b>3</b>
<b>Setting Up Notifications .....</b>	<b>3</b>
<b>Report Cards .....</b>	<b>4</b>
<b>Calendar .....</b>	<b>4</b>
<b>Grade Book.....</b>	<b>5</b>

## Activating Your Account

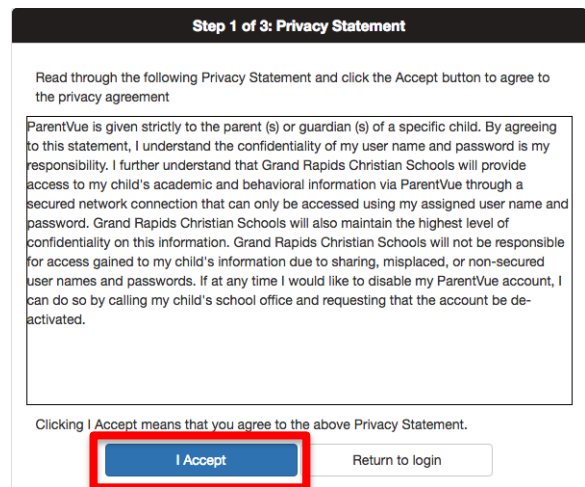
1. If you do not have an activation key, contact your school office to receive one.
2. To activate, in a web browser, go to <https://synergyvue.grcs.org>. If you prefer to use the mobile app, you can set up your account in the app or on the website.
3. Select **I am a parent >>**.
4. Click on the **More Options** tab and then on the **Activate Account** link.
5. Click the **I Accept** button on the privacy screen.
6. Enter your name and activation key. Nicknames will not work.
7. Create a user name and password (at least 8 characters), provide an email address, and click **Continue to Step 3**.



The screenshot shows the top navigation bar with two buttons: "I am a parent >>" (highlighted with a red box) and "I am a student >>". Below this is a "Login" section with a "User Name:" input field, a "Password:" input field, a blue "Login" button, and a "More Options >" dropdown menu.



The screenshot shows the "More Options" dropdown menu. The "Activate Account" link (with a power icon) is highlighted with a red box. Other options include "Forgot Password" (with a lock icon), "iPhone App", "Android App", and "Mobile App URL" with the URL <https://synergyvue.grcs.org>.



The screenshot shows "Step 1 of 3: Privacy Statement". It includes a heading "Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement". Below is a text box containing the privacy policy: "ParentVue is given strictly to the parent (s) or guardian (s) of a specific child. By agreeing to this statement, I understand the confidentiality of my user name and password is my responsibility. I further understand that Grand Rapids Christian Schools will provide access to my child's academic and behavioral information via ParentVue through a secured network connection that can only be accessed using my assigned user name and password. Grand Rapids Christian Schools will also maintain the highest level of confidentiality on this information. Grand Rapids Christian Schools will not be responsible for access gained to my child's information due to sharing, misplaced, or non-secured user names and passwords. If at any time I would like to disable my ParentVue account, I can do so by calling my child's school office and requesting that the account be deactivated." Below the text is a blue "I Accept" button (highlighted with a red box) and a "Return to login" button.

## Forgot/Change Password

1. If you forgot your password or want to change it, click on More Options on the login screen and then on **Forgot Password**.
2. Enter the email address you put on your ParentVUE account
3. Click the **Send Email** button.
4. A message will be sent to your primary email account with a link to change your password. When entering your name, it must match our records, so enter your full name, not a nickname.

The screenshot shows the ParentVUE login interface. At the top is a black bar with the word "Login" in white. Below this are two input fields: "User Name:" and "Password:". A blue "Login" button is positioned below the password field. To the right of the password field is a "More Options" button with a downward arrow. Below the login section, there are three options: "Activate Account" with a power icon, "Forgot Password" with a red padlock icon (highlighted by a red box), and "Mobile App URL" with a link icon. Below these are icons for "iPhone App", "Android App", and "Mobile App URL" with the address "https://synergyvue.grcs.org". A horizontal line separates this from the "Send Password Reset Request" section. This section has a black header with the text "Send Password Reset Request". Below it is a text input field with the placeholder "Enter your email address or user name and we will email you a link to change your password." and a "Send Email" button.

## Setting Up Notifications

1. In ParentVUE, click on the My Account tab at the upper left of the screen.
2. You may select to receive notifications on attendance and weekly grade book summaries. In the Auto Notify section, check the boxes if you wish to receive notifications. Select your preferred day of the week to receive the Grade Book notification.

The screenshot shows the notification settings page. At the top is a navigation bar with four buttons: "My Account" (highlighted by a red box), "Help", "Online Enrollment", and "Close". Below this is a section titled "Auto Notify: Check the events below for which ParentVUE will e-mail information to you when an event occurs for any of your children." Underneath are two notification options, each with a checkbox and a description: "Attendance" (checked) with the description "Notify me when my child is tardy or misses a class" and "Grade Book" (checked) with the description "Notify me with my child's gradebook scores". Below the Grade Book option is a dropdown menu for "Send Messages Every" set to "Sunday" and a radio button for "Only Send Messages when Grades are below:" followed by a percentage input field.

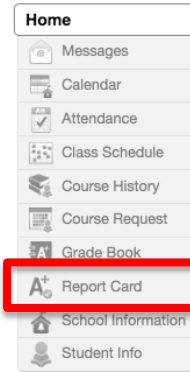
## Select Student

1. If you have more than one student at GRCS, you can select another student by selecting them from the drop down arrow in the upper left corner.

