ParentVUE and StudentVUE User Guide

The Edupoint software and any form of supporting documentation are proprietary and confidential. Unauthorized reproduction or distribution of the software and any form of supporting documentation is strictly prohibited and may result in severe civil and criminal penalties.

Information in this document is provided in connection with Edupoint Educational Systems, LLC. products. No license to any intellectual property rights is granted by this document.

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.

The data in this document may include the names of individuals, schools, school districts, companies, brands, and products. Any similarities to actual names and data are entirely coincidental.

Copyright © 2018-2026 Edupoint Educational Systems, LLC.

Published May 2026.

Edupoint, Synergy Student Information System, Synergy Special Education, Synergy Assessment, TeacherVUE, LessonVUE, StudentVUE, and ParentVUE are registered trademarks of Edupoint Educational Systems. Inspect is a registered trademark of Key Data Systems. Google and the Google logo are registered trademarks of Google Inc. Apple and iPad Pro are trademarks of Apple Inc. Microsoft and OneDrive are trademarks of the Microsoft group of companies.

Other names and brands may be claimed as the property of others.

About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates to continually meet the evolving needs of its partners. Documentation is released in tandem to keep users up-to-date on changes and enhancements to functionality.

Synergy SIS Administrator and User Guides are organized by module and serve as a reference for the features and processes contained within each individual module.

- Administrator guides are oriented to district personnel responsible for the initial configuration and maintenance of the module. These guides are typically referenced by advanced system users who have special permissions.
- User guides are written to provide end-user instructions on the day-to-day functionality of the module. These guides are most often used at the school level by front office staff , nurses, counselors, teachers, and other essential support staff.

All types of documentation are created as a reference for Edupoint's recommendations and best practices for Synergy. Due to the complex nature and myriad configurations possible with the Synergy software, it is not feasible to include every possible scenario.

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.

Copyright 2018-2026 Edupoint Educational Systems, LLC

Software and Document History

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

Document Version	Release Date	Software Release	Description
9.0	May 2026	2027	Updates: • Added new Reporting Options for Parents when submitting an absence • Added new read-only Attendance Letter History section to Documents module • Added ability for parents to view Hall Pass history in the ParentVUE web version • Removed Mobile Apps chapter (now located in the *Synergy SIS – ParentVUE & StudentVUE Mobile Apps User Guide*)

Copyright 2018-2026 Edupoint Educational Systems, LLC

Table of Contents

About This Manual ... 3
Conventions Used in This Manual ... 3
Before You Begin ... 3
Software and Document History ... 4
Table of Contents ... 6
Chapter 1: Overview ... 9
Overview ... 10
ParentVUE ... 10
StudentVUE ... 13
Managing Account Information ... 15
Logging In to ParentVUE and StudentVUE ... 15
Managing Your Account ... 25
Chapter 2: Student Information ... 28
Completing Daily Survey in ParentVUE/StudentVUE ... 29
Managing Student Info ... 30
Submitting Documents in ParentVUE ... 33
Deleting an Emergency Contact Record ... 34
Viewing School Information ... 35
Viewing Health Information ... 36
Viewing Course History Information ... 38
Viewing Discipline Information ... 42
Viewing Special Education Information ... 44
Viewing Documents ... 46
Managing Fees ... 48
Standard Fee Model ... 48
Direct Payment Fee Model ... 51
Paying Fees Using SchoolPay ... 57
Submitting Lunch Orders ... 59
Using Hall Pass in StudentVUE ... 60
Requesting a Hall Pass ... 60
Using Hall Pass in ParentVUE ... 62
Requesting a Counselor Visit in StudentVUE ... 64

Chapter 3: Classroom Information **66**
Viewing Attendance Information 67
Reporting an Absence 69
Time Tracking in ParentVUE and StudentVUE 72
Viewing the Class Schedule 75
Using Digital Locker 77
Uploading Documents 78
Viewing Report Cards 79
Viewing Grade Book 80
Rubrics 85
Standards View 86
Taking Assessments 87
Viewing Class Websites 87
Alternate Web Pages 88
Viewing Test History 89
Viewing Custom Tabs 90
Managing Course Requests 90
Graduation Status Summary 92
Add a Course Request 92
Remove a Course Request 93
Finalize Course Selections 94
Managing Student Course Plans 95
Viewing Course Plans 95
Managing Course Plans 96
Managing Flex Scheduling in StudentVUE 97
Chapter 4: Communication **99**
Emergency Response System 100
Viewing Messages and Alerts 101
Managing Messages 102
Sending Emails to Teachers 105
Using Synergy Mail 106
Viewing the Calendar 110
Using Streams 116
Sending Messages to Teachers 116

Copyright 2018-2026 Edupoint Educational Systems, LLC

Sending Documents to Teachers 117
Managing Posts 117
Viewing Conference Information 119

Chapter 1: Overview

Overview **10**
Managing Account Information **15**

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.

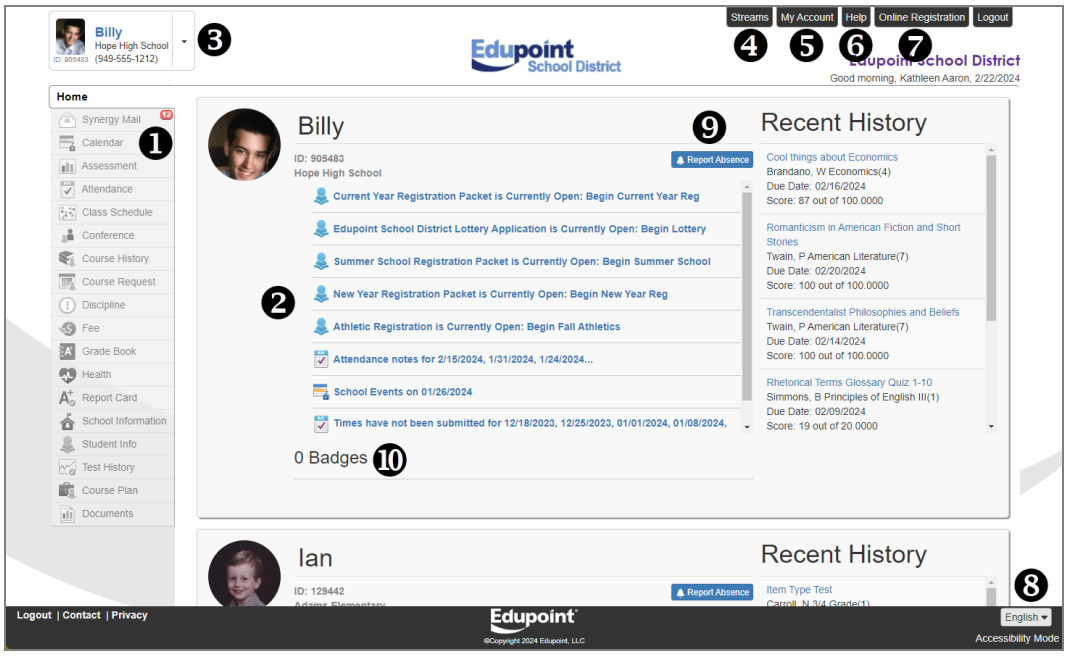
ParentVUE offers access to the student and classroom information and different types of communication from the school or district for each child. Parents see their children's information only and cannot see other students' information.

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.

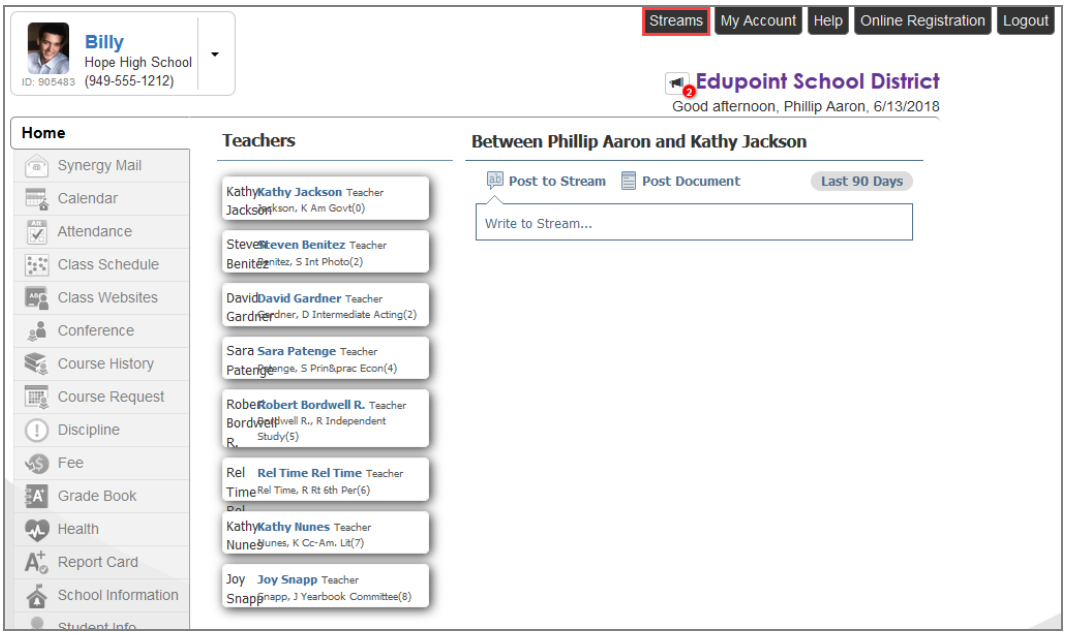
Tabbed View



ParentVUE Home Screen

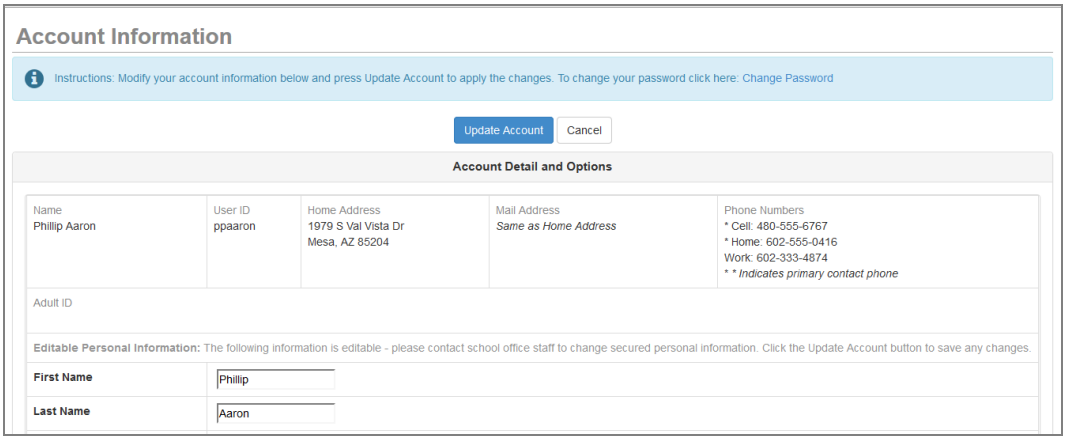
- The Navigation panel contains links to display records for the selected child. ❶
- List of important information, such as online registration notifications, grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. ❷ Click a link for more detailed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

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



ParentVUE Streams Tab

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



ParentVUE Account Information Screen

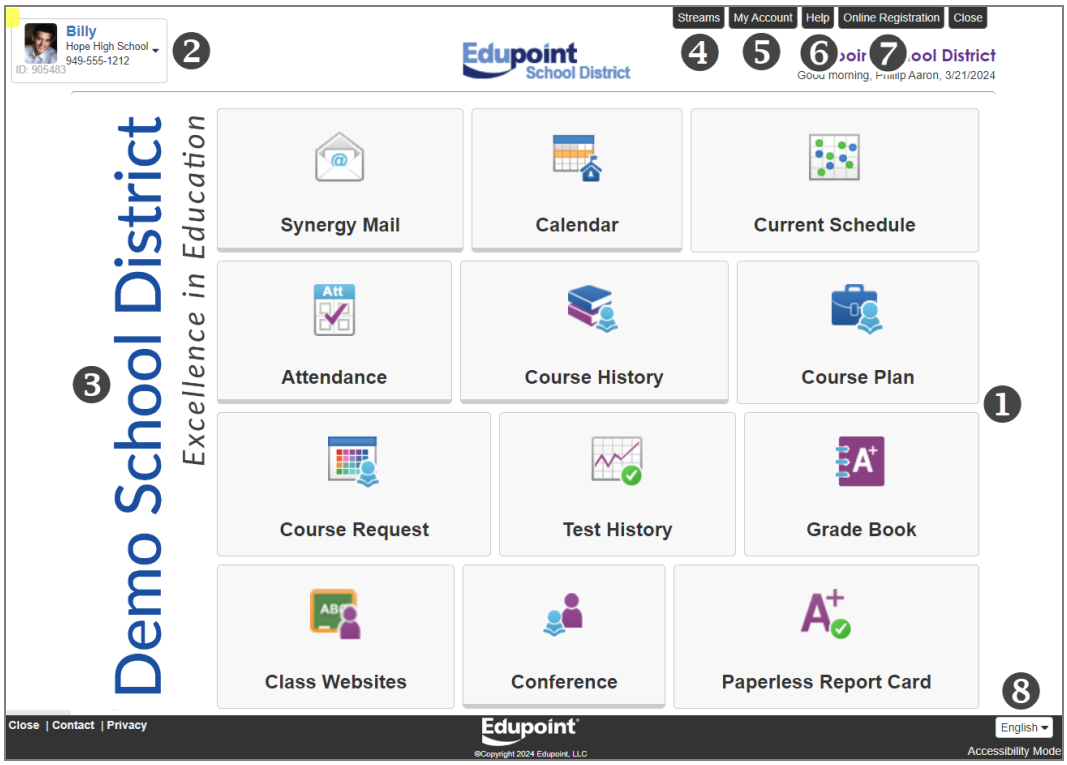
- The **Help** tab directs you to the Help screen, which contains information provided by the district. ❻
- The **Online Registration** tab opens Online Registration if available. ❼
- Parents can select a language at the bottom of the ParentVUE screen if the district supports multiple languages. ❽

> 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.

Copyright 2018-2026 Edupoint Educational Systems, LLC

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

Tiled View



ParentVUE Home Screen

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

StudentVUE

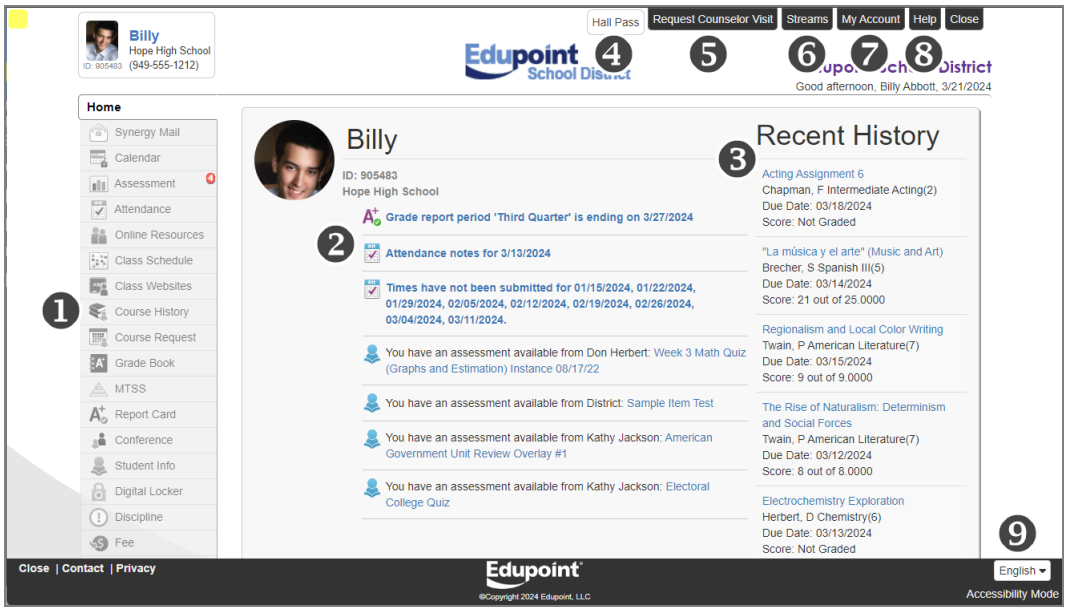
StudentVUE offers single sign-on access to student and classroom information and offers different types of communication from the school or district. Students can only see their information and cannot see the records of other students. Parents can access student information if they have a ParentVUE account.

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.

> Acknowlegments display before the Home screen when they are available.

Tabbed View

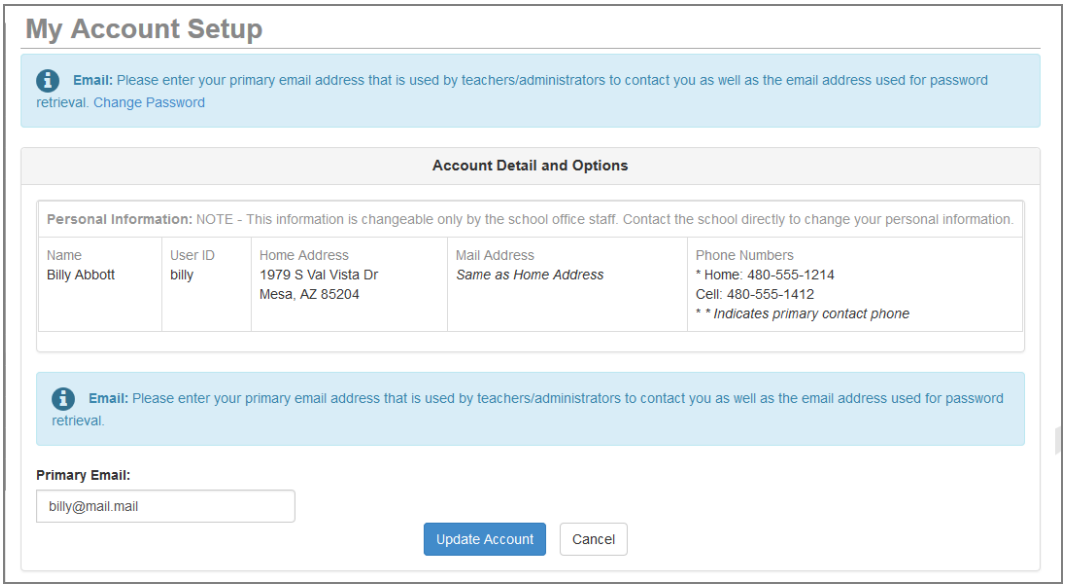


StudentVUE Home Screen

- The Navigation panel contains links to display student records. ❶
- Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. ❷ Click a link for more detailed information.
- Recent History provides links to recently-accessed records. ❸
- Students can request a **Hall Pass** if enabled. ❹
- Students can **Request Counselor Visit** if enabled. ❺
- **Streams** allows students to communicate with teachers if enabled. ❻

Copyright 2018-2026 Edupoint Educational Systems, LLC

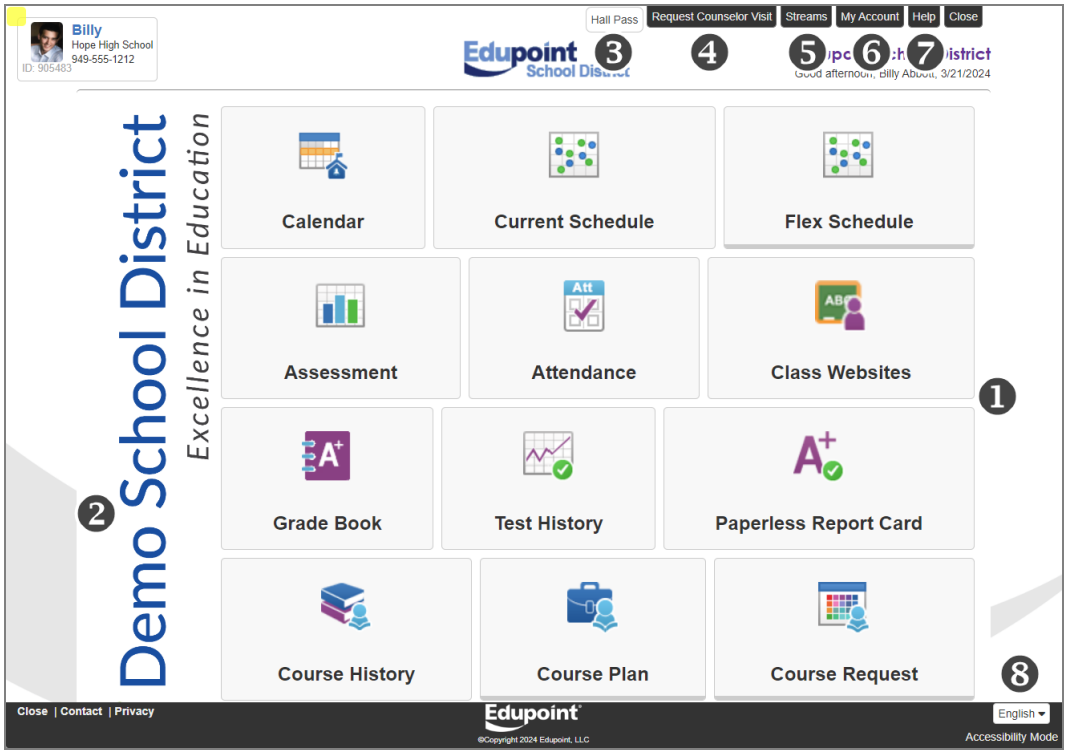
- The **My Account** tab accesses the student's account information. ❼



StudentVUE My Account Setup Screen

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

Tiled View



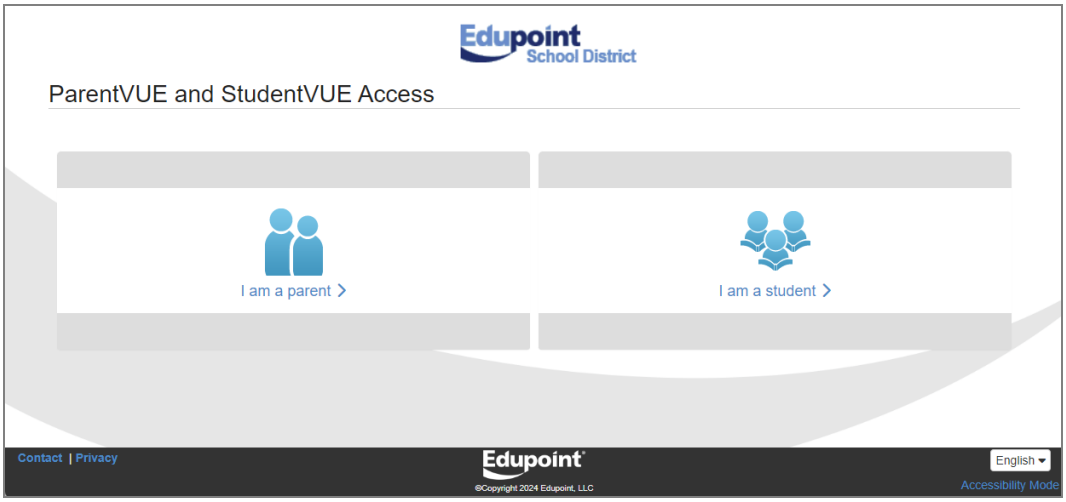
StudentVUE Home Screen

- 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

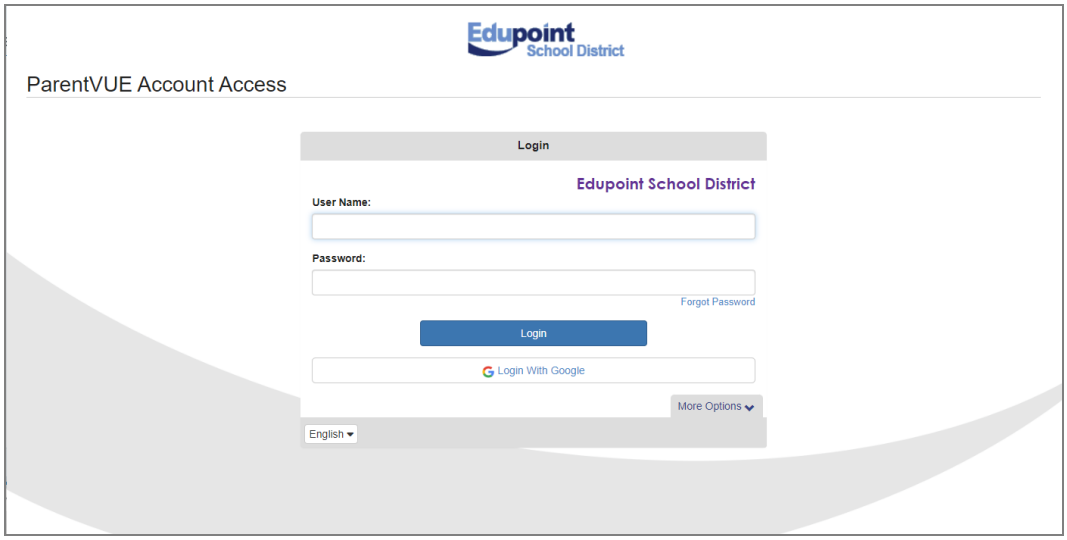
2. Select the preferred language at the bottom, if necessary. The screen default is English.
3. Select an option:
   - Parents – Click **I am a parent >>**. The ParentVUE Account Access screen opens.
   - Students – Click **I am a student >>**. The StudentVUE Account Access screen opens.

Copyright 2018-2026 Edupoint Educational Systems, LLC

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

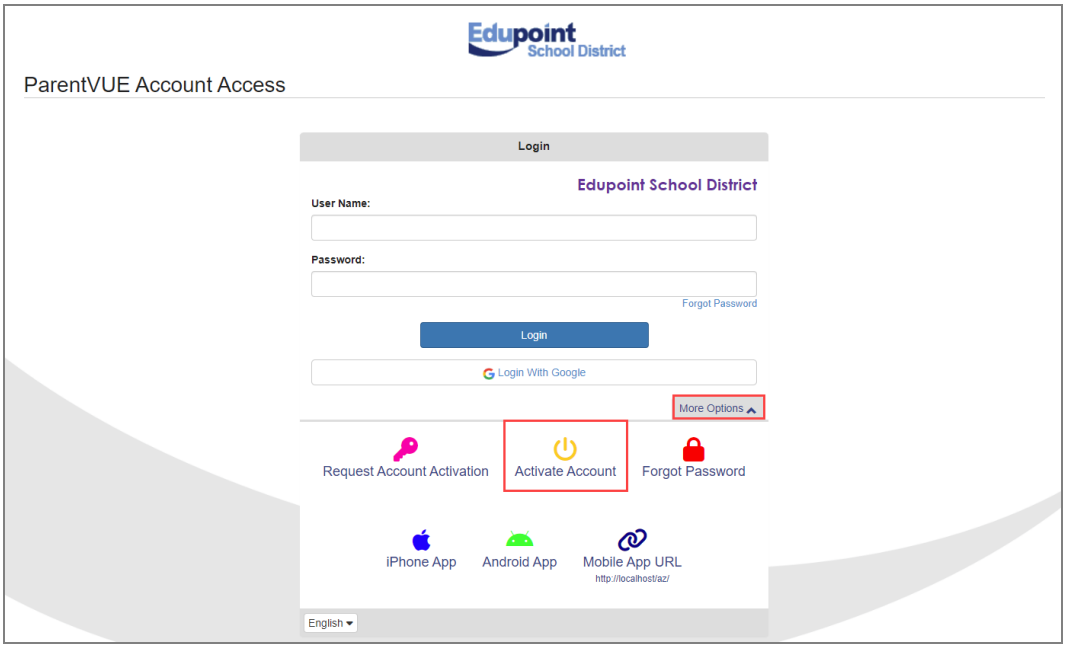
   - If you have an activation key, see Account Creation.

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.

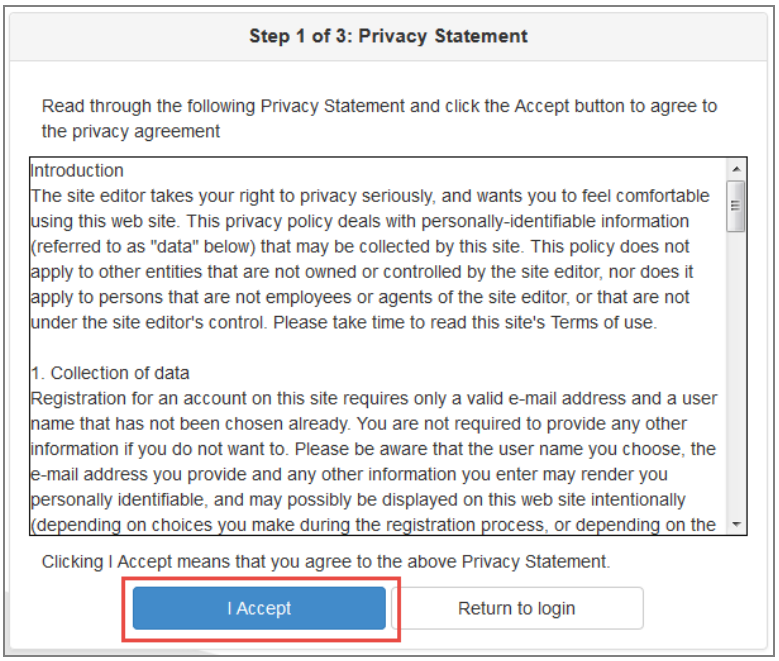
1. Click **More Options**.
2. Click **Activate Account**.



ParentVUE Account Access Screen

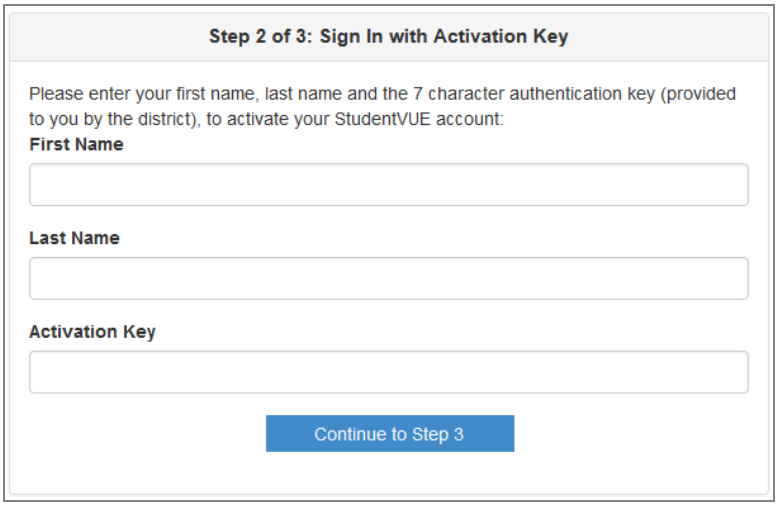
Copyright 2018-2026 Edupoint Educational Systems, LLC

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



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**.



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

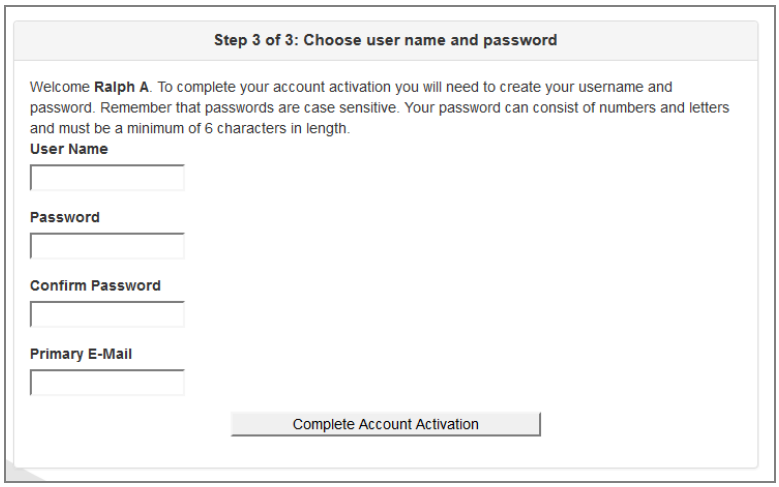
6. Enter the **User Name** that was provided or create a unique **User Name**.

> 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**.



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

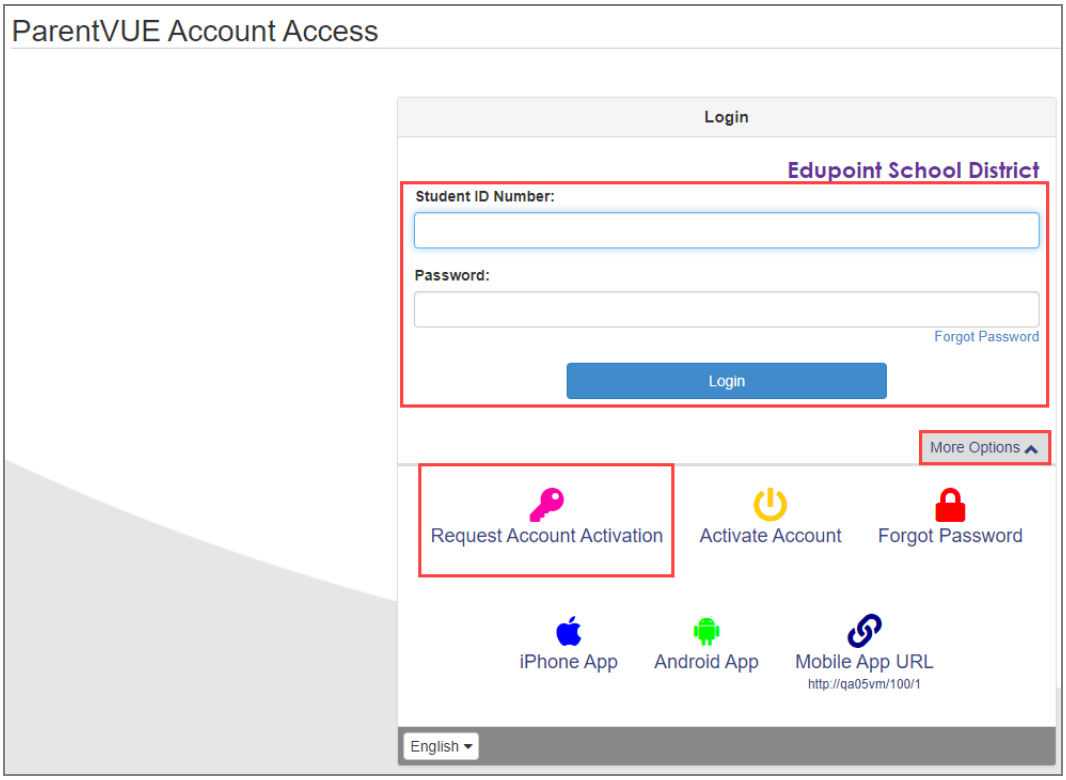
Copyright 2018-2026 Edupoint Educational Systems, LLC

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.

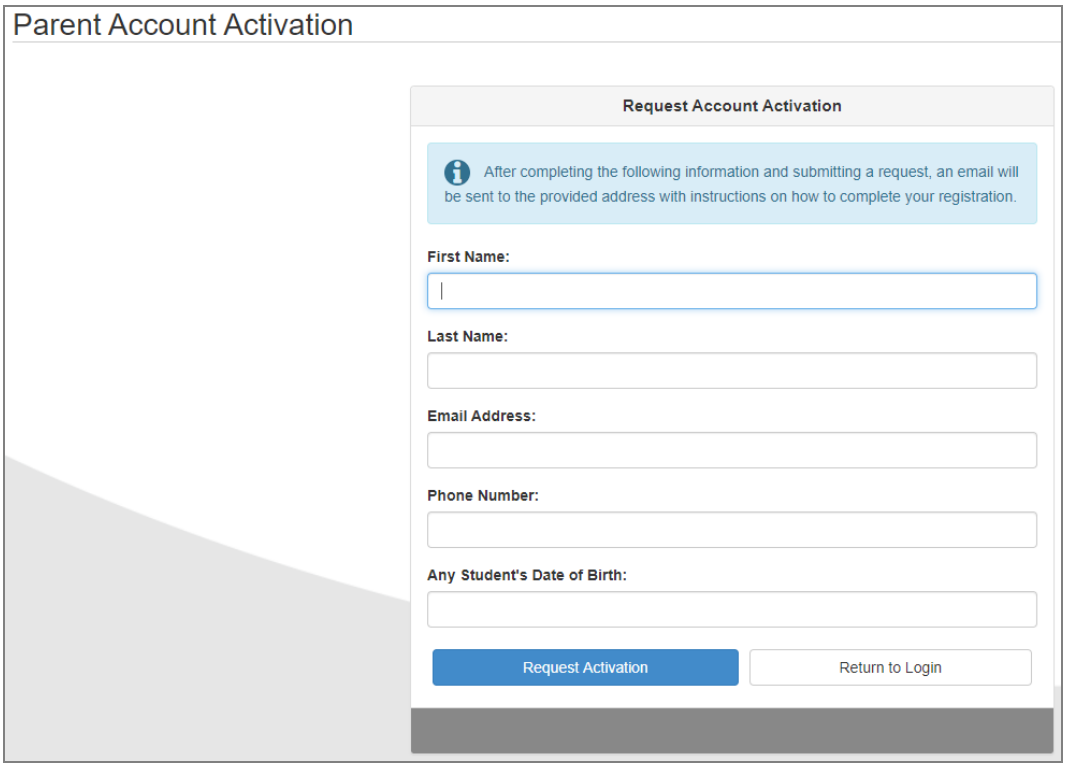
> This feature is available only if it is enabled by the district.

