StudentVUE 2.0
User Guide

Release 2019

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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 appear in the margin to provide additional information.

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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.

Managing Account Information

Logging In to Your Account

1. Open the web address provided by the school district
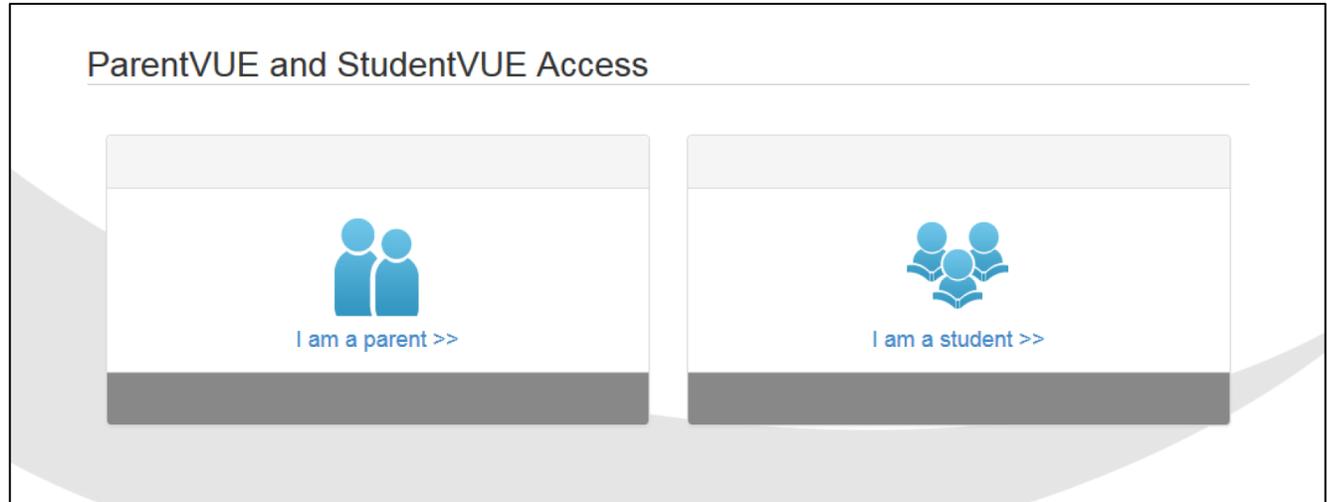
ParentVUE And StudentVUE Access Screen

2. Select the preferred language at the bottom, if necessary. The screen default is English.

3. Select an option: **I am a parent >>** OR **I am a student >>**.

4. Log in to your account. If you already have an account, enter the **User Name** and **Password**. Click **Login**.

> If you forgot your password:
>
> 1. Click **Forgot your password? Click here**.
> 2. Enter the primary email address. A message is sent to that email address with the username and password information. If you encounter any issues, contact your school.

> Check your Spam or Junk folders, if you do not see an email right away.

Overview

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

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 only and cannot see the records of other students. If your parents have a ParentVUE account, they can access your information.

StudentVUE Home Screen

After logging on to the web portal or activating an account, students see the **Home** tab of the StudentVUE portal.

> If an Acknowledgment is available, it displays before the Home screen.

StudentVUE Home Page

❶ The Navigation bar contains links to display your records.

❷ Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. Click a link for more detailed information.

❸   The **My Account** tab accesses your account information.

StudentVUE My Account Setup Page

❹   The **Help** tab directs you to the Help screen, which contains information provided by the district.

❺   The **Online Registration** tab opens Online Registration, if available.

❻   All screens contain **Logout**, **Contact**, and **Privacy** links.

❼   Your district might support additional languages. If so, select one at the bottom of the StudentVUE screen.

❽   You can enable Accessibility Mode, if needed.

Viewing Acknowledgements

Acknowledgements notify parents and students of documents that require a response to confirm that they have viewed the document.

> Certain acknowledgements only display for students in a specific grade level.

After logging into ParentVUE or StudentVUE, the Acknowledgement page displays a message with a downloadable document to view.

1. Click the link to download the document.
2. Read the document.
3. Select the appropriate response.

Not all acknowledgements allow you to decline or skip a response.

- Some acknowledgements require an electronic signature before you click agree or decline. Enter your name as it displays in the upper right hand corner of the screen.

- If you skip an acknowledgement, the message displays the next time you log in.
- After you reply, a list of Acknowledged Documents is available on the My Account and Documents pages. It displays the **Date**, **Time**, **Document**, and their **Response** to the acknowledgement.

> If the Student Info screen is missing mandatory data, the screen opens for you to update the information before viewing other screens in ParentVUE.

Acknowledged Documents

Date	Time	Document (click to download)	Response
06/06/2018	2:51 PM	Test document.docx	Yes
06/06/2018	2:51 PM	Test document2.docx	Yes
6/13/2018	1:48 PM	Code of Conduct.docx	Yes

ParentVUE Account Information

Managing Student Info

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

Parents can request to make changes to their child's information through the Online Student Verification tab. Students cannot make changes.