The screenshot shows the student selection dropdown menu. The text "Elementary School Iroquois" is displayed on the left. To the right is a dropdown arrow icon (highlighted by a red box) that, when clicked, would reveal a list of student names.

## Report Cards

1. Select your correct child from the top left corner, and then select report card from the left navigation pane.
2. Report cards are only visible for the school year. At the top of the report card screen, select click here to view report card for the semester report card as a printable PDF.



**REPORT CARD**

Student Grades 1st Quarter | Progress Qtr 2 | Second Quarter | Third Quarter | **4th Quarter**

A PDF report card is not available for Fourth Quarter

Student Grades for Fourth Quarter (ending on 05/29/2018)					
Period	Course Title	Room Name	Teacher	Marks	
0	Am Govt (SS51)	216	Kathy Jackson	D	D
1	Prin Eng III (EN46)	231	Kim Gordon	C-	C-
2	Am Govt (SS51)	216	Kathy Jackson		
2	Intermediate Acting (PA86)	409	David Gardner	D	D
3	Am Govt (SS51)	P-13	Jeffrey Davis		
3	Weight Trn Boys (PE762)	ANNX	Mark Swartz	D	D

## Calendar

1. The calendar displays assignments and scores from the grade book for students in grades 5 – 12. The information in blue is a clickable link with more details.
2. To filter the information displayed on the calendar, use the drop-down arrows at the top of the calendar.

The calendar shows a grid for December 2018. Assignments are listed for various days, including:
 

- Monday: Kira, K. Anatomy & Physiology; AP Spanish; Spanish Grammar; Spanish; Emergency Closure Day (approved)
- Tuesday: Kira, K. Anatomy & Physiology; American Literature; American Literature; American Literature; AP Spanish; Spanish Grammar; Spanish; Spanish
- Wednesday: DeJong, D./Scott American Literature; Poetry Presentation - Score: 100.00; American Literature; FD; Quiz Chapters 1-4 - Score: 100.00; VanDyne, T AP Stats; AP - Score: 100.00
- Thursday: Kira, K. Anatomy & Physiology; Special Sense Reading Assignment - Score: 100.00; Kira, K. Anatomy & Physiology; 6.1 Special Series LTC 6.1 - Score: 100.00; VanDyne, T AP Stats; AP 5 Test MC - Score: 87.14
- Friday: Kira, K. Anatomy & Physiology; Nervous System Test Corrections - Score: 100.00; Kira, K. Anatomy & Physiology; 6.1 Special Series LTC 6.1 - Score: 100.00; VanDyne, T AP Stats; AP 5 Test MC - Score: 87.14; Allen, M Spanish 901; Ensayo 2A versión inicial - Score: -
- Saturday: DeJong, D./Scott American Literature; FD; Chapters 10-11 - Quiz

 A filter dropdown menu is visible at the bottom right, showing options: ALL (selected), Due Assignments, Missing Assignments, and Scoreless Assignments.

# Grade Book

1. The Grade Book screen allows parents to keep track of their secondary child's grades, assignments and test scores that teachers have posted. It also shows the schedule and course teacher.

Classes for Grand Rapids Christian High School			
1	<b>AP Stats</b> Timothy VanDyke Room: 215	0 Missing Assignments	<b>A-</b> 92.26%
2	<b>AP Psychology</b> Steven Tuit Room: 114	0 Missing Assignments	<b>A</b> 92.66%
3	<b>American Literature</b> Danielle deJonge Room: 116	0 Missing Assignments	<b>A</b> 100.34%
4	<b>Chamber Chorale</b> Candice Sytsma Room: 153	0 Missing Assignments	<b>A</b> 100.0%
5	<b>Spanish 5</b> Melissa Allen Room: 101	0 Missing Assignments	<b>B+</b> 89.11%
6	<b>Anatomy &amp; Physiology</b> Kara Kits Room: 119	1 Missing Assignment	<b>A</b> 95.60%

2. Click a course link title link to view detailed information about assignments and scores in that class.

1 Missing Assignment

Date	Assignment	Assignment ...	Resources	Score	Score Type	Points	Notes
12/11/2018	Special Senses Test	Summative	0	Not Due	Raw Score	100.0000 Points Possible	
12/07/2018	6.5 Special Senses LTC 6.5	Formative (Learning Target Checks)	0	Not Due	Raw Score	1.0000 Points Possible	
12/06/2018	6.4 Special Senses LTC 6.4	Formative (Learning Target Checks)	0	Not Due	Raw Score	1.0000 Points Possible	
12/06/2018	Eye Dissection Sheet	Formative	0	Not Due	Raw Score	10.0000 Points Possible	
12/04/2018	6.2 Special Senses LTC 6.2	Formative (Learning Target Checks)	0	1 out of 1.0000	Raw Score	1.00/1.0000	
12/04/2018	6.3 Special Senses LTC 6.3	Formative (Learning Target Checks)	0	1 out of 1.0000	Raw Score	1.00/1.0000	
12/03/2018	FWM Chapters 24 & 25 Response on Moodle (due by 9pm)	Formative (In His Image)	0	10 out of 10.0000	Raw Score	10.00/10.0000	
11/30/2018	6.1 Special Senses LTC 6.1	Formative (Learning Target Checks)	0	1 out of 1.0000	Raw Score	1.00/1.0000	
11/30/2018	Nervous System Test	Formative	0	2 out of 2.0000	Raw Score	2.00/2.0000	