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



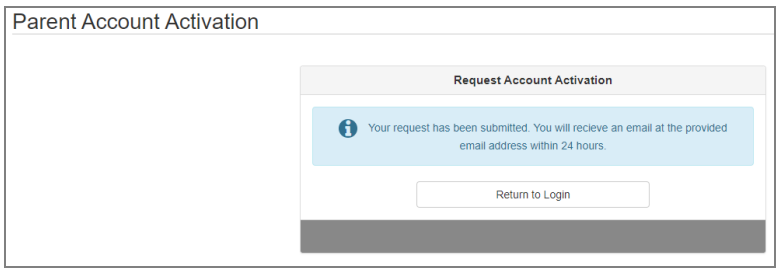
ParentVUE Account Access Screen

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



ParentVUE Parent Account Activation Screen

An email is sent to the parent email address.

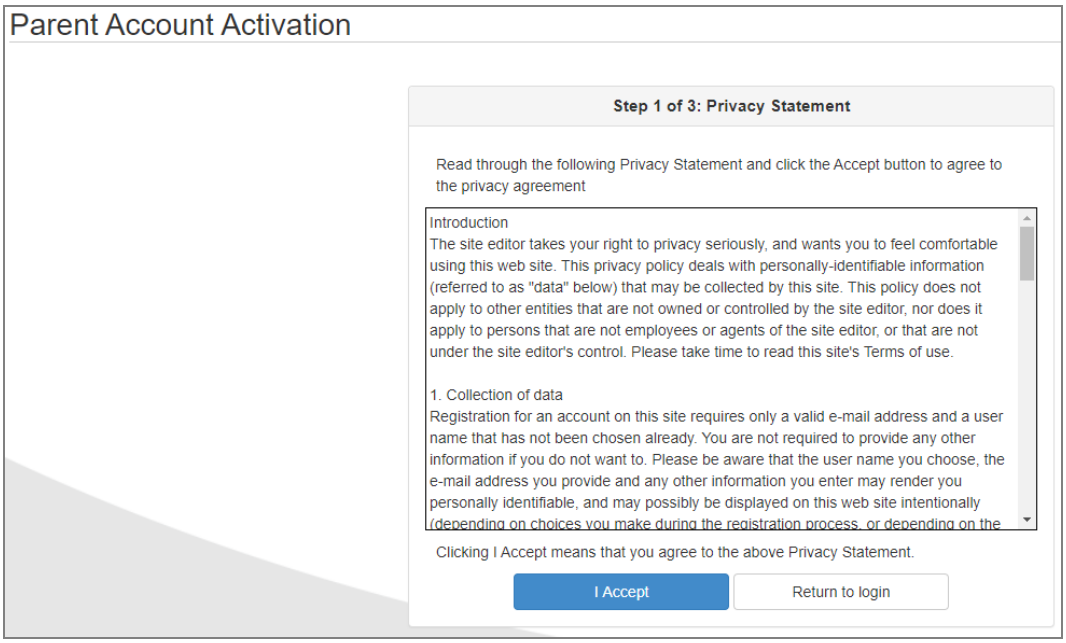


ParentVUE Parent Account Activation Screen

5. Click the link in the email.

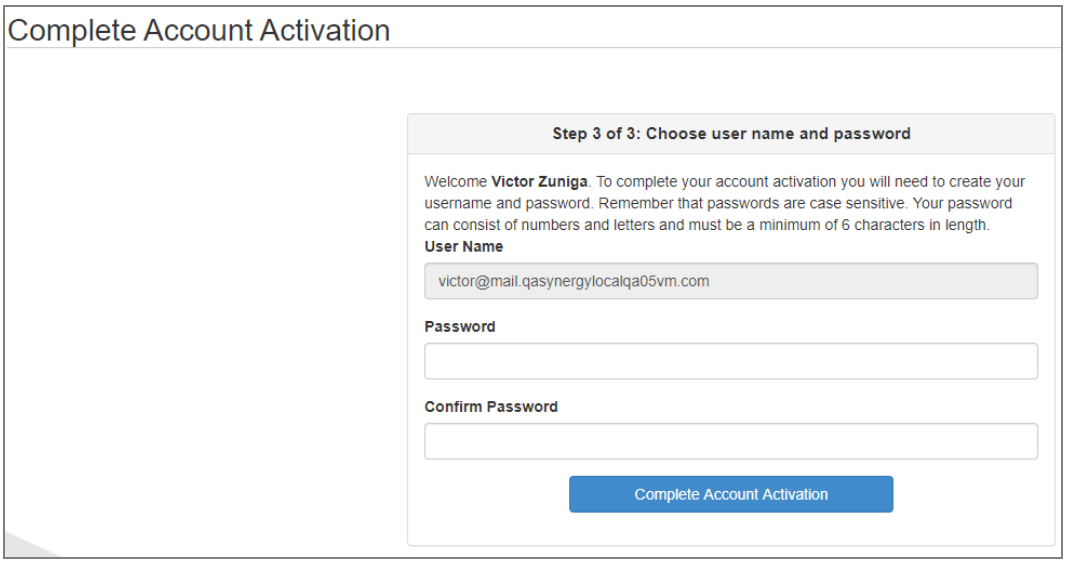
Copyright 2018-2026 Edupoint Educational Systems, LLC

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



ParentVUE Parent Account Activation Screen

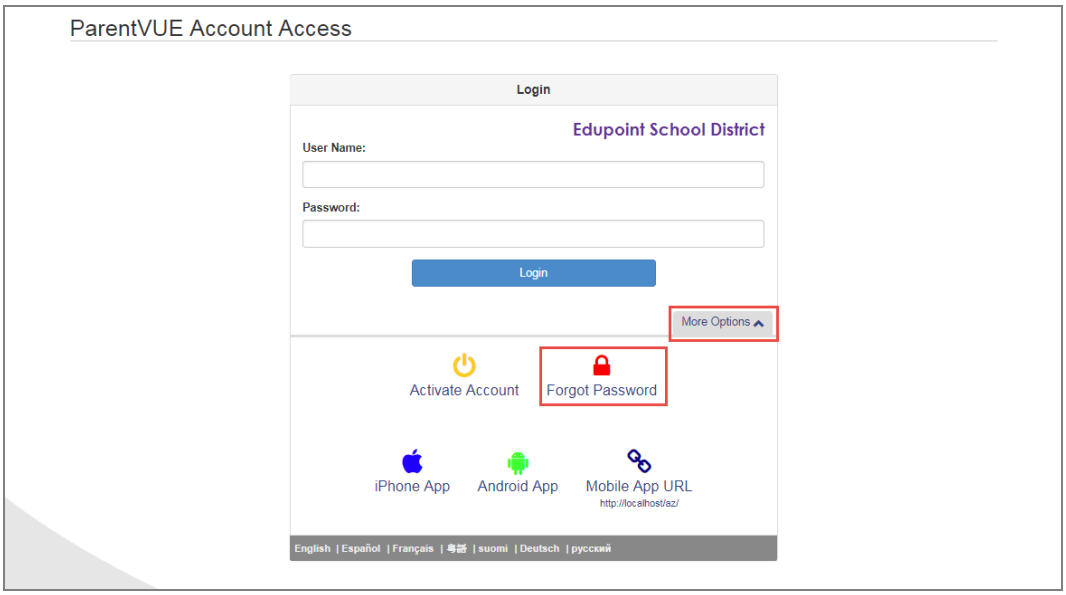
7. Enter a value in the **Password** and **Confirm Password** fields.
8. Click **Complete Account Activation**.



ParentVUE Complete Account Activation Screen

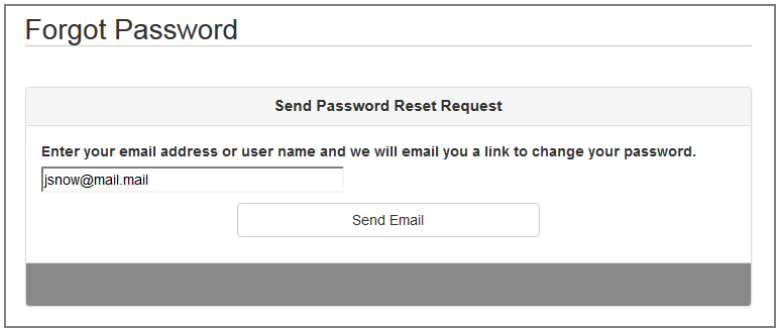
Forgot Your Password

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



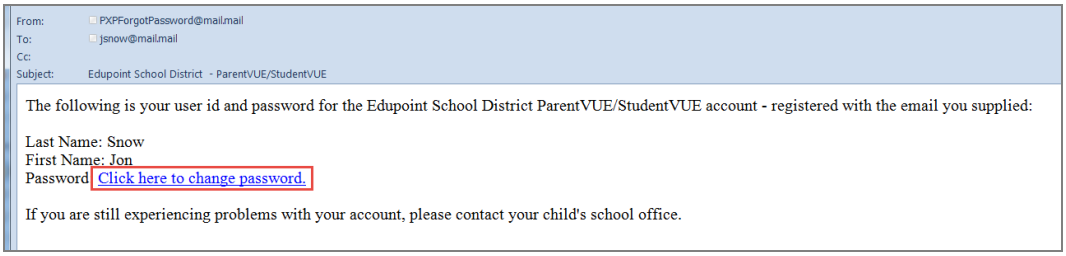
Login Screen

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 Screen

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



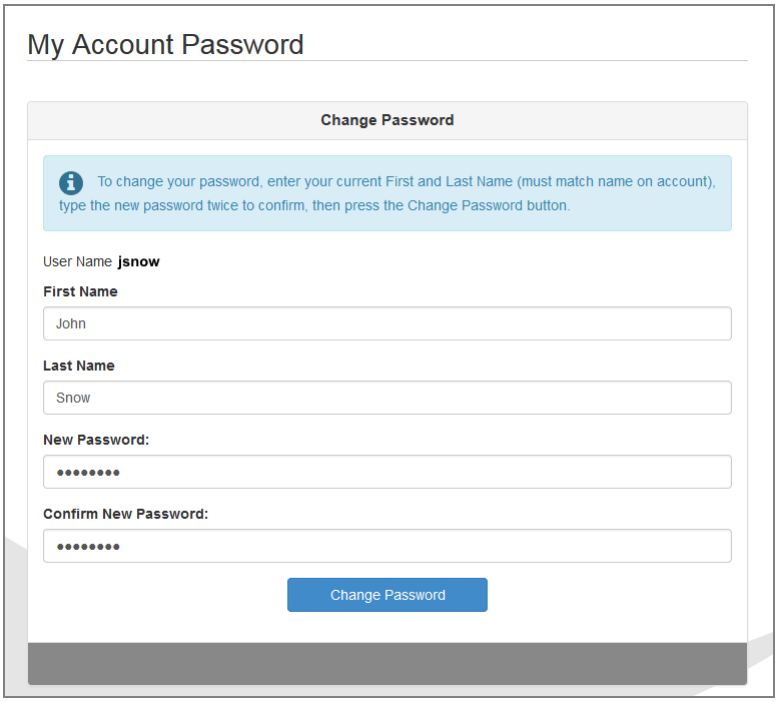
Forgot Password Email Sample

Copyright 2018-2026 Edupoint Educational Systems, LLC

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

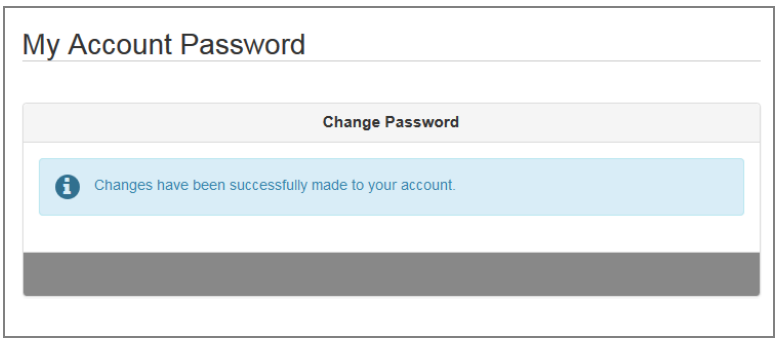
> Enter your name exactly as it displays on the account.

8. Click **Change Password**.



My Account Password Screen

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



My Account Password Screen

Managing Your Account

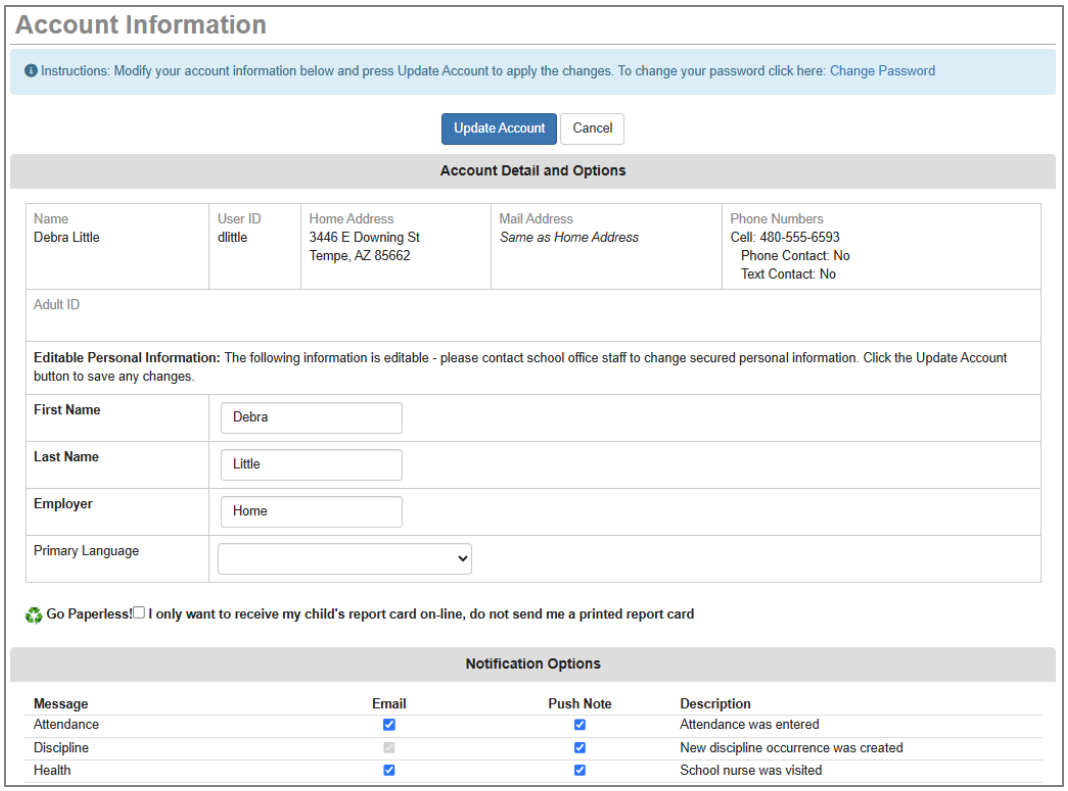
The Account Information screen differs between parents and students. Both screens allow you to change your password, update email addresses, and view your login history. Parents and students can define which type of emails/push notifications to receive, how often they want to receive them, and other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

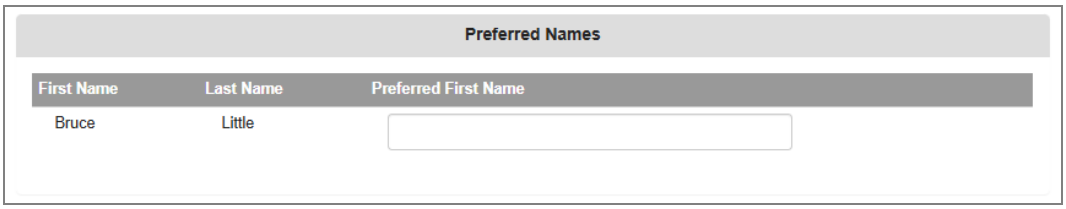
   - Enable **Go Paperless** to only receive report cards online.
   - Select which email/push notifications you want to receive and how often.
   - Add or edit your email addresses.



ParentVUE Account Information Screen

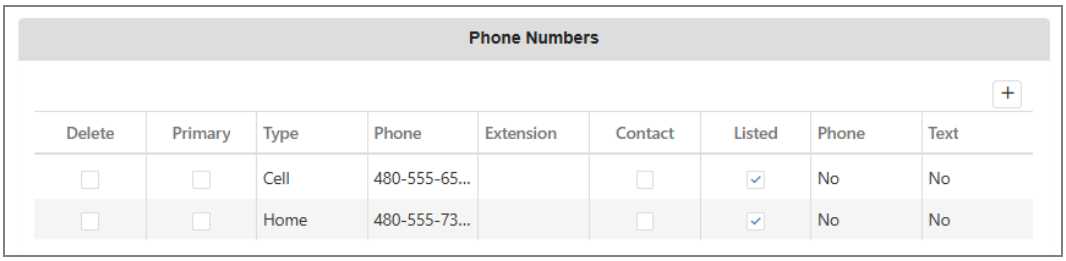
Copyright 2018-2026 Edupoint Educational Systems, LLC

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



ParentVUE My Account Screen

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

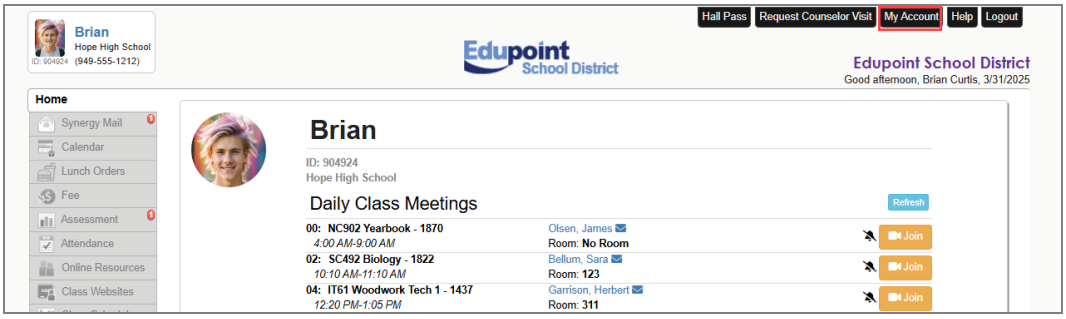


ParentVUE My Account Screen

5. Click **Update Account**.

StudentVUE My Account

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

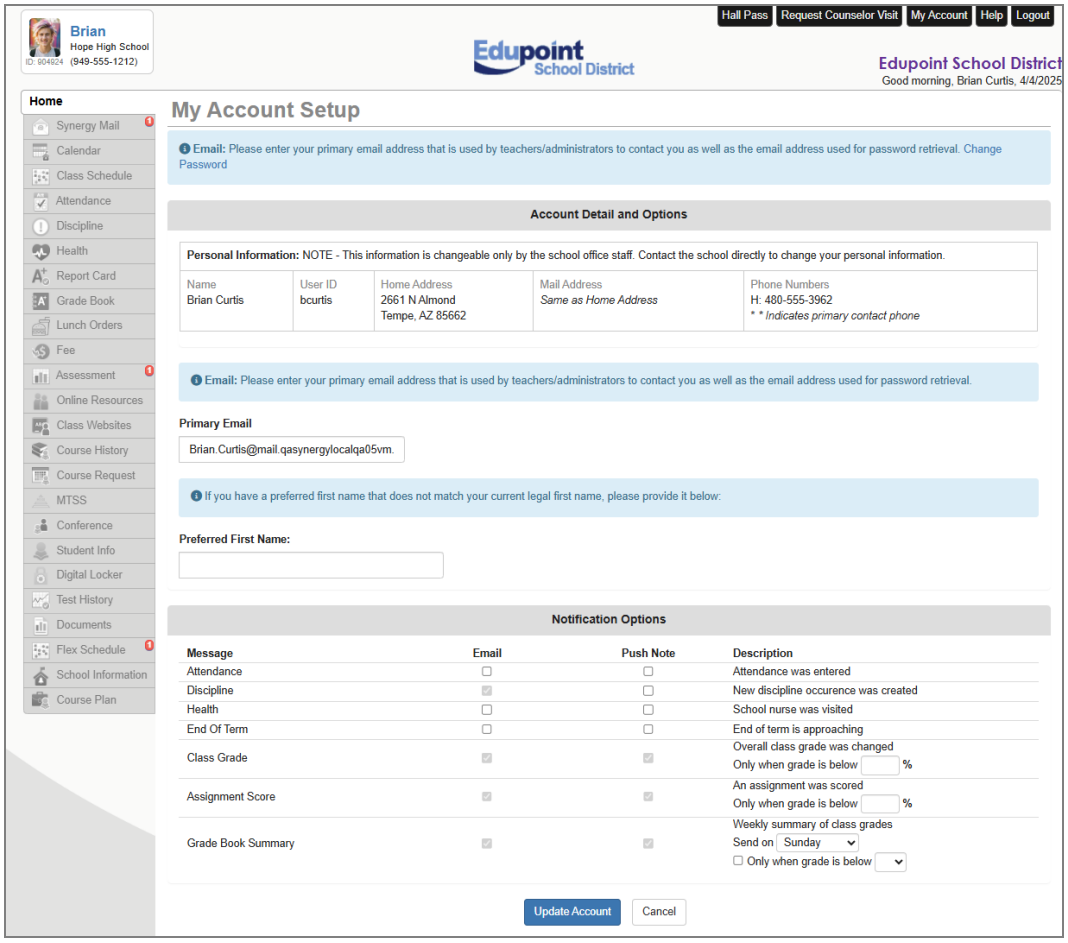


StudentVUE Home Screen

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.



StudentVUE My Account Setup Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC

Chapter 2: Student Information

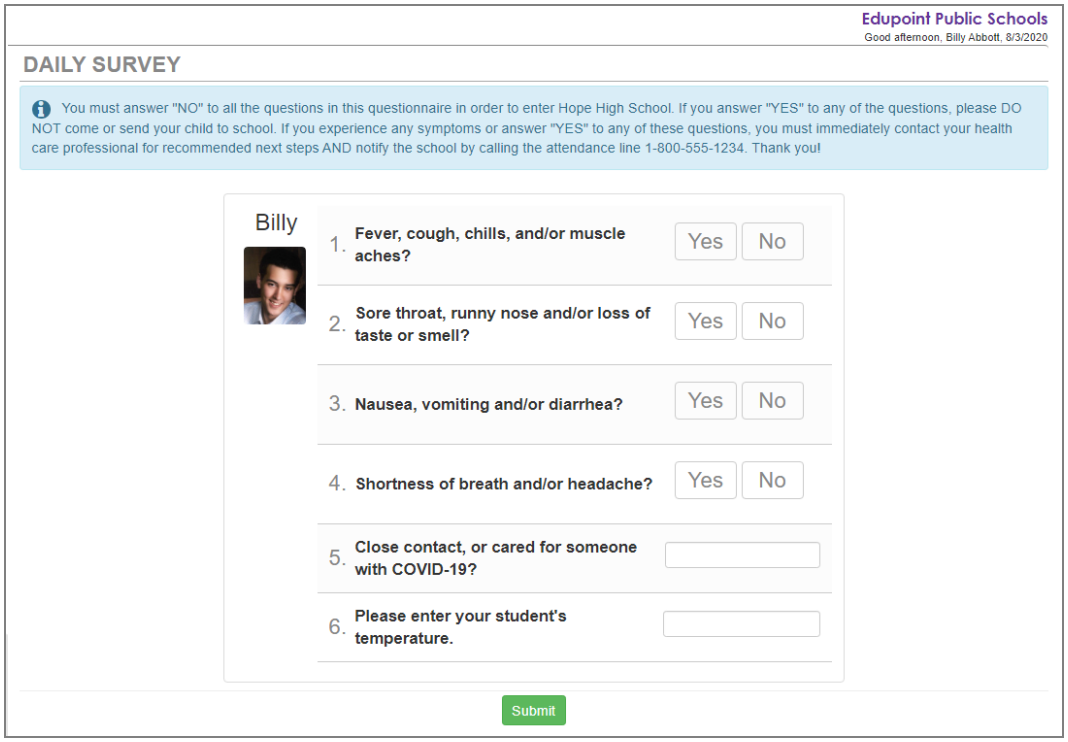
Completing Daily Survey in ParentVUE/StudentVUE 29
Managing Student Info 30
Viewing School Information 35
Viewing Health Information 36
Viewing Course History Information 38
Viewing Discipline Information 42
Viewing Special Education Information 44
Viewing Documents 46
Managing Fees 48
Submitting Lunch Orders 59
Using Hall Pass in StudentVUE 60
Using Hall Pass in ParentVUE 62
Requesting a Counselor Visit in StudentVUE 64

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.



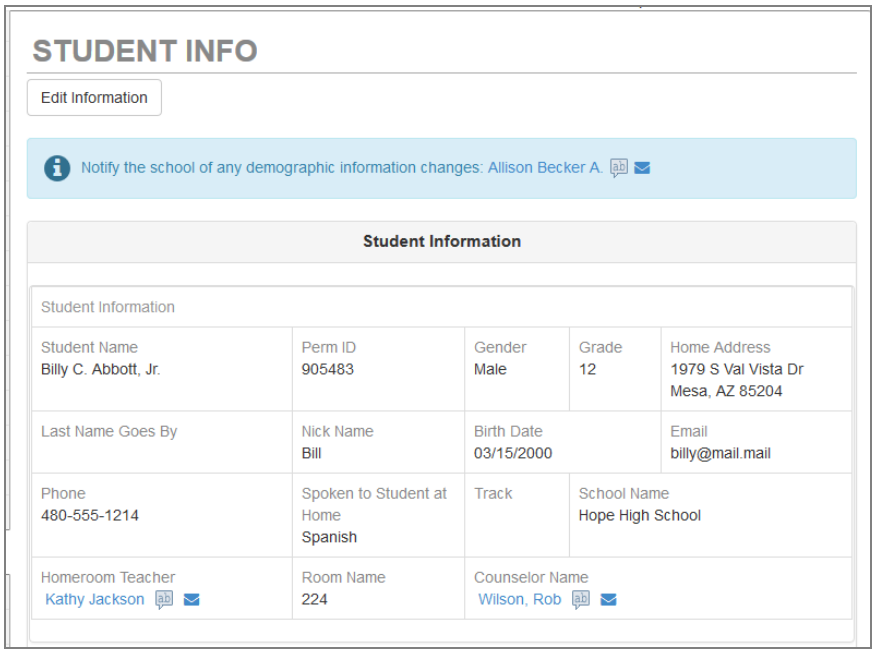
StudentVUE/ParentVUE Daily Survey Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC

Managing Student Info

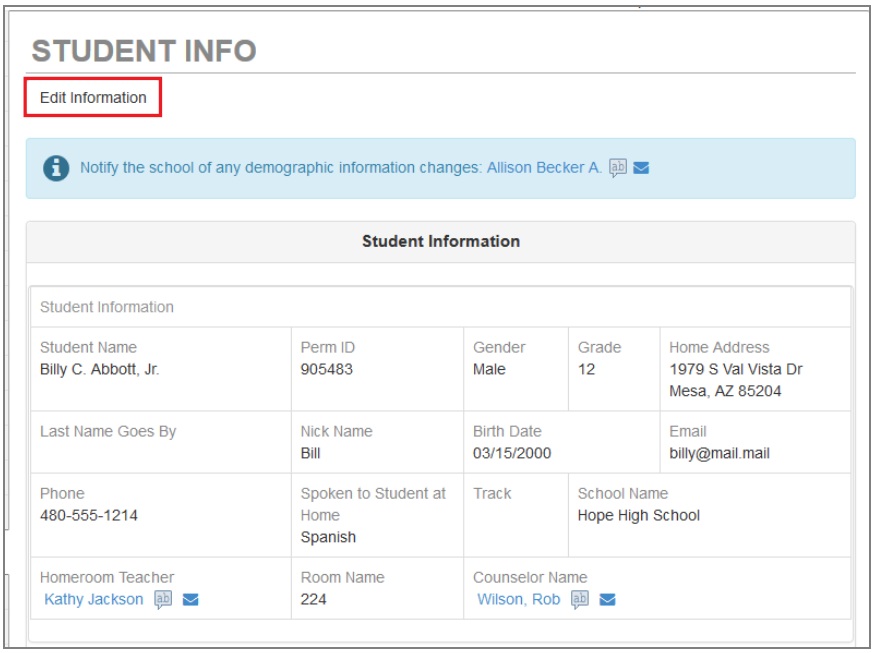
The Student Info screen displays the student's demographic information. The Student Info screen in ParentVUE also displays the emergency contact and physician information.

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.



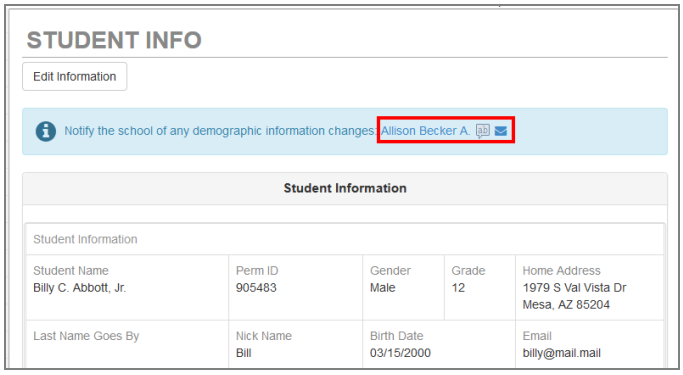
ParentVUE Student Info Screen

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



ParentVUE Student Info Screen

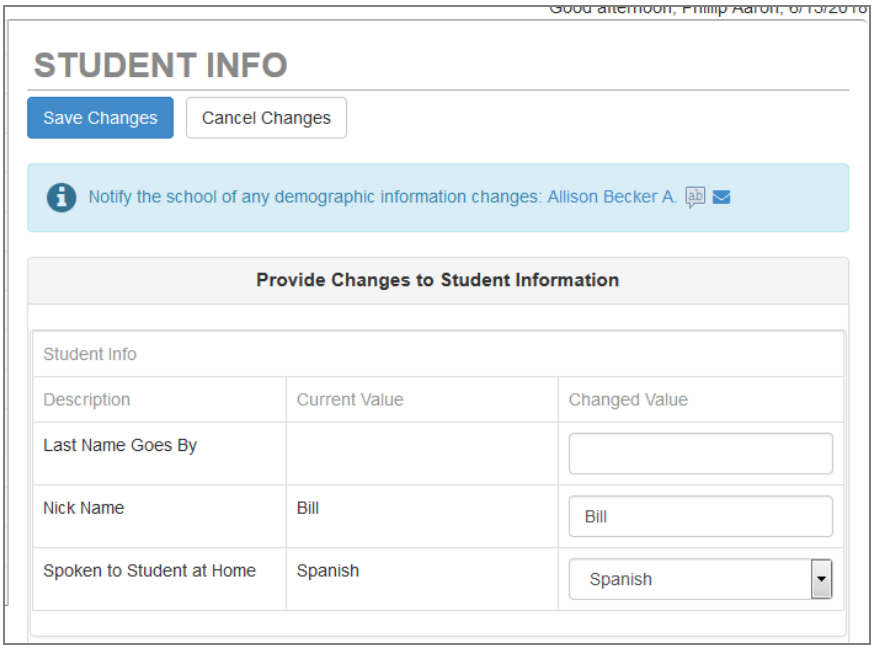
Click the staff name to send a Stream message or click the Email icon to send an email to notify the school of any demographic information changes.



ParentVUE Student Info Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC

3. Edit the fields.



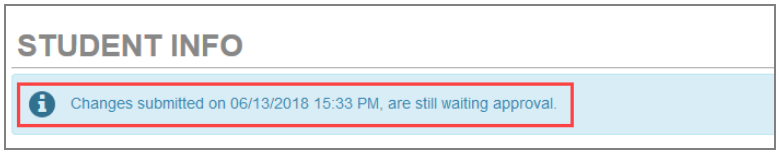
ParentVUE Student Info Screen

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 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.

ParentVUE Student Info Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC

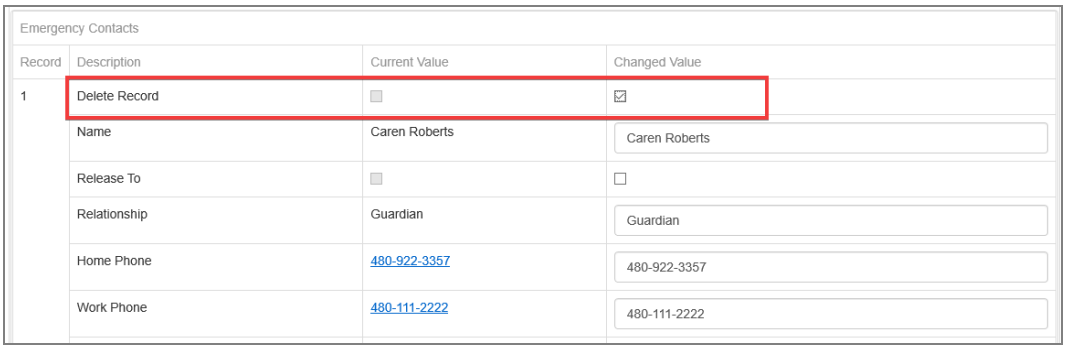
5. Click the **Document Category** or drag and drop a file in the **Document Category** to upload a document.
6. Click **Save Changes**.

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.

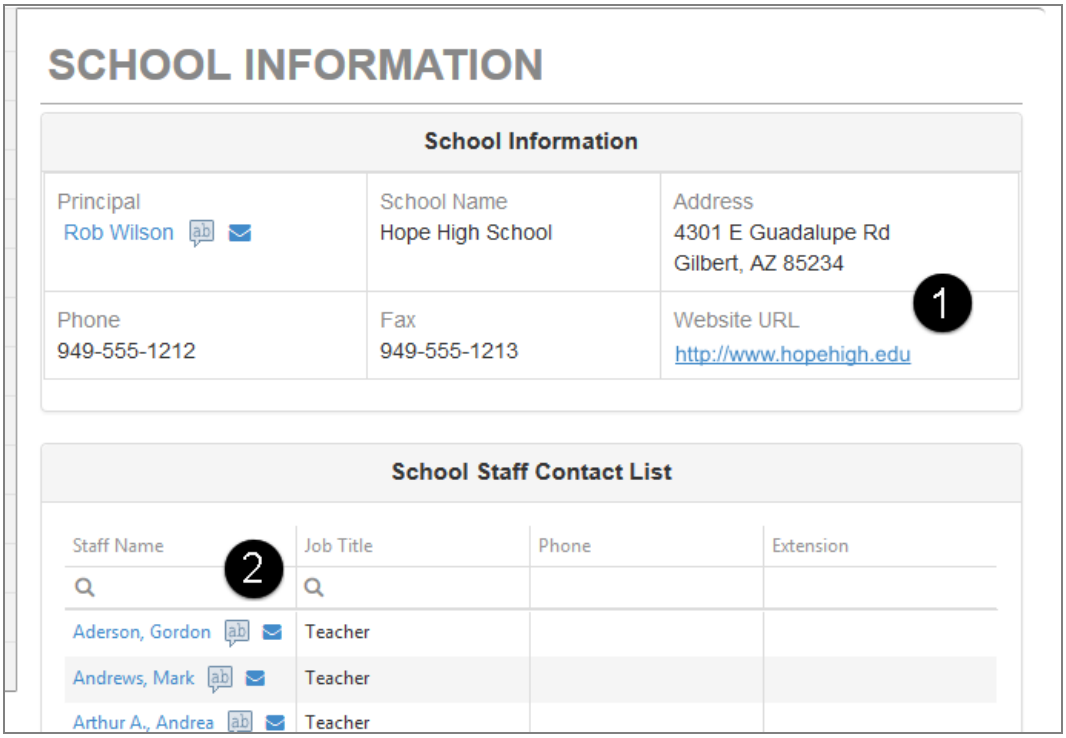
6. Click **Save Changes**.



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 Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC

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.

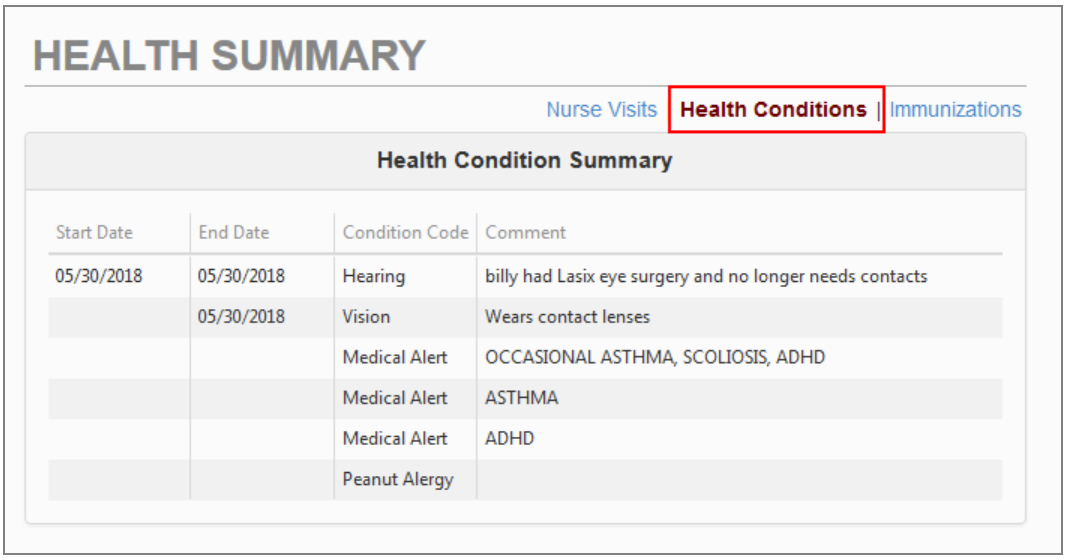
Health Summary Screen

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.