Viewing School Information

Click **School Information** on the Navigation bar to view a directory of the student's school.

❶ Click the **Website URL** to go to the school's website.

❷ Click the **Email** link in the School Staff Contact List to email a member of staff.

School Information Page

Viewing Health Information

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

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

Health Page

2. Click **Immunizations** to view the Immunization Summary. This displays a record indicating compliance and non-compliance for immunizations.

Viewing Course History Information

The Course History page 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** on the Navigation bar.

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

Course History Page

> Click the **Detail** button to expand the section. By default, it is in Summary mode.

2. Select **Detail** 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

3. Select **Detail** in the Student Course History section. Each course displays with the **Mark** earned, **Credit Attempted**, and **Credit Completed**.

Course History Page

> Use the second scroll bar to scroll down to the bottom to see all classes.

Viewing Attendance Information

The Attendance page 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 Period section displays attendance totals by course and period. You can also view the attendance total by days in the Days of Attendance section.

> Attendance information will not display until the school year starts.

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

2. Click the right or left arrows to scroll between months, or select the **Focus** menu to select a month to view.

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

4. Select **Detail** in the Days of Attendance section. The icons indicate the attendance information for that period and date.

Viewing the Class Schedule

The Class Schedule page lists the period, course title, room name, and the teacher for each class. Secondary schedule information displays all courses the student takes in the semester.

> 💡 Schedule tab becomes available a few days before school starts.

CLASS SCHEDULE

| 1st Quarter | 1st Semester | Third Quarter | 2nd Semester

Student Schedule for 3rd Qtr (01/25/2017 - 04/06/2018)

Period	Course Title	Room Name	Teacher
1	Prin Eng I	224	Kathy Jackson ab ✉
3	Am Govt	P-13	Jeffrey Davis ab ✉
5	Beg Drawing	401	Gwen Gunn ab ✉
7	Cc-Am. Lit	230	Kathy Nunes ab ✉

Class Schedule Page

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

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

2. Click the **Term** abbreviation (for example, **1st Qtr**, **1st Semester**, **3rd Qtr**, **2nd Semester**) to view a different semester's schedule.

   ▪ The schedule lists the **Period**, **Course Title**, **Room Name**, and the **Teacher** for each class.

   ▪ The staff member associated with the incident displays as a communication link.

Viewing Report Cards

Select **Report Card** on the Navigation bar to view the Report Card page to see grades for each term and progressive periods

> Only current year report cards are visible at this point.

- 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.

REPORT CARD

Student Grades | 1st Quarter | 1st Semester | Third Quarter | **2nd Semester**

Student Grades for 2nd semester (ending on 05/29/2018)

Period	Course Title	Room Name	Teacher	Marks	
0	Am Govt (SS51)	216	Kathy Jackson ✉	A	A
1	Prin Eng III (EN46)	231	Kim Gordon ✉	A	A
2	Am Govt (SS51)	216	Kathy Jackson ✉		
2	Intermediate Acting (PA86)	409	David Gardner ✉	A	A
3	Am Govt (SS51)	P-13	Jeffrey Davis ✉		
3	Weight Trn Boys (PE762)	ANNX	Mark Swartz ✉	A	A

Report Card Page

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

- 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.

Viewing Grade Book

If your district uses Grade Book, the Grade Book page allows parents and students to keep track of grades, assignments, and test scores posted in Grade Book.