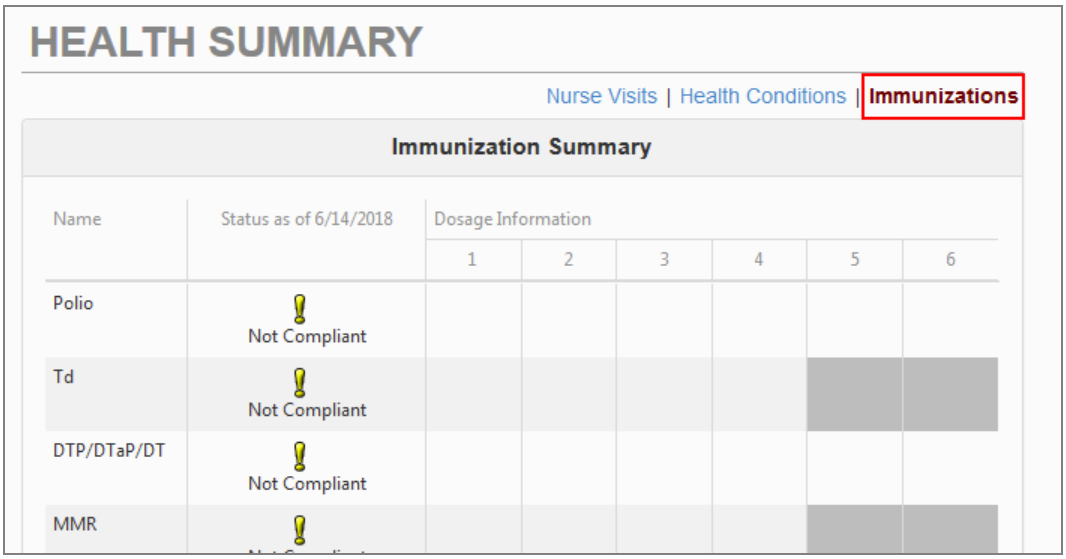
Health Summary Screen, Nurse Visit Detail

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 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.



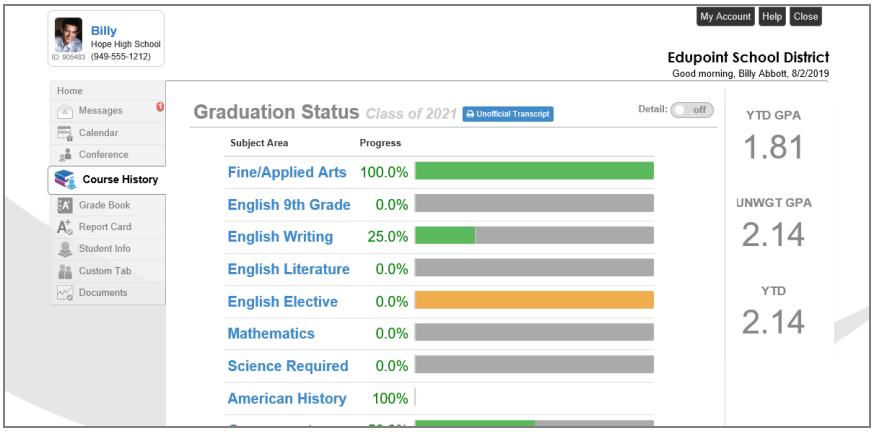
Health Summary Screen, Immunizations Tab

Copyright 2018-2026 Edupoint Educational Systems, LLC

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.

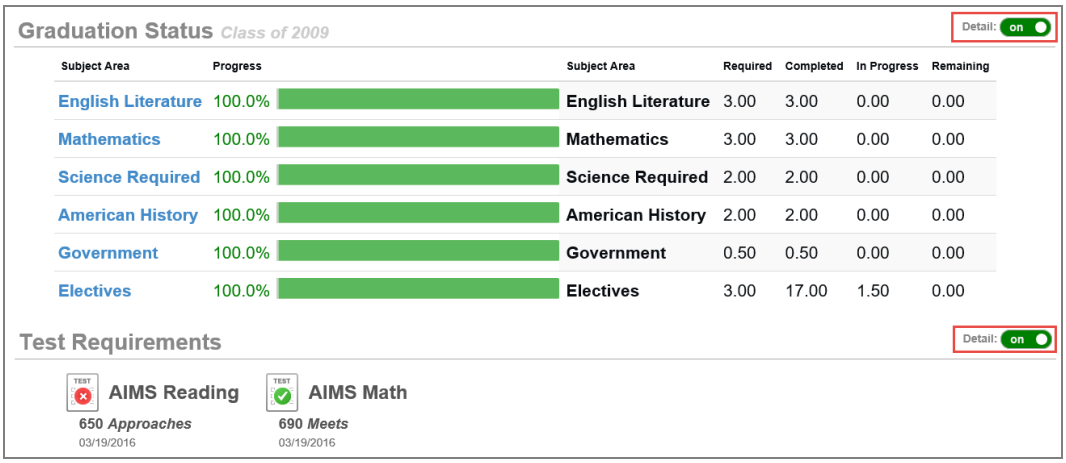
1. Click **Course History** in the Navigation bar.



Course History Screen

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

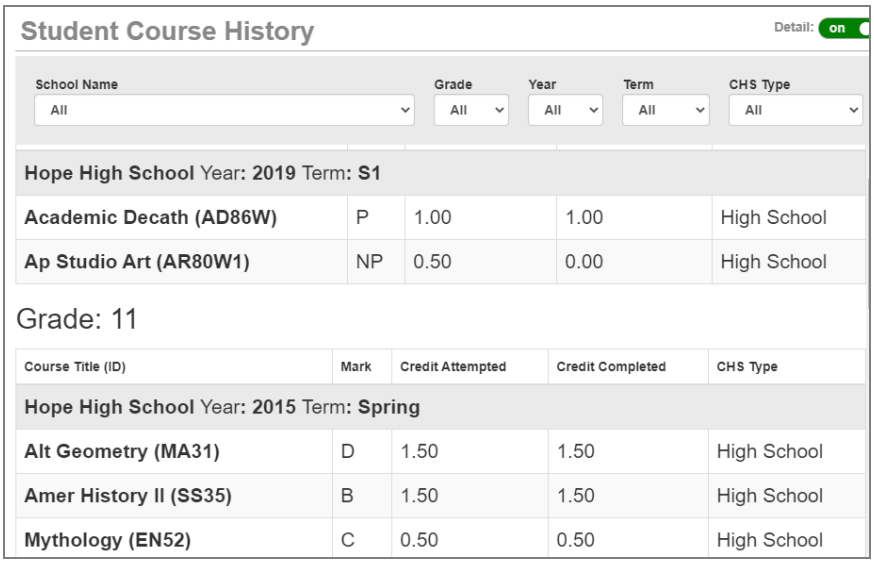
> The Graduation Status section provides detailed credit and test requirement information if appropriate to the student's school grade level.
>
> This is the same information that displays on the student's transcript.



Course History Screen

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

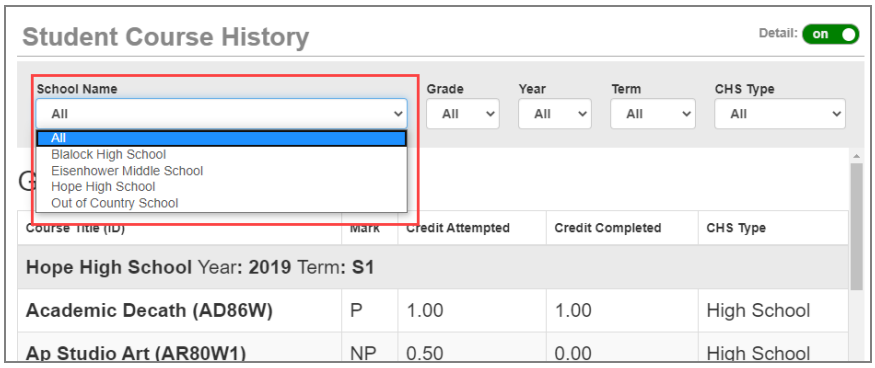
> The Student Course History records display from newest to oldest by **Year** and **Term**.
>
> The default value for each filter is *All*.
>
> The **Mark** column displays an indicator when a student withdraws from a course.



Course History Screen

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

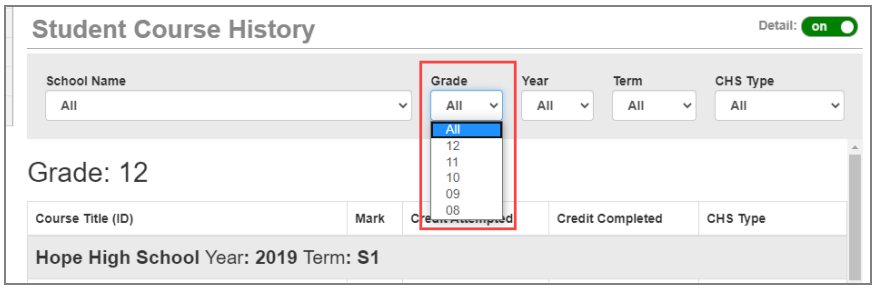
- **School Name** – Displays all schools associated with the student's course history records



Course History Screen

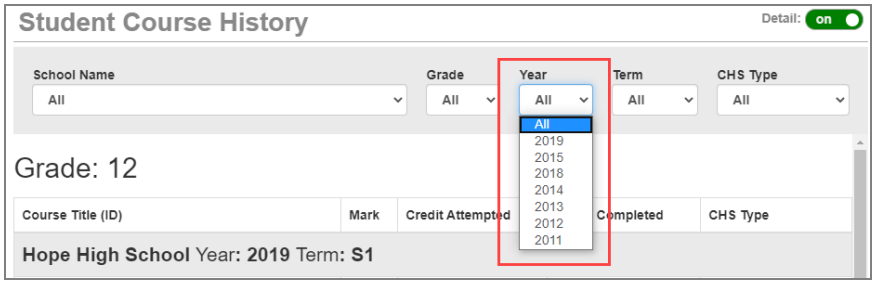
Copyright 2018-2026 Edupoint Educational Systems, LLC

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



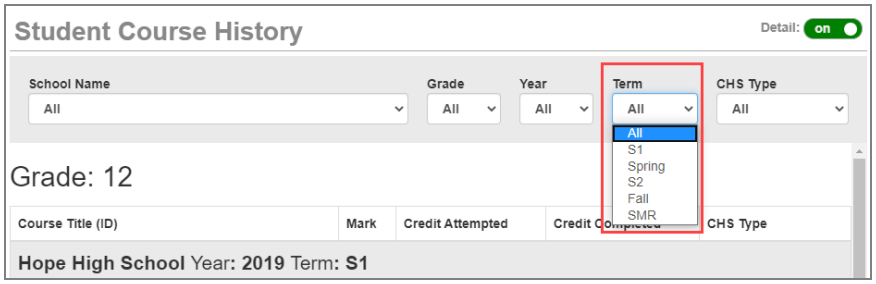
Course History Screen

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



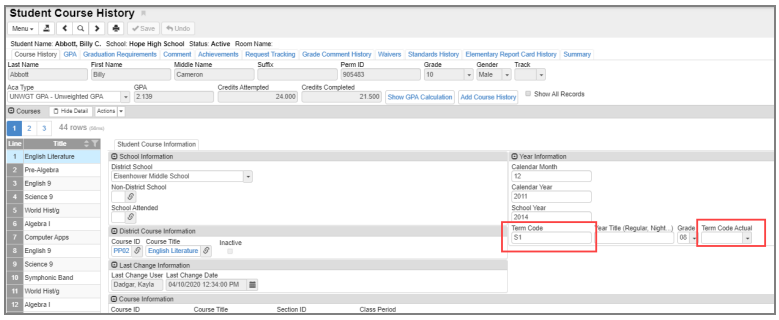
Course History Screen

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



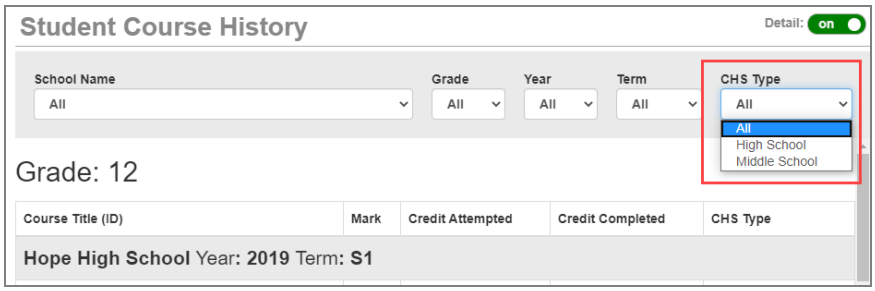
Course History Screen

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.



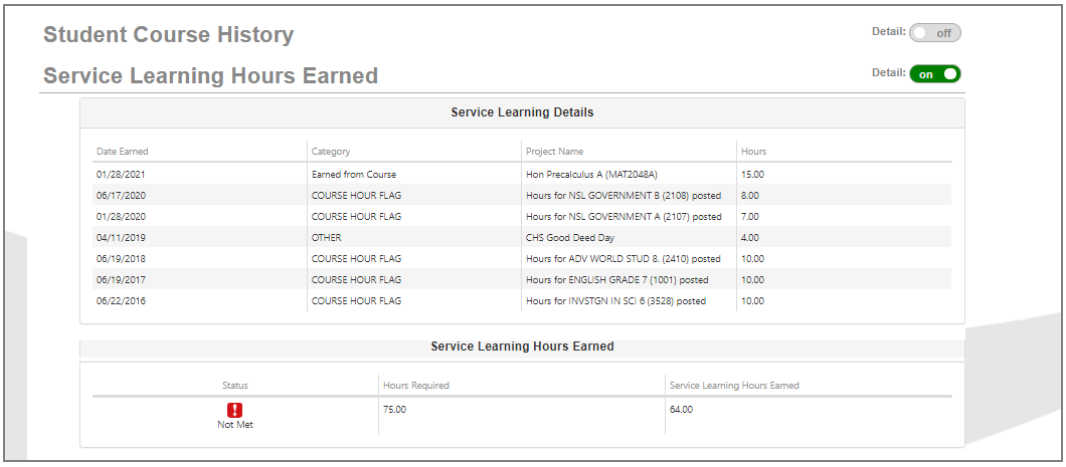
Student Course History Screen

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



Course History Screen

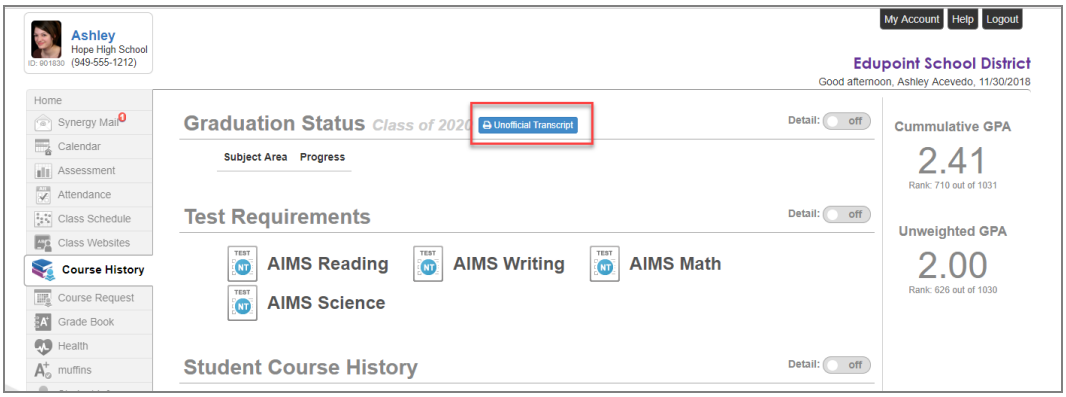
4. Toggle **Detail** to **on** in the Service Learning Hours Earned section to display all Service Learning Hours and how they were earned.



Course History Screen

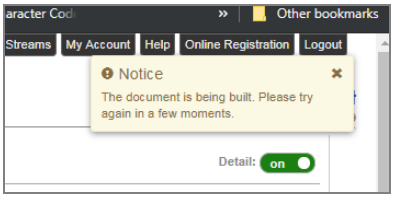
Copyright 2018-2026 Edupoint Educational Systems, LLC

5. 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.

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

Discipline Summary

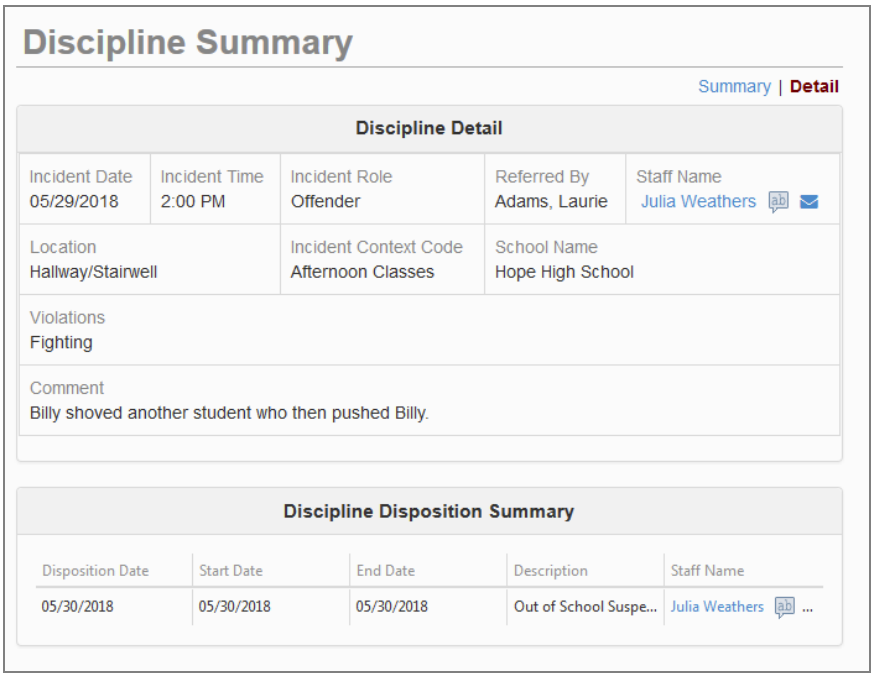
Summary

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 Screen, Discipline Detail

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

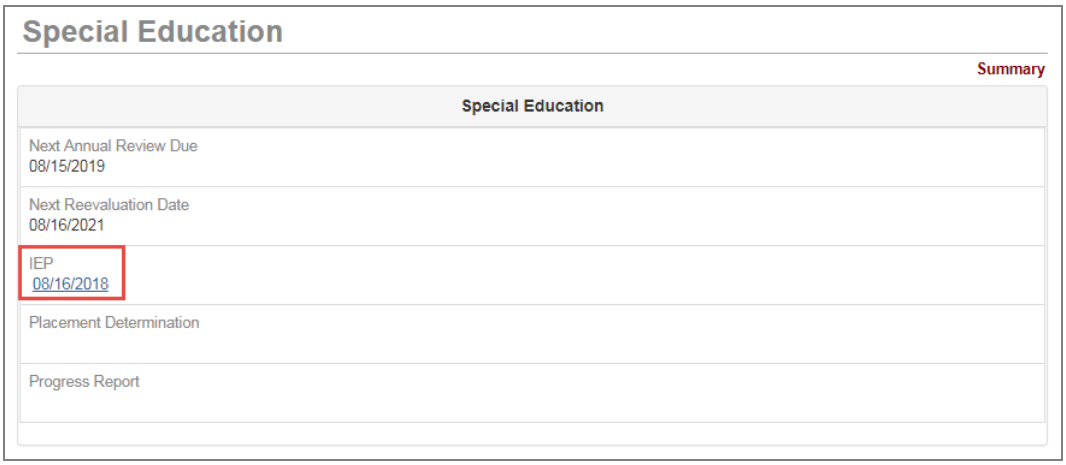
Copyright 2018-2026 Edupoint Educational Systems, LLC

Viewing Special Education Information

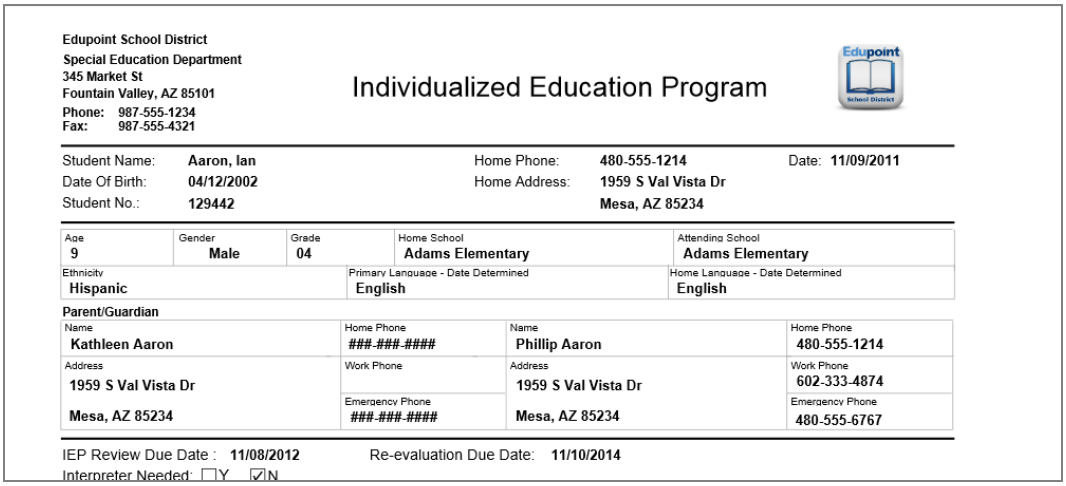
The Special Education screen displays the student's Special Education documents, such as the Individualized Education Plan (IEP) and Progress Reports, if a student is receiving services. The screen also displays the Next Annual Review Date and the Next Reevaluation Date.

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 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	Gender	Grade	Home School	Attending School
9	Male	04	Adams Elementary	Adams Elementary

Ethnicity	Primary Language - Date Determined	Home Language - Date Determined
Hispanic	English	English

Parent/Guardian

Name	Home Phone	Name	Home Phone
Kathleen Aaron	###-###-####	Phillip Aaron	480-555-1214
Address	Work Phone	Address	Work Phone
1959 S Val Vista Dr, Mesa, AZ 85234	Emergency Phone ###-###-####	1959 S Val Vista Dr, Mesa, AZ 85234	602-333-4874
			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

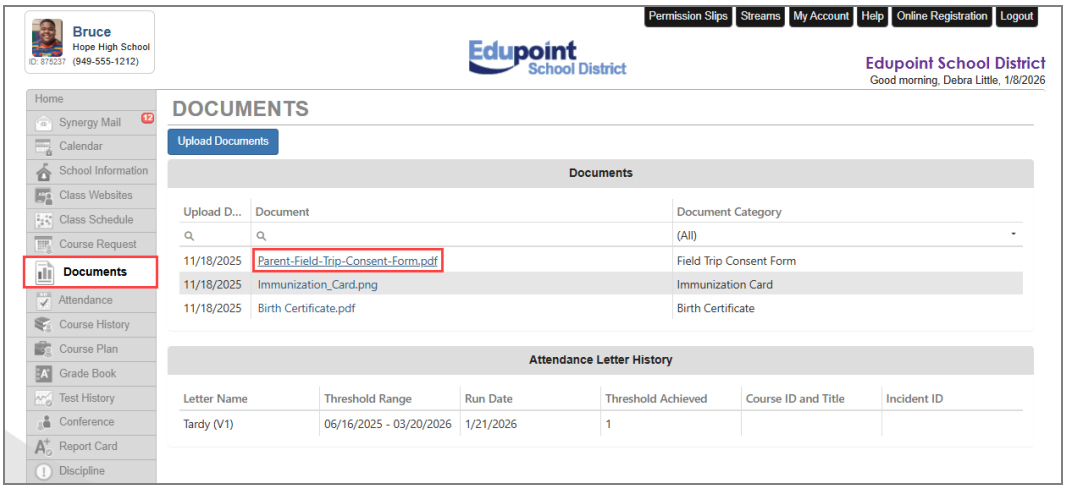
Copyright 2018-2026 Edupoint Educational Systems, LLC

Viewing Documents

The Documents screen displays all documents attached for the student, an attendance letter history, and provides a link to upload documents.

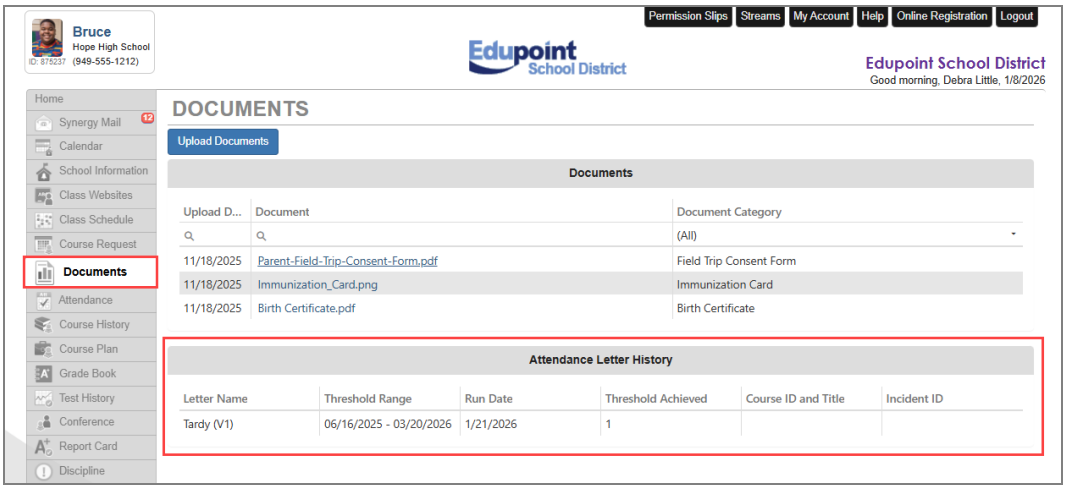
> Parent acknowledgments for documents display on the **My Account** tab.

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



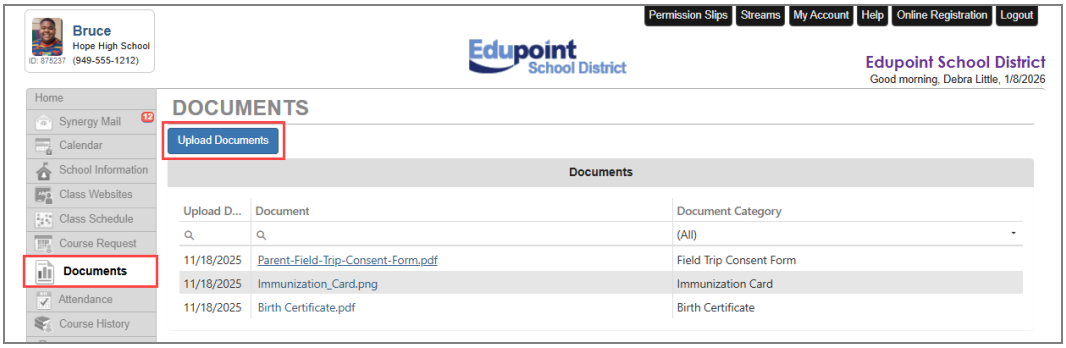
Documents Screen

3. Use the Attendance Letter History section to view a read-only list of all attendance letters sent for the student and the date they were run. You cannot view a copy of the letter from this grid. If configured by the district, attendance letters can be viewed from the Documents section.



Documents Screen

4. 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.

Copyright 2018-2026 Edupoint Educational Systems, LLC

Managing Fees

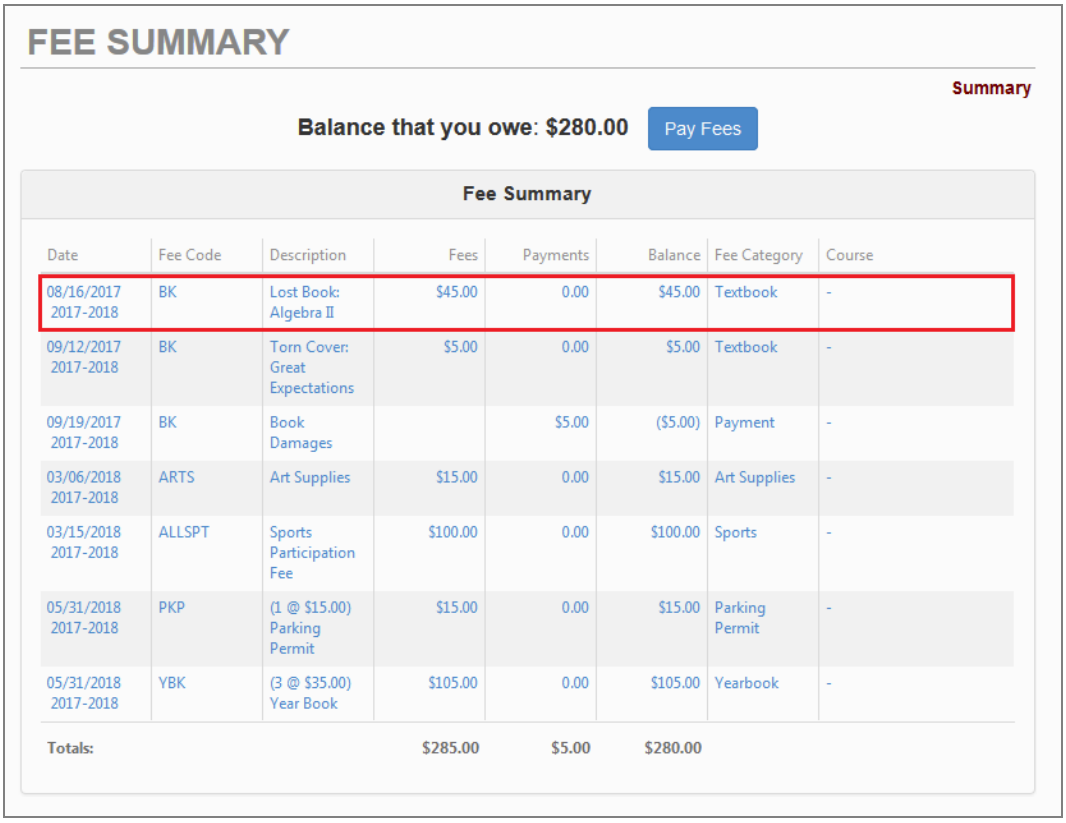
The Fee screen displays a summary of fees owed and paid. There are two types of fee systems the schools can use.

- 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

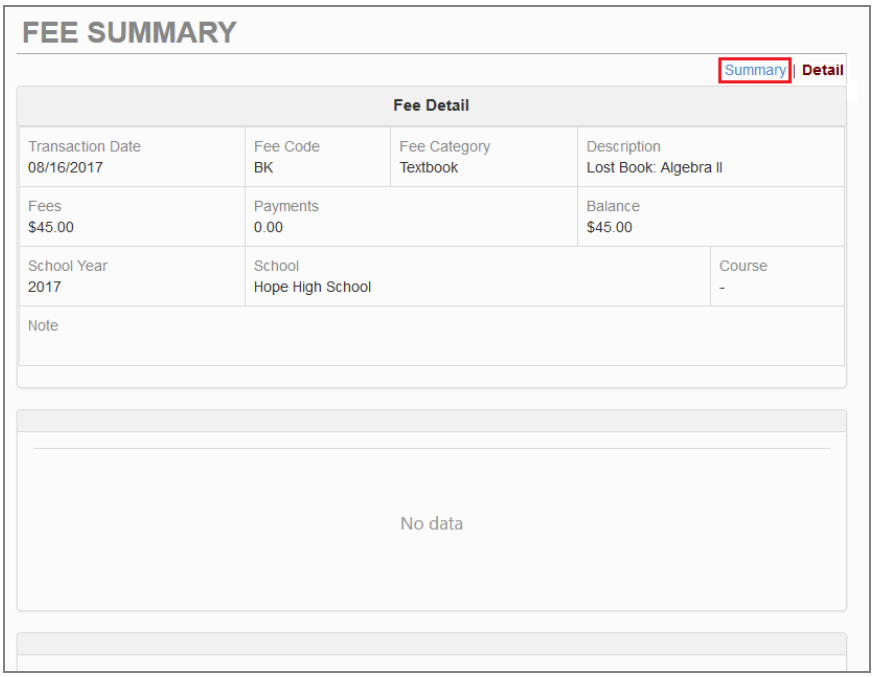
Balance that you owe: $280.00 Pay Fees

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.



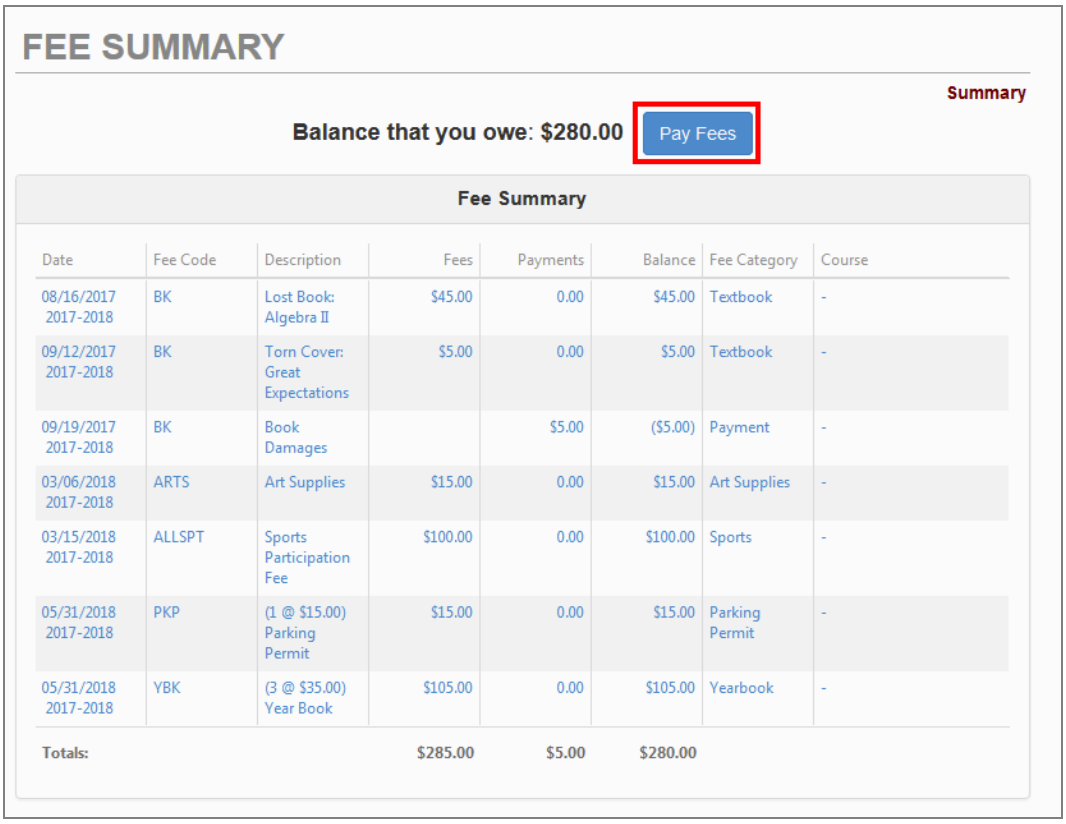
Fee Summary Screen, Fee Detail

Copyright 2018-2026 Edupoint Educational Systems, LLC

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.



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

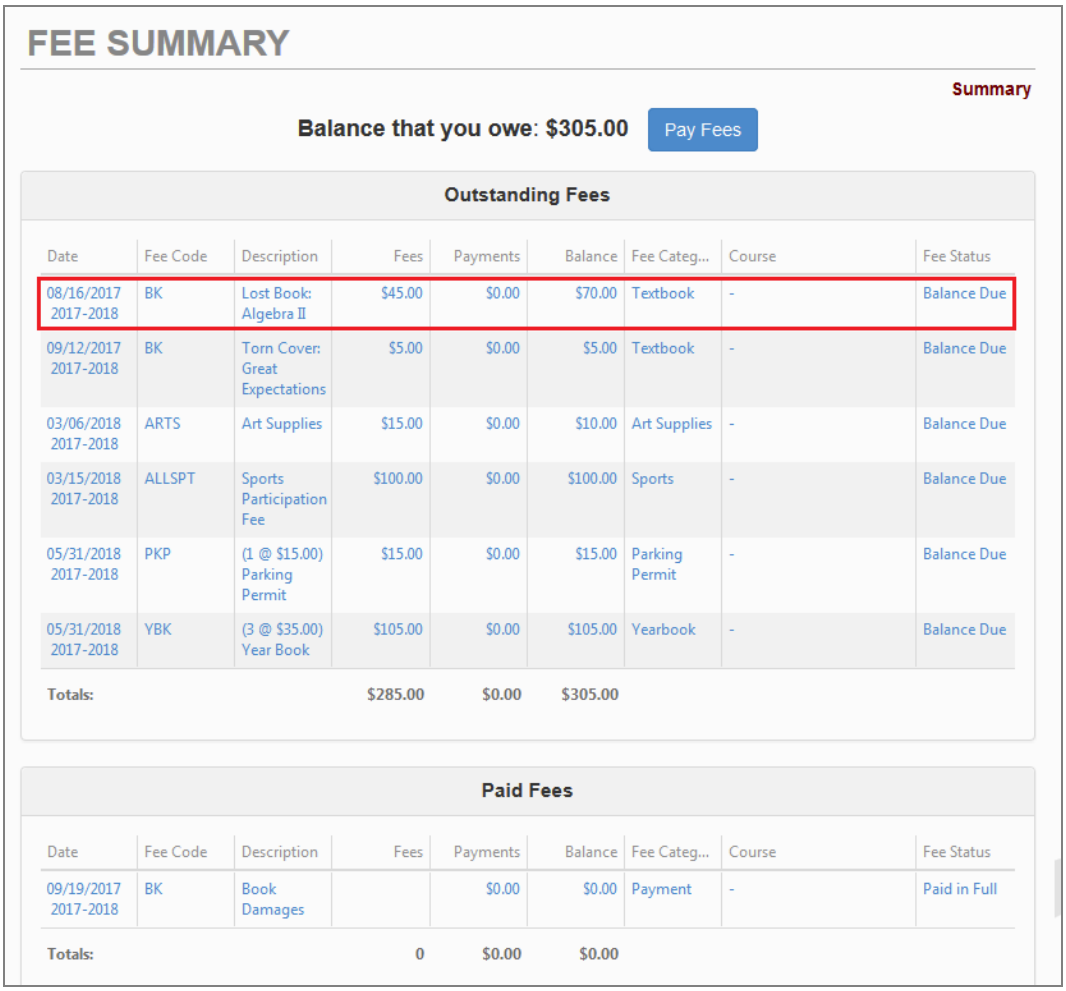
2. Enter all appropriate payment information.
3. Confirm your payment.

> 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			

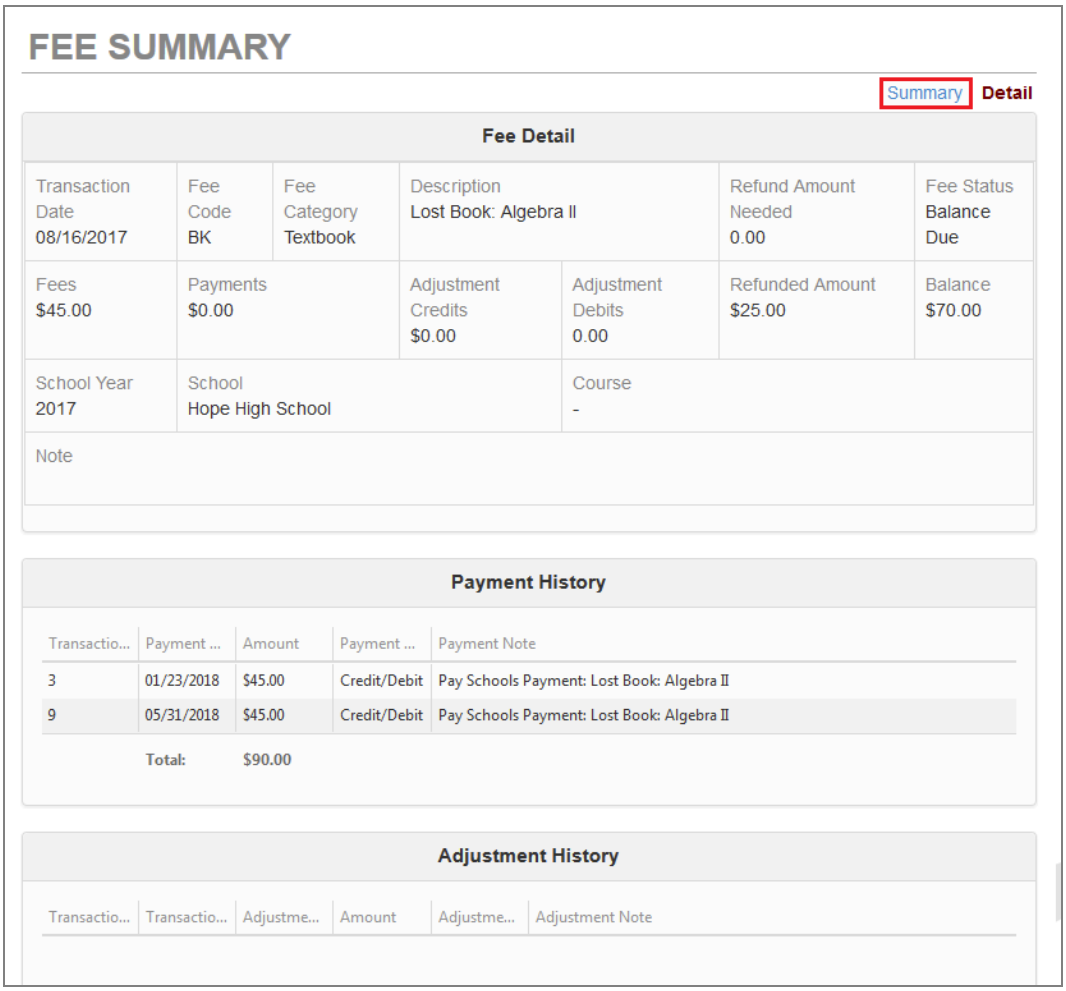
Paid Fees

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

Copyright 2018-2026 Edupoint Educational Systems, LLC

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

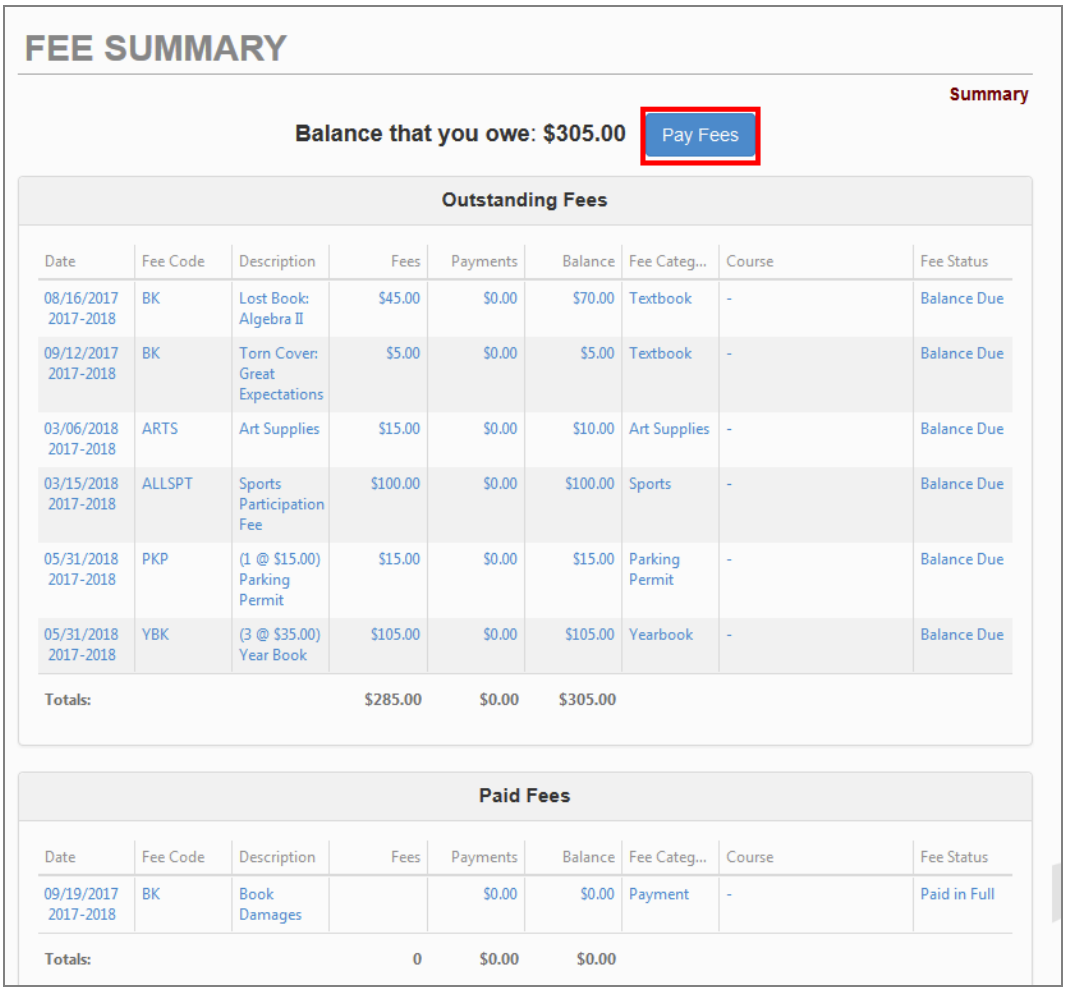


Fee Summary Screen, Fee Detail

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

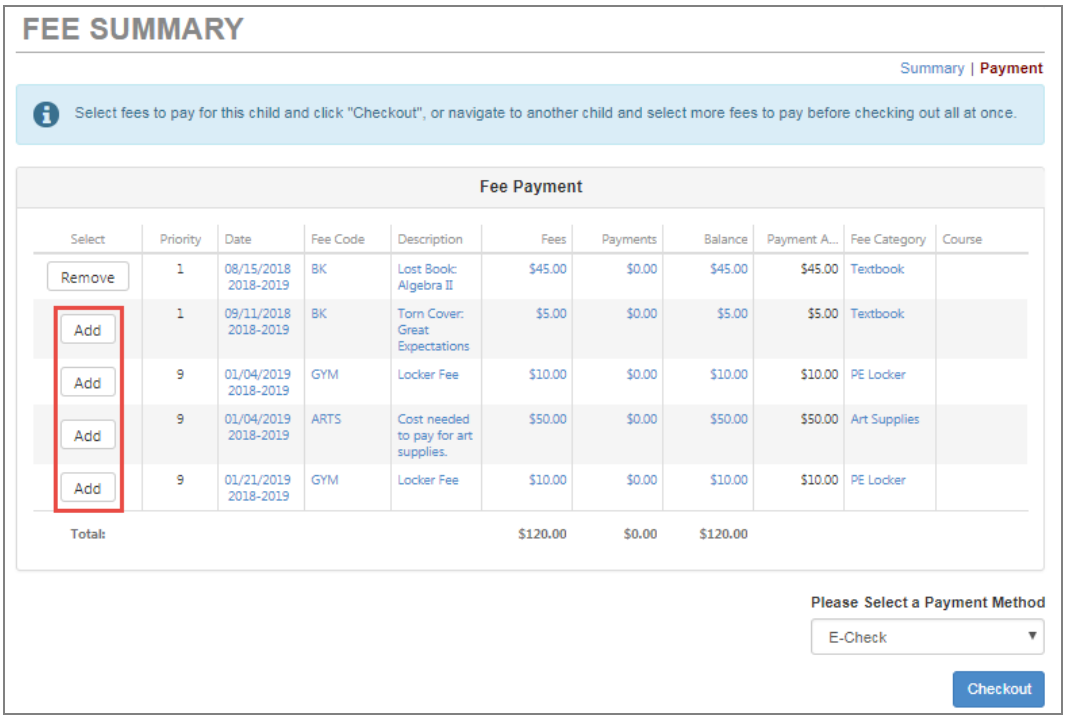
Date	Fee Code	Description	Fees	Payments	Balance	Fee Categ...	Course	Fee Status
09/19/2017 2017-2018	BK	Book Damages		$0.00	$0.00	Payment	-	Paid in Full
Totals:			**0**	**$0.00**	**$0.00**			

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.

Copyright 2018-2026 Edupoint Educational Systems, LLC

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



Fee Summary Screen

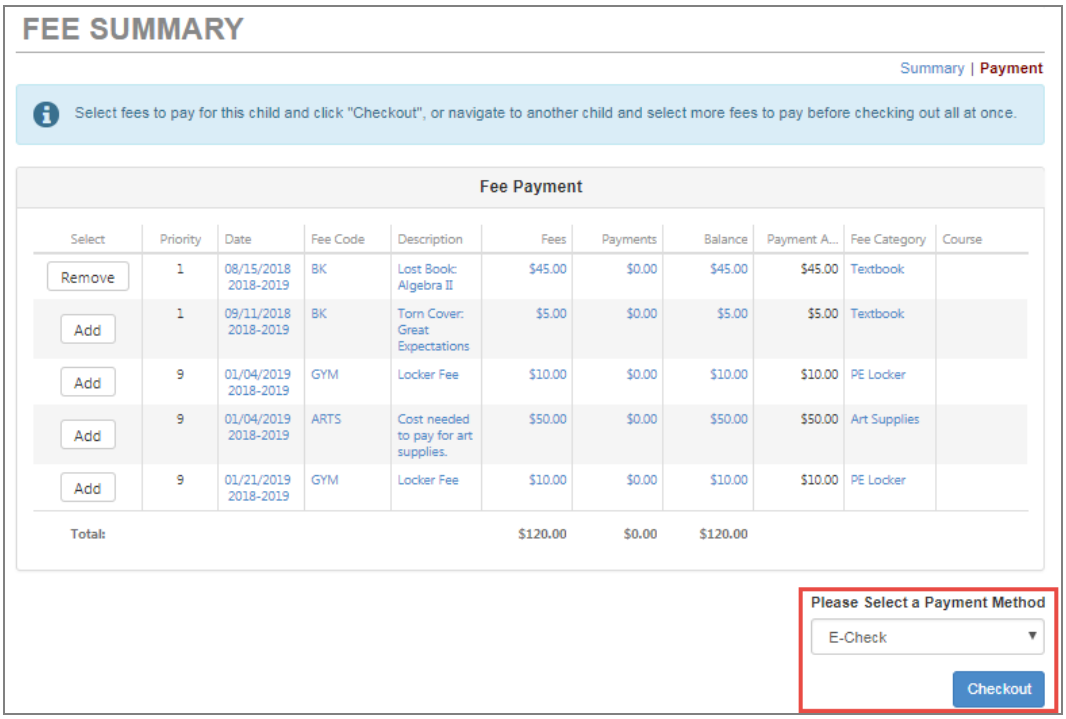
Pay fees marked with a **Priority** of *1* first.

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.

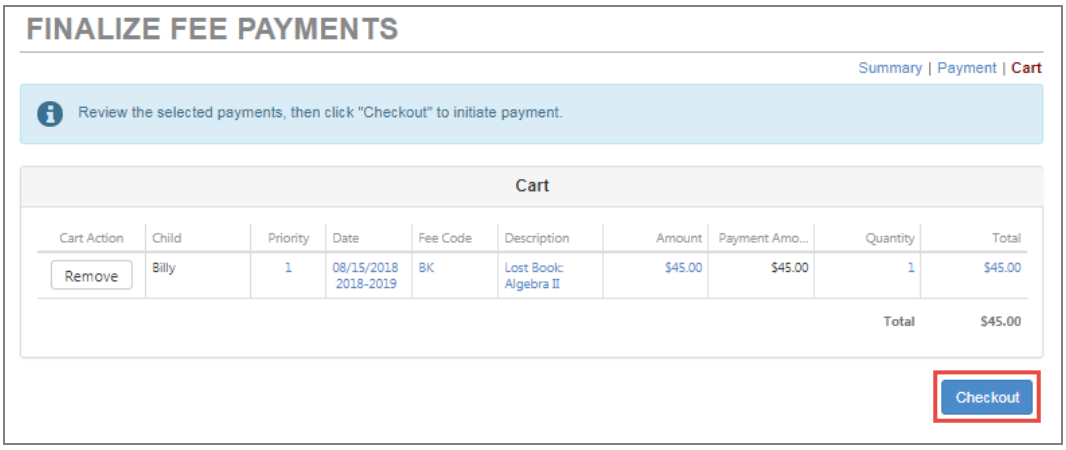
Click another child if using ParentVUE to add fees from other children to the cart.

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 Screen

5. Click **Checkout**.



Finalize Fee Payments Screen

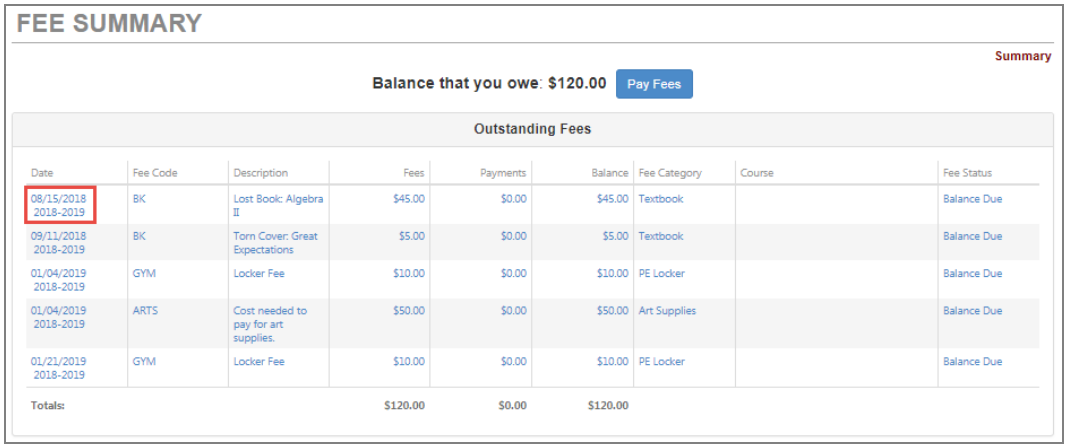
6. Enter all appropriate login and payment information in the payment screen for the selected provider.
7. Confirm your payment.

> 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.

Copyright 2018-2026 Edupoint Educational Systems, LLC

Viewing Pending Fee Payments

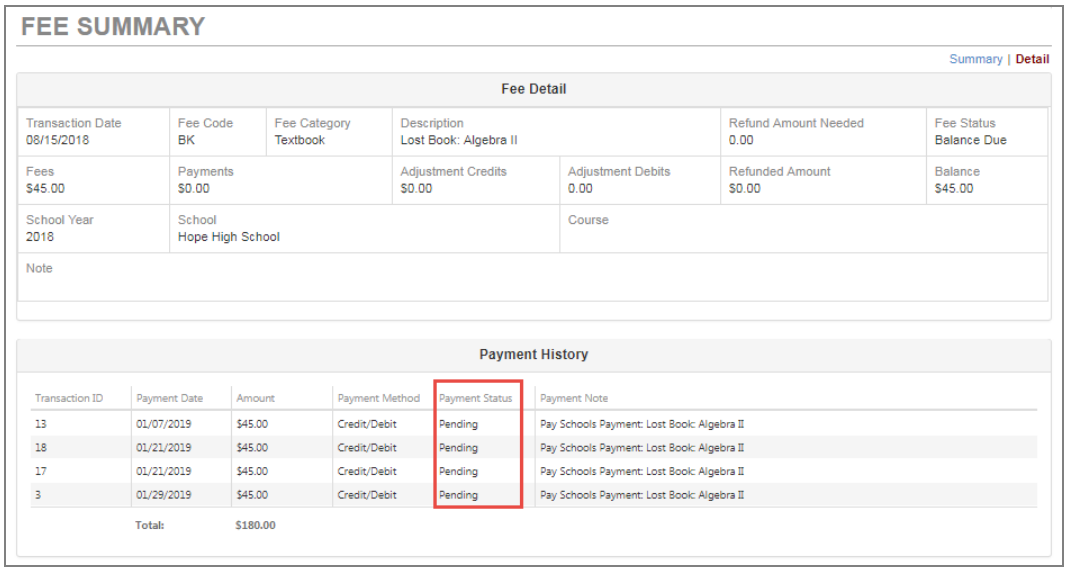
1. Open ParentVUE for a parent with a pending payment.
2. Click **Fee** in the Navigation bar.
3. Select the link in the **Date** column for an Outstanding Fee to open the Fee Detail and Payment History.



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			

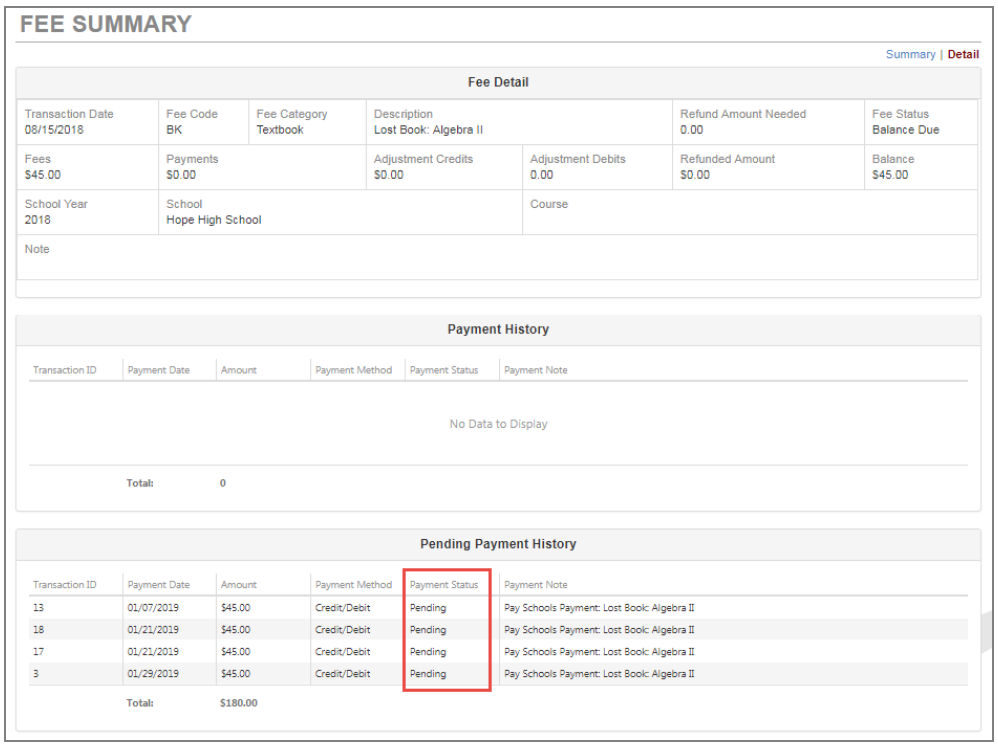
ParentVUE Fee Summary Screen

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



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

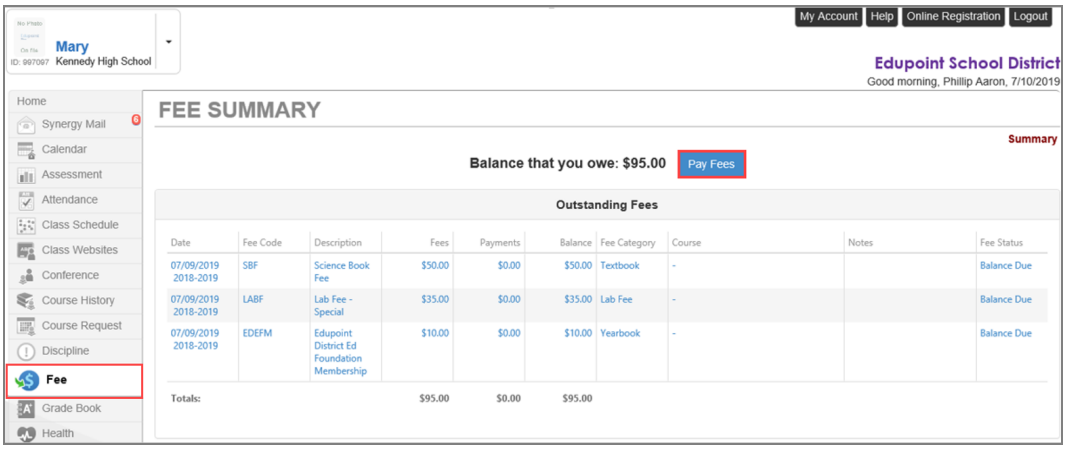


ParentVUE Fee Summary Screen, Fee Detail

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.



ParentVUE Fee Summary Screen

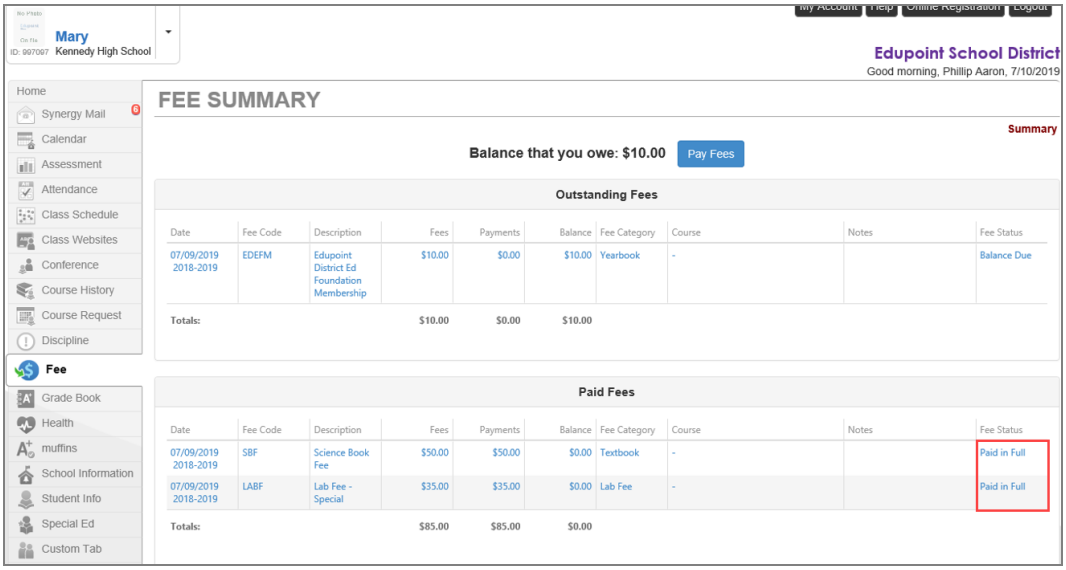
Copyright 2018-2026 Edupoint Educational Systems, LLC

5. 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.

6. Click **Billing**.
7. Complete the Payment information.
8. Click **Review Order**.
9. Review the information and edit any errors by clicking on **Edit Billing Info** or **Edit Cart**.
10. Click **Finish**. An acknowledgement is emailed to the address entered by the parent or student.
11. 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.

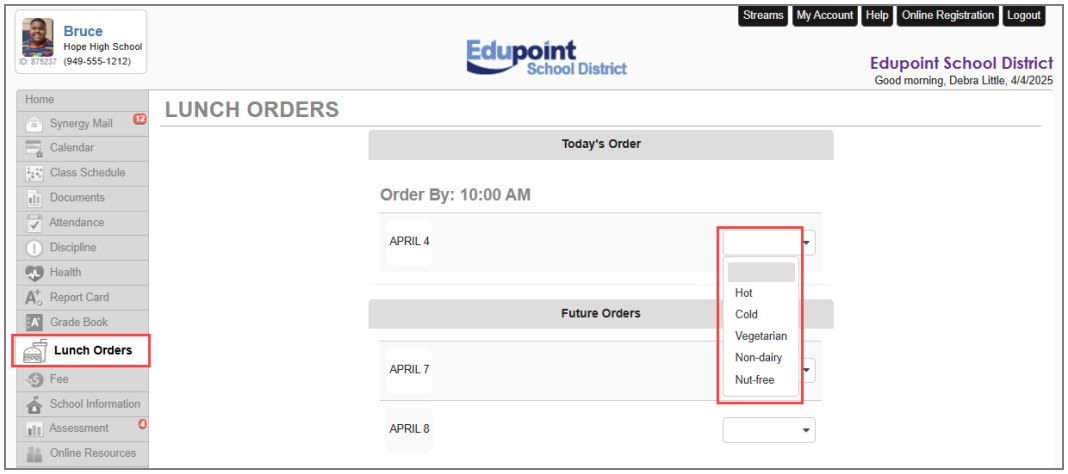


ParentVUE Fee Summary Screen

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.



ParentVUE Lunch Order Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC

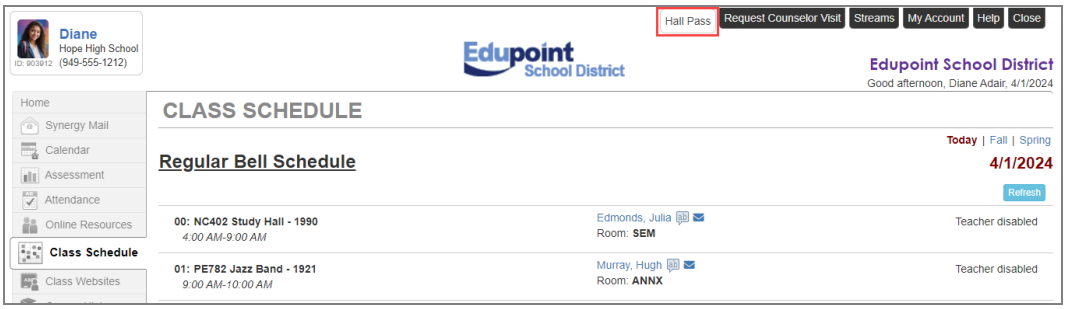
Using Hall Pass in StudentVUE

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.

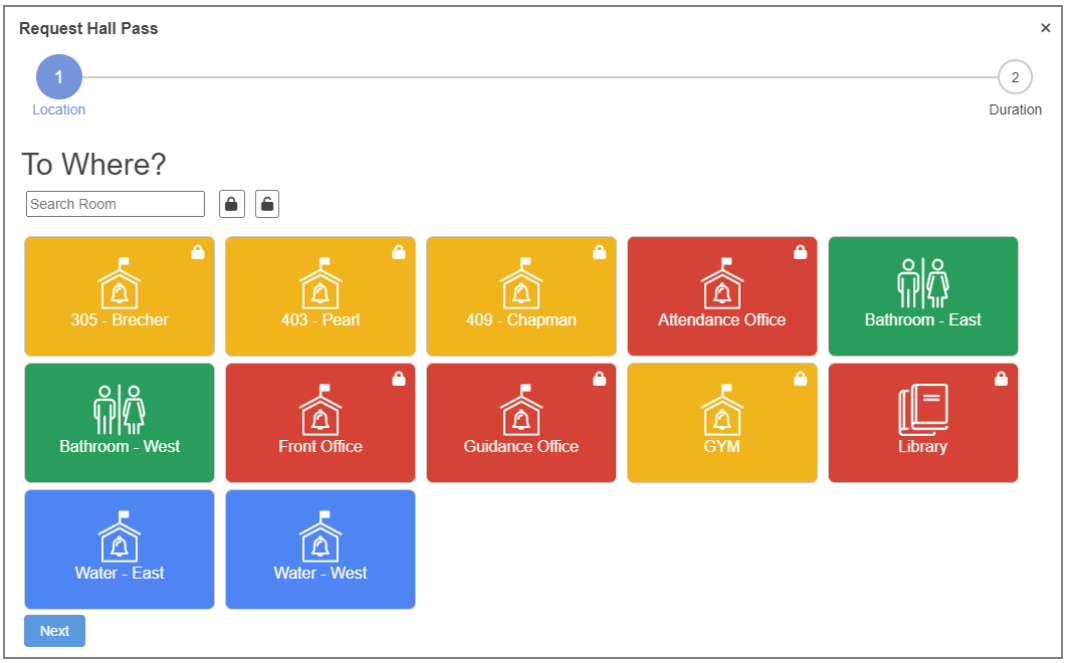
Requesting a Hall Pass

1. Click Hall Pass from any StudentVUE screen.



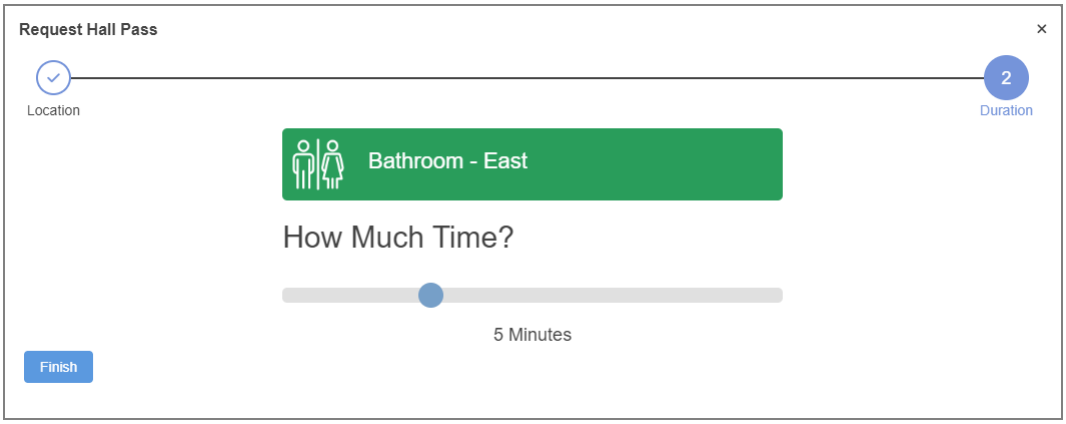
StudentVUE Class Schedule Screen

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



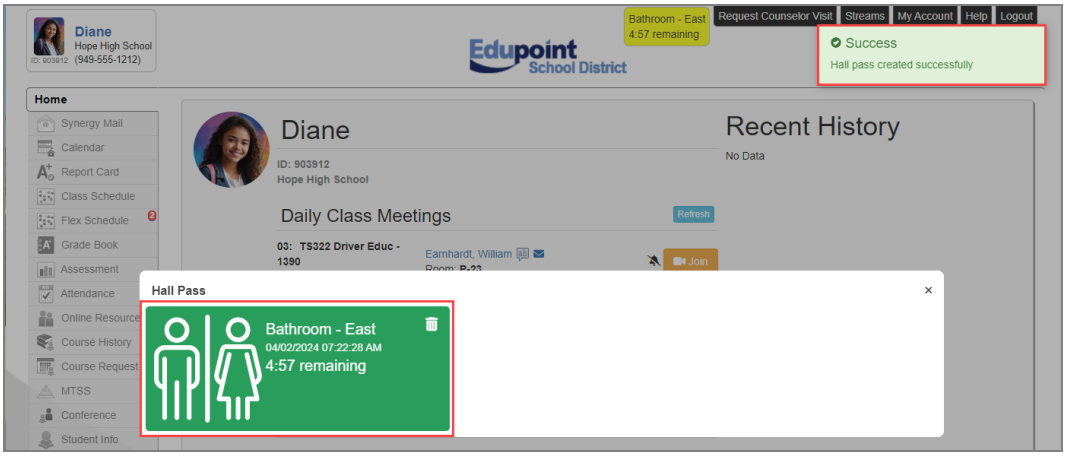
Request Hall Pass Window

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



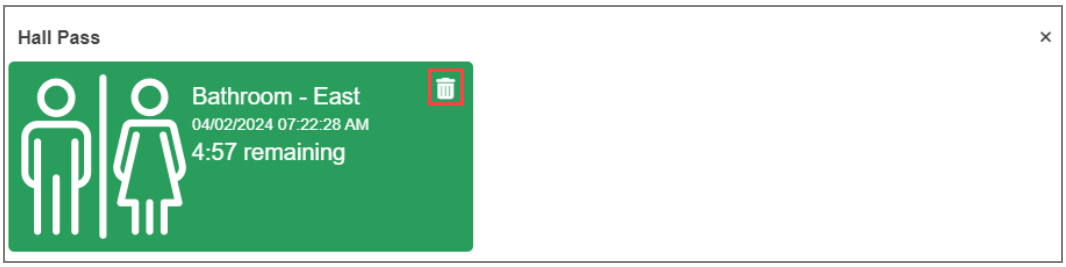
Request Hall Pass Window

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



Hall Pass Window

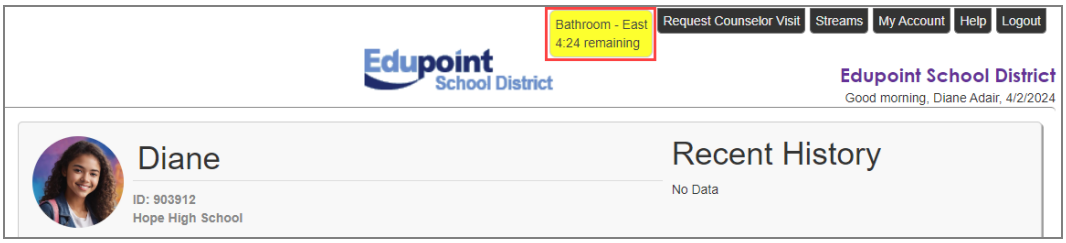
7. Click the trash icon to delete the pass.



Hall Pass Window

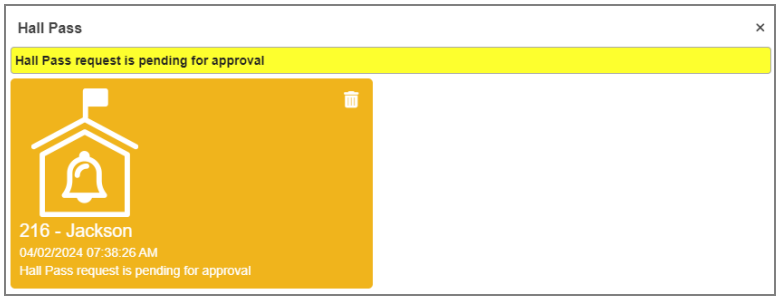
Copyright 2018-2026 Edupoint Educational Systems, LLC

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.