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

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

Grade Book Page

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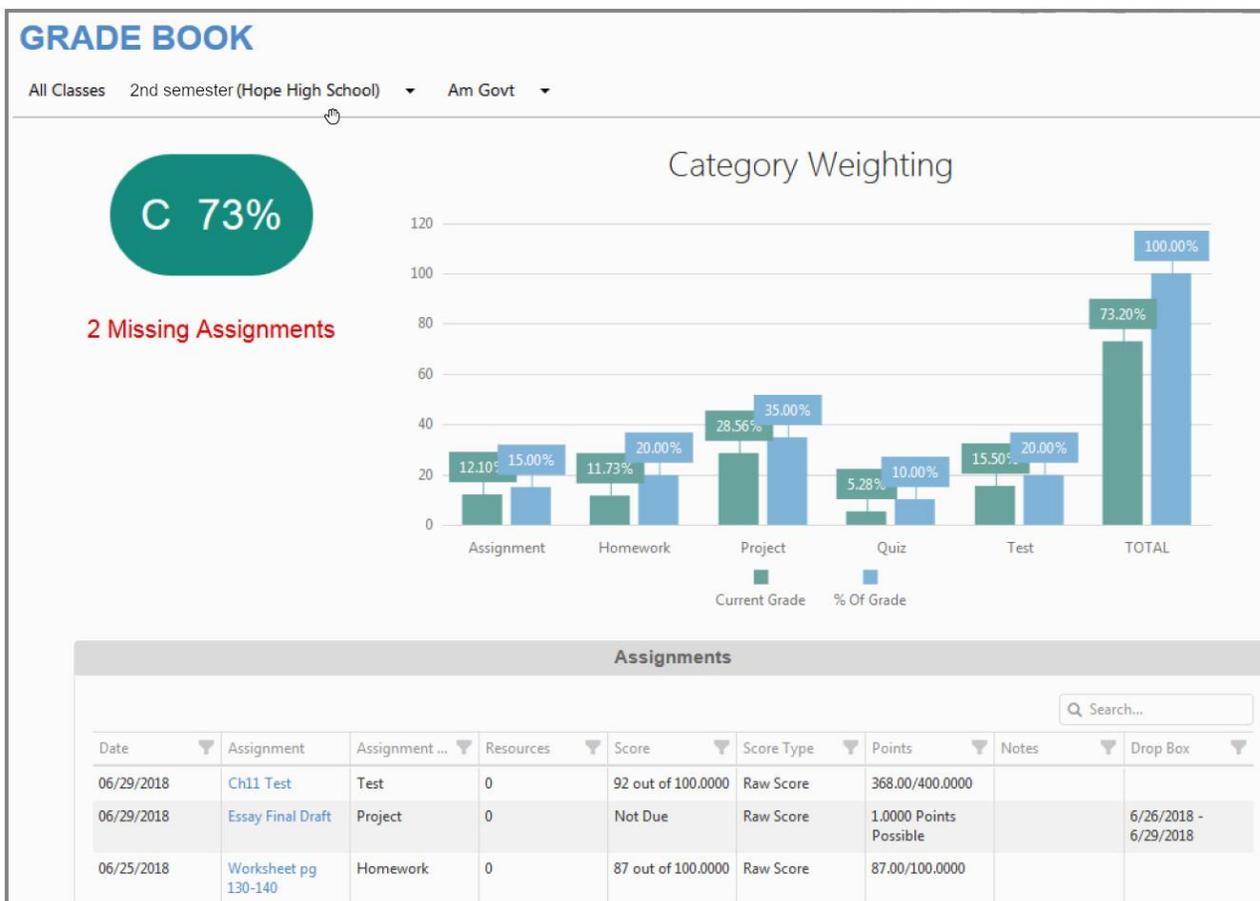
Grade Book Page

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

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

Grade Book Page

a. Select a location for the document.

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

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**.

- 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.

Standards View

Click **Standards View** to view standards aligned with the subject area. If your child's teacher uses standards grading, click here.

	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 Page, Standards Summary

- Expand the standard information to see the details of the assignments and the progress towards meeting them.

- Click an assignment to view the Assignment Detail.

Rubrics

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

Grade Book Page, Grade Book Assignment Detail

Viewing Messages or Alerts

Messages

Click **Messages** in the Navigation bar. This page displays important district/classroom messages and emails.

- The number of unread messages displays on the Navigation bar.
- Read messages display with an open envelope.
- Unread messages display with a closed envelope.
- Select the message to view the details.
- Click the **X** to remove a message.

		Date	Subject
Home			
Messages	**MESSAGES**		
Calendar	✉	04/26/2018	Survey: Jen Wonders: Jen Wonders:
Assessment	✉	07/11/2017	Survey: After School Locations: After School Locations:
Attendance			

Messages Page

> If your district uses Online Registration, you receive a link through Messages before the school year to register your child. See *Synergy SIS – Online Registration with ParentVUE Account* document for more information.

Sending Emails to Teachers

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

CLASS SCHEDULE

Fall | **Spring**

Student Schedule for Spring (11/25/2017 - 07/06/2018)

Period	Course Title	Room Name	Teacher
1	Prin Eng I	224	Kathy Jackson ✉
3	Am Govt	P-13	Jeffrey Davis ✉
5	Beg Drawing	401	Gwen Gunn ✉
7	Cc-Am. Lit	230	Kathy Nunes ✉

Class Schedule Page

> Click the envelope icon to email the teacher.

A message compose window opens in your designated email program, such as Microsoft Outlook.

Viewing the Calendar

Click **Calendar** in the Navigation bar to open the student's calendar. This page displays the important details of the school day, such as graded and non-graded assignments for the selected student.

Calendar Page

❶ Use the options at the top of the calendar to filter the information displayed by Teacher/Class, Assignment Type, and whether the assignment is *Missing*, *Due*, or *Scoreless*.

❷ Click the **Day**, **Week**, or **Monthly** icons to change the view. The calendar displays Monthly by default.

- The Weekly view lists all assignments for the week. To scroll forward or backward, click the arrows next to the name of the week.

- The Daily view lists all assignments for the day. To scroll forward or backward, click the arrows next to the name of the day.

❸ Select the **Month** to view, or use the arrows to move forward or back through the calendar.

❹ Click the **Week** icon to see the details for a specific week.

❺ Click the icon in the top-left corner of the calendar to return to today's date.