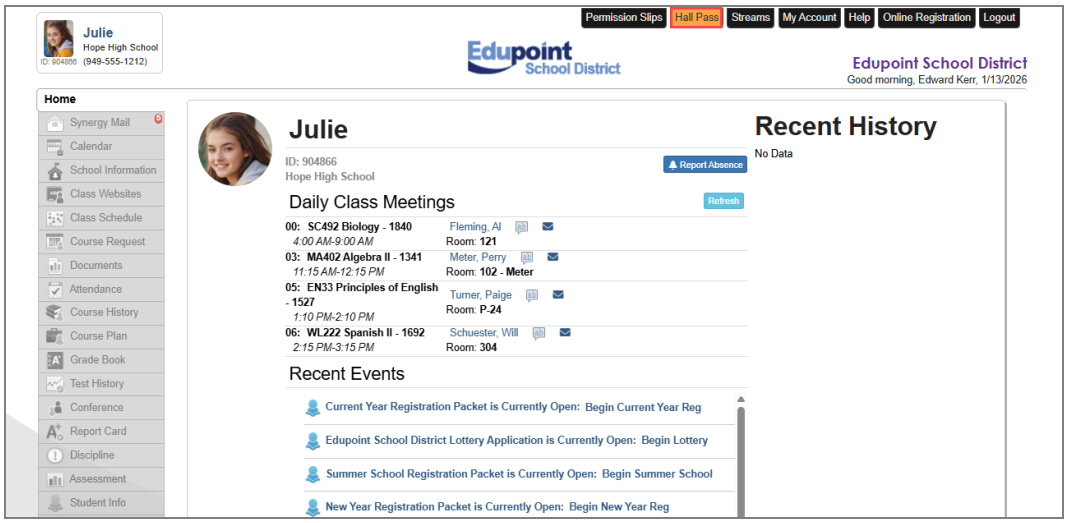


Hall Pass Window

Using Hall Pass in ParentVUE

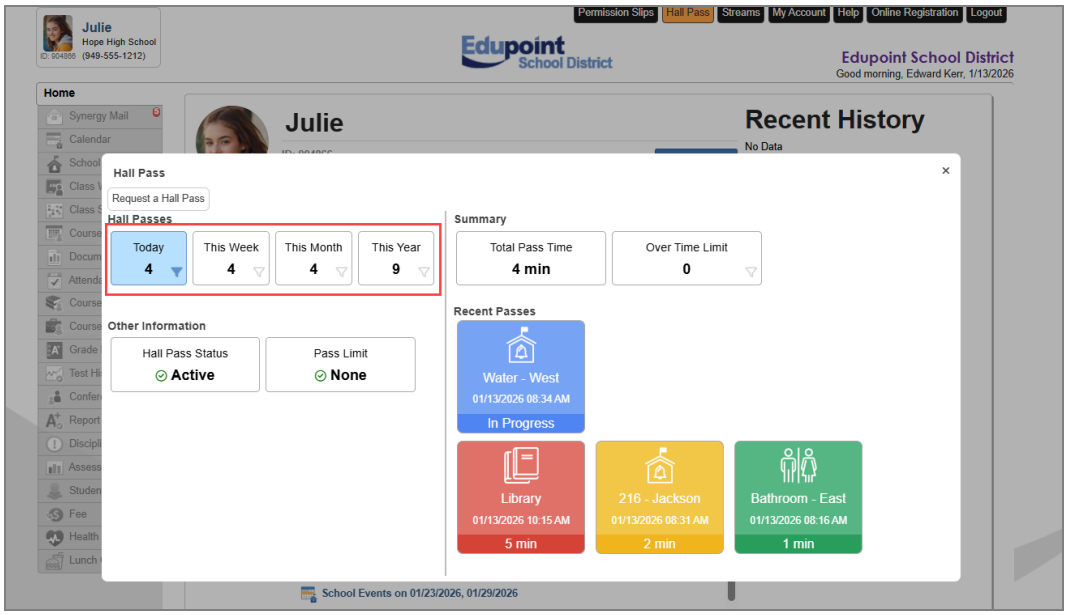
If enabled by the district, parents can view a student's hall pass history in ParentVUE.

1. Select the **Hall Pass** tab from any ParentVUE screen.



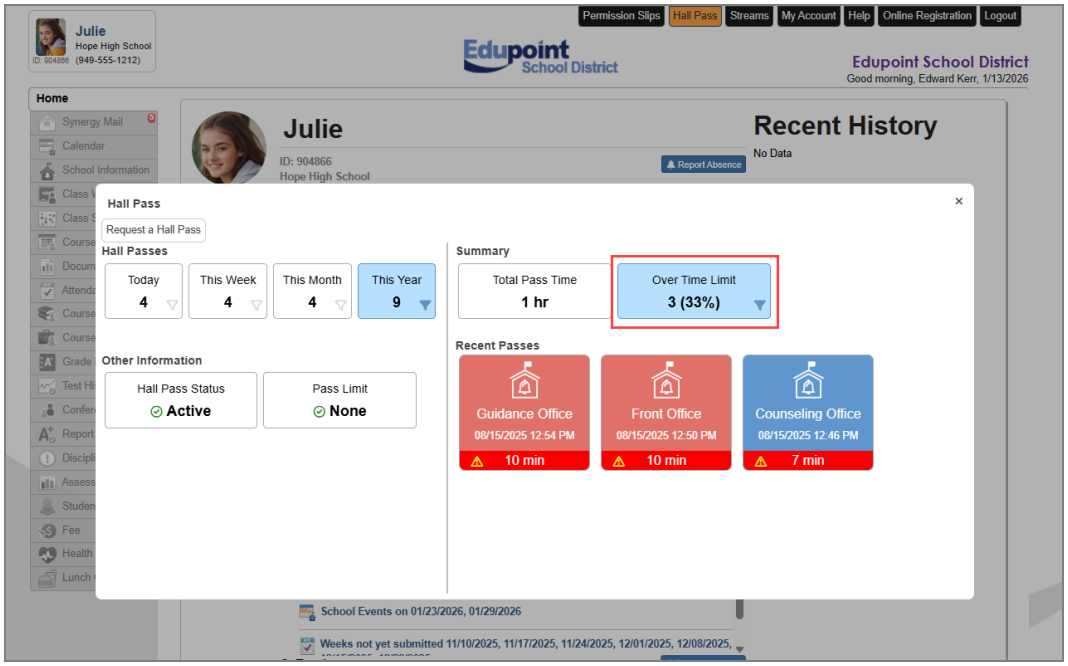
ParentVUE Home Screen

2. Click the applicable date filter to display only the passes you wish to view in the Recent Passes section. You can filter by day, week, month, or year. **Total Pass Time** and **Over Time Limit** adjust accordingly.



Hall Pass History Screen

3. Click **Over Time Limit** to view only those passes that exceeded their time limit.



Hall Pass History Screen

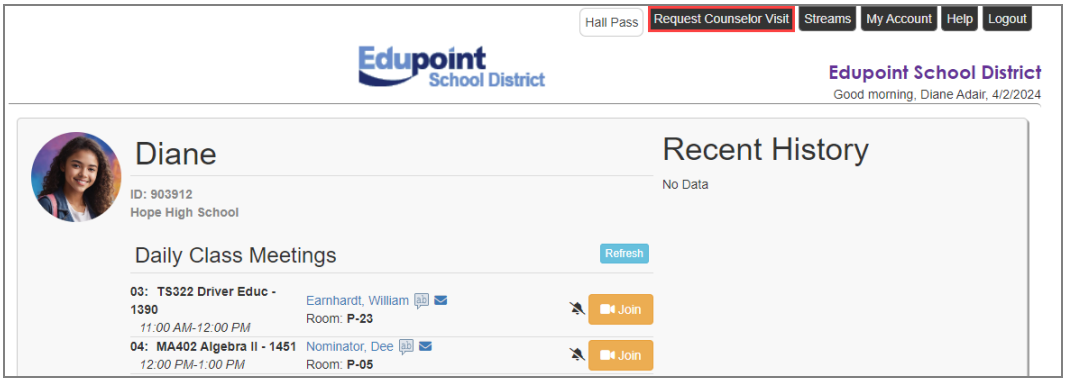
4. Click **X** to return to the previous screen.

Copyright 2018-2026 Edupoint Educational Systems, LLC

Requesting a Counselor Visit in StudentVUE

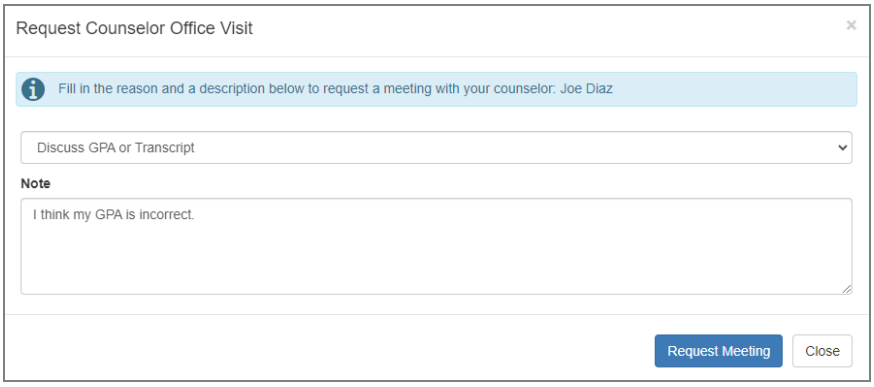
Students can request to meet with a counselor from StudentVUE. Depending on the district setup, students are automatically scheduled with their assigned counselor or they may be allowed to select a different one.

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



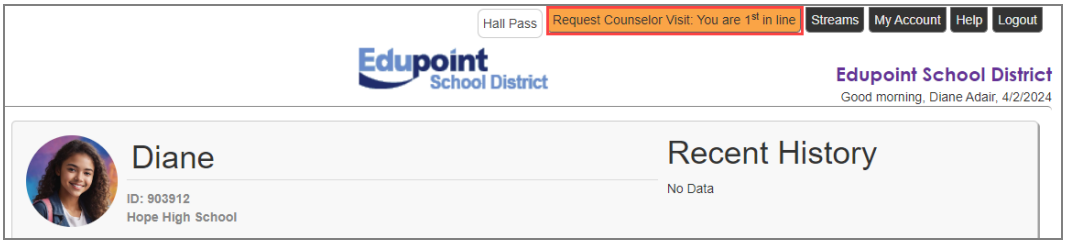
StudentVUE Home Screen

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



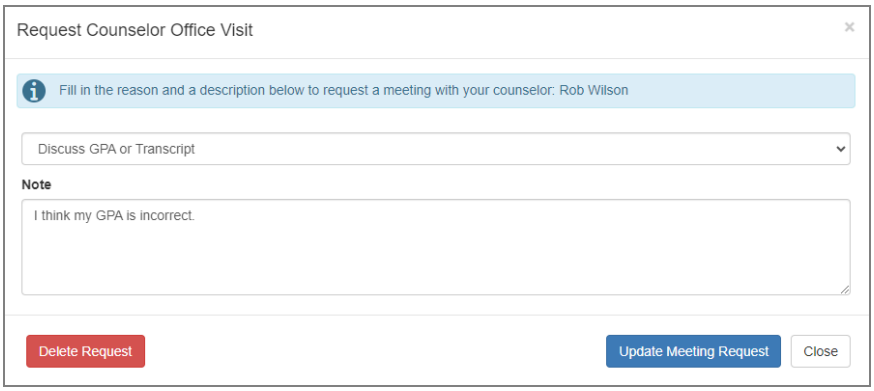
Request Counselor Office Visit Window

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



StudentVUE Home Screen

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



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.

Copyright 2018-2026 Edupoint Educational Systems, LLC

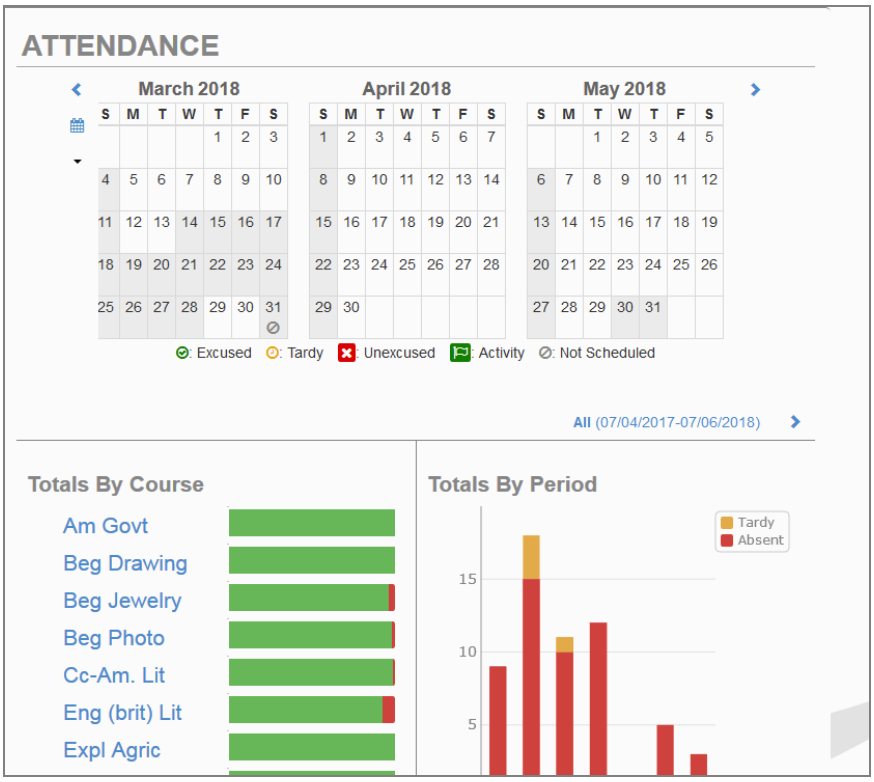
Chapter 3: Classroom Information

Viewing Attendance Information 67
Viewing the Class Schedule 75
Using Digital Locker 77
Viewing Report Cards 79
Viewing Grade Book 80
Taking Assessments 87
Viewing Class Websites 87
Viewing Test History 89
Viewing Custom Tabs 90
Managing Course Requests 90
Managing Student Course Plans 95
Managing Flex Scheduling in StudentVUE 97

Viewing Attendance Information

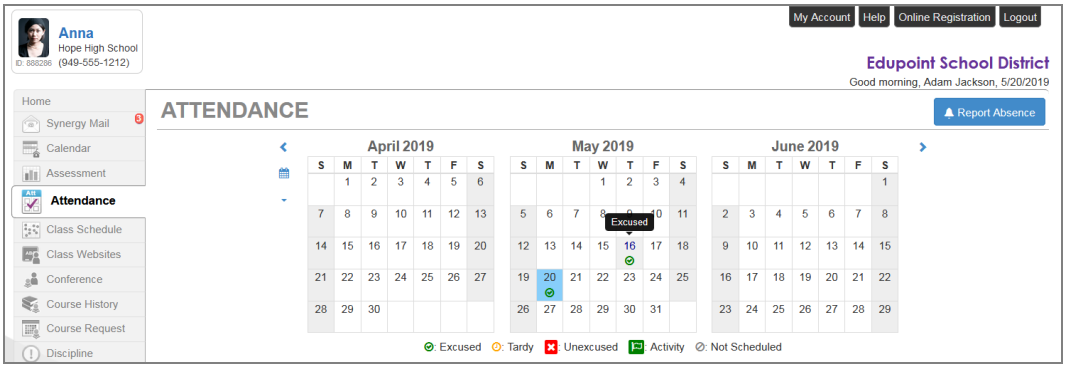
The Attendance screen displays the student's attendance records. Information displays in two main sections. The Attendance Calendar displays a visual record of absences for the student. The Totals By Course and Totals By Period sections display the attendance totals by course and period. You can also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

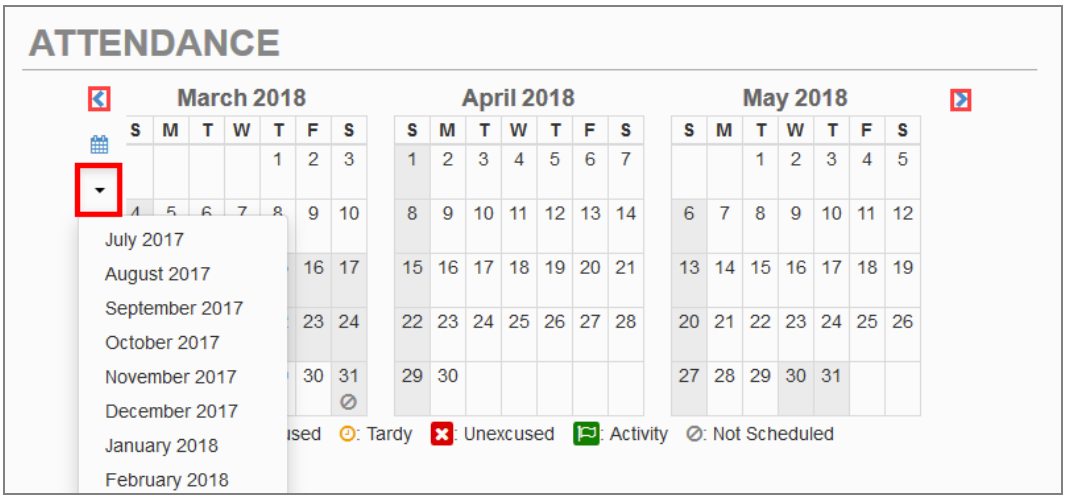


Attendance Screen

The ParentVUE/StudentVUE calendar does not display future attendance.

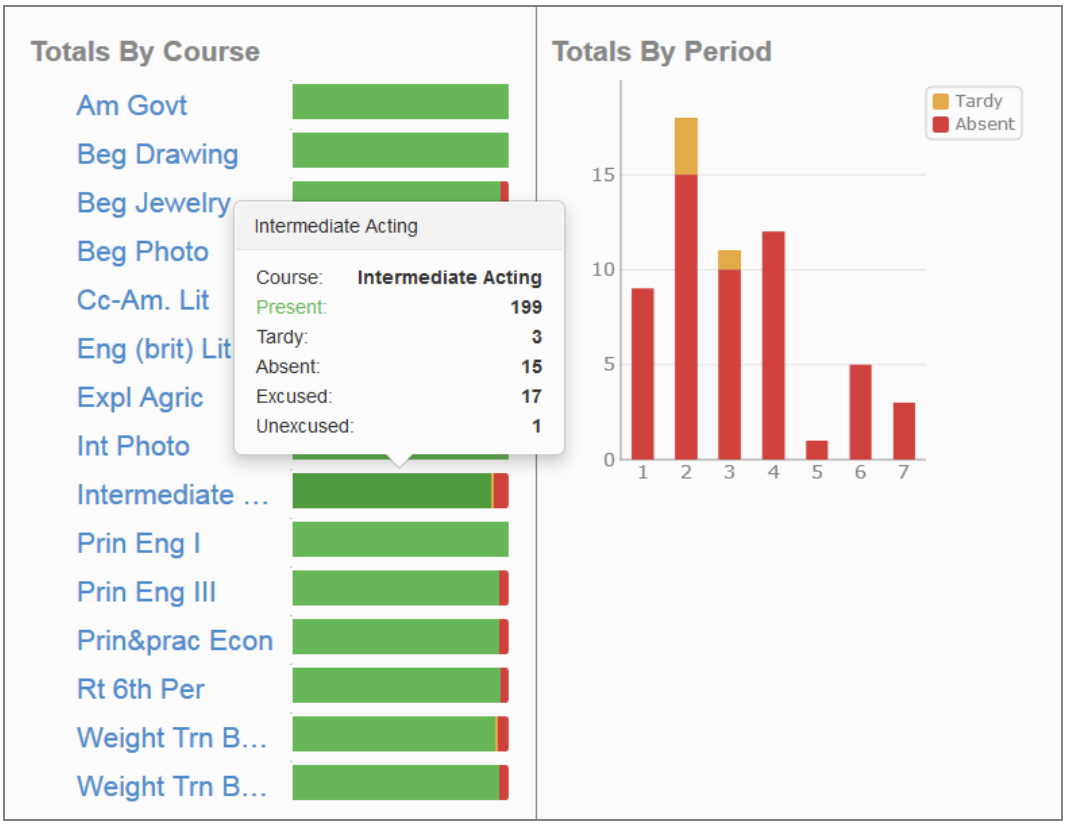
Copyright 2018-2026 Edupoint Educational Systems, LLC

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



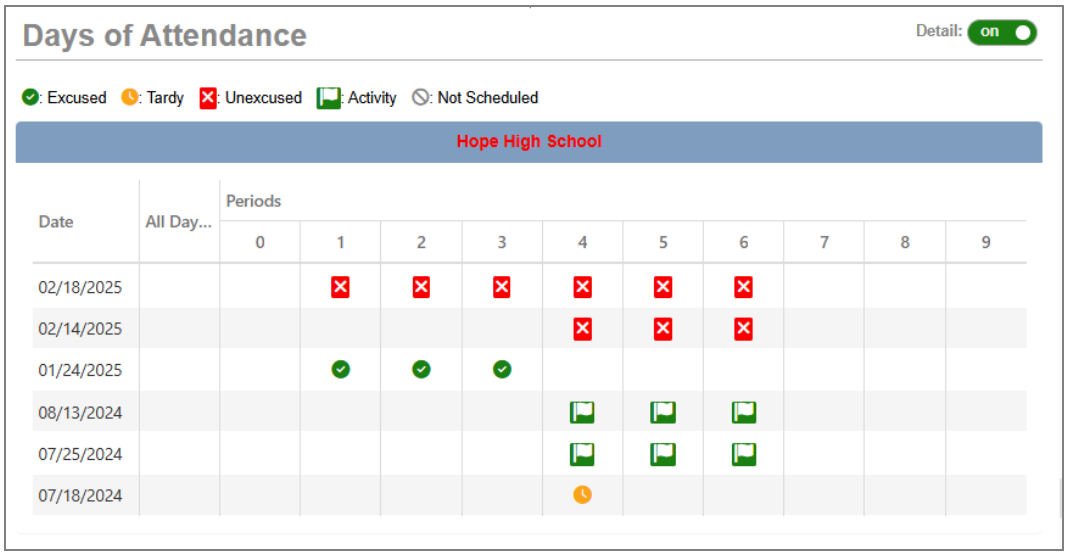
Attendance Screen

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.



Attendance Screen

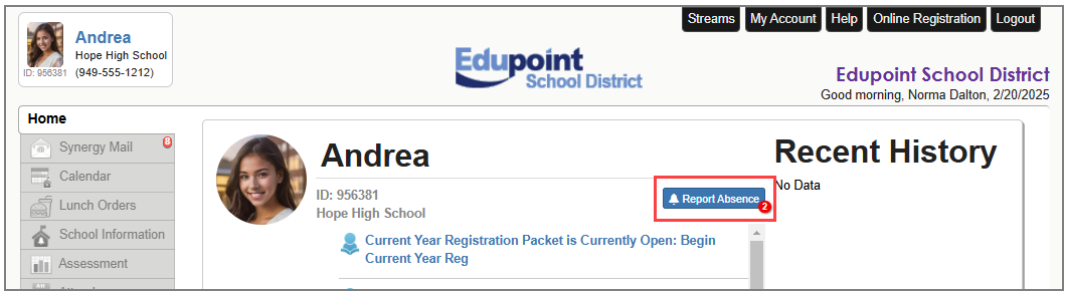
Reporting an Absence

If enabled by the district, you are able to report past and/or future absences. Depending on district settings, these absences may be automatically accepted or may be submitted for review.

Past Absence

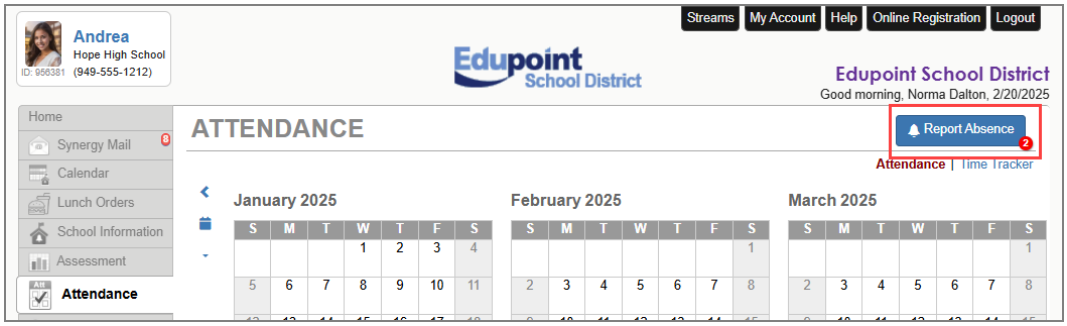
If a student has past absences that need parent verification, the **Report Absence** button displays with a red number badge.

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



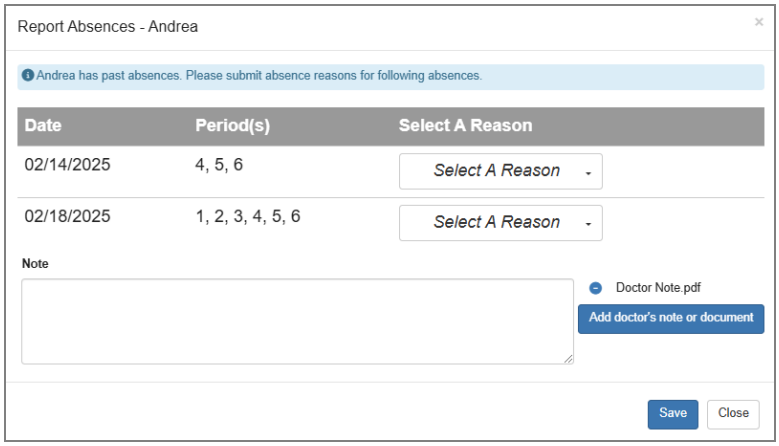
ParentVUE Home Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC



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**.



Report Absences Window

Future Absence

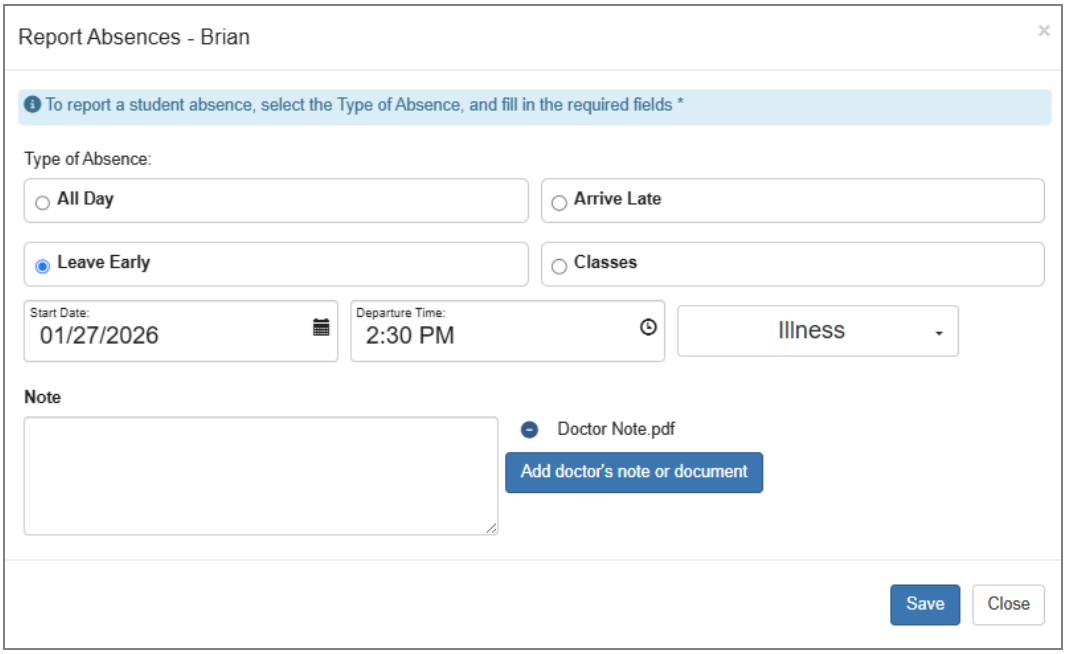
1. Click **Report Absence** to open the Report Absences window.

ParentVUE Home Screen

2. Select the Type of Absence and enter the required dates and times.
   - **All Day** – The student is absent for all class periods.
     - Tap **Start Date** to change the date if needed. The date defaults to the current day's date.
     - Tap **End Date** if you know when the absence will end.
   - **Arrive Late** – The student is absent for all class periods occurring on or before the selected **Arrival Time**.
     - Tap **Start Date** to change the date if needed. The date defaults to the current day's date.
     - Enter an **Arrival Time**.
   - **Leave Early** – The student is absent for all class period occuring on or after the **Departure Time**.
     - Tap **Start Date** to change the date if needed. The date defaults to the current day's date.
     - Enter a **Departure Time**.
   - **Classes** – The student is absent for all selected class periods.
     - Tap **Start Date** to change the date if needed. The date defaults to the current day's date.
     - Select the classes the student will miss.
3. Select a reason for the absence.
4. Enter a **Note** if needed.

Copyright 2018-2026 Edupoint Educational Systems, LLC

5. Click **Add doctor's note or document**.
   a. Select the file to upload. The uploaded file displays on the window with a delete option.



Report Absences Window

6. Click **Save**.

Time Tracking in ParentVUE and StudentVUE

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

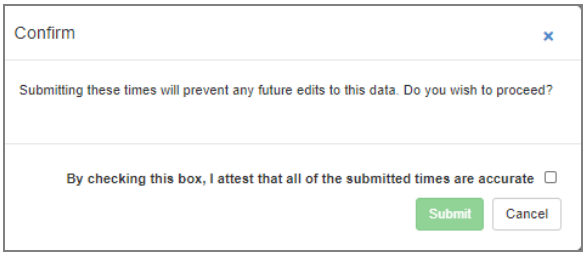
> Only online courses display.
>
> The days of the current week display on top.
>
> **Weeks not yet submitted** displays the weeks for which the time has not been submitted . You can click on a hyperlink to open that week to enter time.

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.

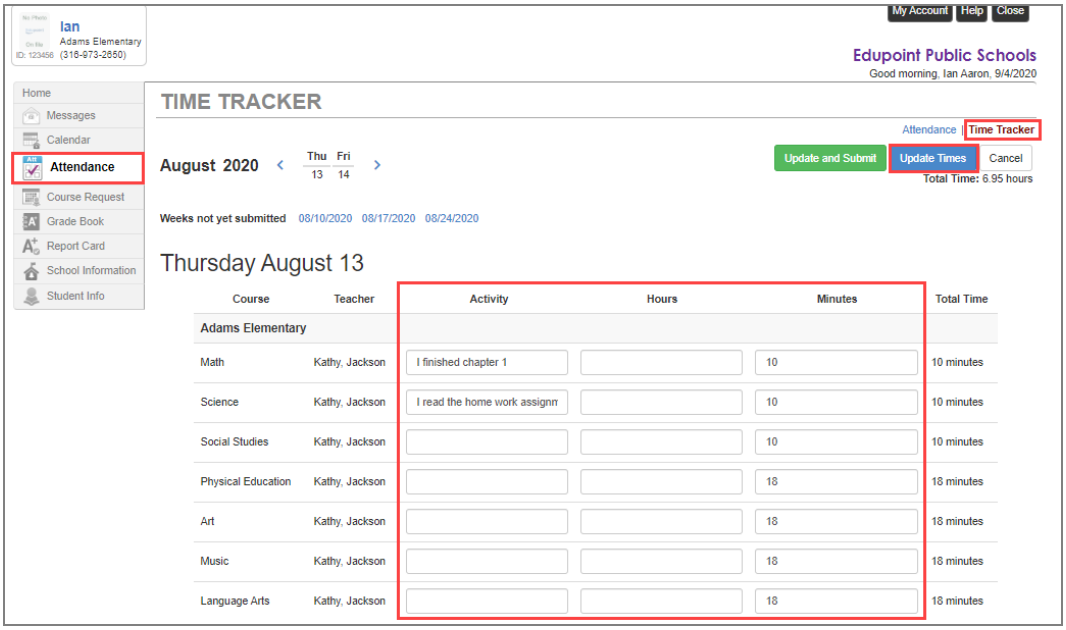
> The **Total Time** entered for the week displays.

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.

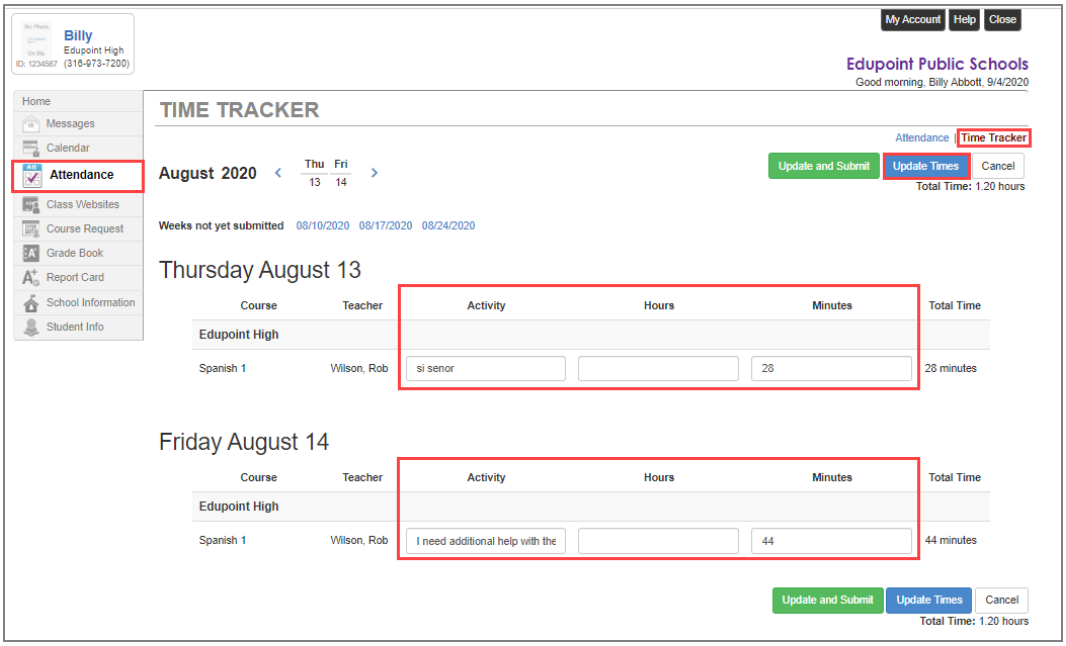


Confirmation Message



Time Tracker Screen (Elementary Time Tracking Using Subject Areas)

Copyright 2018-2026 Edupoint Educational Systems, LLC



Time Tracker Screen (High School Time Tracking)

Viewing the Class Schedule

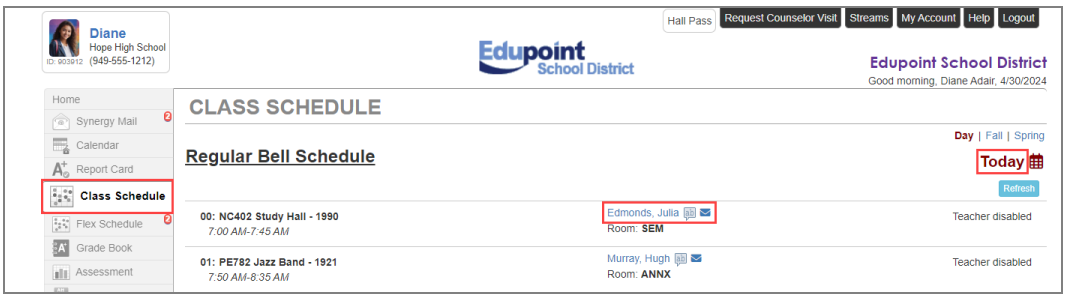
The Class Schedule screen lists the period, course title, room name, and teacher for each class.

Class Schedule Screen

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

Class Schedule Screen

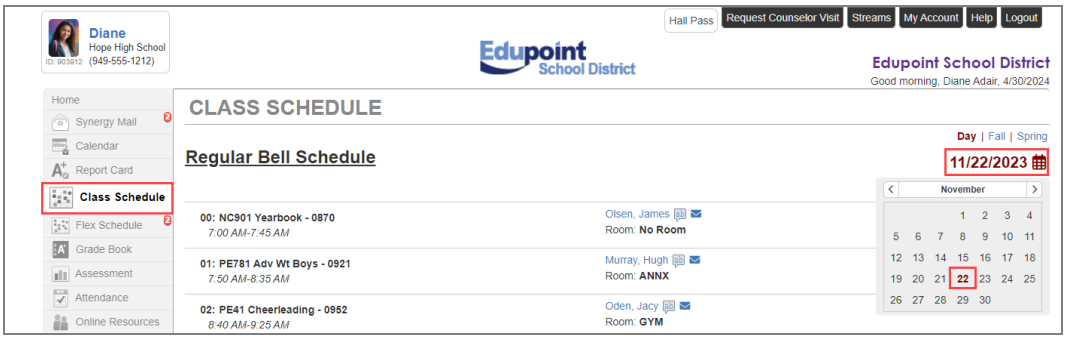
1. Click **Class Schedule** in the Navigation bar. The Class Schedule screen opens to the current day's classes.
2. Click the teacher's name or the envelope icon to send an email message or the comment bubble icon to open the Streams screen.



Class Schedule Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC

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

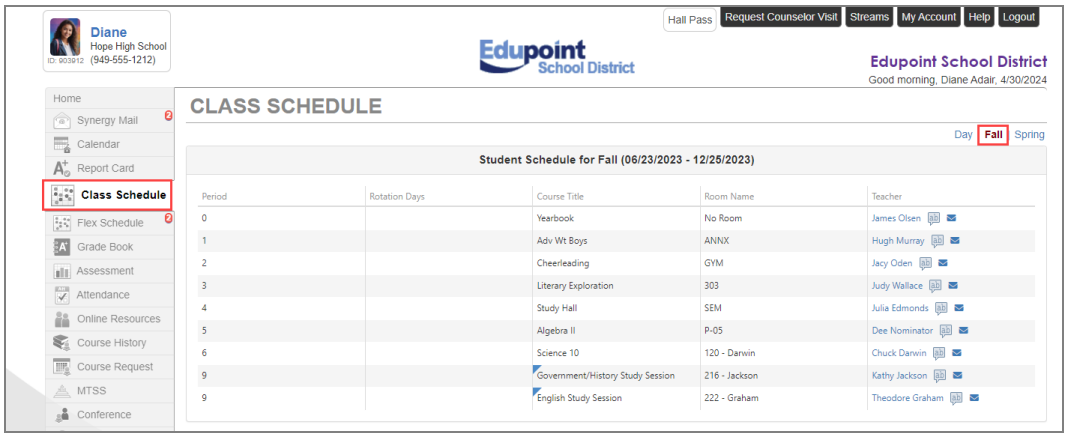


Class Schedule Screen

4. 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.



Class Schedule Screen

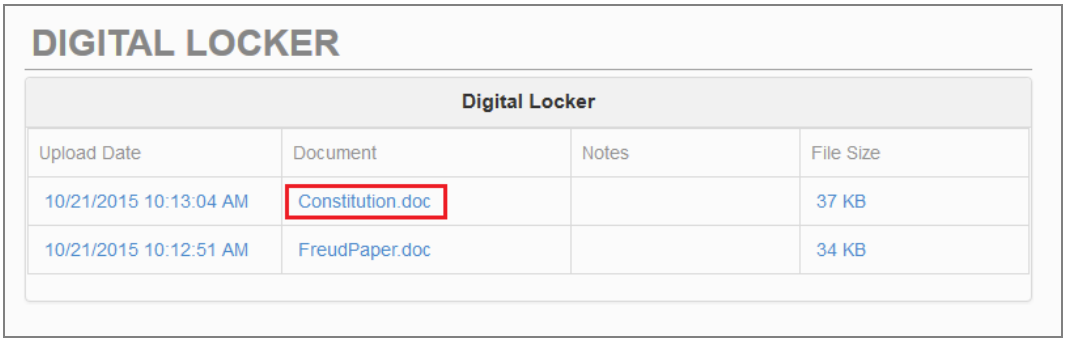
Using Digital Locker

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.

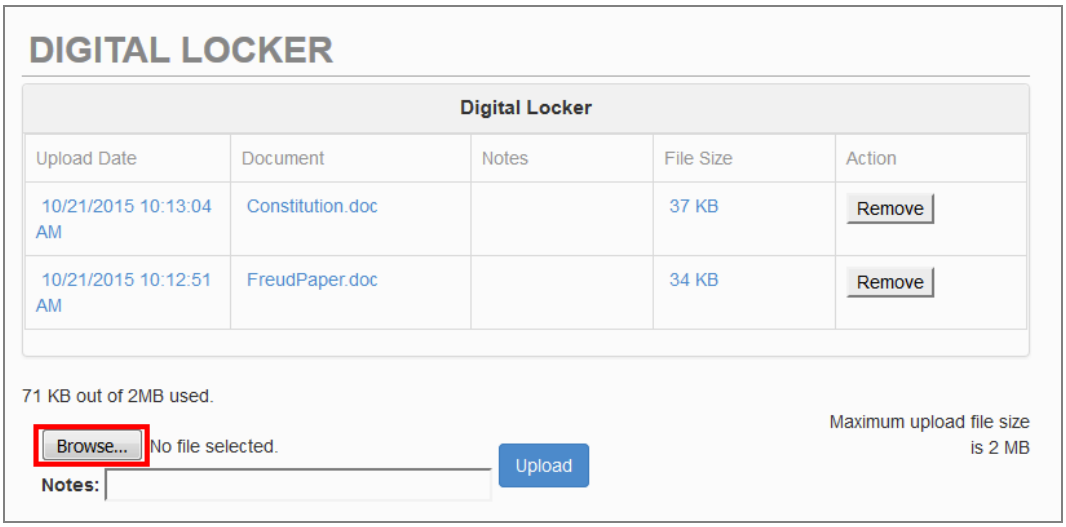


StudentVUE Digital Locker Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC

Uploading Documents

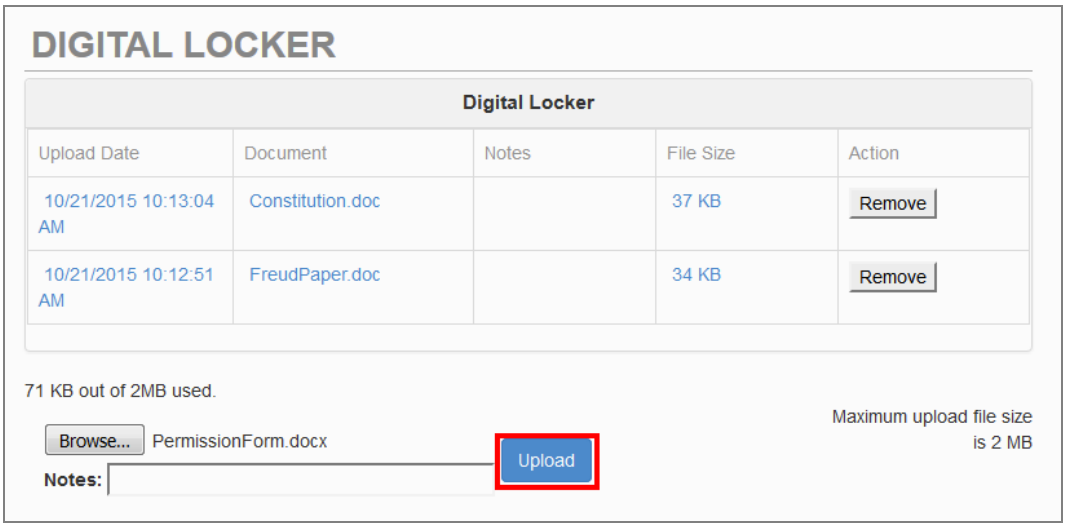
1. Click **Browse** to locate the document on your computer.



StudentVUE Digital Locker Screen

2. Click **Upload**.

Click **Remove** to remove a document.

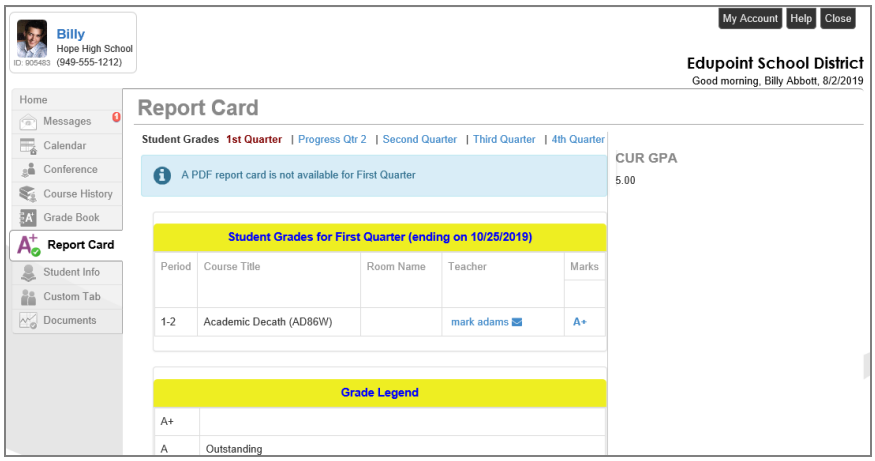


StudentVUE Digital Locker Screen

Viewing Report Cards

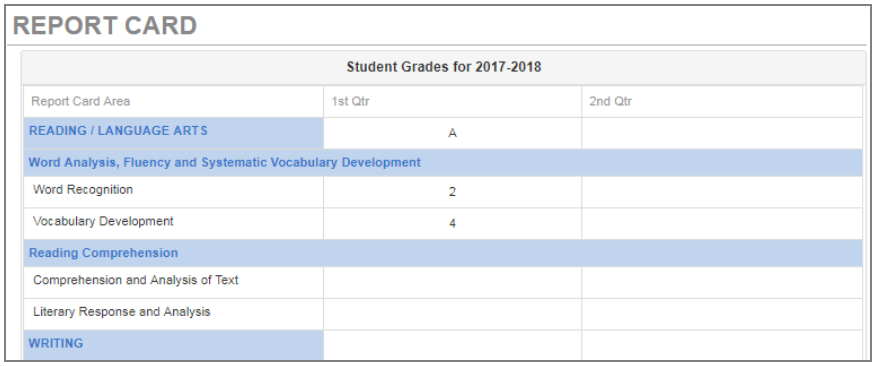
1. Click **Report Card** in the Navigation bar to see grades for each term and progress periods.
   - Section-based report cards display the period, course title, room name, teacher, marks, conduct, citizenship, and work habits. A grade legend displays at the bottom of the screen.
   - Select **Click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

Copyright 2018-2026 Edupoint Educational Systems, LLC

Viewing Grade Book

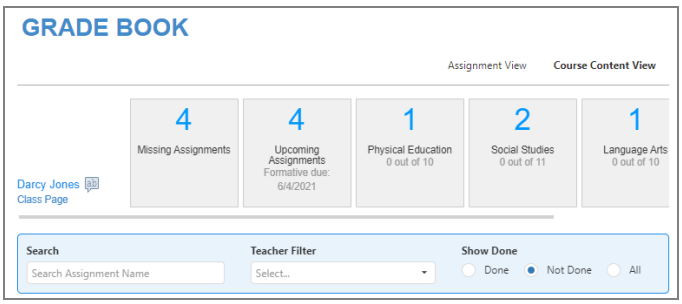
The Grade Book screen allows parents and students to keep track of grades, assignments, and test scores posted in Grade Book if your district uses Grade Book.

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.

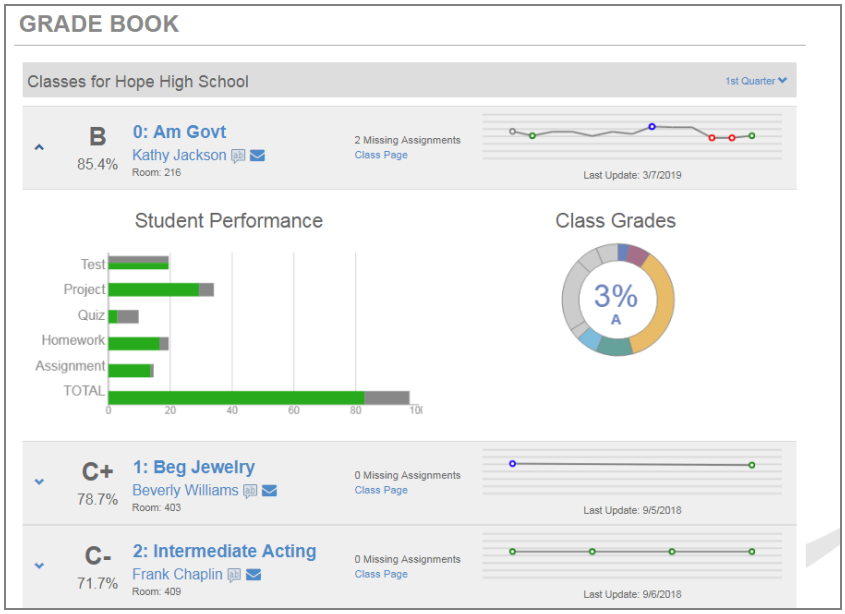
Each tile contains the number of assignments and a score breakdown.



Grade Book Screen

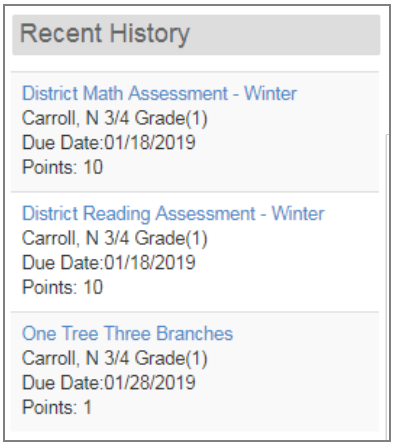
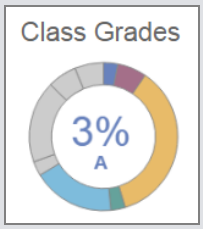
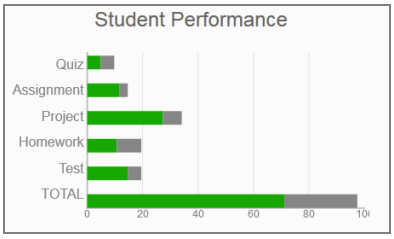
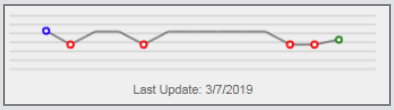
Grade Book displays the **Rotation Days** for each course if used by the school.

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

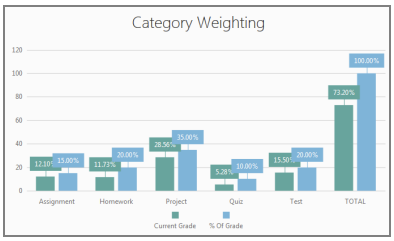
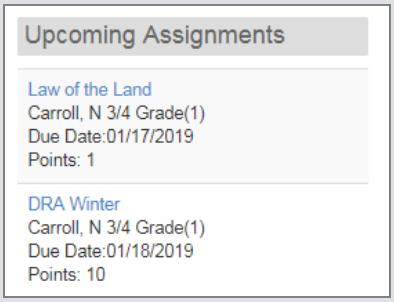


Grade Book Screen

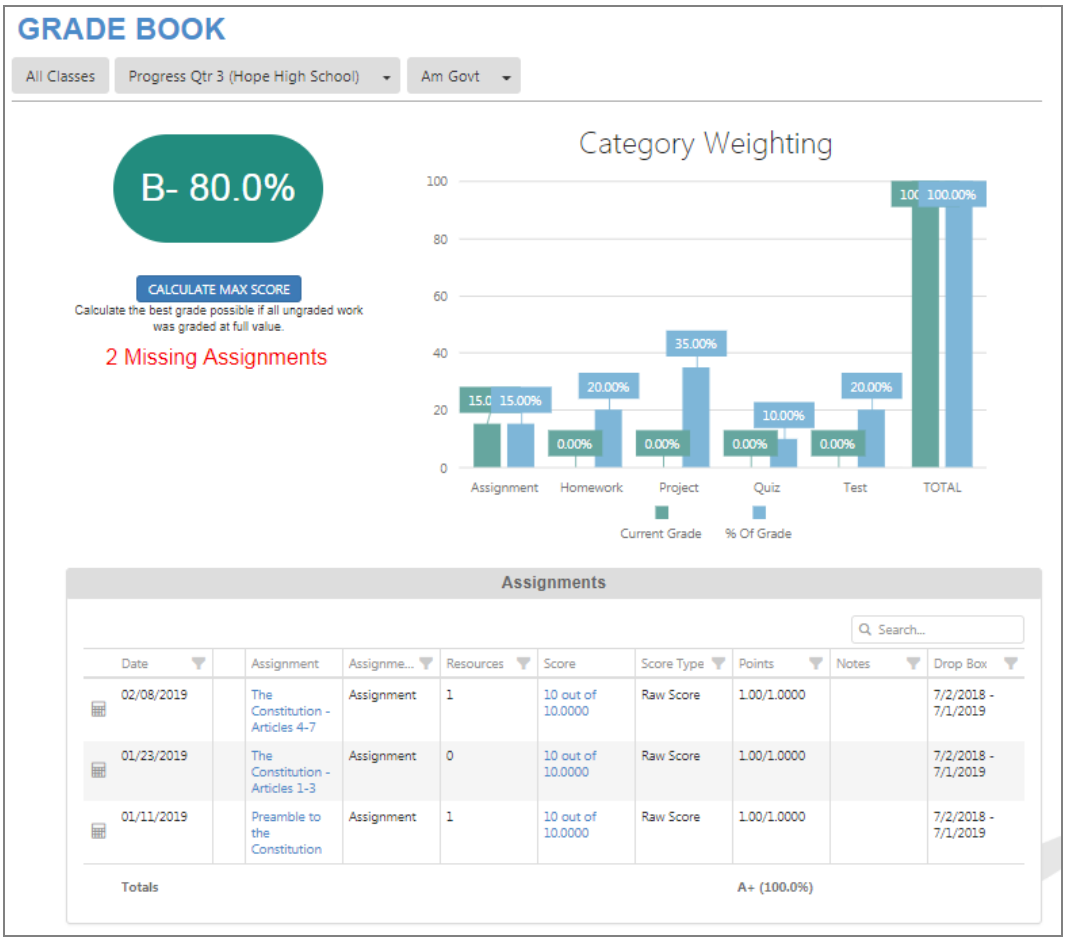
The following charts display depending on your school's setup.

Description	Grade Book Item
Assignments and scores from the last two weeks	 *Assignment History Details*
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 Chart*
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	 *Class Performance Whisker Chart*
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	 *Grade History Chart*

Copyright 2018-2026 Edupoint Educational Systems, LLC

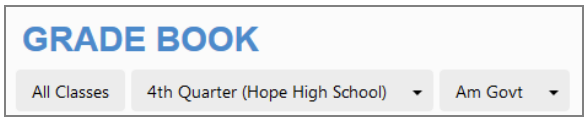
Description	Grade Book Item
Displays the Current Grade and Percent of Grade the student earned for the section	 *Category Weighting Bar Graph*
Shows assignments due today or tomorrow Shows the next 5 assignments if nothing is due today or tomorrow	 *Upcoming Assignment Details*

3. 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.

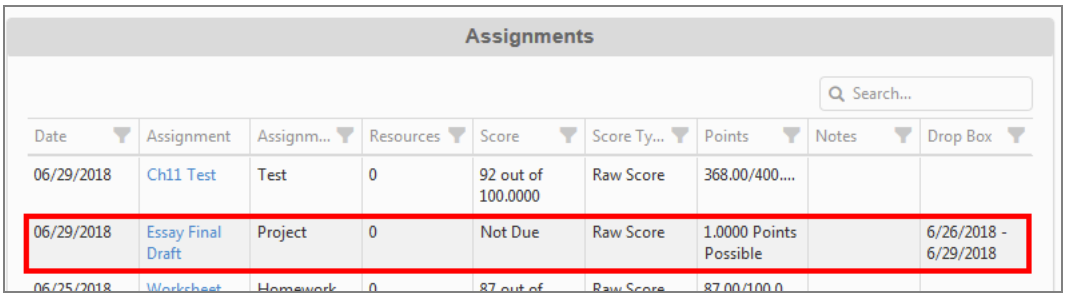


Grade Book Screen

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

Copyright 2018-2026 Edupoint Educational Systems, LLC

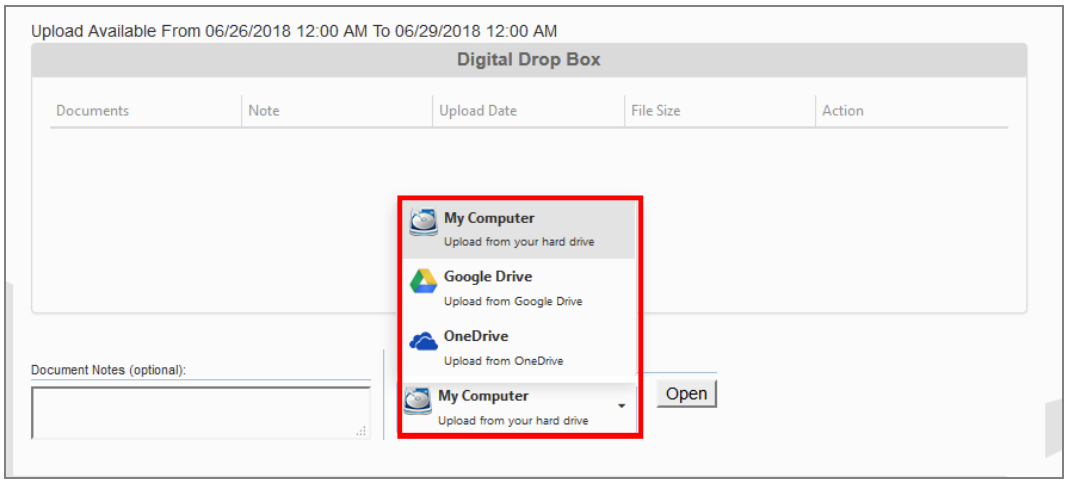
4. Select an assignment that has a date in the **Drop Box** column to upload documents to assignments.



Grade Book Screen

a. Select a location for the document.

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



Grade Book Screen

b. Enter the credentials to authenticate if requested.

c. Select the document to upload to the dropbox.

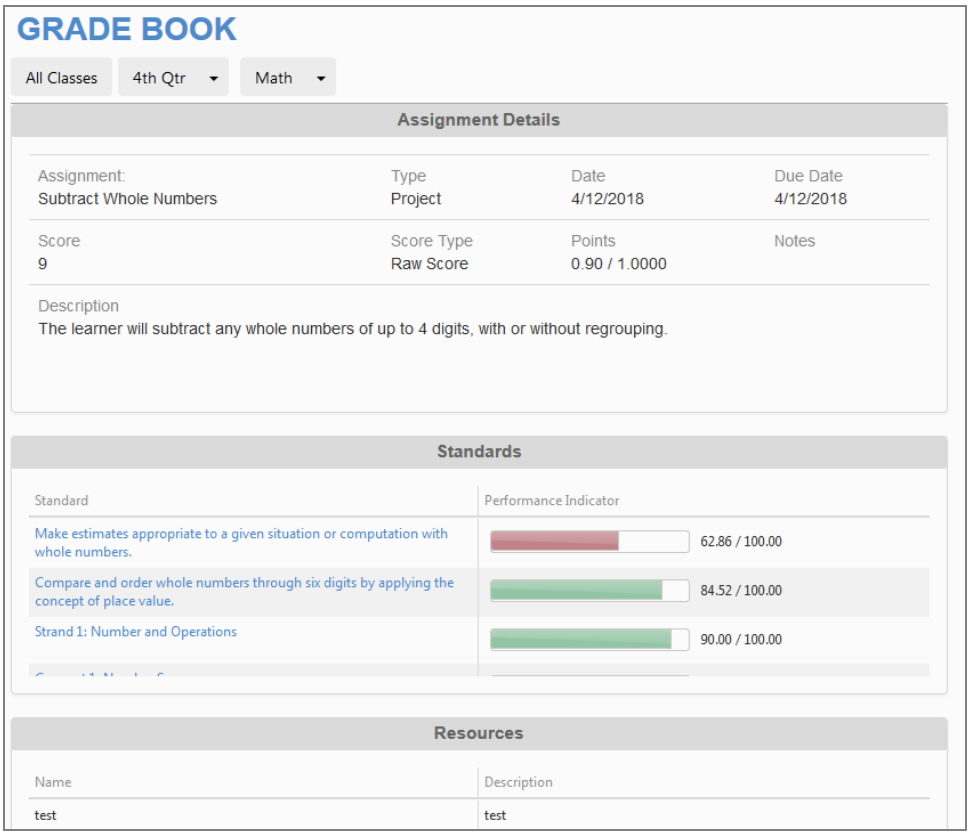
5. Click an **Assignment**. The Assignment Detail screen displays.

- 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.

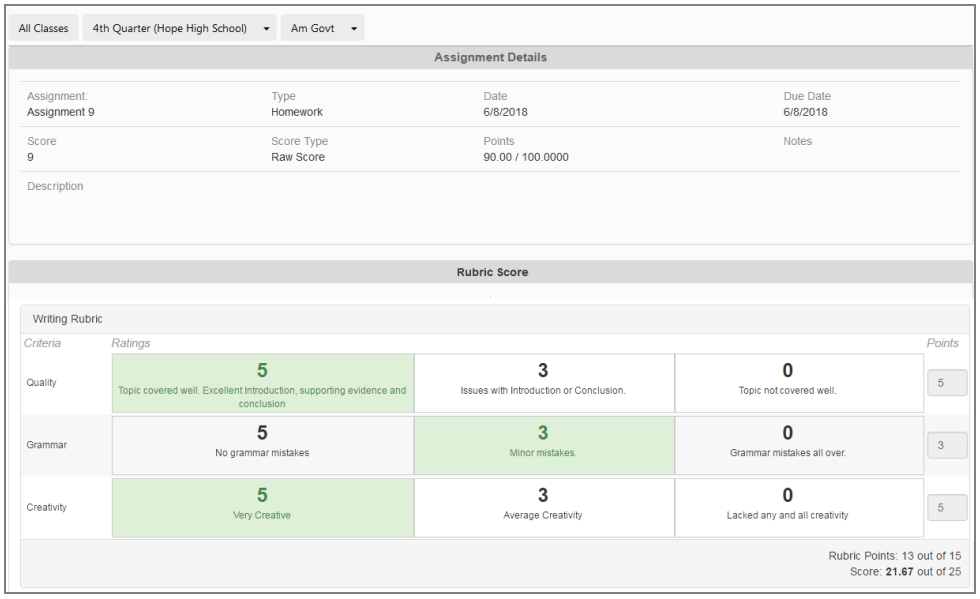
- Digital Drop Box – Electronic files posted for the assignment display in this section.



Grade Book Screen, Grade Book Assignment Details

Rubrics

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



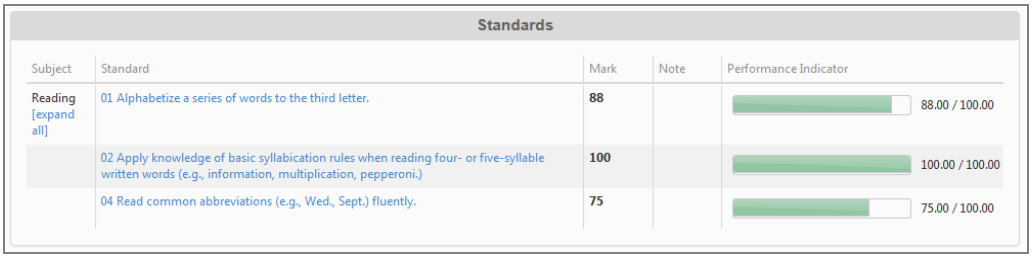
Grade Book Screen, Grade Book Assignment Details

Copyright 2018-2026 Edupoint Educational Systems, LLC

Standards View

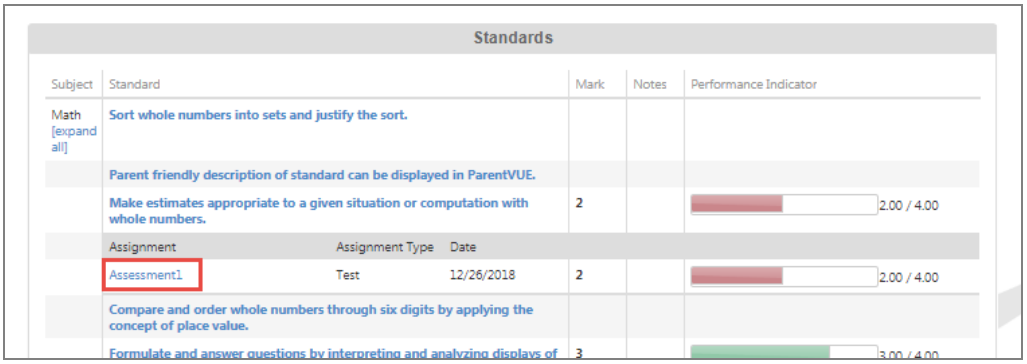
1. Click **Standards View** to view the standards aligned with the subject area.

> Your district might not use standards.

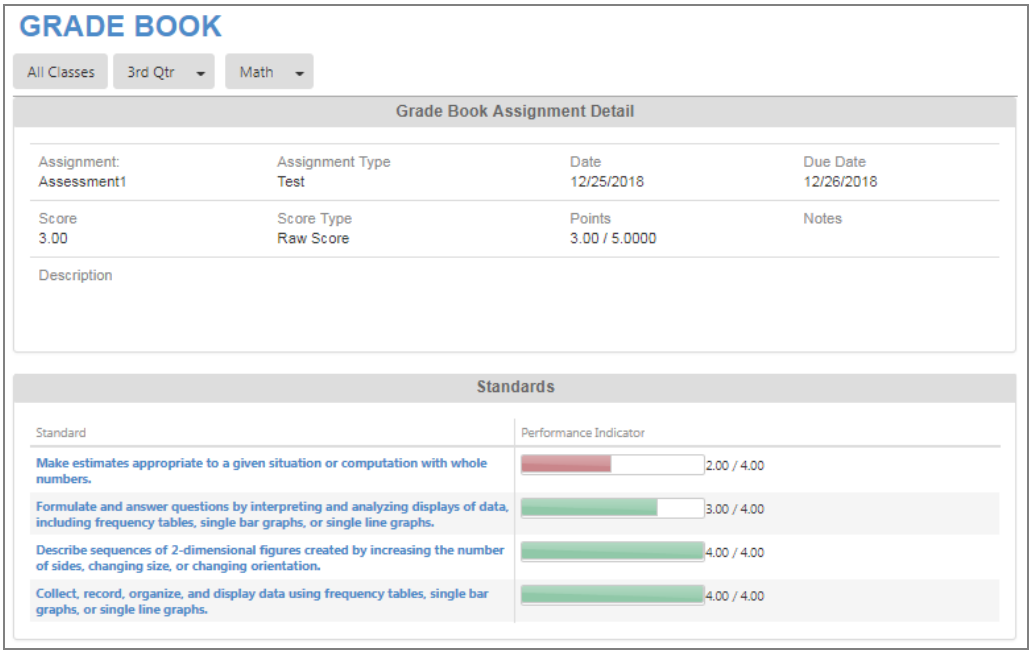


Grade Book Screen, Standards Detail

2. Click an assignment to view the Assignment Detail.



Grade Book Screen, Standards Detail



Grade Book Screen

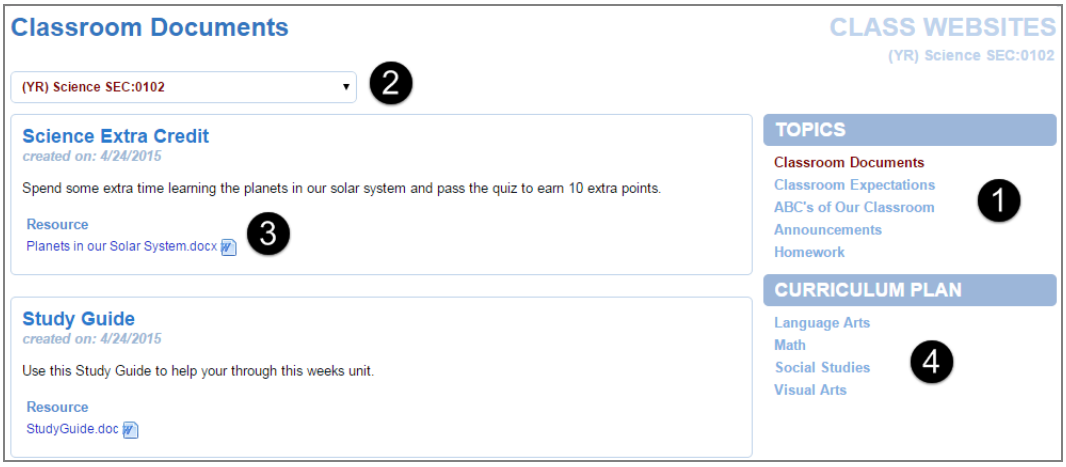
Taking Assessments

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. ❶
3. Select the class to view. ❷
4. Use the links to access classroom documents or class resources. ❸
5. Select a Curriculum Plan if available, to access scheduled lesson plans and classroom documents. ❹



Class Websites Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC

a. Select a class. ❺

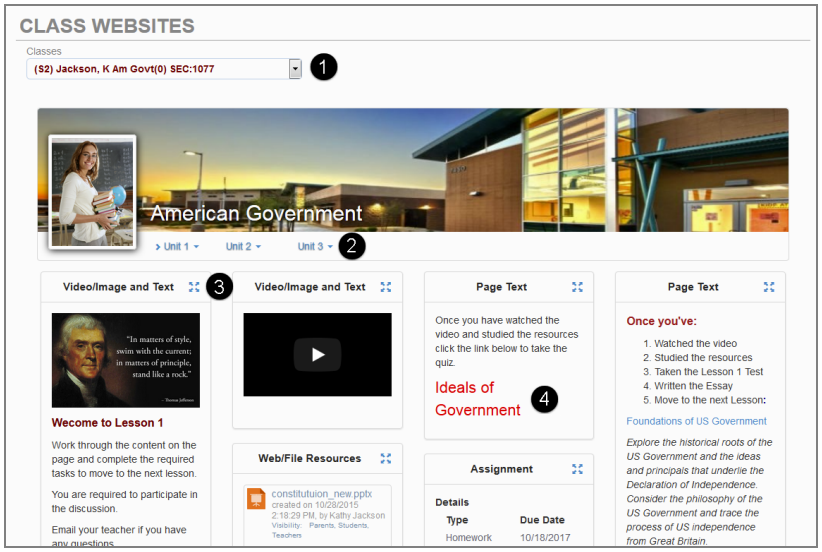
b. Select a week to view. ❻

c. View the scheduled lessons and resources by the day of the week. ❼

Class Websites Screen, Curriculum Plan

Alternate Web Pages

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



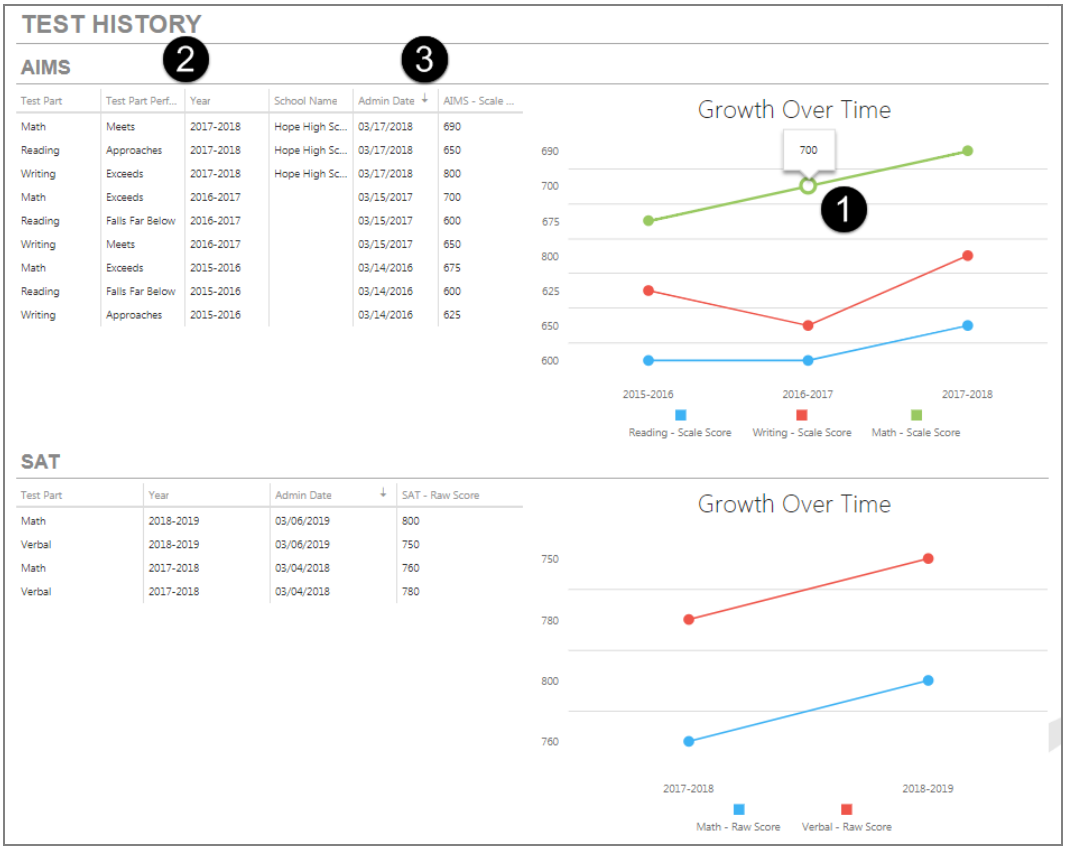
Class Websites Screen

- Select the class to view. ❶
- Select a unit or book. ❷
- Click the **Expand** icon to expand the panel to full screen. ❸
- Click any links to view additional information, take assessments/assignments, or view other lessons. ❹

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. ❶
   - View the **Test Part Performance** level and test **Year**. ❷
   - Use the arrows to sort the columns in ascending or descending order. ❸



Test History Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC

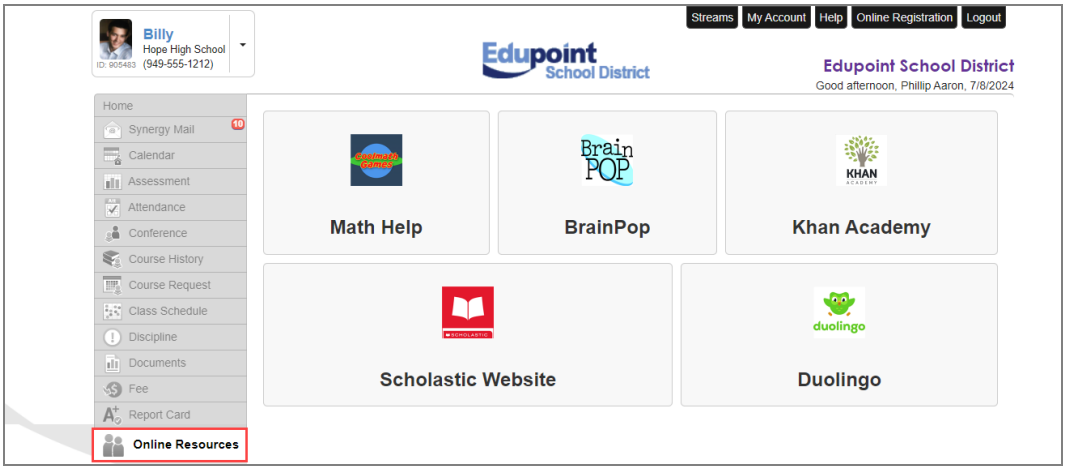
Viewing Custom Tabs

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.



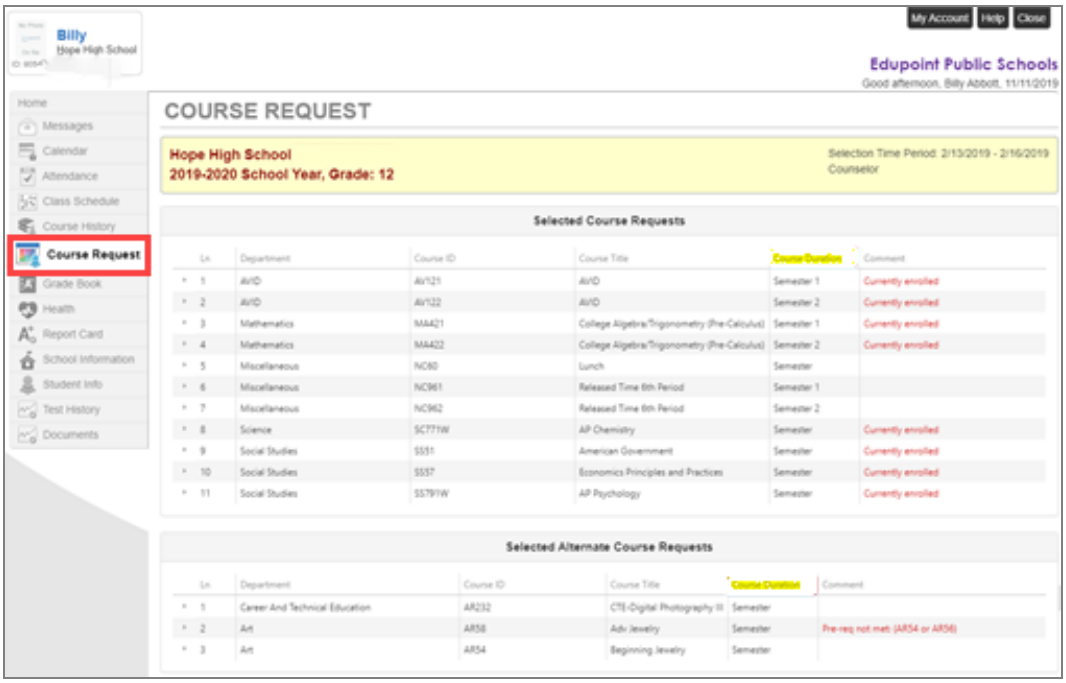
Custom Tab Screen

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:

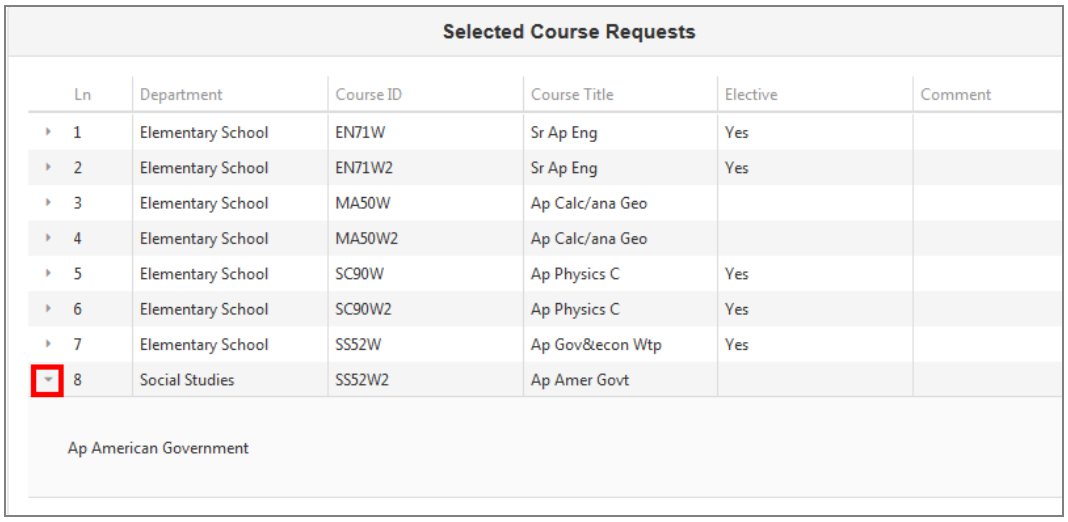
- A list of the student's current course requests
- Any alternate elective requests if selected
- The **Course Duration** column displays the duration for a course in the Selected Course Requests and Selected Alternate Course Requests sections.

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



Course Request 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		

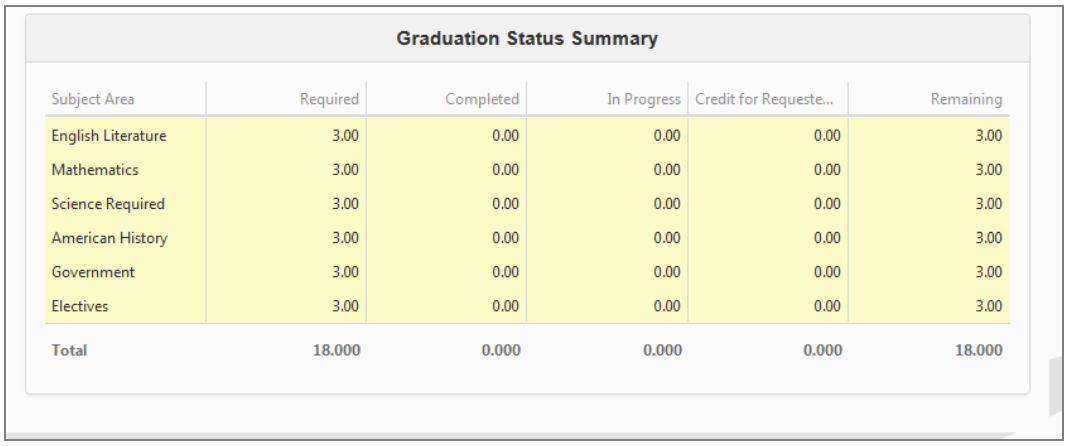
Ap American Government

Course Request Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC

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.



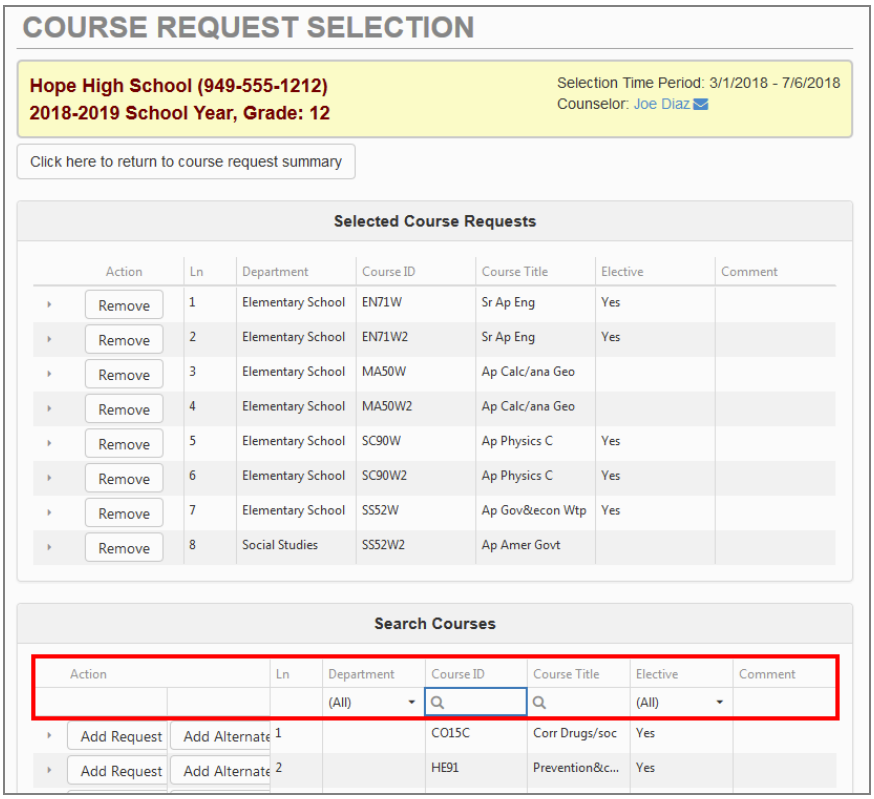
Graduation Status Summary

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

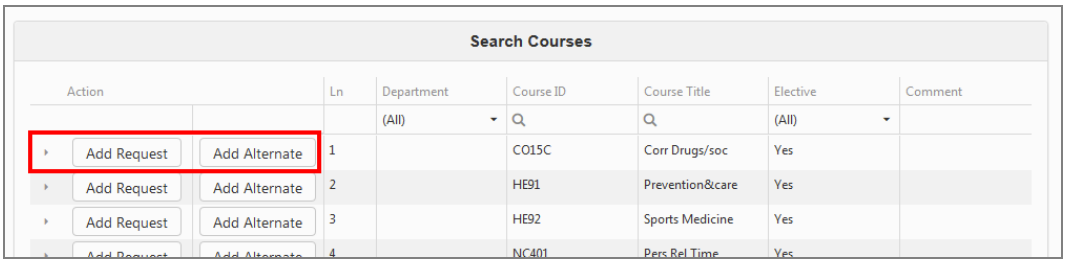
Action	Ln	Department	Course ID	Course Title	Elective	Comment
Remove	1	Elementary School	EN71W	Sr Ap Eng	Yes	
Remove	2	Elementary School	EN71W2	Sr Ap Eng	Yes	
Remove	3	Elementary School	MA50W	Ap Calc/ana Geo		
Remove	4	Elementary School	MA50W2	Ap Calc/ana Geo		
Remove	5	Elementary School	SC90W	Ap Physics 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)			(All)	
Add Request	Add Alternate	1		CO15C	Corr Drugs/soc	Yes	
Add Request	Add Alternate	2		HE91	Prevention&c...	Yes	

Course Request Selection Screen

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

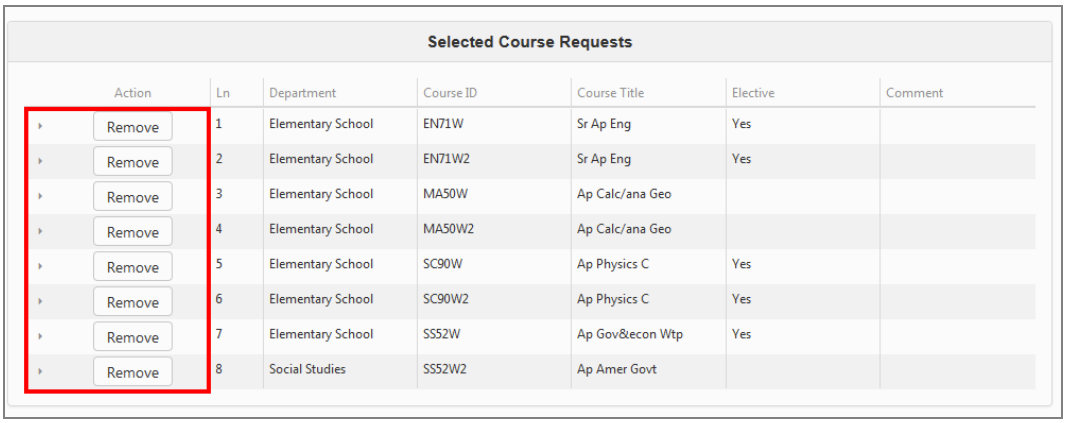


Course Request Selection Screen

4. 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.
5. Repeat this process to make additional selections.
6. Click **Click here to return to course request summary** when finished.

Remove a Course Request

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



Course Request Selection Screen

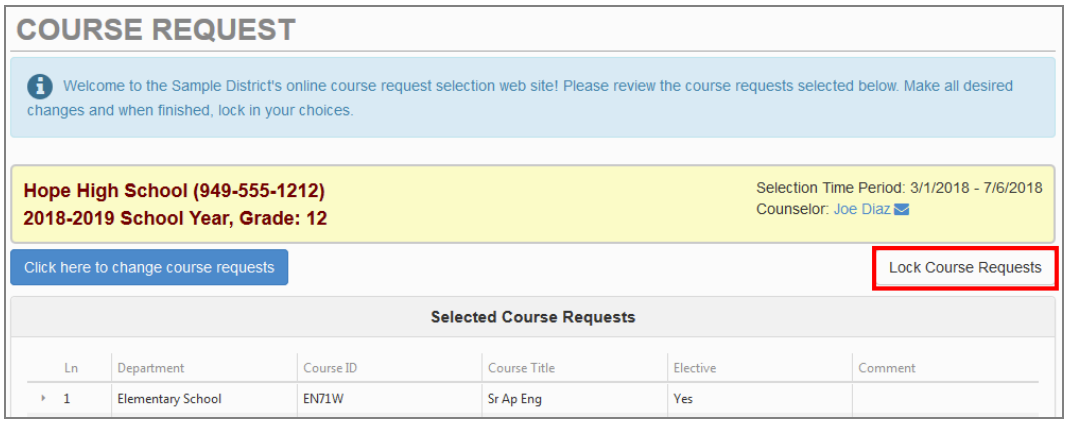
3. Click **Click here to return to course request summary**. The courses removed no longer display.

Copyright 2018-2026 Edupoint Educational Systems, LLC

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.



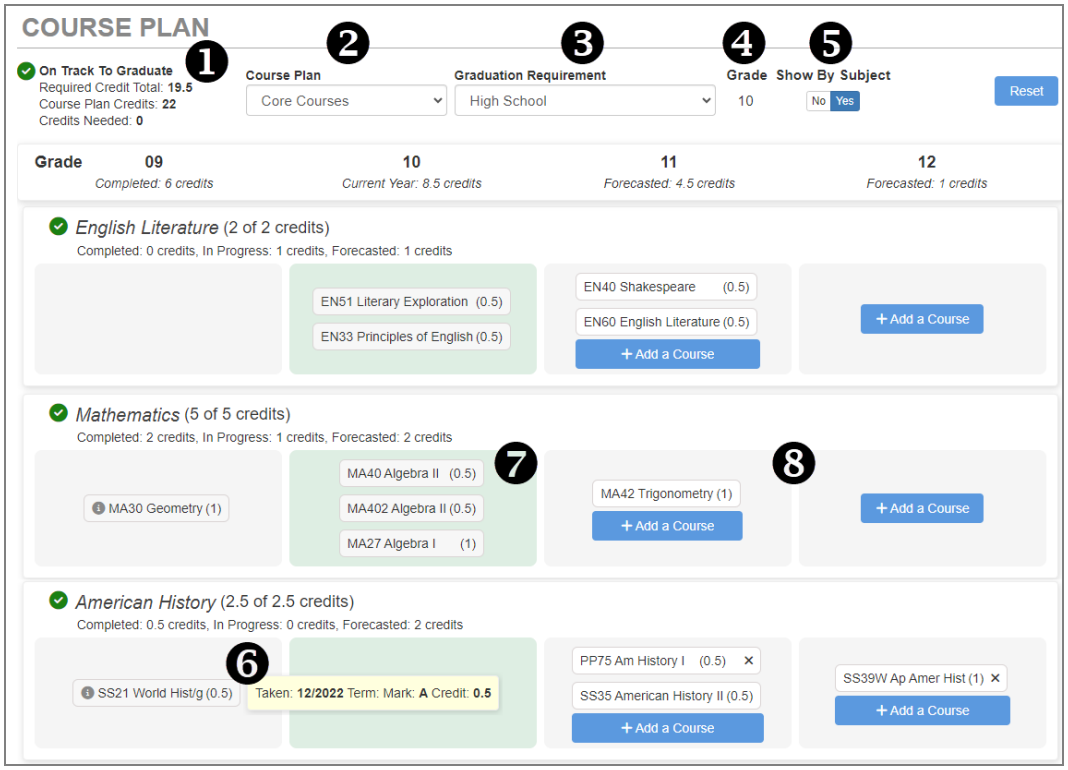
Course Request Screen

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.



Course Plan Screen

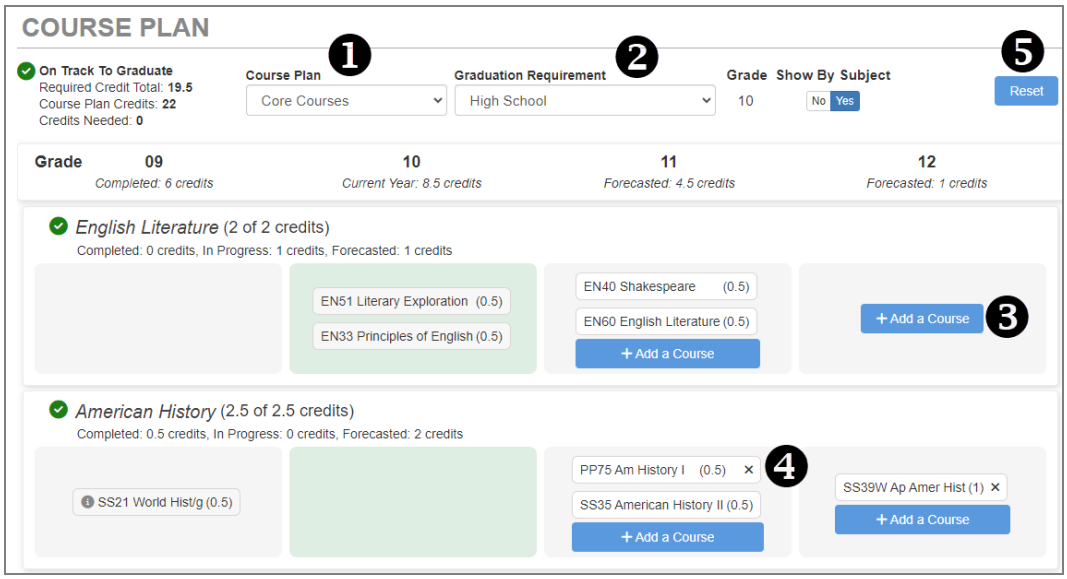
- The Course Plan summary indicates whether a student is **On Track To Graduate** or **Not On Track To Graduate**. It displays how many credits are in the plan, how many credits the student signed up for in the course plan, and how many credits are still needed. ❶
- The **Course Plan** assigned to the student displays as an editable or read-only field. ❷
- The **Graduation Requirement** assigned to the student displays as an editable or read-only field. ❸
- The current **Grade** of the student displays. ❹
- Toggle **Show By Subject** to *No* or *Yes* to organize courses by subject area. ❺
- 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. ❻

Copyright 2018-2026 Edupoint Educational Systems, LLC

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

Managing Course Plans

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



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. ❶
- Select a different **Graduation Requirement** or **Diploma Type** if needed. ❷
- Click + Add a Course under the applicable grade to add a forecasted course. The Course Plan summary updates. ❸
- Click **X** to remove a forecasted course. Courses associated with an active Course Request cannot be removed. ❹
- Click Reset to remove all forecasted courses not associated with an active Course Request. ❺

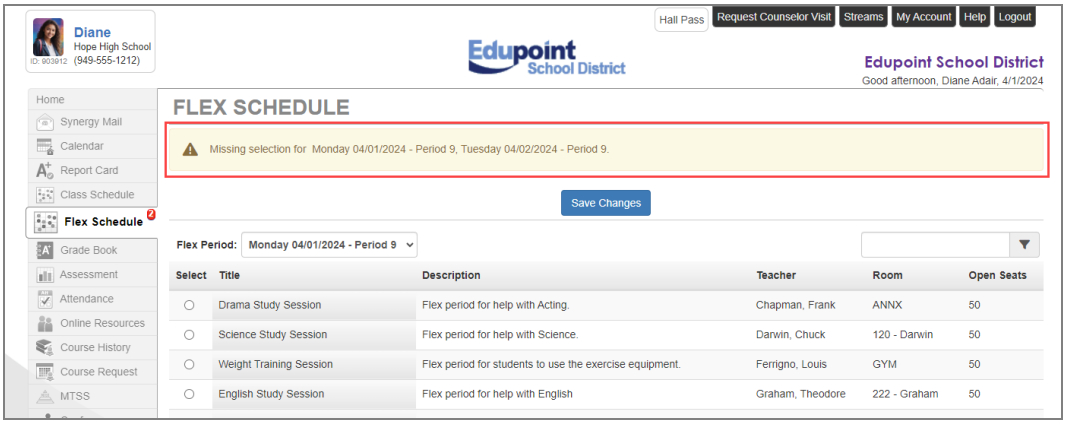
> Click the **Course Request** tab from the Navigation bar to remove active course requests if allowed by the district.

Managing Flex Scheduling in StudentVUE

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

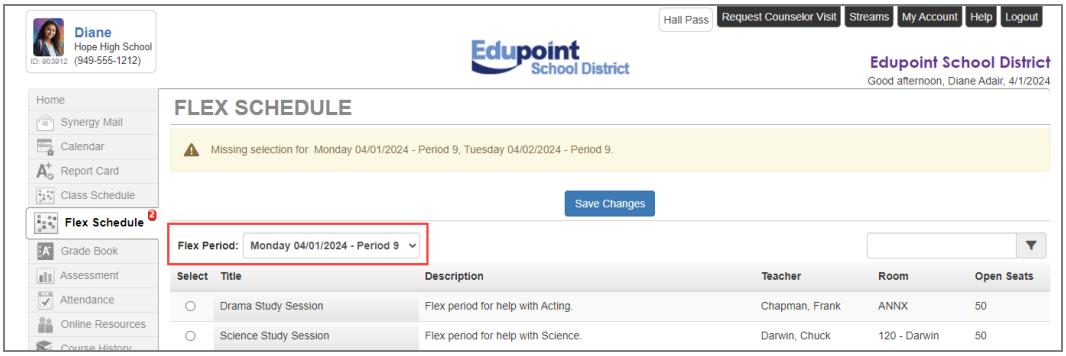
1. Click **Flex Schedule** in the Navigation bar.

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



Flex Schedule Screen

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

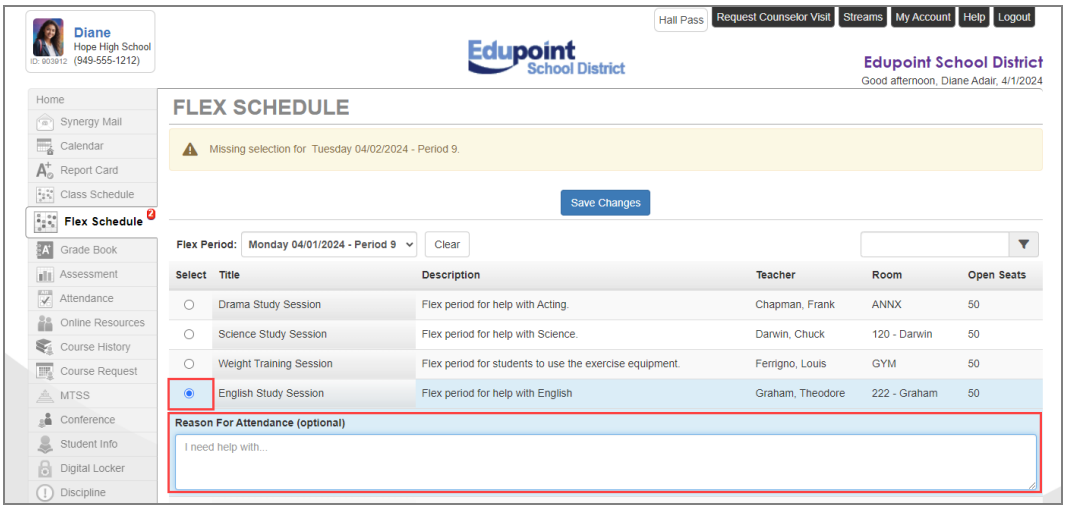


Flex Schedule Screen

3. Select the session you want to attend.

Copyright 2018-2026 Edupoint Educational Systems, LLC

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



Flex Schedule Screen

5. Click Save Changes. The selection is saved and the **Flex Period** automatically advances to the next date and period.

6. 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

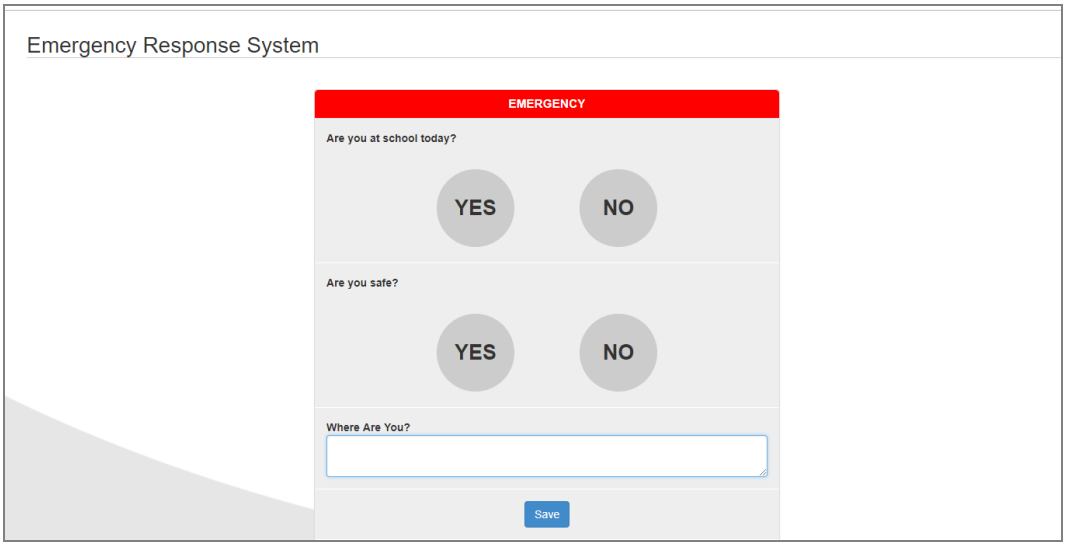
Emergency Response System 100
Viewing Messages and Alerts 101
Managing Messages 102
Sending Emails to Teachers 105
Viewing the Calendar 110
Using Streams 116
Viewing Conference Information 119

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?

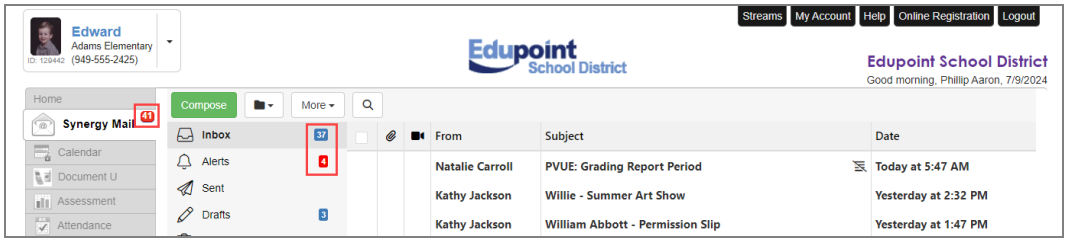


StudentVUE Emergency Response System Screen

3. Click **Save**.

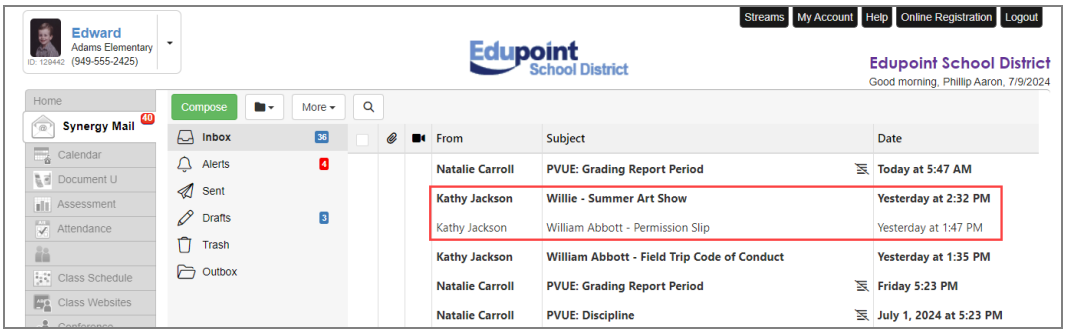
Viewing Messages and Alerts

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.



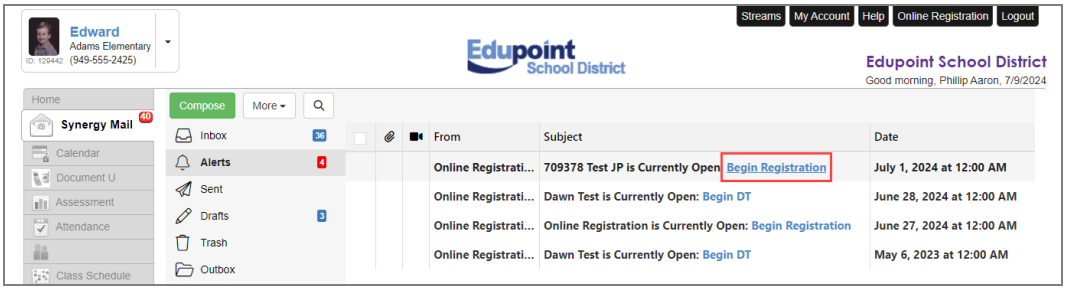
ParentVUE, Synergy Mail Tab

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.



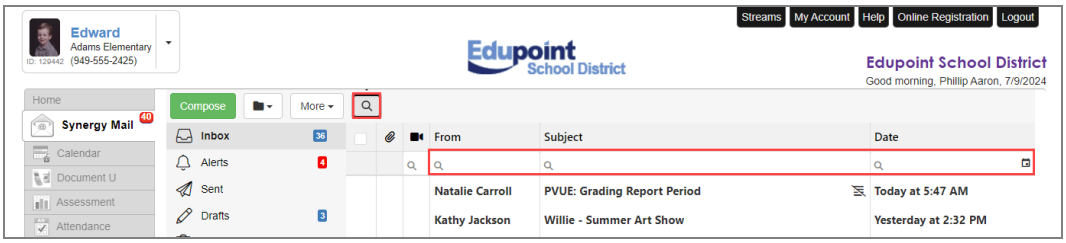
ParentVUE, Synergy Mail Tab, Alerts Folder

Copyright 2018-2026 Edupoint Educational Systems, LLC

Managing Messages

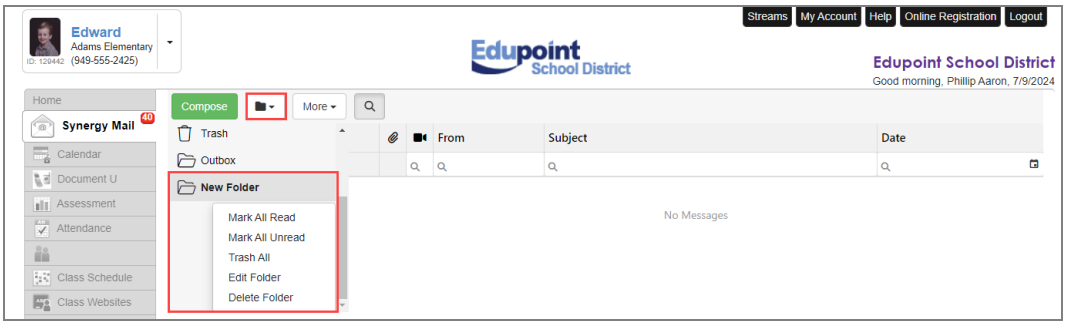
Messages can be managed in a variety of ways.

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



ParentVUE, Synergy Mail Tab

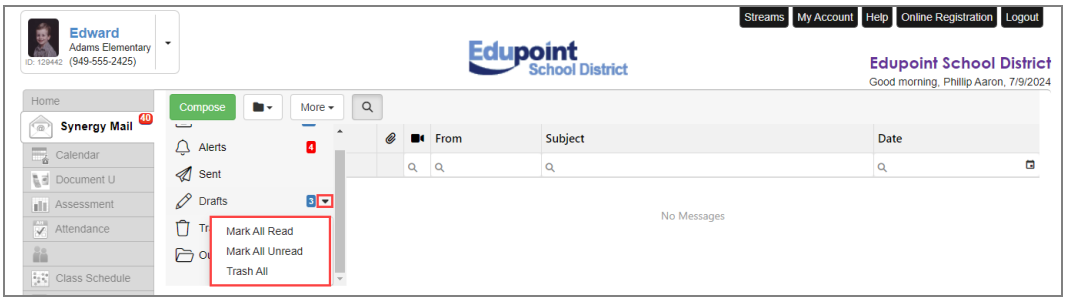
- Click to create a new folder. New folders display below your **Outbox** and can be edited or deleted at any time by opening the drop-down.



ParentVUE, Synergy Mail Tab

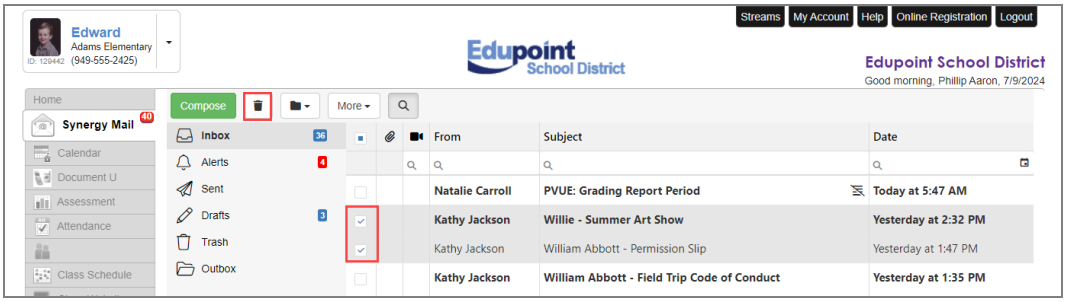
- Hover over any folder to display the drop-down icon . Click to open folder options.
  - *Mark All Read* – Marks all messages as read and removes the bold font
  - *Mark All Unread* – Returns all read messages to an unread status and displays them in bold font
  - *Trash All* – Moves all messages to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

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



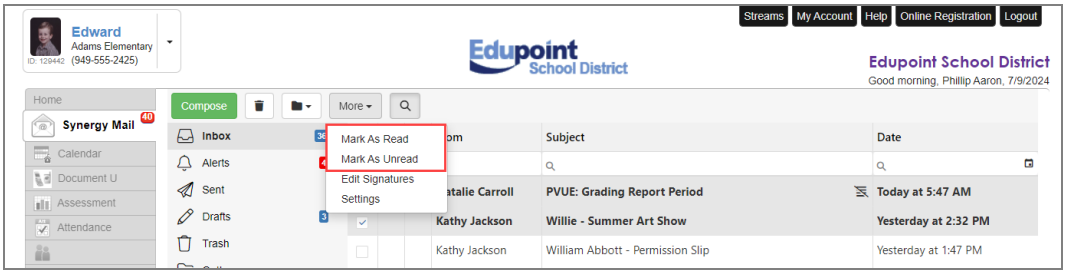
ParentVUE, Synergy Mail Tab

- 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.

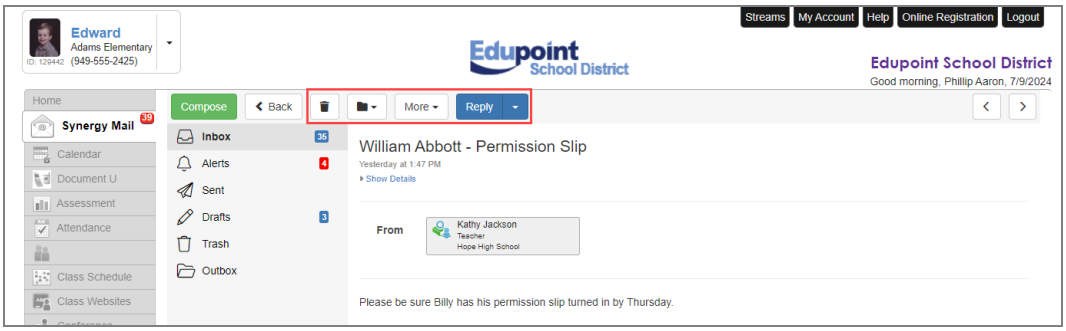
Edit Signatures Window

Copyright 2018-2026 Edupoint Educational Systems, LLC

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

    You cannot Reply All in Synergy Mail.

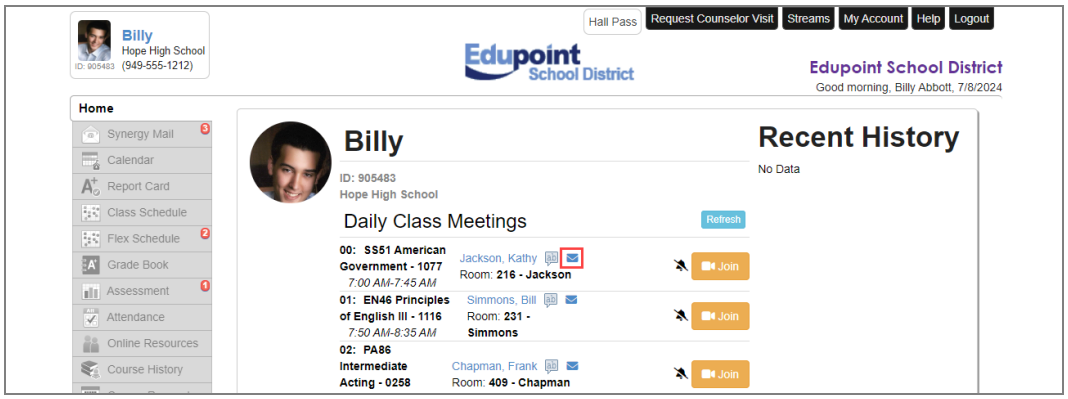
  - Click and select *Forward* to send the message to another recipient.
  - Click to move the message to the **Trash** folder.
  - Click to move the message to a different folder.



ParentVUE, Synergy Mail Tab

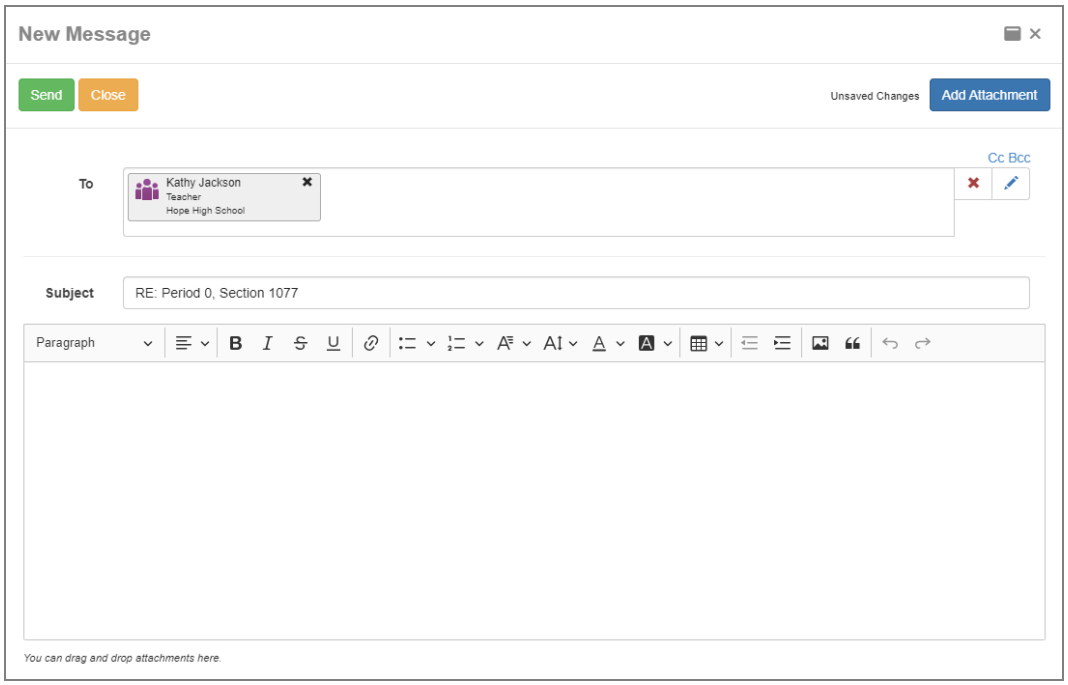
Sending Emails to Teachers

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

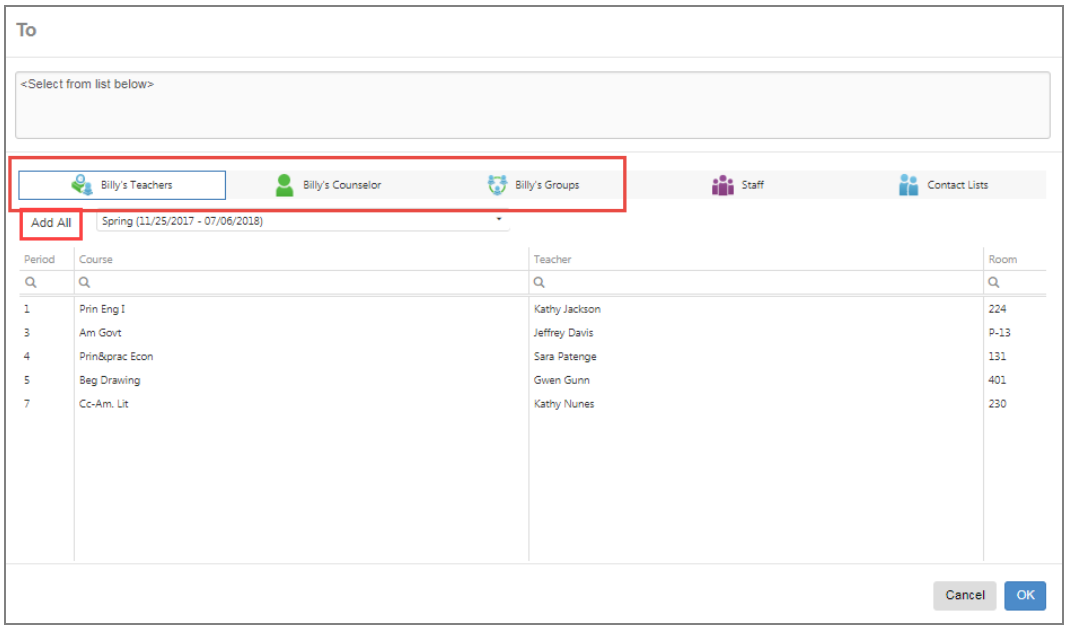
Copyright 2018-2026 Edupoint Educational Systems, LLC

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.

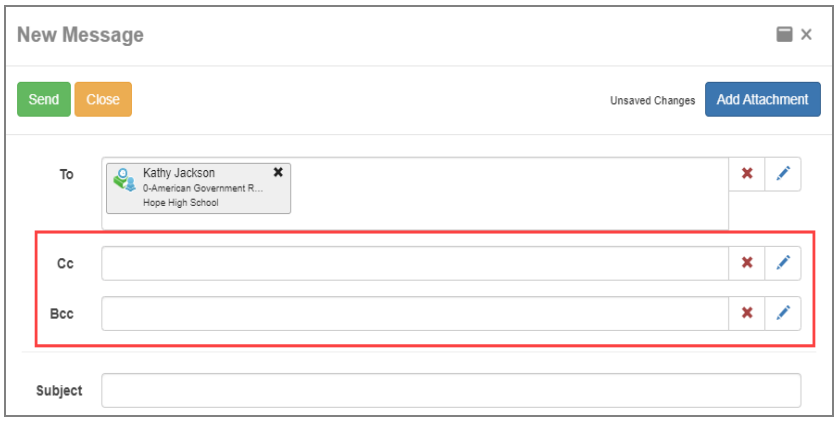


ParentVUE To Screen

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.

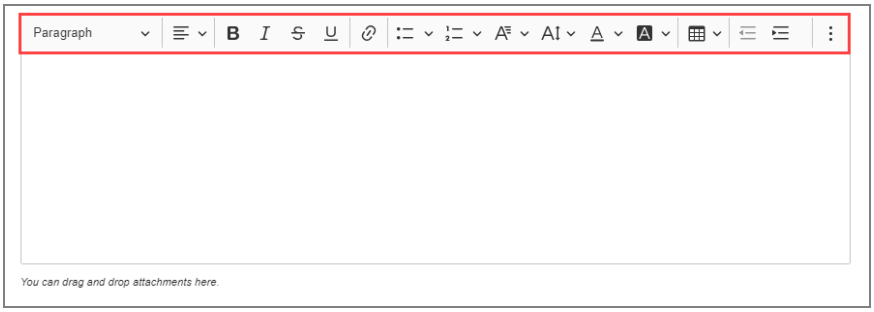
New Message Screen

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



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.



New Message Screen

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

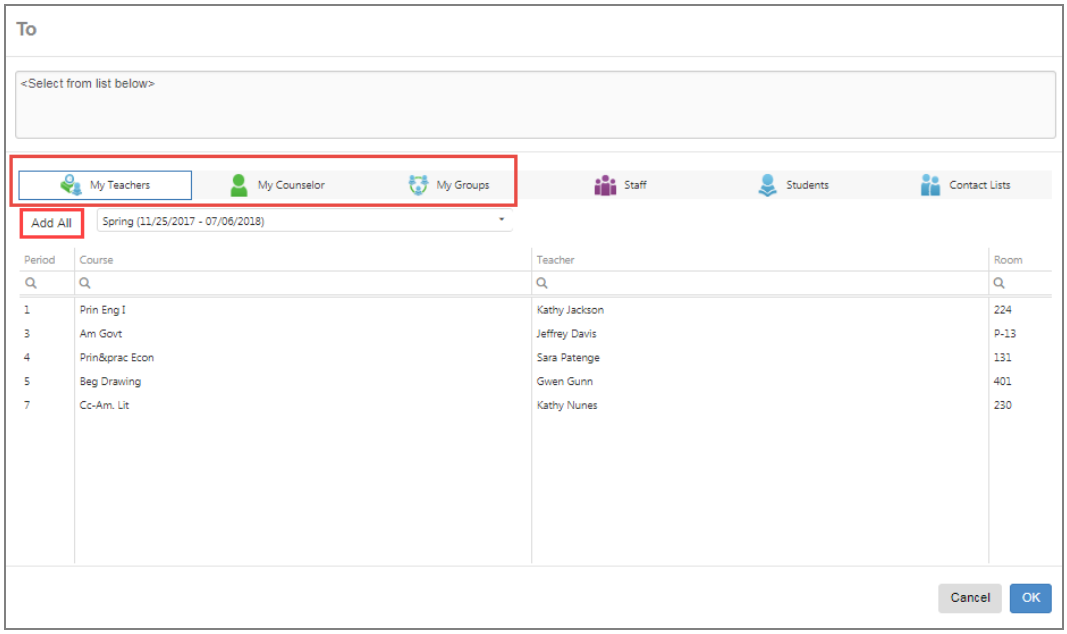
> Click **Close** and focus to another child to send emails to recipients for more than one of your children. Open the draft and select the recipients for the focused child.

Copyright 2018-2026 Edupoint Educational Systems, LLC

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.

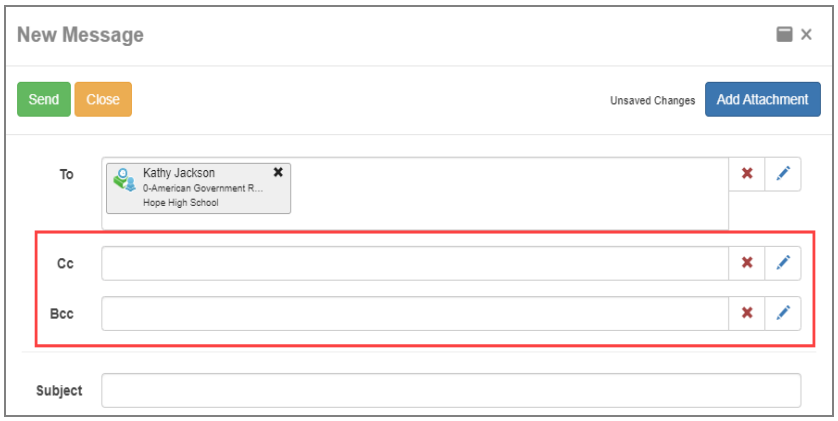


StudentVUE To Screen

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.

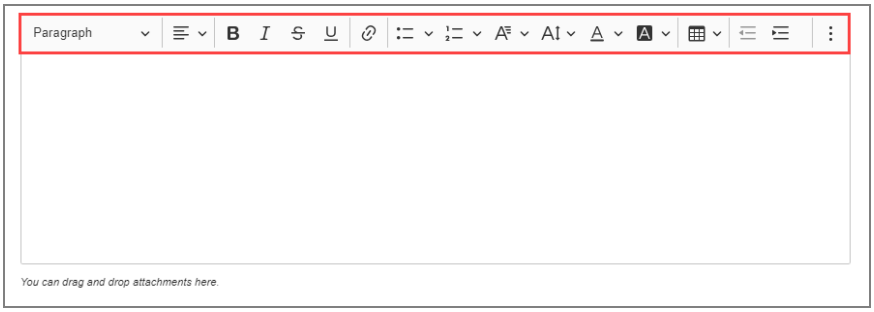
New Message Screen

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



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.



New Message Screen

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

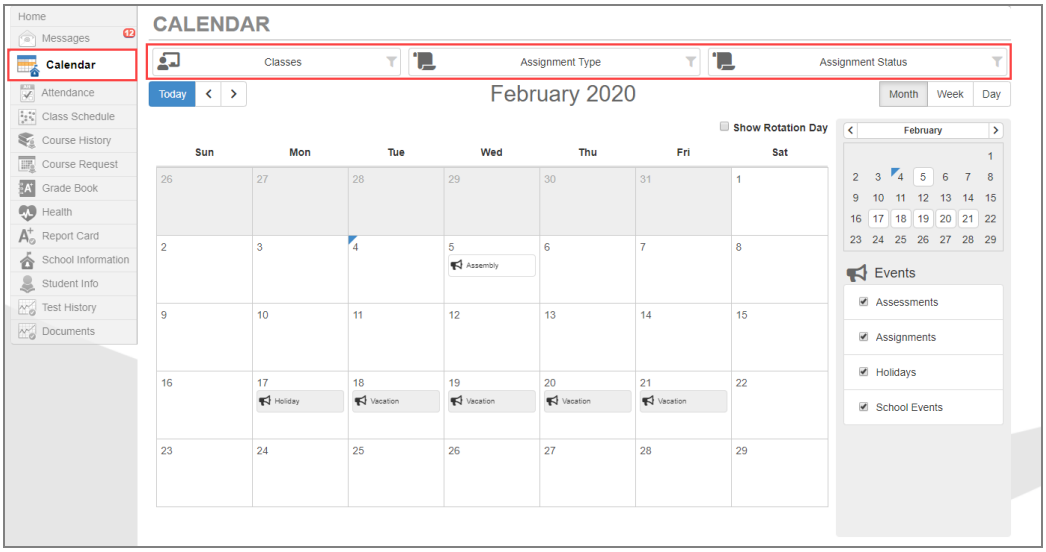
Copyright 2018-2026 Edupoint Educational Systems, LLC

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.

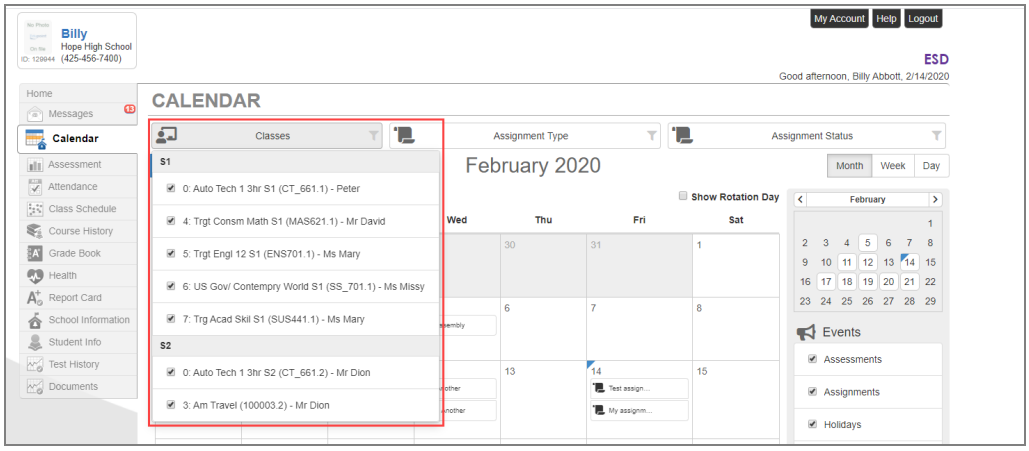
   You can view the calendar by **Classes**, **Assignment Type**, or **Assignment Status**.



ParentVUE Calendar Screen

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

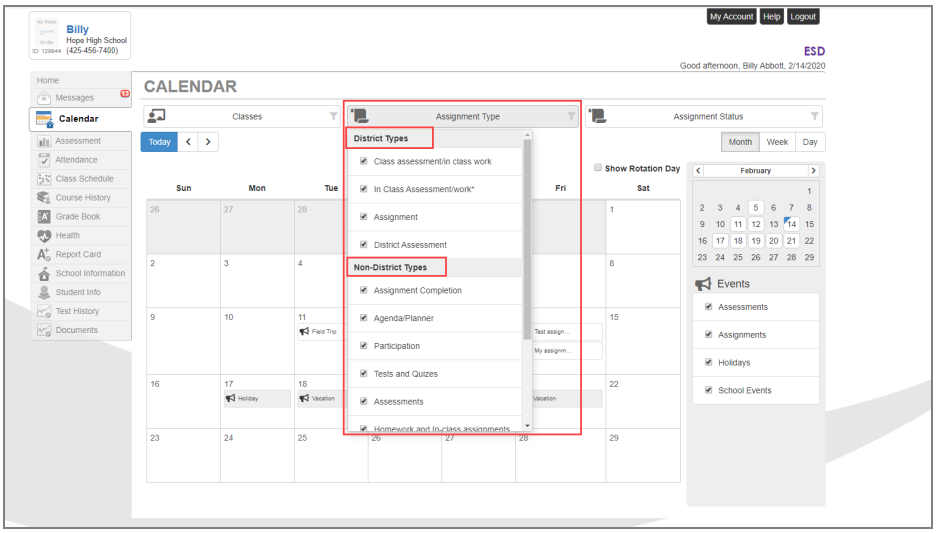
> If there are no assignments for a grading period, that grading period does not display on the **Classes** list.
>
> If a class is deselected, it no longer displays in the calendar and the associated assignments.



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.

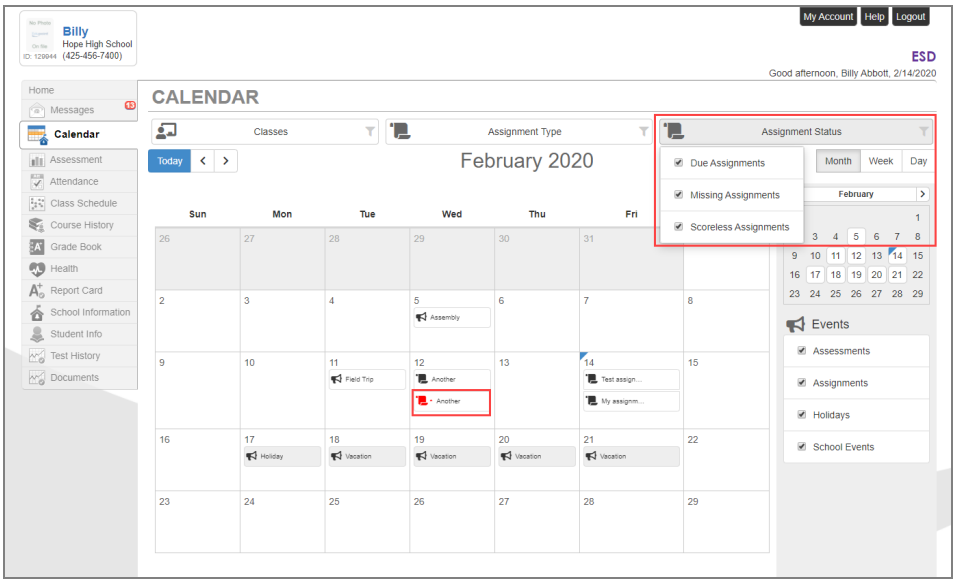


ParentVUE Calendar Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC

- **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.

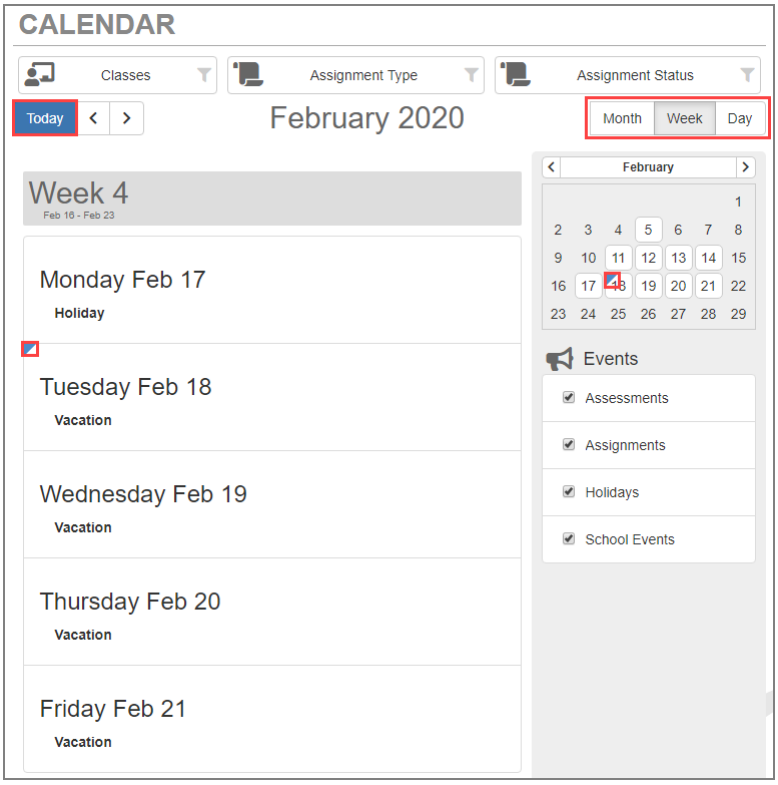


ParentVUE Calendar Screen

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.

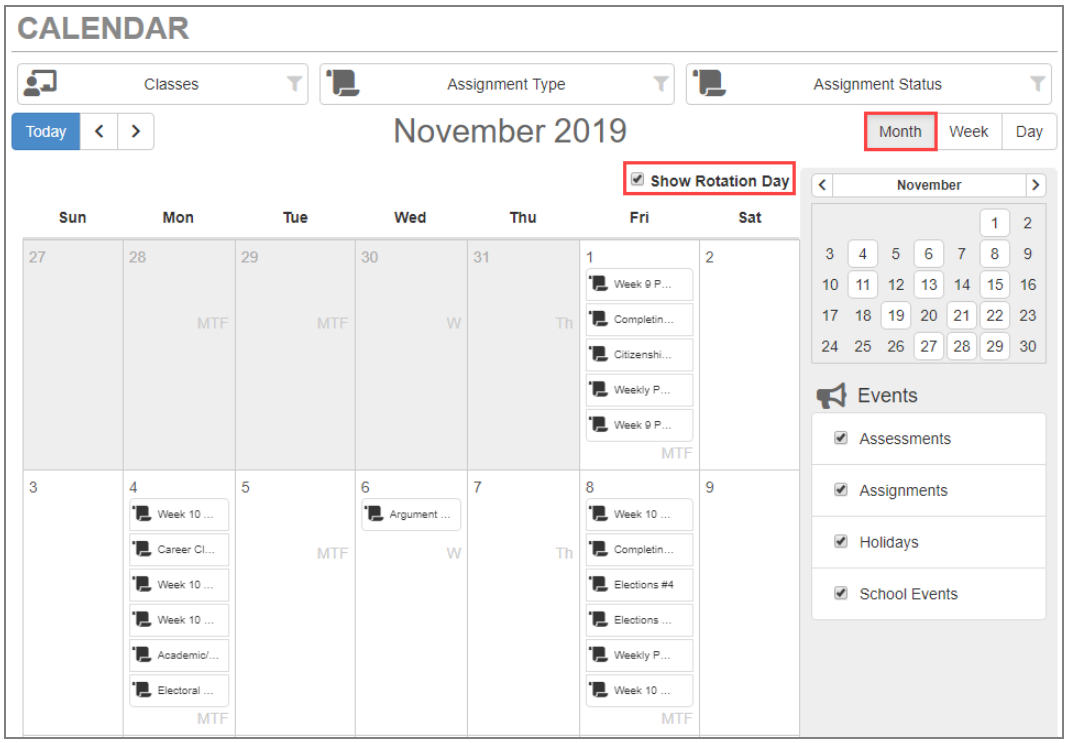


ParentVUE Calendar Screen

Copyright 2018-2026 Edupoint Educational Systems, LLC

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

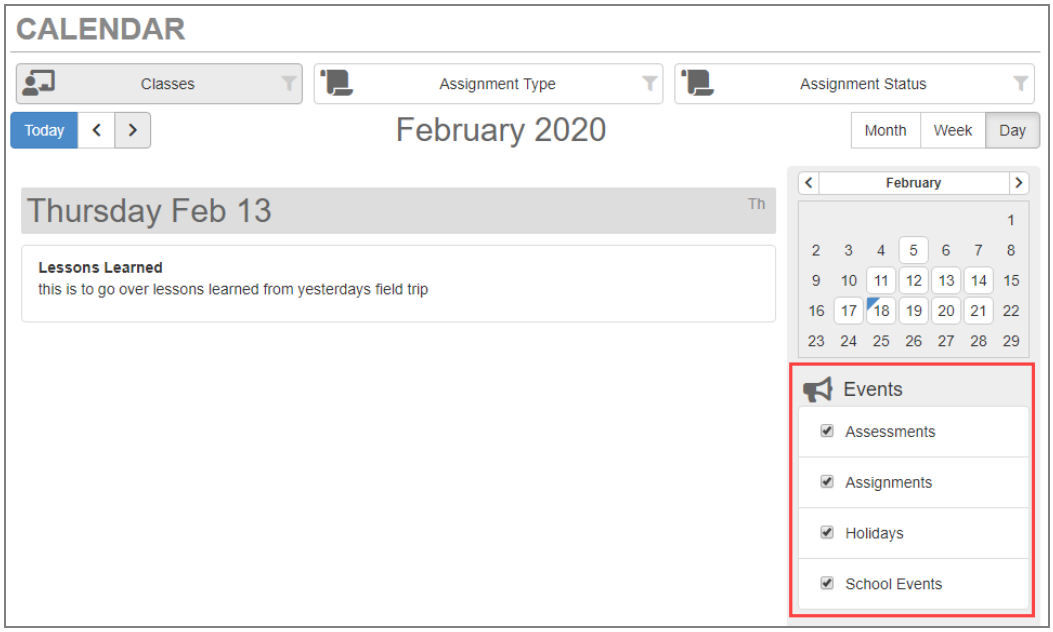
> Not all schools use Rotation Days.
>
> You can select the **Show Rotation Day** option on the **Month** view.
>
> If the **Show Rotation Day** option is selected, the period rotation definition code displays for the **Month**, **Week**, or **Day** view.



ParentVUE Calendar Screen

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

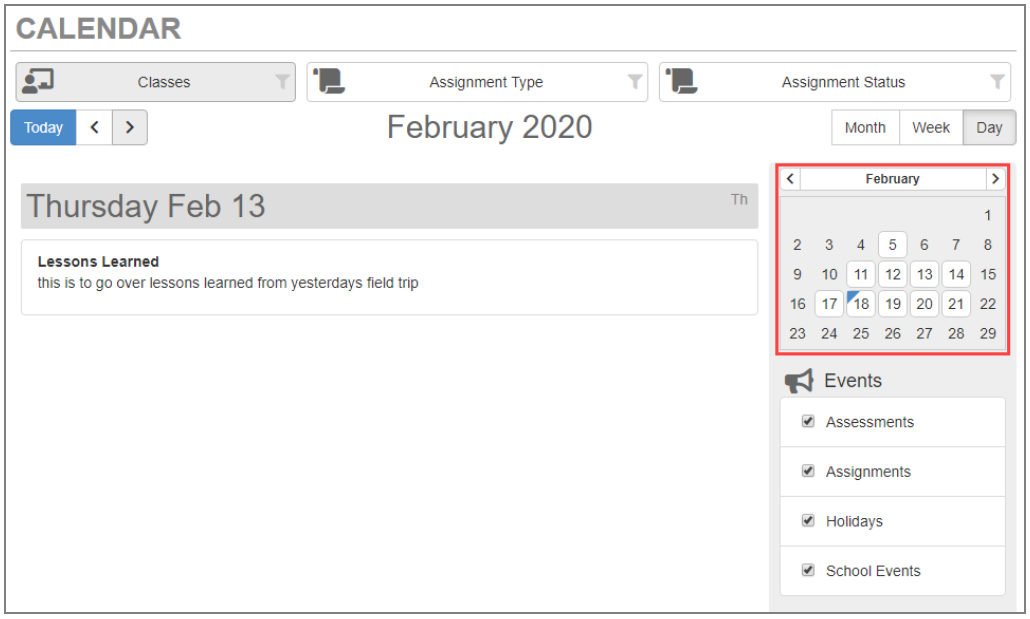
> If an Event is deselected, it no longer displays on the calendar.



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

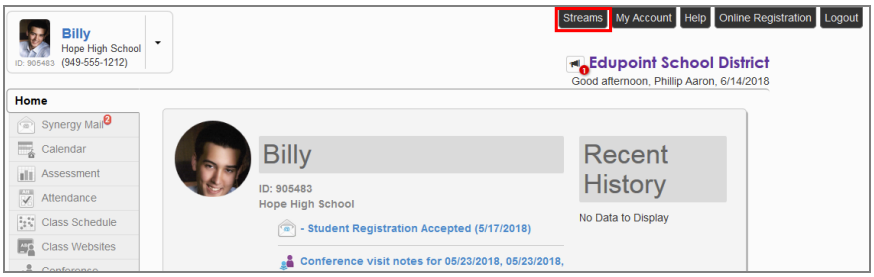
Copyright 2018-2026 Edupoint Educational Systems, LLC

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.

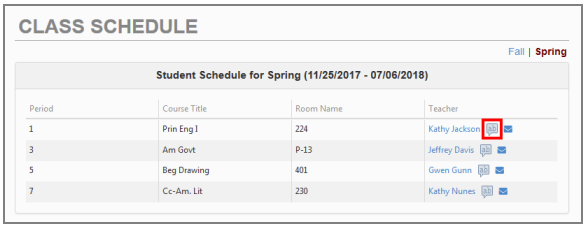
Sending Messages to Teachers

1. Select the **Streams** tab.



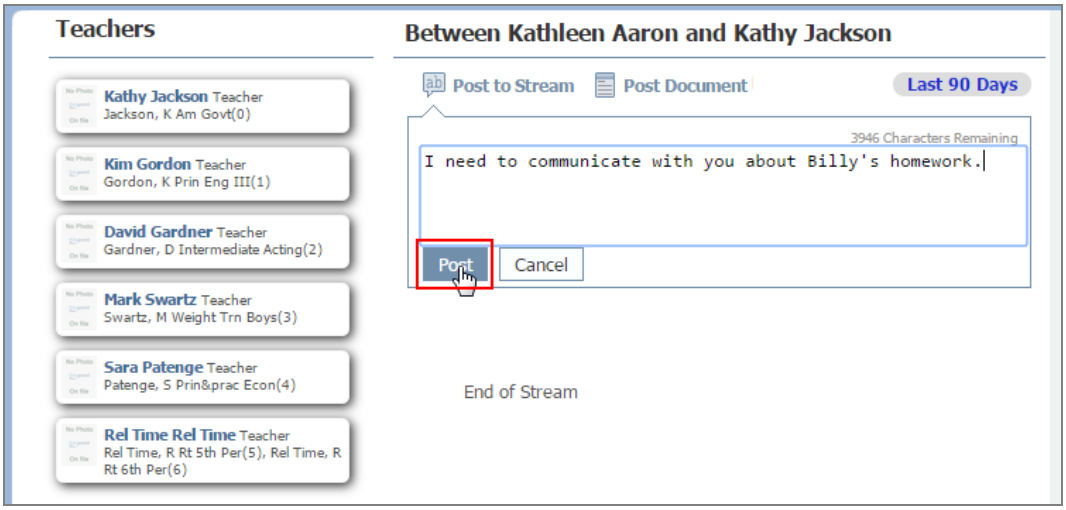
Class Schedule Screen

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



Class Schedule Screen

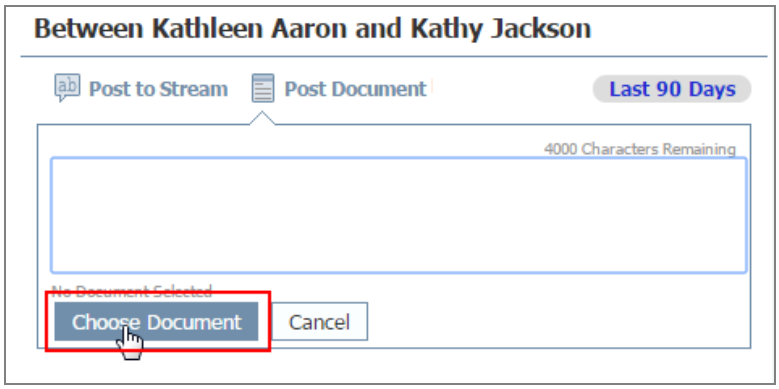
2. Type your message to the recipient in the **Post** box.
3. Click **Post**.



Streams Screen

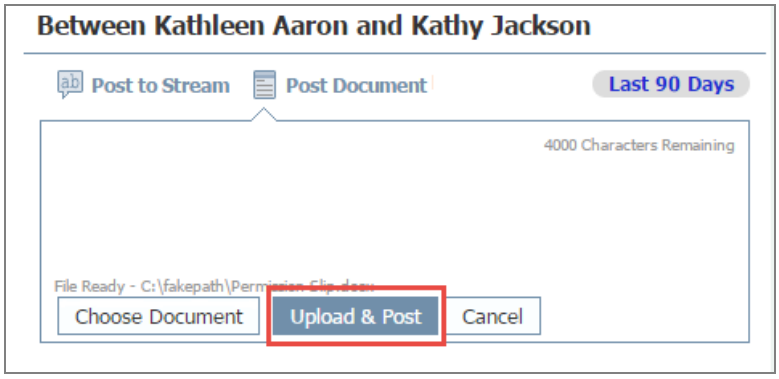
Sending Documents to Teachers

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



Streams Screen

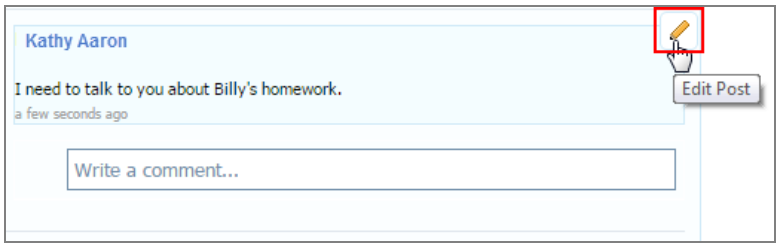
3. Select the file and click **Open**.
4. Enter a note that pertains to the document in the message box if necessary.
5. Click **Upload & Post**. The document uploads.



Streams Screen

Managing Posts

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



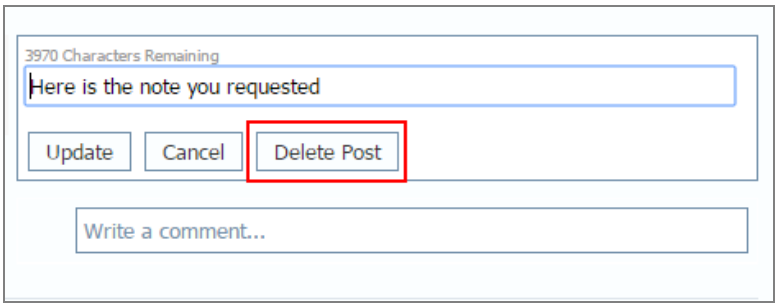
Streams Screen

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

Copyright 2018-2026 Edupoint Educational Systems, LLC

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

Click **All** to view all posts.



Streams Screen

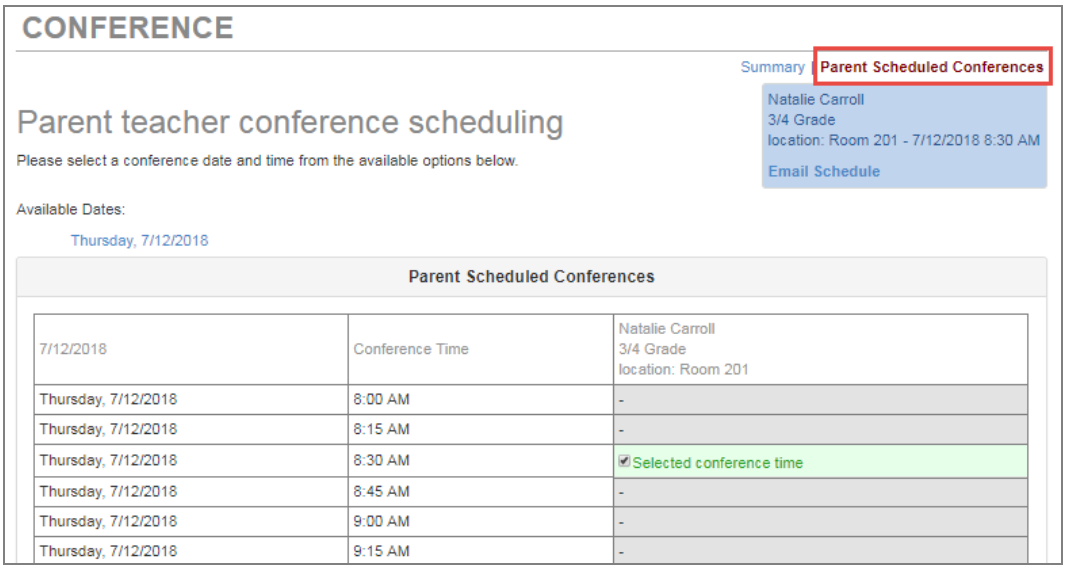
Viewing Conference Information

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.

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.



ParentVUE Conference Screen, Parent Scheduled Conferences Tab

Copyright 2018-2026 Edupoint Educational Systems, LLC